



October 2013

On behalf of the City Commission, it is my responsibility and privilege as Mayor of the City of Tallahassee to present the approved fiscal year 2014 annual operating budget of \$689.2 million and the capital budget of \$163 million, for a total budget of \$852.2 million. Throughout the entire budget process, we were determined to meet citizens' high expectations by delivering the best possible services and remaining fiscally responsible.

As in previous years, state and national economic conditions have significantly affected overall funding. Nevertheless, I am confident that the final budget represents our best efforts at addressing the current economic climate, while attempting to maintain excellent service to our citizens.

Public workshops have always been part of the budget preparation process, and in recent years the City of Tallahassee has placed additional emphasis on obtaining citizens' input. Three workshops and an online survey were conducted to provide our citizens with the opportunity to be active participants in the budget discussion. During the workshops, the public, the City Commission, and City staff listened, learned from each other, and offered comments on the proposed budget priorities. The resulting dialog helped the Commission understand citizens' priorities and align our financial resources according to community needs.

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

Sincerely,

A handwritten signature in black ink, appearing to read "John R. Marks III". The signature is stylized with a large, sweeping initial "J" and "M".

John R. Marks III
Mayor



June 19, 2013

Most Livable City in America

Honorable Mayor and City Commissioners:

It is my pleasure to present to you balanced operating and capital budgets for fiscal year 2014. The proposed operating budget totals \$697.3 million, representing an increase of \$11.7 million or 1.7% increase from the fiscal year 2013 budget. Of the total operating budget, \$142.5 million is for the general fund and \$554.8 million is related to the enterprise funds (electric, aviation, fire, etc.). The capital budget totals \$157.2 million, representing an increase of \$29.6 million or a 23.2% increase from the fiscal year 2013 budget.

KEY ASSUMPTIONS

SALARY ENHANCEMENTS
FOR NON-UNION
EMPLOYEES OF 2.5%

ADDRESS CAPITAL
FUNDING NEEDS FOR
GENERAL GOVERNMENT
CAPITAL PROJECTS

TIME-LIMITED INCREASED
TRANSFER FROM
ELECTRIC UTILITY

ADDITIONAL FUNDING
FOR STARMETRO
SHELTERS AND POSITIONS

As the City Commission is all too familiar, the city has come through demanding economic times where we saw a loss in revenue and, made difficult funding decisions about programs and positions, but we kept to our vision of a better future. We continued to invest in our city and, as always, provided top quality services to our residents. The investments in our community have begun to pay off for both quality of life and economic development as projects are completed such as Gaines Street, Miccosukee roundabout and Fifth Avenue Plaza in midtown. These projects have enhanced neighborhoods and revitalized our city, continuing to make it a draw for new residents and businesses. This is evidenced by both our increase in population and is especially reflective in the local unemployment rate which is down to 5.8%, less than the State at 7.2%. Service delivery has been and always will be a top priority. We first listen to citizen feedback to make sure we are performing to exceed their expectations, but it is no rare occurrence that our departments and employees continue to win awards and recognition by other organizations and peers. Most recently Underground Utilities was named by the Florida Sterling

Council the 2013 Team Showcase Champion for nitrogen reduction. Public Works was recognized by the Florida Chapter of the American Public Works Association (APWA) for their work on the Miccosukee/Fleischmann Roundabout. And of course this year our Electric Utility was named best in the nation. These things would not be possible without the leadership and support of the City Commission.

As a City, we look forward to other projects being completed, such as Cascades Park, as well as private development with both new construction and filling in of existing commercial space. Bass Pro Shops, BJ's Restaurant and Dick's Sporting Goods are a few examples. StarMetro will receive additional funding to provide enhancements to shelters and new positions to help our commuters get to work, school and play. And speaking of play, StarMetro is working to identify a Trolley service to

connect exciting destinations and businesses downtown. Other projects will provide enhanced beautification by turning stormwater collection areas into active parks in the near future.

As an organization, we strive to be financially flexible to influence our own destiny. In that regard we are in a good position, especially considering our peer governments, many of whom are still struggling with the effects of the recession. This is illustrated by how our deficiencies fund continues on the path to policy level and in our bond ratings which reflect our strong financial position allowing us to borrow at lower interest rates. Most importantly, the diversification of our revenues gives us better ability to respond to the needs of the community while dealing with economic fluctuations.

Though the worst may be behind us for the moment, challenges still remain as we adjust to a new normal during recovery and beyond. The most obvious challenge is Ad Valorem revenue. Property value was hit the hardest during the recession and it was already declining in Florida due to tax reform that included doubling the homestead exemption and changing the rolled-back rate methodology. As Ad Valorem is the top revenue for the general fund, the significance of this revenue cannot be overstated. Home values are starting an upward trend, but due to Save Our Homes in Florida, taxable value growth is capped at CPI or 3%, whichever is less. In addition, new construction has begun again, but it can take approximately 18 months before getting on the tax rolls. These two issues combined make for a slow recovery of our number one revenue source for the general fund.

As was heard from the Community Budget Workshops and from the on-line survey, many residents want to maintain high levels of service with most wanting to keep the current level of service. This budget focuses on maintaining existing service levels, while employing solid financial practices to balance funds and still stimulate 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.

Extensive reductions have been made over the last several years which included reductions in staffing and funding levels for departments. If it is found necessary to further reduce expenditures in the general fund it will require the elimination of additional positions, including public safety positions, which will impact service response levels and may eliminate some programs entirely.

City Commission Priorities

- *Create an overarching strategy to connect all areas of the city that enhances how people move about the community including transit, bicycle and pedestrian activity.*
 - *Encourage a thriving local economy through economic development, including utilizing the outstanding resources and partnerships with Florida A&M University, Florida State University and Tallahassee Community College.*
 - *Provide an outstanding quality of life that is enjoyed and appreciated by Tallahassee citizens.*
 - *Enhance the ongoing sense of place development to create unique areas across the community.*
 - *Encourage innovation and engagement to further develop Tallahassee as a unique, world-class diverse city.*
 - *Maintain financial viability.*
 - *Enhance Tallahassee's cultural, arts and historic heritage.*
-

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

Additionally, for the proposed budget being presented for your consideration, we are recommending a partial reclamation of the adjusted rolled-back rate. The rate recommended, 3.9999, is below the allowable adjusted rolled-back rate of 4.3 mills. Even at this rate, the City's property tax rate remains one of the lowest of the larger cities in the State of Florida. For an average home with a taxable value of \$150,000 would pay an additional \$3.75 a month in Ad Valorem.

FY14 BUDGET PROCESS

As the City Commission is aware, we began this year's budget process estimating a general fund shortfall of approximately \$4.9 million. As we progressed through the budget process we received updated information that worsened the projected shortfall. These included:

- Increased Pension contribution rates.
- Increased Fuel costs for StarMetro.

This year we again held three community town hall budget meetings on April 15th, 16th, and the 25th in various locations within the community. These meetings were very successful and incorporated a new game called Tally Twister designed to inform citizens on the level and variety services they receive. In total, the three meetings had approximately 100 citizens in attendance, which is higher than the previous year. As we did last year, staff from every department was available at these meetings to provide information and answer citizens' questions. Attendees were also able to vote on whether they *Want More*, *Keep the Same*, *Want Less* or *Don't Want* programs. Overwhelmingly residents want to keep service levels the same and in some cases they want more. Also, interestingly, citizens indicated they were willing to pay more to keep or enhance services they feel are important.

Those who were not able to attend the meetings were given the opportunity to cast their votes on the City's website. The survey closed as of May 31st and 248 residents had taken their time to provide their priorities. Like the workshops, the results of the on-line voting were not intended to be statistically valid, but they did represent the preferences of those who attended or voted on line. Line in prior years the community budget workshop meetings serve to engage the public in an enhanced understanding of the

Want More and Keep the Same from Community Budget Meetings

Want More

Funding to attract businesses and Jobs (64%)
Financial support of special events (37%)
Financial support of arts & culture (50%)
Pedestrian & bicycle safety (80%)
Passive parks (53%)
StarMetro (54%)

Keep the Same

Funding to attract businesses and Jobs (25%)
Financial support of special events (37%)
Financial support of arts & cultural (34%)
Pedestrian & bicycle safety (17%)
Passive parks (40%)
StarMetro (30%)

Want More and Keep the Same from On- Line Survey

Want More

Funding to attract businesses and Jobs (40%)
Financial support of special events (11%)
Financial support of arts and culture (29%)
Pedestrian & bicycle safety (56%)
Passive parks (36%)
StarMetro (32%)

Keep the Same

Funding to attract businesses and Jobs (32%)
Financial support of special events (39%)
Financial support of arts and culture (36%)
Pedestrian & bicycle safety (25%)
Passive parks (43%)
StarMetro (29%)

complexities of the budget process. The results of the Community Budget Workshop were provided to the Commission at the May 8, 2013 City Commission meeting.

PROPOSED 2014 OPERATING BUDGET

The proposed budget totals \$854.5 million and is comprised of two components: the operating budget of \$697.3 million and the capital budget of \$157.2 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 increased by approximately 1.7% over the FY13 budget of \$685.6 million. This is due primarily to increased pension and fuel expenses.

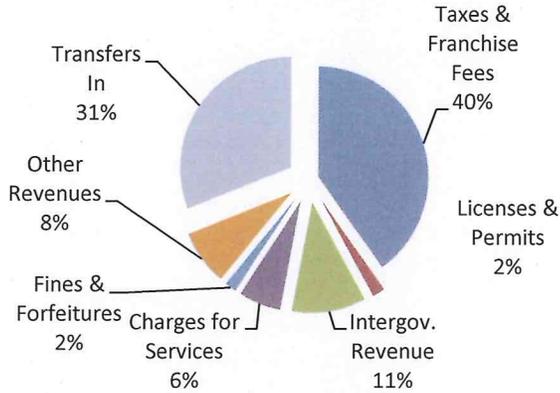
General & Special Revenue	FY13	FY14	Enterprise Funds	FY13	FY14
General Fund	\$138,883,978	\$142,511,409	Electric	\$284,168,903	\$299,922,752
Star Metro	16,585,267	18,174,286	Gas	33,187,702	26,036,382
Fire	33,678,935	35,185,377	Water	30,140,032	31,171,967
Building Inspection	3,186,236	3,258,084	Sewer	60,881,599	63,782,438
Stormwater	17,023,537	17,510,588	Solid Waste	23,933,945	24,398,364
Cemetery	466,981	479,802	Aviation	11,260,257	11,100,798

NOTE: DOES NOT INCLUDE ALL FUNDS

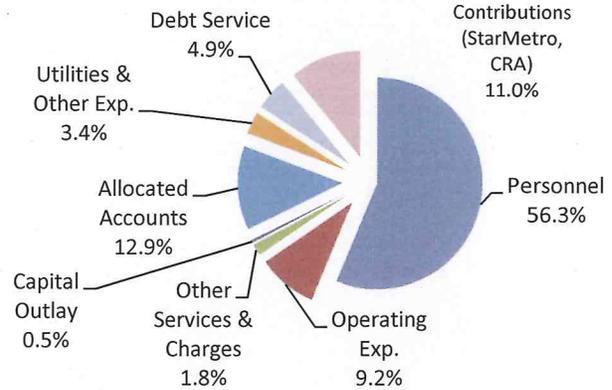
The general fund, (which includes services such as police, parks and recreation, animal shelter, right of way maintenance) represents 20% of the total appropriated budget. Electric utility funding comprises approximately 43% of the total budget. Although this is a significant portion of the total budget, \$131 million or 43.7% of the electric fund is for fuel (including purchased power). When combined with the fuel cost for the gas utility, fuel costs comprise 17.4% of the total budget. Approximately 63% of the budget is for all of the utilities (Electric, Water, Sewer, Gas, and Stormwater).

The proposed budget for general fund totals \$142,511,409 representing an increase of approximately \$4.2 million, or 3% from the FY13 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 40% of revenue. Ad valorem taxes contribute approximately 24% of revenue necessary to operate the general government with transfers from the utilities contributing a slightly greater share at approximately 26%. As indicated in the charts, personnel services account for well over one half of all expenditures.

General Fund Sources 2014



General Fund Uses 2014



KEY ASSUMPTIONS & BALANCING STRATEGIES FOR FY14

Over the last few months, staff has been working on ways to address the projected shortfall for 2014. The items below detail the balancing strategies.

Property Tax Rate

The proposed budget does recommend a partial recapture of the adjusted rolled-back rate. The adjusted rolled-back rate will allow the City to recoup ad valorem revenue due to decrease in property taxes during the recession. The proposed budget recommends a millage rate of 3.9999, which is less than the adjusted rolled-back rate of 4.3 mills that could be approved by a simple majority vote of the City Commission. Preliminary estimates provided by the Leon County Property Appraiser's Office on June 1, 2013, indicate relatively flat growth. Based on this the proposed millage rate will generate approximately \$34.1 million in FY14 representing an increase of 7.6% over fiscal year 2013.

The tax roll for fiscal year 2014 will be finalized this month and we will be receiving the certified taxable value report by July 1, 2013. This is the official estimate that must be used for adoption of the tentative maximum millage rate at the City Commission meeting on July 10, 2013.

Use of One-Time Revenue

The proposed budget recommends using approximately \$4 million of one-time revenue equal to 2.8% of the general fund operating budget. These funds were identified from capital projects and reserves. This practice has been acceptable, though not ideal, due to the recession and continues to be prudent for the short term due to the slow recovery. However, we must address the use of one-time revenue early in fiscal year 2014 in preparation for fiscal year 2015.

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 \$23,615,163 in FY14. At its lowest level, at year end FY09, the balance in this reserve was \$5,166,989. This low balance was not viewed favorably by the City's credit rating agencies.

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

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

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

Since then, the City Commission has approved various actions including the transfer of year-end surpluses, the transfer of 2004 bond series interest earnings, and programmed loan repayments from the building inspection fund to build up the reserve level. In 2011 as part of another routine review of the city's bonds and financial position, the credit rating agencies 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 \$21,083,188 is above staff's original projections for FY14. However, as part of the FY13 budget, at the direction of the City Commission, \$2,015,865 is programmed from the deficiencies to balance the FY13 budget if needed. Based on these actions the balance in the deficiencies fund at year end will be \$19,067,323, which is still above FY14 projections.

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.

As part of the FY13 budget an excess in the Special Insurance Reserve Fund was identified of \$3.7 million with \$2 million of that identified for the current fiscal year and \$1.7 million identified for FY14. 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. The policy requires that 150% of the five year average of claims be kept in reserves. As of September 30, 2012 the fund had \$8,542,937. With the transfer of \$2 million for FY13, the balance is \$6,542,937. With the pay out of a couple of large settlements, the average of claims jumped causing the reserve requirement per

policy to increase significantly to \$6,476,623 from the prior year reserve requirement of \$4,694,178 eliminating the availability of the full \$1.7 million for FY14. Based on calculations, we have programmed \$417,000 from the reserve which keeps the fund at policy levels. We are asking City Commission to allow the use of an additional \$600,000 for FY14.

Modification to Electric Fund Transfer Policy

The second largest general fund revenue source is the electric general fund transfer. The formula was modified last year to a flat amount of \$23,900,000 that will increase annually by the Consumer Price Index. Currently, the CPI-U for August to August is projected to be at 1.5% making the routine transfer amount \$24,258,500.

As we move into recovery from the recession we anticipate increases in revenue sources but this will occur over the next few fiscal years. The proposed budget recommends a three year time limited contribution of \$2 million above the current methodology. The funds will come from the electric operating reserves and will only be used if needed to balance the year-end budget. 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. This is an 8% increase and takes the electric transfer from 17% to 18.4% of general fund revenue.

	FY13	FY14	FY15	FY16	FY17	FY18
Transfer Rates without adjustment	23,900,000	24,258,500	24,840,704	25,436,881	26,047,366	26,672,503
New Transfer Rates		26,258,500	26,840,704	27,436,881	26,047,366	26,672,503
Difference		2,000,000	2,000,000	2,000,000	0	0

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 to be held in the fund to address unanticipated needs. As of March 31, 2013 the capital improvement fund had a balance of slightly more than \$3 million, with a current reserve requirement of \$2.98 million. Staff is recommending that for FY14 we allow for \$1.9 million to be utilized to fund essential general government capital projects. This leaves \$1,034,874 or 1% in the capital improvement fund as a reserve for unanticipated needs.

Personnel Services

Personnel services make up 25.9% of the total city budget and 56.3% of the general fund budget. Salaries for general employees assume a 2.5% merit salary enhancement in FY14. Police are currently in contract negotiations but 2.5% has been planned in the proposed budget. Fire salary adjustments average 3%. Pension rates are 13.4% for general employees (up from 10.09%), 19.22% for police union employees, and 20.11% for fire union employees. However, a new actuarial study is in process and we will provide the City Commission with any adjustments as soon as they are received. 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 5%. As of the current fiscal budget, health care costs for vacant positions are now budgeted at the individual plus one coverage level

instead of the previous method of family coverage. This has reduced the amount required and brings the budget for health care in line with historical expenditure patterns.

As part of revisions to the FY14 budget assumptions the vacancy factor was been modified to reflect actual historical vacancy factors within individual departments. Vacancy factors ranging from 1.5% to 5% have been factored in the proposed budget. The vacancy factor is to account for routine employee turnover and include savings for salaries and benefits.

Positions in the general fund which are vacant going into the new fiscal year will be budgeted at the minimum hire rate. Historically, vacant positions have been budgeted at max hire rate. Departments will have to identify permanent savings within their budgets to bring employees on above the minimum hire rate. This action is being proposed in lieu of a hiring freeze or eliminating positions.

Position Changes

The proposed FY14 budget includes funding for 2,828.58 FTEs. This represents a net increase of 28.00 positions from the total number of positions in the approved fiscal year 2013 budget. A total of 11 positions have been added to StarMetro in order to assist in maintaining current service level increases and reducing temporary wage and overtime expenses. The budget also includes the addition of six new positions in Police and five positions in Public Works. The following table provides a listing of proposed position additions and deletions.

DEPARTMENT	POSITION	FTE
Management & Administration	Business System Analyst	2.00
Police	Police Officer	5.00
	Sergeant	1.00
Underground Utilities	Program Engineer*	-2.00
	Manager-Stormwater Management Unit	1.00
Fleet	Mechanic	1.00
Growth Management	Permit Technician	1.00
Public Works	Senior Public Works Service Worker	1.00
	Equipment Operator II	2.00
	Engineer Technician II	2.00
Environmental Policy & Energy Resources	Environmental Engineer	1.00
Parks, Recreation & Neighborhood Affairs	Veterinarian	1.00
	Veterinarian Technician	1.00
StarMetro	Coach Operator	7.00
	Special Transportation Coach Operator	3.00
	Mechanic	1.00
Net Change		28.00

*Mid-year.

**The two full-time Business System Analyst positions were transferred from the Joint Dispatch Center. These positions were originally transferred from ISS to the Joint Dispatch Center for the FY13 approved budget; however, it was decided that the positions would remain housed in ISS instead of the Joint Dispatch Center. The Joint Dispatch Center is not included in the FTE count for the City; therefore, these positions are considered additions instead of transfers.

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 and the FY14 budgeted amount will be updated with the most recent numbers prior to final adoption of the budget in September 2013. The proposed budget anticipates an increase in both the municipal revenue sharing and ½ cent sales tax amounts by 4% over FY13

estimates. A total of \$4.9 million is anticipated in State Revenue Sharing and \$9.4 million in ½ Cent Sales tax revenues in FY14.

Transfer to StarMetro

The general fund transfer requirement for StarMetro in FY14 is estimated at \$10,136,489, representing an increase of \$1,598,559 from the FY13 transfer. The transfer amount has been adjusted for additional personnel and fuel increases anticipated in FY14.

Funding for General Government Projects

As funding continues to be constrained, the FY14 budget process has been able to allocate \$1.9 million for general government projects over the next two years. This funding will come from the general government capital improvement fund (GGCIF) and utilized for needed maintenance projects for existing facilities and sidewalks. Funding in the two fiscal years also includes \$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 2014 proposed budget has decreased by approximately \$1.9 million in FY14 and \$1.4 million each year thereafter. The difference is attributable to the defeasance the 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 not changed from the prior year. The proposed issuance of debt is planned for 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, construction of proposed stations located in the Lake Bradford Road, Station 8, Hartsfield Road, Southwood and Welaunee areas.

Electric, gas, and sewer fund debt service expenses have not changed from FY13. Water fund debt service has decreased by \$1.2 in FY14 due to defeasance of capital bonds.

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 approved methodologies. The following table provides a summary of the transfers from each utility.

<i>Transfer</i>	<i>FY2012</i>	<i>FY2013</i>	<i>FY2014</i>
Electric	23,844,683	23,900,000	26,258,500
Gas	2,512,094	2,524,732	2,537,356
Water	2,999,663	3,148,743	3,238,663
Sewer	3,667,474	4,075,232	4,320,612
Solid Waste	1,413,471	1,594,428	1,610,924
TOTAL	34,437,385	35,243,135	37,966,055

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.

Animal Shelter-Addition of Two full-time positions

Staff recommends adding a veterinarian and veterinarian technician at the shelter in order to increase the number of adopted animals that are spayed and/or neutered. This is consistent with a request from the Animal Shelter Advisory Board. In order to reach ASPCA partnership goals and achieve a substantial increase in our community's live release rate, additional resources are necessary. The Board and partnership members believe that maintaining staffing levels in these specific areas is necessary to directly increase the number of animals that can be saved and ensure that adopted animals are not contributing to the pet overpopulation problem. Total Impact: \$206,042.

Changes in Grant Funding

The FY14 proposed budget includes new grant funding for the Commission on the Status of Women and Girls in the amount of \$20,000. Grant funding in the amount of \$33,950 is proposed for transfer into Parks, Recreation and Neighborhood Affairs' budget to assist in increasing the number of spay/neuters performed in the community. Total Impact: (\$53,950).

StarMetro Increased Service

A total of eleven positions are being added in StarMetro to continue implementation of the decentralization plan in an amount of \$600,000. Ten coach operators and one mechanic have been identified as necessary to improve service levels. StarMetro also had a fuel adjustment in the amount of \$467,000. Additional funding is being recommended for the maintenance of bus shelters and benches as well as operating costs for a trolley service.

Building Inspection Permit Technician

One full-time Permit Technician position has been added to Building Inspection to keep up with increased demand. Total impact: \$48,707. This position is funded through Building Inspection revenues.

Addition of Mechanic (Fleet)

One full-time Mechanic position is recommended in the Fleet division. The additional position will be utilized to enhance the Fleet Bio-Diesel and Less Idle Time (LIT) programs. Fleet Biodiesel has not prospered as planned as a result of the shortage of manpower. Throughout the research, development and implementations of both programs, existing staff have been utilized on a rotational basis for the normal functions of maintaining production as the staffing would allow. The LIT program started out with the installation of specialized battery packs and a/c compressors allowing TPD units to remain climate controlled within the unit without the use of engine idling and has grown to include several other units within the City fleet. The addition of the one (1.00) mechanic

will allow many City Fleet units to be incorporated into the program as well as up the Bio-Diesel production to a profitable outcome. Total Impact: \$59,864.

Reinstate Stormwater Manager Position

In 2008, this position was moved to the Water Utility which directs all of water resources engineering including water, wastewater, the water quality lab division, water production and in addition supervises the stormwater program. It is proposed to move this position back to Stormwater due to the increasing complexity of federal and state storm water regulations.

Police

The FY14 proposed budget includes the addition of five police officers and one sergeant. The workload for patrol officers continues to increase as the number of calls-for-service and the average response time to priority calls increase. The additional six full time positions will assist in reducing response times to achieve the department's goal of 5.0 minutes for priority one calls and 9.0 minutes for priority two calls. Current response time is 6.8 minutes for priority one calls and 10.4 minutes for priority 2 calls. Fiscal Impact: \$810,308 (the first year cost includes one-time costs of \$325,000).

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 FY13 with a surplus. For the first 6 months of FY13, the average number of permits for 1&2 family homes issued per month is just over 36. The average number of permits for new commercial buildings decreased when comparing the first two quarters for FY12 and FY13 from 29 to 20. However, there is an increase of fees collected by 150%, from \$156,238.46 to \$391,370.38. Overall, while Building Inspection permits for the first two quarters of FY13 are down 15% in comparison to the first two quarters of FY12, from 1278 to 1077, there is an increase in revenues collected due to high value construction projects. The fund is projecting a surplus of \$678,618 for FY13 and continues to show a surplus in the five year forecast. The majority of the surplus will be used to repay the Deficiencies Fund.

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

Fire Services

On March 12, 2013 the Leon Board of County Commissioners voted to exercise their option to terminate the existing Fire and Emergency Medical Services Inter-local Agreement with the City of

Tallahassee. At the same time the County Commission authorized their staff to proceed with a renegotiation with the City of Tallahassee regarding the provision of Fire Services to the unincorporated area and emergency life support services in the City limits. Currently the City and County are in negotiations with the goal of reaching mutually agreeable terms for providing services.

In previous discussions and negotiations it was determined that a new Fire Fee Rate Study should be completed by FY14 in order to ensure continued financial sustainability for the Fire Fund. The results of negotiations with the County will have a significant impact on funding sources and needs within in the five year planning period, particularly the need for additional stations or expanded services as well as future fire apparatus replacement needs. Although no firm conclusions have been reached, the County has requested that we extend the rate study period for another year. Staff will study this request and bring back a recommendation to the commission as to whether or not this is financially prudent.

- The Fire Prevention Division is statutorily mandated to enforce the Florida Fire Prevention Code as adopted by the State Fire Marshal. Currently, two independent and unequal fee schedules exist for these services; one within the City of Tallahassee and one within Leon County, though the services provided are the same. Additionally, the fees for services as adopted by the City of Tallahassee Leon County have not been evaluated for cost verse collection since 2004 and 1998 respectively. The budget includes \$25,000 for a fee study to address the fees for service to be completed in conjunction with the Fire Fee Rate study to be completed this year.
- Succession Planning – The Fire Department experienced a great deal of growth during the late 1980's, with the service expansion in the unincorporated area. As a result, a number of employees were hired and are now beginning to transition into retirement. The department is expected to lose over 58% of its Captains and Chief Officers over the next five years, to include the entire command staff. Plans must be made to ensure a smooth leadership transition and the maintenance of a diverse workforce that represents the community. For this purpose, the Fire Fund budget includes a transfer of \$45,000 to the City for Human Resource services to specifically address recruitment for the Fire Department and other critical recruitments as necessary.
- Facilities - Facilities include fifteen fire stations, five training buildings, and an administrative building ranging in age from three to over sixty years old. The budget for FY14 through FY 2018 includes \$300,000 per year to address the maintenance and repair needs at these facilities to ensure a safe working environment and extend the useful life of the assets.
- Hydrants – Ongoing maintenance, as well as making necessary replacements of fire hydrants is critical to the Fire Department's mission. To this end, the budget includes almost \$850,000 for such needs in FY 2014 and each year through FY 2018.

Cemetery Fund

The City of Tallahassee owns and maintains five cemeteries with 133 acres. The only remaining inventory of grave space is located at the Southside Cemetery.

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

The Property Management Division continues to explore new revenue opportunities including additional plot spaces at existing cemeteries, and looking at the feasibility of construction of mausoleum and columbariums at city cemeteries.

The FY14 budget for this fund is \$466,981. A transfer of \$320,039 from the Cemetery Perpetual Care Fund is required.

Stormwater

The Stormwater fund is balanced in FY 2014-2018. Total revenues for the Stormwater fund for fiscal year 2014 are budgeted to be \$17.5 million. Of this \$6.4 million will be transferred to the Stormwater capital improvement program. The stormwater rate ordinance calls for automatic annual consumer price index increases and the proposed budget includes a rate increase of 1.5%, consistent with CPI estimates.

The City Commission policy number 224.5.A requires a fund balance not exceed 3% of the collective sources of the respective capital. Currently due to a number of circumstances related to yet to be released federal requirements the stormwater fund construction fund balance exceeds the 3% policy requirements. We are recommending an exemption to this policy as part of the FY14 budget. The balance in the fund is \$20.9 million and will be programed in future years once all Total Maximum Daily Load (TMDL) requirements are known.

StarMetro

The proposed budget for StarMetro in FY14 is \$18,174,286 including a contribution from the general fund totaling \$10.1 million or 55.8% of the department's total budget. StarMetro's FY14 budget increased by \$1,598,559 or 9.6% from the 2013 approved budget. These changes were made to provide current service levels for FY14 and to assist in decreasing temporary wages along with overtime wages.

ENTERPRISE FUNDS

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

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

Electric Fund

The electric fund is balanced for fiscal years 2014 through 2018. Operating expenditures of \$299.9 million budgeted in fiscal year 2014 reflect an increase of \$15.7 million or 5.5% over those budgeted in 2013, primarily due to the cost of fuel. Fuel expense of \$ 119.6 million was budgeted in FY13; it has increased to \$131.1 million in FY14.

A base rate increase of 5.5% became effective April 1, 2013, which was offset by a decrease in fuel-related electric charges.

A change in the methodology to determine the electric fund's transfer to the general fund resulted in an increase of approximately \$2 million in fiscal year 2014, as discussed earlier.

Gas Fund

The Gas fund is balanced for fiscal years 2014 through 2018.

- Revenue is expected to experience a slight increase from historical average in FY2014.
- Customer growth is estimated at 2%.

The 2014 fiscal year budget reflects operating expenditures (excluding any excess transfers to RR&I) in the amount of \$26.0 million, representing a decrease of approximately \$7.2 million from the 2013 approved budget. This is primarily due to a decrease in cost of natural gas purchased.

- The fiscal year 2014 fuel forecast is budgeted at \$10.4 million versus the fiscal year 2013 fuel forecast of \$14.0 million.

Water Fund

The Water fund is balanced for fiscal years 2014 through 2018. 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 2014 are budgeted to be \$31.2 million versus the fiscal year 2013 budget of \$30.1 million. The increase is due mainly to the base rate Consumer Price Index (CPI) adjustment of 1.5%.
- From FY07 to FY13, average consumption has decreased by 12%.

The 2014 fiscal year budget reflects operating expenditures (excluding any excess transfers to RR&I) in the amount of \$29.9 million, representing a small increase (\$800,000) from the fiscal year 2013 approved budget. The increase is attributable to a higher transfer to the Renewal and Replacement fund.

- The transfer to the Renewal, Replacement and Investment fund is \$3,807,000 for FY14 compared to \$3,110,972 for FY13.

Sewer Fund

The Sewer fund is balanced for fiscal years 2014 through 2018. 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 2014 are budgeted to be \$63.8 million versus the fiscal year 2013 budget of \$60.8 million.
- Budgeted revenues for FY14 were based on the rate study completed over six years ago which over-estimated customer growth. No customer growth is currently projected.
- An annual Consumer Price Index (CPI) adjustment of 1.5% is scheduled to take effect on October 1, 2013.

The 2014 fiscal year budget reflects expenditures in the amount of \$63.8 million, representing an increase of \$3 million from the 2013 approved budget. This is due to an increase in transfers to the renewal, replacement and investment fund (RR&I) that funds capital projects.

- Renewal, Replacement and Investment transfers are increased in FY14 by \$1.6 million.
- Pension costs and costs associated with temporary employees are increased by \$700 thousand in the FY14 budget.

Aviation Fund

The Aviation Fund is balanced for fiscal years 2014 through 2018. Revenues are continuing to recover after years of a declining passenger base due to the global economy and other factors affecting our region. The airport is experiencing increased traffic and service provided by the carriers as well as increased revenue from business development opportunities.

- The Aviation Department is experiencing a market share recovery with improved growth at Tallahassee Regional Airport with a 3% growth in TLH's fiscal year 2012 activity as opposed to a 0.6% increase nationally. This upward trend is projected to continue in FY14.
- Increased passenger activity also causes increases in concessions, parking lot revenue and rental car activities.
- Over \$160,000 of expenses have been eliminated in the FY14 budget, mainly in debt service, in order to reduce overhead charges to airlines and ultimately passengers.

Solid Waste Fund

The Solid Waste fund is balanced for FY14. Revenues are projected to increase slightly in fiscal year 2014. Revenue projections for fiscal years 2014 through 2018 assume little customer growth and include only modest increases.

- The current contract with Waste Pro will end October 1, 2018.
- A transfer to the general fund of \$1,610,924 is budgeted for FY14.
- The current residential garbage fee is \$16.09/ month.
- The City is in current negotiations with the County to reduce disposal fees at the Leon County Transfer Station.

- An annual Consumer Price Index (CPI) adjustment of 1.5% is scheduled to take effect on October 1, 2013.

Golf Course Fund

The proposed budget recommends no subsidies for Hilaman Golf Course in fiscal years 2014 through 2018. Changes implemented since 2009, including reductions in the number of full-time positions, utilization of contractual employees for many maintenance functions, and improvements to facilities at the course have resulted in efficiencies in operations and increased customer usage. Financially, these changes have resulted in revenues that exceed expenditures, thereby providing for surpluses at the end of each fiscal year. The surplus for fiscal year 2014, which will be transferred to the Golf Course RRI fund, is projected to be approximately \$59,000.

FUTURE BUDGET ISSUES

Although not addressed in the FY14 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 for the next fiscal year, there is very 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 upcoming legislative sessions.
- The use of one-time revenue for ongoing expenses is necessary and fiscally prudent to assist with the slow recovery from the recession. However, we cannot continue to rely on this source of funding and in order to address this will require other permanent revenue enhancements or expenditure reductions during FY2014.

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.

FY14 CAPITAL BUDGET & FY14 – FY18 CAPITAL IMPROVEMENT PLAN

The capital budget proposed for fiscal year 2014 totals \$157.2 million and the five-year capital improvement plan (CIP) totals \$769.2 million, which is an increase of \$35.2 million over the FY13-

approved CIP. The FY14 capital budget funds projects in all program areas in various geographic areas of the city. FY14 general government funding for capital projects, which primarily supports maintenance of existing facilities, totals \$13.9 million. Funding proposed in FY14 includes the purchase of trolleys, compressed natural gas buses, and benches and shelters. Overall, the five-year capital improvement plan reflects the City Commission's priorities in the areas of transportation, utility master plans, community reinvestment, parks, recreation, transportation, and public safety.

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. Revenue projections from the sales tax extension fund have been increased to reflect actual collections. This was coordinated with Leon County's budget staff. Revenue from this source supports projects in the Public Works department and reduces general government bonds that otherwise would be needed to complete many projects. Projections of gas tax revenues, primarily used by Public Works for sidewalks and street resurfacing activities, also have been reassessed. Although modestly increased, gas tax revenue available for projects begins to decline in fiscal year 2015. This is attributable to the cost of debt service for sidewalks associated with the \$16 million bond-funded Nova2010 initiative; gas tax revenues were designated to absorb those costs.

As discussed in the debt service section above, staff of the Public Works, Treasurer-Clerk, and DMA departments reviewed open projects funded from the 2004 capital bond issue. The goal was to identify active projects and those delayed by various circumstances, so as to remove the balance remaining in the 2004 bond fund. This was accomplished by supplanting future general government bond funding in projects whose activities have been completed with proceeds from 2004 bonds. In addition, funding remaining in several open sidewalk projects (also funded from future general government bonds) was shifted to proceeds of the 2004 bond issue. These actions reined in the 2004 bond issue balance, allowing the city to avoid potential arbitrage issues, and reduced the level of future bonds needed to support current projects.

The reduction of future debt service needed for current projects increases the financial capacity to support new projects or to fund additional needs for ongoing projects such as FAMU Way. Funding needs for this project have increased from \$7.5 million in fiscal year 2013 to \$23.5 million this year. An expanded discussion of this project, and other Public Works capital needs not included in the FY14 proposed budget, will be scheduled for a post-budget City Commission workshop.

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 facilities are 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.

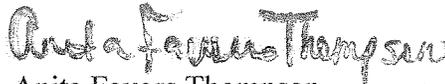
The Capital Budget Appropriation and Financial Summaries sections of the budget provide funding for all five years of the CIP by source (bonds, RRI, state funds, etc.) and department. The section also identifies individual project titles and descriptions by service area as well as projects that are not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

CONCLUSION

We have come through one of the worst recessions in history and we did so while keeping the millage rate flat, investing in the community and providing a great level of service. This was only possible by identifying efficiencies, reductions and employees doing more with less throughout the entire government. Now as the economy recovers, we are in a position to continue to build upon our successes and influence our destiny. Although our financial condition is strong, we will need to immediately address the use of one-time revenue at the start of the fiscal year as well as closely monitor our budgets for the next couple of 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 your feedback and guidance at our upcoming operating and capital workshop scheduled for June 19, 2013. 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 2014**

AND

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FOR FISCAL YEAR 2014-2018**

CITY COMMISSION

**John R. Marks, III
MAYOR**

**Nancy Miller
MAYOR PRO-TEM**

**Andrew D. Gillum
COMMISSIONER**

**Scott Maddox
COMMISSIONER**

**Gil Ziffer
COMMISSIONER**

**Anita Favors-Thompson
CITY MANAGER**





Raoul A. Lavin

Director

OFFICE OF BUDGET AND POLICY

Heath Beach

Budget Manager

Robert Bechtol

Senior Analyst

Genese Byrd

Senior Analyst

Amy McLean

Analyst

Turquoise James

Analyst

Rusty Robbins

Analyst

Chandra Peterson

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Laura Morgan

Analyst

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Administrative Specialist I

Akhenaton Thomas

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Michelle Tipton

Intern





GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Budget Presentation
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PRESENTED TO

**City of Tallahassee
Florida**

For the Fiscal Year Beginning

October 1, 2012

Christopher P. Morill

President

Jeffrey R. Egan

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, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

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City of Tallahassee
Fiscal Year 2014 Approved Budget

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City of Tallahassee
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Reader's Guide to the Budget

Reader's Guide to the Budget

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

Organization of the Budget

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

Budget Message

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

Community Profile

This section contains:

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

Budget Policies

A summary of all financial policies:

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

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

Organizational Overview

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

Financial Summaries

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

City of Tallahassee
Fiscal Year 2014 Approved Budget
Reader's Guide to the Budget

funds.

Capital Budget and Appropriation Summary

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

Fund Pro Formas

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

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

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

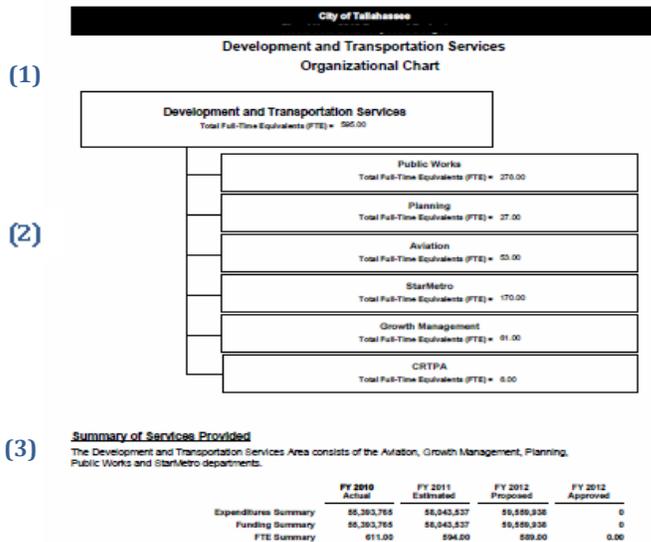
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What is the total budget?	<i>Operating Budget Appropriation and Financial Summaries / Operating Budget</i>	D-4
	<i>Capital Budget Appropriation and Financial Summaries/Capital Budget & CIP</i>	E-3
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How 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
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HOW TO READ DEPARTMENTAL BUDGET FORMS

Figure 1.1 - Service Area Organizational Chart



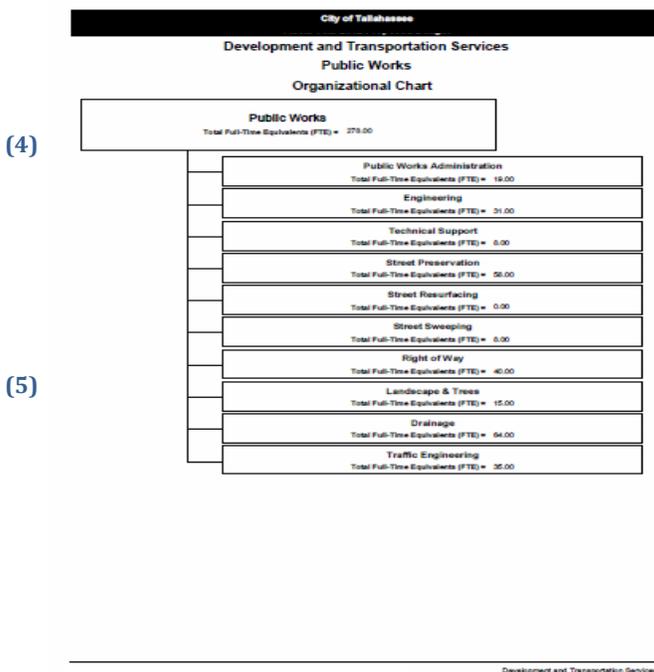
(1) Service Area Level – This section displays five major service areas: Charter and Executive Services, Administration and Management Services, Development and Transportation Services, Safety and Neighborhood Services, and Utility Services. With the exception of Executive Services which includes all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

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

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

Fiscal Year 2012 Development and Transportation Services

Figure 1.2 - Department Organizational Chart



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

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

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

City of Tallahassee				
Development and Transportation Services				
Public Works				
Operating Budget				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Budgetary Cost Summary				
220101 Public Works Administration	2,973,972	3,592,853	4,852,195	0
220201 Engineering	944,126	823,114	983,563	0
220202 Survey	457,491	443,808	423,377	0
220203 Construction Inspection	303,485	237,228	200,868	0
220204 Construction Management	110,870	0	0	0
220301 Technical Support	1,586,296	1,012,544	1,003,994	0
220302 Street Preservation	1,455,775	2,143,883	2,185,444	0
220303 Street Resurfacing	325,126	350,300	0	0
220304 Street Sweeping	819,030	984,816	875,463	0
220305 Right of Way	2,811,728	2,466,504	2,451,869	0
220306 Landscape & Trees	1,835,705	1,813,132	1,887,489	0
220502 Drainage	4,190,071	4,387,332	4,731,860	0
220601 Traffic	885,828	1,789,873	2,303,018	0
220602 Construction	542,529	815,957	813,204	0
220603 Traffic Signals	1,648,148	1,377,880	1,300,958	0
Total Expenditures	20,287,754	22,238,924	23,452,920	0
Expenditure Category Summary				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	12,195,758	12,280,210	13,068,817	0
Operating	1,810,480	3,596,902	4,009,784	0
Capital Outlay	479,524	281,143	130,210	0
Allocated Accounts	4,481,006	4,949,958	5,089,956	0
Utilities and Other Expenses	543,765	506,477	526,006	0
Transfers	578,249	304,934	308,847	0
Contributions to Operations	319,000	319,300	319,300	0
Total Expenditures	20,287,754	22,238,924	23,452,920	0
Funding Summary				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	15,376,853	16,898,776	17,845,797	0
Stormwater Fund	5,508,101	5,372,148	5,607,123	0
Total Funding	20,287,754	22,238,924	23,452,920	0

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

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

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

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

City of Tallahassee				
Development and Transportation Services				
Public Works				
Operating Budget				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
FTE Summary				
220101 Public Works Administration	20.00	19.00	19.00	0.00
220201 Engineering	15.00	15.00	14.00	0.00
220202 Survey	10.00	10.00	10.00	0.00
220203 Construction Inspection	8.00	7.00	7.00	0.00
220301 Technical Support	9.00	8.00	8.00	0.00
220302 Street Preservation	49.00	49.00	58.00	0.00
220303 Street Resurfacing	9.00	9.00	0.00	0.00
220304 Street Sweeping	8.00	8.00	8.00	0.00
220305 Right of Way	41.00	40.00	40.00	0.00
220306 Landscape & Trees	15.00	15.00	15.00	0.00
220502 Drainage	84.00	84.00	84.00	0.00
220601 Traffic	14.00	10.00	10.00	0.00
220602 Construction	13.00	12.00	12.00	0.00
220603 Traffic Signals	13.00	13.00	13.00	0.00
Total FTE	288.00	279.00	278.00	0.00
Summary of Services Provided				
The Public Works Department delivers a wide range of services to the community that impact the quality of life for Tallahassee citizens and others. Programs related to those services involve civil engineering, construction management, traffic management, street and sidewalk construction and maintenance, and project management. Generally speaking, the Public Works Department provides any city infrastructure services not related to utilities, public safety, or mass transportation.				
The City of Tallahassee Public Works Department is in its second year of a significantly reorganized structure. Additionally, we have eliminated 43 FTE's in the last three fiscal years.				
Through this reorganization, we continue to gain increased accountability, improved organizational functionality and streamlined intradepartmental communication. While these changes have greatly assisted Public Works in its efforts to maintain, improve and develop our City's infrastructure in these difficult times, significant challenges lie ahead.				

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

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

Figure 1.5 - Department Trends and Issues

City of Tallahassee

Fiscal Year 2014 Approved Budget

Reader's Guide to the Budget

(11)

City of Tallahassee

Development and Transportation Services
Public Works

Trends and Issues

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

Development and Transportation Services

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

Figure 1.6 – Departmental Overview

City of Tallahassee

Development and Transportation Services
Public Works



Significant Changes From FY

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

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

The following service level changes were approved in mid-year

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

Development and Transportation Services

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

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

City of Tallahassee
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Figure 1.7 – Departmental Performance Measures Overview

City of Tallahassee					
Development and Transportation Services					
Public Works					
Performance Measures					
Program Objective					
The department has identified the following objectives:					
	(14)	<ul style="list-style-type: none"> Maintain city streets in good repair; Maintain city stormwater/drainage system in good repair; Develop and maintain inventories of infrastructure and facilities; Complete capital improvement projects on time and within budget; Reduce traffic congestion; Increase focus on customer service, satisfaction and improved communications; Have highly efficient, adequately funded, quality programs. 			
Analysis of Performance Measures					
Cost of landscape maintenance per acre. Internal indicators reveal that our current costs are running marginally higher (\$635.80 for the first quarter of FY 2011) than the average for the prior few years (\$545.40 for FY2009 and \$570.47 for FY 2010). This increase is in part because of the cyclical nature of this work and viewing any single quarter gives a slightly distorted view. (First quarter costs are high in material acquisition. For example, we buy and spread our mulch during this period.) We anticipate the annual average to be slightly higher yet still comparable to FY 2010 costs.					
Resurfacing costs per lane mile. Internal indicators reflect increasing costs per lane mile over the past three years, (\$42,187.61 in FY 2008, \$71,606.09 in FY 2009 and \$81,810.00 in FY 2010.) These increases are, in part, attributable to an increase in the cost of the asphalt itself but are also a reflection of the increased amount of "milling" that we are doing in association with the resurfacing program. Streets can only take so many overlays before they have to be milled to get the surface down to an acceptable elevation. Many of our roadways must now be milled prior to overlays.					
(15)					
Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Compare annual construction costs designed to \$/M ² Engineering	%	94.33	100.00	97.00	100.00
Cost per CY of concrete in place	\$	578.82	478.00	591.48	500.00
Cost per cycle sweeping city streets	\$	43,810.00	42,594.00	41,833.50	44,000.00
Costs per landscape maintenance acre	\$	570.47	884.07	825.80	884.07
Costs per ton of asphalt	\$	175.59	255.34	236.79	275.00
Number of cycles completed vs goal: FDOT street sweep	%	100	100	100	100
Number of employees	#	281	279	278	278
Percentage of asphalt patches completed within five days	%	96.67	96.00	95.50	96.00
Respond to 95% of tree maintenance requests in less than 10 weeks (1=yes,2=no)	#	2	1	2	1
Resurfacing cost per lane mile	\$	81,810.00	72,110.00	81,235.10	80,000.00
Total Public Works Budget (in thousands)	\$	20,800	20,400	10,045	23,476

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

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

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

Figure 1.8 – Department Capital Project Overview

City of Tallahassee			
Development and Transportation Services			
Public Works			
Capital Improvement Program Budget			
CIP Budget Overview			
The department's FY 2012-2016 capital improvement plan includes projects with an appropriation of \$51,024,790. Fiscal year 2012 funding includes twelve projects with an appropriation of \$9,119,900.			
FY12 projects will be funded from through a variety of revenue sources. The projects scheduled for FY12 include Tallahassee-Leon County Public Safety Complex, guardrail and handrail installation/replacement, residential sidewalks and bike path implementation program, minor intersection/safety modifications, street resurfacing program, minor stormwater improvements, new development sidewalk program, recurring traffic management system improvements, Ripper Street sidewalk, Bradford Road sidewalk, Palmer Street sidewalk and Lonnbladh Road pass.			
Remaining projects that are programmed in the out years are the Weems Road Improvements, greenway trail connectors and Nurse's Drive.			
Funding Source	FY 2012 Appropriation	5 Year CIP Total	
1989 Sales Tax	0	0	
2004 Capital Bond Series	1,158,000	1,158,000	
2005 Sales Tax	2,500,000	10,219,100	
Concurrency Central - FAMU Way	0	0	
Concurrency Central - Multimodal	0	0	
Falchewee DRB Mitigation Funds	0	0	
Fine Debt	0	0	
Florida Department of Transportation	0	0	
Gas Tax	2,827,900	14,828,650	
Gas Tax Undesignated Balance	2,204,000	5,204,000	
General Government - Future Bonds	0	17,255,150	
General Government Capital Improvement Fund - GOCIP	10,000	10,000	
General Government Capital Project Account - GOCIPA	0	40,000	
Stormwater RRA/ Undesignated Balance	420,000	2,410,000	
Street Paving Fund	0	0	
Total Funding	9,119,900	51,024,800	

(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 2014 Adopted Budget
Community Profile

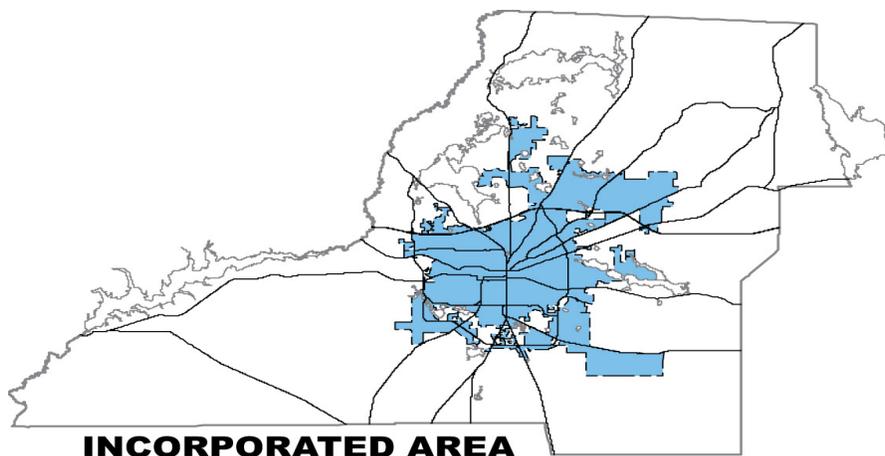
Tallahassee, the capital city of Florida, was established in 1824 following a decision by the Legislature to locate the capital of the new Florida Territory midway between the population centers of St. Augustine and Pensacola. Located in the north central portion or Big Bend area of the state, the city is less than 20 miles south of the Georgia state line and 25 miles north of the Gulf of Mexico. As the only incorporated city in the county, Tallahassee is the county seat. Although the city encompasses about 15% (103.25 square miles) of the county's land area, it was estimated in 2013 that 66% (183,727) 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 38% 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 25.8 ranks Tallahassee as the second youngest city in Florida, while the education level is the highest in the state. Minorities account for 42% of the City's population (34% African American) as compared to the state level of 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 2,810.58 full-time equivalent employees. The city owns and operates six utilities: an electric generation, transmission, and distribution system serving 101,093 customers in the city and adjacent urban area; a natural gas distribution system servicing approximately 27,065 customers primarily within the corporate city limits; a water production and distribution system serving about 75,551 customers within the urban area; a sewage collection system serving approximately 64,478 customers principally within the city limits; solid waste and recycling collections serving 63,173 customers; and a storm water/flood control utility serving 78,645 customers exclusively within the corporate city limits. Other enterprise activities owned and operated by the City of Tallahassee include fire services, a regional airport, public transportation, cemetery, and a municipal golf course. The City owns and operates an additional non-enterprise golf course that is funded by the general fund.

CITY OF TALLAHASSEE



City of Tallahassee
Fiscal Year 2014 Adopted Budget
Community Profile

TALLAHASSEE AREA DEMOGRAPHICS¹

YEAR	TALLAHASSEE	UNINCORPORATED COUNTY	LEON COUNTY
1950	27,237	24,353	51,590
1960	48,174	26,051	74,225
1970	71,897	31,150	103,047
1980	81,548	67,107	148,655
1990	124,773	67,720	192,493
2000	150,624	88,828	239,452
2010	181,376	94,111	275,487
2013 est.	183,727	94,650	278,377
2020 proj.	200,900	97,500	298,400
2030 proj.	221,800	101,100	322,900
2040 proj.	237,700	103,800	341,500

RACIAL COMPOSITION

INCOME

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

Median family (City)	\$59,525
County Cost of Living Index	18th of 67
Families below poverty level (City)	16%

CITY OF TALLAHASSEE AGE COMPOSITION

TALLAHASSEE HOUSEHOLD TYPES

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

Married couple, no children	18%
Married, with children under 18	11%
Single parent families	10%
Other families	8%
Non family households	53%

CITY OF TALLAHASSEE HOUSING TYPES

CITY OF TALLAHASSEE EDUCATION

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

Persons (25 or older with at least)	
High School diploma	92%
College (4 year) degree	47%

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

² Includes those who claim more than one race

City of Tallahassee
Fiscal Year 2014 Adopted Budget
Annual Municipal Service Costs

	Tallahassee	Orlando	Gainesville	Lakeland	Pompano	Pensacola	Largo	Ft. Laud.	Daytona	Clearwater	W.P. Bch.	Hollywood
Operating Millage	3.7000	5.6500	4.4946	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
Subtotal Utilities	\$2,581.20	\$2,345.23	\$2,333.16	\$2,035.77	\$2,018.99	\$2,311.97	\$2,586.62	\$2,247.72	\$2,367.81	\$2,948.06	\$2,053.93	\$2,307.42
Total Cost	\$3,136.20	\$3,192.73	\$3,007.35	\$2,732.37	\$2,839.49	\$2,955.40	\$3,336.61	\$2,865.61	\$3,353.82	\$3,721.31	\$3,305.91	\$3,424.61

[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

Target Issues

Long Range Planning:

Sense of place focus at Midtown, South Adams and Market Square
Nova Decentralization Plan, along with targeted infrastructure enhancements
Multi-Modal Master Transportation Plan
City Sign Code update
Sales Tax Extension
Airport development plans
Water resource issues (groundwater/stormwater/surface water protection)

Financial Viability

Five-Year Financial Plan
Strategies to evaluate effectiveness of current millage rate
Financial restoration strategies for the Deficiency Fund
Fuel/utility diversity issues
Pension and health care requirements and costs to government
Long-term implication of Demand Side Management (DSM) on city revenue

Economic Development

Small business support and advocacy
Gaines Street and Downtown developments
Future of hotel/conference center
Review and feedback on economic development element of sales tax extension
Minority Business Enterprise Policy update
Smart City / Energy Initiatives

Quality of Life

Sustainability issues
Dedicated funding source for human/social services
Homeless issues
Outcome-based Community Human Service Partnership funding model
Future of Palmer Munroe Teen Center
Cultural Plan recommendations
Senior Center expansion options
Cascades Park development

Innovation and Engagement

Enhanced community engagement
Utilize the community's brain power and emotional connections to create activities and events exclusive to Tallahassee
Community vision for 2025
Review and vet ideas involving technological initiatives
Encourage and reward innovation in City government
Ideas to engage and utilize Tallahassee's 50,000+ college students and university resources



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 mid-to-late 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 proposed budget for fiscal year 2014 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 FY14 development process, emphasis was placed on reviewing expenditures at the base service level, but departments were allowed to request additional budget expenditures; however, departments had to present a corresponding reduction in their expenditure budget or identify additional revenue to offset the additional expenditure.

Budget Amendments

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

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

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

Budget Process

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

Budget Basis

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

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

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

CAPITAL BUDGET PROCESS

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

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

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

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

City of Tallahassee
Fiscal Year 2014 Approved Budget

Budget Calendar

<u>DATE</u>	<u>BUDGET ACTIVITY</u>
October 1, 2013	FISCAL YEAR 2013 BEGINS
January 28, 2013	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
February 13, 2013	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
March 15, 2013	ISSUANCE OF CITY MANAGER'S BUDGET GUIDELINES AND OPERATING AND CAPITAL BUDGET INSTRUCTIONS
March 27, 2013	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
April 5, 2013	DEPARTMENTS-OPERATING AND CAPITAL BUDGETS DUE TO OBP
April 15, 16 & 25, 2013	COMMUNITY BUDGET WORKSHOPS
April 29 - May 16, 2013	EXECUTIVE BUDGET HEARINGS/ EXECUTIVE FINAL BUDGET DECISIONS
May 8, 2013	FY 2013 BUDGET UPDATE & FY 2014 BUDGET FORECAST TO CITY COMMISSION - FEEDBACK ON COMMUNITY BUDGET MEETING
May 22, 2013	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
June 14, 2013	RELEASE OF PROPOSED BUDGET
June 19, 2013	CITY COMMISSION WORKSHOP - FY 2014 PROPOSED BUDGET
June 24, 2013	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
July 1, 2013	CITY COMMISSION FINAL BUDGET DECISIONS WORKSHOP
July 8, 2013	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
July 10, 2013	SET TENTATIVE MILLAGE RATE
August 21, 2013	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
September 11, 2013	FIRST PUBLIC HEARING ON TAX MILLAGE AND BUDGET
September 25, 2013	FINAL PUBLIC HEARING ON TAX MILLAGE AND BUDGET
October 1, 2013	FISCAL YEAR 2014 BEGINS



City of Tallahassee
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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 FY14 on September 25, 2013.

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.

Budget Statutes And Guidelines

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

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

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

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

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

OTHER PROVISIONS

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

Union Agreements – 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

City of Tallahassee
Fiscal Year 2014 Approved Budget
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>GENERAL</p> <p><u>General Government:</u> aggregate revenues or expenditures in the General Fund plus transfers to StarMetro, CRTPA, and Golf Course funds, when required.</p>	<p>Any remaining balance is first used to fund the Deficiencies Reserve until the target level is achieved. After fully funding the deficiencies fund, any remaining balance may be used to support the subsequent year's operating budget, up to a maximum of 5% of general government operating expenditures, and to buy down debt-financed capital improvement projects.</p>	<p>Effective FY06, General Government Capital Project Account (GG/CPA) funding is capped at \$3.0 million annually. No GGCPA funding is budgeted to support projects in fiscal year 2014. However, \$2,732,650 has been programmed from the General Government Capital Improvement Fund (GG/CIF)'s Undesignated Balance for FY14 projects.</p>	<p>\$50,000 is budgeted for Contingency in FY14.</p>	<p><u>Deficiencies Reserve:</u> up to 5% of year-end surpluses will be allocated to support subsequent year's operating deficit. This has been suspended pending replenishment of the Deficiencies Fund to policy levels.</p> <p><u>Fleet Reserve:</u> retained at the FY06 level, which will provide a targeted reserve balance equivalent to the cost of the average five-year replacement program.</p> <p><u>RR&I:</u> undesignated balance set at a maximum of 3% of general government capital projects.</p>
<p>FIRE SERVICES</p>	<p>Retained for fire operating and capital costs.</p>	<p>No transfer.</p>	<p>No reserve.</p>	<p>Not applicable.</p>
<p>GAS</p>	<p>Designated to fully fund the operating reserve and thereafter to fund gas system capital projects.</p>	<p>In FY04, the policy was established as a fixed amount of \$2.30 million annually. The transfer policy was changed in FY12 to 6.99% of a 3-year average of system revenues. FY14's transfer is \$2.5 million.</p>	<p>Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.</p>	<p><u>RR&I:</u> Transfer budgeted at a level equivalent to depreciation expense as provided in the applicable rate study.</p>
<p>INTERNAL SERVICE FUNDS</p>	<p>Except for the Information Systems Services Fund, revenues for all funds are balanced against actual expenditures, resulting in zero surpluses.</p>	<p>Not applicable. Excess balances from budgeted revenues are transferred to the original funding source at year-end.</p>	<p>No reserve.</p>	<p>Funding needed for large capital outlays in the Information Systems Services Fund may be accumulated over a period of time in its RR&I fund.</p>

City of Tallahassee
Fiscal Year 2014 Approved Budget

Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
ELECTRIC	Operating fund balance after General Fund transfer minus bond reserves used to fully fund the operating reserve, with the balance designated for electric system capital projects.	A transfer policy adopted in FY04 was based on 8.3 mills per actual retail KWH sales for the prior year. This was modified in FY11 to include a three-year consumption average, then 6.99% of a 3-year average of retail rate revenues in FY12. A change in FY13 resulted in a fixed transfer of \$23.9 million, which increases annually by CPI. FY14's transfer is \$24.2 million.	The operating reserve is comprised of four subcomponents, with the primary purpose aimed at providing working capital. The working capital component is targeted with having a balance of 60 to 90 days of operating expenses. The other three components are fuel risk management, emergency reserve and rate stabilization.	<u>RR&I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR). Bond covenants for 1998 Energy System bonds require a transfer to RR&I but do not specify an amount.
WATER	Designated to fully fund the operating reserve and thereafter to fund water system capital projects.	In FY04, the methodology for calculating the transfer was modified to 20% of average gross revenues (excluding surcharge) for the past 3 years plus current year surcharge revenues (dedicated to funding parks and recreation programs per the interlocal agreement with Leon County). An approved policy change in FY12 to 6.99% of a 3-year average of system revenues will result in an FY14 transfer of \$3.2 million.	Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.	<u>RR&I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR).
CEMETERY PERPETUAL CARE	Retained for cemetery operating and capital costs.	No transfer.	No reserve.	Not applicable.

City of Tallahassee
Fiscal Year 2014 Approved Budget

Finance Policy Summary

Fund	Surplus	General Fund Transfer	Operating Reserve	<u>Other</u>
SEWER	Designated to fully fund the operating reserve and thereafter to fund sewer system capital projects.	In FY04, the methodology for calculating the transfer was modified to 4.5% of average gross revenues (excluding surcharge) for the past 3 years plus current year surcharge revenues, (which are dedicated to funding parks and recreation programs per the interlocal agreement with Leon County). An approved policy change in FY12 to 6.99% of a 3-year average of system revenues will generate a transfer in FY14 of approximately \$4.3 million.	Funded at 25% of the prior year's General Fund. Used to meet General Fund transfer, if required.	<u>RR&I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR).
STORMWATER	Retained for stormwater system capital projects.	No transfer to General Fund. Full recovery of cost. The FY14 transfer of \$306,000 to the General Fund represents administrative cost sharing only.	No reserve.	RR&I: Maximum of 5% of capital projects funding sources, with a minimum level of 3% as of 10/01/95.
AVIATION	Retained within fund and allocated according to airline use agreement.	No transfer to General Fund. Full recovery of cost.	Minimum of 1/12th of operating and maintenance budget for Airport (less fuel for resale) designated for unanticipated non-recurring expenditures.	RR&I: Not applicable.
SOLID WASTE	Retained for rate stabilization reserve.	Transfer initiated in FY04. Amount set at 0.75% of average gross revenues for the past 3 years. An FY12 approved policy change to 6.99% of a 3-year average of system revenues will generate a transfer of	No reserve.	RR&I: Not applicable.

City of Tallahassee
Fiscal Year 2014 Approved Budget

Finance Policy Summary

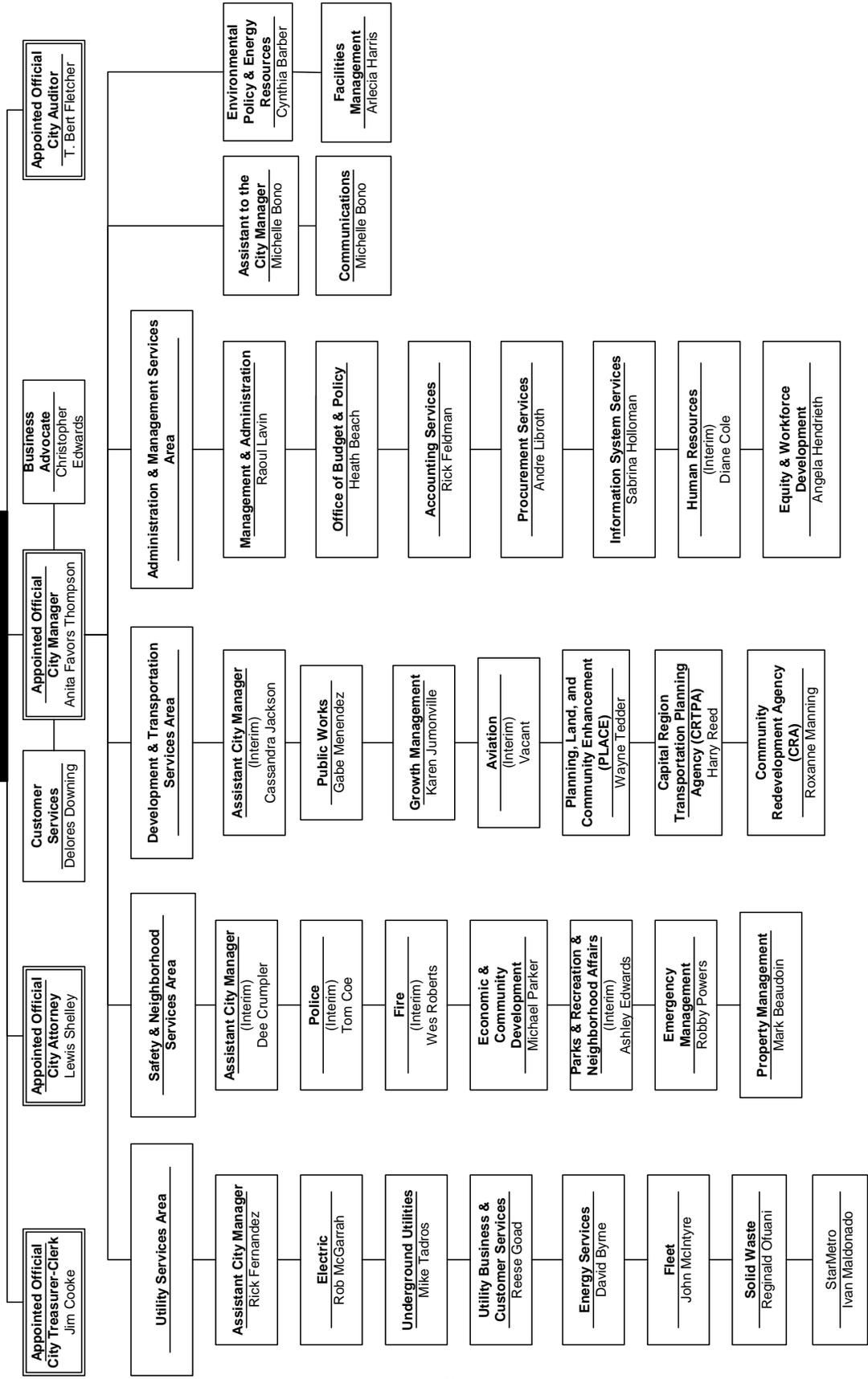
Fund	Surplus	General fund Transfer	Operating Reserve	Other
Solid waste (contd.)		\$1.6 million in FY14.		

**City of Tallahassee
Fiscal Year 2014 Approved Budget**

**Schedule of Reserves
As of August 31, 2013**

Organizational Coverage	Bond Required	Maintenance & RR&I	Available Balance	Total Reserves Balances	Total Target
<u>City Wide</u>					
Deficiencies	0	0	20,718,976	20,718,976	23,615,163
Fleet Reserve Fund	0	12,224,024	0	12,224,024	12,224,024
Cemetery Perpetual Care/Trust	0	0	5,899,909	5,899,909	5,899,909
Risk Management Reserve	0	0	8,542,938	8,542,938	8,542,938
Bond Reserve - General	8,846,401	0	0	8,846,401	8,846,401
Total	8,846,401	12,224,024	35,161,823	56,232,248	59,128,435
<u>Fire Service Fee Fund</u>					
Operating Reserve	0	0	3,415,352	3,415,352	3,415,352
Total	0	0	3,415,352	3,415,352	3,415,352
<u>Electric Fund</u>					
Operating Reserves:					
Working Capital/Liquidity	0	0	85,527,429	85,527,429	152,000,000
Bond Reserve	14,575,447			14,575,447	14,575,447
Total	14,575,447	0	85,527,429	100,102,876	166,575,447
<u>Gas Fund</u>					
Operating Reserve	0	0	0	0	0
Bond Reserve	1,548,400	0	0	1,548,400	1,548,400
Total	1,548,400	0	0	1,548,400	1,548,400
<u>Water Fund</u>					
Operating Reserve	0	0	1,639,469	1,639,469	1,639,469
Bond Reserve	2,371,590	0	0	2,371,590	2,371,590
Total	2,371,590	0	1,639,469	4,011,059	4,011,059
<u>Sewer Fund</u>					
Operating Reserve	0	0	0	0	0
Bond Reserve	11,983,915	0	0	11,983,915	11,983,915
Total	11,983,915	0	0	11,983,915	11,983,915
<u>Airport Fund</u>					
Operating Reserve	765,305	0	0	765,305	765,305
Emergency Reserve	0	250,000	0	250,000	250,000
Bond Reserve	739,466	0	0	739,466	739,466
Total	1,504,771	250,000	0	1,754,771	1,754,771
<u>Solid Waste Fund</u>					
Rate Stabilization Reserve	0	0	10,910,269	10,910,269	10,910,269
Total	0	0	10,910,269	10,910,269	10,910,269
Grand Total	40,830,524	12,224,024	136,654,342	189,958,890	259,327,648

**Tallahassee Citizens
Mayor & City Commission**





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 FY13 approved FTE count totaled 2,800.58. The FY13 approved budget included the elimination of 59.75 positions and the addition of 14.00 new positions. Of the position changes, 0.75 positions (an accountant II and administrative specialist II) were FY12 mid-year eliminations and 1.00 position (marketing and public information manager) was a FY12 mid-year addition. The positions that were eliminated 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 were approved for elimination, 58.00 of those positions were transferred to the Consolidated Dispatch Agency (CDA) in FY13. The Dispatch Agency is in conjunction with the County and 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 FY13 approved budget included the following new positions: 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 FY14 proposed budget FTE count totaled 2,828.58, which included the addition of thirty (30.00) new positions and two (2.00) position eliminations. The two (2.00) eliminations were program engineer positions in Underground Utilities that were deleted during the mid-year of FY13. The new positions included: one (1.00) manager-stormwater management unit, two (2.00) mechanics, one (1.00) permit technician, one (1.00) senior public works service worker, two (2.00) equipment operators II, two (2.00) engineer technicians II, seven (7.00) coach operators, three (3.00) special transportation coach operators, one (1.00) environmental engineer, one (1.00) veterinarian, one (1.00) veterinarian technician, five (5.00) police officers, one (1.00) sergeant, and two (2.00) business system analysts.

The FTE count for the FY14 approved budget is 2,810.58, which includes the addition of twelve (12.00) positions and two (2.00) position eliminations. For the approved budget, the City Commission approved the deletion of the other eighteen (18.00) new positions that were originally proposed to be added in the FY14 proposed budget. The 12.00 positions that were added include: one (1.00) manager-stormwater management unit, one (1.00) mechanic, one (1.00) permit technician, one (1.00) senior public works service worker, two (2.00) equipment operators II, two (2.00) engineer technicians II, one (1.00) environmental engineer, one (1.00) veterinarian, and two (2.00) business system analysts. The elimination of the two (2.00) program engineer positions in Underground Utilities remains in the FY14 approved budget as requested in the FY14 proposed budget.

Organizational Overview

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 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.

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 FY14 budget process. These changes and implementation of identified key service improvements will assist the city in accomplishing the goal of providing the highest level of service at the lowest possible cost. The following is a summary of some of the departmental organization changes that were approved for fiscal year 2014:

Parks, Recreation and Neighborhood Affairs

The FY14 approved budget includes staff and operational funding for the addition of one full-time veterinarian position. The operating funding includes supplies for surgeries performed. The Animal Shelter Advisory Board has recommended an increase in veterinarian staffing levels at the shelter in order to ensure all adopted animals are spayed and/or neutered. The total fiscal impact for the positions and operating funds for FY14 is \$143,678.

Public Works

The FY14 approved budget for Public Works includes the addition of five (5.00) full-time positions and operating expenses to staff the inspection crew and drainage crew for the National Pollution Discharge Elimination Permit (NPDES). These crews are critical toward the City's compliance with NPDES, the City's continued infrastructure mapping project, resolving life safety issues and reducing flooding issues. As part of the new NPDES permit requirement, the City's stormwater infrastructure must be inspected and documented each year so that the entire stormwater system is inspected over a 10-year cycle. The proposed new positions are one (1.00) senior public works service worker, two (2.00) equipment operators II, and two (2.00) engineer technicians II. These positions will be funded by the stormwater fund. The fiscal impact for the addition of these positions total \$215,322 for FY14.

Fleet Management

The FY14 approved budget includes the addition of one (1.00) full-time mechanic position. Over the past several years, Fleet has been engaged in several ambitious fuel saving programs including: Fleet Bio-Diesel and LIT (Less Idle Time). The additional position will be utilized to enhance both of these programs and several others as well. Fleet Biodiesel has been shut down for over a year due to the shortage of manpower. The LIT program started out with the installation of specialized battery packs and a/c compressors allowing TPD units to remain climate controlled within the unit without the use of engine idling and has grown to include several other units within the City fleet. The addition of the mechanic will allow many City Fleet units to be incorporated into the program. The fiscal impact for the position is \$43,084 for FY14.

City of Tallahassee
Fiscal Year 2014 Adopted Budget
Organizational Overview

Summary of Organizational Changes (continued)

Growth Management

Growth Management's FY14 approved budget includes the addition of one (1.00) permit technician position. The increase in development in the Gaines Street area by North American Properties and others has increased the level of service and cannot be accommodated by the current staff level. In addition, as part of the e-government solutions, the department is expanding the use of city projects to building permit applications, which will greatly enhance customer service, but also increase the workload of the customer service center to provide a higher level of service. Whereas, the permit technicians previously took in all hard copies of permit applications, they will now assist customers with their electronic submittals and troubleshoot problems on behalf of the customer. Permit technicians are responsible for interacting with customers at the first point of entry into the permitting system and have a major impact on shaping the experience a customer has in the permitting process. The total fiscal impact is \$70,445 for FY14.

Underground Utilities

The approved FY14 budget includes the reinstatement of the Stormwater Manager position. In 2008, the position was moved to Water Resource Engineering Manager which directs all of water resources engineering including water, wastewater, the water quality lab division, water production and in addition supervises the stormwater program. The increasing complexity of federal and state stormwater regulations, as well as operating problems have made it apparent that more continuous and focused management is needed for the stormwater program. The Stormwater Manager will report to the Water Resources Engineering Manager. The total fiscal impact is \$132,261 for FY14.

Environmental Policy and Energy Resources

The FY14 budget includes the addition of one (1.00) Environmental Engineer position. The work performed by the Environmental Regulatory Compliance division, on behalf of the utilities departments and general government operations, is a requirement by law. The Compliance Division customers have been requesting additional assistance, which places a significant strain on existing resources and jeopardizes the success of continued compliance efforts. The addition of the position will assist the department in helping to meet legal requirements and customer needs. The total fiscal impact is \$94,915 for FY14.

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 2014 Adopted Budget - Authorized Position Changes

Department Name	FY 2013 Appropriated	FTE Eliminated	FTE Added	FTE Transferred	FY 2014 Budget
<u>Charter and Executive Services</u>					
City Commission/Office of the Mayor	13.00	0.00	0.00	0.00	13.00
City Attorney	21.00	0.00	0.00	0.00	21.00
Treasurer-Clerk	55.38	0.00	0.00	0.00	55.38
City Auditor	7.00	0.00	0.00	0.00	7.00
Executive Services	34.00	0.00	0.00	2.00	36.00
Communications	13.00	0.00	0.00	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	1.00	0.00	14.00
	157.38	0.00	1.00	2.00	160.38
Service Area Full-Time Equivalents (FTE)					
<u>Administration and Management Services</u>					
Management and Administration	179.00	0.00	2.00	0.00	181.00
Service Area Full-Time Equivalents (FTE)	179.00	0.00	2.00	0.00	181.00
<u>Safety and Neighborhood Services</u>					
Fire	280.00	0.00	0.00	0.00	280.00
Police	427.00	0.00	0.00	0.00	427.00
Parks, Recreation and Neighborhood Affairs	170.25	0.00	1.00	0.00	171.25
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)	915.20	0.00	1.00	0.00	916.20
<u>Development and Transportation Services</u>					
Public Works	283.00	0.00	5.00	-2.00	286.00
Planning	26.00	0.00	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	62.00	0.00	1.00	0.00	63.00
Service Area Full-Time Equivalents (FTE)	594.00	0.00	6.00	-2.00	598.00
<u>Utility Services</u>					
Electric Utility	298.00	0.00	0.00	0.00	298.00
Solid Waste	88.00	0.00	0.00	-1.00	87.00
Utility Business and Customer Services	120.00	0.00	0.00	0.00	120.00
Energy Services	29.00	0.00	0.00	1.00	30.00
Fleet Management	58.00	0.00	1.00	0.00	59.00
Underground Utilities	362.00	-2.00	1.00	0.00	361.00
Service Area Full-Time Equivalents (FTE)	955.00	-2.00	2.00	0.00	955.00
City Wide Total FTE	2,800.58	-2.00	12.00	0.00	2,810.58

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Authorized Position Summary

Charter and Executive Services

<u>Department Name</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Adopted</u>	<u>FY 2014 Proposed</u>	<u>FY 2014 Adopted</u>
City Commission/Office of the Mayor	13.00	13.00	13.00	13.00
City Attorney	21.00	21.00	21.00	21.00
Treasurer-Clerk	55.38	55.38	55.38	55.38
City Auditor	7.00	7.00	7.00	7.00
Executive Services	34.00	34.00	36.00	36.00
Communications	13.00	13.00	13.00	13.00
Customer Services	1.00	1.00	1.00	1.00
Environmental Policy and Energy Resources	13.00	13.00	14.00	14.00
Service Area Full-Time Equivalents (FTE)	157.38	157.38	160.38	160.38

Administration and Management Services

<u>Department Name</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Adopted</u>	<u>FY 2014 Proposed</u>	<u>FY 2014 Adopted</u>
Equity and Workforce Development	6.00	0.00	0.00	0.00
Management and Administration	175.00	179.00	181.00	181.00
Service Area Full-Time Equivalents (FTE)	181.00	179.00	181.00	181.00

Safety and Neighborhood Services

<u>Department Name</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Adopted</u>	<u>FY 2014 Proposed</u>	<u>FY 2014 Adopted</u>
Fire	280.00	280.00	280.00	280.00
Police	483.00	427.00	433.00	427.00
Parks, Recreation and Neighborhood Affairs	172.25	170.25	172.25	171.25
Economic and Community Development	36.95	36.95	36.95	36.95
Emergency Management	1.00	1.00	1.00	1.00
Service Area Full-Time Equivalents (FTE)	973.20	915.20	923.20	916.20

Development and Transportation Services

<u>Department Name</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Adopted</u>	<u>FY 2014 Proposed</u>	<u>FY 2014 Adopted</u>
Public Works	278.00	283.00	286.00	286.00
Planning	27.00	26.00	26.00	26.00
Aviation	53.00	53.00	53.00	53.00
StarMetro	170.00	170.00	181.00	170.00
Growth Management	61.00	62.00	63.00	63.00
Service Area Full-Time Equivalents (FTE)	589.00	594.00	609.00	598.00

Utility Services

<u>Department Name</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Adopted</u>	<u>FY 2014 Proposed</u>	<u>FY 2014 Adopted</u>
Electric Utility	298.00	298.00	298.00	298.00
Solid Waste	88.00	88.00	88.00	87.00
Utility Business and Customer Services	112.00	120.00	120.00	120.00
Energy Services	29.00	29.00	29.00	30.00
Fleet Management	57.00	58.00	59.00	59.00
Underground Utilities	362.00	362.00	361.00	361.00
Service Area Full-Time Equivalents (FTE)	946.00	955.00	955.00	955.00
City Wide Total Full-Time Equivalents (FTE)	2,846.58	2,800.58	2,828.58	2,810.58

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Authorized Position Summary by Fund

Fund	FY 2012 Actual	FY 2013 Adopted	FY 2014 Proposed	FY 2014 Adopted
001 General Fund	1,055.74	1,008.74	1,016.74	1,009.74
120 Building Inspection Fund	28.00	29.00	30.00	30.00
130 Fire Services Fund	280.00	280.00	280.00	280.00
160 800 MHz Fund	7.00	6.50	6.50	6.50
400 Electric Operating Fund	293.00	293.00	293.00	293.00
426 Electric Warehouse Fund	4.00	5.00	5.00	5.00
430 Gas Operating Fund	37.00	37.00	37.00	37.00
460 Water Operating Fund	105.00	105.00	105.00	105.00
500 Sewer Operating Fund	200.00	200.00	200.00	200.00
540 Airport Operating Fund	64.00	64.00	64.00	64.00
580 StarMetro Operating Fund	170.00	170.00	181.00	170.00
600 Solid Waste Fund	88.00	88.00	88.00	87.00
605 Stormwater Fund	90.00	90.00	94.00	94.00
615 Golf Course Fund	3.34	3.34	3.34	3.34
705 Data Processing Fund	75.50	74.00	76.00	76.00
710 Revenue Fund	23.50	23.50	23.50	23.50
715 Garage Operating Fund	57.00	58.00	59.00	59.00
720 Accounting Fund	28.50	28.50	28.50	28.50
725 Purchasing Fund	25.00	25.00	25.00	25.00
730 Human Resources Fund	34.00	34.00	34.00	34.00
735 Pension Administration Fund	8.00	8.00	8.00	8.00
740 Risk Management Fund	12.00	12.00	12.00	12.00
755 Utility Business Services Fund	112.00	112.00	112.00	112.00
760 Energy Services Fund	29.00	29.00	29.00	30.00
765 Environmental Policy and Energy Resource Fund	13.00	13.00	14.00	14.00
840 Cemetery Fund	4.00	4.00	4.00	4.00
City Wide Total Full-Time Equivalent (FTE)	2,846.58	2,800.58	2,828.58	2,810.58



**City of Tallahassee
Fiscal Year 2014 Adopted Budget - Authorized Position Changes**

Added Positions

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2014 FTE Added</u>
<u>Administration and Management Services</u>		
Management and Administration	Business System Analyst	2.00
		Service Area FTE Added
		<u>2.00¹</u>
<u>Utility Services</u>		
Underground Utilities	Manager-Stormwater Management Unit	1.00
Fleet	Mechanic	1.00
		Service Area FTE Added
		<u>2.00</u>
<u>Development and Transportation Services</u>		
Growth Management	Permit Technician	1.00
Public Works	Senior Public Works Service Worker	1.00
	Equipment Operator II	2.00
	Engineer Technician II	2.00
		Service Area FTE Added
		<u>6.00</u>
<u>Charter and Executive Services</u>		
Environmental Policy and Energy Resources	Environmental Engineer	1.00
		Service Area FTE Added
		<u>1.00</u>
<u>Safety and Neighborhood Services</u>		
Parks, Recreation and Neighborhood Affairs	Veterinarian	1.00
		Service Area FTE Added
		<u>1.00</u>
		Citywide FTE Added
		<u>12.00</u>

Notes:

¹ The two full-time Business System Analyst positions were transferred from the Consolidated Dispatch Agency (CDA). These positions were originally transferred from ISS to CDA for the FY13 approved budget; however, it was decided that the positions would remain housed in ISS instead of CDA for the FY14 budget. The Consolidated Dispatch Agency is not included in the FTE count for the City; therefore, these positions are considered additions instead of transfers.

**City of Tallahassee
Fiscal Year 2014 Adopted Budget - Authorized Position Changes**

Eliminated Positions

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2014 FTE Eliminated</u>
	<u>Utility Services</u>	
Underground Utilities	Program Engineer (FY13 mid-year)	2.00
		Service Area <u>FTE Eliminated</u> ¹ 2.00
		Citywide <u>FTE Eliminated</u> 2.00

Notes:

¹ Two time-limited program engineer positions were deleted during the midyear and two new positions were changed to permanent full-time program engineer positions.



