

October 2012

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 2013 annual operating budget of \$685,102,593 and the capital budget of \$135,060,250. Continuing the City's commitment to involve residents in the budget process, staff conducted three community budget workshops to solicit residents' opinions on various services and financial policies. An on-line survey was provided for those residents who could not attend the meetings.

The budget process this year has been challenging, but the final budget represents our collective best efforts at addressing the current economic climate while attempting to maintain excellent service to our citizens.

Our millage rate of 3.7 mills has not changed since 2010 and remains one of the lowest millage rates among the ten largest cities in Florida. Decreasing property values have resulted in reduced tax revenue, but the Commission and city management are committed to high quality service delivery through enhanced efficiency and effectiveness.

Though several municipal governments around the country have declared bankruptcy, our city government remains financially sound and we are steadfast in adhering to the highest standards of prudent fiscal management, service delivery, and long-term planning. Our focus on economic development through infrastructure investment and public projects is coming to fruition, as evidenced by Gaines Street, Cascades Park, Franklin Boulevard, Midtown, and gateway enhancements.

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

Sincerely,



John R. Marks, III





Most Livable City in America

June 19, 2012

Honorable Mayor and City Commissioners:

It is my pleasure to present to you balanced operating and capital budgets for fiscal year 2013. The proposed operating budget totals \$686.0 million, representing a decrease of \$24.7 million from the fiscal year 2012 budget. Of the total operating budget, \$138.8 million is for the general fund and \$547.1 million is related to the enterprise funds (electric, aviation, fire, etc.). The capital budget totals \$127.6, representing a decrease of \$23.0 million from the fiscal year 2012 budget.

Although the economic downturn has required a constant re-evaluation of our financial decision making we have used this downtime to invest in the community. As a result, we are living in exciting times for the community and in 2013 we will begin seeing the results of a lot of hard work on behalf of the City Commission and the organization. Over the last several years the Commission has made the decision to invest in infrastructure, to advance city projects and to focus on creating jobs in our community, while also laying the groundwork for future community development. In 2013, those investments will bring about significant and tangible benefits for Tallahassee as a number of projects are completed including Cascades Park, Franklin Boulevard, and Gaines Street to name of few. All of these are catalyst projects in the community and ones that will help spur future growth and economic development in the City. As an organization we took the lead to develop these areas, made tough decisions regarding approving and finding funding for these projects, and laid out the framework for a vision for the community. We are reaping the benefits of this hard work and investments, including the financial commitment in 2005 that resulted in the construction of the Marriott Residence Inn on Gaines Street, and are now experiencing significant private sector investment in these areas. Projects like College Town, the new Catalyst developments and others that are under construction within the Gaines Street Corridor will help achieve the Commission’s vision of creating a vibrant and successful corridor and one that successfully links our downtown area with our two major universities. We will start seeing the impact of these developments within the next couple of years as projects are completed and are placed on the tax rolls.

**KEY ASSUMPTIONS**

NO INCREASE IN THE MILLAGE RATE OF 3.7 MILLS

SALARY ENHANCEMENTS FOR NON-UNION EMPLOYEES OF 2.5%

ADDRESS CAPITAL FUNDING NEEDS FOR GENERAL GOVERNMENT CAPITAL PROJECTS

MAINTAIN GENERAL FUND TRANSFER TO STARMETRO AT THE CURRENT LEVEL (WITH AN ADJUSTMENT FOR FUEL)

From a financial standpoint the organization remains strong and we have taken steps over the last few years to ensure our strong financial standing. Our pension plan was recently given an “A” grade

CITY HALL  
300 South Adams Street  
Tallahassee, FL 32301-1731  
850-891-0000  
TDD: 711 • Talgov.com

JOHN R. MARKS, III  
Mayor  
  
ANITA F THOMPSON  
City Manager

ANDREW GILLUM  
Commissioner  
  
JAMES R. ENGLISH  
City Attorney

NANCY MILLER  
Commissioner  
  
JAMES O. COOKE, IV  
City Treasurer-Clerk

MARK MUSTIAN  
Commissioner  
  
SAM M. McCALL  
City Auditor

GIL D. ZIFFER  
Commissioner



by the Collins Institute and was noted as being a low cost and fully funded plan. Over the last few years we have been able to return cash to the deficiencies fund and improve its balance bringing it closer to the required policy level.

Even with this good news, a number of challenges yet confront us. As we began the 2013 budget process we were optimistic that we had seen the worse of the economic downturn and that we would

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### City Commission Priorities

- *Develop a vision for our future transportation needs, focusing on infrastructure and how people move about the community including transit, bicycle and pedestrian activity.*
  - *Use technology to enhance the lives of our citizens.*
  - *Develop a vibrant economic development plan that clearly defines the city's role and strategies.*
  - *Continue sense of place development by creating a vision for downtown Tallahassee, including all aspects of an active 18-hour community.*
  - *Initiate a local government Review of the Arts Master Plan to ensure goals are aligned with current realities.*
  - *Maintain financial viability.*
  - *Review and prioritize infrastructure needs.*
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be seeing stabilization in the local economy. However, recent information indicates that we are still feeling impacts related to the economic downturn as a result of another year of projected decreases in property values. The proposed operating and capital budgets represent a continuation of our efforts over the past few years to address these financial pressures. Our focus has been to maintain existing service levels, look at financial efficiencies through the internal reallocation of funds, continue stimulating the local economy, and address critically needed funding for capital projects within the general government area. I believe the budget presented for City Commission consideration addresses these areas.

Over the last few years we have made substantial reductions in staffing and have reduced funding levels available to departments to maintain current service levels. We are at a point, that if additional reductions are necessary in the general fund, it will require looking at closing facilities, eliminating positions including public safety positions, and/or postponing capital infrastructure expenditures.

In addition to continuing core city services this budget also addresses, to the extent possible, the seven City Commission priorities as identified at the City Commission retreat in February. Some of the activities underway to address these priorities include the implementation of sense of place projects in Midtown, Market Street and South Adams corridor, implementation of webpage improvements on the city's website with the goal of making it easier for our citizens to interact and access information about the city, a continued emphasis on the long-term financial viability of the organization via future changes to the pension plan for new employees, and the continued utilization of technology to streamline processes. Additionally, the

proposed budget being presented for your consideration does not recommend any changes to the City's millage rate. At 3.7 mills, the City's property tax rate remains one of the lowest of the larger cities in the State of Florida.



Although we have been able to address many of the issues raised by the City Commission during our various budget workshops, there are a number of items that we were not able to budget due to funding limitations. These are addressed later in this message.

### FY13 BUDGET PROCESS

As the City Commission is aware, we began this year's budget process estimating a General Fund shortfall of approximately \$4.5 million. As we progressed through the budget process we received updated information that worsened the projected shortfall. These included:

- Continuing decline in taxable value of property.
- Continuing declining consumption of utilities.

In light of the projected shortfalls, departments were asked to reassess and re-justify several line item accounts in their operating budgets based on historical budget expenditures. In addition, departments were again asked to identify potential efficiencies and to submit budget requests that continued operations at the FY12 budgeted amounts.

This year we again held three community public meetings on April 12<sup>th</sup>, 16<sup>th</sup>, and 18<sup>th</sup> in various locations within the community. Although participation was less than at last year's community budget meetings, these meetings were well received by attendees and we continue to receive positive feedback from those in attendance. As we did last year, staff from every department was available at these meetings to provide information and answer citizens' questions that residents may have had. Attendees were also able to vote on the programs that they felt were most important and/or least important. Those who were not able to attend the meetings were given the opportunity to cast their votes on the City's website. Although the results of the voting were not intended to be statistically valid, they did represent the preferences of those who attended or voted on line and the community meetings serve to engage the public in an enhanced understanding of the complexities of the budget process. Those results were provided to the Commission at the May 9, 2012 City Commission meeting.

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#### **High & Low Priorities from Community Budget Meetings**

##### **High**

Financial Support of Senior Center.  
Financial Support of Community Centers.  
Subsidize Adult and Lifelong Programs.

##### **Low**

Financial Support for Traffic Control & Enforcement.  
Airport as Regional Business Site.  
Tennis Programs.

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#### **High and Low Priorities from On-Line Survey**

##### **High**

Support for Social Services.  
Spending for Active Parks & Sports Facilities.  
Continue Energy Conservation Programs.

##### **Low**

Funding for golf courses.  
Community gardens.  
Financial support for traffic control & enforcement.

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### PROPOSED 2013 OPERATING BUDGET

The proposed budget totals \$813.5 million and is comprised of two components: the operating budget of \$686.0 million and the capital budget of \$127.6 million. While the operating budget is further divided into individual funds, the capital budget is appropriated on a project basis. The chart below shows the breakdown of the operating budget by fund. The total operating budget has



decreased by approximately 3.5% over the FY12 budget of \$710.7 million. This is due primarily to decreased fuel expense for the utilities.

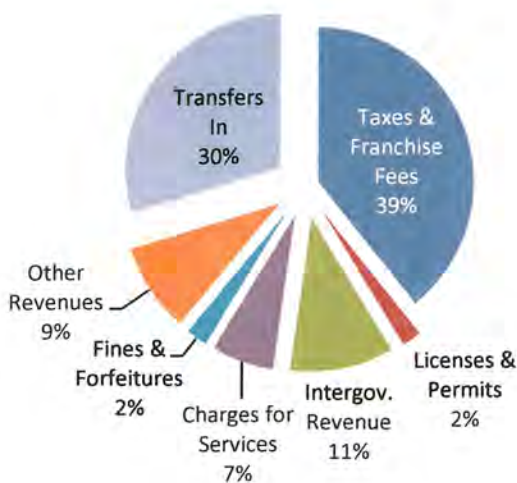
General & Special Revenue	FY12	FY13	Enterprise Funds	FY12	FY13
General Fund	\$135,095,085	\$138,883,978	Electric	\$315,632,343	\$284,168,903
Star Metro	16,758,536	16,585,267	Gas	40,141,393	33,187,702
Fire	33,236,929	33,678,935	Water	29,087,466	30,140,032
Building Inspection	2,930,220	3,186,236	Sewer	59,401,224	60,881,599
Stormwater	16,763,942	17,023,537	Solid Waste	24,507,715	23,933,945
Cemetery	466,358	466,981	Aviation	11,094,563	11,260,257

NOTE: DOES NOT INCLUDE ALL FUNDS

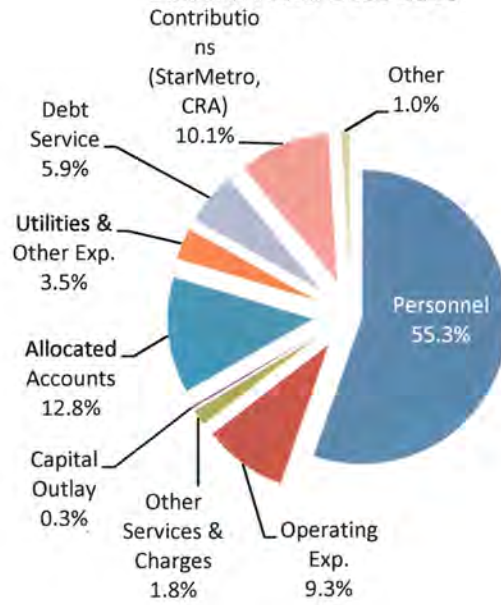
The General Fund, which includes services such as police, parks and recreation, animal shelter, right of way maintenance, represents 20% of the total appropriated budget. Electric utility funding comprises approximately 41.4% of the total budget. Although this is a significant portion of the total budget, \$110 million or 38.9% of the electric fund is for fuel (including purchased power). When combined with the fuel cost for the gas utility, fuel costs comprise 18.1% of the total budget. Approximately 65.5% of the budget is for all of the utilities (Electric, Water, Sewer, Gas, and Stormwater).

The proposed budget for General Fund totals \$138,883,978 representing an increase of approximately \$3.8, or 2.8% from the FY12 General Fund budget. A breakdown of General Fund revenue and expenditures is shown in the charts that follow. On the revenue side, all taxes, including ad valorem, communication services and utility taxes make up 39% of revenue. Ad valorem taxes contribute approximately 23% of revenue necessary to operate the general government with transfers from the utilities contributing a slightly greater share at approximately 25%. As indicated in the charts, personnel services account for well over one half of all expenditures.

**General Fund Sources 2013**



**General Fund Uses 2013**



Initial projections for the FY13 budget were developed during the FY12 budget process. Since then additional information is available which changes the earlier estimates. At that time, it was anticipated that falling property valuations would level off, with the expectation of a small growth factor of 1% -1.5%. Preliminary estimates from the Leon County Property Appraiser received on June 1, 2012, indicated values within the city limits have decreased by 5.8%. On the expenditure side, growth rates have been stable and below the consumer price index.

### **KEY ASSUMPTIONS & BALANCING STRATEGIES FOR FY13**

Over the last few months, staff has been working on ways to address the projected shortfall for 2013. A number of recommendations have been developed and presented to the Financial Viability of the Government Target Issue Committee for their consideration and approval. The majority of these recommendations were also presented to the City Commission during the May 9, 2012 budget workshop.

#### **Property Tax Rate**

The proposed budget does not recommend a millage rate increase and retains the City's current rate at 3.7 mills. Preliminary estimates provided by the Leon County Property Appraiser's Office on June 1, 2012, indicate a reduction of 5.8%. Based on this the current millage rate will generate \$32,102,738 in FY13 representing a decrease of approximately \$1.6 million over fiscal year 2012.

Historically the city has budgeted property tax revenues at 97% of the total amount anticipated to be collected. This has been done to account for any non-payment of taxes during the year. Over the last three fiscal years actual collections have averaged 99% of total anticipated revenues. In light of this, the proposed budget recommends budgeting property tax revenues at 98% and results in an additional \$327,579 in revenues for FY13.

The tax roll for fiscal year 2013 will be finalized this month and we will be receiving the certified taxable value report by July 1, 2012. This is the official estimate that must be used for adoption of the millage rate at the budget workshop on July 10, 2012.

#### **Deficiencies Fund Restoration**

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

The current policy calls for a minimum reserve level of two months general government operating expenses. This policy is in line with best practices for municipal governments. Based on the policy, the current balance for the deficiencies fund should be equal to \$22,515,800 in FY12. At its lowest level, at year end FY09, the balance in this reserve was \$5,166,989. As a result of the low balance, a routine review by the credit rating agencies resulted in the City's credit rating being placed on a negative outlook in 2010.

During the FY10 budget process, staff presented a plan to restore the fund balance. The plan identified policy parameters and provided for utilizing year end surpluses, one time revenues and increases in various revenue sources above an established amount to replenish the deficiencies fund.



The City Commission adopted this plan and indicated that it would like to have the deficiencies fund restored to policy level within a 5-7 year time frame.

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

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

Since then, the City Commission has approved various actions including the transfer of year-end surpluses, the transfer of 2004 bond series interest earnings, and programmed loan repayments from the building inspection fund to build up the reserve level. Based on these actions the balance in the deficiencies fund as of March 31, 2012 is \$17,533,500. In 2011 as part of another routine review of the city's bonds and financial position, the credit rating agencies removed the city's negative outlook and placed the city on a stable outlook. One of the primary reasons for this change was the city's efforts to restore the deficiencies fund.

The current balance of \$17,533,500 is above staff's original projections for FY12. As previously discussed at the May 9 2012 City Commission meeting, the proposed budget postpones the current policies of restoring the deficiencies fund for the next two years. As a result budgeted transfers totaling \$2,035,920 in FY13 and \$2,332,771 in FY14 have been utilized to balance the budget. Additionally proceeds from the sale of city property on Mabry Street to Goodwill industries in the amount of \$600,412 are also being utilized to balance the budget in FY13. These proceeds were received in May 2012 and have been designated for use in FY13.

Although the City Commission had approved utilizing \$792,385 from the Deficiencies Fund as part of the fiscal year 2012 budget close out, we have been able to balance the proposed 2013 budget without using this funding.

### **Review of Reserve Funds**

Every year as part of the budget process staff reviews existing reserves to determine if available balances are within policy levels. Historically any excess funds in reserve funds have been programmed for budgetary purposes. The Special Insurance Reserve Fund is established and funded to meet unanticipated losses from catastrophic events, higher than anticipated claims experienced in a given fiscal year, or to meet other claims/resource needs in excess of the Risk Management Fund. As of September 30, 2011, the balance in the Special Insurance Reserve Fund was \$8,423,667. The reserve requirement per policy totals \$4,694,178 resulting in an excess over requirement of \$3,729,489.

As discussed with the City Commission on May 9, 2012, the proposed budget recommends utilizing the excess funds in FY13 and FY14. For FY13 the proposed budget utilizes \$1.0 million to assist with balancing the budget and \$1.0 million to fund general fund capital projects. In FY14 the proposed budget recommends utilizing available excess balances in the reserve fund estimated at \$1.7 million, with \$1.0 million used to assist in balancing the budget and \$729,000 allocated for general government capital projects.



## Modification to Electric Fund Transfer Policy

Staff has analyzed the significant drivers causing the projected shortfalls in the five-year plan. General fund expenditures have been relatively flat over the last few years and the five-year forecast continues this trend. Growth in expenditures over the five-years is comparable and/or less than the consumer price index. The consumer price index for 2011 was 3.0% and for 2012 is currently at 2.7%. Expenditures show an average annual increase of approximately 2.4%. Most of the revenues sources associated with the general fund (with the exception of fines and forfeitures generated from the red light camera program), are not keeping up with the expenditure needs of the general fund.

The two largest general fund revenue sources, property tax revenues and the electric general fund transfer, indicate a continued decline in these revenues as a percent of total general fund expenditures. Projected property tax revenues as a percent of total general government expenditures decrease from 26.3% in FY11 to 22.3% by FY17. As a percent of total general government expenditures, the electric transfer goes from 17.2% in FY11 to 13.2% in FY17. The decrease in the electric fund transfer is a result of lower electric rates and lower consumption. As the current formula is tied to retail revenues, continued decreases in consumption or rates will negatively impact the general fund transfer from the electric fund.

In light of this, the proposed budget includes a revision to the electric general fund transfer policy. This change was discussed with the Financial Viability of the Government Target Issue Committee on May 23, 2012. Under the proposed revision, the FY13 transfer from the electric fund will be targeted at the FY12 level (rounded to \$23.9 million). Future transfers will be adjusted by the Consumer Price Index (CPI). The revised transfer amounts will be incorporated into and taken into consideration as part of development of future rate studies for the electric utility. The following table shows the impact of making this change and the projected additional revenues that will be transferred to the general fund each year.

	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
Transfer Rates As Included in FY12-16 Budget	23,844,683	22,296,717	20,796,186	19,813,183	19,747,695	19,747,692
New Transfer Rates		23,900,000	24,473,600	25,060,966	25,662,429	26,278,327
<b>Difference</b>		<b>1,603,283</b>	<b>3,677,414</b>	<b>5,247,783</b>	<b>5,914,734</b>	<b>6,530,635</b>

## Use of Capital Improvement Fund Balance

The City's capital improvement fund is one of the funding sources for general government capital projects. As general government projects are completed, any remaining funds are returned to the capital improvement fund for future use. Current policies call for a 3% contingency reserve be held in the fund to address unanticipated needs. As of March 31, 2012 the capital improvement fund had a balance of \$2,169,721, with a current reserve requirement of \$2.8 million. Staff is recommending that for FY13 we postpone the requirement of maintaining a 3% reserve which will allow for \$1.0 million to be utilized to fund needed general government capital projects, including street resurfacing projects. This leaves \$1,169,721 in the capital improvement fund as a reserve for unanticipated needs.

## Personnel Services

Personnel services make up 24.6% of the total city budget and 55.3% of the General Fund budget. Salaries for general employees have been adjusted for a 2.5% merit salary enhancement in FY13.



Police union salary adjustments are included as provided in the contract and adjustments for fire union employees are based upon the recently approved collective bargaining agreement. Pension rates are 10.09% for general employees, 19.22% for police union employees, and 20.11% for fire union employees based on the latest actuarial study. The matched annuity pension plan rate, also based on actuarial rates, is 7.15%. Although we do not have official rates from Capital Health Plan, the City's portion of the cost of employee health insurance is estimated to increase by approximately 4.5%. Historically health care for vacant positions had been budgeted at the family coverage level. As part of modifications to budget assumptions, health care costs for vacant positions are now budgeted at the individual plus one coverage level. This has reduced the amount required and brings the budget for health care in line with historical expenditure patterns.

To account for routine employee turnover a vacancy factor is applied to salaries and benefits. Historically a 3% vacancy factor had been utilized, however, the economy has caused fewer turnovers in most positions. In such an indeterminate environment actual history would be most relevant in determining the vacancy factor. As part of revisions to the FY13 budget assumptions the vacancy factor has been modified to reflect actual historical vacancy factors within individual departments. Vacancy factors ranging from 1.5% to 5% have been factored in the proposed budget.

### **Position Changes**

The proposed FY13 budget includes funding for 2,801.58 FTEs. This represents a net decrease of 44.75 positions from the total number of positions in the approved fiscal year 2012 budget. A total of 58 positions have been moved from the city's budget to the new Joint Dispatch agency. Additionally six positions have been added to Public Works for the Regional Traffic Management Center co-located at the Public Safety Complex. These positions are funded via grants from FDOT. Six positions have also been added in the Parks, Recreation & Neighborhood Affairs budget to address staffing needs for Cascades Park, which is scheduled to be open in FY13. The following table provides a listing of proposed position additions and deletions.

DEPARTMENT	POSITION	FTE
Management & Administration	Public Safety Computer Coordinator	-2.00
	Accountant II*	-0.25
	Administrative Specialist*	-0.50
Police	Public Safety Communications Operator	-48.00
	Shift Supervisor – Public Safety Communications Operator	-7.00
	Supervisor – Public Safety Communications	-1.00
Planning	Planner II	-1.00
Fleet	Automotive Service Writer	1.00
Growth Management	Electrical Inspector	1.00
Public Works	Administrative Specialist I	1.00
	Network Administrator	1.00
	Traffic Signal Technician	2.00
	Traffic Management Technician	2.00
Communications	Marketing & Public Information Manager*	1.00
Parks, Recreation & Neigh. Affairs	Horticultural Technician I	2.00
	Senior Horticultural Technician	1.00
	Foreman – Horticultural Operations	1.00
	Irrigation Technician	1.00
	Supervisor – Recreation Center	1.00
	<b>Net Change</b>	<b>-44.75</b>

\*Mid-year.



## **State Revenue Sharing**

The State of Florida has not released new estimates for 2013 and it is anticipated that these will be released in late June or early July and the FY13 budgeted amount will be updated with the most recent numbers prior to final adoption of the budget in September 2012. The proposed budget reduces any anticipated increases in both the municipal revenue sharing and ½ cent sales tax amounts from a 3% increase to a 2% increase. A total of \$4.8 million is anticipated in State Revenue Sharing and \$9.2 million in ½ Cent Sales tax revenues in FY13.

## **Transfer to StarMetro**

The general fund transfer requirement for StarMetro in FY13 is estimated at \$8,617,872, representing an increase of \$73,475 from the FY12 transfer. The transfer amount has been adjusted for fuel increases anticipated in FY13.

## **Funding for General Government Projects**

One of the goals of the FY13 budget process was to find resources to fund needed capital improvement projects in the general government area. As a result of some of the recommendations contained in this budget, a total of \$2.7 million in funding has been allocated for general government projects over the next two years. This funding, which is comprised of \$1.7 million from the general government capital projects accounts (GGCPA) and \$1 million from the general government capital improvement fund (GGCIF), will be utilized to fund needed maintenance projects for existing facilities. Funding in the two fiscal years also includes \$100,000 to support the water and system charge and tap fee waiver program offered through the Economic and Community Development department for the city's affordable housing activities.

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

## **Debt Service**

General government debt service proposed in the fiscal year 2013 proposed budget has decreased by approximately \$3.8 million over five years from levels budgeted in the FY12 approved budget. The difference is attributable to projections versus actual savings recognized from defeasance of \$6 million of 2004 capital bonds last year and changes in both the timing of a future bond issuance and the level of funding needed for projects.

Debt in the fire fund has increased by \$3 million over the same period due to the proposed issuance of debt to cover the planned Weems Road fire station, fire's portion of the public safety complex, purchase of a records management system and replacement of breathing apparatus for firefighters. Debt service expense also supports construction of proposed stations located in the Lake Bradford Road, Hartsfield Road, Southwood and Welaunee areas.

Electric and gas fund debt service expenses have decreased by approximately \$1 million each over 5 years, while the water and sewer fund expenses have increased by \$3.5 million and \$2.7 million, respectively, over the same period and are associated with future debt expected to be issued in 2015.



## Transfers from the Utilities

With the exception of staff's recommendation to modify the general fund transfer from the electric utility, all other general fund transfers from the utilities have been calculated using the existing methodology. The following table provides a summary of the transfers from each utility.

<i>Transfer</i>	<i>FY2011</i>	<i>FY2012</i>	<i>FY2013</i>
Electric	22,366,058	23,844,683	23,900,000
Gas	2,323,000	2,512,094	2,524,732
Water**	6,484,450	2,999,663	3,148,743
Sewer**	3,284,609	3,667,474	4,075,232
Solid Waste	161,914	1,413,471	1,594,428
<b>TOTAL</b>	<b>34,620,031</b>	<b>34,437,385</b>	<b>35,243,135</b>

## **PROPOSED INCREASED AND REDUCED SERVICE LEVELS**

Within our limited financial resources we have been able to identify funding for various increased service levels in the organization. The following provides a summary of those recommendations that are presented for City Commission consideration and approval. Additionally, we have included various reduced service levels and these also are identified below.

### Cascades Park

Three increased service levels in various departments are recommended for Cascades Park. Cascades Park is the signature project of BluePrint 2000 and the City will be responsible for management and maintenance of the park once the project is completed. The 24 acre park will include 2.3 miles of biking and walking trails, extensive landscaping, interactive fountains, an amphitheater, as well as various components showcasing the history of Tallahassee.

The first increase is for the Parks, Recreation and Neighborhood Affairs Department and provides the department with the needed staffing and operating funds to manage and maintain this new park. A total of six full time positions are being recommended for this new facility. These positions will be responsible for maintenance and operations of the facility. Total Impact: \$848,998.

The second increase is related to continued environmental monitoring needs for the site. A total of \$250,000 in funding is allocated to the Environmental Policy and Energy Resources Department to meet the requirements of a December 2011 agreement between the City of Tallahassee and the U.S. Environmental Protection Agency (EPA). Funding will be used to continue doing groundwater sampling and analysis, prepare reports for submittal to the EPA, and develop a groundwater monitoring plan and/or remedial action plan. Total Impact: \$250,000.

Funding is also recommended in the Stormwater Fund in the amount of \$53,651 for additional stormwater pond maintenance at Cascade Park. Total Impact: \$53,651.

### Electrical Inspector Position

During the economic downturn a number of positions were reduced in the building inspection area. Staff is now seeing increased activity in the community and workloads have increased in the building inspection area. Additionally, new code requirement from the 2010 Florida Building Code requires permits and inspections for all low voltage wiring systems (security systems, vacuum



systems, lighting control dimming systems, etc.). The proposed budget recommends one additional electrical inspector position in the Building Inspection Division to address the increased workloads and building code requirements. Total Impact \$68,032.

#### Joint Dispatch and Public Safety Complex

The existing Police Communications positions located at the Tallahassee Police Department have been moved to the new Consolidated Dispatch Intergovernmental Agency (CDA). A total of 56 positions have been moved. Additionally, funding supporting these positions has also been moved out of the city's general fund and into the new agency's budget. A total of \$4.4 million is included in the budget as a transfer to the new agency.

Preliminary budget development indicates the total FY 2013 net budget for the CDA will be approximately \$6.7 million. This includes funding all dispatch personnel effective October 1, 2012, and a half year of operating expenditures based on the current construction and occupancy schedule. The budget contemplates the offset of revenue currently provided by Fire and EMS fees used to support dispatch operations. Per the recently approved interlocal agreement, total costs for the new agency will be split based on the population split of the unincorporated/incorporated areas of the County. The current ratio is approximately 66% city and 34% county. Based upon these ratios, Leon County is responsible for approximately \$2.3 million and the City \$4.4 million in FY13. The city's net FY12 budget for dispatch operations is currently approximately \$4.5 million. There is no net increase for the city in FY13 over the current appropriation for the existing dispatch operations at the Tallahassee Police Department (TPD) as operating costs are only factored for six months of the fiscal year. For FY14 there is a slight increase over currently appropriated funds for dispatch operations at TPD.

The proposed budget also includes additional funding related to operating costs for the new Public Safety Complex. The facility is anticipated to be completed by spring of 2013 and therefore partial year funding in the amount of \$746,000 has been included in the general fund budget. These costs are related to staffing for the facility, security, grounds maintenance, insurance coverage, etc.

A total of six positions are being added in the Public Works Department as part of the City's commitment with the State of Florida related to the Regional Traffic Management Center that will be co-located at the Public Safety Complex. These positions will be fully funded by the Florida Department of Transportation (FDOT). Total Impact: \$490,845.

#### Additional Operating Expenses: Advanced Wastewater Treatment Plant

As phases of the Advanced Wastewater Treatment Plant are scheduled to be completed, additional resources for chemicals and electricity usage are required in the sewer utility. Funding in the amount of \$822,955 for chemicals and funding in the amount of \$795,000 for increased electric usage at the new facility has been included in the proposed budget. Total Impact: \$1,617,955.

#### Reinstatement of City Page

In December 1997, the Communications Department introduced "City Page," as another information source for citizens. City Page was designed as a large paid informational source of city news that ran twice monthly in the Tallahassee Democrat. The publication included a variety of information about City services, programs, issues and policy or service level changes. It also promoted special

events, highlighted Commission agenda items of special interest, and featured a detailed meeting calendar. Leon County eventually designed a similar concept with the "County Link" publication that continues to run on a monthly basis. Due to budget cutbacks, City Page was eliminated in July 2003. City Commission input has been strong towards adding City Page back into the budget as a critical means of remaining engaged with our citizenry. Total Impact: \$56,150.

#### Addition of Automotive Service Writer (Fleet)

One full-time Automotive Service Writer position is recommended in the Fleet division. As part of prior budget reductions, this position was eliminated. At that time, it was thought the position could be maintained by a mechanic. However, workloads have increased to the point that Fleet can no longer afford to have a mechanic removed from the garage. All mechanics are needed, working within their field, to focus on vehicle maintenance activities in a timely fashion such that service delivery is not negatively impacted. Total Impact: \$51,852.

#### Funding for Class and Pay Study

The last time the City conducted a comprehensive class and pay study was in 1997. Although the Human Resources Division has reviewed certain classes of positions, i.e. engineers, IT positions, etc., there has not been a comprehensive review of the entire structure since the last study. We are now experiencing issues related to our salary structures and market values for numerous positions. Funding is recommended to conduct a new study in FY13. Operating outside market rates for a government that maintains a complex service level does not work to the community's advantage in the long run. Total Impact: \$100,000.

#### Police – Increase in Hourly Rate for School Crossing Guards

Funding in the amount of \$25,607 is included in the proposed budget to allow the Tallahassee Police Department to increase the hourly wage of school crossing guards from \$8.50 an hour to \$10.00 an hour. Total Impact: \$25,607.

#### Reduction of Planner Position

In response to legislative requirements imposed on local governments a few years ago by Senate Bill 360, the City added a Planner position to conduct financial impact analyses on comprehensive plan amendments as statutorily required. Subsequent to adding this position, the legislation requiring the analysis was repealed. The position has never been filled and the proposed budget recommends elimination of the position. Total Impact: (\$82,075).

#### Exploration of Third Party Maintenance of IT Systems

Maintenance costs continue to increase for many of the City's computer applications (financial systems, customer information systems, etc.). Third party vendors have started offering maintenance agreements, at lower cost than our current providers, for many of the systems utilized by the City. The proposed budget includes a recommendation that ISS staff explore potential options at securing a third party vendor during FY13. Potential saving of \$300,000 have been factored in the budget. Total Impact: (\$300,000).



## Zero Based Expenditure Analysis

As part of the FY13 budget process, departments were required to re-justify a number of operating expense accounts based on actual historical expenditure patterns. Approximately \$150,000 was reduced in the general fund as part of this exercise. While this amount is small we feel it was worthwhile to have departments take a comprehensive review of the expense components. Total Impact: (\$150,000).

## Reduction in Funding for Cultural Grants Program

With the closure of the Mary Brogan Museum, the Brogan has indicated that they would not be seeking grants funds from COCA in FY13. In FY12 the Brogan received a total of \$125,960 from the City's allocation towards the Cultural Grants Program. The proposed budget recommends utilizing \$30,000 of these funds to increase funding for the grants program and reduces the remaining amount of \$95,960 from the budget. Total Impact: (\$95,960).

## **OTHER FUNDS**

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

## **SPECIAL REVENUE FUNDS**

### **Building Inspection**

The Building Inspection Fund was created as a requirement of Florida Statutes. Over the last few years and as the impacts of the economic downturn impacted the fund significantly, a number of changes were implemented including transferring positions out to other areas and implementing a fee increase. Activity has picked up and it is anticipated that the fund will end FY12 with a surplus. For the first 6 months of FY12, the average number of permits for 1& 2 family homes issued per month is just over 37. This represents an increase of 50% in the average number of permits issued per month in comparison to last year, increasing fees collected by 71%. The average number of permits for new commercial buildings for the first 6 months of FY12 is up 41% in comparison to last year. This has resulted in an increase of fees collected by 346%, from \$35,027 to \$156,238. Overall, Building Inspection permits are up 16% compared to last year and are projecting a surplus of \$495,212 for FY12. This surplus includes a budgeted repayment of \$144,605 to the Deficiency Fund.

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

### **Fire Services**

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

- In FY12, the Commission approved a new collective bargaining agreement with the International Association of Fire Fighters (IAFF) 8.5% salary and benefit increase over a three- year period in the Fire Services Fund.
- The current rate structure remains unchanged from the previous two fiscal years – the monthly fee for single-family residential zone 1 structures is \$14.91 and \$13.42 for zone 2 single-family residential structures.
- The fund is balanced through the end of the five-year period (FY2010-2014). As anticipated a new rate study will be started in FY13 that will incorporate the needs of the Fire Fund for the period of 2015-2020.

### **Cemetery Fund**

The City of Tallahassee owns and maintains five cemeteries with 133 acres. The only remaining inventory of grave space is located at the Southside Cemetery. The Property Management division completed the development of two areas platted for grave spaces in Oakland and Roselawn cemeteries, which will result in an additional \$250,000 in revenue for FY12. As of October 1, 2008, revenue from the sale of cemetery plots is retained in the General Fund.

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

The Property Management Division has completed a review of the long-term financial viability of the cemetery perpetual care reserve which has been discussed with the Executive Team. This includes exploration of new revenue opportunities including additional plot spaces at existing cemeteries, and looking at the feasibility of construction of mausoleum and columbariums at city cemeteries.

The FY13 budget for this fund is \$466,981. A transfer of \$298,613 from the Cemetery Perpetual Care Fund is required.

### **Stormwater**

The Stormwater fund is balanced in FY 2013-2017. Total revenues for the Stormwater fund for fiscal year 2013 are budgeted to be \$17.0 million. Of this \$6.4 million will be transferred to the Stormwater capital improvement program. Although the stormwater rate ordinance calls for automatic annual consumer price index increases, the proposed budget does not recommend a rate increase in stormwater rate. This is recommended in an effort to minimize rate increases on our residents during the economic recovery. Staff will be working with the City Attorney's Office and will bring back an amended ordinance to the City Commission, prior to final adoption of the budget, that reflects no increases in stormwater rates in FY13.

### **StarMetro**

The proposed budget for StarMetro in FY13 is \$16,585,267 including a contribution from the general fund totaling \$8.6 million or 51.9% of the department's total budget. StarMetro's FY13 budget decreased by \$173,269 or 1.03% from the 2012 approved budget. This is due to a reduction in operating assistance from Federal Transit Administration grants which are now being allocated for



capital infrastructure. Although the overall budget has decreased, revenues are expected to increase due to an increase of \$441,139 in Florida Department of Transportation (FDOT) operating assistance funds.

## **ENTERPRISE FUNDS**

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

Utility funds use a rate analysis to determine revenue requirements for specified periods of time. A rate study for the electric utility is anticipated to be completed in the fall. Water, Sewer, and Solid Waste assume a CPI adjustment of 2.4% to base rates as included in the rate ordinances previously approved by the City Commission. For FY2013, the projected adjustments in electric result in a reduction of \$15.4 million in electric rate revenues, as compared to the FY2012 adopted budget, and a balanced electric fund over the five year projection period. The Stormwater Fund will not implement the CPI adjustment in FY13 as previously addressed in this message.

### **Electric Fund**

The electric fund is balanced for fiscal years 2013 through 2017. The 2013 fiscal year budget reflects operating expenditures in the amount of \$284.2 million, representing a decrease of approximately \$31.5 million from the 2012 approved budget. This is primarily due to a decrease in the cost of fuel.

- An annual Consumer Price Index (CPI) adjustment of 2.4% is scheduled to take effect on October 1, 2012.
- Revenues also include adjustments to base rates and fuel prices, based on preliminary rate requirements, which result in a net reduction of \$15.4 million in electric rate revenues. It is anticipated that these adjustments will result in rate reductions for our customers.
- Fuel and purchased power costs are reduced by approximately \$35.2 million from the FY12 budget.

### **Gas Fund**

The Gas fund is balanced for fiscal years 2013 through 2017.

- Revenue is expected to experience a slight increase from historical average in FY2013 compared to a significant decrease in FY2012. FY2012 actual consumption was effected greatly by an unusually warm winter in the region.
- Customer growth is estimated at 2%.
- An annual Consumer Price Index (CPI) adjustment of 2.4% is scheduled to take effect on October 1, 2012.

The 2013 fiscal year budget reflects operating expenditures (excluding any excess transfers to RR&I) in the amount of \$28.5 million, representing a decrease of approximately \$4 million from the 2012 approved budget. This is primarily due to a decrease in cost of natural gas purchased.

- The fiscal year 2013 fuel forecast is budgeted at \$14.0 million versus the fiscal year 2012 fuel forecast of \$20.9 million.

### **Water Fund**

The Water fund is balanced for fiscal years 2013 through 2017. 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 2013 are budgeted to be \$30.1 million versus the fiscal year 2012 budget of \$29.1 million. The increase is due mainly to the base rate Consumer Price Index (CPI) adjustment of 2.4%.
- From FY07 to FY11, average consumption has decreased by 14%.

The 2013 fiscal year budget reflects operating expenditures (excluding any excess transfers to RR&I) in the amount of \$29.1 million, representing a small increase (\$200,000) from the fiscal year 2012 approved budget. The increase is attributable to a higher transfer to the General Fund.

- The transfer to the General Fund is \$3,148,743 for FY13 compared to \$2,999,663 for FY12.

### **Sewer Fund**

The Sewer fund is balanced for fiscal years 2013 through 2017. 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 2013 are budgeted to be \$60.9 million versus the fiscal year 2012 budget of \$59.4 million.
- Budgeted revenues for FY12 were based on the rate study completed over six years ago which over-estimated customer growth. No customer growth is currently projected.
- An annual Consumer Price Index (CPI) adjustment of 2.4% is scheduled to take effect on October 1, 2012.

The 2013 fiscal year budget reflects expenditures in the amount of \$60.8 million, representing an increase of \$1.4 million from the 2012 approved budget. This is due to an increase in debt service requirements needed for the Advanced Wastewater Treatment (AWT) facility project.

- Debt service requirements are increased in FY13 by \$1.4 million primarily as a result of debt needed for the AWT project.
- The transfer to the RR&I fund totals \$7.5 million.

### **Aviation Fund**

The Aviation Fund is balanced for fiscal years 2013 through 2017. Revenues are beginning to recover slightly after year of a declining passenger base due to the global economy and other factors affecting our region. The airport is experiencing increased traffic and service provided by the carriers as well as increased revenue from business development opportunities.



- Enplanements for 2012 calendar years to date have increased by 3.1% compared with the same period in 2011. This upward trend is projected to continue in FY13.
- Increased passenger activity also causes increases in concessions, parking lot revenue and rental car activities.
- Over \$136 thousand of expenses have been eliminated in the FY13 budget, mainly in contract services, labor and supplies, in order to reduce overhead charges to airlines and ultimately passengers.

### **Solid Waste Fund**

The Solid Waste fund is balanced for FY13. Revenues are projected to increase slightly in fiscal year 2013. Revenue projections for fiscal years 2013 through 2017 assume little customer growth and include only modest increases.

- For the fiscal years 2013 through 2017, an annual consumer price index (CPI) adjustment of 2.4% is included to offset increases in landfill tipping fees and contractual fees paid to Waste Pro.
- The current contract with Waste Pro will end September 30, 2013.
- A transfer to the general fund of \$1,594,428 is budgeted for FY13.
- The current residential garbage fee is \$16.09/ month.
- A reduction is proposed in the Sanitation budget due to a reduction in disposal cost. Fiscal Impact: (\$175,000).

### **Golf Course Fund**

The proposed budget recommends no subsidies for Hilaman Golf Course in fiscal years 2013 through 2017. Changes implemented since 2009, including reductions in the number of full-time positions, utilization of contractual employees for many maintenance functions, increased sales at the pro shop, and improvements to facilities at the course have resulted in efficiencies in operations and increased customer usage. Financially, these changes have resulted in revenues that substantially exceed expenditures, thereby providing for surpluses at the end of each fiscal year. The surplus for fiscal year 2013, which will be transferred to the Golf Course RRI fund, is projected to be slightly more than \$56,000.

### **UNFUNDED BUDGET NEEDS**

There are a number of unfunded budget needs that have not been included in the proposed budget. We are seeking direction from the City Commission on these items.

### **Implementation of Multi-Modal Initiative**

Over the last few years the City Commission has approved a multi-modal plan that aims to facilitate the use of multiple modes of transportation with a goal of a reduction in automobile use and vehicle miles traveled. Part of the multi-modal plan entails building sidewalks, bikeways, bike trails, and making minor intersection modifications to facilitate pedestrians and cyclists.

There are significant financial commitments necessary to address the multi-modal requirements. Public Works has identified a total of \$360 million in multi-modal projects. At a pace of \$15 million per year it will take 22 year period to complete the city's share of the multi-modal plan. Currently there is no funding identified for these projects in the five-year capital improvement plan. A number of options have been discussed as potential sources. One option would be to incorporate these into the sales tax extension discussion. Another option is to debt finance these projects. Assuming a \$15 million per year need, we would look at issuing debt every three years in the amount of \$45 million. Based upon a 20 year repayment period, debt service is estimated to be approximately \$4.0 million for every \$45 million borrowed. The general fund cannot support this increased debt within its current revenue structure and a dedicated source, such as an increase in the millage rate, would have to be identified. It would require an increase of approximately .4 to .5 mills to generate the required funds to cover \$4 million in debt service.

### **I-10 Interchange Feasibility Study**

The concept of a new interstate interchange between Centerville and Miccosukee Roads has been contemplated for a number of years. The Capital Region Transportation Planning Agency (CRTPA) has been working with FDOT since 2007 to begin the process for a study and the building of a new interchange. The first step was begun by the Florida Department of Transportation (FDOT) when it initiated the I-10 Master Plan Update in August 2011. The update is scheduled to be completed by October 2012. Preliminary indications are that the updated data supports the potential for a new interchange between Mahan Drive (US 90) and Thomasville Road (US 319). However, to determine the feasibility of a new interchange more work needs to be completed so that it can be included in FDOT's analysis in the next phase of the work. This phase would be the reevaluation phase of past Planning, Design and Engineering (PD&E) work to determine what improvements need to be made to the interstate particularly at the Thomasville and Mahan interchanges.

Normally to have a new interchange considered would require a complete Interchange Justification Report (IJR) to be done with associated PD&E work and would cost \$5-7 million. However, in discussions with FDOT it was determined that if we conducted a feasibility study to gain FHWA approval of conceptual IJR, that information could be included as part of FDOT's reevaluation phase. The cost of the conceptual IJR work would be about 10% of what a complete IJR would cost and would provide the assurance that a new interchange is needed and feasible without having to make a major funding commitment of a major complete IJR. According to the CRTPA there is a limited window of opportunity to take advantage of this unique chance to get a place holder for the new interchange. A feasibility study which will take about 12 months to complete would need to be finished by October 2013 at which time FDOT will be starting its reevaluation phase. The total cost for the initial feasibility study is \$750,000. The proposed budget has not allocated funds for this item.

### **FUTURE BUDGET ISSUES**

Although not addressed in the FY13 budget, there are other significant issues that must be addressed in development of future year budgets. The following are areas of concern.

- Although we have identified funding to address general government capital projects over the next two years, there is limited funding after 2014. Within our limited financial resources for capital projects, we are concerned about our ability to adequately maintain what we already have—in terms of both routine maintenance and renovations as required. Additionally we also



have concerns about being able to adequately staff maintenance crews at some of our high use facilities so that these are properly maintained. The cost of not providing routine maintenance outweighs the solid practice of keeping facilities in good operating order.

- During the last few legislative sessions, bills have been filed that would limit local government's ability to continue generating or limiting revenues for a number of general fund revenue sources, including ad valorem taxes, occupational license tax, red light cameras, etc. We believe that these bills will continue to be an issue for the next legislative session.
- Implementation of new legislation passed during the 2012 legislative session regarding the Communications Tax could potentially result in a loss of \$300,000 of general fund revenues. A state committee has been tasked with the responsibility of determining implementation of the legislative intent and clarity on this issue will become clearer in the next year.

These are not new challenges and it seems that every year we are confronted with the same types of issues. As we have done in past years we will continue to adjust to the new realities and we will continue to make the difficult decisions necessary to continue to deliver quality services to the community.

### **FY13 CAPITAL BUDGET & FY13 – FY17 CAPITAL IMPROVEMENT PLAN**

The capital budget proposed for fiscal year 2013 totals \$127,620,250 and the five-year capital improvement plan (CIP) totals \$720,725,600. The 2013-2017 proposed CIP is nearly \$52.7 million less than the FY12-approved CIP. The FY13 capital budget funds 132 projects in all program areas in various geographic areas of the city. FY13 general government support for capital projects, which primarily supports maintenance of existing facilities, totals \$1.1 million. This limited funding reflects the overall decline in available resources in the general fund. Notwithstanding these general government challenges (and those of other city funds), projects included in the 2013-2017 CIP continue to reflect the City Commission's priorities in the areas of transportation, utility master plans, community reinvestment, and parks and recreation, among others.

Given the significance of our investment in the city's capital assets, and the fact that identified capital needs exceed resources, we continue to seek opportunities to augment financing that enables us to maintain and improve these assets. We have increased revenue projections from the sales tax extension fund, consistent with actual receipts and in coordination with Leon County's budget staff. Additional revenues from this source reduces the level of general government bonds necessary to support Public Works projects. Another major project in Public Works supports the department's efforts to address road segments below the city's Overall Condition Index (OCI). The proposed budget allocates \$755,000 more to the Street Resurfacing project in FY13 and FY14 than requested by Public Works to support the department's in-house plan to begin resolution of this issue. This project is funded from gas tax revenues.

At their FY13 budget hearing, PRNA identified a list of 35 priority projects to repair, replace or improve their facilities. The projects total nearly \$1.85 million. This master project is included in the proposed budget and recommend it be funded from a combination of GGCPA (\$755,000) and \$1 million over two years from GGCIF. GGCIF is the contingency used to fund unanticipated projects as well as supplemental appropriations to existing projects that need additional funding. Its optimal

available balance, which is determined by the finance policy, is presently \$2.8 million, although its actual balance is \$2.2 million. If the capital budget is approved as recommended, the GGCIF optimal level will increase to \$3.1 million and using \$500,000 for PRNA projects will leave the balance nearly \$1.5 million short of its policy level. The approximate \$90,000 balance is proposed to be funded from currently-open PRNA projects, including some that would close at the end of the year in accordance with the capital projects management policy. We are recommending that PRNA be allowed to transfer the balances in their open recurring and subprojects of September 30<sup>th</sup> to the above-referenced master project effective October 1, 2012.

The Executive Department's CIP includes only two projects, neither of which requires funding in fiscal year 2013. However, in recognition of the maintenance needs in city hall, we are recommending that balances in currently open City Hall RR&I projects be allowed to remain open through the end of fiscal year 2013.

As part of the development of the FY13 capital budget, the Aviation Department restated the previously appropriated funding for several projects in which the actual funding from FAA, FDOT and/or PFC differed from the estimated funding. Funding and scope of work was restated as appropriate for the following projects:

<u>Project</u>	<u>Description</u>	<u>Funding Increase/(Decrease)</u>
99111	Marketing and Promotional Study	(\$25,000)
07129	Runway 18/36 Improvements	(\$807,550)
07131	Runway 18/36 Extension	(\$5,935,949)
08122	ARFF Vehicle Replacement	(\$500,000)
08123	Taxiway S Rehab & Extension	(\$88)
08125	Airfield Signage Improvements	(\$12,500)
08127	Airfield Lighting Improvements	(\$12,500)
10028	Stormwater Management	(\$500,000)
11005	Airport Master Plan Update	(\$250,000)
04002	North Apron Overlay	(\$65,865)
06092	North Apron Rehab- Phase II	(\$148,541)
07128	Taxiway "Z" Rehabilitation	(\$475,000)
07130	In-line Baggage Handling System	\$850,960

Other capital improvement projects, including those for construction of new facilities or new and expanded infrastructure, may result in additional operating costs or savings in future years. For example, while new fire stations in the CIP will result in additional costs for staffing and operations, repaving a street, or bringing it to full city standards, may result in reduced need for maintenance. Those costs or savings are not included in the capital budget estimates, but are incorporated in the operating budget, beginning in the year that the facility is expected to become operational.

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



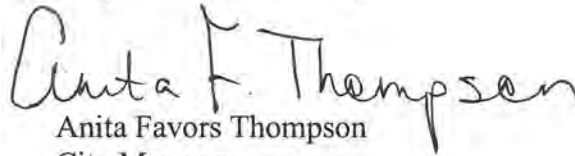
The Capital Budget Appropriation and Financial Summaries sections of the budget provides funding for all five years of the CIP by source (bonds, RRI, state funds, etc.) and department. The section also identifies individual project titles and descriptions by service area as well as projects that are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

### CONCLUSION

Within our limited funding sources we have been able to fund a number of City Commission and citizen priorities in FY13 while still providing for a balanced budget. Although our financial condition is strong, we will still need to closely monitor our budgets for the next couple of years. We anticipate that the results of a lot of our investments over the last few years will begin to pay dividends in the upcoming years. Over the next few months we will fine-tune our assumptions and projections, incorporate City Commission input from the budget workshops and provide a final budget for consideration in September.

I look forward to discussing the proposed budget and our recommendations with you at our upcoming operating and capital workshop scheduled for June 27, 2012. Staff from the Office of Budget and Policy and I are available to answer any questions or provide any additional information you may require.

Respectfully submitted,

  
Anita Favors Thompson  
City Manager







**APPROVED OPERATING BUDGET  
FOR FISCAL YEAR 2013**

**AND**

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN  
FOR FISCAL YEAR 2013-2017**

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**CITY COMMISSION**

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MAYOR**

**Mark Mustian  
COMMISSIONER**

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

**Nancy Miller  
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**Anita Favors Thompson  
CITY MANAGER**







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Senior Analyst

**Farr Miller**  
Analyst

**Turquoise James**  
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President

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, 2011. 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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Glossary of Key Terms .....	L- 1
Commonly Used Abbreviations .....	L- 7
Capital Funding Source Descriptions .....	L- 9
Schedule of Fund Structure .....	L-15



## Reader's Guide to the Budget

### Reader's Guide to the Budget

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

### Organization of the Budget

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

### Budget Message

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

### Community Profile

This section contains:

- Demographic data.
- Comparison of cost of services for the City of Tallahassee and like-sized cities.

### Budget Policies

A summary of all financial policies:

- Transfers,
- Reserves (including current reserve balances),
- Infrastructure maintenance requirements and
- Utilization of year end surplus.

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

### Organizational Overview

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

### Financial Summaries

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



## Reader's Guide to the Budget

### **Capital Budget and Appropriation Summary**

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

### **Fund Pro Formas**

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

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

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

### **Departmental Budgets**

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

### **Appendices**

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

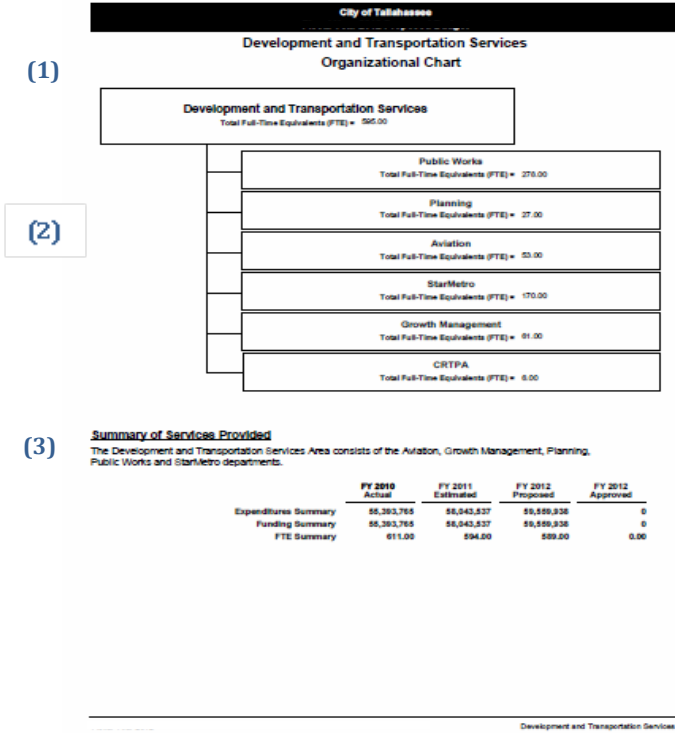
City of Tallahassee  
Fiscal Year 2013 Approved Budget

**Reader's Guide to the Budget**

<b>Frequently Asked Questions</b>	<b>Refer to Tab(s)</b>	<b>Page (s)</b>
What is the total budget?	<i>Operating Budget Appropriation and Financial Summaries / Operating Budget</i>	D-4
	<i>Capital Budget Appropriation and Financial Summaries/Capital Budget &amp; CIP</i>	E-3
What is the City's millage rate?	<i>Budget Policies</i>	B-7
How many employees does the City employ?	<i>Organizational Overview</i>	C-3
What is the City's budget process timeline?	<i>Budget Policies</i>	B-5
What changes are being made?	<i>City Manager's Budget Message</i>	i
Where the money comes from and where the money goes?	<i>Operating Budget Appropriation and Financial Summaries/Operating Budget</i>	D-6
	<i>Capital Budget Appropriation and Financial Summaries/Capital Budget &amp; CIP</i>	E-3
How much money do we have in the reserves?	<i>Budget Policies</i>	B-11-B-9
Where can I find the Tallahassee Area population?	<i>Community Profile</i>	A-2
Where are the City's financial policies?	<i>Financial Policies</i>	B-7
Where can I learn about the capital budget?	<i>City Manager's Budget Message</i>	i
	<i>Capital Budget Appropriation and Financial Summaries</i>	E-1-E-48
What are the Goals of the City of Tallahassee?	<i>City Manager's Budget Message</i>	i
	<i>Budget Policies</i>	B-1
How much money is transferred from the Electric Fund for General Government?	<i>Fund Pro Formas</i>	F-25
How much money is available for Capital projects?	<i>Capital Budget Appropriation and Financial Summaries/Capital Budget &amp; CIP</i>	E-1

## HOW TO READ DEPARTMENTAL BUDGET FORMS

**Figure 1.1 - Service Area Organizational Chart**

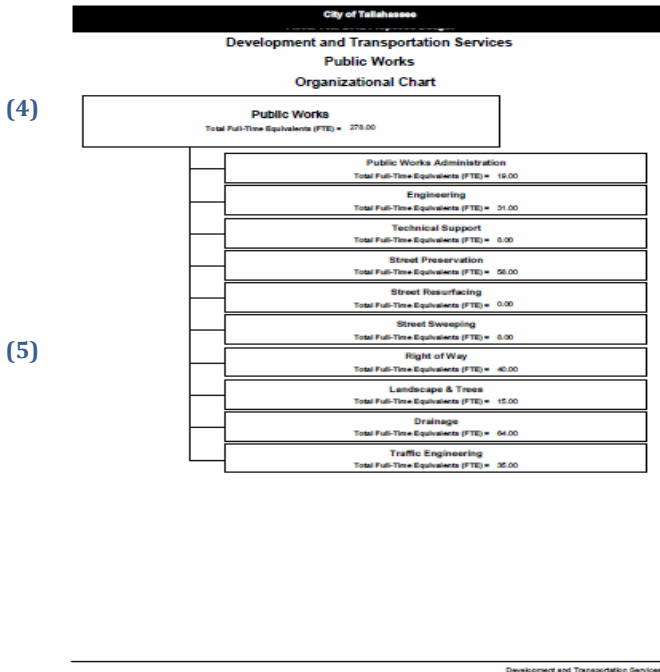


**(1) Service Area Level** – This section displays five major service areas: Charter and Executive Services, Administration and Management Services, Development and Transportation Services, Safety and Neighborhood Services, and Utility Services. With the exception of Executive Services which includes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

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

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

**Figure 1.2 - Department Organizational Chart**



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

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



**City of Tallahassee**  
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**Reader's Guide to the Budget**

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

City of Tallahassee				
Development and Transportation Services				
Public Works				
Operating Budget				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
<b>Budgetary Cost Summary</b>				
220101 Public Works Administration	2,973,972	3,592,853	4,892,195	0
220201 Engineering	844,126	823,114	983,963	0
220202 Survey	457,491	443,808	423,377	0
220203 Construction Inspection	303,485	237,228	200,898	0
220204 Construction Management	110,870	0	0	0
220301 Technical Support	1,586,296	1,012,544	1,003,994	0
220302 Street Preservation	1,455,775	2,143,883	2,185,444	0
220303 Street Resurfacing	325,126	350,300	0	0
220304 Street Sweeping	818,030	984,816	875,463	0
220305 Right of Way	2,811,728	2,488,604	2,451,889	0
220306 Landscape & Trees	1,835,705	1,813,132	1,887,489	0
220502 Drainage	4,190,071	4,387,332	4,731,860	0
220601 Traffic	885,628	1,749,873	2,303,018	0
220602 Construction	542,503	815,957	813,204	0
220603 Traffic Signals	1,846,148	1,377,880	1,300,058	0
<b>Total Expenditures</b>	<b>20,387,754</b>	<b>22,238,924</b>	<b>23,482,920</b>	<b>0</b>
<b>Expenditure Category Summary</b>				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	12,195,758	12,280,210	13,088,817	0
Operating	1,810,490	3,598,922	4,009,784	0
Capital Outlay	479,524	281,143	130,210	0
Allocated Accounts	4,481,208	4,949,858	5,089,956	0
Utilities and Other Expenses	543,755	506,477	526,006	0
Transfers	578,249	304,934	308,847	0
Contributions to Operations	319,000	319,300	319,300	0
<b>Total Expenditures</b>	<b>20,387,754</b>	<b>22,238,924</b>	<b>23,482,920</b>	<b>0</b>
<b>Funding Summary</b>				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	15,378,853	16,865,776	17,845,797	0
Stormwater Fund	4,008,901	4,372,148	4,637,123	0
<b>Total Funding</b>	<b>20,387,754</b>	<b>22,238,924</b>	<b>23,482,920</b>	<b>0</b>

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

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

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

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

City of Tallahassee				
Development and Transportation Services				
Public Works				
Operating Budget				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
<b>FTE Summary</b>				
220101 Public Works Administration	20.00	19.00	19.00	0.00
220201 Engineering	15.00	15.00	14.00	0.00
220202 Survey	10.00	10.00	10.00	0.00
220203 Construction Inspection	8.00	7.00	7.00	0.00
220301 Technical Support	9.00	8.00	8.00	0.00
220302 Street Preservation	49.00	49.00	58.00	0.00
220303 Street Resurfacing	9.00	9.00	0.00	0.00
220304 Street Sweeping	8.00	8.00	8.00	0.00
220305 Right of Way	41.00	40.00	40.00	0.00
220306 Landscape & Trees	15.00	15.00	15.00	0.00
220502 Drainage	84.00	84.00	84.00	0.00
220601 Traffic	14.00	10.00	10.00	0.00
220602 Construction	13.00	12.00	12.00	0.00
220603 Traffic Signals	13.00	13.00	13.00	0.00
<b>Total FTE</b>	<b>388.00</b>	<b>379.00</b>	<b>378.00</b>	<b>0.00</b>
<b>Summary of Services Provided</b>				
<p>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 sidewalks 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.</p> <p>The City of Tallahassee Public Works Department is in its second year of a significantly reorganized structure. Additionally, we have eliminated 43 FTE's in the last three fiscal years.</p> <p>Through this reorganization, we continue to gain increased accountability, improved organizational functionality and streamlined intradepartmental communication. While these changes have greatly assisted Public Works in its efforts to maintain, improve and develop our City's infrastructure in these difficult times, significant challenges lie ahead.</p>				

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

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

City of Tallahassee  
Fiscal Year 2013 Approved Budget  
**Reader's Guide to the Budget**

**Figure 1.5 - Department Trends and Issues**

**City of Tallahassee**

Development and Transportation Services  
Public Works

**Trends and Issues**

**(11)**

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


Development and Transportation Services

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

**Figure 1.6 – Departmental Overview**

**City of Tallahassee**

Development and Transportation Services  
Public Works



**Significant Changes From FY**

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

**(12)**

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

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

**(13)**

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

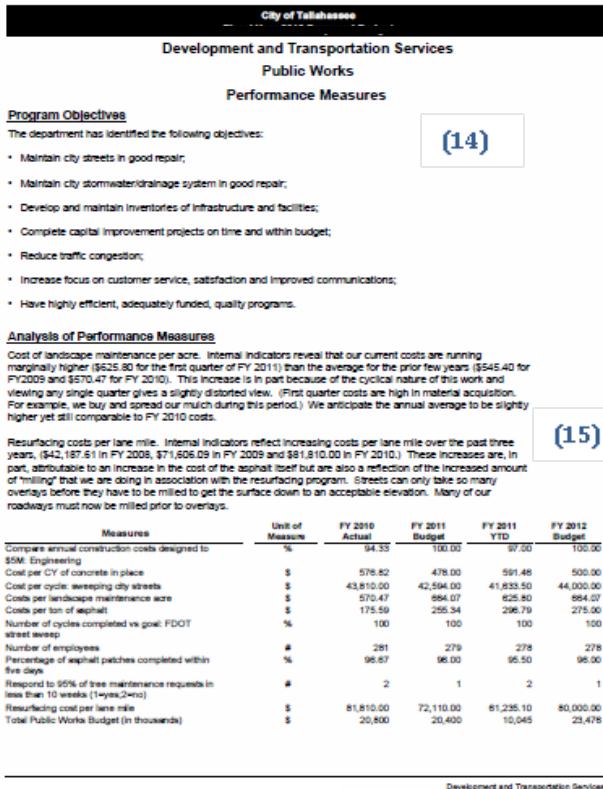
Development and Transportation Services

**(12) Significant Changes from FY 20xx** – This section outlines previous fiscal year or mid-year reductions as well as current fiscal year service level changes.

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

**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget**  
**Reader's Guide to the Budget**

**Figure 1.7 – Departmental Performance Measures Overview**

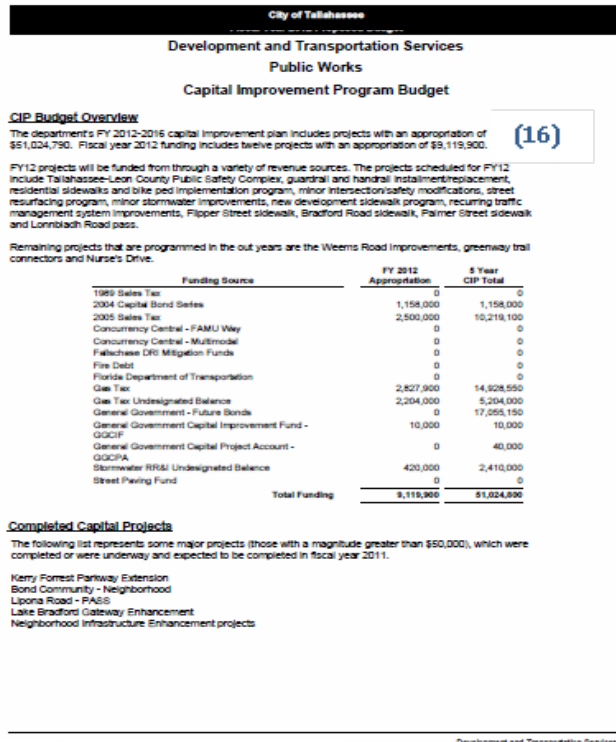


**(14) Program Objectives** – This section describes the activities that will be performed in order to attain the program goals.

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

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

**Figure 1.8 – Department Capital Project Overview**



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

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

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



City of Tallahassee  
Fiscal Year 2013 Approved Budget  
**Community Profile**

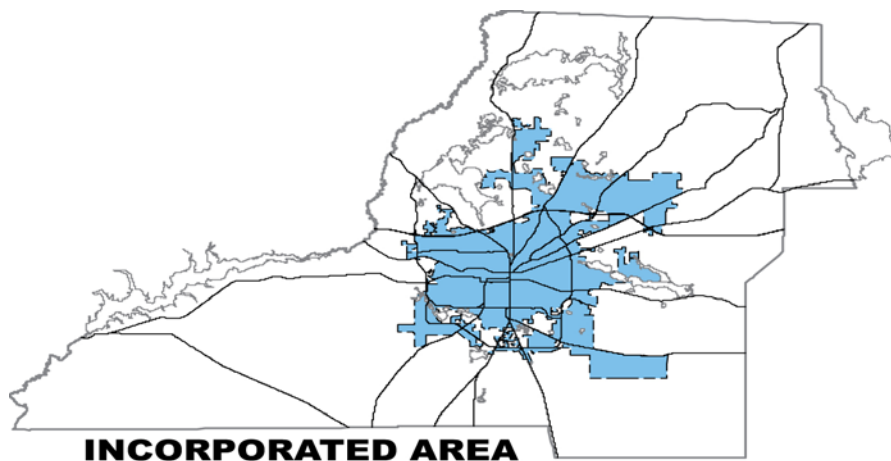
Tallahassee, the capital city of Florida, was established in 1824 following a decision by the Legislature to locate the capital of the new Florida Territory midway between the population centers of St. Augustine and Pensacola. Located in the north central portion or Big Bend area of the state, the city is less than 20 miles south of the Georgia state line and 25 miles north of the Gulf of Mexico. As the only incorporated city in the county, Tallahassee is the county seat. Although the city encompasses about 15% (103.25 square miles) of the county's land area, it was estimated in 2012 that 66% (183,643) of the county's population resides within the municipal boundaries. Between 2000 and 2010, the City captured 85% of the total population growth in Leon County.

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

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

Tallahassee is a full-service city with 2,800.58 full-time equivalent employees. The city owns and operates six utilities: an electric generation, transmission, and distribution system serving 95,616 customers in the city and adjacent urban area; a natural gas distribution system servicing approximately 26,598 customers primarily within the corporate city limits; a water production and distribution system serving about 75,023 customers within the urban area; a sewage collection system serving approximately 64,048 customers principally within the city limits; solid waste and recycling collections serving 62,668 customers; and a storm water/flood control utility serving 77,832 customers exclusively within the corporate city limits. Other enterprise activities owned and operated by the City of Tallahassee include fire services, a regional airport, public transportation, cemetery, and two municipal golf courses.

## CITY OF TALLAHASSEE



**Community Profile**

**TALLAHASSEE AREA DEMOGRAPHICS<sup>1</sup>**

YEAR	TALLAHASSEE	UNINCORPORATED COUNTY	LEON COUNTY
1950	27,237	24,353	51,590
1960	48,174	26,051	74,225
1970	71,897	31,150	103,047
1980	81,548	67,107	148,655
1990	124,773	67,720	192,493
2000	150,624	88,828	239,452
2010	181,376	94,111	275,487
2012 est.	183,643	94,027	277,670
2020 proj.	199,100	97,100	296,200
2030 proj.	219,600	100,700	320,300
2040 proj.	237,500	103,700	341,200

**RACIAL COMPOSITION**

**INCOME**

	Tallahassee	Leon Co.
White	57%	63%
Black	35%	30%
Other <sup>2</sup>	8%	7%

Median family (City)	\$58,516
County Cost of Living Index	19th of 67
Families below poverty level (City)	15%

**CITY OF TALLAHASSEE AGE COMPOSITION**

**TALLAHASSEE HOUSEHOLD TYPES**

Under 18	17%
18 to 24	30%
25 to 44	26%
45 to 64	19%
65 and older	8%

Married couple, no children	17%
Married, with children under 18	11%
Single parent families	10%
Other families	8%
Non family households	54%

**CITY OF TALLAHASSEE HOUSING TYPES**

**CITY OF TALLAHASSEE EDUCATION**

Single family	54%
Multi-family	43%
Mobile home	3%

Persons (25 or older with at least)	
High School diploma	91%
College (4 year) degree	45%

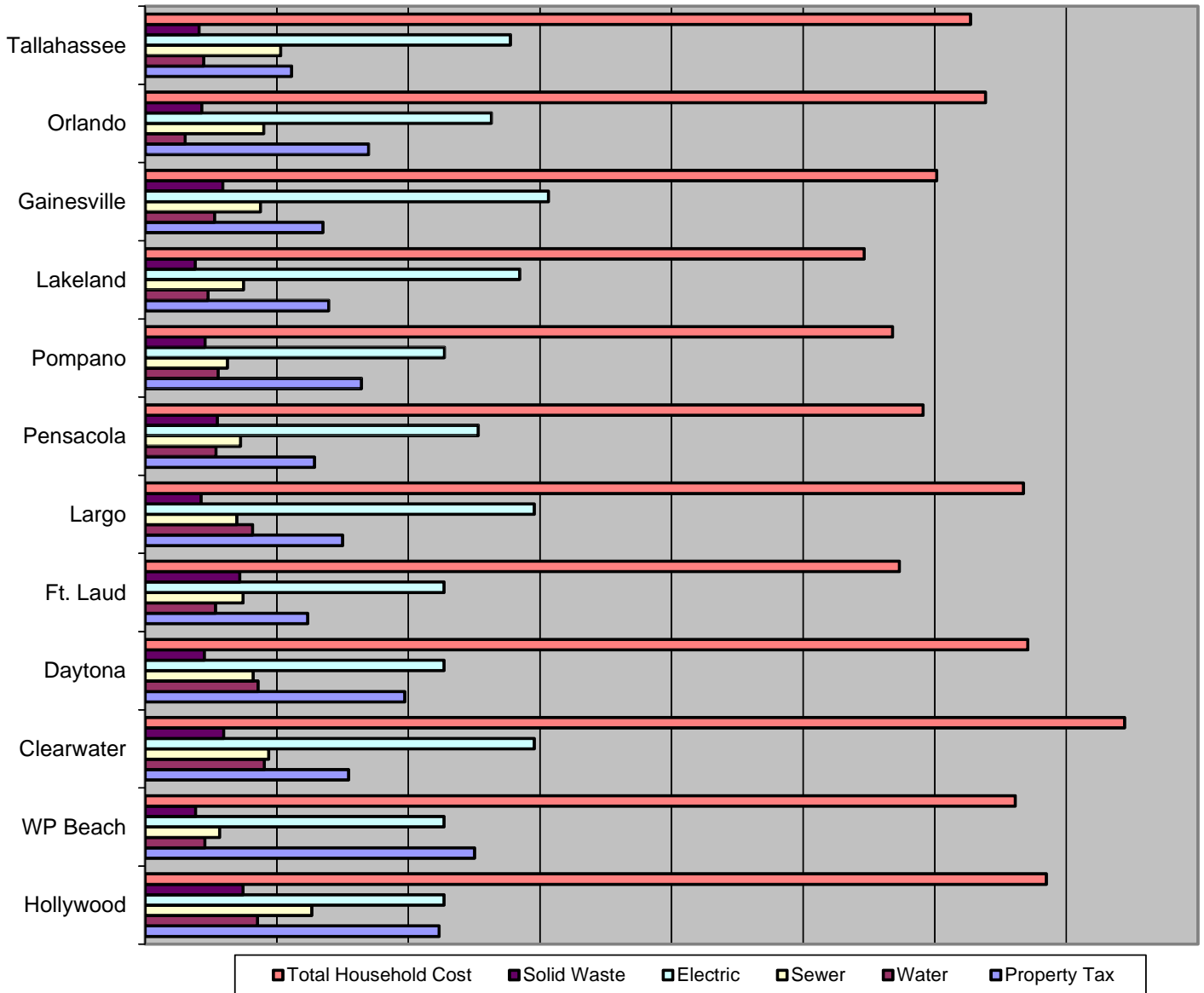
<sup>1</sup> Sources: U.S. Census Bureau, Bureau of Economic and Business Research, Tallahassee-Leon County Planning Department

<sup>2</sup> Includes those who claim more than one race

**Comparison of Tallahassee With Other Cities**

A cost comparison of the City of Tallahassee and eleven comparable Florida cities is depicted on the graph below and chart on the next page. To provide a perspective on Tallahassee's financing plan and revenue structure, the comparison shows the cost per household in each of the cities for ad valorem taxes and utility services. Millage rates range from 3.7000 mills to 8.3465 mills. The City of Tallahassee's millage rate is the lowest of the cities surveyed. The combined costs of utility services, including water, electric, sewer, solid waste, stormwater, fire/rescue fees and electric franchise fees, range from \$2,053.93 to \$2,948.06. The average total combined utility cost of the benchmark cities is \$2,344.82. The total combined utility cost for Tallahassee is \$2,581.20, which is \$236.38 per year, or \$19.70 per month above the average. On a positional ranking, the City of Tallahassee has the sixth lowest household costs, including property tax rates. If electric utility costs are excluded, Tallahassee has the sixth lowest household costs.

**FY 2013 ANNUAL MUNICIPAL SERVICE COSTS COMPARISON**



**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget**  
**Annual Municipal Service Costs**

	Tallahassee	Orlando	Gainesville	Lakeland	Pompano	Pensacola	Largo	Ft. Laud.	Daytona	Clearwater	W.P. Bch.	Hollywood
Operating Millage	3.7000	5.6500	4.4946	4.6644	5.4700	4.2895	4.9999	4.1193	6.5734	5.1550	8.3465	7.4479
City Property Tax Bill [a]	\$ 555.00	\$ 847.50	\$ 674.19	\$ 696.60	\$ 820.50	\$ 643.43	\$ 749.99	\$ 617.89	\$ 986.01	\$ 773.25	\$ 1,251.98	\$ 1,117.19
Water Bill [b]	221.16	151.56	262.80	238.32	276.12	268.20	408.36	267.48	429.12	452.76	226.56	427.08
Sewer Bill [c]	514.20	449.88	436.80	372.96	311.40	361.56	348.48	371.40	410.40	469.20	283.08	632.52
Electric Bill [d]	1385.76	1313.16	1532.04	1421.88	1135.44	1264.32	1478.28	1135.44	1135.44	1478.28	1135.44	1135.44
Solid Waste [e]	203.76	213.96	294.00	189.00	226.32	273.60	211.80	359.40	225.12	298.32	192.00	372.00
Stormwater Bill [f]	95.40	137.88	97.80	72.00	36.00	68.43	63.84	44.52	99.60	160.80	123.72	38.64
Electric Franchise Fee	-	78.79	-	-	68.13	75.86	75.86	68.13	68.13	88.70	68.13	68.13
Fire Services	160.92	-	78.00	-	122.00	-	-	135.00	-	-	25.00	189.00
<b>Subtotal Utilities</b>	<b>\$2,581.20</b>	<b>\$2,345.23</b>	<b>\$2,333.16</b>	<b>\$2,035.77</b>	<b>\$2,018.99</b>	<b>\$2,311.97</b>	<b>\$2,586.62</b>	<b>\$2,247.72</b>	<b>\$2,367.81</b>	<b>\$2,948.06</b>	<b>\$2,053.93</b>	<b>\$2,307.42</b>
<b>Total Cost</b>	<b>\$3,136.20</b>	<b>\$3,192.73</b>	<b>\$3,007.35</b>	<b>\$2,732.37</b>	<b>\$2,839.49</b>	<b>\$2,955.40</b>	<b>\$3,336.61</b>	<b>\$2,865.61</b>	<b>\$3,353.82</b>	<b>\$3,721.31</b>	<b>\$3,305.91</b>	<b>\$3,424.61</b>

[a] Yearly property tax (FY 2013) operating millage rates) based on a \$200,000 home with \$50,000 homestead exemption. Rates as of 08/31/12.

[b] Yearly residential water cost based on 5/8" line using 6,000 gallons each month. Rates as of 08/31/12.

[c] Yearly residential sewer cost based on 5/8" line using 5,000 gallons each month. Rates as of 08/31/12.

[d] Yearly residential electric cost based on 1,000 kwh usage each month. Rates as of 08/31/12 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 08/31/12.

[f] Yearly stormwater cost for single residential housing unit. Rates as of 08/31/12.

[g] The numbers provided above were derived from the proposed budgets of the surveyed municipalities before the final budgets were approved. Numbers are subject to change.



## **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

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**Budget Process**

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

#### Public Input

Three community budget meetings were held in early April, in conjunction with an online survey, to get input from the residents based on their budget priorities. Two statutorily required public hearings on the budget are also held in September each year to solicit public input.

#### Budget Review and Adoption

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

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

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

#### Budget Structure

Similar to the process used in past years, the budget for fiscal year 2013 was developed using a service level budgeting system (SLBS). This is a flexible system which focuses on various aspects of managerial planning and control. SLBS incorporates features of major budget system concepts such as traditional line-item, program performance, and zero based budgeting. In the FY13 development process, emphasis was again placed on programmatic review, but departments were required to reconstruct a number of discretionary accounts to determine appropriated funding levels.

#### 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.

## Budget Process

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

### Budget Basis

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

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

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

### CAPITAL BUDGET PROCESS

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

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

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

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





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**Budget Calendar**

<u>DATE</u>	<u>BUDGET ACTIVITY</u>
October 1, 2011	FISCAL YEAR 2012 BEGINS
November 22, 2011 December 14, 2011 January 25, 2012	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
February 15, 2012	FY2013 BUDGET UPDATE TO CITY COMMISSION
March 15, 2012	ISSUANCE OF CITY MANAGER'S BUDGET GUIDELINES AND OPERATING AND CAPITAL BUDGET INSTRUCTIONS
March 28, 2012	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
April 12-18, 2012	COMMUNITY BUDGET MEETINGS
April 11, 2012	DEPARTMENTS-OPERATING AND CAPITAL BUDGETS DUE TO OBP
April 25, 2012	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
May 2012	EXECUTIVE BUDGET HEARINGS/ EXECUTIVE FINAL BUDGET DECISIONS
May 9, 2012	FY 2013 BUDGET UPDATE TO CITY COMMISSION - FEEDBACK ON COMMUNITY BUDGET MEETING
May 23, 2012 June 11, 2012	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
June 19, 2012	RELEASE OF PROPOSED BUDGET
June 27, 2012	CITY COMMISSION WORKSHOP - FY 2013 PROPOSED BUDGET
July 10, 2012	CITY COMMISSION FINAL BUDGET DECISIONS WORKSHOP ADOPTION OF TENTATIVE MILLAGE RATE
September 12, 2012	FIRST PUBLIC HEARING ON TAX MILLAGE AND BUDGET
September 19, 2012	FINAL PUBLIC HEARING ON TAX MILLAGE AND BUDGET
October 1, 2012	FISCAL YEAR 2013 BEGINS



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

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

Ad Valorem Taxes – The Property Appraiser provides an annual estimate of taxable property values for the preceding year. Based upon adopted millage rates, municipalities are required to budget 95% of the gross taxable value for operating purposes. The city typically budgets 97%. In FY 2004, the city's millage rate increased from 3.2 mills to 3.7 mills. This was the first millage rate increase since FY 1991. As a result of property tax reform legislation enacted by the Florida Legislature, the millage rate in the FY 2008 approved budget was reduced to 3.1686 mills. Due to the passage of Amendment 1 on January 29, 2008, the city's millage rate for FY09 was 3.2115 mills. In FY10, the City Commission voted to increase the millage rate to 3.7 mills. The City Commission maintained the millage at 3.7 for FY12. The City Commission kept the tentative millage rate for FY13 on July 10, 2012 at 3.7 mills.

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

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

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

### **INTERNAL POLICIES**

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

Financing Policy, No. 224 Commission Policies – The financing policy establishes guidelines for distribution of year-end surpluses, transfers from the utilities to the General Fund, types and amounts of operating reserves, and funding for capital projects from undesignated fund balance year-end revenues. The policy also provides for full recovery of cost for enterprise funds, limits non-utility fee increases to a maximum of 20% per year unless otherwise approved by the City Commission; and allows discount fees for recreational programs for youth, seniors, and disabled citizens. The "Finance Policy Summary" chart that follows this section shows the requirements of the policy as applied to each fund.

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Risk Management Policy/Self-Insurance, No. 214 Commission Policies – This policy creates an internal service fund for payment of anticipated claims and judgments for coverage areas defined in the policy. In addition, a special Insurance Reserve Fund is established and funded to meet unanticipated losses from catastrophic events or claims in excess of the Risk Management Fund. This reserve is set at 150% of the average claims for the past 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 – Currently, unions represent a total of 615 FTEs (authorized positions). A total of 355 positions are subject to terms and conditions of the collective bargaining agreement with the Big Bend Chapter of the Florida Police Benevolent Association, Inc. The City Commission and police officers re-opened a new agreement, which was resolved June, 2012. The International Association of Firefighters (IAFF) union ratified a new agreement on collective bargaining contracts for the existing firefighter unit (firefighters, fire engineers, and fire lieutenants) and the supervisory unit (battalion chiefs and captains) on May 23, 2012 and the City Commission approved it on May 23, 2012. The agreement will retroactively commence on October 1, 2011 and extend through September 30, 2014. A total of 260 positions are subject to terms and conditions of the IAFF.

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. Beginning October 2012, Water, and Sewer Utility rates will automatically increase by the CPI. The estimated total increase will be 2.4%. This CPI increase methodology is the same for Electric, Natural Gas and Solid Waste rates. The proposed budget does not recommend a rate increase Stormwater Utility this fiscal year.

Assessment and Fee Reviews – Fees and assessments are periodically reviewed to ensure recovery of costs to provide certain services. A cost of services study for the animal shelter was conducted in 2006, which recommended a plan to recover at least 50% of the operating costs through animal licensing fees, but this has not been implemented. A fire services fee study was conducted in 2009 as part of the city/county interlocal agreement and imposed fees in both the incorporated and unincorporated areas of Leon County. The City Commission also increased building inspection fees in



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**Budget Statutes And Guidelines**

August 2009 to fully recover all eligible building inspection costs. Rates for electric, underground utilities and solid waste are set by ordinances which provide for annual increase based on the CPI. The City Commission opted to forego the CPI increase for Stormwater for FY 2013. As part of the strategy to retain the Lafayette Parks Arts and Craft program, the Parks, Recreation and Neighborhood Affairs department has been directed to develop a new fee schedule for classes beginning on October 2012.



City of Tallahassee  
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**Finance Policy Summary**

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
<p><b>GENERAL</b></p> <p><u>General Government:</u> aggregate revenues or expenditures in the General Fund plus transfers to StarMetro, CRTPA, and Golf Course funds, when required.</p>	<p>Any remaining balance is first used to fund the Deficiencies Reserve until the target level is achieved. After fully funding the deficiencies fund, any remaining balance may be used to support the subsequent year's operating budget, up to a maximum of 5% of general government operating expenditures, and to buy down debt-financed capital improvement projects.</p>	<p>Effective FY06, General Government Capital Project Account (GG/CPA) funding is capped at \$3.0 million annually. GGCPA funding of \$1 million is budgeted in FY13. An additional \$1 million from the General Government Capital Improvement Fund (GG/CIF) Undesignated Balance is programmed to projects in FY13.</p>	<p>\$50,000 is budgeted for Contingency in FY13.</p>	<p><u>Deficiencies Reserve:</u> up to 5% of year-end surpluses will be allocated to support subsequent year's operating deficit. This has been suspended pending replenishment of the Deficiencies Fund to policy levels.</p> <p><u>Fleet Reserve:</u> retained at the FY06 level, which will provide a targeted reserve balance equivalent to the cost of the average five-year replacement program.</p> <p><u>RR&amp;I:</u> undesignated balance set at a maximum of 3% of general government capital projects.</p>
<p><b>FIRE SERVICES</b></p>	<p>Retained for fire operating and capital costs.</p>	<p>No transfer.</p>	<p>No reserve.</p>	<p>Not applicable.</p>
<p><b>ELECTRIC</b></p>	<p>Operating fund balance after General Fund transfer minus bond reserves used to fully fund the operating reserve, with the balance designated for electric system capital projects.</p>	<p>A transfer policy adopted in FY04 was based on 8.3 mills per actual retail KWH sales for the prior year. This was modified in FY11 to include a three-year consumption average. A policy revision in FY12 transferred 6.99% of a 3-year average of retail rate revenues. A change in FY13 results in a fixed transfer of \$23.9 million, which will increase annually by CPI.</p>	<p>The operating reserve is comprised of four subcomponents, with the primary purpose aimed at providing working capital. The working capital component is targeted with having a balance of 60 to 90 days of operating expenses. The other three components are fuel risk management, emergency reserve and rate stabilization.</p>	<p><u>RR&amp;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&amp;I but do not specify an amount.</p>

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**Finance Policy Summary**

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
<b>GAS</b>	Designated to fully fund the operating reserve and thereafter to fund gas system capital projects.	In FY04, the policy was established as a fixed amount of \$2.30 million annually. The transfer policy was changed in FY12 to 6.99% of a 3-year average of system revenues. FY13's transfer is \$2.5 million.	Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.	<u>RR&amp;I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the applicable rate study.
<b>WATER</b>	Designated to fully fund the operating reserve and thereafter to fund water system capital projects.	In FY04, the methodology for calculating the transfer was modified to 20% of average gross revenues (excluding surcharge) for the past 3 years plus current year surcharge revenues (dedicated to funding parks and recreation programs per the interlocal agreement with Leon County). An approved policy change in FY12 to 6.99% of a 3-year average of system revenues will result in an FY13 transfer of \$3.1 million.	Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.	<u>RR&amp;I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR).

City of Tallahassee  
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**Finance Policy Summary**

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
<b>SEWER</b>	Designated to fully fund the operating reserve and thereafter to fund sewer system capital projects.	In FY04, the methodology for calculating the transfer was modified to 4.5% of average gross revenues (excluding surcharge) for the past 3 years plus current year surcharge revenues, (which are dedicated to funding parks and recreation programs per the interlocal agreement with Leon County). An approved policy change in FY12 to 6.99% of a 3-year average of system revenues will generate a transfer in FY13 of approximately \$4.1 million.	Funded at 25% of the prior year's General Fund. Used to meet General Fund transfer, if required.	<u>RR&amp;I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR).
<b>AVIATION</b>	Retained within fund and allocated according to airline use agreement.	No transfer to General Fund. Full recovery of cost.	Minimum of 1/12 <sup>th</sup> of operating and maintenance budget for Airport (less fuel for resale) designated for unanticipated non-recurring expenditures.	<u>RR&amp;I</u> : Not applicable.
<b>SOLID WASTE</b>	Retained for rate stabilization reserve.	Transfer initiated in FY04. Amount set at 0.75% of average gross revenues for the past 3 years. An FY12 approved policy change to 6.99% of a 3-year average of system revenues will generate a transfer of nearly \$1.6 million in FY13.	No reserve.	<u>RR&amp;I</u> : Not applicable.



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**Finance Policy Summary**

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
<b>STORMWATER</b>	Retained for stormwater system capital projects.	No transfer to General Fund. Full recovery of cost.  The FY13 transfer of \$319,300 to the General Fund represents administrative cost sharing only.	No reserve.	RR&I: Maximum of 5% of capital projects funding sources, with a minimum level of 3% as of 10/01/95.
<b>CEMETERY PERPETUAL CARE</b>	Retained for cemetery operating and capital costs.	No transfer.	No reserve.	Not applicable.
<b>INTERNAL SERVICE FUNDS</b>	Revenues for all funds are balanced against actual expenditures resulting in zero surpluses.	Not applicable. With the exception of the Information Systems Services Fund, excess balances from budgeted revenues are transferred to the original funding source at year-end.	No reserve.	Funding needed for large capital outlays may be accumulated over a period of time in a RR&I Fund.

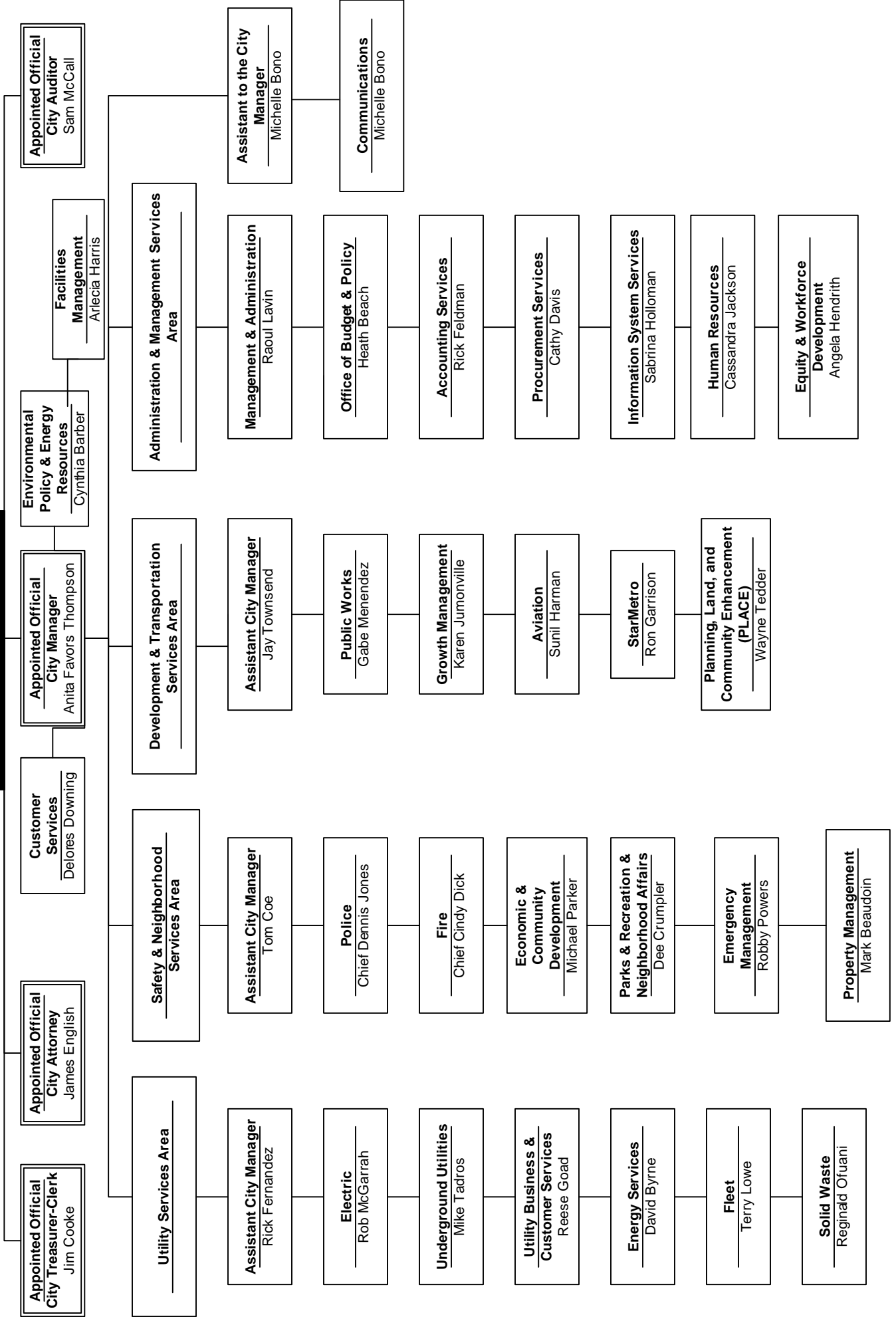
**City of Tallahassee  
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**Schedule of Reserves  
As of June 30, 2012**

<b>Organizational Coverage</b>	<b>Bond Required</b>	<b>Maintenance &amp; RR&amp;I</b>	<b>Available Balance</b>	<b>Total Reserves Balances</b>	<b>Total Target</b>
<b><u>City Wide</u></b>					
Deficiencies	0	0	16,592,814	16,592,814	23,046,500
Fleet Reserve Fund	0	11,464,917	0	11,464,917	11,464,917
Cemetery Perpetual Care/Trust	0	0	5,604,701	5,604,701	5,604,701
Risk Management Reserve	0	0	5,943,963	5,943,963	5,943,963
Bond Reserve - General	8,842,400	0	0	8,842,400	8,842,400
<b>Total</b>	<b>8,842,400</b>	<b>11,464,917</b>	<b>28,141,478</b>	<b>48,448,795</b>	<b>54,902,481</b>
<b><u>Fire Service Fee Fund</u></b>					
Operating Reserve	0	0	2,359,188	2,359,188	2,359,188
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,359,188</b>	<b>2,359,188</b>	<b>2,359,188</b>
<b><u>Electric Fund</u></b>					
Operating Reserves:					
Working Capital/Liquidity	0	0	94,950,671	94,950,671	152,000,000
Bond Reserve	14,576,525	0	0	14,576,525	14,576,525
<b>Total</b>	<b>14,576,525</b>	<b>0</b>	<b>94,950,671</b>	<b>109,527,196</b>	<b>166,576,525</b>
<b><u>Gas Fund</u></b>					
Operating Reserve	0	0	580,750	580,750	580,750
Bond Reserve	1,548,400	0	0	1,548,400	1,548,400
<b>Total</b>	<b>1,548,400</b>	<b>0</b>	<b>580,750</b>	<b>2,129,150</b>	<b>2,129,200</b>
<b><u>Water Fund</u></b>					
Operating Reserve	0	0	1,639,752	1,639,752	1,503,100
Bond Reserve	2,371,961	0	0	2,371,961	2,371,961
<b>Total</b>	<b>2,371,961</b>	<b>0</b>	<b>1,639,752</b>	<b>4,011,713</b>	<b>3,875,061</b>
<b><u>Sewer Fund</u></b>					
Operating Reserve	0	0	831,659	831,659	916,869
Bond Reserve	11,898,622	0	0	11,828,622	11,828,622
<b>Total</b>	<b>11,898,622</b>	<b>0</b>	<b>831,659</b>	<b>12,660,281</b>	<b>12,745,491</b>
<b><u>Airport Fund</u></b>					
Operating Reserve	810,784	0	0	810,784	938,355
Emergency Reserve	0	250,000	0	250,000	250,000
Bond Reserve	739,466	0	0	739,466	739,500
<b>Total</b>	<b>1,550,250</b>	<b>250,000</b>	<b>0</b>	<b>1,800,250</b>	<b>1,927,855</b>
<b><u>Solid Waste Fund</u></b>					
Rate Stabilization Reserve	0	0	9,674,437	9,674,437	9,674,437
<b>Total</b>	<b>0</b>	<b>0</b>	<b>9,674,437</b>	<b>9,674,437</b>	<b>9,674,437</b>
<b>Grand Total</b>	<b>40,788,158</b>	<b>11,714,917</b>	<b>138,177,935</b>	<b>190,611,010</b>	<b>254,190,238</b>



**Tallahassee Citizens  
Mayor & City Commission**







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**Organizational Overview**

**Position Control**

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

**Overall Position Status**

The FY12 approved budget included the elimination of 5.34 FTEs (0.34 FTE was a FY11 mid-year elimination): a records technician, a crime analyst, a code enforcement officer, a solid waste technician and apprentice line worker. The FY12 approved budget also included the addition of 10.50 new positions in Electric, Underground Utilities, Star Metro, Treasurer-Clerk and Human Resources (3.00 FTE were FY11 mid-year additions). As approved by the City Commission, position changes resulted in a total FTE position count of 2,846.33 for FY12.

The FY13 proposed budget included the elimination of 59.75 positions and 14.00 new positions. Of the position changes, 0.75 positions (an accountant II and administrative specialist II) are FY12 mid-year eliminations and 1.00 position (marketing and public information manager) is a FY12 mid-year addition. The FY13 proposed FTE count totaled 2,801.58. The positions that were proposed for elimination in FY13 included: one (1.00) planner II, two (2.00) public safety computer system coordinators, 48.00 public safety communications operators, seven (7.00) shift supervisors-public safety communications, and one (1.00) supervisor-public safety communications. Out of the 59.75 positions that are approved for elimination, 56.00 of these positions will be transferred to the Joint Dispatch Center in FY13. The Dispatch Center is in conjunction with the County is categorized as non-departmental. The City does not include non-departmental positions in the total FTE count; therefore, the transfers are classified as eliminations.

The new positions included: one (1.00) automotive service writer, one (1.00) electrical inspector, one (1.00) administrative specialist I, one (1.00) network administrator, two (2.00) traffic signal technicians, two (2.00) traffic management technicians, one (1.00) horticultural technician, one (1.00) senior horticultural technician, one (1.00) foreman-horticultural operations, one (1.00) irrigation technician, and one (1.00) supervisor II-Recreation Center. The FY13 approved budget includes one position change. The FY13 proposed budget included the addition of two (2.00) horticultural technicians for the opening of Cascades Park in FY13; however, only one (1.00) horticultural technician is included in the approved budget. The FY13 approved FTE count is 2,800.58.

Currently, unions represent a total of 615 FTEs (authorized positions). A total of 355 positions are subject to terms and conditions of the collective bargaining agreement with the Big Bend Chapter of the Florida Police Benevolent Association, Inc. The City Commission and police officers have re-opened a new agreement, which will extend through September 30, 2013. The International Association of Firefighters (IAFF) union ratified a new agreement on collective bargaining contracts for the existing firefighter unit (firefighters, fire engineers, and fire lieutenants) and the supervisory unit (battalion chiefs and captains), which was approved by the City Commission approved on May 23, 2012. The agreement retroactively commenced on October 1, 2011 and will extend through September 30, 2014. A total of 260 positions are subject to terms and conditions of the IAFF.

City of Tallahassee  
Fiscal Year 2013 Approved Budget  
**Organizational Overview**

**Summary of Organizational Changes**

As part of our efforts to continuously improve services to citizens and customers, a number of changes in the organizational structure have been accomplished during the FY13 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, elimination of duplicate efforts, and identification of additional needs. The following is a summary of some of the departmental organization changes approved for fiscal year 2013:

**Parks, Recreation and Neighborhood Affairs**

The FY13 approved budget includes staff and operational funding for Cascades Park scheduled to open in FY13. Funding for five (5.00) FTEs have been approved for the FY13 budget, which includes: one (1.00) Supervisor II for Recreation Center, one (1.00) Horticultural Technician, one (1.00) Horticultural Foreman, one (1.00) Senior Horticultural Technician, and one (1.00) Irrigation Technician. In addition, funding for operating and maintaining the Park is also approved for items, such as: temporary wages, capital outlay equipment and material and supplies. The total fiscal impact for the positions and operating funds for FY13 is \$803,659.

**Public Works**

The FY13 approved budget for Public Works includes the addition of six (6.00) full-time positions. These positions are requested to staff the Regional Transportation Management Center (RTMC) at the Public Safety Complex (PSC) and associated Freeway Management Systems (FMS) on I-10. The hours of operation of the RTMC will increase from its current 11.5 hours per weekday to 16 hours per weekday. The approved positions are two (2.00) Traffic Management Technicians, two (2.00) Traffic Signal Technicians, one (1.00) Network Administrator dedicated to maintaining the computer network, communications, applications and databases for the TATMS and SunGuide systems; and one (1.00) Administrative Specialist I to perform all the administrative functions for the Traffic Signal Operations section of Public Works Operations Division. The fiscal impact for the addition of these position is (\$512,264) for FY13.

**Utility Business and Customer Services**

The FY13 budget includes a minor re-organization in UBCS. The City's two golf courses: Hilaman and Jake Gaither will be under the umbrella of UBCS. The golf courses were formerly in Parks, Recreation and Neighborhood Affairs. A total of eight (8.00) FTEs were approved to be transferred from Parks, Recreation and Neighborhood Affairs to UBCS. Hilaman Golf Course is funded through the Golf Course Fund (615) and the Jake Gaither Golf Course is funded by the General Fund. The golf courses will continue with the same funding sources; however, the costs centers will be transferred to UBCS. There will be no fiscal impact for FY13 due to the funding sources remaining under the Golf Course Fund and the General Fund.

City of Tallahassee  
Fiscal Year 2013 Approved Budget  
**Organizational Overview**

**Growth Management**

Growth Management's FY13 budget includes the addition of one (1.00) Electrical Inspector position. The electrical systems plans review and field inspection unit is working at minimal staffing levels due to efforts to reduce expenses during the recent economic crisis. The State of Florida now requires anyone who installs low voltage wiring in a structure to be licensed and these systems be installed per the Florida Building Code, which became effective in March 2012. The addition of this state license category has resulted in an increase of individuals seeking licensure and permitting for installing low voltage systems within the city. The issuance of low voltage permits, inspection of installations and validation of correct licensure is required for this trade. The total fiscal impact is \$61,456 for FY13.

**Equity and Workforce Development**

In FY13, Equity and Workforce Development will become a division under Department of Management and Administration (DMA). All operating funding and positions will be transferred to DMA. The new cost center will be 410701. There will be no fiscal impact due to the funding remaining in the same fund.

**Joint Dispatch Center**

In 2006, the City, the County and Leon County Sheriff's Office approved the creation of the Joint Dispatch Center for joint dispatch operations for public safety agencies, including Leon County Sheriff, Leon County Emergency Medical Services, Tallahassee Fire Department and the Tallahassee Police Department. In addition, the City, County and Sheriff's Office authorized the formation of the Public Safety Communications Board (PSCB) as the oversight body for public safety communications. The goal of the Board is to improve services to the public by more efficient handling of both emergency and non-emergency calls and by providing effective deployment of resources. The Center will be operational in mid-year 2013.

The Police Department's FY13 approved budget includes the elimination 56.00 full-time positions, which include 48.00 Public Safety Communications Operators, seven (7.00) Public Safety Communications Shift Supervisors, and one (1.00) Public Safety Communications Supervisor. In addition, the Accounting division under the Department of Management and Administration is proposing elimination two (2.00) Public Safety Computer System Coordinators. These positions are being transferred to the Joint Dispatch Center and are no longer included in the total FTE count. The transfer of these positions will not take effect until mid-year FY 2013.

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



**City of Tallahassee  
Fiscal Year 2013 Approved Budget - Authorized Position Summary**

**Charter and Executive Services**

<b>Department Name</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Adopted</b>
City Commission/Office of the Mayor	13.00	13.00	13.00	13.00
City Attorney	21.00	21.00	21.00	21.00
Treasurer-Clerk	54.88	55.38	55.38	55.38
City Auditor	7.00	7.00	7.00	7.00
Executive Services	34.00	34.00	34.00	34.00
Communications	12.00	12.00	13.00	13.00
Customer Services	1.00	1.00	1.00	1.00
Environmental Policy and Energy Resources	12.00	13.00	13.00	13.00
Service Area Full-Time Equivalents (FTE)	<b>154.88</b>	<b>156.38</b>	<b>157.38</b>	<b>157.38</b>

**Administration and Management Services**

<b>Department Name</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Adopted</b>
Equity and Workforce Development	6.00	6.00	6.00	0.00
Management and Administration	175.09	175.75	173.00	179.00
Service Area Full-Time Equivalents (FTE)	<b>181.09</b>	<b>181.75</b>	<b>179.00</b>	<b>179.00</b>

**Safety and Neighborhood Services**

<b>Department Name</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Adopted</b>
Fire	280.00	280.00	280.00	280.00
Police	485.00	483.00	427.00	427.00
Parks, Recreation and Neighborhood Affairs	171.25	172.25	171.25	170.25
Economic and Community Development	37.95	36.95	36.95	36.95
Emergency Management	1.00	1.00	1.00	1.00
Service Area Full-Time Equivalents (FTE)	<b>975.20</b>	<b>973.20</b>	<b>916.20</b>	<b>915.20</b>

**Development and Transportation Services**

<b>Department Name</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Adopted</b>
Public Works	279.00	278.00	283.00	283.00
Planning	27.00	27.00	26.00	26.00
Aviation	53.00	53.00	53.00	53.00
StarMetro	168.00	170.00	170.00	170.00
Growth Management	61.00	61.00	62.00	62.00
Service Area Full-Time Equivalents (FTE)	<b>588.00</b>	<b>589.00</b>	<b>594.00</b>	<b>594.00</b>

**Utility Services**

<b>Department Name</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Adopted</b>
Electric Utility	295.00	298.00	298.00	298.00
Solid Waste	89.00	88.00	88.00	88.00
Utility Business and Customer Services	112.00	112.00	120.00	120.00
Energy Services	29.00	29.00	29.00	29.00
Fleet Management	57.00	57.00	58.00	58.00
Underground Utilities	360.00	362.00	362.00	362.00
Service Area Full-Time Equivalents (FTE)	<b>942.00</b>	<b>946.00</b>	<b>955.00</b>	<b>955.00</b>

**City Wide Total Full-Time Equivalents (FTE)      2,841.17      2,846.33      2,801.58      2,800.58**

**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget - Authorized Position Summary by Fund**

<b>Fund</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Adopted</b>
001 General Fund	1,053.87	1,054.74	1,009.74	1,008.74
120 Building Inspection Fund	28.00	28.00	29.00	29.00
130 Fire Services Fund	280.00	280.00	280.00	280.00
160 800 MHz Fund	1.00	7.00	6.50	6.50
400 Electric Operating Fund	291.00	293.00	293.00	293.00
426 Electric Warehouse Fund	4.00	4.00	5.00	5.00
430 Gas Operating Fund	37.33	37.00	37.00	37.00
460 Water Operating Fund	102.33	105.00	105.00	105.00
500 Sewer Operating Fund	202.33	200.00	200.00	200.00
540 Airport Operating Fund	64.00	64.00	64.00	64.00
580 StarMetro Operating Fund	168.00	170.00	170.00	170.00
600 Solid Waste Fund	89.00	88.00	88.00	88.00
605 Stormwater Fund	90.00	90.00	90.00	90.00
615 Golf Course Fund	4.34	3.34	3.34	3.34
705 Data Processing Fund	82.00	76.00	74.00	74.00
710 Revenue Fund	23.00	23.50	23.50	23.50
715 Garage Operating Fund	57.00	57.00	58.00	58.00
720 Accounting Fund	28.75	28.75	28.50	28.50
725 Purchasing Fund	25.34	25.00	25.00	25.00
730 Human Resources Fund	33.00	34.00	34.00	34.00
735 Pension Administration Fund	7.88	8.00	8.00	8.00
740 Risk Management Fund	12.00	12.00	12.00	12.00
755 Utility Business Services Fund	112.00	112.00	112.00	112.00
760 Energy Services Fund	29.00	29.00	29.00	29.00
765 Environmental Policy and Energy Resource Fund	12.00	13.00	13.00	13.00
840 Cemetery Fund	4.00	4.00	4.00	4.00
<b>City Wide Total Full-Time Equivalents (FTE)</b>	<b>2,841.17</b>	<b>2,846.33</b>	<b>2,801.58</b>	<b>2,800.58</b>



**City of Tallahassee  
Fiscal Year 2013 Approved Budget - Authorized Position Changes**

<b>Department Name</b>	<b>FY 2012 Appropriated</b>	<b>FTE Eliminated</b>	<b>FTE Added</b>	<b>FTE Transferred</b>	<b>FY 2013 Budget</b>
<b><u>Charter and Executive Services</u></b>					
City Commission/Office of the Mayor	13.00	0.00	0.00	0.00	13.00
City Attorney	21.00	0.00	0.00	0.00	21.00
Treasurer-Clerk	55.38	0.00	0.00	0.00	55.38
City Auditor	7.00	0.00	0.00	0.00	7.00
Executive Services	34.00	0.00	0.00	0.00	34.00
Communications	12.00	0.00	1.00	0.00	13.00
Customer Services	1.00	0.00	0.00	0.00	1.00
Environmental Policy and Energy Resources	13.00	0.00	0.00	0.00	13.00
	<b>156.38</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>157.38</b>
Service Area Full-Time Equivalents (FTE)					
<b><u>Administration and Management Services</u></b>					
Equity and Workforce Development	6.00	0.00	0.00	-6.00	0.00
Management and Administration	175.75	-2.75	0.00	6.00	179.00
Service Area Full-Time Equivalents (FTE)	<b>181.75</b>	<b>-2.75</b>	<b>0.00</b>	<b>0.00</b>	<b>179.00</b>
<b><u>Safety and Neighborhood Services</u></b>					
Fire	280.00	0.00	0.00	0.00	280.00
Police	483.00	-56.00	0.00	0.00	427.00
Parks, Recreation and Neighborhood Affairs	172.25	0.00	5.00	-7.00	170.25
Economic and Community Development	36.95	0.00	0.00	0.00	36.95
Emergency Management	1.00	0.00	0.00	0.00	1.00
Service Area Full-Time Equivalents (FTE)	<b>973.20</b>	<b>-56.00</b>	<b>5.00</b>	<b>-7.00</b>	<b>915.20</b>
<b><u>Development and Transportation Services</u></b>					
Public Works	278.00	0.00	6.00	-1.00	283.00
Planning	27.00	-1.00	0.00	0.00	26.00
Aviation	53.00	0.00	0.00	0.00	53.00
StarMetro	170.00	0.00	0.00	0.00	170.00
Growth Management	61.00	0.00	1.00	0.00	62.00
Service Area Full-Time Equivalents (FTE)	<b>589.00</b>	<b>-1.00</b>	<b>7.00</b>	<b>-1.00</b>	<b>594.00</b>
<b><u>Utility Services</u></b>					
Electric Utility	298.00	0.00	0.00	0.00	298.00
Solid Waste	88.00	0.00	0.00	0.00	88.00
Utility Business and Customer Services	112.00	0.00	0.00	8.00	120.00
Energy Services	29.00	0.00	0.00	0.00	29.00
Fleet Management	57.00	0.00	1.00	0.00	58.00
Underground Utilities	362.00	0.00	0.00	0.00	362.00
Service Area Full-Time Equivalents (FTE)	<b>946.00</b>	<b>0.00</b>	<b>1.00</b>	<b>8.00</b>	<b>955.00</b>
<b>City Wide Total FTE</b>	<b>2,846.33</b>	<b>-59.75</b>	<b>14.00</b>	<b>0.00</b>	<b>2,800.58</b>

**City of Tallahassee  
Fiscal Year 2013 Approved Budget - Authorized Position Changes**

**Added Positions**

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2013 FTE Added</u>
<b><u>Utility Services</u></b>		
Fleet Management	Automotive Service Writer	1.00
		Service Area FTE Added
		<u>1.00</u>
<b><u>Development and Transportation Services</u></b>		
Growth Management	Electrical Inspector	1.00
Public Works	Administrative Specialist I	1.00
	Network Administrator	1.00
	Traffic Signal Technician	2.00
	Traffic Management Technician	2.00
		Service Area FTE Added
		<u>7.00</u>
<b><u>Charter and Executive Services</u></b>		
Communications	Marketing and Public Information Manager (FY12 mid-year)	1.00
		Service Area FTE Added
		<u>1.00</u>
<b><u>Safety and Neighborhood Services</u></b>		
Parks, Recreation and Neighborhood Affairs	Horticultural Technician I	1.00
	Senior Horticultural Technician	1.00
	Foreman-Horticultural Operations	1.00
	Irrigation Technician	1.00
	Supervisor II-Recreation Center	1.00
		Service Area FTE Added
		<u>5.00</u>
		<b><u>City Wide FTE Added</u></b>
		<b><u>14.00</u></b>

**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget - Authorized Position Changes**

**Eliminated Positions**

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2013 FTE Eliminated</u>
<b><u>Administration and Management Services</u></b>		
Management and Administration	Public Safety Computer System Coordinator (FY13 mid-year)	2.00
	Accountant II (FY12 mid-year)	0.25
	Administrative Specialist II (FY12 mid-year)	0.50
		Service Area FTE Eliminated <sup>1</sup>
		<u>2.75</u>
<b><u>Safety and Neighborhood Services</u></b>		
Police	Public Safety Communications Operator (FY13 mid-year)	48.00
	Shift Supv-Public Safety Communications (FY13 mid-year)	7.00
	Supervisor-Public Safety Communications (FY13 mid-year)	1.00
		Service Area FTE Eliminated <sup>2</sup>
		<u>56.00</u>
<b><u>Development and Transportation Services</u></b>		
PLACE	Planner II	
		Service Area FTE Eliminated
		<u>1.00</u>
		<b>City Wide FTE Eliminated</b>
		<u>59.75</u>

Notes:

<sup>1</sup> The Two (2) full-time Public Safety Computer System Coordinator positions were transferred from ISS to the newly-formed Joint Dispatch Center. The Dispatch Center is in conjunction with the County and is categorized as non-departmental; therefore, not considered a City department. The City does not include non-departmental positions in the total FTE count. The Accountant III position in Accounting Services and the Administrative Specialist II position in ISS were reduced from 0.75 FTE to a 0.50 FTE and from a 1.0 FTE and 0.50 FTE, respectively. The position transfers will be effective mid-year of FY13 when the center begins operation.

<sup>2</sup> The 56 full-time positions in Police were transferred to the newly-formed Joint Dispatch Center. The Dispatch Center is in conjunction with the County and is categorized as non-departmental; therefore, not considered a City department. The City does not include non-departmental positions in the total FTE count. The position transfers will be effective mid-year of FY13 when the center begins operation.





**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget**  
**Citywide Appropriated Position**  
**Operating Budget**

Appropriated Funds	General	Electric	Gas	Water	Sewer	Aviation	StarMetro	Solid Waste
Beginning Balance (as of 9/30/11)								
Airline Prepaid Credit	0	0	0	0	0	728,955	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	728,955	0	0
<b>Operating Revenues</b>	<b>103,070,749</b>	<b>284,168,903</b>	<b>33,187,702</b>	<b>30,140,032</b>	<b>60,712,394</b>	<b>10,531,302</b>	<b>7,967,395</b>	<b>23,765,297</b>
<b>Total Revenues</b>	<b>103,070,749</b>	<b>284,168,903</b>	<b>33,187,702</b>	<b>30,140,032</b>	<b>60,712,394</b>	<b>11,260,257</b>	<b>7,967,395</b>	<b>23,765,297</b>
<b>Operating Expenditures</b>	<b>129,705,552</b>	<b>260,268,903</b>	<b>30,164,481</b>	<b>26,991,289</b>	<b>56,637,162</b>	<b>11,260,257</b>	<b>16,575,727</b>	<b>22,351,826</b>
<b>Net Position</b>								
<b>Before Transfers</b>	<b>-26,634,803</b>	<b>23,900,000</b>	<b>3,023,221</b>	<b>3,148,743</b>	<b>4,075,232</b>	<b>0</b>	<b>-8,608,332</b>	<b>1,413,471</b>
<b>Transfers In</b>	<b>35,243,135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,608,332</b>	<b>0</b>
<b>Transfers Out</b>	<b>8,608,332</b>	<b>23,900,000</b>	<b>3,023,221</b>	<b>3,148,743</b>	<b>4,075,232</b>	<b>0</b>	<b>0</b>	<b>1,413,471</b>
<b>Net Position</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget**  
**Citywide Appropriated Position**  
**Operating Budget**

Appropriated Funds	Stormwater	Golf Course	Fire Services	Building Inspection	Cemetery Perp. Care	Donations	Reserve Transfers	Total
<b>Beginning Balance (as of 9/30/11)</b>								
Airline Prepaid Credit	0	0	0	0	0	0	0	728,955
Energy Conservation Fund	0	0	0	0	0	0	0	0
Risk Management Fund	0	0	0	0	0	0	0	0
800 MHz Fund	0	0	0	0	0	0	665,195	665,195
Undesignated Balance	0	0	0	0	0	0	0	0
Wholesale Energy Fund	0	0	0	0	0	0	30,792,706	30,792,706
<i>Subtotal Transfers</i>	0	0	0	0	0	0	31,457,901	32,186,856
<b>Operating Revenues</b>	<b>16,902,234</b>	<b>1,041,658</b>	<b>33,842,247</b>	<b>3,186,236</b>	<b>466,321</b>	<b>81,800</b>	<b>0</b>	<b>609,064,270</b>
<b>Total Revenues</b>	<b>16,902,234</b>	<b>1,041,658</b>	<b>33,842,247</b>	<b>3,186,236</b>	<b>466,321</b>	<b>81,800</b>	<b>31,457,901</b>	<b>641,251,126</b>
<b>Operating Expenditures</b>	<b>16,902,234</b>	<b>1,041,658</b>	<b>33,842,247</b>	<b>3,186,236</b>	<b>466,321</b>	<b>81,800</b>	<b>31,457,901</b>	<b>640,933,594</b>
<b>Net Position</b>								
<b>Before Transfers</b>	0	0	0	0	0	0	0	317,532
<b>Transfers In</b>	0	0	0	0	0	0	0	43,851,467
<b>Transfers Out</b>	0	0	0	0	0	0	0	44,168,999
<b>Net Position</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget**

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

	<b>ACTUAL FY 2011</b>	<b>ESTIMATE* FY 2012</b>	<b>PROPOSED FY 2013</b>	<b>APPROVED FY 2013</b>
<b>REVENUES</b>				
Charges for Services	8,075,657	8,078,091	9,161,419	9,223,919
Fines and Forfeitures	2,179,065	2,167,893	3,184,000	2,808,182
Intergovernmental	13,446,673	14,312,768	15,123,257	14,902,749
Licenses and Permits	2,681,874	2,810,244	2,853,900	2,853,900
Miscellaneous	11,533,262	10,774,190	13,057,147	11,869,647
Taxes	56,818,784	56,370,313	54,913,296	54,649,075
Enterprise Funds:				
Aviation	10,651,779	10,591,640	10,531,302	10,531,302
Building Inspection	2,814,217	3,398,965	3,186,236	3,186,236
Cemetery Perpetual Care Trust	494,490	465,979	466,981	466,321
Electric	328,517,881	292,256,439	284,168,903	284,168,903
Fire Fees	32,242,936	33,236,929	33,678,935	33,842,247
Gas	33,804,559	30,893,833	33,187,702	33,187,702
Golf Course	894,766	910,530	1,041,658	1,041,658
Sewer	57,559,766	58,937,788	60,881,599	60,712,394
Solid Waste	22,101,351	22,487,596	23,933,945	23,765,297
Stormwater	16,399,068	16,608,157	17,023,537	16,902,234
StarMetro	8,160,888	7,809,471	7,967,395	7,967,395
Water	30,405,088	30,044,942	30,140,032	30,140,032
Donations	144,899	102,860	81,800	81,800
Transfers				
From Deficiencies Fund to General	150,000	0	600,412	2,015,865
From Other Funds	2,236,454	1,746,131	4,018,852	4,018,852
From Stormwater	319,300	319,300	319,300	319,300
From Gas Tax Construction	704,260	704,260	204,260	204,260
From Second Dollar	125,000	125,000	125,000	125,000
From Law Enforcement Trust - State	50,000	50,000	30,000	30,000
From Law Enforcement Trust - Federal	30,000	30,000	50,000	50,000
From Airline Prepaid Fee Credits to				
Aviation	990,657	984,688	728,955	728,955
<b>TOTAL REVENUES</b>	<b>643,532,674</b>	<b>606,218,007</b>	<b>610,659,823</b>	<b>609,793,225</b>
Unallocated Internal Service Funds				
Energy Conservation Fund	0	0	0	0
Risk Management Fund	516,643	0	0	0
Wholesale Energy Fund	16,971,000	0	30,792,706	30,792,706
800 MHz Fund	422,648	665,195	665,195	665,195
Contributions from Utilities to General Fund	34,620,031	34,637,385	35,243,135	35,243,135
Contribution to StarMetro Fund from				
General Fund	8,373,251	8,544,397	8,617,872	8,608,332
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>60,903,573</b>	<b>43,846,977</b>	<b>75,318,908</b>	<b>75,309,368</b>
<b>TOTAL APPROPRIATION</b>	<b>704,436,247</b>	<b>650,064,984</b>	<b>685,978,731</b>	<b>685,102,593</b>

**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget**  
**Summary of Revenues and Expenditures By Fund**

	General Fund	Building Inspection	Fire Services	Electric	Gas	Water	Sewer
<b>REVENUES</b>							
Taxes	54,649,075	0	0	0	0	0	0
Licenses & Permits	2,853,900	2,766,242	320,000	0	0	0	0
Intergovernmental	14,902,749	197,024	30,000	2,554,613	0	660,147	1,472,291
Charges for Services	9,223,919	121,670	31,848,156	272,875,856	32,554,068	24,810,534	51,648,911
Rentals & Concessions	0	0	0	0	0	0	0
Sales for Resale & Wheeling	0	0	0	675,540	0	0	0
Surcharge	0	0	0	2,046,596	142,715	1,642,882	887,364
Fines and Forfeitures	2,808,182	77,300	0	0	0	0	0
Fees & Charges	0	0	0	0	0	0	0
Miscellaneous	1,786,664	0	0	77,459	8,000	286,417	0
Interest Earnings	519,984	0	75,000	2,643,670	80,000	240,000	340,000
System Charge	0	0	0	0	0	519,000	2,300,000
Overhead Allocation	6,902,076	0	0	0	0	0	0
Capitalized Overhead	2,660,923	0	0	3,295,169	402,919	1,074,956	1,517,578
Transfer from Deficiencies	2,015,865	0	0	0	0	0	0
Transfer from Fund Balance	0	0	508,975	0	0	0	0
Transfers from Other Funds	4,747,412	24,000	1,060,116	0	0	906,096	2,546,250
Contributions from Utilities	35,243,135	0	0	0	0	0	0
<b>Subtotal</b>	<b>138,313,884</b>	<b>3,186,236</b>	<b>33,842,247</b>	<b>284,168,903</b>	<b>33,187,702</b>	<b>30,140,032</b>	<b>60,712,394</b>
Transfers from Risk Management, 800 MHZ, Energy Services, and Wholesale Energy Internal Funds.							
<b>TOTAL REVENUES</b>							
<b>EXPENSES</b>							
Personnel Services	78,573,003	2,023,873	21,911,207	23,872,769	1,874,098	4,993,740	11,790,828
Operating Expenses	13,186,065	142,606	1,524,664	23,707,310	530,319	1,010,099	4,912,776
Fuel	0	0	0	119,560,000	14,049,141	0	0
Other Services & Charges	2,426,071	0	161,366	2,717,663	92,311	600,300	826,200
Capital Outlay	453,300	0	110,400	379,889	0	15,360	5,000
Allocated Accounts	16,862,660	227,651	4,906,080	16,889,271	1,973,881	5,145,249	4,781,869
Utilities	4,841,706	0	361,290	397,922	61,610	2,218,819	5,290,989
Debt Service	7,921,674	83,914	1,892,862	44,060,577	3,713,654	5,895,277	18,585,605
RR&I/Capital Account	1,000,000	18,365	1,147,500	25,987,752	3,396,539	5,291,411	9,035,416
Vehicle Replacement	1,328,941	14,605	861,489	660,772	50,685	314,500	270,156
Indirect Costs	0	276,644	653,089	1,810,466	187,906	525,526	884,663
Contingency	50,000	0	0	0	0	0	0
Transfer to CRA	812,303	0	0	0	0	0	0
Contribution to Joint Dispatch	2,249,829	0	0	0	0	0	0
Contribution To General Fund	0	0	312,300	23,900,000	2,524,732	3,148,743	4,075,232
Transfer to Other Funds	8,608,332	398,578	0	0	0	0	0
Transfer to Fund Balance/RR&I	0	0	0	224,512	4,732,826	981,008	253,660
<b>Subtotal</b>	<b>138,313,884</b>	<b>3,186,236</b>	<b>33,842,247</b>	<b>284,168,903</b>	<b>33,187,702</b>	<b>30,140,032</b>	<b>60,712,394</b>
Unallocated Portions of Internal Services Funds (Risk Management, 800 MHZ, Energy Services, and Wholesale Energy)							
<b>TOTAL EXPENSES</b>							

**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget**  
**Summary of Revenues and Expenditures By Fund**

	Airport	StarMetro	Solid Waste	Storm Water	Golf Course	Donations	Cemetery	Total
<b>REVENUES</b>								
Taxes	0	0	0	0	0	0	0	54,649,075
Licenses & Permits	0	0	0	0	0	0	0	5,940,142
Intergovernmental	0	1,454,105	0	0	0	0	0	21,270,929
Charges for Services	9,716,595	6,513,290	23,198,964	16,117,789	965,785	0	21,094	479,616,631
Rentals & Concessions	0	0	0	0	72,868	0	0	72,868
Sales for Resale & Wheeling	0	0	0	0	0	0	0	675,540
Surcharge	0	0	0	0	0	0	0	4,719,557
Fines and Forfeitures	0	0	0	0	0	0	0	2,885,482
Fees & Charges	1,453,850	0	0	0	0	0	0	1,453,850
Miscellaneous	0	0	503,255	2,000	0	81,800	0	2,745,595
Interest Earnings	89,812	0	63,078	21,835	3,005	0	147,274	4,223,658
System Charge	0	0	0	0	0	0	0	2,819,000
Overhead Allocation	0	0	0	0	0	0	0	6,902,076
Capitalized Overhead	0	0	0	0	0	0	0	8,951,545
Transfer from Deficiencies	0	0	0	0	0	0	0	2,015,865
Transfer from Fund Balance	0	0	0	760,610	0	0	297,953	1,567,538
Transfers from Other Funds	0	8,608,332	0	0	0	0	0	17,892,206
Contributions from Utilities	0	0	0	0	0	0	0	35,243,135
<b>Subtotal</b>	<b>11,260,257</b>	<b>16,575,727</b>	<b>23,765,297</b>	<b>16,902,234</b>	<b>1,041,658</b>	<b>81,800</b>	<b>466,321</b>	<b>653,644,692</b>
Transfers from Risk Management, 800 MHZ, Energy Services, and Wholesale Energy Internal Funds.								31,457,901
<b>TOTAL REVENUES</b>								<b>685,102,593</b>
<b>EXPENSES</b>								
Personnel Services	4,357,594	9,619,797	4,676,171	5,131,838	439,863	0	215,132	169,479,913
Operating Expenses	753,815	2,661,832	5,745,110	657,571	217,502	0	119,763	55,169,432
Fuel	0	0	0	0	0	0	0	133,609,141
Other Services & Charges	28,150	2,390	139,572	88,800	0	0	0	7,082,823
Capital Outlay	0	0	74,885	157,110	0	0	0	1,195,944
Allocated Accounts	1,220,434	1,376,695	4,045,013	2,332,845	31,287	0	35,471	59,828,406
Utilities	1,031,445	2,423,618	6,858,309	151,998	221,259	0	25,509	23,884,474
Debt Service	1,275,000	11,510	0	43,313	896	0	0	83,484,282
RR&I/Capital Account	0	0	0	6,418,880	0	81,800	0	52,377,663
Vehicle Replacement	41,942	10,358	631,809	393,095	46,534	0	2,373	4,627,259
Indirect Costs	268,497	469,527	0	1,207,484	19,611	0	38,824	6,342,237
Contingency	0	0	0	0	0	0	0	50,000
Transfer to CRA	0	0	0	0	0	0	0	812,303
Contribution to Joint Dispatch	0	0	0	0	0	0	0	2,249,829
Contribution To General Fund	0	0	1,594,428	319,300	0	0	29,249	35,903,984
Transfer to Other Funds	1,060,116	0	0	0	0	0	0	10,067,026
Transfer to Fund Balance/RR&I	1,223,264	0	0	0	64,706	0	0	7,479,976
<b>Subtotal</b>	<b>11,260,257</b>	<b>16,575,727</b>	<b>23,765,297</b>	<b>16,902,234</b>	<b>1,041,658</b>	<b>81,800</b>	<b>466,321</b>	<b>653,644,692</b>
Unallocated Portions of Internal Services Funds (Risk Management, 800 MHZ, Energy Services, and Wholesale Energy)								31,457,901
<b>TOTAL EXPENSES</b>								<b>685,102,593</b>

**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget**

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

	<b>ACTUAL FY 2011</b>	<b>ESTIMATE* FY 2012</b>	<b>PROPOSED FY 2013</b>	<b>APPROVED FY 2013</b>
<b><u>EXPENDITURES</u></b>				
Aviation Fund	10,118,909	10,670,178	11,260,257	11,260,257
Building Inspection Fund	2,814,217	3,398,965	3,186,236	3,186,236
Cemetery Perpetual Care Trust	494,490	465,979	466,981	466,321
Donations	71,300	81,800	81,800	81,800
Electric Fund	328,517,881	292,256,439	284,168,903	284,168,903
Energy Conservation Fund	0	0	0	0
Fire Services	32,242,936	33,236,929	33,678,935	33,842,247
Gas Fund	32,650,454	30,893,833	33,187,702	33,187,702
General Fund	131,675,328	133,142,362	138,883,978	138,313,884
Golf Course Fund	702,679	874,015	1,041,658	1,041,658
Risk Management Fund	516,643	0	0	0
Sewer Fund	54,894,305	58,937,788	60,881,599	60,712,394
Solid Waste Fund	20,151,702	21,083,051	23,933,945	23,765,297
Stormwater Fund	16,006,848	16,608,157	17,023,537	16,902,234
StarMetro Fund	16,534,139	16,532,167	16,585,267	16,575,727
Transfer from Wholesale Energy Fund	16,971,000	0	30,792,706	30,792,706
Water Fund	29,759,024	28,331,410	30,140,032	30,140,032
800 MHz Fund (Unallocated)	422,648	665,195	665,195	665,195
<b>TOTAL EXPENDITURES</b>	<b>694,544,503</b>	<b>647,178,268</b>	<b>685,978,731</b>	<b>685,102,593</b>
<b>NET POSITION BEFORE ADJUSTMENTS</b>	<b>9,891,744</b>	<b>2,886,716</b>	<b>0</b>	<b>0</b>
<b><u>ADJUSTMENTS</u></b>				
Transfer to Electric Operating Reserve Fund	0	0		
Transfer to Golf RR&I	192,087	36,515		
Transfer to Gas RR&I	1,154,105	0		
Transfer to Sewer RR&I	2,665,461	0		
Transfer to Solid Waste - Rate Stabilization Reserve	1,949,649	1,404,545		
Transfer to Stormwater RR&I	392,220	0		
Transfer to Airline Prepaid Fees Credit	763,365	543,690		
Transfer to Airline RR&I	760,162	362,460		
Transfer to Deficiencies	1,295,032	0		
Transfer to Water RR&I	646,064	1,713,532		
<b>TOTAL ADJUSTMENTS</b>	<b>9,818,145</b>	<b>4,060,742</b>		
<b>FISCAL YEAR NET POSITION</b>	<b>73,599</b>	<b>-1,174,026</b>		

\* Estimate based on pre-closeout financial data.

