



October 1, 2014

Dear Citizens,

On behalf of the City Commission, it is my responsibility and privilege as Mayor of the City of Tallahassee to present the approved fiscal year 2015 operating budget of \$697.3 million and the capital budget of \$116.3 million, for a total budget of \$813.6 million. Throughout the entire budget process, we were determined to meet the high expectations you have set for your local government by delivering the best possible services and remaining fiscally responsible. I am confident this year's budget reflects that commitment.

For the fifth year in a row, the City's millage rate remains at 3.7 – the lowest to comparable cities in the state. Due to a continued focus on operational efficiencies, identifying emerging technologies to improve service delivery, and our reliance on an exceptional workforce, Tallahassee continues to define what it means to “do more with less”. However, while reducing costs is a clear priority, improving the quality of life in our community remains paramount. As such, the FY 2015 budget funds a number of items that will add significant value to our community, including six new police officers for the Community Oriented Policing and Problem Solving Squad (COPPS), and a StarMetro pilot program designed to provide transportation options to Veterans at no cost.

I am proud that the City of Tallahassee is lauded as one of the most livable cities in the nation, due in large part to our commitment to customer service and quality of life enhancements. For example, while other cities have struggled during the recession, Tallahassee has continued to build and invest and now we are seeing the results of those decisions. New amenities, such as Capital Cascades Park and Gaines Street as well as the ongoing construction of FAMU Way have dramatically improved the landscape of Tallahassee. Additionally, the development of innovative programs and technological conveniences for our citizens, including Neighborhood REACH and DigiTally have further solidified Tallahassee as a Smart City. Projects such as these are the direct result of wise long-term financial investment and planning as well as a commitment to provide the types of services that our citizens expect and deserve.

As in years past, citizen input is a key component of the budget preparation process. This year, two workshops and an online survey were conducted to provide our residents with the opportunity to be active participants in the budget discussion. During the workshops, the public, the City Commission, and City staff listened, learned from each other, and offered comments on the proposed budget priorities. The resulting dialog helped the Commission understand your priorities and align our financial resources according to community needs.

Furthermore, I am grateful to the Commissioners for their leadership and commitment throughout this budget process. In addition, the City staff – particularly the budget staff – are to be commended for their hard work and dedication. Looking ahead, as the economy continues to improve, we are hopeful that next year’s process will enable your city government to maintain its commitment to fostering a prosperous local economy and a high quality of life for its residents.

As I reflect upon the last 11 years, I am extremely grateful to have been your Mayor and represent your voice in the budgetary process. While not without its challenges, the opportunity to join you in shaping our community into what it is today has truly been an honor. Thanks to our collective vision and the work we started over a decade ago, we have made Tallahassee into one of the best cities in America.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Marks III". The signature is stylized with a large, sweeping initial "J" and a prominent "III" at the end.

John R. Marks III
Mayor

June 19, 2014

Most Livable City in America

Honorable Mayor and City Commissioners:

It is my pleasure to present to you balanced operating and capital budgets for fiscal year 2015. As the City Commission is aware, we as a government organization are emerging from the effects of the recession slower than we anticipated and slower than the private sector. Although we are seeing some hopeful indicators in our revenues, the budget being presented for your consideration is a current service level budget that maintains services while requiring additional revenues from various sources to provide for a balanced budget.

Over the last few years we have been successful at providing balanced budgets and maintaining service levels while still making necessary changes to the way we operate and manage the organization. We have also tapped into one-time revenue sources to balance the budget. If we are to be successful in the future in maintaining and expanding current service levels we will need to start addressing the general fund revenue structure. This budget begins this process with some of the revenue recommendations that are proposed.

The proposed operating budget totals \$681.1 million, representing a decrease of \$8.1 million, primarily \$3.8 million in fuel and \$3.7 million in operating expenses, or 1.2% decrease from the fiscal year 2014 budget. Of the total operating budget, \$141.7 million is for the general fund and \$539.4 million is related to the enterprise funds (electric, aviation, fire, etc.). The capital budget totals \$103.5 million, representing a decrease of \$59.4 million or a 57.4% decrease from the fiscal year 2014 budget.

From FY 2007, the start of the recession, to the proposed FY 2015 budget the general fund expenditures have grown by only 0.6% a year, on average. In comparison, inflation has grown by 2.1% a year, on average. This minimal growth in general fund expenditures was possible because the City Commission has made a number of difficult decisions in the past to address the financial constraints and maximize the benefit of our available resources which included:

- *Elimination of more than 150 positions since FY07.*
- *Reorganization of programs and service delivery.*
- *Implementation of employee furloughs.*
- *Providing early separation incentives for employees.*

KEY ASSUMPTIONS

*NO INCREASE IN THE
MILLAGE RATE FOR THE 5TH
YEAR - 3.7 MILLS*

*SALARY ENHANCEMENTS
FOR NON-UNION
EMPLOYEES OF 2.5%*

*ADDRESS MINIMAL CAPITAL
FUNDING NEEDS FOR
GENERAL GOVERNMENT
CAPITAL PROJECTS*

*INCREASED TRANSFER
FROM UTILITIES*

*ADDITIONAL FUNDING FOR
STARMETRO*

- *Reduction/elimination of pay increases for employees during recession.*
- *Increasing the employee contribution for health insurance premiums.*
- *Changes in the pension plan to reduce or minimize future health insurance costs for retirees.*

Though we have consistently asked our employees to do more with less, they not only accepted the challenge but they continue to exceed expectations. Our outstanding service delivery, which is always a top priority, is reflected in the continuing number of awards and accolades received by the City including the "Silver Walk Friendly Community Designation" from the Pedestrian Bicycle Information Center (PBIC), the 2014 National Planning Excellence Award for a Planning Agency from the American Planning Association (APA), the Thomas P. Smith Water Reclamation Facility received the 2014 Earle B. Phelps Award for Best Operated and Maintained Plant in Florida in the Advanced Wastewater Treatment Category, the best Public Works Director in the Country by American City and County, by underground utilities for receiving the Distinguished People's Choice Award and completion of the Governor's Sterling Challenge, and the Award of Excellence from the Urban Land North Florida Institute (ULI) for the rebuilding of Gaines Street. These would not be possible without the leadership and support of the City Commission.

Thanks to those and many other efforts and to the leadership of the City Commission, our residents, businesses and visitors benefit every day. Just a few of the great accomplishments from past year's funding include electric busses, which provide for a cleaner environment and cheaper operating costs, investment of \$1.7 million in new sidewalks making it safer for all pedestrians and children to get to and from school, the StarMetro Rhythm Route to connect entertainment destinations and businesses, and the new jewel of the City, Cascades Park. Not enough can be said about this premiere attraction. The 2.3 miles of paved pathways beg to be strolled or jogged. Interpretive signage and historical markers designate the location's importance to our city's heritage. And there is no doubt from the near-constant laughter that children relish Imagination Fountain.

The ongoing investments in our community have attracted new nationally-recognized businesses to open including Whole Foods, Trader Joe's, Bass Pro Shops, BJ's Restaurant and Dick's Sporting Goods. We continue to see new development around the city, including Gaines Street and

City Commission
Target Issue Committees

Long Range Planning

- Enhance the beauty and walkability of the community
- Improvement on major city corridors
- Way finding system
- Incentives to ride bikes

Quality of Life and Innovation

- Take advantage of new technology
- Build on the Cultural Plan to meet citizen expectations
- Address critical issues in target neighborhoods
- Addressing homelessness
- Enhance the position of women in the workplace and the community

Financial Viability

- Identify a sales tax package that enables the community to meet the needs of the community
- Investigate and implement ways to enhance customer service and convenience for citizens

Economic Development

- Build on the success of Cascades Park as a lynchpin to create contemporary and unique development/ redevelopment spaces
- Focus on strategies that incentivize home grown business development
- Take advantage of the technology now available to deliver services more efficiently and effectively.

Madison Street development, which enhances quality of life and serves as a critical economic development driver. As was mentioned last year, the proof is in our increasing population and in the local unemployment rate of 5.0%, down from 5.8% this time last year, and continues to be less than the state at 6.2%.

Ad Valorem is the top revenue for the general fund and its importance cannot be over emphasized. Property values, (which were hit the hardest during the recession and were already declining in

**Want More and Keep the Same from
Community Budget Meetings**

Want More

Funding to attract businesses & jobs (58%)
Financial support of special events (18%)
Financial support of arts & culture (46%)
Pedestrian & bicycle safety (66%)
Passive parks (32%)
StarMetro (41%)

Keep the Same

Funding to attract businesses & jobs (32%)
Financial support of special events (52%)
Financial support of arts & cultural (40%)
Pedestrian & bicycle safety (28%)
Passive parks (58%)
StarMetro (25%)

**Want More and Keep the Same from
Online Survey**

Want More

Funding to attract businesses & jobs (41%)
Financial support of special events (18%)
Financial support of arts & culture (41%)
Pedestrian & bicycle safety (54%)
Passive parks (39%)
StarMetro (35%)

Keep the Same

Funding to attract businesses & jobs (29%)
Financial support of special events (47%)
Financial support of arts & culture (36%)
Pedestrian & bicycle safety (33%)
Passive parks (47%)
StarMetro (27%)

Florida due to tax reform, the doubling of the homestead exemption and changes to the rolled-back rate methodology), are now starting to slowly recover in our area. However, due to Save Our Homes in Florida, the taxable value growth is capped at the Consumer Price Index (CPI) or 3%, whichever is less. In recent years CPI is running well below 3% and for the FY15 budget, it will be 1.5%. This makes for a very slow recovery which is why this budget includes recommendations for adjusting other revenue sources.

The Community Budget Workshops and the online survey continue to reflect residents' preference of keeping services at the same levels with many wanting higher levels for certain services. This budget meets those preferences by being a continuation budget which maintains existing service levels.

As mentioned previously, reductions have been made over the last several years which included reductions in staffing and funding levels for departments. If the direction is to further reduce expenditures in FY 2015 for the general fund it will require the elimination of more positions, both general employee positions and public safety positions. This will impact service response levels and likely to eliminate some programs entirely.

In addition to continuing to provide core city services at existing levels, this budget also addresses, to the extent possible, the City Commission priorities as identified at the City Commission retreat in January.

Additionally, the proposed budget being presented for your consideration, recommends a modification to the transfer from the electric, solid waste, water and gas utilities to offset the past use of one-time revenue. Rate

studies will be conducted in 2015 to include the modification to the transfer policies. It is estimated that the results of a rate study will show an increase to average customers around \$2.50 a month. In comparison, an increase to Ad Valorem on the same scale would impact the average homeowner by almost \$7.50 a month.

FY15 BUDGET PROCESS

As the City Commission is aware, we began this year’s budget process estimating a general fund shortfall of approximately \$6.2 million primarily due to the use of \$6.0 million in one-time revenue. As we progressed through the budget process we received updated information that impacted the projected shortfall. The major impacts for FY 2015 include StarMetro and general government debt service. In an effort to reduce expenditures, Starmetro enacted a cost reduction plan for FY14. Originally, StarMetro proposed a \$1 million reduction that would offset a shortfall in their expenditures. However, due to delayed service changes, the plan was not implemented until May 2014 producing an estimated savings only a savings of \$200,000 for FY14, which will carry forward to FY15. Unfortunately, revenues are now a contributing factor to Starmetro’s shortfall both in FY14 and FY15. Since FY12, Starmetro revenues have been on average 5.9% less than budgeted. We have updated the projection for FY 15 to be consistent with current revenue patterns.

This year we again held community town hall budget meetings as part of the FY 2015 budget process, on April 1st and 2nd in various locations within the community. As with prior years, the community budget workshop meetings serve to engage the public in an enhanced understanding of the complexities of the budget process. We also offered an online survey for budget input. Participants were able to vote on whether they *Want More, Keep the Same, Want Less or Don’t Want* programs. Though the results of the survey are not statistically valid, they do represent a snapshot of our community. Overall, the results mirror last year, in that citizens overwhelming want to maintain the current level of service, and in some cases, enhance service levels. In all, 254 residents took time to provide their priorities. The results of the Community Budget Workshop were provided to the Commission at the May 28, 2014 City Commission meeting.

PROPOSED 2015 OPERATING AND CAPITAL BUDGETS

The overall proposed budget totals \$784.6 million and is comprised of two components: the operating budget of \$681.1 million and the capital budget of \$103.5 million. While the operating budget is further divided into individual funds, the capital budget is appropriated on a project basis. The chart below shows the breakdown the major operating funds.

| General & Special Revenue | FY14 | FY15 | Percent Change | Enterprise Funds | FY14 | FY15 | Percent Change |
|---------------------------|---------------|---------------|----------------|------------------|---------------|---------------|----------------|
| General Fund | \$138,379,101 | \$141,601,611 | 2.3% | Electric | \$298,679,004 | \$302,783,741 | 1.4% |
| Star Metro | 16,968,124 | 17,005,057 | 0.2% | Gas | 26,036,382 | 31,848,304 | 22.3% |
| Fire | 33,942,932 | 36,854,540 | 8.6% | Water | 31,171,967 | 30,257,785 | -2.9% |
| Building Inspection | 3,258,084 | 3,257,996 | 0.0% | Sewer | 63,858,702 | 59,820,468 | -6.3% |
| Stormwater | 17,530,201 | 16,777,479 | -4.3% | Solid Waste | 24,928,443 | 24,835,693 | -0.4% |
| Cemetery | 456,444 | 459,076 | 0.6% | Aviation | 11,100,798 | 10,913,831 | -1.7% |

NOTE: DOES NOT INCLUDE ALL FUNDS

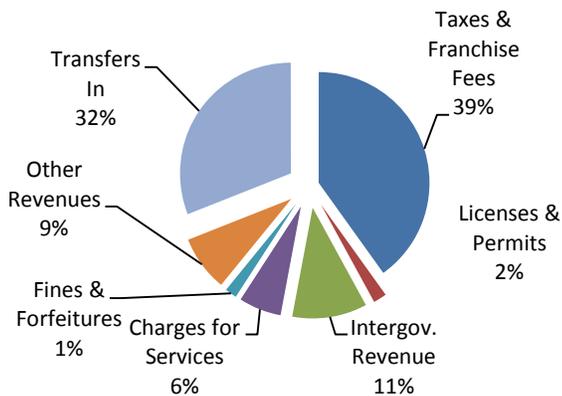
The general fund, (which includes services such as police, parks and recreation, animal shelter, right of way maintenance) represents 21% of the total appropriated budget. Electric utility funding comprises approximately 44% of the total budget. Although this is a significant portion of the total budget, \$129 million or 42.7% of the electric fund is for fuel (including purchased power). When combined with the fuel cost for the gas utility, fuel costs comprise 21.3% of the total budget. Approximately 65% of the budget is for all of the utilities (Electric, Water, Sewer, Gas, and Stormwater).

The proposed budget for general fund totals \$141,601,611 representing an increase of approximately \$3.2 million, or 2.3% from the FY14 general fund budget. The main factors driving the change are as follows;

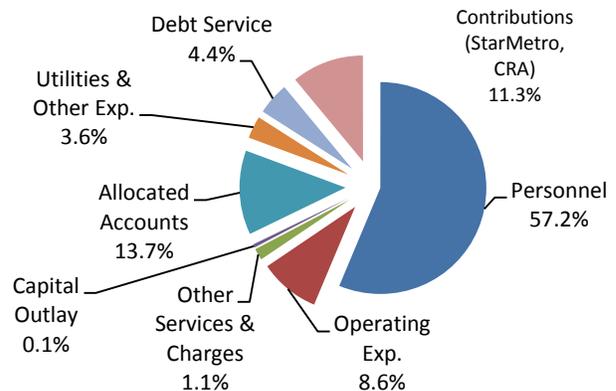
- The City’s contribution to the Consolidated Dispatch Agency increased by \$200,000 in FY 2015 to \$4.9 million.
- Personnel expenses increased by \$2 million, from \$79.4 million in FY14 to \$81.4 million in FY15. (this only includes 2.5% for PBA)
- The General Fund’s portion of allocated costs increased by \$800,000, from \$18.6 million in FY14 to \$19.4 million in FY15.
- The proposed budget for StarMetro includes a contribution from the general fund of \$7.7 million, an increase of \$1.3 million from FY14.
- Ad Valorem property tax revenue increased by \$1.1 million, from \$31.4 million in FY14 to \$32.5 million in FY15. The increase is due to growth in property values, not an increase in the City’s millage rate, which offsets the above increases by \$1.1 million dollars.

A breakdown of general fund revenue and expenditures is shown in the charts that follow. On the revenue side, all taxes, including ad valorem, communication services and utility taxes make up 40% of revenue. Ad valorem taxes contribute approximately 23% of revenue necessary to operate the general government with transfers from the utilities contributing a slightly greater share at approximately 29%. As indicated in the charts, personnel services account for well over one half of all expenditures.

General Fund Sources 2015



General Fund Uses 2015



KEY ASSUMPTIONS & BALANCING STRATEGIES FOR FY15

Over the last few months, staff has been working on ways to address the projected shortfall for 2015. The items below detail the balancing strategies.

Property Tax Rate

The proposed budget does not recommend an increase to the millage rate. This will be the fifth consecutive year keeping the millage rate at 3.7. The preliminary estimates of taxable value from

the Leon County Property Appraiser’s Office on May 30, 2014 indicate a 2.7% increase after netting out the payments to the community redevelopment agency which is equal to slightly over \$800,000 in additional revenue for the general fund.

The tax roll for fiscal year 2015 will be finalized this month and we will be receiving the certified taxable value report by July 1, 2014. This is the official estimate that must be used for adoption of the tentative maximum millage rate at the City Commission meeting on July 9, 2014.

Ad Valorem is the largest single revenue source for the general fund. In addition, because of the process required per state statutes to set the millage rate annually it also is the most predictable and reliable source of revenue. During FY15, we will evaluate the need for increasing the millage rate to ensure the long term financial health of the City.

Transfers from Utilities

It is staff’s recommendation to modify all utility transfers, excluding sewer for FY15. The following tables provide a summary of the transfers from each utility and percent comparison of general fund total revenue. Funding from existing reserves will be utilized as an interim measure and only as needed pending a rate study which will take place in 2015. It is estimated that the results of a rate study will show an increase to average utility customers around \$2.50 a month. In comparison, an increase to Ad Valorem on the same scale would impact the average homeowner by almost \$7.50 a month.

| <i>Transfer</i> | <i>FY 2012</i> | <i>FY 2013</i> | <i>FY 2014</i> | <i>FY 2015</i> |
|--------------------|-------------------|-------------------|-------------------|-------------------|
| Electric | 23,844,683 | 23,900,000 | 26,258,500 | 28,840,704 |
| Gas | 2,512,094 | 2,524,732 | 2,537,356 | 2,801,441 |
| Water | 2,999,663 | 3,148,743 | 3,238,663 | 3,694,369 |
| Sewer | 3,667,474 | 4,075,232 | 4,320,612 | 4,560,850 |
| Solid Waste | 1,413,471 | 1,594,428 | 1,610,924 | 1,811,976 |
| TOTAL | 34,437,385 | 35,243,135 | 37,966,055 | 41,671,964 |

| <i>Transfer % of GF</i> | <i>FY 2012</i> | <i>FY 2013</i> | <i>FY 2014</i> | <i>FY 2015</i> |
|-------------------------|----------------|----------------|----------------|----------------|
| Electric | 17.9% | 17.7% | 17.5% | 20.4% |
| Gas | 1.9% | 1.9% | 1.9% | 2.0% |
| Water | 2.2% | 2.3% | 2.3% | 2.6% |
| Sewer | 2.7% | 3.0% | 3.1% | 3.2% |
| Solid Waste | 1.1% | 1.2% | 1.2% | 1.3% |
| TOTAL | 26.3% | 26.7% | 26.6% | 29.5% |

Use of One-Time Revenue

The proposed budget recommends using approximately \$3 million of one-time revenue equal to 2.2% of the general fund operating budget. These funds were identified from capital projects fund balances, reserves and deficiencies fund. This practice has been acceptable, though not ideal, due to the recession and continues to be prudent for the short term due to the slow recovery. However, In FY15 we will seek to set a target to minimize the use of one-time revenue for recurring expenses to less than 1% of general fund expenditures and to achieve this target by FY 2017.

Deficiencies Fund Restoration

Currently, \$336,826 is being recommended to be used from the deficiencies fund to balance the FY 2015 budget. There is an additional projected \$500,000 for PBA negotiations, which has not been included at this time, for a total of \$836,826 from the deficiencies fund for FY 2015 budget.

In 2004 the City Commission modified policies related to the targeted balance for the deficiencies fund. The deficiencies fund was established to provide a reserve for unforeseen expenditures and emergencies for general government departments. This fund also provides for transfers to support operating deficits for the general government, StarMetro, golf course and fire services funds.

The current policy calls for a minimum reserve level of two months general government operating expenses. This policy is in line with best practices for municipal governments. Based on the policy, the current balance for the deficiencies fund should be equal to \$23,600,268 in FY15. At its lowest level, at year end FY09, the balance in this reserve was \$5,166,989. This low balance was not viewed favorably by the City's credit rating agencies.

During the FY10 budget process, staff, with much involvement with the financial viability of the government target issue committee, presented a plan to restore the fund balance. The plan identified policy parameters and provided for utilizing year end surpluses, one time revenues and increases in various revenue sources above an established amount to replenish the deficiencies fund. The City Commission adopted this plan and indicated that it would like to have the deficiencies fund restored to policy level within a 5-7 year time frame.

In 2010, staff presented a projected schedule for restoration of the deficiencies fund that would result in the following year end balances.

| | FY10 | FY11 | FY12 | FY13 | FY14 |
|----------------|------------|------------|------------|------------|------------|
| Ending Balance | 10,863,838 | 11,785,027 | 12,978,960 | 15,414,884 | 17,747,640 |

Since then, the City Commission has approved various actions including the transfer of year-end surpluses, the transfer of 2004 bond series interest earnings, and programmed loan repayments from the building inspection fund to build up the reserve level. In 2011 as part of another routine review of the city's bonds and financial position, the credit rating agencies placed the city on a stable outlook. One of the primary reasons for this change was the city's efforts to restore the deficiencies fund.

The current balance of \$19,826,085 is above staff's original projections for FY14 (see chart above). Utilization of this funding source would leave us above the projected balance when we put the five year plan in place, but \$5 million below the policy level of \$23 million. In addition, the building inspection fund owes \$1,079,904 to the deficiency fund. A payment of \$165,150 is planned for this year with the remaining balance in full in the next four to five years.

Use of Capital Improvement Fund Balance and Reserves

The City's capital improvement fund is one of the funding sources for general government capital projects. As general government projects are completed, any remaining funds are returned to the capital improvement fund for future use. Current policies call for a 3% contingency reserve to be

held in the fund to address unanticipated needs. As of March 31, 2014 the capital improvement fund had a balance of \$660,451 with a current reserve requirement of \$1.87 million. Staff is recommending moving eligible expenses for the Gaines Street project to the 1989 sales tax. This will generate an additional \$1.8 million in fund balance. Staff further recommends using approximately \$900,000 to fund essential general government capital projects. The remaining balance of \$1.2 million would be transferred to the General Fund for FY15.

In addition, every year as part of the budget process staff reviews existing reserves to determine if available balances are within policy levels. Historically any excess funds in reserve funds have been programmed for budgetary purposes. Staff has identified \$942,000, for the FY15 budget.

Personnel Services

Personnel services make up 26.1% of the total city budget and 57.2% of the general fund budget. Salaries for general employees assume a 2.5% merit salary enhancement in FY15. Police are currently in contract negotiations but 2.5% has been included in the proposed budget. Police increases for FY11, FY12 and FY13 were given 5.02%, 5.02% and 6.14% respectively. Fire salary adjustments this year average 3%. We have received the official rates from Capital Health Plan and the City's portion of the cost of employee health insurance will increase by 4.76%. As of the current fiscal budget, health care costs for vacant positions are now budgeted at the individual plus one coverage level instead of the previous method of family coverage. This has reduced the amount required and brings the budget for health care in line with historical expenditure patterns.

As part of revisions to the FY15 budget assumptions the vacancy factor has been modified to reflect actual historical vacancy factors within individual departments. Vacancy factors ranging from 1.5% to 5% have been factored in the proposed budget. The vacancy factor is to account for routine employee turnover and include savings for salaries and benefits.

Assistant City Managers and Department Directors have been asked to critically review request for potential new hires beginning in FY 2014 which will carry over into FY 2015 with the intent of holding vacancies open longer to reach a minimum savings of \$500,000 for the general fund.

Unclassified Contractual Services

After a review of actual expenditures to budget, a 2% freeze is being placed on all unclassified contractual services which will result in just over \$200,000 in savings for FY15.

Position Changes

The proposed FY15 budget includes funding for 2,824.75 FTEs. This represents a net increase of 14.17 positions from the total number of positions in the approved fiscal year 2014 budget. A total of 12 positions have been added to Fire to support staffing for the new fire station on Weems Road. These positions will be paid for from the fire services fee. The budget also includes the addition of 2 positions in Management and Administration to be responsive to audit issues which have been identified. These positions costs are spread to all funds, including the general fund which will fund a portion. The following table provides a listing of proposed position additions and deletions.

| DEPARTMENT | POSITION | FTE |
|----------------------------------|--|-------|
| Management & Administration | Accountant III | 1.00 |
| | Senior Financial Systems Specialist | 1.00 |
| Ethics Office | Ethics Officer* | 1.00 |
| Treasurer-Clerk | Administrative Specialist I** | 0.12 |
| Economic & Community Development | Economic Development Planner*** | -1.00 |
| | Director-Economic and Community Development*** | 0.05 |
| Fire | Fire Engineer | 3.00 |
| | Firefighter | 6.00 |
| | Lieutenant | 3.00 |
| | Net Change | 14.17 |

*Mid-year.

**The Administrative Specialist I position in Treasurer-Clerk will be converted from a part-time to a full-time position. The position is currently funded as a 0.88 FTE for FY14 and is proposed to be funded as a 1.00 FTE for FY15.

***The Economic Development Planner position will be transferred from Economic and Community Development (ECD) to Community Redevelopment Agency (CRA). In addition, the Director of Economic and Community Development position will be fully-funded in ECD for FY15. In FY 14, the position was split-funded between ECD and CRA. The CRA is not included in the FTE count for the City; therefore, these positions are considered deletions/additions instead of transfers.

State Revenue Sharing

The State of Florida has not released new estimates and it is anticipated that these will be released in late June and the FY15 budgeted amount will be updated with the most recent numbers prior to final adoption of the budget in September 2014. The proposed budget anticipates an increase in both the municipal revenue sharing and ½ cent sales tax amounts by 4.69% and 6.09% or \$150,999 and \$214,858 respectively over FY14 estimates. A total of \$5.3 million is anticipated in State Revenue Sharing and \$9.6 million in ½ Cent Sales tax revenues in FY15.

Funding for General Government Capital Projects

As funding continues to be constrained, the FY15 budget process has been able to allocate \$1.5 million for general government capital projects. This funding will come from the general government capital improvement fund (GGCIF) and utilized for needed maintenance projects for existing facilities and sidewalks. Funding in the two fiscal years also includes \$150,000 to support the water and system charge and tap fee waiver program offered through the Economic and Community Development department for the city's affordable housing activities.

A listing of projects that are recommended for funding is included in the capital budget section of the document.

Debt Service

General fund debt service expense budgeted in fiscal years 2015 through 2019 has declined by \$5.1 million compared to debt service expenditures budgeted in the fund for 2014 through 2018 in the FY14 approved budget. Debt service in fiscal years 2015 and 2016 has decreased by approximately \$2.4 million each year, while 2017 and 2018 expenditures have decreased by a total of nearly

\$720,000. Debt service of \$6.96 million is budgeted in fiscal year 2019 to support bonds issued in 2009, 2012 and 2014 for capital projects in the fund. The \$5.1 million reduction is attributable to ongoing savings associated with last year's defeasance of the 2004 bonds and the transfer of nearly \$1.4 million in 2015 and 2016 principal and interest payments for the 2008 bond issue to the debt service fund.

Fire fund debt service increased by approximately \$837,000 in fiscal year 2015. Debt service expenditures for fiscal years 2016 through 2018 remain the same as budgeted in fiscal year 2014. Expenditures of \$2.8 million in FY19 support construction of the three new proposed stations in the Welanuee and Southwood neighborhoods and the Lake Bradford Road area, as well as relocation of the existing station on Hartsfield Road.

Electric, gas, and sewer fund debt service expenses have decreased by a total of \$19.4 million between 2015 and 2019, most of which (\$18 million) is in the electric fund. The gas and water funds also have reduced debt service expenditures totaling approximately \$3.8 million between 2015 and 2019 compared to the five years of the FY14 approved budget, while sewer fund expenditures have increased by \$2.5 million during the same period.

PROPOSED INCREASED SERVICE LEVELS GENERAL FUND

As stated before, this budget reflects a continuation level of service with the exception of one area presented below for City Commission consideration and approval.

Accounting Services Division

The Accounting Services Division is receiving an Accountant III and Senior Financial Systems Specialist position to assist in addressing concerns raised in prior year audits as well as the 2013 Comprehensive Annual Financial Report (CAFR). Total impact: \$180,938; however general fund impact is only \$72,375. Positions have been significantly reduced in accounting over the past several years and external auditors have expressed concerns that can be addressed by these two positions.

UNRESOLVED ISSUES FOR FISCAL YEAR 2015

Due to limited financial resources, this budget does not address additional requests, such as funding of services related to special events. These items will be discussed during the City Commission budget workshops and are listed below.

- Special Events Policy - (to be discussed at July 2, 2014 Financial Viability Target Issue Committee for recommendations to bring to full City Commission)
- Word of South Literary Festival - \$55,218
- Cost of Freedom Tribute \$5,000
- Breast Cancer Walk – (\$1,000 provided past year. Request to be considered as part of co-sponsored special events).
- Whole Child -\$25,000 (for additional part time staff)

- Trauma Center Funding - \$75,000 (funds are used to leverage a state grant paid to TMH for the Low Income Pool program which is to ensure continued government support for the provision of health care services to Medicaid, underinsured and uninsured populations).

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. Over the last few years and as the impacts of the economic downturn impacted the fund significantly, a number of changes were implemented including transferring positions out to other areas and implementing a fee increase. While there is not an upward trend to support the complete recovery of the unfavorable impacts, the fund has displayed some positive activity. While permits for 1 & 2 family homes decreased 11%, from 149 to 133, in the first two quarters of FY14 as compared to FY13, multi-family dwelling units increased from 0 to 303, when compared to the same period. The number of permits for new commercial buildings decreased when comparing the first two quarters of FY13 and FY14, from 20 to 14. The commercial square footage applied for also decreased in the same period, from 300,960 square feet to 87,229 square feet. This resulted in lower permit fees for the first two quarters of FY14 as compared to the first two quarters of FY13. However, overall, Building Inspection permits for the first two quarters of FY14 are up 30% in comparison to the first two quarters of FY13, from 1077 to 1397. Staff anticipates that building permit applications for the build-out of these large projects will continue to be submitted during FY15. The fund is projecting a surplus of \$165,150 for FY14 and continues to show a surplus in the five year forecast. The majority of the surplus will be used to repay the Deficiencies Fund. Currently, the outstanding obligation is \$1,079,904 of which, \$165,150 is anticipated to be repaid at the end of FY14.

- The Building Inspection Fund projected revenues exceed projected expenses in all five years.
- Repayments to the Deficiencies Fund are anticipated in all five years.

Fire Services

On March 12, 2013 the Leon Board of County Commissioners voted to enter into negotiations for a new Fire and Emergency Medical Services Inter-local Agreement with the City of Tallahassee by exercising their option to end the current agreement. In September of 2013, the City and County reached an agreement for the unincorporated areas of the County which, among other provisions; (1) extends the current agreement for eleven years, through September 2025, with no change in customer fees through September 2015, (2) provides that City will staff the Weems Road Fire Station 16 (scheduled to open in August 2014) with existing staff through at least September 2015, and delay the construction of the future Lake Bradford and Southwood Stations and, (3) that the City and County will jointly commission a new fee study funded through the existing fire fees to establish a cost-based fee to begin in October 2015.

In addition to completing the Fire Fee Study, a study has been funded to address other charges for fire services. The Fire Prevention Division is statutorily mandated to enforce the Florida Fire Prevention Code as adopted by the State Fire Marshal. Currently, two independent and unequal fee schedules exist for these services; one within the City of Tallahassee and one within Leon County, though the services provided are the same. Additionally, the fees for services as adopted by the City of Tallahassee Leon County have not been evaluated for cost verse collection since 2004 and 1998 respectively. The budget includes \$25,000 for a fee study to address the fees for service to be completed, in conjunction with the Fire Fee Rate study, this year.

Although the joint City/County agreement for Fire Services allows for later deployment, the FY 2015 Fire budget includes staffing for First Station 16 to being in the spring of FY 2015, funding \$616,000 of the anticipated annual budget of \$1 million.

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.

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 continues to explore new revenue opportunities, including possible expansion onto adjacent airport property and potentially developing a small portion of the Welaunee property.

The FY15 budget for this fund is \$459,076. A transfer of \$299,294 from the Cemetery Perpetual Care Fund is required.

Stormwater

The Stormwater fund is balanced in FY 2015-2019. Total revenues for the Stormwater fund for fiscal year 2015 are budgeted to be \$16.8 million. Of this \$4.7 million will be transferred to the Stormwater capital improvement program. The stormwater rate ordinance calls for automatic annual consumer price index increases and the proposed budget includes a rate increase of 1.5%, consistent with CPI estimates.

The City Commission policy number 224.5.A requires a fund balance not exceed 3% of the collective sources of the respective capital. Currently due to a number of circumstances related to yet to be released federal requirements, the stormwater fund construction fund balance exceeds the 3% policy requirements. We are recommending an exemption to this policy as part of the FY15 budget. The balance in the fund is \$17.4 million, \$14.6 million above policy, and will be programed in future years once all Total Maximum Daily Load (TMDL) requirements are known.

StarMetro

The proposed budget for StarMetro in FY15 is \$17,005,057, including a contribution from the general fund of \$7.7 million and from the gas tax fund of \$2.3 million, or a total of 59% of the

department's total budget. StarMetro's FY15 budget has a modest increase of \$36,933 or 0.2% from the 2014 approved budget. During FY14, StarMetro reviewed existing routes and passenger counts, making adjustments that decreased operational costs, while still addressing ridership needs. Changes included reducing the frequency of night and weekend routes and early morning trips.

ENTERPRISE FUNDS

Enterprise funds include not only the utilities but also the airport operations, solid waste collection and disposal, and Hilaman Golf Course. Enterprise funds are expected to recover all costs, both direct and indirect, from charges for the service provided.

Utility funds use a rate analysis to determine revenue requirements for specified periods of time. A rate study for the electric utility is anticipated to be completed in the fall. Water, Sewer, and Solid Waste assume a CPI adjustment of 1.5% to base rates as included in the rate ordinances previously approved by the City Commission.

Electric Fund

The electric fund is balanced for fiscal years 2015 through 2019. Proposed operating expenditures of \$302.8 million budgeted in fiscal year 2015 reflect an increase of \$4.1 million or 1.4% over those budgeted in 2014. The relatively small increase primarily is due to reductions in fuel and transfer accounts.

The deviation from the existing transfer methodology for determining the electric fund's transfer to the general fund resulted in an increase of approximately \$3.96 million in fiscal year 2015.

Gas Fund

The Gas fund is balanced for fiscal years 2015 through 2019. Based on current estimates for FY 2014, and due to the projected increase in the cost of Natural Gas, which is then recovered in service charges, revenues are estimated to increase by 22.3% in FY 2015 to a total of \$31.8 million.

- Customer growth is estimated at 1.5%.
- The 2015 fiscal year budget reflects operating expenditures (excluding any excess transfers to RR&I) in the amount of \$30.8 million, representing an increase of approximately \$6.2 million from the prior year. \$5.6 of this increase is due to the increased fuel cost estimate.
- The fiscal year 2015 fuel forecast is budgeted at \$16 million versus the fiscal year 2014 fuel forecast of \$10.4 million.
- A transfer to the general fund of \$2,801,313 is budgeted for FY15, a \$213,338 deviation from transfer policy.

Water Fund

The Water fund is balanced for fiscal years 2015 through 2019. 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 2015 are budgeted to be \$30.3 million versus the fiscal year 2014 budget of \$31.2 million. The decrease of approximately \$1 million is based on projected service charge estimates based on the current year's downward trend.
- The 2015 fiscal year budget reflects operating expenditures in the amount of \$30.3 million, a \$700,000 reduction from the prior year.
- A transfer to the general fund of \$3,694,369 is budgeted for FY15, a \$484,053 deviation from transfer policy.

Sewer Fund

The Sewer fund is balanced for fiscal years 2015 through 2019. 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 2015 are budgeted to be \$59.8 million versus the fiscal year 2014 budget of \$63.7 million. This reduction of \$4 million is due to the reduction in transfers from RR&I budgeted in FY 2014 and an estimate decrease in charges for services.
- Budgeted revenues for FY14 were based on the rate study completed over six years ago which over-estimated customer growth. No customer growth is currently projected and anticipated charges for services in FY 2015 are projected to decrease by 1.6%.
- The 2015 fiscal year budget reflects expenditures in the amount of \$59.8 million, representing a decrease from 2014 approved budget of \$63. This reduction of \$4 million is due to a reduction of \$5.2 million in transfers to RR&I budgeted in FY 2014, offset by a proposed increase in capital outlays of \$1.2.
- The transfer to the Repair, Replacement and Improvement Fund decreased, net, by \$728,000 as proposed in FY 2015.

Aviation Fund

The Aviation Fund is balanced for fiscal years 2015 through 2019. Revenues are continuing to recover after years of a declining passenger base due to the global economy and other factors affecting our region. The airport is experiencing increased traffic and service provided by the carriers as well as increased revenue from business development opportunities.

- Overall passenger growth for calendar year 2013 of 1.8% over calendar year 2012 was slightly higher than the average 1.3% growth for the other top U.S. markets and 0.6% nationally.
- Delta has begun up-gauging aircraft size to Atlanta (ATL). By April 2014, five of the seven Atlanta flights will be flown by mainline aircraft. This is a seat increase of 21% year over year for April 2014.
- Silver Airways added nonstop service to Orlando (MCO) on November 21, 2013. Silver now has one-stop or connecting service to both Ft. Lauderdale (FLL) and West Palm Beach (PBI) twice daily.
- American also announced a second direct daily 50-seat regional jet flight to Dallas-Fort-Worth (DFW) which began on March 9, 2013.

Solid Waste Fund

The Solid Waste fund is balanced for FY15. Revenues are projected to increase slightly in fiscal year 2015. Revenue projections for fiscal years 2015 through 2019 assume little customer growth and include only modest increases.

- The current contract with Waste Pro will end October 1, 2018.
- A transfer to the general fund of \$1,811,976 is budgeted for FY15, a \$200,000 deviation from transfer policy.
- The current residential garbage fee is \$17.23/ month.
- An annual Consumer Price Index (CPI) adjustment of 1.5% is scheduled to take effect on October 1, 2014.

Golf Course Fund

Revenues and expenditures are balanced for Hilaman Golf Course in fiscal year 2015. However, a shortfall is projected in fiscal years 2016 through 2019, primarily as a result of allocated expenses. As always, the Office of Budget and Policy will look to minimize the impacts of the allocated accounts should the golf course fund not generate enough revenue to cover the full cost allocation plan. Practices put in place since 2009, including reductions in the number of full-time positions, utilization of contractual employees for many maintenance functions, and improvements to facilities at the course have resulted in improved efficiencies.

OTHER CONCERNS

Although not funded in the proposed FY15 budget, there are other significant issues that I would ask the City Commission to consider.

Need for Additional Police Officers

- Public safety is one of the core functions of any government, affecting economic development and overall quality of life. Businesses want to invest in a city where their stores, offices, and employees are safe. Residents want to feel safe in their homes, neighborhoods and while enjoying all the great amenities a city has to offer. I would recommend adding six (6) police officers, at \$811,122 in FY 2015 to be funded from deficiencies for one year if the City Commission is willing to commit to funding these positions with Ad Valorem starting in FY 2016 and going forward. This would leave our deficiencies fund balance at \$18,587,124, still above the FY 14 projection of \$17,747,640.

General Government Capital Projects

- Although we have identified very minimal funding to address general government capital projects for the next fiscal year, there is almost no funding after 2015. Without additional financial resources for capital projects in FY17, we will be unable to adequately maintain assets we already have –in terms of both routine maintenance and renovations as required. The cost of not providing routine maintenance outweighs the solid practice of keeping facilities in good operating order.

State Legislation

- As always, during the last few legislative sessions, bills have been filed that would limit local government's ability to continue generating or limiting revenues for a number of general fund revenue sources, including ad valorem taxes, occupational license tax, red light cameras, etc. We believe that these bills will continue to be an issue for upcoming legislative sessions.

One-Time Revenue

- The use of one-time revenue for ongoing expenses continues to be necessary and fiscally prudent to assist with the very slow recovery from the recession. However, we must address this issue by incorporating a policy that will provide a floor and cap on the use of one-time revenue from ongoing operational expense. This new policy will be brought to the Financial Viability Target Issue Committee and full City Commission in FY 2015.

South City

- In response to widespread quality of life concerns raised by South City residents, clergy, and social service organizations, a City action plan has been developed. Through the plan, certain projects have been prioritized as critical and immediate project needs (i.e. roads, sidewalks, open drainage ditches etc.) There is funding for some aspects of the plan in existing departmental budgets, but overall costs for the plan are still being calculated.

Though these are not new challenges, we continue to make the best financial decisions to resolve them on an annual basis to continue to deliver quality services to the community.

FY 2015 CAPITAL BUDGET & FY 2015–FY 2019 CAPITAL IMPROVEMENT PLAN

The capital improvement plan provides a schedule of planned improvements over the next five years and identifies revenue sources that will pay for those improvements. The capital budget proposed

for fiscal year 2015 totals \$103,559,548 and the five-year capital improvement plan totals \$694,904,214. The proposed five-year CIP represents a \$69 million, or nine percent, reduction from the capital improvement plan approved in fiscal year 2014. The Office of Budget and Policy is working with the underground utility to resolve funding for several capital projects which is the primary cause of the reduction stated above. The work will be completed prior to adoption of the final budget and will add back projects to the five year capital plan.

The five-year plan includes investments in roadways, public safety and recreation facilities, parks, mass transit, utility infrastructure, routine maintenance of existing facilities, and technology enhancements. This includes funding for the construction of several major projects already underway, such as FAMU Way and Weems Road Extension as well as updates to existing facilities, such as modernization of the airport terminal. The CIP includes new improvements like the fire stations planned for three areas of the city and construction of a new distributed generation unit. While supporting these higher profile new and enhanced improvements, the plan also recognizes efforts to maintain existing city assets. The CIP includes numerous ongoing programs and one-time projects to perform regular maintenance on infrastructure and to replace those assets that have reached the end of their useful lives. Examples include our IT network infrastructure projects, applications and database upgrades, as well as repairs, replacements and equipment upgrades in the Parks, Recreation, and Neighborhood Affairs Department.

As in the past few years, capital needs exceed available resources and funding for several projects was deferred to a future year, reduced, or eliminated to balance the capital budget in fiscal year 2015. However, the CIP isn't balanced in all years and will require a deliberative process to refine requests so that they are in line with projected funding. This pertains to projects supported from pay-as-you-go (GGCPA/GGCIF) funding, gas tax revenues, and projects in the water and sewer utilities. As noted in the past, the City Commission only appropriates funding in the first year, with the latter four years representing a projected plan on how, and which, projects will be funded.

Fiscal year 2015 funding of \$947,750 from the undesignated balance of the capital improvement fund (GGCIF) is available to support the following projects:

- Animal Service Center RR&I = \$75,000
- City Hall Windows & Wall Sealants/Waterproofing = \$236,250
- City Hall Master Project = \$175,000
- Police Facilities RR&I = \$75,000
- Residential Sidewalks = \$236,500
- Water/Sewer System Charge and Tap Fee Waivers = \$150,000

The undesignated fund balance above is only possible by approving staff's recommendation to move eligible expenses for the Gaines Street project to the 1989 sales tax. This will require as part of the budget hearing to amend the list of capital projects for the 1989 sales tax to include the Gaines Street project.

Staff is also requesting a small change for a project in the Aviation Department, in which actual FDOT funding came in lower by \$112,500 from estimated funding for the Airfield Signage Improvements project (#08125). As a result of less FDOT funding, Airport RR&I matching dollars

no longer are required. If the Commission approves this action, Aviation will amend the project by reducing the FDOT grant and eliminating RR&I funding.

The Capital Budget Appropriation and Financial Summaries sections of the budget provide funding for all five years of the CIP by source (bonds, RRI, state funds, etc.) and department. The section also identifies individual project titles and descriptions by service area as well as projects that are not funded.

CONCLUSION

There is no doubt that we have strong financial discipline. This is evidenced by your leadership in reducing or holding the line on expenditures during an unprecedented time in our history. We have kept the millage rate flat for five consecutive years, kept growth in expenditures to less than half of inflation all the while delivering unmatched services to our residents, businesses and visitors. With the recession almost behind us, I am confident we can rise to the next challenge — identifying revenues to meet basic service demand and provide enhancements to continuously foster Tallahassee's unmatched quality of life.

Over the next few months we will refine our projections, incorporate City Commission input, and provide a final budget for consideration and adoption in September.

I look forward to discussing the proposed budget and obtaining your feedback and guidance at the June 23, 2014 City Commission Budget Workshop. Office of Budget and Policy staff and I are available to answer questions or provide any additional information you may require.

Respectfully submitted,


Anita Favors Thompson
City Manager



**APPROVED OPERATING BUDGET
FOR FISCAL YEAR 2015**

AND

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FOR FISCAL YEAR 2015-2019**

CITY COMMISSION

**John R. Marks, III
MAYOR**

**Gil Ziffer
MAYOR PRO-TEM**

**Andrew D. Gillum
COMMISSIONER**

**Scott Maddox
COMMISSIONER**

**Nancy Miller
COMMISSIONER**

**Anita Favors-Thompson
CITY MANAGER**



Raoul A. Lavin

Director

OFFICE OF BUDGET AND POLICY

Heath Beach

Budget Manager

Robert Bechtol

Senior Analyst

Genese Byrd

Senior Analyst

Amy McLean

Analyst

Turquoise James

Analyst

Eugene Sherman

Analyst

Chandra Peterson

Analyst

Laura Morgan

Analyst

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
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**City of Tallahassee
Florida**

For the Fiscal Year Beginning

October 1, 2013

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Tallahassee for its annual budget for the fiscal year beginning October 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

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City of Tallahassee
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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 proposed budget to the City Commission creating key assumptions and strategies used in the budget as proposed. 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

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funds.

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 850 (Downtown Improvement Authority 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.

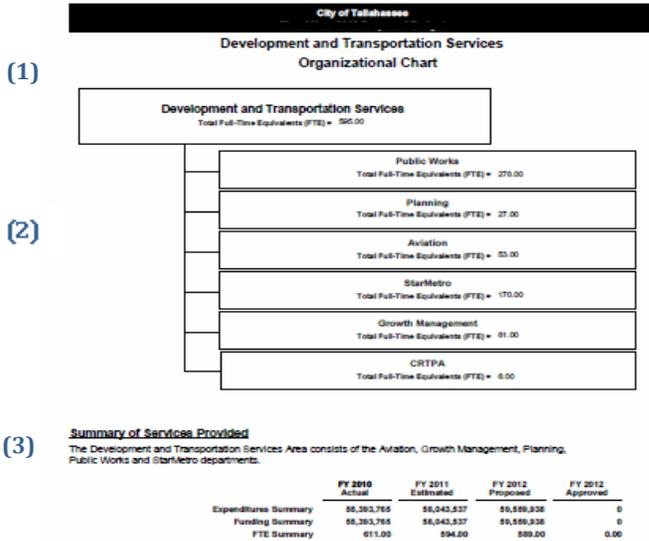
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HOW TO READ DEPARTMENTAL BUDGET FORMS

Figure 1.1 - Service Area Organizational Chart



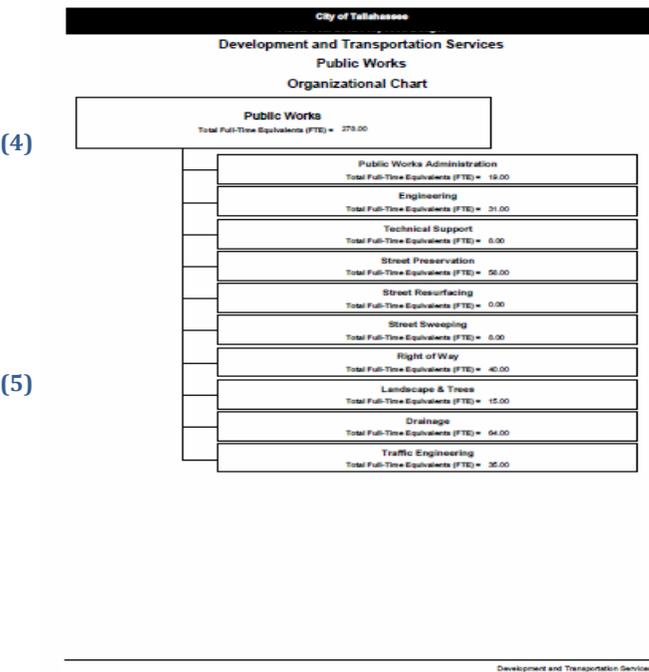
(1) Service Area Level – This section displays five major service areas: Charter and Executive Services, Administration and Management Services, Development and Transportation Services, Safety and Neighborhood Services, and Utility Services. With the exception of Executive Services which includes all 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.

Fiscal Year 2012 Development and Transportation Services

Figure 1.2 - Department Organizational Chart



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

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

**City of Tallahassee
Fiscal Year 2015 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 | | | | |
|---|-------------------|----------------------|---------------------|---------------------|
| 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 | 3,592,853 | 4,852,195 | 0 |
| 220201 Engineering | 944,126 | 823,114 | 983,563 | 0 |
| 220202 Survey | 457,491 | 443,808 | 423,377 | 0 |
| 220203 Construction Inspection | 303,485 | 237,228 | 200,868 | 0 |
| 220204 Construction Management | 110,870 | 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 | 875,463 | 0 |
| 220305 Right of Way | 2,811,728 | 2,466,504 | 2,451,869 | 0 |
| 220306 Landscape & Trees | 1,835,705 | 1,813,132 | 1,887,489 | 0 |
| 220502 Drainage | 4,190,071 | 4,387,332 | 4,731,860 | 0 |
| 220601 Traffic | 885,828 | 1,789,873 | 2,303,018 | 0 |
| 220602 Construction | 542,529 | 815,957 | 813,204 | 0 |
| 220603 Traffic Signals | 1,648,148 | 1,377,880 | 1,300,958 | 0 |
| Total Expenditures | 20,287,754 | 22,238,924 | 23,452,920 | 0 |
| Expenditure Category Summary | | | | |
| | FY 2010 Actual | FY 2011 Estimated | FY 2012 Proposed | FY 2012 Approved |
| Personnel Services | 12,195,758 | 12,280,210 | 13,068,817 | 0 |
| Operating | 1,810,480 | 3,596,922 | 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 | 543,765 | 506,477 | 526,006 | 0 |
| Transfers | 578,249 | 304,934 | 308,847 | 0 |
| Contributions to Operations | 319,000 | 319,300 | 319,300 | 0 |
| Total Expenditures | 20,287,754 | 22,238,924 | 23,452,920 | 0 |
| Funding Summary | | | | |
| | FY 2010 Actual | FY 2011 Estimated | FY 2012 Proposed | FY 2012 Approved |
| General Fund | 15,376,853 | 16,898,776 | 17,845,797 | 0 |
| Stormwater Fund | 5,008,101 | 5,372,148 | 5,607,123 | 0 |
| Total Funding | 20,384,954 | 22,270,924 | 23,452,920 | 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 | | | | |
|---|-------------------|----------------------|---------------------|---------------------|
| 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 Landscape & 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 | 288.00 | 279.00 | 278.00 | 0.00 |
| 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. 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.

Figure 1.5 - Department Trends and Issues

City of Tallahassee

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(11)

City of Tallahassee

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

(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

Development and Transportation Services
Public Works



Significant Changes From FY

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

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

Development and Transportation Services

(12) Significant Changes from FY 20xx – 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 proposed budget.

City of Tallahassee
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Figure 1.7 – Departmental Performance Measures Overview

| City of Tallahassee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------|---|--|----------------|----------------|-------------|----------------|-----------------|----------------|----------------|-------------|----------------|--|---|-------|--------|-------|--------|----------------------------------|----|--------|--------|--------|--------|--------------------------------------|----|-----------|-----------|-----------|-----------|--------------------------------------|----|--------|--------|--------|--------|--------------------------|----|--------|--------|--------|--------|---|---|-----|-----|-----|-----|---------------------|---|-----|-----|-----|-----|--|---|-------|-------|-------|-------|--|---|---|---|---|---|--------------------------------|----|-----------|-----------|-----------|-----------|--|----|--------|--------|--------|--------|
| Development and Transportation Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Works | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Performance Measures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program Objective | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The department has identified the following objectives: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | (14) | <ul style="list-style-type: none"> 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. Internal indicators reveal that our current costs are running marginally higher (\$635.80 for the first quarter 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. 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | (15) | <table border="1"> <thead> <tr> <th>Measures</th> <th>Unit of Measure</th> <th>FY 2010 Actual</th> <th>FY 2011 Budget</th> <th>FY 2011 YTD</th> <th>FY 2012 Budget</th> </tr> </thead> <tbody> <tr> <td>Compare annual construction costs designed to \$/M Engineering</td> <td>%</td> <td>94.33</td> <td>100.00</td> <td>97.00</td> <td>100.00</td> </tr> <tr> <td>Cost per CY of concrete in place</td> <td>\$</td> <td>578.82</td> <td>478.00</td> <td>591.48</td> <td>500.00</td> </tr> <tr> <td>Cost per cycle sweeping city streets</td> <td>\$</td> <td>43,810.00</td> <td>42,594.00</td> <td>41,833.50</td> <td>44,000.00</td> </tr> <tr> <td>Costs per landscape maintenance acre</td> <td>\$</td> <td>570.47</td> <td>884.07</td> <td>825.80</td> <td>884.07</td> </tr> <tr> <td>Costs per ton of asphalt</td> <td>\$</td> <td>175.59</td> <td>255.34</td> <td>236.79</td> <td>275.00</td> </tr> <tr> <td>Number of cycles completed vs goal: FDOT street sweep</td> <td>%</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td>Number of employees</td> <td>#</td> <td>281</td> <td>279</td> <td>278</td> <td>278</td> </tr> <tr> <td>Percentage of asphalt patches completed within five days</td> <td>%</td> <td>96.67</td> <td>96.00</td> <td>95.50</td> <td>96.00</td> </tr> <tr> <td>Respond to 95% of tree maintenance requests in less than 10 weeks (1=yes,2=no)</td> <td>#</td> <td>2</td> <td>1</td> <td>2</td> <td>1</td> </tr> <tr> <td>Resurfacing cost per lane mile</td> <td>\$</td> <td>81,810.00</td> <td>72,110.00</td> <td>81,235.10</td> <td>80,000.00</td> </tr> <tr> <td>Total Public Works Budget (in thousands)</td> <td>\$</td> <td>20,800</td> <td>20,400</td> <td>10,045</td> <td>23,476</td> </tr> </tbody> </table> | | | | Measures | Unit of Measure | FY 2010 Actual | FY 2011 Budget | FY 2011 YTD | FY 2012 Budget | Compare annual construction costs designed to \$/M Engineering | % | 94.33 | 100.00 | 97.00 | 100.00 | Cost per CY of concrete in place | \$ | 578.82 | 478.00 | 591.48 | 500.00 | Cost per cycle sweeping city streets | \$ | 43,810.00 | 42,594.00 | 41,833.50 | 44,000.00 | Costs per landscape maintenance acre | \$ | 570.47 | 884.07 | 825.80 | 884.07 | Costs per ton of asphalt | \$ | 175.59 | 255.34 | 236.79 | 275.00 | Number of cycles completed vs goal: FDOT street sweep | % | 100 | 100 | 100 | 100 | Number of employees | # | 281 | 279 | 278 | 278 | Percentage of asphalt patches completed within five days | % | 96.67 | 96.00 | 95.50 | 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 | 81,235.10 | 80,000.00 | Total Public Works Budget (in thousands) | \$ | 20,800 | 20,400 | 10,045 | 23,476 |
| Measures | | | Unit of Measure | FY 2010 Actual | FY 2011 Budget | FY 2011 YTD | FY 2012 Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compare annual construction costs designed to \$/M Engineering | | % | 94.33 | 100.00 | 97.00 | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost per CY of concrete in place | \$ | 578.82 | 478.00 | 591.48 | 500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost per cycle sweeping city streets | \$ | 43,810.00 | 42,594.00 | 41,833.50 | 44,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Costs per landscape maintenance acre | \$ | 570.47 | 884.07 | 825.80 | 884.07 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Costs per ton of asphalt | \$ | 175.59 | 255.34 | 236.79 | 275.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of cycles completed vs goal: FDOT street sweep | % | 100 | 100 | 100 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of employees | # | 281 | 279 | 278 | 278 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Percentage of asphalt patches completed within five days | % | 96.67 | 96.00 | 95.50 | 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 | 81,235.10 | 80,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Public Works Budget (in thousands) | \$ | 20,800 | 20,400 | 10,045 | 23,476 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Development and Transportation Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

(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 data 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

| City of Tallahassee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------|--|------------------|----------------|-----------------------|------------------|----------------|---|---|-------------------------|-----------|-----------|----------------|-----------|------------|--------------------------------|---|---|----------------------------------|---|---|--------------------------------|---|---|-----------|---|---|--------------------------------------|---|---|---------|-----------|------------|------------------------------|-----------|-----------|-----------------------------------|---|------------|---|--------|--------|---|---|--------|--------------------------------------|---------|-----------|--------------------|---|---|----------------------|------------------|-------------------|
| 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 \$51,024,790. Fiscal year 2012 funding includes twelve projects with an appropriation of \$9,119,900. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 installation/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, Ripper 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 Improvements, greenway trail connectors and Nurse's Drive. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | (16) | <table border="1"> <thead> <tr> <th>Funding Source</th> <th>FY 2012 Appropriation</th> <th>5 Year CIP Total</th> </tr> </thead> <tbody> <tr> <td>1989 Sales Tax</td> <td>0</td> <td>0</td> </tr> <tr> <td>2004 Capital Bond Sales</td> <td>1,158,000</td> <td>1,158,000</td> </tr> <tr> <td>2005 Sales Tax</td> <td>2,500,000</td> <td>10,219,100</td> </tr> <tr> <td>Concurrency Central - FAMU Way</td> <td>0</td> <td>0</td> </tr> <tr> <td>Concurrency Central - Multimodal</td> <td>0</td> <td>0</td> </tr> <tr> <td>Falchewee DRB Mitigation Funds</td> <td>0</td> <td>0</td> </tr> <tr> <td>Fine Debt</td> <td>0</td> <td>0</td> </tr> <tr> <td>Florida Department of Transportation</td> <td>0</td> <td>0</td> </tr> <tr> <td>Gas Tax</td> <td>2,827,900</td> <td>14,828,650</td> </tr> <tr> <td>Gas Tax Undesignated Balance</td> <td>2,204,000</td> <td>5,204,000</td> </tr> <tr> <td>General Government - Future Bonds</td> <td>0</td> <td>17,255,150</td> </tr> <tr> <td>General Government Capital Improvement Fund - GOCIP</td> <td>10,000</td> <td>10,000</td> </tr> <tr> <td>General Government Capital Project Account - GOCIPA</td> <td>0</td> <td>40,000</td> </tr> <tr> <td>Stormwater RRA/ Undesignated Balance</td> <td>420,000</td> <td>2,410,000</td> </tr> <tr> <td>Street Paving Fund</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total Funding</td> <td>9,119,900</td> <td>51,024,800</td> </tr> </tbody> </table> | | Funding Source | FY 2012 Appropriation | 5 Year CIP Total | 1989 Sales Tax | 0 | 0 | 2004 Capital Bond Sales | 1,158,000 | 1,158,000 | 2005 Sales Tax | 2,500,000 | 10,219,100 | Concurrency Central - FAMU Way | 0 | 0 | Concurrency Central - Multimodal | 0 | 0 | Falchewee DRB Mitigation Funds | 0 | 0 | Fine Debt | 0 | 0 | Florida Department of Transportation | 0 | 0 | Gas Tax | 2,827,900 | 14,828,650 | Gas Tax Undesignated Balance | 2,204,000 | 5,204,000 | General Government - Future Bonds | 0 | 17,255,150 | General Government Capital Improvement Fund - GOCIP | 10,000 | 10,000 | General Government Capital Project Account - GOCIPA | 0 | 40,000 | Stormwater RRA/ Undesignated Balance | 420,000 | 2,410,000 | Street Paving Fund | 0 | 0 | Total Funding | 9,119,900 | 51,024,800 |
| Funding Source | | FY 2012 Appropriation | 5 Year CIP Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1989 Sales Tax | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2004 Capital Bond Sales | 1,158,000 | 1,158,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2005 Sales Tax | 2,500,000 | 10,219,100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Concurrency Central - FAMU Way | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Concurrency Central - Multimodal | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Falchewee DRB Mitigation Funds | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fine Debt | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Florida Department of Transportation | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gas Tax | 2,827,900 | 14,828,650 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gas Tax Undesignated Balance | 2,204,000 | 5,204,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Government - Future Bonds | 0 | 17,255,150 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Government Capital Improvement Fund - GOCIP | 10,000 | 10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Government Capital Project Account - GOCIPA | 0 | 40,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stormwater RRA/ Undesignated Balance | 420,000 | 2,410,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street Paving Fund | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Funding | 9,119,900 | 51,024,800 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Kerry Forrest Parkway Extension Bond Community - Neighborhood Lipona Road - PADS Lake Bradford Gateway Enhancement Neighborhood Infrastructure Enhancement projects | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Development and Transportation Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

(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.

City of Tallahassee
Fiscal Year 2015 Approved Budget
Community Profile

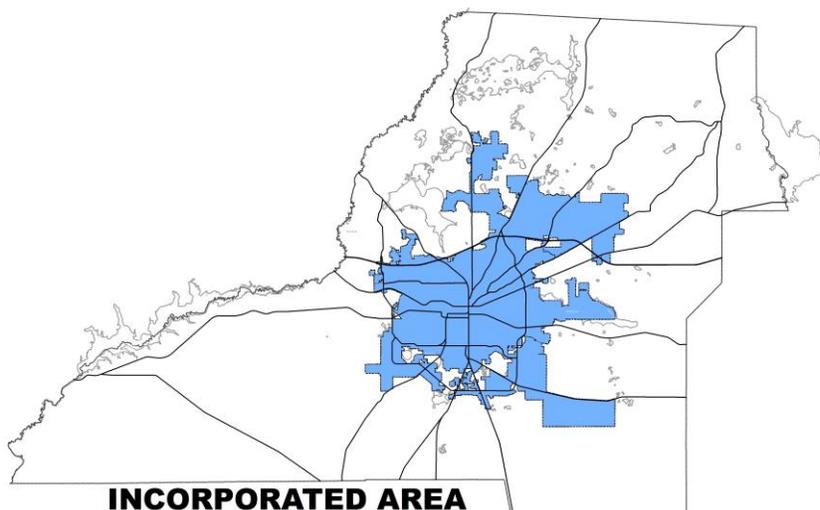
Tallahassee, the capital city of Florida, was established in 1824 following a decision by the Legislature to locate the capital of the new Florida Territory midway between the population centers of St. Augustine and Pensacola. Located in the north central portion or Big Bend area of the state, the city 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% (103.29 square miles) of the county's land area, it was estimated in 2014 that 66% (185,784) 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 36% 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 26.0 ranks Tallahassee as the second youngest city in Florida, while the education level is the highest in the state. Minorities account for 42% of the City's population (34% African American) as compared to the state level of 24% 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 2,816.75 full-time equivalent employees. The city owns and operates six utilities: an electric generation, transmission, and distribution system serving 101,093 customers in the city and adjacent urban area; a natural gas distribution system servicing approximately 27,486 customers primarily within the corporate city limits; a water production and distribution system serving about 75,551 customers within the urban area; a sewage collection system serving approximately 64,529 customers principally within the city limits; solid waste and recycling collections serving 63,275 customers; and a storm water/flood control utility serving 78,878 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 a municipal golf course. The City owns and operates an additional non-enterprise golf course that is funded by the general fund.

CITY OF TALLAHASSEE



City of Tallahassee
Fiscal Year 2015 Approved Budget
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 |
| 2014 est. | 185,784 | 95,508 | 281,292 |
| 2020 proj. | 199,300 | 97,500 | 296,800 |
| 2030 proj. | 219,700 | 101,400 | 321,100 |
| 2040 proj. | 236,900 | 104,700 | 341,600 |

RACIAL COMPOSITION

INCOME

| | Tallahassee | Leon Co. |
|--------------------|--------------------|-----------------|
| White | 58% | 63% |
| Black | 34% | 30% |
| Other ² | 8% | 7% |

| | |
|-------------------------------------|------------|
| Median family (City) | \$60,579 |
| County Cost of Living Index | 35th of 67 |
| Families below poverty level (City) | 16% |

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 | 18% |
| Married, with children under 18 | 11% |
| Single parent families | 10% |
| Other families | 8% |
| Non family households | 53% |

CITY OF TALLAHASSEE HOUSING TYPES

CITY OF TALLAHASSEE EDUCATION

| | |
|---------------|-----|
| Single family | 53% |
| Multi-family | 44% |
| Mobile home | 3% |

| | |
|-------------------------------------|-----|
| Persons (25 or older with at least) | |
| High School diploma | 92% |
| 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

City of Tallahassee
Fiscal Year 2015 Approved Budget
Annual Municipal Service Costs

| | Tallahassee | W.P. Bch. | Hollywood | Daytona | Orlando | Largo | Clearwater | Pompano | Lakeland | Gainesville | Pensacola | Ft. Laud. |
|----------------------------|-------------|-------------|-------------|-------------|------------|------------|------------|------------|------------|-------------|------------|------------|
| Operating Millage | 3.7000 | 8.3465 | 7.4479 | 7.2357 | 6.6500 | 5.1943 | 5.1550 | 4.7470 | 4.6644 | 4.5079 | 4.2895 | 4.1193 |
| City Property Tax Bill [a] | \$ 555.00 | \$ 1,251.98 | \$ 1,117.19 | \$ 1,085.36 | \$ 997.50 | \$ 779.14 | \$ 773.25 | \$ 712.05 | \$ 696.60 | \$ 676.18 | \$ 643.43 | \$ 617.90 |
| Water Bill [b] | 183.00 | 232.32 | 440.88 | 429.12 | 151.56 | 408.36 | 494.28 | 171.60 | 230.52 | 279.60 | 285.12 | 294.96 |
| Sewer Bill [c] | 530.76 | 333.12 | 765.84 | 410.40 | 496.56 | 348.48 | 512.40 | 199.44 | 462.84 | 463.80 | 384.60 | 409.44 |
| Electric Bill [d] | 1406.40 | 1220.76 | 1220.76 | 1135.44 | 1313.16 | 1503.48 | 1503.48 | 1220.76 | 1383.84 | 1686.12 | 1518.36 | 1220.76 |
| Solid Waste [e] | 210.24 | 192.00 | 372.00 | 225.12 | 213.36 | 211.80 | 298.32 | 241.92 | 178.20 | 249.00 | 273.60 | 347.40 |
| Stormwater Bill [f] | 95.40 | 127.44 | 38.64 | 99.60 | 137.85 | 63.84 | 169.80 | 41.16 | 72.00 | 102.00 | 68.43 | 49.20 |
| Electric Franchise Fee | - | 73.24 | 122.07 | 68.13 | 78.78 | 90.20 | 90.20 | 72.02 | - | - | 91.10 | 73.24 |
| Fire Services | 178.92 | 25.00 | 209.00 | - | - | - | - | 134.00 | - | 78.00 | - | 135.00 |
| Subtotal Utilities | \$2,604.72 | \$2,203.88 | \$3,169.19 | \$2,367.81 | \$2,391.27 | \$2,626.16 | \$3,068.48 | \$2,080.90 | \$2,327.40 | \$2,858.52 | \$2,621.21 | \$2,530.00 |
| Total Cost | \$3,159.72 | \$3,455.86 | \$4,286.38 | \$3,453.17 | \$3,388.77 | \$3,405.30 | \$3,841.73 | \$2,792.95 | \$3,024.00 | \$3,534.70 | \$3,264.64 | \$3,147.90 |

[a] Yearly property tax (FY 2015 operating millage rates) based on a \$200,000 home with \$50,000 homestead exemption. Rates as of 09/23/14.

[b] Yearly residential water cost based on 5/8" line using 6,000 gallons each month. Rates as of 09/23/14.

[c] Yearly residential sewer cost based on 5/8" line using 5,000 gallons each month. Rates as of 09/23/14.

[d] Yearly residential electric cost based on 1,000 kwh usage each month. Rates as of 09/23/14 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 09/23/14.

[f] Yearly stormwater cost for single residential housing unit. Rates as of 09/23/14.



City of Tallahassee
Fiscal Year 2015 Approved Budget

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 which 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.

Critical Success Factors

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

Organizational Values

- Customer Service is our Business
- Demonstrate Leadership and Personal Responsibility
 - Promote and Support Employee Excellence
 - Practice Teamwork

Target Issues

Long Range Planning:

Enhance the beauty and walkability of the community
Implement short term solutions to immediately impact improvement on major city corridors
Develop a way finding system throughout downtown, Midtown, and South Adams and South Monroe
Develop incentives to ride bikes such as bike share, bike parking and bike lanes
Multi-Modal Master Transportation Plan
Define more concisely the priority areas for focused improvement and direct resources such that a major impact can be achieved
Water resource issues (groundwater/stormwater/surface water protection)

Economic Development

Build on the success of Cascades Park as a lynchpin to create contemporary and unique development/ redevelopment spaces
Focus on strategies that incentivize home grown business development
Make the City of Tallahassee the Smartest City in Florida
Develop and implement concepts to launch "America's First Christmas" tourist/community initiative

Financial Viability

Identify a sales tax package that enables the community to meet the needs of Tallahassee and Leon County
Investigate and implement ways to enhance customer service and convenience for utility customers
Assuming sales tax referendum passage, provide early opportunities for finance of airport projects for commercial development

Quality of Life/Innovation

Create in Cascades Park a flourishing attraction that will connect all centers of the community
Take advantage of new technology that can be captured via smart phones and similar devices to modernize parking lot operations
Build on the Cultural Plan to meet citizen expectations for cultural exposure, participation and enrichment
Address homelessness to find ways to move people into permanent housing
Partner with the Commission on the Status of Women and Girls in ways to enhance the position of women in the workplace and the community

City of Tallahassee
Fiscal Year 2015 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

Three community budget meetings were scheduled in early April, but only two were held. One was canceled due to a dangerous weather situation. In conjunction with the two meetings, an online survey was conducted 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, the Executive Team, and senior budget staff 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 proposed budget for fiscal year 2015 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 FY15 development process, emphasis was placed on reviewing expenditures at the base service level, but departments were allowed to request additional budget expenditures; however, departments had to present a corresponding reduction in their expenditure budget or identify additional revenue to offset the additional expenditure.

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 2015 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 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 2015 Approved Budget
Budget Calendar

| <u>DATE</u> | <u>BUDGET ACTIVITY</u> |
|-------------------------|---|
| October 1, 2013 | FISCAL YEAR 2014 BEGINS |
| January 28, 2014 | FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE |
| February 13, 2014 | FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE |
| March 15, 2014 | ISSUANCE OF CITY MANAGER'S BUDGET GUIDELINES AND OPERATING AND CAPITAL BUDGET INSTRUCTIONS |
| March 27, 2014 | FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE |
| April 5, 2014 | DEPARTMENTS-OPERATING AND CAPITAL BUDGETS DUE TO OBP |
| April 1-2, 2014 | COMMUNITY BUDGET WORKSHOPS |
| April 28 - May 16, 2014 | EXECUTIVE BUDGET HEARINGS/ EXECUTIVE FINAL BUDGET DECISIONS |
| May 8, 2014 | FY 2014 BUDGET UPDATE & FY 2015 BUDGET FORECAST TO CITY COMMISSION - FEEDBACK ON COMMUNITY BUDGET MEETING |
| May 22, 2014 | FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE |
| June 16, 2014 | RELEASE OF PROPOSED BUDGET |
| June 23, 2014 | CITY COMMISSION WORKSHOP - FY 2015 PROPOSED BUDGET |
| June 24, 2014 | FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE |
| July 8, 2014 | CITY COMMISSION FINAL BUDGET DECISIONS WORKSHOP |
| July 9, 2014 | SET TENTATIVE MILLAGE RATE |
| August 21, 2014 | FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE |
| September 10, 2014 | FIRST PUBLIC HEARING ON TAX MILLAGE AND BUDGET |
| September 22, 2014 | FINAL PUBLIC HEARING ON TAX MILLAGE AND BUDGET |
| October 1, 2014 | FISCAL YEAR 2015 BEGINS |

City of Tallahassee
Fiscal Year 2015 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. The tentative balanced budget must be posted on the municipality's official website at least 2 days before the budget hearing, held pursuant to s. 200.065 or other law, to consider such budget. The final adopted balanced budget must be posted on the municipality's official website within 30 days after adoption.

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 FY15 on September 22, 2014.

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.

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 may 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 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.

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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 five 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 – 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 re-opened a new agreement, which was resolved June, 2012. The PBA Union contract negotiations for FY14 included a 1.57% across the board increase and a 4.5% step increase for 355 officers that were eligible. The FY15 PBA union negotiations are in progress. The International Association of Firefighters (IAFF) union ratified a new agreement on collective bargaining contracts for the existing firefighter unit (firefighters, fire engineers, and fire lieutenants) and the supervisory unit (battalion chiefs and captains) on May 23, 2012 and the City Commission approved it on May 23, 2012. The agreement was retroactively commenced on October 1, 2011 and extended through September 30, 2014. Contract negotiations are currently underway for a new collective bargaining agreement going forward that will include 262 positions.

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. In October 2012, Water, and Sewer Utility rates increased by the CPI. The total increase was 2.4%. This CPI increase methodology is the same for Electric, Natural Gas and Solid Waste rates. New rates studies for Electric and Water were completed in September 2014 and are under review. These pending rate recommendations are anticipated to be implemented, upon approval, in FY 2015.

Assessment and Fee Reviews – Fees and assessments are periodically reviewed to ensure recovery of costs to provide certain services. A cost of services study for the animal shelter was conducted in 2006, which recommended a plan to recover at least 50% of the operating costs through animal licensing fees, but this has not been implemented. A rate

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study for the Fire Fee is underway and is anticipated to be completed by the end of the calendar year. Adoption and implementation of a fee structure that recovers all assessable costs for fire services is necessary in order to fund estimated needs for FY 2016 and thereafter. The City Commission also increased building inspection fees in August 2009 to fully recover all eligible building inspection costs. Rates for electric, underground utilities and solid waste are set by ordinances which provide for annual increase based on the CPI. As part of the strategy to retain the Lafayette Parks Arts and Craft program, the Parks, Recreation and Neighborhood Affairs department has been directed to develop a new fee schedule for classes that began in October 2012.

City of Tallahassee
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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 the General Fund plus transfers to StarMetro, CRTPA, and Golf Course funds, when required.</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 GGCPA funding is budgeted to support projects in fiscal year 2015. However, \$1,147,750 has been programmed from the General Government Capital Improvement Fund's (GG/CIF) Undesignated Balance for FY15 projects.</p> | <p>\$50,000 is budgeted for Contingency in FY15.</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>GAS</p> | <p>Designated to fully fund the operating reserve and thereafter to fund gas system capital projects.</p> | <p>In FY04, the policy was established as a fixed amount of \$2.30 million annually. The transfer policy was changed in FY12 to 6.99% of a 3-year average of system revenues. The transfer base was increased by \$213,338 in FY15, for a total of \$2.8 million.</p> | <p>Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.</p> | <p><u>RR&I:</u> Transfer budgeted at a level equivalent to depreciation expense as provided in the applicable rate study.</p> |
| <p>INTERNAL SERVICE FUNDS</p> | <p>Except for the Information Systems Services Fund, revenues for all funds are balanced against actual expenditures, resulting in zero surpluses.</p> | <p>Not applicable. Excess balances from budgeted revenues are transferred to the original funding source at year-end.</p> | <p>No reserve.</p> | <p>Funding needed for large capital outlays in the Information Systems Services Fund may be accumulated over a period of time in its RR&I fund.</p> |

**City of Tallahassee
Fiscal Year 2015 Approved Budget**

Finance Policy Summary

| FUND | SURPLUS | GENERAL FUND TRANSFER | OPERATING RESERVE | OTHER |
|-----------------|--|--|---|---|
| ELECTRIC | 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. | A transfer policy adopted in FY04 was based on 8.3 mills per actual retail KWH sales for the prior year. This was modified in FY11 to include a three-year consumption average, then 6.99% of a 3-year average of retail rate revenues in FY12. A change in FY13 resulted in a fixed transfer of \$23.9 million, which increased annually by CPI. FY14's transfer was \$24.2 million. An increase of \$3.9 million in FY15 brings the total transfer to \$28.8 million, which also will increase by CPI each year. | 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. | <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. |
| 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). The policy was changed in FY12 to 6.99% of a 3-year average of system revenues. The FY15 transfer was increased \$484,053 for a total transfer of \$3.7 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 2015 Approved Budget

Finance Policy Summary

| Fund | SURPLUS | GENERAL FUND TRANSFER | OPERATING RESERVE | OTHER |
|--------------------------------|--|---|---|--|
| CEMETERY PERPETUAL CARE | Retained for cemetery operating and capital costs. | No transfer. | No reserve. | Not applicable. |
| 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). The policy was changed to 6.99% of a 3-year average of system revenues in FY12. The FY15 transfer is \$4.6 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). |
| STORMWATER | Retained for stormwater system capital projects. | No transfer to General Fund. Full recovery of cost. The FY15 transfer of \$348,307 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. |
| AVIATION | Retained within fund and allocated according to airline use agreement. | No transfer to General Fund. Full recovery of cost. | Minimum of 1/12th of operating and maintenance budget for Airport (less fuel for resale) designated for unanticipated non-recurring expenditures. | RR&I: Not applicable. |

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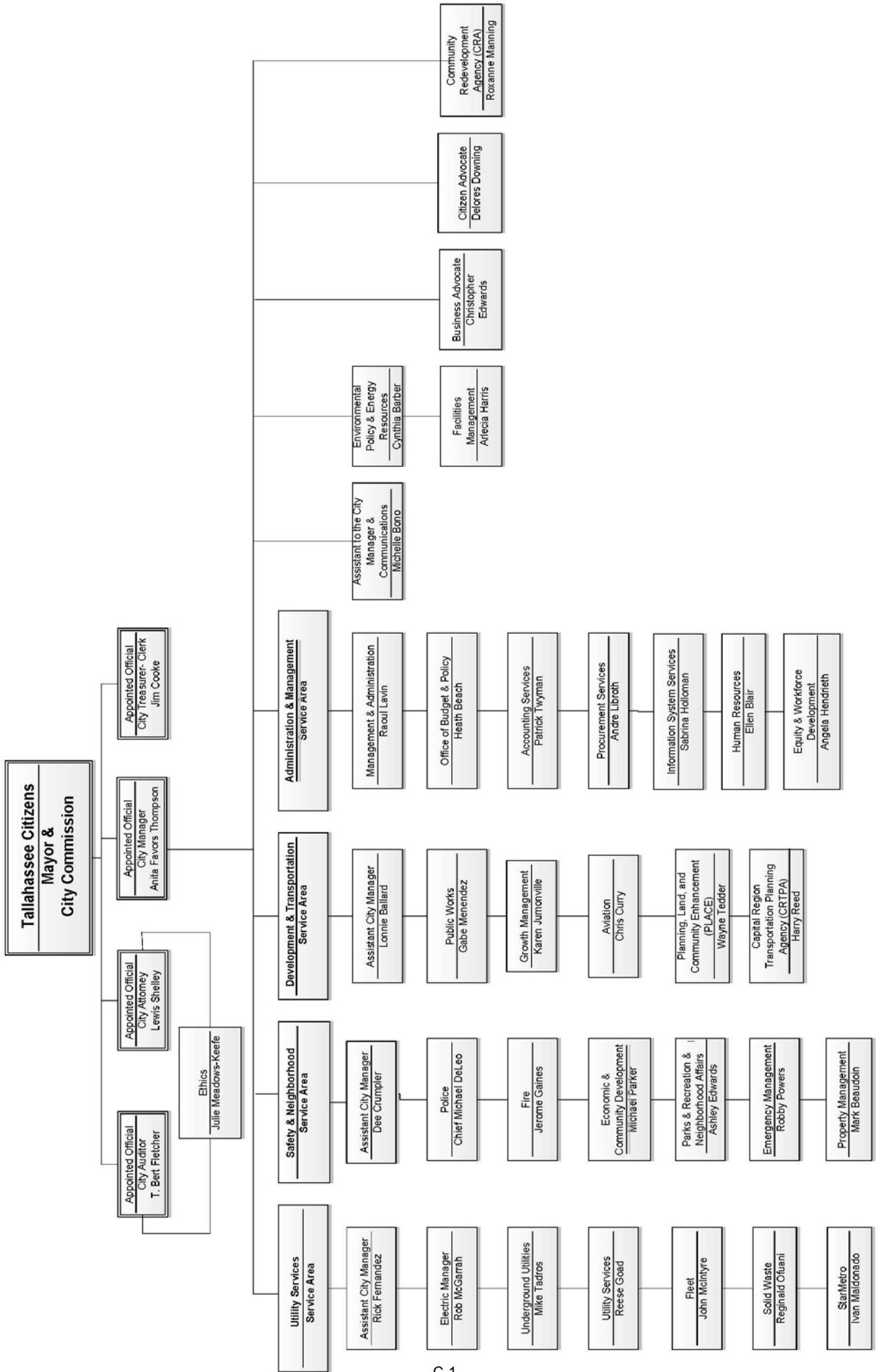
Finance Policy Summary

| FUND | SURPLUS | GENERAL FUND TRANSFER | OPERATING RESERVE | OTHER |
|--------------------|--|---|-------------------|-----------------------|
| 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. The policy changed to 6.99% of a 3-year average of system revenues in FY12. The base transfer increased by \$200,000 in FY15 for a total transfer of \$1.8 million. | No reserve. | RR&I: Not applicable. |

City of Tallahassee
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Schedule of Reserves
As of August 2014

| Organizational Coverage | Bond Required | Maintenance & RR&I | Available Balance | Total Reserve Balances | Target |
|-------------------------------------|----------------------|-----------------------|-----------------------|---------------------------|-----------------------|
| <u>City Wide</u> | | | | | |
| Deficiencies | \$ - | \$ - | \$ 19,482,406 | \$ 19,482,406 | 23,799,633 |
| Fleet Reserve Fund | - | 8,944,665 | - | 8,944,665 | 8,944,665 |
| Cemetery Perpetual Care/Trust | - | - | 5,669,217 | 5,669,217 | 5,669,217 |
| Risk Management Reserve | - | - | 8,601,974 | 8,601,974 | 8,601,974 |
| Total | - | 8,944,665 | 33,753,597 | 42,698,262 | 47,015,489 |
| <u>Fire Service Fee Fund</u> | | | | | |
| Operating Reserve | - | - | 3,863,213 | 3,863,213 | 3,863,213 |
| Total | - | - | 3,863,213 | 3,863,213 | 3,863,213 |
| <u>Electric Fund</u> | | | | | |
| Operating Reserves: | | | | | |
| Working Capital/Liquidity | - | - | 79,356,448 | 79,356,448 | 85,653,071 |
| Bond Reserve | 14,657,494 | - | - | 14,657,494 | 14,657,494 |
| Total | 14,657,494 | - | 79,356,448 | 94,013,942 | 100,310,564 |
| <u>Gas Fund</u> | | | | | |
| Operating Reserve | - | - | 631,183 | 631,183 | 634,339 |
| Bond Reserve | 1,548,390 | - | - | 1,548,390 | 1,548,390 |
| Total | 1,548,390 | - | 631,183 | 2,179,573 | 2,182,729 |
| <u>Water Fund</u> | | | | | |
| Operating Reserve | - | - | 1,335,653 | 1,335,653 | 809,666 |
| Bond Reserve | 2,399,793 | - | - | 2,399,793 | 2,399,793 |
| Total | 2,399,793 | - | 1,335,653 | 3,735,447 | 3,209,459 |
| <u>Sewer Fund</u> | | | | | |
| Operating Reserve | - | - | 1,018,808 | 1,018,808 | 1,080,153 |
| Bond Reserve | 12,026,715 | - | - | 12,026,715 | 12,026,715 |
| Total | 12,026,715 | - | 1,018,808 | 13,045,523 | 13,106,868 |
| <u>Airport Fund</u> | | | | | |
| Operating Reserve | - | - | 730,166 | 730,166 | 907,155 |
| Emergency Reserve | - | 250,000 | - | 250,000 | 250,000 |
| Bond Reserve | - | - | - | - | 735,700 |
| Total | - | 250,000 | 730,166 | 980,166 | 1,892,855 |
| <u>Solid Waste Fund</u> | | | | | |
| Rate Stabilization Reserve | - | - | 10,031,213 | 10,031,213 | 10,031,213 |
| Total | - | - | 10,031,213 | 10,031,213 | 10,031,213 |
| Grand Total | \$ 30,632,392 | \$ 9,194,665 | \$ 130,720,282 | \$ 170,547,338 | \$ 181,612,390 |



City of Tallahassee
Fiscal Year 2015 Approved Budget
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 FTE count for the FY14 approved budget totaled 2,810.58. The budget included the addition of twelve (12.00) positions and two (2.00) position eliminations. The 12.00 positions that were added include: one (1.00) manager-stormwater management unit, one (1.00) mechanic, one (1.00) permit technician, one (1.00) senior public works service worker, two (2.00) equipment operators II, two (2.00) engineer technicians II, one (1.00) environmental engineer, one (1.00) veterinarian, and two (2.00) business system analysts. The positions that were eliminated included two (2.00) program engineer positions in Underground Utilities.

The FY15 proposed budget FTE count totaled 2,824.75, including the addition of 15.17 new positions and one (1.00) position elimination. The one (1.00) position elimination was the economic development planner position. This position was transferred from Economic and Community Development (ECD) to Community Redevelopment Agency (CRA) for FY15. The City does not include CRA in the total FTE count; therefore, the position was classified as a deletion instead of a transfer. The new positions include: one (1.00) accountant III, one (1.00) senior financial systems specialist, one (1.00) ethics officer (FY14 mid-year), three (3.00) fire engineers, six (6.00) firefighters and three (3.00) lieutenants. In addition, an administrative specialist I position in Treasurer-Clerk was converted from a part-time to a full-time position. In FY14, the position was funded as a 0.88 FTE; it is fully-funded as a 1.00 FTE for FY15. Also, the director of economic and community development position is fully-funded as a 1.00 FTE in Economic and Community Development for FY15. In previous years, the position has been split-funded between Economic and Community Development and Community Redevelopment Agency.

The FTE count for the FY15 approved budget totals 2,816.75, which includes the addition of 9.17 new positions and two position eliminations. The twelve (12.00) new positions in Fire were deleted from the approved budget. Instead, six (6.00) new positions in Police were added to the budget, which include: five (5.00) police officers and one (1.00) police sergeant. The additional new positions that were in the proposed budget remained in the approved budget, including: one (1.00) accountant III, one (1.00) senior financial systems specialist, and one (1.00) ethics officer (FY14 mid-year). In addition, the administrative specialist I position in Treasurer-Clerk was converted to a full-time position and the director of economic and community development position is fully-funded in Economic and Community Development for the FY15 approved budget as presented in the proposed budget. The two (2.00) position eliminations include the economic development planner position and the director of energy services position. As included in the proposed budget, the economic development planner position was transferred from Economic and Community Development (ECD) to Community Redevelopment Agency (CRA). The City does not include CRA in the total FTE count; therefore, the position was classified as a deletion instead of a transfer.

Currently, unions represent a total of 617 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 agreement ended on September 30, 2013. The negotiations for the FY15 Police Benevolent Association union are currently underway and have not yet been finalized. The International Association of Firefighters (IAFF) union ratified an agreement on collective bargaining contracts for the existing firefighter unit (firefighters, fire engineers, and fire lieutenants) and the supervisory unit (battalion chiefs and captains), which was approved by the City Commission on May 23, 2012. The agreement retroactively commenced on October 1, 2011 and will extend through September 30, 2014. Contract negotiations are currently underway for a new collective bargaining agreement going forward that will include 262 positions.

City of Tallahassee
Fiscal Year 2015 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 FY15 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. The following is a summary of some of the departmental organization changes that were approved for fiscal year 2015:

Management and Administration

The FY15 approved budget includes the addition of two full-time positions. The new positions include: one (1.00) accountant III position and one (1.00) senior financial systems specialist. These positions will assist in addressing fixed asset accounting concerns raised in the 2012 and 2013 Comprehensive Annual Financial Reports (CAFR). The total fiscal impact for the positions for FY15 is \$172,598.

Police

The FY15 approved budget for Police includes the addition of six (6.00) full-time positions. The new positions are five (5.00) police officers and one (1.00) police sergeant. These new positions will address police response times and assist with COPPS (Community Oriented Policing and Problem Solving Squad). The fiscal impact for the addition of these positions and operating expenses total \$829,616 for FY15.

Fleet Management

The FY15 approved budget includes the transfer of two (2.00) full-time positions from Solid Waste. The two positions include: one (1.00) graphic design specialist position and one (1.00) mechanic position. The transfers of these positions from Solid Waste to Fleet had no impact to the total citywide budget for FY15; it will only directly impact the Solid Waste Fund and the Garage Operating Fund.

Ethics Office

In March 2014, the City Commission approved the establishment of the ethics officer function within the City. During mid-year 2014, a new ethics officer position was added under the newly created Ethics Office (540101) cost center. The Ethics Office cost center will be housed in Charter and Executive Services and will report to the City Auditor and City Attorney. The ethics officer will be responsible for oversight and administrative activities relating to advising city officials, management, staff, and vendors on ethical matters. The position will also be responsible for investigating, referring, and disposing of complaints and concerns received through the city's Fraud and Ethics Hotline or through other sources. The fiscal impact for the addition of the position is \$136,545.

Utility Services

The Energy Services department was reorganized and in FY 2015, Utility Business and Customer Services were merged with the Energy Services department and became the Utility Services department. A new cost center, wholesale energy services (370107) was created and the existing costs centers, 430101 (wholesale energy services) and 430201 (energy conservation/customer services) were deleted. The reorganization affected all thirty (30.00) energy services positions. Five (5.00) positions were transferred to Electric and twenty-five (25.00) positions to Utility Services (formerly UBCS) for the proposed budget. However, the approved budget includes the elimination of the director of energy services position due to the incumbent assuming responsibilities of the manager of utility strategic planning in Electric. The elimination of this position resulted in a savings of \$169,481 in Electric.

City of Tallahassee
Fiscal Year 2015 Approved Budget
Organizational Overview

Parks, Recreation and Neighborhood Affairs

The FY15 approved budget includes the addition of a foster care coordinator position in the Animal Shelter. A vacant position was transferred to the Animal Shelter cost center and will be reclassified to a foster care coordinator in FY15. Funding for this position is provided by 45% from the County and 55% from the City per the new Animal Service Center Agreement between the City and the County. The addition of this position does not impact the Citywide FTE count. The net fiscal impact for this position is \$27,624.

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 2015 Approved Budget - Authorized Position Changes

| Department Name | FY 2014 Appropriated | FTE Eliminated | FTE Added | FTE Transferred | FY 2015 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 | 55.38 | 0.00 | 0.12 | 0.00 | 55.50 |
| City Auditor | 7.00 | 0.00 | 0.00 | 0.00 | 7.00 |
| Executive Services | 36.00 | 0.00 | 0.00 | 0.00 | 36.00 |
| Communications | 13.00 | 0.00 | 0.00 | 1.00 | 14.00 |
| Customer Services | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Environmental Policy and Energy Resources | 14.00 | 0.00 | 0.00 | 0.00 | 14.00 |
| Ethics Office | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 |
| Service Area Full-Time Equivalents (FTE) | 160.38 | 0.00 | 1.12 | 1.00 | 162.50 |
| <u>Administration and Management Services</u> | | | | | |
| Management and Administration | 181.00 | 0.00 | 2.00 | 0.00 | 183.00 |
| Service Area Full-Time Equivalents (FTE) | 181.00 | 0.00 | 2.00 | 0.00 | 183.00 |
| <u>Safety and Neighborhood Services</u> | | | | | |
| Fire | 280.00 | 0.00 | 0.00 | 0.00 | 280.00 |
| Police | 427.00 | 0.00 | 6.00 | 0.00 | 433.00 |
| Parks, Recreation and Neighborhood Affairs | 171.25 | 0.00 | 0.00 | 1.00 | 171.25 |
| Economic and Community Development | 36.95 | -1.00 | 0.05 | 0.00 | 36.00 |
| Emergency Management | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Service Area Full-Time Equivalents (FTE) | 916.20 | -1.00 | 6.05 | 1.00 | 921.25 |
| <u>Development and Transportation Services</u> | | | | | |
| Public Works | 286.00 | 0.00 | 0.00 | -1.00 | 285.00 |
| Planning | 26.00 | 0.00 | 0.00 | 0.00 | 26.00 |
| Aviation | 53.00 | 0.00 | 0.00 | 0.00 | 53.00 |
| Growth Management | 63.00 | 0.00 | 0.00 | 0.00 | 63.00 |
| Service Area Full-Time Equivalents (FTE) | 428.00 | 0.00 | 0.00 | -1.00 | 427.00 |
| <u>Utility Services</u> | | | | | |
| Electric Utility | 298.00 | -1.00 | 0.00 | 5.00 | 302.00 |
| Solid Waste | 87.00 | 0.00 | 0.00 | -3.00 | 84.00 |
| Utility Services | 120.00 | 0.00 | 0.00 | 25.00 | 145.00 |
| Energy Services | 30.00 | 0.00 | 0.00 | -30.00 | 0.00 |
| Fleet Management | 59.00 | 0.00 | 0.00 | 2.00 | 61.00 |
| Underground Utilities | 361.00 | 0.00 | 0.00 | 0.00 | 361.00 |
| StarMetro | 170.00 | 0.00 | 0.00 | 0.00 | 170.00 |
| Service Area Full-Time Equivalents (FTE) | 1,125.00 | -1.00 | 0.00 | -1.00 | 1,123.00 |
| City Wide Total FTE | 2,810.58 | -2.00 | 9.17 | -1.00 | 2,816.75 |

**City of Tallahassee
Fiscal Year 2015 Approved Budget - Authorized Position Summary**

Charter and Executive Services

| <u>Department Name</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Adopted</u> | <u>FY 2015 Proposed</u> | <u>FY 2015 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 | 55.38 | 55.38 | 55.50 | 55.50 |
| City Auditor | 7.00 | 7.00 | 7.00 | 7.00 |
| Executive Services | 34.00 | 36.00 | 36.00 | 36.00 |
| Communications | 13.00 | 13.00 | 14.00 | 14.00 |
| Customer Services | 1.00 | 1.00 | 1.00 | 1.00 |
| Environmental Policy and Energy Resources | 13.00 | 14.00 | 14.00 | 14.00 |
| Ethics Office | 0.00 | 0.00 | 1.00 | 1.00 |
| Service Area Full-Time Equivalents (FTE) | 157.38 | 160.38 | 162.50 | 162.50 |

| <u>Department Name</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Adopted</u> | <u>FY 2015 Proposed</u> | <u>FY 2015 Adopted</u> |
|--|-----------------------|------------------------|-------------------------|------------------------|
| Management and Administration | 179.00 | 181.00 | 183.00 | 183.00 |
| Service Area Full-Time Equivalents (FTE) | 179.00 | 181.00 | 183.00 | 183.00 |

Safety and Neighborhood Services

| <u>Department Name</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Adopted</u> | <u>FY 2015 Proposed</u> | <u>FY 2015 Adopted</u> |
|--|-----------------------|------------------------|-------------------------|------------------------|
| Fire | 280.00 | 280.00 | 292.00 | 280.00 |
| Police | 427.00 | 427.00 | 427.00 | 433.00 |
| Parks, Recreation and Neighborhood Affairs | 170.25 | 171.25 | 171.25 | 171.25 |
| Economic and Community Development | 36.95 | 36.95 | 36.00 | 36.00 |
| Emergency Management | 1.00 | 1.00 | 1.00 | 1.00 |
| Service Area Full-Time Equivalents (FTE) | 915.20 | 916.20 | 927.25 | 921.25 |

Development and Transportation Services

| <u>Department Name</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Adopted</u> | <u>FY 2015 Proposed</u> | <u>FY 2015 Adopted</u> |
|--|-----------------------|------------------------|-------------------------|------------------------|
| Public Works | 283.00 | 286.00 | 285.00 | 285.00 |
| Planning | 26.00 | 26.00 | 26.00 | 26.00 |
| Aviation | 53.00 | 53.00 | 53.00 | 53.00 |
| Growth Management | 62.00 | 63.00 | 63.00 | 63.00 |
| Service Area Full-Time Equivalents (FTE) | 424.00 | 428.00 | 427.00 | 427.00 |

Utility Services

| <u>Department Name</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Adopted</u> | <u>FY 2015 Proposed</u> | <u>FY 2015 Adopted</u> |
|--|-----------------------|------------------------|-------------------------|------------------------|
| Electric Utility | 298.00 | 298.00 | 303.00 | 302.00 |
| Solid Waste | 88.00 | 87.00 | 85.00 | 84.00 |
| Utility Services | 120.00 | 120.00 | 145.00 | 145.00 |
| Energy Services | 29.00 | 30.00 | 0.00 | 0.00 |
| Fleet Management | 58.00 | 59.00 | 61.00 | 61.00 |
| Underground Utilities | 361.00 | 361.00 | 361.00 | 361.00 |
| StarMetro | 170.00 | 170.00 | 170.00 | 170.00 |
| Service Area Full-Time Equivalents (FTE) | 1,124.00 | 1,125.00 | 1,125.00 | 1,123.00 |
| City Wide Total Full-Time Equivalents (FTE) | 2,799.58 | 2,810.58 | 2,824.75 | 2,816.75 |

City of Tallahassee
Fiscal Year 2015 Approved Budget - Authorized Position Summary by Fund

| Fund | FY 2013 Actual | FY 2014 Adopted | FY 2015 Proposed | FY 2015 Adopted |
|--|---------------------------|----------------------------|-----------------------------|----------------------------|
| 001 General Fund | 1,008.74 | 1,009.74 | 1,009.91 | 1,015.91 |
| 120 Building Inspection Fund | 29.00 | 30.00 | 30.00 | 30.00 |
| 130 Fire Services Fund | 280.00 | 280.00 | 292.00 | 280.00 |
| 160 800 MHz Fund | 6.50 | 6.50 | 6.50 | 6.50 |
| 400 Electric Operating Fund | 293.00 | 293.00 | 298.00 | 297.00 |
| 426 Electric Warehouse Fund | 5.00 | 5.00 | 5.00 | 5.00 |
| 430 Gas Operating Fund | 37.00 | 37.00 | 37.00 | 37.00 |
| 460 Water Operating Fund | 105.00 | 105.00 | 105.00 | 105.00 |
| 500 Sewer Operating Fund | 200.00 | 200.00 | 200.00 | 200.00 |
| 540 Airport Operating Fund | 64.00 | 64.00 | 64.00 | 64.00 |
| 580 StarMetro Operating Fund | 170.00 | 170.00 | 170.00 | 170.00 |
| 600 Solid Waste Fund | 88.00 | 87.00 | 85.00 | 84.00 |
| 605 Stormwater Fund | 89.00 | 94.00 | 94.00 | 94.00 |
| 615 Golf Course Fund | 3.34 | 3.34 | 3.34 | 3.34 |
| 705 Data Processing Fund | 74.00 | 76.00 | 76.00 | 76.00 |
| 710 Revenue Fund | 23.50 | 23.50 | 23.50 | 23.50 |
| 715 Garage Operating Fund | 58.00 | 59.00 | 61.00 | 61.00 |
| 720 Accounting Fund | 28.50 | 28.50 | 30.50 | 30.50 |
| 725 Purchasing Fund | 25.00 | 25.00 | 25.00 | 25.00 |
| 730 Human Resources Fund | 34.00 | 34.00 | 34.00 | 34.00 |
| 735 Pension Administration Fund | 8.00 | 8.00 | 8.00 | 8.00 |
| 740 Risk Management Fund | 12.00 | 12.00 | 12.00 | 12.00 |
| 755 Utility Services Fund | 112.00 | 112.00 | 137.00 | 137.00 |
| 760 Energy Services Fund | 29.00 | 30.00 | 0.00 | 0.00 |
| 765 Environmental Policy and Energy Resources Fund | 13.00 | 14.00 | 14.00 | 14.00 |
| 840 Cemetery Fund | 4.00 | 4.00 | 4.00 | 4.00 |
| City Wide Total Full-Time Equivalent (FTE) | 2,799.58 | 2,810.58 | 2,824.75 | 2,816.75 |

**City of Tallahassee
Fiscal Year 2015 Approved Budget - Authorized Position Changes**

Added Positions

| <u>Department Name</u> | <u>Position Title</u> | <u>FY 2015 FTE Added</u> |
|--|---|----------------------------------|
| <u>Administration and Management Services</u> | | |
| Management and Administration | Accountant III | 1.00 |
| | Senior Payroll Systems Specialist | 1.00 |
| | <u>Service Area FTE Added</u> | <u>2.00</u> |
| <u>Charter and Executive Services</u> | | |
| Treasurer-Clerk | Administrative Specialist I | 0.12 |
| Ethics Office | Ethics Officer (FY14 mid-year) | 1.00 |
| | <u>Service Area FTE Added</u> | <u>1.12¹</u> |
| <u>Safety and Neighborhood Services</u> | | |
| Police | Police Officer | 5.00 |
| | Police Sergeant | 1.00 |
| Economic and Community Development | Director-Economic & Community Development | 0.05 |
| | <u>Service Area FTE Added</u> | <u>6.05²</u> |
| | | <u>Citywide FTE Added</u> |
| | | <u>9.17</u> |

Notes:

¹The Administrative Specialist I position in Treasurer-Clerk was converted from a part-time to a full-time position. The position was funded as a 0.88 FTE for FY14 and is funded as a 1.00 FTE for FY15. In addition, the Ethics Officer position was added FY14 mid-year per the approval of the City Commission.

²The Director of Economic and Community Development position is fully-funded in Economic & Community Development (ECD) for FY15. In past years, the position has been split-funded between ECD and Community Redevelopment Agency (CRA). The CRA is not included in the FTE count for the City; therefore, this position is classified as an addition instead of a transfer.

City of Tallahassee
Fiscal Year 2015 Approved Budget - Authorized Position Changes

Eliminated Positions

| <u>Department Name</u> | <u>Position Title</u> | <u>FY 2015 FTE Eliminated</u> |
|--|------------------------------|---|
| <u>Safety and Neighborhood Services</u> | | |
| Economic and Community Development | Economic Development Planner | 1.00 |
| | | Service Area <u>FTE Eliminated</u> ¹ |
| | | <u>1.00</u> |
| <u>Utility Services</u> | | |
| Electric | Director-Energy Services | 1.00 |
| | | Service Area <u>FTE Eliminated</u> |
| | | <u>1.00</u> |
| | | <u>Citywide FTE Eliminated</u> |
| | | <u>2.00</u> |

Notes:

¹The Economic Development Planner position was transferred from Economic and Community Development (ECD) to Community Redevelopment Agency (CRA). The CRA is not included in the FTE count for the City; therefore, this position is classified as a deletion instead of a transfer.





City of Tallahassee
Fiscal Year 2015 Approved Budget

SUMMARY OF APPROPRIATIONS
OPERATING BUDGET - ALL FUNDS

| | ACTUAL FY 2013 | ESTIMATE* FY 2014 | PROPOSED FY 2015 | APPROVED FY 2015 |
|--|--------------------|----------------------|---------------------|---------------------|
| REVENUES | | | | |
| Charges for Services | 8,713,612 | 8,432,370 | 8,616,382 | 8,644,006 |
| Fines and Forfeitures | 2,212,739 | 2,009,361 | 1,691,000 | 1,691,000 |
| Intergovernmental | 14,072,069 | 15,216,353 | 15,670,252 | 16,354,746 |
| Licenses and Permits | 2,538,261 | 2,539,833 | 2,788,191 | 2,788,191 |
| Miscellaneous | 11,371,453 | 11,324,114 | 12,267,903 | 12,267,903 |
| Taxes | 54,356,959 | 54,497,939 | 55,716,091 | 55,898,156 |
| Transfer from Undesignated Balance | | | | |
| Deficiencies | 0 | 0 | 0 | 0 |
| Enterprise Funds: | | | | |
| Aviation | 10,334,799 | 9,948,789 | 9,986,446 | 9,958,471 |
| Building Inspection | 3,515,682 | 3,212,839 | 3,257,996 | 3,257,996 |
| Cemetery Perpetual Care Trust | 453,237 | 467,150 | 459,076 | 467,804 |
| Electric | 265,819,959 | 292,749,652 | 302,783,741 | 305,097,846 |
| Fire Fees | 33,713,717 | 34,748,568 | 36,854,540 | 36,283,770 |
| Gas | 27,597,441 | 30,400,001 | 31,848,304 | 32,192,795 |
| Golf Course | 913,026 | 900,507 | 995,872 | 996,605 |
| Sewer | 58,522,030 | 63,220,498 | 59,820,468 | 59,899,674 |
| Solid Waste | 23,613,702 | 23,681,059 | 24,835,693 | 24,780,958 |
| Stormwater | 17,143,069 | 18,044,650 | 16,777,479 | 16,777,479 |
| StarMetro | 7,946,655 | 9,323,172 | 9,251,273 | 9,203,628 |
| Water | 27,624,193 | 30,301,978 | 30,257,785 | 31,513,469 |
| Donations | 200,075 | 126,724 | 81,800 | 81,800 |
| Transfers | | | | |
| From Deficiencies Fund to General | 2,015,865 | 0 | 336,826 | 343,250 |
| From Other Funds | 4,209,470 | 6,161,660 | 2,194,030 | 2,383,030 |
| From Water, Sewer, and Stormwater for | | | | |
| Growth Management | 310,433 | 306,000 | 348,307 | 348,307 |
| From Gas Tax Construction | 204,260 | 204,260 | 204,260 | 204,260 |
| From Second Dollar | 125,000 | 125,000 | 125,000 | 125,000 |
| From Law Enforcement Trust - State | 30,000 | 30,000 | 30,000 | 30,000 |
| From Law Enforcement Trust - Federal | 50,000 | 50,000 | 50,000 | 50,000 |
| From Airline Prepaid Fee Credits to | 1,338,992 | 922,512 | 927,385 | 927,385 |
| TOTAL REVENUES | 578,946,698 | 618,944,989 | 628,176,100 | 632,567,529 |
| Unallocated Internal Service Funds | | | | |
| Energy Conservation Fund | 868,599 | 894,633 | 0 | 0 |
| Risk Management Fund | 460,136 | 306,752 | 0 | 0 |
| Wholesale Energy Fund | 7,126,846 | 4,198,881 | 0 | 0 |
| From the Utility Services Fund | 0 | 0 | 0 | 11,839,511 |
| 800 MHz Fund | 639,593 | 665,195 | 665,195 | 665,195 |
| Internal Loan Fund | 0 | 0 | 1,390,195 | 1,390,195 |
| Contribution from Gas Tax to Debt Service | 0 | 0 | 1,405,840 | 1,405,840 |
| Contributions from Utilities to General Fund | 35,243,135 | 35,991,301 | 41,669,949 | 41,669,949 |
| Contribution to StarMetro Fund from General Fund | 9,613,755 | 7,778,121 | 7,753,784 | 7,753,784 |
| Contribution to Golf Fund from General | 0 | 0 | 0 | 0 |
| TOTAL CONTRIBUTIONS & TRANSFERS | 53,952,064 | 49,834,883 | 52,884,963 | 64,724,474 |
| TOTAL APPROPRIATION | 632,898,762 | 668,779,872 | 681,061,063 | 697,292,003 |

City of Tallahassee
Fiscal Year 2015 Approved Budget

SUMMARY OF APPROPRIATIONS
OPERATING BUDGET - ALL FUNDS

| | ACTUAL FY 2013 | ESTIMATE* FY 2014 | PROPOSED FY 2015 | APPROVED FY 2015 |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| <u>EXPENDITURES</u> | | | | |
| Aviation Fund | 8,895,742 | 9,336,769 | 10,913,831 | 10,885,856 |
| Building Inspection Fund | 3,515,682 | 3,212,839 | 3,257,996 | 3,257,996 |
| Cemetery Perpetual Care Trust | 453,237 | 467,150 | 459,076 | 467,804 |
| Donations | 81,000 | 81,000 | 81,800 | 81,800 |
| Electric Fund | 265,819,959 | 292,749,652 | 302,783,741 | 305,097,846 |
| Energy Conservation Fund | 868,599 | 894,633 | 0 | 0 |
| Fire Services | 33,713,717 | 34,748,568 | 36,854,540 | 36,283,770 |
| Gas Fund | 26,874,680 | 27,381,155 | 31,848,304 | 32,192,795 |
| General Fund | 135,453,256 | 137,384,800 | 141,708,191 | 142,797,798 |
| Golf Course Fund | 817,914 | 840,975 | 995,872 | 996,605 |
| Risk Management Fund | 460,136 | 306,752 | 0 | 0 |
| Sewer Fund | 57,436,443 | 63,220,498 | 59,820,468 | 59,899,674 |
| Solid Waste Fund | 23,243,022 | 23,681,059 | 24,835,693 | 24,780,958 |
| Stormwater Fund | 17,143,069 | 18,044,650 | 16,777,479 | 16,777,479 |
| StarMetro Fund | 17,560,410 | 17,101,293 | 17,005,057 | 16,957,412 |
| Transfer from Wholesale Energy Fund | 7,126,846 | 4,198,881 | 0 | 0 |
| Transfer from Utility Services Fund | 0 | 0 | 0 | 11,839,511 |
| Water Fund | 27,624,193 | 28,693,102 | 30,257,785 | 31,513,469 |
| Transfer from Internal Loan Fund | 0 | 0 | 1,390,195 | 1,390,195 |
| Transfer from Gas Tax | 0 | 0 | 1,405,840 | 1,405,840 |
| 800 MHz Fund (Unallocated) | 639,593 | 665,195 | 665,195 | 665,195 |
| TOTAL EXPENDITURES | 627,727,498 | 663,008,971 | 681,061,063 | 697,292,003 |
| | | | | |
| NET POSITION BEFORE ADJUSTMENTS | 5,171,264 | 5,770,901 | 0 | |
| <u>ADJUSTMENTS</u> | | | | |
| Transfer to Electric Operating Reserve Fund | 0 | 0 | | |
| Transfer to Cemetery Perpetual Care Reserv | 0 | 0 | | |
| Transfer to Golf RR&I | 95,112 | 59,532 | | |
| Transfer to Fire Services from Deficiencies | 0 | 0 | | |
| Transfer to Gas RR&I | 722,761 | 3,018,846 | | |
| Transfer to Sewer RR&I | 1,085,587 | 0 | | |
| Transfer to Solid Waste - Rate Stabilization Reserve | 370,680 | 0 | | |
| Transfer to Stormwater RR&I | 0 | 0 | | |
| Transfer to Airline Prepaid Fees Credit | 1,558,979 | 1,045,226 | | |
| Transfer to Airline RR&I | 1,219,070 | 489,306 | | |
| Transfer to Deficiencies | 0 | 0 | | |
| Transfer to Water RR&I | 0 | 1,608,876 | | |
| TOTAL ADJUSTMENTS | 5,052,189 | 6,221,786 | | |
| | | | | |
| FISCAL YEAR NET POSITION | 119,075 | -450,885 | | |

* Estimate based on pre-closeout financial data.

City of Tallahassee
Fiscal Year 2015 Approved Budget
Citywide Appropriated Position
Operating Budget

| Appropriated Funds | General | Electric | Gas | Water | Sewer | Aviation | StarMetro | Solid Waste |
|-----------------------------------|--------------------|--------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|
| Beginning Balance (as of 9/30/14) | | | | | | | | |
| Airline Prepaid Credit | 0 | 0 | 0 | 0 | 0 | 927,385 | 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 |
| Utility Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer from Gas Tax | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer from ILF | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <i>Subtotal Transfers</i> | 0 | 0 | 0 | 0 | 0 | 927,385 | 0 | 0 |
| Operating Revenues | 101,127,849 | 305,097,846 | 32,192,795 | 31,513,469 | 59,899,674 | 9,958,471 | 9,203,628 | 24,780,958 |
| Total Revenues | 101,127,849 | 305,097,846 | 32,192,795 | 31,513,469 | 59,899,674 | 10,885,856 | 9,203,628 | 24,780,958 |
| Operating Expenditures | 135,044,014 | 276,296,533 | 29,391,354 | 27,819,100 | 55,338,824 | 10,885,856 | 16,957,412 | 22,968,982 |
| Net Position Before Transfers | -33,916,165 | 28,801,313 | 2,801,441 | 3,694,369 | 4,560,850 | 0 | -7,753,784 | 1,811,976 |
| Transfers In | 41,669,949 | 0 | 0 | 0 | 0 | 0 | 7,753,784 | 0 |
| Transfers Out | 7,753,784 | 28,801,313 | 2,801,441 | 3,694,369 | 4,560,850 | 0 | 0 | 1,811,976 |
| Net Position | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

City of Tallahassee
Fiscal Year 2015 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 9/30/14) | | | | | | | | |
| Airline Prepaid Credit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 927,385 |
| 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 | 665,195 | 665,195 |
| Undesignated Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Utility Services Fund | 0 | 0 | 0 | 0 | 0 | 0 | 11,839,511 | 0 |
| Transfer from Gas Tax | 0 | 0 | 0 | 0 | 0 | 0 | 1,405,840 | 0 |
| Transfer from ILF | 0 | 0 | 0 | 0 | 0 | 0 | 1,390,195 | 1,390,195 |
| <i>Subtotal Transfers</i> | 0 | 0 | 0 | 0 | 0 | 0 | 15,300,741 | 2,982,775 |
| Operating Revenues | 16,777,479 | 996,605 | 36,283,770 | 3,257,996 | 467,804 | 81,800 | 0 | 631,640,144 |
| Total Revenues | 16,777,479 | 996,605 | 36,283,770 | 3,257,996 | 467,804 | 81,800 | 15,300,741 | 647,868,270 |
| Operating Expenditures | 16,777,479 | 996,605 | 36,283,770 | 3,257,996 | 467,804 | 81,800 | 15,300,741 | 647,868,270 |
| Net Position | | | | | | | | |
| Before Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfers In | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 49,423,733 |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 49,423,733 |
| Net Position | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

City of Tallahassee
Fiscal Year 2015 Approved Budget
Summary of Revenues and Expenditures By Fund

| | General Fund | Building Inspection | Fire Services | Electric | Gas | Water | Sewer |
|--|--------------------|---------------------|-------------------|--------------------|-------------------|-------------------|-------------------|
| REVENUES | | | | | | | |
| Taxes | 55,898,156 | 0 | 0 | 0 | 0 | 0 | 0 |
| Licenses & Permits | 2,788,191 | 2,838,002 | 294,500 | 0 | 0 | 0 | 0 |
| Intergovernmental | 16,354,746 | 197,024 | 77,800 | 2,554,613 | 0 | 394,810 | 1,521,745 |
| Charges for Services | 8,644,006 | 121,670 | 32,620,101 | 283,162,138 | 31,315,189 | 25,495,199 | 49,887,380 |
| Rentals & Concessions | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sales for Resale & Wheeling | 0 | 0 | 0 | 675,540 | 0 | 0 | 0 |
| Surcharge | 0 | 0 | 0 | 2,299,910 | 102,588 | 1,479,746 | 1,067,896 |
| Fines and Forfeitures | 1,691,000 | 77,300 | 0 | 0 | 0 | 0 | 0 |
| Fees & Charges | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 2,473,752 | 0 | 12,000 | 77,471 | 8,000 | 431,171 | 0 |
| Interest Earnings | 500,000 | 0 | -30,300 | 3,762,608 | 25,290 | 10,931 | 0 |
| System Charge | 0 | 0 | 0 | 0 | 0 | 519,000 | 2,300,000 |
| Overhead Allocation | 7,194,151 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capitalized Overhead | 2,100,000 | 0 | 0 | 3,129,532 | 397,237 | 1,516,452 | 1,578,165 |
| Transfer from Deficiencies | 343,250 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer from Fund Balance | 0 | 0 | 2,165,891 | 9,436,034 | 0 | 0 | 0 |
| Transfers from Other Funds | 3,140,597 | 24,000 | 1,143,778 | 0 | 344,491 | 1,666,160 | 3,544,488 |
| Contributions from Utilities | 41,669,949 | 0 | 0 | 0 | 0 | 0 | 0 |
| Subtotal | 142,797,798 | 3,257,996 | 36,283,770 | 305,097,846 | 32,192,795 | 31,513,469 | 59,899,674 |
| Transfers from 800 MHZ, Internal Loan, Gas Tax Funds and Utility Services. | | | | | | | |
| TOTAL REVENUES | | | | | | | |
| EXPENSES | | | | | | | |
| Personnel Services | 82,096,106 | 2,304,890 | 23,677,878 | 28,000,807 | 1,982,866 | 5,037,363 | 13,597,267 |
| Operating Expenses | 11,977,673 | 153,851 | 1,531,575 | 25,302,957 | 562,294 | 1,116,948 | 4,113,680 |
| Fuel | 0 | 0 | 0 | 129,268,000 | 16,030,816 | 0 | 0 |
| Other Services & Charges | 1,605,563 | 0 | 161,366 | 2,687,985 | 92,945 | 600,300 | 826,200 |
| Capital Outlay | 532,738 | 0 | 110,400 | 455,288 | 0 | 499,320 | 1,219,929 |
| Allocated Accounts | 18,033,790 | 245,244 | 5,584,454 | 18,498,578 | 2,066,572 | 5,051,763 | 5,534,015 |
| Utilities | 5,139,494 | 0 | 367,422 | 413,075 | 64,350 | 2,250,053 | 5,121,183 |
| Debt Service | 6,160,349 | 0 | 1,674,737 | 44,306,535 | 3,467,143 | 5,879,673 | 18,553,545 |
| RR&I/Capital Account | 0 | 0 | 1,147,500 | 24,784,762 | 1,808,000 | 3,870,766 | 3,628,499 |
| Inter-Fund Transfer | 2,362,479 | 0 | 10,828 | 37,019 | 1,969,468 | 2,473,899 | 1,399,177 |
| Vehicle Replacement | 1,429,518 | 15,669 | 915,291 | 728,502 | 73,400 | 455,421 | 381,094 |
| Indirect Costs | 0 | 290,719 | 744,719 | 1,813,025 | 220,557 | 583,594 | 964,235 |
| Contingency | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer to CRA | 1,007,858 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contribution to Joint Dispatch | 4,648,446 | 0 | 312,600 | 0 | 0 | 0 | 0 |
| Contribution To General Fund | 0 | 0 | 0 | 28,801,313 | 2,801,441 | 3,694,369 | 4,560,850 |
| Transfer to Other Funds | 7,753,784 | 247,623 | 45,000 | 0 | 0 | 0 | 0 |
| Transfer to Fund Balance/RR&I | 0 | 0 | 0 | 0 | 1,052,943 | 0 | 0 |
| Subtotal | 142,797,798 | 3,257,996 | 36,283,770 | 305,097,846 | 32,192,795 | 31,513,469 | 59,899,674 |
| Unallocated Portions of Internal Services Funds (800 MHZ and Internal Loan) and Gas Tax. | | | | | | | |
| TOTAL EXPENSES | | | | | | | |

City of Tallahassee
Fiscal Year 2015 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 | 55,898,156 |
| Licenses & Permits | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,920,693 |
| Intergovernmental | 0 | 1,151,016 | 0 | 0 | 0 | 0 | 0 | 22,251,754 |
| Charges for Services | 9,147,642 | 5,712,735 | 23,244,763 | 16,288,096 | 920,423 | 0 | 11,719 | 486,571,061 |
| Rentals & Concessions | 0 | 0 | 0 | 0 | 73,449 | 0 | 0 | 73,449 |
| Sales for Resale & Wheeling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 675,540 |
| Surcharge | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,950,140 |
| Fines and Forfeitures | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,768,300 |
| Fees & Charges | 1,623,485 | 0 | 0 | 0 | 0 | 0 | 0 | 1,623,485 |
| Miscellaneous | 56,929 | 0 | 0 | 2,000 | 0 | 81,800 | 0 | 3,143,123 |
| Interest Earnings | 57,800 | 0 | 37,842 | 2,127 | 2,000 | 0 | 148,063 | 4,516,361 |
| System Charge | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,819,000 |
| Overhead Allocation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,194,151 |
| Capitalized Overhead | 0 | 0 | 0 | 332,572 | 0 | 0 | 0 | 9,053,958 |
| Transfer from Deficiencies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 343,250 |
| Transfer from Fund Balance | 0 | 0 | 1,498,353 | 0 | 733 | 0 | 308,022 | 13,409,033 |
| Transfers from Other Funds | 0 | 10,093,661 | 0 | 152,684 | 0 | 0 | 0 | 20,109,859 |
| Contributions from Utilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 41,669,949 |
| Subtotal | 10,885,856 | 16,957,412 | 24,780,958 | 16,777,479 | 996,605 | 81,800 | 467,804 | 681,991,262 |
| Transfers from 800 MHZ, Internal Loan, Gas Tax Funds and Utility Services. | | | | | | | | 15,300,741 |
| TOTAL REVENUES | | | | | | | | 697,292,003 |
| EXPENSES | | | | | | | | |
| Personnel Services | 4,772,597 | 10,086,947 | 5,038,427 | 5,618,676 | 495,101 | 0 | 200,227 | 182,909,152 |
| Operating Expenses | 713,893 | 2,086,935 | 5,207,469 | 726,741 | 214,747 | 0 | 119,763 | 53,828,526 |
| Fuel | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 145,298,816 |
| Other Services & Charges | 28,150 | 2,390 | 139,572 | 88,800 | 0 | 0 | 0 | 6,233,271 |
| Capital Outlay | 0 | 0 | 74,885 | 53,610 | 0 | 0 | 0 | 2,946,170 |
| Allocated Accounts | 1,338,585 | 1,509,158 | 4,661,020 | 2,759,874 | 75,660 | 0 | 41,579 | 65,400,292 |
| Utilities | 1,074,312 | 2,755,569 | 6,952,302 | 158,747 | 128,791 | 0 | 26,562 | 24,451,860 |
| Debt Service | 0 | 13,005 | 0 | 39,288 | 0 | 0 | 0 | 80,094,275 |
| RR&I/Capital Account | 0 | 0 | 0 | 4,965,194 | 0 | 81,800 | 0 | 40,286,521 |
| Inter-Fund Transfer | 0 | 14,562 | 0 | 321,816 | 1,133 | 0 | 0 | 8,590,381 |
| Vehicle Replacement | 60,394 | 11,419 | 661,874 | 556,917 | 51,304 | 0 | 3,504 | 5,344,307 |
| Indirect Costs | 342,466 | 477,427 | 233,433 | 1,139,509 | 29,869 | 0 | 45,139 | 6,884,692 |
| Contingency | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 |
| Transfer to CRA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,007,858 |
| Contribution to Joint Dispatch | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,961,046 |
| Contribution To General Fund | 0 | 0 | 1,811,976 | 348,307 | 0 | 0 | 31,030 | 42,049,286 |
| Transfer to Other Funds | 1,154,060 | 0 | 0 | 0 | 0 | 0 | 0 | 9,200,467 |
| Transfer to Fund Balance/RR&I | 1,401,399 | 0 | 0 | 0 | 0 | 0 | 0 | 2,454,342 |
| Subtotal | 10,885,856 | 16,957,412 | 24,780,958 | 16,777,479 | 996,605 | 81,800 | 467,804 | 681,991,262 |
| Unallocated Portions of Internal Services Funds (800 MHZ and Internal Loan) and Gas Tax. | | | | | | | | 15,300,741 |
| TOTAL EXPENSES | | | | | | | | 697,292,003 |

City of Tallahassee
Fiscal Year 2015 Approved Budget
Internal Service Funds Overview

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 performed. External revenues are deducted from expenses before allocation. A brief description of each budgeted internal service fund follows along with the basis of cost allocation.

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 53% 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.

Allocation Method:

City departments that collect fees and/or taxes through the Revenue department receive a Revenue allocation. Each city user department is classified into one of three categories: Enterprise or Utility Collection, General Fund tax/fees collection or Administration/Other duties. The Revenue department determines allocation of time based on this classification. The Office of Budget & Policy then assigns each city department its proportionate share of Revenue's total expenses based on Revenue's allocation of time for the current year requested budget for the Revenue department.

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 telephone directory counts, technology, planning and advancement hours, application system development hours, public safety staff hours, network log-ins by department, long distance telephone charges, number of telecommunication devices and number of radio devices count. 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.

Allocation Method:

City departments that utilize computers, telecommunications, radio services, application systems, and technology and planning development hours receive an Information Systems Services allocation. Each city user department activities are track and documented by ISS to determine usage, hours, counts and log-ins for each of the support services provided. ISS allocates each city user department its proportionate share of the total cost of each activity. The Office of Budget & Policy then determine each city department its proportionate percentage and apply that to the current year requested budget for ISS.

