

October 2009

As the Mayor of the City of Tallahassee and on behalf of the City Commission, it is my responsibility and privilege to present the approved fiscal year 2010 annual operating and capital budgets and the FY10 - 14 capital improvement plan for the City of Tallahassee. The budget process began with our annual commitment to meet our citizen's high expectations in delivering the best possible services, while remaining committed to fiscal responsibility. This year the combined effect of a troubled economy/real estate market and prior year property tax reform imposed by state government significantly impacted the level of funding available to provide local services. As a result, delivering the quality of services that our citizens expect will be a challenge, but we remain committed to maintaining the high level of customer service previously provided.

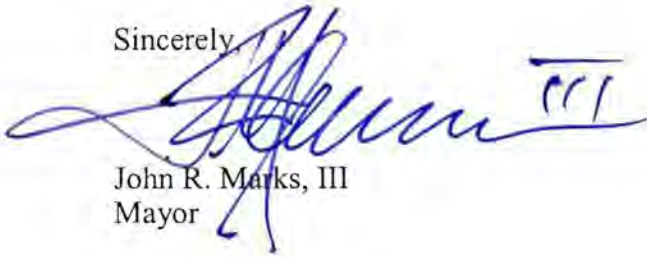
As in prior years, many public workshop hours were dedicated to the preparation of the budget. The City Commission and interested members of the public had the opportunity to listen, learn and comment on the proposed budget priorities of the city. Budget discussions enabled us to improve public awareness and gave the commission the opportunity to align financial resources with community priorities. The following are highlights of the budget that were ultimately developed using this process.

- The City Commission approved an operating budget of \$718,726,886 million, as well as a capital budget of \$186,999,500 million. In addition, the five-year capital improvement plan totaling \$893,533,200 million will serve to provide a plan for new and enhanced facilities and infrastructure for our community.
- The City's approved millage rate for fiscal year 2010 is 3.700, the same rate as in FY 2004, and remains one of the lowest of the ten largest cities in Florida.
- Due to limited financial resources, this year's budget resulted in a net decrease of 81.6 positions citywide from last year's budget. Also, an additional 79 employees took a voluntary separation incentive. These positions, if filled, will be filled at lower salary rates thereby increasing our salary savings in FY 2010.
- Through a combination of federal stimulus dollars and the partnership of the local Police Benevolent Association we were able to keep 16 Tallahassee Police officer positions to ensure the safety of the public.

This budget process has been one of the most challenging the City of Tallahassee has faced, and the final budget represents our collective best efforts at addressing the current economic realities while attempting to maintain excellent service delivery to our citizens.

I am grateful to my fellow commissioners for their leadership and commitment throughout this budget process. I also would like to express my appreciation for the diligence, hard work, and dedication of City staff, especially the budget staff, and the involvement of our citizens. This was a difficult process and we realize next year is likely to be equally as challenging. However, with the support of our citizens and the businesses in our community we anticipate the economy will steadily regain a robust position. It remains my goal to provide the best possible service to our citizens at the most affordable cost based on fiscally sound and responsible budgetary policies.

Sincerely,

A handwritten signature in blue ink, appearing to read "John R. Marks, III". The signature is stylized and includes a large flourish at the end.

John R. Marks, III
Mayor

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

FY10 Proposed Budget to Approved Budget Adjustments

GENERAL FUND

General Fund Expenditures as of the Proposed Budget	\$133,708,468
Adjust healthcare rates downward to share cost with employees	(119,707)
Reduce furlough from two days to one day	144,674
Adjustment for correcting CRA/General Fund employee split	(17,395)
Adjustment in Honeywell O & M Funding	99,099
Adjustment in Honeywell debt service	65,393
Reduce GG/CPA transfer for joint dispatch	(300,000)
Increase the transfer to StarMetro to balance	1,269
2.5% reduction in the travel and training budget	(7,646)
Adjustment in the Equity/HR allocation	(8,024)
Reduce streetlighting budget for 8% reduction in rates	(157,663)
Increase in the transfer to Deficiencies Fund	382,547
General Fund Expenditures as of the Approved Budget	\$133,791,015
General Fund Revenues as of the Proposed Budget	\$133,708,468
Transfer from Fire for dispatch services paid for by Police	285,800
Reduction in State Revenue Sharing, per the August 2009 estimating conference	(72,532)
Reduction in Half-Cent Sales Tax, per the August 2009 estimating conference	(130,721)
General Fund Revenues as of the Approved Budget	\$133,791,015

BUILDING INSPECTION FUND

Building Inspection Fund Expenditures as of the Proposed Budget	\$2,438,743
Adjust healthcare rates downward to share cost with employees	(2,770)
Reduce furlough from two days to one day	7,711
2.5% reduction in the travel and training budget	(149)
Adjustment in the Equity/HR allocation	(134)
Increase in the transfer to Deficiencies Fund	82,042
Building Inspection Fund Expenditures as of the Approved Budget	\$2,525,443
Building Inspection Fund Revenues as of the Proposed Budget	\$2,438,743
Additional 5% increase in building permit fees	86,700
Building Inspection Fund Revenues as of the Approved Budget	\$2,525,443

FIRE FUND

Fire Fund Expenditures as of the Proposed Budget	\$32,527,610
Salary and wage adjustments	86,216
Increase in operating expenses	4,431
Contribution to General Fund for dispatch services paid by Police	285,800
Reduction in RRI Funding	(285,800)
Adjust healthcare rates downward to share cost with employees	(31,909)

City of Tallahassee
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Reduce furlough from two days to one day	5,126
2.5% reduction in the travel and training budget	(1,815)
Adjustment in the Equity/HR allocation	(1,961)
Increase in transfer to Fire Operating Reserve	(61,606)
Fire Fund Expenditures as of the Approved Budget	\$32,526,092

Fire Fund Revenues as of the Proposed Budget	\$32,527,610
Adjustment in contribution from Airport Fund	(1,518)
Fire Fund Revenues as of the Approved Budget	\$32,526,092

ELECTRIC FUND

Electric Fund Expenditures as of the Proposed Budget	\$338,469,619
Salary and wage adjustments	(442,286)
Decrease in operating expenses	(51,571)
Decrease in allocated costs	(6,325)
Decrease in utilities and other expenses	(43,691)
Decrease in debt service	(1,825)
Adjust healthcare rates downward to share cost with employees	(35,156)
Reduce furlough from two days to one day	73,973
Change in the vacancy amount	1,324
2.5% reduction in the travel and training budget	(4,269)
Adjustment in the Equity/HR allocation	(1,504)
Electric Fund Expenditures as of the Approved Budget	\$337,958,289

Electric Fund Revenues as of the Proposed Budget	\$338,469,619
Decrease in the Electric Operating Reserve	(511,330)
Electric Fund Revenues as of the Approved Budget	\$337,958,289

GAS FUND

Gas Fund Expenditures as of the Proposed Budget	\$36,755,461
Salary and wage adjustments	(315,279)
2.5% reduction in the travel and training budget	(732)
Adjustment in the Equity/HR allocation	(210)
Adjustment to transfer to RR&I	316,221
Gas Fund Expenditures as of the Approved Budget	\$36,755,461

Gas Fund Revenues as of the Proposed Budget	\$36,755,461
N/A	0
Gas Fund Revenues as of the Approved Budget	\$36,755,461

City of Tallahassee
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FY10 Proposed Budget to Approved Budget Adjustments

WATER FUND

Water Fund Expenditures as of the Proposed Budget	\$29,822,002
Salary and wage adjustments	(243,548)
2.5% reduction in the travel and training budget	(287)
Adjustment in the Equity/HR allocation	(530)
Adjustment in debt service	(414,250)
Adjustment to transfer to RR&I	658,615
Water Fund Expenditures as of the Approved Budget	\$29,822,002
Water Fund Revenues as of the Proposed Budget	\$29,822,002
N/A	0
Water Fund Revenues as of the Approved Budget	\$29,822,002

SEWER FUND

Sewer Fund Expenditures as of the Proposed Budget	\$56,801,659
Salary and wage adjustments	32,475
2.5% reduction in the travel and training budget	(828)
Adjustment in the Equity/HR allocation	(1,012)
Adjustment in debt service	(2,510,750)
Adjustment to transfer to RR&I	2,480,115
Sewer Fund Expenditures as of the Approved Budget	\$56,801,659
Sewer Fund Revenues as of the Proposed Budget	\$56,801,659
N/A	0
Sewer Fund Revenues as of the Approved Budget	\$56,801,659

AVIATION FUND

Aviation Fund Expenditures as of the Proposed Budget	\$12,358,843
Adjust healthcare rates downward to share cost with employees	(7,138)
Reduce furlough from two days to one day	8,435
2.5% reduction in the travel and training budget	(400)
Adjustment in the Equity/HR allocation	(360)
Change in contribution to fire services	(1,518)
Adjustment to Airline prepaid credits	589
Adjustment to transfer to RR&I	392
Aviation Fund Expenditures as of the Approved Budget	\$12,358,843
Aviation Fund Revenues as of the Proposed Budget	\$12,358,843
N/A	0
Aviation Fund Revenues as of the Approved Budget	\$12,358,843

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

FY10 Proposed Budget to Approved Budget Adjustments

STARMETRO FUND

StarMetro Fund Expenditures as of the Proposed Budget	\$15,950,343
Adjust healthcare rates downward to share cost with employees	(15,700)
Reduce furlough from two days to one day	18,509
2.5% reduction in the travel and training budget	(567)
Adjustment in the Equity/HR allocation	(973)
StarMetro Fund Expenditures as of the Approved Budget	\$15,951,612
StarMetro Fund Revenues as of the Proposed Budget	\$15,950,343
Increase the transfer to StarMetro to balance	1,269
StarMetro Fund Revenues as of the Approved Budget	\$15,951,612

SOLID WASTE FUND

Solid Waste Fund Expenditures as of the Proposed Budget	\$21,906,613
Salary and wage adjustments	(424)
2.5% reduction in the travel and training budget	(150)
Adjustment in the Equity/HR allocation	(513)
Adjustment to transfer to RR&I	1,087
Solid Waste Fund Expenditures as of the Approved Budget	\$21,906,613
Solid Waste Fund Revenues as of the Proposed Budget	\$21,906,613
N/A	0
Solid Waste Fund Revenues as of the Approved Budget	\$21,906,613

STORMWATER FUND

Stormwater Fund Expenditures as of the Proposed Budget	\$15,921,662
Salary and wage adjustments	(88,110)
2.5% reduction in the travel and training budget	(665)
Adjustment in the Equity/HR allocation	(461)
Adjustment to transfer to RR&I	89,236
Stormwater Fund Expenditures as of the Approved Budget	\$15,921,662
Stormwater Fund Revenues as of the Proposed Budget	\$15,921,662
N/A	0
Stormwater Fund Revenues as of the Approved Budget	\$15,921,662

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

FY10 Proposed Budget to Approved Budget Adjustments

GOLF FUND

Golf Fund Expenditures as of the Proposed Budget	\$971,465
Adjust healthcare rates downward to share cost with employees	(625)
Reduce furlough from two days to one day	(360)
2.5% reduction in the travel and training budget	(25)
Increase in the transfer to RR&I	1,010
Golf Fund Expenditures as of the Approved Budget	\$971,465
Golf Fund Revenues as of the Proposed Budget	\$971,465
N/A	0
Golf Fund Revenues as of the Approved Budget	\$971,465

CEMETERY FUND

Cemetery Fund Expenditures as of the Proposed Budget	\$484,945
Adjust healthcare rates downward to share cost with employees	(305)
Reduce furlough from two days to one day	201
Adjustment in the Equity/HR allocation	(19)
Adjustment to transfer to RR&I	123
Cemetery Fund Expenditures as of the Approved Budget	\$484,945
Cemetery Fund Revenues as of the Proposed Budget	\$484,945
N/A	0
Cemetery Fund Revenues as of the Approved Budget	\$484,945





August 14, 2009

Honorable Mayor and City Commissioners:

As we release to you the proposed city budget for fiscal year 2010, it should be noted that we do so with a determined focus and commitment on maintaining superior services to our citizens during a time which coincides with the most severe economic downturn in a generation.

The primary goals for the FY 2010 budget process have been to develop a balanced budget which preserves essential core services where possible and also rebuilds the declining levels of fund reserves that have dipped in recent years significantly below policy levels. With your involvement and commitment to maintain quality in every aspect of our operations, we have taken your feedback and crafted a balanced budget that continues to offer the type and level of services our citizens have come to expect, even though some very challenging reductions have had to be implemented to accomplish this.

The proposed appropriated budget for FY 2010 totals \$716.0 million and represents a decrease of \$122.4 million over the approved FY 2009 budget. This reduction represents the elimination of more than 110 positions thru hiring freezes, retirements and voluntary separation incentives, program reorganizations and minimizations where appropriate, restructuring of services, and some service eliminations as well as a decrease in the cost of fuel. The general fund budget totals \$133.7 million for fiscal year 2010 and represents a miniscule increase of 4/10ths of one percent over the approved fiscal year 2009 general fund budget. The increase in the general fund is mainly due to the need to comply with negotiated labor contract requirements. The proposed budget also includes some upfront funding for the planned public safety building which will allow for joint dispatch and an enhanced response for the police, fire, sheriff and EMS.

Over the past few months, I have discussed with the City Commission the many challenges that we face in developing a balanced budget for FY 2010. The historic slowdown in the economy, as well as the impacts of prior year's property tax reform have combined to place extraordinary fiscal pressures on the City of Tallahassee as well as our sister governments across the State. This coming year, we are confronted with an unprecedented reduction in property values of 8.4%, representing approximately \$1.0 billion in lost values. Other major revenues such as state shared revenue and half-cent sales taxes also continue the decline that began two years ago. Revenues, which are needed for major maintenance of our roads and facilities such as sales tax and gas tax, have declined and are expected to decline again in the coming year. Current predictions indicate a gradual recovery.

The current economic conditions, though dire, have afforded us the opportunity to re-evaluate the way we deliver services and how we do business while ensuring the preservation of core services and the continued viability of the government. The proposals recommended in the proposed budget are a result of a very deliberative and collaborative process between the

departments and the Executive Team, and include long-term strategies that result in sustainable cost reductions, promotion of operational efficiencies, targeted revenue enhancements, and a commitment to begin restoring and strengthening our reserve levels. I am pleased to report that the proposed budget being presented for the City Commission's consideration is balanced in fiscal year 2010 and makes significant progress in balancing fiscal year 2011.

Although the proposed budget presented to the City Commission for consideration recommends significant proposals for reductions, there are some pieces of good news in this budget that I would like to share. As a result of action by both the City Commission and the County Commission, implementation of a dedicated countywide funding source for fire services is finally a reality. Implementation of the new countywide fire services fee will eliminate the reliance on the city's deficiencies fund for financing our fire department. From a service delivery perspective the community is also benefiting. A total of 18 additional fire fighters will be added, nine in FY10 and nine in FY11, to serve the rural stations. This will allow an increased ambulance service level inside the city limits.

We have also received notification from the federal government regarding additional operating assistance funding for StarMetro for FY09 and FY10, and have also received notification of grant awards totaling approximately \$24 million as part of the American Recovery and Reinvestment Act. This funding will go to a number of areas including CDBG, energy efficiency and conservation, airport security, StarMetro replacement buses and various sidewalk projects in the community. We continue to aggressively monitor and apply for grants as these are announced. Most recently we have received notification of funding to support five police officers for a three-year period, with the City picking up the cost in of these positions beginning in the fourth year. Also, as a result of the Commission's approval of the 3.7 tentative millage rate, we are able to dedicate \$1.0 million towards the city's share of the joint dispatch facility thereby reducing our debt needs for this project.

We have worked diligently throughout the year to implement a number of actions to move us toward continued financial stability. A soft hiring freeze was implemented early in the year which has allowed us flexibility in reducing staffing and payroll costs while minimizing the impact to individual employees who's jobs may otherwise have been eliminated. For example, due to the severe downturn in the housing market, revenues have been insufficient to fully cover the costs of building inspection, requiring that 11.6 positions be eliminated or transferred to other areas. Not only were we able to place most of the affected employees in other open jobs, but at the same time, right sized this function so that it can be fully self-supporting in the coming year.

A number of other cost cutting or efficiency improvements have also been implemented including standardization of small equipment purchases throughout all departments which allows for cost reductions from volume purchasing as well as increased efficiency in maintenance of the equipment. Reductions have been made in temporary and overtime wages, travel and training, and capital outlay. Fuel costs have been decreased not only through contractual agreements but also by reduction of the number of vehicles in the fleet. All of these accomplishments, along with our continued control of other operating costs, help us move toward a sustainable and balanced budget for FY10.

Even with all of these achievements, we are not insulated from the need for job reductions in the organization. In prior years we have been fortunate to have a minimum number of employees

impacted by job reductions, with a total of 85 positions eliminated from FY 2007 to FY 2009. Unfortunately, we are confronted with a net elimination of an additional 96.63 positions in FY 2010, many of which are filled. To mitigate this impact and the impact of additional reductions also expected in FY 2011, the Commission approved a recommended voluntary separation incentive program, VSI, which was implemented on July 1st. Incentives to voluntarily leave city employment were offered to employees whose salary was within 10% or above the maximum hire rate. The program terminates on August 21, 2009 and more than 50 employees have already taken advantage of this opportunity. This voluntary separation will allow flexibility in refilling positions at a lower salary level or eliminating those positions entirely depending on the critical nature of the vacated positions. If all of the positions vacated by the program are filled at a maximum level of 25% above the minimum annual salary, savings will be in excess of \$600,000 annually (based on current enrollees only).

The other significant issues that must be addressed in development of the FY 2010 budget include restoration of minimum reserve levels, funding for capital expenditures to adequately maintain our current facilities, and sufficient contingency levels to offset revenue volatility. The following are areas of concern.

- As previously discussed, due to revenue reductions in the Building Inspection and Fire Services Funds, the City has utilized reserve funds to balance operating costs, which has not served to enhance our historically sound fiscal condition. These reserves must not only be stabilized, but replenished, if we are to maintain our current very good bond rating, which allows us to realize savings through reduced bond insurance costs and lower interest rates.
- Due to decreased revenues, no General Fund dollars have been provided for capital improvements for the past two years. It is important to restore this funding in order to assure that facilities are properly maintained, and any critical new projects be placed in the 5 year capital budget.
- The General Fund contingency is currently budgeted at \$50,000. For the past two years, revenue projections, particularly for state shared revenues, have been adjusted downward after the budget was finalized. Given the continuing economic uncertainties, it is important to provide an adequate cushion to offset changes in revenue projections so that other mid-year reductions may be avoided.

The proposed budget that is presented for your review addresses all of the issues previously discussed and balances expenditure reductions with revenue enhancements to assure that core services can continue to be provided and that the cost to taxpayers remains reasonable. In addition to the position eliminations previously mentioned, other reductions are attributable to furloughs; various expenditure reductions such as overtime, temporary wages, fuel, and capital outlay; the addition of funding for transfer to the capital budget and to start to replenish the Deficiency Fund; as well as increases in fee and ad valorem revenue. The remainder of the budget message includes more detail on each of these as well as information on the budget process, key revenue and expenditure assumptions, the Capital Improvement Program, and each of the enterprise funds.

BUDGET PROCESS

The initial projections for FY10 resulted in a deficit position of \$7.5 million. Initial strategies for addressing this included development of reduction proposals by each service area in order to achieve an over-all 7% reduction of operating costs in the General Fund, and reductions of 5% and 2% in Internal Service and Enterprise Funds respectively. All of the proposals were reviewed by the executive team to achieve a reduction plan for the organization based on the following:

- Consideration of the Commission's direction related to minimizing, to the degree possible, the structural expenses of government.
- Maintaining quality customer service and programming.
- Balancing core service necessities with quality of life realities.

Subsequent to review by the executive team, departments were given an opportunity at budget hearings with the executive team and budget office to present their proposals and discuss the impact of reductions on service delivery to the community. Many of the proposals were discussed with the Commission at the budget workshops held on April 15th and June 18th. Concurrently, the budget office updated revenues and expenditures to reflect the most current estimates including debt service to cover new projects, ad valorem tax revenue to reflect the latest information from the property appraiser, and state shared revenues to reflect official state estimates.

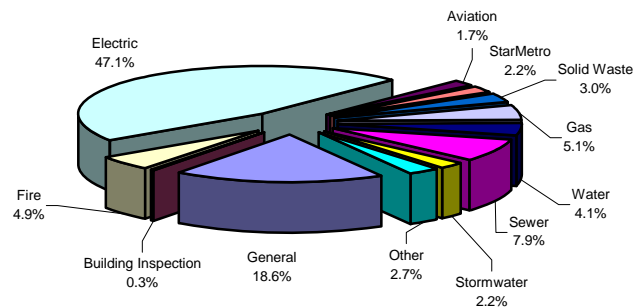
PROPOSED BUDGET

As previously mentioned, the proposed appropriated budget presented for your review totals \$716.0 million and represents a decrease of \$122.4 million over the approved fiscal year 2009 budget. The General Fund portion of the budget totals \$133.7 million for fiscal year 2010 and represents an increase of \$531,231 or .4% over the approved General Fund budget for fiscal year 2009.

The adjacent chart illustrates how the appropriated budget is allocated between the various funds. It should be noted that approximately 66.4% of the total appropriated budget is allocated to the utilities.

Consumption is down in most of the utilities due to a combination of demand side programs and economic conditions. Utility funds use a rate analysis to determine need for specified periods of time, thus all utility funds are balanced for the five years, although usage of reserves and/or reductions in RR&I transfers are required in some of the funds. With the current fee structure for solid waste

FY10 APPROPRIATION BY FUND



services, a transfer from reserves is required in each year beginning in FY11 and a transfer from rate stabilization is programmed for the Electric Fund in FY10. A rate increase for Electric is planned in FY11.

With implementation of a countywide fire services fee and the new interlocal agreement with Leon County effective on October 1, 2009, the Fire fund is balanced in all years of the proforma except for FY14, and transfers from the Deficiencies fund are not required in FY10. In fiscal years 2008 and 2009 over \$4.0 million has been, or will be, transferred from the Deficiencies Fund to the Fire Fund. Leon County has approved a new interlocal agreement effective October 1, 2009 that provides for full recovery of costs.

StarMetro's operating fund is balanced for all five years utilizing transfers from the general fund. The proposed budget for fiscal year 2010 totals \$15.9 million and represents an increase of \$307,531 or 2.0% from the 2009 approved budget.

The Building Inspection Fund was created as a requirement of Florida Statutes. A number of changes were implemented in FY09 in response to the downturn of the construction industry. With these changes, and approval of an adequate fee structure, the fund will be balanced in all years. A small amount is budgeted to begin repayment of the loan from the Deficiencies Fund in FY10.

The Golf Course fund will be fully self-supporting in FY10 and future years as a result of changes being implemented that include elimination of full-time positions and utilization of contractual employees for the majority of maintenance functions, the bolstering of sales at the pro shop, and minor improvements to facilities at the course.

PERSONNEL ISSUES

Personnel services make up 22.5% of the total city budget and 55.8% of the General Fund budget. Control of these costs is crucial in maintaining or reducing overall expenditures.

Salary Issues and Other Personnel Issues

No salary increases have been included for general employees for FY10. For planning purposes, an increase of 2% is included for FY11. For FY10, an increase of 6.5% for police union employees is included as per the existing contract provisions.

The city's cost of employee health insurance is expected to increase by 6% and funding is included at this level. There are no changes in the health care plan. As the budget recommends no employee salary increases this year, staff is recommending that the city absorb the cost of the employee increases for health insurance this year. The proposed budget reflects this recommendation.

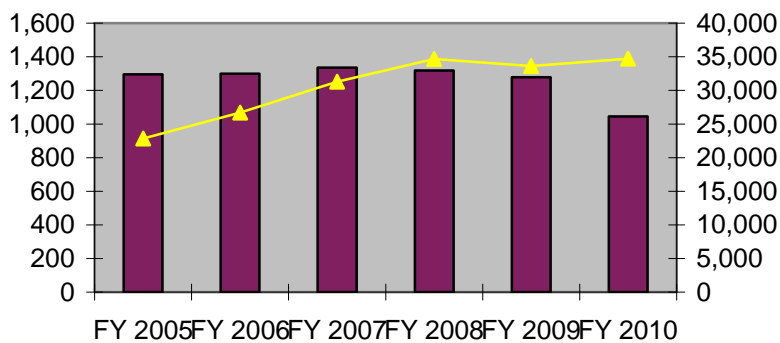
Due to declining earnings in the pension portfolio, it is expected that pension costs will increase significantly in FY11. To mitigate the city's share of this increase, it is likely that general employees will need to increase their contribution. The city's contribution rate for FY10 has not been increased.

Elimination of 110.63 Filled and Vacant Positions

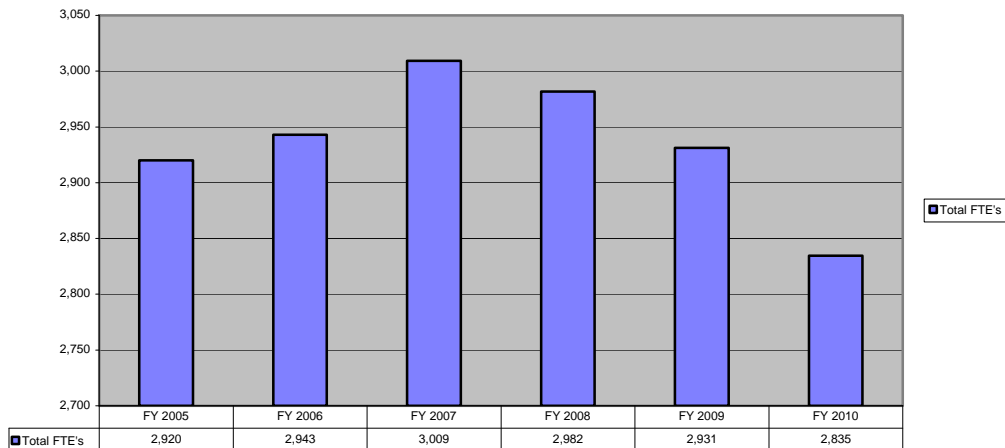
The proposed budget includes funding for 2,834.49 FTEs in fiscal year 2010. This represents a net reduction of 96.63 positions from the total number of positions in the approved fiscal year 2009 budget; elimination of 110.63 positions and addition of 14.0 positions. Eliminated positions impact multiple departments throughout the City. In addition, five police officers and nine firefighters are added. A detail listing of proposed position changes is included in the Organizational Summary section of the budget document.

The two charts that follow compare the number of FTE's in the General Fund and FTE's for all funds on an annual basis for the prior five-year period. For purposes of comparison, StarMetro is included in the General Fund count as this is a subsidized operation. Figures have also been adjusted to compensate for Building Inspection positions. The General Fund chart also shows the corresponding ad valorem revenue received in each of the years. As indicated in both charts, the total number of positions peaked in FY07 and has been declining each year since that time. With the position eliminations in FY10, the General Fund has 6.1% fewer positions compared to the FY05 staffing level and a 2.9% fewer for all funds.

Growth in General Fund Positions and Ad Valorem Revenue



Total Positions



Employee Furlough

The proposed budget recommends a two-day furlough for non-union general employees with salaries greater than \$33,000 and results in citywide savings of \$665,556 and \$206,213 in the General Fund. This is equivalent to a reduction in pay of .76% for affected employees but has the effect of preserving critical positions.

Exchange two Designated Holidays for Floating Holidays

The City currently observes ten official holidays throughout the year. The proposed budget recommends replacing two official holidays with floating holidays that results in savings citywide of \$106,800 and \$44,600 for the General Fund (including StarMetro). Although the specific holidays to be eliminated have not been determined, the average savings per holiday is \$53,400 and the maximum savings is \$64,500. Approximately 800 employees would experience some impact from loss of overtime pay with the majority in StarMetro, Electric, Water Utilities, Solid Waste and Police. The average overtime pay per employee required to work per holiday is \$139.

OPEB (Other Post Employment Benefits)

The City of Tallahassee provides to our retired employees a health insurance subsidy that is considered a post-employment benefit (OPEB). The Government Accounting Standards Board (GASB) issued Statement 45 that requires the City, for the year ending September 30, 2009, to disclose the present value of the estimated total cost to provide the health insurance subsidy to current retirees and active employees (actuarial accrued liability, AAL) in the notes to the City's financial statements along with a description of efforts and progress being made to fund the AAL.

GASB does not prescribe a required funding method but it allows the City to determine the best method to fund the obligation. The Financial Viability Committee directed staff to research and recommend a GASB 45 funding method. Following staff's research and recommendation, the Financial Viability Committee recommended that the City fund the health insurance *explicit* liability only through an actuarially determined annual required contribution (ARC) made to an irrevocable trust and that a portion of the cost of the benefit be paid by General, Police and Firefighter employees.

It is estimated that \$900,000 is needed in the general fund to meet the OPEB obligations. To accomplish this, the proposed budget recommends that General, Police, and Fire employees begin contributing .25% of pay to offset a portion of the cost of the program in FY 2010. The contribution from all three groups would generate approximately \$300,000 per year in the General Fund. The remainder of the City's General Fund contribution, \$600,000, would be phased into the operating budget over a three-year period. Funding from interest earnings from the 2004 Bond Series would be utilized for \$400,000 of the City's required contribution with the remaining portion of the City's contribution coming from General Fund operating revenues. The contribution from bond interest earnings will be reduced to \$200,000 in FY11 and \$0 in FY12. The proposed budget reflects this recommendation.

BUDGET ASSUMPTIONS

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

EXPENDITURE ASSUMPTIONS

Fuel

Although fuel is approximately 30% of the FY10 budget, this is a significant decrease from the FY09 budgeted amount. Actual fuel costs in FY09 were less than budgeted and are expected to remain at the lower cost for FY10.

Transfer to StarMetro

The transfer requirement for StarMetro is estimated at \$7,923,865 for FY10, which is an increase of approximately \$243,809 over the FY09 budget and \$1.1 million more than the estimated actual requirement for FY09. This is due to a budget adjustment to more accurately reflect the cost of overtime expenditures and also to the receipt of unanticipated federal funds in FY09. Additional federal funding is also expected in FY10, but in a lesser amount. No additional funding from this source is anticipated in years beyond FY10.

It should be noted that as part of the StarMetro Renaissance plan approved several years ago, enhancements to the system were approved that have streamlined routes to increase route efficiency, improve on-time performance and provide service to areas not previously served. Additionally new buses have been purchased that increase the fleets fuel efficiency and promote the city's green initiatives.

Transfer to GGCPA

Although \$720,000 was budgeted for GGCPA in FY09, no funding was used for this purpose due to lower than anticipated revenue collections in FY09. The FY10 budget includes funding from a one-time source of \$824,000 for this purpose as well as \$1.0 million from operational revenues. One million of this will be used to cash fund one half of the \$2.0 million FY10 requirement for the Joint Dispatch project thereby reducing future debt service needs. The remainder is used for maintenance of existing city facilities.

Debt Service

Approximately \$9.0 million in general government debt service is budgeted beginning in fiscal year 2010. This includes funding for existing obligations such as the 2004 capital bond series and various internal pool loans. Debt service funding requirements for existing obligations decrease to \$8.9 million in fiscal year 2014. New debt is programmed beginning in fiscal year 2011 for greenspace (only if needed), and the General Fund's portion of the joint dispatch facility. Debt service for parks facilities begins in fiscal year 2012. Collectively, future debt service for these projects total \$780,967 in fiscal year 2011 and increases to \$2.6 million in fiscal year 2014.

Earlier in the year, the Treasurer-Clerk's Office refinanced a variable rate Sunshine State loan (for the Renaissance Building) to a fixed rate that resulted in a General Fund savings of approximately \$500,000 in fiscal year 2010. The savings decrease downward each year to roughly \$200,000 in fiscal year 2014. Additional savings are associated with reduced debt

service expenditures for internal loans in fiscal year 2010 for projects such as the system integration, CIS, EDMS, and police vehicle VRS, among others.

In the Fire Fund, existing debt service payments support the fund's share of 2004 capital bonds and a 2001 Sunshine State loan. New 2010 debt service supports self-contained breathing apparatus that was approved in fiscal year 2009, while Fire's \$8 million share of the joint dispatch facility and debt financing of a potential 1-bay station that could be co-located at the facility are programmed to begin in fiscal year 2012. Total debt service in the Fire Fund is budgeted at approximately \$780,000 in fiscal year 2010. Debt service for fiscal year 2014 is budgeted at \$2.1 million.

CONTINGENCY AND RESERVES

Contingency

One of the main purposes of the contingency account is to provide a cushion for unexpected declines in revenues or increases in expenditures. In the past few years, there have been notable examples of these including the rapid increase in fuel costs in some years and numerous reductions in revenues, especially state shared revenues. The mid year budget corrections that were required as a result of these, could have been mitigated somewhat with a larger contingency. The FY09 contingency is budgeted at \$50,000. For FY10, the proposed budget includes an additional \$150,000 for this purpose.

Transfer to Deficiency Fund

The Deficiencies Fund is a reserve or fund balance for General Fund operations. The policy target balance is two months operating requirements for the General Fund. As of March 31, 2009, the policy level was \$21.9 million and balance was \$9.5 million. The projected balance at FY09 year-end, is approximately \$4.5 million. This assumes a transfer of \$2.7 million to the Fire Fund and \$942,823 to the Building Inspection Fund in FY09 and includes prior year loans to the Building Inspection Fund of \$1.4 million.

To address this serious issue, the FY10 budget includes a transfer of \$1.8 million to the Deficiencies Fund. A small loan repayment is also budgeted from the Building Inspection Fund. In addition, further usage of the fund is not anticipated as several steps have been taken to curtail usage. One step is the functional consolidation of fire and county EMS, with an appropriate fee schedule, that becomes effective on October 1st. Another step is approval of a proposed fee structure for Building Inspection that is adequate to cover costs of that service. Other one-time revenues, such as past due ad valorem tax receipts; will also be brought to the Commission for consideration for additional replenishment of the fund as they become available. It cannot be overemphasized how important it is to replenish reserves for emergency needs as well as financial stability, and bond rating purposes.

REVENUE ASSUMPTIONS

Utility Taxes (Electric, Water, and Gas)

This is the public service tax imposed upon the sale of electricity, water, and gas within the corporate limits. The City imposes the maximum tax rate of 10% of gross sales. And, although utility rate increases have been implemented over the last year, projections for utility tax revenues have been decreased slightly to reflect reduced utility usage as a result of the city's

demand side programs, customer conservation initiatives, and impacts related to the economic downturn. Projected revenues for all utility taxes (electric, water, and gas) total \$12.9 million and reflect a reduction of approximately \$1.3 million from fiscal year 2009 due to reduced consumption estimates.

State Revenue Sharing & Florida ½ Cent Sales Tax

Over the last year, the State of Florida has provided updated projections for both these revenue sources and as a result, the city will be receiving less revenue than originally projected in FY09. For FY10 projections have been modified based on the most recent information received by the State of Florida. Both of these sources are estimated to bring in approximately \$12.8 million in FY10, representing a decrease of approximately \$308,436 from the FY09 expected receipts.

Transfers from Utilities

The General Fund transfers from the utilities have been calculated per the methodology approved in the finance policy. The transfers total \$34.5 million in FY10 representing an increase of approximately \$1.0 million over the FY09 transfers.

Business Tax

Due to problems in collection of the tax, and in order to assist the business community during the on going recession, the County eliminated the County Business tax beginning in FY10. The City has a separate business tax and also received a share of the proceeds from the County tax. As a result of the County action, the City will have a reduction in revenue as well. The amount previously projected to be collected from the County Business Tax for FY10 is \$147,624.

Ad Valorem Taxes

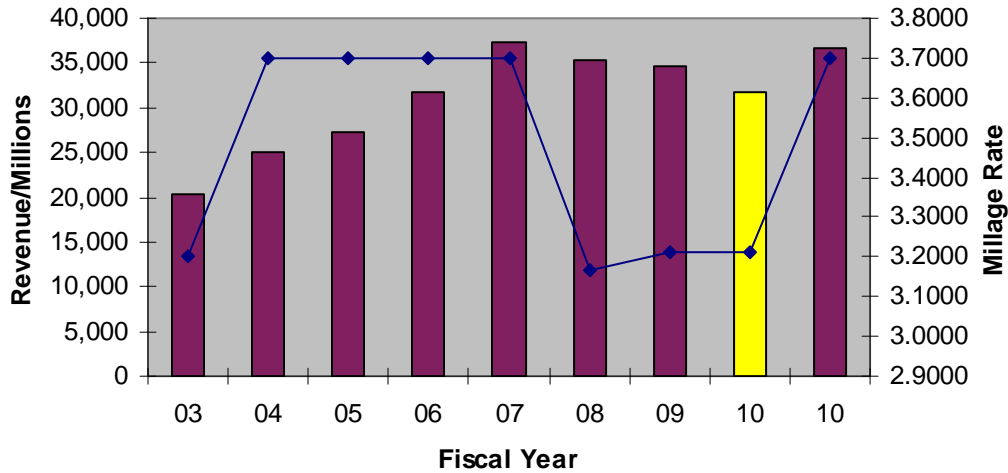
The certified taxable value provided by the Leon County Property Appraiser on July 1, 2009, is \$9.881 billion. This is an unprecedented reduction of \$909 million or 8.4% from the FY09 assessment. Furthermore, values for FY11 are also expected to be less than the FY10 taxable value. The roll back rate (the rate required to raise the same amount of ad valorem revenue given current property values) is 3.5151 mills. The “Maximum Millage Rate” that can be adopted by a simple majority vote, which is the roll back rate adjusted by growth in Florida personal income (FPI) of 2.5%, is 3.6030 mills.

Property taxes represent the largest source of general fund revenues. The chart that follows shows historical growth of ad valorem taxes as compared to the millage rate. The millage rate was increased from 3.2 mills to 3.7 mills in FY04 to recover the cost of debt service for newly issued debt for neighborhood projects. As indicated in the chart the millage rate was reduced in FY07 as a result of state legislative requirements, and although increased slightly in FY09, the amount of ad valorem revenue was still slightly less than for the prior year. The debt service for which the millage was increased, however, continues for many more years. The first amount shown for FY10, in yellow, is the amount that would be collected if the millage rate remained at 3.2115, the current rate. This results in a decrease in revenue of \$2.9 million from FY09. The tentative millage rate adopted by the Commission on July 1, 2009 of 3.7 mills is shown on the second FY10 bar and provides \$1.9 million more than collected in FY09 but is still less than the amount collected in FY07.

The increased millage is needed to assure that adequate funding is available to repay the debt previously issued and to start to replenish the reserves for both operating and capital needs.

Even with the millage increase, Tallahassee’s rate is still lower than eight of the twelve cities used for comparison of services and costs. The millage increase results in an increase of \$73.27 per year for the owner of a home valued at \$200,000.

Ad Valorem and Millage Rates



Other Revenue Increases

Increase in Competitive Gymnastics Fees

Competitive gymnastics fees currently generate approximately \$54,720. It is recommended that the fees be doubled, which would double the revenue, if the number of gymnasts at each level remains constant. This revenue enhancement will generate an estimated additional \$54,720 for FY10. Below is the current fee schedule:

Hours	Fees per Month	Gymnasts	Yearly Rev
14.5	\$73.25	12	\$10,548
8.5	\$56.50	45	\$30,510
5.5 - 8	\$39.50	23	\$10,902
0 - 5	\$23.00	10	\$ 2,760

Audio Tech Cost Recovery Program for Non-Profit Organizations

The City’s current fee for audio services for non-profit organizations is \$25 per hour and for all other organizations \$100/ hour. Expenses for this service total \$60,000. It is proposed that fees will be charged for full cost recovery for non-City events ranging from \$15 - \$100 per hour depending on whether it’s a private or public event.

Increase for Clay Court Tennis League Fees

The City charges tennis leagues a fee for tennis court reservations that varies based upon playing on a clay court or hard court. In addition, the reservations come with the option of having rainout rescheduling. If the league opts to pay for rainout insurance and a match is cancelled due to weather conditions, PRNA will reschedule the match at no additional cost. If they do not opt to have the rainout guarantee, then the league would have to pay for their match to be rescheduled. It is recommended that all fees be increased and that the City no longer provide a

discount for not having rainout insurance. Revenues for this increase are anticipated to be approximately \$20,000. Below is the proposed fee schedule for FY10:

FEE INCREASE FOR COURT RESERVATIONS WITH RAINOUT RESCHEDULING

<u>Current Fee</u>	<u>Proposed FY10 Fee</u>	<u>% Increase</u>
\$7.25 (Clay)	\$13.60	88%
\$3.75 (Hard)	\$ 6.40	71%

FEE INCREASE FOR COURT RESERVATIONS WITHOUT RAINOUT RESCHEDULING

<u>Current Fee</u>	<u>Proposed FY10 Fee</u>	<u>% Increase</u>
\$7.00 (Clay)	\$13.60	94%
\$3.25 (Hard)	\$6.40	97%

Building Inspection Fee Increase

In order to fully recover costs in the Building Inspection Fund, a fee increase is necessary. Permit fees are not currently structured to fully recover costs of the division’s budget. The study that established the current fee structure was based on permit activity prior to FY 2006 and therefore did not properly reflect current construction activities. Prior to the FY 2006 rate study, FY 2002 was the last update of the fee schedule. The fee increase is approximately a 25% increase overall.

Red Light Camera Revenue

On May 27, 2009, the City Commission adopted ordinance No. 09-O-22, which implements a red light camera safety program effective immediately. Other Florida cities and cities throughout the United States have implemented red light camera programs and have seen significant improvement in traffic safety. Red light camera programs seek to monitor vehicles running red lights, which enhance public health, safety, and welfare by providing an additional deterrent to traffic control signal violations, and reducing accidents and injuries associated with such violations. Red light camera programs not only improve traffic safety, but they generate revenue. It is anticipated that the fee will generate \$800,000 in FY10.

Increase parking rates in garages for non-city users

Parking rates are below market in city garages and in some cases, rates may be lower for outside users than for employees. Increases in rates was discussed in the FY09 budget process but not implemented. Increases in both Eastside and Kleman parking garages for transient, monthly, and special event parking will generate additional revenue of \$250,000.

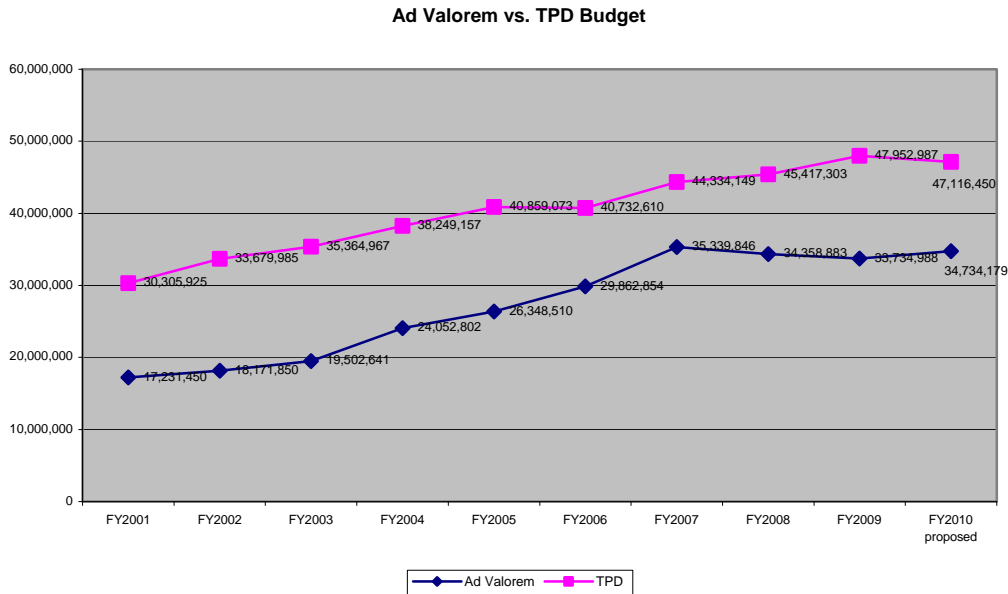
PROGRAM IMPACTS- GENERAL FUND

As part of the budget process, a number of programs have been discussed for elimination. The vast majority of these programs involve either the elimination of filled or vacant positions. The following provides an overview of the most significant programmatic reductions that have been identified. In addition to the items discussed below, a number of other efficiency measures that may also include elimination of full time or temporary positions, have also been identified. Additional detail on the other reductions is provided in the Service Area sections of the budget document.

Safety and Neighborhood Services

Police

As indicated in the following chart, the cost of police services has generally increased at a rate comparable to the increase in ad valorem revenue.



When ad valorem revenue started to decline in FY07, the gap between the cost of police service and available revenue for funding this service widened. The increased millage rate proposed for FY10, begins to narrow this gap again.

Given this funding gap, and the fact that police services comprise 35.2% of the General Fund budget, a number of cost reduction proposals have been identified. The following recommendations are included in the proposed budget:

- Elimination of Sixteen (16) Police Officer Positions – Chief Jones has reluctantly recommended the elimination of sixteen police officer positions with projected savings of \$976,394 will require the transfer of some officers from specialty units to patrol squads to backfill the losses. This is not expected to have a significant impact on response time for high priority calls for service.
- This will be somewhat mitigated by the addition of five new officer positions that will be funded from a federal grant, and imminent retirements from TPD.
- Reduction of the Police Officer Reserve Program by one-half in FY10. Fewer reserve officers will be available to assist during special events, staff inspections, towing company regulation, and personnel recruiting. These duties will shift to full-time officers. The projected savings in FY10 is \$104,512.

In addition to the above major reductions, a number of other reductions in the Police Department are being recommended including eliminating city-funded police overtime for security at all special events except for FSU and FAMU football games, parade activities, dignitary protection

and city-sponsored events; elimination of the DEFY drug education program; elimination of overtime for the party patrol; elimination of various administrative positions, and others.

Fire Administrative and Supervisory Costs

Although the Fire Department is a special revenue fund supported by fees, programmatic changes are shown here in order to provide a broader view of public safety issues. Four positions have been identified for elimination including one administrative position and three lieutenant positions with savings of \$302,052.

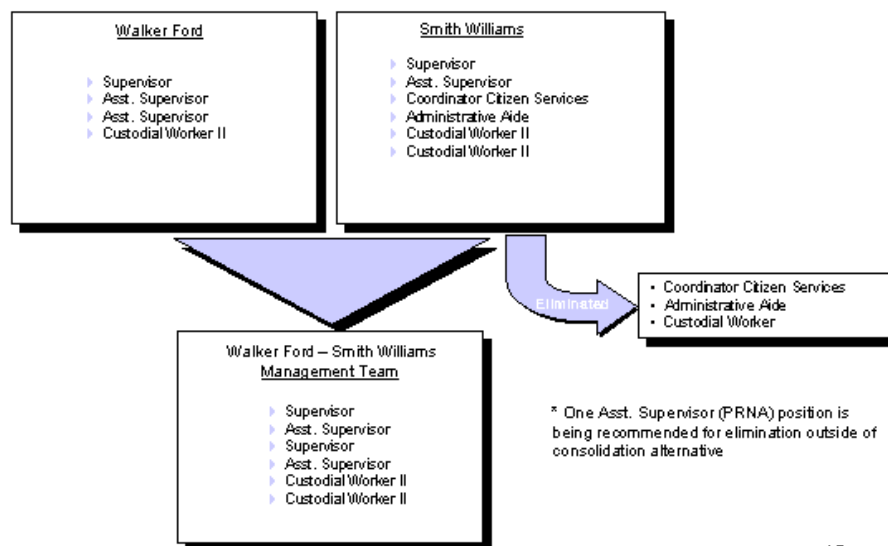
Parks, Recreation, and Neighborhood Services

The proposed budget recommends the closing of Palmer Monroe Community Center located on Jackson Bluff Road. Demographics of the neighborhood where this community center is located have changed dramatically. Currently, college students and community groups primarily utilize the center. Two public schools in the area have recently closed leaving other nearby schools and facilities as sources for youth activities. Participation at this community center has greatly declined in the past few years. The community center used to average approximately 320 participants per day; currently, it averages around 170 people per day. The closing of this community center would result in the deletion of three full-time positions with savings projected to be \$211,319 in FY10.

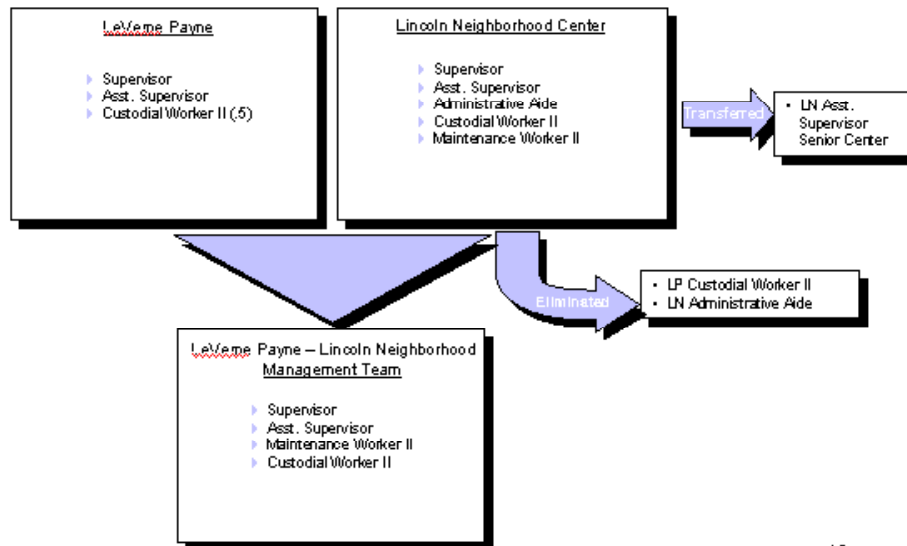
Economic and Community Development

Consolidation of staffing of four recreation and community centers will result in more efficient operation and allow for expansion of senior services in other areas of the city. The consolidation will result in the elimination of four and one half positions as shown on the following page.

The Walker Ford/Smith Williams consolidation results in the elimination of three positions



The LeVerne Payne/Lincoln Neighborhood Center consolidation results in the elimination of 1.5 FTE positions and the transfer of one FTE to the Senior Center



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Development and Transportation Services

Public Works: Reorganization/Consolidation of Street Construction Program

The proposed budget includes a major reorganization for the Department of Public Works which will consolidate the department from four to two divisions: a capital division, and an operating division. It will also provide a more efficient and streamlined management structure to direct and support these activities. In order to accomplish the resulting elimination of 18 positions, some work now performed in-house will be contracted out. The reorganization will result in the savings of \$889,767.

Growth Management: Restructuring of the Growth Management Department

Staff is recommending a restructuring of the Growth Management Department that will result in the transfer of three code enforcement positions from the Building Inspection Fund to the General Fund, with savings of \$167,715 to the Building Inspection Fund and a corresponding increase in the General Fund. The budget recommends elimination of three planner positions in Growth Management and the permanent transfer of the three employees into vacant positions in Planning that was done on a temporary basis in FY09. Total savings of \$643,128 will be realized through the elimination of three positions previously mentioned and five additional positions, which impact stormwater pond certification and GIS functions.

StarMetro Route Adjustments

The proposed budget recommends a budget for StarMetro in FY10 of \$15,950,343 including a contribution from the general fund totaling \$7.9 million or 49.6% of the department’s total budget. In FY09, StarMetro’s budget increased by \$912,909 or 6% from the 2008 approved budget. Due to a change in federal regulations, StarMetro is receiving \$808,988 additional funding that can be used for operating costs in FY09. It is expected that approximately \$404,000

will also be available for FY10. The transit action plan for FY10 as approved by the City Commission, identifies route restructuring and the elimination of the following routes, to achieve savings of \$113,562. These are as follows:

- Elimination of route 10, which is a Saturday only route and closely follows weekday route 18.
- Elimination of route 35, which is the evening route 23.

Additionally the proposed budget recommends the elimination of two administrative positions in FY10, which result in an additional savings of \$116,032.

Administration and Management Services

Special Appropriations Funding for Outside Agencies

Excluding special events, funding for outside agencies totals \$2,865,118 for FY09. Special events funding is approximately \$500,000 for a total of \$3,368,118. While reductions in other general government spending has been required over the past two years and, will be required for FY10 as well, funding for these agencies has either remained constant or increased. The proposed budget recommends an overall reduction totaling \$357,359 in funding for outside agencies, excluding social services. A listing of recommended funding reductions by agency is included in the Operating Budget Appropriations Summary section of the budget document.

PROGRAM IMPACTS - INTERNAL SERVICE FUNDS

Program reductions in internal service funds will impact all funds that are charged for the services provided by the fund.

Warehouse Reduction and Reorganization

Staff is recommending the closure of the Municipal Supply Center and the transfer of four (4) employees to the Electric Utility, along with the remaining inventory. The warehouse function is currently located in the Purchasing unit of the Department of Management and Administration. One employee will remain to coordinate surplus sales activity and three (3) other positions will be eliminated. The projected cost savings in Purchasing in FY10 is \$274,316.

Information Systems Services Reductions

The Information Systems Services (ISS) unit of the Department of Management and Administration is revising contractual agreements and other expense accounts in FY10. ISS is also eliminating an administrative position mid-year. The projected savings in ISS in FY10 is \$613,706.

Utility Business and Customer Services

The proposed budget recommends the phasing out of 10 temporary and full time meter reading positions, as planned, due to the installation of smart meters in 2009. Total savings realized by this recommendation are estimated at \$287,480.

Equity and Workforce Development, Human Resources, Accounting, and Revenue Funds

A total of 3 positions have been identified for elimination in these funds. The fiscal impact of these positions is \$300,838. As a part of this, the Human Resources Department and Equity and Workforce Development Department are being merged into the Department of Management and Administration. As a result, these areas will become divisions of the Department of Management and Administration allowing for the elimination of two department director positions, one in FY09 and one in FY11.

PROGRAM IMPACTS- SPECIAL REVENUE FUNDS

Building Inspection Fund

To reflect the appropriate funding source for the code enforcement function, building inspection staff with code enforcement responsibilities are being transferred from the Building Inspection Fund to the General Fund, resulting in net savings of \$167,715 to the Building Inspection Fund. Eight additional positions were moved out of the fund during FY 2009. For FY10, expense reductions of \$54,423 are proposed in temporary wages (one temporary full time inspector) and other miscellaneous line items.

The Building Inspection Fund is balanced in all five years with no loans from the Deficiencies Fund. In order to accomplish this, the proposed budget recommends a fee increase. The department has met with representatives of the construction industry to develop an increased fee structure of approximately 25%. The revised structure provides for an automatic annual adjustment.

Fire Services Fund

The Fire Services Fund is balanced in all years of the proforma, although a transfer from the fire services operating reserve is projected in fiscal years 2012, 2013 and 2014 as projected in the rate study. The city's contribution to the Fire Fund, through the Deficiencies Fund, will not be required in fiscal year 2010 with implementation of the countywide fire services fee. Deficits projected in fiscal years 2012 and 2013 will come from surpluses projected to accumulate in the fire services operating reserve. To the extent any surplus dollars are expended and not replenished, an alternative source of revenue will need to be identified.

The department's fiscal year 2009 overtime expenditures are expected to decrease by approximately \$372,000 when compared to 2008 actual expenditures. The 2009 overtime expenditure level is expected to continue into fiscal year 2010, allowing the department to maintain expenditures at a level equal to or less than budgeted expenditures.

As previously indicated, expenditures have been adjusted to eliminate four positions effective October 1, 2009. The addition of nine firefighters for county stations effective April 1, 2010 has been budgeted, as are the addition of another nine on October 1, 2010. The fund's internal services allocation for Utility Services expense has increased to cover the city's cost for countywide billing for the fire services fee. The fund's vehicle replacement allocation also has increased to cover the cost of acquiring additional rolling stock. Funding is not budgeted for operation of any additional stations that may be added during this period.

ENTERPRISE FUNDS- FY10 UPDATE

Aviation Fund

The Aviation Fund is balanced in all five years as a result of eliminating temporary wages, reduction in operating expenses, an increase in capitalized wages, restructuring of building services staff in the Facilities Division and changing law enforcement requirements by eliminating the midnight shift at the airport.

Electric Fund

Electric revenues are projected to generate approximately 18% less revenue than budgeted in fiscal year 2009. Average kWh consumption in all customer classes through April 2009 is down approximately 1.5% when compared to April 2008. Revenue and consumption projections for fiscal years 2010 through 2014 are projected to decline resulting in less transfer to support operations of the General Fund than had been projected at the beginning of the 2009 for 2010 and beyond.

One-time fiscal year 2010 expenditure reductions totaling approximately \$11.8 million planned by the department include the following:

- Deferral of debt service associated with the demand side management project.
- Reduction of RR&I funding to support capital projects.
- Reduction in various operating expenditure accounts.
- Reduction in various capital outlay accounts.

Beginning in fiscal year 2011, transfers to support debt service payments and cash for capital projects increase from \$57.4 million to \$70.1 million or 22%. This category of expenditures is projected to increase to \$79.2 million by fiscal year 2014. New rate study revenue is programmed annually in fiscal years 2011 to 2014 to support the Electric Fund's expenditure base.

Gas Fund

The Gas fund is balanced for fiscal years 2010 through 2014. The average residential customer natural gas bill increased \$2.50 on April 1, 2008, and will increase by \$1.10 on October 1, 2009. The 2010 fiscal year budget reflects expenditures in the amount of \$36.7 million, representing a decrease of \$3.0 million from the 2009 approved budget. This is primarily due to the decrease in estimated fuel expenses. The fiscal year 2010 fuel forecast is budgeted at \$23.3 million versus the fiscal year 2009 fuel forecast of \$25.7 million. To address the issue of declining consumption, two positions are proposed for elimination.

Water Fund

The Water fund is balanced for fiscal years 2010 through 2014. 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 2010 are budgeted to be \$29.8 million versus the fiscal year 2009 budget of \$30.2 million. The decrease is due mainly to the lower than expected growth in customers and service points and a decrease in average consumption.

Sewer Fund

The Sewer fund is balanced for fiscal years 2010 through 2014. 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 2010 are budgeted to be \$56.8 million versus the fiscal year 2009 budget of \$51.7 million.

Solid Waste Fund

The Solid Waste fund is balanced in FY 2010-2014. Revenues are projected to decrease in fiscal year 2010 mainly due to a decrease in commercial demand. Revenue projections for fiscal years 2011 through 2014 assume little customer growth and include only modest increases. For the fiscal years 2011 through 2014, an annual consumer price index (CPI) adjustment is included to offset increases in landfill tipping fees and contractual fees paid to Waste Pro. Six positions are planned for elimination due to service changes previously implemented. In addition, two mechanics are being transferred to the fleet department in order to consolidate the vehicle maintenance function within the city.

Stormwater Fund

The Stormwater fund is balanced in FY 2010-2014. On March 30, 2005 the City Commission approved a stormwater fee increase of \$1.70 per equivalent residential unit (ERU) to implement the stormwater pollution reduction program (SPRP). The fee increase was phased in over five years, at a \$.34 per ERU, and is in the fifth year in FY10. Total revenues for the Stormwater fund for fiscal year 2010 are budgeted to be \$15.9 million.

Golf Course Fund

The proposed budget recommends no subsidies for Hilaman Golf Course in any of the five- year proforma period. The budget includes:

- Elimination of four positions.
- Use of contract employees in lieu of in-house staff.
- Reduction in total salary expenditures.
- Transfer of functions to fleet for small engine repair.
- Implementing a marketing plan to increase revenue via a new annual membership program.
- Increasing concession sales.
- Elimination of RR&I funding.

FY10 CAPITAL BUDGET AND FY10 – FY14 CAPITAL IMPROVEMENT PLAN

The fiscal year 2010 capital budget totals approximately \$164.2 million and the total five-year capital improvement plan of \$878.5 million. Of this, projects that support general government activities total \$12.0 million and \$89.2 million respectively. A substantial portion of the funding is allocated to Public Works, although funding is dispersed among several departments for a variety of projects.

Public Safety Building

The proposed budget includes funding for the city's portion of the Public Safety Complex. This facility will house a joint city/county communications facility for joint dispatch, the regional transportation management center, administrative offices for the Tallahassee Fire Department administrative functions and Leon County EMS administrative functions. The city's share of this project is \$26.5 million and will be funded with grant funding from FDOT, and future debt funded from the general fund and the fire services fee. The recently approved fire services fee rates include debt service associated with the fire department's portion of the cost of this facility. As part of the budget process, we have also identified \$1 million in FY10 to reduce future debt requirements.

Sales Tax

Reductions in the projected level of sales tax revenues expected to be generated and the current financial position of the city's sales tax fund have necessitated changes to projects funded from this source in fiscal year 2010. Sales tax receipts have experienced reductions in the past couple of years that have negatively affected the level of funding available to support capital projects. Currently, funding appropriated to existing projects (already open) exceed the dollars available in the sales tax fund by \$20.6 million. To address the shortfall, no new sales tax funding has been recommended for projects in 2010. Instead, \$5 million that was requested for projects is being funded by reprogramming funds from existing projects and reducing appropriations for certain project activities.

The Public Works Department has closed a number of projects funded from 1989 sales tax and 2004 capital bond proceeds, making approximately \$1.55 million available to support the current capital program.

Neighborhood Infrastructure Project

Funding from project closeouts is not sufficient to fund all recommended projects in FY10. The Lake Bradford Road Gateway Enhancement project requires an additional \$1.0 million in funding. It is recommended that funding from the unspent/unallocated balance in the Neighborhood Infrastructure project be dedicated for this project.

DRI Funding

The Weems Road Improvement project is partially funded with \$4 million from the Fallschase Development of Regional Impact (DRI) funds, with an additional \$3.8 million proposed to be funded from future capital bonds.

General Government Capital Project Account (GGCPA)

The city's general government capital account (GGCPA) and general government capital improvement fund (GGCIF) also have been negatively impacted by the reduction in property taxes and other revenues that make up the General Fund base. Collectively, these fund general government capital activities such as operating and maintenance of the city hall, police, neighborhood and parks facilities. The sources also have supported tennis facility renovations, historic property preservation and waivers for water/sewer system charge and tap fee waivers. Of the nearly \$3.1 million requested in fiscal year 2010 for these activities, only \$824,000 has been programmed to support them.

Funding recommended in FY10 supports (at reduced levels):

- Repairs, Replacement and Improvements for City Hall \$150,000
- City Hall Window Sealant/Waterproofing \$ 50,000
- Repairs, Replacements and Improvements for Police Facilities \$ 75,000
- Park Facility Maintenance \$374,000
- Neighborhood Center Facility Building Repairs \$100,000
- Downtown Pedestrian and Vehicular Enhancements \$ 75,000

FY10 funding of \$100,000 for the Environmental Compliance and Remediation Program will be funded from the fleet reserve fund. The Water and Sewer System Charge and Tap Fee Waivers projects have unspent FY09 dollars and the proposed budget recommends that this funding be carried over to FY10 to continue to fund these projects. Dollars programmed from the preceding funding sources have been maintained as requested in the last four years of the CIP. However, they will be reviewed and adjusted, as appropriate, to fall more in line with revenue projected to be generated from each source.

Aviation

The Aviation Department's fiscal year 2010 capital budget includes projects for terminal building rehabilitation, runway reconstruction, airfield preservation and miscellaneous major/minor repairs, replacements and improvements, among others. The department's five-year CIP is comprised of continued funding for several of the previously mentioned projects, as well as projects that support apron expansion, airfield signage improvements, taxiway rehabilitation, ongoing support for air service improvement and marketing and promotional study, and hangar development, building bridge replacement, and terminal loading bridge installation. The FY10 capital budget is \$13.4 million and the five-year CIP totals \$52.3 million.

StarMetro

StarMetro's \$6.2 million FY10 capital budget and \$32.2 million five-year CIP supports bus acquisition and the Job Access Reverse Commute program "JARC".

Utilities

As has occurred historically, the Electric and Underground Utilities departments comprise the majority of the budget and five-year plan. Electric's five-year CIP totals \$340.8 million and is comprised of projects that support substations, transmission lines, purchase of Talquin facilities, and those for the Corn-Hydro, Purdom and Hopkins facilities. The department's fiscal year 2010 budget is slightly more than \$41 million.

Underground Utilities' fiscal year 2010 budget totals \$66.5 million while the five-year CIP totals \$270.4 million. The 60 projects in the department's CIP address infrastructure needs in gas, water, sewer and stormwater, and range from small stormwater initiative projects to larger ones such as Frenchtown Stormwater Improvements and Upper Lake Lafayette Nutrient Removal Facility. Gas projects run the gamut from recurring funding for system relocations/adjustments to system expansion. Water and sewer projects are predominated by master plan improvements, advanced water treatment, recurring funding for water and sewer system rehabilitation and replacement, and improvements to the Lake Bradford Road and T. P. Smith facilities.

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CONCLUSION

For the past few years, we have had to face significant challenges in order to develop a budget that is reflective of the needs of the community, yet within our financial means to provide those services. And although this year has been as difficult, or even more difficult than prior years, I feel confident that the budget that has been provided to you will not only meet the needs of the community, but also help us to begin to recover from financial issues brought on by tax reform and the economy in prior years. The strategies used for FY10 will also help us to address in a more positive manner the continued economic conditions expected to last well into FY11.

I look forward to discussing the proposed budget and our recommendations with you at our upcoming operating and capital workshop scheduled for August 24, 2009. Staff from the Office of Budget and Policy and I are available to answer any questions or provide any additional information you may require.

I want to also thank the Mayor and Commission for the time and effort you have already invested in the financial security of the government and the hard decisions previously made.

Respectfully Submitted,



Anita Favors Thompson
City Manager



**APPROVED OPERATING BUDGET
FOR FISCAL YEAR 2010**

AND

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FOR FISCAL YEARS 2010-2014**

CITY COMMISSION

**John R. Marks, III
MAYOR**

**Andrew D. Gillum
MAYOR PRO-TEM**

**Gil Ziffer
COMMISSIONER**

**Debbie Lightsey
COMMISSIONER**

**Mark Mustian
COMMISSIONER**

**Anita Favors Thompson
CITY MANAGER**





Raoul A. Lavin
Director

OFFICE OF BUDGET AND POLICY

Beckye Simpson
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Senior Analyst

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Senior Analyst

Mayank Shah
Senior Accountant

LeRosa Brown
Analyst

Rusty Robbins
Analyst

Chandra Simon
Analyst

Laura Morgan
Analyst

Janet Hawkins
Administrative Specialist





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Tallahassee
Florida**

For the Fiscal Year Beginning

October 1, 2008

Handwritten signature of the President of GFOA.

President

Handwritten signature of the Executive Director of GFOA.

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, 2008. 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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Graphics were added to the original photo by Frank Dietrich, of the Tallahassee-Leon County Planning Department.

Our gratitude is extended to both artists.



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Community Profile

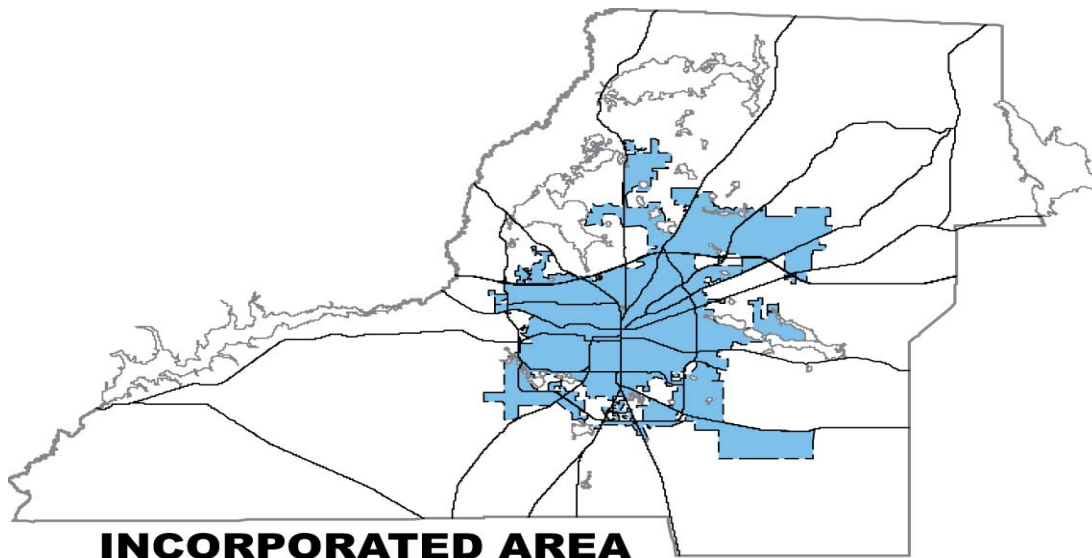
Tallahassee, the capital city of Florida, was established in 1824 following a decision by the Legislature to locate the capital of the new Florida Territory midway between the population centers of St. Augustine and Pensacola. Located in the north central portion or Big Bend area of the state, the city 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% (103.06 square miles) of the county's land area, it was estimated in 2009 that 65% (177,879) of the county's population resides within the municipal boundaries. Since 1990, the ratio of city to county residents has remained relatively steady.

In addition to state and local government activities, the city is home to two state universities and a community college. Combined, public sector employment accounts for about 37% of the Tallahassee Metropolitan Statistical Area labor force and helps to keep unemployment rates below the state and national levels. Serving as a regional financial, trade, and health center also helps the city and county enjoy a stable economy. Tallahassee's area population is relatively young, well educated, and affluent. A median age of 27.2 ranks Tallahassee as the second youngest city in Florida, while the education level is the highest in the state. Minorities account for 40% of the City's population (36% African American) as compared to the state level of 37% 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 2,849.49 full-time equivalent employees. The city owns and operates six utilities: an electric generation, transmission, and distribution system serving 99,945 customers in the city and adjacent urban area; a natural gas distribution system servicing approximately 25,326 customers primarily within the corporate city limits; a water production and distribution system serving about 75,100 customers within the urban area; a sewage collection system serving approximately 63,977 customers principally within the city limits; solid waste and recycling collections serving 62,525 customers; and a storm water/flood control utility serving 77,625 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, perpetual care, and two municipal golf courses.

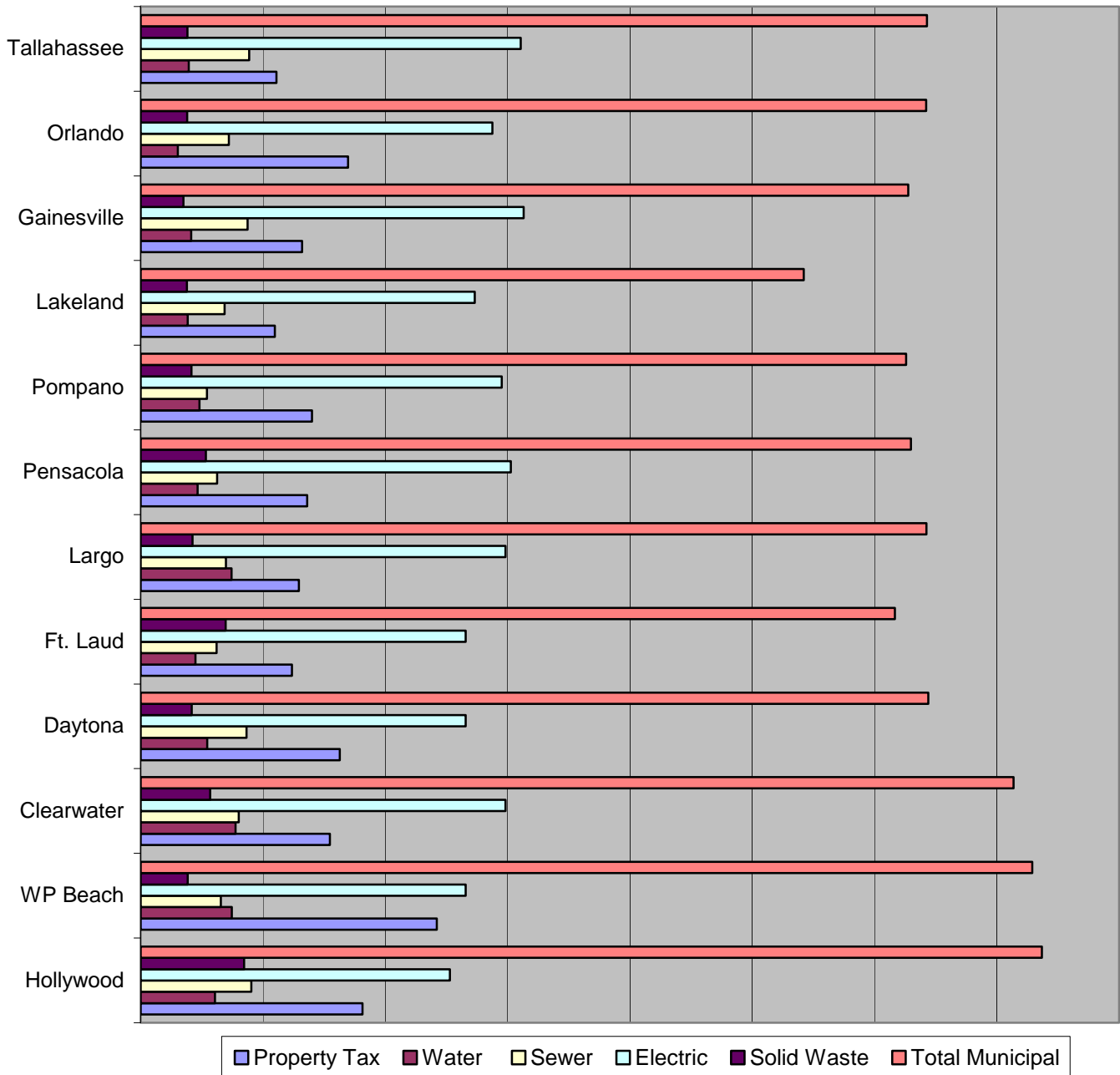
CITY OF TALLAHASSEE



Comparison of Tallahassee With Other Cities

A cost comparison of the City of Tallahassee and eleven comparable Florida cities is depicted on the graph below and the chart on the next page. To provide a perspective on Tallahassee's financing plan and revenue structure, the comparison shows the cost per household in each of the cities for ad valorem taxes and utility services. Millage rates range from 3.6538 mills to 8.0739 mills. The City of Tallahassee's millage rate is the second lowest of the cities surveyed. The average total household utility cost of the benchmark cities is \$3,246.98. The total household cost for Tallahassee is \$3,213.96, and is \$33.02 per year, or \$2.75 per month below the average. On a positional ranking, the City of Tallahassee has the eighth lowest household costs. The combined costs of utility services, including the cost of any special fire/rescue assessments or fees, range from \$2,162.52 to \$2,795.21. If electric utility costs are excluded, the city has the fifth lowest household costs.

FY 2010 ANNUAL MUNICIPAL SERVICE COSTS COMPARISON



City of Tallahassee
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Annual Municipal Service Costs

	Tallahassee	Orlando	Gainesville	Lakeland	Pompano	Pensacola	Largo	Ft. Laud.	Daytona	Clearwater	W.P. Bch.	Hollywood
Operating Millage	3.7000	5.6500	4.3963	3.6538	4.6663	4.5395	4.3113	4.1193	5.4247	5.1550	8.0739	6.0456
City Property Tax Bill [a]	\$ 555.00	\$ 847.50	\$ 659.44	\$ 548.07	\$ 699.95	\$ 680.92	\$ 646.70	\$ 617.89	\$ 813.71	\$ 773.25	\$ 1,211.08	\$ 906.84
Water Bill [b]	196.56	151.56	206.40	192.36	240.84	232.44	371.52	223.56	272.16	387.72	373.08	303.48
Sewer Bill [c]	443.16	360.24	437.04	343.56	271.20	312.84	348.48	310.44	432.90	401.40	328.08	452.64
Electric Bill [d]	1554.00	1437.84	1565.40	1365.60	1476.00	1512.96	1490.88	1328.64	1328.64	1490.88	1328.64	1264.32
Solid Waste [e]	190.92	190.20	174.36	189.00	207.84	266.40	211.80	347.40	208.32	284.16	192.00	422.40
Stormwater Bill [f]	95.40	137.88	94.80	72.00	36.00	52.80	53.40	40.32	84.48	141.60	106.80	38.64
Franchise Fee	-	86.27	-	-	87.08	90.78	89.45	79.72	79.72	89.45	79.72	136.92
Fire Services	178.92	-	-	-	110.00	-	-	135.00	-	-	25.00	159.00
Subtotal Utilities	\$2,658.96	\$2,363.99	\$2,478.00	\$2,162.52	\$2,428.96	\$2,468.22	\$2,565.53	\$2,465.08	\$2,406.22	\$2,795.21	\$2,433.32	\$2,777.40
Total Cost	\$3,213.96	\$3,211.49	\$3,137.44	\$2,710.59	\$3,128.91	\$3,149.14	\$3,212.23	\$3,082.97	\$3,219.93	\$3,568.46	\$3,644.40	\$3,684.24

[a] Yearly property tax (FY 2010 millage rates) based on a \$200,000 home with \$50,000 homestead exemption.

[b] Yearly residential water cost based on 5/8" line using 6,000 gallons each month. Rates as of 10/23/09.

[c] Yearly residential sewer cost based on 5/8" line using 5,000 gallons each month. Rates as of 10/23/09.

[d] Yearly residential electric cost based on 1,000 kwh usage each month. Rates as of 10/23/09 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 10/23/09.

[f] Yearly stormwater cost for single residential housing unit. Rates as of 10/23/09.

Vision, Mission, Values and Critical Success Factors

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

Vision Statement

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

Mission

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

Organizational Values

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

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

Critical Success Factors

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

Target Issues

Items below each target issue have been identified as priorities for fiscal year 2010.

Long Range Planning:

Transit Integration
Decentralization Plan for
StarMetro
Tennessee Street Transit Corridor
Airport DRI
Sector Plan Implementation
Affordable Housing
Focus on Education Quadrant

Economic Development

Gaines Street & Downtown
Incentives for Business
Development, New & Existing
Performing Arts
University Partnership
Opportunities
Airport Development
Hotel/Conference Center
Facility

Environmental/Energy Resources

Groundwater and Surface Water Protection
Through Policies and Programs
Joint Watershed Protection Regardless of
Political Boundaries
Automated Meter Infrastructure-Smart
Metering
Demand Side Management (DSM) for
Energy Conservation

Health and Human Services

Dedicated Funding Source for
Human/Social Services
Homeless Issues
Outcome Based CHSP Funding
Model

Financial Viability

Electric and Gas Strategies
Five-Year Financial Plan
Investment Policies
Demand Side Management

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 public hearings on the budget are also held annually to solicit public input.

Budget Review and Adoption

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

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

Upon submission of the budget to the Commission, two budget workshops are held to discuss policy issues and long term ramifications of budgetary decisions. In between the workshops, the Commission holds a public hearing to obtain additional citizen input. As a result of public comment, modifications may be incorporated into the budget. At the last workshop, the City Commission adopts a tentative millage rate for the assessment of ad valorem taxes. The budget and the millage rate are ultimately adopted by ordinance during the month of September, following two statutorily required public hearings.

Budget Structure

Similar to the process used in past years, the budget for fiscal year 2010 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.

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.

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.

City of Tallahassee
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Budget Process

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. Following a cursory review by the capital budget coordinator, general government and aviation projects are reviewed by Public Works, Division of Engineering, for cost feasibility and work load scheduling. The results are provided to the Office of Budget and Policy in early March.

The Office of Budget and Policy 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 and Public Works to develop a priority ranking of projects. Recommendations are made based upon the priority listing and the level of funds available. This information is presented to the executive team for its review and approval during the departmental executive budget hearings.

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



City of Tallahassee
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Budget Calendar

<u>DATE</u>	<u>BUDGET ACTIVITY</u>
October 1, 2008	NEW FISCAL YEAR 2009 BEGINS
January 28, 2009	SPECIAL BUDGET MEETING ON THE FY 2009 BUDGET
March 13, 2009	RELEASE OF THE CAPITAL BUDGET INSTRUCTIONS
March 30, 2009	CAPITAL BUDGETS DUE TO OBP
April 15, 2009	FOLLOW-UP TO THE JANUARY 28th SPECIAL BUDGET MEETING AND PRELIMINARY FY 2010 PROJECTIONS
April 20, 2009	ISSUANCE OF CITY MANAGER'S BUDGET GUIDELINES
April 20, 2009	DISTRIBUTION OF OPERATING BUDGET INSTRUCTIONS
May 1, 2009	OPERATING BUDGETS DUE TO OBP
May 11, 18, 21, & 28, 2009	EXECUTIVE BUDGET HEARINGS
June 3 & 5, 2009	EXECUTIVE FINAL BUDGET DECISIONS
June 18, 2009	BUDGET WORKSHOP
July 1, 2009	ADOPTION OF TENTATIVE MILLAGE RATE
August 14, 2009	RELEASE OF THE FY 2010 PROPOSED BUDGET
August 24, 2009	CITY COMMISSION WORKSHOP ON THE FY 2010 PROPOSED BUDGET
August 26, 2009	PUBLIC HEARING ON THE FY 2010 PROPOSED BUDGET
September 10, 2009	FIRST BUDGET HEARING ON TAX MILLAGE AND BUDGET
September 23, 2009	FINAL BUDGET HEARING ON TAX MILLAGE AND BUDGET
November 2009	DISTRIBUTION OF FY 2010 APPROVED BUDGET DOCUMENTS



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Budget Statutes And Guidelines

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

STATE OF FLORIDA REQUIREMENTS

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

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

Ad Valorem Taxes – The Property Appraiser provides an annual estimate of taxable property values for the preceding year. Based upon adopted millage rates, municipalities are required to budget 95% of the gross taxable value for operating purposes. The city typically budgets 97%, although in the last few years, collections have been lower due to economic factors. The FY10 budget is based on 95%. 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 recently 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. On September 23, 2009, the City Commission approved 3.7 mills as the FY10 millage rate.

Florida Statutes, Chapter 202 – The Communication Services Tax consolidates a variety of taxes formerly imposed on telecommunication, cable, home satellite and related services. The City of Tallahassee implemented the highest rate, 5.6%, and as a result is required to forego permit fee charges for use of city right-of-way.

Florida Legislative Committee on Intergovernmental Relations and Florida Department of Revenue – Each year the joint staffs (House and Senate) prepare revenue forecasts which are the basis for pass-through funding for local government revenue sharing and the Florida half-cent sales tax.

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

City of Tallahassee
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Budget Statutes And Guidelines

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

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

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

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

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

OTHER PROVISIONS

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

Union Agreements – Two unions represent police officers and firefighters. The Big Bend Chapter of the Florida Police Benevolent Association (PBA) represents a total of 346 authorized police officers. A new contract was approved by the City Commission and police officers in January 2008. The International Association of Firefighters (IAFF) represents 227 authorized firefighters, fire engineers, and lieutenants in the Fire Department. There is a separate unit representing 21 fire captains and battalion chiefs. A new contract for each Fire unit was approved effective October 1, 2008 through September 30, 2011, but only included salaries for FY09. FY10 salary negotiations will continue with the IAFF into FY10.

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. The rate studies approved March 26, 2008, recommended phased in increases from April of 2008 to FY 2010 for sewer services at rates of 15%, 14% and 14%. A water rate increase of 12.9% was implemented effective January 1, 2009, and will be increased by an additional 11% in FY 2011. The average residential customer natural gas bill increased by \$2.50 on April 1, 2008, and will increase by \$1.10 on October 1, 2009. The electric fuel/purchased power charge rate will decrease from \$0.07605 per kwh to \$0.06470 per kwh effective October 1, 2009.

Assessment and Fee Reviews – Fees and assessments are periodically reviewed to ensure recovery of costs to provide certain services. In March 2005, the City Commission adopted new fees and assessments for fire services and

City of Tallahassee
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Budget Statutes And Guidelines

stormwater. While the fire rates impacted all utility customers inside the city limits, they did not apply to residents and businesses in the unincorporated area of the county. However, a new fee study was conducted in fiscal year 2009 as part of the city/county interlocal agreement that will impose fees in both the incorporated and unincorporated areas of Leon County. FY10 is the final year of a five-year increase in stormwater rates, which increase by \$0.34 per equivalent residential unit. 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. An internal cost recovery comparison survey was also conducted for parks and recreation fees to provide recommendations to recoup recreation program costs. Finally, the City Commission approved a 30% increase in building inspection fees, via resolution, to fully recover all eligible building inspection costs.

City of Tallahassee
Fiscal Year 2010 Approved Budget

Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
<p>GENERAL</p> <p><u>General Government:</u> aggregate revenues or expenditures in General Fund plus transfers to StarMetro, CRTPA, and Golf Course funds.</p>	<p>Used to support the subsequent year's operating budget, up to a maximum of 5% of general government expenditures. Any remaining balance used to fund the Deficiencies Reserve and 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. GG/CPA funding for the FY10 budgeted amount is \$1,524,000.</p>	<p>Contingency funding is budgeted at \$200,000 in FY10.</p>	<p><u>Deficiencies Reserve:</u> up to 5% of year-end surpluses will be allocated to support subsequent year's operating deficit.</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 3% of general government capital projects.</p>
<p>FIRE SERVICES</p>	<p>Retained for fire operating and capital costs.</p>	<p>No transfer.</p>	<p>No reserve.</p>	<p>Not applicable.</p>
<p>ELECTRIC</p>	<p>Operating fund balance after General Fund transfer minus bond reserves used to fully fund the rate stabilization reserve, with the balance designated for electric system capital projects.</p>	<p>A new transfer policy was adopted in FY04 based on 8.3 mills per retail KWH sales for prior actual year. The FY10 transfer amount is \$22.3 million.</p>	<p><u>General Fund Stabilization Reserve</u> This reserve was established to ensure availability of funds for the transfer to the General Fund. It was eliminated in FY04 and \$1.0 million transferred to the Deficiencies Fund, \$1.0 million to one-time projects, and \$1.4 million to long-term Electric Rate Stabilization fund.</p>	<p><u>Long Term Rate Stabilization Reserve:</u> Uses of accumulations determined by the City Commission.</p> <p><u>RR&I:</u> Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR). Bond covenants for 1998 Energy System bonds require a transfer to RR&I but do not specify an amount.</p>

City of Tallahassee
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Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
GAS	Designated to fully fund the operating reserve and thereafter to fund gas system capital projects.	In FY04, the policy was established as a fixed amount of \$2.30 million annually. The amount for FY10 has increased by 1% to \$2.32 million.	Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.	<u>RR&I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the applicable rate study.
WATER	Designated to fully fund the operating reserve and thereafter to fund water system capital projects.	In FY04, the methodology for calculating the transfer was modified and sets the transfer at 20% 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 FY10 transfer amount is \$6.7 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).
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 and set the transfer at 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 FY10 transfer amount is \$3.0 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).

City of Tallahassee
Fiscal Year 2010 Approved Budget

Finance Policy Summary

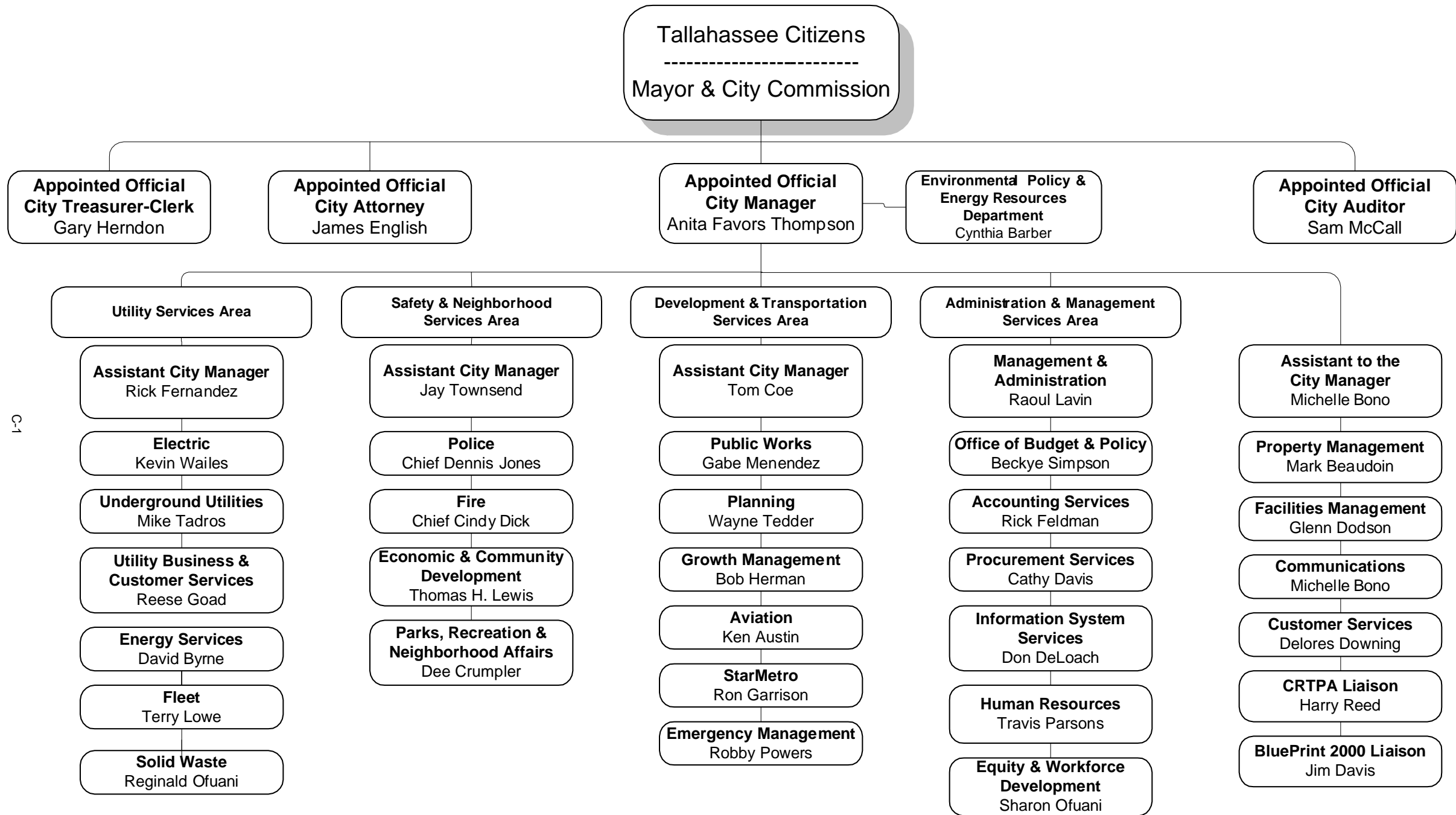
FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
AVIATION	Retained within fund and allocated according to airline use agreement.	No transfer to General Fund. Full recovery of cost.	Minimum of 1/12 th of operating and maintenance budget for Airport (less fuel for resale) designated for unanticipated non-recurring expenditures.	<u>RR&I</u> : Not applicable.
SOLID WASTE	Retained for rate stabilization reserve.	Transfer initiated in FY04. Amount set at .75% of average gross revenues for the past 3 years. The FY10 transfer amount is \$164,674.	No reserve.	<u>RR&I</u> : Not applicable.
STORMWATER	Retained for stormwater system capital projects.	Full recovery of cost. Transfer to the General Fund for two stormwater operating technicians located in the Growth Management Department. The FY10 transfer amount is \$140,628.	No reserve.	<u>RR&I</u> : Maximum of 5% of capital projects funding sources, with a minimum level of 3% as of 10/01/95.
CEMETERY PERPETUAL CARE	Retained for cemetery operating and capital costs.	No transfer.	No reserve.	Not applicable.
INTERNAL SERVICE FUNDS	Revenues for all funds are balanced against actual expenditures resulting in zero surpluses.	Not applicable. Excess balance from budgeted revenues is transferred to the original funding source at year-end.	No reserve.	Not applicable.

City of Tallahassee
Fiscal Year 2010 Approved Budget
Schedule of Reserves
As of June 30, 2009

Organizational Coverage	Bond Required	Maintenance & RR&I	Available Balance	Total Reserves Balances	Total Target
<u>City Wide</u>					
Deficiencies	0	0	9,469,200	9,469,200	21,992,900
Fleet Reserve Fund	0	10,068,900	0	10,068,900	10,068,900
Cemetery Perpetual Care/Trust	0	0	6,231,500	6,231,500	6,231,500
Risk Management Reserve	0	0	6,114,800	6,114,800	6,114,800
Bond Reserve - General	8,529,300	0	0	8,529,300	8,529,300
Total	8,529,300	10,068,900	21,815,500	40,413,700	52,937,400
<u>Fire Service Fee Fund</u>					
Operating Reserve	0	0	0	0	0
Total	0	0	0	0	0
<u>Electric Fund</u>					
Operating Reserves:					
Long-term Rate Stabilization	0	0	94,761,800	94,761,800	152,000,000
Bond Reserve	14,267,500	0	0	14,267,500	14,267,500
Total	14,267,500	0	94,761,800	109,029,300	166,267,500
<u>Gas Fund</u>					
Operating Reserve	0	0	575,000	575,000	580,800
Bond Reserve	1,548,400	0	0	1,548,400	1,548,400
Total	1,548,400	0	575,000	2,123,400	2,129,200
<u>Water Fund</u>					
Operating Reserve	0	0	1,330,800	1,330,800	1,503,100
Bond Reserve	2,269,000	0	0	2,269,000	2,269,000
Total	2,269,000	0	1,330,800	3,599,800	3,772,100
<u>Sewer Fund</u>					
Operating Reserve	0	0	411,400	411,400	575,000
Bond Reserve	11,636,900	0	0	11,636,900	11,636,900
Total	11,636,900	0	411,400	12,048,300	12,211,900
<u>Airport Fund</u>					
Operating Reserve	825,300	0	0	825,300	841,200
Emergency Reserve	0	250,000	0	250,000	250,000
Bond Reserve	735,700	0	0	735,700	735,700
Total	1,561,000	250,000	0	1,811,000	1,826,900
<u>Solid Waste Fund</u>					
Rate Stabilization Reserve	0	0	3,926,900	3,926,900	3,926,900
Total	0	0	3,926,900	3,926,900	3,926,900
Grand Total	39,812,100	10,318,900	122,821,400	172,952,400	243,071,900



Organizational Chart Effective July 18, 2009



C-1



Organizational Overview

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 and, where changes have occurred from the previous fiscal year. This process is required because positions can be added, and/or transferred between funds at any time during the fiscal year with City Commission approval.

To help clarify the meaning of specific numbers in the tables that follow, use the following definitions: "Actual" represents the final numbers as of the end of the fiscal year. "Budget" represents the numbers as shown in that fiscal year's budget document.

Overall Position Status

The City ended fiscal year 2007 with 3,008.12 positions. During the FY08 budget process, the City Commission eliminated 26.5 positions. This brought the fiscal year 2008 authorized FTE positions to 2,981.62. During the FY09 budget process, the City Commission approved the elimination of an additional 58.5 of which 12.5 had incumbents in them and added 8 new positions. These included 3 coach operators for the transit system, three electric utility positions, one energy service position and one maintenance worker position. The total approved FTEs for FY 2009 was 2,931.12 positions.

During the FY10 budget process, 110.63 positions were initially proposed for elimination. Of these positions, 67.13 were vacant and 43.50 had incumbents. The City established a voluntary separation initiative program (VSIP) that had some impact on the total number of filled positions eliminated. A total of 106 employees took advantage of the VSIP, including some of the eliminated positions. All positions approved for elimination are detailed on the positions report following the position charts. The FY10 approved budget also includes the addition of 15 new positions also detailed in the position reports. These include 10 firefighters and 5 police officer positions. The officer positions were awarded through a grant from the federal government. As approved by the City Commission, position changes resulted in a net reduction of 81.63 positions and the City's authorized FTE position count for FY 2010 is 2,849.49. 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 and make reductions in positions throughout the government when possible.

Currently, unions represent a total of 592 FTEs (authorized positions). A total of 351 positions are subject to terms and conditions of the collective bargaining agreement with the Big Bend Chapter of the Florida Police Benevolent Association, Inc. The City Commission and police officers approved a new contract in January 2008. The City and the International Association of Firefighters (IAFF) reached agreement on collective bargaining contracts for the existing firefighter unit (firefighters, fire engineers, and fire lieutenants) and the supervisory unit (battalion chiefs and captains). Both agreements cover a period of three years, commencing on October 1, 2008 and extending through September 30, 2011. Negotiations are underway for FY10 pension and salary issues for the bargaining unit. A total of 227 positions are subject to terms and conditions of the IAFF.

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 FY10 budget process. These changes, and implementation of identified key service improvements, will assist the city in accomplishing the goal of providing the highest level of service at the lowest possible cost. It is anticipated that additional changes will occur as services are reviewed for better methods of delivery, duplication of efforts, and for additional needs. The following is a summary of departmental organization changes proposed for fiscal year 2010:

Economic and Community Development and Parks, Recreation, and Neighborhood Affairs

Significant service level changes have been approved for these departments within the Neighborhood Services area. One significant change is the closure of Palmer Monroe Community Center. The demographics of this neighborhood have changed dramatically with the closure of two public schools in the area, one elementary and one middle school, leaving one specialty high school, one private school and a few day care facilities. Youth participation numbers at the community center dropped and primary use for the facility is now from college students and community groups. The closure of the Palmer Monroe Community Center resulted in the elimination of three positions.

Organizational Overview

Another organizational change affecting these two departments is the consolidation of city recreation and community center staff. The consolidation effort will result in the expansion of senior services to other service centers and more efficient center operations. Three service centers, Smith Williams, Lincoln Neighborhood and the Senior Center, previously located in the Department of Economic and Community Development, were transferred to the Department of Parks, Recreation and Neighborhood Affairs for FY 2010. The consolidation of the service and recreation centers resulted in the elimination of six positions.

Management and Administration (DMA)/Electric

The city's warehouse function currently in the purchasing division of DMA was transferred to Electric. Approximately 94% of the warehouse inventory is utility related. As a result of this reorganization, three warehouse positions were eliminated, three transferred to Electric. The remaining warehouse position will remain in purchasing to handle the city's surplus program.

Another organizational restructuring included the Department of Human Resources. The director position was eliminated and another position was reclassified to a division manager position. As a result of this change, the department is now a division within the DMA.

Office of the Treasurer Clerk

Service level changes for the Office of the Treasurer Clerk include the closure of the city's utility payment drive-through facility and transfer of staff to the Renaissance Center in January 2010. The relocation of the utility remittance operations resulted in the elimination of five FTE positions.

Public Works

Another departmental reorganization is for Department of Public Works. Service level changes include the realignment of four current divisions, (engineering, project management, traffic engineering, and streets and drainage) into two new divisions, (capital and operating). The impact of this departmental reorganization will strengthen the delivery of services at the crew level and provide more efficient and a more streamlined structure to direct and support the department's capital and operational activities. These changes will also enhance the department's goal of delivering exemplary customer services and professionalism. As a result of the department's planned reorganization, eighteen positions were eliminated.

**City of Tallahassee
Fiscal Year 2010 Approved Budget - Authorized Position Summary**

Charter and Executive Services

Department Name	FY 2008 Actual	FY 2009 Adopted	FY 2010 Proposed	FY 2010 Adopted
City Commission/Office Of The Mayor	13.50	13.50	13.00	13.00
City Attorney	22.00	22.00	21.00	21.00
Treasurer-Clerk	60.62	60.12	54.50	54.50
City Auditor	8.00	7.00	7.00	7.00
Executive Services	37.50	36.00	34.60	34.60
Communications	13.00	12.00	11.00	11.00
Customer Services	2.00	1.00	1.00	1.00
Environmental Policy and Energy Resources	11.00	12.00	12.00	12.00
Service Area Full-Time Equivalents (FTE)	167.62	163.62	154.10	154.10

Administration and Management Services

Department Name	FY 2008 Actual	FY 2009 Adopted	FY 2010 Proposed	FY 2010 Adopted
Equity and Workforce Development	7.00	7.00	6.00	6.00
Human Resources	24.50	29.00	27.00	0.00
Management and Administration	156.25	161.75	150.75	177.75
Service Area Full-Time Equivalents (FTE)	187.75	197.75	183.75	183.75

Safety and Neighborhood Services

Department Name	FY 2008 Actual	FY 2009 Adopted	FY 2010 Proposed	FY 2010 Adopted
Fire	266.00	263.00	268.00	272.00
Police	498.00	489.00	474.00	485.00
Parks, Recreation and Neighborhood Affairs	184.25	175.75	171.50	171.50
Economic and Community Development	60.00	57.00	38.00	37.95
Emergency Management	1.00	1.00	1.00	1.00
Service Area Full-Time Equivalents (FTE)	1,009.25	985.75	952.50	967.45

Development and Transportation Services

Department Name	FY 2008 Actual	FY 2009 Adopted	FY 2010 Proposed	FY 2010 Adopted
Public Works	316.00	301.00	283.00	283.00
Planning	29.00	28.00	27.00	27.00
Aviation	54.00	54.00	53.00	53.00
StarMetro	167.00	169.00	168.00	168.00
Growth Management	83.00	75.00	58.40	58.40
Service Area Full-Time Equivalents (FTE)	649.00	627.00	589.40	589.40

Utility Services

Department Name	FY 2008 Actual	FY 2009 Adopted	FY 2010 Proposed	FY 2010 Adopted
Electric Utility	290.00	291.00	295.00	295.00
Solid Waste	102.00	99.00	91.00	91.00
Utility Business And Customer Services	133.00	120.00	113.00	114.00
Energy Services	23.00	23.00	31.00	31.00
Fleet Management	58.00	57.00	58.00	58.00
Underground Utilities	362.00	367.00	365.00	364.00
Service Area Full-Time Equivalents (FTE)	968.00	957.00	953.00	953.00

City Wide Total Full-Time Equivalents (FTE) 2,981.62 2,931.12 2,832.75 2,849.49

City of Tallahassee
Fiscal Year 2010 Approved Budget - Authorized Position Summary by Fund

Fund	FY 2008 Actual	FY 2009 Adopted	FY 2010 Proposed	FY 2010 Adopted
001 General Fund	1,151.62	1,108.86	1,045.76	1,056.71
120 Building Inspection Fund	42.00	37.00	25.40	25.40
130 Fire Services Fund	266.00	263.00	268.00	272.00
160 800 MHz Fund	1.00	1.00	1.00	1.00
400 Electric Operating Fd	290.00	291.00	295.00	291.00
426 Electric Warehouse Fund	0.00	0.00	0.00	4.00
430 Gas Operating Fund	40.00	40.00	38.00	37.33
460 Water Operating Fund	103.00	108.00	108.00	103.33
500 Sewer Operating Fund	200.00	199.00	199.00	204.33
540 Airport Operating Fund	67.00	67.00	64.00	64.00
580 StarMetro Operating Fund	167.00	169.00	168.00	168.00
600 Solid Waste Fund	102.00	99.00	91.00	91.00
605 Stormwater Fund	93.00	92.00	92.00	91.00
615 Golf Course Fund	9.25	9.01	5.34	5.34
705 Data Processing Fund	77.00	85.00	84.00	84.00
710 Revenue Fund	28.00	28.00	23.00	23.00
715 Garage Operating Fund	58.00	57.00	58.00	58.00
720 Accounting Fund	30.25	29.75	28.75	28.75
725 Purchasing Fund	35.00	33.00	26.00	26.00
730 Human Resources Fund	31.50	36.00	33.00	33.00
735 Pension Administration Fund	7.50	7.50	7.50	7.50
740 Risk Management Fund	12.50	12.00	12.00	12.00
755 Utility Business Services Fund	133.00	120.00	113.00	114.00
760 Energy Services Fund	23.00	23.00	31.00	31.00
765 Environmental Policy and Energy Resource Fund	11.00	12.00	12.00	12.00
840 Cemetery Fund	3.00	4.00	4.00	4.00
City Wide Total Full-Time Equivalentents (FTE)	2,981.62	2,931.12	2,832.75	2,849.49

City of Tallahassee
Fiscal Year 2010 Approved Budget - Authorized Position Changes

<u>Department Name</u>	<u>FY 2009 Appropriated</u>	<u>FTE Eliminated</u>	<u>FTE Added</u>	<u>FTE Transferred</u>	<u>FY 2010 Budget</u>
<u>Charter and Executive Services</u>					
City Commission/Office Of The Mayor	13.50	0.50	0.00	0.00	13.00
City Attorney	22.00	1.00	0.00	0.00	21.00
Treasurer-Clerk	60.12	5.88	0.00	0.00	54.24
City Auditor	7.00	0.00	0.00	0.00	7.00
Executive Services	36.00	2.00	0.00	1.60	35.60
Communications	12.00	0.00	0.00	-1.00	11.00
Customer Services	1.00	0.00	0.00	0.00	1.00
Environmental Policy and Energy Resources	12.00	0.00	0.00	0.00	12.00
Service Area Full-Time Equivalents (FTE)	163.62	9.38	0.00	0.60	154.84
<u>Administration and Management Services</u>					
Equity and Workforce Development	7.00	1.00	0.00	0.00	6.00
Human Resources	29.00	2.00	0.00	0.00	27.00
Management and Administration	161.75	6.00	0.00	-5.00	150.75
Service Area Full-Time Equivalents (FTE)	197.75	9.00	0.00	-5.00	183.75
<u>Safety and Neighborhood Services</u>					
Fire	263.00	1.00	10.00	0.00	272.00
Police	489.00	9.00	5.00	0.00	485.00
Parks, Recreation and Neighborhood Affairs	175.75	22.25	0.00	18.00	171.50
Economic and Community Development	57.00	3.00	0.00	-15.00	39.00
Emergency Management	1.00	0.00	0.00	0.00	1.00
Service Area Full-Time Equivalents (FTE)	985.75	35.25	15.00	3.00	968.50
<u>Development and Transportation Services</u>					
Public Works	301.00	18.00	0.00	0.00	283.00
Planning	28.00	1.00	0.00	0.00	27.00
Aviation	54.00	1.00	0.00	0.00	53.00
StarMetro	169.00	2.00	0.00	1.00	168.00
Growth Management	75.00	8.00	0.00	-8.60	58.40
Service Area Full-Time Equivalents (FTE)	627.00	30.00	0.00	-7.60	589.40
<u>Utility Services</u>					
Electric Utility	291.00	0.00	0.00	4.00	295.00
Solid Waste	99.00	6.00	0.00	-2.00	91.00
Utility Business And Customer Services	120.00	4.00	0.00	-3.00	113.00
Energy Services	23.00	0.00	0.00	8.00	31.00
Fleet Management	57.00	1.00	0.00	2.00	58.00
Underground Utilities	367.00	2.00	0.00	0.00	365.00
Service Area Full-Time Equivalents (FTE)	957.00	13.00	0.00	9.00	953.00
City Wide Total FTE	2,931.12	96.63	15.00	0.00	2,849.49

City of Tallahassee
Fiscal Year 2010 Proposed Budget - Authorized Position Changes

Added Positions

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2010 FTE Added</u>
<u>Safety and Neighborhood Services</u>		
Fire	Firefighter	10.00
Police	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
		<u>15.00</u>
	Service Area FTE Added	15.00
	City Wide Total FTE Added	15.00

City of Tallahassee
Fiscal Year 2010 Proposed Budget - Authorized Position Changes

Eliminated Positions

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2010 FTE Eliminated</u>
<u>Charter and Executive Services</u>		
City Commission/Office Of The Mayor	Administrative Specialist I	0.50
City Attorney	Assistant City Attorney II	1.00
Treasurer-Clerk	Senior Tax And Revenue Special	1.00
	Information Clerk/Cashier II	1.00
	Information Clerk/Cashier II	1.00
	Supervisor-Customer Accounts	1.00
	Information Clerk/Cashier II	1.00
	Ex Sec To The City Treas/Clk	0.88
Executive Services	FacilitiesMaintenanceCoordinat	1.00
	Property Agent	1.00
	Service Area FTE Eliminated	<u>9.38</u>
<u>Administration and Management Services</u>		
Equity and Workforce Development	EqualOpportunity/TrainingAylst	1.00
Human Resources	Director - Human Resources	1.00
	Administrative Aide	1.00
Management and Administration	Special Inquiries Analyst	1.00
	Administrative Specialist II	1.00
	Financial Systems Specialist	1.00
	Inventory Specialist	1.00
	Chief Inventory Specialist	1.00
	Administrative Specialist I	1.00
	Service Area FTE Eliminated	<u>9.00</u>
<u>Safety and Neighborhood Services</u>		
Fire	Executive Secretary	1.00
	Fire Lieutenant	1.00
	Fire Lieutenant	1.00
	Fire Lieutenant	1.00
Police	Administrative Specialist II	1.00
	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
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	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
	Police Officer	1.00
	Records Technician	1.00

**City of Tallahassee
Fiscal Year 2010 Proposed Budget - Authorized Position Changes**

Parks, Recreation and Neighborhood Affairs	Custodial Worker II	0.50
	Administrative Aide	1.00
	Custodial Worker II	1.00
	Ast Supervisor-Service Center	1.00
	Administrative Aide	1.00
	Equipment Operator I	1.00
	Equipment Operator I	1.00
	Equipment Operator I	1.00
	Small Engine Mechanic	1.00
	Maintenance Worker II	1.00
	Administrative Supervisor@	1.00
	Custodial Worker II	1.00
	Secretary II	1.00
	Asst Spvsr -Recreation Center	1.00
	Custodial Worker II	1.00
	Asst Spvsr -Recreation Center	1.00
	Human Services Analyst	1.00
	Maintenance Worker II	1.00
	Supervisor II-Athletics	0.75
	Humane Educator	1.00
	Animal Services Specialist	1.00
	Maintenance Worker II	1.00
	Coordinator-Citizen Services	1.00
Economic and Community Development	Administrative Supervisor@	1.00
	Code Enforcement Administrator	1.00
	Administrative Specialist II	1.00
	Service Area FTE Eliminated	35.25

Development and Transportation Services

Public Works	City Traffic Engineer	1.00
	Equipment Operator III	1.00
	Foreman II	1.00
	Public Works Service Worker	1.00
	Public Works Service Worker	1.00
	Foreman II	1.00
	Equipment Operator III	1.00
	Public Works Service Worker	1.00
	Public Works Service Worker	1.00
	Public Works Service Worker	1.00
	Equipment Operator III	1.00
	Public Works Service Worker	1.00
	Equipment Operator III	1.00
	Equipment Operator III	1.00
	Maintenance Worker II	1.00
	Superintendnt-Streets&Drainage	1.00
	Engineering Designer	1.00
	Administrative Aide	1.00
Planning	Planner II	1.00
Aviation	Airport Security Specialist	1.00
StarMetro	Supervisor-Transit Services	1.00
	Information Clerk/Cashier II	1.00
Growth Management	Planner II	1.00
	Administrative Specialist III	1.00
	Program Engineer@	1.00
	Planner II	1.00
	Civil Engineer II	1.00
	Environmental Biologist	1.00
	Environmental Inspector	1.00
	Engineering Technician IV	1.00
	Service Area FTE Eliminated	30.00

Utility Services

City of Tallahassee
Fiscal Year 2010 Proposed Budget - Authorized Position Changes

Solid Waste	Solid Waste Technician I/II	1.00
	SWCollDriverI/II/IIIResident	1.00
	Solid Waste Technician I/II	1.00
	SWCollectDriverI/II/IIIRefuse	1.00
	Solid Waste Technician I/II	1.00
	Solid Waste Technician I/II	1.00
Utility Business And Customer Services	Meter Reader	1.00
	Meter Reader	1.00
	Meter Reader	1.00
	Meter Reader	1.00
Fleet Management	Business Systems Analyst	1.00
Underground Utilities	Energy Services Rep II	1.00
	Meter Service Technician	1.00
	Service Area FTE Eliminated	13.00
	City Wide Total FTE Eliminated	96.63





City of Tallahassee
Fiscal Year 2010 Approved Budget
Citywide Appropriated Position
Operating Budget

Appropriated Funds	General	Electric	Gas	Water	Sewer	Aviation	StarMetro	Solid Waste
Beginning Balance (as of 9/30/09)								
Airline Prepaid Credit	0	0	0	0	0	600,000	0	0
Energy Conservation Fund	0	0	0	0	0	0	0	0
Risk Management Fund	0	0	0	0	0	0	0	0
800 MHz Fund	0	0	0	0	0	0	0	0
Undesignated Balance	0	0	0	0	0	0	0	0
Wholesale Energy Fund	0	0	0	0	0	0	0	0
<i>Subtotal Transfers</i>	0	0	0	0	0	600,000	0	0
Operating Revenues	99,282,163	337,958,289	36,755,461	29,822,002	56,801,659	11,758,843	8,026,478	21,906,613
Total Revenues	99,282,163	337,958,289	36,755,461	29,822,002	56,801,659	12,358,843	8,026,478	21,906,613
Operating Expenditures	125,865,881	315,597,208	34,432,461	23,143,156	53,820,408	12,358,843	15,951,612	21,741,939
Net Position								
Before Transfers	-26,583,718	22,361,081	2,323,000	6,678,846	2,981,251	0	-7,925,134	164,674
Transfers In	34,508,852	0	0	0	0	0	7,925,134	0
Transfers Out	7,925,134	22,361,081	2,323,000	6,678,846	2,981,251	0	0	164,674
Net Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

City of Tallahassee
Fiscal Year 2010 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 9/30/09)								
Airline Prepaid Credit	0	0	0	0	0	0	0	600,000
Energy Conservation Fund	0	0	0	0	0	0	669,811	669,811
Risk Management Fund	0	0	0	0	0	0	1,474,924	1,474,924
800 MHz Fund	0	0	0	0	0	0	278,400	278,400
Undesignated Balance	0	0	0	0	0	0	0	0
Wholesale Energy Fund	0	0	0	0	0	0	18,480,656	18,480,656
<i>Subtotal Transfers</i>	0	0	0	0	0	0	20,903,791	21,503,791
Operating Revenues	15,921,662	971,465	32,526,092	2,525,443	484,945	47,994	0	654,789,109
Total Revenues	15,921,662	971,465	32,526,092	2,525,443	484,945	47,994	20,903,791	676,292,900
Operating Expenditures	15,921,662	971,465	32,526,092	2,525,443	484,945	47,994	20,903,791	676,292,900
Net Position								
Before Transfers	0	0	0	0	0	0	0	0
Transfers In	0	0	0	0	0	0	0	42,433,986
Transfers Out	0	0	0	0	0	0	0	42,433,986
Net Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

City of Tallahassee
Fiscal Year 2010 Approved Budget

SUMMARY OF APPROPRIATIONS
OPERATING BUDGET - ALL FUNDS

	ACTUAL FY 2008	ESTIMATE* FY 2009	Proposed FY 2010	Approved FY 2010
REVENUES				
Charges for Services	6,893,664	7,746,435	8,869,709	8,869,709
Fines and Forfeitures	1,271,752	1,194,811	1,463,500	1,463,500
Intergovernmental	15,551,474	14,196,020	13,827,973	13,624,720
Licenses and Permits	3,277,806	2,694,653	2,780,157	2,780,157
Miscellaneous	12,630,408	13,604,308	12,615,200	12,615,200
Taxes	55,734,969	54,869,743	57,142,750	57,142,750
Transfer from Undesignated Balance				
Deficiencies	0	0	0	0
Enterprise Funds:				
Aviation	11,913,756	10,933,337	11,758,843	11,758,843
Building Inspection	3,617,650	3,105,877	2,438,743	2,525,443
Cemetery Perpetual Care Trust	359,101	532,634	485,068	484,945
Electric	372,426,292	376,636,026	338,469,619	337,958,289
Fire Fees	24,746,736	24,899,584	32,527,610	32,526,092
Gas	36,754,813	40,711,458	36,755,461	36,755,461
Golf Course	972,605	881,334	971,465	971,465
Sewer	44,744,076	48,202,472	56,801,659	56,801,659
Solid Waste	20,838,094	22,206,544	21,906,613	21,906,613
Stormwater	14,960,350	15,894,272	15,921,662	15,921,662
StarMetro	7,748,220	8,553,063	8,026,478	8,026,478
Water	26,996,414	27,029,966	29,822,002	29,822,002
Donations	102,611	94,040	47,994	47,994
Transfers				
From Deficiencies Fund to General	3,140,991	0	400,000	400,000
From Other Funds	0	47,086	871,767	1,157,567
From Water, Sewer, and Stormwater for				
Growth Management	178,039	319,300	319,300	319,300
From Gas Tax Construction	204,260	704,260	704,260	704,260
From Second Dollar	100,000	125,000	125,000	125,000
From Law Enforcement Trust - State	50,000	50,000	50,000	50,000
From Law Enforcement Trust - Federal	30,000	30,000	30,000	30,000
From Deficiencies Fund to Fire	1,652,205	2,798,805	0	0
From Airline Prepaid Fee Credits to Aviation				
	1,017,984	1,149,854	600,000	600,000
TOTAL REVENUES	667,914,270	679,210,882	655,732,833	655,389,109
Unallocated Internal Service Funds				
Energy Conservation Fund	469,847	700,000	669,811	669,811
Risk Management Fund	0	746,680	1,473,073	1,474,924
Wholesale Energy Fund	18,458,172	15,479,400	18,476,942	18,480,656
800 MHz Fund	278,400	278,400	278,400	278,400
Contributions from Utilities to General Fund	33,226,728	33,424,033	34,508,852	34,508,852
Contribution to StarMetro Fund from General Fund	8,724,241	6,797,938	7,923,865	7,925,134
Contribution to Golf Fund from General Fund				
	170,838	241,521	0	0
TOTAL CONTRIBUTIONS & TRANSFERS	61,328,226	57,667,972	63,330,943	63,337,777
TOTAL APPROPRIATION	729,242,496	736,878,854	719,063,776	718,726,886

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

**SUMMARY OF APPROPRIATIONS
OPERATING BUDGET - ALL FUNDS**

	ACTUAL FY 2008	ESTIMATE* FY 2009	Proposed FY 2010	Approved FY 2010
<u>EXPENDITURES</u>				
Aviation Fund	10,617,776	10,876,751	12,358,843	12,358,843
Building Inspection Fund	3,617,650	3,105,877	2,438,743	2,525,443
Cemetery Perpetual Care Trust	359,101	532,634	485,068	484,945
Donations	102,611	94,040	47,994	47,994
Electric Fund	372,334,791	376,636,026	338,469,619	337,958,289
Energy Conservation Fund	469,847	700,000	669,811	669,811
Fire Services	26,398,941	27,698,389	32,527,610	32,526,092
Gas Fund	36,754,813	38,910,973	36,755,461	36,755,461
General Fund	132,290,090	128,145,915	133,708,468	133,791,015
Golf Course Fund	1,143,445	1,122,855	971,465	971,465
Risk Management Fund	0	746,680	1,473,073	1,474,924
Sewer Fund	44,744,076	48,171,024	56,801,659	56,801,659
Solid Waste Fund	20,838,094	21,658,835	21,906,613	21,906,613
Stormwater Fund	10,744,125	15,156,817	15,921,662	15,921,662
StarMetro Fund	16,472,461	15,351,001	15,950,343	15,951,612
Transfer from Wholesale Energy Fund	18,458,172	15,479,400	18,476,942	18,480,656
Water Fund	26,996,414	27,029,966	29,822,002	29,822,002
800 MHz Fund (Unallocated)	278,400	278,400	278,400	278,400
TOTAL EXPENDITURES	722,620,807	731,695,583	719,063,776	718,726,886
NET POSITION BEFORE ADJUSTMENT:	6,621,689	5,183,271	0	0
 <u>ADJUSTMENTS</u>				
Electric Long Term Rate Stabilization Reserv	91,501	0		
Transfer to Cemetery Perpetual Care Reserv	0	0		
Transfer to Golf RR&	0	0		
Transfer to Fire Services from Deficiencies:	0	0		
Transfer to Gas RR&I	0	1,800,485		
Transfer to Sewer RR&I	0	31,448		
Transfer to Solid Waste - Rate Stabilization Reserve	0	547,709		
Transfer to Stormwater RR&I	4,216,224	737,455		
Transfer to Airline Prepaid Fees Credit	1,171,690	723,864		
Transfer to Airline RR&I	1,142,274	482,576		
Transfer to Deficiencies	0	859,734		
Transfer to Water RR&I	0	0		
TOTAL ADJUSTMENTS	6,621,689	5,183,271		
FISCAL YEAR NET POSITION	0	0		

* Estimate based on pre-closeout financial data.

City of Tallahassee
Fiscal Year 2010 Approved Budget
Summary of Revenues and Expenditures By Fund

	General Fund	Building Inspection	Fire Services	Electric	Gas	Water	Sewer
REVENUES							
Taxes	57,142,750	0	0	0	0	0	0
Licenses & Permits	2,780,157	2,324,139	320,000	0	0	0	0
Intergovernmental	13,624,720	180,304	30,000	0	0	0	0
Charges for Services	8,869,709	0	31,203,551	328,173,009	36,001,902	24,186,386	48,058,833
Rentals & Concessions	0	0	0	0	0	0	0
Sales for Resale & Wheeling	0	0	0	659,707	0	0	0
Surcharge	0	0	0	2,185,986	117,800	1,347,979	976,808
Fines and Forfeitures	1,463,500	0	0	0	0	0	0
Fees & Charges	0	0	0	0	0	0	0
Miscellaneous	3,793,812	0	75,000	77,473	0	411,638	0
Interest Earnings	450,000	0	0	1,150,000	269,915	854,450	965,000
System Charge	0	0	0	0	0	519,000	2,300,000
Overhead Allocation	6,883,966	0	0	0	0	0	0
Capitalized Overhead	2,396,682	0	0	2,589,772	365,844	1,491,935	1,706,991
Transfer from Deficiencies	400,000	0	0	0	0	0	0
Transfer from Fund Balance	0	0	0	0	0	0	0
Transfers from Other Funds	1,476,867	21,000	897,541	3,122,342	0	1,010,614	2,794,027
Contributions from Utilities	34,508,852	0	0	0	0	0	0
Subtotal	133,791,015	2,525,443	32,526,092	337,958,289	36,755,461	29,822,002	56,801,659
Transfers from Risk Management, 800 MHZ, Energy Services, and Wholesale Energy Internal Funds.							
TOTAL REVENUES							
EXPENSES							
Personnel Services	74,868,349	1,686,173	20,117,257	22,643,268	2,008,539	4,554,723	11,719,259
Operating Expenses	11,428,587	118,236	1,121,064	22,266,388	881,780	641,171	3,489,995
Fuel	0	0	0	192,706,000	23,341,143	0	0
Other Services & Charges	2,176,698	0	30,856	1,547,506	82,411	497,500	682,500
Capital Outlay	244,100	0	610,400	579,178	0	0	0
Allocated Accounts	16,467,488	245,847	4,399,028	15,266,671	1,887,371	4,450,860	4,779,048
Utilities	5,231,547	0	325,703	646,773	62,096	2,392,075	4,637,741
Debt Service	9,099,439	53,409	781,261	35,528,646	3,838,930	3,527,721	13,597,291
RR&I/Capital Account	2,024,500	0	1,033,800	21,860,650	1,603,576	3,200,000	9,000,000
Vehicle Replacement	1,194,156	3,980	600,000	463,977	57,702	256,391	369,354
Indirect Costs	0	283,631	586,326	2,088,151	295,855	604,628	765,537
Contingency	200,000	0	0	0	0	0	0
Transfer to CRA	1,013,885	0	0	0	0	0	0
Contribution to CRPTA	0	0	0	0	0	0	0
Contribution To General Fund	0	0	285,800	22,361,081	2,323,000	6,678,846	2,981,251
Transfer to Other Funds	7,925,134	134,167	0	0	0	0	0
Transfer to Fund Balance/RR&I	1,917,132	0	2,634,597	0	373,058	3,018,087	4,779,683
Subtotal	133,791,015	2,525,443	32,526,092	337,958,289	36,755,461	29,822,002	56,801,659
Unallocated Portions of Internal Services Funds (Risk Management, 800 MHZ, Energy Services, and Wholesale Energy)							
TOTAL EXPENSES							

City of Tallahassee
Fiscal Year 2010 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	57,142,750
Licenses & Permits	0	0	0	0	0	0	0	5,424,296
Intergovernmental	0	1,986,609	0	0	0	0	0	15,821,633
Charges for Services	11,060,730	6,039,869	21,840,955	15,921,662	799,014	0	21,094	532,176,714
Rentals & Concessions	0	0	0	0	167,451	0	0	167,451
Sales for Resale & Wheeling	0	0	0	0	0	0	0	659,707
Surcharge	0	0	0	0	0	0	0	4,628,573
Fines and Forfeitures	0	0	0	0	0	0	0	1,463,500
Fees & Charges	1,194,113	0	0	0	0	0	0	1,194,113
Miscellaneous	0	0	5,636	0	0	47,994	0	4,411,553
Interest Earnings	104,000	0	60,022	0	5,000	0	148,546	4,006,933
System Charge	0	0	0	0	0	0	0	2,819,000
Overhead Allocation	0	0	0	0	0	0	0	6,883,966
Capitalized Overhead	0	0	0	0	0	0	0	8,551,224
Transfer from Deficiencies	0	0	0	0	0	0	0	400,000
Transfer from Fund Balance	0	0	0	0	0	0	315,305	315,305
Transfers from Other Funds	0	7,925,134	0	0	0	0	0	17,247,525
Contributions from Utilities	0	0	0	0	0	0	0	34,508,852
Subtotal	12,358,843	15,951,612	21,906,613	15,921,662	971,465	47,994	484,945	697,823,095
Transfers from Risk Management, 800 MHZ, Energy Services, and Wholesale Energy Internal Funds.								20,903,791
TOTAL REVENUES								<u><u>718,726,886</u></u>
EXPENSES								
Personnel Services	4,403,141	9,102,124	5,218,417	5,104,370	505,406	0	206,068	162,137,094
Operating Expenses	1,488,852	3,256,572	5,293,135	541,686	165,266	47,994	158,280	50,899,006
Fuel	0	0	0	0	0	0	0	216,047,143
Other Services & Charges	30,000	2,000	145,000	60,000	0	0	0	5,254,471
Capital Outlay	0	0	74,885	54,110	0	0	0	1,562,673
Allocated Accounts	1,157,736	1,164,760	3,697,562	1,927,362	50,300	0	71,440	55,565,473
Utilities	1,264,649	1,667,336	6,332,353	163,825	224,200	0	18,425	22,966,723
Debt Service	1,295,672	10,771	0	32,540	17,552	0	0	67,783,232
RR&/Capital Account	577,063	0	0	308,002	0	0	0	39,607,591
Vehicle Replacement	27,383	249,076	244,956	180,443	7,731	0	3,965	3,659,114
Indirect Costs	351,209	498,973	396,108	741,307	0	0	0	6,611,725
Contingency	0	0	0	0	0	0	0	200,000
Transfer to CRA	0	0	0	0	0	0	0	1,013,885
Contribution to CRPTA	0	0	0	0	0	0	0	0
Contribution To General Fund	0	0	164,674	0	0	0	26,767	34,821,419
Transfer to Other Funds	897,541	0	0	463,201	0	0	0	9,420,043
Transfer to Fund Balance/RR&I	865,597	0	339,523	6,344,816	1,010	0	0	20,273,503
Subtotal	12,358,843	15,951,612	21,906,613	15,921,662	971,465	47,994	484,945	697,823,095
Unallocated Portions of Internal Services Funds (Risk Management, 800 MHZ, Energy Services, and Wholesale Energy)								20,903,791
TOTAL EXPENSES								<u><u>718,726,886</u></u>

City of Tallahassee
Fiscal Year 2010 Approved Budget
Schedule of All Fund Balances
Fiscal Year 2009

	Governmental Funds					COMBINED TOTALS
	General	Capital Projects	Cemetery	Enterprise Funds	Internal Service Funds	
SOURCES OF FUNDS:						
Revenue	95,654,656	4,628,051	320,659	577,419,068	16,100,080	694,122,514
Utility Transfer	33,424,033					33,424,033
Transfer From Other Funds	21,000	0		12,709,893		12,730,893
Fund Balance	0	1,800,000	135,344			1,935,344
Total Sources	129,099,689	6,428,051	456,003	590,128,961	16,100,080	742,212,784
USES OF FUNDS:						
Expenditures	110,560,272	6,428,051	456,003	530,416,499	16,100,080	663,960,905
Debt Service	9,364,161			56,112,789		65,476,950
Transfer to Other Funds	8,315,522			3,599,673		11,915,195
Total Uses	128,239,955	6,428,051	456,003	590,128,961	16,100,080	741,353,050
EXCESS (DEFICIT) OF SOURCES OVER USES	859,734	0	0	0	0	859,734
ESTIMATED FUND BALANCES:						
October 1, 2008	7,272,000	35,394,000	6,457,000	945,419,000	83,757,000	1,078,299,000
September 30, 2009	8,131,734	33,594,000	6,321,656	945,419,000	83,757,000	1,077,223,390

Note: Capital projects fund balances and internal service fund balances are from the FY 2009 approved budget and all other fund balances are estimates as of 9/30/09.