## **OVERVIEW**

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

### **Revenue Fund**

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

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

### **Information Systems Services Fund**

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

### **Garage Fund**

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

### **Accounting Fund**

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

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



## **Purchasing Fund**

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

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

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

## **Human Resources Fund**

The Human Resources Fund provides funding for the Human Resources and Equity and Workforce Development Departments. In FY10, the Human Resources Department became a division of the Department of Management and Administration. In FY13, Equity & Workforce Development will also become a division of Department of Management and Administration. Revenues are derived primarily through distribution of costs to user departments based on the number of permanent employees in each department. Exceptions include costs related to the union negotiation process, temporary position transactions, and routine drug testing. These costs are allocated to cost centers based upon the utilization of these services.

## **Pension Fund**

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

## **Risk Management Fund**

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

## **Utility Services Fund**

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

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

### **Energy Services Fund**

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

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

### **Communications Fund**

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

### **Environmental Policy and Energy Resources**

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

**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget ISF Revenues & Expenditures**

<b>Source of Transfer</b>	Communication Fund 160	Information Systems Services Fund 705	Revenues Fund 710	Garage Fund 715	Accounting Fund 720	Purchasing Fund 725
From 800mhz Fund	0	34,834	882	2,744	14,489	9,581
From Accounting Fund	0	292,967	0	0	0	2,909
From Airport Fund	38,713	270,491	30,669	171,304	86,703	49,680
From Blueprint 2000	0	35,502	0	0	18,730	35,203
From Building Inspection Fund	0	104,815	4,493	64,740	9,969	2,542
From Cemetery Perpetual Fund	0	1,691	391	12,274	6,646	5,379
From Electric Energy Conservation	0	0	0	0	0	0
From Electric Fund	125,096	1,467,413	722,826	1,117,882	615,988	367,520
From Environmental Energy	0	81,280	0	876	13,962	7,350
From Fire Fund	136,187	1,606,040	54,697	874,475	109,059	53,249
From Garage Fund	4,181	222,276	705	64,218	90,356	52,567
From Gas Fund	33,594	141,696	83,217	199,976	64,046	235,686
From General Fund	512,959	6,585,598	766,025	4,067,142	1,060,503	567,128
From Golf Course Fund	0	0	9,767	31,287	0	0
From Human Resource Fund	0	232,229	176	8,728	68,229	29,916
From Information System Services	0	0	176	35,249	61,906	45,116
From Capital Regional Trans Agency	0	0	1,367	0	13,292	3,579
From Pension Admin Fund	0	50,717	0	0	80,057	2,757
From Pooled Pension Fund	0	0	0	0	0	0
From Purchasing Fund	0	120,123	176	3,678	15,279	0
From Revenue Collection Fund	3,086	132,702	0	8,835	2,634	5,605
From Sale to Electric Fund	0	0	0	0	0	0
From Self-Insurance Fund	0	48,105	1,411	0	9,483	2,933
From Sewer Fund	33,380	672,104	93,571	840,093	264,642	317,973
From Solid Waste Fund	41,485	113,268	50,595	2,329,101	57,702	21,882
From StarMetro Fund	53,750	434,476	25,590	59	86,703	82,183
From Stormwater Fund	42,125	146,979	39,069	857,366	32,325	54,607
From Utility Services Fund	25,287	1,716,836	176	192,799	38,987	27,956
From Water Fund	30,501	847,474	54,501	924,140	100,600	134,353
From Wholesale Energy Service	0	134,361	18,513	49,271	32,665	13,333
<b>Internal Service Fund Totals</b>	<b>1,080,344</b>	<b>15,493,977</b>	<b>1,958,993</b>	<b>11,856,237</b>	<b>2,954,955</b>	<b>2,130,987</b>
Revenue from Outside	665,195	32,121	0	0	0	0
Interest & Other Miscellaneous	36,000	100,000	21,259	456,618	12,084	207,237
<b>Grand Total</b>	<b>1,781,539</b>	<b>15,626,098</b>	<b>1,980,252</b>	<b>12,312,855</b>	<b>2,967,039</b>	<b>2,338,224</b>
<b>Expenditures by Department</b>						
Equity & Workforce Development						
Human Resources						
Management & Administration	1,781,539	15,626,098			2,967,039	2,338,224
Fleet Management				12,312,855		
Legal						
Treasurer Clerk			1,980,252			
Energy Services						
Utility Business/Customer Services						
Environmental Policy & Energy Resch						
<b>Grand Total</b>	<b>1,781,539</b>	<b>15,626,098</b>	<b>1,980,252</b>	<b>12,312,855</b>	<b>2,967,039</b>	<b>2,338,224</b>

**City of Tallahassee**  
**Fiscal Year 2013 Approved Budget ISF Revenues & Expenditures**

<b>Source of Transfer</b>	Human Resources Fund 730	Pension Fund 735	Risk Management Fund 740	Utility Services Fund 755	Energy Services Fund 760	Environmental Policy & Energy Resources Fund 765
From 800mhz Fund	7,466	0	170	0	0	0
From Accounting Fund	34,843	0	2,374	0	0	0
From Airport Fund	79,723	0	493,551	0	0	0
From Blueprint 2000	5,666	0	0	0	0	0
From Building Inspection Fund	38,245	0	2,847	0	0	0
From Cemetery Perpetual Fund	5,666	0	3,423	0	0	0
From Electric Energy Conservation	0	0	0	0	868,599	0
From Electric Fund	385,288	0	4,668,948	4,626,712	101,407,083	1,064,602
From Environmental Energy	16,177	0	0	0	0	0
From Fire Fund	389,537	0	539,165	1,143,671	0	0
From Garage Fund	68,442	0	93,113	0	0	93,932
From Gas Fund	45,328	0	80,901	814,424	14,396,581	59,443
From General Fund	1,372,488	0	2,196,954	148,110	0	118,074
From Golf Course Fund	0	0	0	0	0	0
From Human Resource Fund	0	0	29,607	0	0	0
From Information System Services	90,841	0	6,770	0	0	0
From Capital Regional Trans Agency	5,666	0	0	0	0	0
From Pension Admin Fund	11,332	0	0	0	0	0
From Pooled Pension Fund	0	1,182,184	0	0	0	0
From Purchasing Fund	27,377	0	52,557	0	0	0
From Revenue Collection Fund	28,621	0	5,152	0	0	0
From Sale to Electric Fund	0	0	0	0	10,719,088	0
From Self-Insurance Fund	13,688	0	0	0	0	0
From Sewer Fund	267,718	0	734,599	1,277,076	0	281,187
From Solid Waste Fund	106,237	0	255,145	913,947	17,372	155,606
From StarMetro Fund	229,473	0	464,461	0	0	0
From Stormwater Fund	120,402	0	109,853	930,118	0	0
From Utility Services Fund	134,395	0	101,033	0	0	0
From Water Fund	133,151	0	266,225	2,430,723	69,488	223,976
From Wholesale Energy Service	36,087	0	9,336	19,175	0	0
<b>Internal Service Fund Totals</b>	<b>3,653,857</b>	<b>1,182,184</b>	<b>10,116,184</b>	<b>12,303,956</b>	<b>127,478,211</b>	<b>1,996,820</b>
Revenue from Outside	0	0	0	0	30,792,706	0
Interest & Other Miscellaneous	94,755	21,474	342	96,865	35,379	0
<b>Grand Total</b>	<b>3,748,612</b>	<b>1,203,658</b>	<b>10,116,526</b>	<b>12,400,821</b>	<b>158,306,296</b>	<b>1,996,820</b>
<b>Expenditures by Department</b>						
Equity & Workforce Development	855,486					
Human Resources	2,893,126					
Management & Administration						
Fleet Management						
Legal						
Treasurer Clerk		1,203,658	10,116,526			
Energy Services					158,306,296	
Utility Business/Customer Services				12,400,821		
Environmental Policy & Energy Resch						1,996,820
	<b>3,748,612</b>	<b>1,203,658</b>	<b>10,116,526</b>	<b>12,400,821</b>	<b>158,306,296</b>	<b>1,996,820</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Approved Service Level Changes**

<b>Issue Number</b>	<b>Issue Title</b>	<b>FY 2013 FTE</b>	<b>FY 2013 Expenditures</b>	<b>FY 2013 Revenues</b>
<b>Charter and Executive Services</b>				
<b><u>City Auditor</u></b>				
1301	Justification for zero based accounts	0.00	7,098	0
1302	Increase telephone account	0.00	1,100	0
13ISL10	New City Auditor Recruitment	0.00	2,000	0
	<b>City Auditor</b>	<b>0.00</b>	<b>10,198</b>	<b>0</b>
<b><u>Executive Services</u></b>				
140101-01	Justification for 0 based accounts - 140101 CM	0.00	7,935	0
140101-02	Increase Telephone Account 522080 for CM	0.00	600	0
140301-01	Increase Telephone Account 522080 for SNS ACM	0.00	550	0
140401-01	Increase Telephone Account 522080 for D&T ACM	0.00	600	0
140501-01	Justification for 0 based accounts - 140501 Asst to CM	0.00	1,000	0
140501-02	Increase Telephone Account 522080 for Asst to CM	0.00	850	0
140701 - 01	Justification for Zero Based Accounts – 140701	0.00	56,400	0
140703 - 01	Justification for Zero Based Accounts – 140703	0.00	117,450	0
14FMISL001	Unclassified Contractual Services	0.00	560,655	0
14FMISL002	Equipment Repair	0.00	21,570	0
14FMISL003	Unclassified Supplies	0.00	23,661	0
	<b>Executive Services</b>	<b>0.00</b>	<b>791,271</b>	<b>0</b>
<b><u>Communications</u></b>				
38EQUIPREI	Equipment Repair - Justification	0.00	34,295	0
38POSTAGE	Postage - Justification	0.00	286	0
38UNCCON	Unclassified Contractual Services - Justification	0.00	6,633	0
38UNCPROF	Unclassified Professional Fees - Justification	0.00	15,128	0
38UNCSUPF	Unclassified Supplies - Justification	0.00	20,680	0
	<b>Communications</b>	<b>0.00</b>	<b>77,022</b>	<b>0</b>
<b><u>Customer Services</u></b>				
390101-01	Justification for 0 based accounts - 390101 CMO Customer Service	0.00	1,184	0
	<b>Customer Services</b>	<b>0.00</b>	<b>1,184</b>	<b>0</b>
<b><u>Environmental Policy and Energy Resources</u></b>				
52ISL001	EPER Unclassified Contractual Services	0.00	59,590	0
52ISL002	EPER Unclassified Professional Services	0.00	67,124	0
52ISL003	EPER Unclassified Supplies	0.00	10,172	0
52ISL004	Cascade Park Superfund Site	0.00	250,000	0
52ISL005	EPER Uniform & Clothing	0.00	430	0
52ISL006	EPER Equipment Repair	0.00	70	0
52ISL007	EPER Advertising	0.00	3,874	0
52ISL008	EPER Postage	0.00	207	0
	<b>Environmental Policy and Energy Resources</b>	<b>0.00</b>	<b>391,467</b>	<b>0</b>
	<b>Charter and Executive Services</b>	<b>0.00</b>	<b>1,271,142</b>	<b>0</b>

City of Tallahassee

Fiscal Year 2013 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2013 FTE	FY 2013 Expenditures	FY 2013 Revenues
<b>Administration and Management Services</b>				
<b>Management and Administration</b>				
410101	Justification of zero based accounts	0.00	8,000	0
410201	OBP justification of zero based accounts	0.00	65,238	0
410301-1	Add funding to zero based accounts	0.00	189,306	0
4104011	Citywide Procurement Advertising	0.00	13,500	0
4104012	Procurement Cleaning and Laundry	0.00	750	0
4104013	Procurement Unclassified Contractual Services	0.00	6,680	0
4104014	Unclassified Supplies	0.00	35,000	0
4104015	Procurement Equipment Repairs	0.00	200	0
4104016	Procurement Unclassified Prof Services	0.00	305	0
4104081	Surplus Cleaning and Laundry	0.00	49	0
4104082	Surplus Unclass Prof Services	0.00	1,210	0
4104083	Surplus Unclass Contractual Services	0.00	500	0
4104084	Surplus Unclassified Supplies	0.00	700	0
4104085	Equipment Repairs	0.00	200	0
4105-1020	FY2013 per Budget Instructions	0.00	3,850	0
4105-1040	FY2013 per Budget Instructions	0.00	1,186,989	0
4105-1100	FY2013 per Budget Instructions	0.00	2,738,119	0
4105-160 11	FY2013 per Budget Instructions	0.00	9,000	0
4105-3050	FY2013 per Budget Instructions	0.00	800	0
4105-3080	FY2013 per Budget Instructions	0.00	500	0
410601-C&P	CLASSIFICATION AND PAY STUDY	0.00	100,000	0
410601-HR	HR LEVEL 2 REQUESTS	0.00	242,672	0
410601-TR	TRAVEL & TRAINING LEVEL 2 REQUEST	0.00	8,100	0
<b>Management and Administration</b>		<b>0.00</b>	<b>4,611,668</b>	<b>0</b>
<b>Administration and Management Services</b>		<b>0.00</b>	<b>4,611,668</b>	<b>0</b>

**City of Tallahassee**

**Fiscal Year 2013 Adopted Budget - Approved Service Level Changes**

<b>Issue Number</b>	<b>Issue Title</b>	<b>FY 2013 FTE</b>	<b>FY 2013 Expenditures</b>	<b>FY 2013 Revenues</b>
<b>Safety and Neighborhood Services</b>				
<b>Fire</b>				
20 521010	AAvertisements and Promotional Items	0.00	1,615	0
20 521020	LiFirefighter Laundry Services	0.00	14,000	0
20 521100	EFirefighter and Rescue Equipment Maint and Repiar	0.00	42,647	0
20 521180	CUnclassified Contracts supporting TFD Divisions	0.00	317,826	0
20 523070	UUniforms for TFD Personnel	0.00	155,955	0
20 523080	SSupplies to support all TFD Divisions	0.00	140,824	0
20 524080	TFire Hydrant Use Fees to Talquin Electric	0.00	52,500	0
20	AgilityTesProcure a Firefighter Physical Agility Test and Implement Testing Program	0.00	25,800	0
20	FPRateStFire Inspection Fee Structure Update	0.00	25,000	0
	<b>Fire</b>	<b>0.00</b>	<b>776,167</b>	<b>0</b>
<b>Police</b>				
210101	LineltLine Item Review- Office of the Chief	0.00	21,844	0
210503	LineltLine Item Review- Northern Patrol Sector	0.00	5,030	0
210504	LineltLine Item Review- Southern Patrol Sector	0.00	6,035	0
210505	LineltLine Item Review- Tactical Operations	0.00	62,707	0
210602	LineltLine Item Review- Criminal Investigations	0.00	27,500	0
210603	LineltLine Item Review- Special Investigations	0.00	47,963	0
210604	LineltLine Item Review- Special Operations	0.00	40,915	0
210606	LineltLine Item Review- Airport Unit	0.00	5,998	0
210610	LineltLine Item Review- School Crossings	0.00	803	0
210614	LineltLine Item Review- Forensics	0.00	32,381	0
210701	LineltLine Item Review- Research & Special Projects	0.00	770	0
210702	LineltLine Item Review- Communications	0.00	15,256	0
210703	LineltLine Item Review- Training	0.00	137,678	0
210704	LineltLine Item Review- Employee Resources	0.00	83,414	0
210801	LineltLine Item Review- Financial & Supply Management	0.00	399,001	0
210802	LineltLine Item Review- Property & Evidence	0.00	12,260	0
210803	LineltLine Item Review- Records	0.00	9,500	0
210804	LineltLine Item Review- Facility Management	0.00	105,440	0
21SLAdj	School Crossing Guard Pay Adjustment	0.00	25,607	0
	<b>Police</b>	<b>0.00</b>	<b>1,040,102</b>	<b>0</b>
<b>Parks, Recreation and Neighborhood Affairs</b>				
23_521010	PRNA Advertising Justification	0.00	31,197	0
23_521020	PRNA Cleaning and Laundry Justification	0.00	38,689	0
23_521040	PRNA Unclassified Professional Fees Justification	0.00	10,750	0
23_521100	PRNA Equipment Repairs Justification	0.00	108,466	0
23_521180	PRNA Unclassified Contractual Services Justification	0.00	1,084,425	0
23_523050	PRNA Postage Justification	0.00	900	0
23_523070	PRNA Uniforms and Clothing Justification	0.00	85,439	0
23_523080	PRNA Unclassified Supplies Justification	0.00	791,939	0
23_524080	PRNA Unclassified Charges Justification	0.00	20,150	0
23_PRNA1	Cascades Park Maintenance and Operations Funding	5.00	803,659	0
	<b>Parks, Recreation and Neighborhood Affairs</b>	<b>5.00</b>	<b>2,975,614</b>	<b>0</b>



**City of Tallahassee**

**Fiscal Year 2013 Adopted Budget - Approved Service Level Changes**

<b>Issue Number</b>	<b>Issue Title</b>	<b>FY 2013 FTE</b>	<b>FY 2013 Expenditures</b>	<b>FY 2013 Revenues</b>
<b>Safety and Neighborhood Services</b>				
<b><u>Economic and Community Development</u></b>				
ECD260101	Administration - Discretionary Accounts Re-Justifications	0.00	106,131	0
ECD260103	Finance and Administration - Discretionary Accounts Re-Justifications	0.00	59,272	0
ECD260601	Code - Discretionary Accounts Re-Justification	0.00	26,051	0
ECD260901	Housing - Discretionary Accounts Re-Justification	0.00	5,788	0
ECD260902	Human Services - Discretionary Accounts Re-Justification	0.00	1,100	0
ECD262001	Economic Development - Discretionary Accounts Re-Justifications	0.00	36,574	0
	<b>Economic and Community Development</b>	<b>0.00</b>	<b>234,916</b>	<b>0</b>
<b><u>StarMetro</u></b>				
SM 690	Building Aquisition	0.00	0	120,000
	<b>StarMetro</b>	<b>0.00</b>	<b>0</b>	<b>120,000</b>
<b><u>Emergency Management</u></b>				
510101-01	Justification for 0 based accounts - 510101 Emergency Management	0.00	1,500	0
	<b>Emergency Management</b>	<b>0.00</b>	<b>1,500</b>	<b>0</b>
	<b>Safety and Neighborhood Services</b>	<b>5.00</b>	<b>5,028,299</b>	<b>120,000</b>

City of Tallahassee

Fiscal Year 2013 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2013 FTE	FY 2013 Expenditures	FY 2013 Revenues
<b>Development and Transportation Services</b>				
<b>Public Works</b>				
220101-01	220101 - Funding Justification	0.00	50,483	0
220201-01	220201 - Funding Justification	0.00	2,147	0
220202-01	220202-Funding Justification	0.00	6,000	0
220203-01	220203 Funding Justification	0.00	3,427	0
220301-01	220301 Funding Justifications	0.00	-1,425	0
220302-01	220302 Funding Justifications	0.00	363,007	0
220304-01	220304 Funding Justifications	0.00	92,626	0
220305-01	220305 - Funding Justifications	0.00	454,225	0
220305-02	Additional Right of Way Areas	0.00	82,615	0
220306-01	220306 Funding Justifications	0.00	995,018	0
220306-5	Additional Landscape Areas	0.00	143,835	0
220502-01	220502 - Funding Justifications	0.00	263,341	0
220502-02	Skid Steer	0.00	70,000	0
220601-01	220601 Funding Justification	0.00	1,203,442	0
220602-01	220602 Funding Justifications	0.00	82,493	0
220603-01	220603 - Funding Justifications	0.00	172,094	0
220603-02	Regional Transportation Management Center	6.00	487,143	487,143
<b>Public Works</b>		<b>6.00</b>	<b>4,470,471</b>	<b>487,143</b>
<b>Planning</b>				
25Adv	Planning Advertising	0.00	22,472	0
25EquipRep	Planning Equipment Repairs	0.00	1,103	0
25OBP01	Elimination of Planner II position	-1.00	-81,438	0
25Postage	Planning Postage	0.00	168	0
25RentExp	Rent Expense Bldg & Office	0.00	70,189	0
25UnclassSe	Planning Unclassified Contractual Services	0.00	57,937	0
25UnclassSu	Planning Unclassified Supplies	0.00	8,527	0
<b>Planning</b>		<b>-1.00</b>	<b>78,958</b>	<b>0</b>
<b>Aviation</b>				
27DSL01	Capitalize Director's Salary	0.00	-35,600	-35,600
27DSL02	Cost-Cutting Measures - All Divisions	0.00	-18,037	-18,037
27ISL01	Justification for Zero-Based Accounts - Division 270101	0.00	20,400	20,400
27ISL02	Justification for Zero Based Accounts - Division 270102	0.00	8,800	8,800
27ISL03	Justification for Zero-Based Accounts - Division 270103	0.00	2,360	2,360
27ISL04	Justification of Zero-Based Accounts - Division 270201	0.00	91,545	91,545
27ISL05	Justification for Zero-Based Accounts - Division 270202	0.00	68,252	68,252
27ISL06	Justification for Zero-Based Accounts - Division 270203	0.00	12,960	12,960
27ISL08	Justification for Zero-Based Accounts - Division 270102	0.00	2,160	2,160
27ISL09	Add Funding for Legal Services - Division 270101	0.00	8,000	8,000
27ISL10	Add Software Costs - Division 270202	0.00	6,800	6,800
27ISL11	Add Safety Materials & Supplies - Division 270202	0.00	2,240	2,240
27ISL12	Add Funding for Food and Postage - Division 270101	0.00	256	256
27ISL13	Add Temporary Airport Operations Agent	0.00	10,000	10,000
<b>Aviation</b>		<b>0.00</b>	<b>180,136</b>	<b>180,136</b>

City of Tallahassee

Fiscal Year 2013 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2013 FTE	FY 2013 Expenditures	FY 2013 Revenues
<b>Development and Transportation Services</b>				
<b><u>StarMetro</u></b>				
521010	Advertising	0.00	32,000	0
521020	Cleaning & Laundry	0.00	33,834	0
521040	Unclassified Professional Fees	0.00	4,000	0
521100	Equipment Repairs	0.00	8,125	0
521180	Unclassified Contractual Services	0.00	2,017,375	0
523050	Postage	0.00	4,200	0
523070	Uniforms & Clothing	0.00	41,700	0
523080	Unclassified Supplies	0.00	74,200	0
524050	Rent Expense-Building & Office	0.00	1,400	0
524080	Unclassified Charges	0.00	1,000	0
679	Additional Funding for Garage Facilities Temporary Wages	0.00	30,000	0
SM-521	Delete 523100 - Vehicle Non-Garage	0.00	-590,466	0
	<b>StarMetro</b>	<b>0.00</b>	<b>1,657,368</b>	<b>0</b>
<b><u>Growth Management</u></b>				
525	Advertising	0.00	6,500	0
527	Advertising reduction	0.00	-2,000	0
528	Unclassified Contractual Services	0.00	2,000	0
549	Cleaning & Laundry	0.00	1,500	0
561	Unclassified Supplies	0.00	9,478	0
567	Advertising	0.00	463	0
569	Cleaning & Laundry	0.00	4,700	0
575	Unclassified Contractual Services	0.00	2,601	0
577	Unclassified Supplies	0.00	4,424	0
579	Rent Expense - Bldg	0.00	86,710	0
581	Advertising	0.00	1,978	0
584	Unclassified Contractual Services	0.00	3,876	0
608	Unclassified Supplies	0.00	11,158	0
609	Rent Expense - Bldg	0.00	86,709	0
661	Technology Improvement	0.00	18,364	0
	<b>Growth Management</b>	<b>0.00</b>	<b>238,461</b>	<b>0</b>
	<b>Development and Transportation Services</b>	<b>5.00</b>	<b>6,625,394</b>	<b>667,279</b>

City of Tallahassee

Fiscal Year 2013 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2013 FTE	FY 2013 Expenditures	FY 2013 Revenues
<b>Utility Services</b>				
<b>Electric Utility</b>				
29_Fuel_PC	Fuel Production Cost Run	0.00	-26,886,000	0
29_GE_LTS	Justify GE LTSA budget over actual	0.00	8,507,222	0
29_Line_Cle	Justify Line Clearance contract budget over actual	0.00	4,047,644	0
290101	290101 BvA Justification	0.00	1,049,708	0
290102	290102 BvA Justification	0.00	258,689	0
290103	290103 BvA Justification	0.00	258,440	0
290201	290201 BvA Justification	0.00	275,948	0
290301	290301 BvA Justification	0.00	2,857,367	0
290302	290302 BvA Justification	0.00	2,899,937	0
290303	290303 BvA Justification	0.00	227,610	0
290305	290305 BvA Justification	0.00	49,066	0
290401	290401 BvA Justification	0.00	3,135,769	0
290601	290601 BvA Justification	0.00	63,096	0
290701	290701 BvA Justification	0.00	123,758	0
290901	290901 BvA Justification	0.00	64,058	0
<b>Electric Utility</b>		<b>0.00</b>	<b>-3,067,688</b>	<b>0</b>
<b>Solid Waste</b>				
35ADV01	Advertising Accounts for Solid Waste	0.00	92,273	0
35ADV02	Advertising - Additional Funding Request	0.00	77,186	0
35CLEAN01	Cleaning and Laundry Account	0.00	18,710	0
35CLEAN02	Request for Additional Funding for Cleaning and Laundry	0.00	4,506	0
35EQUIP01	Equipment Repairs	0.00	22,420	0
35RSL01	Reduction of Sanitation Fees-Increase in Other Expense Accounts	0.00	-175,000	0
35TRAVEL0	Travel and Training Account	0.00	5,850	0
35TRAVEL0	Travel and Training- Additional Funding Request	0.00	4,240	0
35UCHARGE	Unclassified Charges	0.00	10,000	0
35UNCONTR	Unclassified Contractual Services	0.00	5,279,276	0
35UNCONTR	Request for Additional Funding for Unclassified Contractual Svcs	0.00	70,917	0
35UNIFORM	Uniforms and Clothing	0.00	19,020	0
35UNIFORM	Request for Additional Funding for Uniforms	0.00	4,330	0
35USUPPLIE	Unclassified Supplies	0.00	57,179	0
35USUPPLIE	Unclassified Supplies- Additional Funding Request	0.00	13,821	0
<b>Solid Waste</b>		<b>0.00</b>	<b>5,504,728</b>	<b>0</b>

City of Tallahassee

Fiscal Year 2013 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2013 FTE	FY 2013 Expenditures	FY 2013 Revenues
<b>Utility Services</b>				
<b><u>Utility Business And Customer Services</u></b>				
23GaitADV0230511	- 521010 - Advertising	0.00	2,450	0
23GaitBURE230511	- 521090 - Building Repairs	0.00	850	0
23GaitC&L0230511	- 521020 - Cleaning and Laundry	0.00	200	0
23GaitCHEM230511	- 523010 - Chem-Med-Lab	0.00	125	0
23GaitER04 230511	- 521100 - Equipment Repairs	0.00	7,150	0
23GaitM01 230512	- 521020 - Cleaning and Laundry	0.00	520	0
23GaitMBUR230512	-521090 - Building Repairs	0.00	100	0
23GaitMCHE230512	- 523010 - Chem-Med-Lat	0.00	10,642	0
23GaitMEM1230511	- 524030 - Memberships	0.00	-465	0
23GaitMERO230512	- 521100 - Equipment Repairs	0.00	15,000	0
23GaitMOSL230512	- 523060	0.00	88	0
23GaitMTem230512		0.00	43,547	0
23GaitMU&C230512	- 523070 - Uniforms & Clothing	0.00	225	0
23GaitMUSU230512	- 523080 - Unclassified Supplies	0.00	11,798	0
23GaitOSUP230511	- 523060 - Office Supplies	0.00	600	0
23GaitREM1230511	- 524070 - Rent Expense - Machines	0.00	300	0
23GaitREPO230511	- 521030 - Reproduction	0.00	-465	0
23GaitTemp230511	- 511500 - Temp Wages	0.00	-43,547	0
23GaitTR&T 230511	-524010 - Travel & Training	0.00	-108	0
23GaitU&C1 230511	- 523070 - Uniforms & Clothing	0.00	525	0
23GaitUCHA230511	- 524080 - Unclassified Charges	0.00	5,000	0
23GaitUCS0230511	- 521180 - Unclassified Contractual Srvc	0.00	200	0
23GaitUPF0230511	- 521040 - Unclassified Professional Fees	0.00	2,705	0
23GaitUSUP230511	- 523080 - Unclassified Supplies	0.00	4,700	0
23HilaADV0 230509	- 521010 - Advertising	0.00	8,500	0
23HilaBURE230509	- 521090 - Building Repairs	0.00	500	0
23HilaC&L02521020	- Cleaning & Laundry	0.00	495	0
23HilaER04 203509	- 521100 - Equipment Repairs	0.00	10,480	0
23HilaMBUR230510	- 521090 - Building Repairs	0.00	600	0
23HilaMC&L230510	- 521020 - Cleaning & Laundry	0.00	1,300	0
23HilaMCHE230510	- 523010 - Chem-Med-Lab	0.00	34,344	0
23HilaMERO230510	- 521100 - Equipment Repairs	0.00	26,000	0
23HilaMOSU230510	- 523060 - Office Supplies	0.00	700	0
23HilaMTem230510	- 511500 - Temp Wages	0.00	32,660	0
23HilaMTR0230510	- 524010 - Travel and Training	0.00	250	0
23HilaMU&C230510	- 523070 -Uniforms and Clothing	0.00	525	0
23HilaMUSU230510	- 523080 - Unclassified Supplies	0.00	30,134	0
23HilaOSUP230509	- 523060 - Office Supplies	0.00	349	0
23HilaREPO230509	- 521030 - Reproduction	0.00	1,555	0
23HilaTR&T 230509	- 524010 - Travel and Training	0.00	305	0
23HilaU&C0230509	- 523070 - Uniforms & Clothing	0.00	3,000	0
23HilaUCHA230509	- 524080 - Unclassified Charges	0.00	19,750	0
23HilaUCS0230509	- 521180 - Unclassified Contractual Srvc	0.00	11,880	0
23HilaUPF0230509	- 521040 - Unclassified Professional Fees	0.00	2,750	0
23HilaUSUP230509	- 523080 - Unclassified Supplies	0.00	22,350	0
37ADV01	Advertising	0.00	7,406	0
37CLEAN02	Cleaning and Laundry	0.00	13,899	0
37Equip04	Equipment Repairs	0.00	200,000	0
37Food10	Food	0.00	1,231	0
37Postage07	Postage	0.00	467,124	0
37RentExper	Rent Expense - Machines	0.00	78,423	0
37Reprod12	Reproduction	0.00	54,255	0
37TEL11	Telephone	0.00	19,953	0
37TempWag	Temporary Wages	0.00	174,664	0
37UncCharg	Unclassified Charges	0.00	312,491	0

**City of Tallahassee**

**Fiscal Year 2013 Adopted Budget - Approved Service Level Changes**

<b>Issue Number</b>	<b>Issue Title</b>	<b>FY 2013 FTE</b>	<b>FY 2013 Expenditures</b>	<b>FY 2013 Revenues</b>
<b>Utility Services</b>				
<b><u>Utility Business And Customer Services</u></b>				
37UncCon05	Unclassified Contractual Services	0.00	515,457	0
37UncProf03	Unclassified Professional Fees	0.00	160,023	0
37UncSuppli	Unclassified Supplies	0.00	122,807	0
37Uniforms0	Uniforms and Clothing	0.00	7,784	0
<b>Utility Business And Customer Services</b>		<b>0.00</b>	<b>2,406,084</b>	<b>0</b>
<b><u>Energy Services</u></b>				
43ISL01UnC	Justify Unclassified Contractual Services	0.00	116,830	0
43ISL02Uncl	Justify Unclassified Supplies	0.00	15,617	0
43ISL03POS	Justify Postage	0.00	500	0
43ISL04REN	Justify Rent Expense	0.00	33,833	0
<b>Energy Services</b>		<b>0.00</b>	<b>166,780</b>	<b>0</b>
<b><u>Fleet Management</u></b>				
47-521010	47-521010 Advertising	0.00	4,500	0
47-521020	47-521020 CIng Lndry	0.00	25,000	0
47-521040	47-521040 Uncl Prof Fees	0.00	1,000	0
47-521100	47-521100 Equip Rprs	0.00	23,339	0
47-521180	47-521180 Uncl Contr Srvcs	0.00	53,932	0
47-523050	47-523050 Postage	0.00	75	0
47-523070	47-523070 Uniforms	0.00	11,900	0
47-523080	47-523080 Uncl Supplies	0.00	26,319	0
47-524070	47-524070 Rent Exp	0.00	13,000	0
47-NEW-PO4	47-NEW-POSITIONS REQUESTED	1.00	51,426	0
47OBP01	Reductions in Operating Accounts	0.00	-25,000	0
<b>Fleet Management</b>		<b>1.00</b>	<b>185,491</b>	<b>0</b>
<b><u>Underground Utilities</u></b>				
490101ZISL	490101 Zeroed Out Accounts	0.00	46,618	0
490103ZISL	490103 Zeroed Out Accounts	0.00	176,486	0
490106ZISL	490106 Zeroed Out Accounts	0.00	38,000	0
490201ZISL	490201 Zeroed Out Accounts	0.00	80,704	0
490209ZISL	490209 Zeroed Out Accounts	0.00	21,403	0
490301ZISL	490301 Zeroed Out Accounts	0.00	32,757	0
490302ZISL	490302 Zeroed Out Accounts	0.00	79,516	0
490303ZISL	490303 Zeroed Out Accounts	0.00	495,954	0
490306ZISL	490306 Zeroed Out Accounts	0.00	4,277	0
490308ZISL	490308 Zeroed Out Accounts	0.00	261,000	0
490402ZISL	490402 Zeroed Out Accounts	0.00	236,641	0
490403ZISL	490403 Zeroed Out Accounts	0.00	122,187	0
490405ZISL	490405 Zeroed Out Accounts	0.00	348,400	0
490501ZISL	490501 Zeroed Out Accounts	0.00	232,210	0
490505ZISL	490505 Zeroed Out Accounts	0.00	95,920	0
490509ZISL	490509 Zeroed Out Accounts	0.00	83,189	0
490601ZISL	490601 Zeroed Out Accounts	0.00	171,959	0
490602ZISL	490602 Zeroed Out Accounts	0.00	48,400	0
490701Casc	Cascades Park - Increased Operating Costs	0.00	53,651	0
490701ZISL	490701 Zeroed Out Accounts	0.00	114,132	0
49AWTCher	AWT Increased Chemicals	0.00	822,955	0
49AWTElect	AWT Increased Electricity	0.00	795,000	0
<b>Underground Utilities</b>		<b>0.00</b>	<b>4,361,359</b>	<b>0</b>
<b>Utility Services</b>		<b>1.00</b>	<b>9,556,754</b>	<b>0</b>

**City of Tallahassee**

**Fiscal Year 2013 Adopted Budget - Approved Service Level Changes**

<b>Issue Number</b>	<b>Issue Title</b>	<b>FY 2013 FTE</b>	<b>FY 2013 Expenditures</b>	<b>FY 2013 Revenues</b>
<b>Capital Project Funds</b>				
<b>Capital Project Funds</b>				
SM 690	Building Aquisition	0.00	1,080,000	960,000
	<b>Capital Project Funds</b>	<b>0.00</b>	<b>1,080,000</b>	<b>960,000</b>
	<b>Capital Project Funds</b>	<b>0.00</b>	<b>1,080,000</b>	<b>960,000</b>
	<b>City-Wide Approved Service Level Changes Grand Total</b>	<b>11.00</b>	<b>28,173,257</b>	<b>1,747,279</b>



City of Tallahassee

Fiscal Year 2013 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2013 FTE	FY 2013 Expenditures	FY 2013 Revenues
<b>Safety and Neighborhood Services</b>				
<b><u>Fire</u></b>				
20 RecAccrM	Add One FTE for Recuriter/Accreditation Manager	0.00	11,470	0
	<b>Fire</b>	<b>0.00</b>	<b>11,470</b>	<b>0</b>
<b><u>Parks, Recreation and Neighborhood Affairs</u></b>				
23_PRNA2	Animal Services Part Time Vet Funds	0.00	40,580	0
	<b>Parks, Recreation and Neighborhood Affairs</b>	<b>0.00</b>	<b>40,580</b>	<b>0</b>
<b><u>Economic and Community Development</u></b>				
ECD262001-ECD	EDC GrowFL Program	0.00	35,000	0
	<b>Economic and Community Development</b>	<b>0.00</b>	<b>35,000</b>	<b>0</b>
	<b>Safety and Neighborhood Services</b>	<b>0.00</b>	<b>87,050</b>	<b>0</b>

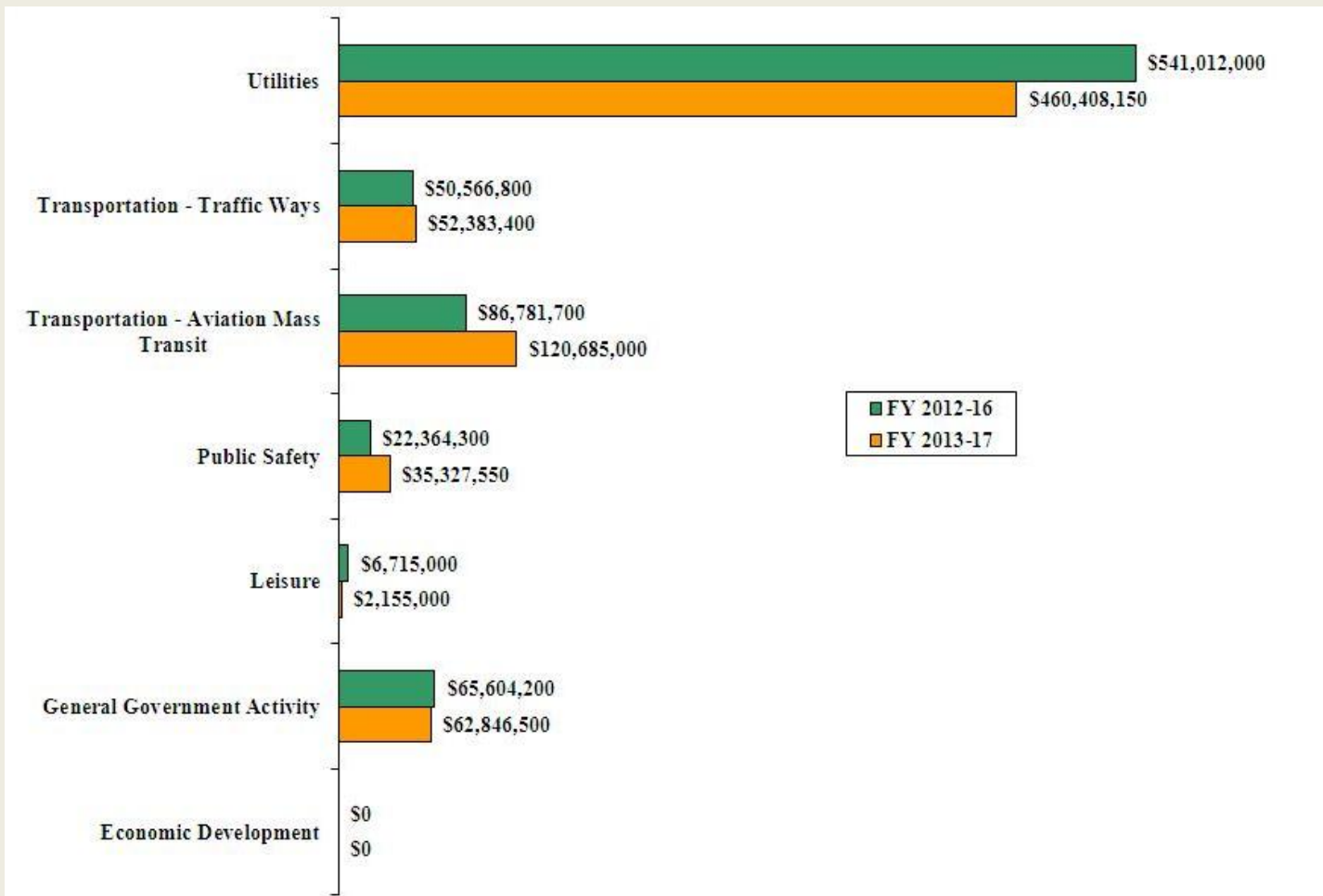
**City of Tallahassee**

**Fiscal Year 2013 Adopted Budget - Non-Approved Service Level Changes**

<b>Issue Number</b>	<b>Issue Title</b>	<b>FY 2013 FTE</b>	<b>FY 2013 Expenditures</b>	<b>FY 2013 Revenues</b>
<b>Development and Transportation Services</b>				
<b>StarMetro</b>				
653	Additional Funding for Unclassified Contractual Services	0.00	391,469	0
665	Additional Funding for Dial-A-Ride Temporary Wages	0.00	60,000	0
666	Additional Funding For Dial-A-Ride Overtime	0.00	40,000	0
675	Additional Funding for General Transit Temporary Wages	0.00	503,200	0
	<b>StarMetro</b>	<b>0.00</b>	<b>994,669</b>	<b>0</b>
	<b>Development and Transportation Services</b>	<b>0.00</b>	<b>994,669</b>	<b>0</b>
	<b>City-Wide Non-Approved Service Level Changes Grand Total</b>	<b>0.00</b>	<b>1,081,719</b>	<b>0</b>

Organization	FY 2012 Approved	FY 2013 Proposed	FY 2013 Approved
<b><u>Cultural</u></b>			
Cultural Resources Commission:	42,231	42,231	42,231
Cultural Grant Administration	61,697	61,697	61,697
Cultural Grant Program	529,298	433,338	403,338
Arts In Public Places	40,108	40,108	40,108
Cultural Plan (Economic Development)	48,000	48,000	48,000
Subtotal	721,334	625,374	595,374
<b><u>Social Services</u></b>			
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	38,800
Domestic Violence Coordinating Council	20,000	20,000	19,400
Trauma Center Funding	75,000	75,000	75,000
Leon County Mental Health Court	30,000	0	30,000
Community Neighborhood Renaissance	0	10,000	10,000
Others	52,000	52,000	52,000
Subtotal	1,392,000	1,372,000	1,400,200
<b><u>Economic Development</u></b>			
Downtown Improvement Authority	15,000	15,000	15,000
Economic Development Investment	22,500	22,500	22,500
Qualified Target Industries	6,525	6,525	6,525
Economic Development Council	115,000	130,000	130,000
Capital City Chamber of Commerce	10,000	10,000	9,700
BidBendWorks.com	0	3,333	3,333
Choose Tallahassee	0	10,000	10,000
Civic Center Rebate	60,000	60,000	60,000
Subtotal	229,025	257,358	257,058
<b><u>Historic Preservation</u></b>			
Tallahassee Trust for Historic Preservation	80,000	80,000	80,000
John Gilmore Riley Center/Museum of African American History & Culture	30,400	30,400	29,488
Subtotal	110,400	110,400	109,488
<b><u>Environmental</u></b>			
St. Francis	35,000	35,000	33,950
Subtotal	35,000	35,000	33,950
<b>GRAND TOTAL</b>	<b><u>2,487,759</u></b>	<b><u>2,400,132</u></b>	<b><u>2,396,070</u></b>





**General Government Activities** – \$12.9 million is budgeted in this category in FY13 for city archives building maintenance; safety and security improvements at the municipal complex; water and sewer system charge and tap fee waivers; emergency preparedness work orders, if needed; upgrades to and/or replacements of the city’s computer servers, network infrastructure, applications and databases; vehicle replacement; and the environmental compliance and remediation program.

**Economic Development** – Although no funding is planned for economic development, it traditionally has included the downtown pedestrian enhancement program and the historic property preservation program. This program provides grants and loans to help sustain and revitalize buildings located in areas of the city that are designated as historic. Existing unspent balances in both currently-open projects are sufficient to accommodate anticipated activity in the upcoming fiscal year. Funding for fiscal years 2014 and beyond will be evaluated as future budgets are developed.

**Leisure** - Expenditures during the five-year capital improvement plan support repairs and renovations to existing recreational facilities. A master project totaling \$1,255,000 is budgeted in Parks, Recreation, and Neighborhood Affairs for these activities.

**Public Safety** - This category includes projects from both the police and fire departments and total \$4.8 million in FY13. Major projects include funding to support fire hydrant maintenance and replacement; fire stations at Weems Road, on Lake Bradford Road and in the Southwood and Welaunee communities, and relocation of the Hartsfield Road station. Police projects support additional future funding for a video recording system; maintenance of the police facility; and replacement of MAVRIC and vehicle equipment.

**Transportation - Traffic Ways** - \$10.4 million is budgeted in FY13 to support projects that enhance bicycle, pedestrian and vehicle safety. They are funded from sales tax, gas tax, general government bonds and the stormwater utility fee.

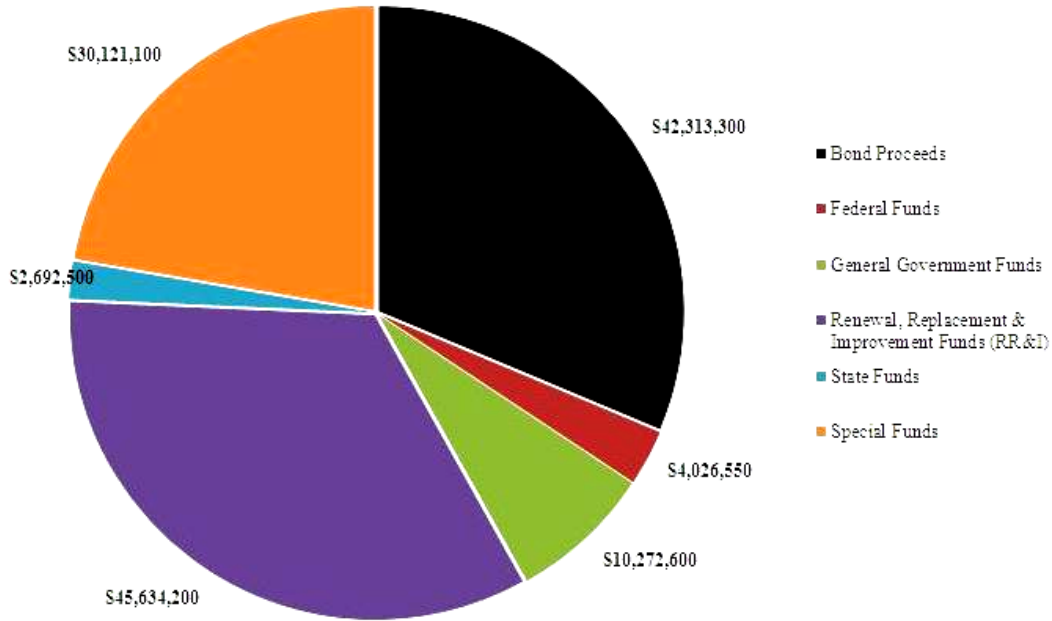
**Transportation - Aviation Mass Transit** - This category includes the capital programs for both StarMetro and the airport and total \$9.5 million in FY13. Planned projects include enhancements to StarMetro’s facilities and vehicles and those identified in the airport’s master plan such as terminal, taxiway and runway improvements.

**Utilities** - Expenditures of nearly \$96 million are approved in FY13 for all utilities. Expenditures support repairs, replacements and improvements to infrastructure in the electric, gas, stormwater, energy services, water, sewer and UBCS areas.

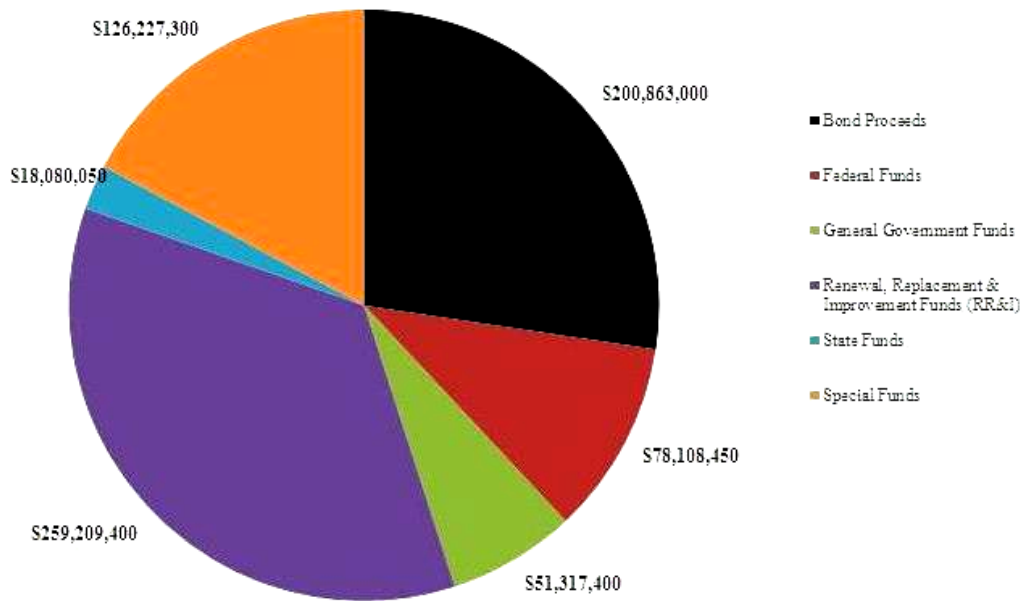


# OVERVIEW OF SOURCES

FISCAL 2013 SOURCES - \$135,060,250



FISCAL 2013-2017 SOURCES - \$733,805,600

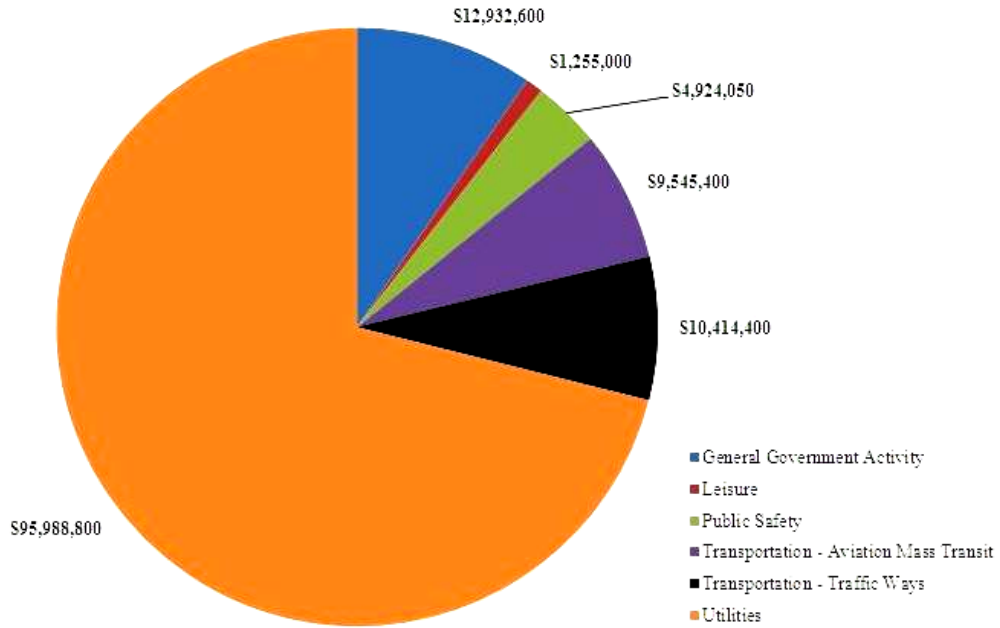




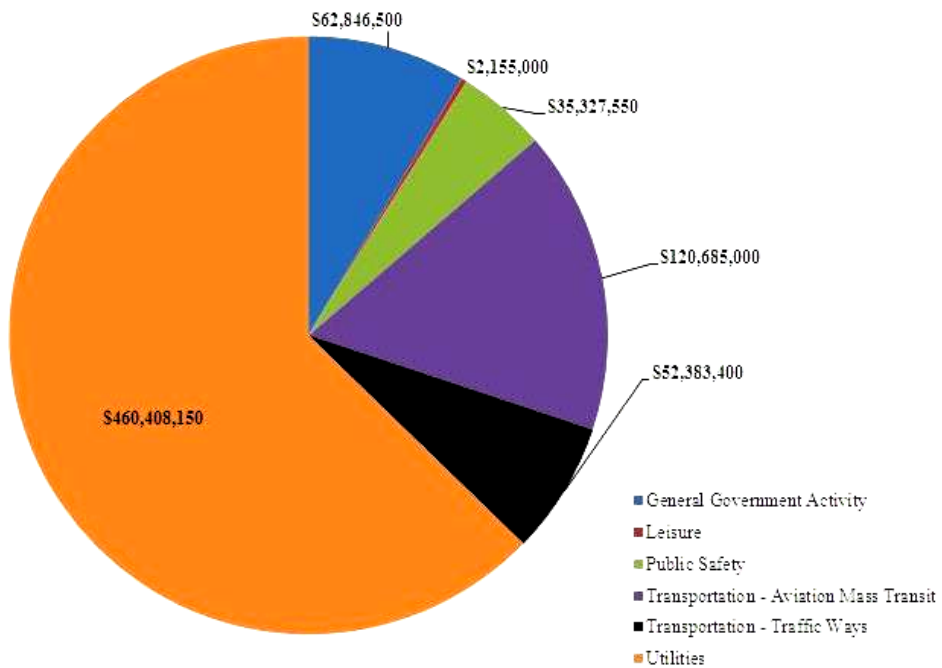


# OVERVIEW OF USES

FISCAL 2013 USES - \$135,060,250



FISCAL 2013-2017 USES - \$733,805,600





**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget**

**Appropriation Summary**

Funding Source	FY 2013	Non-Appropriated Programmed CIP Funding				5 Year Total
	Budget	FY 2014	FY 2015	FY 2016	FY 2017	
<b><u>Bond Proceeds</u></b>						
2004 Capital Bond Series	575,000	0	0	0	0	575,000
Electric 2010 Bonds	22,601,000	23,220,000	0	0	0	45,821,000
Electric Future Bonds	0	0	12,570,000	12,890,000	22,260,000	47,720,000
Fire Debt	3,701,550	3,025,450	10,222,900	8,204,900	1,585,850	26,740,650
General Government - Future Bonds	1,186,300	9,145,600	1,695,600	750,150	0	12,777,650
Sewer 2010 Bonds	3,982,800	2,600,000	0	0	0	6,582,800
Sewer Future CUSB	0	0	2,100,000	2,150,000	2,260,000	6,510,000
Water 2010 Bonds	10,266,650	10,380,000	0	0	0	20,646,650
Water Future CUSB	0	0	11,500,100	10,879,200	11,109,950	33,489,250
<b>Source Total</b>	<b>42,313,300</b>	<b>48,371,050</b>	<b>38,088,600</b>	<b>34,874,250</b>	<b>37,215,800</b>	<b>200,863,000</b>

**Federal Funds**

Federal Aviation Administration	0	22,175,000	28,180,000	7,200,000	0	57,555,000
Federal Transportation Administration	1,201,950	184,850	184,850	184,850	184,850	1,941,350
FTA Section 5307 Capital	2,824,600	3,773,650	3,886,850	4,003,450	4,123,550	18,612,100
<b>Source Total</b>	<b>4,026,550</b>	<b>26,133,500</b>	<b>32,251,700</b>	<b>11,388,300</b>	<b>4,308,400</b>	<b>78,108,450</b>

**General Government**

2005 Sales Tax	3,569,200	3,640,600	3,713,400	3,787,600	4,263,400	18,974,200
Gas Tax	3,970,700	4,033,200	3,232,900	3,296,300	3,361,800	17,894,900
Gas Tax Undesignated Balance	1,018,200	0	0	0	0	1,018,200
General Government Capital Improvement Fund - GGCIF	500,000	500,000	1,385,000	85,000	85,000	2,555,000
General Government Capital Project Account - GGCPA	1,000,000	729,000	3,037,250	1,817,850	2,931,100	9,515,200
Revenue Collection	30,000	615,000	0	0	0	645,000
StarMetro Operating Fund	184,500	132,600	132,600	132,600	132,600	714,900
<b>Source Total</b>	<b>10,272,600</b>	<b>9,650,400</b>	<b>11,501,150</b>	<b>9,119,350</b>	<b>10,773,900</b>	<b>51,317,400</b>

**Renewal, Replacement & Improvement Funds (RR&I)**

Airport RR&I	454,150	525,000	365,600	362,850	448,000	2,155,600
Airport RR&I Undesignated Balance	1,283,350	2,566,000	2,780,950	3,212,150	127,000	9,969,450
Electric RR&I	18,106,000	25,278,000	24,784,750	24,365,200	21,161,000	113,694,950
Electric RRI Undesignated Balance	298,000	8,999,000	5,009,250	322,800	298,000	14,927,050
Fire RR&I	1,147,500	1,147,500	1,147,500	1,147,500	1,147,500	5,737,500
Gas RR&I	2,842,750	3,165,450	3,301,050	3,427,300	3,956,100	16,692,650
Gas RR&I Undesignated Balance	2,354,350	2,893,050	3,088,050	3,387,400	3,714,800	15,437,650
Information Sys Svcs RR&I Undesignated Balance	1,598,800	1,598,800	1,248,800	1,248,800	1,248,800	6,944,000
Sewer RR&I	7,115,000	7,890,000	9,077,500	8,590,000	8,587,200	41,259,700
Sewer RR&I Undesignated Balance	7,388,250	2,918,250	2,161,750	2,283,250	2,393,250	17,144,750
Stormwater RR&I	420,000	420,000	425,000	425,000	626,150	2,316,150
Stormwater RR&I Undesignated Balance	0	0	0	0	183,000	183,000
Water RR&I	2,477,300	2,662,100	2,712,100	2,128,600	2,023,100	12,003,200
Water RR&I Undesignated Balance	148,750	148,750	148,750	148,750	148,750	743,750
<b>Source Total</b>	<b>45,634,200</b>	<b>60,211,900</b>	<b>56,251,050</b>	<b>51,049,600</b>	<b>46,062,650</b>	<b>259,209,400</b>

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget**

**Appropriation Summary**

Funding Source	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				5 Year Total
		FY 2014	FY 2015	FY 2016	FY 2017	
<b><u>Special Funds</u></b>						
Accounts Receivable	4,640,000	650,000	650,000	650,000	650,000	7,240,000
Deficiencies Fund	150,000	150,000	150,000	150,000	150,000	750,000
Energy Conservation Fund - Capital Funds	5,190,000	4,950,000	4,950,000	4,950,000	4,950,000	24,990,000
FDOT Toll Road Credit	14,350	13,050	13,050	13,050	13,050	66,550
Fleet Reserve Fund	9,600,000	8,600,000	8,600,000	8,600,000	8,600,000	44,000,000
Intergovernmental - Leon County	98,800	98,800	198,800	98,800	98,800	594,000
Passenger Facility Charge	800,000	800,000	1,400,000	1,600,000	1,200,000	5,800,000
Private Investment Funds	1,000,000	0	5,500,000	0	0	6,500,000
Sewer System Charge	595,000	600,000	745,000	750,000	790,000	3,480,000
Solid Waste Rate Stabilization Reserve	53,950	53,950	53,950	53,950	53,950	269,750
StarMetro Accounts Receivable	50,000	50,000	50,000	50,000	50,000	250,000
Stormwater Utility Fee	6,999,000	11,182,000	6,445,000	3,898,000	2,833,000	31,357,000
Water System Charge Undesignated Balance	930,000	0	0	0	0	930,000
<b>Source Total</b>	<b>30,121,100</b>	<b>27,147,800</b>	<b>28,755,800</b>	<b>20,813,800</b>	<b>19,388,800</b>	<b>126,227,300</b>
<b><u>State Funds</u></b>						
FDOT Capital Grant	80,000	0	0	0	0	80,000
Florida Department of Transportation - Aviation	2,612,500	3,366,000	8,521,550	3,450,000	50,000	18,000,050
<b>Source Total</b>	<b>2,692,500</b>	<b>3,366,000</b>	<b>8,521,550</b>	<b>3,450,000</b>	<b>50,000</b>	<b>18,080,050</b>
<b>Total Funding</b>	<b>135,060,250</b>	<b>174,880,650</b>	<b>175,369,850</b>	<b>130,695,300</b>	<b>117,799,550</b>	<b>733,805,600</b>

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget**

**Appropriation Summary**

<b>Expenditures</b>	<b>FY 2013 Budget</b>	<i>Non-Appropriated Programmed CIP Funding</i>				<b>5 Year Total</b>
		<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	
Aviation	6,150,000	29,432,000	46,748,100	15,825,000	1,825,000	99,980,100
Economic and Community Development	50,000	50,000	500,000	500,000	500,000	1,600,000
Electric Utility	44,347,000	57,849,000	42,716,000	37,930,000	44,071,000	226,913,000
Energy Services	5,190,000	4,950,000	4,950,000	4,950,000	4,950,000	24,990,000
Executive Services	0	604,000	1,817,850	1,167,850	1,041,000	4,630,700
Fire	4,849,050	4,172,950	11,370,400	9,352,400	2,733,350	32,478,150
Fleet Management	9,600,000	8,600,000	8,600,000	8,600,000	8,600,000	44,000,000
Management and Administration	1,847,600	1,847,600	1,497,600	1,497,600	1,497,600	8,188,000
Parks, Recreation and Neighborhood Affairs	1,255,000	500,000	0	0	400,000	2,155,000
Police	75,000	75,000	2,104,400	235,000	360,000	2,849,400
Public Works	10,739,400	17,239,400	9,066,900	8,559,050	9,381,450	54,986,200
StarMetro	4,475,400	4,154,150	4,267,350	4,383,950	4,504,050	21,784,900
Treasurer-Clerk	30,000	615,000	100,000	0	0	745,000
Underground Utilities	45,801,800	44,141,550	40,981,250	37,044,450	37,286,100	205,255,150
Utility Business And Customer Services	650,000	650,000	650,000	650,000	650,000	3,250,000
<b>Total Expenditures</b>	<b>135,060,250</b>	<b>174,880,650</b>	<b>175,369,850</b>	<b>130,695,300</b>	<b>117,799,550</b>	<b>733,805,600</b>

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 policy criteria, defined within the policy as items A through K. These items are presented and discussed individually as follows:

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

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

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

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

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

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

- 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 maintenance nature.

COMMENT: This element was modified as a result of the commission's approval of the Neighborhood Infrastructure Project, for which 2004 general government capital bonds were issued. The FY13 operating budget includes \$1 million from the general government capital project account (GG/CPA) to support projects. 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 March 31, 2012 is within the established target.

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

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

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

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

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

ELEMENT I Dollar Values are in Thousands (\$000s)	ANALYSIS					
	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
General Gov't. Expenditures <sup>1</sup>	135,095	138,314	141,346	144,412	147,015	148,301
10% (Target)	13,510	13,831	14,135	14,441	14,701	14,830
13.5% (Cap)	18,238	18,672	19,082	19,496	19,847	20,021
Adjusted Debt Service <sup>2</sup>	8,257	7,922	8,637	9,914	9,971	8,573
Debt Service as a Percentage of General Government Expenditures	6.1%	5.7%	6.1%	6.9%	6.8%	5.8%

COMMENT: As shown, debt service as a percentage of general government expenditures is below target levels in all fiscal years. 2013-2017 percentages are lower, annually, from levels identified in the 2012-2016 capital improvement plan.

<sup>1</sup> This is consistent with commission action on the financing policy, which specifies that general government expenditures include subsidies to support expenditures of the StarMetro and Golf Course funds, when needed. Gas tax and sales tax expenditures were moved, in a previous fiscal year, to separate funds. Future year projections are based on combined average inflation and growth applied to the fiscal year 2013 budget.

<sup>2</sup> Debt service programmed for fiscal years 2013 through 2017.

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 for capital improvement projects and/or new debt service payments at a level of \$3,000,000 annually.

COMMENT: The fiscal year 2013 capital budget increases the amount of current revenues for capital improvement projects to \$1 million from \$0 that was appropriated in 2012. FY13 capital projects totaling \$500,000 will be funded from the undesignated balance of the General Government Capital Improvement Fund.

ELEMENT K Dollar Values are in Thousands (\$000s)	ANALYSIS					
	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
GG/CPA - Annual Allocation	0	1,000	729	0	0	0
GG/CPA - Programmed for Projects	0	1,000	729	3,037	1,818	2,931
GG/CPA - New Debt Service Support	0	0	0	0	0	0
Total GG/CPA Appropriated	0	1,000	729	0	0	0
Net GG/CPA Position	0	0	0)	(3,037)	(1,818)	(2,931)

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

**Alternate Comparisons**

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



Debt Service Coverage

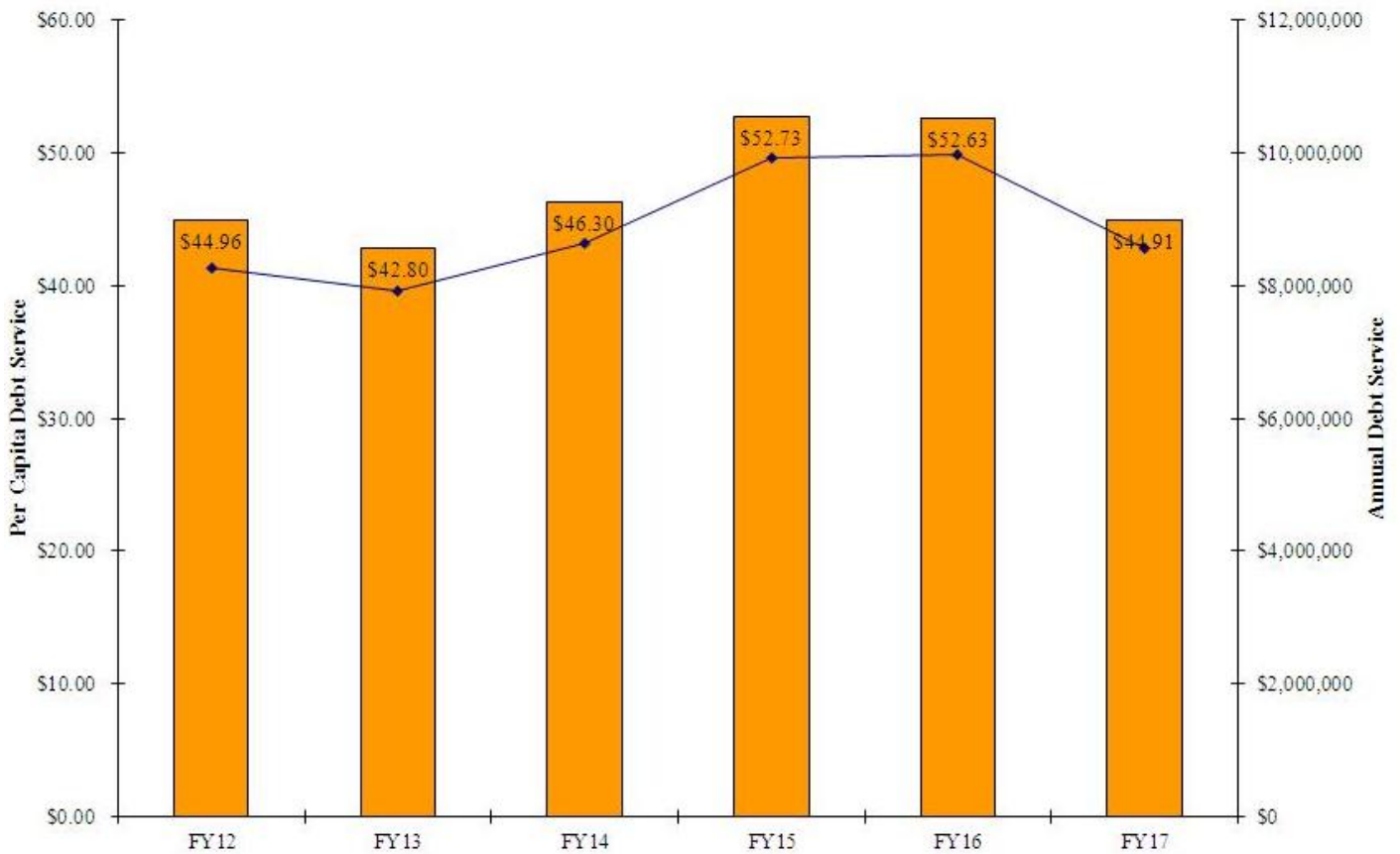
Debt service coverage demonstrates the city’s ability to generate revenues sufficient to provide for the payment of debt service. As seen below, the city’s debt service coverage is generally well above the amounts required.

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

Debt per Capita

Debt service per capita demonstrates the burden of debt per resident. As the following chart indicates, the per capita debt service level decreases by \$2.16 from fiscal year 2012 to 2013, which reflects the current repayment schedule. General government debt service obligations are associated with debt for roadways, parks and recreation facilities, and a portion of the city-county public safety complex. Fiscal year 2013’s debt service per capita of \$42.80 is equivalent to less than \$0.12 per resident per day.

**General Government Debt Service Per Capita**



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

**City of Tallahassee  
Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Charter and Executive Services**

**Executive Services**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>City Hall Cooling Towers</b>	0	0	300,000	650,000	0	0	950,000
<p>The current towers cannot handle the 300 tons of chilled water units and design of the building did not factor in the increased demands experienced in recent years. Consequently, problems occur when chillers operate at full capacity. The towers will need to be replaced to operate at maximum efficiency. Current estimates envision the use of helicopters to remove the old towers and replace them with new towers.</p> <p><b>Operating Budget Impact</b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>City Hall Parking Garage Waterproofing &amp; Structural Repairs</b>	0	0	304,000	1,167,850	1,167,850	1,041,000	3,680,700
<p>This project provides for a complete removal and replacement of the waterproofing system, depending on the evaluation of the condition of the existing 30 year old system. Due to the continuing infiltration of water into the garage, it is requested to move up \$175,000, to fund the study and start design to FY2013. This will enable a more accurate evaluation of the conditions and cost estimate for the design and construction of this project. Based on the results of the study, a complete replacement may be warranted and should start in 2014 to ensure the structural and functional condition of the garage.</p> <p><b>Operating Budget Impact</b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Total Executive Services</b>	0	0	604,000	1,817,850	1,167,850	1,041,000	4,630,700

**Treasurer-Clerk**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>City Archives Building Maintenance</b>	20,000	30,000	0	0	0	0	30,000
<p>The 2,100 square foot City Archives facility was originally constructed in 1978 and was expanded in 1997 to provide a total of 3,400 square feet for records storage and 2,200 square feet for use by Information Systems Services (ISS). Two ISS computer technicians who provide IT support to the Municipal Complex are permanently assigned to this structure and ISS conducts computer training at this facility on a frequent basis.</p> <p>Although the 1997 addition to the building has not experienced any significant maintenance issues, the older section is beginning to experience problems, which has resulted in minor leaking. During a 2010 inspection conducted by Facilities Management, the semi-flat roof area between the new and old sections of the structure was determined to be in need of replacement. In addition, the following items are either inoperable or need replacement due to age: an original gas furnace, original water heater, two fogged windows and inoperable emergency backup/exit lighting. In addition to these issues, the unisex restroom serving the ISS classroom does not currently have hot water for washing hands and the exhaust fan vents into the common hallway instead of through the roof and outside. These two issues are unfavorable to some employees and cause those staff to avoid use of the facility when possible. Water intrusion into the mechanical room on the east side of the building has also been an occasional issue during driving easterly rains. The office area occupied by the permanent staff does not have adequate HVAC ducting to keep the office space at a comfortable temperature during the extreme hot and cold months. Staff desires to modify the ductwork to provide better climate control to this office space.</p> <p>In addition to these issues, the roof and siding on the 1978 section are worn and need repair, or total replacement.</p> <p><b>Operating Budget Impact</b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Citywide Electronic Document Management System</b>	621,648	0	150,000	0	0	0	150,000
<p>The city's electronic document management system (EDMS) is used to store and retrieve active and inactive records created or received by various departments and allows employees to archive records as they are created. This system also allows users to access documents that cross-organizational boundaries. This has increased efficiency as well as significantly reduced quantities of records that normally would have to be physically stored for several years. Although Project 05078 was scheduled to close 9/30/09, new CIP funding of \$150,000 is requested for FY2014 to allow for future software upgrades and hardware replacement.</p> <p><b>Operating Budget Impact</b> This project is expected to allow operating expenses to remain stable despite the routine addition of information to the system. There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>e-Payment Solutions</b>	0	0	465,000	0	0	0	465,000
<p>The City has relied on third-party payment vendors for approximately 10 years using a consumer-funded approach. Originally, the City was unable to meet the security requirements of online financial processing. As the trend towards electronic commerce continues to gain momentum, the City should be ready to provide payment services in-house. Additionally, ISS has become more fluent in security and encryption techniques. The natural evolution would be to offer feeless payment services in-house while maintaining our low cost banking/processing fees. The project would be located on the web and housed with the other COT/ISS server. The project would consolidate or interface with existing systems and begin in FY14 and evolve with payment industry.</p>							

<b>Fund#</b>	<b>Fund Name</b>	<b>TOTAL AS OF 10/01/11</b>	<b>TOTAL AS OF 6/30/12</b>	<b>CURRENT AVAILABLE</b>
<b><u>General Government</u></b>				
105	Affordable Housing Fund	3,137,853	3,181,957	1,192,412
106	SHIP Program	5,000	-41,881	102,033
107	HOME Program	58,209	-1,157,462	33,801
110	Law Enforcement Fund-State	304,262	259,089	196,225
111	Police Second Dollar Funding	291,119	266,859	228,940
113	Law Enforcement Fund-Federal	284,812	424,687	394,858
170	Concurrency – District 1 NE – Road	1,452,537	1,641,778	1,641,778
171	Concurrency – District 1 NE – Multi	425,576	473,615	325,801
172	Concurrency – District 2 SE – Road	884,586	894,915	894,915
173	Concurrency – District 2 SE – Multi	161,623	163,510	119,798
174	Concurrency – District 3 SW – Road	697,981	716,689	171,235
175	Concurrency – District 3 SW – Multi	71,266	74,738	40,374
176	Concurrency – District 4 NW – Road	103,733	104,944	104,944
177	Concurrency – District 4 NW – Multi	3,536	3,577	-175,634
178	Concurrency – Central – FAMU WAY	1,222,515	1,245,931	126,536
179	Concurrency – Central – Multi Modal	4,206,089	4,113,001	389,694
300	Capital Improvement	15,910,567	13,148,643	2,251,636
301	Sales Tax Construction	5,204,179	4,907,737	147,213
302	Gas Tax Construction	7,232,278	6,299,291	1,043,663
304	Sales Tax Extension Construction	8,674,184	10,049,900	-8,425
312	2004 Capital Bonds Construction	37,400,219	28,325,583	2,121,046
315	Future Capital Bonds Construction	-3,978,400	-7,109,779	0
320	Street Paving Fund	268,041	276,179	89,856
	Total General Government Funds	84,021,765	68,263,501	11,432,698
<b><u>Fire</u></b>				
131	Fire Service Construction	471,952	333,036	463,406
132	Fire Service Bonds Construction	-955,187	-4,738,462	0
	Total Fire Funds	-483,235	-4,045,426	463,406
<b><u>Electric</u></b>				
401	R R & I	76,126,019	88,049,879	42,922,474
412	Revenue Bond Const 98A	43,082	43,082	43,082
416	Advanced Metering Fund	2,438,483	2,245,456	-1,628,437
422	Revenue Bond Const 98B	159	160	159
423	Future Revenue Bond Construction	116,677,350	102,575,081	0
425	05 Elec Sys Rev Bonds Construction	483,051	403,026	117,426
	Total Electric Funds	195,768,144	193,316,683	41,454,704
<b><u>Energy Conservation</u></b>				
403	Conservation - Res. Loans	10,283,301	9,797,138	1,703,136
413	Conservation-Comm Loans	1,662,711	1,698,935	1,126,644
414	Conservation -Cap Projects	1,246,777	1,236,648	737,916
	Total Energy Conservation Funds	13,192,789	12,732,720	3,567,696

<b>Fund#</b>	<b>Fund Name</b>	<b>TOTAL AS OF 10/1/11</b>	<b>TOTAL AS OF 06/30/12</b>	<b>CURRENT AVAILABLE</b>
<b><u>Gas</u></b>				
431	R R & I	5,946,419	6,001,112	4,336,115
447	Advanced Metering Fund	682,882	627,676	-45,445
453	05 Gas Sys Rev Bonds Construction	592,113	-88,106	0
	Total Gas Funds	7,221,414	6,540,682	4,290,670
<b><u>Water</u></b>				
461	R R & I	5,350,447	5,331,968	3,749,228
462	Capital Lease Construction	4,787,875	4,747,429	92,416
463	System Charge	1,004,238	1,103,833	923,495
479	Water CUSRB Construction	31,074,618	25,975,881	3,222,342
	Total Water Funds	42,217,178	37,159,112	7,987,481
<b><u>Sewer</u></b>				
501	R R & I	21,026,398	22,800,014	9,986,372
503	System Charge	7,875,571	7,584,774	2,528,081
529	Sewer CUSRB Construction	82,010,745	49,476,452	-2,792,852
	Total Sewer Funds	110,912,714	79,861,241	9,721,601
<b><u>Airport</u></b>				
541	R R & I	4,151,418	3,306,519	2,246,964
543	Grant Construction	1,542,335	138,606	0
	Total Airport Funds	5,693,753	3,445,125	2,246,964
<b><u>Other Funds</u></b>				
581	StarMetro Grant Construction	1,962,806	881,176	0
601	Solid Waste RR&I/Construction	264,181	177,342	133,750
606	Stormwater RR&I/Construction	58,071,191	57,999,598	18,989,216
607	Stormwater Redevelopment	2,087,625	2,427,946	0
616	Golf Course R R & I	321,693	286,488	249,932
706	ISS RR&I Fund	3,030,609	2,546,411	1,814,053
716	Vehicle Replacement Reserve	12,253,314	12,812,308	7,885,357
756	Utility Services Construction	889,755	1,560,118	205,088
	Total Other Funds	78,881,174	78,691,386	29,277,396
<b>TOTAL ALL FUNDS</b>		<b>537,425,694</b>	<b>475,965,023</b>	<b>110,442,616</b>

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Charter and Executive Services**

**Treasurer-Clerk**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Riskmaster Claim Admin Software Upgrade</b>	0	0	0	100,000	0	0	100,000

RiskMaster software is licensed from Computer Science Corp. (CSC). This software is used for claim processing and reporting. It is anticipated that during the next five years, advances in software capability and continued mandates for enhanced data capture and reporting to the state and federal levels will require capital expenditures for compliance with those mandates.

**Operating Budget Impact**

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

Total Treasurer-Clerk	641,648	30,000	615,000	100,000	0	0	745,000
Total Charter and Executive Services	641,648	30,000	1,219,000	1,917,850	1,167,850	1,041,000	5,375,700

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Administration and Management Services**

**Management and Administration**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Applications and Database Upgrades</b>	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
<p>The City of Tallahassee adopted various enterprise solutions in 1999 by implementing various citywide applications including Oracle as the database agent of choice and PeopleSoft for standardized financials, HR, payroll and utility billing services. Upgrades are required to stay current with applications and maintain functionality of the systems. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
<b>City Building Computer Wiring Upgrades</b>	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This recurring project provides for upgrading wiring within city government buildings to meet requirements for high-speed data transport, video teleconferencing, and video training services to desktop computers and telephone devices. The project also provides for a migration from the present wiring infrastructure to meet requirements of city users. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
<b>Computer Servers Upgrade</b>	350,000	350,000	350,000	0	0	0	700,000
<p>Currently Information Systems Services has over 150 servers to maintain and support. This capital project will ensure that our mission critical server environment stays up to date and reduces our maintenance because these servers will be under warranty for three years.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
<b>Emergency Preparedness Work Orders</b>	150,000	150,000	150,000	150,000	150,000	150,000	750,000
<p>This master project is utilized to open individual work orders for departments to use during city emergencies. Funding from the Deficiencies Fund is allocated for this master project. Annual appropriations that are not expended prior to the hurricane season (November 30) will be returned to the fund balance after the end of hurricane season.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
<b>Network Infrastructure Upgrade/Replacement Project</b>	600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
<p>This project provides funding for infrastructure upgrades and/or replacement of network file servers, hubs and ancillary equipment. This ongoing project provides for a five-year progression of upgrades and replacements necessary to support demands of the citywide information technology initiatives. The upgrades and replacements are designed to decrease downtime and increase capacity in conjunction with needs identified by operating departments. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
<b>Permits and Enforcement Tracking System</b>	932,000	197,600	197,600	197,600	197,600	197,600	988,000
<p>This project will provide funding for product, license and service acquisitions in accordance with administrative obligations specified in the agreement between the City of Tallahassee and Leon County for an integrated permit and enforcement tracking system (PETS). This project enables the project manager to schedule activities and associated funding well in advance, versus the prior practice of funding one year in the operating budget. Leon County will contribute approximately fifty percent of the total funding each year.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
<b>Total Management and Administration</b>	<b>2,582,000</b>	<b>1,847,600</b>	<b>1,847,600</b>	<b>1,497,600</b>	<b>1,497,600</b>	<b>1,497,600</b>	<b>8,188,000</b>
<b>Total Administration and Management Services</b>	<b>2,582,000</b>	<b>1,847,600</b>	<b>1,847,600</b>	<b>1,497,600</b>	<b>1,497,600</b>	<b>1,497,600</b>	<b>8,188,000</b>

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Safety and Neighborhood Services**  
**Economic and Community Development**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Water and Sewer System Charge and Tap Fee Waivers</b>	175,000	50,000	50,000	500,000	500,000	500,000	1,600,000

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.

**Operating Budget Impact**

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

Total Economic and Community Development	175,000	50,000	50,000	500,000	500,000	500,000	1,600,000
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**Fire**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Facilities Management &amp; Maintenance</b>	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000

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.

**Operating Budget Impact**

The salary and partial benefits for position #6777 are funded by the project.

<b>Fire Hydrant Maintenance &amp; Replacement</b>	466,400	847,500	847,500	847,500	847,500	847,500	4,237,500
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This project supports the inspection, maintenance and painting of all city-owned fire hydrants and replacement of those determined to be beyond repair. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.

**Operating Budget Impact**

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

<b>Lake Bradford Road Fire Station</b>	0	0	2,250,650	2,793,250	1,242,800	0	6,286,700
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Locate a site for a new fire station in the Lake Bradford Road area, purchase a two-acre site, construct a new fire station, procure all apparatus and equipment, and hire 15 personnel. Project completion is planned for 2016. Total cost of this station, including initial outfitting costs is \$6,286,694 (includes inflation of 3% per year). This station will require recurring operating costs estimated at \$1,371,208 (in FY 2012 dollars).

**Operating Budget Impact**

No operating budget impact will be incurred until FY 2017 after project completion.

<b>Relocation of Fire Sta. #8 to Capital Circle/Hartsfield Area</b>	0	0	0	2,318,200	2,877,000	423,350	5,618,550
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Locate a site for a new fire station in the Capital Circle/Hartsfield area, purchase a two-acre site, construct a new fire station and relocate all fire personnel, apparatus and equipment from fire station #8 to the new station. Project completion is planned for 2017. Total capital cost of this station is \$5,618,548 (includes inflation of 3% per year). No incremental operating costs will be required as this new station will be staffed and outfitted with existing personnel and equipment.

**Operating Budget Impact**

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

<b>Southwood Fire Station</b>	0	0	774,800	2,793,250	1,167,750	0	4,735,800
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Construct a new fire station on existing fire department property in the Southwood area of Tallahassee, procure all apparatus and equipment and staff it with 12 personnel. Project completion is planned for 2016. Total capital cost of this station, including initial outfitting costs is \$4,735,821 (includes inflation of 3% per year). This station will require recurring operating costs estimated to be \$958,587 (in FY 2012 dollars).

**Operating Budget Impact**

No operating budget impact will be incurred until FY 2017 after project completion.

<b>Weems Road Fire Station</b>	730,350	3,701,550	0	0	0	0	3,701,550
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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.

**Operating Budget Impact**

Recurring annual operating costs of \$950,000 beginning in 2015 to support 12 personnel will be required upon completion of construction.



**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Safety and Neighborhood Services**

**Fire**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Welaunee Boulevard Fire Station</b>	0	0	0	2,318,200	2,917,350	1,162,500	6,398,050
Locate a site for a new fire station in the Welaunee Boulevard area, purchase two acres, construct a new fire station, procure all apparatus and equipment and staff this new station with 12 personnel. Project completion is scheduled for 2017. Total capital cost of this station, including initial outfitting costs is \$6,398,019 (includes inflation of 3% per year). This station will require recurring operating costs of \$958,587 (in FY 2012 dollars).							
<b>Operating Budget Impact</b>							
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.							
<b>Total Fire</b>	1,496,750	4,849,050	4,172,950	11,370,400	9,352,400	2,733,350	32,478,150

**Parks, Recreation and Neighborhood Affairs**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>FY13 PRNA RR&amp;I Master</b>	89,274	1,255,000	500,000	0	0	0	1,755,000
This project is proposed by the City Manager as a single project for FY13 and FY14. PRNA will use this project to manage and fund all other capital projects.							
<b>Operating Budget Impact</b>							
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.							
<b>Northwest Park Development</b>	142,753	0	0	0	0	400,000	400,000
This project provides for the design and construction of a 78.18-acre park site. Facilities to be included in the park include youth baseball/softball fields, soccer fields, a playground, basketball courts, tennis courts, a comfort station, trails, shelters, parking, and infrastructure. Design and construction funding was delayed to FY 2014 to accommodate capital budget shortfalls. Department requests funding be moved forward if at all possible due to continued citizen demand.							
<b>Operating Budget Impact</b>							
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.							
<b>Total Parks, Recreation and Neighborhood Affairs</b>	232,027	1,255,000	500,000	0	0	400,000	2,155,000

**Police**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Police Vehicle Video Recording System</b>	796,100	0	0	569,400	0	0	569,400
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.							
<b>Operating Budget Impact</b>							
At full implementation of 208 units, the total annual operating cost is anticipated to be \$86,200. This includes server maintenance, software, repair and miscellaneous on-going costs. Funding for this impact will be adjusted in the ISS Public Safety budget to reflect the net increase above budgeted amounts.							
<b>Repair, Replace and Improve Police Facilities</b>	75,000	75,000	75,000	150,000	150,000	150,000	600,000
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.							
<b>Operating Budget Impact</b>							
There is no anticipated operating impact within the current five-year capital improvement plan.							
<b>Replacement of HVAC Chiller</b>	0	0	0	0	0	125,000	125,000
This project will replace the Police Department's 120 ton chiller that provides heat and air conditioning to the eastside of the TPD headquarters facility.							
<b>Operating Budget Impact</b>							
Replacement of the unit will result in a significant improvement in energy efficiency.							
<b>Replacement of MAVRIC Units</b>	0	0	0	85,000	85,000	85,000	255,000
This project provides for replacement of police mobile audio/video recording in car camera systems (MAVRICS) that are utilized in patrol vehicles to document police actions.							
<b>Operating Budget Impact</b>							
This project will limit operating budget increases needed to support aging equipment.							

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Safety and Neighborhood Services**

**Police**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Replacement of TPD Vehicle Equipment</b>	0	0	0	1,300,000	0	0	1,300,000
<p>Vehicle replacement funds collected through the vehicle replacement allocation do not support the cost of replacement for all TPD vehicles and rolling stock. There have been many vehicles that have been purchased through grants or obtained from one-time fleet funds that are not included on the current replacement schedule. This would include the department's Special Incident Response Vehicle (SIRV), miscellaneous vehicles used by non-patrol personnel, as well as trailers, battery operated vehicles, directional signs, etc. Regardless of the original funding source, replacement funding is needed to maintain an inventory of vehicles and equipment to support on-going TPD operations.</p> <p><b><u>Operating Budget Impact</u></b>            None as proposed - the cost of maintenance for these vehicles is supported within the department's fleet garage account. As an alternative to this project, these vehicles could be added to the Fleet Replacement Fund and the cost allocated to the department's operating budget.</p>							
Total Police	871,100	75,000	75,000	2,104,400	235,000	360,000	2,849,400
Total Safety and Neighborhood Services	<u>2,774,877</u>	<u>6,229,050</u>	<u>4,797,950</u>	<u>13,974,800</u>	<u>10,087,400</u>	<u>3,993,350</u>	<u>39,082,550</u>

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**Aviation**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Access Control System Upgrades</b>	0	0	0	0	1,000,000	0	1,000,000
This project is to provide for periodic rehabilitation, retrofit and upgrades to equipment used to control and monitor access to Aircraft operating Area, secure areas, and buildings							
<b>Operating Budget Impact</b>							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<b>Air Service Improvement Program</b>	600,000	300,000	300,000	300,000	300,000	300,000	1,500,000
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.							
<b>Operating Budget Impact</b>							
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.							
<b>Aircraft Maintenance Hangar</b>	0	0	0	10,000,000	0	0	10,000,000
Third party development of storage and maintenance hangars with developers funding the local share.							
<b>Operating Budget Impact</b>							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<b>Aircraft Maintenance and Storage Hangars and Related Taxilanes</b>	0	0	0	0	5,000,000	0	5,000,000
Master Plan Project - The airport needs additional storage hangars for privately owned aircraft. This project will provide for site preparation and construction of taxilanes to support future development of hangars under a private-public partnership. This project is recommended for planning purposes contingent upon availability of funds.							
<b>Operating Budget Impact</b>							
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.							
<b>Airfield Preservation</b>	800,000	200,000	0	0	0	0	200,000
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.							
<b>Operating Budget Impact</b>							
This project is for contractors, equipment, and materials for airfield pavement and grounds preservation, reducing the need for airport Facilities Division crews to perform emergency/unscheduled repairs during non-working hours.							
<b>Airfield Preservation - Phase II</b>	0	0	0	0	200,000	0	200,000
Maintenance and preservation of airport pavements, airfield, and grounds are critical to aircraft operations. This project established an airfield preservation program, allowing pavements and grounds to be repaired as needed. This project is recommended for planning purposes contingent on the availability of funds.							
This project is funded from the grant construction and repair, replacement, and improvement funds.							
<b>Operating Budget Impact</b>							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<b>Airfield Signage Improvements</b>	125,000	225,000	0	0	0	0	225,000
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.							
<b>Operating Budget Impact</b>							
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.							
<b>Airport Security Improvements</b>	0	0	0	750,000	0	0	750,000
The Airport Master Plan calls for improvements in the Access Control and Monitoring System to cover the entire Airport. This will provide upgraded systems and equipment to continue this vital functions.							
<b>Operating Budget Impact</b>							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**Aviation**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Airport Terminal Modernization</b>	0	800,000	800,000	3,800,000	800,000	0	6,200,000
<p>The Ivan Munroe Terminal was originally constructed in 1988 and first occupied in 1989. In 2014 it will be 25 years old. During that time over 50 million people have come and used the terminal facilities. Over the years upgrades and improvements have been made to the systems but the terminal is now outdated and in need of an updated look and feel. This project is to modernize the terminal facility. A comprehensive Master Plan for the terminal complex will be completed in 2012. This will form the basis for the work to follow. This project is recommended for planning purposes contingent on the availability of funds.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>ARFF Station Rehabilitation</b>	0	0	0	1,000,000	0	0	1,000,000
<p>This project will rehabilitate the existing, 20 year old, Airport rescue and firefighting (ARFF) station with upgrades and improvements to the structure and interior, truck bay, and other areas to ensure it is capable of housing the latest equipment and providing for training and housing of firefighters.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>ARFF Vehicle No.3 Replacement(Rapid Response Vehicle)</b>	0	0	0	500,000	0	0	500,000
<p>The Airport Fire Station (TFD Station 5) has three fire trucks to support Airport Aircraft Rescue and Firefighting (ARFF). This project is for replacement of the third truck, the Rapid Response vehicle.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>ARFF Vehicle Replacement FY15</b>	0	0	0	1,050,000	0	0	1,050,000
<p>Airport rescue and firefighting vehicles (ARFF) 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 Passenger Facility Charge funds.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Demolition and Development of Criswell House</b>	0	300,000	0	0	0	0	300,000
<p>Demolition of delapidated building containing some asbestos and lead paint and redevelopment of the site as a daily long-term revenue parking facility</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Enhancements and Upgrades ATCT Improvements</b>	0	800,000	800,000	0	0	0	1,600,000
<p>The air traffic control tower (ATCT) at Tallahassee Regional Airport was completed in 1996. A number of improvements and enhancements are needed to provide a suitable working environment. These include replacement, rehabilitation, and improvements to the roof structure, tower cab windows, air conditioning system, and interior furnishings. This project is recommended for planning purposes contingent on the availability of funds.</p> <p><b>Operating Budget Impact</b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Hangar Development</b>	0	0	0	1,000,000	0	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> <p><b>Operating Budget Impact</b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Hangar Development II</b>	0	2,000,000	0	0	0	0	2,000,000
<p>The Airport Master Plan recommends additional hangars be constructed to meet forecast demand. The hangars, based on demand, will take the form of bulk, maintenance, corporate, T-hangars, and/or others, which will be funded by a combination of private and FDOT funds.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**Aviation**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>International Port of Entry &amp; Foreign Trade Zone (FTZ) Facility</b>	0	0	2,600,000	1,400,000	0	0	4,000,000
<p>The establishment of a International port of entry and foreign trade zone at Tallahassee Regional Airport is anticipated to facilitate economic development for the community by increasing international commerce through the airport. Establishment of a foreign trade zone requires a series of steps including development of a feasibility plan, involvement of the public and local businesses, inventory, and implementation of a marketing program. This project also could facilitate development of the airport business park, which is under consideration. This project is recommended for planning purposes contingent on the availability of funds.</p> <p><b>Operating Budget Impact</b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Jet Bridge Rehabilitation</b>	10,000	25,000	25,000	25,000	25,000	25,000	125,000
<p>Recurring project to provide for unanticipated repairs to Airport jet bridges.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Marketing and Promotional Study</b>	860,000	100,000	100,000	100,000	0	0	300,000
<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> <p><b>Operating Budget Impact</b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Marketing and Promotions Study - Phase II</b>	0	0	0	0	100,000	100,000	200,000
<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> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Miscellaneous Major/Minor Repair/Replacement/Improvements</b>	230,000	200,000	200,000	200,000	200,000	200,000	1,000,000
<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&amp;I) funds. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><b>Operating Budget Impact</b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>MUPIDS Upgrades</b>	0	0	0	500,000	0	0	500,000
<p>The Airport Multi-User Passenger Information Display System will be eight years old and require upgrade and replacement of monitors and related equipment.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Rehabilitate Taxiways</b>	135,000	0	500,000	500,000	0	0	1,000,000
<p>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.</p> <p><b>Operating Budget Impact</b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Relamping Airfield with LED Lights</b>	0	0	550,000	0	0	0	550,000
<p>Self perform relamping of both runways and all taxiways with LED lights.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Runway 18/36 Improvements</b>	4,125,100	0	0	9,000,000	0	0	9,000,000
<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> <p><b>Operating Budget Impact</b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**Aviation**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Runway 9/27 Reconstruction Phase I</b>	16,864,051	400,000	0	0	0	0	400,000
Runway 9-27 does not meet FAA design criteria due to a longitudinal "hump" in the runway. Removal of the hump and reconstruction at the runway will take approximately two (2) years to complete. To meet operational requirements of the airlines during reconstruction, Runway 18-36 must also be extended. The project also includes rebuilding connecting taxiways to match the new runway and associated electrical, landscaping, and stormwater retention work. The project covers all design, environmental, construction, related engineering, and administrative costs for work on both runways 9-27 and 18-36.							
<b>Operating Budget Impact</b>							
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.							
<b>Runway 9/27 Reconstruction Phase II</b>	0	0	21,557,000	13,223,100	0	0	34,780,100
Runway 9-27 does not meet FAA design criteria due to a longitudinal "hump" in the runway. Removal of the hump and reconstruction at the runway will take approximately two (2) years to complete. To meet operational requirements of the airlines during reconstruction, Runway 18-36 must also be extended. The project also includes rebuilding connecting taxiways to match the new runway and associated electrical, landscaping, and stormwater retention work. The project covers design, environmental, construction, related engineering, and administrative costs for work on runway 9-27.							
<b>Operating Budget Impact</b>							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<b>South GA Apron Expansion</b>	0	0	0	0	2,000,000	0	2,000,000
2006 Master Plan Project The South General Aviation (GA) Apron is the main itinerant apron. The large number of business jets and helicopters using the airport necessitates expansion of this apron to provide additional aircraft and helicopter parking.							
<b>Operating Budget Impact</b>							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<b>South GA Apron Rehabilitation</b>	0	0	0	0	5,000,000	0	5,000,000
This General Aviation (GA) apron consists of a variety of asphalt aprons that have been joined over the years. This project will improve drainage, improve all the base layers and bring them to current FAA Design Standards and overlay the asphalt to improve the aircraft operating surface.							
<b>Operating Budget Impact</b>							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<b>Stormwater Management System Design &amp; Construction</b>	0	0	0	1,000,000	0	0	1,000,000
A stormwater management system is required to retain all stormwater on airport property.							
<b>Operating Budget Impact</b>							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<b>Taxiway Improvements</b>	0	0	0	1,200,000	0	0	1,200,000
This project will make improvements to the surface of the Airport taxiways and the surrounding grounds.							
<b>Operating Budget Impact</b>							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<b>Terminal Building Rehabilitation Phase II</b>	5,200,000	800,000	800,000	0	0	0	1,600,000
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.							
<b>Operating Budget Impact</b>							
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.							
<b>Terminal Loading Bridge Acquisition and Installation Phase I</b>	0	0	1,200,000	1,200,000	0	0	2,400,000
Passenger Boarding Bridges at Tallahassee Regional Airport will be 25 years old and in need of replacement. This project will replace the first three (3) of six (6) bridges.							
<b>Operating Budget Impact</b>							
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.							
<b>Terminal Loading Bridge Acquisition and Installation Phase II</b>	0	0	0	0	1,200,000	1,200,000	2,400,000
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.							
<b>Operating Budget Impact</b>							
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 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

Total Aviation    28,949,151    6,150,000    29,432,000    46,748,100    15,825,000    1,825,000    99,980,100

**Public Works**

Project Name / Description	Prior Years	FY 2013 Budget	<i>Non-Appropriated Programmed CIP Funding</i>				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Advanced Transportation Management System Enhancements</b>	705,958	550,000	0	550,000	0	600,000	1,700,000

This project will fund a system update to the Tallahassee Advanced Transportation Management System (TATMS) that if approved, is scheduled for FY2013-FY2014. Staff is currently developing a project to upgrade the TATMS Central Software to the latest version. To accomplish this upgrade, the City will only have to pay for the onsite integration as we will benefit from the roughly \$1.5 million of enhancements already developed for Miami Dade County. Accomplishments to date include the completion of an update to the TATMS Central System communications system between the TATMS at City Hall and the traffic signal controllers at each intersection. Construction is currently underway to connect the TATMS fiber optic cable at City Hall to the future Regional Transportation Management Center at the Public Safety Complex. Staff is currently in the procurement stage of a project to relocate the TATMS from City Hall to the Public Safety Complex. This will require the replacement of the TATMS servers and workstations, relocation of the TATMS video wall switch and controller and relocation of the camera modems. Future updates are anticipated in FY 2015 and thereafter every other year. Funding will be necessary to replace aging equipment, implement further intelligent transportation system (ITS) capabilities, deploy emerging transportation technologies and improve the existing system. System enhancements will include the addition of redundant routes for the TATMS fiber optic cables, additional remote workstations, fixed overhead sign support structures with variable message signs (VMS), and expanded traveler's information systems.

**Operating Budget Impact**

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.

<b>Annual Bridge Repair and Maintenance Funding</b>	0	0	0	0	0	25,000	25,000
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The City of Tallahassee owns, operates, and maintains eighteen bridges throughout the city. The City has bridges on all types of roadways from arterials to residential streets. These eighteen bridges represent a variety of types including steel, pre-stressed concrete, and box culverts. The average age of the City's bridges is approximately 25 years.

The City receives Inspection/CID/Bridge Profile Reports from Florida Department of Transportation (FDOT) annually on between three to five bridges. Reports are provided by FDOT for each bridge every 12 to 18 months and provide basic information about the bridge, inspection details, repair recommendations, and comments on the overall health of the bridge. The repair recommendations address a broad range of deficiencies from minor cracking and spall repair or joint sealant replacement to major structural repairs such as a cracked column or foundation member or deck rehabilitation.

This is an annual recurring project that will be used to address the types of repairs detailed above as the City receives the Reports from FDOT. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.

**Operating Budget Impact**

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

<b>Bradford Road Sidewalk</b>	250,000	1,050,000	0	0	0	0	1,050,000
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This project provides for the construction of sidewalk on Bradford Road from Monroe Street to Thomasville Road on the South side of the street.

**Operating Budget Impact**

This project will have an increased operating impact to the Operations Operating Budget from the new sidewalk beginning in FY15 of \$200 per year.

<b>Continuing Operations Plan (COOP)</b>	0	75,000	0	0	0	0	75,000
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The Public Works Department Operations Division maintains a Continuity of Operations Plan (COOP) that establishes policy and guidance to ensure the execution of the mission-essential functions for the Division in the event of an emergency or other catastrophic event. The COOP provides for the relocation of selected personnel and essential functions within the Division should current facilities become damaged or destroyed due to an event. The purpose of the COOP is to ensure that the Division is prepared to respond to emergencies, recover from them, and mitigate their impacts.

The Public Works Department Operations Division has been working with Facilities Management on a design for temporary accommodations should our current facilities sustain damage that renders them inhabitable. The plan includes utilizing mobile temporary office structures that can be brought in, setup at a predetermined location, and hooked to utilities, that will have been stubbed out for this purpose, to allow the Division to continue to operate. We have selected the parking lot on the east side of the ball fields on the south side of Jackson Bluff Road as the location for our temporary structures. This site was selected because of the close proximity to the equipment and materials stored at the Municipal Services Complex. This plan has been coordinated with the Parks and Recreation Department and accommodates their needs as well as Public Works Operations.

The design is in the process of being completed and will ultimately include a site plan, utility plan, and structural drawings from the vendor providing the mobile temporary structures. This request is for \$75,000 to cover the cost of constructing only the utility and infrastructure connections at the Jackson Bluff location.

**Operating Budget Impact**

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

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**Public Works**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Correction of ADA Deficiencies within Subdivision Sidewalks</b>	0	0	0	0	0	100,000	100,000

Since the 1992 enactment of the Americans with Disabilities Act (ADA), many developments within the City of Tallahassee and Leon County have been constructed and accepted by the city for ownership and maintenance even though portions of the sidewalk systems did not comply with the ADA. For the past ten years, as City staff, area developers and local contractors have become more familiar with the technical requirements of full compliance and as the City's development acceptance process better addresses this issue, the recurrence of this situation has been and continues to diminish. There remains a large inventory of sidewalks that are not compliant with the ADA within subdivisions for which the City is responsible for maintaining the right-of-way. This capital program request seeks to obtain a recurring funding source that can be proactively utilized to correct these deficiencies by addressing the most flagrant deficiencies first with the ultimate goal of seeking full compliance. This is a request for a recurring project. If approved, annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.

**Operating Budget Impact**

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

<b>Enhanced Asphalt Treatment Maintenance Program</b>	0	0	0	0	0	25,000	25,000
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Approximately ten years ago, the City applied stamped and painted asphalt treatments to selected roadways and intersections throughout the downtown area. Since that time, additional surface treatment enhancements, primarily at pedestrian crosswalks, have been included with some of the newer projects, such as along Gaines Street and Monroe Street. Although Monroe Street is owned by the FDOT, the City has agreed to maintain the crosswalks in exchange for the FDOT paying for the initial installation. The greatest current need is for the stamped and painted asphalt to be restored as it has passed its five year average life expectancy and has degraded. The total surface area of the stamped and painted asphalt is approximately 14,700 square yards, which if addressed all at once, would cost an estimated \$110,250 to restore. This request is for a recurring annual appropriation of \$25,000 that can be utilized to address those areas where the surfaces are most worn. This approach is recommended rather than a larger less frequent appropriation as the surface areas will wear out at differing rates depending on roadway usage and type of materials used. If approved, annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.

**Operating Budget Impact**

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

<b>FAMU Way</b>	21,165,913	0	7,500,000	0	0	0	7,500,000
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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.

**Operating Budget Impact**

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

<b>Flipper Street Sidewalk</b>	250,000	100,000	250,000	400,000	0	0	750,000
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This project provides for the construction of curb and gutter and sidewalk on one side of Flipper Street from Okaloosa Street to Campbell Street.

**Operating Budget Impact**

This project will have an increased operating impact to the Operations Operating Budget from the new sidewalk beginning in FY15 of \$100 per year.

<b>Greenway Trail Connectors - CITY</b>	69,773	0	150,000	150,000	0	0	300,000
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This project involves the acquisition of land through easements or fee simple ownership to connect neighborhoods with state and local parks. The project will provide an enhanced system of greenways at a minimal cost. The linkages will provide an improved bicycle and pedestrian network for the citizens of Tallahassee. Specific projects for acquisition will be identified in both the bicycle and pedestrian master plan and the greenways master plan, currently under development. This is a sales tax extension project approved in November 2000.

**Operating Budget Impact**

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.

<b>Guardrail &amp; Handrail Installation/Replacement</b>	10,000	10,000	10,000	10,000	10,000	10,000	50,000
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This project provides for the replacement of guardrail and handrail installations that have been deemed to be potentially dangerous. Previously in this project, a GIS database was developed that now lists all the guardrails and handrails. This database, which includes the asset location and material type, assists in defining a priority to help rank replacement or installations. This program also replaces the damaged guardrails and handrails due to vehicular accidents, throughout the fiscal year.

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

**Operating Budget Impact**

Without this program, the operating budget will be impacted due to ongoing accidents and potential liabilities.



**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**Public Works**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>John Knox Road Turn Lane</b>	0	500,000	0	0	0	0	500,000
<p>The westbound right turn lane at the intersection of John Knox Road and North Monroe Street has been monitored and repaired several times beginning in 2006. In 2006, Public Works Operations staff placed an asphalt overlay to level the turn lane which had begun to subside. After Tropical Storm Fay in August of 2008, the turn lane showed significant settlement. In October of 2008, Operations staff removed the pavement and approximately three feet of material and completely reconstructed the turn lane. Separation and cracking again appeared in 2010 and the turn lane was resurfaced for the third time in five years. In 2011, Environmental and Geotechnical Services, Inc. (EGS) was commissioned to conduct a study of this location because of the continued movement, reappearance of the asphalt separation and cracking, and the failure of past corrective measures. EGS conducted a series of tests that included monitoring the movement of the adjacent slope and settlement of the roadway. The study period lasted approximately six months and indicated that the slope moved approximately ¾" to the north and the roadway settled approximately ¾". The report from EGS also included a Slope Stability Investigation that showed for normal conditions the slope and the right turn lane had a slope failure factor of safety of less than 1. This indicates a high likelihood of a catastrophic slope failure, following a significant storm or rain event, if no additional slope stabilization measures are enacted. EGS has provided a Cost Proposal to design the repair to address this condition. Currently available funds have been identified to pay for these design fees. This request is for \$500,000 to cover the city staff estimated cost of constructing the repair. We do not yet have the engineer's construction cost estimate so this figure may change.</p> <p><b>Operating Budget Impact</b>            There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
<b>Lonnbladh Road PASS</b>	4,222,175	1,000,000	0	0	0	0	1,000,000
<p>This project provides for the reconstruction of 0.64 mile of Lonnbladh Road (Capital Circle N.E. to Olson Road), as an urban street with curb and gutter, and sidewalks. Design is scheduled in FY08-12, land acquisition in FY12, and construction during FY13-14.</p> <p><b>Operating Budget Impact</b>            This project will have an increased operating impact to the Streets and Drainage operating budget from new sidewalk, pavement, landscaping, and stormwater facility maintenance of \$15,000 per year after construction is complete. The operating budget costs only reflect the first year of maintenance (right-of-way mowing, sweeping, and landscaping).</p>							
<b>McCord Pond Ditch Improvements</b>	0	0	0	0	0	188,400	188,400
<p>Ditch erosion has enlarged the ditch to a point that encroachment into the adjacent residential and commercial properties is beginning to occur. This ditch runs northeast from Betton Road, behind residential properties on Trescott Drive and commercial properties on Thomasville Road, behind the Circle K on Thomasville Road near Betton Road. The ditch is in a 48-foot wide right-of-way and is approximately 10 feet deep with nearly vertical side slopes. The ditch is 1,250 feet in length and affects 11 residential and 5 commercial properties. Access to this ditch is at the north end at Post Road. Any stabilization maintenance required (placement of sandbags, installation of rip rap, etc.) must be done by hand. Preliminary design would install a 7-foot by 15-foot box culvert. The estimated cost of construction is \$1,884,000, and the estimated cost of design is \$188,400. Total cost is estimated at \$2,072,400. We are requesting the design and construction funding over two years as this is a relatively large project will require design and construction over two fiscal years. Funds requested for FY2017 are for the design. Construction funds will be requested for FY2018.</p> <p><b>Operating Budget Impact</b>            There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
<b>Minor Intersection/Safety Modifications</b>	225,000	225,000	225,000	225,000	225,000	225,000	1,125,000
<p>This continuing program includes relatively minor roadway or intersection improvements to provide additional safety or reduce delays in vehicular and pedestrian movements. The work plan includes construction of additional items such as: turn lanes, radius modifications, traffic control modifications including roundabouts, installation of guard rails, and resurfacing with friction course as needed along city roadways. This program also provides for minor enhancements at intersections and mid-blocks by constructing medians, bulb-outs and raised intersections to increase safety for pedestrians. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p><b>Operating Budget Impact</b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Minor Stormwater Improvements</b>	420,000	420,000	420,000	425,000	425,000	437,750	2,127,750
<p>The recurring project's scope is to resolve various minor stormwater problems that occur during the year. These are maintenance and minor improvements to the stormwater infrastructure system including, but not limited to: material acquisition, permitting, design and land acquisition. The recently issued National Pollution Discharge Elimination System (NPDES) Permit #3 requires that 10% of the entire stormwater system be inspected annually. Also, the Northwest Water Management District (NWFWD) testing requirements will increase as new facilities are accepted for maintenance. These increased levels of inspections will inevitably reveal additional maintenance requirements. Construction costs continue to increase due to the economic environment and cost of raw materials. Annual appropriations not expended to the end of the fiscal year will be returned to the stormwater fund.</p> <p><b>Operating Budget Impact</b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**Public Works**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Municipal Complex Safety and Security Improvements</b>	900,000	325,000	0	0	0	1,977,800	2,302,800

This multi-year project provides for safety and security improvements within the Public Works and Parks & Recreation areas of the Municipal Services Complex (MSC). Key considerations for this plan include safety of structures, an analysis of the traffic flow, and the storage of equipment and materials. Phase I, the construction of the first of three storage buildings, was completed in December 2010. Additional changes and improvements were made to the MSC based on the report generated by the city-wide Facility Improvement Team (FIT). All of the recommendations were either implemented or a response was provided as to why some recommendations were unfeasible. The condemned pole barn has also been demolished.

Phase II now includes a comprehensive fire and life safety review of the existing buildings within the MSC. This review is being conducted by Facilities Management in conjunction with the TFD. This review will generate a list of requirements and/or recommendations regarding potential life threatening issues to be addressed in the short term for the building to be safely occupied. We propose to address these short term needs by this requested reprogramming of the previously requested funds. The extent and scope of the final recommendation may result in a reevaluation of the Master Plan's long term use of these facilities.

FY13 funding of \$325,000 which will cover the addition of a complete fire alarm system, fire separation, a safe exit from the building, and will provide a temporary solution to the immediate fire/life safety issues discussed above. Making the recommended repairs/upgrades will allow us to continue to safely operate out of the existing MSC buildings until we begin to receive Master Plan funding in FY17 and complete the design and construction of a new permanent facility in the next five to ten years. Phase II includes the design and construction of the Vehicle Wash Facility. Facilities Management is working on a design that incorporates key goals from the City's Sustainability Action Agenda by integrating a reuse water system that uses a biological treatment method. Design continues to move forward, but construction is on hold pending approval of our request for \$500,000 for FY17.

Phase III is the civil design of the entire MSC and the architectural design of the new combined Administration/Emergency Operations Center/Shop facility. We are making a request of \$1,477,800 to cover the PD&E, civil engineering and architectural design fees, and permitting fees for FY17.

Phase IV will be the construction of the combined Administration/Emergency Operations Center/Shop facility and the site development required to support this facility. Incremental funding for this will be requested beginning in FY18 Phase V will be the construction of the two remaining storage buildings and the remaining associated site improvements.

The ultimate goal is to design and construct an MSC which is safer, more secure, more energy efficient, and a more effective use of space.

**Operating Budget Impact**

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

<b>Myrick Road Outfall Ditch Improvement</b>	0	0	0	0	0	232,000	232,000
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Over the years, erosion has enlarged the ditch to a point that encroachment into the adjacent residential properties has had to be addressed in the past and continues to approach other properties. This ditch runs behind houses on both Myrick Road and Rhonda Drive. The ditch is in a 20-foot wide right-of-way and is 6 feet deep with nearly vertical side slopes. It is 1,200 feet in length and affects 21 residential properties in the Forrest Heights/Holly Hills neighborhood. The only access to this ditch is at the east and west ends and requires the drainage weed and brush crews to mow the ditch by hand utilizing weed eaters. Any stabilization maintenance required (placement of sandbags, installation of rip rap, etc.) must also be done by hand, utilizing wheelbarrows and the inmate crew.

Preliminary design would install a 42-inch RCP with five structures. The estimated cost, including the design fees, is \$232,000.00. Design and construction funding are budgeted within the same year as because this is a relatively small project can be completed within one fiscal year.

**Operating Budget Impact**

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

<b>Nurse's Drive</b>	0	0	0	0	0	142,000	142,000
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This project involves construction of a new (.4-mile) two-lane street on right-of-way donated by Tallahassee Memorial Regional Medical Center (TMRMC) from Centerville Road to TMRMC's extension of Surgeon's Drive. The new two-lane curb and gutter street would include bike lanes and sidewalks and provide a connecting link between Centerville Road and Miccosukee Road via Nurse's Drive and Surgeon's Drive. Right-of-way documents have been signed by TMRMC, but will not be recorded until Surgeon's Drive extension is built by TMRMC and accepted by the City, at which time the city has 10 years to let a construction contract for Nurse's Drive or its right-of-way will revert back to TMRMC.

**Operating Budget Impact**

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

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**Public Works**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	

<b>Park Avenue Ditch Stabilization</b>	0	0	0	0	300,000	0	300,000
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The Park Avenue Ditch is part of the system of large outfall ditches that convey storm water from within the city. It conveys storm water from the Miccosukee Rd., Lucy Street area to Weems Pond. This ditch is unimproved with no harden surface to prevent erosion. Over the many years that the ditch has been in use, the flow line and side slopes of the ditch have been eroded. It is now reaching the point of requiring stabilization (repair) to prevent further erosion and sediment migration downstream. The area adjacent to the ditch has been used by citizens for years for walking, jogging or biking. Also, there is a sanitary sewer line within this area. The side slopes of the ditch are beginning to erode and will eventually have a negative impact upon the stability of the sanitary sewer line and the walking path. As part of the City's Blair Stone Rd. project, a bridge was constructed over this ditch. The ditch side slopes adjacent to the bridge footing may require additional stabilization in several years if this project is not approved.

This project will require the stabilization of an estimated 1,300 lf of ditch with a hard surface, possibly a concrete ditch lining. The estimated cost of this project is \$300,000 including engineering, permitting and construction.

**Operating Budget Impact**

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

<b>Recurring Traffic Management Systems Improvements</b>	615,500	615,500	615,500	615,500	615,500	615,500	3,077,500
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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 2013 and is subject to change based on safety and traffic pattern variations: new mast arm signals Epps at Jackson Bluff & Centerville at Medical Dr.; span wire replacements at Blountstown @ Tennessee; mast arm replacements at Gadsden at Gaines, & Gadsden at Seventh; pedestrian signal upgrades at numerous locations - upgrades to countdown signals and audible; communications/ITS - uninterruptible power supply (UPS) for controllers; internally illuminated street name signs; fiber optic cable plant improvements; and solar speed radar sign locations. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

**Operating Budget Impact**

Signal maintenance demands are expected to decrease as mast arm installations replace strain poles. The implementation of ITS features such as video monitoring, VMS, system detectors and other traffic management technologies will increase maintenance costs.

<b>Residential Sidewalks and Bike Ped Implementation Prog</b>	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	6,000,000
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This project combined funding authorized by City Commission Policy 600CP for the Sidewalk Program. Currently, there are several projects being designed and it is possible that several more will be designed and constructed during FY12. Revisions to the traffic calming program approved by the City Commission have significantly reduced the number of projects that qualify for funding. Emphasis has shifted from traffic calming to sidewalk improvements including in-fill sidewalks. It is anticipated that these funds will be used for the design and construction of projects identified through the Star Metro NOVA 2010 Plan. These funds also support the Street Resurfacing Program on the construction of sidewalk/ADA ramps to meet the American with Disabilities Act (ADA) requirements. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.

**Operating Budget Impact**

This program will cause additional maintenance costs to Streets and Drainage in future years. It is projected that 6,000 linear feet of sidewalk will be constructed every year. The annual cost of maintenance for each year will be \$11,695.

<b>Sidewalk Program - New Developments</b>	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. 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.

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

**Operating Budget Impact**

The construction of additional sidewalks will require the appropriation of additional maintenance costs in future fiscal years.

<b>Skyland Drive Outfall Ditch Improvements</b>	0	0	0	0	0	183,000	183,000
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Over the years, erosion has enlarged the ditch to a point that encroachment into the adjacent residential properties has had to be addressed in the past and continues to approach other properties. This ditch runs behind houses on both Skyland Drive and Devra Drive. The ditch is in a 20-foot wide right-of-way and is 8 feet deep with nearly vertical side slopes. The ditch is 800 feet in length and affects 14 residential properties. The only access to this ditch is at the north end requiring the drainage weed and brush crews to mow the ditch by hand utilizing weed eaters. Any stabilization maintenance required (placement of sandbags, installation of rip rap, etc.) must also be done by hand, utilizing wheelbarrows and the inmate crew. Preliminary design would install a 48-inch RCP with five structures. The estimated cost, including the design fees, is \$183,000.00. We are requesting the design and construction funding all within the same year as this relatively small project can be designed and constructed within one fiscal year.