City of Tallahassee
Fiscal Year 2014 Approved Budget
Citywide Appropriated Position
Operating Budget

Appropriated Funds	General	Electric	Gas	Water	Sewer	Aviation	StarMetro	Solid Waste
Beginning Balance (as of 9/30/13)								
Airline Prepaid Credit	0	0	0	0	0	922,512	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	922,512	0	0
Operating Revenues	102,387,800	298,679,004	26,036,382	31,171,967	63,858,702	10,178,286	10,485,924	24,928,443
Total Revenues	102,387,800	298,679,004	26,036,382	31,171,967	63,858,702	11,100,798	10,485,924	24,928,443
Operating Expenditures	131,896,901	274,420,504	22,137,061	27,933,304	59,538,090	11,100,798	16,968,124	23,514,972
Net Position Before Transfers	-29,509,101	24,258,500	3,899,321	3,238,663	4,320,612	0	-6,482,200	1,413,471
Transfers In	35,991,301	0	0	0	0	0	6,482,200	0
Transfers Out	6,482,200	24,258,500	3,899,321	3,238,663	4,320,612	0	0	1,413,471
Net Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

City of Tallahassee
Fiscal Year 2014 Approved Budget
Citywide Appropriated Position
Operating Budget

Appropriated Funds	Stormwater	Golf Course	Fire Services	Building Inspection	Cemetery Perp. Care	Donations	Reserve Transfers	Total
Beginning Balance (as of 9/30/13)								
Airline Prepaid Credit	0	0	0	0	0	0	0	922,512
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	694,786	694,786
Undesignated Balance	0	0	0	0	0	0	0	0
Wholesale Energy Fund	0	0	0	0	0	0	21,139,918	21,139,918
<i>Subtotal Transfers</i>	0	0	0	0	0	0	21,834,704	22,757,216
Operating Revenues	17,530,201	988,132	33,942,932	3,258,084	456,444	81,800	0	623,984,101
Total Revenues	17,530,201	988,132	33,942,932	3,258,084	456,444	81,800	21,834,704	646,741,317
Operating Expenditures	17,530,201	988,132	33,942,932	3,258,084	456,444	81,800	21,834,704	645,602,051
Net Position Before Transfers	0	0	0	0	0	0	0	1,139,266
Transfers In	0	0	0	0	0	0	0	42,473,501
Transfers Out	0	0	0	0	0	0	0	43,612,767
Net Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

City of Tallahassee
Fiscal Year 2014 Approved Budget

SUMMARY OF APPROPRIATIONS
OPERATING BUDGET - ALL FUNDS

	ACTUAL FY 2012	ESTIMATE* FY 2013	PROPOSED FY 2014	APPROVED FY 2014
REVENUES				
Charges for Services	8,072,488	8,530,614	8,838,772	8,838,772
Fines and Forfeitures	2,141,955	2,270,536	2,466,000	2,466,000
Intergovernmental	13,922,710	14,658,828	15,552,021	15,477,013
Licenses and Permits	2,582,177	2,577,200	2,751,000	2,751,000
Miscellaneous	13,624,916	11,659,768	11,580,828	11,662,226
Taxes	55,856,442	54,358,918	57,154,567	54,315,869
Enterprise Funds:				
Aviation	11,000,465	10,531,302	10,178,286	10,178,286
Building Inspection	3,460,647	3,186,236	3,258,084	3,258,084
Cemetery Perpetual Care Trust	464,273	466,321	479,802	456,444
Electric	300,705,038	284,168,903	299,922,752	298,679,004
Fire Fees	33,119,942	34,689,763	35,185,377	33,942,932
Gas	30,227,599	25,272,135	26,036,382	26,036,382
Golf Course	870,018	872,860	988,132	988,132
Sewer	59,188,056	60,976,133	63,782,438	63,858,702
Solid Waste	23,422,866	23,719,885	24,398,364	24,928,443
Stormwater	16,456,659	16,902,234	17,510,588	17,530,201
StarMetro	8,506,287	6,568,920	8,037,797	10,485,924
Water	29,840,523	29,057,445	31,171,967	31,171,967
Donations	114,714	102,860	81,800	81,800
Transfers				
From Deficiencies Fund to General	0	0	0	0
From Other Funds	1,742,257	3,599,933	5,461,660	6,161,660
From Stormwater	319,300	319,300	306,000	306,000
From Gas Tax Construction	662,593	204,260	204,260	204,260
From Second Dollar	125,000	125,000	125,000	125,000
From Law Enforcement Trust - State	130,000	30,000	30,000	30,000
From Law Enforcement Trust - Federal	50,000	30,000	50,000	50,000
From Airline Prepaid Fee Credits to	763,365	728,955	922,512	922,512
TOTAL REVENUES	617,370,290	595,608,309	626,474,389	624,906,613
Unallocated Internal Service Funds				
Energy Conservation Fund	0	868,599	894,633	0
Risk Management Fund	0	0	0	0
Wholesale Energy Fund	6,579,793	30,792,706	21,139,918	21,139,918
800 MHz Fund	439,773	665,195	665,195	694,786
Contributions from Utilities to General Fund	34,437,385	37,279,000	37,991,301	35,991,301
Contribution to StarMetro Fund from General Fund	8,328,565	10,006,807	10,136,489	6,482,200
TOTAL CONTRIBUTIONS & TRANSFERS	49,785,516	79,612,307	70,827,536	64,308,205
TOTAL APPROPRIATION	667,155,806	675,220,616	697,301,925	689,214,818

**City of Tallahassee
Fiscal Year 2014 Approved Budget**

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

	ACTUAL FY 2012	ESTIMATE* FY 2013	PROPOSED FY 2014	APPROVED FY 2014
<u>EXPENDITURES</u>				
Aviation Fund	9,155,507	10,036,993	11,100,798	11,100,798
Building Inspection Fund	3,460,645	2,634,985	3,258,084	3,258,084
Cemetery Perpetual Care Trust	464,273	466,321	479,802	456,444
Donations	80,300	81,800	81,800	81,800
Electric Fund	300,705,038	284,168,903	299,922,752	298,679,004
Energy Conservation Fund	0	868,599	894,633	0
Fire Services	33,119,942	34,689,763	35,185,377	33,942,932
Gas Fund	30,227,599	25,272,135	26,036,382	26,036,382
General Fund	130,084,949	135,643,353	142,511,409	138,379,101
Golf Course Fund	815,110	843,300	988,132	988,132
Risk Management Fund	0	0	0	0
Sewer Fund	59,188,056	60,976,133	63,782,438	63,858,702
Solid Waste Fund	21,897,603	21,738,464	24,398,364	24,928,443
Stormwater Fund	16,456,659	16,902,234	17,510,588	17,530,201
StarMetro Fund	16,558,141	17,972,614	18,174,286	16,968,124
Transfer from Wholesale Energy Fund	6,579,793	30,792,706	21,139,918	21,139,918
Water Fund	26,499,810	29,057,445	31,171,967	31,171,967
800 MHz Fund (Unallocated)	439,773	665,195	665,195	694,786
TOTAL EXPENDITURES	655,733,198	672,810,943	697,301,925	689,214,818
NET POSITION BEFORE ADJUSTMENTS	11,422,608	2,409,673	0	0
 <u>ADJUSTMENTS</u>				
Transfer to Electric Operating Reserve Fund	0	224,512		
Transfer to Golf RR&I	54,908	29,560		
Transfer to Gas RR&I	0	1,147,676		
Transfer to Sewer RR&I	0	0		
Transfer to Solid Waste - Rate Stabilization Reserve	1,291,442	0		
Transfer to Stormwater RR&I	0	0		
Transfer to Airline Prepaid Fees Credit	1,338,992	733,958		
Transfer to Airline RR&I	1,235,326	489,306		
Transfer to Deficiencies	3,582,274	0		
Transfer to Water RR&I	3,340,713	0		
TOTAL ADJUSTMENTS	10,843,655	2,625,012		
FISCAL YEAR NET POSITION	578,953	-215,339		

* Estimate based on pre-closeout financial data.

City of Tallahassee
Fiscal Year 2014 Approved Budget
Summary of Revenues and Expenditures By Fund

	General Fund	Building Inspection	Fire Services	Electric	Gas	Water	Sewer
REVENUES							
Taxes	54,315,869	0	0	0	0	0	0
Licenses & Permits	2,751,000	2,838,090	300,000	0	0	0	0
Intergovernmental	15,477,013	197,024	120,000	2,554,613	0	626,480	1,430,737
Charges for Services	8,838,772	121,670	32,443,398	281,058,226	25,442,742	25,642,238	50,721,111
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	2,358,284	100,340	1,641,717	1,060,605
Fines and Forfeitures	2,466,000	77,300	0	0	0	0	0
Fees & Charges	0	0	0	0	0	0	0
Miscellaneous	1,829,752	0	0	77,465	8,000	310,065	0
Interest Earnings	500,000	0	-10,258	7,251,861	80,000	240,000	375,000
System Charge	0	0	0	0	0	519,000	2,300,000
Overhead Allocation	6,932,474	0	0	0	0	0	0
Capitalized Overhead	2,400,000	0	0	3,611,451	405,300	1,044,263	1,539,673
Transfer from Deficiencies	0	0	0	0	0	0	0
Transfer from Fund Balance	0	0	0	0	0	0	0
Transfers from Other Funds	6,876,920	24,000	1,089,792	1,091,564	0	1,148,204	6,431,576
Contributions from Utilities	35,991,301	0	0	0	0	0	0
Subtotal	138,379,101	3,258,084	33,942,932	298,679,004	26,036,382	31,171,967	63,858,702
Transfers from Risk Management, 800 MHZ, Energy Services, and Wholesale Energy Internal Funds.							
TOTAL REVENUES							
EXPENSES							
Personnel Services	79,379,305	2,236,305	22,705,300	25,777,602	1,870,817	4,879,805	12,908,565
Operating Expenses	13,919,023	138,128	1,523,864	24,620,444	557,195	1,081,050	5,199,852
Fuel	0	0	0	131,115,000	10,402,981	0	0
Other Services & Charges	2,496,072	0	161,366	2,719,650	92,623	600,300	826,200
Capital Outlay	416,300	0	110,400	405,085	0	15,729	6,000
Allocated Accounts	17,237,704	286,189	5,284,133	17,483,648	1,975,577	5,129,744	5,407,126
Utilities	4,851,929	0	357,197	405,424	62,965	2,215,569	5,025,838
Debt Service	6,681,298	85,210	721,250	44,055,762	3,704,612	4,651,014	18,584,582
RR&I/Capital Account	0	18,365	1,147,500	25,278,073	3,180,965	6,783,529	10,279,185
Vehicle Replacement	1,387,880	15,124	888,254	693,811	71,262	442,162	371,799
Indirect Costs	0	290,719	677,018	1,866,005	187,906	525,526	928,943
Contingency	50,000	0	0	0	0	0	0
Transfer to CRA	733,027	0	0	0	0	0	0
Contribution to Joint Dispatch	4,744,363	0	321,650	0	0	0	0
Contribution To General Fund	0	0	0	24,258,500	2,537,356	3,238,663	4,320,612
Transfer to Other Funds	6,482,200	188,044	45,000	0	0	0	0
Transfer to Fund Balance/RR&I	0	0	0	0	1,392,123	1,608,876	0
Subtotal	138,379,101	3,258,084	33,942,932	298,679,004	26,036,382	31,171,967	63,858,702
Unallocated Portions of Internal Services Funds (Risk Management, 800 MHZ, Energy Services, and Wholesale Energy)							
TOTAL EXPENSES							

City of Tallahassee
Fiscal Year 2014 Approved Budget
Summary of Revenues and Expenditures By Fund

	Airport	StarMetro	Solid Waste	Storm Water	Golf Course	Donations	Cemetery	Total
REVENUES								
Taxes	0	0	0	0	0	0	0	54,315,869
Licenses & Permits	0	0	0	0	0	0	0	5,889,090
Intergovernmental	0	1,302,232	0	0	0	0	0	21,708,099
Charges for Services	9,389,058	6,843,815	23,554,918	16,199,512	918,989	0	11,719	481,186,168
Rentals & Concessions	0	0	0	0	67,143	0	0	67,143
Sales for Resale & Wheeling	0	0	0	0	0	0	0	675,540
Surcharge	0	0	0	0	0	0	0	5,160,946
Fines and Forfeitures	0	0	0	0	0	0	0	2,543,300
Fees & Charges	1,662,083	0	0	0	0	0	0	1,662,083
Miscellaneous	7,057	0	0	2,000	0	81,800	0	2,316,139
Interest Earnings	42,600	0	64,036	21,835	2,000	0	148,044	8,715,118
System Charge	0	0	0	0	0	0	0	2,819,000
Overhead Allocation	0	0	0	0	0	0	0	6,932,474
Capitalized Overhead	0	0	0	324,460	0	0	0	9,325,147
Transfer from Deficiencies	0	0	0	0	0	0	0	0
Transfer from Fund Balance	0	0	1,309,489	982,394	0	0	296,681	2,588,564
Transfers from Other Funds	0	8,822,077	0	0	0	0	0	25,484,133
Contributions from Utilities	0	0	0	0	0	0	0	35,991,301
Subtotal	11,100,798	16,968,124	24,928,443	17,530,201	988,132	81,800	456,444	667,380,114
Transfers from Risk Management, 800 MHZ, Energy Services, and Wholesale Energy Internal Funds.								21,834,704
TOTAL REVENUES								689,214,818
EXPENSES								
Personnel Services	4,365,277	9,713,238	5,089,169	5,306,212	471,483	0	190,037	174,893,115
Operating Expenses	713,893	2,711,516	5,531,961	708,357	215,880	0	119,763	57,040,926
Fuel	0	0	0	0	0	0	0	141,517,981
Other Services & Charges	108,150	2,390	139,572	88,800	0	0	0	7,235,123
Capital Outlay	0	0	74,885	396,410	0	0	0	1,424,809
Allocated Accounts	1,391,960	1,194,249	4,845,331	2,667,090	48,986	0	43,262	62,994,999
Utilities	1,051,584	2,854,817	6,990,870	155,336	127,459	0	26,030	24,125,018
Debt Service	313,000	11,511	0	43,318	896	0	0	78,852,453
RR&I/Capital Account	0	0	0	6,105,574	0	81,800	0	52,874,991
Vehicle Replacement	58,494	10,876	645,731	545,620	48,861	0	3,402	5,183,276
Indirect Costs	268,497	469,527	0	1,207,484	19,611	0	43,824	6,485,060
Contingency	0	0	0	0	0	0	0	50,000
Transfer to CRA	0	0	0	0	0	0	0	733,027
Contribution to Joint Dispatch	0	0	0	0	0	0	0	5,066,013
Contribution To General Fund	0	0	1,610,924	306,000	0	0	30,126	36,302,181
Transfer to Other Funds	1,089,792	0	0	0	0	0	0	7,805,036
Transfer to Fund Balance/RR&I	1,740,151	0	0	0	54,956	0	0	4,796,106
Subtotal	11,100,798	16,968,124	24,928,443	17,530,201	988,132	81,800	456,444	667,380,114
Unallocated Portions of Internal Services Funds (Risk Management, 800 MHZ, Energy Services, and Wholesale Energy)								21,834,704
TOTAL EXPENSES								689,214,818

Internal Service Funds

OVERVIEW

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

Revenue Fund

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

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

Information Systems Services Fund

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

Garage Fund

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

Accounting Fund

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

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

Internal Service Funds

Purchasing Fund

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

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

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

Human Resources Fund

The Human Resources Fund provides funding for the Human Resources and Equity and Workforce Development Departments. In FY10, the Human Resources Department became a division of the Department of Management and Administration. In 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.

Internal Service Funds

Energy Services Fund

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

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

Communications Fund

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

Environmental Policy and Energy Resources

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

City of Tallahassee
Fiscal Year 2014 Approved Budget ISF Revenues & Expenditures

Source of Transfer	Communication Fund 160	Information Systems Services Fund 705	Revenues Fund 710	Garage Fund 715	Accounting Fund 720	Purchasing Fund 725
From 800mhz Fund	0	35,705	0	3,918	14,851	9,821
From Accounting Fund	0	300,291	0	0	0	2,982
From Airport Fund	39,681	314,137	37,271	182,783	83,050	124,808
From Blueprint 2000	0	468	0	0	20,654	27,717
From Building Inspection Fund	0	166,127	5,460	55,922	16,110	4,457
From Cemetery Perpetual Fund	0	14,203	475	14,830	9,283	3,150
From Consolidated Dispatch Agency	0	640,337	92	0	46,548	19,152
From Electric Energy Conservation	0	0	0	0	0	0
From Electric Fund	128,223	1,609,749	850,593	1,218,871	615,988	526,778
From Environmental Energy	0	83,312	0	0	14,311	7,534
From Fire Fund	139,592	1,646,523	66,471	1,166,788	84,997	32,628
From Garage Fund	4,286	173,117	0	62,217	143,792	71,261
From Gas Fund	34,434	231,865	101,131	254,976	64,046	29,978
From General Fund	478,499	6,589,606	949,113	4,186,590	885,391	335,313
From Golf Course Fund	0	0	11,870	38,529	0	0
From Human Resource Fund	0	238,300	0	0	69,970	30,723
From Information System Services	0	0	0	0	63,454	46,244
From Capital Regional Trans Agency	0	24,621	1,662	65	15,879	9,284
From Pension Admin Fund	0	52,239	0	0	82,459	2,840
From Pooled Pension Fund	0	0	0	0	0	0
From Purchasing Fund	0	123,126	0	0	3,587	0
From Revenue Collection Fund	3,163	136,683	0	7,639	2,713	5,773
From Sale to Electric Fund	0	0	0	0	0	0
From Self-Insurance Fund	0	63,302	1,453	0	17,730	4,488
From Sewer Fund	34,215	822,659	113,713	868,777	264,642	223,562
From Solid Waste Fund	42,522	145,976	61,486	2,800,700	83,422	31,400
From StarMetro Fund	55,094	269,091	31,099	693	85,112	62,078
From Stormwater Fund	43,178	277,453	47,479	1,032,610	32,325	28,216
From Utility Services Fund	25,919	1,891,601	0	133,110	80,034	40,816
From Water Fund	31,264	744,659	66,234	962,863	100,600	74,075
From Wholesale Energy Service	0	156,484	0	60,765	40,941	15,346
Internal Service Fund Totals	1,060,070	16,751,634	2,345,602	13,052,646	2,941,889	1,770,424
Revenue from Outside	786,003	865,800	0	0	0	0
Interest & Other Miscellaneous	36,000	100,000	2,268	254,762	20,875	296,921
Grand Total	1,882,073	17,717,434	2,347,870	13,307,408	2,962,764	2,067,345
Expenditures by Department						
Equity & Workforce Development						
Human Resources						
Management & Administration	1,882,073	17,717,434			2,962,764	2,216,510
Fleet Management				13,307,408		
Legal						
Treasurer Clerk			2,347,778			
Energy Services						
Utility Business/Customer Services						
Environmental Policy & Energy Resch						
Grand Total	1,882,073	17,717,434	2,347,778	13,307,408	2,962,764	2,216,510

City of Tallahassee
Fiscal Year 2014 Approved Budget ISF Revenues & Expenditures

Source of Transfer	Human Resources Fund 730	Pension Fund 735	Risk Management Fund 740	Utility Services Fund 755	Energy Services Fund 760	Environmental Policy & Energy Resources Fund 765
From 800mhz Fund	7,653	0	170	0	0	0
From Accounting Fund	35,714	0	2,379	0	0	0
From Airport Fund	80,268	0	494,643	0	0	0
From Blueprint 2000	7,366	0	0	0	0	0
From Building Inspection Fund	35,261	0	2,853	0	0	0
From Cemetery Perpetual Fund	5,314	0	3,431	0	0	0
From Consolidated Dispatch Agency	118,300	0	68,165	0	0	0
From Electric Energy Conservation	0	0	0	0	894,633	0
From Electric Fund	370,003	0	4,639,592	4,695,930	118,010,238	1,065,417
From Environmental Energy	16,581	0	0	0	0	0
From Fire Fund	377,186	0	540,358	1,195,512	0	0
From Garage Fund	74,486	0	93,319	0	0	91,393
From Gas Fund	47,677	0	81,080	850,283	16,370,519	57,836
From General Fund	1,348,808	0	2,201,816	154,824	0	114,883
From Golf Course Fund	4,892	0	0	0	0	0
From Human Resource Fund	0	0	29,673	0	0	0
From Information System Services	96,003	0	6,785	0	0	0
From Capital Regional Trans Agency	7,513	0	0	0	0	0
From Pension Admin Fund	11,673	0	0	0	0	0
From Pooled Pension Fund	0	1,229,214	0	0	0	0
From Purchasing Fund	4,089	0	52,673	0	0	0
From Revenue Collection Fund	29,480	0	5,163	0	0	0
From Sale to Electric Fund	0	0	0	0	5,448,152	0
From Self-Insurance Fund	14,197	0	0	0	0	0
From Sewer Fund	266,496	0	1,204,929	1,333,307	0	273,587
From Solid Waste Fund	109,599	0	255,710	954,188	9,730	151,400
From StarMetro Fund	223,575	0	465,489	0	0	0
From Stormwater Fund	99,846	0	110,096	971,071	0	0
From Utility Services Fund	147,033	0	101,257	125,616	0	0
From Water Fund	126,426	0	266,814	2,537,749	38,920	217,923
From Wholesale Energy Service	37,036	0	9,357	20,019	0	0
Internal Service Fund Totals	3,702,475	1,229,214	10,635,752	12,838,499	140,772,192	1,972,439
Revenue from Outside	0	0	0	0	21,139,918	0
Interest & Other Miscellaneous	293,330	0	39,689	88,883	263,885	178,320
Grand Total	3,995,805	1,229,214	10,675,441	12,927,382	162,175,995	2,150,759
Expenditures by Department						
Equity & Workforce Development	849,526					
Human Resources	3,027,979					
Management & Administration						
Fleet Management						
Legal						
Treasurer Clerk		1,229,214	10,675,441			
Energy Services					162,175,995	
Utility Business/Customer Services				12,927,382		
Environmental Policy & Energy Resch						2,150,759
	3,877,505	1,229,214	10,675,441	12,927,382	162,175,995	2,150,759

City of Tallahassee

Fiscal Year 2014 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2014 FTE	FY 2014 Expenditures	FY 2014 Revenues
Charter and Executive Services				
<u>Environmental Policy and Energy Resources</u>				
EPERISL001	Cascade Park	0.00	270,000	0
	Environmental Policy and Energy Resources	<u>0.00</u>	<u>270,000</u>	<u>0</u>
	Charter and Executive Services	<u>0.00</u>	<u>270,000</u>	<u>0</u>

City of Tallahassee

Fiscal Year 2014 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2014 FTE	FY 2014 Expenditures	FY 2014 Revenues
Administration and Management Services				
<u>Management and Administration</u>				
410502-100	Annual maintenance for software/hardware products	0.00	488,230	0
816	Economic Development Investment	0.00	100,000	0
PUR410401	FY 14 Line Item Adjustments Only	0.00	1,907	0
PUR410404	FY14 Line Item Adjustments Only	0.00	-2,777	0
PUR410408	FY14 Line Item Adjustments Only	0.00	870	0
	Management and Administration	0.00	588,230	0
	Administration and Management Services	0.00	588,230	0

City of Tallahassee

Fiscal Year 2014 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2014 FTE	FY 2014 Expenditures	FY 2014 Revenues
Safety and Neighborhood Services				
Fire				
20AirCards	Contract Services for TFD Air Cards	0.00	36,000	0
20FIRateStu	Fire Inspection Rate Study	0.00	25,000	0
	Fire	0.00	61,000	0
Police				
TPD2014SL	Overtime and Special Events Security Funding	0.00	100,000	0
TPD2014SL	TPD One-time Budget Savings	0.00	-90,000	0
	Police	0.00	10,000	0
Parks, Recreation and Neighborhood Affairs				
23ISL01	Animal Service Center positions	1.00	143,678	0
	Parks, Recreation and Neighborhood Affairs	1.00	143,678	0
	Safety and Neighborhood Services	1.00	214,678	0

City of Tallahassee

Fiscal Year 2014 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2014 FTE	FY 2014 Expenditures	FY 2014 Revenues
Development and Transportation Services				
Public Works				
220502-02	Elimination of Temporary Wages	0.00	-87,320	0
220502-03	Permanent NPDES Inspection Crew and Additional Drainage Structure Crew	0.00	280,000	0
220502-04	Compact Excavator	0.00	63,000	0
	Public Works	0.00	255,680	0
Aviation				
27DSL01FY14	Cost-Cutting Measures - All Divisions	0.00	-37,987	-15,195
27ISL01FY14	Increase Bad Debt Expense for FY14 - Division 270103	0.00	80,000	32,000
	Aviation	0.00	42,013	16,805
StarMetro				
280402-Mob	Mobility Coordinator	0.00	75,600	0
804	Dial-A-Ride Contractual Services (580-280401-521180)	0.00	9,288	0
	StarMetro	0.00	84,888	0
	Development and Transportation Services	0.00	382,581	16,805

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2014 FTE	FY 2014 Expenditures	FY 2014 Revenues
Utility Services				
StarMetro				
280402-Mob	Mobility Coordinator	1.00	0	0
	StarMetro	1.00	0	0
Utility Business And Customer Services				
	Hilaman Op -370603 - 521180- Unclassified Contractual Svcs	0.00	-1,100	0
	Hilaman Op -370603 - 523010 - Chem Med Lab	0.00	-1,295	0
	Hilaman Op -370603 - 572120 - COGS - Other	0.00	-100,956	0
	Utility Business And Customer Services	0.00	-103,351	0
Fleet Management				
47ISL001	Request Additional Mechanic	1.00	43,084	0
47ISL004	Incr COGS	0.00	515,403	0
	Fleet Management	1.00	558,487	0
Underground Utilities				
490509-1	Water Well Recurring Operating	0.00	175,000	0
490701-01	Reinstitute Stormwater Manager Position	0.00	8,000	0
49AWTCherAWT	Increased Chemicals	0.00	779,174	0
	Underground Utilities	0.00	962,174	0
	Utility Services	2.00	1,417,310	0
City-Wide Approved Service Level Changes Grand Total		3.00	2,872,799	16,805

City of Tallahassee

Fiscal Year 2014 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2014 FTE	FY 2014 Expenditures	FY 2014 Revenues
Charter and Executive Services				
<u>Executive Services</u>				
140701 - 01	Justification for Increase of Unclassified Contractual Services– Property Management	0.00	1,400	0
140702 - 01	Justification for Increase of Land Leases– Eastside Garage	0.00	4,195	0
140703 - 01	Justification for Increase of Unclassified Contractual Services– Cemeteries	0.00	9,760	0
EPERISL003	Architect I - Convert Temp to 4 year Time-Limited Position	0.00	-55,654	0
	Executive Services	0.00	-40,299	0
<u>Communications</u>				
PIO 511000	Benefits for PIS	0.00	-53,000	0
	Communications	0.00	-53,000	0
	Charter and Executive Services	0.00	-93,299	0

City of Tallahassee

Fiscal Year 2014 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2014 FTE	FY 2014 Expenditures	FY 2014 Revenues
Safety and Neighborhood Services				
Fire				
20RecAcrMgNew Recruiter-Accreditation Manger FTE		0.00	11,500	0
		0.00	11,500	0
Police				
TPD2014SL2Patrol Staffing Enhancement		6.00	902,448	0
TPD2014SL4Technology Recurring Costs		0.00	28,512	0
		6.00	930,960	0
Parks, Recreation and Neighborhood Affairs				
23ISL02	Part time employee salary increase	0.00	30,000	0
	Parks, Recreation and Neighborhood Affairs	0.00	30,000	0
	Safety and Neighborhood Services	6.00	972,460	0

City of Tallahassee

Fiscal Year 2014 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2014 FTE	FY 2014 Expenditures	FY 2014 Revenues
Development and Transportation Services				
Public Works				
220301-01	Correction of Temporary Wages-Technical Operations-511500	0.00	51,617	0
220306-01	Sense of Place Improvements	0.00	199,600	0
220502-01	Correction of Temporary Wages-511500	0.00	60,332	0
	Public Works	0.00	311,549	0
StarMetro				
798	Federal Transit Projects in JARC Program (580-280401-521180)	0.00	14,937	0
799	Federal Transit Projects in JARC Program (580-280102-521180)	0.00	4,000	0
801	FDOT Service Development Project (580-280102-521180)	0.00	18,334	0
802	Verizon Service for AVL's (580-280201-522080)	0.00	13,300	0
805	Transportation Development Plan (TDP) (580-280102-521180)	0.00	15,000	0
806	Shelter & Bench Maintenance (580-280301-521090)	0.00	116,370	0
807	Building Repairs (580-280301-521090)	0.00	25,000	0
808	Equipment Repairs (580-280301-521100)	0.00	7,875	0
809	Construction Services (580-280301-521170)	0.00	5,000	0
810	Unclassified Contractual Services (580-280301-521180)	0.00	153,700	0
811	Unclassified Supplies (580-280301-523080)	0.00	31,000	0
812	Oil & Lubricants (580-280301-523040)	0.00	29,225	0
813	Building Supplies (580-280301-523130)	0.00	20,000	0
	StarMetro	0.00	453,741	0
	Development and Transportation Services	0.00	765,290	0

City of Tallahassee

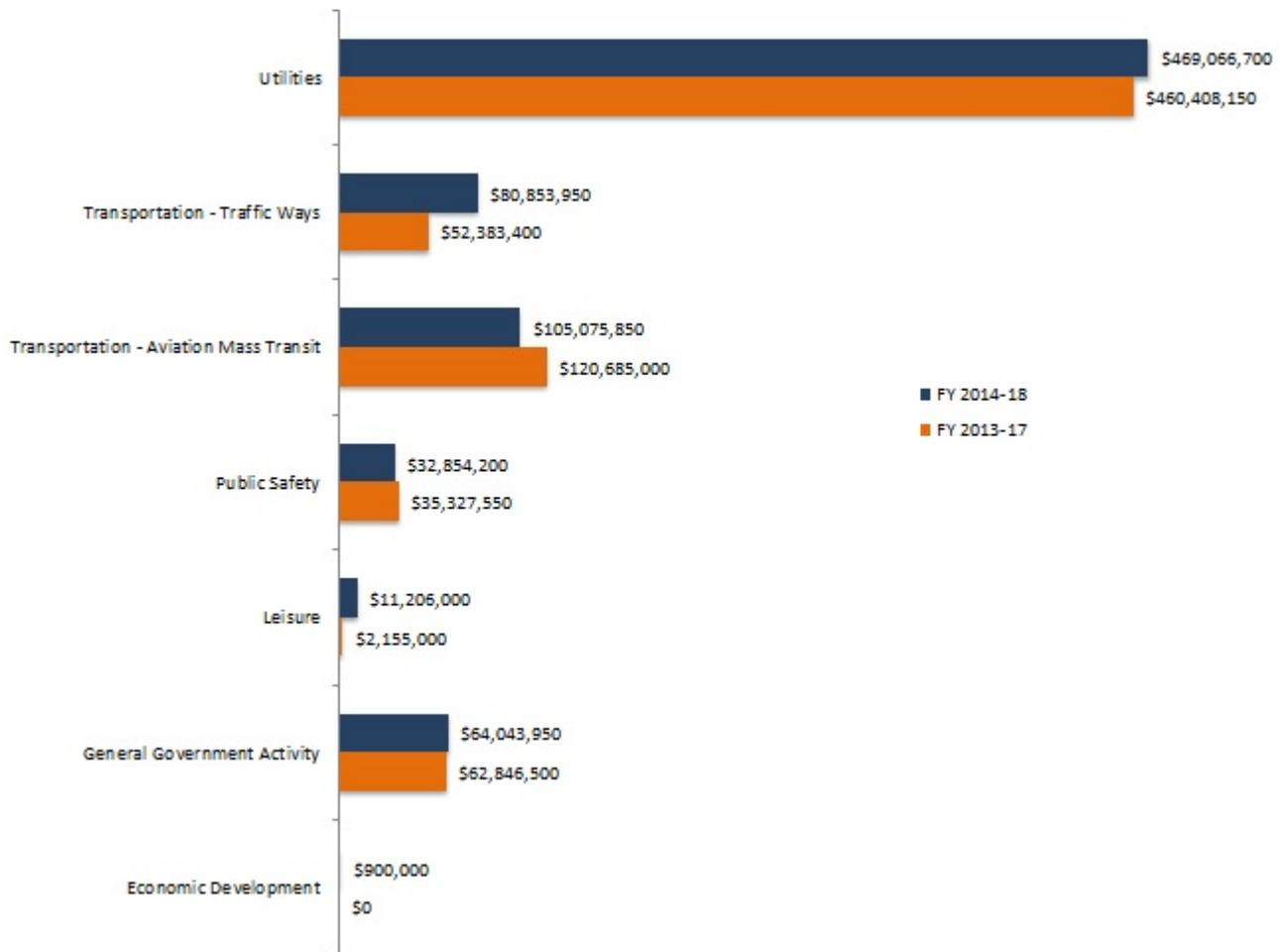
Fiscal Year 2014 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2014 FTE	FY 2014 Expenditures	FY 2014 Revenues
Utility Services				
<u>StarMetro</u>				
280201	Coach Operator	7.00	530,817	0
280301-Mech	Mechanic	1.00	93,228	0
280401	Coach Operator - Special Transportation	3.00	227,493	0
	StarMetro	11.00	851,538	0
<u>Utility Business And Customer Services</u>				
37UncCon01	Unclassified Contractual Svcs	0.00	192,000	0
	Utility Business And Customer Services	0.00	192,000	0
<u>Fleet Management</u>				
47ISL003	Increase Temp Wages	0.00	85,500	0
	Fleet Management	0.00	85,500	0
	Utility Services	11.00	1,129,038	0
City-Wide Non-Approved Service Level Changes Grand Total		17.00	2,773,489	0

City of Tallahassee
Fiscal Year 2014 Approved Budget
Funding for Outside Agencies
Excluding Pass-Through Grants From Other Agencies

Organization	FY 2013 <u>Approved</u>	FY 2014 <u>Proposed</u>	FY 2014 <u>Approved</u>
<u>Cultural</u>			
Cultural Resources Commission:	42,231	42,231	42,231
Cultural Grant Administration	61,697	61,697	61,697
Cultural Grant Program	529,298	433,338	403,338
Arts In Public Places	40,108	40,108	40,108
Cultural Plan (Economic Development)	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>
Subtotal	721,334	625,374	595,374
<u>Social Services</u>			
Juvenile Assessment and Receiving Center	75,000	75,000	75,000
Social Services Grant Program	964,425	964,425	964,425
Hope Community	135,575	135,575	135,575
Project Whole Child	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	<u>52,000</u>	<u>52,000</u>	<u>52,000</u>
Subtotal	1,392,000	1,372,000	1,400,200
<u>Economic Development</u>			
Downtown Improvement Authority	15,000	15,000	15,000
Economic Development Investment	22,500	22,500	22,500
Qualified Target Industries	6,525	6,525	6,525
Economic Development Council	115,000	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	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
Subtotal	229,025	257,358	257,058
<u>Historic Preservation</u>			
Tallahassee Trust for Historic Preservation	80,000	80,000	80,000
John Gilmore Riley Center/Museum of African American History & Culture	30,400	30,400	29,488
Subtotal	110,400	110,400	109,488
<u>Environmental</u>			
St. Francis	<u>35,000</u>	<u>35,000</u>	<u>33,950</u>
Subtotal	35,000	35,000	33,950
GRAND TOTAL	<u><u>2,487,759</u></u>	<u><u>2,400,132</u></u>	<u><u>2,396,070</u></u>

2014 – 2018 Historical and Projected Capital Project Expenditures



General Government Activities – \$12.2 million is budgeted in this category in FY14 for projects that support replacement of computer servers, building wiring, and network infrastructure upgrades; vehicle replacement; the purchase of trolleys and compressed natural gas buses; emergency preparedness work orders, if needed; renovations to various buildings; and the environmental compliance and remediation program.

Economic Development – The capital budget includes \$50,000 each for downtown pedestrian and vehicular enhancements and the historic property preservation grant and loan program in fiscal year 2014.

Leisure - Expenditures support repairs and renovations to existing recreational facilities. A master project totaling \$670,000 is budgeted in Parks, Recreation, and Neighborhood Affairs for these activities in fiscal year 2014.

Public Safety - This category includes projects from both the police and fire departments and totals \$1,957,500 in FY14. Funding supports fire hydrant maintenance, replacement and maintenance of fire station facilities and a new fire engine. Police projects support maintenance of the police facility and replacement of an HVAC chiller.

Transportation - Traffic Ways - \$26.8 million is budgeted in FY14 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.

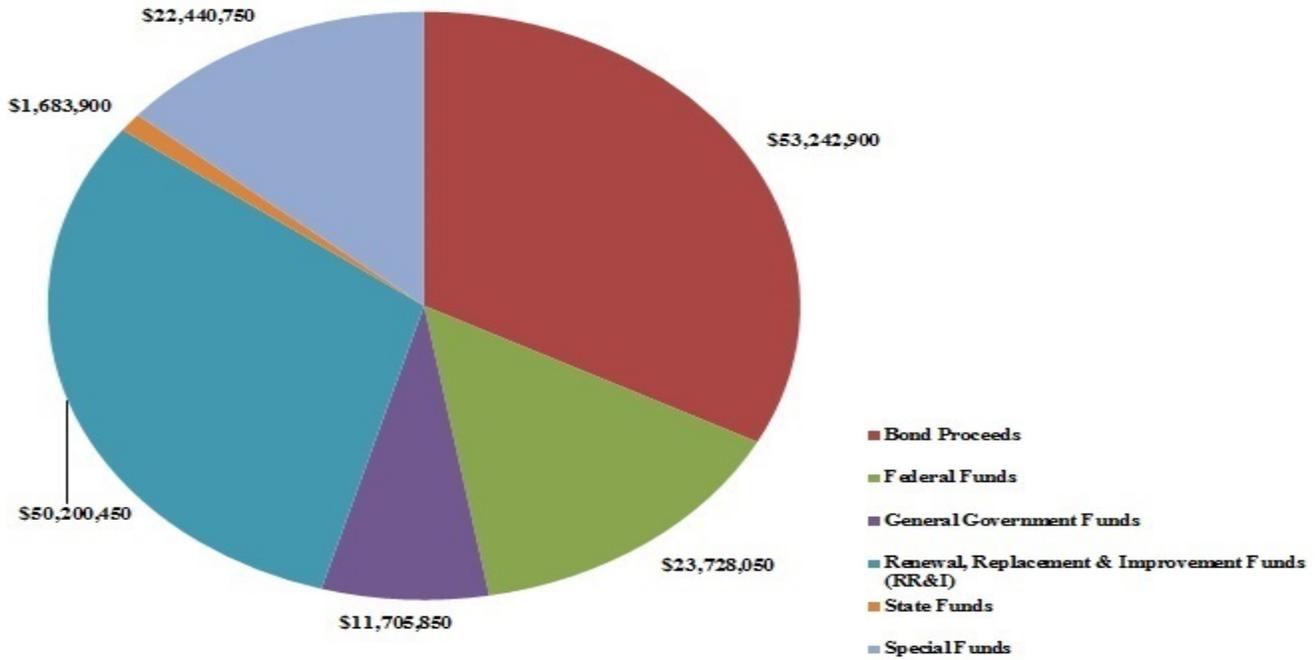
Transportation – Aviation/Mass Transit - This category includes the capital programs for both StarMetro and the airport and totals \$27.6 million in FY14 for projects identified in the airport's master plan such as terminal, taxiway and runway improvements. The purchase of additional vehicles and enhancements to StarMetro's facilities are captured within general government activities in FY14.

Utilities - Expenditures of \$ 93.5 million are budgeted in FY14 for all utilities and support repairs, replacements and improvements to infrastructure in the electric, gas, stormwater, energy services, water, sewer, and UBCS areas.

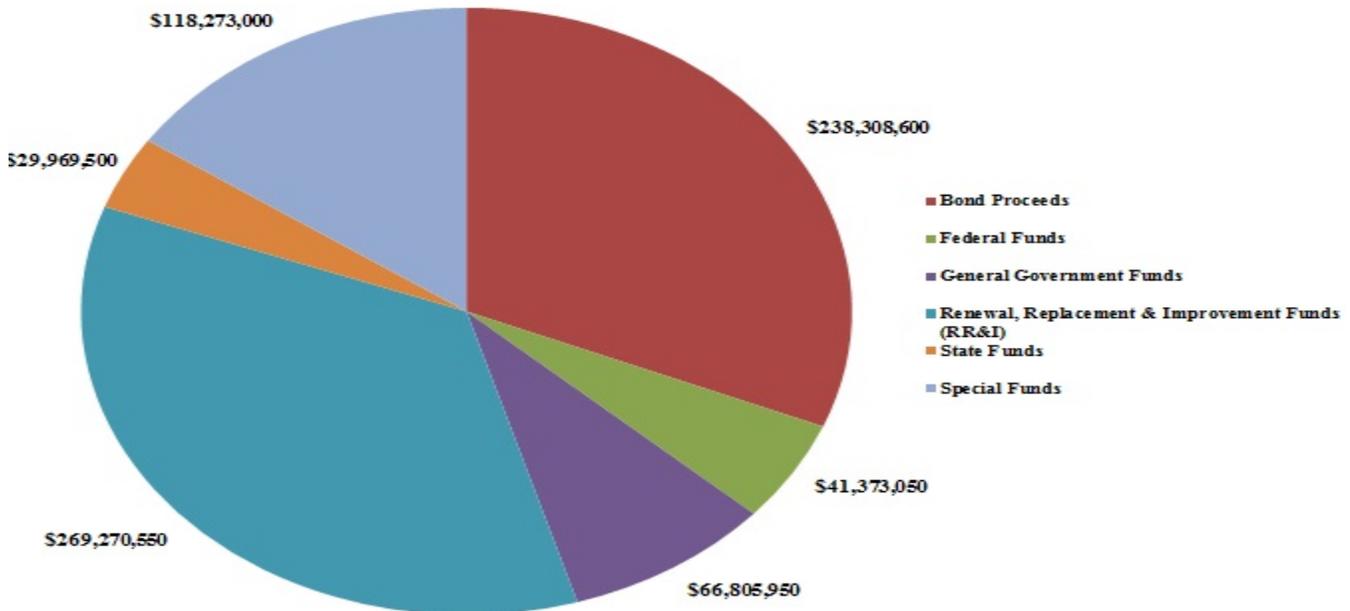


City of Tallahassee
Fiscal Year 2014 Approved Budget
OVERVIEW OF SOURCES

FISCAL 2014 SOURCES - \$163,001,900



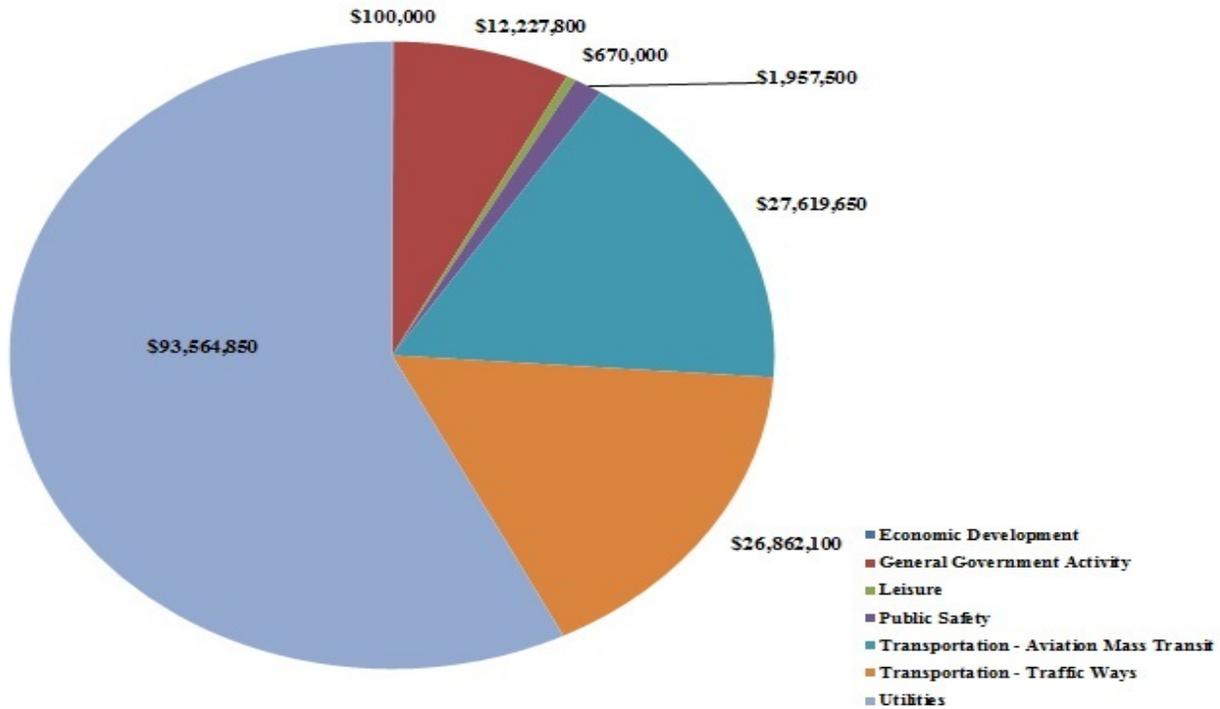
FISCAL 2014-2018 SOURCES - \$764,000,650



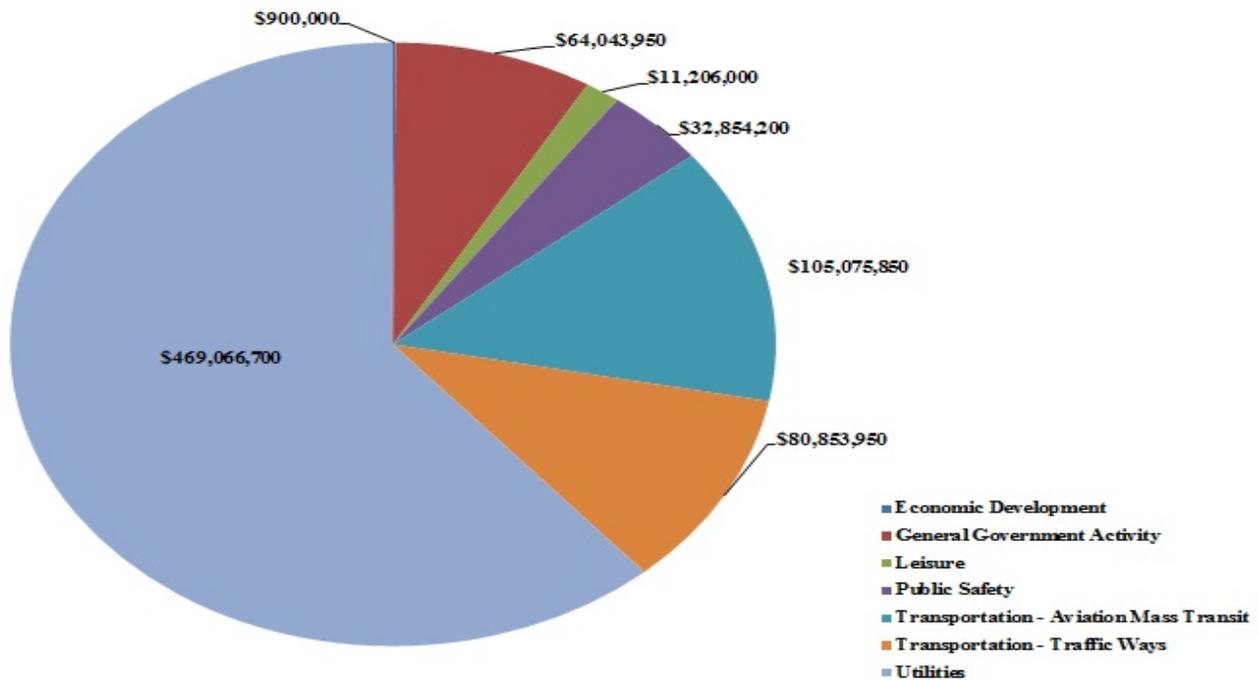


OVERVIEW OF USES

FISCAL 2014 USES - \$63,001,900



FISCAL 2014-2018 USES - \$764,000,650





City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget

Appropriation Summary

Funding Source	FY 2014	Non-Appropriated Programmed CIP Funding				5 Year Total
	Budget	FY 2015	FY 2016	FY 2017	FY 2018	
Bond Proceeds						
Electric 2010 Bonds	26,565,000	0	0	0	0	26,565,000
Electric Future Bonds	0	13,820,000	6,865,000	18,066,000	69,140,000	107,891,000
Fire Debt	0	0	7,661,850	11,380,850	3,996,400	23,039,100
Gas Energy System Future Bond Construction	1,164,450	1,199,400	1,235,400	1,272,450	1,310,600	6,182,300
General Government - Future Bonds	16,722,950	15,592,350	1,475,450	1,041,000	0	34,831,750
Internal Loan Fund-Fire RR&I	560,000	0	0	0	0	560,000
Internal Loan Fund-General Government	513,500	236,250	0	0	0	749,750
Sewer Future CUSB	2,600,000	2,100,000	2,150,000	2,260,000	2,305,200	11,415,200
Water Future CUSB	5,117,000	5,197,500	5,300,000	5,620,000	5,840,000	27,074,500
Source Total	53,242,900	38,145,500	24,687,700	39,640,300	82,592,200	238,308,600

Federal Funds

Federal Aviation Administration	23,728,050	4,170,000	3,345,000	4,180,000	5,950,000	41,373,050
Source Total	23,728,050	4,170,000	3,345,000	4,180,000	5,950,000	41,373,050

General Government

2005 Sales Tax	3,594,250	3,684,100	3,776,250	3,651,400	3,811,250	18,517,250
Gas Tax	4,047,450	3,268,600	3,354,200	3,442,700	6,032,850	20,145,800
Gas Tax Undesignated Balance	981,500	193,900	198,750	0	0	1,374,150
General Government Capital Improvement Fund - GGCIIF	2,732,650	3,794,900	1,604,150	1,369,000	1,827,200	11,327,900
General Government Capital Project Account - GGCPA	0	500,000	5,000,000	1,815,100	7,510,750	14,825,850
Revenue Collection	350,000	0	265,000	0	0	615,000
Source Total	11,705,850	11,441,500	14,198,350	10,278,200	19,182,050	66,805,950

Renewal, Replacement & Improvement Funds (RR&I)

Airport RR&I	755,000	663,082	612,906	542,097	470,268	3,043,353
Airport RR&I Undesignated Balance	1,568,300	1,143,718	938,544	1,089,053	1,325,932	6,065,547
Electric RR&I	21,467,000	26,420,000	15,135,000	17,130,000	30,997,000	111,149,000
Electric RRI Undesignated Balance	298,000	298,000	1,298,000	4,298,000	2,000,000	8,192,000
Fire RR&I	1,147,500	1,147,500	1,147,500	1,147,500	1,147,500	5,737,500
Gas RR&I	1,930,350	1,995,500	2,052,050	2,128,200	2,025,100	10,131,200
Gas RR&I Undesignated Balance	366,350	286,050	476,400	1,025,600	530,000	2,684,400
Information Sys Svcs RR&I	1,598,800	1,248,800	1,248,800	1,248,800	1,248,800	6,594,000
Sewer RR&I	9,174,400	9,614,300	9,837,800	10,066,780	10,301,166	48,994,446
Sewer RR&I Undesignated Balance	2,683,900	1,941,500	3,102,800	2,713,720	5,635,934	16,077,854
Stormwater RR&I	1,170,000	1,175,000	1,425,000	1,626,150	3,334,900	8,731,050
Stormwater RR&I Undesignated Balance	0	0	0	183,000	0	183,000
Water RR&I	3,040,000	3,185,650	3,185,650	3,185,650	3,185,650	15,782,600
Water RR&I Undesignated Balance	5,000,850	4,503,350	4,729,450	6,220,450	5,450,500	25,904,600
Source Total	50,200,450	53,622,450	45,189,900	52,605,000	67,652,750	269,270,550

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget

Appropriation Summary

Funding Source	FY 2014 Budget	<i>Non-Appropriated Programmed CIP Funding</i>				5 Year Total
	FY 2015	FY 2016	FY 2017	FY 2018		
<u>Special Funds</u>						
Accounts Receivable	650,000	650,000	650,000	650,000	650,000	3,250,000
Deficiencies Fund	150,000	150,000	150,000	150,000	150,000	750,000
Energy Conservation Fund - Capital Funds	4,950,000	4,950,000	4,950,000	4,950,000	0	19,800,000
Fleet Reserve Fund	8,100,000	8,100,000	8,100,000	8,100,000	8,100,000	40,500,000
Intergovernmental - Leon County	98,800	198,800	98,800	98,800	98,800	594,000
Passenger Facility Charge	0	1,827,500	2,000,000	2,000,000	912,500	6,740,000
Private Investment Funds	0	6,500,000	4,500,000	6,500,000	2,000,000	19,500,000
Sewer System Charge	200,000	945,000	990,000	603,200	640,000	3,378,200
Solid Waste Rate Stabilization Reserve	53,950	53,950	213,950	693,950	320,000	1,335,800
StarMetro Accounts Receivable	50,000	50,000	50,000	50,000	50,000	250,000
Stormwater Utility Fee	8,188,000	9,485,000	2,288,000	1,223,000	991,000	22,175,000
Source Total	22,440,750	32,910,250	23,990,750	25,018,950	13,912,300	118,273,000
<u>State Funds</u>						
FAMU Campus Dvlpmnt Agreement Stormwater Designation	0	0	1,500,000	0	0	1,500,000
Florida Department of Environmental Protection	115,600	0	0	0	0	115,600
Florida Department of Transportation - Aviation	1,568,300	8,424,300	6,141,450	8,221,150	3,998,700	28,353,900
Source Total	1,683,900	8,424,300	7,641,450	8,221,150	3,998,700	29,969,500
Total Funding	163,001,900	148,714,000	119,053,150	139,943,600	193,288,000	764,000,650

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget

Appropriation Summary

Expenditures	FY 2014	<i>Non-Appropriated Programmed CIP Funding</i>				5 Year
	Budget	FY 2015	FY 2016	FY 2017	FY 2018	Total
Aviation	27,619,650	22,728,600	17,537,900	22,532,300	14,657,400	105,075,850
Communications	0	150,000	150,000	150,000	150,000	600,000
Economic and Community Development	100,000	200,000	200,000	200,000	200,000	900,000
Electric Utility	48,682,000	40,890,000	22,650,000	35,846,000	100,787,000	248,855,000
Energy Services	4,950,000	4,950,000	4,950,000	4,950,000	0	19,800,000
Executive Services	1,160,200	1,974,100	1,467,850	1,591,000	900,000	7,093,150
Fire	1,707,500	1,147,500	8,809,350	12,528,350	5,143,900	29,336,600
Fleet Management	8,100,000	8,100,000	8,100,000	8,100,000	8,100,000	40,500,000
Management and Administration	1,847,600	1,497,600	1,497,600	1,497,600	1,497,600	7,838,000
Parks, Recreation and Neighborhood Affairs	670,000	1,034,000	5,534,000	934,000	3,034,000	11,206,000
Police	250,000	2,104,400	235,000	235,000	693,200	3,517,600
Public Works	27,012,100	22,982,600	9,546,950	10,250,350	17,539,750	87,331,750
StarMetro	620,000	50,000	50,000	50,000	50,000	820,000
Treasurer-Clerk	350,000	100,000	265,000	0	0	715,000
Underground Utilities	39,282,850	40,155,200	35,409,500	32,429,000	36,535,150	183,811,700
Utility Business And Customer Services	650,000	650,000	2,650,000	8,650,000	4,000,000	16,600,000
Total Expenditures	163,001,900	148,714,000	119,053,150	139,943,600	193,288,000	764,000,650



**Debt Policy Analysis
Capital Budget 2014
Capital Improvement Program 2014-2018**

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: All projects presented in any planned future bond issues comply with this policy. However, it is the intent of management that all general government debt will be used to finance improvements having a useful life of at least 20 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. Capital bonds also fund sidewalk projects associated with the Nova2010 initiative. The FY14 operating budget includes approximately \$2.7 million from the general government capital improvement fund to support various 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.

**Debt Policy Analysis
Capital Budget 2014
Capital Improvement Program 2014-2018**

COMMENT: The average life of all general government outstanding debt projected as of March 31, 2013 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: The city is, and plans to remain, in compliance with this policy.

- 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: The city is, and plans to remain, in compliance with this policy.

- 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 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
General Gov't. Expenditures ¹	136,830	138,379	142,244	145,358	147,121	150,004
10% (Target)	13,683	13,838	14,224	14,536	14,712	15,000
13.5% (Cap)	18,472	18,681	19,203	19,623	19,861	20,250
Adjusted Debt Service ²	7,210	6,681	8,514	8,571	7,173	7,168
Debt Service as a Percentage of General Government Expenditures	5.3%	4.8%	6.0%	5.9%	4.9%	4.8%

COMMENT: As shown, debt service as a percentage of general government expenditures is below target levels in all fiscal years. 2014-2018 percentages are lower, annually, from levels identified in the 2013-2017 capital improvement plan.

¹ This is consistent with commission action on the financing policy, which specifies that general government expenditures include subsidies to support expenditures of the StarMetro and Golf Course funds, when needed. Gas tax and sales tax expenditures were moved, in a previous fiscal year, to separate funds. Future year projections are based on combined average inflation and growth applied to the fiscal year 2014 budget.

² Debt service programmed for fiscal years 2014 through 2018.

**Debt Policy Analysis
Capital Budget 2014
Capital Improvement Program 2014-2018**

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 2014 capital budget includes no project funding from current (new) revenues. However, \$2,732,650 will be funded from the undesignated balance of the General Government Capital Improvement Fund (GGCIF) to support projects.

ELEMENT K Dollar Values are in Thousands (\$000s)	<u>FY 2013</u>	<u>FY 2014</u>	ANALYSIS <u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
GG/CPA - Annual Allocation	0	0	0	0	0	0
GG/CPA - Programmed for Projects	0	0	500	5,000	1,815	7,511
GG/CPA - New Debt Service Support	0	0	0	0	0	0
Total GG/CPA Appropriated	0	0	0	0	0	0
Net GG/CPA Position	0	0	(500)	(5,000)	(1,815)	(7,511)

COMMENT: Current revenue from GG/CPA is insufficient for capital improvements in four of the five years of the capital improvement plan. Adjustments will be made in a future budget to ensure funding is available to support all projects that are approved 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 Policy Analysis
Capital Budget 2014
Capital Improvement Program 2014-2018**

Debt Service Coverage

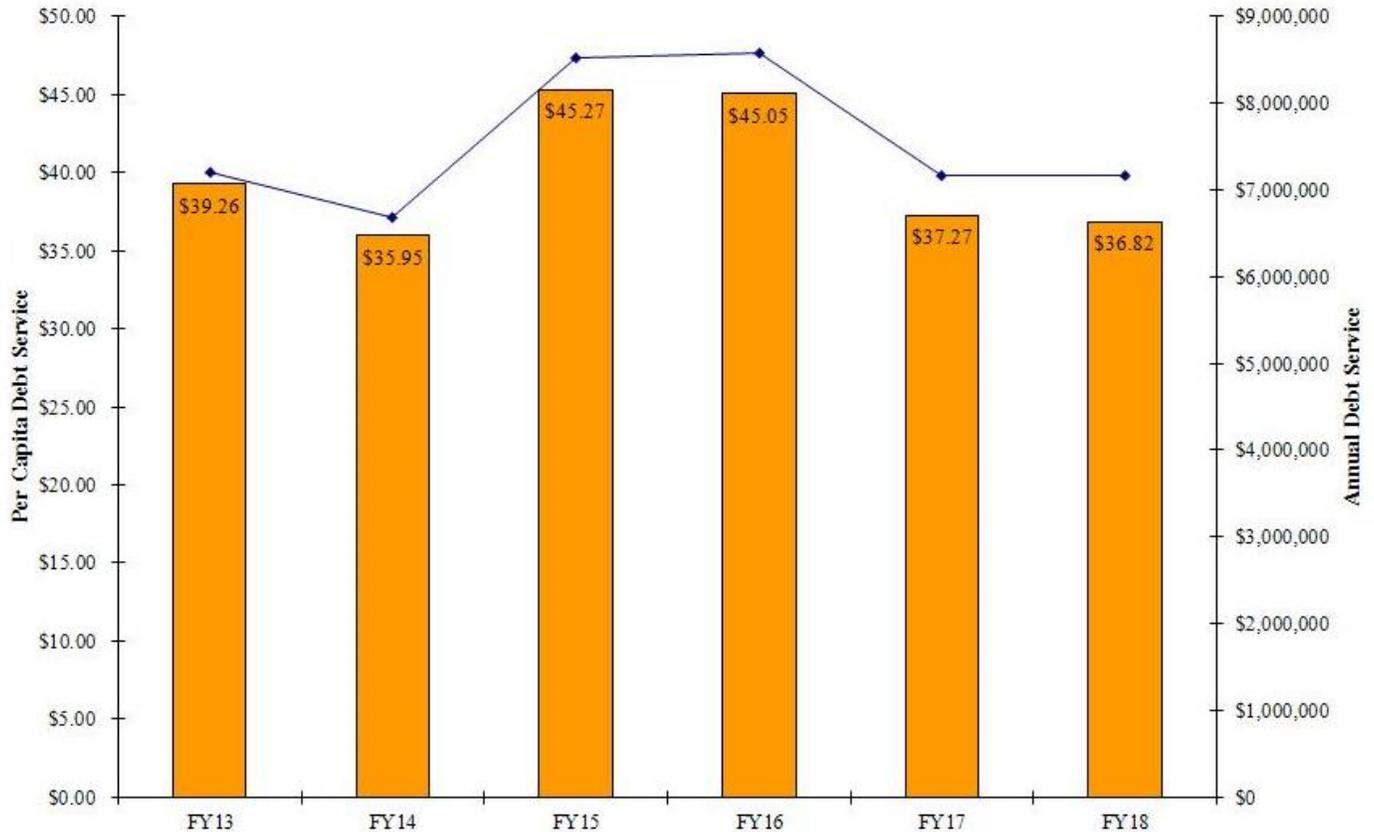
Debt service coverage demonstrates the city's ability to generate revenues sufficient to provide for the payment of debt service. As seen below, the city's debt service coverage is generally well above the amounts required.

	<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 \$3.31 from fiscal year 2013 to 2014, which reflects the current repayment schedule. General government debt service obligations are associated with debt for roadways, and renovations to various buildings and facilities, among others. Fiscal year 2014's debt service per capita of \$35.95 is equivalent to \$0.11 per resident per day.

General Government Debt Service Per Capita



**Debt Policy Analysis
Capital Budget 2014
Capital Improvement Program 2014-2018**

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 2014 Approved Budget
Schedule of Debt Service
(in thousands)
As of September 30, 2013

Description	Outstanding Balance	Maturity Date	FY14 Principal	FY14 Interest	FY15 Principal	FY15 Interest	FY16 Principal	FY16 Interest
Governmental Activities:								
Capital Bonds, Series 2008	4,174	10/01/2016	1,260	133	1,300	90	1,345	46
Capital Bonds, Series 2009	26,949	04/01/2031	1,705	755	1,770	690	1,835	623
Capital Bonds, Series 2012	61,209	10/01/2024	3,085	2,164	3,175	2,071	3,305	1,944
Total	92,332		6,050	3,052	6,245	2,851	6,485	2,613
Business-Type Activities:								
<u>Loans</u>								
AMI Loan #1	36,632	06/27/2024	2,188	1,142	2,275	1,055	2,366	964
AMI Loan #2	4,696	06/27/2024	282	173	295	160	309	147
Total Loans	41,328		2,470	1,315	2,570	1,215	2,675	1,111
<u>Proprietary Revenue Bonds</u>								
Energy System Refunding, Series 1998A	11,032	10/01/2028	4,980	537	5,240	275	0	0
Energy System Refunding, Series 2001	3,547	10/01/2016	1,200	176	1,000	110	1,005	55
CUSB Refunding Revenue Bonds, Series 2001	13,073	10/01/2019	1,330	597	1,710	524	1,800	430
CUSB Refunding Revenue Bonds, Series 2005	28,451	10/01/2030	3,265	896	0	753	0	753
Energy System Revenue, Series 2005	187,916	10/01/2035	3,065	5,480	3,100	5,344	3,325	5,220
Energy System Revenue, Series 2007	349,036	10/01/2037	2,865	9,403	3,100	9,260	3,165	9,105
CUSB Refunding Revenue Bonds, Series 2007	273,121	10/01/2037	1,935	7,670	3,865	7,593	4,020	7,438
Energy System Revenue, Series 2010	115,801	10/01/2028	0	3,777	0	3,777	5,380	3,777
Energy System Revenue, Series 2010A	61,034	10/01/2026	205	1,691	210	1,683	215	1,676
Energy System Revenue, Series 2010B	305,253	10/01/2040	0	7,299	0	7,299	0	7,299
Energy System Revenue, Series 2010C	46,358	10/01/2029	1,145	1,603	1,485	1,546	1,735	1,472
Energy System Revenue, Series 2011	3,811	10/01/2019	22	81	23	80	23	80
CUSB Revenue Bonds, Series 2010A	256,343	10/01/2040	0	6,084	0	6,084	0	6,084
CUSB Revenue Bonds, Series 2010B	36,555	10/01/2026	0	1,169	1,120	1,169	1,155	1,136
Total Proprietary Revenue Bonds	1,691,231		20,012	46,465	20,853	45,498	21,823	44,526
Total Business-Type Activities	1,732,559		22,482	47,780	23,423	46,714	24,498	45,637
Total Debt Service – Principal & Interest	1,824,891		28,532	50,832	29,668	49,565	30,983	48,250

City of Tallahassee
Fiscal Year 2014 Approved Budget
Schedule of Debt Service
(in thousands)
As of September 30, 2013

Description	Outstanding Balance	Maturity Date	FY17 Principal	FY17 Interest	FY18 Principal	FY18 Interest	Total Principal	Total Interest
Governmental Activities:								
Capital Bonds, Series 2008	4,174	10/01/2016	0	0	0	0	3,905	269
Capital Bonds, Series 2009	26,949	04/01/2031	1,905	554	1,975	482	9,190	3,103
Capital Bonds, Series 2012	61,209	10/01/2024	3,975	1,812	3,890	1,653	17,430	9,644
Total	92,332		5,880	2,366	5,865	2,135	30,525	13,017
Business-Type Activities:								
<u>Loans</u>								
AMI Loan #1	36,632	06/27/2024	2,460	870	2,558	772	11,848	4,803
AMI Loan #2	4,696	06/27/2024	323	132	338	117	1,546	730
Total Loans	41,328		2,783	1,002	2,896	889	13,394	5,533
<u>Proprietary Revenue Bonds</u>								
Energy System Refunding, Series 1998A	11,032	10/01/2028	0	0	0	0	10,220	812
Energy System Refunding, Series 2001	3,547	10/01/2016	0	0	0	0	3,205	342
CUSB Refunding Revenue Bonds, Series 2001	13,073	10/01/2019	1,900	331	2,000	226	8,740	2,107
CUSB Refunding Revenue Bonds, Series 2005	28,351	10/01/2030	0	753	0	753	3,265	3,907
Energy System Revenue, Series 2005	187,916	10/01/2035	3,490	5,057	3,655	4,891	16,635	25,994
Energy System Revenue, Series 2007	349,036	10/01/2037	3,315	8,947	3,485	8,781	15,930	45,497
CUSB Refunding Revenue Bonds, Series 2007	273,121	10/01/2037	4,220	7,237	4,430	7,026	18,470	36,966
Energy System Revenue, Series 2010	115,801	10/01/2028	5,610	3,558	5,850	3,308	16,840	18,197
Energy System Revenue, Series 2010A	61,034	10/01/2026	220	1,671	230	1,665	1,080	8,386
Energy System Revenue, Series 2010B	305,253	10/01/2040	0	7,299	0	7,299	0	36,494
Energy System Revenue, Series 2010C	46,358	10/01/2029	1,815	1,385	1,885	1,313	8,065	7,319
Energy System Revenue, Series 2011	3,811	10/01/2019	1,084	79	1,116	54	2,268	374
CUSB Revenue Bonds, Series 2010A	256,343	10/01/2040	0	6,084	0	6,084	0	30,422
CUSB Revenue Bonds, Series 2010B	36,555	10/01/2026	1,215	1,078	1,240	1,054	4,730	5,607
Total Proprietary Revenue Bonds	1,691,231		22,869	43,479	23,891	42,453	109,448	222,422
Total Business-Type Activities	1,732,559		25,652	44,482	26,787	43,343	122,842	227,955
Total Debt Service – Principal & Interest	1,824,891		31,532	46,847	32,652	45,477	153,367	240,972

City of Tallahassee
Fiscal Year 2014 Approved Budget
Schedule of Capital Fund Balances
As of June 30, 2013

Fund#	Fund Name	TOTAL AS OF 10/01/12	TOTAL AS OF 6/30/13	CURRENT AVAILABLE
<u>General Government</u>				
105	Affordable Housing Fund	2,976,936	2,914,235	959,781
106	SHIP Program	2,000	21,928	28,046
107	HOME Program	90,310	-271,445	101,264
110	Law Enforcement Fund-State	245,218	276,199	129,731
111	Police Second Dollar Funding	265,190	241,998	199,385
113	Law Enforcement Fund-Federal	344,196	267,997	24,201
170	Concurrency – District 1 NE – Road	1,657,506	1,649,872	1,649,872
171	Concurrency – District 1 NE – Multi	477,683	476,376	328,562
172	Concurrency – District 2 SE – Road	896,833	931,089	931,089
173	Concurrency – District 2 SE – Multi	163,860	171,850	128,138
174	Concurrency – District 3 SW – Road	718,225	451,927	177,941
175	Concurrency – District 3 SW – Multi	74,898	75,123	40,760
176	Concurrency – District 4 NW – Road	146,437	192,989	192,989
177	Concurrency – District 4 NW – Multi	13,901	25,324	-153,887
178	Concurrency – Central – FAMU WAY	1,248,602	132,227	132,226
179	Concurrency – Central – Multi Modal	4,250,740	1,151,415	412,850
300	Capital Improvement	15,339,760	14,772,536	3,075,630
301	Sales Tax Construction	4,414,364	4,253,350	903,601
302	Gas Tax Construction	6,376,498	6,904,300	1,006,563
304	Sales Tax Extension Construction	11,121,454	9,200,742	-4,035,613
312	2004 Capital Bonds Construction	23,014,825	7,350,693	4,220,914
315	Future Capital Bonds Construction	-7,750,664	-2,136,383	0
320	Street Paving Fund	279,986	288,291	126,798
	Total General Government Funds	66,368,759	49,342,633	10,580,842
<u>Fire</u>				
131	Fire Service Construction	483,425	706,231	481,286
132	Fire Service Bonds Construction	-6,104,874	-7,389,244	0
	Total Fire Funds	-5,621,448	-6,683,014	481,286
<u>Electric</u>				
401	R R & I	90,025,102	97,031,069	59,240,471
412	Revenue Bond Const 98A	42,821	42,821	42,821
416	Advanced Metering Fund	2,246,109	-345,084	-1,618,795
422	Revenue Bond Const 98B	161	162	161
423	Future Revenue Bond Construction	97,125,989	71,320,092	0
425	05 Elec Sys Rev Bonds Construction	400,746	179,671	117,444
	Total Electric Funds	189,840,928	168,228,732	57,782,103
<u>Energy Conservation</u>				
403	Conservation - Res. Loans	9,881,060	10,188,870	1,883,401
413	Conservation-Comm Loans	1,708,035	1,732,882	1,341,168
414	Conservation -Cap Projects	1,216,275	1,221,494	1,095,434
	Total Energy Conservation Funds	12,805,369	13,143,246	4,320,004

City of Tallahassee
Fiscal Year 2014 Approved Budget
Schedule of Capital Fund Balances
As of June 30, 2013

Fund#	Fund Name	TOTAL AS OF 10/1/12	TOTAL AS OF 06/30/13	CURRENT AVAILABLE
<u>Gas</u>				
431	R R & I	6,322,763	4,941,131	3,410,292
447	Advanced Metering Fund	624,710	564,443	-59,309
453	Future Gas Sys Rev Bonds	-579,343	-720,893	0
	Total Gas Funds	6,368,130	4,784,681	3,350,983
<u>Water</u>				
461	R R & I	8,764,505	9,325,009	8,272,073
462	Capital Lease Construction	4,742,382	2,520,468	59,536
463	System Charge	1,348,059	913,729	560,398
479	Water CUSRB Construction	24,069,373	16,567,628	0
	Total Water Funds	38,924,318	29,326,834	8,892,007
<u>Sewer</u>				
501	R R & I	23,158,970	21,431,914	3,652,954
503	System Charge	8,164,684	8,604,801	4,859,016
529	Sewer CUSRB Construction	40,873,087	25,485,513	0
	Total Sewer Funds	72,196,741	55,522,228	8,511,970
<u>Airport</u>				
541	R R & I	4,441,135	3,500,084	2,420,084
543	Grant Construction	1,653,731	-57,424	0
	Total Airport Funds	6,094,866	3,442,657	2,420,084
<u>Other Funds</u>				
581	StarMetro Grant Construction	905,694	-705,390	0
601	Solid Waste RR&I/Construction	161,571	65,268	135,241
606	Stormwater RR&I/Construction	57,980,592	58,523,390	21,138,403
607	Stormwater Redevelopment	2,449,570	3,017,030	0
616	Golf Course R R & I	332,855	318,777	308,503
706	ISS RR&I Fund	3,537,896	1,687,426	662,477
716	Vehicle Replacement Reserve	12,224,024	8,813,792	5,964,142
756	Utility Services Construction	1,485,934	2,046,358	1,126,045
	Total Other Funds	79,078,136	73,766,650	29,334,810
TOTAL ALL FUNDS		466,055,799	390,874,647	125,674,089

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Charter and Executive Services

Communications

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Communications Equipment	0	0	150,000	150,000	150,000	150,000	600,000
Funding for WCOT broadcast and PIO Public Relations, Community Outreach and Web Development equipment purchases.							
<u>Operating Budget Impact</u>							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Total Communications	0	0	150,000	150,000	150,000	150,000	600,000

Executive Services

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
City Hall Cooling Towers	0	0	0	0	300,000	650,000	950,000
The current towers cannot handle the 300 tons of chilled water units and design of the building did not factor in the increased demands experienced in recent years. Consequently, problems occur when chillers operate at full capacity. The towers will need to be replaced to operate at maximum efficiency. Current estimates envision the use of helicopters to remove the old towers and replace them with new towers.							
<u>Operating Budget Impact</u>							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
City Hall Heating for First Floor	0	0	0	50,000	0	0	50,000
The original design of the building does not permit the current HVAC system to properly heat the first floor, with constant operation of the front doors. This project will install equipment necessary to ensure heating of the first floor area.							
City Hall Master Project	707,050	646,700	250,000	250,000	250,000	250,000	1,646,700
This is a master project for the City Hall building. There are major repair and equipment replacement funding needs in FY 2014. Each year also has funding for routine RR&I to maintain City Hall.							
Carpet: The \$330,000 requested for FY 2014 is to complete Phase II the City Hall carpet replacement project that was started in FY 2013. Phase I replaced the carpet on the first and fourth floors in FY 2013 at a cost of \$317,908. Phase II will replace the carpet on the second and third floors.							
HVAC system: The \$276,694 requested in FY 2014 for the HVAC system will pay for the air flow test, design, and replacement of the air handler on the fourth floor. A study of the HVAC system was completed in FY 2013 which indicated major replacements are needed for the HVAC system due to age and inefficient energy consumption. The sheet metal and coils are deteriorating to the point of failure.							
Pavers: The \$40,000 requested in FY 2014 is needed to complete the paver replacement project that was started in FY 2013. Pavers were removed from the courtyard to replace the front pavers on the east side of the front of City Hall. These funds will also cover the repairs to the courtyard.							
<u>Operating Budget Impact</u>							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
City Hall Parking Garage Waterproofing & Structural Repairs	0	175,000	1,167,850	1,167,850	1,041,000	0	3,551,700
This project provides for the elimination of the continuing water infiltration into and repairs of any structural degradation of the City Hall parking garage. An evaluation of the existing 32 year-old waterproofing membrane system over the garage will also be performed. Due to the continuing infiltration of water during every rain storm into the garage, funding is requested in FY14 to analyze, evaluate and prepare design documents for the repairs and possible membrane replacement. This will enable a more accurate evaluation of the conditions and cost estimate for the actual construction repairs of this project.							
City Hall Windows & Wall Sealants & Waterproofing	300,000	338,500	236,250	0	0	0	574,750
Building walls and windows need to be resealed every 15 to 20 years to eliminate water intrusion through compromised building components caused by age and fatigue. The North wall was waterproofed in 2008 and the West and South walls were waterproofed in FY12. The East wall waterproofing is scheduled to be completed in FY13. During the investigation stage of the wall waterproofing, staff became suspicious about water intrusion into the structure of the main entrance way on the East wall of City Hall. A consultant and contractor were hired in FY12 to further investigate and perform a study to determine the extent of damage caused by water that had penetrated into the structure prior to the reroof of the east roof in 2009. The study showed that there is structural damage and to that end temporary shoring was installed to prevent any structural failure. The entire entry will have to be deconstructed, repaired and reconstructed. After the entry is repaired, all of the operable exterior windows in City Hall need their gaskets replaced, which was not part of the original project. Over the past 30 years of life they have lost their elasticity and are allowing infiltration of air into and out of the building. Replacing the gaskets will properly seal the windows and reduce energy loss.							

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Charter and Executive Services

Executive Services

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Kleman Plaza Garage Waterproofing	0	0	320,000	0	0	0	320,000
<p>The following is the estimate, provided by C A Lindman, for a complete replacement of the waterproofing system to the Garage roof. Specifically, this estimate includes: remove soil from entire plaza above garage and from planters; remove & dispose of landscaping; remove and reuse existing pavers; remove existing waterproofing from structural slab; install hot rubberized asphalt waterproofing to plaza slab; remove all topping materials and soil adjacent to foundation wall, turn hot rubber waterproofing and neoprene flashing 4'0" down garage exterior walls, install protection board, drainage board, backfill with graded fill material to 95% compaction, replace topping materials; remove existing waterproofing and install new waterproofing at planter walls; remove existing waterproofing and install new waterproofing at EIFS/Storefront; remove/replace brick and provide counterflashing and weeps at brick facade areas; replace soil above garage and in planters; remove and reinstall benches; remove and reinstall trash cans; remove and reinstall irrigation and drainage piping; fee for landscape architect; additional general conditions.</p>							
Total Executive Services	1,007,050	1,160,200	1,974,100	1,467,850	1,591,000	900,000	7,093,150

Treasurer-Clerk

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Citywide Electronic Document Management System	621,648	150,000	0	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 maintenance or replacement of software and hardware. Staff is currently evaluating new software platforms to determine if better, more full-featured software is available. If so, staff will initiate an enterprise-wide replacement of the EDMS to obtain a system that will work well when paired with Microsoft SharePoint, PeopleSoft, and other line-of-business applications utilized by the City. The balance of the funding will be used to converting the current 10+ million documents to a new software system, professional services needed to install and configure a new EDMS platform, and for training of end-users, workflow developers, and system administrators.</p> <p><u>Operating Budget Impact</u> This project is expected to allow operating expenses to remain stable despite the routine addition of information to the system. There is no operating impact within the current five year Capital Improvement Plan and future impacts will be built into the five year plan as applicable.</p>							
e-Payment Solutions	0	200,000	0	265,000	0	0	465,000
<p>As the trend towards electronic commerce continues to gain momentum, the City should be ready to provide various payment services in house. The City will continue to rely on third party payment vendors using a consumer funded approach. The natural evolution would be to offer the taking of credit card payments in house while maintaining our low cost banking/processing fees. Our current CORE cashiering application along with the iPayment application would be upgraded in order to take credit card payments. The payment services part of the application would be located on the web and housed with the vendor and on their server for which they would provide security and encryption. ISS currently cover the licensing fee for the CORE Cashiering system and will continue to do so. After the upgrade ISS will also cover the iPayment licensing fee beginning in FY15 because the initial licensing fee would be covered in the upgrade. The project would consolidate or interface with existing systems and begin in FY14 and evolve with payment industry.</p>							
Riskmaster Claim Admin Software Upgrade	0	0	100,000	0	0	0	100,000
<p>RiskMaster software is licensed from Computer Science Corp. (CSC). This software is used for claim processing and reporting. It is anticipated that during the next five years, advances in software capability and continued mandates for enhanced data capture and reporting to the state and federal levels will require capital expenditures for compliance with those mandates.</p> <p><u>Operating Budget Impact</u> Ongoing staffing and licensing expenditures are already built in to the operating budget each fiscal year.</p>							
Total Treasurer-Clerk	621,648	350,000	100,000	265,000	0	0	715,000
Total Charter and Executive Services	1,628,698	1,510,200	2,224,100	1,882,850	1,741,000	1,050,000	8,408,150

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Administration and Management Services

Management and Administration

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Applications and Database Upgrades	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
<p>The City of Tallahassee adopted various enterprise solutions in 1999 by implementing various citywide applications including Oracle as the database agent of choice and PeopleSoft for standardized financials, HR, payroll and utility billing services. Upgrades are required to stay current with applications and maintain functionality of the systems. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
City Building Computer Wiring Upgrades	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This recurring project provides for upgrading wiring within city government buildings to meet requirements for high-speed data transport, video teleconferencing, and video training services to desktop computers and telephone devices. The project also provides for a migration from the present wiring infrastructure to meet requirements of city users. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
Computer Servers Upgrade	700,000	350,000	0	0	0	0	350,000
<p>Currently Information Systems Services has over 150 servers to maintain and support. This capital project will ensure that our mission critical server environment stays up to date and reduces our maintenance because these servers will be under warranty for three years.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
Emergency Preparedness Work Orders	150,000	150,000	150,000	150,000	150,000	150,000	750,000
<p>This master project is utilized to open individual work orders for departments to use during city emergencies. Funding from the Deficiencies Fund is allocated for this master project. Annual appropriations that are not expended prior to the hurricane season (November 30) will be returned to the fund balance after the end of hurricane season.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
Network Infrastructure Upgrade/Replacement Project	600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
<p>This project provides funding for infrastructure upgrades and/or replacement of network file servers, hubs and ancillary equipment. This ongoing project provides for a five-year progression of upgrades and replacements necessary to support demands of the citywide information technology initiatives. The upgrades and replacements are designed to decrease downtime and increase capacity in conjunction with needs identified by operating departments. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
Permits and Enforcement Tracking System	1,129,600	197,600	197,600	197,600	197,600	197,600	988,000
<p>This project will provide funding for product, license and service acquisitions in accordance with administrative obligations specified in the agreement between the City of Tallahassee and Leon County for an integrated permit and enforcement tracking system (PETS). This project enables the project manager to schedule activities and associated funding well in advance, versus the prior practice of funding one year in the operating budget. Leon County will contribute approximately fifty percent of the total funding each year.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
Total Management and Administration	3,129,600	1,847,600	1,497,600	1,497,600	1,497,600	1,497,600	7,838,000
Total Administration and Management Services	3,129,600	1,847,600	1,497,600	1,497,600	1,497,600	1,497,600	7,838,000

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Safety and Neighborhood Services
Economic and Community Development

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Downtown Pedestrian and Vehicular Enhancements	100,000	50,000	100,000	100,000	100,000	100,000	450,000
<p>This project provides funding for improvements to streets, sidewalks, and other public places in an area bounded by Tennessee, Gadsden, Gaines, and Macomb Streets. The All Saints and greater Gaines Street areas will be included as redevelopment progresses in those districts. Project improvements will address safety concerns and amenities to enhance pedestrian and vehicular activities. In prior years, improvements have included textured crosswalks, sidewalk replacements with the Tallahassee pattern, pedestrian signals, parking and loading zones, angle parking, decorative lights, informational signage, parking meters, street furniture, landscaping, and other similar enhancements.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Historic Property Preservation Grant and Loan Pool	390,000	50,000	100,000	100,000	100,000	100,000	450,000
<p>This is a master project that provides funding for the City's Historic Preservation Grant and Loan (HPGL) Pool program. This program was established to provide grants and loans for the preservation and rehabilitation of designated historic properties. Grants and loans may be given for the stabilization or restoration of historic structures; structural repairs, facade restoration, or rehabilitation; compliance with code, health and safety requirements; and other construction activity that will result in a "total project" restoration. Preference for funding of projects is targeted first to residential projects; second to cultural, retail, and restaurant projects; and third to other types of projects. Eligibility criteria include listing on the National Register of Historic Places and zoning as a Historic Preservation Overlay (HPO) property. Presently, there are over 220 structures potentially eligible for program funding, including the districts of Myers Park, Calhoun Street, and Park Avenue. The HPGL Program carry forward cannot exceed \$300,000 in any year.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Total Economic and Community Development	490,000	100,000	200,000	200,000	200,000	200,000	900,000

Fire

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Facilities Management & Maintenance	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000
<p>This project provides for repair and maintenance of the department's fifteen fire stations, which are located throughout the Tallahassee/Leon County service area. These facilities operate twenty-four hours a day to respond to emergencies in the surrounding community. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> The salary and partial benefits for position #6777 are funded by the project.</p>							
Fire Apparatus - Engine - Station #16	0	560,000	0	0	0	0	560,000
<p>Purchase of a new fire engine for Station #16 Weems Road.</p> <p><u>Operating Budget Impact</u> Operating costs for the fire engine are included in the those attached to the Weems Road Fire Station construction project. Total operating costs of the station are expected to begin in late FY 2014 or early FY 2015 and are estimated at \$950,000 per year.</p>							
Fire Hydrant Maintenance & Replacement	847,500	847,500	847,500	847,500	847,500	847,500	4,237,500
<p>This project supports the inspection, maintenance and painting of all city-owned fire hydrants and replacement of those determined to be beyond repair. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Lake Bradford Road Fire Station	0	0	0	2,250,650	2,793,250	1,242,800	6,286,700
<p>Locate a site for a new fire station in the Lake Bradford Road area, purchase a two-acre site, construct a new fire station, procure all apparatus and equipment, and hire 15 personnel. Project completion is planned for 2017. Total cost of this station, including initial outfitting costs is \$6,286,700 (includes inflation of 3% per year). This station will require recurring operating costs estimated at over \$1.2 million beginning in FY 2018.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Relocation of Fire Sta. #8 to Capital Circle/Hartsfield Area	0	0	0	2,318,200	2,877,000	423,350	5,618,550
<p>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.</p> <p><u>Operating Budget Impact</u> No incremental operating costs will be required as this new station will be staffed and outfitted with existing personnel and equipment.</p>							

**City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary**

Safety and Neighborhood Services

Fire

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Southwood Fire Station	0	0	0	774,800	2,793,250	1,167,750	4,735,800
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 2017. Total capital cost of this station, including initial outfitting costs is \$4,735,800 (includes inflation of 3% per year). This station will require recurring operating costs of over \$1 million a year starting in FY 2018.							
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.							
Welaunee Boulevard Fire Station	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 \$6,398,050 (includes inflation of 3% per year). This station will require recurring operating costs of nearly \$970,000 (in FY 2012 dollars).							
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 Fire	1,147,500	1,707,500	1,147,500	8,809,350	12,528,350	5,143,900	29,336,600

Parks, Recreation and Neighborhood Affairs

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Basketball Volleyball Gym	0	0	0	0	0	2,500,000	2,500,000
This project provides for the design and construction of a gymnasium building to be constructed in the northeast or east area of the community. The facility would have would have four, side-by-side basketball courts that would be multipurpose for eight volleyball courts, and include the related bathroom, storage, and office space of approximately 25,000 square feet.							
Operating Budget Impact							
No operating budget impact.							
New Senior Center	0	0	500,000	5,000,000	0	0	5,500,000
Tallahassee's active adult population, age 60 and older, has grown by 33% since 2000, now comprising 13% of the total Tallahassee-Leon County community. At least 28% of our population is already a senior, baby boomer, or caregiver (age 45 and older). As projected for the past several years, the Tallahassee Senior Center (TSC) is "bursting at the seams." Supplementary space and parking, along with additional professional staff are needed to keep pace with the demand for more programs. Staffing has remained the same for seven years, while programs have grown significantly over that same time period. Even with 14 satellite programming sites, additional space and staff to coordinate additional locations and programs are essential in order to meet this increasing demand.							
Based on 2010 Census data, the most number of people age 60 and older live in the East and Northeast areas of Tallahassee. The largest numbers of people age 45-59 are also concentrated in the East and Northeast, but also include Piney Z and Indian Head Acres. The East/Northeast quadrant of the city is the only geographic area that does not have a community center or recreation center where senior center or other activities can be offered.							
Staff continues to address space issues by adding satellite programming sites, but the need remains for another dedicated, full service senior center. Programming space is at 95% capacity, while office space is more than 100% occupied. An additional center will better accommodate the current senior population as well as future generations of older adults. Funds are requested for design and construction of a new Senior Center in the East or Northeast area of the community.							
This request relates to City Commission priorities as part of the Quality of Life Target Issue.							
Operating Budget Impact							
No operating budget impact.							
Northwest Park Development	142,753	0	0	0	400,000	0	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 has been repeatedly delayed to accommodate capital budget shortfalls. Department requests funding be allocated in FY14 if at all possible due to continued citizen demand.							
Operating Budget Impact							
There is no operating impact in FY14 and future operating budget funds will be requested as required once construction is complete.							
PRNA RR&I Master	1,344,274	670,000	534,000	534,000	534,000	534,000	2,806,000
This project will be used to manage and fund repairs, replacements, and improvements at various recreation facilities. Funds that are not expended as of the end of the fiscal year will return 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.							
Total Parks, Recreation and Neighborhood Affairs	1,487,027	670,000	1,034,000	5,534,000	934,000	3,034,000	11,206,000

**City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary**

Safety and Neighborhood Services

Police

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Police Vehicle Video Recording System	796,100	0	569,400	0	0	458,200	1,027,600
<p>This project provides mobile audio/video recording in car camera systems (MAVRICS) for patrol vehicles and motorcycle units. Limited application of the system has provided an increase in conviction rates, reduced time in court proceedings, and improved training capability on an individual and department-wide basis. The system assists in addressing allegations of inappropriate police conduct, records requests for consent to search a vehicle, and captures incidents surrounding pursuits and arrests. The state-of-the-art video recording equipment benefits both the Tallahassee Police Department and the citizens of Tallahassee by allowing immediate and accurate documentation of police actions.</p> <p><u>Operating Budget Impact</u> At full implementation of 208 units, the total annual operating cost is anticipated to be \$86,200. This includes server maintenance, software, repair and miscellaneous on-going costs. Funding for this impact will be adjusted in the ISS Public Safety budget to reflect the net increase above budgeted amounts.</p>							
Repair, Replace and Improve MAVRIC Units	0	0	85,000	85,000	85,000	85,000	340,000
<p>This project provides for repair, replacement, or improvement of existing police mobile audio/video recording in car camera systems (MAVRICS) that are utilized in patrol vehicles to document police actions.</p> <p><u>Operating Budget Impact</u> This project will limit operating budget increases needed to support aging equipment.</p>							
Repair, Replace and Improve Police Facilities	75,000	75,000	150,000	150,000	150,000	150,000	675,000
<p>This project provides for a comprehensive facility maintenance, repair, and improvement program for Police Department headquarters and other facilities utilized by TPD. The headquarters building is over 90,000 square feet. The grounds and parking area cover 6.4 acres. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no anticipated operating impact within the current five-year capital improvement plan.</p>							
Replacement of HVAC Chiller	0	175,000	0	0	0	0	175,000
<p>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.</p> <p><u>Operating Budget Impact</u> Replacement of the unit will result in an improvement in energy efficiency estimated to provide a savings of \$8 - \$12,000 annually.</p>							
Replacement of TPD Vehicle Equipment	0	0	1,300,000	0	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><u>Operating Budget Impact</u> None as proposed - the cost of maintenance for these vehicles is supported within the department's fleet garage account. As an alternative to this project, these vehicles could be added to the Fleet Replacement Fund and the cost allocated to the department's operating budget.</p>							
Total Police	871,100	250,000	2,104,400	235,000	235,000	693,200	3,517,600
Total Safety and Neighborhood Services	3,995,627	2,727,500	4,485,900	14,778,350	13,897,350	9,071,100	44,960,200

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Access Control System Upgrades	0	0	0	1,000,000	0	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							
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.							
Air Service Improvement Program	300,000	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.							
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.							
Air Traffic Control Tower Repairs & Maintenance	0	0	80,000	80,000	80,000	80,000	320,000
The air traffic control tower (ATCT) at Tallahassee Regional Airport was completed in 1996. Routine maintenance and repair work is needed in order to provide a suitable working environment. This project is recommended for planning purposes contingent on the availability of funds.							
Aircraft Maintenance Hangar	0	0	10,000,000	0	4,000,000	0	14,000,000
Third party development of storage and maintenance hangars with developers funding the local share.							
Operating Budget Impact							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Aircraft Maintenance and Storage Hangars and Related Taxilanes	0	0	0	5,000,000	5,000,000	0	10,000,000
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.							
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.							
Airfield Preservation - Phase II	0	250,000	200,000	200,000	0	0	650,000
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.							
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.							
Airfield Signage Improvements II	0	0	0	0	0	225,000	225,000
This project includes changing signagge locations to improve traffic flow and safety and ensuring all signs meet current FAA Standards.							
Airport Funfest	0	50,000	50,000	50,000	50,000	50,000	250,000
This is a recurring project. Annual appropriations that are not expended by the end of the fiscal year will be returned to fund balance. The Tallahassee Regional Airport is dedicated to creating a visible presence in the surrounding communities through meaningful public involvement. Staying connected to the people living in the communities that we serve, through special events and charitable giving, is vitally important to maintaining this connection. Special events provide a unique opportunity for the airport to interact with key community stakeholders, reinforce its brand and engage local businesses in a day of celebration.							
Airport Security Improvements	0	0	750,000	555,600	0	0	1,305,600
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.							
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.							
Airport Terminal Modernization	800,000	0	3,800,000	1,600,000	1,600,000	1,600,000	8,600,000
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.							