City of Tallahassee
Fiscal Year 2010 Approved Budget
Schedule of All Fund Balances
Fiscal Year 2010

	Governmental Funds					
	General	Capital Projects	Cemetery	Enterprise Funds	Internal Service Funds	COMBINED TOTALS
SOURCES OF FUNDS:						
Revenue	97,285,157	4,729,000	168,622	552,451,665	20,903,791	675,538,235
Utility Transfer	34,508,852					34,508,852
Transfer From Other Funds	21,000	2,024,000		11,047,476		13,092,476
Fund Balance	2,024,000	96,000	364,012	0	0	2,484,012
Total Sources	133,839,009	6,849,000	532,634	563,499,141	20,903,791	725,623,575
USES OF FUNDS:						
Expenditures	115,100,551	6,849,000	532,634	488,507,417	20,903,791	631,893,393
Debt Service	9,799,439			58,683,793		68,483,232
Transfer to Other Funds	8,939,019			16,307,931		25,246,950
Total Uses	133,839,009	6,849,000	532,634	563,499,141	20,903,791	725,623,575
EXCESS (DEFICIT) OF SOURCES OVER USES	0	0	0	0	0	0
ESTIMATED FUND BALANCES:						
October 1, 2009	8,131,734	33,594,000	6,321,656	945,419,000	83,757,000	1,077,223,390
September 30, 2010	6,107,734	33,498,000	5,957,644	945,419,000	83,757,000	1,074,739,378

Note: FY 2010 fund balances are based upon the approved FY 2010 budget.

Internal Service Funds

OVERVIEW

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

Revenue Fund

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

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

Information Systems Services Fund

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

Garage Fund

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

Accounting Fund

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

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

Internal Service Funds

Purchasing Fund

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

Procurement Division revenues are provided through the distribution of cost to user departments. This cost is grouped into three functional areas - purchasing, accounts payable and warehouse services. The purchasing section is further broken down by purchase order expense, contract expense, and purchase card expense. Each of these expenses is allocated based on the number of transactions by cost center. The accounts payable section is supported from charges to user departments based on the number of vouchers created in the financial system. Warehouse services are allocated based on the value of purchases from the warehouse by fund. Reorganization of the city's warehouse has resulted in the transfer of warehouse function to the Electric Department effective October 1, 2009.

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

Human Resources Fund

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

Pension Fund

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

Risk Management Fund

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

Utility Services Fund

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

Revenues for the Utility Services Fund are derived through allocation of cost to the Electric, Solid Waste, Underground Utilities comprising Gas, Water, Sewer, and Stormwater Funds, 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 are supported by leases on the City's fiber optic network, which result in revenue to the Electric Fund.

Internal Service Funds

Energy Services Fund

The Energy Services Fund supports activities performed by the Wholesale Energy Services (WES) and Retail Energy Services Divisions. The WES division is responsible for the purchase of fuel and energy for the City's Gas and Electric utilities. Additionally, WES purchases and sells power and gas on the open market. Administrative costs are included in the cost of power and fuel budgeted in the Electric and Gas utilities. Profit from sales to others reduces administrative costs to Electric and Gas. Accounting Services reviews the fund's position biannually and adjusts Electric's and Gas' expenses based upon actual fiscal performance of the WES unit. The Retail Energy Services Division is responsible for direct customer services in the utility area that includes service contracts, energy efficiency loans, rebates, and other programs for retail utility customers. Expenses related to Retail Services are allocated based upon the percentage of time devoted to activities for the Electric, Gas, Water, Solid Waste and Energy Conservation funds.

Communications Fund

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

Environmental Policy and Energy Resources

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

City of Tallahassee
Fiscal Year 2010 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	0	633	3,692	12,718	6,969
From Accounting Fund	0	788,378	56	51	0	1,801
From Airport Fund	20,539	360,246	36,773	98,921	103,712	52,770
From Blueprint 2000	0	0	0	0	15,234	5,348
From Building Inspection Fund	0	135,577	5,090	46,231	16,618	2,964
From Cemetery Perpetual Fund	0	7,315	725	13,229	6,876	6,600
From Electric Energy Conservation	0	0	0	0	0	0
From Electric Fund	66,019	1,635,113	798,570	1,004,287	709,827	846,217
From Environmental Energy	0	47,852	0	0	9,456	3,256
From Fire Fund	99,762	1,401,197	62,696	857,683	127,168	39,926
From Garage Fund	4,988	221,069	558	0	137,663	77,474
From Gas Fund	8,216	261,145	86,242	171,447	63,867	27,073
From General Fund	387,313	6,388,105	845,431	3,324,950	1,229,693	463,273
From Golf Course Fund	0	0	11,260	0	0	0
From Human Resource Fund	0	393,212	89	5,641	26,892	15,537
From Information System Services	0	0	258	76,711	90,816	39,747
From Capital Regional Trans Agency	0	27,037	1,344	0	14,158	2,830
From Pension Admin Fund	0	35,228	0	0	8,241	2,079
From Pooled Pension Fund	0	0	0	0	0	0
From Purchasing Fund	0	146,245	244	6,644	26,435	0
From Revenue Collection Fund	0	142,803	0	4,430	15,430	8,793
From Sale to Electric Fund	0	0	0	0	0	0
From Self-Insurance Fund	0	48,161	1,491	931	21,421	9,652
From Sewer Fund	35,504	726,070	94,685	836,919	319,938	178,362
From Solid Waste Fund	28,755	173,060	54,006	2,080,770	69,870	15,301
From StarMetro Fund	45,480	434,644	27,787	637	103,050	46,025
From Stormwater Fund	0	279,139	43,238	764,040	52,314	49,553
From Utility Services Fund	14,964	1,726,446	277	305,980	69,142	20,429
From Water Fund	23,474	461,140	63,210	854,300	139,789	132,802
From Wholesale Energy Service	0	106,736	39,800	34,427	42,301	18,120
Internal Service Fund Totals	735,014	15,945,918	2,174,463	10,491,921	3,432,629	2,072,901
Revenue from Outside	278,400			180,000		
Interest & Other Miscellaneous	38,248	181,489	10,713	160,104	26,519	97,924
Grand Total	1,051,662	16,127,407	2,185,176	10,832,025	3,459,148	2,170,825
Expenditures by Department						
Equity & Workforce Development						
Human Resources						
Management & Administration	1,051,662	16,127,407			3,459,148	2,170,825
Fleet Management				10,832,025		
Legal						
Treasurer Clerk			2,185,176			
Energy Services						
Utility Business/Customer Services						
Environmental Policy & Energy Resch						
Grand Total	1,051,662	16,127,407	2,185,176	10,832,025	3,459,148	2,170,825

City of Tallahassee
Fiscal Year 2010 Approved Budget ISF Revenues & Expenditures

Source of Transfer	Human Resources Fund 730	Pension Fund 735	Risk Management Fund 755	Utility Services Fund 755	Energy Services Fund 760	Environmental Policy & Energy Resources Fund 765
From 800mhz Fund	1,018	0	2,079	0	0	
From Accounting Fund	31,633	0	0	0	0	
From Airport Fund	72,057	0	412,719	0	0	
From Blueprint 2000	5,890	0	0	0	0	
From Building Inspection Fund	26,861	0	12,506	0	0	
From Cemetery Perpetual Fund	3,781	0	2,067	0	0	
From Electric Energy Conservation	0	0	0	0	669,811	
From Electric Fund	300,673	0	4,033,912	4,740,860	172,556,221	788,972
From Environmental Energy	11,444	0	1,062	0	0	
From Fire Fund	392,272	0	268,324	1,072,540	0	
From Garage Fund	57,496	0	70,753	0	0	58,557
From Gas Fund	41,912	0	40,075	870,181	23,615,286	43,070
From General Fund	1,605,078	0	2,031,661	147,728	0	44,250
From Golf Course Fund	0	0	0	0	0	
From Human Resource Fund	0	0	1,062	0	0	
From Information System Services	89,955	0	7,801	0	0	
From Capital Regional Trans Agency	2,916	0	0	0	0	
From Pension Admin Fund	7,995	0	2,125	0	0	
From Pooled Pension Fund	0	1,042,725	0	0	0	
From Purchasing Fund	36,564	0	16,763	0	0	
From Revenue Collection Fund	28,516	0	5,596	0	0	
From Sale to Electric Fund	0	0	0	0	20,033,431	
From Self-Insurance Fund	12,409	0	0	0	0	
From Sewer Fund	202,370	0	668,989	1,497,470	0	218,741
From Solid Waste Fund	102,702	0	208,300	823,892	13,762	127,144
From StarMetro Fund	194,636	0	312,501	0	0	
From Stormwater Fund	92,238	0	102,294	544,546	0	
From Utility Services Fund	144,697	0	106,901	123,538	0	
From Water Fund	105,978	0	250,736	2,170,859	54,316	194,256
From Wholesale Energy Service	28,489	0	5,151	13,182	0	
Internal Service Fund Totals	3,599,580	1,042,725	8,563,377	12,004,796	216,942,827	1,474,990
Revenue from Outside	49,787		1,555		18,476,942	
Interest & Other Miscellaneous	30,000		1,473,073	112,882		
Grand Total	3,679,367	1,042,725	10,038,005	12,117,678	235,419,769	1,474,990
Expenditures by Department						
Equity & Workforce Development	805,502					
Human Resources	2,902,269					
Management & Administration						
Fleet Management						
Legal						
Treasurer Clerk		1,042,725	10,038,005			
Energy Services					235,419,769	
Utility Business/Customer Services				12,117,678		
Environmental Policy & Energy Resch						1,474,990
	3,707,771	1,042,725	10,038,005	12,117,678	235,419,769	1,474,990

City of Tallahassee
Fiscal Year 2010 Approved Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2010 FTE	FY 2010 Expenditures	FY 2010 Revenues
Charter and Executive Services				
<u>City Commission/Office Of The Mayor</u>				
10RSL01	City Commission/Office of the Mayor Reductions	-0.50	-77,509	0
	City Commission/Office Of The Mayor	-0.50	-77,509	0
<u>City Attorney</u>				
11RSL01	Eliminate Assistant City Attorney II position	-1.00	-117,388	0
	City Attorney	-1.00	-117,388	0
<u>Treasurer-Clerk</u>				
12RSL01	Eliminate Vacant Special Inquiries Analyst Postion #2064	-1.00	-77,130	0
12RSL02	Eliminate administrative position # 060 mid year	-0.88	-29,939	0
12RSL03	Close Drive-Thru Facility in January, 2010	-5.00	-87,319	0
	Treasurer-Clerk	-6.88	-194,388	0
<u>Executive Services</u>				
14REV01	Additional Parking Revenue at Meters & Garages	0.00	0	250,000
14RSL01	Eliminate 1 FTE and Expenditure Reductions	-1.00	-133,760	0
14RSL02	Eliminate Filled Property Agent position	-1.00	-75,025	0
	Executive Services	-2.00	-208,785	250,000
<u>Communications</u>				
38RSL01	Operating Expenditure Reductions	0.00	-10,229	0
	Communications	0.00	-10,229	0
<u>Customer Services</u>				
39RSL01	Reduce Reproduction Budget	0.00	-5,000	0
	Customer Services	0.00	-5,000	0
	Charter and Executive Services	-10.38	-613,299	250,000

City of Tallahassee
Fiscal Year 2010 Approved Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2010 FTE	FY 2010 Expenditures	FY 2010 Revenues
Administration and Management Services				
<u>Equity and Workforce Development</u>				
17RSL01	Eliminate Vacant Equal Opportunity /Training Analyst	-1.00	-83,224	0
17RSL02	Eliminate Certified Public Manager Program	0.00	-13,500	0
Equity and Workforce Development		-1.00	-96,724	0
<u>Human Resources</u>				
19RSL01	Eliminate Vacant Administrative Aide Position#2249	-1.00	-45,945	0
19RSL03	HR Reorganization	-1.00	-114,730	0
Human Resources		-2.00	-160,675	0
<u>Management and Administration</u>				
41REV01	Red Light Camera Revenue	0.00	0	800,000
41REV02	Transfer Interest Earnings to fund GG/CPA in FY10	0.00	824,000	824,000
41RSL01	Reduction in Unclassified Contractual Services (DMA Admin)	0.00	-20,000	0
41RSL02	Reduce Miscellaneous Line Items (Special Approp)	0.00	-20,839	0
41RSL03	Reduction in Various Line Items (Budget and Policy)	0.00	-25,795	0
41RSL05	Eliminate Admin Spec II - Mid Year FY10 (ISS)	-1.00	-41,177	0
41RSL06	Reduction in Contractual and Other Expense Accounts (ISS)	0.00	-572,455	0
41RSL07	Reduction in Miscellaneous Accounts (Accounting Services)	0.00	-83,060	0
41RSL08	Eliminate Vacant Financial Systems Specialist	-1.00	-53,239	0
Management and Administration		-2.00	7,435	1,624,000
Administration and Management Services		-5.00	-249,964	1,624,000

City of Tallahassee
Fiscal Year 2010 Approved Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2010 FTE	FY 2010 Expenditures	FY 2010 Revenues
Safety and Neighborhood Services				
Fire				
20ISL01	Addition of 7 Firefighters on 4/01/10	7.00	223,008	0
20ISL03	Addition of 3 Firefighters on 1/01/10	3.00	133,231	0
20RSL01	Fire Position Reductions	-1.00	-227,229	0
	Fire	9.00	129,010	0
Police				
21RSL01	Eliminate On-Call Pay for K-9 Unit	0.00	-5,240	0
21RSL02	Freeze or Eliminate Vacant Building Maintenance Position	0.00	-6,200	0
21RSL03	Reduce PIO On-Call Pay	0.00	-6,900	0
21RSL04	Gang Response unit will conduct RADAR checks	0.00	-8,000	0
21RSL05	Eliminate the DEFY Program	0.00	-8,500	0
21RSL06	Shifting CC Meeting security from overtime to on-duty	0.00	-11,017	0
21RSL07	Reduce Recruiting Expenses by 50%	0.00	-13,626	0
21RSL08	Shift Overtime to On-Duty for SPEED and AARP driving classes	0.00	-24,000	0
21RSL09	Freeze or Eliminate temporary Admin Spec I in Fin Mgmt	0.00	-27,671	0
21RSL10	Eliminate Overtime for Party Patrol	0.00	-43,500	0
21RSL11	Relocate Police Training from Tallahassee Mall	0.00	-45,600	0
21RSL12	Freeze or Eliminate Vacant Admin Spec II Position	-1.00	-68,904	0
21RSL13	Eliminate One Admin (Temporary) Position in CID	0.00	-18,037	0
21RSL14	Reduce Line Item Funding - Various accounts	0.00	-75,000	0
21RSL15	Eliminate Grounds Maintenance Contract	0.00	-11,350	0
21RSL17	Eliminate Sixteen (16) Police Officers	-5.00	-519,844	0
21RSL18	Eliminate Two Police Officer Positions from Airport	-2.00	-97,238	0
21RSL19	Reduce Special Event Security	0.00	-70,103	0
21RSL20	Eliminate a vacant Records Technician (#2542)	-1.00	-49,495	0
21RSL21	Reduce Police Reserve Officer Funding by 50%	0.00	-104,512	0
21RSL22	COPS Grant	5.00	274,770	303,575
	Police	-4.00	-939,967	303,575
Parks, Recreation and Neighborhood Affairs				
23REV01	Increase the Competitive Gymnastics Fee	0.00	0	54,720
23REV02	Audio Tech Cost Recovery Program	0.00	0	60,000
23REV03	Increase Tennis League Fee	0.00	0	20,000
23RSL01	Eliminate Athletic Supervisor II position	-0.75	-37,313	0
23RSL02	Eliminate ASC Humane Director Position	-1.00	-60,004	0
23RSL03	Reduction in overtime	0.00	-84,347	0
23RSL04	Eliminate Administrative Supervisor	-1.00	-90,654	0
23RSL05	Elimination of vacant Custodial Worker II position	-1.00	-35,297	0
23RSL06	Eliminate Secretary II position	-1.00	-36,291	0
23RSL07	Eliminate Human Services Analyst position	-1.00	-86,683	0
23RSL08	Eliminate vacant Maintenance Worker II	-1.00	-41,318	0
23RSL09	Eliminate Maintenance Worker II	-1.00	-42,470	0
23RSL10	Eliminate 1 vacant FTE Animal Care Specialist position	-1.00	-53,533	0
23RSL13	Close Palmer Monroe Community Center	-3.00	-211,093	0
23RSL14	Hilaman Golf Course Adjustments	-4.00	-125,069	83,142
23RSL15	Jake Gaither Golf Course Adjustments	-1.00	-8,744	0
	Parks, Recreation and Neighborhood Affairs	-16.75	-912,816	217,862

City of Tallahassee

Fiscal Year 2010 Approved Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2010 FTE	FY 2010 Expenditures	FY 2010 Revenues
Safety and Neighborhood Services				
<u>Economic and Community Development</u>				
26RSL01	Eliminate Vacant Housing Admin. Supervisor Position #1122	-1.00	-96,467	0
26RSL04	Reduction in Miscellaneous Operating Expenses	0.00	-88,683	0
26RSL05	Consolidation of Recreation and Community Center Staff	-5.50	-268,299	0
26RSL06	Eliminate Code Administrator Position	-1.00	-87,452	0
26RSL07	Eliminate Administratiave Specialist Pos 2806	-1.00	-56,166	0
	Economic and Community Development	-8.50	-597,067	0
	Safety and Neighborhood Services	-20.25	-2,320,840	521,437

City of Tallahassee
Fiscal Year 2010 Approved Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2010 FTE	FY 2010 Expenditures	FY 2010 Revenues
Development and Transportation Services				
<u>Public Works</u>				
22RSL02	Elimination of Fifteen Positions	-15.00	-627,753	0
22RSL03	Eliminate Supt - Street & Drainage	-1.00	-120,738	0
22RSL04	Eliminate Administrative Aide Pos 6836	-1.00	-43,046	0
22RSL05	Eliminate City Traffic Engineer	-1.00	-96,360	0
	Public Works	-18.00	-887,897	0
<u>Planning</u>				
25RSL01	Eliminate Overtime in 250102 and 250103	0.00	-5,171	0
25RSL02	Miscellaneous Line Item Reductions	0.00	-6,000	0
25RSL03	Freeze position #2221 (Comp Planning Mgr) for last 35 days	0.00	-14,057	0
25RSL04	Net reduction from Growth Management position transfers	0.00	-73,631	0
25RSL05	Delete Position #093 (Planner II)	-1.00	-74,524	0
	Planning	-1.00	-173,383	0
<u>Aviation</u>				
27RSL001	Aviation Reductions	-1.00	-200,497	0
	Aviation	-1.00	-200,497	0
<u>StarMetro</u>				
28RSL01	StarMetro Route Changes	0.00	-113,562	0
28RSL02	Eliminate vacant Supervisor-Transit Services	-1.00	-66,090	0
28RSL03	Eliminate Filled Information Clerk/Cashier II	-1.00	-49,592	0
	StarMetro	-2.00	-229,244	0
<u>Growth Management</u>				
33RSL01	FY10 Proposed Reductions	-8.00	-641,931	0
	Growth Management	-8.00	-641,931	0
	Development and Transportation Services	-30.00	-2,132,952	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2010 FTE	FY 2010 Expenditures	FY 2010 Revenues
Utility Services				
Solid Waste				
35RSL105	Solid Waste Unclassified Supplies	0.00	-15,000	0
NEG3502-	Eliminate 6 vacant positions	-6.00	-245,856	0
	Solid Waste	-6.00	-260,856	0
Utility Business And Customer Services				
37RSL100	Eliminate 6 temporary meter readers	0.00	-120,000	0
37RSL102	Eliminate 4 meter readers mid-year 2010	-4.00	-166,836	0
37RSL103	Bill printer savings	0.00	-52,000	0
	Utility Business And Customer Services	-4.00	-338,836	0
Energy Services				
43RSL100	Unclassified Contractual Services	0.00	-75,000	0
43RSL101	Legal Services	0.00	-25,000	0
43RSL102	Travel and Training	0.00	-2,000	0
43RSL103	Unclassified Supplies	0.00	-2,000	0
43RSL104	Journals and Books	0.00	-1,000	0
	Energy Services	0.00	-105,000	0
Fleet Management				
47RSL01	Reduce Reproduction Budget	0.00	-6,000	0
47RSL02	Reduce Equipment Repairs Budget	0.00	-4,690	0
47RSL03	Eliminate vacant Business Systems Analyst	-1.00	-79,479	0
	Fleet Management	-1.00	-90,169	0
Underground Utilities				
49RSL101	Position #2726 Elimination	-1.00	-61,257	0
49RSL102	20% reduction in developer refunds	0.00	-95,000	0
49RSL105	20% reduction in developer refunds	0.00	-160,000	0
49RSL106	Position #1676 Elimination	-1.00	-57,156	0
49RSL108	Gas Unclassified Contract Svcs.	0.00	-20,000	0
49RSL113	Sewer Equipment Repairs	0.00	-40,000	0
49RSL114	Sewer Unclassified Contract Svcs.	0.00	-100,000	0
49RSL302	Expenditure Reduction - Utility Budget for Biosolids	0.00	-194,400	0
	Underground Utilities	-2.00	-727,813	0
	Utility Services	-13.00	-1,522,674	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2010 FTE	FY 2010 Expenditures	FY 2010 Revenues
Non-Departmental				
<u>N/A</u>				
41RSL04	Reduce Funding for Outside Agencies	0.00	-357,359	0
41RSL09	Warehouse Reduction and Reorganization	-3.00	183,306	650,000
41RSL10	Convert Two Holidays to Floating Holidays	0.00	-83,113	0
	N/A	-3.00	-257,166	650,000
	Non-Departmental	-3.00	-257,166	650,000
City-Wide Approved Service Level Changes Grand Total		-81.63	-7,096,895	3,045,437



**City of Tallahassee
Fiscal Year 2010 Approved Budget**

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

Organization	FY 2009 Approved	FY 2010 Requested	FY 2010 Approved
<u>Cultural</u>			
Cultural Resources Commission:	52,789	52,842	42,231
Cultural Grant Administration	77,121	77,198	61,697
Cultural Grant Program	661,623	662,285	529,298
Arts In Public Places	50,135	50,185	40,108
Cultural Plan (Economic Development)	60,000	60,060	48,000
Caribbean Carnival	5,000	0	0
Subtotal	906,668	902,570	721,334
<u>Social Services</u>			
Juvenile Assessment and Receiving Center	75,000	75,000	75,000
Social Services Grant Program	964,425	964,425	964,425
Hope Community	135,575	135,575	135,575
Project Whole Child	40,000	40,000	40,000
Domestic Violence Coordinating Council	20,000	20,000	20,000
Trauma Center Funding	250,000	250,000	200,000
Others	60,000	60,000	52,000
Subtotal	1,545,000	1,545,000	1,487,000
<u>Neighborhood Preservation</u>			
Neighborhood Partnership Grant Program	22,050	0	0
Subtotal	22,050	0	0
<u>Economic Development</u>			
Downtown Improvement Authority	18,000	18,000	15,000
Economic Development Investment	22,500	22,500	22,500
Qualified Target Industries	6,525	6,525	6,525
Economic Development Council	135,000	135,000	100,000
MBE Bonding & Technical Assistance	22,500	0	0
Capital City Chamber of Commerce	13,500	13,500	10,000
Subtotal	218,025	195,525	154,025
<u>Historic Preservation</u>			
Tallahassee Trust for Historic Preservation	87,875	87,875	80,000
John Gilmore Riley Center/Museum of African American History & Culture	38,000	38,000	30,400
Subtotal	125,875	125,875	110,400
<u>Environmental</u>			
St. Francis	47,500	47,500	35,000
Subtotal	47,500	47,500	35,000
GRAND TOTAL	2,865,118	2,816,470	2,507,759



RESOLUTION NO. 09-R-33-AA

A RESOLUTION STATING THE MILLAGE RATE TO BE LEVIED FOR FISCAL YEAR BEGINNING OCTOBER 1, 2009, AND SETTING THE PERCENTAGE BY WHICH THE MILLAGE RATE TO BE LEVIED IS MORE THAN THE ROLLED-BACK RATE.

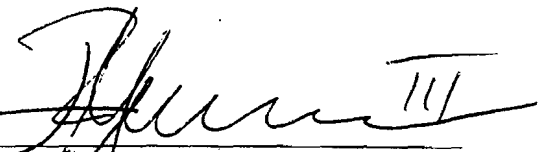
WHEREAS, the City of Tallahassee is required by Florida law to publicly state the millage rate to be levied for the fiscal year beginning October 1, 2009, and ending September 30, 2010; and,

WHEREAS, the City of Tallahassee is required to state the percentage by which the millage rate established by it is more than the rolled-back rate.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TALLAHASSEE that the millage rate established for the fiscal year beginning October 1, 2009, and ending September 30, 2010, is 3.7000 mills for the City of Tallahassee and 1.00 mills for the Downtown Improvement Authority for an aggregate millage rate of 3.7184, which is 5.14% greater than the aggregate rolled back rate of 3.5365.


PASSED AND ADOPTED by the City Commission of the City of Tallahassee this 23rd day of September, 2009.

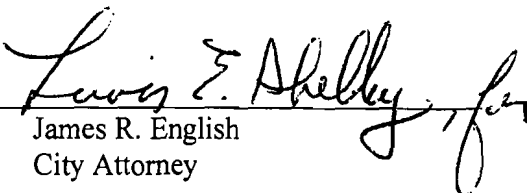
CITY OF TALLAHASSEE

By: 
John R. Marks, III
Mayor

ATTEST:

APPROVED AS TO FORM:

By: 
Gary Herndon
City Treasurer-Clerk

By: 
James R. English
City Attorney

ORDINANCE NO. 09-O-45-AA

AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENDITURES AND OBLIGATIONS OF THE CITY OF TALLAHASSEE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2009, AND ENDING SEPTEMBER 30, 2010, 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, 2009, from the sources and in the estimated amounts hereinafter named as follows:

OPERATING BUDGET FISCAL 2010 APPROPRIATION SUMMARY

REVENUES ALL FUNDS

General Fund Revenue	FY2010 Approved
General Fund Revenue	98,882,163
Transfer from Deficiencies Fund	400,000
Contributions from Utilities	34,508,852
General Fund Total	<u>133,791,015</u>
Enterprise Funds & Other Funds Revenue:	
Airport Operating Fund	12,358,843
Building Inspection Fund	2,525,443
Cemetery Fund	484,945
Donations Operating Fund	47,994
Electric Operating Fund	337,958,289
Fire Services Fund	32,526,092
Gas Operating Fund	36,755,461
Golf Course Fund	971,465
Sewer Operating Fund	56,801,659
Solid Waste Fund	21,906,613
Stormwater Fund	15,921,662
StarMetro Operating Fund	15,951,612
Water Operating Fund	29,822,002
800 MHz Fund	278,400
Energy Services Fund	669,811
Risk Management Fund	1,474,924
Wholesale Energy Fund	18,480,656
TOTAL REVENUES	<u>718,726,886</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, 2009, and ending September 30, 2010, 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	11,758,843
Building Inspection Fund	2,525,443
Cemetery Fund	484,945
Donations Operating Fund	47,994
Electric Operating Fund	337,958,289
Fire Services Fund	32,526,092
Gas Operating Fund	36,755,461
General Fund	133,791,015
Golf Course Fund	971,465
Sewer Operating Fund	56,801,659
Solid Waste Fund	21,906,613
Stormwater Fund	15,921,662
StarMetro Operating Fund	15,951,612
Water Operating Fund	29,822,002
800 MHz Fund	278,400
Energy Services Fund	669,811
Risk Management Fund	1,474,924
From Airline Prepaid Fee Credits to Aviation	600,000
From Wholesale Energy Fund	18,480,656
TOTAL EXPENDITURES	718,726,886

Section 3. The capital budget for the fiscal year beginning October 1, 2009, and ending September 30, 2010, 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 2010 APPROPRIATION SUMMARY

FUNDING SOURCES

Bond Proceeds

2004 Capital Bond Series	17,876,600
2005 Gas System Revenue Bonds	2,714,000
Electric – Future Bonds	36,254,000
General Government – Future Bonds	0

Bond Proceeds (cont.)

Sewer Future CUSB	29,994,950
Water Future CUS	9,691,850
Subtotal:	<u>96,531,400</u>

Federal Funds

Community Development Block Grant	150,000
Federal Aviation Administration (FAA)	10,000,000
Federal Transportation Administration (FTA)	5,016,250
Subtotal:	<u>15,166,250</u>

General Government

Capital Improvement Fund Undesignated Balance (GG/CIF)	96,000
Gas Tax	3,000,000
Gas Tax Undesignated Balance	1,694,800
General Government Capital Project Account (GG/CPA)	1,524,000
Read, Bill & Collect	205,000
Sales Tax 89	823,400
Subtotal:	<u>7,343,200</u>

Renewal, Replacement & Improvement Funds (RR&I)

Aviation RR&I	450,000
Aviation RR&I Undesignated Balance	1,100,000
Electric RR&I	11,236,900
Electric RR&I Undesignated Balance	0
Fire RR&I	1,033,800
Gas RR&I	0
Gas RR&I Undesignated Balance	100,000
Golf RR&I Undesignated Balance	0
Information Systems Services RR&I	293,100
Information Systems Services RR&I Undesignated Balance	700,000
Sewer RR&I	8,865,900
Stormwater RR&I Undesignated Balance	5,905,000
Water RR&I	3,200,000
Water RR&I Undesignated Balance	200,000
Subtotal:	<u>33,084,700</u>

Special Funds

Accounts Receivable	600,000
Advanced Metering Fund – Electric	4,147,800
Advanced Metering Fund – Gas	319,150
Advanced Metering Fund – Water	1,763,050
BluePrint 2000 Funding	1,485,300
Deficiencies Fund	150,000
Energy Conservation Fund - Capital Fund	4,010,000
Fallschase DRI Mitigation Funds	2,500,000
FDOT Toll Road Credit	1,254,050
Fleet Reserve Fund	6,100,000
Gas – Accounts Receivable	50,000
Intergovernmental – Leon County	143,100
Internal Loan Fund	736,400
Jake Gaither Improvements Reserve	15,000
Passenger Facility Charge	825,000
Sewer System Charge	1,290,000
Sewer System Charge Undesignated Balance	1,100,000
Stormwater Utility Fee	4,263,000
Water System Charge Undesignated Balance	519,000
Subtotal:	<u>31,270,850</u>

State Funds

Florida Department of Transportation	2,553,100
Florida Department of Transportation – Aviation	1,050,000
Subtotal:	<u>3,603,100</u>

TOTAL SOURCES: 186,999,500

EXPENDITURES

Aviation	13,425,000
Economic and Community Development	75,000
Electric	48,090,900
Energy Services	4,010,000
Executive Services	296,000
Fire	1,033,800
Fleet Management	6,100,000
Management & Administration	1,236,200
Parks, Recreation and Neighborhood Affairs	689,000

EXPENDITURES (cont.)

Police	825,000
Public Works	30,002,900
StarMetro	6,270,300
Treasurer-Clerk	941,400
Underground Utilities	67,774,000
Utility Business and Customer Services	6,230,000

TOTAL EXPENDITURES: 186,999,500

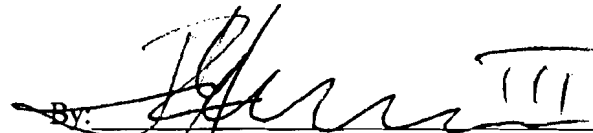
TOTAL OPERATING AND CAPITAL APPROPRIATION **\$905,726,386**

Section 4. This ordinance shall become effective October 1, 2009.

INTRODUCED to the City Commission of the City of Tallahassee on the 10th day of September, 2009.


PASSED AND ADOPTED by the City Commission of the City of Tallahassee on the 23rd day of September, 2009.

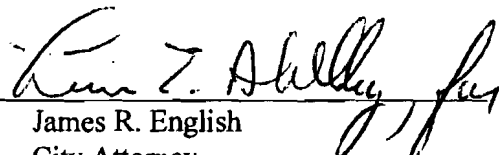
CITY OF TALLAHASSEE

By: 
John R. Marks, III
Mayor

ATTEST:

APPROVED AS TO FORM:

By: 
Gary Herndon
City Treasurer-Clerk

By: 
James R. English
City Attorney

Historical and Projected Capital Project Expenditures

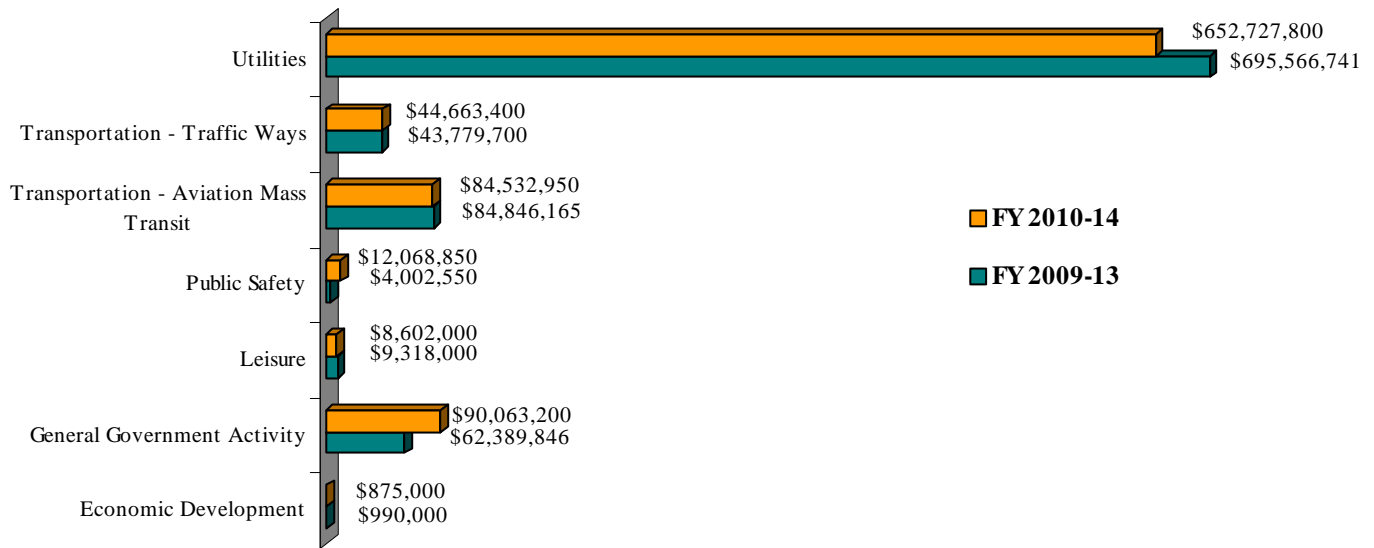


CHART HIGHLIGHTS

General Government Activities - Planned projects in this category include on-going activities such as funding for repairs, replacements and improvements to city facilities, the greenspace acquisition program, and the city-county joint dispatch facility that will be located on Weems Road. Additionally, funding supports continuation of upgrades and improvements to the city's information systems infrastructure.

Economic Development - This category includes the historic preservation program that provides grants and loans that help sustain and revitalize buildings located in areas of the city designated as historic, and the downtown pedestrian enhancement program that promotes the downtown area.

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

Public Safety - This category includes projects from both the police and fire departments. Major projects include funding to support fire hydrant maintenance and replacement, a downtown video surveillance system by the Police Department, and a new fire station at Weems Road that will be located adjacent to the new joint dispatch complex.

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

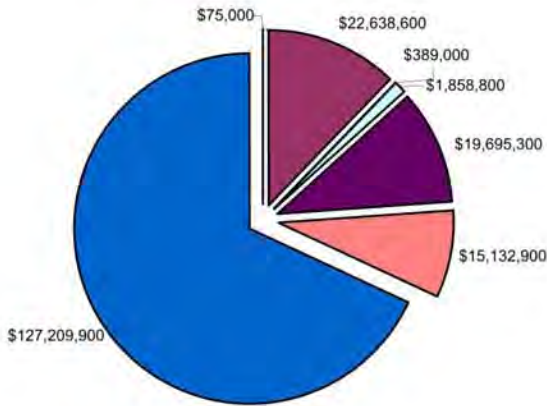
Transportation - Aviation & Mass Transit - This category includes capital programs for both StarMetro and the airport. Projects planned include enhancements to StarMetro's facilities and vehicles. Projects at the airport include those identified in the airport's master plan such as terminal, taxiway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

Utilities - Expenditures for infrastructure improvements in electric, gas, water, sewer, stormwater, and utility business and customer services are combined in this category.



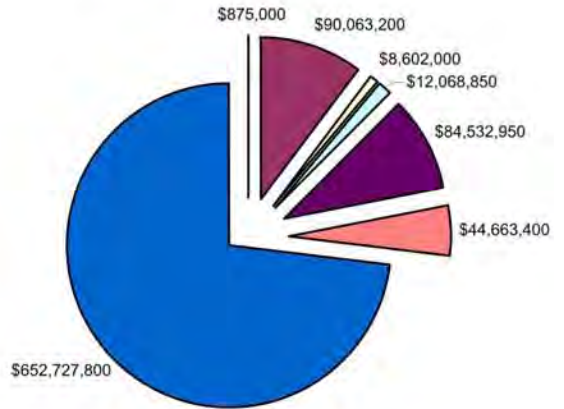
**City of Tallahassee
Fiscal Year 2010 Approved Budget**

**FISCAL 2010
USES TOTAL \$186,999,500**



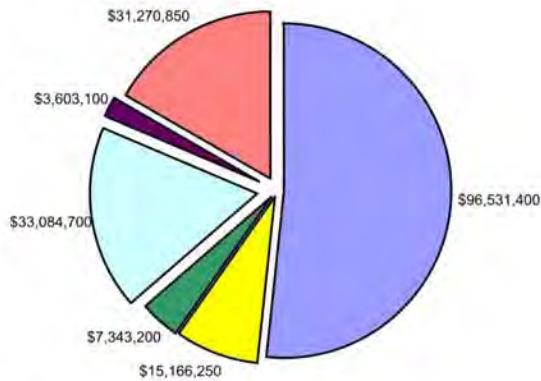
- Economic Development
- General Government Activity
- Leisure
- Public Safety
- Transportation - Aviation Mass Transit
- Transportation - Traffic Ways
- Utilities

**FISCAL 2010 - 2014
USES TOTAL \$893,533,200**



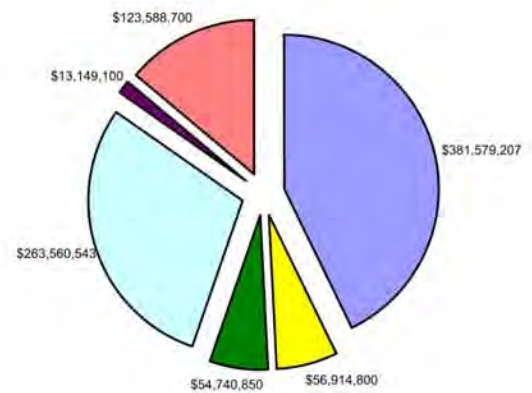
- Economic Development
- General Government Activity
- Leisure
- Public Safety
- Transportation - Aviation Mass Transit
- Transportation - Traffic Ways
- Utilities

**FISCAL 2010
SOURCES TOTAL \$186,999,500**



- Bond Proceeds
- Federal Funds
- General Government Funds

**FISCAL 2010 - 2014
SOURCES TOTAL \$893,533,200**



- Bond Proceeds
- Federal Funds
- General Government Funds
- Renewal, Replacement & Improvement Funds (RR&I)
- State Funds
- Special Funds



City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget

Appropriation Summary

Funding Source	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				5 Year Total
	FY 2011	FY 2012	FY 2013	FY 2014		
<u>Bond Proceeds</u>						
2004 Capital Bond Series	17,876,600	3,000,000	0	0	0	20,876,600
Electric Future Bonds	36,254,000	34,849,000	29,634,100	24,752,000	74,935,000	200,424,100
Fire Debt	0	8,000,000	730,350	2,632,900	1,100,750	12,464,000
Gas Energy System Bonds	2,714,000	687,117	0	0	0	3,401,117
Gas Energy System Future Bond Construction	0	1,689,450	2,434,150	2,717,270	2,420,570	9,261,440
General Government - Future Bonds	0	1,750,000	3,158,000	750,000	750,000	6,408,000
Sewer Future CUSB	29,994,950	41,849,400	9,975,000	1,382,800	112,200	83,314,350
Water Future CUSB	9,691,850	11,368,000	9,373,650	7,120,650	7,875,450	45,429,600
Source Total	96,531,400	103,192,967	55,305,250	39,355,620	87,193,970	381,579,207
<u>Federal Funds</u>						
Community Development Block Grant	150,000	550,000	550,000	550,000	550,000	2,350,000
Federal Aviation Administration	10,000,000	10,450,000	1,962,500	3,287,000	3,087,500	28,787,000
Federal Transportation Administration	5,016,250	5,083,750	5,153,350	5,225,150	5,299,300	25,777,800
Source Total	15,166,250	16,083,750	7,665,850	9,062,150	8,936,800	56,914,800
<u>General Government</u>						
1989 Sales Tax	823,400	0	0	0	0	823,400
2005 Sales Tax	0	150,000	150,000	150,000	150,000	600,000
Gas Tax	3,000,000	4,637,300	4,226,400	4,776,400	4,226,400	20,866,500
Gas Tax Undesignated Balance	1,694,800	0	0	0	0	1,694,800
General Government Capital Improvement Fund - GGCIF	96,000	2,201,000	5,362,150	5,948,500	4,829,500	18,437,150
General Government Capital Project Account - GGCPA	1,524,000	1,025,000	1,145,000	1,845,000	5,645,000	11,184,000
Revenue Collection	205,000	375,000	190,000	0	365,000	1,135,000
Source Total	7,343,200	8,388,300	11,073,550	12,719,900	15,215,900	54,740,850
<u>Renewal, Replacement & Improvement Funds (RR&I)</u>						
Airport RR&I	450,000	450,000	534,534	130,562	1,330,562	2,895,658
Airport RR&I Undesignated Balance	1,100,000	850,000	1,665,466	1,594,438	950,688	6,160,592
Electric RR&I	11,236,900	27,285,000	27,081,000	28,729,700	30,009,030	124,341,630
Electric RR&I Undesignated Balance	0	3,832,600	0	13,241,300	1,614,470	18,688,370
Fire RR&I	1,033,800	1,025,250	1,016,400	1,007,300	997,950	5,080,700
Gas RR&I	0	1,536,483	2,428,800	2,436,500	2,446,850	8,848,633
Gas RR&I Undesignated Balance	100,000	110,000	110,000	229,030	229,030	778,060
Information Sys Svcs RR&I	293,100	1,245,900	1,998,800	1,998,800	1,998,800	7,535,400
Information Sys Svcs RR&I Undesignated Balance	700,000	0	0	0	0	700,000
Sewer RR&I	8,865,900	10,000,000	10,952,800	10,850,000	10,932,800	51,601,500
Sewer RR&I Undesignated Balance	0	37,800	0	0	0	37,800
Stormwater RR&I Undesignated Balance	5,905,000	2,915,000	2,420,000	2,220,000	2,220,000	15,680,000
Water RR&I	3,200,000	3,750,000	4,100,000	4,100,000	4,100,000	19,250,000
Water RR&I Undesignated Balance	200,000	440,550	440,550	440,550	440,550	1,962,200
Source Total	33,084,700	53,478,583	52,748,350	66,978,180	57,270,730	263,560,543

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget

Appropriation Summary

Funding Source	FY 2010	Non-Appropriated Programmed CIP Funding				5 Year Total
	Budget	FY 2011	FY 2012	FY 2013	FY 2014	
Special Funds						
Accounts Receivable	600,000	650,000	650,000	650,000	650,000	3,200,000
Advanced Metering Fund - Electric	4,147,800	0	0	0	0	4,147,800
Advanced Metering Fund - Gas	319,150	0	0	0	0	319,150
Advanced Metering Fund - Water	1,763,050	0	0	0	0	1,763,050
BluePrint 2000 Funds	1,485,300	1,552,200	640,500	0	0	3,678,000
Deficiencies Fund	150,000	150,000	150,000	150,000	150,000	750,000
Energy Conservation Fund - Capital Funds	4,010,000	4,010,000	4,010,000	4,010,000	3,770,000	19,810,000
Fallschase DRI Mitigation Funds	2,500,000	1,500,000	0	0	0	4,000,000
FDOT Toll Road Credit	1,254,050	1,270,950	1,288,350	1,306,250	1,324,800	6,444,400
Fleet Reserve Fund	6,100,000	6,000,000	7,000,000	9,350,000	4,650,000	33,100,000
Gas Fund Accounts Receivable	50,000	50,000	50,000	50,000	50,000	250,000
Intergovernmental - Leon County	143,100	95,900	98,800	98,800	98,800	535,400
Internal Loan Fund	736,400	0	0	50,000	0	786,400
Jake Gaither Improvements Reserve	15,000	15,000	15,000	15,000	15,000	75,000
Passenger Facility Charge	825,000	825,000	1,450,000	3,700,000	700,000	7,500,000
Private Investment Funds	0	0	0	588,500	0	588,500
Risk Management Fund	0	0	0	100,000	0	100,000
Sewer System Charge	1,290,000	1,455,000	2,470,000	985,000	990,000	7,190,000
Sewer System Charge Undesignated Balance	1,100,000	1,850,000	2,900,000	1,400,000	1,400,000	8,650,000
Stormwater Utility Fee	4,263,000	1,925,000	5,632,000	5,639,000	647,000	18,106,000
Water System Charge Undesignated Balance	519,000	519,000	519,000	519,000	519,000	2,595,000
Source Total	31,270,850	21,868,050	26,873,650	28,611,550	14,964,600	123,588,700
State Funds						
Florida Department of Environmental Protection	0	500,000	0	0	0	500,000
Florida Department of Transportation	2,553,100	3,717,000	0	0	0	6,270,100
Florida Department of Transportation - Aviation	1,050,000	825,000	786,250	1,886,500	1,831,250	6,379,000
Source Total	3,603,100	5,042,000	786,250	1,886,500	1,831,250	13,149,100
Total Funding	186,999,500	208,053,650	154,452,900	158,613,900	185,413,250	893,533,200

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget

Appropriation Summary

Expenditures	FY 2010	Non-Appropriated Programmed CIP Funding				5 Year Total
	Budget	FY 2011	FY 2012	FY 2013	FY 2014	
Aviation	13,425,000	13,400,000	6,398,750	11,187,000	7,900,000	52,310,750
Economic and Community Development	75,000	850,000	850,000	850,000	850,000	3,475,000
Electric Utility	48,090,900	66,616,600	57,365,100	67,373,000	107,208,500	346,654,100
Energy Services	4,010,000	4,010,000	4,010,000	4,010,000	3,770,000	19,810,000
Executive Services	296,000	765,000	1,135,000	1,375,000	2,340,000	5,911,000
Fire	1,033,800	1,025,250	1,746,750	3,640,200	2,098,700	9,544,700
Fleet Management	6,100,000	6,100,000	7,100,000	9,450,000	4,750,000	33,500,000
Management and Administration	1,236,200	1,491,800	2,247,600	2,247,600	2,247,600	9,470,800
Parks, Recreation and Neighborhood Affairs	689,000	845,000	2,404,000	2,822,000	3,142,000	9,902,000
Planning	0	250,000	250,000	250,000	250,000	1,000,000
Police	825,000	415,500	327,650	806,000	150,000	2,524,150
Public Works	30,002,900	23,734,800	9,959,900	8,101,900	9,753,900	81,553,400
StarMetro	6,270,300	6,354,700	6,441,700	6,531,400	6,624,100	32,222,200
Treasurer-Clerk	941,400	375,000	190,000	300,000	365,000	2,171,400
Underground Utilities	67,774,000	81,820,000	54,026,450	39,669,800	33,963,450	277,253,700
Utility Business And Customer Services	6,230,000	0	0	0	0	6,230,000
Total Expenditures	186,999,500	208,053,650	154,452,900	158,613,900	185,413,250	893,533,200

**Debt Policy Analysis
Capital Budget 2010
Capital Improvement Program 2010-2014**

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

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

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

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

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

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

COMMENT: As a result of commission modifications to the city's financing policy, year-end surplus in the general government will be applied toward the subsequent year's operating budget to support general government expenditures, with any remaining balance made available for the cash financing of previously approved capital projects included in planned bond issues.

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

COMMENT: The approved operating budget provides funding in the amount of \$1,524,000 through the general government capital project account (GG/CPA). Street resurfacing activities are funded from gas tax proceeds. Capital outlays for fleet replacement costs are financed from the fleet reserve fund.

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

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

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

COMMENT: Policy is not directly determined by the capital budget but rather by the City Treasurer-Clerk when constructing a bond issue. It is the intent of management to comply with this policy and all analyses so assume. The average life of all outstanding debt projected as of October 1, 2009, is within the established target.

**Debt Policy Analysis
Capital Budget 2010
Capital Improvement Program 2010-2014**

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

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

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

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

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

ELEMENT I Dollar Values are in Thousands (\$000s)	<u>FY 2009</u>	<u>FY 2010</u>	ANALYSIS <u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
General Gov't. Expenditures ¹	133,177	133,791	136,246	140,525	144,065	148,512
10% (Target)	13,317	13,379	13,624	14,052	14,406	14,8516
13.5% (Cap)	17,979	18,062	18,393	18,971	19,449	20,049
Adjusted Debt Service ²	9,259	9,099	9,067	10,596	10,808	11,814
Debt Service as a Percentage of General Government Expenditures	7.0%	6.8%	6.7%	7.5%	7.5%	8.0%

COMMENT: As shown, debt service as a percentage of general government expenditures is below target levels in all fiscal years. This represents a significant decrease from levels identified in the 2009-2013 capital improvement plan. Reductions are related to the fiscal year 2009 refinancing of three variable rate loans that were replaced with fixed rate bonds.

¹ This also is consistent with commission action on the financing policy, which specifies that general government expenditures include subsidies to support expenditures of the Golf and StarMetro funds. Gas tax and sales tax expenditures were moved, in a previous fiscal year, to separate funds. Future year projections are based on combined average inflation and growth applied to the fiscal year 2010 budget.

² Approved debt service for fiscal year 2010 through 2014.

**Debt Policy Analysis
Capital Budget 2010
Capital Improvement Program 2010-2014**

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

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

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

COMMENT: The fiscal year 2010 capital budget reduces the amount of current revenues for capital improvement projects to \$1,524,000, which is an increase over the level budgeted in 2009.

ELEMENT K Dollar Values are in Thousands (\$000s)	<u>FY 2009</u>	<u>FY 2010</u>	ANALYSIS <u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
GG/CPA - Annual Allocation	730	1,524	500	0	0	0
GG/CPA - Programmed for Projects	720	1,524	1,025	1,145	1,845	5,645
GG/CPA - New Debt Service Support	0	0	0	0	0	0
Total GG/CPA Appropriated	720	1,524	0	0	0	0
Net GG/CPA Position	10	0	(525)	(1,145)	(1,845)	(5,645)

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

Alternate Comparisons

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

**Debt Policy Analysis
Capital Budget 2010
Capital Improvement Program 2010-2014**

Debt Service Coverage

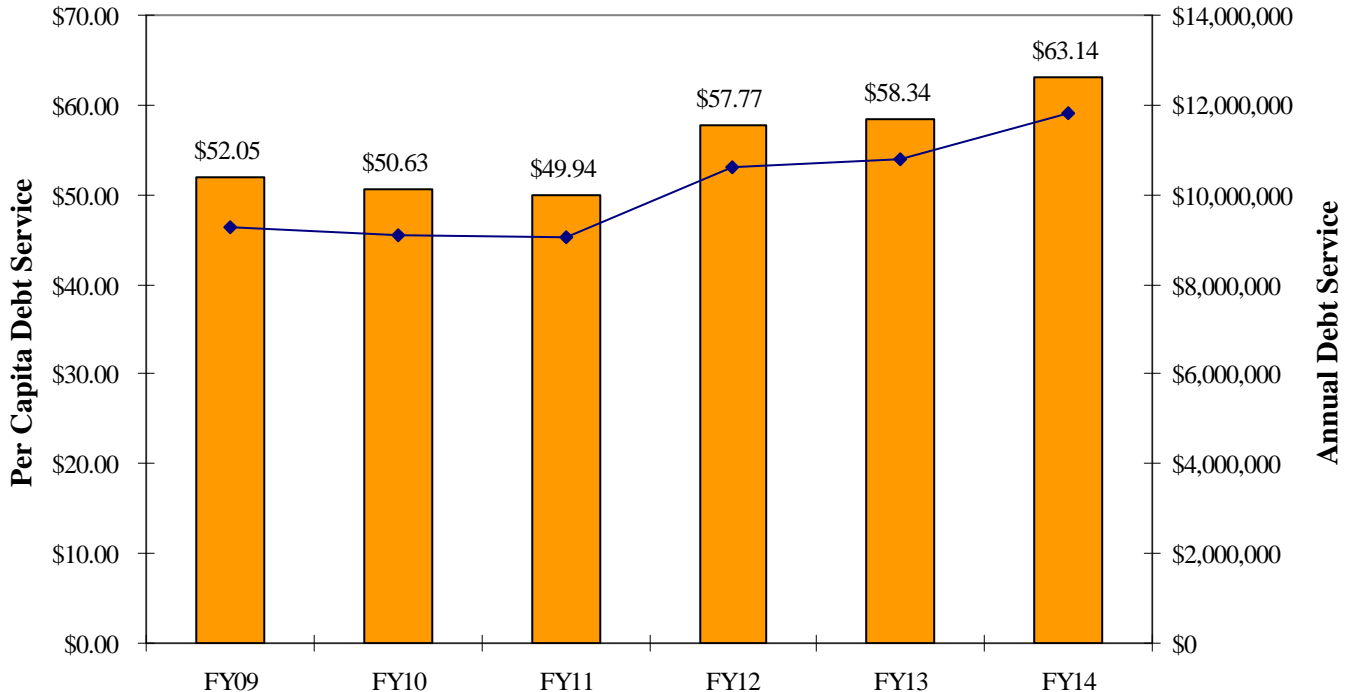
Debt service coverage demonstrates the city's ability to generate revenues sufficient to provide for the payment of debt service. As seen below, the city's debt service coverage is generally well above the amounts required.

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

Debt per Capita

Debt service per capita demonstrates the burden of debt per resident. As the following chart indicates, the per capita debt service level decreases in fiscal years 2010 and 2011 as a result of refinancing, debt that is paid off in fiscal year 2010 and by reprogramming uncommitted dollars associated with neighborhood infrastructure projects. Increased debt service beginning in fiscal year 2012 is a result of debt for roadways, parks and recreation facilities, and a small portion for the city-county public safety complex. Fiscal year 2010's debt service per capita of \$50.63 is equivalent to approximately \$0.14 per resident per day.

General Government Debt Service Per Capita



City of Tallahassee
Fiscal Year 2010 Approved Budget
Schedule of Debt Service
(in thousands)
As of September 30, 2009

Description	9/30/09		FY10		FY11		FY12	
	Outstanding Balance	Maturity Date	Principal	Interest	Principal	Interest	Principal	Interest
Governmental Activities:								
Capital Bonds, Series 2001	5,522	10/01/2011	1,720	155	1,790	89	0	0
Capital Bonds, Series 2004	110,156	10/01/2024	1,265	3,477	1,295	3,439	3,220	3,398
Sunshine State Loan #1	2,944	07/01/2016	0	100	0	100	0	100
Capital Bonds 2008	10,763	10/01/2016	1,100	291	1,140	254	1,175	215
Capital Bonds 2009	17,217	04/01/2031	204	196	338	206	352	195
Total	146,602		4,289	4,219	4,563	4,088	4,747	3,908
Business-Type Activities:								
<u>Loans</u>								
Electric Sunshine State Loan #5	38,714	07/01/2016	1,340	1,433	1,405	1,434	1,475	1,434
Electric Sunshine State Loan #6	8,515	04/25/2015	270	311	285	311	295	311
Fire Sunshine State Loan #7	3,265	04/25/2015	363	123	381	105	400	86
AMI Loans	37,431	06/27/2024	1,871	1,459	1,946	1,384	2,024	1,307
Total Sunshine State Loans	87,925		3,844	3,326	4,017	3,234	4,194	3,138
<u>Proprietary Revenue Bonds</u>								
Energy System Refunding, Series 1998A	199,477	10/01/2028	4,060	6,063	4,270	5,860	4,495	5,636
Energy System Refunding, Series 1998B	45,153	10/01/2026	0	1,210	0	1,210	0	1,210
Energy System Refunding, Series 2001	15,168	10/01/2016	985	561	1,030	517	1,075	466
CUSB Refunding Revenue Bonds, Series 2001	22,261	10/01/2019	1,090	837	1,140	783	1,195	732
CUSB Refunding Revenue Bonds, Series 2005	48,432	10/01/2030	2,820	1,335	2,915	1,243	3,025	1,137
Airport Revenue Refunding Bonds, Series 2004	4,717	10/01/2013	825	133	855	104	885	72
Energy System Revenue, Series 2005	227,226	10/01/2035	2,515	5,940	2,695	5,852	2,715	5,733
Energy System Revenue, Series 2007	405,782	10/01/2037	2,465	9,896	2,470	9,798	2,690	9,674
CUSB Refunding Revenue Bonds, Series 2007	315,478	10/01/2037	1,610	7,950	1,720	7,885	1,790	7,817
Capital Bonds 2009	36,336	04/01/2031	821	786	1,191	728	1,233	683
Total Proprietary Revenue Bonds	1,320,030		17,191	34,711	18,286	33,980	19,103	33,160
Total Business-Type Activities	1,407,955		21,035	38,037	22,303	37,214	23,297	36,298
Total Debt Service – Principal & Interest	1,554,557		25,324	42,256	26,866	43,302	28,044	40,206

City of Tallahassee
Fiscal Year 2010 Approved Budget
Schedule of Debt Service
(in thousands)
As of September 30, 2009

Description	9/30/09		FY13		FY14		Total	
	Outstanding Balance	Maturity Date	Principal	Interest	Principal	Interest	Principal	Interest
Governmental Activities:								
Capital Bonds, Series 2001	5,522	10/01/2011	0	0	0	0	3,510	244
Capital Bonds, Series 2004	110,156	10/01/2024	3,320	3,293	4,535	3,140	13,635	16,747
Sunshine State Loan #1	2,944	07/01/2016	0	100	0	100	0	500
Capital Bonds 2008	10,763	10/01/2016	1,215	175	1,260	133	5,890	1,068
Capital Bonds 2009	17,217	04/01/2031	395	196	416	184	1,705	977
Total	146,602		4,930	3,764	6,211	3,557	24,740	19,536
Business-Type Activities:								
<u>Loans</u>								
Electric Sunshine State Loan #5	38,714	07/01/2016	1,550	1,434	1,625	1,434	7,395	7,169
Electric Sunshine State Loan #6	8,515	04/25/2015	310	311	325	311	1,485	1,555
Fire Sunshine State Loan #7	3,265	04/25/2015	420	66	441	45	2,005	425
AMI Loan	37,431	06/27/2024	2,104	1,226	2,188	1,142	10,133	6,518
Total Sunshine State Loans	87,925		4,384	3,037	4,579	2,932	21,018	15,667
<u>Proprietary Revenue Bonds</u>								
Energy System Refunding, Series 1998A	199,477	10/01/2028	4,730	5,400	4,980	5,151	22,535	28,110
Energy System Refunding, Series 1998B	45,153	10/01/2026	0	1,210	0	1,210	0	6,050
Energy System Refunding, Series 2001	15,168	10/01/2016	1,140	407	1,200	344	5,430	2,295
CUSB Refunding Revenue Bonds, Series 2001	22,261	10/01/2019	1,260	666	1,330	597	6,015	3,615
CUSB Refunding Revenue Bonds, Series 2005	48,432	10/01/2030	3,140	1,019	3,265	896	15,165	5,630
Airport Revenue Refunding Bonds, Series 2004	4,717	10/01/2013	925	37	0	0	3,490	346
Energy System Revenue, Series 2005	227,226	10/01/2035	2,940	5,611	3,065	5,480	13,930	28,616
Energy System Revenue, Series 2007	405,782	10/01/2037	2,725	9,540	2,865	9,403	13,215	48,311
CUSB Refunding Revenue Bonds, Series 2007	315,478	10/01/2037	1,865	7,745	1,935	7,670	8,920	39,067
Capital Bonds 2009	36,336	04/01/2031	1,250	621	1,289	570	5,784	3,388
Total Proprietary Revenue Bonds	1,320,030		19,975	32,256	19,929	31,321	94,484	165,428
Total Business-Type Activities	1,407,955		24,359	35,293	24,508	34,253	115,502	181,095
Total Debt Service – Principal & Interest	1,554,557		29,289	39,057	30,719	37,810	140,242	200,631

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Charter and Executive Services

Executive Services

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
City Hall Carpet Replacement Existing carpet in City Hall was replaced in 1998 and is beginning to show wear. To maintain an acceptable appearance, Building Services staff will continue to replace deteriorated sections until a replacement appropriation is provided.	0	0	0	0	0	600,000	600,000
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.	0	0	0	0	950,000	0	950,000
City Hall Garage Sprinkler Pipe Replacement The dry-type sprinkler pipe system in the City Hall garage is over 25 years old and deteriorating. In addition, the system is in a non-air conditioned space and is exposed to climate changes that have contributed to its deterioration. In the past few years, repairs have had to be made to the system that are both costly and increasingly frequent. It is recommended that the system be replaced as improper fire protection in the garage will result if it fails.	0	0	225,000	0	0	0	225,000
City Hall Guardrail & Handrail Modification This project provides for modification of existing guardrails and handrails in City Hall for increased safety for all building occupants. The interior guardrails in the lobby were originally designed and permitted around 1981 and were installed in compliance with codes in effect at that time. Building codes have evolved and some sections of the new codes have been made more stringent. As a result, opening sizes in the lobby guardrails are not in compliance with the section of the code that requiring they be sized such that a 4" diameter sphere cannot pass through any opening, up to a height of 34 inches. Existing guardrail openings are larger than that minimum size requirement but can be modified to meet the 4" sphere requirement. Work also will include the addition of 1 1/4" diameter graspable handrail that meets code onto the monumental stair located in the lobby.	0	0	15,000	110,000	0	0	125,000
City Hall Heating for First Floor The original design of the building does not permit the current HVAC system to properly heat the first floor, with constant operation of the front doors. This project will install equipment necessary to ensure heating of the first floor area.	0	0	0	50,000	0	0	50,000
City Hall Mechanical Air Handlers This project will replace air handlers on all floors. Units are over 25 years old and the sheet metal is failing, which will result in condensate water leaking out on to floors and eventually into office spaces. Variable speed drives were installed a few years ago, however, the cold-water coil is the same age as the sheet metal and is not efficient. The life expectancy on the units is in the range of 20 to 25 years and the current units are original.	0	0	0	450,000	0	0	450,000
City Hall Parking Garage Waterproofing & Structural Repairs This project provides complete removal of existing waterproofing and replacement with new waterproofing system. In the year 2013, when this project is projected to begin, the garage will be over 30 years old. At that time, a thorough evaluation of the condition of the waterproofing system should be performed. If conditions warrant, a complete replacement should be considered to insure the structural and functional condition of the garage.	0	0	0	0	175,000	1,170,000	1,345,000
City Hall Repair, Replace & Improve This project provides for the maintenance, repair and improvements of major items in City Hall that are beyond routine maintenance. This is a recurring project in Building Services. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance. The building is over 25 years old and will require additional funding for items such as mechanical, ceiling tiles throughout the building, new flooring, new floor care machinery, painting, plumbing, furniture replacements, interior and exterior door repairs/replacement, and lighting replacements. This project covers any items that are not covered under other Capital Projects.	250,000	150,000	250,000	250,000	250,000	250,000	1,150,000
City Hall Windows & Wall Sealants & Waterproofing Not all areas of the building need to be waterproofed but the windows must be wet sealed periodically to eliminate water intrusion through the seals. What is required with a building that is over 25 years old is to seal the open penetrations, vertical and horizontal, that age and fatigue have caused. Application of the sealants and or waterproofing will eliminate those areas that attributed to the cause of water intrusion. The east side of the building will need to have all of the external areas that have penetrations sealed and waterproofed. It is the most exposed area and the most vulnerable to the elements. This project originally requested funding of \$550,000 in fiscal year 2007. However, there is an unknown element in this request because the extent of damage and actual repair costs cannot be determined until the repair process starts. The current funding structure incorporates \$50,000 from the "Waterproofing City Hall" project to this project, shifts the timing of this request from FY 2009 to FY 2010 and maintains the previously requested funding in FY 2011 and FY 2012.	0	50,000	275,000	275,000	0	0	600,000

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Charter and Executive Services

Executive Services

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Kleman Plaza Garage Waterproofing	0	0	0	0	0	320,000	320,000
<p>The following is the estimate, provided by C A Lindman, for a complete replacement of the waterproofing system to the Garage roof. Specifically, this estimate includes: remove soil from entire plaza above garage and from planters; remove & dispose of landscaping; remove and reuse existing pavers; remove existing waterproofing from structural slab; install hot rubberized asphalt waterproofing to plaza slab; remove all topping materials and soil adjacent to foundation wall, turn hot rubber waterproofing and neoprene flashing 4'0" down garage exterior walls, install protection board, drainage board, backfill with graded fill material to 95% compaction, replace topping materials; remove existing waterproofing and install new waterproofing at planter walls; remove existing waterproofing and install new waterproofing at EIFS/Storefront; remove/replace brick and provide counterflashing and weeps at brick facade areas; replace soil above garage and in planters; remove and reinstall benches; remove and reinstall trash cans; remove and reinstall irrigation and drainage piping; fee for landscape architect; additional general conditions.</p>							
Kleman Plaza Structural Repair	0	96,000	0	0	0	0	96,000
<p>The easement agreement between the City of Tallahassee and Kleman Plaza, LLLP, for development of the Plaza Tower site contains a provision to reimburse the City for parking spaces lost due to interconnects between the Kleman Plaza and Plaza Tower parking garages. Kleman Plaza, LLLP, has reimbursed the City \$96,000 for loss of these spaces.</p> <p>The funds will be used for upgrade of credit card use system, restripe space and lane markings, pressure washing, paint columns, concrete stain, elevator landings and clear garage drains.</p>							
Total Executive Services	250,000	296,000	765,000	1,135,000	1,375,000	2,340,000	5,911,000

Treasurer-Clerk

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
City Archives Building Maintenance	0	0	0	0	50,000	0	50,000
<p>The City Archives facility was originally constructed in 1982 and was expanded in 1997 to provide a total of 3,400 square feet for records storage. Although the expanded portion of the building has not experienced maintenance problems, the older section is beginning to experience problems, which has resulted in minor leaking. Due to the age of the building, it is anticipated that other structural problems will warrant maintenance, repair, or replacement.</p> <p>Due to the long lead-time in submitting a funding request, no detailed analysis of specific maintenance needs has been prepared.</p>							
Citywide Electronic Document Management System	621,648	0	0	0	150,000	0	150,000
<p>The city's electronic document management system (EDMS) is used to store and retrieve active and inactive records created or received by various departments and allows employees to archive records as they are created. This system also allows users to access documents that cross-organizational boundaries. This has increased efficiency as well as significantly reduced quantities of records that normally would have to be physically stored for several years.</p> <p>Although Project 05078 is scheduled to close 9/30/09, new CIP funding of \$150,000 is requested for FY2013 to allow for future software upgrades and hardware replacement.</p>							
CORE Revenue System Enhancements	0	0	0	60,000	0	0	60,000
<p>A company called CORE Technologies provides the revenue collection software used by the city. All of the tellers at the Renaissance Center and the drive-in facility use this software to process city revenue. Eventually, all departments that collect city revenue will use this software. Annually, enhancements are required for new revenue functions, new operating systems (Windows NT & XP), and interfaces to various applications.</p>							
e-Payment Solutions	0	0	0	0	0	365,000	365,000
<p>The City has relied on third-party payment vendors for approximately 10 years using a consumer-funded approach. Originally, the City was unable to meet the security requirements of online financial processing. As the trend towards electronic commerce continues to gain momentum, the City should be ready to provide payment services in-house. Additionally, ISS has become more fluent in security and encryption techniques. The natural evolution would be to offer feeless payment services in-house while maintaining our low cost banking/processing fees. The project would be located on the web and housed with the other COT/ISS server. The project would consolidate or interface with existing systems and begin in FY14 and evolve with payment industry.</p>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Charter and Executive Services

Treasurer-Clerk

Project Name / Description	Prior Years	FY 2010 Budget	<i>Non-Appropriated Programmed CIP Funding</i>				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Purchase & Implementation of Pension Administration Software	0	736,400	0	0	0	0	736,400
<p>The development of a Retirement application has been needed for several years. After extensive research, it was determined that in order to stay within the budgeted amount for a retirement application, the City will be much better served to develop an application in-house that will have a wide range of capabilities to meet the ever increasing need for better efficiency, posting of relevant information to save on the cost of printed material and postage and to move closer to industry standards in the retirement field. Development will occur within the retirement office with anticipated completion within three to five years.</p>							
Replace Business Tax (Occupational License) System	40,000	10,000	0	100,000	0	0	110,000
<p>The Revenue Division is responsible for administering the business tax, which consists of approximately 13,000 accounts collecting \$2 million annually. This project will address the potential loss of data/revenue, with a recommendation to incorporate the application into CIS, or purchase an application that can be supported via a maintenance contract. The application will be available online for new applications, renewals, and payments in fiscal year 2009 to continue the trend towards e-government.</p>							
Replace Receipt Validators	0	0	0	30,000	0	0	30,000
<p>All payments processed by the Revenue Division must be validated and imaged. The equipment used to validate and image the payments is called a validator. The department currently has 15 validators and their normal life expectancy is 3 to 5 years. The cost of the current validators was \$2,000 per machine.</p>							
Replace Remittance Processing Equipment	0	125,000	375,000	0	0	0	500,000
<p>Between 600,000 and 700,000 utility payments are mailed to the city each year, and they are processed on remittance processing equipment located at the utility drive through facility on North Monroe Street. This equipment was last replaced in 2001. The normal life expectancy for this type of equipment is 5-6 years.</p>							
Riskmaster Claim Admin Software Upgrade	0	0	0	0	100,000	0	100,000
<p>RiskMaster software is licensed from Computer Science Corp. (CSC). This software is used for claim processing and reporting. It is anticipated that during the next five years, advances in software capability and continued mandates for enhanced data capture and reporting to the state and federal levels will require capital expenditures for compliance with those mandates.</p>							
Utility Payment Drive-Through Facility Maintenance	45,000	70,000	0	0	0	0	70,000
<p>The Office of the Treasurer Clerk is responsible for processing mailed in utility remittances. The utility remittance operation is currently located at the drive in facility at 600 North Monroe St. The facility is scheduled for closure in 2010. This project provides funding for remodeling of the Renaissance Center, relocation of utility remittance operation, air conditioning work at the center to accommodate additional heat from remittance equipment and adding additional data-communication lines. Funding previously allocated for maintenance of the old facility is reprogrammed for this purpose.</p>							
Total Treasurer-Clerk	706,648	941,400	375,000	190,000	300,000	365,000	2,171,400
Total Charter and Executive Services	956,648	1,237,400	1,140,000	1,325,000	1,675,000	2,705,000	8,082,400

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Administration and Management Services

Management and Administration

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Applications and Database Upgrades	500,000	250,000	500,000	500,000	500,000	500,000	2,250,000
<p>The City of Tallahassee adopted various enterprise solutions in 1999 by implementing various citywide applications including Oracle as the database agent of choice and PeopleSoft for standardized financials, HR, payroll and utility billing services. Upgrades are required to stay current with applications and maintain functionality of the systems.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p>							
City Building Computer Wiring Upgrades	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This recurring project provides for upgrading wiring within city government buildings to meet requirements for high-speed data transport, video teleconferencing, and video training services to desktop computers and telephone devices. The project also provides for a migration from the present wiring infrastructure to meet requirements of city users. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p>							
Computer Servers Upgrade	0	0	0	350,000	350,000	350,000	1,050,000
<p>Currently Information Systems Services has over 150 servers to maintain and support. This capital project will ensure that our mission critical server environment stays up to date and reduces our maintenance because these servers will be under warranty for three years.</p>							
Emergency Preparedness Work Orders	150,000	150,000	150,000	150,000	150,000	150,000	750,000
<p>This master project is utilized to open individual work orders for departments to use during city emergencies. Funding from the Deficiencies Fund is allocated for this master project. Annual appropriations that are not expended prior to the hurricane season (November 30) will be returned to the fund balance after the end of hurricane season.</p>							
Microsoft Office 2007 Upgrade	0	0	0	400,000	400,000	400,000	1,200,000
<p>Microsoft Office software was last upgraded in FY 2000 to Office 2000. To continue to maintain compatibility with other agencies the following projects for FY2011 have been deleted to add to the FY2012 project. Creating a reduction of \$109,000.00. Projects P415112 \$313,000 - Intranet Portal ; P415113 \$446,000 - Enterprise Vault; P415114 - \$150,000 - Upgrade SAN Storage CX600-700</p>							
Network Infrastructure Upgrade/Replacement Project	600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
<p>This project provides funding for infrastructure upgrades and/or replacement of network file servers, hubs and ancillary equipment. This ongoing project provides for a five-year progression of upgrades and replacements necessary to support demands of the citywide information technology initiatives. The upgrades and replacements are designed to decrease downtime and increase capacity in conjunction with needs identified by operating departments. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							
Permits and Enforcement Tracking System	180,800	186,200	191,800	197,600	197,600	197,600	970,800
<p>This recurring 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). Past city funding has been programmed in the operating budget, while the county's share has been billed on a quarterly basis. Establishing a project in the capital budget will enable upcoming activities and associated funding needs to be identified in advance. Leon County will contribute approximately fifty percent of the total funding shown each year. This is a recurring project. Funding that is not expended by the end of the fiscal year will be returned to fund balance.</p>							
Total Management and Administration	1,480,800	1,236,200	1,491,800	2,247,600	2,247,600	2,247,600	9,470,800
Total Administration and Management Services	1,480,800	1,236,200	1,491,800	2,247,600	2,247,600	2,247,600	9,470,800

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Safety and Neighborhood Services
Economic and Community Development

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Downtown Pedestrian and Vehicular Enhancements This project provides funding for improvements to streets, sidewalks, and other public places in an area bounded by Tennessee, Gadsden, Gaines, and Macomb Streets. The All Saints and greater Gaines Street areas will be included as redevelopment progresses in those districts. Project improvements will address safety concerns and amenities to enhance pedestrian and vehicular activities. In prior years, improvements have included textured crosswalks, sidewalk replacements with the Tallahassee pattern, pedestrian signals, parking and loading zones, angle parking, decorative lights, informational signage, parking meters, street furniture, landscaping, and other similar enhancements. This is a recurring project. Appropriations not expended prior to the end of the fiscal year will be returned to the fund balance.	100,000	75,000	100,000	100,000	100,000	100,000	475,000
Frenchtown Infrastructure This project is designed to support the revitalization activities in Frenchtown. Project funding is needed to promote commercial and neighborhood improvement efforts within this low-income neighborhood through public/private partnerships. New jobs will be created and employment opportunities will be enhanced. Unsafe facilities and blighted conditions will be eliminated. The major components of this project include land acquisition, construction, underground utilities, infrastructure, an Urban Entertainment Center, and public improvements.	500,000	0	400,000	400,000	400,000	400,000	1,600,000
Historic Property Preservation Grant and Loan Pool This is a master project that provides funding for the City's Historic Preservation Grant and Loan (HPGL) Pool program. This program was established to provide grants and loans for the preservation and rehabilitation of designated historic properties. Grants and loans may be given for the stabilization or restoration of historic structures; structural repairs, facade restoration, or rehabilitation; compliance with code, health and safety requirements; and other construction activity that will result in a "total project" restoration. Preference for funding of projects is targeted first to residential projects; second to cultural, retail, and restaurant projects; and third to other types of projects. Eligibility criteria include listing on the National Register of Historic Places and zoning as a Historic Preservation Overlay (HPO) property. Presently, there are over 220 structures potentially eligible for program funding, including the districts of Myers Park, Calhoun Street, and Park Avenue. The HPGL Program will carry forward a maximum fund balance of \$300,000 from previous fiscal years.	90,000	0	100,000	100,000	100,000	100,000	400,000
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 25-80) and tap fee waivers for affordable home ownership units. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.	250,000	0	250,000	250,000	250,000	250,000	1,000,000
Total Economic and Community Development	940,000	75,000	850,000	850,000	850,000	850,000	3,475,000

Fire

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Facilities Management & Maintenance This project provides for repairs and maintenance of the department's fifteen fire stations, which are located throughout the Tallahassee/Leon County service area. These facilities operate twenty-four hours a day to respond to emergencies in the surrounding community. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
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.	0	833,800	825,250	816,400	807,300	797,950	4,080,700
Weems Road Fire Station This project supports construction of a 1-bay station to be co-located at the Tallahassee-Leon County Public Safety Complex (Joint Dispatch Center) on Weems Road, and procurement of all required apparatus and equipment.	0	0	0	730,350	2,632,900	1,100,750	4,464,000
Total Fire	200,000	1,033,800	1,025,250	1,746,750	3,640,200	2,098,700	9,544,700

Parks, Recreation and Neighborhood Affairs

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Basketball Volleyball Gym This project provides for the design and construction of a gymnasium building to be constructed in Tom Brown Park. A pre-manufactured building would have two, side-by-side basketball courts that would be multipurpose for four volleyball courts, and include the related bathroom, storage, and office space of approximately 16,110 square foot.	0	0	0	150,000	150,000	0	300,000

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

Project Name / Description	Prior Years	FY 2010 Budget	<i>Non-Appropriated Programmed CIP Funding</i>				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Center Facility Building Repairs, Replacement & Improvement	0	100,000	100,000	100,000	100,000	100,000	500,000
<p>This project will provide funding for facility building repairs, replacements, and improvements for the aging Tallahassee Senior Service Center, Lincoln Neighborhood Service Center, and the Smith-Williams Service Center. The service center building structures are old, therefore, building maintenance and miscellaneous facility repairs are necessary to keep the centers operational. Funds expended on these activities are not eligible for Community Development Block Grant (CDBG) funds that are used for structural renovations. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p>							
Forestmeadows Court Expansion	0	0	0	0	0	300,000	300,000
<p>This project provides for the design and construction of four additional soft tennis courts at the Forestmeadows Park and Athletic Center. This is part of the overall park masterplan to accommodate tennis needs.</p>							
Lake Leon Spillway Repair	0	0	0	0	200,000	0	200,000
<p>This project provides for the restoration and improvement of the Lake Leon spillway located in Tom Brown Park. The project includes the repair of the water control structure and the further investigation of the leaking spillway to determine its condition. The spillway is leaking and the repair may be a safety issue.</p>							
Meadows Soccer Complex Renovations	0	0	0	500,000	500,000	500,000	1,500,000
<p>The Meadows Soccer Complex is part of the 668-acre E. K. Phipps Park. This project provides for the ongoing renovation of facilities in the complex including field irrigation, lighting, and resurfacing.</p> <p>Recurring major maintenance of fields during FY 2012, FY 2013 and FY 2014 includes regrassing, irrigation, and lighting renovations that are required to keep the facility in good repair due to heavy usage of the site.</p>							
Northwest Park Development	142,753	0	0	0	0	420,000	420,000
<p>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.</p> <p>Design and construction is to begin during FY 2014.</p>							
Park Facility Maintenance	515,000	389,000	515,000	515,000	515,000	515,000	2,449,000
<p>This is a master project including major and minor repairs, replacement, preventative maintenance, and improvements to all parks and recreation facilities. This umbrella project provides annual funding for the following sub-projects:</p> <p>Aquatic Facility Upgrades; Athletic Facility Upgrades; Jake Gaither Golf's Annual Renovations; Playground repairs and maintenance; Recurring Center Facility Repairs; limited park paving patching (need a separate work order for roadway/parking rehabilitation in all parks); park trail renovations; and Park Facility Upgrades.</p> <p>Maintenance and construction projects include fence repair, trail stabilization and improvements, restroom repair and replacement, boardwalks, picnic shelter and pavilion repair and replacement, various swimming pool projects, lighting upgrades, athletic field renovation, etc. Items requiring repair and replacement due to Crime Prevention Through Environmental Design (CPTED) issues are included to provide safety for citizens using the facilities.</p>							
Park Roadway Renovations	0	0	0	0	500,000	500,000	1,000,000
<p>This project provides for the replacement of roadways and parking areas in city parks. The following roadways are in need of replacement: San Luis Park Roadway, Jake Gaither Golf Parking, Messer North and South Parking, portions of Tom Brown Park's Roadways, and A.J. Henry Park sites. There is a need for park paving, patching and roadway rehabilitation in all parks, including curb, gutter and stormwater facilities as needed.</p> <p>This project provides for renovating two to three sites per year starting in FY 2013 @ \$500,000 per year.</p>							

**City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary**

**Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs**

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Parks & Recreation Center Refurbishment	5,620,000	0	0	500,000	500,000	500,000	1,500,000
<p>This project provides funding to upgrade and refurbish the city's community centers and other buildings within the Parks, Recreation and Neighborhood Affairs Department's jurisdiction.</p> <p>The following community centers were targeted for refurbishment and have been completed: Sue McCollum (Lafayette) Community Center, Walker-Ford Community Center, Palmer Munroe Community Center, Lawrence- Gregory Community Center and LeVerne Payne Community Center. The remaining Community Center targeted, but not completed is Jake Gaither Community Center. It is anticipated that the Gaither Center will be completed during FY09. The types of items for refurbishment include: HVAC systems, insulation, windows, gymnasium floors, energy efficient lighting, painting, etc.</p> <p>FY 2012 through FY 2014 projects not addressed in existing upgrade work orders include the refurbishment of comfort stations at Myers Park, Springsax Park, Levy Park, and Lafayette Park. These are to be renovated to CPTED (Crime Prevention Through Environmental Design) standards. Older buildings require repair and renovation. Renovations for the Oven, Forestmeadows buildings as well as the Myers Park Administrative Offices will also be funded through this project.</p>							
Replace Ball Field Lighting & Fencing	0	0	0	282,000	0	0	282,000
<p>This project is intended to replace an outdated lighting system at Tom Brown Park's Senior Major Baseball field with a new and efficient lighting system. New ball field chain link fencing is also needed for the same athletic field to replace the existing worn fencing.</p> <p>Ballfield lighting, including light poles and panels, need to be replaced on a cyclic schedule. Replacing worn out equipment with energy efficient lighting will ultimately provide better lighting at a lesser cost.</p>							
Service Center Improvements	232,400	150,000	150,000	150,000	150,000	150,000	750,000
<p>The Lincoln, Smith-Williams, and Senior Citizens Center are aging structures in need of major improvements and repairs. The regularly scheduled maintenance of these facilities does not include the needed improvements scheduled for these buildings. This project is funded from the Community Development Block Grant (CDBG) for on-going facility improvements and facility related renovations.</p>							
Tennis Facility Renovations	100,000	0	80,000	157,000	157,000	157,000	551,000
<p>This project entails several projects related to the City's tennis court facilities, including:</p> <p>Resurfacing of 55 City owned courts including maintenance of 13 soft courts on a rotating cycle every five years.</p> <p>Projects scheduled for fiscal years 2009 and 2010 include renovation of tennis courts at Tom Brown Park. Completion of the courts will require the use of funds remaining from the 2008 project as well as those appropriated in fiscal years 2009, 2010 and 2011.</p> <p>Projects planned for fiscal years 2011 and 2012 include the rebuilding of tennis court sub-grade and resurfacing of courts requiring surface root removal; resurfacing courts at Hilaman Park and hard surface courts at Forestmeadows, and recurring five-year cycle court renovations.</p>							
Tom Brown Park Bike Trails	0	50,000	0	0	0	0	50,000
<p>This project is provided for bicycle trail renovations in Tom Brown Park at the the request of the City Commission.</p>							
Tom Brown Park Tennis Hillside Seating	0	0	0	50,000	50,000	0	100,000
<p>This project provides for the design and installation of covered stadium type seating built into the hillside at the tennis courts at Tom Brown Park.</p>							
Total Parks, Recreation and Neighborhood Affairs	6,610,153	689,000	845,000	2,404,000	2,822,000	3,142,000	9,902,000

Police

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Downtown Video Surveillance System	0	750,000	0	0	0	0	750,000
<p>The Tallahassee Police Department recommends implementing a surveillance camera system throughout the downtown business district and adjoining Gaines Street corridor. Law enforcement agencies around the country are adopting surveillance strategies as effective tools for crime reduction. Through the use of mesh technology, deployment of the proposed system would be made cost effective and allow for flexibility in installation. The anticipated result is protection of multi-million dollar revitalization and development projects that are anticipated to create new jobs and restore the downtown area's economic vitality.</p>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Safety and Neighborhood Services

Police

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Police Vehicle Video Recording System This project provides mobile audio/video recording in car camera systems (MAVRICS) for patrol vehicles and motorcycle units. Application of the system is expected to provide an increase in conviction rates, reduce time in court proceedings, and improve training capability on an individual and department-wide basis. The system will assist in addressing allegations of inappropriate police conduct, record requests for consent to search a vehicle, and capture incidents surrounding pursuits and arrests. The state-of-the-art video recording equipment benefits both the Tallahassee Police Department and the citizens of Tallahassee by allowing immediate and accurate documentation of police actions.	815,800	0	265,500	102,650	656,000	0	1,024,150
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.	150,000	75,000	150,000	150,000	150,000	150,000	675,000
TPD Master Facility Study This project provides funding to support a TPD master facility study and completion of a master facility plan.	0	0	0	75,000	0	0	75,000
Total Police	965,800	825,000	415,500	327,650	806,000	150,000	2,524,150
Total Safety and Neighborhood Services	8,715,953	2,622,800	3,135,750	5,328,400	8,118,200	6,240,700	25,445,850

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Air Carrier Apron Expansion The Airport Master Plan recommends expansion of the air carrier apron to expand the terminal building and to increase the number of gates and apron parking positions. This project is recommended for planning purposes contingent on the availability of funds.	0	0	0	0	0	1,250,000	1,250,000
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.	600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
Air Traffic Control Tower Improvements The air traffic control tower at Tallahassee Regional Airport was completed in 1996. A number of improvements and enhancements are needed to provide a suitable working environment. These include replacement, rehabilitation, and improvements to the roof structure, tower cab windows, air conditioning system, and interior furnishings. This project is recommended for planning purposes contingent on the availability of funds.	0	0	0	800,000	0	0	800,000
Airfield Lighting Improvements This project consists of improvements to the airfield lighting system, including enhanced runway, taxiway and apron lighting and improvements to the airport beacon to improve traffic flow and safety and ensuring all lights meet current FAA Standards. This project is recommended for planning purposes contingent upon availability of funds.	125,000	0	0	0	487,500	0	487,500
Airfield Preservation Maintenance and preservation of airport pavements, airfield, and grounds are critical to aircraft operations. This project establishes an airfield preservation program, allowing pavements and grounds to be repaired as needed. This project is recommended for planning purposes contingent on the availability of funds. This project is funded from the grant construction and repair, replacement and improvement funds.	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
Airfield Signage Improvements This project includes replacement of signs that do not meet current FAA standards, are mislocated, beyond repairs and changing signage locations to improve traffic flow and safety. This project is recommended for planning purposes contingent upon availability of funds.	125,000	0	0	0	487,500	0	487,500
Airport Master Plan Update The Airport Master Plan is the basis for the airport's capital improvement plan. It requires updating every five years and was last completed in 2006. The Master Plan Update looks at use of the airport, forecasts future use, and details capital improvements needed to meet that forecast. This project is submitted for planning purposes and is contingent on the availability of funds.	0	0	500,000	0	0	0	500,000
ARFF Vehicle Replacement Airport rescue and firefighting vehicles require periodic replacement and upgrade to maintain adequate fire protection for aircraft passengers. This project is recommended for planning purposes contingent on the availability of funds. Replacement of ARFF vehicles is partially provided through the Fleet Reserve Fund with the balance provided from PFC funds.	1,500,000	0	0	1,500,000	0	0	1,500,000
Boarding Bridge Replacement Passenger Boarding Bridges at Tallahassee Regional Airport will be 25 years old when replaced and in need of replacement. This project will replace the first three (3) of six (6) bridges.	0	0	0	0	0	2,400,000	2,400,000
Electronic Airport Layout Plan This project consists of conversion of the airport layout plan (ALP) into electronic form. This includes data collection and documentation of airport facilities and utilities into a geo-referenced database tied to ortho-rectified aerial surveys. This project will also improve the quality of information regarding existing and proposed future infrastructure to support the continued preservation and improvement of airport facilities. FAA and FDOT require an ALP that shows the existing and future development of the airport. FAA and FDOT are moving towards making this an electronic document that is updated on a more frequent basis. The electronic layout plan is basically a GIS for the airport, but one that will provide significantly more information than the current City-County program. In addition to planning airport development, the final product will be used by airport staff to locate on ground and in ground facilities for maintenance and operational uses. It will also be used by Finance and Administration, and Business Services to track lease hold areas. It will benefit the Operations and Maintenance crews by locating problems quickly and easily. This project is recommended for planning purposes contingent upon availability of funds.	250,000	125,000	125,000	0	0	0	250,000

City of Tallahassee
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Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Foreign Trade Zone	0	0	0	0	177,000	0	177,000
<p>The establishment of a foreign trade zone at Tallahassee Regional Airport is anticipated to facilitate economic development for the community by increasing international commerce through the airport. Establishment of a foreign trade zone requires a series of steps including development of a feasibility plan, involvement of the public and local businesses, inventory, and implementation of a marketing program. This project also could facilitate development of the airport business park, which is under consideration. This project is recommended for planning purposes contingent on the availability of funds.</p>							
Hangar Development	0	0	0	0	1,000,000	0	1,000,000
<p>The Airport Master Plan recommends additional hangars that are needed to meet forecast demand. Based on demand, the hangars will take the form of bulk, maintenance, corporate, T-hangars, and/or others, which will be funded by a combination of private and Florida Department of Transportation funds. Emphasis will be on bulk hangars initially, with preference given to ones large enough to accommodate regional jet maintenance. This project is recommended for planning purposes contingent on the availability of funds.</p>							
Hangar Infrastructure & Taxilanes	0	0	0	0	1,560,000	0	1,560,000
<p>Master Plan Project - The airport needs additional storage hangars for privately owned aircraft. This project will provide for site preparation and construction of taxilanes to support future development of hangars under a private-public partnership. This project is recommended for planning purposes contingent upon availability of funds.</p>							
Marketing and Promotional Study	700,000	100,000	100,000	100,000	100,000	100,000	500,000
<p>This project will involve ongoing research and related marketing and promotional activities and their resultant importance in reviewing the trend in increased fares and reduced traffic. This project is recommended for planning purposes contingent on the availability of funds.</p>							
Miscellaneous Major/Minor	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000
Repair/Replacement/Improvements	<p>Airport infrastructure often is in need of repair, replacement, or improvements. These types of small, immediate needs must be dealt with in a timely fashion and may include pavements, building structures, installed equipment, and/or grounds. This project is a recurring project funded from Repair, Replacement and Improvement (RR&I) funds. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p>						
Runway 18/36 Improvements	225,000	0	0	0	1,275,000	0	1,275,000
<p>This project is to improve the surface of runway 18/36. Rehabilitation of the runway surface is required to maintain a proper pavement surface for aircraft and to restore the useful life of the existing pavement. This project is recommended for planning purposes, contingent on the availability of funds.</p>							
Runway 9/27 Reconstruction	2,800,000	10,000,000	10,000,000	0	0	0	20,000,000
<p>Runway 9-27 does not meet FAA design criteria due to a longitudinal "hump" in the runway. Removal of the hump and reconstruction at the runway will take approximately two (2) years to complete. To meet operational requirements of the airlines during reconstruction, Runway 18-36 must also be extended. The project also includes rebuilding connecting taxiways to match the new runway and associated electrical, landscaping, and stormwater retention work.</p> <p>The project covers all design, environmental, construction, related engineering, and administrative costs for work on both runways 9-27 and 18-36.</p>							
South Apron Expansion	300,000	0	0	0	0	1,950,000	1,950,000
<p>This project includes expansion to the South General Aviation apron by 20,000 square yards to improve traffic flow and allow for additional itinerant parking. This project is recommended for planning purposes contingent upon availability of funds.</p>							
Stormwater Management	0	1,000,000	0	0	0	0	1,000,000
<p>The Airport Master Plan recommends improvements to the entire airport drainage system to improve the stormwater collection system and quality of stormwater treatment. This project involves an analysis of the existing airport stormwater drainage system and local development requirements governing development in closed basins. The design and construction of the required facilities will follow as part of this project. The project also will involve identification of future drainage improvements to ensure proper collection and treatment of stormwater runoff in compliance with regulations and requirements of local and other jurisdictional agencies. This project is recommended for planning purposes contingent on the availability of funds.</p>							
Taxiway M Bypass	200,000	0	0	828,750	0	0	828,750
<p>This project includes extension to Taxiways A and P allowing a bypass to Taxiway M, the major chokepoint in taxiway access between Runway 18-36, associated taxiways and the Old Terminal and GA areas and Runway 9-27, associated taxiways and the Passenger Terminal areas. This project consists of constructing a new 1050 by 75-foot taxiway with centerline lights and marked to current FAA standards. This project is recommended for planning purposes contingent upon availability of funds.</p>							

City of Tallahassee
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Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Taxiway S Rehab & Extension To increase the operational capacity of the airfield, the Airport Master Plan recommends an extension to taxiway S for long-term improvement and to provide by-pass capability for aircraft accessing the terminal aprons and cargo. This project will provide a dual parallel taxiway system to runway 9/27 on the east side of the terminal apron. This taxiway extension, which will provide needed by-pass capability that does not exist for aircraft that taxi to and from runway 27, will be especially important as the existing air cargo area continues to develop. This project is recommended for planning purposes contingent on the availability of funds.	135,000	0	0	1,170,000	0	0	1,170,000
Taxiway Z Rehabilitation Rehabilitation of taxiway Z is required to maintain a proper pavement surface for aircraft and to restore the useful life of the existing pavement. This project is recommended for planning purposes contingent on availability of funds.	75,000	0	475,000	0	0	0	475,000
Terminal Apron Rehabilitation The Airport Master Plan recommends rehabilitation of the terminal apron on a recurring basis to maintain the proper surface for aircraft operations. This project is required to restore and extend the useful life of the terminal apron and prevent injury and aircraft damage. This project is recommended for planning purposes contingent on the availability of funds.	0	0	0	0	900,000	0	900,000
Terminal Building Rehabilitation Phase II A number of rehabilitation, improvement, renovation and expansion projects are needed in the Ivan Munroe Terminal including ceiling scaffolding, variable air volume software upgrade, lighting improvements, resolving moisture absorption problems, etc. This project is a continuance of the projects in Phase I and funded from Florida Department of Transportation Airport Grant and Passenger Facility Charges.	2,900,000	1,100,000	1,100,000	900,000	1,100,000	1,100,000	5,300,000
Terminal Loading Bridge Installation The Airport Master Plan calls for installation of additional loading bridges and the creation of additional gates in the existing structure of the terminal building. This will allow additional access to regional jet aircraft and the potential for additional air carriers to serve Tallahassee Regional Airport. This project is recommended for planning purposes contingent on the availability of funds.	0	0	0	0	3,000,000	0	3,000,000
Total Aviation	10,435,000	13,425,000	13,400,000	6,398,750	11,187,000	7,900,000	52,310,750

Planning

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Greenspace and Environmentally Significant Lands - City This is a continuing land acquisition program for the preservation of environmentally significant lands and open space, as well as the creation of greenways linking these resources. The program is intended to benefit all city residents, including present and future generations. Debt funding of \$250,000 per year is a placeholder and is not guaranteed. Funding will be issued only after land acquisition projects are identified and approved by the City Commission. Funds are generally matched with state land acquisition monies. The program will target locations and resources not specifically addressed by Blueprint 2000 and will complement and expand upon projects to be funded from the November 2000 sales tax extension. This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.	250,000	0	250,000	250,000	250,000	250,000	1,000,000
Total Planning	250,000	0	250,000	250,000	250,000	250,000	1,000,000

Public Works

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Advanced Transportation Management System Enhancements System update that started in the FY 2007 budget is currently in the implementation stage. Future updates are anticipated in FY 2011, and thereafter every other year. Funding will be necessary to replace aging equipment, implement further intelligent transportation system (ITS) capabilities, deploy emerging transportation technologies and improve the existing system. System enhancements may include the upgrade of traffic controllers, additional remote workstations, adaptive traffic controls, fixed overhead sign support structures with variable message signs (VMS), and expanded travelers information systems.	448,305	0	550,000	0	550,000	0	1,100,000
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.	0	2,000,000	3,000,000	0	0	0	5,000,000

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Greenway Trail Connectors - CITY	300,000	80,000	150,000	150,000	150,000	150,000	680,000
<p>This project involves the acquisition of land through easements or fee simple ownership to connect neighborhoods with state and local parks. The project will provide an enhanced system of greenways at a minimal cost. The linkages will provide an improved bicycle and pedestrian network for the citizens of Tallahassee. Specific projects for acquisition will be identified in both the bicycle and pedestrian master plan and the greenways master plan, currently under development. This is a sales tax extension project approved in November 2000.</p>							
Guardrail & Handrail Installation/Replacement	10,000	10,000	10,000	10,000	10,000	10,000	50,000
<p>This program will actively investigate safety hazards and non-standard guardrail and handrail installations that are potentially dangerous, and correct the situation in compliance with the American Association of State Highway and Transportation Officials (AASHTO) guidelines. During the first year, an explicit effort will be made to define the scope of the problem. A comprehensive inspection of drainage ditches, existing guardrails and specific complaints will be undertaken. Upon completion of this activity, the problems will be ranked based upon the severity of the problem. Future year funding will be based on estimates developed during the investigation phase.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.</p>							
Idlewild Drive Bikeway Expansion/Improvements	0	728,850	0	0	0	0	728,850
<p>This project provides for the LAP Design Build of bikeway expansion/improvements on Idlewild Drive from Apalachee Parkway to Trojan Trail. This is part of the Federal Stimulus Program.</p>							
Ingleside Avenue Sidewalks	0	329,800	0	0	0	0	329,800
<p>This project provides for the LAP Design Build of Sidewalks on Ingleside Avenue at end of sidewalk east of Martin Street to Terrace Street. This is part of the Federal Stimulus Program.</p>							
Joe Louis Street Sidewalks	0	412,400	0	0	0	0	412,400
<p>This project provides for the LAP Design Build of Sidewalks on Joe Louis Street from Alabama Street to Preston Street. This is part of the Federal Stimulus Program.</p>							
Lake Bradford Road Gateway Enhancement	2,200,800	1,174,850	0	0	0	0	1,174,850
<p>This project provides funding for the construction of gateway enhancements on Lake Bradford Road from Stadium Drive to Pineview Elementary School (1.23 miles). The improvements will provide for enhanced bicycle, pedestrian, and transit use. These improvements may include sidewalk expansion, enhanced sidewalk lighting, transit facilities, landscaping, relocation of existing parking facilities to reduce traffic conflicts, reducing the size of existing parking areas to better control traffic, signal upgrade to mast arms, and installation of medians. The following intersections need a traffic signal upgrade from span wire to mast arm: Lake Bradford @ Jackson Bluff (was originally proposed to be upgraded with the FAMU Way extension project); Lake Bradford @ Gamble Way; Lake Bradford @ Springhill Road. This project is a sales tax extension project approved in November 2000 and is within the southern strategy area. This project will receive \$174,865 in funding from the Federal Stimulus Program in FY10.</p>							
Lonnladh Road PASS	5,222,175	0	0	0	0	0	0
<p>This project provides for the reconstruction of 0.64 mile of Lonnladh Road (Capital Circle N.E. to Olson Road), as an urban street with curb and gutter, and sidewalks. Design is scheduled in FY09-10, land acquisition in FY10, and construction during FY11-12.</p>							
Lucy Street Sidewalks	0	157,200	0	0	0	0	157,200
<p>This project provides for the LAP Design Build of Sidewalks on Lucy Street from Magnolia Drive to Hillcrest Street. This is part of the Federal Stimulus Program.</p>							
Major Intersection Improvements	0	3,075,000	0	0	0	0	3,075,000
<p>This project provides for safety and capacity improvements to major street intersections in the Tallahassee area. The only improvements identified to date for this project is the Miccosukee/Fleischmann Intersection Improvement project. This project is to improve the intersection of Miccosukee/Fleischmann will add left turn lanes on Miccosukee at Fleischmann Road.</p>							
Middlebrooks Circle Conveyance Stabilization	525,000	1,200,000	0	0	0	0	1,200,000
<p>This project will be designed to enhance the quality of life in this area by preventing further erosion to this natural conveyance and returning it to an aesthetically pleasing state. This project is needed to stabilize the conveyance due to stormwater runoff from the surrounding areas and to mitigate the migration of sediments downstream by increasing the frequency of maintenance to the conveyance. This project is located between Middlebrooks Circle Drive and Meridian Road.</p> <p>This project was originally budgeted as a minor project to correct an erosion problem. The problem has gotten worse over the last 6 years and the solution is more extensive and expensive. It will likely encompass placing a large diameter pipe in a portion of the ditch and armoring the remainder of the ditch. This is to make the area safe and stop the erosion. This will require additional funding estimated at \$1,200,000. A contract is being issued to perform engineering and the first task is to prepare a solid budget estimate of the full project cost.</p>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Minor Intersection/Safety Modifications	215,000	225,000	225,000	225,000	225,000	225,000	1,125,000
<p>This continuing program includes relatively minor roadway or intersection improvements to provide additional safety or reduce delays in vehicular and pedestrian movements. The work plan includes construction of additional items such as: turn lanes, radius modifications, traffic control modifications including roundabouts, installation of guard rails, and resurfacing with friction course as needed along city roadways. This program also provides for minor enhancements at intersections and mid-blocks by constructing medians, bulb-outs and raised intersections to increase safety for pedestrians. This project is subject to change due to right-of-way acquisitions, significant construction cost increases, inability to obtain shared funding from Leon County, or urgent safety needs. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							
Minor Stormwater Improvements	400,000	405,000	415,000	420,000	420,000	420,000	2,080,000
<p>This project consists of resolution of various minor stormwater problems throughout the city. These minor improvements require actions beyond routine maintenance including design, land acquisition and construction phases. The annual work program will begin in the first quarter of each fiscal year with completion in the fourth quarter of each fiscal year. Since taking over the additional 23 miles of mosquito control ditches from Leon County, it is expected that additional minor drainage projects will be needed. Construction costs continue to increase annually because of the need to perform work in accordance with current environmental regulations and the expanded nature of the operation. This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Municipal Complex Safety and Security Improvements	600,000	0	0	1,940,000	1,940,000	4,000,000	7,880,000
<p>This project provides for safety and security improvements within Public Works' areas of the municipal services complex. Over the past years, improvements were made to the Mabry Street access, card access throughout the complex and fencing. This project is a multi-year program to improve the complex safety, especially during hurricanes. Key considerations for this plan will include safety of structures, an analysis of the traffic flow, storage of vehicles and materials, how to improve the efficiency of the site and environmental factors. The structures to be constructed in the next two years are the wash rack, the main storage building and the hazardous materials storage building. These buildings will be designed and built based on the recommendations of the master plan.</p> <p>Based on instructions from the City Commission, the master plan is expanded to include all departments in the vicinity of the Mabry Street Complex. This includes Parks, Recreation, & Neighborhood Affairs (PRNA), Electric, Underground Utilities, and Public Works. This increase in scope, while needed, will require additional analysis and significant coordination with the other departments and increase the cost of the master plan. The Utilities and Solid Waste have master plans for their respective sites therefore this project focused on the Public Works site housing Traffic Engineering, Street and Drainage, and PRNA.</p> <p>The Master Plan is complete and acceptance by the commission will allow the continuation of the current "pay as you go" funding plan or fund only Phase one or forward fund the complete project or otherwise direct alternative funding options.</p> <p>The goal is to end up with a plan for the City complex that, when implemented, will best use the existing space. The "GREEN" concept will be implemented for the entire complex. The funding in FY 2012 is shown as a placeholder. The estimated costs will be determined as part of the master plan.</p>							
Nurse's Drive	0	0	0	0	0	142,000	142,000
<p>This project involves construction of a new (.4-mile) two-lane street on right-of-way donated by Tallahassee Memorial Regional Medical Center (TMRMC) from Centerville Road to TMRMC's extension of Surgeon's Drive. The new two-lane curb and gutter street would include bike lanes and sidewalks and provide a connecting link between Centerville Road and Miccosukee Road via Nurse's Drive and Surgeon's Drive. Right-of-way documents have been signed by TMRMC, but will not be recorded until Surgeon's Drive extension is built by TMRMC and accepted by the City, at which time the city has 10 years to let a construction contract for Nurse's Drive or its right-of-way will revert back to TMRMC.</p>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Recurring Traffic Management Systems Improvements	615,500	615,500	615,500	615,500	615,500	615,500	3,077,500

On-going implementation of the Tallahassee Advanced Transportation Systems (TATMS) components will provide additional safety, enhance efficient system operations, provide vital traffic flow and effectiveness measures, and provides motorists with real time traffic information through an intelligent transportation system (ITS). Features include: video monitoring cameras, variable message signs (VMS), and traveler advisory radio. The following is a preliminary list of projects to be funded in FY 2010 and is subject to change based on safety and traffic pattern variations:

New mast arm signals: Park Ave @ Reese Park, Colorado @ Tharpe & Hendry @ Jackson Bluff

Span wire replacements: Magnolia @ Circle, Alabama @ Old Bainbridge & Mitchell @ Sixth.

Mast arm replacements: Bronough @ Brevard, Gadsden @ Sixth & Calhoun @ Carolina.

Pedestrian signals Upgrades: Blair Stone @ Apalachee Parkway, Adam @ Palmer, Monroe @ Oakland & Monroe @ Palmer.

Communications/ITS: Uninterruptible power supply for controllers; internally illuminated street name signs; light emitting diodes (LED), signal replacements, and variable message signs; Solar Speed Radar signs and Fiber Optic Cable upgrades.

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.

Residential Traffic Calming and Bike Ped Implementation Prog	1,080,000	1,194,500	1,200,000	1,200,000	1,200,000	1,200,000	5,994,500
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This project combined funding authorized by City Commission Policy 600CP for the Residential Traffic Calming Program and the Sidewalk and Street Pavement program. All traffic-calming projects were completed from the original list of 77, as well as ten additional projects in FY09. Two new projects are currently being designed and it is possible that several more will be designed and constructed during FY10. Revisions to the traffic-calming program approved by the City Commission have significantly reduced the number of projects that qualify for funding. Emphasis will shift from traffic calming to sidewalk improvements including in-fill sidewalks.

This budget also provides the basis for accumulating funding for the following major sidewalk capital improvement projects:

1. Centerville Road from Hodges to Blair Stone Road.
2. Magnolia Road from South Adams Street to Centerville Road.

It is anticipated that these funds will also be used for the design and construction of Jackson Bluff Road, from Appleyard Drive to Lake Bradford Road, which has been identified in the regional Bike-Ped Master Plan's Cost Feasible priorities (#38) for Safe Routes to School. In addition, funding for the Lafayette Street tunnel is expected to come from this project.

Sidewalk Program - New Developments	70,000	70,000	70,000	70,000	70,000	70,000	350,000
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A program to refund developers' material costs for construction of sidewalks along every new city roadway was abolished by the City Commission on July 17, 1991. The present policy requires developers to pay for sidewalks on new public streets. However, the city has several development agreements outstanding, which require reimbursement of sidewalk construction costs in subdivisions approved prior to July 17, 1991, and in annexed areas with an urban services agreement. These development agreements allowed developers to construct sidewalks after the subdivision was more than fifty percent complete. City staff continues to identify those subdivisions, which are substantially built-out, and request the developer to construct sidewalks in adherence to the development agreement. Refunding commitments for urban service agreements are in excess of \$1,700,000, over an indefinite period of time. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.

Based on anticipated refunds for Bull Run, Piney Z, and Benjamin's Run it is recommended that refunds be maintained at \$70,000 per year. Supplementary appropriations will be requested through the City Commission, if any of these projects request full sidewalk reimbursement.