**Operating Budget Impact**

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

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**Public Works**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	

**Street Resurfacing Program** 2,921,400 3,298,900 3,298,900 2,921,400 3,213,550 3,310,000 16,042,750

The purpose of this program is to resurface those City-owned paved streets that have been deemed, through the pavement management assessment process, to be in need of this action. The primary method used for this program is the conventional asphalt overlay. Cold milling of the existing surface is sometimes required. The recycled milled asphalt is a "green" method in that the milled material is re-used for based material. The work is performed by contractors that have been selected through the competitive bid process. City staff inspects the contractor's work.

This is an annual recurring program with construction schedules to begin in the first quarter and completion in the 4th quarter. Annual appropriations that are not expended will be returned to fund balance.

**Operating Budget Impact**

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

**Thermo-plastic Marking Program** 0 0 0 0 0 40,000 40,000

Thermo-plastic pavement markings, as opposed to painted markings, are a much more durable method for marking the city's roadways. The life expectancy for thermo-plastic markings is six to ten years depending upon the roadways' usage. The life expectancy for painted markings is six months to a year. However, with current work load, budget and staff, we are unable to complete even one cycle per year. Additionally, the thermo-plastic markings, because they incorporate glass beads in the fluid as it is applied, provides better initial reflectivity and better retains that reflectivity over the life of the application. This improves motorist safety. Using skip dash white striping as the baseline, the estimated contractual unit cost for thermo-plastic marking is \$1,000.00 per mile. The estimated cost for painted markings is \$190.00 per mile. If you assume that the paint cycle is completed every 9 months and compare it with thermo-plastic for an average 8 year cycle, the cost is \$2,025/mile vs. \$1,000/mile. Of course, there are other costs such as stop bars, crosswalks, solid white turn lanes, etc. The average unit cost for paint is approximately 2 times as much than thermo-plastic for the 8 year cycle.

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

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

**Operating Budget Impact**

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

**Weems Road Extension** 0 1,000,000 1,500,000 2,500,000 2,500,000 0 7,500,000

This project provides for the extension of Weems Road from Mahan Drive, northerly and westerly, to tie to a new section of Weems Road being built as part of the Mahan Villages Shopping Center.

**Operating Budget Impact**

This project will have an increased operating budget impact from the new sidewalk, pavement, and stormwater facility beginning in FY16 of \$680 per year.

**Weems Road Improvements** 5,500,000 300,000 2,000,000 0 0 0 2,300,000

This project provides for the reconstruction of 0.80-mile of Weems Road from Mahan Drive to Easterwood and 0.10-mile extension of Weems Road to Capital Circle N.E. as an urban street with curb and gutter, sidewalks and bike lanes to meet city standards for pedestrian and street safety (PASS). The PD&E study is complete. Design and land acquisition are scheduled during FY09-12. The construction is scheduled during FY10-14.

**Operating Budget Impact**

This project will have an increased operating impact from new sidewalk, guardrails, pavement, landscape, and stormwater facility maintenance beginning in FY13 of \$17,000 per year. The operating budget costs reflect only the first year of maintenance (right-of-way mowing, sweeping, and landscaping). Funding needs will increase in subsequent years due to the assumption of all maintenance activities.

Total Public Works 38,525,719 10,739,400 17,239,400 9,066,900 8,559,050 9,381,450 54,986,200

**StarMetro**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	

**Building Aquisition** 0 1,080,000 0 0 0 0 1,080,000

StarMetro has applied for \$900,000 of capital assistance from the Federal Transit Administration to purchase land property with an existing building adjacent to StarMetro's facilities to further expand StarMetro's vehicle maintenance facilities, vehicle parking and additional office space required. The Grant requires a twenty (20) percent cash match contribution of \$120,000 for a total of \$1,080,000.

**Operating Budget Impact**

This project requires a twenty (20) percent cash match contribution of \$120,000 from the operating budget.

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Development and Transportation Services**

**StarMetro**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>FTA Section 5307 Capital for Bus Purchases</b>	3,557,000	2,824,600	3,773,650	3,886,850	4,003,450	4,123,550	18,612,100
<p>The Federal Transit Administration (FTA) allocates Section 5307 (capital and operating assistance) based on a formula distribution. Since the City of Tallahassee is part of the Transit Management Area (TMA) with a population of over 200,000, it is no longer eligible for operating assistance from the FTA. There is a requirement to use one percent of the annual allocation for security costs and one percent for transit enhancements (items eligible include but are not limited to bus shelters, landscaping, including trash receptacles, public art, enhanced access for persons with disabilities to public transportation). Funding for federal project management is also allowed. Other items eligible for funding include but are not limited to capitalized maintenance, purchase of buses, vans and related equipment, ITS applications and infrastructure additions and improvements. The required match for this program may be satisfied with Toll Revenue Credits issued by the Florida Department of Transportation.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>JARC</b>	265,200	369,000	265,200	265,200	265,200	265,200	1,429,800
<p>The 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. Each year StarMetro, as the designated recipient of these funds, seek project input from the local transit entities. Project (s) are selected and awarded based on conformity with the requirements of the program.</p> <p>These funds may be used for capital or operating. Ten percent of the total grant amount may be used for project administrative costs incurred by the Designated Recipient of the grant.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>New Freedom Capital</b>	65,300	71,800	65,300	65,300	65,300	65,300	333,000
<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. Each year StarMetro, as the designated recipient of these funds, seek project input from the local transit entities. Project (s) are selected and awarded based on conformity with the requirements of the program.</p> <p>These funds may be used for capital only. Ten percent of the total grant amount is allowed for project administrative costs incurred by the Designated Recipient of the grant.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>StarMetro - Miscellaneous A/R</b>	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This accounts receivable project will allow StarMetro to enter small contractual arrangements with third parties. Examples would include vendors that would like to construct bus shelters, bus stop signs or install advertising equipment on buses. Other examples would include training provided by StarMetro to third parties that reimburse StarMetro for the cost of the training (i.e. Bus simulator and CDL training). These are estimates only.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>United We Guide: Regional Mobility Management</b>	190,000	80,000	0	0	0	0	80,000
<p>The Florida Department of Transportation (FDOT) allocates money for the United We Guide: Regional Mobility Management pilot project - The funds will be used for a comprehensive campaign to provide contract information on transportation options and facilitate the training of appropriate personnel as mobility managers in the four county region of Leon, Jefferson, Gadsden and Wakulla counties. In addition, the program will promote a one-call number for citizens to obtain transportation within the area.</p> <p><b>Operating Budget Impact</b>            There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Total StarMetro</b>	<b>4,127,500</b>	<b>4,475,400</b>	<b>4,154,150</b>	<b>4,267,350</b>	<b>4,383,950</b>	<b>4,504,050</b>	<b>21,784,900</b>
<b>Total Development and Transportation Services</b>	<b>71,602,370</b>	<b>21,364,800</b>	<b>50,825,550</b>	<b>60,082,350</b>	<b>28,768,000</b>	<b>15,710,500</b>	<b>176,751,200</b>

**City of Tallahassee  
Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Electric Utility**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>CC-EMS Evaluation, Specifications, &amp; Upgrade</b>	0	600,000	200,000	3,000,000	0	0	3,800,000
<p>The scope of this project includes the implementation and integration of major upgrades/revisions to the existing System Control and Data Acquisition/Energy Management System (SCADA/EMS), and the evaluation and purchase of a new SCADA/EMS when the current long term services agreement expires with the current SCADA/EMS vendor at the end of calendar year 2015. The evaluation process will identify the requirements to maintain reliable control and monitoring systems meet all NERC reliability standards. This is not a recurring project, and funds will remain in the project until completion scheduled in FY2016.</p> <p><b><u>Operating Budget Impact</u></b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>CC-Sub-Supervisory Control &amp; Data Acquisition (SCADA)</b>	575,000	700,000	600,000	600,000	525,000	550,000	2,975,000
<p>The scope of this project includes: routine modifications, additions and minor upgrades to the existing System Control and Data Acquisition/Energy Management System (SCADA/EMS); annual maintenance for the current SCADA/EMS, security systems, weather systems, System Control building; procurement and implementation of remote terminal units (RTUs), test equipment, printers, interface software, RTU communications, T1 multiplexers, Ethernet communications, asynchronous transfer mode (ATM) switches, fiber optic switches, relay communications, protective relaying, patch panels and other equipment required to support the SCADA/EMS.</p> <p>This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>CC-Telecommunications/Fiber Optics</b>	450,000	475,000	275,000	275,000	300,000	325,000	1,650,000
<p>This project entails the procurement of communications equipment, fiber, and the installation of fiber optics cables and associated control equipment that provide for communication networks for the electric system monitoring and control.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Corn Hydro Master-Major/Minor Capital Projects</b>	60,000	65,000	35,000	0	0	0	100,000
<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 the Corn Hydro Generating facility. 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.</p> <p>This proposed master project for FY 2013 includes, but is not limited to, window replacement. 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.</p> <p>This is a recurring project. Annual appropriations to the master projects that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Corn- Hydro Part 12</b>	0	0	0	350,000	0	0	350,000
<p>The Part 12 inspection is a requirement of the operating license issued by the Federal Energy Regulatory Commission (FERC) to operate the facility. There is no relief from the inspections as long as the City of Tallahassee operates the Corn Hydro facility. An inspection was conducted in FY2009. The next inspection is due in FY2015.</p> <p><b><u>Operating Budget Impact</u></b> Assuming that this project is approved, there are no on-going operational budget impacts. Failure to perform the Part 12 inspection when it is due will expose the City to fines and penalties from FERC. There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Corn-Hydro Bailey Upgrade</b>	100,000	200,000	0	0	0	0	200,000
<p>This project will provide a Bailey DCS automation for the three units at C. H. Corn Hydro facility. Presently the units are operated manually from the Rexa Wicket gate operators or from the Lovejoy Controls System. The Lovejoy control system is out of date and parts are no longer available. Installing the Bailey DCS will upgrade the system and make it compatible with the Purdom Plant controls.</p> <p><b><u>Operating Budget Impact</u></b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

**City of Tallahassee  
Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Electric Utility**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Corn-Turbine Generator Inspection/Overhaul</b>	0	0	0	0	900,000	0	900,000
<p>This project is the planned 10 year inspection and overhaul of the C. H. Corn Hydro facilities three generating units. Each unit contains bearings and seals that require inspection and repair to prevent online failures. In addition the generators needs to be electrically tested and the ventilation ports cleaned to prevent overheating and premature failure of the windings. In addition the water circuit has to be inspected for cracks, water erosion and wicket gate operation.</p> <p><b><u>Operating Budget Impact</u></b>                      Provided this project is approved, there will be no operating budget impacts. Failure to complete this project will result in increased costs resulting from increased maintenance costs due to failures.</p>							
<b>Hopkins #2 SCR Catalyst Replacement</b>	0	0	1,500,000	0	0	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 FY2014.</p> <p><b><u>Operating Budget Impact</u></b>                      Provided this project is completed, there are no operating impacts associated with this project. Failure to approve this project will affect the efficiency and reliability of Hopkins Unit 2. There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Hopkins- DCS Technology Upgrade</b>	0	0	1,000,000	500,000	0	0	1,500,000
<p>In 1995 the control systems for the units at the Hopkins Generating Station was retrofitted with a state-of-the-art distributed control system (DCS) provided by Westinghouse Process Control, which is now a division of Emerson Process Management. The control system comprises computer and electronic hardware for the receiving and sending control signals, analyzing and manipulating this control data and providing operator and engineering interface for monitoring/adjusting logic, set points and algorithms. The DCS is the primary control system for Unit 1 and the older gas turbines (GT1 and GT2) and provides a balance-of-plant (BOP) control for the LM6000 gas turbines (GT3 and GT4) and the Unit 2 combined cycle conversion (HP2A). This project is to update the Emerson Process Control distributed control system to the most current hardware/software platforms available from the OEM.</p> <p><b><u>Operating Budget Impact</u></b>                      Provided this project is completed, there are no operating impacts associated with this project. Failure to approve this project will affect the efficiency and reliability of the units as outages increase. This will occur since the OEM considers the equipment obsolete and will no longer service the equipment or supply parts needed to make repairs.</p>							
<b>Hopkins LM 6000 SCR/CO Catalyst Replacement</b>	0	0	950,000	0	0	0	950,000
<p>The new GE LM 6000 gas turbines (Units HC3 &amp; 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 2014.</p> <p><b><u>Operating Budget Impact</u></b>                      Provided that this project is completed, there are no operating impacts associated with this project. Should this project not be approved, there will be operating budget impacts due to increased maintenance costs associated with the forced outages and increased fuel and purchase power costs associated with the forced outages. There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Hopkins Master-Major/Minor Capital Projects</b>	1,200,000	600,000	700,000	800,000	800,000	950,000	3,850,000
<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.</p> <p>This proposed master project for FY 2013 includes, but is not limited to, HVAC replacement, plant fire protection upgrade, chiller overhaul, miscellaneous demineralizer equipment repair/replacement, maintenance shop relocate/upgrade, etc. 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.</p> <p>This is a recurring project. Annual appropriations to the master projects that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Hopkins Miscellaneous Major/Minor Equipment &amp; Facilities R/R</b>	400,000	0	100,000	100,000	400,000	0	600,000
<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.</p> <p>This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

**City of Tallahassee  
Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Electric Utility**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Hopkins Plant Security</b>	0	0	0	0	0	200,000	200,000
This project will allow for the upgrades/installation of cameras, alarms, monitors, etc. to enhance the security of the plant site.							
<b><u>Operating Budget Impact</u></b>							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the the five-year plan as applicable.							
<b>Hopkins- Unit 2 Tower Fill Replacement Program</b>	0	0	0	0	0	500,000	500,000
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, as the tower gets older, over a two-year period.							
<b><u>Operating Budget Impact</u></b>							
Provided this project is completed, there are no operating impacts associated with this project. Failure to approve this project will affect the efficiency and reliability of Unit # 2, a base load unit for the City of Tallahassee, and increase the number of forced and maintenance outages, subsequently increasing maintenance costs and fuel and purchase power costs due to the forced outages. 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.							
<b>Hopkins-HP Peaking Units Major/Minor Outages</b>	0	0	0	1,000,000	0	0	1,000,000
This project will provide for periodic inspection, repairs, purchase or replacement parts, materials, miscellaneous contractual services, etc. for the major and minor outages/inspection of equipment associated with the combustion turbine peaking generating units, HC1, HC2, HC3 and HC4, located at Hopkins Plant. The scope includes combustion turbine/generators, auxiliary equipment, controls, SCR & CO replacement, etc.							
<b><u>Operating Budget Impact</u></b>							
Provided this project is completed, there are no operating impacts associated with this project. Failure to approve this project will affect the efficiency and reliability of Hopkins Peaking units. 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.							
<b>Hopkins-HP1 Major/Minor Outages</b>	2,300,000	175,000	175,000	1,800,000	200,000	500,000	2,850,000
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 1 (HP1) steam turbine, generator, boiler, associated auxiliary equipment, controls, etc.							
A portion of the funding for the major activities, such as low pressure (LP) turbine overhaul and major outage of the turbine/generator, boiler, etc., are included in the prior year to provide for ordering and delivery of long lead parts.							
Note: This project will need to remain open and the funds will need to be available to fund the major outage.							
<b><u>Operating Budget Impact</u></b>							
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.							
<b>Hopkins-HP2 Major/Minor Outages</b>	450,000	275,000	3,450,000	400,000	400,000	1,100,000	5,625,000
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, miscellaneous electrical upgrades/repairs, and miscellaneous mechanical/HRSG upgrades/repairs, etc. The major portion of periodic inspection is covered by the long-term services agreement with the OEM, GE, for the combustion turbine.							
A portion of the funding for the major activities such as major outage of the turbine/generator, HSRG, etc. are included in the prior year to provide for long lead parts, etc.							
<b><u>Operating Budget Impact</u></b>							
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 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Electric Utility**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>PE-Distribution Upgrades &amp; Modifications</b>	8,075,000	5,446,000	4,300,000	4,250,000	4,250,000	5,250,000	23,496,000

This project will fund engineering, procurement, construction, and related activities associated with research, planning and implementation of distribution system improvements needed to provide adequate and reliable electric service to current and future customers.

The scope of this master project has been expanded to include/replace budget requests for the following projects that had been budgeted as separate projects through the FY11-15 CIP:

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

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

**Operating Budget Impact**

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

<b>PE-New Service Installations</b>	4,072,300	2,125,000	2,350,000	2,400,000	2,550,000	2,600,000	12,025,000
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This project involves engineering, right-of-way acquisition, purchase of equipment, construction, and related activities associated with the expansion, addition, or improvement of electric facilities generally less than \$500,000 and recurring projects for new services, new area light installation, and unpredictables. Projects for the five-year period include, but are not limited to: 1) road widening/utility relocation projects; 2) transmission line replacement structures; 3) access road maintenance; 4) upgrade of Talquin ATUs; and 5) system protection.

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

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

**Operating Budget Impact**

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

<b>PE-Purchase of Talquin Electric Co-op Facilities</b>	5,700,000	3,000,000	3,000,000	3,000,000	3,000,000	1,000,000	13,000,000
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This project provides for the purchase of Talquin Electric Cooperative facilities within the city's electric service territory and for the installation of new services for city customers on Talquin facilities within this territory.

**Operating Budget Impact**

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

<b>PE-Recurring-Replacements and Upgrades</b>	1,300,000	3,075,000	1,825,000	1,785,000	1,809,000	1,890,000	10,384,000
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This project provides funding for: 1) distribution, replacement and upgrade - cost for replacement of existing overhead and underground equipment/facilities, including labor and equipment; and 2) area light replacement and upgrade - cost for replacement of existing equipment/facilities, including labor and equipment.

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

**Operating Budget Impact**

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

<b>PE-Street Lighting</b>	1,160,000	1,400,000	3,525,000	3,550,000	3,375,000	3,135,000	14,985,000
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This budget provides annual funding for projects to install new streetlights in locations for new or existing subdivisions and street projects. Planned projects include, but are not limited to, installation of lights for new subdivisions/minor streets and continuation of downtown lighting.

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

**Operating Budget Impact**

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

**City of Tallahassee  
Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Electric Utility**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>PE-Substation Modifications</b>	5,951,000	11,150,000	10,550,000	4,000,000	4,100,000	3,700,000	33,500,000

This project will fund activities associated with the construction and modification of substations facilities to maintain reliable and efficient connectivity of distribution and transmission components of the system. This master project was created in the FY12-16 CIP and includes/replaces budget requests for the following projects that had been budgeted separately through the FY11-15 CIP:

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

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

**Operating Budget Impact**

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

<b>PE-Transmission Upgrades &amp; Modifications</b>	7,769,000	3,500,000	5,800,000	1,700,000	1,750,000	1,950,000	14,700,000
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This project will fund activities associated with construction and modification of transmission lines and related components to maintain reliable, safe and efficient delivery of power to and between substations. This master project was created in the FY12-16 CIP and includes/replaces budget requests for the following projects that had been budgeted separately through the FY11-15 CIP:

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

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

**Operating Budget Impact**

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

<b>Prod Mgmt- Champs Upgrade</b>	0	0	50,000	0	0	0	50,000
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The electric generating plants utilize Champs, a computerized maintenance management system, to manage maintenance activities of power plant equipment. The application tracks work being performed on equipment, the maintenance history and the associated costs and are a useful tool for plant management decisions. Periodic upgrades or enhancements to the application, some of which are required to continue maintenance support from the vendor, are necessary to ensure the system is providing the functionality necessary for efficient and effective management of preventative maintenance and ongoing maintenance at the facilities.

**Operating Budget Impact**

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

<b>Prod Mgmt-Purchase/Install Distributed Generation</b>	0	0	0	0	0	8,500,000	8,500,000
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Based on the current 10-year strategic transmission study, supporting capital projects are required in 2010 and beyond to ensure system reliability. Options include building new transmission infrastructure and/or installing distributed generation including combustion turbines at key locations on the city's system to meet grid reliability standards. One option in the 2017-2018 timeframe identified for further detailed study is the installation of combustion turbines or reciprocating engines as an alternative to the addition of major (230kV) transmission facilities or to address resource uncertainty associated with the implementation of the city's DSM plan.

This capital project is submitted to ensure that the funding will be in place for the most capital-intensive option currently under consideration. A final decision on this and other grid enhancement projects intended to maintain system reliability will be made by the City Commission during fiscal year 2013.

**Operating Budget Impact**

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

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Electric Utility**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Prod Mgmt-Training Solutions</b>	0	100,000	0	0	0	0	100,000
<p>This project will develop a training and certification program designed for plant operators, E&amp;I personnel and maintenance mechanics at the three Electric generation facilities. The program will be an evaluation system that utilizes currently available training materials wherever possible. It provides a comprehensive, validated method, for evaluating and training plant personnel to ensure they are competent to operate and maintain the city's facilities in a safe, effective, reliable and efficient manner.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five year plan as applicable.</p>							
<b>Purdom - PP8 Major / Minor Outages</b>	955,000	1,385,000	125,000	0	95,000	125,000	1,730,000
<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 project will also provide for non-destructive testing of high-pressured and high temperature piping on Unit 8 and the Zero Discharge Unit to ensure it is safe for continued operation. The city's insurance carrier has recommended that this inspection be completed on a periodic basis. This work can only be done during outages.etc. The major portion of periodic inspection is covered by the long-term services agreement with the OEM, GE, for the combustion turbine.</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> <p><b><u>Operating Budget Impact</u></b>            There is no operating budget with the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable. If not approved, there will be significant increases to the operating budget impacts due to increased forced outages.</p>							
<b>Purdom - Structure Improvements</b>	600,000	505,000	170,000	0	0	150,000	825,000
<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> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Purdom - Traveling Screens</b>	0	0	0	0	200,000	200,000	400,000
<p>The Purdom Unit 7 inlet traveling screens are an integral part of the units circulating water system. The screens prevent grass, leaves, and debris from entering the two circulating water pumps, causing pump damage and reducing cooling water flow. This system serves a secondary purpose, providing dilution water flow during Zero Liquid Discharge System outages for Unit 8. After the Unit 7 retirement on 12/31/2013, this will become the primary purpose of this system, and the screens will require replacement to maintain this capability.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating budget with the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable. If not approved, it could restrict operation or force the shutdown of Unit 8 on a regular basis and replacement power will either have to be purchased or generated with older units at a higher cost.</p>							
<b>Purdom - Unit 7 Demolition</b>	0	0	750,000	200,000	0	0	950,000
<p>This project is for the demolition of Unit 7. Purdom Unit 7 is scheduled to be retired in 2013. Once the unit is retired, it will not be operated and will begin to deteriorate. The demolition of the unit will ensure that there are no safety hazards associated with the continued deterioration of the unit once it is retired.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five year plan as applicable.</p>							
<b>Purdom Master-Major/Minor Capital Projects</b>	30,000	30,000	30,000	130,000	600,000	300,000	1,090,000
<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 the Purdom Power Plant. 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</p> <p>This proposed master project for FY 2013 includes, but is not limited to, rebuilding the cooling tower gearboxes. 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.</p> <p>This is a recurring project. Annual appropriations to the master projects that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

**City of Tallahassee**  
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**Utility Services**

**Electric Utility**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Purdom Miscellaneous Equipment Replacement &amp; Automation</b>	190,000	185,000	88,000	0	20,000	0	293,000

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.

**Operating Budget Impact**

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

<b>Purdom MKVI Controls Upgrade/DCS Upgrade</b>	1,500,000	0	4,500,000	0	0	0	4,500,000
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Purdom Plant utilizes two DCS operating control systems. The GE MK V is utilized for the Unit 8 combustion turbine /generator and steam turbine/generator. The Bailey INFI90 DCS controls Unit 7 and Balance of Plant was upgraded in 2009 as part of this project. The balance of this project is to upgrade the GE DCS. Currently GE does not supply a MK VI system and will only take orders on a MK Vie DCS upgrade. Also the space to install a new DCS is limited in both the PEECC and the 4160 building. The PEECC can be expanded to provide for the new DCS. A new electrical panel will be required for the Steam Turbine control room.

**Operating Budget Impact**

Provided this project is approved, there will be no operating budget impacts. Failure to complete this project will result in increased costs resulting from increased maintenance costs due to failures and additional fuel costs due to the Purdom units being unavailable. Failure to have the Purdom units available can also result in reliability issues with the City's electric system.

<b>Purdom Steam Turbine Generator Fault Repairs</b>	700,000	3,140,000	0	0	0	0	3,140,000
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The Purdom Unit 8 steam turbine generator experienced a forced outage from June 10, 2012 to August 1, 2012, due to a trip caused by shorted stator end-windings. The generator stator is the stationary portion of the generator, consisting of large copper bars (the windings) joined at both ends to complete the electrical circuit. The outage required disassembly, inspection, and determination of full repair work scope for the Unit. Interim repairs were completed on the end-windings in order to return Unit 8 to service during the summer peak load period, with full repairs scheduled for a planned outage period in February 2013.

This funding request is to rewind the entire stator during the planned major inspection outage in fiscal year 2013. The funding represents the expected insurance claim to be funded through the Accounts Receivable Fund (\$2,990,000) and the portion that the City will be responsible for as a deductible payment (\$850,000 funded by RR&I).

**Operating Budget Impact**

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

<b>Purdom Unit 8 Zero Discharge (ZD) Major/Minor Outages</b>	600,000	300,000	400,000	300,000	100,000	500,000	1,600,000
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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.

**Operating Budget Impact**

Provided this project is approved, there will be no operating budget impacts. Failure to complete this project will result in increased costs resulting from increased maintenance costs due to failures and additional fuel costs due to the Purdom units being unavailable. Failure to have the Purdom units available can also result in reliability issues with the City's electric system.

<b>SP-Alternate Energy</b>	5,400,000	0	600,000	2,000,000	2,000,000	0	4,600,000
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A part of the city's long-term energy plan involves the potential for inclusion of renewable/alternative energy projects into the current power supply portfolio. The IRP Study identified opportunities to include cost-effective renewable resources in the energy mix. This project will provide funding to evaluate opportunities that may become available as part of the ongoing analysis of the long-term resource plan as well as continuing the analysis of those resources already anticipated as part of the current power supply portfolio.

**Operating Budget Impact**

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

<b>SP-Electric System Planning Resource Studies</b>	350,000	350,000	375,000	375,000	375,000	375,000	1,850,000
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The scope of this project includes system planning studies/support and NERC compliance evaluation/support. In an effort to effectively manage development of the electric system relative to current and future regulatory, operational and capacity requirements, the utility must evaluate energy alternatives, facilities, infrastructure, related projects and compliance with NERC reliability standards.

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

**Operating Budget Impact**

There is no operating impact anticipated within the current five-year capital improvement plan. Future impacts will be built into the five-year plan as appropriate.

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Electric Utility**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	

<b>SP-Energy Efficiency &amp; Demand-Side Management</b>	23,924,722	0	6,000,000	6,000,000	6,000,000	6,000,000	24,000,000
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In December 2006, the Electric Utility completed an integrated resources planning (IRP) study that identified an appropriate mix of supply and demand-side resources needed to most efficiently meet future power needs over a 20-year period. Demand-side management (DSM) and energy efficiency (EE) programs play a key role in that resource plan. This project provides funding to support the DSM/EE portfolio approved by the City Commission in December 2006. The budget schedule reflects the implementation plan proposed by Energy Services and approved by the City Commission in January 2008, consisting of a 2-year deferral of some expenditures originally planned for FY 2009, combined with additional funding in later years to achieve the required demand and energy savings.

**Operating Budget Impact**

There are potential operating budget impacts from this project in the Energy Services Department.

<b>SP-Solar Capacity Expansion Plan</b>	782,500	131,000	131,000	131,000	131,000	131,000	655,000
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The Electric Utility is continuing to promote installation of solar thermal and photovoltaic (PV) systems to provide a limited diversity of energy supply, encourage use of clean energy sources, educate customers about the advantages of renewable resources, and provide energy and tradable renewable energy certificates (green tags) for existing and future retail green power offerings. This ongoing project will help to position the city for changes in the energy markets and assist the utility in responding to possible renewable energy portfolio standards.

**Operating Budget Impact**

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

<b>T&amp;D-Electric A/R Master</b>	650,000	900,000	900,000	900,000	900,000	900,000	4,500,000
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The Electric Utility performs numerous projects at the request of citizens, businesses and organizations to repair damages to the electric system infrastructure, as well as for other specific services requested by electric customers. There are basically two types of requests: 1) specific work relative to electric facilities that are paid by the customer (e.g., pole relocation), and 2) emergency repairs necessary because of damages to electric system property that will be paid by the party responsible for the damage. The estimates are based on historical expenditures for these types of activities, and all expenditures are fully reimbursed by the requesting or responsible party. Incurred costs are billed by the utility through the city's billing and accounts receivables process.

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

**Operating Budget Impact**

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

<b>T&amp;D-Instrumentation/Control RR&amp;I</b>	60,000	60,000	60,000	60,000	65,000	65,000	310,000
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This project provides funding for installation, maintenance and upgrade of equipment to automate the control, metering and monitoring of various distribution facilities, including necessary studies to determine and identify the proper size and location of equipment.

This project is a master for the FY13-17 CIP and includes/replaces budget requests for the following projects included in the FY12-16 CIP:

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

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

**Operating Budget Impact**

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

<b>T&amp;D-Operations Center RR&amp;I</b>	500,000	200,000	175,000	175,000	200,000	275,000	1,025,000
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This project will fund needed repairs, renovations and upgrades of the utility operations center located at 2602 Jackson Bluff Road and its adjacent facilities, including the associated electric meter operations building, the 9.07 acres located between Messer Park, and the existing material storage facility. These activities will address problems associated with aging and deterioration of the facility, adding new office/storage facilities as needed, and installation and upgrade of security measures to reduce vandalism and theft.

This project is a newly created master for the FY13-17 CIP and includes/replaces budget requests for the following projects included in the FY12-16 CIP:

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

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

**Operating Budget Impact**

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

**City of Tallahassee  
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**Utility Services**

**Electric Utility**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>T&amp;D-Overhead Line RR&amp;I</b>	915,000	1,090,000	500,000	150,000	150,000	165,000	2,055,000
<p>This project provides funding for refurbishment of 115/230 kV overhead transmission lines and facilities in electric system and provides for the ground-line treatment of all wood distribution and transmission poles, including: 1) equipment identification and computerized data collection of work performed; 2) visual inspection of pole and hardware attachments; 3) visual inspection of application of remedial preservative treatments to extend pole life; and, 4) pole restoration utilizing c-truss or fiber wrap systems. This project provides funding for costs associated with planting species of trees or plants to replace tall trees growing under overhead power lines.</p> <p>This project is a master for the FY13-17 CIP and includes/replaces budget requests for the following projects included in the FY12-16 CIP:</p> <ul style="list-style-type: none"> <li>11042 - T&amp;D-Tree Replacement</li> <li>11048 - T&amp;D-15kV/230kV Transmission Line/Facility Refurbishment</li> <li>1200150 - T&amp;D Pole Inspection/Treatment</li> </ul> <p>This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>T&amp;D-Substation RR&amp;I</b>	1,785,000	1,835,000	1,510,000	1,535,000	1,585,000	1,585,000	8,050,000
<p>This project provides funding for the inspection, maintenance and upgrade of substation facilities and equipment, including breakers, switches, relays, annunciator panel systems, multiplexors, system control and data acquisition equipment, electronic security and safety equipment, and storage facilities. This project also provides for the construction of a storage building which will house one of the city's two emergency mobile substations when not in service to provide protection from the deteriorating elements of weather.</p> <p>This project is a master for the FY13-17 CIP and includes/replaces budget requests for the following projects included in the FY12-16 CIP:</p> <ul style="list-style-type: none"> <li>05005 - T&amp;D-Relay &amp; Communication System Replacement &amp; Upgrade-Phase II</li> <li>10062 - T&amp;D-Relay &amp; Communication System Replacement &amp; Upgrade-Phase III</li> <li>11039 - T&amp;D-Substation/System Control Facility Additions</li> <li>11047 - T&amp;D-Gang Switch Repair/Replacement-115kV &amp; 230kV</li> <li>E02032 - T&amp;D-Substation Transformer Replacement/Refurbishment</li> </ul> <p>This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>T&amp;D-URD System RR&amp;I</b>	1,100,000	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	5,750,000
<p>This project provides funding for the replacement and/or refurbishment of deteriorated underground distribution (URD) facilities. These include replacement and installation of fault indicators, cables and URD equipment such as deteriorated pad mounted equipment, cable, conduit, and associated equipment. Additionally, this project provides for cabinet inspection of interior padmount transformers, pedestals and associated padmounted equipment and includes the following: 1) computerized data collection of work performed; 2) infrared inspection and ground resistance readings; 3) replacement of penta or hex bolts if necessary, and unlock or cut off locks if necessary; 4) insecticide treatment and install fault indicators- labor only; 5) private property access and attachment of inspection stickers; 6) installation of road markers and painting numbers on pedestal corresponding with padmount; 7) replacement of pedestal lid bolts where available - labor only; 8) other associated minor repairs as needed; and 9) needed connector replacements and installation of fault indicators, etc.</p> <p>This project is a master for the FY13-17 CIP and includes/replaces budget requests for the following projects included in the FY12-16 CIP:</p> <ul style="list-style-type: none"> <li>11030 - T&amp;D-Refurbishment of URD System</li> <li>11045 - T&amp;D-Padmount Transformer &amp; Pedestal Inspection</li> </ul> <p>This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>USC-Misc Repair and Replacement</b>	200,000	200,000	0	100,000	0	0	300,000
<p>This project provides for the repair and purchase of various equipment and improvements to the Utility Supply Center facility to support its move from Procurement Services to Electric Utility. This project will include, but not be limited to, improvements to the yard area, painting, PeopleSoft support/modifications, and storage and equipment improvements.</p> <p><b><u>Operating Budget Impact</u></b> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Total Electric Utility</b>	<b>79,804,522</b>	<b>44,347,000</b>	<b>57,849,000</b>	<b>42,716,000</b>	<b>37,930,000</b>	<b>44,071,000</b>	<b>226,913,000</b>

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Energy Services**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Commercial Energy Conservation</b>	625,000	625,000	625,000	625,000	625,000	625,000	3,125,000
<p>This project provides low interest loans to support the city's ongoing energy efficiency/customer retention efforts in the commercial sector. The program's focus is to improve energy efficiency of commercial facilities and promote efficiency in city and other public/governmental facilities through the funding of special projects and studies. This is a recurring project. Annual appropriations that are not expended by the close of the fiscal year will be returned to the energy conservation fund.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Demand Side Management Program Support</b>	125,000	125,000	125,000	125,000	125,000	125,000	625,000
<p>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.</p> <p><b><u>Operating Budget Impact</u></b>            This project includes funding in the amount of \$44,270 for an Energy Services Representative position. Of that total, \$31,029 is funded from this project, while \$13,241 comes from the operating budget to pay for pension, the city's matched annuity plan, and health benefits.</p>							
<b>DSM - Program Enhancements</b>	1,360,000	240,000	0	0	0	0	240,000
<p>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.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Residential Energy Conservation</b>	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	21,000,000
<p>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.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Total Energy Services</b>	6,310,000	5,190,000	4,950,000	4,950,000	4,950,000	4,950,000	24,990,000

**Fleet Management**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Environmental Compliance and Remediation Program</b>	100,000	100,000	100,000	100,000	100,000	100,000	500,000
<p>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.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Vehicle Replacement</b>	8,500,000	9,500,000	8,500,000	8,500,000	8,500,000	8,500,000	43,500,000
<p>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.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Total Fleet Management</b>	8,600,000	9,600,000	8,600,000	8,600,000	8,600,000	8,600,000	44,000,000

**Underground Utilities**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	

**City of Tallahassee**  
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**Utility Services**

**Underground Utilities**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Alternate Fuel Program</b>	10,000	20,000	30,000	40,000	40,000	50,000	180,000
<p>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.</p> <p><b><u>Operating Budget Impact</u></b>            Marginal operating impact that will be offset by increased revenues.</p>							
<b>Automation Implementation</b>	753,294	700,000	700,000	700,000	700,000	700,000	3,500,000
<p>This project involves the development and implementation of a Geographic Information System (GIS) database mapping and facility inventory system for the department's Gas, Water &amp; 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><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>AWT Program</b>	223,968,517	2,982,800	600,000	0	0	0	3,582,800
<p>Master project for the AWT design, planning and construction. The AWT improvements are necessary to meet state permitting requirements, particularly for the reduction of nitrogen. New headworks, screening, grit removal, primary clarifiers, deep-bed denitrification filters, and disinfection and other chemical facilities are major improvements included in the first phase of the AWT project. Completion of the first-phase construction is scheduled for August 2011.</p> <p><b><u>Operating Budget Impact</u></b>            Operating impacts are incremental. Additional chemicals and energy usage will incur operating and maintenance costs and are identified in specific projects.</p>							
<b>AWT Start Up Fund</b>	0	1,000,000	0	0	0	0	1,000,000
<p>In FY 13 the majority of the AWT upgrade project will be placed in service. Startup for these complex processes can take a few weeks to up to 6 months to bring the mechanical equipment online without complications from either mechanical, electrical, computer programming issues and biological/chemical upsets. This called a "burn in" period. This is typical in the wastewater industry. The majority of startup costs are in utilities, chemicals and computer programming troubleshooting expenses. During start up there will be existing unit processes running concurrently with the new treatment processes for testing purposes. Biological systems are brought online very slowly preventing plant upsets and compliance issues. Until the biological populations are stabilized, biological/chemical reactions will dramatically increase the demand for methanol and sodium hypochlorite (Bleach) There are many complex computer programs that inherently increase electrical and chemical costs until they are fine tuned. Typically after the first year, these costs will dramatically go down after the full AWT upgrades are online and optimized. Estimating these costs are difficult depending on the issues that we encounter during startup.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Basin Improvements Implementation Plan</b>	1,500,000	0	2,000,000	1,500,000	1,500,000	1,500,000	6,500,000
<p>This project will fund planning, design, and construction activities aimed at minimizing water quality impacts to the Tallahassee area receiving water bodies. Implementation activities may include in-lake or contributing watershed projects. Target water bodies will include those located within the major Tallahassee area watersheds.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Carbon Bed Replacement</b>	140,000	480,000	480,000	480,000	480,000	480,000	2,400,000
<p>The City has granular activated carbon (GAC) units located at five water well facilities used to remove ground water contaminants. The need to change the carbon is related to water demand and other factors. Exchange of the GAC is expected to be an ongoing process with these units. GAC units are monitored for Florida Department of Environmental Protection. The Water Quality Division analyzes samples to maintain compliance with water quality standards and project when carbon replacement will be required. Previous costs have increased yearly with current funding reflecting market trends. FY12 – Renovation to GAC vessel piping, FY13 - Well 9 and 13, FY14 - Well 6 and 7, FY15 - Well 13 with renovation to GAC Valves, FY16 - Well 9</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
<b>Collection System Rehabilitation/Replacement</b>	1,700,000	1,700,000	1,800,000	1,890,000	1,980,000	2,080,000	9,450,000
<p>Sewer collection infrastructure must be rehabilitated or replaced to extend the expected life and reduce stormwater infiltration and inflow. These projects are prioritized each year based on maintenance reports, with design and construction usually done in-house and coordinated, when possible, with roadway projects. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            This project will not require additional operating resources. It will be undertaken with existing staff and/or resources.</p>							



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**Utility Services**

**Underground Utilities**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Concord Road Stormwater Management Facility</b>	1,200,000	400,000	0	0	0	0	400,000
<p>The project provides funding to construct a stormwater management facility on a 3.25-acre parcel located east of Concord Road and north of Formosa Drive. The project objective is to alleviate flooding of approximately 12 residential properties located downstream on Riggins Road, Violet Street, and Lupine Lane in the Meadowbrook subdivision. Over 12 residential properties, as well as the aforementioned City Streets flood.</p> <p><b><u>Operating Budget Impact</u></b>  Impacts are incremental. Additional pumping stations and sewer mains will incur operating and maintenance costs but cannot be identified until specific projects are established.</p>							
<b>DEP In-Kind Services</b>	150,000	75,000	75,000	75,000	75,000	75,000	375,000
<p>The definition and scope are unknown at this time. FDEP has not finalized the Amended Consent Order with civil penalties. An in-kind project must be either an environmental enhancement, environmental restoration or a capital/facility improvement project. A project has not yet been determined.</p> <p><b><u>Operating Budget Impact</u></b>  There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Downtown Stormwater Master Plan</b>	0	500,000	0	0	0	0	500,000
<p>Definition and Scope – The project objective is to develop a stormwater master plan to identify drainage improvements needed for the downtown area generally bounded by Monroe Street, Stadium Drive, Call Street and Gaines Street.</p> <p><b><u>Operating Budget Impact</u></b>  There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Eastgate Flood Relief Project</b>	2,850,000	1,000,000	0	0	0	0	1,000,000
<p>This funding will enable the design and construction of a stormwater capital project that addresses flooding in the Eastgate subdivision.</p> <p><b><u>Operating Budget Impact</u></b>  There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Facility Building Improvements</b>	200,000	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 Quality Facility. Among the recommendations proposed are additional building and roof repairs, parking lot improvements, mechanical system maintenance and repairs, and maintenance on the current security system. Planned projects for FY12 include replacing flooring in the laboratory and systems control room, replacing the air handling unit #3 in sample receiving, and the addition of variable air volume units.</p> <p><b><u>Operating Budget Impact</u></b>  This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
<b>Gas Marketing</b>	75,000	75,000	75,000	75,000	75,000	75,000	375,000
<p>Definition and Scope:  This project funds the natural gas marketing and sales program which is used to promote natural gas, to educate customers on the benefits of natural gas, and to increase natural gas usage by both residential and commercial customers. These funds are used for advertising and outreach events. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>  Marginal operating impact that will be offset by increased revenues.</p>							
<b>Gas Rebates</b>	750,000	750,000	750,000	750,000	750,000	750,000	3,750,000
<p>Definition and Scope:  This project funds the natural gas rebate program which serves in providing rebates for customer purchases and/or installation of natural gas appliances. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>  There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Gas Recurring Projects</b>	2,180,450	2,130,450	2,649,750	2,928,700	3,221,600	3,543,750	14,474,250
<p>The Gas Utility Division performs a variety of capital project activities designed to meet recurring operating requirements. Projects include procurement of meters for new service requests, replacement of obsolete meters, and repaving of utility cuts. This project funding will fund the following sub-projects in FY12: meter replacement, new meters, and utility cut repaving. This is a recurring project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>  Marginal operating impact that will be offset by increased revenues.</p>							

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**Underground Utilities**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Gas Service Request</b>	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This project provides funding for repairs to gas mains from damages made by gas customers. The estimates are based on historical expenditures for this type of activity and all expenditures will be fully reimbursed by gas customers. Costs for repairs will be billed through the city's billing and accounts receivable process. This project is also used for the City's Internal Piping Program whereby the City contracts with a local plumber to install internal gas piping. The City is fully reimbursed by the customer for this service; the City also adds an administrative fee for this service. Costs for this program will be billed through the city's billing and accounts receivable process.</p> <p>This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Gas System Expansion</b>	1,618,450	1,614,450	1,917,500	2,033,250	2,149,400	2,650,000	10,364,600
<p>This project funds the expansion of the gas distribution system serving residential, commercial, and industrial customers. Prior to opening any projects, the department will develop a payback analysis for each individual project. This is a recurring master project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            Marginal operating impact that will be offset by increased revenues.</p>							
<b>High-Pressure System Upgrade</b>	178,800	167,850	187,250	103,300	109,750	115,000	683,150
<p>This project provides funding for engineering, purchases of equipment, staff training, construction, and related activities associated with the expansion, additions or improvements to the gas high-pressure facilities. Activities also include replacement of remote terminal units (RTU) at various locations, updating and maintaining the gas hydraulic model through the purchase of new hardware/software, and training. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            Improved system reliability will result in increased sales/revenues with a marginal operating impact.</p>							
<b>Inflow Monitoring and Testing</b>	900,000	450,000	500,000	540,000	580,000	588,700	2,658,700
<p>This project supports the identification of sources of infiltration or inflow into the sanitary sewer system. Identification methods include smoke testing, monitoring flows, and televising.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
<b>Killarney Way at Shamrock Drainage Improvements</b>	615,000	1,150,000	0	0	0	0	1,150,000
<p>The project objective is to reduce the frequency and severity of flooding in the intersection of Killarney Way and Shamrock Street, and the properties surrounding this intersection. Preliminary engineering analysis indicates that expanding the existing city stormwater pond in the Kenmare Commons subdivision and constructing additional inlets and piping from the intersection to the expanded pond will alleviate the flooding.</p> <p><b><u>Operating Budget Impact</u></b>            There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Lower Central Drainage Ditch Erosion Control Project</b>	5,300,050	0	4,650,000	0	0	0	4,650,000
<p>The project objective is to address severe erosion along the Central Drainage Ditch (CDD) from Gamble Street to Springhill Road. The most severe erosion is from Kissimmee Street to Springhill Road. The majority of the CDD is under private ownership, so land acquisition will be required. It is envisioned that the solution concept will consist of armoring the bottom and sides of the ditch with Gabions with maintenance access paths and fencing along both sides of the ditch.</p> <p><b><u>Operating Budget Impact</u></b>            This project will have a slight increase on the operating budget; however, until the solution concept is refined, it is not possible to assess the specific impacts on the operating budget. The majority of the project will be improvements to the conveyance system, which typically do not have a large impact on operating costs.</p>							
<b>Master Sewer Plan Improvements</b>	2,000,000	2,000,000	2,000,000	2,100,000	2,150,000	2,260,000	10,510,000
<p>This project is to construct major sewer infrastructure, including pumping stations, force mains, and gravity sewer mains, to provide city sewer services in accordance with the 2030 Water Master Plan. Individual projects will be established based on the capital project phasing included in the Master Plan.</p> <p>This is a master recurring project. Funds that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><b><u>Operating Budget Impact</u></b>            Impacts are incremental. Additional pumping stations and sewer mains will incur operating and maintenance costs but cannot be identified until specific projects are established.</p>							

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			FY 2014	FY 2015	FY 2016	FY 2017	

**Master Water Plan Improvements** 2,339,700 2,000,000 2,000,000 2,100,000 2,150,000 2,260,000 10,510,000  
 This project funds the construction of water distribution infrastructure in accordance with the recently completed 2030 Water Master Plan. Improvements identified in the plan include major upgrades and replacement of distribution piping and water production/storage facilities to maintain proper water capacity and system pressure to provide adequate fire flows, maintain good water quality, and address future growth. Individual projects will be established based on the projected capital project program included in the Master Plan.

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

**Operating Budget Impact**

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

**Medium Stormwater System Improvements** 0 2,000,000 2,000,000 0 0 0 4,000,000  
 Definition and Scope - This project provides funding for medium sized stormwater problems to be addressed in a timely manner. Problem areas are analyzed under the Small Project Initiative Program (SPI) and at times the solution exceeds the resources allocated to the SPI Program. This project provides construction funding for these somewhat larger (medium sized) stormwater problems to be addressed in a timely manner.

**Operating Budget Impact**

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

**Minor Sewer Infrastructure Expansions Master Project** 880,000 1,190,000 1,200,000 1,290,000 1,300,000 1,370,000 6,350,000  
 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 2012.

- Sewer Refunds (\$350,000)
- Minor Sewer Line Adjustments (\$100,000)
- Pump Stations (\$430,000)

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.

**Operating Budget Impact**

All needed engineering and inspection work associated with this project will be performed by existing Water Resources Engineering Division staff. The project will not require additional operating resources.

**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.

**Operating Budget Impact**

This project is not anticipated to increase the operating budget.

**NPDES Municipal Stormwater Permit Compliance** 1,425,000 195,000 125,000 125,000 125,000 125,000 695,000  
 This project is to develop and implement programmatic requirements in the Stormwater Management Division that are compelled by the city's National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. The federal Environmental Protection Agency (EPA) issued the permit to the city on February 1, 1998. While some elements of this project are recurring in nature, some project activities require multi-year contracts. Funding in the out years is applied to permit fees, illicit discharge investigations, high-risk facilities monitoring, and erosion/sediment control training. Funding totals for these out years as well as future years is somewhat uncertain due to the uncertainties associated with the Federal TMDL program. When TMDLs are finalized, it is anticipated that state will require more water quality activities as a part of the NPDES permit program. Consequently, it is probable that out years expenditures will have to be adjusted upward in future years.

**Operating Budget Impact**

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

**Pump Station Renovation & Maintenance** 765,800 950,000 550,000 750,000 750,000 750,000 3,750,000  
 The Distribution and Collection Division operates and maintains 107 pumping stations. Pumping stations are scheduled for periodic maintenance and upgrades based upon the age and condition of the grounds, structures, and/or equipment. The following activities are planned for fiscal year 2012:  
 1. Pump Stations Parts (\$175,000). 2. Wet well cleaning (\$40,000). 3. Facilities beautification (landscaping/painting) of pump stations (\$20,800). 4. Emergency generator repair or replacement services (\$75,000). 5. RPZ maintenance and repair (\$20,000). 6. Collection SCADA/I&C/Electrical (\$135,000) 7. Lift Station Odor Control (\$200,000) 8. Pump Station Machine Services (\$100,000). Adjustment to FY2014 to rebuild PS 20 during FY13 as agreed with by Engineering and PS Maintenance.

**Operating Budget Impact**

This project will not require additional operating resources.

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			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Pumping Station Replacement Master Project</b>	1,170,000	1,100,000	1,150,000	1,207,500	1,260,000	1,325,000	6,042,500
<p>The City operates 104 pumping stations in the sewer collection system and annually prioritizes those stations due for replacement or major upgrades. This project provides for the design, purchase and installation of equipment and structures to adequately and reliably pump sewage throughout the collection system.</p> <p>This is a master recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
<b>Rainfall and Stream Gauging - Stormwater Project</b>	96,000	99,000	102,000	105,000	108,000	111,000	525,000
<p>The program is funded through a joint agreement among the City, Leon County, and the Northwest Florida Water Management District. The project is an annual recurring project to gather rainfall and stream flow data necessary to continually update stormwater computer models and to ensure reliability of designs. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Royal Oaks Creek Stormwater Improvements</b>	0	100,000	750,000	1,150,000	1,000,000	0	3,000,000
<p>Definition and Scope - The project objective is to alleviate structural flooding, yard flooding and erosion of several residential properties located adjacent to the Royal Oaks Creek. Additionally, this project will evaluate options that address the severe erosion of properties and stormwater outfalls abutting the watercourse; and thereby reduce the sediment transport downstream towards the Killlearn Chain of Lakes. The project will also evaluate the potential to remove previously deposited sediments from ditches and ponds within the system.</p> <p><b><u>Operating Budget Impact</u></b>                      Operating Budget Impact – This project may have a slight increase on the operating budget; however, until the solution concepts are refined, it is not possible to assess the specific impacts on the operating budget. The majority of the project will be improvements to the conveyance system, which typically do not have a large impact on operating costs.</p>							
<b>Sewer Line Relocation/Adjustment for Roadways</b>	1,970,000	1,970,000	1,970,000	2,068,500	2,190,000	2,300,000	10,498,500
<p>Sewer collection infrastructure in conflict with proposed roadway and stormwater facility improvements must be relocated and adjusted. The scope and cost of these relocations/adjustments vary with each project and cannot be accurately determined until final construction plans are available. The projected five-year funding levels are based on preliminary Florida Department of Transportation, Blue Print 2000, Leon County, and City Public Works schedules and on historical cost experience. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      The relocation and adjustment of sewer facilities will be undertaken with existing staff and/or funding, and will require no additional operating resources.</p>							
<b>Site Improvements at TPS</b>	0	2,500,000	0	0	0	0	2,500,000
<p>This project entails additional paving and landscaping improvements at the TPS site to provide increased parking and sidewalks per permit requirements for safe public and employee access; more reliable access for operation and maintenance of storage pond and sprayfield areas; and sustainable landscaping and vegetative cover for erosion control and public aesthetics.</p> <p><b><u>Operating Budget Impact</u></b>                      There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Small Projects Initiative</b>	6,570,000	1,000,000	350,000	350,000	350,000	350,000	2,400,000
<p>Drainage Basin: City Wide. This project provides funding for smaller stormwater problems to be addressed in a timely manner. To address this issue, a staff person has been assigned to work only on small projects.</p> <p><b><u>Operating Budget Impact</u></b>                      It is not possible to assess the specific impacts this project will have on the operating budget because solution concepts to the various flood problems vary significantly, and are not known until the problem is studied and a site-specific solution concept is defined. Typically, the flooding problems are conveyance-capacity related, in which case conveyance improvements will be needed. Small conveyance system improvements typically do not have any impact on operating costs.</p>							
<b>Think About Personal Pollution (TAPP)</b>	1,514,895	240,000	350,000	350,000	350,000	350,000	1,640,000
<p>The TAPP (Think About Personal Pollution) Campaign is an ongoing water quality enhancement project originally funded through a Section 319 Nonpoint Source Management grant from the US-EPA. The Campaign is a multi-media and community outreach effort, which surveys indicate has been successful in reducing stormwater pollution that reached our lakes, streams, and ponds. Due to reduced revenue at the state level, the City's recent grant requests for this program have not been funded. This project will continue to fund the program through FY 2012 but at a reduced level than would be typical if grant funding was available. The City will renew its grant funding request for FY 2013.</p> <p><b><u>Operating Budget Impact</u></b>                      There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Underground Utilities**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Total Maximum Daily Load (TMDL) Compliance</b>	1,350,000	15,000	15,000	15,000	15,000	15,000	75,000

The Federal Clean Water Act requires that states identify impaired waters and that they develop programs to reduce pollutant loads in those waters. Nationwide, the programs being developed to address these requirements are called TMDL, which is an acronym for total maximum daily load. Florida is moving forward with its TMDL program very rapidly in response to a court ordered schedule. This program could have significant financial impacts on the city. This project provides funding for engineering and administrative activities to develop strategies to address the regulatory requirements of the TMDL program, and to ensure that city interests are protected. Primary activities under this project would include developing necessary technical data and receiving water computer models, negotiating with the Florida Department of Environmental Protection and the Environmental Protection Agency (EPA), preparing TMDL implementation plans, and developing other programmatic elements.

**Operating Budget Impact**

The federal total maximum daily load (TMDL) program is evolving and many implementation issues remain uncertain. Consequently, it is not possible to predict how the TMDL program will ultimately affect the operating budget. The present strategy is to address TMDL requirements through investment and operating costs programmed into the stormwater pollution reduction program (SPRP). However, it is possible that TMDL pollution reduction requirements will exceed what can be accomplished through the SPRP. Thus, there is a possibility that TMDL's could have a dramatic effect on stormwater program operating costs.

<b>Upper West Ditch Stormwater Quality Facility</b>	0	150,000	690,000	2,700,000	0	0	3,540,000
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Definition and Scope - The project objective is to remove nutrients primarily phosphorus in stormwater runoff that ultimately discharges to Lake Munson. The project will be implemented in phases. The conceptual planning phase has been completed under the Stormwater Pollution Prevention Program (SPRP) and involved a pollutant loading assessment, treatment alternatives and cost analyses, and a pollutant load reduction evaluation. The upcoming implementation phase will consist of more detailed site analysis, design and permitting, land acquisition and project construction.

**Operating Budget Impact**

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

<b>Wastewater Asset Management Plan</b>	1,480,000	250,000	250,000	250,000	0	0	750,000
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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.

**Operating Budget Impact**

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

<b>Wastewater Collection Recurring Work Orders</b>	2,837,000	2,825,000	2,825,000	2,825,000	2,900,000	2,943,500	14,318,500
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Each fiscal year the distribution and collection division performs a series of capital projects that cover wastewater collection system activities listed below. The amount opposite each activity represents an estimate of how project funds will be allocated among these various activities for fiscal year 2012: 1. Sewer taps (\$220,000). 2. Service cut pavement (\$900,000). 3. Sewer trench repair (\$100,000). 4. Sewer manhole adjustments (\$350,000). 5. Sewer lateral replacement (\$742,000). 6. Force Main Repairs (\$100,000). 7. Replacement & Upgrade (\$288,000). 8. Septic Tank Hauling and Emergency Pumping (\$137,000).

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

**Operating Budget Impact**

This project will not require additional operating resources.

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

**Operating Budget Impact**

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

<b>Wastewater Treatment Master Plan</b>	1,921,000	250,000	250,000	250,000	250,000	0	1,000,000
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**Operating Budget Impact**

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

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Underground Utilities**

Project Name / Description	Prior	FY 2013	Non-Appropriated Programmed CIP Funding				Total Funding
	Years	Budget	FY 2014	FY 2015	FY 2016	FY 2017	

<b>Water Distribution Recurring Work Orders</b>	4,500,000	4,650,000	4,650,000	4,748,100	4,699,200	4,699,200	23,446,500
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Each fiscal year, the Distribution and Collection Division performs a series of capital projects, which cover water distribution system activities shown below. Fire hydrant maintenance is included in the Fire Department's CIP. The amount opposite each activity represents an estimate of how project funds will be allocated among the various activities for fiscal year 2012:

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

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

**Operating Budget Impact**

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

<b>Water Line Reloc./Adj. for FDOT/City/Leon County P/W</b>	1,404,000	985,200	1,000,000	1,050,000	1,100,000	1,155,000	5,290,200
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This project funds the relocation and adjustment of water distribution infrastructure that conflicts with proposed roadway improvements planned by City and County Public Works Departments, Blue Print 2000 and the Florida Department of Transportation. The scope and cost of these relocations/adjustments vary with each project and cannot be accurately determined until final construction plans are available. The projected five-year funding levels are based on preliminary FDOT, Leon County, Blue Print 2000 and City Public Works schedules and on historical cost experience. An engineering firm or water utility engineering staff will design and inspect each of these projects as needed.

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

**Operating Budget Impact**

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.

<b>Water Minor Line Extensions and Upgrades</b>	900,000	1,766,650	950,000	1,672,000	1,050,000	1,065,750	6,504,400
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This project will fund minor water distribution system extensions as well as development related refunds. It will also fund water main replacements and upgrades identified by maintenance and operating activities. Estimated allocations for FY2012 listed below.

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

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

**Operating Budget Impact**

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

<b>Water Quality Division Service Request</b>	102,100	102,100	102,100	102,100	102,100	103,100	511,500
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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. The SQG program allocation is \$25,000; remaining funds support laboratory analysis, equipment, and supplies. All related expenditures will be fully reimbursed by city user departments and Leon County and will be handled through the city's billing and accounts receivable process.

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

**Operating Budget Impact**

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

<b>Water Resources Alternatives</b>	7,992,650	2,000,000	2,000,000	2,100,000	2,100,000	2,205,000	10,405,000
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Several projects have been identified to serve potential reuse areas, including Southwood CDD, Southeast Capital Circle, Orange Avenue and Capital Cascades Park. This project will provide planning, design, and construction of the reuse distribution system in order to maximize the customer base for the reuse water.

**Operating Budget Impact**

Operating Impacts are not expected until FY14 or FY15.

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Underground Utilities**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Water Storage Tank Inspection, Cleaning, &amp; Painting</b>	300,000	350,000	20,000	20,000	20,000	20,000	430,000
<p>This project involves the inspection, cleaning and painting of elevated water storage facilities. Rule 62-555.360 (operation and maintenance of public water systems) by the Florida Department of Environmental Protection requires that drinking-water storage tanks be inspected annually and cleaned at least once every five years to remove biogrowths, calcium or iron/manganese deposits, and other debris from inside the tanks. The rule also requires inspection for structural and coating integrity at least once every five years by personnel under the responsible charge of a professional engineer licensed in Florida. This project establishes recurring funding to address all the storage tanks in the Tallahassee water system on a regular schedule. Tanks 2, 3, 4, 5, 6 and 7 have been painted during the last six years. Tanks 1 and 8 are scheduled for FY12 and FY13 CIP. The cleaning and re-painting maintains the structural integrity of the steel tanks and also ensures that the stored water is clean and safe, and that we meet the required storage capacity. (Tanks 8 in FY12 and Tank 1 in FY13) This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
<b>Water Well and Elevated Tank Renovation &amp; Replacement</b>	795,000	795,000	795,000	795,000	661,500	0	3,046,500
<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 additional water well currently under construction. The following projects are planned in fiscal year 2012: Building replacement at Well #19, auxiliary engine replacement, fluoride scales and tank replacement at water wells, annual maintenance at water wells, equipment, lawn maintenance and emergency repairs at water wells as needed. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance</p> <p><b><u>Operating Budget Impact</u></b>                      This project will improve the operational efficiency of the city's water supply system. Programmed maintenance of the elevated water tanks and wells will prolong the useful life of the tanks and wells and will reduce replacement costs of these systems, if and when needed.</p>							
<b>Water Well Control Center Upgrades</b>	1,320,800	0	500,000	500,000	0	500,000	1,500,000
<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 1960's, 70's and early 1980's. The new control centers will allow better compatibility with today's technology to monitor additional safety and security equipment, to be compatible with newer software versions and to enhance remote monitoring and operations. MCC's were replaced at wells 15, 17 and 23 in FY09, and at Wells 12 and 13 with FY10 funding. These are the five most critical MCCs. Additional Work will be planned for FY14, FY15, and FY17.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
<b>Water Well Facility Inspection &amp; Refurbishment</b>	200,000	200,000	200,000	300,000	300,000	300,000	1,300,000
<p>This project includes a structural analysis of existing water well facilities and provides for repair and maintenance of the buildings that house chemicals, electrical motors and electrical control centers. Buildings housing water supply wells were constructed as follows: four in the 1940s; four in the 1950s; four in the 1960s; seven in the 1970s; four in the 1980s; and four in the 1990s. These facilities, while being cosmetically maintained, have not been evaluated for structural integrity. Brick and block facilities require analysis and roofing systems need evaluating. For the previous three(3) years, a minimum of two (2) wells per year have been updated with new roof structures, window, vent and door repair/replacement, and brick/block tuck pointed. Budget reflect reducing design and construction to one (1) facility per year.. To date Water Wells 2, 3, 4, 5, 6, 7 and 17 have been completed with plans prepared for Water Wells 11, 12, 15 and 13. Planned projects include FY12 - Well 12, FY13 - Well 13, FY14 - Well 15 and FY15 - Well 11. Wells 8, 16, 18 will be evaluated in FY15, with construction in FY16 - FY18. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
<b>Welaunee Plantation - Gas Main Extension</b>	117,550	123,750	129,900	136,100	142,300	156,550	688,600
<p>This project involves the design and construction of natural gas mains to provide service to Welaunee Plantation. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      Marginal operating impact that will be offset by increased revenues.</p>							
<b>West Side Gas System Expansion</b>	69,550	69,550	73,050	76,700	80,600	84,550	384,450
<p>This project involves the design and construction of natural gas mains to provide service to a newly developed area in western Leon County. Engineering began in the first quarter of FY 2007. Construction began in the second quarter of FY 2007. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p> <p><b><u>Operating Budget Impact</u></b>                      Marginal operating impact that will be offset by increased revenues.</p>							
<b>Total Underground Utilities</b>	<b>288,740,606</b>	<b>45,801,800</b>	<b>44,141,550</b>	<b>40,981,250</b>	<b>37,044,450</b>	<b>37,286,100</b>	<b>205,255,150</b>

**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget - Service Area Summary**

**Utility Services**

**Utility Business And Customer Services**

Project Name / Description	Prior Years	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2014	FY 2015	FY 2016	FY 2017	
<b>Business Enterprise Systems Upgrade and Support</b>	650,000	650,000	650,000	650,000	650,000	650,000	3,250,000
The Business Enterprise Systems Upgrade and Support project is a compilation of new and enhanced technology and software upgrades for the Customer Information System (CIS), Call Center Monitoring system, and Smart initiatives.							
This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.							
<b><u>Operating Budget Impact</u></b>							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Total Utility Business And Customer Services	650,000	650,000	650,000	650,000	650,000	650,000	3,250,000
Total Utility Services	384,105,128	105,588,800	116,190,550	97,897,250	89,174,450	95,557,100	504,408,150
Grand Total	461,706,023	135,060,250	174,880,650	175,369,850	130,695,300	117,799,550	733,805,600



**City of Tallahassee**  
**Fiscal Year 2013 thru 2017 Capital Budget**

**Non-Funded Projects**

Project	FY 2013 Budget	Non-Appropriated Programmed CIP Funding				5 Year Total
		FY 2014	FY 2015	FY 2016	FY 2017	
<b><u>Economic and Community Development</u></b>						
Downtown Pedestrian and Vehicular Enhancements	100.000	100.000	100.000	100.000	100.000	500.000
Historic Property Preservation Grant and Loan Pool	45.366	100.000	100.000	100.000	100.000	445.366
<b>Department Total</b>	<b>145,366</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>945,366</b>
<b><u>Executive Services</u></b>						
City Hall Heating for First Floor	0	50.000	0	0	0	50.000
City Hall Master Project	817.950	550.000	250.000	250.000	250.000	2.117.950
City Hall Windows & Wall Sealants & Waterproofing	365.190	225.000	0	0	0	590.190
Kleman Plaza Garage Waterproofing	0	320.000	0	0	0	320.000
<b>Department Total</b>	<b>1,183,140</b>	<b>1,145,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>3,078,140</b>
<b><u>Parks, Recreation and Neighborhood Affairs</u></b>						
Aquatic Facilities RR&I	0	0	0	0	250.000	250.000
Basketball Volleyball Gym	0	0	0	0	100.000	100.000
Center Facility Building, Repairs, Replacement & Improvement	0	0	200.000	200.000	200.000	600.000
Forestmeadows Roof	0	0	0	0	50.000	50.000
Lake Leon Spillway Repair	0	0	0	0	200.000	200.000
Park Facility Maintenance	415.000	415.000	415.000	415.000	415.000	2.075.000
Park Roadway Renovations	0	0	0	0	300.000	300.000
Parks & Recreation Center Refurbishment	350.000	350.000	350.000	350.000	350.000	1.750.000
Replace Ball Field Lighting & Fencing	0	0	0	100.000	100.000	200.000
Service Center Improvements	50.000	50.000	50.000	50.000	50.000	250.000
Tennis Facility Renovations	250.000	250.000	250.000	250.000	250.000	1.250.000
<b>Department Total</b>	<b>1,065,000</b>	<b>1,065,000</b>	<b>1,265,000</b>	<b>1,365,000</b>	<b>2,265,000</b>	<b>7,025,000</b>
<b>Total Non-Funded Projects</b>	<b>2,393,506</b>	<b>2,410,000</b>	<b>1,715,000</b>	<b>1,815,000</b>	<b>2,715,000</b>	<b>11,048,506</b>



## **001 General Fund**

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

The General Fund approved budget for fiscal year 2013 is \$138,313,884, which is an increase of \$3,218,799 compared to the approved fiscal year 2012 budget. There are several reasons for this increase including \$1.0 million funding in GG/CPA for FY13 versus \$0 in the approved FY12 budget. Also, the City has included \$0.7 million in funding for the operations and maintenance cost of the joint dispatch facility in FY13. Finally, two new programs with a cost of approximately \$1 million in FY13 include the addition of five employees for Cascades Park maintenance and six employees for the Regional Transportation Management Center. General employees will receive a 2.5% salary increase on October 1 and police union employees are to receive a 1.57% across the board increase and a 4.5% step increase, if eligible.

The fiscal year 2013 approved general fund budget reflects the following changes:

- A transfer of \$2,015,865 from the Deficiencies Fund, which is from the sale of land on Mabry Street to Goodwill Industries (\$600,412) and the sale of the old drive-thru facility on Madison Street (\$1,415,453).
- Funding general employee raises at 2.5% effective October 1 and police union personnel raises at 1.57% across the board and a step increase of 4.5% for eligible officers.
- Funding \$1,000,000 in General Government Capital Project Account (GG/CPA).
- Increasing the General Fund contribution to the StarMetro Fund by \$63,935 to account for higher fuel costs.
- Increasing vehicle replacement funding by 3% in FY13, to continue the process of aligning funding with actual replacements.
- Increasing health insurance costs by 4.47%, which will be split evenly between the City and the employee.
- A decrease in the transfer to the Frenchtown CRA of \$63,214 and \$73,607 to the Downtown CRA, based on the July 1, 2012 certified taxable values from the Leon County Property Appraiser.
- A transfer from the Special Insurance reserve of \$2 million to assist in balancing the General Fund and drawing down the Special Insurance reserve to the required level.
- A increase of \$400,000 in unclassified contractual services for required stormwater pond maintenance, based on the sales agreement for the property located on Madison Street (old drive-thru facility).

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**001 General Fund**

<u>Expenditures</u>	FY 2011 Actual	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Personnel Services	76,719,575	77,807,366	78,573,003	78,631,684	80,599,469	82,622,565	84,718,323
Operating	8,868,725	9,519,631	12,858,354	12,890,664	12,967,914	13,036,091	13,114,273
Other Services & Charges	698,761	782,198	2,476,071	2,421,072	2,417,738	2,417,738	2,417,738
Capital Outlay	678,390	406,569	453,300	247,700	247,700	247,700	247,700
Allocated Accounts	18,039,299	18,595,524	18,191,601	18,280,371	18,702,020	19,099,974	19,559,667
Utilities and Other Expenses	5,080,425	5,083,988	4,841,706	5,073,526	5,119,737	5,167,385	5,209,548
Transfers	12,128,936	11,444,918	9,249,385	9,693,279	10,241,308	10,299,056	8,900,958
Contributions to Operations	9,461,217	9,475,540	11,670,464	14,107,914	14,116,118	14,124,404	14,132,773
Year End Adjustments	1,295,032	0	0	0	0	0	0
<u>Revenues</u>	FY 2011 Actual	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Taxes & Franchise Fees	56,818,784	56,370,313	54,649,075	55,178,011	55,475,634	55,936,493	56,402,661
Licenses & Permits	2,681,874	2,810,244	2,853,900	2,863,000	2,872,191	2,881,474	2,890,849
Intergovernmental Revenue	13,446,673	14,312,768	14,902,749	15,206,708	15,227,742	15,528,174	15,834,726
Charges for Services	8,075,657	8,078,091	9,223,919	9,130,001	9,186,939	9,219,803	9,253,668
Fines & Forfeitures	2,179,065	2,167,893	2,808,182	2,822,582	2,837,288	2,852,304	2,867,634
Other Revenues	11,533,262	10,774,190	11,869,647	11,849,663	11,849,663	11,849,663	11,849,663
Other Sources	38,235,045	37,612,076	42,006,412	40,348,738	40,339,799	41,084,422	42,027,822
<u>Fund Summary</u>	FY 2011 Actual	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Fund Total Expenditure	<u>132,970,360</u>	<u>133,115,734</u>	<u>138,313,884</u>	<u>141,346,210</u>	<u>144,412,004</u>	<u>147,014,913</u>	<u>148,300,980</u>
Fund Total Revenue	<u>132,970,360</u>	<u>132,125,575</u>	<u>138,313,884</u>	<u>137,398,703</u>	<u>137,789,256</u>	<u>139,352,333</u>	<u>141,127,023</u>
Fund Balance	<u>0</u>	<u>-990,159</u>	<u>0</u>	<u>-3,947,507</u>	<u>-6,622,748</u>	<u>-7,662,580</u>	<u>-7,173,957</u>

**Fund Expenditures**

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

The Personnel Services category, budgeted at \$78.6 million, supports the 1,009.74 FTE positions that implement general government services and programs. During FY12, city staff met with the City Commission on two separate occasions (February 15th and May 9th) to discuss mid-year FY12 adjustments and planning for the FY13 budget. For the FY13 approved budget, a net reduction of 43.0 positions is realized as compared to the FY12 approved budget. The net reduction is misleading because 56.0 positions are transferring from the Tallahassee Police Department to the new Consolidated Joint Dispatch Agency on April 1, 2013, which is funded by both the City and County through an interlocal agreement.

Salary enhancements for general government employees are 2.5% effective October 1, while the police union employees will receive an across the board increase of 1.57% and a 4.5% step increase if eligible. Other adjustments to personnel expenses include a 4.47% increase in health care premiums, a 10.09% general employee pension rate and a 19.22% police union employee pension rate, salary updates, position changes, and intradepartmental transfers. The \$756,000 in other post employment benefit funding, as required under GASB 45, has been increased for FY13 based on the actuarial calculation.

Operating expenditures are generally held at the fiscal year 2012 appropriation levels. The majority of the increase in FY13 is related to the \$650,000 budget for the operations and maintenance of the Joint Dispatch facility and \$400,000 for stormwater adjustments per the sales contract on the old drive-thru facility at Madison Street. Exceptions are made for contractual service agreements with escalation clauses. One area that continues to increase each year is the right-of-way maintenance area in the unclassified contractual

## **001 General Fund**

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

In the Other Services and Charges category, the donations amount is approved at \$2,396,071 for FY13. Funding for the contingency account is \$50,000 in FY13. Following the annual review of non-collectible accounts, funding for bad debt is lowered from \$95,000 in FY12 to \$30,000 in FY13.

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 2013, the major expenses are related to replacement equipment for park maintenance.

Allocated Accounts budget for internal services that are driven primarily by personnel expenditures. The decrease in allocated accounts from FY12 to FY13 is \$644,375. The majority of the decrease is the result of aligning actual expenses and actual statistical data from FY11 to create the allocated amounts for FY13. The increases are in the vehicle garage, vehicle fuel, and the vehicle replacement account, which is adjusted to match the amount of replacement funds required by each fund to replace the number of vehicles in each fund.

Transfers include debt service, cash financing of capital projects, and services offered by Public Works to external governmental agencies. FY13 debt service, budgeted at \$7,921,674, is based on debt for bonds issued through 2011 and loans from internal sources. Debt service has been reduced by \$900,000 annually from FY12 - FY18, based on defeasing \$6.0 million of 2004 Capital Bonds. Cash financing for capital projects, the GG/CPA transfer, is budgeted at \$1,000,000 in FY13. Public Works anticipates performing services amounting to \$327,711 for external agencies in fiscal year 2013.

Contributions to Operations include coverage of an operating deficit in the StarMetro fund and pass-through of tax increment funds to the Frenchtown and Downtown Community Redevelopment Agencies (CRA). The operating deficit for StarMetro is budgeted at \$8,608,332, while the tax increment for the Frenchtown and Downtown CRA's is \$451,663 and \$360,640, respectively.

### **Fund Revenues**

Property taxes represent the 2nd largest source of General Fund revenues. During the last several years, the State of Florida through either the Legislature or by referendum has reduced the amount of ad valorem revenue that local governments can generate through millage rate adoption. For FY13, market forces continue to correct the significant increase in property valuations from prior years. The City of Tallahassee realized a 5.43% reduction in property values for FY13, based on the July 1st certified taxable value provided by the Leon County Property Appraiser. Prior year reductions in value include a 3.3% decrease in FY12, a 1.72% decrease in FY11, and an 8.3% decrease in FY10. The City Commission voted to maintain the millage rate at 3.7000 mills in FY13. This results in budgeted ad valorem revenue in FY13 of \$31,755,260, which is 98% of the total ad valorem revenue calculated.

The City-owned utilities make contributions to the General Fund from their operations. Since FY04, the electric contribution has been a three-year average of 8.3 mills of kilowatt hour (kWh) retail sales. The contribution levels for water and sewer are based on a percentage of the prior three-year average of gross system revenues from each utility. The percentage is set at 20% for water and 4.5% for sewer. The solid waste contribution also is calculated at 0.75% of the prior three-year average of system revenues. The contribution from gas is not related to sales and is set at a fixed rate of \$2,323,000. Currently, Stormwater does not make a contribution. However, the FY12 approved budget included a new methodology for calculating all of the utility transfers. The new methodology calculates a three year average of retail revenues and then multiplies this average by 6.99% to calculate the transfer amounts. In the FY13 approved budget, the only change is the Electric utility will transfer a fixed amount of \$23.9 million and that amount will increase by the consumer price index each year. The remaining utilities will continue calculating the transfer amount under the new methodology adopted in FY12.

Intergovernmental revenue is budgeted at \$14,902,749, which is 0.8% above fiscal year 2012 adopted revenues. State revenue sharing is slightly above the FY12 budget by \$43,983 and Half-Cent Sales Tax is slightly lower than FY12 by \$9,613. The increase in Sate Revenue Sharing is attributable to a modest

## **001 General Fund**

increase in the economy and the result of the 2010 Census, which has the City's population growth far exceeding the County's. FY13 is the second year of a three-year COPS grant, which provides \$848,050 over three years, to retain four police officer positions.

Revenues from licenses and permits are comprised of occupational licenses and land use environmental fees (LUES). The land use and environmental fees are flat in FY13 compared to FY12 due to the relatively stable housing industry.

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

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

Fines and Forfeitures account for approximately \$2.8 million of the general fund. This category has experienced little growth in the last several years primarily due to implementation of Article V, which changed the distribution formula and reduced the percentage of traffic fines received by municipalities from the state. However, the recent action of the City Commission to implement red light cameras is expected to generate \$1.7 million in FY13, which is the third full year of red light camera operations.

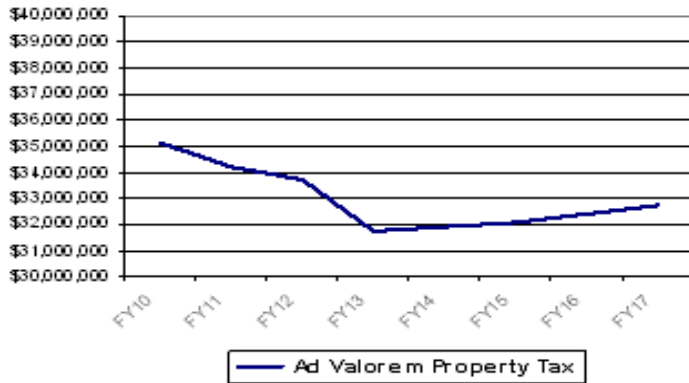
There are two significant revenue charts on the next page. The first chart, Property Taxes, details the impact of both legislative and voter approved actions in FY08 and FY09 respectively, resulting in declines. In FY10, the City Commission increased the ad valorem tax rate to 3.7000 mills, from 3.2115 mills in FY09. This is a 15% increase in the millage rate, but only a 5% increase in revenue since property values declined by an average of 8.1%. A further reduction of 1.72% was realized in FY11, along with a 3.3% reduction in FY12 and a 5.43% reduction in FY13.

The second chart, State of Florida Revenues, details the impact of the economic recession on state revenues to the city and the beginning of a long recovery. The first line on the chart, Florida ½ cent sales tax, increases from \$8.6 million in FY09 to the FY13 approved amount of \$9.1 million, which is a 5.8% increase. In comparing the FY09 State of Florida revenue sharing, the second line on the chart, of \$4.4 million to the FY13 approved amount of \$4.8 million, a 9.1% increase is realized. Both revenue sources are projecting a more normal pattern of growth in FY14 – FY17.

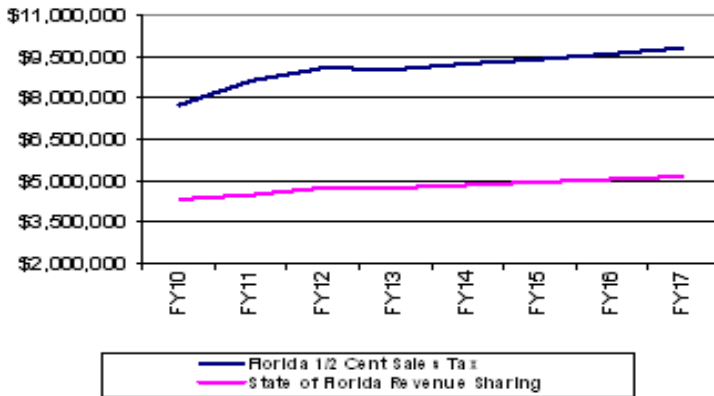
**City of Tallahassee  
Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**001 General Fund**

**Property Taxes**



**State of Florida Revenues**



**Capital Projects Operating Budget Impacts**

There are no specific operating impacts from capital projects detailed in FY13; however, many general government capital projects will require future maintenance of sidewalks, guardrails, pavement, landscape, and stormwater facilities.

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**001 General Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	53,788,046	54,391,003	54,137,914	54,680,656	55,483,180	56,872,600	58,297,125	59,757,769
Capitalized Wages	-2,968,533	-2,413,833	-2,935,311	-2,865,018	-2,865,018	-2,865,018	-2,865,018	-2,865,018
Salary Enhancements	0	1,317,763	17,156	1,858,365	1,381,876	1,416,545	1,452,206	1,488,712
Temporary Wages	3,996,438	3,639,857	4,041,520	3,755,681	3,619,109	3,619,109	3,619,109	3,619,109
Overtime	3,899,065	3,249,232	3,862,815	2,979,910	2,802,847	2,802,847	2,802,847	2,802,847
Capitalized Overtime	-1,084,352	-748,146	-947,932	-642,274	-642,274	-642,274	-642,274	-642,274
Other Salary Items	669,150	657,208	659,010	667,096	667,096	667,096	667,096	667,096
Unemployment Compensation	71,198	95,721	13,384	95,721	95,721	95,721	95,721	95,721
Pension- Current	7,243,954	7,643,453	7,385,985	7,846,953	7,933,251	8,131,252	8,334,283	8,542,437
Pension- MAP	2,302,777	2,357,559	2,378,340	2,415,594	2,397,046	2,456,355	2,517,154	2,579,466
Social Security	3,495	0	1,309	0	0	0	0	0
Mandatory Medicare	776,251	766,692	800,058	800,019	803,251	822,205	841,696	861,645
Health Benefits	5,910,922	6,388,264	6,283,042	6,347,649	6,466,116	6,757,298	7,061,358	7,378,876
Health Benefits-Retirees	752,682	0	0	0	0	0	0	0
Health Benefits-OPEB	0	729,246	729,246	756,000	756,000	756,000	756,000	756,000
Flex Benefits	1,358,482	1,487,840	1,384,621	1,406,204	1,350,500	1,350,500	1,350,500	1,350,500
Vacancy factor	0	-1,388,162	-3,791	-1,529,553	-1,617,017	-1,640,767	-1,665,238	-1,674,563
<b>Personnel Services</b>	<b>76,719,575</b>	<b>78,173,697</b>	<b>77,807,366</b>	<b>78,573,003</b>	<b>78,631,684</b>	<b>80,599,469</b>	<b>82,622,565</b>	<b>84,718,323</b>
Advertising	66,406	131,800	65,995	105,850	81,378	81,378	81,378	81,378
Cleaning & Laundry	151,157	182,418	145,981	172,093	172,093	172,093	172,093	172,093
Reproduction	87,703	124,547	79,495	122,632	122,632	122,632	122,632	122,632
Unclassified Professional Svcs	133,732	161,502	141,449	131,876	131,876	131,876	131,876	131,876
System Collection	5,760	0	0	0	0	0	0	0
Building Repairs	124,998	161,598	128,612	166,785	165,785	165,785	165,785	165,785
Equipment Repairs	246,897	306,652	167,350	314,640	313,537	313,537	313,537	313,537
Medical Services	16,552	21,288	16,582	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	150	0	0	0	0	0	0	0
Contract Engineering Svcs	2,910	0	0	0	0	0	0	0
Architect Services	1,283	0	0	0	0	0	0	0
Legal Services	143,688	167,334	130,000	166,854	166,854	166,854	166,854	166,854
Construction Services	11,369	0	0	0	0	0	0	0
Unclassified Contract Svcs	4,111,284	5,733,494	3,944,385	6,690,264	6,794,667	6,863,390	6,926,110	6,996,460
Computer Software	121,346	118,045	88,107	139,045	146,095	147,498	148,971	148,971
Garage Employee Parking	165,160	218,162	165,160	197,760	197,760	197,760	197,760	197,760
Telephone	142,999	194,457	161,877	207,161	291,335	291,335	291,335	291,335
Chem-Med-Lab	146,445	139,067	192,754	187,284	187,084	187,084	187,084	187,084
Food	48,682	44,026	49,462	44,706	44,706	44,706	44,706	44,706
Gasoline	100	8,593	857	13,993	13,993	13,993	13,993	13,993
Oil & Lubricants	2,022	1,200	2,066	1,950	1,950	1,950	1,950	1,950
Postage	3,863	25,363	2,451	11,014	10,846	10,846	10,846	10,846
Office Supplies	269,438	271,766	291,491	265,248	262,748	262,748	262,748	262,748
Uniforms & Clothing	196,924	289,630	359,805	265,777	265,777	265,777	265,777	265,777
Unclassified Supplies	1,865,601	2,037,599	2,533,957	1,991,709	1,983,182	1,983,182	1,983,182	1,983,182
Non-Capitalized Furniture	4,562	710	4,025	710	710	710	710	710
Vehicle- Non-Garage	531	15,139	0	15,139	15,139	15,139	15,139	15,139
Building Supplies	25,383	70,550	31,415	73,550	73,550	73,550	73,550	73,550
Safety Materials & Supplies	65	0	0	0	0	0	0	0
Travel & Training	179,635	191,945	176,483	200,916	200,916	200,916	200,916	200,916
Police Second Dollar	0	125,000	0	125,000	125,000	125,000	125,000	125,000
Journals & Books	57,616	74,200	56,572	71,680	71,680	71,680	71,680	71,680
Memberships	102,830	153,320	109,778	143,467	143,467	143,467	143,467	143,467
Certificates & Licenses	16,756	11,100	11,235	11,100	11,100	11,100	11,100	11,100
Rent Expense- Bldg & Ops	27,894	498,044	189,819	504,894	434,705	434,705	434,705	434,705
Rent Expense- Land	150,719	159,616	2,400	160,666	164,187	171,311	175,295	183,127
Rent Expense- Machines	144,254	150,091	177,663	194,391	193,874	193,874	193,874	193,874
Unclassified Charges	92,011	251,324	92,405	117,912	59,750	59,750	59,750	59,750
<b>Operating</b>	<b>8,868,725</b>	<b>12,060,580</b>	<b>9,519,631</b>	<b>12,858,354</b>	<b>12,890,664</b>	<b>12,967,914</b>	<b>13,036,091</b>	<b>13,114,273</b>
Donations	603,761	1,986,698	687,198	2,396,071	2,341,072	2,337,738	2,337,738	2,337,738
Bad Debt Expense	95,000	95,000	95,000	30,000	30,000	30,000	30,000	30,000
City Contingency	0	86,375	0	50,000	50,000	50,000	50,000	50,000
<b>Other Services &amp; Charges</b>	<b>698,761</b>	<b>2,168,073</b>	<b>782,198</b>	<b>2,476,071</b>	<b>2,421,072</b>	<b>2,417,738</b>	<b>2,417,738</b>	<b>2,417,738</b>



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**001 General Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Office Equipment	2,921	13,600	10,000	13,600	13,600	13,600	13,600	13,600
Computer Equipment	5,259	0	0	3,000	0	0	0	0
Vehicle Equipment	341,714	0	28,495	35,000	0	0	0	0
Unclassified Equipment	328,496	334,100	368,074	401,700	234,100	234,100	234,100	234,100
<b>Capital Outlay</b>	<b>678,390</b>	<b>347,700</b>	<b>406,569</b>	<b>453,300</b>	<b>247,700</b>	<b>247,700</b>	<b>247,700</b>	<b>247,700</b>
Human Resource Expense	1,589,974	1,408,837	1,422,702	1,291,333	1,344,660	1,378,695	1,413,591	1,449,374
Accounting Expense	1,278,511	1,190,759	1,205,159	1,037,907	1,045,185	1,076,213	1,108,411	1,143,613
Purchasing Expense	652,405	652,888	653,971	557,831	563,749	579,517	595,761	613,900
Information Systems Expense	6,023,170	6,291,238	6,326,311	6,274,756	6,262,505	6,422,899	6,587,417	6,756,168
Risk Management Expense	2,338,444	2,422,514	2,423,055	2,149,632	2,161,171	2,215,202	2,270,583	2,327,347
Radio Communications Expense	330,274	591,583	591,583	471,873	394,273	393,789	392,819	392,504
Revenue Collection Expense	879,362	941,641	941,641	775,837	810,528	830,791	851,561	872,850
Utility Services Expense	147,118	147,534	147,534	148,110	151,715	154,744	158,646	161,868
Environmental	89,463	114,635	114,635	89,680	91,922	94,220	96,575	98,989
Vehicle Garage Expense	1,902,107	2,156,215	1,819,647	2,341,154	2,311,466	2,319,583	2,333,385	2,353,124
Vehicle Fuel	1,550,309	1,625,396	1,653,913	1,724,547	1,776,256	1,829,514	1,884,372	1,940,874
Vehicle Replacement	1,258,162	1,292,736	1,295,373	1,328,941	1,366,941	1,406,853	1,406,853	1,449,056
<b>Allocated Accounts</b>	<b>18,039,299</b>	<b>18,835,976</b>	<b>18,595,524</b>	<b>18,191,601</b>	<b>18,280,371</b>	<b>18,702,020</b>	<b>19,099,974</b>	<b>19,559,667</b>
Utilities - Sewer	177,495	129,599	172,376	129,826	128,934	129,550	130,151	130,151
Utilities - Sanitation	187,404	158,434	159,149	158,133	155,215	156,291	157,339	157,339
Utilities - Stormwater	149,024	151,102	152,955	150,702	149,507	150,302	151,077	151,077
Utilities - Gas	234,709	246,914	229,056	248,157	248,260	249,755	251,215	251,215
Utilities - Water	352,484	231,374	571,817	231,218	232,615	234,571	236,480	236,480
Utilities - Electric	3,866,967	4,047,031	3,682,229	3,791,892	4,028,193	4,066,449	4,108,286	4,150,449
Utilities - Fire Services	109,524	88,918	103,232	88,312	87,336	89,353	89,371	89,371
COGS - Other	2,818	43,466	13,174	43,466	43,466	43,466	43,466	43,466
<b>Utilities and Other Expenses</b>	<b>5,080,425</b>	<b>5,096,838</b>	<b>5,083,988</b>	<b>4,841,706</b>	<b>5,073,526</b>	<b>5,119,737</b>	<b>5,167,385</b>	<b>5,209,548</b>
Debt Service Transfer	7,689,236	8,257,110	8,257,110	7,921,674	8,636,568	9,913,597	9,971,345	8,573,247
Inter-Fund Transfer	4,439,700	309,347	3,187,808	1,327,711	1,056,711	327,711	327,711	327,711
<b>Transfers</b>	<b>12,128,936</b>	<b>8,566,457</b>	<b>11,444,918</b>	<b>9,249,385</b>	<b>9,693,279</b>	<b>10,241,308</b>	<b>10,299,056</b>	<b>8,900,958</b>
Contribution to StarMetro Fund	8,373,251	8,544,397	8,544,397	8,608,332	8,608,332	8,608,332	8,608,332	8,608,332
Contribution to CRA Frenchtown	604,527	514,877	485,423	451,663	456,180	460,742	465,349	470,002
Contribution to CRA Downtown	483,439	434,247	445,720	360,640	364,246	367,888	371,567	375,283
Contribution to Joint Dispatch	0	0	0	2,249,829	4,679,156	4,679,156	4,679,156	4,679,156
<b>Contributions to Operations</b>	<b>9,461,217</b>	<b>9,493,521</b>	<b>9,475,540</b>	<b>11,670,464</b>	<b>14,107,914</b>	<b>14,116,118</b>	<b>14,124,404</b>	<b>14,132,773</b>
Transfer to Deficiencies Fd	1,295,032	352,243	0	0	0	0	0	0
<b>Year End Adjustments</b>	<b>1,295,032</b>	<b>352,243</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**001 General Fund**

Revenues	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Ad Valorem Property Tax	34,223,878	33,736,703	33,736,706	31,755,260	31,914,036	32,073,606	32,394,342	32,718,285
Electricity Tax	11,042,122	10,720,225	10,720,225	10,934,629	11,153,322	11,153,322	11,153,322	11,153,322
Water Tax	1,753,798	1,530,150	1,685,549	1,545,452	1,560,907	1,560,907	1,560,907	1,560,907
Gas Tax	1,111,884	1,027,201	1,160,921	1,049,697	1,049,697	1,049,697	1,049,697	1,049,697
Fuel Oil Tax	6,251	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Propane Tax	233,693	293,041	233,693	293,041	293,041	293,041	293,041	293,041
Communication	8,447,158	8,829,719	8,829,719	9,067,496	9,203,508	9,341,561	9,481,684	9,623,909
<b>Taxes &amp; Franchise Fees</b>	<b>56,818,784</b>	<b>56,140,539</b>	<b>56,370,313</b>	<b>54,649,075</b>	<b>55,178,011</b>	<b>55,475,634</b>	<b>55,936,493</b>	<b>56,402,661</b>
Occupational Licenses	1,779,217	1,920,000	1,920,000	1,920,000	1,920,000	1,920,000	1,920,000	1,920,000
Taxi Cab Permits	7,245	14,400	9,360	7,400	7,400	7,400	7,400	7,400
Loading Zone Permits	10,975	16,500	2,217	16,500	16,500	16,500	16,500	16,500
Environmental Permits	648,366	510,050	625,000	650,000	656,500	663,065	669,696	676,393
Land Use Fees- Growth Mngmt	145,829	166,909	145,000	150,000	151,500	153,015	154,545	156,090
Environmental Analysis I	28,315	88,171	48,972	50,000	50,500	51,005	51,515	52,030
Environmental Analysis II	9,202	30,000	9,500	10,000	10,100	10,201	10,303	10,406
Concurrency Fees	48,860	55,806	48,500	50,000	50,500	51,005	51,515	52,030
Environmental Variance Funds	3,390	0	1,695	0	0	0	0	0
Bid Non Fbc Fees	475	0	0	0	0	0	0	0
<b>Licenses &amp; Permits</b>	<b>2,681,874</b>	<b>2,801,836</b>	<b>2,810,244</b>	<b>2,853,900</b>	<b>2,863,000</b>	<b>2,872,191</b>	<b>2,881,474</b>	<b>2,890,849</b>
U.S. Department of Justice	0	316,650	316,650	258,000	273,400	0	0	0
HUD- Community Dvlpmnt Block	0	348,673	0	0	0	0	0	0
HHS - Ounce of Prevention	7,544	0	0	0	0	0	0	0
HUD- Home Program	0	105,825	0	105,825	105,825	105,825	105,825	105,825
Fla Dept of Juvenile Justice	57,372	0	0	0	0	0	0	0
Community Devel Revitalizati	300	0	0	0	0	0	0	0
FDOT JPA Agreements	0	0	0	487,143	499,367	511,939	524,872	538,175
State of FL Revenue Sharing	4,545,963	4,721,411	4,721,411	4,765,394	4,860,702	4,957,916	5,057,074	5,158,215
Mobile Hm License City Share	52,191	67,000	52,191	67,000	67,000	67,000	67,000	67,000
Beverage License	36,835	112,000	89,911	112,000	112,000	112,000	112,000	112,000
Florida 1/2 Cent Sales Tax	8,619,387	9,060,977	9,060,977	9,051,364	9,232,391	9,417,039	9,605,380	9,797,488
Payment in Lieu of Taxes	127,081	56,023	71,628	56,023	56,023	56,023	56,023	56,023
<b>Intergovernmental Revenue</b>	<b>13,446,673</b>	<b>14,788,559</b>	<b>14,312,768</b>	<b>14,902,749</b>	<b>15,206,708</b>	<b>15,227,742</b>	<b>15,528,174</b>	<b>15,834,726</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**001 General Fund**

Revenues	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Planning Fees- Rezoning	6,191	28,000	45,415	28,000	28,000	28,000	28,000	28,000
Co Share of Co Employees	173,972	75,574	75,574	74,588	76,826	79,131	81,505	83,950
Co Contrib w/o Co Empl	763,891	800,550	800,550	816,603	841,101	866,334	892,324	919,094
Leon Co Rent and O&M	12,452	25,170	12,452	25,599	25,599	25,599	25,599	25,599
Tape/dvd Dubbing Fees	265	1,000	265	1,000	1,000	1,000	1,000	1,000
Charges for Lien Search	35	0	20,598	37,500	37,500	37,500	37,500	37,500
Service/Notary Fees	0	0	832	0	0	0	0	0
Police Protection	80,690	85,000	80,931	85,000	85,000	85,000	85,000	85,000
Police Sec FSU/FAMU Football	112,783	132,300	132,300	141,250	145,500	149,900	154,400	159,050
Police - Fingerprint Fees	10,085	10,000	10,085	10,000	10,000	10,000	10,000	10,000
Police-Decriminalized Offenses	2,267	0	926	0	0	0	0	0
Other Revenues	30	0	0	0	0	0	0	0
Other Miscellaneous Revenue	2,838	7,000	2,254	7,000	7,000	7,000	7,000	7,000
Other Miscellaneous Revenue	-26	0	0	0	0	0	0	0
Sale of Cemetery Lots	0	210,938	115,843	210,938	210,938	210,938	210,938	210,938
ATM Concession	1,800	0	0	0	0	0	0	0
Conference Room Rental	0	0	2,100	0	0	0	0	0
Parking Meter Receipts	332,803	275,000	330,346	275,000	275,000	275,000	275,000	275,000
Parking Lot Proceeds	213,038	390,000	229,320	390,000	390,000	390,000	390,000	390,000
DIA Garage Revenue	694,616	864,400	694,616	864,400	864,400	864,400	864,400	864,400
Capital Commons Garage	364,307	565,336	364,307	573,923	573,923	573,923	573,923	573,923
Lot Mowing & Clearing	12,615	9,000	24,451	9,000	9,000	9,000	9,000	9,000
FDOT TraCS	0	0	0	25,000	25,000	25,000	25,000	25,000
Traffic Signal Control Maint	83,795	66,237	66,237	67,307	67,307	67,307	67,307	67,307
FDOT ROW Maintenance Contrac	572,350	494,817	494,817	616,794	616,794	616,794	616,794	616,794
Concurrency Counts - PW	0	25,594	0	25,594	25,594	25,594	25,594	25,594
FSU Traffic Service - PW	12,895	17,500	12,895	17,500	17,500	17,500	17,500	17,500
FSU-Maint of Traffic Signals	8,172	8,424	8,424	8,424	8,424	8,424	8,424	8,424
FDOT-Maint of Traffic Signal	239,795	252,200	252,200	259,612	259,612	259,612	259,612	259,612
Gadsden Cty-Maint of Traff S	5,448	2,809	2,809	2,897	2,897	2,897	2,897	2,897
Animal Shelter- Adoptions	86,619	150,166	78,230	154,100	154,100	154,100	154,100	154,100
Animal Shelter- ARV	4,928	3,859	7,762	3,839	3,839	3,839	3,839	3,839
Animal Shelter- Bite Boardin	4,671	5,000	5,673	5,000	5,000	5,000	5,000	5,000
Animal Shelter- Board	12,038	18,003	11,136	18,376	18,376	18,376	18,376	18,376
Animal Shelter- Forfeited De	13,072	0	0	0	0	0	0	0
Animal Shelter- City Impound	14,788	12,975	18,190	13,243	13,243	13,243	13,243	13,243
Animal Shelter- Miscellaneou	2,642	27,500	2,211	27,500	27,500	27,500	27,500	27,500
Animal Shelter- County Board	19,579	16,533	15,883	16,876	16,876	16,876	16,876	16,876
Animal Shelter- Co Ticket	0	5,000	0	5,000	5,000	5,000	5,000	5,000
Cnty Animal Services Contract	392,054	510,263	510,263	525,571	525,571	525,571	525,571	525,571
Animal Shelter-Vet Fees Repaid	5,929	3,500	4,584	3,500	3,500	3,500	3,500	3,500
Animal Shelter - Altering Fees	-211	3,600	0	3,600	3,600	3,600	3,600	3,600
Out of County Drop Off	2,488	600	2,947	600	600	600	600	600
Internal Vet Services	52,975	26,000	44,613	27,040	27,040	27,040	27,040	27,040
Miscellaneous Recreation Fee	973,885	1,175,439	973,885	1,024,231	1,049,231	1,074,231	1,074,231	1,074,231
Park Concessions	38,760	41,489	34,262	42,347	42,347	42,347	42,347	42,347
Oven Park Rental	57,030	88,328	84,300	91,011	91,011	91,011	91,011	91,011
Brokaw McDougal House	37,165	28,195	25,413	0	0	0	0	0
Soccer Field Rental	102,341	84,799	103,502	86,939	86,939	86,939	86,939	86,939
Misc Rec Fees-Enterprise Proj.	108,591	5,403	97,233	5,545	5,545	5,545	5,545	5,545
Misc. Rec Gees Ent. Proj - SWC	6,346	0	8,625	0	0	0	0	0
Gaither Green Fees	83,170	132,812	85,437	136,172	136,172	136,172	136,172	136,172
Gaither Pro Shop Revenues	10,583	14,504	11,707	14,870	14,870	14,870	14,870	14,870
Gaither Concessions	12,344	13,389	12,946	13,729	13,729	13,729	13,729	13,729
Gaither Golf Cart Fees	78,725	85,217	80,292	87,375	87,375	87,375	87,375	87,375
Hilaman Gift Certificate Sal	0	0	855	0	0	0	0	0
Hilaman Gift Cert. Redeemed	0	0	-271	0	0	0	0	0
Hilaman Green Fees	0	0	180	0	0	0	0	0
Misc Rec Fees - Aquatics	-555	0	0	0	0	0	0	0
Swimming Pool Revenues	337,529	367,556	337,529	377,556	377,556	377,556	377,556	377,556
Area Tallahassee Aquatic Clu	326	0	286	0	0	0	0	0
Online registrations-misc. P&R	215,652	0	215,652	220,000	220,000	220,000	220,000	220,000
County Contrib - Parks and R	992,164	1,034,331	1,034,331	1,078,290	1,078,290	1,078,290	1,078,290	1,078,290
County Contr - Teen Center	150,000	0	0	150,000	0	0	0	0
Special Events	50,549	23,085	39,876	23,670	23,670	23,670	23,670	23,670
Annual Fees	40,750	46,059	45,101	47,226	47,226	47,226	47,226	47,226
Monthly Fees	2,929	3,624	2,462	3,716	3,812	3,812	3,812	3,812

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**001 General Fund**

Revenues	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Tennis Daily Fees	117,457	128,893	136,073	131,663	131,663	131,663	131,663	131,663
Special Programs	424	74,552	0	75,652	75,652	75,652	75,652	75,652
Pro Shop Contract	5,988	8,884	11,598	9,110	9,110	9,110	9,110	9,110
Lessons Contract	77,124	162,957	91,450	167,652	167,652	167,652	167,652	167,652
Restaurant Contract	864	1,573	490	1,613	1,613	1,613	1,613	1,613
Other Parks & Rec Revenues	33,522	19,974	38,304	20,483	20,483	20,483	20,483	20,483
Racquet Daily Fees	12,662	13,533	12,091	13,877	13,877	13,877	13,877	13,877
Aerobics Daily Fees	6,023	9,051	5,021	9,280	9,280	9,280	9,280	9,280
Tennis Clinic Revenue	43,300	1,905	42,948	1,905	1,905	1,905	1,905	1,905
Tennis Camps	20,686	556	0	556	556	556	556	556
Tennis Facility Revenue	4,296	159	6,338	159	159	159	159	159
Other Rentals - BM, Rentals, etc.	5,154	118	7,505	118	118	118	118	118
Tennis Tournaments	20,231	0	0	0	0	0	0	0
Misc. Rec Fees - Tennis Lessons	21,965	0	24,929	0	0	0	0	0
Misc Rec Fees - Tennis Pro Shop	18,693	0	25,383	0	0	0	0	0
Misc Rec Fees - Tennis Misc	913	0	0	0	0	0	0	0
Misc Rec Fees - Ice Cream	833	0	319	0	0	0	0	0
Pre-employment testing fees	68,559	12,000	0	12,000	12,000	12,000	12,000	12,000
<b>Charges for Services</b>	<b>8,075,657</b>	<b>8,708,233</b>	<b>8,078,091</b>	<b>9,223,919</b>	<b>9,130,001</b>	<b>9,186,939</b>	<b>9,219,803</b>	<b>9,253,668</b>
Traffic Fines	461,170	515,000	442,359	515,000	525,300	535,806	546,522	557,452
Parking Violations	302,803	350,000	284,782	350,000	350,000	350,000	350,000	350,000
Police False Alarm	19,913	13,000	4,474	13,000	13,000	13,000	13,000	13,000
Traffic Violation Surcharge	198,229	206,000	216,615	206,000	210,100	214,300	218,600	223,000
Red Light Camera Violations	1,196,950	2,100,000	1,215,262	1,724,182	1,724,182	1,724,182	1,724,182	1,724,182
Code Liens	0	0	4,401	0	0	0	0	0
<b>Fines &amp; Forfeitures</b>	<b>2,179,065</b>	<b>3,184,000</b>	<b>2,167,893</b>	<b>2,808,182</b>	<b>2,822,582</b>	<b>2,837,288</b>	<b>2,852,304</b>	<b>2,867,634</b>
Interest	365,711	500,000	446,674	519,984	500,000	500,000	500,000	500,000
Lincoln Center Rent	74,327	120,095	74,265	145,314	145,314	145,314	145,314	145,314
Lease of Land	578	4,147	89	4,977	4,977	4,977	4,977	4,977
Smith-Williams Center Rent	12,713	16,172	13,329	19,407	19,407	19,407	19,407	19,407
Rental of Land & Buildings	693,850	689,938	689,938	695,138	695,138	695,138	695,138	695,138
Renaissance O & M - County	200,916	200,916	200,916	200,916	200,916	200,916	200,916	200,916
Ground Lease Rent for NAACP	2,680	0	1,340	0	0	0	0	0
Sale of Surplus	156,509	100,000	156,509	100,000	100,000	100,000	100,000	100,000
Donation for Gaines St. Party	2,000	0	0	0	0	0	0	0
Discounts Earned	121	0	0	0	0	0	0	0
Other Miscellaneous Revenue	400,700	676,142	400,700	619,712	619,712	619,712	619,712	619,712
Cobra Payments	793	1,200	793	1,200	1,200	1,200	1,200	1,200
Overhead Allocation	6,967,636	6,981,527	6,967,664	6,902,076	6,902,076	6,902,076	6,902,076	6,902,076
Lobbyist Registration Fees	250	0	250	0	0	0	0	0
Trans from Fund Bal - Encumb	832,755	0	0	0	0	0	0	0
Capitalized Overhead	1,821,723	2,569,705	1,821,723	2,660,923	2,660,923	2,660,923	2,660,923	2,660,923
<b>Other Revenues</b>	<b>11,533,262</b>	<b>11,859,842</b>	<b>10,774,190</b>	<b>11,869,647</b>	<b>11,849,663</b>	<b>11,849,663</b>	<b>11,849,663</b>	<b>11,849,663</b>
Transfer From General Fund	0	100,000	100,000	0	0	0	0	0
Transfer from LEF Fund State	50,000	130,000	130,000	30,000	30,000	30,000	30,000	30,000
Transfer from Second Dollar	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Transfer from LEF Fund - Fed	30,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Transfer from Fire Fund	294,350	303,200	303,200	312,300	321,669	331,319	341,259	351,497
Transfer From Gas Tax Constr	704,260	704,260	704,260	204,260	204,260	1,068,167	1,069,286	1,069,276
Transfer From Stormwater Fun	319,300	319,300	319,300	319,300	319,300	319,300	319,300	319,300
Transfer from ISS RR&/UB	500,000	0	0	0	0	0	0	0
Transfer from Spec Ins Reser	0	0	0	2,000,000	1,700,000	0	0	0
Transfer From Internal Loan	1,393,534	1,393,534	1,393,534	1,393,534	1,393,534	1,393,534	1,393,534	1,393,534
Transfer From Deficiencies Fd	150,000	0	0	2,015,865	0	0	0	0
Transfer - Cemetary Perp Trust	27,570	28,397	28,397	29,249	30,126	31,030	31,030	31,030
Rickards Scholarship Fund	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000
Transfer from EMS Dispatch	0	0	0	262,769	270,652	278,772	287,135	295,749
Contribution From Electric Fd	22,366,058	23,844,683	23,844,683	23,900,000	24,473,600	25,060,966	25,662,429	26,278,327
Contribution From Gas Fund	2,323,000	2,512,094	2,512,094	2,524,732	2,306,019	2,231,556	2,251,323	2,397,049
Contribution From Water Fund	6,484,450	2,999,663	2,999,663	3,148,743	3,250,959	3,380,680	3,406,226	3,446,430
Contribution From Sewer Fund	3,284,609	3,667,474	3,667,474	4,075,232	4,241,695	4,406,499	4,483,849	4,605,915
Contrib from Solid Waste Fun	161,914	1,413,471	1,413,471	1,594,428	1,610,924	1,611,976	1,613,051	1,613,715
<b>Other Sources</b>	<b>38,235,045</b>	<b>37,612,076</b>	<b>37,612,076</b>	<b>42,006,412</b>	<b>40,348,738</b>	<b>40,339,799</b>	<b>41,084,422</b>	<b>42,027,822</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**001 General Fund**

<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	132,970,360	135,095,085	133,115,734	138,313,884	141,346,210	144,412,004	147,014,913	148,300,980
Fund Total Revenue	132,970,360	135,095,085	132,125,575	138,313,884	137,398,703	137,789,256	139,352,333	141,127,023
Fund Balance	0	0	-990,159	0	-3,947,507	-6,622,748	-7,662,580	-7,173,957

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**115 Donations Operating Fund**

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

<u>Expenditures</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Operating	0	10,000	0	0	0	0	0
Transfers	71,300	71,800	81,800	81,800	81,800	81,800	81,800
<u>Revenues</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Other Revenues	144,899	102,860	81,800	81,800	81,800	81,800	81,800
<u>Fund Summary</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Fund Total Expenditure	71,300	81,800	81,800	81,800	81,800	81,800	81,800
Fund Total Revenue	144,899	102,860	81,800	81,800	81,800	81,800	81,800
Fund Balance	<u>73,599</u>	<u>21,060</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Fund Expenditures**

Fund expenditures support miscellaneous costs associated with the programs identified.

**Fund Revenues**

Fiscal year 2013 charitable donations support the Change for Change program in the Economic and Community Development Department (\$65,000), the Mayor's Back to School Jam (\$10,000) and the following programs in the Tallahassee Police Department: Child Safety Seat (\$500); Victim Advocates (\$1,000); and the Canine program (\$300).

**Capital Projects Operating Budget Impacts**

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**115 Donations Operating Fund**

<b>Expenditures</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Unclassified Contract Svcs	0	10,000	10,000	0	0	0	0	0
Unclassified Supplies	0	6,800	0	0	0	0	0	0
Unclassified Charges	0	46,694	0	0	0	0	0	0
<b>Operating</b>	<b>0</b>	<b>63,494</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Inter-Fund Transfer	71,300	18,306	71,800	81,800	81,800	81,800	81,800	81,800
<b>Transfers</b>	<b>71,300</b>	<b>18,306</b>	<b>71,800</b>	<b>81,800</b>	<b>81,800</b>	<b>81,800</b>	<b>81,800</b>	<b>81,800</b>
<b>Revenues</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Interest	4,092	0	3,794	0	0	0	0	0
Child Safety Seat Donations	0	500	0	500	500	500	500	500
Victim Advocates	246	1,000	327	1,000	1,000	1,000	1,000	1,000
Canine Donations	0	300	0	300	300	300	300	300
Animal Service Ctr Donation	58,687	0	19,888	0	0	0	0	0
Change For Change Donations	67,924	65,000	64,851	65,000	65,000	65,000	65,000	65,000
Mayor's Back to School Supplies	13,270	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Environmental Outreach Program	480	0	0	0	0	0	0	0
CP & PSE Donation	200	5,000	4,000	5,000	5,000	5,000	5,000	5,000
<b>Other Revenues</b>	<b>144,899</b>	<b>81,800</b>	<b>102,860</b>	<b>81,800</b>	<b>81,800</b>	<b>81,800</b>	<b>81,800</b>	<b>81,800</b>
<b>Fund Summary</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Fund Total Expenditure	71,300	81,800	81,800	81,800	81,800	81,800	81,800	81,800
Fund Total Revenue	144,899	81,800	102,860	81,800	81,800	81,800	81,800	81,800
Fund Balance	73,599	0	21,060	0	0	0	0	0

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**120 Building Inspection Fund**

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

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

<u>Expenditures</u>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Personnel Services	1,881,860	1,933,854	2,023,873	2,075,625	2,128,842	2,183,549	2,240,281
Operating	25,903	19,035	142,606	142,606	142,606	142,606	142,606
Allocated Accounts	518,525	640,763	518,900	526,163	533,654	540,808	548,648
Transfers	115,152	165,496	102,279	103,575	106,140	118,883	120,789
Year End Adjustments	272,777	639,817	398,578	410,115	346,754	278,363	211,885
<u>Revenues</u>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Licenses & Permits	2,412,482	2,980,795	2,766,242	2,838,090	2,838,002	2,844,215	2,844,215
Charges for Services	127,788	135,812	121,670	121,670	121,670	121,670	121,670
Fines & Forfeitures	32,901	84,802	77,300	77,300	77,300	77,300	77,300
Other Revenues	189,496	197,556	197,024	197,024	197,024	197,024	197,024
Other Sources	51,550	0	24,000	24,000	24,000	24,000	24,000
<u>Fund Summary</u>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	<b>2,814,217</b>	<b>3,398,965</b>	<b>3,186,236</b>	<b>3,258,084</b>	<b>3,257,996</b>	<b>3,264,209</b>	<b>3,264,209</b>
Fund Total Revenue	<b>2,814,217</b>	<b>3,398,965</b>	<b>3,186,236</b>	<b>3,258,084</b>	<b>3,257,996</b>	<b>3,264,209</b>	<b>3,264,209</b>
Fund Balance	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fund Expenditures**

Expenditures in the fiscal year 2013-2017 proforma include:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's fuel budget is increased by 8% to recognize the additional fuel cost in FY13 due to a new fuel hedging contract. Fiscal Impact: \$2,377.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

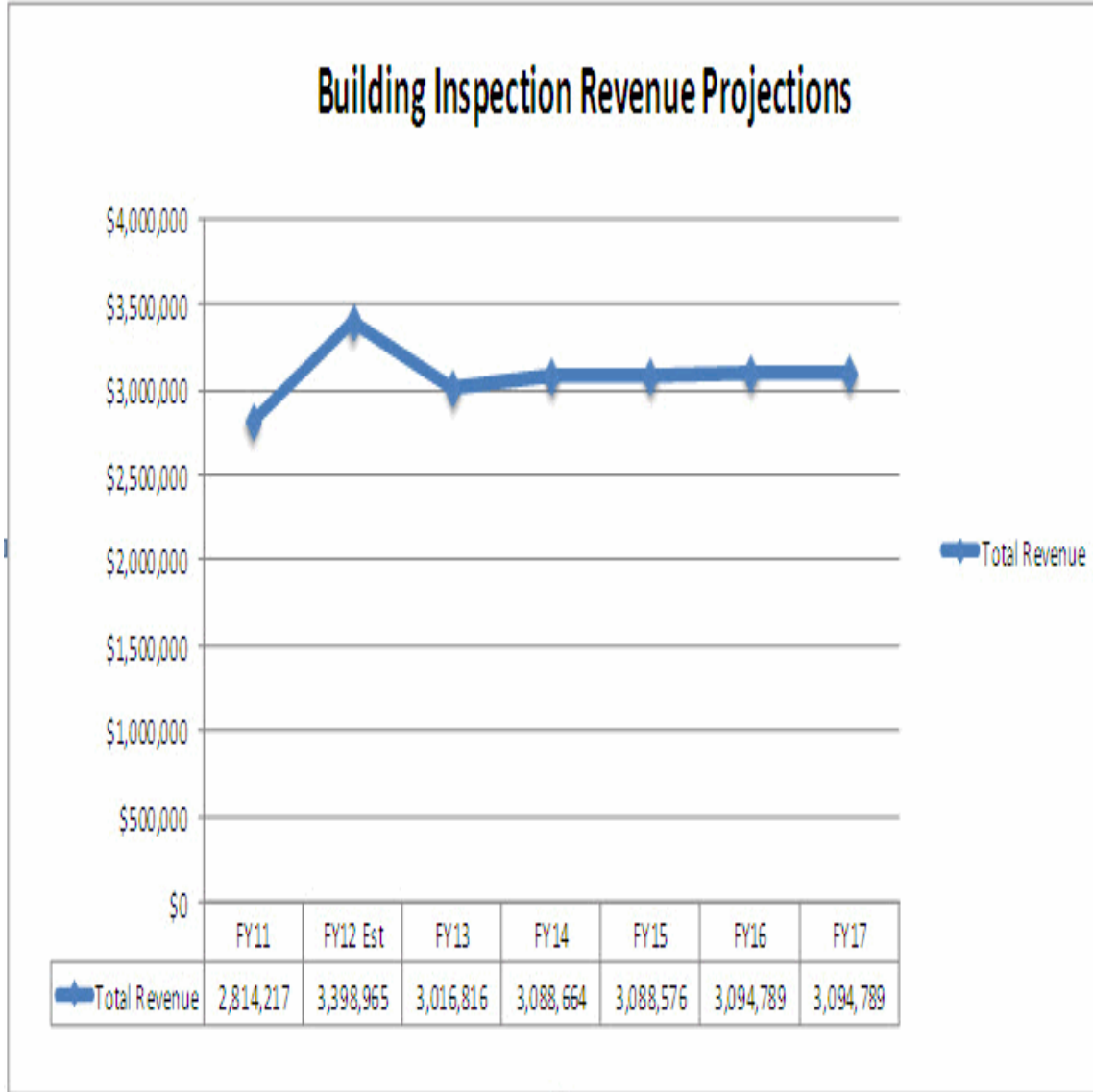
**Fund Revenues**

Fund revenues from licenses and permits total \$2.8 million and are derived from three major sources, building permit fees, contractor licensing, and non-FL building code fees. This is an increase of \$79,857 from FY12 revenues. Additional revenues in the amount of \$197,024 have been budgeted as payments from both the water and sewer utilities for fiscal year 2013 and are estimated to increase by 3% annually for the out years.



### 120 Building Inspection Fund

The chart on the following page depicts a graph of projected revenues through fiscal year 2017. In FY 2010, building permit fees were increased by 30%. Projections indicate a continuing increase in both the residential and commercial construction industry. Additional revenues in FY 2013 are due to a new law in Chapter 2010-176 that changes how State Surcharges related to building permits are collected. The applicable sections are Section 6, 468.631 and Section 31, 553.721.



**Capital Projects Operating Budget Impacts**

There are no capital projects associated with this fund.

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**120 Building Inspection Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	1,385,609	1,436,860	1,323,536	1,449,266	1,485,499	1,522,635	1,560,700	1,599,721
Salary Enhancements	0	22,534	0	36,233	37,136	38,065	39,021	39,993
Overtime	0	4,160	0	4,160	4,160	4,160	4,160	4,160
Other Salary Items	420	12,400	1,026	13,960	13,960	13,960	13,960	13,960
Pension- Current	144,268	153,561	170,961	149,887	153,633	157,476	161,412	165,450
Pension- MAP	99,332	103,582	117,765	106,212	108,868	111,591	114,378	117,238
Mandatory Medicare	19,372	20,261	22,504	20,773	21,295	21,829	22,374	22,931
Health Benefits	158,506	168,547	212,348	180,946	189,085	197,597	206,489	215,773
Health Benefits-Retirees	19,664	0	22,604	0	0	0	0	0
Health Benefits-OPEB	0	19,375	0	21,069	21,069	21,069	21,069	21,069
Flex Benefits	54,689	57,804	63,110	56,304	56,304	56,304	56,304	56,304
Vacancy factor	0	-42,892	0	-14,937	-15,384	-15,844	-16,318	-16,318
<b>Personnel Services</b>	<b>1,881,860</b>	<b>1,956,192</b>	<b>1,933,854</b>	<b>2,023,873</b>	<b>2,075,625</b>	<b>2,128,842</b>	<b>2,183,549</b>	<b>2,240,281</b>
Advertising	695	2,000	163	463	463	463	463	463
Cleaning & Laundry	4,683	6,130	4,939	4,700	4,700	4,700	4,700	4,700
Unclassified Contract Svcs	8,171	2,601	0	2,601	2,601	2,601	2,601	2,601
Telephone	-859	0	-529	0	0	0	0	0
Food	2	0	0	0	0	0	0	0
Office Supplies	4,900	6,157	796	6,157	6,157	6,157	6,157	6,157
Unclassified Supplies	4,204	2,738	11,130	4,424	4,424	4,424	4,424	4,424
Travel & Training	1,561	35,350	0	35,350	35,350	35,350	35,350	35,350
Journals & Books	47	516	452	516	516	516	516	516
Memberships	2,499	1,685	2,084	1,685	1,685	1,685	1,685	1,685
Rent Expense- Bldg & Ops	0	86,710	0	86,710	86,710	86,710	86,710	86,710
<b>Operating</b>	<b>25,903</b>	<b>143,887</b>	<b>19,035</b>	<b>142,606</b>	<b>142,606</b>	<b>142,606</b>	<b>142,606</b>	<b>142,606</b>
Human Resource Expense	32,109	36,961	40,067	38,245	39,392	40,574	41,791	43,045
Accounting Expense	17,297	16,282	17,639	9,969	10,268	10,576	10,893	11,220
Purchasing Expense	3,476	2,923	3,176	2,542	2,618	2,697	2,778	2,862
Information Systems Expense	106,963	174,169	188,569	104,815	107,959	111,198	114,534	117,970
Risk Management Expense	16,340	17,925	19,419	2,847	2,918	2,991	3,066	3,143
Revenue Collection Expense	5,012	5,703	6,178	4,493	4,628	4,766	4,909	5,057
Vehicle Garage Expense	21,211	34,385	21,010	32,651	33,631	34,640	35,679	36,749
Vehicle Fuel	26,508	28,847	27,176	32,089	32,981	33,899	34,845	35,819
Vehicle Replacement	13,516	14,110	17,833	14,605	15,124	15,669	15,669	16,139
Indirect Costs	276,093	276,644	299,696	276,644	276,644	276,644	276,644	276,644
<b>Allocated Accounts</b>	<b>518,525</b>	<b>607,949</b>	<b>640,763</b>	<b>518,900</b>	<b>526,163</b>	<b>533,654</b>	<b>540,808</b>	<b>548,648</b>
Debt Service Transfer	0	77,587	77,587	83,914	85,210	87,775	100,518	102,424
Inter-Fund Transfer	115,152	0	87,909	18,365	18,365	18,365	18,365	18,365
<b>Transfers</b>	<b>115,152</b>	<b>77,587</b>	<b>165,496</b>	<b>102,279</b>	<b>103,575</b>	<b>106,140</b>	<b>118,883</b>	<b>120,789</b>
Transfer to Deficiencies Fd	272,777	144,605	639,817	398,578	410,115	346,754	278,363	211,885
<b>Year End Adjustments</b>	<b>272,777</b>	<b>144,605</b>	<b>639,817</b>	<b>398,578</b>	<b>410,115</b>	<b>346,754</b>	<b>278,363</b>	<b>211,885</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**120 Building Inspection Fund**

<b>Revenues</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Building Permits	2,252,945	2,587,950	2,793,776	2,665,807	2,737,655	2,737,567	2,743,780	2,743,780
Fire Inspection Fees	41,749	24,435	65,012	24,435	24,435	24,435	24,435	24,435
Contractor Licensing- Growth	28,294	25,000	9,860	25,000	25,000	25,000	25,000	25,000
Bid Non Fbc Fees	89,494	49,000	112,147	51,000	51,000	51,000	51,000	51,000
<b>Licenses &amp; Permits</b>	<b>2,412,482</b>	<b>2,686,385</b>	<b>2,980,795</b>	<b>2,766,242</b>	<b>2,838,090</b>	<b>2,838,002</b>	<b>2,844,215</b>	<b>2,844,215</b>
Prot. Insp. Training Surcharge	35,149	29,550	36,962	29,550	29,550	29,550	29,550	29,550
FBC Customer Service Fees	92,639	0	98,850	92,120	92,120	92,120	92,120	92,120
<b>Charges for Services</b>	<b>127,788</b>	<b>29,550</b>	<b>135,812</b>	<b>121,670</b>	<b>121,670</b>	<b>121,670</b>	<b>121,670</b>	<b>121,670</b>
Florida Building Code Fines	32,901	0	84,802	77,300	77,300	77,300	77,300	77,300
<b>Fines &amp; Forfeitures</b>	<b>32,901</b>	<b>0</b>	<b>84,802</b>	<b>77,300</b>	<b>77,300</b>	<b>77,300</b>	<b>77,300</b>	<b>77,300</b>
Interest	3,783	0	6,271	0	0	0	0	0
Growth Management from Water	105,520	108,686	108,686	111,947	111,947	111,947	111,947	111,947
Growth Management from Sewer	80,193	82,599	82,599	85,077	85,077	85,077	85,077	85,077
<b>Other Revenues</b>	<b>189,496</b>	<b>191,285</b>	<b>197,556</b>	<b>197,024</b>	<b>197,024</b>	<b>197,024</b>	<b>197,024</b>	<b>197,024</b>
Transfer From Gas Fund	22,000	23,000	0	24,000	24,000	24,000	24,000	24,000
Transfer From Deficiencies Fd	29,550	0	0	0	0	0	0	0
<b>Other Sources</b>	<b>51,550</b>	<b>23,000</b>	<b>0</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>Fund Summary</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Fund Total Expenditure	2,814,217	2,930,220	3,398,965	3,186,236	3,258,084	3,257,996	3,264,209	3,264,209
Fund Total Revenue	2,814,217	2,930,220	3,398,965	3,186,236	3,258,084	3,257,996	3,264,209	3,264,209
Fund Balance	0	0	0	0	0	0	0	0

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**130 Fire Services Fund**

The Fire Fund supports fire suppression, hazardous material response, urban search and rescue, technical rescue, vehicle extraction, emergency medical care, fire safety code compliance review and enforcement, and varied public education services. The Fire Department serves both city and county residents with a 2012 estimated population of 277,000 persons in an area of 702 square miles.