NOTE:

Blueprint 2000 & Capital Regional Transportation Planning Agency

Both CRTPA and Blueprint 2000 allocation for ISS are based on the following:

- Software and Hardware Maintenance
- Administration Costs

Internal Service Funds Overview

ISS has several metrics that are documented to determine cost allocations. CRTPA and Blueprint 2000 only receive an allocation for two of those metrics. Of those two metrics, network log-ins are used to allocate costs for the software and hardware maintenance incurred by ISS and the administration costs distribution. CRTPA and Blueprint 2000 receive its proportionate share of those costs based off their number of log-ins. CRTPA has 6 log-in accounts and Blueprint 2000 has 8 log-in accounts that gains them access to PeopleSoft (PS) Financial Management System (FMS), PeopleSoft (PS) Human Resources Management System (HRMS) software and Citrix. The software and hardware maintenance costs are shared amongst all cost centers that have network log-ins. Additionally, there are administration costs that are assessed based off of network log-ins. This, essentially, is ISS overhead costs that are distributed amongst other user cost centers. Together, these two metrics formulate both CRTPA and Blueprint 2000's ISS cost allocation. While Blueprint 2000 has its own IT support staff, there are still activities the City's ISS department maintains as a service to Blueprint 2000. I have copied Sabrina Holloman on this email to add or clarify any information.

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, repairs, oil and lubricants, motor pool charges 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. Cost allocation Fund balance is used to support the vehicle costs of the Fleet Management Department.

Allocation Method:

City departments that coordinate to purchase vehicles, receive maintenance and repair and participate in the motor pool through the City's Fleet department receive a Garage allocation. The Fleet department maintains and tracks the usage of services, vehicles and fuel by user city departments. This activity is then separated into two categories: vehicle fuel and vehicle garage. The Office of Budget & Policy then allocates to each department its proportionate share of Garage's current year requested budget.

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, Community Regional Transportation Planning Agency, and Consolidated Dispatch 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 costs are rolled up into a journal entry count per each department.

Allocation Method:

City departments that utilize functions such as payroll, financial reporting and processing, and maintain assets receive an Accounting allocation. The Accounting department process journal entry for all such activities. A journal entry count is determined for each city user department. The Office of Budget & Policy then assigns each city department its proportionate share of Accounting's total expenses for the current year requested budget for the Revenue department.

Purchasing Fund

The Purchasing Fund supports all components of the city's centralized procurement services for the City of Tallahassee, BluePrint 2000, Community Regional Transportation Planning Agency, and Consolidated Dispatch Agency . 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 two functional areas – purchasing and P-cards. 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

Internal Service Funds Overview

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.

Allocation Method:

City departments that utilize the purchasing system through the Procurement division receive a Purchasing allocation. Each city user department's purchase activity is captured through P-cards and/or bid solicitation counts. A total count is determined to assign percentages based on user activity. The Office of Budget & Policy then assigns each city department its proportionate share of Procurement's total expenses based on the current year requested budget for the Revenue department.

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 FY13, Equity & Workforce Development became 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.

Allocation Method:

City departments that engage in recruitment, drug testing and workforce development through the Human Resource and Equity Workforce & Development receive a Human Resource allocation. A FTE count is determined by each department to assign percentages based on total City FTEs. The Office of Budget & Policy then assigns each city department its proportionate share of Human Resources total expenses based on the current year requested budget for the Human Resource fund.

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 three average claim activity.

Allocation Method:

City departments that utilize the city's insurance plan through the Risk Management receive a Risk Management allocation. Risk Management maintains a self-insurance policy that insures all city departments, in addition to, track claims and asses property premiums. These activities are converted into costs that are divided into two categories: Risk Management allocation and Property Premiums. The Office of Budget & Policy then assigns each city department its proportionate share of the Risk Management allocation based on the current year requested budget for the Human Resource fund less the property premiums. The assign property premium and the Risk Management allocation make up the total Risk Management allocation.

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.

Internal Service Funds Overview

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.

Allocation Method:

Utility Services allocates its costs to the city's electric, natural gas, water, sewer, solid waste, fire service and storm water utilities to which it provides services. The services provided include utility accounting and billing, meter reading, service connection and disconnection, customer services, utility marketing, natural gas purchasing and wholesale power transactions. Each utility's proportionate share of the total cost is determined by applying a number of allocators to the costs of each of the services provided. The allocators are derived using actual historical data. Examples of the allocators used include the number of service agreements for each utility type, the number of meters read, the number of financial transactions, and the number of field activities performed.

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.

Allocation Method:

City departments that utilize radio services receive a Communications allocation. ISS maintains a radio issuance count for all city departments. Based on that radio count, ISS allocates each city user department its proportionate share of the Communications Fund total costs. The Office of Budget & Policy then determine each city department its proportionate percentage and apply that to the current year requested budget for the Communications Fund.

Environmental Policy and Energy Resources

The 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.

Allocation Method:

EPER's cost allocations are only assigned to Electric, Underground Utilities and Solid Waste Departments, and the General Fund. This cost allocation is based upon projected time and resources devoted to these areas. EPER tracks and identifies time allocation annually and submits to the Office of Budget & Policy. The Office of Budget & Policy then determines each contributing department its proportionate percentage and apply that to the current year requested budget for the EPER Fund.

City of Tallahassee
Fiscal Year 2015 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 | 36,393 | 1,092 | 5,186 | 11,918 | 9,520 |
| From Accounting Fund | 0 | 309,300 | 0 | 0 | 0 | 3,071 |
| From Airport Fund | 38,890 | 305,294 | 35,387 | 219,618 | 90,639 | 51,965 |
| From Blueprint 2000 | 0 | 18,196 | 0 | 0 | 21,677 | 35,125 |
| From Building Inspection Fund | 0 | 107,156 | 5,243 | 57,620 | 10,977 | 3,655 |
| From Cemetery Perpetual Fund | 0 | 10,109 | 218 | 13,585 | 9,409 | 2,096 |
| From Consolidated Dispatch Agency | 84,637 | 640,337 | 92 | 500 | 46,548 | 19,152 |
| From Downtown CRA | 0 | 2,022 | 0 | 0 | 0 | 0 |
| From Frenchtown CRA | 0 | 0 | 0 | 0 | 0 | 0 |
| From Downtown Improvement | 0 | 4,044 | 0 | 0 | 0 | 0 |
| From Electric Energy Conservation | 0 | 0 | 0 | 0 | 0 | 0 |
| From Electric Fund | 134,008 | 1,872,199 | 834,222 | 1,334,875 | 729,816 | 457,292 |
| From Environmental Energy | 0 | 62,676 | 0 | 3,157 | 22,268 | 11,279 |
| From Fire Fund | 161,460 | 1,695,918 | 63,129 | 1,287,803 | 101,929 | 44,149 |
| From Garage Fund | 4,575 | 234,530 | 655 | | 113,220 | 32,664 |
| From Gas Fund | 34,917 | 121,309 | 96,114 | 222,307 | 82,485 | 215,940 |
| From General Fund | 466,206 | 7,153,006 | 810,716 | 4,376,509 | 1,021,668 | 497,540 |
| From Golf Course Fund | 0 | 4,271 | 0 | 38,896 | 7,951 | 12 |
| From Human Resource Fund | 0 | 245,449 | 218 | 13,970 | 72,383 | 31,645 |
| From Information System Services | 0 | 0 | 218 | 30,783 | 47,672 | 40,416 |
| From Capital Regional Trans Agency | 0 | 18,196 | 1,092 | 0 | 20,072 | 4,267 |
| From Pension Admin Fund | 0 | 60,654 | 0 | 0 | 11,604 | 2,620 |
| From Pooled Pension Fund | 0 | 0 | 0 | 0 | 0 | 0 |
| From Purchasing Fund | 0 | 90,982 | 218 | 3,157 | 21,954 | 0 |
| From Revenue Collection Fund | 3,242 | 147,592 | 0 | 9,498 | 12,232 | 3,867 |
| From Sale to Electric Fund | 0 | 0 | 0 | 0 | 0 | 0 |
| From Self-Insurance Fund | 0 | 82,895 | 1,092 | 0 | 24,150 | 3,343 |
| From Sewer Fund | 35,070 | 847,339 | 117,124 | 890,304 | 272,581 | 230,269 |
| From Solid Waste Fund | 52,616 | 107,156 | 58,323 | 2,863,485 | 65,549 | 17,053 |
| From StarMetro Fund | 101,379 | 660,287 | 29,489 | 0 | 63,040 | 40,086 |
| From Stormwater Fund | 28,054 | 147,592 | 44,999 | 1,107,020 | 48,613 | 31,158 |
| From Utility Services Fund | 28,054 | 2,644,533 | 22,062 | 187,329 | 83,568 | 50,963 |
| From Water Fund | 37,204 | 483,214 | 62,911 | 986,314 | 113,534 | 100,074 |
| Internal Service Fund Totals | 1,210,312 | 18,112,649 | 2,184,614 | 13,651,916 | 3,127,457 | 1,939,221 |
| Revenue from Outside | 665,195 | 56,880 | 12,000 | 219,710 | 0 | 0 |
| Interest & Other Miscellaneous | 21,124 | 100,000 | 15,886 | 17,841 | 134,474 | 256,145 |
| Grand Total | 1,896,631 | 18,269,529 | 2,212,500 | 13,889,467 | 3,261,931 | 2,195,366 |
| Expenditures by Department | | | | | | |
| Equity & Workforce Development | | | | | | |
| Human Resources | | | | | | |
| Management & Administration | 1,896,631 | 18,269,529 | | | 3,261,931 | 2,195,366 |
| Fleet Management | | | | 13,889,467 | | |
| Legal | | | | | | |
| Treasurer Clerk | | | 2,212,500 | | | |
| Energy Services | | | | | | |
| Utility Business/Customer Services | | | | | | |
| Environmental Policy & Energy Resch | | | | | | |
| Grand Total | 1,896,631 | 18,269,529 | 2,212,500 | 13,889,467 | 3,261,931 | 2,195,366 |

City of Tallahassee
Fiscal Year 2015 Approved Budget ISF Revenues & Expenditures

| Source of Transfer | Human Resources Fund 730 | Pension Fund 735 | Risk Management Fund 740 | Utility Services Fund 755 | Environmental Policy & Energy Resources Fund 765 |
|-------------------------------------|--------------------------------|---------------------|--------------------------------|---------------------------------|---|
| From 800mhz Fund | 8,119 | 0 | 170 | 0 | 0 |
| From Accounting Fund | 36,785 | 0 | 2,379 | 0 | 0 |
| From Airport Fund | 89,344 | 0 | 507,448 | 0 | 0 |
| From Blueprint 2000 | 6,610 | 0 | 0 | 0 | 0 |
| From Building Inspection Fund | 41,592 | 0 | 19,001 | 0 | 0 |
| From Cemetery Perpetual Fund | 6,162 | 0 | 0 | 0 | 0 |
| From Consolidated Dispatch Agency | 118,300 | 0 | 68,165 | 0 | 0 |
| From Downtown CRA | 1,250 | 0 | 0 | 0 | 0 |
| From Frenchtown CRA | 2,389 | 0 | 0 | 0 | 0 |
| From Downtown Improvement | 2,977 | 0 | 0 | 0 | 0 |
| From Electric Energy Conservation | 0 | 0 | 0 | 923,650 | 0 |
| From Electric Fund | 425,165 | 0 | 4,746,883 | 122,210,967 | 1,137,151 |
| From Environmental Energy | 17,595 | 0 | 0 | 0 | 0 |
| From Fire Fund | 468,624 | 0 | 567,732 | 1,238,708 | 0 |
| From Garage Fund | 74,431 | 0 | 82,069 | 0 | 93,678 |
| From Gas Fund | 49,294 | 0 | 95,005 | 17,146,009 | 59,282 |
| From General Fund | 1,372,537 | 0 | 1,931,076 | 160,418 | 117,755 |
| From Golf Course Fund | 5,039 | 0 | 24,531 | 0 | 0 |
| From Human Resource Fund | 0 | 0 | 29,673 | 0 | 0 |
| From Information System Services | 98,790 | 0 | 6,334 | 0 | 0 |
| From Capital Regional Trans Agency | 6,162 | 0 | 0 | 0 | 0 |
| From Pension Admin Fund | 12,324 | 0 | 0 | 0 | 0 |
| From Pooled Pension Fund | 0 | 992,978 | 0 | 0 | 0 |
| From Purchasing Fund | 29,773 | 0 | 52,673 | 0 | 0 |
| From Revenue Collection Fund | 31,125 | 0 | 12,667 | 0 | 0 |
| From Sale to Electric Fund | 0 | 0 | 0 | 5,393,645 | 0 |
| From Self-Insurance Fund | 14,886 | 0 | 0 | 0 | 0 |
| From Sewer Fund | 274,491 | 0 | 1,204,929 | 1,381,481 | 280,427 |
| From Solid Waste Fund | 115,533 | 0 | 277,645 | 988,664 | 155,185 |
| From StarMetro Fund | 249,553 | 0 | 365,324 | 0 | 0 |
| From Stormwater Fund | 130,938 | 0 | 215,345 | 1,006,157 | 0 |
| From Utility Services Fund | 184,302 | 0 | 140,679 | 0 | 0 |
| From Water Fund | 144,803 | 0 | 304,573 | 2,629,442 | 223,371 |
| Internal Service Fund Totals | 4,018,893 | 992,978 | 10,654,301 | 153,079,141 | 2,066,849 |
| Revenue from Outside | 0 | 0 | 0 | 20,483,903 | 0 |
| Interest & Other Miscellaneous | 60,800 | 0 | 6,334 | 90,808 | -83,790 |
| Grand Total | 4,079,693 | 992,978 | 10,660,635 | 173,653,852 | 1,983,059 |
| Expenditures by Department | | | | | |
| Equity & Workforce Development | 748,742 | | | | |
| Human Resources | 3,330,951 | | | | |
| Management & Administration | | | | | |
| Fleet Management | | | | | |
| Legal | | | | | |
| Treasurer Clerk | | 992,978 | 10,660,635 | | |
| Energy Services | | | | | |
| Utility Business/Customer Services | | | | 173,653,852 | |
| Environmental Policy & Energy Resch | | | | | 1,983,059 |
| | 4,079,693 | 992,978 | 10,660,635 | 173,653,852 | 1,983,059 |

City of Tallahassee

Fiscal Year 2015 Adopted Budget - Approved Service Level Changes

| Issue Number | Issue Title | FY 2015 FTE | FY 2015 Expenditures | FY 2015 Revenues |
|---------------------------------------|---|--------------------|-----------------------------|-------------------------|
| Charter and Executive Services | | | | |
| <u>City Attorney</u> | | | | |
| 902 | Technological enhancements for City Attorney's Office | 0.00 | 3,659 | 0 |
| 903 | Technological enhancements for City Attorney's Office | 0.00 | 2,741 | 0 |
| | City Attorney | 0.00 | 6,400 | 0 |
| <u>Treasurer-Clerk</u> | | | | |
| 899 | HintonMelissa_PT to FT | 0.12 | 0 | 0 |
| | Treasurer-Clerk | 0.12 | 0 | 0 |
| | Charter and Executive Services | 0.12 | 6,400 | 0 |

City of Tallahassee

Fiscal Year 2015 Adopted Budget - Approved Service Level Changes

| Issue Number | Issue Title | FY 2015 FTE | FY 2015 Expenditures | FY 2015 Revenues |
|---|---|--------------------|-----------------------------|-------------------------|
| Administration and Management Services | | | | |
| <u>Management and Administration</u> | | | | |
| 4105 | Computer Server Upgrades | 0.00 | 450,000 | 450,000 |
| 410701-Sum | Biannual Mayor's Summit | 0.00 | -20,000 | 0 |
| | Management and Administration | 0.00 | 430,000 | 450,000 |
| | Administration and Management Services | 0.00 | 430,000 | 450,000 |

City of Tallahassee

Fiscal Year 2015 Adopted Budget - Approved Service Level Changes

| Issue Number | Issue Title | FY 2015 FTE | FY 2015 Expenditures | FY 2015 Revenues |
|---|--|--------------------|-----------------------------|-------------------------|
| Safety and Neighborhood Services | | | | |
| Fire | | | | |
| 20LkBradRd | New Lake Bradford Road Fire Station Operating expenses for | 15.00 | 0 | 0 |
| 20NewSta16 | New Station 16 (Weems Road) O&M | 9.00 | 11,371 | 0 |
| 20SoWoodF | New Southwood Fire Station Operating Costs | 12.00 | 0 | 0 |
| | Fire | 36.00 | 11,371 | 0 |
| Police | | | | |
| TPD2015SL | Response to Violence | 6.00 | 819,658 | 0 |
| | Police | 6.00 | 819,658 | 0 |
| | Safety and Neighborhood Services | 42.00 | 831,029 | 0 |

City of Tallahassee

Fiscal Year 2015 Adopted Budget - Approved Service Level Changes

| Issue Number | Issue Title | FY 2015 FTE | FY 2015 Expenditures | FY 2015 Revenues |
|--|--|--------------------|-----------------------------|-------------------------|
| Development and Transportation Services | | | | |
| Public Works | | | | |
| 220305-FY15 | FAMU Way and Capital Cascades Trail, Phase 1 | 0.00 | 59,450 | 0 |
| 220502-FY15 | Increase of Operating Funds | 0.00 | 6,400 | 0 |
| 220502-FY15 | FAMU Way Phase 1, Capital Cascades Trail Phase 1 and Coal Chute Pond | 0.00 | 61,350 | 0 |
| 220604-ISL2220604 - FY15 | Adding FDOT reimbursable 520000 funds | 0.00 | 88,210 | 88,210 |
| | Public Works | 0.00 | 215,410 | 88,210 |
| Aviation | | | | |
| 27ISL01FY15 | New Janitorial Services - Division 270201 | 0.00 | 47,000 | 47,000 |
| 27ISL02FY15 | To Remove the Director of Aviation's Capitalized Wages | 0.00 | 35,600 | 35,600 |
| | Aviation | 0.00 | 82,600 | 82,600 |
| | Development and Transportation Services | 0.00 | 298,010 | 170,810 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Approved Service Level Changes

| Issue Number | Issue Title | FY 2015 FTE | FY 2015 Expenditures | FY 2015 Revenues |
|---|--|--------------|----------------------|-------------------|
| Utility Services | | | | |
| StarMetro | | | | |
| 01ADJ | CTC/DECREASES | 0.00 | -610,443 | -610,443 |
| | StarMetro | 0.00 | -610,443 | -610,443 |
| Electric Utility | | | | |
| 847 | Reduction of Fuel Related Revenue and Expense | 0.00 | -7,459,000 | -7,073,680 |
| 883 | Journeyman and Apprenticeship program - Incremental Step Pay | 0.00 | 121,183 | 0 |
| 958 | 290601-Celebration of Lights Festival | 0.00 | 14,904 | 0 |
| | Electric Utility | 0.00 | -7,322,913 | -7,073,680 |
| Utility Services | | | | |
| 37ISL1503 | Unclassified Contractual Svcs | 0.00 | 192,000 | 0 |
| | Utility Services | 0.00 | 192,000 | 0 |
| Underground Utilities | | | | |
| 49SWISL_1 | 49SW_Computer Equipment_ISL1 | 0.00 | 7,500 | 0 |
| 49SWISL4 | 49SW_Certificates & Licenses_ISL4 | 0.00 | 1,430 | 0 |
| 49SWISL5 | 49SW_Unclassified Contractual Services_ISL5 | 0.00 | 12,613 | 0 |
| 49WQD_ISL | 49WQD_Cleaning/Laundry_ISL | 0.00 | 2,400 | 0 |
| 49WREISL_ | 49WRE_Computer Software_ISL | 0.00 | 1,212 | 0 |
| 49WREISL_ | 49WRE_Computer Equipment_ISL | 0.00 | 8,856 | 0 |
| | Underground Utilities | 0.00 | 34,011 | 0 |
| | Utility Services | 0.00 | -7,707,345 | -7,684,123 |
| City-Wide Approved Service Level Changes Grand Total | | 42.12 | -6,141,906 | -7,063,313 |

City of Tallahassee

Fiscal Year 2015 Adopted Budget - Non-Approved Service Level Changes

| Issue Number | Issue Title | FY 2015 FTE | FY 2015 Expenditures | FY 2015 Revenues |
|---|--|-------------|----------------------|------------------|
| Administration and Management Services | | | | |
| <u>Management and Administration</u> | | | | |
| 904 | Upgrading of Two (2) Human Resources Positions | 0.00 | 61,410 | 0 |
| | Management and Administration | 0.00 | 61,410 | 0 |
| | Administration and Management Services | 0.00 | 61,410 | 0 |

City of Tallahassee

Fiscal Year 2015 Adopted Budget - Non-Approved Service Level Changes

| Issue Number | Issue Title | FY 2015 FTE | FY 2015 Expenditures | FY 2015 Revenues |
|---|---|-------------|----------------------|------------------|
| Safety and Neighborhood Services | | | | |
| Police | | | | |
| TPD2015SL2 | Overtime Funding | 0.00 | 115,000 | 0 |
| TPD2015SL2 | Reinstatement of Reserve Program Funding | 0.00 | 104,512 | 0 |
| | Police | 0.00 | 219,512 | 0 |
| Parks, Recreation and Neighborhood Affairs | | | | |
| 23ISL03 | ASC Rabies Vaccinations | 0.00 | 11,000 | 0 |
| | Parks, Recreation and Neighborhood Affairs | 0.00 | 11,000 | 0 |
| | Safety and Neighborhood Services | 0.00 | 230,512 | 0 |

City of Tallahassee

Fiscal Year 2015 Adopted Budget - Non-Approved Service Level Changes

| Issue Number | Issue Title | FY 2015 FTE | FY 2015 Expenditures | FY 2015 Revenues |
|------------------------------|---|--------------------|-----------------------------|-------------------------|
| Utility Services | | | | |
| Utility Services | | | | |
| 37ISL1501 | Unclassified Professional Fees/Utility Marketing | 0.00 | 10,000 | 0 |
| 37ISL1502 | Rent Expense - Machines/Utility Business Systems | 0.00 | 7,200 | 0 |
| 37ISL1504 | Legal Services/Utility Wholesale Energy Services | 0.00 | 50,000 | 0 |
| | Utility Services | 0.00 | 67,200 | 0 |
| Underground Utilities | | | | |
| 49SWISL_2 | 49SW_Computer Software_ISL2 | 0.00 | 30,962 | 0 |
| 49SWISL_3 | 49SW_Travel Training_ISL3 | 0.00 | 2,224 | 0 |
| 49WQDCherWQD | Increased Chemicals | 0.00 | 22,000 | 0 |
| 49WQDISL_49WQD | Unclassified Supplies_ISL | 0.00 | 28,300 | 0 |
| | Underground Utilities | 0.00 | 83,486 | 0 |
| | Utility Services | 0.00 | 150,686 | 0 |
| | City-Wide Non-Approved Service Level Changes Grand Total | 0.00 | 442,608 | 0 |

**City of Tallahassee
Fiscal Year 2015 Approved Budget**

**Funding for Outside Agencies
Excluding Pass-Through Grants From Other Agencies**

| Organization | FY 2014 Approved | FY 2015 Proposed | FY 2015 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 | 403,338 | 403,338 | 403,338 |
| Arts In Public Places | 40,108 | 40,108 | 40,108 |
| Cultural Plan (Economic Development) | 48,000 | 48,000 | 48,000 |
| Subtotal | 595,374 | 595,374 | 595,374 |
| <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 | 38,800 | 38,800 | 38,800 |
| Domestic Violence Coordinating Council | 19,400 | 19,400 | 19,400 |
| Trauma Center Funding | 75,000 | 0 | 50,000 |
| Leon County Mental Health Court | 30,000 | 30,000 | 30,000 |
| Community Neighborhood Renaissance | 10,000 | 10,000 | 10,000 |
| Status of Women and Girls | 20,000 | 20,000 | 20,000 |
| Others | 52,000 | 52,000 | 52,000 |
| Subtotal | 1,420,200 | 1,345,200 | 1,395,200 |
| <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 | 115,000 | 115,000 | 115,000 |
| Capital City Chamber of Commerce | 9,700 | 9,700 | 9,700 |
| BigBendWorks.com | 3,333 | 0 | 0 |
| Choose Tallahassee | 10,000 | 0 | 0 |
| Civic Center Rebate | 60,000 | 60,000 | 60,000 |
| Knight Creative Communications Institute | 0 | 0 | 14,000 |
| Subtotal | 242,058 | 228,725 | 242,725 |
| <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 | 29,488 | 29,488 | 29,488 |
| Subtotal | 109,488 | 109,488 | 109,488 |
| <u>Environmental</u> | | | |
| Be The Solution | 0 | 0 | 35,750 |
| Subtotal | 0 | 0 | 35,750 |
| GRAND TOTAL | 2,367,120 | 2,278,787 | 2,378,537 |

2015 – 2019 Historical and Projected Capital Project Expenditures



General Government Activities – \$11.4 million is budgeted in this category in FY15 for projects that support replacement of computer servers, building wiring, and software and network infrastructure upgrades; vehicle replacement; renovations to various buildings; greenway trail connectors; water and sewer system charge and tap fee waivers; and the environmental compliance and remediation program.

Leisure - Expenditures support repairs and renovations to existing recreational facilities. A master project totaling \$600,000 is budgeted in Parks, Recreation, and Neighborhood Affairs for these activities in fiscal year 2015, as is \$75,000 for repairs and renovations to the animal services center. Out-year projects include a new senior center and northwest park.

Public Safety - This category includes projects for the police and fire departments and the consolidated dispatch agency. \$1.6 million budgeted in FY15 supports fire hydrant maintenance, replacement and maintenance of fire station and police station facilities, and a virtual server and electronic storage for the consolidated dispatch agency.

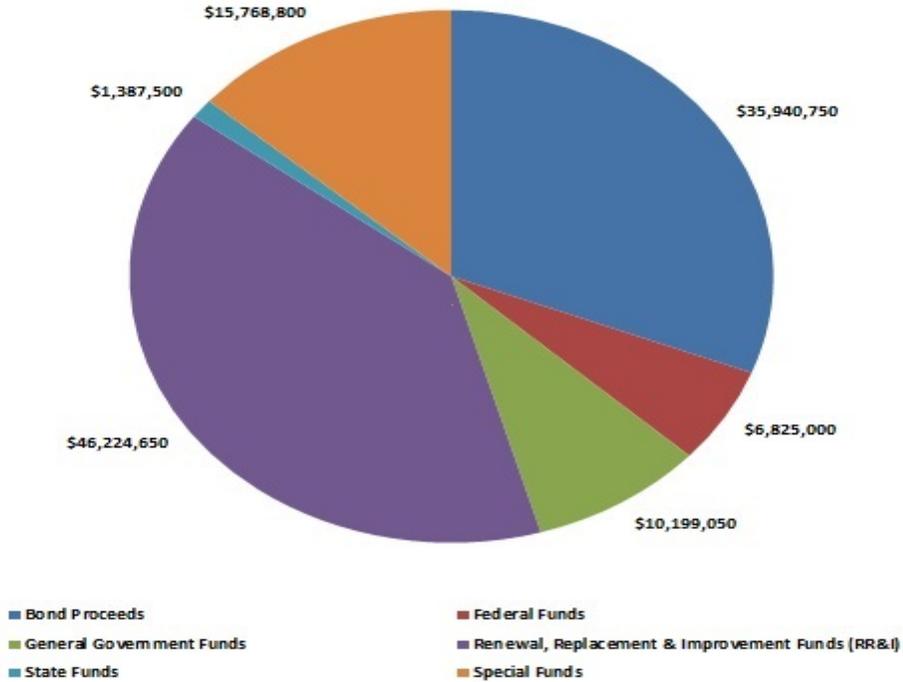
Transportation - Traffic Ways - \$10.4 million is budgeted in FY15 to support projects that enhance bicycle, pedestrian and vehicle safety. Projects planned in this fiscal year are funded from sales and gas taxes, the undesignated balance in the capital improvement fund, and stormwater RR&I.

Transportation – Aviation Mass Transit - \$10.4 million proposed in fiscal year 2015 supports various rehabilitation and improvement projects at the airport as well as phased modernization of the terminal and improvements and reconstruction of taxiways and ramps.

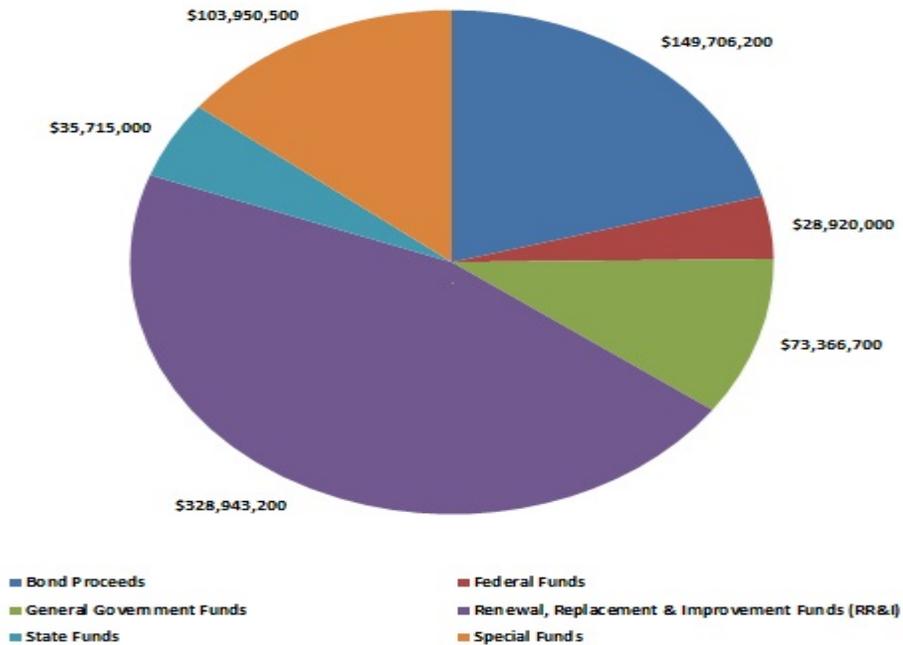
Utilities – Fiscal year 2015 proposed expenditures of \$81.8 million support repairs, replacements and improvements to infrastructure in the electric, gas, water, sewer, stormwater, and utility services areas.

City of Tallahassee
 Fiscal Year 2015 Approved Budget
OVERVIEW OF SOURCES

FISCAL 2015 SOURCES: \$116,345,750

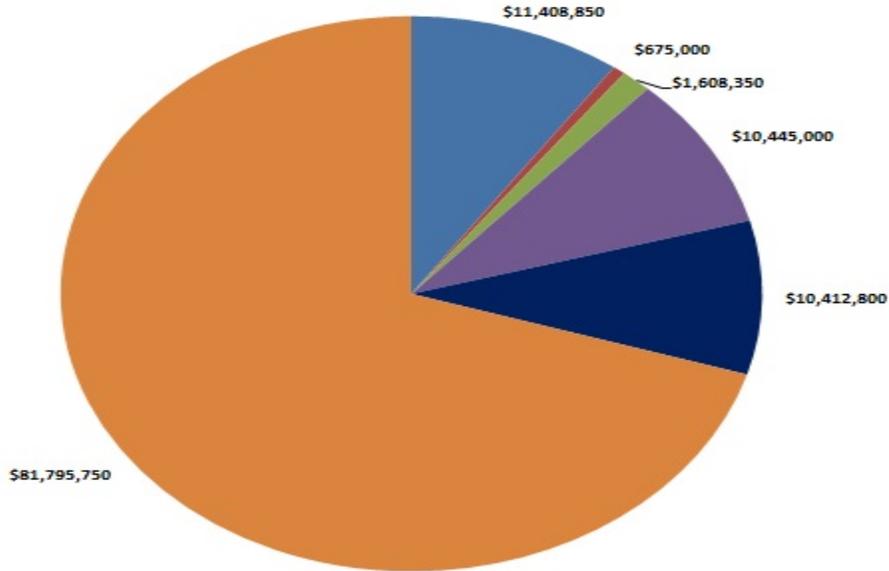


FISCAL 2015-2019 SOURCES: \$720,601,600



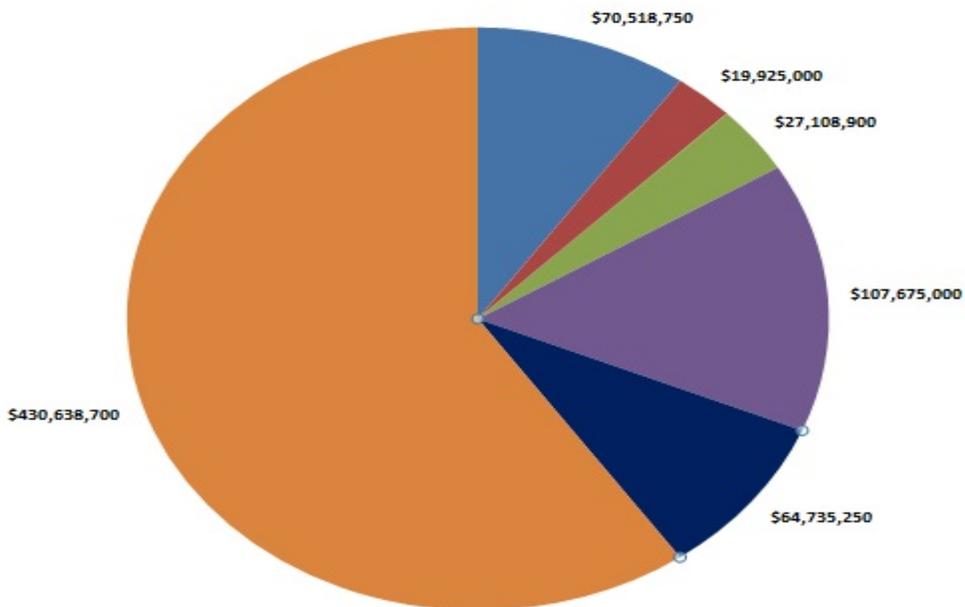
City of Tallahassee
 Fiscal Year 2015 Approved Budget
OVERVIEW OF USES

FISCAL 2015 USES: \$116,345,750



■ General Government Activity ■ Leisure ■ Public Safety ■ Transportation - Aviation Mass Transit ■ Transportation - Traffic Ways ■ Utilities

FISCAL 2015-2019 USES: \$720,601,600



■ General Government Activity ■ Leisure ■ Public Safety ■ Transportation - Aviation Mass Transit ■ Transportation - Traffic Ways ■ Utilities

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget

Appropriation Summary

| Funding Source | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | 5 Year Total |
|---------------------------------------|-------------------|---|-------------------|-------------------|-------------------|--------------------|
| | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| <u>Bond Proceeds</u> | | | | | | |
| Electric Future Bonds | 18,775,000 | 12,252,000 | 16,467,000 | 11,460,000 | 19,885,000 | 78,839,000 |
| Fire Debt | 0 | 0 | 3,306,100 | 7,765,550 | 7,100,150 | 18,171,800 |
| General Government Future Bonds | 0 | 12,899,950 | 4,167,850 | 1,041,000 | 0 | 18,108,800 |
| Internal Loan Fund-General Government | 600,000 | 0 | 0 | 0 | 0 | 600,000 |
| Sewer Future CUSB | 9,086,750 | 9,795,850 | 0 | 0 | 0 | 18,882,600 |
| Water Future CUSB | 7,479,000 | 7,625,000 | 0 | 0 | 0 | 15,104,000 |
| Source Total | 35,940,750 | 42,572,800 | 23,940,950 | 20,266,550 | 26,985,150 | 149,706,200 |

Federal Funds

| | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Federal Aviation Administration | 6,825,000 | 7,770,000 | 3,275,000 | 5,750,000 | 5,300,000 | 28,920,000 |
| Source Total | 6,825,000 | 7,770,000 | 3,275,000 | 5,750,000 | 5,300,000 | 28,920,000 |

General Government

| | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1989 Sales Tax Undesignated Balance | 1,800,000 | 0 | 0 | 0 | 0 | 1,800,000 |
| 2005 Sales Tax | 3,813,300 | 3,966,250 | 4,124,900 | 4,290,000 | 4,461,200 | 20,655,650 |
| 2020 Sales Tax | 0 | 3,500,000 | 12,500,000 | 0 | 0 | 16,000,000 |
| Gas Tax | 2,740,000 | 2,889,700 | 2,802,600 | 3,168,000 | 3,153,800 | 14,754,100 |
| Gas Tax Undesignated Balance | 598,000 | 0 | 0 | 0 | 0 | 598,000 |
| General Government Capital Improvement Fund - GGCI | 1,147,750 | 1,235,150 | 1,350,000 | 1,850,000 | 2,745,950 | 8,328,850 |
| General Government Capital Project Account - GGCPA | 0 | 0 | 1,115,100 | 4,360,750 | 5,189,250 | 10,665,100 |
| Revenue Collection | 100,000 | 265,000 | 0 | 0 | 200,000 | 565,000 |
| Source Total | 10,199,050 | 11,856,100 | 21,892,600 | 13,668,750 | 15,750,200 | 73,366,700 |

Renewal, Replacement & Improvement Funds (RR&I)

| | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Airport RR&I | 845,000 | 945,000 | 845,000 | 945,000 | 845,000 | 4,425,000 |
| Airport RR&I Undesignated Balance | 1,162,500 | 7,387,500 | 1,837,500 | 2,625,000 | 850,000 | 13,862,500 |
| Electric RR&I | 14,793,000 | 46,906,000 | 18,664,000 | 31,812,000 | 60,060,000 | 172,235,000 |
| Electric RRI Undesignated Balance | 0 | 1,298,000 | 4,298,000 | 2,298,000 | 298,000 | 8,192,000 |
| Fire RR&I | 1,147,500 | 1,147,500 | 1,147,500 | 1,147,500 | 2,536,250 | 7,126,250 |
| Gas RR&I | 1,808,050 | 1,835,150 | 1,862,700 | 1,890,600 | 1,918,950 | 9,315,450 |
| Gas RR&I Undesignated Balance | 1,700,700 | 1,999,800 | 2,559,650 | 2,115,700 | 1,840,250 | 10,216,100 |
| Information Sys Svcs RR&I | 1,584,650 | 1,198,800 | 1,198,800 | 1,198,800 | 1,198,800 | 6,379,850 |
| Information Sys Svcs RR&I Undesignated Balance | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 2,500,000 |
| Sewer RR&I | 3,300,000 | 3,800,000 | 3,800,000 | 3,800,000 | 3,300,000 | 18,000,000 |
| Sewer RR&I Undesignated Balance | 1,413,250 | 388,250 | 1,048,250 | 608,250 | 93,250 | 3,551,250 |
| Stormwater RR&I | 4,965,200 | 4,739,200 | 4,376,150 | 4,354,600 | 4,264,450 | 22,699,600 |
| Stormwater RR&I Undesignated Balance | 6,864,600 | 8,163,800 | 4,134,000 | 2,631,300 | 860,000 | 22,653,700 |
| Water RR&I | 3,800,000 | 3,800,000 | 3,800,000 | 3,800,000 | 3,800,000 | 19,000,000 |
| Water RR&I Undesignated Balance | 2,340,200 | 2,865,050 | 2,403,750 | 1,028,750 | 148,750 | 8,786,500 |
| Source Total | 46,224,650 | 86,974,050 | 52,475,300 | 60,755,500 | 82,513,700 | 328,943,200 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget

Appropriation Summary

| Funding Source | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | 5 Year Total |
|---|--------------------|---|--------------------|--------------------|--------------------|--------------------|
| | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Special Funds | | | | | | |
| Accounts Receivable | 750,000 | 750,000 | 750,000 | 750,000 | 750,000 | 3,750,000 |
| Deficiencies Fund | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| Energy Conservation Fund - Capital Funds | 4,950,000 | 4,950,000 | 4,950,000 | 4,950,000 | 4,950,000 | 24,750,000 |
| Fleet Reserve Fund | 8,825,000 | 8,600,000 | 8,600,000 | 8,600,000 | 8,600,000 | 43,225,000 |
| Intergovernmental - Leon County | 98,800 | 98,800 | 98,800 | 98,800 | 98,800 | 494,000 |
| Passenger Facility Charge | 0 | 2,127,500 | 1,600,000 | 400,000 | 400,000 | 4,527,500 |
| Private Investment Funds | 0 | 4,500,000 | 9,500,000 | 4,000,000 | 2,000,000 | 20,000,000 |
| Sewer System Charge | 945,000 | 990,000 | 603,200 | 640,000 | 1,158,000 | 4,336,200 |
| Solid Waste Rate Stabilization Reserve | 0 | 213,950 | 693,950 | 373,950 | 53,950 | 1,335,800 |
| StarMetro Accounts Receivable | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Stormwater Utility Fee | 0 | 300,000 | 232,000 | 0 | 0 | 532,000 |
| Source Total | 15,768,800 | 22,730,250 | 27,227,950 | 20,012,750 | 18,210,750 | 103,950,500 |
| State Funds | | | | | | |
| Florida Department of Transportation - Aviation | 1,387,500 | 12,315,000 | 11,737,500 | 7,025,000 | 3,250,000 | 35,715,000 |
| Source Total | 1,387,500 | 12,315,000 | 11,737,500 | 7,025,000 | 3,250,000 | 35,715,000 |
| Total Funding | 116,345,750 | 184,218,200 | 140,549,300 | 127,478,550 | 152,009,800 | 720,601,600 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget

Appropriation Summary

| Expenditures | FY 2015 | <i>Non-Appropriated Programmed CIP Funding</i> | | | | 5 Year |
|--|--------------------|--|--------------------|--------------------|--------------------|--------------------|
| | Budget | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Total |
| Aviation | 10,445,000 | 35,045,000 | 28,795,000 | 20,745,000 | 12,645,000 | 107,675,000 |
| Communications | 0 | 0 | 0 | 150,000 | 150,000 | 300,000 |
| Economic and Community Development | 150,000 | 50,000 | 50,000 | 50,000 | 50,000 | 350,000 |
| Electric Utility | 34,443,000 | 60,033,000 | 36,006,000 | 44,147,000 | 80,820,000 | 255,449,000 |
| Executive Services | 411,250 | 1,417,850 | 1,717,850 | 1,941,000 | 250,000 | 5,737,950 |
| Fire | 1,147,500 | 1,147,500 | 4,453,600 | 8,913,050 | 9,636,400 | 25,298,050 |
| Fleet Management | 8,600,000 | 8,600,000 | 8,600,000 | 8,600,000 | 8,600,000 | 43,000,000 |
| Management and Administration | 2,333,450 | 1,947,600 | 1,947,600 | 1,947,600 | 1,947,600 | 10,123,850 |
| Parks, Recreation and Neighborhood Affairs | 675,000 | 4,100,000 | 13,100,000 | 600,000 | 1,450,000 | 19,925,000 |
| Planning | 0 | 0 | 0 | 0 | 50,000 | 50,000 |
| Police | 75,000 | 150,000 | 150,000 | 150,000 | 900,000 | 1,425,000 |
| Public Works | 10,562,800 | 21,998,200 | 13,083,750 | 15,153,650 | 14,464,650 | 75,263,050 |
| StarMetro | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Treasurer-Clerk | 100,000 | 265,000 | 0 | 0 | 200,000 | 565,000 |
| Underground Utilities | 42,527,750 | 41,939,050 | 19,120,500 | 15,556,250 | 15,321,150 | 134,464,700 |
| Utility Services | 4,825,000 | 7,475,000 | 13,475,000 | 9,475,000 | 5,475,000 | 40,725,000 |
| Total Expenditures | 116,345,750 | 184,218,200 | 140,549,300 | 127,478,550 | 152,009,800 | 720,601,600 |



**Debt Policy Analysis
Capital Budget 2015
Capital Improvement Program 2015-2019**

The city's debt policy was substantially rewritten in March 2014 and eliminated policy tenets A through K that formerly were analyzed in this document. The revised policy, which identifies debt-financing goals the city seeks to achieve and provides targets rather than requirements, applies to all debt issued by the City of Tallahassee and its Community Redevelopment Agency. The revised policy also addresses debt structure, debt issuance, debt refunding, debt targets, and other topics including capitalized interest, post debt issuance policies, taxable and direct subsidy bonds, conduit debt, and the Tax Equity and Fiscal Responsibility Act (TEFRA) debt.

Debt Programs:

1. General Government Bonds provide the funding for capital projects of the general government. These bonds are secured by a combination of general government non-ad valorem revenues. The most commonly pledged revenues have been the half-cent sales tax, local communications services tax, and guaranteed entitlement revenues
2. Energy System Bonds provide funding for capital projects of the electric and natural gas systems. The bonds are secured by a pledge of the electric fund and natural gas fund revenues, with each fund paying for the debt service that is associated with its projects.
3. Consolidated Utility System Bonds provide funds for capital projects for the water, sewer, and stormwater facilities. The bonds are secured by a pledge of the funds' revenues, with each fund paying for the debt service that is associated with its projects.
4. Airport System Bonds provide funds for capital projects for the city's airport. The bonds are secured by a pledge of revenues from the aviation fund.

Policy Goals:

- Maintain sufficiently high bond ratings to assure access to affordable credit and low borrowing costs.
- Ensure intergenerational equity by amortizing debt within the expected useful life of a project or asset.
- Coordinate the city's capital improvement program with its debt management policy to develop a coherent long-term financing plan for the city's capital funding needs.
- Maintain flexibility for future financial needs of the city.

Debt Targets:

The city will monitor and report debt ratios annually and at the time of each debt issuance, and strive to structure debt to meet the following targets.

1. The following targets are measures for liquidity, operating margins and debt burden.

| Policy Targets | Liquidity | Debt Service as % of Expenditures/Coverage Ratio | Debt Burden |
|-----------------------------|--|---|---|
| General Fund | Spendable General Fund Balance of 15% of General Fund Expenditures | Net Debt Service to be less than 10% of General Fund Expenditures | Debt as a % of Full Market Value less than 2% |
| Consolidated Utility System | 150 days cash on hand | Debt Service Coverage of 1.50X or higher | Debt as a % of Capital Assets less than 50% |
| Energy System | 210 days cash on hand | Debt Service Coverage of 2.0X or higher | Debt as a % of Capital Assets less than 60% |

**Debt Policy Analysis
Capital Budget 2015
Capital Improvement Program 2015-2019**

2. The following targets are measures for the structure of the city's debt portfolio at the time of issuance.

| Structuring Criteria | Average Life (Range) | Variable Rate (VR) | Rolling Medium Term Notes (RMTN) | Combined VR/RMTN |
|-----------------------------|-----------------------------|---------------------------|---|-------------------------|
| General Government | 10 – 15 years | 20%* | 20%* | 30%* |
| Consolidated Utility System | 15 – 20 years | 25% | 30% | 40% |
| Energy System | 15 – 20 years | 25% | 30% | 40% |

* The city shall not exceed the greater of these percentages or \$50 million individually for Variable Rate and Rolling Medium Term Notes and \$90 million combines for Variable Rate and Medium Term Notes at the time of issuance.

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

City of Tallahassee
Fiscal Year 2015 Approved Budget
Schedule of Debt Service
(in thousands)
As of May 27, 2014

| Description | Outstanding Balance | Maturity Date | FY15 Principal | FY15 Interest | FY16 Principal | FY16 Interest | FY17 Principal | FY17 Interest |
|---|------------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| Governmental Activities: | | | | | | | | |
| Capital Bonds, Series 2008 | 2,781 | 10/01/2016 | 1,300 | 90 | 1,345 | 46 | 0 | 0 |
| Capital Bonds, Series 2009 | 24,489 | 04/01/2031 | 1,770 | 690 | 1,835 | 623 | 1,905 | 554 |
| Capital Bonds, Series 2012 | 55,960 | 10/01/2024 | 3,175 | 2,071 | 3,305 | 1,944 | 3,975 | 1,812 |
| Capital Bonds, Series 2014 | 65,161 | 10/01/2034 | 375 | 2,427 | 1,045 | 1,856 | 2,030 | 1,824 |
| Total | 148,392 | | 6,620 | 5,279 | 7,530 | 4,469 | 7,910 | 4,190 |
| Business-Type Activities: | | | | | | | | |
| <u>Loans</u> | | | | | | | | |
| AMI Loan #1 | 33,301 | 06/27/2024 | 2,275 | 1,055 | 2,366 | 964 | 2,460 | 870 |
| AMI Loan #2 | 4,469 | 06/27/2024 | 295 | 160 | 309 | 147 | 323 | 132 |
| Total Loans | 37,770 | | 2,570 | 1,215 | 2,675 | 1,111 | 2,783 | 1,002 |
| <u>Proprietary Revenue Bonds</u> | | | | | | | | |
| Energy System, Series 1998A | 5,515 | 10/01/2028 | 5,240 | 275 | 0 | 0 | 0 | 0 |
| Energy System Refunding, Series 2001 | 2,171 | 10/01/2016 | 1,000 | 110 | 1,005 | 55 | 0 | 0 |
| CUSB Refunding Revenue Bonds, Series 2001 | 11,146 | 10/01/2019 | 1,710 | 524 | 1,800 | 430 | 1,900 | 331 |
| CUSB Refunding Revenue Bonds, Series 2005 | 24,190 | 10/01/2030 | 0 | 753 | 0 | 753 | 0 | 753 |
| Energy System Revenue, Series 2005 | 179,371 | 10/01/2035 | 3,100 | 5,344 | 3,325 | 5,220 | 3,490 | 5,057 |
| Energy System Revenue, Series 2007 | 336,768 | 10/01/2037 | 3,100 | 9,260 | 3,165 | 9,105 | 3,315 | 8,947 |
| CUSB Refunding Revenue Bonds, Series 2007 | 263,516 | 10/01/2037 | 3,865 | 7,593 | 4,020 | 7,438 | 4,220 | 7,237 |
| Energy System Revenue, Series 2010 | 112,023 | 10/01/2028 | 0 | 3,777 | 5,380 | 3,777 | 5,610 | 3,558 |
| Energy System Revenue, Series 2010A | 59,138 | 10/01/2026 | 210 | 1,683 | 215 | 1,676 | 220 | 1,671 |
| Energy System Revenue, Series 2010B | 297,954 | 10/01/2040 | 0 | 7,299 | 0 | 7,299 | 0 | 7,299 |
| Energy System Revenue, Series 2010C | 43,610 | 10/01/2029 | 1,485 | 1,546 | 1,735 | 1,472 | 1,815 | 1,385 |
| Energy System Revenue, Series 2011 | 3,708 | 10/01/2019 | 23 | 80 | 23 | 80 | 1,084 | 79 |
| CUSB Revenue Bonds, Series 2010A | 250,259 | 10/01/2040 | 0 | 6,084 | 0 | 6,084 | 0 | 6,084 |
| CUSB Revenue Bonds, Series 2010B | 35,386 | 10/01/2026 | 1,120 | 1,169 | 1,155 | 1,136 | 1,215 | 1,078 |
| Total Proprietary Revenue Bonds | 1,624,752 | | 20,853 | 45,498 | 21,823 | 44,526 | 22,869 | 43,479 |
| Total Business-Type Activities | 1,662,522 | | 23,423 | 46,714 | 24,498 | 45,637 | 25,652 | 44,482 |
| Total Debt Service – Principal & Interest | 1,810,914 | | 30,043 | 51,992 | 32,028 | 50,106 | 33,562 | 48,672 |

City of Tallahassee
Fiscal Year 2015 Approved Budget
Schedule of Debt Service
(in thousands)
As of May 27, 2014

| Description | Outstanding Balance | Maturity Date | FY18 Principal | FY18 Interest | FY19 Principal | FY19 Interest | Total Principal | Total Interest |
|---|------------------------|------------------|-------------------|------------------|-------------------|------------------|--------------------|-------------------|
| Governmental Activities: | | | | | | | | |
| Capital Bonds, Series 2008 | 2,781 | 10/01/2016 | 0 | 0 | 0 | 0 | 2,645 | 136 |
| Capital Bonds, Series 2009 | 24,489 | 04/01/2031 | 1,975 | 482 | 925 | 428 | 8,410 | 2,777 |
| Capital Bonds, Series 2012 | 55,960 | 10/01/2024 | 3,890 | 1,653 | 5,040 | 1,459 | 19,385 | 8,939 |
| Capital Bonds, Series 2014 | 65,161 | 10/01/2034 | 1,215 | 1,784 | 1,400 | 1,747 | 6,065 | 9,937 |
| Total | 148,392 | | 7,080 | 3,918 | 7,365 | 3,634 | 36,505 | 21,489 |
| Business-Type Activities: | | | | | | | | |
| <u>Loans</u> | | | | | | | | |
| AMI Loan #1 | 33,301 | 06/27/2024 | 2,558 | 772 | 2,660 | 670 | 12,320 | 4,331 |
| AMI Loan #2 | 4,469 | 06/27/2024 | 338 | 117 | 354 | 102 | 1,618 | 658 |
| Total Loans | 37,770 | | 2,896 | 889 | 3,014 | 772 | 13,938 | 4,989 |
| <u>Proprietary Revenue Bonds</u> | | | | | | | | |
| Energy System, Series 1998A | 5,515 | 10/01/2028 | 0 | 0 | 0 | 0 | 5,240 | 275 |
| Energy System Refunding, Series 2001 | 2,171 | 10/01/2016 | 0 | 0 | 0 | 0 | 2,005 | 166 |
| CUSB Refunding Revenue Bonds, Series 2001 | 11,146 | 10/01/2019 | 2,000 | 226 | 2,110 | 116 | 9,520 | 1,626 |
| CUSB Refunding Revenue Bonds, Series 2005 | 24,190 | 10/01/2030 | 0 | 753 | 0 | 753 | 0 | 3,764 |
| Energy System Revenue, Series 2005 | 179,371 | 10/01/2035 | 3,655 | 4,891 | 3,840 | 4,708 | 17,410 | 25,222 |
| Energy System Revenue, Series 2007 | 336,768 | 10/01/2037 | 3,485 | 8,781 | 3,645 | 8,607 | 16,710 | 44,700 |
| CUSB Refunding Revenue Bonds, Series 2007 | 263,516 | 10/01/2037 | 4,430 | 7,026 | 4,655 | 6,805 | 21,190 | 36,100 |
| Energy System Revenue, Series 2010 | 112,023 | 10/01/2028 | 5,850 | 3,308 | 6,135 | 3,036 | 22,975 | 17,456 |
| Energy System Revenue, Series 2010A | 59,138 | 10/01/2026 | 230 | 1,665 | 235 | 1,658 | 1,110 | 8,353 |
| Energy System Revenue, Series 2010B | 297,954 | 10/01/2040 | 0 | 7,299 | 0 | 7,299 | 0 | 36,494 |
| Energy System Revenue, Series 2010C | 43,610 | 10/01/2029 | 1,885 | 1,313 | 1,980 | 1,218 | 8,900 | 6,934 |
| Energy System Revenue, Series 2011 | 3,708 | 10/01/2019 | 1,116 | 54 | 1,142 | 27 | 3,388 | 320 |
| CUSB Revenue Bonds, Series 2010A | 250,259 | 10/01/2040 | 0 | 6,084 | 0 | 6,084 | 0 | 30,422 |
| CUSB Revenue Bonds, Series 2010B | 35,386 | 10/01/2026 | 1,240 | 10,54 | 1,290 | 1,004 | 0 | 36,494 |
| Total Proprietary Revenue Bonds | 1,624,752 | | 23,891 | 42,453 | 25,032 | 41,316 | 114,468 | 217,273 |
| Total Business-Type Activities | 1,662,522 | | 26,787 | 43,343 | 28,046 | 42,088 | 128,406 | 222,262 |
| Total Debt Service – Principal & Interest | 1,810,914 | | 33,867 | 47,261 | 35,411 | 45,721 | 164,911 | 243,752 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

**Schedule of Capital Fund Balances
As of June 30, 2014**

| Fund# | Fund Name | Total as of 10/01/13 | Total as of 06/30/14 | Current Available |
|----------------------------------|---------------------------------------|---------------------------------|---------------------------------|------------------------------|
| <u>General Government</u> | | | | |
| 105 | Affordable Housing Fund | 2,952,234 | 2,983,399 | 1,126,855 |
| 106 | SHIP Program | 1,075 | (52,394) | 13,554 |
| 107 | HOME Program | 186,891 | (871,174) | 189,817 |
| 110 | Law Enforcement Fund-State | 292,629 | 323,184 | 102,185 |
| 111 | Police Second Dollar Funding | 232,900 | 210,434 | 161,982 |
| 113 | Law Enforcement Fund-Federal | 161,646 | 111,921 | 96,041 |
| 170 | Concurrency – District 1 NE – Road | 1,678,943 | 56,210 | 56,210 |
| 171 | Concurrency – District 1 NE – Multi | 483,873 | 343,383 | 343,383 |
| 172 | Concurrency – District 2 SE – Road | 942,207 | 950,112 | 950,112 |
| 173 | Concurrency – District 2 SE – Multi | 174,412 | 132,000 | 132,000 |
| 174 | Concurrency – District 3 SW – Road | 453,547 | 457,352 | 183,366 |
| 175 | Concurrency – District 3 SW – Multi | 75,392 | 76,025 | 41,661 |
| 176 | Concurrency – District 4 NW – Road | 193,681 | 195,306 | 195,306 |
| 177 | Concurrency – District 4 NW – Multi | 43 | 44 | (153,796) |
| 178 | Concurrency – Central – FAMU WAY | 132,701 | 139,241 | 139,240 |
| 179 | Concurrency – Central – Multi Modal | 1,016,178 | 1,036,283 | 425,558 |
| 300 | Capital Improvement | 17,018,173 | 12,185,926 | 1,298,310 |
| 301 | Sales Tax Construction | 3,974,240 | 3,945,929 | 1,851,586 |
| 302 | Gas Tax Construction | 6,185,204 | 6,213,172 | 705,626 |
| 304 | Sales Tax Extension Construction | 8,692,318 | 8,480,189 | (3,009,862) |
| 312 | 2004 Capital Bonds Construction | 1,246,121 | 930,191 | 83,246 |
| 315 | Future Capital Bonds Construction | (2,984,356) | 26,003,810 | - |
| 320 | Street Paving Fund | 291,698 | 298,575 | 143,768 |
| | Total General Government Funds | 43,401,750 | 64,149,116 | 5,076,148 |
| <u>Fire</u> | | | | |
| 131 | Fire Service Construction | 764,644 | 1,003,548 | 623,583 |
| 132 | Fire Service Bonds Construction | (8,009,721) | 4,161,192 | (541,019) |
| | Total Fire Funds | (7,245,077) | 5,164,741 | 82,564 |
| <u>Electric</u> | | | | |
| 401 | R R & I | 98,613,507 | 105,212,309 | 62,328,789 |
| 412 | Revenue Bond Const 98A | 42,821 | 42,821 | 42,821 |
| 416 | Advanced Metering Fund | (775,050) | (969,004) | (1,624,909) |
| 422 | Revenue Bond Const 98B | 163 | 164 | 163 |
| 423 | Future Revenue Bond Construction | 59,484,862 | 38,864,611 | - |
| 425 | 05 Elec Sys Rev Bonds Construction | 179,671 | 179,671 | (394,708) |
| | Total Electric Funds | 157,545,974 | 143,330,571 | 60,352,157 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget

Schedule of Capital Fund Balances
As of June 30, 2014

| Fund# | Fund Name | Total as of 10/01/13 | Total as of 06/30/14 | Current Available |
|-----------------------------------|--|---------------------------------|---------------------------------|------------------------------|
| <u>Energy Conservation</u> | | | | |
| 403 | Conservation - Res. Loans | 10,324,482 | 9,741,046 | 1,987,173 |
| 413 | Conservation-Comm Loans | 1,746,406 | 1,770,535 | 1,492,206 |
| 414 | Conservation -Cap Projects | 357,272 | 360,267 | 234,207 |
| | Total Energy Conservation Funds | 12,428,160 | 11,871,849 | 3,713,587 |
| <u>Gas</u> | | | | |
| 431 | R R & I | 4,870,760 | 1,185,170 | 2,844,909 |
| 447 | Advanced Metering Fund | 389,378 | 338,639 | (63,772) |
| 453 | Future Gas Sys Rev Bonds | (723,477) | (1,047,955) | - |
| | Total Gas Funds | 4,536,661 | 475,854 | 2,781,138 |
| <u>Water</u> | | | | |
| 461 | R R & I | 10,431,347 | 9,363,051 | 5,115,545 |
| 462 | Capital Lease Construction | 2,334,408 | 2,024,770 | 54,367 |
| 463 | System Charge | 921,804 | 810,926 | 661,889 |
| 479 | Water CUSR Construction | 12,673,534 | 10,057,336 | - |
| | Total Water Funds | 26,361,093 | 22,256,083 | 5,831,802 |
| <u>Sewer</u> | | | | |
| 501 | R R & I | 19,368,613 | 20,251,050 | 1,638,223 |
| 503 | System Charge | 7,667,062 | 8,538,937 | 5,498,312 |
| 529 | Sewer CUSR Construction | 20,236,534 | 7,851,163 | - |
| | Total Sewer Funds | 47,272,209 | 36,641,149 | 7,136,535 |
| <u>Airport</u> | | | | |
| 541 | R R & I | 5,397,151 | 3,387,202 | 2,693,871 |
| 543 | Grant Construction | 919,056 | 775,039 | - |
| | Total Airport Funds | 6,316,207 | 4,162,241 | 2,693,871 |
| <u>Other Funds</u> | | | | |
| 581 | StarMetro Grant Construction | 2,827,533 | 2,000,950 | - |
| 601 | Solid Waste RR&I/Construction | 269,088 | 1,136,865 | 142,073 |
| 606 | Stormwater RR&I/Construction | 56,211,105 | 53,345,361 | 17,942,511 |
| 607 | Stormwater Redevelopment | 3,236,442 | 3,517,651 | - |
| 616 | Golf Course R R & I | 411,917 | 414,296 | 404,023 |
| 706 | ISS RR&I Fund | 1,829,380 | 1,454,765 | 900,543 |
| 716 | Vehicle Replacement Reserve | 8,944,665 | 5,208,364 | 4,410,244 |
| 756 | Utility Services Construction | 2,020,136 | 2,583,910 | 1,551,508 |
| | Total Other Funds | 75,750,266 | 69,662,162 | 25,350,902 |
| | TOTAL ALL FUNDS | 366,367,243 | 357,713,766 | 113,018,703 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Charter and Executive Services

Communications

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Communications Equipment | | | | | | | |
| Funding for WCOT broadcast and PIO Public Relations, Community Outreach and Web Development equipment purchases. | | | | | | | |
| <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. | | | | | | | |
| <u>Funding Source</u> | | | | | | | |
| General Government Capital Improvement Fund - GGCIF | 0 | 0 | 0 | 0 | 150,000 | 150,000 | 300,000 |
| Total Funding | 0 | 0 | 0 | 0 | 150,000 | 150,000 | 300,000 |
| Total Communications | 0 | 0 | 0 | 0 | 150,000 | 150,000 | 300,000 |

Executive Services

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| City Hall Cooling Towers | | | | | | | |
| 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. | | | | | | | |
| <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. | | | | | | | |
| <u>Funding Source</u> | | | | | | | |
| General Government Capital Improvement Fund - GGCIF | 0 | 0 | 0 | 300,000 | 650,000 | 0 | 950,000 |
| Total Funding | 0 | 0 | 0 | 300,000 | 650,000 | 0 | 950,000 |

City Hall Master Project

A study of the HVAC system was completed in FY2013 which indicated major replacements are needed for the HVAC system due to age and energy consumption. The mechanical air handlers are 30 years old and the average life expectancy is 20 to 25 years. Maintenance on the system has extended the life. The sheet metal and coils are deteriorating to the point of failure.

Operating Budget Impact

Funding Source

| | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|-----------|
| General Government Capital Improvement Fund - GGCIF | 646,700 | 175,000 | 250,000 | 250,000 | 250,000 | 250,000 | 1,175,000 |
| Total Funding | 646,700 | 175,000 | 250,000 | 250,000 | 250,000 | 250,000 | 1,175,000 |

City Hall Parking Garage Waterproofing & Structural Repairs

This project provides for the elimination of the continuing water infiltration into and repairs of any structural degradation of the City Hall parking garage. An evaluation of the existing 32 year-old waterproofing membrane system over the garage will also be performed. Due to the continuing infiltration of water during every rain storm into the garage, funding is requested in FY15 to analyze, evaluate and prepare design documents for the repairs and possible membrane replacement. This will enable a more accurate evaluation of the conditions and cost estimate for the actual construction repairs of this project.

Operating Budget Impact

Funding Source

| | | | | | | | |
|---|---------|---|-----------|-----------|-----------|---|-----------|
| General Government Capital Improvement Fund - GGCIF | 175,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| General Government Future Bonds | 0 | 0 | 1,167,850 | 1,167,850 | 1,041,000 | 0 | 3,376,700 |
| Total Funding | 175,000 | 0 | 1,167,850 | 1,167,850 | 1,041,000 | 0 | 3,376,700 |

City Hall Windows & Wall Sealants & Waterproofing

Building walls and windows need to be resealed every 15 to 20 years to eliminate water intrusion through compromised building components caused by age and fatigue. The North wall was waterproofed in 2008 and the West and South walls were waterproofed in FY12. The East wall waterproofing was completed in FY13. During the investigation stage of the wall waterproofing, staff became suspicious about water intrusion into the structure of the main entrance way on the East wall of City Hall. The entire entry into City Hall will have to be deconstructed, repaired and reconstructed in FY2014. After the entry is repaired, all of the operable exterior windows in City Hall need their gaskets replaced, which was not part of the original project. Over the past 30 years of life they have lost their elasticity and are allowing infiltration of air into and out of the building. Replacing the gaskets will properly seal the windows and reduce energy loss.

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.

Funding Source

| | | | | | | | |
|---|---------|---------|---|---|---|---|---------|
| General Government Capital Improvement Fund - GGCIF | 300,000 | 236,250 | 0 | 0 | 0 | 0 | 236,250 |
| Internal Loan Fund-General Government | 338,500 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Charter and Executive Services

Executive Services

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|-----------|-----------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Total Funding | 638,500 | 236,250 | 0 | 0 | 0 | 0 | 236,250 |
| Total Executive Services | 1,460,200 | 411,250 | 1,417,850 | 1,717,850 | 1,941,000 | 250,000 | 5,737,950 |

Treasurer-Clerk

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |

Citywide Records Management System

The city's records management system is used to store and retrieve active and inactive official records of the City government. This system allows staff electronic access to documents created or maintained by city departments. In addition, the system reduces the number of items retained in hardcopy format. Project 05078 received new CIP funding of \$150,000 during FY2014 to allow for the acquisition of updated software and/or replacement of aging hardware. A contract was executed for the replacement of the existing EMC-brand system with a new "OnBase" platform from Hyland Software. The balance of the CIP project funding will be used to convert the current 10+ million documents to the new OnBase system, professional services for installation and configuration of the new software and hardware, and for other initial expenses related to the new software platform. In addition, this project will fund the replacement of scanning equipment utilized by the Records Division which is nearing its end of useful life.

Operating Budget Impact

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.

Funding Source

| | | | | | | | |
|--------------------|---------|---|---|---|---|---------|---------|
| Revenue Collection | 771,648 | 0 | 0 | 0 | 0 | 200,000 | 200,000 |
| Total Funding | 771,648 | 0 | 0 | 0 | 0 | 200,000 | 200,000 |

e-Payment Solutions

As the trend towards electronic commerce continues to gain momentum, the City should be ready to provide various payment services in house. The City will continue to rely on third party payment vendors using a consumer funded approach. The natural evolution would be to offer the taking of credit card payments in house while maintaining our low cost banking/processing fees. Our current CORE cashiering application along with the iPayment application would be upgraded in order to take credit card payments. The payment services part of the application would be located on the web and housed with the vendor and on their server for which they would provide security and encryption. ISS currently cover the licensing fee for the CORE Cashiering system and will continue to do so. After the upgrade ISS will also cover the iPayment licensing fee beginning in FY15 because the initial licensing fee would be covered in the upgrade. The project would consolidate or interface with existing systems and began in FY14 and evolve with payment industry.

Operating Budget Impact

Funding Source

| | | | | | | | |
|--------------------|---------|---|---------|---|---|---|---------|
| Revenue Collection | 200,000 | 0 | 265,000 | 0 | 0 | 0 | 265,000 |
| Total Funding | 200,000 | 0 | 265,000 | 0 | 0 | 0 | 265,000 |

Riskmaster Claim Admin Software Upgrade

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.

Operating Budget Impact

Ongoing staffing and licensing expenditures are already built in to the operating budget each fiscal year.

Funding Source

| | | | | | | | |
|--------------------|---|---------|---|---|---|---|---------|
| Revenue Collection | 0 | 100,000 | 0 | 0 | 0 | 0 | 100,000 |
| Total Funding | 0 | 100,000 | 0 | 0 | 0 | 0 | 100,000 |

| | | | | | | | |
|--------------------------------------|-----------|---------|-----------|-----------|-----------|---------|-----------|
| Total Treasurer-Clerk | 971,648 | 100,000 | 265,000 | 0 | 0 | 200,000 | 565,000 |
| Total Charter and Executive Services | 2,431,848 | 511,250 | 1,682,850 | 1,717,850 | 2,091,000 | 600,000 | 6,602,950 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Administration and Management Services

Management and Administration

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|---|-------------|----------------|---|---------|---------|---------|---------------|-----------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| Applications and Database Upgrades | | | | | | | | |
| 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. | | | | | | | | |
| 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. | | | | | | | | |
| Funding Source | | | | | | | | |
| Information Sys Svcs RR&I | | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 2,500,000 |
| Total Funding | | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 2,500,000 |

| | | | | | | | | |
|--|--|---|---------|---|---|---|---|---------|
| CDA Storage and Virtual Server | | | | | | | | |
| CDA - Storage and Virtual Server - Necessary storage required by the Consolidated Dispatch Agency for email and file shares. This was not originally included because of not knowing what was required for the agency to be operational. | | | | | | | | |
| Operating Budget Impact | | | | | | | | |
| There is no operating impact within the five-year CIP and future impacts will be built into the five-year as applicable. | | | | | | | | |
| Funding Source | | | | | | | | |
| Information Sys Svcs RR&I | | 0 | 385,850 | 0 | 0 | 0 | 0 | 385,850 |
| Total Funding | | 0 | 385,850 | 0 | 0 | 0 | 0 | 385,850 |

| | | | | | | | | |
|---|--|--------|--------|--------|--------|--------|--------|---------|
| City Building Computer Wiring Upgrades | | | | | | | | |
| 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. | | | | | | | | |
| 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. | | | | | | | | |
| Funding Source | | | | | | | | |
| Information Sys Svcs RR&I | | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Information Sys Svcs RR&I Undesignated Balance | | 0 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Total Funding | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |

| | | | | | | | | |
|---|--|---------|---------|---------|---------|---------|---------|---------|
| Emergency Preparedness Work Orders | | | | | | | | |
| 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. | | | | | | | | |
| 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. | | | | | | | | |
| Funding Source | | | | | | | | |
| Deficiencies Fund | | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| Total Funding | | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |

| | | | | | | | | |
|---|--|---------|---------|---------|---------|---------|---------|-----------|
| Network Infrastructure Upgrade/Replacement Project | | | | | | | | |
| 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. | | | | | | | | |
| 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. | | | | | | | | |
| Funding Source | | | | | | | | |
| Information Sys Svcs RR&I | | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 3,000,000 |
| Total Funding | | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 3,000,000 |

| | | | | | | | | |
|--|--|---------|--------|--------|--------|--------|--------|---------|
| Permits and Enforcement Tracking System | | | | | | | | |
| 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. | | | | | | | | |
| 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. | | | | | | | | |
| Funding Source | | | | | | | | |
| Intergovernmental - Leon County | | 663,600 | 98,800 | 98,800 | 98,800 | 98,800 | 98,800 | 494,000 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Administration and Management Services

Management and Administration

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Information Sys Svcs RR&I | 466,000 | 98,800 | 98,800 | 98,800 | 98,800 | 98,800 | 494,000 |
| Information Sys Svcs RR&I Undesignated Balance | 197,600 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Funding | 1,327,200 | 197,600 | 197,600 | 197,600 | 197,600 | 197,600 | 988,000 |

Server Upgrade

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Information Sys Svcs RR&I Undesignated Balance | 0 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 | 2,250,000 |
| Total Funding | 0 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 | 2,250,000 |
| Total Management and Administration | 2,627,200 | 2,333,450 | 1,947,600 | 1,947,600 | 1,947,600 | 1,947,600 | 10,123,850 |
| Total Administration and Management Services | 2,627,200 | 2,333,450 | 1,947,600 | 1,947,600 | 1,947,600 | 1,947,600 | 10,123,850 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Safety and Neighborhood Services
Economic and Community Development

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|---|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Water and Sewer System Charge and Tap Fee Waivers | | | | | | | |
| This project provides funding for the waiver of water and sewer system charges for all affordable housing (as defined by City Code Section 21-152) and tap fee waivers for affordable home ownership units. | | | | | | | |
| 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. | | | | | | | |
| Funding Source | | | | | | | |
| General Government Capital Improvement Fund - GG CIF | 25,000 | 150,000 | 50,000 | 50,000 | 50,000 | 50,000 | 350,000 |
| Total Funding | 25,000 | 150,000 | 50,000 | 50,000 | 50,000 | 50,000 | 350,000 |
| Total Economic and Community Development | 25,000 | 150,000 | 50,000 | 50,000 | 50,000 | 50,000 | 350,000 |

Fire

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Facilities Management & Maintenance | | | | | | | |
| This project provides for repair 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. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| The salary and partial benefits for position #6777 are funded by the project. | | | | | | | |
| Funding Source | | | | | | | |
| Fire RR&I | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,500,000 |
| Total Funding | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,500,000 |

Fire Hydrant Maintenance & Replacement

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.

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.

Funding Source

| | | | | | | | |
|---------------|---------|---------|---------|---------|---------|---------|-----------|
| Fire RR&I | 847,500 | 847,500 | 847,500 | 847,500 | 847,500 | 847,500 | 4,237,500 |
| Total Funding | 847,500 | 847,500 | 847,500 | 847,500 | 847,500 | 847,500 | 4,237,500 |

Lake Bradford Road Fire Station

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 2019. Total cost of the land and construction of this station exclusive of fire apparatus and vehicles is \$5,973,800 (includes inflation of 3% per year). This station will require recurring operating costs estimated at over \$1.6 million beginning in mid FY 2019.

Operating Budget Impact

This station will require recurring operating costs estimated at over \$1.6 million beginning in mid FY 2019.

Funding Source

| | | | | | | | |
|---------------|---|---|---|-----------|-----------|---------|-----------|
| Fire Debt | 0 | 0 | 0 | 2,459,400 | 2,616,200 | 898,250 | 5,973,850 |
| Total Funding | 0 | 0 | 0 | 2,459,400 | 2,616,200 | 898,250 | 5,973,850 |

Lake Bradford Road Station Fire Engine and Batt.

Chief Vehicle

Purchase and outfit a new fire engine and a Battalion Chief vehicle for proposed Lake Bradford Road Fire Station.

Operating Budget Impact

Operating costs for the fire engine and vehicle are included in the ISL for the proposed Lake Bradford Road Fire Station construction project. The operating costs for the station are expected to begin in 2019 and are estimate at over \$1.6 million per year.

Funding Source

| | | | | | | | |
|---------------|---|---|---|---|---|---------|---------|
| Fire RR&I | 0 | 0 | 0 | 0 | 0 | 739,550 | 739,550 |
| Total Funding | 0 | 0 | 0 | 0 | 0 | 739,550 | 739,550 |

Relocation of Fire Sta. #8 to Capital Circle/Hartsfield Area

Locate a site for a new fire station in the Capital Circle/Hartsfield area, purchase a two-acre site, construct a new fire station and relocate all fire personnel, apparatus and equipment from fire station #8 to the new station. Project completion is planned for 2020. Total capital cost of this station including land is \$6,153,000 (includes inflation of 3% per year). No incremental operating costs will be required as this new station will be staffed and outfitted with existing personnel and equipment.

**City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary**

Safety and Neighborhood Services

Fire

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|--|-------------|----------------|---|---------|---------|-----------|---------------|-----------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| Operating Budget Impact | | | | | | | | |
| No incremental operating costs will be required as this new station will be staffed and outfitted with existing personnel and equipment. | | | | | | | | |
| Funding Source | | | | | | | | |
| Fire Debt | | 0 | 0 | 0 | 0 | 2,533,150 | 2,694,650 | 5,227,800 |
| Total Funding | | 0 | 0 | 0 | 0 | 2,533,150 | 2,694,650 | 5,227,800 |

Southwood Fire Station

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 2019. Total capital cost for the construction of this station is \$4,361,100 (includes inflation of 3% per year). This station will require recurring operating costs of over \$1 million a year starting in FY 2019.

Operating Budget Impact

This station will require recurring operating costs of over \$1 million a year starting in FY 2019.

Funding Source

| | | | | | | | | |
|---------------|--|---|---|---|---------|-----------|---------|-----------|
| Fire Debt | | 0 | 0 | 0 | 846,700 | 2,616,200 | 898,250 | 4,361,150 |
| Total Funding | | 0 | 0 | 0 | 846,700 | 2,616,200 | 898,250 | 4,361,150 |

Southwood Station Fire Apparatus

Purchase and outfit a new fire engine for proposed Southwood Fire Station.

Operating Budget Impact

Operating costs for the fire engine are included in the ISL for the proposed Southwood Fire Station construction project. The operating costs for the station are expected to begin in 2019 and are estimated at over \$1 million per year.

Funding Source

| | | | | | | | | |
|---------------|--|---|---|---|---|---|---------|---------|
| Fire RR&I | | 0 | 0 | 0 | 0 | 0 | 649,200 | 649,200 |
| Total Funding | | 0 | 0 | 0 | 0 | 0 | 649,200 | 649,200 |

Welaunee Boulevard Fire Station

Locate a site for a new fire station in the Welaunee Boulevard area, purchase two acres, construct a new fire station, procure all apparatus and equipment and staff this new station with 12 personnel. Project completion is scheduled for 2021. Total cost of the land and construction of this station, excluding initial outfitting costs and apparatus is \$6,337,600 (includes inflation of 3% per year). This station will require recurring operating costs of over \$1 million starting in FY 2021.

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.

Funding Source

| | | | | | | | | |
|---------------|--|---|---|---|---|---|-----------|-----------|
| Fire Debt | | 0 | 0 | 0 | 0 | 0 | 2,609,000 | 2,609,000 |
| Total Funding | | 0 | 0 | 0 | 0 | 0 | 2,609,000 | 2,609,000 |

Total Fire 1,147,500 1,147,500 1,147,500 4,453,600 8,913,050 9,636,400 25,298,050

Parks, Recreation and Neighborhood Affairs

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|--|-------------|----------------|---|---------|---------|---------|---------------|--------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| Animal Service Center RR&I | | | | | | | | |
| This project will be used to manage and fund repairs, replacements, and improvements at the Animal Service Center. As a result, there are several maintenance and renovation projects that are necessary. Some of the potential projects will include new floors in the main hall, cat room remodel, development of a secured outside dog adoption, new outside dog runs, level berm in front of shelter for additional play area, create puppy and small dog room, upgrade dog kennels with sound proofing. | | | | | | | | |
| Operating Budget Impact | | | | | | | | |
| There is no operating budget impact within the five-year capital improvement plan. | | | | | | | | |
| Funding Source | | | | | | | | |
| General Government Capital Improvement Fund - GGCIIF | | 0 | 75,000 | 0 | 0 | 0 | 0 | 75,000 |
| Total Funding | | 0 | 75,000 | 0 | 0 | 0 | 0 | 75,000 |

Basketball Volleyball Gym

This project provides for the design and construction of a gymnasium building to be constructed in the northeast or east area of the community. The facility would have would have four, side-by-side basketball courts that would be multipurpose for eight volleyball courts, and include the related bathroom, storage, and office space of approximately 25,000 square feet.

This project has been requested as part of the Senior Center Sales Tax extension project.

Operating Budget Impact

No operating budget impact until the completion of construction

Funding Source

| | | | | | | | | |
|--|--|---|---|---|---|---|---|---|
| General Government Capital Project Account - GGCPA | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|--|--|---|---|---|---|---|---|---|

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| 2020 Sales Tax | 0 | 0 | 2,500,000 | 0 | 0 | 0 | 2,500,000 |
| Total Funding | 0 | 0 | 2,500,000 | 0 | 0 | 0 | 2,500,000 |

New Senior Center

Tallahassee's active adult population, age 60 and older, has grown by 33% since 2000, now comprising 13% of the total Tallahassee-Leon County community. At least 28% of our population is already a senior, baby boomer, or caregiver (age 45 and older). As projected for the past several years, the Tallahassee Senior Center (TSC) is "bursting at the seams." Supplementary space and parking, along with additional professional staff are needed to keep pace with the demand for more programs. Staffing has remained the same for seven years, while programs have grown significantly over that same time period. Even with 14 satellite programming sites, additional space and staff to coordinate additional locations and programs are essential in order to meet this increasing demand.

Based on 2010 Census data, the most number of people age 60 and older live in the East and Northeast areas of Tallahassee. The largest numbers of people age 45-59 are also concentrated in the East and Northeast, but also include Piney Z and Indian Head Acres. The East/Northeast quadrant of the city is the only geographic area that does not have a community center or recreation center where senior center or other activities can be offered.

Staff continues to address space issues by adding satellite programming sites, but the need remains for another dedicated, full service senior center. Programming space is at 95% capacity, while office space is more than 100% occupied. An additional center will better accommodate the current senior population as well as future generations of older adults. Funds are requested for design and construction of a new Senior Center in the East or Northeast area of the community.

This project is included on the Current Sales tax project and there is \$5.5M potentially for this project.

This request relates to City Commission priorities as part of the Quality of Life Target Issue.

Operating Budget Impact

No operating budget impact until the construction is complete.

Funding Source

| | | | | | | | |
|----------------|---|---|---------|-----------|---|---|-----------|
| 2020 Sales Tax | 0 | 0 | 500,000 | 5,000,000 | 0 | 0 | 5,500,000 |
| Total Funding | 0 | 0 | 500,000 | 5,000,000 | 0 | 0 | 5,500,000 |

Northwest Park Development

This project provides for the design and construction of a 78.18-acre park site. Facilities to be included in the park include youth baseball/softball fields, soccer fields, a playground, basketball courts, tennis courts, a comfort station, trails, shelters, parking, and infrastructure. Design and construction funding has been repeatedly delayed to accommodate capital budget shortfalls. This project proposes development of the existing Northwest Park property to include ball fields, a disc golf course, playground, community center and pool. Phase 1 construction in FY17 could include ball fields, a disc golf course, playground, and comfort station/field house. Currently, there are no recreation centers or City parks in this area of the community, and County park facilities in this area are over capacity.

A "Radius Report" was run by the Planning Department in 2005 to determine the population residing within a 1, 2 and 3 mile radius of the proposed park. The report showed a total population of 40,650 within a three-mile radius, with 66.6% residing within the city limits. The two-mile radius contained 20,703 citizens, with 61.9% residing within the city limits, and the one-mile radius had a population of 6,370, with 76% inside the city limits. Previous census tract studies of this area also show a higher-than-average percentage of families with children under the age of 18 (34.4% as compared to the county average of 27.2%). In the Northwest Park area, children (under 18) comprise 24.7% of the population as compared to the county average of 21.1%. This sector is behind only the northeast in terms of total population.

Operating Budget Impact

There is no operating impact in FY15 and future operating budget funds will be requested as required once construction is complete.

Funding Source

| | | | | | | | |
|--|---------|---|---------|-----------|---|---|-----------|
| General Government Capital Project Account - GGCPA | 142,753 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2020 Sales Tax | 0 | 0 | 500,000 | 7,500,000 | 0 | 0 | 8,000,000 |
| Total Funding | 142,753 | 0 | 500,000 | 7,500,000 | 0 | 0 | 8,000,000 |

PRNA RR&I Master

This project will be used to manage and fund repairs, replacements, and improvements at various recreation facilities. The age of the inventory and the constant usage by patrons demand constant maintenance and repairs for all of our centers.

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.

Funding Source

| | | | | | | | |
|--|---------|---------|---------|---------|---------|---------|-----------|
| General Government Capital Improvement Fund - GGCIIF | 670,000 | 0 | 600,000 | 600,000 | 600,000 | 600,000 | 2,400,000 |
| Internal Loan Fund-General Government | 0 | 600,000 | 0 | 0 | 0 | 0 | 600,000 |
| Total Funding | 670,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 3,000,000 |

Tom Brown Light Poles

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|------------|---------|-----------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Tom Brown Park was built and dedicated as a park in 1977. Although the park is county owned property, the City of Tallahassee Parks, Recreation, and Neighborhood Affairs Department has maintained and operated the park from its existence. | | | | | | | |
| The softball complex at TBP consists of a five multi use field complex (softball, soccer, football) with three adjacent baseball fields, all having wooden poles that support the fields light fixtures, most of these poles are currently 37 years old, with the majority of these poles having significant damage from pileated woodpeckers. The department replaced the most hazardous poles several years ago(approx.. 2008-09). Now these newer poles as well as some of the older poles have new woodpecker damage. This project would provide funding to replace the wooden poles with concrete poles and the wires would be run underground. | | | | | | | |
| This project would provide funding to replace this as a critical issues because on any given night of normal recreational play there are more than 1500 players, spectators, and staff at these fields at the same time, with this number increasing during tournaments and special events. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| Funding Source | | | | | | | |
| General Government Capital Project Account - GGCPA | 0 | 0 | 0 | 0 | 0 | 850,000 | 850,000 |
| Total Funding | 0 | 0 | 0 | 0 | 0 | 850,000 | 850,000 |
| Total Parks, Recreation and Neighborhood Affairs | 812,753 | 675,000 | 4,100,000 | 13,100,000 | 600,000 | 1,450,000 | 19,925,000 |

Police

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|---|-------------|----------------|---|------------|-----------|------------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Police Multi-Use Property and Evidence Storage Facility | | | | | | | |
| This project supports the construction of a 3,800 square foot storage facility within the current TPD Headquarters complex. The building would be sized to replace four existing portable buildings- two are used by the Property and Evidence Unit for storage of evidence, one is used to store equipment for the TAC Team, and Fleet Maintenance shares the fourth with Property and Evidence. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| Operating impact will include utilities and security system cost. This will be further refined as the project moves closer to fruition. | | | | | | | |
| Funding Source | | | | | | | |
| General Government Capital Improvement Fund - GGCIF | 0 | 0 | 0 | 0 | 0 | 750,000 | 750,000 |
| Total Funding | 0 | 0 | 0 | 0 | 0 | 750,000 | 750,000 |
| Repair, Replace and Improve Police Facilities | | | | | | | |
| 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. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| There is no anticipated operating impact within the current five-year capital improvement plan. | | | | | | | |
| Funding Source | | | | | | | |
| General Government Capital Improvement Fund - GGCIF | 75,000 | 75,000 | 150,000 | 150,000 | 150,000 | 150,000 | 675,000 |
| Total Funding | 75,000 | 75,000 | 150,000 | 150,000 | 150,000 | 150,000 | 675,000 |
| Total Police | 75,000 | 75,000 | 150,000 | 150,000 | 150,000 | 900,000 | 1,425,000 |
| Total Safety and Neighborhood Services | 2,060,253 | 2,047,500 | 5,447,500 | 17,753,600 | 9,713,050 | 12,036,400 | 46,998,050 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|-----------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Air Carrier Apron Improvements | | | | | | | |
| This project is to incorporate improvements to the air carrier apron (pavement, drainage and lighting) and will include expansion of the air carrier apron in order to expand the terminal building and to increase the number of gates and apron parking positions. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| There is no operating budget impact within the five-year capital improvement plan. | | | | | | | |
| Funding Source | | | | | | | |
| Federal Aviation Administration | 0 | 0 | 0 | 0 | 4,050,000 | 0 | 4,050,000 |
| Airport RR&I Undesignated Balance | 0 | 0 | 0 | 0 | 225,000 | 0 | 225,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 0 | 0 | 225,000 | 0 | 225,000 |
| Total Funding | 0 | 0 | 0 | 0 | 4,500,000 | 0 | 4,500,000 |

Air Service Improvement Program

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.

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.

Funding Source

| | | | | | | | |
|---------------|---------|---------|---------|---------|---------|---------|-----------|
| Airport RR&I | 300,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 2,000,000 |
| Total Funding | 300,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 2,000,000 |

Air Traffic Control Tower Repairs & Maintenance

The air traffic control tower (ATCT) at Tallahassee Regional Airport was completed in 1996. Routine maintenance and repair work is needed in order to provide a suitable working environment. This project is recommended for planning purposes contingent on the availability of funds. This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---------------|---|--------|--------|--------|--------|--------|---------|
| Airport RR&I | 0 | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | 400,000 |
| Total Funding | 0 | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | 400,000 |

Aircraft Maintenance Hangar

Third party development of storage and maintenance hangars with developers funding the local share.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|---|---|---|---|------------|-----------|---|------------|
| Private Investment Funds | 0 | 0 | 0 | 5,000,000 | 2,000,000 | 0 | 7,000,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 0 | 5,000,000 | 2,000,000 | 0 | 7,000,000 |
| Total Funding | 0 | 0 | 0 | 10,000,000 | 4,000,000 | 0 | 14,000,000 |

Aircraft Maintenance and Storage Hangars and Related Taxilanes

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.

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.

Funding Source

| | | | | | | | |
|---|---|---|-----------|-----------|---|---|------------|
| Private Investment Funds | 0 | 0 | 2,500,000 | 2,500,000 | 0 | 0 | 5,000,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 2,500,000 | 2,500,000 | 0 | 0 | 5,000,000 |
| Total Funding | 0 | 0 | 5,000,000 | 5,000,000 | 0 | 0 | 10,000,000 |

Airfield Lighting and Signage Improvements

Relamping of both runways and all taxiways with LED lights. This project includes changing signage locations to improve traffic flow and safety and ensuring all signs meet current FAA Standards.

Operating Budget Impact

There is no operating budget 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 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|---|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Funding Source | | | | | | | |
| Federal Aviation Administration | 0 | 0 | 495,000 | 0 | 0 | 0 | 495,000 |
| Passenger Facility Charge | 0 | 0 | 27,500 | 0 | 0 | 0 | 27,500 |
| Florida Department of Transportation - Aviation | 0 | 0 | 27,500 | 0 | 0 | 0 | 27,500 |
| Total Funding | 0 | 0 | 550,000 | 0 | 0 | 0 | 550,000 |

Airfield Preservation - Phase II

This project is to perform necessary rehabilitation and improvements to airport pavements (runway, taxiway, and apron), associated grounds, markings, lighting, and signage, and other work to provide for short term improvements necessary to keep the airfield in compliance with standards. As a recurring project, annual appropriations that are not expended by the end of the fiscal year will be returned to fund balance.

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.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|-----------|
| Airport RR&I Undesignated Balance | 125,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| Florida Department of Transportation - Aviation | 125,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| Total Funding | 250,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 1,000,000 |

Airport Access and Roadway Realignment

This project will provide for the realignment of primary airport roads that enable access to the Commercial Airline Terminal, Fixed Base Operator (FBO) Facility, and Air Cargo Facility from adjacent State Road 263.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---|---|---|---|---|-----------|---|-----------|
| Airport RR&I Undesignated Balance | 0 | 0 | 0 | 0 | 1,250,000 | 0 | 1,250,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 0 | 0 | 1,250,000 | 0 | 1,250,000 |
| Total Funding | 0 | 0 | 0 | 0 | 2,500,000 | 0 | 2,500,000 |

Airport Funfest

The Tallahassee Regional Airport is dedicated to creating a visible presence in the surrounding communities through meaningful public involvement. Staying connected to the people living in the communities that we serve, through special events and charitable giving, is vitally important to maintaining this connection. Special events provide a unique opportunity for the airport to interact with key community stakeholders, reinforce its brand and engage local businesses in a day of celebration. This is a recurring project. Annual appropriations that are not expended by the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---------------|--------|---|---------|---|---------|---|---------|
| Airport RR&I | 50,000 | 0 | 100,000 | 0 | 100,000 | 0 | 200,000 |
| Total Funding | 50,000 | 0 | 100,000 | 0 | 100,000 | 0 | 200,000 |

Airport Master Plan Update

This project is necessary to provide a comprehensive study of the airport in order to develop short, medium and long range plans to meet future aviation demand.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---|---|---------|---|---|---|---|---------|
| Airport RR&I Undesignated Balance | 0 | 250,000 | 0 | 0 | 0 | 0 | 250,000 |
| Florida Department of Transportation - Aviation | 0 | 250,000 | 0 | 0 | 0 | 0 | 250,000 |
| Total Funding | 0 | 500,000 | 0 | 0 | 0 | 0 | 500,000 |

Airport Security Improvements

This project is to provide for periodic rehabilitation, retrofit and upgrades to equipment and automated systems used for airport security, safety, access control and surveillance activities. The project will also address federal regulatory compliance requirements along with physical security upgrades.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|-----------------------------------|---|---|---------|---------|---|---|-----------|
| Federal Aviation Administration | 0 | 0 | 675,000 | 495,000 | 0 | 0 | 1,170,000 |
| Airport RR&I Undesignated Balance | 0 | 0 | 37,500 | 27,500 | 0 | 0 | 65,000 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|---|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Florida Department of Transportation - Aviation | 0 | 0 | 37,500 | 27,500 | 0 | 0 | 65,000 |
| Total Funding | 0 | 0 | 750,000 | 550,000 | 0 | 0 | 1,300,000 |

ARFF Station Rehabilitation

This project will rehabilitate the existing, 20 year old, ARFF station with upgrades and improvements to the structure and interior, truck bay, and other areas to ensure it is capable of housing the latest equipment and providing for training and housing of firefighters.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|---|---|--------|---|-----------|---|---|-----------|
| Federal Aviation Administration | 0 | 0 | 0 | 900,000 | 0 | 0 | 900,000 |
| Airport RR&I Undesignated Balance | 0 | 25,000 | 0 | 50,000 | 0 | 0 | 75,000 |
| Florida Department of Transportation - Aviation | 0 | 25,000 | 0 | 50,000 | 0 | 0 | 75,000 |
| Total Funding | 0 | 50,000 | 0 | 1,000,000 | 0 | 0 | 1,050,000 |

ARFF Vehicle No.3 Replacement (Rapid Response Vehicle)

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.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|---|---|---------|---|---|---|---|---------|
| Fleet Reserve Fund | 0 | 225,000 | 0 | 0 | 0 | 0 | 225,000 |
| Florida Department of Transportation - Aviation | 0 | 225,000 | 0 | 0 | 0 | 0 | 225,000 |
| Total Funding | 0 | 450,000 | 0 | 0 | 0 | 0 | 450,000 |

Business/Economic Development

This is a project to provide for business and economic development at the Tallahassee Regional Airport that encompasses studies, development of marketing strategies and promotional materials including print and digital media and participating in events to advertise opportunities at the Airport. 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 fund balance.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---------------|---|--------|--------|--------|--------|--------|---------|
| Airport RR&I | 0 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| Total Funding | 0 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |

Consolidated Rental Car Facility

This project will provide for the design, engineering, construction and construction administration of a consolidated rental car and parking facility. This project will include at a minimum a two-bay car wash facility, 12,000-gallon above ground fueling facility with multi-dispensers and four two-sided vacuuming systems with independent storage cabinets to accommodate all rental car companies.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---|---|---|-----------|---|---|---|-----------|
| Airport RR&I Undesignated Balance | 0 | 0 | 4,500,000 | 0 | 0 | 0 | 4,500,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 4,500,000 | 0 | 0 | 0 | 4,500,000 |
| Total Funding | 0 | 0 | 9,000,000 | 0 | 0 | 0 | 9,000,000 |

Enhancements and Upgrades ATCT

The Air Traffic Control Tower at TLH 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 and interior flooring and furnishings.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---|---|---|---|---------|---|---|---------|
| Airport RR&I Undesignated Balance | 0 | 0 | 0 | 400,000 | 0 | 0 | 400,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 0 | 400,000 | 0 | 0 | 400,000 |
| Total Funding | 0 | 0 | 0 | 800,000 | 0 | 0 | 800,000 |

Fence and Gate Rehabilitation, Updates and Improvements

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|-----------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| TSA Part 1542 requires the Airport Operating Area to be secure. FAA Part 139 requires the Airport to be secure from wildlife and other intrusions. To meet both of these requirements, the Airport installed over 50,000 linear feet of fencing and approximately 45 gates in 2005. This fence and gates are in need of rehabilitation and improvements to ensure its continued operation in accordance with both TSA and FAA regulations. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| There is no operating budget impact within the five-year capital improvement plan. | | | | | | | |
| Funding Source | | | | | | | |
| Federal Aviation Administration | 0 | 0 | 0 | 0 | 900,000 | 0 | 900,000 |
| Airport RR&I Undesignated Balance | 0 | 0 | 0 | 0 | 50,000 | 0 | 50,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 0 | 0 | 50,000 | 0 | 50,000 |
| Total Funding | 0 | 0 | 0 | 0 | 1,000,000 | 0 | 1,000,000 |

Hangar Development III

The Airport Master Plan recommends additional hangars be constructed to meet forecast demand. The hangars, based on demand, will take the form of bulk, maintenance, corporate, T-hangars, and/or others, which will be funded by a combination of private and FDOT funds. This project is recommended for planning purposes contingent on the availability of funds.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---|---|---|-----------|-----------|-----------|-----------|------------|
| Private Investment Funds | 0 | 0 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 8,000,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 8,000,000 |
| Total Funding | 0 | 0 | 4,000,000 | 4,000,000 | 4,000,000 | 4,000,000 | 16,000,000 |

International Port of Entry & Foreign Trade Zone

(FTZ) Facility

The establishment of a International port of entry and 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.

Funding Source

| | | | | | | | |
|---|---|---|-----------|-----------|---|---|-----------|
| Airport RR&I Undesignated Balance | 0 | 0 | 1,300,000 | 700,000 | 0 | 0 | 2,000,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 1,300,000 | 700,000 | 0 | 0 | 2,000,000 |
| Total Funding | 0 | 0 | 2,600,000 | 1,400,000 | 0 | 0 | 4,000,000 |

Jet Bridge Rehabilitation

Recurring project to provide for unanticipated repairs to Airport jet bridges. Annual appropriations not expended by the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|---------------|--------|--------|--------|--------|--------|--------|---------|
| Airport RR&I | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| Total Funding | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |

Marketing and Promotions Study - Phase II

To enhance offerings to customers, the Airport conducts various studies and promotions. This project will assist in attracting new and retaining current customers.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|---|---|---------|---------|---------|---------|---------|---------|
| Airport RR&I Undesignated Balance | 0 | 50,000 | 100,000 | 100,000 | 100,000 | 100,000 | 450,000 |
| Florida Department of Transportation - Aviation | 0 | 50,000 | 100,000 | 100,000 | 100,000 | 100,000 | 450,000 |
| Total Funding | 0 | 100,000 | 200,000 | 200,000 | 200,000 | 200,000 | 900,000 |

Miscellaneous Major/Minor

Repair/Replacement/Improvements

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. Additionally, funding is needed for ad hoc projects that occur during the year (i.e. safety and security issues, studies, etc.). 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.

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| 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. | | | | | | | |
| Funding Source | | | | | | | |
| Airport RR&I | | 350,000 | 225,000 | 225,000 | 225,000 | 225,000 | 1,125,000 |
| Total Funding | | 350,000 | 225,000 | 225,000 | 225,000 | 225,000 | 1,125,000 |

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.

Operating Budget Impact

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

Funding Source

| | | | | | | | | |
|---------------------------|--|---|---|---------|---|---|---|---------|
| Passenger Facility Charge | | 0 | 0 | 500,000 | 0 | 0 | 0 | 500,000 |
| Total Funding | | 0 | 0 | 500,000 | 0 | 0 | 0 | 500,000 |

Parking Area Improvements

This project provides for the design, engineering, construction and construction administration for improvements to the parking facilities. This project includes the replacement of the revenue control system, entry and exit lane equipment, technology upgrades and other related improvements.

Operating Budget Impact

Funding Source

| | | | | | | | | |
|---|--|---|---|---|---|-----------|---|-----------|
| Airport RR&I Undesignated Balance | | 0 | 0 | 0 | 0 | 500,000 | 0 | 500,000 |
| Florida Department of Transportation - Aviation | | 0 | 0 | 0 | 0 | 500,000 | 0 | 500,000 |
| Total Funding | | 0 | 0 | 0 | 0 | 1,000,000 | 0 | 1,000,000 |

Perimeter Road Rehabilitation and Improvements

TSA Part 1542 and FAA Part 139 required fencing of the airfield to protect it from intrusions. A perimeter road is required to inspect that fence on a more than daily basis in all weather conditions. This project will rehabilitate and improve the existing road that was originally constructed in 2005.

Operating Budget Impact

Funding Source

| | | | | | | | | |
|---|--|---|---|-----------|---|---|---|-----------|
| Federal Aviation Administration | | 0 | 0 | 900,000 | 0 | 0 | 0 | 900,000 |
| Airport RR&I Undesignated Balance | | 0 | 0 | 50,000 | 0 | 0 | 0 | 50,000 |
| Florida Department of Transportation - Aviation | | 0 | 0 | 50,000 | 0 | 0 | 0 | 50,000 |
| Total Funding | | 0 | 0 | 1,000,000 | 0 | 0 | 0 | 1,000,000 |

Runway 18/36 Overlay

This provides for the design, engineering, construction and construction administration 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.

Operating Budget Impact

Funding Source

| | | | | | | | | |
|---|--|---|---|---|---|---|-----------|-----------|
| Federal Aviation Administration | | 0 | 0 | 0 | 0 | 0 | 4,500,000 | 4,500,000 |
| Airport RR&I Undesignated Balance | | 0 | 0 | 0 | 0 | 0 | 250,000 | 250,000 |
| Florida Department of Transportation - Aviation | | 0 | 0 | 0 | 0 | 0 | 250,000 | 250,000 |
| Total Funding | | 0 | 0 | 0 | 0 | 0 | 5,000,000 | 5,000,000 |

Safety & Security System Repairs

For repairs to the Access Control, Badging and Video Surveillance System that will periodically become necessary due to various equipment failures that are expected to occur as a result of normal life cycle failures, severe weather, power surges etc. This is a recurring project. Annual appropriations that are not expended by the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

Funding Source

| | | | | | | | | |
|---------------|--|--------|--------|--------|--------|--------|--------|---------|
| Airport RR&I | | 30,000 | 90,000 | 90,000 | 90,000 | 90,000 | 90,000 | 450,000 |
| Total Funding | | 30,000 | 90,000 | 90,000 | 90,000 | 90,000 | 90,000 | 450,000 |

Security Checkpoint Improvements

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|------------------|---|----------|----------|----------|------------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| This project will incorporate the necessary facility and equipment changes required to ensure the highest levels of safety and security for our traveling public. This project will include the design, purchase, installation, and construction management necessary to incorporate required passenger screening, camera surveillance and exit lane technologies. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| Funding Source | | | | | | | |
| Federal Aviation Administration | 0 | 1,125,000 | 0 | 0 | 0 | 0 | 1,125,000 |
| Airport RR&I Undesignated Balance | 0 | 62,500 | 0 | 0 | 0 | 0 | 62,500 |
| Florida Department of Transportation - Aviation | 0 | 62,500 | 0 | 0 | 0 | 0 | 62,500 |
| Total Funding | 0 | 1,250,000 | 0 | 0 | 0 | 0 | 1,250,000 |

South Ramp Reconstruction

This project includes the design, engineering, bidding, construction and construction administration services required to provide for the reconstruction and rehabilitation of the south ramp. This public use ramp is critical for the smooth and efficient operations necessary to accommodate general aviation, military, business and charter aircraft.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---|----------|------------------|------------------|----------|----------|----------|------------------|
| Federal Aviation Administration | 0 | 2,700,000 | 2,700,000 | 0 | 0 | 0 | 5,400,000 |
| Airport RR&I Undesignated Balance | 0 | 150,000 | 150,000 | 0 | 0 | 0 | 300,000 |
| Florida Department of Transportation - Aviation | 0 | 150,000 | 150,000 | 0 | 0 | 0 | 300,000 |
| Total Funding | 0 | 3,000,000 | 3,000,000 | 0 | 0 | 0 | 6,000,000 |

Taxiway Improvements

This project is to provide a short-term rehabilitation of taxiway pavements and includes sealing cracks, seal coating, and other repairs as well as grading shoulders and stormwater ponds and associated landscaping.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|---|----------|----------------|----------|------------------|----------|----------|------------------|
| Federal Aviation Administration | 0 | 0 | 0 | 1,080,000 | 0 | 0 | 1,080,000 |
| Airport RR&I Undesignated Balance | 0 | 125,000 | 0 | 60,000 | 0 | 0 | 185,000 |
| Florida Department of Transportation - Aviation | 0 | 125,000 | 0 | 60,000 | 0 | 0 | 185,000 |
| Total Funding | 0 | 250,000 | 0 | 1,200,000 | 0 | 0 | 1,450,000 |

Terminal Fire Alarm and System Upgrades

This project provides for the design, engineering, construction and construction administration required to meet federal, state and local life-safety requirements. This project includes replacement of the existing fire alarm control panel and associated improvements required to ensure visual and audible notifications and life-safety egress.

Operating Budget Impact

There is no operating budget impact within the five-year capital improvement plan.

Funding Source

| | | | | | | | |
|---|----------|----------|------------------|----------|----------|----------|------------------|
| Airport RR&I Undesignated Balance | 0 | 0 | 750,000 | 0 | 0 | 0 | 750,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 750,000 | 0 | 0 | 0 | 750,000 |
| Total Funding | 0 | 0 | 1,500,000 | 0 | 0 | 0 | 1,500,000 |

Terminal Loading Bridge Acquisition and Installation

Phase I

Passenger Boarding Bridges at Tallahassee Regional Airport will be 25 years old and in need of replacement. This project will replace six boarding bridges (A3, B3, B5, A5, A1 & A6).

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.

Funding Source

| | | | | | | | |
|---|----------|----------|------------------|------------------|----------------|----------------|------------------|
| Passenger Facility Charge | 0 | 0 | 1,600,000 | 1,600,000 | 400,000 | 400,000 | 4,000,000 |
| Florida Department of Transportation - Aviation | 0 | 0 | 400,000 | 400,000 | 400,000 | 400,000 | 1,600,000 |
| Total Funding | 0 | 0 | 2,000,000 | 2,000,000 | 800,000 | 800,000 | 5,600,000 |

Terminal Modernization

This project is to improve and modernize the Airport Passenger Terminal in the post 9/11 environment to allow for the optimization of airport non-aeronautical revenues from concessions and retail outlets as well as food and beverage and to accommodate growth and provide improved amenities for passengers in the near term (checkpoint relocation). Potential new vertical circulation and treatments to the second level sterile/non-sterile. This project provides for improvements to the building structure, mechanical equipment, fire safety, electrical, restrooms, doors, baggage handlers and ceiling and floor finishes. It will be based on a Strategic Terminal Master Plan.

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|------------|------------|------------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Operating Budget Impact | | | | | | | |
| There is no operating budget impact within the five-year capital improvement plan. | | | | | | | |
| Funding Source | | | | | | | |
| Federal Aviation Administration | 0 | 3,000,000 | 3,000,000 | 800,000 | 800,000 | 800,000 | 8,400,000 |
| Airport RR&I Undesignated Balance | 0 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 2,000,000 |
| Florida Department of Transportation - Aviation | 0 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 2,000,000 |
| Total Funding | 0 | 3,800,000 | 3,800,000 | 1,600,000 | 1,600,000 | 1,600,000 | 12,400,000 |
| Total Aviation | 1,005,000 | 10,445,000 | 35,045,000 | 28,795,000 | 20,745,000 | 12,645,000 | 107,675,000 |

Planning

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|---|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Bicycle Boxes | | | | | | | |
| Last year, the Planning Department, in close partnership with the City Public Works Department, initiated installation of the State of Florida's first Bike Box at the intersection of Call and Stadium on the edge of FSU's campus. This installation has been very well received, and the Joint City-County Bicycle Work Group has identified several other locations where bike boxes can improve the visibility and safety of cyclists. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| There is no operating impact within the current five-year capital improvement plan. | | | | | | | |
| Funding Source | | | | | | | |
| General Government Capital Project Account - GGCPA | 0 | 0 | 0 | 0 | 0 | 50,000 | 50,000 |
| Total Funding | 0 | 0 | 0 | 0 | 0 | 50,000 | 50,000 |
| Total Planning | 0 | 0 | 0 | 0 | 0 | 50,000 | 50,000 |

Public Works

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Advanced Transportation Management System Enhancements | | | | | | | |
| This project will fund system updates to the Tallahassee Advanced Transportation Management System (TATMS). Staff is currently developing a project to upgrade the aging and out of warranty traffic signal controllers at each signalized intersection with state of the art, Advanced Traffic Controller technology. Accomplishments to date include the completion of a project to relocate the TATMS from City Hall to the Public Safety Complex. Future updates are anticipated in FY 2019 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 will 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. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| Operating impacts of the proposed improvements have not been determined. Future impacts will be built into the five year plan as they are identified. | | | | | | | |
| Funding Source | | | | | | | |
| Gas Tax | 1,255,950 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005 Sales Tax | 0 | 550,000 | 0 | 600,000 | 0 | 650,000 | 1,800,000 |
| Total Funding | 1,255,950 | 550,000 | 0 | 600,000 | 0 | 650,000 | 1,800,000 |

Annual Bridge Repair and Maintenance Funding

The City of Tallahassee owns, operates, and maintains eighteen bridges throughout the city. The City has bridges on all types of roadways from arterials to residential streets. These eighteen bridges represent a variety of types including steel, pre-stressed concrete, and box culverts. The average age of the City's bridges is approximately 25 years.

The City receives Inspection/CID/Bridge Profile Reports from Florida Department of Transportation (FDOT) annually on between three to five bridges. Reports are provided by FDOT for each bridge every 12 to 18 months and provide basic information about the bridge, inspection details, repair recommendations, and comments on the overall health of the bridge. The repair recommendations address a broad range of deficiencies from minor cracking and spall repair or joint sealant replacement to major structural repairs such as a cracked column or foundation member or deck rehabilitation. This is a request for a recurring annual appropriation that can be utilized to address the deficiencies cited by FDOT. If approved, annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

Operating impacts of the proposed improvements have not been determined. Future impacts will be built into the five year plan as they are identified.

Funding Source

| | | | | | | | |
|----------------|---|---|---|--------|---|--------|--------|
| 2005 Sales Tax | 0 | 0 | 0 | 25,000 | 0 | 26,500 | 51,500 |
| Total Funding | 0 | 0 | 0 | 25,000 | 0 | 26,500 | 51,500 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|---|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Briarwood Subdivision Ditch Stabilization (Blue Bay Lane) | | | | | | | |
| <p>The 1000 foot section of ditch running through the Briarwood subdivision has eroded to the point that it is affecting several homes. The ditch does not only affect adjacent properties; yet, it can affect water quality and the Cities National Pollutant Discharge Elimination System (NPDES) permit. This ditch is part of the upper reaches of the Lafayette Creek drainage system. Stormwater is conveyed from the area south of Apalachee Parkway and east of Capital Circle SE through the Briarwood Subdivision and eventually to upper Lake Lafayette. The ditch is currently unimproved and the cross over pipe under Blue Bay Lane is rusted out. The proposed design will include stabilization of the ditch banks and replacement of the crossover pipes under Blue Bay Lane. In FY 2014, Public Works Drainage Operations was working to obtain drainage easements through the subdivision. Project cost is based upon our staff engineer's estimate.</p> <p>Operating Budget Impact</p> <p>There is no operating impact within the five year CIP and future impacts will be built into the five year plan as applicable.</p> <p>Funding Source</p> | | | | | | | |
| Stormwater RR&I | | 0 | 0 | 0 | 0 | 0 | 300,000 |
| Total Funding | | 0 | 0 | 0 | 0 | 0 | 300,000 |

Correction of ADA Deficiencies within Subdivision Sidewalks

Since the 1992 enactment of the Americans with Disabilities Act (ADA), many developments within the City of Tallahassee and Leon County have been constructed and accepted by the city for ownership and maintenance even though portions of the sidewalk systems did not comply with the ADA. For the past ten years, as City staff, area developers and local contractors have become more familiar with the technical requirements of full compliance and as the City's development acceptance process better addresses this issue, the recurrence of this situation has been, and will continue to be, diminished.

There remains a large inventory of sidewalks that are not compliant with the ADA within subdivisions for which the City is responsible for maintaining the right-of-way. This capital program request seeks to obtain a recurring funding source that can be proactively utilized to correct these deficiencies by addressing the most flagrant deficiencies first with the ultimate goal of seeking full compliance. If approved, annual appropriations that are 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.

Funding Source

| | | | | | | | | |
|----------------|--|---|---|---|---------|---------|---------|---------|
| 2005 Sales Tax | | 0 | 0 | 0 | 100,000 | 103,000 | 106,100 | 309,100 |
| Total Funding | | 0 | 0 | 0 | 100,000 | 103,000 | 106,100 | 309,100 |

Enhanced Asphalt Treatment Maintenance Program

Approximately ten years ago, the City applied stamped and painted asphalt treatments to selected roadways and intersections throughout the downtown area. Since that time, additional surface treatment enhancements, primarily at pedestrian crosswalks, have been included with some of the newer projects, such as along Gaines Street and Monroe Street. Although Monroe Street is owned by the FDOT, the City has agreed to maintain the crosswalks in exchange for the FDOT paying for the initial installation.

The greatest current need is for the stamped and painted asphalt to be restored as it has passed its five year average life expectancy and has degraded. The total surface area of the stamped and painted asphalt is approximately 14,700 square yards, which if addressed all at once, would cost an estimated \$113,550 to restore. This request is for a recurring annual appropriation that can be utilized to address those areas where the surfaces are most worn. This approach is recommended rather than a larger less frequent appropriation as the surface areas will wear out at differing rates depending on roadway usage and type of materials used. If approved, annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

Operating impacts of the proposed improvements have not been determined. Future impacts will be built into the five year plan as they are identified.

Funding Source

| | | | | | | | | |
|----------------|--|---|---|---|--------|--------|--------|--------|
| 2005 Sales Tax | | 0 | 0 | 0 | 25,000 | 25,750 | 26,500 | 77,250 |
| Total Funding | | 0 | 0 | 0 | 25,000 | 25,750 | 26,500 | 77,250 |

FAMU Way

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. Phase I of the project extends from MLK Boulevard to Pinellas Street. Phase II extends from Pinellas Street to the intersection of Gamble Street and Eugenia. The original budget was based on minor costs for FAMU Way from the Gamble /Eugenia intersection to Lake Bradford, resulting from utilizing the existing Gamble Street corridor for this section with some additional landscaping. Staff has developed an alternate design, designated as Phase III, which would reconstruct and realign the stretch of FAMU Way south from Lake Bradford, and through the existing Sewage Treatment Plant. This option would provide for greatly improved redevelopment opportunities by distancing the road from the existing CSX railroad tracks. The additional cost for this option is approximately \$9 million and has been incorporated into the requested program funding.

Operating Budget Impact

No estimates are available on the long term operating impacts of the extension, but they are expected to occur beyond the planning period. Future impacts will be built into the five-year plan as applicable.

Funding Source

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------------|----------------|---|------------------|----------|----------|-------------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Intergovernmental - Leon County | 1,789,908 | 0 | 0 | 0 | 0 | 0 | 0 |
| General Government Capital Project Account - GGCPA | 883,497 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005 Sales Tax | 3,000,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2004 Capital Bond Series | 8,985,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2014 Capital Bond Series | 13,500,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| General Government Future Bonds | 0 | 0 | 7,000,000 | 3,000,000 | 0 | 0 | 10,000,000 |
| Total Funding | 28,158,405 | 0 | 7,000,000 | 3,000,000 | 0 | 0 | 10,000,000 |

Flipper Street Sidewalk

This project provides for the construction of curb and gutter and sidewalk on one side of Flipper Street from Okaloosa Street to Campbell Street.

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.

Funding Source

| | | | | | | | |
|---------------------------------|----------------|----------------|----------|----------|----------|----------|----------------|
| 2005 Sales Tax | 350,000 | 400,000 | 0 | 0 | 0 | 0 | 400,000 |
| 2004 Capital Bond Series | 300 | 0 | 0 | 0 | 0 | 0 | 0 |
| General Government Future Bonds | 249,700 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Funding | 600,000 | 400,000 | 0 | 0 | 0 | 0 | 400,000 |

Greenway Trail Connectors - CITY

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.

Operating Budget Impact

No estimates are available on the long term operating impacts of the extension, but they are expected to occur beyond the planning period. Future impacts will be built into the five-year plan as applicable.

Funding Source

| | | | | | | | |
|----------------------|----------------|----------------|----------|----------|----------|----------|----------------|
| 2005 Sales Tax | 219,773 | 150,000 | 0 | 0 | 0 | 0 | 150,000 |
| Total Funding | 219,773 | 150,000 | 0 | 0 | 0 | 0 | 150,000 |

Jackson Bluff Road Reconstruction

Jackson Bluff Road from Essex Drive west to Century Park Drive shows significant deterioration and needs to be reconstructed. The current degraded condition of the pavement is a direct result of poor subgrade conditions. To properly repair this roadway, a full depth reconstruction with over excavation to remove the poor soils will be required. This scope of work and the associated costs warrant this project being addressed as a stand-alone capital improvement project rather than being addressed through the annual resurfacing program.

Funding is requested for the design and reconstruction of Jackson Bluff Road which will include removal and replacement of the unsuitable soils to a depth 3 feet below the existing pavement, 12" of FDOT Type B stabilized subgrade, 8" of lime rock base, and 3" of SP 9.5 asphalt pavement. Providing this funding and completing this project will complete the reconstruction Jackson Bluff Road between Lake Bradford Road and Century Park Drive. The segments between Lake Bradford Road and Essex Drive were completed in two prior projects, one in 2005 and one in 2006. The requested funds are based upon our staff engineer's estimate cost.

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.

Funding Source

| | | | | | | | |
|----------------------|----------|----------|----------|----------|----------------|----------|----------------|
| Gas Tax | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005 Sales Tax | 0 | 0 | 0 | 0 | 300,000 | 0 | 300,000 |
| Total Funding | 0 | 0 | 0 | 0 | 300,000 | 0 | 300,000 |

Lake Ella Sediment Removal

The 11-acre storm water facility requires periodic sediment removal. The facility was last excavated in 1986. A survey of the lake shows that sediment piles at the infalls have accumulated sediment to the point that they may become visible above the water line in the near future. Two issues require the sediment removal: water quality standards required by the National Pollutant Discharge Elimination System (NPDES) permit and the volume in the lake must be maximized in the event that the lake needs to be drawn down in preparation of storm event. The lake will be drawn down in conjunction with the water and sewer rehabilitation project in order to minimize the disruption to the neighborhood. Once the lake is drawn down, heavy construction equipment will excavate sediments back to the original designed specifications. After the sediment has been removed, the lake will be allowed to refill naturally by rainfall. Cost estimate was provided by a staff engineer in the Stormwater Division.

Operating Budget Impact

There are no operating impacts, funding will come from the stormwater utility fund.

Funding Source

| | | | | | | | |
|----------------------|----------|----------|------------------|----------|----------|----------|------------------|
| Stormwater RR&I | 0 | 0 | 1,500,000 | 0 | 0 | 0 | 1,500,000 |
| Total Funding | 0 | 0 | 1,500,000 | 0 | 0 | 0 | 1,500,000 |

Live Oak Plantation Road/Timberlane School Road Sidewalks

Fiscal Year 2015

CIP Project Summary

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|--|-------------|----------------|---|---------|---------|---------|---------------|-----------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| This project involves the construction of sidewalks on one side of the road on Live Oak Plantation Road and a portion of Timberlane School Road which lies within the City limits. | | | | | | | | |
| 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. | | | | | | | | |
| Funding Source | | | | | | | | |
| 1989 Sales Tax Undesignated Balance | | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 1,000,000 |
| Total Funding | | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 1,000,000 |

Magnolia Drive Sidewalk

This project involves the construction of a sidewalk or multiuse trail on Magnolia Drive (county roadway), between South Monroe Street and Apalachee Parkway.

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.

Funding Source

| | | | | | | | | |
|---|--|---|-----------|---|---|---|---|-----------|
| General Government Capital Improvement Fund - GGCIF | | 0 | 200,000 | 0 | 0 | 0 | 0 | 200,000 |
| 1989 Sales Tax Undesignated Balance | | 0 | 800,000 | 0 | 0 | 0 | 0 | 800,000 |
| Total Funding | | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 1,000,000 |

McCord Pond Ditch Improvements

Ditch erosion has enlarged the ditch to a point that encroachment into the adjacent residential and commercial properties is beginning to occur. This ditch runs northeast from Betton Road, behind residential properties on Trescott Drive and commercial properties on Thomasville Road, behind the Circle K on Thomasville Road near Betton Road. The ditch is in a 48-foot wide right-of-way and is approximately 10 feet deep with nearly vertical side slopes. The ditch is 1,250 feet in length and affects 11 residential and 5 commercial properties. Access to this ditch is at the north end at Post Road. Any stabilization maintenance required (placement of sandbags, installation of rip rap, etc.) must be done by hand. Preliminary design would install a 7-foot by 15-foot box culvert. The estimated cost of construction is \$1,884,000, and the estimated cost of design is \$188,400. Total cost is estimated at \$2,072,400. We are requesting the design and construction funding over two years as this is a relatively large project will require design and construction over two fiscal years. Funds requested for FY2017 are for the design. Construction funds will be requested for FY2018. This project's cost estimate was made according to staff's knowledge of the cost of similarly sized projects.

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.

Funding Source

| | | | | | | | | |
|-----------------|--|---|---|---|---------|-----------|---|-----------|
| Stormwater RR&I | | 0 | 0 | 0 | 188,400 | 1,884,000 | 0 | 2,072,400 |
| Total Funding | | 0 | 0 | 0 | 188,400 | 1,884,000 | 0 | 2,072,400 |

Miller Landing Road Intersection Improvement

This project provides for improvements to the intersection of Meridian Road and Miller Landing Road to improve traffic flow and resolve safety concerns at the intersection. The likely design will be a roundabout. An adjacent property owner approached the City to offer to donate the property needed for the construction of the roundabout and any needed stormwater facility. Design of the project would occur in FY 14 with construction to begin in FY 15.

Operating Budget Impact

Funding Source

| | | | | | | | | |
|---------------------------------|--|---------|---------|---------|---|---|---|---------|
| 2005 Sales Tax | | 150,000 | 100,000 | 0 | 0 | 0 | 0 | 100,000 |
| General Government Future Bonds | | 0 | 0 | 700,000 | 0 | 0 | 0 | 700,000 |
| Total Funding | | 150,000 | 100,000 | 700,000 | 0 | 0 | 0 | 800,000 |

Minor Intersection/Safety Modifications

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.

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.

Funding Source

| | | | | | | | | |
|----------------|--|---------|---------|---------|---------|---------|---------|-----------|
| Gas Tax | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005 Sales Tax | | 225,000 | 225,000 | 225,000 | 225,000 | 225,000 | 225,000 | 1,125,000 |
| Total Funding | | 225,000 | 225,000 | 225,000 | 225,000 | 225,000 | 225,000 | 1,125,000 |

Minor Stormwater Improvements

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|---|-------------|----------------|---|----------------|----------------|----------------|----------------|------------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| <p>The recurring project's scope is to resolve various minor stormwater problems that occur during the year. These are maintenance and minor improvements to the stormwater infrastructure system including, but not limited to: material acquisition, permitting, design and land acquisition. The recently issued National Pollution Discharge Elimination System (NPDES) Permit #3 requires that 10% of the entire stormwater system be inspected annually. Also, the Northwest Water Management District (NWFWM) testing requirements will increase as new facilities are accepted for maintenance. These increased levels of inspections will inevitably reveal additional maintenance requirements. Construction costs continue to increase due to the economic environment and cost of raw materials. Annual appropriations not expended to the end of the fiscal year will be returned to the stormwater fund.</p> <p>Operating Budget Impact</p> <p>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> <p>Funding Source</p> | | | | | | | | |
| Stormwater RR&I | | 420,000 | 425,000 | 425,000 | 437,750 | 450,900 | 464,450 | 2,203,100 |
| Total Funding | | 420,000 | 425,000 | 425,000 | 437,750 | 450,900 | 464,450 | 2,203,100 |

Municipal Complex Safety and Security Improvements

This multi-year project provides for safety and security improvements within the Public Works and Parks & Recreation, areas of the Municipal Services Complex (MSC). Key considerations for this plan included safety of structures, an analysis of the traffic flow, and the storage of equipment and materials. The ultimate goal is to design and construct an MSC which is safer, more secure, more energy efficient, and provides a more effective use of space.

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.

Funding Source

| | | | | | | | |
|--|------------------|----------|----------|------------------|------------------|------------------|-------------------|
| General Government Capital Project Account - GGCPA | 454,500 | 0 | 0 | 1,115,100 | 4,200,000 | 4,200,000 | 9,515,100 |
| 1989 Sales Tax | 445,500 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gas Tax | 325,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005 Sales Tax | 0 | 0 | 0 | 862,700 | 0 | 0 | 862,700 |
| Total Funding | 1,225,000 | 0 | 0 | 1,977,800 | 4,200,000 | 4,200,000 | 10,377,800 |

Myrick Road Outfall Ditch Improvement

Over the years, erosion has enlarged the ditch to a point that encroachment into the adjacent residential properties has had to be addressed in the past and continues to approach other properties. This ditch runs behind houses on both Myrick Road and Rhonda Drive. The ditch is in a 20-foot wide right-of-way and is 6 feet deep with nearly vertical side slopes. It is 1,200 feet in length and affects 21 residential properties in the Forrest Heights/Holly Hills neighborhood. The only access to this ditch is at the east and west ends and requires the drainage weed and brush crews to mow the ditch by hand utilizing weed eaters. Any stabilization maintenance required (placement of sandbags, installation of rip rap, etc.) must also be done by hand, utilizing wheelbarrows and the inmate crew.