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Street Resurfacing Program	2,523,600	2,649,800	2,782,300	2,921,400	2,921,400	2,921,400	14,196,300
<p>The purpose of this program is to maintain all city-owned paved streets that require rehabilitation to maintain. There are two primary options for the current program: conventional asphalt overlay; street milling, then an asphalt overlay. Other alternatives are periodically evaluated for their use in the program. Funding for this project is also used for the construction of sidewalk ramps to meet the Americans with Disabilities Act (ADA) requirements.</p> <p>This is an annual recurring program with construction scheduled to begin in the first quarter and completion in the fourth quarter. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance. FY09 will be the first year as a privatized program, whereby funding will be paid to external parties, via competitive contract. Program savings and quality will be evaluated in an ongoing basis, and overall at the end of the first year.</p>							
Tallahassee-Leon County Public Safety Complex (City Portion)	1,500,000	13,175,000	11,717,000	108,000	0	0	25,000,000
<p>This joint funded city/county public safety complex consists of a joint city/county communications facility, city regional transportation management center, city fire administration headquarters, and county emergency medical services (EMS) headquarters in one of two buildings on a common site adjacent to the Red Cross Office at Easterwood Drive near Weems Road.</p> <p>Prior year administration activities pertain to tasks undertaken by ISS, where this project was originally funded.</p>							
Weems Road Improvements	1,500,000	2,500,000	3,000,000	2,300,000	0	0	7,800,000
<p>This project provides for the reconstruction of 0.80-mile of Weems Road from Mahan Drive to Easterwood and 0.10-mile extension of Weems Road to Capital Circle N.E. as an urban street with curb and gutter, sidewalks and bike lanes to meet city standards for pedestrian and street safety (PASS). The PD&E study is underway. Design and land acquisition are scheduled during FY09-10. The construction is scheduled during FY10-12.</p>							
Total Public Works	17,210,380	30,002,900	23,734,800	9,959,900	8,101,900	9,753,900	81,553,400

StarMetro

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
FTA FFY 2009 Section 5307 Capital for Bus Purchases	2,214,439	2,273,300	2,357,700	2,444,700	2,534,400	2,627,100	12,237,200
<p>The Federal Transit Administration (FTA) allocates federal funding from Section 5307 (capital and operating assistance) to StarMetro based on a formula distribution. Since the City of Tallahassee is part of the TMA with a population of over 200,000, it is no longer eligible for operating assistance from FTA. There is a requirement to use one percent (\$25,487) of the allocation for security and one percent (\$25,487) for enhancements. \$130,000 is dedicated to Planning Administration. The remainder of the FTA funding will be used for preventative maintenance, purchase of buses, vans and related equipment including ITS applications for the buses. This FTA funding will be matched with toll revenue credits in the amount of (\$454,650) provided by the Florida Department of Transportation.</p>							
FTA FFY 2009 Section 5309 Capital for StarMetro Buses	1,500,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	18,750,000
<p>This will provide funding for nine (9) replacement buses that were eligible for replacement in 2008 and eleven (11) expansion buses in order to be able to operate the planned decentralization and regionalization of the current transit system. These buses will be equipped with security cameras, radios, fareboxes and equipment to meet ADA requirements. The ITS funding, in addition to the \$490,000 received in 2008, will fully equip the bus fleet with "Smart Bus" technology. This will fully integrate all of the hardware and software components of the "Smart Bus". This funding will be matched with toll revenue credits provided by the Florida Department of Transportation.</p>							
JARC	475,144	189,250	189,250	189,250	189,250	189,250	946,250
<p>The Job Access Reverse Commute (JARC) program provides funding to support the development and maintenance of job access projects designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment. The JARC program supports reverse commute projects designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities.</p> <p>These funds may be used for capital or operating. Ten percent of the total grant amount is allowed for administrative costs incurred by the designated recipient of the grant.</p>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Development and Transportation Services

StarMetro

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
New Freedom Capital	0	57,750	57,750	57,750	57,750	57,750	288,750
<p>The New Freedom Program seeks to reduce barriers to transportation service and expand the transportation mobility options available to people with disabilities beyond the requirements of the ADA of 1990.</p> <p>This project was funded jointly with JARC (09196) in FY09. The JARC and New Freedom projects are being separated into two projects for FY10 and beyond.</p>							
Total StarMetro	4,189,583	6,270,300	6,354,700	6,441,700	6,531,400	6,624,100	32,222,200
Total Development and Transportation Services	32,084,963	49,698,200	43,739,500	23,050,350	26,070,300	24,528,000	167,086,350

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2010 Budget	<i>Non-Appropriated Programmed CIP Funding</i>				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
CC-EMS Evaluation, Specifications, & Upgrade	0	0	0	0	0	3,500,000	3,500,000
<p>In FY 1998, the process to analyze and evaluate the existing system control and data acquisition/automatic general control system (SCADA/AGC) as well as communications and cyber security was initiated (the current system was procured in 2005 and upgraded in 2008 with another scheduled upgrade set for 2011) to a fully functional Energy & Security Management System. This evaluation process identified the requirements to service and unbundled electric utility and maintain reliable control and monitoring systems to meet all NERC requirements.</p> <p>This is not a recurring project, and funds will remain in the project until completion scheduled for FY 2016.</p>							
CC-Relay & Communication Sys. Replacement & Upgrade-Phase II	1,855,000	400,000	400,000	400,000	400,000	0	1,600,000
<p>This project provides funding for the purchase of equipment to replace and upgrade the existing protective relay and relay communication systems; testing of associated relays and communication equipment; replacement of substation annunciator panel systems; communications multiplexors and switches; system control and data acquisition equipment; fiber optic network; and other electronic equipment, facilities, and wiring for monitoring/control/protection/communications.</p> <p>In 1995, the utility began the program to change-out/upgrade the carrier system. The first phase of the microwave upgrade from analog to digital was scheduled to begin in FY 1998. However, due to the installation of fiber optic cable in the city, the digital microwave upgrade was changed to upgrade all communications and data/control/relaying/security equipment to be compatible with the self-healing fiber optic system being installed.</p> <p>Phase II upgrading and replacement of the relay/relay communications system began in FY 1995, with the replacement of analog relays with microprocessor-based relays capable of combining six or more analog relays. The process includes line metering into one microprocessor based relay, which provides the added functions of event recording and fault location. The relay/relay communications upgrade on the electric transmission system will proceed through FY 2013. Project completion is scheduled for FY 2013.</p>							
CC-Relay&Communication Sys. Replacement&Upgrade - Phase III	0	200,000	200,000	350,000	350,000	350,000	1,450,000
<p>This project provides funding for the purchase of equipment to replace and upgrade the existing protective relay and relay communication systems; testing of the associated relays and communication equipment; replacement of substation annunciator panel systems; communications multiplexors and switches; system control and data acquisition equipment; fiber optic network; and other electronic equipment, facilities, and wiring for monitoring/control/protection/communications.</p> <p>In FY 1995, the department began the program to change-out/upgrade the carrier system. The first phase of the microwave upgrade from analog to digital was scheduled to begin in FY 1998. However, due to the installation of the fiber optic cable in the city, the digital microwave upgrade was changed to upgrading all communications and data/control/relaying/security equipment to be compatible with the self-healing fiber optic system being installed.</p> <p>Phase III upgrading and replacement of the relay/relay communications system will begin in FY2010, with the replacement of analog relays with microprocessor-based relays capable of combining six or more analog relays. The process includes line metering into one microprocessor based relay, which provides the added functions of event recording, and fault location. The relay/relay communications upgrade on the electric distribution system will proceed through FY 2018.</p>							
CC-Substation/System Control Bldg. Equip. & Facility Upgrade	250,000	175,000	175,000	300,000	400,000	400,000	1,450,000
<p>This project provides for necessary equipment and facilities to operate, protect and control the electric utility system. This monitoring/control/protection equipment and facilities are required to maintain system reliability. Expenditures for FY 2010 will include:</p> <p>Equipment for control of interruptible loads; upgrades to existing computers; replacement of remote terminal unit (RTU) cards; transducers; relays/relay testing; meters; test equipment; printers; relay and communications spare parts; substation battery sets (3 substations per year); inspection and maintenance; painting of microwave towers; a three-year program to replace HVAC in substation control buildings; conduit and cable; other relay protective equipment; AC/DC surge protection systems for substation control panels; protective relays; and other associated equipment to enhance electric system reliability.</p> <p>This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to the fund balance.</p>							

**City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
CC-Sub-Supervisory Control & Data Acquisition (SCADA)	250,000	325,000	325,000	425,000	475,000	475,000	2,025,000
<p>The scope of this project includes procurement and implementation of electronic data retrieval, system control and communications. Modifications, additions and upgrades to system control and data acquisition (SCADA); annual maintenance plan for current SCADA, Security and weather systems, System Control building equipment and upgrades; SCADA 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; mirror bit communication; communication terminations; patch panels; or SCADA upgrades, facilities and additions. This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							
CC-Telecommunications/Fiber Optics	200,000	200,000	200,000	250,000	275,000	275,000	1,200,000
<p>This project entails the procurement of communications equipment, fiber, and the installation of fiber optics cables and associated control equipment that provide for communication networks for the electric system monitoring and control. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							
Corn - Head Gate Replacements	0	70,000	70,000	0	0	0	140,000
<p>This project is to purchase or fabricate replacement head gates for the units at Corn Hydro facility. Head gates are essential on each unit at the hydro facility. The Head gates are used to stop the water from entering a turbine so that personnel can safely work on units.</p>							
Corn Hydro Master-Major/Minor Capital Projects	80,000	0	10,000	60,000	80,000	60,000	210,000
<p>This project provides funding for major/minor repairs, replacements and improvements to the physical plant at Corn Hydro Generating facility. The funding requested is 90% of the estimated costs for these activities. To the extent project schedules are kept, additional funding will be requested. Future estimates are based on work deemed necessary and will be itemized at the time of future appropriation requests. Projects requiring multi-year funding are identified individually.</p> <p>The projects for FY 2010 will include miscellaneous major/minor repairs required to the Corn Hydro units. This includes structure and site improvements, earthen dam repairs and other items as directed by FERC inspections.</p> <p>Unanticipated plant repairs will be prioritized and can be substituted for projects initially identified and/or be funded from the master 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. The Capital Projects Management Policy limits subprojects to one-year timeframe with extensions approved by the Department of Management and Administration for special circumstances.</p>							
Hopkins #2 SCR Catalyst Replacement	0	0	0	0	1,500,000	0	1,500,000
<p>Hopkins Unit 2 utilizes selective catalytic reduction (SCR) to reduce oxides of nitrogen (NOx). This project is to replace the SCR Catalyst. The catalyst has a design life that requires it to be replaced on a periodic basis. Failure to replace the SCR catalyst when it is spent will result in the unit being unable to meet the permit requirements and result in the unit being unavailable for operation. This project will provide for the replacement of the SCR in FY2013.</p>							
Hopkins- HP2 Demolition	400,000	300,000	0	0	0	0	300,000
<p>The Hopkins Generating Station has converted its Hopkins Unit 2 (HP2) from a conventional steam generating unit to a combined cycle unit. The old boiler and stack are no longer in operation. This project is to fund the demolition of the Hopkins Unit 2 stack and the demolition of the Hopkins Unit 2 boiler. The scope of this project will include, but not be limited to, dismantling the stack and boiler, hauling the stack and boiler materials away from Hopkins plant site, cleaning and clearing the area.</p>							
Hopkins LM 6000 SCR & CO Replacement	0	0	0	950,000	0	0	950,000
<p>The new GE LM 6000 gas turbines (Units HC3 & HC4) utilize selective catalytic reduction (SCR) and an oxidation catalyst to reduce oxides of nitrogen (NOx) and carbon monoxide (CO). The initial operating life guarantee provided by GE was for five years, provided the majority of operation is with gas fuel. This project will provide for the replacement of the SCR and CO catalysts in year 2012.</p>							
Hopkins Master-Major/Minor Capital Projects	900,000	900,000	1,050,000	1,200,000	600,000	700,000	4,450,000
<p>This is a continuing program consisting of major/minor repairs, replacements and improvements that do not exceed \$500,000 to the physical plant at Hopkins. Projects in excess of \$500,000, as well as projects requiring multi-year funding, are identified individually. The funding requested is 90% of the estimated costs for these activities. To the extent project schedules are kept, additional funding will be requested. Future year estimates are based on work deemed necessary and will be itemized at the time of future appropriation requests. This proposed master project for FY 2010 includes, but is not limited to tank farm structure painting, replacement or upgrade of 50 ton crane, upgrade/replacement of various maintenance equipment, upgrade of various older minor control systems, plant roof replacement and the painting of Unit 1 stack. Additional unanticipated plant repairs or unspecified repairs of higher priority can be substituted for the projects on the list and/or be funded from the master project. 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. At the discretion of the Office of Budget & Policy, subprojects may be extended for an additional year.</p>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Hopkins Miscellaneous Major/Minor Equipment & Facilities R/R	361,000	374,000	387,000	400,000	400,000	428,500	1,989,500
<p>The scope of this project provides for the repair and purchase of various plant equipment and improvements to facilities. There are miscellaneous minor equipment purchases and facility improvements required during the year to continue efficient, safe and reliable operation of the generating units. The purchases and improvements will be capital in nature, but unrelated to another capital project. This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							
Hopkins Unit # 2 Cooling Tower Fill Replacement	0	0	500,000	500,000	500,000	0	1,500,000
<p>Hopkins Unit # 2 cooling tower fill material and water distribution header are made of asbestos cement. This project will provide for the replacement of the fill material and header in a phased manner over a three-year period.</p>							
Hopkins-HC4 LPT Inspection	0	0	1,000,000	0	0	0	1,000,000
<p>During the high-pressure turbine (HPT) replacement work on Hopkins gas turbine HC4 in 2008, some damage to the low-pressure turbine (LPT) was identified. GE deemed the turbine acceptable for continued operation. GE, however, recommended frequent borescopic inspection and replacement of the damaged LPT components based on the condition of the blades. This project provides for the replacement/repairs of the damaged LPT components.</p>							
Hopkins-HP Peaking Units Major/Minor Outages	0	0	0	1,000,000	1,600,000	0	2,600,000
<p>This project will provide for periodic inspection, repairs, purchase or replacement parts, materials, miscellaneous contractual services, etc. for the major and minor outages/inspection of equipment associated with the combustion turbine peaking generating units, HC1, HC2, HC3 and HC4, located at Hopkins Plant. The scope includes combustion turbine/generators, auxiliary equipment, controls, etc.</p>							
Hopkins-HP1 Major/Minor Outages	0	600,000	1,600,000	100,000	175,000	1,275,000	3,750,000
<p>This project will provide periodic inspection, repairs, purchase of replacement parts, materials, miscellaneous contractual services, etc. for the major and minor outages/inspection of equipment associated with Hopkins Unit 1 (HP1) steam turbine, generator, boiler, associated auxiliary equipment, controls, etc.</p> <p>A portion of the funding for the major activities, such as low pressure (LP) turbine overhaul and major outage of the turbine/generator, boiler, etc., are included in the prior year to provide for ordering and delivery of long lead parts, etc.</p>							
Hopkins-HP2 Major/Minor Outages	0	100,000	150,000	200,000	3,725,000	425,000	4,600,000
<p>This project will provide for periodic inspection, repairs, purchase of replacement parts, materials, miscellaneous contractual services, etc. for the major and minor outages/inspection of equipment associated with Hopkins Unit 2 (HP2) combustion turbine/generator, heat recovery steam generator (HRSG), associated auxiliary equipment, controls, etc. The major portion of periodic inspection is covered by the long-term services agreement with the OEM, GE, for the combustion turbine.</p> <p>A portion of the funding for the major activities such as major outage of the turbine/generator, HSRG, etc. are included in the prior year to provide for long lead parts, etc.</p>							
PE- Backup Resource for Substation BP12	0	200,000	400,000	1,000,000	1,000,000	200,000	2,800,000
<p>This project involves the engineering, purchase of equipment, land acquisition, construction and related activities associated with an evaluation of various methods to provide a backup resource for Substation BP12. This may involve evaluation of transmission lines, distributed generation, or a reinforced distribution system to determine the most appropriate and reliable solution.</p>							
PE-AG-Centerville Rd Feeders	0	0	0	0	0	2,500,000	2,500,000
<p>This project involves the engineering, purchase of equipment, construction and related activities associated with the installation of 12kV distribution feeders on Centerville Road from Hickory Ridge to Pimlico to provide backup for future development on Welaunee Plantation.</p>							
PE-BP-15 to BP-18 Transmission Line	400,000	0	850,000	650,000	0	0	1,500,000
<p>This project involves engineering, right-of-way acquisition, purchase of equipment, construction and related activities associated with the construction of a 115kV transmission line between substations BP-15 and BP-18.</p>							
PE-BP5 To Line 31 Transmission Line	4,860,000	5,000,000	0	0	0	0	5,000,000
<p>This project involves engineering, purchase of equipment, construction and related activities associated with a new 230 kV transmission line from a tap on existing Transmission Line 31 to Substation BP5. Based on the long range Transmission Plan this project, in conjunction with the project "Substation BP5 Modifications," should replace the original project #07152, "Hopkins to BP5 115 kV transmission Line" and represents reprogramming of funds previously budgeted for project #07152.</p>							
PE-BP-9 to BP-18 Transmission Line	750,000	0	0	0	0	0	0
<p>This project involves engineering, right-of-way acquisition, purchase of equipment, construction and related activities associated with the construction of a 115 kV transmission line between substations BP-9 and BP-18.</p>							

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			FY 2011	FY 2012	FY 2013	FY 2014	
PE-Capital Cascades Trail-Segment 1 This project involves engineering, purchase of materials, construction, and related activities for the underground conversion of 12 kV distribution feeders on Franklin Boulevard from Tennessee Street to Lafayette Street. Funding is requested based on current knowledge of the scope of work for this project and escalating costs.	0	0	0	0	0	420,000	420,000
PE-Capital Cascades Trail-Segment 2 This project involves engineering, purchase of materials, construction, and related activities for the underground conversion of 12 kV distribution feeders on Franklin Boulevard from Lafayette Street to South Monroe Street. Funding requested for fiscal year 2011 has increased based on current knowledge of the scope of work for this project and escalating costs.	0	470,000	360,000	0	0	0	830,000
PE-Capital Circle SW, Springhill to Blountstown Hwy. This project involves engineering, purchase of materials, construction and related activities associated with the construction of 12 kV distribution feeders for the CCSW project.	0	300,000	300,000	0	0	0	600,000
PE-Distribution Feeder Upgrades & Modifications This project involves engineering, purchase of equipment, construction, and related activities associated with studying distribution feeder loads and configurations and upgrades and/or modifying where necessary to adequately and reliably serve customers. This is a recurring project. Funds not expended prior to the close of the fiscal year will be returned to the fund balance.	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
PE-DM-BP-14 Feeders This project involves engineering, purchase of equipment, construction and related activities associated with the installation of 12kV distribution feeders from bulk power Substation BP14.	1,000,000	1,100,000	0	0	0	600,000	1,700,000
PE-Electric System Construction and Improvements This project involves engineering, right-of-way acquisition, purchase of equipment, construction, and related activities associated with the expansion, addition, or improvement of electric facilities generally less than \$500,000 and recurring projects for new services, new area light installation, and unpredictables. Projects for the five-year period of fiscal years 2009 - 2013 include, but are not limited to the following: 1. Road widening/utility relocation projects 2. Transmission line replacement structures 3. Access road maintenance 4. Upgrade of Talquin ATUs 5. System protection The requested funding represents 75% of the estimated costs for these activities, with the exception of recurring projects that are funded at 100%. The project list was developed after communicating with Leon County Public Works, Florida Department of Transportation and City Public Works and obtaining their respective project plans. This is a master project to support construction-related projects. Individual projects will be funded based on the system requirements at the time of construction. To the extent project schedules are maintained, additional funding will be requested. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.	10,243,000	9,929,000	9,649,000	8,634,000	8,447,000	8,110,000	44,769,000
PE-Fallschase Residential This project involves engineering, purchase of equipment, construction and related activities associated with the construction of 12 kV feeders for the Fallschase residential development.	600,000	300,000	300,000	300,000	300,000	50,000	1,250,000
PE-GIS Integration with New Work Processes This is an ongoing project that will continue the development and integration of the geographic information system (GIS) into the Electric Department's business operations as new functionality becomes available. One project will geo-code the remainder of the electric service points. GIS will support electric system analysis and engineering, outage management, tree trimming operations, and work management.	816,400	110,000	134,000	75,000	75,000	50,000	444,000
PE-GO-Substation BP17 This project involves engineering, right-of-way acquisition, purchase of equipment, construction and related activities associated with the construction of substation BP17. The location of of Substation BP-17 is not the same as originally proposed and has been relocated in accordance with the final approved route for the Eastern Transmission Line. The substation design will need to be revised and an aesthetically pleasing wall added to reduce visual impact, hence additional engineering and construction costs.	1,200,000	0	5,100,000	0	0	0	5,100,000

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			FY 2011	FY 2012	FY 2013	FY 2014	
PE-Hopkins-PEF/TAL 115 kV Transmission Line This project involves engineering, purchase of equipment, construction and related activities associated with a new transmission line from Hopkins Power Plant to the existing Progress Energy Florida substation on Aeon Church Road.	2,700,000	700,000	0	0	0	0	700,000
PE-Pinnacle At Cross Creek This project involves engineering, purchase of equipment, construction and related activities associated with construction of 12 kV distribution feeders for the commercial/office/residential project.	550,000	500,000	0	0	0	0	500,000
PE-Purchase of Distribution Equipment This project involves engineering, purchase of equipment, construction and related activities associated with sectionalizers, fused terminating cabinets and switched capacitor banks to increase distribution feeder capacity and reliability, reduce losses and improve voltage.	670,000	130,000	130,000	130,000	130,000	130,000	650,000
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. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.	3,000,000	0	1,500,000	1,500,000	1,500,000	1,000,000	5,500,000
PE-Recloser Communications This project involves engineering, purchase of equipment, construction, and related activities associated with substation/feeder recloser communication. This is a recurring project. Funds not expended prior to the close of the fiscal year will be returned to the fund balance.	150,000	150,000	150,000	150,000	150,000	150,000	750,000
PE-Reconductor Transmission Line 21 This project involves engineering, purchase of equipment, construction, and related activities associated with reconductoring Line 21.	400,000	260,000	0	0	0	0	260,000
PE-Reconductor Transmission Line 2C This project involves engineering, purchase of materials, construction and related activities associated with reconductoring transmission line 2C.	300,000	200,000	0	0	0	0	200,000
PE-Reconductor Transmission Lines 15A, 15B, 15C This project involves engineering, purchase of equipment, construction and related activities associated with the modification of three existing transmission lines to provide greater line capacity that would satisfy the requirements of the Long Range Transmission Plan. System requirements have become better defined indicating that this project will involve a combination of reconductoring and reconstructing all line sections and ultimately the conversion of Line 15A to 230kV as part of a 230kV transmission ring. Since this project integrates with other transmission lines and substation projects in an overall plan, it is anticipated the completion of the final connection to Substation BP5 and BP7 at 230 kV will be in FY 2016. To the extent that technical requirements change during the design stage, advance funding may be requested from future programmed funding.	6,515,000	3,000,000	4,260,000	0	0	0	7,260,000
PE-Reconstruction of Substation BP4 This project involves engineering, purchase of equipment, construction and related activities associated with the reconstruction, reconfiguration and increase in capacity of Substation BP4. This will involve reconfiguration to a 115 kV ring bus design, the installation of two 35 MVA power transformers and replacement of the old switchgear with an outdoor bus design. It also will involve the addition of a 230 kV section in the substation with a 230:115kV autotransformer and 230 kV bus for the termination of transmission line 15A, which is being converted to 230 kV. Reconstruction with a ring bus design will enhance reliability and customer service while the 230 kV will provide system performance in compliance with NERC transmission planning standards.	2,250,000	4,845,000	2,700,000	1,000,000	0	0	8,545,000
PE-Recurring-Replacements and Upgrades This project provides funding for the following: 1. Distribution, replacement and upgrade: cost for replacement of existing overhead and underground equipment/facilities, including labor and equipment. 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.	1,030,000	800,000	800,000	850,000	850,000	850,000	4,150,000

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PE-RM-CCSW Feeders Orange to US 90 This project involves the engineering, purchase of equipment, construction and related activities associated with the installation of 12kV distribution feeders on Capital Circle S.W. from Orange Avenue to US Highway 90 to provide backup to Substation BP10, BP11, and BP3 from proposed new West Side Substation BP23.	0	0	0	0	1,250,000	0	1,250,000
PE-RM-US 90 Feeders CCNW to Ocala This project involves the engineering, purchase of equipment, construction and related activities associated with the installation of 12kV distribution feeders on US Highway 90 from Capital Circle NW to Ocala Road to provide backup for Substations BP10,BP2 and BP3 from proposed new West Side Substation BP23.	0	0	0	0	1,000,000	0	1,000,000
PE-South Network Conversion This project involves engineering, purchase of equipment, construction and related activities associated with the conversion of the 4kV south network to 12kV.	0	0	0	3,000,000	0	0	3,000,000
PE-Southside/St. Joe This project involves engineering, purchase of equipment, construction and related activities associated with the construction of 12 kV feeders for the St. Joe Southside project.	600,000	250,000	300,000	300,000	300,000	0	1,150,000
PE-Street Lighting-Improvements/Maintenance Projects This budget provides annual funding for projects to install new streetlights in locations for new or existing subdivisions and street projects. Projects proposed for FY 2009-2014 include, but are not limited to, the following: 1) Installation of lights for new subdivisions and minor streets. 2) 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.	910,000	910,000	910,000	910,000	910,000	910,000	4,550,000
PE-Substation BP13 Modifications This project involves the engineering, construction and related activities to modify/rehabilitate existing switchgear at substation BP13.	0	0	200,000	425,000	0	0	625,000
PE-Substation BP-15 Modifications This project involves engineering, purchase of equipment, construction and related activities associated with the modification of existing bulk power substation BP-15 for a new transmission line termination from BP-18. Requested funding for FY 2010 increased due to escalating costs.	50,000	450,000	0	0	0	0	450,000
PE-Substation BP-18 This project involves engineering, right-of-way acquisition, purchase of equipment, construction and related activities associated with the construction of bulk power substation BP18. Originally considered as a switching station for possible Progress Energy interconnection, the scope should now include a power transformer and switchgear to serve new developments beginning on the east side of Southwood.	2,350,000	0	0	0	0	0	0
PE-Substation BP22 This project involves the engineering, purchase of equipment, construction and related activities associated with the construction of a new substation on city-owned property in the Bannerman Road/Meridian Road area to replace temporary substation BP16. Substation BP16 has become loaded sooner than anticipated and development in the area is continuing at a rapid pace, requiring the schedule for major work to be advanced to FY 2011.	0	200,000	3,000,000	2,500,000	0	0	5,700,000
PE-Substation BP5 Modifications This project involves engineering, purchase of equipment, construction and related activities associated with the addition of a 230:115 kV autotransformer and modification of Substation BP5 for the termination of a new 230 kV transmission line tap from existing Transmission Line 31. Based on the long range Transmission Plan this project, in conjunction with the project "BP5 to Line 31 Transmission Line," should replace the original project #07152. Funding is from reprogramming of funds previously budgeted for project #07152.	3,450,000	2,250,000	0	0	0	0	2,250,000
PE-Substation BP6 Modification This project involves the engineering, purchase of equipment, land acquisition, construction and related activities associated with an increase in capacity at Substation BP6 to meet anticipated load growth in the downtown area. This will involve purchase and installation of two 50 MVA transformers and possible upgrading of existing switchgear. Downtown load growth as well as the anticipated Gaines Street project required the schedule for major work to be advanced to FY 2011.	0	100,000	3,100,000	1,500,000	0	0	4,700,000
PE-Substation Interconnection Projects This project involves engineering, purchase of equipment, construction and related activities associated with the interconnection of the City's transmission system with the Progress Energy Florida transmission system.	450,000	0	0	200,000	0	0	200,000

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PE-TD-BP 21 Feeders on Mahan This project involves the engineering, purchase of equipment, construction and related activities associated with the installation of 12kV distribution feeders on Mahan Drive from Substation BP21 to provide backup to Substation BP4 and BP7.	0	0	0	0	500,000	0	500,000
PE-TD-BP4 Feeders This project involves the engineering, purchase of equipment, construction and related activities associated with the installation of 12kV distribution feeders from Substation BP4.	0	500,000	0	0	0	0	500,000
PE-Transmission Line 17 Conversion This project involves engineering, purchase of equipment, construction and related activities associated with the conversion of existing transmission line 17 from 115 kV to 230 kV.	0	300,000	700,000	1,400,000	1,400,000	0	3,800,000
PE-Transmission Line to Bannerman Road Substation This project involves the engineering, land acquisition, purchase of materials, construction and related activities associated with the construction of a transmission line to the proposed substation in the Bannerman Road/Meridian Road area. Substation BP16 has become loaded sooner than anticipated and development in the area is continuing at a rapid pace requiring the schedule for major work to be advanced to FY 2011.	220,000	0	900,000	1,200,000	0	0	2,100,000
PE-Transmission Upgrade Projects This project involves the engineering, purchase of materials, construction and related activities associated with the modification/upgrade of 115 kV and/or 230 kV transmission lines.	500,000	0	0	2,545,100	0	0	2,545,100
PE-Welaunee This project involves the engineering, purchase of equipment, land acquisition, construction and related activities associated with the construction of 12 kV feeders for the Welaunee development.	1,500,000	300,000	300,000	300,000	300,000	300,000	1,500,000
PE-West Side Substation This project involves the engineering, purchase of equipment, construction and related activities associated with a new substation in the west side of the electric service territory. This project was originally planned as expansion of existing Substation BP10 required to increase capacity necessary to transfer loads to allow maintenance of existing equipment. However, this would result in too many resources concentrated in a single substation. Construction of a new substation is a more reliable solution and would support potential economic development near the airport while also serving as back-up for Substation 11 (airport), 10, 31, and 3.	0	270,000	850,000	3,000,000	0	0	4,120,000
Prod Mgmt Champs Integration This project is to interface Champs, a computerized maintenance management system utilized by the power plants, with Peoplesoft Financials in order to minimize the duplication of efforts currently required to capture costs associated with equipment in Champs and utilize functionality in the application that will enhance tracking costs.	450,000	75,000	0	0	0	0	75,000
Prod Mgmt- PP8 and Hopkins Unit 2 Performance Testing General Electric (GE) performs the major unit maintenance on the Purdom Unit #8 and Hopkins Unit 2A turbine generators set under a long-term services agreement (LTSA). This LTSA includes performance guarantees. After GE performs scheduled maintenance, performance testing is required to determine whether GE has met the performance guarantees. Purdom Unit #8 is scheduled to undergo a hot gas path inspection in FY2010 and a major outage in FY2013. Hopkins Unit # 2A is scheduled to undergo a hot gas path inspection in FY2011 and FY2014. This is a major inspection and the work should result in performance improvements in the unit. Due to the magnitude of the work involved, outside testing support is needed for this performance test.	0	125,000	125,000	0	135,000	140,000	525,000
Prod Mgmt-Purchase/Install Distributed Generation Near Sub 5 Based on the current 10-year strategic transmission study, supporting capital projects are required in 2010 and beyond to ensure system reliability. Options include building new transmission infrastructure and/or installing combustion turbines at key locations on the City's system to meet grid reliability standards. One option in the 2013-2015 timeframe identified for further detailed study is the installation of 2 - 48MW combustion turbines as an alternative to the addition of major (230kV) transmission facilities or to address resource uncertainty associated with the implementation of the City's DSM plan. This capital project is submitted to ensure that the funding will be in place for the most capital-intensive option currently under consideration. A final decision on this and other grid enhancement projects intended to maintain system reliability will be made by the City Commission during fiscal years 2011 and 2012.	0	0	0	0	8,500,000	61,000,000	69,500,000
Purdom - Piping & NDE Inspection and Reinsulation This project is to allow for the non-destructive testing of high-pressured and high temperature piping on Unit 8 and the Zero Discharge Unit to ensure it is safe for continued operation. The city's insurance carrier has recommended that this inspection be completed on a periodic basis. This work can only be done during outages.	0	150,000	0	0	100,000	0	250,000

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Purdom - PP8 Major / Minor Outages		0	455,000	30,000	470,000	1,600,000	0	2,555,000
<p>This project will provide for periodic inspection, repairs, purchase of replacement parts, materials, miscellaneous contractual services, etc. for the major and minor outages/inspection of equipment associated with Purdom Unit 8 (PP8) combustion turbine/generator, heat recovery steam generator (HRSG), associated auxiliary equipment, controls, etc. The major portion of periodic inspection is covered by the long-term services agreement with the OEM, GE, for the combustion turbine.</p> <p>A portion of the funding for the major activities such as major outage of the turbine/generator, HRSG, etc. are included in the prior year to provide for long lead parts, etc.</p>								
Purdom - Structure Improvements		660,000	0	600,000	0	600,000	0	1,200,000
<p>This project will provide for the major repair and replacement of such items as roofs, siding, gutters, drains, etc. of various structures and tanks around the plant.</p>								
Purdom - Unit 7 Demolition		0	0	0	0	1,000,000	0	1,000,000
<p>This project is for the demolition of Unit 7. Purdom Unit 7 is scheduled to be retired in 2011. Once the unit is retired, it will not be operated and will begin to deteriorate. The demolition of the unit will ensure that there are no safety hazards associated with the continued deterioration of the unit once it is retired.</p>								
Purdom Master-Major/Minor Capital Projects		600,000	20,000	70,000	30,000	0	0	120,000
<p>This is a continuing program consisting of major/minor repairs, replacements and improvements to the physical plant at Purdom Power Plant. The funding requested is 90% of the estimated costs for these activities. To the extent project schedules are kept, additional funding will be requested. Future estimates are based on work deemed necessary and will be itemized at the time of future appropriation requests. Projects requiring multi-year funding are identified individually.</p> <p>Projects for fiscal year 2010 are:</p> <ol style="list-style-type: none"> Unit #7 Boiler, Turbine-Generator and related equipment repair and replacement Balance of plant repair and replacement items such as, lube oil pumps, fuel oil equipment and condensate equipment <p>Additional plant repairs or repairs of higher priority that are not listed can be substituted for projects on the list and/or be funded from the master project. 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. The Capital Projects Management Policy limits subprojects to a one-year timeframe with extensions approved by the Department of Management and Administration for special circumstances.</p>								
Purdom Miscellaneous Equipment Replacement & Automation		171,400	177,400	183,600	190,000	190,000	190,000	931,000
<p>This is a continuing program consisting of upgrades and replacement items at the Purdom plant. This project will be used for replacement of pumps, motors, small equipment and other capital items at the Purdom plant. This project will also be inclusive of such items as: auxiliary equipment, any safety apparatus or any other plant needs associated with Unit #7, Unit #8, Unit #1CT, and Unit #2 CT. This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to fund balance.</p>								
Purdom MKVI Controls Upgrade/DCS Upgrade		1,500,000	0	0	500,000	4,000,000	0	4,500,000
<p>The plant utilizes two DCS control systems to operate. The GE MK V control system is utilized for the Unit 8 combustion turbine/generator and steam turbine/generator and the Bailey Infinet 90 is utilized to control Unit 7 and the balance of plant on Unit 8. Due to changes in technology, these DCS systems need to be upgraded/replaced from time to time. This project will provide for the following activities: (1) Upgrading of the Bailey Infinet 90 consoles to a Microsoft based computer to replace the obsolete Bailey proprietary software consoles (2) Conversion of the GE MKV control system to a GE MK VI control system (3) Further upgrade of the Bailey Infinet 90 or conversion of the Bailey Infinet 90 control system to the GE MK VI.</p>								
Purdom Unit 8 Zero Discharge (ZD) Major/Minor Outages		0	1,200,000	300,000	100,000	300,000	300,000	2,200,000
<p>PP8 is equipped with a zero discharge (ZD) facility. This project is to provide funding for the periodic preventative maintenance outages associated with the ZD facility. The scopes of work that may be performed under this project include, but are not limited to, repair/replacement of the vapor compressor, filter press and other mechanical and electrical equipment</p>								
SP-Alternate Energy		4,100,000	1,300,000	2,000,000	2,000,000	2,000,000	2,000,000	9,300,000
<p>A part of the city's long-term energy plan involves the potential for inclusion of renewable/alternative energy projects into the current power supply portfolio. The IRP Study identified opportunities to include cost-effective renewable resources in the energy mix. This project will provide funding to evaluate opportunities that may become available as part of the ongoing analysis of the long-term resource plan as well as continuing the analysis of those resources already anticipated as part of the current power supply portfolio.</p>								

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SP-Electric System Planning Resource Studies	325,000	235,000	225,000	200,000	200,000	200,000	1,060,000
<p>The scope of this project includes system planning studies and support. In an effort to effectively manage the development of the electric system relative to current and future operational and capacity requirements, the utility must evaluate energy alternatives, facilities, infrastructure, and related projects. This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							
SP-Energy Efficiency & Demand-Side Management	15,049,376	0	16,400,000	11,900,000	16,200,000	16,800,000	61,300,000
<p>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 the 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.</p>							
SP-Solar Capacity Expansion Plan	1,580,000	160,500	38,000	131,000	131,000	0	460,500
<p>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.</p>							
Substation BP-14	4,720,000	2,850,000	0	0	0	0	2,850,000
<p>This project involves engineering, right-of-way acquisition, purchase of equipment, construction, and related activities associated with the construction of a bulk power substation BP-14.</p>							
Substation BP-3	7,071,924	450,000	0	0	0	0	450,000
<p>This project involves engineering, purchase of equipment, construction, and related activities associated with construction of new bulk power substation BP-3 and the dismantling of the old existing BP-3.</p>							
T&D-115kV Oil Circuit Breakers Repl to SF6 Breakers & Assoc.	4,550,000	0	0	0	0	0	0
<p>This project will be used to replace control wiring, oil circuit breakers and other associated substation equipment. SF6 circuit breakers provide maintenance-free service that will allow personnel to do other necessary operational and maintenance tasks. It is Transmission & Distribution's intent to replace all oil circuit breakers with SF6 breakers and refurbish necessary associated substation equipment within a ten-year period. This is an ongoing project through FY 2012. This project covers the cost of material and equipment necessary for the change-out and installation of equipment. This project is projected to be completed over the next four years.</p>							
T&D-115kV/230kV Transmission Line Facility Refurbishment	175,000	150,000	150,000	150,000	150,000	150,000	750,000
<p>This project provides funding for refurbishment of 115/230 kilovolt transmission overhead line facilities in the area of the city's generating stations to accommodate necessary reconfiguration of the generating stations' switchyards. This is a recurring project. Funds not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							
T&D-Application of Capacitor and Voltage Regulators	180,000	40,000	45,000	50,000	35,000	45,000	215,000
<p>Project scope includes (i) necessary studies to determine and identify the proper size and location; (ii) installation of capacitor banks and controls needed on the electric distribution system; and (iii) construction and installation of regulator banks needed on the electric distribution system.</p> <p>Operating criteria include:</p> <ol style="list-style-type: none"> 1. Maintain near unity power factor without going into leading condition to minimize system losses. 2. Optimize voltage levels without compromising the above or creating high voltage conditions. 3. Correct sections of circuits between gang switches so normal circuit switching will not disrupt power factor or voltage correction. 4. Recommend location for application of voltage regulators on circuits where properly applied capacitors alone will not maintain desirable voltage levels. <p>This is a recurring project. Funds not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							
T&D-Distribution/Automation & Control	25,000	30,000	40,000	40,000	40,000	50,000	200,000
<p>This project provides funding for necessary equipment to automate the control, metering and monitoring of various distribution facilities and associated costs so that it can be remotely monitored and operated. This is a recurring project. Funds not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							

**City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	

T&D-Electric Service Request-Master 600,000 600,000 650,000 650,000 650,000 650,000 3,200,000
 The Electric Utility performs numerous projects at the request of citizens, businesses and organizations to repair damages to the electric system infrastructure, as well as for other specific services requested by electric customers.

There are basically two types of requests:

1. Specific work relative to the electric facilities that are paid by the customer (e.g., pole relocation).
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 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. At the discretion of the Office of Budget & Policy, subprojects may be extended for an additional year.

T&D-Facility Security Program 100,000 125,000 125,000 150,000 150,000 125,000 675,000
 This is a five-year project to evaluate, implement and place in service necessary security measures to reduce vandalism and theft of wire, cable, fuels, etc., from electric utility substations and operational facilities. Various improved security measures such as increased lighting, motion detectors, night vision security cameras, razor wire, locked fuel caps, and security guards will be evaluated and assessed for implementation as the most appropriate security measures to be used at each electric utility site.

T&D-G.P. Yard Access-Extension and Improvement 0 650,000 650,000 0 0 0 1,300,000
 The City of Tallahassee Electric Utility purchased 9.07 acres located between Messer Park and the existing material storage facility (GP Yard) from Rose Printing in FY2008. This project entails clearing the property, securing the site, expanding the existing GP Yard, construction of oil filled equipment handling facility and transmission material storage facility.

T&D-Gang Switch Repair/Replacement 115 KV and 230 KV 75,000 75,000 75,000 75,000 75,000 75,000 375,000
 Project scope will be to refurbish or replace deteriorated gang switches on the city's transmission system. It is Transmission and Distribution's intent to repair/replace these switches over a seven-year period. All switches with twenty years of service, critical location, and switches with high failure rates will be included in this project. The following is a preliminary list of gang switch repair/replacement priorities:

Substation (Sub)	Switch KV	Number Switches	Priority
Hopkins	115 & 230	43 & 8	Very Critical
Sub 1, 2, & 4	115	19/10/12	Critical
Sub 3 & 6	115	20/12	Very Critical
Sub 8, 9 & 10	115	15/12/13	High Failure Rate

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

T&D-Padmount Transformers & Pedestal Inspection Program 100,000 130,000 150,000 150,000 150,000 150,000 730,000
 This project provides for the 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. Replace 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. Install road markers and paint numbers on pedestal corresponding with padmount.
7. Replace pedestal lid bolts where available-labor only.
8. Other associated minor repairs as needed.
9. Needed connector replacements and installation of fault indicators, etc.

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

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Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
T&D-Pole Inspection and Treatment/Pole Reinforcement	1,375,000	0	0	750,000	750,000	250,000	1,750,000
<p>This project provides for the ground-line treatment of all wood transmission poles and includes the following:</p> <ol style="list-style-type: none"> 1. Equipment identification and computerized data collection of work performed. 2. Visual inspection of pole and hardware attachments, noting any gross defects. 3. Visual inspection of application of remedial preservative treatments to extend pole life. 4. Pole restoration utilizing c-truss or fiber wrap systems. <p>This is a cyclical three-year project to complete inspection and refurbishment for poles on overhead system. Note- This is a new project to replace the old project E04026.</p>							
T&D-Refurbishment of URD System	825,000	850,000	900,000	950,000	1,000,000	1,000,000	4,700,000
<p>This project provides the funding for the replacement and/or refurbishment of deteriorated underground distribution (URD) facilities. This project includes the replacement and installation of fault indicators, cables and URD equipment such as deteriorated pad mounted equipment, cable, conduit, and associated equipment. This required maintenance and refurbishment of URD facilities is necessary to effectively operate the electric distribution system in a reliable and safe manner. This is an ongoing project.</p>							
T&D-Remodeling Operations Center	275,000	150,000	175,000	100,000	100,000	100,000	625,000
<p>This project entails remodeling and/or updating the utility operations facility including the associated electric meter operations building located at the operations center, the 9.07 acres located between Messer Park and the existing material storage facility, and addressing those problems associated with aging and deterioration of the facility. Improvements continue with internal refurbishment such as painting, replacing of carpet, and updating of electrical wiring and other facility systems, and necessary feasibility study of oil filled equipment handling process. This is a recurring project. Annual appropriations not expended prior to the close of fiscal year will be returned to the fund balance.</p>							
T&D-Substation Transformers Replacement/Refurbishment	3,575,000	500,000	500,000	500,000	500,000	600,000	2,600,000
<p>This project provides funding for the materials, services, and labor for refurbishment/replacement of substation transformers and associated equipment, including associated breakers at various distribution substations on the City's electric system. This program provides necessary funding over several years to refurbish/replace several of the older substation transformers and associated equipment that are over thirty-years old. Refurbishment activities will include necessary preventative deterioration actions such as painting, recoating of metal surfaces, etc. This program will allow for spare replacement units should there be an in-service system failure of a substation transformer.</p>							
T&D-Tree Replacement	25,000	25,000	25,000	25,000	25,000	25,000	125,000
<p>This project provides funding for planting low growing species of trees or plants to replace tall trees growing under overhead power lines and associated costs. This is a recurring project. Funds not expended prior to the close of the fiscal year will be returned to the fund balance.</p>							
T&D-Utility Operations Center Office/Storage Facility Add.	0	0	0	350,000	0	0	350,000
<p>This project entails adding an office/storage facility at the Utility Operations Center. The facility will add several office spaces, meeting rooms and storage for the use of T&D personnel.</p>							
Utility Supply Misc Major/Minor Equip & Facility Impvmts	0	200,000	0	0	0	0	200,000
<p>This project provides for the repair and purchase of various equipment and improvements to the Utility Supply Center facility. This project will include, but not be limited to, replacement of the office furniture and equipment Procurement is taking for the surplus operations, upgrades to the warehouse security, bar-coding functionality, Peoplesoft support/modifications, and storage and equipment improvements.</p>							
Total Electric Utility	100,068,100	48,090,900	66,616,600	57,365,100	67,373,000	107,208,500	346,654,100

Energy Services

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Commercial Energy Conservation	625,000	625,000	625,000	625,000	625,000	625,000	3,125,000
<p>This project provides low interest loans to support the city's ongoing energy efficiency/customer retention efforts in the commercial sector. The program's focus is to improve energy efficiency of commercial facilities and promote efficiency in city and other public/governmental facilities through the funding of special projects and studies. This is a recurring project. Annual appropriations that are not expended by the close of the fiscal year will be returned to the energy conservation fund.</p>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Utility Services

Energy Services

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Demand Side Management Program Support	125,000	125,000	125,000	125,000	125,000	125,000	625,000
Demand side management (DSM) resources will continue to be an important part of the city's resource mix over the next few years. This project provides funding for DSM support activities using the energy conservation fund. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the energy conservation fund.							
DSM - Program Enhancements	640,000	240,000	240,000	240,000	240,000	0	960,000
Demand Side Management (DSM) resources will continue to be an important part of the city's resource mix over the next few years. While the program development is getting underway, staff has recommended funds to enhance existing programs. The intent is to gain local market momentum with program enhancements that are known to meet existing policy, economic, or marketing goals, and also have minimal fiscal impact. The enhancements are:							
1. Compact Fluorescent Lamp distribution							
2. Solar Energy Rebates							
3. Ceiling Insulation Rebates							
Residential Energy Conservation	3,020,000	3,020,000	3,020,000	3,020,000	3,020,000	3,020,000	15,100,000
This project provides low interest loans and rebates to support the city's existing residential energy efficiency program. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the energy conservation fund.							
Total Energy Services	4,410,000	4,010,000	4,010,000	4,010,000	4,010,000	3,770,000	19,810,000

Fleet Management

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Environmental Compliance and Remediation Program	100,000	100,000	100,000	100,000	100,000	100,000	500,000
This is a continuing program, which supports environmental facilities activities and compliance with regulations of the Florida Department of Environmental Protection (DEP). DEP requires that sites, which have the potential for contamination, have emergency response action plans, initial remedial action plans, discharge notification plans, quality assurance project plans, contamination assessment reports, remedial action plans, and site rehabilitation. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.							
Vehicle Replacement	7,000,000	6,000,000	6,000,000	7,000,000	9,350,000	4,650,000	33,000,000
The fleet management program is responsible for centralized citywide vehicle and equipment acquisition, maintenance, and repair. This project supports a program for vehicle replacement. Funding for the program is provided by the fleet reserve, which is replenished annually through fund interest earnings and monthly charges in user department operating budgets. This project includes a ten percent contingency to address unanticipated needs. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.							
Total Fleet Management	7,100,000	6,100,000	6,100,000	7,100,000	9,450,000	4,750,000	33,500,000

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Alternate Fuel Program	10,000	10,000	10,000	10,000	10,000	10,000	50,000
Underground Utilities often designs, constructs, and expands its natural gas mains to provide service to outlying areas. Gas Administration has outlined a strategic plan to incorporate alternative fuels programs for dispensing compressed natural gas/liquid propane to economically feasible end-users, as well as deferring system expansion costs in outlying areas when alternative fuel delivery is a cost feasible option to distribution customers. This program is required to keep invested state licenses active and in full effect during the next fiscal year. Appropriations will also cover a cost feasibility study to be conducted prior to the implementation of the program.							
This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.							
AWT Program	141,666,917	29,560,000	42,047,200	11,195,000	1,982,800	600,000	85,385,000
Master project for the AWT design, planning and construction. The AWT improvements are necessary to meet state permitting requirements, particularly for the reduction of nitrogen. Design will be completed in 2009 and early work packages such as storage pond construction and demolition of existing facilities will also commence in 2009. New headworks, screening, grit removal, primary clarifiers, deep-bed denitrification filters, and disinfection and other chemical facilities are major improvements included in the first phase of the AWT project. Completion of the first-phase construction is scheduled in January 2011.							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Basin Improvements Implementation Plan	0	1,500,000	2,000,000	1,500,000	1,500,000	1,500,000	8,000,000
<p>This project will fund planning, design, and construction activities aimed at minimizing water quality impacts to the Tallahassee area receiving water bodies. Implementation activities may include in-lake or contributing watershed projects. Target water bodies will include those located within the major Tallahassee area watersheds.</p>							
Carbon Bed Replacement	166,400	240,000	480,000	240,000	240,000	480,000	1,680,000
<p>The City has granular activated carbon (GAC) units located at five water well facilities used to remove ground water contaminants. The need to change the carbon is related to water demand and other factors. Exchange of the GAC is expected to be an ongoing process with these units. GAC units are closely monitored for Florida Department of Environmental Protection compliance by the Water Quality Division; their analyses/projections indicate that carbon replacement will be required.</p> <p>Past years funding level requests were based on the number of GAC units expected to be exchanged during the period at 2008-2010 contract pricing. Current pricing has increased with the increased cost of processing coal based products and are consistent with bid received by procurement in FY09.</p> <p>FY10 - Well 6, FY11 - Well 9 and Well 13, FY12 - Well 7, FY13 - Well 6 and 13, FY14 - Wells 2 and Well 4.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p>							
Central Ditch Flood Reduction	650,000	0	250,000	5,000,000	5,000,000	0	10,250,000
<p>The project objective is to alleviate flooding in the vicinity of Eppes Drive. This project provides funding to examine flood reduction alternatives. The current solution concept is to replace the bridge at Airport Drive and widen the Central Ditch from Gaines Street through Lake Bradford Road. If the concept or some variation of it is shown to be effective, later phases of the project would implement the concept. Another alternative is the construction of a parallel drainage system which would enable other city units to use this system to convey runoff from the Gaines Street and/or Jackson Bluff Road projects to the regional stormwater facility, thereby reducing the necessity for small, unsightly stormwater ponds. Depending on interest and benefits and the selected alternative, it is possible implementation of such a project could be structured as a joint city/FSU undertaking. Final implementation costs will be determined upon selection of a specific alternative.</p>							
Collection System Rehabilitation/Replacement	590,650	1,723,350	1,700,000	1,700,000	1,700,000	1,800,000	8,623,350
<p>Sewer collection infrastructure must be rehabilitated or replaced to extend the expected life and reduce stormwater infiltration and inflow. These projects are prioritized each year based on maintenance reports, with design and construction usually done in-house and coordinated, when possible, with roadway projects.</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>							
Crawfordville Road Gas Main Extension	0	0	0	615,700	677,200	0	1,292,900
<p>This project involves the design and construction of thirteen miles of natural gas main to provide service to the City of Crawfordville in Wakulla County. Engineering and design is scheduled to be completed in the first quarter of FY 2012. Construction is scheduled to begin in the first quarter of FY 2012 and be completed in the fourth quarter of FY 2013.</p>							
Digital Submittal Standards	0	100,000	100,000	0	0	0	200,000
<p>This project will provide funding for the development of a City-wide standard for future submittal of digital planning and construction documents associated with capital improvement projects and land development. Infrastructure covered by the digital submittal standard will include components of the stormwater, water, sewer, gas and electric systems. Once the digital submittal standards are established and implemented, planning and design documents for future construction projects will need to conform to the standards. This will reduce the cost of keeping the City's infrastructure and GIS maps up to date. That, in turn, will make such maps more useful for both government and private sector planning of future projects.</p>							
Emory Court and Dupont Drive Area Flood Relief	9,000,000	800,000	300,000	0	0	0	1,100,000
<p>The project objective is to reduce flooding in the vicinity of Emory Court and Dupont Drive in the area of Wahnish Way, south of Orange Avenue. Flooding in this area originates from the East Branch drainage canal, a major conveyance draining in excess of 3,000 acres upstream of this location. During tropical storm Allison (June 2001), fifteen homes were flooded and thirty-five homes had yard flooding. Additionally, extensive street flooding occurred, requiring that some residents be evacuated by boat.</p>							
Facility Building Improvements	104,000	100,000	100,000	100,000	100,000	100,000	500,000
<p>This project involves scheduled and unscheduled improvements and maintenance for the Water Utility Water Quality Facility. Among the recommendations planned are additional building and roof repairs, parking lot improvements, mechanical system maintenance and repairs, and maintenance on the current security system.</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>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Frenchtown Stormwater Improvements	7,967,400	1,485,300	1,552,200	640,500	0	0	3,678,000
<p>The project was established to develop a plan to reduce chronic flooding that occurs in multiple areas within the 840-acre Frenchtown watershed. In 2006, after considering multiple alternatives, the Commission selected a plan felt to best balance the interests of various neighborhood stakeholders. This project has now transitioned to implementing the selected improvements which include both additional pond storage capacity and conveyance improvements. The improvements will be funded by a \$1,645,400 EPA grant and \$10 million in sales tax revenue. The sales tax revenue is to be remitted from Blueprint 2000 water quality funding. The funding from BP2000 is scheduled as follows: FY05 - \$993,262; FY06 - \$1,245,551; FY07 - \$1,301,601; FY08 - \$1,360,173; FY09 - \$1,421,380; FY10 - \$1,485,342; FY11 - \$1,552,183; and FY12 - \$640,508.</p>							
Gas Recurring Projects	379,000	418,600	461,900	509,150	560,900	617,450	2,568,000
<p>The Gas Utility Division performs a variety of capital project activities designed to meet recurring operating requirements. Projects include procurement of meters for new service requests, replacement of obsolete meters, and repaving of utility cuts. This project funding will fund the following sub-projects in FY10: meter replacement, new meters, and utility cut repaving. This is a recurring project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p>							
Gas Service Request	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This project provides funding for repairs to gas mains from damages made by gas customers. The estimates are based on historical expenditures for this type of activity and all expenditures will be fully reimbursed by gas customers. Costs for repairs will be billed through the city's billing and accounts receivable process.</p> <p>This project is also used for the City's Internal Piping Program whereby the City contracts with a local plumber to install internal gas piping. The City is fully reimbursed by the customer for this service; the City also adds an administrative fee for this service. Costs for this program will be billed through the city's billing and accounts receivable process.</p>							
Gas System Automation Implementation	449,000	500,000	500,000	500,000	500,000	500,000	2,500,000
<p>This project involves the development and implementation of a Geographic Information System (GIS) database mapping and facility inventory system for the department's Gas, Water & Sewer Utilities. Funding is provided for field surveys to locate existing gas valves/facilities, quality assurance/quality control gas facilities, modeling, prepare data input and editing, integration to GIS from engineering designs and documents, purchase and maintain gas applications pertaining to leak surveys and cathodic protection, purchase and maintain hardware and software pertaining to gas applications, purchase hardware and software pertaining to locating facilities, staff training, gas code compliance suite, mobile GIS, mobile GPS, work management, and field force automation.</p> <p>Beginning with FY10, this project will include a combination of funding from Gas, Water & Sewer funds as follows:</p> <p>Gas \$447,400 Water \$200,000 Sewer \$200,000</p>							
Gas System Expansion	1,324,741	929,500	1,684,700	1,800,900	1,917,050	2,033,250	8,365,400
<p>This project funds the expansion of the gas distribution system serving residential, commercial, and industrial customers. Prior to opening any projects, the department will develop a payback analysis for each individual project. This is a recurring master project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p>							
Gas System Relocation/Adjustments	384,788	454,750	426,800	454,800	489,750	559,700	2,385,800
<p>This project funds the relocation and/or adjustment of existing gas mains and related facilities in conjunction with roadway construction projects. Due to planning and scheduling conflicts in city, county, state, and federal roadway improvements, it is difficult to forecast the extent of gas main relocations. Funding for this recurring master project is consistent with historical expenditures for relocations. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p>							
High-Pressure System Upgrade	83,936	71,000	73,600	78,800	86,500	96,850	406,750
<p>This project provides funding for engineering, purchases of equipment, staff training, construction, and related activities associated with the expansion, additions or improvements to the gas high-pressure facilities. Activities also include replacement of remote terminal units (RTU) at various locations, updating and maintaining the gas hydraulic model through the purchase of new hardware/software, and training.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p>							
Inflow Monitoring and Testing	210,000	800,000	900,000	900,000	750,000	800,000	4,150,000
<p>This project supports the identification of sources of infiltration or inflow into the sanitary sewer system. Identification methods include smoke testing, monitoring flows, and televising. An increase in funding in FY2010 and subsequent years is needed to expand areas to be studied and installation of flow monitoring devices.</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>							

City of Tallahassee
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Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	<i>Non-Appropriated Programmed CIP Funding</i>				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Inglewood Stormwater Improvements	0	1,050,000	0	0	0	0	1,050,000
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.							
Karen Lane Drainage Improvements	0	600,000	0	0	0	0	600,000
The project objective is to reduce the frequency and severity of flooding of Karen Lane and the residential properties along the western end of Karen Lane. Improvements are needed to the stormwater drainage and collection system.							
Killarney Way at Shamrock Drainage Improvements	0	500,000	0	0	0	0	500,000
The project objective is to reduce the frequency and severity of flooding in the intersection of Killarney Way and Shamrock Street, and the properties surrounding this intersection. Preliminary engineering analysis indicates that excavating the median on Killarney Way west of Shamrock to create additional flood storage will alleviate the flooding. The excavated median will be landscaped to create an aesthetic normally dry storage area.							
Lafayette Park Outfall	500,000	800,000	0	0	0	0	800,000
This project provides funding to evaluate the potential for reducing flooding in the vicinity of Williams Street, McDaniel Street and Martin Street at Miccosukee Road. Eleven properties experience flooding with a few experiencing yard flooding up to three feet deep.							
Leon County Master Sewer Projects	1,250,000	1,100,000	1,350,000	1,400,000	1,400,000	1,400,000	6,650,000
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 Leon County - City of Tallahassee Water and Sewer Franchise Agreement. Specific projects will be established in response to requests and economic feasibility.							
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.							
Master Water Plan Improvements	2,080,000	2,163,200	2,249,750	2,339,700	2,000,000	2,000,000	10,752,650
The Water Utility developed the potable water system master plan during fiscal year 2003. Improvements identified in the plan, which this project funds, include major upgrades of distribution piping to maintain proper water capacity and system pressure to provide adequate fire flows, maintain good water quality, and address future growth.							
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.							
Minor Sewer Infrastructure Expansions Master Project	0	1,200,000	865,000	880,000	895,000	900,000	4,740,000
This project will fund minor sewer infrastructure expansions associated with land development activities. It involves refunds to developers for on-site and off-site activities including pipeline additions/adjustments as well as construction and/or modifications to pump station. The amount opposite each activity represents an estimate of how project funds will be allocated among the various activities for fiscal year 2010:							
Sewer Refunds (\$350,000)							
Minor Sewer Line Adjustments (\$100,000)							
Pump Stations (\$750,000)							
This is a master-recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.							
Miscellaneous Stormwater Engineering	80,000	80,000	80,000	80,000	80,000	80,000	400,000
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.							

**City of Tallahassee
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Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
NPDES Municipal Stormwater Permit Compliance	1,280,000	45,000	50,000	50,000	50,000	50,000	245,000
<p>This project is to develop and implement programmatic requirements in the Stormwater Management Division that are compelled by the city's National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. The federal Environmental Protection Agency (EPA) issued the permit to the city on February 1, 1998. While some elements of this project are recurring in nature, some project activities require multi-year contracts. The one-year project closure policy for recurring projects is not compatible with such contracts, so the project is classified as non-recurring. Funding requested for fiscal year 2008 was increased to \$175,000, up from a prior projection of \$125,000, based on discussions with contractors regarding the cost of doing the wet weather and dry weather sampling required by the city's MS4 permit. Funding in the out years is applied to permit fees, illicit discharge investigations, high-risk facilities monitoring, and erosion/sediment control training. Funding totals for these out years as well as future years is somewhat uncertain due to the uncertainties associated with the Federal TMDL program. When TMDLs are finalized, it is anticipated that state will require more water quality activities as a part of the NPDES permit program. Consequently, it is probable that out years expenditures will have to be adjusted upward in future years.</p>							
Park Avenue Tributary #1 Stormwater Improvements	900,000	1,000,000	600,000	0	0	0	1,600,000
<p>Drainage Basin: Lake Lafayette. This project provides funding to evaluate the potential to reduce the flooding of properties along Park Avenue Tributary #1, including those near Tina Drive (10 properties) and the Windrush Apartments. Additionally, this project will evaluate options that address the severe erosion of properties abutting the ditch in the vicinity of Albritton Drive. Land acquisition and construction will be required to address the flooding and erosion.</p>							
Pickett Court Area Stormwater Improvements	1,000,000	0	0	0	0	0	0
<p>This project provides funding to evaluate the potential for reducing flooding in the vicinity of Pickett Court west of Sutor Road. During Tropical Storm Allison (June 2001), four homes were flooded and nine homes had severe yard flooding. One resident reported the sheet flow moved her car across the yard. Another resident described it as flowing like a river. The cause of flooding in this area is not yet defined. Some may be conveyance capacity related and some may result from houses being located in a shallow depression. Phase one of the project will examine if there are drainage improvements that can reduce flooding in the area. If an effective solution is identified, later phases of the project would implement the solution concept. Final implementation costs and schedule will be determined upon completion of the preliminary engineering phase.</p>							
Pump Station Renovation & Maintenance	672,000	1,222,000	735,000	765,800	750,000	750,000	4,222,800
<p>The Distribution and Collection Division operates and maintains 102 pumping stations. Pumping stations are scheduled for periodic maintenance and upgrades based upon the age and condition of the grounds, structures, and/or equipment. The following activities are planned for fiscal year 2010:</p> <ol style="list-style-type: none"> 1. Pump Stations Parts (\$150,000). 2. Wet well cleaning (\$60,000). 3. Facilities beautification (landscaping/painting) of pump stations (\$30,000). 4. Emergency generator repair or replacement services (\$100,000). 5. RPZ maintenance and repair (\$8,000). 6. Elect Parts & Supplies (\$106,000) 7. SCADA (\$68,000) 8. Lift Station Odor Control (\$ 200,000) 9. Pump Station Machine Services (\$ 50,000) 10. Replacement and Upgrade (\$ 100,000) 11. Master Pump Station Renovation & Reliability Improvements (\$ 600,000) <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>							
Pumping Station Replacement Master Project	885,000	1,080,000	1,125,000	1,170,000	1,100,000	1,150,000	5,625,000
<p>The city operates 104 pumping stations in the sewer collection system and annually prioritizes those stations due for replacement or major upgrades. This project provides for the design, purchase and installation of equipment and structures to adequately and reliably pump sewage throughout the collection system.</p> <p>This is a master recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Rainfall and Stream Gauging - Stormwater Project	88,000	90,000	93,000	96,000	99,000	102,000	480,000
<p>The program is funded through a joint agreement among the City, Leon County, and the Northwest Florida Water Management District. The project is an annual recurring project to gather rainfall and stream flow data necessary to continually update stormwater computer models and to ensure reliability of designs. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.</p>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Reuse Water Distribution	2,040,000	2,163,200	2,249,750	2,339,700	2,000,000	2,000,000	10,752,650
<p>Several projects have been identified to serve potential reuse customers, including Southwood CDD, Southeast Capital Circle, and Orange Avenue irrigation and installation of a booster station, from the Tram Road Reuse Facility (TRRF). This project will provide planning, design, and construction of the reuse distribution system from TRRF in order to maximize the customer base for the reuse water.</p>							
Service Taps	960,405	768,300	1,088,450	1,216,500	1,344,600	1,472,600	5,890,450
<p>This is a recurring master project that funds the installation of service taps for residential, commercial, and industrial customers. Appropriations that are not utilized prior to the end of the fiscal year will be returned to fund balance.</p>							
Sewer Line Rel./Adj. FDOT/City/County Public Works	1,720,000	1,780,000	2,475,000	2,570,000	2,570,000	2,570,000	11,965,000
<p>Sewer collection infrastructure in conflict with proposed roadway and stormwater facility improvements must be relocated and adjusted. The scope and cost of these relocations/adjustments vary with each project and cannot be accurately determined until final construction plans are available. The projected five-year funding levels are based on preliminary Florida Department of Transportation, Leon County, and City Public Works schedules and on historical cost experience.</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>							
Small Projects Initiative	1,050,000	350,000	350,000	350,000	350,000	350,000	1,750,000
<p>Drainage Basin: City Wide. This project provides funding for smaller stormwater problems to be addressed in a timely manner. In the past, when smaller drainage problems arose which were too large for Streets and Drainage maintenance crews to resolve, these problems had to compete with larger projects for funding on a priority basis. By their very nature of being smaller problems, these areas lacked the priority of the larger problems. Unfortunately, the reality is that given the number of large problems within the community, small problems might go many years without attention. To address this issue, a staff person has been assigned to work only on small projects. This funding allocation provides a source of revenue with which small problems can be addressed in a timelier manner.</p>							
Southeast Farm Irrigation Expansion	10,130,000	0	500,000	1,500,000	0	0	2,000,000
<p>This project is to evaluate and implement an expansion of the Southeast Farm irrigation as directed by the current FDEP permit. This expansion will provide needed sprayfield capacity for future growth in effluent volume. A study is scheduled to be completed in FY2010; design to be completed in FY2011; and construction in FY2012.</p>							
Stormwater Pollution Reduction Program	1,105,048	50,000	50,000	0	0	0	100,000
<p>This project continues to fund engineering, planning, and analysis tasks required to establish and develop a stormwater pollution reduction program (SPRP). Development of the SPRP was required by a 1999 amendment to the local Comprehensive Plan, which required that the City develop more specific stormwater quality retrofit objectives with consideration of costs, methodology and the community willingness to financially support implementation. The City was further required to amend the local Comprehensive Plan to reflect the funding targets established by the SPRP study and to fund and initiate a water quality enhancement program to achieve the retrofit goals on the established schedule. The requirements specified in the 1999 amendment were completed in 2005 and in 2006 the Comprehensive Plan was amended to formalize the adoption of a proactive stormwater pollution reduction program within the City and establish substantial funding for the program. More detailed planning work such as TMDL coordination, feasibility studies, monitoring, and grants preparation etc. continues to be required to begin implementation of the SPRP.</p>							
Think About Personal Pollution (TAPP)	954,895	0	500,000	0	0	0	500,000
<p>The TAPP (Think About Personal Pollution) Campaign is an ongoing non-structural water quality 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 aimed at educating the community about nonpoint source pollution and the steps that each individual can take to reduce pollutant discharges that reach lakes, streams, and ponds. The Stormwater Division plans to apply for a grant to continue the project for another year. If awarded, grant funds will be received on a reimbursement basis. The requested funding will be used to continue the TAPP campaign with grant reimbursements returning to the Stormwater Undesignated Balance.</p>							
Total Maximum Daily Load (TMDL) Compliance	1,305,000	15,000	15,000	15,000	15,000	15,000	75,000
<p>The Federal Clean Water Act requires that states identify impaired waters and that they develop programs to reduce pollutant loads in those waters. Nationwide, the programs being developed to address these requirements are called TMDL, which is an acronym for total maximum daily load. Florida is moving forward with its TMDL program very rapidly in response to a court ordered schedule. This program could have significant financial impacts on the city. This project provides funding for engineering and administrative activities to develop strategies to address the regulatory requirements of the TMDL program, and to ensure that city interests are protected. Primary activities under this project would include developing necessary technical data and receiving water computer models, negotiating with the Florida Department of Environmental Protection and the Environmental Protection Agency (EPA), preparing TMDL implementation plans, and developing other programmatic elements.</p>							

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Upper Lake Lafayette Nutrient Removal Facility	4,350,000	650,000	0	0	0	0	650,000
The project objective is to evaluate and implement, if warranted, advanced technology for removing nutrients such as phosphorous and nitrogen from stormwater runoff ultimately bound for Upper Lake Lafayette. The project is being implemented in phases. The first phase, which is complete, involved an assessment of available alternative technology and bench scale testing to evaluate effectiveness under local hydrologic and climatic conditions. Based on phase one results, an implementation phase will proceed in which a full-scale nutrient removal facility will be designed and constructed.							
Wastewater Asset Management Plan	610,000	0	270,000	0	0	0	270,000
This project will develop and implement an asset management plan for infrastructure in the department. It is a multi-year project that will include wastewater treatment, water distribution, wastewater collection, and the water wells. This project will provide information needed in the future to inform the City Commission of the basis and priority for maintaining capital assets in place during the budget cycle. This ability will be critically important as the city prepares to spend nearly \$160 million in the next few years on capital improvements at these facilities.							
Wastewater Collection Recurring Work Orders	2,690,000	2,354,000	2,772,000	2,857,000	2,830,000	2,825,000	13,638,000
Each fiscal year the distribution and collection division performs a series of capital projects that cover wastewater collection system activities listed below. The amount opposite each activity represents an estimate of how project funds will be allocated among these various activities for fiscal year 2010:							
<ol style="list-style-type: none"> 1. Sewer taps (\$ 110,000). 2. Service cut pavement (\$ 300,000). 3. Sewer trench repair (\$50,000). 4. Sewer manhole adjustments (\$ 150,000). 5. Sewer lateral replacement (\$ 210,000). 6. Force Main Repairs (\$50,000). 7. Replacement & Upgrade (\$144,000). 8. Septic Tank Hauling and Emergency Pumping (\$ 50,000). 9. Cleaning and Inspections on 16" mains (\$ 90,000) 							
This is a master recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.							
Wastewater Treatment Improvements	814,000	441,500	663,000	690,000	650,000	650,000	3,094,500
Each fiscal year, the Wastewater Treatment Division performs various capital projects relating to the repair, replacement, and maintenance activities at two treatment plants and a reuse facility. Project activities are listed below. The amount opposite each represents an estimate of how projects funds will be allocated among the various activities for fiscal year 2010:							
<ol style="list-style-type: none"> 1. Building and plant equipment painting (\$50,000). 2. Landscape and road maintenance (\$10,000). 3. Reuse facility pivot and pump maintenance (\$124,500). 4. Treatment plant pump enhancements and replacements (\$104,000). 5. Facility and maintenance equipment replacement and enhancements (\$63,000). 6. Wastewater SCADA system upgrade (\$75,000). 7. Elect Parts & Supplies (I&C) (\$15,000). 							
This is a master recurring project. Annual appropriations that are not expended prior to fiscal year end will be returned to fund balance.							
Wastewater Treatment Plant Master Plan	1,041,000	0	0	880,000	0	0	880,000
The Lake Bradford Road Treatment Plant, the Thomas P. Smith Treatment Facility and the Southeast Farm make up the major components of the city's wastewater treatment system. The last major expansion of this system was in 1992. The master plan is evaluating near-term and long-term improvements required to achieve the city's goals of providing reliable, economical, and environmentally protective wastewater service.							

**City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary**

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	

Water Distribution Recurring Work Orders	5,356,000	4,345,250	4,913,050	5,284,800	4,380,000	4,360,000	23,283,100
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Each fiscal year, the Distribution and Collection Division performs a series of capital projects, which cover water distribution system activities shown below. Fire hydrant maintenance is included in the Fire Department's CIP beginning FY10. The amount opposite each activity represents an estimate of how project funds will be allocated among the various activities for fiscal year 2010:

1. New fire hydrant installation (\$20,000).
2. Fire hydrant maintenance painting (\$0).
3. Fire line taps & new fire hydrants (\$80,000).
4. Water taps for new services (\$815,000).
5. Water meter change out (\$660,000).
6. Replacement of old water services (640,000).
7. Service cut pavement patching (\$550,000).
8. Water valve replacement (\$150,000).
9. Dead end water main flushing program (\$36,000).
10. Water valve exercise/survey program (\$209,000).
11. Water valve adjustments (\$220,000).
12. Water main repairs (\$517,000).
13. Sand pit materials (\$70,000).
14. Replacement and upgrade (\$253,250).
15. Water SCADA (\$125,000).

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

Water Line Reloc./Adj. for FDOT/City/Leon County P/W	1,248,000	1,298,400	1,350,000	1,404,000	985,200	1,000,000	6,037,600
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This project funds the relocation and adjustment of water distribution infrastructure that conflicts with proposed roadway improvements planned by city and county public works departments 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, 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.

Water Minor Line Extensions and Upgrades	0	885,000	890,000	900,000	930,000	950,000	4,555,000
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This project will fund minor water distribution system extensions as well as development related refunds. It will also fund water main replacements and upgrades identified by maintenance and operating activities. Those activities were previously funded under project No. 09055. Estimated allocations for FY2010 listed below.

- 1) Minor Line Extensions (\$250,000)
- 2) Water Main Replacement/Upgrades (\$635,000)

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

Water Quality Division Service Request	92,000	90,000	90,000	90,000	90,000	90,000	450,000
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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.

This project is estimated to cost \$92,000 in fiscal year 2009 and increase annually thereafter. 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.

**City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary**

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
Water Storage Tank Inspection, Cleaning, & Painting	364,000	350,000	20,000	300,000	20,000	20,000	710,000
<p>This project involves the inspection, cleaning and painting of elevated water storage facilities. This project establishes recurring funding to address all the storage tanks in the Tallahassee water system on a regular schedule.</p> <p>Tanks 2, 3, 4, 5, and 7 have been painted during the last five years. Tanks 6, 1 and 8 are scheduled for FY10-14 CIP. The five year structural and coating integrity inspection performed in 2006 indicated that Tanks 6 was in "fair" condition and painting should be completed within 3 years with tanks 1 and 8 following. The cleaning and re-painting maintains the structural integrity of the steel tanks and also ensures that the stored water is clean and safe, and that the required storage capacity is met. (Tank 6 in FY10, Tanks 1 & 8 in FY12)</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>							
Water System Security Improvements	156,000	150,000	150,000	150,000	150,000	150,000	750,000
<p>This project supports the development and implementation of security improvements at water supply wells and elevated storage tanks. Through a vulnerability assessment process, the utility identified potential areas of concern and prioritized a plan for security upgrades, modifications to operational procedures, and a system to mitigate risks. Among the recommendations proposed were additional security measures to achieve a higher level of protection. Anticipated improvements include additional intrusion deterrents, enhanced early detection, and safeguards against malicious activities. The project also will augment the current controlled access to the facilities and implement a recognition system.</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>							
Water Well #32 Construction	0	0	2,500,000	0	0	0	2,500,000
<p>The project will provide funding to construct of a major water supply well to meet future water demand on the northeast side of the water distribution area. The construction of the well is expected to be completed in FY 2012.</p>							
Water Well and Elevated Tank Renovation & Replacement	546,000	975,000	975,000	975,000	975,000	975,000	4,875,000
<p>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 an additional water well to be constructed in 2010. The following projects are planned in fiscal year 2010: Electronic equipment upgrades, fluoride plumbing retrofitting, miscellaneous equipment, and lawn maintenance. Increase in budget amounts are due to escalated prices and the appropriate capitalization of City staff salaries.</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>							
Water Well Control Center Upgrades	1,680,000	540,800	0	0	0	500,000	1,040,800
<p>This project supports improvements and upgrades to the existing Motor Control Centers (MCC) at various city water wells. Many wells are utilizing control centers that were installed during the 1960s, 70s and early 1980s. MCCs were replaced at wells 15, 17, and 23 in FY09 with work at Wells 12 and 13 scheduled for FY10. These are the five most critical MCCs. Additional work will be planned for FY14.</p>							
Water Well Facility Inspection & Refurbishment	416,000	200,000	0	200,000	200,000	200,000	800,000
<p>This project includes a structural analysis of existing water well facilities and provides for repair and maintenance of the buildings that house chemicals, electrical motors and electrical control centers. For the previous two (2) years, a minimum of two (2) wells per year have been updated with new roof structures, window, vent and door repair/replacement, and brick/block tuck pointed.</p> <p>The budget reflects reducing design and construction to one (1) facility per year. To date Water Wells 2, 3, 4, 5, 6, 7 and 17 have been completed with plans prepared for Water Wells 11, 12, 15 and 13. (FY10 Well 11, FY12 well 15, FY13 Well 13, FY14 Well 12) Wells 8, 16, 18 will be evaluated in FY14.</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>							
Watershed Protection Plan	80,000	33,000	37,000	41,000	45,000	50,000	206,000
<p>This project will fund the City's share of two projects requested by the Watershed Management Planning Board. The Watershed Management Planning Board was established by the City and County Commissions through an interlocal agreement executed in 2006. The agreement, entitled Watershed Protection Plan, sets out several short term and long term goals. Two projects are to be funded with the FY10-14 request; a Watershed Boundary Signing Project and a Water Quality Database Project. Both of these projects are called for in the interlocal agreement. Funding requirements for additional projects in subsequent years are anticipated as other goals in the interlocal agreement are implemented.</p>							
Welaunee Plantation - Gas Main Extension	98,990	61,850	111,350	117,550	123,750	129,900	544,400
<p>This project involves the design and construction of natural gas mains to provide service to Welaunee Plantation.</p>							

**City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget - Service Area Summary**

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
West Side Gas System Expansion	371,214	0	66,250	69,550	73,050	76,700	285,550
<p>This project involves the design and construction of natural gas mains to provide service to a newly developed area in western Leon County. Engineering began in the first quarter of FY 2007. Construction began in the second quarter of FY 2007 and is scheduled to be completed in the fourth quarter of FY 2014.</p> <p>This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p>							
Wilson Ridge Flood Relief Project	0	600,000	0	0	0	0	600,000
<p>Three properties in the Wilson Ridge subdivision, as well as the sag on Ridge Road, are a low, depression area with no positive outlet. One property has experienced flooding over three feet in depth. Because there is not a positive outlet, these properties remain flooded for an extended period; thereby rendering them inaccessible.</p>							
Total Underground Utilities	210,950,384	67,774,000	81,820,000	54,026,450	39,669,800	33,963,450	277,253,700

Utility Business And Customer Services

Project Name / Description	Prior Years	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2011	FY 2012	FY 2013	FY 2014	
AMI Advanced Metering	38,000,000	6,230,000	0	0	0	0	6,230,000
<p>The smart metering system will provide near "real time" data from all of the city's utility meters to city customer service and billing staff and has the capability to make data available for viewing by utility customers. This project will replace all meters with automated meter infrastructure devices and provide remote disconnect capabilities for utility customers. The system will address key objectives and provide significant benefits to the city and its residents.</p> <p>Fiscal year 2010 funding represents the payment for city internal expenses referenced in the September 2007 agenda item approved by the city commission.</p>							
Total Utility Business And Customer Services	38,000,000	6,230,000	0	0	0	0	6,230,000
Total Utility Services	360,528,484	132,204,900	158,546,600	122,501,550	120,502,800	149,691,950	683,447,800
Grand Total	403,766,848	186,999,500	208,053,650	154,452,900	158,613,900	185,413,250	893,533,200

City of Tallahassee
Fiscal Year 2010 thru 2014 Capital Budget

Non-Funded Projects

Each year there are a number of capital projects which are requested by departments, but due to their priority status or funding limitations, are not recommended for funding. During successive years many of these projects may be resubmitted and, in numerous cases, are considered in subsequent budgets. This occurs most frequently in the general government area because available funding is limited.

Project	FY 2010 Budget	Non-Appropriated Programmed CIP Funding				5 Year Total
		FY 2011	FY 2012	FY 2013	FY 2014	
<u>Fire</u>						
Lake Bradford Road Fire Station	0	0	0	0	2,250,650	2,250,650
Relocation of Fire Sta. #8 to Capital Circle/Hartsfield Area	0	0	0	0	2,250,650	2,250,650
Southwood Fire Station	0	0	0	0	774,800	774,800
Welaunee Boulevard Fire Station	0	0	0	0	2,250,650	2,250,650
Department Total	0	0	0	0	7,526,750	7,526,750
<u>Police</u>						
Replacement of TPD Vehicle Equipment	0	0	0	0	1,300,000	1,300,000
Department Total	0	0	0	0	1,300,000	1,300,000
<u>Public Works</u>						
Bradford Road Pass	8,500,000	0	0	0	0	8,500,000
Department Total	8,500,000	0	0	0	0	8,500,000
<u>StarMetro</u>						
Purchase Mobile Data Terminals and Software	189,000	0	0	0	0	189,000
Signal Prioritization	500,000	500,000	500,000	0	0	1,500,000
StarMetro Solar Trash Receptacle	117,000	38,000	38,000	0	0	193,000
Department Total	806,000	538,000	538,000	0	0	1,882,000
Total Non-Funded Projects	9,306,000	538,000	538,000	0	8,826,750	19,208,750



001 General Fund

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

The General Fund appropriation for fiscal year 2010 is \$133,791,015 which is an increase of \$613,778 compared to the approved fiscal year 2009 budget. The primary factor for this slightly higher budget is due to the increase in the millage rate from 3.2115 mills in FY09 to 3.7000 mills in FY10. The City Commission made the decision to set the tentative millage rate at 3.7000 mills for FY10 because of the 8.3% reduction in property values from FY09 to FY10 and to re-establish the millage rate at the FY04 level. In FY04, the City Commission increased the millage rate from 3.2000 mills to 3.7000 mills to pay for \$85 million in capital projects through debt service, of which \$50 million was dedicated to neighborhood infrastructure. The Leon County Property Appraiser has already noticed the city that FY11 property values will likely decrease another 3%. The result is that projected general fund budgets in FY11 - FY14 all reflect deficits. Another major issue impacting the deficits in FY11 and beyond is the significant increase in pension costs, which begin in FY11.

To adjust for these impacts, the fiscal year 2010 budget reflects the following personnel restructuring, program elimination or reduction, and fee increases:

- Eliminating 52 positions (net) across nearly every department in the general fund.
- Eliminating non-union employee raises.
- Funding \$1,524,000 in General Government Capital Project Account (GG/CPA) with a portion of the funding coming from the 2004 Bond Series debt reserve, which exceeds the bond requirements by \$824,000.
- Increasing the General Fund contribution to the StarMetro Fund by \$245,078.
- Implementation of a one-day furlough in FY10 for non-union employees making at least \$50,000, which results in a savings of \$61,539.
- Increasing vehicle replacement funding by 12.5% in FY10, to begin the process of aligning funding with actual replacements.
- Implementation of a red light camera program, which is projected to generate \$800,000 in revenue for FY10.
- The State of Florida has reduced the State Revenue Sharing amount by \$689,356 in FY10 from the approved FY09 budget.
- The State of Florida has reduced the Half Cent Sales Tax amount by \$1,233,219 in FY10 from the approved FY09 budget.
- Police union personnel will receive an average raise of 5.5%, per the bargaining unit agreement.
- Increasing the general fund contingency by \$150,000.
- Reduced the vacancy factor from 3% in FY09 to 1% in FY10.
- Added \$600,000 in Other Post Employment Benefit (OPEB) funding in FY10 – FY14, with \$400,000 coming from the Deficiencies Fund in FY10.
- Added \$250,000 in additional parking revenue in FY10 – FY14.
- Added the COPS grant funding of \$303,575 in FY10, FY11 and FY12.
- Converting two existing city-observed holidays to floating personal days will result in overtime savings.
- Transfer to the Deficiencies Fund of \$1.9 million to begin replenishing the fund balance that has been drawn down below policy level in prior years.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

001 General Fund

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	75,887,614	76,901,259	74,868,349	79,252,072	81,549,745	83,912,749	86,393,963
Operating	7,138,372	7,411,367	11,119,740	11,349,988	11,383,502	11,408,522	11,476,452
Other Services & Charges	2,232,957	2,330,734	2,376,698	2,226,698	2,226,698	2,226,698	2,226,698
Capital Outlay	247,799	175,323	244,100	244,100	244,100	244,100	244,100
Allocated Accounts	19,038,558	17,002,738	17,661,644	17,939,870	18,434,326	18,941,222	19,467,048
Utilities and Other Expenses	5,241,781	4,457,136	5,231,547	5,332,914	5,431,882	5,538,752	5,538,752
Transfers	12,460,384	11,551,836	11,432,786	9,876,391	10,905,556	11,117,516	12,123,675
Contributions to Operations	10,042,625	8,315,522	8,939,019	9,729,889	10,045,499	10,363,301	10,719,880
Year End Adjustments	0	0	1,917,132	294,350	303,200	312,300	321,650
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Taxes & Franchise Fees	55,734,969	54,869,743	57,142,750	56,456,811	57,325,245	58,257,598	59,185,956
Licenses & Permits	3,277,806	2,694,653	2,780,157	2,788,993	2,798,036	2,807,188	2,814,590
Intergovernmental Revenue	15,551,474	14,196,020	13,624,720	13,884,268	14,148,801	14,115,052	14,378,754
Charges for Services	6,893,664	7,746,435	8,869,709	9,050,970	9,217,770	9,410,242	9,443,532
Fines & Forfeitures	1,271,752	1,194,811	1,463,500	1,483,300	1,503,200	1,524,200	1,545,200
Other Revenues	12,630,408	13,604,308	12,615,200	12,715,852	13,094,958	13,425,303	13,429,913
Other Sources	36,930,018	34,699,679	37,294,979	37,399,627	37,239,471	37,617,949	38,153,425
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	132,290,090	128,145,915	133,791,015	136,246,272	140,524,508	144,065,160	148,512,218
Fund Total Revenue	132,290,091	129,005,649	133,791,015	133,779,821	135,327,481	137,157,532	138,951,370
Fund Balance	0	859,734	0	-2,466,451	-5,197,027	-6,907,628	-9,560,848

Fund Expenditures

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

The Personnel Services category, budgeted at \$74.9 million, supports the 1,056.71 FTE positions that implement general government services and programs. During FY09, city staff met with the City Commission on three separate occasions (January 28th, April 15th and June 18th) to discuss mid-year FY09 adjustments and planning for the FY10 budget. The result was that several mid-year FY09 expenditure reductions were approved by the City Commission that also lower costs in FY10. For the FY10 budget, fifty seven positions have been eliminated, while five positions have been added.

Salary enhancements for general government employees were approved at 0%, while Police union employees were approved at an average increase of 5.5%, per the collective bargaining agreement. Negotiations between management and the Fire union will continue into FY10, regarding FY10 raises for Fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

Operating expenditures are generally held at the fiscal year 2009 appropriation levels. Exceptions are made for contractual service agreements with escalation clauses. One significant increase is the addition of \$600,000 to fully fund a liability for other post employee benefits as required under GASB No. 45. As part of the FY10 budget process to reduce costs, departments made reductions throughout several accounts in this category,

001 General Fund

including advertising, cleaning and laundry, reproduction, office supplies and travel and training.

In the Other Services and Charges category, donations to outside agencies were reduced by 20% for FY10, with the exception of social services. Funding for the contingency account is \$150,000 over the FY09 level. Following the annual review of non-collectible accounts, funding for bad debt is equal to last year's appropriation.

The Capital Outlay category provides funding for fixed assets that have a value of \$750 or more and have a useful life of more than one year. Typical expenditures include the purchase of new vehicles, heavy equipment, and computers not covered in the Fleet and Information Systems and Services (ISS) allocations. In fiscal year 2010, the major expenses are related to replacement equipment for park maintenance.

Allocated accounts budget for internal services that are driven primarily by personnel expenditures. In keeping with the overall reduction of expenses in FY10, positions are being eliminated in nearly all of the allocated departments. In fact, the warehouse function is being re-organized and shifted from the Purchasing unit to the Electric department in FY10. This reorganization will result in three positions being eliminated and \$274,237 being reduced from the Purchasing unit budget in FY10.

Utilities and Other Expenses category costs for fiscal year 2010 include rate studies approved March 26, 2008, which include phased-in increases from April of 2008 through FY10 for sewer services at rates of 15%, 14% and 14%. A water rate increase of 12.9% was implemented effective January 1, 2009, and will be increased by an additional 11% in FY11. The average residential customer natural gas bill increased by \$2.50 on April 1, 2008, and will be increased by \$1.10 on October 1, 2009. The electric fuel/purchased power charge rate will decrease from \$0.07605 per kwh to \$0.06470 per kwh effective October 1, 2009.

Transfers include debt service, cash financing of capital projects, and services offered by Public Works to external governmental agencies. FY10 debt service, budgeted at \$9,099,439, is based on debt for bonds issued through 2009 and loans from internal sources. Based on the capital improvement plan, new debt is anticipated in FY11. Cash financing for capital projects, the GG/CPA transfer, is budgeted at \$1,524,000 in FY10, which is significantly more than the \$720,000 budgeted in FY09. Public Works anticipates performing services amounting to \$308,847 for external agencies in fiscal year 2010.

Contributions to Operations include coverage of an operating deficit in the StarMetro fund and pass-through of tax increment funds to the Frenchtown and Downtown Community Redevelopment Agencies (CRA). The operating deficit for StarMetro is projected at \$7,925,134, while the tax increment for the Frenchtown and Downtown CRA's is \$656,551 and \$357,334, respectively.

Fund Revenues

Property taxes represent the largest source of General Fund revenues. Over the last two 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 FY10, the market forces are further correcting what the State has artificially corrected in the previous two years. The City of Tallahassee is experiencing an 8.3% reduction in property values, based on the July 1st certification provided by the Leon County Property Appraiser. The City Commission set the tentative millage rate at 3.7000 mills on July 1st, which will generate an additional \$1.7 million in revenue in FY10, and required a two-thirds vote to adopt on September 23, 2009.

The City-owned utilities make contributions to the General Fund from their operations. The electric contribution is set at an amount comparable to 8.3 mills of kilowatt hour (kWh) retail sales. The contribution levels for water and sewer are based on a percentage of the prior three-year average of gross system revenues from each utility. The percentage is set at 20% for water and 4.5% for sewer. The solid waste contribution also is calculated at 0.75% of the prior three-year average of system revenues. The contribution from gas is not related to sales and is set at a fixed rate of \$2,323,000, which is the same amount as FY09. Currently, Stormwater does not make a contribution.

001 General Fund

Intergovernmental revenue is budgeted at \$13,624,720, which is 13% below fiscal year 2009 adopted revenues. State revenue sharing and Florida 1/2 cent sales tax are down from FY09 by \$616,824 and \$1,102,498 respectively. The reduction is attributed to a statewide decline in the housing industry, dwindling repair and replacement cost from hurricanes, and an economic recession. Federal grant proceeds are essentially the same as fiscal year 2009, although some additional grant revenue is expected under the stimulus bill. Specifically, the city was notified of a COPS grant award, which will provide \$910,725 over FY10 - FY12, to retain five police officer positions. As a result of Leon County's decision to eliminate the county business tax for FY10, revenue to the city from this source is also eliminated (\$147,620).

Revenues from licenses and permits are comprised of occupational licenses and land use environmental fees (LUES). The land use and environmental fees are down significantly from FY09 due to the ongoing housing and economic recession. Growth Management LUES programs also are supplemented by a transfer from the Stormwater Fund, which supports two positions in that section.

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

Revenues of approximately \$12.6 million are projected from miscellaneous, non-operating sources. These include interest on city investments, applied expenses for the wages of city employees whose work is primarily related to capital projects, overhead allocations from other funds, lease of land, rental of buildings, and a new red light camera revenue of \$800,000 annually.

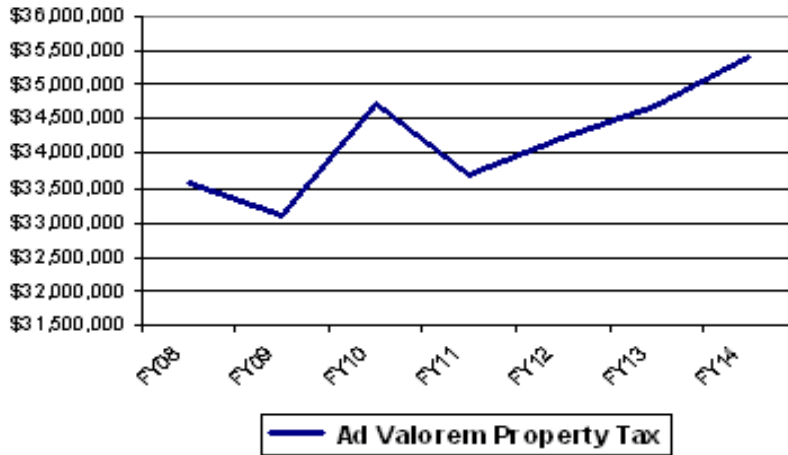
Fines and forfeitures account for approximately \$1.5 million of the general fund. This category has experienced little growth in the last several years primarily due to implementation of Article V, which changed the distribution formula and reduced the percentage of traffic fines received by municipalities from the state. However, the city traffic violation fees were increased by \$7 in FY08, which is used to partially fund school crossing guards.

There are two significant revenue charts on the next page. The first chart, Property Taxes, details the impact of both legislative and voter approved actions in FY08 and FY09 respectively, resulting in declines. In FY10, the City Commission increased the ad valorem tax rate to 3.7 mills, from 3.2115 mills in FY09. This is a 15% increase in the millage rate, but only a 5% increase in revenue since property values declined by an average of 8.3%. A further reduction of 3% is projected in FY11, before returning to a more predictable growth pattern for FY12 – FY14.

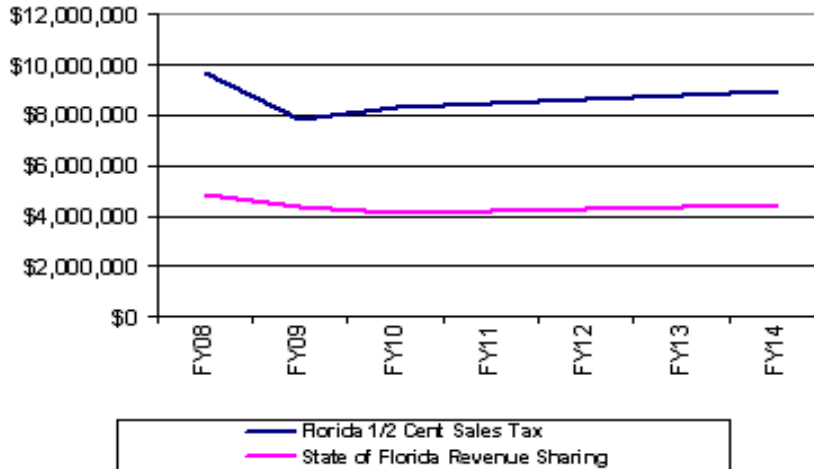
The second chart, State of Florida Revenues, details the impact of the economic recession on state revenues to the city, from FY08 – FY10. The first line on the chart, Florida ½ cent sales tax, declines from \$9.6 million in FY08 to the FY10 budgeted amount of \$8.3 million, which is nearly a 14% reduction. In comparing the FY08 State of Florida revenue sharing, the second line on the chart, of \$4.8 million to the FY10 budgeted amount of \$4.1 million, a 15% reduction is detailed over two years. Both revenue sources are predicted to return to a more normal pattern of growth in FY11 – FY14.

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Property Taxes



State of Florida Revenues



Capital Projects Operating Budget Impacts

There are no specific operating impacts from capital projects detailed in FY10; however, many general government capital projects will require future maintenance of sidewalks, guardrails, pavement, landscape, and stormwater facilities.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

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Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	53,535,351	54,113,385	55,630,326	53,251,697	54,324,489	55,407,477	57,059,910	58,761,891
Capitalized Waqes	-2,917,183	-2,950,894	-2,853,048	-2,496,582	-2,494,319	-2,489,759	-2,493,439	-2,493,439
Salary Enhancements	0	1,955,557	11,188	944,005	1,078,359	1,650,840	1,700,347	1,751,390
Temporary Waqes	4,032,690	3,627,364	3,626,686	3,470,691	3,472,823	3,474,977	3,477,153	3,515,543
Overtime	3,640,301	3,283,001	3,082,075	3,073,547	3,073,545	3,073,545	3,073,545	3,073,545
Capitalized Overtime	-393,607	-312,061	-377,396	-291,528	-293,628	-295,728	-295,728	-295,728
Other Salary Items	800,146	893,780	799,155	769,916	773,036	769,916	769,916	769,916
Unemployment Compensation	51,185	143,163	63,076	95,721	95,721	95,721	95,721	95,721
Pension- Current	6,032,820	6,082,530	6,083,477	5,900,059	8,648,084	8,903,348	9,166,285	9,437,295
Pension- MAP	2,634,609	2,543,152	2,478,154	2,413,592	2,457,827	2,530,583	2,605,535	2,682,902
Social Security	3,449	33,066	751	0	0	0	0	0
Mandatory Medicare	754,966	645,481	764,458	627,434	639,314	658,297	677,854	698,003
Health Benefits	5,762,598	5,979,840	5,690,779	5,737,019	6,041,499	6,344,641	6,664,150	7,000,249
Health Benefits-Retirees	412,978	421,609	421,608	434,257	447,285	447,285	447,285	447,285
Flex Benefits	1,537,311	1,584,790	1,480,155	1,463,307	1,460,839	1,460,839	1,460,839	1,460,839
Vacancy factor of 1.0%	0	-1,216,001	0	-463,247	-472,802	-482,237	-496,624	-511,449
Furlough savings	0	0	0	-61,539	0	0	0	0
Three Percent Freeze	0	0	-185	0	0	0	0	0
Personnel Services	75,887,614	76,827,762	76,901,259	74,868,349	79,252,072	81,549,745	83,912,749	86,393,963
Advertising	112,691	163,465	93,155	144,230	144,230	144,230	144,230	144,230
Cleaning & Laundry	171,065	201,383	171,199	187,777	187,777	187,777	187,777	187,777
Reproduction	82,233	205,854	129,414	152,794	152,844	152,894	152,894	152,894
Unclassified Professional Svcs	117,795	242,708	112,741	762,641	763,344	764,402	764,459	764,859
System Dispatch Services	223	0	0	0	0	0	0	0
System Collection	170	0	405	0	0	0	0	0
Building Repairs	89,764	169,580	96,045	162,866	162,866	162,866	162,866	162,866
Equipment Repairs	242,786	315,776	236,734	308,258	308,258	308,258	308,258	308,258
Medical Services	64,492	28,288	37,893	21,288	21,288	21,288	21,288	21,288
Educational Services	0	21,000	0	21,000	21,000	21,000	21,000	21,000
Engineering Services	335	500	0	0	0	0	0	0
Contract Engineering Svcs	250	0	0	0	0	0	0	0
Legal Services	154,770	173,068	162,460	162,460	167,334	172,354	177,525	182,851
Construction Services	348	0	0	0	0	0	0	0
Unclassified Contract Svcs	2,499,206	4,195,351	2,873,896	4,160,602	4,352,979	4,373,831	4,389,385	4,405,206
Computer Software	87,820	151,390	68,232	113,163	113,433	113,433	113,433	113,433
Environmental Contractual	39	0	170	0	0	0	0	0
Garage Employee Parking	217,486	218,162	218,212	218,162	218,162	218,162	218,162	218,162
Utilities- Electric	0	0	250	0	0	0	0	0
Telephone	276,947	168,502	194,861	187,629	187,629	187,629	187,629	187,629
Chem-Med-Lab	127,293	136,472	135,898	138,867	138,867	138,867	138,867	138,867
Food	46,358	46,128	41,050	38,037	38,037	38,037	38,037	38,037
Gasoline	2,607	12,695	3,792	8,593	8,593	8,593	8,593	8,593
Oil & Lubricants	887	1,200	958	1,200	1,200	1,200	1,200	1,200
Postage	19,919	30,463	20,992	25,363	25,363	25,363	25,363	25,363
Office Supplies	286,038	328,499	250,719	286,114	286,114	286,114	286,114	286,114
Uniforms & Clothing	230,749	260,096	223,513	257,130	257,130	257,130	257,130	257,130
Unclassified Supplies	1,258,828	2,093,168	1,334,862	2,015,822	2,025,822	2,025,822	2,025,822	2,064,630
Non-Capitalized Furniture	4,772	710	833	710	710	710	710	710
Vehicle- Non-Garage	12,375	15,139	0	15,139	15,139	15,139	15,139	15,139
Building Supplies	45,471	69,761	39,670	69,761	69,761	69,761	69,761	69,761
Safety Materials & Supplies	50	0	0	0	0	0	0	0
Travel & Training	214,885	359,062	157,750	307,181	307,181	307,181	307,181	307,181
Journals & Books	53,790	93,413	57,481	77,850	94,793	94,793	94,793	94,793
Memberships	148,644	156,979	150,579	143,446	146,005	148,411	148,411	151,611
Certificates & Licenses	196	5,200	7,856	8,670	8,670	8,670	8,670	8,670
Rent Expense- Bldg & Ops	148,705	570,749	194,664	614,628	616,034	619,049	622,155	625,353
Rent Expense- Land	142,170	147,601	143,341	153,744	153,744	153,744	153,744	153,744
Rent Expense- Machines	159,747	155,596	139,119	154,935	154,935	154,935	154,935	154,935
Unclassified Charges	116,473	235,406	117,367	199,680	200,746	201,859	202,991	204,168
Freeze of operating expenditures	0	-246,068	-4,744	0	0	0	0	0
Operating	7,138,372	10,727,296	7,411,367	11,119,740	11,349,988	11,383,502	11,408,522	11,476,452

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

001 General Fund

Expenditures	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Donations	2,137,957	2,308,148	2,235,734	2,081,698	2,081,698	2,081,698	2,081,698	2,081,698
Bad Debt Expense	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000
City Contingency	0	50,000	0	200,000	50,000	50,000	50,000	50,000
Other Services & Charges	2,232,957	2,453,148	2,330,734	2,376,698	2,226,698	2,226,698	2,226,698	2,226,698
Office Equipment	2,791	10,000	0	10,000	10,000	10,000	10,000	10,000
Vehicle Equipment	34,569	0	0	0	0	0	0	0
Unclassified Equipment	210,439	234,100	175,323	234,100	234,100	234,100	234,100	234,100
Capital Outlay	247,799	244,100	175,323	244,100	244,100	244,100	244,100	244,100
Human Resource Expense	1,670,597	1,895,717	1,711,330	1,605,082	1,605,082	1,653,238	1,702,835	1,753,928
Accounting Expense	1,188,527	1,149,870	1,098,990	1,229,691	1,229,691	1,266,583	1,304,582	1,343,716
Purchasing Expense	720,241	570,464	570,486	463,273	463,273	477,171	491,486	506,231
Information Systems Expense	6,013,730	6,881,721	6,175,244	6,388,107	6,388,107	6,579,750	6,777,143	6,980,457
Risk Management Expense	3,051,356	1,961,856	1,961,861	2,031,661	2,031,661	2,092,611	2,155,389	2,220,051
Radio Communications Expense	468,549	472,042	472,040	387,313	387,313	399,359	409,376	423,413
Revenue Collection Expense	671,138	1,085,300	1,042,734	845,430	845,430	870,793	896,917	923,824
Utility Services Expense	394,758	150,923	150,924	147,728	147,728	152,160	156,725	161,427
Environmental	0	48,058	48,057	44,250	44,250	45,578	46,945	48,353
Vehicle Garage Expense	4,035,521	1,859,876	1,760,650	2,134,742	2,134,742	2,198,784	2,264,748	2,332,690
Vehicle Fuel	0	1,984,448	975,332	1,190,211	1,190,211	1,225,917	1,262,695	1,300,576
Vehicle Replacement	824,141	1,054,913	1,035,090	1,194,156	1,472,382	1,472,382	1,472,382	1,472,382
Allocated Accounts	19,038,558	19,115,188	17,002,738	17,661,644	17,939,870	18,434,326	18,941,222	19,467,048
Utilities - Sewer	102,284	101,984	102,158	115,614	116,855	116,855	116,855	116,855
Utilities - Sanitation	184,760	138,767	157,619	156,908	157,007	157,007	157,007	157,007
Utilities - Stormwater	134,640	119,626	134,080	141,811	146,274	146,274	146,274	146,274
Utilities - Gas	178,941	192,892	221,911	224,422	225,676	225,676	225,676	225,676
Utilities - Water	196,023	179,359	200,140	208,756	211,616	211,616	211,616	211,616
Utilities - Electric	4,312,994	3,774,784	3,537,239	4,275,669	4,367,119	4,466,087	4,572,957	4,572,957
Utilities - Fire Services	54,711	65,063	56,916	64,901	64,901	64,901	64,901	64,901
COGS - Other	77,427	36,924	47,073	43,466	43,466	43,466	43,466	43,466
Utilities and Other Expenses	5,241,781	4,609,399	4,457,136	5,231,547	5,332,914	5,431,882	5,538,752	5,538,752
Debt Service Transfer	10,280,449	9,259,161	9,364,161	9,099,439	9,067,044	10,596,209	10,808,169	11,814,328
Inter-Fund Transfer	2,179,935	1,041,172	2,187,675	2,333,347	809,347	309,347	309,347	309,347
Transfers	12,460,384	10,300,333	11,551,836	11,432,786	9,876,391	10,905,556	11,117,516	12,123,675
Contribution to StarMetro Fund	8,724,241	7,680,056	6,797,938	7,925,134	8,746,421	9,047,279	9,350,108	9,686,423
Contribution to Golf Course	170,844	0	289,533	0	0	0	0	0
Contribution to CRA Frenchtown	695,619	720,474	768,447	656,551	636,854	646,407	656,103	669,225
Contribution to CRA Downtown	451,921	479,940	459,604	357,334	346,614	351,813	357,090	364,232
Transfer to MPO Fund	0	19,541	0	0	0	0	0	0
Contributions to Operations	10,042,625	8,900,011	8,315,522	8,939,019	9,729,889	10,045,499	10,363,301	10,719,880
Transfer to Deficiencies Fd	0	0	0	1,917,132	294,350	303,200	312,300	321,650
Year End Adjustments	0	0	0	1,917,132	294,350	303,200	312,300	321,650

City of Tallahassee
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Revenues	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Ad Valorem Property Tax	33,592,119	33,734,988	32,691,638	34,734,179	33,692,154	34,197,536	34,710,499	35,404,709
Electricity Tax	10,302,685	11,456,500	10,302,686	10,405,712	10,561,798	10,720,225	10,934,629	11,153,322
Water Tax	1,450,684	1,762,454	1,450,684	1,500,000	1,515,000	1,530,150	1,545,452	1,560,907
Gas Tax	951,233	968,715	968,715	987,121	1,006,369	1,027,201	1,049,697	1,049,697
Fuel Oil Tax	13,829	3,500	3,845	3,500	3,500	3,500	3,500	3,500
Propane Tax	283,871	276,100	311,628	284,445	288,711	293,041	293,041	293,041
Communication	9,140,547	9,069,084	9,140,547	9,227,793	9,389,279	9,553,592	9,720,780	9,720,780
Taxes & Franchise Fees	55,734,969	57,271,341	54,869,743	57,142,750	56,456,811	57,325,245	58,257,598	59,185,956
Occupational Licenses	1,824,516	1,920,000	1,804,446	1,920,000	1,920,000	1,920,000	1,920,000	1,920,000
Taxi Cab Permits	7,438	7,400	8,525	7,400	7,400	7,400	7,400	7,400
Loading Zone Permits	13,788	16,500	12,326	16,500	16,500	16,500	16,500	16,500
Environmental Permits	830,707	725,000	573,188	500,000	505,000	510,050	515,150	520,302
Contractor Licensinq- Growth	1,902	0	190	0	0	0	0	0
Land Use Fees- Growth Mngmt	330,472	294,308	161,078	163,620	165,256	166,909	168,578	170,264
Environmental Analysis I	76,091	83,150	32,922	84,730	86,383	88,171	89,996	89,996
Environmental Analysis II	31,549	30,000	23,252	30,000	30,000	30,000	30,000	30,000
Concurency Fees	157,471	227,495	73,641	54,707	55,254	55,806	56,364	56,928
Environmental Variance Funds	3,290	3,200	5,085	3,200	3,200	3,200	3,200	3,200
Bid Non Fbc Fees	584	0	0	0	0	0	0	0
Licenses & Permits	3,277,806	3,307,053	2,694,653	2,780,157	2,788,993	2,798,036	2,807,188	2,814,590
U.S. Department of Justice	0	0	0	303,575	303,575	303,575	0	0
HUD- Community Dvlpmnt Block	382,091	406,783	606,783	420,500	429,410	438,410	447,599	447,599
HUD- Home Program	37,453	114,355	114,355	117,925	120,071	122,142	124,249	124,249
FL Housing Fin Aqncy SHIP	160,477	122,800	122,800	122,800	122,800	122,800	122,800	122,800
Southwood Golfcart Ord. Req. Ree	500	300	300	300	300	300	300	300
State of FL Revenue Sharing	4,873,314	4,802,222	4,209,129	4,112,866	4,195,123	4,279,026	4,364,606	4,451,898
Mobile Hm License Cstv Share	53,484	67,000	67,000	67,000	67,000	67,000	67,000	67,000
Beverage License	125,856	112,000	125,000	112,000	112,000	112,000	112,000	112,000
Florida 1/2 Cent Sales Tax	9,658,033	9,544,950	8,714,157	8,311,731	8,477,966	8,647,525	8,820,475	8,996,885
City Share County Occ. Licen	125,711	145,085	145,085	0	0	0	0	0
Payment in Lieu of Taxes	134,555	56,023	91,411	56,023	56,023	56,023	56,023	56,023
Intergovernmental Revenue	15,551,474	15,371,518	14,196,020	13,624,720	13,884,268	14,148,801	14,115,052	14,378,754

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Planning Fees- Rezoning	10,906	28,000	10,906	28,000	28,000	28,000	28,000	28,000
Co Share of Co Employees	69,621	150,516	150,516	72,236	74,403	76,635	78,934	81,302
Co Contrib w/o Co Empl	689,263	726,103	726,103	813,622	838,031	863,172	889,063	915,739
Leon Co Rent and O&M	22,111	30,284	30,284	33,759	33,759	33,759	33,759	33,759
Police Protection	20	100,000	40,000	85,000	85,000	85,000	85,000	85,000
Police Sec FSU/FAMU Football	66,350	116,250	130,650	126,700	130,500	134,400	138,450	142,600
Police - Fingerprint Fees	11,160	25,000	7,817	8,400	8,400	8,400	8,400	8,400
Other Miscellaneous Revenue	1,350	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Sale of Cemetery Lots	0	309,150	309,150	210,938	210,938	210,938	210,938	210,938
Parking Meter Receipts	265,386	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Parking Lot Proceeds	32,948	390,000	101,078	390,000	390,000	390,000	390,000	390,000
DIA Garage Revenue	703,048	694,700	694,700	864,400	864,400	864,400	864,400	864,400
Capital Commons Garage	354,222	477,552	354,222	548,651	556,913	565,336	573,923	573,923
Lot Mowing & Clearing	18,017	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Install New Signals-Developer	2,000	0	79,500	0	0	0	0	0
Traffic Signal Control Maint	62,955	63,164	63,164	64,151	65,184	66,237	67,307	67,307
FDOT ROW Maintenance Contrac	488,057	494,817	494,817	494,817	494,817	494,817	494,817	494,817
Concurrency Counts - PW	52,968	52,968	52,968	52,968	52,968	52,968	52,968	52,968
FSU Traffic Service - PW	6,576	17,500	17,500	17,500	17,500	17,500	17,500	17,500
FSU-Maint of Traffic Signals	7,524	7,740	7,740	7,956	8,172	8,424	8,424	8,424
FDOT-Maint of Traffic Signal	233,928	231,000	248,362	238,000	245,000	252,200	259,612	259,612
Gadsden Cty-Maint of Traff S	2,508	2,580	2,580	2,652	2,724	2,809	2,897	2,897
Animal Shelter Operations	128	0	0	0	0	0	0	0
Animal Shelter- Adoptions	109,590	138,955	102,693	142,956	146,332	150,166	154,100	154,100
Animal Shelter- ARV	7,472	3,639	7,536	3,708	3,781	3,859	3,839	3,839
Animal Shelter- Bite Boardin	4,528	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Animal Shelter- Board	17,435	16,978	16,978	17,301	17,638	18,003	18,376	18,376
Animal Shelter- Forfeited De	12,000	0	0	0	0	0	0	0
Animal Shelter- City Impound	26,650	12,236	26,790	12,469	12,712	12,975	13,243	13,243
Animal Shelter- Miscellaneou	3,447	29,825	3,072	27,500	27,500	27,500	27,500	27,500
Animal Shelter- County Board	19,605	15,591	22,875	15,887	16,197	16,533	16,876	16,876
Animal Shelter- Co Ticket	0	5,000	0	5,000	5,000	5,000	5,000	5,000
Cnty Animal Services Contract	424,047	466,963	466,963	480,972	495,401	510,263	525,571	525,571
Animal Shelter-Vet Fees Repaid	1,302	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Animal Shelter - Altering Fees	-617	3,600	3,600	3,600	3,600	3,600	3,600	3,600
Out of County Drop Off	4,220	600	4,080	600	600	600	600	600
Internal Vet Services	56,663	23,000	52,554	24,000	25,000	26,000	27,040	27,040
Miscellaneous Recreation Fee	1,107,874	1,323,475	1,150,000	1,506,343	1,546,977	1,568,677	1,611,469	1,611,469
Park Concessions	39,129	39,127	50,105	39,870	40,648	41,489	42,347	42,347
Oven Park Rental	78,597	78,895	78,895	84,031	86,152	88,328	91,011	91,011
Brokaw McDougal House	53,928	45,000	32,535	47,897	49,107	50,348	51,622	51,622
Soccer Field Rental	76,205	75,599	75,599	80,681	82,714	84,799	86,939	86,939
Misc Rec Fees-Enterprise Proi.	-616	5,000	5,000	5,131	5,265	5,403	5,545	5,545
Gaither Green Fees	106,944	118,669	110,000	126,349	129,539	132,812	136,172	136,172
Gaither Pro Shop Revenues	8,946	12,950	10,457	13,798	14,146	14,504	14,870	14,870
Gaither Concessions	8,022	12,000	9,789	12,735	13,058	13,389	13,729	13,729
Gaither Golf Cart Fees	63,070	76,229	65,000	81,065	83,114	85,217	87,375	87,375
Hilaman Improvement Surcharg	77	0	0	0	0	0	0	0
Gaither Improvement Surcharg	99	0	0	0	0	0	0	0
Hilaman Golf Cart Fees	92	0	0	0	0	0	0	0
Swimming Pool Revenues	291,316	334,729	334,729	349,556	358,556	367,556	377,556	377,556
Area Tallahassee Aquatic Clu	-33	0	0	0	0	0	0	0
Online registrations-misc. P&R	4,695	0	27,667	0	0	0	0	0
County Contrib - Parks and R	875,700	912,917	912,917	951,716	992,164	1,034,331	1,078,290	1,078,290
Special Events	23,414	20,645	21,587	21,961	22,516	23,085	23,670	23,670
Annual Fees	53,843	41,212	50,000	43,815	44,922	46,059	47,226	47,226
Monthly Fees	2,396	3,252	3,252	3,447	3,535	3,624	3,716	3,812
Tennis Daily Fees	93,388	97,871	111,345	123,562	126,193	128,893	131,663	131,663
Special Programs	22,255	66,342	22,000	70,372	72,553	74,552	75,652	75,652
Pro Shop Contract	6,444	7,962	7,962	8,451	8,665	8,884	9,110	9,110
Lessons Contract	89,435	143,222	44,415	153,973	158,399	162,957	167,652	167,652
Restaurant Contract	1,432	1,400	1,400	1,497	1,534	1,573	1,613	1,613
Other Parks & Rec Revenues	6,632	17,975	7,805	18,995	19,478	19,974	20,483	20,483
Racquet Daily Fees	11,831	12,127	12,127	12,873	13,199	13,533	13,877	13,877
Aerobics Daily Fees	8,423	8,098	8,098	8,610	8,828	9,051	9,280	9,280
Tennis Clinic Revenue	50,567	0	50,000	1,905	1,905	1,905	1,905	1,905
Tennis Camps	14,766	0	0	556	556	556	556	556

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Tennis Facility Revenue	4,230	0	4,989	159	159	159	159	159
Other Rentals - BM, Rentals, etc.	3,134	0	3,035	118	118	118	118	118
Other Non-Taxable Rentals	0	0	29	0	0	0	0	0
GeoLearning	40	0	0	0	0	0	0	0
Pre-employment testing fees	0	23,000	12,000	12,000	12,000	12,000	12,000	12,000
Charges for Services	6,893,664	8,405,907	7,746,435	8,869,709	9,050,970	9,217,770	9,410,242	9,443,532
Traffic Fines	829,433	1,038,000	641,841	800,000	816,000	832,000	849,000	866,000
Parking Violations	417,033	500,000	390,957	450,000	450,000	450,000	450,000	450,000
Police False Alarm	11,685	13,000	13,000	13,000	13,000	13,000	13,000	13,000
NCS Collection Agency Remit	0	10,500	0	10,500	10,500	10,500	10,500	10,500
Traffic Violation Surcharge	13,601	0	149,013	190,000	193,800	197,700	201,700	205,700
Fines & Forfeitures	1,271,752	1,561,500	1,194,811	1,463,500	1,483,300	1,503,200	1,524,200	1,545,200
Interest	778,968	600,000	500,000	450,000	500,000	500,000	500,000	500,000
Lincoln Center Rent	64,481	70,078	70,078	84,093	100,912	120,095	145,314	145,314
Lease of Land	896	2,400	2,400	2,880	3,456	4,147	4,977	4,977
Smith-Williams Center Rent	2,434	9,359	9,359	11,231	13,477	16,172	19,407	19,407
Rental of Land & Buildings	662,724	624,482	624,482	638,250	638,250	689,938	695,138	695,138
Renaissance O & M - County	303,605	220,469	220,469	212,668	212,668	212,668	212,668	212,668
Sale of Land	927,256	0	0	0	0	0	0	0
Sale of Surplus	128,460	100,000	186,790	100,000	100,000	100,000	100,000	100,000
Animal Service Ctr Donation	121	0	0	0	0	0	0	0
Other Miscellaneous Revenue	810,431	1,975,608	2,852,187	1,693,602	1,428,642	1,428,642	1,409,712	1,409,712
Cobra Payments	1,053	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Growth Mgmt from Stormwater	0	139,949	139,949	140,628	144,847	149,192	153,668	158,278
Overhead Allocation	6,609,570	6,683,462	6,683,462	6,883,966	7,090,485	7,303,199	7,522,296	7,522,296
Capitalized Overhead	2,340,410	2,313,932	2,313,932	2,396,682	2,481,915	2,569,705	2,660,923	2,660,923
Other Revenues	12,630,408	12,740,939	13,604,308	12,615,200	12,715,852	13,094,958	13,425,303	13,429,913
Transfer From Other Funds	0	26,086	26,086	26,767	27,570	28,397	29,249	29,249
Transfer from Spec Proj Fund	42,205	0	0	0	0	0	0	0
Transfer from LEF Fund State	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Transfer from Second Dollar	100,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Transfer from LEF Fund - Fed	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Transfer from Fire Fund	0	0	0	285,800	294,350	303,200	312,300	321,650
Transfer From Gas Tax Constr	204,260	204,260	704,260	704,260	204,260	204,260	204,260	204,260
Transfer from Future Cap Bonds	0	0	0	824,000	0	0	0	0
Transfer From Stormwater Fun	135,834	638,600	319,300	319,300	319,300	319,300	319,300	319,300
Transfer From Deficiencies Fd	3,140,991	0	0	400,000	200,000	0	0	0
Rickards Scholarship Fund	0	21,000	21,000	21,000	21,000	21,000	21,000	21,000
Contribution From Electric Fd	22,893,832	22,637,230	22,637,230	22,361,081	23,177,202	22,451,500	22,238,439	22,160,170
Contribution From Gas Fund	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000
Contribution From Water Fund	5,811,993	6,012,465	6,012,465	6,678,846	7,072,918	7,545,661	7,899,372	8,333,568
Contribution From Sewer Fund	2,059,262	2,299,866	2,299,866	2,981,251	3,378,943	3,653,392	3,874,502	4,044,701
Contrib from Solid Waste Fun	138,641	151,472	151,472	164,674	176,084	184,761	191,527	191,527
Other Sources	36,930,018	34,518,979	34,699,679	37,294,979	37,399,627	37,239,471	37,617,949	38,153,425
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	132,290,090	133,177,237	128,145,915	133,791,015	136,246,272	140,524,508	144,065,160	148,512,218
Fund Total Revenue	132,290,091	133,177,237	129,005,649	133,791,015	133,779,821	135,327,481	137,157,532	138,951,370
Fund Balance	0	0	859,734	0	-2,466,451	-5,197,027	-6,907,628	-9,560,848

City of Tallahassee
Fiscal Year 2010 Approved 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 and the Economic and Community Development Department's Change for Change program.

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Operating	29,810	46,694	47,994	47,994	47,994	47,994	47,994
Transfers	0	4,000	0	0	0	0	0
Year End Adjustments	72,801	43,346	0	0	0	0	0
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Other Revenues	102,611	94,040	47,994	47,994	47,994	47,994	47,994
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	102,611	94,040	47,994	47,994	47,994	47,994	47,994
Fund Total Revenue	102,611	94,040	47,994	47,994	47,994	47,994	47,994
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

Fund expenditures support miscellaneous costs associated with the programs identified.

Fund Revenues

Fiscal year 2010 charitable donations support the Change for Change program in the Economic and Community Development Department (\$46,494), and the following programs in the Tallahassee Police Department: Child Safety Seat (\$500); Victim Advocates (\$500); and the Canine program \$3,000).

Capital Projects Operating Budget Impacts

This fund has no capital projects in fiscal year 2010.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

115 Donations Operating Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Unclassified Contract Svcs	30,338	0	0	0	0	0	0	0
Unclassified Supplies	0	4,000	0	1,300	1,300	1,300	1,300	1,300
Unclassified Charges	-528	46,694	46,694	46,694	46,694	46,694	46,694	46,694
Operating	29,810	50,694	46,694	47,994	47,994	47,994	47,994	47,994
Inter-Fund Transfer	0	0	4,000	0	0	0	0	0
Transfers	0	0	4,000	0	0	0	0	0
Transfer to Fund Balance	72,801	0	43,346	0	0	0	0	0
Year End Adjustments	72,801	0	43,346	0	0	0	0	0
Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Interest	5,799	0	3,585	0	0	0	0	0
Child Safety Seat Donations	170	500	500	500	500	500	500	500
Dare Donations	4,175	0	0	0	0	0	0	0
Victim Advocates	500	500	0	500	500	500	500	500
Canine Donations	2,000	3,000	0	300	300	300	300	300
Animal Service Ctr Donation	13,982	0	27,006	0	0	0	0	0
Donations-Comm Renaissance P	250	0	0	0	0	0	0	0
Change For Change Donations	60,589	46,694	62,949	46,694	46,694	46,694	46,694	46,694
FL Neigh. Conf. 08 Donations	4,505	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	10,640	0	0	0	0	0	0	0
Other Revenues	102,611	50,694	94,040	47,994	47,994	47,994	47,994	47,994
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	102,611	50,694	94,040	47,994	47,994	47,994	47,994	47,994
Fund Total Revenue	102,611	50,694	94,040	47,994	47,994	47,994	47,994	47,994
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

120 Building Inspection Fund

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

To comply with the law, a separate enterprise fund was established during fiscal year 2006 to account for all activities related to the enforcement of the city's building inspection regulations. Fiscal year 2007 was the first full year of operation for this fund. The Building Inspection Fund is balanced for all five years with no loan from the Deficiencies Fund. The total budget for fiscal year 2010 is \$2,525,443 representing a decrease of \$757,834, or 23%, from the approved 2009 budget.

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	2,551,975	2,155,840	1,686,173	1,995,357	2,056,334	2,119,170	2,184,069
Operating	32,141	21,738	118,236	118,236	118,236	118,236	118,236
Allocated Accounts	803,894	656,238	533,458	542,086	558,349	574,973	582,798
Transfers	229,640	272,061	53,409	72,849	73,042	79,009	80,228
Year End Adjustments	0	0	134,167	113,793	117,095	120,470	122,294
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Licenses & Permits	2,388,399	1,983,512	2,324,139	2,634,608	2,708,771	2,790,834	2,866,601
Other Revenues	142,151	159,542	180,304	185,713	191,285	197,024	197,024
Other Sources	1,087,100	962,823	21,000	22,000	23,000	24,000	24,000
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	3,617,650	3,105,877	2,525,443	2,842,321	2,923,056	3,011,858	3,087,625
Fund Total Revenue	3,617,650	3,105,877	2,525,443	2,842,321	2,923,056	3,011,858	3,087,625
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

Expenditures in the fiscal year 2010-2014 proforma include:

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

Allocated accounts are decreased by approximately 42% for fiscal year 2010, by 0% for fiscal years 2011 and increased by 3% for fiscal year 2012 through 2014. Indirect costs are based upon the city's cost allocation plan. Debt service expense is based upon square foot of space occupied at the Renaissance Building.

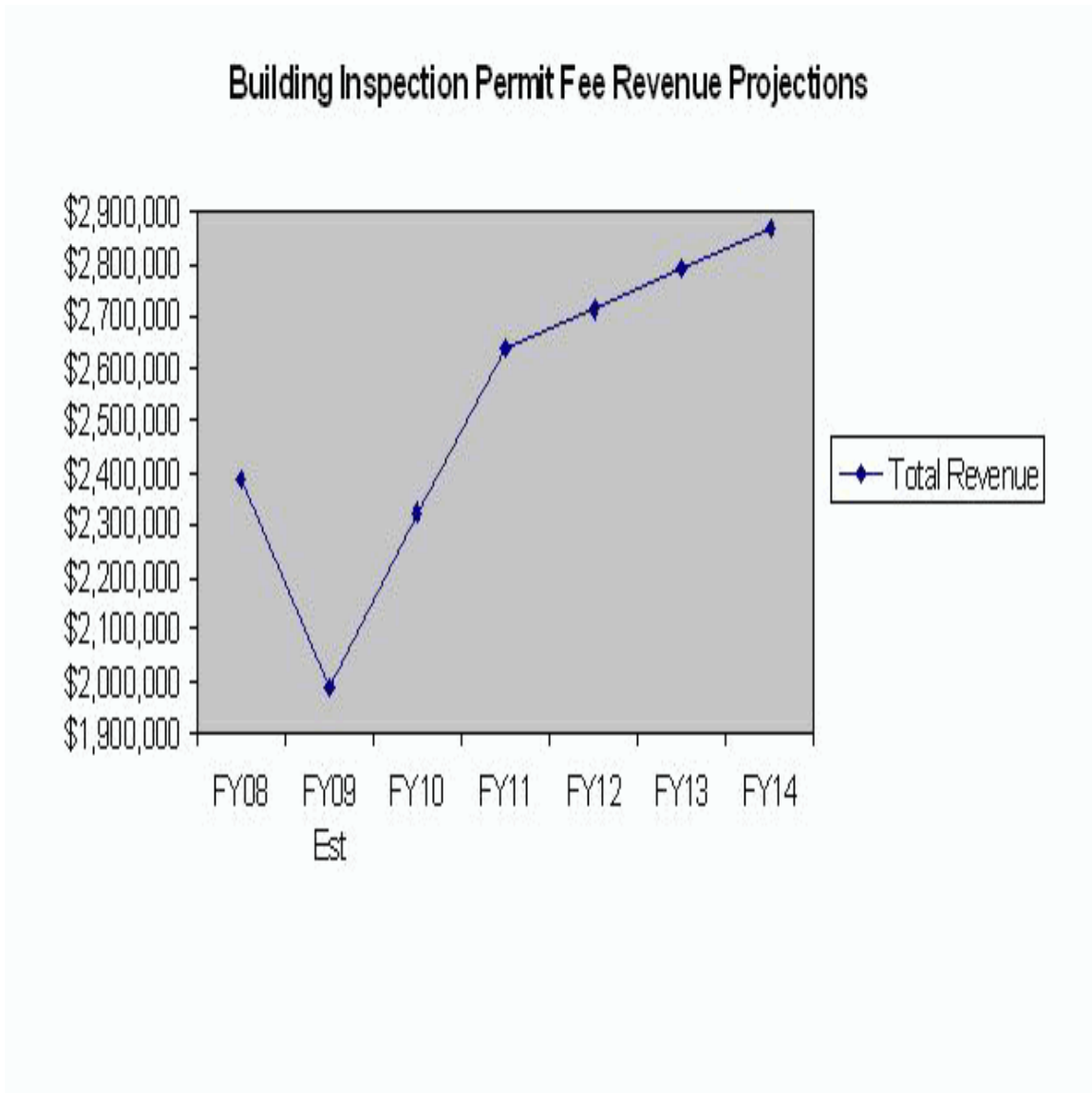
The non-building code function of code enforcement was transferred to the General Fund.

Fund Revenues

Fund revenues from licenses and permits total \$2.3 million and are derived from three major sources, building permit fees, contractor licensing, and non-FL building code fees. This is a reduction of \$491,861 from FY09 budgeted revenues due to economic conditions. Additional revenues in the amount of \$180,304 have been budgeted as payments from both the water and sewer utilities for fiscal year 2010 and are estimated to increase by 3% annually for the out years.

120 Building Inspection Fund

The chart below depicts a graph of projected building permit fee revenues through fiscal year 2014. Projections indicate a decline during FY 2009, followed by a continuing increase in both the residential and commercial construction industry. Additional revenues in FY 2010 are due to a 30% building permit fee increase as well as income derived from services provided to both the water and sewer utilities.



Capital Projects Operating Budget Impacts

There are no capital projects associated with this fund.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

120 Building Inspection Fund

Expenditures	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Salaries	1,825,629	1,724,079	1,574,313	1,272,580	1,437,903	1,466,662	1,510,662	1,555,980
Salary Enhancements	0	54,534	0	0	28,759	43,998	45,320	46,679
Temporary Wages	31,513	0	40,372	0	0	0	0	0
Overtime	17,963	13,000	4,500	4,160	4,160	4,160	4,160	4,160
Other Salary Items	15,960	13,960	13,960	13,960	13,960	13,960	13,960	13,960
Pension- Current	169,072	157,699	145,237	115,691	176,920	182,223	187,683	193,309
Pension- MAP	138,206	124,111	114,539	91,101	104,979	108,125	111,364	114,704
Mandatory Medicare	26,307	24,372	23,194	17,033	19,819	20,413	21,028	21,657
Health Benefits	205,087	137,809	174,540	135,379	164,664	172,888	181,528	190,608
Health Benefits-Retirees	41,563	0	0	0	0	0	0	0
Flex Benefits	80,676	61,932	65,185	51,487	58,572	58,572	58,572	58,572
Vacancy factor of 1.0%	0	-51,722	0	-12,726	-14,379	-14,667	-15,107	-15,560
Furlough savings	0	0	0	-2,492	0	0	0	0
Personnel Services	2,551,975	2,259,774	2,155,840	1,686,173	1,995,357	2,056,334	2,119,170	2,184,069
Advertising	73	3,183	0	2,000	2,000	2,000	2,000	2,000
Cleaning & Laundry	6,414	6,130	4,888	6,130	6,130	6,130	6,130	6,130
Unclassified Professional Svcs	0	0	115	0	0	0	0	0
Unclassified Contract Svcs	9,059	2,601	1,801	2,601	2,601	2,601	2,601	2,601
Telephone	-757	0	-430	0	0	0	0	0
Office Supplies	6,157	10,052	6,402	6,157	6,157	6,157	6,157	6,157
Unclassified Supplies	2,738	4,874	4,071	2,738	2,738	2,738	2,738	2,738
Travel & Training	5,949	9,344	406	5,800	5,800	5,800	5,800	5,800
Journals & Books	516	3,271	2,826	516	516	516	516	516
Memberships	1,992	1,635	1,659	1,685	1,685	1,685	1,685	1,685
Rent Expense- Bldg & Ops	0	85,904	0	90,609	90,609	90,609	90,609	90,609
Operating	32,141	126,994	21,738	118,236	118,236	118,236	118,236	118,236
Human Resource Expense	41,242	45,869	45,869	26,861	26,861	27,667	28,497	29,352
Accounting Expense	14,157	12,916	12,916	16,618	16,618	17,117	17,631	18,160
Purchasing Expense	1,849	1,980	1,980	2,964	2,964	3,053	3,145	3,239
Information Systems Expense	227,022	247,925	247,925	135,577	135,577	139,644	143,834	148,149
Risk Management Expense	11,451	4,971	4,971	12,506	12,506	12,881	13,268	13,666
Radio Communications Expense	1,090	0	0	0	0	0	0	0
Revenue Collection Expense	9,051	5,515	5,515	5,090	5,090	5,243	5,400	5,562
Vehicle Garage Expense	91,413	50,047	37,609	26,436	26,436	27,229	28,046	28,887
Vehicle Fuel	0	61,895	20,219	19,795	19,795	20,389	21,001	21,631
Vehicle Replacement	16,884	3,864	3,864	3,980	4,099	4,222	4,222	4,222
Indirect Costs	389,735	275,370	275,370	283,631	292,140	300,904	309,931	309,931
Allocated Accounts	803,894	710,352	656,238	533,458	542,086	558,349	574,973	582,798
Debt Service Transfer	119,276	186,157	186,157	53,409	72,849	73,042	79,009	80,228
Inter-Fund Transfer	110,364	0	85,904	0	0	0	0	0
Transfers	229,640	186,157	272,061	53,409	72,849	73,042	79,009	80,228
Transfer to Deficiencies Fd	0	0	0	134,167	113,793	117,095	120,470	122,294
Year End Adjustments	0	0	0	134,167	113,793	117,095	120,470	122,294

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

120 Building Inspection Fund

Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Building Permits	2,279,961	2,745,000	1,870,581	2,253,139	2,561,608	2,634,771	2,714,834	2,790,601
Fire Inspection Fees	0	0	461	0	0	0	0	0
Contractor Licensing- Growth	20,792	25,000	25,166	25,000	25,000	25,000	25,000	25,000
Internet Permitting-Growth Mgt	342	0	0	0	0	0	0	0
Bid Non Fbc Fees	87,304	45,000	87,304	46,000	48,000	49,000	51,000	51,000
Licenses & Permits	2,388,399	2,815,000	1,983,512	2,324,139	2,634,608	2,708,771	2,790,834	2,866,601
Interest	-27,802	0	-15,510	0	0	0	0	0
Growth Management from Water	96,566	99,463	99,463	102,447	105,520	108,686	111,947	111,947
Growth Management from Sewer	73,387	75,589	75,589	77,857	80,193	82,599	85,077	85,077
Other Revenues	142,151	175,052	159,542	180,304	185,713	191,285	197,024	197,024
Transfer From Gas Fund	0	20,000	20,000	21,000	22,000	23,000	24,000	24,000
Proceeds From Def Fund Advance	1,087,100	273,225	942,823	0	0	0	0	0
Other Sources	1,087,100	293,225	962,823	21,000	22,000	23,000	24,000	24,000
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	3,617,650	3,283,277	3,105,877	2,525,443	2,842,321	2,923,056	3,011,858	3,087,625
Fund Total Revenue	3,617,650	3,283,277	3,105,877	2,525,443	2,842,321	2,923,056	3,011,858	3,087,625
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

130 Fire Services Fund

The Fire Fund supports fire suppression, hazardous material response, urban search and rescue, technical rescue, vehicle extraction, emergency medical care, fire safety code compliance review and enforcement, and varied public education services. The Fire Department serves a population projected at 276,900 persons in fiscal year 2010, who reside in an area that covers 671 square miles.

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

The city commission approved new rates for all residential, commercial, industrial, and governmental entities within the corporate city limits effective July 1, 2005. Also in 2005, the city and Leon County entered into another agreement whereby the county pays for the department's provision of advanced life support (ALS) services in the unincorporated areas of the county. The agreement supports the salary and benefits of 35 paramedic certified firefighters and one administrative person.

Both the fire services and ALS agreements, which expired in September 2009, were renegotiated and approved by the city and county commissions. Implementation of the new agreements are effective October 1, 2009, along with a countywide fire services fee which a consultant study projects will generate revenues of slightly more than \$31.1 million in fiscal year 2010. Projected revenues and revised expenditures emanating from the study are included in all years of the proforma.

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	19,543,009	20,148,019	20,117,257	22,333,815	23,019,252	23,712,516	24,429,384
Operating	823,553	978,508	1,121,064	1,117,073	1,120,058	1,113,154	1,156,958
Other Services & Charges	30,856	30,856	30,856	30,856	30,856	30,856	30,856
Capital Outlay	103,794	10,059	610,400	110,400	110,400	110,400	110,400
Allocated Accounts	4,673,105	5,157,306	5,585,354	5,733,428	5,885,578	6,024,599	6,166,612
Utilities and Other Expenses	334,578	343,940	325,703	331,405	336,119	341,209	341,209
Transfers	890,046	1,029,701	1,815,061	1,806,260	3,076,912	3,066,669	3,090,376
Contributions to Operations	0	0	285,800	294,350	303,200	312,300	321,650
Year End Adjustments	0	0	2,634,597	895,757	0	0	0
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Licenses & Permits	330,107	202,359	320,000	320,000	320,000	320,000	320,000
Intergovernmental Revenue	46,197	33,000	30,000	30,000	30,000	30,000	30,000
Charges for Services	23,551,508	23,740,874	31,203,551	31,262,995	31,323,747	31,385,825	31,449,291
Other Revenues	-73,589	-24,534	75,000	75,000	75,000	75,000	75,000
Other Sources	2,544,718	3,746,690	897,541	965,349	2,133,628	2,900,878	1,553,736
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	26,398,941	27,698,389	32,526,092	32,653,344	33,882,375	34,711,703	35,647,445
Fund Total Revenue	26,398,941	27,698,389	32,526,092	32,653,344	33,882,375	34,711,703	33,428,027
Fund Balance	0	0	0	0	0	0	-2,219,418

Fund Expenditures

Expenditures shown in fiscal year 2010 and beyond reflect elimination of an executive secretary position (\$48,765), addition of three firefighters effective January 1, 2010 (\$133,231), and seven on April 1, 2010 (\$223,008). An additional eight firefighters are budgeted at the beginning of fiscal year 2011 at a projected cost of \$487,719. All 18 positions are part of a functional consolidation of fire rescue services countywide. They will be located in stations 10-14, and are expected to provide improved response and safety for personnel

130 Fire Services Fund

responding from those stations.

The proforma also includes debt service costs associated with construction of a joint dispatch facility at which the Tallahassee Fire Department and Leon County Emergency Management Services will be consolidated into a single dispatch unit beginning fiscal year 2011. Until that time, initial joint dispatch functions will be achieved through a temporary, virtual solution that will remain in place until the new facility is constructed and operations move to the new location. The virtual solution (\$500,000) has been funded in fiscal year 2010 as a capital outlay expenditure. The joint dispatch enhancement also is expected to result in efficiencies, both in terms of response times and units dispatched to each incident. Other capital costs included in the proforma support recurring funding for fire hydrant repairs and replacements, and construction of a one-bay fire station that will be co-located at the joint dispatch facility.