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

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

Both the fire services and ALS agreements, which expired in September 2009, were renegotiated and approved by the city and county commissions. Implementation of the new agreements were effective October 1, 2009, along with a countywide fire services fee. The agreements expire September 30, 2014.

<u>Expenditures</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Personnel Services	21,651,117	21,942,894	21,911,207	22,421,910	23,664,738	24,171,808	25,864,276
Operating	1,361,096	1,402,009	1,524,664	1,477,864	1,507,033	1,507,033	1,660,652
Other Services & Charges	396,594	30,856	161,366	161,366	161,366	161,366	161,366
Capital Outlay	83,243	70,142	110,400	110,400	110,400	110,400	110,400
Allocated Accounts	5,888,689	6,326,732	6,420,658	6,569,864	6,756,029	6,886,205	7,127,016
Utilities and Other Expenses	361,010	393,025	361,290	367,197	406,569	412,561	484,913
Transfers	1,385,102	1,592,766	3,040,362	3,072,237	2,745,182	4,572,060	4,573,569
Contributions to Operations	294,350	303,200	312,300	321,650	331,300	341,255	351,497
Year End Adjustments	821,735	1,175,300	0	0	0	0	0
<u>Revenues</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Undefined	6,472,240	0	0	0	0	0	0
Licenses & Permits	210,415	320,000	320,000	320,000	320,000	320,000	320,000
Intergovernmental Revenue	67,911	30,000	30,000	30,000	30,000	30,000	30,000
Charges for Services	24,425,920	31,786,078	31,848,156	31,911,622	31,911,622	31,911,622	31,911,622
Other Revenues	32,391	75,000	75,000	75,000	75,000	75,000	75,000
Other Sources	1,034,059	1,025,851	1,569,091	2,165,866	1,910,685	1,145,225	1,145,225
<u>Fund Summary</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Fund Total Expenditure	<u>32,242,936</u>	<u>33,236,924</u>	<u>33,842,247</u>	<u>34,502,488</u>	<u>35,682,617</u>	<u>38,162,688</u>	<u>40,333,689</u>
Fund Total Revenue	<u>32,242,936</u>	<u>33,236,929</u>	<u>33,842,247</u>	<u>34,502,488</u>	<u>34,247,307</u>	<u>33,481,847</u>	<u>33,481,847</u>
Fund Balance	<u>0</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>-1,435,310</u>	<u>-4,680,841</u>	<u>-6,851,842</u>

**Fund Expenditures**

The proforma includes debt service costs associated with construction of a joint dispatch facility at which the Tallahassee Fire Department and Leon County Emergency Management Services will be consolidated into a single dispatch unit.

The new fire station on Weems Road (Station 16) located at the joint dispatch facility is currently under construction. Operational costs associated with this station are included in the proposed budget beginning in FY15 as originally planned. Costs associated with this station should be included in the fire assessment update. Staffing this station earlier than the beginning of FY15 may require funding from an additional source

## **130 Fire Services Fund**

due to the fire reserve funding being exhausted more quickly than projected.

Debt service costs have been included for three new fire stations in the department's capital improvement plan. Stations located on Lake Bradford Road and another in the Southwood community are planned beginning fiscal year 2014 and a station on Welaunee Boulevard is planned beginning in fiscal year 2015. Other capital costs include recurring annual funding for fire hydrant repairs and replacements, annual funding for maintenance of existing fire facilities, and relocation of Station Eight.

The collective bargaining agreement approved by the city commission effective in May 2012 for firefighters, fire engineers, fire lieutenants, battalion chiefs, and fire captains was retroactive to October 1, 2011, and included increases in wages of approximately 9% over the three-year contract period.

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; salaries for fire union employees are adjusted for a 3.0% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; fire union employee pension rates are 20.3% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.

Additional expenditure adjustments include: the department's electric utilities account decreased by 8% in recognition of lower fuel rates and energy conservation (fiscal Impact: -\$18,216).

### **Fund Revenues**

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

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

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

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

The current fee structure resulted in an end to the city's support of the Fire Fund's deficit, which had been covered by the Deficiency Fund for several years. However, based on current revenue and expenditure projections, reserve funds will be needed beginning in FY13 and will be exhausted in FY15 without an adjustment to existing rates.

The projected operating deficit for FY13 is \$345,663. Because current fire assessment rates were based on a five-year average budget, surplus funds have been transferred to the fire services operating reserve fund the last three fiscal years. The projected operating deficits for the next four fiscal years are \$915,035 in FY14, \$2,193,544 in FY15, \$4,661,956 in FY16, and \$7,813,947 in FY17. The fire services operating reserve fund is projected to be exhausted during the 2015 fiscal year. The projected unfunded deficits beginning in FY15 are as follows: \$1,105,900, \$4,661,956 and \$7,813,947.

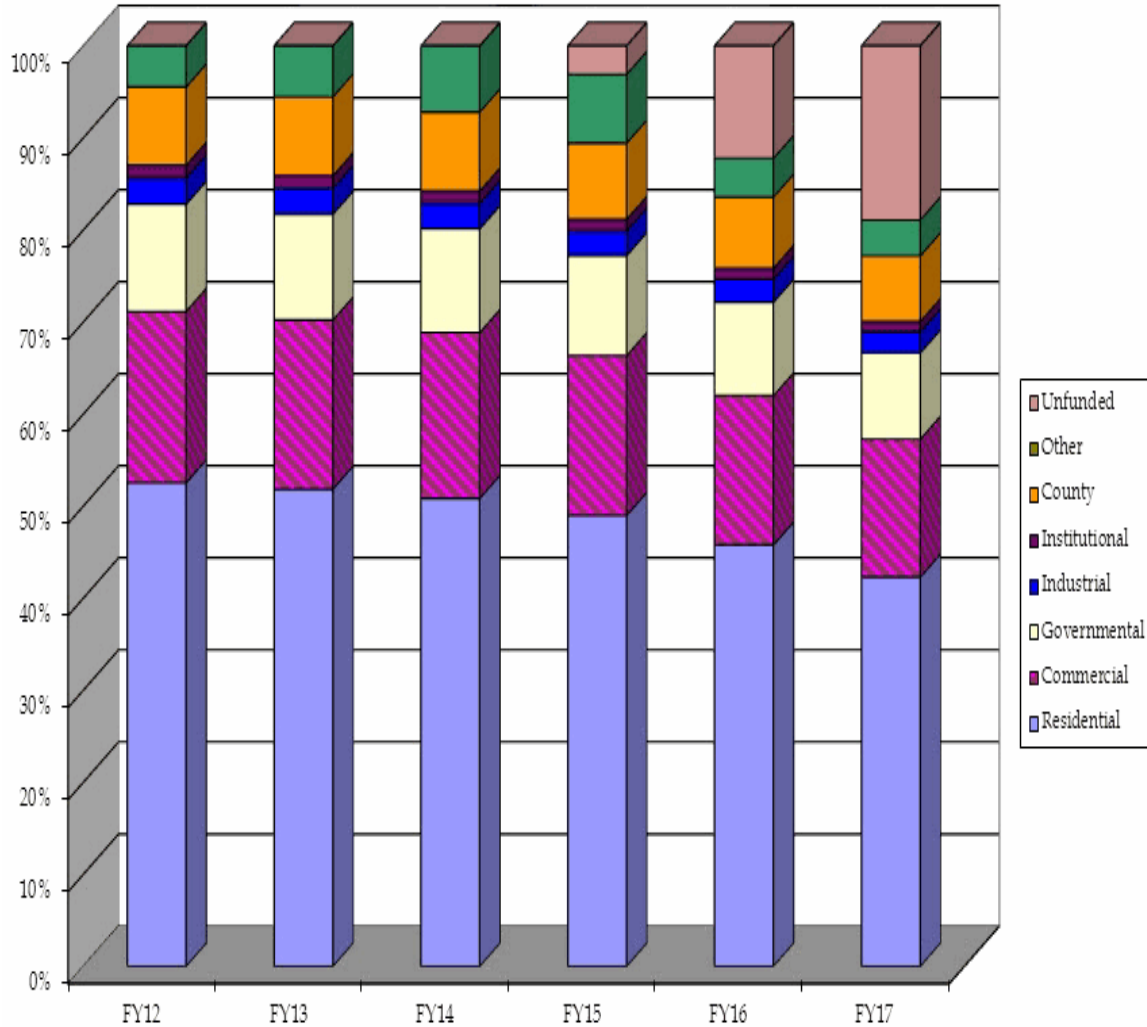
Any increases in expenditures will result in the accelerated depletion of the reserve fund.

The chart that follows reflects the percentages of revenue projected each fiscal year, by revenue source. As

### 130 Fire Services Fund

shown, revenue from residential customers generates the greatest amounts, followed by commercial and governmental customers, then revenue from the county's EMS payment. The smallest percentages of revenue are from industrial and institutional customers and from miscellaneous other sources such as forfeited discounts, interest earnings, and contributions from the airport fund and fire operating reserve.

**Major Revenue Sources**



**Capital Projects Operating Budget Impacts**

The salary and partial benefits of one staff person are funded from the Facilities Management and Maintenance project annually. The fire station to be co-located at the joint dispatch facility includes operating costs of approximately \$965,000 beginning in fiscal year 2014 to support 12 additional personnel.

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**130 Fire Services Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	15,460,770	14,546,671	15,438,285	14,617,128	14,983,330	15,811,279	16,140,391	17,215,418
Capitalized Wages	-41,444	-36,895	-32,429	-37,935	-37,935	-37,935	-37,935	-37,935
Salary Enhancements	0	366,305	0	366,202	317,022	329,112	337,273	349,856
Firefighter Holiday Pay	0	939,187	0	930,817	944,293	962,125	974,138	992,711
Temporary Wages	0	0	2,427	0	0	0	0	0
Overtime	621,850	791,893	863,486	834,049	873,350	975,835	978,910	1,230,804
Capitalized Overtime	-106,010	0	-143,620	0	0	0	0	0
Other Salary Items	427,561	474,776	446,962	498,436	498,436	498,436	498,436	498,436
Pension- Current	3,078,514	2,704,456	3,063,616	2,634,552	2,699,309	2,870,101	2,938,534	3,136,444
Pension- MAP	38,995	47,159	37,541	48,641	49,855	51,102	52,379	53,688
Social Security	0	0	0	0	0	21,499	21,499	57,061
Mandatory Medicare	179,851	187,614	188,288	199,336	203,473	215,237	219,621	234,955
Health Benefits	1,706,444	1,707,821	1,799,937	1,677,612	1,752,772	1,834,435	1,919,677	2,008,720
Health Benefits-Retirees	199,084	0	0	0	0	0	0	0
Health Benefits-OPEB	0	193,752	195,905	200,977	200,977	200,977	200,977	200,977
Flex Benefits	85,502	95,624	82,496	86,820	86,820	86,820	86,820	86,820
Vacancy factor	0	-439,919	0	-145,428	-149,792	-154,285	-158,912	-163,679
<b>Personnel Services</b>	<b>21,651,117</b>	<b>21,578,444</b>	<b>21,942,894</b>	<b>21,911,207</b>	<b>22,421,910</b>	<b>23,664,738</b>	<b>24,171,808</b>	<b>25,864,276</b>
Advertising	1,952	1,615	2,291	1,615	1,615	1,615	1,615	1,615
Cleaning & Laundry	8,337	14,000	7,965	14,000	14,000	14,070	14,070	102,140
Reproduction	2,612	5,612	11,047	5,612	5,612	5,612	5,612	5,612
Unclassified Professional Svcs	288	0	0	25,000	0	0	0	0
System Planning Services	963	0	0	0	0	0	0	0
Equipment Repairs	46,689	42,647	47,005	42,647	42,647	42,647	42,647	42,647
Medical Services	61,177	67,060	72,287	67,060	67,060	68,660	68,660	72,260
Unclassified Contract Svcs	234,742	317,826	280,867	337,826	317,826	328,965	328,965	354,104
Contractual Svcs - VFD County	482,479	482,479	482,479	482,479	482,479	482,479	482,479	482,479
Computer Software	6,178	3,185	1,717	3,185	3,185	3,185	3,185	3,185
Telephone	13,650	26,231	16,871	26,231	26,231	26,231	26,231	26,231
Chem-Med-Lab	70,784	46,289	52,876	46,289	46,289	46,289	46,289	46,289
Food	1,075	611	1,276	611	611	611	611	611
Gasoline	79	329	1,140	329	329	329	329	329
Postage	-175	0	0	0	0	0	0	0
Office Supplies	17,722	19,232	18,853	19,232	19,232	19,611	19,611	20,465
Uniforms & Clothing	138,030	155,955	126,870	155,955	155,955	161,568	161,568	174,196
Unclassified Supplies	145,471	140,824	144,100	142,624	140,824	151,032	151,032	174,000
Non-Capitalized Furniture	191	0	1,359	0	0	0	0	0
Travel & Training	56,793	70,812	48,630	70,812	70,812	70,812	70,812	70,812
Journals & Books	7,773	15,093	16,897	15,093	15,093	15,253	15,253	15,613
Memberships	2,588	2,980	2,635	2,980	2,980	2,980	2,980	2,980
Certificates & Licenses	584	200	4,757	200	200	200	200	200
Rent Expense- Machines	8,397	12,384	7,587	12,384	12,384	12,384	12,384	12,384
Unclassified Charges	52,717	52,500	52,500	52,500	52,500	52,500	52,500	52,500
<b>Operating</b>	<b>1,361,096</b>	<b>1,477,864</b>	<b>1,402,009</b>	<b>1,524,664</b>	<b>1,477,864</b>	<b>1,507,033</b>	<b>1,507,033</b>	<b>1,660,652</b>
Bad Debt Expense	396,594	30,856	30,856	161,366	161,366	161,366	161,366	161,366
<b>Other Services &amp; Charges</b>	<b>396,594</b>	<b>30,856</b>	<b>30,856</b>	<b>161,366</b>	<b>161,366</b>	<b>161,366</b>	<b>161,366</b>	<b>161,366</b>
Unclassified Equipment	83,243	110,400	70,142	110,400	110,400	110,400	110,400	110,400
<b>Capital Outlay</b>	<b>83,243</b>	<b>110,400</b>	<b>70,142</b>	<b>110,400</b>	<b>110,400</b>	<b>110,400</b>	<b>110,400</b>	<b>110,400</b>
Human Resource Expense	382,779	365,003	365,003	389,537	399,276	409,258	419,490	429,977
Accounting Expense	126,136	140,041	140,041	109,059	111,785	114,580	117,444	120,380
Purchasing Expense	70,639	73,470	73,470	53,249	54,580	55,945	57,344	58,778
Information Systems Expense	1,311,904	1,545,136	1,545,136	1,606,040	1,646,191	1,687,346	1,729,530	1,772,768
Risk Management Expense	355,175	392,646	392,646	539,165	552,644	566,461	580,622	595,137
Radio Communications Expense	87,441	156,623	156,623	136,187	139,592	143,082	146,659	150,325
Revenue Collection Expense	61,671	87,717	87,717	54,697	56,064	57,466	58,903	60,376
Utility Services Expense	1,056,946	1,139,217	1,139,212	1,143,671	1,171,502	1,194,892	1,225,024	1,249,902
Vehicle Garage Expense	833,559	816,457	775,930	654,584	670,949	687,723	704,916	722,539
Vehicle Fuel	202,277	207,268	224,941	219,891	226,487	238,599	245,596	264,774
Vehicle Replacement	811,375	836,052	836,052	861,489	887,705	947,588	947,588	1,048,971
Indirect Costs	588,787	589,961	589,961	653,089	653,089	653,089	653,089	653,089
<b>Allocated Accounts</b>	<b>5,888,689</b>	<b>6,349,591</b>	<b>6,326,732</b>	<b>6,420,658</b>	<b>6,569,864</b>	<b>6,756,029</b>	<b>6,886,205</b>	<b>7,127,016</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**130 Fire Services Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Utilities - Sewer	24,546	24,055	25,604	24,512	25,051	28,667	29,205	36,101
Utilities - Sanitation	12,155	14,441	13,493	14,739	15,063	16,620	16,943	19,699
Utilities - Stormwater	17,734	17,169	17,431	17,496	17,882	20,174	20,558	24,826
Utilities - Gas	45,128	50,091	50,091	51,043	52,166	61,085	62,205	73,689
Utilities - Water	17,237	16,845	16,845	17,164	17,542	21,883	22,259	31,158
Utilities - Electric	197,391	224,430	224,430	210,399	213,556	231,603	234,854	271,553
Utilities - Fire Services	46,819	25,937	45,131	25,937	25,937	26,537	26,537	27,887
<b>Utilities and Other Expenses</b>	<b>361,010</b>	<b>372,968</b>	<b>393,025</b>	<b>361,290</b>	<b>367,197</b>	<b>406,569</b>	<b>412,561</b>	<b>484,913</b>
Debt Service Transfer	305,495	826,366	826,366	1,892,862	1,924,737	1,597,682	3,424,560	3,426,069
RR&I Transfer	1,079,007	766,400	766,400	1,147,500	1,147,500	1,147,500	1,147,500	1,147,500
Inter-Fund Transfer	600	0	0	0	0	0	0	0
<b>Transfers</b>	<b>1,385,102</b>	<b>1,592,766</b>	<b>1,592,766</b>	<b>3,040,362</b>	<b>3,072,237</b>	<b>2,745,182</b>	<b>4,572,060</b>	<b>4,573,569</b>
Contribution to General Fund	294,350	303,200	303,200	312,300	321,650	331,300	341,255	351,497
<b>Contributions to Operations</b>	<b>294,350</b>	<b>303,200</b>	<b>303,200</b>	<b>312,300</b>	<b>321,650</b>	<b>331,300</b>	<b>341,255</b>	<b>351,497</b>
Transfer to Fire Svcs Op Reserve	821,735	1,420,840	1,175,300	0	0	0	0	0
<b>Year End Adjustments</b>	<b>821,735</b>	<b>1,420,840</b>	<b>1,175,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Revenues	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
FY10 Estimates Upload	5,559,252	0	0	0	0	0	0	0
FY10 Estimates Upload	535,003	0	0	0	0	0	0	0
FY10 Estimates Upload	193,278	0	0	0	0	0	0	0
FY10 Estimates Upload	112,685	0	0	0	0	0	0	0
FY10 Estimates Upload	72,022	0	0	0	0	0	0	0
<b>Undefined</b>	<b>6,472,240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Fire Inspection Fees	210,415	320,000	320,000	320,000	320,000	320,000	320,000	320,000
<b>Licenses &amp; Permits</b>	<b>210,415</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>
State Fire Marshal Ofc-grants	384	0	0	0	0	0	0	0
Firefighters Supplemental Co	67,527	30,000	30,000	30,000	30,000	30,000	30,000	30,000
<b>Intergovernmental Revenue</b>	<b>67,911</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
Fire Services - Residential	11,283,740	17,463,166	17,463,166	17,463,166	17,463,166	17,463,166	17,463,166	17,463,166
Fire Services - Commercial	6,152,587	6,185,481	6,185,481	6,185,481	6,185,481	6,185,481	6,185,481	6,185,481
Fire Services - Governmental	3,461,342	3,870,310	3,870,310	3,870,310	3,870,310	3,870,310	3,870,310	3,870,310
Fire Services - Industrial	177,804	947,582	947,582	947,582	947,582	947,582	947,582	947,582
Leon County EMS Payment	2,761,456	2,822,208	2,822,208	2,884,286	2,947,752	2,947,752	2,947,752	2,947,752
Fire Services - Institutional	533,766	462,331	462,331	462,331	462,331	462,331	462,331	462,331
Forfeited Discounts	55,225	35,000	35,000	35,000	35,000	35,000	35,000	35,000
<b>Charges for Services</b>	<b>24,425,920</b>	<b>31,786,078</b>	<b>31,786,078</b>	<b>31,848,156</b>	<b>31,911,622</b>	<b>31,911,622</b>	<b>31,911,622</b>	<b>31,911,622</b>
Interest	-44,687	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Other Miscellaneous Revenue	9,054	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	68,024	0	0	0	0	0	0	0
<b>Other Revenues</b>	<b>32,391</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
Transfer from Fire Fund	0	0	0	508,975	1,076,074	797,445	0	0
Contribution From Airport Fd	1,034,059	1,025,851	1,025,851	1,060,116	1,089,792	1,113,240	1,145,225	1,145,225
<b>Other Sources</b>	<b>1,034,059</b>	<b>1,025,851</b>	<b>1,025,851</b>	<b>1,569,091</b>	<b>2,165,866</b>	<b>1,910,685</b>	<b>1,145,225</b>	<b>1,145,225</b>
Fund Summary	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Fund Total Expenditure	32,242,936	33,236,929	33,236,924	33,842,247	34,502,488	35,682,617	38,162,688	40,333,689
Fund Total Revenue	32,242,936	33,236,929	33,236,929	33,842,247	34,502,488	34,247,307	33,481,847	33,481,847
Fund Balance	0	0	5	0	0	-1,435,310	-4,680,841	-6,851,842



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**400 Electric Operating Fund**

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

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

The transmission network forms a loop that extends around and through the city limits. Bulk power primary distribution substations, located at various sites, transform power from the transmission voltage of 230/115 kilovolts (kV) to the distribution network voltage of 12.47 kV. Transmission, distribution and generation facilities are monitored and controlled remotely from the Electric Control Center via microwave system and a communication lines network.

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

<u>Expenditures</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Personnel Services	23,013,334	22,840,204	23,872,769	24,606,360	25,296,093	26,489,022	27,184,119
Operating	21,071,741	21,955,843	23,707,310	24,897,699	25,802,151	27,021,197	28,622,838
Fuel	169,975,363	131,182,102	119,560,000	128,995,000	135,757,000	139,382,000	144,932,000
Other Services & Charges	1,934,409	2,142,914	2,717,663	2,719,650	2,732,985	2,766,081	2,766,081
Capital Outlay	369,284	324,636	379,889	405,085	455,288	480,288	480,288
Allocated Accounts	17,582,304	18,593,272	19,360,509	19,511,398	19,915,914	20,335,274	20,798,548
Utilities and Other Expenses	403,719	408,014	397,922	405,424	413,075	420,643	423,450
Transfers	71,801,669	70,964,772	70,048,329	69,333,835	69,084,637	71,502,729	71,463,932
Contributions to Operations	22,366,058	23,844,682	23,900,000	24,473,600	25,060,966	25,662,429	26,278,327
Year End Adjustments	0	0	224,512	518,534	594,126	631,869	659,470
<u>Revenues</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Undefined	2,993	1,591	0	0	0	0	0
Intergovernmental Revenue	2,263,683	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613
Charges for Services	309,082,431	266,672,077	275,597,992	287,315,767	296,560,717	306,140,008	315,057,529
Other Revenues	8,438,836	9,004,528	6,016,298	5,996,205	5,996,905	5,996,911	5,996,911
Other Sources	8,718,345	14,023,630	0	0	0	0	0
Internal Service Fund Charges	11,593	0	0	0	0	0	0
<u>Fund Summary</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Fund Total Expenditure	<u>328,517,881</u>	<u>292,256,439</u>	<u>284,168,903</u>	<u>295,866,585</u>	<u>305,112,235</u>	<u>314,691,532</u>	<u>323,609,053</u>
Fund Total Revenue	<u>328,517,881</u>	<u>292,256,439</u>	<u>284,168,903</u>	<u>295,866,585</u>	<u>305,112,235</u>	<u>314,691,532</u>	<u>323,609,053</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Fund Expenditures**

Fiscal year 2013 expenditure assumptions include the following:

- Salaries for general employees are adjusted for a 2.5% merit salary enhancement; the health care rate is

## **400 Electric Operating Fund**

set at actual cost per employee and at employee plus one (two-party) rate for vacant positions; adjustments to personnel expenses include a 4.47% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain overall premium percentages at 70% city and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; salary updates; position changes; and departmental reorganizations; transfers; and, a 3.0% vacancy rate is applied.

- Adjustments to operating expenses for contractual obligations and to align current service level expenses to expenditures of the past two fiscal years. Fiscal Impact: (\$291,548).
- The department's electric utilities account is decreased by eight percent in recognition of lower fuel rates and energy conservation efforts. Fiscal Impact: (\$176,085).
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.
- Fuel and purchased power costs are reduced by approximately \$35.2 million from the fiscal year 2012 budget.
- The general fund transfer has been changed, subsequent to discussions with the financial viability of the government committee, from last year's new methodology (6.99% of a 3-year average of retail revenues) to a fixed amount of \$23.9 million that is scheduled to increase annually by the consumer price index.

### **Fund Revenues**

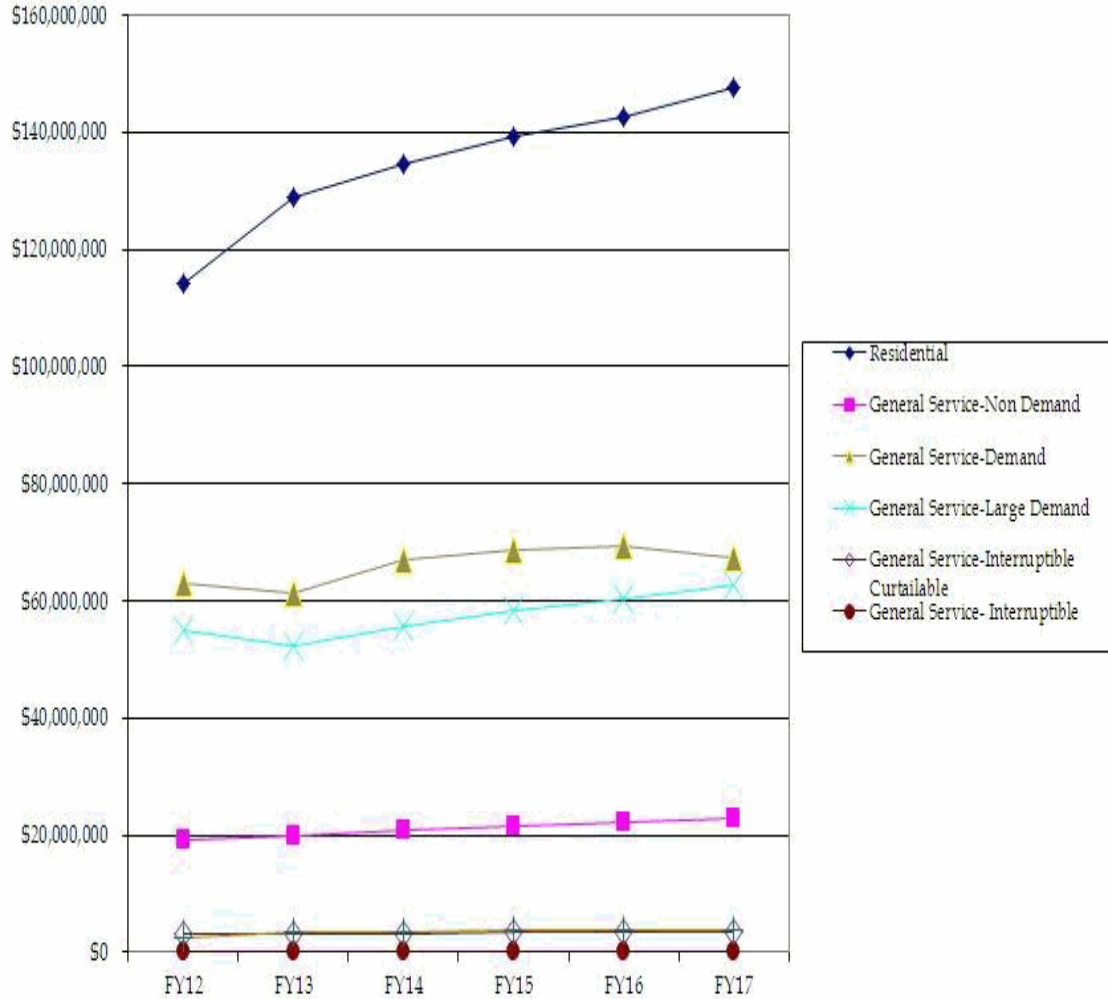
The electric fund is balanced for fiscal years 2013 through 2017. The 2013 fiscal year budget reflects operating expenditures of \$284 million, representing a decrease of approximately \$31.4 million from the 2012 approved budget. This is primarily due to a decrease in the cost of fuel.

Revenues include adjustments to base rates and fuel prices, based on preliminary rate requirements, which result in a net reduction of \$15.4 million in electric rate revenues. It is anticipated that these adjustments will result in rate reductions for electric utility customers. An annual consumer price index adjustment of 2.4% is scheduled to take effect on October 1, 2012.

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

## 400 Electric Operating Fund

Major Revenue Categories



**Capital Projects Operating Budget Impacts**

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**400 Electric Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	17,684,355	18,353,290	18,270,322	18,335,159	18,793,547	19,263,372	19,744,936	20,238,547
Capitalized Wages	-2,460,321	-3,189,264	-2,696,639	-3,225,730	-3,205,281	-3,205,281	-2,711,327	-2,711,327
Salary Enhancements	0	289,719	0	458,388	469,825	481,564	493,611	505,966
Temporary Wages	197,870	248,773	231,520	253,849	255,768	255,768	259,244	259,244
Overtime	1,753,372	2,460,119	1,720,538	2,711,535	2,800,033	2,848,724	2,897,638	2,897,638
Capitalized Overtime	-169,232	-306,040	-188,737	-405,080	-406,125	-406,170	-418,205	-418,205
Other Salary Items	20,622	168,118	21,584	170,185	170,185	170,185	170,185	170,185
Unemployment Compensation	7,150	0	0	0	0	0	0	0
Pension- Current	1,805,866	1,974,421	1,803,847	1,896,265	1,943,673	1,992,270	2,042,049	2,093,108
Pension- MAP	1,373,246	1,331,797	1,370,705	1,343,739	1,377,345	1,411,780	1,447,069	1,483,213
Mandatory Medicare	245,009	242,842	249,910	249,410	255,634	262,045	268,582	275,308
Health Benefits	1,744,886	1,927,636	1,851,342	1,855,093	1,938,526	2,025,830	2,116,982	2,212,184
Health Benefits-Retirees	254,978	0	0	0	0	0	0	0
Health Benefits-OPEB	0	201,363	203,601	201,363	201,363	201,363	201,363	201,363
Flex Benefits	555,533	600,408	550,320	590,724	590,724	590,724	590,724	590,724
Vacancy factor	0	-551,199	-548,109	-562,131	-578,857	-596,081	-613,829	-613,829
<b>Personnel Services</b>	<b>23,013,334</b>	<b>23,751,983</b>	<b>22,840,204</b>	<b>23,872,769</b>	<b>24,606,360</b>	<b>25,296,093</b>	<b>26,489,022</b>	<b>27,184,119</b>
Advertising	3,521	22,765	7,966	15,993	17,412	18,183	19,113	20,126
Cleaning & Laundry	95,892	144,620	135,395	128,236	131,615	133,049	134,525	136,087
Reproduction	6,712	14,785	12,281	49,700	50,622	51,574	52,602	53,668
Unclassified Professional Svcs	286,664	822,401	307,546	336,243	400,276	393,115	396,956	733,539
System Collection	1,355	0	0	0	0	0	0	0
Building Repairs	6,881	123,158	36,585	127,001	130,969	135,067	139,396	143,869
Equipment Repairs	8,535,972	8,844,864	8,417,685	8,929,098	9,581,393	10,284,215	11,037,586	11,846,798
Contract Engineering Svcs	76,812	27,080	27,145	27,973	28,897	29,851	30,866	31,915
Legal Services	129,390	205,965	109,754	219,535	235,122	246,956	254,812	262,920
Construction Services	2,740	71,331	50,506	73,685	79,515	82,027	84,700	87,464
Unclassified Contract Svcs	6,188,238	7,176,171	7,590,384	7,189,509	7,458,665	7,449,797	7,680,384	7,896,476
Computer Software	41,686	119,817	41,987	98,327	99,629	100,973	102,404	103,884
Environmental Contractual	369,316	433,886	486,353	447,909	462,342	477,196	492,685	508,783
Telephone	45,581	64,871	48,574	66,904	69,003	71,170	73,474	75,856
Chem-Med-Lab	532,377	518,624	575,169	537,314	553,438	570,148	587,256	604,880
Food	8,367	6,215	21,796	6,421	6,632	6,851	7,083	7,323
Gasoline	1,012	12,068	3,760	12,438	12,819	13,211	13,619	14,039
Oil & Lubricants	375	0	0	0	0	0	0	0
Postage	12,947	10,300	14,731	10,621	10,951	11,292	11,648	12,015
Office Supplies	66,233	74,563	64,531	76,656	78,818	81,051	83,420	85,869
Uniforms & Clothing	2,698	20,000	13,541	15,150	2,103	2,625	3,136	3,635
Unclassified Supplies	4,385,585	3,701,278	3,473,706	3,831,340	3,949,442	4,073,975	4,205,118	4,340,544
Non-Capitalized Furniture	3,152	0	4,418	0	0	0	0	0
Vehicle- Non-Garage	2,503,469	0	1,993,482	0	0	0	0	0
Building Supplies	1,879	0	2,119	0	0	0	0	0
Safety Materials & Supplies	51,223	85,159	97,791	88,196	90,637	93,977	96,814	99,865
Veh-Non Garage Expense Offset	-2,492,693	0	-1,983,144	0	0	0	0	0
Travel & Training	114,010	191,029	148,393	207,011	212,633	217,560	222,817	228,325
Journals & Books	2,528	11,693	1,600	11,996	12,309	12,633	12,978	13,334
Memberships	19,762	290,883	107,861	291,707	291,827	292,177	300,879	310,640
Certificates & Licenses	22,955	12,000	16,757	7,836	7,836	7,836	7,836	7,836
Rent Expense- Land	4,728	0	0	0	0	0	0	0
Rent Expense- Machines	27,697	19,081	59,005	39,645	40,826	42,045	43,324	44,642
Unclassified Charges	12,677	65,252	68,166	860,866	881,968	903,597	925,766	948,506
<b>Operating</b>	<b>21,071,741</b>	<b>23,089,859</b>	<b>21,955,843</b>	<b>23,707,310</b>	<b>24,897,699</b>	<b>25,802,151</b>	<b>27,021,197</b>	<b>28,622,838</b>
Fossil Fuel Electric	160,268,068	135,857,000	121,474,902	100,841,000	110,121,000	116,594,000	120,168,000	127,684,000
Gas Transmission/ Electric	0	0	1,107,910	0	0	0	0	0
Purchased Power	7,328,358	5,128,000	6,015,782	4,919,000	5,074,000	5,363,000	5,414,000	3,448,000
Purchased Power Capacity	1,832,980	5,000,000	2,062,641	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Transmission Expense- CR3	276,155	400,000	267,345	400,000	400,000	400,000	400,000	400,000
Transmission Exp- CH Corn	263,616	400,000	253,035	400,000	400,000	400,000	400,000	400,000
Transmiss Use-Others/City	6,186	0	487	0	0	0	0	0
Fuel/Purchased Power-Forecast Margin	0	8,000,000	0	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
<b>Fuel</b>	<b>169,975,363</b>	<b>154,785,000</b>	<b>131,182,102</b>	<b>119,560,000</b>	<b>128,995,000</b>	<b>135,757,000</b>	<b>139,382,000</b>	<b>144,932,000</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**400 Electric Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Claims	75	0	0	0	0	0	0	0
Assessments & Fees	432,504	137,604	316,055	142,145	146,836	151,682	156,840	156,840
Interest on Deposits	267,695	890,336	179,805	926,128	968,545	1,007,287	1,007,287	1,007,287
Bad Debt Expense	1,204,011	1,606,579	1,606,579	1,499,678	1,449,617	1,414,261	1,436,767	1,436,767
Environmental Assessments&	30,124	144,929	40,475	149,712	154,652	159,755	165,187	165,187
<b>Other Services &amp; Charges</b>	<b>1,934,409</b>	<b>2,779,448</b>	<b>2,142,914</b>	<b>2,717,663</b>	<b>2,719,650</b>	<b>2,732,985</b>	<b>2,766,081</b>	<b>2,766,081</b>
Office Equipment	7,696	0	219	0	0	0	0	0
Computer Equipment	14,501	19,200	20,917	19,389	19,585	19,788	19,788	19,788
Vehicle Equipment	159,826	150,000	150,000	175,000	175,000	200,000	200,000	200,000
Unclassified Equipment	187,261	153,500	153,500	185,500	210,500	235,500	260,500	260,500
<b>Capital Outlay</b>	<b>369,284</b>	<b>322,700</b>	<b>324,636</b>	<b>379,889</b>	<b>405,085</b>	<b>455,288</b>	<b>480,288</b>	<b>480,288</b>
Human Resource Expense	306,442	382,052	382,303	385,288	394,920	404,793	414,913	425,286
Accounting Expense	725,234	874,267	874,265	615,988	631,386	647,171	663,350	679,934
Purchasing Expense	523,907	549,181	550,734	367,520	376,708	386,126	395,779	405,673
Information Systems Expense	2,046,823	2,060,463	2,059,216	1,467,413	1,504,098	1,541,550	1,579,935	1,619,433
Risk Management Expense	4,053,569	4,088,497	4,088,483	4,668,948	4,785,672	4,905,314	5,027,947	5,153,646
Radio Communications Expense	57,696	103,343	103,342	125,096	128,223	131,429	134,715	138,083
Revenue Collection Expense	788,125	858,897	858,914	722,826	717,422	735,358	753,742	772,586
Utility Services Expense	4,147,830	4,608,692	4,608,674	4,626,712	4,739,299	4,833,925	4,955,823	5,056,470
Environmental	834,330	1,064,609	1,064,604	1,064,602	811,194	797,862	799,517	836,863
Energy Services	525,074	411,488	441,943	1,726,996	1,770,171	1,814,425	1,859,786	1,906,281
Vehicle Garage Expense	645,817	724,882	603,865	678,389	695,349	712,733	730,551	748,815
Vehicle Fuel	362,772	395,084	358,364	439,493	452,679	466,260	480,248	494,656
Vehicle Replacement	599,338	629,306	629,308	660,772	693,811	728,502	728,502	750,356
Indirect Costs	1,965,347	1,969,265	1,969,257	1,810,466	1,810,466	1,810,466	1,810,466	1,810,466
<b>Allocated Accounts</b>	<b>17,582,304</b>	<b>18,720,026</b>	<b>18,593,272</b>	<b>19,360,509</b>	<b>19,511,398</b>	<b>19,915,914</b>	<b>20,335,274</b>	<b>20,798,548</b>
Utilities - Sewer	12,034	16,994	12,588	17,317	17,698	18,088	18,468	18,468
Utilities - Sanitation	173,354	159,026	176,975	162,048	165,614	169,258	172,812	172,812
Utilities - Stormwater	12,147	11,173	18,637	11,385	11,635	11,892	12,142	12,142
Utilities - Gas	10,957	10,804	13,480	11,009	11,252	11,500	11,741	11,741
Utilities - Water	15,184	13,437	16,958	13,692	13,993	14,301	14,602	14,602
Utilities - Electric	176,133	190,919	164,110	178,983	181,667	184,392	187,158	189,965
Utilities - Fire Services	3,910	3,423	5,266	3,488	3,565	3,644	3,720	3,720
<b>Utilities and Other Expenses</b>	<b>403,719</b>	<b>405,776</b>	<b>408,014</b>	<b>397,922</b>	<b>405,424</b>	<b>413,075</b>	<b>420,643</b>	<b>423,450</b>
Debt Service Transfer	43,992,900	41,318,535	43,831,560	44,060,577	44,055,762	44,299,875	47,137,484	47,098,687
RR&I Transfer	27,285,000	26,614,333	26,614,334	25,987,752	25,278,073	24,784,762	24,365,245	24,365,245
Inter-Fund Transfer	523,769	0	518,878	0	0	0	0	0
<b>Transfers</b>	<b>71,801,669</b>	<b>67,932,868</b>	<b>70,964,772</b>	<b>70,048,329</b>	<b>69,333,835</b>	<b>69,084,637</b>	<b>71,502,729</b>	<b>71,463,932</b>
Contribution to General Fund	22,366,058	23,844,683	23,844,682	23,900,000	24,473,600	25,060,966	25,662,429	26,278,327
<b>Contributions to Operations</b>	<b>22,366,058</b>	<b>23,844,683</b>	<b>23,844,682</b>	<b>23,900,000</b>	<b>24,473,600</b>	<b>25,060,966</b>	<b>25,662,429</b>	<b>26,278,327</b>
Transfer to Rate Stabiliz	0	0	0	224,512	518,534	594,126	631,869	659,470
<b>Year End Adjustments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>224,512</b>	<b>518,534</b>	<b>594,126</b>	<b>631,869</b>	<b>659,470</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**400 Electric Operating Fund**

Revenues	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Special Events - Electric	2,993	0	1,591	0	0	0	0	0
Undefined	<b>2,993</b>	<b>0</b>	<b>1,591</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Federal BABS Subsidy	2,263,683	0	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613
Intergovernmental Revenue	<b>2,263,683</b>	<b>0</b>	<b>2,554,613</b>	<b>2,554,613</b>	<b>2,554,613</b>	<b>2,554,613</b>	<b>2,554,613</b>	<b>2,554,613</b>
Residential	140,753,251	126,535,500	114,268,621	128,906,394	134,592,905	139,218,410	142,549,222	147,598,174
General Service- Non-Demand	22,460,369	21,285,885	19,318,886	19,996,965	20,914,015	21,616,448	22,066,921	22,848,509
General Service- Demand	69,528,818	71,316,909	62,879,866	63,265,240	64,698,469	65,419,828	68,936,774	69,770,815
General Service- Large Deman	60,066,434	59,647,731	54,955,750	52,430,910	55,702,540	58,455,157	60,365,281	62,503,360
Gen Service- Interruptible C	3,154,326	3,950,623	3,068,588	3,003,274	3,222,736	3,384,174	3,491,782	3,615,457
General Service- Interruptib	256,630	213,254	233,738	0	0	0	0	0
General Service- Curtailable	2,650,797	3,349,408	2,453,292	3,327,116	3,505,804	3,710,866	3,868,796	3,868,796
Long Term Contract Discount	-5,354,661	-6,977,225	-4,611,633	-6,316,209	-6,504,537	-6,645,146	-6,724,396	-6,885,782
Traffic Control	153,595	121,024	157,190	139,914	146,053	151,011	154,462	159,933
Public Outdoor Lighting	3,685,857	3,652,590	3,524,913	3,685,580	3,838,561	4,010,189	4,153,181	4,300,282
Sales for Resale	2,245,339	0	1,622,949	0	0	0	0	0
Firm Sales for Resale	2,389,832	0	1,981,152	0	0	0	0	0
Wheeling Revenue	445,065	659,707	359,571	675,540	675,540	675,540	675,540	675,540
Forfeited Discounts	804,209	800,000	689,998	800,000	800,000	800,000	800,000	800,000
Initiating Services	847,426	976,014	623,210	989,483	989,483	989,483	989,483	989,483
Misc Electrical Service	9,188	3,134	7,738	3,177	3,221	3,266	3,312	3,312
Security Light Installation	22,871	60,000	41,943	60,000	60,000	60,000	60,000	60,000
Cut Fees	1,435,773	1,500,000	1,354,222	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Surcharge	2,139,042	2,026,367	1,873,185	2,046,596	2,066,079	2,084,466	2,101,085	2,101,085
Pole Rental	533,551	421,568	920,477	427,386	433,284	439,263	445,325	445,325
Other Revenues	4,018	10,292	4,925	10,560	10,835	11,117	11,406	11,406
Bad Check Charges	224,032	227,178	215,890	230,313	233,491	236,713	239,979	239,979
Meter Tampering Fine	44,000	82,124	37,711	83,257	84,406	85,571	85,571	85,571
Sale of Scrap	264,729	54,512	241,824	55,264	56,026	56,799	56,799	56,799
Sale of SO2 Allowances-Hopkins	25	0	0	0	0	0	0	0
Reimb St Marks Pwdr.	62,835	63,435	56,067	64,957	66,516	68,113	69,747	69,747
Fiber Leases	147,235	150,000	252,403	150,000	150,000	150,000	150,000	150,000
Electric Tower Leases	107,845	0	139,601	0	0	0	0	0
Other Miscellaneous Revenue	0	55,135	0	62,275	70,340	79,449	89,738	89,738
Charges for Services	<b>309,082,431</b>	<b>290,185,165</b>	<b>266,672,077</b>	<b>275,597,992</b>	<b>287,315,767</b>	<b>296,560,717</b>	<b>306,140,008</b>	<b>315,057,529</b>
Interest	2,643,670	4,685,393	4,489,694	2,643,670	2,643,670	2,643,670	2,643,670	2,643,670
Wireless Rental	67,450	77,000	20,921	77,000	77,000	77,000	77,000	77,000
Discounts Earned	0	453	0	459	465	471	477	477
Other Miscellaneous Revenue	1,411,011	0	1,788,141	0	0	0	0	0
Trans from Fund Bal - Encumb	1,707,315	0	0	0	0	0	0	0
Capitalized Overhead	2,609,390	3,257,532	2,705,772	3,295,169	3,275,070	3,275,764	3,275,764	3,275,764
Other Revenues	<b>8,438,836</b>	<b>8,020,378</b>	<b>9,004,528</b>	<b>6,016,298</b>	<b>5,996,205</b>	<b>5,996,905</b>	<b>5,996,911</b>	<b>5,996,911</b>
Transfer From Electric Fund	-3,074	0	0	0	0	0	0	0
Transfer From Electric Op Rs	8,721,419	17,426,800	14,023,630	0	0	0	0	0
Other Sources	<b>8,718,345</b>	<b>17,426,800</b>	<b>14,023,630</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
From Electric Fund	11,593	0	0	0	0	0	0	0
Internal Service Fund Charges	<b>11,593</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	328,517,881	315,632,343	292,256,439	284,168,903	295,866,585	305,112,235	314,691,532	323,609,053
Fund Total Revenue	328,517,881	315,632,343	292,256,439	284,168,903	295,866,585	305,112,235	314,691,532	323,609,053
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 as of May 31, 2012, is 28,131. Gas utility customers include four types,

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

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

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

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

The 2013 fiscal year budget reflects expenditures in the amount of \$33 million, representing an decrease of \$7 million from the 2012 approved budget. This is primarily due to a decrease of \$6.9 in the cost of natural gas purchases. The decrease is the result of a lower estimate of sales volume to end customers and lower natural gas prices.

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**430 Gas Operating Fund**

<u>Expenditures</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Personnel Services	1,799,428	1,731,754	1,874,098	1,921,033	1,975,065	2,030,597	2,089,209
Operating	443,256	375,423	530,319	536,150	545,939	555,939	561,996
Fuel	19,292,305	17,347,836	14,049,141	15,259,108	16,971,972	17,583,427	18,478,666
Other Services & Charges	88,972	69,143	92,311	92,623	92,945	93,276	93,618
Allocated Accounts	2,175,295	2,029,348	2,212,472	2,263,219	2,311,599	2,363,980	2,415,018
Utilities and Other Expenses	58,393	50,797	61,610	62,965	64,350	65,829	65,829
Transfers	6,464,055	6,459,467	7,110,193	8,112,586	9,140,602	8,960,375	8,989,868
Contributions to Operations	2,328,750	2,512,094	2,524,732	2,306,019	2,231,556	2,251,323	2,397,049
Year End Adjustments	1,154,105	0	4,732,826	4,088,291	2,938,809	2,979,546	2,688,276
<u>Revenues</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Charges for Services	33,171,130	29,447,525	32,696,783	34,143,016	35,773,859	36,385,314	37,280,551
Other Revenues	633,429	605,000	490,919	498,978	498,978	498,978	498,978
Other Sources	0	523,337	0	0	0	0	0
<u>Fund Summary</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Fund Total Expenditure	<b>33,804,559</b>	<b>30,575,862</b>	<b>33,187,702</b>	<b>34,641,994</b>	<b>36,272,837</b>	<b>36,884,292</b>	<b>37,779,529</b>
Fund Total Revenue	<b>33,804,559</b>	<b>30,575,862</b>	<b>33,187,702</b>	<b>34,641,994</b>	<b>36,272,837</b>	<b>36,884,292</b>	<b>37,779,529</b>
Fund Balance	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fund Expenditures**

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.

- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation.

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

**Fund Revenues**

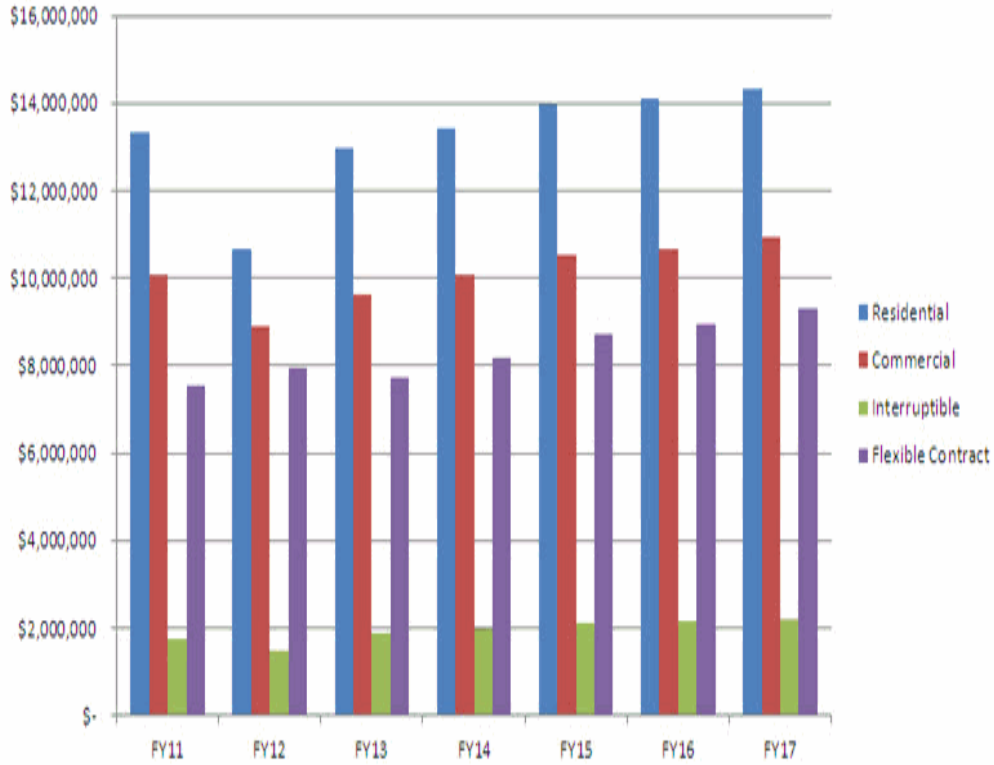
The major source of revenue for the gas fund is metered sales from its customer base. The utility operations serve over 26,700 residential and commercial customers in and around the Tallahassee community. Remaining revenue is generated from service initiations, fees and charges, a surcharge and non-operating sources such as system charge and interest earnings. The Gas Utility's customer base is composed of four types: residential, commercial, interruptible contract and flexible contract. Residential customer growth is forecast to increase by approximately 2% annually. Commercial, and interruptible growth is also forecast to increase by 2% annually. Other miscellaneous revenues are projected to increase by 1.5% annually.

The following chart presents an overview of the analysis of the historical and projected gas utility revenues by customer types. The data supporting the chart reflect a projected increase in revenue of \$7.8 million primarily due to an increase in fuel sales in fiscal year 2017 when compared to fiscal year 2012. Small increases are anticipated in all major sources of revenues for fiscal year 2013 and beyond.



### 430 Gas Operating Fund

#### GAS REVENUES BY CUSTOMER TYPE



**Capital Projects Operating Budget Impacts**

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**430 Gas Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	1,426,585	1,502,675	1,430,393	1,507,486	1,545,174	1,583,806	1,623,403	1,663,986
Capitalized Wages	-325,794	-341,122	-352,173	-347,944	-354,903	-354,903	-354,903	-354,903
Salary Enhancements	0	23,711	0	37,688	38,632	39,597	40,583	41,599
Temporary Wages	84,619	65,613	68,136	66,925	68,263	68,263	68,263	68,263
Overtime	94,386	89,000	28,859	89,000	89,000	89,000	89,000	89,000
Capitalized Overtime	-8,699	0	-6,203	0	0	0	0	0
Other Salary Items	1,560	1,560	1,440	1,560	1,560	1,560	1,560	1,560
Pension- Current	139,602	161,573	147,819	155,908	159,805	163,801	167,896	172,093
Pension- MAP	104,008	108,983	110,910	110,480	113,245	116,075	118,974	121,948
Mandatory Medicare	19,206	19,539	18,420	20,579	21,095	21,620	22,161	22,715
Health Benefits	177,692	225,122	172,172	180,973	189,112	197,630	206,522	215,810
Health Benefits-Retirees	20,742	0	25,831	0	0	0	0	0
Health Benefits-OPEB	0	25,831	25,831	21,300	21,300	21,300	21,300	21,300
Flex Benefits	65,521	77,316	60,319	76,716	76,716	76,716	76,716	76,716
Vacancy factor	0	-45,663	0	-46,573	-47,966	-49,400	-50,878	-50,878
<b>Personnel Services</b>	<b>1,799,428</b>	<b>1,914,138</b>	<b>1,731,754</b>	<b>1,874,098</b>	<b>1,921,033</b>	<b>1,975,065</b>	<b>2,030,597</b>	<b>2,089,209</b>
Advertising	5,776	6,119	5,152	6,000	6,120	6,242	6,367	6,495
Cleaning & Laundry	14,017	9,918	12,389	14,000	14,280	14,566	14,857	15,154
Reproduction	1,120	1,539	0	1,578	1,616	1,643	1,671	1,671
Unclassified Professional Svcs	71,506	112,943	85,096	94,000	95,880	97,798	99,754	101,749
System Dispatch Services	111,300	111,300	111,300	113,971	116,706	119,507	122,375	122,375
System Collection	0	0	0	24,000	24,000	24,000	24,000	24,000
Building Repairs	953	2,299	0	2,356	2,415	2,415	2,415	2,415
Equipment Repairs	3,251	7,542	6,865	5,000	5,100	5,202	5,306	5,412
Engineering Services	1,260	0	3,220	0	0	0	0	0
Construction Services	0	0	-2,200	0	0	0	0	0
Unclassified Contract Svcs	30,038	29,204	13,083	20,000	20,400	20,808	21,224	21,648
Computer Software	136	0	0	0	0	0	0	0
Gas Inspection Service	1,315	0	0	0	0	0	0	0
Telephone	29,040	14,511	14,048	22,859	23,316	23,782	24,257	24,742
Food	0	1,104	828	1,131	1,159	1,178	1,197	1,197
Gasoline	426	1,472	0	1,507	1,543	1,580	1,618	1,618
Postage	34	1,142	0	100	102	104	106	108
Office Supplies	7,363	5,989	7,998	6,139	6,292	6,292	6,292	6,292
Uniforms & Clothing	5,637	6,545	13,519	6,400	6,528	6,659	6,792	6,928
Unclassified Supplies	52,983	56,037	34,274	52,000	53,040	54,100	55,182	56,286
Non-Capitalized Furniture	357	0	0	0	0	0	0	0
Vehicle- Non-Garage	22	0	0	0	0	0	0	0
COGS Mat Stores	0	36,783	0	37,666	38,570	39,496	40,444	40,444
Building Supplies	242	0	0	0	0	0	0	0
Safety Materials & Supplies	424	0	10,724	4,000	4,080	4,162	4,245	4,330
Travel & Training	34,729	30,025	12,117	35,786	31,568	31,560	31,552	31,552
Journals & Books	299	1,543	0	1,580	1,618	1,657	1,697	1,697
Memberships	65,551	41,998	41,998	66,048	67,269	68,514	69,785	71,080
Certificates & Licenses	262	5,000	0	5,120	5,243	5,369	5,498	5,498
Rent Expense- Machines	4,710	8,857	2,986	9,078	9,305	9,305	9,305	9,305
Unclassified Charges	505	75,000	2,026	0	0	0	0	0
<b>Operating</b>	<b>443,256</b>	<b>566,870</b>	<b>375,423</b>	<b>530,319</b>	<b>536,150</b>	<b>545,939</b>	<b>555,939</b>	<b>561,996</b>
COGS- Natural Gas	19,292,305	20,911,809	17,347,836	14,049,141	15,259,108	16,971,972	17,583,427	18,478,666
<b>Fuel</b>	<b>19,292,305</b>	<b>20,911,809</b>	<b>17,347,836</b>	<b>14,049,141</b>	<b>15,259,108</b>	<b>16,971,972</b>	<b>17,583,427</b>	<b>18,478,666</b>
Assessments & Fees	140	0	0	0	0	0	0	0
Interest on Deposits	5,509	17,411	4,143	10,411	10,723	11,045	11,376	11,718
Bad Debt Expense	83,323	65,000	65,000	81,900	81,900	81,900	81,900	81,900
<b>Other Services &amp; Charges</b>	<b>88,972</b>	<b>82,411</b>	<b>69,143</b>	<b>92,311</b>	<b>92,623</b>	<b>92,945</b>	<b>93,276</b>	<b>93,618</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**430 Gas Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Human Resource Expense	45,586	48,765	48,797	45,328	46,461	47,623	48,814	50,034
Accounting Expense	68,184	80,218	80,218	64,046	65,647	67,288	68,970	70,694
Purchasing Expense	21,551	25,203	25,274	235,686	241,578	247,617	253,807	260,152
Information Systems Expense	277,445	243,089	242,941	141,696	145,238	148,869	152,591	156,406
Risk Management Expense	57,130	52,162	52,162	80,901	82,924	84,997	87,122	89,300
Radio Communications Expense	7,180	12,860	12,860	33,594	34,434	35,295	36,177	37,081
Revenue Collection Expense	93,781	102,058	102,060	83,217	85,297	87,429	89,615	91,855
Utility Services Expense	744,938	811,251	811,248	814,424	834,242	850,898	872,356	890,072
Environmental	45,039	57,711	57,711	59,381	60,866	62,388	63,948	65,547
Energy Services	420,621	282,367	303,266	215,632	221,023	226,549	232,213	238,018
Vehicle Garage Expense	99,773	135,826	2,165	115,546	118,435	121,396	124,431	127,542
Vehicle Fuel	70,143	75,943	64,938	84,430	86,962	89,572	92,258	95,025
Vehicle Replacement	47,775	49,209	49,209	50,685	52,206	53,772	53,772	55,386
Indirect Costs	176,149	176,500	176,499	187,906	187,906	187,906	187,906	187,906
<b>Allocated Accounts</b>	<b>2,175,295</b>	<b>2,153,162</b>	<b>2,029,348</b>	<b>2,212,472</b>	<b>2,263,219</b>	<b>2,311,599</b>	<b>2,363,980</b>	<b>2,415,018</b>
Utilities - Sanitation	30,056	27,982	23,737	28,514	29,141	29,782	30,467	30,467
Utilities - Stormwater	2,652	2,640	2,652	2,690	2,749	2,809	2,874	2,874
Utilities - Gas	1,143	1,338	524	1,364	1,394	1,425	1,457	1,457
Utilities - Water	430	404	450	411	420	429	439	439
Utilities - Electric	21,727	26,399	21,049	26,901	27,493	28,098	28,744	28,744
Utilities - Fire Services	2,385	1,697	2,385	1,730	1,768	1,807	1,848	1,848
<b>Utilities and Other Expenses</b>	<b>58,393</b>	<b>60,460</b>	<b>50,797</b>	<b>61,610</b>	<b>62,965</b>	<b>64,350</b>	<b>65,829</b>	<b>65,829</b>
Debt Service Transfer	3,636,633	3,861,445	3,747,454	3,713,654	3,704,612	3,449,248	3,249,437	3,272,058
RR&I Transfer	1,638,350	2,179,000	2,179,000	2,898,050	3,854,400	5,126,350	5,126,350	5,126,350
Inter-Fund Transfer	1,189,072	350,813	533,013	498,489	553,574	565,004	584,588	591,460
<b>Transfers</b>	<b>6,464,055</b>	<b>6,391,258</b>	<b>6,459,467</b>	<b>7,110,193</b>	<b>8,112,586</b>	<b>9,140,602</b>	<b>8,960,375</b>	<b>8,989,868</b>
Contributions to Operation	5,750	0	0	0	0	0	0	0
Contribution to General Fund	2,323,000	2,512,094	2,512,094	2,524,732	2,306,019	2,231,556	2,251,323	2,397,049
<b>Contributions to Operations</b>	<b>2,328,750</b>	<b>2,512,094</b>	<b>2,512,094</b>	<b>2,524,732</b>	<b>2,306,019</b>	<b>2,231,556</b>	<b>2,251,323</b>	<b>2,397,049</b>
Transfer to RR&I	1,154,105	5,549,191	0	4,732,826	4,088,291	2,938,809	2,979,546	2,688,276
<b>Year End Adjustments</b>	<b>1,154,105</b>	<b>5,549,191</b>	<b>0</b>	<b>4,732,826</b>	<b>4,088,291</b>	<b>2,938,809</b>	<b>2,979,546</b>	<b>2,688,276</b>
Revenues	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Other Revenues	712	0	0	0	0	0	0	0
Meter Tampering Fine	850	100	0	100	100	100	100	100
Residential	13,323,483	14,670,976	10,658,629	12,970,000	13,417,018	13,951,042	14,109,225	14,340,823
Non-Residential	10,057,040	11,537,796	8,906,035	9,636,000	10,054,833	10,511,012	10,680,446	10,928,516
Interruptible- Small	3,919	0	0	0	0	0	0	0
Interruptible	1,764,703	2,368,386	1,479,273	1,896,000	1,989,282	2,091,205	2,132,478	2,192,906
Interruptible- Large	2,371	0	0	0	0	0	0	0
Flexible Contract Interrupti	7,543,987	10,553,523	7,968,588	7,712,000	8,189,544	8,718,512	8,961,077	9,316,218
Forfeited Discounts	108,488	140,370	110,000	143,177	146,041	148,962	148,962	148,962
Initiating Services	123,189	118,239	125,000	120,604	123,016	125,477	125,477	125,477
Tapping Fees	13,920	9,393	10,000	9,581	9,772	9,968	9,968	9,968
Cut Fees	29,526	38,053	30,000	38,814	39,590	40,382	40,382	40,382
Surcharge	170,194	139,916	140,000	142,715	145,569	148,480	148,480	148,480
Other Revenues	0	4,830	0	4,830	4,830	4,830	4,830	4,830
Gas Pilot Lighting	28,728	22,511	20,000	22,962	23,421	23,889	23,889	23,889
Other Miscellaneous Revenue	20	0	0	0	0	0	0	0
<b>Charges for Services</b>	<b>33,171,130</b>	<b>39,604,093</b>	<b>29,447,525</b>	<b>32,696,783</b>	<b>34,143,016</b>	<b>35,773,859</b>	<b>36,385,314</b>	<b>37,280,551</b>
Interest	207,564	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Other Miscellaneous Revenue	4,649	8,000	80,000	8,000	8,000	8,000	8,000	8,000
Trans from Fund Bal - Encumb	29,417	4,300	0	0	0	0	0	0
Capitalized Overhead	391,799	445,000	445,000	402,919	410,978	410,978	410,978	410,978
<b>Other Revenues</b>	<b>633,429</b>	<b>537,300</b>	<b>605,000</b>	<b>490,919</b>	<b>498,978</b>	<b>498,978</b>	<b>498,978</b>	<b>498,978</b>
Transfer from Gas RR&I Fund	0	0	523,337	0	0	0	0	0
<b>Other Sources</b>	<b>0</b>	<b>0</b>	<b>523,337</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**430 Gas Operating Fund**

<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	33,804,559	40,141,393	30,575,862	33,187,702	34,641,994	36,272,837	36,884,292	37,779,529
Fund Total Revenue	33,804,559	40,141,393	30,575,862	33,187,702	34,641,994	36,272,837	36,884,292	37,779,529
Fund Balance	0	0	0	0	0	0	0	0

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**460 Water Operating Fund**

The Water Division delivers potable water from pumping stations to city residents as well as to adjacent communities. The division owns, operates and maintains a water production and distribution system that services Tallahassee and portions of Leon and Wakulla counties. As of May 2012, water infrastructure includes 28 deep wells, eight elevated water storage tanks and approximately 1,199 miles of water main. Approximately 6.13 billion gallons of water have been sold to 75,228 customers in FY12.

The water capital improvement plan (CIP) for fiscal years 2013-17 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>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Personnel Services	4,510,592	4,405,659	4,993,740	5,122,938	5,276,817	5,435,057	5,601,930
Operating	310,455	771,622	1,010,099	1,007,681	1,021,024	1,034,585	1,042,184
Other Services & Charges	435,949	315,167	600,300	600,300	600,300	600,300	600,300
Capital Outlay	0	25,601	15,360	15,729	16,106	16,493	16,493
Allocated Accounts	5,445,109	5,933,585	5,985,275	6,123,322	6,254,003	6,393,311	6,535,305
Utilities and Other Expenses	1,866,177	1,815,175	2,218,819	2,215,569	2,250,053	2,290,649	2,331,792
Transfers	10,706,292	12,064,938	11,186,688	11,255,094	11,677,301	13,877,021	13,547,689
Contributions to Operations	6,484,450	2,999,663	3,148,743	3,250,959	3,380,680	3,406,226	3,446,430
Year End Adjustments	646,064	2,373,679	981,008	1,484,173	1,520,456	0	0
<u>Revenues</u>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Intergovernmental Revenue	450,870	660,147	660,147	660,147	660,147	660,147	660,147
Charges for Services	26,850,038	26,818,878	26,453,416	27,322,704	28,219,123	29,127,784	29,127,784
Other Revenues	2,407,911	2,475,605	2,310,070	2,369,157	2,390,964	2,420,500	2,387,574
Other Sources	696,269	750,459	716,399	723,757	726,506	731,414	736,255
Rate Study Implementation	0	0	0	0	0	113,797	210,363
<u>Fund Summary</u>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	<b>30,405,088</b>	<b>30,705,089</b>	<b>30,140,032</b>	<b>31,075,765</b>	<b>31,996,740</b>	<b>33,053,642</b>	<b>33,122,123</b>
Fund Total Revenue	<b>30,405,088</b>	<b>30,705,089</b>	<b>30,140,032</b>	<b>31,075,765</b>	<b>31,996,740</b>	<b>33,053,642</b>	<b>33,122,123</b>
Fund Balance	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fund Expenditures**

The most significant expenditure increases above those budgeted in fiscal year 2013 are attributable to debt service expenses.

- Debt Service was increased to provide funding for 2010A Bonds. Fiscal Impact \$1,578,410.
- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12.

## **460 Water Operating Fund**

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

### **Fund Revenues**

- Water system revenues include water sales, development fees, various water service fees, and other miscellaneous fees.
- Past revenue decreases are a result of decreases in customer usage offset in part by an increase in rates. The number of customers and number of service points as of April 30, 2012 has shown some small growth from FY 2011.
- Revenues from residential customers, commercial customers, and surcharge are the most significant in terms of revenue generation in the Water Fund. Collectively, these sources produce revenues that range from \$24.9 million in fiscal year 2013 to a projection of approximately \$27.6 million in fiscal year 2017.

#### Residential

- \$14.6 million was generated from water sales to residential customers in fiscal year 2011; projected collections in fiscal year 2017 are \$17.2 million. The average annual increase in revenue for the period shown is approximately 1.02 percent.

#### Commercial

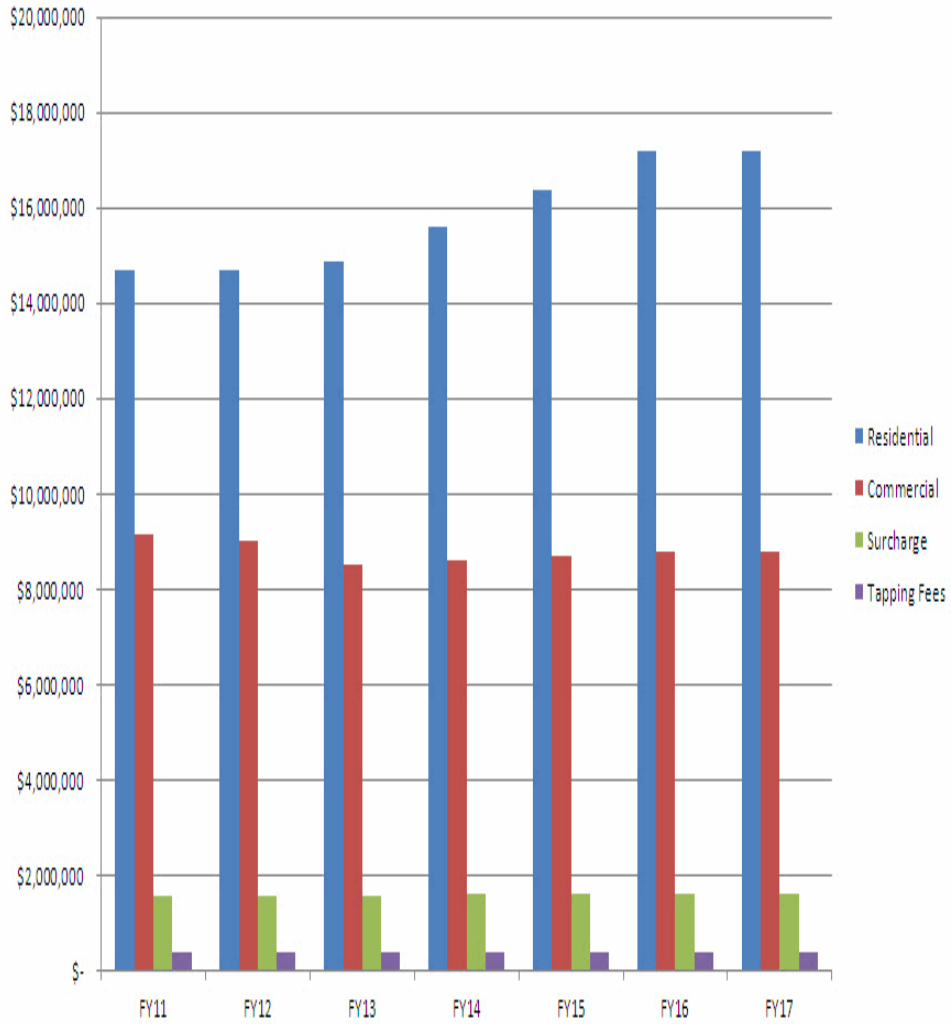
- Historical and projected receipts from sales to commercial customers are mostly flat. The average annual growth rate for commercial revenues is less than -1.0 percent and range from actual collections of \$9.2 million in fiscal year 2011 to projected collections of \$8.8 million in fiscal year 2017.

#### Surcharge

- Surcharge is a tax imposed on water sales outside of the incorporated city limits. The surcharge rate increased to fifty percent beginning fiscal year 2006, up from 37.5 percent in the past. Revenue derived from this category helps support costs associated with offering parks and recreation services and programs throughout the county. Revenues range from actual fiscal year 2011 collections of slightly more than \$1.5 million to \$1.63 million in fiscal year 2017.

460 Water Operating Fund

SIGNIFICANT WATER REVENUES BY TYPE



**Capital Projects Operating Budget Impacts**

There are no approved Capital Projects impacting the operating budget.

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**460 Water Operating Fund**

<b>Expenditures</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Salaries	3,792,969	4,118,912	3,729,890	4,154,559	4,258,328	4,364,691	4,473,720	4,585,468
Capitalized Wages	-1,176,717	-1,106,550	-1,338,491	-1,128,681	-1,151,254	-1,151,254	-1,151,254	-1,151,254
Salary Enhancements	0	64,978	0	103,769	106,363	109,029	111,748	114,542
Temporary Wages	153,372	169,684	168,868	170,693	171,722	171,722	171,722	171,722
Overtime	419,507	323,420	423,812	324,906	326,429	326,429	326,429	326,429
Capitalized Overtime	-205,972	-192,766	-157,827	-193,423	-194,096	-194,096	-194,096	-194,096
Other Salary Items	10,220	23,495	9,711	23,819	24,151	24,151	24,151	24,151
Unemployment Compensation	6,920	0	8,831	0	0	0	0	0
Pension- Current	384,366	442,827	362,789	429,284	440,014	451,016	462,290	473,854
Pension- MAP	300,535	298,698	280,015	304,196	311,803	319,602	327,590	335,778
Mandatory Medicare	48,248	47,524	44,919	49,089	50,315	51,578	52,868	54,188
Health Benefits	533,558	653,876	556,008	609,172	636,571	665,234	695,168	726,427
Health Benefits-Retirees	56,326	0	70,809	0	0	0	0	0
Health Benefits-OPEB	0	70,809	70,809	58,017	58,017	58,017	58,017	58,017
Flex Benefits	187,260	218,040	175,516	213,840	213,840	213,840	213,840	213,840
Vacancy factor	0	-123,039	0	-125,500	-129,265	-133,142	-137,136	-137,136
<b>Personnel Services</b>	<b>4,510,592</b>	<b>5,009,908</b>	<b>4,405,659</b>	<b>4,993,740</b>	<b>5,122,938</b>	<b>5,276,817</b>	<b>5,435,057</b>	<b>5,601,930</b>
Advertising	0	15,200	0	11,165	11,277	11,389	11,503	11,618
Cleaning & Laundry	22,578	26,344	19,414	20,131	20,534	20,944	21,290	21,716
Reproduction	1,867	4,305	4,780	4,412	4,522	4,528	4,534	4,534
Unclassified Professional Svcs	2,938	0	18,208	0	17,500	17,675	17,852	18,030
System Collection	105,520	108,686	108,926	111,947	111,947	111,947	111,947	111,947
Building Repairs	4,046	5,369	487	5,503	5,641	5,641	5,641	5,641
Equipment Repairs	3,954	25,921	4,326	13,653	13,926	14,204	14,488	14,778
Medical Services	1,210	0	0	0	0	0	0	0
Educational Services	50	0	0	0	0	0	0	0
Engineering Services	540	0	9,600	0	0	0	0	0
Unclassified Contract Svcs	57,118	106,387	40,000	101,000	103,020	105,080	107,181	109,325
Computer Software	84	15,300	2,500	15,648	16,005	16,370	16,744	16,744
Environmental Contractual	10,775	63,580	30,680	65,106	66,669	68,269	69,907	69,907
Telephone	47,005	19,168	42,555	19,206	19,574	19,949	20,333	20,724
Chem-Med-Lab	17,891	204,632	102,316	209,599	214,685	218,460	222,325	222,325
Food	13,214	1,985	29,957	2,034	2,084	2,105	2,126	2,126
Gasoline	337	716	0	734	752	752	752	752
Oil & Lubricants	0	0	688	0	0	0	0	0
Postage	297	0	263	0	0	0	0	0
Office Supplies	12,031	12,472	7,362	12,768	13,072	13,135	13,199	13,199
Uniforms & Clothing	16,522	42,254	47,251	20,832	21,249	21,674	22,108	22,550
Unclassified Supplies	99,104	159,761	154,761	170,261	173,666	177,139	180,682	184,295
Non-Capitalized Furniture	2,195	0	10,071	0	0	0	0	0
Vehicle- Non-Garage	217	0	248	0	0	0	0	0
COGS Mat Stores	0	125,561	0	125,561	125,561	125,561	125,561	125,561
Safety Materials & Supplies	13,733	3,274	51,449	13,343	3,414	3,414	3,414	3,414
Veh-Non Garage Expense Offset	-175,277	0	0	0	0	0	0	0
Travel & Training	21,465	11,666	2,649	11,962	12,262	12,328	12,396	12,396
Journals & Books	1,419	2,266	0	2,322	2,380	2,393	2,406	2,406
Memberships	3,772	14,000	383	14,209	14,423	14,549	14,678	14,678
Certificates & Licenses	5,757	26,655	24,000	53,319	27,999	27,999	27,999	27,999
Rent Expense- Bldg & Ops	220	24,147	24,147	0	0	0	0	0
Rent Expense- Machines	13,623	5,253	19,247	5,384	5,519	5,519	5,519	5,519
Unclassified Charges	6,250	10,506	15,354	0	0	0	0	0
<b>Operating</b>	<b>310,455</b>	<b>1,035,408</b>	<b>771,622</b>	<b>1,010,099</b>	<b>1,007,681</b>	<b>1,021,024</b>	<b>1,034,585</b>	<b>1,042,184</b>
Interest on Deposits	20,517	70,000	15,308	70,000	70,000	70,000	70,000	70,000
Bad Debt Expense	310,946	140,000	140,000	242,800	242,800	242,800	242,800	242,800
Line Extensions	104,486	285,000	159,859	285,000	285,000	285,000	285,000	285,000
Environmental Assessments&	0	2,500	0	2,500	2,500	2,500	2,500	2,500
<b>Other Services &amp; Charges</b>	<b>435,949</b>	<b>497,500</b>	<b>315,167</b>	<b>600,300</b>	<b>600,300</b>	<b>600,300</b>	<b>600,300</b>	<b>600,300</b>
Computer Equipment	0	15,000	0	15,360	15,729	16,106	16,493	16,493
Unclassified Equipment	0	0	25,601	0	0	0	0	0
<b>Capital Outlay</b>	<b>0</b>	<b>15,000</b>	<b>25,601</b>	<b>15,360</b>	<b>15,729</b>	<b>16,106</b>	<b>16,493</b>	<b>16,493</b>



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**460 Water Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Human Resource Expense	114,857	137,614	137,705	133,151	136,480	139,892	143,389	146,974
Accounting Expense	146,609	120,019	120,019	100,600	103,115	105,693	108,335	111,043
Purchasing Expense	81,033	74,533	74,744	134,353	137,712	141,155	144,684	148,301
Information Systems Expense	648,837	777,960	777,489	847,474	868,661	890,378	912,637	935,453
Risk Management Expense	376,413	280,637	280,637	266,225	272,881	279,703	286,696	293,863
Radio Communications Expense	20,514	36,744	36,744	30,501	31,264	32,046	32,847	33,668
Revenue Collection Expense	61,455	70,696	70,697	54,501	55,864	57,261	58,693	60,160
Utility Services Expense	2,056,326	2,421,255	2,421,245	2,430,723	2,489,872	2,539,585	2,603,626	2,656,503
Environmental	169,702	217,452	217,451	223,580	229,169	234,898	240,770	246,789
Energy Services	83,338	55,945	60,086	0	0	0	0	0
Vehicle Garage Expense	511,385	596,277	594,233	603,075	618,152	633,606	649,446	665,682
Vehicle Fuel	348,226	369,109	306,870	321,066	330,698	340,620	350,838	361,364
Vehicle Replacement	231,530	239,597	239,597	314,500	323,928	333,640	335,824	349,979
Indirect Costs	594,884	596,070	596,068	525,526	525,526	525,526	525,526	525,526
<b>Allocated Accounts</b>	<b>5,445,109</b>	<b>5,993,908</b>	<b>5,933,585</b>	<b>5,985,275</b>	<b>6,123,322</b>	<b>6,254,003</b>	<b>6,393,311</b>	<b>6,535,305</b>
Utilities - Sanitation	0	2,350	0	2,350	2,350	2,350	2,350	2,350
Utilities - Stormwater	4,943	5,155	4,943	5,155	5,155	5,155	5,155	5,155
Utilities - Water	3,431	1,300	3,486	1,300	1,300	1,300	1,300	1,300
Utilities - Electric	1,855,841	2,304,473	1,804,784	2,209,399	2,206,149	2,240,633	2,281,229	2,322,372
Utilities - Fire Services	1,962	615	1,962	615	615	615	615	615
<b>Utilities and Other Expenses</b>	<b>1,866,177</b>	<b>2,313,893</b>	<b>1,815,175</b>	<b>2,218,819</b>	<b>2,215,569</b>	<b>2,250,053</b>	<b>2,290,649</b>	<b>2,331,792</b>
Debt Service Transfer	4,168,787	5,894,748	6,641,352	5,895,277	5,894,658	6,420,963	9,102,049	9,099,574
Reserve Transfer	1,579,708	0	0	0	0	0	0	0
RR&I Transfer	2,514,900	2,941,944	2,941,944	3,110,972	3,110,972	2,948,518	2,401,757	2,023,121
Inter-Fund Transfer	2,442,897	2,385,494	2,481,642	2,180,439	2,249,464	2,307,820	2,373,215	2,424,994
<b>Transfers</b>	<b>10,706,292</b>	<b>11,222,186</b>	<b>12,064,938</b>	<b>11,186,688</b>	<b>11,255,094</b>	<b>11,677,301</b>	<b>13,877,021</b>	<b>13,547,689</b>
Contribution to General Fund	6,484,450	2,999,663	2,999,663	3,148,743	3,250,959	3,380,680	3,406,226	3,446,430
<b>Contributions to Operations</b>	<b>6,484,450</b>	<b>2,999,663</b>	<b>2,999,663</b>	<b>3,148,743</b>	<b>3,250,959</b>	<b>3,380,680</b>	<b>3,406,226</b>	<b>3,446,430</b>
Transfer to RR&I	646,064	0	2,373,679	981,008	1,484,173	1,520,456	0	0
<b>Year End Adjustments</b>	<b>646,064</b>	<b>0</b>	<b>2,373,679</b>	<b>981,008</b>	<b>1,484,173</b>	<b>1,520,456</b>	<b>0</b>	<b>0</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**460 Water Operating Fund**

Revenues	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Federal BABS Subsidy	450,870	0	660,147	660,147	660,147	660,147	660,147	660,147
<b>Intergovernmental Revenue</b>	<b>450,870</b>	<b>0</b>	<b>660,147</b>	<b>660,147</b>	<b>660,147</b>	<b>660,147</b>	<b>660,147</b>	<b>660,147</b>
Other Revenues	37	0	0	0	0	0	0	0
Meter Tampering Fine	6,118	6,100	6,100	6,100	6,100	6,100	6,100	6,100
Residential	14,690,119	14,172,165	14,690,119	14,882,512	15,619,507	16,386,084	17,204,550	17,204,550
Commercial	9,164,991	8,466,666	9,164,991	8,540,259	8,618,601	8,693,616	8,783,811	8,783,811
Forfeited Discounts	94,868	89,520	94,868	89,520	89,520	89,520	89,520	89,520
Initiating Services	493,294	502,518	490,000	512,569	522,820	533,276	533,276	533,276
Tapping Fees	401,944	385,379	380,000	393,086	400,948	408,967	408,967	408,967
Cut Fees	118,233	127,175	120,000	129,719	132,313	134,959	134,959	134,959
Surcharge	1,579,734	1,539,131	1,570,000	1,569,914	1,601,312	1,633,338	1,633,338	1,633,338
Surcharge- Outside Leon Co	79,430	71,537	79,000	72,968	74,427	75,916	75,916	75,916
Hydrant Rental	52,500	52,555	52,000	52,555	52,555	52,555	52,555	52,555
Other Revenues	36	26,200	0	26,400	26,600	26,600	26,600	26,600
System Dispatch Services	55,650	55,650	55,000	55,650	55,650	55,650	55,650	55,650
Developer-Installed Line Ins	1,379	9,180	9,000	9,364	9,551	9,742	9,742	9,742
Meter Relocation Fees	3,650	6,800	6,800	6,800	6,800	6,800	6,800	6,800
Other Miscellaneous Revenue	510	6,000	1,000	6,000	6,000	6,000	6,000	6,000
Laboratory Sample Test Fees	107,545	100,000	100,000	100,000	100,000	100,000	100,000	100,000
<b>Charges for Services</b>	<b>26,850,038</b>	<b>25,616,576</b>	<b>26,818,878</b>	<b>26,453,416</b>	<b>27,322,704</b>	<b>28,219,123</b>	<b>29,127,784</b>	<b>29,127,784</b>
Interest	120,121	240,000	120,000	240,000	240,000	240,000	240,000	240,000
Wireless Rental	318,430	431,171	320,000	286,417	297,591	309,529	321,447	271,137
Growth Management from Sewer	803,515	835,605	835,605	708,697	735,112	744,981	762,599	779,983
Trans from Fund Bal - Encumb	7,069	0	0	0	0	0	0	0
Capitalized Overhead	1,158,776	1,213,655	1,200,000	1,074,956	1,096,454	1,096,454	1,096,454	1,096,454
<b>Other Revenues</b>	<b>2,407,911</b>	<b>2,720,431</b>	<b>2,475,605</b>	<b>2,310,070</b>	<b>2,369,157</b>	<b>2,390,964</b>	<b>2,420,500</b>	<b>2,387,574</b>
Transfer From Gas Fund	153,259	156,921	156,921	132,678	137,624	139,471	142,770	146,024
Transfer From Water System C	470,000	519,000	519,000	519,000	519,000	519,000	519,000	519,000
Transfer From Stormwater Fun	73,010	74,538	74,538	64,721	67,133	68,035	69,644	71,231
<b>Other Sources</b>	<b>696,269</b>	<b>750,459</b>	<b>750,459</b>	<b>716,399</b>	<b>723,757</b>	<b>726,506</b>	<b>731,414</b>	<b>736,255</b>
Rate Study Revenue	0	0	0	0	0	0	113,797	210,363
<b>Rate Study Implementation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>113,797</b>	<b>210,363</b>
<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	30,405,088	29,087,466	30,705,089	30,140,032	31,075,765	31,996,740	33,053,642	33,122,123
Fund Total Revenue	30,405,088	29,087,466	30,705,089	30,140,032	31,075,765	31,996,740	33,053,642	33,122,123
Fund Balance	0	0	0	0	0	0	0	0

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**500 Sewer Operating Fund**

The sanitary sewer collection system is comprised of approximately 675 miles of gravity pipe and is connected to over 15,000 manholes. Over 85 pumping stations use approximately 100 miles of force main to support the gravity system. The sanitary sewer collection system is projected to serve approximately 64,365 customers in fiscal year 2013.

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

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

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

<b>Expenditures</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Personnel Services	11,621,251	10,709,652	11,790,828	12,059,810	12,394,664	12,738,908	13,102,545
Operating	3,374,115	3,593,027	4,912,776	4,943,252	4,991,507	5,058,259	5,083,437
Other Services & Charges	532,596	506,204	826,200	826,200	826,200	826,200	826,200
Capital Outlay	0	0	5,000	0	0	0	0
Allocated Accounts	5,772,009	5,648,497	5,936,688	6,062,167	6,185,108	6,314,684	6,447,224
Utilities and Other Expenses	3,780,833	4,166,791	5,290,989	5,134,838	5,174,135	5,218,974	5,251,610
Transfers	26,528,892	32,118,434	27,621,021	29,080,541	29,608,602	29,625,270	29,622,034
Contributions to Operations	3,284,609	3,667,474	4,075,232	4,241,695	4,406,499	4,483,849	4,605,915
Year End Adjustments	2,665,461	0	253,660	76,288	721,878	2,001,526	3,315,071
<b>Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Intergovernmental Revenue	1,737,820	1,472,291	1,472,291	1,472,291	1,472,291	1,472,291	1,472,291
Charges for Services	49,105,038	50,539,100	52,536,275	54,273,744	56,011,192	57,799,617	59,647,045
Other Revenues	4,426,879	4,985,494	4,038,017	3,962,806	4,099,577	4,253,944	4,389,264
Other Sources	2,290,029	3,413,194	2,665,811	2,715,950	2,725,533	2,741,818	2,745,436
<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	<b>57,559,766</b>	<b>60,410,079</b>	<b>60,712,394</b>	<b>62,424,791</b>	<b>64,308,593</b>	<b>66,267,670</b>	<b>68,254,036</b>
Fund Total Revenue	<b>57,559,766</b>	<b>60,410,079</b>	<b>60,712,394</b>	<b>62,424,791</b>	<b>64,308,593</b>	<b>66,267,670</b>	<b>68,254,036</b>
Fund Balance	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fund Expenditures**

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

The following service level changes are proposed for the Sewer Department's fiscal year 2013 budget.

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union

## **500 Sewer Operating Fund**

employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.

- The fund's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Increase Electricity resulting from the startup of the Advanced Wastewater Treatment plant. Fiscal Impact \$600,000.
- Increase Chemicals resulting from the startup of the Advanced Wastewater Treatment plant. Fiscal Impact \$822,955.

### **Fund Revenues**

The largest revenue generating sources in the Sewer Fund are: residential, commercial, and the transfer from sewer system charge. In the fiscal years shown, these sources generate a low of \$51.7 million to a high of \$58.7 million, representing a range between 84 percent and 87 percent of total revenues in the fund. Revenue growth is driven, in large part, by the cost of capital infrastructure associated with advanced wastewater treatment requirements of the settlement agreement, which, in turn, requires higher rates, and customer growth.

Residential revenue generated in fiscal year 2011 was \$28.2 million and rises to approximately \$34.7 million in fiscal year 2017.

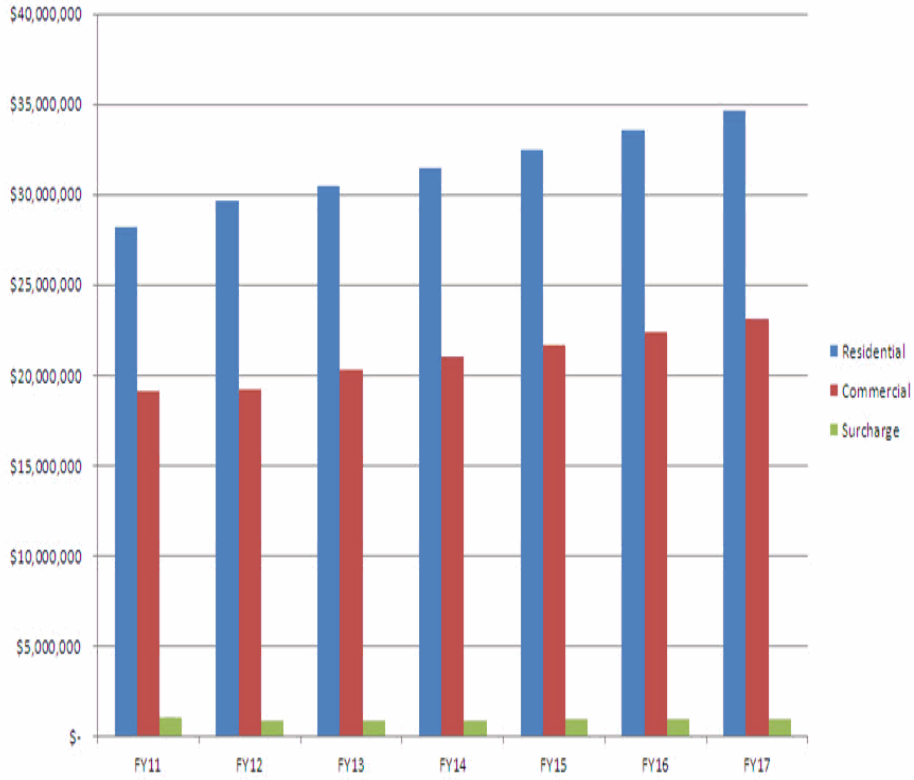
Commercial revenues range from \$19 million to a projection of \$23 million between fiscal years 2011 and 2017.

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

City of Tallahassee  
Fiscal Year 2013 Adopted Budget - Fund Proforma Summary

500 Sewer Operating Fund

SIGNIFICANT SEWER REVENUES BY TYPE



**Capital Projects Operating Budget Impacts**

There are no Capital projects that effect operating expense.

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**500 Sewer Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	8,972,785	9,224,444	8,192,783	9,295,591	9,527,987	9,766,181	10,010,350	10,260,613
Capitalized Wages	-1,327,995	-1,512,510	-1,375,075	-1,530,042	-1,547,926	-1,547,926	-1,547,926	-1,547,926
Salary Enhancements	0	107,787	0	194,353	200,151	206,126	212,220	218,475
Temporary Wages	199,308	53,901	43,455	70,979	56,079	56,079	56,079	56,079
Overtime	738,364	688,546	701,787	690,699	692,905	692,905	692,905	692,905
Capitalized Overtime	-201,890	-141,049	-194,268	-143,128	-145,259	-145,259	-145,259	-145,259
Other Salary Items	16,492	22,647	14,243	22,647	22,647	22,647	22,647	22,647
Unemployment Compensation	4,320	0	-320	0	0	0	0	0
Pension- Current	896,525	992,958	848,405	961,362	985,411	1,010,037	1,035,306	1,061,185
Pension- MAP	675,480	666,285	645,260	677,759	694,800	712,251	730,143	748,479
Mandatory Medicare	120,331	114,109	118,773	120,517	123,595	126,741	129,982	133,291
Health Benefits	1,025,938	1,182,067	1,086,291	1,161,333	1,213,563	1,268,216	1,325,282	1,384,877
Health Benefits-Retirees	125,258	0	140,006	0	0	0	0	0
Health Benefits-OPEB	0	140,006	140,006	129,700	129,700	129,700	129,700	129,700
Flex Benefits	376,335	408,855	348,306	400,455	400,455	400,455	400,455	400,455
Vacancy factor	0	-279,585	0	-285,397	-294,298	-303,489	-312,976	-312,976
Furlough savings	0	0	0	24,000	0	0	0	0
<b>Personnel Services</b>	<b>11,621,251</b>	<b>11,668,461</b>	<b>10,709,652</b>	<b>11,790,828</b>	<b>12,059,810</b>	<b>12,394,664</b>	<b>12,738,908</b>	<b>13,102,545</b>
Advertising	738	35,788	5,176	0	0	0	0	0
Cleaning & Laundry	34,931	47,083	15,156	42,000	42,800	43,617	44,449	45,298
Reproduction	5,644	5,970	5,106	6,136	6,261	6,311	6,363	6,363
Unclassified Professional Svcs	766	205	0	12,000	22,500	22,500	40,000	22,500
System Collection	80,193	82,599	82,599	85,077	85,077	85,077	85,077	85,077
Building Repairs	26,625	27,463	27,703	39,875	28,297	28,297	28,297	28,297
Equipment Repairs	140,299	177,033	55,347	276,288	281,814	287,450	293,198	299,064
Medical Services	10	3,106	0	3,713	3,720	3,720	3,720	3,720
Educational Services	1,162	0	0	0	0	0	0	0
Engineering Services	0	0	49,413	0	0	0	0	0
Contract Engineering Svcs	8,990	0	0	0	0	0	0	0
Legal Services	24,580	0	204,051	0	0	0	0	0
Unclassified Contract Svcs	666,761	926,828	720,279	891,542	909,372	927,560	946,110	965,032
Computer Software	33,044	24,425	47,044	29,818	26,676	26,733	26,792	26,792
Environmental Contractual	250	2,039	14,000	2,090	2,142	2,142	2,142	2,142
Telephone	66,650	28,180	50,907	30,362	30,926	31,500	32,087	32,685
Chem-Med-Lab	1,373,690	1,927,008	1,571,186	2,239,919	2,330,914	2,336,773	2,342,775	2,342,775
Food	3,756	3,078	8,781	3,540	3,157	3,157	3,157	3,157
Gasoline	24	0	0	0	0	0	0	0
Oil & Lubricants	26,290	22,304	6,604	63,846	54,401	54,804	55,216	55,216
Postage	2,403	3,074	191	2,699	2,549	2,600	2,652	2,705
Office Supplies	59,809	49,155	30,467	52,556	52,287	52,336	52,386	52,386
Uniforms & Clothing	19,052	43,534	66,794	41,944	42,783	43,636	44,509	45,400
Unclassified Supplies	580,005	754,326	460,000	730,341	744,948	759,846	775,042	790,541
Non-Capitalized Furniture	42,921	11,173	56,070	13,887	11,727	11,866	12,007	12,007
Vehicle- Non-Garage	6,020	0	559	0	0	0	0	0
COGS Mat Stores	0	20,088	0	0	0	0	0	0
Building Supplies	1,041	9,850	1,956	10,070	10,296	10,296	10,296	10,296
Safety Materials & Supplies	27,302	21,989	13,899	32,357	22,978	23,230	23,488	23,488
Travel & Training	41,679	38,698	40,000	39,475	40,272	40,398	40,527	40,527
Journals & Books	1,324	10,935	160	11,144	11,359	11,422	11,487	11,487
Memberships	29,638	36,664	8,572	42,825	37,295	37,295	37,295	37,295
Certificates & Licenses	26,584	35,882	11,025	165,303	93,532	93,608	93,685	93,685
Rent Expense- Bldg & Ops	0	24,153	0	0	0	0	0	0
Rent Expense- Machines	40,657	38,763	39,982	43,969	45,169	45,333	45,502	45,502
Unclassified Charges	1,277	9,242	0	0	0	0	0	0
<b>Operating</b>	<b>3,374,115</b>	<b>4,420,635</b>	<b>3,593,027</b>	<b>4,912,776</b>	<b>4,943,252</b>	<b>4,991,507</b>	<b>5,058,259</b>	<b>5,083,437</b>
Bad Debt Expense	322,282	200,000	200,000	343,700	343,700	343,700	343,700	343,700
Line Extensions	209,314	480,000	306,204	480,000	480,000	480,000	480,000	480,000
Environmental Assessments&	1,000	2,500	0	2,500	2,500	2,500	2,500	2,500
<b>Other Services &amp; Charges</b>	<b>532,596</b>	<b>682,500</b>	<b>506,204</b>	<b>826,200</b>	<b>826,200</b>	<b>826,200</b>	<b>826,200</b>	<b>826,200</b>
Computer Equipment	0	0	0	5,000	0	0	0	0
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**500 Sewer Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Human Resource Expense	200,948	263,408	263,580	267,718	274,411	281,271	288,303	295,511
Accounting Expense	308,332	306,426	306,426	264,642	271,258	278,039	284,990	292,115
Purchasing Expense	231,342	236,062	236,730	317,973	325,922	334,070	342,422	350,983
Information Systems Expense	792,335	861,590	861,069	672,104	688,907	706,130	723,783	741,878
Risk Management Expense	668,106	623,886	623,884	734,599	752,964	771,788	791,083	810,860
Radio Communications Expense	31,027	55,576	55,576	33,380	34,215	35,070	35,947	36,846
Revenue Collection Expense	105,442	138,454	138,457	93,571	95,910	98,308	100,766	103,285
Utility Services Expense	1,375,044	1,272,102	1,272,097	1,277,076	1,308,153	1,334,272	1,367,918	1,395,699
Environmental	213,048	272,997	272,996	280,712	287,730	294,923	302,296	309,853
Vehicle Garage Expense	459,124	523,380	251,922	511,745	524,539	537,652	551,093	564,870
Vehicle Fuel	299,382	294,849	273,189	328,349	338,161	348,266	358,677	369,436
Vehicle Replacement	262,068	265,117	265,117	270,156	275,334	280,656	282,743	291,225
Indirect Costs	825,811	827,457	827,454	884,663	884,663	884,663	884,663	884,663
<b>Allocated Accounts</b>	<b>5,772,009</b>	<b>5,941,304</b>	<b>5,648,497</b>	<b>5,936,688</b>	<b>6,062,167</b>	<b>6,185,108</b>	<b>6,314,684</b>	<b>6,447,224</b>
Utilities - Sewer	5,930	6,092	0	6,208	6,344	6,484	6,633	6,633
Utilities - Sanitation	397,863	459,207	283,247	467,932	478,227	488,748	499,989	499,989
Utilities - Stormwater	34,122	34,055	33,948	34,702	35,466	36,246	37,080	37,080
Utilities - Gas	431,424	548,780	801,255	548,965	549,156	549,353	549,353	549,353
Utilities - Water	218,907	106,291	85,747	106,956	107,640	108,344	108,392	108,392
Utilities - Electric	2,677,182	3,567,281	2,947,101	4,114,391	3,945,921	3,972,622	4,004,917	4,037,553
Utilities - Fire Services	15,405	11,104	15,493	11,835	12,084	12,338	12,610	12,610
<b>Utilities and Other Expenses</b>	<b>3,780,833</b>	<b>4,732,810</b>	<b>4,166,791</b>	<b>5,290,989</b>	<b>5,134,838</b>	<b>5,174,135</b>	<b>5,218,974</b>	<b>5,251,610</b>
Debt Service Transfer	15,312,213	17,111,181	20,965,509	18,585,605	18,584,582	17,931,833	17,930,883	17,910,263
Reserve Transfer	388,522	0	0	0	0	0	0	0
RR&I Transfer	9,972,900	10,126,300	10,126,300	7,466,046	8,874,354	10,018,700	10,018,700	10,018,700
Inter-Fund Transfer	855,257	835,605	1,026,625	1,569,370	1,621,605	1,658,069	1,675,687	1,693,071
<b>Transfers</b>	<b>26,528,892</b>	<b>28,073,086</b>	<b>32,118,434</b>	<b>27,621,021</b>	<b>29,080,541</b>	<b>29,608,602</b>	<b>29,625,270</b>	<b>29,622,034</b>
Contribution to General Fund	3,284,609	3,667,474	3,667,474	4,075,232	4,241,695	4,406,499	4,483,849	4,605,915
<b>Contributions to Operations</b>	<b>3,284,609</b>	<b>3,667,474</b>	<b>3,667,474</b>	<b>4,075,232</b>	<b>4,241,695</b>	<b>4,406,499</b>	<b>4,483,849</b>	<b>4,605,915</b>
Transfer to RR&I	2,665,461	214,954	0	253,660	76,288	721,878	2,001,526	3,315,071
<b>Year End Adjustments</b>	<b>2,665,461</b>	<b>214,954</b>	<b>0</b>	<b>253,660</b>	<b>76,288</b>	<b>721,878</b>	<b>2,001,526</b>	<b>3,315,071</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**500 Sewer Operating Fund**

Revenues	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Federal BABS Subsidy	1,737,820	0	1,472,291	1,472,291	1,472,291	1,472,291	1,472,291	1,472,291
<b>Intergovernmental Revenue</b>	<b>1,737,820</b>	<b>0</b>	<b>1,472,291</b>	<b>1,472,291</b>	<b>1,472,291</b>	<b>1,472,291</b>	<b>1,472,291</b>	<b>1,472,291</b>
Residential	28,160,957	29,465,842	29,650,000	30,438,215	31,442,676	32,480,284	33,552,134	34,659,354
Commercial	19,095,837	19,505,397	19,250,000	20,327,256	20,998,056	21,690,992	22,406,794	23,146,218
Forfeited Discounts	210,273	193,622	200,000	197,495	201,444	205,473	205,473	205,473
Tapping Fees	75,309	147,006	80,000	149,946	152,945	156,004	156,004	156,004
Digester Fees	361,665	330,099	330,100	336,701	343,435	350,304	350,304	350,304
Surcharge	1,016,659	869,964	870,000	887,364	905,111	923,213	923,213	923,213
Other Revenues	43,884	5,500	5,000	5,500	5,500	5,500	5,500	5,500
Laboratory Sample Test Fees	45,691	89,764	50,000	50,000	50,750	51,511	52,284	53,068
Potable Water Monitoring	0	0	0	0	12,000	0	0	0
System Dispatch Services	55,650	56,763	55,000	57,898	59,056	60,237	60,237	60,237
Strong Waste Surcharge	1,441	2,239	0	2,284	2,329	2,376	2,376	2,376
Developer-Installed Line Ins	14,445	40,800	20,000	41,616	42,448	43,298	43,298	43,298
Demo Sewer Fees	11,875	14,000	14,000	14,000	30,000	14,000	14,000	14,000
Other Miscellaneous Revenue	11,352	28,000	15,000	28,000	27,994	28,000	28,000	28,000
<b>Charges for Services</b>	<b>49,105,038</b>	<b>50,748,996</b>	<b>50,539,100</b>	<b>52,536,275</b>	<b>54,273,744</b>	<b>56,011,192</b>	<b>57,799,617</b>	<b>59,647,045</b>
Interest	382,416	965,000	400,000	340,000	160,000	220,000	290,004	354,008
Other Miscellaneous Revenue	52	0	0	0	0	0	0	0
Growth Management from Water	2,418,025	2,385,494	2,385,494	2,180,439	2,249,464	2,307,820	2,373,215	2,424,994
Trans from Fund Bal - Encumb	275,478	257,577	0	0	0	0	0	0
Capitalized Overhead	1,350,908	2,300,000	2,200,000	1,517,578	1,553,342	1,571,757	1,590,725	1,610,262
<b>Other Revenues</b>	<b>4,426,879</b>	<b>5,908,071</b>	<b>4,985,494</b>	<b>4,038,017</b>	<b>3,962,806</b>	<b>4,099,577</b>	<b>4,253,944</b>	<b>4,389,264</b>
Transfer From Gas Fund	190,037	193,892	193,892	365,811	415,950	425,533	441,818	445,436
Transfer from Sewer RR&I Fd	0	0	669,037	0	0	0	0	0
Transfer From Sewer System C	1,865,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000
Transfer From Stormwater Fun	234,992	250,265	250,265	0	0	0	0	0
<b>Other Sources</b>	<b>2,290,029</b>	<b>2,744,157</b>	<b>3,413,194</b>	<b>2,665,811</b>	<b>2,715,950</b>	<b>2,725,533</b>	<b>2,741,818</b>	<b>2,745,436</b>
<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	57,559,766	59,401,224	60,410,079	60,712,394	62,424,791	64,308,593	66,267,670	68,254,036
Fund Total Revenue	57,559,766	59,401,224	60,410,079	60,712,394	62,424,791	64,308,593	66,267,670	68,254,036
Fund Balance	0	0	0	0	0	0	0	0



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**540 Airport Operating Fund**

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

The fiscal year 2013–2017 capital improvement program totals more than \$99.9 million. The Aviation Department anticipates receiving over \$57.5 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 \$17.9 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 \$18 million in airport (mainly passenger facility charge and repair, replacement and improvement) funds, and \$6.5 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 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Personnel Services	4,094,568	4,787,836	4,357,594	4,469,482	4,584,923	4,703,557	4,828,312
Operating	1,088,133	979,987	753,815	753,815	753,815	753,815	753,815
Other Services & Charges	30,000	30,000	28,150	28,150	28,150	28,150	28,150
Capital Outlay	2,600	0	0	0	0	0	0
Allocated Accounts	1,613,732	1,664,409	1,530,873	1,562,590	1,595,129	1,627,507	1,662,020
Utilities and Other Expenses	996,282	911,695	1,031,445	1,051,584	1,072,074	1,092,449	1,103,082
Transfers	1,259,535	1,270,400	1,275,000	313,000	0	0	0
Contributions to Operations	1,034,059	1,025,851	1,060,116	1,089,792	1,113,240	1,145,225	1,145,225
Year End Adjustments	1,523,527	906,150	1,223,264	1,570,297	1,384,095	1,415,179	1,649,549
	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>Revenues</b>							
Charges for Services	11,488,439	11,479,431	11,170,445	10,748,898	10,441,614	10,676,070	11,080,341
Other Revenues	153,997	96,897	89,812	89,812	89,812	89,812	89,812
	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>Fund Summary</b>							
Fund Total Expenditure	<u>11,642,436</u>	<u>11,576,328</u>	<u>11,260,257</u>	<u>10,838,710</u>	<u>10,531,426</u>	<u>10,765,882</u>	<u>11,170,153</u>
Fund Total Revenue	<u>11,642,436</u>	<u>11,576,328</u>	<u>11,260,257</u>	<u>10,838,710</u>	<u>10,531,426</u>	<u>10,765,882</u>	<u>11,170,153</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Fund Expenditures**

Expenditures in the fiscal year 2013-17 proforma assume:

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

## 540 Airport Operating Fund

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

### **Fund Revenues**

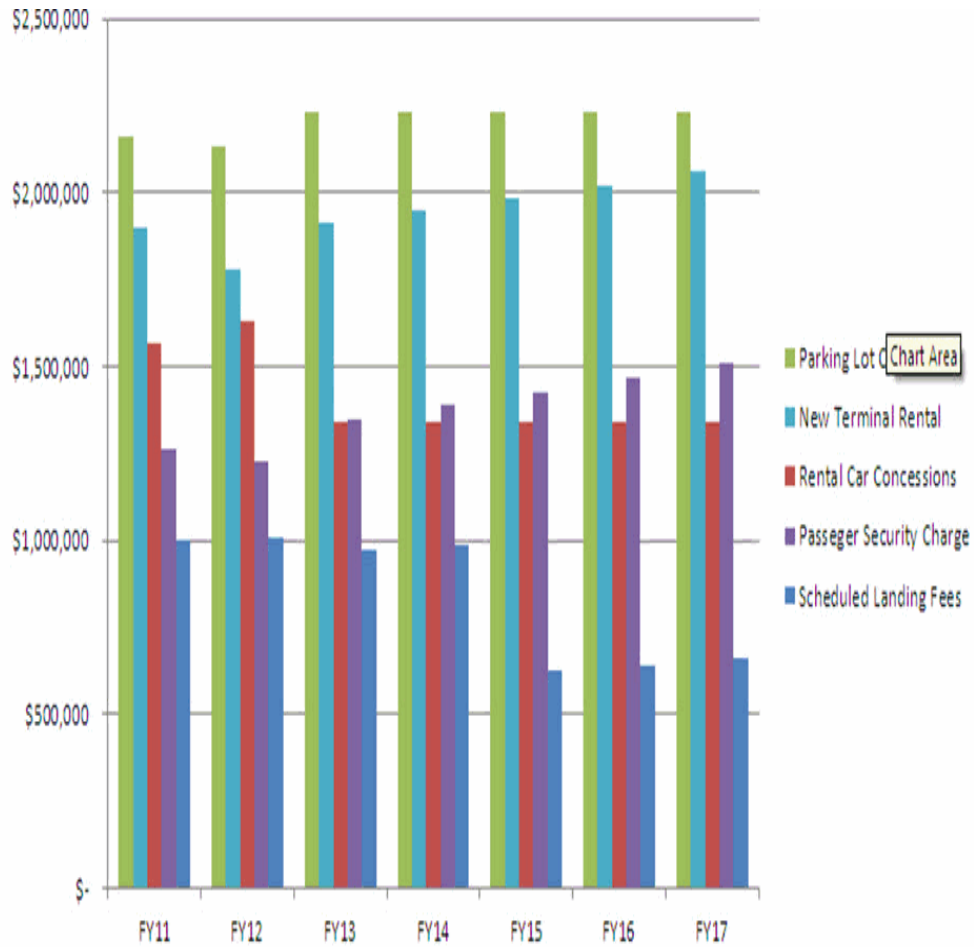
Airline rental rates, usage charges, and revenue derived from the lease of airport land and buildings to airlines, rental car agencies, and other commercial enterprises have been projected to remain constant. Other revenue sources show slight increases due to anticipated passenger growth and changes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

For FY 2013, scheduled landing fees are projected to realize a 29% or \$337 thousand decrease from FY 2012.

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

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

### 540 Airport Operating Fund



**Capital Projects Operating Budget Impacts**

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**540 Airport Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	2,912,765	3,243,162	3,468,528	3,230,222	3,328,646	3,411,708	3,496,840	3,584,102
Capitalized Wages	-111,139	-215,157	-141,566	-304,157	-304,157	-304,157	-304,157	-304,157
Salary Enhancements	0	69,704	0	98,424	83,062	85,132	87,262	89,445
Temporary Wages	121,330	86,888	63,259	111,888	111,888	111,888	111,888	111,888
Overtime	146,413	162,797	204,692	157,797	157,797	157,797	157,797	157,797
Capitalized Overtime	-2,337	0	0	0	0	0	0	0
Other Salary Items	25,693	28,474	24,576	24,334	24,334	24,334	24,334	24,334
Unemployment Compensation	4,968	0	4,400	0	0	0	0	0
Pension- Current	354,879	407,695	499,275	412,966	423,226	433,740	444,520	455,560
Pension- MAP	152,556	174,570	138,163	178,701	183,165	187,746	192,442	197,253
Mandatory Medicare	43,381	45,641	40,079	48,371	49,572	50,810	52,074	53,365
Health Benefits	311,883	407,253	316,533	354,077	370,001	386,663	404,063	422,231
Health Benefits-Retirees	43,152	0	44,286	0	0	0	0	0
Health Benefits-OPEB	0	44,286	44,286	34,155	34,155	34,155	34,155	34,155
Flex Benefits	91,024	116,976	81,325	107,904	107,904	107,904	107,904	107,904
Vacancy factor	0	-95,005	0	-97,088	-100,111	-102,797	-105,565	-105,565
<b>Personnel Services</b>	<b>4,094,568</b>	<b>4,477,284</b>	<b>4,787,836</b>	<b>4,357,594</b>	<b>4,469,482</b>	<b>4,584,923</b>	<b>4,703,557</b>	<b>4,828,312</b>
Advertising	6,557	9,894	1,478	9,800	9,800	9,800	9,800	9,800
Cleaning & Laundry	1,805	10,133	2,107	9,500	9,500	9,500	9,500	9,500
Reproduction	5,586	8,410	6,178	6,710	6,710	6,710	6,710	6,710
Unclassified Professional Svcs	179,696	250,657	52,833	205,111	205,111	205,111	205,111	205,111
System Planning Services	30	0	0	0	0	0	0	0
Building Repairs	31,881	18,000	19,841	15,000	15,000	15,000	15,000	15,000
Equipment Repairs	119,786	182,970	143,765	125,000	125,000	125,000	125,000	125,000
Engineering Services	0	0	1,553	0	0	0	0	0
Contract Engineering Svcs	12,000	0	0	0	0	0	0	0
Legal Services	0	0	0	20,000	20,000	20,000	20,000	20,000
Construction Services	7,613	250	2,352	250	250	250	250	250
Unclassified Contract Svcs	400,994	156,751	460,455	103,700	103,700	103,700	103,700	103,700
Computer Software	6,992	139	25,827	17,139	17,139	17,139	17,139	17,139
Telephone	18,873	20,703	11,250	20,328	20,328	20,328	20,328	20,328
Chem-Med-Lab	0	2,579	0	2,000	2,000	2,000	2,000	2,000
Food	5,244	3,261	1,494	3,500	3,500	3,500	3,500	3,500
Gasoline	0	3,000	0	1,700	1,700	1,700	1,700	1,700
Oil & Lubricants	0	1,050	0	500	500	500	500	500
Postage	1,525	1,344	1,195	1,580	1,580	1,580	1,580	1,580
Office Supplies	16,321	23,050	38,403	20,150	20,150	20,150	20,150	20,150
Uniforms & Clothing	9,213	11,698	7,022	9,498	9,498	9,498	9,498	9,498
Unclassified Supplies	144,522	76,551	80,380	58,400	58,400	58,400	58,400	58,400
Non-Capitalized Furniture	741	0	0	0	0	0	0	0
Building Supplies	33,851	56,565	49,839	37,500	37,500	37,500	37,500	37,500
Safety Materials & Supplies	727	2,000	0	7,100	7,100	7,100	7,100	7,100
Travel & Training	36,210	41,058	13,823	31,858	31,858	31,858	31,858	31,858
Journals & Books	2,027	2,375	0	1,600	1,600	1,600	1,600	1,600
Memberships	23,121	25,205	47,600	24,855	24,855	24,855	24,855	24,855
Certificates & Licenses	11,181	9,736	120	10,536	10,536	10,536	10,536	10,536
Rent Expense- Bldg & Ops	0	0	12,472	0	0	0	0	0
Rent Expense- Machines	11,262	11,000	0	10,500	10,500	10,500	10,500	10,500
Unclassified Charges	375	0	0	0	0	0	0	0
<b>Operating</b>	<b>1,088,133</b>	<b>928,379</b>	<b>979,987</b>	<b>753,815</b>	<b>753,815</b>	<b>753,815</b>	<b>753,815</b>	<b>753,815</b>
Bad Debt Expense	30,000	30,000	30,000	28,150	28,150	28,150	28,150	28,150
<b>Other Services &amp; Charges</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>28,150</b>	<b>28,150</b>	<b>28,150</b>	<b>28,150</b>	<b>28,150</b>
Unclassified Equipment	2,600	0	0	0	0	0	0	0
<b>Capital Outlay</b>	<b>2,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**540 Airport Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Human Resource Expense	69,718	83,910	83,956	79,323	81,307	83,339	85,422	87,557
Accounting Expense	96,228	83,934	83,934	86,703	88,871	91,093	93,370	95,704
Purchasing Expense	151,051	152,311	152,738	49,680	50,922	52,195	53,500	54,838
Information Systems Expense	279,025	329,345	329,172	270,491	277,253	284,185	291,290	298,572
Risk Management Expense	398,912	385,757	385,756	493,551	505,890	518,537	531,500	544,787
Radio Communications Expense	17,950	32,151	32,151	38,713	39,681	40,673	41,690	42,732
Revenue Collection Expense	34,623	39,310	39,310	30,669	31,436	32,222	33,028	33,854
Vehicle Garage Expense	103,349	89,209	90,466	112,912	115,735	118,629	121,595	124,635
Vehicle Fuel	54,009	53,983	56,499	58,392	60,145	61,951	63,807	65,722
Vehicle Replacement	40,250	41,076	41,076	41,942	42,853	43,808	43,808	45,122
Indirect Costs	368,617	369,352	369,351	268,497	268,497	268,497	268,497	268,497
<b>Allocated Accounts</b>	<b>1,613,732</b>	<b>1,660,338</b>	<b>1,664,409</b>	<b>1,530,873</b>	<b>1,562,590</b>	<b>1,595,129</b>	<b>1,627,507</b>	<b>1,662,020</b>
Utilities - Sewer	46,805	40,333	0	41,099	42,003	42,927	43,829	43,829
Utilities - Sanitation	25,476	30,351	58,018	30,927	31,608	32,303	32,981	32,981
Utilities - Stormwater	277,048	275,733	277,048	280,972	287,153	293,471	299,634	299,634
Utilities - Gas	46,949	58,214	36,319	59,320	60,625	61,959	63,260	63,260
Utilities - Water	62,818	28,331	44,713	28,869	29,504	30,154	30,787	30,787
Utilities - Electric	525,511	619,983	483,922	581,222	591,456	601,822	612,321	622,954
Utilities - Fire Services	11,675	8,868	11,675	9,036	9,235	9,438	9,637	9,637
<b>Utilities and Other Expenses</b>	<b>996,282</b>	<b>1,061,813</b>	<b>911,695</b>	<b>1,031,445</b>	<b>1,051,584</b>	<b>1,072,074</b>	<b>1,092,449</b>	<b>1,103,082</b>
Debt Service Transfer	1,272,463	1,088,673	1,270,400	1,275,000	313,000	0	0	0
Reserve Transfer	-14,978	0	0	0	0	0	0	0
Inter-Fund Transfer	2,050	0	0	0	0	0	0	0
<b>Transfers</b>	<b>1,259,535</b>	<b>1,088,673</b>	<b>1,270,400</b>	<b>1,275,000</b>	<b>313,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Contribution to General Fund	0	0	1,025,851	0	0	0	0	0
Contribution to Fire Services	1,034,059	1,025,851	0	1,060,116	1,089,792	1,113,240	1,145,225	1,145,225
<b>Contributions to Operations</b>	<b>1,034,059</b>	<b>1,025,851</b>	<b>1,025,851</b>	<b>1,060,116</b>	<b>1,089,792</b>	<b>1,113,240</b>	<b>1,145,225</b>	<b>1,145,225</b>
Transfer to RR&I	760,162	328,891	362,460	489,306	628,120	553,638	566,073	659,820
Transfer to Airline Prepd Crd	763,365	493,334	543,690	733,958	942,177	830,457	849,106	989,729
<b>Year End Adjustments</b>	<b>1,523,527</b>	<b>822,225</b>	<b>906,150</b>	<b>1,223,264</b>	<b>1,570,297</b>	<b>1,384,095</b>	<b>1,415,179</b>	<b>1,649,549</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**540 Airport Operating Fund**

<b>Revenues</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Scheduled Landing Fees	1,001,970	818,722	1,009,087	971,486	990,235	624,559	644,066	663,963
Non-Scheduled Landing Fees	208,254	220,070	169,876	206,912	211,050	215,271	219,576	223,968
Airport Applic/Permit Fee	7,352	10,262	21,204	11,140	11,140	11,140	11,140	11,140
Apron Fees	84,620	88,817	70,502	88,817	90,593	92,405	94,253	96,138
Tenant Equipment Charges	109,371	108,809	94,944	108,809	110,985	113,205	115,470	117,779
Rental Car Concessions	1,568,851	1,403,354	1,627,687	1,340,815	1,340,815	1,340,815	1,340,815	1,340,815
Restaurant Concessions	67,091	53,594	119,167	54,648	54,648	54,648	54,648	54,648
Ground Transportation	29,000	30,550	19,875	30,200	30,200	30,200	30,200	30,200
Video Game Room	3,163	2,557	3,094	2,818	2,818	2,818	2,818	2,818
Badging (Security ID)	19,536	17,808	19,463	18,071	18,071	18,071	18,071	18,071
Parking Lot Concessions	2,163,829	2,143,801	2,134,767	2,233,834	2,233,834	2,233,834	2,233,834	2,233,834
Advertising Concessions	61,612	78,686	43,868	54,696	54,696	54,696	54,696	54,696
Gift Shop	20,309	19,850	24,574	18,265	18,265	18,265	18,265	18,265
Off-Airport Car Rental	0	0	112,933	0	0	0	0	0
Passenger Security Charge	1,266,449	1,345,038	1,224,811	1,349,441	1,388,653	1,428,808	1,469,930	1,512,042
Parking Tickets	5,265	7,966	5,621	2,484	2,484	2,484	2,484	2,484
MBE Concessions	2,286	2,441	1,966	1,797	1,797	1,797	1,797	1,797
Telephone Receipts	0	0	196	0	0	0	0	0
Fixed Base Operator Concessi	197,240	198,926	172,684	215,406	215,406	215,406	215,406	215,406
TSA Security	398,011	398,011	408,216	351,362	351,362	351,362	351,362	351,362
ATM Concession	2,070	2,081	2,951	1,911	1,911	1,911	1,911	1,911
T-Hangar Rental	42,945	42,945	45,348	43,910	44,349	44,793	45,241	45,693
Old Terminal Rental	102,995	102,995	110,842	102,995	104,025	105,065	106,116	107,177
FAA Building	313,000	313,000	313,000	313,000	313,000	0	0	0
New Cargo Building	25,558	25,558	50,327	26,415	26,679	26,946	27,215	27,488
New Terminal Rental	1,902,881	2,016,255	1,779,073	1,914,183	1,949,745	1,986,018	2,023,016	2,060,754
FAA Weather Bureau	192,869	190,360	191,792	196,415	198,379	200,363	202,367	204,390
Terminal Rental - Other	115,593	116,111	119,276	115,744	116,901	118,071	119,251	120,444
Land Lease Commercial	530,878	558,918	544,329	609,151	613,350	742,589	752,552	756,877
Other Miscellaneous Revenue	8,490	7,761	555	6,420	6,420	6,420	6,420	6,420
Parking Lot Proceeds	46,294	52,483	52,715	50,345	50,345	50,345	50,345	50,345
Prepaid Fee Credit Contrib	990,657	674,467	984,688	728,955	196,742	349,309	462,805	749,416
<b>Charges for Services</b>	<b>11,488,439</b>	<b>11,052,196</b>	<b>11,479,431</b>	<b>11,170,445</b>	<b>10,748,898</b>	<b>10,441,614</b>	<b>10,676,070</b>	<b>11,080,341</b>
Interest	53,433	42,367	96,897	89,812	89,812	89,812	89,812	89,812
Sale of Surplus	5,873	0	0	0	0	0	0	0
Other Miscellaneous Revenue	3,830	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	90,861	0	0	0	0	0	0	0
<b>Other Revenues</b>	<b>153,997</b>	<b>42,367</b>	<b>96,897</b>	<b>89,812</b>	<b>89,812</b>	<b>89,812</b>	<b>89,812</b>	<b>89,812</b>
<b>Fund Summary</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Fund Total Expenditure	11,642,436	11,094,563	11,576,328	11,260,257	10,838,710	10,531,426	10,765,882	11,170,153
Fund Total Revenue	11,642,436	11,094,563	11,576,328	11,260,257	10,838,710	10,531,426	10,765,882	11,170,153
Fund Balance	0	0	0	0	0	0	0	0

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**580 StarMetro Operating Fund**

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

StarMetro's operating fund is balanced for all five years. The approved budget for fiscal year 2013 totals \$16.6 million and represents an decrease of \$166,975 from the 2012 approved budget. The majority of the decrease is a direct result of federal operating expenses that are now being charged to a federal grant project. Historically, fund expenses exceed revenues and a contribution from the General Fund subsidizes the transit system. The planned contribution from the General Fund for FY13 is \$8,617,872 an increase of \$73,475 from the adopted FY12 budget. The General Fund contribution represents 51.9% of the transit system's operating expenses.