Preliminary design would install a 42-inch RCP with five structures. The estimated cost, including the design fees, is \$232,000.00. Design and construction funding are budgeted within the same year as because this is a relatively small project can be completed within one fiscal year. This project's cost estimate was made according to staff's knowledge of the cost of similarly sized projects.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|------------------------|----------|----------|----------|----------------|----------|----------|----------------|
| Stormwater Utility Fee | 0 | 0 | 0 | 232,000 | 0 | 0 | 232,000 |
| Total Funding | 0 | 0 | 0 | 232,000 | 0 | 0 | 232,000 |

Nurse's Drive

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.

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.

Funding Source

| | | | | | | | |
|----------------------|----------|----------|----------|----------|----------|----------------|----------------|
| 2005 Sales Tax | 0 | 0 | 0 | 0 | 0 | 142,000 | 142,000 |
| Total Funding | 0 | 0 | 0 | 0 | 0 | 142,000 | 142,000 |

Park Avenue Ditch Stabilization

**City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|--|-------------|----------------|---|----------------|----------|----------|---------------|----------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| <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 hardened 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 past 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 feet 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. This project's cost estimate was made according to staff's knowledge of the cost of similarly sized projects.</p> <p>Operating Budget Impact</p> <p>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> <p>Funding Source</p> | | | | | | | | |
| Stormwater Utility Fee | | 0 | 0 | 300,000 | 0 | 0 | 0 | 300,000 |
| Total Funding | | 0 | 0 | 300,000 | 0 | 0 | 0 | 300,000 |

Railroad Avenue

This project will provide for reconstruction of 0.25 mile of Railroad Avenue as a revitalized connection between FAMU Way and Gaines Street. This project will be a component of the Gaines Street revitalization efforts. Improvements will include enhanced bike and pedestrian amenities, possible lane relocations, enhanced lighting and landscaping

Operating Budget Impact

Funding Source

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|----------|----------|----------|----------|------------------|
| 2005 Sales Tax | 500,000 | 1,275,500 | 0 | 0 | 0 | 0 | 0 | 1,275,500 |
| General Government Future Bonds | 500,000 | 0 | 1,224,500 | 0 | 0 | 0 | 0 | 1,224,500 |
| Total Funding | 1,000,000 | 1,275,500 | 1,224,500 | 0 | 0 | 0 | 0 | 2,500,000 |

Recurring Traffic Management Systems Improvements

On-going implementation of the Tallahassee Advanced Transportation Management System (TATMS) components will provide additional safety, enhance efficient system operations, provide vital traffic flow and effectiveness measures, and provide motorists with real-time traffic information through an intelligent transportation system (ITS) network. Features include video monitoring cameras, variable message signs (VMS), and emergency vehicle preemption. These funds will be used for new mast arm signals, mast arm / span wire replacements, pedestrian signal upgrades at various locations based on safety and traffic pattern variations. These funds will also support the ITS network enhancements with uninterruptible power supply (UPS) for controllers, fiber optic cable improvements, driver feedback / speed radar signs, and pedestrian rapid flashing beacons. 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

Operating impacts of the proposed improvements have not been determined. Future impacts will be built into the five year plan as they are identified.

Funding Source

| | | | | | | | | |
|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Gas Tax | 136,100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gas Tax Undesignated Balance | 189,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005 Sales Tax | 290,200 | 615,500 | 615,500 | 615,500 | 615,500 | 615,500 | 615,500 | 3,077,500 |
| Total Funding | 615,500 | 3,077,500 |

Residential Sidewalks and Bike Ped Implementation Prog

This project combines funding authorized by City Commission Policy 600CP for the Sidewalk Program and for the City Commission authorized Traffic Calming Program. Revisions to the traffic calming program approved by the City Commission have significantly reduced the number of projects that qualify for funding. Emphasis is placed on sidewalk improvements including in-fill sidewalks and missing link segments. It is anticipated that these funds will be used to supplement the design and construction of sidewalk projects through the Multimodal projects priority list. All sidewalks and ramps constructed must meet the Americans with Disabilities Act (ADA) criteria. These funds also support the Street Resurfacing Program on the construction of sidewalk / ADA ramps. 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 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.

Funding Source

| | | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|---|-----------|
| General Government Capital Improvement Fund - GGCIF | 670,950 | 236,500 | 185,150 | 0 | 0 | 670,950 | 0 | 1,092,600 |
| 2005 Sales Tax | 529,050 | 497,300 | 373,050 | 880,800 | 670,950 | 0 | 0 | 2,422,100 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Total Funding | 1,200,000 | 733,800 | 558,200 | 880,800 | 670,950 | 670,950 | 3,514,700 |

Skyland Drive Outfall Ditch Improvements

Over the years, erosion has enlarged the ditch to a point that encroachment into the adjacent residential properties has had to be addressed in the past and continues to approach other properties. This ditch runs behind houses on both Skyland Drive and Devra Drive. The ditch is in a 20-foot wide right-of-way and is 8 feet deep with nearly vertical side slopes. The ditch is 800 feet in length and affects 14 residential properties. The only access to this ditch is at the north end requiring the drainage weed and brush crews to mow the ditch by hand utilizing weed eaters. Any stabilization maintenance required (placement of sandbags, installation of rip rap, etc.) must also be done by hand, utilizing wheelbarrows and the inmate crew. Preliminary design would install a 48-inch RCP with five structures. The estimated cost, including the design fees, is \$183,000. We are requesting the design and construction funding all within the same year as this relatively small project can be designed and constructed within one fiscal year. This project's cost estimate was made according to staff's knowledge of the cost of similarly sized projects.

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.

Funding Source

| | | | | | | | |
|--------------------------------------|---|---|---|---------|---|---|---------|
| Stormwater RR&I Undesignated Balance | 0 | 0 | 0 | 183,000 | 0 | 0 | 183,000 |
| Total Funding | 0 | 0 | 0 | 183,000 | 0 | 0 | 183,000 |

Storm Drain System

Inspection/Rehabilitation/Replacement

This a master project that provides funding to inspect, and if necessary, repair or replace storm drain pipes and structures within City streets that are scheduled for resurfacing. Storm drain infrastructure has a service life which can be extended through timely inspection and rehabilitation. When rehabilitation is not feasible, replacement should be performed prior to street resurfacing. This storm drain RR&I work will also be coordinated with other City utility RR&I projects along streets that are not currently programmed in the City's resurfacing program. Additionally, the City's NPDES MS4 Permit requires annual inspection and maintenance of a minimum of 10% of the drainage infrastructure. This project will assist the City in achieving compliance with this component of the MS4 permit. This is a recurring project. Annual appropriations that are not expended by the end of the fiscal year will be returned to fund balance. Periodically, funds may be utilized to purchase, upgrade, and/or replace inspection equipment.

Operating Budget Impact

None. These sub-projects will be improvements to the existing, urban conveyance system. These types of improvements typically do not have an impact on operating costs.

Funding Source

| | | | | | | | |
|-----------------|---------|---------|-----------|-----------|-----------|-----------|-----------|
| Stormwater RR&I | 750,000 | 750,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 4,750,000 |
| Total Funding | 750,000 | 750,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 4,750,000 |

Street Resurfacing Program

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. The primary method used for this program is the conventional asphalt overlay. Cold milling of the existing surface is sometimes required. The recycled milled asphalt is a "green" method in that the milled material is re-used for based material. Another method we utilize is "hot in place" which also reuses the existing top surface, a "green" process that further supports the City's recycling efforts. The work 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.

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.

Funding Source

| | | | | | | | |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Gas Tax | 3,298,900 | 2,740,000 | 2,889,700 | 2,802,600 | 3,168,000 | 3,153,800 | 14,754,100 |
| Gas Tax Undesignated Balance | 0 | 598,000 | 0 | 0 | 0 | 0 | 598,000 |
| 2005 Sales Tax | 0 | 0 | 560,300 | 750,900 | 492,100 | 334,900 | 2,138,200 |
| Total Funding | 3,298,900 | 3,338,000 | 3,450,000 | 3,553,500 | 3,660,100 | 3,488,700 | 17,490,300 |

Sustainable Traffic Signal Pilot Project

This pilot project will fund a test installation of a solar powered signalized intersection. Between the low energy consumption of light emitting diode (LED) traffic signals and the emerging battery and photovoltaic panel technology, it is increasingly thought that it will become more cost effective to power a signalized intersection using solar energy. We request this project not receive advance funding as we believe the project will benefit from further technological developments that will likely result in reductions in cost per kilowatt of these systems.

Operating Budget Impact

This project will have a reoccurring cost associated with the maintenance/replacement efforts of the batteries. Current technology batteries are typically replaced every three years. By 2019 the service life of these batteries are expected to be extended. Operating budget impacts will be addressed in more detail as FY 2019 approaches and then current technological advances can be considered.

Funding Source

| | | | | | | | |
|---------|---|---|---|---|---|---|---|
| Gas Tax | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---------|---|---|---|---|---|---|---|

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|----------------------------|-------------|----------------|---|---------|---------|---------|---------------|---------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| 2005 Sales Tax | | 0 | 0 | 0 | 0 | 0 | 150,000 | 150,000 |
| Total Funding | | 0 | 0 | 0 | 0 | 0 | 150,000 | 150,000 |

Thermo-plastic Marking Program

Thermo-plastic pavement markings, as opposed to painted markings, are a much more durable method for marking the city's roadways. The life expectancy for thermo-plastic markings is six to ten years depending upon the roadways' usage. The life expectancy for painted markings is six months to a year. However, with current work load, budget and staff, we are unable to complete even one cycle per year. Additionally, the thermo-plastic markings, because they incorporate glass beads in the fluid as it is applied, provides better initial reflectivity and better retains that reflectivity over the life of the application. This improves motorist safety. Using skip dash white striping as the baseline, the estimated contractual unit cost for thermo-plastic marking is \$1,000 per mile. The estimated cost for painted markings is \$190 per mile. If you assume that the paint cycle is completed every 9 months and compare it with thermo-plastic for an average 8 year cycle, the cost is \$2,025/mile vs. \$1,000/mile. Of course, there are other costs such as stop bars, crosswalks, solid white turn lanes, etc. The average unit cost for paint is approximately 2 times as much than thermo-plastic for the 8 year cycle.

For the past approximate 8 years, Public Works Operations has been applying thermo-plastic pavement markings as part of the resurfacing program. This decreases funds available for asphalt resurfacing. Because of this, this capital request is being made to develop a program designed to progressively apply and maintain thermo-plastic pavement markings to the streets of Tallahassee that previously have had painted markings.

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.

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.

Funding Source

| | | | | | | | | |
|----------------|---|---|---|--------|---|--------|--------|---|
| Gas Tax | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005 Sales Tax | 0 | 0 | 0 | 40,000 | 0 | 42,400 | 82,400 | |
| Total Funding | 0 | 0 | 0 | 40,000 | 0 | 42,400 | 82,400 | |

Traffic Signal Preemption System Replacement

This project will fund a replacement of the current optical (line of sight) traffic signal Fire Truck Preemption system with a state-of-the art Global Positioning System (GPS) based system. The current system was installed in 1997 and is out of warranty by the manufacturer and is nearing the end of its service life. Replacement parts are becoming more difficult to obtain and maintenance costs are increasing. Currently, due to line of sight issues, many of our signals do not have sufficient time to give a safe right of way to the emergency vehicles. A new GPS based system, because of its geo-connectivity, will provide a more rapidly responsive and therefore safer signal operation for our responding emergency vehicles. Due to the GPS operation, emergency vehicles will no longer "out run" the signal preemption. A secondary function of this new system is the ability to provide transit signal priority for our StarMetro transit vehicles. This is a significantly beneficial feature that will allow transit vehicles that are behind in their route schedule to extend traffic signal greens and make up time to get back on schedule. Public Works is taking the lead on this project in coordination with the Tallahassee Fire Department and StarMetro. Funds requested are based upon staff's discussions with vendors.

Operating Budget Impact

It is anticipated that this project will result in a decrease in maintenance efforts therefore will reduce operating budget requirements. As FY 2018 approaches, the available technology will be reviewed and an estimated operating budget impact will be provided.

Funding Source

| | | | | | | | | |
|----------------|---|---|---|---|-----------|-----------|-----------|---|
| Gas Tax | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005 Sales Tax | 0 | 0 | 0 | 0 | 1,857,700 | 2,142,300 | 4,000,000 | |
| Total Funding | 0 | 0 | 0 | 0 | 1,857,700 | 2,142,300 | 4,000,000 | |

Vinedale Building Life Safety and Standby Power Upgrade

The Vinedale building emergency power system consists of a 200kW/250kVA, 120/280V diesel generator and a 1800 gallon fuel tank capable of running for 125 hours at full load. Staff retained the services of a consultant to study the emergency power system of the Vinedale Building. The consultant was tasked with the following:

1. Developing an existing standby power riser diagram.
2. Develop as-built condition floor plans of major standby power system.
3. Describe deficiencies and provide recommendations.

The consultant found several deficiencies in the system, including improper labeling of system components, no up-to-date single line diagram of system components, and the system does not meet the requirements of the NEC, Article 700 which requires a separate life safety branch (circuit). Based on the recommendations from the consultant, staff is requesting funding in the amount of \$125,000 to implement the improvements in order to bring the life safety and standby power systems into compliance.

Operating Budget Impact

Funding Source

| | | | | | | | | |
|--|---|---|---|---|---|---------|---------|--|
| General Government Capital Improvement Fund - GGCIIF | 0 | 0 | 0 | 0 | 0 | 125,000 | 125,000 | |
| Total Funding | 0 | 0 | 0 | 0 | 0 | 125,000 | 125,000 | |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Weems Road Extension | | | | | | | |
| 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. | | | | | | | |
| 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. | | | | | | | |
| Funding Source | | | | | | | |
| Gas Tax | 622,500 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005 Sales Tax | 1,500,000 | 0 | 2,192,400 | 0 | 0 | 0 | 2,192,400 |
| General Government Future Bonds | 377,500 | 0 | 2,807,600 | 0 | 0 | 0 | 2,807,600 |
| Total Funding | 2,500,000 | 0 | 5,000,000 | 0 | 0 | 0 | 5,000,000 |

Work and Asset Management System Upgrade

Cartegraph Navigator has been used by the Division for almost a decade as our work and asset management software. The software has been upgraded a number of times including recently to version 8.3b which allowed the utilization of Trimble mobile devices. The intent of the mobile device project was to decrease repetitive tasks, streamline processes, and increase efficiency while reducing long term operational costs. However, the Trimble mobile devices and the Cartegraph Navigator software are nearing the end of their developmental lifecycle and future support will be limited beyond the next three to five years.

Cartegraph Navigator has been used by the Division for almost a decade as our work and asset management software. The software has been upgraded a number of times including recently to version 8.3b which allowed the utilization of Trimble mobile devices. The intent of the mobile device project was to decrease repetitive tasks, streamline processes, and increase efficiency while reducing long term operational costs. However, the Trimble mobile devices and the Cartegraph Navigator software are nearing the end of their developmental lifecycle and future support will be limited beyond the next three to five years.

A new work and asset management solution is needed for the Division in order to keep pace with current technology and to maintain the same level of service. This new system needs to be a web application, meaning it can be used on any device with a compatible web browser, including smart phones and tablets. This is an important advantage because there is not the reliance on legacy hardware technology or future costly hardware upgrades. The new system will run on the devices already being used by staff such as iPhones, iPads, Android devices, laptops, etc. In addition, upgrades to the web based system will be simplified due to the centralized nature of the software and not being required to upgrade each individual device utilizing the software.

Funding is being requested to cover the costs of implementing a new system, training for staff on the new system, data conversion, and licensing. Staff is currently evaluating software solutions from multiple vendors and will make a recommendation in the near future. Costs for implementing this change are estimated to be \$250,000.

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.

Funding Source

| | | | | | | | |
|--|------------|------------|------------|------------|------------|------------|-------------|
| General Government Capital Project Account - GGCPA | 0 | 0 | 0 | 0 | 160,750 | 89,250 | 250,000 |
| Total Funding | 0 | 0 | 0 | 0 | 160,750 | 89,250 | 250,000 |
| Total Public Works | 41,618,528 | 10,562,800 | 21,998,200 | 13,083,750 | 15,153,650 | 14,464,650 | 75,263,050 |
| Total Development and Transportation Services | 42,623,528 | 21,007,800 | 57,043,200 | 41,878,750 | 35,898,650 | 27,159,650 | 182,988,050 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Electric Utility

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|---|-------------|----------------|---|---------|---------|---------|---------------|-----------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| CC-ECC Building Upgrades | | | | | | | | |
| This project provides for necessary improvements and upgrades to the primary and backup Electric Control Center facilities. Enhancements to the structures and equipment are frequently needed to maintain and support on-going 24/7 operations. Modifications to the current facilities will allow for improved capabilities with new technologies in monitoring, security, and operations. Procurement activities for this project will include both upgrades to existing structures and equipment as well as routine facility maintenance. | | | | | | | | |
| 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. | | | | | | | | |
| Funding Source | | | | | | | | |
| Electric RR&I | | 50,000 | 1,000,000 | 50,000 | 50,000 | 50,000 | 75,000 | 1,225,000 |
| Total Funding | | 50,000 | 1,000,000 | 50,000 | 50,000 | 50,000 | 75,000 | 1,225,000 |

CC-Sub-Supervisory Control & Data Acquisition (SCADA)

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.

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.

Funding Source

| | | | | | | | | |
|---------------|--|---------|---------|---------|---------|---------|---------|-----------|
| Electric RR&I | | 600,000 | 600,000 | 525,000 | 550,000 | 550,000 | 570,000 | 2,795,000 |
| Total Funding | | 600,000 | 600,000 | 525,000 | 550,000 | 550,000 | 570,000 | 2,795,000 |

CC-Telecommunications/Fiber Optics

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.

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.

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.

Funding Source

| | | | | | | | | |
|-----------------------|--|---------|---------|---------|---------|---------|---------|-----------|
| Electric RR&I | | 55,000 | 55,000 | 60,000 | 65,000 | 65,000 | 70,000 | 315,000 |
| Electric Future Bonds | | 220,000 | 220,000 | 240,000 | 260,000 | 260,000 | 280,000 | 1,260,000 |
| Total Funding | | 275,000 | 275,000 | 300,000 | 325,000 | 325,000 | 350,000 | 1,575,000 |

Corn Master-Outages & BOP Work

This project will fund periodic inspections, preventative maintenance activities, major/minor repairs performed during outages, and replacements and improvements to the generating units and balance of plant (BOP), including, but not limited to, structures, spillway and earthwork, at the C.H. Corn Hydroelectric Generating Station to ensure compliance with all federal, state and local regulations and the safe, reliable and efficient long-term operation of the generating units.

This FY 2015 master project includes, but is not limited to, FERC required activities. Additional unanticipated or unspecified plant repairs or improvements of higher priority can be substituted for the projects on the list and/or be funded from the master project and there is no limitation of the amount a subproject can be set up from the master.

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.

Funding Source

| | | | | | | | | |
|---------------|--|---------|--------|---------|---------|---------|---------|-----------|
| Electric RR&I | | 425,000 | 10,000 | 425,000 | 695,000 | 275,000 | 360,000 | 1,765,000 |
| Total Funding | | 425,000 | 10,000 | 425,000 | 695,000 | 275,000 | 360,000 | 1,765,000 |

Demand Side Management Program Support

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Electric Utility

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|--|-------------|----------------|---|---------|---------|---------|---------------|---------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| 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. | | | | | | | | |
| <u>Funding Source</u> | | | | | | | | |
| Energy Conservation Fund - Capital Funds | | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 625,000 |
| Total Funding | | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 625,000 |

Hopkins Master-Outages & BOP Work

This project will fund periodic inspections, preventative maintenance activities, major/minor repairs performed during outages, and replacements and improvements to the generating units and balance of plant (BOP) at the Hopkins Generating Station to ensure compliance with all federal, state and local regulations and the safe, reliable and efficient long-term operation of the generating units.

This master project for FY 2015 includes, but is not limited to, Unit 1 Electrical R/R, Unit 1 Mechanical R/R, Unit 2 Electrical R/R, Unit 2 Mechanical R/R, Arc Flash Study and Implementation, Balance of Plant (BOP) Equipment and Facility R/R and DCS Technology Upgrade. Additional unanticipated or unspecified plant repairs or improvements of higher priority can be substituted for the projects on the list and/or be funded from the master project and there is no limitation of the amount a subproject can be set up from the master.

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.

Funding Source

| | | | | | | | | |
|---------------|--|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Electric RR&I | | 4,400,000 | 1,950,000 | 1,450,000 | 3,600,000 | 4,425,000 | 3,200,000 | 14,625,000 |
| Total Funding | | 4,400,000 | 1,950,000 | 1,450,000 | 3,600,000 | 4,425,000 | 3,200,000 | 14,625,000 |

PE-Distribution Upgrades & Modifications

Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects activities associated with construction of new and refurbishment/upgrade of existing distribution facilities. Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.

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.

Funding Source

| | | | | | | | | |
|-----------------------|--|-----------|-----------|-----------|------------|-----------|-----------|------------|
| Electric Future Bonds | | 7,805,000 | 3,960,000 | 5,692,000 | 10,682,000 | 4,900,000 | 9,000,000 | 34,234,000 |
| Total Funding | | 7,805,000 | 3,960,000 | 5,692,000 | 10,682,000 | 4,900,000 | 9,000,000 | 34,234,000 |

PE-New Service Installations

Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects activities associated with construction/installation of structures/equipment required for new residential and commercial service connections. Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.

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.

Funding Source

| | | | | | | | | |
|-----------------------|--|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Electric Future Bonds | | 3,505,000 | 3,525,000 | 3,650,000 | 3,775,000 | 3,900,000 | 4,005,000 | 18,855,000 |
| Total Funding | | 3,505,000 | 3,525,000 | 3,650,000 | 3,775,000 | 3,900,000 | 4,005,000 | 18,855,000 |

PE-Purchase of Talquin Electric Co-op Facilities

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.

**City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|--|-------------|----------------|---|-----------|---------|-----------|---------------|-----------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| <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. | | | | | | | | |
| <u>Funding Source</u> | | | | | | | | |
| Electric RR&I | | 11,700,000 | 0 | 3,500,000 | 300,000 | 1,500,000 | 2,000,000 | 7,300,000 |
| Total Funding | | 11,700,000 | 0 | 3,500,000 | 300,000 | 1,500,000 | 2,000,000 | 7,300,000 |

PE-Recurring-Replacements and Upgrades

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.

Funding Source

| | | | | | | | | |
|---------------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Electric RR&I | | 1,224,000 | 1,150,000 | 1,181,000 | 1,211,000 | 1,244,000 | 1,275,000 | 6,061,000 |
| Total Funding | | 1,224,000 | 1,150,000 | 1,181,000 | 1,211,000 | 1,244,000 | 1,275,000 | 6,061,000 |

PE-Street Lighting

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.

Funding Source

| | | | | | | | | |
|---------------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Electric RR&I | | 1,250,000 | 1,258,000 | 1,265,000 | 1,273,000 | 1,281,000 | 1,340,000 | 6,417,000 |
| Total Funding | | 1,250,000 | 1,258,000 | 1,265,000 | 1,273,000 | 1,281,000 | 1,340,000 | 6,417,000 |

PE-Substation Modifications

Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects activities associated with construction of new and refurbishment/upgrade of existing substations facilities. Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.

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.

Funding Source

| | | | | | | | | |
|-----------------------|--|-----------|------------|-----------|-----------|-----------|-----------|------------|
| Electric 2010 Bonds | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Electric Future Bonds | | 5,577,000 | 10,790,000 | 2,520,000 | 1,500,000 | 1,700,000 | 2,000,000 | 18,510,000 |
| Total Funding | | 5,577,000 | 10,790,000 | 2,520,000 | 1,500,000 | 1,700,000 | 2,000,000 | 18,510,000 |

PE-Transmission Upgrades & Modifications

Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects activities associated with construction of new and refurbishment/upgrade of existing transmission facilities. Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.

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.

Funding Source

| | | | | | | | | |
|-----------------------|--|-----------|---------|---------|---------|---------|-----------|-----------|
| Electric 2010 Bonds | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Electric Future Bonds | | 9,458,000 | 280,000 | 150,000 | 250,000 | 700,000 | 4,600,000 | 5,980,000 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Electric Utility

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|---------|---------|-----------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Total Funding | 9,458,000 | 280,000 | 150,000 | 250,000 | 700,000 | 4,600,000 | 5,980,000 |

Prod Mgmt- Champs Upgrades/Enhancements

The electric generating plants utilize Champs, a computerized maintenance management system, to manage maintenance activities of power plant equipment. The application tracks work being performed on equipment, the maintenance history and the associated costs and are a useful tool for plant management decisions. Periodic upgrades or enhancements to the application, some of which are required to continue maintenance support from the vendor, 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 and scheduling the maintenance activities at the power plants.

Funding Source

| | | | | | | | |
|---------------|--------|--------|---|---|---|---|--------|
| Electric RR&I | 50,000 | 50,000 | 0 | 0 | 0 | 0 | 50,000 |
| Total Funding | 50,000 | 50,000 | 0 | 0 | 0 | 0 | 50,000 |

Prod Mgmt-Purchase/Install Distributed Generation

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 distributed generation including combustion turbines at key locations on the city's system to meet grid reliability standards. One option in the 2017-2018 timeframe identified for further detailed study is the installation of combustion turbines or reciprocating engines as an alternative to the addition of major 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 is expected to be made by the City Commission during fiscal year 2013-2014.

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.

Funding Source

| | | | | | | | |
|---------------|---|-----------|------------|---|---|------------|------------|
| Electric RR&I | 0 | 2,000,000 | 28,000,000 | 0 | 0 | 39,500,000 | 69,500,000 |
| Total Funding | 0 | 2,000,000 | 28,000,000 | 0 | 0 | 39,500,000 | 69,500,000 |

Prod Mgmt-Training Solutions

This project will develop a training and certification program designed for plant operators, Electrical and Instrument (E&I) personnel and maintenance mechanics at the three Electric generation facilities. Training is critical as the equipment and the controls and software required to operate it are being updated routinely to more complex and modern technology. It provides a comprehensive, validated method, for evaluating and training plant personnel to ensure they are competent to operate and maintain the city's facilities in a safe, effective, reliable and efficient manner.

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.

Funding Source

| | | | | | | | |
|---------------|---------|---|---|---|---------|---|---------|
| Electric RR&I | 250,000 | 0 | 0 | 0 | 250,000 | 0 | 250,000 |
| Total Funding | 250,000 | 0 | 0 | 0 | 250,000 | 0 | 250,000 |

Purdom Master-Outages & BOP Work

This project will fund periodic inspections, preventative maintenance activities, major/minor repairs performed during outages, and replacements and improvements to the generating units and balance of plant (BOP) at the Purdom Generating Station to ensure compliance with all federal, state and local regulations and the safe, reliable and efficient long-term operation of the generating units.

This master project for FY 2015 includes, but is not limited to, Unit 8 Lube Oil Flush and Change Out, Unit 8 Vapor Compressor, Acid and Caustic Tank R&R, Unit 8 CO2 Panel Replacement, Unit 8 MKVI Controls Upgrade/DCS Upgrade and modifications to facilitate the Unit 7 Demolition. Additional unanticipated or unspecified plant repairs or improvements of higher priority can be substituted for the projects on the list and/or be funded from the master project and there is no limitation of the amount a subproject can be set up from the master.

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.

Funding Source

| | | | | | | | |
|---------------|---------|-----------|-----------|---------|------------|-----------|------------|
| Electric RR&I | 993,000 | 3,250,000 | 1,475,000 | 880,000 | 13,015,000 | 2,475,000 | 21,095,000 |
| Total Funding | 993,000 | 3,250,000 | 1,475,000 | 880,000 | 13,015,000 | 2,475,000 | 21,095,000 |

Solar Capacity Expansion Plan

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Electric Utility

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|--|-------------|----------------|---|---------|---------|---------|---------------|-----------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| 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. | | | | | | | | |
| Funding Source | | | | | | | | |
| Electric RR&I | | 913,500 | 0 | 300,000 | 300,000 | 300,000 | 300,000 | 1,200,000 |
| Total Funding | | 913,500 | 0 | 300,000 | 300,000 | 300,000 | 300,000 | 1,200,000 |

SP-Alternate Energy Expansion Plan

The Alternative Energy Expansion Plan project activities include both generation resources and alternative fuel projects. The use of consultants, travel, and legal services will be utilized for evaluating the feasibility and effectiveness of incorporating alternative fuel sources, including renewables, into the City's processes and facilities for production of electric power.

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.

Funding Source

| | | | | | | | | |
|---------------|--|---|---------|---|---|---|---|---------|
| Electric RR&I | | 0 | 500,000 | 0 | 0 | 0 | 0 | 500,000 |
| Total Funding | | 0 | 500,000 | 0 | 0 | 0 | 0 | 500,000 |

SP-Electric System Planning Resource Studies

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.

Funding Source

| | | | | | | | | |
|---------------|--|---------|---------|---------|---------|---------|---------|---------|
| Electric RR&I | | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| Total Funding | | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |

SP-Energy Efficiency & Demand-Side Management

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 that formerly were budgeted in the now-defunct Energy Services Department.

Funding Source

| | | | | | | | | |
|---------------|--|------------|---|-----------|-----------|-----------|-----------|------------|
| Electric RR&I | | 30,174,722 | 0 | 6,000,000 | 6,000,000 | 6,000,000 | 6,000,000 | 24,000,000 |
| Total Funding | | 30,174,722 | 0 | 6,000,000 | 6,000,000 | 6,000,000 | 6,000,000 | 24,000,000 |

T&D-Electric A/R Master

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.

Funding Source

| | | | | | | | | |
|---------------------|--|---------|---------|---------|---------|---------|---------|-----------|
| Electric RR&I | | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 1,250,000 |
| Accounts Receivable | | 650,000 | 750,000 | 750,000 | 750,000 | 750,000 | 750,000 | 3,750,000 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Electric Utility

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|-----------|-----------|-----------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Total Funding | 900,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 5,000,000 |

T&D-Instrumentation/Control RR&I

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.

Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects associated with these activities . Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.

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.

Funding Source

| | | | | | | | |
|---------------|--------|--------|--------|--------|--------|--------|---------|
| Electric RR&I | 60,000 | 60,000 | 65,000 | 65,000 | 65,000 | 65,000 | 320,000 |
| Total Funding | 60,000 | 60,000 | 65,000 | 65,000 | 65,000 | 65,000 | 320,000 |

T&D-Operations Center RR&I

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.

Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects associated with these activities . Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.

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.

Funding Source

| | | | | | | | |
|---------------|---------|---------|---------|-----------|---------|---------|-----------|
| Electric RR&I | 475,000 | 425,000 | 225,000 | 1,240,000 | 257,000 | 325,000 | 2,472,000 |
| Total Funding | 475,000 | 425,000 | 225,000 | 1,240,000 | 257,000 | 325,000 | 2,472,000 |

T&D-Overhead Line RR&I

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.

Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects associated with these activities . Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.

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.

Funding Source

| | | | | | | | |
|---------------|---------|---------|---------|---------|---------|---------|---------|
| Electric RR&I | 500,000 | 150,000 | 150,000 | 150,000 | 150,000 | 170,000 | 770,000 |
| Total Funding | 500,000 | 150,000 | 150,000 | 150,000 | 150,000 | 170,000 | 770,000 |

T&D-Substation RR&I

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Electric Utility

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|--|-------------|----------------|---|---------|---------|---------|---------------|-----------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| <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>Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects associated with these activities. Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.</p> <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></p> <p>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> <p><u>Funding Source</u></p> | | | | | | | | |
| Electric RR&I | | 485,000 | 685,000 | 685,000 | 735,000 | 735,000 | 785,000 | 3,625,000 |
| Total Funding | | 485,000 | 685,000 | 685,000 | 735,000 | 735,000 | 785,000 | 3,625,000 |

T&D-URD System RR&I

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.

Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects associated with these activities. Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.

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.

Funding Source

| | | | | | | | | |
|---------------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Electric RR&I | | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 | 5,750,000 |
| Total Funding | | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 | 5,750,000 |

USC-Misc Repair and Replacement

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.

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.

Funding Source

| | | | | | | | | |
|---------------|--|---------|---------|---|---|---------|---|---------|
| Electric RR&I | | 400,000 | 100,000 | 0 | 0 | 100,000 | 0 | 200,000 |
| Total Funding | | 400,000 | 100,000 | 0 | 0 | 100,000 | 0 | 200,000 |

Total Electric Utility 82,895,222 34,443,000 60,033,000 36,006,000 44,147,000 80,820,000 255,449,000

Fleet Management

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |

Environmental Compliance and Remediation Program

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.

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services
Fleet Management

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Operating Budget Impact | | | | | | | |
| There is no operating impact within the five-year capital improvement plan and future impacts will be built into the five-year plan as applicable. | | | | | | | |
| Funding Source | | | | | | | |
| Fleet Reserve Fund | | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| Total Funding | | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |

Vehicle Replacement

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.

Operating Budget Impact

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

Funding Source

| | | | | | | | | |
|------------------------|--|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Fleet Reserve Fund | | 8,000,000 | 8,500,000 | 8,500,000 | 8,500,000 | 8,500,000 | 8,500,000 | 42,500,000 |
| Total Funding | | 8,000,000 | 8,500,000 | 8,500,000 | 8,500,000 | 8,500,000 | 8,500,000 | 42,500,000 |
| Total Fleet Management | | 8,100,000 | 8,600,000 | 8,600,000 | 8,600,000 | 8,600,000 | 8,600,000 | 43,000,000 |

StarMetro

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|---|-------------|----------------|---|---------|---------|---------|---------------|---------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| StarMetro - Miscellaneous A/R | | | | | | | | |
| 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. | | | | | | | | |
| Operating Budget Impact | | | | | | | | |
| Department is using operating revenue to fund this project. | | | | | | | | |
| Funding Source | | | | | | | | |
| StarMetro Accounts Receivable | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Total Funding | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Total StarMetro | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|---|-------------|----------------|---|---------|---------|---------|---------------|---------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| Alternate Fuel Program | | | | | | | | |
| 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. | | | | | | | | |
| Operating Budget Impact | | | | | | | | |
| Marginal operating impact that will be offset by increased revenues. | | | | | | | | |
| Funding Source | | | | | | | | |
| Gas RR&I | | 30,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gas RR&I Undesignated Balance | | 0 | 40,000 | 40,000 | 50,000 | 50,000 | 60,000 | 240,000 |
| Total Funding | | 30,000 | 40,000 | 40,000 | 50,000 | 50,000 | 60,000 | 240,000 |

Automation Implementation

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.

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.

Funding Source

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--------------------------------------|------------------|----------------|---|----------------|----------------|----------------|------------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Gas RR&I | 502,265 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gas RR&I Undesignated Balance | 0 | 140,000 | 140,000 | 140,000 | 140,000 | 140,000 | 700,000 |
| Water RR&I | 223,647 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water RR&I Undesignated Balance | 0 | 245,000 | 245,000 | 245,000 | 0 | 0 | 735,000 |
| Sewer RR&I | 256,156 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | 0 | 245,000 | 245,000 | 0 | 0 | 0 | 490,000 |
| Stormwater RR&I Undesignated Balance | 49,812 | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 | 350,000 |
| Total Funding | 1,031,880 | 700,000 | 700,000 | 455,000 | 210,000 | 210,000 | 2,275,000 |

Carbon Bed Replacement

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. FY14 - Well 6 and 7, FY15 - Well 13 with renovation to GAC Valves, FY16 - Well 9. 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 resources. It will be undertaken with existing staff and/or funding.

Funding Source

| | | | | | | | |
|----------------------|----------------|----------------|----------------|----------|----------|----------|----------------|
| Water Future CUSB | 200,000 | 250,000 | 200,000 | 0 | 0 | 0 | 450,000 |
| Total Funding | 200,000 | 250,000 | 200,000 | 0 | 0 | 0 | 450,000 |

Collection System Rehabilitation/Replacement

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.

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Sewer RR&I | 2,909,400 | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 | 15,000,000 |
| Sewer RR&I Undesignated Balance | 940,650 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Funding | 3,850,050 | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 | 15,000,000 |

Composite Samplers

Replace composite, refrigerated samplers at TPS, TRRF & SEF; 5 total + one spare

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|---------------------------------|---------------|----------|---------------|----------|----------|----------|---------------|
| Sewer RR&I Undesignated Balance | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | 0 | 0 | 50,000 | 0 | 0 | 0 | 50,000 |
| Total Funding | 50,000 | 0 | 50,000 | 0 | 0 | 0 | 50,000 |

Copeland Street Drainage Improvements

The project objective is to upgrade the storm drain infrastructure along Copeland Street between Tennessee Street and St. Augustine Road. The existing storm drain pipes in this area are deteriorating with some segments undersized. These upgrades will be made concurrent with other planned infrastructure improvements along Copeland Street to minimize impacts to the public. Projected costs are engineer's estimates, based upon historical property acquisition, engineering design and construction costs.

Operating Budget Impact

This project may have a reduction on the operating budget by eliminating the structurally deficient pipes thereby minimizing operating costs.

Funding Source

| | | | | | | | |
|--------------------------------------|----------|----------------|----------------|----------|----------|----------|----------------|
| Stormwater RR&I Undesignated Balance | 0 | 100,000 | 450,000 | 0 | 0 | 0 | 550,000 |
| Total Funding | 0 | 100,000 | 450,000 | 0 | 0 | 0 | 550,000 |

Cross Connection Control Program Improvements

The purpose of this project is to evaluate existing processes and implement an improvement plan in the Cross Connection Control (CCC) Program that results in a more efficient and effective program. Project planned in FY14 includes evaluation and acquisition of software capable of interfacing with Customer Information System (CIS), improving the tracking of various types of backflow assemblies, and meeting the new enforcement and compliance guidelines. Projects planned for FY15 include evaluation and acquisition of software capable of web based data input from contractors/field equipment inspectors (on-line reporting system).

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.

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|---|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Operating Budget Impact | | | | | | | |
| This project will not require additional operating resources. It will be undertaken with existing staff and/or funding. | | | | | | | |
| Funding Source | | | | | | | |
| Sewer RR&I | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer RR&I Undesignated Balance | 0 | 50,000 | 0 | 0 | 0 | 0 | 50,000 |
| Total Funding | 75,000 | 50,000 | 0 | 0 | 0 | 0 | 50,000 |

DEP In-Kind Services

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.

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.

Funding Source

| | | | | | | | |
|---------------------------------|--------|--------|--------|--------|--------|---|---------|
| Sewer RR&I | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer RR&I Undesignated Balance | 0 | 75,000 | 75,000 | 75,000 | 75,000 | 0 | 300,000 |
| Total Funding | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 0 | 300,000 |

Downtown Stormwater Master Plan

The project objective is to develop a stormwater master plan to identify drainage improvements needed for the downtown area generally bounded by Monroe Street, Stadium Drive, Call Street and Gaines Street. Projected costs are engineer's estimates, based upon Water Resources Engineering historical pricing for similar projects.

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.

Funding Source

| | | | | | | | |
|--------------------------------------|---------|---------|---|---|---|---|---------|
| Stormwater RR&I Undesignated Balance | 500,000 | 150,000 | 0 | 0 | 0 | 0 | 150,000 |
| Total Funding | 500,000 | 150,000 | 0 | 0 | 0 | 0 | 150,000 |

Eastgate Flood Relief Project

This project will address historic flooding in the Eastgate subdivision. Projected costs are engineer's estimates of historical property acquisition, engineering design and construction costs.

Operating Budget Impact

The majority of the project involves upgrading the existing stormwater collection and conveyance systems. These improvements do not typically have any impact on operating costs.

Funding Source

| | | | | | | | |
|--------------------------------------|-----------|---------|---|---|---|---|---------|
| Stormwater RR&I Undesignated Balance | 3,850,000 | 600,000 | 0 | 0 | 0 | 0 | 600,000 |
| Total Funding | 3,850,000 | 600,000 | 0 | 0 | 0 | 0 | 600,000 |

Facility Building Improvements

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.

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

Operating Budget Impact

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

Funding Source

| | | | | | | | |
|-------------------|---------|---------|---------|---|---|---|---------|
| Water RR&I | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water Future CUSB | 0 | 100,000 | 100,000 | 0 | 0 | 0 | 200,000 |
| Total Funding | 100,000 | 100,000 | 100,000 | 0 | 0 | 0 | 200,000 |

Gas Recurring Projects

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 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.

Operating Budget Impact

Marginal operating impact that will be offset by increased revenues.

Funding Source

| | | | | | | | |
|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Gas RR&I | 1,630,450 | 1,752,450 | 1,806,450 | 1,862,250 | 1,890,600 | 1,918,950 | 9,230,700 |
| Total Funding | 1,630,450 | 1,752,450 | 1,806,450 | 1,862,250 | 1,890,600 | 1,918,950 | 9,230,700 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services
Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|---|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Gas Service Request | | | | | | | |
| 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. | | | | | | | |
| 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 | | | | | | | |
| 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. | | | | | | | |
| Funding Source | | | | | | | |
| Gas RR&I Undesignated Balance | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Total Funding | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |

| | | | | | | | |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|
| Gas System Expansion | | | | | | | |
| 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. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| Marginal operating impact that will be offset by increased revenues. | | | | | | | |
| Funding Source | | | | | | | |
| Gas RR&I | | 0 | 55,600 | 28,700 | 450 | 0 | 84,750 |
| Gas RR&I Undesignated Balance | | 1,164,450 | 1,143,800 | 1,206,700 | 1,272,050 | 1,339,650 | 6,370,400 |
| Total Funding | | 1,164,450 | 1,199,400 | 1,235,400 | 1,272,500 | 1,339,650 | 6,455,150 |

| | | | | | | | |
|---|--|---|---------|---|---|---|---------|
| Grit Chamber Equip. & Screen Sys. | | | | | | | |
| Purchase third grit chamber equipment and third mechanical screen equipment. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned. | | | | | | | |
| 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. | | | | | | | |
| Funding Source | | | | | | | |
| Sewer RR&I | | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | | 0 | 450,000 | 0 | 0 | 0 | 450,000 |
| Total Funding | | 0 | 450,000 | 0 | 0 | 0 | 450,000 |

| | | | | | | | |
|--|--|---|---|---------|---|---|---------|
| Heat Exchanger | | | | | | | |
| Install third swing heat exchanger and secondary loop pumps/piping. | | | | | | | |
| 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. | | | | | | | |
| Funding Source | | | | | | | |
| Sewer RR&I Undesignated Balance | | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | | 0 | 0 | 168,850 | 0 | 0 | 168,850 |
| Total Funding | | 0 | 0 | 168,850 | 0 | 0 | 168,850 |

| | | | | | | | |
|---|--|---------|---------|---------|---------|---------|---------|
| High-Pressure System Upgrade | | | | | | | |
| 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. | | | | | | | |
| Operating Budget Impact | | | | | | | |
| Improved system reliability will result in increased sales/revenues with a marginal operating impact. | | | | | | | |
| Funding Source | | | | | | | |
| Gas RR&I | | 187,250 | 0 | 0 | 0 | 0 | 0 |
| Gas RR&I Undesignated Balance | | 0 | 103,300 | 109,750 | 115,000 | 120,000 | 574,050 |
| Total Funding | | 187,250 | 103,300 | 109,750 | 115,000 | 120,000 | 574,050 |

| | | | | | | | |
|---|--|--|--|--|--|--|--|
| Inflow Monitoring and Testing | | | | | | | |
| 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. | | | | | | | |

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.

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|---|-------------|----------------|---|---------|---------|---------|---------------|-----------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| Operating Budget Impact | | | | | | | | |
| This project will not require additional operating resources. It will be undertaken with existing staff and/or funding. | | | | | | | | |
| Funding Source | | | | | | | | |
| Sewer RR&I | | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,500,000 |
| Total Funding | | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,500,000 |

Inglewood Stormwater Improvements

The project objective is to alleviate the flooding in the Inglewood subdivision in the vicinity of Chestnut Drive, Sequoia Drive and Margaret Court. Over 12 residential properties, as well as the aforementioned City Streets flood. Improvements are needed to the stormwater drainage and collection system. Projected costs are engineer's estimates, based upon Water Resources Engineering historical property acquisition, engineering design and project construction costs.

Operating Budget Impact

The majority of the project involves upgrading the existing stormwater collection and conveyance systems. These improvements do not typically have any impact on operating costs.

Funding Source

| | | | | | | | | |
|--------------------------------------|-----------|---------|---|---|---|---|---|---------|
| Stormwater RR&I Undesignated Balance | 1,050,000 | 435,300 | 0 | 0 | 0 | 0 | 0 | 435,300 |
| Total Funding | 1,050,000 | 435,300 | 0 | 0 | 0 | 0 | 0 | 435,300 |

Lower Central Drainage Ditch Erosion Control Project

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.

Operating Budget Impact

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.

Funding Source

| | | | | | | | | |
|--------------------------------------|-----------|-----------|-----------|-----------|---|---|---|-----------|
| Stormwater RR&I Undesignated Balance | 5,300,050 | 1,200,000 | 3,450,000 | 1,500,000 | 0 | 0 | 0 | 6,150,000 |
| Total Funding | 5,300,050 | 1,200,000 | 3,450,000 | 1,500,000 | 0 | 0 | 0 | 6,150,000 |

Madison Street and Gaines Street Supplemental Stormwater Outfall

This project proposes to construct a large storm drain pipe in Bicycle Boulevard between Madison Street and Gaines Street to provide additional stormwater conveyance for redevelopment, improve the stormwater system's level of service and reduce the potential for flooding of Gaines Street. Runoff from the downtown area is conveyed in an underground piping system and is discharged to a regional stormwater facility on Lake Bradford Road. During intense rainfall events when the underground piping system cannot accept anymore runoff, runoff will flow overland to the recently redeveloped Gaines Street corridor. Projected costs are engineer's estimates based upon historical property acquisition, engineering design and construction costs.

Operating Budget Impact

The majority of the project involves upgrading the existing stormwater collection and conveyance system. These improvements do not typically have significant impact on operating costs.

Funding Source

| | | | | | | | | |
|--------------------------------------|---|---------|-----------|---------|---|---|---|-----------|
| Stormwater RR&I | 0 | 270,700 | 1,250,000 | 250,000 | 0 | 0 | 0 | 1,770,700 |
| Stormwater RR&I Undesignated Balance | 0 | 54,300 | 0 | 0 | 0 | 0 | 0 | 54,300 |
| Total Funding | 0 | 325,000 | 1,250,000 | 250,000 | 0 | 0 | 0 | 1,825,000 |

Master Sewer Plan Improvements

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.

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.

Operating Budget Impact

Impacts are incremental. Additional pumping stations and sewer mains will incur operating and maintenance costs but cannot be identified until specific projects are established.

Funding Source

| | | | | | | | | |
|-------------------|-----------|-----------|-----------|---|---|---|---|-----------|
| Sewer Future CUSB | 2,000,000 | 2,100,000 | 2,150,000 | 0 | 0 | 0 | 0 | 4,250,000 |
| Total Funding | 2,000,000 | 2,100,000 | 2,150,000 | 0 | 0 | 0 | 0 | 4,250,000 |

Master Water Plan Improvements

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|---|-------------|----------------|---|-----------|---------|---------|---------------|-----------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| <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>Operating Budget Impact</p> <p>This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p> <p>Funding Source</p> | | | | | | | | |
| Water Future CUSB | | 2,000,000 | 2,616,500 | 2,200,000 | 0 | 0 | 0 | 4,816,500 |
| Total Funding | | 2,000,000 | 2,616,500 | 2,200,000 | 0 | 0 | 0 | 4,816,500 |

Medium Stormwater System Improvements

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 (SPI) and at times the solution exceeds the resources allocated to the SPI Program. This project provides construction funding for these somewhat larger (medium sized) stormwater problems to be addressed in a timely manner. Projected costs are engineer's estimates, based upon Water Resources Engineering historical project construction costs.

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

Operating Budget Impact

Operating Budget Impact – None anticipated. It is envisioned that the majority of the projects will be improvements to the existing, urban conveyance system. These types of improvements typically do not have an impact on operating costs.

Funding Source

| | | | | | | | |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Stormwater RR&I | 3,500,000 | 1,300,000 | 564,200 | 2,500,000 | 1,019,700 | 2,500,000 | 7,883,900 |
| Stormwater RR&I Undesignated Balance | 0 | 1,200,000 | 1,935,800 | 0 | 1,480,300 | 0 | 4,616,100 |
| Total Funding | 3,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 12,500,000 |

Meginnis Arm FEMA FIS & LOMR

This project is to perform a FEMA flood information study (FIS) and letter of map revision (LOMR) of Meginnis Creek, Redbud Tributary, Meginnis Tributary 1, and Meginnis Tributary 2 for the purpose of re-mapping the floodplain boundary. The National Flood Insurance Program (NFIP) Flood Insurance Rate Maps (FIRM) depict floodplain areas, also known as Special Flood Hazard Areas (SFHA). These SFHA's are subject to inundation by the 1% chance flood, also known as the 100-year flood. The SFHA along the aforementioned Meginnis Arm branches are in need of an update due to outdated infrastructure information. Therefore, the SFHA boundary is inaccurate and needs to be revised to more accurately reflect the floodplain boundary.

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.

Funding Source

| | | | | | | | |
|-----------------|---------|--------|---|---|---|---|--------|
| Stormwater RR&I | 200,000 | 25,000 | 0 | 0 | 0 | 0 | 25,000 |
| Total Funding | 200,000 | 25,000 | 0 | 0 | 0 | 0 | 25,000 |

Minor Sewer Infrastructure Expansions Master Project

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.

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.

Operating Budget Impact

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.

Funding Source

| | | | | | | | |
|---------------------|---------|---------|---------|---------|---------|-----------|-----------|
| Sewer System Charge | 200,000 | 945,000 | 990,000 | 603,200 | 640,000 | 1,158,000 | 4,336,200 |
| Sewer RR&I | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Funding | 200,000 | 945,000 | 990,000 | 603,200 | 640,000 | 1,158,000 | 4,336,200 |

Miscellaneous Stormwater Engineering

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.

Operating Budget Impact

This project is not anticipated to increase the operating budget.

Funding Source

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding | |
|--------------------------------------|-------------|----------------|---|---------|---------|---------|---------------|---------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | | |
| Stormwater RR&I Undesignated Balance | | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | 0 | 320,000 |
| Total Funding | | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | 0 | 320,000 |

NEW Mobile Work Management

This project will provide funding for the the replacement of the current Mobile Work Management application in use by Underground Utilities. This application is nearing end of life and is in need of replacement.

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.

Funding Source

| | | | | | | | |
|---------------------------------|---|---------|---------|---|---|---|---------|
| Gas RR&I Undesignated Balance | 0 | 75,000 | 75,000 | 0 | 0 | 0 | 150,000 |
| Water Future CUSB | 0 | 75,000 | 75,000 | 0 | 0 | 0 | 150,000 |
| Sewer RR&I Undesignated Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | 0 | 100,000 | 100,000 | 0 | 0 | 0 | 200,000 |
| Total Funding | 0 | 250,000 | 250,000 | 0 | 0 | 0 | 500,000 |

NEW TPS SCADA Datawall Implementation

This project will provide funding for the completion of a datawall for SCADA operators to view the Water, Wastewater, Gas, and Stormwater as an whole in one view. The Wall will consist of 8 data views that will be available to all SCADA operators and managers to better manage the distributed and TPS infrastructure.

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.

Funding Source

| | | | | | | | |
|---------------------------------|---|---------|---|---|---|---|---------|
| Gas RR&I Undesignated Balance | 0 | 12,500 | 0 | 0 | 0 | 0 | 12,500 |
| Water RR&I Undesignated Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water Future CUSB | 0 | 40,000 | 0 | 0 | 0 | 0 | 40,000 |
| Sewer RR&I Undesignated Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | 0 | 62,500 | 0 | 0 | 0 | 0 | 62,500 |
| Total Funding | 0 | 115,000 | 0 | 0 | 0 | 0 | 115,000 |

NPDES Municipal Stormwater Permit Compliance

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.

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.

Funding Source

| | | | | | | | |
|--------------------------------------|-----------|--------|--------|---------|---------|---------|---------|
| Stormwater RR&I Undesignated Balance | 1,710,000 | 90,000 | 90,000 | 125,000 | 125,000 | 125,000 | 555,000 |
| Total Funding | 1,710,000 | 90,000 | 90,000 | 125,000 | 125,000 | 125,000 | 555,000 |

Park Avenue Tributary #1 Stormwater Improvements

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. Projected costs are engineer's estimates, based upon historical property acquisition, engineering design and construction costs.

Operating Budget Impact

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.

Funding Source

| | | | | | | | |
|-----------------|-----------|-----------|---|---|---|---|-----------|
| Stormwater RR&I | 3,125,000 | 2,194,500 | 0 | 0 | 0 | 0 | 2,194,500 |
| Total Funding | 3,125,000 | 2,194,500 | 0 | 0 | 0 | 0 | 2,194,500 |

Pump Station Renovation & Maintenance

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

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|---|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Operating Budget Impact | | | | | | | |
| This project will not require additional operating resources. | | | | | | | |
| Funding Source | | | | | | | |
| Sewer RR&I | 550,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | 0 | 750,000 | 750,000 | 0 | 0 | 0 | 1,500,000 |
| Total Funding | 550,000 | 750,000 | 750,000 | 0 | 0 | 0 | 1,500,000 |

Pumping Station Replacement Master Project

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.

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. It will be undertaken with existing staff and/or funding.

Funding Source

| | | | | | | | |
|-------------------|-----------|-----------|-----------|---|---|---|-----------|
| Sewer RR&I | 1,150,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | 0 | 1,207,500 | 1,260,000 | 0 | 0 | 0 | 2,467,500 |
| Total Funding | 1,150,000 | 1,207,500 | 1,260,000 | 0 | 0 | 0 | 2,467,500 |

Rainfall and Stream Gauging - Stormwater Project

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.

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.

Funding Source

| | | | | | | | |
|--------------------------------------|---------|---------|---------|---------|---------|---|---------|
| Stormwater RR&I Undesignated Balance | 102,000 | 105,000 | 108,000 | 111,000 | 111,000 | 0 | 435,000 |
| Total Funding | 102,000 | 105,000 | 108,000 | 111,000 | 111,000 | 0 | 435,000 |

Refurbish Pivots 1,2&5

Refurbish Pivots 1, 2 & 5. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned.

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.

Funding Source

| | | | | | | | |
|---------------------------------|---|--------|--------|---|---|---|---------|
| Sewer RR&I Undesignated Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | 0 | 90,000 | 60,000 | 0 | 0 | 0 | 150,000 |
| Total Funding | 0 | 90,000 | 60,000 | 0 | 0 | 0 | 150,000 |

Royal Oaks Creek Stormwater Improvements

Definition and Scope - The project objective is to alleviate structural flooding, yard flooding and erosion of several residential properties located adjacent to the Royal Oaks Creek. Additionally, this project will evaluate options that address the severe erosion of properties and stormwater outfalls abutting the watercourse; and thereby reduce the sediment transport downstream towards the Killearn Chain of Lakes. The project will also evaluate the potential to remove previously deposited sediments from ditches and ponds within the system.

Operating Budget Impact

Operating Budget Impact – This project may have a slight increase on the operating budget; however, until the solution concepts are 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.

Funding Source

| | | | | | | | |
|--------------------------------------|---------|---------|-----------|-----------|---|---|-----------|
| Stormwater RR&I Undesignated Balance | 850,000 | 150,000 | 1,000,000 | 1,000,000 | 0 | 0 | 2,150,000 |
| Total Funding | 850,000 | 150,000 | 1,000,000 | 1,000,000 | 0 | 0 | 2,150,000 |

Sewer Line Relocation/Adjustment for Roadways

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.

Operating Budget Impact

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|------------------|------------------|---|----------|----------|----------|------------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| The relocation and adjustment of sewer facilities will be undertaken with existing staff and/or funding, and will require no additional operating resources. | | | | | | | |
| Funding Source | | | | | | | |
| Sewer RR&I | 1,770,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Future CUSB | 0 | 1,970,000 | 2,068,500 | 0 | 0 | 0 | 4,038,500 |
| Total Funding | 1,770,000 | 1,970,000 | 2,068,500 | 0 | 0 | 0 | 4,038,500 |

Small Projects Initiative

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. Projected costs are engineer's estimates, based upon Water Resources Engineering historical property acquisition, engineering design, and project construction costs.

Operating Budget Impact

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.

Funding Source

| | | | | | | | |
|--------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Stormwater RR&I Undesignated Balance | 7,920,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 1,750,000 |
| Total Funding | 7,920,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 1,750,000 |

South City - Country Club Creek Stormwater Improvements

The project objective is to improve the stormwater infrastructure and level of service, specifically along Country Club Creek, in South City. The project will evaluate options to clean and address the severe erosion along segments of the Country Club Creek watercourse; thereby, reducing sediment transport downstream to Silver Lake and Lake Munson. The project will also evaluate, and if necessary upgrade, cross-drain culverts along the creek. The project may include the acquisition of abandoned, flood prone residential properties. A re-mapping of the FEMA Special Flood Hazard Area (SFHA) of the East Ditch and Country Club Creek will be provided if warranted by engineering analysis. Projected costs are engineer's estimates, based upon historical property acquisition, engineering design and construction costs.

Operating Budget Impact

This project may 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.

Funding Source

| | | | | | | | |
|--------------------------------------|----------|----------------|----------------|----------------|----------------|----------|------------------|
| Stormwater RR&I Undesignated Balance | 0 | 950,000 | 300,000 | 400,000 | 100,000 | 0 | 1,750,000 |
| Total Funding | 0 | 950,000 | 300,000 | 400,000 | 100,000 | 0 | 1,750,000 |

Think About Personal Pollution (TAPP)

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 2014 but at a reduced level than would be typical if grant funding was available. The City is currently awaiting the renewal of the grant funding.

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.

Funding Source

| | | | | | | | |
|--------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Stormwater RR&I Undesignated Balance | 1,041,000 | 240,000 | 240,000 | 240,000 | 240,000 | 240,000 | 1,200,000 |
| Total Funding | 1,041,000 | 240,000 | 240,000 | 240,000 | 240,000 | 240,000 | 1,200,000 |

Total Maximum Daily Load (TMDL) Compliance

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.

Operating Budget Impact

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.

Funding Source

| | | | | | | | |
|--------------------------------------|-----------|--------|--------|--------|--------|--------|---------|
| Stormwater RR&I Undesignated Balance | 1,380,000 | 15,000 | 15,000 | 75,000 | 75,000 | 75,000 | 255,000 |
|--------------------------------------|-----------|--------|--------|--------|--------|--------|---------|

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Total Funding | 1,380,000 | 15,000 | 15,000 | 75,000 | 75,000 | 75,000 | 255,000 |

Upper West Ditch Stormwater Quality Facility

Definition and Scope - The project objective is to remove nutrients primarily phosphorus in stormwater runoff that ultimately discharges to Lake Munson. The project will be implemented in phases. The conceptual planning phase has been completed under the Stormwater Pollution Prevention Program (SPRP) and involved a pollutant loading assessment, treatment alternatives and cost analyses, and a pollutant load reduction evaluation. The upcoming implementation phase will consist of more detailed site analysis, design and permitting, land acquisition and project construction.

Operating Budget Impact

Operating Budget Impact – Operation and maintenance associated with this facility would be the same as other facilities maintained by the Public Works Operations. This involves routine mowing and trash removal on a regular basis, and major cleanout approximately once every 15-20 years. The annual cost of these services is expected to be approximately \$98,000.

Funding Source

| | | | | | | | |
|--------------------------------------|---------|-----------|---|---|---|---|-----------|
| Stormwater RR&I Undesignated Balance | 840,000 | 1,000,000 | 0 | 0 | 0 | 0 | 1,000,000 |
| Total Funding | 840,000 | 1,000,000 | 0 | 0 | 0 | 0 | 1,000,000 |

Wastewater Collection Recurring Work Orders

Each fiscal year the distribution and collection division performs a series of capital projects that cover wastewater collection system activities listed below.

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.

Funding Source

| | | | | | | | |
|---------------------------------|-----------|-----------|-----------|---|---|---|-----------|
| Sewer RR&I | 2,825,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer RR&I Undesignated Balance | 0 | 1,288,250 | 0 | 0 | 0 | 0 | 1,288,250 |
| Sewer Future CUSB | 0 | 1,611,750 | 2,943,500 | 0 | 0 | 0 | 4,555,250 |
| Total Funding | 2,825,000 | 2,900,000 | 2,943,500 | 0 | 0 | 0 | 5,843,500 |

Wastewater Treatment Improvements

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. 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.

Funding Source

| | | | | | | | |
|-------------------|---------|---------|---------|---------|---------|---|-----------|
| Sewer RR&I | 500,000 | 0 | 500,000 | 500,000 | 500,000 | 0 | 1,500,000 |
| Sewer Future CUSB | 0 | 500,000 | 0 | 0 | 0 | 0 | 500,000 |
| Total Funding | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 0 | 2,000,000 |

Water Distribution Recurring Work Orders

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.

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.

Funding Source

| | | | | | | | |
|---------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Water RR&I | 0 | 3,800,000 | 3,800,000 | 3,800,000 | 3,800,000 | 3,800,000 | 19,000,000 |
| Water RR&I Undesignated Balance | 4,650,000 | 948,100 | 899,200 | 0 | 0 | 0 | 1,847,300 |
| Total Funding | 4,650,000 | 4,748,100 | 4,699,200 | 3,800,000 | 3,800,000 | 3,800,000 | 20,847,300 |

Water Line Reloc./Adj. for FDOT/City/Leon County

P/W
 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

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 2015 thru 2019 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Funding Source | | | | | | | |
| Water RR&I | 1,500,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water Future CUSB | 0 | 1,050,000 | 1,100,000 | 0 | 0 | 0 | 2,150,000 |
| Total Funding | 1,500,000 | 1,050,000 | 1,100,000 | 0 | 0 | 0 | 2,150,000 |

Water Minor Line Extensions and Upgrades

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.

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.

Funding Source

| | | | | | | | |
|-------------------|-----------|---------|-----------|---|---|---|-----------|
| Water Future CUSB | 2,917,000 | 997,500 | 1,050,000 | 0 | 0 | 0 | 2,047,500 |
| Total Funding | 2,917,000 | 997,500 | 1,050,000 | 0 | 0 | 0 | 2,047,500 |

Water Operations Support

Underground Utilities customers have recently been experiencing discolored drinking water in the northwest service area. While not the root cause of the discoloration, the discoloration is a result of buildup of an iron-reducing biofilm in the distribution system causing the pipes to require cleaning to be renewed to the customer service level expected of us. Approximately 100 miles of pipe need to be cleaned and rejuvenated. Historically we have used a third party vendor for this major renewal process (the last time was about 10 years ago). After significant research and a pilot project it was determined that it would be less costly to train staff, purchase equipment, and undertake this major project in-house, and that the quality of the work and customer service is increased. This gives us the advantage at the end of the process to utilize the equipment and staff to make pigging appropriate pipe a normal part of our operations thus avoiding the need to future major cleaning efforts.

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

Operating Budget Impact

Operations and maintenance field work will be performed by existing City crews, with no additional operating budget impact.

Funding Source

| | | | | | | | |
|---------------------------------|---|---------|---------|---------|---|---|---------|
| Water RR&I | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water RR&I Undesignated Balance | 0 | 250,000 | 250,000 | 250,000 | 0 | 0 | 750,000 |
| Total Funding | 0 | 250,000 | 250,000 | 250,000 | 0 | 0 | 750,000 |

Water Quality Division Service Request

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.

Funding Source

| | | | | | | | |
|---------------------------------|---------|---------|---------|---|---|---|---------|
| Water RR&I | 102,100 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water RR&I Undesignated Balance | 0 | 102,100 | 102,100 | 0 | 0 | 0 | 204,200 |
| Total Funding | 102,100 | 102,100 | 102,100 | 0 | 0 | 0 | 204,200 |

Water Quality Bldg Relocation

This project provides for the design and construction of a new building, or an expanded, renovated facility, for the Water Quality building at the Thomas P. Smith Reclamation Facility. The original building was constructed in the mid-1970s and has had 3 major additions. The additions failed to address laboratory ventilation and air quality allowing lab fumes to travel to office and public areas. Previous addition did not address aging electrical systems, handicap accessibility, and safe work conditions. Some of the laboratory work benches are in poor condition and need to be replaced.

The laboratory is accredited through the National Environmental Laboratory Accreditation Program and provides valuable process data for the wastewater, drinking water and storm water systems. Having the laboratory part of Underground Utilities allows immediate service during critical investigations and special sampling events. The laboratory plays an essential role in meeting the City's GreenPrint Initiatives Object NR1: Protect the groundwater resources of the City of Tallahassee by analyzing drinking water, wastewater, and storm water samples to better understand potential contaminants to our aquifer.

Operating Budget Impact

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

Funding Source

**City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary**

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|----------------------------|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Water Future CUSB | 1,352,000 | 0 | 750,000 | 0 | 0 | 0 | 750,000 |
| Total Funding | 1,352,000 | 0 | 750,000 | 0 | 0 | 0 | 750,000 |

Water Resources Alternatives

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 FY14 or FY15.

Funding Source

| | | | | | | | |
|-------------------|-----------|-----------|-----------|---|---|---|-----------|
| Water Future CUSB | 9,992,650 | 1,850,000 | 1,850,000 | 0 | 0 | 0 | 3,700,000 |
| Total Funding | 9,992,650 | 1,850,000 | 1,850,000 | 0 | 0 | 0 | 3,700,000 |

Water Well and Elevated Tank Renovation & Replacement

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. 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.

Funding Source

| | | | | | | | |
|---------------------------------|---------|---------|---------|---|---|---|-----------|
| Water RR&I | 795,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water RR&I Undesignated Balance | 0 | 795,000 | 780,000 | 0 | 0 | 0 | 1,575,000 |
| Total Funding | 795,000 | 795,000 | 780,000 | 0 | 0 | 0 | 1,575,000 |

Water Well Facilities Improvements

This project funds major upgrades at the Water Well facilities. This project includes 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. The project also supports improvements and upgrades to the Motor Control Centers (MCC), backup power generators and auxiliary engines at various city water wells. This project will also be used to fund future needs to clean and paint the systems elevated water tanks.

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. Four wells have been identified. Engineering evaluation and design will be performed in FY2014 on the existing MCCs to establish the order of replacement, with expected equipment procurement and installation at one Water Well in FY2015.

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. To date Water Wells 2, 3, 4, 5, 6, 7 and 17 have been completed. During FY13 - Well 12, 13, 15, and 16 plans were updated to comply with Building Inspection permitting changes. Schedule for construction includes completing Well 12 by December 2013, FY14 - Well 13 final design and yard-piping improvements at Well #16 and Tank 7, FY15 - Well 13 roof replacement, Well 15 building and yard piping improvements and pump-off vault at Well #7, FY16 - Well 18, FY17 - evaluation of Wells 8, 9, 11, and 18. Additionally funding will accommodate the replacement of the small enclosure at Well 19.

Tank 1 is scheduled to be painted in 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.

Operating Budget Impact

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

Comp Plan (identify goal and objective):

Meets Goal 1- Potable Water - protecting the quality and quantity of our potable water supplies and systems.

Objective 1.2 - Needed potable water facilities will be provided in a manner which promotes orderly growth and maximize use of existing facilities.

Funding Source

| | | | | | | | |
|-------------------|---------|---------|---------|---|---|---|---------|
| Water RR&I | 500,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water Future CUSB | 0 | 500,000 | 300,000 | 0 | 0 | 0 | 800,000 |
| Total Funding | 500,000 | 500,000 | 300,000 | 0 | 0 | 0 | 800,000 |

Welaunee Plantation - Gas Main Extension

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.

Operating Budget Impact

Marginal operating impact that will be offset by increased revenues.

**City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary**

Utility Services

Underground Utilities

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|-------------------------------|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Funding Source | | | | | | | |
| Gas RR&I | 129,900 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gas RR&I Undesignated Balance | 0 | 136,100 | 142,300 | 156,550 | 0 | 0 | 434,950 |
| Total Funding | 129,900 | 136,100 | 142,300 | 156,550 | 0 | 0 | 434,950 |

WRE Document Management Upgrade

This project will provide funding for the development of an electronic document management system for Water Resources Engineering; namely the Stormwater Utility and the Water Utilities Engineering sections. Paper files are accumulating at an unsustainable rate, and electronic files are more readily accessed and require little office storage space. This project will develop the process, and convert existing paper files to an electronic format. Once files are converted to an electronic format they can be stored on a computer server. Projected costs are an engineer's estimate based upon reasonable and customary pricing for similar services and equipment.

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

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.

Funding Source

| | | | | | | | |
|--------------------------------------|---|--------|--------|---|---|---|---------|
| Stormwater RR&I Undesignated Balance | 0 | 75,000 | 75,000 | 0 | 0 | 0 | 150,000 |
| Total Funding | 0 | 75,000 | 75,000 | 0 | 0 | 0 | 150,000 |

Total Underground Utilities 73,125,780 42,527,750 41,939,050 19,120,500 15,556,250 15,321,150 134,464,700

Utility Services

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|---------|---------|---------|---------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| Business Enterprise Systems Upgrade and Support | | | | | | | |
| The Business Enterprise Systems Upgrade and Support project is a compilation of new and enhanced technology and software upgrades for the Customer Information System (CIS), Call Center Monitoring system, and Smart initiatives. | | | | | | | |
| 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. The recurring designation has been suspended for fiscal year 2015 to address a shortfall in one of the project's funding components. The fiscal year 2014 balance will be carried forward instead. Resumption of the recurring status is expected to occur in fiscal year 2016. | | | | | | | |
| In FY16, the appropriation amount is planned to address replacement of Cougar production modeling software. The Wholesale Energy Services division uses unit commitment and dispatch software to simulate and optimize hourly, daily and weekly production runs for the Electric Utility. The same software has been used to perform economic dispatch modeling for the past 20 years. | | | | | | | |
| 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. | | | | | | | |
| Funding Source | | | | | | | |
| Electric RRI Undesignated Balance | 298,000 | 0 | 298,000 | 298,000 | 298,000 | 298,000 | 1,192,000 |
| Gas RR&I Undesignated Balance | 56,050 | 0 | 56,050 | 56,050 | 56,050 | 56,050 | 224,200 |
| Water RR&I Undesignated Balance | 148,750 | 0 | 148,750 | 148,750 | 148,750 | 148,750 | 595,000 |
| Sewer RR&I Undesignated Balance | 93,250 | 0 | 93,250 | 93,250 | 93,250 | 93,250 | 373,000 |
| Solid Waste Rate Stabilization Reserve | 53,950 | 0 | 53,950 | 53,950 | 53,950 | 53,950 | 215,800 |
| Total Funding | 650,000 | 0 | 650,000 | 650,000 | 650,000 | 650,000 | 2,600,000 |

Commercial Energy Conservation

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.

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.

Funding Source

| | | | | | | | |
|--|---------|---------|---------|---------|---------|---------|-----------|
| Energy Conservation Fund - Capital Funds | 625,000 | 625,000 | 625,000 | 625,000 | 625,000 | 625,000 | 3,125,000 |
| Total Funding | 625,000 | 625,000 | 625,000 | 625,000 | 625,000 | 625,000 | 3,125,000 |

Customer Information System and Meter Data Management System Upgrades

This is a multi-million dollar project that reflects system replacement and consolidation of the Customer Information and Meter Data Management Systems

**City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget - Service Area Summary**

Utility Services

Utility Services

| Project Name / Description | Prior Years | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | Total Funding |
|--|-------------|----------------|---|------------------|------------------|----------|-------------------|
| | | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| 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. | | | | | | | |
| Funding Source | | | | | | | |
| Electric RRI Undesignated Balance | 0 | 0 | 0 | 4,000,000 | 2,000,000 | 0 | 6,000,000 |
| Gas RR&I Undesignated Balance | 0 | 0 | 0 | 720,000 | 360,000 | 0 | 1,080,000 |
| Water RR&I Undesignated Balance | 0 | 0 | 0 | 1,760,000 | 880,000 | 0 | 2,640,000 |
| Sewer RR&I Undesignated Balance | 0 | 0 | 0 | 880,000 | 440,000 | 0 | 1,320,000 |
| Solid Waste Rate Stabilization Reserve | 0 | 0 | 0 | 640,000 | 320,000 | 0 | 960,000 |
| Total Funding | 0 | 0 | 0 | 8,000,000 | 4,000,000 | 0 | 12,000,000 |

Interactive Voice Response Upgrade

The project will provide a much needed upgrade to the Interactive Voice Response system, which is technology that allows customers to interact with a database to retrieve pertinent information.

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.

Funding Source

| | | | | | | | |
|--|----------|----------|------------------|----------|----------|----------|------------------|
| Electric RRI Undesignated Balance | 0 | 0 | 1,000,000 | 0 | 0 | 0 | 1,000,000 |
| Gas RR&I Undesignated Balance | 0 | 0 | 180,000 | 0 | 0 | 0 | 180,000 |
| Water RR&I Undesignated Balance | 0 | 0 | 440,000 | 0 | 0 | 0 | 440,000 |
| Sewer RR&I Undesignated Balance | 0 | 0 | 220,000 | 0 | 0 | 0 | 220,000 |
| Solid Waste Rate Stabilization Reserve | 0 | 0 | 160,000 | 0 | 0 | 0 | 160,000 |
| Total Funding | 0 | 0 | 2,000,000 | 0 | 0 | 0 | 2,000,000 |

Residential Energy Conservation

This project provides low interest loans and rebates to support the city's existing residential energy efficiency program. This is a recurring project formerly housed in the now-defunct energy services department. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the energy conservation fund.

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.

Funding Source

| | | | | | | | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Energy Conservation Fund - Capital Funds | 4,200,000 | 4,200,000 | 4,200,000 | 4,200,000 | 4,200,000 | 4,200,000 | 21,000,000 |
| Total Funding | 4,200,000 | 4,200,000 | 4,200,000 | 4,200,000 | 4,200,000 | 4,200,000 | 21,000,000 |
| Total Utility Services | 5,475,000 | 4,825,000 | 7,475,000 | 13,475,000 | 9,475,000 | 5,475,000 | 40,725,000 |
| Total Utility Services | 169,646,002 | 90,445,750 | 118,097,050 | 77,251,500 | 77,828,250 | 110,266,150 | 473,888,700 |
| Grand Total | 219,388,831 | 116,345,750 | 184,218,200 | 140,549,300 | 127,478,550 | 152,009,800 | 720,601,600 |

City of Tallahassee
Fiscal Year 2015 thru 2019 Capital Budget

Non-Funded Projects

| Project | FY 2015 Budget | Non-Appropriated Programmed CIP Funding | | | | 5 Year Total |
|--|-------------------|---|------------------|----------------|----------------|-------------------|
| | | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| <u>Economic and Community Development</u> | | | | | | |
| Downtown Pedestrian and Vehicular Enhancements | 0 | 100,000 | 100,000 | 100,000 | 100,000 | 400,000 |
| Historic Property Preservation Grant and Loan Pool | 0 | 0 | 100,000 | 100,000 | 100,000 | 300,000 |
| Department Total | 0 | 100,000 | 200,000 | 200,000 | 200,000 | 700,000 |
| <u>Executive Services</u> | | | | | | |
| City Hall Heating for First Floor | 0 | 50,000 | 0 | 0 | 0 | 50,000 |
| Kleman Plaza Garage Waterproofing | 320,000 | 0 | 0 | 0 | 0 | 320,000 |
| Department Total | 320,000 | 50,000 | 0 | 0 | 0 | 370,000 |
| <u>Growth Management</u> | | | | | | |
| Growth Management Renovation Project to Facilitate the Creation of Space Needed for Unified Building | 606,250 | 0 | 0 | 0 | 0 | 606,250 |
| Department Total | 606,250 | 0 | 0 | 0 | 0 | 606,250 |
| <u>Management and Administration</u> | | | | | | |
| Brocade SAN Switch Replacement | 0 | 650,000 | 0 | 0 | 0 | 650,000 |
| Telephone Switch Upgrade | 0 | 3,000,000 | 2,000,000 | 0 | 0 | 5,000,000 |
| Department Total | 0 | 3,650,000 | 2,000,000 | 0 | 0 | 5,650,000 |
| <u>Police</u> | | | | | | |
| Police Facility Renovation | 500,000 | 0 | 0 | 0 | 0 | 500,000 |
| Police Vehicle Video Recording System | 654,400 | 85,000 | 85,000 | 543,200 | 181,400 | 1,549,000 |
| Replacement of TPD Vehicle Equipment | 800,000 | 0 | 0 | 0 | 200,000 | 1,000,000 |
| Department Total | 1,954,400 | 85,000 | 85,000 | 543,200 | 381,400 | 3,049,000 |
| <u>Public Works</u> | | | | | | |
| Roundabout Intersection Kerry Forest Pkwy | 0 | 0 | 0 | 0 | 80,000 | 80,000 |
| Sidewalk Program - New Developments | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 | 350,000 |
| Smart City Pilot Project | 300,000 | 0 | 0 | 0 | 0 | 300,000 |
| Stormwater Pond Enhancement Pilot Project | 100,000 | 0 | 0 | 0 | 0 | 100,000 |
| Department Total | 470,000 | 70,000 | 70,000 | 70,000 | 150,000 | 830,000 |
| Total Non-Funded Projects | 3,350,650 | 3,955,000 | 2,355,000 | 813,200 | 731,400 | 11,205,250 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Summary

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 Star Metro, the city's transit system, and contributes tax increment transfers to the Downtown and Frenchtown community redevelopment agencies.

At a total of \$142.8 million, the FY 2015 approved General Fund Budget exceeds the prior year's adopted budget by \$4.4 million. The following, highlighted changes have been included in this proposal:

- The City's budgeted contribution to the Consolidated Dispatch Agency decreased by \$0.1 million in FY15 to \$4.6 million.
- Personnel expenses increased by \$2.7 million, from \$79.4 million in FY14 to \$82.1 million in FY15.
- The General Fund's portion of allocated costs increased by \$0.9 million, from \$18.6 million in FY14 to \$19.5 million in FY15.
- Ad Valorem property tax revenue increased by \$1.5 million, from \$31.4 million in FY14 to \$32.9 million in FY15. The increase is due to growth in property values, not an increase in the City's millage rate.
- The Contribution from the utilities increased by \$5.7 million, from \$36.0 million in FY14 to \$41.7 million in FY15.

| <u>Expenditures</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
|------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 79,261,102 | 80,787,081 | 82,096,106 | 84,917,038 | 87,005,384 | 88,832,133 | 90,705,699 |
| Operating | 9,395,796 | 9,031,054 | 11,977,673 | 12,461,173 | 12,524,324 | 12,598,934 | 12,675,057 |
| Other Services & Charges | 751,512 | 929,812 | 1,655,563 | 1,433,463 | 1,436,313 | 1,439,313 | 1,439,313 |
| Capital Outlay | 402,385 | 350,650 | 532,738 | 240,100 | 240,100 | 240,100 | 240,100 |
| Allocated Accounts | 17,619,724 | 18,433,664 | 19,463,308 | 19,959,166 | 20,467,716 | 20,989,229 | 21,525,060 |
| Utilities and Other Expenses | 4,052,470 | 4,790,764 | 5,139,494 | 5,188,010 | 5,230,121 | 5,282,672 | 5,336,230 |
| Transfers | 10,981,966 | 9,814,569 | 8,522,828 | 8,599,258 | 9,541,500 | 8,899,874 | 9,401,543 |
| Contributions to Operations | 12,988,301 | 13,247,206 | 13,410,088 | 13,851,217 | 14,302,933 | 14,719,360 | 15,149,781 |
| <u>Revenues</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Taxes & Franchise Fees | 54,356,959 | 54,497,939 | 55,898,156 | 56,712,091 | 57,540,967 | 58,385,068 | 59,246,964 |
| Licenses & Permits | 2,538,261 | 2,539,833 | 2,788,191 | 2,824,879 | 2,862,070 | 2,899,772 | 2,928,441 |
| Intergovernmental Revenue | 14,072,069 | 15,216,353 | 16,354,746 | 16,674,575 | 17,000,911 | 17,336,350 | 17,678,659 |
| Charges for Services | 8,713,612 | 8,432,370 | 8,644,006 | 8,702,265 | 8,612,221 | 8,673,533 | 8,736,646 |
| Fines & Forfeitures | 2,212,739 | 2,009,361 | 1,691,000 | 1,704,200 | 1,717,700 | 1,731,450 | 1,745,500 |
| Other Revenues | 11,371,453 | 11,324,114 | 12,267,903 | 11,947,757 | 12,132,107 | 12,321,066 | 12,514,749 |
| Other Sources | 42,188,163 | 42,868,221 | 45,153,796 | 43,348,153 | 44,235,739 | 45,142,497 | 45,962,854 |
| <u>Fund Summary</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Fund Total Expenditure | <u>135,453,256</u> | <u>137,384,800</u> | <u>142,797,798</u> | <u>146,649,425</u> | <u>150,748,391</u> | <u>153,001,615</u> | <u>156,472,782</u> |
| Fund Total Revenue | <u>135,453,256</u> | <u>136,888,191</u> | <u>142,797,798</u> | <u>141,913,920</u> | <u>144,101,715</u> | <u>146,489,737</u> | <u>148,813,813</u> |
| Fund Balance | <u>0</u> | <u>-496,609</u> | <u>0</u> | <u>-4,735,505</u> | <u>-6,646,676</u> | <u>-6,511,878</u> | <u>-7,658,969</u> |

Fund Expenditures

Expenditure projections are developed by eight major categories, as shown above. As the City is a service organization, 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 Allocated Accounts,

001 General Fund

which represents the General Fund's proportionate share of the City's internal service funds. The internal service funds include Accounting, Purchasing, Information Systems Services, Human Resources and several others.

The City is a Service Organization. The FY15 approved budget includes \$82.1 million for Personnel Services which funds 1,015.91 FTE positions. Also included is a 2.5% salary enhancement for general government employees effective October 1, while the police union employees will receive a pay adjustment based on the outcome of ongoing negotiations between management and the PBA. Other adjustments to personnel expenses include a 4.76% increase in health care premiums, a 15.19% general employee pension rate and a 23.24% police union employee pension rate, salary updates, position changes, and intradepartmental transfers.

Operating costs in the General Fund are down \$1.6 million over the FY14 Approved Budget, which provides funding for a variety of contractual obligations and increases in the cost of supplies; however, this is due to shifting these dollars to the Transfers category. In the Other Services and Charges category, over \$1.6 million in donations is included for cultural and social programs, economic development incentives, historic preservation and environmental initiatives.

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.

Allocated Accounts allow internal services costs to be associated with their related service area. The increase for the FY 2015 Approved Budget is \$837,724 or 4.5% over the prior year.

Transfers has a net increase of \$1.5 million, which is a direct result of shifting \$2.0 million from the Operating category. Conversely, there is a decrease of \$0.9 million from the Other Services and Charges category.

Contributions to Operations includes \$7.8 million for the StarMetro Fund, the contribution to the Consolidated Dispatch Agency of \$4.6 million, and the pass-through of tax increment funds to the Frenchtown (\$442,951) and Downtown Community Redevelopment (\$564,907) Agencies (CRAs).

Fund Revenues

Property taxes represent the 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 FY15, market forces have stabilized and the change in assessed values from FY14 to FY15 is 3.5%. In prior years, this was not the case, as values have declined. Prior year reductions in value include a 5.43% decrease in FY13, a 3.3% decrease in FY12, a 1.72% decrease in FY11, and an 8.3% decrease in FY10. The FY15 proposed budget maintains the millage rate at 3.700 mills for a fifth consecutive year. This provides ad valorem revenue in FY15 of \$32,873,602 based on an estimated 97% collection rate.

The City-owned utilities provide returns to the City in the form of contributions. As of FY 2012, and again in this budget, the Water and Sewer Utilities' contributions are calculated using a three-year average of retail revenues and multiplied by 6.99%. In FY 2013, the method for calculating the Electric Utility's contribution, which had formerly been calculated using a percentage of retail sales, was changed to a base amount with an annual CPI increase. The Gas Utility's contribution is also calculated using a base amount plus an annual CPI adjustment. For FY15, a modification to the transfer from the electric, solid waste, water and gas utilities to offset the past use of one-time revenue. Funding from existing reserves will be utilized as an interim measure and only as needed pending a rate study, which will take place in 2015. A total of \$37.1 million in contributions from these four utilities are included in the FY 2015 Approved General Fund budget.

Intergovernmental revenue is budgeted at \$16.4 million, which is 5.6% above fiscal year 2014 adopted revenues. State revenue sharing is above the FY14 budget by nearly \$382,426 and Half-Cent Sales Tax is higher than FY14 by \$667,925. The increases in State Revenue Sharing and Half-Cent Sales Tax are attributable to a modest increase in the economy and the result of the 2010 Census, which has the City's population growth far exceeding the County's.

001 General Fund

Revenues from licenses and permits are comprised of business taxes and land use environmental fees (LUES). The land use and environmental fees are relatively flat in FY15 compared to FY14 due to a more 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 inter-local agreements with Leon County. The inter-local agreements with the county support operations of the Tallahassee-Leon County Planning Department, the Animal Services Center, and parks and recreation programs. At \$8.6 million, these revenues are estimated to decrease by 2.20% in FY15.

Revenues of approximately \$12.3 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, credit card rebates, lease of land and rental of buildings.

Fines and Forfeitures account for approximately \$1.7 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, red light camera program revenue is declining significantly in FY15, due to drivers not running red lights as often. Red light camera revenue is projected to decline by \$0.7 million in FY15. These revenues are offset by the related costs to operate the system.

There are two significant revenue charts that follow. The first chart on property taxes illustrates a decline from FY12, however, property tax revenue has declined since FY07. Property Tax revenues have begun to show some recovery from the recession in FY15 and beyond. The relatively flat nature of property values in this post downturn economy, as well as legislative actions will restrict the recovery to a slow growth and will continue to present a challenge to the City when attempting to fund needed services.

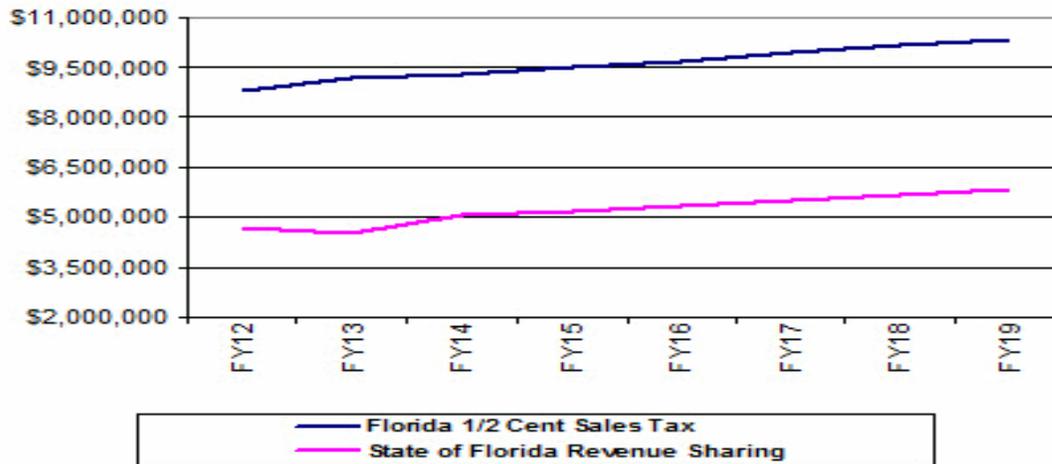
The second chart, State of Florida Revenues, details the impact of the economic recession on state revenues to the City and the beginning of a long recovery. The first line on the chart, Florida ½ cent illustrates that, even if the slow recovery continues, it is estimated that the City will not fully recover from the recession until FY19. The second line on the chart, State Revenue Sharing, due to the nature of the calculation, is normalizing. Both revenue sources are projecting a more sustained pattern of growth over the next five years.

001 General Fund

Property Taxes



State of Florida Revenues



Capital Projects Operating Budget Impacts

There are no specific operating impacts from capital projects detailed in FY15; however, many general government capital projects will require future maintenance of sidewalks, guardrails, pavement, landscape, and stormwater facilities.

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

001 General Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 53,836,564 | 53,787,218 | 54,708,033 | 56,170,175 | 57,550,535 | 58,965,447 | 60,415,765 | 61,902,256 |
| Capitalized Wages | -2,997,485 | -2,865,018 | -2,791,942 | -2,735,018 | -2,635,018 | -2,635,018 | -2,635,018 | -2,635,018 |
| Salary Enhancements | 0 | 1,343,033 | 0 | 1,381,560 | 1,416,111 | 1,451,519 | 1,487,689 | 1,524,926 |
| Temporary Wages | 4,316,781 | 3,767,702 | 4,281,400 | 3,909,591 | 3,846,316 | 3,847,059 | 3,847,821 | 3,848,602 |
| Overtime | 3,923,014 | 2,953,642 | 3,356,553 | 2,981,677 | 2,981,677 | 2,981,677 | 2,981,677 | 2,981,677 |
| Capitalized Overtime | -1,011,777 | -642,274 | -903,374 | -642,274 | -642,274 | -642,274 | -642,274 | -642,274 |
| Other Salary Items | 702,818 | 673,940 | 665,770 | 689,963 | 689,963 | 689,963 | 689,963 | 689,963 |
| Unemployment Compensation | 50,146 | 95,721 | 50,146 | 95,721 | 95,721 | 95,721 | 95,721 | 95,721 |
| Pension- Current | 8,807,901 | 10,034,860 | 9,874,578 | 10,633,779 | 10,896,453 | 11,165,738 | 11,441,715 | 11,724,604 |
| Pension- MAP | 2,340,353 | 2,330,149 | 2,246,562 | 2,380,020 | 2,438,772 | 2,498,970 | 2,560,696 | 2,623,953 |
| Social Security | 2,502 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mandatory Medicare | 840,325 | 813,023 | 820,431 | 848,237 | 867,912 | 888,031 | 908,681 | 929,835 |
| Health Benefits | 6,363,013 | 6,396,662 | 6,421,120 | 6,513,298 | 6,806,376 | 7,112,434 | 7,112,434 | 7,112,434 |
| Health Benefits-OPEB | 756,000 | 756,000 | 756,000 | 756,000 | 756,000 | 756,000 | 756,000 | 756,000 |
| Flex Benefits | 1,330,947 | 1,353,898 | 1,301,804 | 1,333,093 | 1,333,093 | 1,333,093 | 1,333,093 | 1,333,093 |
| Vacancy factor | 0 | -1,419,251 | 0 | -2,219,716 | -1,484,599 | -1,502,976 | -1,521,830 | -1,540,073 |
| Personnel Services | 79,261,102 | 79,379,305 | 80,787,081 | 82,096,106 | 84,917,038 | 87,005,384 | 88,832,133 | 90,705,699 |
| Advertising | 53,170 | 103,550 | 43,302 | 103,550 | 103,550 | 103,550 | 103,550 | 103,550 |
| Cleaning & Laundry | 139,868 | 172,093 | 149,500 | 177,243 | 177,243 | 177,243 | 177,243 | 177,243 |
| Reproduction | 65,010 | 119,127 | 61,171 | 121,889 | 121,889 | 121,889 | 121,889 | 121,889 |
| Unclassified Professional Svcs | 131,591 | 125,376 | 129,741 | 140,076 | 140,176 | 140,176 | 140,176 | 140,176 |
| Building Repairs | 159,260 | 167,210 | 149,143 | 167,210 | 167,210 | 167,210 | 167,210 | 167,210 |
| Equipment Repairs | 220,023 | 314,538 | 246,260 | 334,538 | 334,538 | 334,538 | 334,538 | 334,538 |
| Medical Services | 12,276 | 19,288 | 12,276 | 19,288 | 19,288 | 19,288 | 19,288 | 19,288 |
| Educational Services | 75 | 21,000 | 75 | 21,000 | 21,000 | 21,000 | 21,000 | 21,000 |
| Contract Engineering Svcs | 2,520 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Legal Services | 153,949 | 166,854 | 72,260 | 167,154 | 167,154 | 167,154 | 167,154 | 167,154 |
| Construction Services | 34,487 | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| Unclassified Contract Svcs | 4,641,013 | 7,403,313 | 4,347,787 | 6,090,499 | 6,164,504 | 6,217,316 | 6,277,382 | 6,332,633 |
| Computer Software | 86,964 | 164,707 | 115,499 | 164,422 | 166,810 | 169,317 | 171,949 | 174,713 |
| Garage Employee Parking | 180,000 | 197,760 | 180,000 | 197,760 | 197,760 | 197,760 | 197,760 | 197,760 |
| Telephone | 140,460 | 201,901 | 125,791 | 299,901 | 299,901 | 299,901 | 299,901 | 299,901 |
| Chem-Med-Lab | 174,663 | 187,284 | 186,725 | 187,284 | 187,284 | 187,284 | 187,284 | 187,284 |
| Food | 53,778 | 44,681 | 50,656 | 46,584 | 46,584 | 46,584 | 46,584 | 46,584 |
| Gasoline | 347 | 13,993 | 3,955 | 13,993 | 13,993 | 13,993 | 13,993 | 13,993 |
| Oil & Lubricants | 2,365 | 1,950 | 2,740 | 1,950 | 1,950 | 1,950 | 1,950 | 1,950 |
| Postage | 5,683 | 11,014 | 5,632 | 11,014 | 11,014 | 11,014 | 11,014 | 11,014 |
| Office Supplies | 253,798 | 262,135 | 247,243 | 273,750 | 273,750 | 273,750 | 273,750 | 273,750 |
| Uniforms & Clothing | 270,887 | 304,140 | 280,461 | 313,459 | 305,660 | 305,660 | 305,660 | 305,660 |
| Unclassified Supplies | 1,841,150 | 2,032,734 | 1,858,482 | 2,464,752 | 2,451,913 | 2,451,913 | 2,451,913 | 2,451,913 |
| Non-Capitalized Furniture | 793 | 500 | 0 | 500 | 500 | 500 | 500 | 500 |
| Vehicle- Non-Garage | 882 | 15,532 | 0 | 15,532 | 15,532 | 15,532 | 15,532 | 15,532 |
| Building Supplies | 36,810 | 73,550 | 35,737 | 73,550 | 73,550 | 73,550 | 73,550 | 73,550 |
| Travel & Training | 197,865 | 213,334 | 178,964 | 226,174 | 226,174 | 226,174 | 226,174 | 226,174 |
| Police Second Dollar | 0 | 125,000 | 0 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 |
| Journals & Books | 66,725 | 68,140 | 68,748 | 67,940 | 67,940 | 67,940 | 67,940 | 67,940 |
| Memberships | 105,640 | 143,487 | 109,124 | 144,597 | 144,597 | 144,597 | 144,597 | 144,597 |
| Certificates & Licenses | 18,384 | 11,100 | 15,721 | 11,510 | 11,510 | 11,510 | 11,510 | 11,510 |
| Rent Expense- Bldg & Ops | 196,184 | 480,799 | 201,333 | 38,350 | 38,350 | 38,350 | 38,350 | 38,350 |
| Rent Expense- Land | 1,200 | 164,187 | 1,200 | 175,506 | 179,490 | 187,322 | 199,235 | 217,342 |
| Rent Expense- Machines | 120,048 | 145,509 | 121,715 | 149,109 | 149,109 | 149,109 | 149,109 | 149,109 |
| Unclassified Charges | 27,928 | 116,026 | 29,808 | 82,589 | 56,250 | 56,250 | 56,250 | 56,250 |
| Freeze of operating expenditures | 0 | 0 | 0 | -450,000 | 0 | 0 | 0 | 0 |
| Operating | 9,395,796 | 13,591,812 | 9,031,054 | 11,977,673 | 12,461,173 | 12,524,324 | 12,598,934 | 12,675,057 |
| Donations | 888,812 | 2,441,072 | 888,812 | 1,575,563 | 1,353,463 | 1,356,313 | 1,359,313 | 1,359,313 |
| Assessments & Fees | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bad Debt Expense | -186,800 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| City Contingency | 49,500 | 50,000 | 11,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Other Services & Charges | 751,512 | 2,546,072 | 929,812 | 1,655,563 | 1,433,463 | 1,436,313 | 1,439,313 | 1,439,313 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

001 General Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|--|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Office Equipment | 5,097 | 11,600 | 11,878 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| Computer Equipment | 1,090 | 3,000 | 1,500 | 36,654 | 0 | 0 | 0 | 0 |
| Vehicle Equipment | 69,476 | 0 | 400 | 199,770 | 0 | 0 | 0 | 0 |
| Unclassified Equipment | 326,722 | 401,700 | 336,872 | 290,314 | 234,100 | 234,100 | 234,100 | 234,100 |
| Capital Outlay | 402,385 | 416,300 | 350,650 | 532,738 | 240,100 | 240,100 | 240,100 | 240,100 |
| Human Resource Expense | 1,321,607 | 1,348,808 | 1,347,472 | 1,371,170 | 1,405,878 | 1,441,469 | 1,477,964 | 1,515,376 |
| Accounting Expense | 1,046,764 | 884,626 | 881,402 | 1,028,924 | 1,054,773 | 1,081,271 | 1,108,344 | 1,136,099 |
| Purchasing Expense | 491,146 | 335,313 | 334,941 | 509,705 | 522,528 | 535,670 | 549,145 | 562,962 |
| Information Systems Expense | 5,579,722 | 6,589,606 | 6,592,140 | 7,118,601 | 7,298,315 | 7,482,578 | 7,671,496 | 7,866,170 |
| Risk Management Expense | 2,159,725 | 2,201,816 | 2,201,816 | 1,935,851 | 1,984,246 | 2,033,853 | 2,084,757 | 2,136,936 |
| Radio Communications Expense | 490,526 | 527,881 | 537,816 | 466,206 | 477,861 | 489,807 | 502,052 | 514,603 |
| Revenue Collection Expense | 755,692 | 949,673 | 949,673 | 810,716 | 830,984 | 851,759 | 873,053 | 894,879 |
| Utility Services Expense | 146,043 | 154,824 | 154,824 | 160,418 | 164,428 | 168,539 | 172,752 | 177,071 |
| Environmental | 87,739 | 114,883 | 114,883 | 231,453 | 237,239 | 243,170 | 249,249 | 255,480 |
| Vehicle Garage Expense | 2,077,197 | 2,356,031 | 2,111,698 | 2,527,635 | 2,590,749 | 2,655,440 | 2,721,735 | 2,789,690 |
| Vehicle Fuel | 2,134,482 | 1,774,243 | 1,820,689 | 1,873,111 | 1,919,762 | 1,967,581 | 2,016,604 | 2,066,855 |
| Vehicle Replacement | 1,329,081 | 1,387,880 | 1,386,310 | 1,429,518 | 1,472,403 | 1,516,579 | 1,562,077 | 1,608,940 |
| Allocated Accounts | 17,619,724 | 18,625,584 | 18,433,664 | 19,463,308 | 19,959,166 | 20,467,716 | 20,989,229 | 21,525,060 |
| Utilities - Sewer | 182,171 | 130,428 | 180,181 | 137,738 | 138,358 | 138,358 | 138,358 | 138,358 |
| Utilities - Sanitation | 211,787 | 159,184 | 210,837 | 165,684 | 166,740 | 166,740 | 166,740 | 166,740 |
| Utilities - Stormwater | 145,919 | 151,480 | 145,688 | 158,022 | 158,790 | 158,790 | 158,790 | 158,790 |
| Utilities - Gas | 164,544 | 249,621 | 165,739 | 250,362 | 251,772 | 251,772 | 251,772 | 251,772 |
| Utilities - Water | -150,555 | 233,132 | 473,047 | 296,118 | 298,977 | 298,977 | 298,977 | 298,977 |
| Utilities - Electric | 3,370,304 | 3,796,288 | 3,494,811 | 3,996,645 | 4,038,430 | 4,080,541 | 4,133,092 | 4,186,650 |
| Utilities - Fire Services | 107,312 | 88,330 | 107,068 | 91,459 | 91,477 | 91,477 | 91,477 | 91,477 |
| COGS - Other | 20,988 | 43,466 | 13,393 | 43,466 | 43,466 | 43,466 | 43,466 | 43,466 |
| Utilities and Other Expenses | 4,052,470 | 4,851,929 | 4,790,764 | 5,139,494 | 5,188,010 | 5,230,121 | 5,282,672 | 5,336,230 |
| Debt Service Transfer | 6,545,652 | 6,681,298 | 6,681,298 | 6,160,349 | 6,218,288 | 7,141,509 | 6,480,313 | 6,961,846 |
| Inter-Fund Transfer | 4,436,314 | 327,211 | 3,133,271 | 2,362,479 | 2,380,970 | 2,399,991 | 2,419,561 | 2,439,697 |
| Transfers | 10,981,966 | 7,008,509 | 9,814,569 | 8,522,828 | 8,599,258 | 9,541,500 | 8,899,874 | 9,401,543 |
| Contribution to StarMetro Fund | 9,613,755 | 6,482,200 | 7,778,121 | 7,753,784 | 8,035,303 | 8,322,822 | 8,570,331 | 8,826,977 |
| Contribution to CRA Frenchtown | 416,889 | 424,663 | 417,991 | 442,951 | 451,810 | 460,846 | 470,063 | 479,464 |
| Contribution to CRA Downtown | 327,230 | 308,364 | 306,731 | 564,907 | 576,205 | 587,729 | 599,484 | 611,474 |
| Contribution to Consolidated Dispatch Agency | 2,630,427 | 4,744,363 | 4,744,363 | 4,648,446 | 4,787,899 | 4,931,536 | 5,079,482 | 5,231,866 |
| Contributions to Operations | 12,988,301 | 11,959,590 | 13,247,206 | 13,410,088 | 13,851,217 | 14,302,933 | 14,719,360 | 15,149,781 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

001 General Fund

| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-----------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Ad Valorem Property Tax | 31,522,440 | 31,393,952 | 31,393,952 | 32,873,602 | 33,531,074 | 34,201,695 | 34,885,729 | 35,583,444 |
| Electricity Tax | 10,856,399 | 11,000,000 | 11,000,000 | 11,110,000 | 11,221,100 | 11,333,311 | 11,446,644 | 11,561,110 |
| Water Tax | 1,621,970 | 1,700,000 | 1,700,000 | 1,725,500 | 1,751,382 | 1,777,653 | 1,804,318 | 1,840,404 |
| Gas Tax | 1,120,601 | 1,050,000 | 1,276,449 | 1,065,750 | 1,081,736 | 1,097,962 | 1,114,431 | 1,125,575 |
| Fuel Oil Tax | 3,633 | 4,500 | 3,870 | 4,568 | 4,637 | 4,707 | 4,778 | 4,874 |
| Propane Tax | 184,868 | 225,000 | 181,251 | 228,375 | 231,801 | 235,278 | 238,807 | 241,195 |
| Communication | 9,047,048 | 8,942,417 | 8,942,417 | 8,890,361 | 8,890,361 | 8,890,361 | 8,890,361 | 8,890,361 |
| Taxes & Franchise Fees | 54,356,959 | 54,315,869 | 54,497,939 | 55,898,156 | 56,712,091 | 57,540,967 | 58,385,068 | 59,246,964 |
| Occupational Licenses | 1,766,113 | 1,800,000 | 1,766,113 | 1,827,000 | 1,854,405 | 1,882,221 | 1,910,454 | 1,929,559 |
| Taxi Cab Permits | 9,135 | 15,400 | 9,135 | 16,400 | 16,400 | 16,400 | 16,400 | 16,400 |
| Loading Zone Permits | 10,675 | 16,500 | 10,675 | 16,500 | 16,500 | 16,500 | 16,500 | 16,500 |
| Environmental Permits | 513,972 | 656,500 | 513,972 | 663,065 | 669,696 | 676,393 | 683,157 | 689,988 |
| Contractor Licensing- Growth | 961 | 0 | 651 | 0 | 0 | 0 | 0 | 0 |
| Land Use Fees- Growth Mngmt | 139,644 | 151,500 | 139,644 | 153,015 | 154,545 | 156,090 | 157,651 | 159,227 |
| Environmental Analysis I | 28,872 | 50,500 | 35,055 | 51,005 | 51,515 | 52,030 | 52,550 | 53,076 |
| Environmental Analysis II | 18,735 | 10,100 | 17,825 | 10,201 | 10,303 | 10,406 | 10,510 | 10,615 |
| Concurrency Fees | 46,763 | 50,500 | 46,763 | 51,005 | 51,515 | 52,030 | 52,550 | 53,076 |
| Environmental Variance Funds | 3,390 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bid Non Fbc Fees | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Licenses & Permits | 2,538,261 | 2,751,000 | 2,539,833 | 2,788,191 | 2,824,879 | 2,862,070 | 2,899,772 | 2,928,441 |
| U.S. Department of Justice | 0 | 273,400 | 0 | 0 | 0 | 0 | 0 | 0 |
| HUD- Community Dvlpmnt Block | 79,552 | 0 | 79,552 | 0 | 0 | 0 | 0 | 0 |
| HUD- Home Program | 0 | 105,825 | 0 | 105,825 | 105,825 | 105,825 | 105,825 | 105,825 |
| FDOT JPA Agreements | 0 | 499,367 | 499,367 | 600,149 | 613,082 | 626,385 | 642,530 | 659,160 |
| State of FL Revenue Sharing | 4,493,743 | 5,033,308 | 5,033,308 | 5,415,734 | 5,524,049 | 5,634,530 | 5,747,221 | 5,862,165 |
| Mobile Hm License City Share | 41,645 | 67,000 | 41,645 | 67,000 | 67,000 | 67,000 | 67,000 | 67,000 |
| Beverage License | 134,136 | 112,000 | 134,136 | 112,000 | 112,000 | 112,000 | 112,000 | 112,000 |
| Florida 1/2 Cent Sales Tax | 9,166,463 | 9,261,113 | 9,261,113 | 9,929,038 | 10,127,619 | 10,330,171 | 10,536,774 | 10,747,509 |
| Payment in Lieu of Taxes | 156,530 | 125,000 | 167,232 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 |
| Intergovernmental Revenue | 14,072,069 | 15,477,013 | 15,216,353 | 16,354,746 | 16,674,575 | 17,000,911 | 17,336,350 | 17,678,659 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

001 General Fund

| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|---------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Planning Fees- Rezoning | 29,411 | 28,000 | 29,411 | 28,000 | 28,000 | 28,000 | 28,000 | 28,000 |
| Co Share of Co Employees | 70,155 | 76,826 | 70,155 | 79,131 | 81,505 | 83,950 | 86,469 | 89,063 |
| Co Contrib w/o Co Empl | 659,729 | 841,101 | 659,729 | 866,334 | 892,324 | 919,094 | 946,667 | 975,067 |
| Leon Co Rent and O&M | 17,689 | 25,599 | 17,689 | 25,599 | 25,599 | 25,599 | 25,599 | 25,599 |
| Tape/dvd Dubbing Fees | 20 | 1,000 | 20 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Charges for Lien Search | 42,225 | 37,500 | 48,114 | 37,500 | 37,500 | 37,500 | 37,500 | 37,500 |
| Service/Notary Fees | 10,851 | 0 | 9,798 | 0 | 0 | 0 | 0 | 0 |
| Police Protection | 65,581 | 80,000 | 66,300 | 65,000 | 65,000 | 65,000 | 65,000 | 65,000 |
| Police Sec FSU/FAMU Football | 149,800 | 156,300 | 171,267 | 163,300 | 171,450 | 180,000 | 189,000 | 198,450 |
| Police - Fingerprint Fees | 7,900 | 9,000 | 6,480 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 |
| Police-Decriminalized Offenses | 118 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Miscellaneous Revenue | 3,128 | 7,000 | 2,970 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| Sale of Cemetery Lots | 0 | 210,938 | 138,264 | 210,938 | 210,938 | 210,938 | 210,938 | 210,938 |
| Conference Room Rental | 3,300 | 0 | 3,600 | 0 | 0 | 0 | 0 | 0 |
| Parking Meter Receipts | 308,830 | 275,000 | 302,874 | 275,000 | 275,000 | 275,000 | 275,000 | 275,000 |
| Parking Lot Proceeds | 227,440 | 292,500 | 221,199 | 292,500 | 292,500 | 292,500 | 292,500 | 292,500 |
| DIA Garage Revenue | 733,484 | 814,400 | 733,484 | 814,400 | 814,400 | 814,400 | 814,400 | 814,400 |
| Capital Commons Garage | 386,760 | 425,000 | 386,760 | 425,000 | 425,000 | 425,000 | 425,000 | 425,000 |
| Lot Mowing & Clearing | 15,831 | 9,000 | 15,831 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| FDOT TraCS | 2,565 | 25,000 | 3,225 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Traffic Signal Control Maint | 90,350 | 67,307 | 90,350 | 67,307 | 67,307 | 67,307 | 67,307 | 67,307 |
| FDOT ROW Maintenance Contrac | 626,089 | 616,794 | 616,794 | 164,486 | 164,486 | 164,486 | 164,486 | 164,486 |
| Leon County Street Sweeping | 639 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Concurrency Counts - PW | 0 | 25,594 | 0 | 25,594 | 25,594 | 25,594 | 25,594 | 25,594 |
| FSU Traffic Service - PW | 27,655 | 17,500 | 17,500 | 17,500 | 17,500 | 17,500 | 17,500 | 17,500 |
| FSU-Maint of Traffic Signals | 6,507 | 8,424 | 8,424 | 8,424 | 8,424 | 8,424 | 8,424 | 8,424 |
| FDOT-Maint of Traffic Signal | 477,033 | 259,612 | 259,612 | 259,612 | 259,612 | 259,612 | 259,612 | 259,612 |
| Gadsden Cty-Maint of Traff S | 4,338 | 2,897 | 8,802 | 2,897 | 2,897 | 2,897 | 2,897 | 2,897 |
| Animal Shelter- Adoptions | 79,539 | 154,100 | 69,729 | 154,100 | 154,100 | 154,100 | 154,100 | 154,100 |
| Animal Shelter- ARV | 6,432 | 3,839 | 5,697 | 3,839 | 3,839 | 3,839 | 3,839 | 3,839 |
| Animal Shelter- Bite Boardin | 2,962 | 5,000 | 4,923 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Animal Shelter- Board | 9,224 | 18,376 | 12,105 | 18,376 | 18,376 | 18,376 | 18,376 | 18,376 |
| Animal Shelter- City Impound | 12,367 | 13,243 | 12,375 | 13,243 | 13,243 | 13,243 | 13,243 | 13,243 |
| Animal Shelter- Miscellaneou | 21,056 | 27,500 | 1,476 | 27,500 | 27,500 | 27,500 | 27,500 | 27,500 |
| Animal Shelter- County Board | 15,285 | 16,876 | 15,408 | 16,876 | 16,876 | 16,876 | 16,876 | 16,876 |
| Animal Shelter- Co Ticket | 0 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Cnty Animal Services Contract | 583,322 | 525,571 | 525,571 | 553,195 | 554,010 | 554,853 | 555,299 | 555,758 |
| Animal Shelter-Vet Fees Repaid | 4,579 | 3,500 | 4,579 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| Animal Shelter - Altering Fees | 0 | 3,600 | 0 | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 |
| Out of County Drop Off | 2,756 | 600 | 4,296 | 600 | 600 | 600 | 600 | 600 |
| Internal Vet Services | 44,001 | 27,040 | 43,953 | 27,040 | 27,040 | 27,040 | 27,040 | 27,040 |
| FSU Maintenance - Parks and Rec | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous Recreation Fee | 1,063,863 | 1,035,625 | 1,035,625 | 1,094,479 | 1,115,389 | 1,136,717 | 1,158,472 | 1,180,662 |
| Park Concessions | 29,474 | 42,347 | 29,178 | 42,347 | 42,347 | 42,347 | 42,347 | 42,347 |
| Oven Park Rental | 74,625 | 91,011 | 74,625 | 91,011 | 91,011 | 91,011 | 91,011 | 91,011 |
| Brokaw McDougal House | 658 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Soccer Field Rental | 105,748 | 86,939 | 105,748 | 86,939 | 86,939 | 86,939 | 86,939 | 86,939 |
| Misc Rec Fees-Enterprise Proj. | 88,668 | 5,545 | 88,668 | 5,545 | 5,545 | 5,545 | 5,545 | 5,545 |
| Misc. Rec Gees Ent. Proj - SWC | 5,232 | 0 | 5,232 | 0 | 0 | 0 | 0 | 0 |
| Gaither Green Fees | 72,250 | 136,172 | 71,784 | 137,806 | 137,826 | 137,846 | 137,866 | 137,886 |
| Gaither Pro Shop Revenues | 9,555 | 14,870 | 9,374 | 15,048 | 15,048 | 15,048 | 15,048 | 15,048 |
| Gaither Concessions | 10,935 | 13,729 | 10,064 | 13,894 | 13,894 | 13,894 | 13,894 | 13,894 |
| Gaither Golf Cart Fees | 67,932 | 87,375 | 62,159 | 88,424 | 88,424 | 88,424 | 88,424 | 88,424 |
| Hilaman Gift Certificate Sal | 1,119 | 0 | 1,443 | 0 | 0 | 0 | 0 | 0 |
| Hilaman Gift Cert. Redeemed | -1,174 | 0 | -1,069 | 0 | 0 | 0 | 0 | 0 |
| Hilaman Green Fees | 513 | 0 | 168 | 0 | 0 | 0 | 0 | 0 |
| Misc Rec Fees - Aquatics | 155 | 0 | 732 | 0 | 0 | 0 | 0 | 0 |
| Swimming Pool Revenues | 346,423 | 377,556 | 355,261 | 377,556 | 377,556 | 377,556 | 377,556 | 377,556 |
| Area Tallahassee Aquatic Clu | 527 | 0 | 528 | 0 | 0 | 0 | 0 | 0 |
| Online registrations-misc. P&R | 262,133 | 220,000 | 262,133 | 220,000 | 220,000 | 220,000 | 220,000 | 220,000 |
| County Contrib - Parks and R | 1,078,290 | 1,078,290 | 1,078,290 | 1,078,290 | 1,078,290 | 1,078,290 | 1,078,290 | 1,078,290 |
| County Contr - Teen Center | 150,000 | 0 | 150,000 | 150,000 | 150,000 | 0 | 0 | 0 |
| Special Events | 35,501 | 23,670 | 35,501 | 23,670 | 23,670 | 23,670 | 23,670 | 23,670 |
| Annual Fees | 37,281 | 47,226 | 37,281 | 47,226 | 47,226 | 47,226 | 47,226 | 47,226 |
| Monthly Fees | 1,343 | 3,812 | 1,269 | 3,812 | 3,812 | 3,812 | 3,812 | 3,812 |
| Tennis Daily Fees | 131,750 | 131,663 | 131,750 | 131,663 | 131,663 | 131,663 | 131,663 | 131,663 |
| Special Programs | 130 | 75,652 | 0 | 75,652 | 75,652 | 75,652 | 75,652 | 75,652 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

001 General Fund

| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-----------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Pro Shop Contract | 5,479 | 9,110 | 10,161 | 9,110 | 9,110 | 9,110 | 9,110 | 9,110 |
| Lessons Contract | 108,850 | 181,652 | 108,850 | 181,652 | 181,652 | 181,652 | 181,652 | 181,652 |
| Restaurant Contract | 980 | 1,613 | 980 | 1,613 | 1,613 | 1,613 | 1,613 | 1,613 |
| Other Parks & Rec Revenues | 9,192 | 20,483 | 9,192 | 20,483 | 20,483 | 20,483 | 20,483 | 20,483 |
| Racquet Daily Fees | 12,658 | 13,877 | 11,322 | 13,877 | 13,877 | 13,877 | 13,877 | 13,877 |
| Aerobics Daily Fees | 3,544 | 9,280 | 2,880 | 9,280 | 9,280 | 9,280 | 9,280 | 9,280 |
| Tennis Clinic Revenue | 33,753 | 1,905 | 33,753 | 1,905 | 1,905 | 1,905 | 1,905 | 1,905 |
| Tennis Camps | 22,234 | 556 | 23,775 | 556 | 556 | 556 | 556 | 556 |
| Tennis Facility Revenue | 7,593 | 159 | 4,839 | 159 | 159 | 159 | 159 | 159 |
| Other Rentals - BM, Rentals, etc. | 4,399 | 118 | 4,062 | 118 | 118 | 118 | 118 | 118 |
| Tennis Tournaments | 20,349 | 0 | 20,349 | 0 | 0 | 0 | 0 | 0 |
| Misc. Rec Fees - Tennis Lessons | 20,367 | 0 | 20,367 | 0 | 0 | 0 | 0 | 0 |
| Misc Rec Fees - Tennis Pro Shop | 18,515 | 0 | 18,515 | 0 | 0 | 0 | 0 | 0 |
| Misc Rec Fees - Tennis Misc | 2,301 | 0 | 2,301 | 0 | 0 | 0 | 0 | 0 |
| Misc Rec Fees - Ice Cream | 752 | 0 | 752 | 0 | 0 | 0 | 0 | 0 |
| Pre-employment testing fees | 20,764 | 12,000 | 20,764 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Charges for Services | 8,713,612 | 8,838,772 | 8,432,370 | 8,644,006 | 8,702,265 | 8,612,221 | 8,673,533 | 8,736,646 |
| Traffic Fines | 637,275 | 500,000 | 456,159 | 450,000 | 459,000 | 468,200 | 477,550 | 487,100 |
| Police Dept 2nd Dollar Funding | 9,084 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Parking Violations | 319,710 | 350,000 | 319,710 | 325,000 | 325,000 | 325,000 | 325,000 | 325,000 |
| Police False Alarm | 2,835 | 6,000 | 2,835 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| Traffic Violation Surcharge | 217,948 | 210,000 | 217,948 | 210,000 | 214,200 | 218,500 | 222,900 | 227,400 |
| Red Light Camera Violations | 942,479 | 1,400,000 | 942,479 | 700,000 | 700,000 | 700,000 | 700,000 | 700,000 |
| Code Liens | 83,408 | 0 | 70,230 | 0 | 0 | 0 | 0 | 0 |
| Fines & Forfeitures | 2,212,739 | 2,466,000 | 2,009,361 | 1,691,000 | 1,704,200 | 1,717,700 | 1,731,450 | 1,745,500 |
| Interest | 521,084 | 500,000 | 410,815 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| Lincoln Center Rent | 81,153 | 145,314 | 77,283 | 145,314 | 145,314 | 145,314 | 145,314 | 145,314 |
| Lease of Land | 102 | 4,977 | 102 | 4,977 | 4,977 | 4,977 | 4,977 | 4,977 |
| Smith-Williams Center Rent | 6,210 | 19,407 | 6,210 | 19,407 | 19,407 | 19,407 | 19,407 | 19,407 |
| Rental of Land & Buildings | 873,258 | 695,138 | 869,079 | 695,138 | 695,138 | 695,138 | 695,138 | 695,138 |
| Renaissance O & M - County | 144,660 | 193,004 | 144,660 | 193,004 | 193,004 | 193,004 | 193,004 | 193,004 |
| Sale of Surplus | 89,766 | 110,000 | 89,766 | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 |
| Discounts Earned | 763 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Miscellaneous Revenue | 452,761 | 660,712 | 452,952 | 1,309,712 | 1,109,712 | 1,109,712 | 1,109,712 | 1,109,712 |
| Cobra Payments | 799 | 1,200 | 696 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 |
| Overhead Allocation | 6,902,048 | 6,932,474 | 6,932,445 | 7,194,151 | 7,374,005 | 7,558,355 | 7,747,314 | 7,940,997 |
| Lobbyist Registration Fees | 1,151 | 0 | 1,151 | 0 | 0 | 0 | 0 | 0 |
| Trans from Fund Bal - Encumb | 408,308 | 0 | 698,972 | 0 | 0 | 0 | 0 | 0 |
| Capitalized Overhead | 1,889,390 | 2,400,000 | 1,639,983 | 2,100,000 | 1,800,000 | 1,800,000 | 1,800,000 | 1,800,000 |
| Other Revenues | 11,371,453 | 11,662,226 | 11,324,114 | 12,267,903 | 11,947,757 | 12,132,107 | 12,321,066 | 12,514,749 |
| Transfer From General Fund | 0 | 0 | 0 | 1,131,000 | 0 | 0 | 0 | 0 |
| Transfer from LEF Fund State | 30,000 | 30,000 | 30,000 | 30,000 | 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 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Transfer from Fire Fund | 156,150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer from 2004 DSR Fund | 630,537 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer From Capital Improv | 0 | 3,000,000 | 3,000,000 | 1,200,000 | 0 | 0 | 0 | 0 |
| Transfer From Gas Tax Constr | 204,260 | 204,260 | 204,260 | 204,260 | 204,260 | 204,260 | 204,260 | 204,260 |
| Transfer From Stormwater Fun | 310,433 | 306,000 | 306,000 | 348,307 | 358,756 | 369,519 | 380,605 | 392,023 |
| Transfer from Spec Ins Reser | 2,000,000 | 1,717,000 | 1,717,000 | 0 | 0 | 0 | 0 | 0 |
| Transfer From Internal Loan | 1,393,534 | 1,393,534 | 1,393,534 | 0 | 0 | 0 | 0 | 0 |
| Transfer From Deficiencies Fd | 2,015,865 | 0 | 0 | 343,250 | 0 | 0 | 0 | 0 |
| Transfer - Cemetary Perp Trust | 29,249 | 30,126 | 30,126 | 31,030 | 31,030 | 31,030 | 31,030 | 31,030 |
| Rickards Scholarship Fund | 0 | 21,000 | 21,000 | 21,000 | 21,000 | 21,000 | 21,000 | 21,000 |
| Contribution From Electric Fd | 23,900,000 | 24,258,500 | 24,258,500 | 28,801,313 | 29,492,545 | 30,200,366 | 30,925,175 | 31,560,689 |
| Contribution From Gas Fund | 2,524,732 | 2,562,602 | 2,562,602 | 2,801,441 | 2,843,463 | 2,886,115 | 2,929,407 | 2,973,348 |
| Contribution From Water Fund | 3,148,743 | 3,238,663 | 3,238,663 | 3,694,369 | 3,749,785 | 3,806,032 | 3,863,122 | 3,921,068 |
| Contribution From Sewer Fund | 4,075,232 | 4,320,612 | 4,320,612 | 4,560,850 | 4,629,263 | 4,698,702 | 4,769,183 | 4,840,721 |
| Contrib from Solid Waste Fun | 1,594,428 | 1,610,924 | 1,610,924 | 1,811,976 | 1,813,051 | 1,813,715 | 1,813,715 | 1,813,715 |
| Other Sources | 42,188,163 | 42,868,221 | 42,868,221 | 45,153,796 | 43,348,153 | 44,235,739 | 45,142,497 | 45,962,854 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

001 General Fund

| Fund Summary | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|------------------------|---------------------------|----------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Fund Total Expenditure | 135,453,256 | 138,379,101 | 137,384,800 | 142,797,798 | 146,649,425 | 150,748,391 | 153,001,615 | 156,472,782 |
| Fund Total Revenue | 135,453,256 | 138,379,101 | 136,888,191 | 142,797,798 | 141,913,920 | 144,101,715 | 146,489,737 | 148,813,813 |
| Fund Balance | 0 | 0 | -496,609 | 0 | -4,735,505 | -6,646,676 | -6,511,878 | -7,658,969 |

City of Tallahassee
Fiscal Year 2015 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 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
|------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Transfers | 81,000 | 81,000 | 81,800 | 81,800 | 81,800 | 81,800 | 81,800 |
| | | | | | | | |
| <u>Revenues</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Other Revenues | 200,075 | 126,724 | 81,800 | 81,800 | 81,800 | 81,800 | 81,800 |
| | | | | | | | |
| <u>Fund Summary</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Fund Total Expenditure | 81,000 | 81,000 | 81,800 | 81,800 | 81,800 | 81,800 | 81,800 |
| Fund Total Revenue | 200,075 | 126,724 | 81,800 | 81,800 | 81,800 | 81,800 | 81,800 |
| Fund Balance | 119,075 | 45,724 | 0 | 0 | 0 | 0 | 0 |

Fund Expenditures

Fund expenditures support miscellaneous costs associated with the programs identified.

Fund Revenues

Fiscal year 2015 charitable donations support the Change for Change program in the Economic and Community Development Department (\$65,000), the Mayor's Back to School Jam (\$10,000) and the following programs in the Tallahassee Police Department: Crime Prevention (\$5,000); Child Safety Seat (\$500); Victim Advocates (\$1,000); and the Canine program (\$300).