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
ARFF Station Rehabilitation	0	0	50,000	0	1,000,000	0	1,050,000
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.							
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.							
ARFF Vehicle No.3 Replacement(Rapid Response Vehicle)	0	0	500,000	0	0	0	500,000
The Airport Fire Station (TFD Station 5) has three fire trucks to support Airport Aircraft Rescue and Firefighting (ARFF). This project is for replacement of the third truck, the Rapid Response vehicle.							
Operating Budget Impact							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
ARFF Vehicle Replacement	0	0	0	1,050,000	0	0	1,050,000
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 RR&I funds.							
Operating Budget Impact							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Expand Air Carrier Apron	0	0	0	0	0	4,444,500	4,444,500
This project will include expansion of the air carrier apron in order to expand the terminal building and to increase the number of gates and apron parking positions.							
Fence and Gate Rehabilitation, Updates and Improvements	0	0	0	0	0	1,055,600	1,055,600
TSA Part 1542 requires the Airport Operating Area to be secure. FAA Part 139 requires the Airport to be secure from wildlife and other intrusions. To meet both of these requirements, the Airport installed over 50,000 linear feet of fencing and approximately 45 gates in 2005. This fence and gates are in need of rehabilitation and improvements to ensure it's continued operation in accordance with both TSA and FAA regulations.							
Hangar Development II	2,000,000	0	1,000,000	0	0	0	1,000,000
The Airport Master Plan recommends additional hangars that are needed to meet forecast demand. Based on demand, the hangars will take the form of bulk, maintenance, corporate, T-hangars, and/or others, which will be funded by a combination of private and Florida Department of Transportation funds. Emphasis will be on bulk hangars initially, with preference given to ones large enough to accommodate regional jet maintenance. This project is recommended for planning purposes contingent on the availability of funds.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Hangar Development III	0	0	2,000,000	4,000,000	4,000,000	4,000,000	14,000,000
The Airport Master Plan recommends additional hangars that are needed to meet forecast demand. Based on demand, the hangars will take the form of bulk, maintenance, corporate, T-hangars, and/or others, which will be funded by a combination of private and Florida Department of Transportation funds. Emphasis will be on bulk hangars initially, with preference given to ones large enough to accommodate regional jet maintenance. This project is recommended for planning purposes contingent on the availability of funds.							
Inline Baggage Handling System II	0	0	668,600	0	0	0	668,600
This project provides for an additional in-line EDS for the inline baggage handling system.							
International Port of Entry & Foreign Trade Zone (FTZ) Facility	0	0	0	0	2,600,000	1,400,000	4,000,000
The establishment of a International port of entry and foreign trade zone at Tallahassee Regional Airport is anticipated to facilitate economic development for the community by increasing international commerce through the airport. Establishment of a foreign trade zone requires a series of steps including development of a feasibility plan, involvement of the public and local businesses, inventory, and implementation of a marketing program. This project also could facilitate development of the airport business park, which is under consideration. This project is recommended for planning purposes contingent on the availability of funds.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Jet Bridge Rehabilitation	25,000	25,000	25,000	25,000	25,000	25,000	125,000
Recurring project to provide for unanticipated repairs to Airport jet bridges.							
Operating Budget Impact							
There is no operating budget impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Marketing and Promotions Study - Phase II	0	0	200,000	200,000	200,000	200,000	800,000
<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>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.</p>							
Miscellaneous Major/Minor Repair/Replacement/Improvements	200,000	350,000	225,000	225,000	225,000	225,000	1,250,000
<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. Additionally, funding is needed for ad hoc projects that occur during the year (i.e. safety and security issues, studies, etc.). This project is a recurring project funded from Repair, Replacement and Improvement (RR&I) funds. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
MUPIDS Upgrades	0	0	500,000	0	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>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.</p>							
Rehab Taxiways	0	250,000	1,000,000	1,000,000	0	0	2,250,000
<p>This project is to provide a short-term rehabilitation of taxiway pavements.</p>							
Relamping Airfield with LED Lights	0	0	550,000	0	0	0	550,000
<p>Self perform relamping of both runways and all taxiways with LED lights.</p> <p>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.</p>							
Runway 9/27 Reconstruction Phase II	0	26,364,650	0	0	0	0	26,364,650
<p>Runway 9-27 does not meet FAA design criteria due to a longitudinal "hump" in the runway. Removal of the hump and reconstruction at the runway will take approximately two (2) years to complete. 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.</p> <p>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.</p>							
Safety & Security System Repairs	0	30,000	30,000	30,000	30,000	30,000	150,000
<p>This is a recurring project. Annual appropriations that are not expended by the end of the fiscal year will be returned to fund balance. For repairs to the Access Control, Badging and Video Surveillance System that will periodically become necessary due to various equipment failures that are expected to occur as a result of normal life cycle failures, severe weather, power surges etc.</p>							
Solar PV & Sustainability Master Plan Impr.	0	0	0	222,300	222,300	222,300	666,900
<p>Expansion and build-out of the existing 25KW system to the designed 75KW capacity to reduce non-renewable energy costs with 50KW of solar energy saving \$14K each year in electric charges and reducing carbon emissions by nearly 70 tons of CO2 annually.</p>							
Taxiway Improvements	0	0	0	0	1,200,000	0	1,200,000
<p>This project will make improvements to the surface of the Airport taxiways and the surrounding grounds.</p> <p>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.</p>							
Terminal Loading Bridge Acquisition and Installation Phase I	0	0	800,000	2,000,000	2,000,000	800,000	5,600,000
<p>Passenger Boarding Bridges at Tallahassee Regional Airport will be 25 years old and in need of replacement. This project will replace six boarding bridges (A3, B3, B5, A5, A1 & A6).</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Total Aviation	3,325,000	27,619,650	22,728,600	17,537,900	22,532,300	14,657,400	105,075,850

**City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Advanced Transportation Management System Enhancements	1,255,950	0	550,000	0	600,000	0	1,150,000

This project will fund system updates to the Tallahassee Advanced Transportation Management System (TATMS). Staff is currently developing a project to upgrade the aging and out of warranty traffic signal controllers at each signalized intersection with state of the art, Advanced Traffic Controller technology. Accomplishments to date include the completion of a project to 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 integration 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 2017 and thereafter every other year. Funding will be necessary to replace aging equipment, implement further intelligent transportation system (ITS) capabilities, deploy emerging transportation technologies and improve the existing system. System enhancements will include the addition of redundant routes for the TATMS fiber optic cables, additional remote workstations, fixed overhead sign support structures with variable message signs (VMS), and expanded traveler's information systems.

Operating Budget Impact

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

Annual Bridge Repair and Maintenance Funding	0	0	0	0	25,000	0	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.

Operating Budget Impact

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

Cartograph Operations Management System Upgrade	0	0	0	0	0	160,750	160,750
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Cartograph Navigator has been used by the Division for almost a decade as our work and asset management software. The software has been upgraded a number of times including recently to version 8.3b which allowed the inclusion of Trimble mobile devices. The intent of the mobile device project was to decrease repetitive tasks, streamline processes, and increase efficiency while reducing long term operational costs. However, the Trimble mobile devices and the Cartograph Navigator software are nearing the end of their developmental lifecycle and future support will be limited beyond the next three to five years.

Cartograph recently released a major upgrade to their software called the Operations Management System (OMS). This version of the software would be a complete replacement of the current Cartograph Navigator and Trimble mobile devices used by Division. The new system is a web application, meaning it can be used on any device, including laptops, desktops, tablets, smart phones, etc. that includes a web browser application. This is an important advantage of the new system, because there is not the reliance on legacy hardware technology or future costly hardware upgrades. The new system will run on the devices already being used by staff such as iPhones, iPads, Android devices, laptops, etc. In addition, upgrades to the web based system will be simplified due to the centralized nature of the software and not being required to upgrade each individual device utilizing the software.

Funding is being requested to cover the costs of implementing the upgrade of the current system to the OMS, training for staff on the new system, and for converting the existing 29 Cartiflex licenses to a city-wide enterprise license structure. Those capital costs are \$60,720.00 for the implementation and training portion, and \$100,000.00 for the license conversion fee. During the FY 2018 budget request process, a Service Level 2 will be requested to provide additional funding (approximately \$50,000 annually) to support the difference in the current annual fees associated with the Cartiflex licenses and new enterprise license needed for the OMS.

Operating Budget Impact

OBP recommends this project as proposed for FY 2018.

Correction of ADA Deficiencies within Subdivision Sidewalks	0	0	0	0	100,000	103,000	203,000
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Since the 1992 enactment of the Americans with Disabilities Act (ADA), many developments within the City of Tallahassee and Leon County have been constructed and accepted by the city for ownership and maintenance even though portions of the sidewalk systems did not comply with the ADA. For the past ten years, as City staff, area developers and local contractors have become more familiar with the technical requirements of full compliance and as the City's development acceptance process better addresses this issue, the recurrence of this situation has been, and will continue to be, diminished. There remains a large inventory of sidewalks that are not compliant with the ADA within subdivisions for which the City is responsible for maintaining the right-of-way. This capital program request seeks to obtain a recurring funding source that can be proactively utilized to correct these deficiencies by addressing the most flagrant deficiencies first with the ultimate goal of seeking full compliance. 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 current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Enhanced Asphalt Treatment Maintenance Program	0	0	0	0	25,000	25,750	50,750

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

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

FAMU Way	10,658,405	13,500,000	10,000,000	0	0	0	23,500,000
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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. Phase I of the project extends from MLK Boulevard to Pinellas Street. Phase II extends from Pinellas Street to the intersection of Gamble Street and Eugenia. The original budget was based on minor costs for FAMU Way from the Gamble /Eugenia intersection to Lake Bradford, resulting from utilizing the existing Gamble Street corridor for this section with some additional landscaping. Staff has developed an alternate design, designated as Phase III, which would reconstruct and realign the stretch of FAMU Way south from Lake Bradford, and through the existing Sewage Treatment Plant. This option would provide for greatly improved redevelopment opportunities by distancing the road from the existing CSX railroad tracks. The additional cost for this option is approximately \$9 million and has been incorporated into the requested program funding.

Operating Budget Impact

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

Flipper Street Sidewalk	350,000	250,000	400,000	0	0	0	650,000
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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

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.

Greenway Trail Connectors - CITY	69,773	150,000	150,000	0	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

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

Jackson Bluff Road Reconstruction	0	0	0	0	0	1,500,000	1,500,000
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Jackson Bluff Road from Essex Drive west to Century Park Drive shows significant deterioration and needs to be reconstructed. The current degraded condition of the pavement is a direct result of poor subgrade conditions. To properly repair this roadway, a full depth reconstruction with over excavation to remove the poor soils will be required. This scope of work and the associated costs warrant this project being addressed as a stand-alone capital improvement project rather than being addressed through the annual resurfacing program.

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

Operating Budget Impact

OBP recommends funding as proposed for FY 2018.

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	

McCord Pond Ditch Improvements	0	0	0	0	188,400	1,884,000	2,072,400
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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.

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.

Miller Landing Road Intersection Improvement	0	150,000	700,000	0	0	0	850,000
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This project provides for improvements to the intersection of Meridian Road and Miller Landing Road to improve traffic flow and resolve safety concerns at the intersection. The likely design will be a roundabout. An adjacent property owner approached the City to offer to donate the property needed for the construction of the roundabout and any needed stormwater facility. Design of the project would occur in FY 14 with construction to begin in FY 15.

Operating Budget Impact

OBP recommends this project conditional on the availability of capital bond funds.

Minor Intersection/Safety Modifications	225,000	225,000	225,000	225,000	225,000	225,000	1,125,000
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This continuing program includes relatively minor roadway or intersection improvements to provide additional safety or reduce delays in vehicular and pedestrian movements. The work plan includes construction of additional items such as: turn lanes, radius modifications, traffic control modifications including roundabouts, installation of guard rails, and resurfacing with friction course as needed along city roadways. This program also provides for minor enhancements at intersections and mid-blocks by constructing medians, bulb-outs and raised intersections to increase safety for pedestrians. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

Minor Stormwater Improvements	420,000	420,000	425,000	425,000	437,750	450,900	2,158,650
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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.

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 2014 thru 2018 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Municipal Complex Safety and Security Improvements	1,225,000	0	0	0	1,977,800	4,200,000	6,177,800

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 included 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 was demolished in early 2012.

The comprehensive fire and life safety review portion of Phase II was funded in FY 2013 in the amount of \$325,000. The study of the building was completed in 2012, and design began on two project initiatives. The first was the installation of a building-wide fire alarm system which was completed in early 2013. The second was a renovation of areas of the building identified by the Tallahassee Fire Department and the study to bring occupancy separation requirements into compliance with the Life Safety Code. The design for this work has been completed and a contract will soon be issued with the goal of completing this work by the end of 2013.

Phase II continues to include 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 and construction are on hold pending funding becoming available in FY 2017.

Phase III is the program review, civil design of the entire MSC and the architectural design of the new combined Administration/Emergency Operations Center/Shop facility. The requested \$1,977,800 for FY 2017 which is designated for the PD&E, civil engineering and architectural design fees, and permitting fees will remain in the five year plan.

Phase IV & V will be the construction of the combined Administration/Emergency Operations Center/Shop facility and the site development required to support this facility. Our first incremental request of \$5,000,000 is included in the funding request for FY 2018. Future incremental requests will be made over the next several budget cycles to fund the remainder of the construction costs estimated in July of 2008 to be approximately \$16,750,000.

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

Operating Budget Impact

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

Myrick Road Outfall Ditch Improvement	0	0	0	0	232,000	0	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.

Nurse's Drive	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 2014 thru 2018 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	

Park Avenue Ditch Stabilization	0	0	0	300,000	0	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 hardened surface to prevent erosion. Over the many years that the ditch has been in use, the flow line and side slopes of the ditch have been eroded. It is past the point of requiring stabilization (repair) to prevent further erosion and sediment migration downstream. The area adjacent to the ditch has been used by citizens for years for walking, jogging or biking. Also, there is a sanitary sewer line within this area. The side slopes of the ditch are beginning to erode and will eventually have a negative impact upon the stability of the sanitary sewer line and the walking path. As part of the City's Blair Stone Rd. project, a bridge was constructed over this ditch. The ditch side slopes adjacent to the bridge footing may require additional stabilization in several years if this project is not approved.

This project will require the stabilization of an estimated 1,300 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 current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

Railroad Avenue	0	1,000,000	2,500,000	0	0	0	3,500,000
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This project will provide for reconstruction of 0.25 mile of Railroad Avenue as a revitalized connection between FAMU Way and Gaines Street. This project will be a component of the Gaines Street revitalization efforts. Improvements will include enhanced bike and pedestrian amenities, possible lane relocations, enhanced lighting and landscaping

Operating Budget Impact

OBP recommends this project conditional on the availability of future bond funds.

Recurring Traffic Management Systems Improvements	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 2014 and is subject to change based on safety and traffic pattern variations: new mast arm signals as identified; mast arm replacements at Gadsden Street and Seventh Avenue, Brevard Street and Dewey Street, Mitchell Avenue and Sixth Avenue, and Mitchell Avenue and Seventh Avenue; pedestrian signal upgrades at numerous locations (upgrades to countdown pedestrian signals and audible pedestrian signals; 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

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

Residential Sidewalks and Bike Ped Implementation Prog	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 combines funding authorized by City Commission Policy 600CP for the Sidewalk Program and for the City Commission authorized Traffic Calming Program. Revisions to the traffic calming program approved by the City Commission have significantly reduced the number of projects that qualify for funding. Emphasis has shifted from traffic calming to sidewalk improvements including in-fill sidewalks and missing link segments. It is anticipated that these funds will be used to supplement the design and construction of sidewalk projects identified through the Star Metro NOVA 2010 Plan and for missing link sidewalk segments. 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.

Skyland Drive Outfall Ditch Improvements	0	0	0	0	183,000	0	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 current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

**City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Storm Drain System	0	750,000	750,000	1,000,000	1,000,000	1,000,000	4,500,000

Inspection/Rehabilitation/Replacement

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

Operating Budget Impact

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

Street Resurfacing Program

3,298,900	3,298,900	2,967,100	3,281,450	3,400,900	2,032,850	14,981,200
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The purpose of this program is to resurface those City-owned paved streets that have been deemed, through the pavement management assessment process, to be in need of this action. The primary method used for this program is the conventional asphalt overlay. Cold milling of the existing surface is sometimes required. The recycled milled asphalt is a "green" method in that the milled material is re-used for based material. Another method we utilize is "not in place" which also reuses the existing top surface, a "green" process that further supports the City's recycling efforts. The work is performed by contractors that have been selected through the competitive bid process. City staff inspects the contractor's work.

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

Operating Budget Impact

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

Thermo-plastic Marking Program

0	0	0	0	40,000	0	40,000
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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 current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

Traffic Signal Preemption System Replacement

0	0	0	0	0	4,000,000	4,000,000
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This project will fund a replacement of the current optical (line of sight) traffic signal Fire Truck Preemption system with a state-of-the art Global Positioning System (GPS) based system. The current system was installed in 1997 and is out of warranty by the manufacturer and is nearing the end of its service life. Replacement parts are becoming more difficult to obtain and maintenance costs are increasing. Currently, due to line of sight issues, many of our signals do not have sufficient time to give a safe right of way to the emergency vehicles. A new GPS based system, because of its geo-connectivity, will provide a more rapidly responsive and therefore safer signal operation for our responding emergency vehicles. Due to the GPS operation, emergency vehicles will no longer "out run" the signal preemption. A secondary function of this new system is the ability to provide transit signal priority for our StarMetro transit vehicles. This is a significantly beneficial feature that will allow transit vehicles that are behind in their route schedule to extend traffic signal greens and make up time to get back on schedule. Public Works is taking the lead on this project in coordination with the Tallahassee Fire Department and StarMetro.

Operating Budget Impact

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

Weems Road Extension

1,000,000	1,500,000	2,500,000	2,500,000	0	0	6,500,000
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This project provides for the extension of Weems Road from Mahan Drive, northerly and westerly, to tie to a new section of Weems Road being built as part of the Mahan Villages Shopping Center.

Operating Budget Impact

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

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Weems Road Improvements	4,847,294	3,952,700	0	0	0	0	3,952,700
<p>This project provides for the reconstruction of 0.80-mile of Weems Road from Mahan Drive to Easterwood and 0.10-mile extension of Weems Road to Capital Circle N.E. as an urban street with curb and gutter, sidewalks and bike lanes to meet city standards for pedestrian and street safety (PASS). The construction of Phase I (Capital Circle N. E. to Railroad Crossing) is completed. Phase II design (from Railroad Crossing to Mahan) is underway. The land acquisition for Phase II is scheduled during FY14. The construction of this phase is to begin late FY14, and to be completed during FY16. To alleviate roadway flooding, a precast bridge is proposed. This section of Weems Road has a history of flooding and becoming impassable during major rainfall events. This project proposes to alleviate this flooding with the construction of a major bridge culvert and by raising the roadway adjacent to Weems Pond .</p> <p><u>Operating Budget Impact</u></p> <p>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.</p>							
Total Public Works	25,165,822	27,012,100	22,982,600	9,546,950	10,250,350	17,539,750	87,331,750
Total Development and Transportation Services	28,490,822	54,631,750	45,711,200	27,084,850	32,782,650	32,197,150	192,407,600

**City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	

CC-ECC Building Upgrades 0 50,000 50,000 50,000 50,000 50,000 250,000
 This project provides for necessary improvements and upgrades to the primary and backup Electric Control Center facilities. Enhancements to the structures and equipment are frequently needed to maintain and support on-going 24/7 operations. Modifications to the current facilities will allow for improved capabilities with new technologies in monitoring, security, and operations. Procurement activities for this project will include both upgrades to existing structures and equipment as well as routine facility maintenance.

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

CC-EMS Evaluation, Specifications, & Upgrade 600,000 200,000 3,000,000 0 0 0 3,200,000
 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.

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.

CC-Sub-Supervisory Control & Data Acquisition (SCADA) 700,000 600,000 600,000 525,000 550,000 550,000 2,825,000

The scope of this project includes: routine modifications, additions and minor upgrades to the existing System Control and Data Acquisition/Energy Management System (SCADA/EMS); annual maintenance for the current SCADA/EMS, security systems, weather systems, System Control building; procurement and implementation of remote terminal units (RTUs), test equipment, printers, interface software, RTU communications, T1 multiplexers, Ethernet communications, asynchronous transfer mode (ATM) switches, fiber optic switches, relay communications, protective relaying, patch panels and other equipment required to support the SCADA/EMS.

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

Operating Budget Impact

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

CC-Telecommunications/Fiber Optics 475,000 275,000 275,000 300,000 325,000 325,000 1,500,000
 This project entails the procurement of communications equipment, fiber, and the installation of fiber optics cables and associated control equipment that provide for communication networks for the electric system monitoring and control.

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

Operating Budget Impact

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

Corn Master-Outages & BOP Work 0 425,000 75,000 475,000 710,000 275,000 1,960,000
 This project will fund periodic inspections, preventative maintenance activities, major/minor repairs performed during outages, and replacements and improvements to the generating units and balance of plant (BOP), including, but not limited to, structures, spillway and earthwork, at the C.H. Corn Hydroelectric Generating Station to ensure compliance with all federal, state and local regulations and the safe, reliable and efficient long-term operation of the generating units. This project is a newly created master project for FY14-18 and includes/replaces budget requests for the following projects included in the FY13-17 CIP budget:

- 12035 Corn- Hydro Master-Major/Minor Capital Projects
- 12023 Corn- Hydro Bailey Upgrade
- P291203 Corn- Turbine Generator Inspection/Overhaul
- P29358 Corn- Hydro Part 12

This proposed master project for FY 2014 includes, but is not limited to, Corn Hydro Master-Major/Minor Projects, Corn Turbine Generator Inspection/Overhaul, Corn Hydro Miscellaneous Equipment and Facility R/R, Corn Hydro Part 12, Corn- Licensing. Additional unanticipated or unspecified plant repairs or improvements of higher priority can be substituted for the projects on the list and/or be funded from the master project and there is no limitation of the amount a subproject can be set up from the master. This is a recurring project. Annual appropriations to the master projects that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

**City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Hopkins Master-Outages & BOP Work	0	4,400,000	1,950,000	1,450,000	3,600,000	4,425,000	15,825,000

This project will fund periodic inspections, preventative maintenance activities, major/minor repairs performed during outages, and replacements and improvements to the generating units and balance of plant (BOP) at the Hopkins Generating Station to ensure compliance with all federal, state and local regulations and the safe, reliable and efficient long-term operation of the generating units. This project is a newly created master project for FY14-18 and includes/replaces budget requests for the following projects included in the FY13-17 CIP budget:

- 10054 HP1 Major/Minor Outages
- 10055 HP2 Major/Minor Outages
- 12033 Hopkins Master-Maj/Min Proj
- 12038 Hopkins Miscellaneous Major/Minor Equipment & Facilities R/R
- P29347 HP Peaking Units Major/Minor Outages
- P29353 Hopkins DCS Technology Upgrade
- P29102 Hopkins LM 6000 SCR and CO Replacement
- P29335 Hopkins #2 SCR Catalyst Replacement

This proposed master project for FY 2014 includes, but is not limited to, HP1 Major/Minor Outages, HP2 Major/Minor Outages, Hopkins Master-Maj/Minor Proj, Hopkins Miscellaneous Major/Minor Equipment & Facilities R/R and Hopkins DCS Technology Upgrade. Additional unanticipated or unspecified plant repairs or improvements of higher priority can be substituted for the projects on the list and/or be funded from the master project and there is no limitation of the amount a subproject can be set up from the master. This is a recurring project. Annual appropriations to the master projects that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

PE-Distribution Upgrades & Modifications	5,446,000	7,805,000	8,020,000	1,750,000	3,861,000	750,000	22,186,000
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This project will fund engineering, procurement, construction, and related activities associated with research, planning and implementation of distribution system improvements needed to provide adequate and reliable electric service to current and future customers.

The scope of this master project has been expanded 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.

PE-New Service Installations	2,125,000	3,505,000	3,550,000	3,675,000	3,825,000	3,950,000	18,505,000
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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.

PE-Purchase of Talquin Electric Co-op Facilities	8,700,000	3,000,000	6,000,000	0	0	0	9,000,000
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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.

City of Tallahassee
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Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	

PE-Recurring-Replacements and Upgrades 3,075,000 1,224,000 1,100,000 1,135,000 1,160,000 1,185,000 5,804,000

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

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

Operating Budget Impact

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

PE-Street Lighting 1,400,000 1,250,000 1,260,000 1,270,000 1,280,000 1,290,000 6,350,000

This budget provides annual funding for projects to install new streetlights in locations for new or existing subdivisions and street projects. Planned projects include, but are not limited to, installation of lights for new subdivisions/minor streets and continuation of downtown lighting.

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

Operating Budget Impact

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

PE-Substation Modifications 11,150,000 5,577,000 1,700,000 1,000,000 1,200,000 1,400,000 10,877,000

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.

PE-Transmission Upgrades & Modifications 3,500,000 9,458,000 330,000 200,000 420,000 1,780,000 12,188,000

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.

Prod Mgmt- Champs Upgrades/Enhancements 0 50,000 50,000 0 0 0 100,000

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

Operating Budget Impact

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

**City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	

Prod Mgmt-Maintenance Mgmt System	0	0	0	0	0	650,000	650,000
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The Electric Production Division is tasked with operating and maintaining over 7000 pieces of equipment at the three generating stations. This equipment includes turbines, generators, boilers, pumps, motors, etc. In order to efficiently manage this equipment and the available resources, the Division needs to maintain a detailed equipment history, including corrective measures necessary and preventative maintenance requirements. Champs, purchased in 1997, is the Computerized Maintenance Management System (CMMS) the generating stations currently use. While Champs has been upgraded several times to newer versions, the system is not web-based and vendor support has been lacking. CHAMPS is developing a web-based system, however, upgrading and migrating historical data to it would require considerable resources and funding. This project funds the acquisition and resources required to implement a web-based or future generation CMMS system for the Electric Generating Stations with CMMS system requirements that are compatible to City system requirements and can be integrated with the City's financial management system.

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.

Prod Mgmt-Purchase/Install Distributed Generation	0	0	0	0	8,500,000	61,000,000	69,500,000
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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 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 2013-2014.

Operating Budget Impact

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

Prod Mgmt-Training Solutions	100,000	150,000	0	0	0	250,000	400,000
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This project will develop a training and certification program designed for plant operators, Electrical and Instrument (E&I) personnel and maintenance mechanics at the three Electric generation facilities. Training is critical as the equipment and the controls and software required to operate it are being updated routinely to more complex and modern technology. 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.

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.

Purdom Master-Outages & BOP Work	0	993,000	3,310,000	1,495,000	975,000	13,400,000	20,173,000
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This project will fund periodic inspections, preventative maintenance activities, major/minor repairs performed during outages, and replacements and improvements to the generating units and balance of plant (BOP) at the Purdom Generating Station to ensure compliance with all federal, state and local regulations and the safe, reliable and efficient long-term operation of the generating units. This project is a newly created master project for FY14-18 and includes/replaces budget requests for the following projects included in the FY13-17 CIP budget:

- 12034 Purdom- Master-Major/Minor Capital Projects
- 09181 Purdom- MKVI Controls Upgrade/DCS Upgrade
- 11017 Purdom- Structure Improvements
- P291304 Purdom- Traveling Screens
- P29342 Purdom- Unit #7 Demolition
- 10056 Purdom- Unit 8 Zero Discharge (ZD) Major/Minor
- 10057 Purdom- PP8 Major/Minor Outages
- 12044 Purdom- Miscellaneous Equipment Replacement & Automation

This proposed master project for FY 2014 includes, but is not limited to, Master-PP8 ZD Major/Minor Outage, Purdom Master-PP8 Major/Minor Outages, Purdom Master-Major/Minor Projects; Purdom Misc. Equipment and Facility R/R; Purdom Structure Improvements, Purdom Traveling Screens, and Purdom MKVI Controls Upgrade/DCS Upgrade, Purdom Unit 8 Condenser Retube and Purdom Unit 8 Cooling Tower Fan Variable Speed Drives. Additional unanticipated or unspecified plant repairs or improvements of higher priority can be substituted for the projects on the list and/or be funded from the master project and there is no limitation of the amount a subproject can be set up from the master. This is a recurring project. Annual appropriations to the master projects that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

**City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
SP-Electric System Planning Resource Studies	350,000	150,000	150,000	150,000	150,000	150,000	750,000

The scope of this project includes system planning studies/support and NERC compliance evaluation/support. In an effort to effectively manage development of the electric system relative to current and future regulatory, operational and capacity requirements, the utility must evaluate energy alternatives, facilities, infrastructure, related projects and compliance with NERC reliability standards.

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

Operating Budget Impact

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

SP-Energy Efficiency & Demand-Side Management	24,174,722	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	30,000,000
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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.

T&D-Electric A/R Master	900,000	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.

T&D-Instrumentation/Control RR&I	60,000	60,000	60,000	65,000	65,000	65,000	315,000
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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.

T&D-Operations Center RR&I	200,000	475,000	425,000	225,000	240,000	257,000	1,622,000
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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
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
T&D-Overhead Line RR&I	1,090,000	500,000	150,000	150,000	150,000	150,000	1,100,000
<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"> 11042 - T&D-Tree Replacement 11048 - T&D-15kV/230kV Transmission Line/Facility Refurbishment 1200150 - T&D Pole Inspection/Treatment <p>This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u></p> <p>There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
T&D-Substation RR&I	1,835,000	485,000	685,000	685,000	735,000	735,000	3,325,000
<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"> 05005 - T&D-Relay & Communication System Replacement & Upgrade-Phase II 10062 - T&D-Relay & Communication System Replacement & Upgrade-Phase III 11039 - T&D-Substation/System Control Facility Additions 11047 - T&D-Gang Switch Repair/Replacement-115kV & 230kV E02032 - T&D-Substation Transformer Replacement/Refurbishment <p>This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u></p> <p>There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
T&D-URD System RR&I	1,150,000	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"> 11030 - T&D-Refurbishment of URD System 11045 - T&D-Padmount Transformer & Pedestal Inspection <p>This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u></p> <p>There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
USC-Misc Repair and Replacement	400,000	0	100,000	0	0	100,000	200,000
<p>This project provides for the repair and purchase of various equipment and improvements to the Utility Supply Center facility to support its move from Procurement Services to Electric Utility. This project will include, but not be limited to, improvements to the yard area, painting, PeopleSoft support/modifications, and storage and equipment improvements.</p> <p><u>Operating Budget Impact</u></p> <p>There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Total Electric Utility	67,430,722	48,682,000	40,890,000	22,650,000	35,846,000	100,787,000	248,855,000

City of Tallahassee
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Utility Services

Energy Services

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Commercial Energy Conservation	625,000	625,000	625,000	625,000	625,000	0	2,500,000
<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>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Demand Side Management Program Support	125,000	125,000	125,000	125,000	125,000	0	500,000
<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>Operating Budget Impact 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>							
Residential Energy Conservation	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	0	16,800,000
<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>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Total Energy Services	4,950,000	4,950,000	4,950,000	4,950,000	4,950,000	0	19,800,000

Fleet Management

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Environmental Compliance and Remediation Program	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>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.</p>							
Vehicle Replacement	9,500,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	40,000,000
<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>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.</p>							
Total Fleet Management	9,600,000	8,100,000	8,100,000	8,100,000	8,100,000	8,100,000	40,500,000

StarMetro

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Compressed Natural Gas (CNG) Buses	0	420,000	0	0	0	0	420,000
<p>City funding is requested to supplement the Federal Transit Administration (FTA) Section 5307 grant for purchase of buses. There are seven (7) buses eligible for replacement at this time. StarMetro has been given direction to pursue the acquisition of Compressed Natural Gas (CNG) buses in lieu of the Clean Diesel buses usually purchased from the Central Florida Regional Transportation Authority's Consortium contract. At this time there is no Consortium contract for the CNG buses, therefore it will be December 2013 before such contract is executed.</p>							

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Utility Services

StarMetro

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Purchase Trolleys	0	150,000	0	0	0	0	150,000
<p>Due to recent development along Gaines Street and the emergence of Midtown as a destination for evening activities, the City Commission, business owners, and other interested parties have reached out to StarMetro to operate a Downtown/Midtown trolley. StarMetro staff has met with these individuals and has developed a concept plan for the trolley service. The proposed service is a route connecting Midtown and Downtown on a twenty-minute frequency with a 40-minute round trip. Initially, the trolley service would be limited to Friday and Saturday nights from 6:00 pm to 2:00 am. The estimated operating costs for this service are \$120,000 annually. A minimum of \$300,000 of capital cost is anticipated to purchase, retrofit and equip three trolleys for service. Approximately \$10,000 will be needed for wrapping, marketing and advertising. The operating costs may change as different routes, service hours, or operations are evaluated. As the success of the trolley grows and other areas, such as Cascades Park, come online, the service could be expanded. The expansion could be accomplished through expanding the proposed route or adding new, intersecting trolley routes.</p>							
StarMetro - Miscellaneous A/R	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This accounts receivable project will allow StarMetro to enter small contractual arrangements with third parties. Examples would include vendors that would like to construct bus shelters, bus stop signs or install advertising equipment on buses. Other examples would include training provided by StarMetro to third parties that reimburse StarMetro for the cost of the training (i.e. Bus simulator and CDL training). These are estimates only.</p>							
Operating Budget Impact							
Department is using operating revenue to fund this project.							
Total StarMetro	50,000	620,000	50,000	50,000	50,000	50,000	820,000

Underground Utilities

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Alternate Fuel Program	20,000	30,000	40,000	40,000	50,000	50,000	210,000
<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>							
Operating Budget Impact							
Marginal operating impact that will be offset by increased revenues.							
Automation Implementation	1,148,892	700,000	700,000	700,000	700,000	700,000	3,500,000
<p>This project involves the development and implementation of a Geographic Information System (GIS) database mapping and facility inventory system for the department's Gas, Water & Sewer Utilities. Funding is provided for field surveys to locate existing gas valves/facilities, quality assurance/quality control gas facilities, modeling, prepare data input and editing, integration to GIS from engineering designs and documents, purchase and maintain gas applications pertaining to leak surveys and cathodic protection, purchase and maintain hardware and software pertaining to gas applications, purchase hardware and software pertaining to locating facilities, staff training, gas code compliance suite, mobile GIS, mobile GPS, work management, and field force automation.</p>							
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.							
AWT Program	226,951,317	600,000	0	0	0	0	600,000
<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>							
Operating Budget Impact							
Operating impacts are incremental. Additional chemicals and energy usage will incur operating and maintenance costs and are identified in specific projects.							
Briarwood Water Quality Project	0	1,200,000	0	0	0	0	1,200,000
<p>This is project will provide sanitary sewer service in a neighborhood in which there are a number of failing septic tanks. The Health Department notified the City in December 2012 of problems with these septic tanks and that the City must discontinue its practice of frequent pumping of the failed septic tanks. Due to small lot size and terrain it would be difficult if not impossible to install new septic systems that meet current standards on some of these lots. If an alternative solution is not developed, partially treated or untreated wastewater that is high in nutrients, bacteria and other contaminants will be discharged into surface waters and the groundwater. This project will provide protection to surface water and groundwater, both of which are important natural resources. Surface waters from this area ultimately flow to Lake Lafayette, an impaired water body having a TMDL for both nutrients and bacteria. The area to be sewered is also located within the Springshed designated by FDEP for the Basin Management Action Plan to protect Wakulla Springs.</p>							
Operating Budget Impact							
Project Management will be performed by existing Water Resources Engineering staff. Construction services will be performed by a utility contractor.							

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Underground Utilities

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Carbon Bed Replacement	480,000	200,000	250,000	200,000	250,000	200,000	1,100,000
<p>The City has granular activated carbon (GAC) units located at five water well facilities used to remove ground water contaminants. The need to change the carbon is related to water demand and other factors. Exchange of the GAC is expected to be an ongoing process with these units. GAC units are monitored for Florida Department of Environmental Protection. The Water Quality Division analyzes samples to maintain compliance with water quality standards and project when carbon replacement will be required. Previous costs have increased yearly with current funding reflecting market trends. FY12 – Renovation to GAC vessel piping, FY13 - Well 9 and 13, FY14 - Well 6 and 7, FY15 - Well 13 with renovation to GAC Valves, FY16 - Well 9</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Collection System Rehabilitation/Replacement	1,700,000	3,850,050	3,000,050	3,000,000	3,000,000	3,000,000	15,850,100
<p>Sewer collection infrastructure must be rehabilitated or replaced to extend the expected life and reduce stormwater infiltration and inflow. These projects are prioritized each year based on maintenance reports, with design and construction usually done in-house and coordinated, when possible, with roadway projects. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or resources.</p>							
Composite Samplers	0	50,000	0	0	0	0	50,000
<p>Replace composite, refrigerated samplers at TPS, TRRF & SEF; 5 total + one spare</p>							
Concord Road Stormwater Management Facility	1,600,000	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><u>Operating Budget Impact</u> Impacts are incremental. Additional pumping stations and sewer mains will incur operating and maintenance costs but cannot be identified until specific projects are established.</p>							
Cross Connection Control Program Improvements	0	75,000	50,000	0	0	0	125,000
<p>The purpose of this project is to evaluate existing processes and implement an improvement plan in the Cross Connection Control (CCC) Program that results in a more efficient and effective program. Project planned in FY14 includes evaluation and acquisition of software capable of interfacing with Customer Information System (CIS), improving the tracking of various types of backflow assemblies, and meeting the new enforcement and compliance guidelines. Projects planned for FY15 include evaluation and acquisition of software capable of web based data input from contractors/ field equipment inspectors (on-line reporting system).</p> <p>This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
DEP In-Kind Services	75,000	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><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Effluent Quality Centrate Basin	0	0	0	0	0	2,251,000	2,251,000
<p>Construct centrate EQ</p>							
Facility Building Improvements	100,000	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><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							

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Underground Utilities

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Gas Recurring Projects	2,130,450	1,630,450	1,679,400	1,729,750	1,781,650	1,835,100	8,656,350
<p>The Gas Utility Division performs a variety of capital project activities designed to meet recurring operating requirements. Projects include procurement of meters for new service requests, replacement of obsolete meters, and repaving of utility cuts. This project funding will fund the following sub-projects in FY12: meter replacement, new meters, and utility cut repaving. This is a recurring project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> Marginal operating impact that will be offset by increased revenues.</p>							
Gas Service Request	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This project provides funding for repairs to gas mains from damages made by gas customers. The estimates are based on historical expenditures for this type of activity and all expenditures will be fully reimbursed by gas customers. Costs for repairs will be billed through the city's billing and accounts receivable process. This project is also used for the City's Internal Piping Program whereby the City contracts with a local plumber to install internal gas piping. The City is fully reimbursed by the customer for this service; the City also adds an administrative fee for this service. Costs for this program will be billed through the city's billing and accounts receivable process.</p> <p>This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Gas System Expansion	1,614,450	1,164,450	1,199,400	1,235,400	1,272,450	1,310,600	6,182,300
<p>This project funds the expansion of the gas distribution system serving residential, commercial, and industrial customers. Prior to opening any projects, the department will develop a payback analysis for each individual project. This is a recurring master project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> Marginal operating impact that will be offset by increased revenues.</p>							
Grit Chamber Equip. & Screen Sys.	0	0	450,000	0	0	450,000	900,000
<p>Purchase third grit chamber equipment - Purchase third mechanical screen equipment</p>							
Heat Exchanger	0	0	0	168,850	0	0	168,850
<p>Install third swing heat exchanger and secondary loop pumps/piping.</p>							
High-Pressure System Upgrade	47,850	187,250	103,300	109,750	115,000	120,000	635,300
<p>This project provides funding for engineering, purchases of equipment, staff training, construction, and related activities associated with the expansion, additions or improvements to the gas high-pressure facilities. Activities also include replacement of remote terminal units (RTU) at various locations, updating and maintaining the gas hydraulic model through the purchase of new hardware/software, and training. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> Improved system reliability will result in increased sales/revenues with a marginal operating impact.</p>							
Inflow Monitoring and Testing	450,000	300,000	300,000	300,000	300,000	300,000	1,500,000
<p>This project supports the identification of sources of infiltration or inflow into the sanitary sewer system. Identification methods include smoke testing, monitoring flows, and televising.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Influent Flow Meter	0	0	0	0	0	78,800	78,800
<p>Add influent flow meter bypass</p>							
Lower Central Drainage Ditch Erosion Control Project	5,300,050	0	4,650,000	1,500,000	0	0	6,150,000
<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><u>Operating Budget Impact</u> This project will have a slight increase on the operating budget; however, until the solution concept is refined, it is not possible to assess the specific impacts on the operating budget. The majority of the project will be improvements to the conveyance system, which typically do not have a large impact on operating costs.</p>							

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Underground Utilities

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Master Sewer Plan Improvements	2,000,000	2,000,000	2,100,000	2,150,000	2,260,000	2,305,200	10,815,200
<p>This project is to construct major sewer infrastructure, including pumping stations, force mains, and gravity sewer mains, to provide city sewer services in accordance with the 2030 Water Master Plan. Individual projects will be established based on the capital project phasing included in the Master Plan.</p> <p>This is a master recurring project. Funds that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> Impacts are incremental. Additional pumping stations and sewer mains will incur operating and maintenance costs but cannot be identified until specific projects are established.</p>							
Master Water Plan Improvements	2,000,000	2,000,000	2,100,000	2,200,000	2,310,000	2,426,000	11,036,000
<p>This project funds the construction of water distribution infrastructure in accordance with the recently completed 2030 Water Master Plan. Improvements identified in the plan include major upgrades and replacement of distribution piping and water production/storage facilities to maintain proper water capacity and system pressure to provide adequate fire flows, maintain good water quality, and address future growth. Individual projects will be established based on the projected capital project program included in the Master Plan.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Medium Stormwater System Improvements	2,000,000	3,500,000	0	0	0	0	3,500,000
<p>This project provides funding for medium sized stormwater problems to be addressed in a timely manner. Problem areas are analyzed under the Small Project Initiative Program (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.</p> <p><u>Operating Budget Impact</u> 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.</p>							
Meginnis ARM FEMA FIS & LOMR	0	200,000	0	0	0	0	200,000
<p>This project is to perform a FEMA flood information study (FIS) and letter of map revision (LOMR) of Meginnis Creek, Redbud Tributary, Meginnis Tributary 1, and Meginnis Tributary 2 for the purpose of re-mapping the floodplain boundary. The National Flood Insurance Program (NFIP) Flood Insurance Rate Maps (FIRM) depict floodplain areas, also known as Special Flood Hazard Areas (SFHA). These SFHA's are subject to inundation by the 1% chance flood, also known as the 100-year flood. The SFHA along the aforementioned Meginnis Arm branches are in need of an update due to outdated infrastructure information. Therefore, the SFHA boundary is inaccurate and needs to be revised to more accurately reflect the floodplain boundary.</p> <p><u>Operating Budget Impact</u> No impact.</p>							
Minor Sewer Infrastructure Expansions Master Project	1,190,000	200,000	945,000	990,000	1,040,000	1,102,400	4,277,400
<p>This project will fund minor sewer infrastructure expansions associated with land development activities. It involves refunds to developers for on-site and off-site activities including pipeline additions/adjustments as well as construction and/or modifications to pump station. The amount opposite each activity represents an estimate of how project funds will be allocated among the various activities for fiscal year 2012.</p> <p>Sewer Refunds (\$350,000) Minor Sewer Line Adjustments (\$100,000) Pump Stations (\$430,000)</p> <p>This is a master-recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> All needed engineering and inspection work associated with this project will be performed by existing Water Resources Engineering Division staff. The project will not require additional operating resources.</p>							
Miscellaneous Stormwater Engineering	80,000	80,000	80,000	80,000	80,000	80,000	400,000
<p>Drainage Basin: City Wide. This project provides a source of funding for various miscellaneous stormwater problems or issues, which the Stormwater Division is called on to address, and which are not funded in the capital improvement plan (CIP). Typically, this work requires some engineering, surveying or other services and this project provides the Stormwater Division with a funding source to provide those activities. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project is not anticipated to increase the operating budget.</p>							

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Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
NPDES Municipal Stormwater Permit Compliance	1,620,000	90,000	125,000	125,000	125,000	125,000	590,000
<p>This project is to develop and implement programmatic requirements in the Stormwater Management Division that are compelled by the city's National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. The federal Environmental Protection Agency (EPA) issued the permit to the city on February 1, 1998. While some elements of this project are recurring in nature, some project activities require multi-year contracts. Funding in the out years is applied to permit fees, illicit discharge investigations, high-risk facilities monitoring, and erosion/sediment control training. Funding totals for these out years as well as future years is somewhat uncertain due to the uncertainties associated with the Federal TMDL program. When TMDLs are finalized, it is anticipated that state will require more water quality activities as a part of the NPDES permit program. Consequently, it is probable that out years expenditures will have to be adjusted upward in future years.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Pond Liners	0	0	0	0	0	637,500	637,500
<p>Replace Pond Liners: FEQ C Pond Liner, ESP 5 Pond Liner & Grading</p>							
Pump Station Pump Storage Refurbishment	0	375,000	0	0	0	0	375,000
<p>This project will support replacing a thirty year old steel building. There is currently a twenty year old Thermal Drying System in the building. This old system is being replaced by a new AWT Drying systems in a new location at Thomas P. Smith. This project scope is to replace the structure to meet the needs for a Pump Station emergency equipment storage area. The existing metal building will be completely removed and replaced with a drive-through storage facility design for rolling portable emergency generators and pumps. Rebuilding and refurbishing of electrical, driveway, concrete floor, water, and other interior structures is part of this project.</p> <p>Operating Budget Impact This project will not require additional operating resources. It will be undertaken with existing staff, contracted contractors, and/or funding.</p>							
Pump Station Renovation & Maintenance	950,000	550,000	750,000	750,000	750,000	750,000	3,550,000
<p>The Distribution and Collection Division operates and maintains 107 pumping stations. Pumping stations are scheduled for periodic maintenance and upgrades based upon the age and condition of the grounds, structures, and/or equipment. The following activities are planned for fiscal year 2012:</p> <p>1. Pump Stations Parts (\$175,000). 2. Wet well cleaning (\$40,000). 3. Facilities beautification (landscaping/painting) of pump stations (\$20,800). 4. Emergency generator repair or replacement services (\$75,000). 5. RPZ maintenance and repair (\$20,000). 6. Collection SCADA/I&C/Electrical (\$135,000) 7. Lift Station Odor Control (\$200,000) 8. Pump Station Machine Services (\$100,000). Adjustment to FY2014 to rebuild PS 20 during FY13 as agreed with by Engineering and PS Maintenance.</p> <p>Operating Budget Impact This project will not require additional operating resources.</p>							
Pumping Station Replacement Master Project	1,100,000	1,150,000	1,207,500	1,260,000	1,325,000	1,404,500	6,347,000
<p>The City operates 104 pumping stations in the sewer collection system and annually prioritizes those stations due for replacement or major upgrades. This project provides for the design, purchase and installation of equipment and structures to adequately and reliably pump sewage throughout the collection system.</p> <p>This is a master recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p>Operating Budget Impact This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Rainfall and Stream Gauging - Stormwater Project	99,000	102,000	105,000	108,000	111,000	111,000	537,000
<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>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Refurbish Pivots 1,2&5	0	0	90,000	60,000	60,000	60,000	270,000
<p>Refurbish Pivots 1, 2 & 5</p>							
Royal Oaks Creek Stormwater Improvements	100,000	750,000	1,150,000	1,000,000	0	0	2,900,000
<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>Operating Budget Impact Operating Budget Impact – This project may have a slight increase on the operating budget; however, until the solution concepts are refined, it is not possible to assess the specific impacts on the operating budget. The majority of the project will be improvements to the conveyance system, which typically do not have a large impact on operating costs.</p>							

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Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
SCADA Implementation for Stormwater	0	500,000	0	0	0	0	500,000
<p>This project will encompass implementation of the Supervisory Control and Data Acquisition (SCADA) system for StormWater. This SCADA system will monitor and control the injection of Alum into the stormwater ponds located at various facilities within Tallahassee. This system will allow central monitoring of Stormwater automated systems.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Sewer Line Relocation/Adjustment for Roadways	1,970,000	1,770,000	1,970,000	2,068,500	2,171,950	2,280,500	10,260,950
<p>Sewer collection infrastructure in conflict with proposed roadway and stormwater facility improvements must be relocated and adjusted. The scope and cost of these relocations/adjustments vary with each project and cannot be accurately determined until final construction plans are available. The projected five-year funding levels are based on preliminary Florida Department of Transportation, Blue Print 2000, Leon County, and City Public Works schedules and on historical cost experience. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> The relocation and adjustment of sewer facilities will be undertaken with existing staff and/or funding, and will require no additional operating resources.</p>							
Small Projects Initiative	7,570,000	350,000	350,000	350,000	350,000	350,000	1,750,000
<p>Drainage Basin: City Wide. This project provides funding for smaller stormwater problems to be addressed in a timely manner. To address this issue, a staff person has been assigned to work only on small projects.</p> <p><u>Operating Budget Impact</u> It is not possible to assess the specific impacts this project will have on the operating budget because solution concepts to the various flood problems vary significantly, and are not known until the problem is studied and a site-specific solution concept is defined. Typically, the flooding problems are conveyance-capacity related, in which case conveyance improvements will be needed. Small conveyance system improvements typically do not have any impact on operating costs.</p>							
Think About Personal Pollution (TAPP)	1,754,895	356,600	240,000	240,000	240,000	240,000	1,316,600
<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><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Total Maximum Daily Load (TMDL) Compliance	1,365,000	15,000	15,000	15,000	15,000	15,000	75,000
<p>The Federal Clean Water Act requires that states identify impaired waters and that they develop programs to reduce pollutant loads in those waters. Nationwide, the programs being developed to address these requirements are called TMDL, which is an acronym for total maximum daily load. Florida is moving forward with its TMDL program very rapidly in response to a court ordered schedule. This program could have significant financial impacts on the city. This project provides funding for engineering and administrative activities to develop strategies to address the regulatory requirements of the TMDL program, and to ensure that city interests are protected. Primary activities under this project would include developing necessary technical data and receiving water computer models, negotiating with the Florida Department of Environmental Protection and the Environmental Protection Agency (EPA), preparing TMDL implementation plans, and developing other programmatic elements.</p> <p><u>Operating Budget Impact</u> The federal total maximum daily load (TMDL) program is evolving and many implementation issues remain uncertain. Consequently, it is not possible to predict how the TMDL program will ultimately affect the operating budget. The present strategy is to address TMDL requirements through investment and operating costs programmed into the stormwater pollution reduction program (SPRP). However, it is possible that TMDL pollution reduction requirements will exceed what can be accomplished through the SPRP. Thus, there is a possibility that TMDL's could have a dramatic effect on stormwater program operating costs.</p>							
TPS Reuse Pumping Storage	0	0	0	1,300,000	0	0	1,300,000
<p>This project will fund the planning, design and construction of pumping and/or storage facilities at the TPS-Wastewater Treatment Plant for public access reuse water. It is anticipated that planning and design services will be provided by an outside consulting firm.</p>							
Upper West Ditch Stormwater Quality Facility	150,000	690,000	2,700,000	0	0	0	3,390,000
<p>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.</p> <p><u>Operating Budget Impact</u> 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.</p>							

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Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	

Wastewater Collection Recurring Work Orders	2,825,000	2,825,000	2,825,000	2,900,000	2,943,500	3,002,400	14,495,900
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Each fiscal year the distribution and collection division performs a series of capital projects that cover wastewater collection system activities listed below. The amount opposite each activity represents an estimate of how project funds will be allocated among these various activities for fiscal year 2012: 1. Sewer taps (\$220,000). 2. Service cut pavement (\$900,000). 3. Sewer trench repair (\$100,000). 4. Sewer manhole adjustments (\$350,000). 5. Sewer lateral replacement (\$742,000). 6. Force Main Repairs (\$100,000). 7. Replacement & Upgrade (\$288,000). 8. Septic Tank Hauling and Emergency Pumping (\$137,000).

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

Operating Budget Impact

This project will not require additional operating resources.

Wastewater Treatment Improvements	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
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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.

Water Distribution Recurring Work Orders	4,650,000	4,650,000	4,748,150	4,699,250	4,699,250	4,800,050	23,596,700
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Each fiscal year, the Distribution and Collection Division performs a series of capital projects, which cover water distribution system activities shown below. Fire hydrant maintenance is included in the Fire Department's CIP. The amount opposite each activity represents an estimate of how project funds will be allocated among the various activities for fiscal year 2012:

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

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

Operating Budget Impact

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

Water Line Reloc./Adj. for FDOT/City/Leon County P/W	985,200	1,500,000	1,050,000	1,100,000	1,155,000	1,213,000	6,018,000
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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.

Water Minor Line Extensions and Upgrades	1,766,650	2,917,000	997,500	1,050,000	1,105,000	1,161,000	7,230,500
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This project will fund minor water distribution system extensions as well as development related refunds. It will also fund water main replacements and upgrades identified by maintenance and operating activities. Estimated allocations for FY2012 listed below.

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

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

Operating Budget Impact

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

**City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary**

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	

Water Quality Division Service Request	102,100	102,100	102,100	102,100	103,100	103,100	512,500
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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.

Water Resources Alternatives	9,992,650	0	1,850,000	1,850,000	1,955,000	2,053,000	7,708,000
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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.

Water Well and Elevated Tank Renovation & Replacement	795,000	795,000	795,000	780,000	795,000	795,000	3,960,000
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This project supports improvements, upgrades, and maintenance at various city water wells and elevated tanks. Currently, there are 27 water wells and 8 water storage tanks in the city's water supply system, with additional water well currently under construction. The following projects are planned in fiscal year 2012: Building replacement at Well #19, auxiliary engine replacement, fluoride scales and tank replacement at water wells, annual maintenance at water wells, equipment, lawn maintenance and emergency repairs at water wells as needed. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance

Operating Budget Impact

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

Water Well Facilities Improvements	0	500,000	500,000	300,000	400,000	500,000	2,200,000
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This project funds major upgrades at the Water Well facilities. This project includes structural analysis of existing water well facilities and provides for repair and maintenance of the buildings that house chemicals, electrical motors and electrical control centers. The project also supports improvements and upgrades to the Motor Control Centers (MCC), backup power generators and auxiliary engines at various city water wells. This project will also be used to fund future needs to clean and paint the systems elevated water tanks.

The new control centers will allow better compatibility with today's technology to monitor additional safety and security equipment, to be compatible with newer software versions and to enhance remote monitoring and operations. Four wells have been identified. Engineering evaluation and design will be performed in FY2014 on the existing MCCs to establish the order of replacement, with expected equipment procurement and installation at one Water Well in FY2014.

Buildings housing water supply wells were constructed as follows: four in the 1940s; four in the 1950s; four in the 1960s; seven in the 1970s; four in the 1980s; and four in the 1990s. These facilities, while being cosmetically maintained, have not been evaluated for structural integrity. Brick and block facilities require analysis and roofing systems need evaluating. To date Water Wells 2, 3, 4, 5, 6, 7 and 17 have been completed. During FY13 - Well 12, 13, 15, and 16 plans were updated to comply with Building Inspection permitting changes. Schedule for construction includes completing Well 12 by December 2013, FY14 - Well 13 and yard-piping improvements at Well #15 and Tank 7, FY15 - Well 15 and pump-off vault at Well #7, FY16 - Well 16, FY17 - evaluation of Wells 8, 9, 11, and 18. Additionally funding will accommodate the replacement of the small enclosure at Well 19.

Tank 1 is scheduled to be painted in FY18.

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

Operating Budget Impact

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

Comp Plan (identify goal and objective):

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

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

Welaunee Plantation - Gas Main Extension	123,750	129,900	136,100	142,300	156,550	0	564,850
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This project involves the design and construction of natural gas mains to provide service to Welaunee Plantation. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

Marginal operating impact that will be offset by increased revenues.

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
West Side Gas System Expansion	69,550	73,050	76,700	80,600	84,550	0	314,900
<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>Operating Budget Impact Marginal operating impact that will be offset by increased revenues.</p>							
Total Underground Utilities	287,426,804	39,282,850	40,155,200	35,409,500	32,429,000	36,535,150	183,811,700

Utility Business And Customer Services

Project Name / Description	Prior Years	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2015	FY 2016	FY 2017	FY 2018	
Business Enterprise Systems Upgrade and Support	650,000	650,000	650,000	650,000	650,000	0	2,600,000
<p>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.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p>Operating Budget Impact 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>							
Customer Information System and Meter Data Management System Upgrades	0	0	0	0	8,000,000	4,000,000	12,000,000
<p>This is a multi-million dollar project that reflects system replacement and consolidation of the Customer Information and Meter Data Management Systems</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Interactive Voice Response Upgrade	0	0	0	2,000,000	0	0	2,000,000
<p>The project will provide a much needed upgrade to the Interactive Voice Response system, which is technology that allows customers to interact with a database to retrieve pertinent information.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Total Utility Business And Customer Services	650,000	650,000	650,000	2,650,000	8,650,000	4,000,000	16,600,000
Total Utility Services	370,107,526	102,284,850	94,795,200	73,809,500	90,025,000	149,472,150	510,386,700
Grand Total	407,352,273	163,001,900	148,714,000	119,053,150	139,943,600	193,288,000	764,000,650

City of Tallahassee
Fiscal Year 2014 thru 2018 Capital Budget

Non-Funded Projects

Project	FY 2014 Budget	Non-Appropriated Programmed CIP Funding				5 Year Total
		FY 2015	FY 2016	FY 2017	FY 2018	
<u>Economic and Community Development</u>						
Water and Sewer System Charge and Tap Fee Waivers	25,000	100,000	100,000	100,000	100,000	425,000
Department Total	25,000	100,000	100,000	100,000	100,000	425,000
<u>Police</u>						
Communications Center Modifications	432,600	0	0	0	0	432,600
Department Total	432,600	0	0	0	0	432,600
<u>Public Works</u>						
Guardrail & Handrail Installation/Replacement	10,000	10,300	10,600	10,900	11,200	53,000
Sidewalk Program - New Developments	70,000	70,000	70,000	70,000	70,000	350,000
Department Total	80,000	80,300	80,600	80,900	81,200	403,000
<u>Underground Utilities</u>						
Water Operations Support	750,000	250,000	250,000	250,000	250,000	1,750,000
Department Total	750,000	250,000	250,000	250,000	250,000	1,750,000
Total Non-Funded Projects	1,287,600	430,300	430,600	430,900	431,200	3,010,600



City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Summary

001 General Fund

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

At a total of \$138.4 million, the FY 2014 approved General Fund Budget exceeds the prior year's adopted budget by a mere \$65,217. The following, highlighted changes have been included in this proposal:

- The City's contribution to the Consolidated Dispatch Agency increased by \$2.5 million in FY 2014 to \$4.7 million for its first, full fiscal year, as it was open for only half of FY 2013.
- Actual health cost increases of 6.54% are included, which will be split evenly between the City and the employees to maintain the overall premium percentages at 70% City and 30% employee.
- A transfer from the Special Insurance reserve of \$1.7 million is proposed to assist in balancing the General Fund, and to draw down the insurance reserve to the required level.
- This budget includes a transfer of \$3 million from the General Government Capital Improvement Fund (GGCIF) to help balance the General Fund.

Expenditures	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Personnel Services	76,691,060	79,023,564	79,379,305	81,294,421	83,278,781	85,334,102	87,119,041
Operating	9,306,800	9,497,567	13,591,812	13,163,834	13,232,476	13,312,694	13,400,858
Other Services & Charges	562,692	1,597,349	2,546,072	2,570,238	2,572,888	2,575,738	2,578,738
Capital Outlay	339,507	402,052	416,300	245,700	245,700	245,700	245,700
Allocated Accounts	17,409,126	17,917,230	18,625,584	19,111,485	19,616,999	20,142,805	20,687,584
Utilities and Other Expenses	5,088,482	4,449,392	4,851,929	4,991,140	5,038,788	5,080,951	5,133,581
Transfers	11,427,574	10,941,664	7,008,509	8,840,808	8,898,556	7,500,458	7,495,647
Contributions to Operations	9,259,708	13,000,755	11,959,590	12,026,441	12,473,334	12,928,087	13,342,390
Year End Adjustments	3,582,274	0	0	0	0	0	0
Revenues	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Taxes & Franchise Fees	55,856,442	54,358,918	54,315,869	54,918,638	55,528,328	56,145,024	56,768,806
Licenses & Permits	2,582,177	2,577,200	2,751,000	2,787,191	2,823,879	2,861,070	2,898,772
Intergovernmental Revenue	13,922,710	14,658,824	15,477,013	15,650,342	15,970,347	16,368,788	16,780,096
Charges for Services	8,072,488	8,530,614	8,838,772	8,894,610	8,952,084	9,011,227	9,072,073
Fines & Forfeitures	2,141,955	2,270,536	2,466,000	2,280,200	2,294,684	2,309,458	2,324,527
Other Revenues	13,624,916	11,659,768	11,662,226	11,570,200	11,484,413	11,705,053	11,932,312
Other Sources	37,466,535	41,587,493	42,868,221	39,858,952	40,723,463	41,607,381	41,121,317
Fund Summary	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	133,667,223	136,829,573	138,379,101	142,244,067	145,357,522	147,120,535	150,003,540
Fund Total Revenue	133,667,223	135,643,353	138,379,101	135,960,133	137,777,198	140,008,001	140,897,904
Fund Balance	0	-1,186,220	0	-6,283,934	-7,580,324	-7,112,534	-9,105,636

Fund Expenditures

Expenditure projections are developed by eight major categories, as shown above. As the City is a service organization, personnel costs represent the fund's largest direct expenditure and account for a significant percentage of the Allocated Accounts category. The next largest expenditure category is Transfers, which

001 General Fund

includes the general government capital projects account and debt service.

The City is a Service Organization. The FY14 budget includes \$79.4 million for Personnel Services which funds 1,009.74 FTE positions. Also included is a 2.5% salary enhancement for general government employees effective October 1, while the police union employees will receive a pay adjustment based on the outcome of ongoing negotiations between management and the PBA. Other adjustments to personnel expenses include a 6.54% increase in health care premiums, a 13.40% general employee pension rate and a 19.22% police union employee pension rate, salary updates, position changes, and intradepartmental transfers.

Operating costs in the General Fund are up \$733,458 over the FY13 Approved Budget, which provides funding for a variety of contractual obligations and increases in the cost of supplies. In the Other Services and Charges category, over \$2.4 million in donations is included for cultural and social programs, economic development incentives, historic preservation and environmental initiatives.

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

Allocated Accounts allow internal services costs to be associated with their related service area. The increase for the FY 2014 Approved Budget is \$433,983 or 2.4% over the prior year.

Transfers are down over \$2.1 million, \$1.2 million of which is a decrease in the Debt Service transfer which is budgeted at \$6.7 million. The remaining decrease is due to cash funding \$1 million in general government capital in FY13, compared to \$0 in FY14.

Contributions to Operations includes \$6.5 million for the StarMetro Fund, the contribution to the Consolidated Dispatch Agency of \$4.7 million, and the pass-through of tax increment funds to the Frenchtown (\$424,663) and Downtown Community Redevelopment (\$308,364) Agencies (CRAs).

Fund Revenues

Property taxes represent 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 FY14, market forces have stabilized and the change in assessed values from FY13 to FY14 is negligible. In prior years, this was not the case, as values have declined. Prior year reductions in value include a 5.43% decrease in FY13, a 3.3% decrease in FY12, a 1.72% decrease in FY11, and an 8.3% decrease in FY10. The FY14 approved budget maintains the millage rate at 3.700 mills for a fourth consecutive year. This provides ad valorem revenue in FY14 of \$31,393,952, based on an estimated 97% collection rate.

The City-owned utilities provide returns to the City in the form of contributions. As of FY 2012, and again in this budget, the Water and Sewer Utilities' contributions are calculated using a three-year average of retail revenues and multiplied by 6.99%. In FY 2013, the method for calculating the Electric Utility's contribution, which had formerly been calculated using a percentage of retail sales, was changed to a base amount with an annual CPI increase. The Gas Utility's contribution is also calculated using a base amount plus an annual CPI adjustment, and this amount was not adjusted for the FY 2014 budget. A total of \$34.4 million in contributions from these four utilities are included in the FY 2014 General Fund budget.

Intergovernmental revenue is budgeted at \$15.5 million, which is 3.86% above fiscal year 2013 adopted revenues. State revenue sharing is above the FY13 budget by nearly \$268,000 and Half-Cent Sales Tax is higher than FY13 by \$209,749. The increases in State Revenue Sharing and Half-Cent Sales Tax are attributable to a modest increase in the economy and the result of the 2010 Census, which has the City's population growth far exceeding the County's. Also included in FY14 is the final year of a three-year grant, which provided \$848,000 over three years, to retain four police officer positions.

Revenues from licenses and permits are comprised of business taxes and land use environmental fees (LUES). The land use and environmental fees are relatively flat in FY14 compared to FY13 due to a more

001 General Fund

stable housing industry.

Charges for Services capture those revenues that are generated by specific activities such as recreation program fees, contractual police services, planning fees, parking, animal services, public works programs, and inter-local agreements with Leon County. The inter-local agreements with the county support operations of the Tallahassee-Leon County Planning Department, the Animal Services Center, and parks and recreation programs. At \$8.8 million, these revenues are estimated to decrease by 4.18% in FY14.

Revenues of approximately \$11.7 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.

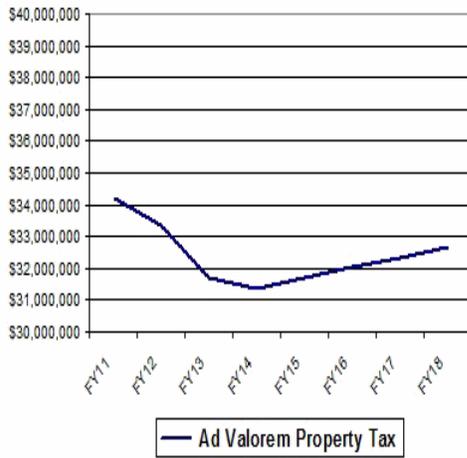
Fines and Forfeitures account for approximately \$2.5 million of the general fund. This category has experienced little growth in the last several years primarily due to implementation of Article V, which changed the distribution formula and reduced the percentage of traffic fines received by municipalities from the state. However, the recent action of the City Commission to implement red light cameras adds an estimated \$1.4 million in FY14, which is the fourth full year of red light camera operations. These revenues are offset by the related costs to operate the system.

There are two significant revenue charts that follow. The first chart, Property Taxes, illustrates how revenues have declined since FY10, even though the City has maintained the same rate of 3.700 mills. The relatively flat nature of property values in this post downturn economy, as well as legislative actions that will restrict the recovery of any increases in value in the future, will continue to present a challenge to the City when attempting to fund needed services.

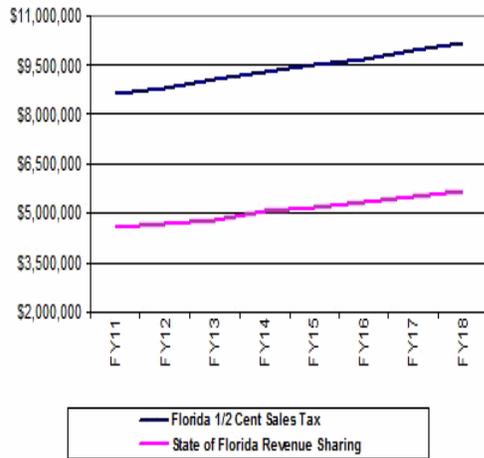
The second chart, State of Florida Revenues, details the impact of the economic recession on state revenues to the City and the beginning of a long recovery. The first line on the chart, Florida ½ cent illustrates that, even if the slow recovery continues, it is estimated that the City will not return to FY08 levels until FY15. The second line on the chart, State Revenue Sharing, due to the nature of the calculation, is normalizing in FY14. Both revenue sources are projecting a more sustained pattern of growth over the next five years.

001 General Fund

Property Taxes



State of Florida Revenues



Capital Projects Operating Budget Impacts

There are no specific operating impacts from capital projects detailed in FY14; however, many general government capital projects will require future maintenance of sidewalks, guardrails, pavement, landscape, and stormwater facilities.

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	53,378,799	54,680,656	54,295,652	53,787,218	55,129,051	56,504,462	57,914,298	59,359,346
Capitalized Wages	-3,231,387	-2,865,018	-3,245,449	-2,865,018	-2,865,018	-2,865,018	-2,865,018	-2,865,018
Salary Enhancements	0	1,858,365	0	1,343,033	1,376,611	1,411,036	1,446,248	1,482,383
Temporary Wages	4,362,506	3,755,681	4,182,566	3,767,702	3,767,702	3,767,702	3,767,702	3,767,702
Overtime	3,922,226	2,979,910	3,503,422	2,953,642	2,959,482	2,964,774	2,970,331	2,976,165
Capitalized Overtime	-1,030,149	-642,274	-641,913	-642,274	-642,274	-642,274	-642,274	-642,274
Other Salary Items	662,549	667,096	682,557	673,940	673,940	673,940	673,940	673,940
Unemployment Compensation	20,725	95,721	20,827	95,721	95,721	95,721	95,721	95,721
Pension- Current	7,257,881	7,846,953	8,703,286	10,034,860	10,252,365	10,475,377	10,703,929	10,938,220
Pension- MAP	2,308,884	2,415,594	2,332,823	2,330,149	2,387,628	2,446,568	2,506,964	2,568,876
Social Security	3,410	0	-3,410	0	0	0	0	0
Mandatory Medicare	797,974	800,019	789,022	813,023	832,076	851,671	871,671	892,237
Health Benefits	6,154,825	6,347,649	6,327,269	6,396,662	6,684,726	6,985,518	7,299,630	7,299,630
Health Benefits-OPEB	729,246	756,000	756,000	756,000	756,000	756,000	756,000	756,000
Flex Benefits	1,353,571	1,406,204	1,320,912	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898
Vacancy factor	0	-1,529,553	0	-1,419,251	-1,467,487	-1,500,594	-1,518,938	-1,537,785
Personnel Services	76,691,060	78,573,003	79,023,564	79,379,305	81,294,421	83,278,781	85,334,102	87,119,041
Advertising	77,828	105,850	77,739	103,550	103,550	103,550	103,550	103,550
Cleaning & Laundry	156,250	172,093	159,527	172,093	172,093	172,093	172,093	172,093
Reproduction	84,491	122,632	97,882	119,127	119,127	119,127	119,127	119,127
Unclassified Professional Svcs	162,072	131,876	144,204	125,376	125,176	125,176	125,176	125,176
Building Repairs	120,904	166,785	126,001	167,210	167,210	167,210	167,210	167,210
Equipment Repairs	228,856	314,640	189,313	314,538	314,538	314,538	314,538	314,538
Medical Services	16,469	21,288	21,288	19,288	19,288	19,288	19,288	19,288
Educational Services	0	21,000	-100	21,000	21,000	21,000	21,000	21,000
Architect Services	117	0	117	0	0	0	0	0
Legal Services	167,418	166,854	43,460	166,854	166,854	166,854	166,854	166,854
Construction Services	11,369	0	0	0	0	0	0	0
Unclassified Contract Svcs	4,445,743	6,690,264	4,351,786	7,403,313	6,934,340	6,997,059	7,067,409	7,141,523
Computer Software	85,833	139,045	210,894	164,707	166,554	168,493	170,529	172,667
Garage Employee Parking	0	197,760	170,000	197,760	197,760	197,760	197,760	197,760
Telephone	166,834	207,161	231,259	201,901	291,901	291,901	291,901	291,901
Chem-Med-Lab	163,290	187,284	189,927	187,284	187,284	187,284	187,284	187,284
Food	57,951	44,706	45,250	44,681	44,681	44,681	44,681	44,681
Gasoline	777	13,993	3,177	13,993	13,993	13,993	13,993	13,993
Oil & Lubricants	2,071	1,950	2,446	1,950	1,950	1,950	1,950	1,950
Postage	9,136	11,014	9,159	11,014	11,014	11,014	11,014	11,014
Office Supplies	267,578	265,248	274,099	262,135	262,135	262,135	262,135	262,135
Uniforms & Clothing	345,461	265,777	233,012	304,140	304,140	304,140	304,140	304,140
Unclassified Supplies	1,971,685	1,991,709	1,952,262	2,032,734	2,032,734	2,032,734	2,032,734	2,032,734
Non-Capitalized Furniture	0	710	2,380	500	500	500	500	500
Vehicle- Non-Garage	0	15,139	0	15,532	15,532	15,532	15,532	15,532
Building Supplies	35,806	73,550	32,430	73,550	73,550	73,550	73,550	73,550
Safety Materials & Supplies	-8	0	0	0	0	0	0	0
Other	9	0	0	0	0	0	0	0
Travel & Training	183,938	200,916	177,618	213,334	211,834	211,834	211,834	211,834
Police Second Dollar	0	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Journals & Books	66,619	71,680	30,971	68,140	68,140	68,140	68,140	68,140
Memberships	105,967	143,467	115,729	143,487	143,487	143,487	143,487	143,487
Certificates & Licenses	17,473	11,100	24,524	11,100	11,100	11,100	11,100	11,100
Rent Expense- Bldg & Ops	31,378	504,894	38,350	480,799	480,799	480,799	480,799	480,799
Rent Expense- Land	154,535	160,666	160,666	164,187	171,311	175,295	183,127	195,040
Rent Expense- Machines	133,521	194,391	181,918	145,509	145,509	145,509	145,509	145,509
Unclassified Charges	35,429	117,912	75,279	116,026	59,750	59,750	59,750	59,750
Operating	9,306,800	12,858,354	9,497,567	13,591,812	13,163,834	13,232,476	13,312,694	13,400,858
Donations	577,198	2,396,071	1,567,349	2,441,072	2,390,238	2,392,888	2,395,738	2,398,738
Assessments & Fees	0	0	0	25,000	100,000	100,000	100,000	100,000
Bad Debt Expense	-14,506	30,000	30,000	30,000	30,000	30,000	30,000	30,000
City Contingency	0	50,000	0	50,000	50,000	50,000	50,000	50,000
Other Services & Charges	562,692	2,476,071	1,597,349	2,546,072	2,570,238	2,572,888	2,575,738	2,578,738

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Office Equipment	830	13,600	13,600	11,600	11,600	11,600	11,600	11,600
Computer Equipment	5,222	3,000	4,500	3,000	0	0	0	0
Vehicle Equipment	0	35,000	17,500	0	0	0	0	0
Unclassified Equipment	333,455	401,700	366,452	401,700	234,100	234,100	234,100	234,100
Capital Outlay	339,507	453,300	402,052	416,300	245,700	245,700	245,700	245,700
Human Resource Expense	1,409,761	1,291,333	1,263,731	1,348,808	1,387,416	1,427,132	1,467,998	1,510,263
Accounting Expense	1,190,759	1,037,907	1,010,597	884,626	909,120	934,294	960,173	986,725
Purchasing Expense	527,030	557,831	550,170	335,313	344,758	354,468	364,461	374,782
Information Systems Expense	6,287,553	6,274,756	6,004,681	6,589,606	6,782,237	6,980,524	7,184,628	7,394,160
Risk Management Expense	1,375,259	2,149,632	2,138,947	2,201,816	2,267,457	2,334,914	2,404,233	2,477,794
Radio Communications Expense	591,581	471,873	520,135	527,881	543,436	559,452	575,943	593,170
Revenue Collection Expense	844,513	775,837	775,837	949,673	978,163	1,007,508	1,037,733	1,068,865
Utility Services Expense	142,104	148,110	148,110	154,824	159,469	164,253	169,181	174,256
Environmental	110,828	89,680	89,680	114,883	118,329	121,879	125,535	129,301
Vehicle Garage Expense	1,888,230	2,341,154	2,369,734	2,356,031	2,364,136	2,377,924	2,397,650	2,419,362
Vehicle Fuel	1,748,772	1,724,547	1,716,666	1,774,243	1,827,446	1,882,248	1,938,691	1,996,829
Vehicle Replacement	1,292,736	1,328,941	1,328,942	1,387,880	1,429,518	1,472,403	1,516,579	1,562,077
Allocated Accounts	17,409,126	18,191,601	17,917,230	18,625,584	19,111,485	19,616,999	20,142,805	20,687,584
Utilities - Sewer	187,600	129,826	170,978	130,428	131,044	131,645	131,645	131,645
Utilities - Sanitation	162,691	158,133	200,685	159,184	160,260	161,308	161,308	161,308
Utilities - Stormwater	148,848	150,702	136,514	151,480	152,275	153,050	153,050	153,050
Utilities - Gas	180,832	248,157	209,597	249,621	251,116	252,576	252,576	252,576
Utilities - Water	740,381	231,218	-137,622	233,132	235,088	236,997	236,997	236,997
Utilities - Electric	3,565,043	3,791,892	3,689,309	3,796,288	3,927,544	3,969,381	4,011,544	4,064,174
Utilities - Fire Services	109,603	88,312	167,175	88,330	90,347	90,365	90,365	90,365
COGS - Other	-6,516	43,466	12,756	43,466	43,466	43,466	43,466	43,466
Utilities and Other Expenses	5,088,482	4,841,706	4,449,392	4,851,929	4,991,140	5,038,788	5,080,951	5,133,581
Debt Service Transfer	7,928,800	7,921,674	7,210,180	6,681,298	8,513,597	8,571,345	7,173,247	7,168,436
Inter-Fund Transfer	3,498,774	1,327,711	3,731,484	327,211	327,211	327,211	327,211	327,211
Transfers	11,427,574	9,249,385	10,941,664	7,008,509	8,840,808	8,898,556	7,500,458	7,495,647
Contribution to StarMetro Fund	8,328,565	8,608,332	10,006,807	6,482,200	6,399,389	6,692,278	6,988,554	7,239,776
Contribution to CRA Frenchtown	485,423	451,663	416,889	424,663	428,910	433,199	437,531	441,906
Contribution to CRA Downtown	445,720	360,640	327,230	308,364	311,448	314,562	317,708	320,885
Contribution to Consolidated Dispatch Agency	0	2,249,829	2,249,829	4,744,363	4,886,694	5,033,295	5,184,294	5,339,823
Contributions to Operations	9,259,708	11,670,464	13,000,755	11,959,590	12,026,441	12,473,334	12,928,087	13,342,390
Transfer to Deficiencies Fd	3,582,274	0	0	0	0	0	0	0
Year End Adjustments	3,582,274	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Ad Valorem Property Tax	33,332,907	31,755,260	31,755,260	31,393,952	31,707,892	32,024,971	32,345,221	32,668,673
Electricity Tax	10,633,630	10,934,629	10,934,629	11,000,000	11,110,000	11,221,100	11,333,311	11,446,644
Water Tax	1,709,512	1,545,452	1,621,635	1,700,000	1,725,500	1,751,382	1,777,653	1,804,318
Gas Tax	1,033,641	1,049,697	1,049,697	1,050,000	1,065,750	1,081,736	1,097,962	1,114,431
Fuel Oil Tax	4,451	3,500	4,656	4,500	4,568	4,637	4,707	4,778
Propane Tax	200,705	293,041	293,041	225,000	228,375	231,801	235,278	238,807
Communication	8,941,596	9,067,496	8,700,000	8,942,417	9,076,553	9,212,701	9,350,892	9,491,155
Taxes & Franchise Fees	55,856,442	54,649,075	54,358,918	54,315,869	54,918,638	55,528,328	56,145,024	56,768,806
Occupational Licenses	1,772,433	1,920,000	1,772,433	1,800,000	1,827,000	1,854,405	1,882,221	1,910,454
Taxi Cab Permits	8,314	7,400	8,314	15,400	15,400	15,400	15,400	15,400
Loading Zone Permits	11,255	16,500	11,255	16,500	16,500	16,500	16,500	16,500
Environmental Permits	532,089	650,000	532,089	656,500	663,065	669,696	676,393	683,157
Contractor Licensing- Growth	92	0	0	0	0	0	0	0
Land Use Fees- Growth Mngmt	142,390	150,000	144,834	151,500	153,015	154,545	156,090	157,651
Environmental Analysis I	44,098	50,000	44,631	50,500	51,005	51,515	52,030	52,550
Environmental Analysis II	17,825	10,000	17,825	10,100	10,201	10,303	10,406	10,510
Concurrency Fees	51,986	50,000	45,819	50,500	51,005	51,515	52,030	52,550
Environmental Variance Funds	1,695	0	0	0	0	0	0	0
Licenses & Permits	2,582,177	2,853,900	2,577,200	2,751,000	2,787,191	2,823,879	2,861,070	2,898,772
U.S. Department of Justice	0	258,000	0	273,400	68,300	0	0	0
HUD- Home Program	0	105,825	105,825	105,825	105,825	105,825	105,825	105,825
Fla Dept of Juvenile Justice	4,776	0	0	0	0	0	0	0
FDLE Grants	-37,692	0	0	0	0	0	0	0
FDOT JPA Agreements	0	487,143	487,143	499,367	511,939	524,872	538,175	554,320
State of FL Revenue Sharing	4,683,465	4,765,394	4,765,394	5,033,308	5,184,307	5,339,836	5,500,031	5,665,032
Mobile Hm License City Share	44,425	67,000	81,075	67,000	67,000	67,000	67,000	67,000
Beverage License	220,546	112,000	112,000	112,000	112,000	112,000	112,000	112,000
Florida 1/2 Cent Sales Tax	8,785,704	9,051,364	9,051,364	9,261,113	9,475,971	9,695,814	9,920,757	10,150,919
Leon County - CDBG Disaster Relief	41,783	0	0	0	0	0	0	0
Payment in Lieu of Taxes	179,703	56,023	56,023	125,000	125,000	125,000	125,000	125,000
Intergovernmental Revenue	13,922,710	14,902,749	14,658,824	15,477,013	15,650,342	15,970,347	16,368,788	16,780,096

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Restaurant Contract	638	1,613	1,098	1,613	1,613	1,613	1,613	1,613
Other Parks & Rec Revenues	23,348	20,483	20,483	20,483	20,483	20,483	20,483	20,483
Racquet Daily Fees	13,078	13,877	10,686	13,877	13,877	13,877	13,877	13,877
Aerobics Daily Fees	4,452	9,280	2,757	9,280	9,280	9,280	9,280	9,280
Tennis Clinic Revenue	47,523	1,905	40,398	1,905	1,905	1,905	1,905	1,905
Tennis Camps	28,944	556	23,775	556	556	556	556	556
Tennis Facility Revenue	5,247	159	4,242	159	159	159	159	159
Other Rentals - BM, Rentals, etc.	6,390	118	3,678	118	118	118	118	118
Tennis Tournaments	20,728	0	20,728	0	0	0	0	0
Misc. Rec Fees - Tennis Lessons	24,036	0	24,036	0	0	0	0	0
Misc Rec Fees - Tennis Pro Shop	26,686	0	26,686	0	0	0	0	0
Misc Rec Fees - Tennis Misc	1,152	0	1,152	0	0	0	0	0
Misc Rec Fees - Ice Cream	741	0	396	0	0	0	0	0
Pre-employment testing fees	19,216	12,000	11,322	12,000	12,000	12,000	12,000	12,000
Charges for Services	8,072,488	9,223,919	8,530,614	8,838,772	8,894,610	8,952,084	9,011,227	9,072,073
Traffic Fines	426,881	515,000	574,287	500,000	510,000	520,200	530,604	541,216
Parking Violations	309,299	350,000	333,693	350,000	350,000	350,000	350,000	350,000
Police False Alarm	5,288	13,000	15,970	6,000	6,000	6,000	6,000	6,000
Traffic Violation Surcharge	210,294	206,000	204,111	210,000	214,200	218,484	222,854	227,311
Red Light Camera Violations	1,122,953	1,724,182	1,081,758	1,400,000	1,200,000	1,200,000	1,200,000	1,200,000
Code Liens	67,240	0	60,717	0	0	0	0	0
Fines & Forfeitures	2,141,955	2,808,182	2,270,536	2,466,000	2,280,200	2,294,684	2,309,458	2,324,527
Interest	345,649	519,984	357,960	500,000	500,000	500,000	500,000	500,000
Lincoln Center Rent	74,264	145,314	78,786	145,314	145,314	145,314	145,314	145,314
Lease of Land	109	4,977	109	4,977	4,977	4,977	4,977	4,977
Smith-Williams Center Rent	13,328	19,407	129	19,407	19,407	19,407	19,407	19,407
Rental of Land & Buildings	769,368	695,138	769,368	695,138	695,138	695,138	695,138	695,138
Renaissance O & M - County	103,910	200,916	150,811	193,004	193,004	193,004	193,004	193,004
Ground Lease Rent for NAACP	2,680	0	0	0	0	0	0	0
Sale of Surplus	1,848,448	100,000	148,320	110,000	110,000	110,000	110,000	110,000
Discounts Earned	213	0	708	0	0	0	0	0
Other Miscellaneous Revenue	798,916	619,712	734,723	660,712	660,712	660,712	660,712	660,712
Cobra Payments	576	1,200	900	1,200	1,200	1,200	1,200	1,200
Overhead Allocation	6,981,499	6,902,076	6,902,076	6,932,474	7,140,448	7,354,661	7,575,301	7,802,560
Lobbyist Registration Fees	150	0	150	0	0	0	0	0
Trans from Fund Bal - Encumb	970,078	0	800,000	0	0	0	0	0
Capitalized Overhead	1,715,728	2,660,923	1,715,728	2,400,000	2,100,000	1,800,000	1,800,000	1,800,000
Other Revenues	13,624,916	11,869,647	11,659,768	11,662,226	11,570,200	11,484,413	11,705,053	11,932,312
Transfer from LEF Fund State	130,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Transfer from Second Dollar	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Transfer from LEF Fund - Fed	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Transfer from Fire Fund	303,200	312,300	156,150	0	0	0	0	0
Transfer From Capital Improv	0	0	0	3,000,000	0	0	0	0
Transfer From Gas Tax Constr	662,593	204,260	204,260	204,260	1,068,167	1,069,286	1,069,276	1,069,276
Transfer From Stormwater Fun	319,300	319,300	319,300	306,000	315,180	324,635	334,374	344,405
Transfer from Spec Ins Reser	0	2,000,000	2,000,000	1,717,000	0	0	0	0
Transfer From Internal Loan	1,389,660	1,393,534	1,393,534	1,393,534	1,393,534	1,393,534	1,393,534	0
Transfer From Deficiencies Fd	0	2,015,865	2,015,865	0	0	0	0	0
Transfer - Cemetary Perp Trust	28,397	29,249	29,249	30,126	31,030	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	262,769	0	0	0	0	0	0
Contribution From Electric Fd	23,844,683	23,900,000	23,900,000	24,258,500	24,840,704	25,436,881	26,047,366	26,672,503
Contribution From Gas Fund	2,512,094	2,524,732	2,524,731	2,562,602	2,624,104	2,687,082	2,751,572	2,820,361
Contribution From Water Fund	2,999,663	3,148,743	3,148,743	3,238,663	3,319,630	3,402,621	3,487,687	3,574,879
Contribution From Sewer Fund	3,667,474	4,075,232	4,075,233	4,320,612	4,428,627	4,539,343	4,652,827	4,769,148
Contrib from Solid Waste Fun	1,413,471	1,594,428	1,594,428	1,610,924	1,611,976	1,613,051	1,613,715	1,613,715
Other Sources	37,466,535	42,006,412	41,587,493	42,868,221	39,858,952	40,723,463	41,607,381	41,121,317

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Planning Fees- Rezoning	29,668	28,000	13,206	28,000	28,000	28,000	28,000	28,000
Co Share of Co Employees	75,086	74,588	69,072	76,826	79,131	81,505	83,950	86,469
Co Contrib w/o Co Empl	655,093	816,603	655,093	841,101	866,334	892,324	919,094	946,667
Leon Co Rent and O&M	7,615	25,599	7,615	25,599	25,599	25,599	25,599	25,599
Tape/dvd Dubbing Fees	65	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Charges for Lien Search	33,900	37,500	30,504	37,500	37,500	37,500	37,500	37,500
Service/Notary Fees	6,396	0	8,358	0	0	0	0	0
Police Protection	75,210	85,000	85,000	80,000	80,000	80,000	80,000	80,000
Police Sec FSU/FAMU Football	122,836	141,250	149,800	156,300	164,100	172,300	180,900	189,900
Police - Fingerprint Fees	8,560	10,000	18,490	9,000	9,000	9,000	9,000	9,000
Police-Decriminalized Offenses	945	0	0	0	0	0	0	0
Other Miscellaneous Revenue	2,940	7,000	10,570	7,000	7,000	7,000	7,000	7,000
Sale of Cemetery Lots	0	210,938	175,443	210,938	210,938	210,938	210,938	210,938
Conference Room Rental	3,600	0	2,700	0	0	0	0	0
Parking Meter Receipts	308,971	275,000	307,011	275,000	275,000	275,000	275,000	275,000
Parking Lot Proceeds	228,592	390,000	229,371	292,500	292,500	292,500	292,500	292,500
DIA Garage Revenue	620,827	864,400	790,902	814,400	814,400	814,400	814,400	814,400
Capital Commons Garage	149,725	573,923	345,000	425,000	425,000	425,000	425,000	425,000
Lot Mowing & Clearing	24,069	9,000	24,069	9,000	9,000	9,000	9,000	9,000
FDOT TraCS	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Traffic Signal Control Maint	90,000	67,307	85,000	67,307	67,307	67,307	67,307	67,307
FDOT ROW Maintenance Contrac	609,311	616,794	616,794	616,794	616,794	616,794	616,794	616,794
Concurrency Counts - PW	0	25,594	25,594	25,594	25,594	25,594	25,594	25,594
FSU Traffic Service - PW	25,297	17,500	35,000	17,500	17,500	17,500	17,500	17,500
FSU-Maint of Traffic Signals	8,424	8,424	16,848	8,424	8,424	8,424	8,424	8,424
FDOT-Maint of Traffic Signal	246,993	259,612	259,612	259,612	259,612	259,612	259,612	259,612
Gadsden Cty-Maint of Traff S	5,616	2,897	8,513	2,897	2,897	2,897	2,897	2,897
Animal Shelter- Adoptions	83,128	154,100	73,098	154,100	154,100	154,100	154,100	154,100
Animal Shelter- ARV	7,264	3,839	5,760	3,839	3,839	3,839	3,839	3,839
Animal Shelter- Bite Boardin	4,877	5,000	4,877	5,000	5,000	5,000	5,000	5,000
Animal Shelter- Board	10,849	18,376	9,171	18,376	18,376	18,376	18,376	18,376
Animal Shelter- City Impound	16,604	13,243	11,841	13,243	13,243	13,243	13,243	13,243
Animal Shelter- Miscellaneou	2,300	27,500	3,063	27,500	27,500	27,500	27,500	27,500
Animal Shelter- County Board	16,036	16,876	17,310	16,876	16,876	16,876	16,876	16,876
Animal Shelter- Co Ticket	6,799	5,000	6,799	5,000	5,000	5,000	5,000	5,000
Cnty Animal Services Contract	765,401	525,571	525,571	525,571	525,571	525,571	525,571	525,571
Animal Shelter-Vet Fees Repaid	4,897	3,500	3,996	3,500	3,500	3,500	3,500	3,500
Animal Shelter - Altering Fees	0	3,600	3,600	3,600	3,600	3,600	3,600	3,600
Out of County Drop Off	3,169	600	2,145	600	600	600	600	600
Internal Vet Services	47,339	27,040	47,265	27,040	27,040	27,040	27,040	27,040
Miscellaneous Recreation Fee	1,221,309	1,024,231	1,024,231	1,035,625	1,056,125	1,077,035	1,098,363	1,120,118
Park Concessions	34,186	42,347	71,522	42,347	42,347	42,347	42,347	42,347
Oven Park Rental	75,685	91,011	65,958	91,011	91,011	91,011	91,011	91,011
Brokaw McDougal House	15,501	0	73	0	0	0	0	0
Soccer Field Rental	112,295	86,939	102,294	86,939	86,939	86,939	86,939	86,939
Misc Rec Fees-Enterprise Proj.	108,611	5,545	58,596	5,545	5,545	5,545	5,545	5,545
Misc. Rec Gees Ent. Proj - SWC	7,054	0	4,620	0	0	0	0	0
Gaither Green Fees	84,960	136,172	72,688	136,172	136,172	136,172	136,172	136,172
Gaither Pro Shop Revenues	12,571	14,870	9,436	14,870	14,870	14,870	14,870	14,870
Gaither Concessions	13,631	13,729	10,652	13,729	13,729	13,729	13,729	13,729
Gaither Golf Cart Fees	82,952	87,375	69,644	87,375	87,375	87,375	87,375	87,375
Hilaman Gift Certificate Sal	0	0	1,304	0	0	0	0	0
Hilaman Gift Cert. Redeemed	0	0	-1,116	0	0	0	0	0
Hilaman Green Fees	0	0	-48	0	0	0	0	0
Misc Rec Fees - Aquatics	877	0	0	0	0	0	0	0
Swimming Pool Revenues	417,100	377,556	358,207	377,556	377,556	377,556	377,556	377,556
Area Tallahassee Aquatic Clu	498	0	528	0	0	0	0	0
Online registrations-misc. P&R	7,190	220,000	254,664	220,000	220,000	220,000	220,000	220,000
County Contrib - Parks and R	1,034,331	1,078,290	1,078,290	1,078,290	1,078,290	1,078,290	1,078,290	1,078,290
County Contr - Teen Center	0	150,000	150,000	0	0	0	0	0
Special Events	41,986	23,670	33,399	23,670	23,670	23,670	23,670	23,670
Annual Fees	32,951	47,226	33,755	47,226	47,226	47,226	47,226	47,226
Monthly Fees	2,341	3,716	1,494	3,812	3,812	3,812	3,812	3,812
Tennis Daily Fees	133,770	131,663	120,858	131,663	131,663	131,663	131,663	131,663
Special Programs	0	75,652	390	75,652	75,652	75,652	75,652	75,652
Pro Shop Contract	5,737	9,110	9,880	9,110	9,110	9,110	9,110	9,110
Lessons Contract	96,371	167,652	97,797	181,652	181,652	181,652	181,652	181,652

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Fund Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	133,667,223	138,313,884	136,829,573	138,379,101	142,244,067	145,357,522	147,120,535	150,003,540
Fund Total Revenue	133,667,223	138,313,884	135,643,353	138,379,101	135,960,133	137,777,198	140,008,001	140,897,904
Fund Balance	0	0	-1,186,220	0	-6,283,934	-7,580,324	-7,112,534	-9,105,636

City of Tallahassee
Fiscal Year 2014 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.