<u>Expenditures</u>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Personnel Services	9,337,912	9,299,027	9,619,797	9,834,868	10,056,172	10,283,780	10,517,884
Operating	3,494,432	2,782,919	2,661,832	2,662,244	2,662,668	2,663,105	2,663,555
Other Services & Charges	2,000	0	2,390	2,390	2,390	2,390	2,390
Allocated Accounts	1,616,314	1,650,061	1,856,580	1,896,077	1,936,709	1,977,942	2,018,930
Utilities and Other Expenses	1,901,022	2,785,910	2,423,618	2,426,949	2,430,355	2,433,675	2,433,577
Transfers	166,826	14,250	11,510	11,511	11,933	12,407	12,881
Year End Adjustments	15,633	0	0	0	0	0	0
<u>Revenues</u>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Intergovernmental Revenue	1,742,154	1,743,766	1,454,105	1,454,105	1,454,105	1,454,105	1,454,105
Charges for Services	6,153,189	6,065,705	6,513,290	6,529,914	6,529,914	6,529,914	6,529,914
Other Revenues	265,545	0	0	0	0	0	0
Other Sources	8,373,251	8,544,397	8,608,332	8,608,332	8,608,332	8,608,332	8,608,332
<u>Fund Summary</u>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	<b>16,534,139</b>	<b>16,532,167</b>	<b>16,575,727</b>	<b>16,834,039</b>	<b>17,100,227</b>	<b>17,373,299</b>	<b>17,649,217</b>
Fund Total Revenue	<b>16,534,139</b>	<b>16,353,868</b>	<b>16,575,727</b>	<b>16,592,351</b>	<b>16,592,351</b>	<b>16,592,351</b>	<b>16,592,351</b>
Fund Balance	<b>0</b>	<b>-178,299</b>	<b>0</b>	<b>-241,688</b>	<b>-507,876</b>	<b>-780,948</b>	<b>-1,056,866</b>

**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 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's fuel budget is decreased. Fiscal Impact: (\$100,000).
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$6,293).
- Garage Facilities Temporary wages increased to service the maintenance of shelters and bus stops. Fiscal Impact: \$30,000.

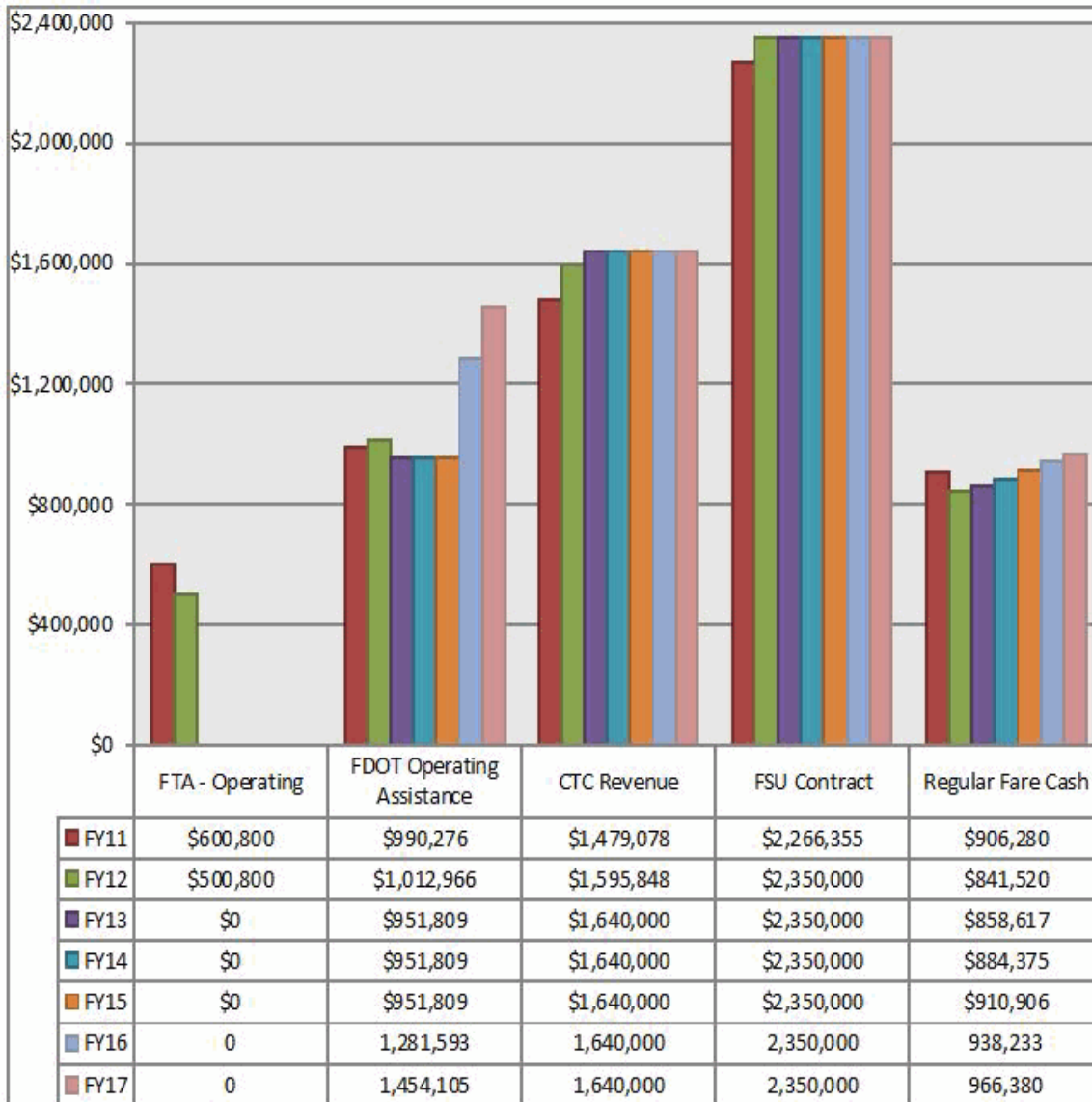
### 580 StarMetro Operating Fund

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

**Fund Revenues**

The following are revenue assumptions over the next five years:

- Approved FY13 operating revenues, excluding the General Fund contribution, are estimated at \$8.6 million, or approximately 51.9% of StarMetro revenue. StarMetro's FY13 operating revenues are lower than the FY12 budgeted revenues by \$246,744 due to the decrease in the FTA operating and planning revenue. This revenue is being moved to a federal grant project.
- The university contracts (Florida A & M, Florida State and Tallahassee Community College) continue to be a consistent source of revenue, representing \$3.1 million in FY13, or 18.4% of StarMetro's operating revenue. All three contracts will be presented to the City Commission prior to the start of the 2013 fiscal year.
- State grant funding is based upon projections prepared by the Florida Department of Transportation (FDOT). FDOT is planning to award StarMetro \$1,012,966 in FY13 for operating assistance. The State made an agreement to fund \$180,000 towards the State Employee Pass Program, which re-started in FY12.
- All other operating revenues are projected to increase by 2% over the five-year proforma.





## 580 StarMetro Operating Fund

### Capital Projects Operating Budget Impacts

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**580 StarMetro Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	5,564,376	5,697,887	5,275,852	5,805,046	5,950,175	6,098,939	6,251,420	6,407,708
Capitalized Wages	0	-62,210	-47,105	0	0	0	0	0
Salary Enhancements	0	90,030	0	145,129	148,764	152,481	156,288	160,201
Temporary Wages	830,140	418,460	982,982	448,460	448,460	448,460	448,460	448,460
Overtime	625,027	737,779	762,475	737,779	737,779	737,779	737,779	737,779
Other Salary Items	42,773	54,316	42,415	55,516	55,516	55,516	55,516	55,516
Unemployment Compensation	35,633	0	15,684	0	0	0	0	0
Pension- Current	560,746	613,520	497,241	600,377	615,372	630,757	646,537	662,710
Pension- MAP	426,489	413,846	441,086	423,376	433,971	444,818	455,943	467,326
Mandatory Medicare	91,475	73,519	97,063	77,400	79,318	81,315	83,334	85,417
Health Benefits	758,466	825,436	795,870	862,703	901,502	942,096	984,492	1,028,756
Health Benefits-Retirees	77,326	0	0	0	0	0	0	0
Health Benefits-OPEB	0	116,251	115,938	116,251	116,251	116,251	116,251	116,251
Flex Benefits	325,461	355,992	319,526	347,760	347,760	347,760	347,760	347,760
<b>Personnel Services</b>	<b>9,337,912</b>	<b>9,334,826</b>	<b>9,299,027</b>	<b>9,619,797</b>	<b>9,834,868</b>	<b>10,056,172</b>	<b>10,283,780</b>	<b>10,517,884</b>
Advertising	34,213	32,000	5,636	32,000	32,000	32,000	32,000	32,000
Cleaning & Laundry	52,872	33,834	41,445	33,834	33,834	33,834	33,834	33,834
Reproduction	118,719	207,939	110,766	207,939	207,939	207,939	207,939	207,939
Unclassified Professional Svcs	19,849	4,000	15,595	4,000	4,000	4,000	4,000	4,000
Building Repairs	24,741	25,000	10,004	25,000	25,000	25,000	25,000	25,000
Equipment Repairs	12,348	8,125	3,902	8,125	8,125	8,125	8,125	8,125
Construction Services	32,622	5,000	0	5,000	5,000	5,000	5,000	5,000
Unclassified Contract Svcs	2,202,045	2,030,701	433,851	2,031,101	2,031,513	2,031,937	2,032,374	2,032,824
Computer Software	4,968	0	15	0	0	0	0	0
Environmental Contractual	23,100	15,000	0	15,000	15,000	15,000	15,000	15,000
Telephone	10,270	11,736	12,351	11,736	11,736	11,736	11,736	11,736
Chem-Med-Lab	35	0	0	0	0	0	0	0
Food	8	2,000	678	2,000	2,000	2,000	2,000	2,000
Oil & Lubricants	78,159	55,000	97,005	55,000	55,000	55,000	55,000	55,000
Postage	978	4,200	744	4,200	4,200	4,200	4,200	4,200
Office Supplies	16,911	15,000	21,225	15,000	15,000	15,000	15,000	15,000
Uniforms & Clothing	54,673	41,700	588,724	41,700	41,700	41,700	41,700	41,700
Unclassified Supplies	93,804	74,200	98,287	74,200	74,200	74,200	74,200	74,200
Non-Capitalized Furniture	12,513	0	3,602	0	0	0	0	0
Vehicle- Non-Garage	614,309	590,466	727,886	0	0	0	0	0
Building Supplies	22,402	30,000	540,692	30,000	30,000	30,000	30,000	30,000
Travel & Training	21,931	22,097	35,236	22,097	22,097	22,097	22,097	22,097
Journals & Books	3,775	300	911	300	300	300	300	300
Memberships	26,942	29,500	13,423	29,500	29,500	29,500	29,500	29,500
Rent Expense- Bldg & Ops	738	1,400	1,511	1,400	1,400	1,400	1,400	1,400
Rent Expense- Machines	11,942	11,700	18,567	11,700	11,700	11,700	11,700	11,700
Unclassified Charges	-435	1,000	863	1,000	1,000	1,000	1,000	1,000
<b>Operating</b>	<b>3,494,432</b>	<b>3,251,898</b>	<b>2,782,919</b>	<b>2,661,832</b>	<b>2,662,244</b>	<b>2,662,668</b>	<b>2,663,105</b>	<b>2,663,555</b>
Bad Debt Expense	2,000	2,000	0	2,390	2,390	2,390	2,390	2,390
<b>Other Services &amp; Charges</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,390</b>	<b>2,390</b>	<b>2,390</b>	<b>2,390</b>	<b>2,390</b>
Human Resource Expense	204,784	224,280	192,366	229,473	236,357	243,447	250,751	258,273
Accounting Expense	106,418	86,019	73,731	86,703	89,304	91,983	94,742	97,584
Purchasing Expense	66,879	67,370	57,909	82,183	84,648	87,187	89,803	92,497
Information Systems Expense	285,663	279,536	239,457	434,476	447,510	460,935	474,763	489,006
Risk Management Expense	405,933	490,800	420,684	464,461	476,073	487,975	500,174	512,678
Radio Communications Expense	39,746	71,192	61,021	53,750	55,363	57,024	58,735	58,735
Revenue Collection Expense	28,726	32,630	27,969	25,590	26,358	27,149	27,963	28,802
Vehicle Garage Expense	176	15	0	0	0	0	0	0
Vehicle Fuel	0	58	0	59	61	63	65	67
Vehicle Replacement	9,396	9,865	0	10,358	10,876	11,419	11,419	11,761
Indirect Costs	468,593	469,527	576,924	469,527	469,527	469,527	469,527	469,527
<b>Allocated Accounts</b>	<b>1,616,314</b>	<b>1,731,292</b>	<b>1,650,061</b>	<b>1,856,580</b>	<b>1,896,077</b>	<b>1,936,709</b>	<b>1,977,942</b>	<b>2,018,930</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**580 StarMetro Operating Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Utilities - Sewer	17,248	14,104	2,353	14,372	14,688	15,011	15,326	15,326
Utilities - Sanitation	8,152	7,637	2,079	7,782	7,954	8,129	8,300	8,300
Utilities - Stormwater	19,034	24,677	7,643	25,146	25,699	26,265	26,817	26,817
Utilities - Gas	16,145	22,674	0	23,105	23,613	24,132	24,639	24,639
Utilities - Water	6,146	6,538	1,148	6,662	6,808	6,958	7,104	7,104
Utilities - Electric	66,672	77,199	11,483	72,372	74,008	75,681	77,310	77,212
Utilities - Fire Services	1,326	829	267	829	829	829	829	829
Gasoline -StarMetro	1,766,299	2,273,350	2,760,937	2,273,350	2,273,350	2,273,350	2,273,350	2,273,350
<b>Utilities and Other Expenses</b>	<b>1,901,022</b>	<b>2,427,008</b>	<b>2,785,910</b>	<b>2,423,618</b>	<b>2,426,949</b>	<b>2,430,355</b>	<b>2,433,675</b>	<b>2,433,577</b>
Debt Service Transfer	10,753	11,512	14,250	11,510	11,511	11,933	12,407	12,881
Inter-Fund Transfer	156,073	0	0	0	0	0	0	0
<b>Transfers</b>	<b>166,826</b>	<b>11,512</b>	<b>14,250</b>	<b>11,510</b>	<b>11,511</b>	<b>11,933</b>	<b>12,407</b>	<b>12,881</b>
Transfer to Deficiencies Fd	15,633	0	0	0	0	0	0	0
<b>Year End Adjustments</b>	<b>15,633</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Revenues	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Federal Transit Adm- Operatr	600,800	600,800	600,800	0	0	0	0	0
Federal Transit Adm- Planning	130,000	130,000	130,000	0	0	0	0	0
Community Transportn Coord	21,078	0	0	0	0	0	0	0
FDOT Operating Assistance	990,276	1,012,966	1,012,966	1,454,105	1,454,105	1,454,105	1,454,105	1,454,105
<b>Intergovernmental Revenue</b>	<b>1,742,154</b>	<b>1,743,766</b>	<b>1,743,766</b>	<b>1,454,105</b>	<b>1,454,105</b>	<b>1,454,105</b>	<b>1,454,105</b>	<b>1,454,105</b>
Seven Day Unlimited Pass	113,795	145,980	84,985	150,267	150,267	150,267	150,267	150,267
Dial A Ride	86,738	94,659	98,527	94,659	94,659	94,659	94,659	94,659
CTC Revenue	1,479,078	1,640,000	1,500,000	1,640,000	1,640,000	1,640,000	1,640,000	1,640,000
Charter Service Revenue	27,650	35,000	128,700	35,000	35,000	35,000	35,000	35,000
Online StarCard	6,509	0	22,350	0	0	0	0	0
Monthly Pass Revenue	128,508	179,796	91,074	185,190	185,190	185,190	185,190	185,190
FSU Fare Free Contract	0	0	2,340,060	0	0	0	0	0
FAMU Fare Free Contract	0	0	395,477	0	0	0	0	0
FSU Contract	2,266,355	2,350,000	0	2,350,000	2,350,000	2,350,000	2,350,000	2,350,000
FAMU Contract	504,684	537,966	0	554,105	570,729	570,729	570,729	570,729
Regular Fare Cash	906,280	841,520	847,595	858,617	858,617	858,617	858,617	858,617
Fuel Tax Rebate	161,942	133,586	190,035	133,586	133,586	133,586	133,586	133,586
Special Wheels Passes	1,221	1,000	0	1,000	1,000	1,000	1,000	1,000
One Day Unlimited Pass	65,796	124,399	30,358	124,399	124,399	124,399	124,399	124,399
Seven Day Reduced Unlimited	37,798	33,178	28,317	33,178	33,178	33,178	33,178	33,178
Reduced Fare Cash	14,933	0	12,500	0	0	0	0	0
Ten Ride Dial A Ride Card	80,427	71,840	82,150	71,840	71,840	71,840	71,840	71,840
Bus Advertising Revenue	92,268	108,951	39,266	108,951	108,951	108,951	108,951	108,951
TCC Fare Free Zone	157,121	152,498	162,598	152,498	152,498	152,498	152,498	152,498
CDL Testing	1,441	0	0	0	0	0	0	0
Other Miscellaneous Revenue	18,432	15,000	10,700	15,000	15,000	15,000	15,000	15,000
Parking Lot Proceeds	2,213	5,000	1,013	5,000	5,000	5,000	5,000	5,000
<b>Charges for Services</b>	<b>6,153,189</b>	<b>6,470,373</b>	<b>6,065,705</b>	<b>6,513,290</b>	<b>6,529,914</b>	<b>6,529,914</b>	<b>6,529,914</b>	<b>6,529,914</b>
Other Miscellaneous Revenue	451	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	265,094	0	0	0	0	0	0	0
<b>Other Revenues</b>	<b>265,545</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Contribution From General Fund	8,373,251	8,544,397	8,544,397	8,608,332	8,608,332	8,608,332	8,608,332	8,608,332
<b>Other Sources</b>	<b>8,373,251</b>	<b>8,544,397</b>	<b>8,544,397</b>	<b>8,608,332</b>	<b>8,608,332</b>	<b>8,608,332</b>	<b>8,608,332</b>	<b>8,608,332</b>
Fund Summary	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Fund Total Expenditure	16,534,139	16,758,536	16,532,167	16,575,727	16,834,039	17,100,227	17,373,299	17,649,217
Fund Total Revenue	16,534,139	16,758,536	16,353,868	16,575,727	16,592,351	16,592,351	16,592,351	16,592,351
Fund Balance	0	0	-178,299	0	-241,688	-507,876	-780,948	-1,056,866

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**600 Solid Waste Fund**

- The city provides solid waste collection and disposal for more than 63,119 customers including residential, commercial and commercial recycling accounts. City resources are used to collect garbage, trash and recyclables from approximately half of the residential customers while the remaining customers receive garbage and trash service from a private contractor hired by the city.
- Currently, the City contracts with Waste Pro of Florida, Inc. for residential solid waste services in selected areas of the city. The contract is set to end September 30, 2013.
- The Solid Waste Fund is operated on a full cost recovery basis. All operational costs and associated revenues are accounted for within the fund. Any year-end surplus realized by the fund is transferred to the rate stabilization reserve and may be appropriated in future years to defray operating cost increases.

<u>Expenditures</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Personnel Services	4,243,063	3,846,435	4,676,171	4,925,091	5,042,034	5,161,729	5,290,543
Operating	5,202,130	5,177,440	5,745,110	5,745,234	5,745,234	5,745,234	5,745,234
Other Services & Charges	145,000	145,000	139,572	139,572	139,572	139,572	139,572
Capital Outlay	41,671	20,311	74,885	74,885	74,885	74,885	74,885
Allocated Accounts	4,695,463	4,823,476	4,676,822	4,795,479	4,913,475	5,024,488	5,153,415
Utilities and Other Expenses	5,625,361	5,656,918	6,858,309	6,990,870	6,994,302	6,997,726	6,997,767
Transfers	37,100	0	0	0	0	0	0
Contributions to Operations	161,914	1,413,471	1,594,428	1,610,924	1,611,976	1,613,051	1,613,715
Year End Adjustments	1,949,649	1,404,545	0	0	0	0	0
<u>Revenues</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Charges for Services	21,857,843	22,413,046	23,198,964	23,438,924	23,454,134	23,469,672	23,479,327
Other Revenues	243,508	74,550	566,333	843,131	1,067,344	1,287,013	1,535,804
<u>Fund Summary</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Fund Total Expenditure	<u>22,101,351</u>	<u>22,487,596</u>	<u>23,765,297</u>	<u>24,282,055</u>	<u>24,521,478</u>	<u>24,756,685</u>	<u>25,015,131</u>
Fund Total Revenue	<u>22,101,351</u>	<u>22,487,596</u>	<u>23,765,297</u>	<u>24,282,055</u>	<u>24,521,478</u>	<u>24,756,685</u>	<u>25,015,131</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Fund Expenditures**

The following service level changes are approved as proposed for the Solid Waste Department's fiscal year 2013 budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are reduced from 10.37% to 10.09% based on an actuarial study; health insurance premiums include a 4.47% increase, which is split evenly between the city and the employee to maintain the overall percentages at 70% city and 30% employee; the health care rate is set at actual cost per employee and at the employee plus one (two-party) rate for vacant positions; salary updates; position changes; departmental reorganizations and transfers; and, in departments with more than fifty employees, a 3.0% vacancy rate is applied to salaries.
- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.

## **600 Solid Waste Fund**

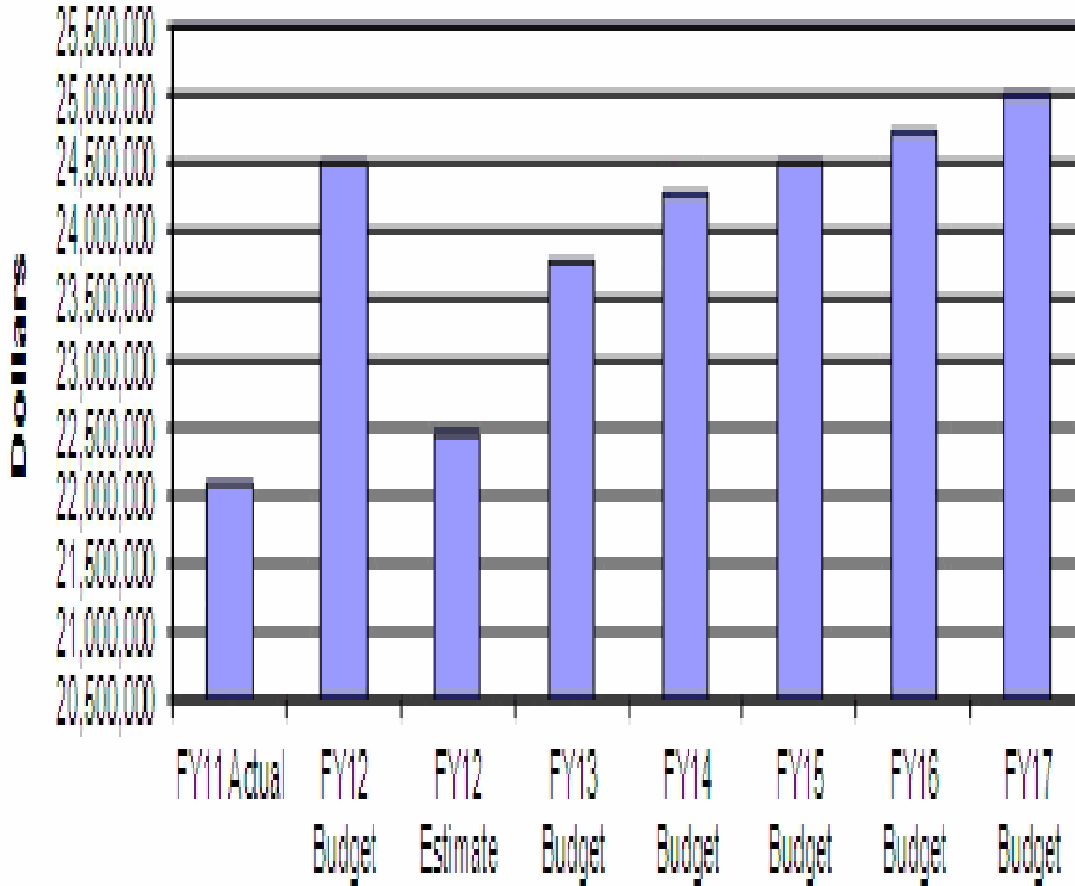
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$2,335).
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Based upon a five-year analysis of expenditures, an increase in various operating accounts is proposed due to the accounts being underbudgeted in past fiscal years. Fiscal Impact: \$175,000.
- A reduction is proposed in the department's Sanitation account to reflect actual costs. Fiscal Impact: (\$175,000).

### **Fund Revenues**

- Projections of future revenue increases during fiscal years 2013 through 2017 assume continued residential and commercial customer growth. Revenues from customer charges were increased by the CPI as provided by a City Commission resolution in 2010.
- The commercial rates will continue to be analyzed to determine what adjustments, if any, are appropriate for future years based on the costs to provide services. Preliminary data from comparable local providers show that the city's commercial rates have not kept pace with current market rates.
- Disposal fees for the landfill (clean yard waste) and transfer station (residential waste) have increased annually since 2005.
- Based on data, Solid Waste is projected to have actual revenues of \$22,686,893 for FY12, which is an \$585,542 increase from FY11 actual revenues.
- Revenues for FY13 are less than budgeted expenses and the operating fund requires a transfer from the rate stabilization reserve.

600 Solid Waste Fund

Total Solid Waste Fund Revenues



**Capital Projects Operating Budget Impacts**

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**600 Solid Waste Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	2,766,747	3,029,719	2,311,669	3,052,407	3,128,570	3,206,632	3,286,653	3,368,660
Salary Enhancements	0	137,334	134,707	166,366	168,902	171,518	173,504	175,562
Temporary Wages	77,130	37,730	37,730	37,730	37,730	37,730	37,730	37,730
Overtime	193,662	348,941	221,516	348,975	349,010	349,010	349,010	349,010
Other Salary Items	10,326	10,446	10,446	10,446	10,446	10,446	10,446	10,446
Unemployment Compensation	10,458	0	5,002	0	0	0	0	0
Pension- Current	278,719	325,462	249,849	315,054	322,939	331,011	339,279	347,764
Pension- MAP	205,542	219,541	188,193	223,265	228,830	234,556	240,429	246,435
Mandatory Medicare	35,436	38,385	35,434	41,504	42,542	43,591	44,686	45,814
Health Benefits	469,903	597,932	459,010	567,742	593,278	619,988	647,888	677,018
Health Benefits-Retirees	42,372	0	0	0	0	0	0	0
Health Benefits-OPEB	0	61,585	53,373	43,081	43,081	43,081	43,081	43,081
Flex Benefits	152,768	177,384	139,506	176,184	176,184	176,184	176,184	176,184
Vacancy factor	0	-90,822	0	-306,583	-176,421	-181,713	-187,161	-187,161
<b>Personnel Services</b>	<b>4,243,063</b>	<b>4,893,637</b>	<b>3,846,435</b>	<b>4,676,171</b>	<b>4,925,091</b>	<b>5,042,034</b>	<b>5,161,729</b>	<b>5,290,543</b>
Advertising	20,087	92,273	20,086	169,459	169,459	169,459	169,459	169,459
Cleaning & Laundry	13,821	18,710	13,240	23,216	23,216	23,216	23,216	23,216
Reproduction	120	800	0	800	800	800	800	800
Building Repairs	18,962	20,000	17,389	20,000	20,000	20,000	20,000	20,000
Equipment Repairs	19,589	22,420	19,589	22,420	22,420	22,420	22,420	22,420
Unclassified Contract Svcs	5,023,593	5,279,276	5,024,580	5,350,193	5,350,193	5,350,193	5,350,193	5,350,193
Environmental Contractual	605	1,000	605	1,000	1,000	1,000	1,000	1,000
Telephone	4,658	5,214	4,661	5,214	5,214	5,214	5,214	5,214
Chem-Med-Lab	5,011	7,010	5,575	7,130	7,254	7,254	7,254	7,254
Office Supplies	10,597	11,839	3,200	11,839	11,839	11,839	11,839	11,839
Uniforms & Clothing	16,196	19,020	15,309	23,350	23,350	23,350	23,350	23,350
Unclassified Supplies	45,682	57,179	29,010	71,000	71,000	71,000	71,000	71,000
Travel & Training	4,826	5,850	5,850	15,940	15,940	15,940	15,940	15,940
Journals & Books	1,457	1,588	1,588	1,588	1,588	1,588	1,588	1,588
Memberships	1,229	1,461	1,000	1,461	1,461	1,461	1,461	1,461
Rent Expense- Machines	8,539	10,500	8,600	10,500	10,500	10,500	10,500	10,500
Unclassified Charges	7,158	10,000	7,158	10,000	10,000	10,000	10,000	10,000
<b>Operating</b>	<b>5,202,130</b>	<b>5,564,140</b>	<b>5,177,440</b>	<b>5,745,110</b>	<b>5,745,234</b>	<b>5,745,234</b>	<b>5,745,234</b>	<b>5,745,234</b>
Bad Debt Expense	145,000	145,000	145,000	139,572	139,572	139,572	139,572	139,572
<b>Other Services &amp; Charges</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>	<b>139,572</b>	<b>139,572</b>	<b>139,572</b>	<b>139,572</b>	<b>139,572</b>
Unclassified Equipment	41,671	74,885	20,311	74,885	74,885	74,885	74,885	74,885
<b>Capital Outlay</b>	<b>41,671</b>	<b>74,885</b>	<b>20,311</b>	<b>74,885</b>	<b>74,885</b>	<b>74,885</b>	<b>74,885</b>	<b>74,885</b>
Human Resource Expense	98,384	115,250	114,826	106,237	108,893	111,615	114,405	117,265
Accounting Expense	72,034	84,311	81,836	57,702	59,145	60,624	62,140	63,693
Purchasing Expense	24,283	26,341	25,984	21,882	22,429	22,990	23,565	24,154
Information Systems Expense	146,144	153,043	154,426	113,268	116,100	119,002	121,977	125,026
Risk Management Expense	280,697	313,098	494,638	255,145	261,524	268,062	274,764	281,633
Radio Communications Expense	25,130	45,012	25,130	41,485	42,522	43,585	44,675	45,792
Revenue Collection Expense	56,924	65,496	56,924	50,595	51,860	53,156	54,485	55,847
Utility Services Expense	875,569	910,387	875,569	913,947	936,187	954,879	978,958	998,839
Environmental	117,900	151,074	117,900	155,651	159,542	163,531	167,619	171,809
Energy Services	21,115	16,460	21,115	0	0	0	0	0
Vehicle Garage Expense	1,342,684	1,123,708	1,213,358	1,485,291	1,522,423	1,560,484	1,599,496	1,639,483
Vehicle Fuel	743,595	758,549	737,940	843,810	869,123	895,197	922,054	949,714
Vehicle Replacement	605,922	618,549	618,748	631,809	645,731	660,350	660,350	680,160
Indirect Costs	285,082	285,650	285,082	0	0	0	0	0
<b>Allocated Accounts</b>	<b>4,695,463</b>	<b>4,666,928</b>	<b>4,823,476</b>	<b>4,676,822</b>	<b>4,795,479</b>	<b>4,913,475</b>	<b>5,024,488</b>	<b>5,153,415</b>
Utilities - Sewer	4,699	10,870	4,669	10,872	10,874	10,876	10,878	10,878
Utilities - Sanitation	5,585,343	6,852,902	5,619,790	6,801,120	6,928,464	6,931,921	6,935,293	6,935,293
Utilities - Stormwater	7,642	8,420	7,642	8,420	8,420	8,420	8,420	8,420
Utilities - Gas	3,353	3,000	3,353	3,000	3,000	3,000	3,000	3,000
Utilities - Water	1,013	3,893	1,000	3,893	3,893	3,893	3,893	3,893
Utilities - Electric	22,048	32,079	19,600	30,140	35,355	35,328	35,378	35,419
Utilities - Fire Services	1,263	864	864	864	864	864	864	864
<b>Utilities and Other Expenses</b>	<b>5,625,361</b>	<b>6,912,028</b>	<b>5,656,918</b>	<b>6,858,309</b>	<b>6,990,870</b>	<b>6,994,302</b>	<b>6,997,726</b>	<b>6,997,767</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**600 Solid Waste Fund**

<b>Expenditures</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Inter-Fund Transfer	37,100	0	0	0	0	0	0	0
<b>Transfers</b>	<b>37,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Contribution to General Fund	161,914	1,413,471	1,413,471	1,594,428	1,610,924	1,611,976	1,613,051	1,613,715
<b>Contributions to Operations</b>	<b>161,914</b>	<b>1,413,471</b>	<b>1,413,471</b>	<b>1,594,428</b>	<b>1,610,924</b>	<b>1,611,976</b>	<b>1,613,051</b>	<b>1,613,715</b>
Transfer to Rate Stabiliz	1,949,649	837,626	1,404,545	0	0	0	0	0
<b>Year End Adjustments</b>	<b>1,949,649</b>	<b>837,626</b>	<b>1,404,545</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Two Day Residential Roll-Out	79,517	79,178	81,378	81,596	82,455	82,535	82,616	82,650
Resid Solid Waste Misc Fees	10,811	10,384	9,911	10,698	10,807	10,811	10,815	10,819
Residential Garbage Fees	9,003,349	9,392,390	9,190,349	9,679,183	9,781,029	9,790,441	9,800,063	9,804,091
Comm Solid Waste Misc Fees	82,505	123,577	79,505	127,309	128,607	128,658	128,710	128,763
Solid Waste Late Payment Chg	54,889	82,350	64,889	84,837	85,702	85,736	85,771	85,806
Commerical Sanitation Fees-9	657,884	478,539	667,884	493,151	498,340	498,819	499,309	499,514
Comm Garbage Fees- Forktaine	5,661,589	6,002,991	5,746,589	6,184,280	6,247,335	6,249,809	6,252,332	6,254,906
Comm Sanitation Rearload Fee	173,696	184,674	174,696	190,251	192,191	192,267	192,345	192,424
Comm Garbage Fees- Roll-Off	2,736,429	2,849,458	2,562,429	2,935,511	2,965,441	2,966,615	2,967,813	2,969,035
Comm Sanitation Fees- Compac	90,930	102,724	81,930	105,861	106,975	107,078	107,183	107,227
Comm Sanitation- Multi-Famil	2,541,857	2,621,065	2,619,857	2,700,222	2,727,754	2,728,834	2,729,936	2,731,060
Commercial Trash Collection	62,553	75,749	60,550	78,081	78,921	78,952	78,984	79,017
Comm Roll-Off Special Servic	110,147	135,070	118,147	139,149	140,568	140,624	140,681	140,739
Sale of Recyclables	578,288	377,437	948,288	388,835	392,799	392,955	393,114	393,276
Other Miscellaneous Revenue	13,294	0	6,294	0	0	0	0	0
Special Events	105	0	350	0	0	0	0	0
<b>Charges for Services</b>	<b>21,857,843</b>	<b>22,515,586</b>	<b>22,413,046</b>	<b>23,198,964</b>	<b>23,438,924</b>	<b>23,454,134</b>	<b>23,469,672</b>	<b>23,479,327</b>
Interest	58,750	61,228	74,550	63,078	63,721	63,746	63,772	63,798
Other Miscellaneous Revenue	128	1,930,901	0	0	0	0	0	0
Trans from Fund Bal - Encumb	184,630	0	0	503,255	779,410	1,003,598	1,223,241	1,472,006
<b>Other Revenues</b>	<b>243,508</b>	<b>1,992,129</b>	<b>74,550</b>	<b>566,333</b>	<b>843,131</b>	<b>1,067,344</b>	<b>1,287,013</b>	<b>1,535,804</b>
<b>Fund Summary</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Fund Total Expenditure	22,101,351	24,507,715	22,487,596	23,765,297	24,282,055	24,521,478	24,756,685	25,015,131
Fund Total Revenue	22,101,351	24,507,715	22,487,596	23,765,297	24,282,055	24,521,478	24,756,685	25,015,131
Fund Balance	0	0	0	0	0	0	0	0



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**605 Stormwater Fund**

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

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

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

<b>Expenditures</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Personnel Services	4,900,617	5,340,081	5,131,838	5,216,993	5,357,523	5,502,036	5,651,831
Operating	463,380	582,843	657,571	657,567	661,222	663,898	666,444
Other Services & Charges	104,326	60,000	88,800	88,800	88,800	88,800	88,800
Capital Outlay	297,795	178,220	157,110	62,413	62,788	63,084	63,084
Allocated Accounts	3,768,421	5,067,253	3,933,424	3,999,144	4,062,537	4,125,435	4,197,270
Utilities and Other Expenses	125,777	262,259	151,998	155,336	158,747	162,075	162,077
Project Budget	0	0	0	0	0	0	188,400
Transfers	6,027,232	6,473,221	6,462,193	6,638,239	6,624,629	6,610,383	6,147,302
Contributions to Operations	319,300	319,300	319,300	319,300	319,300	319,300	319,300
Year End Adjustments	392,220	0	0	0	0	0	0
<b>Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Charges for Services	16,329,743	15,929,567	16,117,789	16,107,736	16,187,772	16,267,251	16,267,251
Other Revenues	69,325	2,176	23,835	23,835	23,835	23,835	23,835
Other Sources	0	2,351,434	760,610	1,006,221	1,123,939	1,243,925	1,193,422
<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	<b>16,399,068</b>	<b>18,283,177</b>	<b>16,902,234</b>	<b>17,137,792</b>	<b>17,335,546</b>	<b>17,535,011</b>	<b>17,484,508</b>
Fund Total Revenue	<b>16,399,068</b>	<b>18,283,177</b>	<b>16,902,234</b>	<b>17,137,792</b>	<b>17,335,546</b>	<b>17,535,011</b>	<b>17,484,508</b>
Fund Balance	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fund Expenditures**

The following service level changes are included in the proposed budget for the Department of Communications fiscal year 2013 budget.

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is

## **605 Stormwater Fund**

being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.

- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

### **Fund Revenues**

- The major sources of revenue within the stormwater fund are commercial and residential fees. The chart below depicts the projected revenues for fiscal year 2012 and a prospective for fiscal years 2013 through 2017.

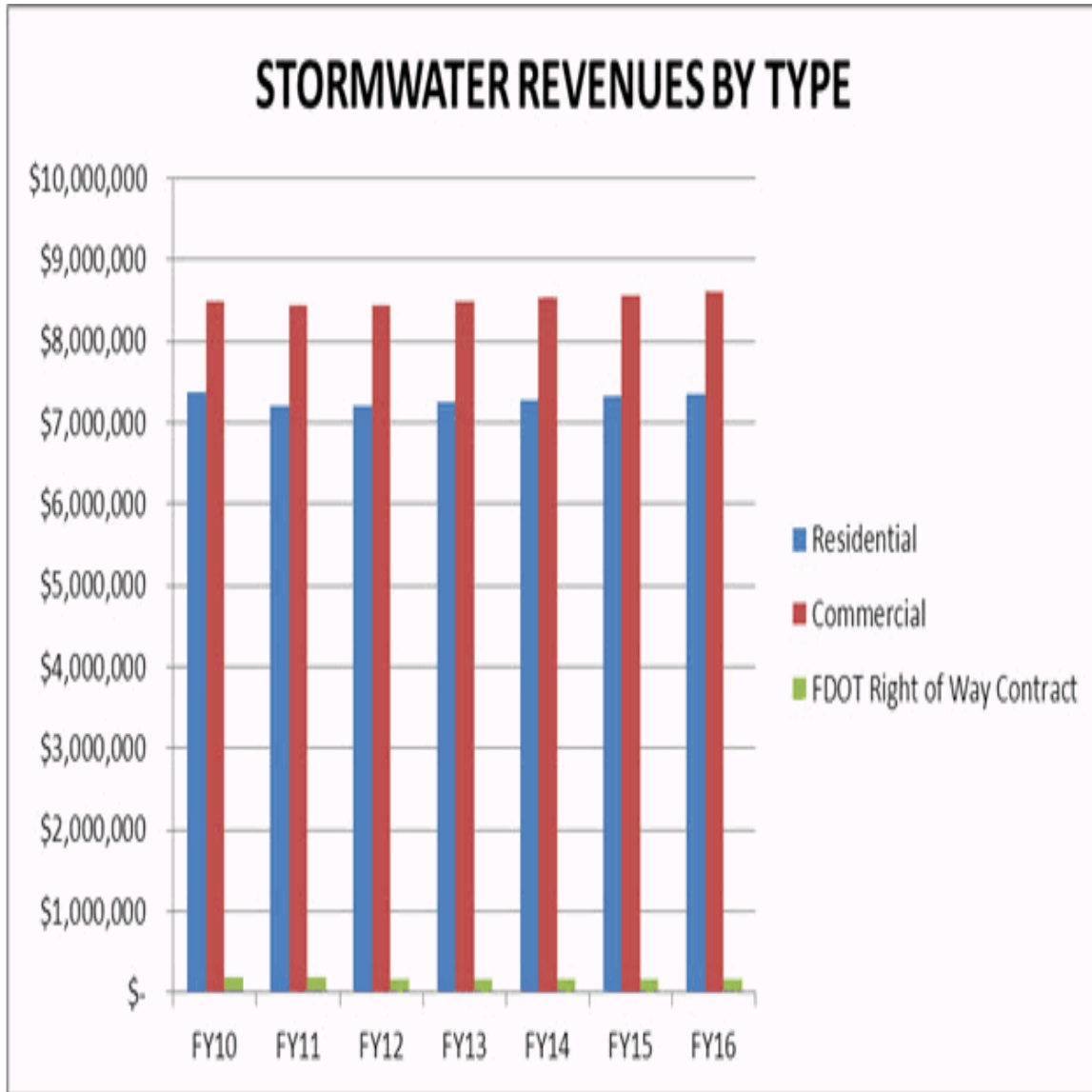
- **Residential Stormwater**

The City Commission approved Resolution No. 05-R-06 on March 30, 2005, which increased the stormwater fee over a period of five-years to mitigate pollution in stormwater runoff from developed areas. The total amount of the increase is \$1.70, which was implemented in increments of \$.34 per year from fiscal year 2006 through 2010. Tenets of the city's financing policy allow annual adjustments to the fee equivalent to the consumer price index (CPI) for the prior year. The city opted for no incremental increase instead of the CPI increase. The rate for fiscal year 2013 is \$7.61 per equivalent residential unit (ERU – one ERU is equal to 1,990 square feet of impervious area).

- **Commercial Stormwater**

The commercial rates are established in multiples of the ERU, with the actual amount dependent on the impervious area at the customer's physical location. Tenets of the city's financing policy allow annual adjustments equivalent to the CPI for the prior year. The city decided not to pursue the CPI increase in FY13. The rate for fiscal year 2012 is \$7.61 per equivalent residential unit (ERU – one ERU is equal to 1,990 square feet of impervious area).

605 Stormwater Fund



**Capital Projects Operating Budget Impacts**

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**605 Stormwater Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	3,597,459	3,744,020	3,792,115	3,783,104	3,876,920	3,973,080	4,071,653	4,172,681
Capitalized Wages	-127,185	-130,398	-146,862	-140,897	-140,897	-140,897	-140,897	-140,897
Salary Enhancements	0	58,669	0	93,816	96,160	98,573	101,028	103,556
Temporary Wages	50,438	170,323	139,623	163,895	112,603	112,768	112,937	112,937
Overtime	195,466	65,420	131,625	65,938	65,938	65,938	65,938	65,938
Capitalized Overtime	-171,858	-232,053	-78,459	-62,257	-62,257	-62,257	-62,257	-62,257
Other Salary Items	1,560	1,560	1,440	1,560	1,560	1,560	1,560	1,560
Unemployment Compensation	1,756	0	0	0	0	0	0	0
Pension- Current	360,142	399,793	399,525	388,111	397,809	407,752	417,954	428,400
Pension- MAP	263,134	269,670	281,653	275,025	281,899	288,946	296,170	303,578
Mandatory Medicare	49,702	50,998	81,999	51,968	53,265	54,594	55,949	57,334
Health Benefits	461,177	512,410	432,073	526,224	549,891	574,651	600,511	627,511
Health Benefits-Retirees	50,761	0	0	0	0	0	0	0
Health Benefits-OPEB	0	62,277	62,277	20,125	20,125	20,125	20,125	20,125
Flex Benefits	168,065	186,120	316,368	181,020	181,020	181,020	181,020	181,020
Vacancy factor	0	-114,111	-73,296	-215,794	-217,043	-218,330	-219,655	-219,655
<b>Personnel Services</b>	<b>4,900,617</b>	<b>5,044,698</b>	<b>5,340,081</b>	<b>5,131,838</b>	<b>5,216,993</b>	<b>5,357,523</b>	<b>5,502,036</b>	<b>5,651,831</b>
Advertising	0	3,792	770	7,584	3,868	3,945	4,024	4,104
Cleaning & Laundry	17,963	19,084	16,799	19,084	19,084	19,084	19,084	19,084
Reproduction	476	841	9,586	862	884	884	884	884
Building Repairs	1,533	7,269	9,486	7,269	7,269	7,269	7,269	7,269
Equipment Repairs	36,343	42,490	43,365	49,410	49,983	50,567	51,163	51,771
Unclassified Contract Svcs	262,655	284,339	399,606	331,070	332,535	334,028	335,551	337,105
Computer Software	19,017	28,700	11,672	26,200	29,443	29,662	29,886	29,886
Telephone	11,127	12,391	13,365	12,391	12,472	12,555	12,639	12,725
Chem-Med-Lab	62	48,373	122	51,722	50,295	51,284	51,240	51,240
Food	81	462	63	474	486	486	486	486
Postage	388	0	1,056	0	0	0	0	0
Office Supplies	11,740	11,978	891	12,250	12,529	12,529	12,529	12,529
Uniforms & Clothing	12,572	14,500	25,172	14,500	14,500	14,500	14,500	14,500
Unclassified Supplies	48,766	54,050	34,466	54,050	54,256	54,466	54,680	54,898
Travel & Training	21,755	9,042	2,848	9,263	9,489	9,489	9,489	9,489
Journals & Books	1,203	1,689	508	1,728	1,768	1,768	1,768	1,768
Memberships	3,846	4,913	6,142	5,020	5,130	5,130	5,130	5,130
Certificates & Licenses	3,340	1,725	3,346	1,725	1,725	1,725	1,725	1,725
Rent Expense- Bldg & Ops	0	47,795	0	47,795	47,795	47,795	47,795	47,795
Rent Expense- Machines	3,309	3,894	3,580	5,174	4,056	4,056	4,056	4,056
Unclassified Charges	7,204	0	0	0	0	0	0	0
<b>Operating</b>	<b>463,380</b>	<b>597,327</b>	<b>582,843</b>	<b>657,571</b>	<b>657,567</b>	<b>661,222</b>	<b>663,898</b>	<b>666,444</b>
Bad Debt Expense	104,326	60,000	60,000	88,800	88,800	88,800	88,800	88,800
<b>Other Services &amp; Charges</b>	<b>104,326</b>	<b>60,000</b>	<b>60,000</b>	<b>88,800</b>	<b>88,800</b>	<b>88,800</b>	<b>88,800</b>	<b>88,800</b>
Computer Equipment	10,679	31,500	26,000	41,000	16,303	16,678	16,974	16,974
Vehicle Equipment	247,685	30,000	30,000	0	0	0	0	0
Unclassified Equipment	39,431	46,110	122,220	116,110	46,110	46,110	46,110	46,110
<b>Capital Outlay</b>	<b>297,795</b>	<b>107,610</b>	<b>178,220</b>	<b>157,110</b>	<b>62,413</b>	<b>62,788</b>	<b>63,084</b>	<b>63,084</b>
Human Resource Expense	91,397	117,518	211,419	120,402	123,412	126,497	129,660	132,907
Accounting Expense	53,083	59,168	98,012	32,325	33,133	33,962	34,811	35,681
Purchasing Expense	24,854	26,816	42,633	54,607	55,972	57,371	58,805	60,275
Information Systems Expense	235,107	290,883	395,084	146,979	150,653	154,419	158,280	162,237
Risk Management Expense	126,598	144,989	268,850	109,854	112,601	115,416	118,302	121,259
Radio Communications Expense	0	0	0	42,125	43,178	44,258	45,365	46,500
Revenue Collection Expense	44,096	53,079	53,081	39,069	40,046	41,047	42,073	43,125
Utility Services Expense	878,819	926,495	926,492	930,118	952,751	971,774	996,279	1,016,512
Vehicle Garage Expense	559,152	631,191	633,935	579,010	593,486	608,324	623,532	639,120
Vehicle Fuel	258,156	262,168	550,689	278,356	286,706	295,307	304,166	313,291
Vehicle Replacement	380,763	386,780	768,441	393,095	399,722	406,678	406,678	418,879
Indirect Costs	1,116,396	1,118,621	1,118,617	1,207,484	1,207,484	1,207,484	1,207,484	1,207,484
<b>Allocated Accounts</b>	<b>3,768,421</b>	<b>4,017,708</b>	<b>5,067,253</b>	<b>3,933,424</b>	<b>3,999,144</b>	<b>4,062,537</b>	<b>4,125,435</b>	<b>4,197,270</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**605 Stormwater Fund**

<b>Expenditures</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Utilities - Sewer	0	468	0	477	487	498	508	508
Utilities - Sanitation	123,558	143,660	257,419	146,390	149,611	152,902	156,113	156,113
Utilities - Stormwater	0	96	0	98	100	102	104	104
Utilities - Water	2,219	4,622	4,840	4,710	4,813	4,918	5,021	5,021
Utilities - Electric	0	114	0	107	109	111	113	115
Utilities - Fire Services	0	216	0	216	216	216	216	216
<b>Utilities and Other Expenses</b>	<b>125,777</b>	<b>149,176</b>	<b>262,259</b>	<b>151,998</b>	<b>155,336</b>	<b>158,747</b>	<b>162,075</b>	<b>162,077</b>
Project Budget	0	0	0	0	0	0	0	188,400
<b>Project Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>188,400</b>
Debt Service Transfer	32,485	43,320	45,418	43,313	43,318	44,906	46,688	48,471
Inter-Fund Transfer	5,994,747	6,424,803	6,427,803	6,418,880	6,594,921	6,579,723	6,563,695	6,098,831
<b>Transfers</b>	<b>6,027,232</b>	<b>6,468,123</b>	<b>6,473,221</b>	<b>6,462,193</b>	<b>6,638,239</b>	<b>6,624,629</b>	<b>6,610,383</b>	<b>6,147,302</b>
Contribution to General Fund	319,300	319,300	319,300	319,300	319,300	319,300	319,300	319,300
<b>Contributions to Operations</b>	<b>319,300</b>	<b>319,300</b>	<b>319,300</b>	<b>319,300</b>	<b>319,300</b>	<b>319,300</b>	<b>319,300</b>	<b>319,300</b>
Transfer to RR&I	392,220	0	0	0	0	0	0	0
<b>Year End Adjustments</b>	<b>392,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Residential Stormwater	7,406,889	7,214,641	7,214,641	7,286,787	7,286,968	7,323,403	7,360,020	7,360,020
Commercial Stormwater	8,626,166	8,445,153	8,445,153	8,529,605	8,529,815	8,572,465	8,615,327	8,615,327
Forfeited Discounts	52,002	45,701	43,487	46,615	47,547	48,498	48,498	48,498
FDOT ROW Maintenance Contrac	176,331	173,487	178,617	184,863	173,487	173,487	173,487	173,487
Leon County Street Sweeping	68,355	69,919	47,669	69,919	69,919	69,919	69,919	69,919
<b>Charges for Services</b>	<b>16,329,743</b>	<b>15,948,901</b>	<b>15,929,567</b>	<b>16,117,789</b>	<b>16,107,736</b>	<b>16,187,772</b>	<b>16,267,251</b>	<b>16,267,251</b>
Interest	16,598	21,835	1,792	21,835	21,835	21,835	21,835	21,835
Other Miscellaneous Revenue	1,619	2,000	384	2,000	2,000	2,000	2,000	2,000
Trans from Fund Bal - Encumb	51,108	35,550	0	0	0	0	0	0
<b>Other Revenues</b>	<b>69,325</b>	<b>59,385</b>	<b>2,176</b>	<b>23,835</b>	<b>23,835</b>	<b>23,835</b>	<b>23,835</b>	<b>23,835</b>
Transfer - Stormwater RR&I	0	755,656	2,351,434	760,610	1,006,221	1,123,939	1,243,925	1,193,422
<b>Other Sources</b>	<b>0</b>	<b>755,656</b>	<b>2,351,434</b>	<b>760,610</b>	<b>1,006,221</b>	<b>1,123,939</b>	<b>1,243,925</b>	<b>1,193,422</b>
<b>Fund Summary</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Fund Total Expenditure	16,399,068	16,763,942	18,283,177	16,902,234	17,137,792	17,335,546	17,535,011	17,484,508
Fund Total Revenue	16,399,068	16,763,942	18,283,177	16,902,234	17,137,792	17,335,546	17,535,011	17,484,508
Fund Balance	0	0	0	0	0	0	0	0

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**615 Golf Course Fund**

The Golf Course fund accounts for the assets, operation, and maintenance of an 18-hole course at Hilaman Park. The city also owns and operates a nine-hole course at Jake Gaither Park, which is treated as a recreational program with its revenues and expenditures budgeted in the General Fund. Prior to October 1988, however, the Gaither course also was included in the Golf Course Fund. Since 2009 both courses have been under the management of the Utility Business and Customer Services department but were housed in the Parks, Recreation and Neighborhood Affairs department. Staff and budgets for both golf courses have been consolidated in UBCS effective October 1, 2012.

<u>Expenditures</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Personnel Services	368,360	416,524	439,863	444,765	449,821	455,025	460,526
Operating	137,640	157,618	217,502	218,275	218,308	218,342	218,377
Allocated Accounts	111,981	178,548	97,432	101,286	105,302	106,922	110,130
Utilities and Other Expenses	83,706	120,288	221,259	228,415	229,747	231,070	231,645
Transfers	992	1,037	896	896	929	965	1,002
Year End Adjustments	192,087	36,515	64,706	71,858	88,457	79,144	75,565
<u>Revenues</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Charges for Services	891,496	910,081	1,038,653	1,062,486	1,089,550	1,088,454	1,094,231
Other Revenues	3,270	449	3,005	3,009	3,014	3,014	3,014
<u>Fund Summary</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Fund Total Expenditure	<u>894,766</u>	<u>910,530</u>	<u>1,041,658</u>	<u>1,065,495</u>	<u>1,092,564</u>	<u>1,091,468</u>	<u>1,097,245</u>
Fund Total Revenue	<u>894,766</u>	<u>910,530</u>	<u>1,041,658</u>	<u>1,065,495</u>	<u>1,092,564</u>	<u>1,091,468</u>	<u>1,097,245</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Fund Expenditures**

Expenditure assumptions for the Golf Course Fund include the following:

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are reduced from 10.37% to 10.09% based on an actuarial study; health insurance premiums include a 4.47% increase, which is split evenly between the city and the employee to maintain the overall percentages at 70% city and 30% employee; the health care rate is set at actual cost per employee and at the employee plus one (two-party) rate for vacant positions; salary updates; position changes; departmental reorganizations and transfers; and, in departments with more than fifty employees, a 3.0% vacancy rate is applied to salaries.

Other expenditure adjustments include the following:

- Increased funding is budgeted to hire additional seasonal (temporary) staff for course maintenance. Fiscal Impact: \$32,660.
- Operating expenses have been adjusted based on expenditure history and contractual obligations, etc. Fiscal Impact: \$139,798.
- The electric utilities account was decreased by eight percent in recognition of lower fuel rates and energy conservation. Before the reduction, Hilaman's electric utilities account was adjusted for actual expenditures, resulting in an increase in this expense. Fiscal Impact: \$31,532.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data. Hilaman Golf Course receives internal services from accounting, purchasing, information system services, revenue collection, and risk management at no cost to the golf fund. These amounts are subsidized by the general fund.

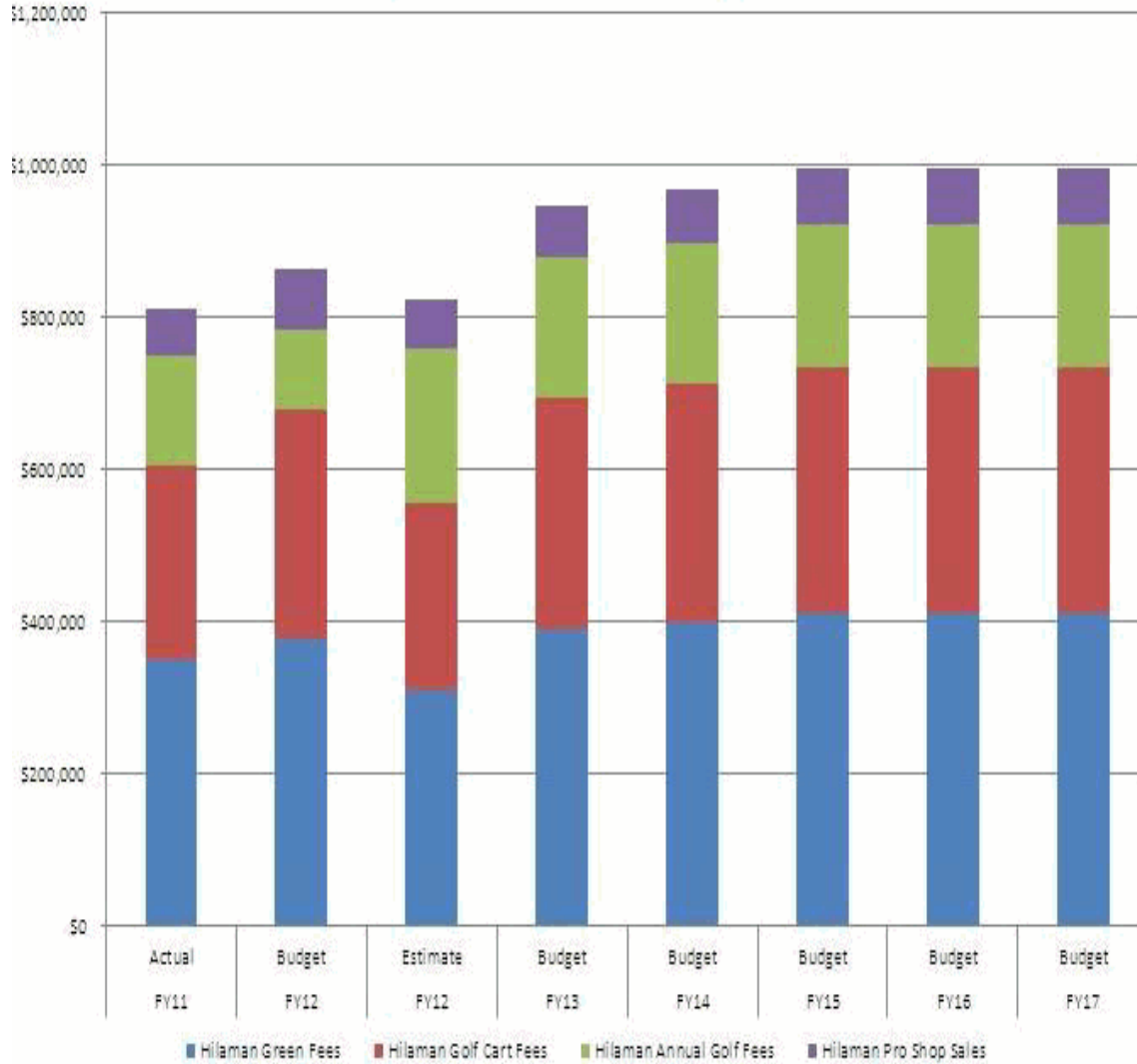
## 615 Golf Course Fund

**Fund Revenues**

Revenues projected by UBCS staff sufficiently cover all of Hilaman's day-to-day operations and return a profit each fiscal year.

The chart that follows shows the four major sources of golf course-generated revenues since fiscal year 2011. They are comprised of green fees, golf cart fees, annual memberships, and pro shop sales and represent between 90.3% and 91.5%, annually, of total revenues generated.

**Major Golf Course Fund Revenues**



**Capital Projects Operating Budget Impacts**

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**615 Golf Course Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	121,817	149,353	120,818	129,180	132,409	135,718	139,110	142,589
Salary Enhancements	0	2,360	0	3,229	3,309	3,392	3,479	3,565
Temporary Wages	184,313	218,945	209,591	251,605	251,605	251,605	251,605	251,605
Overtime	9,517	721	8,842	721	721	721	721	721
Other Salary Items	1,065	1,045	1,560	515	515	515	515	515
Pension- Current	13,400	16,082	20,181	13,361	13,694	14,037	14,387	14,746
Pension- MAP	9,452	10,848	14,189	9,467	9,703	9,947	10,196	10,450
Mandatory Medicare	4,722	2,247	6,160	1,968	2,015	2,065	2,116	2,167
Health Benefits	15,921	26,592	27,896	24,810	25,925	27,093	28,313	29,585
Health Benefits-Retirees	2,935	0	0	0	0	0	0	0
Health Benefits-OPEB	0	3,003	3,037	3,003	3,003	3,003	3,003	3,003
Flex Benefits	5,218	7,244	7,874	6,574	6,574	6,574	6,574	6,574
Vacancy factor	0	-4,480	-3,624	-4,570	-4,708	-4,849	-4,994	-4,994
<b>Personnel Services</b>	<b>368,360</b>	<b>433,960</b>	<b>416,524</b>	<b>439,863</b>	<b>444,765</b>	<b>449,821</b>	<b>455,025</b>	<b>460,526</b>
Advertising	0	7,500	0	8,500	8,500	8,500	8,500	8,500
Cleaning & Laundry	1,482	792	1,345	1,795	1,795	1,795	1,795	1,795
Reproduction	1,314	3,500	4,030	5,055	5,055	5,055	5,055	5,055
Unclassified Professional Svcs	5,442	2,500	5,919	2,750	2,750	2,750	2,750	2,750
Building Repairs	1,897	4,800	4,230	6,800	6,800	6,800	6,800	6,800
Equipment Repairs	19,911	-100	20,707	36,480	36,480	36,480	36,480	36,480
Unclassified Contract Svcs	0	6,059	0	12,948	12,980	13,013	13,047	13,082
Telephone	-59	0	-50	0	0	0	0	0
Chem-Med-Lab	47,180	2,966	47,172	61,266	61,939	61,939	61,939	61,939
Gasoline	0	0	39	0	0	0	0	0
Office Supplies	1,162	1,576	3,031	2,964	3,005	3,005	3,005	3,005
Uniforms & Clothing	0	2,500	62	3,525	3,525	3,525	3,525	3,525
Unclassified Supplies	38,922	16,741	48,252	52,484	52,484	52,484	52,484	52,484
Travel & Training	0	546	0	1,101	1,101	1,101	1,101	1,101
Journals & Books	0	200	0	200	200	200	200	200
Memberships	0	1,100	257	1,100	1,100	1,100	1,100	1,100
Rent Expense- Machines	319	758	547	784	811	811	811	811
Unclassified Charges	20,070	26,266	22,077	19,750	19,750	19,750	19,750	19,750
<b>Operating</b>	<b>137,640</b>	<b>77,704</b>	<b>157,618</b>	<b>217,502</b>	<b>218,275</b>	<b>218,308</b>	<b>218,342</b>	<b>218,377</b>
Human Resource Expense	0	4,579	4,582	0	0	0	0	0
Accounting Expense	0	18,455	18,454	0	0	0	0	0
Purchasing Expense	0	6,246	6,264	0	0	0	0	0
Information Systems Expense	0	3,636	3,634	0	0	0	0	0
Risk Management Expense	0	36,392	36,391	0	0	0	0	0
Revenue Collection Expense	10,983	12,298	12,298	0	0	0	0	0
Vehicle Garage Expense	12,088	38,963	10,985	0	0	0	0	0
Vehicle Fuel	27,130	28,126	22,011	31,287	32,226	33,193	34,189	35,215
Vehicle Replacement	42,208	44,318	44,318	46,534	48,861	51,304	51,304	52,843
Indirect Costs	19,572	19,611	19,611	19,611	20,199	20,805	21,429	22,072
<b>Allocated Accounts</b>	<b>111,981</b>	<b>212,624</b>	<b>178,548</b>	<b>97,432</b>	<b>101,286</b>	<b>105,302</b>	<b>106,922</b>	<b>110,130</b>
Utilities - Sewer	6,477	6,040	6,509	6,155	6,290	6,428	6,563	6,563
Utilities - Sanitation	0	3,584	2,093	3,652	3,732	3,814	3,894	3,894
Utilities - Stormwater	18,827	18,920	18,694	19,279	19,703	20,136	20,559	20,559
Utilities - Gas	62	91	0	93	95	97	99	99
Utilities - Water	3,260	3,004	2,884	3,061	3,129	3,198	3,265	3,265
Utilities - Electric	3,641	5,145	38,542	36,677	37,227	37,785	38,352	38,927
Utilities - Fire Services	2,416	2,192	2,299	2,234	2,283	2,333	2,382	2,382
COGS - Other	49,023	144,499	49,267	150,108	155,956	155,956	155,956	155,956
<b>Utilities and Other Expenses</b>	<b>83,706</b>	<b>183,475</b>	<b>120,288</b>	<b>221,259</b>	<b>228,415</b>	<b>229,747</b>	<b>231,070</b>	<b>231,645</b>
Debt Service Transfer	0	896	0	896	896	929	965	1,002
Inter-Fund Transfer	992	0	1,037	0	0	0	0	0
<b>Transfers</b>	<b>992</b>	<b>896</b>	<b>1,037</b>	<b>896</b>	<b>896</b>	<b>929</b>	<b>965</b>	<b>1,002</b>
Transfer to RR&I	192,087	116,585	36,515	64,706	71,858	88,457	79,144	75,565
<b>Year End Adjustments</b>	<b>192,087</b>	<b>116,585</b>	<b>36,515</b>	<b>64,706</b>	<b>71,858</b>	<b>88,457</b>	<b>79,144</b>	<b>75,565</b>



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**615 Golf Course Fund**

<b>Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Park Concessions	12,867	99,801	0	4,990	5,239	3,299	2,203	7,980
Hilaman Gift Certificate Sal	12,249	13,598	15,845	15,742	16,091	16,519	16,519	16,519
Hilaman Gift Cert. Redeemed	-10,900	-10,506	-5,337	-13,969	-14,238	-14,569	-14,569	-14,569
Hilaman Green Fees	348,114	378,234	309,271	387,690	397,382	409,304	409,304	409,304
Hilaman Annual Golf Fees	145,350	104,117	202,555	183,453	186,121	189,402	189,402	189,402
Hilaman Golf Cart Fees	256,839	299,428	245,722	306,914	314,587	324,024	324,024	324,024
Hilaman Driving Range Fee	26,444	35,856	32,715	35,215	36,134	37,264	37,264	37,264
Hilaman Other Revenues	32,505	18,738	29,090	35,674	36,155	36,745	36,745	36,745
Hilaman Pro Shop Sales	59,394	80,824	64,579	67,878	69,949	72,496	72,496	72,496
Hilaman Non-Golf Activity Fee	335	0	144	120	120	120	120	120
Hilaman Restaurant Rental	8,724	0	15,497	14,946	14,946	14,946	14,946	14,946
Tennis Daily Fees	-234	0	0	0	0	0	0	0
Pro Shop Contract	-13	0	0	0	0	0	0	0
Lessons Contract	-156	0	0	0	0	0	0	0
Racquet Daily Fees	-19	0	0	0	0	0	0	0
Aerobics Daily Fees	-3	0	0	0	0	0	0	0
<b>Charges for Services</b>	<b>891,496</b>	<b>1,020,090</b>	<b>910,081</b>	<b>1,038,653</b>	<b>1,062,486</b>	<b>1,089,550</b>	<b>1,088,454</b>	<b>1,094,231</b>
Interest	0	5,154	449	3,005	3,009	3,014	3,014	3,014
Trans from Fund Bal - Encumb	3,270	0	0	0	0	0	0	0
<b>Other Revenues</b>	<b>3,270</b>	<b>5,154</b>	<b>449</b>	<b>3,005</b>	<b>3,009</b>	<b>3,014</b>	<b>3,014</b>	<b>3,014</b>
<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	894,766	1,025,244	910,530	1,041,658	1,065,495	1,092,564	1,091,468	1,097,245
Fund Total Revenue	894,766	1,025,244	910,530	1,041,658	1,065,495	1,092,564	1,091,468	1,097,245
Fund Balance	0	0	0	0	0	0	0	0

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**840 Cemetery Fund**

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

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

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

<u>Expenditures</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Personnel Services	228,665	225,996	215,132	219,905	224,812	229,855	235,039
Operating	141,864	111,340	119,763	119,763	119,763	119,763	119,763
Allocated Accounts	70,466	76,179	76,668	77,699	78,759	79,719	80,784
Utilities and Other Expenses	25,925	24,067	25,509	26,030	26,562	27,085	27,175
Contributions to Operations	27,570	28,397	29,249	30,126	31,030	31,961	32,920
<u>Revenues</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Charges for Services	113,220	12,189	21,094	21,094	21,094	21,094	21,094
Other Revenues	97,135	91,771	147,274	147,212	147,212	147,212	147,212
Other Sources	284,135	362,019	297,953	305,217	312,620	320,077	327,375
<u>Fund Summary</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Estimate</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Fund Total Expenditure	<u>494,490</u>	<u>465,979</u>	<u>466,321</u>	<u>473,523</u>	<u>480,926</u>	<u>488,383</u>	<u>495,681</u>
Fund Total Revenue	<u>494,490</u>	<u>465,979</u>	<u>466,321</u>	<u>473,523</u>	<u>480,926</u>	<u>488,383</u>	<u>495,681</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Fund Expenditures**

The following assumptions were used to forecast Cemetery Fund expenses:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.09% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$461).
- All allocated accounts were updated to reflect updated statistical allocation formula data.

**Fund Revenues**

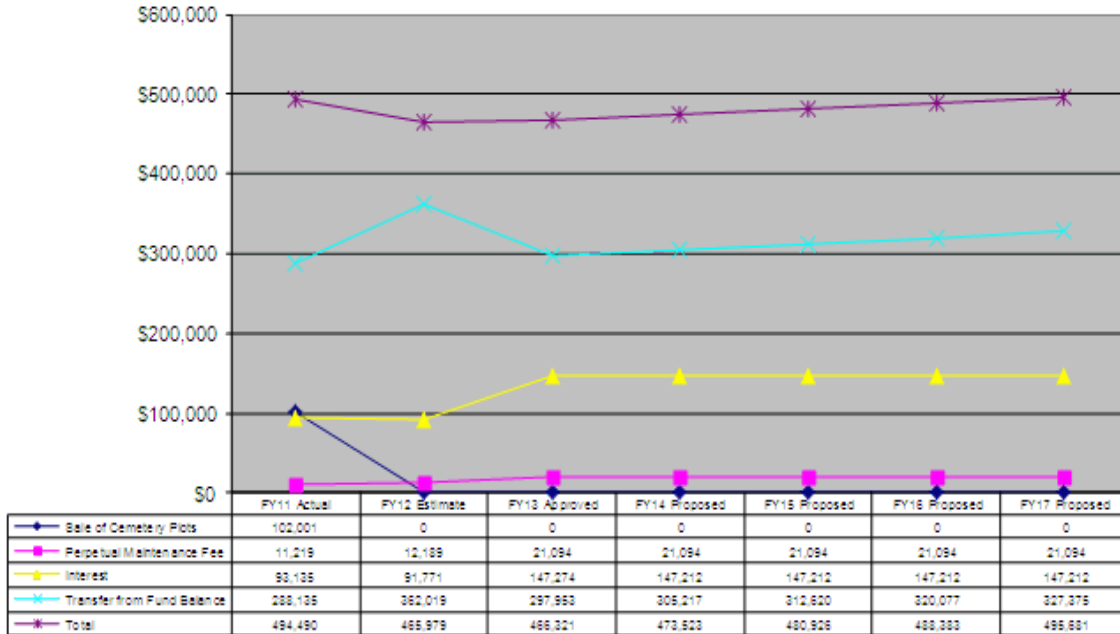
Revenue projections for fiscal year 2013 are based on estimated sales in fiscal year 2012 (125 spaces - \$11,719 including perpetual fees and recording costs). There are approximately 1,300 grave spaces available for sale at Southside Cemetery and there are approximately 125 grave spaces sold per year.

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**840 Cemetery Fund**

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

**Cemetery Revenues**



**Capital Projects Operating Budget Impacts**

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

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**840 Cemetery Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	141,460	130,478	143,168	133,149	136,478	139,890	143,388	146,973
Salary Enhancements	0	2,062	0	3,329	3,412	3,498	3,585	3,674
Temporary Wages	34,997	20,427	27,517	20,427	20,427	20,427	20,427	20,427
Overtime	791	6,114	1,472	6,114	6,114	6,114	6,114	6,114
Pension- Current	13,530	14,050	13,690	13,770	14,115	14,468	14,830	15,201
Pension- MAP	9,965	9,477	10,131	9,757	10,002	10,253	10,508	10,770
Mandatory Medicare	1,748	1,135	1,680	1,169	1,199	1,229	1,260	1,292
Health Benefits	16,221	16,445	17,366	16,477	17,218	17,993	18,803	19,648
Health Benefits-Retirees	1,780	0	2,799	0	0	0	0	0
Health Benefits-OPEB	0	2,768	0	2,768	2,768	2,768	2,768	2,768
Flex Benefits	8,173	8,472	8,173	8,172	8,172	8,172	8,172	8,172
<b>Personnel Services</b>	<b>228,665</b>	<b>211,428</b>	<b>225,996</b>	<b>215,132</b>	<b>219,905</b>	<b>224,812</b>	<b>229,855</b>	<b>235,039</b>
Cleaning & Laundry	1,185	0	1,185	0	0	0	0	0
Equipment Repairs	173	750	173	750	750	750	750	750
Unclassified Contract Svcs	133,788	110,000	103,322	110,000	110,000	110,000	110,000	110,000
Telephone	1,321	1,463	1,263	1,463	1,463	1,463	1,463	1,463
Office Supplies	305	350	305	350	350	350	350	350
Uniforms & Clothing	600	1,800	600	700	700	700	700	700
Unclassified Supplies	4,178	10,017	4,178	6,000	6,000	6,000	6,000	6,000
Building Supplies	314	500	314	500	500	500	500	500
<b>Operating</b>	<b>141,864</b>	<b>124,880</b>	<b>111,340</b>	<b>119,763</b>	<b>119,763</b>	<b>119,763</b>	<b>119,763</b>	<b>119,763</b>
Human Resource Expense	4,565	5,269	5,269	5,666	5,808	5,953	6,102	6,255
Accounting Expense	7,702	9,382	9,382	6,646	6,812	6,982	7,157	7,336
Purchasing Expense	2,249	2,468	2,468	5,379	5,513	5,651	5,792	5,937
Information Systems Expense	10,687	14,890	14,890	1,691	1,733	1,776	1,820	1,865
Risk Management Expense	3,843	2,799	2,799	3,423	3,509	3,597	3,687	3,779
Revenue Collection Expense	410	860	860	391	401	411	421	432
Vehicle Garage Expense	5,646	4,422	4,422	7,225	7,406	7,591	7,781	7,976
Vehicle Fuel	4,391	4,903	4,951	5,050	5,201	5,357	5,518	5,684
Vehicle Replacement	2,152	2,260	2,260	2,373	2,492	2,617	2,617	2,696
Indirect Costs	28,821	28,878	28,878	38,824	38,824	38,824	38,824	38,824
<b>Allocated Accounts</b>	<b>70,466</b>	<b>76,131</b>	<b>76,179</b>	<b>76,668</b>	<b>77,699</b>	<b>78,759</b>	<b>79,719</b>	<b>80,784</b>
Utilities - Sanitation	199	634	199	646	660	675	689	689
Utilities - Stormwater	2,838	2,766	2,839	2,819	2,881	2,944	3,006	3,006
Utilities - Water	16,587	16,010	15,218	16,314	16,673	17,040	17,398	17,398
Utilities - Electric	6,301	6,112	5,811	5,730	5,816	5,903	5,992	6,082
<b>Utilities and Other Expenses</b>	<b>25,925</b>	<b>25,522</b>	<b>24,067</b>	<b>25,509</b>	<b>26,030</b>	<b>26,562</b>	<b>27,085</b>	<b>27,175</b>
Contribution to General Fund	27,570	28,397	28,397	29,249	30,126	31,030	31,961	32,920
<b>Contributions to Operations</b>	<b>27,570</b>	<b>28,397</b>	<b>28,397</b>	<b>29,249</b>	<b>30,126</b>	<b>31,030</b>	<b>31,961</b>	<b>32,920</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

**840 Cemetery Fund**

<b>Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Sale of Cemetery Lots	102,001	0	0	0	0	0	0	0
Perpetual Maintenance Fee	11,219	21,094	12,189	21,094	21,094	21,094	21,094	21,094
<b>Charges for Services</b>	<b>113,220</b>	<b>21,094</b>	<b>12,189</b>	<b>21,094</b>	<b>21,094</b>	<b>21,094</b>	<b>21,094</b>	<b>21,094</b>
Interest	93,135	147,341	91,771	147,274	147,212	147,212	147,212	147,212
Trans from Fund Bal - Encumb	4,000	0	0	0	0	0	0	0
<b>Other Revenues</b>	<b>97,135</b>	<b>147,341</b>	<b>91,771</b>	<b>147,274</b>	<b>147,212</b>	<b>147,212</b>	<b>147,212</b>	<b>147,212</b>
Transfer - Cemetary Perp Trust	284,135	297,923	362,019	297,953	305,217	312,620	320,077	327,375
<b>Other Sources</b>	<b>284,135</b>	<b>297,923</b>	<b>362,019</b>	<b>297,953</b>	<b>305,217</b>	<b>312,620</b>	<b>320,077</b>	<b>327,375</b>
<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	494,490	466,358	465,979	466,321	473,523	480,926	488,383	495,681
Fund Total Revenue	494,490	466,358	465,979	466,321	473,523	480,926	488,383	495,681
Fund Balance	0	0	0	0	0	0	0	0

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Summary**

**850 Downtown Improvement Authority Op Fund**

The Tallahassee Downtown Improvement Authority (TDIA) is a dependent taxing authority and has a governing board composed of eleven members. The Mayor appoints eight citizen members with the concurrence of the City Commission. An appointed member must be an owner of real property within the downtown taxing district and pay ad valorem taxes. There are also three ex-officio members including a City Commissioner, County Commissioner, and the Director of the Tallahassee-Leon County Planning Department.

The TDIA boundaries include a 24-block area bounded by Tennessee, Pensacola, Gadsden, and Bronough Streets. The TDIA has statutory powers "to guide the coordinated, balanced development of the district, promote the general welfare of the area, preserve aesthetic values, prevent congestion, improve traffic, provide pedestrian safety, and provide a way of life which combines the conveniences and the amenities of modern living with the traditions and pleasures of the past".

A one mill ad valorem levy may be assessed to the properties within the district. Since the inception of the Authority, the board has made a one mill levy annually, which is the maximum allowed by statutory authority. Although TDIA bylaws provide that the operating budget be submitted to the City Commission for approval, the governing board has exclusive control of the funds received from ad valorem tax and any other funds it may receive such as grants and donations.

<b>Expenditures</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Personnel Services	162,474	0	166,343	170,409	174,588	178,878	183,283
Operating	176,822	0	280,467	281,903	281,903	281,903	281,903
Allocated Accounts	0	0	3,927	4,025	4,126	4,229	4,335
<b>Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Taxes & Franchise Fees	209,958	0	182,000	182,000	182,000	182,000	182,000
Intergovernmental Revenue	0	0	5,200	5,200	5,200	5,200	5,200
Charges for Services	0	0	69,040	69,040	69,040	69,040	69,040
Other Revenues	129,338	0	195,000	183,591	45,000	45,000	45,000
<b>Fund Summary</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
Fund Total Expenditure	<b>339,296</b>	<b>0</b>	<b>450,737</b>	<b>456,337</b>	<b>460,617</b>	<b>465,010</b>	<b>469,521</b>
Fund Total Revenue	<b>339,296</b>	<b>0</b>	<b>451,240</b>	<b>439,831</b>	<b>301,240</b>	<b>301,240</b>	<b>301,240</b>
Fund Balance	<b>0</b>	<b>0</b>	<b>503</b>	<b>-16,506</b>	<b>-159,377</b>	<b>-163,770</b>	<b>-168,281</b>

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget - Fund Proforma Account Summary**

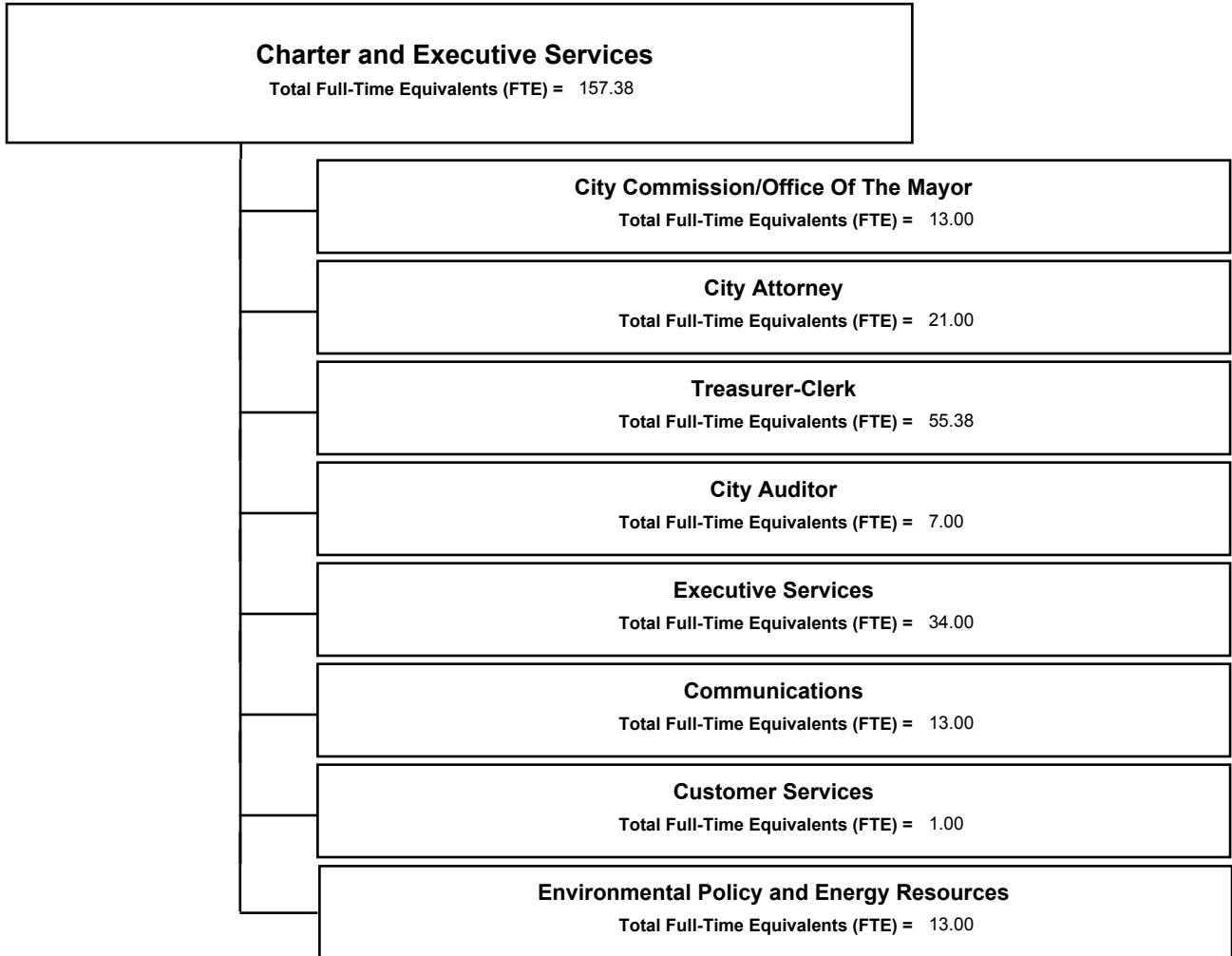
**850 Downtown Improvement Authority Op Fund**

Expenditures	FY 2011 Actual	FY 2012 Adopted	FY 2012 Estimate	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget
Salaries	125,695	119,932	0	121,130	124,158	127,262	130,443	133,704
Salary Enhancements	0	1,895	0	3,028	3,104	3,181	3,261	3,343
Other Salary Items	0	778	0	4,000	4,000	4,000	4,000	4,000
Pension- Current	12,437	12,914	0	12,528	12,841	13,162	13,491	13,828
Pension- MAP	8,563	8,710	0	8,878	9,099	9,327	9,560	9,799
Mandatory Medicare	1,761	1,767	0	1,801	1,845	1,892	1,939	1,987
Health Benefits	8,416	8,538	0	8,542	8,926	9,328	9,748	10,186
Health Benefits-Retirees	1,666	0	0	0	0	0	0	0
Health Benefits-OPEB	0	0	0	2,500	2,500	2,500	2,500	2,500
Flex Benefits	3,936	3,936	0	3,936	3,936	3,936	3,936	3,936
<b>Personnel Services</b>	<b>162,474</b>	<b>158,470</b>	<b>0</b>	<b>166,343</b>	<b>170,409</b>	<b>174,588</b>	<b>178,878</b>	<b>183,283</b>
Unclassified Contract Svcs	157,338	179,000	0	256,153	256,153	256,153	256,153	256,153
Telephone	3,609	4,500	0	4,500	4,500	4,500	4,500	4,500
Postage	215	500	0	500	500	500	500	500
Office Supplies	679	4,250	0	3,064	4,500	4,500	4,500	4,500
Travel & Training	1,510	3,000	0	2,500	2,500	2,500	2,500	2,500
Journals & Books	381	400	0	400	400	400	400	400
Memberships	2,890	2,600	0	2,600	2,600	2,600	2,600	2,600
Certificates & Licenses	0	0	0	250	250	250	250	250
Rent Expense- Bldg & Ops	10,200	11,200	0	10,500	10,500	10,500	10,500	10,500
<b>Operating</b>	<b>176,822</b>	<b>205,450</b>	<b>0</b>	<b>280,467</b>	<b>281,903</b>	<b>281,903</b>	<b>281,903</b>	<b>281,903</b>
Human Resource Expense	0	2,488	0	0	0	0	0	0
Accounting Expense	0	0	0	3,927	4,025	4,126	4,229	4,335
Purchasing Expense	0	393	0	0	0	0	0	0
<b>Allocated Accounts</b>	<b>0</b>	<b>2,881</b>	<b>0</b>	<b>3,927</b>	<b>4,025</b>	<b>4,126</b>	<b>4,229</b>	<b>4,335</b>
Inter-Fund Transfer	0	8,536	0	0	0	0	0	0
<b>Transfers</b>	<b>0</b>	<b>8,536</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
<b>Revenues</b>								
Ad Valorem Property Tax	209,958	212,800	0	182,000	182,000	182,000	182,000	182,000
<b>Taxes &amp; Franchise Fees</b>	<b>209,958</b>	<b>212,800</b>	<b>0</b>	<b>182,000</b>	<b>182,000</b>	<b>182,000</b>	<b>182,000</b>	<b>182,000</b>
Payment in Lieu of Taxes	0	5,100	0	5,200	5,200	5,200	5,200	5,200
<b>Intergovernmental Revenue</b>	<b>0</b>	<b>5,100</b>	<b>0</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>
Marketplace	0	68,000	0	69,040	69,040	69,040	69,040	69,040
<b>Charges for Services</b>	<b>0</b>	<b>68,000</b>	<b>0</b>	<b>69,040</b>	<b>69,040</b>	<b>69,040</b>	<b>69,040</b>	<b>69,040</b>
Interest	4,444	4,500	0	4,500	4,500	4,500	4,500	4,500
Other Miscellaneous Revenue	115,410	53,000	0	40,500	40,500	40,500	40,500	40,500
Trsfr Unappr FB	9,484	31,937	0	150,000	138,591	0	0	0
<b>Other Revenues</b>	<b>129,338</b>	<b>89,437</b>	<b>0</b>	<b>195,000</b>	<b>183,591</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>
<b>Fund Summary</b>								
Fund Total Expenditure	339,296	375,337	0	450,737	456,337	460,617	465,010	469,521
Fund Total Revenue	339,296	375,337	0	451,240	439,831	301,240	301,240	301,240
Fund Balance	0	0	0	503	-16,506	-159,377	-163,770	-168,281





**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.

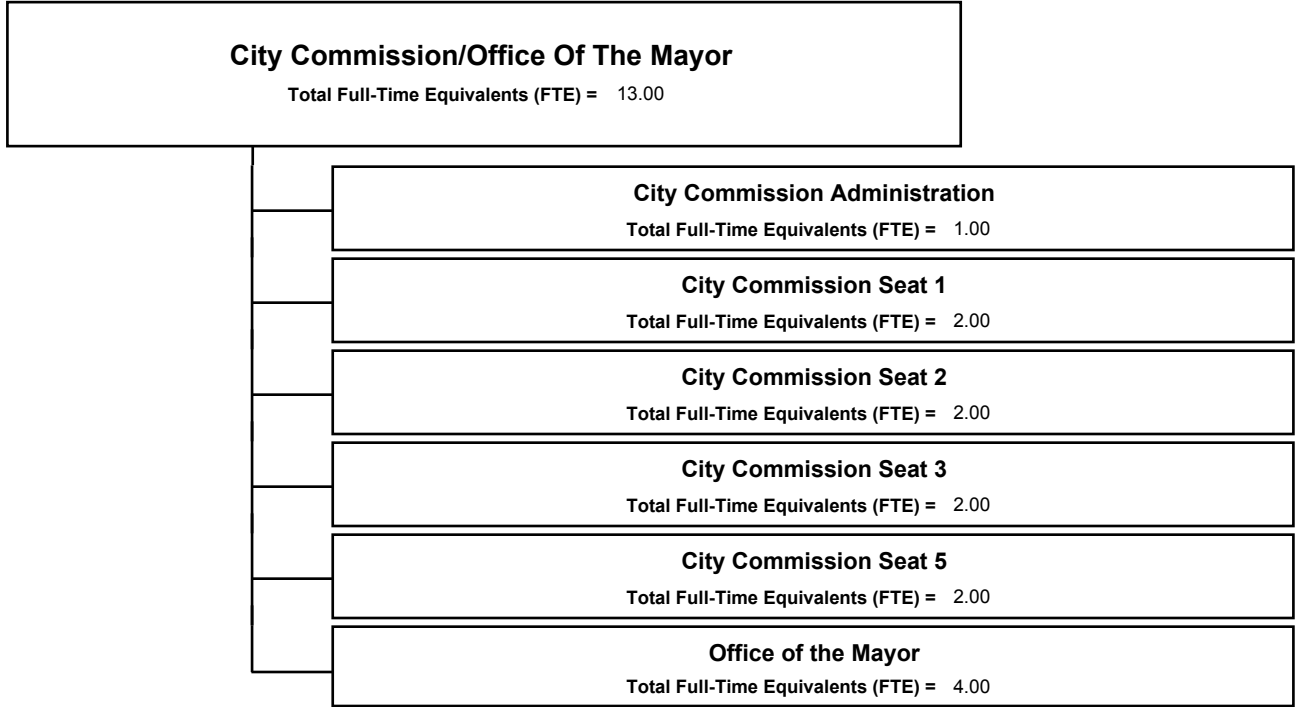
The Executive Services service area includes the following departments:

- 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.

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
<b>Expenditures Summary</b>	36,382,659	35,151,986	35,271,225	35,058,445
<b>Funding Summary</b>	36,382,659	35,151,986	35,271,225	35,058,445
<b>FTE Summary</b>	154.88	156.38	157.38	157.38



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



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services  
City Commission/Office Of The Mayor**

**Operating Budget**

<b><u>Budgetary Cost Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
100101 City Commission Administration	153,091	170,949	176,066	175,899
100102 City Commission Seat 1	118,572	119,165	152,798	152,433
100103 City Commission Seat 2	146,204	148,603	152,798	152,264
100104 City Commission Seat 3	134,482	122,678	152,798	152,439
100105 City Commission Seat 5	142,231	141,781	152,798	152,383
100201 Office of the Mayor	576,960	600,322	604,907	603,878
<b>Total Expenditures</b>	<b>1,271,540</b>	<b>1,303,498</b>	<b>1,392,165</b>	<b>1,389,296</b>

<b><u>Expenditure Category Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	905,862	910,292	909,034	906,165
Operating	258,803	264,515	361,822	361,822
Allocated Accounts	106,875	124,691	121,309	121,309
Transfers	0	4,000	0	0
<b>Total Expenditures</b>	<b>1,271,540</b>	<b>1,303,498</b>	<b>1,392,165</b>	<b>1,389,296</b>

<b><u>Funding Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
General Fund	1,271,540	1,303,498	1,392,165	1,389,296
<b>Total Funding</b>	<b>1,271,540</b>	<b>1,303,498</b>	<b>1,392,165</b>	<b>1,389,296</b>

<b><u>FTE Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
100101 City Commission Administration	1.00	1.00	1.00	1.00
100102 City Commission Seat 1	2.00	2.00	2.00	2.00
100103 City Commission Seat 2	2.00	2.00	2.00	2.00
100104 City Commission Seat 3	2.00	2.00	2.00	2.00
100105 City Commission Seat 5	2.00	2.00	2.00	2.00
100201 Office of the Mayor	4.00	4.00	4.00	4.00
<b>Total FTE</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>

## Charter and Executive Services City Commission/Office Of The Mayor

### **Summary of Services Provided**

The City Commission performs the following functions:

- Serves as the governing body of the City of Tallahassee;
- Formulates public policy;
- Guides Tallahassee's growth and development;
- Directs the government's response to citizens' needs and determines the appropriate level of services;
- Adopts the annual operating and capital budget;
- Levies taxes and fees for the implementation of governmental services;
- Hires, supervises, and evaluates the appointed officials (City Manager, City Treasurer-Clerk, City Auditor, and City Attorney); and
- Serves as the Board for the Community Redevelopment Agency (CRA) and the Blueprint 2000 Intergovernmental Agency, and two members sit on the Board of the Capital Region Transportation Planning Agency (CRTPA).

The Office of the Mayor performs the following functions:

- Responsible for the city's intergovernmental relations activities, including federal and state legislative programs and the sister city program; and
- Represents the city before other governments and their agencies, as well as groups and organizations within the community.

### **Trends and Issues**

The City Commission addresses governmental priorities as established through the target issue process and other special priorities. Target issues for fiscal year 2013 include:

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

**Charter and Executive Services**  
**City Commission/Office Of The Mayor**

**Significant Changes From FY 2012**

The following service level changes are included in the proposed budget for the City Commission/Office of the Mayor fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

**City Commission Action**

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

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Charter and Executive Services**  
**City Commission/Office Of The Mayor**  
**Performance Measures**

**Program Objectives**

The Mayor and City Commission have identified the following objectives for FY 2013:

- Facilitate "sense of place" at Midtown, South Adams and Market Square;
- Implement the Nova2010 Decentralization Plan, along with targeted infrastructure enhancements;
- Complete the Multi-Modal Master Transportation Plan;
- Update the City's Sign Code;
- Complete the City's Fast-Tracking Initiative;
- Foster a strong small business advocacy environment throughout the City;
- Continue Gaines Street and Downtown improvements and developments;
- Promote and support arts and cultural opportunities;
- Complete the Hotel/Conference Center Feasibility Analysis;
- Create a vision for the Tallahassee Regional Airport that advances commercial development opportunities and positions this community asset as an economic development catalyst;
- Dedicated funding source for human/social services;
- Address homelessness issues;
- Outcome-based CHSP funding model;
- Continued monitoring of the Palmer Munroe Youth Center;
- Five-year balanced budget;
- Maintain millage rate;
- Restore Deficiency Fund;
- Electric and gas strategies (fuel/utility diversity issues/Demand Side Management);
- Five-year financial plan;
- Dedicated funding source for economic development/social services/arts and culture;
- Pension and health care requirements;
- Plan to address potential impacts of CDBG funding reductions;
- Groundwater and surface water protection through policies and programs;
- Joint watershed protection regardless of political boundaries;
- Automated Meter Infrastructure - Smart Metering; and

**Charter and Executive Services**  
**City Commission/Office Of The Mayor**

- Demand Side Management (DSM) for energy conservation.

**Analysis of Performance Measures**

Not applicable



**Charter and Executive Services**  
**City Commission/Office Of The Mayor**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The City Commission/Office of the Mayor has no capital projects for FY 2013 - FY 2017.

**Completed Capital Projects**

Not applicable

**Continued Capital Projects**

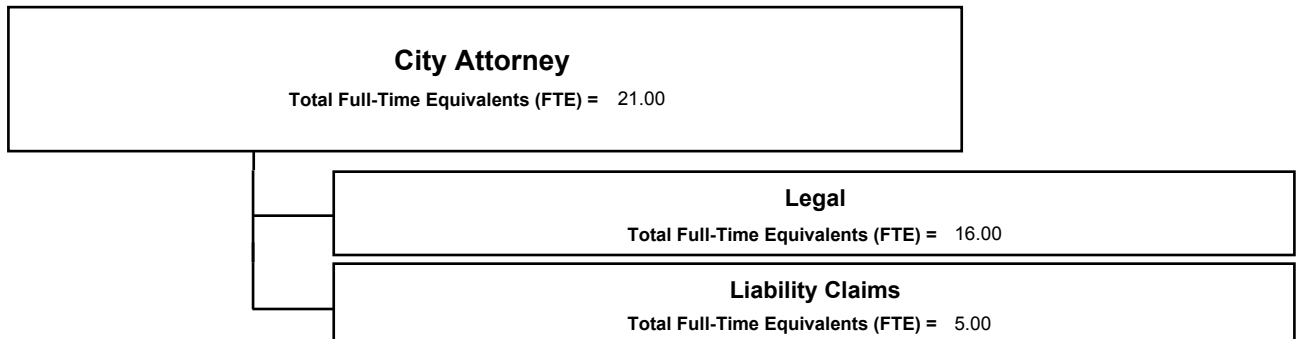
Not applicable



**Charter and Executive Services**

**City Attorney**

**Organizational Chart**



**Operating Budget**

<b><u>Budgetary Cost Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
110101 Legal	2,102,793	2,030,374	2,211,264	2,205,934
110201 Liability Claims	749,667	762,662	823,292	821,480
<b>Total Expenditures</b>	<b>2,852,460</b>	<b>2,793,036</b>	<b>3,034,556</b>	<b>3,027,414</b>

<b><u>Expenditure Category Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	2,375,768	2,280,032	2,471,807	2,464,665
Operating	319,276	305,682	408,627	408,627
Capital Outlay	1,095	0	0	0
Allocated Accounts	152,436	207,322	154,122	154,122
Transfers	3,885	0	0	0
<b>Total Expenditures</b>	<b>2,852,460</b>	<b>2,793,036</b>	<b>3,034,556</b>	<b>3,027,414</b>

<b><u>Funding Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
General Fund	2,102,793	2,030,374	2,211,264	2,205,934
Risk Management Fund	749,667	762,662	823,292	821,480
<b>Total Funding</b>	<b>2,852,460</b>	<b>2,793,036</b>	<b>3,034,556</b>	<b>3,027,414</b>

<b><u>FTE Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
110101 Legal	16.00	16.00	16.00	16.00
110201 Liability Claims	5.00	5.00	5.00	5.00
<b>Total FTE</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>

## Charter and Executive Services City Attorney

### Summary of Services Provided

The City Attorney is appointed by the City Commission and is the head of the city's legal department. The City Attorney's Office provides the following services:

- Provides legal assistance, advice, and research on a variety of city issues, such as land use, environment, transportation, contract/bid awards, real estate, eminent domain, code enforcement, employment, public safety, construction, utilities, personal injury defense liability, and general municipal issues.
- Provides legal advice to the City Commission during public city commission meetings.
- Reviews all new ordinances prior to introduction and introduces those ordinances into city code.

### Trends and Issues

The City Attorney's Office has identified the following trends and issues for FY13:

- Land Use and Environmental. The land use legal work associated with specific private sector development projects continues to be down, with some increase expected with smaller commercial products.
- Capital Projects (Eminent Domain/Property Acquisition). Capital project work continues to be very minimal with the FAMU Way project expected to slightly increase the workload.
- Non Risk Management Cases. Cases involving such matters as forfeitures, foreclosures, and garnishments continue to increase. This is a direct result of the continuing recession and declining economy and the depressed real estate market.
- Employment Grievances (Litigation). Employment grievances relating to disciplinary actions as well as Florida Commission on Human Relations administrative cases have continued at a fairly high level. This trend is expected to continue until the economy has fully recovered.
- Vendor Grievances/Contract Dispute. The City has not seen an increase in vendor grievances/contract disputes despite utilization of fast track contracting and streamlined procurement processes. In addition to the above-referenced descriptions of service level, the Legal Office is dedicated to ensuring that legal services are available to Commissioners and management staff in pursuing the City Commission's priorities. Particularly, attorney personnel in the office have worked on a variety of issues:
  1. Making ordinance changes and other policy changes to develop and enhance the "Sense of Place" in the targeted areas.
  2. Attorney personnel have spent a significant amount of time on changes to procurement policies to promote local small businesses.
  3. Attorney personnel have participated in a number of ways to ensure the financial systems are in place to ensure that the City of Tallahassee utility maintains its sustainability.

**Charter and Executive Services**  
**City Attorney**

**Significant Changes From FY 2012**

The following service level changes were approved as proposed for City Attorney's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

**City Commission Action**

The City Commission approved the budget for City Attorney's fiscal year 2013 with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Charter and Executive Services**

**City Attorney**

**Performance Measures**

**Program Objectives**

Identified below are some of the department's program objectives for FY 2013:

- Continue to efficiently handle litigation matters;
- Effectively respond to routine matters within a timely manner;
- Continue to provide legal counsel and representation to the Tallahassee City Commission, City Manager, city departments, and city-appointed boards and commissions.

**Analysis of Performance Measures**

The number of cases closed as defendant/respondent represents the majority of cases the City Attorney's Office handles for the City, in which the City is the defendant in the matter. The number of cases closed in this category was 8 in FY11 and is targeted to be 85 in FY12 which is 14% more than FY11. In many areas in the defense cases, the City Attorney's Office has noticed an increase, such as in the areas of employment, police litigation, and foreclosures. However, in the area of land use, as a result of the economy, there has been a decline in private sector development and land use cases. This appears to be an anomaly and will likely change as the economy picks up.

The number of cases closed as plaintiff/petitioner is reflective of eminent domain, real property, and other capital project types. The number of cases closed in this category was less than the projected number of 70 in FY 2011, at 55. Overall, of the new assignments of cases to attorneys, 62% have been closed. City Attorney's office still maintains a 100% record in handling Customer Service issues.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
General Assignments of Cases to Attorneys	#	223	244	299	316
New Risk Management Litigation Matters	#	52	51	41	46
Non-Risk Management Litigation Matters	#	144	130	221	234
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Cases Closed as Defendant/Respondent	#	94	85	117	82
Cases Closed as Plaintiff/Petitioner	#	57	48	51	88
Assignments Closed	#	130	186	215	200
Ordinances and Resolutions Reviewed	#	44	66	46	54
<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
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 2013-2017.

**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 2012.

None.

**Continued Capital Projects**

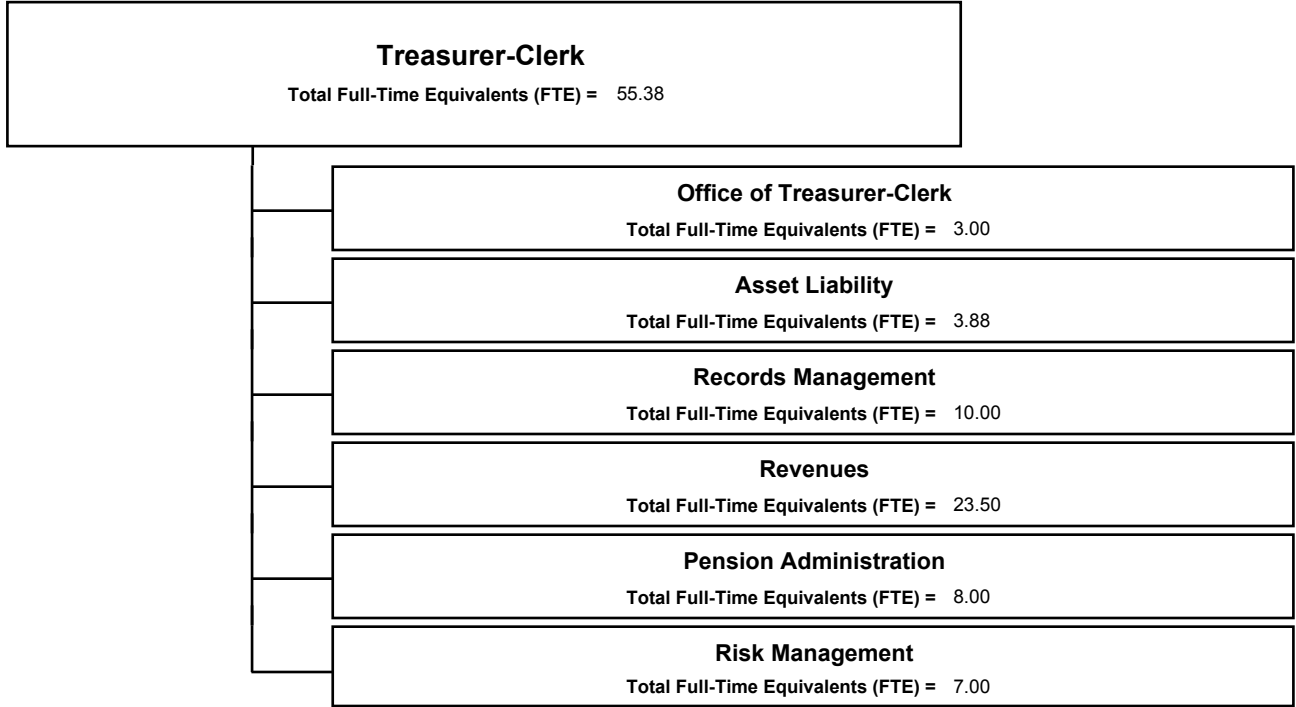
The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2013.

None.





**Charter and Executive Services**  
**Treasurer-Clerk**  
**Organizational Chart**



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services**

**Treasurer-Clerk**

**Operating Budget**

**Budgetary Cost Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
120101 Office of Treasurer-Clerk	578,386	404,268	717,947	722,572
120201 Asset Liability	8,008,650	8,564,722	8,274,697	8,273,626
120301 Records Management	704,007	772,939	669,558	667,388
120401 Revenues	2,209,125	2,353,139	1,985,011	1,980,252
120501 Pension Administration	796,522	1,062,828	1,213,602	1,203,658
120601 Risk Management	11,745,832	9,097,310	9,296,945	9,295,046
<b>Total Expenditures</b>	<b>24,042,522</b>	<b>22,255,206</b>	<b>22,157,760</b>	<b>22,142,542</b>

**Expenditure Category Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	3,523,558	3,322,934	3,757,211	3,741,993
Operating	709,444	863,370	968,434	968,434
Other Services & Charges	11,019,376	8,408,288	8,551,426	8,551,426
Capital Outlay	0	10,000	10,000	10,000
Allocated Accounts	615,290	783,260	702,018	702,018
Utilities and Other Expenses	11,092	21,672	13,429	13,429
Transfers	8,163,762	8,652,639	8,155,242	8,155,242
Year End Adjustments	0	193,043	0	0
<b>Total Expenditures</b>	<b>24,042,522</b>	<b>22,255,206</b>	<b>22,157,760</b>	<b>22,142,542</b>

**Funding Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
General Fund	9,291,043	9,741,929	9,662,202	9,663,586
Revenue Fund	2,209,125	2,353,139	1,985,011	1,980,252
Pension Administration Fund	796,522	1,062,828	1,213,602	1,203,658
Risk Management Fund	11,745,832	9,097,310	9,296,945	9,295,046
<b>Total Funding</b>	<b>24,042,522</b>	<b>22,255,206</b>	<b>22,157,760</b>	<b>22,142,542</b>

**FTE Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
120101 Office of Treasurer-Clerk	3.00	3.00	3.00	3.00
120201 Asset Liability	3.88	3.88	3.88	3.88
120301 Records Management	10.00	10.00	10.00	10.00
120401 Revenues	23.00	23.50	23.50	23.50
120501 Pension Administration	8.00	8.00	8.00	8.00
120601 Risk Management	7.00	7.00	7.00	7.00
<b>Total FTE</b>	<b>54.88</b>	<b>55.38</b>	<b>55.38</b>	<b>55.38</b>

## 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

The Treasurer Clerk's Office has identified the following trends and issues for FY13:

#### Asset Liability Management Division

- During FY 2013, the Office of the Treasurer-Clerk will continue to manage the City's outstanding bonds, which consist of 18 issuances with combined balances of \$1.1 billion at 9/30/12. Of this total, 14 utility-related issues account for \$1.0 billion.
- The Office of the Treasurer-Clerk will also continue to consult with city departments to monitor and administer departmental funding requirements. The City may incur new general government debt of \$10-15 million in FY 2013; however no new utility borrowings are expected in FY13.
- During FY 2011, the Office of the Treasurer-Clerk managed the issuance of \$301 million of Energy System and Consolidated Utility System Revenue Bonds. These bonds are expected to meet utility system needs through FY13.
- During FY 2013, the Office of the Treasurer-Clerk anticipates strategy study of investment options for the City's Pension Plan. As a result of the study, a new allocation model could be recommended. While no changes are projected at this time, any changes will be approved by the City Commission.

#### Records Management Division

During FY13, the Records Management Division will continue to promote goals established when the Electronic Document Management System (EDMS) was initiated, along with additional priority areas.

#### Revenue Management Division

- The Revenue Division experienced a time of transition throughout FY 2011-2012 in the administration positions of the Revenue Officer and the Administrative Supervisor. While both of the previous administrators were very knowledgeable and instrumental to the Revenue Division operations, the replacement of these key positions is critical to ensuring leadership and stability as well as forward momentum in the development of future trends and goals for the division in FY13 and beyond.
- The Revenue Division is continuing the trend of upgrading systems and processes in order to maintain one of the Division's primary goals of administering the City's collection process through sound revenue principals and progressive technology.
- The SmartBill (Electronic Bill Presentment and Payment solution) is successfully servicing approximately 28,000 utility customers and collecting 17,000 payments per month which continues to increase the City's electronic presence and promotion of the City's Green Initiatives. Enhancements to the program are being considered to make it more convenient for consumer ePayment and future eMobile use.
- The Revenue Division successfully upgraded the Remittance Processing application and also implemented the Check21 payment application. These efforts will reduce maintenance costs and increase interest earned due to faster crediting of deposits to City accounts.

#### Retirement Management Division

- A full actuarial valuation report will be completed as of September 30, 2010 and new pension contribution rates will be ready for FY13. The City's pension plan returned 12% by returning 8.11% in the first quarter of the year. This should help to ensure that our pension plan remains well funded over the next few years.
- With the poor market performance of 2008 and the first half of 2009, many employees postponed retirement. With better market performance seen in the first part of FY 2012, the number of retirements is

## Charter and Executive Services

### Treasurer-Clerk

continuing to rise. The number is also increasing as more of the “baby-boomer” generation reaches retirement eligibility, which in turn generates additional workload for retirement employees in FY 2013 and for the next two- to three-year period.

- The Financial Viability of Government Target Issue Committee (FVGITIC) asked the Treasurer Clerk to evaluate the City’s retirement plan and to present recommended changes. In response to these requests and in our continuing efforts to maintain a fiscally responsible pension plan, the Retirement Office has worked on ideas for a new Plan-D. In FY13, under Plan-D, police will have payroll pension savings of 2.44% and fire will payroll pension savings of 3.21%.
- On May 23, 2012, the City of Tallahassee and the International Association of Firefighters (I.A.F.F.), Local 2339, reached agreement on collective bargaining contracts for the Firefighter Bargaining Unit and the Supervisor Bargaining Unit within the parameters authorized by the City Commission. The successor agreements cover a period of three (3) years, commencing on October 1, 2011 and extending through September 30, 2014.
- The City of Tallahassee and the Big Bend Chapter, Florida Police Benevolent Association, Inc. (P.B.A.) reached agreement for pension changes for new hires effective FY 2013 through re-opener negotiations of Article 11 Salaries as stipulated in the collective bargaining contracts for the Police Officers and Investigators Bargaining Unit and the Sergeants and Lieutenants Bargaining Unit. The current collective bargaining agreements cover a period of three (3) years, which commenced on October 1, 2010 and extends through September 30, 2013.
- The Retirement Office began working with the HR Department in 2012 to make a few changes to the City’s healthcare insurance program. Through the end of FY12 and beginning of FY13, the office will consider transitioning primary responsibility for the administration of retiree healthcare to HR.
- The Retirement Office will be working with Prudential Retirement to identify possible changes to the City’s Defined Contribution program. Two fund changes were made in the summer of 2011, the addition of an Emerging Markets Fund and a replacement for one of our Mid-Cap Equity Funds. These two new funds have seen a lot of interest and activity by our participants. In FY13, we will continue to evaluate options that may enhance our plan.

#### Risk Management Division

- Risk Management continues to hone and improve various aspects of the self-administered claims including the expansion of electronic processing with vendors including some medical providers in the workers compensation claims.
- Additional modules of the electronic claims system are awaiting installation and will continue to improve our handling techniques and management of data. There is still work to be completed on the paperless process but it continues to move forward.
- While some external events are beyond its control, Risk Management moves to improve and control costs in areas where we can have an impact.

## Charter and Executive Services Treasurer-Clerk

### **Significant Changes From FY 2012**

The following service level changes were approved as proposed for Treasurer Clerk's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's fuel budget is increased by 8%. Fiscal Impact: \$497.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$725).
- All allocated accounts were updated to reflect updated statistical allocation formula data.

### **City Commission Action**

The City Commission approved the budget for Treasurer Clerk's fiscal year 2013 with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- On September 25, 2012, the City Commission approved Pension Plan-D for all general employees hired after January 1, 2013.
- On September 25, 2012, the City Commission approved a five-year DROP for general employees to become effective January 1, 2013.

**Charter and Executive Services**  
**Treasurer-Clerk**  
**Performance Measures**

**Program Objectives**

The Treasurer-Clerk has identified the following objectives for FY 2013:

Asset Liability Management Division

- Administer the City's outstanding debt in a fiscally prudent manner, to include possible defeasance or refinancing of existing debt.
- Monitor the need for issuance of new debt to finance the City's capital projects. At this time, no new debt is anticipated in FY2013 for any of the City's utilities; however, \$10-15 million of new funding may be needed for joint dispatch and fire service needs.
- Compile and publish the 2013 Annual Report to Bondholders in compliance with Securities and Exchange Commission Rule 15c2-12.
- Monitor the defined benefit pension plan, which includes continual review of investment performance as well as periodic asset allocation studies.
- Monitor investment performance by money managers for the defined contribution plan.
- Begin transition to enhanced use of electronic payments to vendors.

Records Management Division

- Educate managers and senior staff on Florida public records laws, requirements for the retention of public records, and sound records management practices that protect records from loss, damage, theft, or untimely disposal while ensuring the public's reasonable access to those records.
- Provide the hardware & software infrastructure that allows for economical storage and retrieval of hardcopy and electronic records within the document management system (EDMS), and provide training to City staff on the use of these Information Technology assets.
- Document the official actions of the City Commission (and Community Redevelopment Agency) by attending all meetings, keeping and maintaining official minutes, keeping and maintaining books of all ordinances, and managing the codification of the Code of Ordinances.
- Respond to public records requests, lien search requests, and general inquiries submitted to the Office of the Treasurer-Clerk and provide excellent customer service during all interactions with the public.
- Execute Clerk functions delegated to the Division including recording official documents, bonds, deeds, and easements with the Clerk of Courts, advertising public hearings and other City matters, verifying compliance with liability insurance requirements for entities awarded City contracts, approving payments related to City contracts, approving change orders to existing City contracts, registering lobbyists, maintaining burial records and deed books pertaining to the several City cemeteries, certifying copies of official records, maintaining titles to City vehicles, serve on the Staff Review Committee for elections conducted by the City, and conducting voter registration.
- Assist departments in modifying existing business processes to incorporate the use of Information Technology and effective document management practices with the goals of protecting vital records, reducing paper, reducing duplication of records, reducing man-hours required to process and archive city records, and increasing cross-departmental access to records.
- Provide scanning and/or indexing assistance to City departments, focusing on records with lengthy retention requirements, those contributing large burdens on the IT infrastructure of the City, and records consuming

## Charter and Executive Services

### Treasurer-Clerk

valuable floor space.

- Provide research and staffing assistance to the City Commission and Commission-appointed Boards and Committees, as requested.

#### Revenue Management Division

- Expand the Remote Payment System (Global Express).
- Convert Microsoft Access-based applications to web-based platforms (i.e. Business Tax, Returned Payments).
- Continue to add/update new or electronic payment solutions via the implementation of web-based electronic payments.
- Continue to evaluate credit card acceptance and other payment options as needed.

#### Retirement Management Division

- Administer the city's defined benefit plans for general employees, police officers and firefighters.
- Administer the city's 401(a) Deferred Retirement Option Program (DROP) for General, Police and Fire.
- Administer the city's MAP 401(k) - defined contribution plan for General, Police and Fire.
- Administer the city's RSVP 457 – deferred compensation plans for General, Police and Fire.
- Administer 185 401(a) Supplemental Share Plan for police officers.
- Administer 175 401(a) Supplemental Share Plan for firefighters.
- Administer the city's "alternative to social security" deferred compensation plan for temporary employees.
- Calculate estimated retirement and DROP benefits for General, Police and Fire.
- Calculate final retirement and DROP benefits for General, Police and Fire.
- Transition website on Talgov.com to new SharePoint web tool.
- Implement any new federal and state mandated legislative pension changes.
- Continue discussions with Police and Fire on any proposed pension plan changes
- Implement any Fire or Police pension amendments resulting from contract negotiations.

#### Risk Management Division

- Continue to self-insure and self-administer all workers' compensation, general liability, automobile, and employment practice liability claims from inception through resolution including assisting with litigation.
- Continue to actively pursue subrogation collections, generating additional revenue.
- Continue aggressive pursuit of recovery for damages to city facilities.



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services**  
**Treasurer-Clerk**

**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.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of Contracts, Payments, Change Orders, and Insurance Certificates Processed by Records Management Per Year	#	23,045	34,000	38,173	32,000
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Total dollars collected, recorded and deposited by Revenue staff	\$	501,898,879	700,000,000	607,145,381	650,000,000
Total revenue for business taxes collected per year. This performance tracks occupational license tax.	\$	179,090,000	1,800,000	1,775,136	1,800,000
Total revenue for parking meters collected per year	\$	255,100	350,000	302,790	350,000
Total revenue for parking tickets collected per year	\$	228,900	350,000	303,181	350,000
Total revenue for utilities payments collected per year	\$	376,223,755	550,000,000	438,961,458	500,000,000
<b>Effectiveness Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of meetings attended and recorded or minutes taken.	#	294	42	65	42
Pages or documents added to EDMS by Records Management staff (4.0 FTE) per year	#	435,584	450,000	209,152	400,000
Number of parking ticket payments processed per employee (9.5 FTE) per year	#	1,271	1,700	1,854	1,700
Number of public records requests received & processed per year	#	1,426	1,400	2,040	1,450
Retirement administration cost as a percentage of total pension fund assets	%	60	70	7	70
Number of utility payments processed per employee (12.5 FTE) per year	#	77,911	110,000	114,377	110,000

**Charter and Executive Services**  
**Treasurer-Clerk**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The department's five-year capital improvement plan program includes funding for seven projects in the amount of \$745,000 for FY 2013-2017. Fiscal year 2013 proposed appropriation of \$30,000 supports the City Archives building maintenance (\$30,000) project.

Additional capital projects in the five year capital improvement plan include funds for the citywide electronic document management system (\$150,000), upgrades to the Riskmaster claim administration software (\$100,000) and funding to enhance electronic payment options (\$465,000).

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
Intergovernmental - Leon County	0	100,000
Revenue Collection	30,000	645,000
<b>Total Funding</b>	<b>30,000</b>	<b>745,000</b>

**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 2012.

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 2013 and were not mentioned in the department's 2013 CIP budget overview.

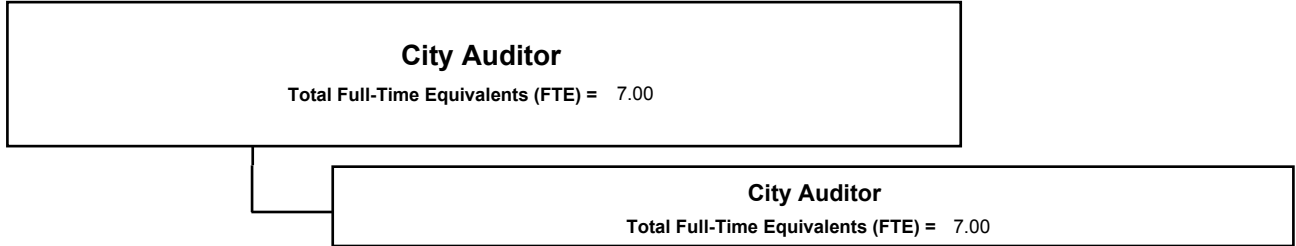
Replacement Business Tax Software, Replace receipt validators and CORE revenue system enhancements.

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services**

**City Auditor**

**Organizational Chart**



**Operating Budget**

**Budgetary Cost Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
130101 City Auditor	892,218	848,724	877,279	846,040
<b>Total Expenditures</b>	<b>892,218</b>	<b>848,724</b>	<b>877,279</b>	<b>846,040</b>

**Expenditure Category Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	760,915	757,239	788,556	757,317
Operating	29,447	22,519	29,666	29,666
Capital Outlay	0	0	3,600	3,600
Allocated Accounts	101,856	68,966	55,457	55,457
<b>Total Expenditures</b>	<b>892,218</b>	<b>848,724</b>	<b>877,279</b>	<b>846,040</b>

**Funding Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
General Fund	892,218	848,724	877,279	846,040
<b>Total Funding</b>	<b>892,218</b>	<b>848,724</b>	<b>877,279</b>	<b>846,040</b>

**FTE Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
130101 City Auditor	7.00	7.00	7.00	7.00
<b>Total FTE</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

## Charter and Executive Services City Auditor

### **Summary of Services Provided**

As provided by the Tallahassee City Charter, the City Auditor is appointed by and serves at the pleasure of the City Commission. In this capacity, the City Auditor is the head and director of all activities within the Office of the City Auditor. The office is responsible for providing a comprehensive auditing program. These duties include providing assurance and advisory services; reviewing and appraising policies, plans, processes, accounting, financial and other operations of the city; and recommending changes that promote economical, efficient, and effective delivery of city services.

The City Auditor also audits the accuracy of records relating to taxes, fees and other revenues that are remitted to the city by agencies, private organizations, and individuals. The City Commission, as required by the charter, appoints an Audit Committee to oversee the activities of the Office of the City Auditor. An audit work plan is developed annually with input from the committee, City Commission, and management. The audit work plan is reviewed by the committee and forwarded to the City Commission with a recommendation for formal approval.