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 2015 Adopted Budget - Fund Proforma Account Summary

115 Donations Operating Fund

| Expenditures | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---------------------------------|----------------|----------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Unclassified Contract Svcs | 0 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Operating | 0 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Inter-Fund Transfer | 81,000 | 6,800 | 81,000 | 81,800 | 81,800 | 81,800 | 81,800 | 81,800 |
| Transfers | 81,000 | 6,800 | 81,000 | 81,800 | 81,800 | 81,800 | 81,800 | 81,800 |
| Revenues | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Interest | 3,700 | 0 | 4,200 | 0 | 0 | 0 | 0 | 0 |
| Child Safety Seat Donations | 0 | 500 | 0 | 500 | 500 | 500 | 500 | 500 |
| Victim Advocates | 356 | 1,000 | 356 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Canine Donations | 0 | 300 | 0 | 300 | 300 | 300 | 300 | 300 |
| Animal Service Ctr Donation | 93,898 | 0 | 13,560 | 0 | 0 | 0 | 0 | 0 |
| Change For Change Donations | 73,466 | 65,000 | 94,608 | 65,000 | 65,000 | 65,000 | 65,000 | 65,000 |
| Mayor's Back to School Supplies | 21,465 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Environmental Outreach Program | 3,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CP & PSE Donation | 4,190 | 5,000 | 4,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Other Revenues | 200,075 | 81,800 | 126,724 | 81,800 | 81,800 | 81,800 | 81,800 | 81,800 |
| Fund Summary | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Fund Total Expenditure | 81,000 | 81,800 | 81,000 | 81,800 | 81,800 | 81,800 | 81,800 | 81,800 |
| Fund Total Revenue | 200,075 | 81,800 | 126,724 | 81,800 | 81,800 | 81,800 | 81,800 | 81,800 |
| Fund Balance | 119,075 | 0 | 45,724 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Summary

120 Building Inspection Fund

During the 2005 Florida Legislative session, a law was passed which states 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. Currently, Building Inspection's outstanding obligation to the Deficiencies Fund is \$1,079,904. The total budget for fiscal year 2015 is \$3,257,996 representing less than a 1% decrease from the approved 2014 budget. Any surplus generated by the Building Inspection Fund at FY15 year end, will be transferred to the Deficiency Fund.

| <u>Expenditures</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
|------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 1,996,764 | 2,173,214 | 2,276,565 | 2,334,830 | 2,395,192 | 2,447,651 | 2,501,408 |
| Operating | 14,054 | 17,846 | 55,896 | 55,896 | 55,896 | 55,896 | 55,896 |
| Allocated Accounts | 527,806 | 647,928 | 551,632 | 557,763 | 564,518 | 571,443 | 578,545 |
| Transfers | 200,174 | 185,807 | 97,955 | 97,955 | 97,955 | 97,955 | 97,955 |
| Year End Adjustments | 776,884 | 188,044 | 275,948 | 217,765 | 150,648 | 91,263 | 30,405 |
| <u>Revenues</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Licenses & Permits | 3,108,674 | 2,851,192 | 2,838,002 | 2,844,215 | 2,844,215 | 2,844,215 | 2,844,215 |
| Charges for Services | 135,361 | 114,841 | 121,670 | 121,670 | 121,670 | 121,670 | 121,670 |
| Fines & Forfeitures | 43,954 | 42,905 | 77,300 | 77,300 | 77,300 | 77,300 | 77,300 |
| Other Revenues | 203,693 | 203,901 | 197,024 | 197,024 | 197,024 | 197,024 | 197,024 |
| Other Sources | 24,000 | 0 | 24,000 | 24,000 | 24,000 | 24,000 | 24,000 |
| <u>Fund Summary</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Fund Total Expenditure | <u>3,515,682</u> | <u>3,212,839</u> | <u>3,257,996</u> | <u>3,264,209</u> | <u>3,264,209</u> | <u>3,264,209</u> | <u>3,264,209</u> |
| Fund Total Revenue | <u>3,515,682</u> | <u>3,212,839</u> | <u>3,257,996</u> | <u>3,264,209</u> | <u>3,264,209</u> | <u>3,264,209</u> | <u>3,264,209</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

Expenditures in the fiscal year 2015-2019 proforma include:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Fund Revenues

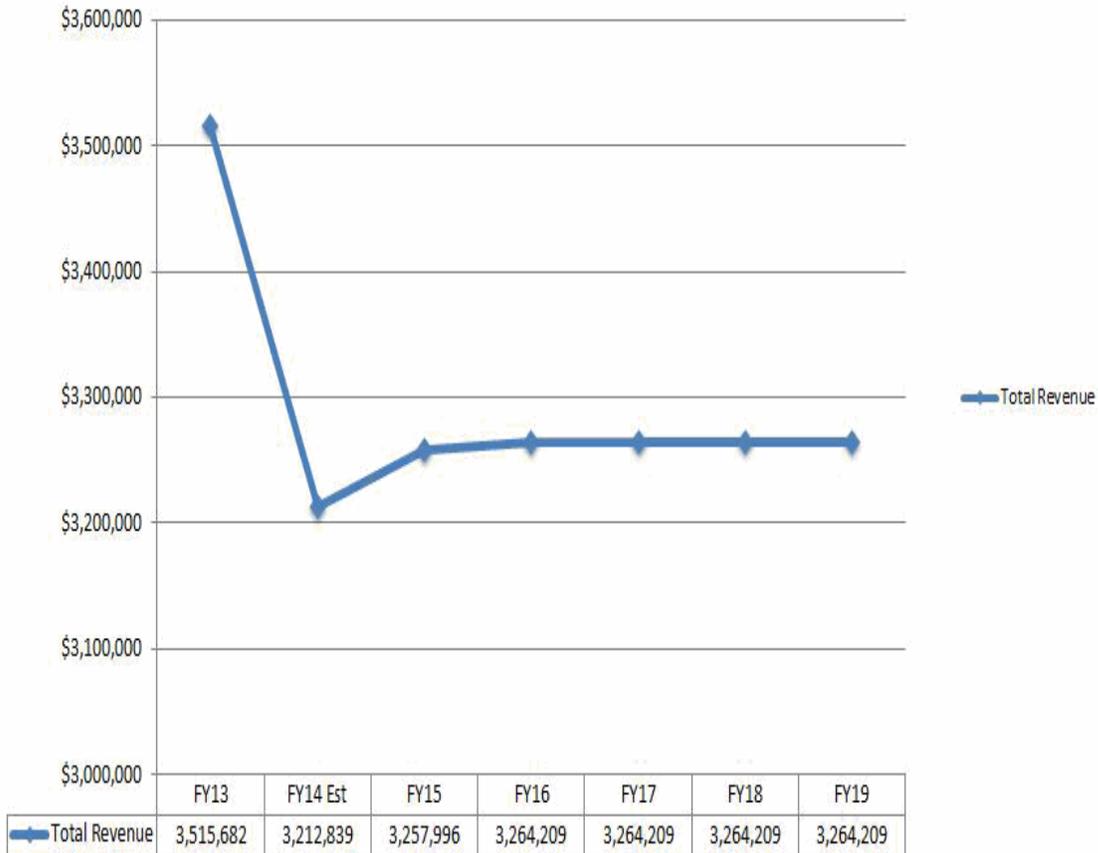
Fund revenues from licenses and permits total \$2.8 million and are derived from three major sources, building permit fees, contractor licensing, and non-FL building code fees. This is an decrease of \$13,190 from FY14 revenues. Overall, this is a 1% increase from the FY13 revenues.

The chart on the following page depicts a graph of projected revenues through fiscal year 2019. In FY14,

120 Building Inspection Fund

building permits revenues are projecting an decrease of 9% from FY13 fees collected. However, there is a slight projected decrease in overall revenues collected in FY14 from FY13 revenues. In FY13, Building Inspection started collecting additional revenues 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.

Building Inspection Revenue Projections



Capital Projects Operating Budget Impacts

There are no capital projects associated with this fund.

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

120 Building Inspection Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 1,386,823 | 1,558,212 | 1,506,295 | 1,574,383 | 1,613,743 | 1,654,088 | 1,695,441 | 1,737,827 |
| Salary Enhancements | 0 | 38,953 | 0 | 39,360 | 40,345 | 41,353 | 42,386 | 43,445 |
| Temporary Wages | 20,902 | 0 | 41,184 | 0 | 0 | 0 | 0 | 0 |
| Overtime | 1,598 | 4,160 | 1,127 | 4,160 | 4,160 | 4,160 | 4,160 | 4,160 |
| Other Salary Items | 1,356 | 13,960 | 1,560 | 13,960 | 13,960 | 13,960 | 13,960 | 13,960 |
| Pension- Current | 194,954 | 214,025 | 230,694 | 245,125 | 251,256 | 257,535 | 263,976 | 270,575 |
| Pension- MAP | 104,832 | 114,196 | 110,394 | 115,383 | 118,267 | 121,220 | 124,257 | 127,362 |
| Mandatory Medicare | 20,246 | 21,653 | 21,946 | 22,596 | 23,161 | 23,739 | 24,334 | 24,942 |
| Health Benefits | 189,636 | 205,521 | 181,430 | 195,833 | 204,647 | 213,846 | 213,846 | 213,846 |
| Health Benefits-Retirees | 0 | 0 | 22,825 | 0 | 0 | 0 | 0 | 0 |
| Health Benefits-OPEB | 21,069 | 21,069 | 0 | 21,069 | 21,069 | 21,069 | 21,069 | 21,069 |
| Flex Benefits | 55,348 | 59,940 | 55,759 | 60,540 | 60,540 | 60,540 | 60,540 | 60,540 |
| Vacancy factor | 0 | -15,384 | 0 | -15,844 | -16,318 | -16,318 | -16,318 | -16,318 |
| Personnel Services | 1,996,764 | 2,236,305 | 2,173,214 | 2,276,565 | 2,334,830 | 2,395,192 | 2,447,651 | 2,501,408 |
| Advertising | 0 | 463 | 463 | 463 | 463 | 463 | 463 | 463 |
| Cleaning & Laundry | 4,977 | 4,700 | 5,023 | 4,700 | 4,700 | 4,700 | 4,700 | 4,700 |
| Unclassified Contract Svcs | 2,470 | 2,601 | 3,061 | 2,601 | 2,601 | 2,601 | 2,601 | 2,601 |
| Telephone | -1,081 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Office Supplies | 1,884 | 6,157 | 3,147 | 6,157 | 6,157 | 6,157 | 6,157 | 6,157 |
| Unclassified Supplies | 2,696 | 4,424 | 4,509 | 4,424 | 4,424 | 4,424 | 4,424 | 4,424 |
| Travel & Training | 305 | 35,350 | 0 | 35,350 | 35,350 | 35,350 | 35,350 | 35,350 |
| Journals & Books | 285 | 516 | 43 | 516 | 516 | 516 | 516 | 516 |
| Memberships | 2,518 | 1,685 | 1,600 | 1,685 | 1,685 | 1,685 | 1,685 | 1,685 |
| Rent Expense- Bldg & Ops | 0 | 82,232 | 0 | 0 | 0 | 0 | 0 | 0 |
| Operating | 14,054 | 138,128 | 17,846 | 55,896 | 55,896 | 55,896 | 55,896 | 55,896 |
| Human Resource Expense | 39,142 | 35,261 | 55,896 | 41,592 | 42,632 | 43,698 | 44,790 | 45,910 |
| Accounting Expense | 10,054 | 16,110 | 35,261 | 10,977 | 11,251 | 11,532 | 11,820 | 12,115 |
| Purchasing Expense | 2,249 | 4,457 | 16,110 | 3,655 | 3,746 | 3,840 | 3,936 | 4,034 |
| Information Systems Expense | 92,763 | 166,127 | 4,457 | 107,156 | 109,835 | 112,581 | 115,396 | 118,281 |
| Risk Management Expense | 2,860 | 2,853 | 166,127 | 19,001 | 19,476 | 19,963 | 20,462 | 20,974 |
| Radio Communications Expense | 0 | 0 | 2,853 | 0 | 0 | 0 | 0 | 0 |
| Revenue Collection Expense | 4,376 | 5,459 | 5,459 | 5,243 | 5,374 | 5,508 | 5,646 | 5,787 |
| Vehicle Garage Expense | 21,899 | 22,941 | 22,941 | 23,911 | 24,509 | 25,122 | 25,750 | 26,394 |
| Vehicle Fuel | 38,796 | 32,981 | 32,981 | 33,709 | 34,552 | 35,416 | 36,301 | 37,209 |
| Vehicle Replacement | 14,605 | 15,124 | 15,124 | 15,669 | 15,669 | 16,139 | 16,623 | 17,122 |
| Indirect Costs | 301,062 | 290,719 | 290,719 | 290,719 | 290,719 | 290,719 | 290,719 | 290,719 |
| Allocated Accounts | 527,806 | 592,032 | 647,928 | 551,632 | 557,763 | 564,518 | 571,443 | 578,545 |
| Debt Service Transfer | 83,914 | 85,210 | 85,210 | 0 | 0 | 0 | 0 | 0 |
| Inter-Fund Transfer | 116,260 | 18,365 | 100,597 | 97,955 | 97,955 | 97,955 | 97,955 | 97,955 |
| Transfers | 200,174 | 103,575 | 185,807 | 97,955 | 97,955 | 97,955 | 97,955 | 97,955 |
| Transfer to Deficiencies Fd | 776,884 | 188,044 | 188,044 | 275,948 | 217,765 | 150,648 | 91,263 | 30,405 |
| Year End Adjustments | 776,884 | 188,044 | 188,044 | 275,948 | 217,765 | 150,648 | 91,263 | 30,405 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

120 Building Inspection Fund

| Revenues | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Building Permits | 2,949,847 | 2,737,655 | 2,697,878 | 2,737,567 | 2,743,780 | 2,743,780 | 2,743,780 | 2,743,780 |
| Fire Inspection Fees | 65,651 | 24,435 | 63,000 | 24,435 | 24,435 | 24,435 | 24,435 | 24,435 |
| Environmental Permits | -88 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contractor Licensing- Growth | 6,591 | 25,000 | 7,314 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Internet Permitting-Growth Mgt | 92 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bid Non Fbc Fees | 86,581 | 51,000 | 83,000 | 51,000 | 51,000 | 51,000 | 51,000 | 51,000 |
| Licenses & Permits | 3,108,674 | 2,838,090 | 2,851,192 | 2,838,002 | 2,844,215 | 2,844,215 | 2,844,215 | 2,844,215 |
| Prot. Insp. Training Surcharge | 40,957 | 29,550 | 37,753 | 29,550 | 29,550 | 29,550 | 29,550 | 29,550 |
| FBC Customer Service Fees | 94,404 | 92,120 | 77,088 | 92,120 | 92,120 | 92,120 | 92,120 | 92,120 |
| Charges for Services | 135,361 | 121,670 | 114,841 | 121,670 | 121,670 | 121,670 | 121,670 | 121,670 |
| Florida Building Code Fines | 43,954 | 77,300 | 42,905 | 77,300 | 77,300 | 77,300 | 77,300 | 77,300 |
| Fines & Forfeitures | 43,954 | 77,300 | 42,905 | 77,300 | 77,300 | 77,300 | 77,300 | 77,300 |
| Interest | 6,669 | 0 | 6,877 | 0 | 0 | 0 | 0 | 0 |
| Growth Management from Water | 111,947 | 111,947 | 111,947 | 111,947 | 111,947 | 111,947 | 111,947 | 111,947 |
| Growth Management from Sewer | 85,077 | 85,077 | 85,077 | 85,077 | 85,077 | 85,077 | 85,077 | 85,077 |
| Other Revenues | 203,693 | 197,024 | 203,901 | 197,024 | 197,024 | 197,024 | 197,024 | 197,024 |
| Transfer From Gas Fund | 24,000 | 24,000 | 0 | 24,000 | 24,000 | 24,000 | 24,000 | 24,000 |
| Other Sources | 24,000 | 24,000 | 0 | 24,000 | 24,000 | 24,000 | 24,000 | 24,000 |
| Fund Summary | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Fund Total Expenditure | 3,515,682 | 3,258,084 | 3,212,839 | 3,257,996 | 3,264,209 | 3,264,209 | 3,264,209 | 3,264,209 |
| Fund Total Revenue | 3,515,682 | 3,258,084 | 3,212,839 | 3,257,996 | 3,264,209 | 3,264,209 | 3,264,209 | 3,264,209 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

130 Fire Services Fund

The mission of the Tallahassee Fire Department is to provide for the safety and welfare of our citizens and visitors 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 278 thousand residents, in 2013, and is expected to continue to increase by 7% through 2020. Total housing units in Leon County grew at a rate of 1.6% annually from 2000 to 2010; however vacant housing units have increased to 10.6%. Vacant housing units have an increased susceptibility to vandalism and arson. Throughout the same time period, over \$1.1 billion in new commercial property was permitted and constructed. Additional properties to protect, vacant housing and population increases resulted in a service demand of nearly 20,453 incidents in 2013 and a trend toward the same demand for 2014.

Funding for fire services is provided by a fire services fee established by ordinance in 1999. Leon County officials opted not to implement the fee for county residents and to continue payment for fire services via an 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 paid for the department's provision of ALS services in the unincorporated areas of the county. The agreement supported 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. New agreements were executed in 2009, along with a countywide fire services fee. That agreement was set to expire September 30, 2014, however, in September of 2013, the City and County reached an agreement for long-term fire services for the unincorporated areas of the County. This agreement included a one year extension of the current agreement, a new fire services fee study, and a 10 year fire services agreement through 2025.

As part of the agreement, a new fire fee study is to be completed and implemented in fiscal year 2015.

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Summary

130 Fire Services Fund

| Expenditures | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 22,428,014 | 23,782,598 | 23,677,878 | 25,095,871 | 25,677,040 | 26,549,877 | 28,694,267 |
| Operating | 1,335,061 | 1,453,088 | 1,531,575 | 1,597,738 | 1,561,893 | 1,656,309 | 1,849,239 |
| Other Services & Charges | 92,478 | 161,366 | 161,366 | 161,366 | 161,366 | 161,366 | 161,366 |
| Capital Outlay | 68,035 | 110,400 | 110,400 | 110,400 | 110,400 | 110,400 | 110,400 |
| Allocated Accounts | 6,624,627 | 6,690,018 | 7,244,464 | 7,467,483 | 7,658,796 | 7,965,044 | 8,298,622 |
| Utilities and Other Expenses | 307,443 | 315,698 | 367,422 | 387,666 | 391,202 | 495,030 | 663,667 |
| Transfers | 1,851,311 | 1,868,750 | 2,833,065 | 3,993,340 | 4,012,655 | 4,004,172 | 3,992,728 |
| Contributions to Operations | 352,906 | 366,650 | 357,600 | 366,978 | 376,637 | 386,586 | 396,834 |
| Year End Adjustments | 653,842 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenues | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Licenses & Permits | 329,891 | 242,000 | 294,500 | 294,500 | 294,500 | 294,500 | 294,500 |
| Intergovernmental Revenue | 81,436 | 76,400 | 77,800 | 77,800 | 77,800 | 77,800 | 77,800 |
| Charges for Services | 32,239,911 | 33,078,607 | 32,620,101 | 32,686,378 | 32,754,113 | 32,823,338 | 32,894,086 |
| Fines & Forfeitures | 45 | 46 | 0 | 0 | 0 | 0 | 0 |
| Other Revenues | -20,568 | -18,500 | -18,300 | -18,300 | -18,300 | -18,300 | -18,300 |
| Other Sources | 1,083,002 | 1,370,015 | 3,309,669 | 1,149,032 | 1,175,879 | 1,200,873 | 1,226,501 |
| Fund Summary | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 33,713,717 | 34,748,568 | 36,283,770 | 39,180,842 | 39,949,989 | 41,328,784 | 44,167,123 |
| Fund Total Revenue | 33,713,717 | 34,748,568 | 36,283,770 | 34,189,410 | 34,283,992 | 34,378,211 | 34,474,587 |
| Fund Balance | 0 | 0 | 0 | -4,991,432 | -5,665,997 | -6,950,573 | -9,692,536 |

Fund Expenditures

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.

- The Debt Service transfer increased from \$721,250 in FY 2014 to \$1.7 million in FY 2015 due to bond obligations and other debt.

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

- Staffing for Fire Station 16, to be completed in FY 2015 and operational for over half of the year, is included in the proposed FY 2015 budget for the partial year.

Fund Revenues

Fire services fees are currently 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.

130 Fire Services Fund

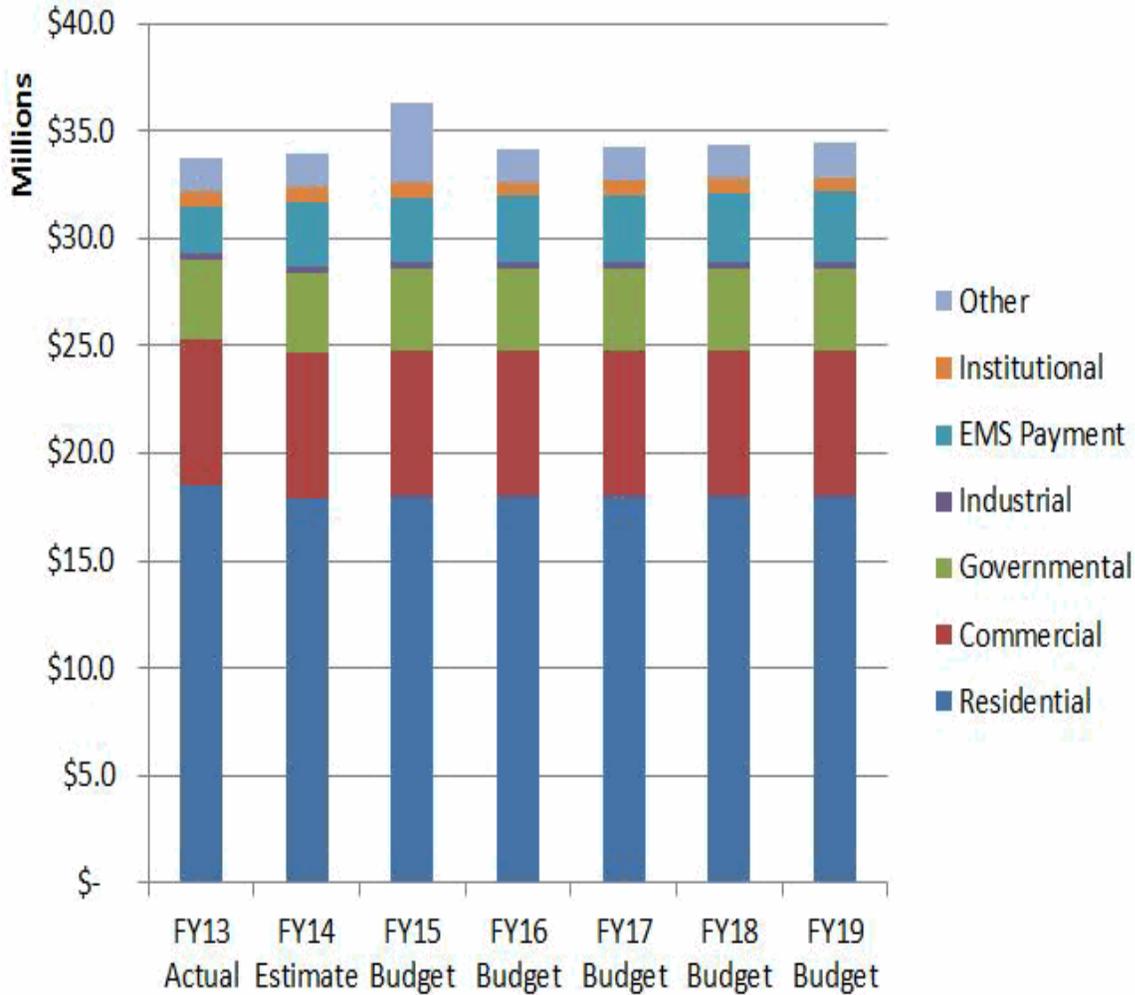
The City is the billing agent for the fire service fee for those customers located inside city limits. County customers who have city for electric and/or water services are billed for fire service on their monthly utility bill. Those customers in the county who do not have city water or electric service receive quarterly fire service bills or pay for the service on their annual tax bills.

The basis for the current fire fee is a study that was only for the planning period ending in fiscal year 2014. At that time, fees were adopted at a level rate that would accumulate surpluses in the early years, which were placed in a Fire Fund Operating Reserve. This reserve would offset deficits in the later years as costs increased. Current estimates indicate that the reserve will provide adequate funding through FY15, but a new rate study must be completed in order to ensure continued financial sustainability for the Fire Fund for FY15 and beyond. A new interlocal agreement with the County was approved in September of 2013 which directs that a new rate study be completed and implemented in FY15.

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 amount, 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 forfeited discounts, interest earnings, and contributions from the airport fund. The FY 2015 budget uses \$2.2 million from prior year's operating surpluses rate, which will not be sufficient to support anticipated expenditures.

130 Fire Services Fund

Fire Services Funding Sources



Capital Projects Operating Budget Impacts

There are fifteen fire stations, five training buildings, and an administrative building ranging in age from three to over sixty years old. The budget for FY 2015 through FY 2019 includes \$300,000 per year to address maintenance and repair needs at these facilities as they continue to age. Ensuring fire hydrants are properly maintained at all times is critical to the Fire Department’s mission. To this end, the budget includes almost \$847,500 for such needs in FY 2015 and each year through FY 2019.

Stations:

Operating costs of \$11,371 are included in FY 2015 initial purchases pertaining to Fire Station 16 at Weems Road. Construction is slated to begin later in FY 2015.

The new Lake Bradford Road Fire Station, at an estimated cost of \$6.7 million for planning, construction and apparatus is budgeted to begin in FY 2017 for completion in FY 2019. The new Southwood Fire Station, at an estimated cost of \$6.6 million for planning, construction and apparatus, is also budgeted to start in FY 2017 for completion in FY 2019. Operating costs are not anticipated to start prior to the end of the planning period. A fire station on Welaunee Boulevard is budgeted to begin planning and design in FY 2019.

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 15,661,766 | 14,932,014 | 16,031,732 | 15,104,727 | 16,047,364 | 16,419,840 | 16,801,659 | 18,274,411 |
| Capitalized Wages | -20,654 | -37,935 | -11,607 | -37,935 | -37,935 | -37,935 | -37,935 | -37,935 |
| Salary Enhancements | 0 | 439,569 | 0 | 348,898 | 372,476 | 381,819 | 391,362 | 428,195 |
| Firefighter Holiday Pay | 0 | 532,446 | 0 | 566,686 | 602,318 | 615,920 | 629,847 | 685,789 |
| Temporary Wages | 810 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Overtime | 627,074 | 873,350 | 787,959 | 873,350 | 899,873 | 900,669 | 1,269,667 | 1,302,272 |
| Capitalized Overtime | -4,597 | 0 | -43,845 | 0 | 0 | 0 | 0 | 0 |
| Other Salary Items | 513,201 | 559,566 | 626,972 | 662,696 | 662,696 | 662,696 | 662,696 | 662,696 |
| Pension- Current | 3,233,360 | 3,221,739 | 4,151,750 | 4,079,562 | 4,330,231 | 4,427,982 | 4,528,171 | 4,920,806 |
| Pension- MAP | 42,410 | 51,517 | 44,400 | 53,908 | 55,254 | 56,637 | 58,053 | 59,503 |
| Mandatory Medicare | 212,289 | 217,658 | 232,193 | 231,666 | 246,025 | 251,560 | 257,251 | 279,759 |
| Health Benefits | 1,876,957 | 1,828,534 | 1,687,459 | 1,843,762 | 1,975,333 | 2,064,147 | 2,064,147 | 2,202,776 |
| Health Benefits-OPEB | 200,977 | 200,977 | 194,980 | 200,977 | 200,977 | 200,977 | 200,977 | 200,977 |
| Flex Benefits | 84,421 | 80,784 | 80,605 | 80,948 | 80,948 | 80,948 | 80,948 | 80,948 |
| Vacancy factor | 0 | -194,919 | 0 | -331,367 | -339,689 | -348,220 | -356,966 | -365,930 |
| Personnel Services | 22,428,014 | 22,705,300 | 23,782,598 | 23,677,878 | 25,095,871 | 25,677,040 | 26,549,877 | 28,694,267 |
| Advertising | 1,512 | 1,615 | 1,596 | 1,615 | 1,615 | 1,615 | 1,615 | 1,615 |
| Cleaning & Laundry | 9,526 | 13,346 | 11,734 | 13,475 | 13,876 | 13,891 | 13,907 | 14,575 |
| Reproduction | 3,641 | 5,412 | 3,843 | 5,412 | 5,412 | 5,412 | 5,412 | 5,412 |
| Unclassified Professional Svcs | 19,944 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Equipment Repairs | 37,723 | 44,240 | 24,815 | 44,498 | 45,301 | 45,333 | 45,366 | 46,705 |
| Medical Services | 72,527 | 66,910 | 89,872 | 67,296 | 68,501 | 68,548 | 68,597 | 70,603 |
| Construction Services | 8,520 | 10,000 | 0 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Unclassified Contract Svcs | 229,731 | 305,993 | 352,402 | 310,163 | 320,916 | 322,444 | 361,413 | 426,533 |
| Contractual Svcs - VFD County | 482,479 | 482,479 | 476,701 | 482,479 | 482,479 | 482,479 | 482,479 | 482,479 |
| Computer Software | 1,510 | 3,150 | 8 | 3,150 | 3,150 | 3,150 | 3,150 | 3,150 |
| Telephone | 15,826 | 22,550 | 11,697 | 22,550 | 22,550 | 22,550 | 22,550 | 22,550 |
| Chem-Med-Lab | 52,520 | 72,246 | 48,101 | 72,246 | 72,246 | 72,246 | 72,246 | 72,246 |
| Food | 2,030 | 1,211 | 2,833 | 1,211 | 1,211 | 1,211 | 1,211 | 1,211 |
| Gasoline | 0 | 829 | 0 | 829 | 829 | 829 | 829 | 829 |
| Postage | 449 | 0 | 217 | 0 | 0 | 0 | 0 | 0 |
| Office Supplies | 17,626 | 20,264 | 24,082 | 20,380 | 20,741 | 20,755 | 22,049 | 24,284 |
| Uniforms & Clothing | 115,556 | 155,955 | 178,931 | 155,955 | 200,320 | 162,512 | 181,521 | 288,667 |
| Unclassified Supplies | 130,859 | 157,666 | 75,644 | 160,241 | 168,275 | 168,593 | 203,099 | 216,478 |
| Non-Capitalized Furniture | 1,761 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Safety Materials & Supplies | 0 | 0 | 28,337 | 0 | 0 | 0 | 0 | 0 |
| Travel & Training | 59,300 | 74,359 | 58,788 | 74,359 | 74,359 | 74,359 | 74,359 | 74,359 |
| Journals & Books | 9,198 | 16,839 | 3,689 | 16,916 | 17,157 | 17,166 | 17,706 | 18,743 |
| Memberships | 2,869 | 4,008 | 827 | 4,008 | 4,008 | 4,008 | 4,008 | 4,008 |
| Certificates & Licenses | 1,285 | 2,300 | 1,655 | 2,300 | 2,300 | 2,300 | 2,300 | 2,300 |
| Rent Expense- Machines | 6,169 | 9,992 | 9,767 | 9,992 | 9,992 | 9,992 | 9,992 | 9,992 |
| Unclassified Charges | 52,500 | 52,500 | 47,549 | 52,500 | 52,500 | 52,500 | 52,500 | 52,500 |
| Operating | 1,335,061 | 1,523,864 | 1,453,088 | 1,531,575 | 1,597,738 | 1,561,893 | 1,656,309 | 1,849,239 |
| Bad Debt Expense | 92,478 | 161,366 | 161,366 | 161,366 | 161,366 | 161,366 | 161,366 | 161,366 |
| Other Services & Charges | 92,478 | 161,366 | 161,366 | 161,366 | 161,366 | 161,366 | 161,366 | 161,366 |
| Computer Equipment | 374 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unclassified Equipment | 67,661 | 110,400 | 110,400 | 110,400 | 110,400 | 110,400 | 110,400 | 110,400 |
| Capital Outlay | 68,035 | 110,400 | 110,400 | 110,400 | 110,400 | 110,400 | 110,400 | 110,400 |
| Human Resource Expense | 398,670 | 402,088 | 402,088 | 423,624 | 434,214 | 445,069 | 456,196 | 467,522 |
| Accounting Expense | 109,990 | 84,997 | 84,997 | 101,929 | 104,477 | 107,089 | 109,766 | 112,510 |
| Purchasing Expense | 47,103 | 36,686 | 36,686 | 44,149 | 45,252 | 46,383 | 47,543 | 48,732 |
| Information Systems Expense | 1,421,376 | 1,646,523 | 1,646,523 | 1,695,918 | 1,738,316 | 1,781,774 | 1,826,318 | 1,871,976 |
| Risk Management Expense | 541,697 | 540,358 | 540,358 | 567,733 | 581,926 | 596,474 | 611,386 | 626,670 |
| Radio Communications Expense | 141,570 | 144,720 | 144,720 | 161,460 | 165,497 | 169,634 | 173,875 | 178,222 |
| Revenue Collection Expense | 53,277 | 66,461 | 66,461 | 63,129 | 64,707 | 66,325 | 67,983 | 69,683 |
| Utility Services Expense | 1,127,713 | 1,195,512 | 1,195,512 | 1,238,708 | 1,269,676 | 1,301,418 | 1,333,953 | 1,367,302 |
| Vehicle Garage Expense | 908,934 | 940,301 | 737,771 | 1,025,514 | 1,051,151 | 1,077,429 | 1,104,364 | 1,131,973 |
| Vehicle Fuel | 302,073 | 226,487 | 269,630 | 262,290 | 333,623 | 342,015 | 350,635 | 359,472 |
| Vehicle Replacement | 861,489 | 888,254 | 888,254 | 915,291 | 915,308 | 942,766 | 1,081,045 | 1,242,530 |
| Indirect Costs | 710,735 | 677,018 | 677,018 | 744,719 | 763,336 | 782,420 | 801,980 | 822,030 |
| Allocated Accounts | 6,624,627 | 6,849,405 | 6,690,018 | 7,244,464 | 7,467,483 | 7,658,796 | 7,965,044 | 8,298,622 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|--|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Utilities - Sewer | 26,288 | 28,815 | 24,378 | 29,964 | 32,190 | 32,254 | 42,584 | 59,905 |
| Utilities - Sanitation | 13,309 | 15,888 | 12,868 | 16,470 | 17,534 | 17,563 | 21,717 | 28,327 |
| Utilities - Stormwater | 17,430 | 19,207 | 15,977 | 20,120 | 22,061 | 22,121 | 28,543 | 39,783 |
| Utilities - Gas | 24,856 | 34,166 | 22,755 | 35,382 | 37,561 | 37,619 | 51,326 | 73,084 |
| Utilities - Water | 16,837 | 20,956 | 16,698 | 22,396 | 25,897 | 26,018 | 39,391 | 68,419 |
| Utilities - Electric | 163,867 | 190,912 | 180,201 | 195,682 | 204,533 | 207,718 | 261,504 | 341,030 |
| Utilities - Fire Services | 44,856 | 47,253 | 42,821 | 47,408 | 47,890 | 47,909 | 49,965 | 53,121 |
| Utilities and Other Expenses | 307,443 | 357,197 | 315,698 | 367,422 | 387,666 | 391,202 | 495,030 | 663,667 |
| Debt Service Transfer | 688,338 | 721,250 | 721,250 | 1,674,737 | 2,834,850 | 2,854,000 | 2,845,350 | 2,833,736 |
| RR&I Transfer | 1,147,500 | 1,147,500 | 1,147,500 | 1,147,500 | 1,147,500 | 1,147,500 | 1,147,500 | 1,147,500 |
| Inter-Fund Transfer | 15,473 | 0 | 0 | 10,828 | 10,990 | 11,155 | 11,322 | 11,492 |
| Transfers | 1,851,311 | 1,868,750 | 1,868,750 | 2,833,065 | 3,993,340 | 4,012,655 | 4,004,172 | 3,992,728 |
| Contribution to General Fund | 156,150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contribution to Human Resources | 0 | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 |
| Contribution to Consolidated Dispatch Agency | 196,756 | 321,650 | 321,650 | 312,600 | 321,978 | 331,637 | 341,586 | 351,834 |
| Contributions to Operations | 352,906 | 366,650 | 366,650 | 357,600 | 366,978 | 376,637 | 386,586 | 396,834 |
| Transfer to Fire Svcs Op Reserve | 653,842 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Year End Adjustments | 653,842 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fire Inspection Fees | 329,891 | 300,000 | 242,000 | 294,500 | 294,500 | 294,500 | 294,500 | 294,500 |
| Licenses & Permits | 329,891 | 300,000 | 242,000 | 294,500 | 294,500 | 294,500 | 294,500 | 294,500 |
| State Fire Marshal Ofc-grants | 1,346 | 0 | 1,263 | 1,350 | 1,350 | 1,350 | 1,350 | 1,350 |
| Firefighters Supplemental Co | 80,090 | 120,000 | 75,137 | 76,450 | 76,450 | 76,450 | 76,450 | 76,450 |
| Intergovernmental Revenue | 81,436 | 120,000 | 76,400 | 77,800 | 77,800 | 77,800 | 77,800 | 77,800 |
| Fire Services - Residential | 11,437,195 | 11,426,768 | 11,734,724 | 11,550,000 | 11,550,000 | 11,550,000 | 11,550,000 | 11,550,000 |
| Fire Services - Commercial | 6,249,015 | 6,248,364 | 6,411,578 | 6,326,000 | 6,326,000 | 6,326,000 | 6,326,000 | 6,326,000 |
| Fire Services - Governmental | 3,469,485 | 3,485,992 | 3,559,741 | 3,480,000 | 3,480,000 | 3,480,000 | 3,480,000 | 3,480,000 |
| Fire Services - Industrial | 177,265 | 177,161 | 181,877 | 177,300 | 177,300 | 177,300 | 177,300 | 177,300 |
| Leon County EMS Payment | 2,193,932 | 2,947,752 | 2,251,005 | 3,012,601 | 3,078,878 | 3,146,613 | 3,215,838 | 3,286,586 |
| Fire Services - Institutional | 595,868 | 591,266 | 611,369 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| Forfeited Discounts | 56,583 | 56,382 | 58,055 | 59,300 | 59,300 | 59,300 | 59,300 | 59,300 |
| Fire Services - Resident - County | 7,023,797 | 6,459,499 | 7,206,516 | 6,464,900 | 6,464,900 | 6,464,900 | 6,464,900 | 6,464,900 |
| Fire Services - Commercial - County | 582,892 | 585,607 | 598,055 | 495,000 | 495,000 | 495,000 | 495,000 | 495,000 |
| Fire Services - Government - County | 253,013 | 206,372 | 259,595 | 259,300 | 259,300 | 259,300 | 259,300 | 259,300 |
| Fire Services - Industry - County | 114,454 | 149,010 | 117,432 | 107,000 | 107,000 | 107,000 | 107,000 | 107,000 |
| Fire Services - Institute - County | 86,412 | 109,225 | 88,660 | 88,700 | 88,700 | 88,700 | 88,700 | 88,700 |
| Charges for Services | 32,239,911 | 32,443,398 | 33,078,607 | 32,620,101 | 32,686,378 | 32,754,113 | 32,823,338 | 32,894,086 |
| Fire False Alarm | 45 | 0 | 46 | 0 | 0 | 0 | 0 | 0 |
| Fines & Forfeitures | 45 | 0 | 46 | 0 | 0 | 0 | 0 | 0 |
| Interest | -28,916 | -10,258 | -26,008 | -30,300 | -30,300 | -30,300 | -30,300 | -30,300 |
| Other Miscellaneous Revenue | 8,348 | 0 | 7,508 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Other Revenues | -20,568 | -10,258 | -18,500 | -18,300 | -18,300 | -18,300 | -18,300 | -18,300 |
| Xfer from Fire Svcs Op Reserve | 0 | 0 | 280,223 | 2,165,891 | -19,277 | -19,860 | -20,456 | -21,069 |
| Contribution From Airport Fd | 1,083,002 | 1,089,792 | 1,089,792 | 1,143,778 | 1,168,309 | 1,195,739 | 1,221,329 | 1,247,570 |
| Other Sources | 1,083,002 | 1,089,792 | 1,370,015 | 3,309,669 | 1,149,032 | 1,175,879 | 1,200,873 | 1,226,501 |
| Fund Summary | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 33,713,717 | 33,942,932 | 34,748,568 | 36,283,770 | 39,180,842 | 39,949,989 | 41,328,784 | 44,167,123 |
| Fund Total Revenue | 33,713,717 | 33,942,932 | 34,748,568 | 36,283,770 | 34,189,410 | 34,283,992 | 34,378,211 | 34,474,587 |
| Fund Balance | 0 | 0 | 0 | 0 | -4,991,432 | -5,665,997 | -6,950,573 | -9,692,536 |

City of Tallahassee
Fiscal Year 2015 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 west of Tallahassee on Lake Talquin. Following the retirement of Purdom Unit 7, the three generating systems have a total net summer season installed generating capacity of 746 megawatts. The corresponding winter net peak installed generating capability is 822 megawatts.

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 230/115 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 a 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.

| <u>Expenditures</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
|------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 25,635,687 | 26,514,655 | 28,000,807 | 29,258,868 | 30,002,524 | 30,664,261 | 31,341,750 |
| Operating | 20,415,653 | 21,263,932 | 25,302,957 | 26,518,900 | 28,120,453 | 30,047,178 | 32,467,489 |
| Fuel | 104,527,776 | 131,115,000 | 129,268,000 | 123,315,000 | 123,619,000 | 124,590,000 | 126,875,000 |
| Other Services & Charges | 1,147,045 | 1,269,080 | 2,687,985 | 2,721,397 | 2,722,224 | 2,722,119 | 2,722,927 |
| Capital Outlay | 71,075 | 378,470 | 455,288 | 480,288 | 480,288 | 480,288 | 480,288 |
| Allocated Accounts | 19,657,966 | 18,148,632 | 21,040,105 | 21,481,836 | 21,973,182 | 22,411,615 | 22,898,390 |
| Utilities and Other Expenses | 412,671 | 420,703 | 413,075 | 420,643 | 423,450 | 425,401 | 427,372 |
| Transfers | 70,052,086 | 69,380,680 | 69,128,316 | 68,756,977 | 68,772,199 | 68,759,685 | 68,489,831 |
| Contributions to Operations | 23,900,000 | 24,258,500 | 28,801,313 | 29,492,545 | 30,200,366 | 30,925,175 | 31,560,689 |
| <u>Revenues</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Undefined | 3,122 | 289 | 0 | 0 | 0 | 0 | 0 |
| Intergovernmental Revenue | 2,436,463 | 2,436,463 | 2,554,613 | 2,554,613 | 2,554,613 | 2,554,613 | 2,554,613 |
| Charges for Services | 249,543,632 | 278,549,121 | 286,137,588 | 285,075,781 | 288,390,426 | 292,398,595 | 298,417,124 |
| Other Revenues | 7,665,761 | 8,043,026 | 6,969,611 | 7,086,932 | 7,203,329 | 7,323,219 | 7,446,706 |
| Other Sources | 6,170,981 | 3,720,753 | 9,436,034 | 7,729,128 | 8,165,318 | 8,749,295 | 8,845,293 |
| <u>Fund Summary</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Fund Total Expenditure | <u>265,819,959</u> | <u>292,749,652</u> | <u>305,097,846</u> | <u>302,446,454</u> | <u>306,313,686</u> | <u>311,025,722</u> | <u>317,263,736</u> |
| Fund Total Revenue | <u>265,819,959</u> | <u>292,749,652</u> | <u>305,097,846</u> | <u>302,446,454</u> | <u>306,313,686</u> | <u>311,025,722</u> | <u>317,263,736</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 service level changes are approved for the Electric Department in fiscal year 2015.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study;

400 Electric Operating Fund

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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience. Personnel expense also includes a 4.76% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain overall premium percentages at 70% city and 30% employee

- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Reductions in fuel revenue and expense associated with projected sales and customer demand. Fiscal Impact: (\$7,073,680) in fuel revenue and (\$7,459,000) in fuel expense.
- Increased funding in the budgets for Hopkins, Purdom, and T & D to support step increases through the city's pay plan for journeymen and apprentice control room operators and lineworkers according to their anniversary dates and demonstrated skill competence. Fiscal Impact: \$121,183.
- Increased unclassified contractual services funding in the street lighting cost center to eliminate the annual subsidy required from the electric fund to support the winter celebration of lights festival. Fiscal Impact: \$14,904.
- Elimination of the director of energy services position, which had been transferred pursuant to reorganization of the energy services department. The incumbent assumed responsibilities of electric's manager of utility strategic planning, which had been vacant. Fiscal Impact: (\$169,481).
- The general fund transfer is increased to a base amount of \$28.8 million, with annual increases in FY16-FY19 based on the consumer price index. Future transfers will be adjusted pursuant to the 2014 rate study. Fiscal Impact: \$4,542,813.

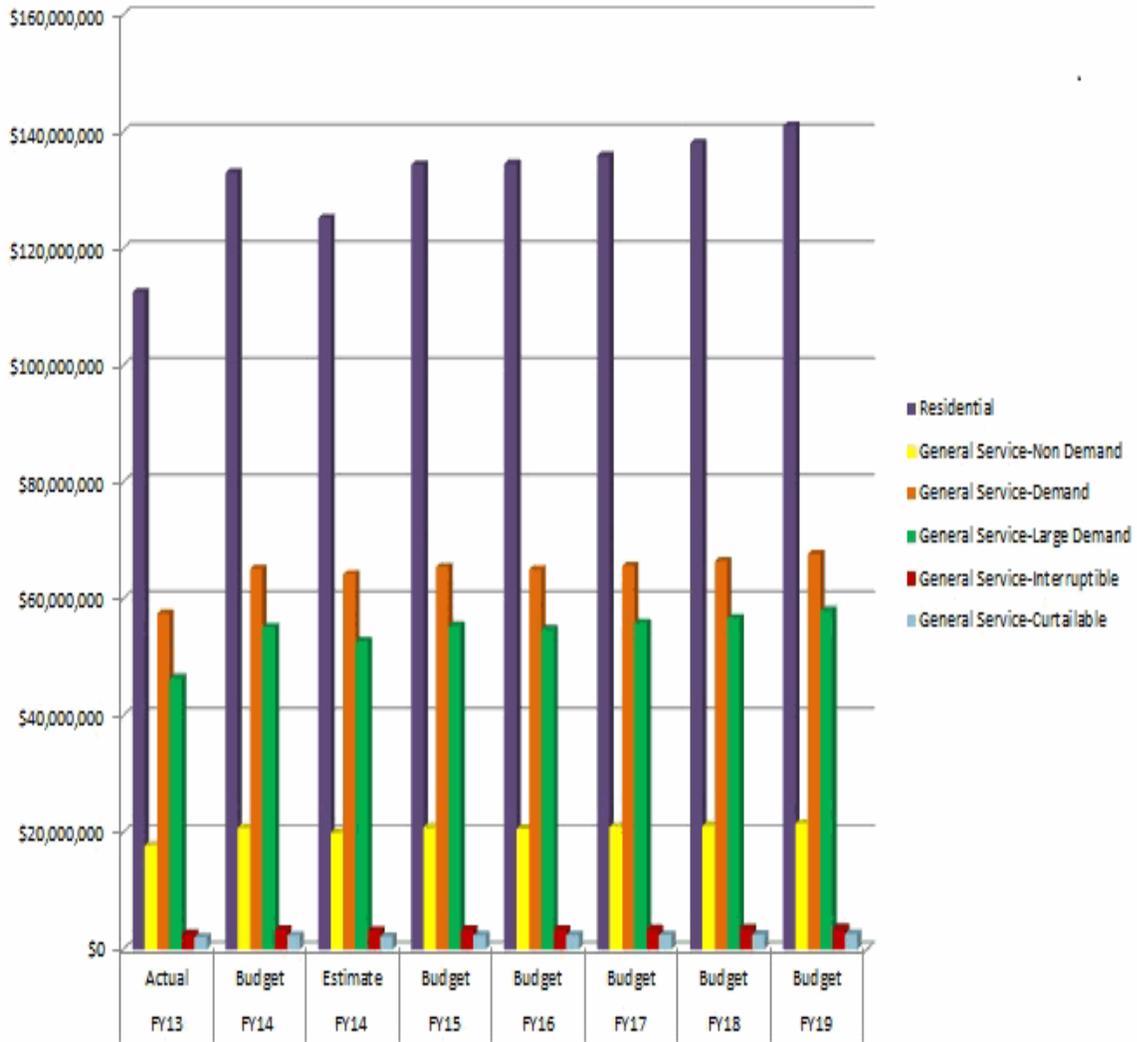
Fund Revenues

Sales and customer growth continue to be impacted by the planned conservation/demand side management activities as well as the economy. This has resulted in flatter growth in projected sales and customer demand. For fiscal year 2013, retail sales were ~9% below forecast, which would have resulted in a \$13.4 million deficit. The loss of revenues associated with the retail sales were offset slightly by off-system sales, scrap revenues and interest earnings and FY2013 ended with a fiscal deficit of \$6.2 million. As of mid fiscal year 2014, sales also are trending slightly below forecast.

The electric fund is balanced in fiscal years 2015 through 2019. Transfers from the electric operating reserve have increased to support the additional transfer to the general fund and as a result of adjusting revenue from interest earnings to be more in line with current forecast rates.

The utility's major revenue categories are shown on the chart that follows.

400 Electric Operating Fund Major Electric Fund Revenues by Type



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 2015 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|--------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 18,823,998 | 19,035,687 | 19,140,142 | 20,171,474 | 20,675,750 | 21,192,641 | 21,722,450 | 22,265,511 |
| Capitalized Wages | -2,391,388 | -3,205,281 | -2,456,180 | -3,205,281 | -2,711,327 | -2,711,327 | -2,711,327 | -2,711,327 |
| Salary Enhancements | 0 | 475,620 | 0 | 625,459 | 638,074 | 650,992 | 664,244 | 677,817 |
| Temporary Wages | 265,240 | 255,768 | 271,338 | 390,768 | 394,244 | 394,244 | 394,244 | 394,244 |
| Overtime | 2,168,812 | 2,800,033 | 2,486,168 | 2,848,724 | 2,897,638 | 2,897,638 | 2,897,638 | 2,897,638 |
| Capitalized Overtime | -313,894 | -406,125 | -346,972 | -406,170 | -418,205 | -418,205 | -418,205 | -418,205 |
| Other Salary Items | 22,705 | 168,025 | 22,366 | 171,145 | 171,145 | 171,145 | 171,145 | 171,145 |
| Unemployment Compensation | 2,475 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pension- Current | 2,522,114 | 2,612,947 | 2,854,328 | 3,140,606 | 3,219,115 | 3,299,576 | 3,382,082 | 3,466,637 |
| Pension- MAP | 1,505,082 | 1,394,220 | 1,525,236 | 1,478,309 | 1,515,258 | 1,553,098 | 1,591,965 | 1,631,754 |
| Mandatory Medicare | 280,014 | 263,285 | 288,729 | 284,587 | 291,694 | 299,015 | 306,478 | 314,162 |
| Health Benefits | 1,969,528 | 1,969,523 | 1,968,714 | 2,088,340 | 2,182,306 | 2,280,443 | 2,280,443 | 2,280,443 |
| Health Benefits-OPEB | 201,363 | 201,363 | 201,364 | 201,363 | 201,363 | 201,363 | 201,363 | 201,363 |
| Flex Benefits | 579,638 | 589,824 | 559,422 | 598,296 | 598,296 | 598,296 | 598,296 | 598,296 |
| Vacancy factor | 0 | -377,287 | 0 | -386,813 | -396,483 | -406,395 | -416,555 | -427,728 |
| Personnel Services | 25,635,687 | 25,777,602 | 26,514,655 | 28,000,807 | 29,258,868 | 30,002,524 | 30,664,261 | 31,341,750 |
| Advertising | 2,436 | 17,412 | 8,054 | 18,183 | 19,113 | 20,126 | 21,233 | 22,463 |
| Cleaning & Laundry | 105,053 | 131,615 | 118,620 | 120,049 | 121,147 | 122,319 | 123,675 | 125,080 |
| Reproduction | 10,575 | 50,622 | 17,708 | 47,635 | 48,489 | 49,372 | 50,178 | 51,008 |
| Unclassified Professional Svcs | 201,300 | 229,876 | 182,414 | 252,859 | 254,990 | 592,927 | 1,159,986 | 2,106,494 |
| System Collection | 1,756 | 0 | 2,100 | 0 | 0 | 0 | 0 | 0 |
| Building Repairs | 133,558 | 118,469 | 57,616 | 112,154 | 115,704 | 119,372 | 122,833 | 126,341 |
| Equipment Repairs | 8,359,140 | 9,568,893 | 8,511,336 | 10,281,302 | 11,026,618 | 11,835,774 | 12,694,846 | 13,617,039 |
| Engineering Services | 47,800 | 0 | 10,000 | 0 | 0 | 0 | 0 | 0 |
| Contract Engineering Svcs | 108,907 | 53,897 | 80,450 | 72,601 | 74,899 | 77,269 | 79,587 | 81,975 |
| Legal Services | 0 | 235,122 | 36,500 | 246,956 | 254,812 | 262,920 | 270,807 | 278,932 |
| Construction Services | 22,504 | 79,515 | 37,300 | 82,027 | 84,700 | 87,464 | 89,986 | 92,584 |
| Unclassified Contract Svcs | 4,942,147 | 7,430,729 | 5,880,244 | 7,368,841 | 7,604,017 | 7,818,655 | 8,088,943 | 8,402,053 |
| Computer Software | 24,088 | 99,629 | 55,994 | 100,973 | 102,404 | 103,884 | 105,234 | 106,625 |
| Environmental Contractual | 318,492 | 462,342 | 398,240 | 475,196 | 492,685 | 508,783 | 524,700 | 541,256 |
| Garage Employee Parking | 0 | 0 | 14 | 0 | 0 | 0 | 0 | 0 |
| Telephone | 53,800 | 80,503 | 55,038 | 79,126 | 81,770 | 84,505 | 86,949 | 89,463 |
| Chem-Med-Lab | 517,984 | 553,438 | 588,430 | 570,148 | 587,256 | 604,881 | 623,026 | 641,719 |
| Food | 22,217 | 6,632 | 17,823 | 6,851 | 7,083 | 7,323 | 7,543 | 7,769 |
| Gasoline | 815 | 2,668 | 1,562 | 2,756 | 2,850 | 2,947 | 3,035 | 3,126 |
| Oil & Lubricants | 308 | 0 | 100 | 0 | 0 | 0 | 0 | 0 |
| Postage | 28,417 | 10,951 | 21,404 | 11,295 | 11,652 | 12,018 | 12,380 | 12,753 |
| Office Supplies | 38,945 | 78,818 | 51,342 | 81,051 | 83,420 | 85,869 | 88,129 | 90,456 |
| Uniforms & Clothing | 20,763 | 2,103 | 10,448 | 2,625 | 3,136 | 3,635 | 4,208 | 4,812 |
| Unclassified Supplies | 4,303,844 | 3,938,030 | 4,354,806 | 4,062,363 | 4,193,286 | 4,328,483 | 4,456,653 | 4,588,692 |
| Non-Capitalized Furniture | 880 | 0 | 1,662 | 0 | 0 | 0 | 0 | 0 |
| Vehicle- Non-Garage | 2,407,575 | 0 | 2,384,626 | 0 | 0 | 0 | 0 | 0 |
| COGS- Other | 0 | 0 | 260 | 0 | 0 | 0 | 0 | 0 |
| Building Supplies | 1,001 | 0 | 2,316 | 0 | 0 | 0 | 0 | 0 |
| Safety Materials & Supplies | 75,362 | 90,637 | 87,880 | 93,977 | 96,815 | 99,866 | 103,295 | 106,965 |
| Veh-Non Garage Expense Offset | -2,403,785 | 0 | -2,384,866 | 0 | 0 | 0 | 0 | 0 |
| Travel & Training | 196,127 | 212,633 | 173,874 | 217,560 | 222,817 | 228,325 | 233,765 | 239,481 |
| Journals & Books | 10,058 | 12,309 | 5,017 | 12,633 | 12,978 | 13,334 | 13,659 | 13,994 |
| Memberships | 16,656 | 291,827 | 34,552 | 292,177 | 300,879 | 310,640 | 321,266 | 333,152 |
| Certificates & Licenses | 59,867 | 7,836 | 52,302 | 7,836 | 7,836 | 7,836 | 7,836 | 7,836 |
| Rent Expense- Bldg & Ops | 1,313 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| Rent Expense- Land | 7,646 | 0 | 5,000 | 0 | 0 | 0 | 0 | 0 |
| Rent Expense- Machines | 36,956 | 50,977 | 38,460 | 62,497 | 64,089 | 65,731 | 67,642 | 69,612 |
| Unclassified Charges | 142,747 | 802,961 | 72,964 | 596,286 | 618,455 | 641,195 | 660,784 | 680,810 |
| Regulatory Fees | 598,401 | 0 | 291,342 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Operating | 20,415,653 | 24,620,444 | 21,263,932 | 25,302,957 | 26,518,900 | 28,120,453 | 30,047,178 | 32,467,489 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|--------------------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Fossil Fuel Electric | 97,569,324 | 117,767,000 | 117,767,000 | 115,974,000 | 110,005,000 | 110,230,000 | 111,084,000 | 112,682,000 |
| Purchased Power | 5,748,850 | 2,448,000 | 2,448,000 | 2,394,000 | 2,410,000 | 2,489,000 | 2,606,000 | 3,293,000 |
| Purchased Power Capacity | 679,118 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| Transmission Expense- CR3 | 145,940 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transmission Exp- CH Corn | 339,770 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| Transmiss Use-Others/City | 44,774 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fuel/Purchased Power-Forecast Margin | 0 | 8,000,000 | 8,000,000 | 8,000,000 | 8,000,000 | 8,000,000 | 8,000,000 | 8,000,000 |
| Fuel | 104,527,776 | 131,115,000 | 131,115,000 | 129,268,000 | 123,315,000 | 123,619,000 | 124,590,000 | 126,875,000 |
| Assessments & Fees | 26,906 | 146,836 | 81,212 | 106,682 | 112,156 | 112,983 | 112,878 | 113,686 |
| Interest on Deposits | 150,911 | 968,545 | 172,110 | 1,007,287 | 1,007,287 | 1,007,287 | 1,007,287 | 1,007,287 |
| Bad Debt Expense | 948,075 | 1,449,617 | 975,592 | 1,414,261 | 1,436,767 | 1,436,767 | 1,436,767 | 1,436,767 |
| Environmental Assessments& | 21,153 | 154,652 | 40,166 | 159,755 | 165,187 | 165,187 | 165,187 | 165,187 |
| Other Services & Charges | 1,147,045 | 2,719,650 | 1,269,080 | 2,687,985 | 2,721,397 | 2,722,224 | 2,722,119 | 2,722,927 |
| Building & Structures | 4,224 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Computer Equipment | 0 | 19,585 | 2,000 | 19,788 | 19,788 | 19,788 | 19,788 | 19,788 |
| Vehicle Equipment | 30,843 | 175,000 | 175,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| Unclassified Equipment | 36,008 | 210,500 | 201,470 | 235,500 | 260,500 | 260,500 | 260,500 | 260,500 |
| Capital Outlay | 71,075 | 405,085 | 378,470 | 455,288 | 480,288 | 480,288 | 480,288 | 480,288 |
| Human Resource Expense | 394,321 | 363,929 | 357,346 | 419,003 | 429,478 | 440,215 | 451,220 | 462,500 |
| Accounting Expense | 621,246 | 615,988 | 612,102 | 719,780 | 737,774 | 756,218 | 775,123 | 794,501 |
| Purchasing Expense | 324,617 | 525,809 | 526,748 | 297,501 | 304,939 | 312,562 | 320,376 | 328,385 |
| Information Systems Expense | 1,295,223 | 1,572,766 | 1,576,404 | 1,854,003 | 1,900,353 | 1,947,862 | 1,996,559 | 2,046,473 |
| Risk Management Expense | 4,690,871 | 4,679,281 | 4,657,064 | 4,746,883 | 4,865,555 | 4,987,194 | 5,111,874 | 5,239,671 |
| Radio Communications Expense | 130,041 | 132,934 | 124,190 | 134,008 | 137,358 | 140,792 | 144,312 | 147,920 |
| Revenue Collection Expense | 704,058 | 850,458 | 842,564 | 834,222 | 855,078 | 876,455 | 898,366 | 920,825 |
| Utility Services Expense | 4,562,156 | 4,695,930 | 4,695,912 | 7,160,750 | 7,273,710 | 7,406,213 | 7,476,720 | 7,586,461 |
| Environmental | 1,041,562 | 1,065,417 | 1,065,412 | 1,004,692 | 1,029,809 | 1,055,554 | 1,081,943 | 1,108,992 |
| Energy Services | 2,028,961 | 1,770,171 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Garage Expense | 707,700 | 758,286 | 688,544 | 870,536 | 892,299 | 914,606 | 937,471 | 960,908 |
| Vehicle Fuel | 526,167 | 452,679 | 437,426 | 457,200 | 468,630 | 480,346 | 492,356 | 504,464 |
| Vehicle Replacement | 660,772 | 693,811 | 693,160 | 728,502 | 728,502 | 750,356 | 772,866 | 796,052 |
| Indirect Costs | 1,970,271 | 1,866,005 | 1,871,760 | 1,813,025 | 1,858,351 | 1,904,809 | 1,952,429 | 2,001,238 |
| Allocated Accounts | 19,657,966 | 20,043,464 | 18,148,632 | 21,040,105 | 21,481,836 | 21,973,182 | 22,411,615 | 22,898,390 |
| Utilities - Sewer | 26,813 | 17,698 | 27,392 | 18,088 | 18,468 | 18,468 | 18,468 | 18,468 |
| Utilities - Sanitation | 150,057 | 165,614 | 152,944 | 169,258 | 172,812 | 172,812 | 172,812 | 172,812 |
| Utilities - Stormwater | 21,665 | 11,635 | 21,666 | 11,892 | 12,142 | 12,142 | 12,142 | 12,142 |
| Utilities - Gas | 22,712 | 11,252 | 24,402 | 11,500 | 11,741 | 11,741 | 11,741 | 11,741 |
| Utilities - Water | 16,272 | 13,993 | 17,156 | 14,301 | 14,602 | 14,602 | 14,602 | 14,602 |
| Utilities - Electric | 169,039 | 181,667 | 171,030 | 184,392 | 187,158 | 189,965 | 191,916 | 193,887 |
| Utilities - Fire Services | 6,113 | 3,565 | 6,113 | 3,644 | 3,720 | 3,720 | 3,720 | 3,720 |
| Utilities and Other Expenses | 412,671 | 405,424 | 420,703 | 413,075 | 420,643 | 423,450 | 425,401 | 427,372 |
| Debt Service Transfer | 44,006,669 | 44,055,762 | 44,055,762 | 44,306,535 | 44,353,602 | 44,367,680 | 44,353,988 | 44,082,920 |
| RR&I Transfer | 25,987,752 | 25,278,073 | 25,278,073 | 24,784,762 | 24,365,245 | 24,365,245 | 24,365,245 | 24,365,245 |
| Inter-Fund Transfer | 57,665 | 0 | 46,845 | 37,019 | 38,130 | 39,274 | 40,452 | 41,666 |
| Transfers | 70,052,086 | 69,333,835 | 69,380,680 | 69,128,316 | 68,756,977 | 68,772,199 | 68,759,685 | 68,489,831 |
| Contribution to General Fund | 23,900,000 | 24,258,500 | 24,258,500 | 28,801,313 | 29,492,545 | 30,200,366 | 30,925,175 | 31,560,689 |
| Contributions to Operations | 23,900,000 | 24,258,500 | 24,258,500 | 28,801,313 | 29,492,545 | 30,200,366 | 30,925,175 | 31,560,689 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|------------------------------|---------------------------|----------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Special Events - Electric | 3,122 | 0 | 289 | 0 | 0 | 0 | 0 | 0 |
| Undefined | 3,122 | 0 | 289 | 0 | 0 | 0 | 0 | 0 |
| Federal BABS Subsidy | 2,436,463 | 2,554,613 | 2,436,463 | 2,554,613 | 2,554,613 | 2,554,613 | 2,554,613 | 2,554,613 |
| Intergovernmental Revenue | 2,436,463 | 2,554,613 | 2,436,463 | 2,554,613 | 2,554,613 | 2,554,613 | 2,554,613 | 2,554,613 |
| Residential | 112,491,298 | 133,019,576 | 125,187,102 | 134,371,373 | 134,518,411 | 135,884,729 | 138,033,835 | 141,041,900 |
| General Service- Non-Demand | 17,773,005 | 20,826,426 | 19,962,323 | 20,891,916 | 20,648,495 | 20,933,102 | 21,190,659 | 21,596,972 |
| General Service- Demand | 57,477,384 | 65,159,774 | 64,242,658 | 65,443,076 | 65,056,107 | 65,648,666 | 66,456,395 | 67,730,640 |
| General Service- Large Deman | 46,467,049 | 55,174,330 | 52,734,438 | 55,393,250 | 54,794,167 | 55,891,323 | 56,678,264 | 57,985,458 |
| Gen Service- Interruptible C | 2,664,965 | 3,374,437 | 3,229,219 | 3,431,418 | 3,423,885 | 3,505,443 | 3,583,709 | 3,687,884 |
| General Service- Interruptib | 196,385 | 0 | 111,714 | 0 | 0 | 0 | 0 | 0 |
| General Service- Curtailable | 2,091,577 | 2,426,578 | 2,195,535 | 2,467,005 | 2,460,393 | 2,519,002 | 2,575,243 | 2,650,103 |
| Long Term Contract Discount | -4,131,738 | -6,749,447 | -4,761,503 | -6,561,556 | -6,348,018 | -6,435,073 | -6,465,456 | -6,553,568 |
| Public Street Lighting | 318,380 | 0 | 323,535 | 0 | 0 | 0 | 0 | 0 |
| Traffic Control | 117,848 | 146,317 | 132,909 | 146,818 | 145,391 | 148,854 | 152,177 | 156,601 |
| Public Outdoor Lighting | 3,257,602 | 3,222,633 | 3,475,445 | 3,099,064 | 2,941,397 | 2,863,842 | 2,784,264 | 2,727,450 |
| Sales for Resale | 1,688,013 | 0 | 1,951,706 | 0 | 0 | 0 | 0 | 0 |
| Firm Sales for Resale | 2,003,178 | 0 | 2,339,555 | 0 | 0 | 0 | 0 | 0 |
| Wheeling Revenue | 417,776 | 675,540 | 450,550 | 675,540 | 675,540 | 675,540 | 675,540 | 675,540 |
| Forfeited Discounts | 656,335 | 800,000 | 707,824 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 |
| Initiating Services | 862,314 | 989,483 | 929,962 | 989,483 | 989,483 | 989,483 | 989,483 | 989,483 |
| Misc Electrical Service | 12,854 | 3,221 | 14,054 | 3,266 | 3,312 | 3,358 | 3,405 | 3,439 |
| Security Light Installation | 30,732 | 60,000 | 33,143 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Cut Fees | 1,350,102 | 1,500,000 | 1,456,016 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 |
| Surcharge | 2,103,316 | 2,358,284 | 2,213,774 | 2,299,910 | 2,258,653 | 2,243,838 | 2,212,867 | 2,189,608 |
| Pole Rental | 542,280 | 433,284 | 592,892 | 439,263 | 445,325 | 451,470 | 457,700 | 462,277 |
| Other Revenues | 4,098 | 10,835 | 4,535 | 11,117 | 11,406 | 11,703 | 12,007 | 12,367 |
| Bad Check Charges | 224,155 | 233,491 | 245,075 | 236,713 | 239,979 | 243,291 | 246,648 | 249,114 |
| Meter Tampering Fine | 26,853 | 84,406 | 29,359 | 85,571 | 85,571 | 85,571 | 85,571 | 85,571 |
| Sale of Scrap | 290,035 | 56,026 | 317,101 | 56,799 | 56,799 | 56,799 | 56,799 | 56,799 |
| Sale of Capacity | 34,786 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reimb St Marks Pwdr. | 66,442 | 66,516 | 68,037 | 68,113 | 69,747 | 69,747 | 69,747 | 69,747 |
| Fiber Leases | 256,368 | 150,000 | 256,368 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Electric Tower Leases | 193,967 | 0 | 90,795 | 0 | 0 | 0 | 0 | 0 |
| Other Miscellaneous Revenue | 0 | 70,340 | 5,000 | 79,449 | 89,738 | 89,738 | 89,738 | 89,738 |
| Sale of Recyclables | 56,273 | 0 | 10,000 | 0 | 0 | 0 | 0 | 0 |
| Charges for Services | 249,543,632 | 284,092,050 | 278,549,121 | 286,137,588 | 285,075,781 | 288,390,426 | 292,398,595 | 298,417,124 |
| Interest | 3,734,999 | 7,251,861 | 3,653,018 | 3,762,608 | 3,879,923 | 3,996,320 | 4,116,210 | 4,239,697 |
| Wireless Rental | 4,821 | 77,000 | 25,000 | 77,000 | 77,000 | 77,000 | 77,000 | 77,000 |
| Discounts Earned | 0 | 465 | 0 | 471 | 477 | 477 | 477 | 477 |
| Other Miscellaneous Revenue | 1,524,499 | 0 | 1,561,856 | 0 | 0 | 0 | 0 | 0 |
| Capitalized Overhead | 2,401,442 | 3,611,451 | 2,803,152 | 3,129,532 | 3,129,532 | 3,129,532 | 3,129,532 | 3,129,532 |
| Other Revenues | 7,665,761 | 10,940,777 | 8,043,026 | 6,969,611 | 7,086,932 | 7,203,329 | 7,323,219 | 7,446,706 |
| Transfer From Electric Op Rs | 6,170,981 | 1,091,564 | 3,720,753 | 9,436,034 | 7,729,128 | 8,165,318 | 8,749,295 | 8,845,293 |
| Other Sources | 6,170,981 | 1,091,564 | 3,720,753 | 9,436,034 | 7,729,128 | 8,165,318 | 8,749,295 | 8,845,293 |
| Fund Summary | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 265,819,959 | 298,679,004 | 292,749,652 | 305,097,846 | 302,446,454 | 306,313,686 | 311,025,722 | 317,263,736 |
| Fund Total Revenue | 265,819,959 | 298,679,004 | 292,749,652 | 305,097,846 | 302,446,454 | 306,313,686 | 311,025,722 | 317,263,736 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Summary

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 April 30, 2014, is 29,663. By customer class, gas revenues break down as follows: 36% residential, 38% commercial, 16% special contract, 6% flexible contract and 3% small interruptible.

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.

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 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.

| <u>Expenditures</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
|------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 1,857,458 | 1,978,352 | 1,982,866 | 2,030,761 | 2,080,666 | 2,123,370 | 2,164,933 |
| Operating | 477,888 | 413,300 | 562,294 | 569,746 | 577,314 | 584,993 | 592,785 |
| Fuel | 12,517,518 | 13,177,500 | 16,030,816 | 15,181,880 | 16,154,158 | 16,210,199 | 16,535,143 |
| Other Services & Charges | 40,789 | 86,800 | 92,945 | 93,276 | 93,618 | 93,970 | 94,332 |
| Capital Outlay | 1,730 | 0 | 0 | 0 | 0 | 0 | 0 |
| Allocated Accounts | 2,201,143 | 2,252,669 | 2,360,529 | 2,418,296 | 2,479,125 | 2,541,484 | 2,605,416 |
| Utilities and Other Expenses | 52,402 | 49,601 | 64,350 | 65,829 | 65,829 | 65,829 | 65,829 |
| Transfers | 7,201,020 | 6,885,577 | 7,244,611 | 7,241,549 | 7,288,533 | 7,340,647 | 6,860,347 |
| Contributions to Operations | 2,524,732 | 2,537,356 | 2,801,441 | 2,843,463 | 2,886,115 | 2,929,407 | 2,973,348 |
| Year End Adjustments | 722,761 | 3,018,846 | 1,052,943 | 1,208,473 | 1,315,278 | 4,875,958 | 8,437,385 |
| | | | | | | | |
| <u>Revenues</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Undefined | 628 | 1,530 | 0 | 0 | 0 | 0 | 0 |
| Charges for Services | 26,891,538 | 29,398,471 | 31,417,777 | 30,865,902 | 32,140,614 | 35,952,710 | 39,502,922 |
| Other Revenues | 705,275 | 1,000,000 | 430,527 | 440,648 | 451,018 | 461,764 | 472,774 |
| Other Sources | 0 | 0 | 344,491 | 346,723 | 349,004 | 351,383 | 353,822 |
| | | | | | | | |
| <u>Fund Summary</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Fund Total Expenditure | <u>27,597,441</u> | <u>30,400,001</u> | <u>32,192,795</u> | <u>31,653,273</u> | <u>32,940,636</u> | <u>36,765,857</u> | <u>40,329,518</u> |
| Fund Total Revenue | <u>27,597,441</u> | <u>30,400,001</u> | <u>32,192,795</u> | <u>31,653,273</u> | <u>32,940,636</u> | <u>36,765,857</u> | <u>40,329,518</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 service level changes are included in the approved budget for the Gas Fund fiscal year 2015 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.

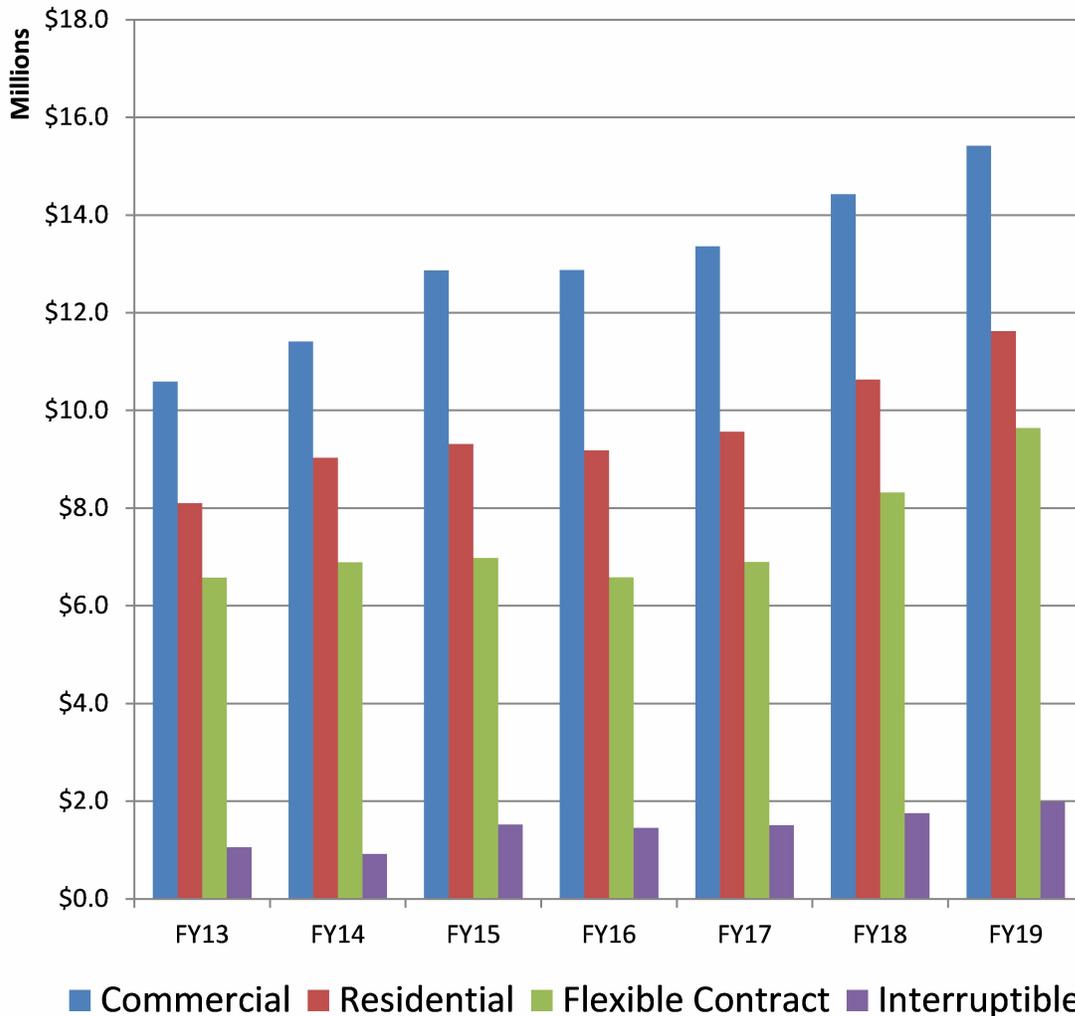
430 Gas Operating Fund

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

Fund Revenues

Based on current estimates for FY 2014, and due to the projected increase in the cost of Natural Gas, which is then recovered in service charges, revenues are estimated to increase by 22% in FY 2015 to a total of \$31.4 million. Customer growth is estimated at 1.5%.

Gas Revenues by Customer Type



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 2015 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 1,542,577 | 1,483,692 | 1,637,198 | 1,566,743 | 1,605,911 | 1,646,060 | 1,687,212 | 1,729,392 |
| Capitalized Wages | -479,061 | -404,000 | -490,715 | -460,000 | -471,500 | -483,287 | -495,369 | -509,961 |
| Salary Enhancements | 0 | 37,092 | 0 | 39,168 | 40,149 | 41,152 | 42,180 | 43,236 |
| Temporary Wages | 82,906 | 77,939 | 69,247 | 99,707 | 102,125 | 104,601 | 107,138 | 109,740 |
| Overtime | 112,439 | 101,000 | 130,188 | 101,000 | 101,000 | 101,000 | 101,000 | 101,000 |
| Capitalized Overtime | -16,890 | 0 | -22,153 | 0 | 0 | 0 | 0 | 0 |
| Other Salary Items | 1,632 | 24,560 | 1,606 | 5,445 | 5,503 | 5,562 | 5,622 | 5,683 |
| Pension- Current | 203,000 | 203,786 | 239,067 | 243,937 | 250,038 | 256,287 | 262,694 | 269,262 |
| Pension- MAP | 117,355 | 108,736 | 122,946 | 114,821 | 117,693 | 120,636 | 123,653 | 126,741 |
| Mandatory Medicare | 23,201 | 20,176 | 23,841 | 22,220 | 22,778 | 23,345 | 23,930 | 24,530 |
| Health Benefits | 174,393 | 169,454 | 170,992 | 175,479 | 183,375 | 191,621 | 191,621 | 191,621 |
| Health Benefits-OPEB | 21,300 | 21,300 | 21,121 | 21,300 | 21,300 | 21,300 | 21,300 | 21,300 |
| Flex Benefits | 74,606 | 75,048 | 75,014 | 75,048 | 75,048 | 75,048 | 75,048 | 75,048 |
| Vacancy factor | 0 | -47,966 | 0 | -22,002 | -22,659 | -22,659 | -22,659 | -22,659 |
| Personnel Services | 1,857,458 | 1,870,817 | 1,978,352 | 1,982,866 | 2,030,761 | 2,080,666 | 2,123,370 | 2,164,933 |
| Advertising | 3,523 | 6,120 | 60,997 | 6,742 | 6,843 | 6,946 | 7,050 | 7,156 |
| Cleaning & Laundry | 12,220 | 14,280 | 12,064 | 14,566 | 14,784 | 15,006 | 15,231 | 15,460 |
| Reproduction | 987 | 1,616 | 0 | 1,643 | 1,667 | 1,692 | 1,718 | 1,744 |
| Unclassified Professional Svcs | 54,857 | 95,880 | 77,481 | 97,798 | 99,265 | 100,754 | 102,265 | 103,799 |
| System Dispatch Services | 113,971 | 116,706 | 107,492 | 119,507 | 121,300 | 123,119 | 124,966 | 126,840 |
| System Collection | 0 | 24,000 | 0 | 24,000 | 24,000 | 24,000 | 24,000 | 24,000 |
| Building Repairs | 2,319 | 2,415 | 361 | 2,415 | 2,415 | 2,415 | 2,415 | 2,415 |
| Equipment Repairs | 4,760 | 6,100 | 1,455 | 6,234 | 6,328 | 6,423 | 6,519 | 6,617 |
| Unclassified Contract Svcs | 9,367 | 20,400 | 1,620 | 14,276 | 14,391 | 14,505 | 14,618 | 14,729 |
| Telephone | 31,272 | 23,316 | 37,536 | 23,782 | 24,139 | 24,501 | 24,869 | 25,242 |
| Food | 1,252 | 1,909 | 1,546 | 1,946 | 1,969 | 1,993 | 2,017 | 2,041 |
| Gasoline | 110 | 1,643 | 137 | 1,682 | 1,708 | 1,734 | 1,760 | 1,787 |
| Postage | 1,097 | 102 | 51 | 104 | 106 | 108 | 110 | 112 |
| Office Supplies | 7,314 | 7,792 | 4,210 | 7,979 | 8,099 | 8,220 | 8,343 | 8,468 |
| Uniforms & Clothing | 4,251 | 6,528 | 6,755 | 6,659 | 6,758 | 6,859 | 6,962 | 7,066 |
| Unclassified Supplies | 64,591 | 63,040 | 54,164 | 64,426 | 65,393 | 66,374 | 67,369 | 68,380 |
| Non-Capitalized Furniture | 7,562 | 4,000 | 0 | 4,096 | 4,157 | 4,219 | 4,282 | 4,346 |
| Vehicle- Non-Garage | 98 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| COGS Mat Stores | 0 | 38,570 | 0 | 39,496 | 40,088 | 40,689 | 41,299 | 41,918 |
| Safety Materials & Supplies | 3,319 | 4,080 | 1,023 | 4,162 | 4,224 | 4,287 | 4,351 | 4,416 |
| Travel & Training | 36,177 | 31,568 | 7,502 | 31,560 | 31,552 | 31,552 | 31,552 | 31,552 |
| Journals & Books | 10 | 1,618 | 0 | 1,657 | 1,682 | 1,707 | 1,733 | 1,759 |
| Memberships | 71,476 | 69,269 | 29,699 | 70,931 | 71,995 | 73,075 | 74,171 | 75,284 |
| Certificates & Licenses | 254 | 1,243 | 829 | 1,273 | 1,292 | 1,311 | 1,331 | 1,351 |
| Rent Expense- Machines | 12,250 | 10,000 | 6,306 | 10,240 | 10,394 | 10,550 | 10,708 | 10,869 |
| Unclassified Charges | 34,851 | 5,000 | 2,072 | 5,120 | 5,197 | 5,275 | 5,354 | 5,434 |
| Operating | 477,888 | 557,195 | 413,300 | 562,294 | 569,746 | 577,314 | 584,993 | 592,785 |
| COGS- Natural Gas | 12,517,518 | 10,402,981 | 13,177,500 | 16,030,816 | 15,181,880 | 16,154,158 | 16,210,199 | 16,535,143 |
| Fuel | 12,517,518 | 10,402,981 | 13,177,500 | 16,030,816 | 15,181,880 | 16,154,158 | 16,210,199 | 16,535,143 |
| Interest on Deposits | 4,172 | 10,723 | 5,208 | 11,045 | 11,376 | 11,718 | 12,070 | 12,432 |
| Bad Debt Expense | 36,617 | 81,900 | 81,592 | 81,900 | 81,900 | 81,900 | 81,900 | 81,900 |
| Other Services & Charges | 40,789 | 92,623 | 86,800 | 92,945 | 93,276 | 93,618 | 93,970 | 94,332 |
| Computer Equipment | 1,730 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Outlay | 1,730 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|---------------------------|----------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Human Resource Expense | 46,391 | 47,677 | 47,677 | 49,294 | 50,526 | 51,789 | 53,084 | 54,411 |
| Accounting Expense | 64,593 | 64,046 | 64,046 | 82,485 | 84,547 | 86,661 | 88,828 | 91,049 |
| Purchasing Expense | 208,480 | 29,978 | 29,978 | 215,940 | 221,338 | 226,871 | 232,543 | 238,357 |
| Information Systems Expense | 125,404 | 231,865 | 231,865 | 121,309 | 124,342 | 127,451 | 130,637 | 133,903 |
| Risk Management Expense | 81,281 | 81,080 | 81,080 | 95,005 | 97,380 | 99,814 | 102,309 | 104,867 |
| Radio Communications Expense | 34,922 | 35,698 | 32,698 | 34,917 | 35,790 | 36,685 | 37,602 | 38,542 |
| Revenue Collection Expense | 81,056 | 101,115 | 101,115 | 96,114 | 98,517 | 100,980 | 103,504 | 106,092 |
| Utility Services Expense | 803,060 | 850,283 | 850,283 | 1,115,194 | 1,143,074 | 1,171,651 | 1,200,942 | 1,230,966 |
| Environmental | 58,096 | 57,836 | 57,836 | 34,007 | 34,857 | 35,728 | 36,621 | 37,537 |
| Energy Services | 236,786 | 221,023 | 221,023 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Garage Expense | 103,953 | 168,014 | 181,801 | 133,724 | 137,067 | 140,494 | 144,006 | 147,606 |
| Vehicle Fuel | 101,944 | 86,962 | 94,099 | 88,583 | 90,798 | 93,068 | 95,395 | 97,780 |
| Vehicle Replacement | 50,685 | 71,262 | 71,262 | 73,400 | 73,989 | 76,210 | 78,497 | 80,852 |
| Indirect Costs | 204,492 | 187,906 | 187,906 | 220,557 | 226,071 | 231,723 | 237,516 | 243,454 |
| Allocated Accounts | 2,201,143 | 2,234,745 | 2,252,669 | 2,360,529 | 2,418,296 | 2,479,125 | 2,541,484 | 2,605,416 |
| Utilities - Sanitation | 28,677 | 29,141 | 23,783 | 29,782 | 30,467 | 30,467 | 30,467 | 30,467 |
| Utilities - Stormwater | 2,652 | 2,749 | 3,946 | 2,809 | 2,874 | 2,874 | 2,874 | 2,874 |
| Utilities - Gas | 702 | 1,394 | 459 | 1,425 | 1,457 | 1,457 | 1,457 | 1,457 |
| Utilities - Water | 474 | 420 | 427 | 429 | 439 | 439 | 439 | 439 |
| Utilities - Electric | 17,512 | 27,493 | 18,685 | 28,098 | 28,744 | 28,744 | 28,744 | 28,744 |
| Utilities - Fire Services | 2,385 | 1,768 | 2,301 | 1,807 | 1,848 | 1,848 | 1,848 | 1,848 |
| Utilities and Other Expenses | 52,402 | 62,965 | 49,601 | 64,350 | 65,829 | 65,829 | 65,829 | 65,829 |
| Debt Service Transfer | 3,798,264 | 3,704,612 | 3,704,612 | 3,467,143 | 3,418,570 | 3,419,357 | 3,424,578 | 2,896,679 |
| RR&I Transfer | 2,898,050 | 1,819,000 | 1,819,000 | 1,808,000 | 1,835,120 | 1,862,647 | 1,890,587 | 1,918,946 |
| Inter-Fund Transfer | 504,706 | 1,361,965 | 1,361,965 | 1,969,468 | 1,987,859 | 2,006,529 | 2,025,482 | 2,044,722 |
| Transfers | 7,201,020 | 6,885,577 | 6,885,577 | 7,244,611 | 7,241,549 | 7,288,533 | 7,340,647 | 6,860,347 |
| Contribution to General Fund | 2,524,732 | 2,537,356 | 2,537,356 | 2,801,441 | 2,843,463 | 2,886,115 | 2,929,407 | 2,973,348 |
| Contributions to Operations | 2,524,732 | 2,537,356 | 2,537,356 | 2,801,441 | 2,843,463 | 2,886,115 | 2,929,407 | 2,973,348 |
| Transfer to RR&I | 91,578 | 1,392,123 | 1,626,723 | 1,052,943 | 1,208,473 | 1,315,278 | 4,875,958 | 8,437,385 |
| Transfer to Operating Reserve | 631,183 | 0 | 1,392,123 | 0 | 0 | 0 | 0 | 0 |
| Year End Adjustments | 722,761 | 1,392,123 | 3,018,846 | 1,052,943 | 1,208,473 | 1,315,278 | 4,875,958 | 8,437,385 |
| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| FY10 Estimates Upload | 628 | 0 | 1,530 | 0 | 0 | 0 | 0 | 0 |
| Undefined | 628 | 0 | 1,530 | 0 | 0 | 0 | 0 | 0 |
| Meter Tampering Fine | 108 | 100 | 159 | 100 | 100 | 100 | 100 | 100 |
| Residential | 10,589,460 | 11,401,638 | 11,460,105 | 12,869,270 | 12,877,282 | 13,363,861 | 14,425,662 | 15,420,860 |
| Non-Residential | 8,098,915 | 7,765,236 | 9,008,202 | 9,310,301 | 9,183,465 | 9,565,730 | 10,631,991 | 11,625,829 |
| Interruptible | 1,059,806 | 4,902,304 | 919,141 | 1,523,258 | 1,456,340 | 1,511,575 | 1,759,186 | 1,988,959 |
| Flexible Contract Interrupti | 6,579,359 | 1,074,905 | 6,871,159 | 6,979,735 | 6,583,384 | 6,899,637 | 8,324,065 | 9,643,292 |
| Forfeited Discounts | 68,662 | 107,520 | 71,107 | 110,100 | 112,743 | 115,449 | 117,181 | 118,938 |
| Initiating Services | 124,029 | 123,016 | 134,596 | 125,477 | 125,477 | 125,477 | 127,359 | 129,270 |
| Tapping Fees | 9,200 | 9,772 | 8,570 | 9,968 | 9,968 | 9,968 | 10,118 | 10,269 |
| Cut Fees | 24,624 | 30,000 | 28,887 | 30,000 | 30,000 | 30,000 | 30,450 | 30,907 |
| Surcharge | 187,973 | 100,340 | 244,771 | 102,588 | 104,127 | 105,689 | 107,274 | 108,883 |
| Other Revenues | 0 | 4,830 | 0 | 4,830 | 4,830 | 4,830 | 4,902 | 4,976 |
| Gas Pilot Lighting | 20,520 | 23,421 | 17,143 | 23,889 | 23,889 | 23,889 | 24,247 | 24,611 |
| Compressed Natural Gas | 128,345 | 0 | 634,631 | 328,261 | 354,297 | 384,409 | 390,175 | 396,028 |
| Tapping Fees | 537 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Charges for Services | 26,891,538 | 25,543,082 | 29,398,471 | 31,417,777 | 30,865,902 | 32,140,614 | 35,952,710 | 39,502,922 |
| Interest | 152,429 | 80,000 | 117,963 | 25,290 | 25,480 | 25,671 | 25,863 | 26,057 |
| Other Miscellaneous Revenue | 0 | 8,000 | 67,989 | 8,000 | 8,000 | 8,000 | 8,120 | 8,241 |
| Capitalized Overhead | 552,846 | 405,300 | 573,965 | 397,237 | 407,168 | 417,347 | 427,781 | 438,476 |
| Over/Under Recovery | 0 | 0 | 240,083 | 0 | 0 | 0 | 0 | 0 |
| Other Revenues | 705,275 | 493,300 | 1,000,000 | 430,527 | 440,648 | 451,018 | 461,764 | 472,774 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|------------------------|---------------------------|----------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Transfer From Gas Fund | 0 | 0 | 0 | 344,491 | 346,723 | 349,004 | 351,383 | 353,822 |
| Other Sources | 0 | 0 | 0 | 344,491 | 346,723 | 349,004 | 351,383 | 353,822 |
| Fund Summary | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 27,597,441 | 26,036,382 | 30,400,001 | 32,192,795 | 31,653,273 | 32,940,636 | 36,765,857 | 40,329,518 |
| Fund Total Revenue | 27,597,441 | 26,036,382 | 30,400,001 | 32,192,795 | 31,653,273 | 32,940,636 | 36,765,857 | 40,329,518 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Summary

460 Water Operating Fund

The Water System currently services 84,000 connections with over 9.3 billion gallons of water produced in 2013. There are 27 water wells (treatment facilities), 8 elevated storage tanks, 26,860 system valves, 6,400 fire hydrants and over 1,200 miles of water distribution piping. The Floridan Aquifer, with its 130 billion gallon annual flow, provides an abundant supply of high quality raw water, which requires only chlorination and fluoridation at most wells. This allows the Water Utility to provide high quality water to its customers at a comparatively low cost relative to other Florida communities.

The water capital improvement plan (CIP) for fiscal years 2015-19 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.

| Expenditures | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 4,866,520 | 4,948,699 | 5,037,363 | 5,160,838 | 5,289,918 | 5,391,041 | 5,495,266 |
| Operating | 708,847 | 1,049,986 | 1,116,948 | 1,130,873 | 1,145,008 | 1,159,352 | 1,173,917 |
| Other Services & Charges | 373,824 | 545,800 | 600,300 | 600,300 | 600,300 | 600,300 | 600,300 |
| Capital Outlay | 2,369 | 15,750 | 499,320 | 511,787 | 524,169 | 536,861 | 549,870 |
| Allocated Accounts | 5,921,512 | 6,124,750 | 6,090,778 | 6,237,499 | 6,399,823 | 6,567,263 | 6,738,925 |
| Utilities and Other Expenses | 1,550,202 | 1,892,200 | 2,250,053 | 2,290,649 | 2,331,792 | 2,386,033 | 2,441,317 |
| Transfers | 11,052,176 | 10,877,254 | 12,224,338 | 12,266,070 | 12,298,656 | 12,348,377 | 12,395,512 |
| Contributions to Operations | 3,148,743 | 3,238,663 | 3,694,369 | 3,749,785 | 3,806,032 | 3,863,122 | 3,921,068 |
| Year End Adjustments | 0 | 1,608,876 | 0 | 0 | 0 | 0 | 0 |
| Revenues | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Undefined | 109 | 120 | 0 | 0 | 0 | 0 | 0 |
| Intergovernmental Revenue | 419,595 | 626,480 | 394,810 | 400,733 | 406,744 | 412,845 | 419,037 |
| Charges for Services | 23,999,555 | 26,545,279 | 26,974,945 | 27,340,368 | 27,717,945 | 28,102,834 | 28,493,423 |
| Other Revenues | 1,779,838 | 1,462,849 | 1,958,554 | 1,996,547 | 2,035,489 | 2,075,403 | 2,116,313 |
| Other Sources | 716,399 | 747,550 | 958,917 | 965,516 | 972,214 | 979,011 | 985,912 |
| Internal Service Fund Charges | 708,697 | 919,700 | 1,226,243 | 1,244,637 | 1,263,306 | 1,282,256 | 1,301,490 |
| Fund Summary | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 27,624,193 | 30,301,978 | 31,513,469 | 31,947,801 | 32,395,698 | 32,852,349 | 33,316,175 |
| Fund Total Revenue | 27,624,193 | 30,301,978 | 31,513,469 | 31,947,801 | 32,395,698 | 32,852,349 | 33,316,175 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Fund Expenditures

The following service level changes are included in the approved budget for the Water Fund fiscal year 2015 budget.

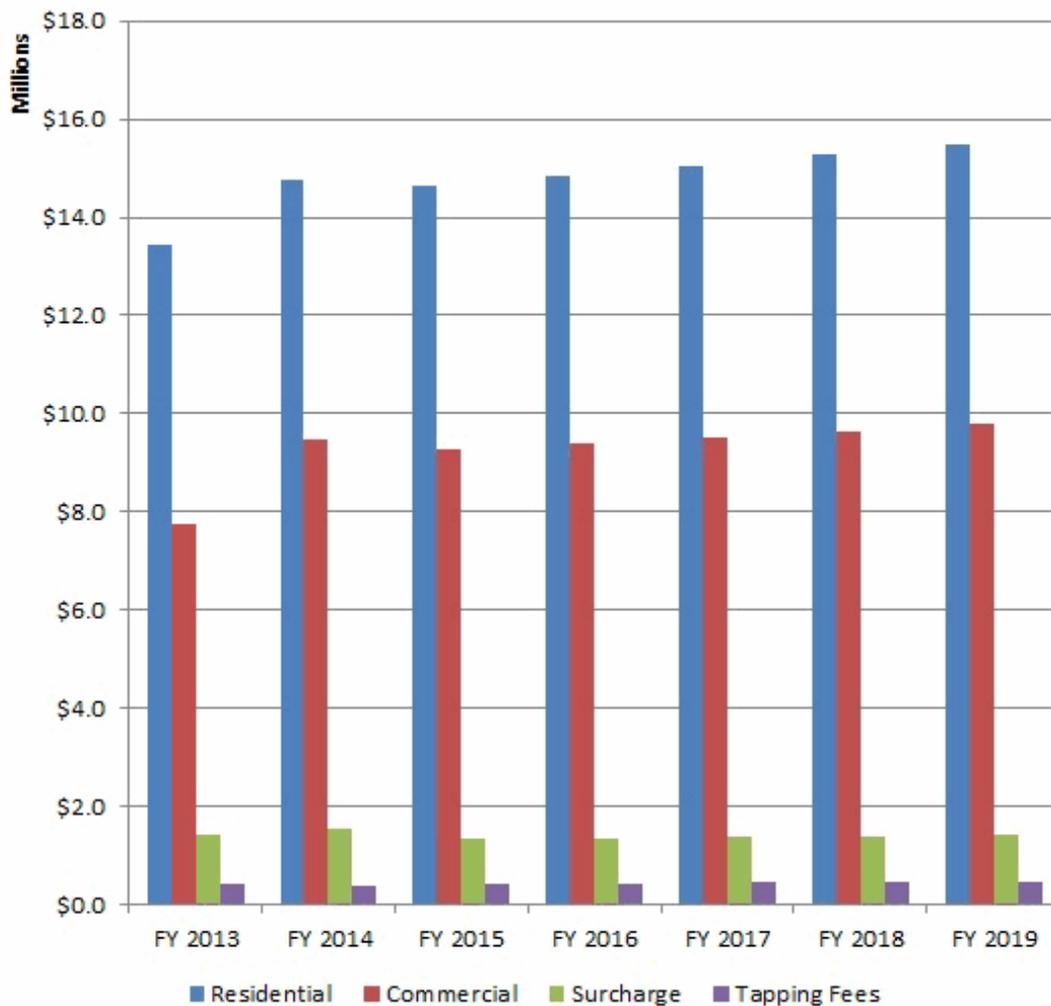
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

460 Water Operating Fund

Fund Revenues

- Water system revenues include water sales, development fees, various water service fees, and other miscellaneous fees.
- Revenues from residential customers, commercial customers, and surcharge are the most significant in terms of revenue generation in the Water Fund. Collectively, these sources produce revenues estimated to range from \$27 million in fiscal year 2015 to a projection of approximately \$28.5 million in fiscal year 2019. A water rate study was completed in September and is under review. These recommendations are anticipated to be implemented, upon approval, in FY 2015.
- 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 are estimated to remain steady through 2019 at \$1.4 annually.

Significant Water Revenues by Type



Capital Projects Operating Budget Impacts

There are no approved Capital Projects impacting the operating budget.

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 3,985,735 | 3,920,595 | 3,979,839 | 4,053,677 | 4,155,022 | 4,258,905 | 4,365,371 | 4,474,502 |
| Capitalized Wages | -1,346,281 | -1,273,628 | -1,264,017 | -1,444,269 | -1,480,376 | -1,517,386 | -1,555,320 | -1,593,654 |
| Salary Enhancements | 0 | 98,018 | 0 | 101,345 | 103,883 | 106,466 | 109,131 | 111,865 |
| Temporary Wages | 156,875 | 212,465 | 175,973 | 245,522 | 248,881 | 252,310 | 256,231 | 260,261 |
| Overtime | 448,584 | 401,255 | 538,762 | 383,700 | 383,700 | 383,700 | 383,700 | 383,700 |
| Capitalized Overtime | -203,621 | -157,596 | -316,508 | -157,596 | -157,596 | -157,596 | -157,596 | -157,596 |
| Other Salary Items | 10,834 | 43,151 | 10,799 | 32,043 | 32,325 | 32,614 | 32,910 | 33,214 |
| Pension- Current | 548,918 | 538,498 | 604,070 | 631,146 | 646,923 | 663,097 | 679,672 | 696,672 |
| Pension- MAP | 330,733 | 287,331 | 327,603 | 297,085 | 304,507 | 312,120 | 319,928 | 327,932 |
| Mandatory Medicare | 54,272 | 47,491 | 54,170 | 50,590 | 51,852 | 53,155 | 54,481 | 55,837 |
| Health Benefits | 620,989 | 635,209 | 592,577 | 655,782 | 685,290 | 716,106 | 716,106 | 716,106 |
| Health Benefits-OPEB | 58,017 | 58,017 | 57,354 | 58,017 | 58,017 | 58,017 | 58,017 | 58,017 |
| Flex Benefits | 201,465 | 198,264 | 188,077 | 194,028 | 194,028 | 194,028 | 194,028 | 194,028 |
| Vacancy factor | 0 | -129,265 | 0 | -63,707 | -65,618 | -65,618 | -65,618 | -65,618 |
| Personnel Services | 4,866,520 | 4,879,805 | 4,948,699 | 5,037,363 | 5,160,838 | 5,289,918 | 5,391,041 | 5,495,266 |
| Advertising | 3,746 | 11,277 | 0 | 3,746 | 3,802 | 3,859 | 3,917 | 3,976 |
| Cleaning & Laundry | 21,731 | 20,534 | 48,091 | 22,303 | 22,637 | 22,977 | 23,321 | 23,671 |
| Reproduction | 0 | 4,522 | 900 | 4,755 | 4,762 | 4,770 | 4,778 | 4,786 |
| Unclassified Professional Svcs | 14,898 | 17,500 | 45,208 | 16,512 | 16,760 | 17,011 | 17,266 | 17,525 |
| System Collection | 111,947 | 111,947 | 175,320 | 111,947 | 111,947 | 111,947 | 111,947 | 111,947 |
| Building Repairs | 19,065 | 5,641 | 2,292 | 9,046 | 9,182 | 9,320 | 9,460 | 9,602 |
| Equipment Repairs | 9,993 | 13,926 | 6,276 | 14,102 | 14,313 | 14,528 | 14,745 | 14,967 |
| Medical Services | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unclassified Contract Svcs | 60,803 | 278,020 | 171,201 | 258,343 | 262,218 | 266,151 | 270,143 | 274,195 |
| Computer Software | 2,594 | 16,005 | 10,360 | 3,386 | 3,425 | 3,464 | 3,504 | 3,545 |
| Environmental Contractual | 350 | 66,669 | 0 | 53,687 | 54,492 | 55,309 | 56,139 | 56,981 |
| Telephone | 53,706 | 19,574 | 88,116 | 46,375 | 47,071 | 47,777 | 48,493 | 49,221 |
| Chem-Med-Lab | 124,061 | 214,685 | 132,601 | 218,460 | 221,737 | 225,063 | 228,439 | 231,866 |
| Food | 16,155 | 2,084 | 26,393 | 13,745 | 13,745 | 13,745 | 13,745 | 13,745 |
| Gasoline | 230 | 752 | 0 | 837 | 837 | 837 | 837 | 837 |
| Postage | 1,612 | 0 | 88 | 1,608 | 1,608 | 1,608 | 1,608 | 1,608 |
| Office Supplies | 9,783 | 13,072 | 21,792 | 16,841 | 16,853 | 16,865 | 16,877 | 16,890 |
| Uniforms & Clothing | 16,384 | 21,249 | 16,650 | 34,017 | 34,342 | 34,672 | 35,007 | 35,347 |
| Unclassified Supplies | 127,134 | 173,666 | 198,317 | 157,409 | 159,770 | 162,167 | 164,599 | 167,068 |
| Non-Capitalized Furniture | 1,365 | 0 | 0 | 2,421 | 2,421 | 2,421 | 2,421 | 2,421 |
| Vehicle- Non-Garage | 942 | 0 | 1,540 | 0 | 0 | 0 | 0 | 0 |
| Safety Materials & Supplies | 19,202 | 3,414 | 27,421 | 3,414 | 3,414 | 3,414 | 3,414 | 3,414 |
| Travel & Training | 39,569 | 12,262 | 43,365 | 37,444 | 37,864 | 38,290 | 38,722 | 39,161 |
| Journals & Books | 1,196 | 2,380 | 0 | 2,067 | 2,070 | 2,073 | 2,076 | 2,079 |
| Memberships | 598 | 14,423 | 0 | 7,132 | 7,176 | 7,221 | 7,267 | 7,313 |
| Certificates & Licenses | 7,420 | 27,999 | 21,993 | 25,100 | 25,475 | 25,856 | 26,242 | 26,634 |
| Rent Expense- Bldg & Ops | 0 | 23,930 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rent Expense- Machines | 5,845 | 5,519 | 11,617 | 15,517 | 15,667 | 15,819 | 15,973 | 16,130 |
| Unclassified Charges | 38,318 | 0 | 445 | 36,734 | 37,285 | 37,844 | 38,412 | 38,988 |
| Operating | 708,847 | 1,081,050 | 1,049,986 | 1,116,948 | 1,130,873 | 1,145,008 | 1,159,352 | 1,173,917 |
| Interest on Deposits | 13,669 | 70,000 | 13,700 | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 |
| Bad Debt Expense | 242,800 | 242,800 | 242,800 | 242,800 | 242,800 | 242,800 | 242,800 | 242,800 |
| Line Extensions | 117,355 | 285,000 | 289,300 | 285,000 | 285,000 | 285,000 | 285,000 | 285,000 |
| Environmental Assessments& | 0 | 2,500 | 0 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Other Services & Charges | 373,824 | 600,300 | 545,800 | 600,300 | 600,300 | 600,300 | 600,300 | 600,300 |
| Computer Equipment | 2,369 | 15,729 | 15,750 | 499,320 | 511,787 | 524,169 | 536,861 | 549,870 |
| Capital Outlay | 2,369 | 15,729 | 15,750 | 499,320 | 511,787 | 524,169 | 536,861 | 549,870 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Human Resource Expense | 136,273 | 126,426 | 126,426 | 144,803 | 148,423 | 152,134 | 155,937 | 159,835 |
| Accounting Expense | 101,459 | 100,600 | 100,600 | 113,534 | 116,372 | 119,281 | 122,263 | 125,320 |
| Purchasing Expense | 118,844 | 74,075 | 74,075 | 100,074 | 102,576 | 105,140 | 107,768 | 110,462 |
| Information Systems Expense | 750,030 | 744,659 | 744,659 | 483,214 | 495,294 | 507,676 | 520,368 | 533,377 |
| Risk Management Expense | 267,475 | 266,814 | 266,814 | 304,573 | 312,187 | 319,992 | 327,992 | 336,192 |
| Radio Communications Expense | 31,707 | 32,412 | 32,412 | 37,204 | 38,134 | 39,087 | 40,064 | 41,066 |
| Revenue Collection Expense | 53,086 | 66,223 | 66,223 | 62,911 | 64,484 | 66,096 | 67,748 | 69,442 |
| Utility Services Expense | 2,396,807 | 2,537,749 | 2,537,749 | 2,629,442 | 2,695,178 | 2,762,557 | 2,831,621 | 2,902,412 |
| Environmental | 218,741 | 217,923 | 217,923 | 189,694 | 194,436 | 199,297 | 204,279 | 209,386 |
| Vehicle Garage Expense | 460,531 | 632,165 | 642,198 | 551,723 | 565,516 | 579,654 | 594,145 | 608,999 |
| Vehicle Fuel | 500,146 | 330,698 | 873,509 | 434,591 | 445,456 | 456,592 | 468,007 | 479,707 |
| Vehicle Replacement | 314,500 | 442,162 | 442,162 | 455,421 | 461,259 | 479,178 | 498,604 | 518,548 |
| Indirect Costs | 571,913 | 525,526 | 0 | 583,594 | 598,184 | 613,139 | 628,467 | 644,179 |
| Allocated Accounts | 5,921,512 | 6,097,432 | 6,124,750 | 6,090,778 | 6,237,499 | 6,399,823 | 6,567,263 | 6,738,925 |
| Utilities - Sanitation | 1,540 | 2,350 | 2,444 | 2,350 | 2,350 | 2,350 | 2,350 | 2,350 |
| Utilities - Stormwater | 5,133 | 5,155 | 6,140 | 5,155 | 5,155 | 5,155 | 5,155 | 5,155 |
| Utilities - Water | 3,661 | 1,300 | 4,352 | 1,300 | 1,300 | 1,300 | 1,300 | 1,300 |
| Utilities - Electric | 1,537,799 | 2,206,149 | 1,877,117 | 2,240,633 | 2,281,229 | 2,322,372 | 2,376,613 | 2,431,897 |
| Utilities - Fire Services | 2,069 | 615 | 2,147 | 615 | 615 | 615 | 615 | 615 |
| Utilities and Other Expenses | 1,550,202 | 2,215,569 | 1,892,200 | 2,250,053 | 2,290,649 | 2,331,792 | 2,386,033 | 2,441,317 |
| Debt Service Transfer | 5,346,816 | 4,651,014 | 4,651,014 | 5,879,673 | 5,879,800 | 5,882,625 | 5,881,230 | 5,885,862 |
| RR&I Transfer | 2,745,991 | 3,807,000 | 3,249,711 | 3,870,766 | 3,875,262 | 3,867,358 | 3,780,244 | 3,783,944 |
| Inter-Fund Transfer | 2,959,369 | 2,976,529 | 2,976,529 | 2,473,899 | 2,511,008 | 2,548,673 | 2,686,903 | 2,725,706 |
| Transfers | 11,052,176 | 11,434,543 | 10,877,254 | 12,224,338 | 12,266,070 | 12,298,656 | 12,348,377 | 12,395,512 |
| Contribution to General Fund | 3,148,743 | 3,238,663 | 3,238,663 | 3,694,369 | 3,749,785 | 3,806,032 | 3,863,122 | 3,921,068 |
| Contributions to Operations | 3,148,743 | 3,238,663 | 3,238,663 | 3,694,369 | 3,749,785 | 3,806,032 | 3,863,122 | 3,921,068 |
| Transfer to RR&I | 0 | 1,608,876 | 1,608,876 | 0 | 0 | 0 | 0 | 0 |
| Year End Adjustments | 0 | 1,608,876 | 1,608,876 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

| Revenues | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Undefined - Added for Actuals Upload | 109 | 0 | 120 | 0 | 0 | 0 | 0 | 0 |
| Undefined | 109 | 0 | 120 | 0 | 0 | 0 | 0 | 0 |
| Federal BABS Subsidy | 419,595 | 626,480 | 626,480 | 394,810 | 400,733 | 406,744 | 412,845 | 419,037 |
| Intergovernmental Revenue | 419,595 | 626,480 | 626,480 | 394,810 | 400,733 | 406,744 | 412,845 | 419,037 |
| Meter Tampering Fine | 2,586 | 6,100 | 2,860 | 6,470 | 6,470 | 6,562 | 6,654 | 6,749 |
| Residential | 13,452,902 | 14,765,874 | 14,879,903 | 14,651,783 | 14,853,331 | 15,057,759 | 15,266,902 | 15,479,110 |
| Commercial | 7,752,300 | 9,467,507 | 8,574,616 | 9,257,164 | 9,388,075 | 9,520,950 | 9,655,818 | 9,792,709 |
| Forfeited Discounts | 74,238 | 89,520 | 82,112 | 94,954 | 94,954 | 94,954 | 94,954 | 94,954 |
| Initiating Services | 494,293 | 522,820 | 546,725 | 565,646 | 576,311 | 584,470 | 592,752 | 601,157 |
| Tapping Fees | 436,043 | 400,948 | 482,295 | 433,792 | 441,971 | 448,228 | 454,579 | 461,025 |
| Cut Fees | 106,637 | 132,313 | 117,948 | 143,151 | 145,850 | 147,915 | 150,011 | 152,138 |
| Surcharge | 1,414,100 | 1,567,290 | 1,564,099 | 1,345,265 | 1,353,239 | 1,372,383 | 1,391,814 | 1,411,536 |
| Surcharge- Outside Leon Co | 72,723 | 74,427 | 80,437 | 224,302 | 226,766 | 229,975 | 233,232 | 236,538 |
| Hydrant Rental | 52,500 | 52,555 | 58,069 | 55,745 | 56,533 | 57,333 | 58,146 | 58,970 |
| Other Revenues | 813 | 26,600 | 899 | 28,215 | 28,215 | 28,614 | 29,019 | 29,430 |
| System Dispatch Services | 56,985 | 55,650 | 63,030 | 59,028 | 59,028 | 59,028 | 59,028 | 59,028 |
| Developer-Installed Line Ins | 2,761 | 9,551 | 3,054 | 10,333 | 10,528 | 10,677 | 10,828 | 10,982 |
| Meter Relocation Fees | 4,800 | 6,800 | 5,309 | 7,213 | 7,213 | 7,213 | 7,213 | 7,213 |
| Other Miscellaneous Revenue | 0 | 6,000 | 0 | 7,028 | 7,028 | 7,028 | 7,028 | 7,028 |
| Laboratory Sample Test Fees | 75,874 | 100,000 | 83,923 | 84,856 | 84,856 | 84,856 | 84,856 | 84,856 |
| Charges for Services | 23,999,555 | 27,283,955 | 26,545,279 | 26,974,945 | 27,340,368 | 27,717,945 | 28,102,834 | 28,493,423 |
| Interest | 146,099 | 240,000 | 123,043 | 10,931 | 11,013 | 11,096 | 11,179 | 11,263 |
| Wireless Rental | 306,049 | 310,065 | 257,752 | 431,171 | 431,171 | 431,171 | 431,171 | 431,171 |
| Other Miscellaneous Revenue | 44,873 | 0 | 37,791 | 0 | 0 | 0 | 0 | 0 |
| Capitalized Overhead | 1,282,817 | 1,044,263 | 1,044,263 | 1,516,452 | 1,554,363 | 1,593,222 | 1,633,053 | 1,673,879 |
| Other Revenues | 1,779,838 | 1,594,328 | 1,462,849 | 1,958,554 | 1,996,547 | 2,035,489 | 2,075,403 | 2,116,313 |
| Transfer From Gas Fund | 132,678 | 146,903 | 146,900 | 350,563 | 355,822 | 361,159 | 366,576 | 372,075 |
| Transfer From Water System C | 519,000 | 519,000 | 519,000 | 519,000 | 519,000 | 519,000 | 519,000 | 519,000 |
| Transfer From Stormwater Fun | 64,721 | 81,613 | 81,650 | 89,354 | 90,694 | 92,055 | 93,435 | 94,837 |
| Other Sources | 716,399 | 747,516 | 747,550 | 958,917 | 965,516 | 972,214 | 979,011 | 985,912 |
| From Sewer Fund | 708,697 | 919,688 | 919,700 | 1,226,243 | 1,244,637 | 1,263,306 | 1,282,256 | 1,301,490 |
| Internal Service Fund Charges | 708,697 | 919,688 | 919,700 | 1,226,243 | 1,244,637 | 1,263,306 | 1,282,256 | 1,301,490 |
| Fund Summary | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Fund Total Expenditure | 27,624,193 | 31,171,967 | 30,301,978 | 31,513,469 | 31,947,801 | 32,395,698 | 32,852,349 | 33,316,175 |
| Fund Total Revenue | 27,624,193 | 31,171,967 | 30,301,978 | 31,513,469 | 31,947,801 | 32,395,698 | 32,852,349 | 33,316,175 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Summary

500 Sewer Operating Fund

Wastewater Operations treats an average of 17.5 million gallons per day (MGD) of wastewater, manages and maintains more than 1,000 miles of wastewater gravity and pressure mains, 107 pumping stations, a 26 MGD water reclamation facility (T.P. Smith), a 1.2 MGD Reuse Facility, and a 4,000 acre Southeast Spray field.

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.

Now that the Advanced Wastewater Treatment Process has been implemented, the key challenge for the plant is stabilizing operating costs and capitalizing on efficiencies created by the improved infrastructure.

The sewer system also requires significant, ongoing capital investments 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.

| <u>Expenditures</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
|-------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 12,673,972 | 13,088,399 | 13,597,267 | 13,935,653 | 14,287,423 | 14,589,230 | 14,904,131 |
| Operating | 3,447,712 | 4,389,654 | 4,113,680 | 4,193,303 | 4,235,305 | 4,285,864 | 4,340,488 |
| Other Services & Charges | 515,169 | 643,700 | 826,200 | 826,200 | 826,200 | 826,200 | 826,200 |
| Capital Outlay | 25,057 | 6,000 | 1,219,929 | 1,250,277 | 1,281,382 | 1,313,262 | 1,345,936 |
| Allocated Accounts | 5,803,381 | 6,656,597 | 6,879,344 | 7,051,327 | 7,227,611 | 7,408,301 | 7,597,070 |
| Utilities and Other Expenses | 3,469,479 | 3,891,501 | 5,121,183 | 5,219,118 | 5,317,792 | 5,410,234 | 5,491,919 |
| Transfers | 27,426,441 | 30,224,035 | 23,581,221 | 23,632,044 | 23,721,425 | 23,854,742 | 23,999,595 |
| Contributions to Operations | 4,075,232 | 4,320,612 | 4,560,850 | 4,629,263 | 4,698,702 | 4,769,183 | 4,840,721 |
| Year End Adjustments | 1,085,587 | 0 | 0 | 0 | 0 | 0 | 0 |
| | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Revenues | | | | | | | |
| Undefined | 43,818 | 47,846 | 0 | 0 | 0 | 0 | 0 |
| Intergovernmental Revenue | 1,617,278 | 1,430,750 | 1,521,745 | 1,521,745 | 1,521,745 | 1,521,745 | 1,521,745 |
| Charges for Services | 49,920,856 | 51,020,653 | 50,955,276 | 51,717,985 | 52,493,462 | 53,280,572 | 54,079,486 |
| Other Revenues | 2,079,021 | 1,989,673 | 1,578,165 | 1,601,837 | 1,625,865 | 1,650,253 | 1,675,007 |
| Other Sources | 2,680,618 | 5,830,929 | 3,425,370 | 3,440,213 | 3,462,532 | 3,474,826 | 3,502,258 |
| Internal Service Fund Charges | 2,180,439 | 2,900,647 | 2,419,118 | 2,455,405 | 2,492,236 | 2,529,620 | 2,567,564 |
| | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Summary | | | | | | | |
| Fund Total Expenditure | 58,522,030 | 63,220,498 | 59,899,674 | 60,737,185 | 61,595,840 | 62,457,016 | 63,346,060 |
| Fund Total Revenue | 58,522,030 | 63,220,498 | 59,899,674 | 60,737,185 | 61,595,840 | 62,457,016 | 63,346,060 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Fund Expenditures

The following service level changes are included in the approved budget for the Sewer Fund fiscal year 2015 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.

500 Sewer Operating Fund

- All allocated accounts were updated to reflect updated statistical allocation formula data.
- The 2015 fiscal year budget of \$59.9 million is \$4 million less than the 2014 adopted budget of \$63 million. This reduction is due a reduction in transfers in and out of the RR&I Fund. The net effect on the transfer compared to the prior year is a reduction of \$728,000.

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 revenues generated \$49 million in FY 2013 and are estimated to grow from \$51 million in FY 2015 to \$54 million in FY 2019. 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.

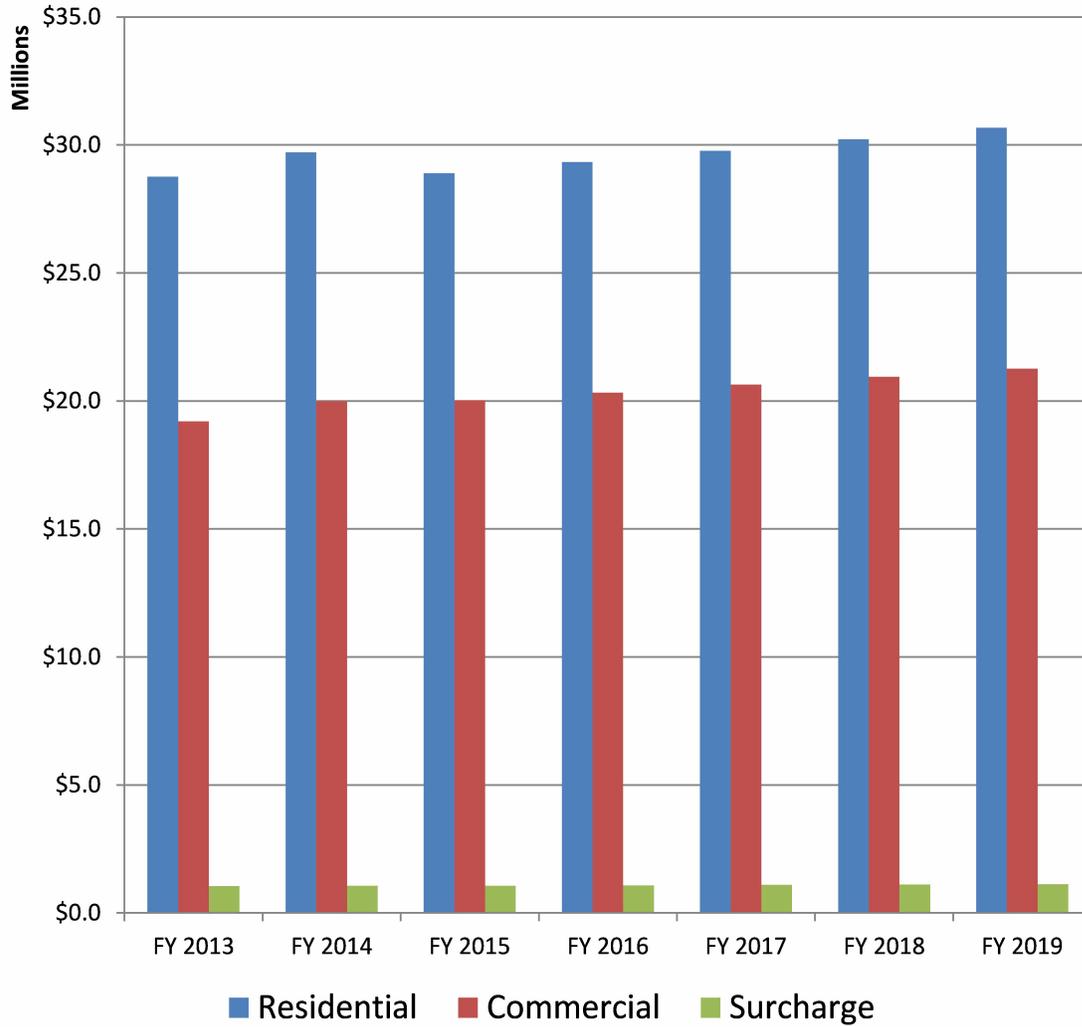
Residential revenue generated in fiscal year 2013 was \$28.8 million and is estimated to increase to \$30.7 million in fiscal year 2019.

Commercial revenues range from \$19.2 million in FY 2013, to a projection of \$20 million to \$21.3 million between fiscal years 2015 and 2019.

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

Significant Sewer Revenues by Type



Capital Projects Operating Budget Impacts

There are no Capital projects that effect operating expense.