Expenditures	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Operating	0	0	75,000	75,000	75,000	75,000	75,000
Transfers	80,300	81,800	6,800	6,800	6,800	6,800	6,800
Revenues	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Other Revenues	107,237	81,800	81,800	81,800	81,800	81,800	81,800
Fund Summary	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	80,300	81,800	81,800	81,800	81,800	81,800	81,800
Fund Total Revenue	107,237	81,800	81,800	81,800	81,800	81,800	81,800
Fund Balance	26,937	0	0	0	0	0	0

Fund Expenditures

Fund expenditures support miscellaneous costs associated with the programs identified.

Fund Revenues

Fiscal year 2014 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 2014 Adopted Budget - Fund Proforma Account Summary

115 Donations Operating Fund

Expenditures	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Unclassified Contract Svcs	0	0	0	75,000	75,000	75,000	75,000	75,000
Operating	0	0	0	75,000	75,000	75,000	75,000	75,000
Inter-Fund Transfer	80,300	81,800	81,800	6,800	6,800	6,800	6,800	6,800
Transfers	80,300	81,800	81,800	6,800	6,800	6,800	6,800	6,800
Revenues	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Interest	3,259	0	0	0	0	0	0	0
Child Safety Seat Donations	0	500	500	500	500	500	500	500
Victim Advocates	218	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Canine Donations	0	300	300	300	300	300	300	300
Animal Service Ctr Donation	25,466	0	0	0	0	0	0	0
Change For Change Donations	63,794	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Mayor's Back to School Supplies	10,500	10,000	10,000	10,000	10,000	10,000	10,000	10,000
CP & PSE Donation	4,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Revenues	107,237	81,800	81,800	81,800	81,800	81,800	81,800	81,800
Fund Summary	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	80,300	81,800	81,800	81,800	81,800	81,800	81,800	81,800
Fund Total Revenue	107,237	81,800	81,800	81,800	81,800	81,800	81,800	81,800
Fund Balance	26,937	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Summary

120 Building Inspection Fund

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

To comply with the law, a separate enterprise fund was established during fiscal year 2006 to account for all activities related to the enforcement of the city's building inspection regulations. Fiscal year 2007 was the first full year of operation for this fund. The Building Inspection Fund is balanced for all five years with no loan from the Deficiencies Fund. The total budget for fiscal year 2014 is \$3,258,084 representing an increase of 2%, from the approved 2013 budget.

Expenditures	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Personnel Services	1,898,946	1,871,233	2,236,305	2,293,766	2,352,852	2,414,083	2,466,503
Operating	18,082	55,863	138,128	138,128	138,128	138,128	138,128
Allocated Accounts	586,117	518,900	592,032	593,566	594,585	596,104	597,668
Transfers	246,776	188,989	103,575	106,140	118,883	120,789	122,837
Year End Adjustments	710,724	0	188,044	126,396	59,761	-4,895	-60,928
Revenues	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Licenses & Permits	3,047,314	2,766,242	2,838,090	2,838,002	2,844,215	2,844,215	2,844,215
Charges for Services	124,370	121,670	121,670	121,670	121,670	121,670	121,670
Fines & Forfeitures	67,594	77,300	77,300	77,300	77,300	77,300	77,300
Other Revenues	198,369	197,024	197,024	197,024	197,024	197,024	197,024
Other Sources	23,000	24,000	24,000	24,000	24,000	24,000	24,000
Fund Summary	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	3,460,645	2,634,985	3,258,084	3,257,996	3,264,209	3,264,209	3,264,209
Fund Total Revenue	3,460,647	3,186,236	3,258,084	3,257,996	3,264,209	3,264,209	3,264,209
Fund Balance	2	551,251	0	0	0	0	0

Fund Expenditures

Expenditures in the fiscal year 2014-2018 proforma include:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Building Inspection: New permit technician position. Fiscal Impact: \$48,707.

Fund Revenues

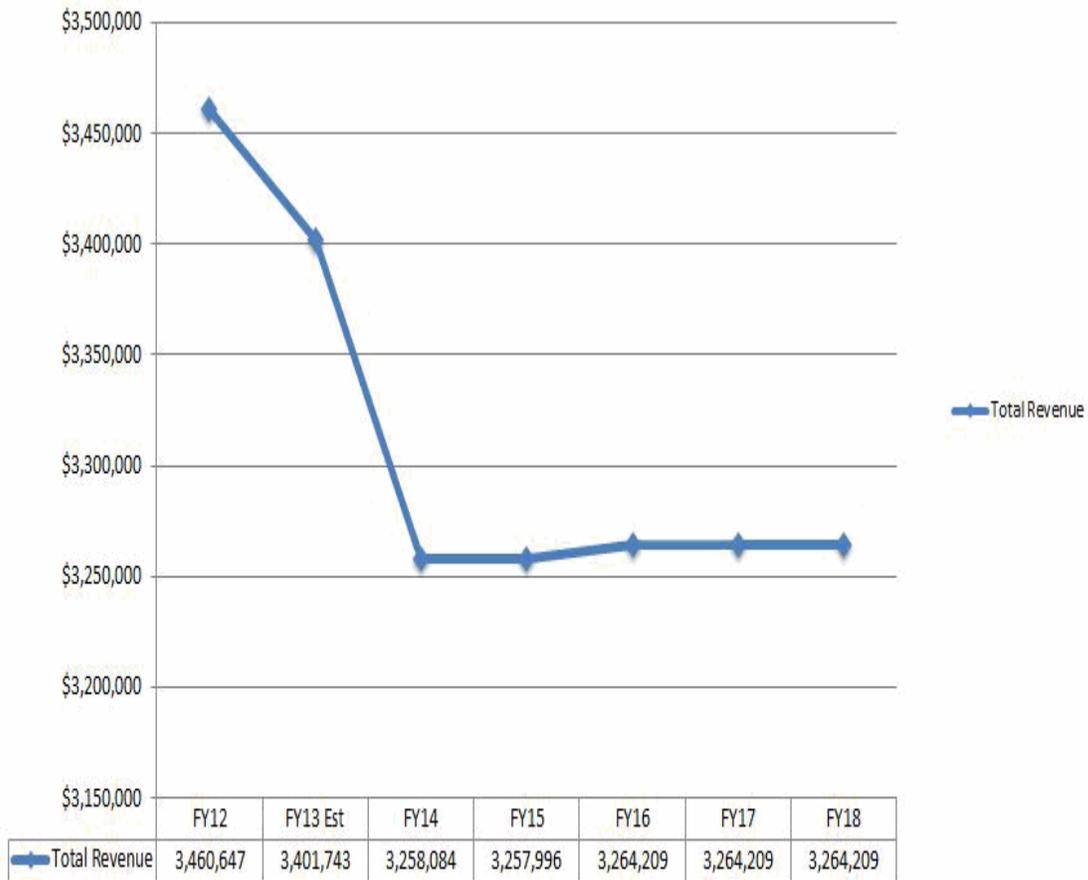
Fund revenues from licenses and permits total \$2.8 million and are derived from three major sources, building permit fees, contractor licensing, and non-FL building code fees. This is an increase of \$71,848 from FY13 revenues. Overall, this is a 2% increase from the FY13 revenues.

The chart on the following page depicts a graph of projected revenues through fiscal year 2018. In FY13,

120 Building Inspection Fund

building permits revenues are projecting an increase by 26% from FY12 fees collected. However, there is a slight decrease in overall revenues collected in FY13 from FY12 revenues. In FY13, Building Inspection started collecting additional revenues due to a new law in Chapter 2010-176 that changes how State Surcharges related to building permits are collected. The applicable sections are Section 6, 468.631 and Section 31, 553.721.

Building Inspection Revenue Projections



Capital Projects Operating Budget Impacts

There are no capital projects associated with this fund.

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

120 Building Inspection Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	1,373,792	1,449,266	1,337,787	1,558,212	1,597,165	1,637,094	1,678,025	1,719,977
Salary Enhancements	0	36,233	0	38,953	39,929	40,931	41,952	42,999
Overtime	0	4,160	0	4,160	4,160	4,160	4,160	4,160
Other Salary Items	1,170	13,960	780	13,960	13,960	13,960	13,960	13,960
Pension- Current	147,123	149,887	137,932	214,025	219,371	224,853	230,478	236,239
Pension- MAP	101,324	106,212	99,166	114,196	117,052	119,979	122,976	126,053
Mandatory Medicare	19,353	20,773	18,828	21,653	22,194	22,748	23,316	23,899
Health Benefits	182,628	180,946	186,282	205,521	214,770	224,436	234,525	234,525
Health Benefits-Retirees	0	0	17,119	0	0	0	0	0
Health Benefits-OPEB	19,375	21,069	21,069	21,069	21,069	21,069	21,069	21,069
Flex Benefits	54,181	56,304	52,270	59,940	59,940	59,940	59,940	59,940
Vacancy factor	0	-14,937	0	-15,384	-15,844	-16,318	-16,318	-16,318
Personnel Services	1,898,946	2,023,873	1,871,233	2,236,305	2,293,766	2,352,852	2,414,083	2,466,503
Advertising	698	463	463	463	463	463	463	463
Cleaning & Laundry	4,348	4,700	4,700	4,700	4,700	4,700	4,700	4,700
Unclassified Contract Svcs	125	2,601	2,600	2,601	2,601	2,601	2,601	2,601
Telephone	-1,048	0	0	0	0	0	0	0
Office Supplies	2,655	6,157	6,150	6,157	6,157	6,157	6,157	6,157
Unclassified Supplies	9,212	4,424	4,420	4,424	4,424	4,424	4,424	4,424
Travel & Training	374	35,350	35,350	35,350	35,350	35,350	35,350	35,350
Journals & Books	406	516	500	516	516	516	516	516
Memberships	1,312	1,685	1,680	1,685	1,685	1,685	1,685	1,685
Rent Expense- Bldg & Ops	0	86,710	0	82,232	82,232	82,232	82,232	82,232
Operating	18,082	142,606	55,863	138,128	138,128	138,128	138,128	138,128
Human Resource Expense	36,985	38,245	38,245	35,261	35,261	35,261	35,261	35,261
Accounting Expense	16,282	9,969	9,969	16,110	16,110	16,110	16,110	16,110
Purchasing Expense	2,359	2,542	2,542	4,457	4,457	4,457	4,457	4,457
Information Systems Expense	174,063	104,815	104,815	166,127	166,127	166,127	166,127	166,127
Risk Management Expense	10,176	2,847	2,847	2,853	2,924	2,997	3,072	3,149
Revenue Collection Expense	5,115	4,493	4,493	5,459	5,459	5,459	5,459	5,459
Vehicle Garage Expense	20,970	32,651	32,651	22,941	22,941	22,941	22,941	22,941
Vehicle Fuel	29,414	32,089	32,089	32,981	33,899	34,845	35,819	36,822
Vehicle Replacement	14,110	14,605	14,605	15,124	15,669	15,669	16,139	16,623
Indirect Costs	276,643	276,644	276,644	290,719	290,719	290,719	290,719	290,719
Allocated Accounts	586,117	518,900	518,900	592,032	593,566	594,585	596,104	597,668
Debt Service Transfer	77,587	83,914	83,914	85,210	87,775	100,518	102,424	104,472
Inter-Fund Transfer	169,189	18,365	105,075	18,365	18,365	18,365	18,365	18,365
Transfers	246,776	102,279	188,989	103,575	106,140	118,883	120,789	122,837
Transfer to Deficiencies Fd	710,724	398,578	0	188,044	126,396	59,761	-4,895	-60,928
Year End Adjustments	710,724	398,578	0	188,044	126,396	59,761	-4,895	-60,928

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

120 Building Inspection Fund

Revenues	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Building Permits	2,848,133	2,665,807	2,665,807	2,737,655	2,737,567	2,743,780	2,743,780	2,743,780
Fire Inspection Fees	68,477	24,435	24,435	24,435	24,435	24,435	24,435	24,435
Contractor Licensing- Growth	41,659	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Bid Non Fbc Fees	89,045	51,000	51,000	51,000	51,000	51,000	51,000	51,000
Licenses & Permits	3,047,314	2,766,242	2,766,242	2,838,090	2,838,002	2,844,215	2,844,215	2,844,215
Prot. Insp. Training Surcharge	37,475	29,550	29,550	29,550	29,550	29,550	29,550	29,550
FBC Customer Service Fees	86,895	92,120	92,120	92,120	92,120	92,120	92,120	92,120
Charges for Services	124,370	121,670						
Florida Building Code Fines	67,594	77,300	77,300	77,300	77,300	77,300	77,300	77,300
Fines & Forfeitures	67,594	77,300						
Interest	7,084	0	0	0	0	0	0	0
Growth Management from Water	108,686	111,947	111,947	111,947	111,947	111,947	111,947	111,947
Growth Management from Sewer	82,599	85,077	85,077	85,077	85,077	85,077	85,077	85,077
Other Revenues	198,369	197,024						
Transfer From Gas Fund	23,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Other Sources	23,000	24,000						
Fund Summary	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	3,460,645	3,186,236	2,634,985	3,258,084	3,257,996	3,264,209	3,264,209	3,264,209
Fund Total Revenue	3,460,647	3,186,236	3,186,236	3,258,084	3,257,996	3,264,209	3,264,209	3,264,209
Fund Balance	2	0	551,251	0	0	0	0	0

130 Fire Services Fund

The mission of the Tallahassee Fire Department is to provide for the safety and welfare of our citizens and visitors through proactive prevention, preparation and protection.

The Tallahassee Fire Department is a municipal organization with contractual agreements to provide hazard mitigation throughout the City and all of Leon County, a total service area of 702 square miles. Population, number and condition of properties, along with community health and safety practices drive service requests. The total City and County service area population is estimated at approximately 277,670 residents for 2012 and is expected to increase by 6% through 2020. Total housing units in Leon County grew at a rate of 1.6% annually from 2000 to 2010; however vacant housing units have increased to 10.6%. Vacant housing units have an increased susceptibility to vandalism and arson. Throughout the same time period, over \$1.1 billion in new commercial property was permitted and constructed. Additional properties to protect, vacant housing and population increases resulted in a service demand of nearly 22,762 incidents in 2012 and a trend toward the same demand for 2013.

History of City and County Fire Service Funding:

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. That agreement was set to expire September 30, 2014, however, an extension through FY 2025 was approved in September of this year.

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Summary

130 Fire Services Fund

<u>Expenditures</u>	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Personnel Services	21,665,758	22,692,061	22,705,300	23,323,193	23,893,614	24,480,032	25,356,659
Operating	1,473,458	1,594,891	1,523,864	1,554,987	1,556,999	1,559,074	1,658,995
Other Services & Charges	342,188	161,366	161,366	161,366	161,366	161,366	161,366
Capital Outlay	106,160	84,056	110,400	110,400	110,400	110,400	110,400
Allocated Accounts	6,239,005	6,475,037	6,849,405	7,316,935	7,497,830	7,711,374	8,057,867
Utilities and Other Expenses	331,549	329,690	357,197	397,045	403,539	407,549	511,867
Transfers	1,602,053	3,040,362	1,868,750	1,985,400	3,982,350	4,001,500	3,992,850
Contributions to Operations	303,200	312,300	366,650	376,300	386,255	396,497	407,042
Year End Adjustments	1,056,571	0	0	0	0	0	0
<u>Revenues</u>	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Licenses & Permits	340,021	300,000	300,000	300,000	300,000	300,000	300,000
Intergovernmental Revenue	77,033	120,000	120,000	120,000	120,000	120,000	120,000
Charges for Services	31,650,179	32,377,752	32,443,398	32,443,398	32,443,398	32,443,398	32,443,398
Other Revenues	19,953	-10,258	-10,258	-10,258	-10,258	-10,258	-10,258
Other Sources	1,032,756	1,902,269	1,089,792	1,224,307	-97,220	-97,220	-97,220
<u>Fund Summary</u>	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	33,119,942	34,689,763	33,942,932	35,225,626	37,992,353	38,827,792	40,257,046
Fund Total Revenue	33,119,942	34,689,763	33,942,932	34,077,447	32,755,920	32,755,920	32,755,920
Fund Balance	0	0	0	-1,148,179	-5,236,433	-6,071,872	-7,501,126

Fund Expenditures

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union employees salaries are determined by the appropriate collective bargaining agreements as authorized, but for purposes of budgeting are estimated at an average 3% increase in FY 2014, fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.

- In FY 2014 \$45,000 was added as a transfer to the General Fund for enhanced recruitment services to Fire. As retirements accelerate, addressing the resulting challenge to ensure that well qualified candidates are apply to the City, and that the resulting workforce represents the diverse nature of the citizens we serve, requires making additional human resources available to the Fire Department.

- Beginning in FY14, the Fire Department will be responsible for the monthly cost associated with air cards utilized for data transfer to our mobile data computers. This expense was previously absorbed by information services. The cost associated with the change is estimated at \$36,000 dollars annually.

- The Debt Service transfer was reduced significantly for FY 2014 and FY 2015 due to load refunding actions and a longer planning period for new station construction. The revised estimates in future debt service are included in FY 2016 through FY 2018.

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

130 Fire Services Fund

Fund Revenues

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 agreements expire September 30, 2014.

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

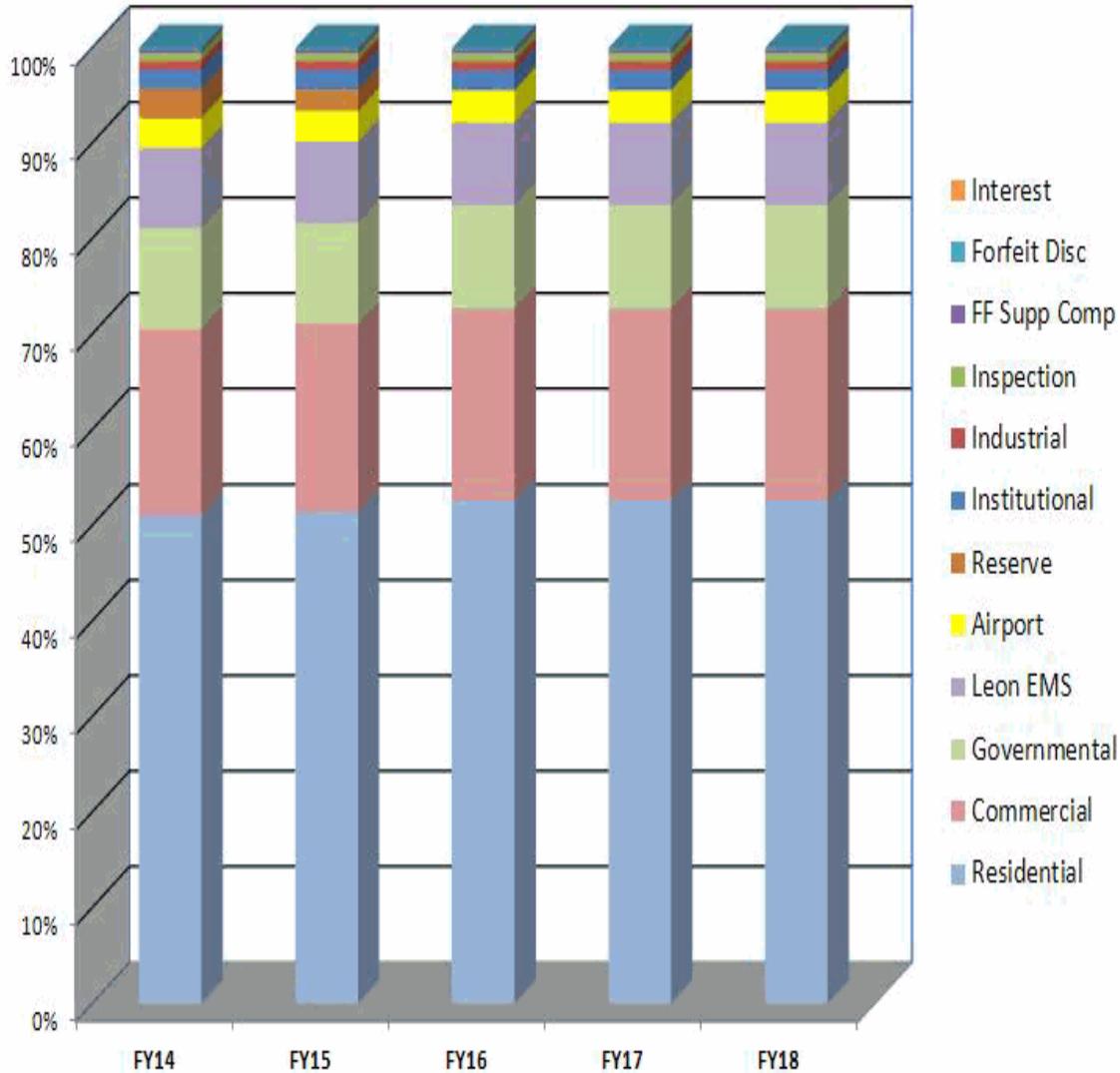
Rates for non-residential customers are calculated based on a building's square footage and the distance from the building's location to a fire facility. Different Zone 1 and Zone 2 rates apply to buildings designated as either commercial, industrial/warehouse, or institutional-non-governmental.

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.

A rate study was completed to establish the current Fire Fee Rates, but the study was only for the planning period ending FY14. At that time, fees were adopted at a level rate that would accumulate surpluses in the early years, which were placed in a Fire Fund Operating Reserve. This Reserve would offset deficits in the later years as costs increased. Current estimates indicate that the reserve will provide adequate funding through FY14, but a new rate study must be completed in order to ensure continued financial sustainability for the Fire Fund for FY15 and beyond. A new interlocal agreement with the County was approved in September of this year.

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

130 Fire Services Fund



Capital Projects Operating Budget Impacts

There are fifteen fire stations, five training buildings, and an administrative building ranging in age from three to over sixty years old. The budget for FY 2014 through FY 2018 includes \$300,000 per year to address maintenance and repair needs at these facilities as they continue to age. Ensuring fire hydrants are properly maintained at all times is critical to the Fire Department’s mission. To this end, the budget includes almost \$847,500 for such needs in FY 2014 and each year through FY 2018.

Stations:

In FY 2014, operational costs for Station 16 will begin. Co-located at the Weems Road Municipal Public Safety Complex on Weems Road, the station is projected to cost \$1 million per year. A new Fire Engine apparatus for Fire Station #16 was also included in the FY 2014 budget.

Fire Stations at Lake Bradford, Southwood and Welaunee Boulevard are included in the five year plan starting in FY 2016 with a combined cost through FY 2018 of of \$16.4 million. Operating costs, starting in FY 2018, are estimated at \$882,000 a year. The five year plan also provides for the relocation of Station #8 to Capital Circle/Hartsfield at a cost of \$5.6 million starting in FY 2016. These costs are expected to be financed through the issuance of debt and repaid with Fire Fee revenues.

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	15,131,869	14,617,128	15,581,327	14,932,014	15,371,583	15,751,762	16,141,504	16,540,928
Capitalized Wages	-19,967	-37,935	-37,935	-37,935	-37,935	-37,935	-37,935	-37,935
Salary Enhancements	0	366,202	0	439,569	380,179	389,742	399,424	409,447
Firefighter Holiday Pay	0	930,817	0	532,446	546,752	558,930	571,473	584,286
Temporary Wages	1,400	0	1,400	0	0	0	0	0
Overtime	850,984	834,049	893,621	873,350	935,150	937,004	938,914	1,309,059
Capitalized Overtime	-121,690	0	0	0	0	0	0	0
Other Salary Items	451,629	498,436	458,907	559,566	559,566	559,566	559,566	559,566
Pension- Current	3,079,884	2,634,552	3,597,036	3,221,739	3,299,846	3,379,431	3,461,021	3,544,647
Pension- MAP	38,496	48,641	39,294	51,517	52,804	54,123	55,475	56,861
Mandatory Medicare	191,226	199,336	197,683	217,658	222,932	228,278	233,814	239,413
Health Benefits	1,785,288	1,677,612	1,821,488	1,828,534	1,911,321	1,997,739	2,088,006	2,088,006
Health Benefits-OPEB	193,752	200,977	200,977	200,977	200,977	200,977	200,977	200,977
Flex Benefits	82,887	86,820	83,691	80,784	80,784	80,784	80,784	80,784
Vacancy factor	0	-145,428	-145,428	-194,919	-200,766	-206,787	-212,991	-219,380
Personnel Services	21,665,758	21,911,207	22,692,061	22,705,300	23,323,193	23,893,614	24,480,032	25,356,659
Advertising	1,337	1,615	0	1,615	1,615	1,615	1,615	1,615
Cleaning & Laundry	8,059	14,000	11,021	13,346	13,418	13,420	13,422	13,668
Reproduction	7,208	5,612	8,237	5,412	5,412	5,412	5,412	5,412
Unclassified Professional Svcs	0	25,000	0	0	0	0	0	0
Equipment Repairs	42,545	42,647	77,444	44,240	44,240	44,240	44,240	44,240
Medical Services	67,662	67,060	71,935	66,910	68,558	68,607	68,658	74,056
Construction Services	0	0	0	10,000	10,000	10,000	10,000	10,000
Unclassified Contract Svcs	269,441	337,826	350,068	305,993	318,546	320,002	321,503	360,444
Contractual Svcs - VFD County	482,479	482,479	482,479	482,479	482,479	482,479	482,479	482,479
Computer Software	10,195	3,185	10,319	3,150	3,150	3,150	3,150	3,150
Telephone	15,029	26,231	19,527	22,550	22,550	22,550	22,550	22,550
Chem-Med-Lab	63,992	46,289	65,964	72,246	72,246	72,246	72,246	72,246
Food	1,670	611	5,454	1,211	1,211	1,211	1,211	1,211
Gasoline	665	329	0	829	829	829	829	829
Postage	6	0	612	0	0	0	0	0
Office Supplies	17,309	19,232	18,596	20,264	20,654	20,666	20,678	21,970
Uniforms & Clothing	199,274	155,955	134,468	155,955	161,736	161,909	162,088	181,084
Unclassified Supplies	146,343	142,624	166,344	157,666	168,180	168,495	168,820	203,333
Non-Capitalized Furniture	2,050	0	2,006	0	0	0	0	0
Travel & Training	57,323	70,812	91,404	74,359	74,359	74,359	74,359	74,359
Journals & Books	13,174	15,093	11,438	16,839	17,004	17,009	17,014	17,549
Memberships	3,055	2,980	3,365	4,008	4,008	4,008	4,008	4,008
Certificates & Licenses	3,445	200	3,445	2,300	2,300	2,300	2,300	2,300
Rent Expense- Machines	8,517	12,384	8,085	9,992	9,992	9,992	9,992	9,992
Unclassified Charges	52,680	52,500	52,680	52,500	52,500	52,500	52,500	52,500
Operating	1,473,458	1,524,664	1,594,891	1,523,864	1,554,987	1,556,999	1,559,074	1,658,995
Bad Debt Expense	342,188	161,366	161,366	161,366	161,366	161,366	161,366	161,366
Other Services & Charges	342,188	161,366	161,366	161,366	161,366	161,366	161,366	161,366
Unclassified Equipment	106,160	110,400	84,056	110,400	110,400	110,400	110,400	110,400
Capital Outlay	106,160	110,400	84,056	110,400	110,400	110,400	110,400	110,400
Human Resource Expense	365,243	389,537	402,285	402,088	410,393	418,905	427,630	434,859
Accounting Expense	140,041	109,059	109,059	84,997	87,122	89,300	91,533	93,821
Purchasing Expense	59,308	53,249	56,202	36,686	37,502	38,338	39,194	40,072
Information Systems Expense	1,544,201	1,606,040	1,638,161	1,646,523	1,687,686	1,729,878	1,773,124	1,808,587
Risk Management Expense	222,906	539,165	542,075	540,358	561,163	582,487	604,346	595,067
Radio Communications Expense	156,622	136,187	152,859	144,720	148,210	151,787	155,453	159,750
Revenue Collection Expense	78,669	54,697	54,697	66,461	67,863	69,300	70,773	73,719
Utility Services Expense	1,097,288	1,143,671	1,143,666	1,195,512	1,225,400	1,256,035	1,287,436	1,319,622
Vehicle Garage Expense	910,469	654,584	506,835	940,301	1,184,143	1,201,932	1,220,166	1,287,916
Vehicle Fuel	238,247	219,891	296,974	226,487	238,759	245,920	253,298	278,705
Vehicle Replacement	836,052	861,489	861,489	888,254	949,139	950,171	978,675	1,118,031
Indirect Costs	589,959	653,089	710,735	677,018	719,555	763,777	809,746	847,719
Allocated Accounts	6,239,005	6,420,658	6,475,037	6,849,405	7,316,935	7,497,830	7,711,374	8,057,867

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Utilities - Sewer	25,769	24,512	26,599	28,815	32,606	33,320	33,418	43,783
Utilities - Sanitation	13,330	14,739	13,325	15,888	17,463	17,841	17,879	22,042
Utilities - Stormwater	17,431	17,496	17,432	19,207	21,586	22,059	22,119	28,541
Utilities - Gas	27,150	51,043	26,600	34,166	42,922	43,895	44,142	58,045
Utilities - Water	18,987	17,164	18,734	20,956	25,532	26,104	26,231	39,610
Utilities - Electric	184,027	210,399	180,980	190,912	209,065	212,430	215,851	269,881
Utilities - Fire Services	44,855	25,937	46,020	47,253	47,871	47,890	47,909	49,965
Utilities and Other Expenses	331,549	361,290	329,690	357,197	397,045	403,539	407,549	511,867
Debt Service Transfer	719,957	1,892,862	1,892,862	721,250	837,900	2,834,850	2,854,000	2,845,350
RR&I Transfer	882,096	1,147,500	1,147,500	1,147,500	1,147,500	1,147,500	1,147,500	1,147,500
Transfers	1,602,053	3,040,362	3,040,362	1,868,750	1,985,400	3,982,350	4,001,500	3,992,850
Contribution to General Fund	303,200	312,300	312,300	0	0	0	0	0
Contribution to Human Resources	0	0	0	45,000	45,000	45,000	45,000	45,000
Contribution to Consolidated Dispatch Agency	0	0	0	321,650	331,300	341,255	351,497	362,042
Contributions to Operations	303,200	312,300	312,300	366,650	376,300	386,255	396,497	407,042
Transfer to Fire Svcs Op Reserve	1,056,571	0	0	0	0	0	0	0
Year End Adjustments	1,056,571	0	0	0	0	0	0	0
Revenues	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fire Inspection Fees	340,021	320,000	300,000	300,000	300,000	300,000	300,000	300,000
Licenses & Permits	340,021	320,000	300,000	300,000	300,000	300,000	300,000	300,000
State Fire Marshal Ofc-grants	1,045	0	0	0	0	0	0	0
Firefighters Supplemental Co	75,988	30,000	120,000	120,000	120,000	120,000	120,000	120,000
Intergovernmental Revenue	77,033	30,000	120,000	120,000	120,000	120,000	120,000	120,000
Fire Services - Residential	11,367,425	17,463,166	11,426,768	11,426,768	11,426,768	11,426,768	11,426,768	11,426,768
Fire Services - Commercial	6,231,330	6,185,481	6,248,364	6,248,364	6,248,364	6,248,364	6,248,364	6,248,364
Fire Services - Governmental	3,440,178	3,870,310	3,485,992	3,485,992	3,485,992	3,485,992	3,485,992	3,485,992
Fire Services - Industrial	177,219	947,582	177,161	177,161	177,161	177,161	177,161	177,161
Leon County EMS Payment	3,512,572	2,884,286	2,884,296	2,947,752	2,947,752	2,947,752	2,947,752	2,947,752
Fire Services - Institutional	561,976	462,331	591,266	591,266	591,266	591,266	591,266	591,266
Forfeited Discounts	50,440	35,000	54,192	56,382	56,382	56,382	56,382	56,382
Fire Services - Resident - County	5,345,378	0	6,459,499	6,459,499	6,459,499	6,459,499	6,459,499	6,459,499
Fire Services - Commercial - County	554,069	0	585,607	585,607	585,607	585,607	585,607	585,607
Fire Services - Government - County	199,357	0	206,372	206,372	206,372	206,372	206,372	206,372
Fire Services - Industry - County	111,203	0	149,010	149,010	149,010	149,010	149,010	149,010
Fire Services - Institute - County	99,032	0	109,225	109,225	109,225	109,225	109,225	109,225
Charges for Services	31,650,179	31,848,156	32,377,752	32,443,398	32,443,398	32,443,398	32,443,398	32,443,398
Interest	-19,830	75,000	-10,258	-10,258	-10,258	-10,258	-10,258	-10,258
Other Miscellaneous Revenue	15,986	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	23,797	0	0	0	0	0	0	0
Other Revenues	19,953	75,000	-10,258	-10,258	-10,258	-10,258	-10,258	-10,258
Transfer from Fire Fund	0	508,975	842,153	0	111,067	-1,242,445	-1,242,445	-1,242,445
Contribution From Airport Fd	1,032,756	1,060,116	1,060,116	1,089,792	1,113,240	1,145,225	1,145,225	1,145,225
Other Sources	1,032,756	1,569,091	1,902,269	1,089,792	1,224,307	-97,220	-97,220	-97,220
Fund Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	33,119,942	33,842,247	34,689,763	33,942,932	35,225,626	37,992,353	38,827,792	40,257,046
Fund Total Revenue	33,119,942	33,842,247	34,689,763	33,942,932	34,077,447	32,755,920	32,755,920	32,755,920
Fund Balance	0	0	0	0	-1,148,179	-5,236,433	-6,071,872	-7,501,126

City of Tallahassee
Fiscal Year 2014 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.

Expenditures	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Personnel Services	23,228,513	23,872,769	25,777,602	26,499,718	27,726,047	28,437,236	29,067,000
Operating	21,427,089	23,707,310	24,620,444	25,523,281	26,740,650	28,344,175	30,271,974
Fuel	142,026,882	119,560,000	131,115,000	136,727,000	136,234,000	138,856,000	144,522,000
Other Services & Charges	1,562,011	2,717,663	2,719,650	2,732,985	2,766,081	2,766,081	2,766,081
Capital Outlay	346,395	379,889	405,085	455,288	480,288	480,288	480,288
Allocated Accounts	16,710,571	19,360,509	20,043,464	20,550,392	21,062,538	21,583,414	22,114,617
Utilities and Other Expenses	380,453	397,922	405,424	413,075	420,643	423,450	425,401
Transfers	71,178,441	70,048,329	69,333,835	69,084,637	71,502,729	71,463,932	71,430,639
Contributions to Operations	23,844,683	23,900,000	24,258,500	24,840,704	25,436,881	26,047,366	26,672,503
Year End Adjustments	0	224,512	0	0	0	0	0
Revenues	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Undefined	2,055	0	0	0	0	0	0
Intergovernmental Revenue	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613
Charges for Services	278,437,002	275,597,992	284,092,050	293,211,268	297,029,736	302,831,357	311,296,247
Other Revenues	10,288,126	6,016,298	10,940,777	10,669,050	10,897,354	11,128,064	11,365,696
Other Sources	9,423,242	0	1,091,564	392,149	1,888,154	1,887,908	2,533,947
Fund Summary	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	300,705,038	284,168,903	298,679,004	306,827,080	312,369,857	318,401,942	327,750,503
Fund Total Revenue	300,705,038	284,168,903	298,679,004	306,827,080	312,369,857	318,401,942	327,750,503
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

Fiscal year 2014 expenditure assumptions include the following:

- Salaries for general employees are adjusted for a 2.5% merit salary enhancement; a 6.54% increase in health insurance premiums, which is being split evenly between the city and employee to maintain the overall premium percentages at 70% city / 30% employee; the health care rate is set at actual cost per employee and

400 Electric Operating Fund

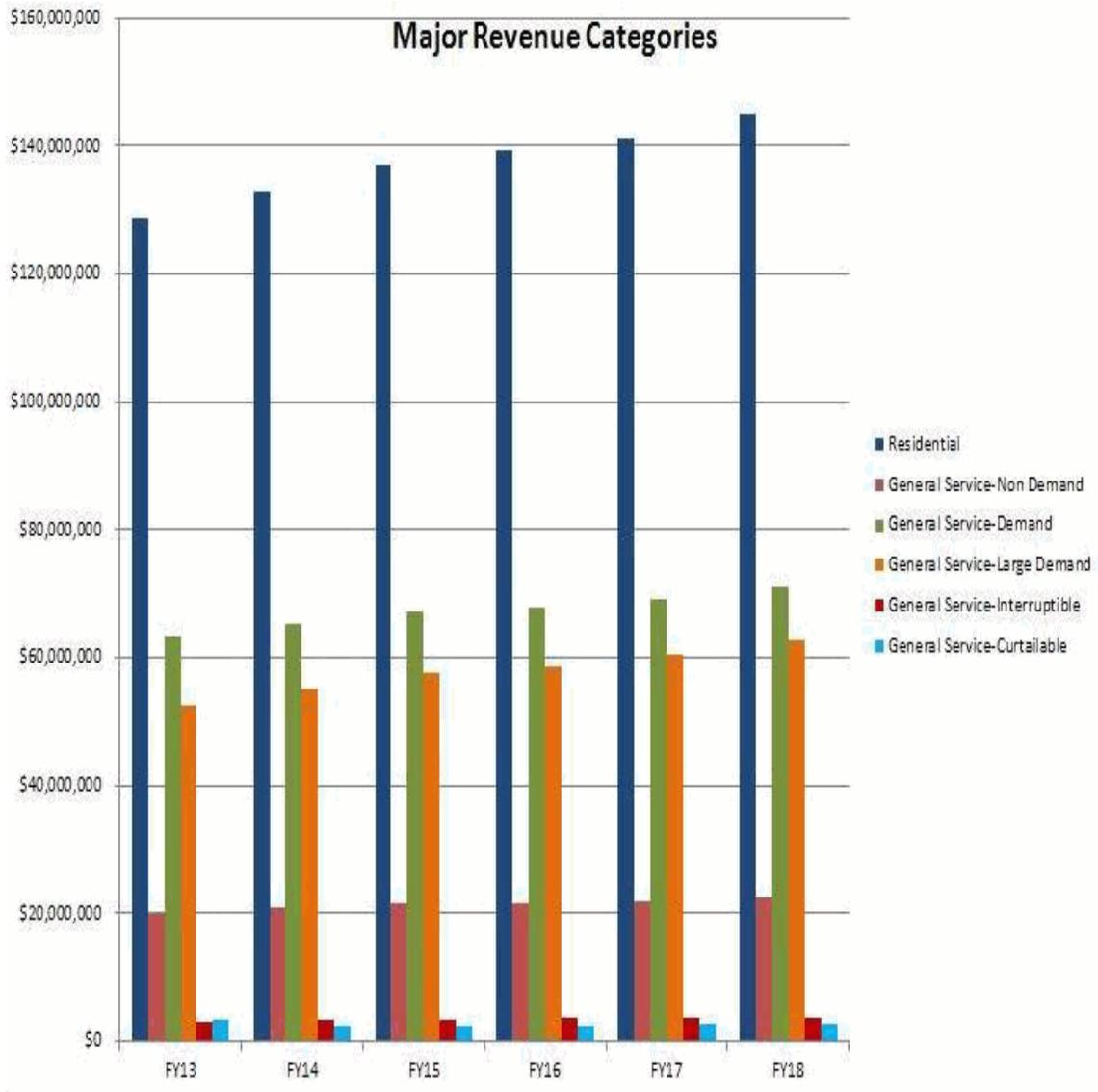
at the employee plus one (two-party) rate for vacant positions; general employee pension rates are 13.4% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; and, as a department with more than fifty employees, the vacancy factor is set at two percent based on actual expenditures for fiscal years 2010 through 2012.

- All allocated accounts were adjusted to reflect updated statistical allocation formula data.
- The general fund transfer was established at a fixed amount of \$23.9 million in fiscal year 2013 and is increased by the consumer price index for fiscal year 2014.

Fund Revenues

The electric fund is balanced in all fiscal years and reflects a 5.5% base rate increase that became effective April 1, 2013. The increase was accompanied by a decrease in fuel-related electric charges. The fund also is supported by annual transfers from the electric operating reserve. Fuel expenses and related revenues developed by utility staff and the city's rate consultant were adjusted after the rate study was completed to reflect fuel costs forecasted in March 2013 production cost models. Estimated revenues for fiscal year 2013 reflect those adopted in the approved budget.

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



400 Electric Operating Fund

Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	17,843,101	18,335,159	18,335,159	19,035,687	19,511,307	19,998,811	20,498,490	21,010,676
Capitalized Wages	-2,489,895	-3,225,730	-3,225,730	-3,205,281	-3,205,281	-2,711,327	-2,711,327	-2,711,327
Salary Enhancements	0	458,388	458,388	475,620	487,504	499,679	512,186	524,966
Temporary Wages	230,821	253,849	253,849	255,768	255,768	259,244	259,244	259,244
Overtime	1,808,594	2,711,535	2,711,535	2,800,033	2,848,724	2,897,638	2,897,638	2,897,638
Capitalized Overtime	-213,388	-405,080	-405,080	-406,125	-406,170	-418,205	-418,205	-418,205
Other Salary Items	21,587	170,185	170,185	168,025	168,025	168,025	168,025	168,025
Pension- Current	1,810,035	1,896,265	1,896,265	2,612,947	2,678,283	2,745,228	2,813,854	2,884,212
Pension- MAP	1,380,417	1,343,739	1,343,739	1,394,220	1,429,084	1,464,805	1,501,420	1,538,968
Mandatory Medicare	252,808	249,410	249,410	263,285	269,880	276,615	283,566	290,618
Health Benefits	1,830,421	1,855,093	1,855,093	1,969,523	2,058,220	2,150,830	2,247,553	2,247,553
Health Benefits-OPEB	201,363	201,363	201,363	201,363	201,363	201,363	201,363	201,363
Flex Benefits	552,649	590,724	590,724	589,824	589,824	589,824	589,824	589,824
Vacancy factor	0	-562,131	-562,131	-377,287	-386,813	-396,483	-406,395	-416,555
Personnel Services	23,228,513	23,872,769	23,872,769	25,777,602	26,499,718	27,726,047	28,437,236	29,067,000
Advertising	6,898	15,993	15,993	17,412	18,183	19,113	20,126	21,233
Cleaning & Laundry	87,532	128,236	128,236	131,615	133,049	134,525	136,087	137,856
Reproduction	8,542	49,700	49,700	50,622	51,574	52,602	53,668	54,647
Unclassified Professional Svcs	255,885	336,243	336,243	229,876	220,920	222,900	561,178	1,127,742
Building Repairs	31,790	127,001	127,001	118,469	122,154	126,044	130,063	133,845
Equipment Repairs	8,225,266	8,929,098	8,929,098	9,568,893	10,271,302	11,024,234	11,832,992	12,691,936
Educational Services	55	0	0	0	0	0	0	0
Engineering Services	530	0	0	0	0	0	0	0
Contract Engineering Svcs	75,666	27,973	27,973	53,897	55,601	57,389	59,234	61,011
Legal Services	121,394	219,535	219,535	235,122	246,956	254,812	262,920	270,808
Construction Services	14,091	73,685	73,685	79,515	82,027	84,700	87,464	89,986
Unclassified Contract Svcs	6,054,023	7,189,509	7,189,509	7,430,729	7,421,861	7,652,448	7,868,540	8,140,325
Computer Software	94,096	98,327	98,327	99,629	100,973	102,404	103,884	105,234
Environmental Contractual	311,500	447,909	447,909	462,342	477,196	492,685	508,783	524,700
Telephone	49,450	66,904	66,904	80,503	83,126	85,939	88,851	91,427
Chem-Med-Lab	584,238	537,314	537,314	553,438	570,148	587,256	604,880	623,026
Food	19,806	6,421	6,421	6,632	6,851	7,083	7,323	7,543
Gasoline	2,396	12,438	12,438	2,668	2,756	2,850	2,947	3,035
Postage	17,560	10,621	10,621	10,951	11,295	11,652	12,018	12,380
Office Supplies	61,925	76,656	76,656	78,818	81,051	83,420	85,869	88,129
Uniforms & Clothing	13,777	15,150	15,150	2,103	2,625	3,136	3,635	4,208
Unclassified Supplies	4,683,695	3,831,340	3,831,340	3,938,030	4,062,363	4,193,286	4,328,483	4,456,653
Non-Capitalized Furniture	4,097	0	0	0	0	0	0	0
Vehicle- Non-Garage	2,249,476	0	0	0	0	0	0	0
Building Supplies	1,236	0	0	0	0	0	0	0
Safety Materials & Supplies	91,187	88,196	88,196	90,637	93,977	96,814	99,865	103,294
Veh-Non Garage Expense Offset	-2,242,596	0	0	0	0	0	0	0
Travel & Training	167,132	207,011	207,011	212,633	217,560	222,817	228,325	233,765
Journals & Books	1,719	11,996	11,996	12,309	12,633	12,978	13,334	13,659
Memberships	77,394	291,707	291,707	291,827	292,177	300,879	310,640	321,266
Certificates & Licenses	13,864	7,836	7,836	7,836	7,836	7,836	7,836	7,836
Rent Expense- Bldg & Ops	250	0	0	0	0	0	0	0
Rent Expense- Land	4,801	0	0	0	0	0	0	0
Rent Expense- Machines	52,795	39,645	39,645	50,977	52,497	54,089	55,731	57,343
Unclassified Charges	56,933	860,866	860,866	802,961	824,590	846,759	869,499	889,088
Regulatory Fees	228,686	0	0	0	0	0	0	0
Operating	21,427,089	23,707,310	23,707,310	24,620,444	25,523,281	26,740,650	28,344,175	30,271,974
Fossil Fuel Electric	126,720,584	100,841,000	100,841,000	117,767,000	123,143,000	122,215,000	125,228,000	130,193,000
Gas Transmission/ Electric	646,281	0	0	0	0	0	0	0
Purchased Power	12,058,055	4,919,000	4,919,000	2,448,000	2,684,000	3,119,000	2,728,000	3,429,000
Purchased Power Capacity	1,960,053	5,000,000	5,000,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Transmission Expense- CR3	354,141	400,000	400,000	0	0	0	0	0
Transmission Exp- CH Corn	287,497	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Transmiss Use-Others/City	271	0	0	0	0	0	0	0
Fuel/Purchased Power-Forecast Margin	0	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
Fuel	142,026,882	119,560,000	119,560,000	131,115,000	136,727,000	136,234,000	138,856,000	144,522,000

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Assessments & Fees	218,914	142,145	142,145	146,836	151,682	156,840	156,840	156,840
Interest on Deposits	171,389	926,128	926,128	968,545	1,007,287	1,007,287	1,007,287	1,007,287
Bad Debt Expense	1,146,829	1,499,678	1,499,678	1,449,617	1,414,261	1,436,767	1,436,767	1,436,767
Environmental Assessments&	24,879	149,712	149,712	154,652	159,755	165,187	165,187	165,187
Other Services & Charges	1,562,011	2,717,663	2,717,663	2,719,650	2,732,985	2,766,081	2,766,081	2,766,081
Office Equipment	219	0	0	0	0	0	0	0
Computer Equipment	17,705	19,389	19,389	19,585	19,788	19,788	19,788	19,788
Vehicle Equipment	190,942	175,000	175,000	175,000	200,000	200,000	200,000	200,000
Unclassified Equipment	137,529	185,500	185,500	210,500	235,500	260,500	260,500	260,500
Capital Outlay	346,395	379,889	379,889	405,085	455,288	480,288	480,288	480,288
Human Resource Expense	375,130	385,288	385,288	363,929	373,027	382,353	391,912	401,710
Accounting Expense	872,794	615,988	615,988	615,988	631,388	647,173	663,352	679,936
Purchasing Expense	438,558	367,520	367,520	525,809	538,954	552,428	566,239	580,395
Information Systems Expense	2,059,216	1,467,413	1,467,413	1,572,766	1,612,085	1,652,387	1,693,697	1,736,039
Risk Management Expense	2,316,952	4,668,948	4,668,948	4,679,281	4,796,263	4,916,170	5,039,074	5,165,051
Radio Communications Expense	103,343	125,096	125,096	132,934	136,257	139,663	143,155	146,734
Revenue Collection Expense	763,980	722,826	722,826	850,458	871,719	893,512	915,850	938,746
Utility Services Expense	4,322,585	4,626,712	4,626,712	4,695,930	4,799,562	4,933,818	5,045,431	5,147,429
Environmental	1,027,818	1,064,602	1,064,602	1,065,417	1,092,052	1,119,353	1,147,337	1,176,020
Energy Services	714,209	1,726,996	1,726,996	1,770,171	1,814,425	1,859,786	1,906,281	1,963,469
Vehicle Garage Expense	721,284	678,389	678,389	758,286	777,243	796,674	816,591	837,006
Vehicle Fuel	396,139	439,493	439,493	452,679	466,260	480,248	494,656	509,496
Vehicle Replacement	629,306	660,772	660,772	693,811	728,502	728,502	750,356	772,866
Indirect Costs	1,969,257	1,810,466	1,810,466	1,866,005	1,912,655	1,960,471	2,009,483	2,059,720
Allocated Accounts	16,710,571	19,360,509	19,360,509	20,043,464	20,550,392	21,062,538	21,583,414	22,114,617
Utilities - Sewer	21,111	17,317	17,317	17,698	18,088	18,468	18,468	18,468
Utilities - Sanitation	135,523	162,048	162,048	165,614	169,258	172,812	172,812	172,812
Utilities - Stormwater	19,897	11,385	11,385	11,635	11,892	12,142	12,142	12,142
Utilities - Gas	10,973	11,009	11,009	11,252	11,500	11,741	11,741	11,741
Utilities - Water	17,453	13,692	13,692	13,993	14,301	14,602	14,602	14,602
Utilities - Electric	169,876	178,983	178,983	181,667	184,392	187,158	189,965	191,916
Utilities - Fire Services	5,620	3,488	3,488	3,565	3,644	3,720	3,720	3,720
Utilities and Other Expenses	380,453	397,922	397,922	405,424	413,075	420,643	423,450	425,401
Debt Service Transfer	44,041,284	44,060,577	44,060,577	44,055,762	44,299,875	47,137,484	47,098,687	47,065,394
RR&I Transfer	26,614,333	25,987,752	25,987,752	25,278,073	24,784,762	24,365,245	24,365,245	24,365,245
Inter-Fund Transfer	522,824	0	0	0	0	0	0	0
Transfers	71,178,441	70,048,329	70,048,329	69,333,835	69,084,637	71,502,729	71,463,932	71,430,639
Contribution to General Fund	23,844,683	23,900,000	23,900,000	24,258,500	24,840,704	25,436,881	26,047,366	26,672,503
Contributions to Operations	23,844,683	23,900,000	23,900,000	24,258,500	24,840,704	25,436,881	26,047,366	26,672,503
Transfer to Rate Stabiliz	0	224,512	224,512	0	0	0	0	0
Year End Adjustments	0	224,512	224,512	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 April 30, 2013, is 27,065. 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 2014 fiscal year budget reflects expenditures in the amount of \$26 million, representing a decrease of \$8 million from the 2013 approved budget. This is primarily due to a decrease 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 2014 Adopted Budget - Fund Proforma Summary

430 Gas Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Personnel Services	1,792,238	1,874,098	1,870,817	1,915,578	1,961,589	2,010,426	2,051,950
Operating	459,064	524,102	557,195	568,390	579,837	587,539	595,410
Fuel	15,897,309	13,526,211	10,402,981	11,147,204	11,595,242	12,266,867	12,880,210
Other Services & Charges	69,175	92,311	92,623	92,945	93,276	93,618	93,970
Allocated Accounts	2,299,150	2,212,472	2,234,745	2,278,932	2,337,081	2,393,729	2,448,303
Utilities and Other Expenses	50,329	61,610	62,965	64,350	65,829	65,829	65,829
Transfers	7,148,240	7,116,410	6,885,577	6,699,470	6,570,905	5,606,366	5,702,910
Contributions to Operations	2,512,094	2,524,732	2,537,356	2,598,252	2,660,610	2,724,465	2,792,577
Year End Adjustments	0	0	1,392,123	1,699,266	1,937,374	3,015,549	2,817,238
Revenues	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Charges for Services	27,914,906	26,102,929	25,543,082	26,560,955	27,287,925	28,239,925	28,913,022
Other Revenues	1,339,642	1,559,320	493,300	503,432	513,818	524,463	535,375
Other Sources	973,051	269,697	0	0	0	0	0
Fund Summary	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	30,227,599	27,931,946	26,036,382	27,064,387	27,801,743	28,764,388	29,448,397
Fund Total Revenue	30,227,599	27,931,946	26,036,382	27,064,387	27,801,743	28,764,388	29,448,397
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following service level changes are included in the approved budget for the Gas Fund fiscal year 2014 budget.

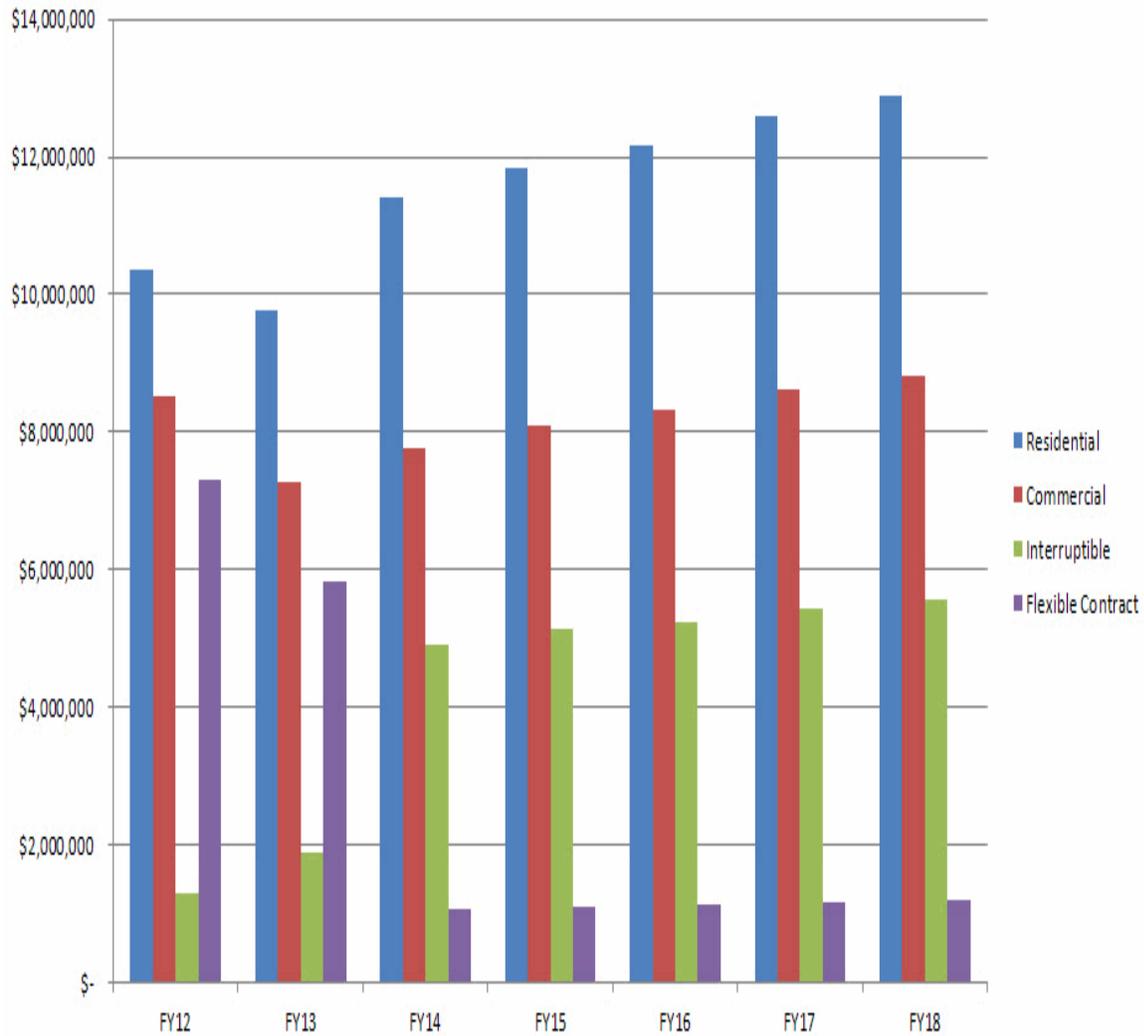
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Fund Revenues

A rate study for the Gas fund was completed and adopted by the City Commission in April, 2013. This study projected small increases in customer growth and sales and identified a need for a modest increase in base rates.

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 2014 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	1,475,902	1,507,486	1,507,486	1,483,692	1,520,784	1,558,804	1,597,773	1,637,718
Capitalized Wages	-378,925	-347,944	-347,944	-404,000	-414,100	-424,452	-435,063	-445,940
Salary Enhancements	0	37,688	37,688	37,092	38,020	38,969	39,945	40,945
Temporary Wages	68,610	66,925	66,925	77,939	79,712	81,530	83,393	85,302
Overtime	94,167	89,000	89,000	101,000	101,000	101,000	101,000	101,000
Capitalized Overtime	-9,494	0	0	0	0	0	0	0
Other Salary Items	1,524	1,560	1,560	24,560	25,112	25,677	26,256	26,849
Pension- Current	144,265	155,908	155,908	203,786	208,882	214,098	219,451	224,939
Pension- MAP	107,542	110,480	110,480	108,736	111,453	114,239	117,097	120,023
Mandatory Medicare	21,283	20,579	20,579	20,176	20,681	21,200	21,728	22,268
Health Benefits	171,499	180,973	180,973	169,454	177,086	185,054	193,376	193,376
Health Benefits-OPEB	25,831	21,300	21,300	21,300	21,300	21,300	21,300	21,300
Flex Benefits	70,034	76,716	76,716	75,048	75,048	75,048	75,048	75,048
Vacancy factor	0	-46,573	-46,573	-47,966	-49,400	-50,878	-50,878	-50,878
Personnel Services	1,792,238	1,874,098	1,874,098	1,870,817	1,915,578	1,961,589	2,010,426	2,051,950
Advertising	3,061	6,000	6,000	6,120	6,242	6,367	6,495	6,625
Cleaning & Laundry	11,990	14,000	14,000	14,280	14,566	14,857	15,154	15,457
Reproduction	248	1,578	1,578	1,616	1,643	1,671	1,671	1,671
Unclassified Professional Svcs	63,908	94,000	94,000	95,880	97,798	99,754	101,749	103,784
System Dispatch Services	111,300	113,971	113,971	116,706	119,507	122,375	122,375	122,375
System Collection	0	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Building Repairs	1,582	2,356	2,356	2,415	2,415	2,415	2,415	2,415
Equipment Repairs	7,296	5,000	5,000	6,100	6,234	6,371	6,512	6,655
Engineering Services	1,760	0	0	0	0	0	0	0
Unclassified Contract Svcs	46,938	20,000	13,783	20,400	20,872	21,356	21,851	22,358
Telephone	25,842	22,859	22,859	23,316	23,782	24,257	24,742	25,237
Food	1,729	1,131	1,131	1,909	1,946	1,983	2,021	2,060
Gasoline	76	1,507	1,507	1,643	1,682	1,722	1,724	1,727
Oil & Lubricants	75	0	0	0	0	0	0	0
Postage	1,426	100	100	102	104	106	108	110
Office Supplies	6,235	6,139	6,139	7,792	7,979	8,170	8,366	8,567
Uniforms & Clothing	9,104	6,400	6,400	6,528	6,659	6,792	6,928	7,067
Unclassified Supplies	64,035	52,000	52,000	63,040	64,426	65,843	67,292	68,773
Non-Capitalized Furniture	1,400	0	0	4,000	4,096	4,194	4,295	4,398
Vehicle- Non-Garage	145	0	0	0	0	0	0	0
COGS Mat Stores	5,308	37,666	37,666	38,570	39,496	40,444	40,444	40,444
Safety Materials & Supplies	907	4,000	4,000	4,080	4,162	4,245	4,330	4,417
Travel & Training	22,620	35,786	35,786	31,568	31,560	31,552	31,552	31,552
Journals & Books	221	1,580	1,580	1,618	1,657	1,697	1,697	1,697
Memberships	58,340	66,048	66,048	69,269	70,931	72,633	74,376	76,161
Certificates & Licenses	333	5,120	5,120	1,243	1,273	1,304	1,335	1,367
Rent Expense- Machines	11,904	9,078	9,078	10,000	10,240	10,486	10,738	10,996
Unclassified Charges	1,281	0	0	5,000	5,120	5,243	5,369	5,498
Operating	459,064	530,319	524,102	557,195	568,390	579,837	587,539	595,410
COGS- Natural Gas	15,897,309	14,049,141	13,526,211	10,402,981	11,147,204	11,595,242	12,266,867	12,880,210
Fuel	15,897,309	14,049,141	13,526,211	10,402,981	11,147,204	11,595,242	12,266,867	12,880,210
Interest on Deposits	4,175	10,411	10,411	10,723	11,045	11,376	11,718	12,070
Bad Debt Expense	65,000	81,900	81,900	81,900	81,900	81,900	81,900	81,900
Other Services & Charges	69,175	92,311	92,311	92,623	92,945	93,276	93,618	93,970

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Human Resource Expense	48,797	45,328	45,328	47,677	48,869	50,091	51,344	52,627
Accounting Expense	80,218	64,046	64,046	64,046	65,647	67,288	68,970	70,694
Purchasing Expense	20,345	235,686	235,686	29,978	30,727	31,495	32,282	33,089
Information Systems Expense	242,941	141,696	141,696	231,865	237,662	243,604	249,694	255,936
Risk Management Expense	29,612	80,901	80,901	81,080	73,475	75,312	77,195	79,125
Radio Communications Expense	12,860	33,594	33,594	35,698	36,590	37,505	38,443	39,404
Revenue Collection Expense	91,531	83,217	83,217	101,115	103,643	106,234	108,890	111,612
Utility Services Expense	781,393	814,424	814,424	850,283	868,698	892,390	912,089	929,957
Environmental	55,795	59,381	59,381	57,836	59,282	60,764	62,283	63,840
Energy Services	500,632	215,632	215,632	221,023	226,549	232,213	238,018	242,778
Vehicle Garage Expense	132,539	115,546	115,546	168,014	172,214	176,519	180,932	185,455
Vehicle Fuel	76,779	84,430	84,430	86,962	89,572	92,258	95,025	97,876
Vehicle Replacement	49,209	50,685	50,685	71,262	73,400	73,989	76,210	78,497
Indirect Costs	176,499	187,906	187,906	187,906	192,604	197,419	202,354	207,413
Allocated Accounts	2,299,150	2,212,472	2,212,472	2,234,745	2,278,932	2,337,081	2,393,729	2,448,303
Utilities - Sanitation	25,229	28,514	28,514	29,141	29,782	30,467	30,467	30,467
Utilities - Stormwater	2,652	2,690	2,690	2,749	2,809	2,874	2,874	2,874
Utilities - Gas	722	1,364	1,364	1,394	1,425	1,457	1,457	1,457
Utilities - Water	402	411	411	420	429	439	439	439
Utilities - Electric	18,939	26,901	26,901	27,493	28,098	28,744	28,744	28,744
Utilities - Fire Services	2,385	1,730	1,730	1,768	1,807	1,848	1,848	1,848
Utilities and Other Expenses	50,329	61,610	61,610	62,965	64,350	65,829	65,829	65,829
Debt Service Transfer	3,787,391	3,713,654	3,713,654	3,704,612	3,449,248	3,249,437	2,211,604	2,232,747
RR&I Transfer	2,179,000	2,898,050	2,898,050	1,819,000	1,873,570	1,929,777	1,987,670	2,047,300
Inter-Fund Transfer	1,181,849	498,489	504,706	1,361,965	1,376,652	1,391,691	1,407,092	1,422,863
Transfers	7,148,240	7,110,193	7,116,410	6,885,577	6,699,470	6,570,905	5,606,366	5,702,910
Contribution to General Fund	2,512,094	2,524,732	2,524,732	2,537,356	2,598,252	2,660,610	2,724,465	2,792,577
Contributions to Operations	2,512,094	2,524,732	2,524,732	2,537,356	2,598,252	2,660,610	2,724,465	2,792,577
Transfer to RR&I	0	4,732,826	0	1,392,123	1,699,266	1,937,374	3,015,549	2,817,238
Year End Adjustments	0	4,732,826	0	1,392,123	1,699,266	1,937,374	3,015,549	2,817,238
Revenues	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Meter Tampering Fine	0	100	108	100	100	100	100	100
Residential	10,350,059	12,970,000	10,342,331	11,401,638	11,827,537	12,176,001	12,589,955	12,892,114
Non-Residential	8,507,526	9,636,000	7,882,737	7,765,236	8,079,264	8,314,047	8,615,233	8,821,999
Interruptible	1,310,569	1,896,000	1,069,448	4,902,304	5,131,131	5,247,780	5,442,856	5,573,485
Flexible Contract Interrupti	7,316,586	7,712,000	6,280,490	1,074,905	1,116,071	1,138,208	1,174,953	1,203,152
Forfeited Discounts	79,986	143,177	71,371	107,520	110,100	112,743	115,449	118,220
Initiating Services	121,726	120,604	119,434	123,016	125,477	125,477	125,477	125,477
Tapping Fees	8,550	9,581	6,900	9,772	9,968	9,968	9,968	9,968
Cut Fees	25,793	38,814	24,710	30,000	30,000	30,000	30,000	30,000
Surcharge	160,848	142,715	183,134	100,340	102,588	104,882	107,215	109,788
Other Revenues	0	4,830	4,830	4,830	4,830	4,830	4,830	4,830
Gas Pilot Lighting	26,106	22,962	20,748	23,421	23,889	23,889	23,889	23,889
Compressed Natural Gas	0	0	96,688	0	0	0	0	0
Other Miscellaneous Revenue	7,157	0	0	0	0	0	0	0
Charges for Services	27,914,906	32,696,783	26,102,929	25,543,082	26,560,955	27,287,925	28,239,925	28,913,022
Interest	174,553	80,000	140,117	80,000	80,000	80,000	80,000	80,000
Other Miscellaneous Revenue	1,385	8,000	1,385	8,000	8,000	8,000	8,000	8,000
Trans from Fund Bal - Encumb	8,363	0	21,792	0	0	0	0	0
Capitalized Overhead	432,340	402,919	500,435	405,300	415,432	425,818	436,463	447,375
Over/Under Recovery	723,001	0	895,591	0	0	0	0	0
Other Revenues	1,339,642	490,919	1,559,320	493,300	503,432	513,818	524,463	535,375
Transfer From Gas Fund	973,051	0	269,697	0	0	0	0	0
Other Sources	973,051	0	269,697	0	0	0	0	0

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Fund Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	30,227,599	33,187,702	27,931,946	26,036,382	27,064,387	27,801,743	28,764,388	29,448,397
Fund Total Revenue	30,227,599	33,187,702	27,931,946	26,036,382	27,064,387	27,801,743	28,764,388	29,448,397
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2014 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 April 2013, water infrastructure includes 28 deep wells, eight elevated water storage tanks and approximately 1,199 miles of water main. Approximately 4.7 billion gallons of water have been sold to 75,551 customers in FY13.

The water capital improvement plan (CIP) for fiscal years 2014-18 chiefly entails projects to maintain, replace and upgrade water system infrastructure, including water supply wells, storage tanks and distribution facilities. An update to the master water plan was implemented in fiscal year 2008 to determine system expansion requirements in response to the city-county franchise agreement and \$2 million is included annually in the 5-year CIP to fund specific expansion projects that are identified.

Expenditures	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Personnel Services	4,498,515	4,868,231	4,879,805	4,999,717	5,123,160	5,254,368	5,356,866
Operating	735,700	915,500	1,081,050	1,099,527	1,118,354	1,131,354	1,144,642
Other Services & Charges	257,435	315,300	600,300	600,300	600,300	600,300	600,300
Capital Outlay	1,826	15,360	15,729	16,106	16,493	16,493	16,493
Allocated Accounts	5,755,992	5,985,275	6,097,432	6,228,190	6,386,251	6,546,258	6,704,440
Utilities and Other Expenses	1,677,627	1,710,324	2,215,569	2,250,053	2,290,649	2,331,792	2,386,033
Transfers	10,573,052	11,215,618	11,434,543	11,918,495	12,078,817	12,250,320	12,522,157
Contributions to Operations	2,999,663	3,148,743	3,238,663	3,319,630	3,402,621	3,487,687	3,574,879
Year End Adjustments	3,340,713	0	1,608,876	1,515,912	1,655,443	1,808,236	1,894,144
Revenues	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Intergovernmental Revenue	438,678	660,147	626,480	660,147	660,147	660,147	660,147
Charges for Services	26,150,708	24,225,534	27,283,955	27,960,295	28,616,632	29,301,609	30,003,027
Other Revenues	1,665,073	1,863,574	1,594,328	1,632,727	1,672,329	1,713,176	1,755,314
Other Sources	750,459	716,399	747,516	753,001	758,617	764,368	770,257
Internal Service Fund Charges	835,605	708,697	919,688	941,760	964,363	987,508	1,011,208
Fund Summary	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	29,840,523	28,174,351	31,171,967	31,947,930	32,672,088	33,426,808	34,199,953
Fund Total Revenue	29,840,523	28,174,351	31,171,967	31,947,930	32,672,088	33,426,808	34,199,953
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following service level changes are included in the approved budget for the Water Fund fiscal year 2014 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Fund Revenues

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

460 Water Operating Fund

- 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, 2013 has shown some small growth from FY 2012.

- 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 \$29.8 million in fiscal year 2012 to a projection of approximately \$34.2 million in fiscal year 2018.

Residential

- \$14.1 million was generated from water sales to residential customers in fiscal year 2012; projected collections in fiscal year 2018 are \$16.2 million. The average annual increase in revenue for the period shown is approximately 1.02 percent.

Commercial

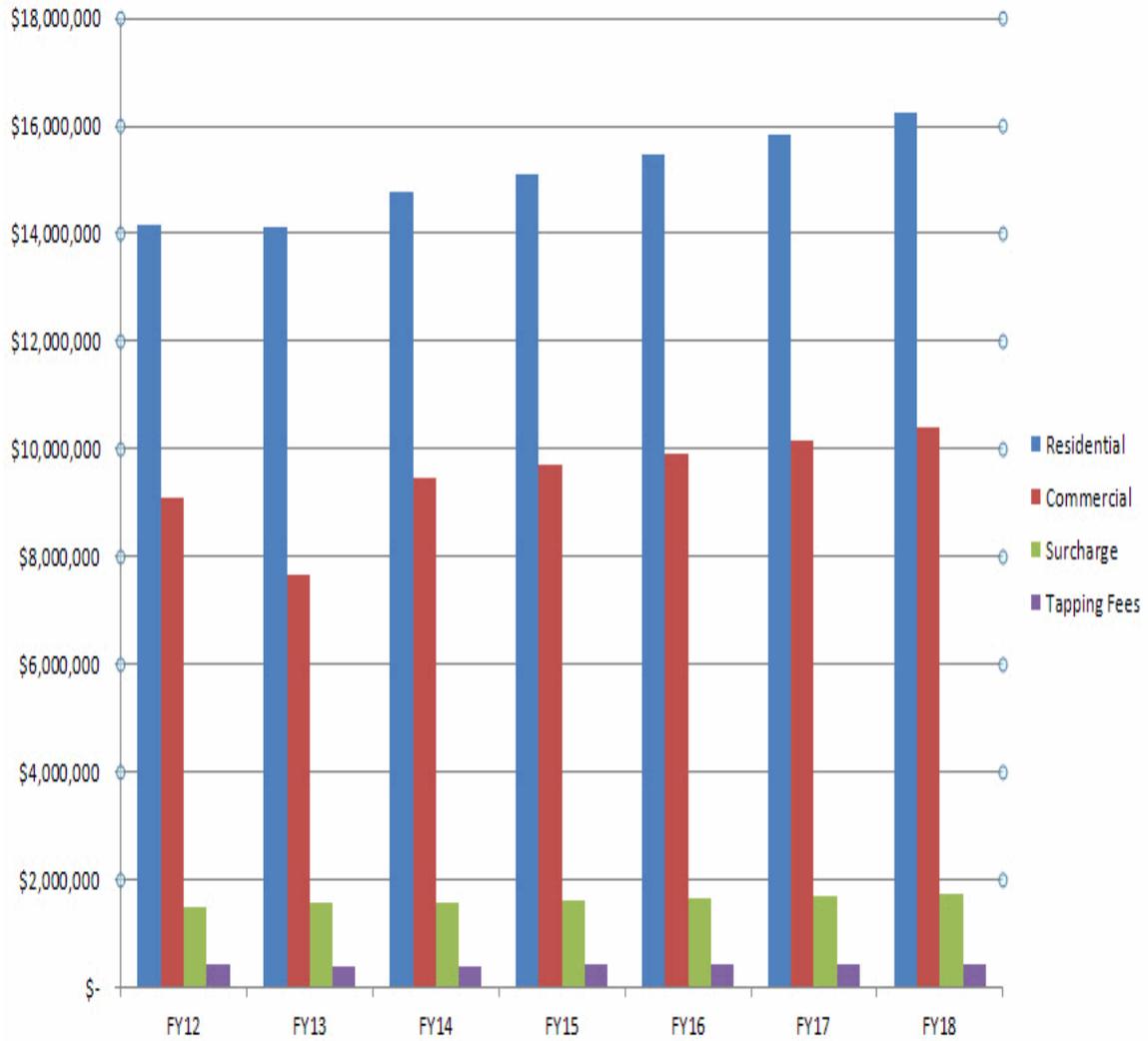
- Historical and projected receipts from sales to commercial customers are mostly flat. The average annual growth rate for commercial revenues is less than -1.0 percent and range from actual collections of \$9.1million in fiscal year 2012 to projected collections of \$10.4 million in fiscal year 2018.

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 2012 collections of slightly more than \$1.5 million to \$1.7 million in fiscal year 2018.

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 2014 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	3,832,260	4,154,559	3,994,705	3,920,595	4,018,613	4,119,078	4,222,056	4,327,603
Capitalized Wages	-1,302,426	-1,128,681	-1,237,979	-1,273,628	-1,305,469	-1,338,106	-1,371,559	-1,405,848
Salary Enhancements	0	103,769	0	98,018	100,465	102,978	105,547	108,187
Temporary Wages	146,763	170,693	147,465	212,465	216,743	221,127	225,620	230,227
Overtime	420,144	324,906	390,586	401,255	401,255	401,255	401,255	401,255
Capitalized Overtime	-172,270	-193,423	-147,787	-157,596	-157,596	-157,596	-157,596	-157,596
Other Salary Items	10,448	23,819	10,664	43,151	43,607	44,074	44,552	45,042
Unemployment Compensation	3,409	0	0	0	0	0	0	0
Pension- Current	392,620	429,284	454,944	538,498	551,955	565,757	579,898	594,393
Pension- MAP	305,858	304,196	289,018	287,331	294,511	301,872	309,423	317,158
Mandatory Medicare	49,055	49,089	49,089	47,491	48,677	49,891	51,146	52,419
Health Benefits	551,993	609,172	628,878	635,209	663,817	693,685	724,881	724,881
Health Benefits-OPEB	70,809	58,017	58,017	58,017	58,017	58,017	58,017	58,017
Flex Benefits	189,852	213,840	230,631	198,264	198,264	198,264	198,264	198,264
Vacancy factor	0	-125,500	0	-129,265	-133,142	-137,136	-137,136	-137,136
Personnel Services	4,498,515	4,993,740	4,868,231	4,879,805	4,999,717	5,123,160	5,254,368	5,356,866
Advertising	3,588	11,165	11,165	11,277	11,389	11,503	11,618	11,734
Cleaning & Laundry	19,278	20,131	20,131	20,534	20,944	21,290	21,716	22,150
Reproduction	517	4,412	4,412	4,522	4,528	4,534	4,534	4,534
Unclassified Professional Svcs	13,912	0	0	17,500	17,675	17,852	18,030	18,210
System Collection	108,853	111,947	111,947	111,947	111,947	111,947	111,947	111,947
Building Repairs	4,535	5,503	5,503	5,641	5,641	5,641	5,641	5,641
Equipment Repairs	6,263	13,653	13,653	13,926	14,204	14,488	14,778	15,074
Unclassified Contract Svcs	21,317	101,000	101,000	278,020	284,496	291,124	297,907	304,849
Computer Software	1,913	15,648	15,648	16,005	16,370	16,744	16,744	16,744
Environmental Contractual	275	65,106	65,106	66,669	68,269	69,907	69,907	69,907
Telephone	51,300	19,206	19,206	19,574	19,949	20,333	20,724	21,123
Chem-Med-Lab	181,035	209,599	120,000	214,685	218,460	222,325	222,325	222,325
Food	14,799	2,034	2,034	2,084	2,105	2,126	2,126	2,126
Gasoline	524	734	734	752	752	752	752	752
Oil & Lubricants	865	0	0	0	0	0	0	0
Postage	66	0	0	0	0	0	0	0
Office Supplies	9,394	12,768	12,768	13,072	13,135	13,199	13,199	13,199
Uniforms & Clothing	31,193	20,832	20,832	21,249	21,674	22,108	22,550	23,001
Unclassified Supplies	169,379	170,261	165,261	173,666	177,139	180,682	184,295	187,981
Non-Capitalized Furniture	2,421	0	0	0	0	0	0	0
Vehicle- Non-Garage	618	0	0	0	0	0	0	0
COGS Mat Stores	0	125,561	125,561	0	0	0	0	0
Safety Materials & Supplies	8,794	13,343	13,343	3,414	3,414	3,414	3,414	3,414
Travel & Training	45,132	11,962	11,962	12,262	12,328	12,396	12,396	12,396
Journals & Books	211	2,322	2,322	2,380	2,393	2,406	2,406	2,406
Memberships	196	14,209	14,209	14,423	14,549	14,678	14,678	14,678
Certificates & Licenses	4,135	53,319	53,319	27,999	27,999	27,999	27,999	27,999
Rent Expense- Bldg & Ops	0	0	0	23,930	24,648	25,387	26,149	26,933
Rent Expense- Machines	15,013	5,384	5,384	5,519	5,519	5,519	5,519	5,519
Unclassified Charges	20,174	0	0	0	0	0	0	0
Operating	735,700	1,010,099	915,500	1,081,050	1,099,527	1,118,354	1,131,354	1,144,642
Claims Paid- IBNR	178	0	0	0	0	0	0	0
Interest on Deposits	14,215	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Bad Debt Expense	148,665	242,800	242,800	242,800	242,800	242,800	242,800	242,800
Line Extensions	94,377	285,000	0	285,000	285,000	285,000	285,000	285,000
Environmental Assessments&	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Other Services & Charges	257,435	600,300	315,300	600,300	600,300	600,300	600,300	600,300
Computer Equipment	1,826	15,360	15,360	15,729	16,106	16,493	16,493	16,493
Capital Outlay	1,826	15,360	15,360	15,729	16,106	16,493	16,493	16,493

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Human Resource Expense	142,287	133,151	133,151	126,426	129,587	132,827	136,148	139,552
Accounting Expense	138,474	100,600	100,600	100,600	103,115	105,693	108,335	111,043
Purchasing Expense	65,208	134,353	134,353	74,075	75,927	77,825	79,771	81,765
Information Systems Expense	781,123	847,474	847,474	744,659	763,275	782,357	801,916	821,964
Risk Management Expense	179,979	266,225	266,225	266,814	256,728	263,146	269,725	276,468
Radio Communications Expense	36,744	30,501	30,501	32,412	33,222	34,053	34,904	35,777
Revenue Collection Expense	74,432	54,501	54,501	66,223	67,879	69,576	71,315	73,098
Utility Services Expense	2,332,141	2,430,723	2,430,723	2,537,749	2,592,712	2,663,423	2,722,217	2,775,545
Environmental	210,232	223,580	223,580	217,923	223,371	228,955	234,679	240,546
Energy Services	99,190	0	0	0	0	0	0	0
Vehicle Garage Expense	473,471	603,075	603,075	632,165	647,969	664,168	680,772	697,791
Vehicle Fuel	387,046	321,066	321,066	330,698	340,320	350,838	361,364	372,205
Vehicle Replacement	239,597	314,500	314,500	442,162	455,421	461,259	479,178	498,604
Indirect Costs	596,068	525,526	525,526	525,526	538,664	552,131	565,934	580,082
Allocated Accounts	5,755,992	5,985,275	5,985,275	6,097,432	6,228,190	6,386,251	6,546,258	6,704,440
Utilities - Sanitation	574	2,350	2,350	2,350	2,350	2,350	2,350	2,350
Utilities - Stormwater	4,996	5,155	5,155	5,155	5,155	5,155	5,155	5,155
Utilities - Water	3,451	1,300	1,300	1,300	1,300	1,300	1,300	1,300
Utilities - Electric	1,666,615	2,209,399	1,700,904	2,206,149	2,240,633	2,281,229	2,322,372	2,376,613
Utilities - Fire Services	1,991	615	615	615	615	615	615	615
Utilities and Other Expenses	1,677,627	2,218,819	1,710,324	2,215,569	2,250,053	2,290,649	2,331,792	2,386,033
Debt Service Transfer	5,216,577	5,895,277	5,895,277	4,651,014	5,074,561	5,070,628	5,073,934	5,073,537
RR&I Transfer	2,941,944	3,110,972	3,110,972	3,807,000	3,898,368	3,991,929	4,087,735	4,185,841
Inter-Fund Transfer	2,414,531	2,180,439	2,209,369	2,976,529	2,945,566	3,016,260	3,088,651	3,262,779
Transfers	10,573,052	11,186,688	11,215,618	11,434,543	11,918,495	12,078,817	12,250,320	12,522,157
Contribution to General Fund	2,999,663	3,148,743	3,148,743	3,238,663	3,319,630	3,402,621	3,487,687	3,574,879
Contributions to Operations	2,999,663	3,148,743	3,148,743	3,238,663	3,319,630	3,402,621	3,487,687	3,574,879
Transfer to RR&I	3,340,713	981,008	0	1,608,876	1,515,912	1,655,443	1,808,236	1,894,144
Year End Adjustments	3,340,713	981,008	0	1,608,876	1,515,912	1,655,443	1,808,236	1,894,144

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

Revenues	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Federal BABS Subsidy	438,678	660,147	660,147	626,480	660,147	660,147	660,147	660,147
Intergovernmental Revenue	438,678	660,147	660,147	626,480	660,147	660,147	660,147	660,147
Meter Tampering Fine	4,701	6,100	3,139	6,100	6,246	6,246	6,396	6,550
Residential	14,178,760	14,882,512	13,500,341	14,765,874	15,120,255	15,483,141	15,854,736	16,235,250
Commercial	9,091,064	8,540,259	8,000,623	9,467,507	9,694,727	9,927,400	10,165,658	10,409,634
Forfeited Discounts	76,654	89,520	71,147	89,520	91,668	91,668	93,869	96,121
Initiating Services	495,569	512,569	495,269	522,820	546,075	556,996	570,363	584,052
Tapping Fees	447,680	393,086	383,271	400,948	418,782	427,158	437,409	447,907
Cut Fees	111,056	129,719	108,993	132,313	138,198	140,962	144,345	147,809
Surcharge	1,504,972	1,569,914	1,428,145	1,567,290	1,604,905	1,643,423	1,682,865	1,723,254
Surcharge- Outside Leon Co	78,843	72,968	72,535	74,427	75,916	75,916	75,916	75,916
Hydrant Rental	52,500	52,555	52,500	52,555	53,816	53,816	55,108	56,431
Other Revenues	125	26,400	813	26,600	27,238	27,238	27,892	28,562
System Dispatch Services	55,650	55,650	56,652	55,650	56,986	56,986	58,353	59,754
Developer-Installed Line Ins	6,273	9,364	5,235	9,551	9,976	10,175	10,420	10,670
Meter Relocation Fees	4,171	6,800	4,150	6,800	6,963	6,963	7,130	7,301
Other Miscellaneous Revenue	0	6,000	6,000	6,000	6,144	6,144	6,291	6,442
Laboratory Sample Test Fees	42,690	100,000	36,721	100,000	102,400	102,400	104,858	107,374
Charges for Services	26,150,708	26,453,416	24,225,534	27,283,955	27,960,295	28,616,632	29,301,609	30,003,027
Interest	118,668	240,000	123,353	240,000	240,000	240,000	240,000	240,000
Wireless Rental	318,746	286,417	542,270	310,065	322,357	335,200	348,619	362,643
Other Miscellaneous Revenue	5,071	0	0	0	0	0	0	0
Capitalized Overhead	1,222,588	1,074,956	1,197,951	1,044,263	1,070,370	1,097,129	1,124,557	1,152,671
Other Revenues	1,665,073	1,601,373	1,863,574	1,594,328	1,632,727	1,672,329	1,713,176	1,755,314
Transfer From Gas Fund	156,921	132,678	132,678	146,903	150,429	154,039	157,736	161,522
Transfer From Water System C	519,000	519,000	519,000	519,000	519,000	519,000	519,000	519,000
Transfer From Stormwater Fun	74,538	64,721	64,721	81,613	83,572	85,578	87,632	89,735
Other Sources	750,459	716,399	716,399	747,516	753,001	758,617	764,368	770,257
From Sewer Fund	835,605	708,697	708,697	919,688	941,760	964,363	987,508	1,011,208
Internal Service Fund Charges	835,605	708,697	708,697	919,688	941,760	964,363	987,508	1,011,208
Fund Summary	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	29,840,523	30,140,032	28,174,351	31,171,967	31,947,930	32,672,088	33,426,808	34,199,953
Fund Total Revenue	29,840,523	30,140,032	28,174,351	31,171,967	31,947,930	32,672,088	33,426,808	34,199,953
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2014 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 64,000 customers in fiscal year 2014.