### **Trends and Issues**

For the past two fiscal years, the Office of the City Auditor has been involved in many value-added projects. Work performed on the City's Vendor Incentive Program, Gaines Street Revitalization Project, Smart Metering Project, TPD Property and Evidence, Electric Utility Reserves, Compliance with the MBE/DBE Program Policy, Accounts Receivable, and the Treasurer-Clerk's Revenue Office 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 of the City Auditor 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.

### **Significant Changes From FY 2012**

The City Commission approved the budget for the Audit department with the following changes:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

### **City Commission Action**

The City Commission approved the budget for the Audit department with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

## Charter and Executive Services

### City Auditor

#### Performance Measures

##### Program Objectives

###### Five-Year Plan and Impacts on Financial Requirements

As a result of completion of the office's risk assessment, programs that should be audited in future years were identified. At this time audits to be performed in each of the next five years have not been identified. Instead, the office plans 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 only cost of going forward is annual maintenance. In order for our staff to continue working efficiently and within industry standards, it is necessary to continue to do maintenance of the current computer software programs and capabilities.

It also is important that our staff continues to gain knowledge through training in governmental and internal audits, Governmental Accounting Standards Board pronouncements, information technology, and performance measures. As city programs and processes inevitably increase and improve over the next few years, auditing efforts (i.e., knowledge, training, experience) will need to grow with them.

A determination of staffing needs of the Office of the City Auditor rest with the City Commission. In January 2008, a position was deleted as a result of economic events affecting governments nationwide. The City Commission is mindful that the independence of this office could be affected by the level of resources provided to carry out audit responsibilities.

## Charter and Executive Services City Auditor

### Analysis of Performance Measures

Fiscal Years 2011 and 2012 Accomplishments:

#### 1. Audit Reports Issued

The Office of the City Auditor conducts audits based upon a comprehensive risk assessment. Audit topic input is received from the City Commission, the City Audit Committee, Appointed Officials, other members of the City Leadership Team, audit staff, and citizens. 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, 2011 through September 30, 2012, the office plans to issue 15 audit reports and 13 follow-up reports for a total of 28 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, the office surveys City staff that it has worked with during the audit to obtain feedback on how audit staff are meeting their needs. A survey instrument is provided to affected appointed officials, assistant city managers, department directors, and program staff. The survey instruments are returned directly to the City Auditor, signed or unsigned, and he personally reviews each response.

In FY 2010 and FY 2011 City departments responded 100% of the time that they were either very satisfied or extremely satisfied with the services provided by the Office of the City Auditor. In FY 2012, 100% of responders have been either very satisfied or extremely satisfied with our services.

#### 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 office worked with other Appointed Officials and City staff to produce the City's first Citizen Centric Report, "A Report to Our Citizens." In 2012, a fifth Citizen Centric Report will be issued. The reports have received positive feedback locally and at the state and national level. The Association of Government Accountants (AGA) has consistently recognized the City of Tallahassee with its "Certificate of Excellence in Citizen-Centric Reporting." The office is also working with City staff to produce the City's second Service Efforts and Accomplishments (SEA) Report in 2012. AGA recognized the City's first SEA Report with a Silver Award. The City received a Trailblazer Grant from the National Center for Civic Innovation to produce a Service Efforts and Accomplishments (SEA) Report.
- Provided comments on proposed City policies.
- Participated as a nonvoting member of selection committees for City acquisitions and service.
- Wrote professional articles relating to performance measurement, reporting, and advancing accountability.

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services**

**City Auditor**

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of Fraud Hotline Calls Received	#	3	0	0	0
Number of hours for special requests for audit or advisory services.	#	1,152	0	0	0
Number of Professional Certifications Held by Audit Staff (Staff May Hold More Than One Certification)	#	20	11	10	9
Number of professional staff holding bachelor's degrees	#	12	6	6	6
Number of professional staff holding master's degrees	#	6	0	3	0
Number of Special Requests for Additional Audit or Advisory Services (Review of Processes and Controls, Performance Measurement Activities, Policies and Procedures, Etc.)	#	1	0	0	0
Total years of audit/financial management experience to date.	#	271	137	0	100
Total years of audit/financial management experience with Office of the City Auditor.	#	103	35	0	25
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Assurance and Advisory Service Reports Planned for Completion.	#	8	12	4	12
Follow Up and Final Follow Up Reports Planned for Completion	#	13	14	4	14
Guidance and assistance reports planned for completion	#	1	1	0	1
Number of Audit Reports Distributed and Number of Inquiries for Audit Reports or Information About the Office of the City Auditor Based Upon Visits to the Office Website and Individual Requests for Audit Information.	#	6,592	7,500	3,620	7,500
Inquiry Reports Planned for Completion	#	1	0	0	0
Number of Fraud Hotline Calls Referred to Other Departments	#	3	0	0	0
Number of Professional Staff That Have Obtained Required 40 Hours of Professional Continuing Education Each Year (80 hours for two years and at least 20 hours in one of the two years)	#	12	6	6	6
Number of recommendations that would reduce, recover, or avoid costs, if implemented.	#	17	0	28	0
Number of recommendations that would improve service delivery, reduce risk, or improve controls, if implemented.	#	40	0	59	0
Number of quarterly and special Audit Committee meetings held with the City Audit Committee.	#	5	5	2	5
Total number of audit products issued (includes assistance and guidance, assurance and advisory reports, inquiry, project progress reports, follow-ups)	#	22	0	8	0

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services**

**City Auditor**

<b>Effectiveness Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Percent of Responders to Customer Surveys That Were Either Very Satisfied or Extremely Satisfied That Work Was Done in a Professional and Fair Manner	%	18	100	100	100
Average Years of Audit/Financial Management Experience	#	45.16	20.00	23.08	16.00
Average Years of Audit/Financial Management Experience With the Office of the City Auditor	#	17.16	9.00	9.08	6.00
Average Level of Satisfaction of the Performance of the City Auditor Based Upon Annual Evaluation by the Mayor and Each City Commissioner	#	5	4	0	4
Number of corrective action plan steps due that were completed for the year.	#	106	0	18	0
Total number of corrective action plan steps due that were completed within the time period specified by management.	#	98	0	18	0
Type of opinion received from an external quality control review of audit work performed not less than once every three years.	#	2	1	1	1
Percent of assurance and advisory service reports completed	%	8	80	33	80
Percent of corrective action plan steps due that were completed by management for the year.	%	0.74	0.00	11.17	0.00
Percent of corrective action plan steps due that were completed within the time period specified by management.	%	0.68	0.00	11.17	0.00
Percent of guidance and assistance reports completed	%	1	0	0	0
Percent of professional staff holding bachelor's degrees	%	12	100	0	100
Percent of professional staff holding master's degrees	%	6	0	50	0
Percent of Professional Staff That Have Obtained Required Professional Continuing Education Hours Each Year	%	12	100	100	100
Percent of special and quarterly Audit Committee meetings held with Audit Committee.	%	5	100	40	100
Percent of follow up and final follow up reports completed.	%	13	100	31	100
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.	#	3.50	5.00	2.00	5.00



**Charter and Executive Services**  
**City Auditor**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The Office of the City Auditor has no capital projects for fiscal years 2013 - 2017.

**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 2012.

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 2013.

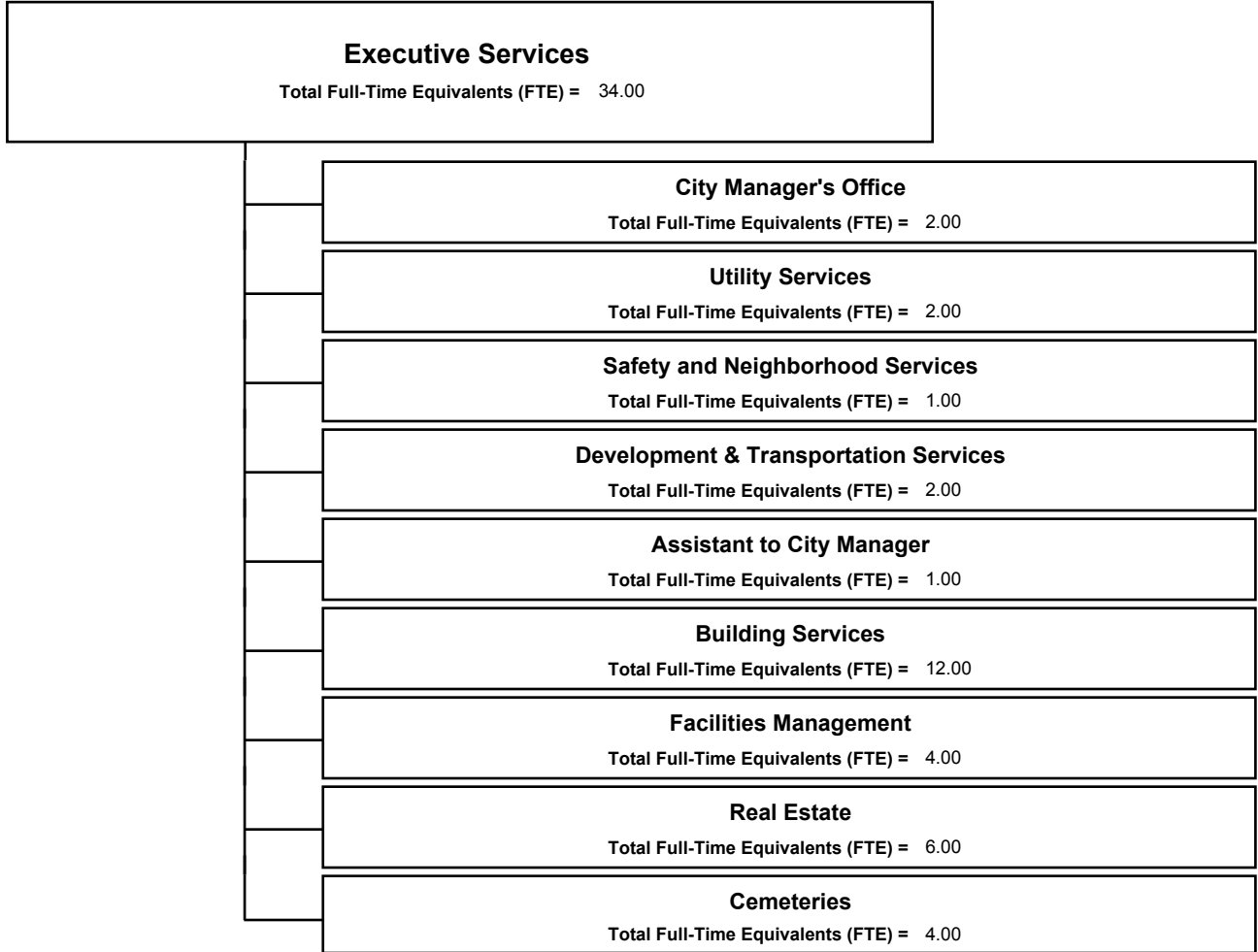
None.



**Charter and Executive Services**

**Executive Services**

**Organizational Chart**



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services**

**Executive Services**

**Operating Budget**

<b><u>Budgetary Cost Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
140101 City Manager's Office	445,077	444,837	427,073	426,071
140201 Utility Services	313,071	320,248	301,459	300,610
140301 Safety and Neighborhood Services	185,670	188,415	178,248	168,256
140401 Development & Transportation Services	254,129	263,594	247,825	247,144
140501 Assistant to City Manager	76,258	84,554	69,318	69,106
140601 Building Services	1,755,571	1,789,601	1,726,197	1,728,931
140602 Facilities Management	386,467	346,334	267,376	254,941
140701 Real Estate	522,159	540,660	391,367	389,734
140702 Eastside Garage	152,411	162,567	159,466	159,466
140703 Cemeteries	494,490	465,979	466,981	466,321
<b>Total Expenditures</b>	<b>4,585,303</b>	<b>4,606,789</b>	<b>4,235,310</b>	<b>4,210,580</b>

<b><u>Expenditure Category Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	2,636,102	2,622,467	2,614,491	2,589,761
Operating	787,251	763,073	1,064,890	1,064,890
Allocated Accounts	478,038	581,578	86,659	86,659
Utilities and Other Expenses	454,741	401,855	440,021	440,021
Transfers	201,601	209,419	0	0
Contributions to Operations	27,570	28,397	29,249	29,249
<b>Total Expenditures</b>	<b>4,585,303</b>	<b>4,606,789</b>	<b>4,235,310</b>	<b>4,210,580</b>

<b><u>Funding Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
General Fund	4,090,813	4,140,810	3,768,329	3,744,259
Cemetery Fund	494,490	465,979	466,981	466,321
<b>Total Funding</b>	<b>4,585,303</b>	<b>4,606,789</b>	<b>4,235,310</b>	<b>4,210,580</b>

<b><u>FTE Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
140101 City Manager's Office	2.00	2.00	2.00	2.00
140201 Utility Services	2.00	2.00	2.00	2.00
140301 Safety and Neighborhood Services	1.00	1.00	1.00	1.00
140401 Development & Transportation Services	2.00	2.00	2.00	2.00
140501 Assistant to City Manager	1.00	1.00	1.00	1.00
140601 Building Services	12.00	12.00	12.00	12.00
140602 Facilities Management	4.00	4.00	4.00	4.00
140701 Real Estate	6.00	6.00	6.00	6.00
140703 Cemeteries	4.00	4.00	4.00	4.00
<b>Total FTE</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>

## Charter and Executive Services

### Executive Services

#### Summary of Services Provided

##### Office of the City Manager

- Responsible for maintaining the management functions of city government and administering the day-to-day operations of most facets of city government.
- Responsible for oversight of the City Commission meeting agenda process.
- Responsible for long term strategic plans, as well as short term targets, which are formulated into the city's Target Issues and Focus Issues. These goals and targets guide the operation of our government as it continues its orientation to customer satisfaction and quality improvement.

##### Assistant City Managers

- Three Assistant City Managers oversee three service areas comprised of Development and Transportation Services, Safety and Neighborhood Services, and Utility Services and provide overall management direction and policy guidance to department directors that are assigned to their respective service area.

##### Assistant to the City Manager

- Oversees the the Department of Communications and the City Manager's administrative staff.

##### Facilities Management

- Building Services section maintains City Hall and also supports other facilities within the city.
- Architectural Services section provides project management, design services, and construction administration for renovations to existing city facilities and new city buildings.

##### Property Management

- Responsible for management of the Renaissance and Gemini Buildings, City cemeteries, parking garages, leases and miscellaneous property, sale of surplus real estate, and acquisition of rights-of-way and easements for capital projects.

#### Trends and Issues

Key trends and issues for Facilities Management, Building Services and Property Management are as follows:

- The industry trend for facility management is focused on a more centralized approach to facilities. Most universities, several state governments, numerous counties and many municipalities with comparable facilities have centralized their facilities.
- Facilities Management is initiating virtual centralization of facility management. Virtual centralization of facilities management will take advantage of improvements in technology and implement a method to keep information current. Facilities Management will provide for the efficient consolidation of activities that would normally be required by each of the various divisions. The goals of virtual centralization are to track, communicate, resolve and report on facility issues with the result yielding greater efficiency and reduced costs to operate and maintain City of Tallahassee facilities.
- The goals of Building Services are to provide a clean, safe and aesthetic place for employees and public, within the existing budget. All of the recently completed projects have been constructed using green attributes. For FY13, the goal is to receive green certification on all new construction projects as well as certifying several existing facilities.
- The Property Management division manages numerous buildings, parking garages, leases, property inventory, capital projects, surplus property and acquisitions. Additional responsibilities in the last year include Kleman Plaza repairs and oversight, Apalachee Ridge Technology Learning Center repairs, monitoring all city leases, and management of Shaker Heights apartments.

## Charter and Executive Services

### Executive Services

#### **Significant Changes From FY 2012**

The following service level changes are included in the proposed budget for the Executive Services Department's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$28,152).
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

#### **City Commission Action**

The City Commission approved the budget for the Executive Services department with the following changes.

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; salary updates; position changes; and intradepartmental reorganizations and transfers.

## Charter and Executive Services

### Executive Services

#### Performance Measures

##### Program Objectives

The program objectives for Building Services, Facilities Management and Property Management are as follows:

- Establish and update building standards for construction.
- Work with the Energy Services Department and develop standards for conservation of energy at all new and renovated city facilities.
- 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.
- Manage the Renaissance and Gemini Buildings, parking garages, leases, property inventory, property acquisitions and right-of-way for road projects.
- Maintain appearance and upkeep of cemeteries in good condition.

##### Analysis of Performance Measures

The department has identified numerous successes toward accomplishing safety goals, cost goals, reliability goals, and the ability to be benchmarked against industry standards. The target measures represent industry standards while taking into account the differences that exist in the municipal versus private marketplace, and the variety of operational units available under varied government settings.

Benchmarks are derived from Building Owners and Managers Association (BOMA) measures, American Public Works Association (APWA) standards, 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.

- Several output measures are related to security, and while the number of patrons visiting City Hall is slightly more than the industry standard through March (22,016), the number of restricted items taken in March (174) is also slightly ahead of the budgeted pace (300).
- Output, efficiency, and effectiveness measures all indicate that building services and facilities management are performing at normal levels. In FY11, actual maintenance service requests performed were 2,073 versus an industry standard of 2,100; and FY12 to date indicates 1,023 actual requests versus an industry standard of 1,050 through six months.
- The average cost per square foot to maintain City Hall remains low since two positions were eliminated in FY09.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of Parcels Requested	#	354	260	175	260

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services**

**Executive Services**

<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Conference Rental Amounts Collected	\$	0.00	4,000.00	4,127.59	4,000.00
Number of grave spaces serviced for burials	#	288	280	166	280
Number of grave spaces sold	#	119	100	60	100
Number of Parcels Acquired	#	217	135	113	135
Security - Incidents	#	0	0	7	0
Total No. of work orders for set-ups and responded to within 24 hours	#	600	620	312	620

<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Average Cost Per Square Foot to Maintain City Hall	\$	1.28	1.60	1.61	1.60
Lease Revenues	\$	507,739	460,000	311,722	460,000
Net Revenue from Eastside Parking Garage	\$	522,721	525,000	249,218	525,000
Net Revenue from Kleman Plaza Facility	\$	202,441	155,000	104,765	155,000
Percentage of custodial tasks that are assigned that are not routine tasks	%	5.00	5.00	4.99	5.00
Restricted Items taken per month	#	285	300	174	300
Total No. of Maintenance Service Requests responded by staff and not contractual labor	#	2,073	2,100	1,023	2,100
Total No. of New Bldgs. & Renovation Projects Designed and/or Constructed	#	19	22	5	22
Total No. of Project Management Completed	#	15	15	10	15
Total No. of Projects Constructed	#	16	16	13	16
Total No. of Screened patrons entering City Hall	#	35,001	40,000	22,016	40,000



**Charter and Executive Services**  
**Executive Services**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The approved FY 2013 – FY 2017 capital improvement program includes funding for two projects. The first project, City Hall Cooling Towers, is estimated at \$950,000 to replace the existing towers with new ones that can handle the 300 tons of chilled water. The second project, City Hall Parking Garage Waterproofing & Structural Repairs, is estimated at \$3,680,700 to completely remove and replace the existing waterproofing system. Neither project is scheduled to receive funding in FY13.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Project Account - GGCPA	0	4,630,700
<b>Total Funding</b>	<b>0</b>	<b>4,630,700</b>

**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 2012.

None

**Continued Capital Projects**

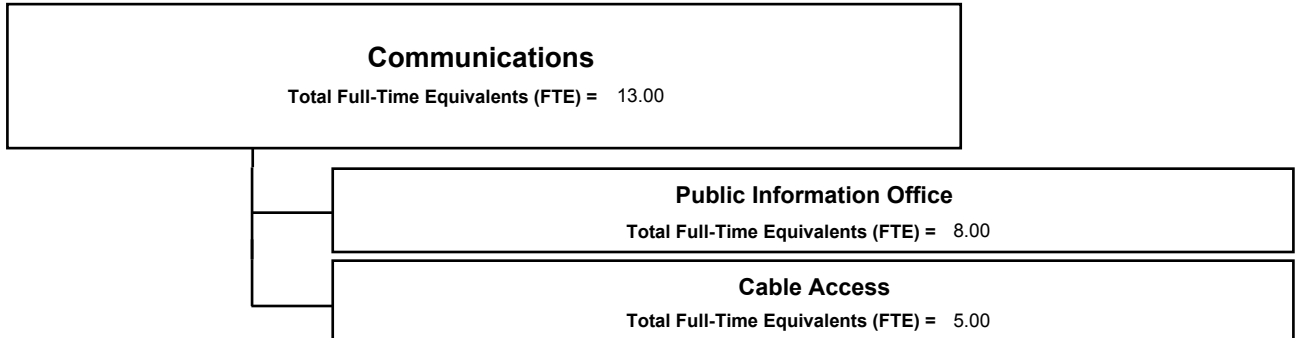
The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2013.

Kleman Plaza Structural Repairs  
City Hall Water Intrusion  
City Hall Windows and Wall Replacement



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services  
Communications  
Organizational Chart**



**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
380101 Public Information Office	685,003	791,041	951,944	893,865
380201 Cable Access	420,219	553,591	450,641	449,429
<b>Total Expenditures</b>	<b>1,105,222</b>	<b>1,344,632</b>	<b>1,402,585</b>	<b>1,343,294</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	913,027	997,629	1,050,120	1,046,979
Operating	64,873	101,537	166,589	110,439
Allocated Accounts	103,702	145,466	185,876	185,876
Transfers	23,620	100,000	0	0
<b>Total Expenditures</b>	<b>1,105,222</b>	<b>1,344,632</b>	<b>1,402,585</b>	<b>1,343,294</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
General Fund	1,105,222	1,344,632	1,402,585	1,343,294
<b>Total Funding</b>	<b>1,105,222</b>	<b>1,344,632</b>	<b>1,402,585</b>	<b>1,343,294</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
380101 Public Information Office	7.00	7.00	8.00	8.00
380201 Cable Access	5.00	5.00	5.00	5.00
<b>Total FTE</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>

## Charter and Executive Services Communications

### Summary of Services Provided

Department of Communications (DOC)

- Serves as the primary conduit of information for citizens and all city departments regarding city projects, services, and initiatives;
- Provides information and online services that enable citizens to become engaged and active in their local government;
- Responsible for coordinating media coverage on behalf of the city; and
- Develops news releases, pitches stories, and arranges interviews with the media.

### Trends and Issues

The Department of Communications' main purpose is to keep Tallahassee citizens informed of the city's initiatives, projects and services. Highlights for the past year include:

Tal.gov.com

- 12.0 million page views (4/1/11-4/1/12).
- The e-mail subscription service has over 15,933 subscribers, with 1.3 million e-mails sent from April 2011 to April 2012.
- Thirteen (13) departments maintain a presence on the popular Facebook website, with over 7,487 'fans' receiving facebook updates, which is a 70% increase over last year.
- Online inquiries continue to increase via the AskTal.gov and Trouble Reporting systems, with a first response to the customer within 24 hours (on business days).
- The Communications web and WCOT continue to work together to maintain the video on-demand service called WCOT Play. This service allows citizens to view WCOT programs at their convenience, with 2,654 visitors during the time period of 4/1/11 - 3/31/12.

Special Project Assistance

- Ongoing major communications efforts include work for the New StarMetro, Gaines Street "Block Party" and the Airport image makeover.
- Other efforts include work on the Red Light Safety Camera program, FAMU Way Extension project, various EPER programs, the College Town groundbreaking and the Local Business Saturday initiative.

Media Relations

- In the one-year period of April 2011 to April 2012, the PIO issued 328 news releases/media advisories or public service announcements and coordinated 20 news conferences/media events.

Awards

- The Department of Communications is highly regarded throughout the country as a recognized leader in local government marketing and communications. Over the past year, the DOC has won 21 national, regional and statewide awards.

## Charter and Executive Services Communications

### **Significant Changes From FY 2012**

The following service level changes are included in the proposed budget for the Department of Communications fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$38).
- A Marketing and Public Information manager was added mid-year FY12.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

### **City Commission Action**

The City Commission approved the budget for the Communications Department with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Charter and Executive Services**  
**Communications**  
**Performance Measures**

**Program Objectives**

Key objectives of the Communications Department include:

- Informing citizens about city government and fostering a desire for citizens to be involved with their city government;
- Serving as the primary conduit of important information for citizens regarding city projects;
- Increasing departmental use of television to create citizen awareness; and
- Utilizing highly creative communication techniques to attract attention to city projects among the vast array of issues competing for citizens' attention.

**Analysis of Performance Measures**

While the city has not conducted a citizen survey since 2006, the department continues to survey event participants to garner feedback. From the FAMU Way public meeting to the Lin-Credible employee event, to the budget survey on talgov.com, staff continues to measure citizen responses. The results from the survey of employees attending the Lin-Credible event showed 89% rated the Communications Department's celebratory event and outreach as an 8 (20%), 9 (20%) or 10 (49%) on a ten point scale.

In FY 2012, WCOT has continued to produce outstanding and national award winning programs and services as an integral part of DOC's public informational plans. After completion of the second quarter of FY 2012, WCOT has produced 127 productions. This is on par with the productions from FY11 and FY10. WCOT is mandated by the 2007 Consumer Choice Act (adopted by the Florida Legislature) to air five hours of non-repeat programming per day. With only four production staff members, this mandate has not been attained. However, there have been no repercussions to date.

Talgov.com continues to be a primary source of City information for both citizens and visitors with 12 million page views from April 1, 2011 to April 1, 2012. In March 2012, the City Commission approved the purchase of a content management system and associated web redesign, which will be rolled out to the community this fall to provide even more convenient, advanced, and interesting ways to interact with city government on the web.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of Communications FTEs	#	0	13	13	13
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Increase the number of page views by 5% annually	#	12,000,000	7,500,000	4,382,650	7,500,000
Maintain community awareness of COT services/programs through stable/increasing number of quality TV programs	#	231	200	127	200
<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Achieve 80% satisfaction rating for one Communications project measured each year.	%	96	80	89	80

**Charter and Executive Services**  
**Communications**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The Department of Communications has no capital projects for FY 2013 - FY 2017.

**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 2012.

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 2013.

None.

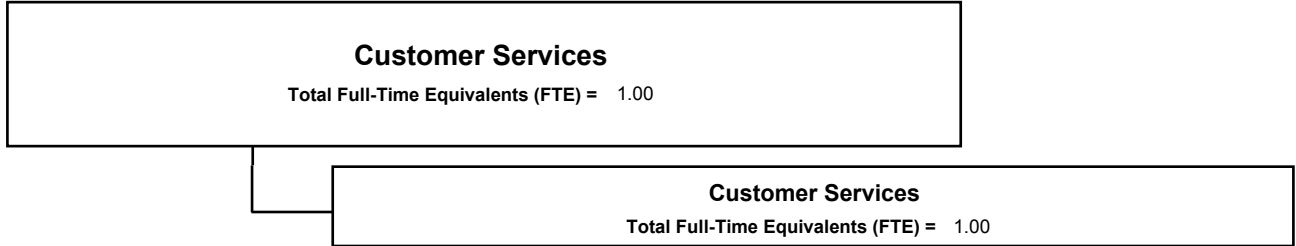




**Charter and Executive Services**

**Customer Services**

**Organizational Chart**



**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
390101 Customer Services	98,709	98,431	102,658	102,459
<b>Total Expenditures</b>	<b>98,709</b>	<b>98,431</b>	<b>102,658</b>	<b>102,459</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	85,950	82,202	88,009	87,810
Operating	2,515	2,356	6,164	6,164
Allocated Accounts	10,244	13,873	8,485	8,485
<b>Total Expenditures</b>	<b>98,709</b>	<b>98,431</b>	<b>102,658</b>	<b>102,459</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
General Fund	98,709	98,431	102,658	102,459
<b>Total Funding</b>	<b>98,709</b>	<b>98,431</b>	<b>102,658</b>	<b>102,459</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
390101 Customer Services	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## 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 2012**

The following service level changes were approved as proposed for Customer Service's fiscal year 2012 budget. See the City Commission Action section for additional changes to the FY12 approved budget.

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

**Charter and Executive Services**  
**Customer Services**

**City Commission Action**

The City Commission approved the budget for Customer Services' fiscal year 2013 with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Charter and Executive Services**  
**Customer Services**  
**Performance Measures**

**Program Objectives**

Customer Services has identified the following program objectives for FY 2011:

- Promote quality customer service and enhance customer satisfaction.
- Provide customer service orientation/education information to new employees.
- Address incoming customer issues and concerns.
- Initiate programs that provide a renewed customer service emphasis.
- Continue the Secret Shopper initiative to reward good customer service practices, identify and then address recurring customer service issues.

**Analysis of Performance Measures**

N/A

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of FTEs	#	0	1	0	1
Operating Budget	\$	0	196,803	0	196,803
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
From A to Z Guides distributed	#	0	2,000	0	2,000

**Charter and Executive Services**  
**Customer Services**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The Customer Services has no capital projects for fiscal years 2012 through 2016.

**Completed Capital Projects**

The following list represents major projects (those with a magnitude greater than \$50,000) that were completed or were underway, and expected to be completed in fiscal year 2011.

None

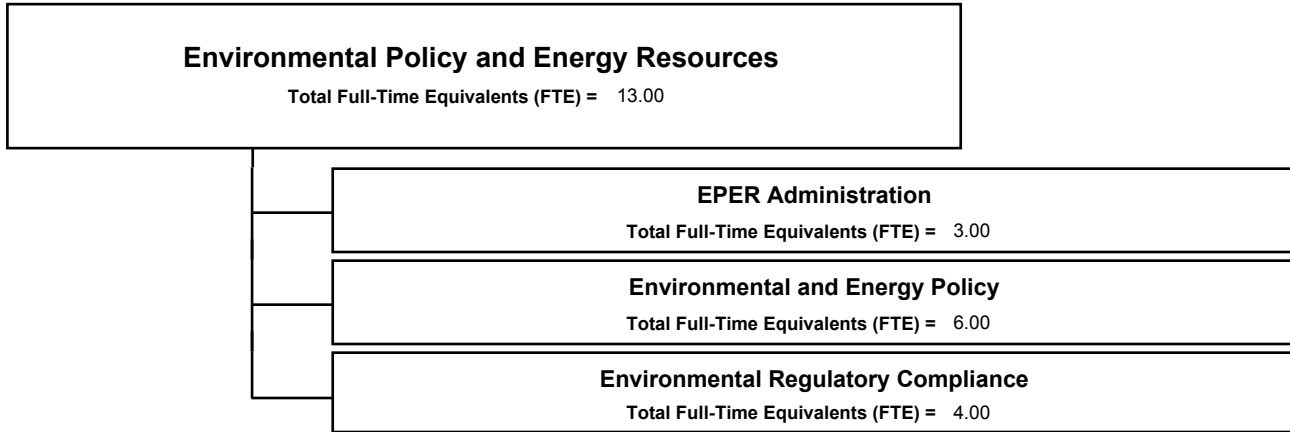
**Continued Capital Projects**

The following list represents major projects (those with a magnitude greater than \$50,000) that are expected to continue into fiscal year 2012.

None



**Charter and Executive Services**  
**Environmental Policy and Energy Resources**  
**Organizational Chart**



**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
520101 EPER Administration	661,567	962,126	1,017,232	947,700
520201 Environmental and Energy Policy	440,527	495,960	604,176	602,784
520301 Environmental Regulatory Compliance	432,591	443,584	447,504	446,336
<b>Total Expenditures</b>	<b>1,534,685</b>	<b>1,901,670</b>	<b>2,068,912</b>	<b>1,996,820</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	1,206,670	1,289,640	1,359,206	1,355,591
Operating	139,466	527,751	519,844	519,844
Allocated Accounts	145,824	84,279	121,385	121,385
Transfers	42,725	0	0	0
Year End Adjustments	0	0	68,477	0
<b>Total Expenditures</b>	<b>1,534,685</b>	<b>1,901,670</b>	<b>2,068,912</b>	<b>1,996,820</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Environmental Policy and Energy Resource Fund	1,534,685	1,901,670	2,068,912	1,996,820
<b>Total Funding</b>	<b>1,534,685</b>	<b>1,901,670</b>	<b>2,068,912</b>	<b>1,996,820</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
520101 EPER Administration	3.00	3.00	3.00	3.00
520201 Environmental and Energy Policy	4.00	6.00	6.00	6.00
520301 Environmental Regulatory Compliance	5.00	4.00	4.00	4.00
<b>Total FTE</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>

## Charter and Executive Services

### Environmental Policy and Energy Resources

#### Summary of Services Provided

- The core functions of Environmental Policy and Energy Resources Department (EPER) are policy development, green city initiatives, measurement and evaluation, community outreach, and environmental regulatory compliance. These functions, that build upon significant achievements the City has accomplished to date, will promote “green” policies and sustainable practices for city government and the community.
- Policy Development - Policy development consolidates policy and planning activities that previously were dispersed in various departments.
- Green City Initiative - In December 2007, city government earned a Green City Designation from the Florida Green Building Coalition (FGBC).
- Measurement and Verification - Quantitative and qualitative evaluation is essential to measuring the effectiveness of the city's green initiatives.
- Community Outreach - A sustainable green program requires a commitment not only from city management and employees but also from Tallahassee residents and businesses.
- Environmental Regulatory Compliance - EPER is responsible for assisting with the development and implementation of environmental permitting and compliance programs for the city's utilities and some general government activities, in accordance with the applicable statutes, laws, rules, and regulations of federal and state regulatory agencies.
- EPER will continue to apply for and manage the EPA's Brownfields assessment and petroleum grants.
- EPER also is responsible for monitoring and reporting on proposed climate change and global warming legislation and regulations which will directly impact city operations.



## Charter and Executive Services

### Environmental Policy and Energy Resources

#### Trends and Issues

Changes in federal and state regulations impact EPER's programs, both in services provided to city departments and in areas of regulatory compliance. One recent example is the controversial March 2012 release by the EPA of a long-awaited greenhouse gas rule for electric power plants. Pursuant to the authority in the Clean Air Act, this proposed rule would establish the first national limits on the amount of carbon dioxide that can be emitted from electric generating units and will directly affect the City's operations. At the state level Florida Governor Rick Scott, despite a previously unsuccessful moratorium on new environmental rules, continued to work aggressively toward consolidating and streamlining environmental compliance requirements. The previous mandates included in the 2008 House Bill 7135 are also being readdressed by the current administration. The statewide recycling goal of 75% to be achieved by the year 2020 has been suspended by the current administration.

The City was awarded an additional \$1,000,000 in EPA Brownfield grants to provide a revolving clean-up loan program to interested developers. The Revolving Loan Fund Grant is in its first year of implementation. This program requires a great deal of coordination between EPA, FDEP, and environmental firms to ensure compliance. The \$400,000 Brownfield assessment grant successfully closed out in June 2011, with the \$600,000 clean-up grant ending in July 2012.

The compliance strategy, legal requirements, and costs associated with addressing Cascade Park, a Federal Superfund site, have changed significantly since the previous budget submittal due in large part to the discovery of additional soil contamination, elevated groundwater concentrations, and the negotiation and eventual signing of a legally-binding Settlement Agreement between the City and the EPA in December 2011, pursuant to the requirements of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or "Superfund").

The FY 2013 estimated cost for Cascade Park is \$315,000 and requires an Increase Service Level (ISL) of \$250,000. The cost will cover two full rounds of groundwater sampling and analysis, a draft and final Feasibility Study Report for the EPA, legal and engineering work as needed to negotiate a path forward with EPA, a Groundwater Monitoring Plan and/or Remedial Action Plan, and project management. The City is also responsible for reimbursing the EPA for oversight costs on an annual basis.

Regulatory compliance issues can range from such things as permitting air emissions to diesel fuel conversions at the electric power plants. Failure to meet these legal requirements may result in fines, penalties, consent orders, and/or enforcement actions which may ultimately result in permit revocation and the legal requirement to cease operation of City facilities. The potential costs associated with failure to meet these requirements or to shut down revenue generating operations such as the electric power plants and wastewater treatment plants is significantly greater than the cost to fund the Regulatory Compliance Division, therefore, the program is inherently a cost avoidance mechanism. ERC staff has been instrumental in negotiating violations to minimize or eliminate fines resulting from environmental noncompliance issues at City facilities. The ERC division annually submits more than 200 regulatory reports, responds to and provides regulatory notifications for more than 100 unauthorized spills and releases, coordinates and serves as the liaison for more than 30 agency inspections of City facilities, and provides mandatory environmental compliance training to more than 300 city employees.

**Charter and Executive Services**  
**Environmental Policy and Energy Resources**

**Significant Changes From FY 2012**

The following service level changes are included in the approved budget for Underground Utilities fiscal year 2013.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

**City Commission Action**

The City Commission approved the budget for the EPER department with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

**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, FY2012 activities, and FY2013-2017 planned activities:

- Maintain and develop green city silver-gold-platinum FGBC Certification
- Expansion of environmental management systems in Underground Utilities
- Aquifer protection program
- Apply for awards to benchmark city activities
- Apply for grants to fund sustainable city initiatives

**Analysis of Performance Measures**

In collaboration with the Environmental Advisory Board, EPER has made substantial progress in the development of the Tallahassee GreenPrint. Draft action plans were completed for all eight target areas of the plan: Leadership, Energy, Solid Waste, Natural Resources, Economics, Health, Education and Community Outreach, and Land Development and Mobility. The Tallahassee GreenPrint is a non-regulatory plan that provides policy guidance and identifies programs, initiatives, and policies that the City can implement to further its goals of becoming a more sustainable and livable community.

In 2011/2012, EPER conducted over twenty sustainability-related presentations to school groups, church groups, community and professional organizations, and state agencies. Key presentations focused on community awareness and public input for the development of the City's sustainability plan. EPER also hosted booths at 17 sustainability-related events; distributing information relating to the City's energy saving programs, waste reduction, and natural resource protection programs. These outreach efforts engaged over 3,000 participants.

Wake Up the Earth, a City-sponsored coffee grounds reuse pilot program, was launched in July 2011. It is estimated that the program will potentially divert more than 2 tons of wet coffee grounds from the landfill annually.

The City's Adopt A Street program encourages volunteer groups to participate in community beautification by picking up litter along City streets. During 2011, Keep Tallahassee Leon County Beautiful (KTLCB), the local branch of Keep America Beautiful, continued to manage the program under agreement with the City. This year, 114 community groups participated in the program. Over 60 cleanup events were held, and groups collected over 364 bags of litter for proper disposal.

EPER seeks opportunities to benchmark and validate the outstanding accomplishments of the City's green initiatives.

<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
The City has implemented electric conservation measures to reduce consumption. The kwh are tracked in the Utility Billing System for city facilities.	#	92,880,127	92,500,000	0	92,500,000
EPER has implemented an anti-idling campaign to reduce the carbon footprint. The city employee pledges are reported in this measure.	#	863	1,000	0	1,200
PPD - Number of Award Applications	#	3	5	3	5

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Charter and Executive Services**

**Environmental Policy and Energy Resources**

<b>Outcome - Leading Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
EPER - Amount of funding (1,000's)	#	458	1,966	0	2,262
EPER - Number of FTE's	#	0	13	0	13
The TAPP program provides grants up to \$175 for residential and institutional rain gardens.	%	100	20	0	20
ERC coordinates/attends regulatory inspections of city facilities.	#	42	40	0	40
ERC provides environmental training to city employees throughout the year.	#	400	400	0	400
ERC conducts these proactive visits as a service to city departments identify and correct non-compliance issues.	#	67	50	0	50
Percent of storage tank inspections in compliance with FDEP regulations	%	0	100	100	100
Regulatory agencies have established deadlines for reporting.	%	99	100	0	100
EPER oversees the Adopt-A-Street program in collaboration with KTLCB.	%	40	5	0	5
EPER oversees the Adopt a Street Program. KTLCB has a list of participating street segments. KTLCB is responsible for assigning groups to those segments.	%	93	95	0	100
EPER has implemented an anti-idling campaign to reduce the carbon footprint. The community (non-city employee) pledges are reported in this measure.	#	808	1,000	0	1,250
The number of lifetime post organic impressions of the posts in News Feed or ticker or on the FB wall.	#	32,981	34,000	0	36,000
PPD - Number of Client contacts	#	913	2,000	1,805	2,000
PPD - Number of Grant Applications	#	0	4	0	4

**Charter and Executive Services**  
**Environmental Policy and Energy Resources**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

EPER has no proposed capital projects for FY 2013 - 2017.

**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 2012.

None

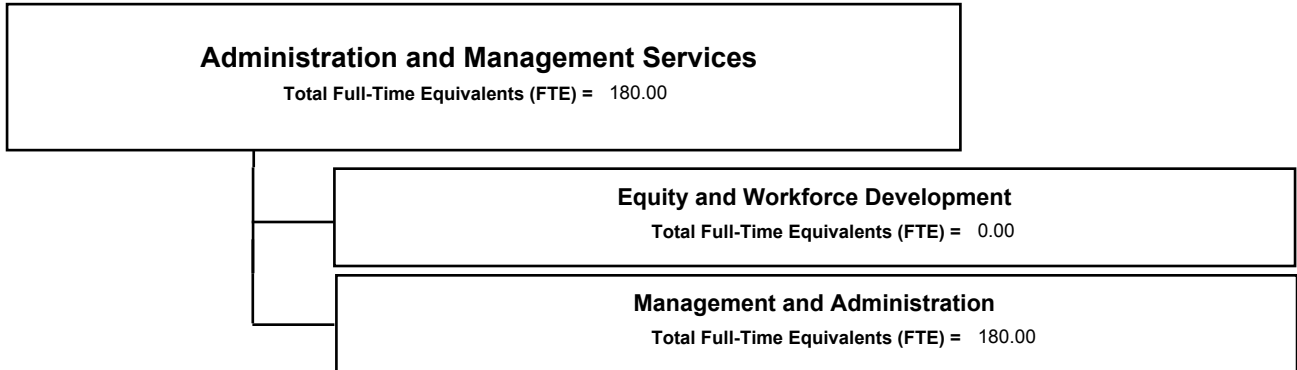
**Continued Capital Projects**

The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2013.

None



## Administration and Management Services Organizational Chart



### Summary of Services Provided

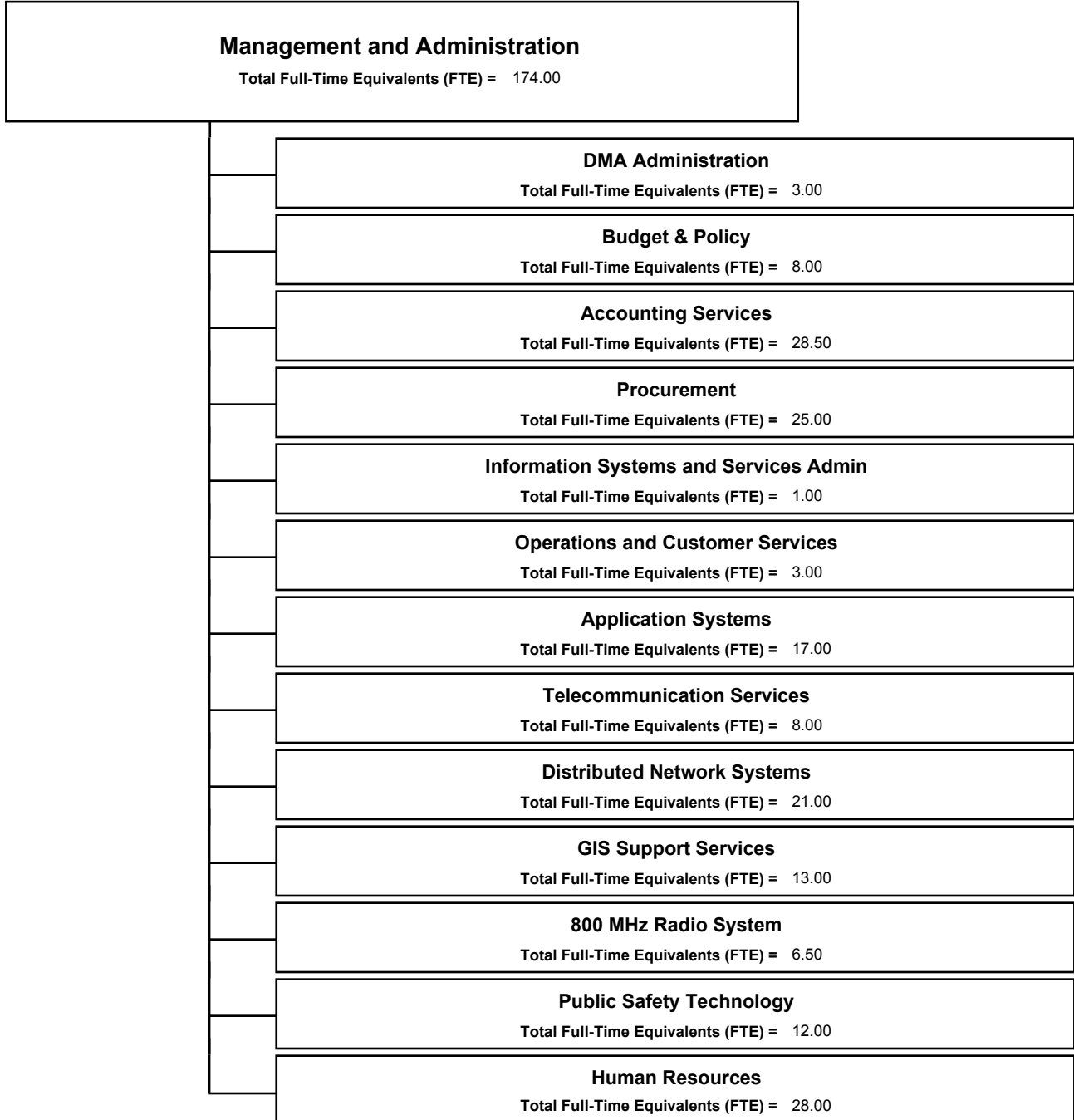
The department included in this service area is Management and Administration. Management and Administration is responsible for the delivery of personnel policies and procedures, workforce development, accounting, budgeting, policy development, information systems services, financial management, and procurement services. Equity and Workforce Development is responsible for compliance with federal, state and local laws which prohibit discrimination based on race, gender, disability, age, national origin and color and is also responsible for city-wide training programs. Effective FY13, Equity and Workforce Development is no longer a department, but a division of Management and Administration.

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
<b>Expenditures Summary</b>	43,318,831	44,274,038	49,070,179	46,535,708
<b>Funding Summary</b>	43,318,831	44,274,038	49,070,179	46,535,708
<b>FTE Summary</b>	181.09	181.75	179.00	180.00





**Administration and Management Services  
Management and Administration  
Organizational Chart**



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget**

**Administration and Management Services**  
**Management and Administration**

**Operating Budget**

<b><u>Budgetary Cost Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
410101 DMA Administration	321,225	406,893	386,697	392,861
410201 Budget & Policy	862,370	819,425	842,871	818,556
410202 Special Appropriations	16,024,274	13,336,498	21,306,813	18,862,779
410301 Accounting Services	3,494,579	3,593,030	2,962,146	2,967,039
410401 Administration	1,720,152	1,640,645	1,530,301	1,599,782
410402 Reproduction	-1,750	3,965	0	0
410404 Accounts Payable	386,432	442,878	511,504	513,660
410405 Purchase Cards	210,973	250,053	266,395	170,287
410406 Purchasing/Contracts	0	0	-13,111	-13,111
410408 Surplus	138,517	72,260	67,727	67,606
410501 Information Systems and Services Admin	3,051,165	3,496,477	454,393	453,974
410502 Operations and Customer Services	4,174,317	6,162,887	6,474,631	6,364,596
410503 Application Systems	1,510,585	1,637,071	1,484,643	1,491,424
410505 Telecommunication Services	1,401,625	1,442,001	1,461,545	1,443,716
410506 Distributed Network Systems	1,645,838	1,793,614	1,756,206	1,707,271
410507 Radio Communications	9,106	25,328	0	0
410508 GIS Support Services	1,521,229	2,047,388	2,065,512	2,226,284
410509 800 MHz Radio System	1,708,892	1,861,210	1,799,492	1,781,539
410510 Technology Planning & Advancement	-81,494	503	0	0
410511 Public Safety Technology	1,625,207	1,404,933	1,987,436	1,938,833
410601 Human Resources	2,841,478	3,160,228	2,858,465	2,893,126
410701 Equity and Workforce Development	0	0	0	855,486
<b>Total Expenditures</b>	<b>42,564,720</b>	<b>43,597,287</b>	<b>48,203,666</b>	<b>46,535,708</b>

<b><u>Expenditure Category Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	14,570,352	14,989,954	15,356,523	15,838,566
Operating	7,668,683	10,098,818	12,476,194	12,609,780
Other Services & Charges	252,900	252,900	1,515,707	1,511,646
Capital Outlay	149,902	0	0	0
Allocated Accounts	3,952,443	3,963,779	3,503,915	3,467,299
Utilities and Other Expenses	75,668	69,372	64,297	64,297
Transfers	3,027,127	3,687,239	1,057,074	1,057,074
Contributions to Operations	9,461,217	9,475,540	14,229,956	11,987,046
Year End Adjustments	3,406,428	1,059,685	0	0
<b>Total Expenditures</b>	<b>42,564,720</b>	<b>43,597,287</b>	<b>48,203,666</b>	<b>46,535,708</b>

<b><u>Funding Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
General Fund	17,207,869	14,562,816	22,536,381	20,074,196
800 MHz Fund	1,708,892	1,861,210	1,799,492	1,781,539
Data Processing Fund	14,857,578	18,010,202	15,684,366	15,626,098
Accounting Fund	3,494,579	3,593,030	2,962,146	2,967,039
Purchasing Fund	2,454,324	2,409,801	2,362,816	2,338,224
Human Resources Fund	2,841,478	3,160,228	2,858,465	3,748,612
<b>Total Funding</b>	<b>42,564,720</b>	<b>43,597,287</b>	<b>48,203,666</b>	<b>46,535,708</b>

**Administration and Management Services  
Management and Administration**

**Operating Budget**

<b><u>FTE Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
410101 DMA Administration	3.00	3.00	3.00	3.00
410201 Budget & Policy	8.00	8.00	8.00	8.00
410301 Accounting Services	28.75	28.75	28.50	28.50
410401 Administration	14.34	14.00	14.00	15.00
410404 Accounts Payable	7.00	7.00	7.00	7.00
410405 Purchase Cards	3.00	3.00	3.00	2.00
410408 Surplus	1.00	1.00	1.00	1.00
410501 Information Systems and Services Admin	1.00	1.00	1.00	1.00
410502 Operations and Customer Services	4.00	4.00	4.00	3.00
410503 Application Systems	19.00	19.00	17.00	17.00
410505 Telecommunication Services	8.00	8.00	8.00	8.00
410506 Distributed Network Systems	21.00	21.00	21.00	21.00
410508 GIS Support Services	7.00	7.00	11.00	13.00
410509 800 MHz Radio System	7.00	7.00	6.50	6.50
410511 Public Safety Technology	16.00	16.00	12.00	12.00
410601 Human Resources	27.00	28.00	28.00	28.00
410701 Equity and Workforce Development	0.00	0.00	0.00	6.00
<b>Total FTE</b>	<b>175.09</b>	<b>175.75</b>	<b>173.00</b>	<b>180.00</b>

## Administration and Management Services Management and Administration

### Summary of Services Provided

The Department of Management and Administration (DMA) is comprised of six divisions - Administration, Budget and Policy (OBP), Accounting Services, Procurement Services, Information Systems Services (ISS), Human Resources, and Equity and Workforce Development.

- Administration handles department-wide management and is responsible for coordination of various department functions, including PeopleSoft implementation, providing staff assistance for citywide projects, and maintenance of the city's administrative procedures.
- The Office of Budget and Policy is responsible for budgeting activities and is the lead agency for financial policy functions within city government. Responsibilities include development and preparation of the annual operating and capital budgets, development of long-range financial plans and related financial policies, and development and management of the special appropriations program for the General Fund. Other responsibilities include review and approval of operating budget work orders, development and coordination of the use of performance measurements, and program reviews.
- Accounting Services is responsible for operational functions, financial reporting, and financial systems. Operational activities include payroll processing and leave reporting, non-utility accounts receivables, and fixed asset management and inventory. Financial reporting includes preparation of the comprehensive annual financial report, grant reporting, fund accounting, and financial analysis. Accounting Services also has primary responsibility for user support, maintenance, security, training, data integrity, and reporting related to the city's financial and payroll systems.
- Procurement Services provides centralized procurement activities and establishes a system of coordinated uniform procurement policies, procedures, and practices to be used by departments in acquiring commodities and contractual services. These responsibilities are carried out through the division's purchasing, reproduction, and accounts payable units.
- Information Systems Services is tasked with providing quality services to enable city departments to make effective use of information technology. Primary responsibilities of the five major program areas that include all eight (8) units within Information Systems Services are:
  - Operations and Customer Services is responsible for data center activities that include financial and administrative support for city departments, along with processing activities required for utility customers.
  - Applications Systems is responsible for application software systems through analysis, design, and development or acquisition, installation, and maintenance of application software systems on mainframe, client server, and personal computer hardware platforms.
  - Technology Infrastructure is responsible for planning, installation, and support of distributed network computing, including voice and data communications.
  - The Public Safety Technology division is responsible for managing the applications of the Police and Fire Departments. Public safety applications vary from Computer Aided Dispatch and Records Management Systems to Crime Intelligence, Property and Evidence, Field Base Reporting, and In-Car Camera Systems and mobile data terminals. In addition, this division supports and maintains the City's intranet site and partners with the Department of Communications in support of the City's Internet site.
- As of FY10, the Human Resources department became a division of the Department of Management and Administration. Key services include the following: recruitment; benefits administration and wellness program development and implementation; occupational health and safety administration; labor relations; personnel administration; personnel file maintenance, human resource record keeping and systems maintenance, and classification and pay administration.
- As of FY13, the Equity and Workforce Development department is now a division of the Department of

## Administration and Management Services

### Management and Administration

Management and Administration. Key services include the following: ensuring compliance with federal, state, and local laws, which prohibit discrimination based on race, gender, disability, age, national origin, and color; responding to employee complaints; maintaining liaisons with various community groups; coordinating the Mayor's Summit on Race, Culture, and Human Relations; and providing training opportunities for city employees and the public.

## Administration and Management Services

### Management and Administration

#### Trends and Issues

- A new version of GOVMAX was released several years ago and the version used by the City discontinued. As a result, we are in our second year with the new version. The biggest issue this year has been the separation between Method Factory (the third party company providing support for GOVMAX) and Sarasota County (the owner of GOVMAX), effective April 15, 2012.
- Staffing has been a challenge within the Office of Budget and Policy over the last few years. A reduction of 20% in total staffing over the last four years and a staff that is relatively new, has placed significant demands on the two senior staff positions. Although all analyst positions are currently filled, the Administrative Assistant position is currently vacant. The Manager of Budget and Policy was filled in August 2012.
- Received Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2010 City Comprehensive Annual Financial Reports.
- Received unqualified opinions for the fiscal year 2011 audits of the City, Blueprint 2000 and Capital Regional Transportation Planning Agency.
- Three (3) long-term employees retired and two (2) additional employees in Purchasing are scheduled to retire by the end of 2012. Another two employees will retire by the end of 2014. As these long-term employees retire, existing staff will continue to develop strategies such as combining job classes, compensating remaining staff for increased duties, restructuring and revising program services, and increasing succession planning efforts to fill vacant positions in an effort to lessen the impact of potential reductions in the workforce.
- The upcoming implementation of the PeopleSoft e-settlement module will provide procurement services the ability to reduce the time and effort to receive, approve, pay invoices, and update supplier services by providing the capability to process payments using electronic invoices and payments, provide online approvals, maintain dispute resolution, and email notifications. Suppliers will be able to enter invoices online, attach appropriate documentation, and check payment status.
- According to Information Systems Services (ISS), within the next two years, smart devices will be enabled with many of the same productivity enhancing features of current fixed line desktop phones and desktop computers, requiring organizations to extend existing business functionality to a wide range of mobile devices. Devices such as tablets (ipads and androids) and smart phones (iphones and windows phones) for the enterprise have continued to impact the business world with services that can improve productivity and communication.
- ISS also continues to feel the impact of budget reductions in staffing and training. Departments' business processes continue to advance, resulting in increased requirements for advanced technology and solutions. In addition, the solutions have grown increasingly complex. Without appropriate staffing, ISS cannot enhance or develop applications that meet the needs of customers. ISS has tripled applications and servers, as compared to prior years, while maintaining staffing numbers. As systems continue to evolve, the level of knowledge and resources required to maintain these systems increases as well. Training and staff augmentation are necessities to continue to support the growing demands of departments and the ever changing world of technology.
- Human Resources has staffed six executive recruitments in the first six months of FY12, with four more expected by the end of the year. Human Resources conducted the first recruitment of an appointed official, the City Treasurer-Clerk, since 2001. The recruitment of two additional appointed officials, the City Attorney and City Auditor, will occur during the remainder of FY12 and into FY13. Staffing executive recruitments requires Human Resources to facilitate and support nationwide searches, staff multiple interview cycles, and conduct extensive reference checks.
- National Disability Mentoring Day is nationally commemorated on October 20th each year. Public and private organizations across the country plan, develop, and implement job shadowing experiences between students with impairments and local employers. The experience provides an opportunity for students to work

## Administration and Management Services

### Management and Administration

with a mentor in a job environment of their choice for a day. EWD coordinates the City's participation in this annual event, matching five mentors with five students in the program.

#### **Significant Changes From FY 2012**

The following service level changes are included in the proposed budget for the Department of Management and Administration's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$5,093).
- The Purchasing division has reduced various operating accounts for FY13, based on actual expenses the last five years. Fiscal Impact: (\$11,718).
- The Information Systems Services division is proposing to contract with Remini Street for PeopleSoft support services, beginning in FY13, resulting in a financial savings. Fiscal Impact: (\$300,000).
- The department is proposing to undertake a comprehensive classification and pay study, coordinated through the Human Resources division. The last study was completed in 1997. Fiscal Impact: \$100,000.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

#### **City Commission Action**

The City Commission approved the budget for the Department of Management and Administration with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Administration and Management Services**  
**Management and Administration**  
**Performance Measures**

**Program Objectives**

The department has identified the following program objectives for FY 2013:

Accounting Services:

1. Implementation of citywide time and attendance requirements.
2. Work in conjunction with other DMA divisions to develop a strategic plan for the future upgrade of the City's financial and human resource systems.
3. Work as a team with other DMA divisions to assist in the implementation of the PeopleSoft e-settlement module.

Office of Budget & Policy:

1. Provide quality financial and program information to management, the City Commission and the public by developing balanced operating and capital budgets that maximize the usage of available resources to achieve city goals.
2. Assist departments in implementing programs and activities by providing policy and funding guidance and information through agenda review, participation in various committees, and other advice and counsel.
3. Provide long term financial planning by projecting available revenues and expenses, monitoring legislation and the economy, identifying long-term expenditure trends, and monitoring capital expenditures.
4. Provide performance measurement information.
5. Continue to receive the Government Finance Officers' Association Distinguished Budget Award.

Procurement Services:

1. Properly acquiring and coordinating the timely delivery of necessary goods and services to support the daily operations of the city, ensuring compliance with all applicable local, state and federal policies, laws and ordinances.
2. Ensuring payments are made in compliance with the Florida Prompt Pay Act.
3. Provide routine training to procurement system users, incorporating more policy and procedures information and warning against common pitfall/violations.
4. Perform procurement reviews and assist departments in enhancing their procurement processes.
5. Continue to provide a valuable purchasing card system and enhance the ability to track and review employee purchases.
6. Automation of the A/P invoices process to include an electronic invoicing process for high volume vendors.
7. Implement an automated purchase order system to send electronic purchase orders to vendors.
8. Continue to work toward a paperless procurement process.
9. Submit 1099 filing to IRS in a timely manner with reduced risk for errors in vendor information.

Information System Services:

1. Consistently exceed customer service requirements.
2. Develop common architecture enabling integration and interoperability.
3. Lead and support continuous business improvement.
4. Provide access to city information and services anytime, anywhere.
5. Leverage technology to improve and enhance end user productivity.
6. Maximize value of IT investments.
7. Raise the level of skills and knowledge of city employees.

Human Resources:



## Administration and Management Services

### Management and Administration

1. Increase the number of safety specialists certified as authorized OSHA general industry trainers from 2 to 3.
2. Complete a review and revision/updating of the city safety manual and policies.
3. Formalize the serious accident investigation policy.
4. Utilize an online calendar to pre-schedule safety training with self-enroll function.
5. Increase the level of safety training provided for employees.
6. Create and provide online training (via intranet and PeopleSoft).

#### Equity and Workforce Development:

1. E-MAP- To insure a pool of qualified potential job candidates by identifying, developing and supporting highly motivated and talented employees, who will be capable of taking on greater job and leadership responsibilities and potentially fill key vacancies.
2. Compliance - To insure compliance with mandates of federal law and local ordinance to insure non-discrimination on the basis of protected characteristics as defined in the Civil Rights Act, the Americans with Disabilities Act, the Fair Housing Act and the City Fair Housing Ordinance.
3. Fair Housing - To affirmatively further fair housing as a requirement for receipt of Community Development Block Grant funds by the city.
4. Workforce Development - To provide training through the City's FYI Training and Development Programs that allows employees to acquire new knowledge and skills and sharpen existing skills.

### **Analysis of Performance Measures**

A good indicator of employee health, both physical and mental, is the number of sick hours used by employees. In FY11, the number was 26.84 sick hours used per 1,000 hours worked. This number has decreased to 25.10 sick hours used in FY12. A decrease in employee sick hours used is a good sign for city management, employee productivity, employee wellness and customer service.

An indicator of a rebounding economy is seen through decreasing job applications for vacant positions. In FY11, the City received 70.0 applicants for each job vacancy. This number has decreased to 57.0 applicants per vacancy in FY12. This indicates that job seekers are having success in getting hired because there are less applications received per job opening.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
5-Year Capital Improvement Plan	\$	826,374	773,044	773,044	733,805
Appropriated operating budget	\$	704,436	710,728	710,728	685,103
Capital budget	\$	146,998	150,661	150,661	135,060
Total City FTEs (includes full-time and part-time employees)	#	3,274	2,846	3,250	2,800
Number of reproduction requests received	#	360,668	650,000	0	650,000
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Timeliness and accuracy of CAFR – City's and Blueprint 2000's	%	100	100	0	100
Timeliness of monthly system closing – by morning of 6th business day –does not include first or final month of FY	#	10	10	10	10
Timely mailing of AR statements and accurate posting of payments to business loan and AR systems	%	100	100	100	100
Budget transfers processed	#	53	100	57	100
Number of Job Applications Processed	#	37,124	18,500	16,944	18,500
Number of Positions reclassified	#	95	100	88	100
Number of Alcohol/Drug Tests Administered	#	1,979	2,260	2,006	2,260
Number of Personnel Actions Processed	#	6,636	4,000	2,162	4,000
Number of Benefit Transactions Processed	#	3,765	4,000	6,424	4,000

City of Tallahassee  
Fiscal Year 2013 Adopted Budget

Administration and Management Services

Management and Administration

<u>Output Measures</u>	<u>Unit of Measure</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Budget</u>	<u>FY 2012 YTD</u>	<u>FY 2013 Budget</u>
Number of Employee Injury or Auto-Related Events Reported (based on RiskMaster data maintained by Risk Management)	#	652	300	288	300

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget**

**Administration and Management Services**

**Management and Administration**

<b>Effectiveness Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Accurate and timely filing of grant reports	%	100	100	100	100
Receipt of GFOA Certificate for completion of CAFR within their guidelines	#	0	1	0	1
Timely and accurate processing of payroll – Percent completed by deadline	%	1	100	100	100
Percent of on-time departmental submittals of budget information	%	50	100	80	100
Percent variance of actual revenues to estimated revenues - General Fund	%	0	2	0	2
Percent variance of actual expenditures to estimated expenditures	%	0	2	0	2
Percent Budget transfers processed within 5 business days (CIP Policy)	%	86.10	100.00	100.00	100.00
Number of Centralized HR FTEs (based on actual hours paid to full-time and part-time employees)	#	25.10	26.00	14.46	28.91
HR staffing level ratio (per 100 FTE's serviced)	#	0.07	0.79	0.88	0.88
Total City turnover	%	0.04	3.00	4.00	6.50
Total "Quit" Rate	%	2.80	2.50	1.40	2.80
% of New Hires still employed after one year	%	7.21	80.00	86.40	85.00
Sick Leave Hours Used Per 1,000 Hours Worked	#	26.84	27.00	25.10	25.00
Avg # Applicants Per Vacancy	#	70	60	57	60
% Annual Health Insurance Increase	%	5.20	3.80	5.00	0.00
# completed hours of OSHA Training.	#	3,943	1,640	2,585	5,170
HR23 - # of site visits by safety specialists	#	1,325	600	576	1,100
Complete all telephone service and network connection installation service requests within three (3) working days	%	98	90	98	90
Complete initial technology requisitions and fulfill requests for quotes within eight (8) working hours of receiving the request	%	98	98	100	98
Maintain network up time at 99.9% or better	%	99.90	99.90	99.90	99.90
Meet project goals and dates as specified in the ISS Strategic Plan	%	100	100	100	100
Reduce the resolution of work stoppage problems that cannot be solved by System One Stop (SOS), to one (1) day or less	%	72.15	80.00	100.00	100.00
Resolve at least 70% of all SOS calls within the resources of this team as measured by daily incident activity reports.	%	51.45	70.00	51.94	70.00
Average cost to process one p-card	\$	24.37	24.56	0.00	24.56
Average cost to process one purchase order	\$	25.74	27.83	0.00	27.83
Average cost to process one requisition transaction	\$	24.98	27.02	0.00	27.02
Percentage of contract compliance reviews completed	%	100	100	0	100
Dollar amount of purchasing per FTE	\$	17,913,853	43,512,400	0	43,512,400
Percentage of checks voided in accounts payables	%	0.00	0.85	0.00	0.85
Percentage of payments processed within 30 days	%	98	98	98	98
Percentage of reproduction service requests completed within the same day	%	100	100	100	100
Percentage of RFP's processed within 60 days	%	100	100	100	100

City of Tallahassee  
Fiscal Year 2013 Adopted Budget

Administration and Management Services

Management and Administration

<b>Effectiveness Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Percentage of procurement card payments made on time	%	100	100	100	100

**Administration and Management Services  
Management and Administration  
Capital Improvement Program Budget**

**CIP Budget Overview**

The capital improvement program includes funding for six projects (listed below) at a cost of \$8,188,000 for FY 2013 – FY 2017. 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 capital budget for FY13 is \$1,847,600 and supports on-going projects.

Applications and Database Upgrades (\$2,500,000); City Building Computer Wiring Upgrades (\$250,000); Computer Server Upgrade (\$700,000); Emergency Preparedness (\$750,000); Network Infrastructure Upgrade/Replacement (\$3,000,000); and Permits and Enforcement Tracking System (\$988,000).

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
Deficiencies Fund	150,000	750,000
Information Sys Svcs RR&I	0	0
Information Sys Svcs RR&I Undesignated Balance	1,598,800	6,944,000
Intergovernmental - Leon County	98,800	494,000
<b>Total Funding</b>	<b>1,847,600</b>	<b>8,188,000</b>

**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 2012.

- FY12 City Building Computer Wiring
- FY12 Network Infrastructure Upgrade/Replacement
- FY12 Applications and Database Upgrade
- FY12 Computer Servers Upgrade
- Microsoft Windows 7 and Office 2010 Upgrade
- Wireless Intrusion Detection

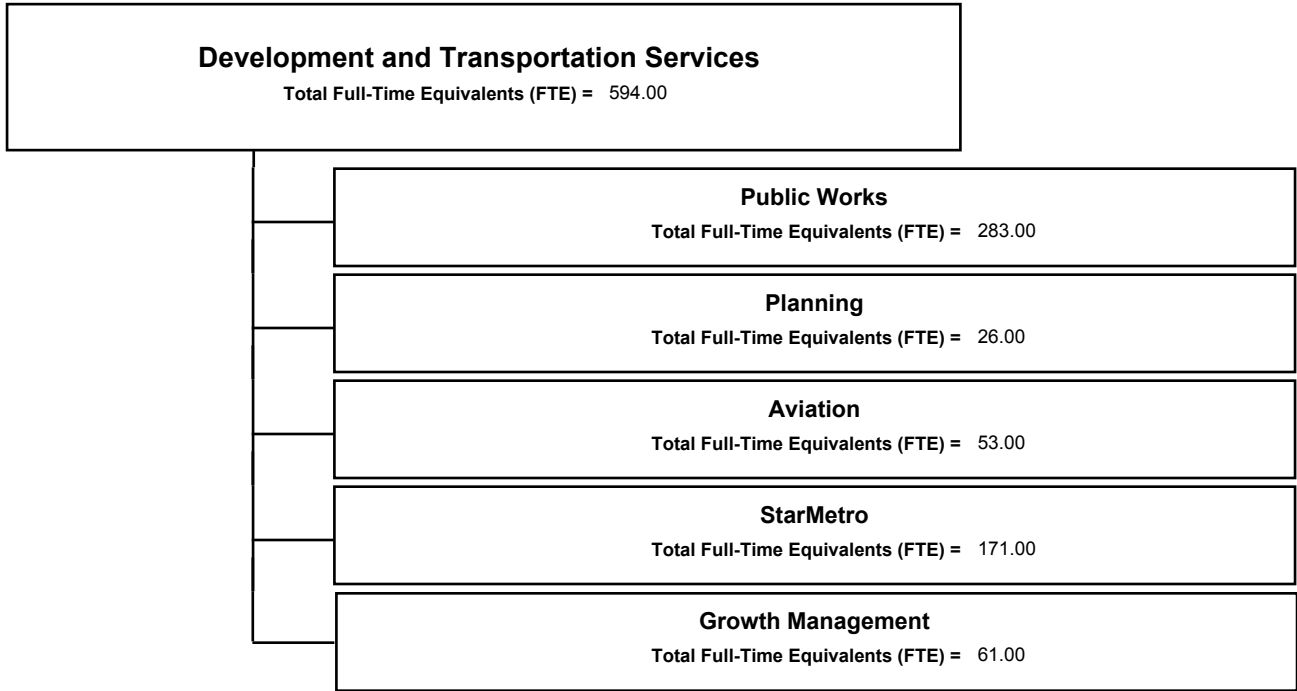
**Continued Capital Projects**

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2013.

- Permits and Enforcement Tracking
- TPD Records/Aircards



## Development and Transportation Services Organizational Chart



### Summary of Services Provided

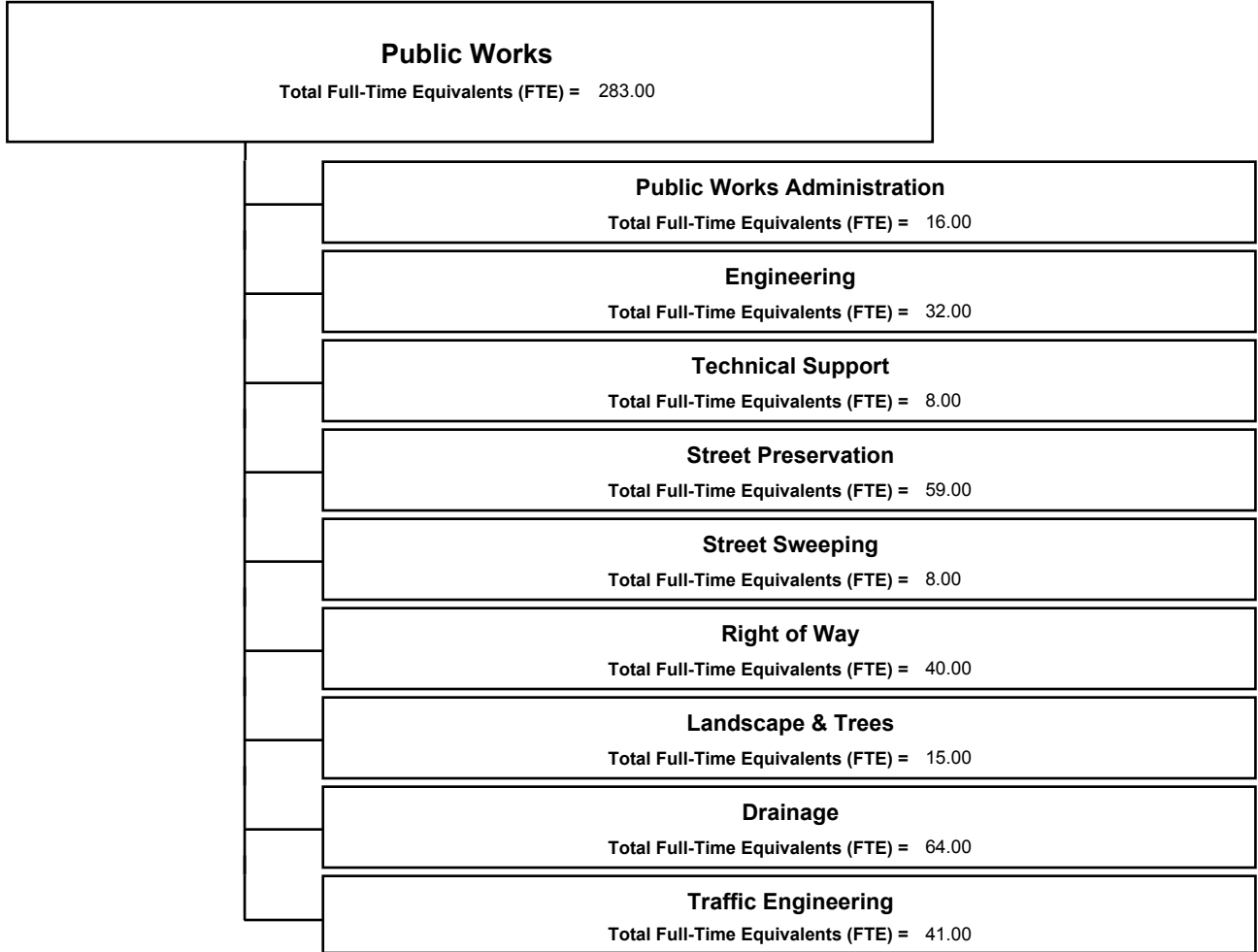
The Development and Transportation Services Area consists of the Aviation, Growth Management, Planning, Public Works, and StarMetro departments.

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Expenditures Summary	55,941,092	55,362,559	56,841,638	56,747,160
Funding Summary	55,941,092	55,362,559	56,841,638	56,747,160
FTE Summary	560.00	564.00	565.00	566.00





Development and Transportation Services  
Public Works  
Organizational Chart



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Development and Transportation Services**

**Public Works**

**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
220101 Public Works Administration	3,313,372	1,916,951	3,545,268	3,398,929
220201 Engineering	696,848	747,897	934,677	1,005,614
220202 Survey	419,201	460,253	393,343	353,178
220203 Construction Inspection	263,848	356,248	279,748	230,911
220301 Technical Support	1,080,088	1,278,474	958,922	950,857
220302 Street Preservation	2,314,860	3,233,322	2,374,301	2,542,339
220303 Street Resurfacing	410,169	1,317	0	0
220304 Street Sweeping	1,146,881	905,214	1,713,534	1,725,112
220305 Right of Way	2,596,790	2,905,133	2,592,843	2,597,481
220306 Landscape & Trees	2,203,669	1,960,264	1,938,876	1,930,299
220502 Drainage	4,553,604	4,953,409	4,002,304	3,947,017
220601 Traffic	1,877,505	1,920,935	2,266,786	2,253,282
220602 Construction	720,653	767,481	686,254	661,483
220603 Traffic Signals	1,483,565	1,645,259	1,910,287	1,774,882
<b>Total Expenditures</b>	<b>23,081,053</b>	<b>23,052,157</b>	<b>23,597,143</b>	<b>23,371,384</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	12,509,810	13,411,509	13,435,722	13,213,413
Operating	3,585,058	3,265,381	4,234,790	4,231,340
Capital Outlay	712,044	210,502	150,210	150,210
Allocated Accounts	4,924,265	5,037,442	4,631,921	4,631,921
Utilities and Other Expenses	565,754	565,391	516,353	516,353
Transfers	464,822	242,632	308,847	308,847
Contributions to Operations	319,300	319,300	319,300	319,300
<b>Total Expenditures</b>	<b>23,081,053</b>	<b>23,052,157</b>	<b>23,597,143</b>	<b>23,371,384</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
General Fund	17,380,568	17,193,534	17,881,305	17,699,255
Stormwater Fund	5,700,485	5,858,623	5,715,838	5,672,129
<b>Total Funding</b>	<b>23,081,053</b>	<b>23,052,157</b>	<b>23,597,143</b>	<b>23,371,384</b>

**Development and Transportation Services**

**Public Works**

**Operating Budget**

<b><u>FTE Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
220101 Public Works Administration	19.00	19.00	17.00	16.00
220201 Engineering	15.00	14.00	14.00	15.00
220202 Survey	10.00	10.00	10.00	10.00
220203 Construction Inspection	7.00	7.00	7.00	7.00
220301 Technical Support	8.00	8.00	8.00	8.00
220302 Street Preservation	49.00	58.00	59.00	59.00
220303 Street Resurfacing	9.00	0.00	0.00	0.00
220304 Street Sweeping	8.00	8.00	8.00	8.00
220305 Right of Way	40.00	40.00	40.00	40.00
220306 Landscape & Trees	15.00	15.00	15.00	15.00
220502 Drainage	64.00	64.00	64.00	64.00
220601 Traffic	10.00	10.00	10.00	10.00
220602 Construction	12.00	12.00	12.00	12.00
220603 Traffic Signals	13.00	13.00	19.00	19.00
<b>Total FTE</b>	<b>279.00</b>	<b>278.00</b>	<b>283.00</b>	<b>283.00</b>

**Summary of Services Provided**

The Public Works Department delivers a wide range of services to the community that impact the quality of life for Tallahassee citizens and others. Programs related to those services involve civil engineering, construction management, traffic management, street and sidewalk construction and maintenance, and project management. Generally speaking, the Public Works Department provides any city infrastructure services not related to utilities, public safety, or mass transportation.

The Regional Transportation Management System (RTMC) will begin operations in FY13. The RTMC is a joint partnership between the City of Tallahassee and the Florida Department of Transportation. Six positions have been approved to staff this program. Costs associated with additional traffic management capacity will be reimbursed by FDOT.

## Development and Transportation Services

### Public Works

#### Trends and Issues

- The Overall Condition Index (OCI) is currently at 76.8, which is just above the department goal of 75. This indicates that the condition of the city's roadways remains "good" but is slipping as previously projected.
- The average OCI is based on inspecting 20% of the roadways each year and updating the OCI. At the current level of funding, analysis indicates that the condition of roadways will continue to slowly degrade.
- The amount of milling being required to reestablish acceptable curb reveals has increased the cost per lane mile.
- There are several new capital landscape projects that will be completed during FY2012 and FY2013 that will require additional funding in order for maintenance to be performed.
- A significant portion of the new landscaped sites include Florida Department of Transportation (FDOT) roads along West Tennessee Street and the three I-10 interchanges at Monroe Street, Capital Circle Northeast, and Thomasville Road. Additionally, the City has added landscaping to the Weems Road PASS project and Gaines Street.
- These additional areas comprise 347,000 square feet of mulched planting beds, 60,714 plants and shrubs, and 789 trees. These new areas are a 14.3% increase above the department's current mulched planting bed inventory.
- Staff initiated a comprehensive fire and life safety review of the existing buildings within the Municipal Services Complex with Facilities Management and TFD. The review identified the need for a complete fire alarm system, fire separation, and safe exit from the building.
- Public Works continues to implement projects which create jobs in the community. In FY 2012, nearly \$7 million worth of construction projects was awarded. FAMU Way is expected to be awarded in 2013, with even more job creation expected next year.
- The Commission has made it a priority to establish Senses of Place throughout the city. Construction of the Midtown and Gaines Street projects are underway and construction of the South Adams Street (Palmer Avenue) Sense of Place project began in August.
- The realignment of FAMU Way to tie into Lake Bradford Road at Gamble Street, as opposed to Jackson Bluff Road, presents additional opportunities for the Lake Bradford Road Gateway.
- Discussions are now underway for a possible second extension of the penny sales tax. Public Works has identified over \$100 million in potential projects considered for funding. In order to make significant progress in addressing these project needs, the current 80/10/10 (Blueprint/City/County) split of the sales tax revenues must be reevaluated.

## Development and Transportation Services Public Works

### **Significant Changes From FY 2012**

The following service level changes are included in the proposed fiscal year 2013 budget for the Public Works Department.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$19,528).
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Six new traffic management positions are included in the proposed budget. These positions are part of a FDOT agreement for the City to staff a regional traffic management center. Costs of approximately \$487,000 associated with these positions will be reimbursed by FDOT, resulting in no fiscal impact to the city.
- During fiscal year 2012, a position was transferred from the department's administrative unit to the Parks, Recreation, and Neighborhood Affairs Department.

### **City Commission Action**

The fiscal year 2013 budget for the Public Works Department was approved by the City Commission with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain the overall premium percentages at 70% city and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; salary updates; position changes; and departmental reorganizations and transfers.

## Development and Transportation Services

### Public Works

#### Performance Measures

##### Program Objectives

The department has identified the following objectives:

- Maintain city streets in good repair;
- Maintain city stormwater/drainage system in good repair;
- Develop and maintain inventories of infrastructure and facilities;
- Complete capital improvement projects on time and within budget;
- Reduce traffic congestion;
- Increase focus on customer service, satisfaction and improved communications;
- Have highly efficient, adequately funded, quality programs.

##### Analysis of Performance Measures

Internal indicators reveal that our current performance measures are consistent with our targets; however, costs related to petroleum based products are expected to continue to rise for the foreseeable future. In addition to higher petroleum based product cost increases, resurfacing costs are expected to be higher than projected due to the increased amount of milling required in the resurfacing program. As road maintenance is deferred, the costs to repair and resurface roads increases substantially. Streets can only take so many overlays before they have to be milled to get the surface down to an acceptable elevation. Many of our roadways must now be milled prior to overlays.

The amount of roadways covered by the City of Tallahassee's street sweeping program has increased significantly over the last few years. Street sweeping has been able to keep pace with the addition of some new equipment and by focusing on scheduling to gain efficiencies. Additional roadways are expected to come on line the next couple of years. In order to provide street sweeping service on those roadways, additional resources may be needed as street sweeping is currently near capacity.

Measures	Unit of Measure	FY 2011 Actual	FY 2012 Budget	FY 2012 YTD	FY 2013 Budget
Compare annual construction costs designed to \$5M: Engineering	%	95	100	100	95
Cost per CY of concrete in place	\$	460.50	500.00	500.00	510.00
Costs per landscape maintenance acre	\$	748.14	664.07	664.00	725.00
Costs per ton of asphalt	\$	260.67	275.00	275.00	280.00
Number of cycles completed vs goal: FDOT street sweep	%	100	100	100	100
Number of employees	#	279	278	278	283
Percentage of asphalt patches completed within five days	%	97	96	96	96
Respond to 95% of tree maintenance requests in less than 10 weeks (1=yes;2=no)	#	2	1	2	2
Resurfacing cost per lane mile	\$	98,465.30	80,000.00	80,000.00	91,000.00
Total Public Works Budget (in thousands)	\$	22,537	23,476	20,650	23,371

**Development and Transportation Services**  
**Public Works**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The department's FY 2013-2017 capital improvement plan includes projects with an appropriation of approximately \$55 million. Fiscal year 2013 funding includes sixteen projects with an appropriation of \$10.7 million.

FY13 projects will be funded from through a variety of revenue sources. The projects scheduled for FY13 include Tallahassee-Leon County Public Safety Complex, guardrail and handrail installment/replacement, residential sidewalks and bicycle-pedestrian implementation program, minor intersection/safety modifications, street resurfacing program, minor stormwater improvements, new development sidewalk program, recurring traffic management system improvements, Flipper Street sidewalk, Bradford Road sidewalk, Lonnbldh Road PASS, and John Knox Road PASS.

Remaining projects that are programmed in the out years include bridge repair and maintenance, correction of ADA deficiencies within subdivision sidewalks, enhanced asphalt treatment maintenance, FAMU Way, McCord Pond Ditch Improvements, Myrick Road Outfall Ditch Improvements, Park Avenue Ditch Stabilization, Skyland Drive Outfall Ditch Improvements, Thermo-plastic Marking program, greenway trail connectors, and Nurse's Drive.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
1989 Sales Tax	0	0
2004 Capital Bond Series	575,000	575,000
2005 Sales Tax	3,569,200	18,574,200
Concurrency Central - FAMU Way	0	0
Concurrency Central - Multimodal	0	0
Gas Tax	3,970,700	17,894,900
Gas Tax Undesignated Balance	1,018,200	1,018,200
General Government - Future Bonds	1,186,300	12,777,650
General Government Capital Improvement Fund - GGCIF	0	0
General Government Capital Project Account - GGCPA	0	1,115,100
Stormwater RR&I	420,000	2,316,150
Stormwater RR&I Undesignated Balance	0	183,000
Stormwater Utility Fee	0	532,000
Street Paving Fund	0	0
<b>Total Funding</b>	<b>10,739,400</b>	<b>54,986,200</b>

**Development and Transportation Services**  
**Public Works**

**Completed Capital Projects**

The following list represents some major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2012.

2011 Asphalt Maintenance  
2011 In Place  
ADA Sidewalk Rehabilitation  
Alabama St. Sidewalk  
Apalachee Pkwy Sidewalk (LAP)  
Campbell Connector Trail  
Centerview Dr Sidewalk  
Eisenhower Sidewalk  
Executive Center East Sidewalk  
Executive Center West Sidewalk  
Fleischmann Rd Sidewalk  
Four Points Bikeway Trail Head  
Fourth Ave Sidewalk  
Fulton St. Sidewalk  
Gadsden @Sixth Mass Arm Replac  
Gaines St Property Acquisition  
Governor Sq Blvd Sidewalk  
Grady St. Sidewalk  
Idlewild Drive Bikeway  
Kerry Forrest Parkway Extens  
Meridian Rd Sidewalk  
Middlebrook Circle Conveyance  
Midyette Rd Sidewalk  
MISSION ROAD (WHITE TO FRED GE  
Orange Avenue Extension, Phase  
Paul Russell Sidewalk E Seg  
Paul Russell Sidewalk W Seg  
PKWY@BLAIRST & PKWY@MANG.INTER  
Portland Rd. Sidewalk  
Preston St - Nova 2010 Sidewal  
Rankin&Roberts Traffic Circle  
RAYMOND DIEHL ROAD - PASS  
S. Gadsden St Sidewalk  
Tallahassee Junction Bikeway T  
WEEMS ROAD PASS



## Development and Transportation Services

### Public Works

#### Continued Capital Projects

The following list represents some major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2013.

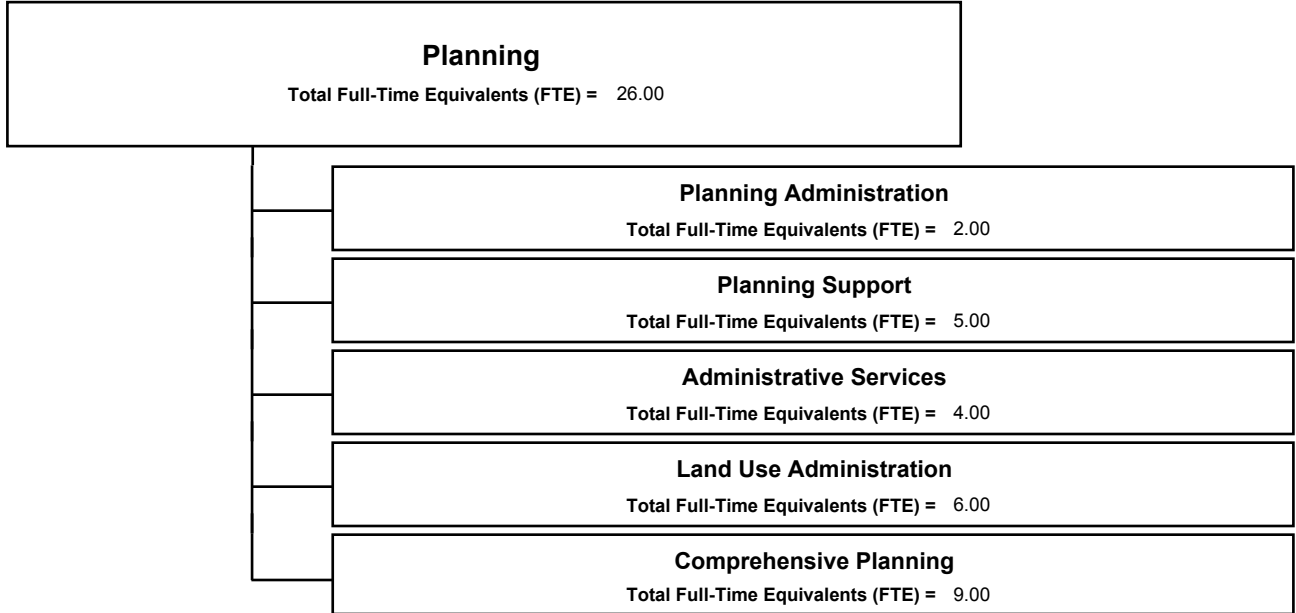
4th Ave - Old Bainbridge to Ma  
6th Ave - Mitchell to Magnolia  
6th Ave - Thomasville to Mitch  
7th Ave - Magnolia to Colonial  
ADA Governor's Sq Zone II  
ADA Market Square Zone II  
ADA Northwood Zone Repairs  
ADA-Lake Ella Zone Phase II  
Advanced Transportation Manage  
Atlas Road Sidewalk  
Basin Street Sidewalk  
Blair Stone Road Access Mgmt.  
Bond Community - Neighborhood  
Bradford - Meridian to Thomasv  
Bradford Rd (Meridian to Thoma  
Bradford Road Sidewalk  
Bragg - Adams to Park Ridge  
Bragg Road Drive - Nova 2010  
Bronough Street Zone  
Buford Blvd Sidewalk  
Capital Medical Blvd Sidewalk  
Centerville Road Sidewalk  
Chowkeebin Nene & Indianhead  
Clay - Alabama to Preston  
Clay Ave - Nova 2010 Sidewalk  
Downtown Sidewalk  
Duval St and Call St Zones  
EAST PARK AVENUE  
East Park Avenue Sidewalk  
Equipment Wash Rack  
FAMU Way  
FDOT-RTMC JPA  
Gadsden @ Virginia  
Gadsden Street Zone  
Gaines Street/FAMU Way/Madison Street  
Gaines St N. Bicycle Blvd  
Gaines St Sallie Property Bic  
Gaines Street Outfall  
Galimore Drive Sidewalk  
Gamble - Wahnish to Disston  
Gamble St - Nova 2010 Sidewalk  
Highway 20 Emergency Signal  
Intersection Improvements  
Jackson Bluff - Lake Bradford  
Jim Lee - 2211 Jim Lee to 2215  
Jim Lee Rd - Nova 2010 Sidewal  
Killearn Center Blvd Sidewalk  
Lake Bradford Road Gateway Enhancements  
LIPONA ROAD - PASS  
Lonnbladh Rd SW - Metropolitan  
Lonnbladh Road PASS

## Development and Transportation Services

### Public Works

Lorene Street Extension  
Mabry Sidewalk West  
Maclay Blvd North Sidewalk  
Macomb St - Nova2010 Sidewalk  
Madison Street Pond Relocation  
Market Street Sense of Place  
Mast Arm Replacement - Gadsden  
Master Plan for Multi Modal Tr  
Midtown Connector Sidewalk  
Midyette Rd (CC, NE to N Nova  
Miller Landing at Meridian  
Municipal Complex Improvements  
Municipal Complex/Jack McLean  
Neighborhood Infrastructure  
N. Ridge (Creek to Toucan) Nov  
NIE-26 Jackson Bluff  
North Ridge Rd Sidewalk  
Nova2010 Sidewalks  
Nova 2010 Sidewalk - Volusia S  
Palmer Avenue Sense of Place  
Palmer Avenue Sidewalk  
Palmer Street Sidewalk  
Perkins Street Sidewalk  
PlantEst.-CapitalCircleSE E-2  
Preston - Basin to Clay  
Public Safety Complex (City's)  
Pullen - Fred Smith to Callaw  
Pullen Rd - Nova 2010 Sidewalk  
Ridge Road East Sidewalk  
Ridge Road West Sidewalk  
Seventh Ave (Magnolia to Colon  
Seventh Ave (Monroe to Duval)  
Signal Maintenance 2012  
South Adams Street Gateway Enhancements  
TATMS ITS Upgrade  
Thomas Road Sidewalk  
TTCS COMPUTER REPLACEMENT  
W Tennessee St Landscape Enhnc  
West End Village  
Work, Infrastructure and Time

**Development and Transportation Services**  
**Planning**  
**Organizational Chart**



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Development and Transportation Services  
Planning**

**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
250101 Planning Administration	519,644	440,536	530,021	529,287
250102 Planning Support	325,755	352,914	387,501	401,881
250103 Administrative Services	261,258	275,300	246,695	267,402
250201 Land Use Administration	502,515	527,977	537,277	535,826
250301 Comprehensive Planning	773,983	756,930	895,108	872,164
<b>Total Expenditures</b>	<b>2,383,155</b>	<b>2,353,657</b>	<b>2,596,602</b>	<b>2,606,560</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	1,926,514	1,849,689	2,197,408	2,207,366
Operating	105,218	93,377	195,798	195,798
Allocated Accounts	237,130	294,677	203,396	203,396
Transfers	114,293	115,914	0	0
<b>Total Expenditures</b>	<b>2,383,155</b>	<b>2,353,657</b>	<b>2,596,602</b>	<b>2,606,560</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
General Fund	2,383,155	2,353,657	2,596,602	2,606,560
<b>Total Funding</b>	<b>2,383,155</b>	<b>2,353,657</b>	<b>2,596,602</b>	<b>2,606,560</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
250101 Planning Administration	2.00	2.00	2.00	2.00
250102 Planning Support	6.00	6.00	5.00	5.00
250103 Administrative Services	4.00	4.00	4.00	4.00
250201 Land Use Administration	5.00	6.00	6.00	6.00
250301 Comprehensive Planning	10.00	9.00	9.00	9.00
<b>Total FTE</b>	<b>27.00</b>	<b>27.00</b>	<b>26.00</b>	<b>26.00</b>

## Development and Transportation Services Planning

### Summary of Services Provided

- The Planning Division provides leadership to facilitate high quality growth and development in both the City of Tallahassee and Leon County. The department is comprised of five divisions, which include Administration, Support, Administrative Services, Land Use, and Comprehensive Planning.
- Planning Administration provides accurate information, creative and effective planning recommendations; and expertise in the areas of long-range land use, environmental, and transportation planning.
- Planning Support provides geographic information system research, mapping, graphics, computer, and publication assistance to the Planning Division and to the local governments.
- Administrative Services provides administrative support services for the department including the provision of additional resources in understaffed areas and coordinates work responsibilities within the Planning Division.
- Land Use Administration reviews rezoning applications, planned unit developments, developments of regional impact, and other large-scale developments.
- Comprehensive Planning promotes implementation of the Tallahassee-Leon County Comprehensive Plan including oversight of the process of evaluating and amending the plan and coordinates long-range transportation, environmental, and special planning projects and issues.

## Development and Transportation Services Planning

### Trends and Issues

- Under the direction of the City Manager in FY11, the Planning Department became a division under the newly-formed department- PLACE (Planning, Land Management and Community Enhancement).
- Continue coordination and support to the Leon County School Board for the proper location of new school facilities.
- Complete implementation of the recommendations of the adopted Evaluation and Appraisal Report (EAR), which is a state-mandated review and reassessment of the comprehensive plan. Preparations for the next Evaluation and Appraisal Report will begin in 2013.
- Assist with the implementation of sector plans including development of design standards specific to an adopted sector plan, the multi-modal transportation district, and other special areas of concern.
- Maintain involvement in the implementation of greenhouse gas reduction planning and development design standards as mandated by the State.
- Expand the Department's visualization capabilities by developing three-dimensional spatial modeling to assist in visualizing the City's future in relation to growth and development scenarios and land use planning.
- The 2010 Census population figures reveal that the City of Tallahassee's population has increased by 20% (181,376) and the Unincorporated Leon County numbers have increased by 6% (94,111). According to these statistics, the City's share of the budget will be 65.8% and the County's share of the budget will be 34.2%.
- Continue to utilize the Talgov.com Email Subscription service to more efficiently inform the public of rezoning and comprehensive plan amendment notices and planning commission and local planning agency agendas. Currently 819 subscribers receive planning department agendas and 763 subscribers receive planning department notices (most typically applied for and approved rezoning applications as well as updates to the comprehensive plan amendment cycle).
- As the technology requirements for graphic artistry and online GIS applications and services increases, it becomes increasingly important to maintain existing staff levels and provide staff with appropriate technology and training opportunities.
- Continue to streamline the (re)development process in the downtown, thereby promoting the goal of an 18-hour downtown.

### Significant Changes From FY 2012

The following service level changes were included in the proposed budget for the Planning division's fiscal year 2013 budget. See the City Commission action section for additional changes the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Based upon five-year analysis of expenditures, a reduction in the advertising budget was approved. Fiscal Impact: (\$10,000).
- The elimination of a vacant Planner II position. Fiscal Impact: (\$81,936).

## Development and Transportation Services Planning

### **City Commission Action**

The City Commission approved the budget for the Planning Division with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

**Development and Transportation Services  
Planning  
Performance Measures**

**Program Objectives**

The PLACE Department's fiscal year 2013 objectives are to:

- Continue to coordinate the implementation of the Southern Strategy Area policies of the Comprehensive Plan.
- Continue the implementation of the multi-modal transportation district plan.
- Continue to implement the Gaines Street corridor enhancement projects, including parks, streetscape improvements, new zoning codes, and historical building rehabilitation.
- Review type A, B, C, and D projects, including site plans and preliminary plats, plans for new public and private schools, rezonings, planned unit developments, and developments of regional impact.
- Continue implementation of inclusionary housing regulations and identify additional options for the provision of inclusionary and affordable housing.
- Initiate and coordinate changes to the City and County Land Development Regulations and zoning maps to implement approved amendments to the Comprehensive Plan.
- Improve department's GIS web applications via use of interactive online GIS maps.

**Analysis of Performance Measures**

The increase in the number of residential dwelling units permitted in both the Gaines Street and Southern Strategy areas speaks to the effectiveness of proper zoning and planning laws. Both of these areas have been targeted for redevelopment by the city over the last several years. Several of the Planning Division's objectives listed above have been instrumental in guiding the development of both the Southern Strategy and Gaines Street areas. Both of these areas are critical in revitalizing the south side of town, linking the two universities (Florida A & M and Florida State) together for the successful redevelopment of Gaines Street, and for the success of an 18-hour downtown. For FY11, the units within Gaines Street increased compared to FY10 from 17 to 42; however the units within the Southern Strategy decreased from FY10 with 22 for FY11 in comparison to 33 last year. For the first two quarters of FY12, the Gaines Street units have shown a tremendous increase of 72 from FY11. The number of Southern Strategy for the first half of FY12 is 15. The target for FY13 is 40.

<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of comprehensive plan amendments analyzed and correctly processed for public hearings and workshops.	#	20	10	20	10
Number of residential dwelling units permitted within the Gaines Street Redevelopment Area.	#	42	30	72	30
Number of residential dwelling units permitted within the Southern Strategy Area.	#	22	40	15	40
Square feet of nonresidential development permitted within the Southern Strategy Area.	#	12,230	10,000	7,452	10,000



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Development and Transportation Services**

**Planning**

<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of GIS layers actively maintained.	#	7	7	7	7
Number of rezonings and planned unit developments processed per full time equivalent.	#	16	29	15	29
Percentage of acquisition costs for greenways paid for by the City.	%	0	50	0	50
Percentage of customers satisfied with Planning's customer service.	%	95.00	95.00	31.67	95.00

**Development and Transportation Services**  
**Planning**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The Planning Division has no capital projects in the FY13-17 capital plan.

**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 2012.

None

**Continued Capital Projects**

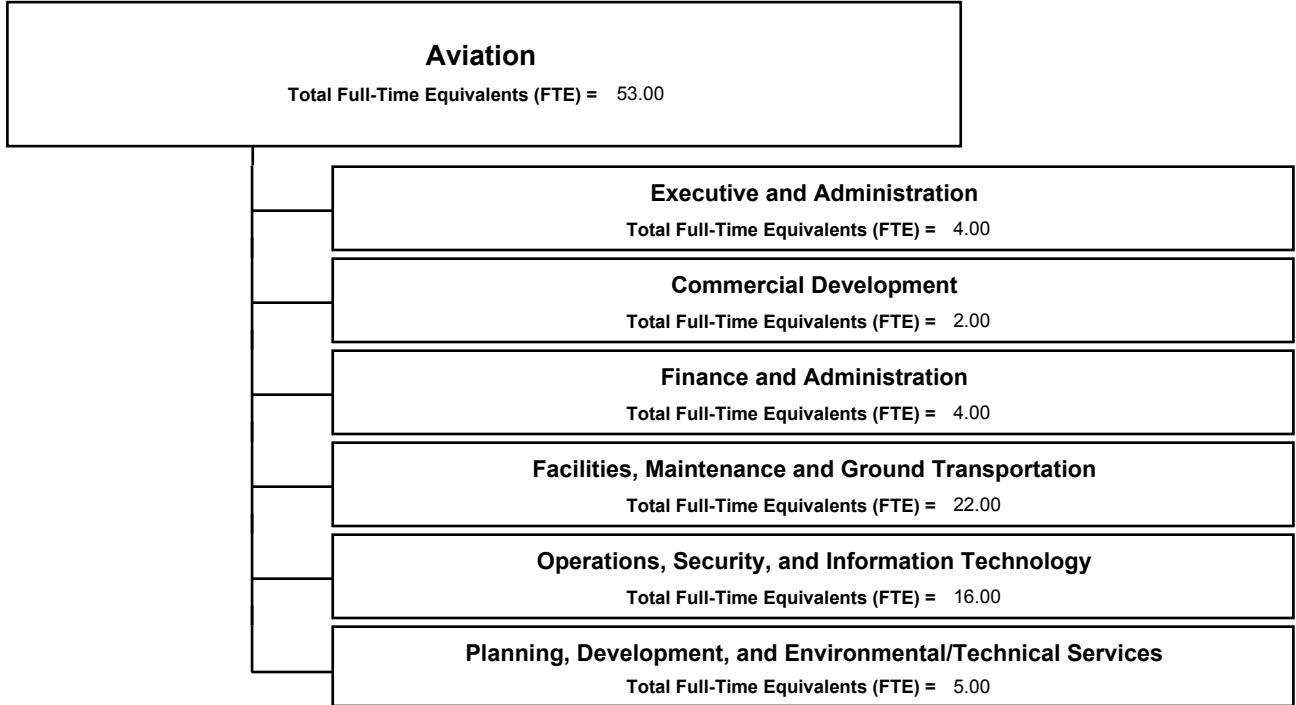
The following list represents currently open projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2013.

None

Development and Transportation Services

Aviation

Organizational Chart



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Development and Transportation Services**

**Aviation**

**Operating Budget**

<b><u>Budgetary Cost Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
270101 Executive and Administration	804,260	9,438,890	1,543,337	1,534,660
270102 Commercial Development	265,512	0	198,856	198,305
270103 Finance and Administration	3,611,722	906,150	3,049,862	3,140,620
270201 Facilities, Maintenance and Ground	2,860,727	0	2,583,303	2,549,227
270202 Operations, Security, and Information	2,611,535	0	2,399,405	2,379,100
270203 Planning, Development, and	218,707	0	240,381	203,315
<b>Total Expenditures</b>	<b>10,372,463</b>	<b>10,345,040</b>	<b>10,015,144</b>	<b>10,005,227</b>

<b><u>Expenditure Category Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	3,019,719	3,697,431	3,358,517	3,249,933
Operating	1,007,155	971,400	744,909	744,909
Other Services & Charges	30,000	30,000	28,150	28,150
Allocated Accounts	1,502,186	1,532,113	1,392,410	1,392,410
Utilities and Other Expenses	996,282	911,695	1,031,445	1,031,445
Transfers	1,259,535	1,270,400	1,275,000	1,275,000
Contributions to Operations	1,034,059	1,025,851	1,060,116	1,060,116
Year End Adjustments	1,523,527	906,150	1,124,597	1,223,264
<b>Total Expenditures</b>	<b>10,372,463</b>	<b>10,345,040</b>	<b>10,015,144</b>	<b>10,005,227</b>

<b><u>Funding Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Airport Operating Fund	10,372,463	10,345,040	10,015,144	10,005,227
<b>Total Funding</b>	<b>10,372,463</b>	<b>10,345,040</b>	<b>10,015,144</b>	<b>10,005,227</b>

<b><u>FTE Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
270101 Executive and Administration	2.00	2.00	4.00	4.00
270102 Commercial Development	3.00	3.00	2.00	2.00
270103 Finance and Administration	4.00	4.00	4.00	4.00
270201 Facilities, Maintenance and Ground	25.00	24.00	22.00	22.00
270202 Operations, Security, and Information	16.00	16.00	16.00	16.00
270203 Planning, Development, and	3.00	4.00	5.00	5.00
<b>Total FTE</b>	<b>53.00</b>	<b>53.00</b>	<b>53.00</b>	<b>53.00</b>

## Development and Transportation Services

### Aviation

#### Summary of Services Provided

##### Airport Management

- Manages and provides guidance and direction for all the airport's activities
- Monitors and responds to federal, state and local requirements
- Manages community relations, governmental affairs and strategic planning

##### Commercial Development

- Administers lease management, concessions, restaurant and tenant relations
- Responsible for business recruitment, marketing and research and demographic reporting and analyses

##### Finance and Administration

- Responsible for financial management, accounting and budgeting
- Grant administration, billing and receiving
- Manages airline rates and charges

##### Facilities Maintenance and Ground Transportation

- 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, Security and Information Technology

- Monitors and directs airfield operations
- Responsible for enforcement and oversight of airport rules and regulations and minimum standards
- Compliance to Federal Aviation Agency Regulations
- Manages services provided by fire and police units located at the airport

##### Planning and development

- Responsible for managing the department's construction and capital improvement plan
- Prepares and identifies capital program costs, design review and environmental management
- Provides accountability to the city, Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT)

## Development and Transportation Services

### Aviation

#### Trends and Issues

Since FY 2005, the Tallahassee Regional Airport (TLH), like many small hub and non-hub airports nationwide, has experienced a precipitous decline in passenger enplanements and deplanements due to a confluence of industry, regional and global factors that have resulted in tremendous uncertainty in the aviation sector. With the 2007 economic downturn triggered by the subprime mortgage industry collapse turning into a prolonged and protracted major world-wide recession through FY2011, the airline industry slashed capacity, retreated to larger hubs and eliminated service to end-of-route spoke airports like TLH, significantly impacting the airport's market-share, revenues and causing the airport's "Cost Per Enplanement" competitiveness metric to rise to levels twice that of competing airports.

Despite these global impacts to the airline industry the Aviation Department is cautiously optimistic that the decline in activity has been stopped and that a fragile recovery for improved growth both at Tallahassee Regional Airport and throughout the US airline industry is underway. An aggressive customer service oriented air service development strategy that began in FY2011 and was carrying forward through Y2012, is beginning to turn the Airport around to an upward trajectory with the Federal Aviation Administration's (FAA) Terminal Area Forecast projecting an average annual growth rate of nearly 1% per year vis-à-vis the Aviation Department's much more cautious 1/4 % per year rate through 2020.

TLH is fortunate to see continued air service from four of the legacy carriers during the downturn only because Delta, US Airways, American and Continental Airlines were able to realize high yields from a high fare structure model supported by Tallahassee's role as the Capital City of the 4th largest state in the Union, a must travel destination for government and commerce. Given the significant reductions in capacity the airlines have made and the rigorous fiscal disciplines they have adopted to survive, the air-carriers are far less tolerant of high cost structure airports. Consequently, the Management Team at TLH to keep its commitment to the airlines has implemented controls and measures to cut costs and implement near term efficiencies complemented by a non-aeronautical revenue enhancement drive to begin drawing down the CEP "cost per enplaned passenger" to the airlines. To enhance the competitiveness of the airport, a Strategic Terminal Master Plan and a Commercial Economic Development Master Plan have been initiated to evaluate how best to promote the non-aeronautical economic development of over 1,200 surplus acres of Airport-owned properties; and identify areas for revenue enhancement with improvement at the terminal to ensure that the needs of the "21st Century Passenger" are met. All the while, the Airport Team remains dedicated to its core business of leading a model airport operation through responsible and prudent management of City assets and resources. To this end, TLH's Team is proud to present the FY2013 Budget for the Aviation Department.

## Development and Transportation Services

### Aviation

#### Significant Changes From FY 2012

The City Commission approved the budget for the Aviation department with the following changes:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

#### IMPLEMENTED SERVICE LEVEL CHANGES FROM FISCAL YEAR 2011

- Airport Police Officers Classification. Fiscal Impact: (\$450,000).
- Stormwater Fee Credit. Fiscal Impact: (\$300,000).
- Withdrawal from Fleet Replacement Reserve. Fiscal Impact: (\$23,000).
- Withdrawal from Fleet Replacement Reserve - ARFF. Fiscal Impact (\$45,000).

#### IMPLEMENTED SERVICE LEVEL CHANGES FROM FISCAL YEAR 2012

- Reorganization of operating areas. Fiscal Impact (\$284,912).
- Reclassify Equipment Operator and Maintenance Worker positions. Fiscal Impact \$5,995.
- Expanded duties of positions in Executive Division. Fiscal Impact \$6,324.

#### IMPLEMENTED SERVICE LEVEL CHANGES FOR FISCAL YEAR 2013

- Capitalize portion of Executive Director's salary due to assumption of Capital Program oversight duties. Fiscal Impact (\$35,600).
- Operating cost cutting measures all divisions of the Airport. Fiscal Impact (\$18,037).
- Funding for additional Legal Services. Fiscal Impact \$8,000.
- Increased software, safety materials and supplies, and postage. Fiscal Impact \$9,296.
- Additional temporary Airport Operations Agent. Fiscal Impact \$10,000.

**Development and Transportation Services**  
**Aviation**

**City Commission Action**

The following service level changes are included in the proposed budget for Aviation fiscal year 2013.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.



## Development and Transportation Services

### Aviation

#### Performance Measures

##### Program Objectives

It is TLH's goal to be the 'Airport of Choice for the Capital Region'. To achieve this goal, compliance with FAA Safety and Security Operating Certificate is required. The Operations, Facilities, Police and Fire Rescue Units represent TLH's commitment to safety and security. To measure this objective, FAA citation, runway incursion, aircraft incident reports, and security breaches performance measures are indicators of their effectiveness.

A second objective is the Aviation Fund's financial condition. The Aviation Fund is a self-supporting activity that requires no support from General Government. This requires the Finance and Administration Unit to balance fiscal control, cost containment and analysis necessary to generate various revenues and airline and other rates and charges that are competitive in order to not price TLH out of the market. Landing fee, average terminal rental, and cost per enplanement performance measures are indicators of their effectiveness.

A third objective is maintaining a customer satisfaction rating of 70%. The Business Services Unit is responsible for customer service, concessions, and creating an environment that is desirable to airport passengers. The Facilities, Maintenance and Ground Transportation Unit is also responsible for maintaining the appearance and environmental condition of the facilities. Customer service upgrades and customer satisfaction index are indications of their effectiveness.

A fourth objective is the effectiveness of the Airport Capital Program. Airports are continuously rehabilitating, increasing and modifying their infrastructure, and are thus capital intensive. These improvements relate to safety and security, as well as customer amenities. Because of all of the Federal and State Funding and extensive regulatory requirements, project compliance is critical in order to avoid the loss of funding. The Projects on Time/Within Budget and Project Compliance Performance Measures of the Planning, Development and Environmental/Technical Services Unit are indicators of their effectiveness.

##### Analysis of Performance Measures

Over the course of 2011 to 2012, due to airline growth even with Gulfstream International Airline filing and remerging from bankruptcy and American Airlines in bankruptcy, the Tallahassee Regional Airport experienced an increase in service by American Airlines of service by Delta Air Lines and US Airways that included flights to DCA.

TLH received national recognition by being awarded a spot in the Airport News and Training Network's (ANTN) Airport Training and Safety Institute 2011 Hall of Fame. This is the ninth consecutive year the Airport has earned this prestigious honor.

In November 2011, the Tallahassee Regional Airport received an award from the Federal Aviation Administration (FAA) for its participation in the FAA's Safety Management System (SMS) Implementation Study. The Tallahassee Regional Airport was one of only 14 airports in the United States selected for participation in this pilot program, which utilized federal Airport Improvement Program grant funds.

Recent improvements to the airport security checkpoint were the direct result of airport staff listening and acting upon customer feedback. Additional tables were installed to assist passengers as they prepare to process through security. These additional tables allow passengers more room to prepare themselves and their property for screening by Transportation Security Administration personnel.

The Airport installed a new Cell Phone Parking Lot comprised of 30-parking spaces where customers can park while waiting in their car to pick up arriving passengers at the airport. The cell phone waiting lot provides free temporary parking spaces and offers an alternative wait and park facility for our customers.

Input Measures	Unit of Measure	FY 2011 Actual	FY 2012 Budget	FY 2012 YTD	FY 2013 Budget
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**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Development and Transportation Services**

**Aviation**

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Aircraft Operations	#	94,644	80,000	18,677	69,000
Persons Using Airport Terminal Facility	#	1,620,188	1,200,000	319,278	1,354,000
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Aircraft Operations Handled	#	94,644	80,000	18,677	69,000
Customer Service Upgrades	#	3	2	4	2
Deplaned Passengers	#	402,219	300,000	79,542	337,000
Enplaned Passengers	#	403,836	300,000	80,097	340,000
<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Aircraft Incident Reports	#	48	45	4	50
Airport Operating Certificate Retained	#	0.08	1.00	1.00	1.00
Average Terminal Rental Per Square Foot	\$	3.93	48.08	48.07	46.22
Capital Projects	#	3.45	50.00	40.00	50.00
Cost per Enplaned Passenger	\$	1.17	14.67	14.58	13.50
Customer Satisfaction Rating	%	7.17	70.00	28.33	70.00
Effective Capital Program Administration	#	0.08	1.00	1.00	1.00
Landing Fee Per 1,000 Pounds Landed Weight	\$	0.19	2.33	2.37	2.28
No General Government Support	#	0.08	1.00	1.00	1.00
Overall Customer Satisfaction Achieved	#	0.08	1.00	1.00	1.00
Project Compliance	%	8.33	100.00	33.33	100.00
Projects on Time/Within Budget	%	6.82	90.00	28.33	85.00

**Development and Transportation Services**

**Aviation**

**Capital Improvement Program Budget**

**CIP Budget Overview**

The department's five-year capital improvement plan program includes funding for twenty seven projects in the amount of \$99,980,000 for FY 2013-FY 2017. Fiscal year 2013 proposed appropriation of \$6,150,000 supports the terminal building rehabilitation, jet-bridge and taxiway improvements, runway improvements and airfield signage and lighting improvements.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
Airport RR&I	454,150	2,155,600
Airport RR&I Undesignated Balance	1,283,350	9,969,450
Federal Aviation Administration	0	57,555,000
Florida Department of Transportation - Aviation	2,612,500	18,000,050
Passenger Facility Charge	800,000	5,800,000
Private Investment Funds	1,000,000	6,500,000
<b>Total Funding</b>	<b>6,150,000</b>	<b>99,980,100</b>

**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 2012.

Taxiway S Rehab & Extension  
ARFF Vehicle Replacement  
Airport Master Plan  
Marketing and Promotional Study

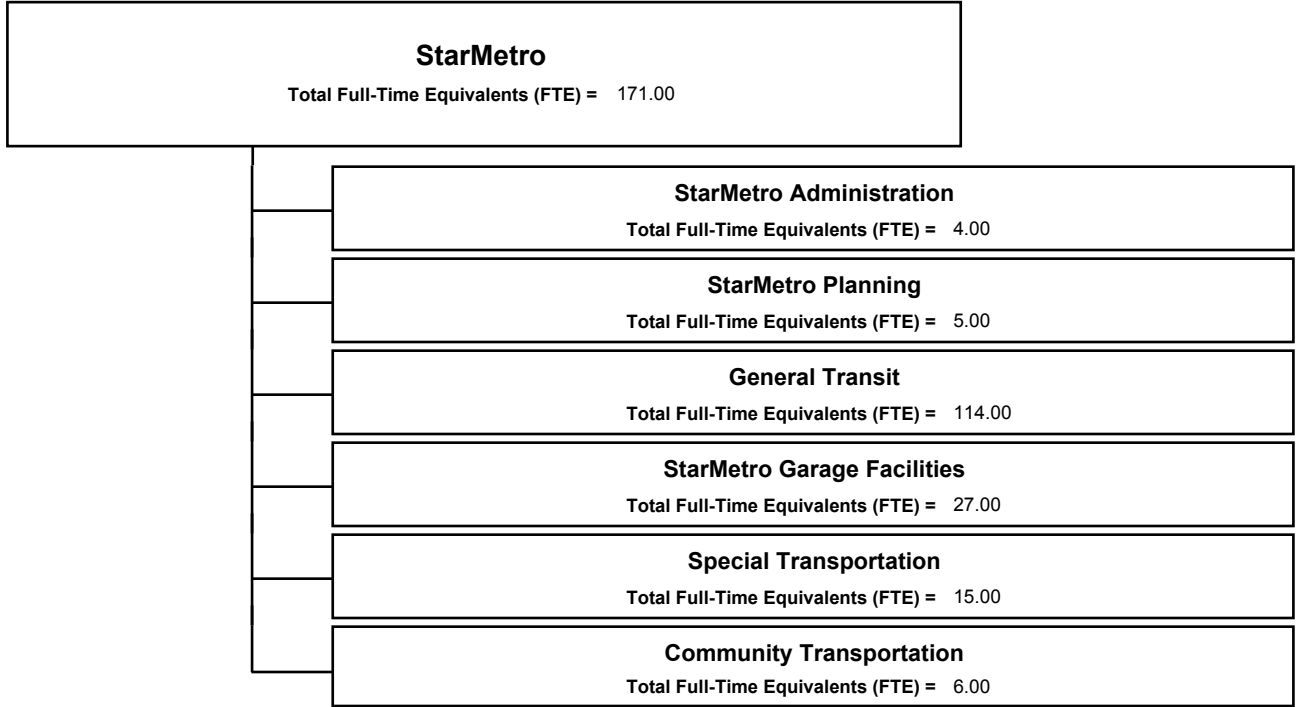
**Continued Capital Projects**

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2013.

Terminal Building Rehabilitation Phase II  
Runway 9/27 Reconstruction Phase I  
Airfield Signage Improvements  
Jet Bridge Rehabilitation



Development and Transportation Services  
StarMetro  
Organizational Chart



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Development and Transportation Services**

**StarMetro**

**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
280101 StarMetro Administration	3,023,161	2,186,861	2,694,337	2,685,604
280102 StarMetro Planning	454,244	926,570	458,285	457,159
280201 General Transit	7,322,765	8,375,111	7,976,826	7,951,219
280301 StarMetro Garage Facilities	3,030,653	3,084,941	2,583,041	2,612,665
280401 Special Transportation	1,194,676	1,605,100	1,117,414	1,114,966
280402 Community Transportation	1,508,640	353,584	1,755,364	1,754,114
<b>Total Expenditures</b>	<b>16,534,139</b>	<b>16,532,167</b>	<b>16,585,267</b>	<b>16,575,727</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	9,337,912	9,299,027	9,629,337	9,619,797
Operating	3,494,432	2,782,919	2,661,832	2,661,832
Other Services & Charges	2,000	0	2,390	2,390
Allocated Accounts	1,616,314	1,650,061	1,856,580	1,856,580
Utilities and Other Expenses	1,901,022	2,785,910	2,423,618	2,423,618
Transfers	166,826	14,250	11,510	11,510
Year End Adjustments	15,633	0	0	0
<b>Total Expenditures</b>	<b>16,534,139</b>	<b>16,532,167</b>	<b>16,585,267</b>	<b>16,575,727</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
StarMetro Operating Fund	16,534,139	16,532,167	16,585,267	16,575,727
<b>Total Funding</b>	<b>16,534,139</b>	<b>16,532,167</b>	<b>16,585,267</b>	<b>16,575,727</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
280101 StarMetro Administration	4.00	4.00	4.00	4.00
280102 StarMetro Planning	5.00	5.00	5.00	5.00
280201 General Transit	114.00	117.00	114.00	114.00
280301 StarMetro Garage Facilities	25.00	26.00	26.00	27.00
280401 Special Transportation	15.00	15.00	15.00	15.00
280402 Community Transportation	5.00	6.00	6.00	6.00
<b>Total FTE</b>	<b>168.00</b>	<b>173.00</b>	<b>170.00</b>	<b>171.00</b>

## Development and Transportation Services

### StarMetro

#### Summary of Services Provided

StarMetro is comprised of five divisions: Administration, Planning, General Transit Operations, Maintenance, and Paratransit Operations.

- The Administration division is charged with managing 166 full-time and 44 temporary employees along with monitoring the \$16.3 million operating budget and \$3.0 million capital budget. This division handles budget preparation, grant applications, and project management for the transit system.
- The Planning division provides policy, service development, and marketing support to all divisions. This division has four full-time employees and one or more internship positions. 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 an employee bus pass program, various marketing campaigns, and service contracts. In FY 2010, the Executive Director used the analysis and recommendations from the Planning Division to obtain approval to decentralize the transit system. The decentralized route structure, implemented in summer 2011, represents a major change to the way transit service is provided in Tallahassee. This new system lowers transit travel time, increases bus frequency, provides choice of travel modes, and matches transit to land uses. In addition, Planning staff works with City/County Growth Management Departments and the Tallahassee-Leon County Planning Department to insure transit supportive design and infrastructure is incorporated into new developments that are projected to significantly impact the transportation network.
- The General Transit Operations division provides accessible transit services to citizens of Tallahassee, visitors, and commuters to Tallahassee. Transit services are provided 363 days a year. During FY 2011, this division provided bus service on 42 routes traveling over 2.1 million miles for 4.8 million boardings.
- The Maintenance division maintains an operating fleet of 69 buses (68 StarMetro and 1 FDOT vehicle on loan), 17 vans, and 13 support vehicles. This seven-day a week schedule is covered by 11 technicians divided into two shifts with 16 hours of overtime required each week to support weekend and evening operations and maintenance. The facility maintenance subdivision maintains the administration building, C.K. Steele Plaza bus transfer center, 830 Star Stops, 120 shelters, 200 trash receptacles, and 80 individual additional benches along the route structure. The facility maintenance subdivision also produces all the vinyl and graphic work for all StarMetro signage, bus logos, special event banners, etc. The above is accomplished with four full-time positions and four temporary positions.
- The Paratransit Operations division is comprised of two programs, Special Transportation (Dial-A-Ride) and the Community Transportation Coordinator for Tallahassee and Leon County. Dial-A-Ride in compliance with the Americans with Disabilities Act (ADA) provides complementary Paratransit services to disabled persons traveling within 3/4 a mile on either side of a fixed bus route. This program also serves elderly and disabled persons throughout the City of Tallahassee during off-peak hours. In FY 2011, over 67,804 trips were provided and 426,891 miles were traveled in the coverage area.
- This 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 Developmentally Disabled persons under the Agency for Persons with Disabilities Medicaid Waiver, Medicaid recipients under the Non-Emergency Medicaid Transportation Program, and Transportation Disadvantaged customers under the Commission for the Transportation Disadvantaged, Transportation Disadvantaged funds. This program provided 76,123 trips in FY 2011. In addition, this provided over 300 subsidized bus passes each month to transportation disadvantages customers.

## Development and Transportation Services

### StarMetro

#### Trends and Issues

Over the last several years, StarMetro introduced new approaches to meet the growing demands for transit, economic development and expanded transportation choices during this period of high gas prices. StarMetro will continue to provide excellent service with a sense of focus on existing and potential customers.

#### Efficiency, Effectiveness and Outcome Measures

StarMetro and Florida State University (FSU) maintain a positive relationship with each other and encourage the use of the Seminole Express. Over 1.7 million students, faculty, and staff are expected to ride the Seminole Express routes or city routes during the 2011-2012 school year. This is a 30 percent growth over the previous year's ridership. The current agreement with FSU is scheduled to expire on June 31, 2012.

In the transit industry, maintaining a full staff of operators (full-time and temporary workers) is a challenging task. Not having a full staff of operators leads to a burden on existing operators and supervisors and adversely impacts StarMetro's temporary and overtime budgets. The Operations Division makes best use of two full-time recruiter/trainers to keep the operator ranks full. The installation of a vehicle simulator and construction of a training room was completed in April of 2010. The simulator will be an effective tool making training more effective, improve driver safety, while providing a new revenue source.