Salary enhancements for general government employees were approved at 0%, while police union employees were approved at an average increase of 5.5% per the collective bargaining agreement. Negotiations between management and the fire union will continue into fiscal year 2010 for fiscal year 2010 raises for fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premium costs between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months' health insurance premiums for employees whose positions were eliminated.

In fiscal year 2010, a proposed two-day furlough was reduced to a one-day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the unions would have had to bargain over the impact of the furlough, which did not take place. This resulted in a savings of approximately \$5,100 from the proposed budget.

Other expenditure adjustments are delineated in the department's operating budget write-up.

Fund Revenues

The increase in budgeted revenue from fiscal year 2009 to 2010 is approximately \$4.6 million, or 16.5%, as a result of countywide implementation of new fire services fees. Proforma revenues in all five years are consistent with those included in the external consultant's fee study, which eliminates the county contribution for station 15 and general fire services. The new fees also result in an end to the city's support of the Fire Fund's deficit, which has been covered by the Deficiency Fund for several years.

Beginning October 1, 2010, fire services fees - categorized as Zone 1 and Zone 2 rates - will be based on customers' locations to fire stations. Zone 1 customers are located within five road miles of two fire stations. The Zone 1 residential rate for single-family attached/multi-family will increase from \$7 to \$10.41 per month while the detached single-family rate increases from \$13 to \$14.91 per month. Zone 2 residential rates for similar dwellings are \$3.58 and \$13.41 per month, respectively.

Non-residential customers' rates also are based on locations to fire stations, but are calculated based on a building's square footage. Different Zone 1 and Zone 2 rates apply to buildings designated as either commercial, industrial/warehouse, or institutional-non-governmental. Churches are exempt from fire services fees.

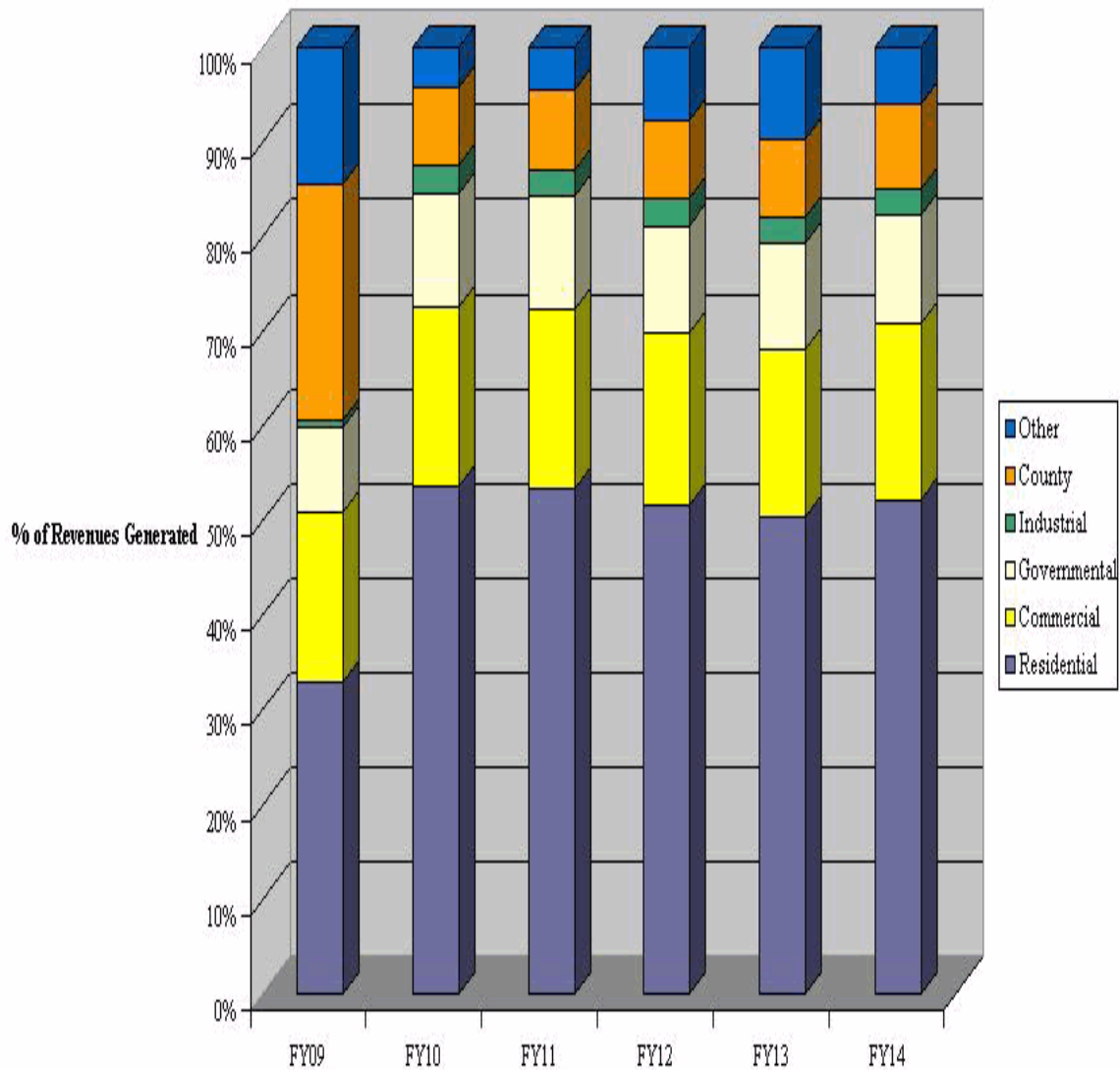
The city is now the billing agent for the fire service fee for those customers located outside city limits in the county. County customers who are billed by the city for electric and/or water service will be billed for fire service on their monthly bill. Those customers in the county who do not have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

The renegotiated interlocal agreement between the city and county includes a quarterly payment from Leon County for advanced life support services from fiscal year 2010 through fiscal year 2014.

130 Fire Services Fund

The motor vehicle assessment fee, implemented in fiscal year 2009 to capture costs associated with motor vehicle accidents when fire units must respond and take action at the scene, has been rescinded. The Florida Legislature, during its 2009 session, passed legislation that prohibited imposition of the fee, resulting in a reduction of \$566,500 from the Fire Fund's revenue base in fiscal year 2010.

The Fire Fund generates surpluses in fiscal years 2010 and 2011; however, deficits begin in fiscal year 2012 and continue through fiscal year 2014. Transfers from the fund's operating reserve wholly cover deficits in fiscal years 2012 and 2013, but are insufficient to cover all of fiscal year 2014's shortfall. The result is a negative fund position of approximately \$2.2 million in fiscal year 2014.



Capital Projects Operating Budget Impacts

The salary and partial benefits of one staff person are funded from the Facilities Management and Maintenance project. No operating impacts are associated with other projects in the department's capital improvement plan.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

130 Fire Services Fund

Expenditures	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Salaries	13,788,825	13,111,172	14,425,838	13,547,916	13,961,488	14,240,703	14,667,907	15,107,908
Capitalized Waqes	-30,368	-33,957	-35,136	-34,908	-35,887	-36,895	-37,935	-37,935
Salary Enhancements	0	605,984	0	0	309,055	472,855	487,063	501,630
Firefighter Holiday Pay	0	869,220	0	806,312	822,234	829,012	839,421	850,142
Temporary Waqes	19,184	7,500	17,273	0	0	0	0	0
Overtime	1,072,014	403,907	700,000	700,000	734,847	771,893	810,049	849,350
Capitalized Overtime	-11,914	0	0	0	0	0	0	0
Other Salary Items	290,745	325,914	306,389	347,754	366,346	366,346	366,346	366,346
Pension- Current	2,140,783	2,315,273	2,496,156	2,363,909	3,590,214	3,698,250	3,806,608	3,918,241
Pension- MAP	56,635	40,361	40,491	89,935	91,683	94,359	97,115	99,948
Mandatory Medicare	147,914	138,242	156,154	136,327	145,521	149,875	154,247	158,784
Health Benefits	1,464,960	1,552,635	1,391,533	1,506,959	1,692,436	1,776,976	1,865,817	1,959,092
Health Benefits-Retirees	509,058	563,850	563,850	563,850	563,850	563,850	563,850	563,850
Flex Benefits	95,174	98,724	85,471	92,028	92,028	92,028	92,028	92,028
Furlough savings	0	0	0	-2,825	0	0	0	0
Personnel Services	19,543,009	19,998,825	20,148,019	20,117,257	22,333,815	23,019,252	23,712,516	24,429,384
Contractual Services	0	0	0	0	0	0	0	36,900
Advertising	530	1,615	615	1,615	1,615	1,615	1,615	1,615
Cleaning & Laundry	12,287	14,000	13,001	14,000	14,000	14,000	14,000	14,000
Reproduction	3,141	5,612	5,112	5,612	5,612	5,612	5,612	5,612
Unclassified Professional Svcs	0	24,990	0	24,990	24,990	24,990	24,990	24,990
System Collection	206	0	0	0	0	0	0	0
Equipment Repairs	24,161	42,647	42,647	42,647	42,647	42,647	42,647	42,647
Medical Services	53,791	67,060	67,233	67,060	67,060	67,060	67,060	67,060
Unclassified Contract Svcs	278,065	390,591	339,582	390,659	390,730	390,803	390,803	390,803
Computer Software	8,660	3,185	3,185	3,185	3,185	3,185	3,185	3,185
Telephone	26,597	26,231	20,531	26,231	26,231	26,231	26,231	26,231
Chem-Med-Lab	58,026	56,289	53,491	56,289	56,289	56,289	56,289	56,289
Food	628	611	611	611	611	611	611	611
Gasoline	74	160	160	329	329	329	329	329
Oil & Lubricants	20	0	0	0	0	0	0	0
Office Supplies	16,964	20,938	20,437	20,938	20,938	20,938	20,938	20,938
Uniforms & Clothing	120,957	127,795	122,295	167,115	164,051	170,955	164,051	170,955
Unclassified Supplies	118,555	140,824	134,826	145,814	144,816	140,824	140,824	140,824
Vehicle- Non-Garage	-579	0	0	0	0	0	0	0
Travel & Training	21,959	72,627	72,626	70,812	70,812	70,812	70,812	70,812
Journals & Books	11,019	15,093	14,093	15,093	15,093	15,093	15,093	15,093
Memberships	2,433	2,980	2,980	2,980	2,980	2,980	2,980	2,980
Certificates & Licenses	1,808	200	200	200	200	200	200	200
Rent Expense- Machines	10,438	12,384	12,383	12,384	12,384	12,384	12,384	12,384
Unclassified Charges	53,810	52,500	52,500	52,500	52,500	52,500	52,500	52,500
Operating	823,553	1,078,332	978,508	1,121,064	1,117,073	1,120,058	1,113,154	1,156,958
Bad Debt Expense	30,856	30,856	30,856	30,856	30,856	30,856	30,856	30,856
Other Services & Charges	30,856	30,856	30,856	30,856	30,856	30,856	30,856	30,856
Computer Equipment	1,698	0	0	0	0	0	0	0
Unclassified Equipment	102,096	110,400	10,059	610,400	110,400	110,400	110,400	110,400
Capital Outlay	103,794	110,400	10,059	610,400	110,400	110,400	110,400	110,400
Human Resource Expense	398,002	424,538	424,538	392,273	392,273	404,042	416,164	428,650
Accounting Expense	114,884	112,398	112,398	127,167	127,167	130,983	134,913	138,960
Purchasing Expense	29,156	31,066	31,066	39,926	39,926	41,124	42,358	43,628
Information Systems Expense	1,090,064	1,682,149	1,682,149	1,401,197	1,401,197	1,443,233	1,486,530	1,531,126
Risk Management Expense	277,525	231,661	231,661	268,324	268,324	276,374	284,665	293,205
Radio Communications Expense	119,135	121,586	121,586	99,762	99,762	102,785	105,807	108,833
Revenue Collection Expense	63,449	63,716	63,716	62,696	62,696	64,577	66,514	68,510
Utility Services Expense	812,905	575,368	575,368	1,150,000	1,152,324	1,186,894	1,222,500	1,259,175
Vehicle Garage Expense	877,454	737,454	714,524	676,890	676,890	697,197	718,113	739,656
Vehicle Fuel	0	320,671	157,585	180,793	180,793	186,217	191,803	197,557
Vehicle Replacement	369,318	473,467	473,467	600,000	728,160	730,120	732,138	734,217
Indirect Costs	521,214	569,248	569,248	586,326	603,916	622,033	623,095	623,095
Allocated Accounts	4,673,105	5,343,322	5,157,306	5,585,354	5,733,428	5,885,578	6,024,599	6,166,612

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

130 Fire Services Fund

Expenditures	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Utilities - Sewer	17,625	15,731	19,740	16,031	16,344	16,344	16,344	16,344
Utilities - Sanitation	10,578	7,971	12,634	7,971	7,971	7,971	7,971	7,971
Utilities - Stormwater	15,278	15,786	15,777	16,492	17,229	17,229	17,229	17,229
Utilities - Gas	41,109	39,300	42,492	39,300	39,300	39,300	39,300	39,300
Utilities - Water	14,225	14,888	13,076	15,172	15,468	15,468	15,468	15,468
Utilities - Electric	228,997	219,196	233,479	223,361	227,717	232,431	237,521	237,521
Utilities - Fire Services	6,764	7,376	6,742	7,376	7,376	7,376	7,376	7,376
Utilities and Other Expenses	334,578	320,248	343,940	325,703	331,405	336,119	341,209	341,209
Debt Service Transfer	690,046	829,701	829,701	781,261	781,010	2,060,512	2,060,369	2,092,426
RR&I Transfer	200,000	200,000	200,000	1,033,800	1,025,250	1,016,400	1,006,300	997,950
Transfers	890,046	1,029,701	1,029,701	1,815,061	1,806,260	3,076,912	3,066,669	3,090,376
Contribution to General Fund	0	0	0	285,800	294,350	303,200	312,300	321,650
Contributions to Operations	0	0	0	285,800	294,350	303,200	312,300	321,650
Transfer to Fire Svcs Op Reserve	0	0	0	2,634,597	895,757	0	0	0
Year End Adjustments	0	0	0	2,634,597	895,757	0	0	0
Revenues	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Fire Inspection Fees	330,107	320,000	202,359	320,000	320,000	320,000	320,000	320,000
Licenses & Permits	330,107	320,000	202,359	320,000	320,000	320,000	320,000	320,000
State Fire Marshal Ofc-grants	3,949	0	3,000	0	0	0	0	0
Firefighters Supplemental Co	42,248	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Intergovernmental Revenue	46,197	30,000	33,000	30,000	30,000	30,000	30,000	30,000
Fire Services - Residential	9,093,783	9,152,889	9,129,564	17,463,166	17,463,166	17,463,166	17,463,166	17,463,166
Fire Services - Commercial	4,922,844	4,846,504	4,935,378	6,185,481	6,185,481	6,185,481	6,185,481	6,185,481
Fire Services - Governmental	2,474,485	2,550,784	2,487,549	3,870,310	3,870,310	3,870,310	3,870,310	3,870,310
Fire Services - Industrial	248,338	240,000	247,071	947,582	947,582	947,582	947,582	947,582
Fire Services - County Contr	3,499,045	3,440,360	3,440,360	0	0	0	0	0
Fire Services - Station 15	734,173	784,026	784,026	0	0	0	0	0
Leon County EMS Payment	2,538,292	2,671,764	2,671,764	2,702,012	2,761,456	2,822,208	2,884,286	2,947,752
Forfeited Discounts	40,548	35,000	45,162	35,000	35,000	35,000	35,000	35,000
Charges for Services	23,551,508	23,721,327	23,740,874	31,203,551	31,262,995	31,323,747	31,385,825	31,449,291
Interest	-81,366	0	-60,876	75,000	75,000	75,000	75,000	75,000
Other Miscellaneous Revenue	7,777	550,000	36,342	0	0	0	0	0
Other Revenues	-73,589	550,000	-24,534	75,000	75,000	75,000	75,000	75,000
Xfer from Fire Svcs Op Reserve	0	0	0	0	0	1,141,868	1,881,745	506,741
Transfer From Deficiencies Fd	1,652,205	2,374,296	2,798,805	0	0	0	0	0
Contribution From Airport Fd	892,513	916,061	947,885	897,541	965,349	991,760	1,019,133	1,046,995
Other Sources	2,544,718	3,290,357	3,746,690	897,541	965,349	2,133,628	2,900,878	1,553,736
Fund Summary	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Fund Total Expenditure	26,398,941	27,911,684	27,698,389	32,526,092	32,653,344	33,882,375	34,711,703	35,647,445
Fund Total Revenue	26,398,941	27,911,684	27,698,389	32,526,092	32,653,344	33,882,375	34,711,703	33,428,027
Fund Balance	0	0	0	0	0	0	0	-2,219,418

400 Electric Operating Fund

The Electric Utility Department continues to focus on providing high quality, reliable electric service at a competitive cost that results in an appropriate financial return to the general government. The city's enterprise fund 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, 99,945 total system customers, and 114,930 service points as of the end of fiscal year 2009. Electric generation, transmission, and distribution facilities are located within Leon and Wakulla counties.

For the fiscal year ending September 30, 2008, the utility sold 2,694,106 megawatt hours (MWh) of electric energy to 100,600 ultimate customers and received operating revenues of nearly \$344.9 million. By contrast, sales as of September 30, 2009 totaled 2,662,634 MWh to 99,937 ultimate customers that generated revenue of approximately \$353.6 million.

The electric system operates three generating systems. The Sam O. Purdom Plant, located in St. Marks, Florida and the Arvah B. Hopkins plant are fossil-fueled generating stations that contain combined cycle steam and combustion turbine electric generating facilities. The system also includes the C. H. Corn Hydroelectric Station, located on Lake Talquin. All three generating systems have a total summer season net generating capacity of 805 megawatts. The corresponding winter net peak installed generating capacity is 876 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 115 kilovolts (kV) to the distribution network voltage of 12.47 kV. Transmission, distribution and generation facilities are monitored and controlled remotely from the Electric Control Center via microwave system and communication lines network.

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

The Electric Fund's fiscal year 2010 operating expenditures total approximately \$337.9 million and the capital budget is nearly \$48.1 million. The utility's five-year capital improvement program totals \$346.6 million. Revenues in excess of expenditures, when available, are distributed to the electric rate stabilization reserve. Budgeted expenditures exceed budgeted revenues in fiscal year 2010, requiring a transfer of approximately \$3.1 million from the rate stabilization reserve to balance the fund. Fiscal years 2011 through 2014 are balanced by additional revenue projected to be generated from rate increases.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

400 Electric Operating Fund

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	21,133,380	22,196,304	22,643,268	23,876,210	24,597,246	25,438,735	26,167,849
Operating	14,048,823	19,682,864	22,266,388	23,427,707	24,525,395	25,577,993	26,797,805
Fuel	236,309,552	234,304,605	192,706,000	187,851,000	194,425,000	198,042,000	202,215,000
Other Services & Charges	2,726,073	1,136,738	1,547,506	1,610,287	1,674,955	1,742,219	1,819,035
Capital Outlay	69,224	29,159	579,178	452,399	616,300	483,519	655,968
Allocated Accounts	17,226,290	18,863,519	17,818,799	17,900,268	18,439,127	18,994,260	19,499,657
Utilities and Other Expenses	408,529	463,477	646,773	656,772	675,058	690,067	711,558
Transfers	57,519,088	57,322,130	57,389,296	70,105,251	70,236,285	79,240,713	80,515,975
Contributions to Operations	22,893,832	22,637,230	22,361,081	23,177,202	22,451,500	22,238,439	22,160,170
Year End Adjustments	91,501	0	0	0	0	0	0
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Undefined	0	471	0	0	0	0	0
Charges for Services	364,050,651	370,689,630	331,018,702	328,181,064	337,615,792	343,803,022	350,652,343
Other Revenues	8,275,641	4,595,773	3,817,245	3,892,241	3,980,865	4,066,606	4,155,108
Other Sources	100,000	1,349,852	3,122,342	0	0	0	0
Internal Service Fund Charges	0	300	0	0	0	0	0
Rate Study Implementation	0	0	0	16,983,791	16,044,209	24,578,317	25,735,566
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	372,426,292	376,636,026	337,958,289	349,057,096	357,640,866	372,447,945	380,543,017
Fund Total Revenue	372,426,292	376,636,026	337,958,289	349,057,096	357,640,866	372,447,945	380,543,017
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

Assumptions for personnel services are as follows: salary enhancements for general government employees were approved at 0%. Other adjustments to personnel expenses included cost sharing of the increase in health care premium costs between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months' health insurance premiums for employees whose positions were eliminated.

In fiscal year 2010, a proposed two-day furlough was reduced to a one-day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the unions would have had to bargain over the impact of the furlough, which did not take place. This resulted in additional cost of approximately \$74,000 from the level identified in the proposed budget.

General operating expenditures were reduced by \$452,000 to help meet targeted reductions. Others have been held stable in the five-year projections, except where contracts exist that stipulate an inflationary index or a customer growth factor.

Fuel expenditures for the city's generation portfolio of combined cycle, combustion turbine, and conventional steam are for natural gas expenditures. The fiscal year 2010 fuel budget is more than \$120 million, or approximately 38.5%, less than the level budgeted in fiscal year 2009, and about \$41.6 million or 17.8% less than expenditures estimated as of September 30, 2009. Fuel needs parallel consumption demands, therefore the fuel budget for 2011 also is less than 2010, but begins to increase in fiscal year 2012.

Debt service reductions of \$6.7 million were made as part of the effort to meet targeted expenditure reductions in fiscal year 2010. This action was made possible by delaying funding for projects related to the Hopkins and

400 Electric Operating Fund

Purdom facilities and those that support power engineering, transmission/distribution operations, and the demand side management program to future fiscal years. Debt service expenditures for fiscal years 2010 – 2014 fluctuate between approximately \$35.5 million and \$50.5 million.

The balance of system improvements are accomplished by cash funding projects through year-end transfers to the renewal, replacement, and improvement fund (RR&I). Electric's RR&I fund, which was reduced by \$4.3 million in fiscal year 2010 to meet targeted reductions, gradually increases from \$21.8 million in fiscal year 2010 to \$30 million in fiscal year 2014.

The electric fund transfer to the general fund is an amount not to exceed 8.3 mills per kilowatt-hours (kWh) of retail sales. The kWh is determined based on the most recently completed fiscal year actual experience. For fiscal year 2010, the \$22.3 million transfer is based on sales generated as of the end of fiscal year 2008, which is lower than had been projected in fiscal year 2009 for 2010. This is due to lower 2008 sales to ultimate customers than projected.

Other expenditure adjustments are delineated in the department's operating budget write-up.

Fund Revenues

The proforma estimates all customer revenue classes will be lower in fiscal year 2010 than both fiscal years 2008 and 2009 as a result of declining consumption. September 2008 total sales to ultimate customers were 2,694,106 MWh, which is contrasted by sales of 2,662,634 MWh through September 2009. Revenues projected for 2010 and 2011 indicate a continued decline in consumption from 2009 levels, with an upswing projected beginning fiscal year 2012 and increasing through 2014. These trends are reflected graphically on the Electric Operating Fund chart of the most significant revenues at the end of this section. Annual revenue projections through 2014 are less than actual revenue generated in fiscal year 2008.

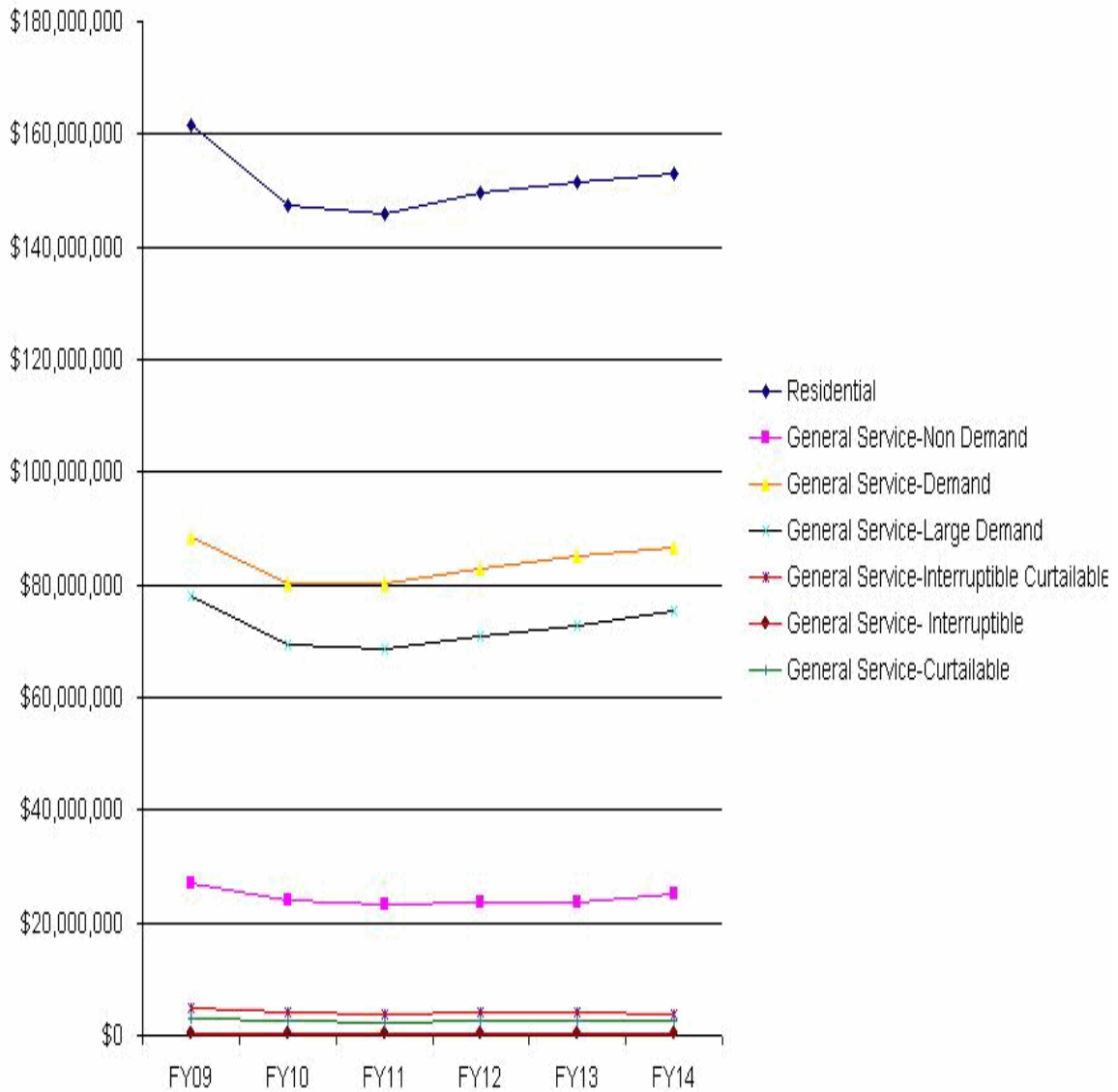
Rate increases of 3.1%, 7.4% and 10.6% were implemented in fiscal years 2006 through 2008 to address shortfalls in revenue requirements. The City commission has approved automatic increases in base rates to cover costs the electric utility incurs for construction and maintenance, and to reflect the city's cost for fuel and purchased power. However, the fuel recovery fee will decrease from \$0.07605 to \$0.06470 per kWh effective October 1, 2009. This will result in a decrease in the typical 1,000 kWh residential electric cost of approximately eight percent.

As shown in the proforma, current rate revenue is insufficient to support projected expenditures each fiscal year. A transfer of \$3.1 million from the rate stabilization reserve addresses the shortfall in fiscal year 2010. Shortfalls projected in fiscal years 2011 through 2014 are supported by additional rate revenue that ranges from \$16 million to \$25.7 million.

Revenue derived from various fees and charges for services such as street lighting, cut fees, surcharges, and pole rentals parallel those of other revenue categories. Interest income is based on estimated balances on bonds, RR&I fund balances, and sinking fund accruals. Other revenues have been assigned to the respective specific category and therefore are reflected at zero.

**City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary**

400 Electric Operating Fund



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 2010 Approved Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Expenditures	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Salaries	16,878,013	17,340,943	17,381,971	17,953,595	17,953,595	18,311,990	18,860,304	19,425,067
Capitalized Waqes	-3,500,159	-3,090,162	-3,061,736	-3,583,555	-3,685,830	-3,806,647	-3,923,620	-4,044,370
Salary Enhancements	0	547,981	0	0	358,395	548,301	564,774	581,711
Temporary Waqes	154,668	332,136	300,000	231,889	236,896	242,053	247,129	249,048
Overtime	2,745,935	1,974,142	1,973,743	2,296,378	2,365,903	2,437,514	2,674,533	2,745,952
Capitalized Overtime	-959,254	-541,834	-374,770	-461,846	-475,308	-489,176	-575,295	-592,082
Other Salary Items	21,274	169,195	28,351	19,367	163,377	165,383	167,450	167,450
Pension- Current	1,556,175	1,628,456	1,463,302	1,631,954	2,208,908	2,275,004	2,343,064	2,413,149
Pension- MAP	1,462,248	1,280,619	1,297,625	1,285,060	1,310,723	1,349,902	1,390,284	1,431,896
Mandatory Medicare	224,962	186,901	212,249	188,163	191,933	197,641	203,568	209,640
Health Benefits	1,625,328	1,664,019	1,482,824	1,718,530	1,804,523	1,894,656	1,989,361	2,088,852
Health Benefits-Retirees	366,418	983,304	983,304	1,012,804	1,037,044	1,068,156	1,100,198	1,100,198
Flex Benefits	557,772	587,388	509,441	585,588	585,588	585,588	585,588	585,588
Vacancy factor of 1.0%	0	-520,227	0	-179,537	-179,537	-183,119	-188,603	-194,250
Furlough savings	0	0	0	-55,122	0	0	0	0
Personnel Services	21,133,380	22,542,861	22,196,304	22,643,268	23,876,210	24,597,246	25,438,735	26,167,849
Advertising	32,320	31,526	0	32,104	33,169	34,265	35,484	37,176
Cleaning & Laundry	16,347	138,153	16,073	147,279	150,809	155,306	161,172	165,677
Reproduction	7,796	11,493	15,249	15,620	16,193	16,785	18,726	19,302
Unclassified Professional Svcs	190,767	921,596	550,000	933,519	984,342	1,024,843	1,066,968	1,105,868
System Collection	12	0	0	0	0	0	0	0
Building Repairs	6,432	105,778	24,033	120,090	117,056	121,658	126,444	130,294
Equipment Repairs	4,119,936	7,965,975	7,437,091	8,872,720	9,506,230	10,100,633	10,626,059	11,387,570
Engineering Services	2,250	0	1,000	0	0	0	0	0
Contract Engineering Svcs	8,110	23,655	0	25,021	26,035	27,080	28,168	29,013
Legal Services	35,000	225,809	120,000	236,517	246,096	255,964	266,226	278,396
Construction Services	16,392	63,321	1,770	65,903	68,577	71,331	74,196	77,594
Unclassified Contract Svcs	4,905,182	6,919,047	6,698,535	6,785,841	7,071,191	7,355,457	7,674,747	7,956,105
Computer Software	12,464	1,672	48,068	4,740	4,901	5,067	5,238	5,337
Environmental Contractual	183,196	229,410	334,547	397,079	405,892	419,513	433,624	441,003
Telephone	65,111	55,649	35,011	58,117	60,588	63,132	65,791	64,033
Chem-Med-Lab	511,210	451,272	341,218	470,476	494,094	518,838	537,248	553,385
Food	5,062	10,513	8,323	5,741	5,974	6,215	6,465	6,761
Gasoline	1,034	8,755	60	9,018	9,289	9,568	9,952	10,251
Oil & Lubricants	890	0	0	0	0	0	0	0
Postage	6,836	7,349	5,915	9,816	10,055	10,300	10,689	11,011
Office Supplies	56,629	61,757	53,193	64,747	67,122	69,563	72,237	74,509
Uniforms & Clothing	21,844	58,591	9,182	30,611	31,881	33,203	34,581	36,016
Unclassified Supplies	3,204,001	3,502,498	3,381,774	3,356,151	3,482,196	3,578,509	3,662,779	3,741,904
Non-Capitalized Furniture	850	0	0	0	0	0	0	0
Vehicle- Non-Garage	1,656,185	0	2,238,986	0	0	0	0	0
Building Supplies	9,831	0	3,325	0	0	0	0	0
Safety Materials & Supplies	101,300	76,409	64,835	81,858	82,949	85,159	87,784	90,187
Veh-Non Garage Expense Offset	-1,639,642	0	-2,185,824	0	0	0	0	0
Travel & Training	101,227	162,082	80,053	166,489	172,821	179,337	186,193	185,883
Journals & Books	7,508	7,370	7,069	10,171	10,482	10,803	11,137	11,531
Memberships	299,182	242,277	237,028	289,941	290,232	290,533	290,845	291,073
Certificates & Licenses	310	0	367	0	0	0	0	0
Rent Expense- Land	4,548	0	140	0	0	0	0	0
Rent Expense- Machines	92,489	7,416	125,376	16,073	16,569	17,081	17,609	18,137
Unclassified Charges	6,218	54,265	30,467	60,746	62,964	65,252	67,631	69,789
Operating	14,048,823	21,343,638	19,682,864	22,266,388	23,427,707	24,525,395	25,577,993	26,797,805
Fossil Fuel Electric	197,300,443	300,314,000	224,255,134	167,773,000	164,595,000	171,413,000	174,909,000	177,604,000
Purchased Power	35,328,910	7,413,000	5,535,550	9,133,000	8,456,000	8,212,000	8,333,000	8,811,000
Purchased Power Capacity	2,121,350	5,000,000	3,733,678	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Purch Pwr Cap- Others/City	1,131,455	0	0	0	0	0	0	0
Transmission Expense- CR3	218,185	0	180,788	0	0	0	0	0
Transmission Exp- CH Corn	206,557	800,000	597,389	800,000	800,000	800,000	800,000	800,000
Transmiss Use-Others/City	2,652	0	2,066	0	0	0	0	0
Fuel/Purchased Power-Forecast Margin	0	0	0	10,000,000	9,000,000	9,000,000	9,000,000	10,000,000
Fuel	236,309,552	313,527,000	234,304,605	192,706,000	187,851,000	194,425,000	198,042,000	202,215,000

City of Tallahassee
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400 Electric Operating Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Assessments & Fees	28,109	59,819	58,000	62,258	64,784	67,386	70,092	72,685
Interest on Deposits	745,146	790,333	442,667	822,558	855,928	890,301	926,054	968,481
Bad Debt Expense	1,888,022	508,071	508,071	528,787	550,240	572,337	595,321	622,595
Environmental Assessments&	64,795	128,657	128,000	133,903	139,335	144,931	150,752	155,274
Other Services & Charges	2,726,073	1,486,880	1,136,738	1,547,506	1,610,287	1,674,955	1,742,219	1,819,035
Office Equipment	1,176	41,042	0	0	0	0	0	0
Computer Equipment	643	2,700	471	0	0	0	0	0
Vehicle Equipment	36,193	197,583	2,175	344,000	207,462	361,200	217,835	379,260
Unclassified Equipment	31,212	398,076	26,513	235,178	244,937	255,100	265,684	276,708
Capital Outlay	69,224	639,401	29,159	579,178	452,399	616,300	483,519	655,968
Human Resource Expense	304,561	331,906	331,906	300,673	300,673	309,693	318,984	328,553
Accounting Expense	740,403	801,549	801,549	709,827	709,827	731,122	753,056	775,648
Purchasing Expense	840,898	1,070,251	1,070,251	846,217	846,217	871,604	897,752	924,684
Information Systems Expense	1,950,275	1,779,558	1,779,558	1,635,113	1,635,113	1,684,166	1,734,691	1,786,732
Risk Management Expense	3,291,612	4,921,307	4,921,307	4,033,912	4,033,912	4,154,929	4,279,577	4,407,965
Radio Communications Expense	78,091	80,462	80,462	66,019	66,019	68,019	70,019	72,022
Revenue Collection Expense	871,195	760,396	760,396	798,570	798,570	822,527	847,203	872,619
Utility Services Expense	5,050,722	4,401,884	4,401,884	4,740,860	4,740,860	4,883,086	5,029,579	5,180,466
Environmental	0	970,116	970,116	788,972	788,972	812,641	837,020	862,131
Energy Services	451,534	335,004	335,004	342,221	342,221	349,362	356,717	364,293
Vehicle Garage Expense	1,243,364	754,084	700,000	718,149	718,149	739,693	761,884	784,741
Vehicle Fuel	0	523,480	237,954	286,138	286,138	294,722	303,564	312,671
Vehicle Replacement	385,374	445,801	445,801	463,977	482,802	502,243	522,435	545,355
Indirect Costs	2,018,261	2,027,331	2,027,331	2,088,151	2,150,795	2,215,319	2,281,778	2,281,778
Allocated Accounts	17,226,290	19,203,129	18,863,519	17,818,799	17,900,268	18,439,127	18,994,260	19,499,657
Utilities - Sewer	31,468	18,206	19,031	19,481	20,065	20,667	21,287	21,925
Utilities - Sanitation	135,072	350,978	188,724	354,950	359,608	364,478	369,605	380,887
Utilities - Stormwater	10,024	10,237	10,494	10,346	10,764	11,200	11,653	12,127
Utilities - Gas	8,232	35,375	12,568	35,750	37,196	38,706	40,272	41,906
Utilities - Water	14,552	24,879	11,727	24,879	27,615	28,445	29,298	30,177
Utilities - Electric	207,488	205,716	219,241	197,488	197,487	207,362	213,582	219,989
Utilities - Fire Services	1,693	3,839	1,692	3,879	4,037	4,200	4,370	4,547
Utilities and Other Expenses	408,529	649,230	463,477	646,773	656,772	675,058	690,067	711,558
Debt Service Transfer	35,607,420	39,006,505	35,420,925	35,528,646	42,820,251	42,905,085	50,511,013	50,506,945
RR&I Transfer	21,876,000	21,860,647	21,860,647	21,860,650	27,285,000	27,331,200	28,729,700	30,009,030
Inter-Fund Transfer	35,668	0	40,558	0	0	0	0	0
Transfers	57,519,088	60,867,152	57,322,130	57,389,296	70,105,251	70,236,285	79,240,713	80,515,975
Contribution to General Fund	22,893,832	22,637,230	22,637,230	22,361,081	23,177,202	22,451,500	22,238,439	22,160,170
Contributions to Operations	22,893,832	22,637,230	22,637,230	22,361,081	23,177,202	22,451,500	22,238,439	22,160,170
Transfer to Rate Stabiliz	91,501	0	0	0	0	0	0	0
Year End Adjustments	91,501	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Revenues	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Special Events - Electric	0	0	471	0	0	0	0	0
Undefined	0	0	471	0	0	0	0	0
Residential	156,370,703	196,390,363	161,740,791	147,212,264	145,969,136	149,513,572	151,640,669	153,018,408
General Service- Non-Demand	27,590,373	33,118,112	26,836,407	23,879,228	23,372,689	23,713,353	23,810,379	25,046,442
General Service- Demand	90,972,482	109,662,660	88,504,273	80,243,797	80,123,572	82,963,386	85,008,681	86,584,683
General Service- Large Deman	72,006,071	98,593,946	77,955,226	69,279,683	68,592,225	71,009,297	72,786,450	75,426,565
Gen Service- Interruptible C	4,975,482	6,222,291	4,721,550	4,005,372	3,887,844	3,969,086	4,002,174	3,888,665
General Service- Interruptib	326,672	462,078	358,510	309,208	301,226	307,055	309,589	324,850
General Service- Curtailable	3,370,686	3,652,533	2,860,865	2,485,912	2,425,312	2,470,742	2,490,867	2,668,559
Long Term Contract Discount	-6,079,541	-8,115,821	-7,330,581	-8,183,527	-8,359,649	-8,405,501	-8,490,171	-8,781,753
Public Street Lighting	0	2,726,228	0	2,069,930	2,035,840	2,063,142	2,075,704	2,139,093
Traffic Control	178,101	225,074	183,561	164,192	161,195	163,809	165,161	219,674
Public Outdoor Lighting	4,227,924	2,321,530	4,176,144	1,698,992	1,668,934	1,693,213	1,699,960	1,762,795
Sales for Resale	255,113	0	2,717,116	0	0	0	0	0
Firm Sales for Resale	2,370,848	0	1,298,996	0	0	0	0	0
Wheeling Revenue	558,843	644,245	600,090	659,707	675,540	691,753	708,355	725,355
Forfeited Discounts	854,403	650,219	650,219	659,777	669,278	678,782	688,149	697,645
Initiating Services	996,302	964,437	719,601	978,615	992,707	1,006,803	1,020,697	1,034,783
Misc Electrical Service	15,687	3,097	14,037	3,142	3,187	3,233	3,277	3,322
Security Light Installation	74,155	107,463	78,181	109,043	110,613	112,184	113,732	115,301
Cut Fees	1,592,551	2,184,119	1,458,033	2,216,225	2,248,139	2,280,062	2,311,527	2,343,426
Surcharge	1,887,190	2,116,653	1,875,708	2,185,986	2,252,745	2,321,827	2,388,363	2,355,390
Pole Rental	788,876	550,000	520,891	550,000	550,000	550,000	550,000	550,000
Other Revenues	7,351	10,031	5,661	10,292	10,560	10,834	11,116	11,405
Bad Check Charges	286,225	224,483	314,391	227,783	231,063	234,344	237,578	240,857
Meter Tampering Fine	80,692	81,149	59,520	82,342	83,528	84,714	85,883	87,068
Sale of Scrap	258,629	53,865	137,976	54,657	55,444	56,231	57,007	57,794
Reimb St Marks Pwdr.	74,372	59,300	47,307	60,800	62,400	64,000	65,600	67,240
Fiber Leases	6,684	0	185,157	0	0	0	0	0
Developer URD outside COT	3,268	0	0	0	0	0	0	0
Other Miscellaneous Revenue	0	53,101	0	55,282	57,536	59,871	62,275	64,776
Sales to Others- Natural Gas	510	0	0	0	0	0	0	0
Charges for Services	364,050,651	452,961,156	370,689,630	331,018,702	328,181,064	337,615,792	343,803,022	350,652,343
Interest	3,762,604	1,150,000	863,371	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000
Wireless Rental	116,843	75,903	75,903	77,019	78,128	79,237	80,331	81,440
Discounts Earned	0	448	0	454	461	467	474	481
Other Miscellaneous Revenue	1,926,333	0	1,400,000	0	0	0	0	0
Trans from Fund Bal - Encumb	1	0	0	0	0	0	0	0
Capitalized Overhead	2,469,860	2,277,449	2,256,499	2,589,772	2,663,652	2,751,161	2,835,801	2,923,187
Other Revenues	8,275,641	3,503,800	4,595,773	3,817,245	3,892,241	3,980,865	4,066,606	4,155,108
Transfer from Electric RR&I	100,000	0	0	0	0	0	0	0
Transfer From Electric Op Rs	0	6,431,565	1,349,852	3,122,342	0	0	0	0
Other Sources	100,000	6,431,565	1,349,852	3,122,342	0	0	0	0
From Fleet Management Reserv	0	0	300	0	0	0	0	0
Internal Service Fund Charges	0	0	300	0	0	0	0	0
Rate Study Revenue	0	0	0	0	16,983,791	16,044,209	24,578,317	25,735,566
Rate Study Implementation	0	0	0	0	16,983,791	16,044,209	24,578,317	25,735,566
Fund Summary	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Fund Total Expenditure	372,426,292	462,896,521	376,636,026	337,958,289	349,057,096	357,640,866	372,447,945	380,543,017
Fund Total Revenue	372,426,292	462,896,521	376,636,026	337,958,289	349,057,096	357,640,866	372,447,945	380,543,017
Fund Balance	0	0	0	0	0	0	0	0

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, which include locations where gas can be consumed if there were a meter and active utility customers as of March 31, 2009, is 25,326. The majority of available service points (94%) are for residential accounts.

Gas utility customers include four types, the majority being residential (94%), commercial (6%) and small interruptible and contract customers, which account for the balance. The department continues to provide interruptible services to several commercial customers in addition to special and flexible contract customers. Under special contracts, the utility is permitted to lower its margin in order to compete in terms of cost with alternative fuels. This type of contract allows the Gas Utility to respond to changing market conditions where customer acquisition or retention is economically feasible. Customers are required to submit documentation supporting the quantity, quality, availability, and cost of alternative fuels.

Rate indicators for the fund continue to show declining system growth, mild heating degree-day deficiencies, rising fuel expenses, moderate local and national economic growth, and rising cost of goods and services. Average residential customer natural gas bills increased by \$2.50 on April 1, 2008 and will increase by \$1.10 on October 1, 2009.

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 department's approved budget is both realistic and moderately in line with the fund's five-year financial plan.

The 2009 fiscal year budget reflects expenditures in the amount of \$37.9 million, representing a decrease of \$9.38 million from the 2009 approved budget. This is primarily due to the decrease in estimated fuel expenses. In FY 2010, the fuel budget is \$23.3 million versus fiscal year 2009 fuel forecast of \$29.1 million. These estimates are based on the New York Mercantile Exchange (NYMEX) natural gas closing price as of April 30, 2009.

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.

The city's finance policy regarding the funding level for capital expenditures from operating revenues was changed for all the utilities during fiscal year 2006. The new policy provides for phasing-in additional funding for capital expenditures equal to annual depreciation expenses. The target amount for FY 2010 includes \$1.8 million, with an annual increase of \$100,000 for the next three years. The amount for FY 2010 was reduced because of lower revenue projections.

The capital improvement program for fiscal year 2010 is being funded with available cash balances in the amount of \$1.59 million, \$1.08 million in bonds, and a little under a half million dollars (\$489,540) is being transferred from the fund's repair, replacement, and improvement fund. For fiscal year 2010, the Gas Utility capital budget is \$3,211,400. Over the five-year period from FY 2010-FY 2014, funding for gas improvements total \$5,493,850.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

430 Gas Operating Fund

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	2,125,222	2,176,804	2,008,539	2,102,457	2,167,420	2,234,607	2,300,872
Operating	446,010	876,666	881,780	890,342	899,116	908,108	917,323
Fuel	23,195,533	25,705,200	23,341,143	21,731,245	22,866,568	23,369,692	23,369,692
Other Services & Charges	82,091	80,034	82,411	82,411	82,411	82,411	82,411
Allocated Accounts	2,564,616	2,476,553	2,240,928	2,263,381	2,326,387	2,391,282	2,449,450
Utilities and Other Expenses	59,465	59,955	62,096	62,639	63,227	63,862	63,862
Transfers	5,958,876	5,212,761	4,211,988	5,816,730	6,667,275	6,602,773	6,610,655
Contributions to Operations	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000
Year End Adjustments	0	1,800,485	1,603,576	2,394,715	1,205,666	1,592,110	2,430,665
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Charges for Services	34,588,982	39,949,699	36,119,702	37,018,446	37,939,626	38,888,960	39,861,280
Other Revenues	431,397	761,759	635,759	648,474	661,444	678,885	686,650
Other Sources	1,734,434	0	0	0	0	0	0
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	36,754,813	40,711,458	36,755,461	37,666,920	38,601,070	39,567,845	40,547,930
Fund Total Revenue	36,754,813	40,711,458	36,755,461	37,666,920	38,601,070	39,567,845	40,547,930
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

Operating and Maintenance expenditures have decreased due to cost reductions and efficiencies identified by the department. Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

No capital outlay funds have been budgeted for the entire five-year plan.

An analysis for uncollectible accounts receivable was completed as of September 30, 2005. Based upon the review performed, the allowance balances for the Gas Fund are at a reasonable level. Bad debt continues to be held at a constant \$65,000 for the five-year period.

The utility's contribution to the General Fund is established in accordance with the financial policy and is proposed at \$2,323,000 for the five-year period.

In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city.

The following service level changes were approved for fiscal year 2010 budget.

Salary enhancements for general government employees were approved at 0%, while Police union employees were approved at an average increase of 5.5%, per the collective bargaining agreement. Negotiations between management and the Fire union will continue into FY10, regarding FY10 raises for Fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

430 Gas Operating Fund

A one day furlough for those employees making at least \$50,000 is included. Fiscal Impact: \$7,789.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$732).

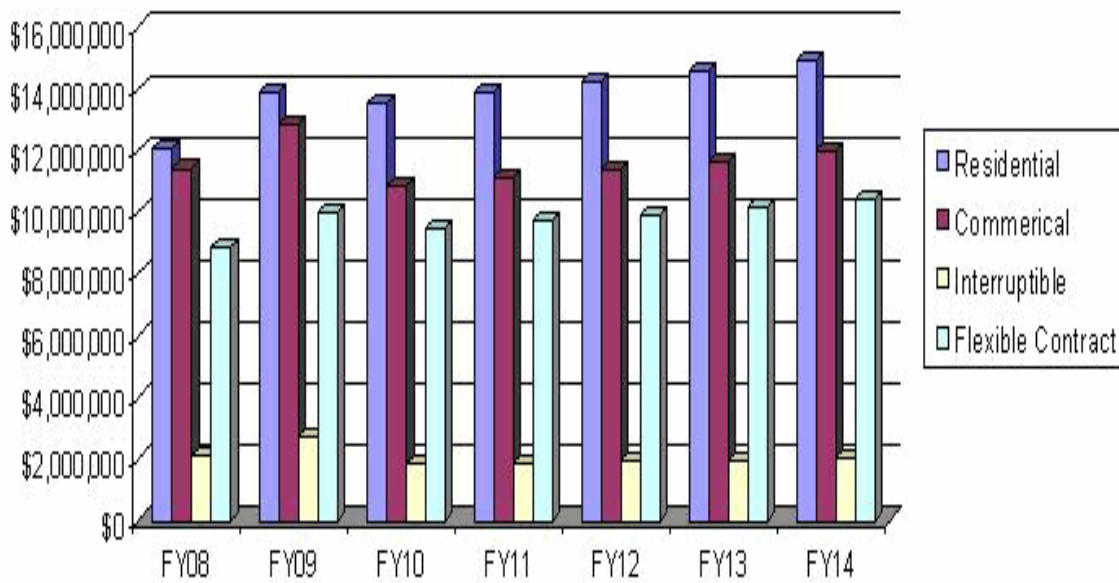
A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$210).

See the City Commission action section in the Underground Utilities Department for additional changes to the FY10 approved budget.

Fund Revenues

Residential growth is forecast to increase by approximately 2% annually. Commercial, and interruptible growth is also forecast to increase by 2% annually. Other miscellaneous revenues are projected to increase by 1.5% annually.

Gas Revenues by Customer Types



430 Gas Operating Fund

Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	1,726,976	1,808,263	1,750,504	1,543,522	1,543,522	1,574,394	1,621,624	1,670,274
Capitalized Waqes	-324,732	-407,571	-365,455	-327,876	-334,434	-341,122	-347,944	-354,903
Salary Enhancements	0	57,140	0	0	30,872	47,232	48,647	50,109
Temporary Waqes	11,008	14,500	12,951	63,065	64,326	65,613	66,925	68,263
Overtime	78,225	91,675	89,660	89,000	89,000	89,000	89,000	89,000
Capitalized Overtime	-8,883	0	-3,463	0	0	0	0	0
Other Salary Items	8,267	9,034	8,780	2,079	2,079	2,079	2,079	2,079
Pension- Current	160,550	170,196	161,029	140,336	189,967	195,652	201,516	207,559
Pension- MAP	136,825	134,022	129,172	110,509	112,716	116,095	119,575	123,155
Mandatory Medicare	19,977	20,191	20,520	15,863	16,178	16,663	17,163	17,673
Health Benefits	200,747	210,873	200,348	201,070	211,131	221,677	232,757	244,398
Health Benefits-Retirees	40,484	95,419	95,419	98,281	101,229	104,266	107,394	107,394
Flex Benefits	75,777	81,420	77,339	75,871	75,871	75,871	75,871	75,871
Vacancy factor of 1.0%	0	-54,248	0	0	0	0	0	0
Furlough savings	0	0	0	-3,181	0	0	0	0
Personnel Services	2,125,222	2,230,914	2,176,804	2,008,539	2,102,457	2,167,420	2,234,607	2,300,872
Advertising	1,000	5,824	5,824	5,824	5,970	6,119	6,272	6,429
Cleaning & Laundry	8,464	9,929	9,929	9,440	9,676	9,918	10,166	10,420
Reproduction	828	1,466	1,466	1,465	1,502	1,539	1,578	1,617
Unclassified Professional Svcs	91,676	130,500	91,650	107,500	110,188	112,943	115,767	118,661
System Dispatch Services	111,300	111,300	111,300	111,300	111,300	111,300	111,300	111,300
Building Repairs	316	2,188	2,188	2,188	2,243	2,299	2,356	2,415
Equipment Repairs	1,449	7,220	7,220	7,220	7,379	7,542	7,709	7,880
Unclassified Contract Svcs	23,085	77,157	23,147	26,560	27,724	28,917	30,140	31,393
Telephone	19,034	17,921	17,921	17,920	18,368	18,827	19,298	19,780
Chem-Med-Lab	905	407	407	0	0	0	0	0
Food	1,516	1,050	1,050	1,050	1,077	1,104	1,131	1,159
Gasoline	181	1,402	1,402	1,472	1,472	1,472	1,472	1,472
Postage	294	1,087	1,087	1,087	1,114	1,142	1,171	1,200
Office Supplies	5,299	5,700	5,700	5,700	5,843	5,989	6,139	6,292
Uniforms & Clothing	5,246	6,228	6,228	6,228	6,384	6,545	6,709	6,877
Unclassified Supplies	69,139	71,336	61,336	53,336	54,670	56,037	57,438	58,874
Non-Capitalized Furniture	0	0	12,022	0	0	0	0	0
Travel & Training	24,004	21,274	21,274	28,542	29,274	30,025	30,793	31,582
Journals & Books	1,308	1,543	1,543	1,543	1,543	1,543	1,543	1,543
Memberships	71,521	39,975	39,975	39,975	40,974	41,998	43,048	44,124
Certificates & Licenses	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Rent Expense- Bldg & Ops	45	0	0	0	0	0	0	0
Rent Expense- Machines	9,399	8,997	8,997	8,430	8,641	8,857	9,078	9,305
Unclassified Charges	0	440,000	440,000	440,000	440,000	440,000	440,000	440,000
Operating	446,010	967,504	876,666	881,780	890,342	899,116	908,108	917,323
COGS- Natural Gas	23,195,533	29,130,507	25,705,200	23,341,143	21,731,245	22,866,568	23,369,692	23,369,692
Fuel	23,195,533	29,130,507	25,705,200	23,341,143	21,731,245	22,866,568	23,369,692	23,369,692
Interest on Deposits	17,091	17,411	15,034	17,411	17,411	17,411	17,411	17,411
Bad Debt Expense	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Other Services & Charges	82,091	82,411	80,034	82,411	82,411	82,411	82,411	82,411
Human Resource Expense	45,191	49,704	49,704	41,912	41,912	43,170	44,466	45,800
Accounting Expense	62,460	54,728	54,728	63,867	63,867	65,783	67,756	69,789
Purchasing Expense	51,978	35,148	35,148	27,073	27,073	27,885	28,722	29,583
Information Systems Expense	325,522	260,074	260,074	261,145	261,145	268,979	277,049	285,360
Risk Management Expense	64,455	36,143	36,143	40,075	40,075	41,277	42,516	43,791
Radio Communications Expense	10,170	10,013	10,013	8,216	8,216	8,216	8,216	9,243
Revenue Collection Expense	86,911	82,856	82,856	86,242	86,242	88,829	91,494	94,239
Utility Services Expense	1,025,470	986,469	986,469	870,181	870,181	896,286	923,175	950,870
Environmental	0	83,550	83,550	43,070	43,070	44,362	45,693	47,064
Energy Services	396,563	268,003	268,003	274,143	274,143	279,856	285,740	291,798
Vehicle Garage Expense	221,972	83,704	222,000	119,865	119,865	123,461	127,165	130,980
Vehicle Fuel	0	99,425	49,712	51,582	51,582	53,129	54,723	56,365
Vehicle Replacement	39,715	50,915	50,915	57,702	71,279	71,279	71,279	71,279
Indirect Costs	234,210	287,238	287,238	295,855	304,731	313,873	323,289	323,289
Allocated Accounts	2,564,616	2,387,970	2,476,553	2,240,928	2,263,381	2,326,387	2,391,282	2,449,450

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sanitation	27,139	28,235	26,627	28,235	28,235	28,235	28,235	28,235
Utilities - Stormwater	2,425	2,425	2,463	2,425	2,425	2,425	2,425	2,425
Utilities - Gas	1,740	2,178	1,808	2,178	2,178	2,178	2,178	2,178
Utilities - Water	425	445	421	445	445	445	445	445
Utilities - Electric	26,783	27,341	27,683	27,860	28,403	28,991	29,626	29,626
Utilities - Fire Services	953	953	953	953	953	953	953	953
Utilities and Other Expenses	59,465	61,577	59,955	62,096	62,639	63,227	63,862	63,862
Debt Service Transfer	3,229,544	3,296,761	3,296,761	3,838,930	3,897,407	3,845,681	3,763,325	3,753,780
RR&I Transfer	2,284,046	1,916,000	1,916,000	0	1,536,483	2,428,800	2,436,500	2,446,850
Inter-Fund Transfer	445,286	0	0	373,058	382,840	392,794	402,948	410,025
Transfers	5,958,876	5,212,761	5,212,761	4,211,988	5,816,730	6,667,275	6,602,773	6,610,655
Contribution to General Fund	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000
Contributions to Operations	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000	2,323,000
Transfer to RR&I	0	4,952,417	1,800,485	1,603,576	2,394,715	1,205,666	1,592,110	2,430,665
Year End Adjustments	0	4,952,417	1,800,485	1,603,576	2,394,715	1,205,666	1,592,110	2,430,665
Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Residential	12,022,750	17,995,139	13,882,983	13,549,674	13,888,416	14,235,626	14,591,517	14,956,035
Non-Residential	10,347,445	14,276,473	12,900,874	10,848,709	11,119,927	11,397,925	11,682,873	11,974,945
Interruptible	2,001,563	2,715,661	2,715,661	1,830,904	1,876,677	1,923,594	1,971,683	2,020,975
Flexible Contract Interrupti	9,831,046	11,055,515	10,013,395	9,482,976	9,720,050	9,963,052	10,212,128	10,467,431
Forfeited Discounts	90,754	134,903	134,903	135,475	136,049	136,625	142,363	148,343
Initiating Services	115,811	146,262	146,262	88,616	89,883	91,168	92,472	93,794
Tapping Fees	7,975	13,967	13,967	8,518	8,640	8,764	8,889	9,016
Cut Fees	41,924	36,625	36,625	37,150	37,682	38,222	38,769	38,769
Surcharge	122,594	103,994	103,994	117,800	120,745	123,764	126,858	130,029
Gas Pilot Lighting	900	0	0	17,720	18,163	18,617	19,082	19,559
Other Miscellaneous Revenue	6,222	1,035	1,035	2,160	2,214	2,269	2,326	2,384
Charges for Services	34,588,982	46,479,574	39,949,699	36,119,702	37,018,446	37,939,626	38,888,960	39,861,280
Interest	185,266	264,623	185,000	269,915	275,313	280,820	290,649	290,649
Other Miscellaneous Revenue	2	332,791	332,791	0	0	0	0	0
Trans from Fund Bal - Encumb	20,657	0	0	0	0	0	0	0
Capitalized Overhead	225,472	272,073	243,968	365,844	373,161	380,624	388,236	396,001
Other Revenues	431,397	869,487	761,759	635,759	648,474	661,444	678,885	686,650
Transfer from Gas RR&I Fund	1,734,434	0	0	0	0	0	0	0
Other Sources	1,734,434	0	0	0	0	0	0	0
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	36,754,813	47,349,061	40,711,458	36,755,461	37,666,920	38,601,070	39,567,845	40,547,930
Fund Total Revenue	36,754,813	47,349,061	40,711,458	36,755,461	37,666,920	38,601,070	39,567,845	40,547,930
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

460 Water Operating Fund

The Water Division delivers potable water from pumping stations to city residents as well as to adjacent communities. The division owns, operates, and maintains a water production and distribution system that services Tallahassee and portions of Leon and Wakulla counties. As of March 2009, water infrastructure includes 28 deep wells, eight elevated water storage tanks, and approximately 1,199 miles of water main. Approximately 4.5 billion gallons of water have been sold to 75,100 customers.

The water capital improvement plan (CIP) for fiscal years 2010-14 chiefly entails projects to maintain, replace, and upgrade water system infrastructure, including water supply wells, storage tanks, and distribution facilities. An update to the master water plan was implemented in fiscal year 2008 to determine system expansion requirements in response to the city-county franchise agreement, and \$2 million is included annually in the 5-year CIP to fund specific expansion projects that are identified.

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	3,811,114	4,344,473	4,554,723	4,779,617	4,934,923	5,095,799	5,255,065
Operating	3,102,527	2,782,323	641,171	652,382	663,891	675,705	684,469
Other Services & Charges	680,762	528,171	497,500	497,500	497,500	497,500	497,500
Capital Outlay	167,120	3,696	0	0	0	0	0
Allocated Accounts	5,904,560	5,338,130	5,311,879	5,390,347	5,542,386	5,678,442	5,819,857
Utilities and Other Expenses	2,343,329	2,336,650	2,392,075	2,438,761	2,489,049	2,543,352	2,543,352
Transfers	5,175,009	5,684,058	9,067,404	10,532,109	10,968,792	11,047,869	11,120,663
Contributions to Operations	5,811,993	6,012,465	6,678,846	7,072,918	7,545,661	7,899,372	8,333,568
Year End Adjustments	0	0	678,404	2,342,149	2,488,429	2,561,706	2,582,597
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Charges for Services	22,845,202	22,949,228	25,534,365	29,302,788	30,608,307	31,353,337	32,116,695
Other Revenues	2,322,038	2,083,475	2,758,023	2,848,091	2,941,927	3,039,741	3,092,002
Other Sources	1,829,174	1,997,263	745,716	751,389	757,108	763,002	767,871
Internal Service Fund Charges	0	0	783,898	803,515	823,289	843,665	860,503
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	26,996,414	27,029,966	29,822,002	33,705,783	35,130,631	35,999,745	36,837,071
Fund Total Revenue	26,996,414	27,029,966	29,822,002	33,705,783	35,130,631	35,999,745	36,837,071
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The most significant expenditure increases above those budgeted in fiscal year 2009 are attributable to debt service expenses.

Other expenditure changes assume:

The rate studies approved March 26, 2008, recommended phased in increases from April of 2008 to FY 2010 for sewer services at rates of 15%, 14% and 14%. A water rate increase of 12.9% was implemented effective January 1, 2009, and by an additional 11% in FY 2011.

Funding for cash-financed repairs, replacements, and improvements (RR&I) are based on anticipated levels of activity in the capital improvement plan.

The proforma presumes implementation of customer rates at levels sufficient to support revenue requirements as shown in all years of the proforma in accordance with the 2008 rate study.

460 Water Operating Fund

Operating and Maintenance expenditures have decreased due to cost reductions and efficiencies identified by the department. Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

The fund's contribution to the General Fund is equivalent to twenty percent of gross water revenues less surcharge revenue, averaged over a three-year period, plus surcharge revenue.

Funding for System Planning Services and Potable Water Monitoring have been reclassified as Inter Fund Transfers.

The following service level changes were approved as proposed for the Water Department's fiscal year 2010 budget.

Salary enhancements for general government employees were approved at 0%. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

A one day furlough for employees making \$50,000 is included. Fiscal Impact: \$16,161.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$287).

A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$530).

See the City Commission action section additional changes to the FY10 approved budget.

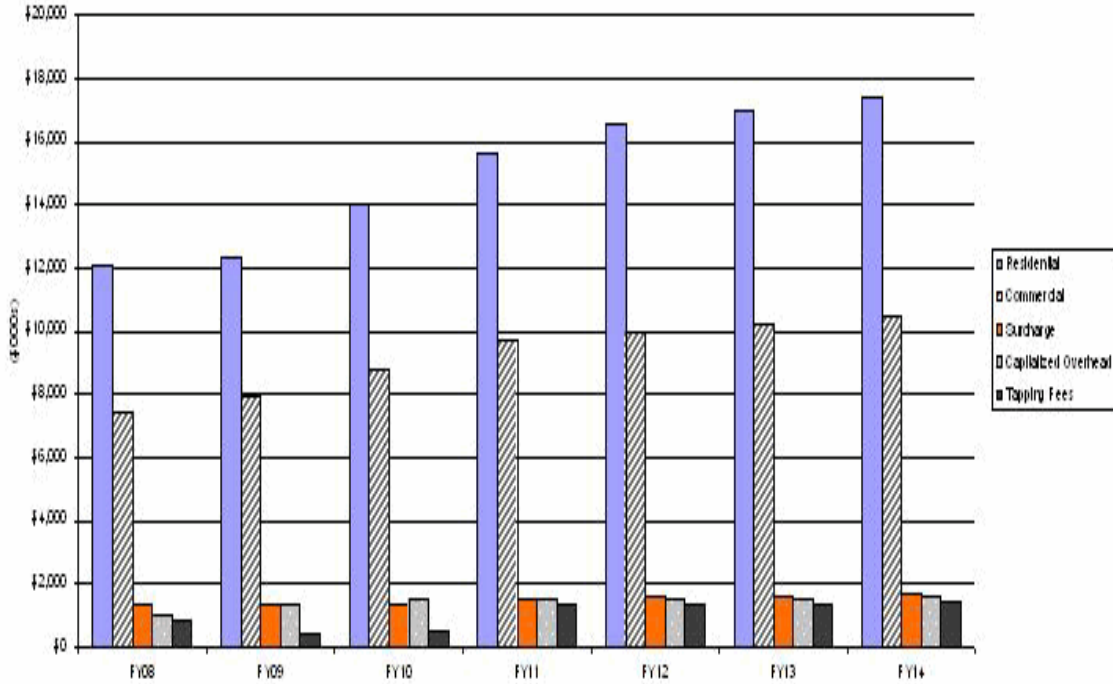
Fund Revenues

Water system revenues include water sales, development fees, various water service fees, and other miscellaneous fees.

Revenue growth is a result of increases in both customer usage and rates. The 2010 projection reflects increases in metered water sales from increased revenues related to the rate increase approved in fiscal year 2008 effective January 1, 2009. Rates are anticipated to increase by 11% in FY 2011.

460 Water Operating Fund

Significant Water Revenues by Type



Capital Projects Operating Budget Impacts

No fiscal year 2010 projects have additional operating impacts.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

460 Water Operating Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	3,293,470	3,941,356	3,732,684	3,927,204	3,927,204	4,005,747	4,125,921	4,249,700
Capitalized Waqes	-1,077,400	-1,095,000	-1,232,303	-1,375,000	-1,402,500	-1,430,550	-1,459,161	-1,488,344
Salary Enhancements	0	124,548	0	0	78,543	120,171	123,779	127,490
Temporary Waqes	45,491	52,000	49,517	173,275	174,245	175,234	176,243	177,272
Overtime	351,497	409,957	367,593	320,557	321,971	323,420	324,906	326,429
Capitalized Overtime	-173,423	-234,704	-191,934	-191,500	-192,125	-192,766	-193,423	-194,096
Other Salary Items	7,630	19,980	15,668	21,829	22,138	22,454	22,778	23,110
Pension- Current	301,170	372,993	350,346	357,456	483,834	498,314	513,230	528,593
Pension- MAP	273,494	294,779	284,598	281,474	287,088	295,677	304,533	313,654
Mandatory Medicare	43,461	44,116	43,774	41,492	42,317	43,577	44,888	46,223
Health Benefits	485,247	587,839	501,133	568,822	597,285	627,119	658,465	691,394
Health Benefits-Retirees	75,995	217,041	217,041	223,552	230,258	237,167	244,281	244,281
Flex Benefits	184,482	218,544	206,356	209,359	209,359	209,359	209,359	209,359
Vacancy factor of 1.0%	0	-118,240	0	0	0	0	0	0
Furlough savings	0	0	0	-3,797	0	0	0	0
Personnel Services	3,811,114	4,835,209	4,344,473	4,554,723	4,779,617	4,934,923	5,095,799	5,255,065
Advertising	0	15,200	0	15,200	15,200	15,200	15,200	15,200
Cleaning & Laundry	16,594	22,572	16,251	25,252	25,791	26,344	26,910	27,490
Reproduction	2,090	4,110	4,110	4,110	4,206	4,305	4,406	4,510
Unclassified Professional Svcs	8,663	0	600	0	0	0	0	0
System Planning Services	971,923	1,001,567	791,577	0	0	0	0	0
System Collection	96,566	99,463	99,463	102,447	105,520	108,686	111,947	111,947
Building Repairs	2,396	5,110	5,110	5,110	5,238	5,369	5,503	5,641
Equipment Repairs	9,115	24,696	12,378	24,696	25,301	25,921	26,557	27,209
Medical Services	29	0	0	0	0	0	0	0
Educational Services	650	0	0	0	0	0	0	0
Unclassified Contract Svcs	76,386	133,866	92,264	86,816	88,085	89,387	90,721	92,088
Computer Software	17,286	15,300	15,300	15,300	15,300	15,300	15,300	15,300
Environmental Contractual	0	13,580	13,580	13,580	13,580	13,580	13,580	13,580
Potable Water Monitoring	1,552,114	1,585,920	1,369,194	0	0	0	0	0
Telephone	18,183	23,744	23,744	23,744	24,263	24,794	25,339	25,898
Chem-Med-Lab	82,051	56,018	56,018	56,018	57,418	58,853	60,326	61,834
Food	2,741	1,929	1,929	1,929	1,957	1,985	2,014	2,044
Gasoline	83	682	682	682	699	716	734	752
Oil & Lubricants	777	0	0	0	0	0	0	0
Postage	107	0	0	0	0	0	0	0
Office Supplies	12,018	12,016	12,016	12,016	12,241	12,472	12,708	12,951
Uniforms & Clothing	20,924	40,602	33,748	40,602	41,417	42,254	43,111	43,989
Unclassified Supplies	150,037	292,580	146,290	117,580	118,657	119,761	120,893	122,053
Non-Capitalized Furniture	6,281	0	0	0	0	0	0	0
Building Supplies	101	600	600	0	0	0	0	0
Safety Materials & Supplies	1,993	3,140	3,140	3,140	3,206	3,274	3,343	3,414
Other	23,460	0	0	0	0	0	0	0
Travel & Training	6,244	11,507	11,507	11,220	11,440	11,666	11,898	12,133
Journals & Books	279	2,182	2,182	2,182	2,224	2,266	2,310	2,356
Memberships	9,850	13,828	13,828	13,828	13,913	14,000	14,089	14,180
Certificates & Licenses	1,364	25,375	25,375	25,375	26,007	26,655	27,319	27,999
Rent Expense- Bldg & Ops	0	24,937	24,937	25,344	25,344	25,344	25,344	25,344
Rent Expense- Machines	10,882	5,000	5,000	5,000	5,125	5,253	5,384	5,519
Unclassified Charges	1,340	10,000	1,500	10,000	10,250	10,506	10,769	11,038
Operating	3,102,527	3,445,524	2,782,323	641,171	652,382	663,891	675,705	684,469
Interest on Deposits	61,521	70,000	58,742	70,000	70,000	70,000	70,000	70,000
Bad Debt Expense	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
Line Extensions	479,241	475,000	327,762	285,000	285,000	285,000	285,000	285,000
Environmental Assessments&	0	2,500	1,667	2,500	2,500	2,500	2,500	2,500
Other Services & Charges	680,762	687,500	528,171	497,500	497,500	497,500	497,500	497,500
Computer Equipment	46,712	62,500	3,696	0	0	0	0	0
Unclassified Equipment	120,408	120,500	0	0	0	0	0	0
Capital Outlay	167,120	183,000	3,696	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

460 Water Operating Fund

Expenditures	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Human Resource Expense	113,115	119,634	119,634	105,978	105,978	109,157	112,432	115,805
Accounting Expense	127,100	128,199	128,199	139,789	139,789	143,983	148,302	152,751
Purchasing Expense	151,556	182,996	182,996	132,802	132,802	136,786	140,890	145,116
Information Systems Expense	605,040	352,986	352,986	461,140	461,140	474,974	489,223	503,900
Risk Management Expense	502,674	333,105	333,105	250,736	250,736	258,258	266,006	273,986
Radio Communications Expense	29,057	28,609	28,609	23,474	23,474	24,495	24,495	25,516
Revenue Collection Expense	65,074	67,670	67,670	63,210	63,210	65,106	67,059	69,071
Utility Services Expense	2,514,961	2,370,753	2,370,753	2,170,859	2,170,859	2,235,985	2,303,065	2,372,157
Environmental	0	68,079	68,079	194,256	194,256	200,084	206,086	212,269
Energy Services	42,260	53,601	53,601	54,316	54,316	55,459	56,636	57,848
Vehicle Garage Expense	999,969	580,714	580,714	580,822	580,822	598,247	616,194	634,680
Vehicle Fuel	0	477,064	238,532	273,478	273,478	281,682	290,133	298,837
Vehicle Replacement	176,469	226,234	226,234	256,391	316,720	316,720	316,720	316,720
Indirect Costs	577,284	587,018	587,018	604,628	622,767	641,450	641,201	641,201
Allocated Accounts	5,904,560	5,576,662	5,338,130	5,311,879	5,390,347	5,542,386	5,678,442	5,819,857
Utilities - Sanitation	0	2,350	0	2,350	2,350	2,350	2,350	2,350
Utilities - Stormwater	4,522	4,724	4,727	4,935	5,155	5,155	5,155	5,155
Utilities - Water	5,153	1,300	3,206	1,300	1,300	1,300	1,300	1,300
Utilities - Electric	2,332,985	2,338,444	2,328,084	2,382,875	2,429,341	2,479,629	2,533,932	2,533,932
Utilities - Fire Services	669	615	633	615	615	615	615	615
Utilities and Other Expenses	2,343,329	2,347,433	2,336,650	2,392,075	2,438,761	2,489,049	2,543,352	2,543,352
Debt Service Transfer	2,137,111	2,334,058	2,334,058	3,527,721	4,364,084	4,371,726	4,370,959	4,370,270
RR&I Transfer	3,000,000	3,350,000	3,350,000	3,200,000	3,750,000	4,100,000	4,100,000	4,100,000
Inter-Fund Transfer	37,898	0	0	2,339,683	2,418,025	2,497,066	2,576,910	2,650,393
Transfers	5,175,009	5,684,058	5,684,058	9,067,404	10,532,109	10,968,792	11,047,869	11,120,663
Contribution to General Fund	5,811,993	6,012,465	6,012,465	6,678,846	7,072,918	7,545,661	7,899,372	8,333,568
Contributions to Operations	5,811,993	6,012,465	6,012,465	6,678,846	7,072,918	7,545,661	7,899,372	8,333,568
Transfer to RR&I	0	1,454,121	0	678,404	2,342,149	2,488,429	2,561,706	2,582,597
Year End Adjustments	0	1,454,121	0	678,404	2,342,149	2,488,429	2,561,706	2,582,597

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

460 Water Operating Fund

Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Meter Tampering Fine	7,476	0	0	2,724	2,792	2,862	2,934	3,007
Residential	12,109,314	14,010,965	12,315,654	14,054,944	15,592,609	16,583,305	16,997,888	17,422,835
Commercial	7,440,356	8,322,789	7,922,789	8,786,242	9,737,328	9,979,740	10,229,234	10,484,965
Forfeited Discounts	96,358	89,266	89,266	90,873	92,509	94,078	95,674	97,300
Initiating Services	500,095	587,816	437,816	426,943	609,168	616,282	627,375	638,668
Tapping Fees	885,516	1,292,428	442,428	506,014	1,339,375	1,363,484	1,388,027	1,413,011
Cut Fees	137,855	196,203	146,203	151,661	203,330	206,990	210,716	214,509
Surcharge	1,300,821	1,176,311	1,300,800	1,105,343	1,267,332	1,296,351	1,328,760	1,361,979
Surcharge- Outside Leon Co	65,996	212,772	62,772	242,636	278,195	284,565	291,679	298,971
Hydrant Rental	52,500	52,500	52,500	0	0	0	0	0
Other Revenues	136,128	25,450	25,450	25,900	26,000	26,200	26,400	26,600
System Dispatch Services	55,650	55,650	55,650	55,650	55,650	55,650	55,650	55,650
Developer-Installed Line Ins	37,448	16,900	16,900	4,435	17,500	17,800	18,000	18,200
Meter Relocation Fees	1,700	0	0	0	0	0	0	0
Other Miscellaneous Revenue	17,988	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Laboratory Sample Test Fees	0	80,000	80,000	80,000	80,000	80,000	80,000	80,000
System Planning	0	1,000,903	0	0	0	0	0	0
Charges for Services	22,845,202	27,120,953	22,949,228	25,534,365	29,302,788	30,608,307	31,353,337	32,116,695
Interest	566,166	813,750	263,750	854,450	897,150	942,050	989,297	989,297
Wireless Rental	505,885	391,782	391,782	411,638	432,220	453,831	476,523	500,349
Other Miscellaneous Revenue	175,560	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	46,600	0	47,456	0	0	0	0	0
Capitalized Overhead	1,025,856	1,380,487	1,380,487	1,491,935	1,518,721	1,546,046	1,573,921	1,602,356
Transfer from Water 95 CUS DS Fund	1,970	0	0	0	0	0	0	0
Other Revenues	2,322,038	2,586,019	2,083,475	2,758,023	2,848,091	2,941,927	3,039,741	3,092,002
Transfer From Gas Fund	0	0	0	153,706	157,552	161,429	165,425	168,726
Transfer From Water RR&I	1,310,174	0	1,478,263	0	0	0	0	0
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	0	0	0	73,010	74,837	76,679	78,577	80,145
Other Sources	1,829,174	519,000	1,997,263	745,716	751,389	757,108	763,002	767,871
From Sewer Fund	0	0	0	783,898	803,515	823,289	843,665	860,503
Internal Service Fund Charges	0	0	0	783,898	803,515	823,289	843,665	860,503
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	26,996,414	30,225,972	27,029,966	29,822,002	33,705,783	35,130,631	35,999,745	36,837,071
Fund Total Revenue	26,996,414	30,225,972	27,029,966	29,822,002	33,705,783	35,130,631	35,999,745	36,837,071
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

500 Sewer Operating Fund

The sanitary sewer collection system is comprised of approximately 675 miles of gravity pipe and is connected to over 15,000 manholes. Over 85 pumping stations use approximately 100 miles of force main to support the gravity system. The sanitary sewer collection system is projected to serve approximately 63,977 customers in fiscal year 2010.

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.

Due to the damage caused in August 2008 from Tropical Storm Fay to a major sewer line, operation of the Lake Bradford Plant has been required in FY09 and FY10.

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

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

<u>Expenditures</u>	FY 2008 Actual	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Personnel Services	11,188,095	11,407,231	11,719,259	12,274,445	12,664,819	13,068,270	13,470,909
Operating	3,196,364	3,341,660	3,489,995	3,580,727	3,667,092	3,761,481	3,849,202
Other Services & Charges	1,014,380	783,012	682,500	682,500	682,500	682,500	682,500
Capital Outlay	188,624	24,533	0	0	0	0	0
Allocated Accounts	5,596,448	5,876,427	5,913,939	6,023,114	6,198,480	6,344,297	6,496,284
Utilities and Other Expenses	4,445,385	4,704,411	4,637,741	4,783,494	4,862,677	4,942,842	4,942,906
Transfers	17,055,517	19,733,884	23,381,189	29,394,048	30,430,682	30,449,952	30,465,766
Contributions to Operations	2,059,262	2,299,866	2,981,251	3,378,943	3,653,392	3,874,502	4,044,701
Year End Adjustments	0	31,448	3,995,785	3,490,887	2,699,856	3,285,426	4,011,652
<u>Revenues</u>	FY 2008 Actual	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Charges for Services	40,480,682	44,376,951	49,035,641	55,698,777	56,811,697	58,220,878	59,668,810
Other Revenues	-680,824	1,525,521	2,671,991	2,723,885	2,770,026	2,817,231	2,839,252
Other Sources	4,944,218	2,300,000	2,754,344	2,767,471	2,780,709	2,794,251	2,805,465
Internal Service Fund Charges	0	0	2,339,683	2,418,025	2,497,066	2,576,910	2,650,393
<u>Fund Summary</u>	FY 2008 Actual	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Fund Total Expenditure	44,744,076	48,202,472	56,801,659	63,608,158	64,859,498	66,409,270	67,963,920
Fund Total Revenue	44,744,076	48,202,472	56,801,659	63,608,158	64,859,498	66,409,270	67,963,920
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

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

Other factors affecting expenditures for FY 2010 assume:

500 Sewer Operating Fund

Additionally, the future liability for other post employee benefits (retiree health care) is budgeted according to an actuarial study estimating the current expense and future benefit needs.

Operating and Maintenance expenditures have decreased due to cost reductions and efficiencies identified by the department. Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

The following service level changes were approved as proposed for the Sewer Department's fiscal year 2010 budget. See the City Commission action section additional changes to the FY10 approved budget.

Salary enhancements for general government employees were approved at 0%. Adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

A one day furlough for employees making at least \$50,000 is included. Fiscal Impact: \$38,379.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$828).

A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$1,012).

Fund Revenues

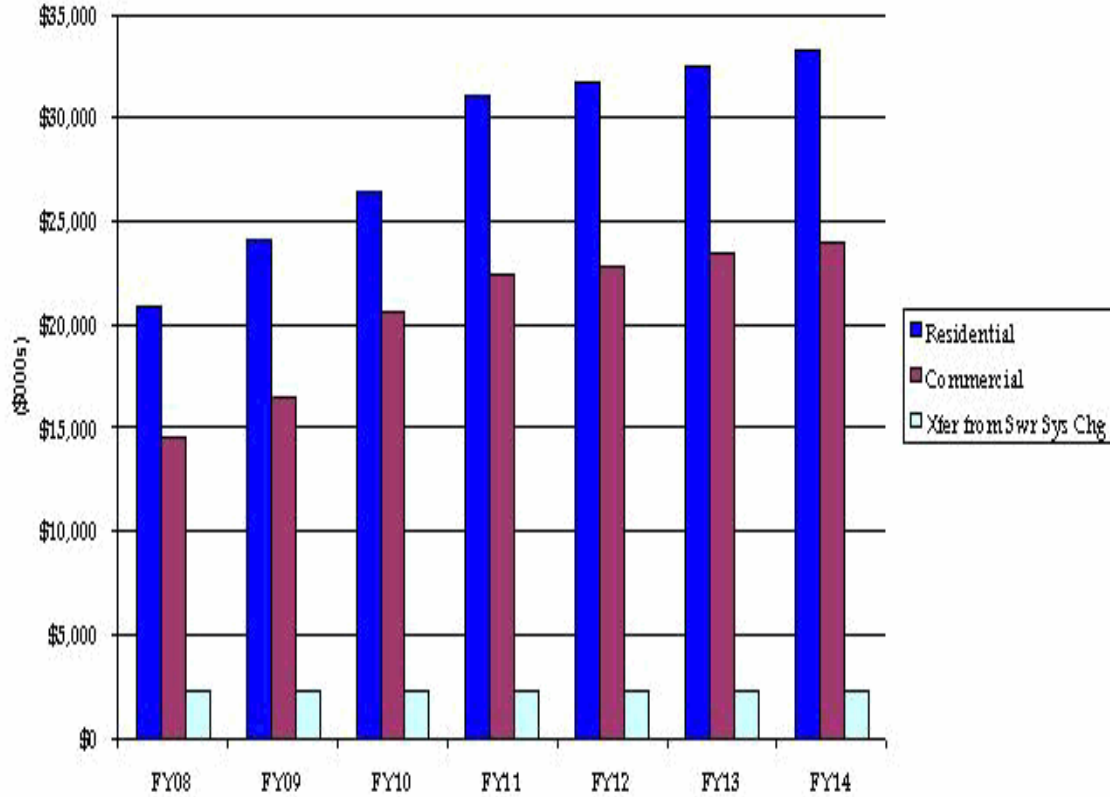
The rate studies approved March 26, 2008, recommended phased in increases from April of 2008 to FY 2010 for sewer services at rates of 15%, 14% and 14%.

Wastewater system revenues include monthly sewer service charges, which are based on water consumption rates, development fees, the sale of effluent and other miscellaneous fees. The system is expected to generate revenue of approximately \$49 million in fiscal year 2010.

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.

500 Sewer Operating Fund

Significant Sewer Revenues by Type



Capital Projects Operating Budget Impacts

TPS headworks improvements are necessary to meet state permitting requirements, particularly for the reduction of nitrogen. Design will be completed in 2009 and early work packages such as storage pond construction and demolition of existing facilities will also commence in 2009.

Operating expenses related to TPS headworks improvements (\$10,000 annually for additional chemical and utility expenses) are included in the proforma.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	8,444,438	8,486,711	8,235,601	9,216,485	9,216,485	9,400,813	9,682,841	9,973,321
Capitalized Waqes	-846,737	-585,189	-647,592	-1,586,293	-1,605,214	-1,624,515	-1,644,205	-1,664,290
Salary Enhancements	0	230,416	0	-37,659	146,516	244,049	252,350	261,077
Temporary Waqes	11,603	21,388	17,101	51,809	52,845	53,901	54,979	56,079
Overtime	708,981	684,359	660,262	684,397	686,446	688,546	690,699	692,905
Capitalized Overtime	-249,860	-135,416	-136,825	-135,853	-139,020	-141,048	-143,127	-145,258
Other Salary Items	7,800	31,685	23,223	23,768	21,608	21,608	21,608	21,608
Pension- Current	772,408	795,652	763,828	838,177	1,134,538	1,168,520	1,203,525	1,239,576
Pension- MAP	683,638	623,247	615,052	656,624	669,700	689,760	710,431	731,814
Mandatory Medicare	101,139	93,180	93,102	99,060	101,007	104,020	107,135	110,404
Health Benefits	985,494	1,156,554	968,469	1,064,842	1,118,132	1,173,979	1,232,651	1,294,290
Health Benefits-Retirees	183,646	436,658	436,658	449,643	463,018	476,802	490,999	490,999
Flex Benefits	385,545	393,387	378,352	408,384	408,384	408,384	408,384	408,384
Vacancy factor of 1.0%	0	-254,601	0	0	0	0	0	0
Furlough savings	0	0	0	-14,125	0	0	0	0
Personnel Services	11,188,095	11,978,031	11,407,231	11,719,259	12,274,445	12,664,819	13,068,270	13,470,909
Advertising	1,086	35,750	0	35,750	35,769	35,788	35,808	35,828
Cleaning & Laundry	31,842	39,159	39,159	39,654	40,647	41,666	42,709	43,780
Reproduction	2,755	8,691	8,691	6,321	6,481	6,644	6,810	6,981
Unclassified Professional Svcs	16,193	200	200	200	205	210	215	220
System Collection	73,387	75,589	75,589	77,857	80,193	82,599	85,077	85,077
Building Repairs	22,389	27,398	27,398	26,401	27,062	27,740	28,435	29,148
Equipment Repairs	133,253	246,550	137,696	153,050	157,877	162,827	167,900	173,097
Medical Services	189	3,022	3,022	3,022	3,099	3,178	3,258	3,340
Engineering Services	0	3,800	3,800	0	0	0	0	0
Legal Services	34,358	0	0	0	0	0	0	0
Unclassified Contract Svcs	713,683	842,244	713,485	741,341	761,271	781,696	801,936	822,673
Computer Software	19,968	30,325	15,513	21,075	21,602	22,141	22,694	23,261
Environmental Contractual	1,000	15,520	0	1,940	1,989	2,039	2,090	2,142
Telephone	31,767	31,889	31,835	34,019	34,821	35,642	36,484	37,350
Chem-Med-Lab	1,148,775	1,243,898	1,243,898	1,303,898	1,336,497	1,369,909	1,404,157	1,439,256
Food	6,162	2,990	2,990	2,990	3,040	3,091	3,143	3,197
Gasoline	71	0	0	0	0	0	0	0
Oil & Lubricants	3,074	7,000	7,000	6,000	6,150	6,304	6,462	6,624
Postage	1,318	2,926	2,926	2,926	2,999	3,074	3,152	3,232
Office Supplies	43,966	39,862	39,862	45,262	46,270	47,304	48,360	49,444
Uniforms & Clothing	32,141	40,246	42,246	41,167	42,200	43,258	44,339	45,448
Unclassified Supplies	721,522	742,230	742,230	750,225	768,831	787,903	807,451	827,487
Non-Capitalized Furniture	14,414	1,274	1,274	5,400	5,535	5,673	5,815	5,960
Vehicle- Non-Garage	1,700	0	0	0	0	0	0	0
Building Supplies	1,849	6,639	6,639	9,400	9,635	9,876	10,122	10,375
Safety Materials & Supplies	12,339	16,110	16,110	11,460	11,747	12,041	12,342	12,651
Other	58,650	0	0	0	0	0	0	0
Travel & Training	34,056	33,128	33,128	32,300	33,057	33,832	34,626	35,441
Journals & Books	3,233	4,595	4,595	8,095	8,290	8,489	8,693	8,903
Memberships	16,560	36,078	36,078	36,128	36,408	36,695	36,987	37,285
Certificates & Licenses	2,413	32,220	32,220	29,045	33,014	30,441	34,365	31,908
Rent Expense- Bldg & Ops	0	46,332	46,332	25,350	25,350	25,350	25,350	25,350
Rent Expense- Machines	10,885	17,744	17,744	29,019	29,720	30,440	31,177	31,932
Unclassified Charges	1,368	10,700	10,000	10,700	10,968	11,242	11,524	11,812
Operating	3,196,364	3,644,109	3,341,660	3,489,995	3,580,727	3,667,092	3,761,481	3,849,202
Bad Debt Expense	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Line Extensions	814,380	800,000	581,345	480,000	480,000	480,000	480,000	480,000
Environmental Assessments&	0	2,500	1,667	2,500	2,500	2,500	2,500	2,500
Other Services & Charges	1,014,380	1,002,500	783,012	682,500	682,500	682,500	682,500	682,500
Office Equipment	7,419	0	0	0	0	0	0	0
Computer Equipment	29,866	10,000	0	0	0	0	0	0
Vehicle Equipment	45	0	0	0	0	0	0	0
Unclassified Equipment	151,295	137,400	24,533	0	0	0	0	0
Capital Outlay	188,624	147,400	24,533	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Expenditures	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Human Resource Expense	206,928	220,873	220,873	202,370	202,370	208,441	214,694	221,135
Accounting Expense	268,573	265,427	265,427	319,938	319,938	329,536	339,422	349,605
Purchasing Expense	185,921	175,650	175,650	178,362	178,362	183,713	189,224	194,901
Information Systems Expense	602,213	794,171	794,171	726,070	726,070	747,852	770,288	793,396
Risk Management Expense	610,647	628,192	628,192	668,989	668,989	689,059	709,730	731,022
Radio Communications Expense	43,949	43,270	43,270	35,504	35,504	36,519	37,534	38,547
Revenue Collection Expense	89,938	86,522	86,522	94,685	94,685	97,526	100,451	103,465
Utility Services Expense	1,729,669	1,558,288	1,558,288	1,497,470	1,497,470	1,542,394	1,588,666	1,636,326
Environmental	0	275,408	275,408	218,741	218,741	225,303	232,062	239,024
Vehicle Garage Expense	829,423	544,660	545,083	598,919	598,919	616,887	635,393	654,455
Vehicle Fuel	0	428,086	214,043	238,000	238,000	245,140	252,494	260,069
Vehicle Replacement	255,083	326,260	326,260	369,354	455,563	463,952	463,952	463,952
Indirect Costs	774,104	743,240	743,240	765,537	788,503	812,159	810,386	810,386
Allocated Accounts	5,596,448	6,090,047	5,876,427	5,913,939	6,023,114	6,198,480	6,344,297	6,496,284
Utilities - Sewer	3,288	7,395	7,395	7,395	7,694	7,848	7,848	7,848
Utilities - Sanitation	590,917	383,925	398,195	383,825	387,963	390,051	390,090	390,130
Utilities - Stormwater	30,560	29,926	30,159	31,938	34,088	34,274	34,274	34,274
Utilities - Gas	238,611	731,000	729,067	536,600	540,600	542,600	542,600	542,600
Utilities - Water	126,317	75,322	74,448	83,322	84,401	84,974	84,998	85,022
Utilities - Electric	3,449,595	3,462,348	3,458,053	3,587,348	3,721,425	3,795,602	3,875,704	3,875,704
Utilities - Fire Services	6,097	7,313	7,094	7,313	7,323	7,328	7,328	7,328
Utilities and Other Expenses	4,445,385	4,697,229	4,704,411	4,637,741	4,783,494	4,862,677	4,942,842	4,942,906
Debt Service Transfer	11,797,364	12,687,552	12,687,552	13,597,291	18,590,533	18,607,393	18,606,287	18,605,263
RR&I Transfer	5,200,000	7,000,000	7,000,000	9,000,000	10,000,000	11,000,000	11,000,000	11,000,000
Inter-Fund Transfer	58,153	0	46,332	783,898	803,515	823,289	843,665	860,503
Transfers	17,055,517	19,687,552	19,733,884	23,381,189	29,394,048	30,430,682	30,449,952	30,465,766
Contribution to General Fund	2,059,262	2,299,866	2,299,866	2,981,251	3,378,943	3,653,392	3,874,502	4,044,701
Contributions to Operations	2,059,262	2,299,866	2,299,866	2,981,251	3,378,943	3,653,392	3,874,502	4,044,701
Transfer to RR&I	0	2,240,442	31,448	3,995,785	3,490,887	2,699,856	3,285,426	4,011,652
Year End Adjustments	0	2,240,442	31,448	3,995,785	3,490,887	2,699,856	3,285,426	4,011,652

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Other Revenues	281	0	0	0	0	0	0	0
Residential	20,850,031	25,140,130	24,088,531	26,380,007	31,069,949	31,717,348	32,510,282	33,323,039
Commercial	14,607,780	18,181,377	16,505,004	20,646,930	22,434,327	22,862,956	23,434,530	24,020,393
Forfeited Discounts	178,713	130,193	130,193	132,537	134,922	137,351	139,823	142,340
Tapping Fees	260,635	131,982	71,982	134,357	136,776	139,238	141,744	144,295
Diester Fees	329,970	481,937	381,937	490,612	499,443	508,433	517,585	530,525
Surcharge	710,520	925,260	710,520	976,808	1,094,945	1,115,384	1,143,269	1,171,851
Other Revenues	662,130	25,959	25,959	26,426	26,902	27,386	27,879	28,381
Laboratory Sample Test Fees	178,764	94,750	94,750	94,750	94,750	94,750	94,750	94,750
Potable Water Monitoring	1,552,114	1,591,196	1,369,194	0	0	0	0	0
System Dispatch Services	55,650	55,650	55,650	55,650	55,650	55,650	55,650	55,650
Strong Waste Surcharge	3,298	3,054	3,054	3,451	3,513	3,576	3,665	3,757
System Planning	971,923	1,001,567	791,577	0	0	0	0	0
Developer-Installed Line Ins	80,924	132,000	82,000	27,513	81,000	83,025	85,101	87,229
Demo Sewer Fees	2,768	0	0	0	0	0	0	0
Other Miscellaneous Revenue	35,182	66,600	66,600	66,600	66,600	66,600	66,600	66,600
Charges for Services	40,480,682	47,961,655	44,376,951	49,035,641	55,698,777	56,811,697	58,220,878	59,668,810
Interest	-1,937,241	750,000	750,000	965,000	995,000	1,020,000	1,045,628	1,045,628
Discounts Earned	45	0	0	0	0	0	0	0
Other Miscellaneous Revenue	146,588	66,210	66,210	0	0	0	0	0
Trans from Fund Bal - Encumb	331,254	0	0	0	0	0	0	0
Capitalized Overhead	778,531	709,311	709,311	1,706,991	1,728,885	1,750,026	1,771,603	1,793,624
Other Revenues	-680,824	1,525,521	1,525,521	2,671,991	2,723,885	2,770,026	2,817,231	2,839,252
Transfer From Gas Fund	0	0	0	219,352	225,288	231,365	237,523	241,299
Transfer from Sewer RR&I Fd	2,634,599	0	0	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
Trans Frm Sewer 1995 Cusrb	9,619	0	0	0	0	0	0	0
Transfer From Stormwater Fun	0	0	0	234,992	242,183	249,344	256,728	264,166
Other Sources	4,944,218	2,300,000	2,300,000	2,754,344	2,767,471	2,780,709	2,794,251	2,805,465
From Water Fund	0	0	0	2,339,683	2,418,025	2,497,066	2,576,910	2,650,393
Internal Service Fund Charges	0	0	0	2,339,683	2,418,025	2,497,066	2,576,910	2,650,393
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	44,744,076	51,787,176	48,202,472	56,801,659	63,608,158	64,859,498	66,409,270	67,963,920
Fund Total Revenue	44,744,076	51,787,176	48,202,472	56,801,659	63,608,158	64,859,498	66,409,270	67,963,920
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

540 Airport Operating Fund

Tallahassee Regional Airport is owned and managed by the City of Tallahassee and occupies nearly 2,750 acres within the city limits. The Aviation Fund includes the commercial passenger facility; a general aviation terminal; 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, and operations and maintenance expenditures. The capital improvement program includes all projects related to airfields, terminal buildings, access roadways, and parking lots. The Aviation Fund is self-supporting and does not receive a subsidy from, nor make a transfer to, the General Fund. The Tallahassee Regional Airport is a user-based facility, and residents who do not use the airport do not contribute to the costs of its operations.

The fiscal year 2010–2014 capital improvement program totals more than \$52.3 million. The Aviation Department anticipates receiving over \$28 million in federal assistance over the next five years, mainly for runway and taxiway improvements, terminal improvements, and security enhancements in the terminal and around the airfield perimeter. Funding of nearly \$6 million also is anticipated from the Florida Department of Transportation to help fund these and other improvements. The department also will rely on its own resources to finance airport improvements, including \$16.6 million in airport (mainly passenger facility charge and repair, replacement and improvement) funds, and \$0.6 million in private investments.

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

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	4,285,517	4,363,900	4,403,141	4,632,385	4,769,438	4,910,686	5,050,727
Operating	1,422,275	1,233,053	1,488,852	1,488,852	1,488,852	1,488,852	1,488,852
Other Services & Charges	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Allocated Accounts	1,589,285	1,734,725	1,536,328	1,553,770	1,599,767	1,646,083	1,683,304
Utilities and Other Expenses	1,050,361	1,298,883	1,264,649	1,296,956	1,310,872	1,325,900	1,325,900
Transfers	1,347,825	1,296,756	1,295,672	1,296,773	1,302,595	1,307,190	345,194
Contributions to Operations	892,513	919,434	897,541	965,349	991,760	1,019,133	1,046,995
Year End Adjustments	2,313,964	1,206,440	1,442,660	1,247,325	1,200,381	991,988	1,809,576
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Charges for Services	12,711,903	11,979,114	12,254,843	12,407,410	12,589,665	12,615,832	12,676,548
Other Revenues	219,837	104,077	104,000	104,000	104,000	104,000	104,000
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	12,931,740	12,083,191	12,358,843	12,511,410	12,693,665	12,719,832	12,780,548
Fund Total Revenue	12,931,740	12,083,191	12,358,843	12,511,410	12,693,665	12,719,832	12,780,548
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

Expenditures in the fiscal year 2010-14 proforma assume:

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

540 Airport Operating Fund

Bad debt expenditures remain constant based on projections provided by the Accounting Services Division. Capital outlay items stand on their merits each fiscal year based on need and justification. Debt service expense is based upon the projected level of debt required each year to support facility enhancements and other infrastructure improvements.

A number of various expenditures have increased by annual changes in the consumer price index or customer growth, as appropriate. Expenditure account increases were also driven by changes in existing contractual agreements.

Fund Revenues

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

For FY 2010, scheduled landing fees are projected to realize a 4.3% increase from FY 2009. Mild increases in private and commercial aircraft using the airport facility have been projected; therefore, more revenues are anticipated.

Revenues from rental car concessions are budgeted to remain constant. These revenues are driven by contractual agreements with rental car vendors.

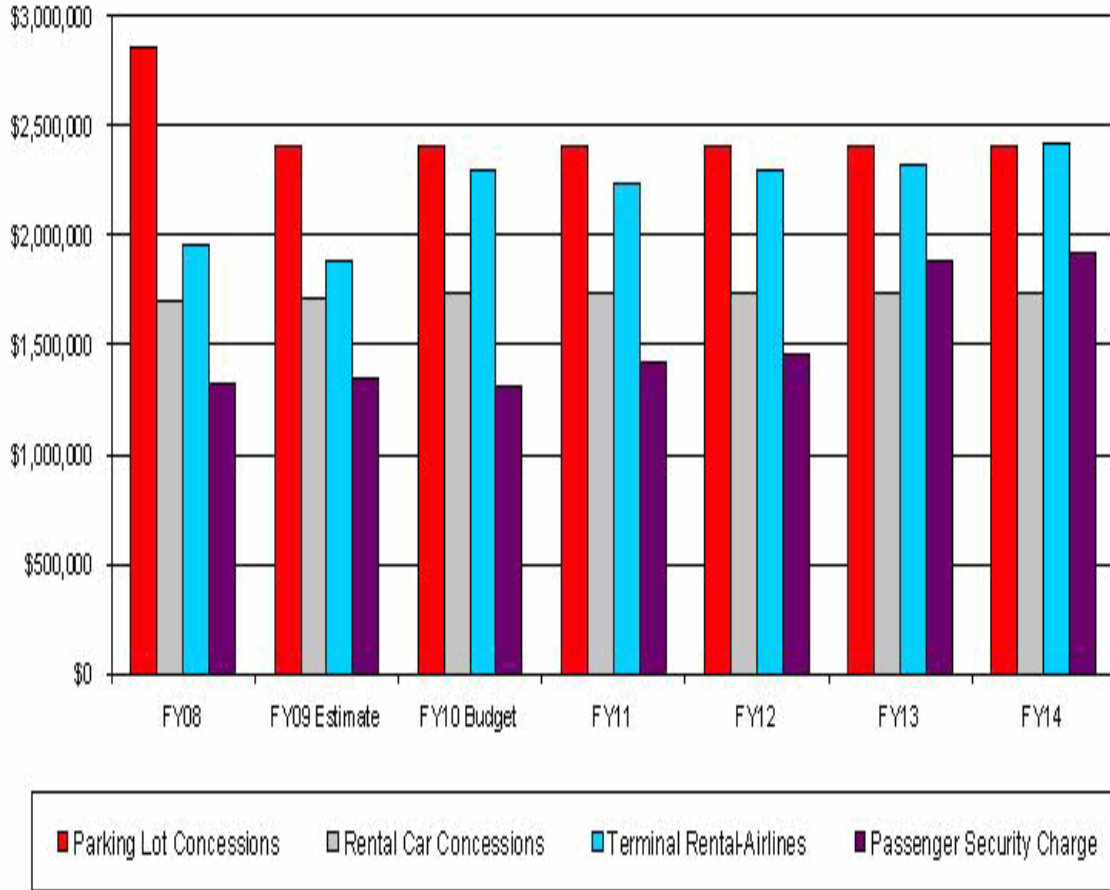
Terminal space allocations are anticipated to fluctuate occasionally. Revenue will fluctuate as carriers move in and out of the Tallahassee market, as the carrier mix (signatory or non-signatory) changes, and as terminal rates are adjusted annually. FY 2009 projects slightly lower revenues than last fiscal year due to carriers down-grading services. Fiscal years 2010 through 2014 are anticipated to improve as the Aviation Department is working diligently with air service providers to expand services in our market, and access additional hubs.

The chart below depicts a graph of projected parking lot concessions, rental car concessions, terminal rental-airlines and passenger security charge revenues through fiscal year 2014. The decline in parking lot concession revenue is due to reduction in operator costs of \$400,000 under the current parking lot management agreement and declining trends in passenger traffic. Terminal rental amounts are based on carriers and space occupied at the beginning of the fiscal year. Revenue fluctuates as carriers move in and out of the Tallahassee market, as the carrier mix (signatory or non-signatory) changes, and as terminal rates are adjusted annually. Fiscal years 2010 through 2014 are anticipated to improve as the Aviation Department is working diligently with air service providers to expand services in TLH market, and access additional hubs.

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

540 Airport Operating Fund

Aviation Fund



Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

540 Airport Operating Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	3,036,972	3,081,011	3,068,159	3,048,535	3,088,046	3,149,705	3,244,052	3,341,222
Capitalized Waqes	-143,806	-123,825	-168,000	-170,025	-170,025	-170,025	-170,025	-170,025
Salary Enhancements	0	108,436	0	39,511	61,656	94,341	97,172	100,086
Temporary Waqes	119,312	170,371	139,371	157,871	157,871	157,871	157,871	157,871
Overtime	173,301	198,628	165,863	180,797	180,797	180,797	180,797	180,797
Capitalized Overtime	-802	0	0	0	0	0	0	0
Other Salary Items	34,007	33,288	32,046	30,348	30,348	30,348	30,348	30,348
Pension- Current	329,958	331,440	317,745	317,519	454,816	468,311	482,223	496,537
Pension- MAP	176,398	166,227	163,252	166,039	169,338	174,381	179,575	184,929
Mandatory Medicare	39,751	34,352	36,124	32,579	33,229	34,218	35,236	36,293
Health Benefits	348,979	342,985	330,574	349,008	366,474	384,778	404,008	424,212
Health Benefits-Retirees	64,736	172,910	172,910	178,077	183,411	188,906	194,565	194,565
Flex Benefits	106,711	108,972	105,856	107,304	107,304	107,304	107,304	107,304
Vacancy factor of 1.0%	0	-75,652	0	-30,484	-30,880	-31,497	-32,440	-33,412
Furlough savings	0	0	0	-3,938	0	0	0	0
Personnel Services	4,285,517	4,549,143	4,363,900	4,403,141	4,632,385	4,769,438	4,910,686	5,050,727
Advertising	2,890	17,394	17,894	17,394	17,394	17,394	17,394	17,394
Cleaning & Laundry	3,845	12,100	7,100	12,100	12,100	12,100	12,100	12,100
Reproduction	1,646	8,130	7,130	8,130	8,130	8,130	8,130	8,130
Unclassified Professional Svcs	305,356	369,627	247,377	269,627	269,627	269,627	269,627	269,627
System Planning Services	2,271	0	0	0	0	0	0	0
Building Repairs	89,397	93,000	76,000	93,000	93,000	93,000	93,000	93,000
Equipment Repairs	164,087	238,411	207,684	238,411	238,411	238,411	238,411	238,411
Educational Services	348	0	0	0	0	0	0	0
Legal Services	4,485	25,000	0	25,000	25,000	25,000	25,000	25,000
Construction Services	7,875	500	2,500	500	500	500	500	500
Unclassified Contract Svcs	392,584	454,500	338,894	454,500	454,500	454,500	454,500	454,500
Computer Software	3,153	0	139	0	0	0	0	0
Telephone	18,313	8,320	10,225	8,320	8,320	8,320	8,320	8,320
Chem-Med-Lab	4,433	700	0	700	700	700	700	700
Food	5,652	6,290	6,579	6,290	6,290	6,290	6,290	6,290
Gasoline	2,979	27,407	5,000	27,407	27,407	27,407	27,407	27,407
Oil & Lubricants	60	3,259	2,000	3,259	3,259	3,259	3,259	3,259
Postage	1,690	4,744	3,944	4,744	4,744	4,744	4,744	4,744
Office Supplies	26,617	21,352	21,450	21,352	21,352	21,352	21,352	21,352
Uniforms & Clothing	23,844	18,498	20,498	18,498	18,498	18,498	18,498	18,498
Unclassified Supplies	168,368	134,119	120,522	134,119	134,119	134,119	134,119	134,119
Non-Capitalized Furniture	914	0	0	0	0	0	0	0
Vehicle- Non-Garage	8,968	0	0	0	0	0	0	0
Building Supplies	120,377	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Safety Materials & Supplies	654	2,000	1,000	2,000	2,000	2,000	2,000	2,000
Travel & Training	20,206	15,797	17,597	15,402	15,402	15,402	15,402	15,402
Journals & Books	617	3,660	3,250	3,655	3,655	3,655	3,655	3,655
Memberships	26,578	27,920	27,570	27,920	27,920	27,920	27,920	27,920
Certificates & Licenses	1,721	10,336	8,200	10,336	10,336	10,336	10,336	10,336
Rent Expense- Machines	9,306	16,188	10,500	16,188	16,188	16,188	16,188	16,188
Unclassified Charges	3,040	0	0	0	0	0	0	0
Operating	1,422,275	1,589,252	1,233,053	1,488,852	1,488,852	1,488,852	1,488,852	1,488,852
Bad Debt Expense	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Other Services & Charges	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Human Resource Expense	76,704	80,508	80,508	72,057	72,057	74,220	76,446	78,741
Accounting Expense	90,809	88,088	88,088	103,712	103,712	106,824	110,028	113,328
Purchasing Expense	86,008	57,970	57,970	52,769	52,769	54,352	55,983	57,662
Information Systems Expense	397,409	435,321	435,321	360,246	360,246	371,053	382,185	393,651
Risk Management Expense	286,833	462,362	462,362	412,719	412,719	425,101	437,854	450,989
Radio Communications Expense	25,425	25,032	25,032	20,539	20,539	21,566	21,566	22,593
Revenue Collection Expense	33,296	40,354	40,354	36,773	36,773	37,876	39,012	40,183
Vehicle Garage Expense	198,347	124,291	121,388	71,853	71,853	74,009	76,229	78,516
Vehicle Fuel	0	95,457	58,848	27,068	27,068	27,880	28,716	29,578
Vehicle Replacement	18,847	24,162	23,874	27,383	34,289	34,289	34,289	34,289
Indirect Costs	375,606	340,980	340,980	351,209	361,745	372,597	383,775	383,775
Allocated Accounts	1,589,285	1,774,525	1,734,725	1,536,328	1,553,770	1,599,767	1,646,083	1,683,304

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

540 Airport Operating Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	32,530	38,704	38,704	39,439	40,208	40,208	40,208	40,208
Utilities - Sanitation	33,404	45,500	45,500	45,500	45,500	45,500	45,500	45,500
Utilities - Stormwater	253,351	380,442	380,442	398,247	416,049	416,049	416,049	416,049
Utilities - Gas	47,714	69,000	69,000	69,000	69,000	69,000	69,000	69,000
Utilities - Water	23,765	44,153	32,000	44,992	45,869	45,869	45,869	45,869
Utilities - Electric	653,832	647,141	727,473	659,437	672,296	686,212	701,240	701,240
Utilities - Fire Services	5,764	7,508	5,764	8,034	8,034	8,034	8,034	8,034
Utilities and Other Expenses	1,050,361	1,232,448	1,298,883	1,264,649	1,296,956	1,310,872	1,325,900	1,325,900
Debt Service Transfer	1,300,721	1,296,756	1,296,756	1,295,672	1,296,773	1,302,595	1,307,190	345,194
Reserve Transfer	47,104	0	0	0	0	0	0	0
Transfers	1,347,825	1,296,756	1,296,756	1,295,672	1,296,773	1,302,595	1,307,190	345,194
Contribution to Fire Services	892,513	919,434	919,434	897,541	965,349	991,760	1,019,133	1,046,995
Contributions to Operations	892,513	919,434	919,434	897,541	965,349	991,760	1,019,133	1,046,995
Transfer to RR&I	1,142,274	652,322	482,576	577,063	498,930	480,153	396,795	723,831
Transfer to Airline Prepd Crd	1,171,690	952,940	723,864	865,597	748,395	720,228	595,193	1,085,745
Year End Adjustments	2,313,964	1,605,262	1,206,440	1,442,660	1,247,325	1,200,381	991,988	1,809,576

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

540 Airport Operating Fund

Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Scheduled Landing Fees	1,108,198	1,117,570	910,881	1,166,560	1,156,260	1,166,156	1,171,047	1,191,436
Non-Scheduled Landing Fees	152,084	160,000	150,785	138,786	139,024	139,270	139,523	139,783
Airport Applic/Permit Fee	0	15,000	15,000	23,600	23,600	23,600	23,600	23,600
Apron Fees	102,542	100,354	80,204	86,636	86,636	86,636	86,636	86,636
Tenant Equipment Charges	111,080	104,660	85,520	80,118	80,118	80,118	80,118	80,118
Rental Car Concessions	1,695,076	1,772,754	1,715,224	1,729,601	1,729,601	1,729,601	1,729,601	1,729,601
Restaurant Concessions	120,204	130,000	120,631	117,000	117,000	117,000	117,000	117,000
Ground Transportation	0	15,000	15,000	14,450	14,450	14,450	14,450	14,450
Video Game Room	6,617	10,500	5,285	4,900	4,900	4,900	4,900	4,900
Badging (Security ID)	63,758	21,250	21,000	17,622	17,622	17,622	17,622	17,622
Parking Lot Concessions	2,850,388	3,000,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
Advertising Concessions	39,159	42,300	26,000	35,525	36,591	37,688	38,819	39,984
Gift Shop	53,976	60,000	40,540	22,070	24,434	24,434	24,434	24,434
Off-Airport Car Rental	175,924	154,000	156,495	154,000	154,000	154,000	154,000	154,000
Passenger Security Charge	1,324,820	1,194,511	1,348,480	1,306,647	1,416,157	1,459,915	1,880,686	1,923,732
Parking Tickets	11,133	12,500	6,580	6,358	6,358	6,358	6,358	6,358
MBE Concessions	6,480	23,250	16,570	3,145	3,145	3,145	3,145	3,145
Telephone Receipts	302	0	48	196	196	196	196	196
Fixed Base Operator Concessi	258,395	300,000	200,000	300,000	300,000	300,000	300,000	300,000
TSA Security	408,216	408,216	408,216	408,216	408,216	408,216	0	0
ATM Concession	8,011	8,000	5,180	2,693	2,693	2,693	2,693	2,693
T-Hangar Rental	38,640	38,640	38,640	39,509	46,288	48,451	49,541	49,904
Old Terminal Rental	75,654	98,526	98,526	98,526	101,482	101,482	101,482	104,527
FAA Building	313,000	313,000	313,000	313,000	313,000	313,000	313,000	313,000
New Cargo Building	68,922	70,433	55,951	50,327	50,327	51,094	51,094	51,094
New Terminal Rental	1,958,176	2,021,877	1,877,316	2,296,053	2,237,646	2,294,225	2,318,792	2,420,343
FAA Weather Bureau	183,327	174,704	183,327	191,792	197,545	203,472	209,576	215,863
Old Cargo Building Rental	24,187	0	0	0	0	0	0	0
Terminal Rental - Other	191,416	191,385	181,670	207,046	207,798	208,550	211,731	212,288
Land Lease Commercial	338,299	363,213	349,191	387,067	409,893	538,956	541,474	546,963
Other Miscellaneous Revenue	5,935	4,200	4,000	0	0	0	0	0
Parking Lot Proceeds	0	0	0	53,400	53,400	53,400	53,400	53,400
Prepaid Fee Credit Contrib	1,017,984	1,002,760	1,149,854	600,000	669,030	601,037	570,914	449,478
Charges for Services	12,711,903	12,928,603	11,979,114	12,254,843	12,407,410	12,589,665	12,615,832	12,676,548
Interest	137,974	68,217	104,077	104,000	104,000	104,000	104,000	104,000
Sale of Surplus	140	0	0	0	0	0	0	0
Other Miscellaneous Revenue	33	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	81,691	0	0	0	0	0	0	0
Other Revenues	219,837	68,217	104,077	104,000	104,000	104,000	104,000	104,000
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	12,931,740	12,996,820	12,083,191	12,358,843	12,511,410	12,693,665	12,719,832	12,780,548
Fund Total Revenue	12,931,740	12,996,820	12,083,191	12,358,843	12,511,410	12,693,665	12,719,832	12,780,548
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

580 StarMetro Operating Fund

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

StarMetro's operating fund is balanced for all five years. The approved budget for fiscal year 2010 totals \$15,951,612 and represents an increase of \$308,800 or 1.97% from the 2009 approved budget. The majority of the increase is a direct result of increasing the temporary wages and overtime budgets to match actual expenses. Historically, fund expenses exceed revenues and a contribution from the General Fund subsidizes the transit system. The planned contribution from the General Fund for FY10 is \$7,925,134, an increase of \$245,078 from the adopted FY09 budget. The General Fund contribution represents 49.7% of the transit system's operating expenses.

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	8,706,613	8,863,722	9,102,124	9,453,352	9,704,224	9,963,407	10,230,047
Operating	3,271,278	3,097,432	3,256,572	3,256,572	3,256,572	3,256,572	3,256,572
Other Services & Charges	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Allocated Accounts	2,001,125	1,877,550	1,912,809	1,986,386	2,036,393	2,073,000	2,109,633
Utilities and Other Expenses	2,468,938	1,499,463	1,667,336	1,715,625	1,764,048	1,814,006	1,863,670
Transfers	22,507	10,834	10,771	10,760	14,250	14,248	14,250
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Intergovernmental Revenue	1,594,730	2,509,472	1,986,609	1,582,609	1,582,609	1,582,609	1,582,609
Charges for Services	6,069,976	6,043,591	6,039,869	6,095,665	6,147,599	6,190,516	6,207,140
Other Revenues	83,514	0	0	0	0	0	0
Other Sources	8,724,241	6,797,938	7,925,134	8,746,421	9,047,279	9,350,108	9,686,423
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	16,472,461	15,351,001	15,951,612	16,424,695	16,777,487	17,123,233	17,476,172
Fund Total Revenue	16,472,461	15,351,001	15,951,612	16,424,695	16,777,487	17,123,233	17,476,172
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following are expenditure assumptions for StarMetro's fund:

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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.

The temporary wages and overtime accounts have been increased by over \$1 million in FY10 to properly budget for the actual costs incurred over the last several years.

The unclassified contractual services amount has been increased by \$200,000 to account for increases in contractual relationships with the city's community transportation coordinators.

Allocated accounts, which primarily are driven by personnel costs, are increasing by 2.27% in FY10 and remaining constant in FY11. Beginning in FY12, allocated accounts will increase by 3% annually. The one exception is the vehicle replacement account, which will increase by 13% in FY10 and 23% in FY11. Bad debt expenses remain constant based on projections provided by the Accounting Services Division. No capital

580 StarMetro Operating Fund

outlay funds have been budgeted over the five-year plan.

StarMetro's fuel budget has been adjusted downward to reflect the hedging contract that Energy Services entered into to purchase 80% of StarMetro's diesel fuel through FY10.

Fund Revenues

The following are revenue assumptions over the next five years:

Approved FY10 operating revenues, excluding the General Fund contribution, are estimated at \$8.0 million, or approximately 50.3% of StarMetro revenue. StarMetro's FY10 operating revenues exceed the FY09 budgeted revenues by \$63,722 due to additional Section 5307 revenue being awarded on April 30, 2009. This Section 5307 award recognizes an additional \$404,000 in the FY10 budget, which can be used for operating purposes. The Federal Transit Administration (FTA) also awarded StarMetro an additional \$808,988 in Section 5307 funding in FY09, which can be used for operating purposes as well. This is an exception granted by FTA for Transportation Management Areas (TMA) that exceed 200,000 in population. Normally, TMA's receive only capital funding through the Section 5307 award.

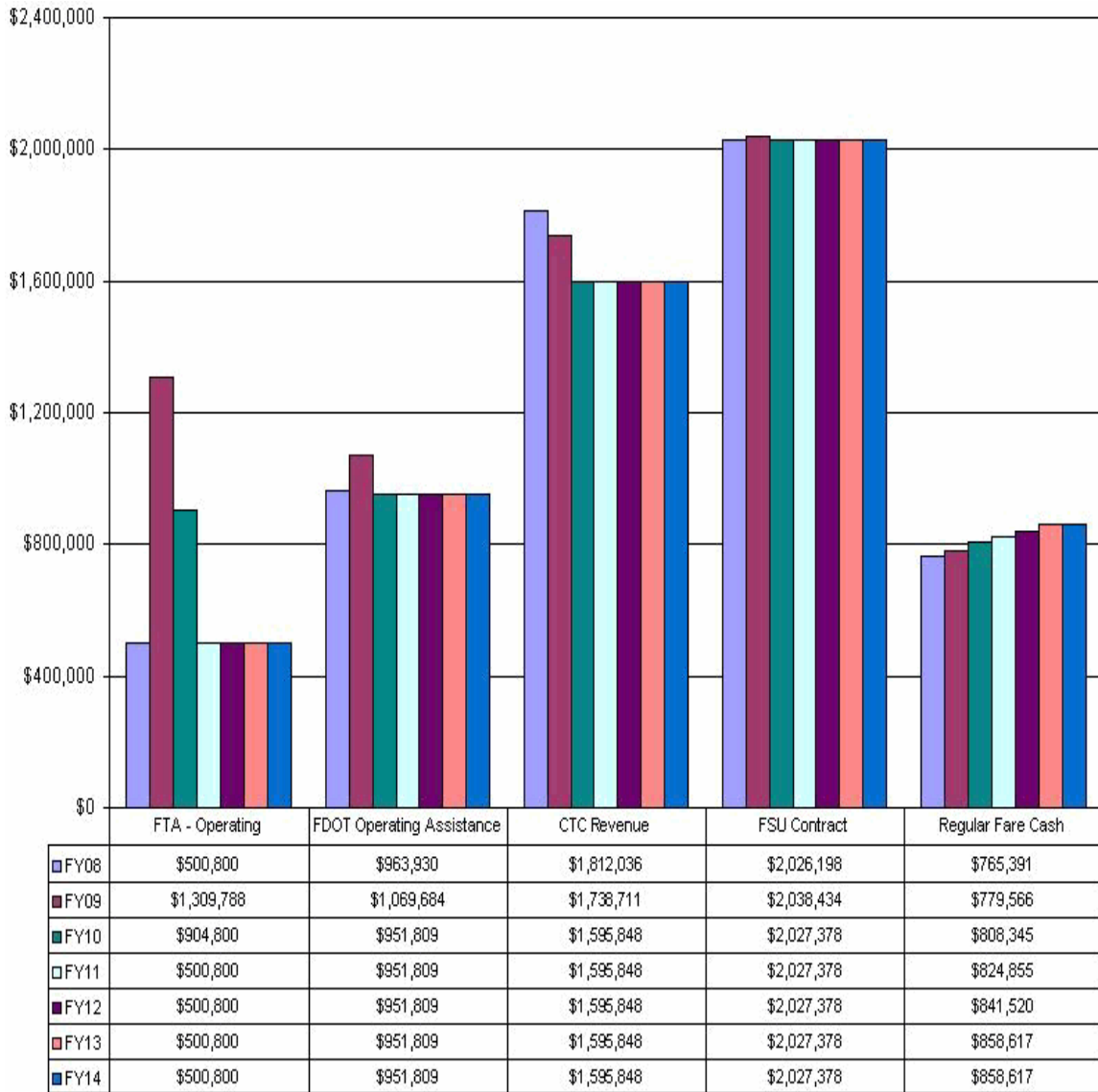
The university contracts (Florida A & M, Florida State and Tallahassee Community College) continue to be a consistent source of revenue, representing \$2.7 million in FY10, or 33.5% of StarMetro's operating revenue. All three contracts were presented to and approved by the City Commission in May and June of 2009.

State grant funding is based upon projections prepared by the Florida Department of Transportation (FDOT). FDOT is planning to award StarMetro \$951,809 in FY10 for operating assistance.

All other operating revenues are projected to increase by 2% over the five-year proforma.