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 9,394,405 | 9,519,310 | 9,457,760 | 9,888,359 | 10,135,567 | 10,388,961 | 10,648,691 | 10,914,912 |
| Capitalized Wages | -1,400,590 | -1,414,862 | -1,061,612 | -1,395,893 | -1,430,790 | -1,466,559 | -1,503,223 | -1,535,112 |
| Salary Enhancements | 0 | 199,941 | 0 | 209,165 | 215,351 | 221,687 | 228,178 | 234,839 |
| Temporary Wages | 266,003 | 283,659 | 310,939 | 297,424 | 304,860 | 312,480 | 320,294 | 328,303 |
| Overtime | 798,504 | 682,124 | 632,342 | 597,743 | 597,743 | 597,743 | 597,743 | 597,743 |
| Capitalized Overtime | -188,439 | -98,540 | -127,673 | -97,863 | -97,169 | -96,459 | -95,732 | -95,111 |
| Other Salary Items | 15,654 | 72,209 | 12,065 | 77,695 | 78,334 | 78,990 | 79,662 | 80,351 |
| Unemployment Compensation | 3,697 | 0 | 10,731 | 0 | 0 | 0 | 0 | 0 |
| Pension- Current | 1,250,248 | 1,307,490 | 1,412,369 | 1,539,599 | 1,578,073 | 1,617,534 | 1,657,975 | 1,699,429 |
| Pension- MAP | 728,634 | 694,166 | 715,578 | 721,206 | 739,322 | 757,892 | 776,936 | 796,439 |
| Mandatory Medicare | 136,129 | 123,832 | 134,634 | 132,334 | 135,698 | 139,155 | 142,707 | 146,339 |
| Health Benefits | 1,148,847 | 1,195,780 | 1,078,587 | 1,220,171 | 1,275,077 | 1,332,412 | 1,332,412 | 1,332,412 |
| Health Benefits-OPEB | 129,700 | 129,700 | 122,409 | 129,700 | 129,700 | 129,700 | 129,700 | 129,700 |
| Flex Benefits | 391,180 | 415,731 | 390,270 | 416,331 | 416,331 | 416,331 | 416,331 | 416,331 |
| Vacancy factor | 0 | -201,975 | 0 | -138,704 | -142,444 | -142,444 | -142,444 | -142,444 |
| Personnel Services | 12,673,972 | 12,908,565 | 13,088,399 | 13,597,267 | 13,935,653 | 14,287,423 | 14,589,230 | 14,904,131 |
| Cleaning & Laundry | 36,183 | 42,800 | 58,240 | 44,741 | 45,310 | 45,888 | 46,474 | 47,069 |
| Reproduction | 4,583 | 6,261 | 6,588 | 6,337 | 6,386 | 6,436 | 6,486 | 6,538 |
| Unclassified Professional Svcs | 35,248 | 32,500 | 29,192 | 32,740 | 50,394 | 33,050 | 23,308 | 17,925 |
| System Collection | 85,077 | 85,077 | 109,685 | 85,077 | 85,077 | 85,077 | 85,077 | 85,077 |
| Building Repairs | 27,589 | 28,297 | 27,645 | 28,623 | 29,005 | 29,392 | 29,784 | 30,183 |
| Equipment Repairs | 238,013 | 286,614 | 284,128 | 319,276 | 324,066 | 328,926 | 333,860 | 338,867 |
| Medical Services | 540 | 3,720 | 0 | 3,734 | 3,743 | 3,752 | 3,761 | 3,771 |
| Educational Services | 75 | 0 | 4,506 | 0 | 0 | 0 | 0 | 0 |
| Contract Engineering Svcs | 7,902 | 0 | 6,967 | 0 | 0 | 0 | 0 | 0 |
| Legal Services | 7,918 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unclassified Contract Svcs | 592,667 | 940,572 | 1,096,709 | 899,360 | 913,066 | 926,974 | 941,091 | 955,419 |
| Computer Software | 31,211 | 25,022 | 46,439 | 26,797 | 27,175 | 27,559 | 27,949 | 28,345 |
| Environmental Contractual | 58,417 | 2,142 | 0 | 2,193 | 2,226 | 2,259 | 2,293 | 2,327 |
| Telephone | 81,037 | 30,926 | 127,337 | 49,035 | 49,751 | 50,477 | 51,213 | 51,960 |
| Chem-Med-Lab | 1,340,170 | 2,502,965 | 1,522,220 | 1,419,704 | 1,444,372 | 1,465,867 | 1,487,749 | 1,508,759 |
| Food | 8,048 | 3,157 | 22,830 | 4,191 | 4,228 | 4,265 | 4,303 | 4,341 |
| Gasoline | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Oil & Lubricants | 7,619 | 65,401 | 2,493 | 66,947 | 67,935 | 68,938 | 69,956 | 70,990 |
| Postage | 8,020 | 816 | 1,608 | 836 | 849 | 862 | 875 | 888 |
| Office Supplies | 46,618 | 52,287 | 66,614 | 52,971 | 53,409 | 53,853 | 54,304 | 54,762 |
| Uniforms & Clothing | 9,839 | 40,783 | 23,388 | 41,664 | 42,291 | 42,926 | 43,570 | 44,224 |
| Unclassified Supplies | 511,005 | 750,948 | 735,265 | 724,885 | 735,758 | 746,794 | 757,996 | 769,366 |
| Non-Capitalized Furniture | 38,795 | 11,727 | 13,421 | 12,009 | 12,189 | 12,372 | 12,557 | 12,746 |
| Vehicle- Non-Garage | 8 | 0 | 249 | 0 | 0 | 0 | 0 | 0 |
| Building Supplies | 2,297 | 10,296 | 0 | 10,519 | 10,661 | 10,806 | 10,953 | 11,102 |
| Safety Materials & Supplies | 58,069 | 22,978 | 30,934 | 24,897 | 25,271 | 25,650 | 26,034 | 26,425 |
| Travel & Training | 75,827 | 40,272 | 68,158 | 51,939 | 52,652 | 53,375 | 54,110 | 54,855 |
| Journals & Books | 2,654 | 11,359 | 3,182 | 11,527 | 11,635 | 11,744 | 11,854 | 11,966 |
| Memberships | 20,236 | 37,295 | 35,321 | 37,500 | 37,631 | 37,764 | 37,899 | 38,035 |
| Certificates & Licenses | 25,265 | 96,532 | 37,954 | 99,750 | 101,184 | 102,640 | 104,119 | 105,619 |
| Rent Expense- Bldg & Ops | 0 | 23,936 | 0 | 10,654 | 10,814 | 10,976 | 11,141 | 11,308 |
| Rent Expense- Machines | 27,613 | 45,169 | 28,612 | 45,774 | 46,225 | 46,683 | 47,148 | 47,621 |
| Unclassified Charges | 59,134 | 0 | -31 | 0 | 0 | 0 | 0 | 0 |
| Operating | 3,447,712 | 5,199,852 | 4,389,654 | 4,113,680 | 4,193,303 | 4,235,305 | 4,285,864 | 4,340,488 |
| Bad Debt Expense | 234,138 | 343,700 | 343,700 | 343,700 | 343,700 | 343,700 | 343,700 | 343,700 |
| Line Extensions | 281,031 | 480,000 | 300,000 | 480,000 | 480,000 | 480,000 | 480,000 | 480,000 |
| Environmental Assessments& | 0 | 2,500 | 0 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Other Services & Charges | 515,169 | 826,200 | 643,700 | 826,200 | 826,200 | 826,200 | 826,200 | 826,200 |
| Office Equipment | 8,606 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Computer Equipment | 8,953 | 6,000 | 0 | 15,000 | 15,225 | 15,454 | 15,686 | 15,921 |
| Unclassified Equipment | 7,498 | 0 | 6,000 | 1,204,929 | 1,235,052 | 1,265,928 | 1,297,576 | 1,330,015 |
| Capital Outlay | 25,057 | 6,000 | 6,000 | 1,219,929 | 1,250,277 | 1,281,382 | 1,313,262 | 1,345,936 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Human Resource Expense | 273,995 | 266,496 | 266,496 | 274,491 | 281,353 | 288,387 | 295,597 | 302,987 |
| Accounting Expense | 266,901 | 264,642 | 264,642 | 272,581 | 279,396 | 286,381 | 293,541 | 300,880 |
| Purchasing Expense | 281,244 | 223,562 | 223,562 | 230,269 | 236,026 | 241,927 | 247,975 | 254,174 |
| Information Systems Expense | 594,825 | 822,659 | 822,659 | 847,339 | 868,522 | 890,235 | 912,491 | 935,303 |
| Risk Management Expense | 738,048 | 1,204,929 | 1,204,929 | 1,204,929 | 1,235,052 | 1,265,928 | 1,297,576 | 1,330,015 |
| Radio Communications Expense | 34,699 | 35,472 | 35,472 | 35,070 | 35,947 | 36,846 | 37,767 | 38,711 |
| Revenue Collection Expense | 91,141 | 113,695 | 113,695 | 117,124 | 120,052 | 123,053 | 126,129 | 129,282 |
| Utility Services Expense | 1,259,257 | 1,333,307 | 1,333,307 | 1,381,481 | 1,416,018 | 1,451,418 | 1,487,703 | 1,524,896 |
| Environmental | 274,637 | 273,587 | 273,587 | 280,427 | 287,438 | 294,624 | 301,990 | 311,050 |
| Vehicle Garage Expense | 362,052 | 530,616 | 451,816 | 508,379 | 521,088 | 534,115 | 547,468 | 561,155 |
| Vehicle Fuel | 393,676 | 338,161 | 365,691 | 381,925 | 391,473 | 401,260 | 411,291 | 421,573 |
| Vehicle Replacement | 270,156 | 371,799 | 371,798 | 381,094 | 390,621 | 400,387 | 410,397 | 422,709 |
| Indirect Costs | 962,750 | 928,943 | 928,943 | 964,235 | 988,341 | 1,013,050 | 1,038,376 | 1,064,335 |
| Allocated Accounts | 5,803,381 | 6,707,868 | 6,656,597 | 6,879,344 | 7,051,327 | 7,227,611 | 7,408,301 | 7,597,070 |
| Utilities - Sewer | 24,669 | 6,344 | 30,811 | 6,484 | 6,633 | 6,633 | 6,633 | 6,633 |
| Utilities - Sanitation | 299,387 | 369,227 | 109,772 | 378,040 | 387,013 | 396,202 | 405,611 | 413,640 |
| Utilities - Stormwater | 34,040 | 35,466 | 33,626 | 36,382 | 37,355 | 37,497 | 37,643 | 37,767 |
| Utilities - Gas | 260,139 | 549,156 | 973,633 | 550,217 | 551,102 | 552,008 | 552,936 | 553,728 |
| Utilities - Water | 64,429 | 107,640 | 77,065 | 109,535 | 111,259 | 112,975 | 114,732 | 116,232 |
| Utilities - Electric | 2,771,322 | 3,945,921 | 2,651,450 | 4,028,124 | 4,113,018 | 4,199,672 | 4,279,806 | 4,350,988 |
| Utilities - Fire Services | 15,493 | 12,084 | 15,144 | 12,401 | 12,738 | 12,805 | 12,873 | 12,931 |
| Utilities and Other Expenses | 3,469,479 | 5,025,838 | 3,891,501 | 5,121,183 | 5,219,118 | 5,317,792 | 5,410,234 | 5,491,919 |
| Debt Service Transfer | 19,207,815 | 18,584,582 | 18,584,582 | 18,553,545 | 18,551,198 | 18,556,077 | 18,550,197 | 18,559,153 |
| RR&I Transfer | 7,461,408 | 9,096,000 | 10,456,268 | 3,628,499 | 3,660,292 | 3,723,085 | 3,740,235 | 3,853,743 |
| Inter-Fund Transfer | 757,218 | 1,183,185 | 1,183,185 | 1,399,177 | 1,420,554 | 1,442,263 | 1,564,310 | 1,586,699 |
| Transfers | 27,426,441 | 28,863,767 | 30,224,035 | 23,581,221 | 23,632,044 | 23,721,425 | 23,854,742 | 23,999,595 |
| Contribution to General Fund | 4,075,232 | 4,320,612 | 4,320,612 | 4,560,850 | 4,629,263 | 4,698,702 | 4,769,183 | 4,840,721 |
| Contributions to Operations | 4,075,232 | 4,320,612 | 4,320,612 | 4,560,850 | 4,629,263 | 4,698,702 | 4,769,183 | 4,840,721 |
| Transfer to Operating Reserve | 1,085,587 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Year End Adjustments | 1,085,587 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

| Revenues | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Undefined - Added for Actuals Upload | 43,818 | 0 | 47,846 | 0 | 0 | 0 | 0 | 0 |
| Undefined | 43,818 | 0 | 47,846 | 0 | 0 | 0 | 0 | 0 |
| Federal BABS Subsidy | 1,617,278 | 1,430,737 | 1,430,750 | 1,521,745 | 1,521,745 | 1,521,745 | 1,521,745 | 1,521,745 |
| Intergovernmental Revenue | 1,617,278 | 1,430,737 | 1,430,750 | 1,521,745 | 1,521,745 | 1,521,745 | 1,521,745 | 1,521,745 |
| Developer-Installed Line Ins | 232 | 0 | 256 | 0 | 0 | 0 | 0 | 0 |
| Residential | 28,764,014 | 29,711,306 | 29,445,665 | 28,897,627 | 29,331,091 | 29,771,057 | 30,217,623 | 30,670,887 |
| Commercial | 19,207,847 | 19,999,075 | 19,564,216 | 20,029,303 | 20,329,743 | 20,634,689 | 20,944,209 | 21,258,372 |
| Forfeited Discounts | 170,946 | 201,444 | 172,880 | 205,473 | 209,583 | 212,727 | 215,918 | 219,157 |
| Tapping Fees | 114,458 | 152,945 | 118,601 | 156,004 | 159,124 | 161,511 | 163,934 | 166,393 |
| Digester Fees | 408,764 | 343,435 | 450,088 | 350,304 | 357,310 | 362,670 | 368,110 | 373,632 |
| Surcharge | 1,055,301 | 1,060,605 | 1,094,339 | 1,067,896 | 1,078,435 | 1,094,612 | 1,111,031 | 1,127,696 |
| Other Revenues | 0 | 61,688 | 0 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 |
| Laboratory Sample Test Fees | 93,356 | 93,391 | 69,761 | 95,258 | 97,162 | 98,619 | 100,099 | 101,600 |
| Potable Water Monitoring | 0 | 12,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| System Dispatch Services | 56,985 | 59,056 | 57,517 | 60,237 | 61,442 | 62,364 | 63,299 | 64,248 |
| Strong Waste Surcharge | 1,800 | 2,329 | 1,982 | 2,376 | 2,424 | 2,460 | 2,497 | 2,534 |
| Developer-Installed Line Ins | 5,615 | 42,448 | 6,183 | 43,298 | 44,165 | 44,827 | 45,500 | 46,182 |
| Demo Sewer Fees | 21,319 | 14,000 | 20,299 | 14,000 | 14,000 | 14,000 | 14,000 | 14,000 |
| Other Miscellaneous Revenue | 20,219 | 27,994 | 18,866 | 28,000 | 28,006 | 28,426 | 28,852 | 29,285 |
| Charges for Services | 49,920,856 | 51,781,716 | 51,020,653 | 50,955,276 | 51,717,985 | 52,493,462 | 53,280,572 | 54,079,486 |
| Interest | 380,788 | 375,000 | 375,000 | 0 | 0 | 0 | 0 | 0 |
| Sale of Furniture, Fixture & | 311,775 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Miscellaneous Revenue | 705 | 0 | 75,000 | 0 | 0 | 0 | 0 | 0 |
| Capitalized Overhead | 1,385,753 | 1,539,673 | 1,539,673 | 1,578,165 | 1,601,837 | 1,625,865 | 1,650,253 | 1,675,007 |
| Other Revenues | 2,079,021 | 1,914,673 | 1,989,673 | 1,578,165 | 1,601,837 | 1,625,865 | 1,650,253 | 1,675,007 |
| Transfer From Gas Fund | 365,811 | 465,062 | 465,062 | 862,309 | 875,243 | 888,372 | 901,697 | 915,223 |
| Transfer from Sewer RR&I Fd | 0 | 2,932,464 | 2,932,464 | 0 | 0 | 0 | 0 | 0 |
| Transfer From Sewer System C | 2,300,000 | 2,300,000 | 2,300,000 | 2,300,000 | 2,300,000 | 2,300,000 | 2,300,000 | 2,300,000 |
| Transfer From Stormwater Fun | 14,807 | 133,403 | 133,403 | 183,855 | 186,613 | 189,412 | 192,253 | 195,137 |
| Transfer from Utility Servic | 0 | 0 | 0 | 79,206 | 78,357 | 84,748 | 80,876 | 91,898 |
| Other Sources | 2,680,618 | 5,830,929 | 5,830,929 | 3,425,370 | 3,440,213 | 3,462,532 | 3,474,826 | 3,502,258 |
| From Water Fund | 2,180,439 | 2,900,647 | 2,900,647 | 2,419,118 | 2,455,405 | 2,492,236 | 2,529,620 | 2,567,564 |
| Internal Service Fund Charges | 2,180,439 | 2,900,647 | 2,900,647 | 2,419,118 | 2,455,405 | 2,492,236 | 2,529,620 | 2,567,564 |
| Fund Summary | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Fund Total Expenditure | 58,522,030 | 63,858,702 | 63,220,498 | 59,899,674 | 60,737,185 | 61,595,840 | 62,457,016 | 63,346,060 |
| Fund Total Revenue | 58,522,030 | 63,858,702 | 63,220,498 | 59,899,674 | 60,737,185 | 61,595,840 | 62,457,016 | 63,346,060 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 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.

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.

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.

| Expenditures | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 4,216,891 | 4,185,278 | 4,772,597 | 4,893,433 | 5,018,409 | 5,128,611 | 5,241,577 |
| Operating | 701,680 | 687,476 | 713,893 | 713,893 | 713,893 | 713,893 | 713,893 |
| Other Services & Charges | 28,150 | 108,150 | 28,150 | 28,150 | 28,150 | 28,150 | 28,150 |
| Allocated Accounts | 1,534,059 | 1,722,941 | 1,741,445 | 1,783,529 | 1,828,546 | 1,874,704 | 1,922,162 |
| Utilities and Other Expenses | 825,973 | 1,004,513 | 1,074,312 | 1,094,687 | 1,105,320 | 1,112,501 | 1,119,744 |
| Transfers | 505,987 | 333,000 | 0 | 0 | 0 | 0 | 0 |
| Contributions to Operations | 1,083,002 | 1,089,792 | 1,154,060 | 1,178,760 | 1,206,358 | 1,232,125 | 1,258,545 |
| Year End Adjustments | 2,778,049 | 1,740,151 | 1,401,399 | 1,216,115 | 972,762 | 727,929 | 478,386 |
| Revenues | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Charges for Services | 11,545,946 | 10,776,033 | 10,771,127 | 10,796,131 | 10,759,742 | 10,702,926 | 10,646,149 |
| Other Revenues | 127,845 | 95,268 | 114,729 | 112,436 | 113,696 | 114,987 | 116,309 |
| Fund Summary | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 11,673,791 | 10,871,301 | 10,885,856 | 10,908,567 | 10,873,438 | 10,817,913 | 10,762,458 |
| Fund Total Revenue | 11,673,791 | 10,871,301 | 10,885,856 | 10,908,567 | 10,873,438 | 10,817,913 | 10,762,458 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Fund Expenditures

The following service level changes are included in the approved budget for Aviation's 2015 fiscal year budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to

540 Airport Operating Fund

salaries based on actual experience. Also, included is the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

- All allocated accounts were updated to reflect updated statistical allocation formula data.
- The temporary wages account was increased by \$47,000 for a custodial position to cover janitorial services for leased space and for a maintenance position to handle maintenance and repair of passenger loading bridges and the luggage system.
- The capital wages account was adjusted to discontinue an \$89,000 reduction previously attributable to salaries being charged to capital project work.

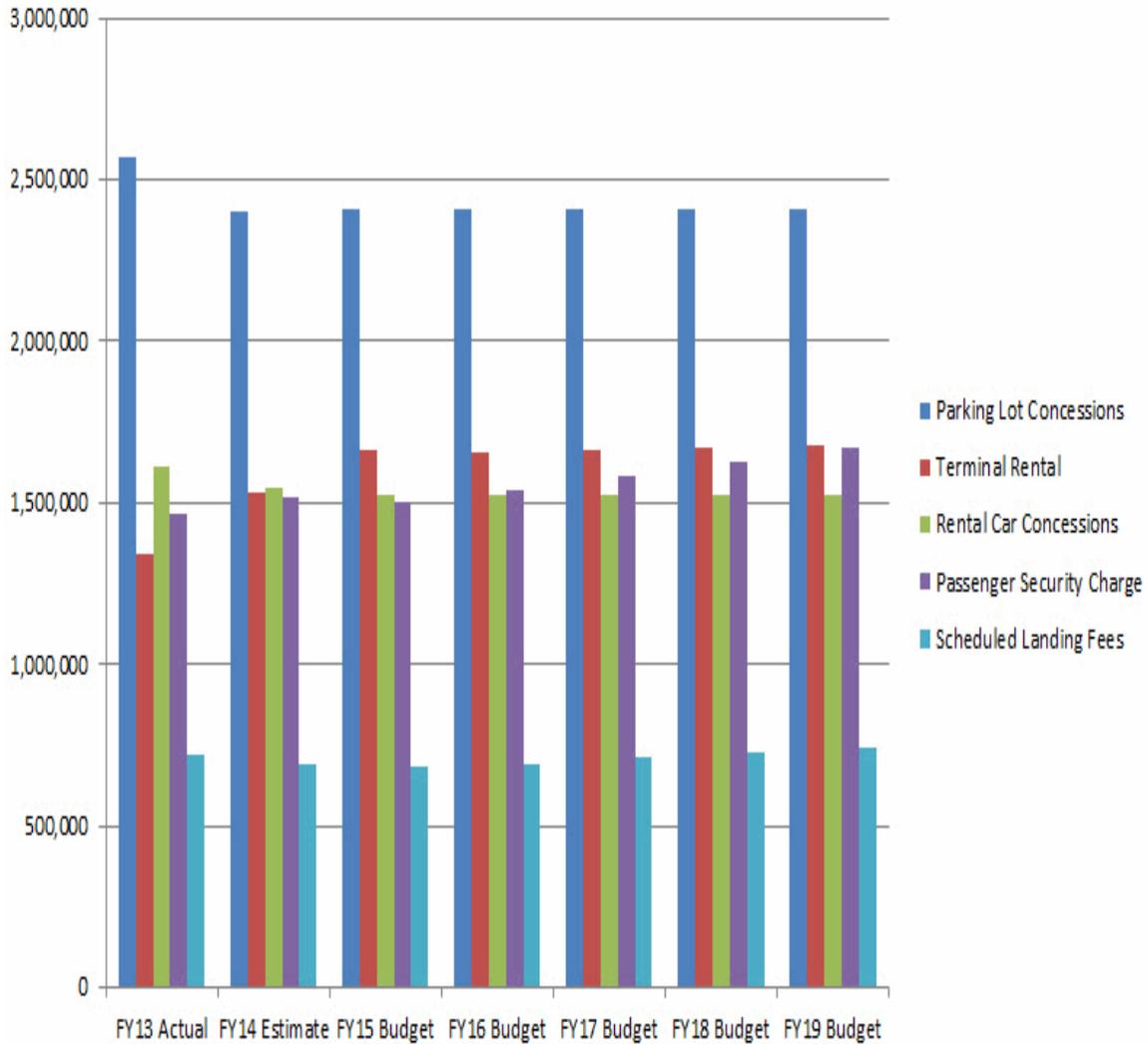
Fund Revenues

The following are revenue changes for Fiscal Year 2015 followed by five-year projections of the Aviation Fund's major revenues:

- Other miscellaneous revenue increased by \$47,000 to cover janitorial services for leased space and a maintenance position to handle maintenance and repair of passenger loading bridges and the luggage system.
- To help offset the discontinuance of a reduction to the capital wages account, an increase of \$7,120 to scheduled landing fees and \$28,480 to new terminal rental revenues were made.

The following chart on the next page depicts a graph of projected parking lot concessions, terminal rental for airlines, rental car concessions, passenger security charge, and scheduled landing fee revenues through Fiscal Year 2019. 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 2015 through 2019 are anticipated to improve as the Aviation Department is working diligently with air service providers to expand services in the TLH market and access additional hubs.

540 Airport Operating Fund
 AIRPORT MAIN REVENUES



Capital Projects Operating Budget Impacts

None of Aviation's projects within the five-year capital improvement plan have a fiscal impact on the operating budget.

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

540 Airport Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 2,890,983 | 3,151,037 | 2,830,533 | 3,329,471 | 3,412,619 | 3,497,843 | 3,585,199 | 3,674,734 |
| Capitalized Wages | -69,767 | -304,157 | -209,000 | -215,157 | -215,157 | -215,157 | -215,157 | -215,157 |
| Salary Enhancements | 0 | 78,684 | 0 | 83,148 | 85,224 | 87,356 | 89,535 | 91,779 |
| Temporary Wages | 104,613 | 111,888 | 122,000 | 158,888 | 160,063 | 161,267 | 162,502 | 163,767 |
| Overtime | 156,091 | 157,797 | 191,769 | 157,797 | 157,797 | 157,797 | 157,797 | 157,797 |
| Capitalized Overtime | -1,542 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Salary Items | 24,821 | 19,200 | 23,765 | 27,094 | 27,094 | 27,094 | 27,094 | 27,094 |
| Unemployment Compensation | 5,451 | 0 | 5,242 | 0 | 0 | 0 | 0 | 0 |
| Pension- Current | 444,054 | 481,634 | 518,664 | 586,957 | 601,551 | 616,499 | 631,827 | 647,543 |
| Pension- MAP | 155,600 | 173,481 | 173,481 | 185,380 | 190,011 | 194,760 | 199,629 | 204,620 |
| Mandatory Medicare | 45,797 | 46,992 | 48,321 | 49,642 | 50,876 | 52,147 | 53,445 | 54,775 |
| Health Benefits | 335,710 | 411,609 | 418,729 | 371,603 | 388,325 | 405,786 | 405,786 | 405,786 |
| Health Benefits-OPEB | 34,155 | 34,155 | 34,155 | 34,155 | 34,155 | 34,155 | 34,155 | 34,155 |
| Flex Benefits | 90,925 | 103,068 | 102,468 | 108,204 | 108,204 | 108,204 | 108,204 | 108,204 |
| Vacancy factor | 0 | -100,111 | -74,849 | -104,585 | -107,329 | -109,342 | -111,405 | -113,520 |
| Personnel Services | 4,216,891 | 4,365,277 | 4,185,278 | 4,772,597 | 4,893,433 | 5,018,409 | 5,128,611 | 5,241,577 |
| Advertising | 3,686 | 8,200 | 8,200 | 8,200 | 8,200 | 8,200 | 8,200 | 8,200 |
| Cleaning & Laundry | 9,605 | 9,750 | 9,750 | 10,450 | 10,450 | 10,450 | 10,450 | 10,450 |
| Reproduction | 1,197 | 5,810 | 5,710 | 6,065 | 6,065 | 6,065 | 6,065 | 6,065 |
| Unclassified Professional Svcs | 218,795 | 197,461 | 193,294 | 182,274 | 182,274 | 182,274 | 182,274 | 182,274 |
| Building Repairs | 17,578 | 15,000 | 19,372 | 17,000 | 17,000 | 17,000 | 17,000 | 17,000 |
| Equipment Repairs | 151,941 | 115,050 | 115,050 | 115,065 | 115,065 | 115,065 | 115,065 | 115,065 |
| Legal Services | 0 | 15,000 | 5,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Construction Services | 0 | 250 | 250 | 800 | 800 | 800 | 800 | 800 |
| Unclassified Contract Svcs | 84,732 | 100,000 | 75,000 | 91,440 | 91,440 | 91,440 | 91,440 | 91,440 |
| Computer Software | 13,710 | 17,140 | 17,140 | 17,140 | 17,140 | 17,140 | 17,140 | 17,140 |
| Telephone | 16,360 | 18,100 | 19,064 | 20,760 | 20,760 | 20,760 | 20,760 | 20,760 |
| Chem-Med-Lab | 178 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Food | 2,814 | 3,600 | 3,600 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 |
| Gasoline | 0 | 1,700 | 1,000 | 1,700 | 1,700 | 1,700 | 1,700 | 1,700 |
| Oil & Lubricants | 87 | 500 | 400 | 500 | 500 | 500 | 500 | 500 |
| Postage | 1,314 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 |
| Office Supplies | 9,281 | 20,050 | 20,049 | 21,150 | 21,150 | 21,150 | 21,150 | 21,150 |
| Uniforms & Clothing | 3,054 | 6,498 | 4,745 | 7,498 | 7,498 | 7,498 | 7,498 | 7,498 |
| Unclassified Supplies | 59,025 | 57,500 | 62,086 | 58,250 | 58,250 | 58,250 | 58,250 | 58,250 |
| Building Supplies | 30,846 | 28,550 | 30,846 | 32,000 | 32,000 | 32,000 | 32,000 | 32,000 |
| Safety Materials & Supplies | 4,574 | 9,100 | 5,569 | 11,450 | 11,450 | 11,450 | 11,450 | 11,450 |
| Travel & Training | 31,969 | 33,988 | 41,608 | 35,488 | 35,488 | 35,488 | 35,488 | 35,488 |
| Journals & Books | 738 | 1,455 | 1,455 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 |
| Memberships | 19,192 | 24,405 | 22,905 | 25,255 | 25,255 | 25,255 | 25,255 | 25,255 |
| Certificates & Licenses | 11,812 | 10,536 | 10,258 | 10,758 | 10,758 | 10,758 | 10,758 | 10,758 |
| Rent Expense- Machines | 8,892 | 10,500 | 11,375 | 15,800 | 15,800 | 15,800 | 15,800 | 15,800 |
| Unclassified Charges | 300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Operating | 701,680 | 713,893 | 687,476 | 713,893 | 713,893 | 713,893 | 713,893 | 713,893 |
| Bad Debt Expense | 28,150 | 108,150 | 108,150 | 28,150 | 28,150 | 28,150 | 28,150 | 28,150 |
| Other Services & Charges | 28,150 | 108,150 | 108,150 | 28,150 | 28,150 | 28,150 | 28,150 | 28,150 |
| Human Resource Expense | 81,182 | 80,268 | 80,268 | 89,344 | 91,578 | 93,867 | 96,214 | 98,619 |
| Accounting Expense | 87,443 | 83,050 | 83,050 | 90,639 | 92,905 | 95,228 | 97,609 | 100,049 |
| Purchasing Expense | 43,945 | 124,808 | 124,808 | 51,965 | 53,264 | 54,595 | 55,960 | 57,359 |
| Information Systems Expense | 239,389 | 314,137 | 314,137 | 305,294 | 312,926 | 320,749 | 328,768 | 336,988 |
| Risk Management Expense | 495,868 | 545,205 | 545,205 | 507,448 | 520,134 | 533,137 | 546,465 | 560,127 |
| Radio Communications Expense | 40,243 | 41,138 | 41,138 | 38,890 | 39,862 | 40,859 | 41,880 | 42,927 |
| Revenue Collection Expense | 29,873 | 37,265 | 37,265 | 35,387 | 36,272 | 37,179 | 38,108 | 39,061 |
| Vehicle Garage Expense | 108,603 | 105,944 | 98,228 | 155,864 | 159,760 | 163,754 | 167,849 | 172,045 |
| Vehicle Fuel | 73,375 | 60,145 | 71,851 | 63,754 | 65,347 | 66,980 | 68,654 | 70,371 |
| Vehicle Replacement | 41,942 | 58,494 | 58,494 | 60,394 | 60,454 | 62,395 | 64,399 | 66,598 |
| Indirect Costs | 292,196 | 268,497 | 268,497 | 342,466 | 351,027 | 359,803 | 368,798 | 378,018 |
| Allocated Accounts | 1,534,059 | 1,718,951 | 1,722,941 | 1,741,445 | 1,783,529 | 1,828,546 | 1,874,704 | 1,922,162 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

540 Airport Operating Fund

| Expenditures | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Utilities - Sewer | 38,695 | 42,003 | 42,003 | 42,927 | 43,829 | 43,829 | 43,829 | 43,829 |
| Utilities - Sanitation | 15,288 | 31,608 | 28,000 | 32,303 | 32,981 | 32,981 | 32,981 | 32,981 |
| Utilities - Stormwater | 277,051 | 287,153 | 287,153 | 293,471 | 299,634 | 299,634 | 299,634 | 299,634 |
| Utilities - Gas | 21,255 | 60,625 | 36,178 | 61,959 | 63,260 | 63,260 | 63,260 | 63,260 |
| Utilities - Water | 15,115 | 29,504 | 29,504 | 30,154 | 30,787 | 30,787 | 30,787 | 30,787 |
| Utilities - Electric | 446,894 | 591,456 | 570,000 | 601,822 | 612,321 | 622,954 | 630,135 | 637,378 |
| Utilities - Fire Services | 11,675 | 9,235 | 11,675 | 11,676 | 11,875 | 11,875 | 11,875 | 11,875 |
| Utilities and Other Expenses | 825,973 | 1,051,584 | 1,004,513 | 1,074,312 | 1,094,687 | 1,105,320 | 1,112,501 | 1,119,744 |
| Debt Service Transfer | 531,174 | 313,000 | 313,000 | 0 | 0 | 0 | 0 | 0 |
| Reserve Transfer | -45,187 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Inter-Fund Transfer | 20,000 | 0 | 20,000 | 0 | 0 | 0 | 0 | 0 |
| Transfers | 505,987 | 313,000 | 333,000 | 0 | 0 | 0 | 0 | 0 |
| Contribution to Fire Services | 1,083,002 | 1,089,792 | 1,089,792 | 1,154,060 | 1,178,760 | 1,206,358 | 1,232,125 | 1,258,545 |
| Contributions to Operations | 1,083,002 | 1,089,792 | 1,089,792 | 1,154,060 | 1,178,760 | 1,206,358 | 1,232,125 | 1,258,545 |
| Transfer to RR&I | 1,219,070 | 694,925 | 694,925 | 560,562 | 486,450 | 389,078 | 291,172 | 191,355 |
| Transfer to Airline Prepd Crd | 1,558,979 | 1,045,226 | 1,045,226 | 840,837 | 729,665 | 583,684 | 436,757 | 287,031 |
| Year End Adjustments | 2,778,049 | 1,740,151 | 1,740,151 | 1,401,399 | 1,216,115 | 972,762 | 727,929 | 478,386 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

540 Airport Operating Fund

| Revenues | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Scheduled Landing Fees | 719,629 | 688,374 | 606,664 | 682,198 | 694,813 | 710,314 | 726,036 | 741,965 |
| Non-Scheduled Landing Fees | 178,456 | 114,231 | 190,000 | 126,861 | 129,398 | 131,986 | 134,626 | 137,318 |
| Airport Applic/Permit Fee | 5,970 | 6,750 | 6,500 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| Apron Fees | 82,362 | 88,817 | 85,000 | 88,817 | 90,593 | 92,405 | 94,253 | 96,138 |
| Tenant Equipment Charges | 144,074 | 108,809 | 82,000 | 0 | 0 | 0 | 0 | 0 |
| Rental Car Concessions | 1,612,360 | 1,544,238 | 1,550,000 | 1,524,000 | 1,524,000 | 1,524,000 | 1,524,000 | 1,524,000 |
| Restaurant Concessions | 79,219 | 74,289 | 75,000 | 92,800 | 92,800 | 92,800 | 92,800 | 92,800 |
| Ground Transportation | 28,800 | 27,300 | 23,000 | 27,000 | 27,000 | 27,000 | 27,000 | 27,000 |
| Video Game Room | 2,751 | 2,282 | 2,282 | 0 | 0 | 0 | 0 | 0 |
| Badging (Security ID) | 18,545 | 18,071 | 18,200 | 18,800 | 18,800 | 18,800 | 18,800 | 18,800 |
| Parking Lot Concessions | 2,566,426 | 2,400,000 | 2,400,000 | 2,410,000 | 2,410,000 | 2,410,000 | 2,410,000 | 2,410,000 |
| Advertising Concessions | 67,327 | 72,171 | 70,000 | 58,100 | 58,100 | 58,100 | 58,100 | 58,100 |
| Gift Shop | 19,420 | 17,022 | 19,000 | 57,200 | 57,200 | 57,200 | 57,200 | 57,200 |
| Passenger Security Charge | 1,467,229 | 1,519,339 | 1,519,339 | 1,499,923 | 1,541,539 | 1,584,196 | 1,627,919 | 1,672,735 |
| Parking Tickets | 3,307 | 3,636 | 3,200 | 2,300 | 2,300 | 2,300 | 2,300 | 2,300 |
| MBE Concessions | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fixed Base Operator Concessi | 173,627 | 184,063 | 175,000 | 181,200 | 181,200 | 181,200 | 181,200 | 181,200 |
| TSA Security | 255,500 | 255,500 | 255,500 | 255,500 | 255,500 | 255,500 | 255,500 | 255,500 |
| ATM Concession | 1,738 | 1,711 | 2,000 | 8,600 | 8,600 | 8,600 | 8,600 | 8,600 |
| Conference Room Rental | 2,950 | 1,050 | 3,000 | 0 | 0 | 0 | 0 | 0 |
| T-Hangar Rental | 45,091 | 45,807 | 45,807 | 45,807 | 46,265 | 46,728 | 47,195 | 47,667 |
| Old Terminal Rental | 102,995 | 104,540 | 104,540 | 110,279 | 111,382 | 112,496 | 113,621 | 114,757 |
| FAA Building | 313,000 | 313,000 | 313,000 | 0 | 0 | 0 | 0 | 0 |
| New Cargo Building | 27,418 | 27,418 | 27,418 | 27,418 | 27,692 | 27,969 | 28,249 | 28,531 |
| New Terminal Rental | 1,338,653 | 1,529,890 | 1,300,000 | 1,660,439 | 1,656,267 | 1,662,496 | 1,669,856 | 1,676,945 |
| Terminal Rental - TSA | 193,701 | 196,415 | 193,500 | 218,000 | 220,180 | 222,382 | 224,606 | 226,852 |
| Terminal Rental - Other | 131,572 | 130,903 | 130,903 | 125,300 | 126,552 | 127,820 | 129,096 | 130,388 |
| Land Lease Commercial | 581,722 | 608,668 | 608,668 | 570,800 | 580,367 | 584,183 | 588,037 | 591,931 |
| Parking Lot Proceeds | 43,093 | 44,335 | 44,000 | 45,400 | 45,400 | 45,400 | 45,400 | 45,400 |
| Prepaid Fee Credit Contrib | 1,338,992 | 922,512 | 922,512 | 927,385 | 883,183 | 768,867 | 631,532 | 493,022 |
| Charges for Services | 11,545,946 | 11,051,141 | 10,776,033 | 10,771,127 | 10,796,131 | 10,759,742 | 10,702,926 | 10,646,149 |
| Interest | 59,671 | 42,600 | 42,600 | 57,800 | 57,800 | 57,800 | 57,800 | 57,800 |
| Sale of Surplus | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Miscellaneous Revenue | 15,053 | 7,057 | 52,668 | 56,929 | 54,636 | 55,896 | 57,187 | 58,509 |
| Trans from Fund Bal - Encumb | 53,100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Revenues | 127,845 | 49,657 | 95,268 | 114,729 | 112,436 | 113,696 | 114,987 | 116,309 |
| Fund Summary | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Fund Total Expenditure | 11,673,791 | 11,100,798 | 10,871,301 | 10,885,856 | 10,908,567 | 10,873,438 | 10,817,913 | 10,762,458 |
| Fund Total Revenue | 11,673,791 | 11,100,798 | 10,871,301 | 10,885,856 | 10,908,567 | 10,873,438 | 10,817,913 | 10,762,458 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 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.

The 2015 fiscal year budget provides \$17.0 million for StarMetro services, which is 0.2% more than the 2014 approved budget. To ensure the fund is balanced, transfers are made from General Fund and Gas Tax revenues that represent just over half of the transit system's operating expenses.

| <u>Expenditures</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
|------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 10,150,251 | 10,060,596 | 10,086,947 | 10,316,345 | 10,552,279 | 10,748,212 | 10,949,006 |
| Operating | 2,826,521 | 2,417,808 | 2,086,935 | 2,086,935 | 2,086,935 | 2,086,935 | 2,086,935 |
| Other Services & Charges | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 |
| Allocated Accounts | 1,848,283 | 1,674,652 | 1,998,004 | 2,047,668 | 2,098,916 | 2,151,449 | 2,205,294 |
| Utilities and Other Expenses | 2,668,162 | 2,772,848 | 2,755,569 | 2,812,663 | 2,812,565 | 2,812,498 | 2,812,431 |
| Transfers | 64,803 | 172,999 | 27,567 | 28,010 | 29,793 | 29,652 | 32,498 |
| | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Revenues | | | | | | | |
| Intergovernmental Revenue | 1,263,681 | 1,193,982 | 1,151,016 | 1,204,790 | 1,204,790 | 1,204,790 | 1,204,790 |
| Charges for Services | 6,295,145 | 6,351,246 | 5,712,735 | 5,714,041 | 5,715,389 | 5,716,138 | 5,716,910 |
| Other Revenues | 387,829 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Sources | 9,613,755 | 9,556,065 | 10,093,661 | 10,375,180 | 10,662,699 | 10,910,208 | 11,166,854 |
| | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Fund Summary | | | | | | | |
| Fund Total Expenditure | <u>17,560,410</u> | <u>17,101,293</u> | <u>16,957,412</u> | <u>17,294,011</u> | <u>17,582,878</u> | <u>17,831,136</u> | <u>18,088,554</u> |
| Fund Total Revenue | <u>17,560,410</u> | <u>17,101,293</u> | <u>16,957,412</u> | <u>17,294,011</u> | <u>17,582,878</u> | <u>17,831,136</u> | <u>18,088,554</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 service level changes are included in the proposed budget for StarMetro's 2015 fiscal year budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; and the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- The electricity budget was increased by \$51,120 to cover charging station billings for electric buses. This increase is offset by the resulting decrease in gas usage by \$100,000.
- Para-transit contractual expenses were reduced by \$610,443, specific to the Community Transportation Coordinator (CTC) program, due to managed care programs now being responsible for providing Medicaid-related nonemergency medical transportation in lieu of the CTC program.

Fund Revenues

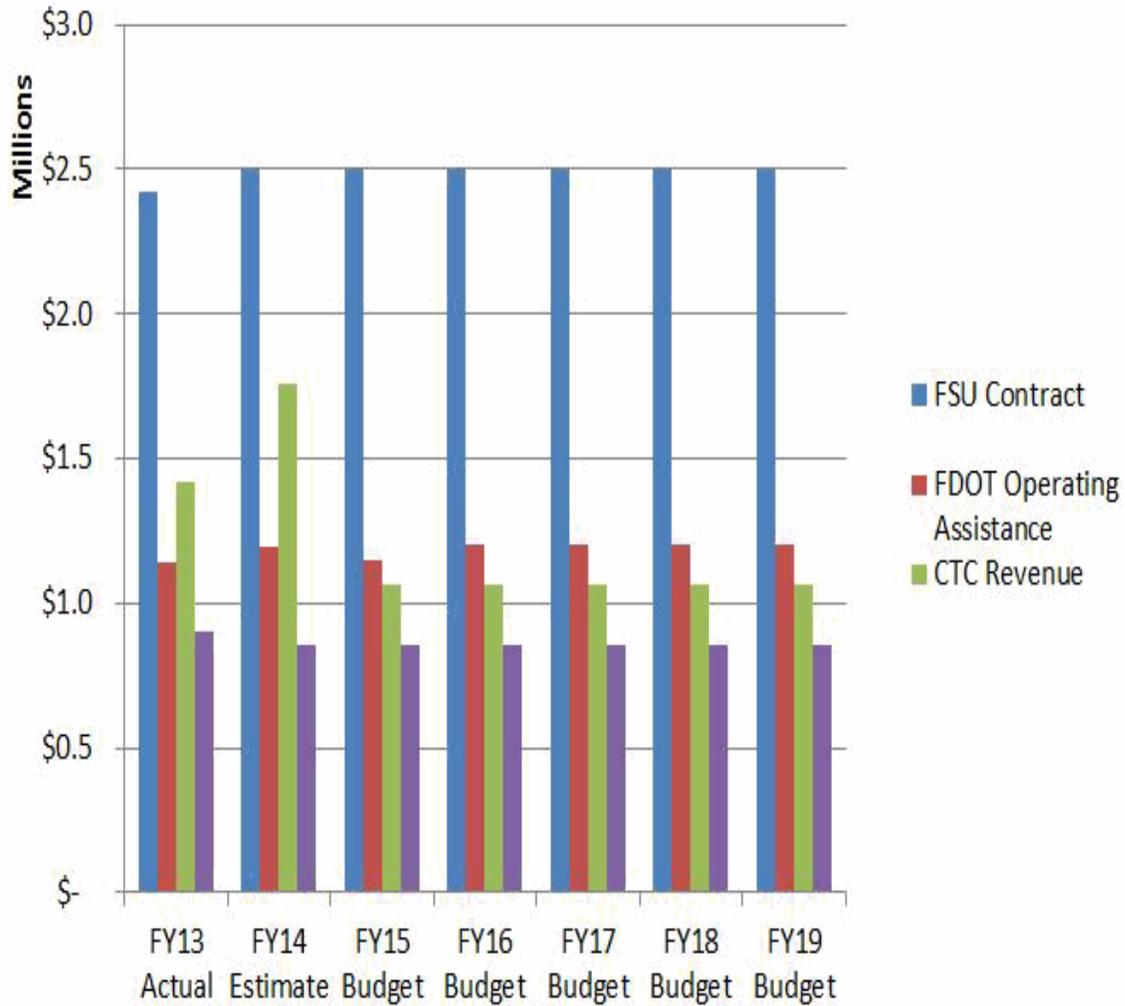
The following are revenue assumptions over the next five years:

580 StarMetro Operating Fund

- The City contributes \$7.7 million from the General Fund and \$2.3 million from the Gas Tax for StarMetro to provide over 2.4 million transportation miles for 4.5 million boardings. StarMetro regularly reviews route schedules, passenger counts, and other service factors to contribute toward improved service, but with attention to operational efficiencies.
- The annual service contract with Tallahassee Community College for \$162,598 has been discontinued. StarMetro will continue to engage with TCC to see how the transportation needs of the college's students can best be served.
- Para-transit revenue specific to the Community Transportation Coordinator program has been decreased by \$610,443, due to managed care programs now being responsible for providing Medicaid-related nonemergency medical transportation in lieu of the CTC program. StarMetro will monitor Medicaid legislative changes and community needs to ensure access to transportation disadvantaged services is provided.
- Revenue budget for several types of passenger fare passes has been decreased to align with actual collections. These include the one day unlimited pass, seven day unlimited pass, seven day reduced unlimited pass, and monthly pass. StarMetro will continue to review different types of pass purchases and their benefits to riders.
- Projected operating assistance revenues from the Florida Department of Transportation were revised down by \$53,774 based on the updated allocations to StarMetro.

580 StarMetro Operating Fund

Star Metro Major Revenue Sources



Capital Projects Operating Budget Impacts

None of StarMetro's projects within the five-year capital improvement plan have a fiscal impact on the operating budget.

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 5,753,800 | 5,719,714 | 5,585,888 | 5,884,477 | 6,031,593 | 6,182,395 | 6,336,953 | 6,495,376 |
| Capitalized Wages | -60,220 | 0 | -50,000 | 0 | 0 | 0 | 0 | 0 |
| Salary Enhancements | 0 | 142,932 | 0 | 147,116 | 150,802 | 154,558 | 158,423 | 162,390 |
| Temporary Wages | 938,527 | 448,460 | 932,638 | 448,460 | 448,460 | 448,460 | 448,460 | 448,460 |
| Overtime | 769,527 | 708,437 | 749,123 | 708,437 | 708,437 | 708,437 | 708,437 | 708,437 |
| Capitalized Overtime | -20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Salary Items | 43,871 | 54,268 | 43,447 | 54,616 | 54,616 | 54,616 | 54,616 | 54,616 |
| Unemployment Compensation | 30,362 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 |
| Pension- Current | 771,273 | 785,247 | 843,739 | 916,201 | 939,096 | 962,574 | 986,646 | 1,011,314 |
| Pension- MAP | 460,612 | 418,999 | 452,683 | 431,259 | 442,047 | 453,088 | 464,430 | 476,017 |
| Mandatory Medicare | 100,808 | 76,723 | 95,111 | 79,752 | 81,741 | 83,784 | 85,880 | 88,029 |
| Health Benefits | 884,251 | 894,747 | 940,722 | 953,818 | 996,742 | 1,041,556 | 1,041,556 | 1,041,556 |
| Health Benefits-OPEB | 116,251 | 116,251 | 116,251 | 116,251 | 116,251 | 116,251 | 116,251 | 116,251 |
| Flex Benefits | 341,209 | 347,460 | 325,994 | 346,560 | 346,560 | 346,560 | 346,560 | 346,560 |
| Personnel Services | 10,150,251 | 9,713,238 | 10,060,596 | 10,086,947 | 10,316,345 | 10,552,279 | 10,748,212 | 10,949,006 |
| Advertising | 60,785 | 32,000 | 32,000 | 32,000 | 32,000 | 32,000 | 32,000 | 32,000 |
| Cleaning & Laundry | 45,533 | 33,834 | 62,496 | 33,834 | 33,834 | 33,834 | 33,834 | 33,834 |
| Reproduction | 126,832 | 207,939 | 100,000 | 207,939 | 207,939 | 207,939 | 207,939 | 207,939 |
| Unclassified Professional Svcs | 14,473 | 4,000 | 14,977 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| System Collection | 0 | 0 | 60 | 0 | 0 | 0 | 0 | 0 |
| Building Repairs | 17,553 | 25,000 | 24,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Equipment Repairs | 3,264 | 8,125 | 13,000 | 8,125 | 8,125 | 8,125 | 8,125 | 8,125 |
| Construction Services | 8,620 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Unclassified Contract Svcs | 2,129,515 | 2,055,738 | 1,778,000 | 1,431,157 | 1,431,157 | 1,431,157 | 1,431,157 | 1,431,157 |
| Computer Software | 2,161 | 0 | 1,200 | 0 | 0 | 0 | 0 | 0 |
| Computer Maintenance Fees | 64,180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Environmental Contractual | 8,247 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Telephone | 15,964 | 11,736 | 16,000 | 11,736 | 11,736 | 11,736 | 11,736 | 11,736 |
| Food | 1,027 | 2,000 | 1,500 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Oil & Lubricants | 59,279 | 80,047 | 150,000 | 80,047 | 80,047 | 80,047 | 80,047 | 80,047 |
| Postage | 3,041 | 4,200 | 1,000 | 4,200 | 4,200 | 4,200 | 4,200 | 4,200 |
| Office Supplies | 19,470 | 15,000 | 17,033 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Uniforms & Clothing | 18,112 | 41,700 | 31,700 | 41,700 | 41,700 | 41,700 | 41,700 | 41,700 |
| Unclassified Supplies | 80,300 | 74,200 | 60,000 | 74,200 | 74,200 | 74,200 | 74,200 | 74,200 |
| Non-Capitalized Furniture | 568 | 0 | 419 | 0 | 0 | 0 | 0 | 0 |
| Vehicle- Non-Garage | 31,794 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building Supplies | 25,552 | 30,000 | 20,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Travel & Training | 39,240 | 22,097 | 28,310 | 22,097 | 22,097 | 22,097 | 22,097 | 22,097 |
| Journals & Books | 2,352 | 300 | 2,165 | 300 | 300 | 300 | 300 | 300 |
| Memberships | 30,688 | 29,500 | 29,500 | 29,500 | 29,500 | 29,500 | 29,500 | 29,500 |
| Rent Expense- Bldg & Ops | 949 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 |
| Rent Expense- Machines | 16,213 | 11,700 | 12,000 | 11,700 | 11,700 | 11,700 | 11,700 | 11,700 |
| Unclassified Charges | 809 | 1,000 | 1,048 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Operating | 2,826,521 | 2,711,516 | 2,417,808 | 2,086,935 | 2,086,935 | 2,086,935 | 2,086,935 | 2,086,935 |
| Bad Debt Expense | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 |
| Other Services & Charges | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 | 2,390 |
| Human Resource Expense | 234,853 | 223,575 | 223,575 | 249,553 | 255,792 | 262,187 | 268,742 | 275,461 |
| Accounting Expense | 87,443 | 85,112 | 85,112 | 63,040 | 64,616 | 66,231 | 67,887 | 69,584 |
| Purchasing Expense | 72,696 | 62,078 | 62,078 | 40,086 | 41,088 | 42,115 | 43,168 | 44,247 |
| Information Systems Expense | 384,519 | 269,091 | 269,091 | 660,287 | 676,794 | 693,714 | 711,057 | 728,833 |
| Risk Management Expense | 466,642 | 465,489 | 465,489 | 365,324 | 374,457 | 383,818 | 393,413 | 403,248 |
| Radio Communications Expense | 55,875 | 57,117 | 57,117 | 101,379 | 103,913 | 106,511 | 109,174 | 111,903 |
| Revenue Collection Expense | 24,926 | 31,094 | 31,094 | 29,489 | 30,226 | 30,982 | 31,757 | 32,551 |
| Vehicle Garage Expense | 0 | 632 | 632 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Fuel | 0 | 61 | 61 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Replacement | 10,358 | 10,876 | 10,876 | 11,419 | 11,419 | 11,761 | 12,114 | 12,477 |
| Indirect Costs | 510,971 | 469,527 | 469,527 | 477,427 | 489,363 | 501,597 | 514,137 | 526,990 |
| Allocated Accounts | 1,848,283 | 1,674,652 | 1,674,652 | 1,998,004 | 2,047,668 | 2,098,916 | 2,151,449 | 2,205,294 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Utilities - Sewer | 20,062 | 14,688 | 19,482 | 15,011 | 15,326 | 15,326 | 15,326 | 15,326 |
| Utilities - Sanitation | 9,079 | 7,954 | 8,676 | 8,129 | 8,300 | 8,300 | 8,300 | 8,300 |
| Utilities - Stormwater | 19,033 | 25,699 | 19,439 | 26,265 | 26,817 | 26,817 | 26,817 | 26,817 |
| Utilities - Gas | 7,631 | 23,613 | 12,488 | 24,132 | 24,639 | 24,639 | 24,639 | 24,639 |
| Utilities - Water | 6,301 | 6,808 | 6,808 | 6,958 | 7,104 | 7,104 | 7,104 | 7,104 |
| Utilities - Electric | 70,231 | 74,008 | 105,000 | 126,801 | 128,430 | 128,332 | 128,265 | 128,198 |
| Utilities - Fire Services | 1,326 | 829 | 955 | 829 | 829 | 829 | 829 | 829 |
| Gasoline -StarMetro | 2,534,499 | 2,701,218 | 2,600,000 | 2,547,444 | 2,601,218 | 2,601,218 | 2,601,218 | 2,601,218 |
| Utilities and Other Expenses | 2,668,162 | 2,854,817 | 2,772,848 | 2,755,569 | 2,812,663 | 2,812,565 | 2,812,498 | 2,812,431 |
| Debt Service Transfer | 10,822 | 11,511 | 13,011 | 13,005 | 13,012 | 14,345 | 13,740 | 16,109 |
| Inter-Fund Transfer | 53,981 | 0 | 159,988 | 14,562 | 14,998 | 15,448 | 15,912 | 16,389 |
| Transfers | 64,803 | 11,511 | 172,999 | 27,567 | 28,010 | 29,793 | 29,652 | 32,498 |
| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| FDOT Operating Assistance | 1,141,605 | 1,193,982 | 1,193,982 | 1,151,016 | 1,204,790 | 1,204,790 | 1,204,790 | 1,204,790 |
| FDOT Service Development | 122,076 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FDOT Grants-Transportation | 0 | 108,250 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intergovernmental Revenue | 1,263,681 | 1,302,232 | 1,193,982 | 1,151,016 | 1,204,790 | 1,204,790 | 1,204,790 | 1,204,790 |
| Seven Day Unlimited Pass | 93,366 | 150,267 | 95,000 | 90,000 | 90,000 | 90,000 | 90,000 | 90,000 |
| Dial A Ride | 91,928 | 94,659 | 92,000 | 92,000 | 92,000 | 92,000 | 92,000 | 92,000 |
| CTC Revenue | 1,417,060 | 1,760,000 | 1,525,161 | 1,065,000 | 1,065,000 | 1,065,000 | 1,065,000 | 1,065,000 |
| Charter Service Revenue | 24,068 | 35,000 | 25,000 | 24,000 | 24,000 | 24,000 | 24,000 | 24,000 |
| Online StarCard | 23,542 | 11,215 | 22,000 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Monthly Pass Revenue | 119,828 | 185,190 | 115,000 | 110,000 | 110,000 | 110,000 | 110,000 | 110,000 |
| FSU Contract | 2,424,541 | 2,500,000 | 2,491,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| FAMU Contract | 508,895 | 570,729 | 519,610 | 544,995 | 544,995 | 544,995 | 544,995 | 544,995 |
| Spirit Express Special Cash | 41,493 | 41,493 | 32,216 | 41,493 | 41,493 | 41,493 | 41,493 | 41,493 |
| Regular Fare Cash | 899,918 | 858,617 | 858,617 | 858,617 | 858,617 | 858,617 | 858,617 | 858,617 |
| Fuel Tax Rebate | 175,145 | 133,586 | 180,000 | 133,586 | 133,586 | 133,586 | 133,586 | 133,586 |
| Special Wheels Passes | 3,015 | 1,000 | 1,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| One Day Unlimited Pass | 34,675 | 124,399 | 29,000 | 24,675 | 24,675 | 24,675 | 24,675 | 24,675 |
| Seven Day Reduced Unlimited | 61,172 | 33,178 | 43,748 | 32,485 | 33,791 | 35,139 | 35,888 | 36,660 |
| Reduced Fare Cash | 12,611 | 5,044 | 13,426 | 5,044 | 5,044 | 5,044 | 5,044 | 5,044 |
| Ten Ride Dial A Ride Card | 93,849 | 71,840 | 93,000 | 71,840 | 71,840 | 71,840 | 71,840 | 71,840 |
| Bus Advertising Revenue | 97,867 | 85,000 | 85,020 | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 |
| TCC Fare Free Zone | 162,598 | 162,598 | 121,948 | 0 | 0 | 0 | 0 | 0 |
| Other Miscellaneous Revenue | 8,930 | 15,000 | 8,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Parking Lot Proceeds | 644 | 5,000 | 500 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Charges for Services | 6,295,145 | 6,843,815 | 6,351,246 | 5,712,735 | 5,714,041 | 5,715,389 | 5,716,138 | 5,716,910 |
| Other Miscellaneous Revenue | 87 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Trans from Fund Bal - Encumb | 387,742 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Revenues | 387,829 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer From Gas Tax Constr | 0 | 2,339,877 | 2,339,877 | 2,339,877 | 2,339,877 | 2,339,877 | 2,339,877 | 2,339,877 |
| Contribution From General Fund | 9,613,755 | 6,482,200 | 7,216,188 | 7,753,784 | 8,035,303 | 8,322,822 | 8,570,331 | 8,826,977 |
| Other Sources | 9,613,755 | 8,822,077 | 9,556,065 | 10,093,661 | 10,375,180 | 10,662,699 | 10,910,208 | 11,166,854 |
| Fund Summary | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 17,560,410 | 16,968,124 | 17,101,293 | 16,957,412 | 17,294,011 | 17,582,878 | 17,831,136 | 18,088,554 |
| Fund Total Revenue | 17,560,410 | 16,968,124 | 17,101,293 | 16,957,412 | 17,294,011 | 17,582,878 | 17,831,136 | 18,088,554 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Summary

600 Solid Waste Fund

- The city provides solid waste collection and disposal for more than 63,275 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.
- Waste Pro began serving the City in 2006, with an initial contract term of seven years expiring on September 30, 2013. In January 2013, the City Commission approved an amended contract with Waste Pro through October 2018 stating that City resources will be utilized to collect commercial garbage, residential bulk and yard waste from customers. Residential garbage, residential recycling and commercial garbage barrel services are provided by Waste Pro.
- 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 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 4,530,461 | 4,638,229 | 5,038,427 | 5,157,422 | 5,285,475 | 5,388,776 | 5,494,659 |
| Operating | 5,910,206 | 6,967,150 | 5,207,469 | 5,566,438 | 5,568,615 | 5,639,707 | 5,747,693 |
| Other Services & Charges | 99,952 | 139,572 | 139,572 | 139,572 | 139,572 | 139,572 | 139,572 |
| Capital Outlay | 13,069 | 14,019 | 74,885 | 74,885 | 74,885 | 74,885 | 74,885 |
| Allocated Accounts | 5,009,797 | 5,096,630 | 5,556,327 | 5,695,235 | 5,837,619 | 5,983,563 | 6,136,716 |
| Utilities and Other Expenses | 5,822,909 | 5,214,535 | 6,952,302 | 6,950,926 | 6,946,052 | 6,941,047 | 6,935,921 |
| Transfers | 262,200 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contributions to Operations | 1,594,428 | 1,610,924 | 1,811,976 | 1,817,851 | 1,823,430 | 1,828,463 | 1,833,617 |
| Year End Adjustments | 370,680 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| <u>Revenues</u> | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Charges for Services | 23,095,926 | 23,156,523 | 23,244,763 | 23,586,426 | 23,596,507 | 23,606,741 | 23,617,340 |
| Other Revenues | 517,776 | 524,536 | 37,842 | 64,091 | 64,119 | 64,148 | 64,178 |
| Other Sources | 0 | 0 | 1,498,353 | 1,751,812 | 2,015,022 | 2,325,124 | 2,681,544 |
| | | | | | | | |
| <u>Fund Summary</u> | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 23,613,702 | 23,681,059 | 24,780,958 | 25,402,329 | 25,675,648 | 25,996,013 | 26,363,063 |
| Fund Total Revenue | 23,613,702 | 23,681,059 | 24,780,958 | 25,402,329 | 25,675,648 | 25,996,012 | 26,363,063 |
| 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 2015 budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience. Also, included in the budget is the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

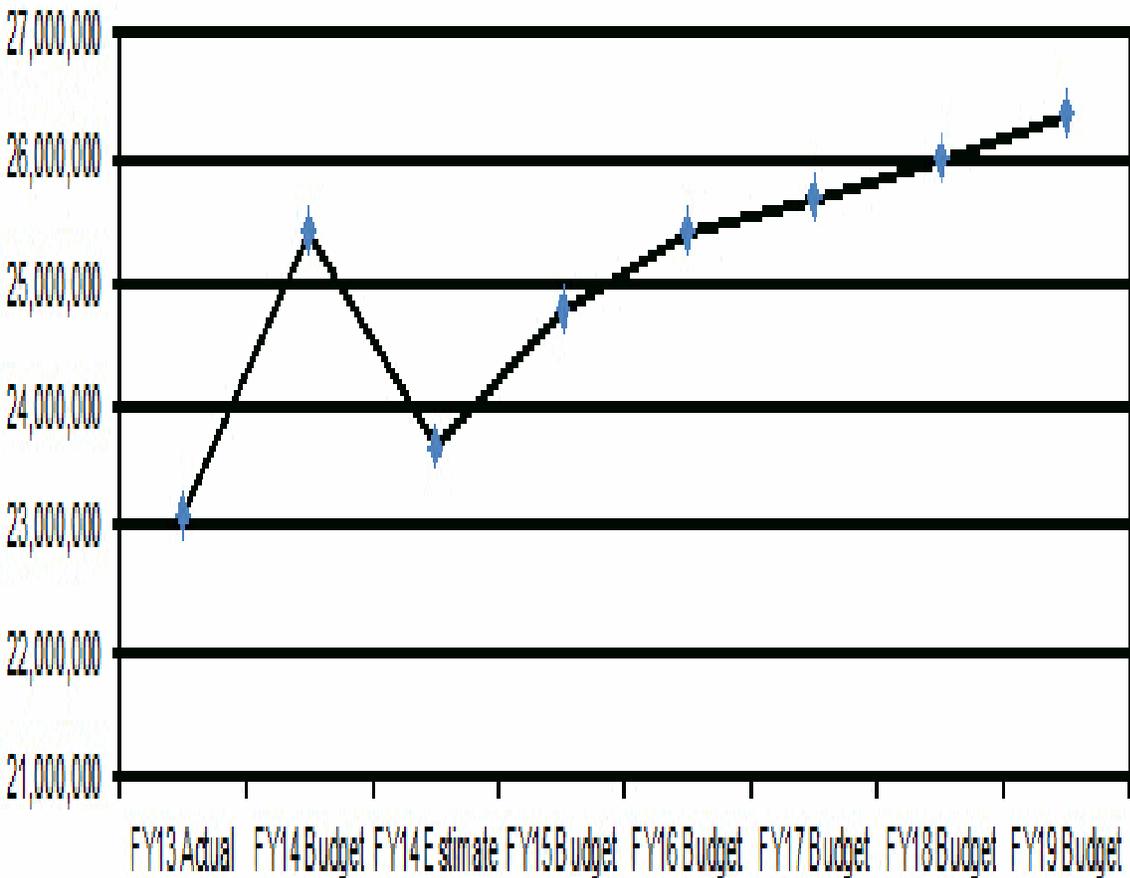
600 Solid Waste Fund

- The transfer of two full-time positions to Fleet Management. Fiscal Impact: (\$107,656).
- The transfer of one full-time position to the Animal Shelter. The position will be reclassified to a Foster Care Coordinator. Fiscal Impact: (54,374).

Fund Revenues

- Projections of future revenue increases during fiscal years 2015 through 2019 assume continued residential and commercial customer growth. Revenues from customer charges were increased by the CPI as provided by a City Commission resolution in 2010.
- Based on year-to-date actuals, Solid Waste is projected to have actual revenues of \$23,715,145 for FY14, which is an \$581,384 increase from FY13 actual revenues.

Total Solid Waste Fund Revenues



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 2015 Adopted Budget - Fund Proforma Account Summary

600 Solid Waste Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 2,798,942 | 3,127,243 | 2,806,644 | 3,109,141 | 3,186,688 | 3,266,175 | 3,347,649 | 3,431,156 |
| Salary Enhancements | 0 | 168,855 | 0 | 169,044 | 170,984 | 172,971 | 175,004 | 177,094 |
| Temporary Wages | 67,152 | 37,730 | 127,815 | 37,730 | 37,730 | 37,730 | 37,730 | 37,730 |
| Overtime | 300,765 | 349,010 | 284,264 | 349,010 | 349,010 | 349,010 | 349,010 | 349,010 |
| Other Salary Items | 12,748 | 14,358 | 14,248 | 10,446 | 10,446 | 10,446 | 10,446 | 10,446 |
| Unemployment Compensation | 1,998 | 0 | 1,998 | 0 | 0 | 0 | 0 | 0 |
| Pension- Current | 381,905 | 428,585 | 426,738 | 482,948 | 495,025 | 507,404 | 520,086 | 533,082 |
| Pension- MAP | 224,844 | 228,678 | 222,269 | 227,329 | 233,013 | 238,836 | 244,809 | 250,929 |
| Mandatory Medicare | 42,266 | 43,841 | 41,809 | 43,473 | 44,556 | 45,673 | 46,812 | 47,982 |
| Health Benefits | 500,470 | 671,641 | 518,878 | 580,226 | 606,338 | 633,598 | 633,598 | 633,598 |
| Health Benefits-OPEB | 43,081 | 43,081 | 43,081 | 43,081 | 43,081 | 43,081 | 43,081 | 43,081 |
| Flex Benefits | 156,290 | 152,568 | 150,485 | 167,712 | 167,712 | 167,712 | 167,712 | 167,712 |
| Vacancy factor | 0 | -176,421 | 0 | -181,713 | -187,161 | -187,161 | -187,161 | -187,161 |
| Personnel Services | 4,530,461 | 5,089,169 | 4,638,229 | 5,038,427 | 5,157,422 | 5,285,475 | 5,388,776 | 5,494,659 |
| Advertising | 102,417 | 169,459 | 90,756 | 169,459 | 169,459 | 169,459 | 169,459 | 169,459 |
| Cleaning & Laundry | 13,330 | 23,216 | 13,860 | 23,216 | 23,216 | 23,216 | 23,216 | 23,216 |
| Reproduction | 111 | 800 | 184 | 800 | 800 | 800 | 800 | 800 |
| Building Repairs | 9,582 | 20,000 | 21,319 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Equipment Repairs | 2,246 | 22,420 | 5,780 | 22,420 | 22,420 | 22,420 | 22,420 | 22,420 |
| Unclassified Contract Svcs | 5,686,550 | 5,136,920 | 6,740,321 | 4,795,428 | 5,154,397 | 5,156,574 | 5,227,666 | 5,335,652 |
| Environmental Contractual | 0 | 1,000 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Telephone | 4,308 | 5,214 | 4,486 | 22,214 | 22,214 | 22,214 | 22,214 | 22,214 |
| Chem-Med-Lab | 4,583 | 7,254 | 4,943 | 7,254 | 7,254 | 7,254 | 7,254 | 7,254 |
| Office Supplies | 6,511 | 11,839 | 8,273 | 11,839 | 11,839 | 11,839 | 11,839 | 11,839 |
| Uniforms & Clothing | 12,326 | 23,350 | 12,735 | 23,350 | 23,350 | 23,350 | 23,350 | 23,350 |
| Unclassified Supplies | 47,727 | 71,000 | 46,295 | 71,000 | 71,000 | 71,000 | 71,000 | 71,000 |
| Travel & Training | 8,620 | 15,940 | 6,194 | 15,940 | 15,940 | 15,940 | 15,940 | 15,940 |
| Journals & Books | 1,404 | 1,588 | 1,459 | 1,588 | 1,588 | 1,588 | 1,588 | 1,588 |
| Memberships | 767 | 1,461 | 793 | 1,461 | 1,461 | 1,461 | 1,461 | 1,461 |
| Rent Expense- Machines | 9,724 | 10,500 | 9,752 | 10,500 | 10,500 | 10,500 | 10,500 | 10,500 |
| Unclassified Charges | 0 | 10,000 | 0 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Operating | 5,910,206 | 5,531,961 | 6,967,150 | 5,207,469 | 5,566,438 | 5,568,615 | 5,639,707 | 5,747,693 |
| Bad Debt Expense | 99,952 | 139,572 | 139,572 | 139,572 | 139,572 | 139,572 | 139,572 | 139,572 |
| Other Services & Charges | 99,952 | 139,572 | 139,572 | 139,572 | 139,572 | 139,572 | 139,572 | 139,572 |
| Unclassified Equipment | 13,069 | 74,885 | 14,019 | 74,885 | 74,885 | 74,885 | 74,885 | 74,885 |
| Capital Outlay | 13,069 | 74,885 | 14,019 | 74,885 | 74,885 | 74,885 | 74,885 | 74,885 |
| Human Resource Expense | 108,728 | 109,599 | 109,599 | 115,533 | 118,421 | 121,382 | 124,417 | 127,527 |
| Accounting Expense | 58,194 | 83,422 | 83,422 | 65,549 | 67,188 | 68,868 | 70,590 | 72,355 |
| Purchasing Expense | 19,356 | 31,400 | 31,400 | 17,053 | 17,479 | 17,916 | 18,364 | 18,823 |
| Information Systems Expense | 100,244 | 145,976 | 145,976 | 107,156 | 109,835 | 112,581 | 115,396 | 118,281 |
| Risk Management Expense | 256,343 | 255,710 | 255,710 | 277,645 | 284,586 | 291,701 | 298,994 | 306,469 |
| Radio Communications Expense | 43,125 | 44,085 | 44,085 | 52,616 | 53,931 | 55,279 | 56,661 | 58,078 |
| Revenue Collection Expense | 49,281 | 61,476 | 61,476 | 58,323 | 59,781 | 61,276 | 62,808 | 64,378 |
| Utility Services Expense | 901,195 | 954,188 | 954,188 | 988,664 | 1,013,381 | 1,038,716 | 1,064,684 | 1,091,301 |
| Environmental | 152,282 | 151,400 | 151,400 | 114,996 | 117,871 | 120,818 | 123,838 | 126,934 |
| Vehicle Garage Expense | 1,644,149 | 1,931,577 | 1,591,653 | 1,955,384 | 2,004,269 | 2,054,376 | 2,105,735 | 2,158,378 |
| Vehicle Fuel | 1,045,091 | 869,123 | 814,615 | 908,101 | 930,804 | 954,074 | 977,926 | 1,002,374 |
| Vehicle Replacement | 631,809 | 645,731 | 645,731 | 661,874 | 678,421 | 695,382 | 712,767 | 734,150 |
| Indirect Costs | 0 | 207,375 | 207,375 | 233,433 | 239,268 | 245,250 | 251,383 | 257,668 |
| Allocated Accounts | 5,009,797 | 5,491,062 | 5,096,630 | 5,556,327 | 5,695,235 | 5,837,619 | 5,983,563 | 6,136,716 |
| Utilities - Sewer | 5,817 | 10,874 | 5,817 | 10,876 | 10,878 | 10,878 | 10,878 | 10,878 |
| Utilities - Sanitation | 5,787,466 | 6,928,464 | 5,179,092 | 6,889,921 | 6,888,493 | 6,883,578 | 6,878,545 | 6,873,391 |
| Utilities - Stormwater | 7,642 | 8,420 | 7,642 | 8,420 | 8,420 | 8,420 | 8,420 | 8,420 |
| Utilities - Gas | 1,827 | 3,000 | 1,827 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Utilities - Water | 1,319 | 3,893 | 1,319 | 3,893 | 3,893 | 3,893 | 3,893 | 3,893 |
| Utilities - Electric | 17,575 | 35,355 | 17,575 | 35,328 | 35,378 | 35,419 | 35,447 | 35,475 |
| Utilities - Fire Services | 1,263 | 864 | 1,263 | 864 | 864 | 864 | 864 | 864 |
| Utilities and Other Expenses | 5,822,909 | 6,990,870 | 5,214,535 | 6,952,302 | 6,950,926 | 6,946,052 | 6,941,047 | 6,935,921 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

600 Solid Waste Fund

| Expenditures | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Inter-Fund Transfer | 262,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfers | 262,200 | 0 |
| Contribution to General Fund | 1,594,428 | 1,610,924 | 1,610,924 | 1,811,976 | 1,817,851 | 1,823,430 | 1,828,463 | 1,833,617 |
| Contributions to Operations | 1,594,428 | 1,610,924 | 1,610,924 | 1,811,976 | 1,817,851 | 1,823,430 | 1,828,463 | 1,833,617 |
| Transfer to Rate Stabiliz | 370,680 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Year End Adjustments | 370,680 | 0 |
| Revenues | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Two Day Residential Roll-Out | 128,213 | 82,863 | 144,439 | 130,136 | 130,219 | 130,255 | 130,292 | 130,327 |
| Resid Solid Waste Misc Fees | 7,600 | 10,860 | 7,514 | 6,459 | 10,868 | 10,872 | 10,877 | 10,881 |
| Residential Garbage Fees | 9,566,147 | 9,829,425 | 9,610,527 | 9,885,922 | 9,848,944 | 9,853,216 | 9,857,571 | 9,862,255 |
| Comm Solid Waste Misc Fees | 105,378 | 129,244 | 112,400 | 123,877 | 123,970 | 124,026 | 124,083 | 124,138 |
| Solid Waste Late Payment Chg | 65,055 | 86,126 | 71,837 | 84,576 | 86,199 | 86,236 | 86,274 | 86,311 |
| Commerical Sanitation Fees-9 | 685,066 | 500,806 | 683,686 | 686,643 | 501,799 | 502,016 | 502,238 | 502,477 |
| Comm Garbage Fees- Forktaine | 5,860,440 | 6,278,256 | 5,880,992 | 6,020,518 | 6,283,283 | 6,285,872 | 6,288,512 | 6,291,190 |
| Comm Sanitation Rearload Fee | 175,223 | 193,142 | 177,687 | 189,206 | 193,306 | 193,433 | 193,519 | 193,601 |
| Comm Garbage Fees- Roll-Off | 2,726,056 | 2,980,119 | 2,735,684 | 2,721,324 | 2,982,638 | 2,983,934 | 2,985,254 | 2,986,525 |
| Comm Sanitation Fees- Compac | 77,923 | 107,504 | 82,427 | 99,518 | 107,718 | 107,765 | 107,813 | 107,864 |
| Comm Sanitation- Multi-Famil | 2,687,161 | 2,741,255 | 2,699,046 | 2,741,255 | 2,742,364 | 2,743,495 | 2,744,648 | 2,745,817 |
| Commercial Trash Collection | 58,422 | 79,311 | 54,231 | 38,789 | 38,823 | 38,858 | 38,893 | 38,931 |
| Comm Roll-Off Special Servic | 125,577 | 141,264 | 123,901 | 121,963 | 141,383 | 141,445 | 141,508 | 141,575 |
| Sale of Recyclables | 822,365 | 394,743 | 764,728 | 394,577 | 394,912 | 395,084 | 395,259 | 395,447 |
| Other Miscellaneous Revenue | 5,300 | 0 | 7,424 | 0 | 0 | 0 | 0 | 0 |
| Charges for Services | 23,095,926 | 23,554,918 | 23,156,523 | 23,244,763 | 23,586,426 | 23,596,507 | 23,606,741 | 23,617,340 |
| Interest | 37,835 | 64,036 | 42,337 | 37,842 | 64,091 | 64,119 | 64,148 | 64,178 |
| Trans from Fund Bal - Encumb | 479,941 | 0 | 482,199 | 0 | 0 | 0 | 0 | 0 |
| Other Revenues | 517,776 | 64,036 | 524,536 | 37,842 | 64,091 | 64,119 | 64,148 | 64,178 |
| Xfer from Solid Waste Reserve | 0 | 1,309,489 | 0 | 1,498,353 | 1,751,812 | 2,015,022 | 2,325,124 | 2,681,544 |
| Other Sources | 0 | 1,309,489 | 0 | 1,498,353 | 1,751,812 | 2,015,022 | 2,325,124 | 2,681,544 |
| Fund Summary | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Fund Total Expenditure | 23,613,702 | 24,928,443 | 23,681,059 | 24,780,958 | 25,402,329 | 25,675,648 | 25,996,013 | 26,363,063 |
| Fund Total Revenue | 23,613,702 | 24,928,443 | 23,681,059 | 24,780,958 | 25,402,329 | 25,675,648 | 25,996,012 | 26,363,063 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Summary

605 Stormwater Fund

The City operates a stormwater utility with a customer base of roughly 73,000 residential customers and 6,050 non-residential customers. Non-residential customers generate 48% 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, a 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. In fiscal year 2014 the city commission approved an additional five new positions be added to the street sweeping operations to accomplish NPDES goals.

| Expenditures | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 5,435,592 | 5,284,500 | 5,618,676 | 5,770,655 | 5,927,627 | 6,060,070 | 6,196,177 |
| Operating | 441,772 | 444,898 | 726,741 | 770,378 | 774,123 | 777,909 | 781,760 |
| Other Services & Charges | 221,799 | 88,800 | 88,800 | 88,800 | 88,800 | 88,800 | 88,800 |
| Capital Outlay | 144,424 | 396,410 | 53,610 | 53,722 | 53,836 | 53,952 | 54,070 |
| Allocated Accounts | 4,053,989 | 4,541,658 | 4,456,300 | 4,558,421 | 4,675,151 | 4,794,882 | 4,911,709 |
| Utilities and Other Expenses | 116,635 | 159,300 | 158,747 | 162,075 | 162,077 | 162,079 | 162,082 |
| Transfers | 6,418,425 | 6,823,084 | 5,326,298 | 5,105,168 | 4,907,978 | 4,732,600 | 4,715,297 |
| Contributions to Operations | 310,433 | 306,000 | 348,307 | 358,756 | 369,519 | 380,605 | 392,023 |
| Revenues | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Charges for Services | 17,145,666 | 17,065,269 | 16,288,096 | 16,367,971 | 16,448,245 | 16,528,921 | 16,772,158 |
| Other Revenues | -2,597 | -3,019 | 336,699 | 345,029 | 353,567 | 362,318 | 367,707 |
| Other Sources | 0 | 982,400 | 0 | 0 | 0 | 0 | 0 |
| Internal Service Fund Charges | 0 | 0 | 152,684 | 154,975 | 157,299 | 159,658 | 162,053 |
| Fund Summary | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 17,143,069 | 18,044,650 | 16,777,479 | 16,867,975 | 16,959,111 | 17,050,897 | 17,301,918 |
| Fund Total Revenue | 17,143,069 | 18,044,650 | 16,777,479 | 16,867,975 | 16,959,111 | 17,050,897 | 17,301,918 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Fund Expenditures

The following service level changes are included in the approved budget for the Stormwater Fund fiscal year 2015 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an

605 Stormwater Fund

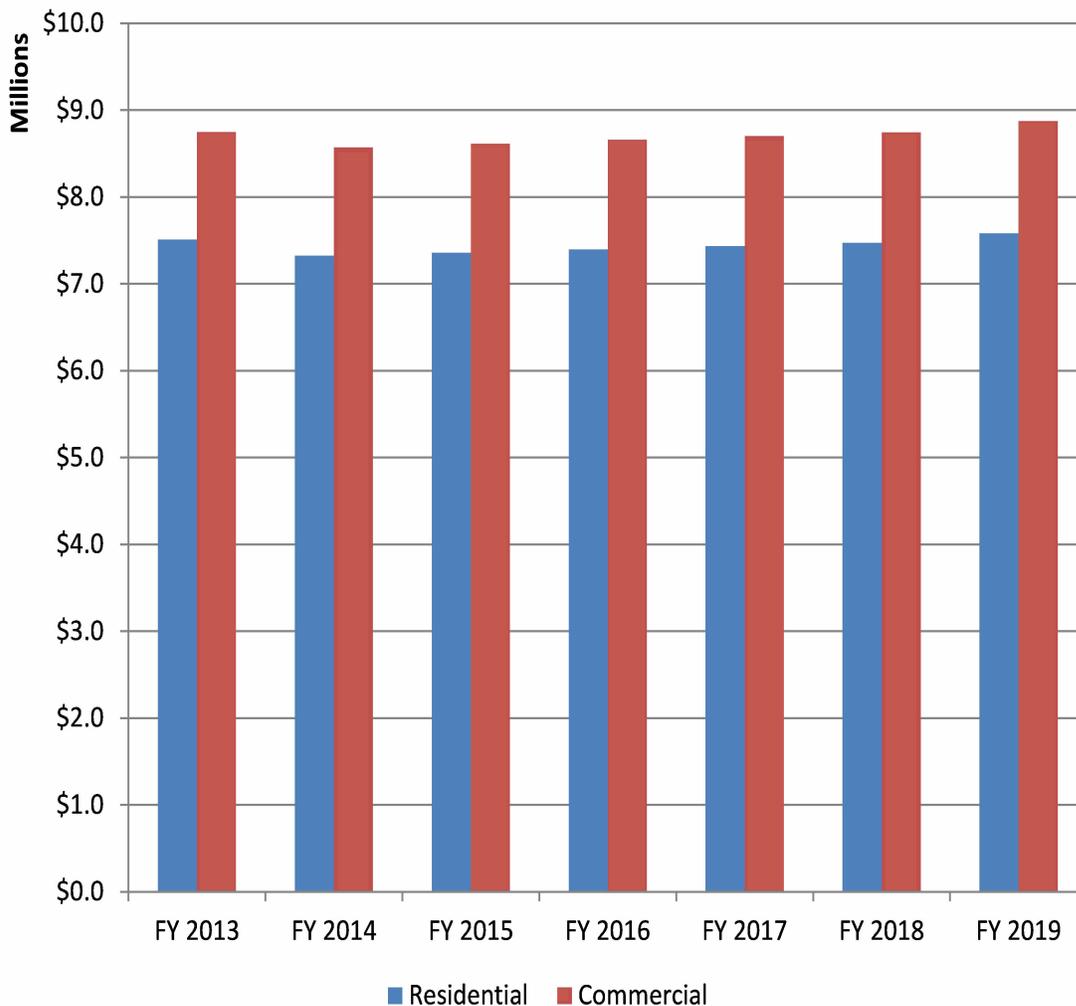
actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.

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

Fund Revenues

The major sources of revenue within the stormwater fund are commercial and residential fees. The chart below depicts the actual revenues for fiscal year 2013 and a prospective for fiscal years 2015 through 2019.

Significant Storm Water Revenues by Type



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 2015 Adopted Budget - Fund Proforma Account Summary

605 Stormwater Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 3,716,932 | 4,116,281 | 3,913,199 | 4,305,974 | 4,412,980 | 4,522,660 | 4,635,080 | 4,750,316 |
| Capitalized Wages | -38,078 | -600,537 | -382,625 | -675,338 | -685,728 | -696,385 | -706,891 | -717,660 |
| Salary Enhancements | 0 | 99,624 | 0 | 107,006 | 109,680 | 112,420 | 115,236 | 118,114 |
| Temporary Wages | 168,081 | 59,487 | 114,389 | 108,498 | 110,536 | 112,625 | 114,765 | 116,958 |
| Overtime | 55,705 | 66,325 | 37,643 | 66,325 | 66,325 | 66,325 | 66,325 | 66,325 |
| Capitalized Overtime | -26,812 | -62,257 | -18,120 | -62,257 | -62,257 | -62,257 | -62,257 | -62,257 |
| Other Salary Items | 1,632 | 1,560 | 1,587 | 2,763 | 2,793 | 2,824 | 2,856 | 2,888 |
| Unemployment Compensation | 2,375 | 0 | 6,571 | 0 | 0 | 0 | 0 | 0 |
| Pension- Current | 505,336 | 560,865 | 590,156 | 666,410 | 683,073 | 700,149 | 717,657 | 735,596 |
| Pension- MAP | 274,555 | 292,048 | 280,869 | 313,683 | 321,520 | 329,567 | 337,802 | 346,247 |
| Social Security | 0 | 6,045 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mandatory Medicare | 53,670 | 61,194 | 55,702 | 61,308 | 62,826 | 64,384 | 65,985 | 67,616 |
| Health Benefits | 525,134 | 586,592 | 492,810 | 599,545 | 626,527 | 654,694 | 654,694 | 654,694 |
| Health Benefits-OPEB | 20,125 | 20,125 | 19,720 | 20,125 | 20,125 | 20,125 | 20,125 | 20,125 |
| Flex Benefits | 176,937 | 195,096 | 172,599 | 195,396 | 195,396 | 195,396 | 195,396 | 195,396 |
| Vacancy factor | 0 | -96,236 | 0 | -90,762 | -93,141 | -94,900 | -96,703 | -98,181 |
| Personnel Services | 5,435,592 | 5,306,212 | 5,284,500 | 5,618,676 | 5,770,655 | 5,927,627 | 6,060,070 | 6,196,177 |
| Advertising | 0 | 3,868 | 0 | 3,945 | 4,004 | 4,064 | 4,125 | 4,187 |
| Cleaning & Laundry | 17,006 | 19,084 | 13,162 | 20,409 | 20,409 | 20,409 | 20,409 | 20,409 |
| Reproduction | 311 | 884 | 151 | 884 | 884 | 884 | 884 | 884 |
| Unclassified Professional Svcs | 49 | 0 | 3,396 | 0 | 0 | 0 | 0 | 0 |
| Building Repairs | 739 | 7,269 | 0 | 7,269 | 7,269 | 7,269 | 7,269 | 7,269 |
| Equipment Repairs | 23,810 | 43,510 | 21,235 | 43,010 | 43,344 | 43,683 | 44,027 | 44,376 |
| Engineering Services | 0 | 0 | 2,038 | 0 | 0 | 0 | 0 | 0 |
| Unclassified Contract Svcs | 261,766 | 350,304 | 241,867 | 412,591 | 453,905 | 455,291 | 456,683 | 458,104 |
| Computer Software | 23,524 | 54,000 | 61,747 | 54,308 | 54,909 | 55,519 | 56,138 | 56,766 |
| Telephone | 13,818 | 12,472 | 10,297 | 13,097 | 13,160 | 13,224 | 13,289 | 13,355 |
| Chem-Med-Lab | 0 | 57,071 | 0 | 55,071 | 55,897 | 56,735 | 57,586 | 58,450 |
| Food | 39 | 486 | 704 | 486 | 486 | 486 | 486 | 486 |
| Postage | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Office Supplies | 7,807 | 12,529 | 4,765 | 12,589 | 12,589 | 12,589 | 12,589 | 12,589 |
| Uniforms & Clothing | 14,670 | 14,500 | 14,315 | 15,452 | 15,452 | 15,452 | 15,452 | 15,452 |
| Unclassified Supplies | 54,626 | 54,256 | 40,768 | 57,078 | 57,238 | 57,401 | 57,566 | 57,734 |
| Non-Capitalized Furniture | 0 | 2,500 | 8,938 | 0 | 0 | 0 | 0 | 0 |
| Travel & Training | 13,384 | 15,351 | 12,744 | 15,812 | 16,016 | 16,223 | 16,433 | 16,646 |
| Journals & Books | 1,216 | 1,768 | 278 | 1,778 | 1,778 | 1,778 | 1,778 | 1,778 |
| Memberships | 3,871 | 5,130 | 5,543 | 5,300 | 5,300 | 5,300 | 5,300 | 5,300 |
| Certificates & Licenses | 1,675 | 1,725 | 0 | 3,292 | 3,313 | 3,335 | 3,357 | 3,379 |
| Rent Expense- Bldg & Ops | 0 | 47,366 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rent Expense- Machines | 3,368 | 4,284 | 2,939 | 4,370 | 4,425 | 4,481 | 4,538 | 4,596 |
| Unclassified Charges | 68 | 0 | 11 | 0 | 0 | 0 | 0 | 0 |
| Operating | 441,772 | 708,357 | 444,898 | 726,741 | 770,378 | 774,123 | 777,909 | 781,760 |
| Bad Debt Expense | 221,799 | 88,800 | 88,800 | 88,800 | 88,800 | 88,800 | 88,800 | 88,800 |
| Other Services & Charges | 221,799 | 88,800 | 88,800 | 88,800 | 88,800 | 88,800 | 88,800 | 88,800 |
| Computer Equipment | 34,510 | 7,300 | 7,300 | 7,500 | 7,612 | 7,726 | 7,842 | 7,960 |
| Vehicle Equipment | 75,094 | 343,000 | 343,000 | 0 | 0 | 0 | 0 | 0 |
| Unclassified Equipment | 34,820 | 46,110 | 46,110 | 46,110 | 46,110 | 46,110 | 46,110 | 46,110 |
| Capital Outlay | 144,424 | 396,410 | 396,410 | 53,610 | 53,722 | 53,836 | 53,952 | 54,070 |
| Human Resource Expense | 123,225 | 99,846 | 99,846 | 130,938 | 134,211 | 137,566 | 141,005 | 144,530 |
| Accounting Expense | 32,601 | 54,143 | 54,143 | 48,613 | 49,828 | 51,073 | 52,350 | 53,659 |
| Purchasing Expense | 48,303 | 28,216 | 28,216 | 31,158 | 31,937 | 32,735 | 33,554 | 34,393 |
| Information Systems Expense | 130,079 | 277,453 | 277,453 | 147,592 | 151,282 | 155,064 | 158,941 | 162,915 |
| Risk Management Expense | 110,372 | 110,096 | 110,096 | 215,344 | 220,728 | 226,247 | 231,903 | 237,701 |
| Radio Communications Expense | 43,791 | 46,183 | 46,183 | 28,054 | 28,755 | 29,474 | 30,211 | 30,966 |
| Revenue Collection Expense | 38,056 | 47,472 | 47,472 | 44,999 | 46,124 | 47,277 | 48,459 | 49,670 |
| Utility Services Expense | 917,141 | 971,071 | 971,071 | 1,006,157 | 1,031,311 | 1,057,094 | 1,083,521 | 1,110,609 |
| Vehicle Garage Expense | 530,585 | 745,904 | 759,415 | 708,197 | 725,902 | 744,050 | 762,651 | 781,718 |
| Vehicle Fuel | 372,675 | 286,706 | 394,659 | 398,822 | 408,792 | 419,012 | 429,487 | 440,223 |
| Vehicle Replacement | 393,095 | 545,620 | 545,620 | 556,917 | 561,554 | 578,362 | 595,673 | 607,520 |
| Indirect Costs | 1,314,066 | 1,207,484 | 1,207,484 | 1,139,509 | 1,167,997 | 1,197,197 | 1,227,127 | 1,257,805 |
| Allocated Accounts | 4,053,989 | 4,420,194 | 4,541,658 | 4,456,300 | 4,558,421 | 4,675,151 | 4,794,882 | 4,911,709 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

605 Stormwater Fund

| Expenditures | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Utilities - Sewer | 0 | 487 | 0 | 498 | 508 | 508 | 508 | 508 |
| Utilities - Sanitation | 114,123 | 149,611 | 154,390 | 152,902 | 156,113 | 156,113 | 156,113 | 156,113 |
| Utilities - Stormwater | 0 | 100 | 0 | 102 | 104 | 104 | 104 | 104 |
| Utilities - Water | 2,512 | 4,813 | 4,910 | 4,918 | 5,021 | 5,021 | 5,021 | 5,021 |
| Utilities - Electric | 0 | 109 | 0 | 111 | 113 | 115 | 117 | 120 |
| Utilities - Fire Services | 0 | 216 | 0 | 216 | 216 | 216 | 216 | 216 |
| Utilities and Other Expenses | 116,635 | 155,336 | 159,300 | 158,747 | 162,075 | 162,077 | 162,079 | 162,082 |
| Debt Service Transfer | 32,465 | 43,318 | 43,318 | 39,288 | 39,310 | 43,338 | 41,511 | 48,666 |
| RR&I Transfer | 0 | 0 | 0 | 4,965,194 | 4,739,215 | 4,533,098 | 4,354,574 | 4,325,068 |
| Contribution to Wkg Capital | -220,516 | 0 | 674,192 | 0 | 0 | 0 | 0 | 0 |
| Inter-Fund Transfer | 6,606,476 | 6,105,574 | 6,105,574 | 321,816 | 326,643 | 331,542 | 336,515 | 341,563 |
| Transfers | 6,418,425 | 6,148,892 | 6,823,084 | 5,326,298 | 5,105,168 | 4,907,978 | 4,732,600 | 4,715,297 |
| Contribution to General Fund | 310,433 | 306,000 | 306,000 | 348,307 | 358,756 | 369,519 | 380,605 | 392,023 |
| Contributions to Operations | 310,433 | 306,000 | 306,000 | 348,307 | 358,756 | 369,519 | 380,605 | 392,023 |
| Revenues | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Residential Stormwater | 7,508,828 | 7,323,221 | 7,741,537 | 7,359,837 | 7,396,636 | 7,433,619 | 7,470,788 | 7,582,850 |
| Commercial Stormwater | 8,748,631 | 8,572,253 | 9,019,763 | 8,615,114 | 8,658,190 | 8,701,481 | 8,744,988 | 8,876,163 |
| Forfeited Discounts | 46,678 | 47,547 | 54,263 | 48,498 | 48,498 | 48,498 | 48,498 | 48,498 |
| FDOT ROW Maintenance Contract | 766,018 | 186,572 | 162,668 | 194,728 | 194,728 | 194,728 | 194,728 | 194,728 |
| Leon County Street Sweeping | 75,511 | 69,919 | 87,038 | 69,919 | 69,919 | 69,919 | 69,919 | 69,919 |
| Charges for Services | 17,145,666 | 16,199,512 | 17,065,269 | 16,288,096 | 16,367,971 | 16,448,245 | 16,528,921 | 16,772,158 |
| Interest | -3,746 | 21,835 | -4,355 | 2,127 | 2,143 | 2,159 | 2,175 | 2,192 |
| Other Miscellaneous Revenue | 1,149 | 2,000 | 1,336 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Capitalized Overhead | 0 | 324,460 | 0 | 332,572 | 340,886 | 349,408 | 358,143 | 363,515 |
| Other Revenues | -2,597 | 348,295 | -3,019 | 336,699 | 345,029 | 353,567 | 362,318 | 367,707 |
| Transfer - Stormwater RR&I | 0 | 982,394 | 982,400 | 0 | 0 | 0 | 0 | 0 |
| Other Sources | 0 | 982,394 | 982,400 | 0 | 0 | 0 | 0 | 0 |
| From Water Fund | 0 | 0 | 0 | 5,660 | 5,745 | 5,831 | 5,918 | 6,007 |
| From Sewer Fund | 0 | 0 | 0 | 147,024 | 149,230 | 151,468 | 153,740 | 156,046 |
| Internal Service Fund Charges | 0 | 0 | 0 | 152,684 | 154,975 | 157,299 | 159,658 | 162,053 |
| Fund Summary | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Fund Total Expenditure | 17,143,069 | 17,530,201 | 18,044,650 | 16,777,479 | 16,867,975 | 16,959,111 | 17,050,897 | 17,301,918 |
| Fund Total Revenue | 17,143,069 | 17,530,201 | 18,044,650 | 16,777,479 | 16,867,975 | 16,959,111 | 17,050,897 | 17,301,918 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 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, the Gaither course was included in the Golf Course Fund. Since 2009 both courses have been under the management of the Utility Services Department but housed in the Parks, Recreation and Neighborhood Affairs department. Staff and budgets for both golf courses were consolidated in USD effective October 1, 2012.

| <u>Expenditures</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
|------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 432,423 | 437,634 | 495,101 | 504,114 | 510,807 | 516,204 | 521,729 |
| Operating | 154,562 | 157,041 | 214,747 | 214,713 | 214,678 | 214,642 | 214,642 |
| Allocated Accounts | 111,147 | 129,336 | 156,833 | 228,792 | 234,770 | 240,903 | 247,197 |
| Utilities and Other Expenses | 118,714 | 115,864 | 128,791 | 130,114 | 130,689 | 131,323 | 131,967 |
| Transfers | 1,068 | 1,100 | 1,133 | 1,167 | 1,202 | 1,238 | 1,275 |
| Year End Adjustments | 95,112 | 59,532 | 0 | 0 | 0 | 0 | 0 |
| <u>Revenues</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Charges for Services | 909,036 | 897,205 | 993,872 | 992,776 | 998,553 | 1,034,303 | 1,034,303 |
| Other Revenues | 3,990 | 3,302 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Other Sources | 0 | 0 | 733 | 0 | 0 | 0 | 0 |
| <u>Fund Summary</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Fund Total Expenditure | <u>913,026</u> | <u>900,507</u> | <u>996,605</u> | <u>1,078,900</u> | <u>1,092,146</u> | <u>1,104,310</u> | <u>1,116,810</u> |
| Fund Total Revenue | <u>913,026</u> | <u>900,507</u> | <u>996,605</u> | <u>994,776</u> | <u>1,000,553</u> | <u>1,036,303</u> | <u>1,036,303</u> |
| Fund Balance | <u>0</u> | <u>0</u> | <u>0</u> | <u>-84,124</u> | <u>-91,593</u> | <u>-68,007</u> | <u>-80,508</u> |

Fund Expenditures

The following service level changes are included in the proposed budget for the Utility Services Department's fiscal year 2015 budget.

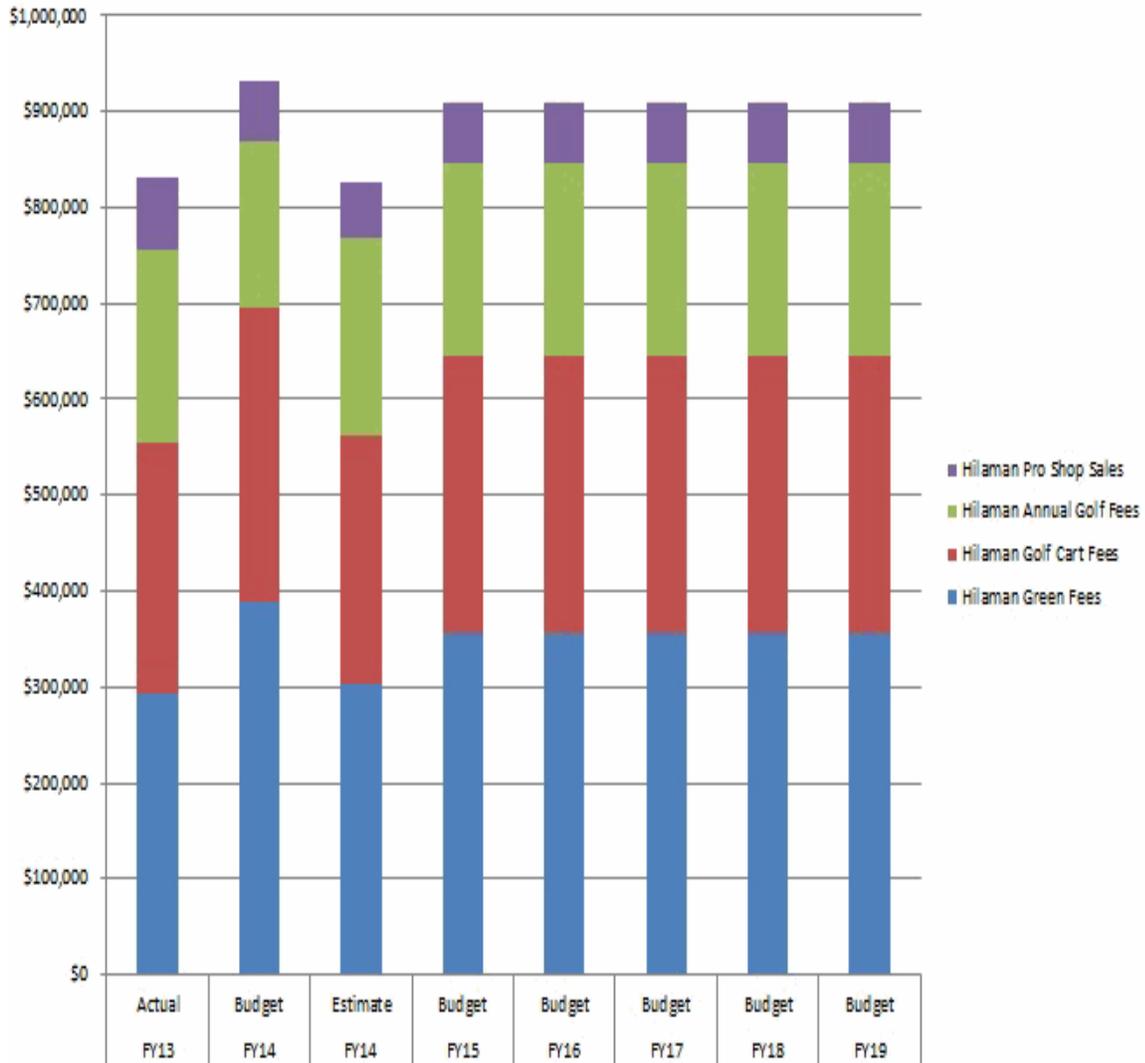
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience. In addition, adjustments were made to include a 4.76% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain overall premium percentages at 70% city and 30% employee.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Fund Revenues

Revenues projected by USD staff cover Hilaman's operations in fiscal year 2015, but have deficits thereafter. The fund's out-year financial positions will be addressed prior to finalizing those years' appropriations and budgets.

The chart that follows shows the four major sources of golf course-generated revenues since fiscal year 2013. They are comprised of green fees, golf cart fees, annual memberships, and pro shop sales.

615 Golf Course Fund Major Golf Course Fund 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 2015 Adopted Budget - Fund Proforma Account Summary

615 Golf Course Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 118,045 | 142,533 | 125,448 | 165,708 | 169,850 | 174,095 | 178,449 | 182,909 |
| Salary Enhancements | 0 | 3,563 | 0 | 4,142 | 4,246 | 4,353 | 4,462 | 4,572 |
| Temporary Wages | 226,522 | 251,605 | 229,525 | 249,100 | 251,605 | 251,605 | 251,605 | 251,605 |
| Overtime | 10,504 | 721 | 7,358 | 721 | 721 | 721 | 721 | 721 |
| Other Salary Items | 1,596 | 0 | 1,560 | 1,045 | 1,045 | 1,045 | 1,045 | 1,045 |
| Pension- Current | 24,514 | 19,577 | 26,196 | 25,800 | 26,445 | 27,107 | 27,784 | 28,479 |
| Pension- MAP | 13,403 | 10,446 | 12,648 | 12,145 | 12,449 | 12,758 | 13,078 | 13,406 |
| Mandatory Medicare | 6,293 | 2,166 | 6,019 | 2,511 | 2,572 | 2,637 | 2,701 | 2,766 |
| Health Benefits | 21,971 | 35,339 | 19,972 | 30,462 | 31,834 | 33,263 | 33,263 | 33,263 |
| Health Benefits-OPEB | 3,003 | 3,003 | 3,004 | 3,003 | 3,003 | 3,003 | 3,003 | 3,003 |
| Flex Benefits | 6,572 | 7,244 | 5,904 | 5,297 | 5,297 | 5,297 | 5,297 | 5,297 |
| Vacancy factor | 0 | -4,714 | 0 | -4,833 | -4,953 | -5,077 | -5,204 | -5,337 |
| Personnel Services | 432,423 | 471,483 | 437,634 | 495,101 | 504,114 | 510,807 | 516,204 | 521,729 |
| Advertising | 0 | 8,500 | 0 | 8,500 | 8,500 | 8,500 | 8,500 | 8,500 |
| Cleaning & Laundry | 699 | 1,795 | 904 | 1,795 | 1,795 | 1,795 | 1,795 | 1,795 |
| Reproduction | 1,356 | 5,055 | 3,534 | 5,055 | 5,055 | 5,055 | 5,055 | 5,055 |
| Unclassified Professional Svcs | 6,881 | 2,750 | 4,459 | 2,750 | 2,750 | 2,750 | 2,750 | 2,750 |
| Building Repairs | 2,836 | 6,800 | 3,650 | 6,800 | 6,800 | 6,800 | 6,800 | 6,800 |
| Equipment Repairs | 31,437 | 36,480 | 29,296 | 36,480 | 36,480 | 36,480 | 36,480 | 36,480 |
| Unclassified Contract Svcs | 0 | 11,880 | 0 | 10,747 | 10,713 | 10,678 | 10,642 | 10,642 |
| Telephone | -211 | 0 | -392 | 0 | 0 | 0 | 0 | 0 |
| Chem-Med-Lab | 52,663 | 60,644 | 53,930 | 60,644 | 60,644 | 60,644 | 60,644 | 60,644 |
| Oil & Lubricants | 119 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Office Supplies | 2,567 | 3,005 | 2,298 | 3,005 | 3,005 | 3,005 | 3,005 | 3,005 |
| Uniforms & Clothing | 499 | 3,525 | 930 | 3,525 | 3,525 | 3,525 | 3,525 | 3,525 |
| Unclassified Supplies | 41,855 | 52,484 | 41,056 | 52,484 | 52,484 | 52,484 | 52,484 | 52,484 |
| Non-Capitalized Furniture | 114 | 0 | 200 | 0 | 0 | 0 | 0 | 0 |
| COGS Mat Stores | 133 | 0 | 200 | 0 | 0 | 0 | 0 | 0 |
| COGS- Other | 83 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Travel & Training | 0 | 1,101 | 758 | 1,101 | 1,101 | 1,101 | 1,101 | 1,101 |
| Journals & Books | 0 | 200 | 0 | 200 | 200 | 200 | 200 | 200 |
| Memberships | 150 | 1,100 | 950 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 |
| Certificates & Licenses | 0 | 0 | 2,200 | 0 | 0 | 0 | 0 | 0 |
| Rent Expense- Machines | 238 | 811 | 598 | 811 | 811 | 811 | 811 | 811 |
| Unclassified Charges | 13,143 | 19,750 | 12,470 | 19,750 | 19,750 | 19,750 | 19,750 | 19,750 |
| Operating | 154,562 | 215,880 | 157,041 | 214,747 | 214,713 | 214,678 | 214,642 | 214,642 |
| Human Resource Expense | 0 | 4,892 | 4,804 | 0 | 0 | 0 | 0 | 0 |
| Accounting Expense | 0 | 0 | 0 | 7,951 | 23,146 | 23,725 | 24,318 | 24,926 |
| Purchasing Expense | 0 | 0 | 0 | 12 | 12 | 13 | 13 | 13 |
| Information Systems Expense | 0 | 0 | 0 | 4,271 | 12,434 | 12,745 | 13,064 | 13,391 |
| Risk Management Expense | 0 | 0 | 0 | 24,531 | 71,412 | 73,197 | 75,027 | 76,903 |
| Revenue Collection Expense | 0 | 11,868 | 11,758 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Garage Expense | 9,721 | 0 | 18,712 | 9,741 | 9,985 | 10,235 | 10,491 | 10,753 |
| Vehicle Fuel | 33,550 | 32,226 | 25,528 | 29,154 | 29,883 | 30,630 | 31,396 | 32,181 |
| Vehicle Replacement | 46,534 | 48,861 | 48,862 | 51,304 | 51,304 | 52,843 | 54,428 | 56,061 |
| Indirect Costs | 21,342 | 19,611 | 19,672 | 29,869 | 30,616 | 31,382 | 32,166 | 32,970 |
| Allocated Accounts | 111,147 | 117,458 | 129,336 | 156,833 | 228,792 | 234,770 | 240,903 | 247,197 |
| Utilities - Sewer | 6,425 | 6,290 | 6,477 | 6,428 | 6,563 | 6,563 | 6,563 | 6,563 |
| Utilities - Sanitation | 7,736 | 3,732 | 3,975 | 3,814 | 3,894 | 3,894 | 3,894 | 3,894 |
| Utilities - Stormwater | 18,698 | 19,703 | 18,698 | 20,136 | 20,559 | 20,559 | 20,559 | 20,559 |
| Utilities - Gas | 0 | 95 | 0 | 97 | 99 | 99 | 99 | 99 |
| Utilities - Water | 3,069 | 3,129 | 3,105 | 3,198 | 3,265 | 3,265 | 3,265 | 3,265 |
| Utilities - Electric | 34,042 | 37,227 | 34,474 | 37,785 | 38,352 | 38,927 | 39,561 | 40,205 |
| Utilities - Fire Services | 2,299 | 2,283 | 2,299 | 2,333 | 2,382 | 2,382 | 2,382 | 2,382 |
| COGS - Other | 46,445 | 55,000 | 46,836 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 |
| Utilities and Other Expenses | 118,714 | 127,459 | 115,864 | 128,791 | 130,114 | 130,689 | 131,323 | 131,967 |
| Debt Service Transfer | 0 | 896 | 0 | 0 | 0 | 0 | 0 | 0 |
| Inter-Fund Transfer | 1,068 | 0 | 1,100 | 1,133 | 1,167 | 1,202 | 1,238 | 1,275 |
| Transfers | 1,068 | 896 | 1,100 | 1,133 | 1,167 | 1,202 | 1,238 | 1,275 |
| Transfer to RR&I | 95,112 | 54,956 | 59,532 | 0 | 0 | 0 | 0 | 0 |
| Year End Adjustments | 95,112 | 54,956 | 59,532 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

615 Golf Course Fund

| Revenues | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|-------------------------------|----------------|----------------|-----------------|----------------|----------------|----------------|------------------|------------------|
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Park Concessions | 1,751 | 4,990 | 3,197 | 12,867 | 11,771 | 17,548 | 53,298 | 53,298 |
| Hilaman Gift Certificate Sal | 17,113 | 15,885 | 21,880 | 12,494 | 12,494 | 12,494 | 12,494 | 12,494 |
| Hilaman Gift Cert. Redeemed | -16,600 | -14,136 | -18,598 | -11,118 | -11,118 | -11,118 | -11,118 | -11,118 |
| Hilaman Green Fees | 292,909 | 387,690 | 302,834 | 355,076 | 355,076 | 355,076 | 355,076 | 355,076 |
| Hilaman Annual Golf Fees | 200,214 | 174,835 | 205,372 | 202,000 | 202,000 | 202,000 | 202,000 | 202,000 |
| Hilaman Golf Cart Fees | 262,362 | 306,914 | 260,178 | 290,535 | 290,535 | 290,535 | 290,535 | 290,535 |
| Hilaman Driving Range Fee | 27,680 | 19,847 | 27,382 | 29,008 | 29,008 | 29,008 | 29,008 | 29,008 |
| Hilaman Other Revenues | 41,946 | 12,371 | 36,802 | 33,155 | 33,155 | 33,155 | 33,155 | 33,155 |
| Hilaman Pro Shop Sales | 76,182 | 62,153 | 57,862 | 60,582 | 60,582 | 60,582 | 60,582 | 60,582 |
| Hilaman Non-Golf Activity Fee | 251 | 637 | 296 | 375 | 375 | 375 | 375 | 375 |
| Hilaman Restaurant Rental | 5,228 | 14,946 | 0 | 8,898 | 8,898 | 8,898 | 8,898 | 8,898 |
| Charges for Services | 909,036 | 986,132 | 897,205 | 993,872 | 992,776 | 998,553 | 1,034,303 | 1,034,303 |
| Interest | 3,190 | 2,000 | 3,302 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Trans from Fund Bal - Encumb | 800 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Revenues | 3,990 | 2,000 | 3,302 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| TransfromGolfCourseRR&I Fund | 0 | 0 | 0 | 733 | 0 | 0 | 0 | 0 |
| Other Sources | 0 | 0 | 0 | 733 | 0 | 0 | 0 | 0 |
| | | | | | | | | |
| Fund Summary | FY 2013 | FY 2014 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
| | Actual | Adopted | Estimate | Budget | Budget | Budget | Budget | Budget |
| Fund Total Expenditure | 913,026 | 988,132 | 900,507 | 996,605 | 1,078,900 | 1,092,146 | 1,104,310 | 1,116,810 |
| Fund Total Revenue | 913,026 | 988,132 | 900,507 | 996,605 | 994,776 | 1,000,553 | 1,036,303 | 1,036,303 |
| Fund Balance | 0 | 0 | 0 | 0 | -84,124 | -91,593 | -68,007 | -80,508 |

City of Tallahassee
Fiscal Year 2015 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 280 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 perpetual 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 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
|------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 205,802 | 199,766 | 200,227 | 204,677 | 209,253 | 213,047 | 216,932 |
| Operating | 113,604 | 113,348 | 119,763 | 119,763 | 119,763 | 119,763 | 119,763 |
| Allocated Accounts | 80,011 | 95,266 | 90,222 | 92,493 | 94,825 | 97,216 | 99,665 |
| Utilities and Other Expenses | 24,571 | 28,644 | 26,562 | 27,085 | 27,175 | 27,297 | 27,421 |
| Contributions to Operations | 29,249 | 30,126 | 31,030 | 31,961 | 32,920 | 33,908 | 34,925 |
| | | | | | | | |
| <u>Revenues</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Charges for Services | 227,356 | 14,382 | 11,719 | 11,719 | 11,719 | 11,719 | 11,719 |
| Other Revenues | 73,358 | 77,757 | 148,063 | 148,087 | 148,105 | 148,129 | 148,157 |
| Other Sources | 152,523 | 375,011 | 308,022 | 316,173 | 324,112 | 331,382 | 338,830 |
| | | | | | | | |
| <u>Fund Summary</u> | <u>FY 2013 Actual</u> | <u>FY 2014 Estimate</u> | <u>FY 2015 Budget</u> | <u>FY 2016 Budget</u> | <u>FY 2017 Budget</u> | <u>FY 2018 Budget</u> | <u>FY 2019 Budget</u> |
| Fund Total Expenditure | 453,237 | 467,150 | 467,804 | 475,979 | 483,936 | 491,230 | 498,705 |
| Fund Total Revenue | 453,237 | 467,150 | 467,804 | 475,979 | 483,936 | 491,230 | 498,706 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Fund Expenditures

The following service level changes were approved for Cemetery Fund:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience. Also, included is the approved of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

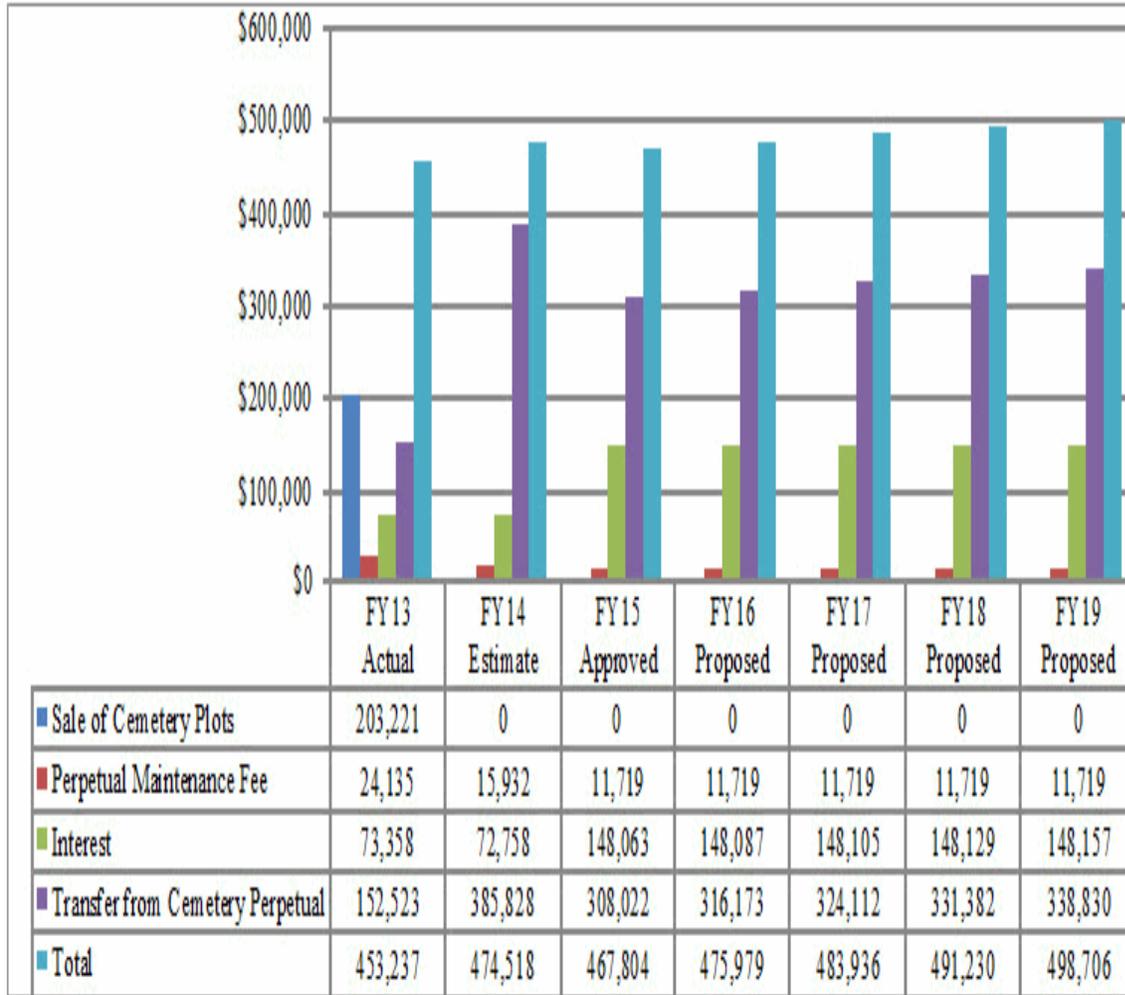
Fund Revenues

Revenue projections for fiscal year 2015 are based on estimated sales in fiscal year 2014 (125 spaces - \$11,719 including perpetual fees and recording costs). There are approximately 1,200 grave spaces available for sale at Southside Cemetery and there are approximately 125 grave spaces sold per year.

840 Cemetery Fund

Declining inventory, pending development of additional cemetery space, has created a dependence on the Perpetual Care Trust that began 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 2015 Adopted Budget - Fund Proforma Account Summary

840 Cemetery Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-------------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 127,727 | 108,227 | 112,303 | 113,797 | 116,642 | 119,558 | 122,547 | 125,610 |
| Salary Enhancements | 0 | 2,706 | 0 | 2,845 | 2,916 | 2,989 | 3,063 | 3,140 |
| Temporary Wages | 24,621 | 20,427 | 38,806 | 20,427 | 20,427 | 20,427 | 20,427 | 20,427 |
| Overtime | 2,304 | 6,114 | 1,118 | 6,114 | 6,114 | 6,114 | 6,114 | 6,114 |
| Pension- Current | 16,239 | 14,865 | 15,877 | 17,718 | 18,161 | 18,614 | 19,081 | 19,557 |
| Pension- MAP | 9,391 | 7,932 | 8,098 | 8,339 | 8,548 | 8,762 | 8,982 | 9,205 |
| Mandatory Medicare | 1,773 | 1,608 | 2,271 | 1,691 | 1,733 | 1,777 | 1,821 | 1,867 |
| Health Benefits | 13,609 | 17,218 | 11,330 | 18,656 | 19,496 | 20,372 | 20,372 | 20,372 |
| Health Benefits-Retirees | 2,768 | 0 | 2,666 | 0 | 0 | 0 | 0 | 0 |
| Health Benefits-OPEB | 0 | 2,768 | 0 | 2,768 | 2,768 | 2,768 | 2,768 | 2,768 |
| Flex Benefits | 7,370 | 8,172 | 7,297 | 7,872 | 7,872 | 7,872 | 7,872 | 7,872 |
| Personnel Services | 205,802 | 190,037 | 199,766 | 200,227 | 204,677 | 209,253 | 213,047 | 216,932 |
| Equipment Repairs | 609 | 750 | 819 | 750 | 750 | 750 | 750 | 750 |
| Unclassified Contract Svcs | 105,135 | 110,000 | 105,135 | 110,000 | 110,000 | 110,000 | 110,000 | 110,000 |
| Telephone | 1,330 | 1,463 | 864 | 1,463 | 1,463 | 1,463 | 1,463 | 1,463 |
| Office Supplies | 326 | 350 | 326 | 350 | 350 | 350 | 350 | 350 |
| Uniforms & Clothing | 700 | 1,200 | 700 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 |
| Unclassified Supplies | 5,389 | 6,000 | 5,389 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| Building Supplies | 115 | 0 | 115 | 0 | 0 | 0 | 0 | 0 |
| Operating | 113,604 | 119,763 | 113,348 | 119,763 | 119,763 | 119,763 | 119,763 | 119,763 |
| Human Resource Expense | 5,799 | 5,314 | 5,314 | 6,162 | 6,316 | 6,474 | 6,636 | 6,802 |
| Accounting Expense | 6,703 | 9,283 | 9,283 | 9,409 | 9,644 | 9,885 | 10,132 | 10,385 |
| Purchasing Expense | 4,758 | 3,150 | 3,150 | 2,096 | 2,148 | 2,202 | 2,257 | 2,313 |
| Information Systems Expense | 1,497 | 14,203 | 14,203 | 10,109 | 10,362 | 10,621 | 10,887 | 11,159 |
| Risk Management Expense | 3,439 | 3,431 | 3,431 | 0 | 0 | 0 | 0 | 0 |
| Revenue Collection Expense | 381 | 475 | 475 | 218 | 223 | 229 | 235 | 241 |
| Vehicle Garage Expense | 5,281 | 2,205 | 5,281 | 7,085 | 7,262 | 7,444 | 7,630 | 7,821 |
| Vehicle Fuel | 7,529 | 5,201 | 6,903 | 6,500 | 6,662 | 6,829 | 7,000 | 7,175 |
| Vehicle Replacement | 2,373 | 3,402 | 3,402 | 3,504 | 3,609 | 3,717 | 3,829 | 3,944 |
| Indirect Costs | 42,251 | 43,824 | 43,824 | 45,139 | 46,267 | 47,424 | 48,610 | 49,825 |
| Allocated Accounts | 80,011 | 90,488 | 95,266 | 90,222 | 92,493 | 94,825 | 97,216 | 99,665 |
| Utilities - Sanitation | 0 | 660 | 261 | 675 | 689 | 689 | 689 | 689 |
| Utilities - Stormwater | 2,834 | 2,881 | 2,832 | 2,944 | 3,006 | 3,006 | 3,006 | 3,006 |
| Utilities - Water | 16,114 | 16,673 | 19,884 | 17,040 | 17,398 | 17,398 | 17,398 | 17,398 |
| Utilities - Electric | 5,623 | 5,816 | 5,667 | 5,903 | 5,992 | 6,082 | 6,204 | 6,328 |
| Utilities and Other Expenses | 24,571 | 26,030 | 28,644 | 26,562 | 27,085 | 27,175 | 27,297 | 27,421 |
| Contribution to General Fund | 29,249 | 30,126 | 30,126 | 31,030 | 31,961 | 32,920 | 33,908 | 34,925 |
| Contributions to Operations | 29,249 | 30,126 | 30,126 | 31,030 | 31,961 | 32,920 | 33,908 | 34,925 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

840 Cemetery Fund

| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|--------------------------------|---------------------------|----------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Sale of Cemetery Lots | 203,221 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Perpetual Maintenance Fee | 24,135 | 11,719 | 14,382 | 11,719 | 11,719 | 11,719 | 11,719 | 11,719 |
| Charges for Services | 227,356 | 11,719 | 14,382 | 11,719 | 11,719 | 11,719 | 11,719 | 11,719 |
| Interest | 73,358 | 148,044 | 77,757 | 148,063 | 148,087 | 148,105 | 148,129 | 148,157 |
| Other Revenues | 73,358 | 148,044 | 77,757 | 148,063 | 148,087 | 148,105 | 148,129 | 148,157 |
| Transfer - Cemetary Perp Trust | 152,523 | 296,681 | 375,011 | 308,022 | 316,173 | 324,112 | 331,382 | 338,830 |
| Other Sources | 152,523 | 296,681 | 375,011 | 308,022 | 316,173 | 324,112 | 331,382 | 338,830 |
| Fund Summary | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 453,237 | 456,444 | 467,150 | 467,804 | 475,979 | 483,936 | 491,230 | 498,705 |
| Fund Total Revenue | 453,237 | 456,444 | 467,150 | 467,804 | 475,979 | 483,936 | 491,230 | 498,706 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Summary

850 Downtown Improvement Authority Op Fund

The Tallahassee Downtown Improvement Authority (TDIA) is a dependent taxing authority and has a governing board composed of eleven members. The Mayor appoints eight citizen members with the concurrence of the City Commission. An appointed member must be an owner of real property within the downtown taxing district and pay ad valorem taxes. There are also three ex-officio members including a City Commissioner, County Commissioner, and the Director of the Tallahassee-Leon County Planning Department.

The TDIA boundaries include a 24-block area bounded by Tennessee, Pensacola, Gadsden, and Bronough Streets. The TDIA has statutory powers "to guide the coordinated, balanced development of the district, promote the general welfare of the area, preserve aesthetic values, prevent congestion, improve traffic, provide pedestrian safety, and provide a way of life which combines the conveniences and the amenities of modern living with the traditions and pleasures of the past".