#### Technology Upgrades and Other Enhancements

The use of Trapeze's scheduling software for fixed routes will assist StarMetro in gathering and analyzing data. From an operations perspective, the scheduling software will improve the productivity of the bidding process and lead to savings through better resource management and allocation, efficiency improvements and improved service for all StarMetro customers. In addition, a real-time web-based software will provide next bus information to StarMetro customers on twenty vehicles as a pilot project. This proposal includes installation of the hardware/software on the vehicles, all training and all standard documentation along with a ninety (90) day warranty. As part of this process, StarMetro is looking at newer technology which may be much more cost effective, possibly allowing this technology to be added to the rest of the fixed route fleet. A consultant was also selected to evaluate StarMetro's Intelligent Transportation System plan that is consistent with the Florida District 3 Northwest Florida Regional ITS Architecture.

#### New Buses and DAR Vans

StarMetro has a fleet of sixty-nine (69) buses providing service through forty-two (42) routes. Last year through the federal stimulus program, StarMetro received ten fixed route replacement buses and fourteen Paratransit buses. This year through federal 5307 funds, StarMetro will be receiving five additional fixed route replacement buses and three Paratransit buses.

The Florida Department of Transportation (FDOT) purchased a 31 ft. bus, built by Champion on an International chassis, which uses the parallel version of the hybrid drive developed specifically for International. This "Hybrid Ride" bus is the first demonstration of hybrid technology in the daily operation of para-transit services. StarMetro, partnering with FDOT, will operate and maintain the Hybrid Ride for FDOT, and the project data will assist local governments in the decision making process as they evaluate new technologies in public transportation. This demonstration project will give StarMetro mechanics and supervisors first hand experience using and maintaining this new technology.

#### Service Agreements with University Partners

The five-year service agreement with FSU expired on June 31, 2012. While negotiations are currently ongoing, a Memorandum of Understanding (MOU) was signed to extend the current terms of the agreement for one more year and factors in a 3 percent cost increase. This will provide FSU and StarMetro additional time to work on a comprehensive five-year agreement. The expected revenue from the MOU will meet the costs for providing the service. This one year extension is necessary to analyze the impacts of the decentralized route structure on FSU ridership. With the extension of campus route off-campus to adjacent student housing, the



## Development and Transportation Services

### StarMetro

majority of the trips under the agreement should not be significantly affected by the new route structure. The decentralized structure, however, will make it easier for faculty and staff to use StarMetro to travel to campus and increase ridership on city routes. In addition, six decentralized routes transverse or operate near the campus. This could lead to a decentralization of the student population to other areas of the community where these routes operate, placing additional demands on the city routes, requiring a comprehensive look at the service agreement. Negotiations are expected to begin this fall.

The three-year service agreement with FAMU expired on June 30, 2012. Negotiations on a new agreement is ongoing and shall be settle by the start of FY13. The current issues at FAMU with hazing and financial controls, however, may make it difficult to get a new agreement signed. An MOU was drafted and is being reviewed. The terms of the MOU also include a 3% cost increase and a \$0.50 per trip cost on all boardings on non-campus routes. These changes, if agreed to, will increase the revenue from the FAMU contract by approximately \$58,000.

The current five year agreement with Tallahassee Community College (TCC) is scheduled to expire on June 30, 2014. With ridership greatly exceeding the payment model, both TCC and StarMetro have agreed to resolve this issue this year and either adopt a new service agreement or amend the current one. The current strategy under discussion is to create a student transit pass for those students wanting to ride the bus. StarMetro would offer the passes to TCC at \$100 per student per semester. TCC could sell the pass to the students at a lower cost. If agreed to, the changes to the service agreement would bring in an additional \$97,000 in new revenue.

#### Starmetro Decentralization Route Structure

On March 24, 2010, the City Commission approved the Decentralization Route Structure. The plan calls for the complete reorganization of transit service, moving from a hub-and-spoke-model to a multi-point/multi-transfer model. This new route structure improves connectivity, increases bus frequency, decreases travel time, and matches transit service to existing and proposed land uses. The launch date for the new route structure was July 11, 2011. Prior to launch, new stops, shelters, sidewalks, and trip planning software were in place to ease the transition to the new structure.

### **Significant Changes From FY 2012**

The following service level changes were approved as proposed for StarMetro's fiscal year 2013 budget. See the City Commission action section for additional chagnes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's fuel budget is decreased. Fiscal Impact: (\$100,000).
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$6,293).
- Garage Facilites Temporary wages increased to service the maintenance of shelters and bus stops. Fiscal Impact: \$30,000.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

**Development and Transportation Services**  
**StarMetro**

**City Commission Action**

The City Commission approved the budget for Starmetro's fiscal year 2013 with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.

## 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

StarMetro ridership for FY 2011 was 4,811,881 or a 2% increase from FY 2010. Ridership is anticipated to increase further, now that the new decentralized route system has stabilized. There are 830 StarStops and 120 shelters.

In FY 2012, over 73,000 trips were provided and 445,737 miles were traveled in the coverage area. Dial-A-Ride (DAR) trends show a continuous increase in demand since 2007. The numbers of trips provided in 2011 increased from the previous year by 5,261 trips and the number of miles driven by DAR vehicles increased by 27,014 miles placing added responsibilities on the maintenance division, who work on a facility that was not designed for the maintenance of Para-transit vehicles. Our projections for FY 2012 show a potential increase in trips by 6,932 trips totaling close to 85,000 trips in FY 2012. Based on these trends, it is anticipated that the trips for 2013 will likely exceed over 92,000 trips.

Starmetro has also seen increased ridership with the university partnership agreements. 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>Measures</u>	<u>Unit of Measure</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Budget</u>	<u>FY 2012 YTD</u>	<u>FY 2013 Budget</u>
# Passenger Trips Carried	#	4,227,337	5,064,789	2,643,547	52,167,335,097
Basic system cost per passenger	\$	3.08	2.30	2.99	2.62
Basic system revenue per passenger	\$	3.23	1.24	1.20	1.26
Dial A Ride cost per passenger	\$	16.33	18.85	15.14	19.42
Dial A Ride revenue per passenger	\$	2.35	2.33	2.21	2.33
Farebox recovery ratio	%	24.44	33.00	30.78	48.00

## Development and Transportation Services

### StarMetro

### Capital Improvement Program Budget

#### CIP Budget Overview

The department's five-year capital improvement plan program includes funding for seven projects in the amount of \$21,784,900 for FY13 - FY17. Fiscal year 2013 capital budget request of \$4,475,400 supports Section 5307 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. The third project is designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment. The project also supports reverse commute activities designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities. The fourth project will provide funding to reduce barriers to transportation service and expand the transportation mobility options to individuals with disabilities beyond the requirements of the Americans with Disabilities Act. The fifth project is a comprehensive campaign to provide contract information on transportation options and facilitate the training of appropriate personnel as mobility managers in the four county region of Leon, Jefferson, Gadsden and Wakulla counties. The sixth project is for the aquisition of a new facility. The final project is a miscellaneous accounts receivable project to allow StarMetro to receive outside funding to construct bus shelters and benches.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
FDOT Capital Grant	80,000	80,000
FDOT Toll Road Credit	14,350	66,550
Federal Transportation Administration	1,201,950	1,941,350
FTA Section 5307 Capital	2,824,600	18,612,100
General Government Capital Project Account - GGCPA	120,000	120,000
StarMetro Accounts Receivable	50,000	250,000
StarMetro Operating Fund	184,500	714,900
<b>Total Funding</b>	<b>4,475,400</b>	<b>21,784,900</b>

#### 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 2012.

None.

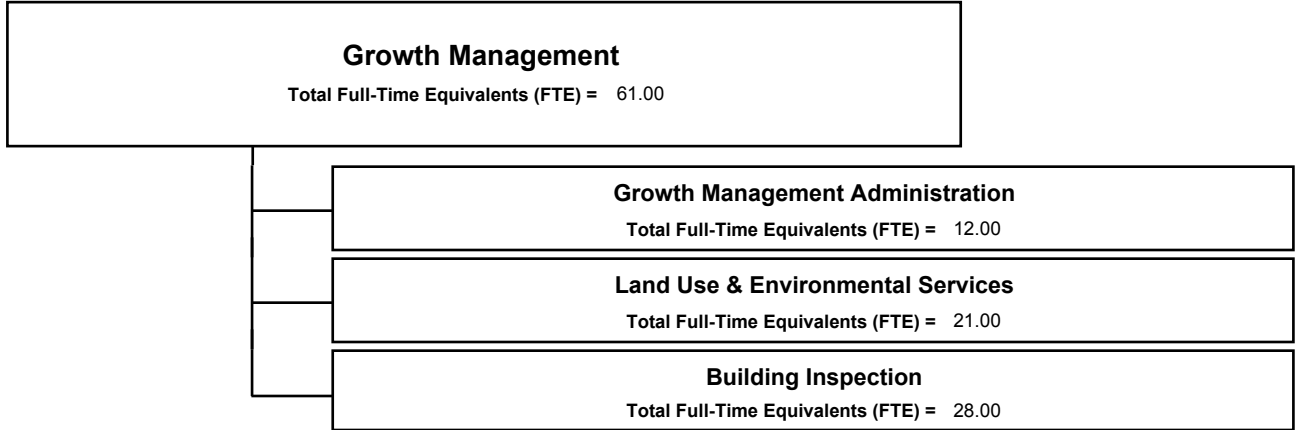
#### Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2013.

New Freedom Capital  
United We Guide: Regional Mobility  
StarMetro - Miscellaneous A/R

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

**Development and Transportation Services  
Growth Management  
Organizational Chart**



**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
330101 Growth Management Administration	1,302,139	1,436,062	1,564,838	1,554,449
330301 Land Use & Environmental Services	1,554,308	1,643,476	1,788,082	1,782,813
<b>Total Expenditures</b>	<b>2,856,447</b>	<b>3,079,538</b>	<b>3,352,920</b>	<b>3,337,262</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	2,260,618	2,358,382	2,644,613	2,628,955
Operating	61,916	57,202	183,062	183,062
Allocated Accounts	436,810	575,444	506,881	506,881
Transfers	97,103	88,510	18,364	18,364
<b>Total Expenditures</b>	<b>2,856,447</b>	<b>3,079,538</b>	<b>3,352,920</b>	<b>3,337,262</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
General Fund	2,856,447	3,079,538	3,352,920	3,337,262
<b>Total Funding</b>	<b>2,856,447</b>	<b>3,079,538</b>	<b>3,352,920</b>	<b>3,337,262</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
330101 Growth Management Administration	12.00	12.00	12.00	12.00
330301 Land Use & Environmental Services	21.00	21.00	21.00	21.00
<b>Total FTE</b>	<b>33.00</b>	<b>33.00</b>	<b>33.00</b>	<b>33.00</b>

## 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:

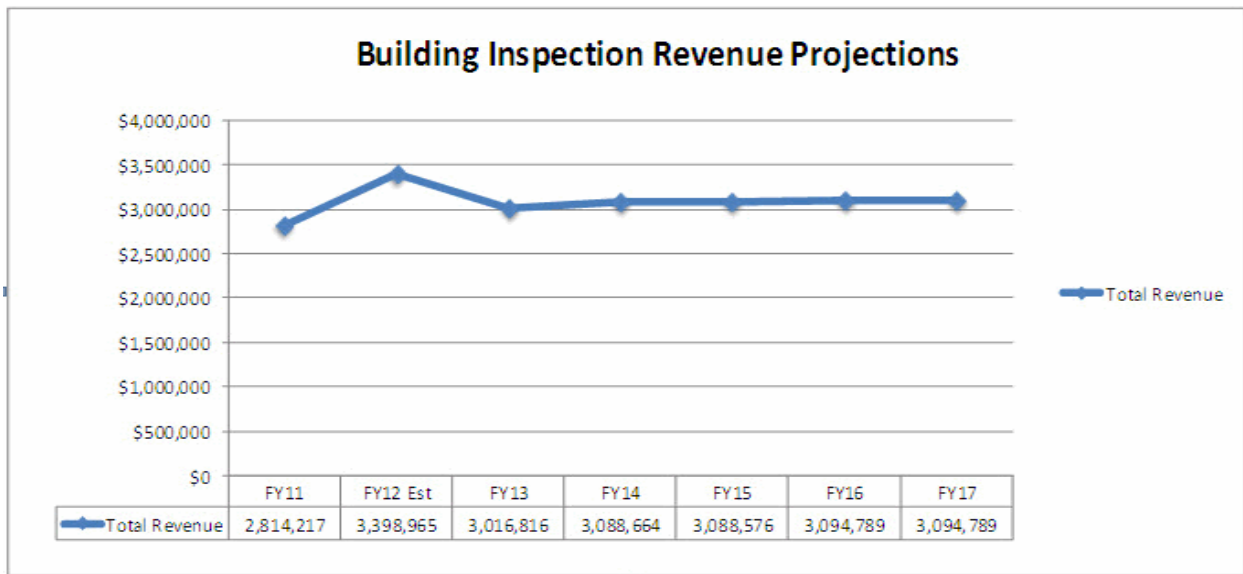
- The Building Inspection Division is working at minimal staffing levels due to the efforts to reduce expenses during the recent economic crisis and resulting construction downturn. Even with the reduced amount of new construction, the division's workload has remained constant due to the increased levels of renovation work and the lower staffing levels. If the upward trend continues, we will need to consider increasing staffing levels in order to maintain our current levels of service and performance standards.
- Sustainable construction and energy efficiency continues to be a focus in the construction industry. Federal, state, and local governments are actively promoting sustainable and efficient construction and have implemented new laws and incentive programs for alternative and energy efficient construction. The new 2010 Florida Building Code went into effect March 15, 2012, along with the 2010 Florida Energy Conservation Code. Additionally, a 2009 state law created new requirements for improved energy efficiency in all new construction be 15% more energy efficient than what was required. As a result, the Building Inspection Division has seen a marked increase in permitting related to energy efficient systems. The largest areas of increase have been in the areas of solar photo-voltaic systems, solar water heating, gas tankless water heaters, and more energy efficient heating and air-conditioning systems.
- Implementation of the public sector fast tracking program has continued over the last year in an effort to stimulate development and advance projects to the "shovel ready" phase. As of the second quarter, Growth Management has reviewed 99 public sector projects under the "Local Economic Emergency Fast Tracking System. In addition, Growth Management is continuing to work with the Economic Development Council (EDC) to "pre-permit" up to 10 lots. Application fees are held in abeyance for these projects until approval of building permit applications.
- Implementation of the private sector fast tracking program has continued over the last year to assist the private sector by streamlining the permitting process and implementing a customer service enhancement program. Growth Management staff has met the review timelines established as part of the fast tracking program for over 98% of site plan and environmental permit applications since the inception of the program. Several ordinances recommended as part of the fast tracking program have been developed and are in the target issue committee process. Staff anticipates that the ordinances recommended as part of the fast tracking program will be ready for final City Commission action by fall 2012.
- The Records Management and technical staff continue to develop and deliver E-government Services. Currently 95% of all Public Records Requests received by the Growth Management Department are delivered back to the customer via electronic means by either e-mail or ProjectDox. During the FY 2011 period, 1749 Public Records Request were fulfilled by Records Management and 950 during the first two quarters of the FY 2012 period. Delivery of requested information has been reduced from two weeks in some cases to 15 minutes. Also added to the E-Government Services offered by the Administrative Services Division was E-Recording. E-Recording allows customers to have their documents recorded with the Leon County Clerk of Court directly from Growth Management offices. The E-Recording service, since its implementation on December 1, 2011, has continued an upward trend in customers wishing to E-Record their documents through Growth Management.
- The technical staff is working with ISS to complete the upgrade to ProjectDox, which is the core application for City Projects. City Projects allows for electronic application, submittal, payment, review and reporting. Currently available to the customers from Land Use and Environmental Services (LUES) are all Type A and Type B site plans and subdivisions, all major and minor modifications, and the Land Use Compliance Certificate (LUCC). The technical staff is continuing the analysis of the Building Inspection division's permitting processes to determine the level of efficiency and effectiveness that can be obtained by developing these applications in City Projects. City Projects continues to be the corner stone of Growth Management's E-Government Services initiative.

## Development and Transportation Services Growth Management

### Significant Changes From FY 2012

The following service level changes were approved as proposed for Growth Management's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.



### City Commission Action

The City Commission approved the budget for Growth Management's fiscal year 2013 with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.



## Development and Transportation Services

### Growth Management

#### Performance Measures

##### Program Objectives

Over the last fiscal year, Growth Management has continued to identify and implement innovations to achieve higher operational efficiency and improved customer service. Staff has continued to implement the public and private sector fast tracking programs established by the City Commission. In addition to streamlining the review process, staff has continued to implement customer service enhancements designed to improve the customer experience in Growth Management.

Staff has made steady progress in the implementation of City Projects, which is an application that allows applicants to electronically upload application materials from their office computers directly into the program. Once the application has been uploaded, staff conducts a review of the material electronically. In addition to utilizing City Projects for permit application reviews, in FY 2010 the department implemented an electronic public records request system through City Projects. This saves time and increases the convenience of the application process by eliminating the need to make a trip to Growth Management to submit hard copy documents or obtain hard copy files for public records requests. It also saves paper which furthers the City's sustainability efforts.

## Development and Transportation Services

### Growth Management

#### Analysis of Performance Measures

- Permits for 1 & 2 family homes increased 50%, from 148 to 222, in the first two quarters of FY12 as compared to FY11, increasing fees collected by 71%, from \$70,273.40 to \$120,173.38. However, multi-family dwelling units decreased from 213 to 77, when compared to the same period. The decrease in multi-family dwelling units resulted in a decrease of fees collected from \$78,031.20 to \$19,446.16.
- The number of permits for new commercial buildings more than doubled when comparing the first two quarters of FY11 and FY12 from 12 to 29, resulting in an increase of fees collected by approximately 346%, from \$35,027.39 to \$156,238.46.
- Permits for 1 & 2 family additions increased slightly from 85 to 86, as did alterations and repairs from 736 to 741. As a result of the increase, fees collected for alterations and repairs have risen almost 19%, from \$187,105.82 to \$222,417.13. Fees collected for miscellaneous permits which include such things as demolitions, pool permits, retaining walls, foundations, and change of uses have decreased slightly, from \$26,127.46 to \$25,206.88, while the number of permits decreased 24%, from 100 to 76.
- When looking at the overall numbers for Building Inspection for the first two quarters of FY12, permits are up 16% in comparison to the first two quarters FY11, from 1096 to 1278. This increase has also benefited the Building Inspection Fund with a total increase of fees collected by just over 38%, from \$420,395.57 to \$580,492.73. Staff anticipates that building permit applications will be submitted for several additional large projects during FY2012.
- Environmental permit applications increased 25% (from 95 to 119) from FY10 to FY11. However, it is important to note that this figure does not include the 20 additional public sector fast-track projects reviewed by Growth Management. Limited Partition applications were consistent during this same time period. Type A site plan applications increased by 15% (from 26 to 30) between FY10 and FY11 and Type B site plans doubled (from 5 to 10). Preliminary Plat applications also increased 125% (from 4 to 9) in FY11.
- When comparing the first two quarters of FY11 and FY12, Environmental permits have increased over 14% from 48 to 55. Type A site plan applications decreased 13%, from 15 applications to 13, and Type B applications have decreased from 2 to 1 during this same time period. When the first two quarters of FY12 are considered, there has been a decrease from 4 to 0 in Preliminary Plat applications, but an increase from 1 to 4 in Limited Partition applications.
- The Records Management section scanned a total of 353,822 pages in FY11. During the first two quarters of FY12, staff scanned 125,018 pages. It is important to note that many of these pages are large plan sets that need to be prepped and fed individually through the large document scanner. To date, 100% of all Land Use and Environmental Services historical files and 95% of all Building Inspection historical files have been processed into the EDMS. Remaining files consist of historical documentation that has never been entered into the permitting database and the files are fragile in nature. The scanning of these files takes a considerable amount of time to process and is done between other duties.

<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
No. of building inspections performed	#	61,314	67,000	26,961	67,000
No. of concurrency applications processed	#	70	50	26	50
No. of environmental permits processed	#	216	100	55	100
No. of environmental reviews processed	#	116	140	39	150
No. of limited partitions processed	#	5	6	4	7
No. of new 1&2 family building permits processed	#	357	325	222	330
No. of new multi-family dwelling units processed	#	291	225	77	225

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Development and Transportation Services**

**Growth Management**

<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of pages processed into EDMS - to include (Building Inspection, Land Use & Env. Services, Board documentation and Admin phone & p-card statements).	#	418,970	400,000	128,348	400,000
No. of preliminary plats processed	#	12	8	0	8
Number of public records requests processed (includes walk-in & telephone requests, as well as those routed through the Treasurer-Clerk's office)	#	1,845	1,699	993	1,699
No. of stormwater operating permit inspections	#	825	1,232	359	1,232
No. of sub-permits issued	#	11,828	9,000	4,885	9,000
No. of Type A site plans processed	#	32	65	13	65
No. of Type B site plans processed	#	9	13	1	13
Square footage of new commercial buildings permitted	#	262,415	1,582,791	513,532	1,582,791

<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
% of minor 1&2 Family residential plan review comments provided to the customer in five days or less.	%	99.00	80.00	99.50	80.00
% of After Hours Inspections Performed as Requested	%	95	95	95	95
% of Applications Appropriately Routed in 24 Hours	%	95	95	95	95
% of Building Permit Decisions Upheld	%	100	100	100	100
% of CIS Data Input Without Errors	%	98	98	98	98
% of CIS Work Orders-Single Connections Shipped in 24 Hours	%	98	98	98	98
% of CIS-Multiple Connection Work Orders Shipped in 72 Hours	%	98	98	98	0
% of Commercial Plans Comments Provided in 21 Days	%	96	90	87	90
% of Data Input Without Errors	%	91	92	90	92
% of Emailed customer service request responses provided within one day through PETS	%	89	0	95	0
% of Environmental Permit Comments Provided Within Statutory Timeframe	%	99	99	99	99
% of Inspection Requests Accepted for Next Day, or When Requested	%	95	95	95	95
% of Minor Commercial Plans Comments Provided in 14 Days	%	100	100	98	100
% of Review comments (1&2) residential provided in 12 days	%	100	90	100	90
Percentage of site plan decisions successfully upheld	%	100	100	100	100
% of Time sensitive inspection requests accepted for requested time	%	98	98	98	98
% of Type A Site Plan Comments Issued in 7 Days	%	100	100	100	100
% of Type B Site Plan Comments Provided in 21 Days	%	100	100	100	100

**Development and Transportation Services**  
**Growth Management**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The Growth Management Department has no capital projects in the FY 2013-2017 capital improvement plan.

**Completed Capital Projects**

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2012.

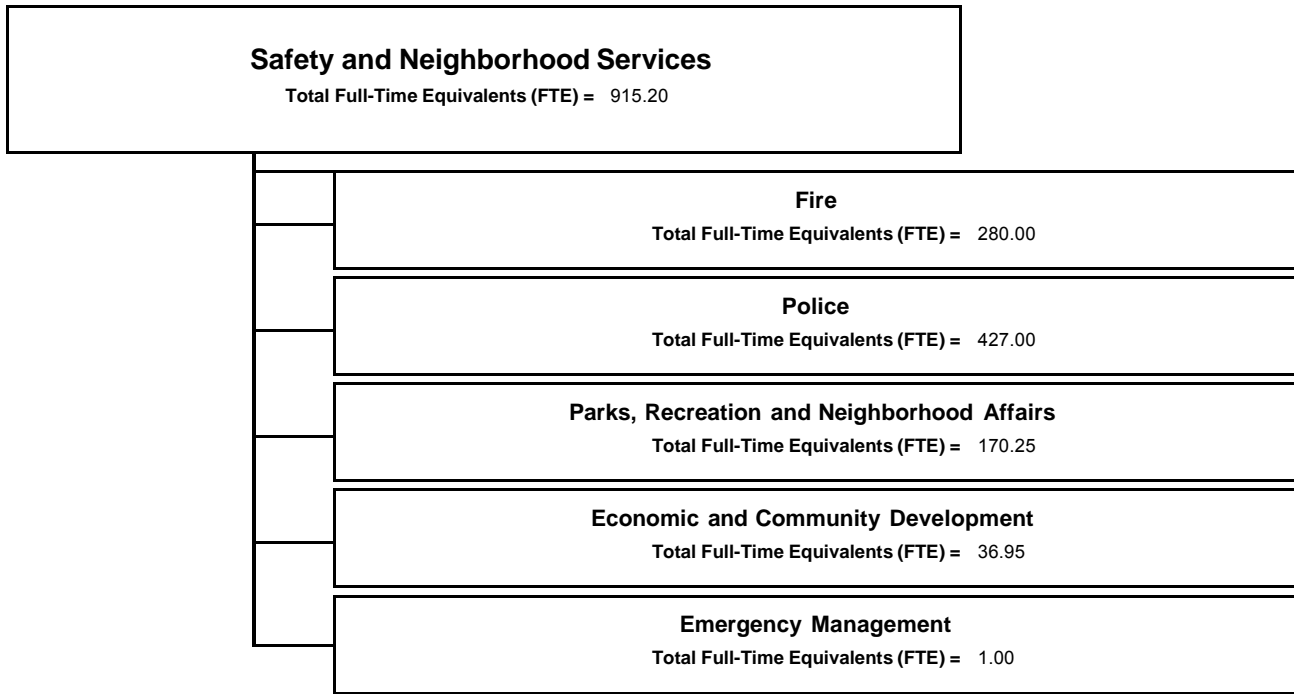
None

**Continued Capital Projects**

The following list represents projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2013.

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.

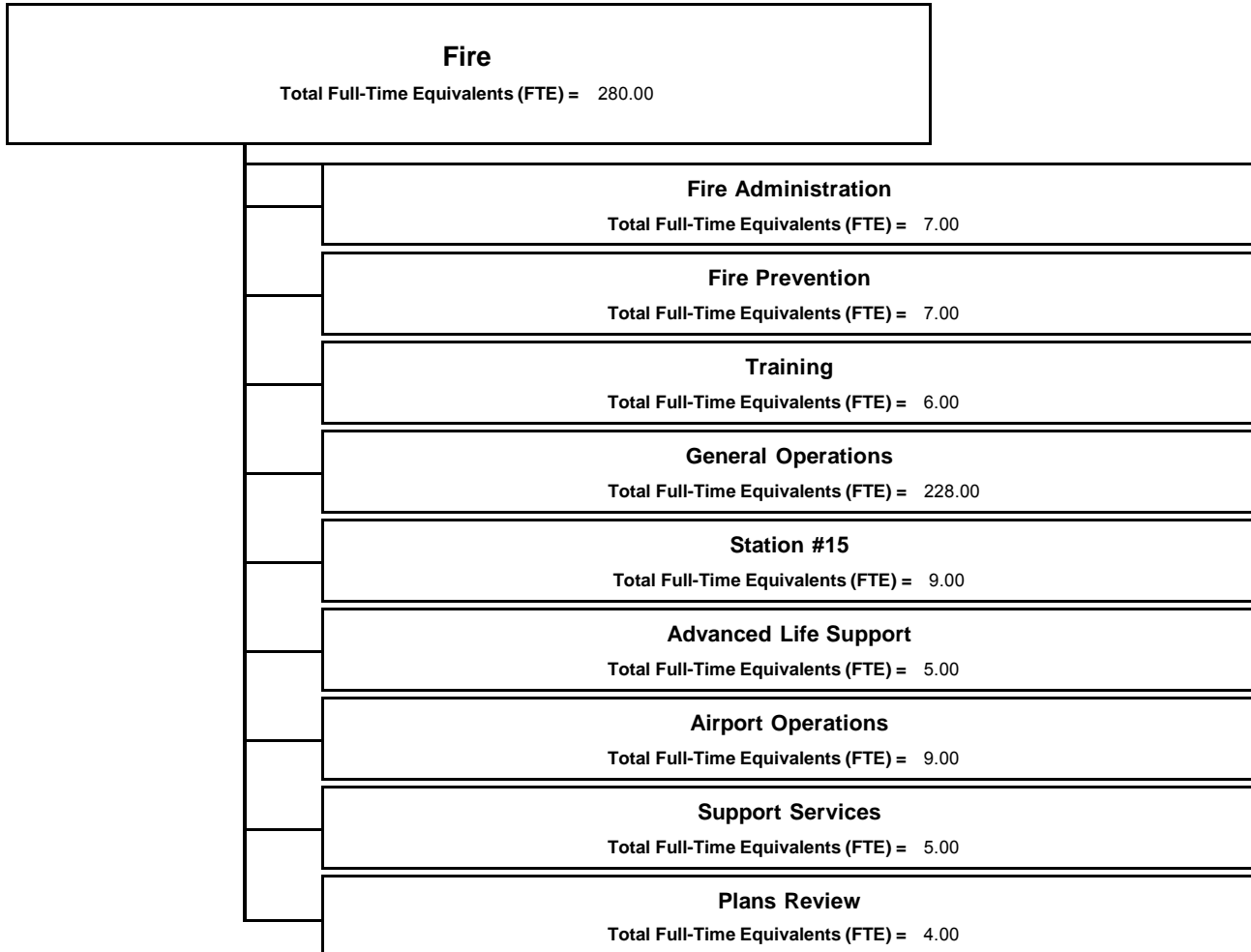
	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
<b>Expenditures Summary</b>	<b>106,769,963</b>	<b>108,764,127</b>	<b>105,687,852</b>	<b>108,071,027</b>
<b>Funding Summary</b>	<b>106,769,963</b>	<b>108,764,127</b>	<b>105,687,852</b>	<b>108,071,027</b>
<b>FTE Summary</b>	<b>975.20</b>	<b>973.20</b>	<b>916.20</b>	<b>915.20</b>



Safety and Neighborhood Services

Fire

Organizational Chart



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget**

**Safety and Neighborhood Services**

**Fire**

**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
200101 Fire Administration	8,288,506	8,011,140	10,163,684	10,130,423
200201 Fire Prevention	647,287	590,073	592,045	529,259
200301 Training	604,872	617,890	530,588	539,349
200401 General Operations	19,263,882	20,264,579	18,964,007	19,143,404
200403 Hazardous Materials	3,778	6,625	5,115	5,115
200415 Station #15	887,950	914,455	904,654	956,177
200416 Advanced Life Support	823,301	862,845	679,617	689,234
200501 Airport Operations	1,034,059	1,069,987	1,060,596	1,075,650
200701 Support Services	404,156	497,354	422,074	419,636
200801 Plans Review	285,145	401,976	356,555	354,000
<b>Total Expenditures</b>	<b>32,242,936</b>	<b>33,236,924</b>	<b>33,678,935</b>	<b>33,842,247</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	21,651,117	21,942,894	21,715,264	21,911,207
Operating	1,361,096	1,402,009	1,524,664	1,524,664
Other Services & Charges	396,594	30,856	161,366	161,366
Capital Outlay	83,243	70,142	110,400	110,400
Allocated Accounts	5,888,689	6,326,732	6,453,289	6,420,658
Utilities and Other Expenses	361,010	393,025	361,290	361,290
Transfers	1,385,102	1,592,766	3,040,362	3,040,362
Contributions to Operations	294,350	303,200	312,300	312,300
Year End Adjustments	821,735	1,175,300	0	0
<b>Total Expenditures</b>	<b>32,242,936</b>	<b>33,236,924</b>	<b>33,678,935</b>	<b>33,842,247</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Fire Services Fund	32,242,936	33,236,924	33,678,935	33,842,247
<b>Total Funding</b>	<b>32,242,936</b>	<b>33,236,924</b>	<b>33,678,935</b>	<b>33,842,247</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
200101 Fire Administration	7.00	7.00	7.00	7.00
200201 Fire Prevention	6.00	6.00	7.00	7.00
200301 Training	6.00	6.00	6.00	6.00
200401 General Operations	228.00	227.00	228.00	228.00
200415 Station #15	8.00	11.00	9.00	9.00
200416 Advanced Life Support	0.00	5.00	5.00	5.00
200501 Airport Operations	9.00	9.00	9.00	9.00
200701 Support Services	5.00	5.00	5.00	5.00
200801 Plans Review	4.00	4.00	4.00	4.00
<b>Total FTE</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>



## Safety and Neighborhood Services

### Fire

#### Summary of Services Provided

The Tallahassee Fire Department is charged with the responsibility of protecting lives, property, and the environment from hazardous conditions that threaten our community. This mission is accomplished through the provision of prevention and protective services specific to the incident need. TFD provides the City of Tallahassee and Leon County with quality fire suppression, specialized hazardous material response, focused urban search and rescue, dedicated technical rescue, superior vehicle extrication, high quality emergency medical care, fire safety code compliance review and enforcement and varied public education services. The department provides such services through five functional divisions which include Administration, Prevention, Planning & Logistics, Operations and Training.

The Administration Division includes the Office of the Chief, Public Information, Employee Resources and Financial Management.

The Prevention Division provides proactive code enforcement, pre-development and pre-construction plans review, public education, target hazard occupancy inspections and fire cause determination investigations. Tallahassee and Leon County is unique in that it has aging, college, youth and transient populations. This uniqueness requires a fulltime focus approach to public fire education in order to bring about true behavior change.

The Planning and Logistics Division conducts short and long range planning for infrastructure growth, capital equipment replacement, technological support and service level improvements. In addition, the Logistics office is responsible for direct support and maintenance of 21 facilities and 280 personnel.

The Operations Division consists of the Suppression, Emergency Medical Services and Special Operations Battalions. Each is responsible for the provision of specialized emergency mitigation services to include fire suppression, pre-hospital medical care, vehicle extrication, hazardous materials response and urban search and rescue. Service is provided from 15 strategically located fire stations throughout the community by 213 sworn Firefighter/Emergency Medical Technicians and 54 sworn Firefighter/Paramedics.

The Training Division provides continuing education, specialized certification, promotional examination, community demonstration and volunteer firefighter training for TFD personnel, community volunteer firefighters and regional partners.

## Safety and Neighborhood Services

### Fire

#### Trends and Issues

- A new fee study is expected to be completed by the end of FY14 to reexamine the current rates for the period of FY15 – 20. The impact of future department funding, expenditures and revenues is highly dependant on the results of the fee study and its implementation.
- The Fire Prevention Division is statutorily mandated to enforce the Florida Fire Prevention Code as adopted by the State Fire Marshal. Currently, two independent and unequal fee schedules exist for these services; one within the City of Tallahassee and one within Leon County, though the services provided are the same. Additionally, the fee for services as adopted by the City of Tallahassee has not been evaluated for cost verse collection since 2004 and fee for services as adopted by Leon County has not been evaluated for cost verse collection since 1988.
- The Department requests the hiring of a consultant to review, evaluate, update and consolidate the fire prevention services fee schedule for both City and County services. The Department has estimated the cost for this consultant review to be \$25,000 and that this amount be added to the unclassified professional services cost center for FY13.
- Staffing for completion of mandated inspections, reoccurring inspections, public education and fire investigations has not grown since the 1980s yet the numbers and request within all these areas have increased significantly. This increase coupled with the lack of expansion in staff has caused a reduction in public fire safety education, reduced the ability to conduct fire inspections for numerous businesses and created the need for discontinuing the criminal investigations by TFD. While there is no mandate from the State for TFD to conduct criminal investigations, we have successfully arrested 25% of criminals we have investigated for arson related cases. The loss of the Criminal Investigator position has increased time spent on scene while waiting for a State investigator to arrive.
- The department is currently funded and in the process of upgrading the joint public safety computer-aided dispatch system and fire records management system. Additionally, the department has recently upgraded its fire station alerting system. Currently, an upgrade is scheduled for both wireless internet access at existing facilities and internet air card upgrades for mobile units. These costs are yet to be completely quantified, but are expected to exceed \$100,000. These expenses will impact the available transfer to the Fire Services Reserve Fund in FY13 and beyond.
- TFD experienced a great deal of growth during the late 1980s, with the service expansion in the unincorporated area. As a result of that growth a number of employees were hired and are now beginning to transition into retirement. TFD is expected to lose over 80% of its Captains and Chief Officers over the next five years, to include the entire command staff.
- Not only is TFD loosing a great deal of experience, the diversity of recent applicant pools is not consistent with the diversity of employees entering retirement. As a result, TFD workforce diversity is declining and the workforce is becoming more homogeneous. This transition has the potential to impact the perception of the organization as well as the level of comfort our costumers have that their unique needs are understood by our workforce.
- On May 23, 2012, the City of Tallahassee and the International Association of Firefighters (I.A.F.F.), Local 2339, reached agreement on collective bargaining contracts for the Firefighter Bargaining Unit and the Supervisor Bargaining Unit within the parameters authorized by the City Commission. The successor agreements cover a period of three (3) years, commencing on October 1, 2011 and extending through September 30, 2014.

## Safety and Neighborhood Services

### Fire

#### **Significant Changes From FY 2012**

The following service level changes were approved as proposed for the Fire Department's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; salaries for fire union employees are adjusted for a 3.0% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; fire union employee pension rates are 20.3% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$18,216).
- All allocated accounts were updated to reflect updated statistical allocation formula data.

#### **City Commission Action**

The City Commission approved the budget for the Tallahassee Fire Department's fiscal year 2013 with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.

## Safety and Neighborhood Services

### Fire

#### Performance Measures

##### Program Objectives

The Tallahassee Fire Department is charged with the responsibility of protecting lives, property, and the environment from hazardous conditions that threaten our community. This mission is accomplished through the provision of prevention and protective services specific to the incident need. 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.

##### Analysis of Performance Measures

Patient survivability and extent of property loss is highly dependant on the length of time prior to the arrival of emergency resources. The industry "Standard on organization and deployment of fire suppression operations", NFPA 1710, states that Fire Departments should arrive at 90% of all incidents within 6 minutes or less. The Tallahassee Fire Department's response time goals are consistent with this standard. However, TFD resources are meeting this standard on only 59% of emergency calls for service.

Fire Inspection Program - Service is funded at 100% through the Fire Services Fee. Direct customers are the business owners of the approximately 13,000 commercial occupancies.

- FY11 Program Cost: \$647,287
- Cost per direct customer: (\$647,287/13,000) \$49.79
- Cost per indirect customer: (\$647,287/300,000) \$2.16

Fire Plans Review - Service is funded through fees for service and supplemented via the Fire Services Fee. FY2011 service fees funded the program at approximately 74%. Direct customers are the business owners and developers requiring service. FY11 required 1195 applications to be reviewed and approximately 1500 compliance inspections.

- FY11 Program Cost: \$285,144
- Cost per direct customer: (\$285,144/2695 deliverables) \$105.80
- Cost per indirect customer: (\$285,144/300,000) \$0.95

Non-Medical Emergency Response - Service is funded via the Fire Services Fee. FY2011 collections funded the program at 100% and provided funding for approximately \$1.6M transfer to the Fire Reserve Fund. Direct customers include the 14,755 recipients of non-medical emergency services.

- FY11 Program Cost: \$24,977,968
- Cost per direct customer: (\$24,977,968/14,755 deliverables) \$1692.85
- Cost per indirect customer: (\$24,977,968/300,000) \$83.26

Emergency Medical Services - Service is funded via contractual agreement with Leon County. Direct customers include the 6,811 recipients of medical emergency services.

- FY11 Program Cost: \$5,230,511
- Cost per direct customer: (\$5,230,511/6,811 deliverables) \$767.95
- Cost per indirect customer: (\$5,230,511/300,000) \$17.44

Airport Rescue Firefighting - Service is funded via transfer from the Airport Fund at 100%. Direct customers include the 700,000 air travelers utilizing the facilities annually.

- FY11 Program Cost: \$1,034,059
- Cost per direct customer: (\$1,034,059/700,000 passengers) \$1.48

Input Measures	Unit of Measure	FY 2011 Actual	FY 2012 Budget	FY 2012 YTD	FY 2013 Budget
Number of EMS calls (ALS & BLS)	#	8,429	8,000	3,690	8,000

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Safety and Neighborhood Services**

**Fire**

<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Hours of in-service training for firefighters	#	72,450	57,960	28,980	57,960
No. of Incidences - rural tracks all responses outside the city limits.	#	6,361	5,000	2,641	5,000
Number of new plans or applications reviewed	#	931	600	586	600
<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
% firefighters that are EMTs	%	99.62	97.00	99.62	97.00
% firefighters that are paramedics	%	19.41	14.00	20.69	14.00
% of fire and EMS calls with dispatch times < 60 seconds	%	67.14	90.00	67.17	90.00
% of fire and EMS calls with turnout times < 60 seconds	%	32.35	90.00	35.14	90.00
% of firefighters receiving 20 hrs/mo. training	%	100	100	100	100
% of property value saved	%	73.21	75.00	86.52	75.00
% of rural fire and EMS calls with travel times < 6 minutes	%	55.14	90.00	59.40	90.00
% of structure fires contained to room of origin	%	56.52	40.00	62.70	40.00
% of urban fire and EMS calls with travel times < 4 minutes	%	53.14	90.00	54.37	90.00
Cost per fire plan review	\$	378.81	450.00	341.00	450.00
Cost per response	\$	999.15	897.97	926.24	897.97
No. of Incidences - urban tracks all responses within the city limits.	#	16,166	15,000	8,346	15,000
Number of people served	#	278,000.00	280,000.00	276,266.40	281,630.00

**Safety and Neighborhood Services**  
**Fire**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The department's fiscal year 2013-2017 capital improvement program totals \$32,478,150 and includes continued funding for construction of a one-bay station planned for co-location at the Tallahassee-Leon County Public Safety Complex near Weems Road, facilities management and maintenance and fire hydrant maintenance and replacement.

Budgeting for operations for the new fire station on Weems Road (Station 16) has been included beginning in fiscal year 2015 as originally planned. In the event construction is completed prior to the beginning of fiscal year 2015, funding will need to be appropriated. Costs associated with this station were not included in the current fire assessment study and should be included in the update.

Projects included in the five-year plan are funding for the proposed Lake Bradford Road fire station beginning in fiscal year 2014, funding to relocate Fire Station 8 beginning in fiscal year 2015, funding for a Southwood fire station beginning in fiscal year 2014, and funding for a Welaunee Boulevard fire station beginning in fiscal year 2015.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
Fire Debt	3,701,550	26,740,650
Fire RR&I	1,147,500	5,737,500
<b>Total Funding</b>	<b>4,849,050</b>	<b>32,478,150</b>

**Completed Capital Projects**

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or underway and expect to be complete in FY12.

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 2013.

Facilities Management and Maintenance of Existing Fire Stations  
Fire Hydrant Maintenance and Replacement  
Records Management System Upgrade  
Construction of Weems Road fire station

## Safety and Neighborhood Services

### Police

#### Organizational Chart

<b>Police</b> Total Full-Time Equivalents (FTE) = 427.00	
	<b>Administrative Services</b> Total Full-Time Equivalents (FTE) = 16.00
	<b>Patrol Operations</b> Total Full-Time Equivalents (FTE) = 212.00
	<b>Tactical Operations</b> Total Full-Time Equivalents (FTE) = 21.00
	<b>Criminal Investigations</b> Total Full-Time Equivalents (FTE) = 59.00
	<b>Special Investigations</b> Total Full-Time Equivalents (FTE) = 24.00
	<b>Special Operations</b> Total Full-Time Equivalents (FTE) = 24.00
	<b>Airport Unit</b> Total Full-Time Equivalents (FTE) = 11.00
	<b>Forensics</b> Total Full-Time Equivalents (FTE) = 10.00
	<b>Research and Special Projects</b> Total Full-Time Equivalents (FTE) = 10.00
	<b>Communications</b> Total Full-Time Equivalents (FTE) = 0.00
	<b>Training</b> Total Full-Time Equivalents (FTE) = 8.00
	<b>Financial &amp; Supply Management</b> Total Full-Time Equivalents (FTE) = 7.00
	<b>Property and Evidence</b> Total Full-Time Equivalents (FTE) = 7.00
	<b>Records</b> Total Full-Time Equivalents (FTE) = 15.00
	<b>Facility Management</b> Total Full-Time Equivalents (FTE) = 3.00

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget**

**Safety and Neighborhood Services**

**Police**

**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
210101 Office of the Chief	1,914,047	2,156,275	1,938,922	1,937,116
210102 Employee Resources	398,875	0	0	0
210104 Financial and Supply Management	44,893	0	0	0
210503 Northern Patrol Sector	10,985,780	11,755,163	11,029,981	11,029,199
210504 Southern Patrol Sector	8,657,489	8,960,944	8,582,191	8,693,638
210505 Tactical Operations	2,386,574	2,442,846	2,307,148	2,313,228
210602 Criminal Investigations	5,307,347	5,659,217	5,436,194	5,329,372
210603 Special Investigations	2,182,306	2,386,642	2,245,677	2,307,958
210604 Special Operations	2,624,588	2,639,661	2,701,100	2,661,510
210605 Public Safety Communications	-6,803	0	0	0
210606 Airport Unit	1,269,973	1,231,288	1,245,113	1,255,030
210608 Administrative Services	-7,311	0	0	0
210609 Fleet and Facilities Maintenance	6,047	0	0	0
210610 School Crossings	203,475	210,348	236,845	236,845
210611 Police Donations	1,300	6,800	6,800	6,800
210612 Homeland Security	5,161	0	0	0
210613 Training	-6,211	0	0	0
210614 Forensics	700,558	726,578	682,442	680,565
210701 Research and Special Projects	769,559	775,845	732,383	727,420
210702 Communications	3,529,121	3,656,549	0	1,727,321
210703 Training	1,065,269	1,108,341	1,077,619	1,062,146
210704 Employee Resources	0	412,373	426,897	427,260
210801 Financial & Supply Management	5,518,288	4,703,798	6,687,262	7,200,374
210802 Property and Evidence	470,435	439,697	454,413	453,058
210803 Records	804,907	830,167	805,832	818,020
210804 Facility Management	760,238	758,799	796,603	796,098
<b>Total Expenditures</b>	<b>49,585,905</b>	<b>50,861,331</b>	<b>47,393,422</b>	<b>49,662,958</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	40,254,035	40,994,843	37,805,436	39,573,007
Operating	1,200,641	1,195,908	1,660,844	1,674,193
Capital Outlay	7,300	0	0	0
Allocated Accounts	7,447,126	7,979,981	7,656,590	8,145,206
Utilities and Other Expenses	280,414	258,670	263,752	263,752
Transfers	396,389	431,929	6,800	6,800
<b>Total Expenditures</b>	<b>49,585,905</b>	<b>50,861,331</b>	<b>47,393,422</b>	<b>49,662,958</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
General Fund	48,314,632	49,623,243	46,141,509	48,401,128
Donations Operating Fund	1,300	6,800	6,800	6,800
Airport Operating Fund	1,269,973	1,231,288	1,245,113	1,255,030
<b>Total Funding</b>	<b>49,585,905</b>	<b>50,861,331</b>	<b>47,393,422</b>	<b>49,662,958</b>



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Safety and Neighborhood Services**

**Police**

**Operating Budget**

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
210101 Office of the Chief	17.00	16.00	16.00	16.00
210102 Employee Resources	3.00	0.00	0.00	0.00
210503 Northern Patrol Sector	115.00	117.00	117.00	117.00
210504 Southern Patrol Sector	87.00	94.00	94.00	94.00
210505 Tactical Operations	21.00	21.00	21.00	21.00
210602 Criminal Investigations	60.00	59.00	59.00	59.00
210603 Special Investigations	23.00	23.00	23.00	23.00
210604 Special Operations	23.00	23.00	24.00	24.00
210606 Airport Unit	11.00	11.00	11.00	11.00
210614 Forensics	10.00	10.00	10.00	10.00
210701 Research and Special Projects	9.00	9.00	9.00	9.00
210702 Communications	57.00	57.00	0.00	0.00
210703 Training	8.00	8.00	8.00	8.00
210704 Employee Resources	0.00	3.00	3.00	3.00
210801 Financial & Supply Management	7.00	7.00	7.00	7.00
210802 Property and Evidence	7.00	7.00	7.00	7.00
210803 Records	15.00	15.00	15.00	15.00
210804 Facility Management	3.00	3.00	3.00	3.00
<b>Total FTE</b>	<b>485.00</b>	<b>483.00</b>	<b>427.00</b>	<b>427.00</b>

## Safety and Neighborhood Services

### Police

#### Summary of Services Provided

- The Tallahassee Police Department was established in 1841 and is the third oldest municipal police department in the country. The department is also the third longest nationally accredited law enforcement agency and was recently awarded flagship status by the Commission on Accreditation for Law Enforcement Agencies (CALEA). As a flagship agency, the Tallahassee Police Department represents an extraordinary example of excellence in public safety, and it is recognized nationally as a model agency for current and potential CALEA applicants. The department's organizational structure consists of the office of the chief and four bureaus.
- The office of the chief includes the chief of police, deputy chief, bureau commanders, and the administrative services director who oversees the functions assigned to each bureau. In addition, the office of professional standards, the department's legal advisor, and public information officer are also included the chief's office.
- The operations bureau includes the northern and southern patrol sectors as well as tactical operations. The patrol sectors utilize a zone based patrol concept that is consistent with the department's community oriented policing (COP) philosophy. Patrol personnel are assigned to a geographical zone so that they may become more familiar with the residents who live and work in the area and with the activities that typically take place. This encourages more interaction between officers and residents and allows officers to focus on crime prevention and enforcement activities that may be unique to their zone. This strategy is enhanced by the community relations unit and three COP squads that supplement the efforts of patrol personnel through a focus on identified criminal activity based on real-time intelligence information. Tactical operations supports the costs of the tactical apprehension and control (TAC) team as well as the department's gang response, canine, and explosives units, and one of the three community oriented squads mentioned above.
- The support bureau includes the criminal investigations and special operations divisions. The criminal investigations division is comprised of property and persons crimes sections and includes the department's victim advocate personnel and forensics, as well as the special investigations unit which focuses on drug crimes and career criminals. The special operations division is comprised of traffic, special events, and airport units as well as the department's reserve officer and school crossing guard programs.
- The organizational development bureau includes the research and special projects section as well as communications, employee resources, and training units. Research and special projects is comprised of crime analysis and criminal intelligence which are responsible for analyzing crime trends and developing focused criminal offender intelligence information. This information is shared with operational personnel through the department's trends and tactics program. Beginning mid-year FY13, the communications section will no longer be part of the Tallahassee Police Department. This unit will join the combined joint dispatch agency, which was established via an interlocal agreement between the City of Tallahassee and Leon County.
- The administrative services bureau includes the department's financial and supply management, records, property and evidence, and facility management units. This bureau also coordinates interdepartmental activities involving City information systems services and City fleet management.

## Safety and Neighborhood Services

### Police

#### Trends and Issues

- There is a significant difference between the city's resident population and the "service" population for the Police Department. Because Tallahassee is the only major urban community in the multi-county surrounding area, the number of people who may potentially need public safety services is far greater than the resident population. Based upon the total population of Leon County, commuters who travel to Leon County for employment, and daily tourism the estimated service population for Tallahassee is approximately 298,826 people. Statistics from the Tallahassee Planning Department show an expected 2.5% increase in Leon County's resident population between 2011 and 2015.
- The department's strategic plan identifies four primary enforcement areas that are being aggressively pursued with coordinated phased response plans: robbery; burglary; offenses involving a firearm, with an emphasis on young adults 18-25; and, high visibility traffic enforcement as a crime prevention tool.
- One of the department's primary missions is responding to calls for service. The two types of calls for service are defined as: priority 1 calls require immediate dispatch (e.g., felonies in progress, life threatening calls or calls with injuries, alarms reporting crimes in progress); and, priority 2 calls require dispatch within five minutes from receipt of the call (e.g., assaults, all hazardous traffic situations, traffic crashes without injury that are blocking traffic, calls in progress not threatening life or property, missing persons involving individuals unable to care for themselves).

#### Significant Changes From FY 2012

The following service level changes are included in the proposed budget for the Police Department's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; police union employee pension rates are 17.96% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The school crossing guards are currently paid \$8.50 per hour. The proposed budget includes an increase to \$10 per hour, which is still lower than the \$12 per hour the Sheriff pays. Fiscal Impact: \$25,607.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$15,835).
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- The Communications unit of the Tallahassee Police Department will move to the Consolidated Dispatch Agency, effective October 1, 2012.

**Safety and Neighborhood Services**  
**Police**

**City Commission Action**

The City Commission approved the budget for the Police Department with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- Postponed the shift of the Communications unit to the Consolidated Dispatch Agency until April 1, 2013.
- Approved the Police Department to enter into the Florida Department of Transportation's traffic crash reporting system (TRACS). The Tallahassee Police Department will receive \$5 for every online traffic crash report that is purchased through FDOT's TRACS system. The result is new revenue in FY13 of \$25,000 and additional overtime expense of \$25,000 for the Police Department to upload the traffic crash reports into TRACS.

## Safety and Neighborhood Services

### Police

#### Performance Measures

##### Program Objectives

The department has identified the following program objectives for fiscal year 2013:

- Reduce Crime,
- Improve Professional Development and Succession Planning,
- Enhance Marketing Strategies and Community Partnerships,
- Position TPD as a Model Agency, and
- Establish Plans for a future Police Department Facility.

##### Analysis of Performance Measures

The Tallahassee Police Department is responsible for controlling crime and maintaining civil order in the community. One of the ways the department measures its success in controlling crime is through the FBI's Uniform Crime Reporting (UCR) program. By tracking the crime index the department is able to compare the number of crimes committed in Tallahassee with overall national trends.

Each year the FBI publishes a report called, "Crime in the United States: Uniform Crime Reports," which is calendar year data compiled and published the subsequent fall. Based upon data obtained from the FBI's 2011 Preliminary Annual Uniform Crime Report, Tallahassee's crime index (total of violent and property crimes reported) has increased from 10,381 in FY10 to 11,024 in FY11. This represents an overall increase of 6.2%.

Along with the number of reported UCR crimes increasing during 2011, the number of calls for service increased 1.0% between 2010 and 2011. In fact, the annual calls for service has increased from 141,746 in FY07 to 156,737 in FY11. The result is that response times have been increasing since 2007. Priority 1 calls require immediate dispatch (i.e. felonies in progress, life threatening calls or calls with injuries, alarms reporting crimes in progress) and have increased from 5.3 minutes in FY07 to 6.8 minutes in FY11. Priority 2 calls require dispatch within five (5) minutes from receipt of the call (i.e. assaults, all hazardous traffic situations, traffic crashes without injury that are blocking traffic, calls in progress not threatening life or property, missing persons involving individuals unable to care for themselves) and have increased from 8.9 minutes in 2007 to 10.4 minutes in 2011.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of authorized sworn positions	#	355	355	355	355
Total calls for service	#	158,008	160,000	81,275	161,000
Number of cases assigned for investigation	#	5,264	5,300	2,880	5,809
Total Number of Injury Producing Traffic Accidents	#	934	920	461	920
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Juvenile civil citations issued	#	86	125	121	212
Traffic citations issued	#	30,820	28,000	14,876	32,000
Traffic crashes worked	#	8,049	7,000	3,581	7,600
Victims served by advocate unit	#	1,905	2,320	672	1,946

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Safety and Neighborhood Services**

**Police**

<b>Outcome Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of injury producing collisions per 1,000 population	#	5.22	5.14	2.58	5.14
Officer vacancy rate	#	2.74	2.85	1.35	1.30
Clearance rate	#	22.30	26.00	0.00	27.00
Uniform Crime Rate (UCR)	#	51.43	55.89	23.10	55.89
Violent crime rate	#	5.41	5.16	2.08	4.69
Property crime rate	#	46.02	50.89	21.02	51.20
Priority I average response time	#	6.80	5.00	6.40	6.00
Priority II average response time	#	9.90	9.00	9.95	9.00
Cost per call for service	\$	309.45	312.00	611.60	320.00
Total department cost per capita	\$	273.26	274.00	138.85	284.00

**Safety and Neighborhood Services**  
**Police**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The FY13 - 17 capital improvement program (CIP) for the Tallahassee Police Department is \$2,849,400, which includes five projects. One of the five projects is included in the FY13 approved capital budget, which is \$75,000. Detailed project funding descriptions are as follows:

The Police headquarters facility typically receives \$150,000 each year for on-going maintenance and emergency repairs; however, due to a continued lack of general government funding, only \$75,000 is appropriated for FY13. This will be the fourth consecutive year of funding at \$75,000.

The Police vehicle video recording system is scheduled to receive \$569,400 in FY15. This funding will support the on-going implementation of new mobile audio/video recording in car camera systems.

The replacement of TPD vehicle replacement project is recommended for \$1,300,000 in FY15 based on the availability of general government funding in future years. This project would replace Police department vehicles that are not funded through the city's fleet vehicle replacement such as the special incident response vehicle (SIRV), miscellaneous vehicles used by non-patrol personnel, as well as trailers, battery operated vehicles and directional signs.

The replacement of the 120 ton HVAC chiller is planned for FY17 at \$125,000.

Finally, the replacement of the original MAVRICS (in-car camera recording systems) is budgeted at \$85,000 annually, beginning in FY15.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	0	1,555,000
General Government Capital Project Account - GGCPA	75,000	1,294,400
<b>Total Funding</b>	<b>75,000</b>	<b>2,849,400</b>

**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 2012.

FY12 Police Facilities RR&I

**Continued Capital Projects**

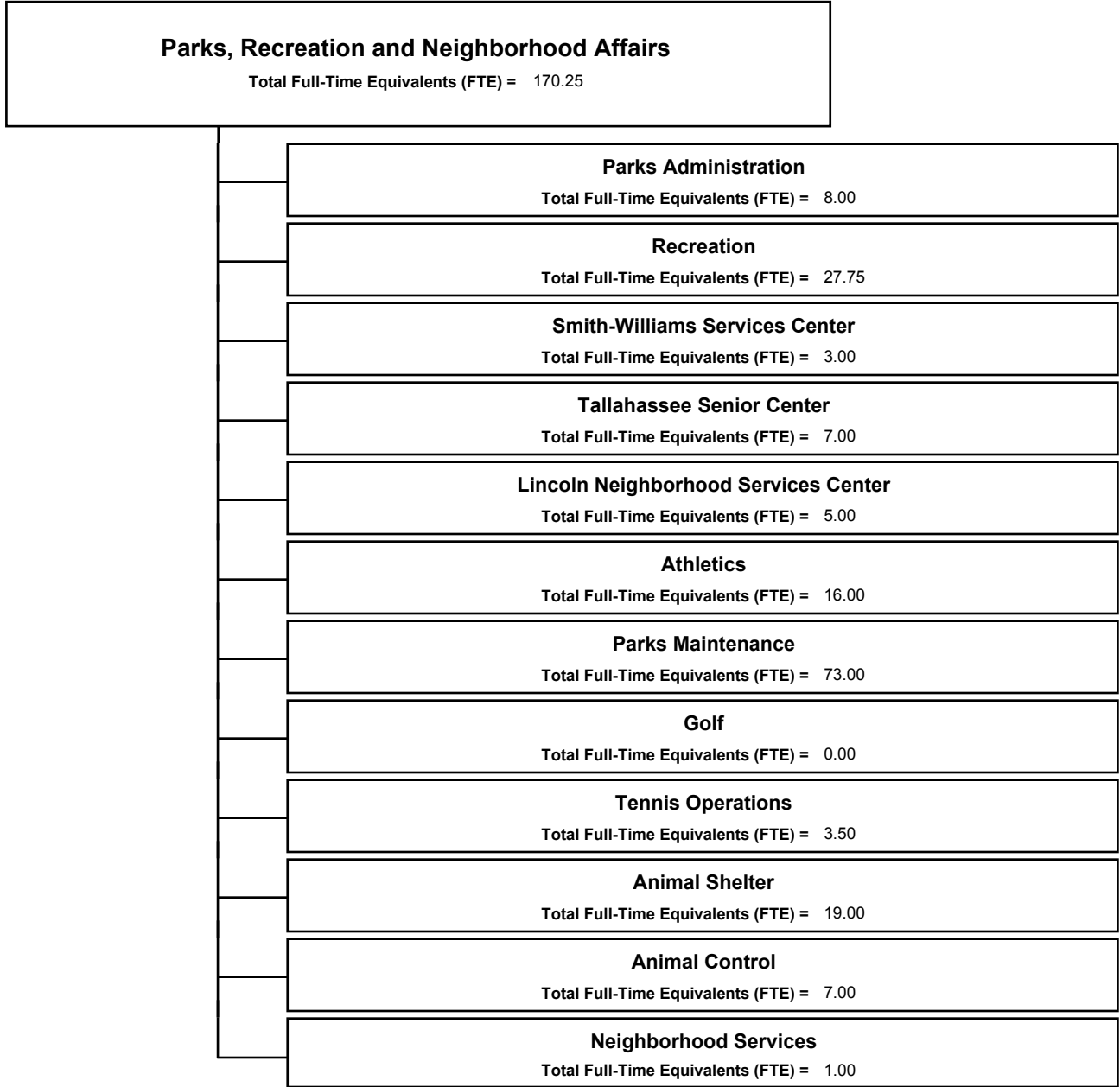
The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2013.

Police Vehicle Video Recording System





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



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

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

**Operating Budget**

<b><u>Budgetary Cost Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
230101 Parks Administration	3,035,015	1,756,047	3,349,133	3,325,373
230201 Playgrounds	847,072	930,056	888,198	886,985
230203 Sue Herndon McCollum CC	409,684	453,297	435,295	434,582
230204 Lafayette Arts and Crafts	150,495	141,920	130,054	129,806
230205 Palmer Munroe Youth Center	321,799	292,710	417,884	414,048
230206 Lawrence-Gregory CC	217,165	213,711	235,260	201,698
230207 LeVerne Payne CC	85,759	104,414	89,201	88,979
230208 Jake Gaither Center	181,876	184,076	180,826	180,409
230209 Walker Ford Center	353,883	382,244	353,525	352,767
230210 Oven Park	173,846	196,066	179,850	179,656
230212 Brokaw McDougal House	62,199	54,170	0	0
230213 McLean Center	441,185	486,147	466,087	465,454
230215 Smith-Williams Services Center	261,880	239,742	246,860	246,211
230216 Tallahassee Senior Center	537,742	633,441	555,605	554,193
230217 Lincoln Neighborhood Services Center	352,652	428,203	400,463	399,473
230301 Major Adult Sports	453,317	482,358	443,716	442,989
230302 Major Youth Sports	215,213	284,259	263,912	263,589
230303 Aquatics	609,564	657,366	757,463	765,842
230304 Minor Sports	102,208	122,095	149,773	149,773
230305 Gymnastics	731,933	760,107	745,394	744,432
230306 Trousdell Aquatic Center	471,443	433,692	443,634	443,634
230307 Jack McLean Aquatic Center	241,270	309,173	312,445	312,160
230401 Parks Maintenance	6,000,188	7,068,476	6,561,485	6,534,759
230509 Hilaman Operations	489,902	0	0	0
230510 Hilaman Maintenance	404,864	0	0	0
230511 Gaither Operations	195,962	0	0	0
230512 Gaither Maintenance	204,704	0	0	0
230601 Tennis Operations	698,384	728,535	691,413	699,331
230701 Animal Shelter	1,474,213	1,640,414	1,544,443	1,525,418
230702 Animal Control	447,198	463,647	466,188	461,215
231001 Neighborhood Services	69,203	79,553	70,290	70,061
<b>Total Expenditures</b>	<b>20,241,818</b>	<b>19,525,919</b>	<b>20,378,397</b>	<b>20,272,837</b>
<b><u>Expenditure Category Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	12,555,651	11,463,216	12,443,212	12,337,652
Operating	2,238,093	2,824,793	2,899,776	2,899,776
Capital Outlay	254,346	275,177	405,600	405,600
Allocated Accounts	2,704,736	2,587,981	2,706,432	2,706,432
Utilities and Other Expenses	2,128,922	2,197,723	1,922,877	1,922,877
Transfers	167,983	177,029	500	500
Year End Adjustments	192,087	0	0	0
<b>Total Expenditures</b>	<b>20,241,818</b>	<b>19,525,919</b>	<b>20,378,397</b>	<b>20,272,837</b>

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

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

**Operating Budget**

**Funding Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
General Fund	19,347,052	19,525,919	20,378,397	20,272,837
Golf Course Fund	894,766	0	0	0
<b>Total Funding</b>	<b>20,241,818</b>	<b>19,525,919</b>	<b>20,378,397</b>	<b>20,272,837</b>

**FTE Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
230101 Parks Administration	7.00	7.00	8.00	8.00
230201 Playgrounds	5.00	5.00	5.00	5.00
230203 Sue Herndon McCollum CC	4.00	4.00	4.00	4.00
230204 Lafayette Arts and Crafts	1.00	1.00	1.00	1.00
230205 Palmer Munroe Youth Center	2.75	2.75	2.75	2.75
230206 Lawrence-Gregory CC	3.00	3.00	3.00	3.00
230207 LeVerne Payne CC	1.00	1.00	1.00	1.00
230208 Jake Gaither Center	2.00	2.00	2.00	2.00
230209 Walker Ford Center	4.00	4.00	4.00	4.00
230210 Oven Park	1.00	1.00	1.00	1.00
230213 McLean Center	4.00	4.00	4.00	4.00
230215 Smith-Williams Services Center	3.00	3.00	3.00	3.00
230216 Tallahassee Senior Center	7.00	7.00	7.00	7.00
230217 Lincoln Neighborhood Services Center	4.00	5.00	5.00	5.00
230301 Major Adult Sports	3.00	3.00	3.00	3.00
230302 Major Youth Sports	2.00	2.00	2.00	2.00
230303 Aquatics	4.00	4.00	4.00	4.00
230305 Gymnastics	5.00	5.00	5.00	5.00
230307 Jack McLean Aquatic Center	2.00	2.00	2.00	2.00
230401 Parks Maintenance	68.00	68.00	73.00	73.00
230509 Hilaman Operations	2.00	1.67	0.00	0.00
230510 Hilaman Maintenance	3.00	2.01	0.00	0.00
230511 Gaither Operations	1.00	1.33	0.00	0.00
230512 Gaither Maintenance	2.00	2.99	0.00	0.00
230601 Tennis Operations	3.50	3.50	3.50	3.50
230701 Animal Shelter	19.00	19.00	19.00	19.00
230702 Animal Control	7.00	7.00	7.00	7.00
231001 Neighborhood Services	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>171.25</b>	<b>172.25</b>	<b>170.25</b>	<b>170.25</b>

## Safety and Neighborhood Services

### Parks, Recreation and Neighborhood Affairs

#### Summary of Services Provided

The Parks, Recreation and Neighborhood Affairs Department is comprised of the following eight major areas:

- Administrative Division: provides direction and leadership for the department, including oversight of operating and capital budgets.
- Parks Division: provides maintenance and beautification for special events, capital projects, and park and recreation facilities.
- Recreation Division: operates seven community centers located throughout the city and offers diversified programs; oversees the summer playground program and special events.
- Athletic Division: operates seasonal adult and youth team sports, Trousdell Gymnastics Center, the aquatics program, and the Meadows Soccer Complex facility.
- Tennis Division: maintains 55 tennis courts throughout the city, including Forest Meadows Park and Athletic Center.
- Animal Services Division: operates the Animal Service Center and Animal Control Center in conjunction with Leon County.
- Neighborhood Affairs Division: provides liaison assistance to neighborhood associations and administers various neighborhood programs, such as the Neighborhood Cleanup and Neighborhood Partnership Grant; oversees the Palmer Munroe Youth Center (which opened in August 2010).
- Service Center Division: operates and maintains the City's three service centers (Smith-Williams Service Center, the Lincoln Neighborhood Service Center, and the Tallahassee Senior Center). The Smith-Williams Service Center is a multi-purpose facility, located in the Bond community, and is designed to provide human and social services to residents of the Bond and surrounding neighborhoods. The Lincoln Neighborhood Center provides social and human services to the community, and assists in the provision of institutional and charitable services by other agencies or organizations that are non-profit in nature. The Tallahassee Senior Center facilitates, promotes, and provides diverse wellness and aging programs, services, and resources for citizens over the age of 55 and their caregivers.

## Safety and Neighborhood Services

### Parks, Recreation and Neighborhood Affairs

#### **Trends and Issues**

The following are current or future year issues or events for the department in FY13:

- Operational funding for Cascades Park has been approved for FY13. The park is scheduled to open during the FY13 fiscal year.
- The rising number of animal intakes and calls for service related to wildlife at the Animal Services Center continues to impact operational expenses.
- Tallahassee's active adult population age 60 and older has grown by 23% since 2003. This increase in the number of seniors and a large caregiver and baby boomer population place significant importance on Tallahassee Senior Services to provide viable options for seniors to stay well, remain living in their communities, and ensure a high quality of life for elders and families. However, Senior Center Programming is already at capacity. A review of space and parking and the need for additional professional staff are essential to keep pace with the demand for more programs. Future expansion of senior services will require additional staff and funding.
- Funding for Northwest Park remains a high priority for the Department.
- The Brokaw McDougall House was leased from the state for \$1 per year. The City's current lease extension expired in March 2012. The city did not renew the lease.
- The department has begun requiring criminal background checks on all youth volunteer coaches.

#### **Significant Changes From FY 2012**

The following service level changes were included in the proposed budget for the Department of Parks, Recreation and Neighborhood Affairs' fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's electric utilities account is decreased by 8%. Fiscal Impact: (\$97,066).
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Funding for operating costs and six (6) full-time positions for the opening of Cascades Park. Fiscal Impact: \$848,998.
- Based upon a five-year analysis of expenditures, additional funds are proposed for the Parks division due to the department being underbudgeted in past years. Fiscal Impact: \$16,924.
- Based upon a five-year analysis of expenditures, reductions in various operating accounts are proposed due to the accounts being overbudgeted in past years. Fiscal Impact: (\$35,000).

**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:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.
- One full-time position for Cascades Park was deleted from the budget; however, the remaining five full-time positions were approved to remain in the budget. Fiscal Impact: (\$42,722).
- Reduction in overtime for Kleman Sizzles. Fiscal Impact: (\$5,000).

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

**Program Objectives**

The department identified the following program objectives for FY 2013:

- Continue to identify and implement new/enhanced revenue sources, sponsorships, and partnerships;
- Measure operational performance through review of the departmental strategic plan and annual goals/objectives;
- Improve staff knowledge and morale through improved communication and training efforts;
- Monitor capital projects to ensure timely initiation and completion;
- Develop renovation/improvement programs for facilities and athletic fields to meet public needs.

**Analysis of Performance Measures**

The following is an analysis of the department's performance measures:

- The cost per operational hour for community centers is based on the total expenditures divided by the number of operating hours for the seven community centers operated by Parks, Recreation and Neighborhood Affairs. The Jake Gaither Center, which was closed for renovations in FY09, reopened in June of 2010. The FY11 actual operational hour cost is \$91.20, which is a decrease from \$102.15 in FY10 due to a new method in counting participants at the center. The department was under the FY11 target of \$95.27 due to a decrease in their expenses. For the first two quarters in FY12, the department was below their target of \$95.27.
- The percentage of expenditures recovered through user fees and charges increased 4.1% over the budget goal in FY11. Through the second quarter of FY12, the percentage of expenditures recovered through user fees is 18.8%. The department is on track to meet the FY12 budget goal of 22.4% by the end of the fiscal year.
- The department is no longer tracking measures related to the golf courses.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Total number of volunteers animal center	#	1,283	1,600	552	1,600
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of adult athletic teams served	#	423	515	214	515
Number of animals adopted	#	2,989	3,200	1,441	3,200
Number of participant hours at the Arts & Crafts center	#	39,934	13,056	7,497	13,056
Number of youth athletic teams served	#	631	670	399	670
Total number of stray cats captured	#	3,968	4,000	1,103	4,000
Total number of stray dogs captured	#	3,853	5,560	1,314	5,560

**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget**

**Safety and Neighborhood Services**

**Parks, Recreation and Neighborhood Affairs**

<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Average maintenance cost per park acre	\$	5,299.15	4,085.77	2,659.00	4,085.77
Cost per operational hour in community centers	\$	91.20	95.27	92.65	95.27
Cost per participant hour at the Arts and Crafts Center	\$	3.75	11.27	11.84	11.27
Number of acres of active park (FBC Measure)	#	1,414.25	2,099.70	1,414.25	2,099.70
Number of acres of passive park (FBC measure)	#	1,797.33	1,797.33	1,797.33	1,797.33
Number of park acres per 1,000 population	#	13.80	23.65	13.80	23.65
Per capita cost for Parks and Recreation expenditures	\$	73.13	96.62	36.69	96.62
Percentage of expenditures recovered through user fees and charges	%	26.50	22.40	0.00	22.40
Total number of cats adopted	#	1,152	1,000	567	1,000
Total number of dogs adopted	#	1,659	1,700	773	1,700
Total number of other pets adopted	#	168	100	101	100
	#	11,900.50	7,000.00	4,502.00	0.00



**Safety and Neighborhood Services  
Parks, Recreation and Neighborhood Affairs  
Capital Improvement Program Budget**

**CIP Budget Overview**

The department's five-year capital improvement plan includes funding for two projects in the amount of \$2,155,000 for FY13-17. The FY13 capital budget includes one project with an appropriation of \$1,255,000 for the FY13 PRNA RR&I Master Project. Due to fiscal constraints and the lack of available funding in the GGCPA and GGCIIF funds, PRNA will be given one master project, which will allow the department to open subprojects in order to address their capital needs. In addition, Northwest Park is included in the five-year capital plan for funding in FY17 for \$400,000.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
2005 Sales Tax	0	400,000
General Government Capital Improvement Fund - GGCIIF	500,000	1,000,000
General Government Capital Project Account - GGCPA	755,000	755,000
<b>Total Funding</b>	<b>1,255,000</b>	<b>2,155,000</b>

**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 2012:

Tom Brown Park Bike Trails  
Parks and Recreation Center Refurbishment  
Soccer Complex Renovations  
Center Facility Building RR&I  
Service Center Improvements

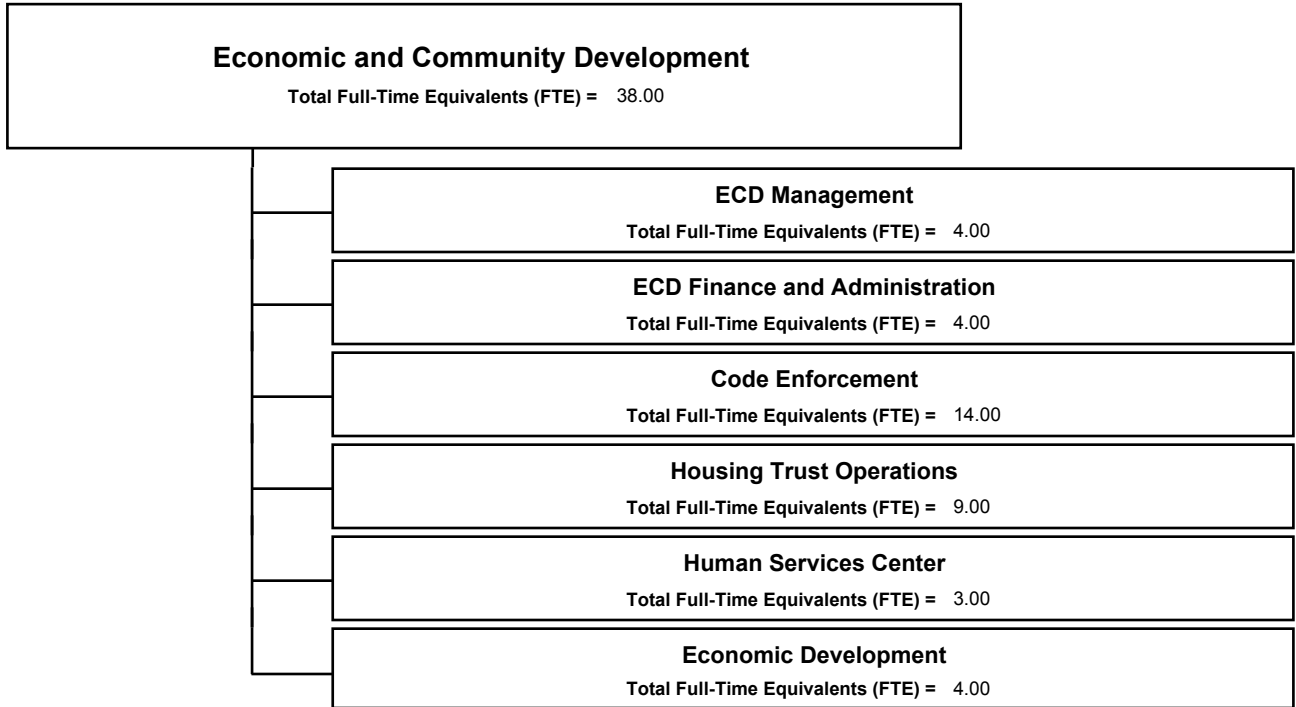
**Continued Capital Projects**

The following list represents major projects with a magnitude greater than \$50,000, which are expected to continue into fiscal year 2013:

Northwest Park  
Elberta Crate  
Lafayette Heritage Trail



**Safety and Neighborhood Services**  
**Economic and Community Development**  
**Organizational Chart**



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Safety and Neighborhood Services  
Economic and Community Development**

**Operating Budget**

<b><u>Budgetary Cost Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
260101 ECD Management	601,336	580,855	1,145,138	1,165,438
260103 ECD Finance and Administration	756,035	588,723	353,218	337,225
260601 Code Enforcement	654,865	812,186	786,123	783,287
260901 Housing Trust Operations	168,754	420,995	264,641	262,664
260902 Human Services Center	1,261,308	1,325,395	1,203,153	1,202,374
261002 ECD Donations	70,000	75,000	75,000	75,000
262001 Economic Development	1,018,687	1,216,280	283,129	340,513
<b>Total Expenditures</b>	<b>4,530,985</b>	<b>5,019,434</b>	<b>4,110,402</b>	<b>4,166,501</b>

<b><u>Expenditure Category Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	1,813,514	2,222,029	2,145,298	2,201,397
Operating	392,728	419,826	298,008	298,008
Other Services & Charges	445,861	529,298	964,425	964,425
Allocated Accounts	518,839	488,753	627,671	627,671
Transfers	1,360,043	1,359,528	75,000	75,000
<b>Total Expenditures</b>	<b>4,530,985</b>	<b>5,019,434</b>	<b>4,110,402</b>	<b>4,166,501</b>

<b><u>Funding Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
General Fund	4,460,985	4,944,434	4,035,402	4,091,501
Donations Operating Fund	70,000	75,000	75,000	75,000
<b>Total Funding</b>	<b>4,530,985</b>	<b>5,019,434</b>	<b>4,110,402</b>	<b>4,166,501</b>

<b><u>FTE Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
260101 ECD Management	3.75	3.00	3.75	4.00
260103 ECD Finance and Administration	4.00	4.00	4.00	4.00
260601 Code Enforcement	16.00	14.00	14.00	14.00
260901 Housing Trust Operations	8.00	9.00	9.00	9.00
260902 Human Services Center	3.00	3.00	3.00	3.00
262001 Economic Development	3.20	3.95	3.20	4.00
<b>Total FTE</b>	<b>37.95</b>	<b>36.95</b>	<b>36.95</b>	<b>38.00</b>

## 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 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

- Abandoned/vacant properties continue to adversely affect the condition of private properties. Neglected ground maintenance and uncovered and unmaintained swimming pools create a health hazard for neighboring properties and become a life threatening enticement for unsupervised children.
- The boarding of dangerous buildings that did not meet the eligible expenses criteria under the CDBG Grant and the boarding of dangerous buildings and housing code violation citations increased by 4% in FY2011 and is up by 11% in FY2012.
- Some Florida cities have begun mitigating code enforcement issues on foreclosed properties and recovering funds through special assessments or through a foreclosure registry. Code staff will continue to research this alternative and bring forward a discussion in the near future.
- During the 2011/12 funding cycle, the Citizens' Review Teams reviewed agency program requests totaling \$7,507,852, which exceeded the available amount of funding by \$2,420,749 (representing 46% beyond the CHSP recommendations).
- 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.
- The Florida Legislature has not funded the SHIP program for the past three years. This has forced the Housing Division to use federal funding for some of the highest priority programs. Additional administrative requirements slow down activities previously funded with SHIP/state funding.
- The review of the City's Vendor Incentive Programs by the City Auditor has resulted in a comprehensive review of the City's current Minority Business Enterprise policy. As a result of that review, the department will be recommending to the City Commission that a Small Business Enterprise (SBE) component be added to the City's current MBE Program.
- The Department continues to be impacted by the reduction in staff resources over the last three fiscal years. This has resulted in staff not being able to provide and maintain the level of programmatic supportive services. This level of service is needed to fully monitor the financial and project compliance of the program participants. These impediments were direct factors in the findings of the 2011 Auditor's Reports.

### Significant Changes From FY 2012

The following service level changes were included in the proposed budget for the Department of Economic and Community Development's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- Administrative costs for the CDBG and HOME grants are reflected as capitalized wages and reduce the general fund operating costs for the programs. Fiscal Impact: (\$366,985).
- All allocated accounts were updated to reflect updated statistical allocation formula data.

**Safety and Neighborhood Services**  
**Economic and Community Development**

**City Commission Action**

The City Commission approved the budget for Economic and Community Development with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

**Safety and Neighborhood Services**  
**Economic and Community Development**  
**Performance Measures**

**Program Objectives**

The department has identified the following objectives for fiscal year 2013:

- Develop and provide programs, services, and activities for at-risk youth, teens, adults and seniors
- Develop programs and activities that will impact the quality of life in the community
- Achieve an optimum voluntary compliance rate for code violation cases
- Provide adequate resources for the construction of affordable single-family homes
- Continue to partner with local and state organizations in developing a coordinated and integrated funding process, strategic planning process, and ongoing needs analysis, while maintaining the public trust and consumer satisfaction
- Enforce city regulations and identify any impediments to affordable housing production
- Provide services to the community through contracts with economic development partners
- Assist in the development of new business parks and "spec" buildings
- Promote Tallahassee as an international destination for visitors, scholars and businesses
- Enhance downtown development by increasing the job base and attracting more visitors
- Increase the number of minority firms doing business with the City of Tallahassee
- Increase the number of city contracts awarded to minority and women firms
- Improve the city's historic preservation efforts
- Increase the employment base within the City of Tallahassee

**Analysis of Performance Measures**

Recent accomplishments for the Department of Economic and Community Development include the following:

560 dangerous building and housing code violations initiated in FY11.

59 emergency home repairs were completed in FY11.

54 Down Payment Assistance Loans were funded in FY11.

491 homebuyer counseling sessions were completed in FY11.

14 Permanent relocations were completed in FY11.

15 Temporary Relocations occurred related to 16 owner-occupied rehabilitations that were completed in FY11.

86 persons were served under the Homeless Prevention and Rapid Rehousing grant in FY11.

88 CHSP volunteers received training for the FY11 agency application and agency review process; volunteers donated an average of 36 hours (3,168 hours in total) to the process at a value of \$67,000 (\$21.36 per hour).

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of nuisance and other (referrals) code violations cases initiated during reporting period	#	4,542	7,200	703	7,200
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Code enforcement cases	#	4,822	7,200	777	7,200
Number of nuisance violation cases brought into compliance through admin/judicial process	#	98	70	25	70
Number of nuisance violation cases brought into voluntary compliance	#	3,099	6,300	548	6,300



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Safety and Neighborhood Services  
Economic and Community Development**

<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
CHSP cost per client served	\$	0.80	4.91	12.53	4.91
Clients/consumers receiving direct services	#	17,818.23	329,300.00	75,000.00	329,300.00
Code Enforcement case per program cost	\$	16.37	22.88	0.00	22.88
Code Enforcement Rehab. avg. cost per unit	\$	23.10	2,500.00	1,900.00	2,500.00
Down payment assistance avg. cost per unit	\$	620.76	5,000.00	9,266.67	5,000.00
Emergency home repair avg. cost per unit	\$	402.96	4,500.00	6,633.00	4,500.00
Homeowner rehab. program avg. cost per unit	\$	1,903.64	40,000.00	37,210.00	40,000.00
Human service grants awarded	#	165	40	246	40
Number of bi-annual meetings with city departments relative to MBE programs and objectives	#	9	2	0	2
Number of certified MBE vendors on the city's MBE directory that receive notification of re-certification at least 30 days prior to expiration	#	1.60	210.00	210.00	210.00
Number of dangerous building and housing code violations brought into voluntary compliance prior to the judicial process	#	146	90	20	90
Number of dangerous building and housing code violations initiated during reporting period	#	560	300	114	300
Total number of FTE	#	3.17	37.00	37.67	37.00
Total operating budget	\$	38,008.13	8,846,786.00	5,404,813.00	8,846,786.00

**Safety and Neighborhood Services  
Economic and Community Development  
Capital Improvement Program Budget**

**CIP Budget Overview**

The Economic and Community Development Department's proposed five-year capital improvement plan totals \$1,600,00 and includes funding for one recurring project: Water and Sewer System Charge and Tap Fee Waivers. This project is funded at \$50,000 for FY13. Two projects that routinely receive annual funding (the Historic Property Preservation Grant and Loan Program and the Downtown Pedestrian and Vehicular Enhancements Program) are funded at zero in fiscal year 2013 due to the limited amount of available general government capital improvement funding. The department will utilize project balances for FY13.

Funding Source	FY 2013 Appropriation	5 Year CIP Total
General Government Capital Project Account - GGCPA	50,000	1,600,000
<b>Total Funding</b>	<b>50,000</b>	<b>1,600,000</b>

**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 2012.

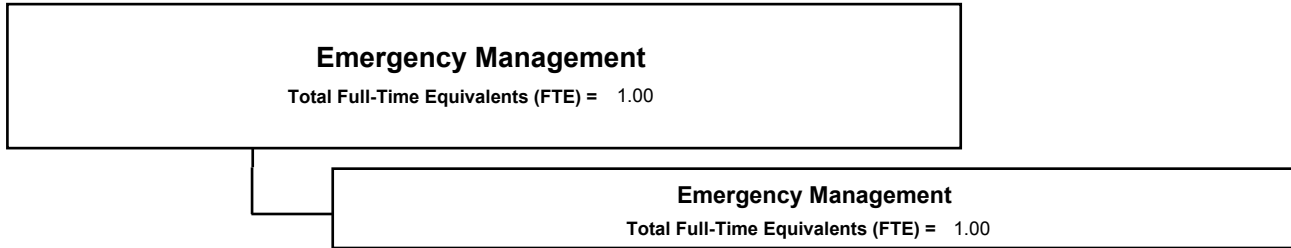
None

**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 2013.

Water and Sewer System Charge

**Safety and Neighborhood Services  
Emergency Management  
Organizational Chart**



**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
510101 Emergency Management	168,319	120,519	126,696	126,484
<b>Total Expenditures</b>	<b>168,319</b>	<b>120,519</b>	<b>126,696</b>	<b>126,484</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	88,817	90,967	92,546	92,334
Operating	2,803	3,456	16,898	16,898
Allocated Accounts	76,699	26,096	17,252	17,252
<b>Total Expenditures</b>	<b>168,319</b>	<b>120,519</b>	<b>126,696</b>	<b>126,484</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
General Fund	168,319	120,519	126,696	126,484
<b>Total Funding</b>	<b>168,319</b>	<b>120,519</b>	<b>126,696</b>	<b>126,484</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
510101 Emergency Management	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Safety and Neighborhood Services

### Emergency Management

#### **Summary of Services Provided**

The Emergency Management Department plans and prepares for disasters affecting Tallahassee and surrounding communities. The Emergency Management division was created in 1992 when the city of Tallahassee developed its first emergency management plan. Until April 1, 2008, the division was housed in the Fire Department. It became a stand-alone department as part of the City Manager's 2008 reorganization.

Departmental responsibilities include, but are not limited to, the following:

- Planning - review and update, as necessary, the city's incident management plan and assist in development of other city departments' continuity of operations plans.
- Training - offer national incident management system (NIMS) training to all city departments.
- Emergency Management Team and Incident Management Center - maintain a state of readiness of the area command center.
- Preparedness, Response Recovery and Mitigation - activate the area command center within two to three hours. Staff conducts quarterly meetings and coordinates with training staff to ensure the area command center is functional at all times.
- Exercise Coordination - continue city participation in over 16 exercises, including full-scale exercises at the Tallahassee Regional Airport and regional domestic security facilities. Staff also participates in tabletop exercises by the U. S. Postal Service and local emergency planning committee.
- Coordination and Communication - update the city's emergency management website.
- Grants - Seek and coordinate grant submission with departments to support their emergency management activities and requirements.

#### **Trends and Issues**

Since September 11, 2001, the coordination of emergency resources has resulted in greater inter-agency and inter-jurisdictional coordination, training, and co-commitments to workload, one result of which led to creation of the federal Department of Homeland Security. The state of Florida's homeland security division, acting as conduit of the federal agency, has infused equipment and materials designed to protect communities from acts of terrorism. Forecasts for increases in the frequency and intensity of hurricanes, as well as terrorism threats and pandemic outbreaks, require more effective coordination of city resources (staff and equipment) and city services.

#### **Significant Changes From FY 2012**

The following service level changes are proposed for the Emergency Management Department in fiscal year 2013.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY 2013; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; and the health care rate is set at actual cost for the one employee in this department.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.

**Safety and Neighborhood Services**  
**Emergency Management**

**City Commission Action**

The fiscal year 2013 budget for the Emergency Management Department was approved with the following changes:

- Adjustments to personnel expenses include a 4.47% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain the overall premium percentages at 70% city and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; and salary updates.

## Safety and Neighborhood Services

### Emergency Management

#### Performance Measures

##### Program Objectives

The Emergency Management Department will continue to provide a variety of services, including training city employees and educating citizens and local businesses about disaster preparation and recovery activities. EMD also will continue to assist in development of department-specific plans for all phases of a disaster.

##### Analysis of Performance Measures

The Emergency Management Department currently has no performance measures.

**Safety and Neighborhood Services**  
**Emergency Management**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The Emergency Management Department has no capital projects for fiscal years 2013 through 2017.

**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 2012.

None

**Continued Capital Projects**

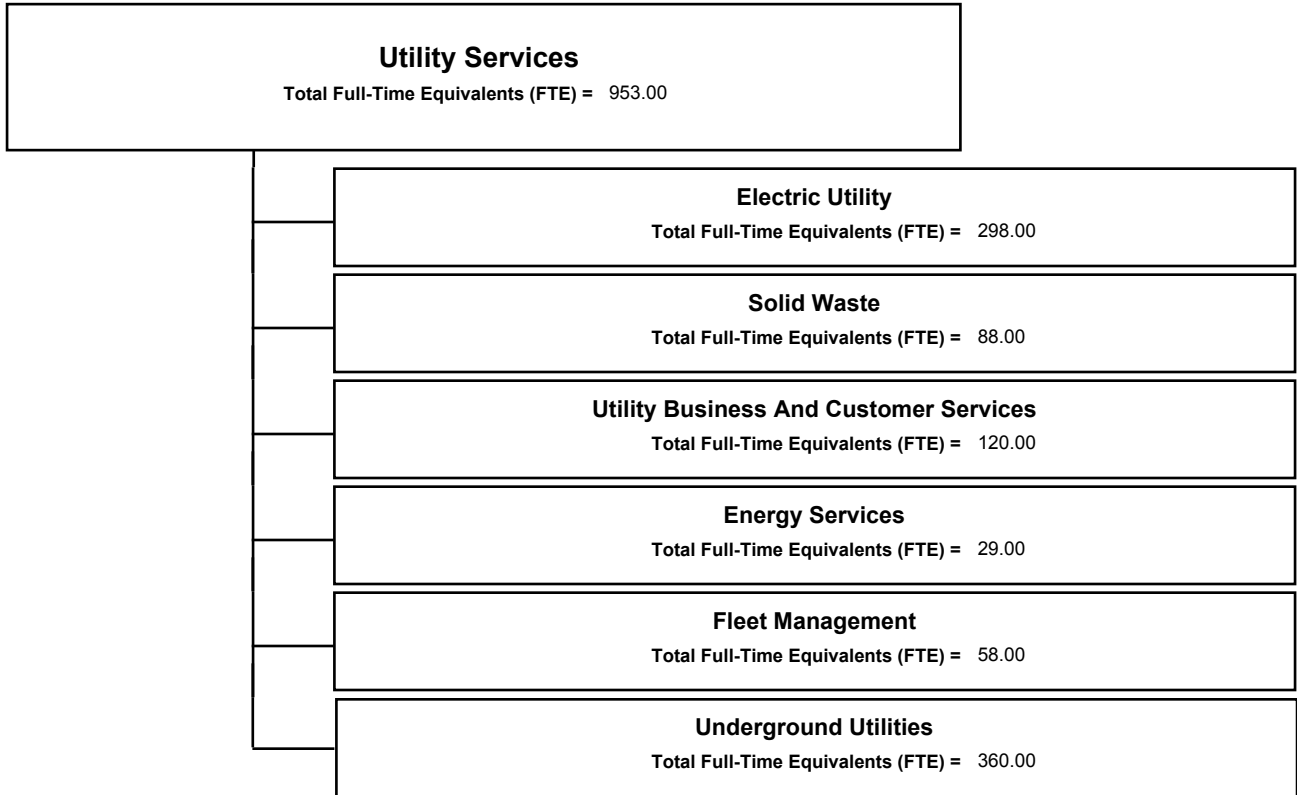
The following list represents major projects (those with a magnitude greater than \$50,000) that were completed or were underway and expected to continue into fiscal year 2013.

None





**Utility Services**  
**Organizational Chart**



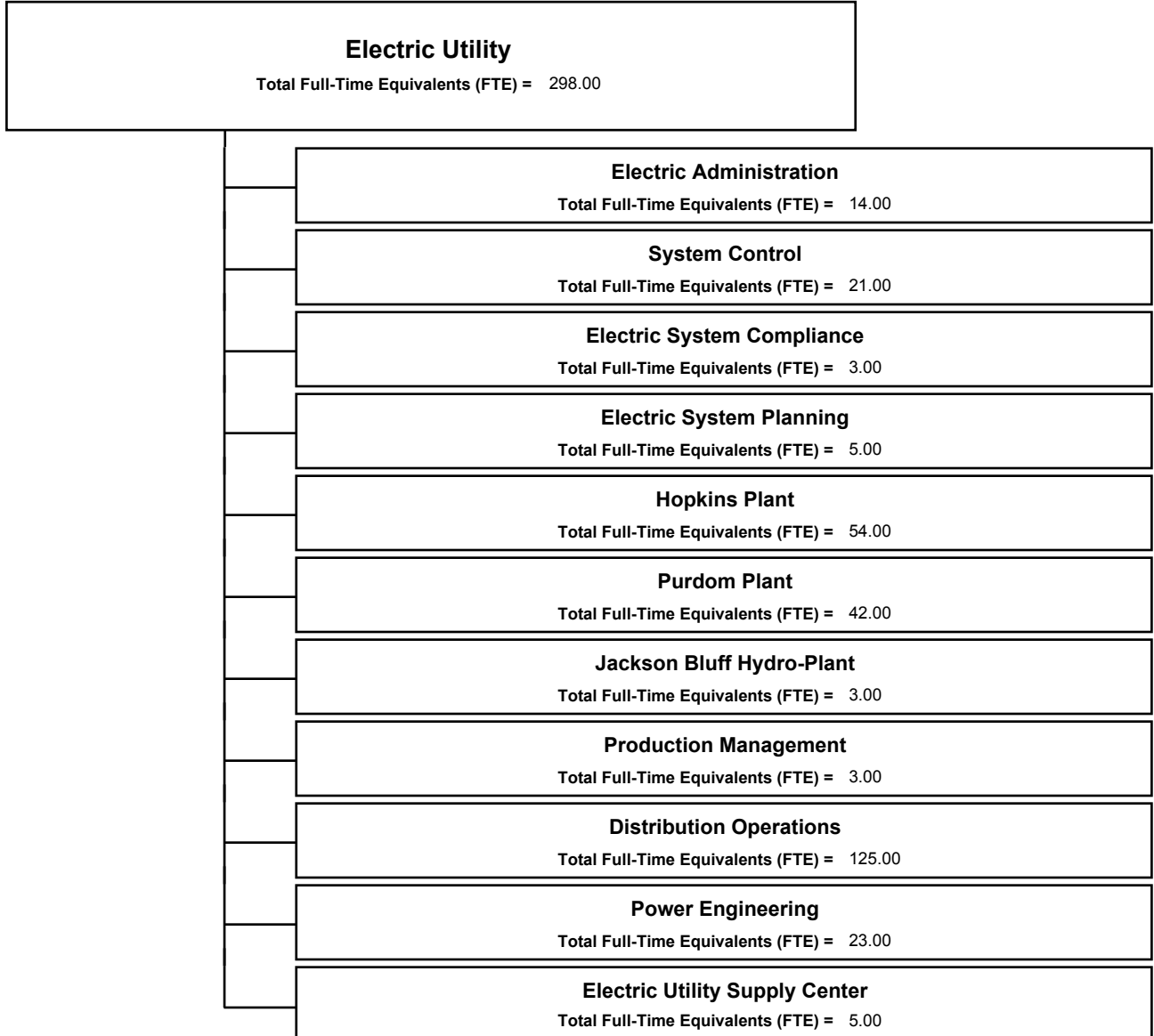
**Summary of Services Provided**

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 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
<b>Expenditures Summary</b>	712,174,715	583,956,924	630,682,196	630,230,011
<b>Funding Summary</b>	712,174,715	583,956,924	630,682,196	630,230,011
<b>FTE Summary</b>	942.00	944.00	953.00	953.00



**Utility Services**  
**Electric Utility**  
**Organizational Chart**



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services**

**Electric Utility**

**Operating Budget**

**Budgetary Cost Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
290101 Electric Administration	113,767,368	112,983,839	116,987,079	117,424,495
290102 System Control	12,428,207	12,516,284	17,405,632	17,363,809
290103 Electric System Compliance	448,566	479,544	572,015	551,772
290201 Electric System Planning	468,978	657,407	950,913	941,720
290301 Hopkins Plant	94,476,948	62,785,158	70,618,559	70,521,317
290302 Purdom Plant	79,703,422	72,693,541	49,364,334	49,220,391
290303 Jackson Bluff Hydro-Plant	614,900	637,015	632,202	631,469
290305 Production Management	8,625,275	8,501,672	8,916,057	8,915,887
290306 Electric-Solar	8,989	39,710	0	0
290401 Distribution Operations	16,891,332	18,675,647	17,162,309	17,060,337
290402 Distribution Maintenance	-133,963	0	0	0
290601 Street Lighting	1,998,995	1,842,137	1,893,657	1,893,657
290701 Power Engineering	1,217,859	2,286,622	1,559,803	1,537,706
290901 Electric Utility Supply Center	482,178	457,745	575,649	554,158
<b>Total Expenditures</b>	<b>330,999,054</b>	<b>294,556,321</b>	<b>286,638,209</b>	<b>286,616,718</b>

**Expenditure Category Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	23,227,994	23,073,083	24,498,740	24,190,546
Operating	21,126,865	21,997,577	23,834,464	23,834,464
Fuel	169,975,363	131,182,102	119,560,000	119,560,000
Other Services & Charges	1,934,409	2,142,914	2,717,663	2,717,663
Capital Outlay	369,284	324,636	379,889	379,889
Allocated Accounts	17,589,902	18,610,967	19,304,754	19,401,305
Utilities and Other Expenses	2,338,574	2,237,467	2,289,805	2,289,805
Transfers	71,918,115	71,036,770	70,053,855	70,053,855
Contributions to Operations	22,366,058	23,844,682	23,900,000	23,900,000
Year End Adjustments	152,490	106,123	99,039	289,191
<b>Total Expenditures</b>	<b>330,999,054</b>	<b>294,556,321</b>	<b>286,638,209</b>	<b>286,616,718</b>

**Funding Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
General Fund	1,998,995	1,842,137	1,893,657	1,893,657
Electric Operating Fd	328,517,881	292,256,439	284,168,903	284,168,903
Electric Warehouse Fund	482,178	457,745	575,649	554,158
<b>Total Funding</b>	<b>330,999,054</b>	<b>294,556,321</b>	<b>286,638,209</b>	<b>286,616,718</b>

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services**

**Electric Utility**

**Operating Budget**

<b><u>FTE Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
290101 Electric Administration	13.00	13.00	13.00	14.00
290102 System Control	21.00	21.00	21.00	21.00
290103 Electric System Compliance	3.00	3.00	3.00	3.00
290201 Electric System Planning	6.00	5.00	5.00	5.00
290301 Hopkins Plant	54.00	54.00	54.00	54.00
290302 Purdom Plant	43.00	43.00	43.00	42.00
290303 Jackson Bluff Hydro-Plant	4.00	4.00	3.00	3.00
290305 Production Management	2.00	3.00	3.00	3.00
290401 Distribution Operations	125.00	124.00	125.00	125.00
290701 Power Engineering	20.00	23.00	23.00	23.00
290901 Electric Utility Supply Center	4.00	5.00	5.00	5.00
<b>Total FTE</b>	<b>295.00</b>	<b>298.00</b>	<b>298.00</b>	<b>298.00</b>

## Utility Services

### Electric Utility

#### Summary of Services Provided

The Electric Utility serves slightly less than 114,000 customers in a 221 square mile service territory. It is the third largest municipal utility in Florida, and, according to a 2009 customer count ranking from the American Public Power Association (APPA), Tallahassee's Electric Utility is the 24th largest (out of over 2,000 municipal systems) in the United States. The utility is comprised of six major divisions as described below:

- Administration: Responsible for administrative support to the entire utility in the areas of budgeting, procurement, personnel management, rate setting, and financial reporting. Administration also is responsible for operations of the Utility Supply Center.
- Production: Responsible for the city's three generating facilities, Hopkins, Purdom and Corn, with installed capacity of 805 megawatts (MW).
- System Reliability and Transmission Services: Responsible for day-to-day system operations including generating unit dispatch and operations of the bulk electric and distribution systems. This division also is responsible for electric system planning activities.
- Transmission and Distribution: Responsible for operations, maintenance, and construction of the city's power delivery assets. This includes 24 substations, 194 miles of high voltage transmission, 2,890 miles of distribution lines, and over 27,200 individual transformers. This division also is responsible for line clearance and system protection activities.
- Power Engineering: Responsible for design and construction management of new power delivery assets to meet customer growth and regulatory requirements.
- System Compliance: Responsible for oversight and coordination activities associated with the electric utility's compliance with North American Electric Reliability Corporation (NERC) reliability standards.

The Electric Utility has established five objectives that act as the guiding principles in meeting the utility's mission:

- Safety - Provide a safe work environment for electric employees and customers.
- Customer Service/Reliability - Deliver reliable, high quality utility services that exceed customer expectations.
- Cost/Value - Deliver cost effective electric service to customers.
- Regulatory - Comply with all applicable environmental and reliability regulations and requirements.
- Employee Excellence - Provide a workplace where employees are valued, trusted, and expected to perform their duties in a professional and business-like manner.

## Utility Services

### Electric Utility

#### **Trends and Issues**

The Electric Utility expects to meet or exceed performance goals established for fiscal year 2012. Sales and customer growth continue to be impacted by the economy as well as planned demand side management and conservation activities. This has resulted in flatter growth in projected sales and customer demand.

For FY13, Electric is forecasting an increase in retail sales and a continued decline in customer peak demand. As a result of the natural gas market, fuel prices for the city's generating facilities continue to decline. Since 2008, city electric customers have experienced a reduction of cost for services in excess of 28%. This equates in \$110 million in annual reduction in revenue requirements for Electric. In the near term, forecasts are for the cost of natural gas to remain at low costs, resulting in additional customer savings.

The department continues to experience a large number of retirements, resulting in significant changes in staffing. Turnover has occurred at all levels of the utility. During the last 24 months, the utility has had over 34 employees who left the utility, representing more than 961 years of experience. This trend is expected to continue in the coming years as a number of employees retire. This has required Electric to focus efforts on enhanced training, enhanced oversight of the operations, and succession planning.

#### **Significant Changes From FY 2012**

The following service level changes are proposed for the Electric Department in fiscal year 2013.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY 2013; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee and at employee plus one (two-party) rate for vacant positions; and, in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- Adjustments to operating expenses for contractual obligations and to align current service level expenses to expenditures of the past two fiscal years. Fiscal Impact: (\$291,548).
- The department's electric utilities account is decreased by eight percent in recognition of lower fuel rates and energy conservation efforts. Fiscal Impact: (\$176,085).
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.
- Fuel and purchased power costs are reduced by approximately \$35.2 million from the fiscal year 2012 budget.
- The general fund transfer has been changed, subsequent to discussions with the financial viability of the government committee, from last year's new methodology (6.99% of a 3-year average of retail revenues) to a fixed amount of \$23.9 million that is scheduled to increase annually by the consumer price index.

#### **City Commission Action**

The fiscal year 2013 budget for the Electric Department was approved with the following additional changes:

- Adjustments to personnel expenses include a 4.47% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain overall premium percentages at 70% city and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; salary updates; position changes; and departmental reorganizations and transfers.

**Utility Services**  
**Electric Utility**  
**Performance Measures**

**Program Objectives**

Program objectives of the Electric Utility include:

- Safety – Provide a safe work environment for Electric Utility employees and customers.
- Customer Services/Reliability – Deliver reliable, high quality electric utility services that exceed customers' expectations and meet all applicable regulatory criteria.
- Cost/Value – Deliver competitively priced high value electric utility service to the city's customers.
- Environmental – Comply with all applicable environmental regulations and requirements, and, as a result, incur no major environmental violations. Major violations are defined as violations that result in agency action such as consent order, notice of violations, fines, etc.



## Utility Services Electric Utility

### Analysis of Performance Measures

Electric Utility performance measures identify success by accomplishing safety, cost and reliability goals, as well as benchmarking against similar utilities in both Florida and the United States. Target measures utilized by the utility are generally accepted industry standards that provide a benchmark of the city's performance. Benchmarks are derived from North American Electric Reliability Council (NERC) measures, American Public Power Association (APPA), Florida Municipal Power Agency (FMPA), and Florida Public Service Commission (FPSC) reported standards.

As a result of the department's strategic planning process, key performance indicators (KPIs) have been modified from what has historically been utilized. The intent is to focus on KPIs that have the most relevance to predicting and demonstrating achievement of the utility's and the city's mission and objectives. Several performance measures continue to be a standard for the department but are not considered to be any more effective for the public than those on the following pages. Measures that were included in fiscal year 2012 that have been omitted include: control performance standards 1 and 2, system steam equivalent availability, system steam scheduled outage rate, average response time, system average interruption duration index, and system average interruption frequency index.

FY13 key performance indicators, by objective, are defined below. Measures that follow include FY11 historical, FY12 year-to-date (as of March 31st), FY13 projected, and industry benchmarks, where available.

#### Safety

- Safety Incident Rate - represents the number of on the job medical case and lost time accidents per 100 employees (standardized OSHA formula). While the safety incident rate is the main Safety KPI, the number of days since a lost time medical case accident for field operations also is tracked. Of specific note is Hopkins, Purdom and Corn have worked 3,270 days (nine years), 2,547 days (seven years), and 274 days (nine months), respectively, since their last lost time medical case accident. This is a total of over 1.6 million employee-hours with no lost-time accidents among the three plants. Based on industry data and the city's historical claims cost, this has resulted in total savings ranging from approximately \$994,000 to \$1,325,000.

#### Customer Service/Reliability:

- Customer Average Interruption Duration Index (CAIDI) – Represents the average repair time for customer outages.
- L-Bar – Represents the average length of outages.
- System Steam (Purdom Units 7 & 8 and Hopkins Units 1 & 2) Equivalent Forced Outage Rate (EFOR) – Representing the percentage of time in which a generating unit is unavailable for service due to a forced outage. (lower is better).

#### Cost/Value:

- Retail cost – Represents the city's retail cost for the various customer classes.
- System Steam (Purdom Units 7 & 8 and Hopkins Units 1 & 2) Heat Rate – Represents the efficiency of the city's steam generating units (lower is better).
- Customers per non-generation employee – Represents the number of customers served by each non-generating employee. This is an industry wide index.

#### Regulatory Compliance:

- Environmental – No major violations. A major violation is defined as an event where both a notice of violation was issued and monetary fines were imposed.
- Reliability – No major violations. A major violation is defined as one in which a notice of violation was issued, monetary fines were imposed, and the violation was determined to be of a "high" or "severe" violation severity level.

Measures	Unit of Measure	FY 2011 Actual	FY 2012 Budget	FY 2012 YTD	FY 2013 Budget
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**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services**

**Electric Utility**

<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Average length of a service interruption (L-BAR) - This measure is defined as the average duration (in minutes) of power outages for the defined period. Florida Public Service Commission (IOUs)/Florida Municipal Power Agency (Munis) industry benchmark = 143/119.	#	81.70	90.00	62.70	90.00
Customer Average Interruption Duration Index (CAIDI) - This measure is defined as the average duration of a customer outage (in minutes) for those customers affected by an outage during the reporting period. Florida Public Service Commission (IOUs)/Florida Municipal Power Agency (Munis) industry benchmark = 85/53.	#	71.60	78.00	58.60	80.00
Customers per non-generation employee - APPA industry benchmark = 291.	#	591.00	605.00	628.60	633.80
Department Incident Rate - This measure provides an indicator of the safety incident rate using the standardized US OSHA formula. The rate is calculated on a scale of 200,000 work hours. The formula is total reported incidents divided by b=number of work hours multiplied by 200,000 work hours. APPA's industry benchmark = 2.7.	#	3.50	4.40	4.10	4.40
Retail residential cost for 1000 kwh - Retail rate comparisons from FMEA's comparison of municipal electric rates (as of February, 2012) industry benchmark = \$123.37.	\$	123.54	67.08	116.83	0.00
System Steam Forced Outage - This measure identifies the percentage of time during the year that the city's steam units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) are unavailable for full load operation as a result of a forced outage. A forced outage is an outage that is neither planned in advance nor able to be deferred until the next weekend. The performance data is based on an August to July performance year and is weighted by unit size. Lower is better. NERC generation availability data system (weighted average) industry benchmark = 9.8%.	%	1.20	5.00	0.00	5.00
System Steam Generation Efficiency (Heat Rate) - This indicator measures the net operating efficiency of the City's steam electric generating units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) by indicating the amount of fuel used (btu) for each kwh of energy delivered to the system.	#	8,070	8,300	8,315	8,500

**Utility Services  
Electric Utility  
Capital Improvement Program Budget**

**CIP Budget Overview**

The Electric Utility's proposed capital improvement plan for fiscal years 2013-2017 totals \$226.9 million, a reduction of \$78 million from the 2012-2016 CIP. This decrease reflects the delay of \$61 million in funding for construction of distributed generation facilities near substation #5 from fiscal year 2016 to 2018 and a reduction of funding requests over the five-year cycle to support demand side management programs. DSM funding reductions do not represent reduced commitment to those efforts, but, rather, is based on an analysis of actual program expenditures during the past three years which indicates initial estimates of funding needs were overstated and the current schedule of annual funding is excessive unspent project balances. New projects proposed in the 2013-2017 CIP include \$9.2 million to fund accelerated conversion of the street light system to LED fixtures, \$2.5 million for replacement of switchgear equipment at substation BP-10, and \$3.1 million for repairs to generator fault repairs on the steam turbine at Purdom, \$2.9 million of which is expected to be covered by an insurance claim.

The FY13 CIP continues the practice begun in FY12 wherein smaller projects that had been budgeted separately in prior fiscal years are consolidated within master and recurring projects.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
Accounts Receivable	3,640,000	6,240,000
Electric 2010 Bonds	22,601,000	45,821,000
Electric Future Bonds	0	47,720,000
Electric RR&I	18,106,000	113,694,950
Electric RRI Undesignated Balance	0	13,437,050
<b>Total Funding</b>	<b>44,347,000</b>	<b>226,913,000</b>

**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 2012.

0900250-DM-DF122Ext-Call  
115kV Oil Circuit Breakers Rep  
Addition 230kV Autotransformer  
Bentley VIP Sensors @ Hydro  
BP 19 Feeders  
CC-Telecom/Fiber Optics  
Corn - Head Gate Replacements  
Corn Hydro FERC Fuse Plug Mods  
Corn Master-Maj/Min Projects  
Distribution Equipment  
Electric Vehicle Purchase  
EMS Evaluation, Specifications  
Hopkins Master-Maj/Min Proj  
Hopkins Misc Major/Minor RR&I  
Hopkins-Security Enhancements  
Hydro Head Gate & Wall Repair  
Line 32 Tap Breaker Install  
M00900250-AG-CCSW-NW/Orange  
M05130-Hurricane Dennis  
M07010:BD-Purdum Secur & Monit  
M0800244-AG-Mahan Dr. Relocat.  
M0800244-Walden Rd Upgrade  
M08007:RM-R&UA Distr OH & URD  
M0900250-AG-I-10 - Lkshore Dr  
M0900250-AG-Weems Rd-Ph 1  
M0900250-DM-First BapChurch  
M09007:RM-R&UA Distr OH & URD  
M09008-PC-OATT Support  
M09010-DT-Unit 8 HP & IP  
M09012-ARC-AG-Cascades Park  
M09115:RM-New Area Lights  
M09115:RM-New Services  
M1000194-ACW-Cancer Center  
M1000194-AG-I-10 & CCNW  
M1000194-AG-Monroe St Resurfac  
M1000194-AG-Pedrick Rd Upgrade  
M1000194-JN-Woodward/Madison  
M1000194-RG-Arrowhead Apts  
M10031-RM-R&U A Distrib OH&URD  
M10036-RM-AR Regular  
M10043-RM-New Street Lights  
M10051-RM-New Area Lights  
M10051-RM-New Services  
M1100179-ACW-COT DF513/CCSW  
M1100179-ACW-Retreat Tallah  
M1100179-ACW-Zaxbys Restaurant  
M1100179-AG-I-10 & Mahan  
M1100179-DB-Robert Holton Hous  
M1100179-DB-Summit East Ph123  
M1100179-DB-Summit East/LakeDr  
M1100179-DC-2634 D Cap Cir SW

## Utility Services

### Electric Utility

M1100179-EM-Persimmon Hill  
M1100179-EVC-Richview Rd  
M1100179-JN-FSU Law School  
M1100179-RG-N Gym Ghazvini Ctr  
M1100179-RM-FAMU 3rd Cir UG  
M1100179-TD-LED Market Sq Retr  
M1100179-TD-Switchgear Change  
M11030-T&D-Refurb of URD Sys  
M11031-PD-R&U M Transm Struct.  
M11031-RM-R&U M Area Lights  
M11031-WI-BP19 Radio Tower Rem  
M11036-ARD-AG-Cascades Park  
M11036-ARR-Regular  
M11043-RM-New Street Lights  
M11043-Street Light Maint.  
M11048-T&D-Tran Line Fac Refur  
M11051:GO:T&D CIS Work Orders  
M11051-EM-Campus Cir St Hous  
M11051-RM-New Area Lights  
M11051-RM-New Services  
M12027\_T&D-Gang Switch RR&I  
M12028\_T&D-Distrib Auto/Cntl  
M12029\_T&D-Tree Replacement  
M12029-T&D-Tran Line Fac Refur  
M12031-MO-R&U-M Distrib OH&URD  
M12031-PD-R&U-A Transm Struct  
M12031-PD-R&U-M Transm Struct  
M12032\_Planning Resource Study  
M12036\_ARD-Wreck/Damages  
M12037-KM-Designer 9.3 Implem  
M12040\_SCADA Assets  
M12040\_SCADA Maintenance  
M12041\_Telecomm/Fiber Optics  
M12043-MO-St Light Maintenance  
M12051-ACW-Pensacola-White Dr  
M12051-KR-Child Care Network  
M12054\_T&D-Padmout Insp Prog  
M12055\_T&D-New Office Building  
Nabb Road Feeder  
PD-Relocation of BP3 Xmis Line  
PE-BP 21 Feeders  
PE-Distrib Upg & Mods  
PE-Fallschase Resident Feeders  
PE-Fallschase Substation-BP21  
PE-Recurring-Repl & Upg  
PE-Southside/St. Joe  
PE-Street Lighting  
PE-Substation BP6 Modification  
PE-Substation Inter Projects  
PE-Substation Modifications  
PE-Syst Const and Improvements  
PE-Trans Upgrade Projects  
PE-Trans Upgrades & Mods  
PE-West Side Substation-BP-23

## Utility Services

### Electric Utility

PP8 Major / Minor Outages  
PP8 ZD Major/Minor Outages  
Prod Mgmt Champs Integration  
Prod Mgmt- Corn Hydro Part 12  
Prod Mgmt- Corn Spillway Modif  
Purdom - Demineralizer Refurb  
Purdom DCS Hardware/Soft  
Purdom Master-Maj/Min Projects  
Purdom Misc Equip Repl  
Purdom Pipe & NDE Insp & Rein  
Purdom Structure Improvements  
Purdom-Piping & NDE Inspection  
Purdom-Security Enhancements  
Purdom-Unit 8 Fuel Gas Heater  
R10040-RF-Sub-SCADA Acquisitn  
R10041-RF-Telecom/Fiber Optics  
R11040:TG-SCADA assets  
R11040:TG-SCADA maintenance  
R11041:CC-Telecom/Fiber Optics  
R11044:Purdom Misc Equip Repl  
Replace 5kv Switches on Downto  
Substation BP 12  
Substation BP 9 Modification  
Substation BP-13 Modifications  
Substation BP3 Reconstruction  
T&D-Dist/Automation & Control  
T&D-Elect Svc Request-Master  
T&D-Operations Center RR&I  
T&D-URD System RR&I  
Utility Supply Misc RR&I

## Utility Services Electric Utility

### Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2013.

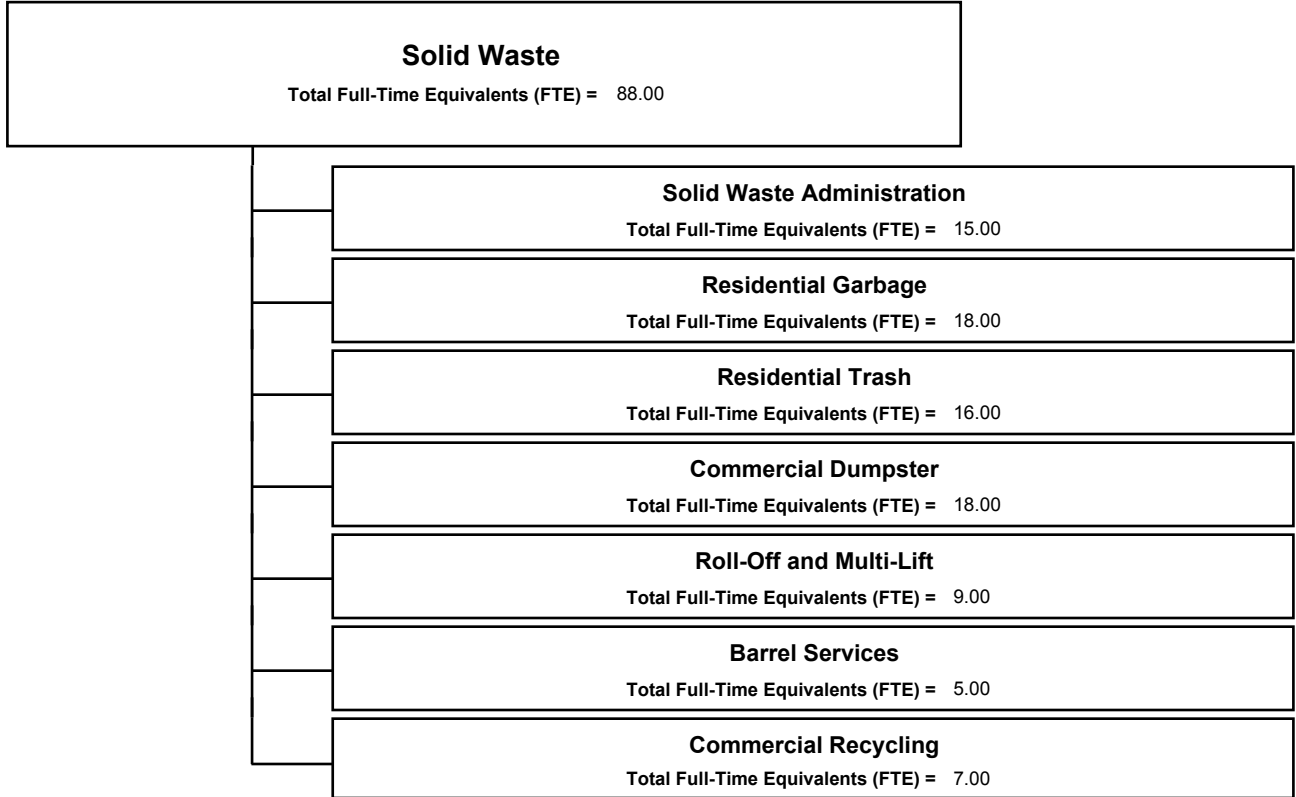
2002 Bond Issue Memo Master  
2007 Bond Issue Memo Master  
2010 BABS Bond Issue Memo Master  
2010C Bond Issue Memo Master  
App of Capacitor and Voltage  
Backup Res for Substation BP12  
BP-14 Feeders  
BP-17 Feeders  
BP-15 to BP-18 Trans Line  
BP-9 to BP-18 Trans Line  
Cap Cascades Trail-Segment 2  
DSM - M&V Evaluation & Support  
Energy Efficiency & DSM  
ETL-Transmssn line-BP9 to BP7  
GIS Electric Field Inventory  
GIS Integratr. w/ Work Process  
Hopkins Tank Farm Remediation  
Hopkins 63kA Breaker Replacemt  
HP1 Major/Minor Outages  
HP2 Major/Minor Outages  
M08012-ARR-BF-Regular A/R's  
M08012-ARR-MO-Fire @ Hopkins  
M08093-BA-PE-Smart Grid Comm.  
M09012-ARC-GO-Internal SVCS  
M1000194-AG-Buck Lake Rd/Pedri  
M1000194-WI-Line 31 Tap Switch  
M1000515-BA-Circuit Devices  
M1000515-BA-Control Center  
M1000515-BA-RF Communications  
M1100184-HP2 Stm Turb Integrat  
M12027\_Mobile Substa @ BP-11  
M12029\_T&D-Pole Insp/Treatmnt  
M12030-WI-Substation Security  
M12031-RM-R&U-A Distrib OH&URD  
M12036\_ARR-Regular  
M12043-RM-New Street Lights  
M12049-AG-BP23 Feeders  
M12049-AG-Capital Cascades Trl  
M12049-DM-Centervl Rd Feeders  
M12049-DM-FAMU Way Distrib  
M12049-DM-South Network Conver  
M12049-DM-Walgreens Downtown  
M12049-TD-BP-22 Feeders  
M12051 RG-Leon Cty CNG GasPump  
M12051-ACW-Immanuel B Church  
M12051-RG-PublicSafety Complex  
M12051-RM-New Area Lights  
M12051-RM-New Services  
M12054\_T&D-URD System Refurb  
PD-LIDAR for NERC Compliance  
PE-BP5 to Line 31 Transmn Line

**Utility Services**  
**Electric Utility**

PE-CCSW Orange to US 90  
PE-Gaines Street  
PE-Recond TL 15A-C  
PE-Reconductor Transm Ln 7A  
PE-Substation BP-15 Modificati  
PE-Substation BP22  
PE-Substation BP4 Modification  
PE-Substation J  
PE-TD-BP4 Feeders  
PE-Trans Line 17 Conversion  
PE-Transmission Line to Banner  
Pre Pay Metering Project  
Prod Mgmt- Purdom Oil Tank Con  
Property Acquisition  
Purch of Talquin Elect facilit  
Purchase of Talquin Electric C  
Purdom Structure Impr  
R10030-T&D-Refurb of URD Sys  
R10039-RF-Substns/SC Fac Upgra  
Relay & Comm Sys. RR&I  
Relay & Communic. Systems P-II  
Repower Hopkins 2 - Phase 1  
Smart Grid - Utility Enhan  
Solar Capacity Expansion Plan  
Solar Development Project  
SP-Alternate Energy  
Substation BP 3  
Substation BP 14  
Substation BP 17  
Substation BP17 Construction  
Substation BP 18  
Substation Mods--Mobile Tfmr  
Substation Transformer Replace  
T&D-Facility Security Program  
T&D-Refurbishment of URD Syste  
Welaunee Land Purchase



Utility Services  
Solid Waste  
Organizational Chart



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services**

**Solid Waste**

**Operating Budget**

**Budgetary Cost Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
350101 Solid Waste Administration	5,465,723	5,947,987	6,591,817	6,520,579
350201 Residential Garbage	3,053,722	2,575,046	2,852,565	2,826,591
350202 Residential Trash	1,933,168	1,853,972	2,062,943	2,037,215
350203 Contractual Residential Services	4,778,951	4,906,113	5,159,996	5,159,996
350301 Commercial Dumpster	4,010,741	4,248,990	4,121,927	4,075,207
350302 Roll-Off and Multi-Lift	1,976,570	1,937,348	2,227,938	2,226,061
350303 Barrel Services	352,531	447,577	471,445	463,030
350305 Commercial Recycling	529,945	570,563	445,314	456,618
<b>Total Expenditures</b>	<b>22,101,351</b>	<b>22,487,596</b>	<b>23,933,945</b>	<b>23,765,297</b>

**Expenditure Category Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	4,243,063	3,846,435	4,784,661	4,676,171
Operating	5,202,130	5,177,440	5,745,110	5,745,110
Other Services & Charges	145,000	145,000	139,572	139,572
Capital Outlay	41,671	20,311	74,885	74,885
Allocated Accounts	4,695,463	4,823,476	4,736,980	4,676,822
Utilities and Other Expenses	5,625,361	5,656,918	6,858,309	6,858,309
Transfers	37,100	0	0	0
Contributions to Operations	161,914	1,413,471	1,594,428	1,594,428
Year End Adjustments	1,949,649	1,404,545	0	0
<b>Total Expenditures</b>	<b>22,101,351</b>	<b>22,487,596</b>	<b>23,933,945</b>	<b>23,765,297</b>

**Funding Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Solid Waste Fund	22,101,351	22,487,596	23,933,945	23,765,297
<b>Total Funding</b>	<b>22,101,351</b>	<b>22,487,596</b>	<b>23,933,945</b>	<b>23,765,297</b>

**FTE Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
350101 Solid Waste Administration	14.00	13.00	15.00	15.00
350201 Residential Garbage	22.00	21.00	18.00	18.00
350202 Residential Trash	16.00	16.00	16.00	16.00
350301 Commercial Dumpster	14.00	16.00	18.00	18.00
350302 Roll-Off and Multi-Lift	9.00	9.00	9.00	9.00
350303 Barrel Services	7.00	6.00	5.00	5.00
350305 Commercial Recycling	7.00	7.00	7.00	7.00
<b>Total FTE</b>	<b>89.00</b>	<b>88.00</b>	<b>88.00</b>	<b>88.00</b>

## Utility Services

### Solid Waste

#### Summary of Services Provided

- By ordinance, the City collects all commercial waste, residential waste, and recovered materials from residential establishments. City resources are used to provide services to roughly half of the residential clientele. Residential clients not serviced directly by the City receive residential solid waste and recycling collection services from Waste Pro of Florida, Inc., which was awarded the contract by the City to provide these services in designated areas.
- Beginning May 1, 2007, the City modified waste removal services to once a week curbside collection that coincides with the recycling collection on the same day. Yard waste and bulk items are collected on alternating weeks. The change in service occurred in response to increasing service costs and customer survey results that indicated a preference for modifying the level of service rather than increasing the base rates for service.
- Backdoor service is still available at no additional charge to customers who are physically unable to place collection receptacles at the curb. Special designation is available through an eligibility application and determination process under the Helping Hands program. Other customers may also continue backdoor service through the premium service option available for an additional cost of \$20 per month.
- Commercial customers inside the City are provided dumpster, roll off, and barrel service. A number of commercial customers who either cannot accommodate a dumpster or who do not need the capacity of a dumpster receive barrel service. The City provides this service to approximately 1,400 customers. Standard service consists of twice-a-week backdoor service. Customers that desire additional weekly pick ups are charged based on the number of times service is provided. Commercial dumpster customers lease 2, 4, 6, or 8 yard containers and are charged based upon the size of container and the frequency of pick up. Recycling is not considered part of the standard service; however, a two-bin Smart Cart is provided on an "as requested" basis.
- Roll off service is offered on a demand basis for customers with periodic large volumes of solid waste. The City services small containers, 12-16 cubic yards, and large containers, 20-40 cubic yards. Customers are charged a fixed fee (pull charge), plus the landfill tipping fee per occurrence.
- The City also offers corrugated and mixed paper recycling. Customers that receive the corrugated recycling service are charged per pick up. Customers receiving mixed paper recycling are charged on a monthly basis.