**City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary**

580 StarMetro Operating Fund



Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

Expenditures	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Salaries	5,225,752	5,469,285	5,384,319	5,685,692	5,685,692	5,799,403	5,973,386	6,152,591
Salary Enhancements	0	172,829	0	0	113,711	173,993	179,202	184,568
Temporary Wages	411,521	62,349	557,012	471,780	471,780	471,780	471,780	471,780
Overtime	811,718	239,341	760,107	752,779	753,367	753,367	753,367	753,367
Other Salary Items	34,150	53,358	37,209	53,104	53,104	53,104	53,104	53,104
Pension- Current	492,788	514,068	497,424	520,025	703,805	724,775	746,364	768,604
Pension- MAP	460,595	404,823	442,906	409,493	417,625	430,059	442,875	456,054
Mandatory Medicare	85,148	69,120	88,722	68,442	69,813	71,891	74,016	76,218
Health Benefits	735,339	844,221	732,226	767,668	806,093	846,350	888,636	933,084
Health Benefits-Retirees	120,597	35,826	38,812	36,899	38,006	39,146	40,321	40,321
Flex Benefits	329,006	342,792	324,985	340,356	340,356	340,356	340,356	340,356
Furlough savings	0	0	0	-4,114	0	0	0	0
Personnel Services	8,706,613	8,208,012	8,863,722	9,102,124	9,453,352	9,704,224	9,963,407	10,230,047
Advertising	42,702	32,000	10,483	32,000	32,000	32,000	32,000	32,000
Cleaning & Laundry	36,261	33,834	42,453	33,834	33,834	33,834	33,834	33,834
Reproduction	89,387	207,939	81,624	207,939	207,939	207,939	207,939	207,939
Unclassified Professional Svcs	57,801	14,000	33,237	4,000	4,000	4,000	4,000	4,000
Building Repairs	38,291	25,000	22,935	25,000	25,000	25,000	25,000	25,000
Equipment Repairs	9,055	8,125	10,350	8,125	8,125	8,125	8,125	8,125
Construction Services	6,143	5,000	4,569	5,000	5,000	5,000	5,000	5,000
Unclassified Contract Svcs	2,053,698	1,999,053	1,917,561	2,035,375	2,035,375	2,035,375	2,035,375	2,035,375
Computer Software	4,644	0	9,603	0	0	0	0	0
Environmental Contractual	9,800	15,000	24,126	15,000	15,000	15,000	15,000	15,000
Telephone	12,868	11,736	10,702	11,736	11,736	11,736	11,736	11,736
Chem-Med-Lab	0	0	35,000	0	0	0	0	0
Food	4,989	2,000	5,624	2,000	2,000	2,000	2,000	2,000
Gasoline	404	0	951	0	0	0	0	0
Oil & Lubricants	103,812	55,000	78,226	55,000	55,000	55,000	55,000	55,000
Postage	3,458	4,200	443	4,200	4,200	4,200	4,200	4,200
Office Supplies	14,726	15,000	9,859	15,000	15,000	15,000	15,000	15,000
Uniforms & Clothing	32,146	41,700	95,241	41,700	41,700	41,700	41,700	41,700
Unclassified Supplies	93,326	72,000	67,520	74,200	74,200	74,200	74,200	74,200
Non-Capitalized Furniture	14,054	0	2,419	0	0	0	0	0
Vehicle- Non-Garage	543,430	590,466	554,910	590,466	590,466	590,466	590,466	590,466
Building Supplies	30,572	30,000	28,086	30,000	30,000	30,000	30,000	30,000
Safety Materials & Supplies	21	0	0	0	0	0	0	0
Travel & Training	20,290	22,664	17,322	22,097	22,097	22,097	22,097	22,097
Journals & Books	845	300	312	300	300	300	300	300
Memberships	27,607	20,000	19,444	29,500	29,500	29,500	29,500	29,500
Certificates & Licenses	267	0	0	0	0	0	0	0
Rent Expense- Bldg & Ops	1,608	1,400	1,206	1,400	1,400	1,400	1,400	1,400
Rent Expense- Machines	13,063	11,700	11,802	11,700	11,700	11,700	11,700	11,700
Unclassified Charges	6,012	1,200	1,424	1,000	1,000	1,000	1,000	1,000
Operating	3,271,278	3,219,317	3,097,432	3,256,572	3,256,572	3,256,572	3,256,572	3,256,572
Bad Debt Expense	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other Services & Charges	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Human Resource Expense	192,970	207,230	207,231	194,636	194,636	200,475	206,489	212,684
Accounting Expense	94,666	83,929	83,928	103,050	103,050	106,142	109,326	112,606
Purchasing Expense	46,344	74,640	74,640	46,025	46,025	47,406	48,828	50,293
Information Systems Expense	458,957	499,508	499,509	434,644	434,644	447,683	461,114	474,947
Risk Management Expense	556,184	216,342	216,342	312,501	312,501	321,876	331,532	341,478
Radio Communications Expense	52,666	55,429	55,428	45,480	45,480	46,490	48,512	49,521
Revenue Collection Expense	22,304	28,326	28,326	27,787	27,787	28,621	29,479	30,364
Vehicle Garage Expense	8,136	1,760	7,926	637	637	656	676	696
Vehicle Replacement	171,436	219,780	219,780	249,076	307,684	307,684	307,684	307,684
Indirect Costs	397,462	484,440	484,440	498,973	513,942	529,360	529,360	529,360
Allocated Accounts	2,001,125	1,871,384	1,877,550	1,912,809	1,986,386	2,036,393	2,073,000	2,109,633

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	16,259	10,983	16,014	11,191	11,409	11,409	11,409	11,409
Utilities - Sanitation	8,174	7,432	11,998	7,432	7,432	7,432	7,432	7,432
Utilities - Stormwater	18,689	22,679	18,258	23,693	24,692	24,692	24,692	24,692
Utilities - Gas	14,500	26,052	30,084	26,052	26,052	26,052	26,052	26,052
Utilities - Water	6,111	6,680	5,044	6,806	6,940	6,940	6,940	6,940
Utilities - Electric	86,943	74,910	84,477	76,333	77,821	79,431	81,171	81,171
Utilities - Fire Services	819	829	660	829	829	829	829	829
Gasoline -StarMetro	2,317,444	2,181,700	1,332,928	1,515,000	1,560,450	1,607,263	1,655,481	1,705,145
Utilities and Other Expenses	2,468,938	2,331,265	1,499,463	1,667,336	1,715,625	1,764,048	1,814,006	1,863,670
Debt Service Transfer	10,837	10,834	10,834	10,771	10,760	14,250	14,248	14,250
Inter-Fund Transfer	11,670	0	0	0	0	0	0	0
Transfers	22,507	10,834	10,834	10,771	10,760	14,250	14,248	14,250
Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Federal Transit Adm- Operatn	500,800	500,800	1,309,788	904,800	500,800	500,800	500,800	500,800
Federal Transit Adm- Plannina	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
FDOT Operating Assistance	963,930	1,069,684	1,069,684	951,809	951,809	951,809	951,809	951,809
Intergovernmental Revenue	1,594,730	1,700,484	2,509,472	1,986,609	1,582,609	1,582,609	1,582,609	1,582,609
Surcharge- Outside Leon Co	330	0	0	0	0	0	0	0
Seven Day Unlimited Pass	132,483	133,510	127,286	137,515	141,641	145,980	150,267	150,267
Dial A Ride	77,320	84,153	76,125	87,519	91,020	94,659	94,659	94,659
CTC Revenue	1,812,036	1,738,711	1,738,711	1,595,848	1,595,848	1,595,848	1,595,848	1,595,848
Charter Service Revenue	14,993	35,000	6,300	35,000	35,000	35,000	35,000	35,000
Monthly Pass Revenue	148,794	164,539	136,466	169,475	174,559	179,796	185,190	185,190
FSU Fare Free Contract	78,122	0	0	0	0	0	0	0
FAMU Fare Free Contract	237,209	100,000	184,563	0	0	0	0	0
FSU Contract	1,788,989	2,109,344	2,038,434	2,027,378	2,027,378	2,027,378	2,027,378	2,027,378
FAMU Contract	423,270	456,104	360,989	507,085	522,298	537,966	554,105	570,729
Spirit Express Special Cash	40,386	44,000	34,000	44,000	44,000	44,000	44,000	44,000
Regular Fare Cash	765,391	792,330	779,566	808,345	824,855	841,520	858,617	858,617
Fuel Tax Rebate	160,275	133,586	147,979	133,586	133,586	133,586	133,586	133,586
Special Wheels Passes	2,159	1,000	2,000	1,000	1,000	1,000	1,000	1,000
One Day Unlimited Pass	74,788	114,958	81,771	117,259	120,776	124,399	124,399	124,399
Seven Day Reduced Unlimited	33,529	33,178	29,031	33,178	33,178	33,178	33,178	33,178
Reduced Fare Cash	8,456	0	6,530	0	0	0	0	0
Ten Ride Dial A Ride Card	43,060	65,118	74,229	66,420	69,077	71,840	71,840	71,840
Bus Advertising Revenue	66,442	98,822	44,760	103,763	108,951	108,951	108,951	108,951
TCC Fare Free Zone	132,398	137,919	137,919	152,498	152,498	152,498	152,498	152,498
Other Miscellaneous Revenue	19,372	15,000	28,318	15,000	15,000	15,000	15,000	15,000
Parking Lot Proceeds	10,178	5,000	8,614	5,000	5,000	5,000	5,000	5,000
Charges for Services	6,069,976	6,262,272	6,043,591	6,039,869	6,095,665	6,147,599	6,190,516	6,207,140
Other Miscellaneous Revenue	44	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	83,470	0	0	0	0	0	0	0
Other Revenues	83,514	0	0	0	0	0	0	0
Contribution From General Fund	8,724,241	7,680,056	6,797,938	7,925,134	8,746,421	9,047,279	9,350,108	9,686,423
Other Sources	8,724,241	7,680,056	6,797,938	7,925,134	8,746,421	9,047,279	9,350,108	9,686,423
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	16,472,461	15,642,812	15,351,001	15,951,612	16,424,695	16,777,487	17,123,233	17,476,172
Fund Total Revenue	16,472,461	15,642,812	15,351,001	15,951,612	16,424,695	16,777,487	17,123,233	17,476,172
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

600 Solid Waste Fund

The city provides solid waste collection and disposal for more than 62,525 residential customers, 15,863 commercial customers, and 330 commercial recycling accounts. City resources are used to collect garbage, trash and recyclables from approximately half of the residential customers while the remaining customers receive garbage and trash service from a private contractor hired by the city.

Currently, the City is under a seven-year contract, ending in 2011, with Waste Pro of Florida, Inc. to provide residential solid waste services in the contracted area of the city.

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 2008 Actual	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Personnel Services	4,895,668	5,147,143	5,218,417	5,430,863	5,583,857	5,741,743	5,898,719
Operating	4,918,441	4,994,670	5,293,135	5,386,510	5,591,753	5,729,876	5,730,361
Other Services & Charges	145,000	145,000	145,000	145,000	145,000	145,000	145,000
Capital Outlay	110,137	163,927	74,885	74,885	74,885	74,885	74,885
Allocated Accounts	4,460,660	4,623,080	4,338,626	4,458,921	4,570,415	4,685,217	4,802,878
Utilities and Other Expenses	5,512,076	6,421,543	6,332,353	6,470,912	6,613,002	6,759,388	6,909,398
Transfers	0	12,000	0	0	0	0	0
Contributions to Operations	138,641	151,472	164,674	176,084	184,761	191,527	191,527
Year End Adjustments	657,471	547,709	339,523	0	0	0	0
<u>Revenues</u>	FY 2008 Actual	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Charges for Services	19,738,141	21,462,828	21,840,955	22,059,334	22,279,975	22,502,817	22,727,888
Other Revenues	765,295	741,629	65,658	66,314	66,977	67,648	68,324
Other Sources	334,658	0	0	17,527	416,721	757,171	956,556
Internal Service Fund Charges	0	2,087	0	0	0	0	0
<u>Fund Summary</u>	FY 2008 Actual	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Fund Total Expenditure	20,838,094	22,206,544	21,906,613	22,143,175	22,763,673	23,327,636	23,752,768
Fund Total Revenue	20,838,094	22,206,544	21,906,613	22,143,175	22,763,673	23,327,636	23,752,768
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following service level changes were approved as proposed for the Solid Waste Department's fiscal year 2010 budget.

A total of six positions, currently vacant, are proposed for elimination from the department. Fiscal Impact: (\$245,856.) Two Mechanic positions have also been transferred to the Fleet department.

The future liability for other post employee benefits (retiree health care) is budgeted according to an actuarial study estimating the current expense and future benefit needs.

The contribution to the general fund is set in accordance with the city's financing policy. This requires solid waste to transfer ¼ of 1% (.0075) of the prior three-year average of gross revenues.

Salary enhancements for general government employees were approved at 0%. Adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees,

600 Solid Waste Fund

salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

A one day furlough for employees making \$50,000 is included. Fiscal Impact: \$11,171.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$150).

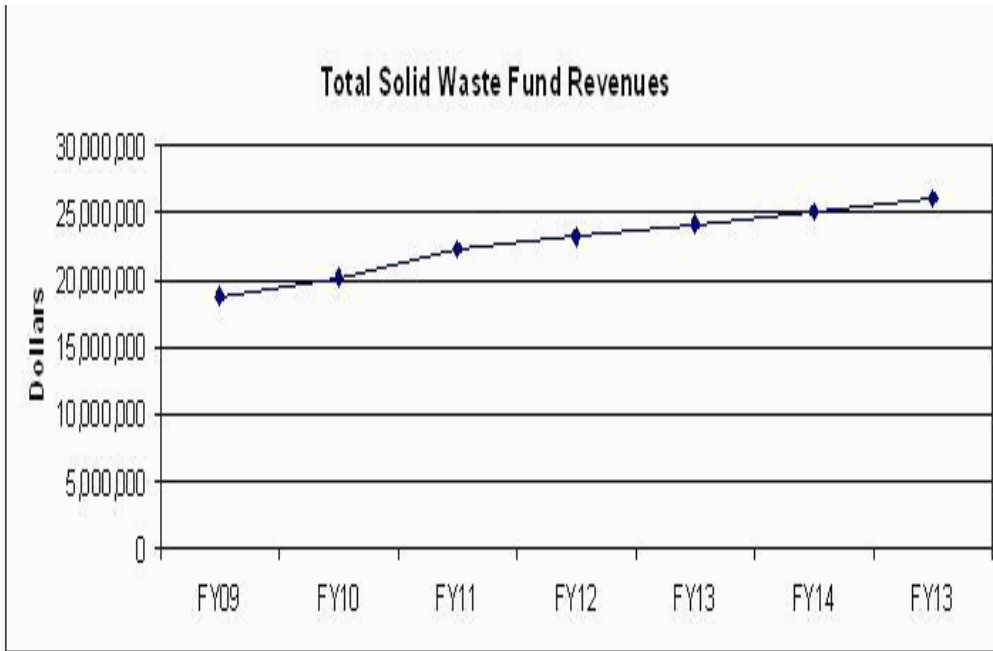
A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$513).

See the City Commission action section additional changes to the FY10 approved budget.

Fund Revenues

Projections of future revenue increases during fiscal years 2010 through 2014 assume continued residential and commercial customer growth. The Solid Waste Fund reflects revenue increases beginning in fiscal year 2009 and continuing through the out years. This increase will be generated by a 16% rate increase for commercial customers, along with an increase in residential garbage fees for additional container usage. For the out years, an annual consumer price index (CPI) adjustment to offset CPI increases in landfill tipping fees and contractual fees paid to Waste Pro is applied. The commercial rates will continue be analyzed to determine what adjustments, if any, are appropriate for future years based on the costs to provide services. Preliminary data from comparable local providers show that the city's commercial rates have not kept pace with current market rates.

600 Solid Waste Fund



Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

600 Solid Waste Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	3,024,790	3,294,456	3,279,261	3,148,028	3,148,327	3,211,091	3,307,116	3,406,013
Salary Enhancements	0	172,753	0	68,950	131,714	164,980	167,853	170,825
Temporary Wages	73,389	45,998	37,913	37,730	37,730	37,730	37,730	37,730
Overtime	436,281	271,639	289,079	348,876	348,908	348,941	348,975	349,010
Other Salary Items	10,980	12,045	11,438	11,421	11,421	11,421	11,421	11,421
Pension- Current	284,194	321,327	300,327	315,299	422,253	434,497	447,107	460,101
Pension- MAP	265,525	290,843	269,503	286,028	290,771	298,036	305,517	313,232
Mandatory Medicare	36,798	38,430	36,444	37,350	38,022	39,039	40,079	41,163
Health Benefits	510,277	587,471	544,423	619,883	649,504	680,549	713,167	747,435
Health Benefits-Retirees	72,608	192,389	192,386	198,048	203,876	209,862	216,028	216,028
Flex Benefits	180,827	197,832	186,369	179,820	179,820	179,820	179,820	179,820
Vacancy factor of 1.0%	0	-98,832	0	-31,480	-31,483	-32,109	-33,070	-34,059
Furlough savings	0	0	0	-1,536	0	0	0	0
Personnel Services	4,895,668	5,326,351	5,147,143	5,218,417	5,430,863	5,583,857	5,741,743	5,898,719
Advertising	53,262	115,940	105,940	115,999	62,273	116,000	116,000	116,000
Cleaning & Laundry	17,669	22,245	22,245	18,381	18,543	18,710	18,882	19,059
Reproduction	184	800	800	800	800	800	800	800
Building Repairs	5,081	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Equipment Repairs	19,469	22,420	22,420	22,420	22,420	22,420	22,420	22,420
Unclassified Contract Svcs	4,716,343	4,806,824	4,706,824	4,981,560	5,128,218	5,279,276	5,416,928	5,416,928
Environmental Contractual	0	1,000	0	1,000	1,000	1,000	1,000	1,000
Telephone	8,698	6,600	6,600	6,600	6,600	6,600	6,600	6,600
Chem-Med-Lab	7,570	6,280	6,280	6,780	6,893	7,010	7,130	7,254
Food	238	0	0	0	0	0	0	0
Office Supplies	16,161	14,339	14,339	14,339	14,339	14,339	14,339	14,339
Uniforms & Clothing	13,187	23,021	23,021	18,678	18,846	19,020	19,199	19,383
Unclassified Supplies	39,196	74,150	35,900	57,179	57,179	57,179	57,179	57,179
Travel & Training	5,125	6,000	6,000	5,850	5,850	5,850	5,850	5,850
Journals & Books	2,459	1,588	1,588	1,588	1,588	1,588	1,588	1,588
Memberships	1,027	1,461	1,461	1,461	1,461	1,461	1,461	1,461
Rent Expense- Machines	10,572	11,252	11,252	10,500	10,500	10,500	10,500	10,500
Unclassified Charges	2,200	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Operating	4,918,441	5,143,920	4,994,670	5,293,135	5,386,510	5,591,753	5,729,876	5,730,361
Bad Debt Expense	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
Other Services & Charges	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
Unclassified Equipment	110,137	163,927	163,927	74,885	74,885	74,885	74,885	74,885
Capital Outlay	110,137	163,927	163,927	74,885	74,885	74,885	74,885	74,885
Human Resource Expense	119,758	122,505	122,505	102,703	102,703	105,784	108,956	112,226
Accounting Expense	66,475	117,741	117,741	69,869	69,869	71,967	74,124	76,350
Purchasing Expense	27,627	19,797	19,797	15,301	15,301	15,760	16,233	16,720
Information Systems Expense	171,285	273,920	273,920	173,060	173,060	178,252	183,599	189,107
Risk Management Expense	372,447	183,210	183,210	208,300	208,300	214,549	220,985	227,615
Radio Communications Expense	35,595	35,045	35,045	28,755	28,755	29,782	30,809	31,835
Revenue Collection Expense	49,645	54,526	54,526	54,006	54,006	55,626	57,295	59,014
Utility Services Expense	892,525	823,359	823,359	823,892	823,892	848,609	874,067	900,289
Environmental	0	107,065	107,065	127,144	127,144	130,958	134,887	138,934
Energy Services	12,125	13,400	13,400	13,762	13,762	14,048	14,342	14,645
Vehicle Garage Expense	1,950,851	1,474,229	1,474,229	1,473,037	1,473,037	1,517,228	1,562,745	1,609,627
Vehicle Fuel	0	1,045,938	522,950	607,733	607,733	625,965	644,744	664,086
Vehicle Replacement	405,050	490,762	490,762	244,956	353,368	353,368	353,368	353,368
Indirect Costs	357,276	384,571	384,571	396,108	407,991	408,519	409,062	409,062
Allocated Accounts	4,460,660	5,146,068	4,623,080	4,338,626	4,458,921	4,570,415	4,685,217	4,802,878
Utilities - Sewer	4,195	10,380	10,380	10,577	10,783	10,783	10,783	10,783
Utilities - Sanitation	5,462,859	6,366,429	6,363,746	6,273,333	6,410,614	6,552,013	6,697,654	6,847,664
Utilities - Stormwater	6,988	7,715	7,715	8,060	8,420	8,420	8,420	8,420
Utilities - Gas	4,653	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Utilities - Water	1,127	3,729	3,729	3,800	3,874	3,874	3,874	3,874
Utilities - Electric	31,632	32,109	32,109	32,719	33,357	34,048	34,793	34,793
Utilities - Fire Services	623	864	864	864	864	864	864	864
Utilities and Other Expenses	5,512,076	6,424,226	6,421,543	6,332,353	6,470,912	6,613,002	6,759,388	6,909,398

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

600 Solid Waste Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Inter-Fund Transfer	0	0	12,000	0	0	0	0	0
Transfers	0	0	12,000	0	0	0	0	0
Contribution to General Fund	138,641	151,472	151,472	164,674	176,084	184,761	191,527	191,527
Contributions to Operations	138,641	151,472	151,472	164,674	176,084	184,761	191,527	191,527
Transfer to Rate Stabiliz	657,471	0	547,709	339,523	0	0	0	0
Year End Adjustments	657,471	0	547,709	339,523	0	0	0	0
Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Two Dav Residential Roll-Out	73,391	72,883	77,375	75,799	76,557	77,323	78,096	78,877
Resid Solid Waste Misc Fees	10,179	19,452	7,729	10,179	10,281	10,384	10,488	10,593
Residential Garbage Fees	8,541,622	8,877,780	8,897,458	8,991,526	9,081,441	9,172,256	9,263,978	9,356,618
Comm Solid Waste Misc Fees	107,944	83,641	94,228	121,142	122,353	123,577	124,813	126,061
Solid Waste Late Pavment Chq	71,563	83,106	80,837	80,728	81,535	82,350	83,174	84,006
Commerical Sanitation Fees-9	410,632	432,010	451,092	458,116	462,697	467,324	471,997	476,717
Comm Garbage Fees- Forktaine	5,248,024	6,118,273	5,805,742	5,884,708	5,943,555	6,002,991	6,063,020	6,123,650
Comm Sanitation Rearload Fee	181,035	198,596	177,538	181,035	182,845	184,674	186,521	188,386
Comm Garbage Fees- Roll-Off	2,593,312	2,982,929	2,591,913	2,793,312	2,821,245	2,849,458	2,877,952	2,906,731
Comm Sanitation Fees- Compac	49,975	108,032	97,809	98,340	99,323	100,317	101,320	102,333
Comm Sanitation- Multi-Famil	1,327,119	2,481,960	2,489,746	2,569,420	2,595,114	2,621,065	2,647,276	2,673,749
Commercial Trash Collection	91,585	166,390	90,152	74,170	74,955	75,749	76,550	77,359
Comm Roll-Off Special Servic	132,480	138,824	71,076	132,480	133,733	135,070	136,421	137,785
Recycling Fees	241,650	0	5,133	0	0	0	0	0
Sale of Recyclables	657,251	528,129	525,000	370,000	373,700	377,437	381,211	385,023
Other Miscellaneous Revenue	378	630	0	0	0	0	0	0
Charges for Services	19,738,141	22,292,635	21,462,828	21,840,955	22,059,334	22,279,975	22,502,817	22,727,888
Interest	80,338	95,000	59,429	60,022	60,622	61,228	61,841	62,459
Other Miscellaneous Revenue	5,636	800	699	5,636	5,692	5,749	5,807	5,865
Trans from Fund Bal - Encumb	679,320	0	681,501	0	0	0	0	0
Other Revenues	765,295	95,800	741,629	65,658	66,314	66,977	67,648	68,324
Xfer from Solid Waste Reserve	334,658	112,529	0	0	17,527	416,721	757,171	956,556
Other Sources	334,658	112,529	0	0	17,527	416,721	757,171	956,556
From Fleet Management Reserv	0	0	2,087	0	0	0	0	0
Internal Service Fund Charges	0	0	2,087	0	0	0	0	0
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	20,838,094	22,500,964	22,206,544	21,906,613	22,143,175	22,763,673	23,327,636	23,752,768
Fund Total Revenue	20,838,094	22,500,964	22,206,544	21,906,613	22,143,175	22,763,673	23,327,636	23,752,768
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

605 Stormwater Fund

The city operates a stormwater utility with a customer base of roughly 77,625 residential customers and 6,600 non-residential customers. Non-residential customers generate more than half of fund revenues. The fund is comprised of three units - Management, Maintenance, and Street Sweeping, the latter two are housed in the Public Works Department, with Management in Underground Utilities. The Management unit is responsible for a number of activities, including administration of the stormwater utility, development of rates, construction of utility infrastructure, and meeting federal and state environmental requirements. The Maintenance unit is located within the Streets and Drainage maintenance division and is responsible for maintenance of stormwater drains and city-owned stormwater ponds. The third unit is the Street Sweeping unit and is responsible for keeping all city streets clean of trash and debris.

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

The City Commission approved an ordinance change on March 9, 2005 to increase the stormwater fee by \$.34 per ERU for five years to implement the stormwater pollution reduction program (SPRP), beginning in fiscal year 2006. SPRP is designed to reduce pollution in stormwater runoff, with the ultimate goal of preserving the water quality in community lakes.

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

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	4,662,269	4,743,283	5,104,370	5,329,794	5,489,204	5,653,677	5,825,080
Operating	303,002	395,899	541,686	576,961	580,527	584,182	587,930
Other Services & Charges	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Capital Outlay	40,183	0	54,110	46,110	46,110	46,110	46,110
Allocated Accounts	2,752,712	2,824,788	2,849,112	2,913,809	2,994,535	3,077,685	3,139,028
Utilities and Other Expenses	154,229	168,200	163,825	163,825	163,825	163,825	163,825
Transfers	2,635,896	6,505,698	340,542	349,529	369,077	378,351	387,363
Contributions to Operations	135,834	458,949	463,201	467,585	472,108	472,108	472,108
Year End Adjustments	4,216,224	737,455	6,344,816	6,014,659	5,746,886	5,564,632	5,397,817
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Charges for Services	14,794,689	15,894,272	15,921,662	15,922,272	15,922,272	16,000,570	16,079,261
Other Revenues	165,660	0	0	0	0	0	0
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	<u>14,960,349</u>	<u>15,894,272</u>	<u>15,921,662</u>	<u>15,922,272</u>	<u>15,922,272</u>	<u>16,000,570</u>	<u>16,079,261</u>
Fund Total Revenue	<u>14,960,350</u>	<u>15,894,272</u>	<u>15,921,662</u>	<u>15,922,272</u>	<u>15,922,272</u>	<u>16,000,570</u>	<u>16,079,261</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

605 Stormwater Fund

Fund Expenditures

The following service level changes were approved as proposed for the Stormwater Department's fiscal year 2010 budget.

Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

The transfer to the General Fund to support two stormwater operating technicians located in the Growth Management Department, increases 3.0% annually in fiscal years 2010 through 2014.

Salary enhancements for general government employees were approved at 0%. Adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

A one day furlough for employees making at least \$50,000 is included. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$14,197.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$224).

A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$461).

See the City Commission action section additional changes to the FY10 approved budget.

Fund Revenues

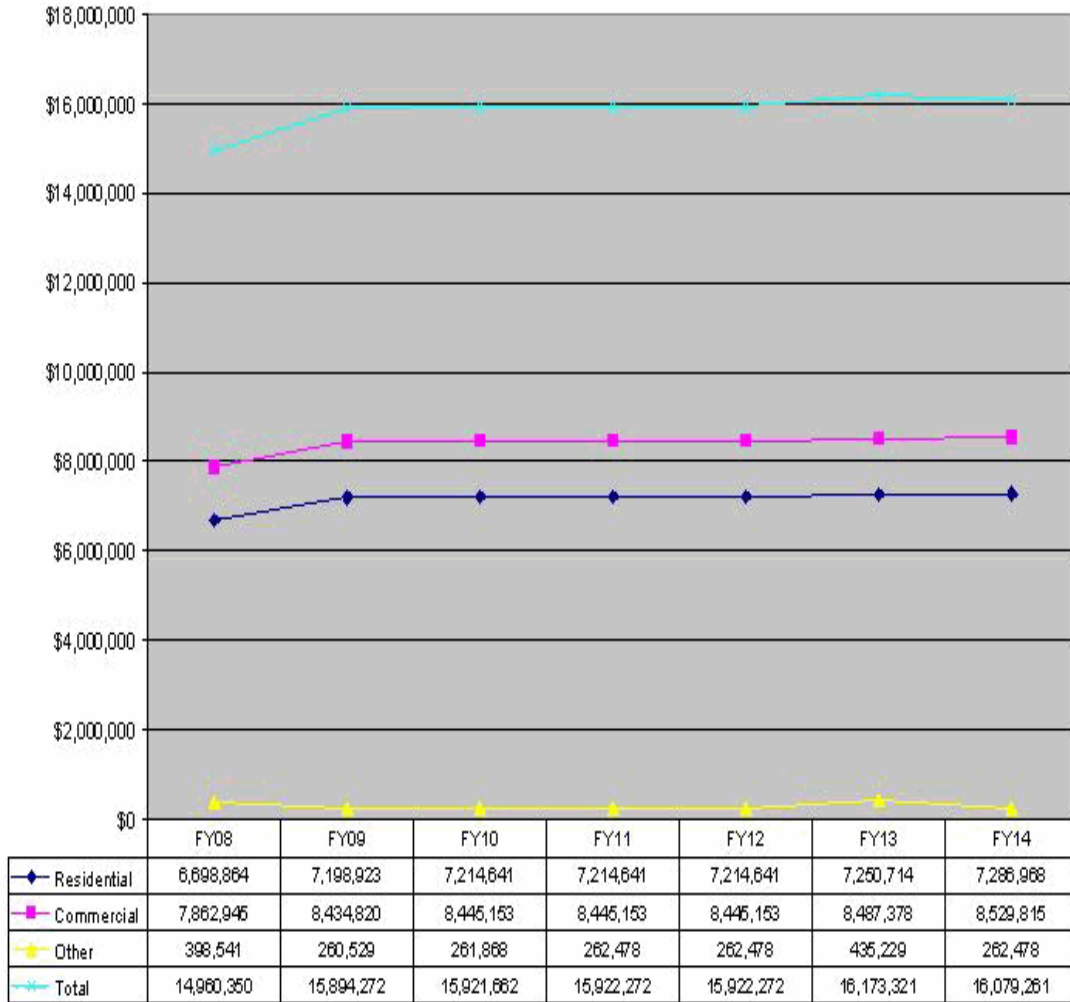
Estimated revenues in the Stormwater Fund are based on projected residential and commercial fees. On March 9, 2005, the City Commission approved a phased increase in the residential stormwater fee to fund the Stormwater Pollution Reduction Program (SPRP). This change increases the amount that residential customers pay by \$0.34 equivalent residential unit (ERU) per month, which is roughly \$4.00 per year. Tenets of the city's financing policy allow annual adjustments equivalent to the consumer price index (CPI) for the prior year. Projections incorporating consumer price index adjustments are based on data provided by the Governor's Office of Planning and Budgeting. The city has decided not to pursue the CPI increase in FY 2010.

Contract payments from the Florida Department of Transportation (FDOT) and Leon County to perform contract work and sweep all city curbs and gutter roadways are included in fiscal year 2010.

**City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary**

605 Stormwater Fund

Stormwater Fund Utility Revenues



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 2010 Approved Budget - Fund Proforma Account Summary

605 Stormwater Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	3,498,949	3,667,405	3,671,267	3,676,286	3,676,286	3,749,777	3,862,212	3,978,026
Capitalized Waqes	-210,785	-581,437	-469,310	-212,789	-219,045	-225,488	-232,125	-232,125
Salary Enhancements	0	115,841	0	0	73,491	112,442	115,816	119,290
Temporary Waqes	32,501	75,862	62,551	72,069	74,231	76,458	78,752	78,752
Overtime	64,178	65,610	20,504	65,420	65,420	65,420	65,420	65,420
Capitalized Overtime	-44,143	-11,505	-11,716	-11,505	-11,505	-11,505	-11,505	-11,505
Other Salary Items	1,560	1,560	1,520	1,560	1,560	1,560	1,560	1,560
Pension- Current	323,659	343,494	325,962	333,953	452,034	465,590	479,540	493,913
Pension- MAP	268,153	270,489	259,356	262,967	268,218	276,256	284,538	293,063
Mandatory Medicare	44,252	47,566	45,771	47,223	48,164	49,611	51,098	52,624
Health Benefits	434,578	490,393	443,470	490,908	515,475	541,221	568,270	596,690
Health Benefits-Retirees	77,184	219,532	293,658	222,228	225,004	227,864	230,809	230,809
Flex Benefits	172,183	185,556	100,250	183,588	183,588	183,588	183,588	183,588
Vacancy factor of 1.0%	0	-110,023	0	-23,127	-23,127	-23,590	-24,296	-25,025
Furlough savings	0	0	0	-4,411	0	0	0	0
Personnel Services	4,662,269	4,780,343	4,743,283	5,104,370	5,329,794	5,489,204	5,653,677	5,825,080
Advertising	825	2,873	2,873	2,873	2,945	3,019	3,094	3,171
Cleaning & Laundry	19,303	19,084	19,084	19,084	19,084	19,084	19,084	19,084
Reproduction	439	800	800	800	820	841	862	884
Building Repairs	0	7,269	0	7,269	7,269	7,269	7,269	7,269
Equipment Repairs	27,858	25,860	19,205	23,780	24,056	24,338	24,627	24,924
Unclassified Contract Svcs	129,853	242,073	169,014	257,193	290,022	291,004	292,011	293,043
Computer Software	18,051	17,600	15,600	18,600	18,750	18,904	19,062	19,224
Utilities- Electric	0	0	57	0	0	0	0	0
Telephone	21,484	8,754	8,754	15,560	15,685	15,813	15,944	16,079
Chem-Med-Lab	0	37,537	28,153	37,537	38,475	39,437	40,423	41,434
Food	149	440	440	440	451	462	474	486
Postage	93	0	0	0	0	0	0	0
Office Supplies	11,416	9,383	9,683	11,454	11,713	11,978	12,250	12,529
Uniforms & Clothing	9,660	14,500	9,800	14,500	14,500	14,500	14,500	14,500
Unclassified Supplies	45,974	69,244	50,647	61,954	62,199	62,450	62,707	62,970
Non-Capitalized Furniture	524	0	0	0	0	0	0	0
Travel & Training	7,643	8,838	6,723	8,617	8,827	9,042	9,263	9,489
Journals & Books	627	1,613	1,500	1,613	1,651	1,689	1,728	1,768
Memberships	2,910	4,281	4,981	4,706	4,808	4,913	5,020	5,130
Certificates & Licenses	0	0	150	1,725	1,725	1,725	1,725	1,725
Rent Expense- Bldg & Ops	0	45,153	45,153	50,165	50,165	50,165	50,165	50,165
Rent Expense- Machines	6,195	3,132	3,282	3,816	3,816	3,894	3,974	4,056
Operating	303,002	518,434	395,899	541,686	576,961	580,527	584,182	587,930
Bad Debt Expense	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Other Services & Charges	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Computer Equipment	0	0	0	8,000	0	0	0	0
Unclassified Equipment	40,183	46,110	0	46,110	46,110	46,110	46,110	46,110
Capital Outlay	40,183	46,110	0	54,110	46,110	46,110	46,110	46,110
Human Resource Expense	94,810	102,399	102,394	92,237	92,237	95,004	97,855	100,791
Accounting Expense	50,269	43,767	33,769	52,314	52,314	53,883	55,500	57,165
Purchasing Expense	30,120	29,044	29,042	49,553	49,553	51,040	52,571	54,148
Information Systems Expense	214,313	323,555	321,556	279,139	279,139	287,513	296,139	305,023
Risk Management Expense	0	76,001	75,998	102,294	102,294	105,363	108,524	111,779
Radio Communications Expense	5,085	5,007	5,009	0	0	0	0	0
Revenue Collection Expense	35,458	42,264	42,264	43,238	43,238	44,535	45,871	47,247
Utility Services Expense	812,086	574,867	574,867	544,546	544,546	560,882	577,708	595,039
Vehicle Garage Expense	719,553	583,397	583,397	588,201	588,201	605,847	624,022	642,743
Vehicle Fuel	0	303,241	177,557	175,840	175,840	181,115	186,549	192,145
Vehicle Replacement	124,196	159,219	159,219	180,443	222,901	222,901	222,901	222,901
Indirect Costs	666,822	719,716	719,716	741,307	763,546	786,452	810,046	810,046
Allocated Accounts	2,752,712	2,962,477	2,824,788	2,849,112	2,913,809	2,994,535	3,077,685	3,139,028

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

605 Stormwater Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	5,646	930	3,675	930	930	930	930	930
Utilities - Sanitation	144,435	161,359	161,359	161,359	161,359	161,359	161,359	161,359
Utilities - Water	4,149	1,536	2,536	1,536	1,536	1,536	1,536	1,536
Utilities - Electric	0	0	630	0	0	0	0	0
Utilities and Other Expenses	154,229	163,825	168,200	163,825	163,825	163,825	163,825	163,825
Debt Service Transfer	26,109	32,698	32,698	32,540	32,509	43,054	43,046	43,052
Inter-Fund Transfer	2,609,787	6,473,000	6,473,000	308,002	317,020	326,023	335,305	344,311
Transfers	2,635,896	6,505,698	6,505,698	340,542	349,529	369,077	378,351	387,363
Contribution to General Fund	135,834	458,949	458,949	463,201	467,585	472,108	472,108	472,108
Contributions to Operations	135,834	458,949	458,949	463,201	467,585	472,108	472,108	472,108
Transfer to RR&I	4,216,224	445,936	737,455	6,344,816	6,014,659	5,746,886	5,564,632	5,397,817
Year End Adjustments	4,216,224	445,936	737,455	6,344,816	6,014,659	5,746,886	5,564,632	5,397,817
Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Residential Stormwater	6,698,864	7,198,923	7,198,923	7,214,641	7,214,641	7,214,641	7,250,714	7,286,968
Commercial Stormwater	7,862,945	8,434,820	8,434,820	8,445,153	8,445,153	8,445,153	8,487,378	8,529,815
Forfeited Discounts	40,288	29,941	29,941	31,280	31,890	31,890	31,890	31,890
FDOT ROW Maintenance Contrac	156,879	177,906	177,906	177,906	177,906	177,906	177,906	177,906
Leon County Street Sweeping	35,714	100,182	52,682	52,682	52,682	52,682	52,682	52,682
Charges for Services	14,794,689	15,941,772	15,894,272	15,921,662	15,922,272	15,922,272	16,000,570	16,079,261
Interest	71,611	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	70,690	0	0	0	0	0	0	0
Capitalized Overhead	23,359	0	0	0	0	0	0	0
Other Revenues	165,660	0	0	0	0	0	0	0
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	14,960,349	15,941,772	15,894,272	15,921,662	15,922,272	15,922,272	16,000,570	16,079,261
Fund Total Revenue	14,960,350	15,941,772	15,894,272	15,921,662	15,922,272	15,922,272	16,000,570	16,079,261
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

615 Golf Course Fund

The Tallahassee Parks, Recreation & Neighborhood Affairs Department manages the Golf Course Fund. The fund accounts for the assets, operation, and maintenance of an 18-hole, city-owned golf course at Hilaman Park. The City of Tallahassee also owns a smaller 9-hole course known as the Jake Gaither Golf Course. Prior to October 1998, the Gaither Course was included in the Golf Course Fund. This course currently is treated as a recreational program with revenues and expenses budgeted in the General Fund.

Based on the findings of a 1998 internal audit, certain aspects of Hilaman's financial operation were modified to allow the course to operate as a private venture rather than as a municipal enterprise. In FY99, the Golf Fund was exempted from city allocated costs (accounting, read-bill-collect, purchasing, etc.) with the exception of garage and indirect charges that were based on a percentage of revenues. As a result of the city's fee study for the FY 2006 indirect costs, the methodology formerly used to determine the indirect costs for the Golf Fund was discontinued. Indirect costs for the Golf Fund are based on a fee study conducted in fiscal year 2006 and include an annual three percent increase.

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	593,155	651,659	505,406	519,029	528,307	537,881	547,773
Operating	157,173	199,580	165,266	171,166	174,118	185,878	195,568
Capital Outlay	20,000	28,000	0	0	0	0	0
Allocated Accounts	107,344	40,078	58,031	59,295	60,931	62,008	63,113
Utilities and Other Expenses	206,671	203,166	224,200	230,184	237,794	243,349	251,442
Transfers	59,099	87,282	17,552	17,535	23,223	23,219	23,222
Year End Adjustments	0	0	1,010	682	717	751	791
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Charges for Services	873,154	902,245	966,465	992,891	1,020,090	1,048,086	1,076,909
Other Revenues	18,833	22,485	5,000	5,000	5,000	5,000	5,000
Other Sources	251,456	285,035	0	0	0	0	0
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	1,143,442	1,209,765	971,465	997,891	1,025,090	1,053,086	1,081,909
Fund Total Revenue	1,143,443	1,209,765	971,465	997,891	1,025,090	1,053,086	1,081,909
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

- Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.
- A one day furlough for employees making at least \$50,000 is included. Fiscal Impact: \$804.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$25).
- The overall approved budget for the Golf Course Fund's expenses in FY10 total \$971,465, which is \$171,077 less than the FY09 adopted budget.
- Historically, capital outlay is budgeted annually at \$20,000; however, no funding is budgeted for FY10
- The debt service transfer for Hilaman is currently budgeted for \$17,552 in FY10.
- Adjustments made to the Golf Course Fund approved by the City Commission resulted in a reduction of \$125,069 in expenses, which included the elimination of 4 full-time employees.

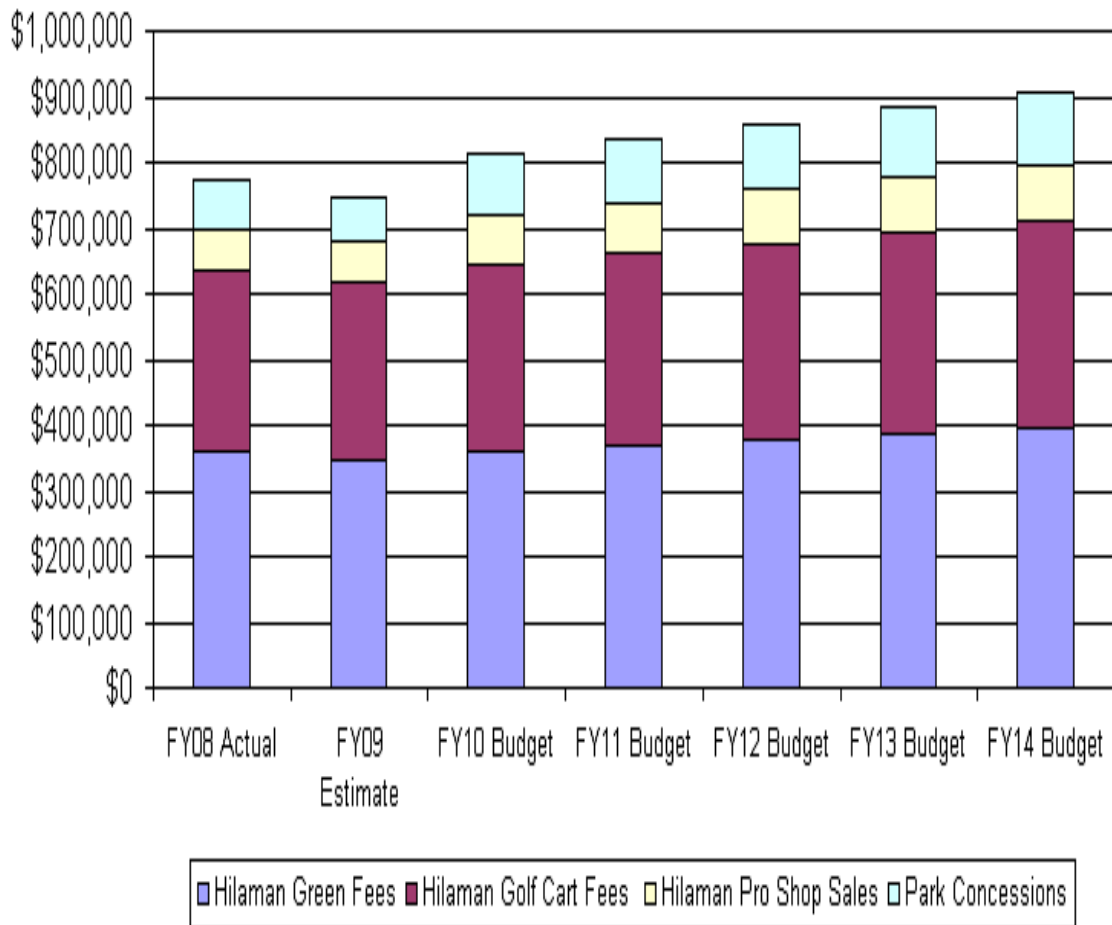
Fund Revenues

- Revenue projections from fees and user charges for the Golf Course Fund for FY09 total \$902,245 in comparison to \$873,154 from FY08 Actual revenue.

615 Golf Course Fund

- The budget for the Golf Course Fund revenues, from fees and user charges, for FY10 total \$966,465 in comparison to the adopted FY09 budget of \$1,139,213. This is a decrease of \$172,748 in revenue. The two major revenue accounts for the Golf Fund are the Hilaman Green Fees and the Hilaman Golf Cart Fees. Revenue estimates for Green Fees are \$347,307 for FY09. This is a decrease of \$12,701 from the FY08 Actual. The approved revenue for the FY10 budget is \$360,008, which is \$60,551 less than the FY09 adopted budget. Revenue estimates for Golf Cart Fees are \$268,464 for FY09, which is \$6,071 less than the FY08 Actual. The approved revenue for the FY10 budget is \$285,000. This is a decrease of \$76,219 from the FY09 adopted budget.
- Increased revenue projections approved by the City Commission to the Golf Course Fund resulted in an additional \$83,142 revenue for FY10.
- Historically, a transfer from the general fund covers any operating deficit in the Golf Course Fund. For FY09, it is projected that approximately \$285,035 will be needed from the general fund to cover the expenses. However, the City Commission approved no additional general fund subsidy for the Golf Course Fund in FY10 and beyond. The revenue and expenses are expected to break even in FY10.

Major Golf Fund Revenues



615 Golf Course Fund

Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

615 Golf Course Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	327,335	335,324	389,670	209,086	209,086	213,267	219,664	226,256
Salary Enhancements	0	10,595	0	0	4,181	6,398	6,589	6,787
Temporary Wages	107,872	132,997	112,212	218,945	218,945	218,945	218,945	218,945
Overtime	3,510	2,236	5,652	721	721	721	721	721
Other Salary Items	1,560	1,045	1,447	1,045	1,045	1,045	1,045	1,045
Pension- Current	35,951	31,505	35,211	19,080	25,825	26,594	27,390	28,207
Pension- MAP	29,357	24,808	28,037	15,024	15,325	15,780	16,253	16,737
Mandatory Medicare	7,014	5,078	7,771	3,095	3,156	3,250	3,343	3,442
Health Benefits	53,788	37,785	53,578	30,594	32,125	33,729	35,416	37,185
Health Benefits-Retirees	7,340	0	0	0	0	0	0	0
Flex Benefits	19,428	18,435	18,081	10,711	10,711	10,711	10,711	10,711
Vacancy factor of 1.0%	0	-10,060	0	-2,091	-2,091	-2,133	-2,196	-2,263
Furlough savings	0	0	0	-804	0	0	0	0
Personnel Services	593,155	589,748	651,659	505,406	519,029	528,307	537,881	547,773
Advertising	5,995	4,000	6,000	7,500	7,500	7,500	7,500	7,500
Cleaning & Laundry	2,532	3,279	2,412	2,400	2,460	2,522	2,585	2,649
Reproduction	1,586	3,524	3,524	3,500	3,500	3,500	3,500	3,500
Unclassified Professional Svcs	500	12,900	1,400	2,500	2,500	2,500	2,500	2,500
System Collection	2,034	0	0	0	0	0	0	0
Building Repairs	2,896	5,200	2,448	5,000	5,125	5,253	5,384	5,519
Equipment Repairs	29,462	23,900	39,880	20,000	20,500	21,013	21,538	22,076
Unclassified Contract Svcs	11,342	3,535	3,440	6,000	6,150	6,304	6,461	6,623
Chem-Med-Lab	13,518	31,368	21,316	25,000	25,625	26,266	26,922	27,595
Food	97	0	17	0	0	0	0	0
Gasoline	0	3,960	0	0	0	0	0	0
Oil & Lubricants	0	0	663	0	0	0	0	0
Postage	310	0	0	0	0	0	0	0
Office Supplies	2,945	2,870	3,518	1,500	1,538	1,576	1,615	1,656
Uniforms & Clothing	791	2,562	700	3,500	3,588	3,677	3,769	3,863
Unclassified Supplies	60,027	61,219	98,480	59,991	63,595	64,193	73,546	80,763
Vehicle- Non-Garage	0	49,000	0	0	0	0	0	0
Travel & Training	503	912	472	975	1,000	1,026	1,052	1,079
Journals & Books	195	75	0	200	205	210	215	221
Memberships	1,480	1,510	1,000	1,200	1,230	1,261	1,292	1,325
Rent Expense- Machines	336	1,988	1,564	1,000	1,025	1,051	1,077	1,104
Unclassified Charges	20,623	22,199	12,746	25,000	25,625	26,266	26,922	27,595
Operating	157,173	234,001	199,580	165,266	171,166	174,118	185,878	195,568
Unclassified Equipment	20,000	20,000	28,000	0	0	0	0	0
Capital Outlay	20,000	20,000	28,000	0	0	0	0	0
Revenue Collection Expense	3,183	0	0	11,260	11,260	11,598	11,946	12,304
Vehicle Garage Expense	34,344	0	4,308	10,000	10,250	10,506	10,769	11,038
Vehicle Fuel	0	0	14,554	10,000	10,250	10,506	10,769	11,038
Vehicle Replacement	2,130	2,731	2,731	7,731	7,924	8,122	8,325	8,534
Indirect Costs	67,688	18,485	18,485	19,040	19,611	20,199	20,199	20,199
Allocated Accounts	107,344	21,216	40,078	58,031	59,295	60,931	62,008	63,113
Utilities - Sewer	3,300	1,569	5,347	3,531	3,778	3,873	1,630	1,630
Utilities - Sanitation	4,043	4,056	3,957	3,983	4,083	4,185	4,289	4,396
Utilities - Stormwater	17,308	18,136	18,098	16,904	17,327	17,760	18,204	18,659
Utilities - Water	2,227	3,127	2,466	2,204	2,259	2,316	2,373	2,433
Utilities - Electric	60,857	104,552	65,050	61,798	61,798	63,342	64,926	66,549
Utilities - Fire Services	1,455	1,737	1,455	1,819	1,819	1,819	1,819	1,819
COGS - Other	117,481	105,000	106,793	133,961	139,120	144,499	150,108	155,956
Utilities and Other Expenses	206,671	238,177	203,166	224,200	230,184	237,794	243,349	251,442
Debt Service Transfer	38,191	17,347	17,347	17,552	17,535	23,223	23,219	23,222
RR&I Transfer	20,000	20,000	20,000	0	0	0	0	0
Inter-Fund Transfer	908	0	49,935	0	0	0	0	0
Transfers	59,099	37,347	87,282	17,552	17,535	23,223	23,219	23,222
Transfer to RR&I	0	2,053	0	1,010	682	717	751	791
Year End Adjustments	0	2,053	0	1,010	682	717	751	791

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

615 Golf Course Fund

Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Park Concessions	75,435	89,423	68,060	90,522	95,048	99,801	104,791	110,030
Brokaw McDougal House	566	0	0	0	0	0	0	0
Misc Rec Fees-Enterprise Proj.	1,140	0	0	0	0	0	0	0
Hilaman Improvement Surcharq	4,154	71,000	76,908	0	0	0	0	0
Forest Meadows Improv Surcharge	38	0	0	0	0	0	0	0
Hilaman Gift Certificate Sal	12,943	11,288	11,407	12,943	13,267	13,598	13,938	14,287
Hilaman Gift Cert. Redeemed	-10,726	0	-9,226	-10,000	-10,250	-10,506	-10,769	-11,038
Hilaman Green Fees	360,008	420,559	347,307	360,008	369,009	378,234	387,690	397,382
Hilaman Annual Golf Fees	24,887	39,295	25,887	99,100	101,578	104,117	106,720	109,388
Hilaman Golf Cart Fees	274,535	361,219	268,464	285,000	292,125	299,428	306,914	314,587
Hilaman Driving Range Fee	43,302	28,603	35,414	34,128	34,981	35,856	36,752	37,671
Hilaman Other Revenues	21,745	14,862	9,746	17,835	18,281	18,738	19,206	19,687
Hilaman Pro Shop Sales	64,108	101,727	64,308	76,929	78,852	80,824	82,844	84,915
Hilaman Non-Golf Activity Fee	763	1,237	314	0	0	0	0	0
Hilaman Restaurant Rental	0	0	3,656	0	0	0	0	0
Other Parks & Rec Revenues	255	0	0	0	0	0	0	0
Charges for Services	873,154	1,139,213	902,245	966,465	992,891	1,020,090	1,048,086	1,076,909
Interest	0	3,329	0	5,000	5,000	5,000	5,000	5,000
Trans from Fund Bal - Encumb	18,833	0	22,485	0	0	0	0	0
Other Revenues	18,833	3,329	22,485	5,000	5,000	5,000	5,000	5,000
TransfromGolfCourseRR&I Fund	80,618	0	0	0	0	0	0	0
Contribution From General Fund	170,838	0	285,035	0	0	0	0	0
Other Sources	251,456	0	285,035	0	0	0	0	0
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	1,143,442	1,142,542	1,209,765	971,465	997,891	1,025,090	1,053,086	1,081,909
Fund Total Revenue	1,143,443	1,142,542	1,209,765	971,465	997,891	1,025,090	1,053,086	1,081,909
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

840 Cemetery Fund

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

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

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

<u>Expenditures</u>	FY 2008 Actual	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Personnel Services	151,831	228,117	206,068	214,082	219,774	225,651	231,478
Operating	145,276	153,850	158,280	158,280	158,280	158,280	158,280
Allocated Accounts	40,223	103,562	75,405	77,263	79,433	81,669	82,961
Utilities and Other Expenses	21,771	21,019	18,425	18,566	18,707	18,858	18,858
Contributions to Operations	0	26,086	26,767	27,570	28,397	29,249	29,249
<u>Revenues</u>	FY 2008 Actual	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Charges for Services	87,241	28,659	21,094	21,094	21,094	21,094	21,094
Other Revenues	271,861	139,963	148,546	147,426	147,341	147,274	147,212
Other Sources	0	364,012	315,305	327,241	336,156	345,339	352,520
<u>Fund Summary</u>	FY 2008 Actual	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Fund Total Expenditure	359,101	532,634	484,945	495,761	504,591	513,707	520,826
Fund Total Revenue	359,101	532,634	484,945	495,761	504,591	513,707	520,826
Fund Balance	1	0	0	0	0	0	0

Fund Expenditures

The following assumption was used to forecast Cemetery Fund expenses:

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

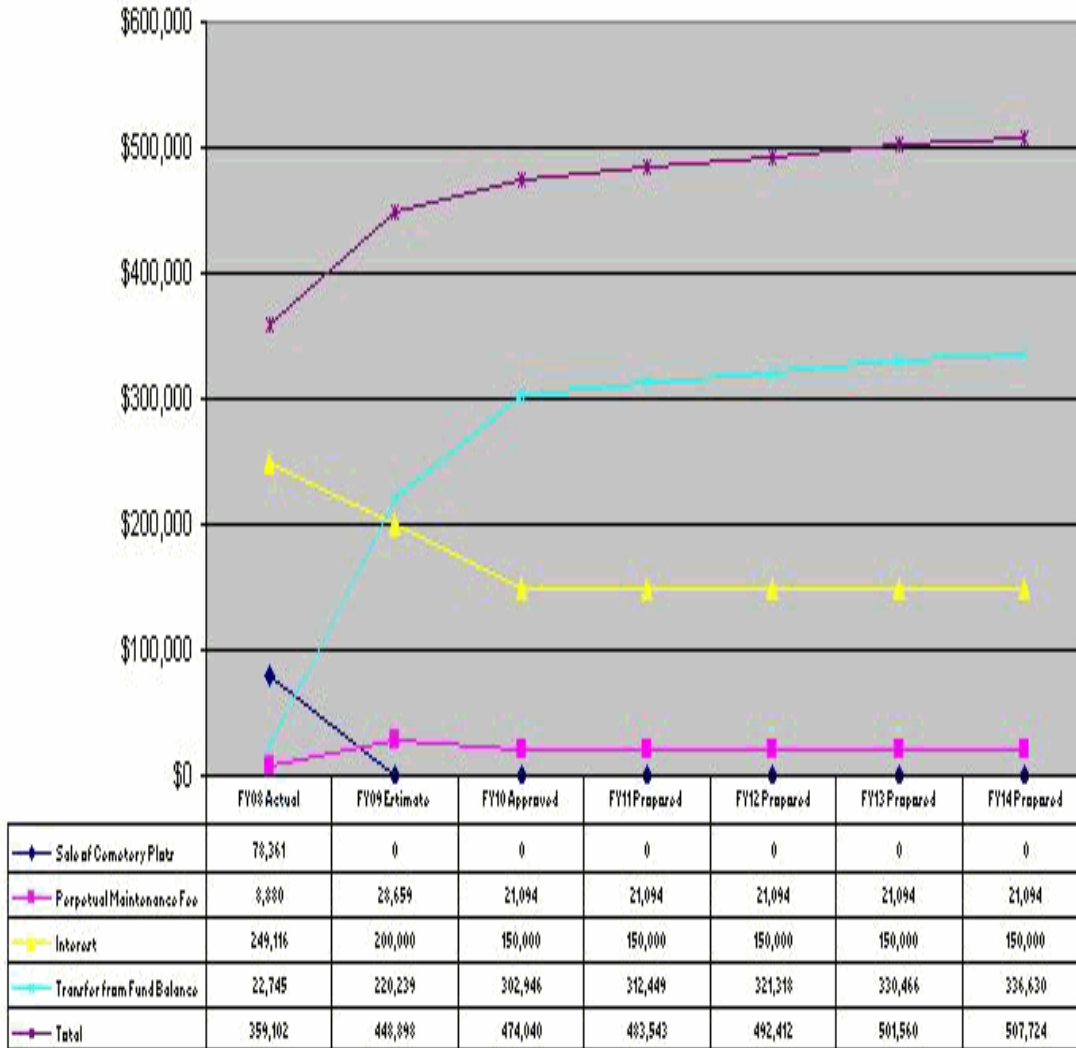
Fund Revenues

Revenue projections for fiscal year 2010 are based on actual sales in fiscal year 2009 through March 2009 (219 spaces - \$19,908 including perpetual fees and recording costs). There are approximately 1,600 grave spaces available for sale at Southside Cemetery and there are approximately 225 grave spaces sold per year.

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

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

840 Cemetery Fund



Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

840 Cemetery Fund

Expenditures	FY 2008 Actual	FY 2009 Adopted	FY 2009 Estimate	FY 2010 Budget	FY 2011 Budget	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Salaries	94,566	121,649	132,377	127,275	127,275	129,821	133,715	137,727
Salary Enhancements	0	4,389	0	562	3,125	4,491	4,625	4,746
Temporary Wages	17,184	0	31,670	20,427	20,427	20,427	20,427	20,427
Overtime	1,501	6,223	3,982	6,114	6,114	6,114	6,114	6,114
Pension- Current	9,652	11,395	11,395	11,557	15,644	16,113	16,595	17,094
Pension- MAP	8,515	8,973	9,612	9,100	9,282	9,560	9,847	10,142
Mandatory Medicare	1,147	1,060	1,428	1,087	1,109	1,142	1,176	1,212
Health Benefits	10,895	19,320	22,627	14,916	15,663	16,445	17,266	18,130
Health Benefits-Retirees	2,168	6,854	6,854	7,059	7,271	7,489	7,714	7,714
Flex Benefits	6,205	8,172	8,172	8,172	8,172	8,172	8,172	8,172
Furlough savings	0	0	0	-201	0	0	0	0
Personnel Services	151,831	188,035	228,117	206,068	214,082	219,774	225,651	231,478
Cleaning & Laundry	1,050	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Reproduction	5	0	0	0	0	0	0	0
Equipment Repairs	525	550	550	550	550	550	550	550
Unclassified Contract Svcs	137,293	143,400	143,400	143,400	143,400	143,400	143,400	143,400
Telephone	1,484	1,663	1,400	1,663	1,663	1,663	1,663	1,663
Office Supplies	199	350	200	350	350	350	350	350
Uniforms & Clothing	390	600	600	600	600	600	600	600
Unclassified Supplies	4,105	10,017	6,000	10,017	10,017	10,017	10,017	10,017
Building Supplies	225	500	500	500	500	500	500	500
Operating	145,276	158,280	153,850	158,280	158,280	158,280	158,280	158,280
Human Resource Expense	3,181	3,705	3,705	3,781	3,781	3,894	4,011	4,131
Accounting Expense	5,918	5,757	5,757	6,876	6,876	7,082	7,294	7,513
Purchasing Expense	3,788	2,352	2,352	6,600	6,600	6,798	7,002	7,212
Information Systems Expense	5,053	8,584	8,584	7,315	7,315	7,534	7,760	7,993
Risk Management Expense	0	1,156	1,156	2,067	2,067	2,129	2,193	2,259
Revenue Collection Expense	849	830	830	725	725	747	769	792
Vehicle Garage Expense	18,705	2,329	43,448	9,848	9,848	10,143	10,448	10,761
Vehicle Fuel	0	7,136	4,282	3,381	3,381	3,482	3,587	3,695
Vehicle Replacement	2,730	3,499	3,499	3,965	4,898	4,898	4,898	4,898
Indirect Costs	0	29,949	29,949	30,847	31,772	32,725	33,707	33,707
Allocated Accounts	40,223	65,297	103,562	75,405	77,263	79,433	81,669	82,961
Utilities - Sanitation	1,396	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Utilities - Stormwater	2,595	0	2,714	0	0	0	0	0
Utilities - Water	11,172	10,764	10,764	10,760	10,771	10,771	10,771	10,771
Utilities - Electric	6,607	6,541	6,541	6,665	6,795	6,936	7,087	7,087
Utilities and Other Expenses	21,771	18,305	21,019	18,425	18,566	18,707	18,858	18,858
Contribution to General Fund	0	26,086	26,086	26,767	27,570	28,397	29,249	29,249
Contributions to Operations	0	26,086	26,086	26,767	27,570	28,397	29,249	29,249

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

840 Cemetery Fund

Revenues	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Sale of Cemetery Lots	78,361	0	0	0	0	0	0	0
Perpetual Maintenance Fee	8,880	28,659	28,659	21,094	21,094	21,094	21,094	21,094
Charges for Services	87,241	28,659	28,659	21,094	21,094	21,094	21,094	21,094
Interest	249,116	292,000	139,963	148,546	147,426	147,341	147,274	147,212
Trans from Fund Bal - Encumb	22,745	0	0	0	0	0	0	0
Other Revenues	271,861	292,000	139,963	148,546	147,426	147,341	147,274	147,212
Transfer - Cemetary Perp Trust	0	135,344	364,012	315,305	327,241	336,156	345,339	352,520
Other Sources	0	135,344	364,012	315,305	327,241	336,156	345,339	352,520
Fund Summary	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	359,101	456,003	532,634	484,945	495,761	504,591	513,707	520,826
Fund Total Revenue	359,101	456,003	532,634	484,945	495,761	504,591	513,707	520,826
Fund Balance	1	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Summary

850 Downtown Improvement Authority Op Fund

The Tallahassee Downtown Improvement Authority (TDIA) governing board is 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.

<u>Expenditures</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Personnel Services	154,965	163,233	157,426	164,226	169,030	173,985	179,100
Operating	69,024	115,124	123,908	123,924	123,924	123,924	123,924
Capital Outlay	0	4,500	2,000	2,000	2,000	2,000	2,000
Transfers	0	92,636	71,900	71,900	71,900	71,900	71,900
<u>Revenues</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Taxes & Franchise Fees	198,039	203,560	181,450	176,006	178,646	181,326	184,952
Intergovernmental Revenue	0	4,983	5,284	5,284	5,284	5,284	5,284
Charges for Services	0	72,500	71,500	71,500	71,500	71,500	71,500
Other Revenues	188,744	94,450	97,000	109,260	111,424	113,699	115,188
<u>Fund Summary</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Estimate</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>
Fund Total Expenditure	223,990	375,493	355,234	362,050	366,854	371,809	376,924
Fund Total Revenue	386,783	375,493	355,234	362,050	366,854	371,809	376,924
Fund Balance	162,794	0	0	0	0	0	0

Fund Expenditures

Overall, FY10 budgeted expenses are \$20,000 lower than FY09. The result is that personnel expenses are slightly lower due to a reduction in the Director's salary. Unclassified Contractual Services have increased slightly in FY10 for constituent services, while funding for operating projects has declined slightly in FY10.

In FY09, TDIA implemented or was active in the following programs and projects:

Development

- Assisted property owners and businesses through advocacy, information, and representation.

Marketing/Promotion

- Distributed the Downtown Public Parking Guide.

Maintenance

- Continued the weekly Saturday alternative service work program for litter clean up and maintenance of public

850 Downtown Improvement Authority Op Fund

areas downtown, in conjunction with the City's Solid Waste Department.

Administration

- Worked with the City staff to revise and implement the new City Vendor and Street Closure policy.

Program Objectives for FY2010

The TDIA will continue efforts to promote and market downtown as a place for commerce and entertainment. This includes advocacy for office, retail, hospitality, and residential development. The DIA will continue to support and develop events that encourage commerce downtown.

Fund Revenues

The TDIA's FY10 ad valorem receipts will be lower than compared to FY09 because property values fell an average of 8.3%. Property values are anticipated to decline an additional 3% in FY11, which will result in lower ad valorem revenue in FY11.

Capital Projects Operating Budget Impacts

There is no impact on the operating budget resulting from capital projects.

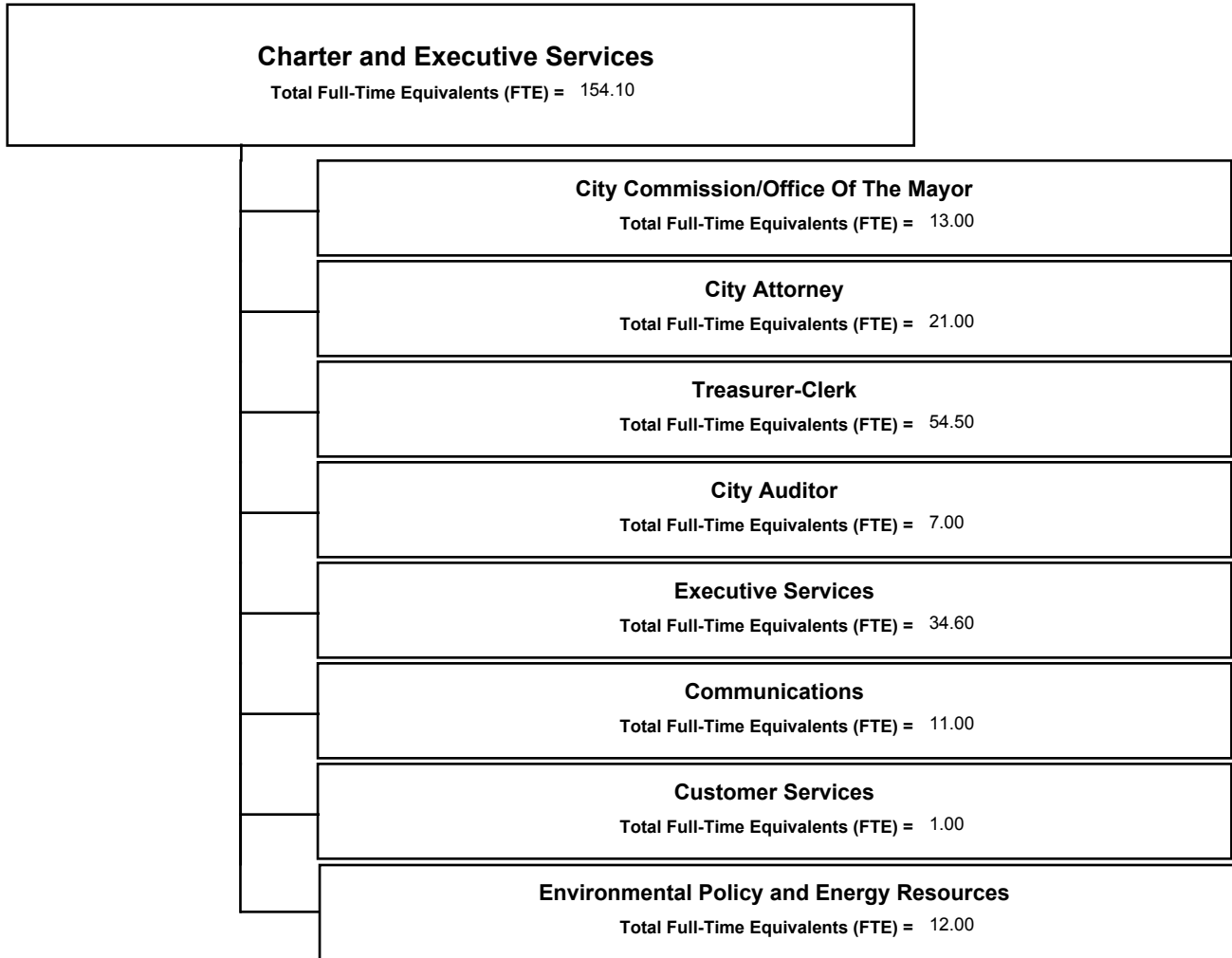
City of Tallahassee
Fiscal Year 2010 Approved Budget - Fund Proforma Account Summary

850 Downtown Improvement Authority Op Fund

Expenditures	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	119,865	119,725	119,725	119,128	119,128	121,511	125,156	128,911
Salary Enhancements	0	3,783	3,783	0	2,383	3,645	3,754	3,867
Other Salary Items	0	6,320	6,320	5,555	5,555	5,555	5,555	5,555
Pension- Current	10,687	11,215	11,215	10,817	14,642	15,081	15,534	15,999
Pension- MAP	8,648	8,831	8,831	8,518	8,688	8,949	9,217	9,494
Mandatory Medicare	1,687	1,791	1,791	1,728	1,762	1,815	1,869	1,926
Health Benefits	7,608	7,632	7,632	7,744	8,132	8,538	8,964	9,412
Health Benefits-Retirees	2,534	0	0	0	0	0	0	0
Flex Benefits	3,936	3,936	3,936	3,936	3,936	3,936	3,936	3,936
Personnel Services	154,965	163,233	163,233	157,426	164,226	169,030	173,985	179,100
Unclassified Contract Svcs	56,490	77,174	77,174	90,258	90,274	90,274	90,274	90,274
Telephone	3,524	4,500	4,500	4,500	4,500	4,500	4,500	4,500
Chem-Med-Lab	30	0	0	0	0	0	0	0
Food	131	0	0	0	0	0	0	0
Postage	109	500	500	400	400	400	400	400
Office Supplies	930	3,500	3,500	3,100	3,100	3,100	3,100	3,100
Travel & Training	2,160	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Journals & Books	440	450	450	450	450	450	450	450
Memberships	1,210	2,000	2,000	2,200	2,200	2,200	2,200	2,200
Rent Expense- Bldg & Ops	4,000	24,000	24,000	20,000	20,000	20,000	20,000	20,000
Operating	69,024	115,124	115,124	123,908	123,924	123,924	123,924	123,924
Office Equipment	0	4,500	4,500	2,000	2,000	2,000	2,000	2,000
Capital Outlay	0	4,500	4,500	2,000	2,000	2,000	2,000	2,000
Inter-Fund Transfer	0	92,636	92,636	71,900	71,900	71,900	71,900	71,900
Transfers	0	92,636	92,636	71,900	71,900	71,900	71,900	71,900
	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Revenues	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Ad Valorem Property Tax	198,039	203,560	203,560	181,450	176,006	178,646	181,326	184,952
Taxes & Franchise Fees	198,039	203,560	203,560	181,450	176,006	178,646	181,326	184,952
Payment in Lieu of Taxes	0	4,983	4,983	5,284	5,284	5,284	5,284	5,284
Intergovernmental Revenue	0	4,983	4,983	5,284	5,284	5,284	5,284	5,284
Marketplace	0	72,500	72,500	71,500	71,500	71,500	71,500	71,500
Charges for Services	0	72,500	72,500	71,500	71,500	71,500	71,500	71,500
Interest	10,736	8,500	8,500	5,000	5,000	5,000	5,000	5,000
Other Miscellaneous Revenue	101,809	30,950	30,950	20,000	20,000	20,000	20,000	20,000
Cardiac Science Defibrillators	1,200	0	0	0	0	0	0	0
Trsfr Unappr FB	75,000	55,000	55,000	72,000	84,260	86,424	88,699	90,188
Other Revenues	188,744	94,450	94,450	97,000	109,260	111,424	113,699	115,188
	FY 2008	FY 2009	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Fund Summary	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	223,990	375,493	375,493	355,234	362,050	366,854	371,809	376,924
Fund Total Revenue	386,783	375,493	375,493	355,234	362,050	366,854	371,809	376,924
Fund Balance	162,794	0	0	0	0	0	0	0



**Charter and Executive Services
Organizational Chart**



Summary of Services Provided

This service area is comprised of all departments under the direct authority and supervision of the city's elected and appointed officials. The elected officials include the Mayor and four City Commissioners. The appointed officials are the City Attorney, City Auditor, City Treasurer-Clerk, and City Manager.

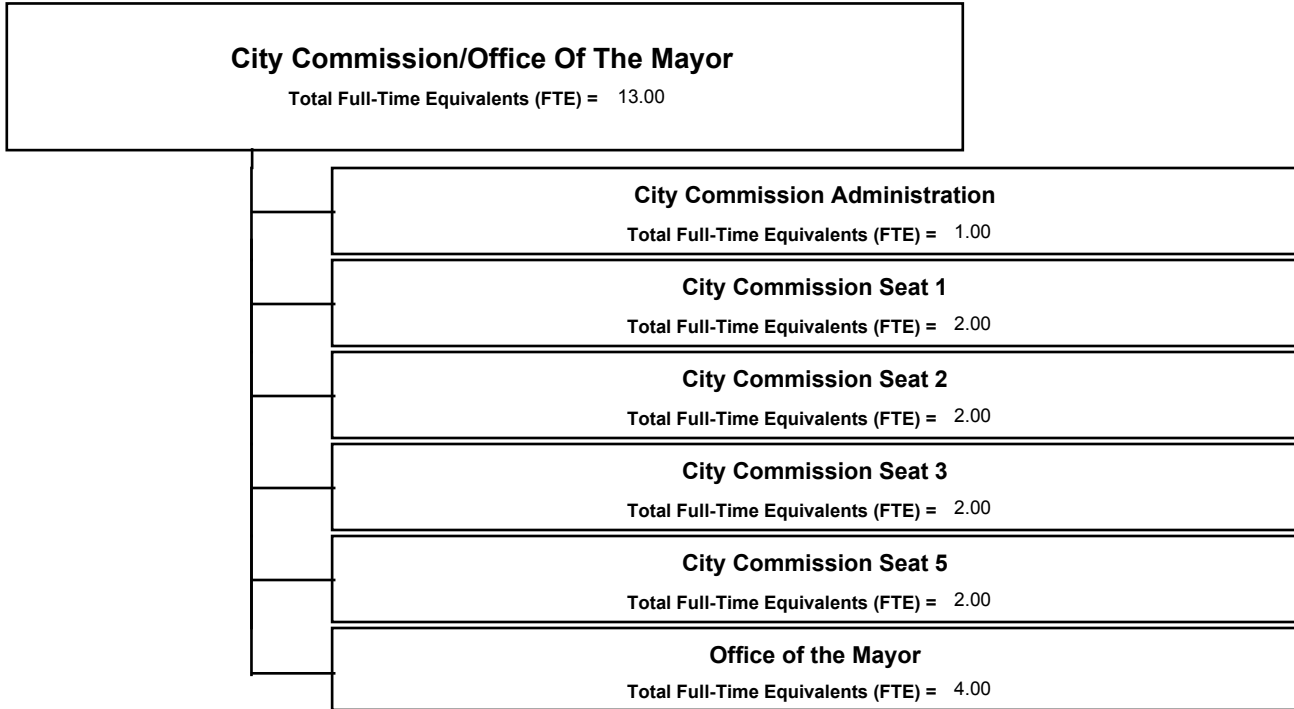
The Executive Services service area includes the following departments:

- The City Manager's Office consisting of the City Manager, three Assistant City Managers and the Assistant to the City Manager, Facilities Management, Property Management and Communications;
- Department of Environmental Policy and Energy Resources;
- Customer Services.

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Expenditures Summary	35,847,569	36,245,203	35,712,002	35,668,776
Funding Summary	35,847,569	36,245,203	35,712,002	35,668,776
FTE Summary	167.62	163.62	154.10	154.10



Charter and Executive Services
City Commission/Office Of The Mayor
Organizational Chart



City of Tallahassee
Fiscal Year 2010 Approved Budget

Charter and Executive Services
City Commission/Office Of The Mayor

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
100101 City Commission Administration	172,356	146,528	159,173	159,011
100102 City Commission Seat 1	131,600	134,791	149,862	149,823
100103 City Commission Seat 2	162,064	164,358	161,227	161,480
100104 City Commission Seat 3	154,416	159,980	161,091	161,423
100105 City Commission Seat 5	154,037	163,882	161,084	161,421
100201 Office of the Mayor	689,047	573,345	591,807	593,273
Total Expenditures	1,463,520	1,342,884	1,384,244	1,386,431

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	1,017,688	970,863	962,840	965,754
Operating	309,682	265,109	308,228	307,573
Allocated Accounts	130,429	106,912	113,176	113,104
Transfers	5,720	0	0	0
Total Expenditures	1,463,520	1,342,884	1,384,244	1,386,431

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	1,463,520	1,342,884	1,384,244	1,386,431
Total Funding	1,463,520	1,342,884	1,384,244	1,386,431

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 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	4.50	4.50	4.00	4.00
Total FTE	13.50	13.50	13.00	13.00

Charter and Executive Services City Commission/Office Of The Mayor

Summary of Services Provided

The City Commission

- 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)
- 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

- Responsible for the city's intergovernmental relations activities, including federal and state legislative programs and the sister city program
- 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 2010 include:

- Long Range Planning
- Economic Development
- Health and Human Services
- Financial Viability
- Environmental and Energy Resources

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the City Commission/Office of the Mayor fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

- Elimination of a vacant administrative specialist position. Fiscal Impact: (\$33,780)
- Miscellaneous targeted reductions in operating expenses. Fiscal Impact: (\$43,729)
- In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$4,678)
- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings, if applicable.
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

Charter and Executive Services
City Commission/Office Of The Mayor

City Commission Action

The City Commission approved the budget for the City Commission/Office of the Mayor as proposed with the following changes:

Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place.
Fiscal Impact: \$2,775.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$655).

A reduction of \$18,000 in the citywide training budget resulted in a reduction to the Human Resources allocation.
Fiscal Impact: (\$72).

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 2010:

- Create a diversified and expanding local economy through the attraction of new businesses, growing of existing businesses, and expansion of job opportunities
- Provide leadership to support the delivery of essential human services
- Ensure a financially stable city government providing quality services to citizens by balancing resources and expenditures in a time of declining revenues
- Enhance regional cooperation through initiatives that encourage and support participation of area cities and counties on issues of mutual concern, including, but not limited to, economic development, ecotourism, fire services, environmentally sensitive lands, workforce/affordable housing, employment, and healthcare
- Focus on and support energy efficiency, including demand-side management and green initiatives, that will reduce the demand for power among electric utility customers
- Provide enhanced customer services through initiatives and state-of-the art applications that enable all citizens to have access to technological innovations and to better manage their resources
- Promote efficient use and protection of natural resources through the coordination of water quality, stormwater, water use, and wastewater treatment policies and standards
- Create and maintain viable and healthy neighborhoods through the development of neighborhood plans with action programs, through effective code enforcement and prevention strategies, to area residents in the interest of promoting the overall health and well-being of the community, and by providing a range of options for quality and affordable housing
- Provide a well-planned and attractive community through improved street-scaping and landscaping, focus on downtown development, responding to growth in a responsible manner, and providing a long-term plan for transportation
- Continue strategic development of the Gaines Street corridor

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 2010-2014.

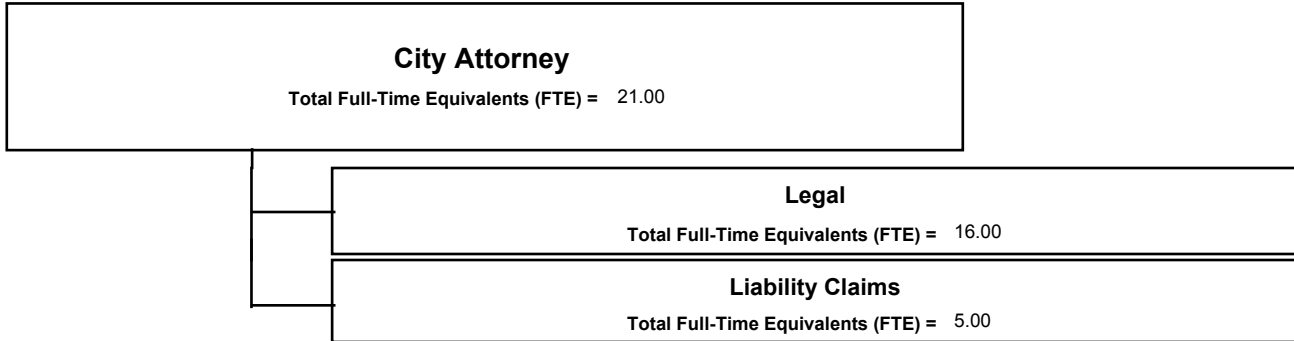
Completed Capital Projects

Not applicable

Continued Capital Projects

Not applicable

**Charter and Executive Services
City Attorney
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
110101 Legal	2,113,675	2,207,801	2,073,885	2,077,923
110201 Liability Claims	657,410	746,177	736,609	737,636
Total Expenditures	2,771,085	2,953,978	2,810,494	2,815,559

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	2,268,297	2,382,609	2,247,458	2,253,331
Operating	353,675	401,800	401,019	400,333
Allocated Accounts	149,113	169,569	162,017	161,895
Total Expenditures	2,771,085	2,953,978	2,810,494	2,815,559

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	2,113,675	2,207,801	2,073,885	2,077,923
Risk Management Fund	657,410	746,177	736,609	737,636
Total Funding	2,771,085	2,953,978	2,810,494	2,815,559

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
110101 Legal	17.00	17.00	16.00	16.00
110201 Liability Claims	5.00	5.00	5.00	5.00
Total FTE	22.00	22.00	21.00	21.00

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 FY10:

- Capital Projects (Eminent Domain/Property Acquisition) - Significant capital project work, particularly roadway projects requiring right-of-way acquisition, have been virtually eliminated with no new projects of this type in the pipeline.
- Development Project (Land Use) - The land use legal work associated with specific private sector development projects is down, although there are several significant projects in the planning pre-permitting stages that continue to require a significant amount of legal services. Professional services in this area have been utilized fully to make revisions to existing land use codes and ordinances dealing with such matters as public sector projects, fast tracking, and the implications of the recently passed Community Renewal Act (SB 360).
- Employment Grievances (Litigation) - There has been a significant increase in employee grievances relating to disciplinary actions as well as an increase in Florida Commission on Human Relations administrative cases and litigation of employment issues. This trend is expected to continue in the next two to three years.
- Non-Risk Management Cases - Cases involving such matters as foreclosures and garnishments are up 47% over the same time last year.
- Vendor Grievances/Contract Disputes - The City has not yet seen an increase in workload in this area, but it is anticipated that there will be an increase as procurement activities pick up with federal stimulus projects.

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the City Attorney's Office fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.
- In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$13,781).
- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings.
- Elimination of one Assistant City Attorney II position. Fiscal Impact: (\$117,542).

Charter and Executive Services
City Attorney

City Commission Action

The City Commission approved the budget for the City Attorney Office with the following changes:

- Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.
- The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$8,132.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$686).
- A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$122).

Charter and Executive Services

City Attorney

Performance Measures

Program Objectives

Identified below are some of the department's program objectives for FY 2010:

- 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. Although the number of cases closed in this category was less than the projected FY08 number of 100, overall cases were closed at the same rate as new cases received. In many areas in the defense cases, the City Attorney's Office has noticed an increase, such as in the areas of employment, police litigation, and foreclosures. However, in the area of land use, as a result of the economy, there has been a decline in private sector development and land use cases. This appears to be an anomaly and will likely change when the economy picks up.

The number of cases closed as plaintiff/petitioner, is reflective of eminent domain, real property, and other capital project types. Although the number of cases closed in this category was less than the projected number of 90 in FY 2008, overall cases were closed at the same rate as new cases received. The City Attorney's Office closed a 94 cases for FY09, which exceeded the target of 70. Due to the decline in capital projects and property acquisitions, an Assistant City Attorney position was eliminated for FY10.

<u>Input Measures</u>	<u>Unit of Measure</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Budget</u>	<u>FY 2009 YTD</u>	<u>FY 2010 Budget</u>
General Assignments of Cases to Attorneys	#	270	250	328	350
New Risk Management Litigation Matters	#	54	75	62	52
Non-Risk Management Litigation Matters	#	140	190	199	200
<u>Output Measures</u>	<u>Unit of Measure</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Budget</u>	<u>FY 2009 YTD</u>	<u>FY 2010 Budget</u>
Cases Closed as Defendant/Respondent	#	90	90	122	85
Cases Closed as Plaintiff/Petitioner	#	69	70	94	70
Assignments Closed	#	162	125	305	300
Ordinances and Resolutions Reviewed	#	124	100	94	80
<u>Effectiveness Measures</u>	<u>Unit of Measure</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Budget</u>	<u>FY 2009 YTD</u>	<u>FY 2010 Budget</u>
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 2010-2014.

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 2009.

None.

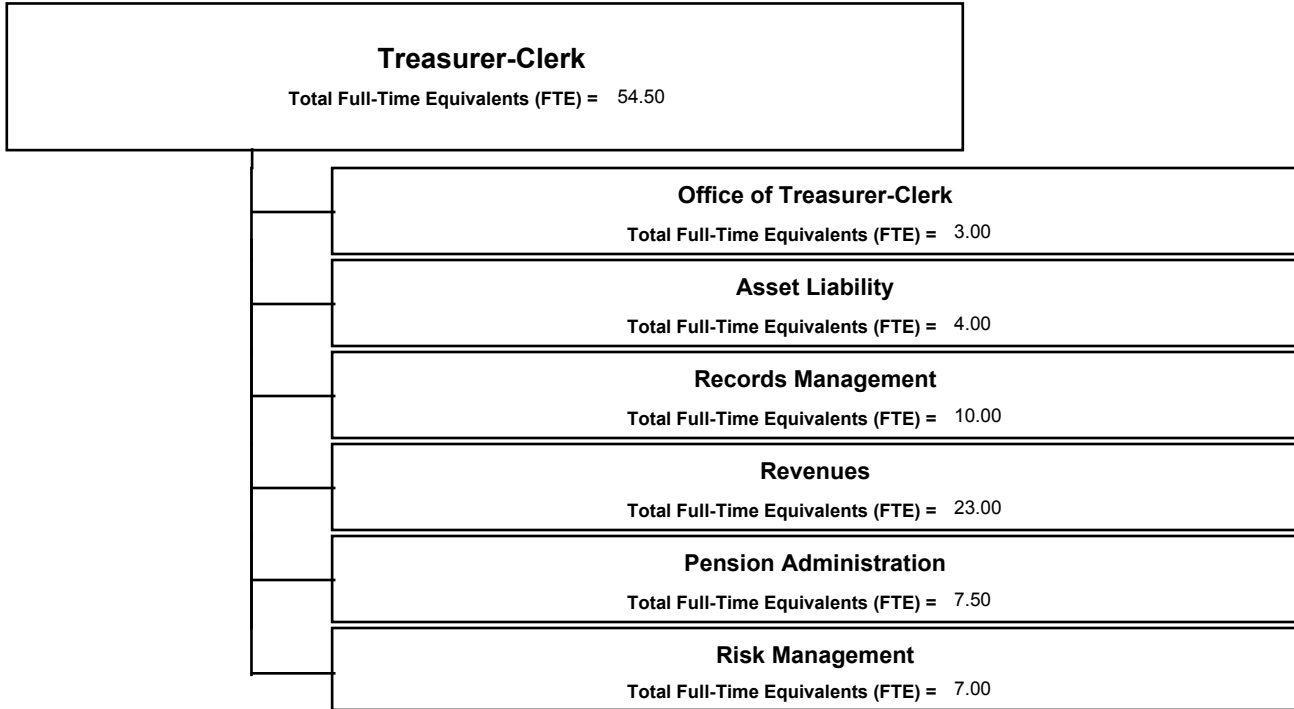
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2010.

None.



Charter and Executive Services
Treasurer-Clerk
Organizational Chart



City of Tallahassee
Fiscal Year 2010 Approved Budget

Charter and Executive Services

Treasurer-Clerk

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
120101 Office of Treasurer-Clerk	709,447	611,301	679,321	680,182
120201 Asset Liability	10,599,369	9,695,862	9,379,587	9,379,417
120301 Records Management	737,117	677,922	659,592	660,396
120401 Revenues	2,097,050	2,409,967	2,295,398	2,237,165
120501 Pension Administration	860,697	826,319	1,043,638	1,042,725
120601 Risk Management	8,437,967	9,441,700	9,339,618	9,340,442
Total Expenditures	23,441,647	23,663,071	23,397,154	23,340,327

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	3,708,187	4,024,867	3,917,440	3,919,222
Operating	777,758	661,895	960,690	960,281
Other Services & Charges	7,768,686	8,758,788	8,614,046	8,614,046
Capital Outlay	0	0	10,000	10,000
Allocated Accounts	675,255	603,384	559,902	559,592
Utilities and Other Expenses	22,749	23,948	28,460	28,460
Transfers	10,489,013	9,590,189	9,306,616	9,248,726
Total Expenditures	23,441,647	23,663,071	23,397,154	23,340,327

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	12,045,933	10,985,085	10,718,500	10,719,995
Revenue Fund	2,097,050	2,409,967	2,295,398	2,237,165
Pension Administration Fund	860,697	826,319	1,043,638	1,042,725
Risk Management Fund	8,437,967	9,441,700	9,339,618	9,340,442
Total Funding	23,441,647	23,663,071	23,397,154	23,340,327

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
120101 Office of Treasurer-Clerk	3.87	3.87	3.00	3.00
120201 Asset Liability	3.75	3.75	4.00	4.00
120301 Records Management	10.00	10.00	10.00	10.00
120401 Revenues	28.00	28.00	23.00	23.00
120501 Pension Administration	7.50	7.50	7.50	7.50
120601 Risk Management	7.50	7.00	7.00	7.00
Total FTE	60.62	60.12	54.50	54.50

Charter and Executive Services
Treasurer-Clerk

Summary of Services Provided

Office of the Treasurer Clerk provides the following services:

Asset/Liability Management

- Manage the city's pension program
- Issue and administer all city debt and disbursement functions

Records Management

- Administer the city's record-keeping functions and archives program

Revenue Management

- Collects revenue from all sources and administer all tax programs
- Provide in-house mail room services

Retirement Administration

- Administer the employee retirement program and the Social Security Alternative Plan

Risk Management

- Administer the city's self-insured programs and ensure adequate protection of all city resources
- Monitor insurance requirements for all city contracts, agreements, requests for proposals, and special events

Charter and Executive Services

Treasurer-Clerk

Trends and Issues

During fiscal year 2008, the Asset Liability Management Division withdrew all city funds invested in the State Board of Administration and established a new enhanced cash program. The success of this program will be evaluated in 2010 in addition to continuous monitoring of the city's cash and short-term investments.

The city's outstanding bonds consist of 13 issuances with combined balances of \$800 million as of September 30, 2008. Of this total, 10 utility-related issues account for \$650 million. The amount of debt issued through the Sunshine State Governmental Financing Commission was \$67 million, however; this amount has been trimmed to \$27 million. While the remaining amount is relatively small, the need to replace variable rate debt with fixed rate loans based on market conditions and city budgeting needs will be closely monitored by the department.

During FY 2010, the Records Management Division will assist departments in developing and implementing process improvements especially those in which functional consolidation with Leon County is prudent. As a result of the City's 2009 Charter Review Committee (CRC) emphasis on pursuing functional consolidation, and the likelihood that the Leon County Charter Review Committee will present a similar recommendation, it is crucial that city departments expedite the process of reviewing and streamlining all work processes.

Emphasis will also be made by the division to assist departments in electronically storing existing records in an effort to cope with staff reductions, diminished resources, disaster recovery efforts, the city's green initiative, and the potential impacts of a projected loss in institutional knowledge.

The Revenue Management Division continues to upgrade systems and processes as business practices are further refined to meet the division's goal of administering the city's collection process through sound revenue principals and cutting-edge technology, while still maintaining the highest degree of public confidence. Division accomplishments included

- Parlayed i-Pay, the electronic cash-reporting system, into a fully automated deposit reconciliation process. The process now allows for single entry processing as well as an automated reconciliation process. Cash reporting and research are all web based.
- Partnered with Utility Business and Customer Services (UBCS) and Information System Services (ISS) to successfully implement SmartBill (Electronic Bill Presentment and Payment solution). Over 8,000 utility customers have already accepted this green initiative.
- Implemented a remote pay solution where local businesses will now accept utility payments from customers. This solution will produce savings to the city in the form of staff reductions and savings through the closure of the utility drive-through facility, while providing enhanced customer service for all city utility customers.

The Retirement Management Division completed a full actuarial valuation during FY09 with preliminary data expected sometime during the first quarter of FY 2010. The city's pension plan took a hit with the downturn in the economy; however, increases in funding are expected beginning FY10. Since the city's plans were fully funded before the market downturn, they are actually in better financial standing than others throughout the state.

The division continues to experience record numbers of requests for retirement information and benefit calculations. The number of planned retirements also continues to rise as this generation is reaching retirement eligibility, which in turn generates additional workload for retirement staff. The increase of media attention relating to retirement issues nationwide has brought about a greater number of inquiries regarding not only the city's pension plans, but also comparisons of our plans to those from other areas with similar demographics and with the Florida Retirement System (FRS).

The City's DROP program for general employees, firefighters and police officers continues to be very popular and also continues to generate a great number of requests for information and calculation of DROP benefits. Although the maximum years for DROP participation is three years, some employees are deciding to terminate DROP early, which also generates additional workload for staff. An increased workload in FY10 is expected in association with firefighters' contract negotiations during 2009 and in association with the police officers' contract negotiations scheduled to begin in February 2010.

For the Risk Management Division, the commercial property insurance market continues to be volatile with

Charter and Executive Services

Treasurer-Clerk

reinsurance rates rising as high as 14%. Recent political and legislative activity will likely give rise to more carriers withdrawing from the Florida market compounding the stress on Citizens Insurance, that will likely give rise to increases in the state's assessments on all policies written in Florida that will impact the City's cost. While the City's most recent placement of commercial property insurance, resulting in a rate reduction and continued favorable terms and conditions, the upcoming years may be more costly, even with exceptional loss experience.

The Legislature is again contemplating the passage of additional benefits for police and fire, which if enacted, will increase the cost of workers compensation and pension benefits. The State's Division of Workers Compensation continues to mandate unfunded elements of electronic reporting and additional data requests accompanied by significant fiscal penalties for non-compliance. The Division is also increasing the frequency of auditing.

Risk Management continues to pursue subrogation and has several cases pending in court. The division is working closely with the State Attorney's office to request court ordered restitution in cases in which the claimant is legally obligated to pay, but elected to be uninsured. Another significant matter facing the city is the implementation of a federal law requiring all claims to include provisions for Medicare set-asides. Penalties for failing to recognize and report such potential losses are very high. This law requires the development of claim profiles to automated claim systems. The division is working jointly with other entities and the Florida Bar to meet this criteria that adds another layer of claim administration.

Risk Management continues to move toward an entirely paperless claim system. The division's claims system vendor is moving to a web-based version of the software and the city is being forced to complete the Riskmaster claim system software upgrade for continued system support.

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Office of the Treasurer-Clerk's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

- Closure of the city's utility drive through facility in January 2010 resulting in the elimination of five FTE positions, Fiscal Impact: (\$196,207).
- Elimination of a vacant inquiries analyst position split funded with the General Fund (0.5 FTE). Fiscal Impact: (\$38,505).
- Elimination of a vacant administrative aide position in March 2010. Fiscal Impact: (\$43,241).
- In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$15,842).
- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings, if applicable.
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

Charter and Executive Services
Treasurer-Clerk

City Commission Action

The City Commission approved the budget for the Office of the Treasurer-Clerk as proposed with the following changes:

Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place.
Fiscal Impact: \$9,082.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$409).

A reduction of \$18,000 in the citywide training budget resulted in a reduction to the Human Resources allocation.
Fiscal Impact: (\$310).

Charter and Executive Services

Treasurer-Clerk

Performance Measures

Program Objectives

The Treasurer-Clerk has identified the following objectives for FY 2010:

Asset Liability Management Division:

- Issue new debt for the electric utility to meet the city's operational objectives
- Compile and publish the 2010 Annual Report to Bondholders in compliance with Securities and Exchange Commission Rule 15c2-12
- Continual review of investment performance as well as periodic asset allocation studies
- Monitor investment performance by money managers for the defined contribution plan
- Evaluate long-term replacement for the local government investment pool managed by the Florida State Board of Administration
- Begin transition to enhanced use of electronic payment to vendors

Records Management Division:

- Continue to educate departments on retention requirements and utilize technology to electronically store/process current and archival information
- Provide hardware, software and design applications that allow departments to store and retrieve all related documents within the electronic storage system using citywide indexing standards
- Continue working with departments to streamline internal work processes, with initial priority being given to land development review and permitting processes
- Continue to partner with departments by providing scanning and/or indexing assistance as needed
- Continue to work with departments on transferring capital project files being stored on various city servers to EDMS

Revenue Division:

- Stabilize and support the remote cash reporting system (i-Pay)
- Implement upgrades of the automated reconciliation process replacing all manual reporting processes
- Enhance the department's processes for single-entry workflow and image capture to meet established goals
- Implement additional web-based electronic payments (business tax and other city payables).
- Relocate and restructure the division to meet the needs of the department in supporting the city's five-year financial plan.

Retirement Division:

- Continue employee education, counsel and calculate retirement and DROP benefits for all employees
- Develop and provide reports to assist with the employee mobility achievement program (E-MAP)

Risk Management Division:

- Administer all workers' compensation, general liability, automobile, and employment practice liability claims from inception through resolution including assisting with litigation
- Pursue subrogation collections, generating additional revenue
- Aggressively pursue recovery for damages to city facilities

Analysis of Performance Measures

The Treasurer-Clerk provides financial and administrative support to city government. Services include fiduciary control, documents management, pension oversight, and risk management. The measures reflected in this document primarily focus on the payments processing and documents functions of the office because other areas of responsibility within the Treasurer-Clerk's Office are overseen by review committees that closely monitor outputs.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
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City of Tallahassee
Fiscal Year 2010 Approved Budget

Charter and Executive Services

Treasurer-Clerk

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of Contracts, Payments, Change Orders, and Insurance Certificates Processed by Records Management Per Year	#	31,026	34,000	30,178	34,000
Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of public records requests received & processed per year	#	921	950	1,081	960
Total dollars collected, recorded and deposited by Revenue staff	\$	760,811,010	800,000,000	757,849,738	805,000,000
Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Business Tax Certificates Processed Per Employee (4.5 FTEs) Per Year	#	2,942	2,974	11,164	3,150
Percentage of Submitted Information Available in EDMS Within 48 Hours After Receipt by Office	%	99	99	99	99
Pages or documents added to EDMS by Records Management staff (4.0 FTE) per year	#	494,119	900,000	857,559	600,000
Number of parking ticket payments processed per employee (9.5 FTE) per year	#	1,621	1,600	1,695	1,700
Retirement administration cost as a percentage of total pension fund assets	%	0.07	0.07	0.07	0.07
Number of utility payments processed per employee (12.5 FTE) per year	#	91,243	90,000	119,201	115,000

**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 ten projects in the amount of \$2,171,400 for FY 2010-2014. Fiscal year 2010 approved appropriation of \$941,400 supports the purchase and implementation of software to administer the city's pension program, (\$736,400), the replacement of remittance processing equipment (\$125,000), funds for the renovation of the Renaissance Center to accommodate staff transfers resulting from the closure of the city's drive through facility (\$70,000) and funding to replace the business tax system application (\$10,000).

Additional capital projects in the five year capital improvement plan include funds for the citywide electronic document management system (\$150,000), maintenance of the city archives building (\$50,000), enhancements of the CORE revenue system (\$60,000), replacement of receipt validators (\$30,000), upgrades to the Riskmaster claim administration software (\$100,000) and funding to enhance electronic payment options (\$465,000). Continued funding is included to replace the business tax system (\$100,000) and to replace remittance processing equipment, (\$375,000).

Funding Source	FY 2010 Appropriation	5 Year CIP Total
General Government Capital Improvement Fund - GGCIF	0	150,000
Internal Loan Fund	736,400	786,400
Revenue Collection	205,000	1,135,000
Risk Management Fund	0	100,000
Total Funding	941,400	2,171,400

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 2009.

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 2010 and were not mentioned in the department's 2010 CIP budget overview.

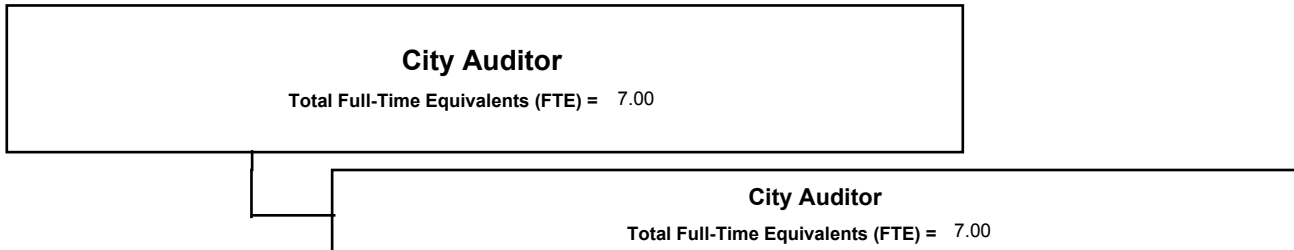
None



Charter and Executive Services

City Auditor

Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
130101 City Auditor	777,643	824,946	815,430	816,734
Total Expenditures	777,643	824,946	815,430	816,734

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	704,003	730,728	735,870	737,411
Operating	25,506	31,783	28,766	28,566
Allocated Accounts	48,133	62,435	50,794	50,757
Total Expenditures	777,643	824,946	815,430	816,734

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	777,643	824,946	815,430	816,734
Total Funding	777,643	824,946	815,430	816,734

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
130101 City Auditor	8.00	7.00	7.00	7.00
Total FTE	8.00	7.00	7.00	7.00

Summary of Services Provided

As provided by the Tallahassee City Charter, the City Auditor is appointed by and serves at the pleasure of the City Commission. In this capacity, the City Auditor is the head and director of all activities within the Office of the City Auditor. The office is responsible for providing a comprehensive auditing program. These duties include providing assurance and advisory services; reviewing and appraising policies, plans, processes, accounting, financial, and other operations of the city; and recommending changes that promote economical, efficient, and effective delivery of city services.

The City Auditor also audits the accuracy of records relating to taxes, fees, and other revenues that are remitted to the city by agencies, private organizations, and individuals. The City Commission, as required by the charter, appoints an Audit Committee to oversee the activities of the Office of the City Auditor. An audit work plan is developed annually with input from the committee, City Commission, and management. The audit work plan is reviewed by the committee and forwarded to the City Commission with a recommendation for formal approval.

Charter and Executive Services

City Auditor

Trends and Issues

Anticipated Programs and Services for 2010

For FY2010, 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 FY2008 and FY2009. In addition, the City Auditor's Office will continue to focus on City internal control systems, conduct risk assessments as part of the annual audit planning process, and timely respond to the City Manager's request for assistance to review issues beyond those listed in the annual audit plan. For FY2010, priority audit topics will continue to be those that address the financial viability of the government and audit activities relating to the American Reinvestment and Recovery Act.

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, no audits have been identified to be performed for the next five years. The plan will be updated each year based on management input. The disadvantage of not listing out audits for each of the five years is that no one knows exactly when their program will be audited. The advantage to not listing out the planned audits for each of the five years is that managers know their program could be audited the next year.

The City Auditor's Office acquired additional software products in the last few fiscal years. The first product was ACL (Audit Command Language) and the second was AutoAudit. These products make the audit process more efficient. As the initial software cost has already occurred, the cost of going forward is annual maintenance. In order for our staff to continue working efficiently and within industry standards, the department must continue to maintain our current computer software programs and capabilities.

It also is important that 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.

Status report on approved ISLs over past two years (FY2008 and FY2009)

Peer Review

In FY2009, the City Auditor's Office requested a one-time service level increase of \$4000 for the travel expenses related to 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 audit processes followed 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 peer review was conducted in March 2009 by the Association of Local Government Auditors (ALGA). At the conclusion of the 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.

Charter and Executive Services City Auditor

Significant Changes From FY 2009

Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

The following service level changes were approved as proposed for the City Auditor Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact (\$4,207).

City Commission Action

The City Commission approved the budget for the Office of City Auditor with the following changes:

Salary enhancements for general government employees were approved at 0%, while Police union employees were approved at an average increase of 5.5%, per the collective bargaining agreement. Negotiations between management and the Fire union will continue into FY10, regarding FY10 raises for Fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$2,264.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$200).

A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$37).

Charter and Executive Services

City Auditor

Performance Measures

Program Objectives

The Office of the City Auditor identified the following objectives for fiscal year 2010:

1. Improve risk management, controls, and governance processes through completion of a comprehensive auditing program, which may include either performance audits, assurance/advisory services, guidance/assistance services, inquiries, and/or follow up reports.
2. Make value-added recommendations that are understandable, useful, and actionable.
3. Issue reports that meet the needs of users to include the City Commission, the City Audit Committee, the offices of the appointed officials, city management, citizens, and other users of the report.
4. Provide assurances to the City Commission and appointed officials that proposed management corrective actions have been implemented.
5. Attract and retain a professional and experienced work force that has the qualifications and experience to add value to a broad array of city programs.
6. Maintain a professional staff that demonstrates competence through certification and that improves proficiency through continuing professional education and training.
7. Maintain an appropriate quality control review program as evidenced by periodic external review of policies and procedures and work performed.
8. Support the administrative needs of the City Audit Committee, and keep the committee informed and seek their guidance and advice.

The Office of the City Auditor anticipates meeting or exceeding their performance measures and goals during fiscal year 2010.

Charter and Executive Services City Auditor

Analysis of Performance Measures

Fiscal Years 2008 and 2009 Accomplishments

For the past two fiscal years, the Office of the City Auditor has been involved in many value-added projects. The work performed on Fleet Fuel, StarMetro Staffing, the Owner-Occupied Home Rehabilitation Program, OPEB, Take-home Vehicles, Allocated Costs, and Communications Services Tax 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, the office focused on City internal control systems, conducted risk assessments as part of the annual audit planning process, and timely responded to the City Manager's request for assistance to review issues beyond those listed in the annual audit plan.

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. The office conducts 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, 2008, through September 30, 2009, the office plans to issue 15 audit reports and 14 follow-up reports, for a total of 29 audit products.

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, a survey of City staff that have worked with the office during the audit to obtain feedback on how the Auditor is 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.

3. Education and Outreach

As an Appointed Official, the City Auditor has a responsibility to provide timely and relevant information to the Commission, the City Audit Committee, and Appointed Officials and their staff regarding professional issues affecting City operations. Some of the education and outreach efforts of this office (to include staff activities) during the review period included:

In 2008, the Auditor worked with other Appointed Officials and City staff to produce the City's first Citizen Centric Report, "A Report to Our Citizens." In 2009, a second Citizen Centric Report was issued. The reports have received positive feedback locally and at the state and national level.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
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**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Charter and Executive Services

City Auditor

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of Fraud Hotline Calls Received	#	17	4	3	4
<i>As of September 30, 2009, three calls were received on the Fraud Hotline.</i>					
Number of Management Requests for Additional Audit Services (Review of Processes and Controls, Performance Measurement Activities, Policies and Procedures, Etc.)	#	5	0	1	0
<i>As of September 30, 2009, the Office of the City Auditor received one request from management for audit services.</i>					
Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Assurance and Advisory Service Reports Planned for Completion.	#	9	15	8	12
<i>As of September 30, 2009 the Office of the City Auditor completed 8 of the anticipated 15 assurance and advisory service reports planned for completion.</i>					
Follow Up and Final Follow Up Reports Planned for Completion	#	12	14	11	14
<i>As of September 30, 2009, the Office of the City Auditor completed 11 of the 14 follow-up and final follow-up reports planned for completion during FY 2009.</i>					
Number of Audit Reports Distributed and Number of Inquiries for Audit Reports or Information About the Office of the City Auditor Based Upon Visits to the Office Website and Individual Requests for Audit Information.	#	42,572	40,000	37,130	40,000
<i>As of September 30, 2009, the Office of the City Auditor received 37,130 inquiries for audit reports and information.</i>					
Inquiry Reports Planned for Completion	#	3	1	1	1
<i>As of September 30, 2009, the Office of the City Auditor 1 of 1 inquiry reports planned for completion.</i>					
Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of times preparation/distribution of Audit Committee materials occurred at least three days prior to the meeting and distribution of the minutes for City Audit Committee meetings occurred within 30 days of the meeting.	#	5	5	5	5
<i>As of September 30, 2009, the Office of the City Auditor has prepared and distributed Audit Committee materials and minutes in a timely manner five times.</i>					
Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Percent of Responders to Customer Surveys That Were Either Very Satisfied or Extremely Satisfied That Work Was Done in a Professional and Fair Manner	%	90	100	100	100
<i>As of September 30, 2009, 100% of responders to customer surveys were either very satisfied or extremely satisfied that work was done in a professional and fair manner.</i>					

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Charter and Executive Services

City Auditor

Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Average Level of Satisfaction of the Performance of the City Auditor Based Upon Annual Evaluation by the Mayor and Each City Commissioner <i>1=Does Not Meet Expectations; 2=Meets Expectations; 3=Exceeds Expectations; 4=Outstanding In December 2008, the City Auditor received a 4 on his evaluation for FY 2008. It is expected that his evaluation for FY 2009 will be received in FY 2009-2010.</i>	#	4	4	4	4
Percent of assurance and advisory service reports completed <i>As of September 30, 2009, the Office of the City Auditor completed 53.36% of assurance and advisory service reports planned for completion.</i>	%	64.29	100.00	53.36	100.00
Percent of corrective action plan steps due that were completed within the time period specified by management. <i>Of the action plan steps due, 80.7% were completed on time.</i>	%	100.00	85.00	80.70	80.00
Percent of management requests for additional audit services completed. <i>As of September 30, 2009, the Office of the City Auditor received one management request for audit services. The review is in process.</i>	%	100	100	0	100
Percent of follow up and final follow up reports completed. <i>As of September 30, 2009, the Office of the City Auditor has completed 78.54% of the 14 follow-up and final follow-up reports planned for completion during FY 2009.</i>	%	66.22	100.00	78.54	100.00

Charter and Executive Services
City Auditor
Capital Improvement Program Budget

CIP Budget Overview

The Office of the City Auditor has no capital projects for fiscal years 2010-2014.

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 2009.

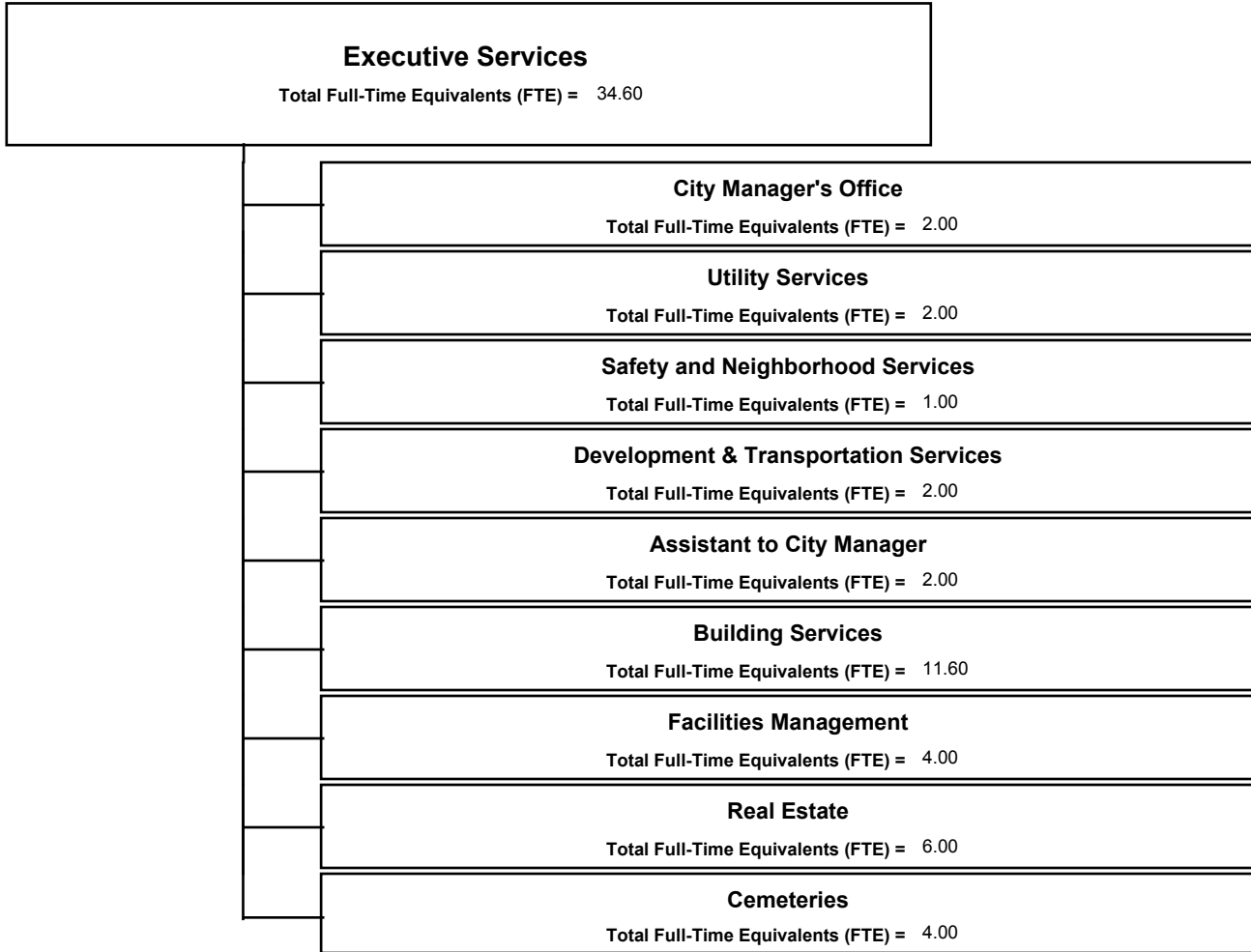
None.

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 2010.

None.

Charter and Executive Services
Executive Services
Organizational Chart



**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Charter and Executive Services

Executive Services

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
140101 City Manager's Office	446,173	426,499	420,776	421,564
140201 Utility Services	288,064	296,036	295,847	296,300
140301 Safety and Neighborhood Services	197,589	202,511	175,359	175,175
140401 Development & Transportation Services	271,275	239,715	219,423	219,966
140501 Assistant to City Manager	80,731	71,638	202,119	202,492
140601 Building Services	2,076,851	1,792,922	1,847,647	1,847,506
140602 Facilities Management	398,446	401,261	335,478	335,877
140701 Real Estate	762,738	616,311	514,949	515,438
140702 Eastside Garage	144,533	144,185	152,607	152,607
140703 Cemeteries	359,101	532,634	485,068	484,945
Total Expenditures	5,025,501	4,723,712	4,649,273	4,651,870

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	2,705,556	2,560,536	2,485,730	2,488,547
Operating	1,045,509	895,621	1,078,467	1,078,467
Allocated Accounts	540,739	574,237	511,414	511,194
Utilities and Other Expenses	516,148	478,335	546,895	546,895
Transfers	217,550	188,897	0	0
Contributions to Operations	0	26,086	26,767	26,767
Total Expenditures	5,025,501	4,723,712	4,649,273	4,651,870

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	4,666,401	4,191,078	4,164,205	4,166,925
Cemetery Fund	359,101	532,634	485,068	484,945
Total Funding	5,025,501	4,723,712	4,649,273	4,651,870

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
140101 City Manager's Office	2.00	2.00	2.00	2.00
140201 Utility Services	2.00	2.00	2.00	2.00
140301 Safety and Neighborhood Services	1.00	1.00	1.00	1.00
140401 Development & Transportation Services	2.00	2.00	2.00	2.00
140501 Assistant to City Manager	1.50	1.00	2.00	2.00
140601 Building Services	14.00	12.00	11.60	11.60
140602 Facilities Management	5.00	5.00	4.00	4.00
140701 Real Estate	7.00	7.00	6.00	6.00
140703 Cemeteries	3.00	4.00	4.00	4.00
Total FTE	37.50	36.00	34.60	34.60

Charter and Executive Services

Executive Services

Summary of Services Provided

Office of the City Manager

- Responsible for maintaining the management functions of city government and administering the day-to-day operations of most facets of city government.
- Responsible for oversight of the City Commission meeting agenda process.
- Establish long term strategic plans, as well as short term targets, which are formulated into the city's Target Issues and Focus Issues. This is accomplished through the scheduling of the twice-a-year City Commission retreat. These goals and targets guide the operation of our government as it continues its orientation to customer satisfaction and quality improvement.

Assistant City Managers

- Three Assistant City Managers oversee three service areas comprised of Development and Transportation Services, Safety and Neighborhood Services, and Utility Services and provide overall management direction and policy guidance to department directors that are assigned to their respective service area.

Assistant to the City Manager

- Oversees the Building Services, Facilities Management, Property Management Divisions, and the Department of Communications.

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 acquire land rights-of-way and easements for capital projects.

Charter and Executive Services

Executive Services

Trends and Issues

Key trends and issues for Building Services and Facilities Management are as follows:

Facilities Management continually maintains City Hall by providing electrical, painting, plumbing and other forms of repairs and upgrades, which result in significant savings. Some examples are the purchase and installation of motion sensors in the restrooms and painting of the hallways to maintain the appearance standards. In FY 2008, 2,308 work orders were completed and in the first two quarters of FY 2009, 1,291 work orders have been completed.

Facilities Management provides set-up service for meetings in City Hall conference rooms. In FY 2008, Facilities Management performed 642 of these set-ups. As of the end of the second quarter of FY 2009, requests were up slightly with 360 room setups. Fees are charged to unaffiliated organizations for the use of these meeting rooms. In FY 2008, Facilities Management collected \$3,062. Through March 31, 2009, \$1,448 was collected. This compares to 613 setups for FY 2007 when no fee was charged.

The nighttime custodial staff of Facilities Management was reduced from 7 full-time and one temporary employee in FY 2008 to 5 full-time and one temporary employee at the beginning of FY 2009. Due to the retirement of the night supervisor, a crew of four permanent employees and 1.5 temporary employees clean City Hall. Staff continues to meet the challenge of maintaining the cleaning standards for all 4 levels and the garage of City Hall even with reductions in staff.

Facilities Management provided in-house project management, architectural design, and subcontractor service for the successful completion of the City Hall office renovations in January 2009. Facilities staff saved over \$20,000 by providing services such as electrical, painting and carpentry work with existing staff.

Facilities Management has reduced carbon footprint by purchasing green cleaning products, installing energy-saving light fixtures, relocating thermostats to optimum locations, using paint and carpet with no volatile organic compounds and installing energy-saving plumbing fixtures. Facilities Management recognizes the need to be proactive when it comes to green products and practices, and staff actively participates in green issues with one Leadership in Energy and Environmental Design (LEED) accredited professional and membership in the United States Green Building Council.

Facilities Management manages the city's security guard contract, which provides security guards at City Hall and the Renaissance Center. At City Hall, the city utilizes 24-hour shifts 7 days a week and at the Renaissance Center the security guards work 12-hour shifts 7 days a week. These services not only provide security and safety to city employees, but also to the customers that visit these locations daily. Due to budget cuts, the number of security guards has been reduced at the Renaissance Center and security service at the Gemini Building has been eliminated due to the limited public access.

Facilities Management Architectural Services section provides project management, design services, and construction administration for other city departments. Some examples of projects are Wade Wehunt, StarMetro Administration, CK Steele Driver's Lounge, Winthrop Park, and Jake Gaither.

In support of green initiatives, Facilities Management Architectural Services helped reduce energy consumption by implementing solar thermal and photovoltaic units at Jack McLean Aquatics Center, Wade Wehunt Pool Facility and Animal Service Center and the installation of the solar parking lot lights at Jack McLean Park and Solid Waste. Facilities Management will continue to develop and implement these types of energy-saving designs in future projects.

The challenge for Facilities Management is to provide maintenance, repair, and renovation to aging city facilities with limited resources. As buildings mature in age, they typically require additional attention to assure continual operation. Facilities Management will continue to provide the highest-level service to city employees and the citizens of this community with the provided resources.

Property Management served as the project manager of the Johns/Clemons Buildings demolition, maintenance

Charter and Executive Services

Executive Services

and parking management of this property and installation of a “green” roof at Gemini (June 2009) with a \$300,000 cost savings over traditional roofs.

Property Management is conducting a building commissioning of the Renaissance Building in order to improve energy efficiency and temperatures to comply with city-required set points to lower utility costs in both buildings.

The opening of an additional section in Roselawn Cemetery provided an additional \$144,000 in general fund revenue for this fiscal year. This is an indication of the continuing demand for new spaces in a city cemetery.

The Real Estate division’s workload has continued to shift from roadway acquisitions to more utility projects. Based on performance to date, the number of requests for land acquisitions is expected to exceed those of 2008, and actual acquisitions are expected to increase by 20 percent.

Significant Changes From FY 2009

Additional reductions of five percent in the department’s funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The Commission also directed that unexpended capital outlay funding in departments be eliminated.

Effective February 14, 2009, the deputy building official position in the Growth Management Department has taken on additional duties of the vacant facilities management position and is being funded 60% of his time from Facilities Management. This partnership allows for both departments to reduce the amount of funding for these positions and will continue in FY 2010.

The following service level changes were included in the proposed budget for the Executive Services Department’s fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.
- Reduce miscellaneous line items in City Manager’s Office. Fiscal Impact: (\$5,000).
- Reduce miscellaneous line items in Facilities Management. Fiscal Impact: (\$18,015).
- Reduce miscellaneous line items in Real Estate division. Fiscal Impact: (\$18,000).
- Elimination of a vacant facilities coordinator position. Fiscal Impact: (\$92,920).
- Increase parking fees at downtown garages. Fiscal Impact: \$250,000.
- Elimination of a property agent position. Fiscal Impact: (\$75,200).
- In FY10, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$12,062).

Charter and Executive Services
Executive Services

City Commission Action

The City Commission approved the budget for the Executive Services department with the following changes.

Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two-day furlough was reduced to a one-day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place.
Fiscal Impact: \$7,521.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$455).

A reduction of \$18,000 in the citywide training budget resulted in a reduction to the Human Resources allocation.
Fiscal Impact: (\$220).

Charter and Executive Services

Executive Services

Performance Measures

Program Objectives

The program objectives for Building Services, Facilities Management and Property Management are as follows:

- Establish and update building standards for construction
- Work with the Energy Services Department and develop standards for conservation of energy at all of our facilities, new and renovated
- Design buildings within the departmental budgetary constraints and timeline requirements
- Design functional buildings and work space environments to create a workplace that promotes job productivity and satisfaction
- Develop a consolidated maintenance plan for all buildings owned by the city
- Establish a comprehensive detailed site visit review sheet for all projects
- Perform peer review of drawings and specifications of documents to assure quality and code compliances
- Management of the Renaissance and Gemini Buildings, parking garages, leases, property inventory, property acquisitions and right-of-way for road projects
- Maintain appearance and upkeep of cemeteries in good condition

Charter and Executive Services

Executive Services

Analysis of Performance Measures

The department has identified seven output, two efficiency, one effectiveness and one outcome measure to identify success towards accomplishing safety goals, cost goals, reliability goals, and the ability to be benchmarked against industry standards. The target measures represent industry standards, while taking into account the differences that exist in the municipal versus private marketplace, and the variety of operational units available under varied government settings.

Benchmarks are derived from Building Owners and Managers Association (BOMA) measures, American Public Works Association (APWA) standards, and International City/County Management Association (ICCMA) reported standards. In certain cases, specific municipal governments will be surveyed to understand cost-based performance, and as the city moves towards green building standards, personnel and performance measures will be identified within Leadership in Energy and Environmental Design (LEED) standards.