A one mill ad valorem levy may be assessed to the properties within the district. Since the inception of the Authority, the board has made a one mill levy annually, which is the maximum allowed by statutory authority. Although TDIA bylaws provide that the operating budget be submitted to the City Commission for approval, the governing board has exclusive control of the funds received from ad valorem tax and any other funds it may receive such as grants and donations.

| Expenditures | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|---------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel Services | 192,536 | 157,050 | 155,800 | 159,334 | 162,962 | 166,231 | 169,584 |
| Operating | 196,131 | 202,647 | 164,200 | 164,200 | 164,200 | 164,200 | 164,200 |
| Allocated Accounts | 3,960 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfers | -404 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenues | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Taxes & Franchise Fees | 182,764 | 185,758 | 196,051 | 196,051 | 196,051 | 196,051 | 196,051 |
| Intergovernmental Revenue | 0 | 0 | 10,000 | 0 | 0 | 0 | 0 |
| Charges for Services | 0 | 0 | 88,000 | 88,000 | 88,000 | 88,000 | 88,000 |
| Other Revenues | 209,459 | 173,939 | 25,949 | 39,483 | 43,111 | 46,380 | 49,733 |
| Fund Summary | FY 2013 Actual | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 392,223 | 359,697 | 320,000 | 323,534 | 327,162 | 330,431 | 333,784 |
| Fund Total Revenue | 392,223 | 359,697 | 320,000 | 323,534 | 327,162 | 330,431 | 333,784 |
| Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

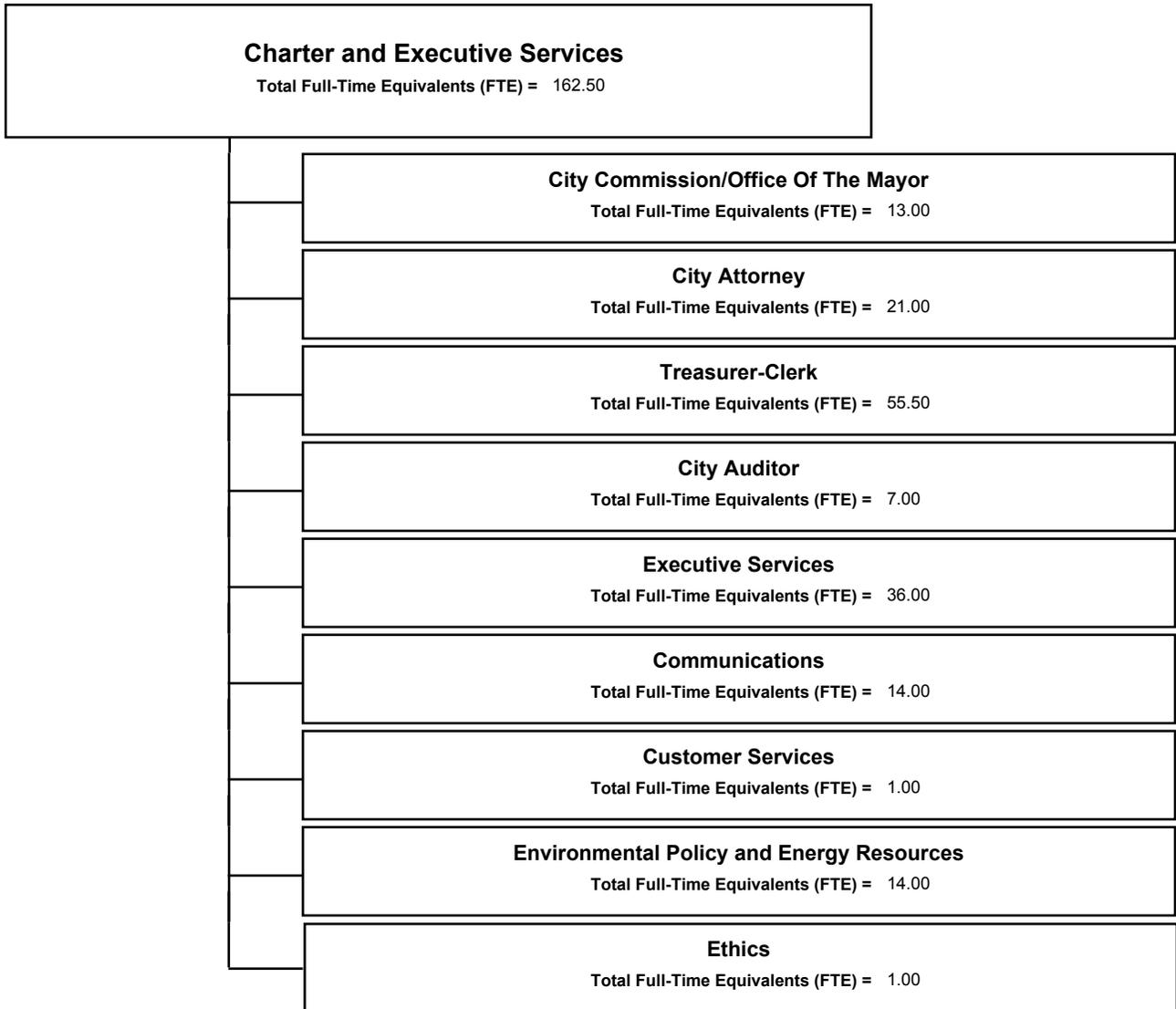
City of Tallahassee
Fiscal Year 2015 Adopted Budget - Fund Proforma Account Summary

850 Downtown Improvement Authority Op Fund

| Expenditures | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
|-----------------------------------|-------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | 140,327 | 102,144 | 110,929 | 108,829 | 111,315 | 113,862 | 116,472 | 119,150 |
| Salary Enhancements | 0 | 4,000 | 0 | 62 | 64 | 66 | 67 | 69 |
| Other Salary Items | 1,032 | 5,560 | 1,731 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| Pension- Current | 19,988 | 13,542 | 17,113 | 14,889 | 15,289 | 15,698 | 16,118 | 16,548 |
| Pension- MAP | 10,650 | 7,226 | 8,044 | 8,183 | 8,371 | 8,564 | 8,762 | 8,964 |
| Mandatory Medicare | 2,314 | 1,466 | 1,649 | 1,737 | 1,775 | 1,814 | 1,854 | 1,895 |
| Health Benefits | 10,933 | 8,926 | 10,209 | 9,500 | 9,920 | 10,358 | 10,358 | 10,358 |
| Health Benefits-OPEB | 2,500 | 2,500 | 3,006 | 2,600 | 2,600 | 2,600 | 2,600 | 2,600 |
| Flex Benefits | 4,792 | 3,936 | 4,369 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| Personnel Services | 192,536 | 149,300 | 157,050 | 155,800 | 159,334 | 162,962 | 166,231 | 169,584 |
| Unclassified Contract Svcs | 169,655 | 0 | -308 | 0 | 0 | 0 | 0 | 0 |
| Telephone | 5,232 | 0 | -56 | 0 | 0 | 0 | 0 | 0 |
| Postage | 173 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Office Supplies | 2,084 | 0 | -328 | 0 | 0 | 0 | 0 | 0 |
| Travel & Training | 1,044 | 0 | -13 | 0 | 0 | 0 | 0 | 0 |
| Memberships | 970 | 0 | -52 | 0 | 0 | 0 | 0 | 0 |
| Rent Expense- Bldg & Ops | 9,350 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DIA-Operations | 7,623 | 37,450 | 12,274 | 37,450 | 37,450 | 37,450 | 37,450 | 37,450 |
| DIA-Experience | 0 | 86,150 | 85,248 | 81,250 | 81,250 | 81,250 | 81,250 | 81,250 |
| DIA-Marketing | 0 | 32,157 | 61,372 | 35,500 | 35,500 | 35,500 | 35,500 | 35,500 |
| DIA-Downtown Development | 0 | 25,000 | 36,341 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| DIA-Expansion | 0 | 25,000 | 8,169 | 0 | 0 | 0 | 0 | 0 |
| Operating | 196,131 | 205,757 | 202,647 | 164,200 | 164,200 | 164,200 | 164,200 | 164,200 |
| Accounting Expense | 3,960 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Allocated Accounts | 3,960 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Inter-Fund Transfer | -404 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfers | -404 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenues | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Ad Valorem Property Tax | 182,764 | 185,758 | 185,758 | 196,051 | 196,051 | 196,051 | 196,051 | 196,051 |
| Taxes & Franchise Fees | 182,764 | 185,758 | 185,758 | 196,051 | 196,051 | 196,051 | 196,051 | 196,051 |
| State Grants | 0 | 0 | 0 | 10,000 | 0 | 0 | 0 | 0 |
| Intergovernmental Revenue | 0 | 0 | 0 | 10,000 | 0 | 0 | 0 | 0 |
| Marketplace | 0 | 69,000 | 0 | 88,000 | 88,000 | 88,000 | 88,000 | 88,000 |
| Charges for Services | 0 | 69,000 | 0 | 88,000 | 88,000 | 88,000 | 88,000 | 88,000 |
| Interest | 3,139 | 4,500 | 2,700 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 |
| Other Miscellaneous Revenue | 90,969 | 24,400 | 108,300 | 0 | 0 | 0 | 0 | 0 |
| Trsfr Unappr FB | 115,351 | 71,399 | 62,939 | 21,449 | 34,983 | 38,611 | 41,880 | 45,233 |
| Other Revenues | 209,459 | 100,299 | 173,939 | 25,949 | 39,483 | 43,111 | 46,380 | 49,733 |
| Fund Summary | FY 2013 Actual | FY 2014 Adopted | FY 2014 Estimate | FY 2015 Budget | FY 2016 Budget | FY 2017 Budget | FY 2018 Budget | FY 2019 Budget |
| Fund Total Expenditure | 392,223 | 355,057 | 359,697 | 320,000 | 323,534 | 327,162 | 330,431 | 333,784 |
| Fund Total Revenue | 392,223 | 355,057 | 359,697 | 320,000 | 323,534 | 327,162 | 330,431 | 333,784 |
| 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 Ethics department will fall under the purview of the City Attorney and the City Auditor.

The Executive Services service area includes the following departments:

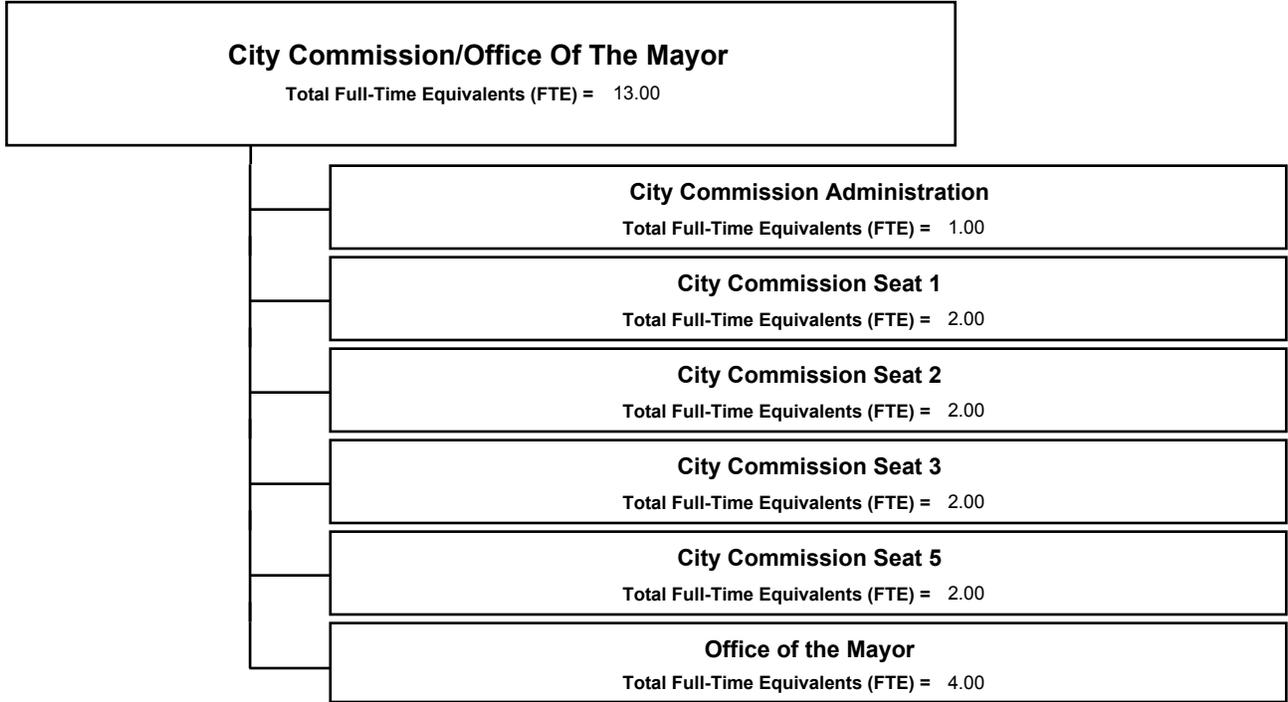
- The City Manager's Office consisting of the City Manager, three Assistant City Managers and the Assistant to the City Manager, Facilities Management, Property Management and Communications;
- Department of Environmental Policy and Energy Resources;
- Customer Services.

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Charter and Executive Services

| | <u>FY 2013 Actual</u> | <u>FY 2014 Estimated</u> | <u>FY 2015 Proposed</u> | <u>FY 2015 Approved</u> |
|----------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Expenditures Summary | 34,150,750 | 34,223,228 | 35,671,087 | 35,616,898 |
| Funding Summary | 34,150,750 | 34,223,228 | 35,671,087 | 35,616,898 |
| FTE Summary | 157.38 | 160.38 | 162.50 | 162.50 |

Charter and Executive Services
City Commission/Office Of The Mayor
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

**Charter and Executive Services
City Commission/Office Of The Mayor**

Operating Budget

| <u>Budgetary Cost Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 100101 City Commission Administration | 160,899 | 174,575 | 195,916 | 195,442 |
| 100102 City Commission Seat 1 | 136,679 | 156,213 | 165,040 | 165,040 |
| 100103 City Commission Seat 2 | 157,990 | 159,688 | 165,040 | 166,647 |
| 100104 City Commission Seat 3 | 131,925 | 138,172 | 165,040 | 165,040 |
| 100105 City Commission Seat 5 | 150,555 | 155,332 | 165,040 | 165,040 |
| 100201 Office of the Mayor | 597,387 | 605,850 | 632,082 | 612,802 |
| Total Expenditures | 1,335,435 | 1,389,830 | 1,488,158 | 1,470,011 |

| <u>Expenditure Category Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 965,297 | 1,003,274 | 998,621 | 980,474 |
| Operating | 257,764 | 264,204 | 362,583 | 362,583 |
| Capital Outlay | 1,219 | 0 | 0 | 0 |
| Allocated Accounts | 111,155 | 122,352 | 126,954 | 126,954 |
| Total Expenditures | 1,335,435 | 1,389,830 | 1,488,158 | 1,470,011 |

| <u>Funding Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| General Fund | 1,335,435 | 1,389,830 | 1,488,158 | 1,470,011 |
| Total Funding | 1,335,435 | 1,389,830 | 1,488,158 | 1,470,011 |

| <u>FTE Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 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 2015 include:

- Long Range Planning;
- Economic Development;
- Quality of Life;
- Financial Viability; and
- Innovation and Engagement.

Charter and Executive Services
City Commission/Office Of The Mayor

Significant Changes From FY 2014

The following service level changes are included in the approved budget for the City Commission/Office of the Mayor fiscal year 2015 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

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 the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

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 2015:

- Facilitate "sense of place" at Midtown, South Adams and Market Square;
- Implement Starmetro's Decentralization Plan targeted infrastructure enhancements;
- Complete the Multi-Modal Master Transportation Plan;
- Update the City's Sign Code;
- 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;
- Address homelessness issues;
- Outcome-based CHSP funding model;
- Continued monitoring of the Palmer Munroe Youth Center;
- Five-year balanced budget;
- 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
- Demand Side Management (DSM) for energy conservation.

Charter and Executive Services
City Commission/Office Of The Mayor

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 2015 - FY 2019.

Completed Capital Projects

Not applicable

Continued Capital Projects

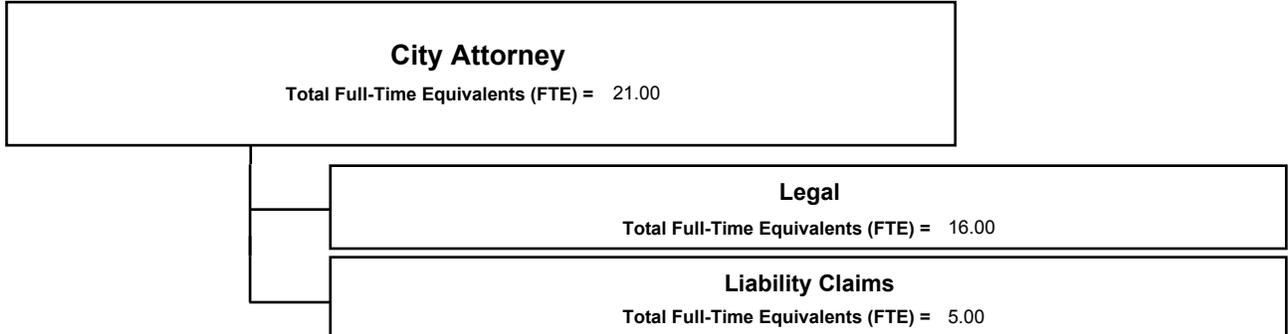
Not applicable

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Charter and Executive Services

City Attorney

Organizational Chart



Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 110101 Legal | 2,220,822 | 2,147,991 | 2,266,027 | 2,260,510 |
| 110201 Liability Claims | 860,323 | 857,489 | 885,859 | 877,494 |
| Total Expenditures | 3,081,145 | 3,005,480 | 3,151,886 | 3,138,004 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 2,525,835 | 2,533,172 | 2,574,218 | 2,560,336 |
| Operating | 408,054 | 290,060 | 415,027 | 415,027 |
| Allocated Accounts | 146,481 | 182,248 | 162,641 | 162,641 |
| Transfers | 775 | 0 | 0 | 0 |
| Total Expenditures | 3,081,145 | 3,005,480 | 3,151,886 | 3,138,004 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| General Fund | 2,220,822 | 2,147,991 | 2,266,027 | 2,260,510 |
| Risk Management Fund | 860,323 | 857,489 | 885,859 | 877,494 |
| Total Funding | 3,081,145 | 3,005,480 | 3,151,886 | 3,138,004 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 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.

Charter and Executive Services City Attorney

Trends and Issues

The City Attorney's Office has identified the following trends and issues for FY15:

- **Ethics, Sunshine Law, and Public Records.** The Office will work closely with citizens, the City Commission, the new Ethics Officer and management in providing the highest standards of ethical, transparent municipal government reporting. The office will work closely with the City Auditor in implementing the Commission's directions related to the Ethics Code and Ethics Officer.
- **Economic Recovery.** Legal work is expected to increase as we assist departments with various revitalization and small business grants.
- **Land Use and Environmental.** The land use legal work associated with specific private sector development projects is continuing with smaller commercial products and increasing with several larger student housing projects, and expected to increase more in the upcoming fiscal year.
- **Capital Projects (Eminent Domain/Property Acquisition).** Capital project work continues on the FAMU Way project, and is expected to increase more in the coming fiscal year with an emphasis on construction of sidewalks, resulting in an increased workload.
- **Non Risk Management Cases.** Cases involving such matters as forfeitures, foreclosures, and garnishments have continued to increase in FY14. This is a direct result of the lingering impacts of the recession, declined economy, and the recovering real estate market. We anticipate this to continue stabilizing in FY15.
- **Employment Grievances (Litigation).** Employment grievances relating to disciplinary actions as well as Florida Commission on Human Relations and the Equal Employment Opportunity Commission (EEOC) administrative cases have continued at a fairly high level. This trend is expected to continue until the economy has fully recovered.
- **Vendor Grievances/Contract Dispute.** The City has not seen an increase in vendor grievances/contract disputes despite utilization of fast track contracting and streamlined procurement processes.

In addition to the above-referenced descriptions of service level, the City Attorney's Office is dedicated to ensuring that legal services are available to Commissioners and management staff in pursuing the City Commission's priorities. Particularly, attorney personnel in the office have worked on a variety of issues:

1. Making ordinance changes and other policy changes to develop and enhance the continuing "Sense of Place" initiatives in the targeted areas.
2. Attorney personnel have spent a significant amount of time on changes to procurement policies to promote local small businesses.
3. Attorney personnel have participated in a number of ways to ensure the financial systems are in place to ensure that the City of Tallahassee utility maintains its sustainability.
4. City attorneys have been involved in assuring the smooth transition of public safety personnel to employment with the Consolidated Dispatch Agency (CDA), including the provision of contract interpretation services and the resolution of its non-special district status with the State Department of Economic Opportunity.

Charter and Executive Services
City Attorney

Significant Changes From FY 2014

The following service level changes are included in the proposed budget for the City Attorney's fiscal year 2015 budget. See City Commission section for additional changes to the approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for City Attorney's fiscal year 2015 with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services

City Attorney

Performance Measures

Program Objectives

Identified below are some of the department's program objectives for FY 2015:

- 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 152 in FY13 and is targeted to be 228 in FY14 which is 50% more than FY13. 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 is expected to change slightly in FY15.

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 more than the projected number of 56 in FY 2013, at 77. Overall, of the new assignments of cases to attorneys, 96% have been closed. The City Attorney's office still maintains a 100% record in handling Customer Service issues.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| General Assignments of Cases to Attorneys | # | 332 | 396 | 396 | 349 |
| New Risk Management Litigation Matters | # | 50 | 54 | 54 | 54 |
| Non-Risk Management Litigation Matters | # | 197 | 195 | 195 | 196 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Cases Closed as Defendant/Respondent | # | 152 | 228 | 228 | 152 |
| Cases Closed as Plaintiff/Petitioner | # | 77 | 71 | 71 | 72 |
| Assignments Closed | # | 318 | 393 | 393 | 251 |
| Ordinances and Resolutions Reviewed | # | 26 | 29 | 29 | 29 |
| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 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 2015-2019.

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 2014.

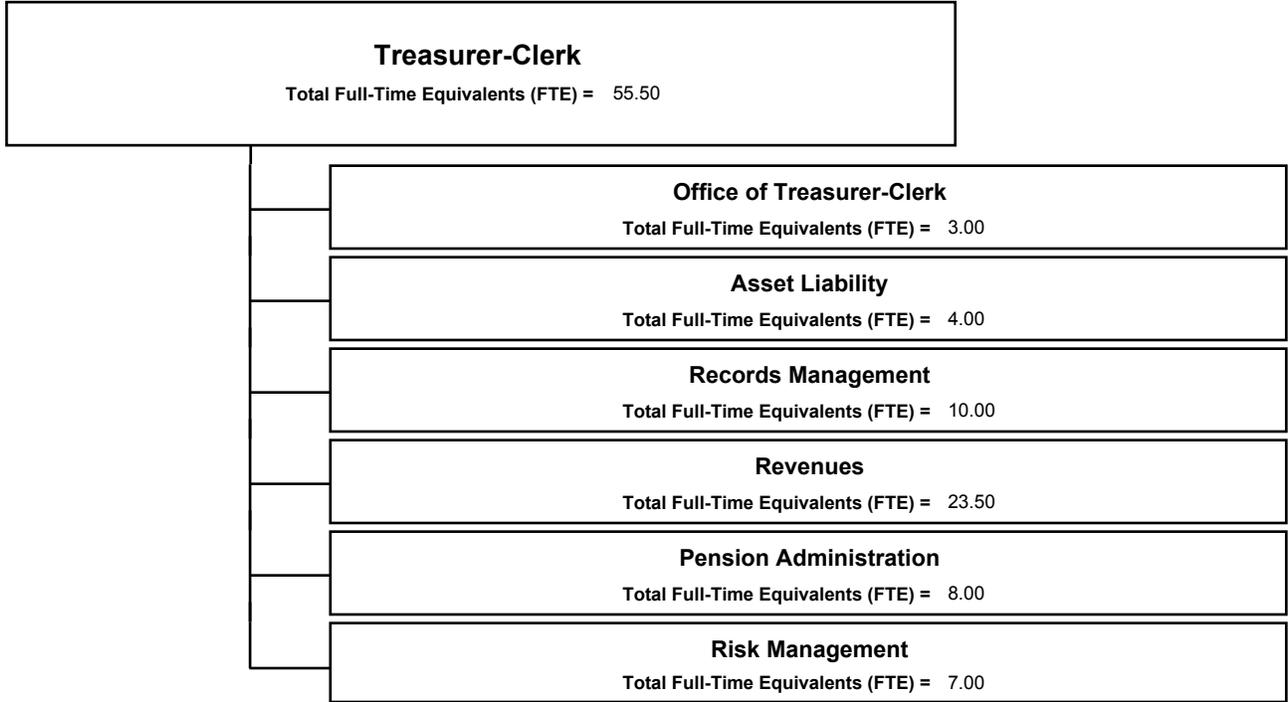
None.

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 2015.

None.

**Charter and Executive Services
Treasurer-Clerk
Organizational Chart**



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Charter and Executive Services

Treasurer-Clerk

Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------------------|-------------------|----------------------|---------------------|---------------------|
| 120101 Office of Treasurer-Clerk | 750,129 | 774,121 | 744,551 | 753,433 |
| 120201 Asset Liability | 6,897,053 | 7,058,633 | 6,378,874 | 6,385,342 |
| 120301 Records Management | 623,013 | 635,782 | 693,022 | 693,022 |
| 120401 Revenues | 1,940,214 | 1,946,759 | 2,237,480 | 2,212,500 |
| 120501 Pension Administration | 1,045,745 | 949,408 | 1,005,545 | 992,978 |
| 120601 Risk Management | 9,944,005 | 9,723,449 | 9,774,776 | 9,783,141 |
| Total Expenditures | 21,200,159 | 21,088,152 | 20,834,248 | 20,820,416 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------|-------------------|----------------------|---------------------|---------------------|
| Undefined | 1,966,322 | 0 | 0 | 0 |
| Personnel Services | 3,803,911 | 3,877,087 | 3,997,571 | 3,983,739 |
| Operating | 849,146 | 770,606 | 1,018,091 | 1,018,091 |
| Other Services & Charges | 7,242,163 | 8,967,945 | 8,877,445 | 8,877,445 |
| Capital Outlay | 0 | 8,000 | 6,000 | 6,000 |
| Allocated Accounts | 681,676 | 715,301 | 742,118 | 742,118 |
| Utilities and Other Expenses | 9,235 | 9,168 | 14,016 | 14,016 |
| Transfers | 6,647,706 | 6,740,045 | 6,179,007 | 6,179,007 |
| Total Expenditures | 21,200,159 | 21,088,152 | 20,834,248 | 20,820,416 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-----------------------------|-------------------|----------------------|---------------------|---------------------|
| General Fund | 8,270,195 | 8,468,536 | 7,816,447 | 7,831,797 |
| Revenue Fund | 1,940,214 | 1,946,759 | 2,237,480 | 2,212,500 |
| Pension Administration Fund | 1,045,745 | 949,408 | 1,005,545 | 992,978 |
| Risk Management Fund | 9,944,005 | 9,723,449 | 9,774,776 | 9,783,141 |
| Total Funding | 21,200,159 | 21,088,152 | 20,834,248 | 20,820,416 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------------------|-------------------|----------------------|---------------------|---------------------|
| 120101 Office of Treasurer-Clerk | 3.00 | 3.00 | 3.00 | 3.00 |
| 120201 Asset Liability | 3.88 | 3.88 | 4.00 | 4.00 |
| 120301 Records Management | 10.00 | 10.00 | 10.00 | 10.00 |
| 120401 Revenues | 23.50 | 23.50 | 23.50 | 23.50 |
| 120501 Pension Administration | 8.00 | 8.00 | 8.00 | 8.00 |
| 120601 Risk Management | 7.00 | 7.00 | 7.00 | 7.00 |
| Total FTE | 55.38 | 55.38 | 55.50 | 55.50 |

Charter and Executive Services Treasurer-Clerk

Summary of Services Provided

The City Treasurer-Clerk is appointed by the City Commission and is the department director of the City's Treasurer-Clerk's Office, which consist of Asset Liability Management, Records Management Division, Revenue Management Division, Retirement Management Division and Risk Management Division.

The City Treasurer-Clerk's Office 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

The Treasurer Clerk's Office has identified the following trends and issues for FY15:

Asset Liability Management Division

- The Federal Reserve Bank expects to hold short-term interest rates at historically low levels until sometime in the second half of calendar year 2015. This will continue to challenge the City's ability to earn interest on its operating portfolio in FY 2015.
- During FY 2014, the Office of the Treasurer-Clerk completed a strategy study of investment options for the City's Pension Plan. As a result of the study, the Pension Fund will invest for the first time in private equity funds and a timber real estate fund as part of a more diversified portfolio. This increased diversity will help to provide steadier pension returns with less volatility.
- During FY 014, the Office of the Treasurer-Clerk will manage the issuance of approximately \$50 million of Capital Bonds, Series 2014 to provide funding for various public works and fire department projects, including FAMU Way, sidewalk improvements and reimbursing the City for expenses incurred with the construction of the Public Safety Complex. This bond issuance will require greater debt service payments for fiscal year FY 2015 and beyond to repay the debt.
- No additional borrowings are anticipated for FY 2015.
- During FY 2014, the Division made a concerted effort to print as many documents as possible in a duplexed format, cutting down on the use of paper and saving on printing costs. These changes will help us to hold down our operating costs in FY 2015.
- The Division moved forward with a RFP to solicit proposals for paying the City's vendors electronically, which will also save paper and costs as well as provide a new revenue stream for the City in FY 2015.

Records Management Division

- Phase 1 of the enterprise-wide Document Management System (OnBase) upgrade began in 2014. The completion of phase 1 is expected by 2015. This will allow initiation of the next phases of the project, which will allow implementation of electronic workflow processes, linking the OnBase system to other enterprise computer systems, etc. Such processes and links will minimize use of paper and will limit duplicate or manual processes in many instances.
- OnBase is expected to be easier to use than our current system. We will conduct training sessions on the new OnBase document management system. Where practical, video-based training will be substituted in lieu of in-person training.
- Implement an e-mail disposal policy and begin the orderly disposal of e-mail messages, in full compliance with State of Florida records retention requirements. Improvements in email retention policies will minimize costly storage requirements by limiting duplication of emails and eliminating unnecessary emails.
- In our continued efforts to efficient storage, we will continue drawing down the remaining hardcopy items stored at the Records Retention Center, located at 2631 Municipal Way.
- We will continue efforts at restoring and preserving the City's historical records, minutes, maps, deed books, voter rolls, tax tolls, and photographs to ensure these items will survive and be available to future generations of City staff, historians, researchers, college students, and genealogists.

Revenue Management Division

- The Revenue Division continues to provide a variety of payment options to COT customers, from 18 remote

Charter and Executive Services

Treasurer-Clerk

pay locations to online payments. We continue to encourage use of electronic payment methods, and electronic revenue rose from \$163 million in FY 2012 to over \$172 million in FY 2013 as credit card payments exceeded 30% or payments for the first time. In-person payments continued to decline, dropping from 19.5% in FY 2012 to 18.6% in FY 2013. ACH and bank draft payments are by far the most cost efficient method of revenue collection, and the division will continue to search for new and innovative solutions that will guide even more customers to these efficient methods.

- The Revenue Division is considering use of Kiosks to receive payments. Kiosks serve as unmanned collection sites much as bank ATMs serve as unmanned teller stations. A Kiosk payment option would have no cost to the City and, if successful, it would add to the numerous payment options offered by the City.

- The SmartBill (Electronic Bill Presentment Payment Solution) has been extremely successful with over 34,000 utility customers on board currently. The success of this program has increased the City's electronic presence and assists in promoting the City's Green Initiative.

- No State of Florida legislation was filed in 2014 that impacted the Revenue Division; however recent years have seen efforts to limit or eliminate the local business tax. We will monitor the session closely to see if anything is filed that would have an impact.

Retirement Management Division

- 2015 will be the first full year for certain changes made in 2014 as the Retirement Division continues to work to ensure that the City's Defined Contribution program follows best practices to serve our participants. A key improvement was to establish an automatic contribution of 3% by employees; while new employees may opt out, this is expected to enhance employee participation. Previously, employee participation required an affirmative action to opt in. Also in FY 2014, we worked with our consultant – Segal Rogerscasey – to replace a fund we felt was underperforming. Our existing Prudential International Value Fund was replaced with a Harbor International Value Fund. We also added a new Real Estate Investment Trust (REIT) fund – the Vanguard REIT Index Fund to allow for further diversification.

- While the number of active employees has been relatively constant since 2009, the number of retirees grew from 1,252 to 1,603 during that time. The number of retirements of City employees is continuing to rise as more of the "baby-boomer" generation reaches retirement eligibility resulting in additional workload for retirement employees in FY 2014 and FY 2015.

- The City's DROP program for general employees, Firefighters and Police Officers continues to generate a great number of requests for information and calculation of DROP benefits. The maximum period for DROP participation has now been extended to five years for fire and general employees. As a "cost-neutral" benefit to the City, DROP offers a meaningful retirement benefit in challenging budget times.

- The actuarial valuation report as of September 30, 2012 and related pension contribution rates were approved for FY 2014 and 2015. This report absorbed the last effects of the market downturn in FY 2008 and FY 2009; however, the plan returned 15.06% in FY2013. Continued positive performance should help to ensure that our pension plan remains well funded over the next few years.

- In the fall of 2013, Terry Coon, the City's long-time Prudential Representative retired. Terry worked with the

- FY 2015 will see the first full year implementation of changes, if any, that result from ongoing negotiations with police over a collective bargaining agreement.

- New State legislation was proposed in 2014 session that would affect the State's Retirement System. So far, proposals for local government plans would have limited impact on the City's Plan; however, we will continue to monitor activity.

Charter and Executive Services Treasurer-Clerk

Risk Management Division

- Hardening of the property insurance market is expected to continue, this could have an impact on premiums paid by the City, particularly as asset values have increased with new AWT facilities at T.P. Smith and other additions.
- Workers compensation claims for public safety employees heart and lung conditions are being filed state-wide by law firms specializing in targeted filings. These filings often breach the state's fee schedule and statute of limitations making forecasting very difficult. These are increasingly more expensive and long-term claims. Both frequency and severity of claims will be impacted by these losses. They are often more complicated to adjudicate and require more adjuster time than other workers compensation claims.
- Medical marijuana is on the ballot in Florida for this fall and is predicted to pass. Workers compensation and attendant work issues will require some process and policy changes. The cost of this drug is unknown at this time.

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for Treasurer Clerk's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for the Treasurer Clerk department with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services

Treasurer-Clerk

Performance Measures

Program Objectives

The Treasurer-Clerk has identified the following objectives for FY 2015:

Asset Liability Management Division

- Administer the City's outstanding debt in a fiscally prudent manner, to include possible defeasance or refinancing of existing debt.
- Monitor the need for issuance of new debt to finance the City's capital projects. No new debt is anticipated in FY 2015 at this time.
- Compile and publish the 2015 Annual Report to Bondholders in compliance with Securities and Exchange Commission Rule 15c2-12 and file the Report with the Electronic Municipal Market Access (EMMA) repository system no later than March 31, 2015.
- Monitor and manage the defined benefit pension plan, which includes continual review of investment performance, money manager performance and the periodic re-allocation of assets.
- Monitor investment performance by money managers for the defined contribution plan.
- Fully implement the enhanced use of electronic payments to vendors.
- Continue efforts to minimize the printing of documents and to print division documents in a duplexed format when possible.
- Manage non-pension investments in a manner that provides for safety and liquidity while also managing returns in a challenging interest rate environment.

Records Management Division

- Educate managers and senior staff on Florida public records laws, requirements for the retention of public records, and sound records management practices that protect records from loss, damage, theft, or untimely disposal while ensuring the public's reasonable access to those records.
- Provide the hardware & software infrastructure that allows for economical storage and retrieval of hardcopy and electronic records within the Electronic Document Management System (OnBase), and provide training to City staff on the use of these Information Technology assets.
- Document the official actions of the City Commission (and Community Redevelopment Agency) by attending all meetings, keeping and maintaining official minutes, keeping and maintaining books of all ordinances, and managing the codification of the Code of Ordinances.
- Respond to public records requests, lien search requests, and general inquiries submitted to the Office of the Treasurer-Clerk and provide excellent customer service during all interactions with the public.
- Execute the City Clerk functions delegated to the Division including recording official documents, bonds, deeds, and easements with the Leon County Clerk of Courts, advertising public hearings and other City matters, verifying compliance with liability insurance requirements for entities awarded City contracts, approving payments related to City contracts, approving change orders to existing City contracts, registering lobbyists, maintaining burial records and deed books pertaining to the several City cemeteries, certifying copies of official records, maintaining titles to City vehicles, and serving as a member of the Staff Review Committee for elections conducted by the City.

Revenue Management Division

Charter and Executive Services

Treasurer-Clerk

- Collect and deposit all the revenues for the City. This includes utility payments, parking meters, parking fines and business taxes. Also, the Division directs the collection and depositing of revenues by Parks and Recreation, Star Metro, Growth Management and all of the additional departments that receive payments directly. Develop and implement policies and procedures that provide the control necessary for receiving all of the revenue streams for the City including in-person payments, electronic payments and third-party collections.

- Administer the City's business tax program, including the assessment and collection of the tax. The office will also continue to ensure that those businesses and licensed professionals that are delinquent in their payments are provided timely notification and given ample time to correct their status.

- Continue to provide the guidance needed for utility customers to show them efficiency that can be derived by utilizing electronic methods to make payments.

- Continue to identify and consider the latest technology and most efficient payment methods available.

Retirement Management Division

- 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.

- 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 and final retirement and DROP benefits for General, Police and Fire.

- Implement any new federal and state-mandated legislative pension changes.

- Implement Police pension amendments resulting from contract negotiations.

Risk Management Division

- Self-insure and self-administer all workers' compensation, general liability, automobile, and employment practice liability claims from inception through resolution including assisting with litigation.

- Solicit and select the best value for broker services and commercial insurance coverages for those risks that are deemed to be better suited for transfer of risk. For 2015, this includes development of a new broker selection process for commercial property coverages.

- Aggressively pursue subrogation and recovery for damages to City property and injuries of our employees.

- Establish City-wide quarterly Risk Management meeting to foster closer working relationships with the departments.

Charter and Executive Services

Treasurer-Clerk

- Partner with the state workers' compensation judges to electronically file all documents, records, etc. necessary to properly defend City claims.
- Assist the Safety Division of Human Resources with the development of a City-wide Safety Committee.
- Achieve 100% compliance with Electronic Data Interchange as one of the state's leaders in exemplary compliance standards

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.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of Contracts, Payments, Change Orders, and Insurance Certificates Processed by Records Management Per Year | # | 6,995 | 34,000 | 13,271 | 28,000 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Total dollars collected, recorded and deposited by Revenue staff | \$ | 187,460,999 | 650,000,000 | 325,969,888 | 650,000,000 |
| Total revenue for business taxes collected per year. This performance tracks occupational license tax. | \$ | 1,625,667 | 1,800,000 | 1,696,840 | 1,800,000 |
| Total revenue for parking meters collected per year | \$ | 77,924 | 350,000 | 167,035 | 350,000 |
| Total revenue for parking tickets collected per year | \$ | 81,897 | 350,000 | 160,795 | 350,000 |
| Total revenue for utilities payments collected per year | \$ | 116,730,168 | 500,000,000 | 227,552,853 | 500,000 |
| Effectiveness Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Number of meetings attended and recorded or minutes taken. | # | 9 | 42 | 13 | 34 |
| Pages or documents added to EDMS by Records Management staff (4.0 FTE) per year | # | 111,657 | 400,000 | 128,953 | 250,000 |
| Number of parking ticket payments processed per employee (9.5 FTE) per year | # | 424 | 1,700 | 911 | 1,700 |
| Number of public records requests received & processed per year | # | 524 | 1,400 | 1,247 | 2,000 |
| Retirement administration cost as a percentage of total pension fund assets | % | 0.07 | 70.00 | 1.40 | 70.00 |
| Number of utility payments processed per employee (12.5 FTE) per year | # | 26,588 | 110,000 | 49,801 | 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 three project in the amount of \$100,000 for FY 2015-2019. Fiscal year 2015 approved appropriation of \$100,000 supports the Riskmaster Claim Administration Upgrade (\$100,000).

Additional capital projects in the five year capital improvement plan include funds for the completion of the e-payment solutions project (\$265,000) and the Citywide Records Management System (\$200,000).

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|-----------------------|----------------------------------|-----------------------------|
| Revenue Collection | 100,000 | 565,000 |
| Total Funding | 100,000 | 565,000 |

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 2014.

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 2015 and were not mentioned in the department's 2014 CIP budget overview.

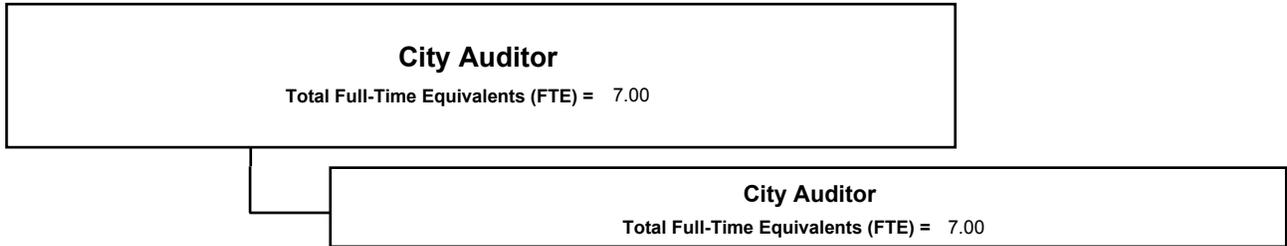
None.

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Charter and Executive Services

City Auditor

Organizational Chart



Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 130101 City Auditor | 812,522 | 865,401 | 884,628 | 867,404 |
| Total Expenditures | 812,522 | 865,401 | 884,628 | 867,404 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 741,074 | 781,156 | 792,788 | 775,564 |
| Operating | 21,164 | 27,822 | 36,185 | 36,185 |
| Allocated Accounts | 50,284 | 56,423 | 55,655 | 55,655 |
| Total Expenditures | 812,522 | 865,401 | 884,628 | 867,404 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| General Fund | 812,522 | 865,401 | 884,628 | 867,404 |
| Total Funding | 812,522 | 865,401 | 884,628 | 867,404 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 130101 City Auditor | 7.00 | 7.00 | 7.00 | 7.00 |
| Total FTE | 7.00 | 7.00 | 7.00 | 7.00 |

Charter and Executive Services

City Auditor

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.

In March 2014, the City Commission approved establishment of the Ethics Officer Function within the City. That function is to be housed within the Office of the City Auditor. The Ethics Officer is to be hired jointly by and report jointly to the City Auditor and City Attorney. The Ethics Officer will be responsible for oversight and administrative activities relating to advising City officials, management, staff, and vendors on ethical matters; investigating, referring, and disposing of complaints and concerns received through the City's Fraud and Ethics Hotline or through other sources; and provision of ethics training to City officials, management, staff, and vendors. The City Auditor will provide support and oversight to this newly created position and function.

Trends and Issues

For the past two fiscal years, the Office of the City Auditor has been involved in many value-added projects. We especially believe that work performed on the Advanced Wastewater Treatment Plant, Gaines Street Revitalization Project, Fire Apparatus and Hose Inventory Processes, City Projects, and Acquisition of Commercial Insurance Coverages 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 Commission and City Manager's requests for assistance to review issues beyond those listed in the annual audit plan.

Charter and Executive Services City Auditor

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for the City Auditor's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- A one-time service level increase of \$4,450 for the travel expenses related to auditors from other local governments coming to Tallahassee to conduct an external quality control review, which is required of audit organizations every three years. (There is no charge for the salaries of persons performing the review.) Such reviews are conducted for the purpose of determining whether applied audit processes meet professional audit standards. The reviews provide the City Commission, management, the City Audit Committee, and citizens assurances about the quality of work performed. The last peer review was conducted in FY 2012. At the conclusion of that peer review, the ALGA team issued an evaluation report that concluded audit reports issued by the Office of the City Auditor complied with quality assurance criteria of Government Auditing Standards and Standards for the Professional Practice of Internal Auditing. Absent a peer review, we could not state that our work complies with professional audit standards.
- In March 2014, the City Commission authorized establishment of the Ethics Officer and Function, to be housed in the Office of the City Auditor, with the City's Ethics Officer to be jointly hired and jointly responsible to the City Auditor and the City Attorney. While housed in the Office of the City Auditor, this function will be budgeted and accounted for separately from the Audit Function.

City Commission Action

The City Commission approved the budget for the City Auditor with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services

City Auditor

Performance Measures

Program Objectives

Anticipated Programs and Services for FY 2015

For FY 2015, 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 2013 and FY 2014. 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 Commission and City Manager's request for assistance to review issues beyond those listed in the annual audit plan. For FY 2015, priority audit topics will continue to be those that address the financial viability of the government.

In March 2014, the City Commission approved establishment of the Ethics Officer function within the City. That function is to be housed within the Office of the City Auditor. The Ethics Officer is to be hired jointly by and report jointly to the City Auditor and City Attorney. The Ethics Officer will be responsible for oversight and administrative activities relating to advising City officials, management, staff, and vendors on ethical matters; investigating, referring, and disposing of complaints and concerns received through the City's Fraud and Ethics Hotline or through other sources; and provision of ethics training to City officials, management, staff, and vendors. The City Auditor will provide support and oversight to this newly created position and function.

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 input from management and others. 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 FY 2007. The first product was ACL (analytical software for auditors) and the second was AutoAudit (electronic working papers for auditors). 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.

In March 2014, the City Commission authorized establishment of the position of Ethics Officer, to be housed in the Office of the City Auditor, with the City's Ethics Officer to be jointly hired and jointly responsible to the City Auditor and the City Attorney. This function is budgeted and accounted for separately from the audit function.

**Charter and Executive Services
City Auditor**

Analysis of Performance Measures

Fiscal Years 2013 and 2014 Accomplishments:

1. 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, 2013, through September 30, 2014, we plan to issue 12 audit reports and 24 follow-up reports for a total of 36 audit products. As of March 31, 2014, we have issued 15 of those 36 planned audit reports.

2. 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 2013, 94% of our customers, City departments, responded that they were either very satisfied or extremely satisfied with the services provided by the Office of the City Auditor. To date in FY 2014, 100% have either been very satisfied or extremely satisfied with our services.

3. Education and Outreach

The Office of the City Auditor has the 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 FY 2013 included:

- Worked with other Appointed Officials and City staff to produce our sixth four-page Citizen Centric Report.
- Responded to periodic inquiries and requests from City staff on non-audit issues relating to City policies, procedures, and best internal control practices.
- Various presentations made to City staff, and citizen and professional organizations, relating to advancing accountability.
- Participated in meetings with the City's Citizen Ethics Panel and City Commission that resulted in the City Commission's authorization to establish the position of City Ethics Officer and related Ethics Function.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|-----------------------|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
|-----------------------|------------------------|-----------------------|-----------------------|--------------------|-----------------------|

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Charter and Executive Services

City Auditor

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of Fraud Hotline Calls Received | # | 13 | 8 | 2 | 8 |
| Number of Professional Certifications Held by Audit Staff (Staff May Hold More Than One Certification) | # | 10 | 6 | 8 | 6 |
| Number of Professional Audit Staff Holding Bachelor's Degrees | # | 6 | 6 | 6 | 6 |
| Number of Professional Audit Staff Holding Master's Degrees | # | 3 | 3 | 3 | 3 |
| Number of Special Requests for Additional Audit or Advisory Services (Review of Processes and Controls, Performance Measurement Activities, Policies and Procedures, etc.) | # | 1 | 1 | 1 | 1 |
| Total Years of Audit/Financial Management Experience To Date | # | 139.50 | 135.75 | 135.75 | 141.75 |
| Total Years of Audit Experience with City Auditor's Office | # | 62.25 | 54.25 | 54.25 | 60.25 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Assurance and Advisory Audit Reports Completed | # | 9 | 12 | 3 | 10 |
| Follow-Up Audit Reports Completed | # | 16 | 24 | 13 | 20 |
| Number of Inquiries for Audit Reports or Information Based Upon Visits to the Office Website and Individual Requests of Audit Staff | # | 6,642 | 7,500 | 4,602 | 7,500 |
| Number of Fraud Hotline Calls Referred to Other City Departments or Entities for Review and Resolution | # | 8 | 4 | 1 | 4 |
| Number of Fraud Hotline Calls Reviewed and Resolved by Audit Staff with Assistance from other Department Staff as needed | # | 5 | 4 | 1 | 4 |
| Number of Professional Audit Staff that Obtained Required 40 Hours of Continuing Professional Education (CPE) each year (80 hours for two years and at least 20 hours in one of the two years) | # | 6 | 6 | 6 | 6 |
| Number of Audit Report Recommendations that would Reduce, Recover, or Avoid Costs if Implemented | # | 40 | 0 | 1 | 0 |
| Number of Audit Report Recommendations that would Improve Service Delivery, Reduce Risk, or Improve Controls if Implemented | # | 55 | 0 | 13 | 0 |
| Number of Quarterly and Special Audit Committee Meetings Held | # | 5 | 5 | 2 | 5 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Charter and Executive Services

City Auditor

| Effectiveness Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Percent of Responders to Customer Surveys that were either Satisfied or Very Satisfied with Audits | % | 94 | 100 | 100 | 100 |
| Average Years Audit staff has of Audit/Financial Management Experience | # | 23.25 | 22.63 | 22.63 | 23.63 |
| Average Years Experience Audit staff has with the City Auditor's Office | # | 10.38 | 9.04 | 9.04 | 10.04 |
| Number of Corrective Action Plan Steps Completed | # | 110 | 0 | 55 | 0 |
| Percent of Corrective Action Plan Steps Completed that were Due to be Completed | % | 71 | 90 | 60 | 90 |
| Percent of Professional Audit Staff that Obtained required Continuing Professional Education (CPE) | % | 100 | 100 | 100 | 100 |
| Total Number of Products Issued (includes assistance and guidance, assurance and advisory reports, inquiry, project progress reports, follow-ups, Citizen Centric, etc.) | # | 25 | 36 | 16 | 30 |

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 2015 - 2019.

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 2014.

None.

Continued Capital Projects

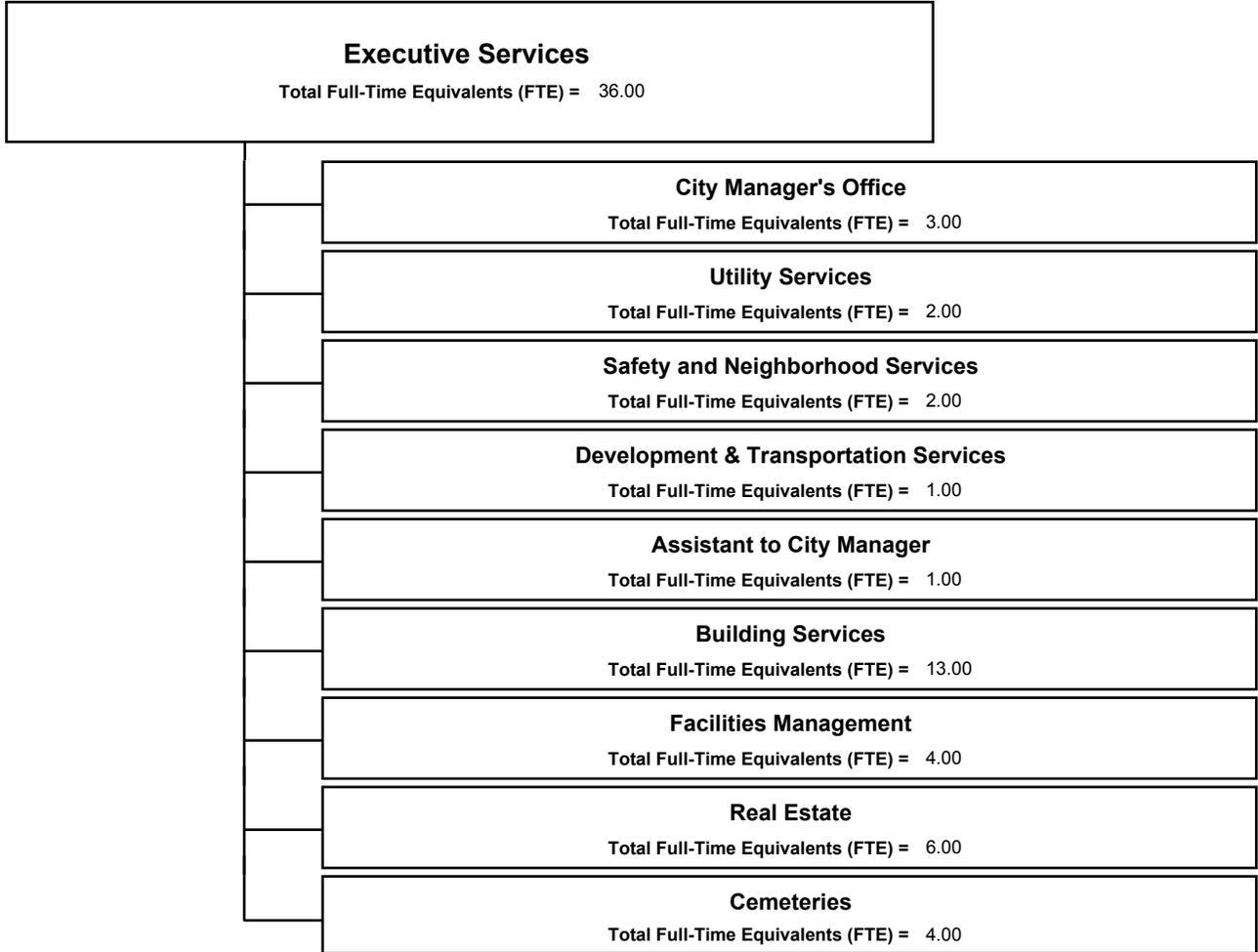
The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2015.

None.

Charter and Executive Services

Executive Services

Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Charter and Executive Services

Executive Services

Operating Budget

| <u>Budgetary Cost Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 140101 City Manager's Office | 465,048 | 507,733 | 1,016,131 | 1,023,762 |
| 140201 Utility Services | 316,143 | 326,142 | 332,261 | 332,261 |
| 140301 Safety and Neighborhood Services | 184,809 | 189,318 | 185,527 | 248,444 |
| 140401 Development & Transportation Services | 260,413 | 188,767 | 260,112 | 173,716 |
| 140501 Assistant to City Manager | 66,209 | 72,320 | 74,602 | 77,735 |
| 140601 Building Services | 1,750,947 | 1,705,735 | 2,013,446 | 2,114,115 |
| 140602 Facilities Management | 241,752 | 275,242 | 530,178 | 383,250 |
| 140701 Real Estate | 448,872 | 455,879 | 478,533 | 482,711 |
| 140702 Eastside Garage | 158,237 | 164,076 | 175,015 | 175,015 |
| 140703 Cemeteries | 453,237 | 467,150 | 459,076 | 467,804 |
| Total Expenditures | 4,345,667 | 4,352,362 | 5,524,881 | 5,478,813 |

| <u>Expenditure Category Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 2,828,961 | 2,857,263 | 2,948,771 | 2,902,703 |
| Operating | 792,856 | 762,938 | 850,893 | 850,893 |
| Allocated Accounts | 99,331 | 108,406 | 890,329 | 890,329 |
| Utilities and Other Expenses | 379,569 | 371,457 | 455,185 | 455,185 |
| Transfers | 215,701 | 222,172 | 348,673 | 348,673 |
| Contributions to Operations | 29,249 | 30,126 | 31,030 | 31,030 |
| Total Expenditures | 4,345,667 | 4,352,362 | 5,524,881 | 5,478,813 |

| <u>Funding Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| General Fund | 3,892,430 | 3,885,212 | 5,065,805 | 5,011,009 |
| Cemetery Fund | 453,237 | 467,150 | 459,076 | 467,804 |
| Total Funding | 4,345,667 | 4,352,362 | 5,524,881 | 5,478,813 |

| <u>FTE Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 140101 City Manager's Office | 2.00 | 3.00 | 3.00 | 3.00 |
| 140201 Utility Services | 2.00 | 2.00 | 2.00 | 2.00 |
| 140301 Safety and Neighborhood Services | 1.00 | 1.00 | 1.00 | 2.00 |
| 140401 Development & Transportation Services | 2.00 | 2.00 | 2.00 | 1.00 |
| 140501 Assistant to City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| 140601 Building Services | 12.00 | 13.00 | 12.00 | 13.00 |
| 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 | 36.00 | 36.00 | 36.00 |

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.
- Responsible for long term strategic plans, as well as short term targets, which are formulated into the city's Target Issues and Focus Issues. 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's mission is to manage the City facilities and equipment to promote cost effective programs that provide safe, clean, sustainable and efficient environments.
- The Enterprise Buildings Integrator (EBI) is used to monitor, control and diagnose each building's HVAC system. In FY13, ten city buildings were added to the EBI and seven more were added in FY14. The current plan is to have thirty-two buildings in the EBI by the end of FY15.
- The Real Estate division handled an estimated 600 service requests in FY14. This represents an 18% increase over FY13 and includes right-of-way acquisitions for Lonnbladh Road Phase II and the Briarwood East water and sewer project. Other service requests include sidewalk easements for Bradford Road, Ridge Road, Centerville Road and Sixth Avenue.

Charter and Executive Services

Executive Services

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for the Executive Services Department's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- 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.

City Commission Action

The City Commission approved the budget for the Executive Services department with the following changes.

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services

Executive Services

Performance Measures

Program Objectives

The program objectives for Building Services, Facilities Management and Property Management are as follows:

- New energy engineer will work with Environmental Policy and Energy Resources (EPER) and Energy Services on developing standards for conservation of energy at all new and renovated city facilities.
- Develop a consolidated maintenance plan for all City buildings, to include an as-built database of each facility, input from annual site visits for comprehensive review, update of maintenance requirements and maintaining of historical data on each facility, which will result in the reduction of costs to run City facilities.
- Initiate the centralization of a Fire Extinguisher inspection and certification documentation process for increased accountability of this life saving function.
- Develop Green building standards for the design and construction of City buildings in line with the standards established by the United States Green Building Council (USGB) and Leadership in Energy and Environmental Design (LEED).
- Utilize building codes and standards for construction.
- Design functional buildings and work space environments to create a workplace that promotes job productivity and satisfaction.
- Perform peer review of drawings and specifications of documents to assure quality and code compliances.

Charter and Executive Services

Executive Services

Analysis of Performance Measures

The department has identified numerous successes toward 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, American Institute of Architects (AIA), Leadership in Energy and Environmental Design (LEED) 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, incorporation of Leadership in Energy and Environmental Design (LEED) standards and requirements into daily operations and design.

- Several output measures are related to security, and while the number of visitors screened entering City Hall in FY 2013 was 38,713, the number of restricted items taken in FY 2013 was 309. For the first quarter of FY 2014, there were 9,171 visitors screened entering City Hall and 41 restricted items taken.
- Output, efficiency, and effectiveness measures all indicate that building services and facilities management are performing at normal levels. In FY 2013, Building Services responded to 2,056 maintenance requests, which nearly doubled from FY 2012. For the first quarter of FY 2014, Building Services has responded to 494 requests.
- The average cost per square foot to maintain City Hall in FY 2013 was approximately \$1.20, while the average cost for the first quarter of FY 2014 is \$1.06.
- There were a total of 23 design projects completed in FY 2013 and 5 completed in the first quarter of FY 2014.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of Parcels Requested | # | 539 | 300 | 132 | 300 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Conference Rental Amounts Collected | \$ | 7,395 | 4,000 | 989 | 4,000 |
| Number of grave spaces serviced for burials | # | 310 | 280 | 56 | 280 |
| Number of grave spaces sold | # | 224 | 100 | 43 | 100 |
| Number of Parcels Acquired | # | 440 | 200 | 103 | 200 |
| Security - Incidents | # | 8 | 0 | 0 | 0 |
| Total No. of work orders for set-ups and responded to within 24 hours | # | 577 | 620 | 142 | 620 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Charter and Executive Services

Executive Services

| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Average Cost Per Square Foot to Maintain City Hall | \$ | 1.20 | 1.60 | 1.06 | 1.60 |
| Lease Revenues | \$ | 752,258 | 500,000 | 169,686 | 500,000 |
| Net Revenue from Eastside Parking Garage | \$ | 506,885 | 520,000 | 129,614 | 520,000 |
| Net Revenue from Kleman Plaza Facility | \$ | 181,083 | 155,000 | 48,374 | 155,000 |
| Percentage of custodial tasks that are assigned that are not routine tasks | % | 5 | 5 | 0 | 5 |
| Restricted Items taken per month | # | 26.00 | 30.00 | 13.67 | 30.00 |
| Total No. of Construction and Administration | # | 29 | 16 | 8 | 16 |
| Total No. of Maintenance Service Requests responded by staff and not contractual labor | # | 2,056 | 2,100 | 494 | 2,100 |
| Total No. of New Bldgs. & Renovation Projects Designed and/or Constructed | # | 23 | 22 | 5 | 22 |
| Total No. of Project Management Completed | # | 28 | 15 | 13 | 15 |
| Total No. of Screened patrons entering City Hall | # | 38,713 | 40,000 | 9,171 | 40,000 |

Charter and Executive Services
Executive Services
Capital Improvement Program Budget

CIP Budget Overview

The approved FY 2015 – FY 2019 capital improvement program includes funding for four projects; however, only two of the four projects are approved for funding in the FY15 capital budget, due to the lack of general government capital. The two capital projects approved for FY15 funding are the City Hall Master project for \$175,000 and the City Hall Windows project in the amount of \$236,250.

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--|----------------------------------|-----------------------------|
| General Government Capital Improvement Fund - GGCIF | 411,250 | 2,361,250 |
| General Government Future Bonds | 0 | 3,376,700 |
| Internal Loan Fund-General Government | 0 | 0 |
| Total Funding | 411,250 | 5,737,950 |

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 2014.

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 2015.

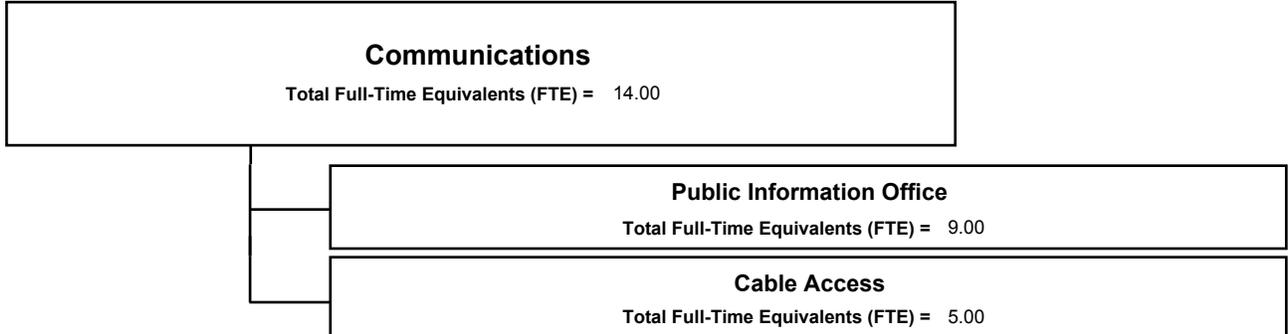
Kleman Plaza Structural Repairs
City Hall Water Intrusion
City Hall Windows and Wall Replacement
City Hall Garage Repairs

City of Tallahassee
Fiscal Year 2015 Adopted Budget

Charter and Executive Services

Communications

Organizational Chart



Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------------------|-------------------|----------------------|---------------------|---------------------|
| 380101 Public Information Office | 883,845 | 938,372 | 1,041,516 | 1,062,130 |
| 380201 Cable Access | 462,995 | 484,510 | 487,937 | 487,937 |
| Total Expenditures | 1,346,840 | 1,422,882 | 1,529,453 | 1,550,067 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|-------------------|----------------------|---------------------|---------------------|
| Personnel Services | 1,051,142 | 1,136,846 | 1,217,329 | 1,237,943 |
| Operating | 103,334 | 94,597 | 110,439 | 110,439 |
| Allocated Accounts | 169,364 | 191,439 | 201,685 | 201,685 |
| Transfers | 23,000 | 0 | 0 | 0 |
| Total Expenditures | 1,346,840 | 1,422,882 | 1,529,453 | 1,550,067 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|-------------------|----------------------|---------------------|---------------------|
| General Fund | 1,346,840 | 1,422,882 | 1,529,453 | 1,550,067 |
| Total Funding | 1,346,840 | 1,422,882 | 1,529,453 | 1,550,067 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------------------|-------------------|----------------------|---------------------|---------------------|
| 380101 Public Information Office | 8.00 | 8.00 | 9.00 | 9.00 |
| 380201 Cable Access | 5.00 | 5.00 | 5.00 | 5.00 |
| Total FTE | 13.00 | 13.00 | 14.00 | 14.00 |

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:

Talgov.com

- 13.5 million page views (3/1/13-3/1/14).
- The e-mail subscription service has over 18,083 subscribers, with nearly 1.2 million e-mails sent from January to December 2013.
- Fourteen (18) departments maintain a presence on the popular Facebook website, with over 20,964 'fans' receiving facebook updates, which is a 65% increase over last year.
- The City has 15,484 followers over thirteen (13) accounts on Twitter, which is a 210% increase over last year.

Special Project Assistance

- Footsteps to Freedom - Heritage Walk unveiling and documentary debut. The Department of Communications took the lead in coordinating the official unveiling of the Tallahassee-Leon County civil rights heritage walk. A communications plan was developed to locate the foot soldiers, promote the event and educate residents about our efforts to recognize some of those who participated in Tallahassee's bus boycott and lunch counter sit-ins.
- Cascades Park - Announcement of the opening date and grand opening events. The Department of Communications brainstormed several ideas to help BluePrint 2000 formally announce the opening date of Cascades Park. The winning idea resulted in an online announcement, which allowed more people to "attend" the opening announcement than a typical press conference.
- DigiTally rollout and promotion. The City's new app, DigiTally, was launched in coordination with the Department of Communications via an interactive press event.

Media Relations

- In the one-year period of March 2013 to March 2014, the PIO issued 272 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 27 national, regional and statewide awards.

Charter and Executive Services Communications

Significant Changes From FY 2014

The following service level changes are included in the approved budget for the Department of Communications fiscal year 2015 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for the Communications Department with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

**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 DOC routinely surveys citizens and measures outcomes to validate effectiveness. One hundred percent of the Footsteps to Freedom – Heritage Walk Unveiling survey respondents reported the event met or exceeded their expectations. One attendee wrote that the event “informed those with little or no knowledge about the struggle and inspired citizens to continue or start striving for their goals because the path has been paved.” Additionally, 96% of survey respondents who attended the premier of the one hour documentary, Footsteps to Freedom, rated the City’s production as outstanding or good at impacting the understanding of civil rights in Tallahassee.

Page views on Talgov.com have increased by more than one million, as compared to this time last year, with mobile device usage accounting for 37% of site visits.

After completion of the first two quarters of FY 2014, WCOT has completed 96 productions. This is in line with productions from the prior two fiscal years.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of Communications FTEs | # | 13 | 13 | 13 | 13 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Increase the number of page views by 5% annually | # | 13,209,250 | 7,500,000 | 4,460,281 | 7,500,000 |
| Maintain community awareness of COT services/programs through stable/increasing number of quality TV programs | # | 209 | 200 | 96 | 200 |
| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Achieve 80% satisfaction rating for one Communications project measured each year. | % | 90 | 80 | 96 | 80 |

Charter and Executive Services
Communications
Capital Improvement Program Budget

CIP Budget Overview

The Department of Communications has one project in the FY15 - FY19 capital improvement plan. This project is for \$150,000, beginning in FY18, to cover the cost of replacing television equipment for WCOT, the City's television station.

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--|----------------------------------|-----------------------------|
| General Government Capital Improvement Fund - GGCIF | 0 | 300,000 |
| Total Funding | 0 | 300,000 |

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 2014.

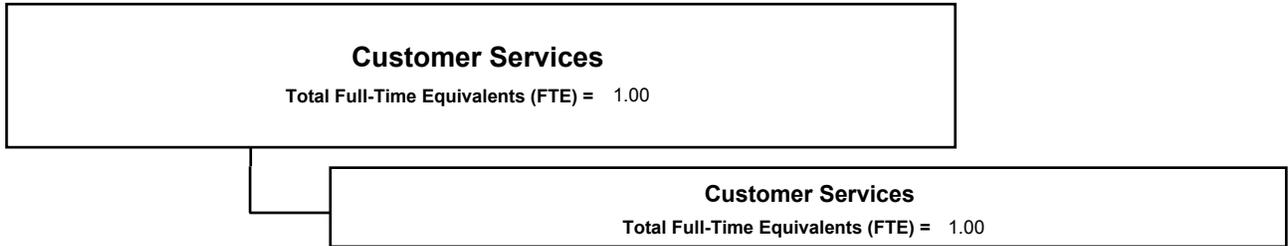
None.

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 2015.

None.

**Charter and Executive Services
Customer Services
Organizational Chart**



Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|-------------------|----------------------|---------------------|---------------------|
| 390101 Customer Services | 101,293 | 0 | 112,238 | 112,238 |
| Total Expenditures | 101,293 | 0 | 112,238 | 112,238 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|-------------------|----------------------|---------------------|---------------------|
| Personnel Services | 91,328 | 0 | 95,853 | 95,853 |
| Operating | 1,834 | 0 | 6,164 | 6,164 |
| Allocated Accounts | 8,131 | 0 | 10,221 | 10,221 |
| Total Expenditures | 101,293 | 0 | 112,238 | 112,238 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|-------------------|----------------------|---------------------|---------------------|
| General Fund | 101,293 | 0 | 112,238 | 112,238 |
| Total Funding | 101,293 | 0 | 112,238 | 112,238 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 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 2014

The following service level changes were included in the proposed budget for Customer Services' fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Charter and Executive Services
Customer Services

City Commission Action

The City Commission approved the budget for Customer Services with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services

Customer Services

Performance Measures

Program Objectives

Customer Services has identified the following program objectives for FY 2015:

- 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 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--------------------------------|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of FTEs | # | 0 | 1 | 0 | 1 |
| Operating Budget | \$ | 0 | 196,803 | 0 | 196,803 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 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 2015 through 2019.

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 2014.

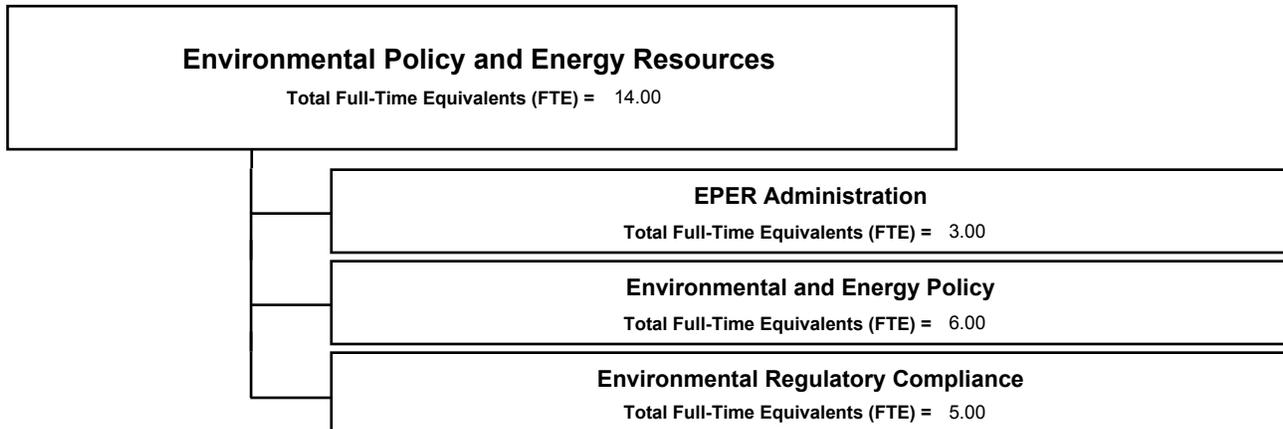
None

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 2015.

None

Charter and Executive Services
Environmental Policy and Energy Resources
Organizational Chart



Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|-------------------|----------------------|---------------------|---------------------|
| 520101 EPER Administration | 945,353 | 935,909 | 692,386 | 688,644 |
| 520201 Environmental and Energy Policy | 542,896 | 601,685 | 667,616 | 703,785 |
| 520301 Environmental Regulatory Compliance | 439,440 | 561,527 | 597,012 | 590,630 |
| Total Expenditures | 1,927,689 | 2,099,121 | 1,957,014 | 1,983,059 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|-------------------|----------------------|---------------------|---------------------|
| Personnel Services | 1,283,733 | 1,444,719 | 1,583,277 | 1,584,322 |
| Operating | 495,252 | 529,248 | 254,844 | 279,844 |
| Allocated Accounts | 126,389 | 125,154 | 118,893 | 118,893 |
| Transfers | 22,315 | 0 | 0 | 0 |
| Total Expenditures | 1,927,689 | 2,099,121 | 1,957,014 | 1,983,059 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---|-------------------|----------------------|---------------------|---------------------|
| Environmental Policy and Energy Resource Fund | 1,927,689 | 2,099,121 | 1,957,014 | 1,983,059 |
| Total Funding | 1,927,689 | 2,099,121 | 1,957,014 | 1,983,059 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|-------------------|----------------------|---------------------|---------------------|
| 520101 EPER Administration | 3.00 | 3.00 | 3.00 | 3.00 |
| 520201 Environmental and Energy Policy | 6.00 | 6.00 | 6.00 | 6.00 |
| 520301 Environmental Regulatory Compliance | 4.00 | 5.00 | 5.00 | 5.00 |
| Total FTE | 13.00 | 14.00 | 14.00 | 14.00 |

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 verification, community outreach, and environmental regulatory compliance. These functions, which 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, the City earned a Green City Designation from the Florida Green Building Coalition (FGBC). In 2008, the City became Florida's first Gold Certified Green City through the FGBC and obtained recertification from FGBC in July 2013.
- 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, as well as grants that promote sustainable practices within City operations and the community.
- 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

EPER Compliance staff has been able to effectively monitor, submit official comments, and report on potential impacts to City operations from proposed new laws, rules and policies. The long-term trend of greater data reporting, stricter limits on pollutant emissions, and increased legal enforcement has not necessarily changed, however, the regulatory vehicle for getting there has. Through a collaborative inter-departmental effort, the City's internal trends continue to demonstrate a high level of environmental compliance success. Some examples include:

- One hundred percent (100%) rate of success, as verified by third-party audit, associated with EPER's efforts to ensure compliance with environmental and land use laws at the federal, state and local levels through efforts such as permitting, data reporting, spill prevention and response, contamination assessment and remediation, and enforcement negotiation.
- Significant decrease in unauthorized spills and releases (~50% over prior calendar year), decrease in costs for agency oversight, reduced costs for consultants, increased employee training, and increased use of in-house engineering expertise.
- Significant progress achieved on the Cascade Park Superfund Site including completion of an oxidation injection study to stabilize and reduce groundwater contamination, and submittal of a Feasibility Study which recommends entering into a monitoring only program. If approved by the U.S. EPA, this proposal would greatly reduce project costs and expedite regulatory closure. This forward thinking approach compliments park construction and was strategically designed to not interfere with or delay its grand opening. At a minimum, ten years of ground water monitoring will be required.
- Significant progress made towards Brownfields redevelopment opportunities in Tallahassee and surrounding areas including the former St. Marks Refinery property located adjacent to the City's Purdom Electric Power Plant. The City received more than \$2 million in federal Brownfields funds in recent years and will be sub-granting \$200,000 of it to the City of St. Marks for remediation efforts to revitalize the property and place it back into beneficial reuse.
- In addition to environmental and public health benefits, the Compliance Division continues to serve in a critical cost avoidance role. Economic benefits include the minimization of environmental fines, penalties, litigation, and permit revocations, with a corresponding increase in overall environmental quality and public health for workers and the community. A third-party audit found that the cost savings associated with the Compliance Division's work are difficult to quantify but are considered to be "significant."
- Continued success in identifying and securing both traditional and alternative forms of funding. In addition to the many federal and state grants, the Compliance Division applied for and will be receiving up to \$60,000 in new state funding for the assessment and potential closure of two City-owned contaminated properties through the state's Low Site Score Initiative Program.
- Significant progress on the cleanup or regulatory closure of City-owned contaminated properties including but not limited to CSX Parcel 1, O'Connell Center, Hopkins Power Plant Diesel Leak, Arts Exchange, StarMetro, Former Express Lane Gas Station, Cascade Park, and the Gaines Street Corridor in general.

Nationally, sustainability has become standard practice for how many public and private organizations conduct business. The manner in which the City conducts its operations is guided by sustainable practices. The major trends emerging from the City's sustainability initiatives and programs as summarized below are reflective of these practices and the City's efforts to institutionalize sustainability throughout its operations:

- Sustainability Municipal Leader – Through the efforts of EPER and other City departments, the City of Tallahassee continues to build on its credential as a municipal leader in the field of sustainability and innovation. Notable recognitions for 2013/2014 include:

Charter and Executive Services

Environmental Policy and Energy Resources

- o Sustainable YOU Conference 2014 – EPER in collaboration with its community partners hosted a very successful sustainability conference in January 2014. The conference attracted over 325 attendees, including in state as well as out of state attendees.
 - o Gold Certified Green City Recertification – The Florida Green Building Council (FGBC) recertified the City as a Gold Green City – a designation that recognizes the City's overall efforts to "green" its operations and to promote sustainable practices to its citizenry.
 - o Urban Sustainability Directors Network (USDN) – EPER's Director was invited to join the Urban Sustainability Directors Network, a peer-to-peer network of local government sustainability professionals across the United States and Canada. Membership in this organization is by invitation only and is limited to the chief staff person with responsibility for implementing local government sustainability programs.
 - o ICMA Local Governance and Legislative Process Professional Fellows Exchange – ICMA has once again solicited an application from the City of Tallahassee to participate in one of its professional fellows exchange programs. Through this program, the City of Tallahassee will introduce the participating fellows to best practice programs for community engagement and sustainability.
- Sustainability Planning – Tallahassee GreenPrint – In June 2013, the City Commission adopted the Tallahassee GreenPrint, the City's five-year strategic sustainability plan and its associated Short Term Implementation Plan. The adoption of the plan was a major achievement for the City, and the City of Tallahassee is among a few local governments in the State Florida that has adopted a sustainability plan.
 - State Statutes and Rules – The adoption of various environmental statutes and rules by the state affects the workload of EPER, and staff continues to monitor statewide legislations/rules addressing waste reduction and electric charging stations.
 - Sustainability Reporting/Metrics - The need to track and report on the benefits of sustainability is now an accepted practice in the field of sustainability. In the fall of 2014, EPER will launch a pilot sustainability metrics program, which will track, measure and report on the sustainability benefits of selected City programs.
 - Grant Funding – Grant funding for sustainability projects continues to diminish; however, for FY 2014, EPER received approximately \$48,000 in grant funding, along with the donation of the real property for the Art Alley project. In addition, EPER will begin to drawn down on a \$15,000 grant received two years ago from US EPA via Florida Department of Environmental Protection for green cleaning in the City's community center.
 - Community Outreach and Educational Programming – EPER outreach programs continue to affect the community by creating awareness of sustainable practices and City programs that assist employees in conserving energy and water and saving money. To date, our outreach and educational programs have reached over 900 individuals and our social media following continues to increase. In 2013, we added over 806 new fans to our Facebook Page and had approximately 350,000 impressions.
 - Employee Participation – Employees' participation in sustainable initiatives continues to increase. Internal programs such as STAR3, Get There Green, Idle Free Tallahassee-Leon, and Wake Up the Earth Coffee Ground Recycling have provided City employees with opportunities to promote sustainable practices in the workplace. Upcoming programs such as the City Hall Herb garden will further employees' involvement in sustainable initiatives in the workplace. City employees also continue to facilitate active groups in the Adopt A Street program.

Charter and Executive Services
Environmental Policy and Energy Resources

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for the Environmental Policy and Environmental Resources Department fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Added funding for the "Keep Tallahassee-Leon County Beautiful" program for their management of our Adopt A Street Program, which is a benefit to the Tallahassee community: \$25,000.

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 the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

**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, FY 2014 activities, and FY 2015-2019 planned activities:

- Recertified as a Gold Green City by the Florida Green Building Coalition.
- Maintain compliance with existing and proposed new federal, state and local environmental laws, rules, and regulations.
- Actively reduce soil contamination, and stabilize and reduce groundwater contamination at Cascade Park through the completion of an oxidation injection study.
- Implement the Tallahassee GreenPrint, which is the City's 5-year strategic sustainability plan.
- Apply for grants to fund sustainable city initiatives.
- Enhance the protection of Tallahassee's ecosystems.
- Apply for awards to benchmark city activities.

Analysis of Performance Measures

- EPER received the Gold Certified Green City Recertification from the Florida Green Building Council (FGBC).
This designation recognizes the City's overall efforts to "green" its operations and to promote sustainable practices to its citizenry.
- Significant progress has been made on the Cascade Park Superfund Site including a recent pilot injection study to reduce groundwater contamination. The success of this study would greatly reduce project costs and expedite regulatory closure.
- The adoption of the Tallahassee GreenPrint, the City's 5-year strategic sustainability plan, occurred in the summer of 2013. A number of projects in the GreenPrint's Short Term Implementation Plan will affect EPER's workload in the upcoming years.
- Grant funding for sustainability programs continue to diminish; however, EPER's staff has received \$48,000 in grant funding for its sustainability programs in FY 2014. Think About Personal Pollution (TAPP) was awarded funding from FDEP to develop an outreach model called Equity in Environmental Education (E3).
- The City's Adopt A Street program encourages volunteer groups to participate in community beautification by picking up litter along City streets. This year Keep Tallahassee Leon County Beautiful (KTLCB), the local branch of Keep America Beautiful, continued to manage the program under agreement with the City. In FY 2013, an average of 206 individuals from community groups participated in the program. The groups cleaned 493 street miles and collected over 1,198 bags of litter for proper disposal.

| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| The City has implemented electric conservation measures to reduce consumption. The kwh are tracked in the Utility Billing System for city facilities. | # | 92,216,048 | 92,500,000 | 39,711,671 | 92,500,000 |
| ERC coordinates/attends regulatory inspections of city facilities. | # | 51 | 40 | 13 | 40 |
| ERC staff assist the Utilities in preparing and reviewing environmental permits by established deadlines. | # | 7 | 5 | 10 | 5 |
| ERC staff works with the Utilities to prepare environmental reports required by state and federal mandates. | # | 235 | 200 | 147 | 200 |
| EPER staff uses the quarterly report submitted by KTLCB to calculate the number of street miles cleaned. | # | 493.00 | 475.00 | 243.30 | 477.00 |
| KTLCB tracks the number of trash bags collected by Street Clean-up Volunteers. | # | 1,198 | 1,050 | 522 | 1,060 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Charter and Executive Services

Environmental Policy and Energy Resources

| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Local Businesses are committing to avoid idling in company vehicles. | # | 31 | 20 | 31 | 40 |
| Outcome - Leading Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| EPER - Number of FTE's | # | 13 | 13 | 13 | 13 |
| The TAPP program provides grants up to \$175 for residential and institutional rain gardens. | % | 0 | 20 | 0 | 20 |
| ERC provides environmental training to city employees throughout the year. | # | 501 | 400 | 411 | 425 |
| ERC conducts these proactive visits as a service to city departments identify and correct non-compliance issues. | # | 58 | 50 | 108 | 50 |
| ERC tracks the number of reportable spills that includes sewer, chemical, and oil. | # | 44 | 25 | 11 | 25 |
| Percent of storage tank inspections in compliance with FDEP regulations | % | 100 | 100 | 600 | 100 |
| Regulatory agencies have established deadlines for reporting. | % | 100 | 100 | 100 | 100 |
| KTLCB provides quarterly reports that measure the percent of assigned street segments that were cleaned. | % | 13.80 | 13.70 | 24.94 | 14.00 |
| EPER oversees the Adopt a Street Program. KTLCB has a list of participating street segments. KTLCB is responsible for assigning groups to those segments. | % | 96.00 | 100.00 | 97.22 | 100.00 |
| EPER has implemented an anti-idling campaign to reduce the carbon footprint. The community (non-city employee) pledges are reported in this measure. | # | 1,641 | 1,500 | 1,641 | 1,700 |
| The number of lifetime post organic impressions of the posts in News Feed or ticker or on the FB wall. | # | 90,794 | 91,000 | 18,661 | 93,000 |
| PPD - Number of Client contacts | # | 2,583 | 2,000 | 1,331 | 2,200 |
| PPD - Number of Grant Applications | # | 1 | 4 | 0 | 4 |

Charter and Executive Services
Environmental Policy and Energy Resources
Capital Improvement Program Budget

CIP Budget Overview

EPER has no proposed capital projects for FY 2015 - 2019.

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 2014.

None

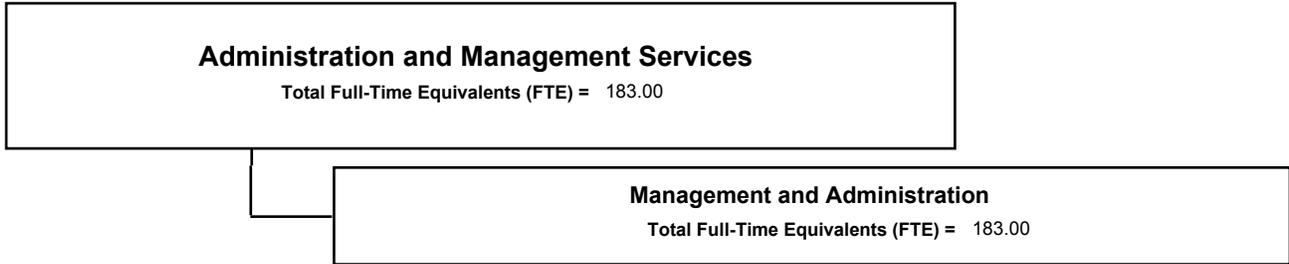
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2015.

None



Administration and Management Services Organizational Chart

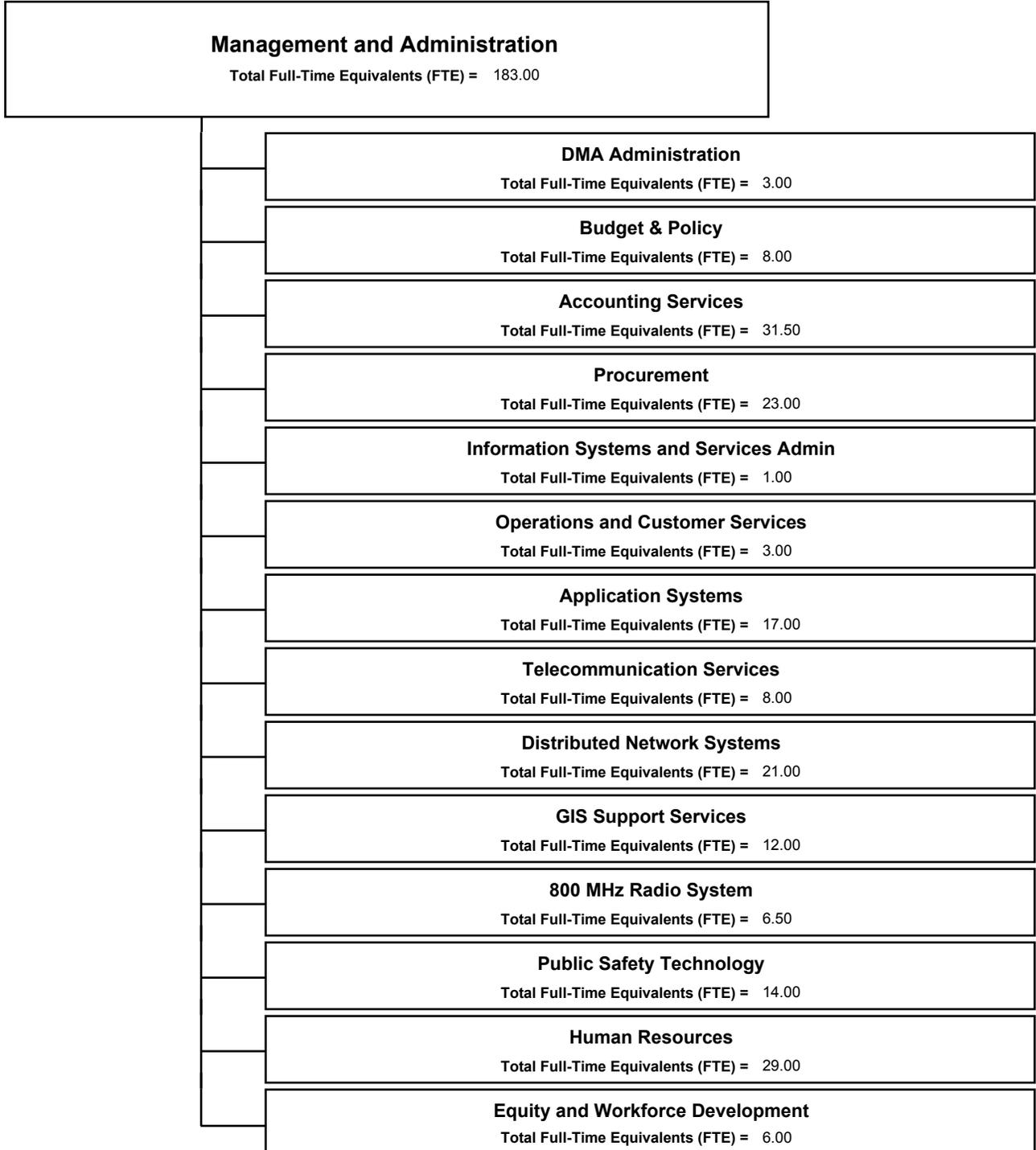


Summary of Services Provided

The department included in this service area is Management and Administration. Management and Administration is responsible for the delivery of personnel policies and procedures, workforce development, 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. Effective FY13, Equity and Workforce Development is no longer a department, but a division of Management and Administration.

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|-------------------|----------------------|---------------------|---------------------|
| Expenditures Summary | 45,742,359 | 45,766,761 | 52,857,498 | 52,186,029 |
| Funding Summary | 45,742,359 | 45,766,761 | 52,857,498 | 52,186,029 |
| FTE Summary | 179.00 | 181.00 | 183.00 | 183.00 |

Administration and Management Services
Management and Administration
Organizational Chart



City of Tallahassee
Fiscal Year 2015 Adopted Budget

Administration and Management Services
Management and Administration

Operating Budget

| <u>Budgetary Cost Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 410101 DMA Administration | 397,900 | 407,302 | 476,238 | 476,238 |
| 410201 Budget & Policy | 851,624 | 804,120 | 870,276 | 864,153 |
| 410202 Special Appropriations | 19,263,117 | 18,707,788 | 18,842,371 | 18,346,453 |
| 410210 Internal Loan Transfer | 0 | 0 | 1,390,195 | 1,390,195 |
| 410215 Internal Loan Transfer | 0 | 0 | 1,405,840 | 1,405,840 |
| 410301 Accounting Services | 3,008,334 | 3,063,981 | 3,310,517 | 3,261,931 |
| 410401 Administration | 1,515,042 | 1,460,076 | 1,573,807 | 1,175,486 |
| 410404 Accounts Payable | 443,353 | 304,394 | 380,217 | 329,843 |
| 410405 Purchase Cards | 168,749 | 173,178 | 174,401 | 174,401 |
| 410406 Purchasing/Contracts | 0 | 0 | 0 | 392,747 |
| 410408 Surplus | 103,987 | 111,751 | 122,889 | 122,889 |
| 410501 Information Systems and Services Admin | 483,500 | 2,036,315 | 2,045,955 | 2,045,955 |
| 410502 Operations and Customer Services | 5,082,843 | 5,066,306 | 6,724,892 | 6,711,316 |
| 410503 Application Systems | 1,513,374 | 1,583,013 | 1,601,846 | 1,602,559 |
| 410505 Telecommunication Services | 1,305,643 | 1,142,662 | 1,453,568 | 1,428,996 |
| 410506 Distributed Network Systems | 1,750,588 | 1,738,165 | 1,857,693 | 1,844,316 |
| 410508 GIS Support Services | 2,105,579 | 2,155,719 | 2,355,665 | 2,359,110 |
| 410509 800 MHz Radio System | 1,841,220 | 1,844,314 | 1,911,507 | 1,896,631 |
| 410511 Public Safety Technology | 2,057,749 | 1,265,930 | 2,279,928 | 2,277,277 |
| 410601 Human Resources | 3,060,585 | 3,027,980 | 3,330,951 | 3,340,378 |
| 410701 Equity and Workforce Development | 789,172 | 873,767 | 748,742 | 739,315 |
| Total Expenditures | 45,742,359 | 45,766,761 | 52,857,498 | 52,186,029 |
| <u>Expenditure Category Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
| Transfer | 0 | 0 | 2,796,035 | 2,796,035 |
| Personnel Services | 15,905,925 | 15,939,546 | 16,342,589 | 16,020,708 |
| Operating | 10,172,541 | 9,308,471 | 13,059,077 | 12,809,077 |
| Other Services & Charges | 751,512 | 929,812 | 1,505,813 | 1,619,813 |
| Allocated Accounts | 3,326,690 | 3,830,924 | 3,686,693 | 3,686,693 |
| Utilities and Other Expenses | 64,261 | 62,721 | -83,672 | -83,672 |
| Transfers | 2,187,290 | 2,203,507 | 1,782,264 | 1,782,264 |
| Contributions to Operations | 12,988,301 | 13,247,206 | 13,640,719 | 13,410,088 |
| Year End Adjustments | 345,839 | 244,574 | 127,980 | 145,023 |
| Total Expenditures | 45,742,359 | 45,766,761 | 52,857,498 | 52,186,029 |
| <u>Funding Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
| General Fund | 20,512,641 | 19,919,210 | 20,188,885 | 19,686,844 |
| 800 MHz Fund | 1,841,220 | 1,844,314 | 1,911,507 | 1,896,631 |
| Gas Tax Construction Fund | 0 | 0 | 1,405,840 | 1,405,840 |
| Data Processing Fund | 14,299,276 | 14,988,110 | 18,319,547 | 18,269,529 |
| Accounting Fund | 3,008,334 | 3,063,981 | 3,310,517 | 3,261,931 |
| Purchasing Fund | 2,231,131 | 2,049,399 | 2,251,314 | 2,195,366 |
| Human Resources Fund | 3,849,757 | 3,901,747 | 4,079,693 | 4,079,693 |
| Internal Loan Fund | 0 | 0 | 1,390,195 | 1,390,195 |
| Total Funding | 45,742,359 | 45,766,761 | 52,857,498 | 52,186,029 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

**Administration and Management Services
Management and Administration**

Operating Budget

| <u>FTE Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 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 | 29.50 | 29.50 | 31.50 | 31.50 |
| 410401 Administration | 14.00 | 14.00 | 14.00 | 9.00 |
| 410404 Accounts Payable | 5.00 | 5.00 | 5.00 | 5.00 |
| 410405 Purchase Cards | 2.00 | 2.00 | 2.00 | 2.00 |
| 410406 Purchasing/Contracts | 0.00 | 0.00 | 0.00 | 5.00 |
| 410408 Surplus | 2.00 | 2.00 | 2.00 | 2.00 |
| 410501 Information Systems and Services Admin | 1.00 | 1.00 | 1.00 | 1.00 |
| 410502 Operations and Customer Services | 3.00 | 3.00 | 3.00 | 3.00 |
| 410503 Application Systems | 17.00 | 17.00 | 17.00 | 17.00 |
| 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 | 12.00 | 12.00 | 12.00 | 12.00 |
| 410509 800 MHz Radio System | 6.50 | 6.50 | 6.50 | 6.50 |
| 410511 Public Safety Technology | 12.00 | 14.00 | 14.00 | 14.00 |
| 410601 Human Resources | 29.00 | 29.00 | 29.00 | 29.00 |
| 410701 Equity and Workforce Development | 6.00 | 6.00 | 6.00 | 6.00 |
| Total FTE | 179.00 | 181.00 | 183.00 | 183.00 |

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), Human Resources, and Equity and Workforce Development.

- 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 became 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.
- As of FY13, the Equity and Workforce Development department is now a division of the Department of

Administration and Management Services

Management and Administration

Management and Administration. Key services include the following: ensuring compliance with federal, state, and local laws, which prohibit discrimination based on race, gender, disability, age, national origin, and color; responding to employee complaints; maintaining liaisons with various community groups; coordinating the Mayor's Summit on Race, Culture, and Human Relations; and providing training opportunities for city employees and the public.

Administration and Management Services

Management and Administration

Trends and Issues

- The Office of Budget and Policy (OBP) has faced staffing challenges in the past but now is fully staffed. A reduction of 20% in total staffing over the last four years and a staff that is relatively new, with 2-3 years of experience, has resulted in significant demands on the two senior positions in the office.
- Received Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2013 City Comprehensive Annual Financial Reports.
- Received unqualified opinions for the fiscal year 2012 audits of the City, Blueprint 2000 and Capital Regional Transportation Planning Agency.
- The division continues to be challenged by its aging workforce. From FY 2012 to date, 40% of the staff has retired. It is anticipated that another 9% will retire by the end of FY14. Thirty-three percent (33%) of these three positions will not be filled due to relocation of resources within the department. With additional staff scheduled to leave in the upcoming years, staff will continue to develop strategies and increase succession planning efforts to fill vacant positions, in an effort to lessen the negative impact of this substantial loss of institutional knowledge.
- In trying to address both the City's and the vendor's needs, and in the interest of saving money, Procurement Services in conjunction with ISS has developed a Vendor Self Service system.
- In addition to the upcoming Vendor Self Service system, Procurement Services is actively working to expand our current Automatic Clearing House (ACH) payment program to include all vendors. It is our intent to make the City of Tallahassee a totally electronic payment organization by FY 2015.
- According to Information Systems Services (ISS), within the next two years, smart devices will be enabled with many of the same productivity enhancing features of current fixed line desktop phones and desktop computers, requiring organizations to extend existing business functionality to a wide range of mobile devices. Devices such as tablets (ipads and androids) and smart phones (iphones and windows phones) for the enterprise have continued to impact the business world with services that can improve productivity and communication.
- Departments' business processes continue to advance resulting in an increased requirement for advanced technology and solutions. In addition, the solutions have grown in complexity at an enormous rate. All divisions within ISS continue to work within current staffing levels with an emphasis on cross-training to help in areas requiring more resources. Without appropriate staffing, ISS cannot enhance or develop applications that meet the needs of our customers. Applications and server support has increased and will continue to increase with the introduction of mobile smart devices.
- For the first half of FY14, the Human Resources Division has received, screened and coordinated over 7,000 applications. Executive recruitments included Police Chief, Director-Airport, Fire Chief, Manager-Human Resources, Manager-Procurement Services, Assistant City Manager, and the new Consolidated Dispatch Agency Director. Appointments were made or are pending for all of these positions. Currently, ongoing and/or anticipated executive recruitments include Deputy Police Chief, Deputy Fire Chief, and another Assistant City Manager.
- National Disability Mentoring Day is nationally commemorated on October 20th each year. Public and private organizations across the country plan, develop, and implement job shadowing experiences between students with impairments and local employers. The experience provides an opportunity for students to work with a mentor in a job environment of their choice for a day. EWD coordinates the City's participation in this annual event, matching five mentors with five students in the program.

Administration and Management Services Management and Administration

Significant Changes From FY 2014

The following service level changes are included in the approved budget for the Department of Management and Administration's fiscal year 2015 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- Accounting Services is receiving a new Accountant III position, beginning in FY15, to address concerns raised in the 2013 CAFR. Fiscal Impact: \$91,868.
- Accounting Services is receiving a new Senior Financial Systems Specialist position, beginning in FY15, to address concerns raised in the 2012 and 2013 CAFR's regarding fixed assets accounting. Fiscal Impact: \$80,730.
- 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.

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 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Administration and Management Services
Management and Administration
Performance Measures

Program Objectives

The department has identified the following program objectives for FY 2015:

Accounting Services:

1. Implementation of Kronos time and attendance system.
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. Receive Government Finance Officers' Association (GFOA) certificate of achievement for excellence in financial reporting for fiscal year 2013 City of Tallahassee comprehensive annual financial report.

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. Continue to 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 in enhancing their procurement processes.
5. Continue to provide a valuable purchasing card system and enhance the ability to track and review employee purchases.

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:

1. Provide policy training to supervisors and employees on updated human resource and safety policies.
2. Enhance system capabilities through MyTime to gain efficiencies and compliance with policies and legal requirements.
3. Execute an RFP for a City-wide compensation study with results expected for consideration for the FY16

Administration and Management Services

Management and Administration

budget.

4. Increase employee participation in City wellness program to enhance employee wellness and fitness.
5. Deliver a City-wide employee recognition process to foster employee appreciation.
6. Become 'Employer of Choice' in the Tallahassee community with respect to our recruitment, retention and administration of employee services.

Equity and Workforce Development:

1. 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.
2. 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.
3. Fair Housing - To affirmatively further fair housing as a requirement for receipt of Community Development Block Grant funds by the city.
4. 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

A good indicator of employee health, both physical and mental, is the number of sick hours used by employees. In FY13, the number was 24.20 sick hours used per 1,000 hours worked. This number has decreased to 23.87 sick hours used in FY14 to date. A decrease in employee sick hours used is a good sign for city management, employee productivity, employee wellness and customer service.

An indicator of a rebounding economy is seen through decreasing job applications for vacant positions. In FY13, the City received 43.3 applicants for each job vacancy. This number has decreased to 20.4 applicants per vacancy in FY14 to date. This indicates that job seekers are having success in getting hired because there are less applications received per job opening.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| 5-Year Capital Improvement Plan | \$ | 733,805 | 764,001 | 382,000 | 0 |
| Appropriated operating budget | \$ | 685,103 | 689,215 | 344,607 | 0 |
| Number of reproduction requests received | # | 0 | 650,000 | 0 | 650,000 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 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 | 5 | 10 |
| Timely mailing of AR statements and accurate posting of payments to business loan and AR systems | % | 100 | 100 | 600 | 100 |
| Budget transfers processed | # | 93 | 100 | 38 | 100 |
| Number of Job Applications Processed | # | 15,699 | 15,700 | 2,127 | 15,700 |
| Number of Positions reclassified | # | 97 | 100 | 17 | 100 |
| Number of Alcohol/Drug Tests Administered | # | 2,351 | 2,000 | 389 | 2,000 |
| Number of Personnel Actions Processed | # | 3,385 | 3,996 | 2,870 | 3,996 |
| Number of Benefit Transactions Processed | # | 5,239 | 7,932 | 2,460 | 7,932 |
| Number of Employee Injury or Auto-Related Events Reported (based on RiskMaster data maintained by Risk Management) | # | 449 | 416 | 145 | 416 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget

Administration and Management Services

Management and Administration

| Effectiveness Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Accurate and timely filing of grant reports | % | 100 | 100 | 0 | 100 |
| Receipt of GFOA Certificate for completion of CAFR within their guidelines | # | 0 | 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 | % | 90 | 100 | 90 | 100 |
| Percent variance of actual revenues to estimated revenues - General Fund | % | 0.10 | 2.00 | 0.00 | 2.00 |
| Percent variance of actual expenditures to estimated expenditures | % | 1 | 2 | 0 | 2 |
| Percent Budget transfers processed within 5 business days (CIP Policy) | % | 100 | 100 | 100 | 100 |
| Number of Centralized HR FTEs (based on actual hours paid to full-time and part-time employees) | # | 29.00 | 30.00 | 7.70 | 30.00 |
| Total City FTEs (includes full-time and part-time employees) | # | 3,337.20 | 3,340.00 | 900.90 | 3,340.00 |
| HR staffing level ratio (per 100 FTE's serviced) | # | 0.87 | 0.88 | 0.86 | 0.88 |
| Total City turnover | % | 7.70 | 7.80 | 1.90 | 7.80 |
| Total "Quit" Rate | % | 4.60 | 5.00 | 1.70 | 5.00 |
| % of New Hires still employed after one year | % | 88.20 | 88.00 | 85.40 | 88.00 |
| Sick Leave Hours Used Per 1,000 Hours Worked | # | 24.20 | 24.90 | 23.87 | 24.90 |
| Avg # Applicants Per Vacancy | # | 43.30 | 45.00 | 20.37 | 45.00 |
| % Annual Health Insurance Increase | % | 4.47 | 0.00 | 6.54 | 0.00 |
| # Employee hours in-house OSHA training completed (goal 3400 hours) | # | 4,664.50 | 4,700.00 | 1,701.00 | 4,700.00 |
| HR23 - # of site visits by safety specialists | # | 2,186 | 2,190 | 436 | 2,190 |
| Complete all telephone service and network connection installation service requests within three (3) working days | % | 99 | 90 | 594 | 90 |
| Complete initial technology requisitions and fulfill requests for quotes within eight (8) working hours of receiving the request | % | 100 | 98 | 600 | 98 |
| Maintain network up time at 99.9% or better | % | 99.90 | 99.90 | 599.40 | 99.90 |
| Meet project goals and dates as specified in the ISS Strategic Plan | % | 100 | 100 | 600 | 100 |
| Reduce the resolution of work stoppage problems that cannot be solved by System One Stop (SOS), to one (1) day or less | % | 100 | 100 | 600 | 100 |
| Resolve at least 70% of all SOS calls within the resources of this team as measured by daily incident activity reports. | % | 57 | 70 | 356 | 70 |
| Average cost to process one p-card | \$ | 0.00 | 24.56 | 0.00 | 24.56 |
| Average cost to process one purchase order | \$ | 0.00 | 27.83 | 0.00 | 27.83 |
| Average cost to process one requisition transaction | \$ | 0.00 | 27.02 | 0.00 | 27.02 |
| Percentage of contract compliance reviews completed | % | 0 | 100 | 0 | 100 |
| Dollar amount of purchasing per FTE | \$ | 0 | 43,512,400 | 0 | 43,512,400 |
| Percentage of checks voided in accounts payables | % | 0.00 | 0.85 | 0.00 | 0.85 |
| Percentage of payments processed within 30 days | % | 0 | 98 | 0 | 98 |

Administration and Management Services

Management and Administration

| Effectiveness Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Percentage of reproduction service requests completed within the same day | % | 0 | 100 | 0 | 100 |
| Percentage of RFP's processed within 60 days | % | 0 | 100 | 0 | 100 |
| Percentage of procurement card payments made on time | % | 0 | 100 | 0 | 100 |

**Administration and Management Services
Management and Administration
Capital Improvement Program Budget**

CIP Budget Overview

The proposed FY15 - FY19 capital improvement program includes funding for seven projects (listed below) at a cost of \$10,123,832. 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 FY15 is \$2,333,432 and supports on-going projects.

Applications and Database Upgrades (\$2,500,000); City Building Computer Wiring Upgrades (\$250,000); Computer Server Upgrade (\$2,250,000); Emergency Preparedness (\$750,000); Network Infrastructure Upgrade/Replacement (\$3,000,000); Permits and Enforcement Tracking System (\$988,000); and CDA Storage and Virtual Server (\$385,832).

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--|----------------------------------|-----------------------------|
| Deficiencies Fund | 150,000 | 750,000 |
| Information Sys Svcs RR&I | 1,584,650 | 6,379,850 |
| Information Sys Svcs RR&I Undesignated Balance | 500,000 | 2,500,000 |
| Intergovernmental - Leon County | 98,800 | 494,000 |
| Total Funding | 2,333,450 | 10,123,850 |

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 2014.

FY14 City Building Computer Wiring
FY14 Network Infrastructure Upgrade/Replacement
FY14 Applications and Database Upgrade

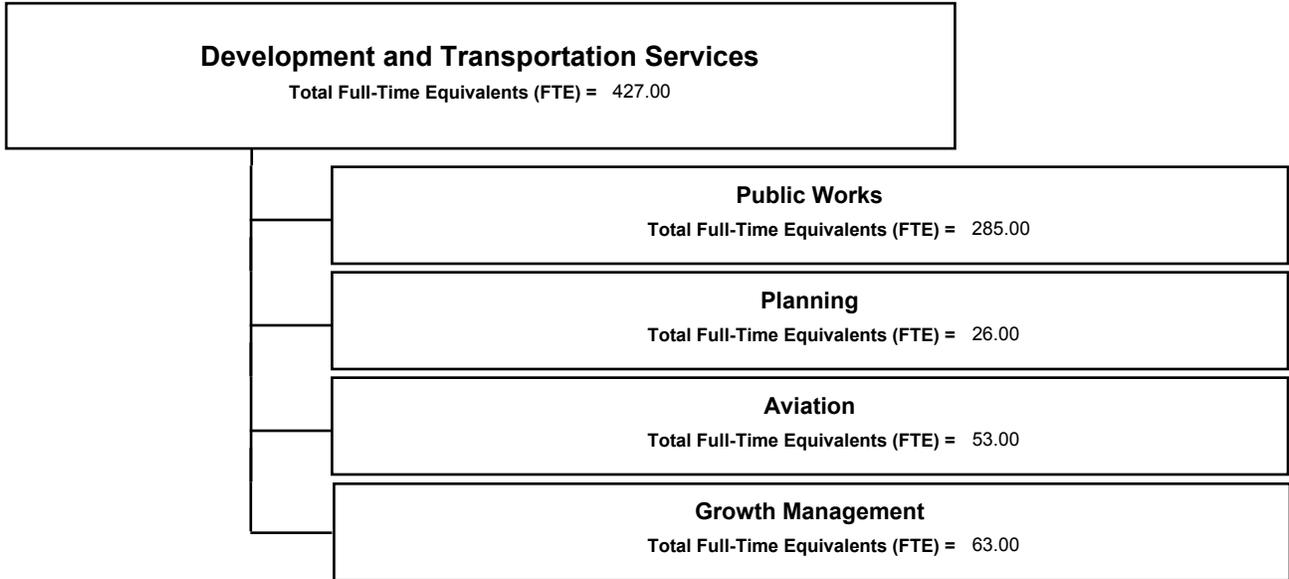
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2015.

Permits and Enforcement Tracking
TPD Records/Aircards



Development and Transportation Services Organizational Chart

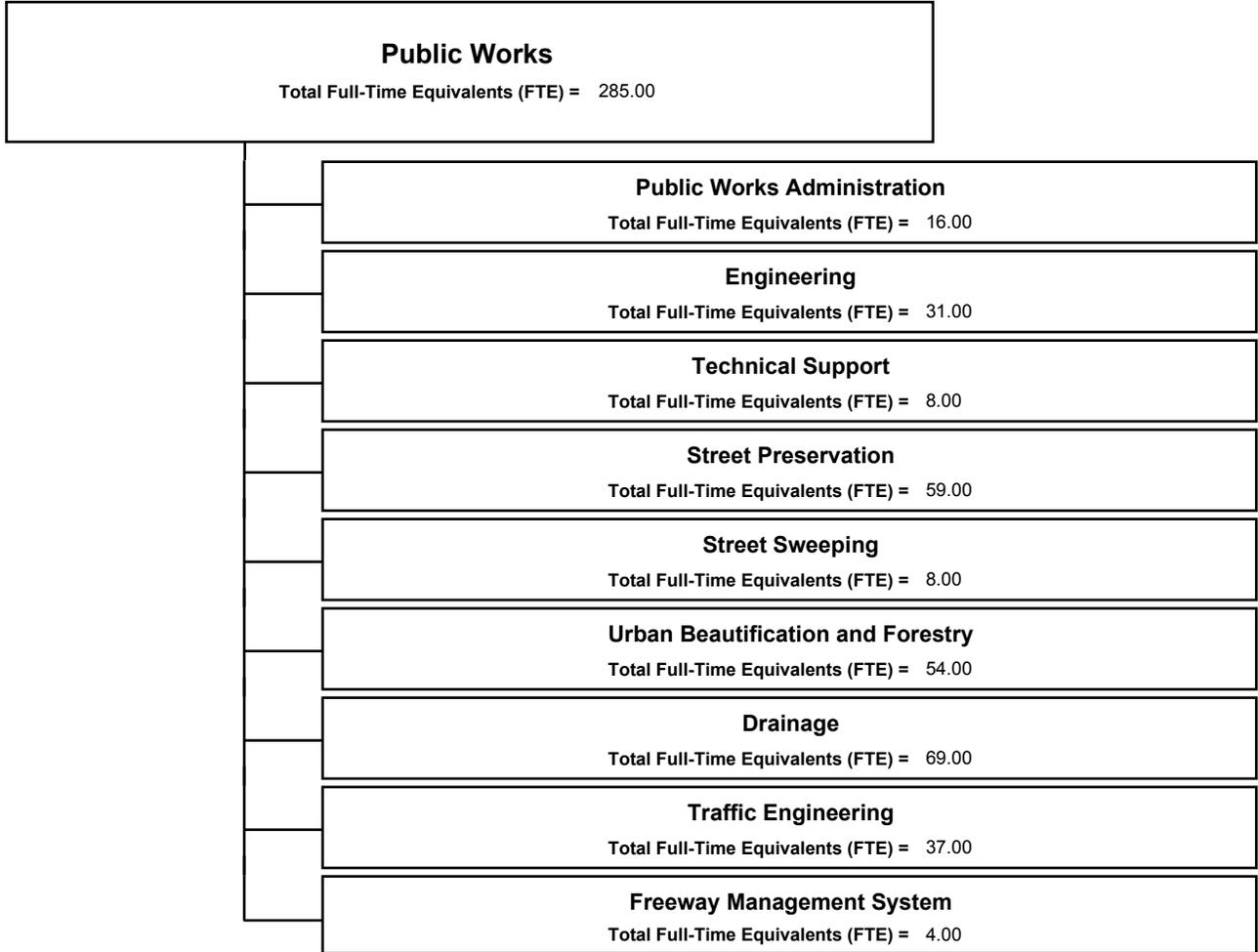


Summary of Services Provided

The Development and Transportation Services Area consists of the Aviation, Growth Management, Planning, Public Works, and StarMetro departments.

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|-------------------|----------------------|---------------------|---------------------|
| Expenditures Summary | 42,683,642 | 43,014,616 | 45,647,860 | 45,151,583 |
| Funding Summary | 42,683,642 | 43,014,616 | 45,647,860 | 45,151,583 |
| FTE Summary | 424.00 | 428.00 | 427.00 | 427.00 |

Development and Transportation Services
Public Works
Organizational Chart



City of Tallahassee
Fiscal Year 2015 Adopted Budget

Development and Transportation Services

Public Works

Operating Budget

| <u>Budgetary Cost Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 220101 Public Works Administration | 2,756,148 | 1,416,773 | 2,660,665 | 2,654,317 |
| 220201 Engineering | 795,552 | 1,466,670 | 1,035,307 | 1,018,666 |
| 220202 Survey | 394,720 | 434,483 | 406,495 | 406,495 |
| 220203 Construction Inspection | 312,130 | 356,738 | 310,941 | 310,941 |
| 220301 Technical Support | 1,058,306 | 1,061,740 | 1,034,241 | 1,028,633 |
| 220302 Street Preservation | 2,972,536 | 3,243,581 | 3,299,806 | 3,241,523 |
| 220304 Street Sweeping | 1,254,905 | 1,193,230 | 1,575,840 | 1,565,868 |
| 220305 Urban Beautification and Forestry | 2,784,894 | 2,849,071 | 5,558,300 | 5,561,387 |
| 220306 Landscape & Trees | 1,872,038 | 2,148,450 | 0 | 0 |
| 220502 Drainage | 4,718,429 | 5,452,509 | 5,324,885 | 5,258,431 |
| 220601 Traffic | 2,173,261 | 2,058,655 | 2,137,895 | 2,150,240 |
| 220602 Construction | 727,477 | 808,989 | 835,424 | 806,359 |
| 220603 Traffic Signals | 1,345,283 | 1,728,054 | 1,583,852 | 1,524,437 |
| 220604 Freeway Management System | 0 | 0 | 387,687 | 370,041 |
| 221101 Stormwater Management | 0 | 0 | 150,026 | 0 |
| Total Expenditures | 23,165,679 | 24,218,943 | 26,301,364 | 25,897,338 |

| <u>Expenditure Category Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 13,331,567 | 13,923,926 | 15,146,874 | 14,892,874 |
| Operating | 3,656,249 | 3,746,406 | 4,560,012 | 4,560,012 |
| Capital Outlay | 267,814 | 444,279 | 80,210 | 80,210 |
| Allocated Accounts | 4,673,053 | 4,760,424 | 5,080,352 | 5,080,352 |
| Utilities and Other Expenses | 512,604 | 554,989 | 576,192 | 576,192 |
| Transfers | 413,959 | 482,919 | 359,391 | 359,391 |
| Contributions to Operations | 310,433 | 306,000 | 348,307 | 348,307 |
| Year End Adjustments | 0 | 0 | 150,026 | 0 |
| Total Expenditures | 23,165,679 | 24,218,943 | 26,301,364 | 25,897,338 |

| <u>Funding Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| General Fund | 17,192,345 | 17,573,204 | 19,250,613 | 19,073,039 |
| Stormwater Fund | 5,973,334 | 6,645,739 | 7,050,751 | 6,824,299 |
| Total Funding | 23,165,679 | 24,218,943 | 26,301,364 | 25,897,338 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Development and Transportation Services

Public Works

Operating Budget

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 220101 Public Works Administration | 16.00 | 15.00 | 16.00 | 16.00 |
| 220201 Engineering | 15.00 | 14.00 | 14.00 | 14.00 |
| 220202 Survey | 10.00 | 10.00 | 10.00 | 10.00 |
| 220203 Construction Inspection | 7.00 | 7.00 | 7.00 | 7.00 |
| 220301 Technical Support | 8.00 | 8.00 | 8.00 | 8.00 |
| 220302 Street Preservation | 59.00 | 59.00 | 59.00 | 59.00 |
| 220304 Street Sweeping | 8.00 | 8.00 | 8.00 | 8.00 |
| 220305 Urban Beautification and Forestry | 40.00 | 40.00 | 54.00 | 54.00 |
| 220306 Landscape & Trees | 15.00 | 15.00 | 0.00 | 0.00 |
| 220502 Drainage | 64.00 | 69.00 | 69.00 | 69.00 |
| 220601 Traffic | 10.00 | 10.00 | 10.00 | 10.00 |
| 220602 Construction | 12.00 | 12.00 | 12.00 | 12.00 |
| 220603 Traffic Signals | 19.00 | 19.00 | 14.00 | 14.00 |
| 220604 Freeway Management System | 0.00 | 0.00 | 4.00 | 4.00 |
| Total FTE | 283.00 | 286.00 | 285.00 | 285.00 |

Development and Transportation Services Public Works

Summary of Services Provided

The Public Works Department consists of a Capital Programs Division and an Operations Division:

The Capital Programs Division consists of approximately 55 engineers, designers, surveyors, inspectors, traffic technicians, construction staff and other professionals. The Division is responsible for a variety of important and complex issues. The Engineering Section is responsible for the survey, design and construction of millions of dollars of capital projects each year; from sidewalks, to stormwater facilities, to roadway improvements and beautifications to new transportation corridors.

The responsibilities of the Capital Programs Traffic Mobility Management section are varied. This section is responsible traffic studies, development review, and right-of-way permitting. They are responsible for implementing the City's Traffic Calming program and Red Light Camera Program. The construction units are responsible for construction of traffic signals and other minor construction projects within the public right-of-way. Any traffic related comments and requests generated by citizens are addressed through the Traffic Mobility Management section.

The Capital Programs Division is supported by four staff members assigned from the Administration Division. Administrative staff provides support in the areas of procurement, personnel management, contract administration and vendor payments.

The Operations Division consists of approximately 220 employees that are organized into five functional units. Those units are the Technical Support Unit, the Street Operations Unit, the Urban Forestry Unit, the Drainage Operations Unit and the Traffic Operations Unit. The Technical Support Unit provides support to the other four units in the areas of computer hardware and software usage, database management, GIS support, development of bid packages and contract administration. The Street Operations Unit is responsible for maintaining the street system infrastructure including roadway patching and resurfacing; maintenance of the curbs, gutters and sidewalks; and the maintenance of pavement markings and roadway signage. The Urban Forestry and Beautification Unit is responsible for maintaining the city right-of-way including landscape plantings and trees, mowing, litter removal, maintaining roadside ditches and street sweeping. The Drainage Operations Unit is responsible for maintaining the city's storm drainage infrastructure including the enclosed drainage system (structures and piping), the open ditch drainage system and the many public stormwater management facilities (ponds). The Traffic Operations Unit is responsible for maintaining the city's traffic signal system and the recently completed freeway management system. Their activities include adjustments to signal timing, the operation of the regional traffic management center located in the Public Safety Complex, repairs and/or upgrades to traffic signals, signal controllers, intersection cameras, pedestrian crossing devices, schools zone warning signals, and dynamic message boards. The Operations Division is supported by four staff members assigned from the Administration Division. Administrative staff provides support in the areas of procurement, personnel management, contract administration and vendor payments.

Development and Transportation Services

Public Works

Trends and Issues

The Public Works Department has continued to produce innovative, creatively-designed, well-constructed infrastructure projects that have a significant impact on the quality of life for our citizens. The challenge in the coming years will be to maintain our momentum for project planning, design and execution, while we continue to face the increasing cost of operating and maintaining enhanced landscape, additional and upgraded amenities and fixtures and the ever changing technological environment of our systems. The following identifies key trends and issues for this department.

Red Light Camera Program (RLC) – While total accidents have increased at RLC locations, injuries and accident severity have decreased. Additionally, red light violations are also trending down. This has resulted in a reduction in associated revenues.

Sense of Place - Public Works continues to play a critical role in developing Sense of Place projects. We will soon complete Segment III of Gaines Street and the installation of enhanced sidewalks and improved on-street parking to support Cascade Park.

Capital Funding - Public Works remains concerned regarding the lack of continuous programmed funding for capital projects. Without adequate funding we continue to add to a backlog of needed infrastructure projects, and risk not maintaining the workload needed to maintain our in-house design production staff. Securing the capital projects associated with a sales tax extension is of vital interest to maintain in-house design production.

FAMU Way – Construction began on Phase I of the long awaited FAMU Way Extension project to be followed by Phases II and III over the course of the next couple of years.

Smart City - Among communities, there is an increasing trend toward upgrading parking facilities to utilize more smart (internet connected) systems. Staff continues to work with multiple vendors to test a variety of products to determine which products are best suited for our operations.

Efficiency - Because the current version of the Cartegraph (work and asset management) software is at the end of its development lifecycle and will lose technical support in the coming years, staff has begun to consider various options to retain this functionality.

Special Events - The time and effort expended to place barricades, cones and signs in support of community events such as races, marches, parades, civic events, etc., are increasing. Crews are increasingly being diverted away from their regular maintenance tasks affecting overall production.

Enhanced Landscaping - The trend toward the installation of decorative landscaping along city roadways continues. By the spring of 2015, portions of the FAMU Way and Capital Cascades Trail projects that lay east of Railroad Avenue are expected to be completed.

FDOT Contract Work - The City has been performing maintenance along state roads within the City under the authority of an annual Memorandum of Agreement (MOA) with the Florida Department of Transportation (FDOT). Beginning on October 1, 2014 the FDOT will be adjusting the rates at which it reimburses the City for the various items of work included in the MOA, and the cost will no longer be feasible for the City to continue. Under a revised MOA, the City, in FY 2015 will continue to perform the intermediate mowing, the small machine mowing and the litter removal, while the FDOT will be taking over responsibility for the street sweeping and edging/sweeping tasks.

Traffic Systems - The Freeway Management System / Telecommunications Infrastructure / Regional Transportation Management System project is very close to system acceptance. Staff is developing a project to replace the approximately 20 year old traffic signal controllers, which utilize increasingly outdated technology, with "smart" advanced traffic controllers in 2015.

Development and Transportation Services

Public Works

Significant Changes From FY 2014

The following service level changes are included in the proposed budget for the Public Works Department's FY 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Funding for landscape maintenance contract work and supplies for FAMU Way/Capital Cascades Trail segments: \$59,450 in General Fund.
- Funding for maintenance contract services for the Van Buren pond, including its indirect lighting system, once the FAMU Way/Capital Cascades Trail by the pond is completed summer/fall 2014. Also included is maintenance of the Coal Chute Pond already completed: \$61,350 in Stormwater Fund.
- Funding to support 4 positions already in place for the Freeway Management System operations budget that is 100% reimbursable by the FDOT: \$88,210 in General Fund.
- The operating budget for 5 positions already in place to support the National Pollution Discharge Elimination Permit System (NPDES) is included: \$6,400 in Stormwater Fund.

City Commission Action

The City Commission approved the budget for the Public Works Department with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

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

1. Public Works Design Staff continues to meet their production target.
2. The cost per CY of concrete in place reflects the cost of all materials, labor and equipment.
3. Costs per ton of asphalt also reflect the cost of all material, labor and equipment.
4. Effective October 1, Public Works will no longer sweep FDOT streets. This is a result of a major cut in the fee for service as well as additional contract requirements that would materially increase our costs.
5. Public Works continues to respond to 95% of all requests for asphalt patching within 5 days of receiving the request.
6. Because of budgetary constraints, Public Works continues to be unable to respond to 95% of all tree maintenance requests in less than 6 weeks.
7. The cost per lane mile for resurfacing is significantly impacted by the number of lane miles completed each year, as well as our ability to utilize varying resurfacing techniques. The utilization of certain techniques, such as hot in place recycling, cold in place recycling or micro-surfacing, results in a decrease in the cost per lane mile over the more expensive milling/resurfacing technique. The effectiveness of these less expensive techniques is equal to or superior to the traditional milling/resurfacing technique, when applied to select roadways. None of these techniques are all encompassing, nor should they be applied indiscriminately on all roadways. Each technique has its unique purpose and when properly applied can significantly enhance our ability to effectively stretch our resurfacing dollars by reducing the cost per lane mile. The direct result of having these techniques at our disposal is a higher annual yield in total lane miles resurfaced for the same budgetary dollars. The benefit is the flexibility to apply resurfacing monies to roadways of varying need including rehabilitating those in the worst condition (milling/resurfacing) and avoid, through some lower cost techniques, the further deterioration of newer roads (micro-surfacing).