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

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

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

Expenditures	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Personnel Services	11,917,100	12,282,691	12,908,565	13,226,489	13,553,394	13,896,336	14,187,675
Operating	3,664,959	4,889,953	5,199,852	5,315,417	5,451,220	5,550,744	5,660,633
Other Services & Charges	415,930	826,200	826,200	826,200	826,200	826,200	826,200
Capital Outlay	0	5,000	6,000	6,144	6,291	6,442	6,597
Allocated Accounts	5,512,501	5,936,688	6,707,868	6,872,307	7,048,447	7,221,837	7,395,957
Utilities and Other Expenses	3,650,027	5,290,989	5,025,838	5,121,183	5,219,118	5,317,792	5,410,234
Transfers	30,360,065	27,669,380	28,863,767	28,355,318	28,604,531	28,840,079	29,184,460
Contributions to Operations	3,667,474	4,075,232	4,320,612	4,428,627	4,539,343	4,652,827	4,769,148
Revenues	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Intergovernmental Revenue	1,690,828	1,472,291	1,430,737	1,472,291	1,472,291	1,472,291	1,472,291
Charges for Services	49,581,480	51,208,633	51,781,716	53,030,527	54,298,360	55,601,521	56,935,958
Other Revenues	1,763,672	1,791,002	1,914,673	1,962,165	2,010,835	2,060,712	2,111,827
Other Sources	3,766,582	4,323,768	5,830,929	4,716,439	4,425,509	4,063,186	3,731,530
Internal Service Fund Charges	2,385,494	2,180,439	2,900,647	2,970,263	3,041,549	3,114,547	3,189,297
Fund Summary	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	59,188,056	60,976,133	63,858,702	64,151,685	65,248,544	66,312,257	67,440,903
Fund Total Revenue	59,188,056	60,976,133	63,858,702	64,151,685	65,248,544	66,312,257	67,440,903
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following service level changes are included in the approved budget for the Sewer Fund fiscal year 2014 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

500 Sewer Operating Fund

Fund Revenues

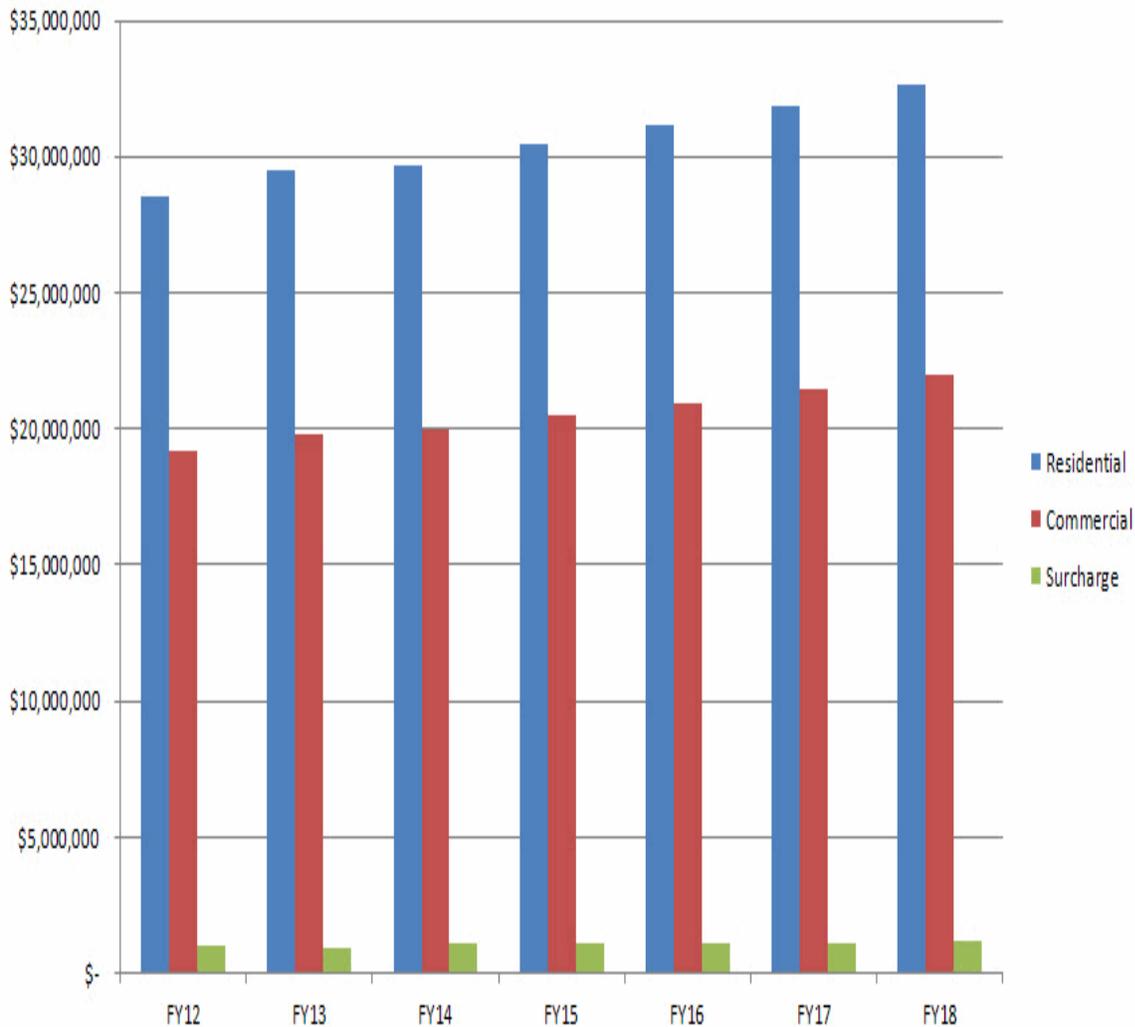
The largest revenue generating sources in the Sewer Fund are: residential, commercial, and the transfer from sewer system charge. In the fiscal years shown, all revenue generates a low of \$60.7 million to a high of \$67.1 million. Revenue growth is driven, in large part, by the cost of capital infrastructure 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 2012 was \$28.5 million and rises to approximately \$32.7 million in fiscal year 2018.

Commercial revenues range from \$19 million to a projection of \$22 million between fiscal years 2012 and 2018.

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.

SIGNIFICANT SEWER REVENUES BY TYPE



Capital Projects Operating Budget Impacts

There are no Capital projects that effect operating expense.

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	9,062,624	9,295,591	9,343,729	9,519,310	9,757,294	10,001,228	10,251,254	10,507,541
Capitalized Wages	-1,479,699	-1,530,042	-1,397,290	-1,414,862	-1,450,234	-1,486,490	-1,523,653	-1,561,745
Salary Enhancements	0	194,353	0	199,941	205,891	211,983	218,244	224,648
Temporary Wages	314,760	70,979	263,661	283,659	290,749	298,018	305,467	313,109
Overtime	878,218	690,699	832,330	682,124	682,124	682,124	682,124	682,124
Capitalized Overtime	-245,383	-143,128	-192,473	-98,540	-97,863	-97,169	-96,459	-95,732
Other Salary Items	15,250	22,647	15,790	72,209	73,121	74,055	75,011	75,990
Unemployment Compensation	4,160	0	0	0	0	0	0	0
Pension- Current	917,611	961,362	924,712	1,307,490	1,340,158	1,373,667	1,408,007	1,443,214
Pension- MAP	699,430	677,759	719,040	694,166	711,594	729,473	747,809	766,580
Mandatory Medicare	130,761	120,517	133,790	123,832	126,993	130,246	133,555	136,969
Health Benefits	1,101,351	1,161,333	1,127,482	1,195,780	1,249,628	1,305,860	1,364,578	1,364,578
Health Benefits-OPEB	140,006	129,700	129,700	129,700	129,700	129,700	129,700	129,700
Flex Benefits	378,011	400,455	382,220	415,731	415,731	415,731	415,731	415,731
Vacancy factor	0	-285,397	0	-201,975	-208,397	-215,032	-215,032	-215,032
Furlough savings	0	24,000	0	0	0	0	0	0
Personnel Services	11,917,100	11,790,828	12,282,691	12,908,565	13,226,489	13,553,394	13,896,336	14,187,675
Cleaning & Laundry	25,787	42,000	42,000	42,800	43,669	44,557	45,464	46,391
Reproduction	10,135	6,136	6,136	6,261	6,337	6,416	6,497	6,579
Unclassified Professional Svcs	30	12,000	12,000	32,500	32,740	50,486	33,238	23,596
System Collection	82,599	85,077	85,077	85,077	85,077	85,077	85,077	85,077
Building Repairs	27,082	39,875	39,875	28,297	28,623	28,957	29,299	29,649
Equipment Repairs	179,284	276,288	276,288	286,614	293,276	300,094	307,072	314,212
Medical Services	1,800	3,713	3,713	3,720	3,734	3,749	3,764	3,779
Educational Services	65	0	0	0	0	0	0	0
Contract Engineering Svcs	8,780	0	0	0	0	0	0	0
Legal Services	6,000	0	0	0	0	0	0	0
Unclassified Contract Svcs	608,008	891,542	868,410	940,572	962,843	985,643	1,008,988	1,032,888
Computer Software	34,981	29,818	29,818	25,022	25,585	26,162	26,753	27,358
Environmental Contractual	85,650	2,090	2,090	2,142	2,193	2,246	2,300	2,355
Telephone	73,139	30,362	30,362	30,926	31,579	32,246	32,929	33,626
Chem-Med-Lab	1,740,796	2,239,919	2,239,919	2,502,965	2,562,048	2,622,552	2,680,870	2,740,586
Food	4,713	3,540	3,540	3,157	3,191	3,226	3,262	3,298
Gasoline	41,898	0	0	0	0	0	0	0
Oil & Lubricants	11,618	63,846	63,846	65,401	66,947	68,529	70,044	71,595
Postage	7,001	2,699	2,699	816	836	856	877	898
Office Supplies	49,416	52,556	52,556	52,287	52,971	53,671	54,389	55,124
Uniforms & Clothing	39,673	41,944	41,944	40,783	41,664	42,565	43,488	44,429
Unclassified Supplies	381,991	730,341	730,341	750,948	767,609	784,642	802,054	819,859
Non-Capitalized Furniture	53,196	13,887	13,887	11,727	12,009	12,296	12,446	12,600
Vehicle- Non-Garage	544	0	0	0	0	0	0	0
Building Supplies	2,188	10,070	10,070	10,296	10,519	10,747	10,980	11,219
Safety Materials & Supplies	46,217	32,357	32,357	22,978	23,435	23,903	24,250	24,606
Travel & Training	53,570	39,475	39,475	40,272	40,939	41,622	42,321	43,037
Journals & Books	904	11,144	11,144	11,359	11,527	11,698	11,873	12,053
Memberships	13,288	42,825	42,825	37,295	37,500	37,710	37,925	38,145
Certificates & Licenses	26,006	165,303	165,303	96,532	98,138	99,782	101,466	103,190
Rent Expense- Bldg & Ops	0	0	0	23,936	24,654	25,394	26,156	26,941
Rent Expense- Machines	27,714	43,969	44,278	45,169	45,774	46,394	46,962	47,543
Unclassified Charges	20,886	0	0	0	0	0	0	0
Operating	3,664,959	4,912,776	4,889,953	5,199,852	5,315,417	5,451,220	5,550,744	5,660,633
Claims Paid- IBNR	139	0	0	0	0	0	0	0
Bad Debt Expense	200,000	343,700	343,700	343,700	343,700	343,700	343,700	343,700
Line Extensions	215,791	480,000	480,000	480,000	480,000	480,000	480,000	480,000
Environmental Assessments&	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Other Services & Charges	415,930	826,200	826,200	826,200	826,200	826,200	826,200	826,200
Computer Equipment	0	5,000	5,000	6,000	6,144	6,291	6,442	6,597
Capital Outlay	0	5,000	5,000	6,000	6,144	6,291	6,442	6,597

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Human Resource Expense	263,580	267,718	267,718	266,496	273,159	279,988	286,988	294,163
Accounting Expense	306,426	264,642	264,642	264,642	271,258	278,039	284,990	292,115
Purchasing Expense	190,559	317,973	317,973	223,562	229,151	234,880	240,752	246,771
Information Systems Expense	861,069	672,104	672,104	822,659	843,225	864,306	885,914	908,062
Risk Management Expense	354,179	734,599	734,599	1,204,929	1,235,052	1,265,928	1,297,576	1,330,015
Radio Communications Expense	55,576	33,380	33,380	35,472	36,359	37,268	38,200	39,155
Revenue Collection Expense	124,173	93,571	93,571	113,695	116,537	119,450	122,436	125,497
Utility Services Expense	1,225,283	1,277,076	1,277,076	1,333,307	1,362,184	1,399,335	1,430,225	1,458,243
Environmental	263,932	280,712	280,712	273,587	280,427	287,438	294,624	301,990
Vehicle Garage Expense	459,719	511,745	511,745	530,616	543,881	557,478	571,415	585,700
Vehicle Fuel	315,434	328,349	328,349	338,161	347,813	357,745	367,960	378,470
Vehicle Replacement	265,117	270,156	270,156	371,799	381,094	390,621	400,387	410,397
Indirect Costs	827,454	884,663	884,663	928,943	952,167	975,971	1,000,370	1,025,379
Allocated Accounts	5,512,501	5,936,688	5,936,688	6,707,868	6,872,307	7,048,447	7,221,837	7,395,957
Utilities - Sewer	14,611	6,208	6,208	6,344	6,484	6,633	6,633	6,633
Utilities - Sanitation	383,680	467,932	467,932	369,227	378,040	387,013	396,202	405,611
Utilities - Stormwater	33,979	34,702	34,702	35,466	36,382	37,355	37,497	37,643
Utilities - Gas	332,101	548,965	548,965	549,156	550,217	551,102	552,008	552,936
Utilities - Water	75,044	106,956	106,956	107,640	109,535	111,259	112,975	114,732
Utilities - Electric	2,795,119	4,114,391	4,114,391	3,945,921	4,028,124	4,113,018	4,199,672	4,279,806
Utilities - Fire Services	15,493	11,835	11,835	12,084	12,401	12,738	12,805	12,873
Utilities and Other Expenses	3,650,027	5,290,989	5,290,989	5,025,838	5,121,183	5,219,118	5,317,792	5,410,234
Debt Service Transfer	19,347,532	18,585,605	18,585,605	18,584,582	17,931,833	17,930,883	17,910,263	17,892,328
RR&I Transfer	10,126,300	7,466,046	7,466,046	9,096,000	9,314,304	9,537,847	9,766,755	10,001,157
Inter-Fund Transfer	886,233	1,569,370	1,617,729	1,183,185	1,109,181	1,135,801	1,163,061	1,290,975
Transfers	30,360,065	27,621,021	27,669,380	28,863,767	28,355,318	28,604,531	28,840,079	29,184,460
Contribution to General Fund	3,667,474	4,075,232	4,075,232	4,320,612	4,428,627	4,539,343	4,652,827	4,769,148
Contributions to Operations	3,667,474	4,075,232	4,075,232	4,320,612	4,428,627	4,539,343	4,652,827	4,769,148
Transfer to RR&I	0	253,660	0	0	0	0	0	0
Year End Adjustments	0	253,660	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Revenues	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Federal BABS Subsidy	1,690,828	1,472,291	1,472,291	1,430,737	1,472,291	1,472,291	1,472,291	1,472,291
Intergovernmental Revenue	1,690,828	1,472,291	1,472,291	1,430,737	1,472,291	1,472,291	1,472,291	1,472,291
Residential	28,529,938	30,438,215	29,540,017	29,711,306	30,424,377	31,154,562	31,902,271	32,667,926
Commercial	19,203,881	20,327,256	19,778,605	19,999,075	20,479,053	20,970,550	21,473,843	21,989,215
Forfeited Discounts	153,721	197,495	178,307	201,444	210,404	214,613	219,764	225,038
Tapping Fees	65,019	149,946	129,770	152,945	159,748	162,943	166,854	170,858
Digester Fees	352,093	336,701	372,754	343,435	358,711	365,885	374,667	383,659
Surcharge	1,018,434	887,364	956,855	1,060,605	1,086,060	1,112,125	1,138,816	1,166,148
Other Revenues	53,954	5,500	5,500	61,688	63,169	64,550	66,099	67,686
Laboratory Sample Test Fees	80,373	50,000	103,483	93,391	97,544	99,494	101,882	104,327
Potable Water Monitoring	0	0	0	12,000	0	0	0	0
System Dispatch Services	55,650	57,898	57,442	59,056	61,683	62,917	64,427	65,973
Strong Waste Surcharge	202	2,284	2,284	2,329	2,433	2,482	2,542	2,603
Developer-Installed Line Ins	18,978	41,616	41,616	42,448	44,337	45,225	46,310	47,422
Demo Sewer Fees	33,039	14,000	14,000	14,000	14,336	14,336	14,680	15,032
Other Miscellaneous Revenue	16,198	28,000	28,000	27,994	28,672	28,678	29,366	30,071
Charges for Services	49,581,480	52,536,275	51,208,633	51,781,716	53,030,527	54,298,360	55,601,521	56,935,958
Interest	372,919	340,000	339,635	375,000	384,000	393,216	402,653	412,317
Other Miscellaneous Revenue	2,891	0	0	0	0	0	0	0
Growth Management from Water	0	2,180,439	0	0	0	0	0	0
Capitalized Overhead	1,387,862	1,517,578	1,451,367	1,539,673	1,578,165	1,617,619	1,658,059	1,699,510
Other Revenues	1,763,672	4,038,017	1,791,002	1,914,673	1,962,165	2,010,835	2,060,712	2,111,827
Transfer From Gas Fund	193,892	365,811	365,811	465,062	476,223	487,652	499,356	511,341
Transfer from Sewer RR&I Fd	1,022,425	0	1,657,957	2,932,464	1,803,611	1,497,973	1,120,589	773,510
Transfer From Sewer System C	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000
Transfer From Stormwater Fun	250,265	0	0	133,403	136,605	139,884	143,241	146,679
Other Sources	3,766,582	2,665,811	4,323,768	5,830,929	4,716,439	4,425,509	4,063,186	3,731,530
From Water Fund	2,385,494	0	2,180,439	2,900,647	2,970,263	3,041,549	3,114,547	3,189,297
Internal Service Fund Charges	2,385,494	0	2,180,439	2,900,647	2,970,263	3,041,549	3,114,547	3,189,297
Fund Summary	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	59,188,056	60,712,394	60,976,133	63,858,702	64,151,685	65,248,544	66,312,257	67,440,903
Fund Total Revenue	59,188,056	60,712,394	60,976,133	63,858,702	64,151,685	65,248,544	66,312,257	67,440,903
Fund Balance	0	0	0	0	0	0	0	0



City of Tallahassee
Fiscal Year 2014 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 2014–2018 capital improvement program totals more than \$104.9 million. The Aviation Department anticipates receiving over \$41.3 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 \$28.4 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 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Personnel Services	3,911,322	4,357,594	4,365,277	4,479,252	4,596,430	4,719,748	4,825,405
Operating	670,939	753,815	713,893	713,893	713,893	713,893	713,893
Other Services & Charges	30,000	28,150	108,150	28,150	28,150	28,150	28,150
Allocated Accounts	1,480,005	1,530,873	1,718,951	1,704,589	1,746,770	1,791,919	1,838,381
Utilities and Other Expenses	860,908	1,031,445	1,051,584	1,072,074	1,092,449	1,103,082	1,110,263
Transfers	1,225,062	1,275,000	313,000	0	0	0	0
Contributions to Operations	1,032,756	1,060,116	1,089,792	1,113,240	1,145,225	1,145,225	1,145,225
Year End Adjustments	2,574,318	1,223,264	1,740,151	1,808,013	1,680,668	1,501,170	1,312,153
<u>Revenues</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Charges for Services	11,440,639	11,170,445	11,051,141	10,873,936	10,960,985	10,960,587	10,930,870
Other Revenues	344,671	89,812	49,657	45,275	42,600	42,600	42,600
<u>Fund Summary</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Fund Total Expenditure	<u>11,785,310</u>	<u>11,260,257</u>	<u>11,100,798</u>	<u>10,919,211</u>	<u>11,003,585</u>	<u>11,003,187</u>	<u>10,973,470</u>
Fund Total Revenue	<u>11,785,310</u>	<u>11,260,257</u>	<u>11,100,798</u>	<u>10,919,211</u>	<u>11,003,585</u>	<u>11,003,187</u>	<u>10,973,470</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund Expenditures

The following service level changes are included in the approved budget for the Aviation Fund fiscal year 2014 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

540 Airport Operating Fund

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

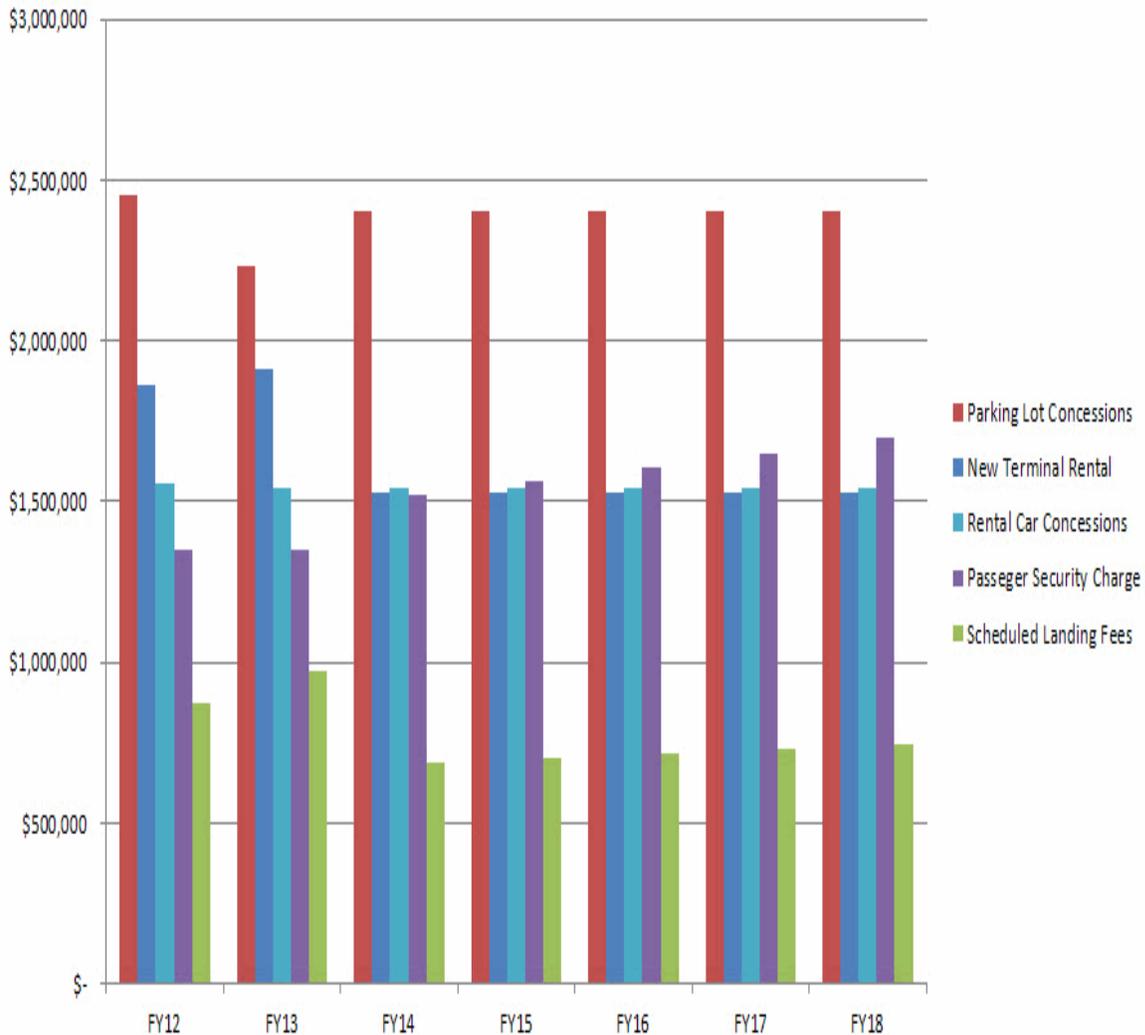
Fund Revenues

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 2014, scheduled landing fees are projected to realize a 29% or \$283 thousand decrease from FY 2013.

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 2018. 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 2014 through 2018 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.

AIRPORT REVENUES BY CUSTOMER TYPE



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 2014 Adopted Budget - Fund Proforma Account Summary

540 Airport Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	2,826,985	3,230,222	3,230,222	3,151,037	3,229,721	3,310,373	3,393,046	3,477,784
Capitalized Wages	-122,157	-304,157	-304,157	-304,157	-304,157	-304,157	-304,157	-304,157
Salary Enhancements	0	98,424	98,424	78,684	80,652	82,673	84,738	86,851
Temporary Wages	64,338	111,888	111,888	111,888	111,888	111,888	111,888	111,888
Overtime	130,995	157,797	157,797	157,797	157,797	157,797	157,797	157,797
Capitalized Overtime	-671	0	0	0	0	0	0	0
Other Salary Items	24,728	24,334	24,334	19,200	19,200	19,200	19,200	19,200
Unemployment Compensation	1,925	0	0	0	0	0	0	0
Pension- Current	354,316	412,966	412,966	481,634	493,607	505,878	518,460	531,345
Pension- MAP	149,426	178,701	178,701	173,481	177,817	182,261	186,821	191,487
Mandatory Medicare	42,717	48,371	48,371	46,992	48,156	49,358	50,584	51,839
Health Benefits	305,357	354,077	354,077	411,609	430,145	449,501	469,713	469,713
Health Benefits-OPEB	44,286	34,155	34,155	34,155	34,155	34,155	34,155	34,155
Flex Benefits	89,077	107,904	107,904	103,068	103,068	103,068	103,068	103,068
Vacancy factor	0	-97,088	-97,088	-100,111	-102,797	-105,565	-105,565	-105,565
Personnel Services	3,911,322	4,357,594	4,357,594	4,365,277	4,479,252	4,596,430	4,719,748	4,825,405
Advertising	5,367	9,800	9,800	8,200	8,200	8,200	8,200	8,200
Cleaning & Laundry	1,624	9,500	9,500	9,750	9,750	9,750	9,750	9,750
Reproduction	2,684	6,710	6,710	5,810	5,810	5,810	5,810	5,810
Unclassified Professional Svcs	171,465	205,111	205,111	197,461	197,461	197,461	197,461	197,461
Building Repairs	31,223	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Equipment Repairs	148,829	125,000	125,000	115,050	115,050	115,050	115,050	115,050
Engineering Services	1,412	0	0	0	0	0	0	0
Legal Services	0	20,000	20,000	15,000	15,000	15,000	15,000	15,000
Construction Services	588	250	250	250	250	250	250	250
Unclassified Contract Svcs	59,761	103,700	103,700	100,000	100,000	100,000	100,000	100,000
Computer Software	139	17,139	17,139	17,140	17,140	17,140	17,140	17,140
Telephone	15,333	20,328	20,328	18,100	18,100	18,100	18,100	18,100
Chem-Med-Lab	215	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Food	3,177	3,500	3,500	3,600	3,600	3,600	3,600	3,600
Gasoline	0	1,700	1,700	1,700	1,700	1,700	1,700	1,700
Oil & Lubricants	0	500	500	500	500	500	500	500
Postage	1,459	1,580	1,580	1,750	1,750	1,750	1,750	1,750
Office Supplies	19,867	20,150	20,150	20,050	20,050	20,050	20,050	20,050
Uniforms & Clothing	14,049	9,498	9,498	6,498	6,498	6,498	6,498	6,498
Unclassified Supplies	86,449	58,400	58,400	57,500	57,500	57,500	57,500	57,500
Vehicle- Non-Garage	61	0	0	0	0	0	0	0
Building Supplies	46,455	37,500	37,500	28,550	28,550	28,550	28,550	28,550
Safety Materials & Supplies	3,020	7,100	7,100	9,100	9,100	9,100	9,100	9,100
Travel & Training	22,760	31,858	31,858	33,988	33,988	33,988	33,988	33,988
Journals & Books	593	1,600	1,600	1,455	1,455	1,455	1,455	1,455
Memberships	17,225	24,855	24,855	24,405	24,405	24,405	24,405	24,405
Certificates & Licenses	6,733	10,536	10,536	10,536	10,536	10,536	10,536	10,536
Rent Expense- Machines	10,151	10,500	10,500	10,500	10,500	10,500	10,500	10,500
Unclassified Charges	300	0	0	0	0	0	0	0
Operating	670,939	753,815	753,815	713,893	713,893	713,893	713,893	713,893
Bad Debt Expense	30,000	28,150	28,150	108,150	28,150	28,150	28,150	28,150
Other Services & Charges	30,000	28,150	28,150	108,150	28,150	28,150	28,150	28,150
Human Resource Expense	83,966	79,323	79,323	80,268	82,344	84,474	86,660	88,902
Accounting Expense	83,934	86,703	86,703	83,050	85,165	87,334	89,558	91,839
Purchasing Expense	122,951	49,680	49,680	124,808	127,938	131,147	134,437	137,809
Information Systems Expense	329,145	270,491	270,491	314,137	322,201	330,473	338,958	347,663
Risk Management Expense	218,993	493,551	493,551	545,205	500,324	513,092	526,187	539,618
Radio Communications Expense	32,151	38,713	38,713	41,138	42,166	43,220	44,300	45,407
Revenue Collection Expense	35,255	30,669	30,669	37,265	38,197	39,152	40,131	41,134
Vehicle Garage Expense	99,587	112,912	112,912	105,944	108,593	111,308	114,091	117,082
Vehicle Fuel	63,596	58,392	58,392	60,145	62,058	64,027	66,061	68,158
Vehicle Replacement	41,076	41,942	41,942	58,494	60,394	60,454	62,395	64,399
Indirect Costs	369,351	268,497	268,497	268,497	275,209	282,089	289,141	296,370
Allocated Accounts	1,480,005	1,530,873	1,530,873	1,718,951	1,704,589	1,746,770	1,791,919	1,838,381

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

540 Airport Operating Fund

Expenditures	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	35,134	41,099	41,099	42,003	42,927	43,829	43,829	43,829
Utilities - Sanitation	20,478	30,927	30,927	31,608	32,303	32,981	32,981	32,981
Utilities - Stormwater	277,048	280,972	280,972	287,153	293,471	299,634	299,634	299,634
Utilities - Gas	22,274	59,320	59,320	60,625	61,959	63,260	63,260	63,260
Utilities - Water	35,013	28,869	28,869	29,504	30,154	30,787	30,787	30,787
Utilities - Electric	459,286	581,222	581,222	591,456	601,822	612,321	622,954	630,135
Utilities - Fire Services	11,675	9,036	9,036	9,235	9,438	9,637	9,637	9,637
Utilities and Other Expenses	860,908	1,031,445	1,031,445	1,051,584	1,072,074	1,092,449	1,103,082	1,110,263
Debt Service Transfer	1,270,400	1,275,000	1,275,000	313,000	0	0	0	0
Reserve Transfer	-45,338	0	0	0	0	0	0	0
Transfers	1,225,062	1,275,000	1,275,000	313,000	0	0	0	0
Contribution to Fire Services	1,032,756	1,060,116	1,060,116	1,089,792	1,113,240	1,145,225	1,145,225	1,145,225
Contributions to Operations	1,032,756	1,060,116	1,060,116	1,089,792	1,113,240	1,145,225	1,145,225	1,145,225
Transfer to RR&I	1,235,326	489,306	489,306	694,925	723,207	672,270	600,441	524,862
Transfer to Airline Prepd Crd	1,338,992	733,958	733,958	1,045,226	1,084,806	1,008,398	900,729	787,291
Year End Adjustments	2,574,318	1,223,264	1,223,264	1,740,151	1,808,013	1,680,668	1,501,170	1,312,153

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

540 Airport Operating Fund

Revenues	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Scheduled Landing Fees	871,243	971,486	971,486	688,374	702,141	716,245	730,630	745,303
Non-Scheduled Landing Fees	228,262	206,912	206,912	114,231	116,516	118,846	121,223	123,647
Airport Applic/Permit Fee	7,690	11,140	11,140	6,750	6,750	6,750	6,750	6,750
Apron Fees	82,053	88,817	88,817	88,817	90,593	92,405	94,253	96,138
Tenant Equipment Charges	109,391	108,809	108,809	108,809	110,985	113,205	115,469	117,778
Rental Car Concessions	1,559,410	1,340,815	1,340,815	1,544,238	1,544,238	1,544,238	1,544,238	1,544,238
Restaurant Concessions	70,690	54,648	54,648	74,289	74,289	74,289	74,289	74,289
Ground Transportation	27,600	30,200	30,200	27,300	27,300	27,300	27,300	27,300
Video Game Room	2,776	2,818	2,818	2,282	2,282	2,282	2,282	2,282
Badging (Security ID)	18,129	18,071	18,071	18,071	18,071	18,071	18,071	18,071
Parking Lot Concessions	2,451,531	2,233,834	2,233,834	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
Advertising Concessions	59,224	54,696	54,696	72,171	72,171	72,171	72,171	72,171
Gift Shop	20,128	18,265	18,265	17,022	17,022	17,022	17,022	17,022
Passenger Security Charge	1,351,568	1,349,441	1,349,441	1,519,339	1,561,781	1,605,284	1,649,875	1,695,580
Parking Tickets	3,952	2,484	2,484	3,636	3,636	3,636	3,636	3,636
MBE Concessions	1,390	1,797	1,797	0	0	0	0	0
Fixed Base Operator Concessi	172,056	215,406	215,406	184,063	184,063	184,063	184,063	184,063
TSA Security	351,362	351,362	351,362	255,500	255,500	255,500	255,500	255,500
ATM Concession	1,956	1,911	1,911	1,711	1,711	1,711	1,711	1,711
Conference Room Rental	0	0	0	1,050	1,061	1,072	1,083	1,094
T-Hangar Rental	42,945	43,910	43,910	45,807	46,265	46,728	47,195	47,667
Old Terminal Rental	102,995	102,995	102,995	104,540	105,585	106,641	107,707	108,784
FAA Building	313,000	313,000	313,000	313,000	0	0	0	0
New Cargo Building	26,178	26,415	26,415	27,418	27,692	27,969	28,249	28,531
New Terminal Rental	1,862,201	1,914,183	1,914,183	1,529,890	1,529,890	1,529,890	1,529,890	1,529,890
Terminal Rental - TSA	196,415	196,415	196,415	196,415	198,379	200,363	202,367	204,391
Terminal Rental - Other	120,887	115,744	115,744	130,903	132,212	133,533	134,869	136,218
Land Lease Commercial	577,825	609,151	609,151	608,668	612,825	622,813	627,054	631,336
Other Miscellaneous Revenue	1,435	6,420	6,420	0	0	0	0	0
Parking Lot Proceeds	42,982	50,345	50,345	44,335	44,335	44,335	44,335	44,335
Prepaid Fee Credit Contrib	763,365	728,955	728,955	922,512	986,643	994,623	919,355	813,145
Charges for Services	11,440,639	11,170,445	11,170,445	11,051,141	10,873,936	10,960,985	10,960,587	10,930,870
Interest	56,428	89,812	89,812	42,600	42,600	42,600	42,600	42,600
Other Miscellaneous Revenue	219,540	0	0	7,057	2,675	0	0	0
Trans from Fund Bal - Encumb	68,703	0	0	0	0	0	0	0
Other Revenues	344,671	89,812	89,812	49,657	45,275	42,600	42,600	42,600
Fund Summary	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	11,785,310	11,260,257	11,260,257	11,100,798	10,919,211	11,003,585	11,003,187	10,973,470
Fund Total Revenue	11,785,310	11,260,257	11,260,257	11,100,798	10,919,211	11,003,585	11,003,187	10,973,470
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2014 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 2014 totals \$17 million and represents an increase of \$392,397 from the 2013 approved budget. While there are cost saving adjustments taken as deductions, there is a net increase of \$392,397. The planned contribution from the General Fund for FY14 is \$6,482,200, a decrease of 24.7% from the adopted FY13 budget. The reduction in the general fund contribution is offset by approved FY14 Gas Tax revenue. The General Fund contribution represents 38.2% of the transit system's operating expenses.

<u>Expenditures</u>	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Personnel Services	9,651,790	10,400,808	9,713,238	9,854,565	10,077,738	10,307,227	10,497,668
Operating	2,881,003	2,778,864	2,711,516	2,711,940	2,712,376	2,712,826	2,713,290
Other Services & Charges	2,000	2,000	2,390	2,390	2,390	2,390	2,390
Allocated Accounts	1,506,031	1,852,152	1,674,652	1,695,325	1,716,059	1,737,758	1,760,107
Utilities and Other Expenses	2,466,066	2,891,025	2,854,817	2,858,223	2,861,543	2,861,445	2,861,378
Transfers	51,251	47,765	11,511	11,933	12,407	12,881	13,396
<u>Revenues</u>	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Intergovernmental Revenue	1,769,650	1,454,105	1,302,232	1,193,982	1,193,982	1,193,982	1,193,982
Charges for Services	6,248,621	6,513,290	6,843,815	6,843,815	6,843,815	6,843,815	6,843,815
Other Revenues	288,016	0	0	0	0	0	0
Other Sources	8,528,565	8,608,332	8,822,077	9,084,719	9,084,719	9,084,719	9,084,719
<u>Fund Summary</u>	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	16,558,141	17,972,614	16,968,124	17,134,376	17,382,513	17,634,527	17,848,229
Fund Total Revenue	16,834,852	16,575,727	16,968,124	17,122,516	17,122,516	17,122,516	17,122,516
Fund Balance	276,711	-1,396,887	0	-11,860	-259,997	-512,011	-725,713

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 FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience, with the exception of Starmetro.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Keep Mobility Coordinator position. Fiscal Impact: \$69,161.
- Fuel Increase. Fiscal Impact: \$427,868.

Fund Revenues

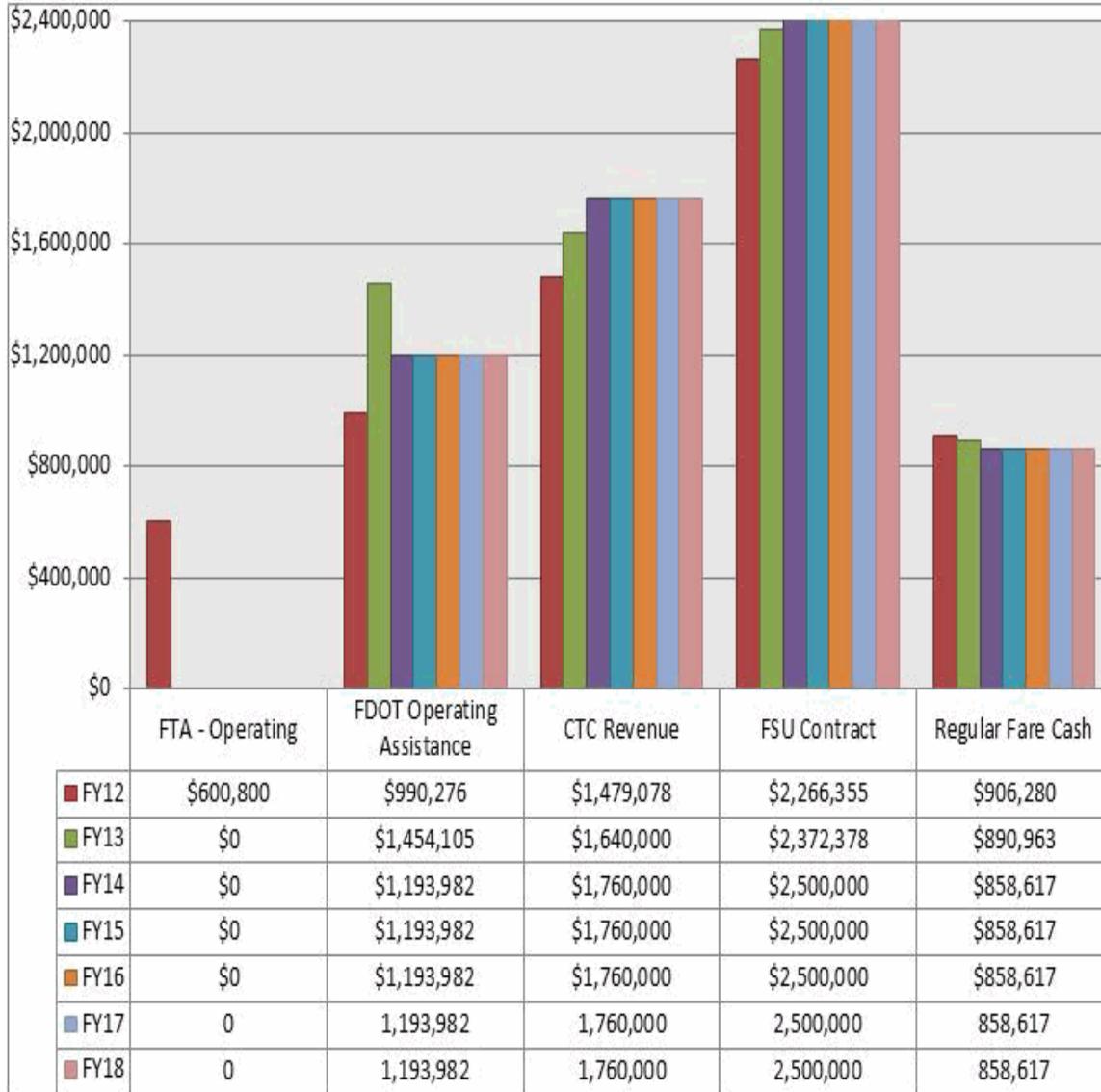
The following are revenue assumptions over the next five years:

- Approved FY14 operating revenues, excluding the General Fund contribution and Gas Tax, are estimated

580 StarMetro Operating Fund

at \$8 million, or approximately 47.4% of StarMetro revenue. StarMetro's FY14 operating revenues are higher than the FY14 budgeted revenues by \$378,250 due to a slight projected increase in university service revenue and FDOT grant funding .

- The university contracts (Florida A & M, Florida State and Tallahassee Community College) continue to be a consistent source of revenue, representing \$3.2 million in FY14, or 47.2% of StarMetro's operating revenue. All three contracts will be presented to the City Commission shortly after the start of the 2014 fiscal year.



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 2014 Adopted Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	5,580,670	5,805,046	5,838,058	5,719,714	5,805,470	5,950,615	6,099,381	6,251,864
Capitalized Wages	-88,493	0	-45,985	0	0	0	0	0
Salary Enhancements	0	145,129	0	142,932	145,145	148,766	152,483	156,298
Temporary Wages	945,513	448,460	965,317	448,460	448,460	448,460	448,460	448,460
Overtime	779,139	737,779	1,062,755	708,437	708,437	708,437	708,437	708,437
Other Salary Items	43,381	55,516	46,721	54,268	54,268	54,268	54,268	54,268
Unemployment Compensation	26,375	0	24,557	0	0	0	0	0
Pension- Current	569,272	600,377	580,480	785,247	797,387	817,331	837,736	858,685
Pension- MAP	446,460	423,376	478,497	418,999	425,478	436,111	447,012	458,174
Mandatory Medicare	97,745	77,400	104,158	76,723	77,803	79,765	81,751	83,783
Health Benefits	808,161	862,703	917,439	894,747	930,374	972,242	1,015,956	1,015,956
Health Benefits-OPEB	116,251	116,251	125,939	116,251	116,251	116,251	116,251	116,251
Flex Benefits	327,316	347,760	302,872	347,460	345,492	345,492	345,492	345,492
Personnel Services	9,651,790	9,619,797	10,400,808	9,713,238	9,854,565	10,077,738	10,307,227	10,497,668
Advertising	6,216	32,000	32,000	32,000	32,000	32,000	32,000	32,000
Cleaning & Laundry	52,633	33,834	30,063	33,834	33,834	33,834	33,834	33,834
Reproduction	71,940	207,939	172,101	207,939	207,939	207,939	207,939	207,939
Unclassified Professional Svcs	13,282	4,000	2,805	4,000	4,000	4,000	4,000	4,000
System Collection	119	0	0	0	0	0	0	0
Building Repairs	29,248	25,000	23,025	25,000	25,000	25,000	25,000	25,000
Equipment Repairs	2,892	8,125	7,746	8,125	8,125	8,125	8,125	8,125
Engineering Services	8,964	0	8,964	0	0	0	0	0
Construction Services	2,653	5,000	4,950	5,000	5,000	5,000	5,000	5,000
Unclassified Contract Svcs	1,657,645	2,031,101	2,139,498	2,055,738	2,056,162	2,056,598	2,057,048	2,057,512
Computer Software	41,316	0	3,837	0	0	0	0	0
Computer Maintenance Fees	0	0	25,202	0	0	0	0	0
Environmental Contractual	8,093	15,000	3,400	15,000	15,000	15,000	15,000	15,000
Telephone	19,465	11,736	12,945	11,736	11,736	11,736	11,736	11,736
Food	538	2,000	261	2,000	2,000	2,000	2,000	2,000
Oil & Lubricants	82,413	55,000	82,678	80,047	80,047	80,047	80,047	80,047
Postage	853	4,200	1,094	4,200	4,200	4,200	4,200	4,200
Office Supplies	19,893	15,000	17,862	15,000	15,000	15,000	15,000	15,000
Uniforms & Clothing	64,356	41,700	12,189	41,700	41,700	41,700	41,700	41,700
Unclassified Supplies	85,983	74,200	94,879	74,200	74,200	74,200	74,200	74,200
Non-Capitalized Furniture	3,543	0	783	0	0	0	0	0
Vehicle- Non-Garage	603,298	0	0	0	0	0	0	0
Building Supplies	19,750	30,000	35,369	30,000	30,000	30,000	30,000	30,000
Travel & Training	33,790	22,097	18,979	22,097	22,097	22,097	22,097	22,097
Journals & Books	2,741	300	3,296	300	300	300	300	300
Memberships	29,582	29,500	28,504	29,500	29,500	29,500	29,500	29,500
Rent Expense- Bldg & Ops	882	1,400	820	1,400	1,400	1,400	1,400	1,400
Rent Expense- Machines	17,527	11,700	15,264	11,700	11,700	11,700	11,700	11,700
Unclassified Charges	1,388	1,000	350	1,000	1,000	1,000	1,000	1,000
Operating	2,881,003	2,661,832	2,778,864	2,711,516	2,711,940	2,712,376	2,712,826	2,713,290
Bad Debt Expense	2,000	2,390	2,000	2,390	2,390	2,390	2,390	2,390
Other Services & Charges	2,000	2,390	2,000	2,390	2,390	2,390	2,390	2,390
Human Resource Expense	224,428	229,473	229,473	223,575	230,282	237,190	244,306	251,635
Accounting Expense	86,019	86,703	86,703	85,112	87,665	90,295	93,004	95,794
Purchasing Expense	54,382	82,183	82,183	62,078	63,940	65,858	67,834	69,869
Information Systems Expense	281,946	434,476	434,476	269,091	277,164	285,479	294,043	302,864
Risk Management Expense	278,626	464,461	464,461	465,489	465,489	465,489	465,489	465,489
Radio Communications Expense	71,192	53,750	53,750	57,117	57,117	57,117	57,117	57,117
Revenue Collection Expense	29,265	25,590	25,590	31,094	32,027	32,988	33,978	34,997
Vehicle Garage Expense	783	0	0	632	632	632	632	632
Vehicle Fuel	0	59	59	61	63	65	67	69
Vehicle Replacement	9,865	10,358	5,930	10,876	11,419	11,419	11,761	12,114
Indirect Costs	469,525	469,527	469,527	469,527	469,527	469,527	469,527	469,527
Allocated Accounts	1,506,031	1,856,580	1,852,152	1,674,652	1,695,325	1,716,059	1,737,758	1,760,107

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Utilities - Sewer	18,636	14,372	17,315	14,688	15,011	15,326	15,326	15,326
Utilities - Sanitation	8,346	7,782	8,047	7,954	8,129	8,300	8,300	8,300
Utilities - Stormwater	19,034	25,146	19,338	25,699	26,265	26,817	26,817	26,817
Utilities - Gas	7,641	23,105	12,821	23,613	24,132	24,639	24,639	24,639
Utilities - Water	6,268	6,662	6,072	6,808	6,958	7,104	7,104	7,104
Utilities - Electric	61,587	72,372	61,958	74,008	75,681	77,310	77,212	77,145
Utilities - Fire Services	1,326	829	1,297	829	829	829	829	829
Gasoline -StarMetro	2,343,228	2,273,350	2,764,177	2,701,218	2,701,218	2,701,218	2,701,218	2,701,218
Utilities and Other Expenses	2,466,066	2,423,618	2,891,025	2,854,817	2,858,223	2,861,543	2,861,445	2,861,378
Debt Service Transfer	12,925	11,510	11,510	11,511	11,933	12,407	12,881	13,396
Inter-Fund Transfer	38,326	0	36,255	0	0	0	0	0
Transfers	51,251	11,510	47,765	11,511	11,933	12,407	12,881	13,396
Revenues	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Federal Transit Adm- Operatr	600,800	0	0	0	0	0	0	0
Federal Transit Adm- Planning	30,000	0	0	0	0	0	0	0
FDOT Operating Assistance	1,012,967	1,454,105	1,454,105	1,193,982	1,193,982	1,193,982	1,193,982	1,193,982
FDOT Service Development	98,036	0	0	0	0	0	0	0
FDOT Grants-Transportation	0	0	0	108,250	0	0	0	0
Leon Cnty-Transportation Pro	27,847	0	0	0	0	0	0	0
Intergovernmental Revenue	1,769,650	1,454,105	1,454,105	1,302,232	1,193,982	1,193,982	1,193,982	1,193,982
Seven Day Unlimited Pass	84,755	150,267	150,267	150,267	150,267	150,267	150,267	150,267
Dial A Ride	96,286	94,659	94,659	94,659	94,659	94,659	94,659	94,659
CTC Revenue	1,618,713	1,640,000	1,640,000	1,760,000	1,760,000	1,760,000	1,760,000	1,760,000
Charter Service Revenue	77,300	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Online StarCard	22,952	0	0	11,215	11,215	11,215	11,215	11,215
Monthly Pass Revenue	94,118	185,190	185,190	185,190	185,190	185,190	185,190	185,190
FSU Contract	2,383,091	2,350,000	2,350,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
FAMU Contract	387,943	554,105	554,105	570,729	570,729	570,729	570,729	570,729
Spirit Express Special Cash	10,844	0	0	41,493	41,493	41,493	41,493	41,493
Regular Fare Cash	848,054	858,617	858,617	858,617	858,617	858,617	858,617	858,617
Fuel Tax Rebate	209,301	133,586	133,586	133,586	133,586	133,586	133,586	133,586
Special Wheels Passes	1,089	1,000	1,000	1,000	1,000	1,000	1,000	1,000
One Day Unlimited Pass	31,366	124,399	124,399	124,399	124,399	124,399	124,399	124,399
Seven Day Reduced Unlimited	33,956	33,178	33,178	33,178	33,178	33,178	33,178	33,178
Reduced Fare Cash	15,521	0	0	5,044	5,044	5,044	5,044	5,044
Ten Ride Dial A Ride Card	84,473	71,840	71,840	71,840	71,840	71,840	71,840	71,840
Bus Advertising Revenue	70,844	108,951	108,951	85,000	85,000	85,000	85,000	85,000
TCC Fare Free Zone	162,598	152,498	152,498	162,598	162,598	162,598	162,598	162,598
CDL Testing	200	0	0	0	0	0	0	0
Other Miscellaneous Revenue	14,109	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Parking Lot Proceeds	1,108	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Charges for Services	6,248,621	6,513,290	6,513,290	6,843,815	6,843,815	6,843,815	6,843,815	6,843,815
Other Miscellaneous Revenue	30,566	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	257,450	0	0	0	0	0	0	0
Other Revenues	288,016	0	0	0	0	0	0	0
Transfer From Gas Tax Constr	0	0	0	2,339,877	2,339,877	2,339,877	2,339,877	2,339,877
Transfer from Taltran Grant	200,000	0	0	0	0	0	0	0
Contribution From General Fund	8,328,565	8,608,332	8,608,332	6,482,200	6,744,842	6,744,842	6,744,842	6,744,842
Other Sources	8,528,565	8,608,332	8,608,332	8,822,077	9,084,719	9,084,719	9,084,719	9,084,719
Fund Summary	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	16,558,141	16,575,727	17,972,614	16,968,124	17,134,376	17,382,513	17,634,527	17,848,229
Fund Total Revenue	16,834,852	16,575,727	16,575,727	16,968,124	17,122,516	17,122,516	17,122,516	17,122,516
Fund Balance	276,711	0	-1,396,887	0	-11,860	-259,997	-512,011	-725,713

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Summary

600 Solid Waste Fund

- The city provides solid waste collection and disposal for more than 63,173 customers including residential, commercial and commercial recycling accounts. City resources are used to collect garbage, trash and recyclables from approximately half of the residential customers while the remaining customers receive garbage and trash service from a private contractor hired by the city.
- Waste Pro began serving the City in 2006, with an initial contract term of seven years expiring on September 30, 2013. In January 2013, the City Commission approved an amended contract with Waste Pro through October 2018 stating that City resources will be utilized to collect commercial garbage, residential bulk and yard waste from customers. Residential garbage, residential recycling and commercial garbage barrel services are provided by Waste Pro.
- The Solid Waste Fund is operated on a full cost recovery basis. All operational costs and associated revenues are accounted for within the fund. Any year-end surplus realized by the fund is transferred to the rate stabilization reserve and may be appropriated in future years to defray operating cost increases.

<u>Expenditures</u>	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Personnel Services	4,279,063	4,317,218	5,089,169	5,212,287	5,338,358	5,473,755	5,578,742
Operating	5,196,130	5,414,221	5,531,961	5,529,487	5,526,969	5,524,454	5,598,861
Other Services & Charges	145,000	139,572	139,572	139,572	139,572	139,572	139,572
Capital Outlay	49,371	49,371	74,885	74,885	74,885	74,885	74,885
Allocated Accounts	5,167,711	5,864,762	5,491,062	5,625,149	5,767,995	5,909,265	6,051,365
Utilities and Other Expenses	5,646,857	6,340,313	6,990,870	6,994,302	6,997,726	6,997,767	6,997,795
Contributions to Operations	1,413,471	1,594,428	1,610,924	1,611,976	1,613,051	1,613,715	1,613,715
Year End Adjustments	1,291,442	0	0	0	0	0	0
<u>Revenues</u>	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Charges for Services	22,905,311	23,228,388	23,554,918	23,570,507	23,586,426	23,596,507	23,606,741
Other Revenues	517,555	491,497	64,036	64,063	64,091	64,119	64,148
Other Sources	0	0	1,309,489	1,553,088	1,808,039	2,072,787	2,384,047
<u>Fund Summary</u>	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Fund Total Expenditure	23,189,045	23,719,885	24,928,443	25,187,658	25,458,556	25,733,413	26,054,935
Fund Total Revenue	23,422,866	23,719,885	24,928,443	25,187,658	25,458,556	25,733,413	26,054,935
Fund Balance	233,821	0	0	0	0	0	1

Fund Expenditures

The following service level changes were approved for the Solid Waste Department's fiscal year 2014 budget:

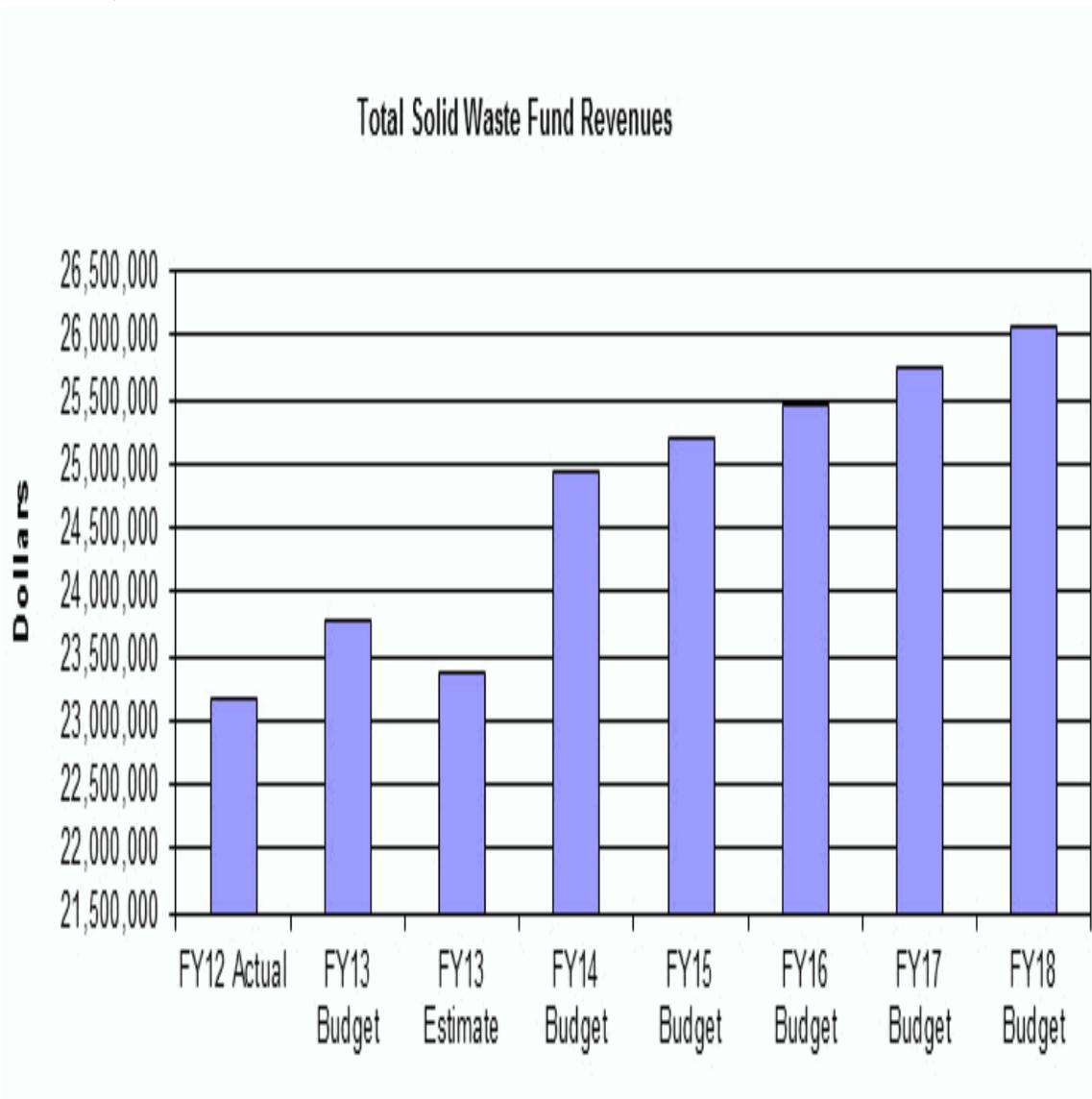
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

600 Solid Waste Fund

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

Fund Revenues

- Projections of future revenue increases during fiscal years 2014 through 2018 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 year-to-date actuals, Solid Waste is projected to have actual revenues of \$23,378,766 for FY13, which is an \$205,909 increase from FY12 actual revenues.



Capital Projects Operating Budget Impacts

There are no operating impacts within the current five-year capital improvement plan and future impacts will

600 Solid Waste Fund

be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

600 Solid Waste Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	2,749,115	3,052,407	2,468,200	3,127,243	3,205,258	3,285,226	3,367,189	3,451,194
Salary Enhancements	0	166,366	166,366	168,855	171,465	173,460	175,502	177,611
Temporary Wages	60,185	37,730	65,165	37,730	37,730	37,730	37,730	37,730
Overtime	202,187	348,975	202,887	349,010	349,010	349,010	349,010	349,010
Other Salary Items	10,374	10,446	9,493	14,358	14,358	14,358	14,358	14,358
Unemployment Compensation	5,149	0	5,149	0	0	0	0	0
Pension- Current	282,345	315,054	249,649	428,585	439,298	450,287	461,541	473,072
Pension- MAP	208,884	223,265	468,108	228,678	234,406	240,273	246,273	252,435
Mandatory Medicare	37,355	41,504	40,483	43,841	44,943	46,059	47,217	48,397
Health Benefits	507,580	567,742	474,826	671,641	701,883	733,467	766,447	766,447
Health Benefits-OPEB	61,585	43,081	31,113	43,081	43,081	43,081	43,081	43,081
Flex Benefits	154,304	176,184	135,779	152,568	152,568	152,568	152,568	152,568
Vacancy factor	0	-306,583	0	-176,421	-181,713	-187,161	-187,161	-187,161
Personnel Services	4,279,063	4,676,171	4,317,218	5,089,169	5,212,287	5,338,358	5,473,755	5,578,742
Advertising	16,155	169,459	28,679	169,459	169,459	169,459	169,459	169,459
Cleaning & Laundry	14,479	23,216	14,479	23,216	23,216	23,216	23,216	23,216
Reproduction	321	800	0	800	800	800	800	800
Building Repairs	20,815	20,000	23,947	20,000	20,000	20,000	20,000	20,000
Equipment Repairs	6,804	22,420	7,088	22,420	22,420	22,420	22,420	22,420
Unclassified Contract Svcs	5,054,063	5,350,193	5,266,292	5,136,920	5,134,446	5,131,928	5,129,413	5,203,820
Environmental Contractual	105	1,000	105	1,000	1,000	1,000	1,000	1,000
Telephone	4,553	5,214	4,543	5,214	5,214	5,214	5,214	5,214
Chem-Med-Lab	5,379	7,130	6,754	7,254	7,254	7,254	7,254	7,254
Office Supplies	7,711	11,839	7,711	11,839	11,839	11,839	11,839	11,839
Uniforms & Clothing	17,506	23,350	17,217	23,350	23,350	23,350	23,350	23,350
Unclassified Supplies	22,475	71,000	22,066	71,000	71,000	71,000	71,000	71,000
Travel & Training	5,138	15,940	4,450	15,940	15,940	15,940	15,940	15,940
Journals & Books	1,518	1,588	1,547	1,588	1,588	1,588	1,588	1,588
Memberships	819	1,461	810	1,461	1,461	1,461	1,461	1,461
Rent Expense- Machines	9,781	10,500	8,533	10,500	10,500	10,500	10,500	10,500
Unclassified Charges	8,508	10,000	0	10,000	10,000	10,000	10,000	10,000
Operating	5,196,130	5,745,110	5,414,221	5,531,961	5,529,487	5,526,969	5,524,454	5,598,861
Bad Debt Expense	145,000	139,572	139,572	139,572	139,572	139,572	139,572	139,572
Other Services & Charges	145,000	139,572	139,572	139,572	139,572	139,572	139,572	139,572
Unclassified Equipment	49,371	74,885	49,371	74,885	74,885	74,885	74,885	74,885
Capital Outlay	49,371	74,885	49,371	74,885	74,885	74,885	74,885	74,885
Human Resource Expense	115,326	106,237	106,237	109,599	112,339	115,147	118,025	120,976
Accounting Expense	84,311	57,702	57,702	83,422	85,508	87,646	89,837	92,083
Purchasing Expense	21,264	21,882	21,882	31,400	32,185	32,990	33,814	34,659
Information Systems Expense	152,950	113,268	113,268	145,976	149,625	153,366	157,200	161,130
Risk Management Expense	177,746	255,145	255,145	255,710	262,103	268,656	275,372	282,256
Radio Communications Expense	45,012	41,485	41,485	44,085	45,187	46,317	47,475	48,899
Revenue Collection Expense	58,740	50,595	50,595	61,476	63,013	64,588	66,203	67,527
Utility Services Expense	876,880	913,947	913,947	954,188	974,854	1,001,441	1,023,548	1,043,599
Environmental	146,057	155,651	166,651	151,400	155,185	159,065	163,042	167,118
Energy Services	29,183	0	0	0	0	0	0	0
Vehicle Garage Expense	1,734,022	1,485,291	2,429,093	1,931,577	1,979,866	2,029,363	2,080,097	2,132,099
Vehicle Fuel	822,022	843,810	867,766	869,123	890,851	913,122	935,950	959,349
Vehicle Replacement	618,549	631,809	632,106	645,731	661,874	678,421	695,382	712,767
Indirect Costs	285,649	0	208,885	207,375	212,559	217,873	223,320	228,903
Allocated Accounts	5,167,711	4,676,822	5,864,762	5,491,062	5,625,149	5,767,995	5,909,265	6,051,365
Utilities - Sewer	4,766	10,872	4,042	10,874	10,876	10,878	10,878	10,878
Utilities - Sanitation	5,608,721	6,801,120	6,313,210	6,928,464	6,931,921	6,935,293	6,935,293	6,935,293
Utilities - Stormwater	7,642	8,420	6,113	8,420	8,420	8,420	8,420	8,420
Utilities - Gas	2,804	3,000	1,549	3,000	3,000	3,000	3,000	3,000
Utilities - Water	982	3,893	872	3,893	3,893	3,893	3,893	3,893
Utilities - Electric	20,679	30,140	13,517	35,355	35,328	35,378	35,419	35,447
Utilities - Fire Services	1,263	864	1,010	864	864	864	864	864
Utilities and Other Expenses	5,646,857	6,858,309	6,340,313	6,990,870	6,994,302	6,997,726	6,997,767	6,997,795

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

600 Solid Waste Fund

Expenditures	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Contribution to General Fund	1,413,471	1,594,428	1,594,428	1,610,924	1,611,976	1,613,051	1,613,715	1,613,715
Contributions to Operations	1,413,471	1,594,428	1,594,428	1,610,924	1,611,976	1,613,051	1,613,715	1,613,715
Transfer to Rate Stabiliz	1,291,442	0	0	0	0	0	0	0
Year End Adjustments	1,291,442	0						
Revenues	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Two Day Residential Roll-Out	84,433	81,596	85,433	82,863	82,945	83,028	83,064	83,101
Resid Solid Waste Misc Fees	9,310	10,698	10,110	10,860	10,864	10,868	10,872	10,877
Residential Garbage Fees	9,382,716	9,679,183	9,432,716	9,829,425	9,839,079	9,848,944	9,853,216	9,857,571
Comm Solid Waste Misc Fees	89,766	127,309	99,766	129,244	129,298	129,353	129,409	129,466
Solid Waste Late Payment Chg	63,630	84,837	59,630	86,126	86,162	86,199	86,236	86,274
Commecal Sanitation Fees-9	666,040	493,151	668,040	500,806	501,297	501,799	502,016	502,238
Comm Garbage Fees- Forktaine	5,814,192	6,184,280	5,817,190	6,278,256	6,280,745	6,283,283	6,285,872	6,288,512
Comm Sanitation Rearload Fee	177,874	190,251	176,874	193,142	193,223	193,306	193,433	193,519
Comm Garbage Fees- Roll-Off	2,681,863	2,935,511	2,695,863	2,980,119	2,981,366	2,982,638	2,983,934	2,985,254
Comm Sanitation Fees- Compac	78,243	105,861	78,543	107,504	107,610	107,718	107,765	107,813
Comm Sanitation- Multi-Famil	2,655,154	2,700,222	2,665,154	2,741,255	2,742,342	2,743,451	2,744,582	2,745,735
Commercial Trash Collection	55,335	78,081	53,335	79,311	79,344	79,378	79,413	79,448
Comm Roll-Off Special Servic	120,908	139,149	119,908	141,264	141,323	141,383	141,445	141,508
Sale of Recyclables	1,018,165	388,835	1,258,164	394,743	394,909	395,078	395,250	395,425
Other Miscellaneous Revenue	7,442	0	7,662	0	0	0	0	0
Special Events	240	0	0	0	0	0	0	0
Charges for Services	22,905,311	23,198,964	23,228,388	23,554,918	23,570,507	23,586,426	23,596,507	23,606,741
Interest	47,715	63,078	40,715	64,036	64,063	64,091	64,119	64,148
Other Miscellaneous Revenue	21,740	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	448,100	503,255	450,782	0	0	0	0	0
Other Revenues	517,555	566,333	491,497	64,036	64,063	64,091	64,119	64,148
Xfer from Solid Waste Reserve	0	0	0	1,309,489	1,553,088	1,808,039	2,072,787	2,384,047
Other Sources	0	0	0	1,309,489	1,553,088	1,808,039	2,072,787	2,384,047
Fund Summary	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	23,189,045	23,765,297	23,719,885	24,928,443	25,187,658	25,458,556	25,733,413	26,054,935
Fund Total Revenue	23,422,866	23,765,297	23,719,885	24,928,443	25,187,658	25,458,556	25,733,413	26,054,935
Fund Balance	233,821	0	0	0	0	0	0	1



City of Tallahassee
Fiscal Year 2014 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.

In fiscal year 2014 the city commission has approved an additional five new positions be added to the street sweeping operations to accomplish NPDES goals.

<u>Expenditures</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Personnel Services	5,122,384	5,131,838	5,306,212	5,446,085	5,589,989	5,739,336	5,862,912
Operating	461,744	469,975	708,357	711,465	718,435	725,569	732,873
Other Services & Charges	88,773	88,800	88,800	88,800	88,800	88,800	88,800
Capital Outlay	96,983	157,110	396,410	46,110	46,110	46,110	46,110
Allocated Accounts	3,910,814	3,933,424	4,420,194	4,526,516	4,634,099	4,751,237	4,868,771
Utilities and Other Expenses	120,260	151,998	155,336	158,747	162,075	162,077	162,079
Project Budget	0	0	0	0	0	188,400	0
Transfers	6,467,051	6,649,789	6,148,892	6,469,060	6,432,809	6,026,253	6,056,387
Contributions to Operations	319,300	319,300	306,000	315,180	324,635	334,374	344,405
<u>Revenues</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Charges for Services	16,515,910	16,117,789	16,199,512	16,279,940	16,359,815	16,440,089	16,520,765
Other Revenues	71,399	23,835	348,295	356,407	364,721	373,243	381,978
Other Sources	0	760,610	982,394	1,125,616	1,272,416	1,248,824	1,259,594
<u>Fund Summary</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Fund Total Expenditure	<u>16,587,309</u>	<u>16,902,234</u>	<u>17,530,201</u>	<u>17,761,963</u>	<u>17,996,952</u>	<u>18,062,156</u>	<u>18,162,337</u>
Fund Total Revenue	<u>16,587,309</u>	<u>16,902,234</u>	<u>17,530,201</u>	<u>17,761,963</u>	<u>17,996,952</u>	<u>18,062,156</u>	<u>18,162,337</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund Expenditures

The following service level changes are included in the approved budget for the Stormwater Fund fiscal year 2014 budget.

605 Stormwater Fund

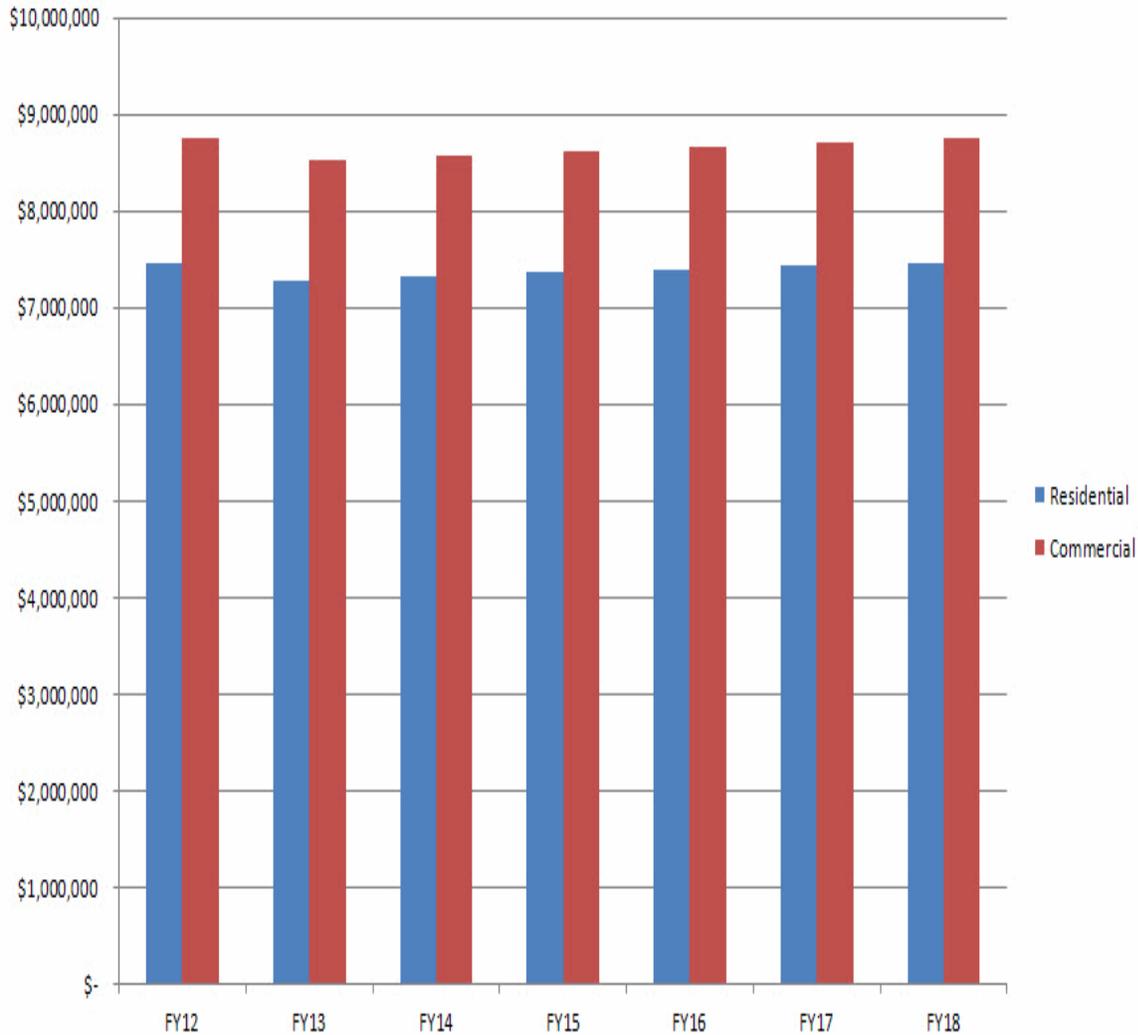
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Fund Revenues

- The major sources of revenue within the stormwater fund are commercial and residential fees. The chart below depicts the actual revenues for fiscal year 2012 and a prospective for fiscal years 2013 through 2018.
- 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.
- 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.

605 Stormwater Fund

SIGNIFICANT STORM WATER REVENUES BY TYPE



Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

605 Stormwater Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	3,645,775	3,783,104	3,783,104	4,116,281	4,215,905	4,318,024	4,422,690	4,529,976
Capitalized Wages	-66,756	-140,897	-140,897	-600,537	-612,028	-623,806	-635,879	-648,254
Salary Enhancements	0	93,816	93,816	99,624	102,119	104,666	107,286	109,968
Temporary Wages	77,098	163,895	163,895	59,487	62,483	65,553	68,701	71,928
Overtime	68,601	65,938	65,938	66,325	66,325	66,325	66,325	66,325
Capitalized Overtime	-35,796	-62,257	-62,257	-62,257	-62,257	-62,257	-62,257	-62,257
Other Salary Items	1,524	1,560	1,560	1,560	1,560	1,560	1,560	1,560
Pension- Current	375,178	388,111	388,111	560,865	574,543	588,579	602,946	617,689
Pension- MAP	264,493	275,025	275,025	292,048	299,348	306,838	314,509	322,361
Social Security	0	0	0	6,045	6,045	6,045	6,045	6,045
Mandatory Medicare	49,678	51,968	51,968	61,194	62,679	64,203	65,755	67,352
Health Benefits	509,391	526,224	526,224	586,592	612,998	640,586	669,384	669,384
Health Benefits-OPEB	62,277	20,125	20,125	20,125	20,125	20,125	20,125	20,125
Flex Benefits	170,921	181,020	181,020	195,096	195,096	195,096	195,096	195,096
Vacancy factor	0	-215,794	-215,794	-96,236	-98,856	-101,548	-102,950	-104,386
Personnel Services	5,122,384	5,131,838	5,131,838	5,306,212	5,446,085	5,589,989	5,739,336	5,862,912
Advertising	0	7,584	7,584	3,868	3,945	4,024	4,104	4,186
Cleaning & Laundry	18,789	19,084	19,084	19,084	19,084	19,084	19,084	19,084
Reproduction	116	862	862	884	884	884	884	884
Building Repairs	3,069	7,269	7,269	7,269	7,269	7,269	7,269	7,269
Equipment Repairs	40,761	49,410	22,260	43,510	43,965	44,429	44,902	45,385
Unclassified Contract Svcs	280,868	331,070	271,212	350,304	352,153	354,039	355,963	357,925
Computer Software	24,001	26,200	26,200	54,000	53,738	54,699	55,683	56,691
Telephone	14,289	12,391	12,391	12,472	12,555	12,639	12,725	12,813
Chem-Med-Lab	0	51,722	0	57,071	58,441	59,844	61,280	62,751
Food	89	474	474	486	486	486	486	486
Postage	4	0	0	0	0	0	0	0
Office Supplies	8,069	12,250	12,250	12,529	12,529	12,529	12,529	12,529
Uniforms & Clothing	12,607	14,500	14,500	14,500	14,500	14,500	14,500	14,500
Unclassified Supplies	34,591	54,050	52,550	54,256	54,466	54,680	54,898	55,121
Non-Capitalized Furniture	0	0	0	2,500	0	0	0	0
Travel & Training	11,141	9,263	9,263	15,351	15,670	15,997	16,331	16,673
Journals & Books	1,644	1,728	1,728	1,768	1,768	1,768	1,768	1,768
Memberships	4,961	5,020	5,020	5,130	5,130	5,130	5,130	5,130
Certificates & Licenses	2,150	1,725	1,725	1,725	1,725	1,725	1,725	1,725
Rent Expense- Bldg & Ops	0	47,795	429	47,366	48,787	50,251	51,759	53,312
Rent Expense- Machines	3,632	5,174	5,174	4,284	4,370	4,458	4,549	4,642
Unclassified Charges	963	0	0	0	0	0	0	0
Operating	461,744	657,571	469,975	708,357	711,465	718,435	725,569	732,873
Bad Debt Expense	88,773	88,800	88,800	88,800	88,800	88,800	88,800	88,800
Other Services & Charges	88,773	88,800	88,800	88,800	88,800	88,800	88,800	88,800
Computer Equipment	12,152	41,000	41,000	7,300	0	0	0	0
Vehicle Equipment	36,194	0	0	343,000	0	0	0	0
Unclassified Equipment	48,637	116,110	116,110	46,110	46,110	46,110	46,110	46,110
Capital Outlay	96,983	157,110	157,110	396,410	46,110	46,110	46,110	46,110
Human Resource Expense	117,596	120,402	120,402	99,846	102,341	104,899	107,522	110,210
Accounting Expense	59,168	32,325	32,325	54,143	55,496	56,884	58,307	59,764
Purchasing Expense	21,646	54,607	54,607	28,216	28,920	29,643	30,384	31,143
Information Systems Expense	290,707	146,979	146,979	277,453	284,389	291,499	298,787	306,256
Risk Management Expense	82,314	109,854	109,854	110,096	112,848	115,669	118,561	121,525
Radio Communications Expense	0	42,125	42,125	46,183	47,337	48,520	49,733	50,976
Revenue Collection Expense	47,605	39,069	39,069	47,472	48,659	49,875	51,122	52,400
Utility Services Expense	892,396	930,118	930,118	971,071	992,103	1,019,160	1,041,658	1,062,064
Vehicle Garage Expense	610,988	579,010	579,010	745,904	764,552	783,666	803,258	823,339
Vehicle Fuel	282,997	278,356	278,356	286,706	295,283	304,117	313,215	322,585
Vehicle Replacement	386,780	393,095	393,095	545,620	556,917	561,554	578,362	595,673
Indirect Costs	1,118,617	1,207,484	1,207,484	1,207,484	1,237,671	1,268,613	1,300,328	1,332,836
Allocated Accounts	3,910,814	3,933,424	3,933,424	4,420,194	4,526,516	4,634,099	4,751,237	4,868,771

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

605 Stormwater Fund

Expenditures	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	0	477	477	487	498	508	508	508
Utilities - Sanitation	117,912	146,390	146,390	149,611	152,902	156,113	156,113	156,113
Utilities - Stormwater	0	98	98	100	102	104	104	104
Utilities - Water	2,348	4,710	4,710	4,813	4,918	5,021	5,021	5,021
Utilities - Electric	0	107	107	109	111	113	115	117
Utilities - Fire Services	0	216	216	216	216	216	216	216
Utilities and Other Expenses	120,260	151,998	151,998	155,336	158,747	162,075	162,077	162,079
Project Budget	0	0	0	0	0	0	188,400	0
Project Budget	0	0	0	0	0	0	188,400	0
Debt Service Transfer	39,049	43,313	43,313	43,318	44,906	46,688	48,471	50,410
Inter-Fund Transfer	6,428,002	6,418,880	6,606,476	6,105,574	6,424,154	6,386,121	5,977,782	6,005,977
Transfers	6,467,051	6,462,193	6,649,789	6,148,892	6,469,060	6,432,809	6,026,253	6,056,387
Contribution to General Fund	319,300	319,300	319,300	306,000	315,180	324,635	334,374	344,405
Contributions to Operations	319,300	319,300	319,300	306,000	315,180	324,635	334,374	344,405
Revenues	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Residential Stormwater	7,464,843	7,286,787	7,286,787	7,323,221	7,359,837	7,396,636	7,433,619	7,470,788
Commercial Stormwater	8,744,111	8,529,605	8,529,605	8,572,253	8,615,114	8,658,190	8,701,481	8,744,988
Forfeited Discounts	48,447	46,615	46,615	47,547	48,498	48,498	48,498	48,498
FDOT ROW Maintenance Contrac	185,291	184,863	184,863	186,572	186,572	186,572	186,572	186,572
Leon County Street Sweeping	73,218	69,919	69,919	69,919	69,919	69,919	69,919	69,919
Charges for Services	16,515,910	16,117,789	16,117,789	16,199,512	16,279,940	16,359,815	16,440,089	16,520,765
Interest	11,230	21,835	21,835	21,835	21,835	21,835	21,835	21,835
Other Miscellaneous Revenue	3,342	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Trans from Fund Bal - Encumb	56,827	0	0	0	0	0	0	0
Capitalized Overhead	0	0	0	324,460	332,572	340,886	349,408	358,143
Other Revenues	71,399	23,835	23,835	348,295	356,407	364,721	373,243	381,978
Transfer - Stormwater RR&I	0	760,610	760,610	982,394	1,125,616	1,272,416	1,248,824	1,259,594
Other Sources	0	760,610	760,610	982,394	1,125,616	1,272,416	1,248,824	1,259,594
Fund Summary	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	16,587,309	16,902,234	16,902,234	17,530,201	17,761,963	17,996,952	18,062,156	18,162,337
Fund Total Revenue	16,587,309	16,902,234	16,902,234	17,530,201	17,761,963	17,996,952	18,062,156	18,162,337
Fund Balance	0	0	0	0	0	0	0	0



City of Tallahassee
Fiscal Year 2014 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 were consolidated in UBCS effective October 1, 2012.