- Four output measures are related to security, and while the number of patrons visiting City Hall is lower than industry benchmarks, the activities of the security guards far exceed industry experience in restricted items taken per month at security checkpoints and security incidents.
- Output, efficiency and effectiveness measures all indicate that building services and facilities management are performing at high levels. In FY08 actual maintenance service requests performed were 2,444 versus 1,233 industry standards, and FY09 actual through March indicates greater number than industry standards.
- The percentage of maintenance tasks accomplished internally rather than by contract was 5.6% in FY08 and 5% FY09 YTD is still below industry standard of 15%. This indicates that this ratio may be improved to realize quality improvement and cost savings.
- The efficiency of Real Estate division has been demonstrated by the agent cost per parcel. This cost is approximately 1/3 of a consultant-based acquisition program. Additionally, having staff in-house ensures compliance with real estate policy and procedures, improves responsiveness and customer service.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of Cemeteries	#	6	6	6	6

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Charter and Executive Services

Executive Services

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Restricted Items taken per month	#	38.75	40.00	9.83	40.00
<i>Data from the Building Owners and Managers Association show an industry average of seven weapons per day. The increase in number of weapons confiscated reflects activity occurring during the Springtime Tallahassee festival and other downtown entertainment events where several attendees brought prohibited items.</i>					
Revenue received for grave space sales	\$	58,428	63,000	291,189	63,000
Security - Incidents	#	15	40	22	40
<i>Information from the Building Owners and Managers Association reflects an average of one security incident as an industry standard.</i>					
Total No. of Maintenance Service Requests responded by staff and not contractual labor	#	2,444	2,000	2,365	2,000
<i>Industry standards indicate 1,233 based on data from the American Public Works Association and the Building Owners and Managers Association.</i>					
Total No. of New Bldgs. & Renovation Projects Designed and/or Constructed	#	4.20	10.00	3.50	4.00
<i>Building and renovation design is an elongated process whereby one building may involve a year's worth of effort. There is typically little change from quarter to quarter.</i>					
Total No. of Screened patrons entering City Hall	#	54,713	60,000	52,960	60,000
<i>Data from the Building Owners and Managers Association indicates an industry average of 26,000 patrons.</i>					
Total No. of work orders for set-ups and responded to within 24 hours	#	652	700	586	700
<i>Data from the Building Owners and Managers Association indicates an industry average of 1,020 work orders.</i>					
Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Average Cost Per Square Foot to Maintain City Hall	\$	3.87	5.95	1.33	5.95
<i>Based on information from the American Public Works Association, the average cost of repairs and maintenance per square foot is \$6.25.</i>					
Cemetery maintenance cost per acre	\$	986	995	986	986
<i>The city tracks the cost of the maintenance of all cemeteries by contract, which are measured in acres. On May 10, 2006, the City Commission awarded new three-year contracts, which maintain the current cost at \$986 per acre for 133.3 acres.</i>					
Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Percentage of custodial tasks that are assigned that are not routine tasks	%	4.92	5.00	5.00	5.00
<i>This measure tracks the percentage of tasks outside the realm of normal duties that are assigned to facilities staff. As an example, some meeting set-up tasks and other unplanned activities would be reflected in the actual results for this performance measure. Data from the American Public Works Association and the Building Owners and Managers Association suggest that 15 percent is an average for this performance measure.</i>					
Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Percentage of Maintenance tasks that are converted from outside contractual service agreements	%	5.58	23.00	5.00	23.00
<i>Data from the American Public Works Association and the Building Owners and Managers Association indicate that an average of 15 percent of tasks performed by outside contractors can be reassigned to internal staff.</i>					

Charter and Executive Services
Executive Services
Capital Improvement Program Budget

CIP Budget Overview

The FY 2010-2014 capital improvement program includes \$5,911,000 for:

- repairs and maintenance (\$1,150,000)
- replacement of the cooling towers at City Hall (\$950,000)
- sealing and waterproofing of City Hall (\$600,000)
- adding heating capability to the first floor of City Hall (\$50,000)
- mechanical air handlers updated to DDC controls (\$450,000)
- guardrail and handrail modification at City Hall (\$125,000)
- parking garage waterproffing at City Hall and Kleman Plaza (\$1,665,000)
- replace carpet at City Hall (\$600,000)
- replacement of sprinkler pipe at City Hall (\$225,000), and
- structural repair and replacement of equipments at Kleman Plaza (\$96,000).

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	96,000	5,711,000
General Government Capital Project Account - GGCPA	200,000	200,000
Total Funding	296,000	5,911,000

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 2009.

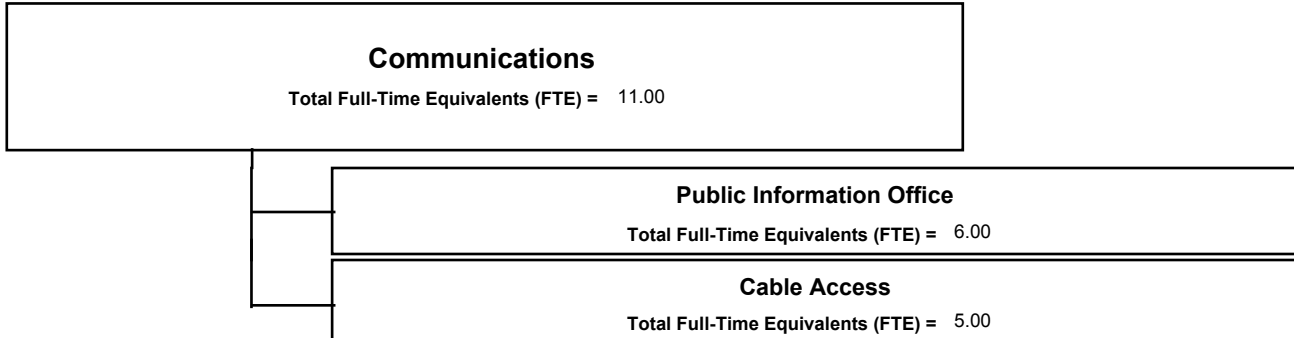
- HVAC
- Kleman Plaza Structural Repair
- Kleman Plaza Refurbishments
- Acquisition of 823 Lake Bradford Road

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 2010.

- City Hall Offices Relocation
- Renaissance Office Building Relocation
- Land Banking Miscellaneous
- Southside Cemetery Fence & Miscellaneous Repair

**Charter and Executive Services
Communications
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
380101 Public Information Office	641,111	659,963	674,008	674,261
380201 Cable Access	472,641	473,245	412,662	413,489
Total Expenditures	1,113,752	1,133,208	1,086,670	1,087,750

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	881,434	899,369	790,223	791,373
Operating	128,603	116,535	108,628	108,628
Allocated Accounts	103,714	117,304	187,819	187,749
Total Expenditures	1,113,752	1,133,208	1,086,670	1,087,750

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	1,113,752	1,133,208	1,086,670	1,087,750
Total Funding	1,113,752	1,133,208	1,086,670	1,087,750

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
380101 Public Information Office	7.00	7.00	6.00	6.00
380201 Cable Access	6.00	5.00	5.00	5.00
Total FTE	13.00	12.00	11.00	11.00

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
- Develops news releases, pitches stories, and arranges interviews with the media

Charter and Executive Services Communications

Trends and Issues

The Department of Communications' main purpose is to keep Tallahassee citizens informed of the city's initiatives, projects and services. Highlights for the past year include:

Tal.gov.com

- Attracted nearly 3.2 million visitors, registering over 57 million hits (5/1/08-4/30/09).
- Expanded the e-mail subscription service with over 4,500 citizens currently registered to receive information directly from the city with 600,000 emails sent in one year.
- Social Marketing is now being utilized, with links on every web page to the popular Facebook and MySpace sites, and the city's first Facebook presence created for Gaines Street with over 400 'fans' signing up for updates within the first two months of the link being established.
- 1,800 inquiries to the DOC's webmaster via the AskTal.gov system, with a response to the customer within 24 hours (business days).
- Commission meetings now indexed and available on demand, with 180 visitors in the first three months.
- Introduction of SmartBill last fall, with over 8,000 customers now receiving their utility bill via e-mail. One-third of all utility payments are now electronic.
- Redesign of the Tallahassee Regional Airport site and new online services via outside contractors that helped generate a 600% increase in visitors to the Airport's pages.

Special Project Assistance

- Communications Plans developed for Eastern Transmission Line, Kerry Forest Parkway extension, Graffiti Abatement Initiative, and Gaines Street Revitalization, with work underway for the Advanced Wastewater Treatment project, introduction of the Smart Grid, StarMetro's decentralization initiative and city stimulus projects. In addition, efforts have continued to promote and publicize the city's green initiatives.

Media Relations

- In the one-year period of 5/1/08-4/30/09, the PIO issued 225 news releases/media advisories.

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 12 national, regional and statewide awards, including the 2008 "Best of the Web" award.

Revenue

- WCOT has worked to generate revenue, when possible, and by the end of this fiscal year is expected to generate \$6,270 (providing production services for outside meetings, including the Biomass Forum and a Kids Town Hall Meeting, and a public service announcement on pedestrian safety for Florida State University). WCOT continues to sell programs and meeting DVDs and tapes.

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Executive Services Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.
- Communications will reduce miscellaneous line items by \$10,229 in FY10.
- In FY10, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$3,478).

**Charter and Executive Services
Communications**

City Commission Action

The City Commission approved the budget for the Communications Department with the following changes:

Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two-day furlough was reduced to a one-day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place.
Fiscal Impact: \$2,584.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$189).

A reduction of \$18,000 in the citywide training budget resulted in a reduction to the Human Resources allocation.
Fiscal Impact: (\$70).

**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
- 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 e-mail subscription service on Talgov.com has experienced tremendous growth since first being introduced couple years ago. In an effort to connect directly to citizens, Communications now has 14 different categories of email subscription services.

As of March 31, WCOT had produced 107 productions for FY 2009. This reflects a programming decrease of only 20% from two years ago, with a staffing decrease of 33%.

From a technology standpoint, the city's Talgov.com website has continued to evolve to meet the rapidly changing and expanding opportunities on the web. The extensive information, services and transactional offerings are coordinated through three web employees, supported by departmental representatives. WCOT is continuing to look for new technologies to deliver the city's message to citizens. By the end of fiscal year 2009, WCOT will be adding a video on demand service to Talgov.com. This will allow citizens to view programs, press conferences and other selected special events at their convenience, in addition to the streaming video of WCOT's current programming that is already available on line.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of Communication FTEs	#	13	12	12	12

Through the end of FY 07/08 there were 13 FTE positions in Communications. However, FY09 brought forth the reduction of one FTE position. Therefore, beginning this FY, the FTE is reduced to 12.

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Maintain community awareness of COT services/programs through stable/increasing number of quality TV programs	#	217	114	212	114

With the elimination of two full time producer positions within WCOT, the number of programs created by WCOT is expected to decrease.

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Charter and Executive Services

Communications

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Achieve 80% satisfaction rating for one Communications project measured each year.	%	91	80	83	80
<p><i>The performance measure will be Gaines St. This is a multiple stage project. This measure focused on the first stage which involved Utility infrastructure construction. The Department will be doing a survey to report results on Communication efforts in Fall '09. So far, the Department has established a Facebook page which already has 405 "fans", a Twitter account with 59 "followers" and an option on the email subscription list for Gaines St information with 126 enlisted. There is also a city phone hotline and email account for Gaines related inquiries. At the end of FY09 the Gaines Facebook page has 544 fans, Twitter had 161 followers and the email subscription list was at 245.</i></p>					
Increase the number of web-site visitors by 10% annually	#	3,517,361	4,257,227	3,961,545	4,682,950
<p><i>Web site visits have decreased as alternative services, such as direct e-mail to subscribers, have been implemented by the Communications Department. The targeted number of hits for FY 2010 (4.7 million) reflects a 10% increase over the FY 2009 budgeted number.</i></p>					

Charter and Executive Services
Communications
Capital Improvement Program Budget

CIP Budget Overview

The Department of Communications does not have any capital projects for FY 2010-2014.

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 2009.

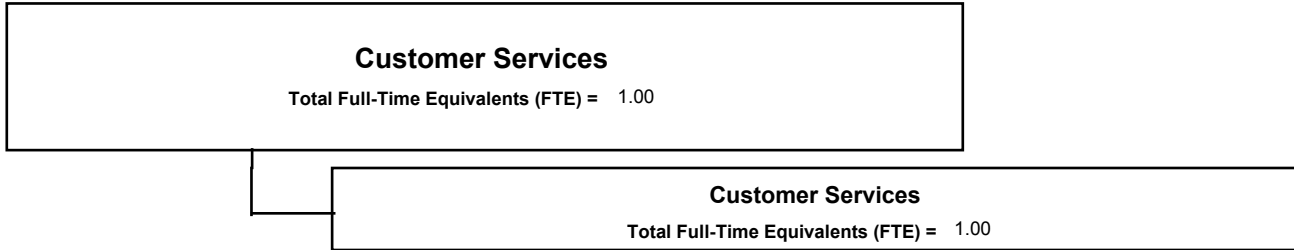
None.

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 2010.

None.

**Charter and Executive Services
Customer Services
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
390101 Customer Services	168,869	98,220	93,747	93,965
Total Expenditures	168,869	98,220	93,747	93,965

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	150,118	80,360	79,817	80,072
Operating	2,358	10,911	6,191	6,164
Allocated Accounts	16,393	6,949	7,739	7,729
Total Expenditures	168,869	98,220	93,747	93,965

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	168,869	98,220	93,747	93,965
Total Funding	168,869	98,220	93,747	93,965

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
390101 Customer Services	2.00	1.00	1.00	1.00
Total FTE	2.00	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 2009

The following service level changes were included in the proposed budget for Customer Services fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.
- In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$510).
- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings.
- Reduce reproduction budget. Fiscal Impact: (\$5,000).

Charter and Executive Services
Customer Services

City Commission Action

The City Commission approved the budget for Customer Services with the following changes:

- Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.
- The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$255.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$27).
- A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$10).

Charter and Executive Services

Customer Services

Performance Measures

Program Objectives

Customer Services has identified the following program objectives for FY 2010:

- 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

Charter and Executive Services
Customer Services
Capital Improvement Program Budget

CIP Budget Overview

The Customer Services has no capital projects for fiscal years 2010 through 2014.

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 2009.

None

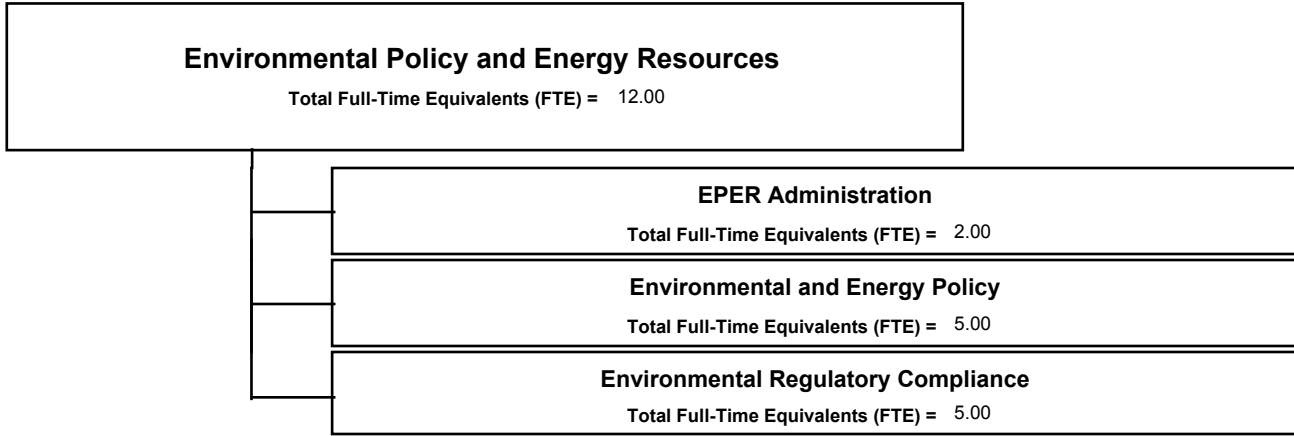
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that are expected to continue into fiscal year 2010.

None



Charter and Executive Services
Environmental Policy and Energy Resources
Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
520101 EPER Administration	0	559,616	489,744	489,890
520201 Environmental and Energy Policy	0	450,499	492,551	493,004
520301 Environmental Regulatory Compliance	1,085,552	495,069	492,695	493,246
Total Expenditures	1,085,552	1,505,184	1,474,990	1,476,140

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	887,343	1,170,570	1,182,896	1,184,631
Operating	72,727	237,800	211,007	210,479
Allocated Accounts	85,482	96,814	73,127	73,070
Transfers	40,000	0	0	0
Year End Adjustments	0	0	7,960	7,960
Total Expenditures	1,085,552	1,505,184	1,474,990	1,476,140

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Environmental Policy and Energy Resource Fund	1,085,552	1,505,184	1,474,990	1,476,140
Total Funding	1,085,552	1,505,184	1,474,990	1,476,140

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
520101 EPER Administration	0.00	2.00	2.00	2.00
520201 Environmental and Energy Policy	0.00	5.00	5.00	5.00
520301 Environmental Regulatory Compliance	11.00	5.00	5.00	5.00
Total FTE	11.00	12.00	12.00	12.00

Charter and Executive Services

Environmental Policy and Energy Resources

Summary of Services Provided

The City Manager implemented an internal reorganization effective April 2008 to increase the efficiency and effectiveness of city operations and provide an enhanced focus on environmental protection and energy conservation initiatives. As a part of the reorganization, the City Manager established the Environmental Policy and Energy Resources Department (EPER). The core functions of the department are policy development, green city initiatives, measurement and evaluation, community outreach, and environmental regulatory compliance. These functions, that build upon significant achievements the city has accomplished to date, will promote "green" policies and sustainable practices for city government and the community.

Policy Development - Policy development consolidates policy and planning activities that previously were dispersed in various departments.

Green City Initiative - In December 2007, city government earned a Green City Designation from the Florida Green Building Coalition (FGBC).

Measurement and Verification - Quantitative and qualitative evaluation is essential to measuring the effectiveness of the city's green initiatives.

Community Outreach - A sustainable green program requires a commitment not only from city management and employees but also from Tallahassee residents and businesses.

Environmental Regulatory Compliance - EPER is responsible for assisting with the development and implementation of environmental permitting and compliance programs for the city's utilities and some general government activities, in accordance with the applicable statutes, laws, rules and regulations of federal and state regulatory agencies.

EPER will continue to apply for and manage the EPA's Brownfields assessment and petroleum grants.

EPER also is responsible for monitoring and reporting on proposed climate change and global warming legislation and regulations, which will directly impact city operations.

Trends and Issues

The environmental workload has significantly increased due to a number of factors including but not limited to increased federal and state environmental legislation; more stringent environmental requirements; increased number of city departments to serve; and increased responsibilities from existing internal customers. Over recent years staff has assumed new responsibilities associated with serving on-call and providing regulatory notification for unauthorized sewage spills. Additional responsibilities include:

- T.P. Smith Consent Order, Environmental Management System Development and ISO14001 Certification
- Hopkins Boiler No. 2 Repowering Project
- Various biomass projects
- Climate change, carbon footprinting and greenhouse gas analysis
- Cascades Park
- Revitalization projects in the downtown area which includes numerous contamination assessments and remediation sites and concurrent applications for, and receipt of, Brownfield's grant funding
- An aggressive City wide effort to "Go Green"

Charter and Executive Services Environmental Policy and Energy Resources

Significant Changes From FY 2009

Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

The following service level changes were approved as proposed for the Environmental Policy and Energy Resources Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact (\$5,737).

City Commission Action

The City Commission approved the budget for Environmental Policy and Energy Resources Department with the following changes:

Salary enhancements for general government employees were approved at 0%, while Police union employees were approved at an average increase of 5.5%, per the collective bargaining agreement. Negotiations between management and the Fire union will continue into FY10, regarding FY10 raises for Fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$3,034.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$528).

A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$57).

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, FY2009 activities, and FY2010-14 planned activities:

- Maintain and develop green city silver-gold-platinum FGBC Certification
- Expansion of environmental management systems in Underground Utilities
- Capital cascades remediation, deconstruction and continued monitoring and compliance
- Aquifer protection program
- Apply for awards to benchmark city activities
- Apply for grants to fund sustainable city initiatives

Charter and Executive Services

Environmental Policy and Energy Resources

Analysis of Performance Measures

The U.S. Environmental Protection Agency (EPA) awarded the City of Tallahassee the "Excellence in Site Reuse" Award for the Cascades Contaminant Clean-Up. It marked the first time EPA has ever given this award, which recognizes the City's innovative and environmentally sensitive work to remove contaminants from the area so it can be developed into a world-class public park.

The City of Tallahassee was honored by the Florida Green Building Coalition (FGBC) as a Gold Certified Green City. Tallahassee is the first city in Florida to be awarded a Gold Designation under the FGBC Green City Local Government Standard. The City was able to accomplish the move from Silver to Gold in under a year with innovative programs like Demand Side Management; organization-wide policies to reduce water, energy and waste; Environmentally Preferable Purchasing practices; and the creation of the Environmental Policy and Energy Resources (EPER) Department, which manages the City's sustainability efforts.

Start Thinking About Recycling (STAR) – STAR is a program that is designed to increase recycling participation, and reduce garbage generation. This is accomplished by shifting the way employees currently view and treat garbage and recyclables. The program has been completely implemented in City Hall and the next step is to develop an educational promotion for the program to launch in Gemini, Renaissance, Jackson Bluff and Municipal Services Complex within the 2010 fiscal year. STAR will be fully implemented to all City facilities by the end of the 2014 fiscal year.

Recycling in Public Spaces (RPS) – The RPS program with the assistance of Parks, Recreation and Community Affairs was able to meet and surpass its minimum requirements to have 20 locations in Tallahassee to have recycling. The City has been able to place recycling containers in the following areas, through the financial backing from the Greening the Government Grant: City Hall, Renaissance, Gemini, Tom Brown Park, Messer Sports Complex, Meridian Park, The Meadows Soccer Complex and Forest Meadows.

Green Thumb Project – In support of Earth Day, EPER held its 1st Bi-Annual Green Thumb Project. The staff of EPER and Parks & Rec. met at Lake Ella to prune trees around the lake. As a department we feel the best way to teach and educate other employees is by example.

Earth Day at the Capitol – Assisted other City departments by providing a booth with educational materials and an interactive display to educate teachers and students on ways to green their schools.

Earth Day at Southwood – Assisted other City departments by providing a booth with education materials and an interactive display to promote living "Green" for State workers.

Florida Earth Day Jam – As a co-sponsor for this event we provided the Showmobile for entertainment and a booth with education materials.

Creating an Earth Friendly Environment in the Workplace – Capital City Kiwanis – Staff conducted a workshop on sustainable practices that can be implemented in the workplace.

Workplace Sustainability Training for Meals on Wheels Administration – Staff conducted a workshop on sustainable practices that can be implement in the workplace.

Department of Education Conservation Committee Event – Staff participated by providing an informational booth regarding energy-saving tips.

SPaRK Training hosted by Sustainable Tallahassee – The City was a co-sponsor of this nationally recognized sustainability training program which focuses on Sustainability Planning and Reporting Kit.

**Charter and Executive Services
Environmental Policy and Energy Resources**

Paper or Plastic? I'll take Neither! Reusable Bag Campaign - Staff participated at the Downtown Farmers' Market to promote waste reduction through the use of reusable bags.

FAMU/Change a Light Event – Staff participated by attending planning meetings and coordination with Energy Services to provide CFL's.

Presentations - Below is a list of events where EPER conducted a presentation:

- Human Resources Staff Meeting – Human Resources
- Implementing Climate Change Policy – American Planning Association
- How to Green a Government – Big Bend Regional Partnerships
- Gold Certification for the City – Energy and Utilities Policy Committee – House of Representatives
- Green Movement in Tallahassee - Florida City and County Management Association Annual Conference
- Tallahassee's Green Journey – Florida League of Cities Conference
- Tallahassee's Green Journey – Campus and Community Sustainability Conference

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
EPER-Adm-Amount of funding (1,000's)	#	0	1,555	1,475	1,476
EPER-Adm-Number of FTE's	#	0	12	11	11
Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
EPER-Adm-Number of client contacts	#	0	1,000	1,200	1,100
EPER-PPD-Number of award applications	#	0	5	10	5
EPER-PPD-Number of grant applications	#	0	4	6	4
Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of reportable chemical spills	#	0	0	0	0
<i>Clarification of the performance measure and what is reported is as follows: in some instances, a de minimis amount of substance might be spilled - eg. 1 gallon; and while this needs to be cleaned up, it does not need to be reported to any regulatory agency. Only those that must be reported are counted.</i>					
Number of reportable oil spills	#	0	0	0	0
<i>Clarification of the performance measure figures is as follows: in some instances, a de minimis amount of substance might be spilled - e.g. 1 gallon; and while this needs to be cleaned up, it does not need to be reported to any regulatory agency. Only those that must be reported are counted.</i>					
Percent of storage tank inspections in compliance with FDEP regulations	%	100	100	100	100

Charter and Executive Services
Environmental Policy and Energy Resources
Capital Improvement Program Budget

CIP Budget Overview

EPER has no new capital projects for FY 2010-2014.

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 2009.

None

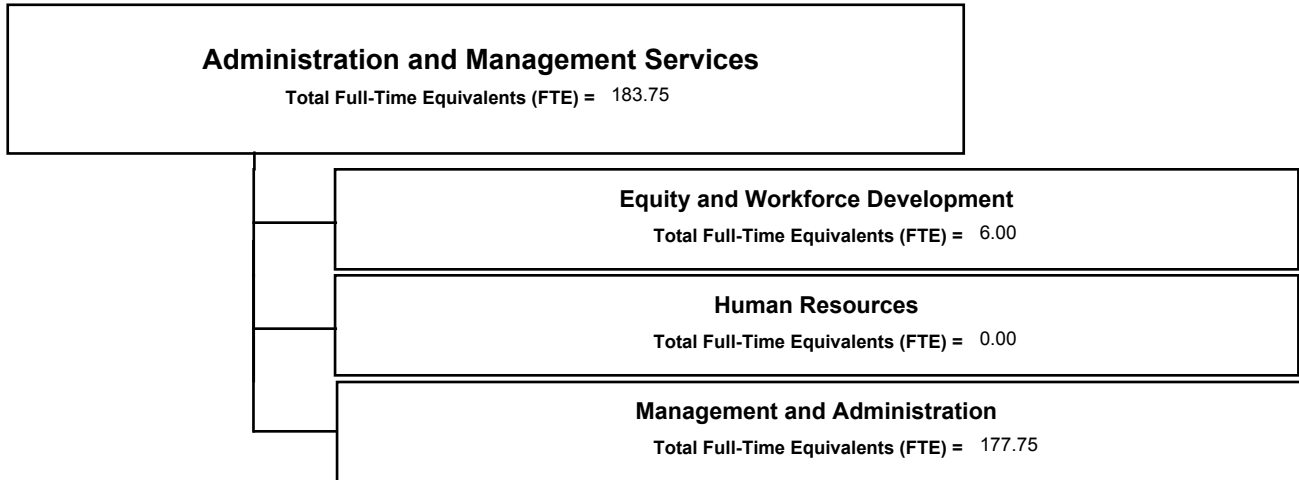
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2010.

Cascades Park Renovation
Quality Cleaners Site Remediation



Administration and Management Services Organizational Chart



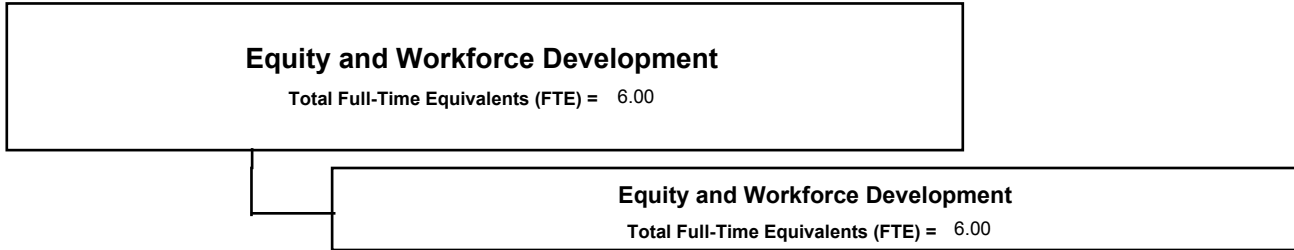
Summary of Services Provided

Departments included in this service area are Management and Administration, Equity and Workforce Development and Human Resources. Management and Administration is responsible for the delivery of accounting, budgeting, policy development, information systems services, financial management, and procurement services. Equity and Workforce Development is responsible for compliance with federal, state and local laws which prohibit discrimination based on race, gender, disability, age, national origin and color and is also responsible for city-wide training programs. Human Resources is responsible for policies and procedures that involve the administration of personnel. Effective FY10, Human Resources is no longer a department, but a division of Management and Administration.

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Expenditures Summary	40,513,787	37,676,594	45,852,320	45,679,636
Funding Summary	40,513,787	37,676,594	45,852,320	45,679,636
FTE Summary	187.75	197.75	183.75	183.75



Administration and Management Services
Equity and Workforce Development
Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
170101 Equity and Workforce Development	889,956	924,586	805,502	788,692
Total Expenditures	889,956	924,586	805,502	788,692

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	553,533	611,802	501,156	502,456
Operating	247,905	267,892	232,056	213,946
Allocated Accounts	50,519	44,726	72,290	72,290
Transfers	38,000	166	0	0
Total Expenditures	889,956	924,586	805,502	788,692

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Mayor's Race Initiative Conf	0	0	20,000	20,000
Human Resources Fund	889,956	924,586	785,502	768,692
Total Funding	889,956	924,586	805,502	788,692

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
170101 Equity and Workforce Development	7.00	7.00	6.00	6.00
Total FTE	7.00	7.00	6.00	6.00

Administration and Management Services

Equity and Workforce Development

Summary of Services Provided

The Department of Equity and Workforce Development (EWD) provides the following services:

- Ensures compliance with federal, state, and local laws, which prohibit discrimination based on race, gender, disability, age, national origin, and color. Some of these laws include: Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act, the Vietnam Era and Special Disability Rights Act, and the City's Fair Housing Ordinance
- Responds to inquiries and complaints from employees and residents and uses methods of evaluation, counseling, facilitation, and mediation to resolve complaints whenever possible
- Provides staff support to the Tallahassee Human Relations Council, a citizen advisory group on race relations
- Maintains liaisons with various community groups including NAACP, Urban League, disability service agencies and not-for-profits on behalf of race relations and rights for persons with disabilities
- Coordinates the Mayor's Summit on Race, Culture and Human Relations and Day of Dialogue

In addition, The Department of Equity and Workforce Development oversees the following city programs:

- Freshen Your Intellect (FYI) Training and Development Program for city employees and the public, which includes: Basic Skills Supervisory Program, City Certified Supervisor and Senior City Certified Program, Employee Mobility Achievement Program (E-MAP) and International Association for Continuing Education and Training (IACET) Program
- Provides Personal Sustainability Project Training with the Department of Environmental Policy and Energy Resources
- Employee Tuition Reimbursement Program

Trends and Issues

Equity and Workforce Development has achieved many accomplishments this year, some of those include:

- In partnership with the Tallahassee Housing Authority (THA), Tallahassee Board of Realtors, Southside Affordable Housing and Investment Showcase and the Tallahassee Lenders Consortium, EWD co-sponsored three workshops on fair housing issues, which were facilitated by a Civil Rights Lawyer, a Law Professor and CNN's Legal Analyst, Avery Friedman
- EWD completed a biannual Equal Employment Opportunity Plan (EEOP) for the Tallahassee Police Department, which is required by the U.S. Department of Justice for agencies wishing to receive federal program funds. Due to the completion of the plan, TPD is now eligible to apply for and receive tens of thousands federal and state law enforcement funds
- EMAP's New Public Service Initiative (NPSI), which is designed for employees with less than five years in government, has a total of 42 participants. During this year, participants have completed the "Release Your Brilliance" methodology training with Simon Bailey, established relationships with a mentor, conducted work site visits for exposure to city functions, and attended a one day NPSI conference with city leaders

Administration and Management Services Equity and Workforce Development

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for Equity and Workforce Development Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits

- In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$3,220)

- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings

- Elimination of a vacant Equal Opportunity/Training Analyst. Fiscal Impact: (\$83,399)

- Elimination of the Certified Public Manager Program. Fiscal Impact: (\$13,500)

City Commission Action

The City Commission approved the budget for Equity and Workforce Development with the following changes:

- Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

- The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$2,102.

- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$110).

- A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$0).

Administration and Management Services
Equity and Workforce Development
Performance Measures

Program Objectives

The department has identified the following objectives for fiscal year 2010:

- E-MAP- To insure a pool of qualified potential job candidates by identifying, developing and supporting highly motivated and talented employees, who will be capable of taking on greater job and leadership responsibilities and potentially fill key vacancies
- Compliance - To insure compliance with mandates of federal law and local ordinance to insure non-discrimination on the basis of protected characteristics as defined in the Civil Rights Act, the Americans with Disabilities Act, the Fair Housing Act and the City Fair Housing Ordinance, and enhance positive race relations in the community
- Fair Housing - To affirmatively further fair housing as a requirement for receipt of Community Development Block Grant funds by the city
- Workforce Development - To provide training through the City's FYI Training and Development Programs that allows employees to acquire new knowledge and skills and sharpen existing skills

Analysis of Performance Measures

The Leadership Skills program is a 2-3 year program that requires supervisors to complete approximately 12 classes for the Basic Skills Certification, 21 classes for the City Certified Supervisor certification and 39 classes for the Senior City Certified Supervisor certification. Supervisors are completing the required courses at approximately 7% per quarter. EWD did not meet their targeted goal of 20% for FY09.

Increasing employee efficiency on job performance is measured by the Personal Action Plan forms, which are completed by employees at the end of each FYI Training and Development course. Participants report that on average they are approximately 14.25% more effective in carrying out their job duties. EWD achieved a target of 14.70% for FY09, which did not meet their target of 15%. This was a new performance measure for FY09; therefore, no data from previous fiscal years is available.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
# of inquiries/complaints open (unresolved)	#	1	4	14	4
Total number of discrimination complaints/inquiries received	#	41	40	34	40
<i>This is a new measure that the department began tracking in FY08.</i>					
# of employees enrolled in FYI training courses	#	3,159	3,800	3,204	3,800
# of Supervisors enrolled in Leadership Skills Program	#	40	50	18	50
<i>This program has two enrollment periods April and October.</i>					
Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of E-Map participants in the pipeline (# of "ready now" or preparing to be ready by a specific date)	#	97	106	75	0
<i>Represents the actual number; The department plans to have at least three qualified internal potential candidates for every job/leadership critical/key position by FY09. EWD recently selected the program's first year participants and will provide an updated target for this measure as that data becomes available.</i>					
# of employees completing FYI training courses	#	2,514	3,000	2,620	3,000
<i>The total number of employees that attended training each quarter is divided by the total sessions for the quarter.</i>					

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

**Administration and Management Services
Equity and Workforce Development**

Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Maintain a minimum of a \$3.00 return on investment for every \$1.00 spent (Ratio 1:3)	\$	3.00	3.45	3.10	3.45
<i>This is a new measure that the department began tracking in FY08.</i>					
Increase employee efficiency in job performance	%	19.50	15.00	14.70	15.00
<i>FORMULA: Supervisors are asked a set of objective questions related to FYI training and the impact the training has made on their productivity. An outside consultant developed the questions with extensive experience in instructional design. Industry research shows that employees report a 17-21% increase in productivity after attending training.</i>					
Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Percent of discrimination complaints/inquiries resolved	%	78.03	90.00	55.00	90.00
<i>Calculated by dividing the number of closed cases by the total number of cases filed less dismissed</i>					
Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
% of supervisors completing Leadership Skills Program	%	0.95	20.00	7.65	20.00

**Administration and Management Services
Equity and Workforce Development
Capital Improvement Program Budget**

CIP Budget Overview

The Equity and Workforce Development department has no capital projects for FY 2010-2014.

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 2009.

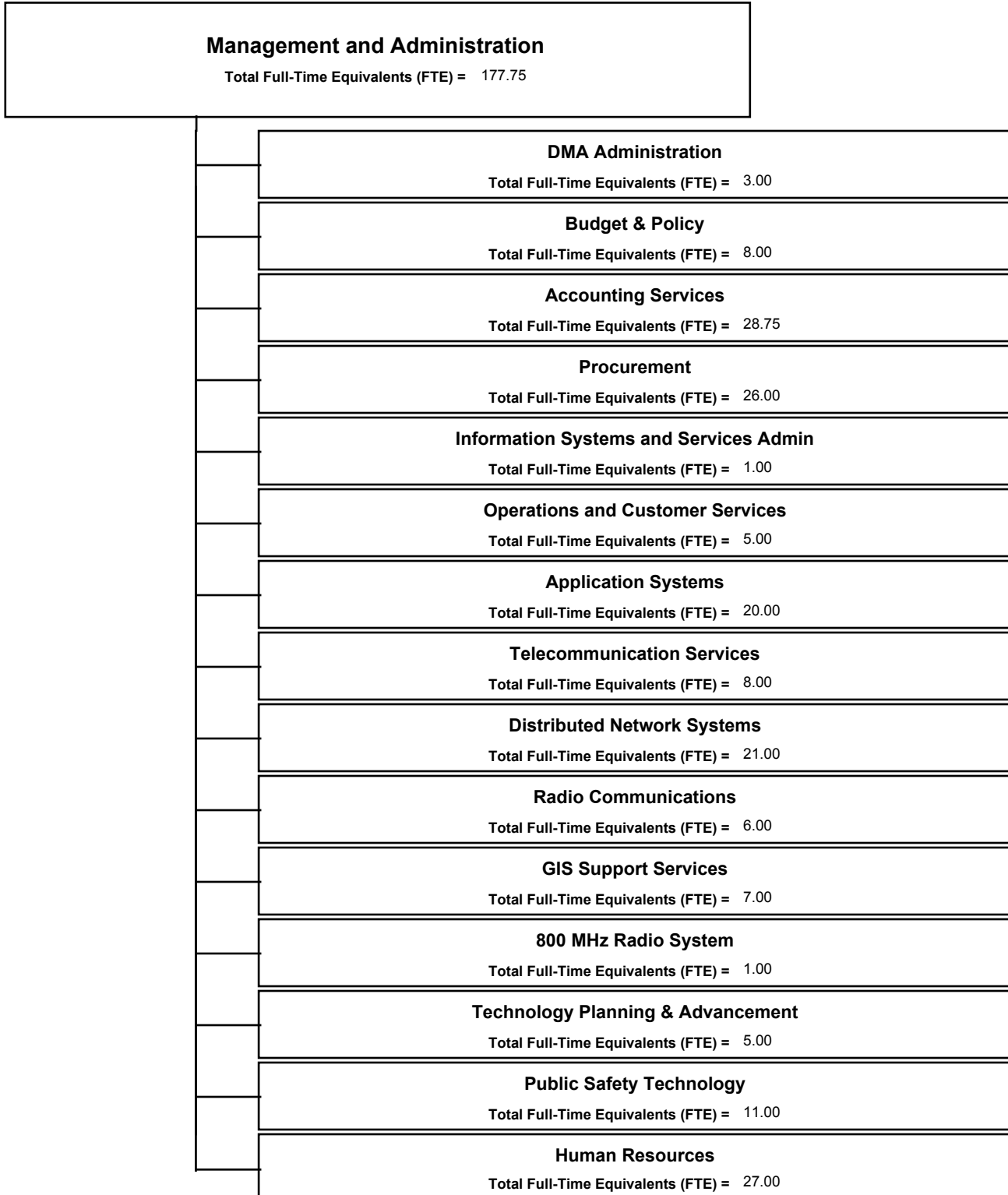
None.

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 2010.

None.

**Administration and Management Services
Management and Administration
Organizational Chart**



**Administration and Management Services
Management and Administration**

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
410101 DMA Administration	383,755	564,843	394,475	395,154
410201 Budget & Policy	889,611	907,897	903,434	904,603
410202 Special Appropriations	13,753,362	10,252,391	17,911,257	17,995,058
410301 Accounting Services	3,301,613	3,276,608	3,459,148	3,463,499
410401 Purchasing	1,421,731	1,498,477	1,677,825	1,679,299
410402 Reproduction	114,172	109,050	126,467	126,684
410403 Supply	557,141	612,023	0	0
410404 Accounts Payable	533,279	495,817	493,000	494,082
410501 Information Systems and Services Admin	2,684,052	2,694,388	2,031,979	1,781,812
410502 Operations and Customer Services	4,867,853	4,416,594	5,689,641	5,690,631
410503 Application Systems	1,602,495	1,661,298	1,673,031	1,676,354
410505 Telecommunication Services	1,295,974	1,307,320	1,493,527	1,494,440
410506 Distributed Network Systems	1,688,227	1,683,568	1,622,110	1,625,661
410507 Radio Communications	563,885	600,171	540,580	541,020
410508 GIS Support Services	1,440,574	1,439,795	1,671,575	1,672,940
410509 800 MHz Radio System	1,148,825	1,158,033	1,051,662	1,051,936
410510 Technology Planning & Advancement	456,026	479,114	465,958	466,763
410511 Public Safety Technology	0	717,199	938,880	940,333
410601 Human Resources	0	0	0	2,890,675
Total Expenditures	36,702,577	33,874,586	42,144,549	44,890,944

<u>Expenditure Category Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	12,392,977	13,614,836	13,002,823	15,117,703
Operating	6,655,336	6,971,244	10,386,907	10,805,425
Other Services & Charges	563,350	563,350	747,400	747,400
Allocated Accounts	3,091,004	1,934,596	3,593,504	3,966,200
Utilities and Other Expenses	121,753	-790,833	75,477	75,753
Transfers	3,835,532	3,265,871	3,571,883	3,028,092
Contributions to Operations	10,042,625	8,315,522	8,937,750	8,939,019
Year End Adjustments	0	0	1,828,805	2,211,352
Total Expenditures	36,702,577	33,874,586	42,144,549	44,890,944

<u>Funding Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	15,026,728	11,725,131	19,209,166	19,294,815
800 MHz Fund	1,148,825	1,158,033	1,051,662	1,051,936
Data Processing Fund	14,599,087	14,999,447	16,127,281	15,889,954
Accounting Fund	3,301,613	3,276,608	3,459,148	3,463,499
Purchasing Fund	2,626,323	2,715,367	2,297,292	2,300,065
Human Resources Fund	0	0	0	2,890,675
Total Funding	36,702,577	33,874,586	42,144,549	44,890,944

Administration and Management Services
Management and Administration

Operating Budget

<u>FTE Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
410101 DMA Administration	3.00	5.00	3.00	3.00
410201 Budget & Policy	10.00	8.00	8.00	8.00
410301 Accounting Services	30.25	29.75	28.75	28.75
410401 Purchasing	16.00	16.00	17.00	17.00
410402 Reproduction	1.00	1.00	1.00	1.00
410403 Supply	8.00	8.00	0.00	0.00
410404 Accounts Payable	10.00	8.00	8.00	8.00
410501 Information Systems and Services Admin	1.00	1.00	1.00	1.00
410502 Operations and Customer Services	8.00	6.00	5.00	5.00
410503 Application Systems	20.00	20.00	20.00	20.00
410505 Telecommunication Services	8.00	8.00	8.00	8.00
410506 Distributed Network Systems	22.00	21.00	21.00	21.00
410507 Radio Communications	6.00	6.00	6.00	6.00
410508 GIS Support Services	7.00	7.00	7.00	7.00
410509 800 MHz Radio System	1.00	1.00	1.00	1.00
410510 Technology Planning & Advancement	5.00	5.00	5.00	5.00
410511 Public Safety Technology	0.00	11.00	11.00	11.00
410601 Human Resources	0.00	0.00	0.00	27.00
Total FTE	156.25	161.75	150.75	177.75

Administration and Management Services

Management and Administration

Summary of Services Provided

The Department of Management and Administration (DMA) is comprised of six divisions - Administration, Budget and Policy (OBP), Accounting Services, Procurement Services, Information Systems Services (ISS), and Human Resources.

- Administration handles department-wide management and is responsible for coordination of various department functions, including PeopleSoft implementation, providing staff assistance for citywide projects, and maintenance of the city's administrative procedures.

- The Office of Budget and Policy is responsible for budgeting activities and is the lead agency for financial policy functions within city government. Responsibilities include development and preparation of the annual operating and capital budgets, development of long-range financial plans and related financial policies, and development and management of the special appropriations program for the General Fund. Other responsibilities include review and approval of operating budget work orders, development and coordination of the use of performance measurements, and program reviews.

- Accounting Services is responsible for operational functions, financial reporting and financial systems. Operational activities include payroll processing and leave reporting, non-utility accounts receivables and fixed asset management and inventory. Financial reporting includes preparation of the comprehensive annual financial report, grant reporting, fund accounting, and financial analysis. Accounting Services also has primary responsibility for user support, maintenance, security, training, data integrity, and reporting related to the city's financial and payroll systems.

- Procurement Services provides centralized procurement activities and establishes a system of coordinated uniform procurement policies, procedures, and practices to be used by departments in acquiring commodities and contractual services. These responsibilities are carried out through the division's purchasing, reproduction, and accounts payable units.

- Information Systems Services is tasked with providing quality services to enable city departments to make effective use of information technology. Primary responsibilities of the five major program areas that include all eleven (11) 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.

- Technology Planning & Advancement (TPA) is a division of ISS created to support the direction and vision of the Commission's Technology Target Issue Committee. This division is responsible for exploring options for "Making a Citizen Centric Government" a reality.

- The Public Safety Technology division is responsible for managing the applications of the Police and Fire Departments. This division is primarily responsible for providing analysis, design, development or acquisition and installation of public safety applications and infrastructure. 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. The division is also responsible for the maintenance of all mobile data computers. 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. This responsibility includes the development or acquisition and installation of any Internet web service that improves business processes and efficiency.

Administration and Management Services

Management and Administration

· As of FY10, the Human Resources department is now a division of the Department of Management and Administration. The Human Resources division supports the city's mission to provide high quality, low cost services to its customers, including city departments and employees. 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.

Trends and Issues

- A new version of GOVMAX has been released and we have been informed that we must upgrade. This will cost more than the current product and will require substantial staff time since it is essentially a new implementation.
- The economy continues to pose problems in planning for future budgets. It is likely that we will not see significant improvement for several years (unless some event such as a hurricane occurs). We will need to develop plans with long-range solutions to meet these future challenges as well as our current needs.
- Received Government Finance Officers' Association (GFOA) Certificates of Achievement for Excellence in Financial Reporting for FY07 City and Blueprint 2000's Comprehensive Annual Financial Reports.
- No significant financial statement related management letter comments were received from the external auditors during their annual audits of the City, Blueprint 2000 or CRTPA.
- In response to direction received from the Financial Viability of the Government Target Issue Committee, staff developed and implemented the Local Economic Emergency Fast Tracking program for public sector projects.
- Successfully completed an upgrade from PeopleSoft version 8.4 to 9.0. The upgrade required months of testing from employees of the system's group who were also required to keep up with their day-to-day functions.
- The current version of Office is no longer providing the operating departments what they need. Several departments have requested an upgrade to MicroSoft Office, but upgrades are expensive and must be coordinated citywide. The total cost to upgrade to MicroSoft Office citywide is \$1.25 million. ISS staff is researching whether or not Open Office may be a viable and cheaper alternative to MicroSoft Office.
- The city's enterprise resource planning system (Oracle/PeopleSoft) is becoming more expensive to maintain because Oracle costs have significantly increased over the last few years. The city will need to determine whether other alternatives such as a hosting solutions (i.e. SAAS) or some other hybrid option may be cheaper. ISS staff is performing a business case review and will document alternatives that may lower the city's total cost of ownership.
- Human Resources has been very active in providing assistance to departments and impacted employees as a result of continuing budget cuts, resulting in position eliminations. During FY08, Human Resources developed and implemented a layoff policy that included a provision for alternate job placement wherever possible. The City Commission re-confirmed this policy in FY09.
- The city's health care costs remain below the national norm. Factors that continue to threaten the financial viability of the city's employer sponsored health care program include the rising cost of indigent care, increased demand on medical services by an aging population, new and expensive technology advances and an abundance of prescription medication marketed directly to consumers.

Administration and Management Services Management and Administration

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Department of Management and Administration's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget:

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

Reduction in unclassified contractual services within DMA Administration. Fiscal Impact: (\$20,000).

The elimination of a vacant Special Inquiries Analyst position, which is split funded between General Fund and Risk Management. Fiscal Impact to General Fund: (\$38,505).

Reductions in various accounts within DMA Special Appropriations. Fiscal Impact: (\$20,839).

A 20% reduction in donations, including the EDC, per discussion at the April 15th City Commission workshop. Fiscal Impact: (\$130,100).

Reductions in various accounts within DMA Budget and Policy. Fiscal Impact: (\$25,795).

The elimination of an Administrative Specialist II in DMA ISS, mid-year FY10, after the incumbent completes the City's DROP program. Fiscal Impact: (\$41,251).

Reductions in contractual and other miscellaneous expense line items in DMA ISS. Fiscal Impact: (\$572,455).

Reductions in miscellaneous accounts within DMA Accounting Services. Fiscal Impact: (\$83,060).

The elimination of a vacant Financial Systems Specialist position within DMA Accounting Services. Fiscal Impact: (\$53,414).

Reorganization of the city's warehouse function results in the elimination of three positions, the internal transfer of one position to Purchasing and the transfer of four positions to Electric effective October 1, 2009. Fiscal Impact: (\$274,316).

In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$79,687).

Elimination of the vacant human resources director position. Fiscal Impact: (\$114,905).

Elimination of a vacant administrative aide position. Fiscal Impact: (\$46,120).

Administration and Management Services
Management and Administration

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 cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.
- The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$47,541.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$1,057).
- A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$871).

Administration and Management Services
Management and Administration
Performance Measures

Program Objectives

The department has identified the following program objectives for FY 2010:

Accounting Services:

1. Develop a plan for future upgrades or replacement of the City's financial and human resources systems.
2. Continue process improvements of assets function including review of mass asset procedures.
3. Implement some e-module functionality of version 8.9 of the PeopleSoft HRMS System. This will include the ability for staff to view their pay advice information via the web.

Office of Budget & Policy:

1. Balancing the budget within established parameters.
2. Implement new version of GOVMAX for future budget processes.
3. Reinstatement of capital projects status reports.
4. Performance measurement program – Expand the performance measurement program and benchmarking efforts.
5. Impact on target issues – update the city's financial policies.

Procurement Services:

1. Properly acquiring and coordinating the timely delivery of necessary goods and services to support the daily operations of the city, ensuring compliance with all applicable local, state and federal policies, laws and ordinances.
2. Ensuring payments are made in compliance with the Florida Prompt Pay Act.
3. Provide routine training to procurement system users, incorporating more policy and procedures information and warning against common pitfall/violations.
4. Perform procurement reviews and assist departments to enhance their procurement processes.
5. Continue to provide a valuable purchasing card system and enhance the ability to track and review employee purchases.
6. Automation of the A/P invoices process to include an electronic invoicing process for high volume vendors.
7. Implement an automated purchase order system to send electronic purchase orders to vendors.
8. Continue to work toward a paperless procurement process.
9. Submit 1099 filing to IRS in a timely manner with reduced risk for errors in vendor information.
10. Implement the PeopleSoft upgrade for purchasing, accounts payable and inventory systems.

Information System Services:

1. Enterprise resource planning system management (ERP) upgrades.
2. IT infrastructure upgrades.
3. Technology refresh-desktops.
4. Document imaging and content management.
5. IT security enhancements.
6. Business continuity plan.
7. Upgrades to 800MHz communication system.
8. Joint dispatch support.
9. Succession planning.

Human Resources:

1. Initiate strategic partnerships to facilitate positive organizational change.
2. Enhance customer service by following a "best practice" model of process improvement.
3. Enhance employee safety, satisfaction, work experience and development potential.

Administration and Management Services Management and Administration

Analysis of Performance Measures

The measures analyzed below tend to indicate a negative pattern that is not unusual when positions are eliminated, raises are eliminated, health care increases are passed on to employees, and furloughs are implemented. As one reviews each measure independently, nothing unusual appears. However, as one begins to review several measures, a negative trend emerges that is indicative of the current economic climate.

The sick leave hours used per 1,000 hours is a good indicator of employee wellness, both physical and mental. The increase in FY09 to 25.89 hours, from 21.40 hours in FY08 indicates a negative trend in employee wellness. This is likely due to the number of eliminated positions the city has implemented in the last several years. As current employees are asked to do more work because positions are eliminated, then employees tend to take more sick days. This appears to be the current trend and the outlook for FY10 indicates this number will increase to 28.00 hours. In FY10, positions have been eliminated for a third consecutive year, and non-union general employees will not receive a raise, plus non-union general employees making at least \$50,000 annually will have to take one furlough day.

The number and level of audit comments or discrepancies for functions within Accounting's control by internal audit is two for FY09, which is an increase from zero in FY08. The city does not typically receive audit comments and two appears to be an anomaly. The city always strives for a clean audit, with no audit comments. However, within the context of the current environment, this is an indicator that needs to be monitored closely.

The percent of budget transfers processed within five business days has declined to 87.19% in FY09, compared to 90.33% in FY08. This is the result of eliminating two positions in the Office of Budget and Policy in FY09, budget staff turnover, and the training of new staff. The goal for FY10 is 100%, which is lofty based on the results of the last two years, but can be achieved.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
5-Year Capital Improvement Plan	\$	1,206,688	900,893	900,893	893,533
<i>The purpose of the 5-Year capital improvement plan is to provide accurate analysis and documentation of the financial plan to the City Commission and City management so they have accurate and timely information for making informed decisions. Amounts in thousands.</i>					
Appropriated operating budget	\$	730,345	841,463	841,463	718,727
<i>The purpose of the annual budget activity is to provide accurate analysis and documentation of the financial plan to the City Commission and City management so they have accurate and timely information for making informed decisions. Amounts in thousands.</i>					
Capital budget	\$	242,152	233,670	233,670	187,000
<i>The purpose of the annual capital budget is to provide accurate analysis and documentation of the financial plan to the City Commission and City management so they have accurate and timely information for making informed decisions. Amounts in thousands.</i>					
Number of Centralized HR FTEs (based on actual hours paid to full-time and part-time employees)	#	25.52	29.00	26.70	26.00
Total City FTEs (includes full-time and part-time employees)	#	3,446.70	3,446.80	3,308.20	3,312.00

**City of Tallahassee
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**Administration and Management Services
Management and Administration**

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Accounting-Annual inventory of assets completed and adjustments entered before fiscal year end <i>There are no nationally promulgated benchmarks for governmental accounting operations. This measurement has been developed based upon a review of measurements utilized by other similar cities (e.g., Ft. Lauderdale, Hollywood, Gainesville, Jacksonville, Austin, Texas). This is an annual process.</i>	%	100	100	0	100
Timeliness and accuracy of CAFR – City's and Blueprint 2000's <i>There are no nationally promulgated benchmarks for governmental accounting operations. This measurement has been developed based upon a review of measurements utilized by other similar cities (e.g., Ft. Lauderdale, Hollywood, Gainesville, Jacksonville, Austin, Texas).</i>	%	100	100	100	100
Timeliness of monthly system closing – by morning of 6th business day –does not include first or final month of FY <i>There are no nationally promulgated benchmarks for governmental accounting operations. This measurement has been developed based upon a review of measurements utilized by other similar cities (e.g., Ft. Lauderdale, Hollywood, Gainesville, Jacksonville, Austin, Texas). The purpose is to provide internal controls and timely financial information to City management and departments so that they may manage their business and meet financial reporting needs.</i>	#	10	10	10	10
Timely mailing of AR statements and accurate posting of payments to business loan and AR systems <i>There are no nationally promulgated benchmarks for governmental accounting operations. This measurement has been developed based upon a review of measurements utilized by other similar cities (e.g., Ft. Lauderdale, Hollywood, Gainesville, Jacksonville, Austin, Texas).</i>	%	100	100	100	100
Budget transfers processed <i>The objective is to increase adherence to established budgets as indicated by a reduction in the number of budget transfers processed. A survey of various municipalities in Florida (Gainesville, Orlando, Lakeland, Coral Springs and Alachua County) indicates that they are not tracking such measure.</i>	#	100	200	98	200
Number of Job Applications Processed	#	9,454	13,500	12,363	13,500
Number of Alcohol/Drug Tests Administered	#	1,961	2,000	1,799	2,851
Number of Employee Injury or Auto-Related Events Reported (based on RiskMaster data maintained by Risk Management)	#	763	750	683	740

**City of Tallahassee
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Administration and Management Services

Management and Administration

Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Timely and accurate processing of payroll – Percent completed by deadline	%	100	100	100	100
<i>There are no nationally promulgated benchmarks for governmental accounting operations. This measurement has been developed based upon a review of measurements utilized by other similar cities (e.g., Ft. Lauderdale, Hollywood, Gainesville, Jacksonville, Austin, Texas).</i>					
Percent variance of actual revenues to estimated revenues - General Fund	%	0.94	2.00	0.00	2.00
<i>This measure is calculated at year-end using the Fund Proforma report. The year-end actual revenues are compared with OBP's estimates for the fiscal year. This measure assists OBP to determine funds available for programming in subsequent fiscal years. FY 2006 revenue estimates were within the established goal of 3%. For fiscal year 2008, the goal is revised to 2% for revenues. A survey of various municipalities indicates that industry standards for this measure ranges from 1% - 3%.</i>					
Percent variance of actual expenditures to estimated expenditures	%	-1.02	2.00	0.00	2.00
<i>This measure is calculated at year-end using the Fund Proforma report. The year-end actual expenditures are compared with OBP's estimates for the fiscal year. This measure assists OBP to determine funds available for programming in subsequent fiscal years. FY 2006 expenditure estimates were within the established goal of 3%. For fiscal year 2008, the goal is revised to 2.0% for expenditures. A survey of various municipalities indicates that industry standards for this measure ranges from 1% - 3%.</i>					
Sick Leave Hours Used Per 1,000 Hours Worked	#	21.40	24.70	25.89	28.00
Complete initial technology requisitions and fulfill requests for quotes within eight (8) working hours of receiving the request	%	100	98	100	98
<i>Computed utilizing actual count of requests received, logging date and time received, and date and time completed.</i>					
<i>Benchmark: This is an internal ISS standard set by the CISO of the division. The goal is 100%.</i>					
Average cost to process one p-card	\$	22.98	22.93	23.78	23.73
<i>The actual dollar amount of purchasing per FTE is benchmarked based on information compiled by the City of Austin, Texas and Richmond, Virginia and specifically developed for the City of Tallahassee.</i>					
Average cost to process one purchase order	\$	24.28	25.99	25.12	26.89
<i>Industry standards or benchmarks are not available for this measure. This is an internal standard established by the Procurement Services division. The goal is to keep the average cost down.</i>					
Average cost to process one requisition transaction	\$	23.56	25.23	24.38	26.11
<i>The actual dollar amount of purchasing per FTE is benchmarked based on information compiled by the City of Austin, Texas and Richmond, Virginia and specifically developed for the City of Tallahassee.</i>					

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**Administration and Management Services
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Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number and level of audit comments or discrepancies for functions within Accounting's control by Internal Audit <i>There are no nationally promulgated benchmarks for governmental accounting operations. This measurement has been developed based upon a review of measurements utilized by other similar cities (e.g., Ft. Lauderdale, Hollywood, Gainesville, Jacksonville, Austin, Texas).</i>	#	0	0	2	0
Number and level of management comments or discrepancies for functions within Accounting's control by Internal Audit <i>There are no nationally promulgated benchmarks for governmental accounting operations. This measurement has been developed based upon a review of measurements utilized by other similar cities (e.g., Ft. Lauderdale, Hollywood, Gainesville, Jacksonville, Austin, Texas).</i>	#	0	0	0	0
Percent of on-time departmental submittals of budget information <i>It is OBP's goal to achieve 100% compliance for this measure. A survey of various municipalities indicates that 100% compliance with measures similar to this one are also established.</i>	%	81	100	60	100
Percent Budget transfers processed within 5 business days (CIP Policy) <i>The purpose of the Budget Office is to process all budget transfers in a timely manner so departments and City management may manage their business and meet their budgetary needs. A survey of various municipalities in Florida (Gainesville, Orlando, Lake Land, Coral Springs and Alachua County) indicates that they are not tracking such measure.</i>	%	90.33	100.00	87.19	100.00
% of New Hires still employed after one year	%	79.58	88.00	80.73	83.00
Avg # Applicants Per Vacancy	#	35.08	40.00	16.35	36.00
Maintain network up time at 99.9% or better <i>Computed by comparing the actual time of outage to the time of problem resolution. Benchmark: The Uptime Institute Inc. has set industry standard tier classifications defining site infrastructure performance. For Tier Four 99.995%, Tier Three 99.82%, Tier Two 99.74%. ISS strive for Tier Four performance.</i>	%	98.38	99.90	98.85	99.90
Resolve at least 70% of all SOS calls within the resources of this team as measured by daily incident activity reports. <i>Each call is entered in to the new BOSS application database along with its disposition. Computation is the percentage of total calls closed by the Help Desk personnel. Benchmark: Harvard University Faculty and Staff Computer Support Services designate 60% as the percentage of calls to be resolved by first level support. ISS has set a goal of 70%.</i>	%	56.15	70.00	55.69	70.00
Percentage of RFP's processed within 60 days <i>Industry standards or benchmarks not available for this measure. This is an internal standard established by the Procurement Services division. The goal is 100%.</i>	%	100	100	100	100

City of Tallahassee
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Administration and Management Services
Management and Administration

Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Receipt of GFOA Certificate for completion of CAFR within their guidelines	1=Yes/0=No	1	1	1	1
<i>There are no nationally promulgated benchmarks for governmental accounting operations. This measurement has been developed based upon a review of measurements utilized by other similar cities (e.g., Ft. Lauderdale, Hollywood, Gainesville, Jacksonville, Austin, Texas).</i>					
Total City turnover	%	6.56	7.00	9.08	3.00
Total "Quit" Rate	%	4.80	5.00	5.60	2.50
# completed hours of OSHA Training.	#	6,355.50	750.00	2,340.50	3,356.00
<i>New HR measure for FY09 (formerly UBCS Safety measure). Numbers for 3rd and 4th qtr numbers were entered as quarterly.</i>					
Complete all telephone service and network connection installation service requests within three (3) working days	%	92.99	80.00	95.17	90.00
<i>Computed utilizing actual count of request received, logging date and time received and date and time completed. Benchmark: Major companies such as Versora, Nortel, and Sybase typically establish a standard of two days for acquisition of required parts with one day to perform the requested service.</i>					
Meet project goals and dates as specified in the ISS Strategic Plan	%	100	100	100	100
<i>Goal is 100% - computed by tracking each project and actual progress compared to targeted time line. Benchmark: This is an internal ISS standard established in conjunction with the ISS Strategic Plan. Meeting targeted goals and dates is a critical part of the plan.</i>					
Reduce the resolution of work stoppage problems that cannot be solved by System One Stop (SOS), to one (1) day or less	%	59.09	80.00	65.10	80.00
<i>Computations taken from actual request for service entered into our new BOSS application with the data and time the ticket was opened and closed.</i>					
<i>Wesleyan University's Desktop Support (DS) Staff is a part of the ITS User Services organization under the direction of the Associate Director of User Services. Wesleyan University's DS Staff has set the baseline for on-site support response within 24 hours.</i>					
Percentage of payments processed within 30 days	%	98.11	98.00	100.00	98.00
<i>Industry standards or benchmarks not available for this measure. This is an internal standard established by the Procurement Services division. In FY 2005, 95% goal was achieved. FY 2006 and FY 2007 goal is 98%.</i>					
Percentage of procurement card payments made on time	%	100	100	100	100
<i>Industry standards or benchmarks not available for this measure. This is an internal standard established by the Procurement Services division. The goal is 100%.</i>					

Administration and Management Services
Management and Administration
Capital Improvement Program Budget

CIP Budget Overview

The capital improvement program includes funding for ten projects at a cost of \$9,470,800 for FY 2010 – FY 2014. All projects are information systems and services related, with the exception of the emergency preparedness project used by departments during city related emergencies. The approved appropriation for FY10 is \$1,236,200 and supports on-going projects.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Deficiencies Fund	150,000	750,000
Information Sys Svcs RR&I	293,100	7,535,400
Information Sys Svcs RR&I Undesignated Balance	700,000	700,000
Intergovernmental - Leon County	93,100	485,400
Total Funding	1,236,200	9,470,800

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 2009.

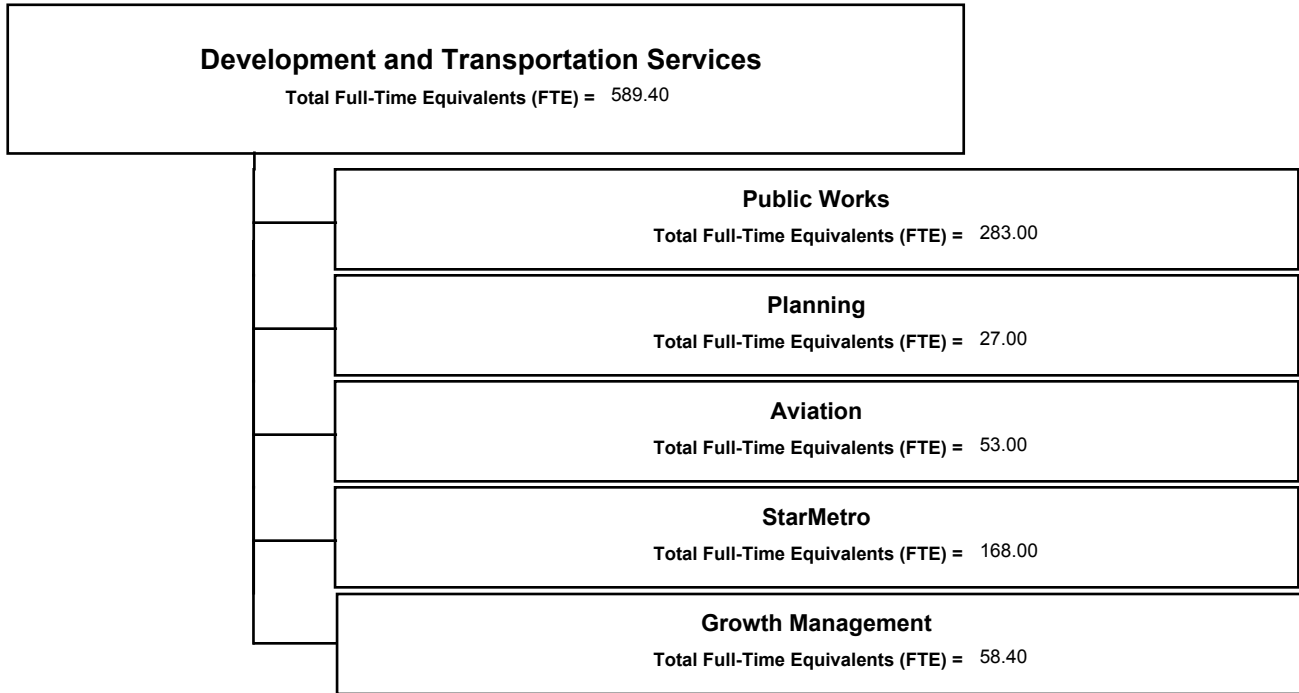
Emergency Preparedness Project
FY 2008 Permits/Enforcement Tracking
Disaster Recovery

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 2010.

None

Development and Transportation Services Organizational Chart



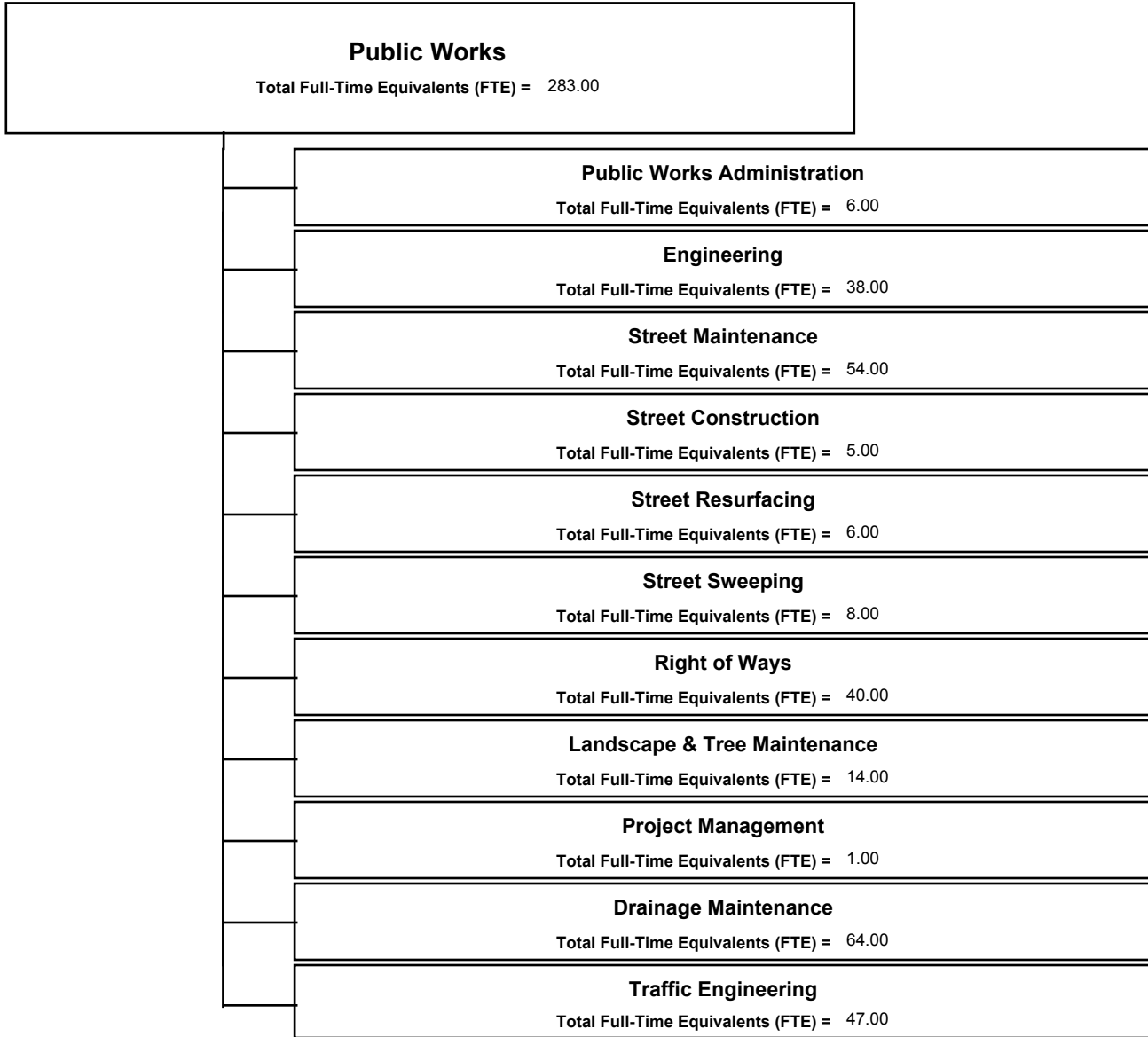
Summary of Services Provided

The Development and Transportation Services Area consists of the Aviation, Growth Management, Planning, Public Works and StarMetro departments.

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Expenditures Summary	57,930,748	55,973,059	56,718,157	56,867,795
Funding Summary	57,930,748	55,973,059	56,718,157	56,867,795
FTE Summary	649.00	627.00	589.40	589.40



Development and Transportation Services
Public Works
Organizational Chart



City of Tallahassee
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Development and Transportation Services

Public Works

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
220101 Public Works Administration	1,915,528	2,746,577	3,587,222	3,630,459
220201 Engineering Management	501,842	363,748	361,203	361,826
220202 Design	815,487	590,990	663,993	666,085
220203 Survey	514,583	453,042	425,963	427,937
220204 Construction Management	443,967	454,267	382,912	383,922
220301 Street Maintenance	3,150,232	2,908,765	2,576,655	2,578,600
220302 Street Construction	752,277	772,933	285,315	289,948
220303 Street Resurfacing	288,157	229,845	320,743	320,728
220304 Street Sweeping	720,346	753,874	866,705	866,185
220305 Right of Ways	2,429,831	2,215,219	2,339,096	2,336,856
220306 Landscape & Tree Maintenance	1,076,700	1,236,291	1,585,234	1,583,143
220401 Project Management	205,311	100,679	-19,229	-18,191
220502 Drainage Maintenance	3,576,982	4,090,823	4,282,055	4,282,548
220601 Traffic Management	584,186	679,922	599,106	599,206
220602 Traffic Engineering Design & Planning	683,903	516,550	564,481	565,487
220603 Traffic Systems	2,678,671	2,547,151	2,499,384	2,500,228
Total Expenditures	20,338,003	20,660,676	21,320,838	21,374,967

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	12,782,947	13,173,027	12,796,778	12,809,223
Operating	1,280,397	1,473,201	2,654,768	2,698,017
Capital Outlay	123,511	22,500	80,210	80,210
Allocated Accounts	5,170,260	4,464,502	4,570,500	4,568,935
Utilities and Other Expenses	552,507	541,580	590,735	590,735
Transfers	428,382	666,866	308,847	308,847
Contributions to Operations	0	319,000	319,000	319,000
Total Expenditures	20,338,003	20,660,676	21,320,838	21,374,967

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	16,040,675	15,815,979	16,172,078	16,226,234
Stormwater Fund	4,297,328	4,844,697	5,148,760	5,148,733
Total Funding	20,338,003	20,660,676	21,320,838	21,374,967

Development and Transportation Services

Public Works

Operating Budget

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
220101 Public Works Administration	6.00	6.00	6.00	6.00
220201 Engineering Management	6.00	5.00	5.00	5.00
220202 Design	17.00	14.00	14.00	14.00
220203 Survey	11.00	11.00	11.00	11.00
220204 Construction Management	8.00	8.00	8.00	8.00
220301 Street Maintenance	55.00	55.00	54.00	54.00
220302 Street Construction	17.00	18.00	5.00	5.00
220303 Street Resurfacing	7.00	6.00	6.00	6.00
220304 Street Sweeping	8.00	8.00	8.00	8.00
220305 Right of Ways	46.00	41.00	40.00	40.00
220306 Landscape & Tree Maintenance	14.00	14.00	14.00	14.00
220401 Project Management	6.00	3.00	1.00	1.00
220502 Drainage Maintenance	66.00	64.00	64.00	64.00
220601 Traffic Management	5.00	5.00	4.00	4.00
220602 Traffic Engineering Design & Planning	10.00	10.00	10.00	10.00
220603 Traffic Systems	34.00	33.00	33.00	33.00
Total FTE	316.00	301.00	283.00	283.00

Development and Transportation Services

Public Works

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.

Currently, the department consists of five divisions, administration, engineering, project management, traffic engineering, and streets and drainage. A major reorganization will be completed in fiscal year 2010 that consolidates Public Work's four operational divisions into two divisions, one capital management and the other operations and maintenance. This reorganization will strengthen the delivery of services at the crew level and provide a more efficient and streamlined management structure to direct and support department's goal of delivering exemplary customer service and professionalism. The capital division combines services now provided by the engineering and project management divisions. The operations and maintenance division combines services now provided by traffic engineering and streets and drainage divisions.

Administration Division

- Manages the overall department and provides administrative support services to the other divisions
- Evaluating department programs for cost and production efficiencies
- Implementing department capital projects
- Inform the public of city efforts in the areas of traffic control, street conditions, and drainage issues

Engineering Division

- Responsible for civil engineering design, construction contract administration and inspection, landscape design, land surveying, and engineering for roadway improvements.

Project Management Division

- Manages the professional services required for the planning, design, and construction of capital improvement projects

Traffic Engineering Division

- Conducts traffic studies and performs signal improvements and maintenance and construction of traffic signals
- Install and maintain street signs and parking meters, roadway striping, and implementation of traffic calming techniques.

Streets and Drainage Division

- Clean and reshape roadside ditches and major canals
- Cleans and restore stormwater facilities (ponds), enclose stormwater systems and repair damaged drainage structures;
- Perform weed and brush control along major canals and stormwater facilities
- Dredges and stabilizes outfall ditches and ponds
- Mows public right-of-ways and edges sidewalks within school zones. Other duties include landscape and tree maintenance; construction services; and street maintenance, resurfacing, and sweeping.

Development and Transportation Services

Public Works

Trends and Issues

In the Street and Drainage Division, the resurfacing operations of the roadway pavement and rehabilitation program was privatized in an effort to minimize carrying costs and maximize the "asphalt" purchasing power of the division's available resources. The program was amended this year to include funding for sidewalks and to ensure that the funds approved for asphalt were spent on asphalt instead of sidewalk ramp repairs. The Overall Condition Index (OCI) is currently at 82, which is above the department's goal of 75. This indicates that roadway conditions are considered good. The current level of funding indicates that the conditions of roadways will continue to degrade below an OCI of 75 within nine years.

For Right-of-Way Maintenance, the Florida Department of Transportation (FDOT) contracts are serviced by city mowing crews which are also responsible for mowing the city's landscaped and high profile city streets, such as Conner Blvd., Ocala Road and Fred George Road. Over the course of the last several years city crews have been reduced from eleven positions to the current nine positions; however, the inventory for which this crew is responsible has increased by 17%.

Additionally, city mowing cycles have begun to diminish due to personnel reductions and assigning more personnel to address the increased FDOT demands. The city assumed responsibility for maintenance of Capital Circle Southeast in October of this year. Currently, there are punch list and contractual issues that are still in the process of being resolved. Maintenance activities will not begin until all contractual issues have been resolved.

Many large local governments throughout the state and the country have ordinances in place, which make the property owners responsible for the right-of-way maintenance activities between the property line and the curb line. Such an ordinance releases maintenance crews from these responsibilities and allows for their deployment to other more pressing needs. At a time when the department's maintenance response times are increasing, due to the lack of available resources, this may be a good time to consider a ROW maintenance ordinance for the City of Tallahassee.

In the Street Sweeping Division over the last twenty-two years, roadway inventory has doubled, while the number of sweepers and crew have remained unchanged. Since May 2008, crews have been working four 10-hour days. This is aimed at enhancing production and increasing efficiencies in providing street sweeping operations. Sweeping revenues from Leon County and FDOT have increased to a total of \$244,273 per year and additional increases are anticipated as additional segments of Capital Circle are completed.

Drainage maintenance for stormwater facilities inventory and enhancements continue to increase. While pond maintenance crews remain at 1994 levels, complaints are also increasing for the first time in five years. Floridan Hotel vault maintenance will cost approximately \$42,000 to maintain annually, which is the equivalent of 10% of the available resources allocated to pond maintenance. Drainage infrastructure inspection continues to be an issue and upon completion of the stormwater infrastructure inventory project, the department will be expected to inspect all 40,000 potential assets twice per year. These inspections are required for National Pollutant Discharge Elimination System (NPDES) Compliance. Additionally, these inspections are the best management practice for planning and completing the required maintenance. NPDES requires the city to inspect all facilities twice per year. Due to the lack of a comprehensive inventory of all stormwater facilities, the department must wait for the completion of an inventory that is being administered through a two-year contract with the Department of Underground Utilities.

Major enhancements to the Tallahassee Advanced Transportation Systems (TATMS) approved by the City Commission in FY 2008 has been completed. These enhancements have made TATMS more effective by facilitating work in several areas of operation and providing much needed reports for downloading, uploading, and tracking signal timing and synchronization data. The department is continuing to add to the fiber optic telecommunication infrastructure at the average rate of 3,000 feet per year to provide a reasonable level of redundancy to forestall telecommunication difficulties associated with fiber optic line malfunction. This will continue to improve the city's ability to communicate with signalized intersections even under adverse conditions.

The department has also completed project management of the city's interest in the Amber Alert Grant between

Development and Transportation Services

Public Works

the Federal Highway Administration and FDOT. Under this grant, the installation of three permanently mounted Dynamic Message Sign (DMS), two on I-10 and one on North Monroe Street has been completed and are being maintained by Public Works. The installation and integration of the FDOT SunGuide System software and hardware to monitor, operate, and control the DMS is also complete. This project also included contractor installation of five license plate reader sites on I-10 to capture travel time information for display on the DMS. These will be integrated into the Freeway Management System (FMS) project.

The driver information website is currently under redesign to provide timely congestion, incident and planned event information, as well as, snapshots of all closed circuit televisions in Leon County. This website will also provide signalized intersection status for use by local Emergency Operations Centers during any emergency event. The traffic center website will provide detailed intersection data such as level of service, turning movement counts, concurrency counts and crash counts.

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Public Works Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

- Proposed departmental reorganization eliminating fifteen vacant positions. Fiscal Impact: (\$629,719).
- Elimination of one superintendent of streets and drainage position. Fiscal Impact: (\$120,738).
- Elimination of one traffic engineer position. Fiscal Impact: (\$96,185).
- Elimination of an administrative aide position. Fiscal Impact: (\$43,125).
- In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$59,953).
- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings, if applicable.
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

City Commission Action

The City Commission approved the budget for the Department of Public Works with the following changes:

Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$44,967.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$395).

A reduction of \$18,000 in the citywide training budget resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$1,208).

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 and satisfaction, and improve communications
- Have highly efficient, adequately funded, quality programs.

Analysis of Performance Measures

Following are highlights of key areas of performance within the Public Works Department.

The costs per cubic yard of concrete continues to trend downward from the price spike experienced in fiscal year 2006. As of the end of FY08, the average cost per cubic yard was 13% lower than the actual amount for FY07. The department anticipates the average price to increase slightly to \$467.73 in FY09.

The cost per ton of asphalt continues to be unpredictable based on an FY06 actual cost of \$250.59, an FY07 actual cost of \$318.52, and an FY08 actual cost of \$231.67. Unlike concrete prices, asphalt prices do not show any particular trend and is estimated at \$210 per ton for FY09.

Regarding landscape maintenance, a 52% increase in the landscape inventory is expected due to the completion of Capital Circle Southeast, which is a Blueprint 2000 project. Though the cost per acre will decrease in FY09 to \$800 from \$903.60 in FY08, the total cycle cost will increase, yet the number of cycles on city roads will decrease. The city has a contract with FDOT to maintain state roadways right-of-ways and is required to perform a set number of cycles. Another option that Public Works may pursue in FY10 is to introduce a right-of-way maintenance ordinance to the City Commission, which would shift mowing responsibilities from the city to the homeowner.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of Employees	#	302	301	301	283
Total Public Works Budget (in Millions)	\$	20.10	21.40	21.15	20.80
Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Costs per cubic yard of concrete	\$	413.49	425.50	467.73	478.00
<i>The cost of concrete, along with other construction materials, has been declining over the last year and should remain relatively stable throughout FY09.</i>					
Cost per cycle: sweeping city streets	\$	7,881.00	7,800.00	35,864.94	42,594.25
<i>The number of employees in the division has remained the same for twenty years, while the number of miles swept has doubled. Also, the city has entered into contractual arrangements with the state and county, which require monthly sweeping. The result is that city streets are only swept twice a year.</i>					
Costs per landscape maintenance acre	\$	903.60	800.00	542.83	664.07
Costs per ton of asphalt	\$	231.67	230.00	210.24	255.34
<i>Materials costs are driven by economic and market forces, which are beyond the city's control. In the last twelve months, the cost of all construction materials has continued to decline. The result is lower construction bids being received by the city for street repaving projects.</i>					
Resurfacing cost per lane mile	\$	40,857.69	41,000.00	72,109.53	54,115.38
<i>Materials costs are driven by economic and market forces, which are beyond the city's control. In the last twelve months, the cost of all construction materials has continued to decline. The result is lower construction bids being received by the city for street repaving projects.</i>					

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Development and Transportation Services

Public Works

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Percentage of Asphalt Patches Completed Within 5 Days	%	95.75	100.00	97.25	96.00
<i>This is an internal goal established by the Streets and Drainage division.</i>					
Compare annual construction costs designed to \$5M: Engineering	%	98.94	100.00	101.75	100.00
<i>This is an internal goal established by the Engineering division.</i>					
	%	100.00	100.00	91.75	100.00
<i>This is an internal goal established by the Streets and Drainage division.</i>					
Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Respond to 95% of tree maintenance requests in less than 10 weeks	1=yes; 2=No	1	1	2	2

Development and Transportation Services
Public Works
Capital Improvement Program Budget

CIP Budget Overview

The department's FY2010-2014 capital improvement plan includes twenty-two projects with an appropriation of \$81,553,400. Fiscal year 2010 funding includes eighteen projects with an appropriation of \$30,002,900. Project operating budget impacts include the various costs for annual maintenance for the Streets and Drainage Division. Annual maintenance costs are projected to increase as a result of additional sidewalks, guardrails, and pavements constructed each year in addition to the division's existing maintenance costs.

Five of the department's FY 2010 projects include federal stimulus funding with an appropriation of \$1,803,100. These projects include sidewalk and bikeway expansions for Idlewild Drive, Ingleside Avenue, Joe Louis, Lucy Street and Lake Bradford Road.

The remaining FY 2010 projects include five projects with gas tax revenues as their funding source totaling \$4,694,800. These include various minor intersection improvements, traffic management improvements, traffic calming enhancements, sidewalk developments and street resurfacing improvements. Two projects, Middlebrooks Circle conveyance stabilization and minor stormwater improvements will use stormwater revenue as a funding source totaling \$1,605,000. Weems Road improvements will be funded from Fallschase DRI mitigation funds in the amount of \$2.5 million. Sales tax funds in the amount of \$823,400 will support traffic improvements, guardrail and handrail installations, major intersection improvements and the GreenWay Trail Connectors enhancements. The Tallahassee-Leon County Public Safety Complex, also known as the Joint Dispatch project is funded in the amount of \$13,175,000 of which \$700,000 is from general government capital project account funds and the balance, \$12,475,000 will come from 2004 capital bond funds during FY10. Another three projects with funding totaling \$5,401,600 will also require 2004 capital bonds funds during FY10. These include major intersection improvements, Lake Bradford Road enhancements and a new project for FAMU Way.

Three projects, Municipal Complex Safety and Security Improvements, Nurse's Drive, and Advanced Transportation Management System enhancements will receive funding in the balance of the five year capital improvement plan.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
1989 Sales Tax	823,400	823,400
2004 Capital Bond Series	17,876,600	20,876,600
2005 Sales Tax	0	600,000
Fallschase DRI Mitigation Funds	2,500,000	4,000,000
Fire Debt	0	8,000,000
Florida Department of Transportation	1,803,100	5,520,100
Gas Tax	3,000,000	20,866,500
Gas Tax Undesignated Balance	1,694,800	1,694,800
General Government - Future Bonds	0	3,908,000
General Government Capital Improvement Fund - GGCIF	0	7,244,000
General Government Capital Project Account - GGCPA	700,000	4,740,000
Stormwater RR&I Undesignated Balance	1,605,000	3,280,000
Total Funding	30,002,900	81,553,400

Development and Transportation Services
Public Works

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 2009.

Recurring Traffic Management System - 08052
Highway Beautification Program - 08050
Caliark Street Pass - 96035
Sales Tax Intersection Improvements (Master) - 95288
Potts Road Paving - 90027
Blairstone Road and Park Avenue Intersection Improvements - 0800381
Traffic Signal Poles @ Governor Square Blvd and Blairstone - 0900461
Virginia Street Mast Arm Upgrade - 0101331
Uninterruptible Power Supplies for Signal - 0101332
FY09 New Guardrail and Handrail Installations
ITS Projects
Virginia St Mast-Arm Upgrade - 01013315
Trojan Trail Pass - 98014
Ocala Road Stormwater Modifications - 02764
ADA Work - Centre Point Blvd - 0800345
ADA Work - Market Square Phase II - 0800492
ADA Work - Downtown Zone Phase II - 0101361
Capital Medical Blvd. Sidewalk - 0900659
Advanced Transportation Management System Enhancements

Development and Transportation Services

Public Works

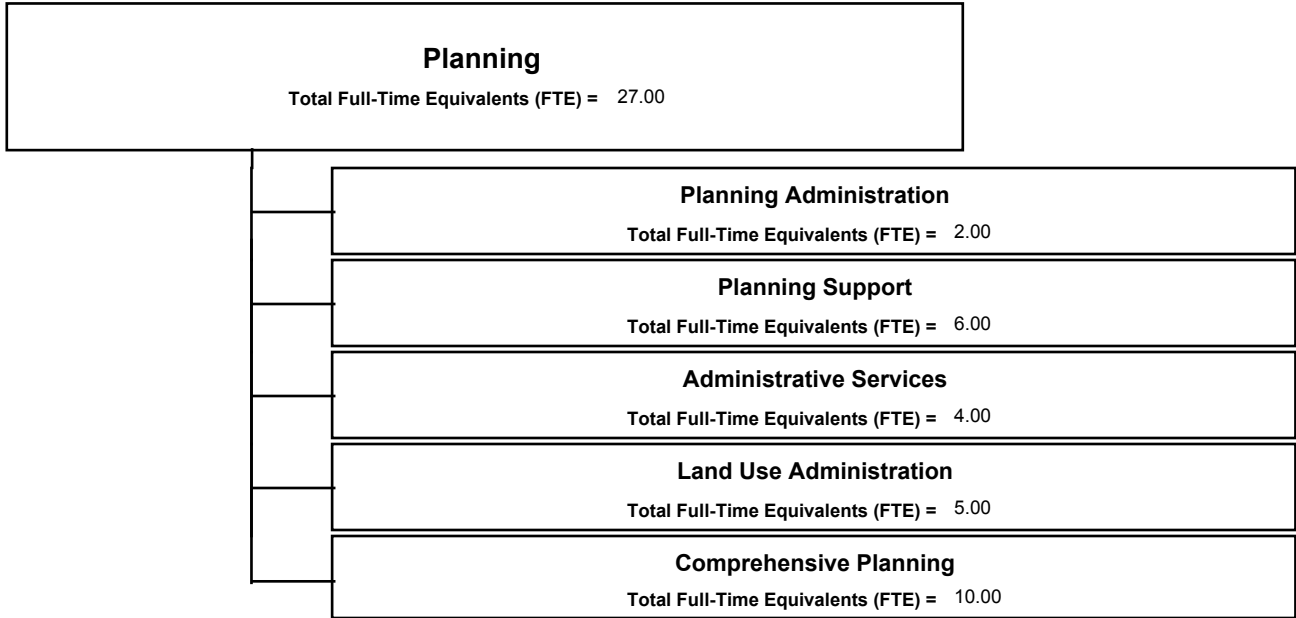
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2010.

Welaunee Boulevard (Capital Circle)
Blair Stone Road Northern Extension
East Park Avenue
California Street Mini - PASS
Lipona Road - PASS
Raymond Diehl Road - PASS
Mission Road (White to Fred George)
Orange Avenue Extension, Phase II
Trojan Trail PASS
Bradford Road PASS
Governor's Square Boulevard Widening
Weems Road PASS
Appleyard Drive Litigation
Blair Stone Road Access Management
Intersection Improvements
McKeithen/Hayward Construction Project
Bond Community - Neighborhood
Neighborhood Infrastructure Enhancement
Centerville Road Sidewalk
South Adams Street Gateway Enhancement
Magnolia/Lafayette Street Intersection
ADA Sidewalk Rehabilitation
Gaines Street FAMU Way Madison
Campbell Connector Trail
Four Points Bikeway Trail Head
Rankin & Roberts Traffic Circle
Kerry Forrest Parkway Extension
Apalachee Parkway Sidewalk (LAP)
Magnolia/Lafayette Improvement
Wahnish & Orange Avenue Intersection
Adams St & Orange Avenue Intersection
Magnolia Drive Sidewalk
CarteGraph Asset & Work Management System



Development and Transportation Services
Planning
Organizational Chart



**Development and Transportation Services
Planning**

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
250101 Planning Administration	348,141	369,823	610,995	611,104
250102 Planning Support	390,278	475,729	432,471	433,142
250103 Administrative Services	276,283	297,431	262,170	261,875
250201 Land Use Administration	425,862	524,971	421,743	422,669
250301 Comprehensive Planning	751,750	926,023	820,131	821,084
Total Expenditures	2,192,314	2,593,977	2,547,510	2,549,874

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	1,748,005	2,068,860	1,996,054	1,998,870
Operating	79,754	89,035	232,012	231,694
Allocated Accounts	276,493	312,195	319,444	319,310
Utilities and Other Expenses	83	0	0	0
Transfers	87,979	123,887	0	0
Total Expenditures	2,192,314	2,593,977	2,547,510	2,549,874

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	1,411,319	1,687,074	1,627,893	1,630,257
Co Share of Co Employees	69,621	150,516	72,236	72,236
Co Contrib w/o Co Empl	689,263	726,103	813,622	813,622
Leon Co Rent and O&M	22,111	30,284	33,759	33,759
Total Funding	2,192,314	2,593,977	2,547,510	2,549,874

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
250101 Planning Administration	2.00	2.00	2.00	2.00
250102 Planning Support	6.00	6.00	6.00	6.00
250103 Administrative Services	4.00	4.00	4.00	4.00
250201 Land Use Administration	6.00	6.00	5.00	5.00
250301 Comprehensive Planning	11.00	10.00	10.00	10.00
Total FTE	29.00	28.00	27.00	27.00

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, Support, Administrative Services, Land Use and Comprehensive Planning.

- Planning Administration provides accurate information, creative and effective planning recommendations and expertise in the areas of long-range land use, environmental, and transportation planning.
- Planning Support provides geographic information system research, mapping, graphics, computer, and publication assistance to the Planning Department and to the local governments.
- Administrative Services provides administrative support services for the department, including the provision of additional resources in understaffed areas, and coordinates work responsibilities within the Planning Department.
- Land Use Administration reviews rezoning applications, planned unit developments, developments of regional impact, and other large-scale developments.
- Comprehensive Planning promotes implementation of the Tallahassee-Leon County Comprehensive Plan (including oversight of the process of evaluating and amending the plan) and coordinates long-range transportation, environmental, and special planning projects and issues.

Trends and Issues

- Concurrency Bill - On June 1, 2009, the Governor signed into law the Community Renewal Act (Senate Bill 360), which is designed to relieve some of the current regulatory constraints on commercial and residential housing developments within dense urban areas in the state. Although the city and the urban services area outside the city likely meet the requirements of a dense urban area, implementation through the comprehensive plan amendment process will take at least one year. Also, several communities have filed lawsuits challenging the legality of SB360 and there is a move to re-visit SB360 in the 2010 Legislature. Hopefully, by July 2010, the landscape will be more clear on what this bill means to the city.
- Complete implementation of the recommendations of the adopted Evaluation and Appraisal Report (EAR), which is a state-mandated review and reassessment of the comprehensive plan. The comprehensive plan will need to be amended consistent with the EAR recommendations.
- Assist with the implementation of sector plans, including development of design standards specific to an adopted sector plan, the multi-modal transportation district, and other special areas of concern.
- Investigate options for transit-oriented development in both the city and county, thereby supporting the efforts of StarMetro.

Development and Transportation Services

Planning

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Planning Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.
- The overtime budgets in 250102 (Support) and 250103 (Administrative Services) will be eliminated in FY10, resulting in a savings of \$5,171.
- Planning will reduce miscellaneous line items by \$6,000 in FY10.
- Planning will freeze position #2221 for the last 35 days in FY10, after the incumbent retires, which will save \$14,057.
- Planning will eliminate position #093, after the incumbent vacates the position, which will save \$74,603.
- The three (3) planner positions that were held vacant in FY09 will be filled in FY10 by the three Growth Management employees that charged their time to the Planning budget in FY09. This will allow the city to eliminate three positions in the Growth Management Department. Planning currently has four (4) vacant positions and three will be filled in FY10 by the three Growth Management planners and the fourth position will remain vacant in FY10. A net savings of \$73,631 is projected in FY10 for Planning by moving the three (3) Growth Management planners into Planning and keeping the fourth position vacant in FY10.
- In FY10, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$9,884).

City Commission Action

The City Commission approved the budget for this department with the following changes:

- Adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.
- The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$5,995.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$318).
- A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$134).

Development and Transportation Services Planning Performance Measures

Program Objectives

The Planning Department's fiscal year 2010 objectives are to:

- Continue to coordinate the implementation of the Southern Strategy Area policies of the comprehensive plan.
- Begin the implementation of the multi-modal transportation district plan.
- Continue to implement the Gaines Street corridor enhancement projects, including parks, streetscape improvements, new zoning codes, and historical building rehabilitation.
- Review type A, B, C, and D projects, including site plans and preliminary plats, plans for new public and private schools, rezonings, planned unit developments, and developments of regional impact.
- Continue implementation of inclusionary housing regulations, or identify additional options for the provision of inclusionary and affordable housing.

Analysis of Performance Measures

The increase in the number of residential dwelling units permitted in both the Gaines Street and Southern Strategy areas speaks to the effectiveness of proper zoning and planning laws. Both of these areas have been targeted for redevelopment by the city over the last several years. Several of the Planning Department's objectives listed above have been instrumental in guiding the development of both the Southern Strategy and Gaines Street areas. Both of these areas are critical in revitalizing the south side of town, linking the two universities (Florida A & M and Florida State) together for the successful redevelopment of Gaines Street, and for the success of an 18-hour downtown.

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of comprehensive plan amendments analyzed and correctly processed for public hearings and workshops.	#	57	25	88	25
Number of GIS layers actively maintained.	#	7.50	7.00	7.25	7.00
Number of residential dwelling units permitted within the Gaines Street Redevelopment Area.	#	4	30	15	20
Number of residential dwelling units permitted within the Southern Strategy Area.	#	131	200	79	20
Square feet of nonresidential development permitted within the Southern Strategy Area.	#	38,526	200,000	51,599	10,000

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of rezonings and planned unit developments processed per full time equivalent.	#	32	60	31	30
Percentage of acquisition costs for greenways paid for by the City.	%	50	50	0	100

There is no benchmark for the city match related to the acquisitions of greenways. The city used 50% for FY09 based on recent experience in receiving matching funds from the State of Florida's Forever program; however, based on the 2009 Florida Legislative session, it appears that the State's Florida Forever program will not be funded in FY10 due to budget constraints. Therefore, the city's cost will be 100% for any greenway acquisitions in FY10.

Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Percentage of customers satisfied with Planning's customer service.	%	95	95	95	95

Development and Transportation Services
Planning
Capital Improvement Program Budget

CIP Budget Overview

The Planning Department has no capital projects in the fiscal year 2010 capital budget; however, the Greenspace and Environmentally Significant Lands project remains funded at \$250,000 annually in the capital improvement plan. The funding for FY10 has not been included because the State of Florida is not funding the Florida Forever program in FY10, which typically provides a 50% match for all greenspace acquisitions made by the city.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
General Government - Future Bonds	0	1,000,000
Total Funding	0	1,000,000

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 2009.

FY09 Greenspace and Environmentally Significant Lands

Continued Capital Projects

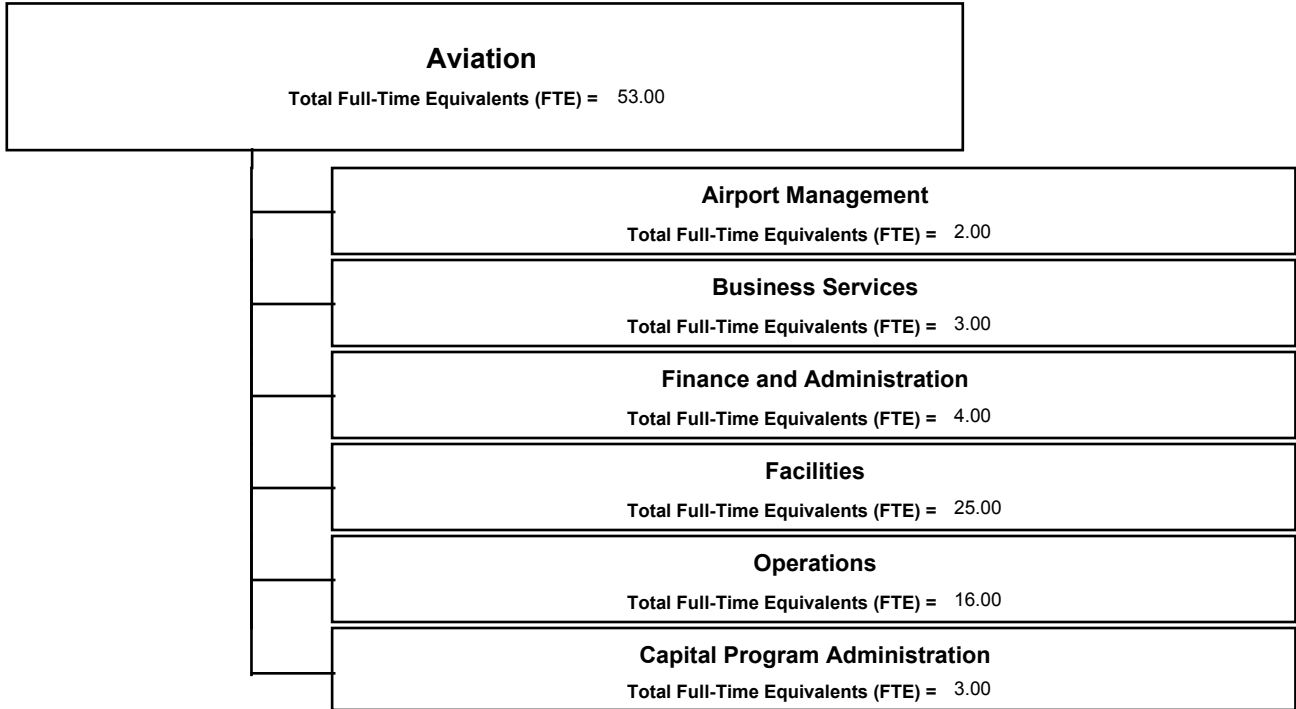
The following list represents projects currently open with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2010.

None

Development and Transportation Services

Aviation

Organizational Chart



Development and Transportation Services

Aviation

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
270101 Airport Management	1,025,619	1,234,638	1,048,714	1,049,380
270102 Business Services	311,863	323,887	341,609	341,956
270103 Finance and Administration	4,532,249	3,299,475	3,653,990	3,654,496
270201 Facilities	3,425,579	3,482,026	3,561,317	3,560,524
270202 Operations	2,256,859	2,364,911	2,484,985	2,484,815
270203 Capital Program Administration	153,579	154,715	155,323	155,732
Total Expenditures	11,705,748	10,859,652	11,245,938	11,246,903

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	3,187,880	3,272,504	3,364,574	3,367,130
Operating	1,418,032	1,224,400	1,475,990	1,475,990
Other Services & Charges	30,000	30,000	30,000	30,000
Allocated Accounts	1,465,173	1,611,235	1,474,315	1,474,021
Utilities and Other Expenses	1,050,361	1,298,883	1,264,649	1,264,649
Transfers	1,347,825	1,296,756	1,295,672	1,295,672
Contributions to Operations	892,513	919,434	899,059	897,839
Year End Adjustments	2,313,964	1,206,440	1,441,679	1,441,602
Total Expenditures	11,705,748	10,859,652	11,245,938	11,246,903

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Airport Operating Fund	11,705,748	10,859,652	11,245,938	11,246,903
Total Funding	11,705,748	10,859,652	11,245,938	11,246,903

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
270101 Airport Management	2.00	2.00	2.00	2.00
270102 Business Services	3.00	3.00	3.00	3.00
270103 Finance and Administration	3.00	3.00	4.00	4.00
270201 Facilities	27.00	27.00	25.00	25.00
270202 Operations	16.00	16.00	16.00	16.00
270203 Capital Program Administration	3.00	3.00	3.00	3.00
Total FTE	54.00	54.00	53.00	53.00

Development and Transportation Services

Aviation

Summary of Services Provided

Airport Management

- Manages and provides guidance and direction for all the airport's activities
- Monitors and responds to federal, state and local requirements
- Manages community relations, governmental affairs, and strategic planning

Business Services

- Administers lease management, concessions, restaurant and tenant relations
- Responsible for business recruitment, marketing and research and demographic reporting and analyses

Finance and Administration

- Responsible for financial management, accounting, and budgeting
- Grant administration, billing and receiving
- Manages airline rates and charges

Facilities Management

- Responsible for building and base maintenance and environmental compliance
- Maintains the terminal, the control tower, fire station, hangars, runways, taxiways, aprons, parking facilities, and all airport acreage

Operations

- Monitors and directs airfield operations
- Responsible for enforcement and oversight of airport rules and regulations, and minimum standards
- Compliance to Federal Aviation Agency Regulations
- Manages services provided by fire and police units located at the airport

Capital Program Administration

- Responsible for managing the department's construction and capital improvement plan
- Prepares and identifies capital program costs, design review and environmental management
- Provides accountability to the city, Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT)

Development and Transportation Services

Aviation

Trends and Issues

The state of the industry for US commercial air service in 2009 can best be described as an industry in turmoil that has negatively impacted TLH. High fuel prices, bankruptcies and an overly aggressive expansion strategy for the past several years forced the airline industry to rethink and reassess its strategies and business models. In 2008 US legacy carriers, in particular (i.e., Delta, Northwest, United, American, US Airways, and Continental) began eliminating routes, flights and aircraft to lower seat capacity and expand into a more lucrative international market. The reduced seat capacity and high fuel prices allowed airlines to increase ticket prices creating high yields and move them closer to profitability. This strategy has significantly reduced passenger traffic at small airports and severely impacted air service development opportunities.

•Air Service Strategy

During 2009, the City of Tallahassee, Leon County and the State of Florida successfully negotiated an agreement with Delta Airlines to resume intrastate air service to Fort Lauderdale, Orlando and Tampa. Under the terms of the agreement, the City, County and State will have to pay Delta a \$1.5 million stop-loss guarantee if Delta does not generate \$11.5 million in annual revenue. Delta Air Lines discontinued its Orlando and Tampa service effective October 1, 2009. Delta will continue to provide service to Ft. Lauderdale through March 31, 2010.

•Small Communities Air Service

As a result of the instability of the airline industry and their push to profitability by reducing labor costs and cutting capacity, airports in small communities throughout the country are faced with significant reductions in commercial air service or the loss of service all together. Increased funding through the U.S. Department of Transportation Aviation Analysis Division for the Small Communities Air Service Development Grant Program (SCASDG) and the Essential Air Service Grant Program (EAS) would greatly assist small communities and attract commercial air service.

•Safety and Security Issues

The Transportation Security Administration (TSA) continues to increase regulatory oversight of both airports and air carriers. TSA continues to focus on several significant programs and a layered security approach that will have a direct impact upon airport security personnel and available resources.

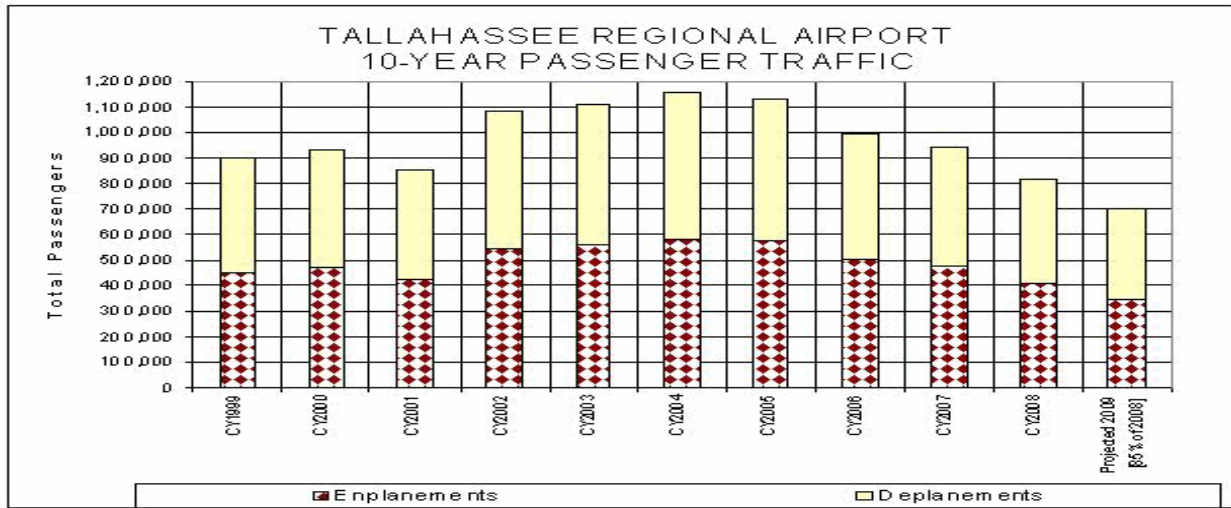
•Technology Integration

Increasingly complex airport safety and security requirements necessitate the use of sophisticated and complex airport-specific systems and advanced levels of technology integration to ensure regulatory compliance and rapid identification and response to safety and security violations that arise. Testing and system maintenance is required each day to ensure proper system performance and integration with various communications systems to ensure a rapid, and well-coordinated response to incidents that occur each day.

•Passenger Trends

TLH is primarily an origination/destination airport with the majority of passengers being on business related travel rather than leisure related travel. Passenger traffic slowed in fiscal years 2007 and 2008 with an average decrease of 10%. Flight frequency and capacity have been reduced and fares remain high. Although passenger traffic slowed in FY 2008, TLH had 871,607 passengers. Higher ticket prices resulting from reduced capacity and high fuel costs and the downturn in the economy have had a dramatic effect on passenger traffic throughout the country but especially at small airports such as TLH, where one airline is the dominant carrier and no low-cost carrier service exists. The following chart shows that TLH experienced a continuous decline in passenger traffic due to the economic downturn.

Development and Transportation Services Aviation



Significant Changes From FY 2009

Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

The following service level changes were included in the proposed budget for the Executive Services Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget:

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

Eliminate temporary wages. Fiscal Impact: (\$12,500).

Restructure building services staff in Facilities division and eliminate one supervisory position. Fiscal Impact: (\$41,876).

Eliminate selected contract services. Fiscal Impact: (\$100,000).

Aviation will increase capitalized wages. Fiscal Impact: (\$46,200).

In FY10, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$12,373).

A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings.

Development and Transportation Services

Aviation

City Commission Action

The City Commission approved the budget for the Aviation department with the following changes:

Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two-day furlough was reduced to a one-day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place.
Fiscal Impact: \$8,435.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$347).

A reduction of \$18,000 in the citywide training budget resulted in a reduction to the Human Resources allocation.
Fiscal Impact: (\$294).

The contribution to the Fire Department for fire services at airport reduced. Fiscal Impact: (\$1,518).

Development and Transportation Services

Aviation

Performance Measures

Program Objectives

The Aviation Department has identified the following as objectives for fiscal year 2010:

1. Maintain compliance with Federal Aviation Administration safety and security operating certificate,
2. Maintain the Aviation Fund's financial condition,
3. Maintain a customer satisfaction rating of at least 80%, and
4. Maintain effectiveness in the administration of the airport's capital programs.

Analysis of Performance Measures

Aircraft Incident Reports: In fiscal year 2009, the Aviation Department realized 40 aircraft incident reports. This represents a 9% decline from the prior fiscal year as the airport continues to implement TSA programs such as operation playbook to further tighten airport security by conducting random surveillance and screening activities at various locations. These efforts are reflected in the number of FAA citations reported. The year to date total for FY 2009 indicates that there were no citations reported.

Enplaned Passengers: Enplaned passengers is a measure that is heavily dependent upon the flow of passenger traffic, the flow of commercial airline traffic, and the number of reported weather and non-weather related incidents. In fiscal year 2008, 437,311 passengers were enplaned versus estimated 540,000. The year to date total for FY 2009 indicated that the airport experienced 369,958 enplaned passengers. This decline is due to higher ticket prices resulting from reduced capacity and high fuel costs.

Landing Fee Per 1,000 Pounds Landed Weight: In fiscal year 2008, the landing fee per 1,000 pounds landed was \$1.73. The year to date total for FY 2009 is \$2.05 versus FY 2009 budget rate of \$1.71 per 1,000 pounds. The increases in these fees are driven by several factors including federal and state regulations, and tend to fluctuate slightly from year to year due to industry costs.

FAA Citations: The department reported outstanding effectiveness by having no citations reported from the FAA for fiscal year 2008, and they anticipate no citations for fiscal year 2009. This measure reflects the department's efforts to maintain high quality airline safety and security standards. This level of performance is anticipated to continue into fiscal year 2010.

There are no nationally promulgated benchmarks for the department's performance measures except where noted.

<u>Input Measures</u>	<u>Unit of Measure</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Budget</u>	<u>FY 2009 YTD</u>	<u>FY 2010 Budget</u>
Aircraft Operations	#	92,606	100,000	89,316	87,000
Capital Projects	#	50.75	50.00	49.75	50.00
Persons Using Airport Terminal Facility	#	1,743,214	1,760,000	1,470,306	1,400,000

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Development and Transportation Services

Aviation

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Aircraft Incident Reports	#	44	50	40	50
Customer Service Upgrades	#	15	3	9	2
Deplaned Passengers	#	434,296	440,000	365,195	350,000
Enplaned Passengers	#	437,311	440,000	369,958	350,000

Based upon the Southern Region and Companion Airports survey, the average number of enplaned passengers within a fiscal year is 538,965. This average is used as the benchmark for this measure. This average excludes Hartsfield-Jackson Atlanta International Airport.

Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Average Terminal Rental Per Square Foot	\$	45.08	45.81	47.14	47.14
Cost per Enplaned Passenger	\$	10.58	11.34	12.30	14.02
Landing Fee Per 1,000 Pounds Landed Weight	\$	1.73	1.71	2.05	2.14

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
FAA Citations	#	0	0	0	0
Projects on Time/Within Budget	%	98	75	95	75
Runway Incursions	#	0	0	0	0
TSA Citations	#	0	0	0	0

Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Airport Operating Certificate Retained	1=Yes/0=No	1	1	1	1
Effective Capital Program Administration	1=Yes/0=No	1	1	1	1

Development and Transportation Services

Aviation

Capital Improvement Program Budget

CIP Budget Overview

The Aviation Department's fiscal year 2010 capital improvement program reflects minor changes to more closely match the Federal Aviation Administration's Airport Improvement Program and the Florida Department of Transportation's Work Program and Transportation Improvement Plan.

Purchase of Runway Sweeper project originally funded in FY 2013 was advanced to FY 2009. Due to lack of funding, the Inline Baggage Handling System project is deferred indefinitely and the Terminal Building Rehabilitation project is deferred for approximately two years.

One new project has been added in fiscal year 2014: Boarding Bridge Replacement. The passenger boarding bridges will be 25 years old when replaced. Three bridges will be replaced in FY 2014 and the remaining three bridges will be replaced in the future. 50% of funding will be received from the FDOT grant.

Several projects were moved to more closely align them with the FDOT Work Program, several projects have an updated cost estimate that is reflected in the funding, and several continuing projects have had funding extended to 2014.

One project, Crisis Command Center was deleted due to lack of need.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Airport RR&I	450,000	2,895,658
Airport RR&I Undesignated Balance	1,100,000	6,160,592
Federal Aviation Administration	10,000,000	28,787,000
Florida Department of Transportation - Aviation	1,050,000	6,379,000
Passenger Facility Charge	825,000	7,500,000
Private Investment Funds	0	588,500
Total Funding	13,425,000	52,310,750

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or underway and expected to be completed in fiscal year 2009.

- Airport Development
- ARFF Vehicle Replacement
- Bulk Hangar Rehabilitation
- FDEP Landfill Airport/Landfill NAM
- Jet Bridges Minor Repair
- Purchase of Runway Sweeper
- Terminal/Cargo Apron Lighting
- Water Quality Management

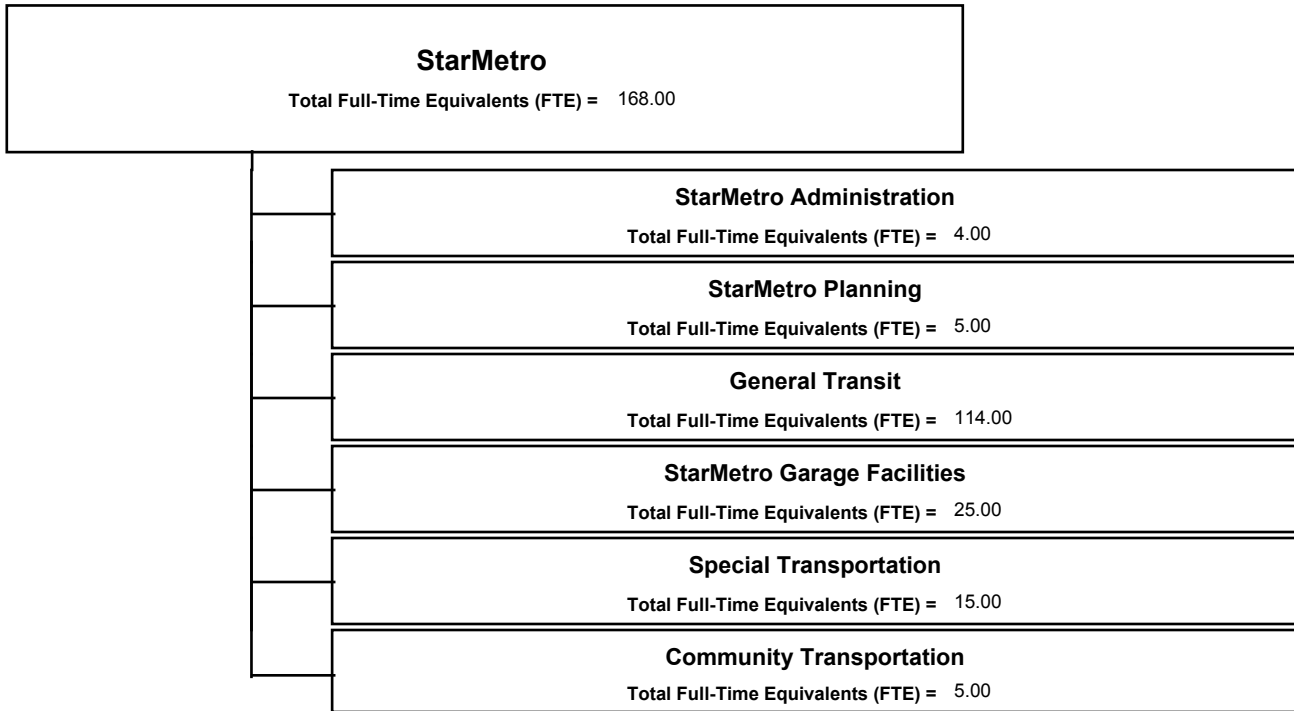
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2010.

- Airport Entrance/Access Road Improvements
- North Apron Overlay
- North Apron Rehab – Phase II
- Parking Facility Improvements
- Terminal Building Rehab – Phase II



Development and Transportation Services
StarMetro
Organizational Chart



Development and Transportation Services

StarMetro

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
280101 StarMetro Administration	2,549,533	2,294,758	2,378,222	2,377,257
280102 StarMetro Planning	482,568	439,979	460,407	461,343
280201 General Transit	7,718,247	7,048,134	7,382,043	7,380,212
280301 StarMetro Garage Facilities	2,903,337	2,919,527	2,994,355	2,997,294
280401 Special Transportation	1,093,715	1,010,195	1,060,287	1,060,285
280402 Community Transportation	1,725,062	1,638,408	1,675,029	1,675,221
Total Expenditures	16,472,461	15,351,001	15,950,343	15,951,612

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	8,706,613	8,863,722	9,099,315	9,102,124
Operating	3,271,278	3,097,432	3,257,139	3,256,572
Other Services & Charges	2,000	2,000	2,000	2,000
Allocated Accounts	2,001,125	1,877,550	1,913,782	1,912,809
Utilities and Other Expenses	2,468,938	1,499,463	1,667,336	1,667,336
Transfers	22,507	10,834	10,771	10,771
Total Expenditures	16,472,461	15,351,001	15,950,343	15,951,612

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Contribution From General Fund	8,724,241	6,797,938	7,923,865	7,925,134
StarMetro Operating Fund	7,748,220	8,553,063	8,026,478	8,026,478
Total Funding	16,472,461	15,351,001	15,950,343	15,951,612

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
280101 StarMetro Administration	3.00	3.00	4.00	4.00
280102 StarMetro Planning	5.00	5.00	5.00	5.00
280201 General Transit	114.00	116.00	114.00	114.00
280301 StarMetro Garage Facilities	25.00	25.00	25.00	25.00
280401 Special Transportation	15.00	15.00	15.00	15.00
280402 Community Transportation	5.00	5.00	5.00	5.00
Total FTE	167.00	169.00	168.00	168.00

Development and Transportation Services

StarMetro

Summary of Services Provided

- StarMetro is comprised of six divisions - Administration, Planning, General Transit, Garage Facilities, Special Transportation, and Community Transportation.
- The Administration division is charged with managing 168 full-time employees and monitoring a \$16.0 million operating budget and \$32 million capital improvement plan. The division handles budget preparation, grant applications, marketing and project management for the transit system.
- The Planning division, comprised of five full-time professional employees and several part-time or internship positions, provides policy and service development support to the other divisions. This division continuously reviews and recommends scheduling and route changes as the city develops. The division promotes and develops programs to increase transit revenue and ridership, such as U-Pass programs, the employee bus pass program, decentralization of the route structure, and service contracts.
- The General Transit division provides accessible transit services to citizens of Tallahassee. Transit services are provided 363 days a year. During FY 2008 bus service was provided on 44 city and university routes traveling over 1.9 million miles and providing 4.2 million passenger trips.
- The Garage Facilities division maintains an operating fleet of 56 peak pull out buses with a 20% spare ratio, 17 vans, and 13 support vehicles. This seven-day a week schedule is covered by 22 technicians divided into two shifts with 16 hours of overtime required each week to support weekend and evening operations and maintenance. The facility maintenance subdivision of Garage Facilities maintains the administration building, C.K. Steele bus transfer center, and 1,053 Star Stops with 120 shelters. This is accomplished with four full-time positions and four temporary positions.
- The Special Transportation division provides complementary paratransit service, Dial-A-Ride, in compliance with the Americans with Disabilities Act (ADA). Additionally, Dial-A-Ride provides service to the elderly throughout the City of Tallahassee during off peak hours. The Dial-A-Ride service is provided to anyone living within the Tallahassee city limits or within 3/4 a mile on either side of a fixed bus route in the areas outside of the city limits. In FY08, over 62,558 trips were provided and 426,891 miles were traveled in the coverage area.
- The Special Transportation division also serves as the Community Transportation Coordinator (CTC). The CTC is responsible for coordinating all transportation services for the transportation-disadvantaged population of Leon County. Transportation services are coordinated for Medicaid, Developmental Disabilities (Department of Children and Families), Vocational Rehabilitation, and the Transportation Disadvantaged Commission's non-sponsored riders. This program is expected to schedule 63,000 trips in FY10.

Development and Transportation Services

StarMetro

Trends and Issues

- Through the federal stimulus bill and Federal Transit Administration (FTA) Section 5307 funding, StarMetro received eight (8) new buses in August and another twelve (12) buses in early 2010. In addition, StarMetro will receive fourteen (14) new Dial-A-Ride vans in FY10.
- In previous years, StarMetro was authorized to use a portion of its FTA Section 5307 funds for operating assistance. This officially ended in FY07, when the Tallahassee Transportation Management Area (TMA) exceeded 200,000 residents; however, on April 30, 2009, the federal regulations changed, allowing Tallahassee and other TMA's to use a portion of the Section 5307 funds for operating purposes. This change results in StarMetro receiving an additional \$808,988 for operating assistance in FY09 and \$404,000 in FY10.
- A potential long-term funding mechanism for StarMetro would be the creation of a Regional Transit Authority (RTA). The Florida Department of Transportation (FDOT) has provided full funding for an in-depth feasibility study of an RTA in the capital region. The study is underway and should be complete by November 2009.
- The City Commission and City Manager have challenged StarMetro to decentralize the route structure by the fall of 2010. A decentralization plan would include minimizing the use of the C.K. Steele plaza and designing a route structure more consistent with travel behaviors. StarMetro staff has developed a concept plan and is in the process of having the proposal reviewed by the general planning consultant.

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the StarMetro Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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.
- Eliminate a vacant Supervisor-Transit Services position (#990) in FY10. Fiscal Impact: (\$66,265).
- Eliminate a filled Information Clerk/Cashier II position (#2112) in FY10. Fiscal Impact: (\$49,767).
- In FY10, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$22,623).
- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings. Fiscal Impact: (\$29,056).
- StarMetro has proposed an overall reduction to their FY10 operating budget, which is captured in the proposed transit action plan. Fiscal Impact: (\$113,562).
- StarMetro's fuel budget has been adjusted downward to reflect the hedging contract that Energy Services entered into to purchase 80% of StarMetro's diesel fuel through FY10. The overtime and temporary wages budgets have been adjusted upward to reflect the actual expenses incurred over the last several years.

Development and Transportation Services
StarMetro

City Commission Action

The City Commission approved the budget for the Department of StarMetro with the following changes:

- Adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.
- The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$18,509.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$567).
- A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$973).

Development and Transportation Services

StarMetro

Performance Measures

Program Objectives

The mission of StarMetro is to provide alternative and specialized transportation options for the citizens and visitors of Tallahassee in a convenient, safe, and dependable manner. In fiscal year 2006, StarMetro presented and received approval for the Tallahassee Transit Renaissance Plan. This process, in addition to completion of the 2005 Transit Development Plan (TDP) was the foundation for the transit system renaissance. The TDP identifies specific primary goals to be achieved, while StarMetro reinvents transit for the community.

- Reevaluate and maximize the efficiency of StarMetro's fixed route network.
- Improve financial stability and secure adequate funding for transit.
- Improve the image and increase marketing strategies of StarMetro.
- Build and maintain a knowledgeable and motivated employee team.

Analysis of Performance Measures

The percentage increase in fare free ridership is directly attributable to StarMetro actions taken over the last several years. In FY07, StarMetro implemented significant changes to the Seminole Express route structure at Florida State (FSU). The new route structure, implemented in August 2007, resulted in increased ridership from FSU students and a decrease in on-campus parking of approximately 500-700 vehicles daily. Due to the success of the Seminole Express route, a new off-campus route was added in August 2008. The Osceola route, which allows both FSU students and faculty to ride free, averages 5,100 monthly riders. Tallahassee Community College (TCC) has a similar agreement with StarMetro, wherein TCC students can ride fare free on StarMetro. Currently, StarMetro and Florida A & M (FAMU) are negotiating a new multi-year contract, which will extend off-campus service to FAMU students residing in off-campus housing. All of these actions by StarMetro account for the increasing numbers of fare free riders.