## Utility Services

### Solid Waste

#### Trends and Issues

The department has identified the following operational challenges for FY13:

- Waste Pro began serving the City in 2006, with an initial contract term of seven years expiring on September 30, 2013. The contract may be extended for three years until 2016 upon mutual agreement of both parties. Waste Pro expressed its desire to extend the agreement.
- Leon County Solid Waste Transfer Station began operation in 2003. Prior to its completion, solid waste materials were disposed at the Apalachee Parkway Solid Waste landfill facility. The transfer station now provides the single point of disposal for garbage. The City entered into an Inter-local Agreement with Leon County to deliver solid waste collected by the City and its agents to the transfer station for a term of ten years ending on May 1, 2013. The agreement provides for an evergreen renewal which requires a one-year notice of termination. On January 10, 2012 the City expressed its intent to end the contract at the conclusion of the initial ten year term. This allows both the City and County to explore other disposal and recycling options that best meet the needs of the community.
- The Newark Group, doing business in Tallahassee as Recycled Fibers, and its predecessors have processed recyclable materials for the City since 1990. It processes clean recyclable materials including plastics, metals, glass, cardboard, and paper collected as part of the City's residential and commercial recycling programs. Approximately 10,000 tons of materials are recycled each year. The existing agreement expires on September 30, 2012. Solid Waste is in the process of negotiating a new agreement.
- Prior to the service level change, the total number of Helping Hand (HH) customers was 743. Afterwards, that number increased to 3,048 for combined garbage and recycling customers. Most municipalities HH customers are about one to two percent of the total customer count. The City's Helping Hand customers appears excessively high compared to the industry norm. Additionally, the City's contract with Waste Pro states that "customers establish eligibility to receive this service by submitting a physician's statement that the customer is unable to roll containers to the curb and by asserting that no one resides in the household who is capable of rolling containers to the curb". Currently, Waste Pro is requesting that the City consider re-certification of all customers based on the terms of the contract.
- Illegal dumps are picked up during normal collection or neighborhood cleanups that are scheduled through Keep Tallahassee and Leon County Beautiful, Neighborhood Associations, City departments including L-Team, and other civic associations. Cleaning up of illegal dumps costs the department \$53,000 annually. Staff is being more diligent in investigating the discarded debris. Whenever a determination of ownership can be established, Code Enforcement and the Tallahassee Police Department are brought in to address the issue.

## Utility Services

### Solid Waste

#### **Significant Changes From FY 2012**

The following service level changes were included in the proposed budget for the Solid Waste Department's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$2,335).
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Based upon a five-year analysis of expenditures, an increase in various operating accounts is proposed due to the accounts being underbudgeted in past fiscal years. Fiscal Impact: \$175,000.
- A reduction is proposed in the department's Sanitation account due to a reduction in disposal. Fiscal Impact: (\$175,000).

#### **City Commission Action**

The City Commission approved the budget for the Solid Waste Department with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

**Utility Services  
Solid Waste  
Performance Measures**

**Program Objectives**

The department has identified the following goals:

- Provide cost effective residential and commercial solid waste collection services;
- Improve customer satisfaction;
- Enhance employee and citizen safety by minimizing preventable accidents;
- Increase community participation in the development of solid waste programs;
- Ensure future disposal capacity by increasing the recycling diversion rate through enhanced customer participation in residential and commercial programs.

**Analysis of Performance Measures**

The following is an analysis of the department's performance measures:

- Close field activity orders within 4 days from time of service

This measure includes field activity orders that are generated when a customer requests service other than the regularly scheduled collection service. These services can range from delivery and/or replacement of containers, to special collections that are over the stipulated sizes and for service of mixed containers. Solid Waste personnel are responsible for making sure that the open field orders have been completed and forwarded to other staff members that handle billing to be closed and/or billed to the appropriate customer account. Additionally, staff runs a query each Wednesday to reconcile open field orders that are four or more days old. This practice has resulted in 100% compliance for FY11. For the first two quarters of FY12, the department is on track of meeting their goal of 100%. A target of 100% remains for FY13.

- Maintain recycling contamination rate of 8%

Contamination within the City most often occurs during special events staged around community wide events such as downtown get downs and in high-density rental areas. Currently, the department is experiencing some reduction in the rate of contamination. This reduction is attributed to the use of clear stream bags for recycling and clear labeling to distinguish garbage containers from recycling containers in these special events. In FY10, the department did not meet the target of 8%. For FY11, Solid Waste maintained a rate of 8%, which was 1% shy of meeting the target of 9%. For the first two quarters of FY12, Solid Waste is below their target of 11% with 7%. The department's contamination target for FY13 is 12.0%.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Increase participation in neighborhood meetings	#	32	83	16	48
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Increase route audits of contracted service provider	#	215	85	80	289
Reduce number of City-served customer complaints	#	1,047	1,116	575	945

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services**

**Solid Waste**

<b>Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
# of commercial customers	#	15,901	16,900	15,824	16,900
# of residential customers	#	47,034.00	47,500.00	47,064.17	47,500.00
Accomplish billing of commercial services within 5 days of service date	%	100	100	100	100
Close field activity orders within 4 days from time of service	%	100	100	100	100
Increase residential recycling set-outs by 6%	%	38.00	41.00	34.81	6.00
Increase residential recycling tonnage by 6%	#	9,476.00	6,822.00	5,447.20	10,648.00
Maintain recycling contamination rate of 8%	%	8.00	11.00	6.25	12.00
Reduce number of preventable accidents by 23% per year	#	39	25	16	27
Reduce portion of residential solid waste collection unit costs that are controlled by department by 4%	%	-41.00	-23.00	32.32	-4.00

**Utility Services**

**Solid Waste**

**Capital Improvement Program Budget**

**CIP Budget Overview**

There are no capital projects for Solid Waste in the FY 2013-2017 Capital Improvement Plan (CIP).

**Completed Capital Projects**

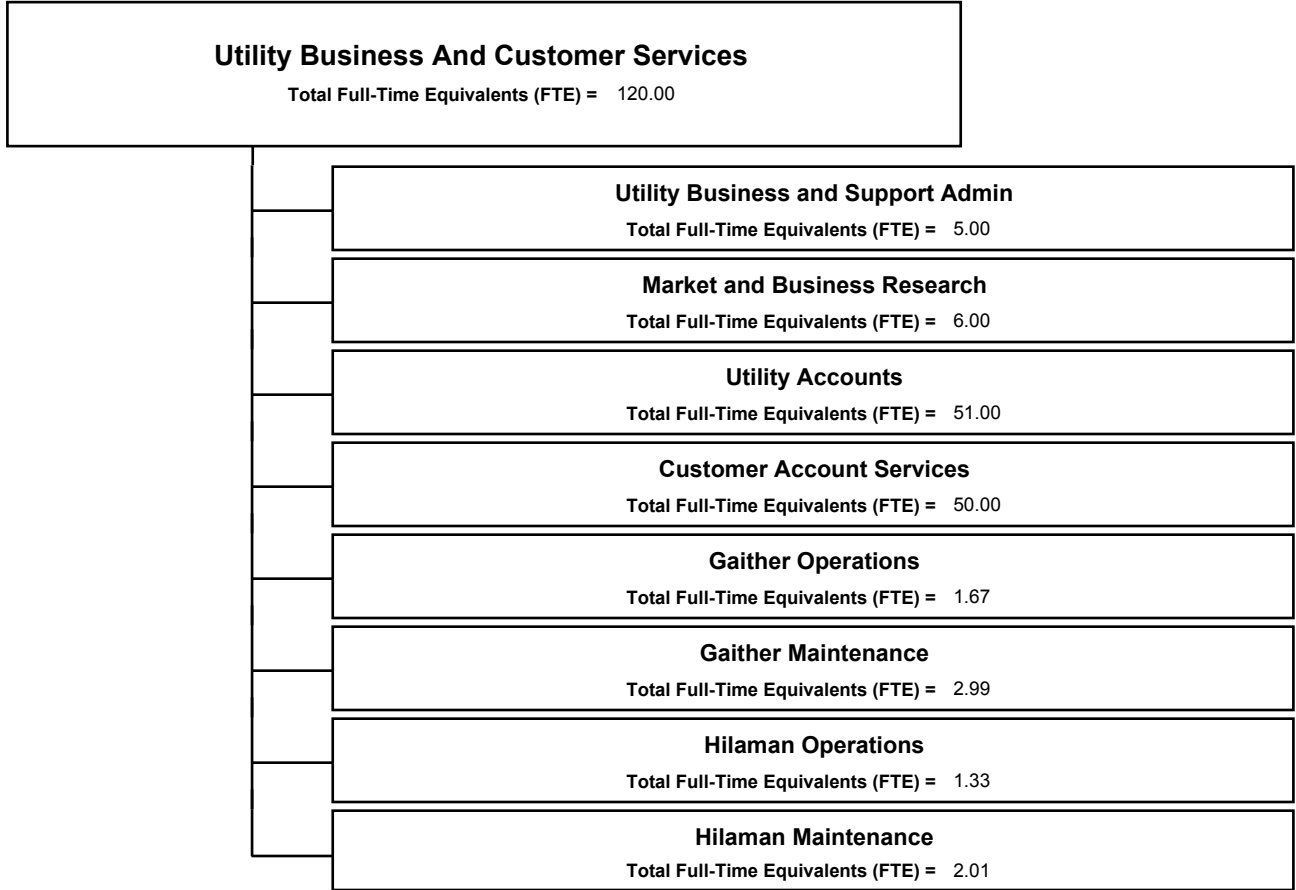
None.

**Continued Capital Projects**

None.



**Utility Services**  
**Utility Business And Customer Services**  
**Organizational Chart**



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services  
Utility Business And Customer Services**

**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
370101 Utility Business and Support Admin	1,602,551	1,154,404	2,973,976	2,982,555
370202 Market and Business Research	592,573	764,385	656,317	654,838
370204 Special Projects	41,026	59,989	41,493	41,493
370501 Utility Accounts	5,779,899	6,218,274	5,038,347	4,995,701
370503 Customer Account Services	3,714,551	4,597,130	3,743,612	3,726,234
370601 Gaither Operations	0	179,807	242,441	242,056
370602 Gaither Maintenance	0	181,732	282,186	274,080
370603 Hilaman Operations	0	431,239	561,625	562,051
370604 Hilaman Maintenance	0	479,291	480,033	479,607
<b>Total Expenditures</b>	<b>11,730,600</b>	<b>14,066,251</b>	<b>14,020,030</b>	<b>13,958,615</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	7,275,740	7,837,190	8,484,896	8,415,247
Operating	1,555,987	2,646,732	2,453,825	2,453,825
Allocated Accounts	2,536,330	3,006,486	2,406,182	2,406,182
Utilities and Other Expenses	0	152,286	306,605	306,605
Transfers	362,543	387,042	163,133	163,133
Year End Adjustments	0	36,515	205,389	213,623
<b>Total Expenditures</b>	<b>11,730,600</b>	<b>14,066,251</b>	<b>14,020,030</b>	<b>13,958,615</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
General Fund	0	361,539	524,627	516,136
Golf Course Fund	0	910,530	1,041,658	1,041,658
Utility Business Services Fund	11,730,600	12,794,182	12,453,745	12,400,821
<b>Total Funding</b>	<b>11,730,600</b>	<b>14,066,251</b>	<b>14,020,030</b>	<b>13,958,615</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
370101 Utility Business and Support Admin	4.00	5.00	5.00	5.00
370202 Market and Business Research	5.00	5.00	6.00	6.00
370501 Utility Accounts	53.00	52.00	51.00	51.00
370503 Customer Account Services	50.00	50.00	50.00	50.00
370601 Gaither Operations	0.00	0.00	1.67	1.67
370602 Gaither Maintenance	0.00	0.00	2.99	2.99
370603 Hilaman Operations	0.00	0.00	1.33	1.33
370604 Hilaman Maintenance	0.00	0.00	2.01	2.01
<b>Total FTE</b>	<b>112.00</b>	<b>112.00</b>	<b>120.00</b>	<b>120.00</b>

## Utility Services

### Utility Business And Customer Services

#### Summary of Services Provided

The Utility Business and Customer Services Department provides services to all city utility departments and other departments within the government. The primary departmental functions include utility customer services, marketing and research, parking ticket collections, utility service connections and disconnections, utility billing, credit and collection services, meter services, administrative services, and cable regulations. These functions are consolidated in the UBCS Department in order to provide a high level of service to customers at an effective cost.

#### Utility Customer Services

The Utility Customer Services (UCS) program provides a direct interface with the city's utility customers by responding to utility customer inquiries through the call center, walk-in service center, internet, and the commercial customer account management unit. UCS is responsible for accurately processing utility inquiries and service requests such as service connects, disconnects, transfers, and other utility related work orders. Approximately 500,000 transactions are handled each year. The division also administers collection activities for delinquent utility and non-utility accounts, manages energy and water and sewer loan activities, and resolves various customer issues and appeals associated with parking tickets. Implementation of Smart Grid and e+ online allows UCS to connect customers with programs that fit their lifestyles and promote conservation and savings.

#### Utility Accounts

As executive owner of two of the city's most comprehensive enterprise applications - the smart metering network and the customer information system (CIS), the division performs major functions associated with customer field services and billing for all utilities. In addition, it is responsible for meter services, billing for CIS, accounting reconciliation between CIS and the city's financial system software applications, utility rate development and analysis, and processing electronic and traditional utility statements. New duties and work processes related to installation of the Smart Grid have prompted changes in both infrastructure and personnel resources. Since 2008, the division has been transitioning from a labor-oriented field staff to a more systems-oriented staff. The introduction of new technology and more efficient processes enhances this division's ability to promote energy savings and provide more customer choices.

#### Utility Marketing & Business Research

The Utility Marketing program provides marketing support for city utility departments (Electric, Water, Wastewater, Gas, Energy Services, and Solid Waste Services) as well as the Fleet and Environmental Policy and Energy Resources departments and both city golf courses. Marketing services include research, surveys, community outreach, program development, advertising, project management, special event planning, graphic and web designing, and utility-sponsored community partnerships. The division's business development activities are related to customer-driven marketing and outreach strategies to promote e+ products as well as services designed to save energy, water, and money.

#### Administration

Administrative functions include strategic planning for the department in the areas of budget preparation, training, performance management, establishment and implementation of internal controls, procurement services, customer complaint resolution, policy/process review, and audit responses. This division also manages operations of the Gaither and Hilaman golf courses. In the past, golf course staffs and budgets were located in the Parks, Recreation, and Neighborhood Affairs Department. They are consolidated within UBCS effective October 1, 2012.

## Utility Services

### Utility Business And Customer Services

#### Trends and Issues

For 2013, UBCS has adopted the theme of Turning Words into Actions and Turning Actions into Results. Over the last few years, UBCS has placed emphasis on creating programs that provide customer choice and add value to services they receive. This approach has helped the city receive national recognition from the U. S. Conference of Mayors as the Most Livable City in America (2011), most notably for the city's efforts with the Neighborhood REACH, and from the American Public Power Association as the recipient of the E. F. Scattergood Best Public Power Utility in the Nation award. This latter award honors outstanding achievement and service to customers.

#### Customer Service is Our Business

Your Own Utilities works continuously to improve the level of service to customers. The city began the deployment of its Smart Grid in 2008 with a goal to provide customers with more information and choices to save energy, water, and money. The UBCS department is responsible for the underlying technologies consisting of smart meters and meter data management software. In 2010, the city began introducing new customer choice programs such as the Nights and Weekends pricing program, which was launched in November. It has been well received, and, after six months since implementation, was nearly at its limit of 2,000 customer participants.

In addition to Neighborhood REACH, Your Own Utilities has introduced new programs and services such as nights and weekend pricing and expanded hours in the call center. In January 2012 a one-time refund of utility deposits was made to approximately 3,600 local businesses, which provided a stimulus of approximately \$5.6 million to the economy. Looking forward, new programs such as Economic Development rates and Pay-As-You-Go utility service are under development for late 2012 and 2013. Additional enhancements and customer benefits such as improved leak detection, meter tampering and theft detection, among others, are planned.

#### Business Development

In the last year, UBCS launched e+ online, added the Nights and Weekends rate option, started piloting new customer tools, and provided timely information to customers via e-mail, automated phone calls, and text messages. These efforts are designed to provide more customer choice and promote conservation and savings. Customer response to these new products and information has been positive. The Utility Marketing Division is tasked with measuring customer opinions and developing new customer programs based on the latest trends. The division also is primarily responsible for customer outreach to connect customers with programs.

#### Infrastructure

The Utility Accounting Division's operations have changed significantly with implementation of the Smart Grid. The final transition from a labor-oriented field staff to greater automation and data analytics was completed in fiscal year 2011. To accommodate this transition, the Utility Accounting Division was reorganized to provide greater data processing and management ability and less field support. UBCS has reduced the customer field staff to half of its original size commensurate with the automation of meter readings for electric, water, and gas, as well as some other select field functions that now can be performed remotely. This division is now performing fewer field visits and has started to realize labor savings, vehicle maintenance savings, and fuel costs savings, plus a reduction in carbon emissions. In fiscal year 2012, the Utility Accounting Division will add new functionality for water leak detection, tamper and theft detection, and new customer devices such as Smart Thermostats.

#### Customer Support

The economy continues to impact the City's customer support functions. In recognition of these needs, the city continued the Winter Relief Assistance Program and the Good Neighbor Program to provide bill assistance to those most in need. Like all utility providers, the city's utility customer service delivery is based on a traditional

## Utility Services

### Utility Business And Customer Services

intake model relying primarily on phone and in-person contacts during traditional business hours.

Customers today expect service providers to be reachable during more hours and via other channels, such as the Internet. Moreover, customers today desire more choices when purchasing service. In fiscal year 2012 the UCS Division will add new e+ online features such as remote smart thermostat management, rate comparison analysis, daily utility consumption information, and energy and water saving tips. With plans to retool the customer support workforce to become more sales and support oriented and to promote customer choice while expanding its availability, UBCS plans to reorganize its workforce in fiscal year 2012, and formalize a recruiting and training program.

The utilities website was updated in October 2011 to provide for easier access and navigation to information customers use. Analytics captured prior to redesign indicated users most often wanted information about their account. Customers used web pages for items such as solid waste schedules, outage reporting, bill payment, and other activities. These items are now featured on the Your Account page. In the first two months since the redesign, staff recorded 40,000 more page views compared to the same time last year. As of mid-FY12, over 26,000 customers had registered to use e+ online to manage their accounts, monitor usage, compare rate plans and pay bills online.

#### Gaither and Hilaman Golf Courses

The golf program works continuously to provide excellent customer service and to maintain quality playing conditions and facilities for golfer enjoyment. Over the last three years, staff has worked to improve clubhouse and course conditions. Much of the golf course equipment has been under warranty for the last two years, which has helped keep repair costs down. These costs are expected to increase, however, as warranties expire and equipment ages.

Both courses are in great condition and Hilaman recently was certified in the environmental planning component of the Audubon Cooperative Sanctuary Program. With the certification, Hilaman will be active in showcasing its natural habitat and natural resources. Activities include placing bird nesting boxes around the facility, using integrated pest control techniques, conserving water, and ensuring wildlife are supplied with proper food and shelter consistent with environmental friendliness.

Both courses are operated with the use of seasonal temporary labor, which has proven to be successful. Due to increased play, additional seasonal employees are needed to maintain the quality of the courses.

### **Significant Changes From FY 2012**

The following service level changes are proposed for UBCS in fiscal year 2013.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee and at the employee plus one (two-party) rate for vacant positions; and, in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- Increased funding is proposed to enable both courses to hire additional seasonal (temporary) staff for course maintenance. Fiscal Impact: \$43,547 (Gaither) and \$32,660 (Hilaman).
- Operating expenses have been adjusted based on expenditure history and contractual obligations, etc. Fiscal Impact: (\$260,788).
- The electric utilities account for UBCS and Gaither Golf Course were decreased by eight percent in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$3,921). Hilaman Golf Course's electric utilities account also was decreased. After adjusting for actual expenditures however, the net effect is an increase in this expense. Fiscal Impact: \$31,532.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.

**Utility Services**  
**Utility Business And Customer Services**

**City Commission Action**

Utility Business and Customer Services Department's fiscal year 2013 budget was approved with the following changes:

- Adjustments to personnel expenses include a 4.47% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain the overall premium percentages at 70% city / 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Utility Services  
Utility Business And Customer Services  
Performance Measures**

**Program Objectives**

UBCS' goal is to continue deployment of smart metering initiatives for customers of the electric, gas and water programs, and provide a myriad of other services to various city departments.

**Analysis of Performance Measures**

In FY09 UBCS began conducting surveys as a means of gauging customer satisfaction with services the department provides. Quarterly, a random sample of approximately 500 customers that contacted utility customer services during the prior three months are surveyed by telephone and asked a series of questions about service they received. The goal is to achieve a ranking of good or excellent from at least 80% of customers surveyed. During the first two years of the surveys, 83% of customers indicated service they received was good or excellent. In a March 2012 survey, 89% of respondents considered the service they received good or excellent. This is among the highest ratings achieved since the surveys began and reflects both the professional level of services provided by staff as well as lower rates, new programs and more choice.

Labor utilization is a measure of the percentage of time the work force is engaged and working relative to total working hours available. In the case of the call center, it measures time an agent is logged onto the call system and is available to take calls. The typical industry goal is 80%. In FY09, the first year the system was deployed, the labor utilization rate was 86%. It increased to 93% in FY11 and the department achieved a rate of 96.2% as of mid-FY12. A target of 90% has been established for fiscal year 2013.

The marketing program established an FY11 performance goal for community outreach and education of 125 presentations. The division exceeded the goal by 22% by providing 152 presentations. Presentations as of mid-FY12 total 64.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of calls received in call center	#	442,438	425,000	173,724	425,000
Number of utility accounts with email addresses	#	60,255.00	57,000.00	51,836.67	57,000.00
Number of walk-in inquiries	#	42,662	40,000	15,777	40,000
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Utility Marketing community outreach/educational presentations	#	152	125	64	125
Number of new, transfer, and final out accounts	#	118,237	90,000	32,652	90,000
Number of service orders worked	#	206,579	210,000	68,006	210,000
Total meters read annually consist of automated and manual readings.	#	2,724,259	2,630,516	1,376,659	2,630,516
<b>Efficiency Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Maintain labor utilization rate within the call center at 80% or greater.	%	93.00	90.00	96.20	90.00
Percent of account write-offs vs. gross revenues	%	1.00	1.00	0.75	1.00
Percent of call center calls answered within 30 seconds	%	61.00	80.00	71.20	80.00
Percent of customer satisfaction surveys administered quarterly receiving a rating of 3 or above on a scale of 1 - 5.	%	86	80	86	80

**Utility Services**  
**Utility Business And Customer Services**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

A recurring project that was established in fiscal year 2012 makes up the department's CIP for fiscal year 2013. The Business Enterprise Systems Upgrade and Support project supports new and enhanced technology and software upgrades for the customer information system, call center monitoring, and smart initiatives programs. It is budgeted at \$650,000 each year.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
Electric RRI Undesignated Balance	298,000	1,490,000
Gas RR&I Undesignated Balance	56,050	280,250
Sewer RR&I Undesignated Balance	93,250	466,250
Solid Waste Rate Stabilization Reserve	53,950	269,750
Water RR&I Undesignated Balance	148,750	743,750
<b>Total Funding</b>	<b>650,000</b>	<b>3,250,000</b>

**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 2012.

2007 FDEP Waste/Recycling Grant  
2008 FDEP Waste/Recycling Grant  
Good Neighbor Weatherization

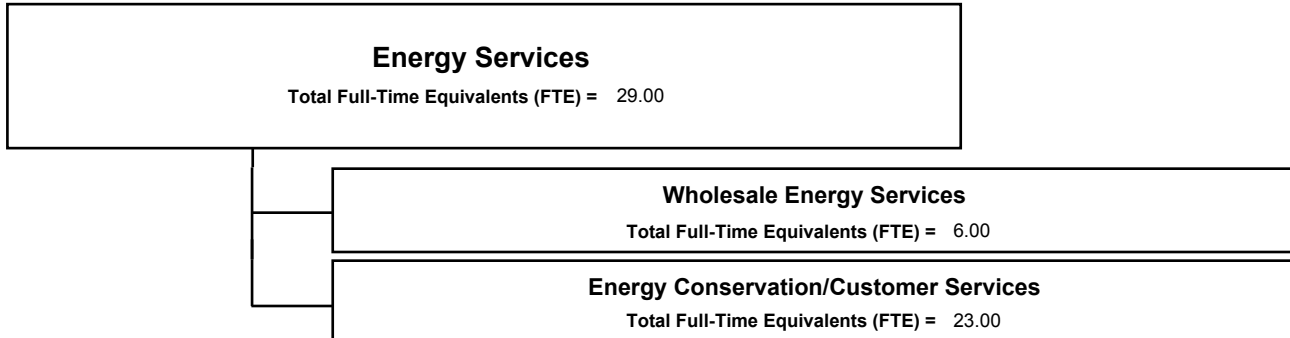
**Continued Capital Projects**

The following list represents projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2013.

AMI - Advanced Metering  
Cascades Park Renovation  
Good Neighbor Energy Assistance  
Quality Cleaners Site Remediation  
UBCS Marketing Efforts  
Work Management Project



**Utility Services**  
**Energy Services**  
**Organizational Chart**



**Operating Budget**

**Budgetary Cost Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
430101 Wholesale Energy Services	201,504,240	103,868,183	156,799,737	156,803,169
430201 Energy Conservation/Customer Services	1,725,574	1,892,694	1,506,841	1,503,124
<b>Total Expenditures</b>	<b>203,229,814</b>	<b>105,760,877</b>	<b>158,306,578</b>	<b>158,306,293</b>

**Expenditure Category Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Personnel Services	2,201,565	2,365,397	2,176,535	2,170,660
Operating	187,236	38,823	295,797	295,797
Fuel	200,435,865	102,807,171	155,474,198	155,474,198
Allocated Accounts	345,086	378,794	328,611	334,201
Utilities and Other Expenses	162	873	499	499
Transfers	59,900	169,819	30,938	30,938
<b>Total Expenditures</b>	<b>203,229,814</b>	<b>105,760,877</b>	<b>158,306,578</b>	<b>158,306,293</b>

**Funding Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
Energy Services Fund	203,229,814	105,760,877	158,306,578	158,306,293
<b>Total Funding</b>	<b>203,229,814</b>	<b>105,760,877</b>	<b>158,306,578</b>	<b>158,306,293</b>

**FTE Summary**

	FY 2011 Actual	FY 2012 Estimated	FY 2013 Proposed	FY 2013 Approved
430101 Wholesale Energy Services	6.00	6.00	6.00	6.00
430201 Energy Conservation/Customer Services	23.00	23.00	23.00	23.00
<b>Total FTE</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>

## 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, and service options and opportunities;
- Acquiring, selling, and trading energy/fuels and related services in the open market;
- Mitigating risk on supply reliability and fiscal aspects of the business by performing technical and administrative tasks within pre-established risk limits and control processes; and
- Enhancing the city's competitive position through effective monitoring of, and participation in, regulatory and market activities associated with supply, transportation, delivery, and trading of energy, fuels, and related resources or services.

The Retail Energy Services Division (which includes the Energy Conservation/Customer Services cost center) is responsible for direct services to customers that include utility sales; non-residential service contracts; utility end-use consultation; assistance involving energy efficiency enhancement loans and rebates for targeted sales/services; and other programs and promotional initiatives directed at retail utility customers, builders, contractors, and vendors. Primary responsibilities of this division are outlined below.

- Energy Efficiency provides home and business energy audits, investigations of high utility bills, financial assistance for energy efficiency improvements, and related customer services.
- In January 2007 the City Commission approved three new energy efficiency programs: a) Solar Water Heating \$450 rebates; b) Ceiling Insulation 80% rebates; and c) Compact Fluorescent Lamp (CFL) Distributions.
- Gas Sales promotes the gas system's residential and non-residential customer growth.
- Customer Retention establishes and maintains communication with high-use utility customers, including development and administration of long-term contracts.

## Utility Services

### Energy Services

#### Trends and Issues

In the Wholesale Energy Services (WES) the dominant theme in 2012 has been the continued decline in the price of natural gas – the fuel upon which the electric utility is almost 100% dependent, and upon which the gas utility is, of course, 100% dependent. This continues the trend of lower fuel costs for the City utilities that began in 2009. Energy Services anticipates significant cost reductions in the next year, much of which are possible because built into the City's Energy Risk Management Program is the flexibility to realize lower market prices while still protecting against the severe price spikes that occur in the volatile natural gas market. Natural gas and purchased power expenses for FY 2013 are projected to be about \$40 million lower than in the FY 2012 budget. This is \$40 million that stays in the Tallahassee economy.

Current issues in Wholesale Energy:

**Fuel diversification** - As the electric and gas utilities are heavily dependent on a single fuel, WES has taken the lead on a Utility Services Team effort to diversify the fuel supply, with a focus on securing longer-term supplies at a reasonable and stable price. Efforts in this area may result in physical supply or financial contracts that can contribute to rate certainty for our customers, and provide new products like liquefied natural gas, as an alternative to natural gas delivered via pipeline. The budget reflects necessary consulting and legal support for energy risk management and contract development.

**Prepaid Natural Gas Contracts** - Past efforts to reduce the cost of the natural gas supply have included prepaid contracts which offer a unique opportunity to purchase gas at a discount on the spot market. After a brief period where these type deals were virtually non-existent (banking crisis), we believe the opportunity to enter prepaid deals is growing again. In 2010, WES was able to enter a new agreement with Royal Bank of Canada that has provided \$0.35 per MMBtu (about a 10% discount) on a portion of our gas purchases, or about \$766,000 annual savings. This is in addition to the prepaid deal executed in 2006 with Tennessee Energy Acquisition Corporation that saves over \$800,000 annually. Prepaid natural gas contracts are extremely complicated financial deals and the budget reflects the need for legal support for anticipated contract development.

**Renewable energy** - In keeping with the City Commission's desire to increase the amount of renewable energy used to meet the electric system demand, WES has pursued long-term power purchase agreements (PPAs) for external renewable energy projects and has managed the installation of several smaller-sized solar energy systems on City facilities. Although current market conditions (that is, low-cost natural gas) have made renewable energy projects uneconomic for many developers, contracts have been executed for the purchase of up to 3,000 kW of solar energy from the Tallahassee-based Sunnyland/Solarsink companies. And WES has continued its focus on increasing the use of solar thermal and solar photovoltaic for City-owned and -operated facilities. To date, solar energy systems have been installed at three Parks and Recreation facilities, two community centers, Hilaman and Jake Gaither Golf Courses, twelve Fire Stations, StarMetro, and the Animal Service Center with the expectation of overall cost savings to the City. With respect to the City Manager's 2012 resolutions, WES is proceeding to develop a solar project, greater than 25 kilowatts on a City facility, with construction commencing this year and has commenced a study to evaluate alternative energy project options available for future implementation. Both of these efforts are funded in the current year budget and the ongoing CIP.

**Market summary** - Over the last three years, domestic natural gas production from onshore shale formations has increased significantly due to technological advances in hydraulic fracturing and directional drilling. These advances have resulted in revised estimates of recoverable natural gas reserves from a 40-year supply to over a 100-year supply. The result has been a dramatic decline in the price of the commodity. The Energy Risk Management program has evolved and adapted to the fundamental change in the natural gas market, with the flexibility to take advantage of lower natural gas prices in a continuing falling market. Related trends in the market which may ultimately alter the supply/demand equation include: development of Liquefied Natural Gas for shipment to overseas markets, as well as for the surface transportation market; reduction in coal-generated electrical production, as natural gas becomes more price-competitive and; construction of new gas-fired electric generation. All of these would lead to higher demand for natural gas, and possibly higher prices, but likely will develop over a longer-term timeline.

## Utility Services Energy Services

In the Retail Services Division (RES), the highlight of the past year has been the award-winning Neighborhood REACH program. In 2011, REACH was a key reason the City of Tallahassee was presented with the US Conference of Mayors' prestigious "City Livability Award."

Utility customers continue to show strong demand for the energy efficiency services and programs offered by RES. Programs include energy audits, energy loans, and an array of E+ rebates, as well as new Smart Grid / Demand Side Management offerings such as automatic demand response and Night and Weekend rates. RES staff is cross-trained, flexible, and ready to adjust to the area of greatest need.

Current issues in Retail Energy:

Neighborhood REACH - The highlight of the past year has been the award-winning Neighborhood REACH program which provides direct energy efficiency services in a neighborhood-based door-to-door style. To-date, the REACH program has served over 2,100 homes with energy audits, education, and an array of efficiency measures such as CFL lamps, fresh AC filters, weather stripping, caulking, and much more. The program is planned to continue through FY13 or longer.

Energy Audits - Energy Audits remain extremely popular and are highly praised by our utility customers. Utility rates have fallen significantly over the last three years, resulting in lower customer bills. Even so, demand for home and business energy audits has remained strong and is on pace to exceed 6,300 audits in FY12. This level of demand is expected to continue in FY13. Since energy audits are often the stimulus for customer participation in other Energy Smart Plus (e+) programs, demand for energy loans, grants, and rebates should also remain strong in the next year.

Energy Loans - Residential energy loans continue to be an important service, with customers being very appreciative of the financing opportunity. The loan has become a key marketing tool for energy efficiency improvement as part of the Demand Side Management program. Although demand has slowed from the last couple years, in which demand was driven higher by a lack of credit availability from traditional sources (e.g. home equity) and market incentives for big ticket items (e.g. the City's Double Rebates program, Federal tax credits), it is expected that outlays will approach \$3 million in FY12 - and increase in FY13 as existing home sales pick up with related needs for energy improvements.

In addition to Energy Audits and Loans, RES staff administers several other programs under the "Energy-Smart PLUS" brand in support of the City Commission's aggressive Demand Side Management (DSM) goals. These incentives share one or more of the following characteristics: high value to customers, high promotional or public interest value, and excellent cost-effectiveness based on energy savings, high educational value, or market transformation capability. The City now offers the following line-up of Energy-Smart PLUS offerings and incentives to its customers:

- Neighborhood REACH energy retrofits for income-based neighborhoods
- Home Energy Savings Kits with compact fluorescent lights (CFLs), energy saving showerheads, wall gaskets, and other informational items
- Ceiling Insulation 80/20 Rebate
- Low Income Ceiling Insulation Grant
- Low Income Energy Retrofit Grant (HVAC duct repair, coil cleaning/checkup, refrigerant leak repair, and hot water leak repair), Energy Star Appliance Rebates for Clothes washers, Refrigerators, and Freezers
- Energy Star Heating and Air Conditioning Rebate including Heat Pump Water Heater and Water Source Heat Pump
- Energy Star New Home Rebate

## Utility Services

### Energy Services

- Solar Water Heater Rebate
- Solar Photovoltaic Net Metering Service
- Natural Gas Fuel Switching Rebates
- Energy Loan Program with expanded measures list
- Home and business Energy Audits, Pre/Post Inspections, High Bill Investigations, Program Assistance Field Services, Nights and Weekends Rate, Demand Response programs, programmable thermostats, in-home monitors, and Emergency Energy Audits (Residential and Commercial)

Demand-Side Management and Federal Grants - All of the above activities support the very aggressive goals for energy and demand savings in the Demand Side Management (DSM) program. The department continues to administer the DSM Program Manager outsource contract, to implement several DSM activities necessary for the City to meet the long-term goals of the DSM project, with the resultant impact of avoiding or deferring the need for new power plant construction and the related capital expenses.

Included in the contract are services such as Commercial and Residential Demand Response programs and the Neighborhood REACH program. A portion of the cost will be offset by an \$8.9 million federal award under the Smart Grid Investment Grant Program. In addition, another \$1.8 million from the federal Energy Efficiency and Conservation Block Grant program is being utilized to reduce energy use at City buildings and large commercial facilities, to pilot new incentives such as Police car electric "LIT" low-idle systems, to demonstrate new energy-efficient technologies such as LED streetlights, DC-direct solar water heaters, and to provide customers with enhanced energy audits.

#### **Significant Changes From FY 2012**

The following service level changes are included in the proposed budget for the Energy Services Department fiscal year 2013 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Reduced Capitalized wages for positions transferred to Building Inspection. Fiscal Impact (\$102,990)
- Reduced Capitalized wages for Director's salary charged to a grant that is ending. Fiscal Impact (\$35,000)
- Reduced Unclassified supplies budget to pay for salary enhancements. Fiscal Impact (-\$4,950)

#### **City Commission Action**

The following service level changes are included in the proposed budget for the Energy Services department fiscal year 2013 budget.

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

**Utility Services**  
**Energy Services**  
**Performance Measures**

**Program Objectives**

The Energy Services Department has identified the following as objectives for fiscal year 2013.

1. Meet customer demands of the city's energy conservation, Demand Side Management, and customer service programs.
2. Reduce fixed costs and minimize energy unit price for electric and gas utilities.
3. Continue the energy risk management programs for mitigating physical and financial risks in order to control fuel supply costs and maximize business opportunities.
4. Continue to pursue additional cost-effective opportunities for green and/or renewable energy.
5. Protect the city's interests and competitive position by taking a proactive role in regulatory and industry activities affecting wholesale and retail energy markets.
6. Increase energy utility market share, customer retention, targeted sales, and net revenue growth.
7. Continue to pursue savings associated with prepay contracts for fuel.
8. Provide hedging services where needed throughout the City.

**Analysis of Performance Measures**

First half of FY2012 performance measures indicate a decrease in demand for natural gas services. Unusually mild winter temperatures in the region slowed demand for natural gas heating and resulted in lower natural gas purchases by the Energy Services department. Warm winter weather can be directly attributable to less than budgeted: 1) Natural gas delivered and capacity traded, 2) Electric power off-system purchases and sales, 3) Megawatt savings directly attributable to the DSM Programs, and 4) the number of residential energy audits performed.

<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Response to customer inquiries through City's Datamart process.	#	968	100	20	100
Electric power off-system purchases and sales (MWH)	#	226,384	500,000	121,991	500,000
Natural gas delivered & capacity traded (MMBTU)	#	32,545,536	23,000,000	9,413,229	23,000,000
<b>Efficiency Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
MWH savings directly attributable to the DSM programs	#	10,484	19,661	4,980	22,965
kw savings directly attributable to the DSM programs	#	2,827	8,933	494	19,405
Natural gas contracted transportation utilization factor	#	369.00	90.00	84.70	90.00
Number of commercial energy audits performed	#	196	200	63	200

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services**

**Energy Services**

<b>Efficiency Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Neighborhood REACH Weatherization and Energy Efficiency Program- an innovative new Energy Smart Plus (e+) community program. The program is designed to assist about 2,600 income-based City Utility customers lower their utility usage. Residential customers living in single-family homes or townhomes in selected neighborhoods will have the opportunity to receive a free home energy assessment, free energy-saving products and energy-efficiency tips to help their families save energy, water and money.	#	0	1,300	801	0
Number of residential energy audits performed	#	6,766	5,000	2,979	5,000
Prepay natural gas savings result from the issuance of tax free municipal bonds to finance the prepayment of natural gas supplies	\$	1,273,680	832,200	525,480	832,200
Total profit/savings from off-system natural gas transactions	\$	1,686,362	400,000	353	400,000
Total profits/savings from off-system power transactions	\$	618,407	3,000,000	181,016	3,000,000

Utility Services  
Energy Services  
Capital Improvement Program Budget

**CIP Budget Overview**

The department's five year capital improvement plan program includes funding for four projects in the amount of \$24,990,000 for FY 2013-2017. Fiscal year 2013 appropriation of \$5,190,000 supports continued on-going projects such as the demand side management program, demand side management program enhancements, residential energy conservation, and commercial energy conservation.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
Energy Conservation Fund - Capital Funds	5,190,000	24,990,000
<b>Total Funding</b>	<b>5,190,000</b>	<b>24,990,000</b>

**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 2012.

None.

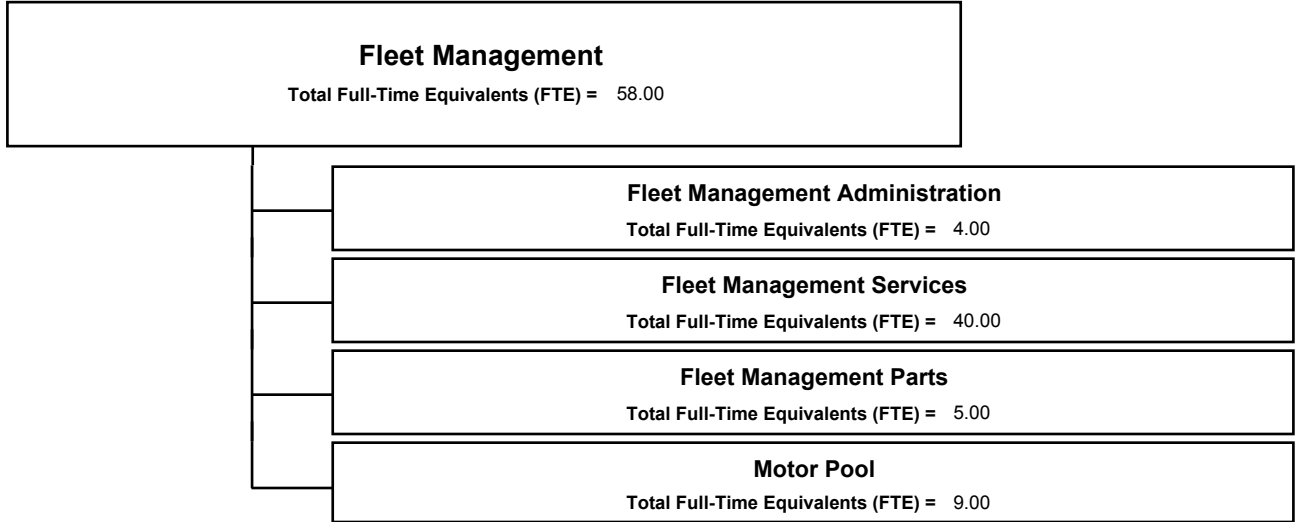
**Continued Capital Projects**

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2013.

Demand Side Management - Program Enhancements



**Utility Services**  
**Fleet Management**  
**Organizational Chart**



**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services  
Fleet Management  
Operating Budget**

**Budgetary Cost Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
470101 Fleet Management Administration	1,838,873	1,017,342	1,075,166	1,074,127
470201 Fleet Management Services	3,398,484	3,441,365	2,938,466	2,988,969
470301 Fleet Management Parts	6,197,173	8,008,222	7,577,483	7,576,468
470401 Motor Pool	211,370	503,366	675,287	673,291
<b>Total Expenditures</b>	<b>11,645,900</b>	<b>12,970,295</b>	<b>12,266,402</b>	<b>12,312,855</b>

**Expenditure Category Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	3,784,981	3,776,297	3,801,158	3,817,611
Operating	290,487	428,108	336,444	366,444
Fuel	2,838,800	4,275,000	4,712,500	4,712,500
Allocated Accounts	1,098,581	1,257,986	761,354	761,354
Utilities and Other Expenses	2,940,127	3,219,611	2,648,786	2,648,786
Transfers	18,303	13,293	6,160	6,160
Year End Adjustments	674,621	0	0	0
<b>Total Expenditures</b>	<b>11,645,900</b>	<b>12,970,295</b>	<b>12,266,402</b>	<b>12,312,855</b>

**Funding Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Garage Operating Fund	11,645,900	12,970,295	12,266,402	12,312,855
<b>Total Funding</b>	<b>11,645,900</b>	<b>12,970,295</b>	<b>12,266,402</b>	<b>12,312,855</b>

**FTE Summary**

	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
470101 Fleet Management Administration	4.00	4.00	4.00	4.00
470201 Fleet Management Services	43.00	43.00	40.00	40.00
470301 Fleet Management Parts	9.00	9.00	5.00	5.00
470401 Motor Pool	1.00	1.00	9.00	9.00
<b>Total FTE</b>	<b>57.00</b>	<b>57.00</b>	<b>58.00</b>	<b>58.00</b>

## Utility Services

### Fleet Management

#### **Summary of Services Provided**

Fleet Management facilitates the acquisition, disposal, maintenance, repair, fuel consumption needs, and historical data collection for all the city's vehicles and construction equipment with the exception of StarMetro buses.

The Fleet program is comprised of four divisions:

- Administration: This division is the administrative unit and provides direction for each of the two divisions to continue to improve the quality of all Fleet programs
- Service: The function of this division is to repair and maintain all city vehicles, with the exception of StarMetro
- Parts: The function of this division is to maintain an inventory of parts, purchase fuel, and maintain the fleet car wash facility
- Motor Pool: The function of this division is to assist Fleet in tracking the cost associated with the rental of equipment to various City departments

#### **Trends and Issues**

Fleet Management has identified the following as operational trends and issues:

- The City's current fuel hedging contract ended on March 31, 2012. A new contract commenced on June 1, 2012.
- The FASTER program gives Fleet daily comparative reports for trends and measurements that can be shared with department directors for cost savings analysis for their specific vehicles. Customer service feedback continues to be very positive: (i) a 5% average vehicle downtime is considered exceptional in the industry standard and Fleet management is consistently meeting or exceeding the standard; and (ii) a 3% variation in parts inventory is considered exceptional in the industry standard and Fleet Management has not been more than ½ of 1% for the past six years.
- A successful second chance program (inmate program) with the Leon County Sheriff's Department has contributed to enhancements and cost reductions.
- The number of take home vehicles has been reduced and other City vehicles are being driven less due to the implementation of the city-wide non-idling policy.

## Utility Services Fleet Management

### **Significant Changes From FY 2012**

The following service level changes were included in the proposed budget for the Fleet Management Division's fiscal year 2013 budget. See the City Commission action section for additional changes to the FY13 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.37% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$6,771).
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Beginning on June 1, 2012, the City entered into a new fuel hedge contract for gasoline. The contract will end on November 30, 2013.
- Based upon a five-year analysis of expenditures, reductions in various operating accounts is proposed due to the accounts being overbudgeted. Fiscal Impact (\$50,000).
- Based upon an analysis of the department's needs, the addition of one full-time Automotive Service Writer position is proposed for FY13. Fiscal Impact: \$51,852

### **City Commission Action**

The City Commission approved the budget for the Fleet Management with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

**Utility Services**  
**Fleet Management**  
**Performance Measures**

**Program Objectives**

The following objectives have been identified for this program:

- Maintain current and dependable fleet;
- Develop and maintain inventories of infrastructure and facilities;
- Complete capital improvement projects on time and within budget;
- Increase focus on customer service and satisfaction, and improve communications.

**Analysis of Performance Measures**

Fleet continues to address and improve morale, increase accountability, and improve the overall perception of Fleet Management with its customers and management. The following is a brief analysis highlighting some of Fleet's performance measures.

- The percent of scheduled maintenance completed as scheduled is a performance indicator that measures the number of preventative maintenances completed by the end of the quarter within 30 days of the due date. FLAGFA's (Florida Government Fleet Association) standard is 95% of the preventative maintenance performed within 10% of due date. The target for this performance measure was changed to 75% in FY10 because Fleet Management's software program did not allow data collection for comparative analysis. The FY10 target of 75% provided a better analysis of actual performance. Efforts have been made to collect data which reflects the FLAGFA standard. Fleet did not meet the target of 75% for FY11. The target for FY13 is 95%.
- Parts inventory on-hand per vehicle is the performance measure that represents the dollar value of parts inventory at the end of the quarter divided by the number of active vehicles, excluding StarMetro, Fire, and Leon County equipment. The overall goal is to lower Fleet's on-hand inventory value. The actual data for FY11 is \$127.50. The department did not meet its target of \$137.00 for FY11. However, for the first two quarters of FY12, the department has met its target of \$127. The FY13 target has been increased to \$170.

<b>Input Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of Fleet FTE Positions	#	57	57	57	58
<b>Output Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Number of FTE mechanic positions based on 2080 hours per year. Formula: Total number of Mechanics paid working man-hours/(2080/4)	#	32.80	37.00	34.00	37.00
Number of gallons of fuel dispensed	#	1,570,815	1,545,950	709,444	1,500,000
Total number of paid regular and overtime hours of FTE mechanic positions. Data obtained from payroll records.	#	68,377.60	60,798.40	34,839.50	60,798.40

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services**

**Fleet Management**

<b>Quality Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
Average number of days difference for PMs to be completed. FASTER report 4122 - Parameters: Date: 30, Meter: 10%	#	-672.50	30.00	26.00	30.00
Hours available per vehicle maintained by Fleet. Based on the number of regular and overtime hours of mechanics and the number of vehicles.	#	6.83	7.25	6.73	7.00
Number of vehicles	#	2,165	2,060	2,164	2,164
Number of vehicles per available mechanic employee	#	65.80	62.00	66.00	66.00
Number of vehicles put into service during the quarter. Based on 'In-Service Date' from FASTER data, the number of new vehicles added to Company 001 ( City's active Fleet). This does not include the following types of units: Leon County Fueling Agreement, dependent equipment, Demos, M-#'s, Personal Fuel Keys, Retired, StarMetro or Fire equipment leased to Volunteer Fire Departments.	#	68	86	16	60
Number of vehicles surplus during quarter. Based on the 'Out-of-Service' date in FASTER data; units removed from Comany 001 to Company 009 (City's surplus vehicles/equipment). This does not include the following types of units: Leon County Fueling Agreement, dependent equipment, Demos, M-#'s, Personal Fuel Keys, Retired, StartMetro, or Fire equipment leased to Volunteer Fire Departments.	#	69	96	35	60
Parts inventory on-hand per vehicle	\$	128.00	127.00	126.50	127.00
Percent of Fleet maintenance expenditures that are subcontracted out. (FASTER report 4305, total for Sublets/Total Cost)	%	17	19	0	19
Percent of scheduled Preventive Maintenance completed by quarter within 30 days of due date and 10% of meter reading. (FASTER report 4122) Florida Government Fleet Association (FLAGFA) standard is 95% of PMs completed within 10% of due date.	%	56	95	0	95
Percentage of recovered costs from sale of surplus Fleet units during quarter Formula: Sale price/Total cost of unit	%	26.50	10.00	11.05	15.00
Preventative maintenance as a percentage of total Fleet maintenance. (FASTER report 4305.) FLAGFA standard is 50% of all work should be PMs.	%	39	50	0	50
Revenue collected from sale of surplus Fleet units during quarter	\$	2,899,926.00	1,000,000.00	89,194.52	1,500,000.00
Total Fleet amended budget	\$	11,645,900	12,230,711	12,240,936	12,312,855
Number of vehicles/City FTE employees. Measure exludes trailers. City FTE employees per Community Profile/Budget.	#	0.76	0.75	0.76	0.80

Utility Services  
Fleet Management  
Capital Improvement Program Budget

**CIP Budget Overview**

Two projects are proposed for funding in the FY 2013-2017 capital improvement plan for Fleet. For FY13, the capital budget includes \$9,600,000 in funding for the Vehicle Replacement project and the Environmental Compliance and Remediation project. As in past years, both of these projects are being funded from the Fleet Reserve Fund.

Fleet's five-year capital improvement plan totals \$44,000,000.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
Fleet Reserve Fund	9,600,000	44,000,000
<b>Total Funding</b>	<b>9,600,000</b>	<b>44,000,000</b>

**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 2012.

FY12 Environmental Compliance/Remediation  
FY12 Vehicle Replacement

**Continued Capital Projects**

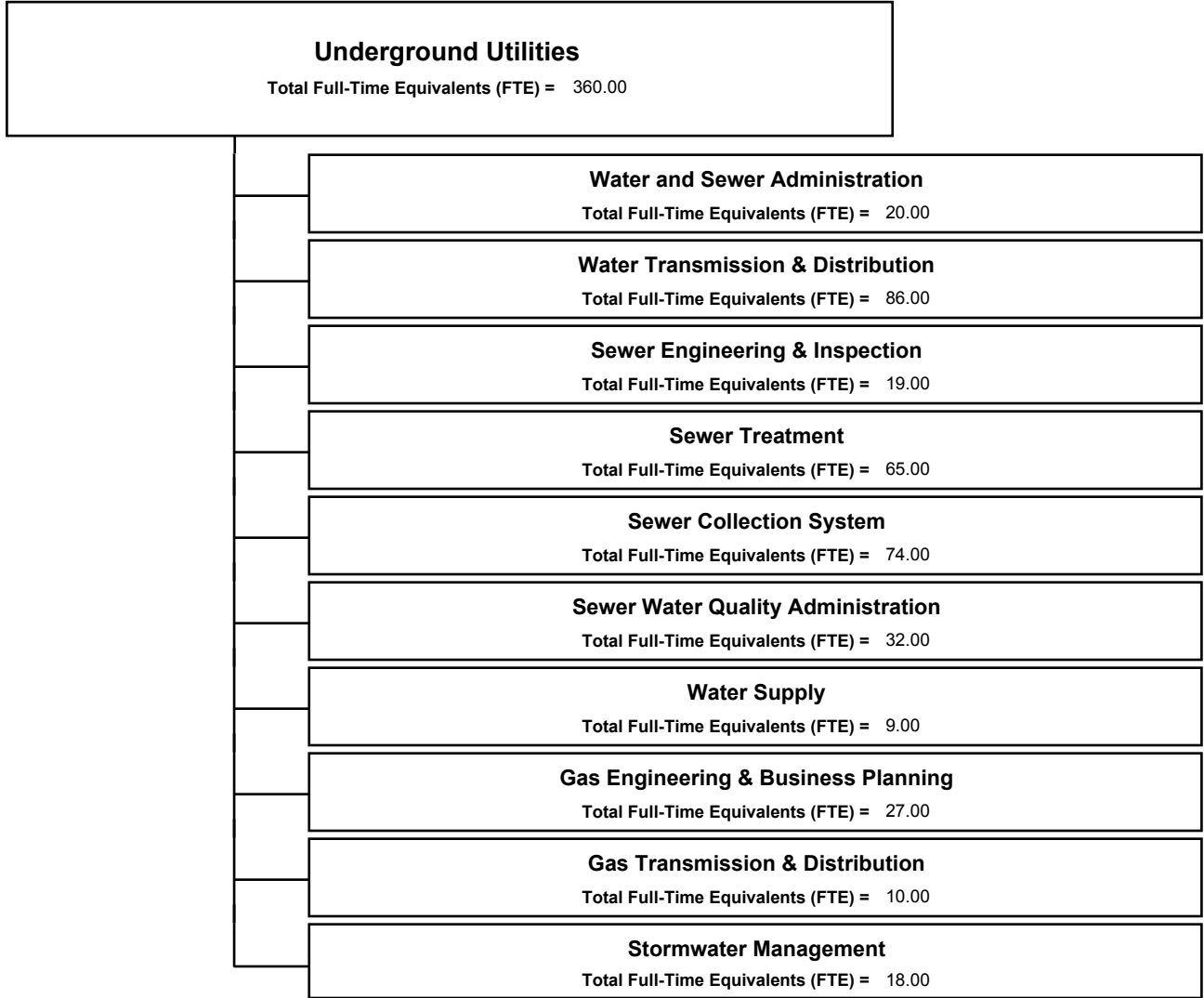
The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2013.

FY13 Environmental Compliance/Remediation  
FY13 Vehicle Replacement





**Utility Services**  
**Underground Utilities**  
**Organizational Chart**



**City of Tallahassee**  
**Fiscal Year 2013 Adopted Budget**

**Utility Services**  
**Underground Utilities**

**Operating Budget**

<b><u>Budgetary Cost Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
490101 Underground Utilities Administration	24,252,725	30,705,089	22,472,413	22,561,514
490103 Water Distribution	2,346,438	0	2,831,873	2,765,566
490104 Water Maintenance	6,831	0	0	0
490105 Water Repair	1,422	0	0	0
490106 Water Construction	1,171,464	0	1,612,986	1,586,906
490107 Water Meters and Taps	53,849	0	0	0
490201 Business & Technology Development	39,108,383	60,410,079	38,401,024	38,399,510
490209 Engineering and Inspection	1,280,375	0	1,230,126	1,224,790
490301 Treatment Plants	1,541,344	0	1,710,559	1,707,659
490302 TPS Plant Operation	3,247,323	0	4,888,610	4,749,367
490303 TPS Maintenance	2,360,086	0	2,791,865	2,792,300
490304 Lake Bradford Operations	46,372	0	0	0
490306 Biosolid Operations	1,345,204	0	1,798,299	1,797,298
490308 Sprayfield Operations	789,419	0	919,398	919,398
490401 Collection System Administration	107,969	0	0	0
490402 Collection System Maintenance	1,943,577	0	2,350,606	2,453,131
490403 Collection System Repair	1,249,581	0	1,078,770	981,126
490404 Collection System Construction	4,229	0	0	0
490405 Pumping Stations	2,106,576	0	2,714,538	2,691,713
490406 TV Inspections	-30,983	0	0	0
490501 Water Quality Administration	1,481,484	0	1,669,946	1,671,267
490502 Aquifer Protection	3,577	0	0	0
490504 Industrial Pretreatment	1,841	0	0	0
490505 Water Quality Laboratory	969,680	0	1,327,858	1,324,835
490506 Cross Connection Control	1,920	0	0	0
490508 Field Sampling Unit	1,809	0	0	0
490509 Water Supply	2,572,359	0	3,222,760	3,226,046
490601 Gas Engineering & Business Planning	13,726,782	30,575,862	18,240,300	18,242,148
490602 Gas Transmission & Distribution	20,077,777	0	14,947,402	14,945,554
490701 Stormwater Management	10,698,583	12,424,554	11,307,699	11,230,105
<b>Total Expenditures</b>	<b>132,467,996</b>	<b>134,115,584</b>	<b>135,517,032</b>	<b>135,270,233</b>

<b><u>Expenditure Category Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Personnel Services	19,768,611	18,813,612	20,995,703	20,680,873
Operating	4,186,458	5,048,073	6,719,178	6,719,178
Fuel	19,292,305	17,347,836	14,049,141	14,049,141
Other Services & Charges	1,161,843	950,514	1,607,611	1,607,611
Capital Outlay	4,000	114,711	61,360	61,360
Allocated Accounts	15,693,288	17,011,040	16,657,917	16,484,356
Utilities and Other Expenses	5,705,403	6,163,828	7,571,418	7,571,418
Transfers	49,700,429	57,113,060	52,380,095	52,380,095
Contributions to Operations	12,097,809	9,179,231	9,748,707	9,748,707
Year End Adjustments	4,857,850	2,373,679	5,725,902	5,967,494
<b>Total Expenditures</b>	<b>132,467,996</b>	<b>134,115,584</b>	<b>135,517,032</b>	<b>135,270,233</b>

**City of Tallahassee  
Fiscal Year 2013 Adopted Budget**

**Utility Services  
Underground Utilities**

**Operating Budget**

<b><u>Funding Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
Gas Operating Fund	33,804,559	30,575,862	33,187,702	33,187,702
Water Operating Fund	30,405,088	30,705,089	30,140,032	30,140,032
Sewer Operating Fund	57,559,766	60,410,079	60,881,599	60,712,394
Stormwater Fund	10,698,583	12,424,554	11,307,699	11,230,105
<b>Total Funding</b>	<b>132,467,996</b>	<b>134,115,584</b>	<b>135,517,032</b>	<b>135,270,233</b>

<b><u>FTE Summary</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Proposed</b>	<b>FY 2013 Approved</b>
490101 Underground Utilities Administration	10.00	10.00	10.00	10.00
490103 Water Distribution	62.00	63.00	63.00	63.00
490106 Water Construction	23.00	23.00	23.00	23.00
490201 Business & Technology Development	10.00	10.00	10.00	10.00
490209 Engineering and Inspection	19.00	19.00	19.00	19.00
490301 Treatment Plants	8.00	9.00	9.00	9.00
490302 TPS Plant Operation	19.00	19.00	19.00	19.00
490303 TPS Maintenance	33.00	31.00	32.00	32.00
490306 Biosolid Operations	5.00	5.00	5.00	5.00
490402 Collection System Maintenance	32.00	33.00	32.00	34.00
490403 Collection System Repair	29.00	28.00	28.00	26.00
490405 Pumping Stations	14.00	14.00	14.00	14.00
490501 Water Quality Administration	18.00	18.00	18.00	18.00
490505 Water Quality Laboratory	14.00	14.00	14.00	14.00
490509 Water Supply	9.00	9.00	9.00	9.00
490601 Gas Engineering & Business Planning	27.00	27.00	27.00	27.00
490602 Gas Transmission & Distribution	10.00	10.00	10.00	10.00
490701 Stormwater Management	18.00	18.00	18.00	18.00
<b>Total FTE</b>	<b>360.00</b>	<b>360.00</b>	<b>360.00</b>	<b>360.00</b>

**Summary of Services Provided**

The Underground Utilities Department provides quality water, sewer, stormwater and gas services to residents of the city and to portions of Leon and Wakulla counties. The department is committed to treating and delivering top quality drinking water to homes and businesses, and to collecting the community's wastewater for high-level treatment.

## Utility Services

### Underground Utilities

#### Trends and Issues

The department is responsible for the construction, repair and maintenance, and production/treatment in four disciplines described below:

#### The Wastewater Utility

Since 1904 City staff has been providing the complete array of wastewater collection, treatment, and disposal services that are essential to protect the Big Bend region's public health and natural environment. Wastewater services start with the collection of the wastewater from residential, commercial, institutional, and industrial customers. The wastewater is transported through a network of sewers and pumping stations to the Thomas P. Smith Water Reclamation Facility, or (TPS), a state of the art treatment facility. At TPS, the wastewater is fully treated to meet state and federal quality standards and then pumped to the Southeast Spray Field where it is 100% recycled by use as irrigation water to grow crops used for animal fodder. The solid waste byproducts of the treatment process are also treated in conformance with all regulations to produce high-quality biosolids that are chiefly recycled as a fertilizer amendment or disposed of in a lined landfill. Increasing regulations and the City Commission's goals for protecting Wakulla Springs led to the ongoing upgrades to the TPS treatment facilities to advanced wastewater treatment standards.

#### The Water Utility

Around 1895, a City ordinance permitted the construction of a privately-owned water works to serve the City proper at that time. The City subsequently purchased the original water system for \$75,000 in 1908. Technical expertise, leading edge laboratories, commitment to investing in infrastructure, and proactive protection of the environment ensures that the water utility is doing everything possible to deliver the Best Drinking Water in Florida.

#### The Stormwater Utility

Established in 1990 the Stormwater management utility provides within the City's incorporated limits, essential protection, preservation and enhancement of our neighborhoods, community and natural resources. Stormwater Management plays a critical role in controlling flooding, enhancing safety, protecting the environment and meeting the requirements of federal environmental regulations. The Stormwater Utility's responsibility and challenge is to repair and maintain existing Stormwater facilities and address the long list of needed capital improvement projects.

#### The Gas Utility

The Gas utility actively promotes the environmental and economic benefits of natural gas, which offers more savings, greater comfort and less impact on the environment to a variety of customers, from individual household accounts to large commercial customers.

## Utility Services Underground Utilities

### Significant Changes From FY 2012

The following service level changes are included in the approved budget for Underground Utilities fiscal year 2013.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY13; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- The department's fuel budget is increased by 8% to recognize the additional fuel cost in FY13 due to a new fuel hedging contract. Fiscal Impact: \$48,042.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$472,817).
- All allocated accounts were updated to reflect updated statistical allocation formula data.

#### WATER, SEWER AND GAS DIVISIONS

- Increase customer rates according to the Consumer Price Index (CPI). Fiscal Impact \$569,010 Water, \$1,168,645 Sewer.
- Increase in cost of fuel for vehicles. Fiscal Impact: \$48,042

#### SEWER UTILITY DIVISION:

- Increase Electricity resulting from the startup of the Advanced Wastewater Treatment plant. \$600,000.
- Increase Chemicals resulting from the startup of the Advanced Wastewater Treatment plant. \$822,955.

#### STORM WATER

- Increased Contractual Services for maintenance costs of the new Cascades Park. \$54,000.

### City Commission Action

The City Commission approved the budget for the Underground Utilities department with the following changes:

- Adjustments to personnel expenses included a 4.47% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 10.37% to 10.09%; an increase in the police union employee's pension rate from 17.96% to 19.22%; a reduction in the fire union employee's pension rate from 20.30% to 20.11%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The department's electric utilities account is decreased by 8% in recognition of lower fuel rates and energy conservation. Fiscal Impact: (\$472,817).
- All allocated accounts were updated to reflect updated statistical allocation formula data.

**Utility Services**  
**Underground Utilities**  
**Performance Measures**

**Program Objectives**

In 2012, the Underground Utilities department achieved a number of important goals that position the utilities for future success. Significant progress on large capital projects was made as well as additional investments in the business that will contribute to growth and continued focus on achieving reasonable regulatory outcomes for the utility businesses. These and other efficiency and improvements in quality and customer service will continue as the department implements its Strategic Business Plan which was finalized in FY 2012.

The Plan emphasizes the Department's commitment to maintaining a work environment which fosters integrity, ethical behavior, cooperative attitude, effective communications, honesty, fairness and the recognition of each team member's contribution. It articulates the specific goals, strategies, action plans and key performance indicators the department will pursue in order to provide highly reliable, efficient and effective natural gas, stormwater, wastewater and water services that consistently meet or exceed the needs of customers. This is a 5-year plan with a Vision, a Mission, Values and Goals. The department will focus on the following core values:

1. To value our employees and support a safe and healthy work environment (Employee Sustainability).
2. To maintain our systems in a financially responsible manner.
3. To manage resources and implementing programs to promote, support, and protect environmental sustainability.
4. To strive to deliver customer service in a responsive, reliable and knowledgeable manner.
5. To encourage community relationships by promoting education and supporting community programs.

## Utility Services Underground Utilities

### Analysis of Performance Measures

#### 2012 Highlights

- Underground Utilities staff has worked very closely with Growth Management and ISS in developing a process mapping and process improvement strategy. The department is now in the implementation phase and expect to see the entire process improvement implemented over the next several months.
- Gas lighting is scheduled to be installed for Fifth and Seventh Avenues in spring of 2012.
- Gas lighting is being incorporated into areas of the Capital Cascades Park project as well as Palmer Avenue between South Adams and South Monroe.
- Underground Utilities recently completed 20 year master plans for both the wastewater collection system and the water distribution system. Each master plan serves as a guide for the orderly replacement and expansion of the water and sewer system respectively to accommodate anticipated growth within the Urban Service Area. These plans also help identify existing or future system deficiencies as well as recommended capacity and operational improvements. Each plan includes a 20-year capital improvement plan (CIP) to address current, near and long term water and sewer infrastructure needs. As recommended in the water master plan, the current five-year capital budget requests includes funding to address substantial replacement and improvements of aging water pipes and valves in the downtown area. Aging sewer pipes are replaced based on historical records relative to frequency and magnitude of repairs. Additionally, the Department is currently developing a comprehensive sewer rehabilitation plan to identify, prioritize and repair or replace broken or severely damaged clay pipes within the system. Projects to address needs identified in these master plans will continue to be funded with revenues from current rates.
- Advanced Wastewater Treatment (AWT)

AWT involves an upgrade to the Thomas P Smith Wastewater Treatment Facility (TPS) facility to Biological Nutrient Reduction (BNR) treatment. The \$227 million project, the largest the City has been involved in, is on budget and ahead of the FDEP schedule. The project achieves nitrogen reductions as specified in the Florida Department of Environmental Protection permit and Administrative Order.

- Instant Alert Notification

Instant alert notification makes it easier to identify possible leaks on the customer side of the water meter and alert the homeowner that repairs may be needed. It can be used to detect continuous flow at the customers' premises through detailed collection at low-use intervals (i.e. in the middle of the night). This reduces unaccounted for water, lowers water bills, increases water conservation efforts and provides for superior customer service.

- Aging Infrastructure – Downtown Water Infrastructure Replacement

Underground Utilities has initiated the replacement of portions of the aging water distribution infrastructure in the downtown area. This infrastructure upgrade is needed due to frequent pipe failures and leaking valves. Much of this piping is over 50 years old and replacement is needed to accommodate existing and future water demands. The area targeted for replacement encompasses approximately 1.2 square miles. During FY 2012, 17 valves were replaced and the water distribution piping replacement project in Jefferson Street was completed. Water system replacement projects along Pensacola Street, All Saints Street, Martin Luther King, Jr. Boulevard, and Copeland Street are currently under design.

- New Drinking Water Well

## Utility Services

### Underground Utilities

Identified in the Water Master Plan, an additional drinking water well #35, located on St. Augustine Road is under construction and will serve the southeast distribution service area, including Southwood and the City of Woodville. The production well has a capacity of 2500 gallons per minute and is expected to be completed by the end FY 2012.

- Aenon Church Road Sewer Trunk Line

This project entails the construction of a new gravity sanitary sewer trunk line from Gum Road to Aenon Church Road, which will pass through several neighborhoods currently utilizing on-site sewage treatment and disposal systems (septic systems). This extension of the gravity sanitary sewer collection system will provide service to unsewered areas of Leon County along the pipeline route. Construction started in March 2012, with a completion scheduled in December of 2012.

- Lafayette Park Stormwater Outfall Flood Relief Project

The Lafayette Park Stormwater Outfall Flood Relief Project will reduce property damage and increase public safety by addressing flooding that occurs within the Old Town and Lafayette Park neighborhoods. This area frequently floods and has less than a 2-year level of service. Construction commenced in November 2011 on Phase I.

- Frenchtown Stormwater Improvements

Several phases of the Frenchtown Stormwater Master Plan were implemented over the past year to provide residents an increased level of flood protection. The largest phase included installation of 3,500 linear feet of concrete culverts, and expansion and beautification of the stormwater pond located at Carter Howell Strong Park, which was completed in September 2011. Other improvements included landscaping, decorative fencing and a widened trail around the expanded pond. Additional completed phases include drainage improvements on Dunn Street, and Macomb Street between Carolina Street and Georgia Street. Upcoming phases of the master plan will include conveyance upgrades along Central Street (summer 2012) and the construction of a new stormwater facility near Greenwood Cemetery (2013).

<b>Efficiency Measures</b>	<b>Unit of Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Budget</b>
	\$	11,352.13	0.00	0.00	0.00
Operating and maintenance cost per MG treated	\$	152.61	1,500.00	0.00	1,500.00
	%	2.38	0.00	0.00	0.00
	#	116.20	0.00	0.00	0.00
	#	8.25	0.00	0.00	0.00
	\$	6.09	0.00	0.00	0.00
Water - Percent days in compliance with permit (treatment)	%	30	0	0	0



**Utility Services**  
**Underground Utilities**  
**Capital Improvement Program Budget**

**CIP Budget Overview**

The Water and Sewer Utility Division's capital improvement plan (CIP) has decreased to \$142,580,100 primarily as a result of the scheduled completion of advanced wastewater treatment improvements at the Lake Bradford Road and T. P. Smith facilities.

The Gas Utility Division's five-year capital improvement plan program includes funding for ten projects in the amount of \$31,850,050 for FY 2013-2017. Fiscal year 2013 appropriation supports continued on-going projects including the continuation of the alternate fuel program; gas expansion system in western Leon County; continuous repairs, expansions and relocations of new and existing gas mains in conjunction with roadway construction projects; the procurement of meters for new service requests, replacements of obsolete meters; repaving of utility cuts; and the installation of service taps for residential, commercial, and industrial customers. Continued funding has been requested in the automation implementation capital project in an effort to fully automate the department's daily activities, improve customer services, and enhance operational efficiency and effectiveness.

The Stormwater Utility Division's five-year capital improvement plan of \$30,825,000 includes funding for planning, designing and construction activities aimed at minimizing water quality impacts to the Tallahassee area receiving water bodies.

<u>Funding Source</u>	<u>FY 2013 Appropriation</u>	<u>5 Year CIP Total</u>
Accounts Receivable	1,000,000	1,000,000
FAMU Campus Dvlpmnt Agreement Stormwater Designation	0	0
Florida Department of Environmental Protection	0	0
Gas Energy System Bonds	0	0
Gas RR&I	2,842,750	16,692,650
Gas RR&I Undesignated Balance	2,298,300	15,157,400
Sewer 2010 Bonds	3,982,800	6,582,800
Sewer Future CUSB	0	6,510,000
Sewer RR&I	7,115,000	41,259,700
Sewer RR&I Undesignated Balance	7,295,000	16,678,500
Sewer System Charge	595,000	3,480,000
Sewer System Charge Undesignated Balance	0	0
Stormwater RR&I Undesignated Balance	0	0
Stormwater Utility Fee	6,999,000	30,825,000
Water 2010 Bonds	10,266,650	20,646,650
Water Future CUSB	0	33,489,250
Water RR&I	2,477,300	12,003,200
Water RR&I Undesignated Balance	0	0
Water System Charge	0	0
Water System Charge Undesignated Balance	930,000	930,000
<b>Total Funding</b>	<b>45,801,800</b>	<b>205,255,150</b>

Utility Services  
Underground Utilities

**Completed Capital Projects**

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2012.

Lafayette Park Outfall  
Pump Station 23 Abandonment  
Wastewater GIS Data Cleansing  
Wastewater Asset Mgmt Plan  
Water Well Control Ctr Upgrade  
Karen Lane Drainage Improv  
Killarney @ Shamrock Drain Imp  
Wilson Ridge Flood Relief  
Basin Improv Implement Plan  
Rainfall and Stream Gauging  
High-Pressure System Upgrade  
Pump Station Replace Master  
2008 Emergency #1: TS Fay (5)  
CCNE Force Main Replcmn  
Mahan Dr Widening-Water-JPA  
Mahan Dr-Sewer Inspectn  
AMR Activities  
Well 32 Design  
Severe Weather - Und Util  
CCNW&SW(N2) Reuse Wtr  
N2 Sewer Reloctn Design  
Collectn SCADA/I&C/Elec  
GPS Systems/Services  
Sewer Relocation Design  
Beard St WM Upgrade  
EMS Program - FY10  
TTRF Chlorine Improvmnt  
PS 63 Design & Constrct  
PS 32 Improv Design  
Aeon Ch-Birwood Water  
PS 99 Construction  
Bronough St Sewer Rehab  
Bronough St Water Main  
Reuse Booster Sta #1  
E3 Sewer Improvements  
Gas Svc Cut Repaving  
Gas Reg Station Maint  
Gas Valve Survey/Maint  
Gas Mainfeed Expansion  
Emerg Generator R&R  
Jefferson St Swr Rplmnt  
Virginia St Swr Rplcmnt  
Macomb Wtr Relocation  
Catherine Ross Swr Dsgn  
PS 95 Outfall Design  
Karen Lane Swr Relocatn  
Karen Lane Wtr Reloctn  
Gaines St. Recon - Segment 2  
Timber Lake WM Relocatn

**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 2013.

Water Division

Automation Implementation  
Mahan Dr Widening-Water-JPA

Sewer Division

Mahan Dr Widening-Water-JPA  
Reuse Water Distribution  
Fluoride Bulk Storage Upgrade  
Buck Lk Rd Wtr-Ph 2&3  
Pond Liner Replacement  
AWT Program  
Pump Station #70 Replacement  
Lipona Rd Swr Relocatn  
E. Georgia@Meridian GMR  
N2 Sewer Reloctn Design  
Frenchtown Swr Reloctn  
PS 101 Abandonment  
EMS Program - FY10  
PS 11 Improvements  
Buck Lk Rd Swr-Ph 2&3  
Wastewater Asset Mgmt Plan  
Aenon Ch/Gum Sw Easemnt

Gas Division

Automation Implementation  
High Pressure Gas System Upgrade  
West Side Gas System Expansion  
Welaunee Plantation - Gas Main Extension

Stormwater Division

Stormwater Pollution Reduction  
Northeast Ditch at Lonnbladh R  
Central Ditch Flood Reduction  
Frenchtown Drainage Sys Imprv  
Stormwater Infrastructure Inve  
Emory Court and Dupont Drive A  
E. Georgia at Meridian Flood M  
Pickett Court Area Stormwater  
Upper Lake Lafayette NRF  
Park Ave Tributary 1 Imprvmnts  
Ford Street Drainage Improve  
Lafayette Park Outfall  
Watershed Protection Plan  
Campus Circle Flooding



## Glossary of Key Terms

**ACCRUAL BASIS** - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**AD VALOREM TAXES** - Taxes levied on both real and personal property according to the property's valuation and the tax rate.

**ADVERTISING** - Costs for legal advertisements, posters, publication of public notices, resolutions, ordinances, and bid invitations.

**APPROPRIATION** - A legal authorization to incur obligations and to make expenditures for specific purposes.

**AVAILABLE (UNDESIGNATED) FUND BALANCE** - This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

**BAD DEBT** - The estimated amount of accounts owed to the city (receivables) that will not be collected during the year. This includes utility accounts, accident damage repair accounts, and other miscellaneous account receivables which are deemed uncollectible.

**BOND** - Evidence of the local government's obligation to repay a specified principal amount on a future maturity date, plus interest. Bonds are issued to obtain money for capital projects. Revenue bonds pledge a particular source of revenue usually generated by the new asset as the means of repayment.

**BOND REFERENDUM** - The process by which voters approve or disapprove a proposed general obligation bond issue.

**BOND REFINANCING** - The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

**BOND RESOLUTION** - The document by which the local government authorizes the sale of bonds.

**BUDGET** - The formal allocation of resources (dollars) to various programs with the intent of performing a service.

**BUDGETARY BASIS** - The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**BUDGET CALENDAR** - The schedule of key dates that the city follows in the preparation and adoption of the budget.

**CAPITAL ASSETS** - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**CAPITAL BUDGET** - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

**CAPITAL IMPROVEMENTS (Capital Projects)** - Expenditures related to the acquisition, expansion, or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

**CAPITAL IMPROVEMENTS PROGRAM (CIP)** - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

**CAPITAL OUTLAY** - Fixed assets which have a value of \$750 or more and have a useful economic lifetime of more than one year or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

**CAPITALIZED OVERHEAD** - Charges assessed to capital projects for administrative and labor related services.

**CAPITALIZED WAGES** - Direct salaries or wages of city employees which are paid from funding appropriated in the capital budget.

**CASH BASIS** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**CITY CONTINGENCY** - Amount budgeted to meet unexpected operating expenditures that occur during the current year.

**COST OF GOODS SOLD (COGS) FUEL STORES** - Fuel purchased by the city garage and then resold by the city for use in the city fleet.

**COST OF GOODS SOLD (COGS) MATERIALS STORES** - The cost of materials and supplies which are resold by the city. This includes articles for resale by the city garage parts division, the city warehouse, and golf courses.

**City of Tallahassee  
Fiscal Year 2013 Approved Budget**

**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appopr. (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
001	General Fund	Yes	GF	Accounts for all financial resources except those required to be accounted for in another fund. The functions paid for by the general fund include police, protective inspection, code enforcement, culture and recreation, general government, transportation, human services, economic development, and physical environment. Exemptions from the Fire Services Fund should be funded from this account.
002	Operating Projects Fund	Yes	SR	This fund houses projects funded from departments' operating budgets. Operating projects were previously captured in fund 100.
100	Special Projects Fund	Yes	SR	The fund houses projects related to federal, state, and local grants that include, but are not limited to: Community Development Block Grant; State Housing Initiative Program; and the HOME program. Also included in this fund are other miscellaneous items used for specific general government purposes but are not appropriate for any other established city fund.
101	Community Development Block Grant	Yes	SR	Grant funding through the federal Community Development Block Grant program.
115	Donations Operating Fund	Yes	SR	The Donations Fund accounts for private contributions given to the city to support Police Department programs and those of the Tallahassee-Leon County Animal Services Center.
120	Building Inspection Fund	Yes	SR	This fund accounts for all assets, operations, and maintenance of the Building Inspection Division of the city's Growth Management Department. Revenues accounted for in this fund are derived from fees, fines, and investment earnings from enforcement and implementation of the Florida Building Code. Revenues in this fund were previously captured and reported in the General Revenue Fund.
130	Fire Services Fund	Yes	SR	This fund accounts for the operation and maintenance of the city owned Fire Department. The department provides fire protection services within Tallahassee's city limits and, through an agreement with Leon County, also is responsible for providing fire protection services to the unincorporated area of the county.
131	Fire Construction Fund	Yes	SR	Cash funding provided by the Fire operating fund to capture the cost of Fire capital projects.
132	Fire - Bond Loan Finance	Yes	SR	Debt funding provided to construct Fire capital projects.
160	800 MHz Fund	Yes	SR	Supports the 800 MHz Radio Communications unit within the Information Systems Services Division. Revenues in the fund are derived from the Leon County Sheriff's Office per agreement, and rentals from other users. The remaining cost is allocated to city user departments. The allocation is based on the number of 800 MHz devices per user department/agency.
300	Capital Improvement Fund	Yes	SR	Accounts for general revenue used for the acquisition or construction of general fixed assets.

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**City of Tallahassee  
Fiscal Year 2013 Approved Budget**

**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appropriated (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
301	1989 Sales Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct public safety and transportation improvements.
302	Gas Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct transportation improvements.
304	Sales Tax Extension Construction	Yes	SR	Funding generated from the extension of the one-cent sales tax approved by voters in 2000 for a period of 15 years. Sales tax funding can be utilized for projects identified in the BluePrint 2000 plan, as well as those listed on the City Commission approved list of projects.
305	BluePrint 2000 Joint City/County	Yes	SR	Cash funding received from the sales extension, approved by voters in November 2000, to construct approved BluePrint 2000 projects. BP2000, an intergovernmental agency, receives 80% of the funding and the city and county split the remaining 20%.
312	2004 Capital Bond Series	Yes	SR	Debt funding issued in November 2004 to construct a list of general government projects. These include neighborhood infrastructure enhancements and Americans with Disabilities Act sidewalk rehabilitation, among others.
315	Future Bonds Construction	Yes	SR	Anticipated bonds to be issued in future fiscal years in support of general government capital projects.
400	Electric Operating Fund	Yes	E	Accounts for the assets, operation, and maintenance of the city owned electric generation, transmission and distribution system.
401	Electric RR&I	Yes	E	Cash funding received from the electric utility's operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to electric infrastructure. This funding can only be utilized for electric utility capital projects.
402	Electric RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' Electric RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding, and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can only be utilized for electric utility capital projects.
414	Energy Conservation-Cap Project	Yes	E	The Energy Conservation Fund was established to support the city's electric demand side management program. This funding source is utilized to support capital projects associated with the demand side management program.
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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**City of Tallahassee  
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**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appopr. (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
425	2005 Electric System Revenue Bonds Construction	Yes	E	This fund represents the city's natural gas system and the electric system into a combined energy system. These bonds finance electric utility capital projects. Outstanding bonds previously issued under the Electric Consolidated Utility Systems Revenue Bonds have been defeased. Electric – Energy System Bonds in a like amount have been issued to provide funding for existing electric capital projects.
426	Electric Supply Center	Yes	SR	Accounts for the costs of the warehouse operation. Formerly this activity was housed in Purchasing Fund 725.
430	Gas Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city owned gas system.
431	Gas R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to gas infrastructure. This funding can only be utilized for gas system capital projects.
432	Gas R R & I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' gas RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding, and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can only be utilized for gas utility capital projects.
433	Gas – Accounts Receivable	Yes	E	Funds to be received from outside sources related to gas operations.
455	Gas - Future Bond Construction	Yes	E	Bond funding for the Gas Utility to be issued as part of future Energy System Bonds. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the utility system. Debt service associated with these bonds is paid out of the Gas Fund. Funding from this source can only be utilized for Gas Utility capital projects
460	Water Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city's water production and distribution system, which includes water wells and elevated water towers.
461	Water R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to water infrastructure. This funding can only be utilized for water system capital projects.
462	Water RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' water RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding, and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future

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**City of Tallahassee  
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**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appropriated (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
				unanticipated needs in the fund and can only be utilized for water utility capital projects.
463	Water System Charge Fund	Yes	E	Unprogrammed and undesignated funds in the water system charge fund.
479	Water Future CUS Bond Construction	Yes	E	Bond funding for the water utility to be issued as part of future Consolidated Utility Systems Revenue Bonds. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the utility system. Debt service associated with these bonds is paid out of the Water Fund. Funding from this source can only be utilized for water utility capital projects.
500	Sewer Operating Fund	Yes	E	Accounts for the assets, operation, and maintenance of the city's wastewater collection and treatment plant, including a 2,200 acre sprayfield, for the disposal of effluent.
501	Sewer R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to sewer infrastructure. This funding can only be utilized for sewer system capital projects.
502	Sewer RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' sewer RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding, and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can only be utilized for sewer utility capital projects.
503	Sewer System Charge Fund	Yes	E	Unprogrammed and undesignated funds in the sewer system charge fund.
529	Sewer Future CUS Bond Construction	Yes	E	Bond funding for the sewer utility to be issued as part of future Consolidated Utility Systems Revenue Bonds. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the utility system. Debt service associated with these bonds is paid out of the Sewer Fund. Funding from this source can only be utilized for sewer utility capital projects.
540	Airport Operating Fund	Yes	E	To account for the assets, operation, and maintenance of the city owned regional airport.
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.

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**City of Tallahassee  
Fiscal Year 2013 Approved Budget**

**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Apppr. (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
580	StarMetro Operating Fund	Yes	SR	Accounts for the operations of the city's public transit system, which provides fixed route services, special transportation under provisions of the Americans with Disabilities Act (ADA) and a variety of contract/charter services.
600	Solid Waste Fund	Yes	E	To account for the assets, operation, and maintenance of the city owned solid waste operation.
603	Solid Waste Rate Stabilization	Yes	E	Cash funding received from the Solid Waste operating fund that is dedicated for solid waste projects and activities.
605	Stormwater Fund	Yes	SR	To account for the assets, operation, and maintenance of the city owned stormwater system.
606	Stormwater RR&I/Construction Fund	Yes	SR	Cash funding received from the Underground Utilities' operating budget that is dedicated for stormwater capital improvements. This funding can only be utilized for stormwater utility infrastructure.
615	Golf Course Fund	Yes	SR	The Golf Fund is designated to account for assets, operation, and maintenance of the city owned golf course at Hilaman Park.
616	Golf Course R R & I Fund	Yes	SR	Funding received from the Golf Course operating budget that is dedicated for capital improvements at the Hilaman Golf Course.
705	Data Processing Fund	No	SR	Accounts for the costs of the city's data processing operations.
706	ISS RR&I/Sunshine State Construction Fund	Yes	SR	Cash funding received from the Information Services Systems Services operating budget that is dedicated for technology infrastructure capital.
710	Revenue Fund	No	SR	Accounts for the costs of the city's reading, billing, and collection services.
715	Garage Operating Fund	No	SR	Accounts for the costs of maintaining and operating the city's fleet management operation.
716	Vehicle Replacement Reserve	No	SR	This is a charge to the department for each assigned vehicle for the purpose of accruing funds in the Fleet Reserve Fund for the timely replacement of city vehicles.
720	Accounting Fund	No	SR	Accounts for the costs of the city's accounting operations.
730	Human Resources Fund	No	SR	Accounts for the costs of the city's employee relations operations.
735	Pension Administration Fund	No	SR	Accounts for the costs of the city's employee retirement plan's administrative operation.
740	Risk Management Fund	Yes/No	SR	Accounts for the costs of the city's risk management function.

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**City of Tallahassee  
Fiscal Year 2013 Approved Budget**

**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appropri. (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
755	Utility Business Support Services Fund	No	SR	Accounts for the costs of centralizing GIS, sales, rate design, and marketing functions of the city's utilities.
760	Energy Services Fund	No	SR	Accounts for the costs of the purchase of power and fuel for the city's energy services, electric utility, gas utility, and off-system sales and services of power and natural gas to other utilities and open market participants.
765	Environmental Policy and Energy Resources	No	SR	Accounts for the costs of centralizing environmental policy and energy resources functions of the city's utilities
830	Deficiencies Fund	Yes	SR	Established to provide for unforeseen expenditures. Funding accumulates in the fund from General Fund year-end surpluses, interest earnings, and any other appropriations made by the City Commission. Funds from this reserve can only be utilized with City Commission approval. Any surpluses above the policy required reserve levels can be utilized to support capital projects.
840	Cemetery Fund	Yes	SR	To account for perpetual maintenance of the city's cemeteries.
850	Downtown Improvement Authority Op Fund	Yes	SR	The Tallahassee Downtown Improvement Authority (DIA) was created on May 21, 1971 by a special act of the Florida Legislature (Chapter 71-935, Laws of Florida) as a dependent special taxing district.
855	CRA Frenchtown Operating Fund	No	SR	Accounts for the general tax revenue collected and the expenses incurred in the redevelopment of properties in the Frenchtown Community Redevelopment Area.
859	CRA Downtown Operating Fund	No	SR	Accounts for the general tax revenue collected on and the expenses incurred in the redevelopment of properties in the Downtown Community Redevelopment Area.
870	Capital Region Transportation Planning Agency (CRTPA)	No	SR	Accounts for the general tax revenue collected on and the expenses incurred in the Capital Region Transportation Planning Agency (CRTPA), which is responsible for coordinating transportation planning within Florida's capital region. CRTPA also serves as the region's Metropolitan Planning Organization (MPO).

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City of Tallahassee  
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**Commonly Used Abbreviations**

AHAP	Affordable Housing Assistance Program	HUD	Housing and Urban Development
CAD	Computer Aided Dispatch	IAFF	International Association of Firefighters
CDBG	Community Development Block Grant	IRP	Integrated Resource Planning
CHSP	Community Human Service Partnership	ISO	Insurance Service Office
CIP	Capital Improvement Plan	ISS	Information Systems Services
CIS	Customer Information System	JARC	Juvenile Assessment Receiving Center
COCA	Council on Culture and Arts	KWH	Kilowatt Hour
COPPS	Community-Oriented Policing Problem Solving	LLEB	Local Law Enforcement Block Grant
CPI	Consumer Price Index	MAPP	Matched Annuity Pension Plan
CRA	Community Redevelopment Agency	MBE	Minority Business Enterprise
CUSB	Consolidated Utility System Bond	MGD	Million Gallons Daily
DEP	Department of Environmental Protection	MSA	Metropolitan Statistical Area
DIA	Downtown Improvement Authority	MW	Megawatt
DMA	Department of Management and Administration	NPDES	National Pollution Discharge Elimination System
DRI	Development of Regional Impact	OBP	Office of Budget and Policy
EAP	Employee Assistance Program	PASS	Pedestrian and Street Safety
EEO	Equal Employment Opportunity	PBA	Police Benevolent Association
EOC	Emergency Operations Center	PETS	Permit Enforcement Tracking System
ERU	Equivalent Residential Unit	PSC	Public Service Commission
EWD	Equity and Workforce Development	PUD	Planned Unit Development
FAA	Federal Aviation Authority	RFP	Request for Proposal
FAMU	Florida Agricultural and Mechanical University	RR&I	Repairs, Replacements, and Improvements
FDOT	Florida Department of Transportation	SCADA	System Control and Data Acquisition
FEMA	Federal Emergency Management Agency	SHIP	State Housing Initiative Plan
FERC	Federal Energy Regulatory Commission	SPRP	Stormwater Pollution Reduction Program
FDEP	Florida Department of Environmental Protection	TCC	Tallahassee Community College
FHWA	Federal Highway Administration	TDP	Transit Development Plan
FSU	Florida State University	TFD	Tallahassee Fire Department
FTA	Federal Transportation Administration	TMDL	Total Maximum Daily Load
FTE	Full-time Equivalent	TPD	Tallahassee Police Department
GASB	Governmental Accounting Standards Board	TSA	Transportation Safety Administration
GF	General Fund		
GG/CIF	General Government/Capital Improvement Fund		
GG/CPA	General Government/Capital Projects Account		
GIS	Geographic Information Systems		
HOME	HOME Investment Partnership Program		



## Glossary of Key Terms

**COST OF GOODS SOLD (COGS) NATURAL GAS** -

This account represents the cost of natural gas purchased by the city electric department for use to generate electricity and natural gas sold by the gas utility department to gas customers.

**COLLECTIVE BARGAINING AGREEMENT** - A legal contract between the city and representatives of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

**CONSUMER PRICE INDEX (CPI)** - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**CONTRACTUAL SERVICES** - Services rendered to the city by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

**CURRENT SERVICE LEVEL (CSL)** - A level of service which is the same as the current year.

**DEBT SERVICE** - The amount of money needed to 1) pay interest on outstanding bonds, 2) pay the principal on maturing bonds, and 3) make contributions to a "sinking fund" for term bonds. Debt service is calculated on a fiscal year basis.

**DEDICATED TAX** - A tax levied to support a specific government program or purpose.

**DEFICIT** - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**DEPARTMENT** - Organizational unit of government, which is functionally unique in its delivery of services.

**DEPRECIATION** - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

**EMPLOYEE BENEFITS** - Costs incurred by the city for pension, health insurance, and other benefits provided to employees.

**ENCUMBRANCE** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

**ENTERPRISE FUND** - A fund established for services that are predominantly self-supported by user fees and charges.

**EQUIPMENT SUPPLIES** - The cost of materials and supplies used in conjunction with the operation of machinery and equipment.

**EXPENDITURE** - The payment of cash or the transfer of property or services for the purpose of acquiring goods and/or services or settling a loss.

**EXPENSE** - Charges incurred (whether paid immediately or to be paid at a later date) for operations, maintenance, interest, or other charges.

**FISCAL YEAR** - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for the City of Tallahassee is October 1 through September 30.

**FULL TIME EQUIVALENT (FTE)** - A method of measuring the number of authorized employees based on a full-time equivalent of 2,080 hours per year.

**FUND** - A fiscal/accounting entity that is established to accomplish specific objectives and carry out specific activities. Examples: debt service fund, capital projects fund, and special assessment fund.

**FUND BALANCE** - The excess of the assets of a fund over its liabilities, reserves, and carryover.

**GENERAL GOVERNMENT CAPITAL IMPROVEMENT FUND (GG/CIF)** - Undesignated capital funding that serves as a contingency for all capital funding sources in the general government.

**GENERAL GOVERNMENT CAPITAL PROJECT ACCOUNT (GG/CPA)** - Funding provided from the general fund operating budget to support general government capital projects.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**GENERAL FUND** - The fund used to finance all non-enterprise operations of local government.

**GOAL** - A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

## Glossary of Key Terms

**GRANT** - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the intended usage of the grant proceeds.

**INCREASED SERVICE LEVEL (ISL)** - A change in service delivery which exceeds the current level of service.

**INDIRECT COST** - A cost necessary for the functioning of the organization as a whole that cannot be directly assigned to one service.

**INFRASTRUCTURE** - The physical assets of a government (e.g., streets, water works, sewer lines, public buildings, and parks).

**IN LIEU OF TAXES** - Income received by local governments to compensate for the loss of revenue from tax-exempt property.

**INSURANCE** - Costs associated with workers' compensation claims including administration and medical costs, dishonesty bonds, and property and casualty insurance premiums.

**INTER-FUND TRANSFER** - Legally authorized transfers from a fund receiving revenue to a fund through which resources are to be expended.

**INTEREST EXPENSE** - Cost of utilizing borrowed funds (long-term debt).

**INTERGOVERNMENTAL REVENUE OR SHARED REVENUE** - Tax/fee money collected by one level of government and distributed to another level of government.

**INTERNAL SERVICE FUNDS** - Funds established to distribute costs to user departments for administrative services provided by another unit of government, such as data processing or insurance funded from a central pool.

**INTRA-FUND TRANSFER** - Legally authorized transfers within a fund.

**LEVY** - To impose taxes for the support of government activities.

**LONG-TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**MILLAGE RATE** - The rate in mills (1 mill = 1/1000 of a dollar or .001) at which property is taxed.

**MISSION** - A description of the purpose, values, strategies, and behavior standards that guide an organization and move it toward its vision. A mission states what the organization is, what it does, for whom, and why.

**OBJECTIVE** - A specific/quantifiable statement of what the city, a department, or a unit expects to accomplish in a fiscal year.

**OFFICE EQUIPMENT** - Furniture, fixtures and equipment with an initial cost of \$750 or more.

**OPERATING REVENUE** - Funds received by the city as income to pay for on-going operations, including taxes, fees, interest earnings, and grant revenues.

**OPERATING EXPENSES** - The cost for personnel, materials, and equipment required for a department to function.

**ORDINANCE** - Legislation enacted by the City Commission which has the full force and effect of law within the municipal boundaries.

**OTHER SALARY ADJUSTMENTS** - Items of employee compensation that are not directly related to the regular or overtime hours worked.

**OVERTIME** - Compensation to eligible employees for hours worked beyond 40 hours within a specific workweek.

**PAY-AS-YOU-GO BASIS** - A term used to describe a financial policy by which capital projects (infrastructure) are financed from current revenues rather than through borrowing.

**PENSION CURRENT** - City contribution to employee pension plan for participating employees.

**PENSION MATCHED ANNUITY PENSION PLAN (MAPP)** - City contribution to employee matched annuity pension plan for participating employees.

**PER CAPITA COST** - Cost per unit of population to provide a particular service in the community.

**PERFORMANCE INDICATORS** - Specific quantitative and qualitative measures of work planned by specific departments or programs.

**PERFORMANCE MEASURE** - Data collected to determine how effective or efficient a program is in achieving its objectives (performance indicators).



## Glossary of Key Terms

**PRIOR-YEAR ENCUMBRANCES** - Unpaid, legally binding obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments, which are chargeable to a prior appropriation and for which a part of that appropriation is reserved.

**PROGRAM** - A collection of activities directed at accomplishing similar objectives.

**PROGRAM PERFORMANCE BUDGET** - A method of budgeting whereby the services provided to the residents are broken down in identifiable service or performance units and funding is appropriated for a given level of service or units.

**PROPERTY TAX** - An ad valorem tax based on the fair market value of real property (land and buildings) and personal property (business equipment). Fair market or "just" value is determined by the county property appraiser as of January 1 of each year, under the guidelines of Chapter 193, Florida Statutes.

**REDUCED SERVICE LEVEL (RSL)** - A level of program service which is less than that of the current year.

**REPAIRS, REPLACEMENTS & IMPROVEMENTS (RR&I)** - The portion of the cost of fixed assets (excluding land) charged as an expense during a particular period due to expiration in service life, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause.

**RESERVE** - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**RESERVE TRANSFER** - Those payments necessary to adequately meet the current requirements for reserve funds.

**RESOLUTION** - A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

**REVENUE** - Money that flows into the local government. It is recurring if it is received on a consistent basis (e.g., sales taxes and property taxes) and nonrecurring if it is received irregularly (e.g., federal and state grants). The four main types of local revenue are taxes, user fees, licenses and permits, and intergovernmental revenue.

**ROLLED-BACK MILLAGE RATE** - A tax rate, which applied to the current year's tax base, will bring in the same amount of taxes as levied the prior year. Newly constructed property or other property added to or deleted from the prior year's base is excluded.

**SALARIES AND WAGES** - Regular weekly and monthly compensation for work performed as defined by the personnel pay scale for position classifications.

**SERVICE LEVEL** - Services or products which comprise actual or expected output of a given program.

**SOCIAL SECURITY** - City contribution to employee Social Security for participating employees.

**SPECIAL ASSESSMENT** - A tax on property owners who receive a benefit not received by all other taxpayers.

**SUPPLEMENTAL APPROPRIATION** - An additional appropriation made by the governing body after the budget year has started.

**TAX BASE** - The total taxable value of property within the local government's legal boundaries.

**TAX ROLL** - The master list of the assessed value of all taxable property within the government's jurisdiction. The list is certified to all local taxing authorities by the property appraiser by July 1 of each year.

**TAXABLE VALUE** - The assessed value of property less exemptions.

**TAXES** - Compulsory charges levied by a government for the purpose of financing services for the common benefit of the people.

**TEMPORARY WAGES** - Seasonal or temporary employees' compensation computed on hourly or monthly rates.

**TERM BONDS** - Bonds comprising a large part or all of a particular bond issue which come due in a single maturity.

**TRAVEL AND TRAINING** - The cost of attending meetings, conferences, short conferences, etc.

**TRUST FUND** - A fund established to collect and distribute monies for a specific function or operation.

## Glossary of Key Terms

**UNCLASSIFIED EQUIPMENT** - New equipment not otherwise classified, including air conditioners, traffic signals, field stripers, water fountains, etc. This includes all tangible personal property to be purchased which has a value of \$1,000 or more. This equipment, as with all capital equipment, is subject to inventory control.

**UNCLASSIFIED PROFESSIONAL FEES** - The cost of personnel service under expressed or implied contracts to individuals, companies, or corporations engaged as a contractor to perform a specific professional or expert service for the city.

**UNCLASSIFIED SUPPLIES** - Consumable materials and supplies used in conjunction with projects or operations not specifically classified.

**UNENCUMBERED BALANCE** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**VEHICLE EQUIPMENT** - Motorized equipment (self-propelled equipment, trucks, power shovels, automobiles, motorcycles, etc.) requiring the services of an operator.

**VEHICLE SERVICES CITY GARAGE** - Costs of services obtained from the city garage including repairs, gasoline, oil, tires, and other charges.

**City of Tallahassee  
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**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appopr. (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
001	General Fund	Yes	GF	Accounts for all financial resources except those required to be accounted for in another fund. The functions paid for by the general fund include police, protective inspection, code enforcement, culture and recreation, general government, transportation, human services, economic development, and physical environment. Exemptions from the Fire Services Fund should be funded from this account.
002	Operating Projects Fund	Yes	SR	This fund houses projects funded from departments' operating budgets. Operating projects were previously captured in fund 100.
100	Special Projects Fund	Yes	SR	The fund houses projects related to federal, state, and local grants that include, but are not limited to: Community Development Block Grant; State Housing Initiative Program; and the HOME program. Also included in this fund are other miscellaneous items used for specific general government purposes but are not appropriate for any other established city fund.
101	Community Development Block Grant	Yes	SR	Grant funding through the federal Community Development Block Grant program.
115	Donations Operating Fund	Yes	SR	The Donations Fund accounts for private contributions given to the city to support Police Department programs and those of the Tallahassee-Leon County Animal Services Center.
120	Building Inspection Fund	Yes	SR	This fund accounts for all assets, operations, and maintenance of the Building Inspection Division of the city's Growth Management Department. Revenues accounted for in this fund are derived from fees, fines, and investment earnings from enforcement and implementation of the Florida Building Code. Revenues in this fund were previously captured and reported in the General Revenue Fund.
130	Fire Services Fund	Yes	SR	This fund accounts for the operation and maintenance of the city owned Fire Department. The department provides fire protection services within Tallahassee's city limits and, through an agreement with Leon County, also is responsible for providing fire protection services to the unincorporated area of the county.
131	Fire Construction Fund	Yes	SR	Cash funding provided by the Fire operating fund to capture the cost of Fire capital projects.
132	Fire - Bond Loan Finance	Yes	SR	Debt funding provided to construct Fire capital projects.
160	800 MHz Fund	Yes	SR	Supports the 800 MHz Radio Communications unit within the Information Systems Services Division. Revenues in the fund are derived from the Leon County Sheriff's Office per agreement, and rentals from other users. The remaining cost is allocated to city user departments. The allocation is based on the number of 800 MHz devices per user department/agency.
300	Capital Improvement Fund	Yes	SR	Accounts for general revenue used for the acquisition or construction of general fixed assets.

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**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appopr. (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
301	1989 Sales Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct public safety and transportation improvements.
302	Gas Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct transportation improvements.
304	Sales Tax Extension Construction	Yes	SR	Funding generated from the extension of the one-cent sales tax approved by voters in 2000 for a period of 15 years. Sales tax funding can be utilized for projects identified in the BluePrint 2000 plan, as well as those listed on the City Commission approved list of projects.
305	BluePrint 2000 Joint City/County	Yes	SR	Cash funding received from the sales extension, approved by voters in November 2000, to construct approved BluePrint 2000 projects. BP2000, an intergovernmental agency, receives 80% of the funding and the city and county split the remaining 20%.
312	2004 Capital Bond Series	Yes	SR	Debt funding issued in November 2004 to construct a list of general government projects. These include neighborhood infrastructure enhancements and Americans with Disabilities Act sidewalk rehabilitation, among others.
315	Future Bonds Construction	Yes	SR	Anticipated bonds to be issued in future fiscal years in support of general government capital projects.
400	Electric Operating Fund	Yes	E	Accounts for the assets, operation, and maintenance of the city owned electric generation, transmission and distribution system.
401	Electric RR&I	Yes	E	Cash funding received from the electric utility's operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to electric infrastructure. This funding can only be utilized for electric utility capital projects.
402	Electric RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' Electric RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding, and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can only be utilized for electric utility capital projects.
414	Energy Conservation-Cap Project	Yes	E	The Energy Conservation Fund was established to support the city's electric demand side management program. This funding source is utilized to support capital projects associated with the demand side management program.
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**

<b>Fund</b>	<b>Fund Name</b>	<b>Appropriated (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
425	2005 Electric System Revenue Bonds Construction	Yes	E	This fund represents the city's natural gas system and the electric system into a combined energy system. These bonds finance electric utility capital projects. Outstanding bonds previously issued under the Electric Consolidated Utility Systems Revenue Bonds have been defeased. Electric – Energy System Bonds in a like amount have been issued to provide funding for existing electric capital projects.
426	Electric Supply Center	Yes	SR	Accounts for the costs of the warehouse operation. Formerly this activity was housed in Purchasing Fund 725.
430	Gas Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city owned gas system.
431	Gas R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to gas infrastructure. This funding can only be utilized for gas system capital projects.
432	Gas R R & I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' gas RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding, and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can only be utilized for gas utility capital projects.
433	Gas – Accounts Receivable	Yes	E	Funds to be received from outside sources related to gas operations.
455	Gas - Future Bond Construction	Yes	E	Bond funding for the Gas Utility to be issued as part of future Energy System Bonds. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the utility system. Debt service associated with these bonds is paid out of the Gas Fund. Funding from this source can only be utilized for Gas Utility capital projects
460	Water Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city's water production and distribution system, which includes water wells and elevated water towers.
461	Water R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to water infrastructure. This funding can only be utilized for water system capital projects.
462	Water RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' water RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding, and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future

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**City of Tallahassee  
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**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appropriated (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
				unanticipated needs in the fund and can only be utilized for water utility capital projects.
463	Water System Charge Fund	Yes	E	Unprogrammed and undesignated funds in the water system charge fund.
479	Water Future CUS Bond Construction	Yes	E	Bond funding for the water utility to be issued as part of future Consolidated Utility Systems Revenue Bonds. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the utility system. Debt service associated with these bonds is paid out of the Water Fund. Funding from this source can only be utilized for water utility capital projects.
500	Sewer Operating Fund	Yes	E	Accounts for the assets, operation, and maintenance of the city's wastewater collection and treatment plant, including a 2,200 acre sprayfield, for the disposal of effluent.
501	Sewer R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to sewer infrastructure. This funding can only be utilized for sewer system capital projects.
502	Sewer RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' sewer RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding, and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can only be utilized for sewer utility capital projects.
503	Sewer System Charge Fund	Yes	E	Unprogrammed and undesignated funds in the sewer system charge fund.
529	Sewer Future CUS Bond Construction	Yes	E	Bond funding for the sewer utility to be issued as part of future Consolidated Utility Systems Revenue Bonds. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the utility system. Debt service associated with these bonds is paid out of the Sewer Fund. Funding from this source can only be utilized for sewer utility capital projects.
540	Airport Operating Fund	Yes	E	To account for the assets, operation, and maintenance of the city owned regional airport.
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.

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**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appropri. (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
580	StarMetro Operating Fund	Yes	SR	Accounts for the operations of the city's public transit system, which provides fixed route services, special transportation under provisions of the Americans with Disabilities Act (ADA) and a variety of contract/charter services.
600	Solid Waste Fund	Yes	E	To account for the assets, operation, and maintenance of the city owned solid waste operation.
603	Solid Waste Rate Stabilization	Yes	E	Cash funding received from the Solid Waste operating fund that is dedicated for solid waste projects and activities.
605	Stormwater Fund	Yes	SR	To account for the assets, operation, and maintenance of the city owned stormwater system.
606	Stormwater RR&I/Construction Fund	Yes	SR	Cash funding received from the Underground Utilities' operating budget that is dedicated for stormwater capital improvements. This funding can only be utilized for stormwater utility infrastructure.
615	Golf Course Fund	Yes	SR	The Golf Fund is designated to account for assets, operation, and maintenance of the city owned golf course at Hilaman Park.
616	Golf Course R R & I Fund	Yes	SR	Funding received from the Golf Course operating budget that is dedicated for capital improvements at the Hilaman Golf Course.
705	Data Processing Fund	No	SR	Accounts for the costs of the city's data processing operations.
706	ISS RR&I/Sunshine State Construction Fund	Yes	SR	Cash funding received from the Information Services Systems Services operating budget that is dedicated for technology infrastructure capital.
710	Revenue Fund	No	SR	Accounts for the costs of the city's reading, billing, and collection services.
715	Garage Operating Fund	No	SR	Accounts for the costs of maintaining and operating the city's fleet management operation.
716	Vehicle Replacement Reserve	No	SR	This is a charge to the department for each assigned vehicle for the purpose of accruing funds in the Fleet Reserve Fund for the timely replacement of city vehicles.
720	Accounting Fund	No	SR	Accounts for the costs of the city's accounting operations.
730	Human Resources Fund	No	SR	Accounts for the costs of the city's employee relations operations.
735	Pension Administration Fund	No	SR	Accounts for the costs of the city's employee retirement plan's administrative operation.
740	Risk Management Fund	Yes/No	SR	Accounts for the costs of the city's risk management function.

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**Schedule of Fund Structure**

<b>Fund</b>	<b>Fund Name</b>	<b>Appropri. (Y/N) *</b>	<b>GF, CP, SR, E**</b>	<b>Fund Description</b>
755	Utility Business Support Services Fund	No	SR	Accounts for the costs of centralizing GIS, sales, rate design, and marketing functions of the city's utilities.
760	Energy Services Fund	No	SR	Accounts for the costs of the purchase of power and fuel for the city's energy services, electric utility, gas utility, and off-system sales and services of power and natural gas to other utilities and open market participants.
765	Environmental Policy and Energy Resources	No	SR	Accounts for the costs of centralizing environmental policy and energy resources functions of the city's utilities
830	Deficiencies Fund	Yes	SR	Established to provide for unforeseen expenditures. Funding accumulates in the fund from General Fund year-end surpluses, interest earnings, and any other appropriations made by the City Commission. Funds from this reserve can only be utilized with City Commission approval. Any surpluses above the policy required reserve levels can be utilized to support capital projects.
840	Cemetery Fund	Yes	SR	To account for perpetual maintenance of the city's cemeteries.
850	Downtown Improvement Authority Op Fund	Yes	SR	The Tallahassee Downtown Improvement Authority (DIA) was created on May 21, 1971 by a special act of the Florida Legislature (Chapter 71-935, Laws of Florida) as a dependent special taxing district.
855	CRA Frenchtown Operating Fund	No	SR	Accounts for the general tax revenue collected and the expenses incurred in the redevelopment of properties in the Frenchtown Community Redevelopment Area.
859	CRA Downtown Operating Fund	No	SR	Accounts for the general tax revenue collected on and the expenses incurred in the redevelopment of properties in the Downtown Community Redevelopment Area.
870	Capital Region Transportation Planning Agency (CRTPA)	No	SR	Accounts for the general tax revenue collected on and the expenses incurred in the Capital Region Transportation Planning Agency (CRTPA), which is responsible for coordinating transportation planning within Florida's capital region. CRTPA also serves as the region's Metropolitan Planning Organization (MPO).

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\*\* GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund



RESOLUTION NO. 12-R-43

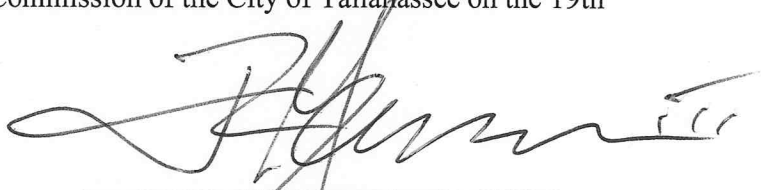
**A RESOLUTION STATING THE MILLAGE RATE TO BE LEVIED FOR FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND SETTING THE PERCENTAGE BY WHICH THE MILLAGE RATE TO BE LEVIED IS LESS THAN THE ROLLED-BACK RATE.**

**WHEREAS**, the City of Tallahassee is required by Florida law to publicly state the millage rate to be levied for the fiscal year beginning October 1, 2012, and ending September 30, 2013; and,

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

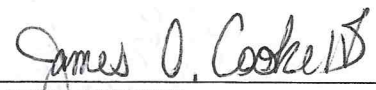
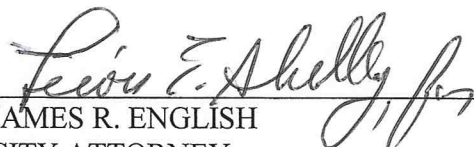
**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TALLAHASSEE** that the millage rate established for the fiscal year beginning October 1, 2012, and ending September 30, 2013, is 3.7000 mills for the City of Tallahassee and 1.00 mills for the Downtown Improvement Authority for an aggregate millage rate of 3.7217, which is less than the aggregate rolled back rate of 3.9357 by 5.44%.

**PASSED AND ADOPTED** by the City Commission of the City of Tallahassee on the 19th day of September, A. D., 2012.

  
\_\_\_\_\_  
JOHN R. MARKS, III, MAYOR

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JAMES COOKE  
CITY TREASURER-CLERK  
\_\_\_\_\_  
JAMES R. ENGLISH  
CITY ATTORNEY

RECEIVED  
CITY TREASURER-CLERK

2012 SEP 20 AM 10:35



**ORDINANCE NO. 12-O-34**

**AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENDITURES AND OBLIGATIONS OF THE CITY OF TALLAHASSEE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013, 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, 2012, from the sources and in the estimated amounts hereinafter named as follows:

**OPERATING BUDGET FISCAL 2013 APPROPRIATION SUMMARY**

**REVENUES ALL FUNDS**

<b>General Fund Revenue</b>	<b>FY2013 Approved</b>
General Fund Revenue	101,054,884
Transfer from Deficiencies Fund	2,015,865
Contributions from Utilities	35,243,135
General Fund Total	138,313,884
<b>Enterprise Funds &amp; Other Funds Revenue:</b>	
Airport Operating Fund	11,260,257
Building Inspection Fund	3,186,236
Cemetery Fund	466,321
Donations Operating Fund	81,800
Electric Operating Fund	284,168,903
Fire Services Fund	33,842,247
Gas Operating Fund	33,187,702
Golf Course Fund	1,041,658
Sewer Operating Fund	60,712,394
Solid Waste Fund	23,765,297
Stormwater Fund	16,902,234
StarMetro Operating Fund	16,575,727
Water Operating Fund	30,140,032
800 MHz Fund	665,195
Wholesale Energy Fund	30,792,706
<b>TOTAL REVENUES</b>	<b>685,102,593</b>

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, 2012, and ending September 30, 2013, and that all incomplete multiple year non-capital projects balances, requisitions, and encumbrances from prior years will automatically be reappropriated:

**EXPENDITURES ALL FUNDS**

Airport Operating Fund	10,531,302
Building Inspection Fund	3,186,236
Cemetery Fund	466,321
Donations Operating Fund	81,800
Electric Operating Fund	284,168,903
Fire Services Fund	33,842,247
Gas Operating Fund	33,187,702
General Fund	138,313,884
Golf Course Fund	1,041,658
Sewer Operating Fund	60,712,394
Solid Waste Fund	23,765,297
Stormwater Fund	16,902,234
StarMetro Operating Fund	16,575,727
Water Operating Fund	30,140,032
800 MHz Fund	665,195
From Airline Prepaid Fee Credits to Aviation	728,955
From Wholesale Energy Fund	30,792,706
<b>TOTAL EXPENDITURES</b>	<b>685,102,593</b>

Section 3. The capital budget for the fiscal year beginning October 1, 2012, and ending September 30, 2013, 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 2013 APPROPRIATION SUMMARY**

**FUNDING SOURCES**

**Bond Proceeds**

2004 Capital Bond Series	575,000
Electric 2010 Bonds	22,601,000
Fire Debt	3,701,550
General Government – Future Bonds	1,186,300

**Bond Proceeds (cont'd)**

Sewer 2010 Bonds	3,982,800
Water 2010 Bonds	10,266,650
Subtotal:	<u>42,313,300</u>

**Federal Funds**

Federal Transportation Administration (FTA)	1,201,950
Federal Transportation Administration Section 5307 Capital Grant	2,824,600
Subtotal:	<u>4,026,550</u>

**General Government**

2005 Sales Tax	3,569,200
Gas Tax	3,970,700
Gas Tax Undesignated Balance	1,018,200
General Government Capital Improvement Fund (GG/CIF)	500,000
General Government Capital Project Account (GG/CPA)	1,000,000
Revenue Collection	30,000
StarMetro Operating Fund	184,500
Subtotal:	<u>10,272,600</u>

**Renewal, Replacement & Improvement Funds (RR&I)**

Aviation RR&I	454,150
Aviation RR&I Undesignated Balance	1,283,350
Electric RR&I	18,106,000
Electric RR&I Undesignated Balance	298,000
Fire RR&I	1,147,500
Gas RR&I	2,842,750
Gas RR&I Undesignated Balance	2,354,350
Information Systems Services RR&I Undesignated Balance	1,598,800
Sewer RR&I	7,115,000
Sewer RR&I Undesignated Balance	7,388,250
Stormwater RR&I	420,000
Water RR&I	2,477,300
Water RR&I Undesignated Balance	148,750
Subtotal:	<u>45,634,200</u>

**Special Funds**

Deficiencies Fund	150,000
Electric Fund – Accounts Receivable	3,640,000
Energy Conservation Fund - Capital Fund	5,190,000
FDOT Toll Road Credit	14,350
Fleet Reserve Fund	9,600,000

**Special Funds (cont'd)**

Intergovernmental- Leon County	98,800
Passenger Facility Charge	800,000
Private Investment Funds	1,000,000
Sewer Fund – Accounts Receivable	1,000,000
Sewer System Charge	595,000
Solid Waste Rate Stabilization Reserve	53,950
StarMetro Fund - Accounts Receivable	50,000
Stormwater Utility Fee	6,999,000
Water System Charge Undesignated Balance	930,000
Subtotal:	<u>30,121,100</u>

**State Funds**

Florida Department of Transportation	150,000
Florida Department of Transportation – Aviation	2,462,500
Florida Department of Transportation – Capital Grant	80,000
Subtotal:	<u>2,692,500</u>

**TOTAL SOURCES: 135,060,250**

**EXPENDITURES**

Aviation	6,150,000
Economic and Community Development	50,000
Electric	44,347,000
Energy Services	5,190,000
Fire	4,849,050
Fleet Management	9,600,000
Management & Administration	1,847,600
Parks, Recreation and Neighborhood Affairs	1,255,000
Police	75,000
Public Works	10,739,400
StarMetro	4,475,400
Treasurer-Clerk	30,000
Utility Business and Customer Services	650,000
Underground Utilities	45,801,800

**TOTAL EXPENDITURES: 135,060,250**

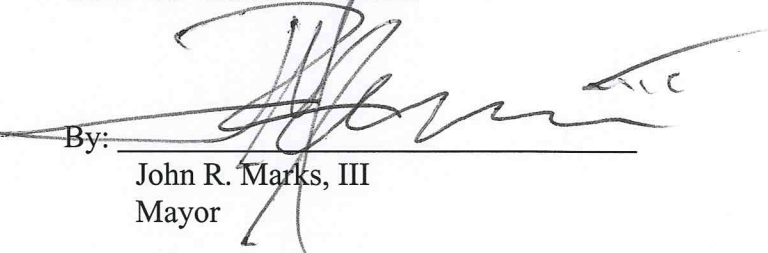
**TOTAL OPERATING AND CAPITAL APPROPRIATION \$820,162,843**

Section 4. This ordinance shall become effective October 1, 2012.

INTRODUCED in the City Commission on the 12<sup>th</sup> day of September, 2012.

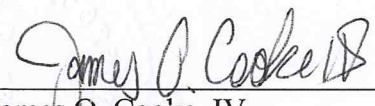
PASSED by the City Commission on the 19<sup>th</sup> day of September, 2012.

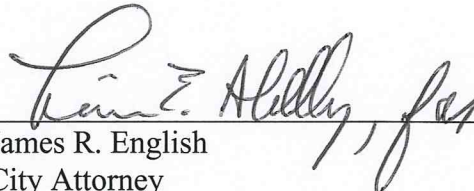
CITY OF TALLAHASSEE

By:   
John R. Marks, III  
Mayor

ATTEST:

APPROVED AS TO FORM:

By:   
James O. Cooke, IV  
City Treasurer-Clerk

By:   
James R. English  
City Attorney

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