<u>Expenditures</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Personnel Services	443,453	406,998	471,483	477,410	483,518	489,812	494,484
Operating	141,590	158,285	215,880	215,880	215,880	215,880	215,880
Allocated Accounts	104,212	93,245	117,458	121,777	123,705	127,225	130,846
Utilities and Other Expenses	124,818	169,148	127,459	128,791	130,114	130,689	131,323
Transfers	1,037	1,068	896	929	965	1,002	1,042
Year End Adjustments	54,908	39,485	54,956	70,414	59,923	55,274	82,057
	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Revenues							
Charges for Services	868,591	865,713	986,132	1,013,196	1,012,100	1,017,877	1,053,627
Other Revenues	1,427	2,516	2,000	2,005	2,005	2,005	2,005
	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Fund Summary							
Fund Total Expenditure	<u>870,018</u>	<u>868,229</u>	<u>988,132</u>	<u>1,015,201</u>	<u>1,014,105</u>	<u>1,019,882</u>	<u>1,055,632</u>
Fund Total Revenue	<u>870,018</u>	<u>868,229</u>	<u>988,132</u>	<u>1,015,201</u>	<u>1,014,105</u>	<u>1,019,882</u>	<u>1,055,632</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 2014 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 FY14; general employee pension rates are 13.4% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; health insurance premiums increased by 6.54%, which is being split evenly between the city and employee to maintain the overall premium percentages of 70% city / 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; and, a variance rate of 3.0% based on actual expenditures in fiscal years 2010 through 2012.
- Reduced funding in Hilaman's unclassified contractual services and chem-med-lab accounts to maintain fiscal year 2013 funding levels and to reflect fiscal year 2014 estimated revenues. Fiscal Impact: (\$2,395).
- Reduced funding in Hilaman's cost of goods sold account based on actual 2012 sales. Fiscal Impact: (\$100,956).
- 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 costs are subsidized by the general fund.

Fund Revenues

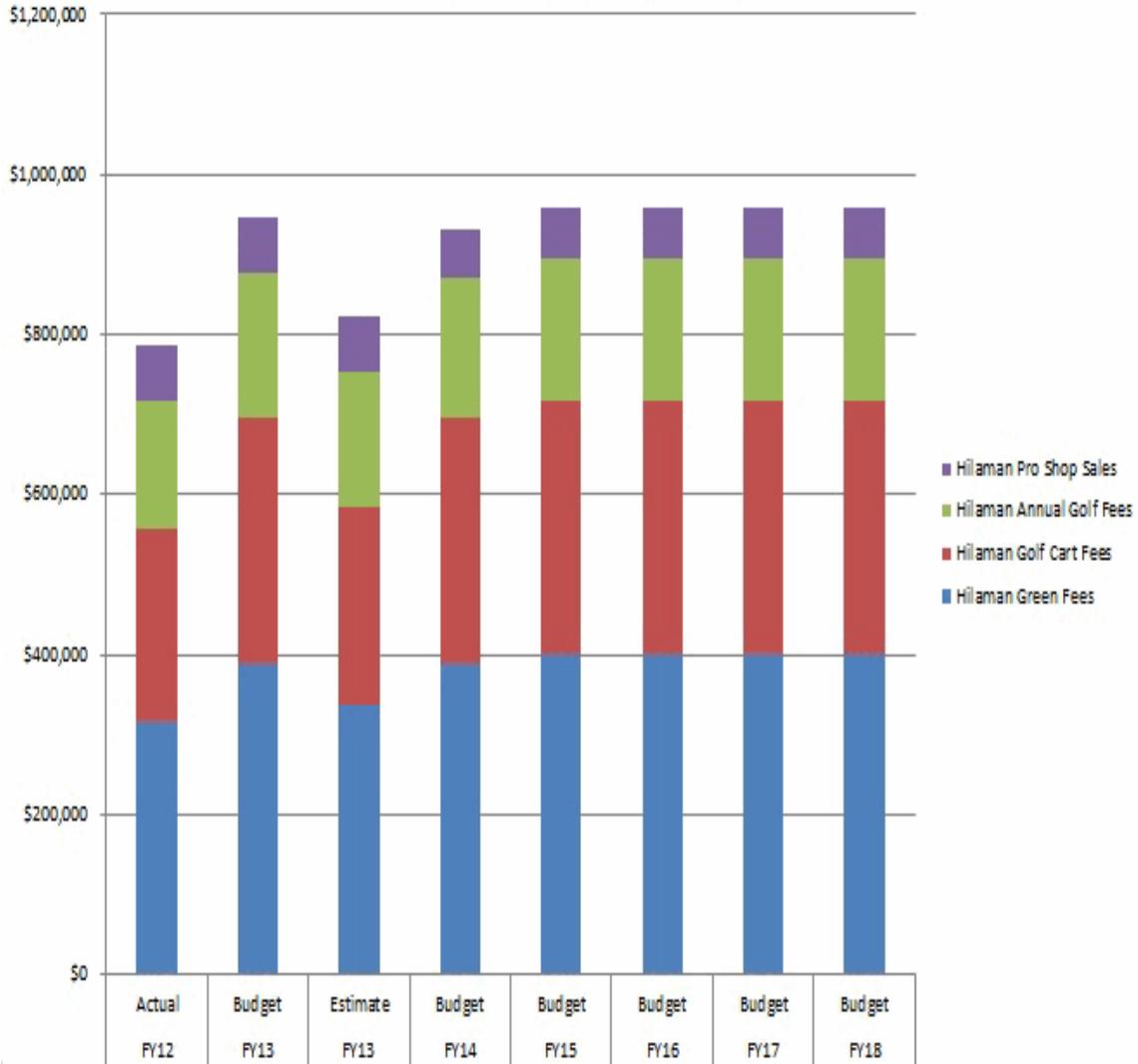
Revenues projected by UBCS staff sufficiently cover all of Hilaman's day-to-day operations and return a profit each fiscal year.

The chart that follows shows the four major sources of golf course-generated revenues since fiscal year 2012. They are comprised of green fees, golf cart fees, annual memberships, and pro shop sales. Annually, they

615 Golf Course Fund

represent approximately 94% of the golf course fund's total revenues.

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 2014 Adopted Budget - Fund Proforma Account Summary

615 Golf Course Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	124,898	129,180	71,460	142,533	146,096	149,748	153,491	157,329
Salary Enhancements	0	3,229	3,229	3,563	3,652	3,743	3,838	3,933
Temporary Wages	228,832	251,605	239,040	251,605	251,605	251,605	251,605	251,605
Overtime	7,062	721	10,968	721	721	721	721	721
Other Salary Items	1,524	515	1,560	0	0	0	0	0
Unemployment Compensation	1,323	0	0	0	0	0	0	0
Pension- Current	20,283	13,361	19,404	19,577	20,066	20,567	21,082	21,609
Pension- MAP	14,231	9,467	14,252	10,446	10,707	10,975	11,249	11,531
Mandatory Medicare	6,411	1,968	5,781	2,166	2,219	2,273	2,329	2,386
Health Benefits	28,013	24,810	30,177	35,339	36,930	38,592	40,327	40,327
Health Benefits-OPEB	3,003	3,003	3,254	3,003	3,003	3,003	3,003	3,003
Flex Benefits	7,873	6,574	7,873	7,244	7,244	7,244	7,244	7,244
Vacancy factor	0	-4,570	0	-4,714	-4,833	-4,953	-5,077	-5,204
Personnel Services	443,453	439,863	406,998	471,483	477,410	483,518	489,812	494,484
Advertising	0	8,500	0	8,500	8,500	8,500	8,500	8,500
Cleaning & Laundry	1,135	1,795	3,560	1,795	1,795	1,795	1,795	1,795
Reproduction	2,634	5,055	2,652	5,055	5,055	5,055	5,055	5,055
Unclassified Professional Svcs	5,048	2,750	6,172	2,750	2,750	2,750	2,750	2,750
Building Repairs	4,105	6,800	4,848	6,800	6,800	6,800	6,800	6,800
Equipment Repairs	24,719	36,480	30,104	36,480	36,480	36,480	36,480	36,480
Unclassified Contract Svcs	35	12,948	6,000	11,880	11,880	11,880	11,880	11,880
Telephone	-138	0	-140	0	0	0	0	0
Chem-Med-Lab	44,107	61,266	46,828	60,644	60,644	60,644	60,644	60,644
Gasoline	23	0	0	0	0	0	0	0
Office Supplies	2,720	2,964	5,164	3,005	3,005	3,005	3,005	3,005
Uniforms & Clothing	697	3,525	1,596	3,525	3,525	3,525	3,525	3,525
Unclassified Supplies	41,763	52,484	35,469	52,484	52,484	52,484	52,484	52,484
Travel & Training	0	1,101	0	1,101	1,101	1,101	1,101	1,101
Journals & Books	0	200	0	200	200	200	200	200
Memberships	150	1,100	600	1,100	1,100	1,100	1,100	1,100
Rent Expense- Machines	319	784	500	811	811	811	811	811
Unclassified Charges	14,273	19,750	14,932	19,750	19,750	19,750	19,750	19,750
Operating	141,590	217,502	158,285	215,880	215,880	215,880	215,880	215,880
Human Resource Expense	0	0	0	4,892	5,014	5,139	5,267	5,399
Revenue Collection Expense	0	0	0	11,868	12,165	12,469	12,781	13,101
Vehicle Garage Expense	12,698	0	7,253	0	0	0	0	0
Vehicle Fuel	27,585	31,287	19,847	32,226	33,193	34,189	35,215	36,271
Vehicle Replacement	44,318	46,534	46,534	48,861	51,304	51,304	52,843	54,428
Indirect Costs	19,611	19,611	19,611	19,611	20,101	20,604	21,119	21,647
Allocated Accounts	104,212	97,432	93,245	117,458	121,777	123,705	127,225	130,846
Utilities - Sewer	6,468	6,155	6,668	6,290	6,428	6,563	6,563	6,563
Utilities - Sanitation	1,221	3,652	76	3,732	3,814	3,894	3,894	3,894
Utilities - Stormwater	18,694	19,279	18,696	19,703	20,136	20,559	20,559	20,559
Utilities - Gas	0	93	0	95	97	99	99	99
Utilities - Water	3,008	3,061	3,032	3,129	3,198	3,265	3,265	3,265
Utilities - Electric	39,876	36,677	35,064	37,227	37,785	38,352	38,927	39,561
Utilities - Fire Services	2,299	2,234	2,300	2,283	2,333	2,382	2,382	2,382
COGS - Other	53,252	150,108	103,312	55,000	55,000	55,000	55,000	55,000
Utilities and Other Expenses	124,818	221,259	169,148	127,459	128,791	130,114	130,689	131,323
Debt Service Transfer	0	896	1,068	896	929	965	1,002	1,042
Inter-Fund Transfer	1,037	0	0	0	0	0	0	0
Transfers	1,037	896	1,068	896	929	965	1,002	1,042
Transfer to RR&I	54,908	64,706	39,485	54,956	70,414	59,923	55,274	82,057
Year End Adjustments	54,908	64,706	39,485	54,956	70,414	59,923	55,274	82,057

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

615 Golf Course Fund

Revenues	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Park Concessions	0	4,990	0	4,990	3,050	1,954	7,731	43,481
Hilaman Gift Certificate Sal	13,634	15,742	17,180	15,885	16,313	16,313	16,313	16,313
Hilaman Gift Cert. Redeemed	-6,799	-13,969	-10,306	-14,136	-14,467	-14,467	-14,467	-14,467
Hilaman Green Fees	314,372	387,690	335,609	387,690	399,612	399,612	399,612	399,612
Hilaman Annual Golf Fees	159,488	183,453	169,424	174,835	178,116	178,116	178,116	178,116
Hilaman Golf Cart Fees	243,077	306,914	248,916	306,914	316,351	316,351	316,351	316,351
Hilaman Driving Range Fee	30,077	35,215	21,416	19,847	20,977	20,977	20,977	20,977
Hilaman Other Revenues	31,569	35,674	14,018	12,371	12,961	12,961	12,961	12,961
Hilaman Pro Shop Sales	70,579	67,878	67,704	62,153	64,700	64,700	64,700	64,700
Hilaman Non-Golf Activity Fee	237	120	280	637	637	637	637	637
Hilaman Restaurant Rental	12,357	14,946	1,472	14,946	14,946	14,946	14,946	14,946
Charges for Services	868,591	1,038,653	865,713	986,132	1,013,196	1,012,100	1,017,877	1,053,627
Interest	1,245	3,005	2,516	2,000	2,005	2,005	2,005	2,005
Trans from Fund Bal - Encumb	182	0	0	0	0	0	0	0
Other Revenues	1,427	3,005	2,516	2,000	2,005	2,005	2,005	2,005
Fund Summary	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	870,018	1,041,658	868,229	988,132	1,015,201	1,014,105	1,019,882	1,055,632
Fund Total Revenue	870,018	1,041,658	868,229	988,132	1,015,201	1,014,105	1,019,882	1,055,632
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Summary

840 Cemetery Fund

The five city owned and maintained cemeteries are Old City Cemetery, which has historic significance dating back to the late 1820s, Oakland, Roselawn, Greenwood, and Southside. The cemeteries consist of 133 acres; however, the remaining inventory of grave space available for sale is very limited. Currently, Southside is the only location with available space. There are approximately 280 burials per year.

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

A perpetual maintenance fee of \$40 per space, collected at the time of plot sale, was implemented in fiscal year 1987 to help reduce the long-term cost of the cemetery program. Effective October 1, 2008, the 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 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Personnel Services	222,673	215,132	190,037	194,195	198,475	202,872	206,516
Operating	111,438	119,763	119,763	119,763	119,763	119,763	119,763
Allocated Accounts	78,368	76,668	90,488	93,202	95,998	98,877	101,844
Utilities and Other Expenses	23,397	25,509	26,030	26,562	27,085	27,175	27,297
Contributions to Operations	28,397	29,249	30,126	31,030	31,961	32,920	33,908
<u>Revenues</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Charges for Services	348,795	21,094	11,719	11,719	11,719	11,719	11,719
Other Revenues	81,014	147,274	148,044	148,063	148,087	148,105	148,129
Other Sources	34,464	297,953	296,681	304,970	313,476	321,783	329,479
<u>Fund Summary</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Estimate</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Fund Total Expenditure	<u>464,273</u>	<u>466,321</u>	<u>456,444</u>	<u>464,752</u>	<u>473,282</u>	<u>481,607</u>	<u>489,327</u>
Fund Total Revenue	<u>464,273</u>	<u>466,321</u>	<u>456,444</u>	<u>464,752</u>	<u>473,282</u>	<u>481,607</u>	<u>489,327</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 FY14; general employee pension rates are 13.4% 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.
- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Fund Revenues

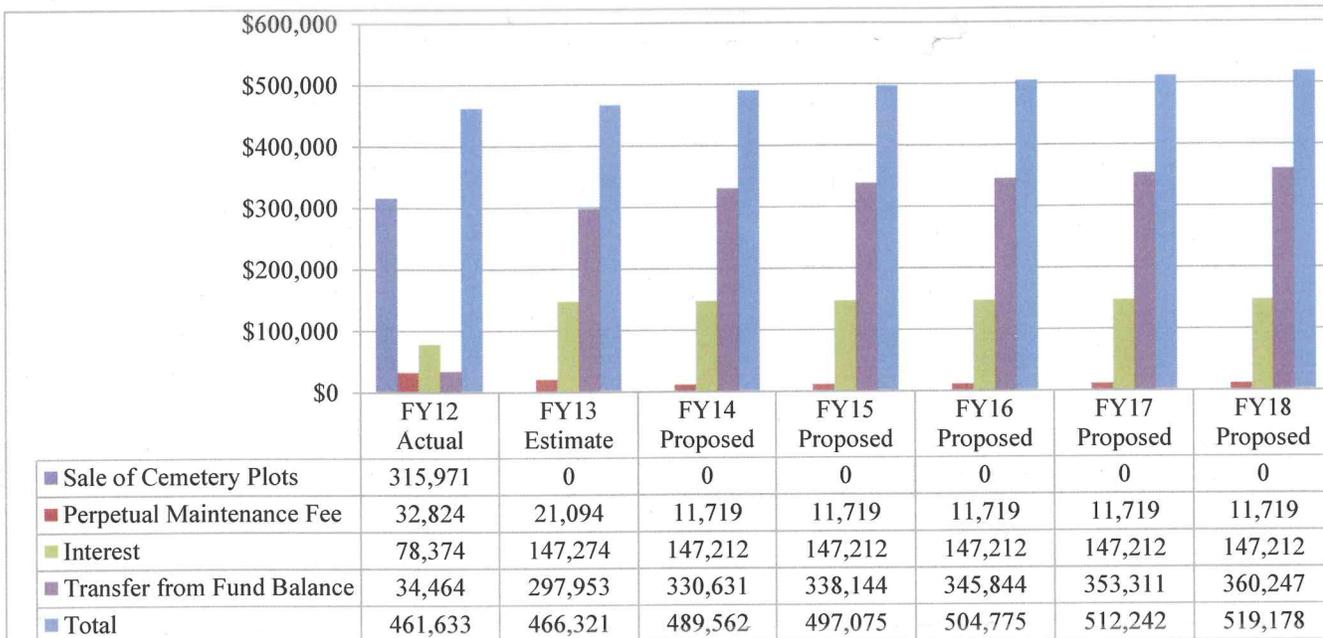
Revenue projections for fiscal year 2014 are based on estimated sales in fiscal year 2013 (125 spaces -

840 Cemetery Fund

\$11,719 including perpetual fees and recording costs). There are approximately 1,200 grave spaces available for sale at Southside Cemetery and there are approximately 125 grave spaces sold per year.

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 2014 Adopted Budget - Fund Proforma Account Summary

840 Cemetery Fund

Expenditures	FY 2012 Actual	FY 2013 Adopted	FY 2013 Estimate	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget
Salaries	140,989	133,149	133,149	108,227	110,933	113,706	116,549	119,462
Salary Enhancements	0	3,329	3,329	2,706	2,773	2,843	2,913	2,987
Temporary Wages	26,620	20,427	20,427	20,427	20,427	20,427	20,427	20,427
Overtime	1,334	6,114	6,114	6,114	6,114	6,114	6,114	6,114
Pension- Current	13,739	13,770	13,770	14,865	15,237	15,617	16,008	16,408
Pension- MAP	10,160	9,757	9,757	7,932	8,130	8,334	8,541	8,754
Mandatory Medicare	1,665	1,169	1,169	1,608	1,648	1,691	1,732	1,776
Health Benefits	17,225	16,477	16,477	17,218	17,993	18,803	19,648	19,648
Health Benefits-OPEB	2,768	2,768	2,768	2,768	2,768	2,768	2,768	2,768
Flex Benefits	8,173	8,172	8,172	8,172	8,172	8,172	8,172	8,172
Personnel Services	222,673	215,132	215,132	190,037	194,195	198,475	202,872	206,516
Equipment Repairs	0	750	750	750	750	750	750	750
Unclassified Contract Svcs	104,212	110,000	110,000	110,000	110,000	110,000	110,000	110,000
Telephone	1,361	1,463	1,463	1,463	1,463	1,463	1,463	1,463
Office Supplies	284	350	350	350	350	350	350	350
Uniforms & Clothing	1,770	700	700	1,200	1,200	1,200	1,200	1,200
Unclassified Supplies	3,811	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Building Supplies	0	500	500	0	0	0	0	0
Operating	111,438	119,763	119,763	119,763	119,763	119,763	119,763	119,763
Human Resource Expense	5,272	5,666	5,666	5,314	5,473	5,637	5,806	5,980
Accounting Expense	9,382	6,646	6,646	9,283	9,561	9,848	10,143	10,447
Purchasing Expense	1,992	5,379	5,379	3,150	3,245	3,342	3,442	3,545
Information Systems Expense	14,881	1,691	1,691	14,203	14,629	15,068	15,520	15,986
Risk Management Expense	1,589	3,423	3,423	3,431	3,534	3,640	3,749	3,861
Revenue Collection Expense	771	391	391	475	489	504	519	535
Vehicle Garage Expense	8,158	7,225	7,225	2,205	2,271	2,339	2,409	2,481
Vehicle Fuel	5,186	5,050	5,050	5,201	5,357	5,518	5,684	5,855
Vehicle Replacement	2,260	2,373	2,373	3,402	3,504	3,609	3,717	3,829
Indirect Costs	28,877	38,824	38,824	43,824	45,139	46,493	47,888	49,325
Allocated Accounts	78,368	76,668	76,668	90,488	93,202	95,998	98,877	101,844
Utilities - Sanitation	0	646	646	660	675	689	689	689
Utilities - Stormwater	2,838	2,819	2,819	2,881	2,944	3,006	3,006	3,006
Utilities - Water	14,772	16,314	16,314	16,673	17,040	17,398	17,398	17,398
Utilities - Electric	5,787	5,730	5,730	5,816	5,903	5,992	6,082	6,204
Utilities and Other Expenses	23,397	25,509	25,509	26,030	26,562	27,085	27,175	27,297
Contribution to General Fund	28,397	29,249	29,249	30,126	31,030	31,961	32,920	33,908
Contributions to Operations	28,397	29,249	29,249	30,126	31,030	31,961	32,920	33,908

City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

840 Cemetery Fund

Revenues	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Sale of Cemetery Lots	315,971	0	0	0	0	0	0	0
Perpetual Maintenance Fee	32,824	21,094	21,094	11,719	11,719	11,719	11,719	11,719
Charges for Services	348,795	21,094	21,094	11,719	11,719	11,719	11,719	11,719
Interest	78,374	147,274	147,274	148,044	148,063	148,087	148,105	148,129
Trans from Fund Bal - Encumb	2,640	0	0	0	0	0	0	0
Other Revenues	81,014	147,274	147,274	148,044	148,063	148,087	148,105	148,129
Transfer - Cemetary Perp Trust	34,464	297,953	297,953	296,681	304,970	313,476	321,783	329,479
Other Sources	34,464	297,953	297,953	296,681	304,970	313,476	321,783	329,479
Fund Summary	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	464,273	466,321	466,321	456,444	464,752	473,282	481,607	489,327
Fund Total Revenue	464,273	466,321	466,321	456,444	464,752	473,282	481,607	489,327
Fund Balance	0	0	0	0	0	0	0	0

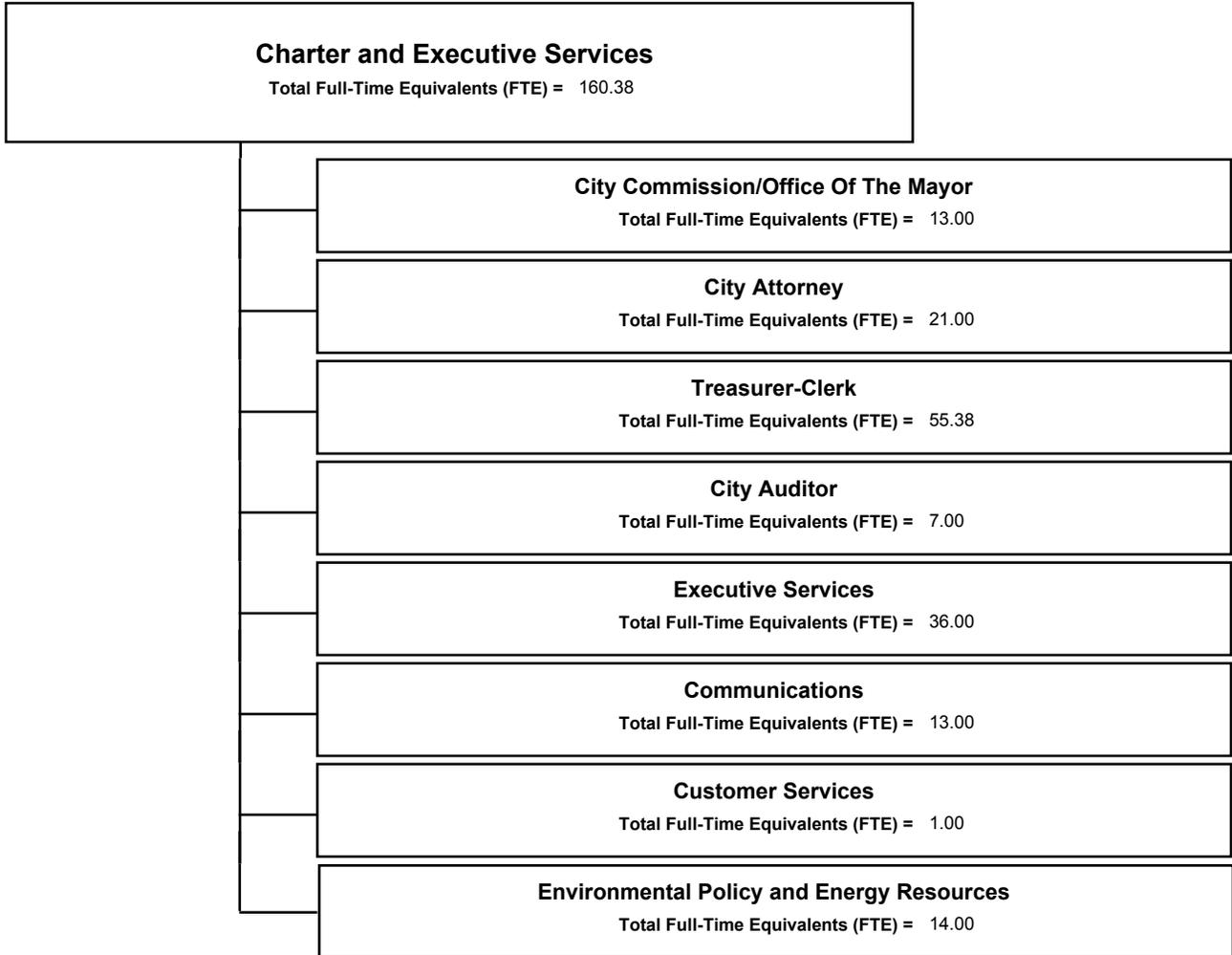
City of Tallahassee
Fiscal Year 2014 Adopted Budget - Fund Proforma Account Summary

850 Downtown Improvement Authority Op Fund

Expenditures	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Salaries	130,096	121,130	130,000	102,144	101,059	103,586	106,175	108,829
Salary Enhancements	0	3,028	3,000	4,000	2,527	2,589	2,654	2,721
Other Salary Items	0	4,000	4,000	5,560	5,560	5,560	5,560	5,560
Pension- Current	12,540	12,528	12,550	13,542	13,880	14,228	14,583	14,948
Pension- MAP	9,071	8,878	9,100	7,226	7,407	7,592	7,781	7,976
Mandatory Medicare	1,860	1,801	1,850	1,466	1,502	1,540	1,578	1,617
Health Benefits	8,962	8,542	9,000	8,926	9,328	9,748	10,186	10,186
Health Benefits-OPEB	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Flex Benefits	3,936	3,936	3,950	3,936	3,936	3,936	3,936	3,936
Personnel Services	166,465	166,343	175,950	149,300	147,699	151,279	154,953	158,273
Unclassified Contract Svcs	128,882	256,153	130,000	0	0	0	0	0
Telephone	3,409	4,500	3,400	0	0	0	0	0
Postage	166	500	200	0	0	0	0	0
Office Supplies	1,120	3,064	1,100	0	0	0	0	0
Travel & Training	2,309	2,500	2,300	0	0	0	0	0
Journals & Books	82	400	100	0	0	0	0	0
Memberships	3,121	2,600	3,150	0	0	0	0	0
Certificates & Licenses	0	250	250	0	0	0	0	0
Rent Expense- Bldg & Ops	10,200	10,500	10,200	0	0	0	0	0
DIA-Operations	0	0	0	37,450	37,450	37,450	37,450	37,450
DIA-Experience	0	0	0	86,150	86,150	86,150	86,150	86,150
DIA-Marketing	0	0	0	32,157	32,157	32,157	32,157	32,157
DIA-Downtown Development	0	0	0	25,000	25,000	25,000	25,000	25,000
DIA-Expansion	0	0	0	25,000	25,000	25,000	25,000	25,000
Operating	149,289	280,467	150,700	205,757	205,757	205,757	205,757	205,757
Accounting Expense	0	3,927	3,950	0	11	22	34	48
Allocated Accounts	0	3,927	3,950	0	11	22	34	48
	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Revenues	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Ad Valorem Property Tax	192,776	182,000	177,500	185,758	185,758	185,758	185,758	185,758
Taxes & Franchise Fees	192,776	182,000	177,500	185,758	185,758	185,758	185,758	185,758
Payment in Lieu of Taxes	0	5,200	0	0	0	0	0	0
Intergovernmental Revenue	0	5,200	0	0	0	0	0	0
Marketplace	0	69,040	0	69,000	69,000	69,000	69,000	69,000
Charges for Services	0	69,040	0	69,000	69,000	69,000	69,000	69,000
Interest	3,975	4,500	4,050	4,500	4,500	4,500	4,500	4,500
Other Miscellaneous Revenue	120,470	40,500	90,000	24,400	24,400	24,400	24,400	24,400
Trsrfr Unappr FB	0	150,000	59,050	71,399	69,809	73,400	77,086	80,420
Other Revenues	124,445	195,000	153,100	100,299	98,709	102,300	105,986	109,320
	FY 2012	FY 2013	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Fund Summary	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	315,754	450,737	330,600	355,057	353,467	357,058	360,744	364,078
Fund Total Revenue	317,221	451,240	330,600	355,057	353,467	357,058	360,744	364,078
Fund Balance	1,467	503	0	0	0	0	0	0



**Charter and Executive Services
Organizational Chart**



Summary of Services Provided

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

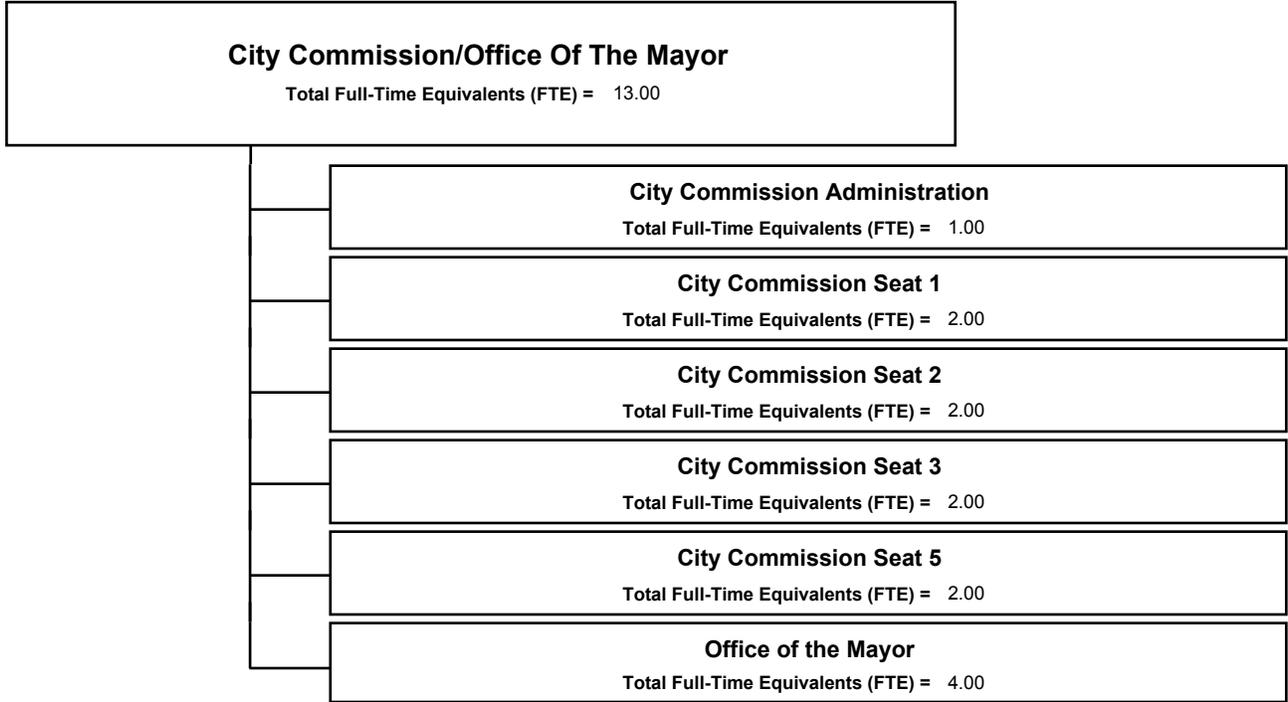
The Executive Services service area includes the following departments:

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

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Expenditures Summary	31,008,227	31,991,648	35,163,676	35,335,311
Funding Summary	31,008,227	31,991,648	35,163,676	35,335,311
FTE Summary	157.00	157.38	160.38	160.38



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



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

**Charter and Executive Services
City Commission/Office Of The Mayor**

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
100101 City Commission Administration	168,631	167,174	181,246	191,246
100102 City Commission Seat 1	119,754	118,556	158,518	175,039
100103 City Commission Seat 2	152,132	152,833	158,518	158,518
100104 City Commission Seat 3	124,578	130,895	158,518	162,681
100105 City Commission Seat 5	143,168	146,859	158,518	158,518
100201 Office of the Mayor	619,940	604,898	617,919	617,919
Total Expenditures	1,328,203	1,321,215	1,433,237	1,463,921

<u>Expenditure Category Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	915,635	897,759	947,459	958,143
Operating	283,174	304,088	361,436	381,436
Allocated Accounts	122,274	119,368	124,342	124,342
Transfers	7,120	0	0	0
Total Expenditures	1,328,203	1,321,215	1,433,237	1,463,921

<u>Funding Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	1,328,203	1,321,215	1,433,237	1,463,921
Total Funding	1,328,203	1,321,215	1,433,237	1,463,921

<u>FTE Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
100101 City Commission Administration	1.00	1.00	1.00	1.00
100102 City Commission Seat 1	2.00	2.00	2.00	2.00
100103 City Commission Seat 2	2.00	2.00	2.00	2.00
100104 City Commission Seat 3	2.00	2.00	2.00	2.00
100105 City Commission Seat 5	2.00	2.00	2.00	2.00
100201 Office of the Mayor	4.00	4.00	4.00	4.00
Total FTE	13.00	13.00	13.00	13.00

Charter and Executive Services City Commission/Office Of The Mayor

Summary of Services Provided

The City Commission performs the following functions:

- Serves as the governing body of the City of Tallahassee;
- Formulates public policy;
- Guides Tallahassee's growth and development;
- Directs the government's response to citizens' needs and determines the appropriate level of services;
- Adopts the annual operating and capital budget;
- Levies taxes and fees for the implementation of governmental services;
- Hires, supervises, and evaluates the appointed officials (City Manager, City Treasurer-Clerk, City Auditor, and City Attorney); and
- Serves as the Board for the Community Redevelopment Agency (CRA) and the Blueprint 2000 Intergovernmental Agency, and two members sit on the Board of the Capital Region Transportation Planning Agency (CRTPA).

The Office of the Mayor performs the following functions:

- Responsible for the city's intergovernmental relations activities, including federal and state legislative programs and the sister city program; and
- Represents the city before other governments and their agencies, as well as groups and organizations within the community.

Trends and Issues

The City Commission addresses governmental priorities as established through the target issue process and other special priorities. Target issues for fiscal year 2014 include:

- Long Range Planning;
- Economic Development;
- Quality of Life;
- Financial Viability; and
- Innovation and Engagement.

Charter and Executive Services
City Commission/Office Of The Mayor

Significant Changes From FY 2013

The following service level changes are included in the proposed budget for the City Commission/Office of the Mayor fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; 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 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

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 2014:

- Facilitate "sense of place" at Midtown, South Adams and Market Square;
- Implement Starmetro's Decentralization Plan targeted infrastructure enhancements;
- Complete the Multi-Modal Master Transportation Plan;
- Update the City's Sign Code;
- Foster a strong small business advocacy environment throughout the City;
- Continue Gaines Street and Downtown improvements and developments;
- Promote and support arts and cultural opportunities;
- Complete the Hotel/Conference Center Feasibility Analysis;
- Create a vision for the Tallahassee Regional Airport that advances commercial development opportunities and positions this community asset as an economic development catalyst;
- Dedicated funding source for human/social services;
- Address homelessness issues;
- Outcome-based CHSP funding model;
- Continued monitoring of the Palmer Munroe Youth Center;
- Five-year balanced budget;
- Restore Deficiency Fund;
- Electric and gas strategies (fuel/utility diversity issues/Demand Side Management);
- Five-year financial plan;
- Dedicated funding source for economic development/social services/arts and culture;
- Pension and health care requirements;
- Plan to address potential impacts of CDBG funding reductions;
- Groundwater and surface water protection through policies and programs;
- Joint watershed protection regardless of political boundaries;
- Automated Meter Infrastructure - Smart Metering; and
- Demand Side Management (DSM) for energy conservation.

Charter and Executive Services
City Commission/Office Of The Mayor

Analysis of Performance Measures

Not applicable

Charter and Executive Services
City Commission/Office Of The Mayor
Capital Improvement Program Budget

CIP Budget Overview

The City Commission/Office of the Mayor has no capital projects for FY 2014 - FY 2018.

Completed Capital Projects

Not applicable

Continued Capital Projects

Not applicable

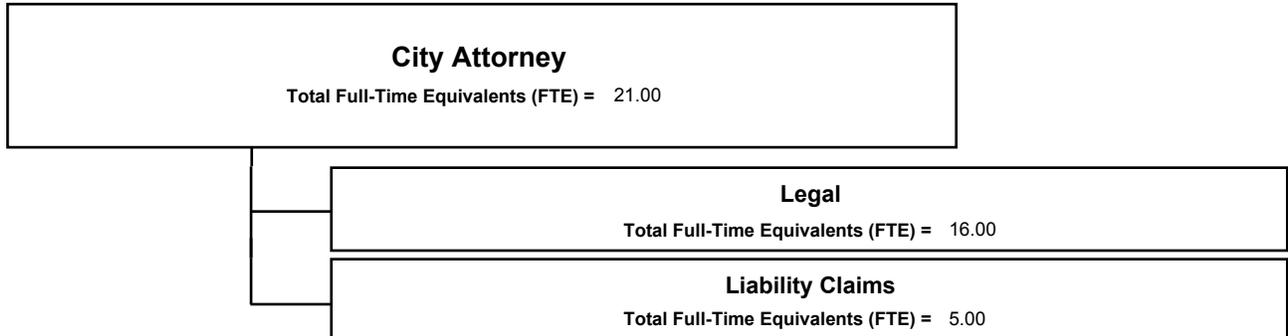


**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Charter and Executive Services

City Attorney

Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
110101 Legal	2,164,105	619,530	2,236,535	2,244,977
110201 Liability Claims	839,482	749,070	855,025	878,302
Total Expenditures	3,003,587	1,368,600	3,091,560	3,123,279

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	2,390,077	1,081,802	2,524,277	2,532,719
Operating	406,284	162,189	408,627	408,627
Allocated Accounts	205,726	124,609	158,656	181,933
Transfers	1,500	0	0	0
Total Expenditures	3,003,587	1,368,600	3,091,560	3,123,279

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	2,164,105	619,530	2,236,535	2,244,977
Risk Management Fund	839,482	749,070	855,025	878,302
Total Funding	3,003,587	1,368,600	3,091,560	3,123,279

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
110101 Legal	16.00	16.00	16.00	16.00
110201 Liability Claims	5.00	5.00	5.00	5.00
Total FTE	21.00	21.00	21.00	21.00

Charter and Executive Services

City Attorney

Summary of Services Provided

The City Attorney is appointed by the City Commission and is the head of the city's legal department. The City Attorney's Office provides the following services:

- Provides legal assistance, advice, and research on a variety of city issues, such as land use, environment, transportation, contract/bid awards, real estate, eminent domain, code enforcement, employment, public safety, construction, utilities, personal injury defense liability, and general municipal issues.
- Provides legal advice to the City Commission during public city commission meetings.
- Reviews all new ordinances prior to introduction and introduces those ordinances into city code.

Trends and Issues

The City Attorney's Office has identified the following trends and issues for FY14:

- Ethics, Sunshine Law, and Public Records. The Office will work closely with citizens, the City Commission, and management in providing the highest standards of ethical, transparent municipal government reporting.
- Economic Recovery. Legal work is expected to increase as we assist departments with various revitalization and small business grants.
- Land Use and Environmental. The land use legal work associated with specific private sector development projects is increasing slightly with smaller commercial products, and expected to increase more in the upcoming fiscal year.
- Capital Projects (Eminent Domain/Property Acquisition). Capital project work continues to increase slightly with the FAMU Way project, but expected to increase more in the coming fiscal year, resulting in an increased workload.
- Non Risk Management Cases. Cases involving such matters as forfeitures, foreclosures, and garnishments have continued to increase in FY13. This is a direct result of the recession, declined economy, and the depressed real estate market. We anticipate this to begin stabilizing in FY14.
- 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 2013

The following service level changes are included in the proposed budget for the City Attorney's fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for City Attorney's fiscal year 2014 with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services

City Attorney

Performance Measures

Program Objectives

Identified below are some of the department's program objectives for FY 2014:

- 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 126 in FY12 and is targeted to be 111 in FY13 which is 11% less than FY12. 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 more than the projected number of 48 in FY 2012, at 71. Overall, of the new assignments of cases to attorneys, 70% have been closed. City Attorney's office still maintains a 100% record in handling Customer Service issues.

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
General Assignments of Cases to Attorneys	#	310	349	349	349
New Risk Management Litigation Matters	#	45	51	51	51
Non-Risk Management Litigation Matters	#	226	220	220	220
Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Cases Closed as Defendant/Respondent	#	126	111	111	111
Cases Closed as Plaintiff/Petitioner	#	71	56	56	56
Assignments Closed	#	219	224	213	224
Ordinances and Resolutions Reviewed	#	108	40	40	40
Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Respond to routine matters within 24 hours and non-routine matters within 30 days	%	100	100	100	100

Charter and Executive Services
City Attorney
Capital Improvement Program Budget

CIP Budget Overview

The Office of the City Attorney has no capital improvement plan for fiscal years 2014-2018.

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 2013.

None.

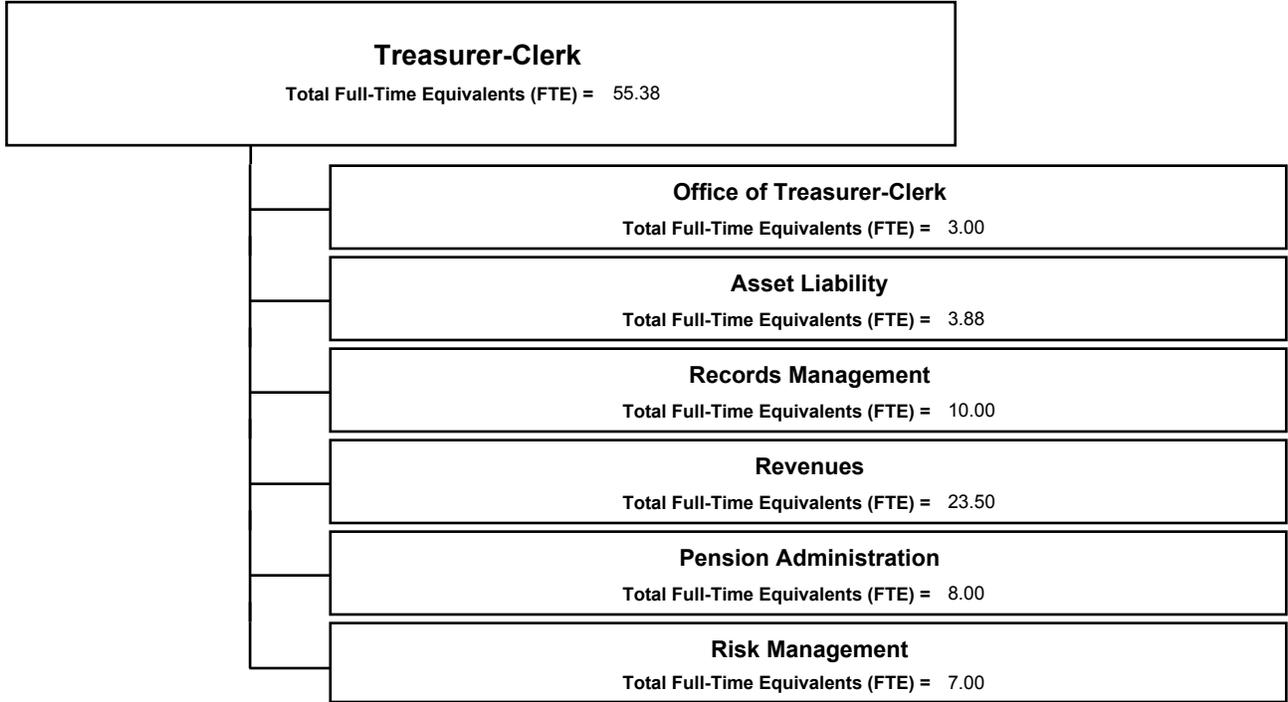
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2014.

None.



Charter and Executive Services
Treasurer-Clerk
Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Charter and Executive Services

Treasurer-Clerk

Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
120101 Office of Treasurer-Clerk	390,376	455,729	717,081	759,067
120201 Asset Liability	8,232,049	7,583,027	7,040,130	7,036,601
120301 Records Management	789,720	572,347	702,184	670,283
120401 Revenues	2,224,925	1,965,713	2,347,198	2,347,778
120501 Pension Administration	935,835	1,006,933	1,238,958	1,229,214
120601 Risk Management	5,169,198	9,271,825	9,728,974	9,728,974
Total Expenditures	17,742,103	20,855,574	21,774,525	21,771,917

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	3,312,362	3,670,549	3,867,374	3,867,606
Operating	936,363	934,343	959,106	959,106
Other Services & Charges	4,457,256	8,551,426	8,967,945	8,967,945
Capital Outlay	830	10,000	8,000	8,000
Allocated Accounts	767,734	383,675	722,895	720,055
Utilities and Other Expenses	8,939	10,158	13,719	13,719
Transfers	8,258,619	7,295,423	7,235,486	7,235,486
Total Expenditures	17,742,103	20,855,574	21,774,525	21,771,917

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	9,412,145	8,611,103	8,459,395	8,465,951
Revenue Fund	2,224,925	1,965,713	2,347,198	2,347,778
Pension Administration Fund	935,835	1,006,933	1,238,958	1,229,214
Risk Management Fund	5,169,198	9,271,825	9,728,974	9,728,974
Total Funding	17,742,103	20,855,574	21,774,525	21,771,917

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
120101 Office of Treasurer-Clerk	3.00	3.00	3.00	3.00
120201 Asset Liability	4.00	3.88	3.88	3.88
120301 Records Management	10.00	10.00	10.00	10.00
120401 Revenues	24.00	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
Total FTE	56.00	55.38	55.38	55.38

Charter and Executive Services Treasurer-Clerk

Summary of Services Provided

Office of the Treasurer Clerk provides the following services:

Asset/Liability Management

- Manage the city's pension program.
- Issue and administer all city debt and disbursement functions.

Records Management

- Administer the city's record-keeping functions and archives program.

Revenue Management

- Collects revenue from all sources and administer all tax programs.
- Provide in-house mail room services.

Retirement Administration

- Administer the employee retirement program and the Social Security Alternative Plan.

Risk Management

- Administer the city's self-insured programs and ensure adequate protection of all city resources.
- Monitor insurance requirements for all city contracts, agreements, requests for proposals, and special events.

Charter and Executive Services Treasurer-Clerk

Trends and Issues

The Treasurer Clerk's Office has identified the following trends and issues for FY14:

Asset Liability Management Division

- The Federal Reserve Bank expects to hold short-term interest rates at historically low levels until sometime in calendar year 2015. This will continue to challenge the City's ability to earn interest on its operating portfolio in FY 2014.
- The City may incur new general government debt in FY 2014; however, no new utility borrowings are expected in FY 2014.
- During FY 2013, the Office of the Treasurer-Clerk managed the issuance of \$49 million of Capital Refunding Bonds, Series 2012 which advance refunded the Series 2004 Capital Bonds. This refinancing will save the City approximately \$1.5 million on its debt service in FY 2014 and will provide similar annual savings through the Bonds' maturity in October 2024. The City will continue to monitor refunding opportunities for other bonds in FY 2014.
- During FY 2013, the Office of the Treasurer-Clerk anticipates a strategy study of investment options for the City's Pension Plan. As a result of the study, a new allocation model could be recommended in early FY 2014. While no changes are projected at this time, any changes will be approved by the City Commission. Low interest rates will impact the assumption on returns from fixed-income investments in the pension portfolio.

Records Management Division

- During FY14, the Records Management Division aims to complete an enterprise-wide replacement of the Electronic Document Management System (EDMS) software.
- Providing training and resources to assist departments in implementing sound records management practices, and in maximizing use of EDMS. This effort will assist departments in responding to reductions in staff, loss in institutional knowledge, diminished resources, and will further the City's green initiative.
- Assisting departments in implementing business process modifications to reduce the amount of man-hours necessary to properly retain records in the EDMS and to reduce the quantity of Information Technology (IT) resources necessary to accomplish this task.
- Working with IT staff to promote easier access to supporting documents and records by integrating EDMS with various City computer applications and databases and by identifying additional software applications that can be linked to EDMS to streamline production and retrieval activities. Continuing to support and advocate the use of collaborative IT systems, such as SharePoint, ProjectDox, and Pure Share, to increase access to information and records, both externally and across departmental lines.
- Evaluating the Records Retention Center, located at 2631 Municipal Way, to determine its future role in the City's records management program, if any.

Revenue Management Division

- By providing a variety of payment options - from remote pay locations to online payments - there has been an increase in electronic payments from 29.7% in 2007-2008 to 53.7% in 2011-2012. This increase in electronic payments has coincided with a reduction in the number of in-person payments and allowed for the closure of the City's drive-through payment facility a few years ago. The division seeks to continue increasing the number of utility customers that utilize electronic methods as a means of payment in order to improve cost and efficiency. In addition to using the various existing payment methods, the division continues to assess new technologies and payment options.

Charter and Executive Services

Treasurer-Clerk

- The SmartBill (Electronic Bill Presentment and Payment solution) is successfully servicing approximately 30,000 utility customers. Each month, this continues to increase the City's electronic presence and promote the City's Green Initiatives. Enhancements to the program are being considered to make it more convenient for consumer ePayment and future eMobile use.
- Payments that arrive without a statement/bill, which are processed in-house, have been diminishing over the past several years due to an improvement in our mail processing system. In 2007-2008, these payments were 2.5% and in 2011-2012 the number decreased to 0.3%.
- State legislative proposals could impact the manner in which the division administers the local business tax. Proposed legislation has ranged from eliminating the business tax in the 2012 legislative session to defining the allowed business tax structure in the 2013 legislative session. Changes to the current statute could negatively affect the City's revenue and/or limit the City's flexibility in administering the tax.
- Utility Business and Customer Services expects to implement a new Pay-As-You-Go system in FY2013. The Revenue Division will work with UBCS to meet the payment needs of Pay-As-You-Go customers and provide them with timely and accurate data as needed.

Retirement Management Division

- FY 2013 assisted in the creation of the Consolidated Dispatch Agency (CDA). The Retirement Office worked with Payroll and Human Resources to ensure the transition of both City and County employees to the CDA. While many County employees chose to remain in the State's FRS retirement system, many transitioned to the City's Pension Plan; all new hires after April 1, 2013, will be City Pension plan Participants. We will begin work with FRS and the Social Security Administration to administer the retirement aspects of these new participants.
- The FVGTC (Financial Viability of the Government Target Issue Committee) 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 implemented a new Plan D in the last quarter of 2012. Plan D changes affect contribution levels for police and fire employees, while it extends retirement eligibility and makes certain other benefit changes for general employees hired after April 1, 2013.
- FY 2014 will see the implementation of changes, if any, that result from FY 2013 negotiation of a new police collective bargaining agreement.
- An actuarial valuation report will be completed as of September 30, 2012, and new pension contribution rates will be provided for FY 2014. The Plan continues to feel the effects of the market downturn in FY 2008 and FY 2009; however, the plan returned 21.26% in FY2012 and performance through March 31, 2013 has been strong. This should help to ensure that our pension plan remains well funded over the next few years.
- While numbers of active employees has been relatively constant since 2009, the number of retirees grew from 1,252 to 1,512 during that time. The number of retirements of City employees is continuing to rise as more of the "baby-boomer" generation reaches retirement eligibility, resulting in additional workload for retirement employees in FY 2014 and FY 2015.
- The City's DROP program for General employees, Firefighters and Police Officers continues to generate a great number of requests for information and calculation of DROP benefits. The maximum period for DROP participation has now been extended to five years for fire and general employees. As a "cost-neutral" benefit to the City, DROP offers a meaningful retirement benefit in challenging budget times.
- New State legislation has been proposed in the 2013 session that could affect the City's pension plans and 175/185 plans. In FY 2014, we will amend and implement changes to all of the City's retirement plans (if

Charter and Executive Services

Treasurer-Clerk

necessary) to ensure compliance with the final approved legislation.

- The Retirement Division continues to work to ensure that the City's Defined Contribution program follows best practices to serve our participants. In FY2013, the plan's default investment account was changed from the Guaranteed Interest Account to a Goal Maker portfolio; this means that new hires who do not choose an investment strategy will invest in an age-appropriate diversified strategy. A new Auto-Enrollment feature was implemented for new general employees hired after July 1, 2013; new employees who do not opt out of participating in the Defined Contribution plan will automatically be enrolled and contribute to their own accounts. Finally, a new "Income Flex" retirement option was added, which provides a lifetime annuity payment option to our participants.

Risk Management Division

- The Risk Management Division will continue to manage the self-insurance program which also includes the self-administration of claims.
- The risk management division has continued to solicit and select the best value commercial insurance coverages for those risks that are deemed to be better suited for transfer of risk. Maintaining proper coverage has required particular attention relating to construction of the advanced wastewater treatment facility at the T. P. Smith station.
- Risk Management has made strides to utilize technology for internal claims files as well as electronic filing with third parties. We continue to partner with the state workers' compensation judges to electronically file all documents, records, etc. necessary to properly defend City claims.
- Additionally, Risk Management will continue its Electronic Data Interchange as one of the state's leaders in exemplary compliance standards.
- Aggressive pursuit of subrogation and recovery for damages to City property and injuries of our employees remains an area of focus.

Significant Changes From FY 2013

The following service level changes are included in the proposed budget for the Treasurer Clerk's fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for Treasurer Clerk's fiscal year 2014 with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services
Treasurer-Clerk
Performance Measures

Program Objectives

The Treasurer-Clerk has identified the following objectives for FY 2014:

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. While no new debt is anticipated in FY 2014 for any of the City's utilities, there may be debt issued for joint dispatch and fire service as well as public works needs.
- Compile and publish the 2014 Annual Report to Bondholders in compliance with Securities and Exchange Commission Rule 15c2-12 and file the Report with the Electronic Municipal Market Access (EMMA) repository system no later than March 31, 2014.
- Monitor and manage the defined benefit pension plan, which includes continual review of investment performance, money manager performance and the periodic re-allocation of assets.
- Monitor investment performance by money managers for the defined contribution plan.
- Begin transition to enhanced use of electronic payments to vendors.
- Review non-pension investment policy for possible revisions.

Records Management Division

- Educate managers and senior staff on Florida public records laws, requirements for the retention of public records, and sound records management practices that protect records from loss, damage, theft, or untimely disposal, while ensuring the public's reasonable access to those records.
- Provide the hardware & software infrastructure that allows for economical storage and retrieval of hardcopy and electronic records within the Electronic Document Management System (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 the City Clerk functions delegated to the Division including recording official documents, bonds, deeds, and easements with the Leon County Clerk of Courts, advertising public hearings and other City matters, verifying compliance with liability insurance requirements for entities awarded City contracts, approving payments related to City contracts, approving change orders to existing City contracts, registering lobbyists, maintaining burial records and deed books pertaining to the several City cemeteries, certifying copies of official records, maintaining titles to City vehicles, 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.

Charter and Executive Services

Treasurer-Clerk

- Provide scanning and/or indexing assistance to City departments, focusing on records with lengthy retention requirements, those placing large burdens on the IT infrastructure of the City, and records consuming valuable floor space.
- Provide research and staffing assistance to the City Commission and Commission-appointed Boards and Committees, as requested.

Revenue Management Division

- Collect and deposit all revenues of the City, including utility payments, payments of parking meters and parking fines, and business taxes. Coordinate collection and deposit of revenues by Parks and Recreation, StarMetro and other departments that receive direct payment. Ensure that proper controls are in place for all revenue collection, including in-person payments, electronic payments, and third-party collections.
- Administer the City's Business Tax program, including assessment and collection of the tax. Continue to increase the number of utility customers that utilize electronic methods as a means of payment in order to improve cost and efficiency.
- Continually evaluate the utilization of new technology, such as stand-alone kiosks and pay-by-text for payments made to the City.

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.
- Implement any new federal and state mandated legislative pension changes.
- Discussions with Police on any proposed pension plan changes.
- Implement 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.

Charter and Executive Services

Treasurer-Clerk

- Continue to actively pursue subrogation collections, generating additional revenue.
- Continue aggressive pursuit of recovery for damages to city facilities.
- The Risk Management Division will continue to manage the self-insurance program, which also includes the self-administration of claims. Additionally, the division will also solicit and select the best value commercial insurance coverages for those risks that are deemed to be better suited for transfer of risk.
- Risk Management will also continue to partner with the state workers' compensation judges to electronically file all documents, records, etc. necessary to properly defend City claims.
- Additionally, the City's Risk Management Division will continue its Electronic Data Interchange as one of the state's leaders in exemplary compliance standards.
- Continue the aggressive pursuit of subrogation and recovery for damages to City property and injuries of our employees.
- Establish City-wide quarterly Risk Management meeting to foster closer working relationships with the departments.
- Assist the Safety Division of Human Resources with the development of a City wide Safety Committee.

Analysis of Performance Measures

The Treasurer-Clerk provides financial and administrative support to city government. Services include fiduciary control, documents management, pension oversight, and risk management. The measures reflected in this document primarily focus on the payments processing and documents functions of the office because other areas of responsibility within the Treasurer-Clerk's Office are overseen by review committees that closely monitor outputs.

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of Contracts, Payments, Change Orders, and Insurance Certificates Processed by Records Management Per Year	#	38,173	32,000	14,317	34,000
Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Total dollars collected, recorded and deposited by Revenue staff	\$	630,537,835	650,000,000	326,836,401	650,000,000
Total revenue for business taxes collected per year. This performance tracks occupational license tax.	\$	1,775,136	1,800,000	1,699,036	1,800,000
Total revenue for parking meters collected per year	\$	315,859	350,000	166,691	350,000
Total revenue for parking tickets collected per year	\$	315,859	350,000	176,591	350,000
Total revenue for utilities payments collected per year	\$	454,500,849	500,000,000	222,544,992	500,000,000

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Charter and Executive Services

Treasurer-Clerk

Effectiveness Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of meetings attended and recorded or minutes taken.	#	65	42	24	42
Pages or documents added to EDMS by Records Management staff (4.0 FTE) per year	#	209,152	400,000	250,091	400,000
Number of parking ticket payments processed per employee (9.5 FTE) per year	#	1,660	1,700	895	1,700
Number of public records requests received & processed per year	#	2,040	1,450	1,050	1,400
Retirement administration cost as a percentage of total pension fund assets	%	7.00	70.00	1.40	70.00
Number of utility payments processed per employee (12.5 FTE) per year	#	103,437	110,000	51,965	110,000

**Charter and Executive Services
Treasurer-Clerk
Capital Improvement Program Budget**

CIP Budget Overview

The department's five-year capital improvement plan program includes funding for three projects in the amount of \$715,000 for FY 2014-2018. Fiscal year 2014 approved appropriation of \$350,000 supports the citywide electronic document management system (\$150,000) and funding to enhance electronic payment options (\$200,000).

Additional capital projects in the five year capital improvement plan include funds for the Riskmaster Claim Administration Upgrade (\$100,000) and the completion of the e-payment solutions project (\$265,000).

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
Intergovernmental - Leon County	0	100,000
Revenue Collection	350,000	615,000
Total Funding	350,000	715,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2013.

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 2014 and were not mentioned in the department's 2014 CIP budget overview.

None.

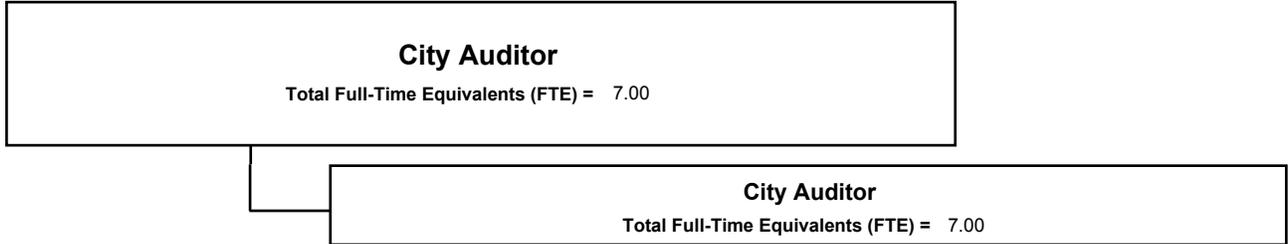


**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Charter and Executive Services

City Auditor

Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
130101 City Auditor	865,495	846,040	875,710	883,171
Total Expenditures	865,495	846,040	875,710	883,171

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	762,769	757,317	787,382	794,843
Operating	31,215	29,666	27,870	27,870
Capital Outlay	0	3,600	3,600	3,600
Allocated Accounts	71,511	55,457	56,858	56,858
Total Expenditures	865,495	846,040	875,710	883,171

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	865,495	846,040	875,710	883,171
Total Funding	865,495	846,040	875,710	883,171

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
130101 City Auditor	7.00	7.00	7.00	7.00
Total FTE	7.00	7.00	7.00	7.00

Charter and Executive Services City Auditor

Summary of Services Provided

As provided by the Tallahassee City Charter, the City Auditor is appointed by and serves at the pleasure of the City Commission. In this capacity, the City Auditor is the head and director of all activities within the Office of the City Auditor. The office is responsible for providing a comprehensive auditing program. These duties include providing assurance and advisory services; reviewing and appraising policies, plans, processes, accounting, financial and other operations of the city; and recommending changes that promote economical, efficient, and effective delivery of city services.

The City Auditor also audits the accuracy of records relating to taxes, fees and other revenues that are remitted to the city by agencies, private organizations, and individuals. The City Commission, as required by the charter, appoints an Audit Committee to oversee the activities of the Office of the City Auditor. An audit work plan is developed annually with input from the committee, City Commission, and management. The audit work plan is reviewed by the committee and forwarded to the City Commission with a recommendation for formal approval.

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 2013

The following service level changes are included in the proposed budget for the City Auditor Fund fiscal year 2014 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services

City Auditor

Performance Measures

Program Objectives

Anticipated Programs and Services for FY 2014

For FY 2014, the City Auditor's work plan will consist of a number of audits and follow-up projects planned for completion which is comparable to the number planned for FY 2012 and FY 2013. In addition, the City Auditor's Office will continue to focus on City internal control systems, conduct risk assessments as part of the annual audit planning process, and timely respond to the City Manager's request for assistance to review issues beyond those listed in the annual audit plan. For FY 2014, priority audit topics will continue to be those that address the financial viability of the government.

Five-Year Plan and Impacts on Financial Requirements

As a result of completion of our office's risk assessment, programs that should be audited in future years were identified. At this time, we have not identified each audit to perform in each of the next five years. Instead, we plan to update the plan each year based on input from management and others. The disadvantage of not listing out audits for each of the five years is that no one knows exactly when their program will be audited. The advantage to not listing out the planned audits for each of the five years is that managers know their program could be audited the next year.

The City Auditor's Office acquired additional software products in FY 2007. The first product was ACL (Audit Command Language) and the second was AutoAudit. These products make the audit process more efficient. As the initial software cost has already occurred, the cost of going forward is annual maintenance. In order for our staff to continue working efficiently and within industry standards, we must continue to maintain our current computer software programs and capabilities.

It also is important that our staff continues to gain knowledge through training in governmental and internal audits, Governmental Accounting Standards Board pronouncements, information technology and performance measures. As City programs and processes inevitably increase and improve over the next few years, our auditing efforts (i.e., knowledge, training, experience) will need to grow with them.

A determination of staffing needs of the Office of the City Auditor rest with the City Commission. In January 2008, a position was deleted as a result of economic events affecting governments nationwide. The City Commission is mindful that the independence of this office could be affected by the level of resources provided to carry out audit responsibilities.

Charter and Executive Services

City Auditor

Analysis of Performance Measures

Fiscal Years 2012 and 2013 Accomplishments:

1. Audit Reports Issued

The Office of the City Auditor conducts audits based upon a comprehensive risk assessment. Audit topic input is received from the City Commission, the City Audit Committee, Appointed Officials, other members of the City Leadership Team, audit staff, and citizens. We conduct Commission-approved audits and also conduct follow-up reports to review and report on management's actions to address internal control issues identified in reports.

During the period October 1, 2012, through September 30, 2013, issued 11 audit reports and 18 follow-up reports for a total of 29 audit products.

2. Customer Satisfaction Surveys

The Office of the City Auditor is one of a very few audit organizations that references both Government Auditing Standards issued by the Comptroller General of the United States as well as the Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditing (IIA).

The purpose of the standards is to promote quality work. For example, the standards address the auditor's objectivity, professional judgment, and working relationships with clients. In addition, the standards address planning the audit and reporting the results in a constructive manner. Therefore, as part of each audit, we survey City staff that we have worked with during the audit to obtain feedback on how we are meeting their needs. A survey instrument is provided to affected appointed officials, assistant City managers, department directors, and program staff. The survey instruments are returned directly to the City Auditor, signed or unsigned, and he personally reviews each response.

In FY 2012, 90% of our customers, City departments, responded that they were either very satisfied or extremely satisfied with the services provided by the Office of the City Auditor. To date in FY 2013, 95% have either been 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, we worked with other Appointed Officials and City staff to produce the City's first Citizen Centric Report, "A Report to Our Citizens." In 2013, a sixth 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." We are also planning to produce the City's third Service Efforts and Accomplishments (SEA) Report in 2013. AGA has recognized the City's SEA Reports with Silver Awards. 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.

- Various presentations made to City staff, and citizen and professional organizations relating to performance measurement, reporting, and advancing accountability.

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Charter and Executive Services

City Auditor

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of Fraud Hotline Calls Received	#	1	0	8	0
Number of hours for special requests for audit or advisory services.	#	1	0	0	0
Number of Professional Certifications Held by Audit Staff (Staff May Hold More Than One Certification)	#	10	6	10	6
Number of professional staff holding bachelor's degrees	#	6	6	6	6
Number of professional staff holding master's degrees	#	3	3	3	2
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.	#	144.50	144.50	144.50	100.00
Total years of audit/financial management experience with Office of the City Auditor.	#	57.50	50.00	60.50	40.00
Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Assurance and Advisory Service Reports Planned for Completion.	#	13	11	4	12
Follow Up and Final Follow Up Reports Planned for Completion	#	9	18	7	14
Guidance and assistance reports planned for completion	#	1	0	0	0
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.	#	0	7,500	6,172	7,500
Inquiry Reports Planned for Completion	#	1	0	0	0
Number of Fraud Hotline Calls Referred to Other Departments	#	1	0	7	0
Number of Fraud Hotline Calls Reviewed and Resolved	#	0	0	1	0
Number of Professional Staff That Have Obtained Required 40 Hours of Professional Continuing Education Each Year (80 hours for two years and at least 20 hours in one of the two years)	#	6	6	6	6
Number of recommendations that would reduce, recover, or avoid costs, if implemented.	#	42	0	22	0
Number of recommendations that would improve service delivery, reduce risk, or improve controls, if implemented.	#	115	0	27	0
Number of quarterly and special Audit Committee meetings held with the City Audit Committee.	#	4	5	4	5

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Charter and Executive Services

City Auditor

Effectiveness Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Percent of Responders to Customer Surveys That Were Either Very Satisfied or Extremely Satisfied That Work Was Done in a Professional and Fair Manner	%	90	100	95	100
Average Years of Audit/Financial Management Experience	#	24.10	20.00	24.10	16.00
Average Years of Audit/Financial Management Experience With the Office of the City Auditor	#	9.60	8.00	10.10	8.00
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.	#	0	0	47	0
Total number of corrective action plan steps due that were completed within the time period specified by management.	#	0	0	34	0
Type of opinion received from an external quality control review of audit work performed not less than once every three years.	#	1	1	1	1
Percent of assurance and advisory service reports completed	%	90	80	36	80
Percent of corrective action plan steps due that were completed by management for the year.	%	0.00	0.00	13.67	0.00
Percent of corrective action plan steps due that were completed within the time period specified by management.	%	0	0	10	0
Percent of guidance and assistance reports completed	%	100	0	0	0
Percent of inquiry reports completed	%	100	0	0	0
Percent of professional staff holding bachelor's degrees	%	100	100	100	100
Percent of professional staff holding master's degrees	%	50	50	50	33
Percent of Professional Staff That Have Obtained Required Professional Continuing Education Hours Each Year	%	100	100	100	100
Percent of special and quarterly Audit Committee meetings held with Audit Committee.	%	0	100	0	100
Percent of special requests for additional audit or advisory services completed.	%	100	0	0	0
Percent of follow up and final follow up reports completed.	%	90	100	39	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.	#	4	5	4	5
Total number of audit products issued (includes assistance and guidance, assurance and advisory reports, inquiry, project progress reports, follow-ups)	#	22	29	11	0

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 2014 - 2018.

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 2013.

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 2014.

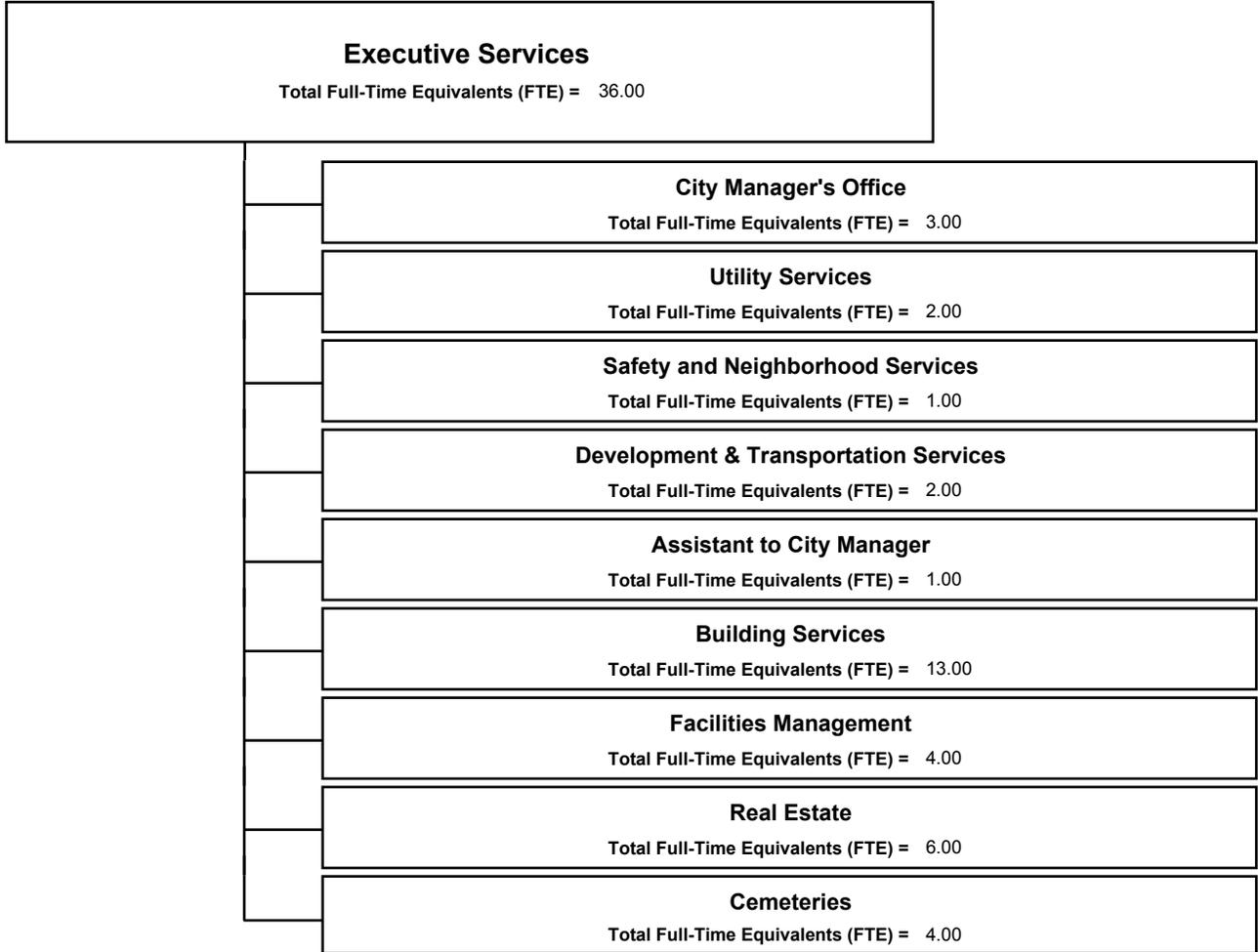
None.



Charter and Executive Services

Executive Services

Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Charter and Executive Services

Executive Services

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
140101 City Manager's Office	447,934	426,071	426,065	508,941
140201 Utility Services	320,634	300,610	315,704	320,006
140301 Safety and Neighborhood Services	188,042	168,256	106,470	178,934
140401 Development & Transportation Services	263,204	247,144	259,265	262,699
140501 Assistant to City Manager	85,231	69,106	72,344	72,048
140601 Building Services	1,857,478	1,728,931	1,757,447	1,802,052
140602 Facilities Management	348,311	254,941	355,195	278,703
140701 Real Estate	548,364	389,734	399,408	399,408
140702 Eastside Garage	154,169	159,466	162,987	163,676
140703 Cemeteries	464,273	466,321	479,802	456,444
Total Expenditures	4,677,640	4,210,580	4,334,687	4,442,911

<u>Expenditure Category Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	2,635,018	2,589,761	2,700,586	2,796,242
Operating	847,151	1,064,890	1,068,411	1,068,411
Allocated Accounts	547,094	86,659	88,948	101,516
Utilities and Other Expenses	410,561	440,021	446,616	446,616
Transfers	209,419	0	0	0
Contributions to Operations	28,397	29,249	30,126	30,126
Total Expenditures	4,677,640	4,210,580	4,334,687	4,442,911

<u>Funding Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	4,213,367	3,744,259	3,854,885	3,986,467
Cemetery Fund	464,273	466,321	479,802	456,444
Total Funding	4,677,640	4,210,580	4,334,687	4,442,911

<u>FTE Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
140101 City Manager's Office	2.00	2.00	3.00	3.00
140201 Utility Services	2.00	2.00	2.00	2.00
140301 Safety and Neighborhood Services	1.00	1.00	1.00	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	13.00
140602 Facilities Management	4.00	4.00	5.00	4.00
140701 Real Estate	6.00	6.00	6.00	6.00
140703 Cemeteries	4.00	4.00	4.00	4.00
Total FTE	34.00	34.00	36.00	36.00

Charter and Executive Services

Executive Services

Summary of Services Provided

Office of the City Manager

- Responsible for maintaining the management functions of city government and administering the day-to-day operations of most facets of city government.
- Responsible for oversight of the City Commission meeting agenda process.
- Responsible for long term strategic plans, as well as short term targets, which are formulated into the city's Target Issues and Focus Issues. These goals and targets guide the operation of our government as it continues its orientation to customer satisfaction and quality improvement.

Assistant City Managers

- Three Assistant City Managers oversee three service areas comprised of Development and Transportation Services, Safety and Neighborhood Services, and Utility Services and provide overall management direction and policy guidance to department directors that are assigned to their respective service area.

Assistant to the City Manager

- Oversees the the Department of Communications and the City Manager's administrative staff.

Facilities Management

- Building Services section maintains City Hall and also supports other facilities within the city.
- Architectural Services section provides project management, design services, and construction administration for renovations to existing city facilities and new city buildings.

Property Management

- Responsible for management of the Renaissance and Gemini Buildings, City cemeteries, parking garages, leases and miscellaneous property, sale of surplus real estate, and acquisition of rights-of-way and easements for capital projects.

Trends and Issues

Key trends and issues for Facilities Management, Building Services and Property Management are as follows:

- The industry trend for facility management is focused on a more centralized approach to facilities. Most universities, several state governments, numerous counties and many municipalities with comparable facilities have centralized their facilities.
- Facilities Management 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 2013

The following service level changes are included in the proposed budget for the Executive Services Department's fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; 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 transfer of an existing vacant position in Public Works to Facilities Management for an Energy Management Engineer, which will be responsible for evaluating and monitoring the Honeywell energy savings performance contract, creating a strategic plan for the reduction of overall energy consumption and providing ongoing facilities energy consumption over time. Fiscal Impact: \$0.
- The transfer of an existing vacant position in Public Works to Executive Services for a Business Advocate, which will coordinate and oversee City and private sector interactions. Fiscal Impact: \$0.
- 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 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services

Executive Services

Performance Measures

Program Objectives

The program objectives for Building Services, Facilities Management and Property Management are as follows:

- Work with Environmental Policy and Energy Resources (EPER) and Energy Services on developing standards for conservation of energy at all new and renovated city facilities.
- Develop a consolidated maintenance plan for all City buildings, to include an as-built data base of each facility, input from annual site visits for comprehensive review, update of maintenance requirements and maintaining of historical data on each facility.
- Develop Green building standards for the design and construction of City buildings in line with the standards established by the United States Green Building Council (USGB) Leadership in Energy and Environmental Design (LEED).
- Utilize building codes and standards for construction.
- 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.
- 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.

Charter and Executive Services

Executive Services

Analysis of Performance Measures

The department has identified numerous successes toward accomplishing safety goals, cost goals, reliability goals, and the ability to be benchmarked against industry standards. The target measures represent industry standards while taking into account the differences that exist in the municipal versus private marketplace, and the variety of operational units available under varied government settings.

Benchmarks are derived from Building Owners and Managers Association (BOMA) measures, American Public Works Association (APWA) standards, American Institute of Architects (AIA), Leadership in Energy and Environmental Design (LEED) and International City/County Management Association (ICCMA) reported standards.

In certain cases, specific municipal governments will be surveyed to understand cost-based performance, and as the city moves towards green building standards, incorporation of Leadership in Energy and Environmental Design (LEED) standards and requirements into daily operations and design.

- Several output measures are related to security, and all are within the budgeted amount through the first six months of FY13. The number of patrons visiting City Hall is 18,993, which is slightly below the six month target of 20,000. The average number of restricted items taken through March is 30.17 versus a budget of 30, which includes the monitoring of concealed weapons brought into City Hall.

- Output, efficiency, and effectiveness measures all indicate that building services and facilities management are performing at normal levels. In FY12, Building Services responded to 2,134 maintenance requests and for the first half of FY13, Building Services has responded to 1,095 requests.

- The average cost per square foot to maintain City Hall is approximately \$1.18.

- There were 12 projects completed and two projects commissioned in the first six months of FY13.

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of Parcels Requested	#	379	300	212	300
Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Conference Rental Amounts Collected	\$	1,982.47	4,000.00	2,791.63	4,000.00
Number of grave spaces serviced for burials	#	330	280	173	280
Number of grave spaces sold	#	350	130	103	100
Number of Parcels Acquired	#	254	200	174	200
Security - Incidents	#	1	0	4	0
Total No. of work orders for set-ups and responded to within 24 hours	#	593	620	267	620
Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Average Cost Per Square Foot to Maintain City Hall	\$	1.09	1.60	1.18	1.60
Lease Revenues	\$	609,831	500,000	385,708	500,000
Net Revenue from Eastside Parking Garage	\$	528,136	525,000	214,915	525,000
Net Revenue from Kleman Plaza Facility	\$	172,399	155,000	57,829	155,000
Percentage of custodial tasks that are assigned that are not routine tasks	%	5	5	5	5
Restricted Items taken per month	#	21.00	30.00	30.17	30.00
Total No. of Construction and Administration	#	21	16	12	16
Total No. of Maintenance Service Requests responded by staff and not contractual labor	#	2,134	2,100	1,095	2,100

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Charter and Executive Services

Executive Services

Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Total No. of New Bldgs.& Renovation Projects Designed and/or Constructed	#	14	22	14	22
Total No. of Project Management Completed	#	19	15	12	15
Total No. of Screened patrons entering City Hall	#	40,971	40,000	18,993	40,000

Charter and Executive Services
Executive Services
Capital Improvement Program Budget

CIP Budget Overview

The FY 2014 – FY 2018 capital improvement program includes funding for six projects; however, only three of the six projects will receive funding in the FY14 capital budget. The first project, City Hall Master, is receiving \$646,700 in FY14 to repair, replace and improve items such as the brick pavers, the building's HVAC system and the two remaining floors of carpet. The second project, City Hall Windows & Wall Sealants & Waterproofing, is receiving \$338,500 in FY14 to begin re-sealing building walls and windows to eliminate water intrusion. The third project, City Hall Parking Garage Waterproofing & Structural Repairs, is receiving \$175,000 in FY14 to begin repairing water infiltration, which is causing structural degradation to the parking garage.

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
General Government - Future Bonds	175,000	3,551,700
General Government Capital Improvement Fund - GGCIIF	646,700	2,016,700
General Government Capital Project Account - GGCPA	0	950,000
Internal Loan Fund-General Government	338,500	574,750
Total Funding	1,160,200	7,093,150

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which were completed or were underway and expected to be completed in fiscal year 2013.

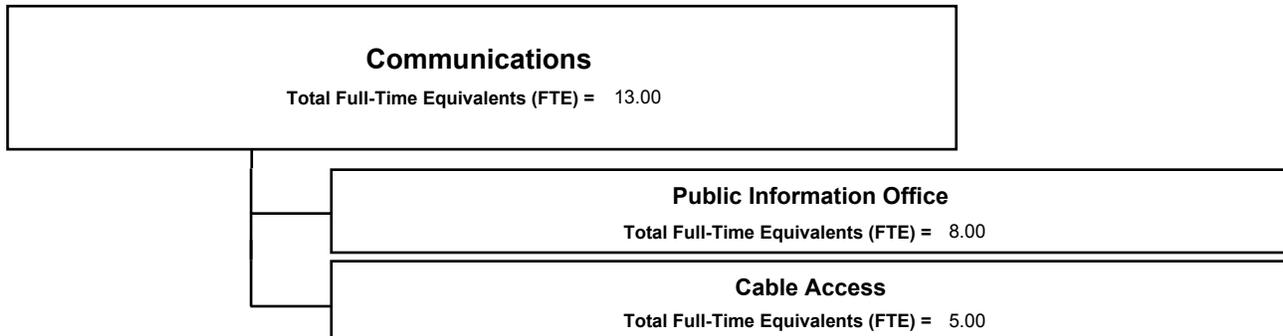
None

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 2014.

Kleman Plaza Structural Repairs
City Hall Water Intrusion
City Hall Windows and Wall Replacement

**Charter and Executive Services
Communications
Organizational Chart**



Operating Budget

<u>Budgetary Cost Summary</u>				
	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
380101 Public Information Office	801,933	872,791	898,091	924,464
380201 Cable Access	558,645	417,569	467,716	467,716
Total Expenditures	1,360,578	1,290,360	1,365,807	1,392,180

<u>Expenditure Category Summary</u>				
	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	1,007,750	1,023,023	1,064,819	1,091,192
Operating	108,424	65,002	110,439	110,439
Allocated Accounts	144,404	185,335	190,549	190,549
Transfers	100,000	17,000	0	0
Total Expenditures	1,360,578	1,290,360	1,365,807	1,392,180

<u>Funding Summary</u>				
	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	1,360,578	1,290,360	1,365,807	1,392,180
Total Funding	1,360,578	1,290,360	1,365,807	1,392,180

<u>FTE Summary</u>				
	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
380101 Public Information Office	7.00	8.00	8.00	8.00
380201 Cable Access	5.00	5.00	5.00	5.00
Total FTE	12.00	13.00	13.00	13.00

Charter and Executive Services Communications

Summary of Services Provided

Department of Communications (DOC)

- Serves as the primary conduit of information for citizens and all city departments regarding city projects, services, and initiatives;
- Provides information and online services that enable citizens to become engaged and active in their local government;
- Responsible for coordinating media coverage on behalf of the city; and
- Develops news releases, pitches stories, and arranges interviews with the media.

Trends and Issues

The Department of Communications' main purpose is to keep Tallahassee citizens informed of the city's initiatives, projects and services. Highlights for the past year include:

Tal.gov.com

- 12.5 million page views (4/1/12-4/1/13).
- The e-mail subscription service has over 17,246 subscribers, with nearly 1.3 million e-mails sent from January to December 2012.
- Fourteen (14) departments maintain a presence on the popular Facebook website, with over 12,682 'fans' receiving facebook updates, which is a 69% 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).

Special Project Assistance

- Bike Box - As part of the comprehensive educational outreach plan, the "Bike Box – Get Behind It!" program introduced the new safety feature to motorists and cyclists and also helped inform them on how to use the bike box.
- Miccosukee Road Roundabout - The City Commission approved a new roundabout on Miccosukee, a canopy road with significant traffic. Communications staff implemented an outreach plan utilizing direct mail, a community meeting, website information, general information packets, and direct outreach to over 500 motorists using the existing intersection.
- Tal.gov Redesign – The City purchased the CentralPoint Content Management System (CMS) in 2012, to be the home for Tal.gov.com's newly designed site, with an eye towards the future of more citizen-centric web offerings.

Media Relations

- In the one-year period of April 2012 to April 2013, the PIO issued 272 news releases, media advisories or public service announcements and coordinated 30 news conferences/media events.

Awards

- The Department of Communications is highly regarded throughout the country as a recognized leader in local government marketing and communications. Over the past year, the DOC has won 27 national, regional and statewide awards.

Charter and Executive Services Communications

Significant Changes From FY 2013

The following service level changes are included in the proposed budget for the Department of Communications fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for the Communications Department with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Charter and Executive Services
Communications
Performance Measures**

Program Objectives

Key objectives of the Communications Department include:

- Informing citizens about city government and fostering a desire for citizens to be involved with their city government;
- Serving as the primary conduit of important information for citizens regarding city projects;
- Increasing departmental use of television to create citizen awareness; and
- Utilizing highly creative communication techniques to attract attention to city projects among the vast array of issues competing for citizens' attention.

Analysis of Performance Measures

The online quiz, with the Bike Box free bike raffle, showed 90 percent of the participants knew how to properly use a bike box. The Miccosukee Roundabout survey found 90 percent of respondents rated the city's outreach as outstanding or good. Additionally, 100 percent of citizens living near the proposed route for a new transmission line who completed a survey, said it was important that the City involve them when projects are taking place near their home or business.

The redesign of Talgov.com in October 2012 has increased page views on the site by over 12%, and expanded mobile device usage by over 75%.

After completion of the second quarter of FY 2013, WCOT has produced 98 productions. This is on par with the productions from FY 2012 and FY 2011.

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of Communications FTEs	#	12	13	13	13
Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Increase the number of page views by 5% annually	#	10,582,405	7,500,000	6,364,198	7,500,000
Maintain community awareness of COT services/programs through stable/increasing number of quality TV programs	#	239	200	98	200
Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Achieve 80% satisfaction rating for one Communications project measured each year.	%	91	80	90	80

Charter and Executive Services
Communications
Capital Improvement Program Budget

CIP Budget Overview

The Department of Communications has one project in the FY14 - FY18 capital improvement plan. This project is for \$150,000, beginning in FY15, to cover the cost of replacing television equipment for WCOT, the City's television station.

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	0	600,000
Total Funding	0	600,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which were completed or were underway and expected to be completed in fiscal year 2013.

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 2014.