<u>Output Measures</u>	<u>Unit of Measure</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Budget</u>	<u>FY 2009 YTD</u>	<u>FY 2010 Budget</u>
# Passenger Trips Carried	#	4,134,970	4,635,000	3,845,914	4,774,050
Farebox revenue generated	\$	773,846	1,133,000	792,145	815,000
<i>The amount of farebox revenue generated is the amount reported on the Monthly Revenue Analysis report.</i>					
SouthWood route farebox revenue generated	\$	25,037.56	27,000.00	26,507.00	27,300.00
<i>New measure beginning FY 2007 for SouthWood Express Route (80X)</i>					
<i>First quarter FY 2008, ridership continued to improve. April 2009 - ridership continues to improve.</i>					

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Development and Transportation Services

StarMetro

Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Basic system cost per passenger	\$	2.25	2.11	2.61	2.17
<i>Basic system cost per passenger - This cost is determined by dividing operating cost (salaries, expenses, fuel) for each month by the total number of passengers carried. Based on the 2004 National Transit Database information, Florida systems of comparable size to StarMetro (Gainesville and Pensacola) reported cost per passenger of 1.56 and 3.69 respectively.</i>					
Basic system revenue per passenger	\$	1.33	1.24	1.41	1.24
<i>The revenue per passenger is determined by dividing the total revenue from the Revenue Analysis StarMetro Operating fund by the total numbers of passengers from the monthly National Transit Data (NTD) ridership reports.</i>					
Dial A Ride cost per passenger	\$	11.73	14.50	15.31	14.70
<i>The cost per passenger is determined by dividing the total operating cost (salaries, expenses, fuel) by the total number of passengers carried. The operating costs are extracted from Peoplesoft and the total number of passengers is furnished to the planning division by the Dial-A-Ride program manager who retrieves this information from the Trapiaze Productivity Report.</i>					
Revenue dollars generated per dollar of department salary	\$	1.09	1.42	0.73	1.46
<i>Data collected by StarMetro The revenue dollars generated per dollar of department salary are determined by dividing the total amount of revenue generated by the actual salaries.</i>					

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Farebox recovery ratio	%	9.10	32.00	34.33	33.00
<i>The farebox recovery ratio is calculated by dividing the farebox revenue which includes cash fares, smart cards and university contracts, by the total operating cost (salaries, expenses, fuel).</i>					
SouthWood express route farebox recovery ratio	%	7.12	15.45	5.76	15.91
<i>Beginning FY 2007, this new measure was added to determine SouthWood Express Route (80X) performance. Farebox revenue generated from SouthWood route is divided by operating cost of SouthWood route. First quarter 2008, ridership is increased. April 2009 - ridership continues to improve.</i>					

Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
% Increase or Decrease in Fare Free Ridership (Measures Effect on Student Travel Mode Choices)	%	4.98	3.00	25.17	6.00
<i>Data is taken from the revenue and ridership monthly report. Information for this report is taken from the monthly route summary, key counts and total fares by route for FSU and FAMU and TCC fare-free ridership. 2009 data is compared to 2008 data.</i>					

Development and Transportation Services

StarMetro

Capital Improvement Program Budget

CIP Budget Overview

The department's five-year capital improvement plan program includes funding for four projects in the amount of \$32,222,200 for FY 2010-2014. Fiscal year 2010 appropriation of \$6,270,300 supports Section 5307 and Section 5309 funding. Section 5307 funding is formula based, allocating federal dollars to StarMetro for both capital and operating assistance, with limits on operating assistance since StarMetro services an area with over 200,000 residents. Section 5309 funding is for capital and merely represents StarMetro's request for funding. StarMetro is notified after the fiscal year is underway regarding the actual Section 5309 award. The third project is designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment. The project also supports reverse commute activities designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities. The fourth and final project will provide funding to reduce barriers to transportation service and expand the transportation mobility options to individuals with disabilities beyond the requirements of the Americans with Disabilities Act.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
FDOT Toll Road Credit	1,254,050	6,444,400
Federal Transportation Administration	5,016,250	25,777,800
Total Funding	6,270,300	32,222,200

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 2009.

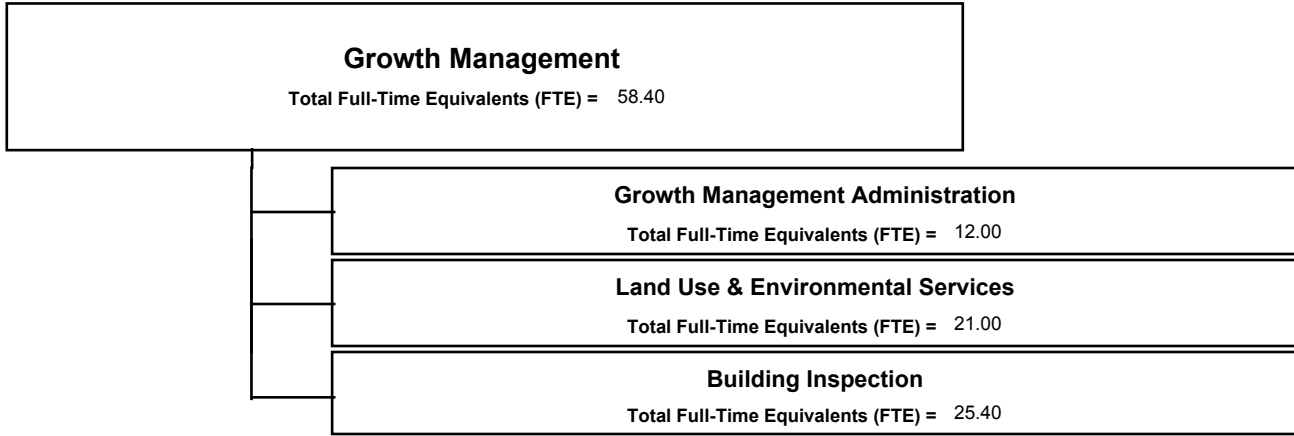
Engineering at C.K. Steele Plaza
New Bus Shelters
Replacement of Bus Stop Benches
Bus Driving Simulator
Solar Technology
Bus and Equipment Acquisition
Capital Grant for Vans

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 2010.

Renovate/Rehabilitate C.K. Steele Plaza
Expansion – Transit Facilities
FTA Stimulus for Buses
StarMetro ITS Project

**Development and Transportation Services
Growth Management
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
330101 Growth Management Administration	1,144,496	1,203,504	1,437,373	1,438,385
330301 Land Use & Environmental Services	2,460,075	2,198,372	1,777,412	1,780,745
330401 Building Inspection	3,617,650	3,105,877	2,438,743	2,525,309
Total Expenditures	7,222,222	6,507,753	5,653,528	5,744,439

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	5,594,770	4,866,538	4,202,670	4,212,166
Operating	94,152	117,208	316,074	316,074
Allocated Accounts	1,193,296	1,166,042	1,029,250	1,028,906
Transfers	340,004	357,965	53,409	53,409
Year End Adjustments	0	0	52,125	133,884
Total Expenditures	7,222,222	6,507,753	5,653,528	5,744,439

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	3,604,572	3,401,876	3,214,785	3,219,130
Building Inspection Fund	3,617,650	3,105,877	2,438,743	2,525,309
Total Funding	7,222,222	6,507,753	5,653,528	5,744,439

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
330101 Growth Management Administration	10.00	10.00	12.00	12.00
330301 Land Use & Environmental Services	31.00	28.00	21.00	21.00
330401 Building Inspection	42.00	37.00	25.40	25.40
Total FTE	83.00	75.00	58.40	58.40

Development and Transportation Services

Growth Management

Summary of Services Provided

The Growth Management Department is the land development regulatory agency of city government. The department implements the city's environmental and land development activities. The department is also responsible for enforcing the city's building codes through review of building plans, permitting, and the inspection process. The department consists of the following divisions:

Administration

- Manages and provides direction and technical support through the ongoing review and evaluation of codes and ordinances enforced by the department 's internal processes and management activities

Land Use and Environmental Services, (LUES)

- Responsible for enforcement of the concurrency policy, the zoning/site plan/subdivision code, and the environmental management code
- Administers the stormwater operating permit and environmentally sensitive lands mapping programs

Building Inspection

- Responsible for enforcing the city's building and sign codes
- Ensures that planned construction is in compliance with applicable codes
- Authorizes utility connections and issues certificates of occupancy
- Provides centralized intake and coordination of all permit applications
- Administers contractor licensing regulations, and enforces the rooming house ordinance

Development and Transportation Services

Growth Management

Trends and Issues

The following represent current trends and issues for the department:

- The residential construction slump continues to be a major issue. It appears, based on the permit numbers for the first and second quarter of the year, that residential construction has hit an all time low and has leveled out.
- Sustainable construction is the newest trend. The federal, state, and local governments are actively promoting sustainable construction by establishing new laws and incentive programs. The 2007 Florida Building Code became effective March 1, 2009, and created a requirement that all new construction be 15% more energy efficient. Significant changes to the code have required additional training for staff. The division spent considerable time educating the architects, engineers and contractors on the new codes in concert with the Leon County Building Inspection Department.
- The residential construction slump will continue to effect the operation of the Building Inspection Division into the near future. In FY 2009, the division reduced the staffing level by 28.6% to reduce expenses. The division will continue to develop strategies to reduce expenses and increase revenues.
- With the reduction in the volume of applications, staff has been able to complete several major projects. Electronic tracking programs have been developed for storm water operating permits, customer service requests, stimulus projects, and State mandated environmental inspections checklists. In addition, 16 new management reports have been written and added to the server for automated generation and delivery.
- Land Use and Environmental Services has implemented a reorganization to move from three review teams to only two in an effort to facilitate more cross training and improve customer service. As part of this reorganization, environmental inspectors and storm water inspectors have been cross-trained and each staff member is performing both functions.
- Recent efforts have been directed toward stimulating development and advancing projects to the “shovel ready” phase. Procedures have been developed for implementing the permitting portion of the local economic emergency fast tracking system adopted by the City Commission. To date, Growth Management staff liaisons have been assigned to 42 projects. Of the 42 projects, construction has been completed for 2 projects, 5 projects are under construction, 7 projects are in design/pre-construction coordination, and 28 have been assigned staff liaisons.
- Staff has made steady progress toward the implementation of City Projects. This application will allow developers and contractors to electronically upload required applications and supporting documentation from their office computers directly into the City Projects system where they can be reviewed by City staff. Implementation of the Type B review process began on April 1, 2009 and is expected to result in a major increase in efficiency, as it will reduce the need for staff to take in paper applications, site plans, and other large documents.
- The Florida Legislature adopted Senate Bill 360, which is likely to have a substantial impact on local government concurrency management systems. While the legislation clearly defines the thresholds for transportation concurrency exception areas, the department is awaiting legal interpretations related to whether the exception areas are mandatory or optional.

Development and Transportation Services Growth Management

Significant Changes From FY 2009

Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

During FY 2009, an additional five positions were reassigned to Energy Services to meet the increased demand for energy audits and three positions were transferred to the Neighborhood Services to implement an enhanced code enforcement program. In addition, the deputy building official position has taken on additional duties of the vacant facilities management position and is being funded for 60% of his time from Building Services in General Fund.

The following service level changes were included in the proposed budget for the Executive Services Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget:

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

To reflect that the code enforcement function should be supported by the General Fund and not by permitting fees, three code enforcement positions are transferred from the Building Inspection Fund to the General Fund portion resulting in savings of \$167,715 to the Building Inspection Fund.

Three General Fund positions retained and zero budgeted in FY09 are permanently eliminated in FY10.

Eliminate Temporary Wages (General Fund \$55,203 and Building Inspection Fund \$40,206).

Five General Fund positions, three vacant (biologist, engineering tech IV, and program engineer), and two filled positions (environmental inspector - pond program, and GIS program - administrative specialist III) are deleted for a savings of \$384,172.

The Administration and Land Use divisions will implement miscellaneous line item reductions by \$7,546 in FY10.

Building Inspection Fund will reduce miscellaneous line items by \$14,217 in FY10.

In April 2009, the City's Charter Review Committee recommended establishment of a formal schedule to consolidate City and County Growth Management. The Board of County Commissioners has authorized staff to pursue functional consolidation of County-City Growth Management/Building Inspection. Regardless of whether the consolidation is approved or not, a 25% fee increase is proposed, effective October 1, 2009, that recovers all costs, include automatic annual adjustments, assures no additional loan from the deficiencies fund and allows a modest repayment to the deficiencies fund.

In FY10, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$24,489).

A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings.

Development and Transportation Services
Growth Management

City Commission Action

The City Commission approved the budget for the Growth Management Department with the following changes:

Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two-day furlough was reduced to a one-day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$15,931.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$399).

A reduction of \$18,000 in the citywide training budget resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$344).

An additional 5% increase on building inspection fees was approved, from the proposed increase of 25%, to the final approved increase of 30%. Fiscal Impact: \$86,700.

An increase in the transfer from the Building Inspection Fund to the Deficiencies Fund. Fiscal Impact: \$82,042.

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. With the reduction in the volume of applications, staff has been able to complete several major projects. Electronic tracking programs have been developed for stormwater operating permits, customer service requests, stimulus projects, and State mandated environmental inspections checklists. In addition, 16 new management reports have been written and added to the server for automated generation and delivery. The front end scanning initiative has not only increased the accessibility of documents but has also reduced the time lag between application submittal and receipt by members of other departments.

Staff has made steady progress toward the implementation of City Projects, made possible through ProjectDox. This application allows developers and contractors to electronically upload required applications and supporting documents from their office computers directly into the City Projects system where they can be reviewed by City staff. Implementation of the Type B review process began on April 1, 2009, and is expected to result in a major increase in efficiency, as it reduces the need for staff to take in paper applications, site plans, and other large documents. Staff is now working toward bringing the remaining land use applications on board and will then implement the Building Inspection Division's applications.

As part of reorganization of Land Use and Environmental Services, environmental inspectors and storm water inspectors have been cross-trained and each staff member is performing both functions. Prior to the loss of two planners, each of the teams had a planning position that functioned as a zoning technician and the other served as project manager for site plans and subdivisions within the team area. However, the loss of two planners has made cross training a necessity. The remaining four planners (one of whom also functions as Land Use Administrator) are also cross training so that each can perform all functions associated with planning.

Development and Transportation Services

Growth Management

Analysis of Performance Measures

Growth Management remains committed to reducing the building permit application review time. Their success is reflected in the efficiency measures tracked by the department. While some of the time reduction can be attributed to the fact that the market has slowed down and fewer applications have been submitted, at least some of the improvements are likely due to internal business process streamlining.

The number of building inspections performed in FY08 (79,115) was 1% higher than the number performed in FY07 (77,268); this number then decreased in FY09 (65,000) by 17%. The issuance of new single-family residential permits decreased by 51% from FY07 (751) to FY08 (367), and again in FY09 (243) by 33%. However, approximately 300 single-family permit applications were received and reviewed, in January 2009, for which permits were never issued, due to economic conditions. On a more positive note, while the number of new multi-family permits issued decreased from FY07 (725) to FY08 (225) by 68%, an increase of 23% over FY08 was recorded in FY09 (295). The percentage of commercial building permit applications issued comments in 21 days increased from 73.5% in FY07 to 80.92% in FY08 and continued to improve to 99.0% during FY09. The percentage of minor commercial building permit applications issued comments within 14 days remained constant from FY08 to FY09 with 100% being issued within this timeframe.

While the Land Use and Environmental Services (LUES) Division has experienced a reduction in the number of permit applications received, staff has focused efforts on improving processes and implementing special project assignments. Examples of these efforts include a reorganization of the division to facilitate cross training and combining of job functions, implementation of a special project initiative which resulted in the completion of the glitch ordinance, and the development of processes for reviewing stimulus projects. It is important to note that LUES has processed 57 stimulus projects that are not included in the applications referenced below.

Type-A site plan applications dropped approximately 9% between FY07 and FY08; Type-B applications dropped 13% (from 15 to 13 applications) during this same time period. The Type-A's continued downward from FY08 (65) to FY09 (27), with a 58% decrease and the Type-B's with a 38% decrease from FY08 (13) to FY09 (8). Environmental permit applications dropped 3% within this time period and decreased in FY09 (from 133 to 67) by 49%; however, when stimulus projects are considered, the decrease is only 7% (from 133 to 124). It is important to note that the environmental review of stimulus projects is essentially the same in terms of workload as formal environmental management permits and, in some cases, the workload is greater. There was a 55% drop in Preliminary Plat applications (from 18 to 8) and a 20% drop in Limited Partitions (from 10 to 8) between FY07 and FY08. FY09 showed an increase of 37% (from 8 to 11) in Preliminary Plat applications and a 12% increase (from 8 to 9) in Limited Partition applications.

The Records Management Section scanned a total of 1,003,310 pages in FY08. During FY09, staff scanned 1,100,621 pages, which represents an increase of 10%. 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, the Records Management Section has scanned 100% of the historical back-file of paper records in the Land Use & Environmental Services division and 75% for the Building Inspection division.

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
No. of building inspections performed	#	79,115	65,000	65,554	65,000
No. of concurrency applications processed	#	80	50	48	30
No. of environmental permits processed	#	133	133	67	78
No. of environmental reviews processed	#	177	177	91	115
No. of limited partitions processed	#	8	8	9	4
No. of new 1&2 family building permits processed	#	367	367	243	315

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

**Development and Transportation Services
Growth Management**

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
No. of new multi-family dwelling units processed	#	225	225	295	225
No. of preliminary plats processed	#	8	8	11	8
No. of stormwater operating permit inspections	#	1,232	1,200	1,331	1,200
No. of sub-permits issued	#	9,184	9,184	9,516	9,000
Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
% of Applications Appropriately Routed in 24 Hours	%	95	95	95	95
<i>Goal is that 95% of applications be appropriately routed within 24 hours.</i>					
% of CIS Data Input Without Errors	%	98	98	98	98
<i>Goal is that 95% of CIS data is input without errors.</i>					
% of CIS Work Orders-Single Connections Shipped in 24 Hours	%	98	98	98	98
<i>Goal is that 98% of CIS work-orders-single connections are shipped within 24 hours.</i>					
% of CIS-Multiple Connection Work Orders Shipped in 72 Hours	%	98	98	98	98
<i>Goal is that 95% of CIS-multiple connection work-orders are shipped within 72 hours.</i>					
% of Commercial Plans Comments Provided in 21 Days	%	80.92	90.00	99.00	90.00
<i>Goal is to appropriately provide 75% of commercial plans comments within 21 days.</i>					
% of Environmental Permit Comments Provided Within Statutory Timeframe	%	99	99	99	99
<i>Goal is that 100% of environmental permit comments are provided within the statutory time frame.</i>					
% of Minor Commercial Plans Comments Provided in 14 Days	%	100	100	100	100
<i>Goal is to appropriately provide 75% of comments within 14 days.</i>					
% of review comments (1&2) residential provided in 12 days	%	90.00	90.00	99.75	90.00
<i>Goal is that 85% of review comments (1 & 2) residential be provided in 12 days.</i>					
% of Type A Site Plan Comments Issued in 7 Days	%	100	100	100	100
<i>Goal is for 100% of the Type A site plan comments to be issued in 7 days.</i>					
% of Type B Site Plan Comments Provided in 21 Days	%	100	100	100	100
<i>Goal is for 100% of the Type B site plan comments to be issued in 21 days.</i>					

City of Tallahassee
Fiscal Year 2010 Approved Budget

Development and Transportation Services
Growth Management

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
% of After Hours Inspections Performed as Requested <i>Goal is that 95% of after hours inspections be performed as requested.</i>	%	95	95	95	95
% of Building Permit Decisions Upheld <i>Goal is to have 100% of building permit decisions upheld.</i>	%	100	100	100	100
% of Data Input Without Errors <i>Goal is that 90% of data is input without errors.</i>	%	92	92	90	92
% of Inspection Requests Accepted for Next Day, or When Requested <i>Goal is that 95% of inspection requests are accepted for the next day, or for when requested.</i>	%	95	95	95	95
Percentage of site plan decisions successfully upheld <i>Goal is that 100% of site plan decisions be successfully upheld.</i>	%	100	100	100	100
% of time sensitive inspection request accepted for requested time <i>Goal is that 95% of time sensitive inspection requests are accepted for requested time.</i>	%	98	98	98	98

Development and Transportation Services
Growth Management
Capital Improvement Program Budget

CIP Budget Overview

The Growth Management Department has no capital projects in the FY 2010-2014 capital improvement plan.

Completed Capital Projects

The following list represents major projects with a magnitude greater than \$50,000, which were completed or were underway and expected to be completed in fiscal year 2009.

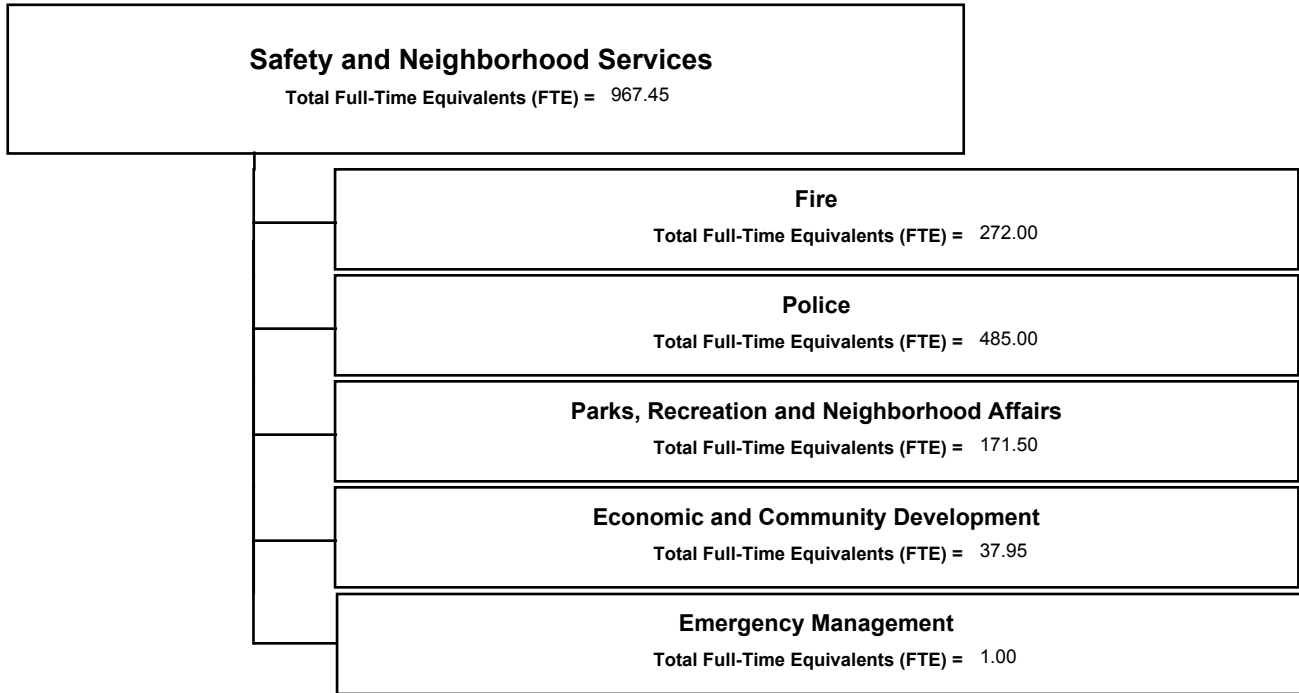
None

Continued Capital Projects

The following list represents projects with a magnitude greater than \$50,000, which are expected to continue into fiscal year 2010.

None

Safety and Neighborhood Services Organizational Chart



Summary of Services Provided

The Safety and Neighborhood Services area includes the departments of Fire, Police, Parks, Recreation and Neighborhood Affairs, Economic and Community Development, and Emergency Management.

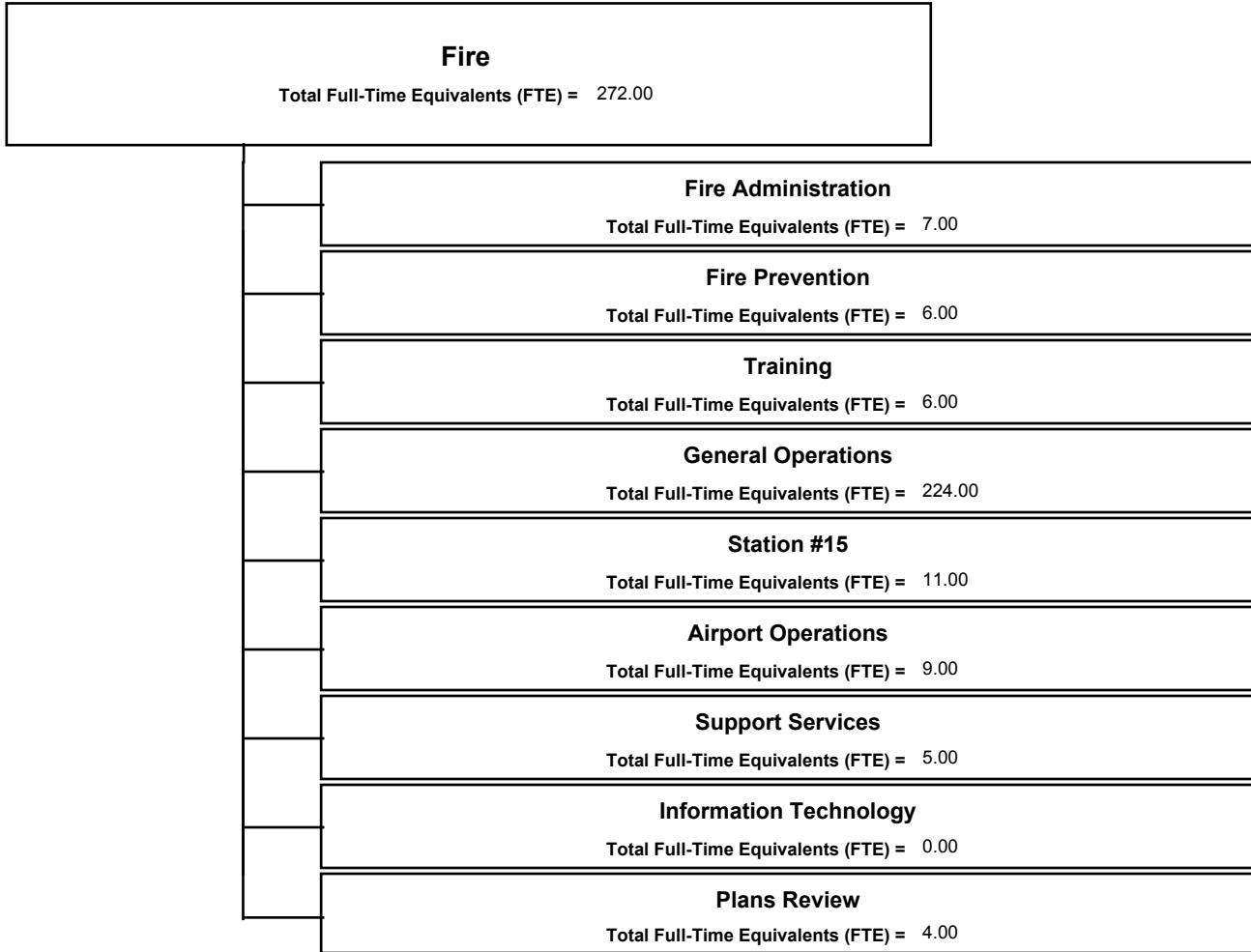
	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Expenditures Summary	99,761,965	101,637,747	104,654,960	104,731,069
Funding Summary	99,761,965	101,637,747	104,654,960	104,731,069
FTE Summary	1,009.25	985.75	952.50	967.45



Safety and Neighborhood Services

Fire

Organizational Chart



City of Tallahassee
Fiscal Year 2010 Approved Budget

Safety and Neighborhood Services

Fire

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
200101 Fire Administration	4,512,088	4,837,611	11,570,151	11,504,285
200201 Fire Prevention	641,066	651,353	514,096	513,198
200301 Training	550,962	577,836	453,893	453,114
200401 General Operations	17,490,190	18,582,175	16,990,341	17,055,953
200403 Hazardous Materials	6,853	13,352	4,170	4,170
200415 Station #15	1,015,226	1,018,704	987,367	985,538
200416 Advanced Life Support	244,929	403,987	424,507	424,507
200501 Airport Operations	892,513	947,885	899,059	897,791
200701 Support Services	428,528	354,267	381,531	382,255
200702 Information Technology	190,922	0	0	0
200801 Plans Review	305,684	311,219	302,495	303,618
Total Expenditures	26,278,961	27,698,389	32,527,610	32,524,429

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	19,454,061	20,148,019	19,982,493	20,041,926
Operating	807,982	978,508	1,118,448	1,122,879
Other Services & Charges	30,856	30,856	30,856	30,856
Capital Outlay	103,794	10,059	610,400	610,400
Allocated Accounts	4,657,644	5,157,306	5,587,315	5,585,354
Utilities and Other Expenses	334,578	343,940	325,703	325,703
Transfers	890,046	1,029,701	2,100,861	1,815,061
Contributions to Operations	0	0	0	285,800
Year End Adjustments	0	0	2,771,534	2,706,450
Total Expenditures	26,278,961	27,698,389	32,527,610	32,524,429

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Fire Services Fund	19,501,026	19,727,313	31,628,551	31,626,590
Fire Services - County Contr	3,499,045	3,440,360	0	0
Fire Services - Station 15	734,173	784,026	0	0
Transfer From Deficiencies Fd	1,652,205	2,798,805	0	0
Contribution From Airport Fd	892,513	947,885	899,059	897,839
Total Funding	26,278,961	27,698,389	32,527,610	32,524,429

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
200101 Fire Administration	8.00	8.00	7.00	7.00
200201 Fire Prevention	6.50	6.00	5.00	6.00
200301 Training	6.00	6.00	5.00	6.00
200401 General Operations	213.00	213.00	222.00	224.00
200415 Station #15	12.00	12.00	11.00	11.00
200501 Airport Operations	9.00	9.00	9.00	9.00
200701 Support Services	5.00	5.00	5.00	5.00
200702 Information Technology	3.00	0.00	0.00	0.00
200801 Plans Review	3.50	4.00	4.00	4.00
Total FTE	266.00	263.00	268.00	272.00

Safety and Neighborhood Services

Fire

Summary of Services Provided

The Tallahassee Fire Department (TFD) provides the city of Tallahassee and Leon County with quality fire suppression, specialized hazardous material response, focused urban search and rescue, dedicated technical rescue, superior vehicle extrication, high quality emergency medical care, fire safety code compliance review and enforcement, and varied public education services. The response area covers 671 square miles serving a population projected at approximately 276,900 persons in fiscal year 2010.

Calls for service decreased by about 6.4% in 2008, down to 23,486 from 25,101 in the prior year. However, the percentage of calls related to structure and non-structure fires, which represents nine percent of the department's total calls, remains unchanged. The Fire Department also responded to over 768 hazardous materials emergencies.

Safety and Neighborhood Services

Fire

Trends and Issues

Fire Department service requests are driven by population, housing units, community health and safety practices. In 2010, Leon County's population is projected to increase by 37,467 persons or 15.6 percent since 2000. Current estimates indicate an increase of 24,581 persons or 8.9 percent between 2010 and 2020. These statistics are accompanied by increases in both residential housing units and vacant housing. The downtown area has become alive with high-rise condominiums that share the urban core with the highest risk populations and properties. The provision of quality fire suppression, specialized hazardous material response, technical rescue, fire safety code compliance review and enforcement, varied public education and other services to the community entails specific challenges and opportunities to TFD, both today and in the future, in the following areas:

- Implementation of the revised fire services fee. Over the last several years TFD has exhausted its reserves and has incurred operating deficits that have been covered by the general government's Deficiencies Fund. In fiscal year 2008 the city and county governments contracted with Government Services Group to conduct a comprehensive review and provide recommendations for implementation of a countywide fire services fee. The study recommended citywide implementation of revised fees effective October 1, 2009.
- Labor negotiations. The International Association of Firefighters Local 2339 Collective Bargaining Agreement, which encompasses labor terms for the ranks of lieutenant, engineer and firefighter was renegotiated during fiscal year 2008 and is in place. The agreement contains a provision for an economic reopener during fiscal year 2009 to address fiscal year 2010 salary terms. Negotiations are underway for FY10 pension and salary issues for this 227-member bargaining unit (excludes the additional 10 firefighters approved beginning January and April, 2010).

The 21-member supervisory unit, which includes the ranks of battalion chief and captain, also are negotiating the salary and pension article of their collective bargaining agreement. The economic impact of both agreements remains to be determined and, therefore, creates budgetary uncertainty. However, the budget for collective bargaining unit raises is consistent with that for non-union city employees.

- Additional requirements of the newly renegotiated fire services and advanced life support (ALS) agreements. The fire services agreement (FSA), which provided a contractual means for the city of Tallahassee to deliver fire protection and basic life support medical response to unincorporated areas of Leon County, originated in 1988 with a termination date of 2008. The date subsequently was extended to September 2009 upon consent of the city and county commissions. A new agreement negotiated and approved by both commissions secures the future of countywide fire and medical services provision by TFD.

The fire services agreement between the city and county brought with it the first major service diversification for the Fire Department. Prior to the agreement, TFD did not provide specific medical response and patient treatment was incidental at the first responder level of care. The FSA stipulates that TFD will provide emergency medical technician level services in the unincorporated area of Leon County and respond to medical incidents as requested by the private service provider. In 1998, TFD expanded medical service delivery to include responses within the city limits.

In 2003 the private provider disbanded and Leon County developed its own advanced life support and transport service. At this point, the city and county entered into another service agreement to further expand TFD's provision of medical services by providing advanced life support from five apparatus located at stations within the city. This agreement also expired with the FSA in September 2009. The new agreement, which has been approved by both the city and county commissions, requires a contractual payment for ALS services by the county at an escalating rate. The initial rate for fiscal year 2010 was negotiated at \$2.7 million.

- Legislation passed during the 2009 session of the Florida Legislature prohibits police, fire and other emergency responders from charging fees for services. As a result, revenues projected in 2010 from the 2009-enacted motor vehicle assessment fee have been eliminated from the budget.
- Specialty teams and training. Diversification of services has brought about the need for specialized training and response, which becomes increasingly more difficult to sustain as Homeland Security funding at the state

Safety and Neighborhood Services

Fire

and national levels continues to decrease.

- **Minority recruitment.** The ability to recruit minorities and females remains a concern, yet efforts to recruit at high schools, the Florida State Fire College and other fire training centers remain a high priority. TFD has entered into an agreement with Tallahassee Community College to provide minimum standards training locally. The first four classes have graduated and TFD has been able to recruit and employ minority candidates from this program.
- **Plans Review.** The economic slow down and decline in building construction have gradually left TFD's field inspector with available time on hand. The department is working with the city's safety inspector to create opportunities to use some of the space in the field inspector's schedule to inspect city-owned buildings and facilities that have not been inspected due to manpower restraints. As the economy begins to recover and projects start up again, external customers will be provided the high quality of field inspection services TFD has always provided.
- **Inspections/investigations.** Staffing for completion of mandated and recurring inspections, public education, and fire investigations has not grown since the 1980s, yet the numbers and requests within these areas have increased significantly. A position previously utilized for criminal investigations will be utilized to meet the demand for mandated annual inspections. While there is no mandate from the state for TFD to conduct criminal investigations, the department has successfully arrested 25% of criminals investigated for arson related cases. Loss of the criminal investigator position likely will increase time spent on scene waiting for a state investigator to arrive.
- **Apparatus replacement.** TFD has a complement of 43 large scale apparatus (pumpers, aerials, tankers, etc.) that range in age from two years to 15 years old. The previous replacement plan was to move apparatus to a ready-reserve status at 10 years, but TFD thought this too short a time period, and recommended extending the "front-line" life expectancy of customized large apparatus to 12 years, moving the aging apparatus to the ready-reserve status. However, this schedule has not been followed and, as a result, nearly half of TFD's fleet (21 apparatus) has reached 12+ years. One pumper unit has over 100,000 miles and several other apparatus are approaching that mileage. Several strategies have been considered to assist in prematurely over-aging the department's vehicles, including the strategy of rotating apparatus from high call volume stations to low call volume ones. Yet that alternative causes all of the fleet to age at the same pace. Replacement funding is currently estimated at \$10.4 million. The budget for replacements is increased significantly beginning in fiscal year 2010, with annual inflationary adjustments thereafter.

Safety and Neighborhood Services

Fire

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Fire Department's fiscal year 2010 budget. See the City Commission Action section for additional changes to the FY10 approved budget.

Through implementation of an alternative staffing strategy, the Fire Department's 2009 overtime expenditures are expected to decrease by approximately \$372,000 when compared to 2008 actual expenditures. The 2009 overtime expenditure level is expected to continue into fiscal year 2010. The reductions do not affect budgeted overtime expenditures, however, since actual expenditures have historically been greater than funds budgeted for that activity.

Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

Changes in the department's proposed budget for fiscal year 2010 include the following:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; health care rates are set at actual cost per employee and at employee plus family rate of \$8,519 for vacant positions. Raises for employees covered by collective bargaining units are budgeted at the same level as for general employees. The pension rate for these employees is budgeted at 17.34%.
- Elimination of revenue from the motor vehicle assessment fee implemented in fiscal year 2009 as a result of legislation enacted by the Florida Legislature during their 2009 session. Fiscal Impact: (\$566,500).
- Elimination of an executive secretary and three fire lieutenants effective September 30, 2009. Fiscal Impact: (\$302,052).
- Addition of nine firefighters effective April 1, 2010 as part of the renegotiated interlocal agreement between the city of Tallahassee and Leon County. Fiscal Impact: \$266,598.
- The addition of another nine firefighters is budgeted effective October 1, 2010, also as part of the renegotiated interlocal agreement. Fiscal Impact: \$550,341.
- A two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$7,951).
- Revenues have been adjusted based on the draft fire services memorandum prepared by an external consultant. Revenues presume implementation of countywide fire services fees effective October 1, 2009.

Safety and Neighborhood Services

Fire

City Commission Action

The fiscal year 2010 budget for the Fire Department was approved with the following additional changes:

- Salary enhancements for general government employees were approved at 0%. Negotiations between management and the fire union will continue into fiscal year 2010 for fiscal year 2010 raises for fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premium costs between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months' health insurance premiums for employees whose positions were eliminated.
- The proposed two-day furlough was reduced to a one-day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the unions would have had to bargain over the impact of the furlough, which did not take place. Fiscal Impact: \$5,126.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$1,816).
- A reduction of \$18,000 in the citywide training budget resulted in a reduction in the Human Resources allocation to this department. Fiscal Impact: (\$1,961).
- An increase in personnel services funding resulting from a change in the effective date of the new firefighters from dates originally proposed to three on January 1, 2010, seven on April 1, 2010, and eight on October 1, 2010. Fiscal Impact: \$90,647.
- Reduced the RR&I appropriation for capital project funding to pay for dispatch services provided by the Police Department. Fiscal Impact: (\$285,800).
- Restored three fire lieutenant positions that were proposed for elimination, although funding was budgeted for only one position. Salaries and benefits for the other two are to be funded through savings in the department's overtime expense. Fiscal Impact: \$82,108.

Safety and Neighborhood Services

Fire

Performance Measures

Program Objectives

The Tallahassee Fire Department is faced with the challenge of providing fire protection, prevention, education, and pre-hospital medical care within the bounds of revenue produced by the fire services fee and contracts for service. The many services provided by TFD are critical to the safety and welfare of the community's citizens, and staff have been diligent in formulating ways to reduce expenditures while continuing to provide the same high quality services of past years.

In fiscal year 2010, the Fire Department will continue to focus on critical success factors identified in the strategic planning process of 2006. The department's commitment to these goals and the mission of the city continue to guide the department toward improved customer service, increased community health and safety, and solid business and community alliances.

TFD's critical success factors are to:

1. Provide high quality, diversified services to customers.
2. Ensure there is adequate staffing to perform the mission.
3. Provide proactive services to minimize and prevent the need for emergency mitigation.
4. Provide high quality medical services.
5. Improve and expand the department's communications activities.
6. Build strategic partnerships.
7. Continue to focus on cost management.
8. Ensure the availability of adequate technology.

Analysis of Performance Measures

Patient survivability and extent of property loss are highly dependant on the length of time prior to the arrival of emergency resources. The industry standard on organization and deployment of fire suppression operations, NFPA 1710, states that fire departments should arrive at 90% of all incidents within 6 minutes or less. The Tallahassee Fire Department's response time goals are consistent with this standard, however, TFD resources are meeting this standard on only 61% of emergency calls for service at the end of fiscal year 2009.

Other statistics include the following:

- Average response times have increased only 5 seconds, from 6:33 to 6:38 since 2005.
- 90% of incidents are reached in 10:35 minutes.
- National response standards and TFD targets are to reach 90% of emergency incidents in 6 minutes.
- Call densities remain relatively stable with the bulk of both fire and medical calls occurring in the south and southwest locations in the county.
- Total calls for service have increased at an average 3.7% annual rate since 2006.
- Medical calls have increased at a 2.9% annual rate since 2006.

To address the performance issues, an extensive facilities study was completed to determine the need and priority of additional fire stations. Population increases, building demographics, current service demand, current service levels, and anticipated growth were each considered during the analysis. The results identified an immediate need for three additional stations, a future need for additional stations in extensive proposed developments and the relocation of an existing station to improve efficiency.

<u>Input Measures</u>	<u>Unit of Measure</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Budget</u>	<u>FY 2009 YTD</u>	<u>FY 2010 Budget</u>
Number of EMS calls (ALS & BLS)	#	11,493	13,621	7,772	13,621

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Safety and Neighborhood Services

Fire

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of people served	#	279,164	285,432	274,803	276,919

Based on Planning Department population data. The lowered population from 2009 to 2010 reflects the Planning Department's population projection in its August 2009 publication.

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
% firefighters that are EMTs	%	99.00	97.00	99.50	97.00
% firefighters that are paramedics	%	14.25	14.00	15.78	14.00
% of firefighters receiving 20 hrs/mo. training	%	100	100	100	100
Hours of in-service training for firefighters	#	59,760	125,000	59,760	59,760
Number of new plans or applications reviewed	#	810	527	652	500

The number of plans expected to be reviewed in fiscal year 2010 is significantly below the number of actual reviews in fiscal year 2008 due to the slowing economy. This, coupled with the additional 10 firefighters budgeted in FY10, has resulted in an increase in the expected "cost per fire plan review" measure below. To mitigate this cost impact, the department proposes to shift resources from the plans review group to other departments.

Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Cost per fire plan review	\$	377.25	383.00	477.00	607.12
<i>Projected expenses of the Plans Review Division divided by the number of plans reviewed.</i>					
Cost per response	\$	820.00	668.00	874.50	897.97

General operations emergency medical services payment divided by the number of fire calls.

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
% of fire and EMS calls with dispatch times < 60 seconds	%	60.80	90.00	63.43	90.00
% of fire and EMS calls with turnout times < 60 seconds	%	27.90	90.00	29.81	90.00
% of property value saved	%	72.76	75.00	67.75	75.00
% of rural fire and EMS calls with travel times < 6 minutes	%	60.11	90.00	61.15	90.00
% of urban fire and EMS calls with travel times < 4 minutes	%	59.15	90.00	60.29	90.00

Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
% of structure fires contained to room of origin	%	38.25	40.00	47.20	40.00

Note: This indicator was changed from "number of fires contained to room of origin" effective quarter one of fiscal year 2008. The target had been 65.

Safety and Neighborhood Services
Fire
Capital Improvement Program Budget

CIP Budget Overview

The department's fiscal year 2010-2014 capital improvement program of \$9,544,700 has increased significantly from the 2009-2013 CIP that totaled \$2,153,400. In addition to the \$200,000 annual appropriation to support maintenance projects for fire facilities located throughout Tallahassee and Leon County, this year's CIP includes ongoing funding for fire hydrant maintenance and replacements, fiscal year 2011 funding for the fire fund's prorata share of the Tallahassee-Leon County Public Safety Complex that will be located at Weems Road, as well as funding to support construction of a one-bay station planned for co-location at the safety complex.

Funding for the safety complex (\$8,000,000) is not shown in the Fire Department's five-year CIP mentioned above, but is included in the Public Works department's capital improvement plan, since staff in that department have been designated to manage the project.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Fire Debt	0	4,464,000
Fire RR&I	1,033,800	5,080,700
Total Funding	1,033,800	9,544,700

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed in fiscal year 2009.

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 2010.

Construction of Training Classroom
Replace Self-Contained Berathing Apparatus Equipment

Safety and Neighborhood Services

Police

Organizational Chart

Police Total Full-Time Equivalents (FTE) = 485.00														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"> Administrative Services Total Full-Time Equivalents (FTE) = 30.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Patrol Operations Total Full-Time Equivalents (FTE) = 216.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Support Bureau Total Full-Time Equivalents (FTE) = 0.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Criminal Investigations Total Full-Time Equivalents (FTE) = 61.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Special Investigations Total Full-Time Equivalents (FTE) = 24.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Special Operations Total Full-Time Equivalents (FTE) = 29.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Public Safety Communications Total Full-Time Equivalents (FTE) = 56.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Airport Patrol Total Full-Time Equivalents (FTE) = 11.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Juvenile Program Total Full-Time Equivalents (FTE) = 0.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Administrative Services Total Full-Time Equivalents (FTE) = 25.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Fleet and Facilities Maintenance Total Full-Time Equivalents (FTE) = 3.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Homeland Security Total Full-Time Equivalents (FTE) = 12.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Training Total Full-Time Equivalents (FTE) = 8.00 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Forensics Total Full-Time Equivalents (FTE) = 10.00 </td> </tr> </table>	Administrative Services Total Full-Time Equivalents (FTE) = 30.00	Patrol Operations Total Full-Time Equivalents (FTE) = 216.00	Support Bureau Total Full-Time Equivalents (FTE) = 0.00	Criminal Investigations Total Full-Time Equivalents (FTE) = 61.00	Special Investigations Total Full-Time Equivalents (FTE) = 24.00	Special Operations Total Full-Time Equivalents (FTE) = 29.00	Public Safety Communications Total Full-Time Equivalents (FTE) = 56.00	Airport Patrol Total Full-Time Equivalents (FTE) = 11.00	Juvenile Program Total Full-Time Equivalents (FTE) = 0.00	Administrative Services Total Full-Time Equivalents (FTE) = 25.00	Fleet and Facilities Maintenance Total Full-Time Equivalents (FTE) = 3.00	Homeland Security Total Full-Time Equivalents (FTE) = 12.00	Training Total Full-Time Equivalents (FTE) = 8.00	Forensics Total Full-Time Equivalents (FTE) = 10.00
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City of Tallahassee
Fiscal Year 2010 Approved Budget

Safety and Neighborhood Services

Police

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
210101 Office of the Chief	3,248,250	1,907,898	1,866,087	1,865,484
210102 Employee Resources	516,043	429,784	430,007	429,541
210104 Financial and Supply Management	897,097	5,703,918	7,350,907	7,349,094
210501 Operations Bureau	728,030	334,725	16,631	16,631
210502 Operations Alpha District	6,499,773	171,345	175,708	175,708
210503 Northern Patrol Sector	5,826,905	11,191,774	10,367,721	10,353,591
210504 Southern Patrol Sector	6,059,230	7,578,204	7,072,556	7,063,229
210601 Support Bureau	1,478,708	22,473	19,591	19,591
210602 Criminal Investigations	5,374,272	5,207,472	4,824,263	4,821,015
210603 Special Investigations	1,865,988	1,801,092	2,133,029	2,129,882
210604 Special Operations	4,086,589	3,255,162	2,795,032	2,792,590
210605 Public Safety Communications	3,593,529	3,332,505	3,391,909	3,392,727
210606 Airport Patrol	1,225,991	1,223,539	1,112,905	1,111,532
210607 Juvenile Program	669,950	8,067	9,142	9,142
210608 Administrative Services	1,608,460	1,577,597	1,473,288	1,475,440
210609 Fleet and Facilities Maintenance	988,680	857,404	771,246	771,578
210610 School Crossings	276,031	223,934	209,842	209,842
210611 Police Donations	72,801	47,346	1,300	1,300
210612 Homeland Security	2,535,644	1,675,027	1,506,405	1,505,129
210613 Training	0	836,114	970,660	969,926
210614 Forensics	0	627,959	618,221	619,056
Total Expenditures	47,551,970	48,013,339	47,116,450	47,082,028

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	37,391,463	38,324,555	37,965,586	37,937,833
Operating	1,396,108	1,176,654	1,615,632	1,612,073
Capital Outlay	30,823	0	0	0
Allocated Accounts	8,001,077	7,790,194	7,227,922	7,224,812
Utilities and Other Expenses	349,156	331,098	307,310	307,310
Transfers	310,542	347,492	0	0
Year End Adjustments	72,801	43,346	0	0
Total Expenditures	47,551,970	48,013,339	47,116,450	47,082,028

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	46,253,178	46,742,454	46,002,245	45,969,196
Donations Operating Fund	72,801	47,346	1,300	1,300
Airport Operating Fund	1,225,991	1,223,539	1,112,905	1,111,532
Total Funding	47,551,970	48,013,339	47,116,450	47,082,028

Safety and Neighborhood Services

Police

Operating Budget

<u>FTE Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
210101 Office of the Chief	7.00	20.00	20.00	20.00
210102 Employee Resources	4.00	4.00	3.00	3.00
210104 Financial and Supply Management	7.00	7.00	7.00	7.00
210501 Operations Bureau	1.00	0.00	0.00	0.00
210502 Operations Alpha District	69.00	0.00	0.00	0.00
210503 Northern Patrol Sector	68.00	120.00	123.00	130.00
210504 Southern Patrol Sector	72.00	88.00	85.00	86.00
210601 Support Bureau	16.00	0.00	0.00	0.00
210602 Criminal Investigations	61.00	60.00	58.00	61.00
210603 Special Investigations	23.00	19.00	24.00	24.00
210604 Special Operations	38.00	30.00	29.00	29.00
210605 Public Safety Communications	56.00	56.00	56.00	56.00
210606 Airport Patrol	13.00	13.00	11.00	11.00
210607 Juvenile Program	9.00	0.00	0.00	0.00
210608 Administrative Services	26.00	27.00	25.00	25.00
210609 Fleet and Facilities Maintenance	3.00	3.00	3.00	3.00
210612 Homeland Security	25.00	25.00	12.00	12.00
210613 Training	0.00	7.00	8.00	8.00
210614 Forensics	0.00	10.00	10.00	10.00
Total FTE	498.00	489.00	474.00	485.00

Summary of Services Provided

- The Office of the Chief includes the Chief of Police, the Deputy Chief, two Majors, as well as Executive Services, Public Information, Crime Analysis, Legal, Professional Standards, and Internal Affairs. Employee Resources and Financial Management units also report directly to the Chief. The Majors are assigned direct oversight responsibility for the department's two bureaus.
- The Operations Bureau includes the Patrol and the Special Operations Divisions. The Patrol Division consists of the Northern and Southern Patrol Sectors. The Patrol Sectors utilize a zone based patrol concept that is consistent the department's community oriented policing philosophy. Patrol personnel are assigned a geographical zone so that they may become more familiar the people that 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.
- The Special Operations Division is responsible for traffic enforcement, special event staffing, and community relations. The unit also includes the Reserve and School Crossing Guard programs. Homeland Security is also a part of the Special Operations Division. The Homeland Security unit includes Hazardous Devices, Canine, Tactical Apprehension and Control, and Airport Security.
- The Support Bureau is comprised of the Criminal Investigations and Administrative Services Divisions. Criminal Investigations consists of Persons and Property Crime, Victim Advocate, Forensic Science, Criminal Intelligence, and Special Investigations. Administrative Services includes Communications, Records Management, Property and Evidence, Fleet and Facilities Management, and Training units.

Safety and Neighborhood Services Police

Trends and Issues

· The number of reported criminal offenses is beginning to increase in Tallahassee. Since 2006, Tallahassee has seen an increase in both violent crime and property crime. In 2006, Tallahassee reported 9,324 offenses to the Uniform Crime Reporting (UCR) program versus 10,827 reported offenses in 2008, which is a 16% increase. The primary concern is in the increase in violent offenses. In 2008, the number of robberies increased by 13% and the use of a firearm during a robbery increased by 21%. One positive note is a 9% reduction in the use of firearms during aggravated assaults in 2008. Property crimes account for the largest number of reported crimes in Tallahassee. In 2006, Tallahassee reported 7,709 property crimes versus 8,968 in 2008. Until the economy improves, property crimes will continue to increase.

· Over the last several years, the Police Department's staffing level has not kept pace with population growth, workload, or staffing increases recommended by two (2) in-depth staffing studies. During 2001, the Police Executive Research Forum (PERF) completed an extensive staffing analysis of the department's patrol function. PERF's report concluded that the department was approximately fifty (50) patrol officers understaffed to meet a 50% goal of proactive time for patrol officers, and that "the average time consumed in Tallahassee by calls for service is 67%, the highest level seen in 10 years of PERF's patrol allocation studies." Following the PERF study, the Police Department, in FY03, developed a five-year plan designed to gradually increase patrol staffing to a level that would reduce the amount of time patrol officers spent answering calls for service. The actual staffing added since FY03, excluding officers assigned to the airport, was thirteen (13) officers versus twenty (20) to fifty (50) recommended by the department's FY03 strategy.

· The Police Department consistently clears a greater percentage of UCR crimes than most comparable cities – Clearwater, Ft. Lauderdale, Gainesville, Hollywood, Orlando, and Pompano Beach. In addition, TPD far exceeds the national average for clearing homicide and robbery offenses. For 2008 the department's clearance rate increased from 24.9% the previous year to 27.0%. The following table reflects the comparison of UCR crime and clearance rates for seven Florida cities:

Agency	2004		2005		2006		2007		2008	
	UCR Rate	Clearance Rate	UCR Rate	Clearance Rate	UCR Rate	Clearance Rate	UCR Rate	Clearance Rate	UCR Rate	Clearance Rate
Clearwater	5,478.4	30.5	5,476.8	28.5	5,152.7	29.1	5,020.4	28.1	5,239.0	29.9
Ft. Lauderdale	6,770.5	16.1	7,423.1	15.7	6,608.4	15.9	6,242.7	14.8	6,677.9	14.9
Gainesville	4,552.7	21.7	4,873.7	20.5	5,667.4	19.8	5,638.7	22.5	5,628.5	30.7
Hollywood	5,406.4	18.8	5,083.7	9.6	4,879.7	14.3	5,274.8	13.2	5,494.1	14.3
Orlando	9,781.7	16.3	10,124.2	15.4	10,094.8	14.5	10,250.7	15.3	10,050.8	19.1
Pompano Beach	6,940.5	32.8	6,518.4	21.2	6,282.7	22.5	6,604.5	22.6	6,894.0	24.2
Tallahassee	5,741.0	26.7	5,815.8	30.7	5,287.6	31.3	5,786.5	24.9	6,115.2	27.0

** UCR rate is the number of reported offenses per 100,000 population.

Safety and Neighborhood Services

Police

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Police Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits. For union employees, salaries are adjusted for a 5.5% salary enhancement in FY10 and the pension rate is budgeted at 13.48%.
- Eliminate on-call pay for K-9 unit. Fiscal Impact: (\$5,240).
- Freeze or eliminate a vacant building maintenance (temporary) position. Fiscal Impact: (\$6,200).
- Reduce the Public Information Officer on-call pay. Fiscal Impact: (\$6,900).
- Gang Response unit will conduct RADAR checks. Fiscal Impact: (\$8,000).
- Eliminate the DEFY Program. Fiscal Impact: (\$8,500).
- Shifting City Commission meeting security from overtime to on-duty. Fiscal Impact: (\$11,017).
- Reduce recruiting expenses by 50%. Fiscal Impact: (\$13,626).
- Shift overtime to on-duty for SPEED and AARP driving classes. Fiscal Impact: (\$24,000).
- Eliminate a temporary Administrative Specialist I in Financial Management unit. Fiscal Impact: (\$27,671).
- Eliminate overtime for the party patrol. Fiscal Impact: (\$43,500).
- Relocate the Police training unit from the Tallahassee Mall. Fiscal Impact: (\$45,600).
- Eliminate a vacant Administrative Specialist II position in Employee Resources. Fiscal Impact: (\$68,904).
- Eliminate one administrative (temporary) position in Criminal Investigations. Fiscal Impact: (\$18,037).
- Reduce miscellaneous line items. Fiscal Impact: (\$75,000).
- Eliminate the grounds maintenance contract. Fiscal Impact: (\$11,350).
- Eliminate twenty-one (21) police officer positions, which includes five (5) over hire positions. Fiscal Impact: (\$976,394).
- Eliminate two (2) police officer positions on the midnight shift at the airport. Fiscal Impact: (\$97,588).
- Reduce special event security overtime. Fiscal Impact: (\$70,103).
- Eliminate a vacant Records Technician position in Administrative Services. Fiscal Impact: (\$49,670).
- Reduce the police officer reserve program by 50%. Fiscal Impact: (\$104,512).
- Add back five (5) police officer positions due to the federal COPS grant award, which will fund salaries and benefits of all five officers for three years. The city must fund the five positions one additional year. Fiscal Impact: \$0.
- In FY10, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$32,953).
- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings.

Safety and Neighborhood Services

Police

City Commission Action

The City Commission approved the budget for the Police Department with the following changes:

- Police union employees were approved at an average salary increase of 5.5%, per the collective bargaining agreement. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.
- The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$26,720.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$3,511).
- A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$3,044).
- Eleven police officer positions were added back, although only seven of the eleven were funded in FY10. Fiscal Impact: \$294,220.

Safety and Neighborhood Services

Police

Performance Measures

Program Objectives

The department has identified the following program objectives for fiscal year 2010:

- Crime Reduction,
- Professional Development and Succession Planning, and
- Marketing and Promoting TPD as a Model Agency.

Analysis of Performance Measures

The Tallahassee Police Department is responsible for controlling crime and maintaining civil order in the community. One of the ways the department measures its success in controlling crime is through the FBI's Uniform Crime Reporting (UCR) program. By tracking the crime index the department is able to compare the number of crimes committed in Tallahassee with overall national trends.

Each year the FBI publishes a report called, "Crime in the United States: Uniform Crime Reports," which is calendar year data compiled and published the subsequent fall. Based upon data obtained from the FBI's 2008 Preliminary Annual Uniform Crime Report, Tallahassee's crime index (total of violent and property crimes reported) has increased from 9,324 in FY06 to 10,827 in FY08. This represents an overall increase of 16%.

While data obtained from the report reveals that law enforcement agencies throughout the United States have reported a decrease of 1.4% in violent crimes, Tallahassee has experienced an increase in violent crimes by 15.1% when compared with 2006 data. Nationally, the number of reported property crimes has decreased by 2.1% when compared to data from the same time period in 2006. Property crimes in Tallahassee have increased by 16.3% from 2006 to 2008.

This upward trend in criminal activity is also anticipated to continue in future years, directly impacting the following TPD performance measures (as projected for FY10):

- Cases assigned for investigation,
- Victims served, and
- Calls for service.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of authorized sworn positions	#	359	359	357	355
<i>Currently 4 sworn positions are unfunded and held vacant. Five positions are funded by the COPPS grant.</i>					
Total calls for service	#	137,076	147,000	139,641	141,000
<i>Annual benchmark 120,000 and FY07 Actual 142,461. Internal benchmark based upon historical trend. Florida Benchmarking Consortium (FBC) data for FY06 Average (unaudited – 10 jurisdictions reporting) – 138,003</i>					
Number of cases assigned for investigation	#	6,580	7,745	5,220	5,500
<i>Defined as the total number of cases assigned to an investigator for follow-up investigation (different than # received). Annual benchmark 6,900. FY07 Actual 7,236. Internal benchmark based upon historical trend.</i>					

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Safety and Neighborhood Services

Police

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Juvenile civil citations issued	#	234	210	207	210
<i>These are issued to juvenile first-time offenders who commit misdemeanor offenses. Annual benchmark 200. FY07 Actual 184. Source: Internal benchmark based upon historical trend.</i>					
Traffic citations issued	#	34,300	35,100	26,923	34,000
<i>Annual benchmark 19,400. FY07 Actual 32,015. Florida Benchmarking Consortium (FBC) data for FY06 Average (unaudited - 10 jurisdictions reporting) - 33,111</i>					
Traffic crashes worked	#	10,843	12,000	11,061	12,000
<i>Measures are based upon calendar years. Annual benchmark 24,000. FY07 Actual 14,498.</i>					
Victims served by advocate unit	#	2,486	2,725	1,803	2,500
<i>Annual benchmark 1,700. FY07 Actual 2,144. Internal benchmark based upon historical trend.</i>					
Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Cost per call for service	\$	345.29	334.00	340.87	334.00
Total department cost per capita	\$	200.66	241.50	197.16	265.00
Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Priority I average response time	#	5.32	5.50	5.28	5.50
<i>This measure is defined as the average time (from dispatch to arrival) it takes officers to respond to calls for service. Incident types are burglary in progress, robbery in progress, robbery just occurred, shooting incident, hit and run with injuries, traffic crash with injuries, homicide, assault/battery in progress, assault/battery just occurred, suicide in progress, and suicide attempt in progress. Annual benchmark 5.0 mins. FY07 Actual 5.38 mins. Source: Internal benchmark based upon historical trend. Florida Benchmarking Consortium (FBC) data for FY06 Average (unaudited - 9 jurisdictions reporting) - 3.74</i>					
Priority II average response time	#	7.83	8.50	7.84	8.50
<i>This measure is defined as the average time (from dispatch to arrival) it takes officers to respond to calls for service. Incident types include non in-progress calls for service, and delayed service calls. Annual benchmark 10.0 mins. FY07 Actual 8.96 mins. Source: Internal benchmark based upon historical trend. Florida Benchmarking Consortium (FBC) data for FY06 Average (unaudited - 8 jurisdictions reporting) - 9.17</i>					
Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of auto/pedestrian and auto/bicycle collisions per 1,000 population	#	0	1	0	1
<i>Annual benchmark 0.8. FY07 Actual 0.0.</i>					
Number of injury producing collisions per 1,000 population	#	8.86	5.80	6.12	6.00
Officer vacancy rate	#	2.86	5.00	1.82	2.50
<i>Measures are based upon calendar years. Annual Benchmark 3.45%. FY07 Actual 3.44% Source: Internal benchmark based upon historical trend.</i>					
Clearance rate	#	27	30	0	30
<i>This measure is based upon calendar years and is therefore calculated on an annual basis.</i>					
Uniform Crime Rate (UCR)	#	52.73	61.50	35.44	62.00
<i>Annual benchmark 59.2. FY07 Actual 45.09. Source: ICMA reported median for specific performances measures. Rate is per 1,000 population.</i>					
Violent crime rate	#	9.43	10.40	6.07	10.60
<i>Annual benchmark 5.4. FY07 Actual 7.94. Source: ICMA reported median for specific performances measures. Rates are per 1,000 population.</i>					
Property crime rate	#	43.30	55.80	29.38	51.40
<i>Annual benchmark 52.8%. FY07 Actual 37.16%. Source: ICMA reported median for specific performances measures. Rate is per 1,000 population.</i>					

Safety and Neighborhood Services
Police
Capital Improvement Program Budget

CIP Budget Overview

The approved FY10 - 14 capital improvement program (CIP) for the Tallahassee Police Department is \$2,524,150. The approved capital budget for FY10 is \$825,000. Detailed project funding descriptions are as follows:

The Downtown Video Surveillance System is both a stimulus funded and fast track project. This project would implement a surveillance camera system throughout the downtown business district and adjoining Gaines Street corridor. The Police headquarters facility typically receives \$150,000 each year; however, due to a lack of general government funding, only \$75,000 is funded for FY10.

Due to lack of general government funding, the following projects have not been funded in FY10:

- Police Vehicle Video Recording System – delayed \$265,500 until FY11.

Funding in the amount of \$75,000 has been requested by TPD for a Master Facility Study in FY12. Both the City and County are moving forward with construction of a Joint Dispatch Center, which will add needed space at the Tallahassee Police Department headquarters.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Florida Department of Transportation	750,000	750,000
General Government Capital Improvement Fund - GGCIF	0	1,099,150
General Government Capital Project Account - GGCPA	75,000	675,000
Total Funding	825,000	2,524,150

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2009.

FY09 Police Facilities RR&I

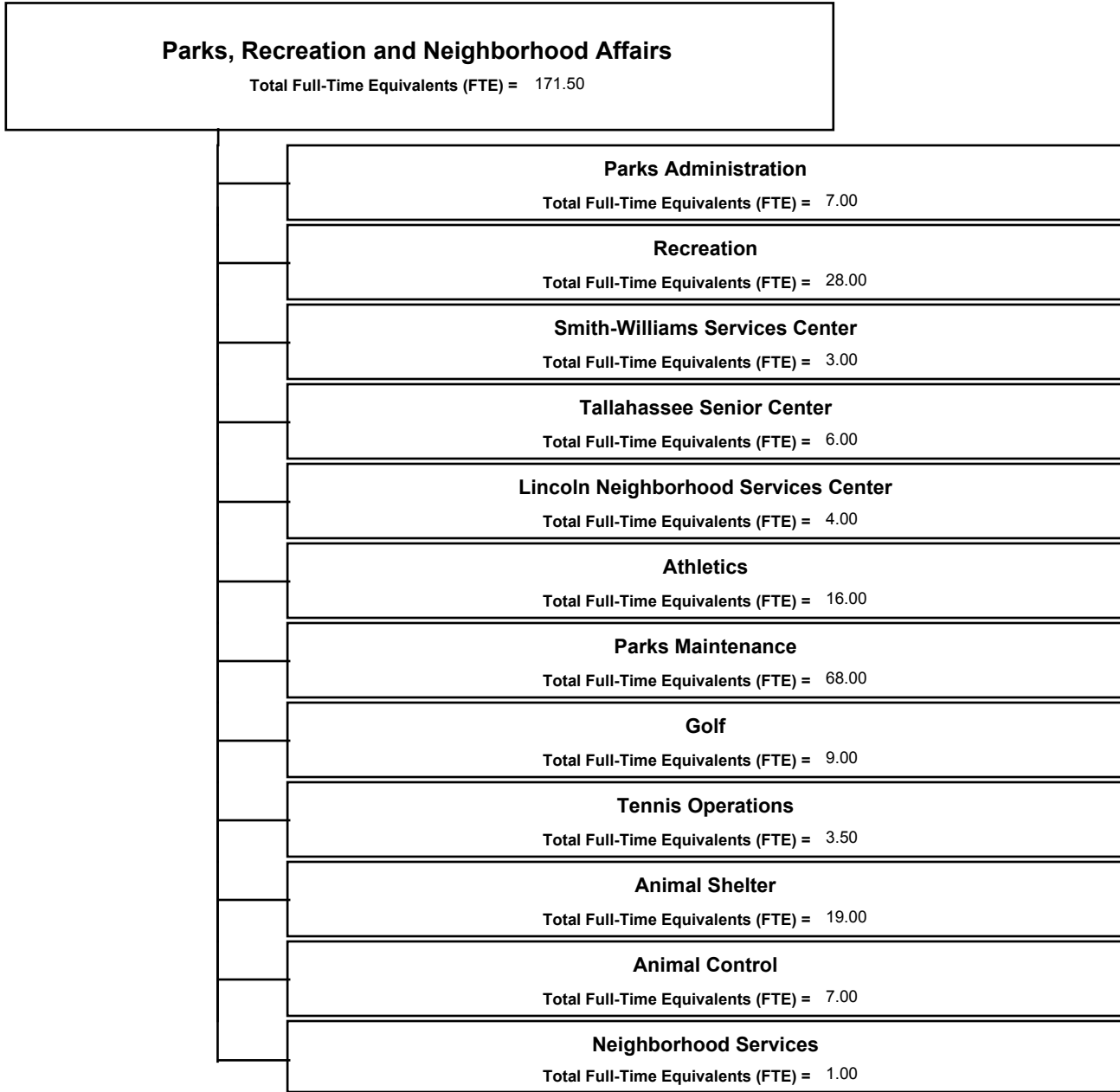
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2010.

None



Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Organizational Chart



City of Tallahassee
Fiscal Year 2010 Approved Budget

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
230101 Parks Administration	1,480,036	2,484,952	2,885,065	2,884,579
230201 Playgrounds	751,841	681,784	922,687	923,369
230203 Sue Herndon McCollum CC	449,854	419,527	424,656	425,115
230204 Lafayette Arts and Crafts	172,216	117,672	124,044	124,184
230205 Palmer Munroe Center	310,737	278,097	147,448	147,550
230206 Lawrence-Gregory CC	244,059	201,208	212,185	212,483
230207 LeVerne Payne CC	154,920	91,962	84,134	84,246
230208 Jake Gaither Center	222,184	166,773	171,977	171,975
230209 Walker Ford Center	334,648	329,003	293,646	293,672
230210 Oven Park	211,684	176,715	175,359	175,611
230212 Brokaw McDougal House	67,612	65,957	76,536	76,536
230213 McLean Center	478,741	449,572	459,184	459,108
230214 A. J. Henry Center & Pool	1,279	0	0	0
230215 Smith-Williams Services Center	0	0	236,893	236,520
230216 Tallahassee Senior Center	0	0	439,098	440,133
230217 Lincoln Neighborhood Services Center	0	0	320,520	320,786
230301 Major Adult Sports	601,628	482,221	449,068	449,604
230302 Major Youth Sports	329,164	264,675	255,297	255,750
230303 Aquatics	590,595	478,925	683,219	683,536
230304 Minor Sports	85,307	81,232	126,454	126,454
230305 Gymnastics	793,344	757,670	774,058	774,653
230306 Trousdell Aquatic Center	455,471	445,477	429,545	429,545
230307 Jack McLean Aquatic Center	305,837	299,807	306,987	307,224
230401 Parks Maintenance	6,204,793	6,045,426	5,473,574	5,475,657
230509 Hilaman Operations	659,595	678,579	585,991	585,024
230510 Hilaman Maintenance	483,848	531,186	385,474	385,431
230511 Gaither Operations	265,311	181,064	227,143	227,341
230512 Gaither Maintenance	203,648	176,860	162,083	162,266
230601 Tennis Operations	704,840	656,118	669,591	669,796
230701 Animal Shelter	1,628,271	1,601,101	1,464,485	1,464,077
230702 Animal Control	530,233	561,014	393,522	393,398
231001 Neighborhood Services	189,224	97,874	51,198	51,364
Total Expenditures	18,910,921	18,802,451	19,411,121	19,416,987
<u>Expenditure Category Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	12,201,274	11,775,434	11,846,136	11,854,823
Operating	2,001,060	2,133,812	2,739,562	2,739,031
Other Services & Charges	8,949	5,761	0	0
Capital Outlay	153,648	180,823	200,000	200,000
Allocated Accounts	2,513,865	2,622,225	2,386,489	2,384,199
Utilities and Other Expenses	1,919,047	1,895,911	2,220,882	2,220,882
Transfers	113,078	188,485	18,052	18,052
Total Expenditures	18,910,921	18,802,451	19,411,121	19,416,987

City of Tallahassee
Fiscal Year 2010 Approved Budget

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

Operating Budget

<u>Funding Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	16,891,779	16,679,769	17,487,940	17,494,816
County Contrib - Parks and R	875,700	912,917	951,716	951,716
Contribution From General Fund	170,838	285,035	0	0
Golf Course Fund	972,604	924,730	971,465	970,455
Total Funding	18,910,921	18,802,451	19,411,121	19,416,987

<u>FTE Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
230101 Parks Administration	10.50	10.00	7.00	7.00
230201 Playgrounds	5.00	6.00	6.00	6.00
230203 Sue Herndon McCollum CC	4.00	4.00	4.00	4.00
230204 Lafayette Arts and Crafts	2.00	1.00	1.00	1.00
230205 Palmer Munroe Center	4.00	4.00	3.00	3.00
230206 Lawrence-Gregory CC	4.00	3.00	3.00	3.00
230207 LeVerne Payne CC	2.50	1.50	1.00	1.00
230208 Jake Gaither Center	3.00	3.00	2.00	2.00
230209 Walker Ford Center	4.00	4.00	3.00	3.00
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	0.00	0.00	3.00	3.00
230216 Tallahassee Senior Center	0.00	0.00	6.00	6.00
230217 Lincoln Neighborhood Services Center	0.00	0.00	4.00	4.00
230301 Major Adult Sports	3.00	3.00	3.00	3.00
230302 Major Youth Sports	2.75	2.75	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	72.00	69.00	68.00	68.00
230509 Hilaman Operations	2.75	2.67	2.67	2.67
230510 Hilaman Maintenance	6.50	6.34	2.67	2.67
230511 Gaither Operations	2.25	1.33	1.33	1.33
230512 Gaither Maintenance	3.50	3.66	2.33	2.33
230601 Tennis Operations	4.50	3.50	3.50	3.50
230701 Animal Shelter	21.80	22.00	19.00	19.00
230702 Animal Control	8.20	8.00	7.00	7.00
231001 Neighborhood Services	2.00	1.00	1.00	1.00
Total FTE	184.25	175.75	171.50	171.50

Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

Summary of Services Provided

The Parks, Recreation and Neighborhood Affairs Department is comprised of the following eight major areas:

- Administrative Division-provides direction and leadership for the department, including oversight of operating and capital budgets.
- Parks Division-provides maintenance and beautification for special events, capital projects, and park and recreation facilities.
- Recreation Division-operates seven community centers located throughout the city and offers diversified programs; oversees the summer playground program and special events.
- Athletic Division-operates seasonal adult and youth team sports, Trousdell Gymnastics Center, the aquatics program, and the Meadows Soccer Complex facility.
- Golf Division-operates and maintains the 18-hole Hilaman Park Municipal Golf Course and the 9-hole Jake Gaither Municipal Golf Course.
- Tennis Division-maintains 55 tennis courts throughout the city, including Forest Meadows Park and Athletic Center.
- Animal Services Division-operates the Animal Service Center and Animal Control Center in conjunction with Leon County.
- Neighborhood Affairs Division-provides liaison assistance to neighborhood associations and administers various neighborhood programs, such as the Neighborhood Cleanup and Neighborhood Partnership Grant.

Service Centers

- Service Center Division-operates and maintains the City's three service centers (Smith-Williams Service Center, the Lincoln Neighborhood Service Center, and the Tallahassee Senior Center). The Smith-Williams Service Center is a multi-purpose facility, located in the Bond community, and is designed to provide human and social services to residents of the Bond and surrounding neighborhoods. The Lincoln Neighborhood Center provides social and human services to the community, and assists in the provision of institutional and charitable services by other agencies or organizations that are non-profit in nature. The Tallahassee Senior Center facilitates, promotes, and provides diverse wellness and aging programs, services and resources for citizens over the age of 55 and their caregivers.

Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

Trends and Issues

Parks, Recreation and Neighborhood Affairs continues to provide quality services to the community. Some of this year's notable accomplishments include:

- Doug Burnette and Boulevard Parks were completely renovated;
- The Wade Wehunt Bathhouse was renovated with solar heating added;
- A new comfort station was built at Winthrop Park;
- Completed and opened the Miracle League Field at Messer Park;
- Covered seating areas and other trail enhancements were added at Piney Z Park;
- A paved walking trail, seating and a water fountain was added at Lake Elberta;
- A crematorium was purchased and installed at the Animal Service Center, reducing disposal costs;
- The Animal Service Center set new monthly adoption records 5 out of 6 months. Pet adoptions are up 3% and euthanasia is down 5% year to date over last year;
- Additional enhancement of the online registration program for participants in Parks and Recreation programs and activities. As of August 2009, online registration numbers were up 69.5% with additional registrations scheduled for this year;
- 61 Recycling containers were added at 30 parks;
- Hosted the 2008 Florida Neighborhood Conference;
- The Parks Division received the First Place Award in the Florida Nurseryman Growers and Landscape Association's State Landscape Competition category of government landscape projects;
- The Golf Division was awarded one of 125 national grants from the National Parks and Recreation Association to implement a Sticks for Kids program at Jake Gaither Golf Course this year;
- The Smith-Williams Service Center Foundation received \$10,000 from CHSP and the Generations United MetLife Foundation;
- The Senior Service Center received the Communities for a Lifetime Award for outstanding programs and partnerships in senior services;
- The Lincoln Neighborhood Service Center partnered with Leon County Health Department's Office of Minority Health to sponsor Men's Focus Group workshops.

Safety and Neighborhood Services Parks, Recreation and Neighborhood Affairs

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for Parks, Recreation and Neighborhood Affairs Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.
- In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$37,589).
- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings.

Departmental Reorganization

The City Commission approved the transfer of the three service centers (Smith-Williams Service Center, Tallahassee Senior Center, Lincoln Neighborhood Services Center) under the Department of Economic and Community Development to the Department of Parks, Recreation and Neighborhood Affairs for FY10. This reorganization included the transfer of 13 FTEs and \$996,511 in operating expenses.

Reduced Service Level Changes

- Elimination of part-time Athletic Supervisor II (30 hr.) position. Fiscal Impact: (\$37,313).
- Elimination of ASC Humane Educator position. This position is proposed to be combined into the Assistant Animal Services Manager. Fiscal Impact: (\$60,151).
- Reduction of 75% of overtime funding in the Park and Golf Divisions and 100% in Recreation, Athletics, and Administration Divisions. Fiscal Impact: (\$84,347).
- Elimination of vacant Custodial Worker II position. Fiscal Impact: (\$35,472).
- Elimination of Secretary II position. Fiscal Impact: (\$36,291).
- Elimination of Human Services Analyst position. Fiscal Impact: (\$86,830).
- Elimination of Administrative Supervisor. Fiscal Impact: (\$90,733).
- Elimination of vacant Maintenance Worker II position. Fiscal Impact: (\$41,493).
- Elimination of vacant Animal Care Specialist position. Fiscal Impact: (\$53,708).
- Elimination of Maintenance Worker II position. Fiscal Impact: (\$42,645).
- Consolidation of Recreation and Community Center Staff (elimination of 1 PRNA part-time Custodial Worker II position). Fiscal Impact: (\$12,956).
- Closing of Palmer Monroe Community Center. Fiscal Impact: (\$211,319).
- Hilaman Golf Course Adjustments (includes: elimination of 4 FTEs and adjustments in expenses and revenues). Fiscal Impact: \$125,566-expenses and \$83,142-revenues.
- Jake Gaither Golf Course Adjustments (includes: elimination of 1 FTE). Fiscal Impact: (\$8,823).

Revenue Enhancements

- Increase Competitive Gymnastics Fee. Fiscal Impact: \$54,720.
- Audio Tech Cost Recovery Program. Fiscal Impact: \$60,000.
- Increase Clay Court Tennis League Fees. Fiscal Impact: \$20,000.

During the April 15, 2009 Budget Workshop, the City Commission approved the following reductions for FY10:

- Elimination of free coffee for the public at Forestmeadows. Fiscal Impact: (\$1,500).
- Reduction in turf pest management costs. Fiscal Impact: (\$15,576).
- Elimination of two part time Parks Division trash positions. Fiscal Impact: (\$32,406).
- Modification of tennis court monitor and front desk part-time hours at Forest Meadows. Fiscal Impact: (\$12,000).
- Elimination of part-time clerical help in Athletic and Finance Divisions. Fiscal Impact: (\$5,018).
- Centralization of the summer camp programs to better use resources. Fiscal Impact: (\$23,218).
- Discontinuation of Camp Discovery. Fiscal Impact: (\$7,500).

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

City Commission Action

The City Commission approved the budget for the Parks, Recreation and Neighborhood Affairs department with the following changes:

- Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.
- The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$27,510.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$531).
- A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$2,290).

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Performance Measures

Program Objectives

The department identified the following program objectives for FY 2010:

- 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 for community centers is based on the total expenditures divided by the number of operating hours for the seven community centers operated by Parks, Recreation and Neighborhood Affairs. Through the 2nd quarter of FY09, the cost is down to \$79.63 per hour as compared to last fiscal year's 2nd quarter cost of \$85.97. This is due in large part to adjustments of the hours of operation at the centers to more efficiently and effectively serve the public, thus reducing the overall hours of operation. Also, full time work schedules have been adjusted to reduce the expenditures associated with part time staffing. Due to these changes, PRNA exceeded their target of 87.33 for FY09.

The total number of other pets adopted represents non-dog and non-cat adoptions (i.e. rabbits, birds, rodents, etc). Adoption numbers for "Others" are hard to target or project as animal population and intakes are not guaranteed on a daily, weekly or monthly basis. The Animal Service Center cannot predict which animals, or types of animals, will come to the facility. Of the 289 "others" brought into the facility during FY08, 133 were adopted, which represented a 46% adoption rate. As of May 2009, 144 "others" had been brought into the facility during FY09 where 80 animals had already been adopted. This represented a 55.55% adoption rate, which is an increase from FY08. ASC exceeded their target of 100 for "other" animal adoptions for FY09.

The units of facility service provided at the Lincoln Center were reported at 23,661 in FY 2008, which is slightly less than the 26,006 target. The projected target in FY09 is significantly higher at 95,000 due to a change in the methodology for counting units of service to include service (estimated 40,330 units) provided by the center's three tenant agencies - Neighborhood Health Services, Kids Incorporated Day Care, and FAMU Pharmacy. Another factor that may contribute to an increase is the new partnership with a local attorney to provide pro bono legal assistance to the Frenchtown area residents, the partnership with the Leon County Health Department Office of Minority Health that sponsors men's focus group workshops on men's health issues, the partnership with the Parks & Recreation Department to sponsor community youth recreational activities for ages 8 - 18, and increased programs offered by staff throughout the year. The target of 95,000 was not met for FY09.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of animals subjected to euthanasia	#	1,906	5,000	5,851	5,000
Number of persons participating in humane education classes	#	36,141	6,000	50,679	6,000

This measurement has been developed based upon a review conducted by the Humane Society of the United States.

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of animals adopted	#	1,369	3,200	3,095	3,200
<i>The Tallahassee-Leon County Animal Services Center used other Florida communities as a comparison for industry standards. The benchmark for animals adopted is 3,200.</i>					
Total number of humane education classes	#	146	250	267	250
<i>Based upon comparisons with animal services in other Florida communities, the benchmark identified for this measure is to educate 230 students.</i>					
Total number of stray cats captured	#	1,782	4,000	5,703	4,000
<i>FY09 - This number reflects all cats impounded. This measurement has been developed based upon a review conducted by the Humane Society of the United States.</i>					
Total number of stray dogs captured	#	2,533	5,450	5,389	5,450
<i>FY09 - This measure reflects all dogs impounded. This measurement has been developed based upon a review conducted by the Humane Society of the United States.</i>					
Units of facility service @ Lincoln Center	#	23,661	95,000	24,996	95,000
Units of facility service @ Senior Center	#	107,755	96,244	107,916	96,244
Units of facility service @ Smith-Williams	#	54,721	74,000	71,126	74,000
Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Cost per 9 holes of golf played	\$	18.52	17.30	19.50	17.30
Cost per operational hour in community centers	\$	92.71	87.33	92.92	90.00
<i>FY09 - The cost per operational hour in community centers is higher due to limited participation at Jake Gaither Community Center which was closed for renovations in April 2009 and reduced hours at all the community centers as part of the midyear FY09 budget reductions. Jake Gaither is expected to re-open in late Spring 2010.</i>					
Cost per participant hour at the Arts and Crafts Center	\$	13.65	11.15	5.36	7.00
<i>FY09 - Participation increased tremendously under the new supervisor and expenses decreased due to the elimination of an Assistant Supervisor position at the facility resulting in a dramatic drop in cost per participant hour.</i>					
Maintenance cost per acre of golf course	\$	2,854.98	2,853.35	3,396.61	2,853.35
<i>Performance measure indicates that acceptable progress is being made to date towards meeting goals and objectives.</i>					
Per capita cost for Parks and Recreation expenditures	\$	60.25	69.74	67.39	70.28
<i>FY09 - Population used 272,497 FY08 - Population used 272,497 - Used Leon county population to be consistent with FBC measures we report. FY07 - Population used 174,781 FY06 - Population used 169,136</i>					
Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Average percent of adoptable pets returned to ASC	%	13.71	10.00	11.30	10.00
<i>The Tallahassee-Leon County Animal Services Center used other Florida communities as a comparison for industry standards. The benchmark for animals returned after adoption is not to exceed 10%.</i>					

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Percentage of expenditures recovered through user fees and charges	%	24.00	22.40	26.40	22.40
<i>FY 08 - Performance measure indicates that acceptable progress is being made to date towards meeting goals and objectives.</i>					
Total number of cats adopted	#	524	1,000	1,217	1,000
<i>This measurement has been developed based upon a review conducted by the Humane Society of the United States.</i>					
Total number of dogs adopted	#	794	1,700	1,710	1,700
<i>This measurement has been developed based upon a review conducted by the Humane Society of the United States.</i>					
Total number of other pets adopted	#	51	100	169	100
<i>This measurement has been developed based upon a review conducted by the Humane Society of the United States.</i>					

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Capital Improvement Program Budget

CIP Budget Overview

The department's five-year capital improvement plan program includes funding for fourteen projects in the amount of \$9,902,000 for FY10-14. Fiscal year 2010's appropriation of \$689,000 includes service center improvements, construction of Tom Brown Park Bike Trails, and facility building repairs, replacements and improvements. Due to fiscal constraints and the lack of available funding in the GGCPA and GGCIF Funds, several projects were pushed back creating funding delays in FY10. Projects scheduled for the out years include renovations at: Tom Brown Park (basketball and volleyball gyms, hillside seating, and ball field lighting and fencing); parks roadways; Forestmeadows tennis court expansion; Lake Leon Spillway repair; Meadows soccer complex; Northwest Park and additional park center refurbishments and maintenance.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Community Development Block Grant	150,000	750,000
General Government - Future Bonds	0	1,500,000
General Government Capital Improvement Fund - GGCIF	0	3,853,000
General Government Capital Project Account - GGCPA	474,000	3,674,000
Intergovernmental - Leon County	50,000	50,000
Jake Gaither Improvements Reserve	15,000	75,000
Total Funding	689,000	9,902,000

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 2009:

- Wade Wehunt Pool Bubble Replacement
- Wade Wehunt Facility Renovations
- Park Facility Upgrade
- Winthrop Park Comfort Station
- Lake Elberta Crate
- St Marks Trail Extension
- Animal Cremation System
- Water Chill System/Ventilation
- Athletic Facility Upgrade

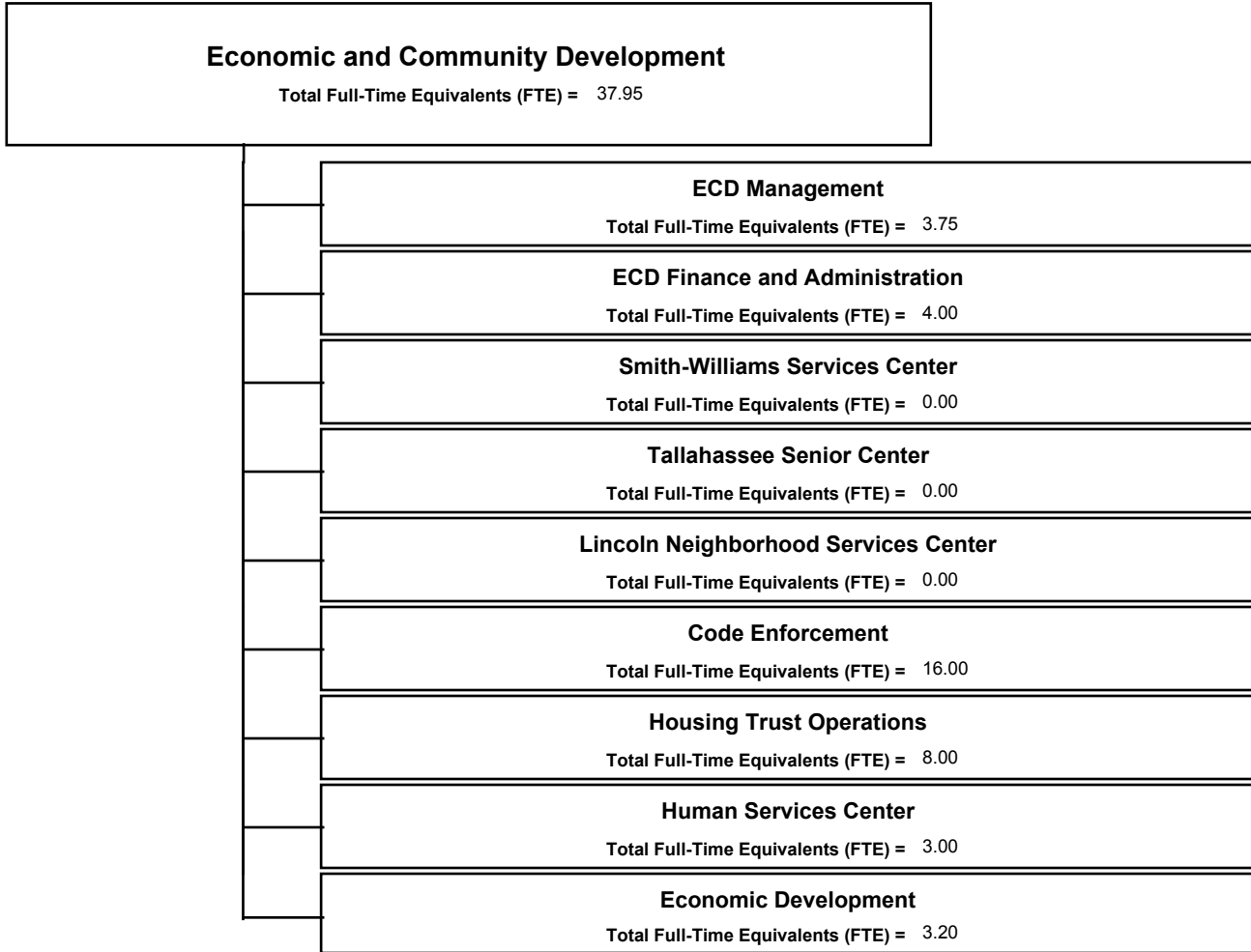
Continued Capital Projects

The following list represents major projects with a magnitude greater than \$50,000, which are expected to continue into fiscal year 2010.

- Lafayette Heritage Trail



Safety and Neighborhood Services
Economic and Community Development
Organizational Chart



**City of Tallahassee
Fiscal Year 2010 Approved Budget**

**Safety and Neighborhood Services
Economic and Community Development**

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
260101 ECD Management	700,518	669,842	546,807	571,621
260103 ECD Finance and Administration	391,067	523,553	949,596	1,015,205
260301 Smith-Williams Services Center	402,055	415,135	0	0
260401 Tallahassee Senior Center	574,520	633,193	0	0
260501 Lincoln Neighborhood Services Center	391,425	376,690	0	0
260601 Code Enforcement	939,352	954,022	939,586	941,145
260901 Housing Trust Operations	599,375	616,307	554,086	555,697
260902 Human Services Center	1,258,862	1,360,051	1,328,647	1,329,059
261002 ECD Donations	29,810	46,694	46,694	46,694
262001 Economic Development	1,613,147	1,390,002	1,108,099	1,121,672
Total Expenditures	6,900,132	6,985,489	5,473,515	5,581,093

<u>Expenditure Category Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	3,478,344	3,604,947	2,521,864	2,509,249
Operating	591,848	763,781	686,384	741,665
Other Services & Charges	1,660,658	1,761,623	1,629,298	1,629,298
Allocated Accounts	682,096	654,280	632,571	632,090
Utilities and Other Expenses	188,371	192,858	3,398	3,398
Transfers	298,814	8,000	0	65,393
Total Expenditures	6,900,132	6,985,489	5,473,515	5,581,093

<u>Funding Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	6,870,322	6,938,795	5,426,821	5,534,399
Donations Operating Fund	29,810	46,694	46,694	46,694
Total Funding	6,900,132	6,985,489	5,473,515	5,581,093

<u>FTE Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
260101 ECD Management	4.00	4.00	4.00	3.75
260103 ECD Finance and Administration	5.00	5.00	4.00	4.00
260301 Smith-Williams Services Center	6.00	6.00	0.00	0.00
260401 Tallahassee Senior Center	7.00	7.00	0.00	0.00
260501 Lincoln Neighborhood Services Center	5.00	5.00	0.00	0.00
260601 Code Enforcement	14.00	14.00	16.00	16.00
260901 Housing Trust Operations	10.00	9.00	8.00	8.00
260902 Human Services Center	2.00	3.00	3.00	3.00
262001 Economic Development	7.00	4.00	3.00	3.20
Total FTE	60.00	57.00	38.00	37.95

Safety and Neighborhood Services

Economic and Community Development

Summary of Services Provided

The Economic and Community Development (ECD) Department provides programs and services to preserve and improve the integrity of neighborhoods and the community at large. The department achieves this mission through six operational divisions that include management, finance and administration, code enforcement, housing trust operations, human services and economic development. The department's three service centers, Smith-Williams, Lincoln Neighborhood, and the Senior Center, were transferred to the Department of Parks, Recreation, and Neighborhood Affairs beginning in FY 2010.

- The Management and Finance and Administration Divisions oversee the department's administrative and financial functions.
- The Code Enforcement Division is responsible for the enforcement of the code of ordinances adopted by the city to ensure the general health, safety, and welfare of Tallahassee citizens. The division inspects structures and properties to ensure compliance with municipal housing and property maintenance codes, assists owners in bringing violations into compliance, operates programs to assist property owners in attaining compliance and works with other departments in resolving multi-faceted code issues.
- The Housing Trust Operations Division is responsible for programs related to affordable housing and community development. The Affordable Housing Program includes ongoing housing development and rehabilitation programs and initiatives aimed at expanding and preserving the city's affordable housing market.
- The Human Services Division provides human services programs for the citizens of Tallahassee in partnership with private and non-profit organizations. This division coordinates the Community Human Services Partnership (CHSP) process.
- The Economic Development Division's purpose is to create and expand economic opportunities. This division is also charged with diversifying Tallahassee's economy through the implementation of programs and policies that encourage investments, develop, create, and sustain jobs, increase the tax base, and improve the overall quality of life in the community.

Safety and Neighborhood Services

Economic and Community Development

Trends and Issues

During fiscal year 2005, the Florida Legislature enacted a cap on the state's Affordable Housing Trust Fund that went into effect on July 1, 2007. Since that time, the cap has remained and new efforts are now aimed at eliminating the Trust Fund altogether. Since this is the source of funding for the State Housing Improvement Program (SHIP), elimination of the Trust Fund could result in the elimination of all SHIP funds. The elimination of SHIP funds would reduce the City's down payment assistance program, the homeowner rehabilitation program, and several other vital programs funded through SHIP, unless an alternative source of funding is provided by the state legislature to replace the SHIP dollars. During the 2009 legislative session, no SHIP funds were allocated to the City of Tallahassee. All funding for fiscal year 2010 programs will come from reprogrammed funds and/or program income.

The Housing and Economic Recovery Act of 2008 and the American Recovery and Reinvestment Act of 2009 produced affordable housing assistance programs considered essential to repair the housing industry crisis and stimulate economic recovery. The resulting funding allocated to Tallahassee is approximately \$5 million dollars. All of the funding regulations have expectations for expenditure within a two-year time frame to bolster the American economy. Funds provided are to be used for the acquisition and rehabilitation of residential property that is in foreclosure and owned by a financial institution. After rehabilitation the housing will be available to low-income households.

Common reasons given by agencies for requesting additional local support from the city are the loss of federal and/or state funds and formula changes that resulted in agencies receiving reduced funding. As an example, the State of Florida utilizes a formula to calculate a daily reimbursement rate for providing substance abuse treatment services. Now, by utilizing a more restrictive formula, it allows the State to reimburse local service providers at a reduced rate. Consequently, in order for a provider to maintain their current level of service provision, the agency must secure alternative funding that in the past has been from the City of Tallahassee or Leon County.

During this year's site visits, over 95% of the agencies expressed that they are facing the most difficult periods in the history of the agency with many concerned about their ability to sustain. Furthermore, fiscal constraints are often placed on federal and state funding sources, including the requirement to obtain a local funding match. Most federal grants are appropriated on a multi-year limited basis; thus, after the funding period ends, agencies are expected to secure local funding for program continuation. Further complicating this matter, the local economy consists of a very limited number of significant corporate contributors. Due to limited funding opportunities, it is often extremely difficult for agencies to secure continuation funding. Because of these factors, agencies are increasingly relying on the Comprehensive Human Services Partnership (CHSP) as a major source for supporting local community services. Due to shortfalls in revenues at the local, state and federal levels, most organizations, are facing significant budget cuts of their own. The irony of this scenario is that while the demands for social services are steadily increasing, human service resources are steadily shrinking.

The dramatic economic contraction that took place in the last two quarters of 2008 has significantly impacted the rate of private investment in new development. The slow down in residential development has spread to most commercial construction. During this fiscal year, the Alliance Center, the Plaza Tower and the Aloft Hotel will be completed. These projects represent over \$40 million in new development; however, these projects started several years ago and there are very few new projects in the pipeline.

As the level of private investment declines, the department's new focus is on infrastructure and other improvements that can be made to position areas like downtown, Gaines Street and Frenchtown for growth when the current recession ends. The economic stimulus funding that is being distributed through the federal government does offer some opportunities to make public improvements that will support future redevelopment. Working with Blueprint 2000, economic development staff is working to use advance public projects such as the Cascades Project. These public projects offer collateral benefits that enhance the area for economic growth.

Safety and Neighborhood Services Economic and Community Development

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Economic and Community Development Department's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

- On January 28, 2009, the City Commission as part of a mid-year update on the FY09 budget approved the transfer of three positions in Growth Management to ECD and the use of CDBG funding to implement an enhanced code enforcement program. Funding was provided from the administrative allocation of additional funding received by the city during this fiscal year.
- Transfer of three service centers, Smith Williams, Lincoln Neighborhood and the Senior Center, to the Department of Parks, Recreation, and Neighborhood Affairs. Fiscal Impact: (\$996,511)
- Elimination of four positions through the consolidation of recreation and community center staff. Fiscal Impact: (\$257,747)
- Reduction in 20% of cultural expenses. Fiscal Impact: (\$132,325)
- Elimination of a vacant housing administrative supervisor position. Fiscal Impact: (\$96,344)
- Elimination of code administrator position. Fiscal Impact: (\$88,495)
- Reduction in unclassified contractual services. Fiscal Impact: (\$84,884)
- Reduction in miscellaneous operating expenses. Fiscal Impact: (\$76,599)
- Transfer of funding for an ECD planner position to the Community Redevelopment Agency (CRA). Fiscal Impact: (\$67,590)
- Elimination of an administrative specialist position. Fiscal Impact: (\$56,402)
- In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$14,143)
- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings, if applicable.
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

City Commission Action

The City Commission approved the budget for the Department of Economic and Community Development as proposed with the following changes:

Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$9,729.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (NA).

A reduction of \$18,000 in the citywide training budget resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$481).

Safety and Neighborhood Services
Economic and Community Development
Performance Measures

Program Objectives

The department has identified the following objectives for fiscal year 2010:

- Develop and provide programs, services, and activities for at-risk youth, teens, adults, and seniors
- Develop programs and activities that will impact the quality of life in the community
- Achieve an optimum voluntary compliance rate for code violation cases
- Provide adequate resources for the construction of affordable single-family homes
- Continue to partner with local and state organizations in developing a coordinated and integrated funding process, strategic planning process, and ongoing needs analysis, while maintaining the public trust and consumer satisfaction
- Enforce city regulations and identify any impediments to affordable housing production
- Provide services to the community through contracts with economic development partners
- Assist in the development of new business parks and "spec" buildings
- Promote Tallahassee as an international destination for visitors, scholars and businesses
- Enhance downtown development by increasing the job base and attracting more visitors
- Increase the number of minority firms doing business with the City of Tallahassee
- Increase the number of city contracts awarded to minority and women firms
- Improve the city's historic preservation efforts
- Increase the employment base within the City of Tallahassee

Analysis of Performance Measures

In the area of code enforcement, the actual number of nuisance violation cases brought into voluntary compliance in FY 2008 was reported at 4,964 which was an increase from FY 2007's reported 3,178. The number of nuisance violation cases brought into compliance through administrative/judicial process in FY 2008 was 66, which was at a higher rate than FY 2007's reported 46 cases. In FY 2010, the projected performance measure expected to decrease slightly lower than the FY 2009 target. This decrease may be attributed to a decrease in the number of code enforcement officers as a result of budget reductions. In 2009, a code officer retired and another will retire in 2010, neither of these positions are scheduled to be filled.

In the department's housing division, actual emergency home repair average cost per unit was \$4,831.71 in FY08, which was significantly higher than FY 2007's rate of \$2,762. In FY 2009, the average cost is \$6,438. Increases can be attributed to the increase cost of supplies and charges for services. Funding provided for water and sewer fee waivers has been cut in recent year, but the cost of these waivers has increased. In FY 2008, the actual number of fee waivers issued was fifteen and in FY 2009, twelve have been issued to date. The number of water and sewer hookups issued in FY 2008 was five and in FY2009 the number is currently zero. However, because of the slowdown in construction and excess supply of existing homes currently on the market, the funding level appears to be sufficient for current year needs at least in terms of single-family ownership units. In terms of production in the number of units or clients assisted with our existing program, it is anticipated that these numbers will be decreased for three main reasons: increased cost per unit that naturally occurs over time, reduced annual grant funding from the state and the federal government, and most importantly, because of the slowdown of the economy.

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Code enforcement cases	#	6,070	7,200	2,652	7,200
Number of certified MBE vendors on the city's MBE directory that receive notification of re-certification at least 30 days prior to expiration	#	87	190	753	210

The City of Tallahassee, Leon County Government, and the Leon County School Board have reciprocal certification. This has significantly impacted EDD numbers, as 35 to 40 vendors are certified with either the County or School Board, not the City.

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

**Safety and Neighborhood Services
Economic and Community Development**

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of joint recruiting projects performed with EDC and others in business recruitment	#	4	6	9	6
Number of nuisance violation cases brought into compliance through admin/judicial process	#	66	70	45	70
Number of nuisance violation cases brought into voluntary compliance	#	4,964	6,300	2,086	6,300
Number of presentations provided to businesses and citizen groups outlining services and programs available to promote business growth	#	24	12	21	12
Number of quarterly training sessions/seminars for small/minority businesses	#	3	4	6	4
Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
CHSP cost per client served	\$	0.00	4.91	12.56	4.91
Division programs cost per capita	\$	0.00	40.44	0.00	40.44
<i>Costs include animal shelter, animal control and neighborhood services for fiscal years 2007 and 2008. These costs are replaced by economic development in fiscal year 2009, resulting from the city manager's April 2008 reorganization.</i>					
Down payment assistance avg. cost per unit	\$	12,716.83	11,000.00	10,322.67	5,000.00
<i>This measure is based upon the current market value of property, and the current home loan interest rates.</i>					
Emergency home repair avg. cost per unit	\$	4,831.71	4,925.00	4,363.40	4,500.00
Homeowner rehab. program avg. cost per unit	\$	31,519.65	40,000.00	35,276.00	40,000.00
Maintain a minimum 1:1.5 ratio for return on investment based on economic impact of business retention and expansion activities	\$	0.00	1.50	0.00	1.50
Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Percent change in the number of city departments that meet or exceed their adjusted MBE operating goal	%	0	15	18	15
<i>Data for this measure is obtained from an accounting services report that is run at the end of each fiscal year. Therefore, FY09 year-to-date data aren't available at this time.</i>					
Percent change in the number of MBE vendors certified per year	%	0	5	1	5
<i>Data for this measure is obtained from counting the number of certified MBE vendors at the end of each fiscal year. Therefore, FY09 year-to-date data aren't available at this time.</i>					
Percentage of voluntary compliance to building and housing code achieved	%	85	100	90	100
<i>This measure indicates the percentage of voluntary compliance to building and housing code achieved. The Neighborhood and Community Services Department used data from the national ICMA performance measure survey to obtain the benchmark for this measure. The reported benchmark for percentage of voluntary compliance achieved is 57.7%.</i>					

**Safety and Neighborhood Services
Economic and Community Development
Capital Improvement Program Budget**

CIP Budget Overview

The Economic and Community Development Department's five-year capital improvement plan totals \$3,475,000 and includes recurring funding for projects. Two projects that routinely receive annual funding (the historic property preservation grant and loan program and the water and sewer system charges and tap fee waivers) received none in fiscal year 2010 due to the limited amount of available general government capital improvement funding.

General government capital project funding is provided in the amount of \$75,000 for fiscal year 2010 for pedestrian and vehicular enhancements in the downtown area.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Community Development Block Grant	0	1,600,000
General Government Capital Improvement Fund - GGCIF	0	380,000
General Government Capital Project Account - GGCPA	75,000	1,495,000
Total Funding	75,000	3,475,000

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 2009.

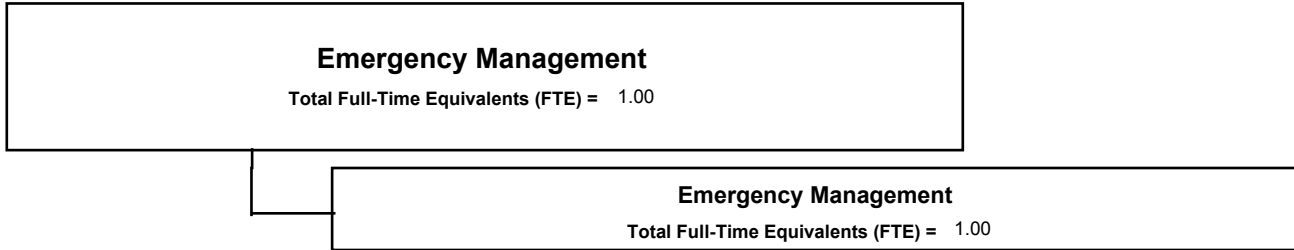
None

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 2010 and were not mentioned in the department's 2010 CIP budget overview.

Water and Sewer System Charge - 09072
Historic Property Preservation - 09005

**Safety and Neighborhood Services
Emergency Management
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
510101 Emergency Management	119,979	138,079	126,264	126,532
Total Expenditures	119,979	138,079	126,264	126,532

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	88,948	82,756	85,433	85,706
Operating	15,571	17,023	17,023	17,023
Allocated Accounts	15,460	38,300	23,808	23,803
Total Expenditures	119,979	138,079	126,264	126,532

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	119,979	138,079	126,264	126,532
Total Funding	119,979	138,079	126,264	126,532

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
510101 Emergency Management	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00

Safety and Neighborhood Services

Emergency Management

Summary of Services Provided

The Emergency Management Department plans and prepares for disasters affecting Tallahassee and surrounding communities. The Emergency Management division was created in 1992 when the city of Tallahassee developed its first emergency management plan. Until April 1, 2008, the division was housed in the Fire Department. It became a stand-alone department as part of the City Manager's 2008 reorganization.

Departmental responsibilities include, but are not limited to, the following:

- Planning - review and update, as necessary, the city's incident management plan and assist in development of other city departments' continuity of operations plans.
- Training - offer national incident management system (NIMS) training to all city departments.
- Emergency Management Team and Incident Management Center - maintain a state of readiness of the area command center.
- Preparedness, Response Recovery and Mitigation - activate the area command center within two to three hours. Staff conducts quarterly meetings and coordinates with training staff to ensure the area command center is functional at all times.
- Exercise Coordination - continue city participation in over 16 exercises, including full-scale exercises at the Tallahassee Regional Airport and regional domestic security facilities. Staff also participates in tabletop exercises by the U. S. Postal Service and local emergency planning committee.
- Coordination and Communication - update the city's emergency management website.
- Grants - Seek and coordinate grant submission with departments to support their emergency management activities and requirements.

Trends and Issues

Since September 11, 2001, the coordination of emergency resources has resulted in greater inter-agency and inter-jurisdictional coordination, training, and co-commitments to workload, one result of which led to creation of the federal Department of Homeland Security. The state's homeland security division, acting as conduit of the federal agency, has infused equipment and materials designed to protect communities from acts of terrorism. Forecasts for increases in the frequency and intensity of hurricanes, as well as terrorism threats and pandemic outbreaks, require more effective coordination of city resources (staff and equipment) and city services.

Safety and Neighborhood Services Emergency Management

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Emergency Management Department's fiscal year 2010 budget. See the City Commission Action section for additional changes to the FY10 approved budget.

The Emergency Management Department's vehicle fuel account was reduced by \$1,158 in fiscal year 2009 to reflect the lowered cost of gasoline when compared to the level budgeted for that function. Reductions were made citywide, as directed by the City Commission at their January 28, 2009 budget workshop.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; health care rates are set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 1.0% vacancy factor is applied to salaries and benefits.
- In fiscal year 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$547).

City Commission Action

The fiscal year 2010 budget for the Emergency Management Department was approved with the following additional changes:

- Salary enhancements for general government employees were approved at 0%. Other adjustments to personnel expenses included cost sharing of the increase in health care premium costs between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months' health insurance premiums for employees whose positions were eliminated.
- The proposed two-day furlough was reduced to a one-day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the unions would have had to bargain over the impact of the furlough, which did not take place. Fiscal Impact: \$273.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$125).
- A reduction of \$18,000 in the citywide training budget resulted in a reduction in the Human Resources allocation to this department. Fiscal Impact: (\$5).

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 2010 through 2014.

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 2009.

None

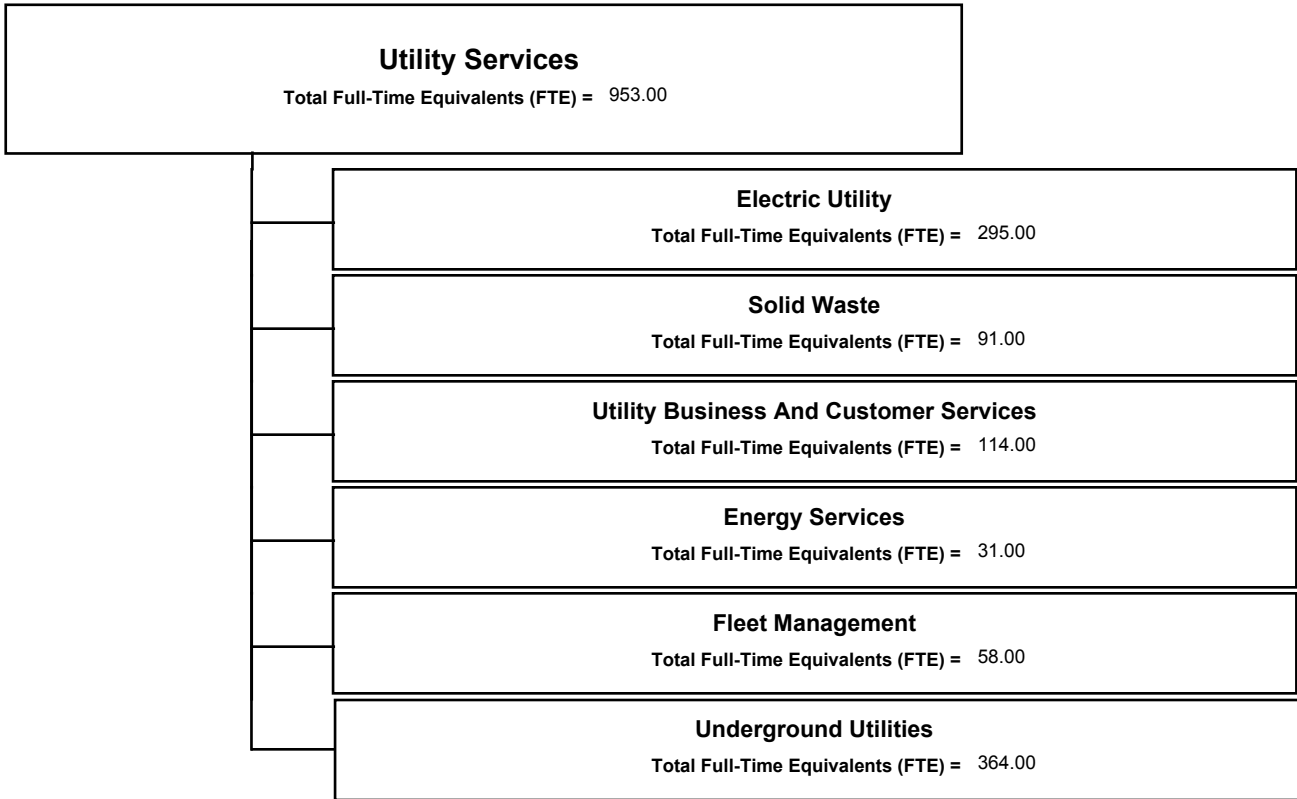
Continued Capital Projects

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 2010.

None



**Utility Services
Organizational Chart**



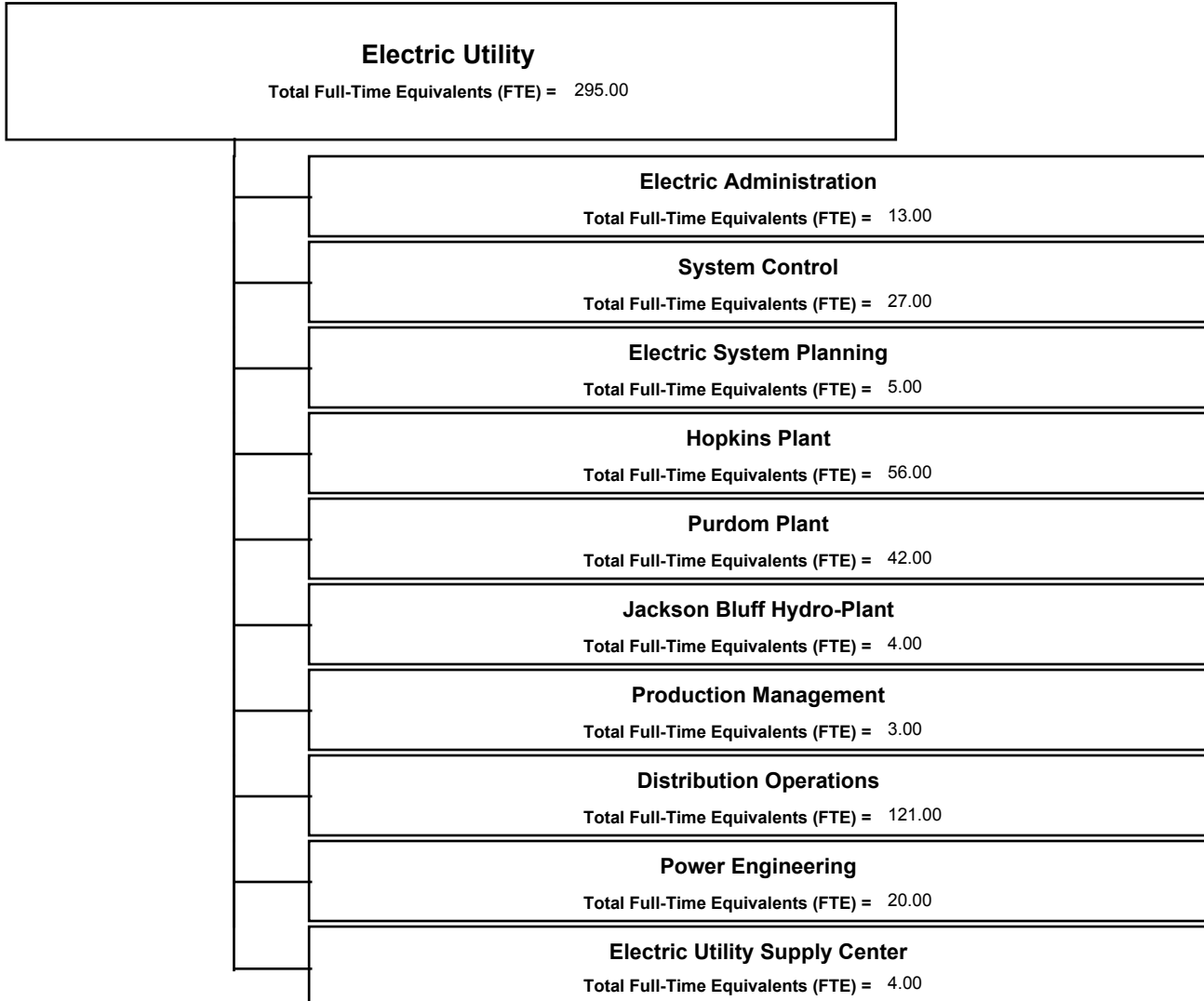
Summary of Services Provided

This service area includes the Electric, Gas, Water, Stormwater and Solid Waste utilities. The service area also includes two departments, Energy Services and Utility Business and Customer Services, whose programs and activities support the utilities.

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Expenditures Summary	816,483,595	911,864,919	755,162,337	754,608,685
Funding Summary	816,483,595	911,864,919	755,162,337	754,608,685
FTE Summary	968.00	957.00	953.00	953.00



Utility Services
Electric Utility
Organizational Chart



**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Electric Utility

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
290101 Electric Administration	98,432,010	102,601,796	102,334,795	102,335,287
290102 System Control	41,991,593	13,077,321	23,036,241	23,039,861
290201 Electric System Planning	649,933	898,691	927,532	928,115
290301 Hopkins Plant	85,417,745	120,643,404	90,094,960	90,026,274
290302 Purdom Plant	130,261,200	123,194,968	96,521,769	96,472,990
290303 Jackson Bluff Hydro-Plant	536,236	593,098	647,298	638,208
290305 Production Management	303,570	388,438	8,888,658	8,484,760
290306 Electric-Solar	6,000	36,137	47,309	47,309
290401 Distribution Operations	13,822,786	13,800,206	14,713,103	14,728,918
290601 Street Lighting	2,185,032	2,413,716	2,233,262	2,074,377
290701 Power Engineering	1,005,218	1,401,967	1,257,954	1,260,836
Total Expenditures	374,611,324	379,049,742	340,702,881	340,036,935

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	21,133,380	22,196,304	23,099,863	22,697,718
Operating	14,048,823	19,682,864	22,385,324	22,333,753
Fuel	236,309,552	234,304,605	192,706,000	192,706,000
Other Services & Charges	2,726,073	1,136,738	1,547,506	1,547,506
Capital Outlay	69,224	29,159	579,178	579,178
Allocated Accounts	17,227,352	18,864,414	17,827,337	17,819,508
Utilities and Other Expenses	2,482,500	2,763,477	2,805,471	2,602,895
Transfers	57,629,088	57,434,951	57,391,121	57,389,296
Contributions to Operations	22,893,832	22,637,230	22,361,081	22,361,081
Year End Adjustments	91,501	0	0	0
Total Expenditures	374,611,324	379,049,742	340,702,881	340,036,935

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
General Fund	2,185,032	2,413,716	2,233,262	2,074,377
Electric Operating Fd	372,426,292	376,636,026	338,469,619	337,962,558
Total Funding	374,611,324	379,049,742	340,702,881	340,036,935

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
290101 Electric Administration	12.00	13.00	13.00	13.00
290102 System Control	26.00	26.00	27.00	27.00
290201 Electric System Planning	6.00	5.00	5.00	5.00
290301 Hopkins Plant	54.00	56.00	56.00	56.00
290302 Purdom Plant	42.00	42.00	42.00	42.00
290303 Jackson Bluff Hydro-Plant	4.00	4.00	4.00	4.00
290305 Production Management	3.00	3.00	7.00	3.00
290401 Distribution Operations	123.00	122.00	121.00	121.00
290701 Power Engineering	20.00	20.00	20.00	20.00
290901 Electric Utility Supply Center	0.00	0.00	0.00	4.00
Total FTE	290.00	291.00	295.00	295.00

Utility Services

Electric Utility

Summary of Services Provided

The Electric Utility is responsible for operation and maintenance of the city's electric generation, transmission, and distribution system. Tallahassee's electric system has a total generating capacity of 667 megawatts and maintains over 2,200 miles of transmission and distribution lines, including 500 miles of underground distribution lines. The utility employs 295 persons who serve over 100,000 homes and businesses in the Tallahassee area. The utility is comprised of the following divisions:

- System Planning, which provides analyses and recommendations to support strategic goals of the utility related to transmission infrastructure and operations, resource selection and siting, fuel and power purchases, demand and energy requirements, conservation, and alternative/renewable resource options.
- Electric System Control Center, which monitors and remotely controls the transmission, distribution and generation facilities via line carrier channels, microwave system and communication lines network.
- Production, which consists of the Corn-Hydro, Hopkins, and Purdom generating plants.
- Transmission and Distribution System, which moves electricity from the power generating plants through the community's distribution system to residential, commercial and industrial customers.
- Electric Utility Supply Center, which provides centralized procurement activities for selected items that formerly were conducted through the Department of Management and Administration's purchasing division.

Utility Services Electric Utility

Trends and Issues

The challenges that the Electric Utility has faced in recent years will continue in fiscal year 2010. The most significant of these challenges are:

- Managing, maintaining and acquiring power supply resources, both conventional and renewable, to meet future load growth and reliability criteria.
- Effects of compliance with rapidly changing reliability, environmental, licensing and regulatory requirements.
- Addressing electric transmission reliability and capability both locally and within the regional grid, including the planning, permitting and construction of transmission lines.
- Availability and cost of fuel supply.
- Development and implementation of appropriate energy efficiency programs.
- Addressing the lack of fuel diversity in the city's power supply portfolio.
- Implementing necessary substation and distribution construction to support growth in the community.
- Effectively planning to address issues associated with an aging work force, including recruiting qualified staff resources.
- Improving communication with the public and within all levels of the Electric Utility to continue to enhance effectiveness and the work environment.

The key focus areas from these challenges in 2010 will be:

- Properly balancing an aggressive demand side management program with budget challenges and declining energy sales.
- Addressing future fuel diversity in the city's power supply portfolio while recognizing the value of a generating fleet with one of the lowest CO2 emission rates in the country.
- Addressing proposed renewable portfolio standards or clean power standards based on the city's current resource portfolio, DSM program and contracted future resources.
- How to best address proposed climate change regulation for the best interests of the city and its customers.
- Transmission system expansion, reliability and capability.
- North American Electric Reliability Corporation (NERC) reliability compliance and audit performance.
- Addressing the impact of the aging workforce.

The operating budget and five-year CIP have been developed to recognize these challenges in the most cost effective manner while striving to attain high levels of performance for the key objectives of safety, reliability, cost and customer service in the most efficient manner possible.

In addition to the operating challenges referenced above, the city is an active participant in state and federal legislative and regulatory activities related to electric industry restructuring, electric reliability, electric transmission facilities and financing issues that may have an impact on the city and its customers. All of these challenges need to be met while meeting the department's primary mission.

Utility Services Electric Utility

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for the Electric Department's fiscal year 2010 budget. See the City Commission Action section for additional changes to the FY10 approved budget.

The Electric Department operated at a reduced service level in fiscal year 2009 as a result of reductions mandated by the City Commission at their January 28, 2009 budget workshop. Funding for temporary wages, overtime and capital outlay was reduced.

Changes proposed for fiscal year 2010 include the following:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.
- Reorganization of the city's warehouse function resulted in the transfer of four positions to Electric effective October 1, 2009. A number of issues associated with this change are still pending, however, the transferred positions include a vacant purchasing agent/contract specialist, two filled inventory specialists, and one filled administrative aide. Fiscal Impact: \$321,301.
- In fiscal year 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$129,095).
- A proposal to eliminate two existing city-observed holidays by converting them to floating personal days will result in overtime savings.
- Budgetary adjustments proposed by the department to meet targeted reductions include:
 - 1) Deferral of debt service associated with the demand side management and other projects. Fiscal Impact: (\$6,727,000).
 - 2) Reduced RR&I funding to support capital projects. Fiscal Impact: (\$4,360,350).
 - 3) Reductions in various operating expenditure accounts. Fiscal Impact: (\$452,000).
 - 4) Reductions in various capital outlay accounts. Fiscal Impact: (\$333,000).

Utility Services
Electric Utility

City Commission Action

The fiscal year 2010 budget for the Electric Department was approved with the following additional changes:

- Salary enhancements for general government employees were approved at 0%. Other adjustments to personnel expenses included cost sharing of the increase in health care premium costs between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months' health insurance premiums for employees whose positions were eliminated.
- The proposed two-day furlough was reduced to a one-day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the unions would have had to bargain over the impact of the furlough, which did not take place. Fiscal Impact: \$73,973.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$4,276).
- A reduction of \$18,000 in the citywide training budget resulted in a reduction in the Human Resources allocation to this department. Fiscal Impact: (\$1,504).
- Elimination of funding for incremental step plan increases for employees at the Hopkins, Purdom and Corn-Hydro plants per electric staff's request. Fiscal Impact: (\$139,780).
- Increased cost of the warehouse function relocated from the purchasing division to this department, as part of the city manager's reorganization. Fiscal Impact: \$326,528.

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 (designated by the number 2 in the measure title).
- Customer Services/Reliability – Deliver reliable, high quality electric utility services that exceed customers' expectations and meet all applicable regulatory criteria (designated by the number 3 in the measure title).
- Cost/Value – Deliver competitively priced high value electric utility service to the city's customers (designated by the number 4 in the measure title).
- 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.

Measures provided by the Office of Budget and Policy are designated by the number 1 in the measure title (benchmarks for each measure are defined in notes below the fiscal year summary).

Analysis of Performance Measures

The Electric Utility's measures seek to identify success towards accomplishing safety, cost and reliability goals, and to benchmark against similar utilities in Florida and the United States. The target measures represent industry standards, while taking into account the differences in the municipal versus private marketplace, the natural gas fuel requirements in the city's ordinance, and the variety of operational units available under varied regulatory environments.

Benchmarks are derived from North American Electric Reliability Council (NERC) measures, American Public Power Association (APPA), Florida Municipal Power Agency (FMPA), and Florida Public Service Commission (FPSC) reported standards. In certain cases, specific utilities are surveyed. Florida utility comparisons include Florida Power and Light (FPL), Progress Energy Florida (PEF), Orange Utilities (OUC), Lakeland, Jacksonville Electric Authority (JEA), and Gainesville Regional Utilities (GRU).