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Costs per ton of asphalt | \$ | 238.30 | 280.00 | 225.62 | 280.00 |
| Number of employees | # | 283 | 286 | 286 | 286 |
| Total Public Works Budget (in thousands) | \$ | 23,129 | 25,000 | 24,549 | 26,151 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Number of cycles completed vs goal: FDOT street sweep | % | 100 | 100 | 100 | 100 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Development and Transportation Services

Public Works

| Efficiency Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Compare annual construction costs designed to \$4.2M: Engineering | % | 100.00 | 100.00 | 17.46 | 100.00 |
| Cost per CY of concrete in place | \$ | 632.66 | 922.00 | 937.00 | 922.00 |
| Percentage of asphalt patches completed within five days | % | 82.50 | 96.00 | 98.00 | 96.00 |
| Respond to 95% of tree maintenance requests in less than 10 weeks (1=yes;2=no) | # | 2 | 2 | 2 | 2 |
| Resurfacing cost per lane mile | \$ | 68,622 | 74,778 | 45,667 | 98,000 |

Development and Transportation Services

Public Works

Capital Improvement Program Budget

CIP Budget Overview

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--|----------------------------------|-----------------------------|
| 1989 Sales Tax | 0 | 0 |
| 1989 Sales Tax Undesignated Balance | 1,800,000 | 1,800,000 |
| 2004 Capital Bond Series | 0 | 0 |
| 2005 Sales Tax | 3,813,300 | 20,655,650 |
| 2014 Capital Bond Series | 0 | 0 |
| Gas Tax | 2,740,000 | 14,754,100 |
| Gas Tax Undesignated Balance | 598,000 | 598,000 |
| General Government Capital Improvement Fund - GGCIF | 436,500 | 1,417,600 |
| General Government Capital Project Account - GGCPA | 0 | 9,765,100 |
| General Government Future Bonds | 0 | 14,732,100 |
| Intergovernmental - Leon County | 0 | 0 |
| Stormwater RR&I | 1,175,000 | 10,825,500 |
| Stormwater RR&I Undesignated Balance | 0 | 183,000 |
| Stormwater Utility Fee | 0 | 532,000 |
| Total Funding | 10,562,800 | 75,263,050 |

Development and Transportation Services
Public Works

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 2014:

2008 Emergency #1: TS Fay (2)
2009 Severe Weather-Streets & Drainage
2013 Asphalt Maintenance
2013 Milling/Inplace
2013 Traffic Street Maintenance
2014 Asphalt Maintenance
2014 Concrete Maintenance
2014 Milling/Inplace
2014 Traffic Maintenance
4th Ave - Old Bainbridge to Macomb Sidewalk
ADA Market Square Zone II
ADA Sidewalk Rehabilitation
Advanced Transportation Management System Enhancement
Atlas Road Sidewalk
Basin Street Sidewalk
Bond Community - Neighborhood
Bradford Rd (Meridian to Thomasville)
Bradford Road Sidewalk
Buford Blvd Sidewalk
Capital Medical Blvd Sidewalk
Chowkeebin Nene & Indianhead
Clay Ave - Nova 2010 Sidewalk
Continuing Operations Plan
Duval St and Call St Zones
FDOT-Regional Transportation Management Center - JPA
Fleischmann Rd Sidewalk
FY14 Signal Maintenance
Gadsden at Virginia Mass Arm Replacement
Gaines St Property Acquisition
Gaines Street Outfall Stormwater Drain
Galimore Drive Sidewalk
Gamble St - Nova 2010 Sidewalk
Intersection Improvements
Jackson Bluff - Lake Bradford
John Knox Turn Lane
Killearn Center Blvd Sidewalk
Maclay Blvd North Sidewalk
Mast Arm Replacement - Gadsden
Midtown Connector Sidewalk
Midyette Rd (CC, NE to N Nova)
Miller Landing at Meridian
Minor Intersection/Safety Modifications
Minor Stormwater Improvements
Mission Road (White to Fred George)
Municipal Complex/Jack McLean
N. Ridge (Creek to Toucan) Sidewalk
North Ridge Rd Sidewalk
Nova2010 Sidewalks
Office Renovation
Orange Ave By-Pass Ln in South
Orange Avenue Extension

Development and Transportation Services

Public Works

Palmer Avenue Sense of Place
Palmer Avenue Sidewalk
Palmer Street Sidewalk
Perkins Street Sidewalk
Plant Est.-Capital Circle SE E-2
Public Safety Complex (City's)
Raymond Diehl Road - Pass
Rec Traffic Mgmt Systems Improvement
Ridge Road East Sidewalk
Sidewalks & Bike Pedestrian Modifications
Signal Maintenance 2013
South Adams Street Gateway Enhancement
Storm Drain System RR&I
Thomas Road Sidewalk
W Tennessee St Landscape Enhancement
West End Village

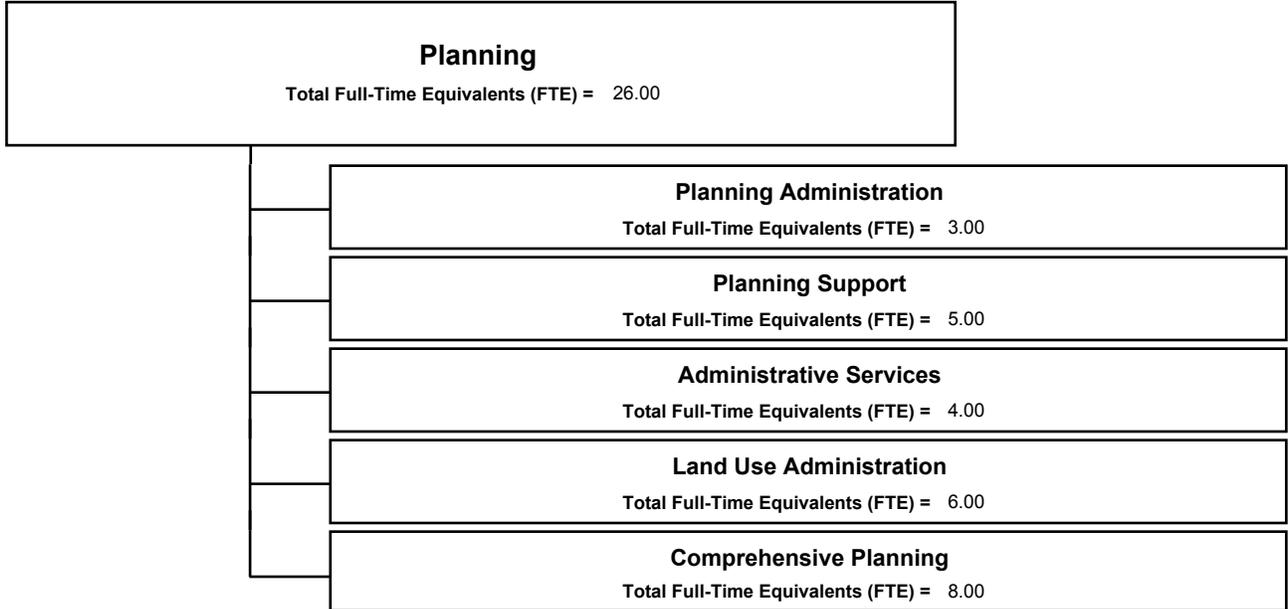
Development and Transportation Services
Public Works

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 2015.

6th Avenue Improvements
ADA Governor's Square Zone III
Appleyard / Mission at Peachtree
Callaway St Sidewalk from Pullen Rd
Cascades Park Sidewalk
Centerville Road Sidewalk
College Ave & Duval Zone G-N
Copeland at Pensacola Intersection
Copeland at St Augustine Intersection
Design of Ped Plaza on Raven S
Downtown Sidewalk
Equipment Wash Rack
FAMU Way
Flipper Street Sidewalk
Gadsden Zone Sidewalk SE-RE-RS
Gaines St N. Bicycle Blvd
Gaines St Sallie Property Bicycle
Gaines Street FAMU Way Madison
Gay Street Sidewalk
Lake Bradford Road Gateway Enhancements
Lipona Road Pass
Lonnbladh Road Pass
Lorene Street Extension
Master Plan for Multi Modal Tr
Miller Landing Intersection
Mitchell at Seventh - Mast Arm
Mitchell at Sixth - Mast Arm Up
Municipal Complex Improvements
Nova 2010 Sidewalk - Volusia S
Pullen Rd - Nova 2010 Sidewalk
Railroad Avenue
Ridge Road West Sidewalk
Seventh Ave (Magnolia to Colon) Sidewalk
Sidewalk Repairs ADA
Southwood Zone East ADA Sidewalk
Southwood Zone West ADA Sidewalk
TATMS Upgrades
Weems Road Extension
Weems Road Pass
Work, Infrastructure and Time (mobile work management system)

Development and Transportation Services
Planning
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

**Development and Transportation Services
Planning**

Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--------------------------------|-------------------|----------------------|---------------------|---------------------|
| 250101 Planning Administration | 468,901 | 502,712 | 755,926 | 713,192 |
| 250102 Planning Support | 373,817 | 452,311 | 444,215 | 446,127 |
| 250103 Administrative Services | 255,916 | 293,022 | 288,909 | 290,516 |
| 250201 Land Use Administration | 523,419 | 576,898 | 557,693 | 556,516 |
| 250301 Comprehensive Planning | 806,437 | 774,998 | 787,357 | 780,092 |
| Total Expenditures | 2,428,490 | 2,599,941 | 2,834,100 | 2,786,443 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|-------------------|----------------------|---------------------|---------------------|
| Personnel Services | 2,048,486 | 2,121,993 | 2,430,101 | 2,382,444 |
| Operating | 74,794 | 74,794 | 125,609 | 125,609 |
| Allocated Accounts | 191,996 | 291,590 | 213,964 | 213,964 |
| Transfers | 113,214 | 111,564 | 64,426 | 64,426 |
| Total Expenditures | 2,428,490 | 2,599,941 | 2,834,100 | 2,786,443 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|-------------------|----------------------|---------------------|---------------------|
| General Fund | 2,428,490 | 2,599,941 | 2,834,100 | 2,786,443 |
| Total Funding | 2,428,490 | 2,599,941 | 2,834,100 | 2,786,443 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--------------------------------|-------------------|----------------------|---------------------|---------------------|
| 250101 Planning Administration | 3.00 | 3.00 | 3.00 | 3.00 |
| 250102 Planning Support | 5.00 | 5.00 | 5.00 | 5.00 |
| 250103 Administrative Services | 4.00 | 4.00 | 4.00 | 4.00 |
| 250201 Land Use Administration | 6.00 | 6.00 | 6.00 | 6.00 |
| 250301 Comprehensive Planning | 8.00 | 8.00 | 8.00 | 8.00 |
| Total FTE | 26.00 | 26.00 | 26.00 | 26.00 |

Development and Transportation Services Planning

Summary of Services Provided

- The Planning Department 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, Research & Graphics, Administrative Support, Land Use Planning, and Comprehensive Planning & Urban Design.
- Administration provides accurate information, creative and effective planning recommendations; and expertise in the areas of long-range land use, environmental, and transportation planning.
- Research & Graphics provides geographic information system research, mapping, graphics, computer, and publication assistance to the Planning Division and to the local governments.
- Administrative Support 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 Planning reviews rezoning applications, planned unit developments, developments of regional impact, and other large-scale developments.
- Comprehensive Planning & Urban Design Division 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

- As a result of the positive attention from the Fifth Avenue Plaza in Midtown and Palmer Avenue in the Monroe-Adams Corridor, other sections of the community, such as Huntington and the Fairgrounds, have been designated for placemaking through "Sense of Place" initiatives by the County Commission. Furthermore, each placemaking effort has cultivated working relationships with merchants and neighborhood residents that require ongoing staff support to be effective. For many of these neighborhood stakeholders, staff has become a central point of contact for City/County issues, as well as a resource in support of locally generated events.
- The Board of County Commissioners adopted a strategic plan with specific assignments. As a joint department, the Planning Department has taken on several new special projects, such as the Lake Jackson Sustainable Development Initiative and the Fairgrounds Placemaking.
- Land Use Planning is seeing an increase in applications, which is consistent with signs that the economy is picking up. This suggests we may see a similar increase in Comprehensive Plan amendments in future cycles. This may require staff currently working on special projects to divert time and assist in the required Comprehensive Plan amendment processing.
- In response to increasing development and demand for more urban, walkable high quality design from both private and public sectors, the Department's recent reorganization continues to focus staff resources in the areas of greatest demand. Staff is responding to increasing requests for design assistance and placemaking initiatives while maintaining a high level of service in our statutorily mandated processes. All of these support an increasing quality of urban infill within the City.
- Planning has completed several major initiatives including the Palmer Avenue opening, Greenways Master Plan, and Bike Route System adoption. We are moving toward completion of large projects such as the Wayfinding Plan and Downtown Placemaking Action Plan, while beginning work on new initiatives such as the North Monroe Corridor Gateway Plan and new Fairgrounds Placemaking initiative.

Development and Transportation Services Planning

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for the Planning division's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for the Planning Division with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Development and Transportation Services
Planning
Performance Measures**

Program Objectives

Planning's fiscal year 2015 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 and 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 majority of the Planning Department's process work load is determined by external factors such as development demand and the economy. At the present time staff is able to keep up with the demand for Land Use approvals.

To meet the increasing demand for special projects, the Comprehensive Planning and Design Division has limited the number of Comprehensive Plan amendment cycles to one per year. We have been able to meet the demand for amendments thus far, however, if the demand for special projects continues to increase, we may be required to make additional adjustments to staffing or extend the timelines on completion of special projects.

| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of City and County Commission workshops, meetings, or public hearings attended. | # | 45 | 45 | 2 | 45 |
| Number of comprehensive plan amendments analyzed and correctly processed for public hearings and workshops. | # | 16 | 16 | 16 | 16 |
| Number of Direct Mail Notices sent to customers. | # | 10,740 | 9,200 | 1,875 | 9,200 |
| Number of Land Use applications processed, including site plans, text amendments, subdivisions, plats, etc. City and County. | # | 111 | 130 | 37 | 130 |
| Number of public workshops, listening sessions and neighborhood meetings held. | # | 21 | 35 | 0 | 35 |
| Number of Sense of Place projects completed. | # | 6 | 7 | 6 | 7 |
| Number of special projects, including strategic initiatives. | # | 38 | 24 | 20 | 24 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Development and Transportation Services

Planning

| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of GIS layers actively maintained. | # | 7 | 7 | 7 | 7 |
| Number of residential dwelling units permitted within the Gaines Street Redevelopment Area. | # | 355 | 30 | 21 | 30 |
| Number of residential dwelling units permitted within the Southern Strategy Area. | # | 11 | 35 | 4 | 35 |
| Number of rezonings and planned unit developments processed. | # | 17 | 35 | 12 | 35 |
| Number of staff hours worked on Sense of Place projects. | # | 1,630 | 2,000 | 458 | 2,000 |
| Number of staff hours worked on special projects. | # | 3,342 | 5,200 | 1,388 | 5,200 |
| Number of square feet of nonresidential development permitted within the Southern Strategy Area. | # | 15,125 | 10,000 | 0 | 10,000 |

Development and Transportation Services
Planning
Capital Improvement Program Budget

CIP Budget Overview

The Planning Division has one capital project in the FY15-19 capital plan. The Bicycle Boxes project was approved for funding in FY19 in the amount of \$50,000.

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|---|----------------------------------|-----------------------------|
| General Government Capital Project Account - GGCPA | 0 | 50,000 |
| Total Funding | 0 | 50,000 |

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 2014.

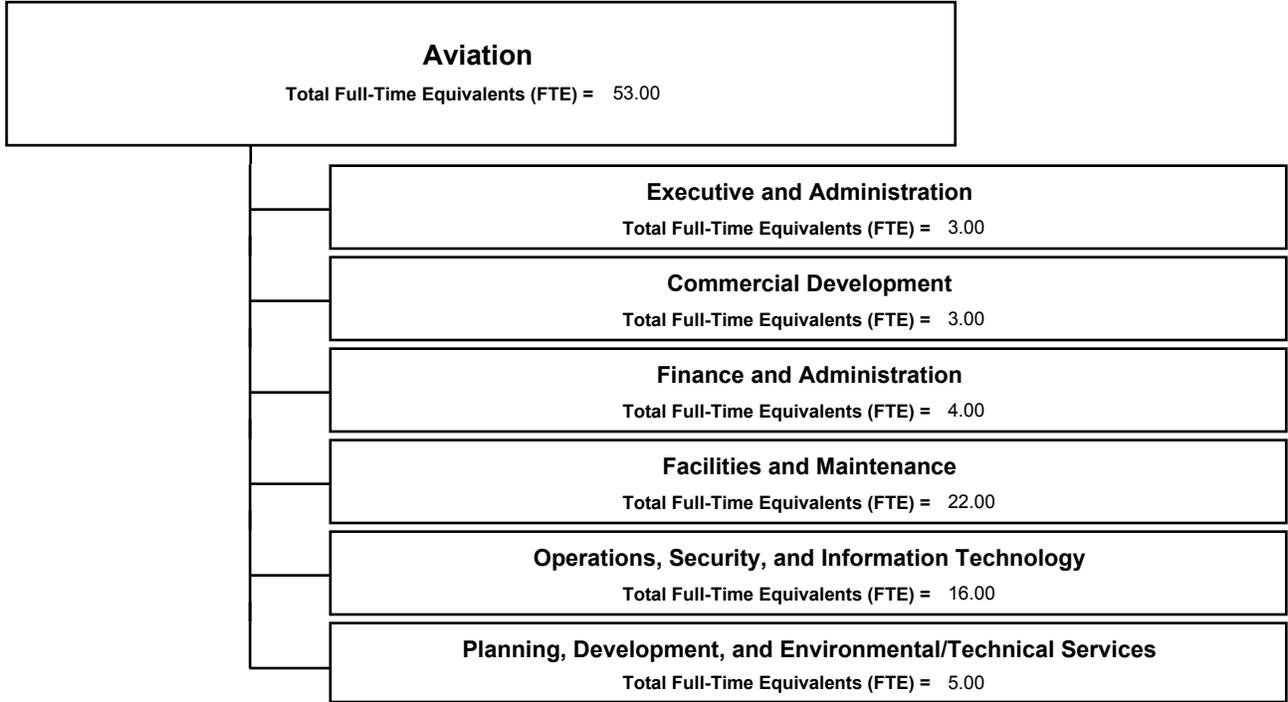
None

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 2015.

None

Development and Transportation Services
Aviation
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Development and Transportation Services

Aviation

Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|-------------------|----------------------|---------------------|---------------------|
| 270101 Executive and Administration | 1,413,308 | 1,806,728 | 1,948,163 | 1,860,948 |
| 270102 Commercial Development | 190,666 | 196,966 | 211,778 | 286,738 |
| 270103 Finance and Administration | 3,899,423 | 2,482,592 | 1,821,579 | 1,821,579 |
| 270201 Facilities and Maintenance | 2,317,890 | 2,539,896 | 2,790,580 | 2,783,365 |
| 270202 Operations, Security, and Information | 2,426,895 | 2,374,483 | 2,553,369 | 2,545,570 |
| 270203 Planning, Development, and | 143,614 | 124,630 | 234,331 | 214,585 |
| Total Expenditures | 10,391,796 | 9,525,295 | 9,559,800 | 9,512,785 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------|-------------------|----------------------|---------------------|---------------------|
| Personnel Services | 3,076,825 | 3,036,404 | 3,677,438 | 3,620,141 |
| Operating | 699,216 | 685,310 | 704,987 | 704,987 |
| Other Services & Charges | 28,150 | 108,150 | 28,150 | 28,150 |
| Allocated Accounts | 1,394,594 | 1,527,975 | 1,529,736 | 1,529,736 |
| Utilities and Other Expenses | 825,973 | 1,004,513 | 1,074,312 | 1,074,312 |
| Transfers | 505,987 | 333,000 | 0 | 0 |
| Contributions to Operations | 1,083,002 | 1,089,792 | 1,143,778 | 1,154,060 |
| Year End Adjustments | 2,778,049 | 1,740,151 | 1,401,399 | 1,401,399 |
| Total Expenditures | 10,391,796 | 9,525,295 | 9,559,800 | 9,512,785 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------|-------------------|----------------------|---------------------|---------------------|
| Airport Operating Fund | 10,391,796 | 9,525,295 | 9,559,800 | 9,512,785 |
| Total Funding | 10,391,796 | 9,525,295 | 9,559,800 | 9,512,785 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|-------------------|----------------------|---------------------|---------------------|
| 270101 Executive and Administration | 4.00 | 4.00 | 4.00 | 3.00 |
| 270102 Commercial Development | 2.00 | 2.00 | 2.00 | 3.00 |
| 270103 Finance and Administration | 4.00 | 4.00 | 4.00 | 4.00 |
| 270201 Facilities and Maintenance | 22.00 | 22.00 | 22.00 | 22.00 |
| 270202 Operations, Security, and Information | 16.00 | 16.00 | 16.00 | 16.00 |
| 270203 Planning, Development, and | 5.00 | 5.00 | 5.00 | 5.00 |
| Total FTE | 53.00 | 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

Commercial Development

- 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 Maintenance

- Responsible for building and airfield maintenance
- Maintains the terminal, airfield, the control tower, fire station, hangars, runways, taxiways, aprons, parking facilities and all airport acreage

Operations, Security and Information Technology

- 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

Planning and Development

- 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

After several years of sharp declines in passenger enplanements through FY 2011, with the airline industry continuing to consolidate and slash capacity, eliminating medium hubs and retreating to larger hubs and curtailing air-service to end-of-route "small non-hub" spoke airports, Tallahassee Regional Airport (TLH) is on its way to reversing market losses and significantly recovering the airport's lost market-share, reducing costs and increasing revenues to roll back the airport's "Cost Per Enplanement" (CPE) competitiveness metric by 13.4% from \$11.17 in FY 2013 to \$9.67 projected for FY 2014.

The Aviation Department's Management Team is optimistic in FY 2015, that the declining trend in passenger activity has been stemmed and that a market share recovery with improved growth at Tallahassee Regional Airport is underway. The airport ranked 139th in total passengers among North America's airports (including Canada) in FY 2013 and is ranked 12th among Florida's 23 Part 139 airports. A focused customer service oriented market recovery strategy that began in FY 2011, carried forward through FY 2012 and continued through FY 2013. This strategy resulted in the Airport's dramatic turnaround with an 8.02% increase in FY 2012. FY 2013 showed a continued upward trajectory with the Federal Aviation Administration's (FAA) Terminal Area Forecast projecting an average annual growth rate of 3% vis-à-vis the Airport's actual growth rate of 5.1% for FY 2013 and continued into FY 2014.

TLH is fortunate to have continued air service from all three of the legacy carriers because Delta Air Lines, US Airways and American were able to realize high yields from a high fare structure model supported by Tallahassee's role as the Capital City of the 4th largest state in the Union, a must travel destination for government and commerce. If predictions hold true, the state of Florida will soon become the 3rd largest state and TLH is hopeful this will translate to increased passenger traffic. Given the significant reductions in capacity, the airlines have made and the rigorous fiscal disciplines they have adopted to remain competitive, the air-carriers are far less tolerant of high cost structure airports.

Consequently, the Management Team at TLH has successfully implemented controls and measures to cut costs and implement near term efficiencies complemented by a non-aeronautical revenue enhancement drive with the goal of reducing the CPE. To enhance the competitiveness of the airport, a Strategic Terminal Master Plan and a Commercial Economic Development Master Plan have been developed over the past two years. These plans evaluate how best to promote the non-aeronautical economic development of over 1,200 surplus acres of Airport-owned properties; and identify areas for revenue enhancement with improvements at the terminal to ensure that the needs of the "21st Century Passenger" are met. Some of these improvements related to terminal modernization will be realized this calendar year. 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.

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for the Aviation Department's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Temporary wages for a custodial position to cover janitorial services for leased space and for a maintenance position to handle maintenance and repair of passenger loading bridges and the luggage system: \$47,000 increase in revenue and expenditures.
- Discontinuance of carrying an \$89,000 reduction in capitalized wages for capital projects: \$35,600 increase in revenue and expenditures.

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 the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Development and Transportation Services

Aviation

Performance Measures

Program Objectives

It is TLH's goal to be the 'Airport of Choice for the Capital Region'. To achieve this goal, compliance with FAA Safety and Security Operating Certificate is required. The Operations, Facilities, Police and Fire Rescue Units represent TLH's 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. 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

- Overall passenger growth for FY 2013 of 1.8% over FY 2012, was slightly higher than the average 1.3% growth for the other top U.S. markets and 0.6% nationally.
- Airline seat load factors (percentage of seats occupied) have averaged 74% at TLH.
- Delta has begun up-gauging aircraft size to Atlanta (ATL). By April 2014, five of the seven Atlanta flights will be flown by mainline aircraft. This is a seat increase of 21% year over year for April 2014.
- Silver Airways added nonstop service to Orlando (MCO) on November 21, 2013. Silver now has one-stop or connecting service to both Ft. Lauderdale (FLL) and West Palm Beach (PBI) twice daily.
- American also announced a second direct daily 50-seat regional jet flight to Dallas-Fort-Worth (DFW) which began on March 9, 2013.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Aircraft Operations | # | 64,238 | 61,000 | 14,970 | 60,000 |
| Capital Projects | # | 39 | 35 | 25 | 30 |
| Persons Using Airport Terminal Facility | # | 1,396,028 | 1,466,000 | 358,192 | 1,380,000 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Aircraft Incident Reports | # | 35 | 40 | 0 | 35 |
| Aircraft Operations Handled | # | 64,238 | 61,000 | 14,970 | 60,000 |
| Customer Service Upgrades | # | 7 | 2 | 4 | 4 |
| Enplaned Passengers | # | 349,091 | 368,000 | 90,194 | 345,000 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Development and Transportation Services

Aviation

| Outcome - Lagging Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Airport Operating Certificate Retained: 1=Yes, 0=No | # | 1 | 1 | 1 | 1 |
| Average Terminal Rental Per Square Foot | \$ | 27.07 | 36.75 | 34.13 | 38.97 |
| Cost per Enplaned Passenger | \$ | 11.17 | 10.74 | 10.63 | 11.67 |
| Customer Satisfaction Rating | % | 0 | 70 | 0 | 70 |
| Deplaned Passengers | # | 348,923 | 365,000 | 88,902 | 345,000 |
| Effective Capital Program Administration: 1=Yes, 0=No | # | 1 | 1 | 1 | 1 |
| Landing Fee Per 1,000 Pounds Landed Weight | \$ | 1.50 | 1.47 | 1.37 | 1.57 |
| No General Government Support: 1=Yes, 0=No | # | 1 | 1 | 1 | 1 |
| Overall Customer Satisfaction Achieved: 1=Yes, 0=No | # | 1 | 1 | 1 | 1 |
| Project Compliance | % | 100 | 100 | 100 | 100 |
| Projects on Time/Within Budget | % | 98 | 95 | 95 | 95 |

Development and Transportation Services

Aviation

Capital Improvement Program Budget

CIP Budget Overview

| Funding Source | FY 2015 Appropriation | 5 Year CIP Total |
|---|--------------------------|---------------------|
| Airport RR&I | 845,000 | 4,425,000 |
| Airport RR&I Undesignated Balance | 1,162,500 | 13,862,500 |
| Federal Aviation Administration | 6,825,000 | 28,920,000 |
| Fleet Reserve Fund | 225,000 | 225,000 |
| Florida Department of Transportation - Aviation | 1,387,500 | 35,715,000 |
| Passenger Facility Charge | 0 | 4,527,500 |
| Private Investment Funds | 0 | 20,000,000 |
| Total Funding | 10,445,000 | 107,675,000 |

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 2014:

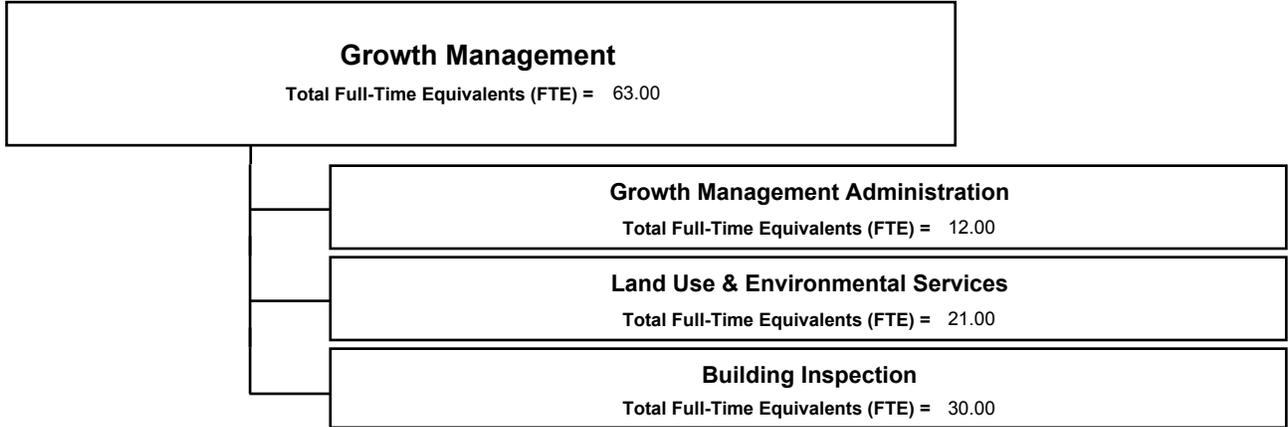
- Air Service Improvement Project
- Air Traffic Control Tower Improvements
- Runway 18/36 Improvements
- SMS Implementation Study on Safety

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 2015.

- Air Service Improvement Prog
- Airfield Lighting Improvements
- Airfield Preservation
- Airfield Preservation Phase II
- Airfield Signage Improvements
- Airport Master Plan Update
- ARFF Vehicle Replacement
- Aviation Repair, Replacement and Improvements
- Electronic Airport Layout Plan
- Financial Support Services
- Inline Baggage Handling System
- Marketing and Promotion
- Runway 18/36 Extension
- Runway 9/27 Phase II
- South Apron Expansion
- Stormwater Management
- Taxiway M Bypass
- Taxiway S Rehab & Extension
- Taxiway Z Rehabilitation
- Terminal Building Rehab Phase II
- Terminal Building Rehabilitation

**Development and Transportation Services
Growth Management
Organizational Chart**



Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|-------------------|----------------------|---------------------|---------------------|
| 330101 Growth Management Administration | 1,468,329 | 1,614,113 | 1,789,248 | 1,791,493 |
| 330301 Land Use & Environmental Services | 1,713,666 | 1,843,485 | 1,905,317 | 1,905,493 |
| 330401 Building Inspection | 3,515,682 | 3,212,839 | 3,257,996 | 3,257,996 |
| Total Expenditures | 6,697,677 | 6,670,437 | 6,952,561 | 6,954,982 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|-------------------|----------------------|---------------------|---------------------|
| Personnel Services | 4,543,836 | 4,967,921 | 5,148,884 | 5,122,980 |
| Operating | 89,527 | 55,959 | 152,249 | 152,249 |
| Allocated Accounts | 1,000,547 | 1,172,111 | 1,207,896 | 1,207,896 |
| Transfers | 286,883 | 286,402 | 195,909 | 195,909 |
| Year End Adjustments | 776,884 | 188,044 | 247,623 | 275,948 |
| Total Expenditures | 6,697,677 | 6,670,437 | 6,952,561 | 6,954,982 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--------------------------|-------------------|----------------------|---------------------|---------------------|
| General Fund | 3,181,995 | 3,457,598 | 3,694,565 | 3,696,986 |
| Building Inspection Fund | 3,515,682 | 3,212,839 | 3,257,996 | 3,257,996 |
| Total Funding | 6,697,677 | 6,670,437 | 6,952,561 | 6,954,982 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|-------------------|----------------------|---------------------|---------------------|
| 330101 Growth Management Administration | 12.00 | 12.00 | 12.00 | 12.00 |
| 330301 Land Use & Environmental Services | 21.00 | 21.00 | 21.00 | 21.00 |
| 330401 Building Inspection | 29.00 | 30.00 | 30.00 | 30.00 |
| Total FTE | 62.00 | 63.00 | 63.00 | 63.00 |

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

- Permits for 1 & 2 family homes decreased 11%, from 149 to 133, in the first two quarters of FY14 as compared to FY13 and multi-family dwelling units increased from 0 to 303, when compared to the same period. There are some multi-use projects along the Gaines Street corridor that are currently in the construction phase, with others planned to be permitted later this summer. These apartment units are to be constructed above the parking and retail areas. It is anticipated that several hundred dwellings units will be permitted for projects through the end of this fiscal year and into FY15.
- The Records Management section scanned a total of 271,370 pages in FY13. During the first two quarters of FY14, staff scanned 113,095 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 98% of all Building Inspection historical files have been processed into the EDMS.
- The Records Management and Technical Staff continue to develop and deliver e-government services. Currently 95% of all Public Records Requests received by the Growth Management Department are delivered back to the customer via electronic means by either e-mail or ProjectDox, the Department's electronic project submittal and review process application. During the FY 2013 period, 4641 Public Records Requests were fulfilled and 2350 were fulfilled during the first two quarters of the FY 2014 period. Delivery of requested information has been reduced from two weeks in some cases to 15 minutes.
- It has been noted that new development proposals being submitted to the Land Use and Environmental Services Division have been predominantly for retail and commercial construction as opposed to the surge in student housing applications processed last fiscal year. It is anticipated that this trend will continue through the year as new service sector development occurs in the mid-town and Gaines Street areas.
- The Building Inspection Division will continue to experience a very heavy inspection workload in the coming months as projects such as District East, District West, the Woodlands, and the Forum prepare for obtaining CO's in August.
- Customer service continues to be one of the highest priorities for the Growth Management team and customers continue to provide positive feedback. Survey respondents reported the following results for the building permitting process:
 - o 94% rated the overall performance of the City's permitting team as excellent or good;
 - o 94% indicated they were very satisfied or satisfied with how customer friendly the staff members were toward the customer;
 - o 92% indicated that it was very easy or easy to navigate the City's permitting process;
 - o 92% indicated they were very satisfied or satisfied that the permitting process was understandable;
 - o 92% indicated they were very satisfied or satisfied with the level of knowledge held by the City permitting team; and
 - o 86% indicated they were very satisfied or satisfied with the permit processing time.
- Since the inception of the Residential Permit Guarantee Program, Growth Management has conducted 581 reviews with an average review time of 4.06 days. Staff has met the strict review timelines outlined in the program for 99.83% of reviews conducted.
 - Permits for 1 & 2 family additions decreased 25% from 105 to 79, and alterations and repairs increased from 698 to 753. Fees collected for alterations and repairs have decreased from \$213,072.74 to \$203,128.50. Fees collected for miscellaneous permits, which include such things as demolitions, pool permits, retaining walls, foundations, and change of uses, have increased slightly, from \$21,280.68 to \$22,886.15, and the number of permits also increased slightly, from 91 to 104.
- The number of permits for new commercial buildings decreased when comparing the first two quarters of FY13 and FY14, from 20 to 14. The commercial square footage applied for also decreased in the same period, from 300,960 square feet to 87,229 square feet. This resulted in lower permit fees for the first two

Development and Transportation Services

Growth Management

quarters of FY14 as compared to the first two quarters of FY13; commercial permit fees were \$391,397.38 during the first two quarters of FY13 and \$32,078.29 during the first two quarters of FY14.

- When looking at the overall building permit numbers for the first two quarters of FY14, permits are up 30% in comparison to the first two quarters of FY13, from 1077 to 1397. Staff anticipates that building permit applications for the build-out of these large projects will continue to be submitted during FY15.
- The Building Inspection Division continues 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 increased due to the size of the large mixed use projects underway. 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.
- Environmental permit applications increased slightly, from 115 to 127 from FY12 to FY13. Limited Partition applications during the same period decreased from 8 to 7, Type A site plan applications increased from 22 to 25, and Type B site plans increased from 7 to 10. Preliminary Plat applications also increased from 2 to 7.
- When comparing the first two quarters of FY13 and FY14, environmental permits have decreased from 66 to 52. Type A site plan applications increased from 11 applications to 14, and Type B applications have increased slightly from 8 to 10 during this same time period. Preliminary Plat applications have likewise held steady at 2, while limited partition applications declined from 4 to 1. Pre-submittal applications increased from 32 to 41 during this time period, indicating the potential for a substantial increase in development reviews over the coming months.

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for Growth Management's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for Growth Management's fiscal year 2015 with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

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 Residential Guarantee Program as well as the private sector fast tracking program adopted by the City Commission. This year, particular emphasis has been placed upon developing electronic reports that can provide data on permitting review timelines for all departments, rather than just Growth Management. This tool is almost complete and will serve as a valuable resource for department directors for all service areas that participate in the development review process.

Staff has made steady progress on the implementation of City Projects, which is the electronic permitting system. Implementation of the electronic submittal and review of building permits for projects with a valuation greater than \$25,000 took place on June 1, 2014. Staff has been working closely with contractors and architects on the new processes and there is much excitement in the development community surrounding the upcoming implementation of electronic submittal and review in Building Inspection.

Analysis of Performance Measures

- The Department's technical staff, in conjunction with ISS, has completed the upgrade to ProjectDox, which is the core application for City Projects. The upgrade to ProjectDox includes an intuitive customer interface which helps guide them in submitting more complete applications, thereby moving their reviews faster through the process. 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) as well as the recently added Zoning Verification Letters and Pre-Submittals. The technical staff, working with Building Inspection staff has targeted New Commercial Building, Additions, and Alterations with an improvement cost of \$25,000 or greater as their entry point into City Projects, with a go-live target date of June 1, 2014. City Projects continues to be the corner stone of Growth Management's e-government services initiative.
- The Department has been active in making presentations to community and industry groups to gather feedback about potential ways to improve the permitting process and to share the Department's planned and implemented process improvements. Presentations given during FY13 included the Board of Realtors Commercial Council, the American Institute of Architects, American Planning Association, Association of Building Contractors, Tallahassee Builders Association, neighborhood groups, the City's Neighborhood Leadership Academy, and Chamber of Commerce Leadership Tallahassee class, among others.
- The Department has sought to further the City's GreenPrint initiatives in FY14 and will provide further efforts in FY15. Presentations and dialogue with the Department's customers supports the Leadership and Education and Community Outreach green initiatives; the City Projects and electronic recording support the Economic and Solid Waste green initiatives, and the streamlined permitting process furthers the efforts of other City Departments in the Land Development and Mobility initiative and directly promotes the Economic initiative.

| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|-----------------|----------------|----------------|-------------|----------------|
| No. of building inspections performed | # | 70,452 | 68,000 | 30,626 | 68,000 |
| No. of concurrency applications processed | # | 50 | 50 | 32 | 50 |
| No. of environmental permits processed | # | 127 | 100 | 49 | 100 |
| No. of environmental reviews processed | # | 83 | 160 | 57 | 160 |
| No. of limited partitions processed | # | 7 | 8 | 1 | 8 |
| No. of new 1&2 family building permits processed | # | 279 | 350 | 127 | 350 |
| No. of new multi-family dwelling units processed | # | 619 | 225 | 303 | 225 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Development and Transportation Services

Growth Management

| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of pages processed into EDMS - to include (Building Inspection, Land Use & Env. Services, Board documentation and Admin phone & p-card statements). | # | 271,370 | 400,000 | 113,095 | 400,000 |
| No. of preliminary plats processed | # | 7 | 8 | 2 | 8 |
| Number of public records requests processed (includes walk-in & telephone requests, as well as those routed through the Treasurer-Clerk's office) | # | 4,641 | 1,699 | 2,350 | 1,699 |
| No. of sub-permits issued | # | 11,103 | 9,000 | 4,299 | 9,000 |
| No. of Type A site plans processed | # | 25 | 65 | 14 | 65 |
| No. of Type B site plans processed | # | 10 | 13 | 8 | 13 |
| Square footage of new commercial buildings permitted | # | 659,316 | 1,582,791 | 76,417 | 1,582,791 |

| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| % of minor 1&2 Family residential alteration plan review comments provided to the customer in five days or less. | % | 99.00 | 80.00 | 16.33 | 80.00 |
| % of Environmental Permit Comments Provided Within Required Timeframe | % | 99.00 | 99.00 | 16.50 | 99.00 |
| % of Major Commercial Plans Comments Provided in 21 Days | % | 91.00 | 90.00 | 15.83 | 90.00 |
| % of Minor Commercial Plans Comments Provided in 14 Days | % | 99 | 100 | 16 | 100 |
| % of review comments (New 1&2) residential provided in required timeframe | % | 100.00 | 90.00 | 16.67 | 90.00 |
| % of Conditionally Approved Type A Site Plans Reviewed for Issuance Within Required Timeframe. | % | 100.00 | 100.00 | 16.67 | 100.00 |
| % of Conditionally Approved Type A Site Plans Reviewed for Issuance Within Required Timeframe. | % | 100.00 | 100.00 | 16.67 | 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 2015-2019 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 2014.

None

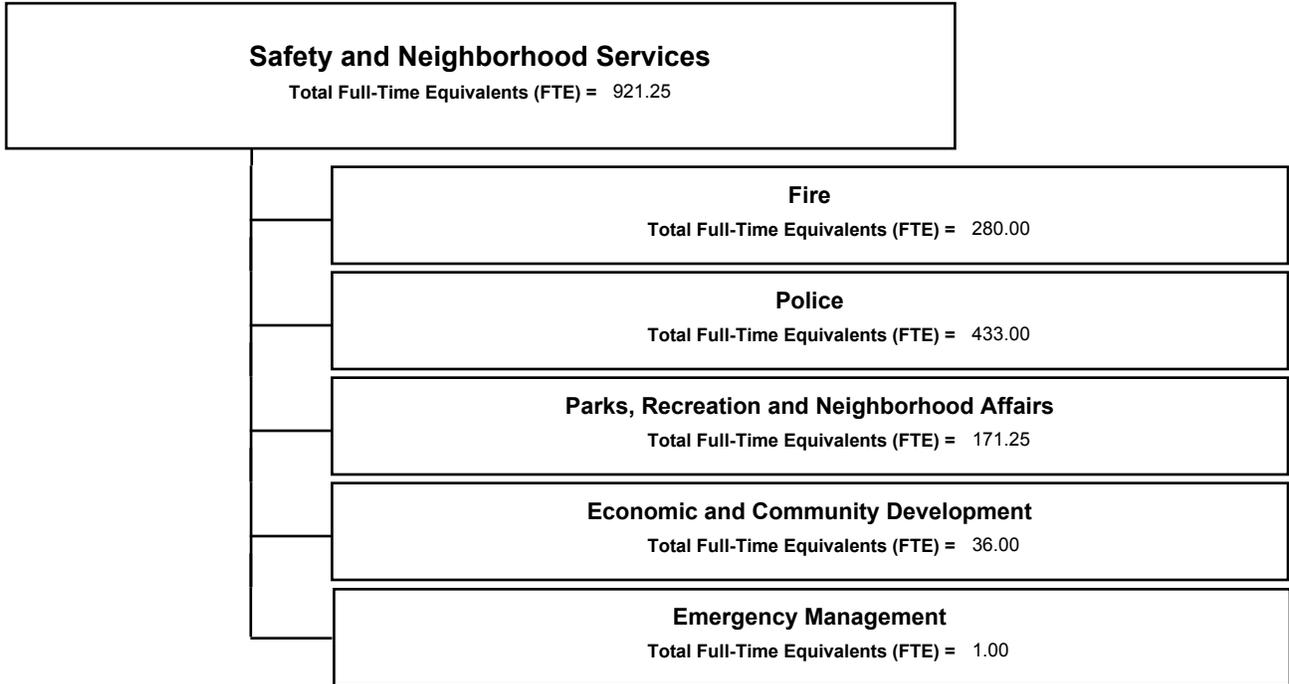
Continued Capital Projects

The following list represents projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2015.

None



Safety and Neighborhood Services Organizational Chart



Summary of Services Provided

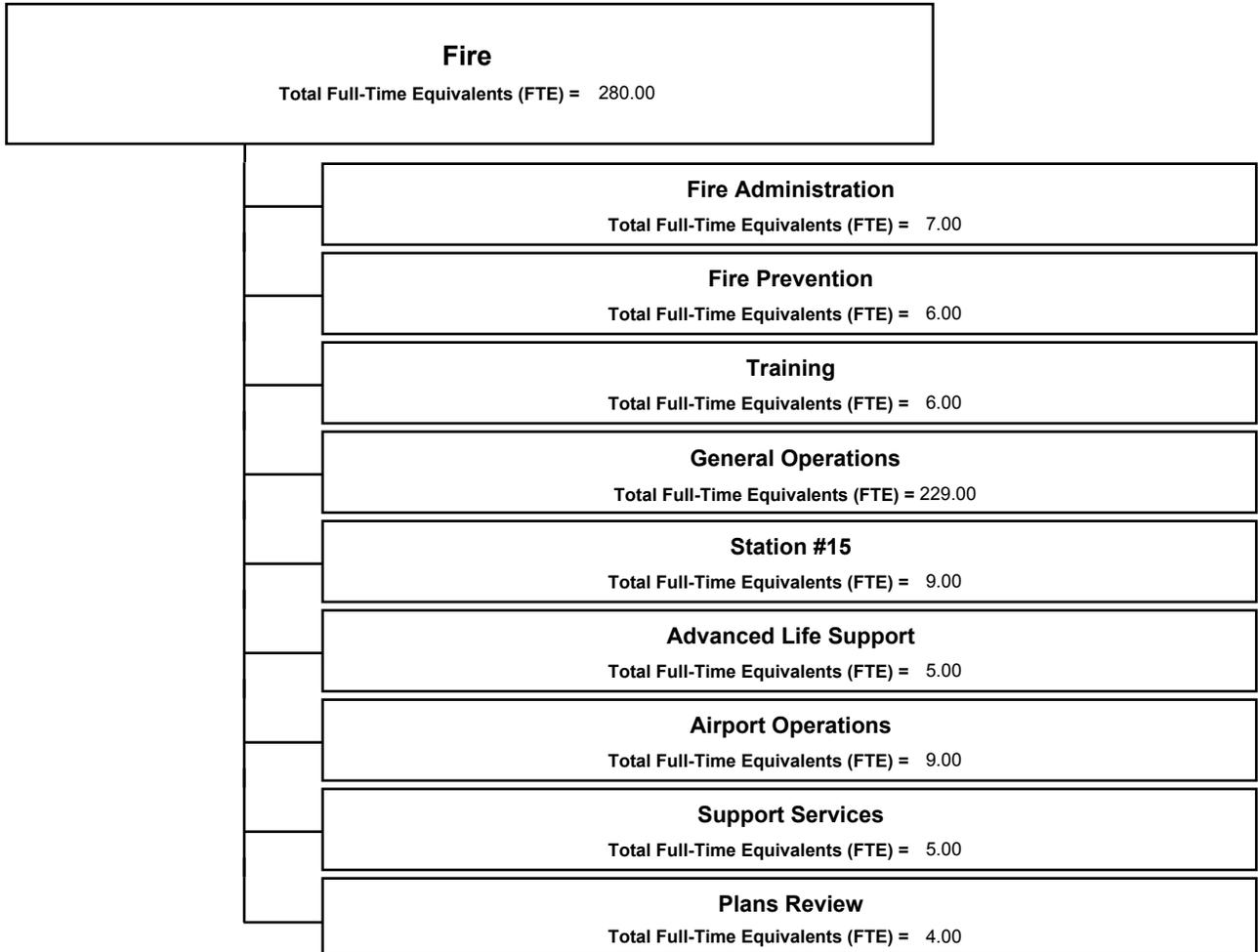
The Safety and Neighborhood Services area includes Fire, Police, Parks, Recreation and Neighborhood Affairs, Economic and Community Development, and Emergency Management.

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-----------------------------|-------------------|----------------------|---------------------|---------------------|
| Expenditures Summary | 107,075,288 | 109,468,746 | 112,250,176 | 113,522,582 |
| Funding Summary | 107,075,288 | 109,468,746 | 112,250,176 | 113,522,582 |
| FTE Summary | 915.20 | 916.20 | 927.25 | 921.25 |

Safety and Neighborhood Services

Fire

Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Safety and Neighborhood Services

Fire

Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 200101 Fire Administration | 8,890,021 | 8,480,429 | 10,786,498 | 10,742,717 |
| 200201 Fire Prevention | 635,976 | 640,926 | 661,352 | 633,640 |
| 200301 Training | 624,462 | 926,862 | 684,894 | 661,240 |
| 200401 General Operations | 20,152,513 | 21,027,425 | 20,932,668 | 20,425,341 |
| 200403 Hazardous Materials | 6,010 | 5,276 | 11,122 | 11,078 |
| 200415 Station #15 | 851,397 | 915,662 | 989,497 | 969,196 |
| 200416 Advanced Life Support | 683,537 | 770,142 | 752,007 | 755,322 |
| 200501 Airport Operations | 1,081,977 | 1,035,687 | 1,143,778 | 1,154,060 |
| 200701 Support Services | 406,245 | 523,977 | 498,216 | 540,025 |
| 200801 Plans Review | 381,579 | 422,182 | 394,508 | 391,151 |
| Total Expenditures | 33,713,717 | 34,748,568 | 36,854,540 | 36,283,770 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 22,428,014 | 23,782,598 | 24,190,403 | 23,677,878 |
| Operating | 1,335,061 | 1,453,088 | 1,571,120 | 1,531,575 |
| Other Services & Charges | 92,478 | 161,366 | 161,366 | 161,366 |
| Capital Outlay | 68,035 | 110,400 | 110,400 | 110,400 |
| Allocated Accounts | 6,624,627 | 6,690,018 | 7,244,464 | 7,244,464 |
| Utilities and Other Expenses | 307,443 | 315,698 | 367,422 | 367,422 |
| Transfers | 1,851,311 | 1,868,750 | 2,833,065 | 2,833,065 |
| Contributions to Operations | 352,906 | 366,650 | 376,300 | 357,600 |
| Year End Adjustments | 653,842 | 0 | 0 | 0 |
| Total Expenditures | 33,713,717 | 34,748,568 | 36,854,540 | 36,283,770 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Fire Services Fund | 33,713,717 | 34,748,568 | 36,854,540 | 36,283,770 |
| Total Funding | 33,713,717 | 34,748,568 | 36,854,540 | 36,283,770 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 200101 Fire Administration | 7.00 | 7.00 | 7.00 | 7.00 |
| 200201 Fire Prevention | 6.00 | 6.00 | 6.00 | 6.00 |
| 200301 Training | 6.00 | 6.00 | 6.00 | 6.00 |
| 200401 General Operations | 229.00 | 229.00 | 241.00 | 229.00 |
| 200415 Station #15 | 9.00 | 9.00 | 9.00 | 9.00 |
| 200416 Advanced Life Support | 5.00 | 5.00 | 5.00 | 5.00 |
| 200501 Airport Operations | 9.00 | 9.00 | 9.00 | 9.00 |
| 200701 Support Services | 5.00 | 5.00 | 5.00 | 5.00 |
| 200801 Plans Review | 4.00 | 4.00 | 4.00 | 4.00 |
| Total FTE | 280.00 | 280.00 | 292.00 | 280.00 |

Safety and Neighborhood Services

Fire

Summary of Services Provided

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. The Fire Department provides the City and 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 Fire Chief, Public Information, Employee Resources and Financial Management.

The Prevention Division provides proactive code enforcement, pre-development and pre-construction plans review, public education, targeted hazard occupancy inspections and fire cause determination investigations. Tallahassee and Leon County service area is unique in that it has seniors, college students, young families and transient populations. This requires a fulltime, focused 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.

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.

The Training Division provides continuing education, specialized certification, promotional examination, community demonstration and volunteer firefighter training for fire department personnel, community volunteer firefighters and regional partners.

Trends and Issues

On March 12, 2013 the Leon Board of County Commissioners voted to exercise their option to terminate the existing Fire and Emergency Medical Services Inter-local Agreement with the City of Tallahassee. At the same time, the County Commission authorized their staff to proceed with a renegotiation with the City of Tallahassee regarding the provision of Fire Services to the unincorporated area and emergency life support services in the City limits.

In September of 2013, an extension of the existing agreement was approved, which will provide for joint fire services through FY 2025. This agreement provided for CPI increases to payments from Leon County to the City for Advanced Life Support (ALS) Emergency Medical Services (EMS), the completion of a new fire fee study for implementation in fiscal year 2015, and other provisions related to joint City/County Fire EMS funding. Timely completion of the fire fee study is critical to ensuring financial viability of the Fire Fund from FY 2015 through the extension period ending 2025.

Safety and Neighborhood Services

Fire

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for the Tallahassee Fire Department's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for the Tallahassee Fire Department with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

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. The Fire Department 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.

Safety and Neighborhood Services

Fire

Analysis of Performance Measures

Patient survivability and extent of property loss is highly dependent 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 51% of emergency calls for service.

Fire Inspection Program - This service provides proactive code enforcement, public education, target hazard occupancy inspections and fire cause determination investigations for existing structures throughout the Fire Department’s City/County service area. Services are required per Florida Statute 633 Fire Prevention and Control. Service is funded at 100% through the Fire Services Fee. Direct customers are the business owners of the approximately 13K commercial occupancies. Indirectly, the service serves the population and visitors of the City/County service area, approximately 300K.

- FY13 Service Cost: \$635,974
- Cost per direct customer: (\$635,974/13,000) \$49.82
- Cost per indirect customer: (\$635,974/300,000) \$2.12

Fire Plans Review – This service is funded through fees for service and supplemented via the Fire Services Fee. FY2013 fees funded the service at approximately 86%. Direct customers are the business owners and developers requiring service. FY13 required 977 applications to be reviewed and approximately 1,607 compliance inspections. Indirectly, the program serves the population and visitors of the City/County service area, approximately 300K.

- FY13 Service Cost: \$381,578
- Cost per direct customer: (\$381,578/2,584 deliverables) \$147.67
- Cost per indirect customer: (\$381,578/300,000) \$1.27

Non-Medical Emergency Response - This service is funded via the Fire Services Fee. FY2013 collections funded the program at 100% with over \$653,000 available for transfer to the Fire Reserve Fund. Direct customers include the 9,112 recipients of non-medical emergency services. Indirectly, the program serves the population and visitors of the City/County service area, approximately 300K.

- FY13 Program Cost: \$26,291,954
- Cost per direct customer: (\$26,291,954/9,112 deliverables) \$2,885.42
- Cost per indirect customer: (\$26,291,954/300,000) \$87.63

Emergency Medical Services - This service is funded via contractual agreement with Leon County. Direct customers include the 11,341 recipients of medical emergency services. Indirectly, the program serves the population and visitors of the City/County service area, approximately 300K.

- FY13 Service Cost: \$5,322,232
- Cost per direct customer: (\$5,322,232/11,341 deliverables) \$469.29
- Cost per indirect customer: (\$5,322,232/300,000) \$17.74

Airport Rescue Firefighting - This service is funded via transfer from the Airport Fund at 100%. Direct customers include the 698,014 air travelers utilizing the facilities annually.

- FY13 Service Cost: \$1,081,977
- Cost per direct customer: (\$1,081,977/698,014 passengers) \$1.55

| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|-----------------|----------------|----------------|-------------|----------------|
| Hours of in-service training for firefighters | # | 57,960 | 57,960 | 43,470 | 57,960 |
| No. of Incidences - rural tracks all responses outside the city limits. | # | 4,984 | 5,000 | 3,895 | 5,000 |
| Number of new plans or applications reviewed | # | 934 | 600 | 651 | 600 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Safety and Neighborhood Services

Fire

| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| % firefighters that are EMTs | % | 99.71 | 97.00 | 99.62 | 97.00 |
| % firefighters that are paramedics | % | 23.89 | 14.00 | 26.80 | 14.00 |
| % of fire and EMS calls with dispatch times < 60 seconds | % | 68.32 | 90.00 | 90.31 | 90.00 |
| % of fire and EMS calls with turnout times < 60 seconds | % | 35.16 | 90.00 | 28.62 | 90.00 |
| % of firefighters receiving 20 hrs/mo. training | % | 100 | 100 | 100 | 100 |
| % of property value saved | % | 92.17 | 75.00 | 91.82 | 75.00 |
| % of rural fire and EMS calls with travel times < 6 minutes | % | 50.57 | 90.00 | 40.68 | 90.00 |
| % of structure fires contained to room of origin | % | 53.11 | 40.00 | 53.08 | 40.00 |
| % of urban fire and EMS calls with travel times < 4 minutes | % | 48.34 | 90.00 | 47.25 | 90.00 |
| Cost per fire plan review | \$ | 414.50 | 450.00 | 445.29 | 450.00 |
| Cost per response | \$ | 1,060.45 | 897.97 | 1,088.58 | 897.97 |
| No. of Incidences - urban tracks all responses within the city limits. | # | 15,469 | 15,000 | 10,646 | 15,000 |
| Number of EMS calls (ALS & BLS) | # | 11,341 | 8,000 | 7,796 | 8,000 |
| Number of people served | # | 279,739.00 | 281,469.00 | 281,588.33 | 283,200.00 |

Safety and Neighborhood Services
Fire
Capital Improvement Program Budget

CIP Budget Overview

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|-----------------------|----------------------------------|-----------------------------|
| Fire Debt | 0 | 18,171,800 |
| Fire RR&I | 1,147,500 | 7,126,250 |
| Total Funding | 1,147,500 | 25,298,050 |

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 FY14:

Facilities Management and Maintenance of Existing Fire Stations
Fire Hydrant Maintenance and Replacement
Records Management System Upgrade
Construction of Weems Road Fire Station

Continued Capital Projects

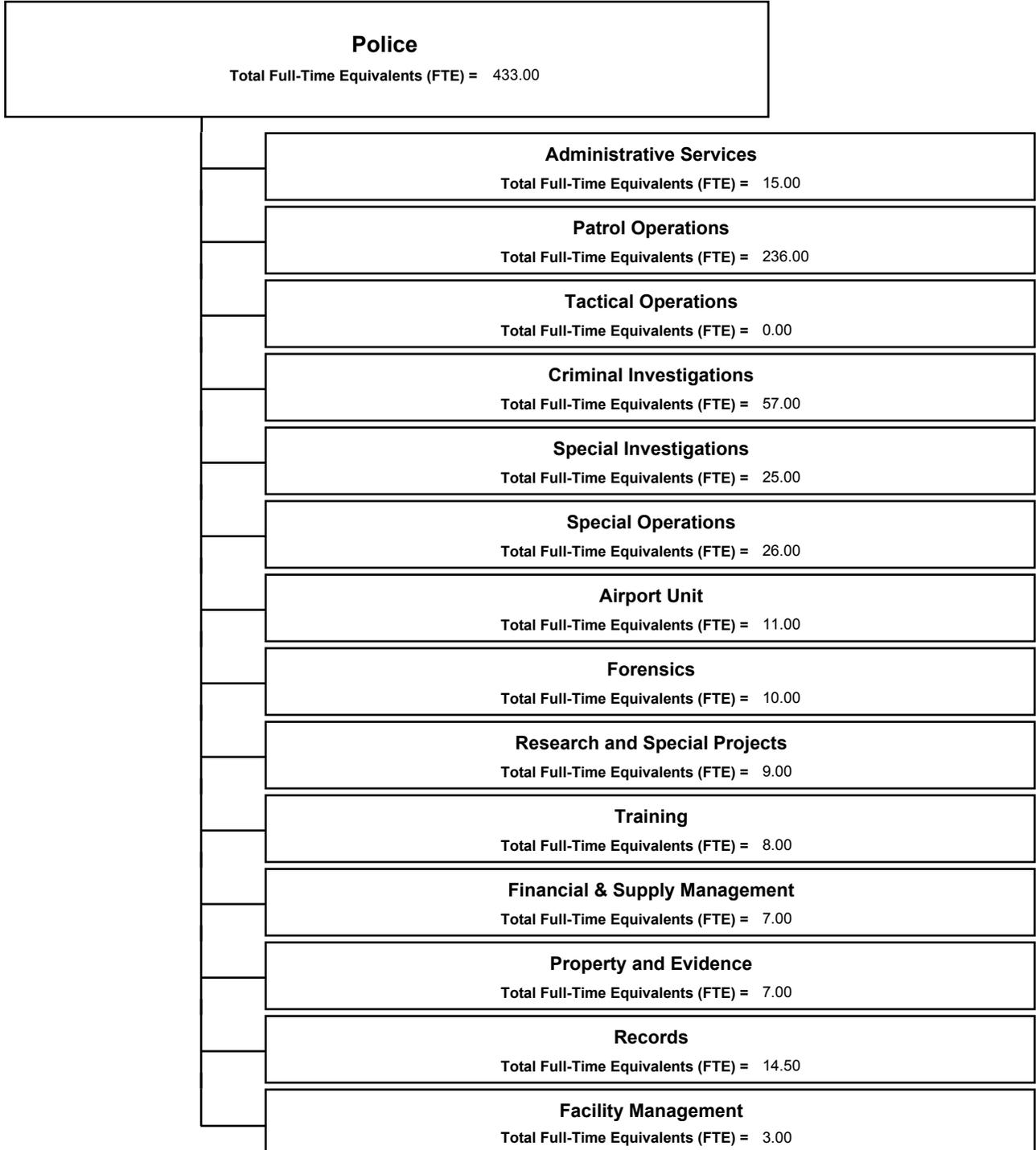
The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into FY15:

Facilities Management and Maintenance of Existing Fire Stations
Fire Hydrant Maintenance and Replacement
Records Management System Upgrade
Construction of Weems Road Fire Station

Safety and Neighborhood Services

Police

Organizational Chart



City of Tallahassee
Fiscal Year 2015 Adopted Budget

Safety and Neighborhood Services

Police

Operating Budget

| <u>Budgetary Cost Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--------------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 210101 Office of the Chief | 1,721,659 | 1,713,456 | 8,955,856 | 9,046,305 |
| 210503 Patrol Operations | 11,747,236 | 21,579,371 | 19,727,627 | 22,952,147 |
| 210504 Southern Patrol Sector | 8,903,195 | 27,940 | 0 | 0 |
| 210505 Tactical Operations | 2,463,738 | 2,551,889 | 2,190,567 | 360,270 |
| 210602 Criminal Investigations | 5,605,642 | 5,492,922 | 5,300,243 | 5,467,731 |
| 210603 Special Investigations | 2,533,067 | 2,608,166 | 2,492,044 | 2,519,130 |
| 210604 Special Operations | 2,956,451 | 2,981,254 | 2,897,324 | 2,999,122 |
| 210606 Airport Unit | 1,281,995 | 1,346,006 | 1,354,031 | 1,373,071 |
| 210610 School Crossings | 241,459 | 241,381 | 236,190 | 236,190 |
| 210611 Police Donations | 6,000 | 6,000 | 6,800 | 6,800 |
| 210614 Forensics | 715,455 | 634,557 | 753,333 | 833,131 |
| 210701 Research and Special Projects | 840,389 | 975,822 | 946,769 | 817,251 |
| 210702 Communications | 1,805,658 | 0 | 0 | 0 |
| 210703 Training | 1,174,858 | 1,018,958 | 1,111,433 | 1,133,459 |
| 210704 Employee Resources | 462,717 | 488,630 | 502,785 | 514,741 |
| 210801 Financial & Supply Management | 5,652,756 | 6,053,770 | 1,205,591 | 1,244,244 |
| 210802 Property and Evidence | 473,318 | 491,513 | 493,173 | 499,144 |
| 210803 Records | 812,726 | 876,173 | 892,104 | 864,763 |
| 210804 Facility Management | 733,933 | 725,320 | 814,353 | 814,353 |
| Total Expenditures | 50,132,252 | 49,813,128 | 49,880,223 | 51,681,852 |

| <u>Expenditure Category Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 40,389,599 | 40,272,649 | 39,455,443 | 40,910,781 |
| Operating | 1,082,801 | 1,097,311 | 1,593,726 | 1,632,379 |
| Capital Outlay | 13,541 | 1,438 | 0 | 292,638 |
| Allocated Accounts | 7,946,749 | 8,053,754 | 8,352,201 | 8,367,201 |
| Utilities and Other Expenses | 251,616 | 223,832 | 272,677 | 272,677 |
| Transfers | 447,946 | 164,144 | 206,176 | 206,176 |
| Total Expenditures | 50,132,252 | 49,813,128 | 49,880,223 | 51,681,852 |

| <u>Funding Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| General Fund | 48,844,257 | 48,461,122 | 48,519,392 | 50,301,981 |
| Donations Operating Fund | 6,000 | 6,000 | 6,800 | 6,800 |
| Airport Operating Fund | 1,281,995 | 1,346,006 | 1,354,031 | 1,373,071 |
| Total Funding | 50,132,252 | 49,813,128 | 49,880,223 | 51,681,852 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Safety and Neighborhood Services

Police

Operating Budget

| <u>FTE Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--------------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 210101 Office of the Chief | 16.00 | 14.00 | 14.00 | 15.00 |
| 210503 Patrol Operations | 117.00 | 209.00 | 209.00 | 236.00 |
| 210504 Southern Patrol Sector | 94.00 | 0.00 | 0.00 | 0.00 |
| 210505 Tactical Operations | 21.00 | 21.00 | 21.00 | 0.00 |
| 210602 Criminal Investigations | 59.00 | 58.00 | 58.00 | 56.00 |
| 210603 Special Investigations | 23.00 | 25.00 | 25.00 | 25.00 |
| 210604 Special Operations | 24.00 | 26.00 | 26.00 | 26.00 |
| 210606 Airport Unit | 11.00 | 11.00 | 11.00 | 11.00 |
| 210614 Forensics | 10.00 | 10.00 | 10.00 | 10.00 |
| 210701 Research and Special Projects | 9.00 | 9.00 | 9.00 | 9.00 |
| 210702 Communications | 0.00 | 0.00 | 0.00 | 0.00 |
| 210703 Training | 8.00 | 8.00 | 8.00 | 8.00 |
| 210704 Employee Resources | 3.00 | 4.00 | 4.00 | 4.00 |
| 210801 Financial & Supply Management | 7.00 | 7.00 | 7.00 | 7.00 |
| 210802 Property and Evidence | 7.00 | 7.00 | 7.00 | 7.00 |
| 210803 Records | 15.00 | 15.00 | 15.00 | 15.00 |
| 210804 Facility Management | 3.00 | 3.00 | 3.00 | 3.00 |
| Total FTE | 427.00 | 427.00 | 427.00 | 433.00 |

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 three 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 patrol and tactical operations. The patrol division utilizes 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 criminal investigations, special operations, and training and development. 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 training and development division includes the research and special projects section, 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

- One key indicator of the city's changing demand for public safety services is the overall number of calls for service. Throughout Tallahassee, calls for service requiring a TPD response increased 11% between FY11 and FY13. The change has not been uniform throughout the city. During the same three year period, calls for service increased in the Northern Sector by 8%, while in the Southern Sector there was an 18% increase. This emerging disproportionate trend in changing crime patterns also holds true for other violent offenses such as robberies and homicides. The rate for calls for service reporting a robbery in some neighborhoods is 61% higher than lower crime neighborhoods. In addition, calls involving a shooting are down 2% in the Northern Sector, while they are up 13% in the Southern Sector. The Southern Sector also experienced a 58% higher rate of crimes involving a firearm.
- While overall violent crime is down, there are still areas in Tallahassee where victimization remains unacceptably high. One of the driving factors for this is violence related to the growing number of street gangs. In 2011, Tallahassee had 14 documented gangs with 223 members; in 2013, there were 17 documented gangs with 288 members. Unfortunately, gang membership reflects the disproportionate change in crime, with most of the growth occurring in Tallahassee's Southern Sector. The disparity in emerging trends clearly shows the need for an increased focus on violence, firearms and gangs.
- TPD's crime fighting strategies are based on a realistic multi-year approach that started by realigning and reallocating existing resources. During the remainder of FY14 the following steps will be taken: realign the current patrol shift schedule to improve coverage citywide; combine the department's two targeted enforcement squads to create a community oriented policing and problem solving (COPPS) squad. The existing COPPS squad's effectiveness is weakened because they must serve all areas of the city. By creating a second COPPS squad, there will be a dedicated COPPS squad for both the Northern and Southern Sectors. One of their primary goals will be to develop constructive relationships with community residents. The Northern COPPS squad will help sustain positive progress in reducing crime and the Southern COPPS squad will work closely with community groups to address the nexus between violence, firearms, drugs and gangs; four sworn positions will be moved from "in-house" positions, with two reassigned to increased staffing on southern patrol squads and two reassigned to the special investigations unit. These positions will be freed up by using existing vacant positions, combining several support functions and creating a robust volunteer program, with program management responsibility assigned to a senior member of the Chief's staff, to better utilize volunteers and enable additional sworn resources to be reassigned during FY15.

Significant Changes From FY 2014

The following service level changes are included in the approved budget for the Police Department's fiscal year 2015 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Safety and Neighborhood Services

Police

City Commission Action

The City Commission approved the budget for the Police Department with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The additional five officers and one sergeant added along with equipment. Fiscal Impact: (\$810,308).
- The additional overtime budget was reduced by \$128,000. Fiscal Impact: (\$128,000).

Safety and Neighborhood Services

Police

Performance Measures

Program Objectives

The department has identified the following program objectives for fiscal year 2015:

- 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

Our community has experienced an overall decrease in crime – approximately 13% since 2011. Underlying this decrease, however, are disturbing trends that clearly indicate the need for an enhanced strategy that includes increased police resources for specific areas within the City. These trends include disproportionate changes in overall calls for service and calls for service involving shootings, narcotics and violence. The Police Department’s crime-fighting emphasis for the next two years will sharply focus on violence, firearms, and illegal narcotics.

One key indicator of the city’s changing demand for public safety services is the overall number of calls for service. Throughout Tallahassee, calls for service requiring a TPD response increased 11% between FY11 and FY13. The change has not been uniform throughout the city. During the same three year time period calls for service increased in the Northern Sector by 8%, while in the Southern Sector there was an 18% increase. This emerging disproportionate trend in changing crime patterns also holds true for other violent offenses such as robberies and homicides. The rate for calls for service reporting a robbery in some neighborhoods is 61% higher than lower crime neighborhoods. In addition, calls involving a shooting are down 2% in the Northern Sector while they are up 13% in the Southern Sector and the Southern Sector also experienced a 58% higher rate of crimes involving a firearm.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of authorized sworn positions | # | 355 | 355 | 355 | 364 |
| Total calls for service | # | 179,482 | 183,000 | 0 | 187,000 |
| Number of cases assigned for investigation | # | 6,394 | 6,600 | 1,739 | 7,000 |
| Total Number of Injury Producing Traffic Accidents | # | 824 | 1,020 | 147 | 1,000 |

| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---------------------------------|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Juvenile civil citations issued | # | 103 | 130 | 47 | 135 |
| Traffic citations issued | # | 30,166 | 30,000 | 2,672 | 31,000 |
| Traffic crashes worked | # | 6,582 | 7,500 | 1,706 | 7,500 |
| Victims served by advocate unit | # | 1,610 | 1,800 | 391 | 1,925 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget

Safety and Neighborhood Services

Police

| Outcome Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of injury producing collisions per 1,000 population | # | 4.49 | 5.56 | 0.80 | 5.44 |
| Officer vacancy rate | # | 1.57 | 3.66 | 0.97 | 3.95 |
| Clearance rate | # | 23.20 | 27.00 | 0.00 | 28.00 |
| Uniform Crime Rate (UCR) | # | 41.01 | 39.77 | 12.40 | 38.97 |
| Violent crime rate | # | 4.61 | 4.52 | 1.10 | 4.38 |
| Property crime rate | # | 36.40 | 35.25 | 11.30 | 34.59 |
| Priority I average response time | # | 6.80 | 7.00 | 0.00 | 6.50 |
| Priority II average response time | # | 10.60 | 11.00 | 0.00 | 10.50 |
| Cost per call for service | \$ | 298.99 | 265.93 | 0.00 | 320.00 |
| Total department cost per capita | \$ | 272.51 | 264.87 | 62.72 | 284.00 |

Safety and Neighborhood Services
Police
Capital Improvement Program Budget

CIP Budget Overview

The FY15 - 19 proposed capital improvement program (CIP) for the Tallahassee Police Department is \$1,425,000, which includes two projects. Detailed project funding descriptions are as follows:

The Police headquarters facility historically 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 proposed for FY15. This will be the sixth consecutive year of funding at \$75,000.

The Police multi-use property and evidence storage facility is proposed at \$750,000 in FY19. This project supports the construction of a 3,800 square foot storage facility within the existing TPD headquarters complex.

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--|----------------------------------|-----------------------------|
| General Government Capital Improvement Fund - GGCIF | 75,000 | 1,425,000 |
| Total Funding | 75,000 | 1,425,000 |

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 2014.

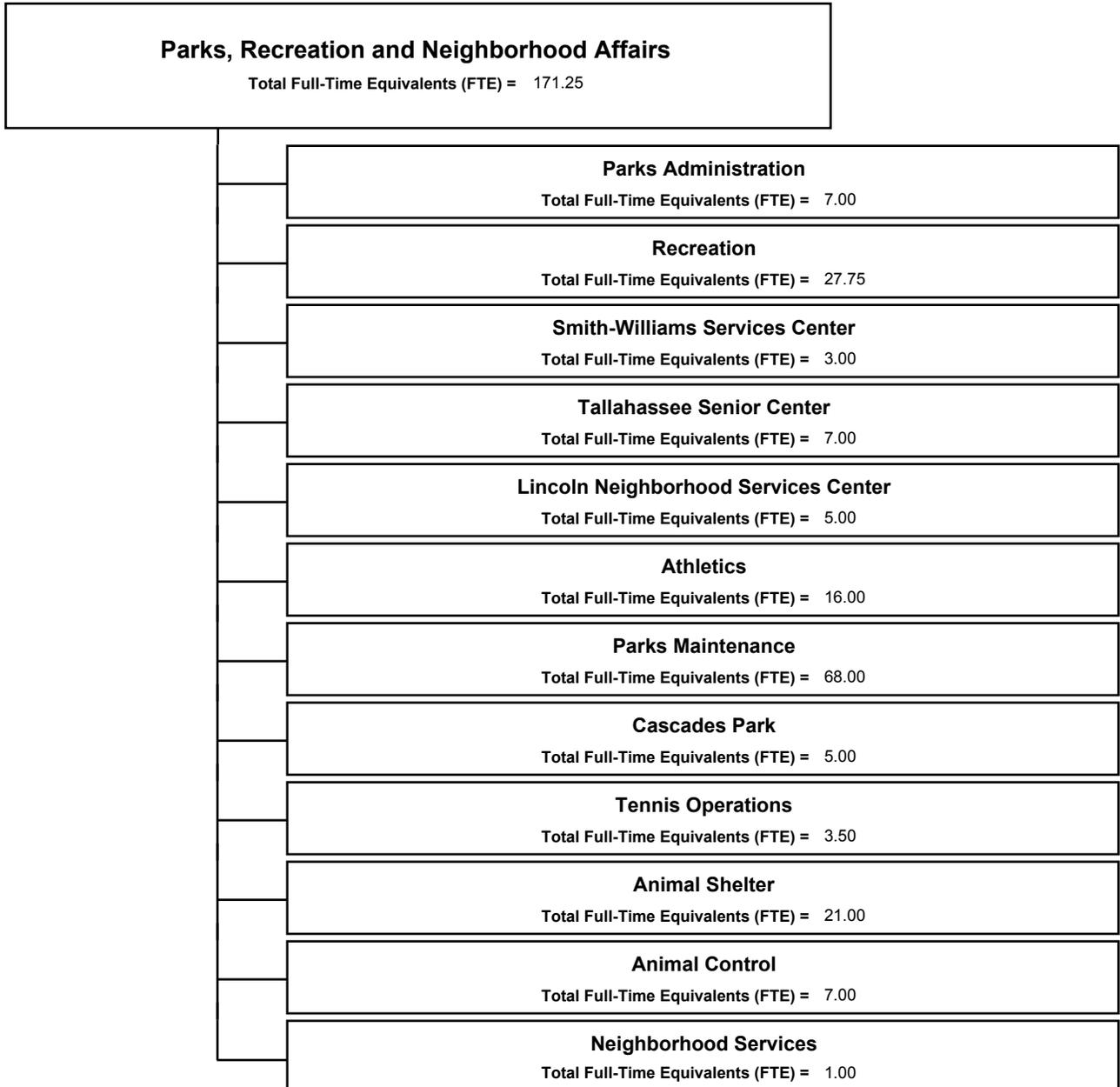
FY14 Police Facilities RR&I

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 2015.

Police Vehicle Video Recording System

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Organizational Chart



City of Tallahassee
Fiscal Year 2015 Adopted Budget

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

Operating Budget

| <u>Budgetary Cost Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 230101 Parks Administration | 2,481,065 | 3,507,629 | 3,636,306 | 3,642,924 |
| 230201 Playgrounds | 828,116 | 857,992 | 887,767 | 893,821 |
| 230203 Sue Herndon McCollum CC | 428,477 | 407,480 | 472,564 | 446,888 |
| 230204 Lafayette Arts and Crafts | 153,160 | 197,784 | 114,771 | 116,039 |
| 230205 Palmer Munroe Youth Center | 390,947 | 398,812 | 432,832 | 423,956 |
| 230206 Lawrence-Gregory CC | 220,703 | 223,006 | 249,109 | 223,039 |
| 230207 LeVerne Payne CC | 90,245 | 74,393 | 77,277 | 80,688 |
| 230208 Jake Gaither Center | 186,280 | 188,777 | 193,606 | 193,606 |
| 230209 Walker Ford Center | 398,944 | 334,297 | 334,758 | 341,295 |
| 230210 Oven Park | 163,210 | 162,481 | 171,544 | 171,544 |
| 230213 McLean Center | 386,324 | 409,908 | 487,052 | 486,147 |
| 230215 Smith-Williams Services Center | 245,736 | 250,305 | 266,171 | 268,214 |
| 230216 Tallahassee Senior Center | 570,281 | 582,660 | 606,462 | 590,882 |
| 230217 Lincoln Neighborhood Services Center | 380,913 | 393,158 | 425,225 | 430,066 |
| 230301 Major Adult Sports | 438,056 | 430,297 | 467,198 | 467,198 |
| 230302 Major Youth Sports | 264,898 | 268,904 | 272,943 | 262,869 |
| 230303 Aquatics | 608,402 | 621,380 | 768,297 | 768,297 |
| 230304 Minor Sports | 117,906 | 117,906 | 154,776 | 154,776 |
| 230305 Gymnastics | 704,106 | 702,224 | 815,795 | 815,795 |
| 230306 Trousdell Aquatic Center | 483,491 | 483,491 | 461,203 | 461,203 |
| 230307 Jack McLean Aquatic Center | 270,236 | 273,733 | 334,477 | 330,476 |
| 230401 Parks Maintenance | 6,042,698 | 6,729,583 | 5,971,770 | 5,981,299 |
| 230402 Cascades Park | 70,980 | 344,302 | 633,784 | 683,439 |
| 230511 Gaither Operations | -53 | 0 | 0 | 0 |
| 230601 Tennis Operations | 754,273 | 750,688 | 732,019 | 730,412 |
| 230701 Animal Shelter | 1,895,411 | 1,698,177 | 1,746,461 | 1,766,925 |
| 230702 Animal Control | 557,625 | 487,373 | 440,656 | 440,656 |
| 231001 Neighborhood Services | 74,884 | 75,857 | 75,348 | 75,348 |
| Total Expenditures | 19,207,314 | 20,972,597 | 21,230,171 | 21,247,802 |
| <u>Expenditure Category Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
| Personnel Services | 12,639,070 | 12,960,120 | 13,005,039 | 13,022,670 |
| Operating | 2,165,023 | 2,254,088 | 2,883,378 | 2,883,378 |
| Capital Outlay | 229,725 | 286,043 | 200,000 | 200,000 |
| Allocated Accounts | 2,637,259 | 3,292,392 | 2,842,014 | 2,842,014 |
| Utilities and Other Expenses | 1,300,464 | 1,937,719 | 2,238,625 | 2,238,625 |
| Transfers | 235,773 | 242,235 | 61,115 | 61,115 |
| Total Expenditures | 19,207,314 | 20,972,597 | 21,230,171 | 21,247,802 |
| <u>Funding Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
| General Fund | 19,207,314 | 20,972,597 | 21,230,171 | 21,247,802 |
| Total Funding | 19,207,314 | 20,972,597 | 21,230,171 | 21,247,802 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

**Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs**

Operating Budget

| <u>FTE Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 230101 Parks Administration | 8.00 | 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 | 2.75 | 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 | 4.00 | 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 | 5.00 | 5.00 | 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 | 73.00 | 68.00 | 68.00 | 68.00 |
| 230402 Cascades Park | 0.00 | 5.00 | 5.00 | 5.00 |
| 230601 Tennis Operations | 3.50 | 3.50 | 3.50 | 3.50 |
| 230701 Animal Shelter | 19.00 | 21.00 | 20.00 | 21.00 |
| 230702 Animal Control | 7.00 | 7.00 | 7.00 | 7.00 |
| 231001 Neighborhood Services | 1.00 | 1.00 | 1.00 | 1.00 |
| Total FTE | 170.25 | 171.25 | 171.25 | 171.25 |

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. This division also operates and maintains two of the City's Service centers (Smith-Williams Service Center and the Lincoln Neighborhood Service 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.
- Athletics 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, Annual Neighborhood Leadership Academy and Neighborhood Partnership Grant.
- Palmer Munroe Teen Center: provides a dedicated center for teen youth development. A place for teens to expand their opportunities, learn social responsibility, and civic awareness. Collaboration between the City of Tallahassee, Leon County, Leon County Schools, and the Department of Juvenile Justice, the Palmer Munroe Teen Center offers a unique blend of educational classes, workshops, programs and recreation activities for youth.
- Senior Services Division: 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 FY15:

- Cascades Park opened to the public in March 2014.
- Lafayette Heritage Trail Bridge construction was completed and revealed on March 4, 2014. This amenity allows pedestrians and bikers to have a safe passage across the CSX railroad. In addition, this connects the Lafayette Heritage park trail with the J.R. Alford greenway and allows all citizens of Leon County to enjoy an extensive active trail system.
- Tallahassee's active adult population age 60 and older has grown by 23% since 2003. This 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. With the increased number of older adults, another full service Senior Center is needed to accommodate today's seniors as well as the future generations of older adults in our community. Design and construction funds are requested in the Capital Budget. Additional operating budget funds will be needed once the facility opens.
- Funding for Northwest Park remains a high priority for the Department and community. The Department's Capital Budget includes a request to have this funding included in the FY 2017 budget for Phase I construction.

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for the Department of Parks, Recreation and Neighborhood Affairs' fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

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 the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The transfer of one full-time position from Solid Waste to the Animal Shelter. This position will be reclassified to a Foster Care Coordinator position. Fiscal Impact: \$27,624.

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Performance Measures

Program Objectives

The department identified the following program objectives for FY 2015:

- 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 cost per operational hour in community centers was lower at the end of FY13 than in previous years. This will be a trend that PRNA will continue to monitor closely as it is an indicator that the centers are more efficient. The centers typically have more hours of operation in the summer months. The department expects to see similar numbers by the end of FY14.

The percentage of expenditures recovered through user fees and charges is lower in FY13 than previous years due to PRNA no longer being responsible for the operations of the golf courses. With the current target at 22.4%, PRNA expects to reach this target and remain at the same or a similar position by the end of 2014.

The number of Youth athletic teams served continues rises over the past five years, whereas the number of Adult athletic teams has seen a slight reduction.

The Animal Services Center did see a reduction in the number of stray dogs and cats captured. With the addition of the new Veterinarian position added in FY14, the center expects to see continued reduction to the number of strays due to the increase in the number of spay and neuter surgeries they will be able to perform prior to animals leaving the center. They still rely heavily on volunteer hours to maintain current service levels.

PRNA will evaluate the measures that are currently being reported and determine if other measures are deemed appropriate to increase or reduce in FY15.

| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of adult athletic teams served | # | 389 | 515 | 180 | 515 |
| Number of animals adopted | # | 2,838 | 3,200 | 659 | 3,200 |
| Number of participant hours at the Arts & Crafts center | # | 41,036 | 42,000 | 3,036 | 42,000 |
| Number of youth athletic teams served | # | 664 | 670 | 457 | 0 |
| Total number of stray cats captured | # | 2,944 | 4,000 | 495 | 4,000 |
| Total number of stray dogs captured | # | 2,410 | 5,560 | 587 | 5,560 |

City of Tallahassee
Fiscal Year 2015 Adopted Budget

Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Average maintenance cost per park acre | \$ | 5,434.24 | 5,237.37 | 1,333.53 | 5,237.37 |
| Cost per operational hour in community centers | \$ | 91.59 | 95.27 | 81.88 | 95.27 |
| Cost per participant hour at the Arts and Crafts Center | \$ | 3.73 | 11.27 | 16.04 | 11.27 |
| Number of acres of active park (FBC Measure) | # | 1,182.36 | 1,204.22 | 1,182.36 | 1,204.22 |
| Number of acres of passive park (FBC measure) | # | 2,346.17 | 2,346.17 | 2,346.17 | 2,346.17 |
| Number of park acres per 1,000 population | # | 12.81 | 23.65 | 12.81 | 23.65 |
| Per capita cost for Parks and Recreation expenditures | \$ | 69.60 | 96.62 | 17.08 | 96.62 |
| Percentage of expenditures recovered through user fees and charges | % | 24.30 | 22.40 | 7.70 | 22.40 |
| Total number of cats adopted | # | 1,271 | 1,000 | 337 | 1,000 |
| Total number of dogs adopted | # | 1,453 | 1,700 | 322 | 1,700 |
| Total number of other pets adopted | # | 114 | 100 | 11 | 100 |

**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 five projects in the amount of \$19,925,000 for FY15-19. The FY15 capital budget includes two projects with a total appropriation of \$675,000 for the FY15 PRNA RR&I Master Project and the Animal Service Center RR&I project. The following capital projects were approved for funding in the out years (FY16-FY19): Northwest Park in FY16 for \$500,000 and in FY17 for \$7.5 million, the New Senior Center for \$500,000 in FY16 and \$5,000,000 in FY17, the Basketball Volleyball Gym for \$2,500,000 in FY16 and the Tom Brown Light Poles project for \$850,000 in FY19.

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--|----------------------------------|-----------------------------|
| 2020 Sales Tax | 0 | 16,000,000 |
| General Government Capital Improvement Fund - GGCIF | 75,000 | 2,475,000 |
| General Government Capital Project Account - GGCPA | 0 | 850,000 |
| Internal Loan Fund-General Government | 600,000 | 600,000 |
| Total Funding | 675,000 | 19,925,000 |

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 2014:

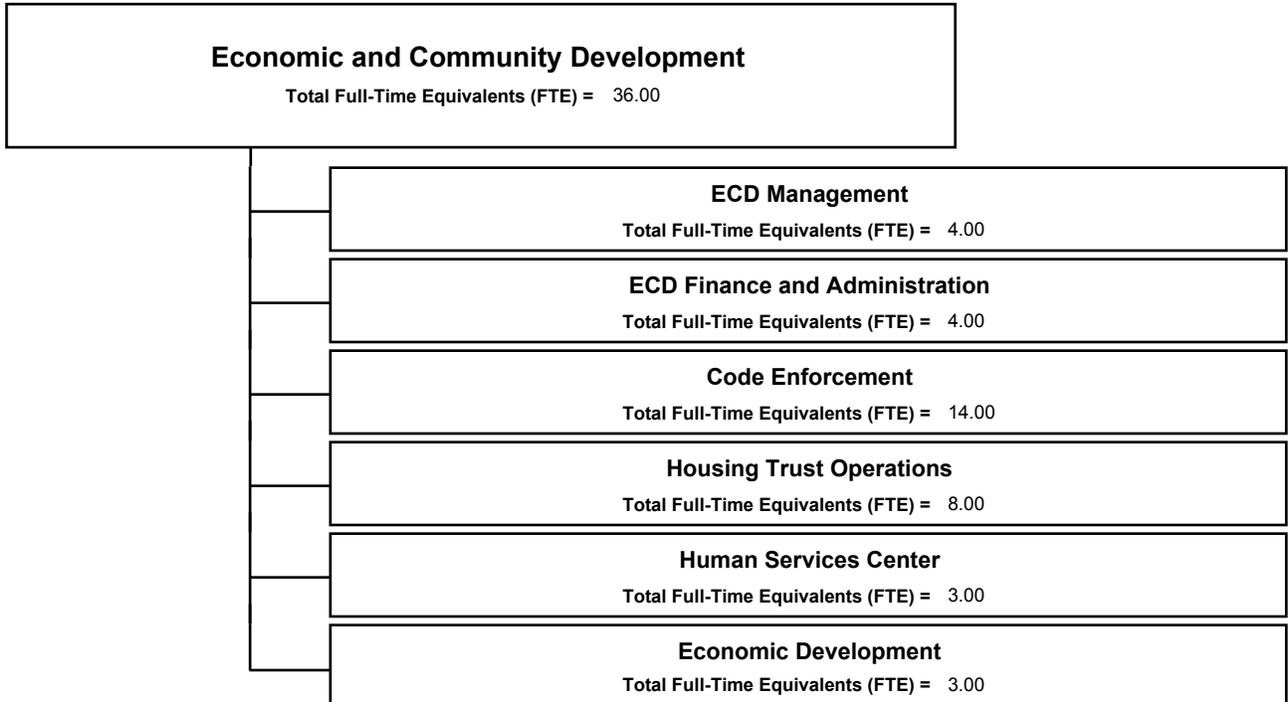
None.

Continued Capital Projects

The following list represents major projects with a magnitude greater than \$50,000, which are expected to continue into fiscal year 2015:

Northwest Park Pond
Elberta Crate
Middle Brook Conveyance
Lafayette Heritage Trail
Four Points Bikeway Trail Head
Tallahassee Junction Bikeway Trail

Safety and Neighborhood Services
Economic and Community Development
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

**Safety and Neighborhood Services
Economic and Community Development**

Operating Budget

| <u>Budgetary Cost Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 260101 ECD Management | 1,022,033 | 445,464 | 630,622 | 730,996 |
| 260103 ECD Finance and Administration | 272,237 | 162,557 | 349,139 | 356,320 |
| 260601 Code Enforcement | 720,377 | 913,026 | 975,926 | 990,376 |
| 260901 Housing Trust Operations | 351,248 | 544,278 | 508,389 | 407,968 |
| 260902 Human Services Center | 1,153,332 | 1,453,196 | 1,194,546 | 1,200,272 |
| 261002 ECD Donations | 75,000 | 75,000 | 75,000 | 75,000 |
| 262001 Economic Development | 310,291 | 209,137 | 418,210 | 414,816 |
| Total Expenditures | 3,904,518 | 3,802,658 | 4,151,832 | 4,175,748 |

| <u>Expenditure Category Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 1,986,530 | 2,190,673 | 2,227,467 | 2,251,383 |
| Operating | 96,443 | 85,665 | 131,341 | 131,341 |
| Allocated Accounts | 598,436 | 225,053 | 516,960 | 516,960 |
| Transfers | 1,223,109 | 1,301,267 | 1,276,064 | 1,276,064 |
| Total Expenditures | 3,904,518 | 3,802,658 | 4,151,832 | 4,175,748 |

| <u>Funding Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| General Fund | 3,829,518 | 3,727,658 | 4,076,832 | 4,100,748 |
| Donations Operating Fund | 75,000 | 75,000 | 75,000 | 75,000 |
| Total Funding | 3,904,518 | 3,802,658 | 4,151,832 | 4,175,748 |

| <u>FTE Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 260101 ECD Management | 3.75 | 3.75 | 3.00 | 4.00 |
| 260103 ECD Finance and Administration | 4.00 | 4.00 | 4.00 | 4.00 |
| 260601 Code Enforcement | 14.00 | 14.00 | 14.00 | 14.00 |
| 260901 Housing Trust Operations | 9.00 | 9.00 | 9.00 | 8.00 |
| 260902 Human Services Center | 3.00 | 3.00 | 3.00 | 3.00 |
| 262001 Economic Development | 3.20 | 3.20 | 3.00 | 3.00 |
| Total FTE | 36.95 | 36.95 | 36.00 | 36.00 |

Safety and Neighborhood Services

Economic and Community Development

Summary of Services Provided

The Economic and Community Development Department provides services to the Tallahassee community through Code Enforcement, Housing and Community Development, Human Services, Economic Development and Minority Business Enterprise programs with thirty-six full-time employees. The department currently provides over 73,000 hours of service annually to maintain day-to-day operations that:

- > Ensure the integrity of neighborhoods are maintained and preserved through code enforcement activities such as lot mowing, towing of inoperable vehicles, boarding of dangerous, abandoned and vacant properties, eliminating housing code violations through voluntary compliance as well as administrative/quasi-judicial hearing processes.
- > Eliminate neighborhood blight and unsafe housing conditions through affordable housing owner-occupied rehabilitation programs, emergency repairs, permanent and temporary relocations, code enforcement rehabilitations and accessibility rehabilitation programs.
- > Increase home ownership with homebuyer counseling and 1st-time home buyers down payment assistance.
- > Contract with 47 local human and social service agencies to provide direct services for children and families, at-risk youth, after-school programs, homelessness prevention, food programs, medical care for low-income and homeless populations, basic living services, and senior services programs.
- > Provide economic development incentive programs designed to increase local employment opportunities, encourage business expansions and relocation to the Tallahassee community, support locally owned small and minority businesses through city procurement and administrative policies, certification programs, training partnerships, workshops and other business incentive opportunities.
- > Assist in maintaining historical properties through a grant and loan program specifically aimed at restoring and rehabilitating eligible historic structures listed in the National or Local Register of Historic Places.

Safety and Neighborhood Services Economic and Community Development

Trends and Issues

Code Enforcement Program

1. Increased proliferation of snipe signs placed illegally within the right-of-way and utility poles continues to clutter our community roadsides. A stronger enforcement tool such as the issuance of civil citations and fines for repeat offenders is a viable solution to drastically improve staff's ability to manage the current situation. As the 2014 political season gears up for the November State elections, staff anticipates the placement of signs in the right-of-way will exacerbate the litter and clutter within the city limits and impede staff's ability to maintain current service levels to address other health and safety issues related to housing and commercial building code violations.
2. Maintaining abandoned foreclosed properties through the lot mowing and boarding of dangerous buildings program continues to impact the limited financial resources within the operating budget of Code Enforcement. Implementation of a "Bank Foreclosure Property Registry Ordinance" that requires banks to pay a fee per home to register a property that is being foreclosed on or that the bank is filing a Lis Pendens could offset the increased costs currently draining limited operating funds from other code programs.

Housing Development Program

1. Uncertainty of the State Housing Initiative Partnership grant (SHIP) funding from the State of Florida continues to limit the ability of the program to address housing problems in areas of the community that cannot be addressed through the utilization of Federal grant funds. As of March 28th Governor Scott, the House of Representatives and the FL Senate are not in agreement regarding the amount of SHIP funding for FY 2015. SHIP funding provides more flexibility to address problems for houses located in flood prone areas, where federal funds cannot be used. The impact of diminished SHIP funds impacts staff response time to address homeowner rehabilitation needs because the use of federal grant funds requires more stringent administrative procedures, environmental reviews, etc.
2. The continued reduction of Federal grant funds continues to impact the level of funds available to address affordable housing issues within our poorest communities. In FY 2015 CDBG grant funds will be reduced by \$34,214, the city is expected to receive \$1,761,861; the HOME grant funds expected for FY 2015 will be \$756,500 (an increase of \$6,579) and Emergency Shelter grant funds are expected to be \$145,911 (an increase of \$22,204 from FY2014).
4. There is a renewed interest in the water and sewer fee waiver program relative to multifamily rental housing as the Tallahassee area has become more able to compete for funding from its major source at Florida Housing Finance Corporation. Twelve developments of approximately 100 units each competed for low income housing tax credits in 2014. Our current level of funding in the Capital Budget is not sufficient to fund more than one or two developments in 2015. Under the current ordinance a development of 100 units is eligible to receive \$150,000.

Minority Business Enterprise/Economic Development Program

1. Successful implementation of the revised MWSBE Policy and Procedures approved by the City Commission in January of 2014 as well as the implementation of a new PRISM Contract Management Compliance Software system will certainly stress limited staff resources (3 full-time employees) currently available within the department in FY 2015. Significant training is required for all city departments and all currently certified MWSBEs is the priority of the department. Additional staff resources will be needed to ensure the effective implementation of the new software and the program revisions.
2. The elimination of the Coordinator of Special Projects from the department has created a staffing deficit within the department's management unit. The management team is examining alternative staffing schemes that can effectively absorb the numerous economic development programs previously staffed through the CRA.

Human Services Program

Safety and Neighborhood Services

Economic and Community Development

1. Increasing financial needs from direct service providers for additional funds through the CHSP annual process as well as the increasing basic living needs of clients receiving those services are some of the ongoing issues. Decreasing federal and state grant funds, and diminishing private contributions to local human and social service agencies through the annual fund raising events continues to place a strain on the ability to adequately fund the local providers of services to our community.

Persistent funding limitations (scarcity of resources) may result in the following community challenges:

- Reduced ability to secure outside funding.
- Inability to initiate, enhance, or expand service delivery models to meet the growing and changing needs of the community.
- Loss of neighborhood-based services.
- Community needs overwhelming the current social service delivery systems.
- Significant amount of agency competitiveness.
- Inability to implement an effective “continuum of care model” (or using the current terminology, a “seamless system” of care), which focuses on the total needs/issues affecting the individual, family, or community.
- Agency representatives directly lobbying Commissioners and utilizing the “back door” funding strategy.
- In Leon County, over 56,000 (22.3%) individuals are presently living below the poverty level, compared to the State of Florida’s poverty rate of 14.7%.
- Each month, approximately 18-20,000 Leon County residents access food assistance; many of them represent the working poor and fall within the “food insecurity” category (e.g., those persons/families struggling to meet the most basic, fundamental needs such as deciding whether to pay for housing, transportation or food). Demonstrating the demand for food – a fundamental basic need, last year, the Good News Soup Kitchen, which provides a noonday meal for persons who are food deprived, served over 44,510 meals. And 16,614 individuals/families also received monthly food support through their Food Pantry.
- Over 11,842 children in Leon County live in poverty (U.S. Census Bureau, American Community Survey, 2011), which represents one in four (23.5%) of the total population under age 18.
- 20.2% of all Leon County families with children live below the poverty line—a rate that increases to a startling 36% of families when focusing solely on single-parent households with children.
- Many of the agencies that typically provide basic needs assistance have been experiencing a steady stream of budget cuts. While HUD CDBG-R funds were utilized for the past few years to increase the availability of basic needs services, these funds have now been expended. The loss of resources will have a significant community impact and will lead to more rationing of limited resources.
- The continued trend in privatizing mandated state and federal functions is also significantly affecting our local community. Oftentimes, these initiatives are not fully funded; consequently, agencies must secure alternative funding in order to meet statutory mandates. Moreover, due to shortfalls in revenues at the local, state and federal levels, most organizations, including the local school district and higher education institutions are facing significant budget cuts. The irony of this scenario is that while the demands for social services are steadily increasing, human service resources are continuing to shrink.

Economic & Community Development Department Workforce

- 33% of the department’s current workforce has been identified as eligible for retirement over the next 5 -years through a recent Equity and Workforce Development and Human Resources analysis of potential retirees. In response to the potential loss of critical positions and experienced leadership, the department is actively encouraging staff participation in the Employee Mobility Achievement Program and Succession Planning Individual Development Plan.
- Department management is continuing its efforts to foster a culture of employee appreciation and empowerment with quarterly department staff meetings that celebrate successes, encourages achievement and creativity and motivates employees to take ownership and personal responsibility in the services they provide to citizens. The quarterly staff meetings are also used to introduce wellness opportunities (guest speakers) and other quality of life enhancing opportunities to the department’s workforce.

Safety and Neighborhood Services

Economic and Community Development

- In FY 2013 staff was assigned responsibility for providing administrative support to the 18-member Cultural Plan Review Committee that was appointed by the City and County Commissions to review and update the 2003 Capital Area Cultural Plan. The Committee and its six subcommittees conducted over 100 hundred public meetings and four major community workshops in coordination with COCA from January 2013 – January 2014. It has been estimated by staff that for every one hour of committee meeting time, staff spent 5 to 6 hours completing tasks associated with preparing and following up on each scheduled meeting. This special assignment was a major commitment of staff resources that culminated with the presentation of the final report in February 2014.
- On February 12, 2014, the City Commission accepted the Capital Area Cultural Plan as presented by the Committee and the recommendation for the establishment of a 2-year Implementation Oversight Committee that will work with COCA and other community stakeholders to implement the new Cultural Plan. The impact on staff's workload was tremendous over the past year; one key staff position became vacant mid-way through FY2013. The position was subsequently reclassified and removed from the department's roster effective FY2014. Department staff resources have been stretched to the point of exhaustion. The Cultural Plan Oversight Implementation Committee will be an appointed committee that is subject to operating under the Florida Sunshine Law, thus staff will resume a high level of involvement in the implementation process. It is imperative that replacement of Special Coordinator of Projects position within the department be considered by city leadership when the Cultural Plan Oversight Committee resumes its active role for ensuring the successful implementation of the new Cultural Plan.

Conclusion

In the last quarter of FY 2013, the staff composition of the department was changed with the reorganization and separation of the Community Redevelopment Agency (CRA). The impact of this reorganization is still being realized within the department as the CRA staff provided assistance for the management and coordination for numerous economic development programs. The loss of support provided through CRA staff, coupled with the reclassification and removal of the Coordinator for Special Projects from the department has created a staffing void for the effective management of the economic development programs. Management is reviewing all available options to resolve the matter effectively in this fiscal year. The current budget funding level is:

- sufficient for the department to ensure the ongoing implementation and city-wide training efforts for 198 certified MWBEs associated with the updated and revised MBE Policy and the new PRISM Contract Compliance Management Software is successful in FY 2015.
- sufficient for the department to effectively manage approximately 47 social and human services contracts and the CHSP process and its ongoing process improvements in FY 2015.
- sufficient for the department to manage the numerous affordable housing programs and grants
- sufficient for the department's code enforcement programs to preserve and maintain the integrity of Tallahassee neighborhoods that cover 106 square mile area in the city limits.
- sufficient for staff to manage special projects as directed by city leadership to address the ongoing needs for economic and community development in Tallahassee.

Significant Changes From FY 2014

The following service level changes were funded in the Department of Economic and Community Development's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Safety and Neighborhood Services
Economic and Community Development

City Commission Action

The City Commission approved the budget for Economic and Community Development's fiscal year 2015 budget with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Safety and Neighborhood Services
Economic and Community Development
Performance Measures

Program Objectives

Quality of Life/Innovation Target Issue Priorities

Build on partnerships recently developed addressing homelessness to find ways to move people into permanent housing:

In early 2013 the City became part of a working group composed of representatives from the United Way, Leon County, The Shelter and the Renaissance Community Center to address operating problems at the homeless shelter in Frenchtown. That working group ultimately developed a strategy for a new comprehensive human services facility. The proposed new facility will be approximately 36,000 square-feet and provide emergency shelter for single men and women and a medical care and support services to help transition homeless persons from emergency shelter to permanent housing.

The implementation strategy for constructing this new facility requires the acquisition by the Community Redevelopment Agency (CRA) of the existing Shelter Inc. and Renaissance Community Center properties in Frenchtown. The proceeds from the sale of these properties will be used to support the construction and operational costs of the new comprehensive services facility. The CRA approved the property acquisition request in November. In December the City Commission authorized the lease of a 3.8 parcel on Pensacola Street which will be the site of the new facility. In January the City, County and United Way approved a request for \$500,000 from each entity to support a portion of the \$4.5 million in construction costs for the new facility. The current schedule has the new facility completed in calendar 2014.

Economic Development

Make the City of Tallahassee the Smartest City in Florida. Take advantage of the technology now available to deliver services more efficiently and effectively. In January 2014 the City Commission approved revisions to the Minority Business Enterprise (MBE) policy. These revisions include the creation of a Small Business Enterprise (SBE) support program and enhanced MBE program reporting and monitoring. The City has also acquired specialized software which will assist in monitoring City contracts and operating budget expenditures using certified MBE and SBE businesses. The PRISM Contract Compliance Management Software system is anticipated to be implemented by the first part of FY 2015. Training for city departments and local businesses participating in the city's MWSBE/DBE program will also receiving training on the use of the system.

CHSP Process & Implementation of Process Improvements

Recommendations implemented during fiscal year 2013/2014

- Implementing cost saving measures by requiring submission of the CHSP application on flash drive (resulted in approximately \$30,000 in agency savings)

Recommendations targeted for implementation during fiscal year 2015/2016 include:

- Staff developing the capacity for agencies to complete the CHSP application process online and retrieve aggregate, programmatic data

City Manager's Resolution

4. DMA and ECD are working together on a return on investment analysis that will be done on CDC operations and CHSP funds to ensure that expended public resources are resulting in measurable achievements within these two programs and to provide management with data to be utilized during the allocation of resources.

Safety and Neighborhood Services Economic and Community Development

Analysis of Performance Measures

Code Enforcement Service Community Impact

1. Five hundred thirty-five dangerous building and housing code violation cases initiated in FY 2013.
2. Three hundred and six dangerous building and housing code violation cases brought into voluntary compliance while 65 cases brought into compliance through the administrative/quasi-judicial process.
3. Four thousand one hundred thirty-eight nuisance and other referral code violation cases were initiated in FY 2013.
4. Three thousand seven hundred thirty nuisance cases were brought into voluntary compliance while one hundred and fifty-two cases were brought into compliance through the administrative/quasi-judicial process.

Housing and Community Development's Community Impact

1. Eighty-four emergency home repairs were completed in FY 2013 @ an average cost of \$5,400.
2. Twenty-one owner occupied rehabilitations were completed in FY2013 @ an average cost of \$35,700.
3. Twenty-one temporary relocations were provided to residents living in substandard housing conditions in FY 2013.
4. Down payment assistance was provided to Twenty-one 1st – time homebuyers @ an average cost of \$8,900 in FY2013.
5. Fourteen homeowners were removed from unsafe living conditions and provided with permanent relocation assistance in FY 2013.
6. Four hundred fifty-three persons in 122 households were provided with homeless assistance funding in FY 2013.

Human Services Community Impact

1. One hundred thirty-six children received supportive services through the Smith-Williams Service Center's After-School, Summer Enrichment, and Girls Mentoring programs in the Bond and Southside neighborhoods in FY 2013.
2. Fifty low-income seniors residing in the Bond and Southside neighborhoods received food through the Senior Solutions Expansion program in cooperation with Elder Care Services and the Smith-Williams Service Center.
3. Kids, Incorporated provided 495 Leon County children with early education intervention services and forty-four at-risk prenatal women received prenatal support that resulted in a 100% rate for the delivery of healthy babies.
4. Over 20,766 Leon County residents received food support equivalent to 1,169,400 meals through America's Second Harvest Food Bank in FY 2013.
5. Two hundred forty-three individuals received addiction recovery services through A Life Recovery Center located in the Frenchtown community.
6. Eight hundred and ninety-nine HIV/AIDS clients received direct services through the Big Bend Cares agency's HIV/AIDS Client Care program that includes medical case management, mental health and substance abuse counseling, housing assistance, support groups and other basic needs services.
7. In Leon County alone, Elder Care Services assisted 4,783 seniors from low-income households. These services include providing 75,552 meals to homebound seniors, as well as providing emergency assistance such as heaters and fans.

Minority Business Enterprise and Economic Development Community Impact

1. Over \$5,529,000 in city funds were committed or awarded to certified MBE/DBE firms in FY 2013.
2. The City supports small business growth through its partnerships with the Economic Development Council, the FAMU Small Business Development Center, Workforce Plus and other organizations. The MBE program co-sponsored 12 workshops and training opportunities specific to MBE/DBE firms in partnership with several state and local agencies.

Safety and Neighborhood Services

Economic and Community Development

3. At the 2013 September Economic Development Target Issue meeting these organizations provided a report on their current activities. Highlights of the report included: the successful recruitment of the Kaye Scholer legal operations center to Tallahassee which generated 100 new jobs.

4. Implementation of the Entrepreneurial Excellence Program which had provided support for 60 local companies and the launch of the Start Up Quest program by Workforce Plus. These partnerships have contributed significantly to the City's efforts to create new jobs and combat the impacts of the recession. In 2013 the City's unemployment rate had dropped to 6% which was significantly lower than the state and national rate.

5. In 2013 the City created the Business Advocate position within the City Manager's Office. The Business Advocate works directly with local business interests to assist them in their interactions with the City. The Advocate also acts as an ombudsman in helping businesses work with various City departments.

| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|-----------------|----------------|----------------|-------------|----------------|
| Number of nuisance violation cases brought into compliance through admin/judicial process | # | 152 | 70 | 49 | 70 |
| Number of nuisance violation cases brought into voluntary compliance | # | 3,730 | 4,800 | 960 | 4,800 |

| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|-----------------|----------------|----------------|-------------|----------------|
| CHSP service units provided to clients | # | 291,130 | 264,000 | 24,261 | 264,000 |
| Code enforcement cases | # | 4,788 | 5,500 | 1,463 | 5,500 |
| Down payment assistance avg. cost per unit | \$ | 8,900 | 0 | 8,625 | 0 |
| Emergency home repair avg. cost per unit | \$ | 5,400 | 0 | 4,843 | 0 |
| Homeowner rehab. program avg. cost per unit | \$ | 35,700 | 40,000 | 30,496 | 40,000 |
| Human service grants awarded | # | 47 | 40 | 282 | 40 |
| Number of bi-annual meetings with city departments relative to MBE programs and objectives | # | 0 | 2 | 0 | 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 | # | 194.00 | 210.00 | 32.17 | 210.00 |
| Number of dangerous building and housing code violations brought into voluntary compliance prior to the judicial process | # | 306 | 160 | 135 | 160 |
| Number of dangerous building and housing code violations initiated during reporting period | # | 535 | 500 | 278 | 500 |
| Number of nuisance and other (referrals) code violations cases initiated during reporting period | # | 4,138 | 5,400 | 1,285 | 5,400 |
| Total number of FTE | # | 36.95 | 36.00 | 0.00 | 36.00 |
| Total operating budget | \$ | 3,829,516 | 3,752,712 | 3,497,643 | 4,175,748 |

Safety and Neighborhood Services
Economic and Community Development
Capital Improvement Program Budget

CIP Budget Overview

Each project in the Economic and Community Development will retain balances available from FY 2014 to fund items in FY 2015.

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--|----------------------------------|-----------------------------|
| General Government Capital Improvement Fund - GGCIF | 150,000 | 350,000 |
| Total Funding | 150,000 | 350,000 |

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 2014.

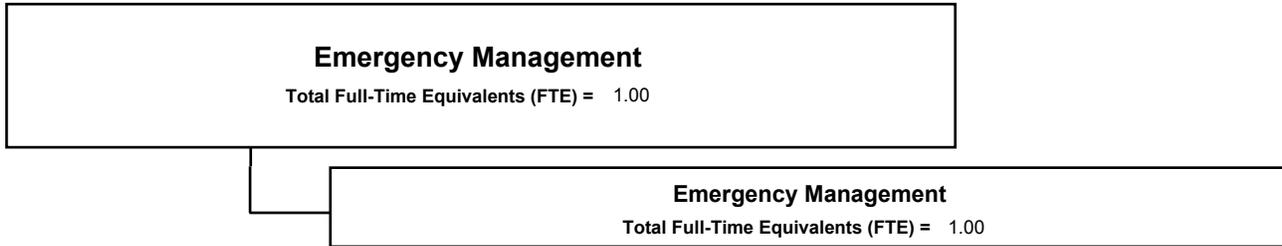
Historic Grant and Loan Pool
Downtown Pedestrian and Vehicular Improvements
Water and Sewer System Charge

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to start in FY 2015:

Water and Sewer System Charge

**Safety and Neighborhood Services
Emergency Management
Organizational Chart**



Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-----------------------------|-------------------|----------------------|---------------------|---------------------|
| 510101 Emergency Management | 117,487 | 131,795 | 133,410 | 133,410 |
| Total Expenditures | 117,487 | 131,795 | 133,410 | 133,410 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------|-------------------|----------------------|---------------------|---------------------|
| Personnel Services | 94,860 | 98,572 | 100,959 | 100,959 |
| Operating | 6,011 | 8,481 | 16,898 | 16,898 |
| Allocated Accounts | 16,616 | 24,742 | 15,553 | 15,553 |
| Total Expenditures | 117,487 | 131,795 | 133,410 | 133,410 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|-------------------|----------------------|---------------------|---------------------|
| General Fund | 117,487 | 131,795 | 133,410 | 133,410 |
| Total Funding | 117,487 | 131,795 | 133,410 | 133,410 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-----------------------------|-------------------|----------------------|---------------------|---------------------|
| 510101 Emergency Management | 1.00 | 1.00 | 1.00 | 1.00 |
| Total FTE | 1.00 | 1.00 | 1.00 | 1.00 |

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, as a division in the Fire Department, when the City of Tallahassee developed its first emergency management plan. Emergency Management gained department status as part of a 2008 reorganization.

Emergency Management helps ensure key city departments are able to meet the basic needs of citizens, in a coordinated manor, in case of an emergency situation or natural disaster. Throughout the year, Emergency Management conducts/participates in exercises and training; supports the development of plans; maintains the area command center; monitors for potential disaster conditions; facilitates meetings; and communicates with key agencies to ensure coordinated preparedness activities, response, and recovery to all events while working with departments to ensure their state of readiness for hazards.

Safety and Neighborhood Services

Emergency Management

Trends and Issues

The city's Incident Management Plan was adopted to insure disasters are responded to in a coordinated and safe manner and to ensure compliance with federal guidelines to receive federal funding. The plan ensures the city meets the needs of citizens by responding as a team to recover as quickly as possible if an emergency situation occurs. This plan requires the city to participate in Incident Command and National Incident Management System training programs.

Emergency Management offers Incident Command Courses 2-3 ICS 300 and 1 ICS 400 training courses, along with the ICS basic course 100-200-700 at least once a year. Other course offerings are coordinated with the state of Florida to either host or teach programs in our area. Emergency Management also conducts public outreach programs on preparedness and mitigation efforts.

Staff continues to support departments in developing plans. For fiscal year 2015 the department will assist in updating the Local Mitigation Plan, which concentrates on the "What If." Other activities Emergency Management will be involved in include:

- Promoting sustainability for local businesses and citizens by developing emergency plans, continuity plans, and family plans in order to be ready for all hazards.
- Conducting education/outreach programs to inform local government, businesses and citizens on preparedness and mitigation actions to reduce the impacts from all hazards.
- Working with Florida A & M University to educate small area agri-businesses on disaster preparedness and how to develop emergency plans.

Significant Changes From FY 2014

The following service level changes were proposed for the Emergency Management Department in fiscal year 2015. The City Commission Action section that follows includes additional changes to the fiscal year 2015 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY 2015; general employee pension rates are 15.19% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; and the health care rate is set at actual cost for the employee in this department.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.

City Commission Action

The fiscal year 2015 budget for the Emergency Management Department was approved with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain the overall premium percentages at 70% city and 30% employee, and salary updates.

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 2015 through 2019.

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 2014.

None

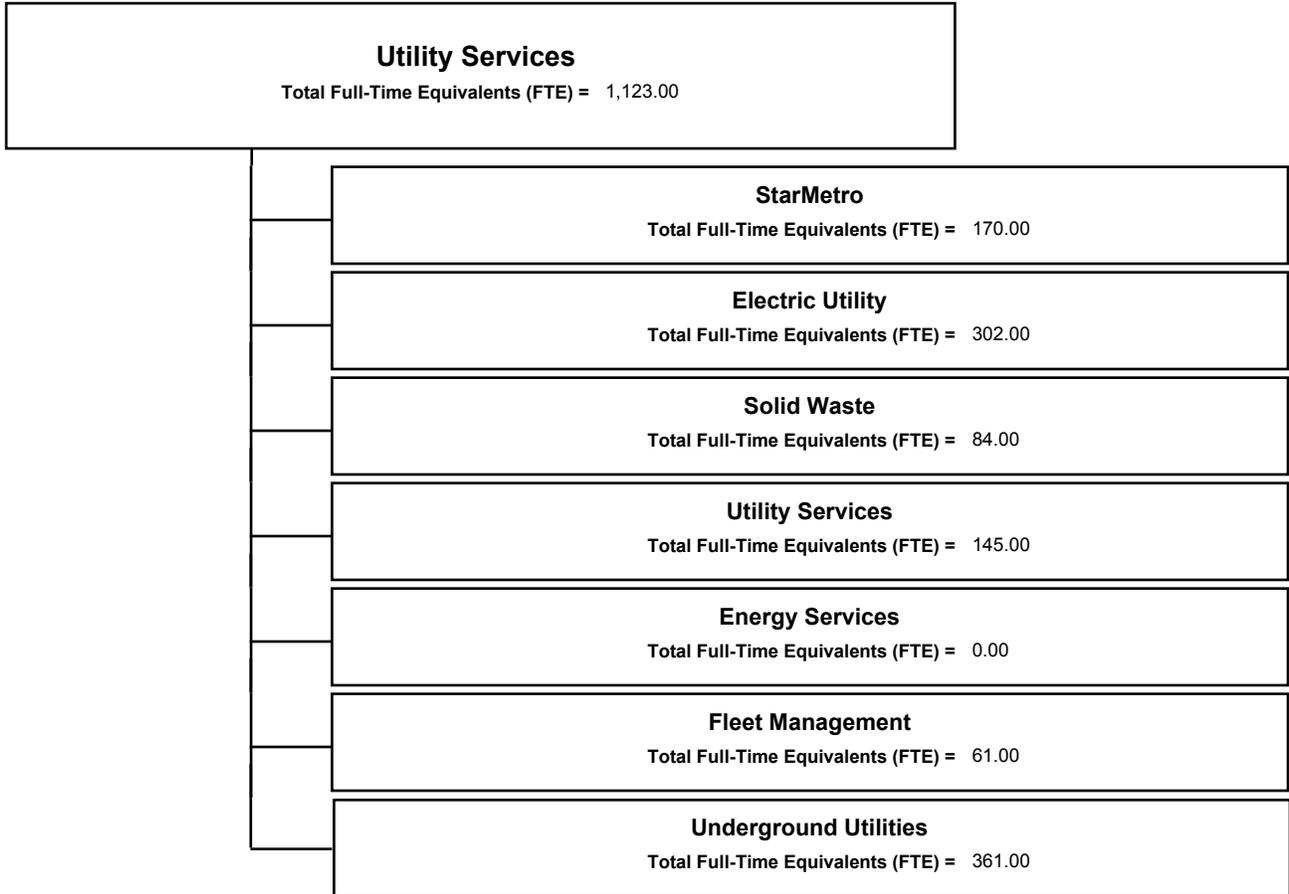
Continued Capital Projects

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 2015.

None



**Utility Services
Organizational Chart**

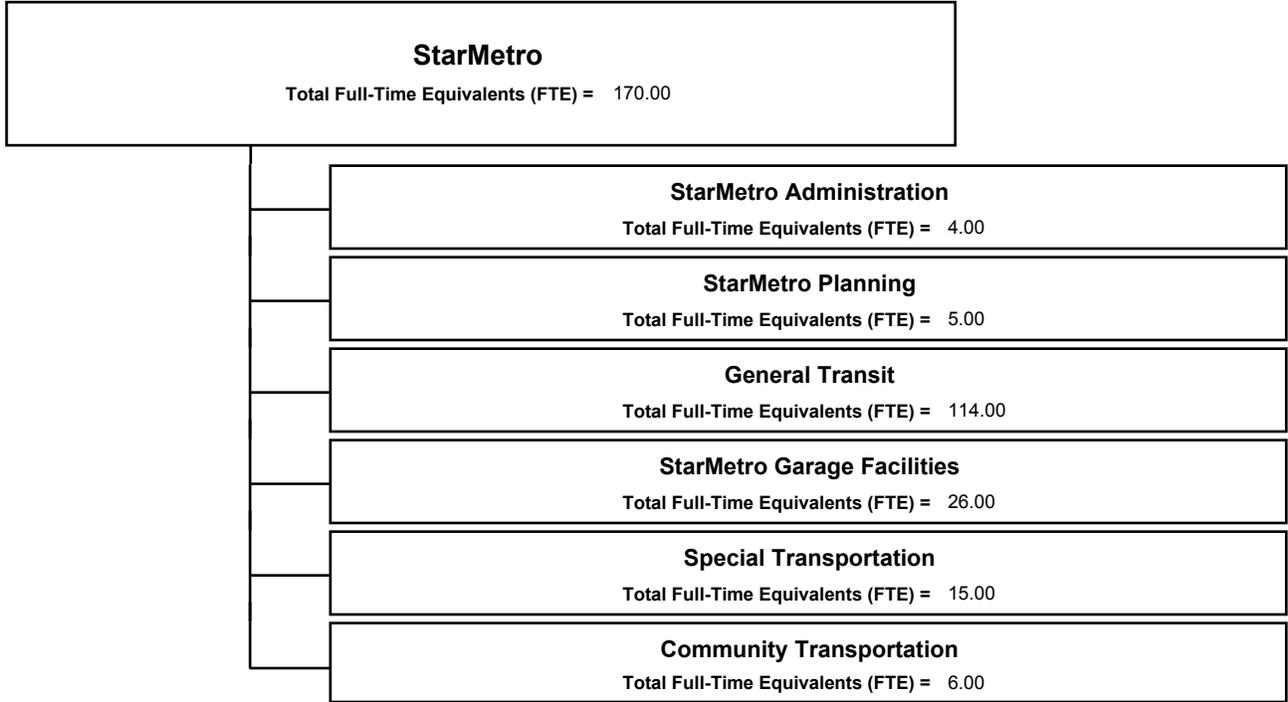


Summary of Services Provided

The Development and Transportation Services Area consists of the Aviation, Growth Management, Planning, Public Works, and StarMetro departments.

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-----------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Expenditures Summary | 585,367,981 | 501,857,134 | 677,940,766 | 672,074,395 |
| Funding Summary | 585,367,981 | 501,857,134 | 677,940,766 | 672,074,395 |
| FTE Summary | 1,124.00 | 1,125.00 | 1,125.00 | 1,123.00 |

Utility Services
StarMetro
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Utility Services

StarMetro

Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------------|-------------------|----------------------|---------------------|---------------------|
| 280101 StarMetro Administration | 2,641,372 | 2,548,636 | 2,857,738 | 2,857,738 |
| 280102 StarMetro Planning | 457,543 | 360,267 | 462,506 | 464,441 |
| 280201 General Transit | 8,662,440 | 8,787,036 | 8,681,742 | 8,588,906 |
| 280301 StarMetro Garage Facilities | 2,628,907 | 2,625,781 | 2,714,659 | 2,736,299 |
| 280401 Special Transportation | 1,314,729 | 1,242,586 | 1,175,238 | 1,120,850 |
| 280402 Community Transportation | 1,855,419 | 1,536,987 | 1,113,174 | 1,189,178 |
| Total Expenditures | 17,560,410 | 17,101,293 | 17,005,057 | 16,957,412 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------|-------------------|----------------------|---------------------|---------------------|
| Personnel Services | 10,150,251 | 10,060,596 | 10,080,818 | 10,086,947 |
| Operating | 2,826,521 | 2,417,808 | 2,086,935 | 2,086,935 |
| Other Services & Charges | 2,390 | 2,390 | 2,390 | 2,390 |
| Allocated Accounts | 1,848,283 | 1,674,652 | 1,998,004 | 1,998,004 |
| Utilities and Other Expenses | 2,668,162 | 2,772,848 | 2,809,343 | 2,755,569 |
| Transfers | 64,803 | 172,999 | 27,567 | 27,567 |
| Total Expenditures | 17,560,410 | 17,101,293 | 17,005,057 | 16,957,412 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--------------------------|-------------------|----------------------|---------------------|---------------------|
| StarMetro Operating Fund | 17,560,410 | 17,101,293 | 17,005,057 | 16,957,412 |
| Total Funding | 17,560,410 | 17,101,293 | 17,005,057 | 16,957,412 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 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 | 26.00 | 26.00 | 26.00 |
| 280401 Special Transportation | 15.00 | 15.00 | 16.00 | 15.00 |
| 280402 Community Transportation | 6.00 | 6.00 | 5.00 | 6.00 |
| Total FTE | 170.00 | 170.00 | 170.00 | 170.00 |

Utility Services

StarMetro

Summary of Services Provided

StarMetro, the transit system for the City of Tallahassee, operates 11 weekday cross-town routes, additional routes for Florida State University and Florida Agricultural & Mechanical University, as well as demand response (para-transit) transportation to senior, disabled and low-income customers in Tallahassee and Leon County. Ridership for FY 2013 was 4,459,049 representing a 5% decrease from FY 2012. This is in part due to new construction and planned residences on and nearby the Florida State University campus. Even though ridership decreased from the year before, the FY 2012 ridership was 1% greater than the average of the previous four years.

StarMetro is comprised of five divisions: Administration, Planning, General Transit Operations, Para-transit Operations, and Maintenance.

- The Administration Division monitors the operating budget and capital budget. This division handles budget preparation, internal and external audits, grant and project management, and fare collection for the transit system.
- The Planning Division provides policy, service development, and marketing support to all divisions. This division has four full-time employees and one or more internship positions.
- The General Transit Operations Division provides accessible transit services to citizens of Tallahassee, visitors, and commuters to Tallahassee 363 days a year.
- The Maintenance Division maintains the operating fleet of buses, vans and support vehicles seven-days a week. The facility maintenance subdivision maintains the administration building, C.K. Steele Plaza bus transfer center, 917 Star Stops, 120 shelters, 200 trash receptacles, and 80 individual additional benches along the route structure. The facility maintenance subdivision also produces all the vinyl and graphic work for all StarMetro signage, bus logos, and special event banners.
- The Para-transit Operations Division is comprised of two programs, Special Transportation (Dial-A-Ride) and the Community Transportation Coordinator (CTC) for Tallahassee and Leon County. Dial-A-Ride provides complementary para-transit services to disabled and/or elderly persons. The CTC is responsible for coordinating all transportation services for the transportation-disadvantaged population of Leon County.

Utility 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. StarMetro will continue to provide excellent service with a sense of focus on existing and potential customers. Recent activities or ongoing improved services include:

- Testing a trip planner mobile application for transit users to plan trips, access schedules, find nearby stops and departure times, and receive travel news.
- Upgrading the maintenance shop to comply with Compressed Natural Gas (CNG) regulations and to start operating vehicles using CNG.
- Offering extended complimentary para-transit transportation to elderly and disabled persons from beyond the standard $\frac{3}{4}$ of a mile of any fixed route to across the entire city.
- Starting the Lake Jackson FLEX route to provide additional transportation options to residents in the Lake Jackson area north of town. Requests have been received to expand this concept to other parts of Leon County including the Buck Lake, Fort Braden and Woodville areas.
- Installing more benches and shelters. The total number of stops with a bench or shelter has increased to 223 or 24% of the system. An additional 58 stops have a SimmieSeat. Large shelters are, or will be, included in some of the student housing complexes near FSU.
- Improving route efficiencies by reducing service hours on April 5, 2014 on less traveled routes.

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for Star Metro's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; and the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- An increase in electricity for charging electric buses offset by a greater decrease in the gasoline budget: (\$48,880).
- Removal of Tallahassee Community College's contract revenue, due to the termination of their annual contract: (\$162,598).
- A decrease in expenses and revenue in para-transit operations specific to the Community Transportation Coordinator program, due to managed care programs now being responsible for providing Medicaid-related nonemergency medical transportation in lieu of the CTC program: (\$610,443).
- Decreased projected revenues from FDOT Operating Grant to match revised estimates: (\$53,774).