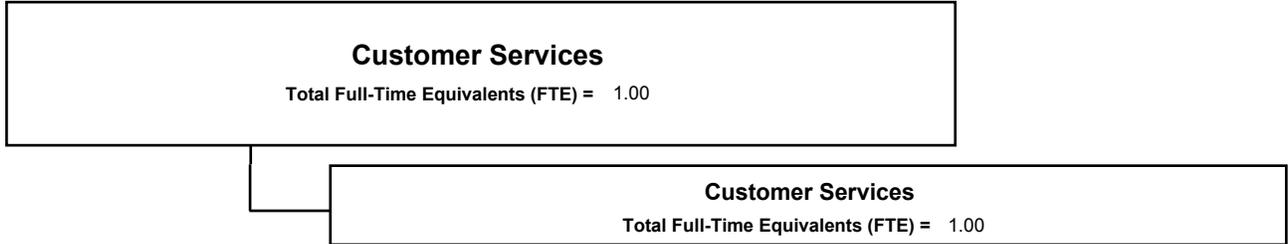
None.



Charter and Executive Services

Customer Services

Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
390101 Customer Services	100,260	102,459	107,173	107,173
Total Expenditures	100,260	102,459	107,173	107,173

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	85,854	87,810	92,312	92,312
Operating	1,564	6,164	6,164	6,164
Allocated Accounts	12,842	8,485	8,697	8,697
Total Expenditures	100,260	102,459	107,173	107,173

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	100,260	102,459	107,173	107,173
Total Funding	100,260	102,459	107,173	107,173

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
390101 Customer Services	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00

Charter and Executive Services

Customer Services

Summary of Services Provided

The Customer Services division provides the following services:

- Promotes quality customer service and enhanced customer satisfaction.
- Utilizes a citizen advocate as a liaison for citizens and departments on issues crossing departmental lines of authority.
- Receives and responds to inquiries, complaints, and referrals from all sources (citizens, organizations, governmental agencies, private businesses, and appointed and elected officials).
- Reviews inquiries, investigates complaints, and offers recommendations for changes in service delivery, policies, or procedures that adversely impact the quality of the city's customer service.
- Explores creative partnerships with other departments, enabling staff to maintain its track record of providing exceptional and innovative customer service.

Customer Services is responsible for the following programs that directly relate to the city's organizational values:

- 891-CITY- a 24-hour phone messaging center for citizens to leave messages regarding their service concerns. This is a quick and convenient method of reporting non-emergency concerns 24 hours a day, seven days a week.
- Customer service alerts - suggestion tips provided to employees via the bulletin board folder on the city's intranet.
- The Secret Shopper initiative - a method for surveying internal and external customers to assess employees' application of the city's values.

Trends and Issues

Customer Services placement under the umbrella of Executive Services and the Citizen Advocate's location in the City Manager's Office has provided the opportunity for a greater focus on customer service. The department continues to assist other areas by offering recommendations for changes or additions in policies, procedures and service delivery that may impact the quality of the City's customer service objectives. Its citizen advocacy role continues as well as efforts to develop, implement and promote programs such as the Secret Shopper initiative that will place a renewed emphasis on making customer service an ongoing part of the City's every day culture.

Charter and Executive Services

Customer Services

Significant Changes From FY 2013

The following service level changes are included in the proposed budget for Customer Service's fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- See the City Commission action section for additional changes to the FY14 approved budget.

City Commission Action

The City Commission approved the budget for Customer Services' fiscal year 2014 with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Charter and Executive Services
Customer Services
Performance Measures

Program Objectives

Customer Services has identified the following program objectives for FY 2011:

- Promote quality customer service and enhance customer satisfaction.
- Provide customer service orientation/education information to new employees.
- Address incoming customer issues and concerns.
- Initiate programs that provide a renewed customer service emphasis.
- Continue the Secret Shopper initiative to reward good customer service practices, identify and then address recurring customer service issues.

Analysis of Performance Measures

N/A

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of FTEs	#	0	1	0	1
Operating Budget	\$	0	196,803	0	196,803
Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
From A to Z Guides distributed	#	0	2,000	0	2,000

Charter and Executive Services
Customer Services
Capital Improvement Program Budget

CIP Budget Overview

The Customer Services has no capital projects for fiscal years 2012 through 2016.

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that were completed or were underway, and expected to be completed in fiscal year 2011.

None

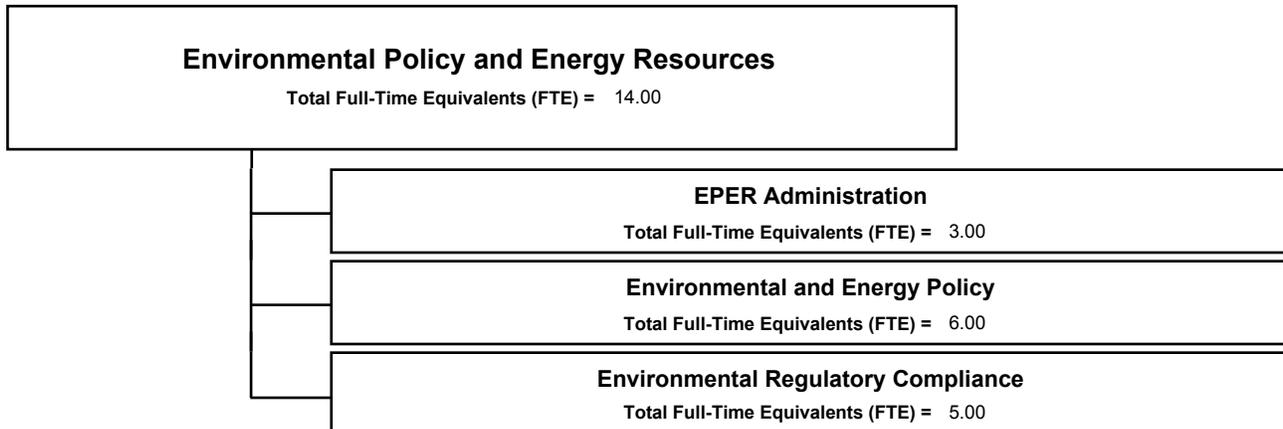
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that are expected to continue into fiscal year 2012.

None



Charter and Executive Services
Environmental Policy and Energy Resources
Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
520101 EPER Administration	972,071	947,700	978,393	959,862
520201 Environmental and Energy Policy	521,140	602,784	628,871	628,871
520301 Environmental Regulatory Compliance	437,150	446,336	573,713	562,026
Total Expenditures	1,930,361	1,996,820	2,180,977	2,150,759

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	1,273,496	1,355,591	1,526,669	1,496,451
Operating	518,390	519,844	529,844	529,844
Allocated Accounts	82,770	121,385	124,464	124,464
Transfers	55,705	0	0	0
Total Expenditures	1,930,361	1,996,820	2,180,977	2,150,759

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Environmental Policy and Energy Resource Fund	1,930,361	1,996,820	2,180,977	2,150,759
Total Funding	1,930,361	1,996,820	2,180,977	2,150,759

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
520101 EPER Administration	3.00	3.00	3.00	3.00
520201 Environmental and Energy Policy	6.00	6.00	6.00	6.00
520301 Environmental Regulatory Compliance	4.00	4.00	5.00	5.00
Total FTE	13.00	13.00	14.00	14.00

Charter and Executive Services

Environmental Policy and Energy Resources

Summary of Services Provided

- The core functions of Environmental Policy and Energy Resources Department (EPER) are policy development, green city initiatives, measurement and 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, the City 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

At the federal and state levels, the general trends in environmental regulatory compliance are greater data reporting, stricter limits on pollutant emissions, and increased legal enforcement. This long-term trend, often described as always cleaner, never dirtier, is not expected to change in the near future. The City's internal trends demonstrate a significant decrease in unauthorized spills and releases, decrease in costs for agency oversight, reduced costs for consultants, increased employee training, and increased use of in-house engineering expertise.

The Compliance Division continued to ensure compliance with laws and rules at the federal, state and local levels through efforts such as permitting, data reporting, spill prevention and response, contamination assessment and remediation, and enforcement negotiation.

Significant progress has been made on the Cascade Park Superfund Site including a recent pilot injection study to reduce groundwater contamination. The potential success of this study would greatly reduce project costs and expedite regulatory closure. This innovative approach compliments park construction and has been strategically designed to not interfere with its grand opening (City Manager Community Enhancement Resolution). Groundwater sampling is currently underway to assess the effectiveness of the study. EPER is requesting additional funding in FY 2014 to provide for further work as required by EPA based on the results of this study, which should conclude in late summer 2013. At a minimum, EPA requires the city to continue monitoring for five years.

Progress has been made towards the redevelopment of the Gaines Street Corridor area through the use of federal and state brownfields programs including grant funding totaling more than \$2 million in recent years (City Commission Priorities 1-5).

The Compliance Division continues to serve in a critical cost avoidance role. Economic benefits include the minimization of environmental fines, penalties, litigation, and permit revocations, with a corresponding increase in overall environmental quality and public health for workers and the community (City Commission Priority 3).

Compliance Division customers are requesting additional assistance which places a significant strain on existing resources and jeopardizes the success of continued compliance efforts. EPER is requesting to increase staff by one Environmental Engineer in FY 2014 to meet legal requirements and customer needs.

Nationally, governments and corporations implementing sustainability programs are developing more robust methods to track and report on the achievements of their sustainability programs. Environmental rules addressing recycling and charging stations for electric vehicles are currently being considered by the state. The adoption of these rules will have an impact on the City's operations and programs.

Tallahassee's sustainability programs continue to gain the City state, national, and international recognitions as a municipal leader in the field of sustainability. These recognitions are important collaterals in marketing the City as a "world class" community.

The adoption of the Tallahassee GreenPrint, the City's proposed sustainability plan, is expected to take place in the spring/summer of 2013. A number of projects in the GreenPrint's Short Term Implementation Plan will affect EPER's work program.

Over the last four years, grant funding for sustainability programs continues to decline. EPER's staff, however, has been able to secure over \$239K in grant funding for its sustainability programs, including Think About Personal Pollution (TAPP). TAPP was awarded funding from FDEP to develop an outreach model called Equity in Environmental Education (E3).

TAPP gave 30 small-group presentations and participated in 15 outreach events during which thousands of citizens were provided messages encouraging them to Think About Personal Pollution. Since 2011, rain garden installations have increased by 30% in 2012 and has facilitated the program's first large scale rain

Charter and Executive Services

Environmental Policy and Energy Resources

garden of over 1,500 sq. ft. Four more rain gardens of this size were later installed throughout 2012.

EPER will work with all City departments to expand current tracking and reporting mechanisms for sustainability programs.

Employees' participation in the City's internal sustainability programs continues to increase. Approximately 95% of City employees responded to a Waste Assessment Survey as part of in the STAR3 program. In addition, a number of City departments have achieved 100% participation in the Idle Free Program. Employees' use of the City's Get There Green Program is growing, and participation in voluntary sustainability related programs such as Adopt A Street continues to increase.

The demand for EPER's community outreach educational programs continues to increase. To date, EPER has had 1,578 client contacts for fiscal year 2013 and our Facebook page has had over 1 million impressions.

EPER's sustainability programs and planning initiatives further all five City Commission Priorities for 2013. Our Sustainability and You Community Learning Series, Earth Day Celebration, and EcoTeams programs seek to engage and educate community residents. This year's Earth Day celebration, the Business of Green: Innovating for the Economy and the Environment, will highlight local green businesses and promote local business programs offered by the City. In addition, the recently launched STAR3 Program and the existing Wake Up the Earth Coffee Grounds Reuse program support and further the City Manager's resolution dealing with waste reduction. EPER will also work with the Executive Team to identify five innovations to enhance sustainability in their service area.

Significant Changes From FY 2013

The following service level changes are included in the approved budget for the EPER Fund fiscal year 2014 budget.

- Increased funding for Cascades Park Superfund site assesment and remediation. Fiscal Impact \$270,000.
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

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, FY2013 activities, and FY2014-2018 planned activities:

- Maintain the City's green city certification from the Florida Green Building Coalition.
- Maintain compliance with federal, state and local environmental laws, rules, and regulations.
- Actively reduce soil and groundwater contamination at Cascade Park sufficient to obtain site completion.
- Develop and implement a strategic sustainability plan
- Apply for grants to fund sustainable city initiatives
- Enhance the protection of Tallahassee's ecosystems
- Apply for awards to benchmark city activities

Analysis of Performance Measures

EPER submitted the City's recertification package with significant documentation to meet the gold standard criteria and anticipate a favorable response from the Florida Green Building Coalition within FY 2013.

In 2012/13, the Environmental Regulatory Compliance Division was successful in providing prompt, thorough and proactive assistance to internal customers in order to ensure compliance with minimum environmental mandates including federal, state and local environmental, laws, rules and regulations. Increases in the number, stringency and complexity of environmental requirements, as well as increased requests from internal customers for assistance, have placed additional strain on already reduced staffing levels which could potentially jeopardize continued success.

Significant progress has been made on the Cascade Park Superfund Site including a recent pilot injection study to reduce groundwater contamination. The potential success of this study would greatly reduce project costs and expedite regulatory closure. This innovative approach compliments park construction and has been strategically designed to not interfere with its grand opening (City Manager Community Enhancement Resolution).

The adoption of the Tallahassee GreenPrint, the City's proposed sustainability plan, is expected to take place in the spring/summer of 2013. A number of projects in the GreenPrint's Short Term Implementation Plan will affect EPER's work program.

Over the last four years, grant funding for sustainability programs continues to decline. EPER's staff, however, has been able to secure over \$239K in grant funding for its sustainability programs, including Think About Personal Pollution (TAPP). TAPP was awarded funding from FDEP to develop an outreach model called Equity in Environmental Education (E3).

The City's Adopt A Street program encourages volunteer groups to participate in community beautification by picking up litter along City streets. This year Keep Tallahassee Leon County Beautiful (KTLCB), the local branch of Keep America Beautiful, continued to manage the program under agreement with the City. For the first half of FY 2013, 50 community groups participated in the program. The groups cleaned 263 street miles and collected over 665 bags of litter for proper disposal.

Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
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**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Charter and Executive Services

Environmental Policy and Energy Resources

Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
The City has implemented electric conservation measures to reduce consumption. The kwh are tracked in the Utility Billing System for city facilities.	#	0	92,500,000	0	92,500,000
Local Businesses are committing to avoid idling in company vehicles.	#	0	20	0	20
Outcome - Leading Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
EPER - Number of FTE's	#	0	13	13	13
The TAPP program provides grants up to \$175 for residential and institutional rain gardens.	%	0	20	0	20
ERC coordinates/attends regulatory inspections of city facilities.	#	0	40	0	40
ERC provides environmental training to city employees throughout the year.	#	100	400	0	400
ERC conducts these proactive visits as a service to city departments identify and correct non-compliance issues.	#	0	50	0	50
ERC tracks the number of reportable spills that includes sewer, chemical, and oil.	#	0	0	22	0
Percent of storage tank inspections in compliance with FDEP regulations	%	100	100	100	100
Regulatory agencies have established deadlines for reporting.	%	100	100	0	100
EPER oversees the Adopt a Street Program. KTLCB has a list of participating street segments. KTLCB is responsible for assigning groups to those segments.	%	0	100	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.	#	0	1,250	0	1,500
The number of lifetime post organic impressions of the posts in News Feed or ticker or on the FB wall.	#	24,337	36,000	0	36,000
PPD - Number of Client contacts	#	0	2,000	1,578	2,000
PPD - Number of Grant Applications	#	0	4	1	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 2014 - 2018.

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 2013.

None

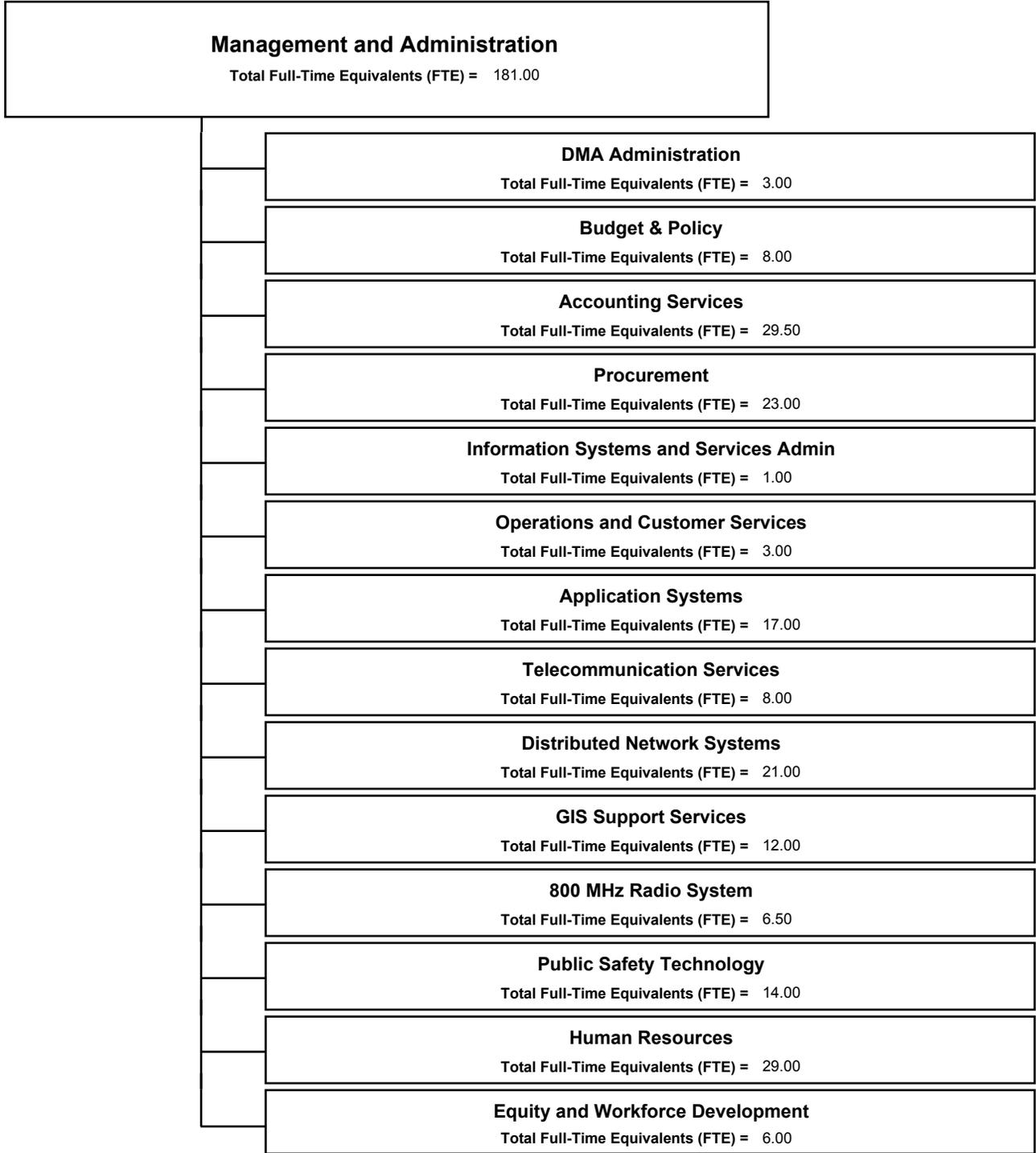
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2014.

None

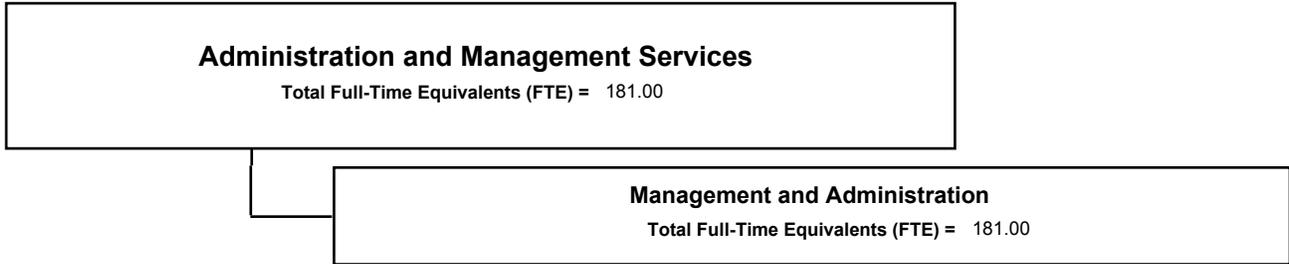


**Administration and Management Services
Management and Administration
Organizational Chart**





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 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Expenditures Summary	45,613,669	47,382,339	53,116,238	49,723,548
Funding Summary	45,613,669	47,382,339	53,116,238	49,723,548
FTE Summary	184.00	180.00	181.00	181.00

City of Tallahassee
Fiscal Year 2014 Adopted Budget

Administration and Management Services

Management and Administration

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
410101 DMA Administration	410,323	381,539	403,458	403,458
410201 Budget & Policy	794,984	725,202	847,779	840,369
410202 Special Appropriations	15,965,006	20,084,389	22,800,503	19,823,435
410301 Accounting Services	3,591,177	2,863,414	3,128,050	2,962,764
410401 Administration	1,314,252	1,549,811	1,034,350	1,502,553
410402 Reproduction	3,838	0	0	0
410403 Supply	2,620	0	0	0
410404 Accounts Payable	475,004	411,186	519,433	407,803
410405 Purchase Cards	246,092	156,817	178,111	186,634
410406 Purchasing/Contracts	0	-13,111	463,758	0
410408 Surplus	75,520	92,835	71,212	119,520
410501 Information Systems and Services Admin	3,859,787	517,915	2,066,196	2,056,341
410502 Operations and Customer Services	5,236,680	6,052,082	6,599,096	6,614,843
410503 Application Systems	1,642,130	1,534,594	1,568,950	1,515,389
410505 Telecommunication Services	1,421,144	1,529,649	1,443,373	1,443,009
410506 Distributed Network Systems	1,781,028	1,662,229	1,807,941	1,754,340
410507 Radio Communications	19,151	0	0	0
410508 GIS Support Services	2,074,944	2,416,216	2,331,487	2,306,386
410509 800 MHz Radio System	1,598,619	1,886,474	1,880,637	1,882,073
410510 Technology Planning & Advancement	503	0	0	0
410511 Public Safety Technology	1,327,729	1,927,110	2,042,037	2,027,126
410601 Human Resources	3,064,290	2,840,558	3,066,991	3,027,979
410701 Equity and Workforce Development	0	763,430	862,876	849,526
Total Expenditures	44,904,821	47,382,339	53,116,238	49,723,548

<u>Expenditure Category Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	14,817,479	17,985,458	17,571,163	17,201,225
Operating	8,785,794	11,167,733	13,140,711	13,678,407
Other Services & Charges	33,394	632,924	1,556,647	1,556,647
Allocated Accounts	3,474,262	3,377,628	3,656,517	3,837,757
Utilities and Other Expenses	69,791	-882,601	-177,725	-177,725
Transfers	3,862,182	1,783,860	1,619,945	1,619,945
Contributions to Operations	9,259,708	13,317,337	15,701,278	11,959,590
Year End Adjustments	4,602,211	0	47,702	47,702
Total Expenditures	44,904,821	47,382,339	53,116,238	49,723,548

<u>Funding Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	17,170,313	21,191,130	24,051,740	21,067,262
800 MHz Fund	1,598,619	1,886,474	1,880,637	1,882,073
Data Processing Fund	17,363,096	15,639,795	17,859,080	17,717,434
Accounting Fund	3,591,177	2,863,414	3,128,050	2,962,764
Purchasing Fund	2,117,326	2,197,538	2,266,864	2,216,510
Human Resources Fund	3,064,290	3,603,988	3,929,867	3,877,505
Total Funding	44,904,821	47,382,339	53,116,238	49,723,548

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

**Administration and Management Services
Management and Administration**

Operating Budget

<u>FTE Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
410101 DMA Administration	3.00	3.00	3.00	3.00
410201 Budget & Policy	8.00	8.00	8.00	8.00
410301 Accounting Services	29.00	28.50	29.50	29.50
410401 Administration	14.00	15.00	7.00	14.00
410404 Accounts Payable	7.00	7.00	7.00	5.00
410405 Purchase Cards	3.00	2.00	2.00	2.00
410406 Purchasing/Contracts	0.00	0.00	6.00	0.00
410408 Surplus	1.00	1.00	1.00	2.00
410501 Information Systems and Services Admin	1.00	1.00	1.00	1.00
410502 Operations and Customer Services	4.00	3.00	3.00	3.00
410503 Application Systems	19.00	17.00	17.00	17.00
410505 Telecommunication Services	8.00	8.00	8.00	8.00
410506 Distributed Network Systems	21.00	21.00	21.00	21.00
410508 GIS Support Services	7.00	13.00	12.00	12.00
410509 800 MHz Radio System	7.00	6.50	6.50	6.50
410511 Public Safety Technology	16.00	12.00	14.00	14.00
410601 Human Resources	30.00	28.00	29.00	29.00
410701 Equity and Workforce Development	0.00	6.00	6.00	6.00
Total FTE	178.00	180.00	181.00	181.00

Administration and Management Services

Management and Administration

Summary of Services Provided

The Department of Management and Administration (DMA) is comprised of six divisions - Administration, Budget and Policy (OBP), Accounting Services, Procurement Services, Information Systems Services (ISS), Human Resources, and Equity and Workforce Development.

- Administration handles department-wide management and is responsible for coordination of various department functions, including PeopleSoft implementation, providing staff assistance for citywide projects, and maintenance of the city's administrative procedures.
- The Office of Budget and Policy is responsible for budgeting activities and is the lead agency for financial policy functions within city government. Responsibilities include development and preparation of the annual operating and capital budgets, development of long-range financial plans and related financial policies, and development and management of the special appropriations program for the General Fund. Other responsibilities include review and approval of operating budget work orders, development and coordination of the use of performance measurements, and program reviews.
- Accounting Services is responsible for operational functions, financial reporting, and financial systems. Operational activities include payroll processing and leave reporting, non-utility accounts receivables, and fixed asset management and inventory. Financial reporting includes preparation of the comprehensive annual financial report, grant reporting, fund accounting, and financial analysis. Accounting Services also has primary responsibility for user support, maintenance, security, training, data integrity, and reporting related to the city's financial and payroll systems.
- Procurement Services provides centralized procurement activities and establishes a system of coordinated uniform procurement policies, procedures, and practices to be used by departments in acquiring commodities and contractual services. These responsibilities are carried out through the division's purchasing, reproduction, and accounts payable units.
- Information Systems Services is tasked with providing quality services to enable city departments to make effective use of information technology. Primary responsibilities of the five major program areas that include all eight (8) units within Information Systems Services are:
 - Operations and Customer Services is responsible for data center activities that include financial and administrative support for city departments, along with processing activities required for utility customers.
 - Applications Systems is responsible for application software systems through analysis, design, and development or acquisition, installation, and maintenance of application software systems on mainframe, client server, and personal computer hardware platforms.
 - Technology Infrastructure is responsible for planning, installation, and support of distributed network computing, including voice and data communications.
 - The Public Safety Technology division is responsible for managing the applications of the Police and Fire Departments. Public safety applications vary from Computer Aided Dispatch and Records Management Systems to Crime Intelligence, Property and Evidence, Field Base Reporting, and In-Car Camera Systems and mobile data terminals. In addition, this division supports and maintains the City's intranet site and partners with the Department of Communications in support of the City's Internet site.
- As of FY10, the Human Resources department became a division of the Department of Management and Administration. Key services include the following: recruitment; benefits administration and wellness program development and implementation; occupational health and safety administration; labor relations; personnel administration; personnel file maintenance, human resource record keeping and systems maintenance, and classification and pay administration.
- As of FY13, the Equity and Workforce Development department is now a division of the Department of

Administration and Management Services

Management and Administration

Management and Administration. Key services include the following: ensuring compliance with federal, state, and local laws, which prohibit discrimination based on race, gender, disability, age, national origin, and color; responding to employee complaints; maintaining liaisons with various community groups; coordinating the Mayor's Summit on Race, Culture, and Human Relations; and providing training opportunities for city employees and the public.

Trends and Issues

- The Office of Budget and Policy (OBP) has faced staffing challenges in the past but now is fully staffed. A reduction of 20% in total staffing over the last four years and a staff that is relatively new, with 2-3 years of experience, has resulted significant demands on the two senior positions in the office.
- Received Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2012 City Comprehensive Annual Financial Reports.
- Received unqualified opinions for the fiscal year 2012 audits of the City, Blueprint 2000 and Capital Regional Transportation Planning Agency.
- The division continues to be challenged by its aging workforce. From FY 2012 to date, 40% of the staff has retired. It is anticipated that another 9% will retire by the end of FY14. Thirty-three percent (33%) of these three positions will not be filled due to relocation of resources within the department. With additional staff scheduled to leave in the upcoming years, staff will continue to develop strategies and increase succession planning efforts to fill vacant positions, in an effort to lessen the negative impact of this substantial loss of institutional knowledge.
- In trying to address both the City's and the vendor's needs, and in the interest of saving money, Procurement Services in conjunction with ISS has developed a Vendor Self Service system.
- In addition to the upcoming Vendor Self Service system, Procurement Services is actively working to expand our current Automatic Clearing House (ACH) payment program to include all vendors. It is our intent to make the City of Tallahassee a totally electronic payment organization by FY 2015.
- According to Information Systems Services (ISS), within the next two years, smart devices will be enabled with many of the same productivity enhancing features of current fixed line desktop phones and desktop computers, requiring organizations to extend existing business functionality to a wide range of mobile devices. Devices such as tablets (ipads and androids) and smart phones (iphones and windows phones) for the enterprise have continued to impact the business world with services that can improve productivity and communication.
- Departments' business processes continue to advance resulting in an increased requirement for advanced technology and solutions. In addition, the solutions have grown in complexity at an enormous rate. All divisions within ISS continue to work within current staffing levels with an emphasis on cross-training to help in areas requiring more resources. Without appropriate staffing, ISS cannot enhance or develop applications that meet the needs of our customers. Applications and server support has increased and will continue to increase with the introduction of mobile smart devices.
- Human Resources is soon to hire a new Manager and HR Consultant. Several organizational changes during FY13 allowed HR Program areas to maximize resources and services even more. During the remainder of FY13 a major focus will continue on Union Contract negotiations, bringing the Communication Dispatch Agency into being, and Executive Recruitments.
- National Disability Mentoring Day is nationally commemorated on October 20th each year. Public and private organizations across the country plan, develop, and implement job shadowing experiences between students with impairments and local employers. The experience provides an opportunity for students to work with a mentor in a job environment of their choice for a day. EWD coordinates the City's participation in this annual event, matching five mentors with five students in the program.

Administration and Management Services Management and Administration

Significant Changes From FY 2013

The following service level changes are included in the proposed budget for the Department of Management and Administration's fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

City Commission Action

The City Commission approved the budget for the Department of Management and Administration with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Administration and Management Services
Management and Administration
Performance Measures

Program Objectives

The department has identified the following program objectives for FY 2014:

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. Evaluation of citywide grants management system.

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:

1. Increase the number of safety specialists certified as authorized OSHA general industry trainers from 2 to 3.

Administration and Management Services

Management and Administration

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 FY12, the number was 26.84 sick hours used per 1,000 hours worked. This number has decreased to 25.10 sick hours used in FY13. A decrease in employee sick hours used is a good sign for city management, employee productivity, employee wellness and customer service.

An indicator of a rebounding economy is seen through decreasing job applications for vacant positions. In FY13, the City received 57.0 applicants for each job vacancy. This number has decreased to 57.0 applicants per vacancy in FY13. This indicates that job seekers are having success in getting hired because there are less applications received per job opening.

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
5-Year Capital Improvement Plan	\$	773,044	733,805	733,805	0
Appropriated operating budget	\$	710,728	685,103	685,103	0
Capital budget	\$	0	135,060	0	0
Number of reproduction requests received	#	0	650,000	0	650,000
Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Timeliness and accuracy of CAFR – City's and Blueprint 2000's	%	100	100	0	100
Timeliness of monthly system closing – by morning of 6th business day –does not include first or final month of FY	#	10	10	0	10
Timely mailing of AR statements and accurate posting of payments to business loan and AR systems	%	100	100	0	100
Budget transfers processed	#	57	100	28	100
Number of Job Applications Processed	#	16,944	18,500	7,710	15,236
Number of Positions reclassified	#	88	100	42	84
Number of Alcohol/Drug Tests Administered	#	2,006	2,260	521	1,042
Number of Personnel Actions Processed	#	4,162	4,000	1,998	3,996
Number of Benefit Transactions Processed	#	6,424	4,000	3,966	7,932
Number of Employee Injury or Auto-Related Events Reported (based on RiskMaster data maintained by Risk Management)	#	288	300	208	416

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Administration and Management Services

Management and Administration

Effectiveness Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Accurate and timely filing of grant reports	%	100	100	10,000	100
Number and level of audit comments or discrepancies for functions within Accounting's control by Internal Audit	#	3	0	0	0
Receipt of GFOA Certificate for completion of CAFR within their guidelines	#	0	1	0	1
Timely and accurate processing of payroll – Percent completed by deadline	%	100	100	0	100
Percent of on-time departmental submittals of budget information	%	80	100	0	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)	%	1	100	0	100
Number of Centralized HR FTEs (based on actual hours paid to full-time and part-time employees)	#	30.00	29.18	29.05	29.00
Total City FTEs (includes full-time and part-time employees)	#	3,250.00	2,800.00	2,764.50	3,298.00
HR staffing level ratio (per 100 FTE's serviced)	#	0.88	0.88	0.89	0.88
Total City turnover	%	4.00	6.50	0.65	7.80
Total "Quit" Rate	%	2.80	2.80	1.60	3.00
% of New Hires still employed after one year	%	87.20	85.00	86.57	87.10
Sick Leave Hours Used Per 1,000 Hours Worked	#	25.10	25.00	24.94	24.90
Avg # Applicants Per Vacancy	#	0.00	60.00	31.10	60.00
% Annual Health Insurance Increase	%	0.00	0.00	4.47	0.00
# completed hours of OSHA Training.	#	0.00	5,170.00	1,858.50	1,640.00
HR23 - # of site visits by safety specialists	#	0	1,100	1,114	600
Complete all telephone service and network connection installation service requests within three (3) working days	%	98	90	0	90
Complete initial technology requisitions and fulfill requests for quotes within eight (8) working hours of receiving the request	%	98	98	0	98
Maintain network up time at 99.9% or better	%	99.90	99.90	0.00	99.90
Meet project goals and dates as specified in the ISS Strategic Plan	%	100	100	0	100
Reduce the resolution of work stoppage problems that cannot be solved by System One Stop (SOS), to one (1) day or less	%	100	100	0	100
Resolve at least 70% of all SOS calls within the resources of this team as measured by daily incident activity reports.	%	51.94	70.00	0.00	70.00
Average cost to process one p-card	\$	0.00	24.56	0.00	24.56
Average cost to process one purchase order	\$	0.00	27.83	0.00	27.83
Average cost to process one requisition transaction	\$	0.00	27.02	0.00	27.02
Percentage of contract compliance reviews completed	%	0	100	0	100
Dollar amount of purchasing per FTE	\$	0	43,512,400	0	43,512,400
Percentage of checks voided in accounts payables	%	0.00	0.85	0.00	0.85

Administration and Management Services

Management and Administration

Effectiveness Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Percentage of payments processed within 30 days	%	98	98	0	98
Percentage of reproduction service requests completed within the same day	%	1	100	0	100
Percentage of RFP's processed within 60 days	%	1	100	0	100
Percentage of procurement card payments made on time	%	0	100	0	100

**Administration and Management Services
Management and Administration
Capital Improvement Program Budget**

CIP Budget Overview

The capital improvement program includes funding for six projects (listed below) at a cost of \$7,838,000 for FY 2014 – FY 2018. 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 FY14 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 (\$350,000); 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 2014 Appropriation</u>	<u>5 Year CIP Total</u>
Deficiencies Fund	150,000	750,000
Information Sys Svcs RR&I	1,598,800	6,594,000
Information Sys Svcs RR&I Undesignated Balance	0	0
Intergovernmental - Leon County	98,800	494,000
Total Funding	1,847,600	7,838,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2013.

- FY13 City Building Computer Wiring
- FY13 Network Infrastructure Upgrade/Replacement
- FY13 Applications and Database Upgrade
- FY13 Computer Servers Upgrade

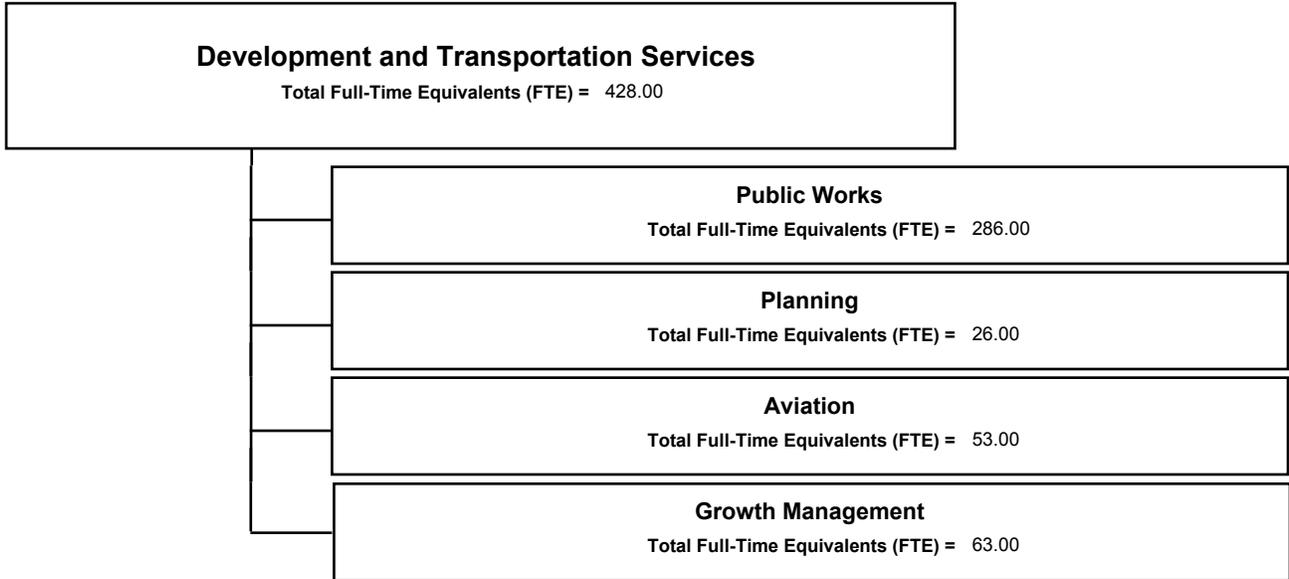
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2014.

- Permits and Enforcement Tracking
- TPD Records/Aircards



Development and Transportation Services Organizational Chart



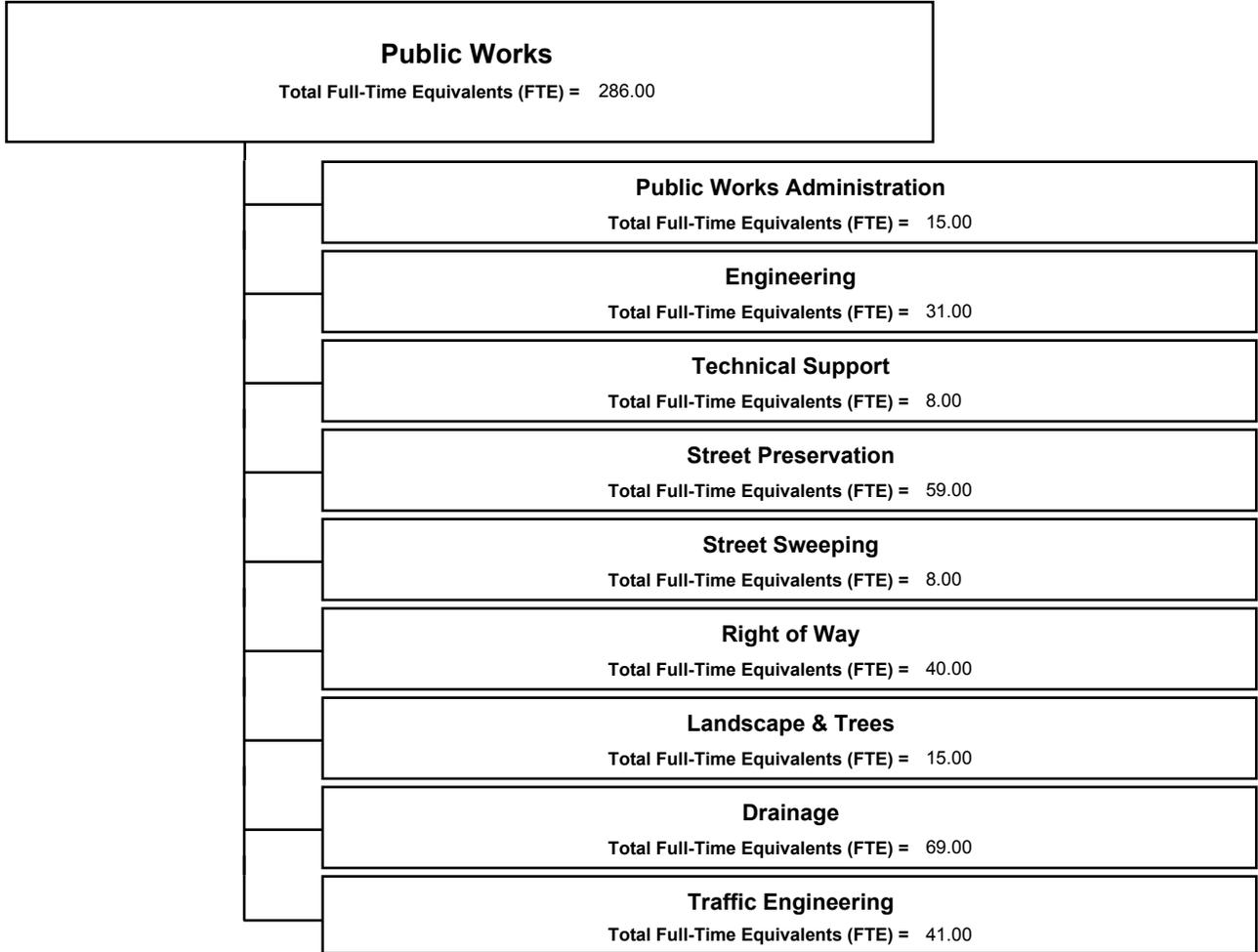
Summary of Services Provided

The Development and Transportation Services Area consists of the Aviation, Growth Management, Planning, Public Works, and StarMetro departments.

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Expenditures Summary	58,545,705	58,874,726	63,006,213	61,153,462
Funding Summary	58,545,705	58,874,726	63,006,213	61,153,462
FTE Summary	419.00	424.00	428.00	428.00



Development and Transportation Services
Public Works
Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Development and Transportation Services

Public Works

Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
220101 Public Works Administration	1,958,388	2,786,820	3,522,060	2,075,837
220201 Engineering	703,356	654,728	914,921	1,477,535
220202 Survey	428,485	360,395	379,309	433,468
220203 Construction Inspection	343,571	264,757	282,380	350,582
220301 Technical Support	1,244,107	1,003,105	1,073,446	1,115,764
220302 Street Preservation	3,058,171	3,225,124	2,784,515	2,822,429
220303 Street Resurfacing	1,291	0	0	0
220304 Street Sweeping	875,361	1,725,112	1,822,754	1,676,930
220305 Right of Way	2,795,985	2,626,597	2,738,200	2,772,562
220306 Landscape & Trees	2,000,923	1,791,305	2,333,834	2,398,279
220401 Project Management	0	0	0	14,453
220502 Drainage	4,703,469	3,947,017	4,832,519	4,866,351
220601 Traffic	1,973,606	1,981,914	2,091,568	2,116,165
220602 Construction	720,826	797,985	704,625	747,228
220603 Traffic Signals	1,563,661	1,308,128	1,801,127	1,681,085
Total Expenditures	22,371,200	22,472,987	25,281,258	24,548,668

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	12,619,824	12,687,320	14,424,148	14,004,388
Operating	3,648,039	3,422,291	4,393,674	4,393,674
Capital Outlay	208,725	198,762	423,210	423,210
Allocated Accounts	4,595,785	4,696,761	4,899,377	4,586,547
Utilities and Other Expenses	522,728	631,546	526,002	526,002
Transfers	456,799	517,007	308,847	308,847
Contributions to Operations	319,300	319,300	306,000	306,000
Total Expenditures	22,371,200	22,472,987	25,281,258	24,548,668

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	16,792,370	16,800,858	18,625,985	18,005,387
Stormwater Fund	5,578,830	5,672,129	6,655,273	6,543,281
Total Funding	22,371,200	22,472,987	25,281,258	24,548,668

Development and Transportation Services

Public Works

Operating Budget

<u>FTE Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
220101 Public Works Administration	19.00	16.00	15.00	15.00
220201 Engineering	14.00	15.00	14.00	14.00
220202 Survey	10.00	10.00	10.00	10.00
220203 Construction Inspection	7.00	7.00	7.00	7.00
220301 Technical Support	8.00	8.00	8.00	8.00
220302 Street Preservation	58.00	59.00	59.00	59.00
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	69.00	69.00
220601 Traffic	10.00	10.00	10.00	10.00
220602 Construction	12.00	12.00	12.00	12.00
220603 Traffic Signals	13.00	19.00	19.00	19.00
Total FTE	278.00	283.00	286.00	286.00

Summary of Services Provided

The Public Works Department delivers a wide range of services to the community that impact the quality of life for Tallahassee citizens and others. Programs related to those services involve civil engineering, construction management, traffic management, street and sidewalk construction and maintenance, and project management. Generally speaking, the Public Works Department provides any city infrastructure services not related to utilities, public safety, or mass transportation.

As of FY 2013, the Regional Transportation Management System (RTMC) began operations. The RTMC is a joint partnership between the City of Tallahassee and the Florida Department of Transportation. Costs associated with additional traffic management capacity will be reimbursed by the Florida Department of Transportation (FDOT).

Trends and Issues

The Public Works Department has continued to produce innovative, creatively-designed, well-constructed infrastructure projects that have a significant impact on the quality of life for our citizens. We received two APWA Chapter Awards, one for the 5th Avenue Plaza project in the Beautification Category and one for the Fleischmann / Miccosukee Roundabout project in the Transportation – Under \$5 million Category. The roundabout project also received the Florida Chapter APWA State Award and has been submitted for the National Project of the Year in the same category. In addition to making improvements to our roadway infrastructure, the department continues to make the roadway system work through our Traffic Management System, the system that keeps our citizens moving as they live, work and play. The challenge in the coming years will be to maintain our momentum for project planning, design and execution, while we continue to face the increasing cost of operating and maintaining enhanced landscape, additional and upgraded amenities and fixtures and the ever changing technological environment of our systems.

Development and Transportation Services
Public Works

Significant Changes From FY 2013

The following service level changes are included in the proposed fiscal year 2014 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 FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The City Commission approved the budget for the Tallahassee Fire Department's fiscal year 2014 budget with the following changes:

Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

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

Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Compare annual construction costs designed to \$4.2M: Engineering	%	102.60	100.00	32.17	100.00
Cost per CY of concrete in place	\$	500	510	534	510
Costs per ton of asphalt	\$	244	280	251	280
Number of cycles completed vs goal: FDOT street sweep	%	100.00	100.00	33.33	100.00
Number of employees	#	278	283	283	283
Percentage of asphalt patches completed within five days	%	96	95	33	96
Respond to 95% of tree maintenance requests in less than 10 weeks (1=yes;2=no)	#	2	2	2	2
Resurfacing cost per lane mile	\$	108,461	98,000	145,409	98,000
Total Public Works Budget (in thousands)	\$	22,965	23,371	23,371	23,371

Development and Transportation Services

Public Works

Capital Improvement Program Budget

CIP Budget Overview

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
1989 Sales Tax	0	0
2004 Capital Bond Series	0	0
2005 Sales Tax	3,594,250	18,517,250
Concurrency Central - FAMU Way	0	0
Concurrency Central - Multimodal	0	0
Gas Tax	4,047,450	20,145,800
Gas Tax Undesignated Balance	981,500	1,374,150
General Government - Future Bonds	16,547,950	31,280,050
General Government Capital Improvement Fund - GGCIF	670,950	1,092,600
General Government Capital Project Account - GGCPA	0	5,475,850
Intergovernmental - Leon County	0	0
Stormwater RR&I	1,170,000	8,731,050
Stormwater RR&I Undesignated Balance	0	183,000
Stormwater Utility Fee	0	532,000
Total Funding	27,012,100	87,331,750

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 2013:

2012 Asphalt Maintenance
2012 Milling/Resurfacing
2013 Concrete Maintenance
2013 Traffic Street Maintenance
7th Ave Sidewalk North
ADA Governor's Sq Zone II
ADA-Lake Ella Zone Phase II
Bond Community - Neighborhood
Bronough Street Zone
Capital Construction - FY13
Centerville & Blair Stone Inte
Chowkeebin Nene & Indianhead
Clay Ave - Nova 2010 Sidewalk
Four Points Bikeway Trail Head
FY13 Canopy Road Maintenance
FY13 Misc. Minor Intersection
FY13 New Guardrail & Handrail
Gadsden Street Zone
Gaines St Property Acquisition
Gaines Street Outfall
Guardrail & Handrails
Highway 20 Emergency Signal
Kerry Forrest Parkway Extens
Lafayette St In-Pavement Flash
Meter Shop 2013
Minor Intersection/Safety Mods
Minor Stormwater Improvements
Municipal Complex/Jack McLean
Nova 2010 Sidewalk - Volusia S
Orange Ave By-Pass Lane at Co
Palmer Street Sidewalk
Palmer Traffic Calming
Rec Traffic Mgmt Systems Imp
S. Gadsden St Sidewalk
Saddle Creek Speed Humps
Signal Construction - FY13
Signal Maintenance 2013
Signal Systems 2013
South Adams Street Gateway Enh
St.Marks Bike Trail Improvemen
Street Resurfacing Program
TS Fay - Drainage Ditches
TS Fay - Pond restoration
Viva Florida 500: Pole Banners

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 2014.

2012 Asphalt Maintenance
2012 Milling/Resurfacing
2013 Concrete Maintenance
2013 Traffic Street Maintenance
7th Ave Sidewalk North
ADA Governor's Sq Zone II
ADA-Lake Ella Zone Phase II
Bond Community - Neighborhood
Bronough Street Zone
Capital Construction - FY13
Centerville & Blair Stone Inte
Chowkeebin Nene & Indianhead
Clay Ave - Nova 2010 Sidewalk
Four Points Bikeway Trail Head
FY13 Canopy Road Maintenance
FY13 Misc. Minor Intersection
FY13 New Guardrail & Handrail
Gadsden Street Zone
Gaines St Property Acquisition
Gaines Street Outfall
Guardrail & Handrails
Highway 20 Emergency Signal
Kerry Forrest Parkway Extens
Lafayette St In-Pavement Flash
Meter Shop 2013
Minor Intersection/Safety Mods
Minor Stormwater Improvements
Municipal Complex/Jack McLean
Nova 2010 Sidewalk - Volusia S
Orange Ave By-Pass Lane at Co
Palmer Street Sidewalk
Palmer Traffic Calming
Rec Traffic Mgmt Systems Imp
S. Gadsden St Sidewalk
Saddle Creek Speed Humps
Signal Construction - FY13
Signal Maintenance 2013
Signal Systems 2013
South Adams Street Gateway Enh
St.Marks Bike Trail Improvemen
Street Resurfacing Program
TS Fay - Drainage Ditches
TS Fay - Pond restoration
Viva Florida 500: Pole Banners
2013 Adopt -A - Tree Program
2013 Asphalt Maintenance
2013 Milling/Inplace
2013 Misc. Repairs to Infrastu
4th Ave - Old Bainbridge to Ma
6th Ave - Mitchell to Magnolia
6th Ave - Thomasville to Mitch

Development and Transportation Services

Public Works

6th Avenue Improvements
7th Ave - Magnolia to Colonial
7th Ave - Monroe to Duval
ADA - Centre Pointe Boulevard
ADA - Downtown (So. Bronough)
ADA - Frenchtown Zone II
ADA - Lake Bradford Zone
ADA - Lake Ella #3(Gadsden St)
ADA - N.Monroe St. (John Knox)
ADA - Northwood Zone
ADA - Southwood Zone
ADA Appleyard Zone II
ADA Centre Pointe Zone II
ADA Hospital Zones II
ADA Market Square Zone II
ADA Northwood Zone Repairs
ADA Rehab. - Duval Street
ADA Rehab-S&D, So Monroe Zone
ADA Rehab-S&D, TCH Zone
ADA Sidewalk Rehabilitation
ADA Wk_Downtown Zone Phase II
ADA Work - Appleyard Zone
ADA Work - Call Street
ADA Work - Gaines Zone
ADA Work - Governor's Square Z
ADA Work - Lake Ella Zone
ADA Work/Frenchtown
ADA Work-Market Square Zone
ADA Work--N. Duval St-Asgmt.#1
ADA Work-North Meridian Zone
ADA-Frenchtown (Bronough) Zone
ADA-TMH Zone
Adopt a Street Program
Advanced Transportation Manage
Airport Barrier Wall
Alabama - Clay to Richmond
Alabama St. Sidewalk
Apalachee Parkway Landscape Re
Appleyard / Mission @ Peachtre
Atlas Road Sidewalk
Bankshead Sidewalk
Basin Street Sidewalk
Blairstone Parkway Intersection
Bradford - Meridian to Thomasv
Bradford Rd (Meridian to Thoma
Bradford Road Sidewalk
Brag - Adams to Park Ridge
Bragg Road Drive - Nova 2010
Buford Blvd Sidewalk
Call/Chapel Pedestrian Crossin
Callaway St Sidewalk from Pull
Campbell Connector Trail
Capital Medical Blvd Sidewalk
Centerview Dr Sidewalk

Development and Transportation Services

Public Works

Centerville Road Sidewalk
Centerville/Roberts Rd Crash
Charter Oak Preservation
Clay - Alabama to Preston
Continuing Operations Plan
Copeland @ Pensacola Intersect
Copeland @ St Augustine Inters
Crawfordville Hwy/Shelfer Rd
Design of Ped Plaza on Raven S
Downtown Pruning
Downtown Sidewalk
Duval St and Call St Zones
East Park Avenue Sidewalk
Eastside Garage and Land Purchase
Equipment Wash Rack
Esplanade Way Sidewalk
Executive Center Dr. Sidewalk
Executive Center East Sidewalk
Executive Center West Sidewalk
FAMU Way
FAMU Way R-O-W Coord
FDOT-RTMC Joint Planning Agency
Fleischmann Rd Sidewalk
Flipper Street Sidewalk
Four Oaks / Mulberry Crosswalk
Fourth Ave Sidewalk
FSU Connector Road
Fulton St. Sidewalk
FY2013 Arbor Day Planting
Gadsden @ Virginia
Gaile Ave to Ocala Rd Bike Tra
Gaines St N. Bicycle Blvd
Gaines St Sallie Property Bic
Gaines Street FAMU Way Madison
Galimore Drive Sidewalk
Gamble - Wahnish to Disston
Gamble St - Nova 2010 Sidewalk
Gay Street Sidewalk
Governor Sq Blvd Sidewalk
Grady St. Sidewalk
Greenspace Acquisition Program
Greenspace and Environmentally
Greenway Trail Connectors City
Hartsfield Road Sidewalk 1
Hartsfield Road Sidewalk 2
Holton Street PASS
Intersection Improvements
Jackson Bluff - Lake Bradford
Jackson Bluff Road Sidewalk
Jim Lee - 2211 Jim Lee to 2215
Jim Lee Rd - Nova 2010 Sidewal
John Knox Turn Lane
Killearn Center Blvd Sidewalk
Lake Bradford Road Gateway Enh

Development and Transportation Services

Public Works

Lipona Rd&Pensacola St Knock
Lonnbladh Rd SW - Metropolitan
Lonnbladh Road PASS
Lorene Street Extension
Maclay Blvd North Sidewalk
Maclay Blvd South Sidewalk
Macomb St - Nova2010 Sidewalk
Madison St Fiber Relocation
Madison Street Pond Relocation
Mast Arm Replacement - Gadsden
Master Plan for Multi Modal Meridian Rd Sidewalk
Middlebrook Circle Conveyance
Midiyette Rd Sidewalk
Midtown Connector Sidewalk
Midyette Road d (CC, NE to N Nova)
Miller Landing at Meridian
Minor Intersection/Safety Mods
Minor Stormwater Improvements
Mission Road (White to Fred George)
Municipal Complex Improvements
N Monroe St Cambridge PI Cente
N. Ridge (Creek to Toucan) Nov
Neighborhood Infrastructure
NIE-1 Putnam Drive
NIE-10 Wallis Street
NIE-11 Bragg Drive
NIE-12 Continental Avenue
NIE-13 Preston Street
NIE-14 Highland Road
NIE-15 Palmer Road
NIE-16 Volusia Street
NIE-17 Glenview Drive
NIE-18 Amelia Circle
NIE-19 Col., Val., Esc. St.
NIE-2 McCaskill Avenue
NIE-20 Callaway/Pullen
NIE-21 Gadsden Street
NIE-22 Lynndale Street
NIE-23 Greenon Lane
NIE-24 Oakland Avenue
NIE-25 Holmes Street
NIE-26 Jackson Bluff
NIE-27 Jennings Street
NIE-28 Boone Blvd.
NIE-29 Meridiana Drive
NIE-3 Calhoun Street
NIE-30 Victory Garden Drive
NIE-31 Pershing Street
NIE-32 Rankin Avenue
NIE-33 Hillsborough Street
NIE-34 Coble Dr. & Harwood
NIE-35 Warwick Street
NIE-36 Callen Street
NIE-37 Galimore Drive

Development and Transportation Services

Public Works

NIE-38 Tanner Drive
NIE-39 Paul Russell Road (SW)
NIE-4 Lake Avenue
NIE-40 Bragg Drive
NIE-41 Young Street
NIE-42 Eastgate & Bedford Way
NIE-43 Calloway Street
NIE-44 Joe Louis Street
NIE-45 Iamonia Street
NIE-5 Paul Russell Road (PASS)
NIE-6 Stuckey Avenue
NIE-7 Bennett St. & Rollins St
NIE-8 Pepper Drive
NIE-9 Richmond Street
North Monroe Holly
North Ridge Rd Sidewalk
Nova 2010 Sidewalks
Office Renovation
Orange Avenue Extension, Phase
Palmer Avenue Sense of Place
Palmer Avenue Sidewalk
Park - Broward to Goodbody
Park Ave & Call St Zones
Park Ave Sidewalk Zone
Paul Dirac Drive Sidewalk
Paul Russell Sidewalk E Seg
Paul Russell Sidewalk W Seg
Perkins Street Sidewalk
Plant Est.-CapitalCircleSE E-2
Plantation Rd & Meridian Rd PI
Portland Rd. Sidewalk
Pottsdamer Street Sidewalk
Preston - Basin to Clay
Preston St - Nova 2010 Sidewalk
Public Safety Complex (City's)
Pullen Rd - Nova 2010 Sidewalk
PW Storage Complex Ramp
Raymond Diehl Road - PASS
Rec Traffic Mgmt Systems Imp
Ridge Road East Sidewalk
Ridge Road West Sidewalk
S&D Downtown Zone ADA Work
Seventh Ave (Magnolia to Colon
Seventh Ave (Monroe to Duval)
Sidewalk Repair, ADA
Sidewalks - New Developments
Sidewalks & Bike Ped Mods
Signals/Communications
Stadium/Call St Bike Box
Tallahassee Junction Bikeway T
Traffic Management (TATMS) ITS Upgrade
Thomas Road Sidewalk
Trojan Trail PASS W Tennessee St Landscape Enhnc
W. Tenn Landscape Improvements

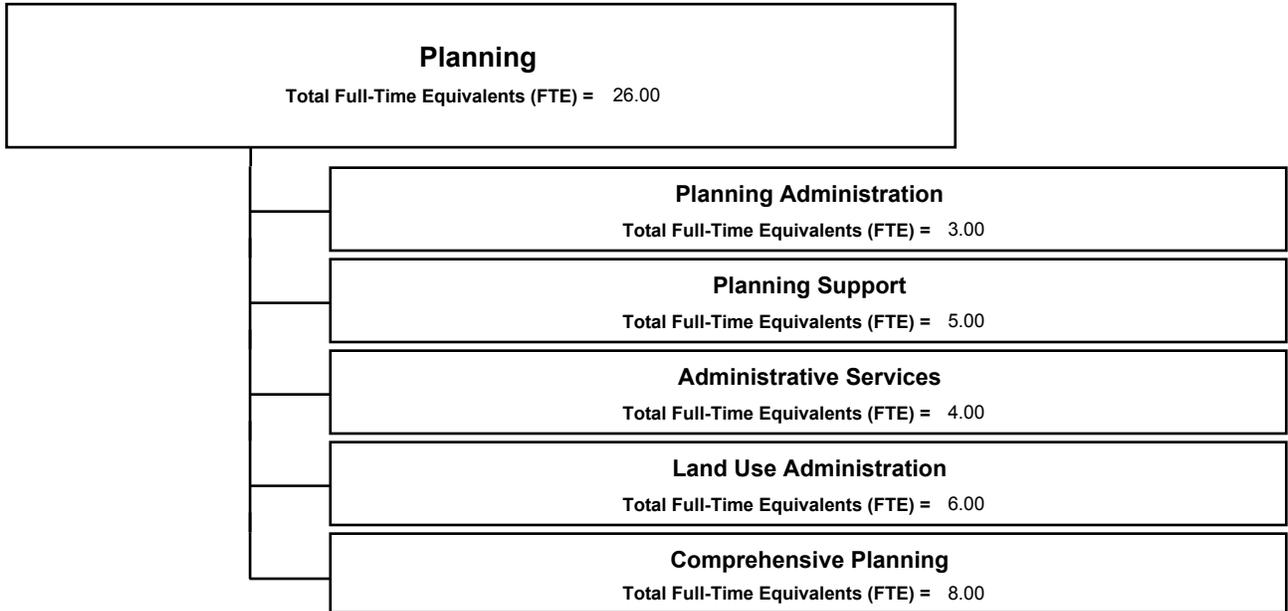
Development and Transportation Services

Public Works

Weems Road Extension
Weems Road PASS
Welaunee Blvd. Right of Way
West End Village
Westover Sidewalk Seg
Work, Infrastructure and Time
Lipona Road- PASS
ADA - Market Square Zone Phase 2



Development and Transportation Services
Planning
Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

**Development and Transportation Services
Planning**

Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
250101 Planning Administration	357,916	559,533	689,948	600,525
250102 Planning Support	438,973	347,849	397,695	478,714
250103 Administrative Services	293,127	269,665	278,961	309,791
250104 Environmental Planning	18	0	0	21
250201 Land Use Administration	546,417	531,750	544,208	571,969
250301 Comprehensive Planning	819,630	785,017	732,260	803,447
250401 Transportation Planning	18	0	0	0
Total Expenditures	2,456,099	2,493,814	2,643,072	2,764,467

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	1,940,404	2,092,101	2,242,418	2,280,819
Operating	108,197	86,441	192,173	192,173
Allocated Accounts	290,859	203,309	208,481	291,475
Transfers	116,639	111,963	0	0
Total Expenditures	2,456,099	2,493,814	2,643,072	2,764,467

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	2,456,099	2,493,814	2,643,072	2,764,467
Total Funding	2,456,099	2,493,814	2,643,072	2,764,467

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
250101 Planning Administration	2.00	2.00	3.00	3.00
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	6.00	6.00	6.00	6.00
250301 Comprehensive Planning	9.00	9.00	8.00	8.00
Total FTE	27.00	27.00	26.00	26.00

Development and Transportation Services Planning

Summary of Services Provided

- The Planning Division provides leadership to facilitate high quality growth and development in both the City of Tallahassee and Leon County. The department is comprised of five divisions, which include Administration, Support, Administrative Services, Land Use, and Comprehensive Planning.
- Planning Administration provides accurate information, creative and effective planning recommendations; and expertise in the areas of long-range land use, environmental, and transportation planning.
- Planning Support provides geographic information system research, mapping, graphics, computer, and publication assistance to the Planning Division and to the local governments.
- Administrative Services provides administrative support services for the department including the provision of additional resources in understaffed areas and coordinates work responsibilities within the Planning Division.
- Land Use Administration reviews rezoning applications, planned unit developments, developments of regional impact, and other large-scale developments.
- Comprehensive Planning promotes implementation of the Tallahassee-Leon County Comprehensive Plan including oversight of the process of evaluating and amending the plan and coordinates long-range transportation, environmental, and special planning projects and issues.

Development and Transportation Services Planning

Trends and Issues

- 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 began in 2013.
- 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%.
- 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.
- Planning has completed several major initiatives including the opening of the DesignWorks Studio, completion of the 5th Avenue Plaza and the Palmer Avenue Place Making projects. We are moving toward completion of large projects such as the Electric Building and Cascades Park coordination, while beginning work on new initiatives such as the De Soto Site coordination and new Place Making initiatives.
- Land Use Planning is seeing an increase in applications, which is consistent with signs that the economy is picking up. This suggests we may see a similar increase in Comprehensive Plan amendments in future cycles. This may require staff currently working on special projects to divert time and assist in the required Comprehensive Plan amendment processing.

Significant Changes From FY 2013

The following service level changes are included in the adopted budget for the Planning division's fiscal year 2014 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- See also Commission Action.

**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 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- 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

Planning's fiscal year 2014 objectives are to:

- Continue to coordinate the implementation of the Southern Strategy Area policies of the Comprehensive Plan.
- Continue the implementation of the multi-modal transportation district plan.
- Continue to implement the Gaines Street corridor enhancement projects, including parks, streetscape improvements, new zoning codes, and historical building rehabilitation.
- Review type A, B, C, and D projects, including site plans and preliminary plats, plans for new public and private schools, rezonings, planned unit developments, and developments of regional impact.
- Continue implementation of inclusionary housing regulations and identify additional options for the provision of inclusionary and affordable housing.
- Initiate and coordinate changes to the City and County Land Development Regulations and zoning maps to implement approved amendments to the Comprehensive Plan.
- Improve department's GIS web applications via use of interactive online GIS maps.

Analysis of Performance Measures

The majority of the Planning Department's process work load is determined by external factors such as development demand and the economy. We have revised our performance measures to more accurately reflect the results of our work along with the actual staff commitment.

To meet the increasing demand for special projects, the Comprehensive Planning and Design Division has limited the number of Comprehensive Plan amendment cycles to one per year. We have been able to meet the demand for amendments thus far, however, if the demand for special projects continues to increase, we may be required to make additional adjustments to staffing or limit the number of special projects to which the Department can commit.

The number of applications that the Land Use Planning Division processes and/or reviews is driven by external economic and market forces as well. Currently, the department is seeing an increase in applications, which is consistent with signs that the economy is picking up. This suggests we may see a similar increase in Comprehensive Plan amendments in future cycles. This may require staff currently working on special projects to assist in Comprehensive Plan amendment processing.

A significant amount of our outreach is determined by the number of applications we receive and special projects we undertake. As such, the Planning Department has made a commitment to increasing our outreach to the community. During the coming fiscal year, we will implement a new Facebook page and assign staff to maintain it properly. In addition to this, we will also increase our participation and/or attendance at neighborhood meetings, public hearings, etc.

Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of City and County Commission workshops, meetings, or public hearings attended.	#	0	45	30	45
Number of comprehensive plan amendments analyzed and correctly processed for public hearings and workshops.	#	10	10	23	10

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Development and Transportation Services

Planning

Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of Direct Mail Notices sent to customers.	#	0	9,200	4,100	9,200
Number of Land Use applications processed, including site plans, text amendments, subdivisions, plats, etc. City and County.	#	111	130	53	130
Number of public workshops, listening sessions and neighborhood meetings held.	#	0	35	11	35
Number of Sense of Place projects completed.	#	0	6	5	6
Number of special projects, including strategic initiatives.	#	0	22	38	22

Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of GIS layers actively maintained.	#	7	7	7	7
Number of residential dwelling units permitted within the Gaines Street Redevelopment Area.	#	289	30	354	30
Number of residential dwelling units permitted within the Southern Strategy Area.	#	24	40	3	40
Number of rezonings and planned unit developments processed.	#	21	35	11	35
Number of staff hours worked on Sense of Place projects.	#	0	1,000	159	1,000
Number of staff hours wroked on special projects.	#	0	5,025	3,342	5,025
Number of square feet of nonresidential development permitted within the Southern Strategy Area.	#	7,452	10,000	15,125	10,000

Development and Transportation Services
Planning
Capital Improvement Program Budget

CIP Budget Overview

The Planning Division has no capital projects in the FY14-18 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 2013.

None

Continued Capital Projects

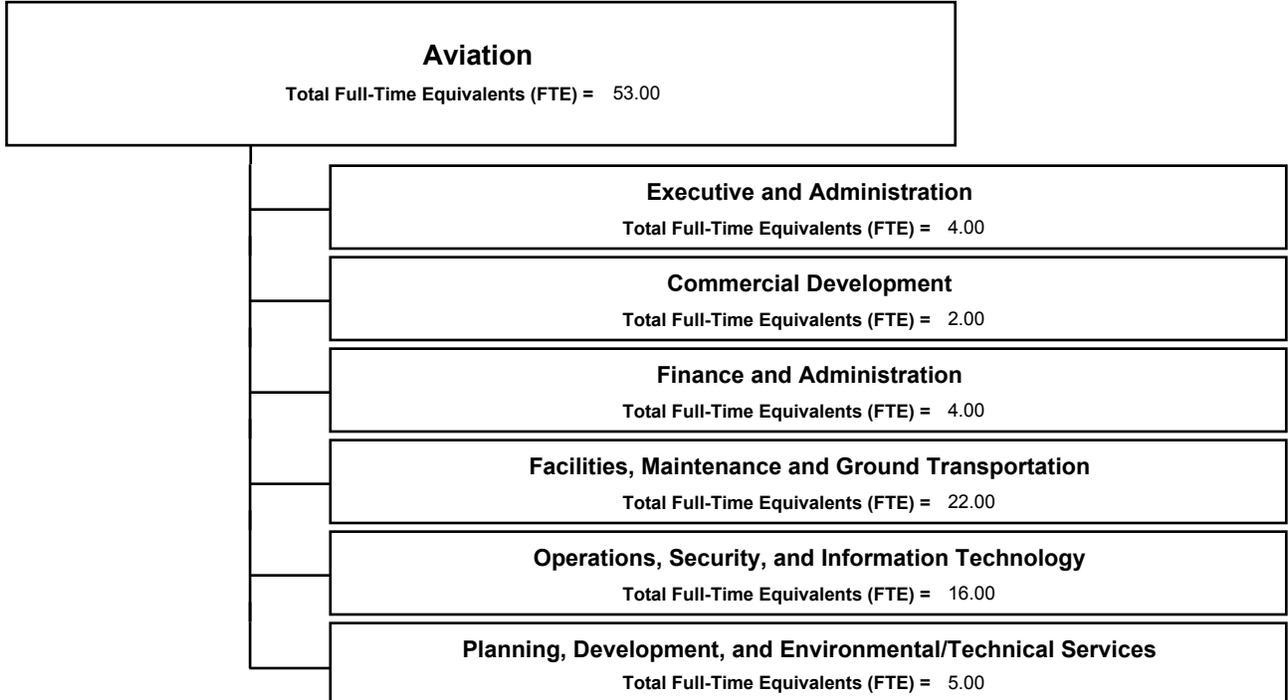
The following list represents currently open projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2014.

None

Development and Transportation Services

Aviation

Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Development and Transportation Services

Aviation

Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
270101 Executive and Administration	674,267	1,534,660	1,584,769	1,998,683
270102 Commercial Development	240,908	198,305	205,064	205,064
270103 Finance and Administration	4,528,373	3,140,620	2,693,841	2,510,902
270201 Facilities, Maintenance and Ground	2,449,921	2,549,227	2,644,428	2,514,195
270202 Operations, Security, and Information	2,518,037	2,379,100	2,455,821	2,403,012
270203 Planning, Development, and	154,553	203,315	243,317	194,682
Total Expenditures	10,566,059	10,005,227	9,827,240	9,826,538

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	2,834,854	3,249,933	3,484,096	3,269,921
Operating	659,853	744,909	706,922	704,987
Other Services & Charges	30,000	28,150	108,150	108,150
Allocated Accounts	1,348,308	1,392,410	1,429,289	1,548,953
Utilities and Other Expenses	860,908	1,031,445	1,051,584	1,051,584
Transfers	1,225,062	1,275,000	313,000	313,000
Contributions to Operations	1,032,756	1,060,116	1,089,792	1,089,792
Year End Adjustments	2,574,318	1,223,264	1,644,407	1,740,151
Total Expenditures	10,566,059	10,005,227	9,827,240	9,826,538

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Airport Operating Fund	10,566,059	10,005,227	9,827,240	9,826,538
Total Funding	10,566,059	10,005,227	9,827,240	9,826,538

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
270101 Executive and Administration	2.00	4.00	4.00	4.00
270102 Commercial Development	3.00	2.00	2.00	2.00
270103 Finance and Administration	4.00	4.00	4.00	4.00
270201 Facilities, Maintenance and Ground	24.00	22.00	22.00	22.00
270202 Operations, Security, and Information	16.00	16.00	16.00	16.00
270203 Planning, Development, and	4.00	5.00	5.00	5.00
Total FTE	53.00	53.00	53.00	53.00

Development and Transportation Services

Aviation

Summary of Services Provided

Airport Management

- Manages and provides guidance and direction for all the airport's activities
- Monitors and responds to federal, state and local requirements
- Manages community relations, governmental affairs and strategic planning

Commercial Development

- Administers lease management, concessions, restaurant and tenant relations
- Responsible for business recruitment, marketing and research and demographic reporting and analyses

Finance and Administration

- Responsible for financial management, accounting and budgeting
- Grant administration, billing and receiving
- Manages airline rates and charges

Facilities Maintenance 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

After seven years of precipitous declines in passenger enplanements through FY2011, with the airline industry continuing to consolidate and slash capacity, eliminating medium hubs and retreating to larger hubs and curtailing air-service to end-of-route “small non-hub” spoke airports, Tallahassee Regional Airport (TLH) is on its way to reversing market losses and significantly recovering the airport’s lost market-share, reducing costs and increasing revenues to roll back the airport’s “Cost per Enplanement” competitiveness metric by 16.5% from \$13.99 to \$11.80 since FY 2011.

The Aviation Department is cautiously optimistic in FY2013, that the declining trend in passenger activity had been stemmed and that a market share recovery with improved growth at Tallahassee Regional Airport is underway with a 3% growth in TLH’s fiscal year 2012 activity as opposed to a 0.6% increase nationally. The airport ranked 134th in total passengers among North America’s airports (including Canada) in 2011 has moved up to 117th place in 2012 – surpassing over 17 airports and is ranked 10th among Florida’s 23 Part 139 airports. A focused customer service oriented market recovery strategy that began in FY2011 and was carrying forward through CY2012, resulted in the Airport’s dramatic turnaround with an 8.1% increase in CY2012 and a continued upward trajectory with the Federal Aviation Administration’s (FAA) Terminal Area Forecast projecting an average annual growth rate of 3% vis-à-vis the Airport’s actual growth rate at 8.4% over that and has grown at a rate of 11.4% for the first half of FY2013.

TLH is fortunate to have continued air service from all four of the legacy carriers during the downturn only because Delta, US Airways, American and United 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 remain competitive, the air-carriers are far less tolerant of high cost structure airports.

Consequently, TLH has successfully implemented controls and measures to cut costs and implement near term efficiencies complemented by a non-aeronautical revenue enhancement drive to roll-back the CEP to a level of \$8 or less – a draw down to levels last seen in FY2006 with 120,000 fewer enplanements. To enhance the competitiveness of the airport, a Strategic Terminal Master Plan and a Commercial Economic Development Master Plan are being developed 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 improvements at the terminal to ensure that the needs of the “21st Century Passenger” are met.

Significant Changes From FY 2013

The following service level changes are included in the approved budget for the Aviation Fund fiscal year 2014 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.

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

Development and Transportation Services
Aviation

City Commission Action

The following service level changes are included in the proposed budget for Aviation fiscal year 2014.

- Across the board 5% reduction in departments operating expenses. Fiscal Impact \$15,195.
- Increase in bad debt expense accrual related to uncollectable amounts from defunct airlines. Fiscal Impact (\$80,000).
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

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.

Development and Transportation Services

Aviation

Analysis of Performance Measures

The Tallahassee Airport achieved several accomplishments in the past year including:

- Overall passenger growth for CY 2012 of over eight percent (8.1%) year over CY 2011, was considerably higher than the average 1.3% growth for the other top U.S. markets and 0.6% nationally
- Airline seat load factors (percentage of seats occupied) have averaged at seventy six percent (76%) at TLH
- Added a second non-stop flight (with the first inaugural flight being introduced at TLH on March 25, 2012) to Washington Regan National Airport (DCA) on US Airways on October 28, 2012. The flight significantly added travel flexibility for the airport's business travelers enabling them to conduct business in our nation's capital during the day and return to the capital the same night.
- Given the success of its direct service to Miami, American Airlines on November 15, 2012 added a fourth daily direct flight to Miami (MIA)
- The airport witnessed its best month-end in November 2012 with fourteen percent (14.1%) growth over November 2011; while in December 2012, the US gross domestic product (GDP) grew at less than one and half percent (1.5%)
- Due to significant customer demand for south Florida service, the airport approached Silver Airways to provide direct daily to Palm Beach International (PBI) and Orlando International (MCO) or Key West International (EYW) or through MCO or EYW. Due to fleet and scheduling constraints, the airline could only accommodate a service to PBI through Tampa International (TPA). On January 7, 2013, Silver Airways expanded added a one-stop, "through service" to PBI to TPA to Tallahassee (TLH). The flight utilizes its new 34-seat Saab 340-B airplane, increasing capacity by nearly seventy-nine percent (79%) on the former Gulfstream Airlines routes from TLH to Fort-Lauderdale and TPA.
- American also announced a second direct daily 50-seat regional jet flight to Dallas-Fort-Worth (DFW) which began on March 9, 2013

Development and Transportation Services

Aviation

Capital Improvement Program Budget

CIP Budget Overview

The department's five-year capital improvement plan program includes funding for projects in the amount of \$105,075,850 for FY 2014-FY 2018. Fiscal year 2014 approved appropriation of \$27,619,650 supports the terminal building rehabilitation, jet-bridge and taxiway improvements, runway improvements and airfield signage and lighting improvements.

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
Airport RR&I	755,000	3,043,353
Airport RR&I Undesignated Balance	1,568,300	6,065,547
Federal Aviation Administration	23,728,050	41,373,050
Florida Department of Transportation - Aviation	1,568,300	28,353,900
Passenger Facility Charge	0	6,740,000
Private Investment Funds	0	19,500,000
Total Funding	27,619,650	105,075,850

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 2013.

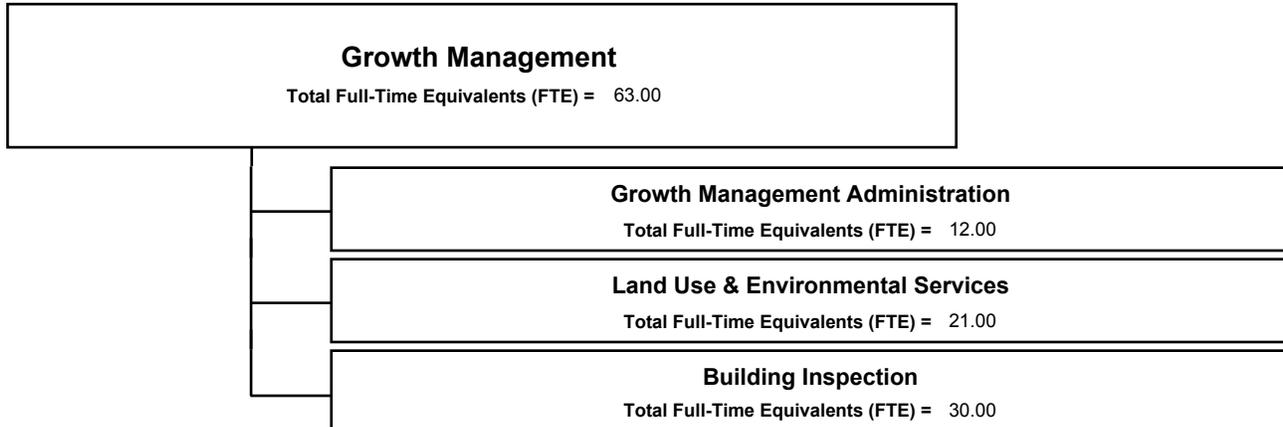
Taxiway S Rehab & Extension
ARFF Vehicle Replacement
Airport Master Plan
Marketing and Promotional Study

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 2014.

Terminal Building Rehabilitation Phase II
Runway 9/27 Reconstruction Phase I
Airfield Signage Improvements
Jet Bridge Rehabilitation

**Development and Transportation Services
Growth Management
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
330101 Growth Management Administration	1,421,140	1,497,494	1,594,414	1,621,226
330301 Land Use & Environmental Services	1,712,421	1,797,605	1,898,982	1,884,665
330401 Building Inspection	3,460,645	2,634,985	3,258,084	3,258,084
Total Expenditures	6,594,206	5,930,084	6,751,480	6,763,975

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	4,325,629	4,470,101	5,058,554	5,021,070
Operating	95,522	140,140	316,712	316,712
Allocated Accounts	1,118,146	1,025,781	1,048,413	1,116,210
Transfers	344,185	294,062	121,939	121,939
Year End Adjustments	710,724	0	205,862	188,044
Total Expenditures	6,594,206	5,930,084	6,751,480	6,763,975

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	3,133,561	3,295,099	3,493,396	3,505,891
Building Inspection Fund	3,460,645	2,634,985	3,258,084	3,258,084
Total Funding	6,594,206	5,930,084	6,751,480	6,763,975

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
330101 Growth Management Administration	12.00	12.00	12.00	12.00
330301 Land Use & Environmental Services	21.00	21.00	21.00	21.00
330401 Building Inspection	28.00	28.00	30.00	30.00
Total FTE	61.00	61.00	63.00	63.00

Development and Transportation Services

Growth Management

Summary of Services Provided

The Growth Management Department is the land development regulatory agency of city government. The department implements the city's environmental and land development activities. The department is also responsible for enforcing the city's building codes through review of building plans, permitting, and the inspection process. The department consists of the following divisions:

Administration

- Manages and provides direction and technical support through the ongoing review and evaluation of codes and ordinances enforced by the department's internal processes and management activities;

Land Use and Environmental Services, (LUES)

- Responsible for enforcement of the concurrency policy, the zoning/site plan/subdivision code, and the environmental management code;
- Administers the stormwater operating permit and environmentally sensitive lands mapping programs;

Building Inspection

- Responsible for enforcing the city's building and sign codes;
- Ensures that planned construction is in compliance with applicable codes;
- Authorizes utility connections and issues certificates of occupancy;
- Provides centralized intake and coordination of all permit applications;
- Administers contractor licensing regulations and enforces the rooming house ordinance.

Development and Transportation Services

Growth Management

Trends and Issues

- The Building Inspection Division continues working at minimal staffing levels due to the efforts to reduce expenses during the recent economic crisis and resulting construction downturn. Even with the reduced amount of new construction, the division's workload has increased due to the size of the large mixed use projects underway. If the upward trend continues, we will need to consider increasing staffing levels in order to maintain our current levels of service and performance standards.
- 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 incentive programs for alternative and energy efficient appliances and equipment. 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 energy efficient appliances, tankless gas water heaters, and more energy efficient heating and air-conditioning systems.
- 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.
- 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 2012 period, 2,037 Public Records Requests were fulfilled by Records Management and 1,439 during the first two quarters of the FY 2013 period. Delivery of requested information has been reduced from two weeks, in some cases, to 15 minutes.
- A new ProjectDox template was also created to allow for concurrent review by Growth Management staff for the Building Inspection Residential Guarantee Program. The technical staff, working with Building Inspection staff has targeted new commercial building, additions, and alterations with an improvement cost of \$25,000. City Projects continues to be the corner stone of Growth Management's E-Government Services initiative.
- The E-Recording Service, whereby Growth Management customers can have documents electronically sent to the Clerk of Courts office, recorded and electronically returned saving our customers an extra trip to the courthouse continues to be a popular service. During the FY 2012 period, 701 E-Recording transactions have been performed and 530 during the first two quarters of the FY 2013 period.
- The new Chat services have now been added to the list of E-government Services offered by the Growth Management Department. This service allows customers on the Growth Management pages of Talgov.com to enter into discussions and ask questions of staff from all three of the divisions of the department. Since this service went live in December 2012, the department has engaged in a total of 220 chats with customers.

Development and Transportation Services Growth Management

Significant Changes From FY 2013

The following service level changes are included in the proposed budget for Growth Management's fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- See the City Commission action section for additional changes to the FY14 approved budget.

City Commission Action

The City Commission approved the budget for Growth Management's fiscal year 2014 with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

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

The following represent current trends and issues for the department:

- The number of permits for new commercial buildings decreased when comparing the first two quarters of FY12 and FY13 from 29 to 20; however, there was an increase of fees collected by approximately 150%, from \$156,238.46 to \$391,370.38.
- Permits for 1 & 2 family homes decreased 32%, from 222 to 149, in the first two quarters of FY13 as compared to FY12 and multi-family dwelling units decreased from 77 to 0, when compared to the same period. The multi-use projects along the Gaines Street corridor are currently in the permit application phase for the apartment units to be constructed above the parking and retail areas. It is anticipated that 939 dwellings units will be permitted for these projects through the end of this fiscal year and into FY14.
- Permits for 1 & 2 family additions increased 22% from 86 to 105, while alterations and repairs decreased from 741 to 698. As a result of the increase, fees collected for alterations and repairs have decreased 4%, from \$222,417.13 to \$213,072.74. Fees collected for miscellaneous permits, which include such things as demolitions, pool permits, retaining walls, foundations, and change of uses have decreased slightly, from \$25,206.88 to \$21,280.68, while the number of permits increased almost 20%, from 76 to 91.
- When looking at the overall building permit numbers for Building Inspection for the first two quarters of FY13, permits are down 15% in comparison to the first two quarters of FY12, from 1278 to 1077. Although there is a decrease in the number of permits, there is an increase in the amount of fees collected by just over 26%, from \$580,492.73 to \$735,131.62, due to the size of the construction projects. Staff anticipates that building permit applications for the build out of these large projects will continue to be submitted during FY2014.
- Environmental permit applications decreased slightly (from 119 to 115) from FY11 to FY12. Limited Partition applications increased from 3 to 8 during this same time period. Type A site plan applications decreased by 26% (from 30 to 22) between FY11 and FY12 and Type B site plans decreased 30% (from 10 to 7). Preliminary Plat applications also decreased (from 9 to 2) in FY12.
- When comparing the first two quarters of FY12 and FY13, Environmental permits have increased 20% from 55 to 66. Type A site plan applications decreased 15%, from 13 applications to 11, and Type B applications have increased from 1 to 8 during this same time period. When the first two quarters of FY13 are considered, there has been an increase from 0 to 2 in Preliminary Plat applications, while Limited Partition applications remained steady at 4.
- Growth Management implemented a residential permit guarantee program that provides a money-back guarantee that new single-family residential and duplex permits will be reviewed within 7 days for a new application and 5 days for resubmittals. Implementation began on October 15, 2012, and, we have processed over 140 reviews and we met the stated timelines for 100% of the reviews.
- Growth Management implemented a "Quick Question Express Help Center" to assist customers in the permitting process by answering questions, and, in some cases, issuing permits for certain types of small projects on the spot.
- In line with the City Manager's goal of reaching out to both the citizens and the development community of Tallahassee, the Growth Management Department initiated a robust communications campaign over the past year to affect public perceptions about the City's permitting process. Efforts included 24 public engagements speaking to such groups as the Tallahassee Builders Association, the Tallahassee Board of Realtors, and the American Institute of Architects to name a few. Staff has also received positive feedback on a recently developed quarterly newsletter that is sent via subscription service.