The Electric Utility meets or exceeds industry benchmarks for control performance standards 1 and 2, and for the system average interruption duration index (SAIDI). Its performance for the customer average interruption duration index (CAIDI) and average length of service interruption (L-Bar) measures are less than that reported by the FPSC, but greater than average performance reported by the FMPA. By contrast, the utility's system average interruption frequency index (SAIFI) exceeds that of both the FPSC and FMPA. The department's fiscal year 2010 residential base rate for 1,000 kilowatt hours exceeds those of investor-owned utilities, but are less than the average of municipally-owned utilities. The city's base rate for 1,500 residential kilowatt hours is between those of both the investor-owned utilities and municipally-owned utilities.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
1a-Number of Electric FTEs.	#	290	291	291	295
1b-Amount of Electric Expenditures.	\$	375,400,047	464,806,699	320,679,018	340,681,717
<i>YTD expenditures include the Street Lighting cost center through the period ending August 31, 2009, and the newly created Utility Supply Center beginning fiscal year 2010.</i>					
1c-Amount of Capital Projects Budgeted.	\$	88,763,358	56,431,900	60,761,900	48,090,900
<i>YTD amount reflects the capital budget appropriated at the beginning of the fiscal year plus supplemental appropriations (not from existing projects) approved through September 23, 2009.</i>					

City of Tallahassee
Fiscal Year 2010 Approved Budget

Utility Services

Electric Utility

<u>Output Measures</u>	<u>Unit of Measure</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Budget</u>	<u>FY 2009 YTD</u>	<u>FY 2010 Budget</u>
4b-Customers per non-generation employee.	#/employee	711.50	570.00	605.50	600.00

The APPA reports that for utilities > 100,000 customers, a benchmark for customers per non-generation employees is 289.

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Electric Utility

Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
3a-Control Performance Standard 1. Control area performance utilizing four-second data averaged on a minute basis vs. frequency. One measure is a statistical measure of Area Control Error variability and its relationship to frequency error. <i>The NERC Control Performance Standard is the measure against which all control areas are evaluated and as a benchmark is set at 100%. The agency is proposing additional BAL standard changes that will affect projected numbers for the future.</i>	%	163.42	145.00	162.48	155.00
3b-Control Performance Standard 2. Control Area performance utilizing four-second data averaged on a 10-minute basis. The second measure is designed to bound Area Control Error in ten-minute averages and provides an oversight function to limit excessive unscheduled power flows that could result from large Area Control Errors. <i>The NERC Control Performance Standard is the measure against which all control areas are evaluated and as a benchmark is set at 90%. The agency is proposing additional BAL standard changes that will affect projected numbers for the future.</i>	%	97.56	97.00	98.50	96.00
3f-Average Customer Outage Response Time. This measure identifies elapsed time period between call dispatch and arrival at customer/system location. <i>There currently are no benchmarks available for this measure, so the L-BAR efficiency measure is added for benchmarking purposes. L-BAR is a combination of this measure and CAIDI.</i>	#	35.93	38.00	40.75	43.00
3g-System Average Interruption Duration Index (SAIDI). This measure is defined as the ratio of annual customer-minutes off the system to the average number of customers served. <i>Benchmarks for investor owned utilities and large public power systems in Florida are as follows: FPSC=94.3 and FMPA=106.1.</i>	Minutes	103.25	100.00	72.30	99.00
3h-Customer Average Interruption Duration Index (CAIDI). This measure is defined as the average length of an interruption, weighted by the number of customers affected, for customers interrupted during a specific time period. <i>Benchmarks for investor owned utilities and large public power systems in Florida are as follows: FPSC=73.0 and FMPA=59.0.</i>	Minutes	54.50	66.00	60.35	65.00
3i-System Average Interruption Frequency Index (SAIFI). This measure is defined as the average number of interruptions experienced by any customer on the City's electric utility system. <i>Benchmarks for investor owned utilities and large public power systems in Florida are as follows: FPSC=1.5 and FMPA=2.34.</i>	#	1.93	2.30	0.91	2.10
3j-Average length of a service interruption (L-BAR). This measure is defined as the average sustained length of time for any electric service interruption experienced on the City's electric utility system that exceeds one minute. <i>Benchmarks for investor owned utilities and large public power systems in Florida are as follows: FPSC=195.3 and FMPA=145.47.</i>	Minutes	77.75	76.00	70.45	90.00

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Electric Utility

Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
4a-System Steam Generation Efficiency (Heat Rate). This indicator measures the net operating efficiency of the City's steam electric generating units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) by indicating the amount of fuel used (btu) for each kwh of energy delivered to the system. <i>The NERC generation availability data system benchmark for heat rate is not available at this time. Heat rate goals do not include increased starts and stops, or long periods of low load operations on HP1, HP2, or PP8.</i>	Btu/kwh	8,980	8,500	8,008	8,400
4c-Residential base rate for 1000 KWH (excludes fuel and purchased power) <i>FMEA benchmarks for investor owned utilities and large public power systems in Florida are as follows: IOUs=\$57.74 and Munis=\$87.78. This information is from the Florida Municipal Electric Association's website and while their table states the rates are exclusive of fuel charges, the city's Energy Services staff indicates some municipal utilities do have a portion of their fuel charges embedded in their base rate charges.</i>	\$	61.48	64.80	64.80	64.80
4d-Residential base rate for 1500 KWH (excludes fuel and purchased power). In order to control for inverted rates, this measure has been added in concert with 1,000 KWH base rate. <i>As of April 2009, investor owned utilities: FPL=\$78.78; PEF=\$96.57. As of April 2009, municipally owned utilities: GRU=\$120.60; JEA=\$88.71; Lakeland=\$86.24; OUC=\$117.63.</i>	\$	89.22	94.04	94.04	94.04

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Electric Utility

Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
2a-Department Incident Rate This measure provides an indicator of the safety incident rate using the standardized US OSHA formula. The rate is calculated on a scale of 200,000 work hours. The formula is total reported incidents divided by b=number of work hours multiplied by 200,000 work hours. <i>The APPA reports that for utilities > 100,000 customers a department incident rate of 4.0 is ideal.</i>	Work Hours	1.80	4.60	2.54	4.40
3c-System Steam Equivalent Availability. This measure identifies the percentage of time during the year that the city's steam units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) are available for full load operation. Equivalent availability takes into account each unit's scheduled outages, maintenance outages and forced outages and is weighted by unit size. The performance data is based on August to July performance year. Higher is better. <i>NERC generation availability data system 2006 benchmark is 86.60 (higher is better).</i>	%	85.85	88.00	91.51	86.50
3d-System Steam Forced Outage. This measure identifies the percentage of time during the year that the city's steam units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) are unavailable for full load operation as a result of a forced outage. A forced outage is an outage that is neither planned in advance nor able to be deferred until the next weekend. The performance data is based on an August to July performance year and is weighted by unit size. Lower is better. <i>NERC generation availability data system 2006 benchmark is 9.81% (lower is better). The fiscal year 2010 projection is less than 5%.</i>	%	1.31	5.00	0.87	5.00
3e-System Steam Scheduled Outage Rate. This measure identifies the percentage of time during the year that the city's steam units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) are unavailable for full load operation as a result of a scheduled unit outage. A scheduled unit outage is an outage that is planned well in advance. The performance data is based on an August to July performance year and is weighted by unit size. Lower is better. <i>NERC generation availability data system 2006 benchmark is 7.70% (lower is better).</i>	%	11.72	5.00	5.95	7.10
5a-Number of major environmental violations.	#	0	0	0	0

Utility Services

Electric Utility

Capital Improvement Program Budget

CIP Budget Overview

The Electric Utility's fiscal year 2010 capital budget is \$48,090,900 and its five-year capital improvement plan totals \$346,654,100, both of which are reduced from funding levels shown in the 2009 approved budget. Fiscal year 2010 capital budget expenditures of \$67,153,400 were planned when the 2009 budget was adopted and the 2009-2013 CIP was \$354,782,500. Reductions in fiscal year 2010 - 2014 are associated with projects related to the Hopkins and Purdom facilities and those that support power engineering, transmission and distribution operations, and the demand side management program.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Accounts Receivable	600,000	3,200,000
Electric Future Bonds	36,254,000	200,424,100
Electric RR&I	11,236,900	124,341,630
Electric RR&I Undesignated Balance	0	18,688,370
Total Funding	48,090,900	346,654,100

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 2009.

0100549-PD-Xmission Lines 15A
0100549-RG-Greenwood MHP
0100550-DM-Kleman Plaza Condos
0100550-TG-I-10 Widening-Seg 1
0100987-ACW-Cold Harbor Drive
0100987-DB-Tippecanoe Hills Su
0100992-TG-I10 Widening Seg 3
115kV Oil Circuit Breakers Rep
BP 17 Feeders
Bull Run Subdivision Phase I
CC-Substation/System Control B
CC-Sub-Supervisory Control & D
CC-Telecommunications/Fiber Op
Clean Energy Portfolio Strateg
Communications System Replace.
DSM - M&V Evaluation & Support
Electric Sys Resource Studies
Electric System Planning
EMS Evaluation, Specifications
FY09-05 Bond Issue MEMO Master
GIS Development and Implementa
GIS Electric Field Inventory
M0100992-TG-I-10 Widening
M04037-DM-DF1616 Extension
M04037-TD-DF922 Extension
M05130-Hurricane Dennis
M07009-#2 480 Volt Station Srv.
M07009-#2opkins Plant Security
M07009-UNIT 2 UPS Replacement
M0800244:JN-Garden Oaks Subdiv
M0800244-ACW-Bannerman URD
M0800244-Cold Harbor Drive
M0800244-DM-DF 127 Extention
M0800244-RG-Paeonia Place
M0800244-RM-Merchants Row West
M0800244-RM-OrangeAve E Feeder
M0800244-Walden Rd Upgrade
M08007:RM-R&U Area Lights
M08007:RM-R&UA Distr OH & URD
M08008-GSB-Compliance Analysis
M08008-GSB-Interface Studies
M08008-GSB-L&E Forecast Supp.
M08008-GSB-Region Grid Analys
M08009-ARC Flash Study
M08010:GH:2nd Filter Press
M08012-ARR-CCSE Facility Reloc
M08012-ARR-MO-Fire @ Hopkins
M08020:RM-Streetlight Maint.
M08092-BA-Pepper Rd
M08115:RM-Construction Master
M08115:RM-New Area Lights

Utility Services

Electric Utility

M08115:RM-New Services
M08115-DC-Alliance Center
M08115-DC-Capital City Trust
M0900250-AG-I-10 - Lkshore Dr
M0900250-AG-I-10 & T'ville Rd
M0900250-AW-SouthwoodOrange
M0900250-RG-Jordan's Pass
M09007:R&U Area Lights
M09007:RM-R&UM Distr OH & URD
M09020:TG-Streetlight Maint.
M09115:RM-Construction Master
Magnet Lab Feeders
OP-GO-Celebration of Lights
Orange Ave Extension Phase II
PE-Fallschase Substation-BP21
PE-Recloser Communications
PE-Reconductor Trans Line 2C
PE-Recurring-Replacements and
PE-Substation J
Prod Mgmt- Corn Hydro Part 12
Prod Mgmt Insurance Issues
Purdom DCS Hardware/Soft
Purdom-Piping & NDE Inspection
Relay & Communication Systems
Replace 5kv Switches on Downto
SMR Contamination at Purdom
Solar Capacity Expansion Plan
Solar Development Project
SP-Electric System Planning
Substation BP 15 Construction
T&D-115kV/230kV Transmission L
T&D-Electric Service Request-M
T&D-Gang Switch Repair/Replace
T&D-Mobile Substation and Eq
T&D-Padmout Transformers & Pe
T&D-Portable 350 KW Generator
T&D-Remodeling Operations Cent
Telecommunications/Fiber Optic
Welaunee Blvd Phase II

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 2010.

0100987-BC-Black Creek Restor
0900250-AG-Woodville to Craw
0900250-DM-DF122Ext-Call
115kV Oil Circuit Breakers Rep
2002 Bond Issue Memo Master
2007 Bond Issue MEMO Master
Addition 230kV Autotransformer
App of Capacitor and Voltage
BP 19 Feeders
BP-14 Feeders
BP-15 to BP-18 Trans Line
BP-9 to BP-18 Trans Line
Corn Hydro FERC Fuse Plug Mods
Corn-Head Gate Seal Repairs
Distribution Equipment
Energy Efficiency & DSM
ETL-Transmssn line-BP9 to BP7
GIS Integratr. w/ Work Process
Hopkins 63kA Breaker Replacemt
Hopkins HC3/HC4 HPT Repairs
Hopkins HP2 Demolition
Hopkins-PEF/TAL 115kV Trans Li
Hydro U2 replacement head gate
M0100987-AG-Capital Walk Apts
M0100987-TD-BP21 Feeder Cir.
M06012-ARR-BF-Regular A/R
M07010:BD-Purdom Secur & Monit
M07012-ARR-BF-Regular A/R
M0800243-Lipona Rd Relocation
M0800244-AW-Brevard Student
M0800244-RG-Mahan Dr. Relocat.
M0800244-RM-Biltmore Feeder
M0800244-RM-Unit 31,Swood URD
M0800247-DM-Floridian-Aloft Ho
M08012-ARR-BF-Regular A/R's
M08020:RM-New Street Lights
M0900250-ACW-Thornton Rd
M0900250-AG-Victory Garden Dr
M0900250-PD-Rework of BP-3
M0900250-RM-Alexan Apts
M0900250-RM-MerchantsRowFdrll
M09007:PD-R&UM Trsms Struct.
M09007:RM-R&UA Distr OH & URD
M09008-GSB-Climate Change Stud
M09008-GSB-NERC Comp Support
M09008-GSB-OATT Support
M09009-Hopkins Air Compressor Upgrade
M09009-Hopkins Control Room HVAC
M09009-HP2 Circ Water Pump Overh.
M09010- BD- PP8 LCI Repairs
M09010:DT-Rplc PP8 Fan Blades

Utility Services

Electric Utility

M09010:GH Unit 8 Reheat Line
M09010:GH-Vpr Compr Spl Pc Rpl
M09012-ARC-GO-Internal Svcs
M09012-ARDA-GO-Wrecks/Damages
M09012-ARR-BF-Regular A/R's
M09020:TD-Downtown Streetlight
M09115:RM-FY09 Unpredictables
M09115:RM-New Area Lights
M09115:RM-New Services
M9020:RM-New Street Lights
Nabb Road Feeder
PD-Relocation of BP3 Xmis Line
PE-BP 21 Feeders
PE-BP5 to Line 31 Transmn Line
PE-Distribution Feeder Upgrade
PE-Fallschase Resident Feeders
PE-Gaines Street
PE-Pinnacle At Cross Creek
PE-Recond TL 15A-C
PE-Reconductor Trans Line 21
PE-Reconductor Transmission Li
PE-Southside/St. Joe
PE-Substation BP-15 Modificati
PE-Substation BP3 Termination
PE-Substation BP4 Modification
PE-Substation BP5 Modification
PE-Substation Inter Projects
PE-Tharpe and Ocala to CCNW
PE-Trans Upgrade Projects
PE-Transmission Line to Banner
PE-Welaunee
Pre Pay Metering Project
Prod Mgmt Champs Integration
Prod Mgmt- Corn Spillway Modif
Prod Mgmt- Purdom Oil Tank Con
Property Acquisition
Purchase of Talquin Electric C
Purdom - Demineralizer Refurb
Purdom-Piping & NDE Inspection
Reconductor Trans Line 3A
Relay & Communic. Systems P-II
Repower Hopkins 2 - Phase 1
Roof Upgrade @ Utility Operati
Solar Capacity Expansion Plan
SP-Alternate Energy
Substation BP 14
Substation BP 17
Substation BP 3
Substation BP 9 Modification
Substation BP17 Construction
Substation BP-18
Substation BP21 Construction
Substation BP3 Reconstruction
Substation Mods--Mobile Tfmr

Utility Services

Electric Utility

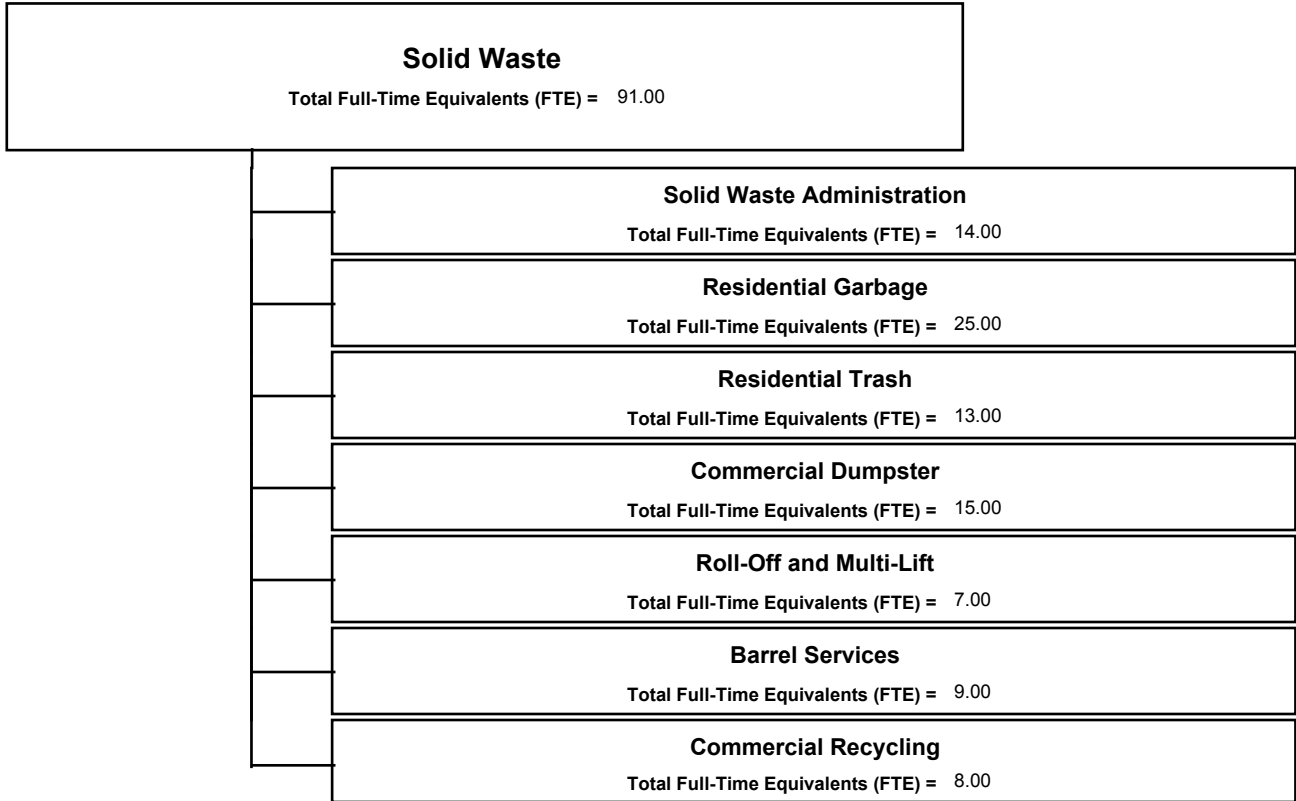
Substation Transformer Replace
T&D-Facility Security Program
T&D-Refurbishment of URD System
Welaunee Land Purchase



Utility Services

Solid Waste

Organizational Chart



**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Solid Waste

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
350101 Solid Waste Administration	4,143,294	4,237,759	4,083,010	4,084,466
350201 Residential Garbage	3,528,602	3,295,161	3,276,389	3,274,657
350202 Residential Trash	1,617,073	2,332,980	1,887,741	1,887,436
350203 Contractual Residential Services	4,606,477	4,683,605	4,863,297	4,863,297
350301 Commercial Dumpster	3,962,324	4,459,363	4,218,514	4,218,415
350302 Roll-Off and Multi-Lift	1,856,879	1,947,296	2,117,523	2,117,789
350303 Barrel Services	519,489	485,617	620,460	619,199
350305 Commercial Recycling	603,955	764,763	839,679	839,754
Total Expenditures	20,838,094	22,206,544	21,906,613	21,905,013

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	4,895,668	5,147,143	5,219,354	5,218,417
Operating	4,918,441	4,994,670	5,293,285	5,293,135
Other Services & Charges	145,000	145,000	145,000	145,000
Capital Outlay	110,137	163,927	74,885	74,885
Allocated Accounts	4,460,660	4,623,080	4,339,139	4,338,626
Utilities and Other Expenses	5,512,076	6,421,543	6,332,353	6,332,353
Transfers	0	12,000	0	0
Contributions to Operations	138,641	151,472	164,674	164,674
Year End Adjustments	657,471	547,709	337,923	337,923
Total Expenditures	20,838,094	22,206,544	21,906,613	21,905,013

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Solid Waste Fund	20,838,094	22,206,544	21,906,613	21,905,013
Total Funding	20,838,094	22,206,544	21,906,613	21,905,013

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
350101 Solid Waste Administration	13.00	15.00	14.00	14.00
350201 Residential Garbage	34.00	28.00	25.00	25.00
350202 Residential Trash	20.00	17.00	13.00	13.00
350301 Commercial Dumpster	16.00	18.00	15.00	15.00
350302 Roll-Off and Multi-Lift	9.00	7.00	7.00	7.00
350303 Barrel Services	4.00	7.00	9.00	9.00
350305 Commercial Recycling	6.00	7.00	8.00	8.00
Total FTE	102.00	99.00	91.00	91.00

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

2010 operational challenges

Helping Hands

Prior to the service level change the total number of Helping Hand (HH) customers was 743. Afterwards that number increased to 3,048 for combined garbage and recycling customers. While most municipalities HH customers are about one to two percent of the total customer count, this figure appears excessively high compared to the industry norm. Additionally, the City's contract with Waste Pro states that "customers establish eligibility to receive this service by submitting a physician's statement that the customer is unable to roll containers to the curb and by asserting that no one resides in the household who is capable of rolling containers to the curb". Currently, Waste Pro is requesting that the City consider re-certification of all customers based on the terms of the contract.

Uncontrollable Cost of Tipping Fees

Leon County has increased the disposal fees by 31% and 43% respectively. With reasonable certainty, the County is increasing the disposal rate from \$39.00 to \$41.70 in October 2010.

Transfer Station

The State of Florida House of Representatives is adding an additional \$1.25 per ton to disposal fees for FY10. The City disposal cost will increase in addition to the Leon County's annual Consumer Price Index. It is probable that the County will increase disposal fees from \$39.70 to \$41.70. The County also has offered a reduction in clean yard waste disposal fees from \$38 to \$27 per ton. This is an annual savings of \$40,000.

2008 Energy Bill

Last legislative year, the Florida Legislature passed the 2008 Energy Bill that mandates by 2020 all municipalities increase recyclables by an average of 75%. At this stage the Florida Department of Environmental Protection is having town hall meetings throughout the state to determine how to meet the above stated goal. There have been questions regarding whether to count waste diversion toward the recycling goal.

Illegal Dumping

Illegal dumps are picked up during normal collection or neighborhood cleanups that are scheduled through Keep Tallahassee and Leon County Beautiful or neighborhood associations.

The cost of illegal dumps is projected to cost the department \$153,000 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.

With the new FCC requirements for digital broadcasting, Solid Waste Services (SWS) is experiencing huge amounts of discarded e-scrap including computers, televisions and radios resulting in an increase in collection and disposal fees. Given that this is a community wide issue, SWS is considering developing an e-scrap collection and cost program to recover the cost of disposal.

Student Rush

When college students move each semester they discard huge volumes of debris along the right of way. Due to these huge piles, SWS increases service for the areas after the non-profit agencies such as Echo, Goodwill, Hope Community and Salvation Army have gone through to collect reusable materials. This increased service conforms to the City Manager's Beautification Resolution and the aesthetics of the neighborhood.

Utility Services

Solid Waste

Significant Changes From FY 2009

The following service level changes were approved as proposed for the Solid Waste Department's fiscal year 2010 budget. See the City Commission action section additional changes to the FY10 approved budget.

Solid Waste Services has increased commercial rates 16%. This adjustment aligns tenant pay customers (apartment dwellers) with residential customers at a cost of \$15.91 per month. The department implemented a 49% adjustment for residents wishing to use additional garbage containers at a cost of \$10.40 per month. These adjustments will cover the rising costs of tipping fees incurred by the City for landfill usage. Currently, the tipping fees are \$36.00 a ton, and will go up to \$38.00 a ton in FY 2010.

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

A total of six positions, currently vacant, are proposed for elimination from the department. Fiscal Impact: (\$245,856.) Two Mechanic positions have also been transferred to the Fleet department.

A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings. Fiscal Impact: (\$11,018).

Additionally, the future liability for other post employee benefits (retiree health care) is budgeted according to an actuarial study estimating the current expense and future benefit needs.

City Commission Action

The City Commission approved the budget for the Solid Waste Department with the following changes:

Salary enhancements for general government employees were approved at 0%, while Police union employees were approved at an average increase of 5.5%, per the collective bargaining agreement. Negotiations between management and the Fire union will continue into FY10, regarding FY10 raises for Fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$11,171.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$150).

A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$513).

Utility Services
Solid Waste
Performance Measures

Program Objectives

The departmental goals for Solid Waste are:

- 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 Solid Waste Department provides services to 46,695 residential customers and 15,863 commercial customers. In addition, the change in the level of services provided at the residential level required additional outreach efforts by the department to neighborhoods and citizens as part of the public relations campaign.

Daily route audits have been conducted since the residential service level change. Department estimates for FY09 reflected a target of 68 route audits for the year.

Billings within five days for commercial services (90.8%) were below the intended target of 100% for FY 2009.

The cumulative number of preventable accidents (7) through the third quarter of fiscal year 2009 is currently below the target for the fiscal year. There is currently a driver safety incentive program in place to encourage reductions in the number of driver accidents and the associated costs.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
# of commercial customers	#	16,097.83	16,800.00	15,845.00	16,850.00
<i>Data derived from the Monthly Utility Report prepared by the Utility Accounting Administrator. Accounts like Barnhill Buffet, Circuit City and Rex Appliances (Big Ticket Commercial Accounts) have gone out of business or consolidated their accounts.</i>					
# of residential customers	#	46,767.83	47,300.00	46,732.83	47,400.00
<i>Data derived from the Monthly Utility Report prepared by the Utility Accounting Administrator. The decline is a result of vacant residential homes and or properties.</i>					
Increase participation in neighborhood meetings	#	23	60	66	60
<i>All meetings involving the SW Inspector have been scheduled by outside persons or agencies. Additionally, SW Inspectors and Marketing representatives schedule meetings with neighborhood associations and homeowners to resolve SW related issues. Such issues include placement of garbage containers and dumpsters, yard waste pick ups, missed services and damage to properties by SW trucks.</i>					
Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Increase route audits of contracted service provider	#	108	34	52	68
<i>Route audits are performed on a continual basis as stated in our contract with Waste Pro.</i>					
Reduce number of City-served customer complaints	#	1,799	1,771	1,346	2,200
<i>The reduction in complaints is due primarily to crew's familiarity with their customer's routes and follow-up calls by SW staff to ensure that customers are satisfied with services.</i>					

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Solid Waste

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Accomplish billing of commercial services within 5 days of service date <i>Daily billing from commercial route sheets and the running of a query every Wednesday has resulted in accurate and timely billings.</i>	%	99.58	100.00	95.42	100.00
Close field activity orders within 4 days from time of service <i>A query is run every Wednesday to determine open field activity orders that are more than 4 days old. This effort has resulted in timely close-outs of outstanding field orders.</i>	%	99.58	100.00	100.00	100.00
Increase residential recycling tonnage by 6% <i>We are experiencing a decrease in our tonnage. Efforts are underway to explore alternative usages with the city government.</i>	#	6,883.56	7,428.00	6,171.58	7,428.00
Maintain recycling contamination rate of 8% <i>Formula: Recycling Residue divided by Total Processed. In October 2008, the Recycling Coordinator began educating our customers on what can be recycled in our process. We are seeing a reduction in the contamination rate in recycling containers with the recent mail outs of SW customer guides. Most contamination occurs during social events staged around student living areas.</i>	%	13.92	11.00	8.34	8.00
Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Reduce number of preventable accidents by 23% per year <i>The data for this effectiveness measure reflects the actual number of accidents. The relative percentages reflect a 12% decrease in fiscal year 2007. Monthly Safety Meetings have affected the responsiveness of employees. They have become more careful on the road.</i>	#	30	20	24	20

Utility Services

Solid Waste

Capital Improvement Program Budget

CIP Budget Overview

There are no capital projects for Solid Waste in the FY 2010-2014 approved capital improvement plan (CIP).

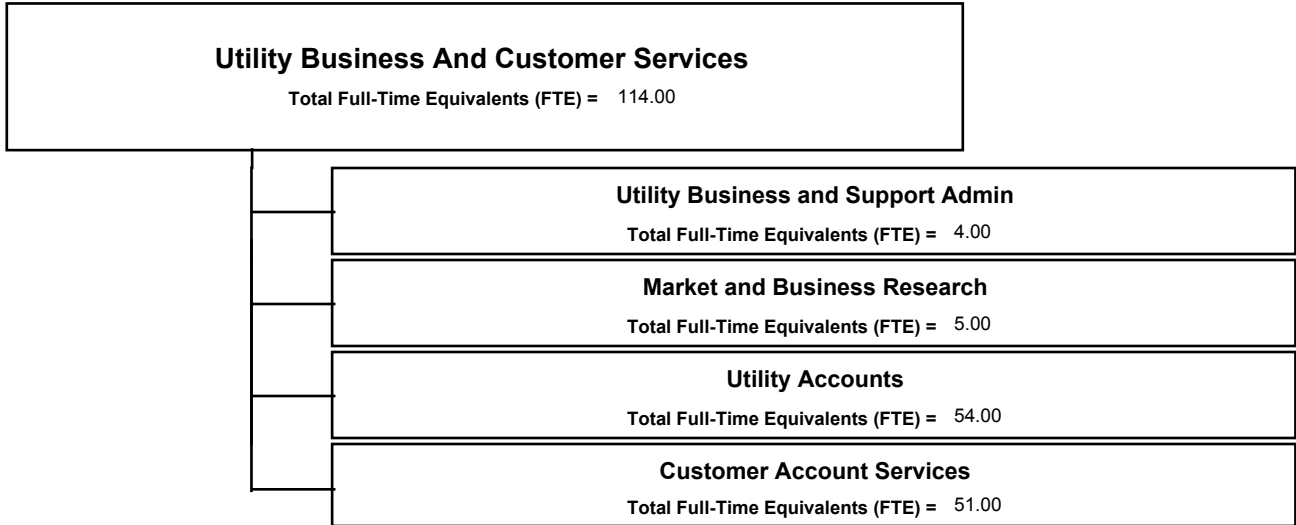
Completed Capital Projects

None.

Continued Capital Projects

None.

Utility Services
Utility Business And Customer Services
Organizational Chart



Utility Services
Utility Business And Customer Services

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
370101 Utility Business and Support Admin	1,428,184	1,735,736	1,521,898	1,522,611
370202 Market and Business Research	378,090	535,739	487,316	553,136
370204 Special Projects	23,724	46,290	49,993	49,909
370501 Utility Accounts	6,051,402	5,071,090	6,287,556	6,291,365
370503 Customer Account Services	4,481,353	4,330,591	3,770,915	3,777,099
Total Expenditures	12,362,753	11,719,446	12,117,678	12,194,120

<u>Expenditure Category Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	7,771,895	7,113,570	6,746,022	6,823,853
Operating	1,063,331	1,610,457	2,060,780	2,060,115
Allocated Accounts	2,510,990	2,212,544	2,578,582	2,577,858
Utilities and Other Expenses	36,539	43,968	44,803	44,803
Transfers	979,998	738,907	687,491	687,491
Total Expenditures	12,362,753	11,719,446	12,117,678	12,194,120

<u>Funding Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Utility Business Services Fund	12,362,753	11,719,446	12,117,678	12,194,120
Total Funding	12,362,753	11,719,446	12,117,678	12,194,120

<u>FTE Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
370101 Utility Business and Support Admin	7.00	4.00	4.00	4.00
370202 Market and Business Research	3.00	4.00	4.00	5.00
370501 Utility Accounts	72.00	60.00	54.00	54.00
370503 Customer Account Services	51.00	52.00	51.00	51.00
Total FTE	133.00	120.00	113.00	114.00

Utility Services

Utility Business And Customer Services

Summary of Services Provided

The UBCS Department provides services to all of the City's utility departments, as well as other government departments. The primary departmental functions include utility customer services, marketing and research, parking ticket collections, utility service connections and disconnections, utility billing, credit and collection services, meter services, administrative services, and cable regulations. These functions are consolidated in the UBCS Department in order to provide a high level of service to our customers at effective cost.

Utility Customer Services Division

The Utility Customer Services Division (UCS) provides a direct interface with the City's utility customers. The Division responds to utility customer inquiries through the Call Center, Walk-In Service Center, web and the Commercial Customer Account Management unit. UCS is responsible for accurately processing utility inquiries and service requests such as service connects, disconnects, transfers, and other utility related work orders. More than 500,000 transactions are handled each year.

UCS administers collection activities for delinquent utility and non-utility accounts; manages energy and water and sewer loan activities; and resolves various customer issues and appeals associated with parking tickets. UCS schedules Energy Audits for customers requesting this service. Additionally, UCS places reminder calls to the customers the day before the scheduled Audit. The Division also serves as the primary customer contact during major incidents such as hurricanes, severe storms and major power outages.

Utility Marketing Division

The Utility Marketing Division provides marketing support for all utility departments including Electric, Water, Gas and Solid Waste Services. Utility Marketing manages the Marketing and Communication team (MarCom) that consists of members from departments throughout the City. The group maintains an electronic calendar to ensure consistency of messaging and shared resources for public awareness campaigns such as that of the Smart Bill, Fats, Roots, Oils and Grease prevention (FROG), water reuse, water and energy conservation, recycling and natural gas.

Utility Accounting Division

The Utility Accounting Division (UA) is responsible for performing the major functions associated with customer field services, billing for all utilities and serving as the executive owner of the Customer Information System (CIS) and the Smart Metering network.

Utility Services

Utility Business And Customer Services

Trends and Issues

The current state of the economy is the most significant issue for UBCS in 2009 and is expected to result in the continuation of current trends into 2010. As the economy has weakened over the past year, workload in the customer contact functional areas has increased, bad debt has increased, and customers are seeking ways to reduce their monthly utility bills.

Functional areas such as the call center and walk-in center are processing an increased number of requests for payment extensions and payment plans. Other areas such as commercial account management are contacting many more commercial customers regarding delinquent payment.

While UBCS continues to improve the efficiency of our operations to maintain the current level of services, we understand the need to market to our customers and offer them new features and tools that will help them save money. Energy Smart Plus (e+) is the City's brand, which represents programs and information for customers that add, value and provide for greater customer choice.

In 2009, UBCS in cooperation with partners such as the Treasurer Clerk's office and the Information Systems Services department introduced the Smart Bill and remote payment locations.

Improving Customer Service and Meeting Community Needs

We will provide a host of enhanced services with the development and deployment of technologies such as the Meter Data Management System, Siemens Phone Switch upgrade, Workforce Management System and the Aclara Customer Care Solutions in FY2009. FY2010 will focus on succeeding in today's hard economic times with innovative customer solutions that provide customers with choice and service. The below services add value to the community while controlling operational costs.

- Smart Bill Success
- Remote Payment Locations
- Good Neighbor Program
- Advanced Customer Disconnect Notice
- Utility Marketing Outreach
- New Web Features

Finally, UBCS will perform two new functions in FY 2010 that are important to the City's financial well-being.

The department will begin billing for fire service charges throughout Leon County. UBCS will use its existing CIS database to remit bills for existing utility customers and non-utility customers that do not reside within the current UBCS billing territory. This will result in a single revenue stream to provide fire services countywide and will represent a significant contribution to the city's efforts to work with the County regarding those services that provide countywide benefit.

A second new function will be UBCS's new responsibility for Joint Use and Dark Fiber billing and contract negotiation. When an outside telecommunications company wants to install its own cable in town, it often does so using City electric power poles. In accordance with utility business practices and ordinance, the City charges annual rental fees for this service. When an outside telecommunications company wants access to the City's dark fiber, pending its availability based on excess capacity of current fiber routes, the City rents fiber to these companies on a per fiber, per mile and per month basis. The City of Tallahassee currently has multiple agreements to provide both services to national and local telecommunications companies. These agreements result in almost \$1 million annually and allow the city to recover revenue from infrastructure that might otherwise

Utility Services

Utility Business And Customer Services

not be fully utilized.

Significant Changes From FY 2009

Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

The following service level changes were approved as proposed for the Utility Business and Customer Services fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city.

Elimination of 6 temporary meter readers. Fiscal Impact: (\$120,000).

Elimination of 3 temporary meter readers mid-year 2010. Fiscal Impact: (\$55,000).

Lease a new Utility Bill printer to replace existing printer. Fiscal Impact: (\$52,000).

Reduction of Utilities Expense. Fiscal Impact: (\$40,000).

City Commission Action

The City Commission approved the budget for the Utility Business and Customer Services Department with the following changes:

Salary enhancements for general government employees were approved at 0%, while Police union employees were approved at an average increase of 5.5%, per the collective bargaining agreement. Negotiations between management and the Fire union will continue into FY10, regarding FY10 raises for Fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$24,036.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$665).

A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$724).

Utility Services
Utility Business And Customer Services
Performance Measures

Program Objectives

UBCS' fiscal year 2010 goals are a continuation of those established in fiscal year 2009, which are to:

1. Continue deployment of smart metering initiatives in the electric, gas, and water programs.
2. Fine tune the strategic plan for the call center and related operations that provide options, timelines, and costs to achieve "best in class" status.

Analysis of Performance Measures

- On schedule to complete the upgrade of approximately 110,000 Electric, 83,000 Water and 27,000 Gas Smart meters in the City of Tallahassee utility service area that encompasses the entire city limits as well as a majority of the unincorporated area of the county.
- Redesigned the Gas Utility web pages with enhanced graphics, flash (photos) and interactive tools.
- Implemented the first phase of the Meter Data Management System (MDMS), which will provide the data and communication bridge between the smart meters installed in the field as well as the City's Customer Information System (CIS).
- Initiated the steps for the deployed of the Aclara Customer Care Solution.
- Instituted a coordinated employee training program aimed at the UA meter reading staff to provide resume' and job interview skills to staff that could be affected by the implementation of the Smart Meter program.
- In cooperation with the Treasurer Clerk's office UBCS deployed city wide Remote Payment Locations.
- Branded Energy Smart Plus (e+) to promote the variety of programs, services and activities offered by the City to help utility customers save energy, save water and save money.
- Coordinated the transition of in-house bill printing from the ISS Department to the UBCS Department.
- Developed a unique interactive web presence for Environmental Policy and Energy Resources.
- Assumed the countywide responsibility for the billing of a 2-tiered rate for fire assessments.
- Transitioned the billing and contract negotiation responsibility for Joint Use and Dark Fiber agreements from the Electric Utility to UBCS. These agreements generate almost \$1 million in annual revenue from excess capacity on the city's power poles and dark fiber network that would otherwise not be used.
- Established a Marketing and Communication team (MARCOM), along with an electronic calendar to communicate and disseminate critical information about utility events, activities and programs.
- Began the groundwork to deploy the Advanced Customer Disconnect Notice.
- Enrolled over 8,000 customers in Smart Bill service option.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of calls received in call center	#	354,901	615,034	400,146	615,034
Number of utility accounts with e-mail addresses	#	0	25,000	2,322	45,000

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Utility Business And Customer Services

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of walk-in inquiries	#	27,530	36,000	48,171	36,000

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of new, transfer, and final out accounts	#	74,342	100,596	76,421	100,596
Number of service orders worked	#	218,517	312,476	212,254	312,476
Total meters read annually consist of automated and manual readings.	#	2,689,795	2,630,516	2,430,979	2,630,516

Total meters read annually consist of a combination of manual and automatic meter readings.

Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Percent of account write-offs vs. gross revenues .Oct. - 1.47%; Nov. - 1.08%; Dec. - 1.05%; Jan. - .95%; Feb. - .85%; Mar. - .84%; Apr. - 1.01%; May - .86%; Jun - .95%; Jul - 94%; Aug - 1.00%; Sep - .94% Quarter one/ year to date - 1.20%; Quarter two/year to date - 1.04%; Quarter three/year to date - 1.03%; and Quarter four/year to date - .99%	%	0.00	0.01	0.00	0.01

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Maintain labor utilization rate within the call center at 80% or greater.	%	0.00	80.00	85.56	80.00

Utilization rate information was not complete for October and November of 2008.

Percent of call center calls answered within 30 seconds	%	71.75	85.00	66.42	85.00
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Percent of customer satisfaction surveys administered quarterly receiving a rating of 3 or above on a scale of 1 - 5.	%	0.00	80.00	83.50	80.00
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Survey data collected in the 4th quarter (July thru September 2008) the survey results are provided in October 2008 as the 1st quarter results - 83%.

Survey data collected in the 1st quarter (October thru December 2008) the survey results are provided in January 2009 as the 2nd quarter results - 82%.

Survey data collected in the 2nd quarter (January thru March 2009) the survey results are provided in April 2009 as the 3rd quarter results - (projected 80%).

Survey data collected in the 3rd quarter (April thru June 2009) the survey results are provided in July 2009 as the 4th quarter results - (projected 80%).

Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Maintain meter reading accuracy at or above 99.75%	%	99.84	99.77	99.81	99.77

Utility Services
Utility Business And Customer Services
Capital Improvement Program Budget

CIP Budget Overview

The Utility Billing and Customer Services Department's capital improvement plan includes one capital project, Advanced Metering Infrastructure, representing the final year that funding is required. Fiscal year 2010's appropriation of \$6.2 million continues to be funded from the three departments, bringing the total project appropriation to \$35.3 million. More specific information about the project is provided in the detail sheet that follows.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Advanced Metering Fund - Electric	4,147,800	4,147,800
Advanced Metering Fund - Gas	319,150	319,150
Advanced Metering Fund - Water	1,763,050	1,763,050
Total Funding	6,230,000	6,230,000

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 2009.

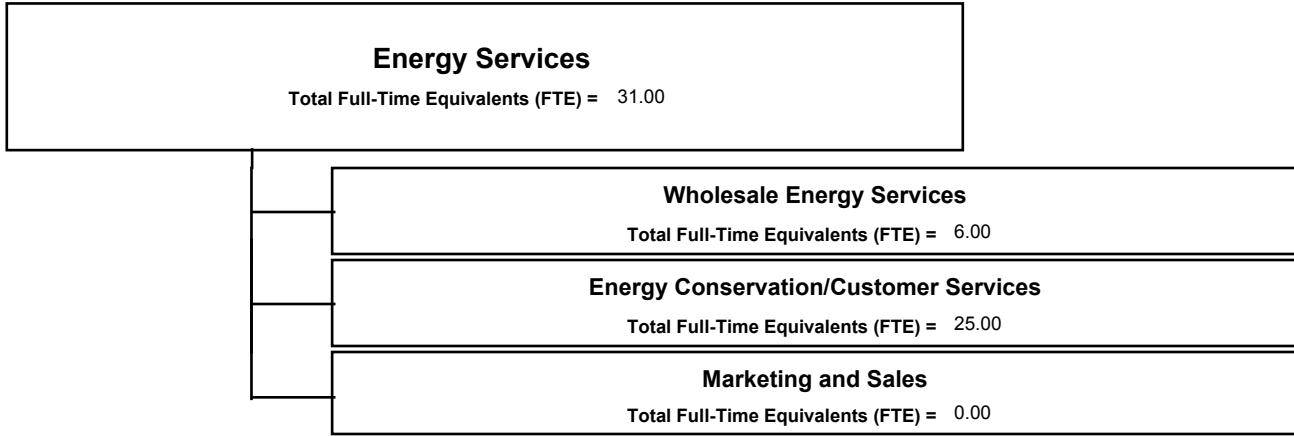
None

Continued Capital Projects

The following list represents projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2010.

System Integration
Work Management Project

Utility Services
Energy Services
Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
430101 Wholesale Energy Services	274,970,451	358,870,291	233,866,910	233,867,915
430201 Energy Conservation/Customer Services	1,031,551	1,132,642	1,561,067	1,555,568
430202 Marketing and Sales	232,158	0	-8,208	0
Total Expenditures	276,234,160	360,002,933	235,419,769	235,423,483

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	1,837,934	1,590,527	2,106,963	2,111,078
Operating	131,503	299,055	187,210	186,952
Fuel	273,982,785	357,757,766	232,803,574	232,803,574
Allocated Accounts	227,210	256,675	297,233	297,090
Utilities and Other Expenses	450	509	514	514
Transfers	54,278	98,401	24,275	24,275
Total Expenditures	276,234,160	360,002,933	235,419,769	235,423,483

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Energy Services Fund	276,234,160	360,002,933	235,419,769	235,423,483
Total Funding	276,234,160	360,002,933	235,419,769	235,423,483

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
430101 Wholesale Energy Services	7.00	6.00	6.00	6.00
430201 Energy Conservation/Customer Services	12.00	17.00	25.00	25.00
430202 Marketing and Sales	4.00	0.00	0.00	0.00
Total FTE	23.00	23.00	31.00	31.00

Utility Services

Energy Services

Summary of Services Provided

The Energy Services Department consists of two divisions – Wholesale Energy Services and Retail Energy Services.

Wholesale Energy Services (WES) is responsible for managing fuel and energy supply portfolios, including related financial risk mitigation programs for the city's electric and gas utilities. WES performs marketing and trading of electricity and natural gas in the open market, utilizing city-owned and third party resources. WES began purchasing natural gas in 1992 after FERC Order 636 was issued requiring buyers of natural gas to acquire supplies on the open market. In 1997 FERC issued Orders 888 and 889, which greatly expanded the power marketing opportunities and mission of WES. WES also offers fuels and energy supply management services to outside entities at a profit to the city. WES' overriding responsibility is to maximize revenue, while minimizing costs and related financial risks on fuels and energy for city utility systems, without compromising system reliability.

Major functions performed by the Wholesale Energy Services Division include:

- Forecasting energy and fuel requirements and prices for the electric and gas utilities;
- Analyzing energy and fuel markets, trading possibilities, service options and opportunities;
- Acquiring, selling and trading energy/fuels and related services in the open market;
- Mitigating risk on supply reliability and fiscal aspects of the business by performing technical and administrative tasks within pre-established risk limits and control processes; and
- Enhancing the city's competitive position through effective monitoring of, and participation in, regulatory and market activities associated with supply, transportation, delivery and trading of energy, fuels and related resources or services.

The Retail Energy Services Division (which includes the Energy Conservation/Customer Services cost center) is responsible for direct services to customers that include utility sales; non-residential service contracts; utility end-use consultation; assistance involving energy efficiency enhancement loans and rebates for targeted sales/services; and other programs and promotional initiatives directed at retail utility customers, builders, contractors, and vendors. Primary responsibilities of this division are outlined below.

- Energy Efficiency provides home and business energy audits, investigations of high utility bills, financial assistance for energy efficiency improvements, and related customer services.
- In January 2007 the City Commission approved three new energy efficiency programs: a) Solar Water Heating \$450 rebates; b) Ceiling Insulation 80% rebates; and c) Compact Fluorescent Lamp (CFL) Distributions. All three programs are underway.
- Gas Sales promotes the gas system's residential and non-residential customer growth.
- Customer Retention establishes and maintains communication with high-use utility customers, including development and administration of long-term contracts.

Utility Services

Energy Services

Trends and Issues

Natural gas expenses for FY 2010 are projected to be over \$100 million lower than the FY 2009 budget, a record number of energy audits will be performed and Demand Side Management (DSM) programs and associated energy and demand savings will continue to increase. Natural gas prices have been extremely volatile during the last twelve months, peaking in July 2008 at \$13.11/MMBtu and closing at \$3.63/MMBtu in April 2009. Natural gas prices and all energy related commodities soared to record levels in the summer of 2008 based on the belief that sustained U.S. and global economic growth would outpace energy supplies. Prices plummeted when the U.S. and global economic recessions began and storage inventories grew. As prices fell from the peak in July, Energy Services hedged over 95% of our natural gas supplies for FY 2010 at an average price of \$7.49/MMBtu. The hedges will minimize the variance between our projected expenses and actual expenses and provide stable rates for customers throughout the year.

In an effort to stabilize fuel expenses for Fleet Management and StarMetro, Energy Services hedged nearly 100% of gasoline and diesel fuels to lock in lower prices and provide budget certainty for the balance of FY 2009 and all of FY 2010.

In June 2008 the City completed the re-powering of Hopkins 2 from a steam unit to a combined cycle unit, adding 80 MWs of capacity and increasing efficiency. This will result in more self-generation, less purchased power and lower overall costs to customers. The City will also have more opportunities for power sales due to excess capacity during most times of the year.

In keeping with the City Commission's desire to increase the amount of renewable energy used to meet the electric demand of the electric system, Wholesale Energy Services (WES) has pursued long-term purchase power agreements (PPA) for renewable energy. In October 2006 the Commission authorized the execution of a PPA with Biomass Gas & Electric of Tallahassee, Inc. On January 23, 2009 BG&E notified the City that they were canceling the project proposed to be built in Leon County, but planned to provide the contracted energy from a facility constructed in a nearby community. In June 2007 the City signed an agreement with Renewable Fuels Tallahassee to purchase 38 MW of renewable energy for 30 years beginning in October 2010. The original commercial operations date (COD) of October 2010 was amended to October 2011 at the request of the project company. The RFT Plasma Arc project is on schedule according to the project company but based on the project's progress to date, for planning purposes the City assumes that the project COD will be delayed until June 2013. Other renewable or green activities that are under way include the increase use of solar thermal and solar photovoltaic for City owned and operated facilities and a solar photovoltaic net metering program for residential and commercial customers, and implementing the various programs associated with the City's DSM plan.

In addition to renewable energy, the city executed a Prepay contract with Tennessee Energy Acquisition Corporation (TEAC) using its lower-cost borrowing ability to purchase natural gas supplies at a discount. The City saves over \$800,000 annually from the TEAC contract. Another Prepay contract with Lehman Brothers/Mainstreet Natural Gas, Inc. (Lehman) began on June 1, 2008 and ended in mid-September 2008 due to Lehman's bankruptcy. The City saved nearly \$1 million during the short period the contract was in force. The City did not issue the bonds and did not incur any losses due to Lehman's bankruptcy. However, the City did forego approximately \$3 million in annual savings from the contract.

Since the Lehman Prepay contract terminated in September 2008 the credit markets dried up and new Prepay deals have not been available due to low interest by bond buyers and insignificant margins due to shrinking arbitrage spreads. Since then, the passage of the American Recovery and Reinvestment Act of 2009 on February 17, 2009 has created new opportunities for Prepay contracts through the use of Build America Bonds (BABs). The bonds must be a "government bond" where traditional restrictions apply but do not have to be directly issued by the local governments including the City. Like the Lehman Prepay deal these bonds can be issued through a third party conduit like the Municipal Gas Authority of Georgia's Main Street Natural Gas Inc. affiliate insulating the City from any losses in case of default. The City is actively investigating these new vehicles in discussions with Treasurer-Clerks' office, the American Public Power Association and others.

Utility Services

Energy Services

Department staff continued to administer a variety of incentive programs under the “Energy-Smart PLUS” program in support of the City Commission’s aggressive Demand Side Management (DSM) goals. These incentives share one or more of the following characteristics: high value to customers, high promotional or public relations value, excellent cost-effectiveness based on energy savings, high educational value, or market transformation capability. Since 2008, the City has offered the following line-up of Energy-Smart PLUS programs to its customers:

- Home Energy Savings Kits with compact fluorescent lights (CFLs), energy saving showerheads, wall gaskets, and other informational items
- Ceiling Insulation 80/20 Rebate
- Low Income Ceiling Insulation Grant
- Low Income Energy Retrofit Grant (HVAC and hot water leak repair)
- Energy Star Appliance Rebates for Washer, Refrigerator, Freezer
- Energy Star Heating and Air Conditioning Rebate, including Water Source Heat Pump
- Energy Star New Home Rebate
- Solar Water Heater Rebate
- Solar Photovoltaic Net Metering Service
- Low Interest Energy Loan Program with expanded measures list
- Natural Gas Fuel Switching Rebates
- Energy Audits, Pre/Post Inspections, High Bill Investigations, Program Assistance Services, Emergency Energy Audits (Residential and Commercial)*

* Note that Energy Audits are critical to the implementation of Demand Side Management program measures, as they are often the first step in discovering energy saving opportunities.

Recent high-energy prices together with new energy conservation program offerings continue to propel high workload demands in the Retail Division. Demand for services –energy audits, loans, high bill investigations, ceiling insulation grants, solar assistance, newest DSM incentive programs, and low-income programs – has grown dramatically. Customer growth, new and enhanced program offerings, and generally higher customer concern about energy conservation have placed extreme demands on these valued services, as well as the related support staff. In particular, the demand for energy audits grew to such an extent that additional staff were recruited to assist a residential “audit blitz” in the last six months of 2009. Some commercial program initiatives as well as some types of engineering/technical assistance services may need to be outsourced in FY2009-2010. To help achieve the City’s aggressive DSM goals, Energy Services hired a DSM Administrator in October 2008, executed contracts with three Technical Assistance Contractors in December 2008, and issued an RFP to outsource large-scale DSM program implementation. The RFP seeks a DSM Program Manager who will be tasked with reducing peak electric demand by 28 MW in 2010, 47 MW demand in 2011 and ultimately 59 MW by 2012. The DSM Program Manager will achieve the targeted goals through a combination of residential and commercial load control, HVAC, water heating, lighting, appliances, new construction and solar efficiency measures, rebates and other measures. The DSM Program Manager will begin work after a contract is expected to be executed in 2009. In the interim, the City is developing two pilot incentives – a customized commercial rebate and a residential duct leak repair rebate – to evaluate the electric demand reduction potential of these measures. The DSM Administrator is responsible for implementing the City’s DSM plan and overseeing program enhancements.

All costs of the Wholesale Division are covered with earnings from wholesale energy services and business activities in the open market. The Energy Conservation Funds and the Electric DSM capital project will cover the majority of the costs of the Retail Division while the balance of expenditures will be funded through allocations from Electric and Gas Operations or other funds as applicable.

In addition to the long-term contract agreements that Wholesale Energy obtained, the department is focused on pursuing opportunities for Energy Services to streamline its own operations and thereby becoming more efficient and effective in their service delivery. Below are some of the measures implemented:

- Improve online information available to the customer to enhance their ability to review program information

Utility Services

Energy Services

without having to speak to an energy auditor or customer service specialist.

- Employees participate in online webinars to reduce the travel and training costs associated with out of town events.
- Sponsor webinars for our customers to enhance their own learning experiences, which also gets the city's message out to multiple customers at one time, keeps customers current with technology and ways to conserve, and better utilizes staff time.
- Increase efficiencies in technology by utilizing software, databases and analysts from other city departments to streamline rebate process.

In addition to the above measures that have already been implemented, the Energy Services Department is considering additional measures:

- Installation of GPS units on auditor's vehicles
- Reassigning someone on staff to schedule all audit appointments.
- Vehicle wraps or advertising to promote existing programs- thus shifting and or reducing some of the expenses from advertising.
- Explore adding mobile data computers to auditor's vehicles

This is a difficult business environment in all areas of the City. Energy Services will do its part for the City team to seek new approaches, efficiencies, and cost-saving opportunities wherever possible. Staff is reviewing its programs to determine where the greatest value lies with respect to meeting the Citywide and departmental goals. Efforts will be focused on the areas that have shown the greatest benefits.

Significant Changes From FY 2009

The following service level changes were approved as proposed for the Energy Services Department's fiscal year 2010 budget. See the City Commission action section additional changes to the FY10 approved budget.

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact (\$12,365).

A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings.

Additional reductions of five percent in the department's funding for temporary wages and overtime were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year. The commission also directed that unexpended capital outlay funding in departments be eliminated.

Utility Services
Energy Services

City Commission Action

The City Commission approved the budget for the Energy Services Department with the following changes:

Salary enhancements for general government employees were approved at 0%, while Police union employees were approved at an average increase of 5.5%, per the collective bargaining agreement. Negotiations between management and the Fire union will continue into FY10, regarding FY10 raises for Fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place.

A reduction of 2.5% was made to the travel and training budget.

A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation.

**Utility Services
Energy Services
Performance Measures**

Program Objectives

The Energy Services Department has identified the following as objectives for fiscal year 2010.

1. Meet demands of the city's energy conservation, Demand Side Management, and customer service programs.
2. Reduce fixed costs and minimize energy unit price for electric and gas utilities.
3. Continue the energy risk management programs for mitigating physical and financial risks in order to control supply costs and maximize business opportunities.
4. Continue to pursue additional cost-effective opportunities for green energy.
5. Protect the city's interests and competitive position by taking a proactive role in regulatory and industry activities affecting wholesale and retail energy markets.
6. Increase market share, customer retention, targeted sales, and net revenue growth.
7. Continue to pursue savings associated with prepay contracts.
8. Provide hedging services where needed throughout the City.

Analysis of Performance Measures

<u>Output Measures</u>	<u>Unit of Measure</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Budget</u>	<u>FY 2009 YTD</u>	<u>FY 2010 Budget</u>
Response to customer inquiries through City's Datamart process. These requests are usually very specific in nature and require special handling.	#	848	650	1,697	600
This will show the amount of kwh savings directly attributable to the DSM programs	# MWh	10,516	28,000	11,834	64,000
This will show the amount of kw savings directly attributable to the DSM programs	# kW	2,000	11,000	1,356	28,000
Electric power off-system purchases and sales (MWH)	MWH	532,309	600,000	339,694	500,000
Natural gas delivered & capacity traded (MMBTU)	MMBTU	24,265,421	22,000,000	24,336,966	23,000,000
<i>These numbers are mostly affected by weather, the alternative cost of oil, and system outages. If the weather is extreme, then oil will be more expensive to purchase than gas, and power will be cheaper to generate.</i>					
Number of commercial energy audits performed	#	166	95	292	95
<i>These indicators are driven by high bills and customer outreach. This program creates customer service opportunities for our commercial customers.</i>					
Number of residential energy audits performed	#	4,637	3,500	8,142	2,000
<i>This program is driven by high bills, customer outreach and available energy auditors. Extreme weather, increased rates and advertising create more audits.</i>					

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Energy Services

Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Total profit/savings from off-system natural gas transactions	\$	383,057	400,000	595,645	400,000
<i>This measure depends largely on available natural gas pipeline capacity in the State of Florida. A tight capacity market will create profit opportunities for this measure.</i>					
Total profits/savings from off-system power transactions	\$	4,599,020	4,000,000	1,587,602	5,000,000
<i>This measure is driven by the same factors as Electric power off-system purchases and sales (MWH).</i>					

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Natural gas contracted transportation utilization factor	#	87.13	90.00	93.42	90.00
<i>Natural gas contracted transportation utilization factor measures the amount of pipeline capacity the city uses compared to the amount of pipeline capacity contracted for. This measure depends on weather, economic fuel switching to oil, statewide available capacity and opportunities for off-system sales. If natural gas prices remain cheaper than oil, weather is hotter than normal in the summer, colder than normal in the winter, and surplus capacity is limited in the State of Florida, capacity utilization is generally higher.</i>					

Utility Services
Energy Services
Capital Improvement Program Budget

CIP Budget Overview

The department's five year capital improvement plan program includes funding for four projects in the amount of \$24,220,000 for FY 2010-2014. Fiscal year 2010 appropriation of \$4,010,000 supports continued on-going projects such as the demand side management program, demand side management program enhancements, residential energy conservation, and commercial energy conservation. Each project is a recurring project and detailed project descriptions are included on each capital project sheet.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Energy Conservation Fund - Capital Funds	4,010,000	19,810,000
Total Funding	4,010,000	19,810,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or underway and expected to be completed in fiscal year 2010.

None.

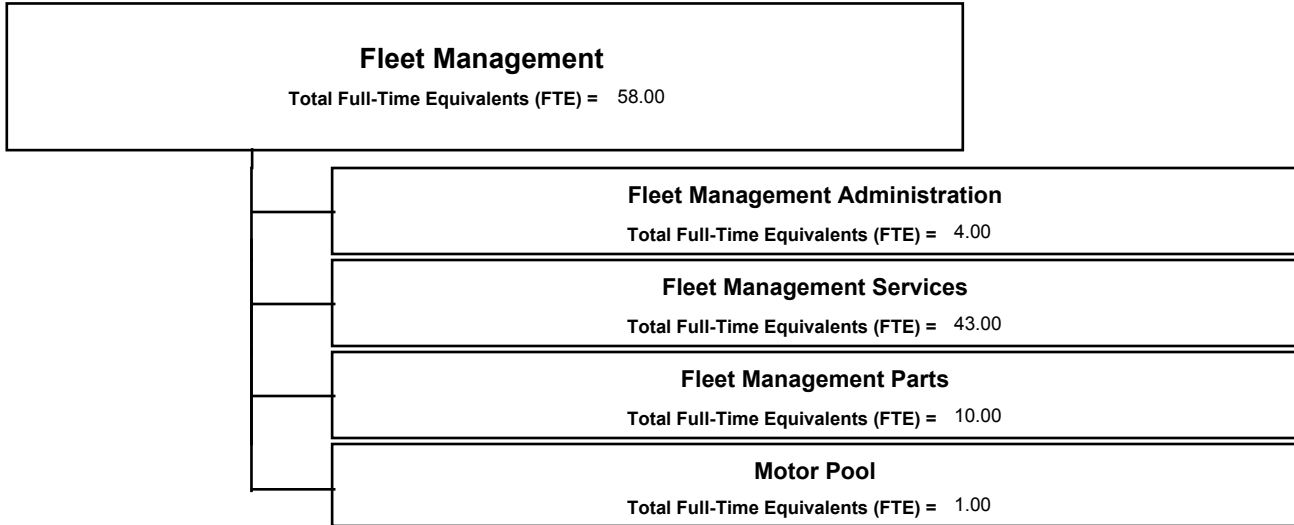
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2010.

Demand Side Management - Program Enhancements
Demand Side Management - Program Support
Residential Energy Conservation
Commercial Energy Conservation



Utility Services
Fleet Management
Organizational Chart



Utility Services
Fleet Management

Operating Budget

Budgetary Cost Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
470101 Fleet Management Administration	1,237,115	1,224,527	1,292,683	1,292,961
470201 Fleet Management Services	2,827,792	3,049,748	3,090,679	3,098,034
470301 Fleet Management Parts	8,733,876	7,126,293	6,420,933	6,422,539
470401 Motor Pool	480,159	492,215	59,077	59,189
Total Expenditures	13,278,941	11,892,783	10,863,372	10,872,723

Expenditure Category Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	3,392,073	3,530,684	3,618,662	3,628,800
Operating	286,677	291,698	382,372	381,873
Fuel	5,271,656	3,600,000	3,200,000	3,200,000
Allocated Accounts	1,419,299	1,527,279	977,396	977,108
Utilities and Other Expenses	2,892,084	2,925,785	2,655,096	2,655,096
Transfers	17,153	17,337	10,771	10,771
Year End Adjustments	0	0	19,075	19,075
Total Expenditures	13,278,941	11,892,783	10,863,372	10,872,723

Funding Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Garage Operating Fund	13,278,941	11,892,783	10,863,372	10,872,723
Total Funding	13,278,941	11,892,783	10,863,372	10,872,723

FTE Summary

	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
470101 Fleet Management Administration	5.00	5.00	4.00	4.00
470201 Fleet Management Services	39.00	41.00	43.00	43.00
470301 Fleet Management Parts	12.00	10.00	10.00	10.00
470401 Motor Pool	2.00	1.00	1.00	1.00
Total FTE	58.00	57.00	58.00	58.00

Summary of Services Provided

Fleet Management facilitates the acquisition, disposal, maintenance, repair, fuel consumption needs, and historical data collection for all the city's vehicles and construction equipment with the exception of StarMetro buses.

The Fleet program is comprised of four divisions:

- Administration: This division is the administrative unit and provides direction for each of the two divisions to continue to improve the quality of all Fleet programs.
- Service: The function of this division is to repair and maintain all city vehicles, with the exception of StarMetro.
- Parts: The function of this division is to maintain an inventory of parts, purchase fuel, and maintain the fleet car wash facility.
- Motor Pool: The function of this division is to assist Fleet in tracking the cost associated with the rental of equipment to various city departments.

Utility Services Fleet Management

Trends and Issues

- In FY 2010, Fleet is continuing its focus on the efficiency of operations, proper utilization of the electronic fleet management program (FASTER) for data collection and security, procurement activities, customer service, staffing, employee enrichment (work environment and compensation), vehicle and construction equipment acquisition/utilization, hybrid/plug-in electric (alternative fuel vehicles), bio-fuel options and vehicle fuel conservation.

- A \$2.4 million reduction in Fleet's vehicle fuel budget is included in FY10, due to the City entering into fuel hedging contracts. This will result in savings for the City when fuel prices increase, as they had begun to do this summer.

- The FASTER program gives Fleet daily comparative reports for trends and measurements that can be shared with department directors for cost savings analysis for their specific vehicles. Customer service feedback continues to be very positive: (i) a 5% average vehicle downtime is considered exceptional in the industry standard and Fleet management is consistently meeting that goal or better; and (ii) a 3% variation in parts inventory is considered exceptional in the industry standard and Fleet Management has not been more than ½ of 1% for the past six years.

- A successful second chance program (inmate program) with the Leon County Sheriff's Department has contributed to enhancements and cost reductions.

- The Florida Department of Environmental Protection recognized Fleet Management for successful completion of green initiatives. Fleet is also a member of the City's Green Team and it can be viewed on the City's Go Green web site. The Biodiesel program, the Alternative Vehicle Program and efforts to facilitate other City departments' green initiatives are some of the ways Fleet is supporting the Go Green City-wide efforts.

- Take home privileges have been removed from fleet vehicles and other city vehicles are being driven less due to the implementation of the city-wide non-idling policy.

Significant Changes From FY 2009

The following service level changes were included in the proposed budget for Fleet Management's fiscal year 2010 budget. See the City Commission action section for additional changes to the FY10 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY 2010; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

- In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$18,177).

- A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings.

- Reduction in Reproduction Budget. Fiscal Impact: (\$6,000).

- Reduction in Equipment Repairs Budget. Fiscal Impact: (\$4,690).

- Elimination of Vacant Business Systems Analyst position. Fiscal Impact: (\$79,654).

- Transferred 2 FTE Mechanic II positions from the Solid Waste division. Fiscal Impact: \$110,826.

Utility Services
Fleet Management

City Commission Action

The City Commission approved the budget for Fleet Management with the following changes:

- Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.
- The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$15,876.
- A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$499).
- A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$288).

**Utility Services
Fleet Management
Performance Measures**

Program Objectives

The following objectives have been identified for this program:

- Maintain current and dependable fleet;
- Develop and maintain inventories of infrastructure and facilities;
- Complete capital improvement projects on time and within budget;
- Increase focus on customer service and satisfaction, and improve communications.

Analysis of Performance Measures

Fleet continues to experience major changes with numerous efforts being made to address and improve morale, increase accountability and improve the overall perception of Fleet Management with its customers and management. The following is a brief analysis highlighting some of Fleet's performance measures:

The percent of scheduled maintenance completed as scheduled is a performance indicator that measures the number of preventative maintenances completed by the end of the quarter within 30 days of the due date. FLAGFA's (Florida Government Fleet Association) standard is 95% of the preventative maintenance performed within 10% of due date. The target for this performance measure of 90 for FY08 to 76.25 in FY09 was changed due to the process used to collect data. The Fleet Management software program will not allow data collection for comparative analysis. The new target of 75.00 for FY10 provides a better analysis of actual performance. An effort is underway to enable the collected data to better represent and reflect the FLAGFA standard. Fleet's percentage for this performance measure has improved from the same period last year. In FY08, the performance ratings were 67% and 66% for the first and second quarters compared to 78% and 75% in FY09. The actual for FY09 is 75.25, which did not meet the target of 76.25.

Parts inventory on-hand per vehicle is the performance measure that represents the dollar value of parts inventory at the end of the quarter divided by the number of active vehicles, excluding StarMetro, Fire and Leon County equipment. The target of 330 was not attained in FY08 for this performance measure due to several factors: a) cost comparative shopping; b) vendors are required to inventory regular high use inventoried items; and c) implementation of vendor consignment parts. The overall idea is to lower Fleet's on-hand inventory value, which continues to be an on-going effort for the Fleet department. In comparison to FY 2008, the dollar value decreased from \$222 in FY08 to \$168 in FY09 in the first quarter. However, in the second quarter, the dollar value increased from \$157 in FY08 to \$166 in FY09. The target of \$170 was not met for FY09.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of vehicles	#	2,062.75	2,030.00	2,088.25	2,030.00

Number of vehicles maintained in FASTER except dependent equipment, demo equipment, personal fuel keys, retired equipment, StarMetro equipment, fire vehicles leased to volunteer fire departments and Leon County fuel keys. Fleet Management is trying to stabilize this ratio by surplusing vehicles not needed or not utilized.

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Fleet Management

Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Number of gallons of fuel dispensed	#	1,573,127	1,800,000	1,444,658	1,500,000
<i>There is no standard for fuel dispensed. The City operates 2000+ pieces of equipment. With over 225 different classes and over 160 manufacturers, the diversity of the City's fleet is incomparable to other government fleets.</i>					
Number of hours billed to work orders	#	49,723.46	48,275.00	50,734.76	52,582.40
<i>49,723.46 annualized. Number of mechanic hours billed to work orders in FASTER. This total is generated from a FASTER report that gives the total number of billable labor hours using date parameters. ***FLAGFA's industry standard is that of 79% of mechanics time is available for billing to customers.</i>					
Number of vehicles purchased	#	87	60	87	60
<i>Based on data acquired from FASTER (not Leon County, dependent, demo, personal fuel keys, retired equipment, StarMetro equipment, or fire equipment leased to volunteer fire departments).</i>					
Number of vehicles surplusd	#	55	100	93	102
<i>Based on data in FASTER (not Leon County, dependent, demo, misc., personal fuel keys, retired equipment, StarMetro equipment, or fire equipment leased to volunteer fire departments).</i>					
Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Hours available per vehicle maintained by fleet	#	7.14	7.00	8.04	7.00
<i>Primarily reflects increased staffing of available positions. (Formula: Total of regular and overtime hours paid during the quarter / Total number of vehicles on last day of quarter.)</i>					
Non-emergency passenger vehicles per employee	#	0.17	0.17	0.18	0.18
<i>A ratio: the number of wheeled vehicles in the active fleet per active fulltime employee of the City of Tallahassee. (Formula: Number of non-emergency vehicles (excluding trailers, police cruisers, and fire trucks, and all vehicles over 16000GVW / 2980 (total # of COT FTE - total take from budget statement.)</i>					
Parts inventory on-hand per vehicle	\$	168.00	170.00	149.25	170.00
<i>Dollar value of parts inventory (derived from FASTER report) at end of quarter divided by the number of vehicles.</i>					
Vehicles per 1,000 constituents	#	12.02	11.13	11.18	11.18
<i>The number of vehicles (excluding trailers) divided by per thousand citizens living within the City's corporate limits (per Budget Message = 177,852/1,000)</i>					
Vehicles per City employee	#	0.59	0.69	0.71	0.70
<i>Number of vehicles (excluding trailers) divided by the number of FTE (2931). ***(FTE City employees per budget message.)</i>					
Vehicles per square mile covered	#	17.08	19.50	20.26	20.26
<i>Number of vehicles (excluding trailers) divided by the number of square miles within the City limit (103. 5). *** (Square miles per budget message.)</i>					

**City of Tallahassee
Fiscal Year 2010 Approved Budget**

Utility Services

Fleet Management

Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Hours billed as a percentage of hours available	%	85.07	79.00	83.13	79.00
<p><i>Percent of mechanic man-hours available for billing charged to work orders in FASTER. This is an annualized number. FLAGFA industry standard is that 79% of mechanics time is available for billing to customers.</i></p> <p><i>Formula: Number of mechanic hours billed to Work Orders in FASTER / Total of regular and overtime hours paid during the quarter.)</i></p>					
Number of vehicles per available mechanic employee	#	63.75	60.00	58.00	35.00
<p><i>Input measure used by Fleet to compare the total number of mechanic hours paid to the budgeted number of (FTE) mechanic positions. Standard would be the number of (FTE Mechanic) budgeted positions (35). (Formula: Total number of vehicles / Total number of available (FTE) mechanics)</i></p>					
Percent of fleet maintenance expenditures that are contracted out	%	24.00	24.00	23.50	23.00
<p><i>This is the percentage of fleet maintenance expenditures contracted to private companies or other agencies divided by the total amount of fleet maintenance expenditures. ***Derived from FASTER report FOR0320 (formula: total for sublets divided by total cost.)</i></p>					
Percent of scheduled maintenance completed as scheduled	%	66.00	76.25	75.25	75.00
<p><i>Number of preventive maintenances (PMs) completed by quarter within 30 days of due date. ***FLAGFA standard is 95% of PMs should be performed within 30 days of due date. (PM Compliance Report from FASTER)</i></p>					
Preventative maintenance as a percentage of total fleet maintenance	%	66.50	50.00	64.50	50.00
<p><i>FLAGFA standard is that 50% of all work orders should be preventative maintenance. Based on FASTER report FOR0320, less amounts for capitalization repairs.</i></p>					

Utility Services
Fleet Management
Capital Improvement Program Budget

CIP Budget Overview

Two projects are appropriated for funding in the FY 2010-2014 capital improvement plan for Fleet. \$6,000,000 is included for the Vehicle Replacement project in FY10, which is funded from the Fleet Reserve Fund. In addition, funding is approved for the Environmental Compliance and Remediation program in the amount of \$100,000, which will be funded from the Fleet Reserve Fund due to lack of funds in the GGCI and GGCPA funding sources.

Fleet's five-year capital improvement plan totals \$33,500,000 with funding for FY10 totaling \$6,100,000.

<u>Funding Source</u>	<u>FY 2010 Appropriation</u>	<u>5 Year CIP Total</u>
Fleet Reserve Fund	6,100,000	33,100,000
General Government Capital Project Account - GGCPA	0	400,000
Total Funding	6,100,000	33,500,000

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 2009.

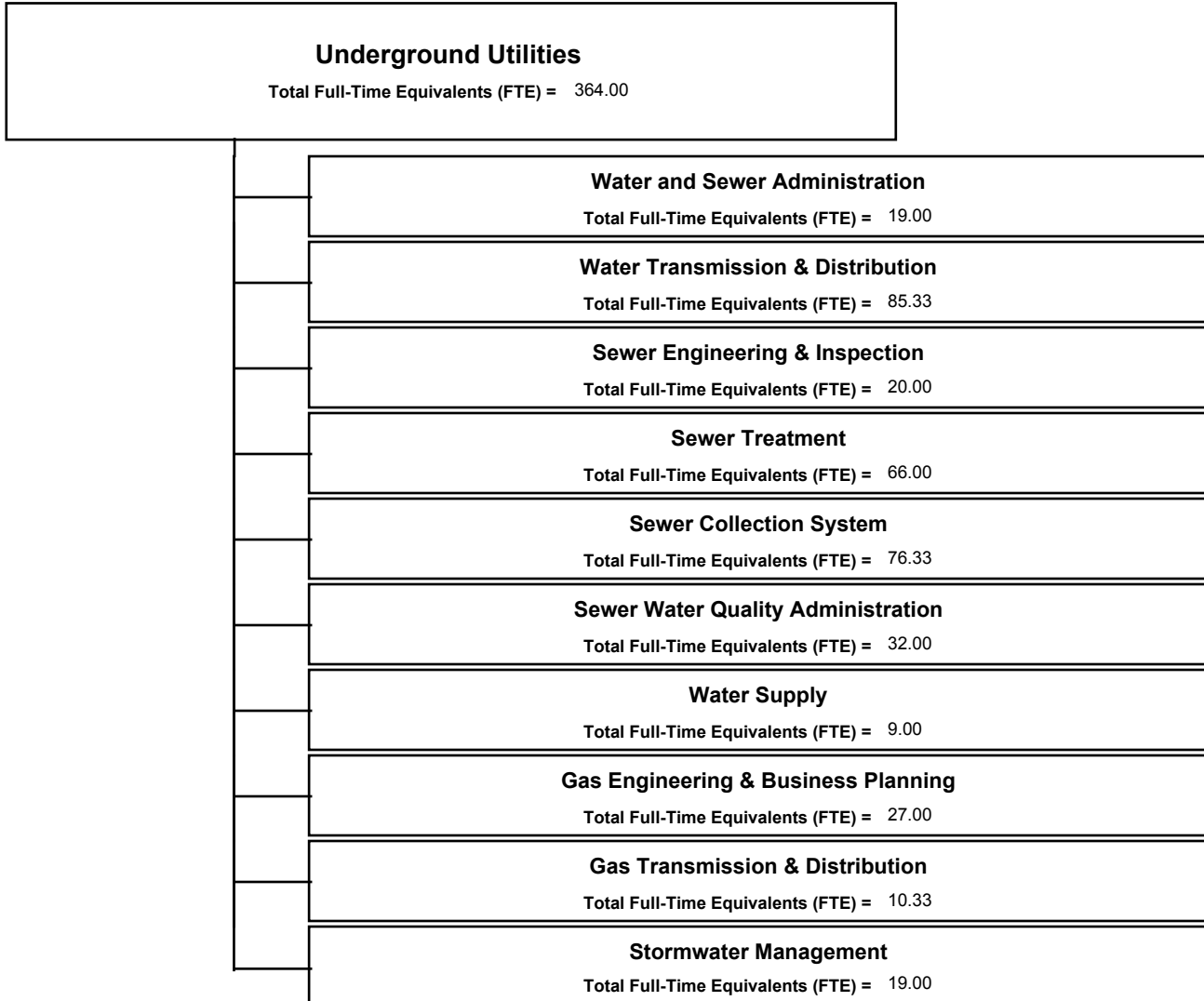
FY07, FY08, FY09 Environmental Compliance/Remediation
FY08 and FY09 Vehicle Replacement

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 2010.

FY 08 Facilitation of Bio-Diesel Program

Utility Services
Underground Utilities
Organizational Chart



City of Tallahassee
Fiscal Year 2010 Approved Budget

Utility Services
Underground Utilities

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
490101 Underground Utilities Administration	16,676,025	18,194,831	22,963,470	23,371,298
490103 Water Distribution	1,471,710	1,249,982	-369,041	2,195,228
490104 Water Maintenance	616,603	485,746	825,426	-210
490105 Water Repair	1,229,913	873,237	1,099,497	-208
490106 Water Construction	726,815	842,512	1,285,475	1,286,815
490107 Water Meters and Taps	1,443,260	951,317	1,045,102	-210
490201 Business & Technology Development	24,323,859	29,575,983	37,629,335	37,303,062
490209 Engineering and Inspection	1,550,804	1,458,758	1,223,612	1,228,670
490301 Treatment Plants	573,438	526,440	1,095,587	1,426,688
490302 TPS Plant Operation	3,323,638	3,251,318	3,268,262	3,202,753
490303 TPS Maintenance	2,677,305	2,286,228	2,411,173	2,413,180
490304 Lake Bradford Operations	622,322	533,704	512,091	580,527
490306 Biosolid Operations	1,444,072	1,707,132	1,534,564	1,535,022
490308 Sprayfield Operations	978,564	924,641	824,924	824,924
490401 Collection System Administration	694,831	693,259	670,246	608,672
490402 Collection System Maintenance	1,212,993	788,878	911,903	988,639
490403 Collection System Repair	902,479	638,660	430,201	430,384
490404 Collection System Construction	1,037,701	736,099	377,591	417,139
490405 Pumping Stations	2,249,868	2,213,335	2,599,523	2,600,949
490406 TV Inspections	412,193	427,789	692,555	615,259
490501 Water Quality Administration	385,767	377,363	518,704	1,568,222
490502 Aquifer Protection	214,332	113,870	117,631	-674
490503 System Dispatch/SCADA	490,960	430,521	448,237	-217
490504 Industrial Pretreatment	294,591	276,140	278,807	-255
490505 Water Quality Laboratory	944,780	880,652	926,070	1,073,477
490506 Cross Connection Control	222,138	195,390	185,648	0
490507 Water Utilities GIS	29	0	0	0
490508 Field Sampling Unit	187,410	166,312	144,995	0
490509 Water Supply	4,832,088	4,432,341	2,972,073	2,972,998
490601 Gas Engineering & Business Planning	11,562,996	13,413,620	11,713,895	12,586,385
490602 Gas Transmission & Distribution	25,191,816	27,297,838	25,041,566	24,171,810
490701 Stormwater Management	10,663,021	11,049,575	10,772,902	10,776,084
Total Expenditures	119,158,323	126,993,471	134,152,024	134,176,411

City of Tallahassee
Fiscal Year 2010 Approved Budget

Utility Services
Underground Utilities

Operating Budget

<u>Expenditure Category Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Personnel Services	18,922,530	19,729,293	20,352,819	20,315,029
Operating	6,789,852	7,154,246	5,202,541	5,200,526
Fuel	23,195,533	25,705,200	23,341,143	23,341,143
Other Services & Charges	1,837,234	1,451,217	1,322,411	1,322,411
Capital Outlay	355,745	28,229	8,000	8,000
Allocated Accounts	15,837,641	15,343,201	15,123,884	15,122,028
Utilities and Other Expenses	6,848,179	7,101,016	7,091,912	7,091,912
Transfers	30,825,297	37,136,401	41,228,657	39,926,123
Contributions to Operations	10,330,089	10,775,280	12,127,298	12,127,298
Year End Adjustments	4,216,224	2,569,388	8,353,359	9,721,941
Total Expenditures	119,158,323	126,993,471	134,152,024	134,176,411
<u>Funding Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
Gas Operating Fund	36,754,813	40,711,458	36,755,461	36,758,195
Water Operating Fund	26,996,414	27,029,966	29,822,002	29,825,711
Sewer Operating Fund	44,744,076	48,202,472	56,801,659	56,816,421
Stormwater Fund	10,663,021	11,049,575	10,772,902	10,776,084
Total Funding	119,158,323	126,993,471	134,152,024	134,176,411

**Utility Services
Underground Utilities**

Operating Budget

<u>FTE Summary</u>	FY 2008 Actual	FY 2009 Estimated	FY 2010 Proposed	FY 2010 Approved
490101 Underground Utilities Administration	7.00	7.00	7.00	9.00
490103 Water Distribution	5.00	5.00	5.00	62.33
490104 Water Maintenance	18.00	17.00	18.00	0.00
490105 Water Repair	25.00	24.00	24.00	0.00
490106 Water Construction	15.00	23.00	23.00	23.00
490107 Water Meters and Taps	24.00	23.00	22.00	0.00
490201 Business & Technology Development	7.00	7.00	7.00	10.00
490209 Engineering and Inspection	20.00	19.00	20.00	20.00
490301 Treatment Plants	5.00	5.00	5.00	8.00
490302 TPS Plant Operation	14.00	14.00	16.00	15.00
490303 TPS Maintenance	35.00	36.00	34.00	34.00
490304 Lake Bradford Operations	5.00	5.00	3.00	4.00
490306 Biosolid Operations	5.00	5.00	5.00	5.00
490401 Collection System Administration	5.00	6.00	5.00	4.00
490402 Collection System Maintenance	19.00	16.00	16.00	18.00
490403 Collection System Repair	15.00	15.00	16.00	16.00
490404 Collection System Construction	19.00	19.00	13.00	13.33
490405 Pumping Stations	10.00	11.00	14.00	14.00
490406 TV Inspections	8.00	9.00	13.00	11.00
490501 Water Quality Administration	2.00	2.00	2.00	18.00
490502 Aquifer Protection	3.00	2.00	2.00	0.00
490503 System Dispatch/SCADA	7.00	7.00	7.00	0.00
490504 Industrial Pretreatment	4.00	4.00	4.00	0.00
490505 Water Quality Laboratory	11.00	11.00	11.00	14.00
490506 Cross Connection Control	3.00	3.00	3.00	0.00
490508 Field Sampling Unit	3.00	3.00	3.00	0.00
490509 Water Supply	9.00	9.00	9.00	9.00
490601 Gas Engineering & Business Planning	12.00	12.00	11.00	27.00
490602 Gas Transmission & Distribution	28.00	28.00	27.00	10.33
490701 Stormwater Management	19.00	20.00	20.00	19.00
Total FTE	362.00	367.00	365.00	364.00

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 Underground Utilities portfolio of Gas, Water, Wastewater, and Storm Water operations delivers solid earnings for the government as well as needed services to customers.

FY 2009 was a challenging year on several fronts. The effect of a weakening economy and slowdown in the housing market was felt in each of the four utility service areas. Business was also impacted by a relatively low per capita usage. Actual customer growth and other revenue indicators for FY 2009 are lower than FY 2008 for the same period. These factors lead to the per capita usage and revenue decline for FY 2009.

The revenue models for Gas, Water, and Sewer Funds have been revised to reflect the current economy. The customer growth factor of 1% used in the 2007 Gas Rate Study and the 2008 Water/Sewer Rate Study has been reduced to 0% for revenue for FY2010.

A. Water Fund

Based on September 2009 Fiscal Year to Date data, the number of service points has decreased by 0.06%.

The Water Utility's approved FY 2010 budget of \$29.8 million is based on zero percent growth in service points. This budget reflects a \$6.67 million contribution to the General Fund and a \$3.2 million transfer to the Water Utility's RR&I fund. A 12.9% rate increase was implemented in January 2009 with another 11% rate increase scheduled for October 2010.

Revenues have been impacted by lower consumption per customer and decreased new services.

B. Sewer Fund

Based on September 2009 Fiscal Year to Date data, the number of service points has remained unchanged.

The Sewer Utility's approved FY 2010 budget of \$56.8 million is based on zero percent growth in service points. This budget reflects a \$2.9 million contribution to the General Fund and a \$9 million transfer to the Sewer Utility's RR&I fund. A 14% rate increase was implemented in January 2009 with another 14% increase scheduled for April 2010.

Revenue has been impacted by lower consumption per customer and decreased new service points.

C. Gas Fund

The FY 2009 Gas Fund budget was \$36 million and level with FY 2008. Fiscal Year 2008 ended with a deficit of \$1.6 million. Based on September 2009 fiscal year data, the growth in service points has seen a slight increase of 0.32%.

The approved fiscal year 2010 budget for the Gas Utility is \$37.7 million with revenue based on zero percent growth in service points. The budget reflects a \$2,323,000 contribution to the General Fund and \$1,730,383 to the Gas Utility's RR&I fund

D. Stormwater Fund

Impacts of the worsening economy have been incorporated into the Stormwater Utility FY 2010 revenue projection. Zero customer growth has been assumed. Even though a programmed final rate increase of 4.47% for the water quality program will be effective October 1, 2009, the projected revenue has been adjusted down by 2% to recognize the potential for a loss of utility accounts due to the worsening economy.

Capital Trends & Issues

A. UG Construction and Operations

Utility Services Underground Utilities

This division of Underground Utilities is comprised of 150 personnel who provide the field and customer services in gas, water, and stormwater operations. The activities include water and wastewater systems repair and construction, fire hydrant installation and maintenance, water and wastewater service connections (taps), and water and gas metering services, including customer service responses, and meter replacement and maintenance.

The division proposes to continue its ongoing program of replacing and upgrading aging deteriorated water distribution and wastewater collection infrastructure by using City crews and contractors. This program is essential to minimize system failures that result in service disruptions but more importantly to preclude regulatory enforcements due to loss of water system pressure or wastewater backups and overflows. This work is in addition to specific larger projects that are managed by the Water Resources Engineering Division.

Fire hydrant services are another critical program that will be expanded in FY 2010 and funded by the Fire Services fees. Funding of \$833,800 will be available for Underground Utilities crews to provide the services needed to ensure that City hydrants are available for fire-fighting operations, including inspection, flow/pressure testing, and maintenance. Previously, duties were shared between the Fire Department and the Water Utility. As of October 1, 2009, the Water Utility will be fully responsible for the fire hydrant program.

B. Wastewater Operations Division

One of the City Manager's New Year Resolutions for FY 2009 is to evaluate the efficacy of the wastewater collection/pumping system and to develop capital and operating improvement programs to address system deficiencies. The Florida Department of Environmental Protection (FDEP) has increased regulatory focus statewide on wastewater overflows and recently issued a Consent Order to the City to address this issue. Wastewater overflows and backups in the City collection system are due to (1) root intrusion and grease blockages associated with older clay pipe mains and (2) excessive stormwater inflow as evidenced during Tropical Storm Fay in August 2008 and recent storms this past spring. The following programs and projects are being implemented or developed in the next five-year Capital Improvement Program (CIP) and some improvements will be longer-term due to necessary planning and financing considerations. New funding totaling \$2.1 million budgeted in FY2 010 to undertake various programs and improvements in the wastewater collection system, with the major ones highlighted as follows:

- Smoke Testing Program
- Collection System Rehabilitation and Replacement
- Collection System Cleaning and Maintenance
- Odor Control Improvements
- Pumping Station Improvements
- FROG Program

C. Advanced Wastewater Treatment (AWT) Program

In October 2007, Carollo Engineers estimated the capital budget for the total AWT Program at \$218 million. This cost was used as the basis for a bond issue (one of two planned issues) to fund the AWT Program. The \$218 million capital cost was also included in the 2008 Sewer rate study that resulted in Commission approval of a three-tiered sewer rate increase in March 2008. Proceeds from the first bond issue will fund AWT improvements through 2010 and the second bond issue will fund the balance of the \$218 million project. Rate increases implemented in April 2008 and in January 2009 and a third rate increase scheduled for April 2010 will generate revenue adequate to service the bond payments.

The latest construction estimates provided by the Construction Manager MWH Constructors exceeds the current available capital budget of \$218 million. After careful consideration, opportunities have been identified to defer and reduce costs without jeopardizing the treatment process to meet the permit compliance schedules for total nitrogen reduction.

Utility Services Underground Utilities

D. Gas Operations and Business Development

The downward trend of the housing market that hampered growth last year has increased, resulting in even less new construction in the housing market this fiscal year. For this reason customer growth did not meet the 2007 Natural Gas Rate Study projections; customer growth was 2.2% lower than the rate study projections. Residential new construction tap installations were 55% lower for the first two quarters of FY 2009 as compared to FY 2008.

A variety of targeted marketing programs to attract new customers and to retain existing ones is used. These programs generally emphasize natural gas as the fuel of choice for customers and seek to expand the use of natural gas through a variety of promotional activities. At the utility's core, sales strategies and tactics that are prudent and focused on a sustainable future are applied. Discipline around the deployment of Demand Side Management (DSM) program, maintains a market penetration in areas where natural gas is already available (In Fill). The additional funding for the conversion rebate program has helped to offset the customers' costs in replacing their electric appliance with natural gas appliances. These efforts have resulted in a 57% increase in residential conversions to natural gas as compared to last year. More residential conversions were completed in the first seven months of fiscal year 2009 than all of fiscal year 2008. Furthermore, DSM funding and the Gold Multiple Appliance Rebate Package established in April 2008 has helped to penetrate the multifamily market. The Alexan, a new apartment complex being developed in the Southeast section of town is installing four natural gas appliances per unit (278 units).

E. Water Resources Engineering Division

The Water Resource Engineering (WRE) Division was created by consolidating the Stormwater Division and the Water & Sewer Engineering Division. This consolidation allows the sharing of management staff and design staff expertise as well as a reduction in administrative staff.

Notable FY 2010 Projects and Issues

- Sewer Collection System Rehabilitation And Inflow And Infiltration Abatement
- 36" Sewage Force Main
- Long Range Effluent Disposal Study
- Public Access Reuse Master Plan
- Continue discussions with FDEP and EPA on proposed TMDLs for Lake Munson and Wakulla Spring.
- TMDL Compliance
- Wastewater Master Plan
- Nitrate Loading at Wakulla Spring

Utility Services Underground Utilities

Significant Changes From FY 2009

The Underground Utilities department was created in April 2008 by consolidating the Water Utility Department, the Gas Operations Department, and the Stormwater Management Division previously housed in the Public Works Department.

Mid year budget updates for FY 2009 include additional reductions of five percent in the department's funding for temporary wages and overtime that were directed by the City Commission at their January 2009 budget workshop to address projected deficits during the fiscal year.

The following service level changes were approved as proposed for the Underground Utilities Departments fiscal year 2010 budget. See the City Commission action section additional changes to the FY10 approved budget.

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 0% merit salary enhancement in FY10; general employee pension rates are 9.08% 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 1.0% vacancy factor is applied to salaries and benefits.

In FY 2010, a two-day furlough for non-union employees making at least \$33,000 annually is proposed, resulting in financial savings to the city. Fiscal Impact: (\$4,207).

WATER

Reduction of \$95,000 in FY 2010 for Developer Refunds (20%) due to lower growth in new development. This is anticipated to be a temporary reduction and the funding will be restored in subsequent years when new development increases.

Reduction of \$1,000,000 in RR&I funding requirements for the Fire Hydrant Program. Effective October 1, 2009, this program will be funded from Fire Services Fee.

An overall reduction of \$445,000 in O&M expenses.

An increase of \$267,000 in non-customer revenue.

GAS

Reduction of 20% of FY 2010 capital budget to \$3,200,000. This approach will utilize the un-appropriated fund balance as of March 30, 2009 of \$3,370,670 which will eliminate the need to issue additional debt. Accordingly, this approach will result in building RR&I balance to cash fund capital projects for future years.

The sluggish housing market has reduced the need for a two-person gas sales force. For FY 2010 the Gas Utility is recommending to reduce its sales force to one Gas Sales Representative. Fiscal Impact: (\$61,000)

Also, due to the low growth the Gas Utility is going to eliminate a meter service technician position. Fiscal Impact: (\$57,000)

SEWER

Reduction of \$160,000 in FY 2010 for Developer Refunds (20%) due to lower growth in new development. This is to be a temporary reduction and the funding will be restored in subsequent years when new development increases.

An overall reduction of \$1,837,000 in O&M expenses.

An increase of \$778,000 in non-customer revenue.

Utility Services
Underground Utilities

STORMWATER MANAGEMENT DIVISION:

Funding has been added for Florida Department of Environmental Protection (FDEP) certification requirements. Regulations implemented by the FDEP require that by May 2011 all personnel engaged in water distribution operations, including maintenance and repairs, be certified with the State (FAC 62-699.310). Applicants must obtain training prior to certification as well as have appropriate work experience for each certification. Fiscal Impact: \$43,100.

City Commission Action

The City Commission approved the budget for the Underground Utilities Department with the following changes:

Salary enhancements for general government employees were approved at 0%, while Police union employees were approved at an average increase of 5.5%, per the collective bargaining agreement. Negotiations between management and the Fire union will continue into FY10, regarding FY10 raises for Fire union personnel. Other adjustments to personnel expenses included cost sharing of the increase in health care premiums between the city and employees, salary updates, position changes, and intradepartmental transfers. A lay-off compensation package provides up to six weeks of salary benefits and payment of three months health insurance for employees whose positions will be eliminated.

The two day furlough was reduced to a one day furlough and participation was changed from employees making at least \$33,000 to those employees making at least \$50,000. Union personnel were excluded because management and the union would have to bargain over the impact of the furlough and this did not take place. Fiscal Impact: \$76,526.

A reduction of 2.5% was made to the travel and training budget. Fiscal Impact: (\$2,071).

A reduction of \$18,000 in the citywide training budget, resulted in a reduction to the Human Resources allocation. Fiscal Impact: (\$2,213).

A proposal to eliminate two existing City-observed holidays and convert to floating personal days will result in overtime savings. Fiscal Impact: (\$17,071).

Utility Services
Underground Utilities
Performance Measures

Program Objectives

The Underground Utilities' fiscal year 2010 goals are to:

1. Maintain water and sewer service levels within the city's service area.
2. Continue implementation of strategic plan initiatives for the Water Utility Division started in fiscal year 2002.
3. Implement biosolids treatment and disposal methods to meet regulatory compliance and public acceptance.
4. Improve water treatment and quality in those areas where current levels may be less than desirable.
5. Maintain the ability to deliver a safe and reliable gas system, along with gas products that meet or exceed customer expectations at a competitive price.
6. Maintain the ability to provide a work environment that creates a team approach to accomplish tasks by recognizing innovative individual contributions.
7. Continue to improve inter-unit relationships that encourage effective resource sharing and innovative problem-solving contributions.
8. Continue to search for new markets that will improve revenue-generating capabilities for the underground utility systems and minimize overhead.

Utility Services Underground Utilities

Analysis of Performance Measures

•Water Utility Division

The Water Resource Engineering (WRE) Division was created by consolidating the Stormwater Division and the Water & Sewer Engineering Division. This consolidation allows the sharing of management staff and design staff expertise as well as a reduction in administrative staff. The focus for the new division during FY 2009 has been to fill key vacant positions, improve on design office procedures and project workflow, and to improve the delivery of intra-departmental engineering support.

Organizational Improvements Accomplished in FY 2009:

- Improved intra-departmental support and confidence
- Improved work methods and work flow
- Filled critical staff positions in Water Engineering section
- Established improved office and administrative procedures
- Advanced goal of establishing WRE as reliable authority on water resource issues

Major Engineering Accomplished in FY 2009:

- Gaines Street W&S Utility Upgrade – Completed design and bidding on schedule to facilitate the Gaines Street Revitalization which is a City priority
- Mahan Drive Utility Relocation – Completed difficult design and incorporated construction into FDOT contract to facilitate this important community roadway project
- \$500,000 TAPP Grant Award – Applied for and received grant to extend the popular Think About Personal Pollution public information campaign which will be managed by EPER
- Pump Station # 70 (Timberlake) – Design completed and Construction underway to relocate this pump station out of floodplain to prevent outages such as the one that occurred during TS Fay
- Pump Station # 36 – Design completed and construction underway on this critical west side sewage pumping station which will reduce risks of future sewage overflows
- Meginnis Creek at Sharer Road – Completed construction on this \$2.1 million stormwater quality and flood control project. This project was the recipient of a \$500,000 grant from the Florida Forever Competitive Capital Improvements Grants Program
- East Georgia at Meridian Flood Mitigation Project - Completed final design, permitting and land acquisition on this \$2.45 million drainage and utility improvement project. This project was fast tracked with construction anticipated to begin in June 2009

• Gas Utility Division

The downward trend of the housing market that hampered growth last year has increased, resulting in even less new construction in the housing market this fiscal year. For this reason customer growth did not meet the 2007 Natural Gas Rate Study projections; customer growth was 2.2% lower than the rate study projections. Residential new construction tap installations were 55% lower for the first two quarters of FY 2009 as compared to FY 2008. These Marketing efforts have resulted in a 57% increase in residential conversions to natural gas as compared to last year. More residential conversions were completed in the first seven months of fiscal year 2009 than all of fiscal year 2008.

The first two quarters of FY 2009 had 227 more degree-days than fiscal year 2008, and had 6% more degree-days than the rate study projection. On February 5, 2009 the Gas Utility achieved its highest daily-recorded flow of 19,247 MCF. The Gas Utility maintained system reliability throughout these cold temperatures and record flows, maintaining uninterrupted service to all customers. This cooler than projected

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Utility Services

Underground Utilities

winter helped to minimize the financial impact of the reduced customer growth, and resulted in a higher total consumption for the first two quarters of FY2009 than projected by the rate study. The average residential consumption per customer for these first two quarters is up by 8.9 % over the same period in FY 2008.

Input Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Average number of sewer customers	#	64,656.75	71,500.00	69,965.75	0.00
Average number of water customers	#	75,830.25	83,000.00	82,016.25	73,619.00
Miles of sewer main in system	# Miles	1,008	1,000	1,011	1,000
<i>Number of miles of sewer main in the system change as the department obtains more reliable data from GIS. Previous data was based on paper maps, and current field data is gathered using trimble units that provide more accuracy. In addition, as sewer lines are relocated, there could be more variance.</i>					
Miles of water main in system	# Miles	1,181	1,170	1,212	1,170
<i>Number of miles of water main in the system change as the department obtains more reliable data from GIS. Previous data was based on paper maps, and current field data is gathered using trimble units that provide more accuracy. In addition, as water lines are relocated, there could be more variance.</i>					
Number of fire hydrant maintenance requests	#	827	750	603	0
Number of fire hydrants in system	#	5,916.25	5,900.00	6,076.00	5,900.00
<i>The number of fire hydrants in the system change as the department obtains more reliable data from GIS. Previous data was based on paper maps, and current field data is gathered using trimble units that provide more accuracy.</i>					
Number of utility locate tickets	#	16,167	17,650	14,699	17,650
Output Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Average daily gallons of water pumped	#	29.87	30.00	28.20	0.00
<i>Stated in millions of gallons. Performance is driven by external factors such as weather conditions and sewer problems. Very dry weather requires increased water needs while the converse is true during wet weather conditions.</i>					
Customer Growth Rate	%	0.63	2.00	0.00	0.00
The industry standard is 4%.					
<i>Due to the reduction in multi-family connections and slow growth, the gas utility is currently not achieving its goal. Benchmark agencies: Clearwater, FPUC, Pensacola, TECO, and Gainesville. Data Source: FPSC</i>					
Miles of sewer line TV inspected	# Miles	54.44	136.00	76.30	136.00
<i>Performance is driven by external factors such as weather conditions and sewer problems.</i>					
Number of lakes sampled on a quarterly basis	#	18.67	19.00	22.00	19.00
Number of septic tank pump-outs	#	1,450	952	986	952
<i>Performance is driven by external factors such as weather conditions and sewer problems. FY07 projections include one-time pump-outs for Killlearn Lakes units 1 and 2.</i>					
Number of water line/main breaks repaired	#	1,333	1,603	0	1,603
Number of water taps installed	#	1,250	1,000	430	0
Sanitary sewage treated annually (billions of gallons)	#	6.34	7.50	6.30	7.65
Total dry tons of biosolids disposed	#	3,416.79	4,256.28	3,312.30	4,341.41
Water sold annually (billions of gallons)	#	10.17	11.00	9.60	11.00

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Efficiency Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Average cost of fire hydrant maintenance	\$	1,162.06	766.00	984.38	766.00
Average Revenue/Customer	\$	106.33	105.00	116.85	0.00
<i>Department is currently meeting its goal. Benchmark agencies: Clearwater, FPUC, Pensacola and Gainesville. Data source: FPSC</i>					
Cost per MG of water pumped	\$	650.94	730.00	672.19	730.00
Operating and maintenance cost per MG treated	\$	1,740.47	1,500.00	1,445.07	1,500.00
<i>Although reported in FY07, Water Utility began tracking this performance measure in fiscal year 2007. The calculation is total operating and maintenance costs (less depreciation) / MG volume processed during the reporting period.</i>					
O & M cost per customer	\$	135.00	135.00	141.49	0.00
<i>Water Utility began tracking this performance in fiscal year 2007.</i>					
Effectiveness Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
%Unaccounted-for Gas (The industry standard is 3%)	%	1.64	3.00	5.11	0.00
<i>This measure is reported on an annual basis. Benchmark agencies: Clearwater, Florida Public Utility Company (FPUC), Pensacola, and Gainesville. Data source: FPSC</i>					
Emergency Responses Exceeding 30 Mins. Florida Public Service Commission requires each owner/operator to take prompt action to protect life and property and continuous actions until conditions are no longer hazardous. Gas Utility has set 30 minutes as prompt response time. <i>As of September 30, 2008, the Gas Utility met its goal due to addition of another crew last year.</i>	%	1.50	0.00	1.75	0.00
Miles of sewer pipe per number of full-time employees	#	14.22	17.00	16.90	17.00
Miles of water pipe per full-time employee	#	14.65	15.00	15.38	0.00
Number of stoppages removed per year per mile	#	0.15	0.50	0.29	0.00
<i>The goal of this measure is to have no stoppages during the year, therefore none are projected for fiscal year 2008.</i>					
Number of verified complaint calls per 1,000 customers	#	3.13	2.00	3.30	2.00
Percent of sewer main TV inspected	%	5.43	10.00	7.50	0.00
Percent of storage tank inspections in compliance with FDEP regulations	%	100	100	100	100
Planned maintenance per 100 hours	%	13.47	60.00	53.08	60.00
<i>Water Utility began tracking this measure in fiscal year 2007. It is calculated as "100 hours of maintenance / hours of planned + corrective maintenance" and indicates how effectively utilities are investing in planned maintenance.</i>					

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Outcome Measures	Unit of Measure	FY 2008 Actual	FY 2009 Budget	FY 2009 YTD	FY 2010 Budget
Customer service abandonment rate	%	2.00	2.40	1.20	2.40
<i>Due to reporting changes implemented by UBCS, data for this indicator is no longer available after Qtr 2, FY 2009.</i>					
Customer service plan review/turnaround time	# days	6.50	19.00	5.13	19.00
Maintain compliance with NPDES permit requirements: SWF	1=yes; 2=no	1	1	1	0
Percent of locations performed within state statute timelines	%	99.74	99.00	99.78	99.00
<i>The performance measure figures reported are derived from the following: (total locate tickets) minus (late completed tickets, which is provided by Irthnet/the State's clearinghouse for locate orders) divided by (total locate tickets)</i>					
Percent of locations performed with no damages	%	99.90	99.00	99.83	99.00
<i>The performance measure figures reported are derived from the following: (the total locate tickets) minus (preventable damages) divided by (total locate tickets)</i>					

Utility Services
Underground Utilities
Capital Improvement Program Budget

CIP Budget Overview

The Water Utility Division's capital improvement plan (CIP) has increased substantially over the last two years primarily as a result of the implementation of advanced wastewater treatment improvements at the Lake Bradford Road and T. P. Smith facilities. Funding for these and other Water Utility Division capital projects are in accordance with the 2008 water and sewer rate studies.

The Gas Utility Division's five-year capital improvement plan program includes funding for twelve projects in the amount of \$23,539,250 for FY 2010-2014. Fiscal year 2010 appropriation of \$3,064,000 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 2010 Appropriation</u>	<u>5 Year CIP Total</u>
BluePrint 2000 Funds	1,485,300	3,678,000
Florida Department of Environmental Protection	0	500,000
Gas Energy System Bonds	2,714,000	3,401,117
Gas Energy System Future Bond Construction	0	9,261,440
Gas Fund Accounts Receivable	50,000	250,000
Gas RR&I	0	8,848,633
Gas RR&I Undesignated Balance	100,000	778,060
Sewer Future CUSB	29,994,950	83,314,350
Sewer RR&I	8,865,900	51,601,500
Sewer RR&I Undesignated Balance	0	37,800
Sewer System Charge	1,290,000	7,190,000
Sewer System Charge Undesignated Balance	1,100,000	8,650,000
Stormwater RR&I Undesignated Balance	4,300,000	12,400,000
Stormwater Utility Fee	4,263,000	18,106,000
Water Future CUSB	9,691,850	45,429,600
Water RR&I	3,200,000	19,250,000
Water RR&I Undesignated Balance	200,000	1,962,200
Water System Charge Undesignated Balance	519,000	2,595,000
Total Funding	67,774,000	277,253,700

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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 2009.

Water Division

Woodville Water Upgrade

AMR Activities

Water Quality Div Svc. Requests

Water Well 32 Test Well

Fluoride Bulk Storage Upgrade

Sewer Division

Public Access Water Reuse Treatment

Leon County Master Sewer Project

Master Water Plan Improvements

Pond Liner Replacement

Ox bottom Unit 1 Sewer Installation

summerbrooke Unit 1 Sewer

TPS Filtration and Chlorination

Master Water Plan Update

Sewer Roadway Design

PS #36 Replacement

meginnis Arm Sewer Rehab

Reuse Water Distribution Phase II

Buck Lake Imp Water Relocation

Buck Lake Imp Sewer Relocation

Orange Ave Potable Recl Water Extension

Trojan Trail Water

Gaines Street Sewer Ph 2

Fallschase Comm Development

McKeithen-Hayward Water

Killearn Lakes Drainage

PS 74 Piping Mods

Treatment Data Management System

LBR Aeration/Clarifier Improvemnts

Interim Nutrient Reduction

Secondary Clarifier Drain Line

Sewer Easement Clearing

Hernando St. Sewer Rehab

Gas Division

APA Distribution Expansion

APA Gas System Relocation

Utility Services
Underground Utilities

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2010.

Water Division

Wastewater GIS Data Cleansing

Sewer Division

2008 Emergency #1: Tropical Storm Fay

Capital Circle FM & Head Tank

Parallel Effluent Transmission

TPS Biosolids Handling Improvements

CCSE E2 Sewer Relocation

Anaerobic Digesters #4 & #5

LBR Treatment Improvements

Gaines Street Sewer

Pump Station 23 Abandonment

Woodville-Leon County Water Main

Bond Community Water Relocation

CCNE 36" Force Main Rehab

Mahan Dr. Widening - Water - JPA

Gaines St. Water Relocation

Ford St. Water Relocation

Sewer Relocation Design

Water Relocation Design

Mahan Dr. Sewer Inspection

PS 53 Construction

Lipona Road Water Relocation

Lipona Road Sewer Relocation

E. Georgia @ Meridian WMR

E. Georgia @ Meridian GMR

Reuse Plan Design

Water Plan Design

Southwood Sewer Extension

Gas Division

APA Distribution Expansion

Stormwater Division

Northeast Ditch at Lonnbladh Road

Stormwater Infrastructure Improvements

Chapel Drive Stormwater Improvements

East Georgia at Meridian Flood

Ford Street Drainage Improvements

Campus Circle Flooding



Glossary of Key Terms

ACCRUAL BASIS - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

AD VALOREM TAXES - Taxes levied on both real and personal property according to the property's valuation and the tax rate.

ADVERTISING - Costs for legal advertisements, posters, publication of public notices, resolutions, ordinances, and bid invitations.

APPROPRIATION - A legal authorization to incur obligations and to make expenditures for specific purposes.

AVAILABLE (UNDESIGNATED) FUND BALANCE - This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

BAD DEBT - The estimated amount of accounts owed to the city (receivables) that will not be collected during the year. This includes utility accounts, accident damage repair accounts, and other miscellaneous account receivables, which are deemed uncollectible.

BOND - Evidence of the local government's obligation to repay a specified principal amount on a future maturity date, plus interest. Bonds are issued to obtain money for capital projects. Revenue bonds pledge a particular source of revenue - usually generated by the new asset - as the means of repayment.

BOND REFERENDUM - The process by which voters approve or disapprove a proposed general obligation bond issue.

BOND REFINANCING - The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

BOND RESOLUTION - The document by which the local government authorizes the sale of bonds.

BUDGET - The formal allocation of resources (dollars) to various programs with the intent of performing a service.

BUDGETARY BASIS - The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

BUDGET CALENDAR - The schedule of key dates that the city follows in the preparation and adoption of the budget.

CAPITAL ASSETS - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL BUDGET - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

CAPITAL IMPROVEMENTS (Capital Projects) - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

CAPITAL IMPROVEMENTS PROGRAM (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

CAPITAL OUTLAY - Fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than one year or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

CAPITALIZED OVERHEAD - Charges assessed to capital projects for administrative and labor related services.

CAPITALIZED WAGES - Salaries or wages of city employees, which are paid from funding appropriated in the capital budget.

CASH BASIS - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CITY CONTINGENCY - Amount budgeted to meet unexpected operating expenditures that occur during the current year.

COST OF GOODS SOLD (COGS) FUEL STORES - Fuel purchased by the city garage and then resold by the city for use in the city fleet.

COST OF GOODS SOLD (COGS) MATERIALS STORES - The cost of materials and supplies which are resold by the city. This includes articles for resale by the city garage parts division, the city warehouse, and golf courses.

Glossary of Key Terms

COST OF GOODS SOLD (COGS) NATURAL GAS - This account represents the cost of natural gas purchased by the city electric department for use to generate electricity and natural gas sold by the gas utility department to gas customers.

COLLECTIVE BARGAINING AGREEMENT - A legal contract between the city and representatives of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

CONSUMER PRICE INDEX (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

CONTRACTUAL SERVICES - Services rendered to the city by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

CURRENT SERVICE LEVEL (CSL) - A level of service which is the same as the current year.

DEBT SERVICE - The amount of money needed to 1) pay interest on outstanding bonds, 2) pay the principal on maturing bonds and 3) make contributions to a "sinking fund" for term bonds. Debt service is calculated on a fiscal year basis.

DEDICATED TAX - A tax levied to support a specific government program or purpose.

DEFERRED COMPENSATION - That portion of an employee's income, which is withheld from current earnings, for distribution to the employee at a future date. The City's defined contribution plan and defined benefit plan are two examples.

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.

FURLOUGH - A required unpaid leave of absence from an employee's official work duties, during which time the employee is strictly prohibited from participating in any activity, (even on a volunteer basis), which could, or which normally would, result in compensation by the employer to the employee.

GENERAL GOVERNMENT CAPITAL IMPROVEMENT FUND (GG/CIF) - Undesignated capital funding that serves as a contingency for all capital funding sources in the general government.

Glossary of Key Terms

GENERAL GOVERNMENT CAPITAL PROJECT ACCOUNT (GG/CPA) – Funding provided from the general fund's 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.

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 securing financial protection against harm or loss. Examples of types of insurance are: workers' compensation (including administrative and medical); dishonesty bonds; property and casualty; health; and liability.

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 \$1,000 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.

Glossary of Key Terms

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).

PRIOR-YEAR ENCUMBRANCES - Unpaid, legally binding obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments, which are chargeable to a prior appropriation and for which a part of that appropriation is reserved.

PROGRAM - A collection of activities directed at accomplishing similar objectives.

PROGRAM PERFORMANCE BUDGET - A method of budgeting whereby the services provided to the residents are broken down in identifiable service or performance units and funding is appropriated for a given level of service or units.

PROPERTY TAX - An ad valorem (according to value) tax based on the fair market value of real property (land and buildings) and personal property (business equipment) after any legally entitled exemptions. 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.

Glossary of Key Terms

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.

UNCLASSIFIED EQUIPMENT - New equipment not otherwise classified, including air conditioners, traffic signals, field stripers, water fountains, etc. This includes all tangible personal property to be purchased which has a value of \$500 or more. This equipment, as with all capital equipment, is subject to inventory control.

UNCLASSIFIED PROFESSIONAL FEES - The cost of personnel service under expressed or implied contracts to individuals, companies or corporations engaged as a contractor to perform a specific professional or expert service for the city.

UNCLASSIFIED SUPPLIES - Consumable materials and supplies used in conjunction with projects or operations not specifically classified.

UNENCUMBERED BALANCE - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

VEHICLE EQUIPMENT - Motorized equipment (self-propelled equipment, trucks, power shovels, automobiles, motorcycles, etc.) requiring the services of an operator.

VEHICLE SERVICES CITY GARAGE - Costs of services obtained from the city garage including repairs, gasoline, oil, tires and, other charges.



City of Tallahassee
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Commonly Used Abbreviations

AHAP	Affordable Housing Assistance Program	GG/CPA	General Government/Capital Projects Account
CAD	Computer Aided Dispatch		
CDBG	Community Development Block Grant	GIS	Geographic Information Systems
CIP	Capital Improvement Plan	HOME	HOME Investment Partnership Program
CIS	Customer Information System	HUD	Housing and Urban Development
COPPS	Community-Oriented Policing Problem Solving	IAFF	International Association of Firefighters
		IRP	Integrated Resource Planning
CPI	Consumer Price Index	ISO	Insurance Service Office
CRA	Community Redevelopment Agency	ISS	Information Systems Services
CRC	Cultural Resources Commission	JARC	Juvenile Assessment Receiving Center
CUSB	Consolidated Utility System Bond	KWH	Kilowatt Hour
DARE	Drug Abuse Resistance Education	LLEB	Local Law Enforcement Block Grant
DEP	Department of Environmental Protection	MAPP	Matched Annuity Pension Plan
DIA	Downtown Improvement Authority	MBE	Minority Business Enterprise
DMA	Department of Management and Administration	MGD	Million Gallons Daily
		MSA	Metropolitan Statistical Area
DRI	Development of Regional Impact	MW	Megawatt
EAP	Employee Assistance Program	NPDES	National Pollution Discharge Elimination System
EEO	Equal Employment Opportunity		
EOC	Emergency Operations Center	OBP	Office of Budget and Policy
ERU	Equivalent Residential Unit	PASS	Pedestrian and Street Safety
EWD	Equity and Workforce Development	PBA	Police Benevolent Association
FAA	Federal Aviation Authority	PETS	Permit Enforcement Tracking System
FAMU	Florida Agricultural and Mechanical University	PSC	Public Service Commission
FDOT	Florida Department of Transportation	PUD	Planned Unit Development
FEMA	Federal Emergency Management Agency	RFP	Request For Proposal
FERC	Federal Energy Regulatory Commission	RR&I	Repairs, Replacements, and Improvements
FDEP	Florida Department of Environmental Protection	SCADA	System Control and Data Acquisition
		SHIP	State Housing Initiative Plan
FHWA	Federal Highway Administration	SPRP	Stormwater Pollution Reduction Program
FSU	Florida State University	TCC	Tallahassee Community College
FTA	Federal Transportation Administration	TDP	Transit Development Plan
FTE	Full-time Equivalent	TEC	Taylor Energy Center
GASB	Governmental Accounting Standards Board	THA	Tallahassee Housing Authority
GF	General Fund	TMDL	Total Maximum Daily Load
GG/CIF	General Government/Capital Improvement Fund	TSA	Transportation Safety Administration



City of Tallahassee
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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Accounts Receivable	Accounts Receivable	Special Funds	Funds to be received from outside sources.
Airport RR&/Undesignated Balance	Airport RR&/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 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.
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.
Community Development Block Grant	CDBG	Special Funds	Grant funding through the Community Development Block Grant program.
Deficiencies Fund	D Fund	Special Funds	Established to defray unforeseen expenditures. Funding accumulates in the fund from general fund year-end surpluses, interest earning and any other appropriations made by the City Commission. Funds from this reserve can only be utilized with City Commission approval. 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.

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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Electric RR&I/Undesignated Balance	Electric RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Electric RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a maximum of 5% and a minimum of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund. This funding can only be utilized for Electric Utility capital projects.
Energy Conservation Fund - Capital Fund	ECF - Capital	Special Funds	The Energy Conservation Fund was established to support the city's electric demand side management program. This funding source is utilized to support capital projects associated with demand side management program.
Energy Conservation Fund Loan Repayment Proceeds	ECF- Loans	Special Funds	Funding received from repayment of loans issued from the Energy Conservation Fund.
Energy System Bonds	Energy System Bonds	Bond Proceeds	The fund results from 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.
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.

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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
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.
Gas RR&I/Undesignated Balance	Gas RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Gas RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a maximum of 5% and a minimum of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund. This funding can only be utilized for gas utility capital projects.
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.

City of Tallahassee
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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
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.
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. Yearly, the Public Works Department takes an agenda item for public hearing identifying any 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.

City of Tallahassee
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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
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.
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
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Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
001	General Fund	Yes	GF	Accounts for all financial resources except those required to be accounted for in another fund. The functions paid for by the general fund include police, protective inspection, code enforcement, culture and recreation, general government, transportation, human services, economic development, and physical environment.
100	Special Projects Fund	Yes	SR	The fund houses projects related to federal, state and local grants that include, but are not limited to: Community Development Block Grant; State Housing Initiative Program; and the HOME program. Also included in this fund are other miscellaneous items used for specific general government purposes but are not appropriate for any other established city fund.
101	Community Development Block Grant	Yes	SR	Grant funding through the federal Community Development Block Grant program.
115	Donations Operating Fund	Yes	SR	The Donations Fund accounts for private contributions given to the city to support Police Department programs and those of the Tallahassee-Leon County Animal Services Center.
120	Building Inspection Fund	Yes	SR	This fund accounts for all assets, operations, and maintenance of the Building Inspection Division of the city's Growth Management Department. Revenues accounted for in this fund are derived from fees, fines, and investment earnings from enforcement and implementation of the Florida Building Code. Revenues in this fund were previously captured and reported in the General Revenue Fund.
130	Fire Services Fund	Yes	SR	This fund accounts for the operation and maintenance of the city-owned Fire Department. The department provides fire protection services within Tallahassee's city limits, and, through an agreement with Leon County, also is responsible for providing fire protection services to the unincorporated area of the county.
131	Fire Construction Fund	Yes	SR	Cash funding provided by the Fire operating fund to capture the cost of Fire capital projects.
132	Fire - Bond Loan Finance	Yes	SR	Debt funding provided to construct Fire capital projects.
160	800 MHz Fund	Yes	SR	Supports the 800 MHz Radio Communications unit within the Information Systems Services Division. Revenues in the fund are derived from the Leon County Sheriff's Office per agreement, and rentals from other users. The remaining cost is allocated to city user departments. The allocation is based on the number of 800 MHz devices per user department/agency.
300	Capital Improvement Fund	Yes	SR	Accounts for general revenue used for the acquisition or construction of general fixed assets.
301	Sales Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct public safety and transportation improvements.

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**City of Tallahassee
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Schedule of Fund Structure

Fund	Fund Name	Appropriated (Y/N) *	GF, CP, SR, E**	Fund Description
302	Gas Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct transportation improvements.
304	Sales Tax Extension Construction	Yes	SR	Funding generated from the extension of the one cent sales tax approved by voters in 2000 for a period of 15 years. Sales tax funding can be utilized for projects identified in the BluePrint 2000 plan, as well as those listed on the City Commission-approved list of projects.
305	BluePrint 2000 Joint City/County	Yes	SR	Cash funding received from the sales extension, approved by voters in November 2000, to construct approved BluePrint 2000 projects. BP2000, an intergovernmental agency, receives 80% of the funding and the city and county split the remaining 20%.
312	2004 Capital Bond Series	Yes	SR	Debt funding issued in November 2004 to construct a list of general government projects. These include neighborhood infrastructure enhancements and Americans with Disabilities Act sidewalk rehabilitation, among others.
315	Future Bonds Construction	Yes	SR	Anticipated bonds to be issued in future fiscal years in support of general government capital projects.
400	Electric Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city-owned electric generation, transmission, and distribution system that supplies electricity to more than 100,000 customers.
401	Electric RR&I	Yes	E	Cash funding received from the electric utility's operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to electric infrastructure. This funding can only be utilized for electric utility capital projects.
402	Electric RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' electric RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding and interest earnings. Per policy, a minimum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund, and can only be utilized for electric utility capital projects.
414	Energy Conservation-Cap Project	Yes	E	The Energy Conservation Fund was established to support the city's electric demand side management program. This funding source is utilized to support capital projects associated with the demand side management program.
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.

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Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
425	2005 Electric System Revenue Bonds Construction	Yes	E	This fund represents the city's natural gas system and the electric system into a combined energy system. These bonds finance electric utility capital projects. Outstanding bonds previously issued under the Electric Consolidated Utility Systems Revenue Bonds have been defeased. Electric – Energy System Bonds in a like amount have been issued to provide funding for existing electric capital projects.
430	Gas Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city-owned gas system that supplies gas to more than 25,000 customers.
431	Gas R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to gas infrastructure. This funding can only be utilized for gas system capital projects.
432	Gas R, R & I/UB	Yes	E	Undesignated cash funding from prior years' gas RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding and interest earnings. Per policy, a minimum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund, and can only be utilized for gas utility capital projects.
433	Gas – Accounts Receivable	Yes	E	Funds to be received from outside sources related to gas operations.
460	Water Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city's water production and distribution system, which includes twenty-nine water wells and eight elevated water towers that supply water to more than 76,000 customers.
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 minimum 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.

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**City of Tallahassee
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Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
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 that serves approximately 65,000 customers.
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 minimum 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.

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**City of Tallahassee
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Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
603	Solid Waste Rate Stabilization	Yes	E	Cash funding received from the Solid Waste operating fund that is dedicated for Solid Waste projects and activities.
605	Stormwater Fund	Yes	SR	To account for the assets, operation, and maintenance of the city-owned stormwater system.
606	Stormwater RR&I/Construction Fund	Yes	SR	Cash funding received from the Underground Utilities' operating budget that is dedicated for stormwater capital improvements. This funding can only be utilized for stormwater utility infrastructure.
615	Golf Course Fund	Yes	SR	The Golf Fund is designated to account for assets, operation and maintenance of the city owned golf course at Hilaman Park.
616	Golf Course R R & I Fund	Yes	SR	Funding received from the Golf Course operating budget that is dedicated for capital improvements at the Hilaman golf course. Revenues received from the capital improvement surcharge at the golf course is included in this fund.
705	Data Processing Fund	No	SR	Accounts for the costs of the city's data processing operations.
706	ISS RR&I/Sunshine State Construction Fund	Yes	SR	Cash funding received from the Information Services Systems Services operating budget that is dedicated for technology infrastructure capital.
710	Revenue Fund	No	SR	Accounts for the costs of the city's reading, billing, and collection services.
715	Garage Operating Fund	No	SR	Accounts for the costs of maintaining and operating the city's fleet management operation.
716	Vehicle Replacement Reserve	No	SR	This is a charge to the department for each assigned vehicle for the purpose of accruing funds in the Fleet Reserve Fund for the timely replacement of city vehicles.
720	Accounting Fund	No	SR	Accounts for the costs of the city's accounting operations.
725	Purchasing Fund	No	SR	Accounts for the costs of the city's central warehouse 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.
755	Utility Business Services Fund	No	SR	Accounts for the costs of centralizing GIS, sales, rate design, and marketing functions of the city's utilities.

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Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
760	Energy Services Fund	No	SR	Accounts for the costs of the purchase of power and fuel for the city's energy services, electric, and gas utilities, and off-system sales and services of power and natural gas to other utilities and open market participants.
765	Environmental Policy and Energy Resources	No	SR	Accounts for the costs of centralizing environmental policy and energy resources functions of the city's utilities
830	Deficiencies Fund	Yes	SR	Established to provide for unforeseen expenditures. Funding accumulates in the fund from General Fund year-end surpluses, interest earnings and any other appropriations made by the City Commission. Funds from this reserve can only be utilized with City Commission approval. Any surpluses above the policy required reserve levels can be utilized to support capital projects.
840	Cemetery Fund	Yes	SR	To account for the sale of lots and 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