Utility Services

StarMetro

City Commission Action

The City Commission approved the budget for Star Metro with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Utility 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

StarMetro ridership for FY 2013 was 4,459,049 or a 5% decrease from FY 2012. The figure below provides month ridership for the past five years. Even though ridership decreased from the year before, the FY 2012 ridership was 1% greater than the average of the previous four years see Figure 1 below. The newly constructed and planned residences built on Florida State University (FSU) campus and along the periphery are affecting ridership on the Seminole Express routes. As a result, the FY 2013 ridership decreased by 13% from FY 2012. Non-campus ridership, however, increased by 8%. StarMetro staff is working with FSU on a new service agreement to counteract the decrease in ridership.

Dial-A-Ride (DAR) trends show a continuous increase in demand since 2007. The numbers of trips provided in 2013 increased from the previous year by 4,505 trips and the number of miles driven by DAR vehicles increased by 42,028. The increase in trips provided has placed additional pressure on operations and as such on-time performance has suffered and the number of customer concerns about late pickups has increased. The increase in miles has also placed an added responsibility on the maintenance division, who work in a facility that was not designed for the maintenance of paratransit vehicles. StarMetro projections for FY 2014 show a potential increase in trips by 3,600 trips. Based on these trends, it is anticipated that the trips for FY 2014 will likely exceed 90,000.

| Efficiency Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|------------------------------------|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Basic system cost per passenger | \$ | 3.23 | 2.37 | 3.80 | 2.37 |
| Basic system revenue per passenger | \$ | 1.34 | 1.24 | 1.65 | 1.24 |
| Dial A Ride cost per passenger | \$ | 15.50 | 19.42 | 16.20 | 19.42 |
| Dial A Ride revenue per passenger | \$ | 2.19 | 2.33 | 2.10 | 2.33 |
| Farebox recovery ratio | % | 30.82 | 40.00 | 32.91 | 48.00 |

Utility Services
StarMetro
Capital Improvement Program Budget

CIP Budget Overview

The department's five-year capital improvement plan consists of a miscellaneous accounts receivable project that 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 training (i.e., bus simulator and CDL training).

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|-------------------------------|----------------------------------|-----------------------------|
| StarMetro Accounts Receivable | 50,000 | 250,000 |
| Total Funding | 50,000 | 250,000 |

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 2014.

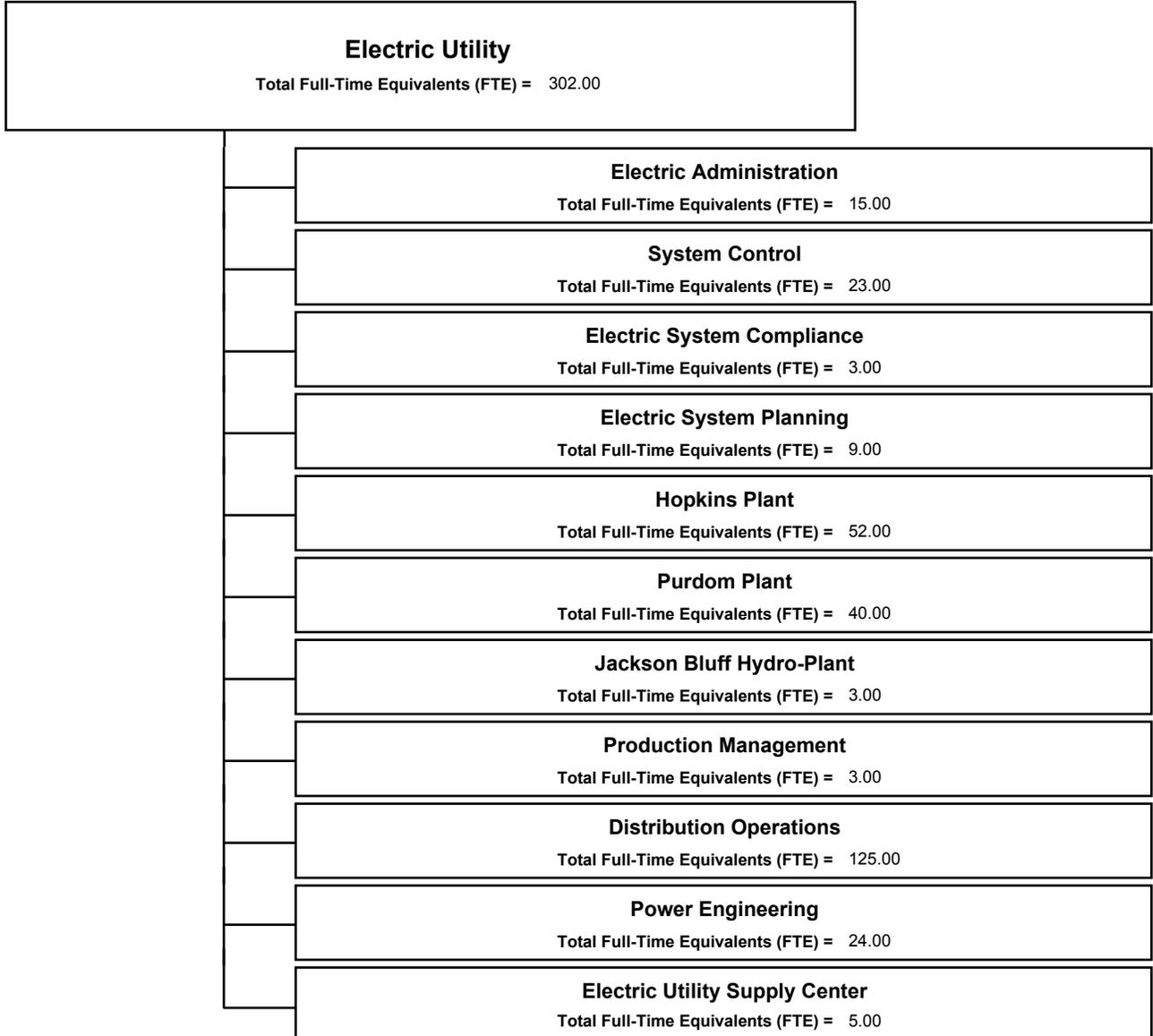
None

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 2015.

None

Utility Services
Electric Utility
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Utility Services

Electric Utility

Operating Budget

| <u>Budgetary Cost Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 290101 Electric Administration | 115,388,792 | 113,489,962 | 120,198,683 | 122,578,260 |
| 290102 System Control | 9,826,853 | 12,224,725 | 12,461,716 | 12,586,822 |
| 290103 Electric System Compliance | 440,308 | 434,792 | 629,399 | 629,399 |
| 290201 Electric System Planning | 585,387 | 624,093 | 1,628,545 | 1,476,230 |
| 290301 Hopkins Plant | 63,685,437 | 72,262,124 | 68,489,386 | 68,493,779 |
| 290302 Purdom Plant | 46,936,386 | 63,425,914 | 67,408,395 | 67,238,735 |
| 290303 Jackson Bluff Hydro-Plant | 591,084 | 649,812 | 689,339 | 691,371 |
| 290305 Production Management | 8,469,186 | 8,649,414 | 10,518,207 | 10,522,208 |
| 290306 Electric-Solar | 0 | 0 | 979 | 979 |
| 290401 Distribution Operations | 18,024,381 | 19,041,013 | 18,760,768 | 18,873,947 |
| 290601 Street Lighting | 1,776,978 | 1,911,705 | 1,963,889 | 1,963,889 |
| 290701 Power Engineering | 1,872,145 | 1,947,803 | 1,998,324 | 2,006,116 |
| 290901 Electric Utility Supply Center | 442,730 | 557,036 | 695,731 | 704,264 |
| Total Expenditures | 268,039,667 | 295,218,393 | 305,443,361 | 307,765,999 |

| <u>Expenditure Category Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 25,943,736 | 26,820,641 | 28,356,226 | 28,357,551 |
| Operating | 20,454,392 | 21,309,679 | 25,535,902 | 25,442,598 |
| Fuel | 104,527,776 | 131,115,000 | 129,268,000 | 129,268,000 |
| Other Services & Charges | 1,147,045 | 1,269,080 | 2,687,985 | 2,687,985 |
| Capital Outlay | 71,075 | 378,470 | 455,288 | 455,288 |
| Allocated Accounts | 19,699,643 | 18,163,511 | 20,809,690 | 21,255,165 |
| Utilities and Other Expenses | 2,174,228 | 2,319,238 | 2,362,792 | 2,362,792 |
| Transfers | 70,121,772 | 69,450,564 | 67,166,165 | 69,135,307 |
| Contributions to Operations | 23,900,000 | 24,258,500 | 28,801,313 | 28,801,313 |
| Year End Adjustments | 0 | 133,710 | 0 | 0 |
| Total Expenditures | 268,039,667 | 295,218,393 | 305,443,361 | 307,765,999 |

| <u>Funding Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| General Fund | 1,776,978 | 1,911,705 | 1,963,889 | 1,963,889 |
| Electric Operating Fd | 265,819,959 | 292,749,652 | 302,783,741 | 305,097,846 |
| Electric Warehouse Fund | 442,730 | 557,036 | 695,731 | 704,264 |
| Total Funding | 268,039,667 | 295,218,393 | 305,443,361 | 307,765,999 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Utility Services

Electric Utility

Operating Budget

| <u>FTE Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---------------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 290101 Electric Administration | 14.00 | 15.00 | 15.00 | 15.00 |
| 290102 System Control | 21.00 | 21.00 | 22.00 | 23.00 |
| 290103 Electric System Compliance | 3.00 | 3.00 | 3.00 | 3.00 |
| 290201 Electric System Planning | 5.00 | 5.00 | 10.00 | 9.00 |
| 290301 Hopkins Plant | 54.00 | 54.00 | 52.00 | 52.00 |
| 290302 Purdom Plant | 42.00 | 42.00 | 41.00 | 40.00 |
| 290303 Jackson Bluff Hydro-Plant | 3.00 | 3.00 | 3.00 | 3.00 |
| 290305 Production Management | 3.00 | 3.00 | 3.00 | 3.00 |
| 290401 Distribution Operations | 125.00 | 124.00 | 125.00 | 125.00 |
| 290701 Power Engineering | 23.00 | 23.00 | 24.00 | 24.00 |
| 290901 Electric Utility Supply Center | 5.00 | 5.00 | 5.00 | 5.00 |
| Total FTE | 298.00 | 298.00 | 303.00 | 302.00 |

Utility Services

Electric Utility

Summary of Services Provided

The Electric Utility serves over 115,000 customers in a 221 square mile service territory. It is the third largest municipal utility in Florida, and is the 25th largest of over 2,000 municipal systems in the United States. The utility is comprised of seven major divisions as described below:

- **Administration:** Responsible for administrative support to the entire utility in the areas of budgeting, procurement, personnel management, rate setting, mobile work force technology and financial reporting. Administration also is responsible for operations of the Utility Supply Center and the utility's information technology strategic plan.
- **Power Engineering:** Responsible for the engineering, design and construction management of the power delivery assets to meet customer growth and regulatory requirements.
- **Power Production:** Responsible for the city's three generating facilities: Hopkins, Purdom and Corn-Hydro.
- **System Compliance:** Responsible for oversight and coordination activities associated with the Electric Utility's compliance with reliability standards of the North American Electric Reliability Corporation (NERC).
- **System Integrated Planning:** Responsible for the long range power supply and transmission planning, DSM/Conservation programs, and alternative energy opportunities. In addition, the division provides day-to-day operational planning and study support to ensure the reliable operation of the city's electric system.
- **System Reliability and Transmission Services:** Responsible for the day-to-day system operations including generating unit dispatch and operations of the bulk electric and distribution systems. Additionally this division is responsible for electric system planning activities.
- **Transmission and Distribution:** Responsible for the operations, maintenance, and construction of the city's power delivery assets. This includes 25 substations, 202 miles of high voltage transmission, 2,870 miles of distribution lines, and over 28,273 individual transformers. T&D also is responsible for line clearance and system protection activities.

The Electric Utility has established five objectives that act as the guiding principles in meeting the Electric Utility's Mission:

- **Safety -** Provide a safe work environment for electric employees and customers.
- **Customer Service/Reliability -** Deliver reliable, high quality utility services that exceed customer expectations.
- **Cost/Value -** Deliver cost effective electric service to customers.
- **Regulatory -** Comply with all applicable environmental and reliability regulations and requirements.
- **Employee Excellence -** Provide a workplace where employees are valued, trusted, and expected to perform their duties in a professional and business-like manner.

Utility Services

Electric Utility

Trends and Issues

Sales and customer growth continue to be impacted by the planned demand side management/conservation activities as well as the economy, which have resulted in flatter growth in projected sales and customer demand than were included in the rate study completed and implemented during fiscal year 2013. Lesser revenues from retail sales than projected resulted in a \$6.2 million shortfall in fiscal year 2013. As of March 2014, a shortfall of approximately \$3.7 million is estimated.

The rate of staff turnover due to retirements is starting to slow down. During the last 36 months, the utility has had 50 employees who left the utility, representing more than 1,029 years of experience. While the turnover rate has slowed, Electric continues to focus on enhanced training and oversight of operations, as well as future succession planning. The electric industry as a whole is experiencing a trend of increased difficulty in hiring and retaining experienced talent at all levels. To support the long range strategic planning and address the increasing difficulty in hiring experienced staff, Electric has identified several positions that can be used for longer range strategic staffing needs. Electric will endeavor to target upcoming retirements of critical positions and utilize these positions to hire replacements early. This plan will result in a smoother transition when the pending retirements occur and allow for continued reliable, customer focused delivery of electric services.

Since FY11, the department's management team has conducted an annual strategic planning process that focuses the utility on the critical areas identified to meet the changing business challenges. In addition to maintaining excellent service delivery to customers, Electric has continued to institute strategic activities that are both employee focused and designed to enhance the utility's staff effectiveness.

A decision was made in fiscal year 2014 to modify the utility services organization, resulting in the dissolution of the Energy Services Department (ESD). As a result of this organizational change, the DSM/conservation and alternative energy programs within the former ESD have been integrated into the Electric Utility, with the remaining positions being integrated in the Utility Services Department. This organizational change resulted in four positions transferring from ESD to Electric. These changes are expected to be revenue neutral, since the Electric Utility formerly covered these costs through the internal cost allocation process.

The City Commission adopted a revised Debt Management Policy in March 2014, which established targets for measuring both general government and enterprise fund liquidity, operational margins and debt burden (measured as the percent of debt to assets). The Energy System meets two of the three targets but is currently below the target for debt service coverage.

| Factor | Target | Actual |
|-----------------------|--------|--------|
| Days Cash on Hand | 210 | 237 |
| Debt Service Coverage | 2.0 | 1.6 |
| % Debt to Assets | <=60% | 38.5% |

In addition to strategic planning activities discussed above, Electric has or is scheduled to complete a number of major projects/activities during fiscal year 2014. Some of them include:

- Consolidation of the DSM/conservation and alternative energy programs into Electric.
- Completion of the upgrade to existing transmission lines 15A, B, and C.
- Completion of the first and second phases of the distribution automation program partially funded by DOE grants.
- Completion of electric system resource adequacy study.
- Complete the construction and commissioning of BP17 at the northeast corner of Mahan and I-10.
- Completion of upgrade/integration of the Hopkins Unit 2 steam turbine controls.
- Completion of upgrade of Hopkins Unit HC3 and HC4 control equipment.
- Installation of Purdom Unit 8 second filter press.
- Completion of conceptual phase of I-10 at Welaunee Interchange study.
- In accordance with the environmental operating permits, Purdom Unit 7 was retired from commercial operation on December 31, 2013. Retirement of this unit has reduced the city's dispatchable generation capacity by 48 megawatts.

Utility Services

Electric Utility

- Resolution of the asset valuation, land needs, and routing issues associated with territorial agreements, expansion of bulk power stations, and extension of services.

As the department prepares for fiscal year 2015, the following challenges and opportunities have been identified:

- While the current natural gas market pricing is expected to remain relatively low, resulting in fuel prices for the city's generating facilities remaining relatively low, there will continue to be the potential for upward fuel price pressures. This will be mitigated by the active fuel risk management program that has been implemented during the last few years.
- Continued maintaining the high level of customer service and reliability while addressing the increasing NERC/FRCC reliability requirements and integration of the smart grid into the day-to-day operations of the utility .
- Continuing to address the loss of talent as a result of retirements of seasoned staff and associated difficulties in hiring experienced replacement staff.
- Continue efforts to protect the value of the city's contractual rights to transmission capability to/from the north (associated with the city's transmission facilities that form part of the Southern-Florida Interface). Participation with the FRCC and neighboring systems in joint studies of the Florida grid will also continue as System Integrated Planning works to maintain or improve the city's transmission capability to/from the south and limit unscheduled power flows.

Significant Changes From FY 2014

The following service level changes are proposed for the Electric Department in fiscal year 2015. The City Commission Action section that follows includes additional changes to the fiscal year 2015 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Reductions in fuel revenue and expense associated with projected sales and customer demand. Fiscal Impact: (\$7,073,680) in fuel revenue and (\$7,459,000) in fuel expense.
- Increased funding in the budgets for Hopkins, Purdom, and T & D to support step increases through the city's pay plan for journeymen and apprentice control room operators and lineworkers according to their anniversary dates and demonstrated skill competence. Fiscal Impact: \$121,183.
- Increased unclassified contractual services funding in the street lighting cost center to eliminate the annual subsidy required from the electric fund to the general fund for the winter celebration of lights festival. Fiscal Impact: \$14,904.
- Increased transfer to the general fund. Fiscal Impact: \$4,542,813 for a total transfer of \$28.8 million.

Utility Services
Electric Utility

City Commission Action

The fiscal year 2015 budget for the Electric Department was approved with the following additional changes:

- Adjustments to personnel expenses include a 4.76% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain overall premium percentages at 70% city and 30% employee; salary updates; position changes; and departmental reorganizations and transfers.
- Elimination of the director of energy services position, which had been transferred pursuant to reorganization of the energy services department, due to the incumbent assuming responsibilities of electric's manager of utility strategic planning, which had been vacant. Fiscal Impact: (\$169,481).
- Increase in debt service expense for automated meter infrastructure erroneously omitted from the proposed budget. Fiscal Impact: \$1,969,142.
- Increase in the internal allocation for utility service expense not included in the proposed budget. Fiscal Impact: \$445,476.
- Adjustment in the transfer from the electric operating reserve resulting from budgetary changes subsequent to the proposed budget. \$2,314,105.

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 measures by NERC, the American Public Power Association, Florida Municipal Power Agency, and the Florida Public Service Commission's reported standards.

As a result of the strategic planning process established within Electric, the key performance indicators (KPIs) have been modified from what has historically been utilized. The intent of this change is to focus on KPIs that have the most relevance to predicting and demonstrating the achievement of Electric's and the city's mission and objectives.

Safety:

- Safety Incident Rate - represents the number of on the job medical case and lost time accidents per 100 employees (standardized OSHA formula). While the safety incident rate is the main safety KPI, the number of days since a lost time medical case accident for field operations also is tracked. Of specific note at the midpoint of the fiscal year is Hopkins, Purdom and Corn have worked 3,984 days (since 3/28/2003 or about 11 years), 55 days (since 1/29/2014), and 988 days (since 7/11/2011 or about 3 years), respectively, since their last lost time medical case accident. This is a total of approximately 1.38 million work-hours with no lost-time accidents among the three plants. Based on industry data and city historical claims cost, this has resulted in savings estimated at between \$857,000 to \$1.16 million.

Customer Service/Reliability:

- Customer Average Interruption Duration Index (CAIDI) – Represents the average repair time for customer outages.
- L-Bar – Represents the average length of outages.
- System Steam (Purdom Unit 8 and Hopkins Units 1 & 2) Equivalent Forced Outage Rate (EFOR) – Represents the percentage of time a generating unit is unavailable for service due to a forced outage. Lower is better.

Cost/Value:

- Retail cost – Represents the city's retail cost for the various customer classes.
- System Steam (Purdom Unit 8 and Hopkins Units 1 & 2) Heat Rate – Represents the efficiency of the city's steam generating units. Lower is better.
- Customers per non-generation employee – Represents the number of customers serviced by each non-generating employee. This is an industry-wide index.
- Debt Management - These are three indicators that monitor and report on portions of the Electric Utility's financial status consistent with the city's debt management policy.

Regulatory Compliance:

- Environmental – No major violations. A major violation is defined as an event where both a notice of violation was issued and monetary fines were imposed.
- Reliability – No major violations. A major violation is defined as one in which a notice of violation was issued, monetary fines were imposed, and the violation was determined to be of a "high" or "severe" violation severity level

| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|-----------------|----------------|----------------|-------------|----------------|
| 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. Florida Public Service Commission (IOU's)/Florida Municipal Power Agency (Muni's) industry benchmark = 143/119. | # | 73.78 | 90.00 | 74.00 | 90.00 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Utility Services

Electric Utility

| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| 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. Florida Public Service Commission (IOU's)/Florida Municipal Power Agency (Muni's) industry benchmark = 85/53. | # | 62.77 | 80.00 | 60.87 | 80.00 |
| Customers per non-generation employee - APPA industry benchmark = 291. | # | 613.80 | 600.00 | 604.70 | 633.80 |
| The Electric Department Debt Burden is calculated as a percentage and it is derived by dividing total debt by total total capitalized assets. Current Debt Management Policy sets the target for Debt Burden at less than 60% of total capitalized assets. | % | 38.50 | 59.00 | 7.70 | 59.00 |
| Electric Department liquidity is measured by the number of days of cash on hand (DCOH). City debt management policy target is 210 days. | # | 0 | 210 | 0 | 210 |
| The Electric Department's Operational Margins are determined by the level of debt service coverage in place at any point in time. Debt service coverage is calculated as the amount of revenue available to cover existing debt. Current Debt Management Policy sets the debt service coverage target at 2.0. | # | 1.60 | 2.00 | 1.60 | 2.00 |
| 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. APPA's industry benchmark = 2.7. | # | 3.10 | 4.40 | 2.51 | 4.40 |
| Retail residential cost for 1000 kwh - Retail rate comparisons from FMEA's comparison of municipal electric rates across Florida shows the industry average monthly bill is \$119.88 (as of January 2014). | \$ | 114.84 | 117.00 | 115.94 | 117.00 |
| 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. NERC generation availability data system (weighted average) industry benchmark = 9.8%. | % | 0.00 | 5.00 | 0.06 | 5.00 |
| 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. | # | 8,123 | 8,300 | 8,053 | 8,300 |

**Utility Services
Electric Utility
Capital Improvement Program Budget**

CIP Budget Overview

The Electric Utility's capital budget for fiscal year 2015 is \$34.4 million and the five-year capital improvement plan totals \$255.4 million. The CIP includes plans for additional construction activities at substations BP-22 and BP-23, upgrade of the south distribution network, enhancement of smart grid capabilities, and initiation of a long-term project to convert service-critical sectors of the distribution system from overhead to underground, among other projects. Funding for the largest single project in the CIP, construction of a distributed generation unit, has been rescheduled to begin with an appropriation of \$2 million in FY15, followed by \$28 million in FY16 and \$39.5 million in FY19 (previously scheduled for \$8.5 mil. in FY17 and \$61 mil in FY18).

In conjunction with its development of the 2015-2019 CIP, the Electric Utility conducted a comprehensive analysis of its cash flow needs for the same period and identified \$20.5 million in existing and proposed capital appropriations that can be de-obligated from the current capital budget. The majority of these capital projects represent planned system expansion and improvements to serve anticipated development that has not occurred as initially projected due to current economic conditions. These de-obligations will serve to delay the department's need for future borrowing through bond issues.

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--|----------------------------------|-----------------------------|
| Accounts Receivable | 750,000 | 3,750,000 |
| Electric 2010 Bonds | 0 | 0 |
| Electric Future Bonds | 18,775,000 | 78,839,000 |
| Electric RR&I | 14,793,000 | 172,235,000 |
| Energy Conservation Fund - Capital Funds | 125,000 | 625,000 |
| Total Funding | 34,443,000 | 255,449,000 |

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 2014.

0900250-DM-DF122Ext-Call
13031_R&U-M Area Lights
13051_DB-Bull Run Unit 6
13051_DB-Pine Valley Subdivisn
14027_Substa/Sys Cntrl Upgrd
14029_Trans Line Facil Refurb
14030_BP-8 Drainage Mods
14031_R&U-M Distrib OH & URD
14031_R&U-M Trans Struct
14036_ARD-Wrecks & Damages
14036_ARR-Regular
14040_Sub-SCADA Assets
14040_Sub-SCADA Maint
14041_Telecomm & Fiber-Assets
14041_Telecomm & Fiber-Maint
14043_New Street Lights
14043_Street Light Maintenance
14049_Blountstown Hwy Relocate
14049_Sys Hardening & JU Upgrd
14051_CIS Work Orders
14051_New Area Lights
14051_The Forum Apt Complex
14051_The Preserves @ Buck Lk
14051_Woodland Apts
14054_URD System Refurb
14055_Remodel Operations Ctr
BP 17 Feeders
BP 19 Feeders
BP-14 Feeders
CC-ECC Building Upgrades
CC-Sub-SCADA
Corn Hydro FERC Fuse Plug Mods
Corn-Hydro Bailey Upgrade
Distribution Equipment
DSM - M&V Evaluation & Support
Elec Sys Planning Res Studies
Elec Sys Planning Res Studies
Electric OMS Replacement-SGIG
GIS Electric Field Inventory
HC3 & HC4 Control Equipment
Hopkins Master-Outages & BOP
HP1 Major/Minor Outages
I10 Welaunee Interchange Study
Line 31 Tap Breaker Install
M00900250-AG-CCSW-NW/Orange
M08010:GH:2nd Filter Press
M08093-BA-PE-Smart Grid Comm.
M0900250-PD-Rework of BP-3
M0900678-BA-Util Enhancements
M09115:RM-New Services
M1000515-BA-Program Management

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M1000515-BA-S&C Elect Contract
M1000515-BA-Switch Acquisition
M1000515-BA-Switch Installatn
M1100179-DB-Summit East Ph123
M1100179-EM-Persimmon Hill
M1100184-HP2 STM TURB INTEGRAT
M11043-LED Street Light Instal
M11051-RM-New Area Lights
M11051-RM-New Services
M12029_T&D-Pole Insp/Treatmnt
M12031-RM-R&U-A Distrib OH&URD
M12036_ARR-Regular
M12037-KM-Designer 9.3 Implem
M12037-PD-CIP-Van Buren Pond
M12037-PD-NERC Remediation
M12043-RM-New Street Lights
M12049-DM-Centervl Rd Feeders
M12049-DM-Walgreens Downtown
M12051-EM-Studio Green Student
M12051-RM-New Area Lights
M12051-RM-New Services
M12054_T&D-URD System Refurb
M12055_T&D-New Office Building
M13027_T&D-Substa/Sys Ctrl Upg
M13030-Substation BP7 Mod
M13030-Switchgear Arc-Flash
M13031_R&U-A Distrib OH & URD
M13031_R&U-M Distrib OH & URD
M13031-PD-R & U M Trans Struct
M13031-R & U M Area Lights
M13033 HP2A P91 Pipe NDE Inspe
M13035-Corn Actuator Cont Upgr
M13036_ARD-Wreck/Damages
M13036_ARR-RG-Woodward Av URD
M13036-ARR-Regular
M13043-TD-New Street Lights
M13043-TD-St Light Maintenance
M13051-ACW-US90-Ocala/NMonroe
M13051-EM-CIP-Miracle Plaza D
M13051-KR-Capital Pl@Southwood
M13051-KR-Southwood Units 31
M13051-New Area Lights
M13051-New Services
M13054_T&D-URD System Refurb
OP-Celebration of Lights 2014
PD-LIDAR for NERC Compliance
PD-Relocation of BP3 Xmis Line
PE-BP 21 Feeders
PE-Distributn Upgrades & Mods
PE-Fallschase Substation-BP21
PE-Gaines Street
PE-New Service Installations
PE-Recond TL 15A-C
PE-Street Lighting

Utility Services

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PE-Substation BP5 Modification
PE-Substation Modifications
PE-Trans Upgrades & Mods
PP8 Major / Minor Outages
PP8 ZD Major/Minor Outages
Prod Mgmt Champs Integration
Prod Mgmt- Corn Spillway Modif
Purdom - Demineralizer Refurb
Purdom DCS Hardware/Soft
Purdom Master-Outages & BOP
Purdom ZD Filter Cake Conveyor
Smart Grid-Automated Distribtn
Substation BP-14
Substation BP-17
Substation BP17 Construction
Substation BP3 Reconstruction
Substation J Renovations
Substation Mods--Mobile Tfmr
T&D-Electric A/R Master

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 2015.

0900250-DM-DF122Ext-Call
13051_DB-Pine Valley Subdivision
14030_BP7 T Line Dead-end
14030_BP-8 Drainage Mods
14033_HC3 & HC4 HP Turb Repair
14033_Hopkins DCS Tech Upgrade
14033_HP2 Steam Bypass Upgrade
14033_HP2 Turbine Overhaul
14034_Purdom U8 CircWaterPump
14034_Purdom Water Lab Repairs
14034_ZD Vapor Compr Rebuild
14037_FAMU Way Line 11
14037_Line 5 Structure Replace
14043_LED Street Light Expansion
14049_Blountstown Hwy Relocate
14051_District East
14051_Southwood Unit 37
14051_The Forum Apt Complex
14051_UClub Phase 2-Contractor
14051_Woodland Apts
2002 Bond Issue MEMO Master
2010 BABS Bond Issue MEMO Mstr
2010C Bond Issue MEMO Master
Addition 230kV Autotransformer
AMI - Advanced Metering
App of Capacitor and Voltage
Backup Res for Substation BP12
BP 14 Feeders
BP 17 Feeders
BP 19 Feeders
Cap Cascades Trail-Segment 2
Corn Hydro FERC Fuse Plug Mods
Corn-Hydro Bailey Upgrade
Distribution Equipment
DSM - M&V Evaluation & Support
Electric OMS Replacement-SGIG
Energy Efficiency & DSM
ETL-Transmission line-BP9 to BP7
FERC Compliance Activities
FY09-05 Bond Issue MEMO Master
GIS Electric Field Inventory
GIS Integration. w/ Work Process
HOP TANK FARM REMEDIATION
HP1 Major/Minor Outages
Line 31 Tap Breaker Install
M00900250-AG-CCSW-NW/Orange
M05130-Hurricane Dennis
M08010:GH:2nd Filter Press
M08093-BA-PE-Smart Grid Comm.
M0900250-AG-I-10 - Lakeshore Dr
M0900250-PD-Rework of BP-3

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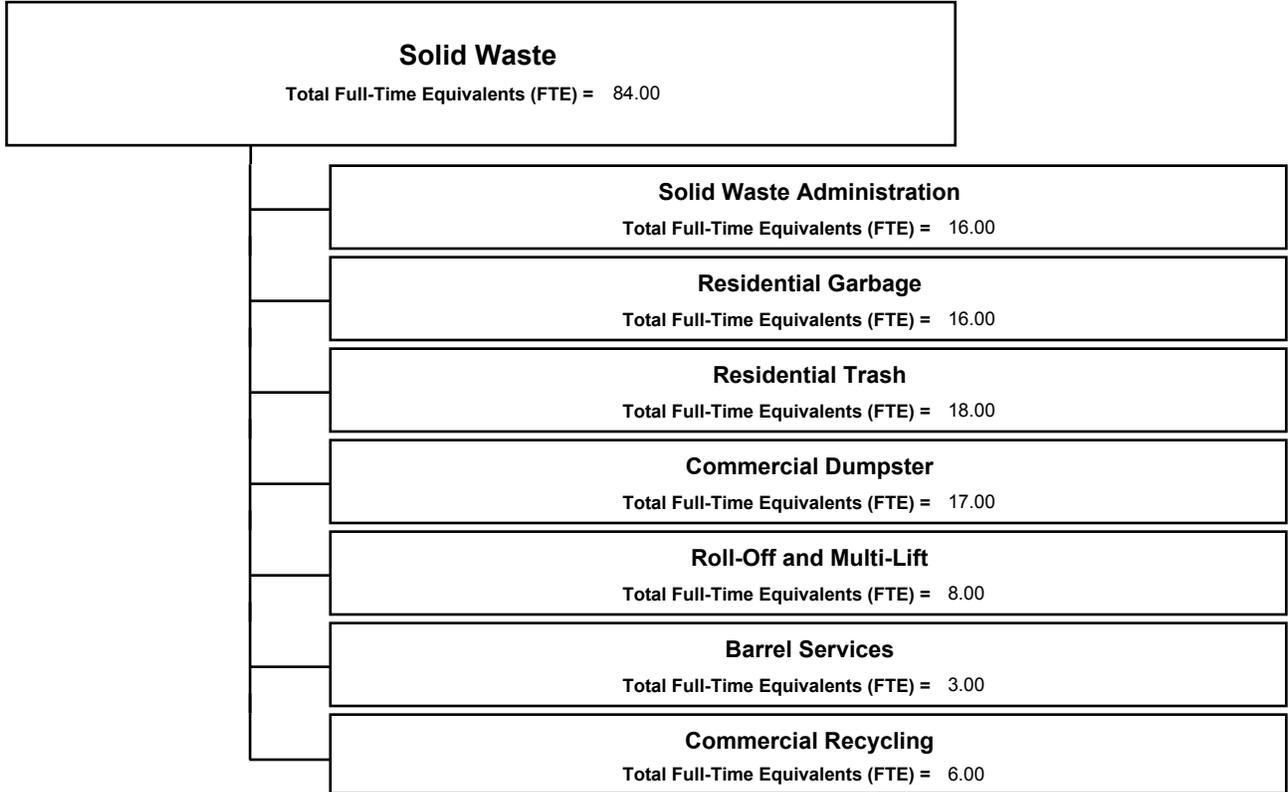
M0900678-BA-Util Enhancements
M1000194-AG-Jackson Bluff Relo
M1000194-WI-Line 31 Tap Switch
M1000515-BA-Program Management
M1000515-BA-S&C Elect Contract
M1000515-BA-Switch Acquisition
M1000515-BA-Switch Installation
M1100179-EM-Persimmon Hill
M1100184-HP2 STM TURB INTEGRAT
M11043-LED Street Light Installation
M12027_Mobile Substa @ BP-11
M12029_T&D-Pole Insp/Treatment
M12030-WI-Substation Security
M12031-RM-R&U-A Distrib OH&URD
M12036_ARR-Regular
M12037-KM-Designer 9.3 Implem
M12049-AG-BP23 Feeders
M12049-AG-Capital Cascades Trl
M12049-DM-Centervl Rd Feeders
M12049-DM-FAMU Way Distrib
M12049-DM-South Network Conver
M12051-EM-Studio Green Student
M12051-RM-New Services
M12055_T&D-New Office Building
M13030-Substation BP7 Mod
M13035-Corn Actuator Cont Upgr
M13036_ARR-RG-Woodward Av URD
M13037-BP22 Transmission Line
M13051-ACW-US90-Ocala/N Monroe
M13051-KR-Capital Pl@Southwood
M13051-KR-Southwood Units 31
M14034:U8 CTG Spare Speed Rati
Nabb Road Feeder
OP_Substation Design Stds
OP-GO-Hurricane Frances
OP-GO-Hurricane Ivan
PD-LIDAR for NERC Compliance
PD-Relocation of BP3 Xmis Line
PE-BP 21 Feeders
PE-BP-12 TMH Feeders
PE-CCSW Orange to US 90
PE-Fallschase Substation-BP21
PE-Gaines Street
PE-Recond TL 15A-C
PE-Substation BP22
PE-Substation BP4 Modification
PE-Substation BP5 Modification
PE-Substation BP6 Modification
PE-TD-BP4 Feeders
PE-Trans Line 17 Conversion
PE-West Side Substation-BP-23
PP8 Major / Minor Outages
PP8 ZD Major/Minor Outages
Prod Mgmt - Training Solutions

Utility Services

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Prod Mgmt Champs Integration
Prod Mgmt- Champs Upgrades
Prod Mgmt- Corn Spillway Modif
Prod Mgmt- Purdom Oil Tank Con
Property Acquisition
Purch of Talquin Elect Facility
Purdom - Demineralizer Refurb
Purdom DCS Hardware/Soft
Purdom Structure Impr
Purdom ZD Filter Cake Conveyor
R10039-RF-Substns/SC Fac Upgra
Relay & Comm Sys. RR&I
Relay & Communic. Systems P-II
Replace 5kv Switches on Downtown
Smart Grid-Automated Distribution
Solar Capacity Expansion Plan
Solar Development Project
Substation BP-14
Substation BP-17
Substation BP17 Construction
Substation BP3 Reconstruction
Substation J Renovations
Substation Mods--Mobile Tfmr
Substation Transformers Replac
T&D-Facility Security Program
USC-Misc RR&I
Welaunee Land Purchase

Utility Services
Solid Waste
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Utility Services

Solid Waste

Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 350101 Solid Waste Administration | 5,337,500 | 6,435,975 | 9,169,606 | 9,195,784 |
| 350201 Residential Garbage | 2,605,683 | 2,235,537 | 2,383,889 | 2,379,362 |
| 350202 Residential Trash | 2,581,355 | 1,867,313 | 1,805,948 | 1,944,345 |
| 350203 Contractual Residential Services | 5,635,342 | 6,072,510 | 4,655,293 | 4,608,043 |
| 350301 Commercial Dumpster | 4,185,907 | 4,238,358 | 3,855,883 | 3,790,148 |
| 350302 Roll-Off and Multi-Lift | 2,383,544 | 2,031,682 | 2,106,513 | 2,055,331 |
| 350303 Barrel Services | 245,389 | 221,750 | 415,549 | 368,028 |
| 350305 Commercial Recycling | 638,982 | 577,934 | 443,012 | 439,917 |
| Total Expenditures | 23,613,702 | 23,681,059 | 24,835,693 | 24,780,958 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 4,530,461 | 4,638,229 | 5,045,912 | 5,038,427 |
| Operating | 5,910,206 | 6,967,150 | 5,254,719 | 5,207,469 |
| Other Services & Charges | 99,952 | 139,572 | 139,572 | 139,572 |
| Capital Outlay | 13,069 | 14,019 | 74,885 | 74,885 |
| Allocated Accounts | 5,009,797 | 5,096,630 | 5,556,327 | 5,556,327 |
| Utilities and Other Expenses | 5,822,909 | 5,214,535 | 6,952,302 | 6,952,302 |
| Transfers | 262,200 | 0 | 0 | 0 |
| Contributions to Operations | 1,594,428 | 1,610,924 | 1,811,976 | 1,811,976 |
| Year End Adjustments | 370,680 | 0 | 0 | 0 |
| Total Expenditures | 23,613,702 | 23,681,059 | 24,835,693 | 24,780,958 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|----------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Solid Waste Fund | 23,613,702 | 23,681,059 | 24,835,693 | 24,780,958 |
| Total Funding | 23,613,702 | 23,681,059 | 24,835,693 | 24,780,958 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-----------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 350101 Solid Waste Administration | 15.00 | 16.00 | 16.00 | 16.00 |
| 350201 Residential Garbage | 18.00 | 17.00 | 16.00 | 16.00 |
| 350202 Residential Trash | 16.00 | 16.00 | 15.00 | 18.00 |
| 350301 Commercial Dumpster | 18.00 | 19.00 | 19.00 | 17.00 |
| 350302 Roll-Off and Multi-Lift | 9.00 | 9.00 | 9.00 | 8.00 |
| 350303 Barrel Services | 5.00 | 4.00 | 4.00 | 3.00 |
| 350305 Commercial Recycling | 7.00 | 6.00 | 6.00 | 6.00 |
| Total FTE | 88.00 | 87.00 | 85.00 | 84.00 |

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 FY15:

- Waste Pro began serving the City in 2006, with an initial contract term of seven years expiring on September 30, 2013. In January 2013, the City Commission approved an amended contract with Waste Pro through October 2018 stating that City resources will be utilized to collect commercial garbage, residential bulk and yard waste from customers. Residential garbage, residential recycling and commercial garbage barrel services are provided by Waste Pro.
- Leon County Solid Waste Transfer Station began operation in 2003. Prior to its completion, solid waste materials were disposed at the Apalachee Parkway Solid Waste landfill facility. The transfer station now provides the single point of disposal for garbage. The City entered into an Inter-local Agreement with Leon County to deliver solid waste collected by the City and its agents to the transfer station for a term of ten years that ended on April 2, 2013. The agreement provided for an evergreen renewal which required a one-year notice of termination. On January 10, 2012, the City expressed its intent to end the contract at the conclusion of the initial ten year term. This allows both the City and County to explore other disposal and recycling options that best meet the needs of the community. Staff is assessing new disposal options including transporting collected wastes, alternative disposal sites and potential disposal costs. Staff is also working with Leon County to explore the possibility of re-purposing the Transfer Station into a regional Multi-recycling facility. The County will continue to operate the Transfer Station and staff will negotiate reduced disposal fees.
- 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. Most municipalities HH customers are about one to two percent of the total customer count. The City's Helping Hand customers 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.
- 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. Cleaning up of illegal dumps costs 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.
- In FY14, the City changed from dual-stream to single-stream (non-sorted) collection of recyclable materials, which was projected to increase the volume of recycled materials by up to one-third.

Utility Services

Solid Waste

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for the Solid Waste Department's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- The transfer of two full-time positions to Fleet Management. Fiscal Impact: (\$107,656).

City Commission Action

The City Commission approved the budget for the Solid Waste Department with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The transfer of one full-time position to the Animal Shelter. This position will be reclassified to a Foster Care Coordinator position: (\$54,374).

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 monitors field activity orders that are generated when a customer reports missed services, request off scheduled services, special collection services or delivery and/or replacement of containers. Solid Waste Administrative staff is responsible for ensuring open field orders have been completed, closed and billed. Staff runs a query each Wednesday to reconcile open field orders that are four or more days old. This practice resulted in 98% compliance for FY13 therefore the target of 100% remains for FY15. For the first quarters of FY14, the department is on track of meeting their goal of 100%.

- Maintain recycling contamination rate of 8% or less

Contamination of recycling most often occurs during special 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 single stream recycling and clear labeling molded into the lid of the recycle container to determine acceptable material for recycling. Contamination rates have trended downward since peaking in FY 2008 at 13.9%. The FY 2013 contamination rate was 7.0%. The year-to-date contamination rate (through February 2014) is 7.0%.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Increase participation in neighborhood meetings | # | 25 | 38 | 30 | 39 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Increase route audits of contracted service provider | # | 111 | 236 | 22 | 143 |
| Reduce number of City-served customer complaints | # | 1,312 | 1,327 | 358 | 1,184 |
| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| # of residential customers | # | 47,448 | 47,500 | 47,519 | 47,557 |
| # of commercial customers | # | 15,743 | 16,900 | 15,614 | 15,623 |
| Accomplish billing of commercial services within 5 days of service date | % | 100.00 | 100.00 | 33.33 | 100.00 |
| Close field activity orders within 4 days from time of service | % | 100.00 | 100.00 | 32.44 | 100.00 |
| Increase residential recycling set-outs by 6% | % | 31.89 | 39.00 | 0.00 | 36.00 |
| Increase residential recycling tonnage by 6% | # | 30,000 | 32,000 | 9,226 | 34,000 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Utility Services

Solid Waste

| Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|---|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Maintain recycling contamination rate below 8% | % | 6.46 | 8.00 | 2.45 | 7.93 |
| Reduce number of preventable accidents by 23% per year | # | 26 | 46 | 20 | 15 |
| Reduce portion of residential solid waste collection unit costs that are controlled by department by 4% | % | -38.58 | -58.00 | -16.20 | -35.56 |

Utility Services
Solid Waste
Capital Improvement Program Budget

CIP Budget Overview

There are no capital projects for Solid Waste in the FY 2015-2019 Capital Improvement Plan (CIP).

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 2014.

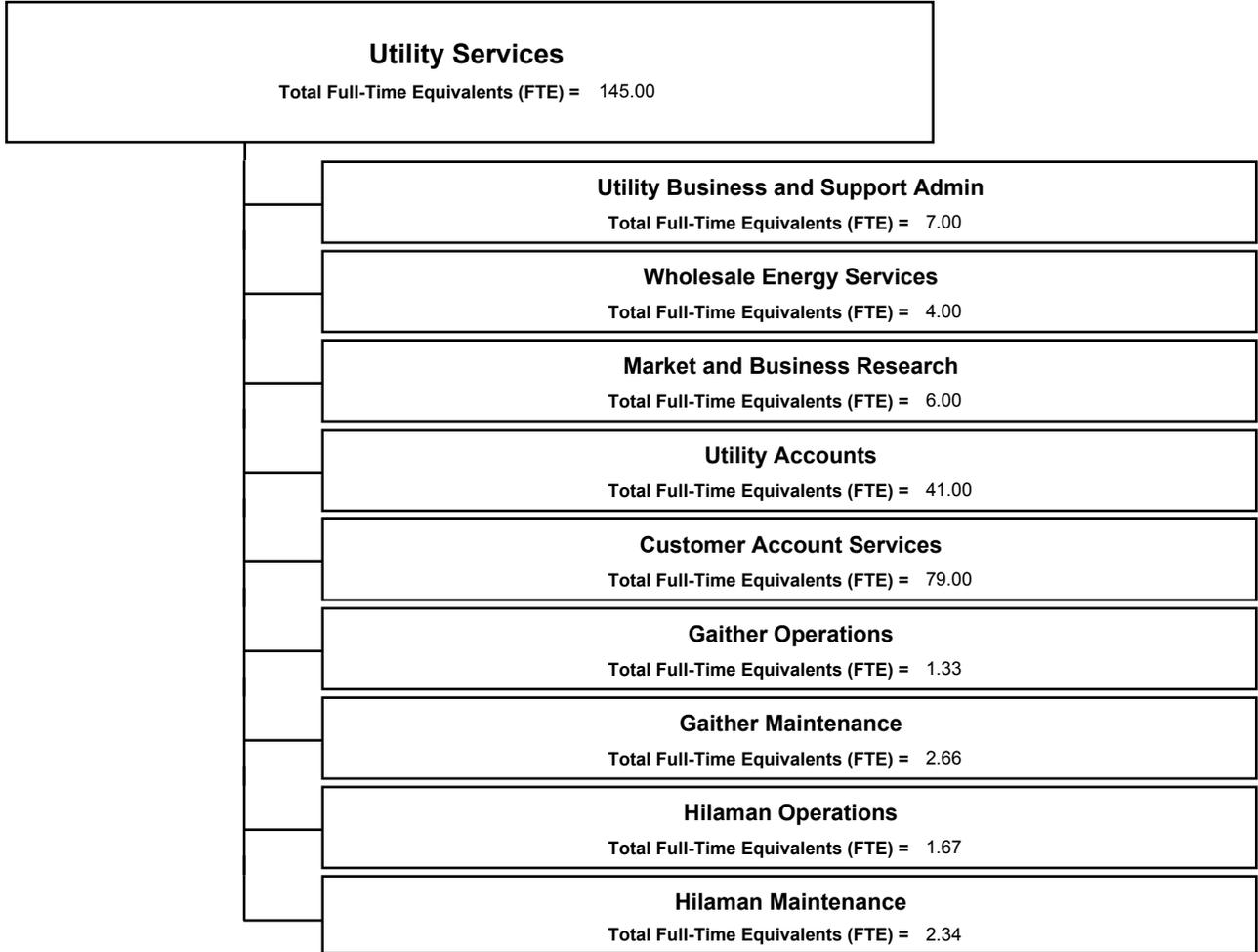
None.

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 2015.

None.

Utility Services
Utility Services
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Utility Services

Utility Services

Operating Budget

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---|-------------------|----------------------|---------------------|---------------------|
| 370101 Utility Business and Support Admin | 2,849,873 | 3,944,382 | 4,416,593 | 4,452,660 |
| 370107 Wholesale Energy Services | 0 | 0 | 168,065,571 | 157,882,230 |
| 370202 Market and Business Research | 684,387 | 703,959 | 673,040 | 655,553 |
| 370204 Special Projects | 43,909 | 31,324 | 33,797 | 33,797 |
| 370501 Utility Accounts | 4,938,616 | 6,750,578 | 4,548,557 | 4,589,546 |
| 370503 Customer Account Services | 3,652,655 | 4,375,715 | 6,034,120 | 6,040,066 |
| 370601 Gaither Operations | 171,772 | 216,842 | 218,600 | 218,589 |
| 370602 Gaither Maintenance | 210,922 | 233,276 | 246,397 | 252,395 |
| 370603 Hilaman Operations | 438,763 | 422,699 | 507,707 | 508,079 |
| 370604 Hilaman Maintenance | 474,263 | 477,808 | 488,165 | 488,526 |
| Total Expenditures | 13,465,160 | 17,156,583 | 185,232,547 | 175,121,441 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------|-------------------|----------------------|---------------------|---------------------|
| Personnel Services | 8,542,986 | 9,080,592 | 10,897,073 | 10,969,308 |
| Operating | 1,974,007 | 2,041,186 | 2,820,650 | 2,820,650 |
| Fuel | 0 | 0 | 157,138,327 | 157,138,327 |
| Allocated Accounts | 2,422,844 | 4,641,400 | 3,598,843 | 3,598,843 |
| Utilities and Other Expenses | 150,904 | 155,039 | 216,351 | 216,351 |
| Transfers | 279,307 | 1,031,033 | 377,962 | 377,962 |
| Year End Adjustments | 95,112 | 207,333 | 10,183,341 | 0 |
| Total Expenditures | 13,465,160 | 17,156,583 | 185,232,547 | 175,121,441 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-----------------------|-------------------|----------------------|---------------------|---------------------|
| General Fund | 382,694 | 450,118 | 464,997 | 470,984 |
| Golf Course Fund | 913,026 | 900,507 | 995,872 | 996,605 |
| Utility Services Fund | 12,169,440 | 15,805,958 | 183,771,678 | 173,653,852 |
| Total Funding | 13,465,160 | 17,156,583 | 185,232,547 | 175,121,441 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---|-------------------|----------------------|---------------------|---------------------|
| 370101 Utility Business and Support Admin | 5.00 | 5.00 | 7.00 | 7.00 |
| 370107 Wholesale Energy Services | 0.00 | 0.00 | 4.00 | 4.00 |
| 370202 Market and Business Research | 6.00 | 6.00 | 6.00 | 6.00 |
| 370501 Utility Accounts | 51.00 | 51.00 | 41.00 | 41.00 |
| 370503 Customer Account Services | 50.00 | 50.00 | 79.00 | 79.00 |
| 370601 Gaither Operations | 1.67 | 1.33 | 1.33 | 1.33 |
| 370602 Gaither Maintenance | 2.99 | 2.99 | 2.66 | 2.66 |
| 370603 Hilaman Operations | 1.33 | 1.67 | 1.67 | 1.67 |
| 370604 Hilaman Maintenance | 2.01 | 2.01 | 2.34 | 2.34 |
| Total FTE | 120.00 | 120.00 | 145.00 | 145.00 |

Utility Services

Utility Services

Summary of Services Provided

In the commitment to provide excellent customer service and to enrich the quality of life in the Tallahassee community, the Utility Business & Customer Services (UBCS) Department merged with the Energy Services Department to become the Utility Services Department. This merger is dedicated to the consistent delivery of services, and recognizes the value of ongoing research to identify community needs, capture customer preferences, and create new products and services that meet the lifestyles of our customers.

The Utility Services Department (USD) is committed to providing excellent customer service and in order to build upon the success of the past, looked for ways to expand or improve upon efforts that have been well-received by customers. The performance of the utility system and golf program, as measured by the most critical metrics of customer satisfaction and financial health, continues to remain superior.

Overall, service levels have increased, efficiency has improved, energy rates have been lowered, a surplus was generated in the golf fund (due, in part, to allocated costs being charged to the general fund), and customer surveys have generated the highest satisfaction ratings since the surveys began. These have helped the city receive national recognition from the U.S. Conference of Mayors as the Most Livable City in America for 2011, and in 2012, the American Public Power Association's #1 Public Utility Award and the E. F. Scattergood System Achievement Award. The award honors outstanding achievement and service to customers.

Utility Customer Operations

The Utility Customer Operations program (UCO) provides a direct interface with the city's utility customers by responding to utility inquiries through the call center, walk-in service center, energy services, web, customer programs, social media and commercial customer account management units. UCO is responsible for accurately processing utility inquiries and service requests such as service connects, disconnects, transfers, and other related work orders. UCO also provides residential and commercial energy audits to over 5,000 customers annually. Approximately 500,000 customer transactions are handled each year. UCO administers collection activities for delinquent utility and non-utility accounts, manages energy, water and wastewater loan activities, and resolves customer issues and appeals associated with parking tickets. With the implementation of the smart grid and e+ online, UCO can now connect customers with programs that fit their lifestyles and promote conservation and savings. Most recently, with the increase in customer contacts through talgov.com and social media sites, UCO has established a team to provide assist to those customers using this fast growing form of communication.

Utility Business Systems

During FY 2014 the Utility Accounting division was reorganized and became two separate divisions. Essentially, the former Utility Accounts (UA) division was further divided creating Utility Business Systems and Utility Customer Field Operations. This new arrangement allows for additional staff focus and clearer lines of responsibility and organization for "back office" supporting systems and functions as well as field network or "smart grid" operations. In its new capacity, Utility Business Systems (UBS) now becomes the executive owner of the advanced metering infrastructure (AMI) network, the customer information system (CIS), and the e+ online web portal. Additionally, UBS performs major functions associated with billing for electric, water, wastewater, gas and solid waste utilities as well as technical billing support for CIS, accounting reconciliation between CIS and the city's financial system, and processing electronic and traditional utility statements. New duties and work processes related to the installation of the AMI network have prompted changes in infrastructure through introduction of two new databases plus three new software systems in addition to personnel resources. The introduction of new technology and more efficient processes enhances UBS's ability to promote energy savings and provide customers with more choices about their services.

Utility Customer Field Operations

As a newly defined division of Utility Services, Utility Customer Field Operations (UCFO) functions as the administrator of the city's smart grid. Solely responsible for the maintenance and functionality of the smart grid's smart metering networks, UCFO makes over 450,000 customer contacts annually, representing the city

Utility Services

Utility Services

in various capacities including meter reading, service reconnects/disconnects and service investigations. Additionally, UCFO provides the constant stream of utility data supporting the e+ online customer portal, providing utility customers with real time information about their utilities 24 hours a day.

Utility Marketing & Business Research

Utility Marketing has developed a city-wide campaign to encourage and promote excellent customer service and to provide cost effective ways to provide marketing support to the city of Tallahassee's utility operations. The focus on putting customers first has been achieved with low to no-cost marketing strategies by having a consistent message through community outreach and awareness. With the rollout of new products and services, there is increased demand for public awareness and education. This involves offering integrated marketing, community outreach, research and analysis, surveys, program development, advertising, project management, special event planning, graphic and web design and utility sponsored community partnerships. To enhance other city services, Utility Marketing provided key branding, communication and outreach support to StarMetro for a variety of projects including the highly successful launch of the Rhythm Route, Planning for Tomorrow public workshops, the Stuff the Bus food drive and various communitywide initiatives through Caring in Motion.

Energy Services

All activities in the Energy Services Division are carried out in support of the electric and gas utilities' goals of providing reliable electric and gas service at a reasonable price.

- Fuel purchases for electric generating stations and gas utility distribution
- Energy risk management program execution
- Dodd-Frank Act rule implementation
- Natural gas pipeline supply nomination and scheduling
- Fuel oil supply purchase and transportation for electric generation stations
- Hedging gasoline and diesel fuel for fleet and StarMetro
- Generating unit commitment and economic dispatch
- Prepaid natural gas contract development
- Electric power and gas marketing
- Contract development and management for energy marketing

In the next year, the Energy Services division will challenge itself to find ways to stabilize the cost of fuel and power while also addressing the issues of fuel diversification, renewable energy, and an uncertain energy marketplace. The upcoming rate case with the city's primary natural gas pipeline supplier, Florida Gas Transmission, will provide the city with an opportunity to change the rate structure and reduce costs for utility customers.

Golf Program

The city of Tallahassee operates two public golf courses which provide an opportunity for golfers of all ages and skill levels to enjoy the game of golf at affordable prices. Hilaman Golf Course is an 18-hole, par 72 course that offers amenities such as tennis courts, a driving range, snack bar and a golf pro shop. The Jack Gaither Golf Course is a 9-hole, par 36 course that hosts the Jake Gaither Golf Association and junior summer golf camps. The golf association hosts tournaments and instructional programs for their members.

Administration

Administrative functions include providing general administrative services, budget and financial management, performance management, human resources services, contract administration, establishment and implementation of internal controls, purchasing and procurement services, policy/process review, and audit responses.

Utility Services

Utility Services

Trends and Issues

For 2014, UBCS supports the initiative to Live Healthy and Be Energy Fit. Following the local 95210 campaign, Your Own Utilities encourages customers to use human energy instead of home energy. The goal is to lower energy costs by promoting awareness of energy conservation and connecting it with fitness and health. Each year, UBCS introduces new marketing themes and campaigns to promote energy conservation, water conservation, recycling, and natural resource protection. Customers have responded positively to these efforts.

A recent survey indicates city of Tallahassee customers continue to be very satisfied with services and programs provided by utility departments. Results show 91% of customers surveyed rated the quality of services as either excellent or good. This represents the highest rating of overall satisfaction since conducting this survey. The increase in popularity of several e+ (Energy Smart Plus) programs and services, such as Nights & Weekends, Double Rebates and free energy audits indicates customers have embraced the many options offered by Your Own Utilities. Demand for new innovative choices and flexibility have resulted in the development of new products and services that include Pay as You Go, new rate choices for businesses, mobile phone alerts, and more.

To connect with customers, emphasis has been placed on neighborhood outreach, automatic reminders, e-mail announcements, and text notification, among other practices. Your Own Utilities is reaching a broad, diverse audience through churches, schools, neighborhood associations, and civic organizations by participating in more than 150 community events each year. Radio ads are used for mass communication of seasonal messages and initiatives to make customers aware of the many programs available to them, as well as valuable information about new programs and updates. Existing operations continue to be reported by local print and television medias.

Since redesign of the city's Talgov.com web site in October 2012, the e+ Online section has been the most viewed page, followed closely by the Your Own Utilities home page. Each month approximately 20,000 customers use the e+ Online web tool to manage their accounts, monitor usage, compare rate plans, and pay their bills online at no cost.

Many customers still wish to contact the department directly by phone or in person, which prompted UBCS to expand its call center hours from Monday through Friday to seven days a week for sixteen hours a day (7am to 11pm) to improve service, especially during outages and other critical periods. Staffing is scheduled based on forecasted demand by day and hour to meet a goal of 80% of calls answered within 30 seconds.

Staff has worked to increase play at its golf courses through the addition of forward tees, instructional clinics, and tournaments. Hilaman Golf Course was the first course in Tallahassee to add forward tees to provide high handicap golfers with a shorter distance on nine holes, which increases their enjoyment of the game. Based on positive comments from customers, it is anticipated that forward tees also will be added at the Jake Gaither Golf Course. Although course conditions have greatly improved, they continue to be a priority and challenge. The condition of some sand traps at Hilaman, cart paths at both courses, and the age of the golf fleet were the most important issues addressed in fiscal year 2014.

Utility Services

Utility Services

Significant Changes From FY 2014

The following service level changes are proposed for UBCS in fiscal year 2015. The City Commission Action section that follows includes additional changes to the fiscal year 2015 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% 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 employee plus one (two-party) rate for vacant positions; and, in a variance rate is applied to salaries based on actual experience.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.
- Increased unclassified contractual services funding in the customer accounts services cost center to support set-up costs and monthly service fees for the Pay As You Go program that allows customers to prepay their utility services and receive daily updates about their usage and account balance. Fiscal Impact: \$192,000.

City Commission Action

Utility Business and Customer Services Department's fiscal year 2015 budget was approved with the following changes:

- Adjustments to personnel expenses include a 4.76% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain the overall premium percentages at 70% city / 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Utility Services
Utility Services
Performance Measures

Program Objectives

The Utility Services Department's 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

Many of the new programs and functions that Your Own Utilities offers are made possible by the modernization of the city's infrastructure and software systems. With these new systems, it has been necessary to transition from a labor-oriented field staff to one with more emphasis on automation and data analysis. This transition resulted in a 25% reduction in the Utility Account Division's labor force. The 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 reading for electric, water, and gas, as well as other select field functions that now can be performed remotely.

The department is performing fewer field visits and has begun to realize labor savings, vehicle maintenance and fuel costs savings, as well as a reduction in carbon emissions. It is expected that additional enhancements and customer benefits will be realized in fiscal year 2015 with improved water leak detection and tampering and theft detection, among other items.

In fiscal year 2009 Utility Business and Customer Services (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. In FY 2013, we recorded the highest satisfaction rating since the surveys began. Ninety (90%) percent of customers surveyed indicated that they were satisfied or very satisfied with the service they receive.

Community outreach and education is an important measure for the Utility Services Department and Your Own Utilities as a whole. Utility Services' goal of participating in at least 125 events each year has been met through several of Tallahassee's signature events such as the Winter Festival and Celebrate America at Tom Brown Park along with city-wide events such as the Hopkins Power Plant Open House, the large scale "What Women Want" event, various Senior Center Activities as well as local festivals and home owner association meetings. In fiscal year 2013, the Utility Marketing division exceeded its goal of 125 by participating in 187 events. The current target for FY2014 is 150 presentations. As of mid 2014, the division has met at least one third of that goal with the completion of 60 presentations.

The Utility Customer Operations division has deployed a workforce management system that aids 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 utilities call center, it measures the time an agent is logged on to the call system and is available to take calls. The labor utilization rate of 90% or greater of call center calls answered within 30 seconds is the goal for the Utility Services department. In fiscal year 2009, the first year the system was deployed, the call center labor utilization rate was 86%. In fiscal year 2011 the performance improved to 93% and increased to 96% in fiscal years 2012 and 2013. In fiscal year 2014, the call center labor utilization rate is 95%.

The performance measures for the first half of FY14 reveal the effects of a much colder than normal winter. Natural gas delivered to both the Electric and Gas utilities broke all previous records for the first six months of the fiscal year. Natural gas pipeline utilization has exceeded performance targets by 12 percentage points due to the substantial volumes needed for the city's own needs. The total volume of power purchases and sales is lower this year due to greater native load requirements during the significantly colder than normal winter.

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

Utility Services

Utility Services

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Number of calls received in call center | # | 458,083 | 425,000 | 215,519 | 425,000 |
| Number of new, transfer, and final out accounts | # | 104,129 | 90,000 | 39,504 | 90,000 |
| Number of utility accounts with email addresses | # | 70,225.00 | 57,000.00 | 71,463.20 | 57,000.00 |
| Number of walk-in inquiries | # | 53,845 | 40,000 | 21,937 | 40,000 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Utility Marketing community outreach/educational presentations | # | 187 | 200 | 60 | 150 |
| Electric power off-system purchases and sales (MWH) | # | 175,292 | 400,000 | 82,631 | 400,000 |
| Natural gas contracted transportation utilization factor | # | 89.18 | 84.71 | 576.78 | 90.00 |
| Natural gas delivered & capacity traded (MMBTU) | # | 25,156,080 | 23,500,000 | 13,012,804 | 23,500,000 |
| Number of commercial field energy audits performed | # | 145 | 150 | 90 | 150 |
| Number of residential field energy audits performed | # | 6,308 | 5,000 | 2,544 | 5,000 |
| Number of service orders worked | # | 379,737 | 210,000 | 76,523 | 210,000 |
| Total number of golf rounds played. | # | 55,993 | 55,000 | 20,935 | 55,000 |
| Efficiency Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Maintain labor utilization rate within the call center at 80% or greater. | % | 96.00 | 90.00 | 95.20 | 90.00 |
| Average daily meter network reporting. Methodology: sum of total meters reporting over a month divided by the sum of the daily total number of meters within network coverage (e.g. 199,000 / 200,000 = 99.5%) | % | 0.00 | 99.50 | 9,973.33 | 99.50 |
| Percent of account write-offs vs. gross revenues | % | 0.69 | 1.00 | 63.40 | 1.00 |
| Percent of call center calls answered within 30 seconds | % | 73.00 | 80.00 | 69.33 | 80.00 |
| Percent of customer satisfaction surveys administered quarterly receiving a rating of 3 or above on a scale of 1 - 5. | % | 90 | 90 | 90 | 90 |
| Prepay natural gas savings result from the issuance of tax free municipal bonds to finance the prepayment of natural gas supplies | \$ | 1,270,200 | 1,200,000 | 633,360 | 1,200,000 |
| Total profit/savings from off-system natural gas transaction | \$ | 13,182 | 50,000 | 583 | 50,000 |
| Total profits/savings from off-system power transactions | \$ | 729,420 | 500,000 | 607,182 | 500,000 |

Utility Services

Utility Services

Capital Improvement Program Budget

CIP Budget Overview

The Utility Services Department's budget has increased by \$24.1 million from its fiscal year 2014 CIP due to the inclusion of two projects, commercial and residential energy conservation, that were managed by the former Energy Services Department. Both projects provide low interest loans and rebates to support the city's energy efficiency programs and are supported by the energy conservation fund.

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--|----------------------------------|-----------------------------|
| Electric RRI Undesignated Balance | 0 | 8,192,000 |
| Energy Conservation Fund - Capital Funds | 4,825,000 | 24,125,000 |
| Gas RR&I Undesignated Balance | 0 | 1,484,200 |
| Sewer RR&I Undesignated Balance | 0 | 1,913,000 |
| Solid Waste Rate Stabilization Reserve | 0 | 1,335,800 |
| Water RR&I Undesignated Balance | 0 | 3,675,000 |
| Total Funding | 4,825,000 | 40,725,000 |

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 2014.

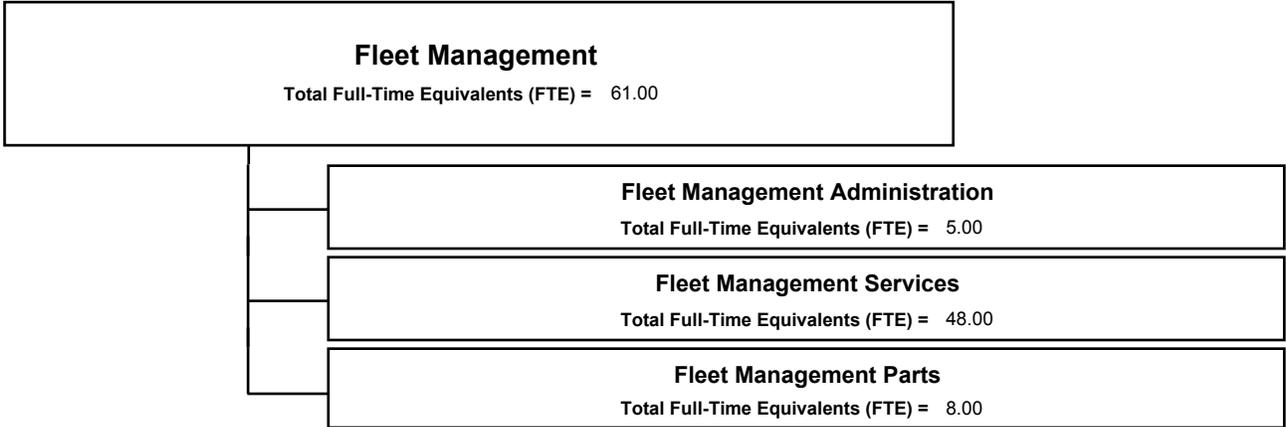
Cascades Park Renovation
Hilaman Irrigation System Repairs
Work Management Project

Continued Capital Projects

The following list represents projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2015.

AMI - Advanced Metering
Good Neighbor Energy Assistance

Utility Services
Fleet Management
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

**Utility Services
Fleet Management
Operating Budget**

Budgetary Cost Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 470101 Fleet Management Administration | 1,542,757 | 1,022,675 | 1,354,114 | 1,356,325 |
| 470201 Fleet Management Services | 2,986,817 | 3,712,845 | 3,815,233 | 3,752,832 |
| 470301 Fleet Management Parts | 8,549,260 | 8,465,198 | 8,530,798 | 8,709,632 |
| 470401 Motor Pool | 669,221 | 177,700 | 70,678 | 70,678 |
| Total Expenditures | 13,748,055 | 13,378,418 | 13,770,823 | 13,889,467 |

Expenditure Category Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Personnel Services | 3,860,664 | 4,021,394 | 4,220,668 | 4,203,751 |
| Operating | 231,981 | 241,226 | 369,136 | 369,136 |
| Fuel | 5,141,826 | 4,853,875 | 4,999,491 | 4,999,491 |
| Allocated Accounts | 891,766 | 1,091,754 | 981,476 | 981,476 |
| Utilities and Other Expenses | 3,156,085 | 3,156,085 | 3,179,253 | 3,314,814 |
| Transfers | 18,168 | 14,084 | 20,799 | 20,799 |
| Year End Adjustments | 447,565 | 0 | 0 | 0 |
| Total Expenditures | 13,748,055 | 13,378,418 | 13,770,823 | 13,889,467 |

Funding Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|-----------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| Garage Operating Fund | 13,748,055 | 13,378,418 | 13,770,823 | 13,889,467 |
| Total Funding | 13,748,055 | 13,378,418 | 13,770,823 | 13,889,467 |

FTE Summary

| | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|--|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 470101 Fleet Management Administration | 4.00 | 5.00 | 5.00 | 5.00 |
| 470201 Fleet Management Services | 40.00 | 48.00 | 49.00 | 48.00 |
| 470301 Fleet Management Parts | 5.00 | 6.00 | 7.00 | 8.00 |
| 470401 Motor Pool | 9.00 | 0.00 | 0.00 | 0.00 |
| Total FTE | 58.00 | 59.00 | 61.00 | 61.00 |

Utility Services Fleet Management

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

Trends and Issues

- Fleet anticipates vacancies of key positions in the near future. As a result, documenting institutionalized knowledge will be a focus in the upcoming year. Fleet is also participating in Equity and Workforce Development's Employee Mobility Achievement Program and has identified positions to include in the department's short-term succession plan. In an effort to enhance the organizational culture of Fleet, management will be focusing on improving communication, team building strategies, in-house and Automotive Service Excellence (ASE) training initiatives and cross training of staff. Evaluating staffing needs and re-organizing for better functionality and use of resources continues to be an on-going process.
- Customer service feedback continues to be very positive: (i) a 5% average vehicle downtime is considered exceptional in the industry standard while Fleet Management consistently meets or exceeds this standard (ii) a 5% variation in parts inventory is considered exceptional in the industry standard and Fleet Management has not been more than 0.05% for seven years. Fleet continues striving to:
 - Provide reliable, accurate information in a shorter amount of time utilizing various technologies.
 - Streamline processes in Fleet billing/reporting and preventative maintenance scheduling.
 - Analyze existing processes and determine the feasibility of implementing and enhancing these processes.
 - A successful Second Chance Program with the Florida Department of Corrections has contributed to enhancements and cost reductions.

Utility Services Fleet Management

Significant Changes From FY 2014

The following service level changes were included in the proposed budget for the Fleet Management Division's fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- The addition of two full-time positions. These positions were transferred from Solid Waste. Fiscal Impact: \$107,656.

City Commission Action

The City Commission approved the budget for the Fleet Management with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Utility Services
Fleet Management
Performance Measures

Program Objectives

The following objectives have been identified for this program:

- Maintain current and dependable fleet;
- Continued emphasis on accurate data entry and tracking;
- Complete capital improvement projects on time and within budget;
- Increase focus on customer service and satisfaction, and improve communications.

Analysis of Performance Measures

The FASTER fleet management program gives Fleet daily comparative reports for trends and measurements.

• Complete scheduled Preventative Maintenances on time. This has become an emphasis within each service shop to attain industry standard by performing extensive research on how each shop operation affects the preventive maintenance schedule. This education has been taken and shared to implement changes to bring this measure up to standard. In FY13, we averaged 69%; during the first quarter of FY14, we have attained 84%. We expect this to continue improving.

• Industry standard is that 70% of fleet work performed should be scheduled maintenance, while the other 30% is non-scheduled repairs. Research indicates the coding of work performed is not consistent from one mechanic to another. Development for training is in progress to correct this. We expect to see an increase in this standard by the end of FY 2015.

| Input Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Fleet Amended Budget | \$ | 13,520,223 | 13,307,408 | 13,307,408 | 13,770,793 |
| New Equipment put into service | # | 169 | 100 | 60 | 100 |
| Number of Fleet FTE Positions | # | 58 | 59 | 59 | 61 |
| Output Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Fuel Gallons Dispensed | # | 1,471,096 | 1,500,000 | 651,368 | 1,471,096 |
| Maintenance Subcontracted out | % | 16 | 15 | 85 | 15 |
| Surplused Vehicles | # | 188 | 100 | 21 | 100 |
| Effectiveness Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
| Fleet Availability | % | 96.00 | 95.00 | 96.50 | 95.00 |
| Parts Fill Rate | % | 64.00 | 70.00 | 59.50 | 70.00 |
| Parts inventory on-hand per vehicle | \$ | 125 | 127 | 287 | 128 |
| Parts Inventory Turnover | # | 2.20 | 2.40 | 2.05 | 2.40 |
| Preventive Maintenance as a % of maintenance | % | 49.00 | 50.00 | 20.75 | 50.00 |
| Preventive Maintenance completed on time | % | 69.00 | 80.00 | 84.40 | 80.00 |
| Scheduled Maintenance | % | 62 | 70 | 56 | 70 |
| Surplus Revenue \$ | \$ | 2,227,028 | 1,500,000 | 89,652 | 500,000 |
| Surplus Revenue % | % | 26.00 | 15.00 | 11.50 | 15.00 |
| Technician Productivity | % | 74.00 | 79.00 | 35.50 | 79.00 |
| Vehicles per Technician | # | 65 | 66 | 58 | 65 |

**Utility Services
Fleet Management
Capital Improvement Program Budget**

CIP Budget Overview

Two projects are approved for funding in the FY 2015-2019 capital improvement plan for Fleet. For FY15, the capital budget includes \$8,600,000 in funding for the Vehicle Replacement project and the Environmental Compliance and Remediation project. As in past years, both of these projects are being funded from the Fleet Reserve Fund.

Fleet's five-year capital improvement plan totals \$43,000,000.

| Funding Source | FY 2015 Appropriation | 5 Year CIP Total |
|----------------------|--------------------------|---------------------|
| Fleet Reserve Fund | 8,600,000 | 43,000,000 |
| Total Funding | 8,600,000 | 43,000,000 |

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 2014.

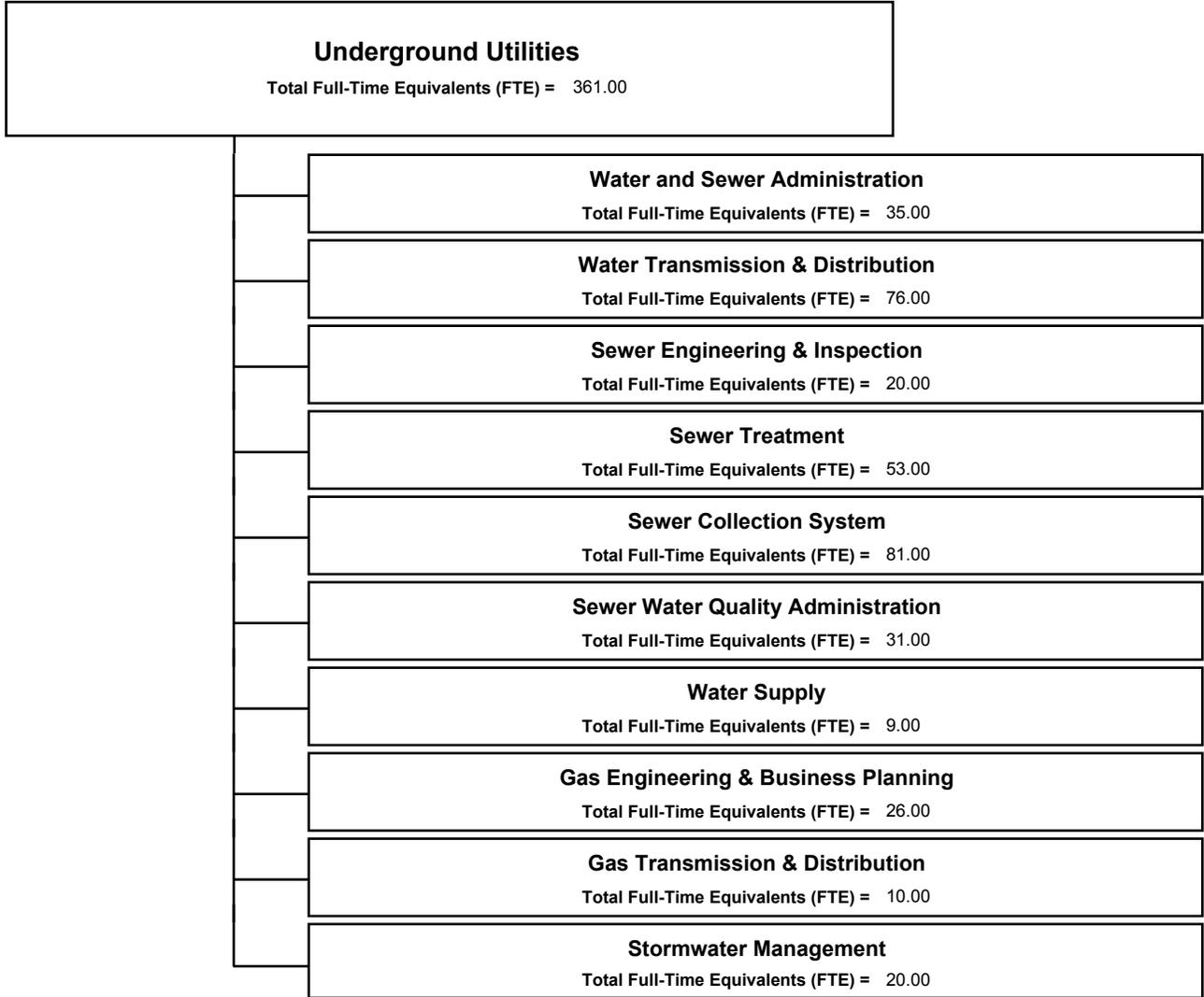
- FY14 Environmental Compliance/Remediation
- FY14 Vehicle Replacement

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 2015.

None.

Utility Services
Underground Utilities
Organizational Chart



**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

**Utility Services
Underground Utilities**

Operating Budget

| <u>Budgetary Cost Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 490101 Underground Utilities Administration | 20,549,440 | 22,015,288 | 23,172,402 | 24,624,071 |
| 490103 Water Distribution | 3,232,131 | 3,852,290 | 2,788,534 | 2,596,229 |
| 490106 Water Construction | 1,364,569 | 1,229,217 | 857,924 | 854,244 |
| 490201 Business & Technology Development | 39,258,660 | 43,213,937 | 39,612,380 | 39,607,133 |
| 490209 Engineering and Inspection | 1,289,976 | 1,431,457 | 1,216,969 | 1,200,203 |
| 490301 Treatment Plants | 765,795 | 28,346 | 0 | 0 |
| 490302 TPS Plant Operation | 4,196,083 | 6,704,596 | 7,214,059 | 6,901,043 |
| 490303 TPS Maintenance | 2,398,655 | 252,633 | 0 | 0 |
| 490306 Biosolid Operations | 1,091,355 | 1,289,376 | 1,069,251 | 1,415,934 |
| 490308 Sprayfield Operations | 742,044 | 878,009 | 965,345 | 965,345 |
| 490402 Collection System Maintenance | 2,470,109 | 2,767,692 | 2,485,857 | 2,683,769 |
| 490403 Collection System Repair | 1,320,972 | 1,184,317 | 1,184,695 | 1,110,359 |
| 490405 Pumping Stations | 2,133,295 | 2,494,168 | 2,920,514 | 2,934,136 |
| 490501 Water Quality Administration | 1,514,077 | 170,153 | 0 | 0 |
| 490505 Water Quality Laboratory | 1,341,009 | 2,805,814 | 3,151,398 | 3,081,752 |
| 490509 Water Supply | 2,478,053 | 3,205,183 | 3,438,925 | 3,438,925 |
| 490601 Gas Engineering & Business Planning | 14,076,701 | 16,156,370 | 14,988,315 | 15,381,639 |
| 490602 Gas Transmission & Distribution | 13,520,740 | 14,243,631 | 16,859,989 | 16,811,156 |
| 490701 Stormwater Management | 11,169,735 | 11,398,911 | 9,726,728 | 9,953,180 |
| Total Expenditures | 124,913,399 | 135,321,388 | 131,653,285 | 133,559,118 |
| | | | | |
| <u>Expenditure Category Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
| Personnel Services | 21,433,145 | 21,905,236 | 22,612,011 | 22,533,559 |
| Operating | 4,677,482 | 5,940,477 | 6,111,617 | 6,060,326 |
| Fuel | 12,517,518 | 13,177,500 | 16,030,816 | 16,030,816 |
| Other Services & Charges | 1,151,581 | 1,365,100 | 1,608,245 | 1,608,245 |
| Capital Outlay | 63,666 | 29,050 | 1,726,749 | 1,726,749 |
| Allocated Accounts | 16,342,807 | 17,536,420 | 17,677,766 | 17,677,766 |
| Utilities and Other Expenses | 5,072,083 | 5,833,302 | 7,435,586 | 7,435,586 |
| Transfers | 52,098,062 | 54,809,950 | 46,340,892 | 48,376,468 |
| Contributions to Operations | 9,748,707 | 10,096,631 | 11,056,660 | 11,056,660 |
| Year End Adjustments | 1,808,348 | 4,627,722 | 1,052,943 | 1,052,943 |
| Total Expenditures | 124,913,399 | 135,321,388 | 131,653,285 | 133,559,118 |
| | | | | |
| <u>Funding Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
| Gas Operating Fund | 27,597,441 | 30,400,001 | 31,848,304 | 32,192,795 |
| Water Operating Fund | 27,624,193 | 30,301,978 | 30,257,785 | 31,513,469 |
| Sewer Operating Fund | 58,522,030 | 63,220,498 | 59,820,468 | 59,899,674 |
| Stormwater Fund | 11,169,735 | 11,398,911 | 9,726,728 | 9,953,180 |
| Total Funding | 124,913,399 | 135,321,388 | 131,653,285 | 133,559,118 |

**City of Tallahassee
Fiscal Year 2015 Adopted Budget**

**Utility Services
Underground Utilities**

Operating Budget

| <u>FTE Summary</u> | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed | FY 2015 Approved |
|---|---------------------------|------------------------------|-----------------------------|-----------------------------|
| 490101 Underground Utilities Administration | 10.00 | 11.00 | 13.00 | 12.00 |
| 490103 Water Distribution | 63.00 | 63.00 | 67.00 | 63.00 |
| 490106 Water Construction | 23.00 | 15.00 | 12.00 | 13.00 |
| 490201 Business & Technology Development | 10.00 | 22.00 | 23.00 | 23.00 |
| 490209 Engineering and Inspection | 19.00 | 20.00 | 20.00 | 20.00 |
| 490301 Treatment Plants | 9.00 | 0.00 | 0.00 | 0.00 |
| 490302 TPS Plant Operation | 18.00 | 48.00 | 51.00 | 48.00 |
| 490303 TPS Maintenance | 32.00 | 1.00 | 0.00 | 0.00 |
| 490306 Biosolid Operations | 5.00 | 5.00 | 0.00 | 5.00 |
| 490402 Collection System Maintenance | 34.00 | 40.00 | 38.00 | 41.00 |
| 490403 Collection System Repair | 26.00 | 24.00 | 27.00 | 25.00 |
| 490405 Pumping Stations | 14.00 | 17.00 | 15.00 | 15.00 |
| 490501 Water Quality Administration | 18.00 | 0.00 | 0.00 | 0.00 |
| 490505 Water Quality Laboratory | 14.00 | 30.00 | 31.00 | 31.00 |
| 490509 Water Supply | 9.00 | 9.00 | 9.00 | 9.00 |
| 490601 Gas Engineering & Business Planning | 27.00 | 26.00 | 24.00 | 26.00 |
| 490602 Gas Transmission & Distribution | 10.00 | 10.00 | 11.00 | 10.00 |
| 490701 Stormwater Management | 18.00 | 20.00 | 20.00 | 20.00 |
| Total FTE | 361.00 | 361.00 | 361.00 | 361.00 |

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

The department is responsible for the construction, repair and maintenance, and production/treatment in four disciplines described below:

The Wastewater Utility

Since 1904 City staff has 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 natural environment. Wastewater services start with a collection system which collects the wastewater from residential, commercial, institutional, and industrial customers. The wastewater is transported through a network of sewers and pump stations to a state-of-the-art treatment facility, known as the Thomas P. Smith Water Reclamation Facility, or TPS for short. At TPS, the wastewater is fully treated to meet state and federal quality standards and then pumped to the Southeast Spray Field where it is 100% recycled by use as irrigation water to grow crops used for animal fodder.

The Sewer Fund finished FY2013 a surplus of over \$890,000 with revenues coming in 3.6% below budget, and expenses 5.1% below budget.

The Wastewater Utility plans to conduct a Rate Study in FY 2015, factoring into its revenue and expense projections of the additional costs for AWT operations, infrastructure improvements for the collection system, and the current and projected state of the economy, and lack of growth in its customer base.

The Water Utility

Around 1895, a City ordinance permitted the construction of a privately-owned water works to serve the City proper at that time. The City subsequently purchased the original water system for \$75,000 in 1908. For over 100 years City employees have labored around the clock to provide our customers and our communities with water that meets all federal and state standards. We believe that fulfilling this responsibility in a sustainable manner is critical to the overall physical and financial health of our community. Our technical expertise, leading edge laboratories, our commitment to investing in our infrastructure, and our proactive protection of the environment ensures that we are doing everything we can to deliver the Best Drinking Water in Florida.

The water fund ended FY 2013 with a \$325,400 deficit. Water revenues for FY 2014 to date are trending slightly below expectations. However, the conservation rate structure magnifies sensitivity to summer rainfall and temperature and summer sales are yet unknown. Current rates and projections show a possible deficit for FY 2014 as well, with a need to complete an updated rate study to ensure ongoing fiscal sustainability.

The Stormwater Utility

Established in 1987 to provide Stormwater management services within the City's incorporated limits, the Stormwater Utility is 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 water quality and meeting the requirements of ever increasing state and federal environmental regulations. Stormwater must be managed for the common good across the whole community because water runoff knows no boundaries. The Stormwater Utility's responsibility and challenge are to repair and maintain existing Stormwater facilities for flood control and water quality treatment and to address the long list of needed capital improvement projects.

The Stormwater Fund ended with a deficit in FY 2013 of \$821,000, however, the estimate for FY 2014 is trending toward a favorable variance.

During FY 2014, planning and design is underway to allow for more Capital Improvement projects to be implemented in FY 2015- FY 2019, re-investing Stormwater revenue into the local economy and improving its infrastructure. The FY 2015 - FY 2019 capital budget totals \$45.9 million.

Utility Services Underground Utilities

The Gas Utility

The Gas Utility, established in 1955, actively promotes 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. Our goal is to educate existing and potential customers about the many benefits that natural gas has to offer and to provide clean, abundant, reliable, economical natural gas fuel to those that make the choice to use this domestic fuel. We are committed to reducing our operational costs and improving our customer service. Technology and training are two of the methods we employ to realize these commitments. Whether serving families or big industries, our number one priority is the safety and satisfaction of our customers.

For Fiscal Year ended September 30, 2013, the Gas System's current rates and charges exceeded total expenses by \$930,000. The estimate for FY 2014 is reflecting an upward trend in fuel costs, which will drive revenues up to compensate. Steady growth in revenues is estimated throughout the planning period.

Significant Changes From FY 2014

The following service level changes are included in the approved budget for the Underground Utilities Department fiscal year 2015 budget. See the City Commission action section for additional changes to the FY15 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY15; general employee pension rates are 15.19% based on an actuarial study; police union employee pension rates are 23.24% based on an actuarial study; fire union employee pension rates are 25.21% 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 employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for the Underground Utilities department with the following changes:

- Adjustments to personnel expenses included the approval of a 4.76% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- Underground debt service transfers were increased by \$1.8 million to fund current repayment schedules.

Utility Services
Underground Utilities
Performance Measures

Program Objectives

Develop strategies for individual departments and organizationally which will result in a fiscal year end surplus position.

The most effective way for UU to keep expenses down, and therefore be in a position to end the fiscal year with a revenue surplus is by implementing the following:

- Process improvement.
- Have a well-trained, cross-trained and flexible workforce.
- Target employee work assignments to the most critical parts of the Project Management plan.

Implement demand side management strategies this year that provide documented energy savings to reduce production requirements.

The City has the goal of carbon reduction and the Gas Utility's sales and marketing efforts are in line with this goal. The City continued to offer rebates on natural gas appliances such as water heaters, ranges, clothes dryers, grills, and fire logs. As our customers chose to utilize natural gas appliances instead of electric appliances, both carbon and energy reductions will continue for subsequent years.

Support progress in the \$500.00 grant sunflower project as identified by the community during the Peter Kageyama, Love of Cities session.

As a part of Underground's Providence Neighborhood Annual Community Reach Out, the City Manager, City Commissioner Nancy Miller and ACM Rick Fernandez participated in the clean sweep of the neighborhood and kicked-off the Talla-Happy Sunflower initiative with sunflower planting at the Delta Kappa Omega/Providence Community Service Center. Sunflowers are also being incorporated in the landscape plan for the Jackson Bluff Road Utility building location.

Enhance the ongoing sense of place development to create unique areas across the community.

Natural gas lighting has been installed in three areas of the City as a part of the overall Sense of Place project to enhance the quality of life for Tallahassee citizens. A total of thirty gas lights have been installed on Seventh and Fifth Avenues in Midtown, as well as on Palmer Avenue between South Adams and South Monroe Streets. Citizen response to this lighting has been overwhelmingly positive, and combined with the other enhancements in these areas has created a dramatic effect.

Among the priorities established by the City Commission at its recent retreat were water quality protection concerns as well as prudent management of TMDL compliance measures. Other stormwater program topics were also discussed in relation to quality of life and sense-of-place initiatives and these relate to pond design and amenities.

Utility Services
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Analysis of Performance Measures

In FY 2012-FY 2013, Underground Utilities continued its growth in the Strategic Business Plan and Environmental Management Program by creating Process Mapping teams. Throughout FY 2012-FY 2013, teams in the sections within the department held key process improvement mapping sessions to identify opportunities for improvement which resulted in a savings of \$300,000.

The Wastewater Treatment section created a dedicated Process Improvement Team to actively utilize Department Wide Initiatives Six-Sigma, Rapid Process Improvements (RPI), and Lean concepts towards improving processes, reducing waste, and generating cost savings. As process improvement events are created and executed, Champions and Team Leaders generate the accountability and cost savings measures to evaluate and track improvements and savings. Process Mapping principles are some of the tools and methods to identify areas of needed improvement, measure data, adjust inefficiencies, implement effectiveness, and ensure quality improvements.

| Effectiveness Measures | Unit of Measure | FY 2013 Actual | FY 2014 Budget | FY 2014 YTD | FY 2015 Budget |
|--|------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Emergency Response Readiness Training Hours | # | 1,026 | 1,050 | 0 | 1,100 |
| Sum of all qualified formal training hours completed by all employees | # | 4,917 | 5,000 | 0 | 6,000 |
| Wastewater - O&M cost per MG collected | \$ | 945.23 | 996.78 | 0.00 | 1,009.23 |
| Operating and maintenance cost per MG treated | \$ | 1,466.65 | 1,593.32 | 0.00 | 1,613.34 |
| Wastewater - Percentage days in compliance (treatment) | % | 100 | 100 | 0 | 100 |
| Wastewater - Pipe/manhole failures per 100 miles of pipe | # | 48.80 | 51.50 | 0.00 | 51.30 |
| Percentage of Total Wastewater Treatment work orders that are planned. | % | 88 | 85 | 0 | 85 |
| Wastewater - Sewer overflows per 100 miles of pipe | # | 3.20 | 1.40 | 0.00 | 1.10 |
| Water - Drinking Water Complaints | # | 516 | 400 | 0 | 400 |
| Water - Energy costs per MG treated | \$ | 178.73 | 236.66 | 0.00 | 238.37 |
| Water operations and maintenance costs per million gallons of water treated. | \$ | 1,145.54 | 1,040.27 | 0.00 | 1,054.50 |
| Water - Percent days in compliance with permit (treatment) | % | 100 | 100 | 100 | 100 |

**Utility Services
Underground Utilities
Capital Improvement Program Budget**

CIP Budget Overview

The Underground Utility Division's Five Year Capital Improvement Plan (FY15 - FY19) totals \$134,464,700. Appropriations for FY 2015 total \$42,527,750.

Fiscal year 2015 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.

| <u>Funding Source</u> | <u>FY 2015 Appropriation</u> | <u>5 Year CIP Total</u> |
|--------------------------------------|----------------------------------|-----------------------------|
| Gas RR&I | 1,808,050 | 9,315,450 |
| Gas RR&I Undesignated Balance | 1,700,700 | 8,731,900 |
| Sewer Future CUSB | 9,086,750 | 18,882,600 |
| Sewer RR&I | 3,300,000 | 18,000,000 |
| Sewer RR&I Undesignated Balance | 1,413,250 | 1,638,250 |
| Sewer System Charge | 945,000 | 4,336,200 |
| Stormwater RR&I | 3,790,200 | 11,874,100 |
| Stormwater RR&I Undesignated Balance | 6,864,600 | 22,470,700 |
| Water Future CUSB | 7,479,000 | 15,104,000 |
| Water RR&I | 3,800,000 | 19,000,000 |
| Water RR&I Undesignated Balance | 2,340,200 | 5,111,500 |
| Total Funding | 42,527,750 | 134,464,700 |

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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 2014.

Additional Road Base Install
Advanced Metering
Advanced Wastewater Treatment Program
Advanced Wastewater Treatment Start Up Fund
Aenon Ch-Gum Rd Sewer
All Saints Wat3er & Sewer Construction
AMR Meters
AMR Project
ARV Upgrades
As-Built Swr Attr Updt
Automation Implementation
Baldwin Dr Drainage
Basin Improv Implement Plan
Blairstone Bypass Frmn
Brewer St Grav Sewer Rp
Briarwood Estates Extns
Briarwood Water Quality
Bronough St Sewer Rehab
Buck Lk Rd Swr-Ph 2&3
Buck Lk Rd Wtr-Ph 2&3
Calloway St Water Impro
Capital Cascades WW Adj
Capital Circle FM & Head Tank
Carbon Bed Replacement
Cascade Park Gas Relocation
Cascades Park Renovation
Cascades Sewer Relocatn
Catherine Ross Fire Flw
Catherine Ross Imprvts
CCNE 36" Force Main Rehab
CCNE Force Main Replcmn
CCSE E3 JPA Swr Constr
CCTV Inspectn Ctrct Svcs
Central Ave SM Reloc
Central Ditch Flood Reduction
Central SCADA System Upgrade
City Water Well #26 Treatment
Coffee Lane WM Rplcmnt
Collection System RR&I
Collectn SCADA/I&C/Elec
Collectn SCADA/I&C?Elec
Composite Samplers
Concord Rd Stormwater Facility
Concrete Repairs
Copeland Wtr-Swr Rehab
Copper Creek Drainage
Copper Creek WM Reloc
Cristobal Dr Swr Rehab
Cross Connection Control Prog
Dellwood Swr Imprvmnts
Dellwood Water Sys. Imp

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DEP In
Developer Sewer Refunds
Developer Wtr Refunds
Digital Submittal Standards
Dollar Gen - Util Rfund
Downtown Insert Valves1
Downtown SW Master Plan
Downtown Water Imprvmt
Dvlpr Swr Refunds
Dvlpr Wtr Exten Refunds
E. Brevard St WM Relctn
E. Georgia at Meridian Flood M
E3 Water Relocation
East Brevard-Williams
Eastgate Flood Relief Project
Eastgate Relief PhI Swr
Effluent Disposal Study
Emergency Generator R&R
Emory Court and Dupont Drive A
Emory/Dupont WM Relocat
Facility Building Improvements
FAMU Gas System
FAMU Way Sewer Reloc
FAMU WAY WATER RELOC
Fleischmann Wtr Reloctn
Flood Mitigation Assistance Gr
Flow Monitoring
Fluoride Bulk Storage Upgrade
Force Main Repairs
Franklin Blvd Swr Reloc
Franklin Blvd Water Main Reloc
Frenchtown Drainage Sys Imprv
FY12 Sidewalks Swr Adj
FY12 Sidewalks Wtr Adj
FY12 Wtr Mstr Pln Eng
FY13 Bradford Rd Swr
FY13 Bradford Rd. Wtr
FY13 Water System Clean
FY13 Wtr Sys Engineering
FY2013 Wtr Mstr Pln Eng
Gaines St Swr Reloctn
Gaines St Wtr Reloctn
Gaines Street Water
Gaines/Woodward Roundab
Gamble St Cltn Sys Mod
Gas Distribtn Expansion
Gas Line Relocation
Gas Line Relocation-APA
Gas Mainfeed Expansion
Gas Marketing
Gas Marketing
Gas New Meters
Gas Rebates
Gas Rebates

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Gas Reg Station Maint
Gas Replacement Meters
Gas SCADA Sys Upgrade
Gas Service Request
Gas Service Taps
Gas Svc Cut Repaving
Gas System Expansion
Gas Valve Adjustments
Gas Valve Survey/Maint
GIS Services
Glendale Sanitary Sw Im
Glendale Water Sys Impr
GPS Systems/Services
Grand Total
Gravity Ln Manhole 42"
Gum Crk Bridge Watermn
Gum Swamp Sewer Ext
Gum Swamp Water Ext
High Pressure System Upgrade
Indian Acres Swr Rehab
Inflow Monitoring and Testing
Inflow Reduction
Inglewood Stormwater Improv
Karen Lane Drainage Improv
Killarney @ Shamrock Drain Imp
Kimmer Rowe Sanitary Ex
Lafayette Park Outfall
Lafayette Phase II WR
Lafayette SM Reloc
Lafayette St WW Adjts
Lafayette WM Reloc
Legacy Apts Swr Rplcmnt
Lexington Road Swr CIPP
Lonnbladh Rd Wtr Reloc
Lonnbladh Rd WW Adjts
Lower Central Drainage Ditch
Mabry Manor Swr Rehab
Master PS Imprvmnts
Master Sewer Plan Improvements
Master Swr Plan Sys Eng
Master Swr Pln Sys Eng
Master Swr Rehab Supprt
Master Swr Rhb Support
Master Water Plan Improvements
Maylor Road WaterIn Ext
Med Stormwater Improvements
Meginnis ARM
Middlebrook Circle Conveyance
Minor Sewer Exp Master Project
Minor Stormwater Improvements
Misc Stormwater Eng
Misc Stormwater Engineering
MLK B. Water Imprvmnts
MLK Blvd Water Imprvmnts

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Mobile Work Mgmt/PCs
N. Monroe St Swr Rehab
N2 Sanitary Sewer Relocation*
N2 Sewer Improvements
N2 Water Relocation*
Natural Gas Marketing
NE Drainage Ditch Flood Study
New Fire Hydrants/Taps
New Fire Hydrnts & Taps
Northeast Ditch at Lonnbldh R
NPDES Municipal Strmwtr Permit
Officer Ponce Way Intct
Officer Ponce Way Sewer
Old Bainbridge WM Replc
Orange - Jim Lee Rehab
Park Ave Tributary 1 Imprvmnts
Pasco Street South WM Replcmnt
Pensacola MLK Drain Imp
Pensacola St Sanitary S
Pensacola St Water Impr
Pickett Court Area Stormwater
Pond 4, Rdwy and Trench
Pond Liner Replacement
Pre-Cnstrctn Wtr Relctn
Precstrn Eng-Swr Reloc
Precstrn Eng-Wtr Reloc
Process Improvement
PS 13 Grav Ou Briarwood
PS 152 Basin SSES
PS 157 Forcemain Extens
PS 171 & PS 32 Outfall
PS 20 Rebuild Engrng
PS 32 Improv Design
PS 37 & PS 78 Upgrades
PS 99 Construction
PS Improvements
PS Odor Control Systems
Public Access Wtr Reuse Trtmnt
Pump Outs/Emerg Hauling
Pump Sta 20 Improvments
Pump Sta 97 Improvments
Pump Stat Improvemnts
Pump Station 133 Grav
Pump Station 23 Abandonment
Pump Station 47 Rehab
Pump Station 89 Outfall
Pump Station 92 Improv
Pump Station 92 Imprvts
Pump Station Improvmnts
Pump Station Parts
Pump Station Storage Refurb
Pump-Out/Emerg Hauling
Pump-Outs/Emerg Hauling
Pump-Outs/Tanker Hauling

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Rainfall and Stream Gauging
Raven St Sanitary Swr R
Reloc/Verification Eng
Reloc/Verification Watr
Replace Fluoride Wells
Replace Old Water Svc
Replacements & Upgrades
Replacements & Upgrades
Replacements & Upgrades
Reuse Plan Design
Reuse Wtr Devel Refunds
Richview Swr Rehab Dsgn
Rollins St Sewer Replmt
Roscrea Dr Drainage Imp
Royal Oaks Stormwater Imp
Sand Pit Materials
SCADA Migration Design
SE Farm Irrigation Expansion
Sewer Easement Clearing
Sewer Lateral Replcmnts
Sewer Line Extensions
Sewer Line Rel./Adj.
Sewer Main Repairs
Sewer Manhole Adj
Sewer Mstr Pln Sys Engr
Sewer Svc Cut Repaving
Sewer Taps
Sewer Trench Repair
Shamrock N Drainage Imp
Shannon Lk Drainage Imp
Site Improvements at TPS
Small Projects Initiative
Smoke Testing
Spghill Rd 30" Replmnt
Springsax WM Rplcmnt
SR373 Orange Av Wtr Rel
Storm Drain System RR&I
Stormwater Facilities Mgt
Stormwater Infrastructure Inve
Stormwater Pollution Reduction
Stormwater SCADA Impl
Strmwtr SPI WW Adjts
Surge Protect 9, 12, 149
Swr Lateral Replacemnts
Swr Manhole Adjustments
Swr Rplcmnts & Upgrades
Swr Svc Cut Repaving
TAPP Grant
Tennessee St WM Replcmnt
Timberlane Sch Rd WM
Total Maximum Daily Load (TMDL
TPS
TPS AWT Reuse Pumping/Storage
TPS Conf-Training Rm

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TPS Digester 4 & Flare
TPS Elevator-Bldg Imprv
TPS Equip Maint
TPS Equip Maintenance
TPS Landscaping/Bldgs
TPS Project Improvemnts
TPS Project Imprvmnts
Treatment SCADA/I&C/EI
Treatmnt SCADA/I&C/Elec
Trenchless Grv Release4
Trenchless Grv Release5
Trenchless Manhole Rehb
Trenchless Pipe Lining
Tropicare & Fleetwood
Upper Lake Lafayette NRF
Upper West Ditch SW Facility
W. Tennessee Swr Rehab
W.Madison WM Repl
Wakulla Fire Hyd. Maintenance
Wastewater Asset Mgmt Plan
Wastewater GIS Data Cleansing
Water and Wastewater Rate Stdy
Water Line Reloc./Adj.
Water Main Flsh-Stands
Water Main Flushing
Water Main Repairs
Water Meter Change Outs
Water Minor Line Exten & Upg
Water MLE/Dev Refunds
Water Operations Support
Water Quality Bldg Relocation
Water Quality Div Svc Request
Water Relocation Design
Water Resources Alternatives
Water SCADA RTU Replace
Water Svc Cut Repaving
Water Sys. Engineering
Water System Planning
Water Tank Ins,Clean,& Paint
Water Taps-New Service
Water Valve Adjustment
Water Valve Adjustments
Water Valve Insertion
Water Valve Maint
Water Well #35 Design & Constr
Water Well & Elev Tank RR&I
Water Well Control Ctr Upgrade
Water Well Inspect & Refurb
Water Wells 13 Renovate
Watershed Protection Plan
Welaunee Plantation Gas
Well #35 Construction
Well 16 Yard Piping Rep
Well 22 Chlorine C.Loop

Utility Services

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Well 32 Design
Well 32 Design & Constr
Well 35 Constructn Ph II
West Side Gas Expansion
West Tennessee 1 - Swr
West Tennessee St 1 Water
West Tennessee Wtr Impr
Wet Well Cleaning
Wilson Ridge Flood Relief
WM Relocation Design
Yonview Dr WM Rplcmnt

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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 2015.

AMR Project
Automation Implementation
AWT Program
Basin Improv Implement Plan
Capital Cascades WW Adj
Concord Rd Stormwater Facility
Cross Connection Control Prog
Dellwood Water Sys. Imp
Digital Submittal Standards
Downtown SW Master Plan
E. Georgia at Meridian Flood M
Eastgate Flood Relief Project
Eastgate Relief PhI Swr
Emory Court and Dupont Drive A
FAMU Way Sewer Relocation
FAMU Way Water Relocation
Frenchtown Drainage Sys Imprv
Gaines Street Water
Gaines/Woodward Roundab
Gas SCADA Sys Upgrade
Glendale Water Sys Impr
Inglewood Stormwater Improv
Karen Lane Drainage Improv
Killarney @ Shamrock Drain Imp
Kimmer Rowe Sanitary Ex
Lafayette Park Outfall
Lafayette SM Reloc
Lafayette WM Reloc
Lower Central Drainage Ditch
Maylor Road WaterIn Ext
Meginnis ARM
MLK B. Water Improvmnts
Natural Gas Marketing
NE Drainage Ditch Flood Study
NPDES Municipal Strmwtr Permit
Officer Ponce Way Intct
Park Ave Tributary 1 Improvmnts
Pensacola MLK Drain Imp
Pensacola St Sanitary S
Pensacola St Water Impr
PS 13 Grav Ou Briarwood
Pump Sta 20 Improvements
Pump Sta 97 Improvements
Pump Station 23 Abandonment
Pump Station 92 Improv
Pump Station Storage Refurb
Richview Swr Rehab Dsgn
Royal Oaks Stormwater Imp
Shamrock N Drainage Imp
Site Improvements at TPS
Small Projects Initiative

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SR373 Orange Av Wtr Rel
Stormwater Infrastructure Inve
Stormwater Pollution Reduction
Total Maximum Daily Load (TMDL
TPS-AWT Reuse Pumping/Storage
Trenchless Grv Release4
Trenchless Grv Release5
Upper Lake Lafayette NRF
Upper West Ditch SW Facility
W. Tennessee Swr Rehab
Wastewater Asset Mgmt Plan
Water and Wastewater Rate Stdy
Water Quality Bldg Relocation
Water Resources Alternatives
Water Well Control Ctr Upgrade
Water Wells 13 Renovate
Well 32 Design & Constr
West Tennessee Wtr Impr
Wilson Ridge Flood Relief



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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 - Direct 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.

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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.

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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).

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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 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.

City of Tallahassee
Fiscal Year 2015 Approved Budget
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 \$1,000 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 2015 Approved Budget

Commonly Used Abbreviations

| | | | |
|--------|--|--------|---|
| AHAP | Affordable Housing Assistance Program | GG/CPA | General Government/Capital Projects Account |
| CAD | Computer Aided Dispatch | GIS | Geographic Information Systems |
| CDA | Consolidated Dispatch Agency | HOME | Home Investment Partnership Program |
| CDBG | Community Development Block Grant | HUD | Housing and Urban Development |
| CHSP | Community Human Service Partnership | IAFF | International Association of Firefighters |
| CIP | Capital Improvement Plan | IRP | Integrated Resource Planning |
| CIS | Customer Information System | ISO | Insurance Service Office |
| COCA | Council on Culture and Arts | ISS | Information Systems Services |
| COPPS | Community-Oriented Policing Problem Solving | JARC | Juvenile Assessment Receiving Center |
| CPI | Consumer Price Index | KWH | Kilowatt Hour |
| CRA | Community Redevelopment Agency | LLEB | Local Law Enforcement Block Grant |
| CUSB | Consolidated Utility System Bond | MAPP | Matched Annuity Pension Plan |
| DEP | Department of Environmental Protection | MBE | Minority Business Enterprise |
| DIA | Downtown Improvement Authority | MGD | Million Gallons Daily |
| DMA | Department of Management and Administration | 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 | OBP | Office of Budget and Policy |
| EOC | Emergency Operations Center | PASS | Pedestrian and Street Safety |
| ERU | Equivalent Residential Unit | PBA | Police Benevolent Association |
| EWD | Equity and Workforce Development | PETS | Permit Enforcement Tracking System |
| FAA | Federal Aviation Authority | PSC | Public Service Commission |
| FAMU | Florida Agricultural and Mechanical University | PUD | Planned Unit Development |
| FDOT | Florida Department of Transportation | RFP | Request for Proposal |
| FEMA | Federal Emergency Management Agency | RR&I | Repairs, Replacements, and Improvements |
| FERC | Federal Energy Regulatory Commission | SCADA | System Control and Data Acquisition |
| FDEP | Florida Department of Environmental Protection | 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 | TFD | Tallahassee Fire Department |
| GASB | Governmental Accounting Standards Board | TMDL | Total Maximum Daily Load |
| GF | General Fund | TPD | Tallahassee Police Department |
| GG/CIF | General Government/Capital Improvement Fund | TSA | Transportation Safety Administration |

City of Tallahassee
Fiscal Year 2015 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/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 the 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 Bond Series 2014 | Cap Bonds 2014 | Bond Proceeds | Issued May 2014 for sidewalk and roadway enhancements, among others. |
| Capital Improvement Fund Balance (GG/CIF) | GG/CIF | General Government | Cash funding available from the 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. |
| Community Development Block Grant | CDBG | Special Funds | Grant funding through the Community Development Block Grant program. |
| Concurrency Central – FAMU Way | GG | General Government | Accounts for activity as a result of the State's new concurrency requirements outlined in Chapter 163, F.S. The City Commission approved the Bicycle and Pedestrian Prioritization Master Plan. The approval of this plan is necessary to allocate concurrency and other capital funds to enhance the multimodal transportation networks within the five Significant Benefit Zones. |
| Concurrency Central – Multimodal | GG | General Government | Accounts for activity as a result of the State's new concurrency requirements outlined in Chapter 163, F.S. The City Commission approved the Bicycle and Pedestrian Prioritization Master Plan. The approval of this plan is necessary to allocate concurrency and other capital funds to enhance the multimodal transportation networks within the five Significant Benefit Zones. |

City of Tallahassee
Fiscal Year 2015 Approved Budget
Capital Funding Source Descriptions

| Funding Source | Abbreviation | Category | Description |
|--|-----------------------|---|--|
| 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 the 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. |
| Deficiencies Fund | D Fund | Special Funds | Established to defray 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. |
| Electric RR&I | Electric RR&I | Renewal, Replacement & Improvement Funds (RR&I) | Cash funding received from the Electric Utility operating budget that is dedicated for capital improvements for the electric utility. This funding can only be utilized 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. 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 combining of the city's natural gas system and Electric System into a combined 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 the like amount have been issued to provide funding for existing gas capital projects. |
| 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. |

City of Tallahassee
Fiscal Year 2015 Approved Budget
Capital Funding Source Descriptions

| Funding Source | Abbreviation | Category | Description |
|---|-------------------------|---|---|
| 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 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. |
| 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 match. Funding from this source can be utilized for any capital project related to StarMetro (i.e., buses, facilities, remodeling of existing StarMetro facilities). |
| Fire Construction Fund | Fire Construction | Special Funds | Cash funding provided by the Fire operating fund to capture the cost of Fire capital projects. |
| Fire Bond Construction | Fire Bond | Bond Proceeds | Debt funding provided to construct Fire 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 those projects that are not considered development related. Each year, the Aviation Department must compete for funds that are addressed in the city 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. |

City of Tallahassee
Fiscal Year 2015 Approved Budget
Capital Funding Source Descriptions

| Funding Source | Abbreviation | Category | Description |
|---|------------------------------|---|--|
| Gas RR&/Undesignated Balance | Gas RR&/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. This reserve level is for future unanticipated needs in the fund. This funding can only be utilized for gas utility capital projects. |
| Gas Tax | Gas Tax | General Government | Funding received from the county-imposed gas tax as allowed by state statutes. Revenues received by the city represent the city's share of the 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 any general government capital project. |
| Golf Course RR&I | Golf RR&I | Renewal, Replacement & Improvement Funds (RR&I) | Funding received from the golf course operating budget that is designated for capital improvements at the Hilaman golf course. Revenues received from the capital improvement surcharge at the golf course are included in this fund. |
| 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 improvement. |
| 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) charged on all 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 those projects that qualify for FAA funding. This funding can also be used to fund projects by themselves or as a local match for FAA and/or FDOT funded Aviation Department projects. |
| Private Investment | Private Investment | Special Funds | Funds received from private investors as contributions to the cost of the project. |
| Read, Bill & Collect | RBC Fund | General Government | Funding transferred from the Read, Bill & Collect internal service fund to support capital projects within the RBC fund. |

City of Tallahassee
Fiscal Year 2015 Approved Budget
Capital Funding Source Descriptions

| Funding Source | Abbreviation | Category | Description |
|--|--------------------------------|---|---|
| Sales Tax 89 | Sales Tax 89 | General Government | Funding generated from the one-cent sales tax approved by the 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. The Public Works Department takes an agenda item for public hearing to use these proceeds for projects that had not been previously included on the approved sales tax project list. |
| Sales Tax 05 | Sales Tax 05 | General Government | Funding generated from the extension of the one-cent sales tax approved by the voters in 2000 for a period of 15 years. Funding from the sales tax can be utilized for those projects as 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. |
| 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 the 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 Water Utilities - Sewer operating budget that is dedicated for capital improvements for the sewer utility. This funding can only be utilized for Water Utilities - Sewer capital projects. |
| Sewer RR&I/Undesignated Balance | Sewer RR&I/UB | Renewal, Replacement & Improvement Funds (RR&I) | Undesignated cash funding from prior year's Sewer 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 Sewer Utility capital projects. |
| Solid Waste Rate Stabilization | 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. |
| 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 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. |
| Water - System Charge/Undesignated Balance | Water - System | Special Funds | Unprogrammed and undesignated funds in the water system charge fund. |

City of Tallahassee
 Fiscal Year 2015 Approved Budget
Capital Funding Source Descriptions

| Funding Source | Abbreviation | Category | Description |
|---------------------------------|-------------------|---|---|
| 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 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 Water Utility capital projects. |

**City of Tallahassee
Fiscal Year 2015 Approved Budget**

Schedule of Fund Structure

| Fund | Name | Appr. (Y/N)* | GF, CP, SR and 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. Exemptions from the Fire Services Fund will be funded from this account. |
| 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. |

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund

City of Tallahassee
Fiscal Year 2015 Approved Budget

Schedule of Fund Structure

| Fund | Name | Appr. (Y/N)* | GF, CP, SR and E** | Fund Description |
|-------------|---------------------------------------|---------------------|-------------------------------|---|
| 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. |
| 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 | 2005 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 | 2014 Capital Bond Series | Yes | SR | Debt funding issued in May 2014 to construct a list of general government projects. These include neighborhood infrastructure enhancements and sidewalk rehabilitation, roadway enhancements, among others. |
| 316 | Future Bonds Construction | Yes | SR | Anticipated bonds to be issued in future fiscal years in support of general government capital projects. |
| 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. |

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund

City of Tallahassee
Fiscal Year 2015 Approved Budget

Schedule of Fund Structure

| Fund | Name | Appr. (Y/N)* | GF, CP, SR and E** | Fund Description |
|------|---|--------------|-----------------------|--|
| 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 Capital Projects | 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. |
| 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 | 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. |

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund

**City of Tallahassee
Fiscal Year 2015 Approved Budget**

Schedule of Fund Structure

| Fund | Name | Appr. (Y/N)* | GF, CP, SR and E** | Fund Description |
|-------------|---------------------------------------|---------------------|-------------------------------|--|
| 432 | Gas R R & I Undesignated Balance | 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 Fund | Yes | E | Funds to be received from outside sources related to gas operations. |
| 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. |
| 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. |

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

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City of Tallahassee
Fiscal Year 2015 Approved Budget

Schedule of Fund Structure

| Fund | Name | Appr. (Y/N)* | GF, CP, SR and E** | Fund Description |
|-------------|------------------------------------|---------------------|---------------------------|--|
| 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. |
| 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. |

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund

**City of Tallahassee
Fiscal Year 2015 Approved Budget**

Schedule of Fund Structure

| Fund | Name | Appr. (Y/N)* | GF, CP, SR and E** | Fund Description |
|-------------|---|---------------------|-------------------------------|---|
| 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 | 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. |
| 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 Services Fund | No | SR | Accounts for the costs of centralizing GIS, sales, rate design and marketing functions of the city's utilities. Also accounts for the costs of the purchase of power and fuel for the city's energy services, electric utility, gas utility 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 |

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund

**City of Tallahassee
Fiscal Year 2015 Approved Budget**

Schedule of Fund Structure

| Fund | Name | Appr. (Y/N)* | GF, CP, SR and E** | Fund Description |
|-------------|---|---------------------|-------------------------------|---|
| 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). |

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund

RESOLUTION NO. 14-R-15

A RESOLUTION STATING THE MILLAGE RATE TO BE LEVIED FOR FISCAL YEAR BEGINNING OCTOBER 1, 2014, AND SETTING THE PERCENTAGE BY WHICH THE MILLAGE RATE TO BE LEVIED EXCEEDS 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, 2014, and ending September 30, 2015; and,

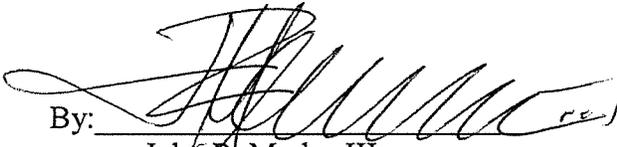
WHEREAS, the City of Tallahassee is required to state the percentage by which the millage rate established by it exceeds the rolled-back rate.

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, 2014, and ending September 30, 2015, is 3.7000 mills for the City of Tallahassee and 1.0000 mills for the Downtown Improvement Authority for an aggregate millage rate of 3.7214, which is more than the aggregate rolled back rate of 3.6669 by 1.49%.

ADOPTED by the City Commission of the City of Tallahassee this 22nd day of September,

CITY TREASURER-CLERK
2014 SEP 25 AM 8:20

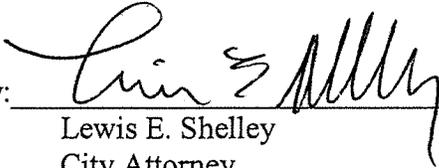
CITY OF TALLAHASSEE

By: 
John R. Marks, III
Mayor

ATTEST:

APPROVED AS TO FORM:

By: 
James O. Cooke, IV
City Treasurer-Clerk

By: 
Lewis E. Shelley
City Attorney

ORDINANCE NO. 14-O-36AA

AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENDITURES AND OBLIGATIONS OF THE CITY OF TALLAHASSEE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014, AND ENDING SEPTEMBER 30, 2015, 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, 2014, from the sources and in the estimated amounts hereinafter named as follows:

OPERATING BUDGET FISCAL 2015 APPROPRIATION SUMMARY

| REVENUES ALL FUNDS | |
|--|---------------------------|
| General Fund Revenue | FY2015 Approved |
| General Fund Revenue | 101,127,849 |
| Contributions from Utilities | 41,669,949 |
| General Fund Total | <u>142,797,798</u> |
| Enterprise Funds & Other Funds Revenue: | |
| Airport Operating Fund | 10,885,856 |
| Building Inspection Fund | 3,257,996 |
| Cemetery Fund | 467,804 |
| Donations Operating Fund | 81,800 |
| Electric Operating Fund | 305,097,846 |
| Fire Services Fund | 36,283,770 |
| Gas Operating Fund | 32,192,795 |
| Golf Course Fund | 996,605 |
| Sewer Operating Fund | 59,899,674 |
| Solid Waste Fund | 24,780,958 |
| Stormwater Fund | 16,777,479 |
| StarMetro Operating Fund | 16,957,412 |
| Utility Service Fund | 11,839,511 |
| Water Operating Fund | 31,513,469 |
| 800 MHz Fund | 665,195 |
| Transfer to Debt Service | 2,796,035 |
| TOTAL REVENUES | <u>697,292,003</u> |

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, 2014, and ending September 30, 2015, 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 | 9,958,471 |
| From Airline Prepaid Fee Credits to Aviation | 927,385 |
| Building Inspection Fund | 3,257,996 |
| Cemetery Fund | 467,804 |
| Donations Operating Fund | 81,800 |
| Electric Operating Fund | 305,097,846 |
| Fire Services Fund | 36,283,770 |
| Gas Operating Fund | 32,192,795 |
| General Fund | 142,797,798 |
| Golf Course Fund | 996,605 |
| Sewer Operating Fund | 59,899,674 |
| Solid Waste Fund | 24,780,958 |
| Stormwater Fund | 16,777,479 |
| StarMetro Operating Fund | 16,957,412 |
| Utility Services Fund | 11,839,511 |
| Water Operating Fund | 31,513,469 |
| 800 MHz Fund | 665,195 |
| Transfer from Internal Loan Fund | 1,390,195 |
| Transfer from Gas Tax | 1,405,840 |
| TOTAL EXPENDITURES | 697,292,003 |

Section 3. The capital budget for the fiscal year beginning October 1, 2014, and ending September 30, 2015, 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 2015 APPROPRIATION SUMMARY

FUNDING SOURCES

Bond Proceeds

| | |
|---|------------|
| Electric 2010 Bonds | 18,775,000 |
| Sewer Future Bonds | 9,086,750 |
| Water Future Bonds | 7,479,000 |
| Internal Loan Fund – General Government | 600,000 |

Subtotal: 35,940,750

Federal Funds

| | |
|---------------------------------|------------------|
| Federal Aviation Administration | 6,825,000 |
| Subtotal: | <u>6,825,000</u> |

General Government

| | |
|--|-------------------|
| 1989 Sales Tax Undesignated Balance | 1,800,000 |
| 2005 Sales Tax | 3,813,300 |
| Gas Tax | 2,740,000 |
| Gas Tax Undesignated Balance | 598,000 |
| General Government Capital Improvement Fund (GG/CIF) | 1,147,750 |
| Revenue Collection | 100,000 |
| Subtotal: | <u>10,199,050</u> |

Renewal, Replacement & Improvement Funds (RR&I)

| | |
|--|-------------------|
| Aviation RR&I | 845,000 |
| Aviation RR&I Undesignated Balance | 1,162,500 |
| Electric RR&I | 14,793,000 |
| Fire RR&I | 1,147,500 |
| Gas RR&I | 1,808,050 |
| Gas RR&I Undesignated Balance | 1,700,700 |
| Information Systems Services RR&I | 1,584,650 |
| Information Systems Services RR&I Undesignated Balance | 500,000 |
| Sewer RR&I | 3,300,000 |
| Sewer RR&I Undesignated Balance | 1,413,250 |
| Stormwater RR&I | 4,965,200 |
| Stormwater RR&I Undesignated Balance | 6,864,600 |
| Water RR&I | 3,800,000 |
| Water RR&I Undesignated Balance | 2,340,200 |
| Subtotal: | <u>46,224,650</u> |

Special Funds

| | |
|---|-------------------|
| Deficiencies Fund | 150,000 |
| Electric Fund – Accounts Receivable | 750,000 |
| Energy Conservation Fund - Capital Fund | 4,950,000 |
| Fleet Reserve Fund | 8,825,000 |
| Intergovernmental- Leon County | 98,800 |
| Sewer System Charge | 945,000 |
| StarMetro Fund - Accounts Receivable | 50,000 |
| Subtotal: | <u>15,768,800</u> |

State Funds

| | |
|---|------------------|
| Florida Department of Transportation – Aviation | 1,387,500 |
| Subtotal: | <u>1,387,500</u> |

TOTAL SOURCES:

116,345,750

EXPENDITURES

| | |
|--|----------------------|
| Aviation | 10,445,000 |
| Economic and Community Development | 150,000 |
| Electric | 34,443,000 |
| Executive Services | 411,250 |
| Fire | 1,147,500 |
| Fleet Management | 8,600,000 |
| Management & Administration | 2,333,450 |
| Parks, Recreation and Neighborhood Affairs | 675,000 |
| Police | 75,000 |
| Public Works | 10,562,800 |
| StarMetro | 50,000 |
| Treasurer-Clerk | 100,000 |
| Utility Services | 4,825,000 |
| Underground Utilities | 42,527,750 |
| <hr/> | |
| TOTAL EXPENDITURES: | 116,345,750 |
| TOTAL OPERATING AND CAPITAL APPROPRIATION | \$813,637,753 |

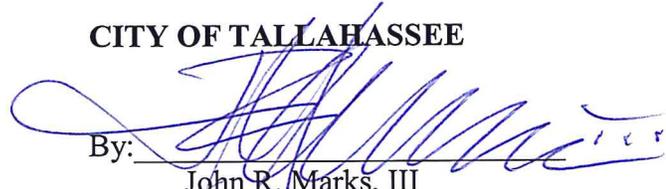
Section 4. This ordinance shall become effective October 1, 2014.

INTRODUCED to the City Commission of the City of Tallahassee on the 10th day of September, 2014.

PASSED by the City commission of the City of Tallahassee on the 22nd day of September, 2014.

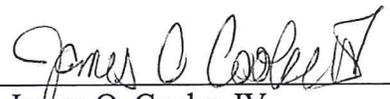
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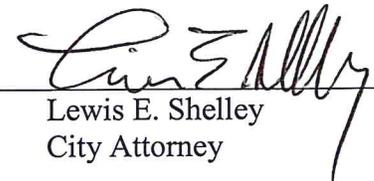
CITY OF TALLAHASSEE

By: 
 John R. Marks, III
 Mayor

ATTEST:

APPROVED AS TO FORM:

By: 
 James O. Cooke, IV
 City Treasurer-Clerk

By: 
 Lewis E. Shelley
 City Attorney