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Development and Transportation Services

Growth Management

Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
No. of building inspections performed	#	0	67,000	26,818	68,000
No. of concurrency applications processed	#	0	50	30	50
No. of environmental permits processed	#	0	100	66	100
No. of environmental reviews processed	#	0	150	44	160
No. of limited partitions processed	#	0	7	4	8
No. of new 1&2 family building permits processed	#	0	330	149	350
No. of new multi-family dwelling units processed	#	0	225	0	225
Number of pages processed into EDMS - to include (Building Inspection, Land Use & Env. Services, Board documentation and Admin phone & p-card statements).	#	0	400,000	134,166	400,000
No. of preliminary plats processed	#	0	8	2	8
Number of public records requests processed (includes walk-in & telephone requests, as well as those routed through the Treasurer-Clerk's office)	#	0	1,699	1,439	1,699
No. of sub-permits issued	#	0	9,000	4,652	9,000
No. of Type A site plans processed	#	0	65	11	65
No. of Type B site plans processed	#	0	13	8	13
Square footage of new commercial buildings permitted	#	0	1,582,791	300,960	1,582,791

Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
% of minor 1&2 Family residential alteration plan review comments provided to the customer in five days or less.	%	99.00	80.00	32.67	80.00
% of Environmental Permit Comments Provided Within Required Timeframe	%	99.00	99.00	16.50	99.00
% of Major Commercial Plans Comments Provided in 21 Days	%	8.50	90.00	32.33	90.00
% of Minor Commercial Plans Comments Provided in 14 Days	%	9.90	100.00	33.00	100.00
% of review comments (New 1&2) residential provided in required timeframe	%	10.00	90.00	33.33	90.00
% of Conditionally Approved Type A Site Plans Reviewed for Issuance Within Required Timeframe.	%	10.00	100.00	16.67	100.00
% of Conditionally Approved Type A Site Plans Reviewed for Issuance Within Required Timeframe.	%	10.00	100.00	16.67	100.00

Development and Transportation Services
Growth Management
Capital Improvement Program Budget

CIP Budget Overview

The Growth Management Department has no capital projects in the FY 2014-2018 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 2013.

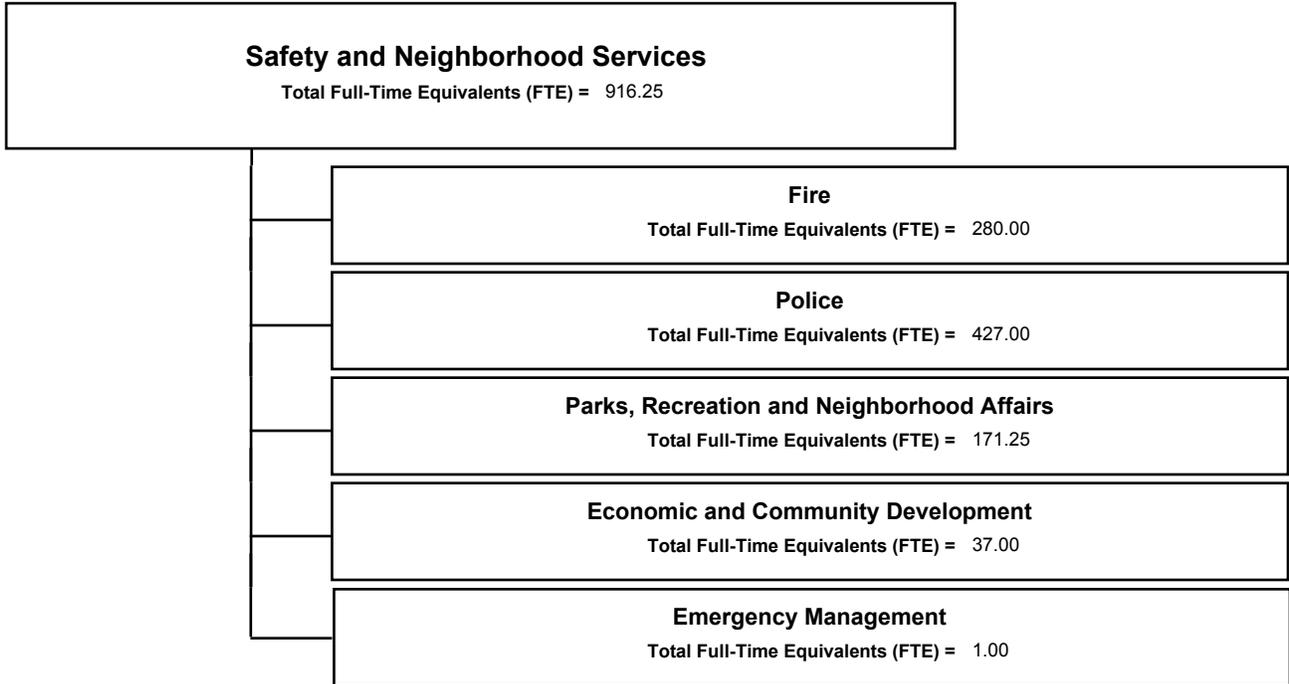
None

Continued Capital Projects

The following list represents projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2014.

None

Safety and Neighborhood Services Organizational Chart



Summary of Services Provided

The Safety and Neighborhood Services area includes Fire, Police, Parks, Recreation and Neighborhood Affairs, Economic and Community Development, and Emergency Management.

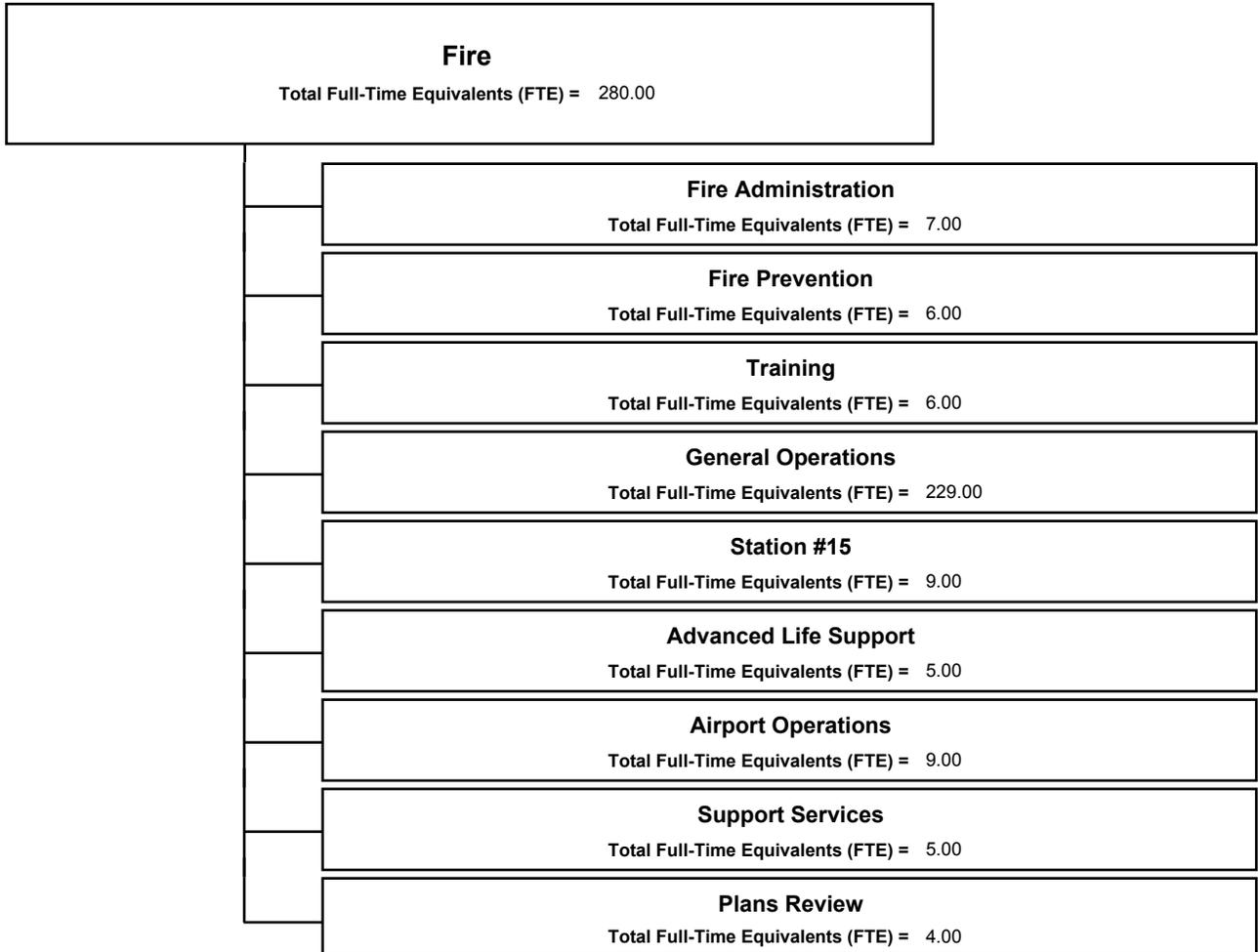
	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Expenditures Summary	108,127,057	110,242,861	109,494,964	107,344,499
Funding Summary	108,127,057	110,242,861	109,494,964	107,344,499
FTE Summary	981.95	946.25	917.20	916.25



Safety and Neighborhood Services

Fire

Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Safety and Neighborhood Services

Fire

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
200101 Fire Administration	8,128,155	9,696,375	10,403,863	9,471,091
200201 Fire Prevention	637,288	619,860	594,514	618,816
200301 Training	624,057	602,854	593,013	627,559
200401 General Operations	20,113,641	20,297,314	20,003,260	19,609,633
200403 Hazardous Materials	9,045	5,571	5,143	5,143
200415 Station #15	857,544	838,715	919,774	943,668
200416 Advanced Life Support	799,609	793,981	722,713	724,465
200501 Airport Operations	1,033,781	1,052,553	1,108,146	1,084,104
200701 Support Services	542,867	444,749	469,275	480,193
200801 Plans Review	373,955	337,791	365,676	378,260
Total Expenditures	33,119,942	34,689,763	35,185,377	33,942,932

<u>Expenditure Category Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	21,665,758	22,692,061	22,998,250	22,705,300
Operating	1,473,458	1,594,891	1,548,864	1,523,864
Other Services & Charges	342,188	161,366	161,366	161,366
Capital Outlay	106,160	84,056	110,400	110,400
Allocated Accounts	6,239,005	6,475,037	6,570,413	6,849,405
Utilities and Other Expenses	331,549	329,690	357,197	357,197
Transfers	1,602,053	3,040,362	3,072,237	1,868,750
Contributions to Operations	303,200	312,300	366,650	366,650
Year End Adjustments	1,056,571	0	0	0
Total Expenditures	33,119,942	34,689,763	35,185,377	33,942,932

<u>Funding Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Fire Services Fund	33,119,942	34,689,763	35,185,377	33,942,932
Total Funding	33,119,942	34,689,763	35,185,377	33,942,932

<u>FTE Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
200101 Fire Administration	7.00	7.00	7.00	7.00
200201 Fire Prevention	6.00	6.00	6.00	6.00
200301 Training	6.00	6.00	6.00	6.00
200401 General Operations	227.00	228.00	229.00	229.00
200415 Station #15	11.00	10.00	9.00	9.00
200416 Advanced Life Support	5.00	5.00	5.00	5.00
200501 Airport Operations	9.00	9.00	9.00	9.00
200701 Support Services	5.00	5.00	5.00	5.00
200801 Plans Review	4.00	4.00	4.00	4.00
Total FTE	280.00	280.00	280.00	280.00

Safety and Neighborhood Services

Fire

Summary of Services Provided

The Tallahassee Fire Department is charged with the responsibility of protecting lives, property, and the environment from hazardous conditions that threaten our community.

This mission is accomplished through the provision of prevention and protective services specific to the incident need. The Fire Department provides the City and County with quality fire suppression, specialized hazardous material response, focused urban search and rescue, dedicated technical rescue, superior vehicle extrication, high quality emergency medical care, fire safety code compliance review and enforcement and varied public education services. The department provides such services through five functional divisions which include Administration, Prevention, Planning & Logistics, Operations and Training.

The Administration Division includes the office of the Fire Chief, Public Information, Employee Resources and Financial Management.

The Prevention Division provides proactive code enforcement, pre-development and pre-construction plans review, public education, targeted hazard occupancy inspections and fire cause determination investigations. Tallahassee and Leon County service area is unique in that it has seniors, college students, young families and transient populations. This requires a fulltime, focused approach to public fire education in order to bring about true behavior change.

The Planning and Logistics Division conducts short and long range planning for infrastructure growth, capital equipment replacement, technological support and service level improvements. In addition, the Logistics office is responsible for direct support and maintenance of 21 facilities.

The Operations Division consists of the Suppression, Emergency Medical Services and Special Operations Battalions. Each is responsible for the provision of specialized emergency mitigation services to include fire suppression, pre-hospital medical care, vehicle extrication, hazardous materials response and urban search and rescue. Service is provided from 15 strategically located fire stations throughout the community.

The Training Division provides continuing education, specialized certification, promotional examination, community demonstration and volunteer firefighter training for fire department personnel, community volunteer firefighters and regional partners.

Trends and Issues

On March 12, 2013 the Leon Board of County Commissioners voted to exercise their option to terminate the existing Fire and Emergency Medical Services Inter-local Agreement with the City of Tallahassee. At the same time the County Commission authorized their staff to proceed with a renegotiation with the City of Tallahassee regarding the provision of Fire Services to the unincorporated area and emergency life support services in the City limits. In September, an extension of the existing agreement was approved, which will provide for joint fire services through FY 2025.

Safety and Neighborhood Services

Fire

Significant Changes From FY 2013

The following service level changes were approved as proposed for the Fire Department's fiscal year 2014 budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union employees salaries are determined by the appropriate collective bargaining agreements as authorized, but for purposes of budgeting are estimated at an average 3% increase in FY 2014, fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- In FY 2014 \$45,000 was added as a transfer to Human Services in the General Fund for enhanced recruitment services to Fire. As retirements accelerate, addressing the resulting challenge to ensure that well qualified candidates are apply to the City, and that the resulting workforce represents the diverse nature of the citizens we serve, requires making additional human resources available to the Fire Department.
- Beginning in FY14, the Fire Department will be responsible for the monthly cost associated with air cards utilized for data transfer to our mobile data computers. This expense was previously absorbed by information services. The cost associated with the change is estimated at \$36,000 dollars annually.
- The Debt Service transfer was reduced significantly for FY 2014 and FY 2015 due to load refunding actions and a longer planning period for new station construction. The revised estimates in future debt service are included in FY 2016 through FY 2018.

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 2014 with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Safety and Neighborhood Services

Fire

Performance Measures

Program Objectives

The Tallahassee Fire Department is charged with the responsibility of protecting lives, property, and the environment from hazardous conditions that threaten our community. This mission is accomplished through the provision of prevention and protective services specific to the incident need. The Fire Department provides the City of Tallahassee and Leon County with quality fire suppression, specialized hazardous material response, focused urban search and rescue, dedicated technical rescue, superior vehicle extrication, high quality emergency medical care, fire safety code compliance review and enforcement and varied public education services.

Safety and Neighborhood Services

Fire

Analysis of Performance Measures

Patient survivability and extent of property loss is highly dependent on the length of time prior to the arrival of emergency resources. The industry "Standard on organization and deployment of fire suppression operations", NFPA 1710, states that Fire Departments should arrive at 90% of all incidents within 6 minutes or less. The Tallahassee Fire Department's response time goals are consistent with this standard. However, we are meeting this standard on only 56% 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.

- FY12 Program Cost: \$637,287
- Cost per direct customer: ($\$637,287/13,000$) \$49.02
- Cost per indirect customer: ($\$637,287/300,000$) \$2.12

Fire Plans Review - Service is funded through fees for service and supplemented via the Fire Services Fee. FY2012 service fees funded the program at approximately 91%. Direct customers are the business owners and developers requiring service. FY12 required 1,077 applications to be reviewed and approximately 1,604 compliance inspections. Indirectly, the service serves the population and visitors of the City/County service area, approximately 300,000.

- FY12 Program Cost: \$373,955
- Cost per direct customer: ($\$373,955/2,681$ deliverables) \$139.48
- Cost per indirect customer: ($\$373,955/300,000$) \$1.25

Non-Medical Emergency Response - Service is funded via the Fire Services Fee. FY2012 collections funded the program at 100% and provided funding for approximately \$1.1M transfer to the Fire Reserve Fund. Direct customers include the 13,720 recipients of non-medical emergency services. Indirectly, the service serves the population and visitors of the City/County service area, approximately 300,000.

- FY12 Program Cost: \$25,715,142
- Cost per direct customer: ($\$25,715,142/13,720$ deliverables) \$1,874.28
- Cost per indirect customer: ($\$25,715,142/300,000$) \$85.72

Emergency Medical Services - Service is funded via contractual agreement with Leon County. Direct customers include the 9,042 recipients of medical emergency services. Indirectly, the service serves the population and visitors of the City/County service area, approximately 300,000.

- FY12 Program Cost: \$5,335,978
- Cost per direct customer: ($\$5,335,978/9,042$ deliverables) \$590.13
- Cost per indirect customer: ($\$5,335,978/300,000$) \$17.79

Airport Rescue Firefighting - Service is funded via transfer from the Airport Fund at 100%. Direct customers include the 664,075 air travelers utilizing the facilities annually.

- FY12 Program Cost: \$1,033,781
- Cost per direct customer: ($\$1,033,781/664,075$ passengers) \$1.56

Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Hours of in-service training for firefighters	#	57,960	57,960	28,980	57,960
No. of Incidences - rural tracks all responses outside the city limits.	#	5,548	5,000	2,547	5,000
Number of new plans or applications reviewed	#	1,077	600	399	600

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Safety and Neighborhood Services

Fire

Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
% firefighters that are EMTs	%	99.62	97.00	99.62	97.00
% firefighters that are paramedics	%	21.27	14.00	23.26	14.00
% of fire and EMS calls with dispatch times < 60 seconds	%	68.15	90.00	69.15	90.00
% of fire and EMS calls with turnout times < 60 seconds	%	33.49	90.00	34.40	90.00
% of firefighters receiving 20 hrs/mo. training	%	100	100	100	100
% of property value saved	%	87.36	75.00	93.74	75.00
% of rural fire and EMS calls with travel times < 6 minutes	%	55.66	90.00	53.18	90.00
% of structure fires contained to room of origin	%	63.07	40.00	51.53	40.00
% of urban fire and EMS calls with travel times < 4 minutes	%	53.30	90.00	48.93	90.00
Cost per fire plan review	\$	352.25	450.00	435.01	450.00
Cost per response	\$	720.01	897.97	1,018.40	897.97
No. of Incidences - urban tracks all responses within the city limits.	#	17,214	15,000	7,767	15,000
Number of EMS calls (ALS & BLS)	#	9,042	8,000	5,641	8,000
Number of people served	#	276,879	279,739	279,739	281,469

Safety and Neighborhood Services
Fire
Capital Improvement Program Budget

CIP Budget Overview

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
Fire Debt	0	23,039,100
Fire RR&I	1,147,500	5,737,500
Internal Loan Fund-Fire RR&I	560,000	560,000
Total Funding	1,707,500	29,336,600

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 FY13:

Facilities Management and Maintenance of Existing Fire Stations
Fire Hydrant Maintenance and Replacement
Records Management System Upgrade

Continued Capital Projects

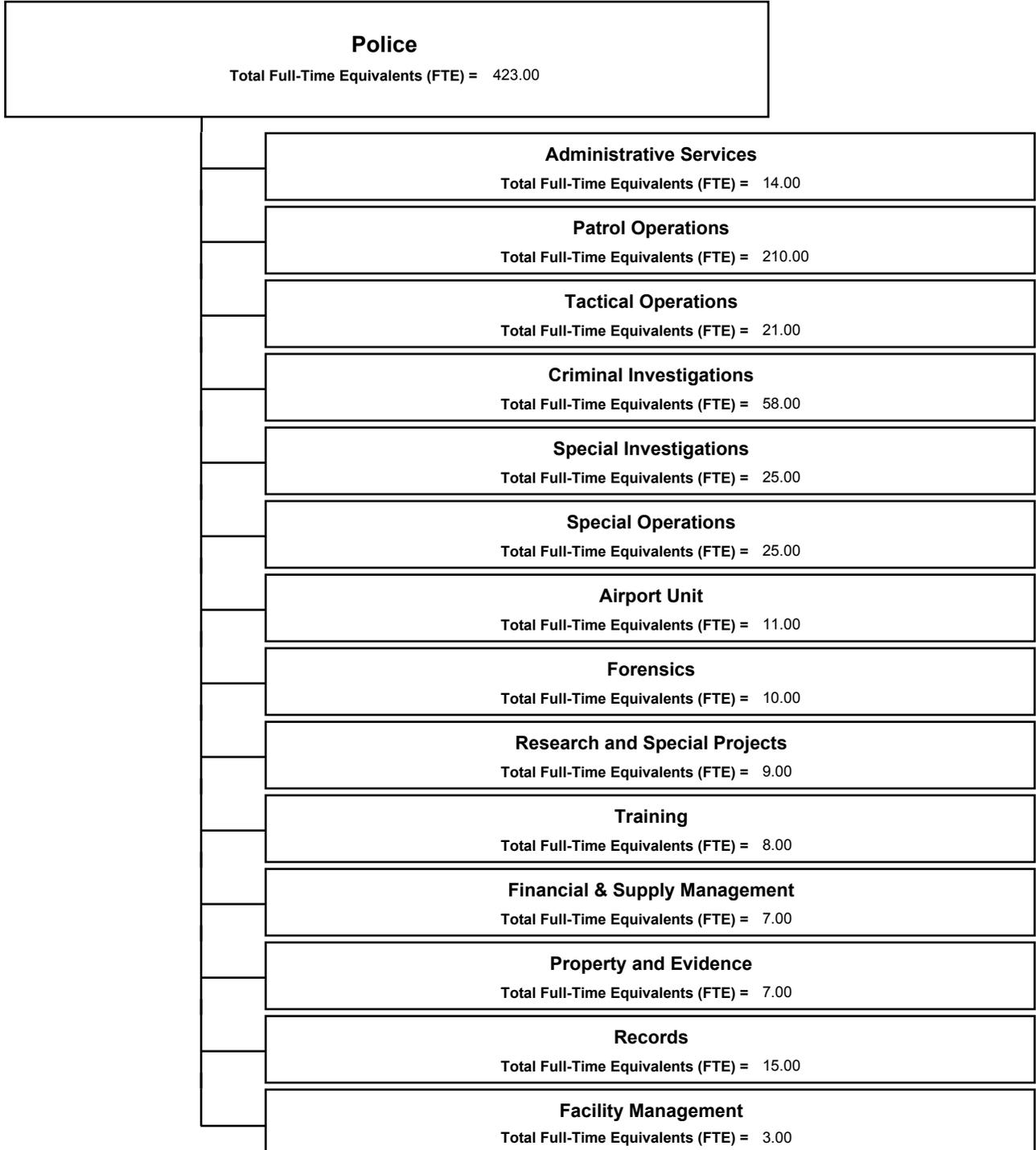
The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into FY14:

Facilities Management and Maintenance of Existing Fire Stations
Fire Hydrant Maintenance and Replacement
Records Management System Upgrade
Construction of Weems Road Fire Station

Safety and Neighborhood Services

Police

Organizational Chart



City of Tallahassee
Fiscal Year 2014 Adopted Budget

Safety and Neighborhood Services

Police

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
210101 Office of the Chief	2,097,101	1,937,116	1,743,050	1,645,222
210102 Employee Resources	5,525	0	0	0
210104 Financial and Supply Management	11,198	0	0	0
210503 Patrol Operations	11,470,674	11,029,199	20,222,966	19,216,338
210504 Southern Patrol Sector	8,754,440	8,693,638	493,265	366,119
210505 Tactical Operations	2,407,531	2,313,228	2,325,115	2,321,212
210602 Criminal Investigations	5,472,239	5,329,372	5,484,178	5,298,323
210603 Special Investigations	2,307,669	2,307,958	2,310,353	2,449,518
210604 Special Operations	2,677,767	2,661,510	2,813,421	2,977,702
210606 Airport Unit	1,219,251	1,255,030	1,273,558	1,274,260
210610 School Crossings	204,166	236,845	236,900	236,900
210611 Police Donations	5,300	6,800	6,800	6,800
210614 Forensics	725,509	680,565	713,259	703,511
210701 Research and Special Projects	734,046	727,420	918,683	921,529
210702 Communications	3,692,327	1,727,321	0	0
210703 Training	1,097,471	1,062,146	1,094,837	1,100,158
210704 Employee Resources	409,634	427,260	426,095	492,325
210801 Financial & Supply Management	4,674,065	7,200,374	6,980,302	7,551,525
210802 Property and Evidence	442,379	453,058	474,220	475,305
210803 Records	836,842	818,020	844,631	843,408
210804 Facility Management	762,818	796,098	764,162	764,162
Total Expenditures	50,007,952	49,662,958	49,125,795	48,644,317

<u>Expenditure Category Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	40,122,203	39,573,007	38,939,081	38,142,132
Operating	1,253,998	1,674,193	1,698,376	1,660,023
Capital Outlay	8,702	0	292,638	0
Allocated Accounts	7,953,275	8,145,206	7,920,791	8,567,253
Utilities and Other Expenses	236,640	263,752	268,109	268,109
Transfers	433,134	6,800	6,800	6,800
Total Expenditures	50,007,952	49,662,958	49,125,795	48,644,317

<u>Funding Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	48,783,401	48,401,128	47,845,437	47,363,257
Donations Operating Fund	5,300	6,800	6,800	6,800
Airport Operating Fund	1,219,251	1,255,030	1,273,558	1,274,260
Total Funding	50,007,952	49,662,958	49,125,795	48,644,317

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Safety and Neighborhood Services

Police

Operating Budget

<u>FTE Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
210101 Office of the Chief	16.00	16.00	15.00	14.00
210503 Patrol Operations	117.00	117.00	209.00	210.00
210504 Southern Patrol Sector	94.00	95.00	2.00	0.00
210505 Tactical Operations	21.00	21.00	21.00	21.00
210602 Criminal Investigations	59.00	59.00	59.00	58.00
210603 Special Investigations	23.00	24.00	23.00	25.00
210604 Special Operations	23.00	24.00	24.00	25.00
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	10.00	9.00
210702 Communications	62.00	28.00	0.00	0.00
210703 Training	8.00	8.00	8.00	8.00
210704 Employee Resources	3.00	3.00	3.00	4.00
210801 Financial & Supply Management	7.00	7.00	7.00	7.00
210802 Property and Evidence	7.00	7.00	7.00	7.00
210803 Records	16.00	15.00	15.00	15.00
210804 Facility Management	3.00	3.00	3.00	3.00
Total FTE	489.00	457.00	427.00	427.00

Safety and Neighborhood Services Police

Summary of Services Provided

- The Tallahassee Police Department was established in 1841 and is the third oldest municipal police department in the country. The department is also the third longest nationally accredited law enforcement agency and was recently awarded flagship status by the Commission on Accreditation for Law Enforcement Agencies (CALEA). As a flagship agency, the Tallahassee Police Department represents an extraordinary example of excellence in public safety, and it is recognized nationally as a model agency for current and potential CALEA applicants. The department's organizational structure consists of the office of the chief and four bureaus.
- The office of the chief includes the chief of police, deputy chief, bureau commanders, and the administrative services director who oversees the functions assigned to each bureau. In addition, the office of professional standards, the department's legal advisor, and public information officer are also included the chief's office.
- The operations bureau includes the northern and southern patrol sectors as well as tactical operations. The patrol sectors utilize a zone based patrol concept that is consistent with the department's community oriented policing (COP) philosophy. Patrol personnel are assigned to a geographical zone so that they may become more familiar with the residents who live and work in the area and with the activities that typically take place. This encourages more interaction between officers and residents and allows officers to focus on crime prevention and enforcement activities that may be unique to their zone. This strategy is enhanced by the community relations unit and three COP squads that supplement the efforts of patrol personnel through a focus on identified criminal activity based on real-time intelligence information. Tactical operations supports the costs of the tactical apprehension and control (TAC) team as well as the department's gang response, canine, and explosives units, and one of the three community oriented squads mentioned above.
- The support bureau includes the criminal investigations and special operations divisions. The criminal investigations division is comprised of property and persons crimes sections and includes the department's victim advocate personnel and forensics, as well as the special investigations unit which focuses on drug crimes and career criminals. The special operations division is comprised of traffic, special events, and airport units as well as the department's reserve officer and school crossing guard programs.
- The organizational development bureau includes the research and special projects section as well as communications, employee resources, and training units. Research and special projects is comprised of crime analysis and criminal intelligence which are responsible for analyzing crime trends and developing focused criminal offender intelligence information. This information is shared with operational personnel through the department's trends and tactics program. 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 2013

The following service level changes are included in the proposed budget for the Police Department's fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union employee pension rates are 18.03% 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 addition of five police officers and one sergeant will aid in reducing the response times for priority one and priority two calls for service. In FY12, the Police Department's average response times for priority one and priority two calls were 6.5 minutes and 9.3 minutes respectively. The Department's goal for priority one and priority two calls is 5.0 minutes and 9.0 minutes respectively. Fiscal Impact: \$810,308 (the first year cost includes one time costs of \$325,000).
- The Police Department is anticipating additional overtime from special events in Cascades Park and on Gaines Street. Fiscal Impact: \$220,800.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- The Communications unit of the Tallahassee Police Department moved to the Consolidated Dispatch Agency April 1, 2013.

Safety and Neighborhood Services
Police

City Commission Action

The City Commission approved the budget for the Police Department with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The additional five officers and one sergeant were not approved. Fiscal Impact: (\$810,308).
- The additional overtime budget was reduced by \$128,000. Fiscal Impact: (\$128,000).

Safety and Neighborhood Services

Police

Performance Measures

Program Objectives

The department has identified the following program objectives for fiscal year 2014:

- 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.

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of authorized sworn positions	#	355	355	355	355
Total calls for service	#	173,484	161,000	94,906	161,000
Number of cases assigned for investigation	#	6,012	5,809	3,268	5,809
Total Number of Injury Producing Traffic Accidents	#	872	920	433	920
Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Juvenile civil citations issued	#	231	212	58	212
Traffic citations issued	#	31,508	32,000	15,732	32,000
Traffic crashes worked	#	6,851	7,600	3,391	7,600
Victims served by advocate unit	#	1,472	1,946	800	1,946

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Safety and Neighborhood Services

Police

Outcome Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of injury producing collisions per 1,000 population	#	4.87	5.14	2.36	5.14
Officer vacancy rate	#	1.51	1.30	1.07	2.85
Clearance rate	#	0	27	0	28
Uniform Crime Rate (UCR)	#	47.04	55.89	21.75	55.89
Violent crime rate	#	4.68	4.69	2.32	5.16
Property crime rate	#	42.36	51.20	19.43	51.20
Priority I average response time	#	6.50	6.00	6.90	6.00
Priority II average response time	#	9.90	9.00	10.85	9.00
Cost per call for service	\$	288.48	320.00	547.70	320.00
Total department cost per capita	\$	279.05	284.00	141.22	284.00

**Safety and Neighborhood Services
Police
Capital Improvement Program Budget**

CIP Budget Overview

The FY14 - 18 approved capital improvement program (CIP) for the Tallahassee Police Department is \$3,517,600, which includes five projects. Detailed project funding descriptions are as follows:

The Police headquarters facility typically receives \$150,000 each year for on-going maintenance and emergency repairs; however, due to a continued lack of general government funding, only \$75,000 is approved for FY14. This will be the fifth consecutive year of funding at \$75,000.

The Police vehicle video recording system is scheduled to receive \$569,400 in FY15 and \$458,200 in FY18. 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 scheduled 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 approved for FY14 at \$175,000.

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 2014 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	75,000	3,342,600
General Government Capital Project Account - GGCPA	0	0
Internal Loan Fund-General Government	175,000	175,000
Total Funding	250,000	3,517,600

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 2013.

FY13 Police Facilities RR&I

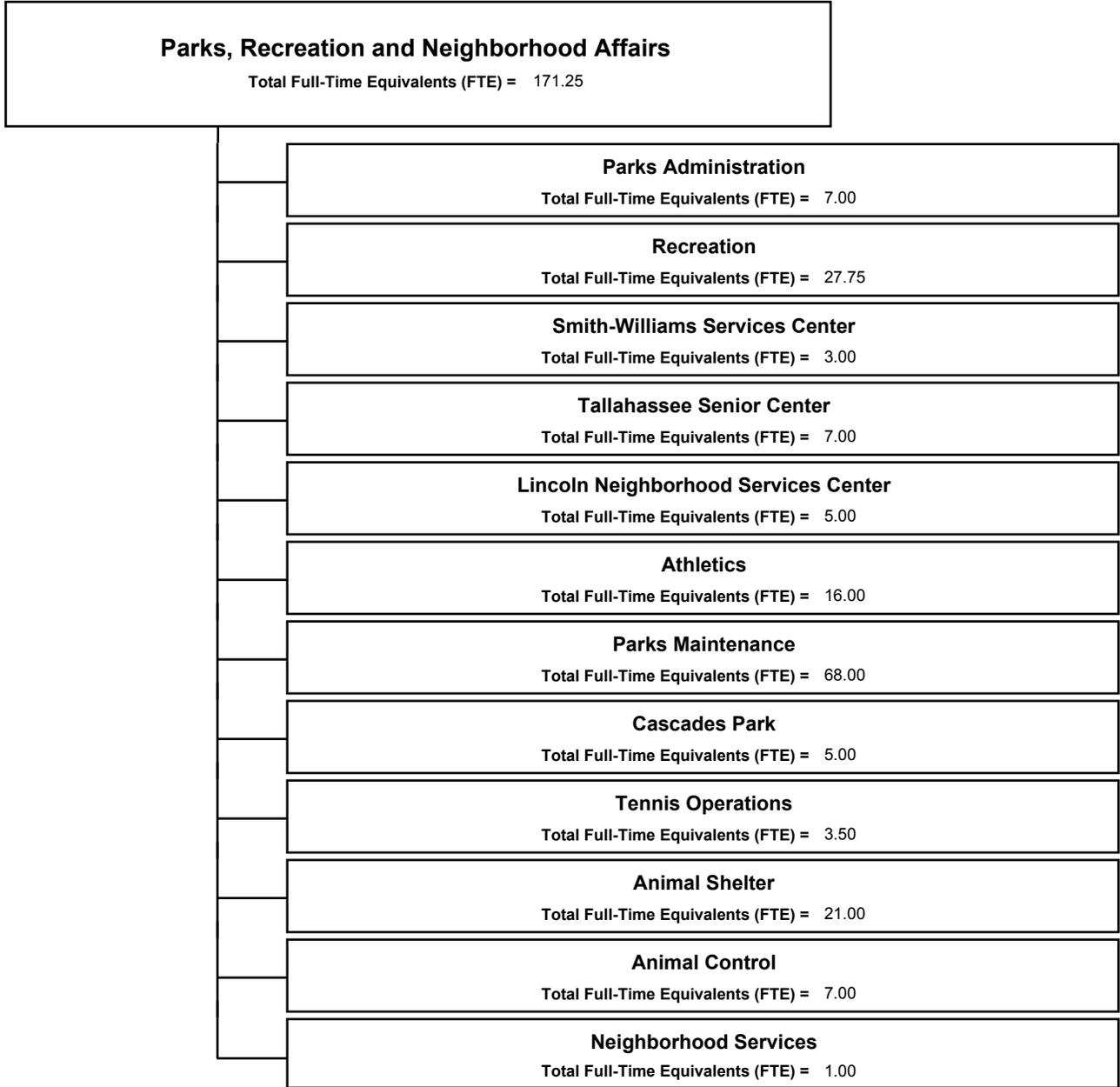
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2014.

Police Vehicle Video Recording System



Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Organizational Chart



City of Tallahassee
Fiscal Year 2014 Adopted Budget

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
230101 Parks Administration	1,716,054	3,201,130	3,358,784	3,478,202
230201 Playgrounds	833,115	786,028	863,916	872,427
230203 Sue Herndon McCollum CC	431,884	420,440	457,365	430,452
230204 Lafayette Arts and Crafts	147,123	142,905	134,872	134,872
230205 Palmer Munroe Youth Center	336,874	398,416	394,681	390,102
230206 Lawrence-Gregory CC	219,587	230,522	215,280	216,345
230207 LeVerne Payne CC	95,945	90,160	92,290	92,290
230208 Jake Gaither Center	184,323	181,745	188,054	188,054
230209 Walker Ford Center	376,429	372,089	370,447	322,544
230210 Oven Park	190,622	172,645	147,037	168,855
230212 Brokaw McDougal House	30,647	0	0	0
230213 McLean Center	450,388	435,339	492,299	451,656
230215 Smith-Williams Services Center	245,617	246,732	259,070	259,070
230216 Tallahassee Senior Center	606,840	576,717	581,031	590,560
230217 Lincoln Neighborhood Services Center	404,242	407,419	420,309	414,712
230301 Major Adult Sports	474,894	450,772	450,774	452,878
230302 Major Youth Sports	269,151	273,386	271,641	269,830
230303 Aquatics	647,900	619,375	754,881	751,807
230304 Minor Sports	99,388	97,970	154,773	154,773
230305 Gymnastics	738,971	709,675	764,160	768,323
230306 Trousdell Aquatic Center	485,717	477,310	457,960	457,960
230307 Jack McLean Aquatic Center	258,630	270,650	328,749	328,749
230401 Parks Maintenance	6,801,991	6,621,510	6,076,101	6,052,164
230402 Cascades Park	0	401,831	683,455	691,966
230509 Hilaman Operations	375,295	0	0	0
230510 Hilaman Maintenance	494,723	0	0	0
230511 Gaither Operations	181,471	0	0	0
230512 Gaither Maintenance	201,310	0	0	0
230601 Tennis Operations	718,839	721,574	728,308	715,143
230701 Animal Shelter	1,762,452	1,749,376	1,777,231	1,695,003
230702 Animal Control	472,186	460,620	439,211	444,442
231001 Neighborhood Services	79,071	73,717	73,008	73,008
Total Expenditures	20,331,679	20,590,053	20,935,687	20,866,187

<u>Expenditure Category Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	12,680,345	12,788,932	12,656,529	12,503,969
Operating	2,236,519	2,109,335	3,003,793	2,939,593
Capital Outlay	207,475	305,800	370,600	370,600
Allocated Accounts	2,541,843	2,787,405	2,773,155	2,920,415
Utilities and Other Expenses	2,412,423	2,370,814	2,131,610	2,131,610
Transfers	198,166	227,767	0	0
Year End Adjustments	54,908	0	0	0
Total Expenditures	20,331,679	20,590,053	20,935,687	20,866,187

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

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

Operating Budget

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	19,461,661	20,590,053	20,935,687	20,866,187
Golf Course Fund	870,018	0	0	0
Total Funding	20,331,679	20,590,053	20,935,687	20,866,187

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
230101 Parks Administration	7.00	8.00	7.00	7.00
230201 Playgrounds	5.00	5.00	5.00	5.00
230203 Sue Herndon McCollum CC	4.00	4.00	4.00	4.00
230204 Lafayette Arts and Crafts	1.00	1.00	1.00	1.00
230205 Palmer Munroe Youth Center	3.00	2.75	2.75	2.75
230206 Lawrence-Gregory CC	3.00	3.00	3.00	3.00
230207 LeVerne Payne CC	1.00	1.00	1.00	1.00
230208 Jake Gaither Center	2.00	2.00	2.00	2.00
230209 Walker Ford Center	4.00	4.00	4.00	4.00
230210 Oven Park	1.00	1.00	1.00	1.00
230213 McLean Center	4.00	4.00	4.00	4.00
230215 Smith-Williams Services Center	3.00	3.00	3.00	3.00
230216 Tallahassee Senior Center	7.00	7.00	7.00	7.00
230217 Lincoln Neighborhood Services Center	5.00	5.00	5.00	5.00
230301 Major Adult Sports	3.00	3.00	3.00	3.00
230302 Major Youth Sports	2.00	2.00	2.00	2.00
230303 Aquatics	4.00	4.00	4.00	4.00
230305 Gymnastics	5.00	5.00	5.00	5.00
230307 Jack McLean Aquatic Center	2.00	2.00	2.00	2.00
230401 Parks Maintenance	68.00	73.00	69.00	68.00
230402 Cascades Park	0.00	0.00	5.00	5.00
230509 Hilaman Operations	1.67	0.00	0.00	0.00
230510 Hilaman Maintenance	2.01	0.00	0.00	0.00
230511 Gaither Operations	1.33	0.00	0.00	0.00
230512 Gaither Maintenance	2.99	0.00	0.00	0.00
230601 Tennis Operations	4.00	3.50	3.50	3.50
230701 Animal Shelter	19.00	19.00	21.00	21.00
230702 Animal Control	7.00	7.00	7.00	7.00
231001 Neighborhood Services	1.00	1.00	1.00	1.00
Total FTE	173.00	170.25	172.25	171.25

Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

Summary of Services Provided

The Parks, Recreation and Neighborhood Affairs Department is comprised of the following eight major areas:

- Administrative Division: provides direction and leadership for the department, including oversight of operating and capital budgets.
- Parks Division: provides maintenance and beautification for special events, capital projects, and park and recreation facilities.
- Recreation Division: operates seven community centers located throughout the city and offers diversified programs; oversees the summer playground program and special events.
- 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.

Trends and Issues

The following are current or future year issues or events for the department in FY14:

- Cascades Park is scheduled to open during the FY14 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 department has begun requiring criminal background checks on all youth volunteer coaches.

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

Significant Changes From FY 2013

The following service level changes were included in the proposed budget for the Department of Parks, Recreation and Neighborhood Affairs' fiscal year 2014 budget. See City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- The addition of two full-time positions are proposed for FY14. Fiscal Impact: \$206,042.
- Funding for raises for part-time employees is proposed for FY14. Fiscal Impact: \$30,000.
- Grant funding for St. Francis Wildlife is proposed for transfer to the department's Unclassified Contractual Services budget to assist in increasing the number of spay/neuters performed in the community. Fiscal Impact: \$33,950.

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 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- Pay increase for temporary employees was deleted from the budget. Fiscal Impact: (\$30,000).
- The addition of one full-time position was deleted from the budget. Fiscal Impact: (\$44,472).
- The transfer from St. Francis Wildlife grant funding to fund spay and neutering vouchers for the Animal Shelter was deleted from the budget. Fiscal Impact: (\$33,950).
-

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Performance Measures

Program Objectives

The department identified the following program objectives for FY 2014:

- 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

- By the end of FY13, the department anticipates being on target with the majority of performance measures with the exception of average maintenance per park acre and number of park acres per 1,000 population. The FY12 actual number of park acres was 5,392.63 with a target of 4,085.77. A revised acreage number was used for FY13, which was lower than the previous number. Census numbers used for the population calculation increased, which also affected the measure.
- For FY13 year-to-date, the operational hour in community centers is slightly lower than the target of 95.27.
- In addition, the year-to-date revenue is lower; therefore, the percentage of expenditures recovered through user fees and charges is lower. The FY12 actual was 28%, the target was 22.4%. The FY13 year-to-date numbers indicate 10.9% of expenditures recovered through user fees and charges. However, the department expects to reach the target by the end of FY13.
- The number of Adult athletic teams served continues to decrease over the past five years, whereas the number of Youth teams remains consistent.
- The significant variance from previous years for the number of participant hours at the Arts and Crafts center is due to an increase in participation during the summer camp with Optimist Park in June/ July of 2012.
- The Animal Services Center continues to have a large number of captured animals and still relies heavily on volunteer hours to maintain current service levels.

Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of adult athletic teams served	#	394	515	181	515
Number of animals adopted	#	3,061	3,200	1,335	3,200
Number of participant hours at the Arts & Crafts center	#	38,767.00	13,056.00	7,225.50	13,056.00
Number of youth athletic teams served	#	622	670	350	670
Total number of stray cats captured	#	3,002	4,000	1,518	4,000
Total number of stray dogs captured	#	2,768	5,560	1,940	5,560

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

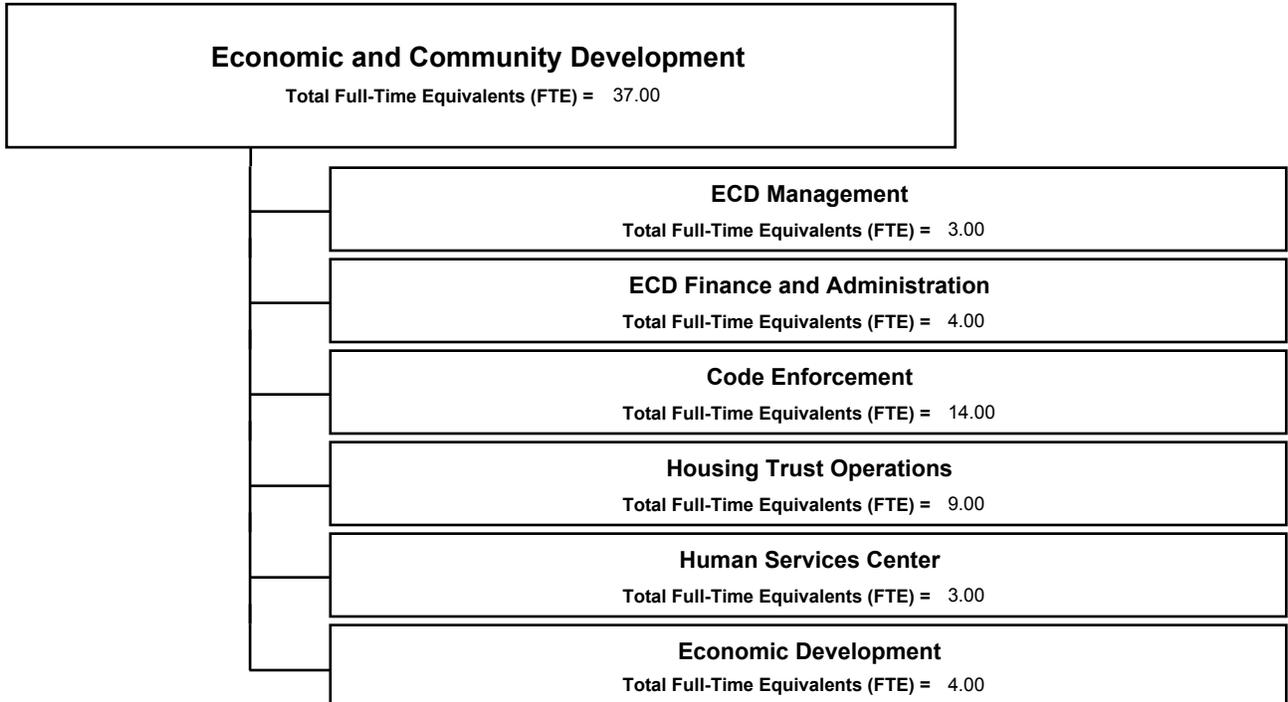
Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Average maintenance cost per park acre	\$	5,392.63	4,085.77	1,379.99	5,237.37
Cost per operational hour in community centers	\$	96.34	95.27	90.45	95.27
Cost per participant hour at the Arts and Crafts Center	\$	3.80	11.27	9.01	11.27
Number of acres of active park (FBC Measure)	#	1,182.36	1,182.36	1,182.36	1,204.22
Number of acres of passive park (FBC measure)	#	2,346.17	2,346.17	2,346.17	2,346.17
Number of park acres per 1,000 population	#	13.80	23.65	12.81	23.65
Per capita cost for Parks and Recreation expenditures	\$	74.42	96.62	17.68	96.62
Percentage of expenditures recovered through user fees and charges	%	28.00	22.40	10.90	26.70
Total number of cats adopted	#	1,227	1,000	558	1,000
Total number of dogs adopted	#	1,632	1,700	708	1,700
Total number of other pets adopted	#	202	100	627	100
Total number of volunteer hours	#	5,300	7,000	2,700	7,000



Safety and Neighborhood Services
Economic and Community Development
Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

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

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
260101 ECD Management	480,757	1,101,641	1,078,796	511,484
260103 ECD Finance and Administration	551,867	456,606	311,277	334,716
260601 Code Enforcement	720,003	775,331	792,847	848,554
260901 Housing Trust Operations	270,032	218,867	389,553	445,532
260902 Human Services Center	1,274,414	2,170,336	1,175,712	1,158,578
261002 ECD Donations	75,000	75,000	75,000	75,000
262001 Economic Development	1,174,977	380,176	293,127	378,848
Total Expenditures	4,547,050	5,177,957	4,116,312	3,752,712

<u>Expenditure Category Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	1,764,343	2,174,132	2,138,939	2,170,246
Operating	435,705	206,540	369,343	369,343
Other Services & Charges	529,298	964,425	964,425	989,425
Allocated Accounts	448,176	630,738	643,605	223,698
Transfers	1,369,528	1,202,122	0	0
Total Expenditures	4,547,050	5,177,957	4,116,312	3,752,712

<u>Funding Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	4,472,050	5,102,957	4,041,312	3,677,712
Donations Operating Fund	75,000	75,000	75,000	75,000
Total Funding	4,547,050	5,177,957	4,116,312	3,752,712

<u>FTE Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
260101 ECD Management	3.00	4.00	3.75	3.00
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	9.00	9.00	9.00	9.00
260902 Human Services Center	3.00	3.00	3.00	3.00
262001 Economic Development	3.95	4.00	3.20	4.00
Total FTE	38.95	38.00	36.95	37.00

Safety and Neighborhood Services Economic and Community Development

Summary of Services Provided

The Economic and Community Development (ECD) Department provides program services such as Code Enforcement, Housing Development, Economic Development, Minority Business Enterprise and Disadvantaged Business Enterprises (MBE/DBE), Human Services and the Community Redevelopment Agency (CRA). These program services directly and indirectly impact the residents living within the entire 103.25 square miles of Tallahassee's municipal boundaries. Some program services such as Economic Development, Minority Business Enterprise and Disadvantaged Business Enterprise, Community Redevelopment and Human Services impact residents outside of the municipal boundaries based on the program deliverables and partnerships with other local entities providing services throughout the region. ECD provides services to over 183,000 residents who encompass the entire income spectrum (extremely low, very low, low, moderate, middle, and affluent) in the city.

Many of the service deliverables provided for through Housing Development, Human Services and Code Enforcement directly impact families and households with incomes below the poverty level in the city, which is estimated to be 15% of the population. These three programs utilize funds received from the U.S. Department of Housing and Urban Development (HUD), State Housing Initiatives Partnership (SHIP) program, the Change for Change (CHSP Program donation funds) program, as well as the city's General Revenue Funds to improve the quality of life and living conditions of the city's least income able residents. These programs also partner with other local service delivery agencies and not-for-profit organizations (Community Improvement Advisory Council, Community Human Services Partnership agencies, and others) to maximize the impact and reach of the services provided. These programs depend on the volunteer services of advisory boards and local citizens to evaluate community programs, assess community needs, and provide input for program grant activities on an annual basis.

The Minority Business Enterprise and Disadvantaged Business Enterprise (MBE/DBE) and the Community Redevelopment Agency (CRA) are economic and business development focused programs. These two programs offer specific business incentives designed to enhance the local businesses. The MBE/DBE program offers technical assistance and training workshops for certified minority and disadvantaged businesses seeking opportunities to participate in City of Tallahassee procurement and construction projects. The CRA offers grant and loan funding opportunities, as well as, planning tools designed to promote economic development within the city and local market area. The impact of the services provided through these programs are designed to create new jobs, retain jobs (permanent and temporary), increase the city's tax bases, improve the local economy, retain existing businesses.

The Management and the Finance and Administration divisions provide internal operational support, managerial oversight, budget administration and management, personnel services and payroll administration, and financial compliance oversight, and grant reporting to all of the department's service delivery programs.

Safety and Neighborhood Services

Economic and Community Development

Trends and Issues

Trends Impacting Code Enforcement Services

- An increase in abandoned and vacant properties continues to adversely affect the conditions of private properties with maintenance of the grounds and swimming pools creating a health hazard for the neighboring properties. To address code violations (such as overgrowth) associated with abandoned and vacant properties more operating funds are being shifted to increase the funds available for lot mowing expenses and other hazardous issues that must be addressed. If property owners report foreclosure proceedings administrative staff attempt to have the mortgage company to maintain and bring the property into compliance.
- The number of dangerous building and housing code violations increased by 6.5% in FY2012. Dangerous building and housing code violation inspections require more follow-up inspections than routine code nuisance and referral cases. More time spent addressing dangerous buildings results in fewer opportunities for code enforcement officers to address nuisance and referral cases. Trends Impacting Affordable Housing Services
- Median incomes have decreased from \$64,200 to \$60,000 for a family of four.
- The production of Down Payment Assistance Program continues to be down; this is likely due to the continued economic uncertainties as well as tighter credit underwriting requirements.
- Production in the Emergency Home Repair Program continues to be strong, which is likely due to the continued economic situation.
- Low production for the water and sewer fee waiver program continues as expected due to the decline in production of new housing construction units resulting from the housing decline.
- In a normal housing market, there would be an average 6-months' supply of housing available. As of January 2013, based on the market report published by a local realtor, Tallahassee has 8.0 months' supply of housing available with a low of 7.1 in the northeast quadrant and a high of 11.1 in the southwest quadrant of Tallahassee. The value of condominiums and townhouses has decreased dramatically. In some cases, condominiums that were once valued at \$180,000 are now valued at less than 50% of that value.
- Decreased costs and low interest rates along with an excess supply of homes in Tallahassee continue to maintain a buyer's market for homebuyers, property developers, and investors, with access to the financial resources needed to acquire such bargain properties. This trend has been interpreted as a positive movement toward a normal market. Based on information from the National Association of Realtors, Tallahassee's median sales price increased from \$136,600 in fourth quarter of 2011 to \$149,900 in the fourth quarter of 2012.

Trends Impacting Human Services

- In FY2013 there was \$300,000 funding shortfall projected in the Community Health Services Program (CHSP) based on prior year funding allocations, however with several agencies not participating in the 2012/13 funding cycle the impact of the projected shortfall was reduced to \$171,000. A reduction in the United Way of the Big Bend charitable donations and the City's Community Development Block Grant (CDBG) funds are contributing factors to the shortfall.
- With the continued decline in charitable contributions to the annual United Way fund raising campaign and anticipated reductions in the City's CDBG funds received from Housing and Urban Development (HUD) the current funding shortfall in the total CHSP funding process is expected to increase in FY2014.
- The amount of CHSP funds requested by human services providers is expected to increase due to these agencies losing other funding options, including federal, state and foundation support in FY2014. The 2012/13 CHSP funding budget totaled \$4,777,131 while funding requests from agencies total \$7,092,139.
- This continuing decrease in the funds available through CHSP directly impacts the how volunteers prioritize the funding requests and the types of services that will be available to meet the needs of our citizens. Similarly service providers are reducing and/or eliminating some services provided to their clients to sustain a base level of service delivery to meet the ever increasing needs of households that are negatively impacted by high unemployment rates, increased costs for living, and a sluggish economy. For example, some food banks have reduced the amounts of food given to each household in an effort to meet the growing requests for food. The Backpack Program operated by America's Second Harvest serves over 300 children and their families with food supplies to children receiving free lunch who live in very low-income households (mostly the working poor). This program was initially funded with CDBG-R grant funds, those funds have been completed expended in FY12. The program has been able to continue in FY13 only because of CHSP funding that is expected to experience additional funding shortfalls in FY2014. The loss of funding resources is having a

Safety and Neighborhood Services

Economic and Community Development

significant impact and is leading to increased rationing of limited resources to service providers.

Trends Impacting Economic Development and Minority/Disadvantaged Business Enterprise Services

- MBE/DBE staff is currently reviewing bids for an automated tracking system that will capture city expenditures related to the organization's use of certified MBE/DBE businesses for procurement services and capital projects. The installation of this new software and tracking system will enhance and improve the current process used by staff to monitor city expenditures and better identify opportunities to increase use of the certified MBE/DBE firms; that could result in an economic gain for certified MBE/DBEs in FY14.
- Completing and implementing the revisions to the city's MBE/DBE Policy and Procedures will address the 2011 internal audit findings related to the deficiencies in the city's Vendor Incentive Programs, and it will prompt the development and implementation of a Small Business Enterprise component in the MBE/DBE program. City staff will receive training and technical assistance to improve department's performance as it relates to their strategies for proactively using certified MBE/DBE/SBEs for services and projects during the fiscal year thereby adding increase revenues for small businesses in the Tallahassee area market.

Significant Changes From FY 2013

The following service level changes were funded in the Department of Economic and Community Development's fiscal year 2014 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- 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.

City Commission Action

The City Commission approved the budget for the Tallahassee Fire Department's fiscal year 2014 budget with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Safety and Neighborhood Services
Economic and Community Development
Performance Measures

Program Objectives

The department has identified the following objectives for fiscal year 2014:

- 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

Safety and Neighborhood Services Economic and Community Development

Analysis of Performance Measures

Impact of Code Enforcement services on the Tallahassee Community in FY2012:

- The Municipal Code Board and Code Magistrate Board reviewed and adjudicated 371 dangerous building and housing code violations and nuisance violation cases; the value of the 174.5 volunteers service hours required to adjudicate these cases through an administrative/quasi-judicial process is valued at approximately \$3,802. The financial impact to the General Fund resulting from the adjudicated cases realized in FY2012 is: \$58,500.
- In FY2012 Code Enforcement Officers initiated 5,157 code enforcement cases to ensure the general health, safety and welfare of Tallahassee Citizens. The Code Officers inspect structures and properties for the basic minimum standards and sanitary conditions for occupancy, in addition to care of premises violations of overgrowth, trash and debris, swimming pools, and outside storage of items. 4,430 of the nuisance and other referral code violation cases were brought into voluntary compliance in FY2012.
- In partnership with local community volunteer groups (AMI Kids, Inc., and local church organizations) 20 low-income residents were assisted in correcting code violations.
- 700 inoperable vehicles were cited with code violations in FY12; a 96% voluntary compliance rate was achieved resulting in only 33 vehicles being towed. Towing services are provided by a local vendor at no cost to the city.

Impact of Housing Trust Operations services on the Tallahassee Community:

- The Housing and Economic Recovery Act of 2008 \$3.4 million in funds is expended 61 multifamily units were produced and transferred to non-profits to own and operate as affordable housing for a minimum of 15 years; two-single family units were acquired and rehabilitated with one transferred to a buyer and one is currently under a lease-purchase contract; five properties were acquired (total of 7 lots) and will be used to produce a minimum of six affordable housing units.
- All of the \$1.3 million in funds provided under the American Recovery and Reinvestment Act of 2009 are expended and all activities under the programs Homeless Prevention and Rapid Rehousing (RHRP) and Community Development Block Grant – Recovery (CDBG-R) have been successfully completed and closed out in 2012.
- Under the Neighborhood Stabilization Program, a fully rehabilitated single family home is under a lease –purchase contract with an income-eligible buyer. An additional unit has been acquired in fiscal year 2013 and rehabilitated. It is under a purchase contract with an eligible buyer. Under the land-banking strategy of the Neighborhood Stabilization Program the city currently holds five properties that must be developed to produce a minimum of six affordable housing units within the next six years.
- A rehabilitated, eight-unit (3 bedroom/2 bath) property located on Patrick Avenue was transferred to a non-profit organization to operate and manage as affordable housing for low and moderate income households for the required affordability period of 15-years.
- In partnership with two Community Housing Development Organizations (CHDOs) the City produced eight single-family rental units (six 3-bedroom/2-bath units and two 1-bedroom/1-bath units) to be owned and operated by those organizations as affordable, rental housing for a minimum of 20-years.
- Seventy –six emergency home repairs were completed in FY2012.
- Forty-seven Down Payment Assistance Loans were funded in FY2012.
- 148 potential homebuyers received homebuyer counseling through the Tallahassee Lenders' Consortium in FY2012.
- Three homeowners were assisted through the Code Enforcement Rehabilitation Program in FY12.
- Fourteen households were assisted through the Accessibility Rehabilitation program in FY12.
- Fourteen Owner-Occupied Home Rehabilitations and fourteen temporary relocations were completed in FY12.

Impact of Human Service Providers in the Tallahassee area in FY2012:

- Through an analysis of the CHSP 2012/13 budget information, agencies reported having a collective budget

Safety and Neighborhood Services

Economic and Community Development

of over \$111 million dollars in revenues and employment of 1,444 employees. Some of the CHSP agencies such as the Early Learning Coalition and Big Bend Cares provide services beyond the Tallahassee-Leon County community and into the Big Bend region.

- Eight-six CHSP volunteers provided over 3,096 hours of service to conduct 84 agency site visits and review 117 human service programs. Using the Standard Independent Sector volunteer hourly rate (\$21.36), the CHSP volunteer service is valued in excess of \$66,000.
- Change for Change extended \$65,000 in funds during 2011/12 resulted in the Hope Community providing transitional housing to 365 individuals with 141 of those persons moving into stable housing; America's Second Harvest fed over 19,000 Leon County residents monthly and its food distribution represents a saving to partner agencies and the community in excess of \$3.8 million. The Capital Area Community Action Agency's Emergency Shelter/Homeless Prevention Program served 179 clients with 49 homeless households obtaining transitional or permanent housing.
- 4,404 children from low-income households received childcare assistance through the Early Learning Coalition.
- We Care Network provided \$5 million in free medical care to 1,147 patients.
- Neighborhood Health Services served 5,013 patients enrolled 976 new patients and supported 12,036 patient encounters during the fiscal year.
- The Good News Soup Kitchen provided 42,346 noonday meals to persons identified as food deprived.
- Catholic Charities assisted 8,317 Leon County residents by providing basic needs services such as food, clothing, household wares, cash assistance with utilities and rental.
- In Leon County Elder Care Services assisted 6,411 seniors residing in low-income households.

Impact of MBE/DBE Program Services in the Tallahassee Community in FY2012:

- In FY2012 over \$6 million was awarded to certified MBE/DBE businesses providing procurement and construction services to the City of Tallahassee.
- Fifteen MBE/DBE/SBE focused workshops and training opportunities were provided to community and local area businesses and persons with an interest in MBE/DBE/SBE business and economic opportunities, vendor incentive programs, partnership and small business development support services and programs.
- There are over 200 certified MBE/DBE businesses in the Tallahassee market area that may be utilized to provide City procurement services and/or participate as a subcontractor in construction projects.

Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of nuisance violation cases brought into compliance through admin/judicial process	#	111	70	35	70
Number of nuisance violation cases brought into voluntary compliance	#	4,430	4,800	720	4,800

Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
CHSP service units provided to clients	#	361,066	264,000	0	264,000
Code enforcement cases	#	5,157	5,500	1,140	5,500
Homeowner rehab. program avg. cost per unit	\$	36,956	40,000	0	40,000
Human service grants awarded	#	47	40	0	40
Number of bi-annual meetings with city departments relative to MBE programs and objectives	#	2	2	1	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	#	210	210	42	210
Number of dangerous building and housing code violations brought into voluntary compliance prior to the judicial process	#	371	160	77	160
Number of dangerous building and housing code violations initiated during reporting period	#	598	500	186	500

City of Tallahassee
Fiscal Year 2014 Adopted Budget

Safety and Neighborhood Services
Economic and Community Development

<u>Measures</u>	<u>Unit of Measure</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Budget</u>	<u>FY 2013 YTD</u>	<u>FY 2014 Budget</u>
Number of nuisance and other (referrals) code violations cases initiated during reporting period	#	4,770	5,400	1,030	5,400
Total number of FTE	#	36.95	37.00	36.95	37.00
Total operating budget	\$	4,547,050	4,166,501	2,083,251	4,116,026

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 \$1,250,000. This includes the continuation of three projects:

Downtown Pedestrian and Vehicular Enhancements - \$0 new funds in FY14 with use of anticipated balance forward from FY13 of \$73,000.

Historic Property Preservation Grant and Loan Pool - \$0 new funds in FY14 with use of anticipated \$100,000 balance forward from FY 13.

Water and Sewer System Charge and Tap Fee Waivers - \$50,000 funded in FY14 and another \$50,000 anticipated balance forward from FY13.

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	100,000	900,000
Total Funding	100,000	900,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2012.

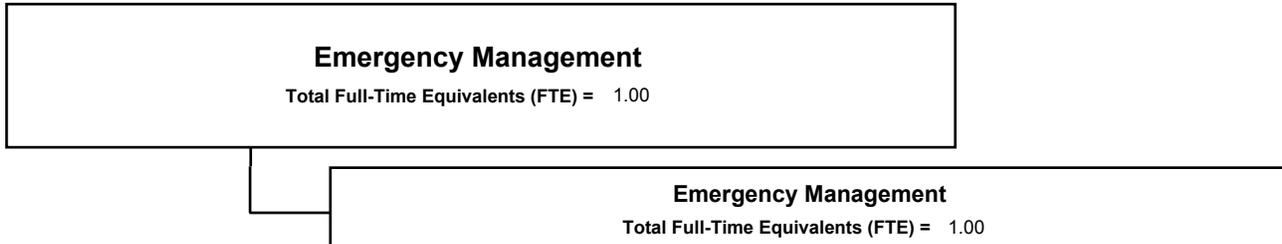
None

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 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
510101 Emergency Management	120,434	122,130	131,793	138,351
Total Expenditures	120,434	122,130	131,793	138,351

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	90,701	94,170	97,160	97,160
Operating	4,354	8,236	16,898	16,898
Allocated Accounts	25,379	19,724	17,735	24,293
Total Expenditures	120,434	122,130	131,793	138,351

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	120,434	122,130	131,793	138,351
Total Funding	120,434	122,130	131,793	138,351

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
510101 Emergency Management	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00

Safety and Neighborhood Services

Emergency Management

Summary of Services Provided

The Emergency Management Department plans and prepares for disasters affecting Tallahassee and surrounding communities. The Emergency Management division was created in 1992 when the city of Tallahassee developed its first emergency management plan. Until April 1, 2008, the division was housed in the Fire Department. It became a stand-alone department as part of a 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 a conduit of the federal agency, has supplied equipment and materials designed to protect communities from acts of terrorism.

Forecasts of natural disasters predict the frequency and intensity of storms affecting Florida will continue for at least the next decade. Storms, as well as terrorism threats and pandemic outbreaks, should they occur, will require effective coordination of city resources (staff and equipment) and city services.

Significant Changes From FY 2013

The following service level changes are proposed for the Emergency Management Department in fiscal year 2014. See the City Commission Action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY 2014; general employee pension rates are 13.4% 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 2014 budget for the Emergency Management Department was approved with the following changes:

- Adjustments to personnel expenses include a 6.54% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain the overall premium percentages at 70% city and 30% employee, 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 2014 through 2018.

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 2013.

None

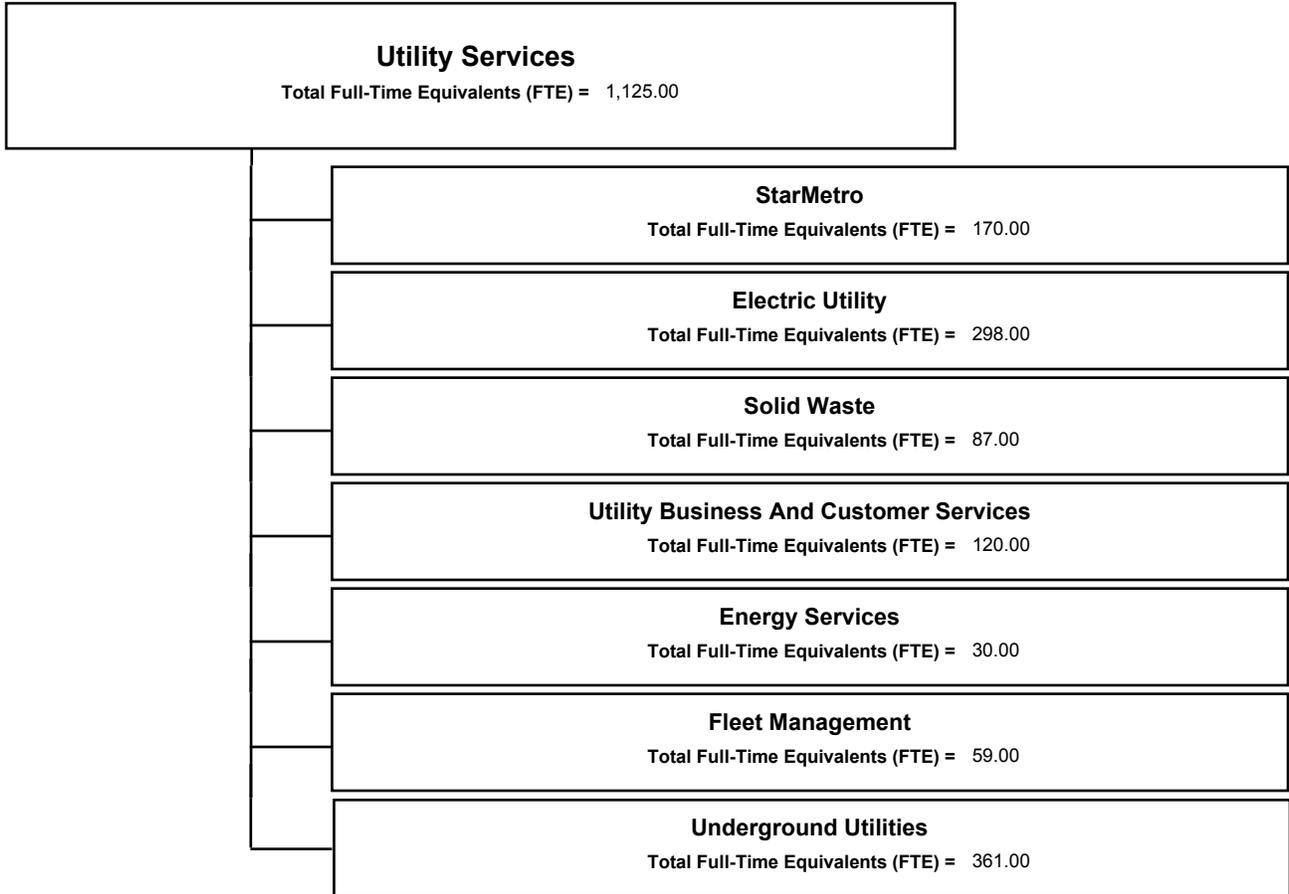
Continued Capital Projects

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 2014.

None



**Utility Services
Organizational Chart**



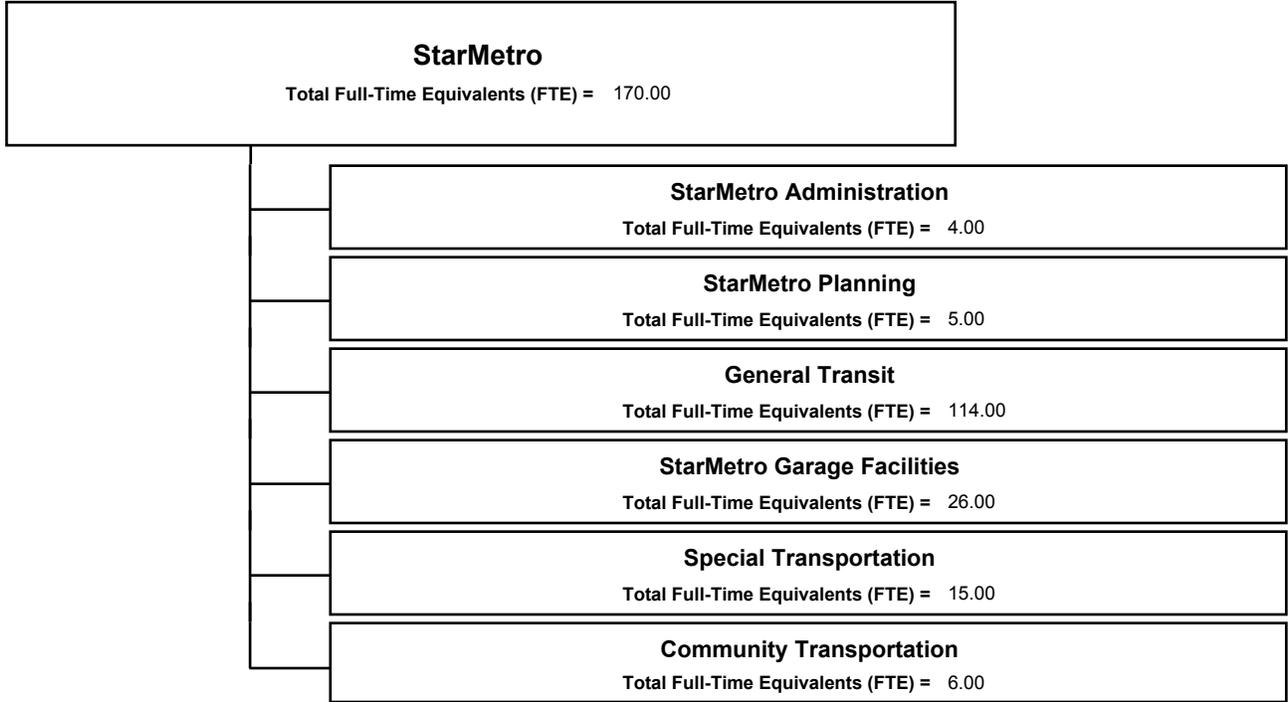
Summary of Services Provided

The Development and Transportation Services Area consists of the Aviation, Growth Management, Planning, Public Works, and StarMetro departments.

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Expenditures Summary	642,099,074	622,335,236	648,576,649	648,074,158
Funding Summary	642,099,074	622,335,236	648,576,649	648,074,158
FTE Summary	1,117.00	1,123.00	1,125.00	1,125.00



Utility Services
StarMetro
Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Utility Services

StarMetro

Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
280101 StarMetro Administration	1,712,396	2,635,684	2,845,565	2,513,981
280102 StarMetro Planning	497,468	482,703	476,026	466,749
280201 General Transit	8,515,951	9,106,071	9,216,419	8,496,201
280301 StarMetro Garage Facilities	3,083,174	2,727,825	2,701,513	2,650,849
280401 Special Transportation	1,260,081	1,279,169	1,215,441	1,080,823
280402 Community Transportation	1,489,071	1,741,162	1,719,322	1,759,521
Total Expenditures	16,558,141	17,972,614	18,174,286	16,968,124

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	9,651,790	10,400,808	10,484,450	9,713,238
Operating	2,881,003	2,778,864	2,686,469	2,711,516
Other Services & Charges	2,000	2,000	2,390	2,390
Allocated Accounts	1,506,031	1,852,152	1,973,576	1,674,652
Utilities and Other Expenses	2,466,066	2,891,025	3,015,890	2,854,817
Transfers	51,251	47,765	11,511	11,511
Total Expenditures	16,558,141	17,972,614	18,174,286	16,968,124

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
StarMetro Operating Fund	16,558,141	17,972,614	18,174,286	16,968,124
Total Funding	16,558,141	17,972,614	18,174,286	16,968,124

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 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	117.00	114.00	115.00	114.00
280301 StarMetro Garage Facilities	26.00	26.00	26.00	26.00
280401 Special Transportation	15.00	15.00	15.00	15.00
280402 Community Transportation	6.00	6.00	5.00	6.00
Total FTE	173.00	170.00	170.00	170.00

Utility 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 170 full-time and 44 temporary employees along with monitoring the \$16.9 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 2012, 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 one 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, 917 Star Stops, 120 shelters, 200 trash receptacles, and 80 individual additional benches along the route structure. The facility maintenance subdivision also produces all the vinyl and graphic work for all StarMetro signage, bus logos, 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 2012, over 81,842 trips were provided and 475,076 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 76,623 trips in FY 2012. In addition, this provided over 375 subsidized bus passes each month to transportation disadvantages customers.

Utility Services

StarMetro

Trends and Issues

Over the last several years, StarMetro introduced new approaches to meet the growing demands for transit, economic development and expanded transportation choices 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 ridership for FY 2012 was 4,518,531 or a 5% decrease from FY 2011. The figure below provides monthly ridership for the past five years. Even though ridership decreased from the year before, FY 2012 was 1% greater than the average of the previous four years see Figure 1 below. The newly constructed and planned residences built on Florida State University (FSU) campus and along the periphery are affecting ridership on the Seminole Express routes. As a result, the FY13 ridership is projected to decrease by 7%. Non-campus ridership, however, is projected to increase by 8%. StarMetro staff is working with FSU on a new service agreement to counteract the decrease in ridership.

Significant Changes From FY 2013

The following service level changes are included in the proposed budget for StarMetro fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- Keep Mobility Coordinator position. Fiscal Impact: \$69,161.
- Fuel Increase. Fiscal Impact: \$427,868.

City Commission Action

The City Commission approved the budget for StarMetro's fiscal year 2014 with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Utility Services
StarMetro
Performance Measures

Program Objectives

The mission of StarMetro is to provide alternative and specialized transportation options for the citizens and visitors of Tallahassee in a convenient, safe, and dependable manner. In fiscal year 2006, StarMetro presented and received approval for the Tallahassee Transit Renaissance Plan. This process, in addition to completion of the 2005 Transit Development Plan (TDP) was the foundation for the transit system renaissance. The TDP identifies specific primary goals to be achieved, while StarMetro reinvents transit for the community.

- Reevaluate and maximize the efficiency of StarMetro's fixed route network.
- Improve financial stability and secure adequate funding for transit.
- Improve the image and increase marketing strategies of StarMetro.
- Build and maintain a knowledgeable and motivated employee team.

Analysis of Performance Measures

StarMetro ridership for FY 2012 was 4,518,531 or a 5% decrease from FY 2011. Though ridership decreased from the prior year, FY 2012 was 1% greater than the average of the previous four years. The newly constructed and planned residences built on Florida State University (FSU) campus and along the periphery are affecting ridership on the Seminole Express routes. As a result, the FY13 ridership is projected to decrease by 7%. Non-campus ridership, however, is projected to increase by 8%. StarMetro staff is working with FSU on a new service agreement to counteract the decrease in ridership.

In FY 2012, 81,842 trips were provided and 475,076 miles were traveled in the coverage area for Special Transportation. Dial-A-Ride (DAR) trends show a continuous increase in demand since 2007. The number of increased trips provided in 2012 has placed 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 2013 show a potential increase in trips by 6,932 trips totaling close to 88,000 trips in FY 2013. Based on these trends, it is anticipated that the trips for 2014 will likely exceed over 92,000 trips.

**Utility Services
StarMetro
Capital Improvement Program Budget**

CIP Budget Overview

The department's five-year capital improvement plan program includes funding for four projects in the amount of \$2,462,700 for FY14 - FY18. Fiscal year 2014 capital budget request of \$2,262,700 supports the funding of bus shelter benches and shelters, trolleys, and miscellaneous A/R project.

The Trolley project was created due to recent development along Gaines Street and the emergence of Midtown as a destination for evening activities, the City Commission, business owners, and other interested parties have reached out to StarMetro to operate a Downtown/Midtown trolley. The trolley route which is called the rhythm connects Midtown and Downtown on a twenty-minute frequency with a 40-minute round trip. The second project has given StarMetro direction to pursue the acquisition of (7) Compressed Natural Gas (CNG) buses in lieu of the Clean Diesel buses usually purchased from the Central Florida Regional Transportation Authority's Consortium contract. At this time there is no Consortium contract for the CNG buses, therefore it will be December 2013 before such contract is executed. The final contract is a miscellaneous accounts receivable project that will allow StarMetro to enter small contractual arrangements with third parties. Examples would include vendors that would like to construct bus shelters, bus stop signs or install advertising equipment on buses.

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	570,000	570,000
StarMetro Accounts Receivable	50,000	250,000
Total Funding	620,000	820,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2013.

None.

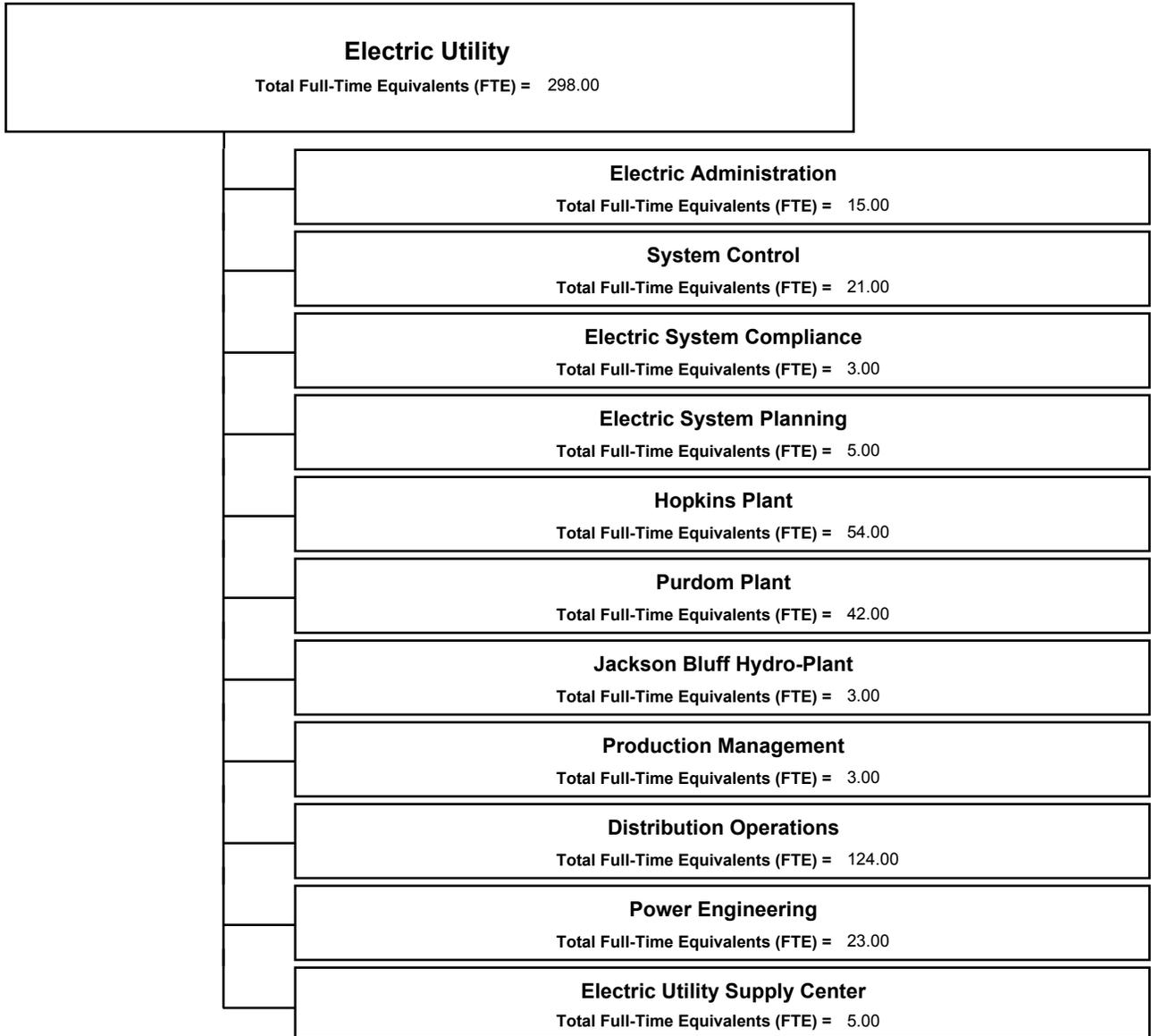
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2014.

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.

Utility Services
Electric Utility
Organizational Chart



City of Tallahassee
Fiscal Year 2014 Adopted Budget

Utility Services

Electric Utility

Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
290101 Electric Administration	111,346,831	117,424,495	118,968,561	117,491,358
290102 System Control	18,119,918	17,363,809	12,117,162	12,118,903
290103 Electric System Compliance	359,011	551,772	587,667	601,622
290201 Electric System Planning	666,651	941,720	978,610	998,936
290301 Hopkins Plant	77,642,771	70,521,317	72,834,560	72,876,685
290302 Purdom Plant	63,267,002	49,220,391	64,427,901	64,450,603
290303 Jackson Bluff Hydro-Plant	580,876	631,469	666,723	666,723
290305 Production Management	8,503,024	8,915,887	9,577,414	9,577,414
290306 Electric-Solar	13,345	0	475	475
290401 Distribution Operations	17,822,916	17,060,337	18,054,896	18,173,699
290601 Street Lighting	1,833,181	1,893,657	1,921,115	1,921,333
290701 Power Engineering	2,382,693	1,537,706	1,708,783	1,722,586
290901 Electric Utility Supply Center	874,617	554,158	567,076	567,076
Total Expenditures	303,412,836	286,616,718	302,410,943	301,167,413

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	23,471,424	24,190,546	25,887,606	26,112,859
Operating	21,463,341	23,834,464	24,749,933	24,749,933
Fuel	142,026,882	119,560,000	131,115,000	131,115,000
Other Services & Charges	1,562,011	2,717,663	2,719,650	2,719,650
Capital Outlay	346,395	379,889	405,085	405,085
Allocated Accounts	16,726,815	19,401,305	19,553,223	20,058,631
Utilities and Other Expenses	2,200,485	2,289,805	2,326,006	2,326,006
Transfers	71,250,439	70,053,855	69,339,362	69,339,362
Contributions to Operations	23,844,683	23,900,000	26,258,500	24,258,500
Year End Adjustments	520,361	289,191	56,578	82,387
Total Expenditures	303,412,836	286,616,718	302,410,943	301,167,413

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	1,833,181	1,893,657	1,921,115	1,921,333
Electric Operating Fd	300,705,038	284,168,903	299,922,752	298,679,004
Electric Warehouse Fund	874,617	554,158	567,076	567,076
Total Funding	303,412,836	286,616,718	302,410,943	301,167,413

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Utility Services

Electric Utility

Operating Budget

<u>FTE Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
290101 Electric Administration	13.00	14.00	15.00	15.00
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	5.00	5.00	5.00	5.00
290301 Hopkins Plant	54.00	54.00	54.00	54.00
290302 Purdom Plant	43.00	42.00	42.00	42.00
290303 Jackson Bluff Hydro-Plant	4.00	3.00	3.00	3.00
290305 Production Management	3.00	3.00	3.00	3.00
290401 Distribution Operations	124.00	125.00	124.00	124.00
290701 Power Engineering	23.00	23.00	23.00	23.00
290901 Electric Utility Supply Center	5.00	5.00	5.00	5.00
Total FTE	298.00	298.00	298.00	298.00

Utility Services

Electric Utility

Summary of Services Provided

The Electric Utility serves over 114,000 customers in a 221 square mile service territory. It is the third largest municipal utility in Florida, and is the 25th largest of over 2,000 municipal systems in the United States. The utility is comprised of seven major divisions as described below:

- **Administration:** Responsible for administrative support to the entire utility in the areas of budgeting, procurement, personnel management, rate setting, and financial reporting. Administration also is responsible for operations of the Utility Supply Center.
- **Power Engineering:** Responsible for the design and construction management of new power delivery assets to meet customer growth and regulatory requirements.
- **Power Production:** Responsible for the city's three generating facilities, Hopkins, Purdom and Corn, with installed capacity of 805 megawatts (MW).
- **System Compliance:** Responsible for oversight and coordination activities associated with compliance with reliability standards of the North American Electric Reliability Corporation (NERC).
- **System Planning:** Responsible for long range power supply and transmission planning as well as day-to-day operational planning and study support to ensure the reliable operation of the electric system.
- **System Reliability and Transmission Services:** Responsible for the day-to-day system operations including generating unit dispatch and operations of the bulk electric and distribution systems. Additionally this division is responsible for the Electric System Planning activities.
- **Transmission and Distribution:** Responsible for the 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.

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 is on track to meet or surpass performance goals established for fiscal year 2013. Sales and customer growth continue to be impacted by the economy as well as the planned demand side management and conservation activities that have resulted in flatter growth in projected sales and customer demand.

Beginning in fiscal year 2011, the department's management team instituted a strategic planning process that focuses the utility on critical areas to meet changing business challenges. The strategic plans focus on improving: the organizational culture; supervisory expectations and performance; internal and external communications; long range planning; and enhanced cross training. The strategic planning process has continued into 2013. In addition to maintaining excellent service delivery to customers, the department has instituted strategic activities that include expanded communications efforts utilizing a webportal, development and integration of expanded employee expectations in the performance management process, initiation of expanded supervisory training in conjunction with Equity and Workforce Development, and engagement with community leaders through civic club interaction. In addition to the strategic initiatives above, during FY2013, Electric is utilizing the opportunity to complete a major review and modifications of its major storm response plans before the retirement of pertinent staff.

During FY2013, Electric is scheduled to complete the following major projects/activities that support the utility's mission:

- Conversion of the existing overhead distribution circuits to underground along Centerville Road north of BP14.
- Purdom Unit 8 major preventative maintenance outage, including the steam turbine generator stator rewind.
- Completion of construction and commissioning of the SW 230 kv transmission line including the new switching station and the modifications of BP-5.
- Completion of the first phase of the distribution automation program partially funded by Department of Energy grants.
- Completion of the scheduled upgrade to the department's Supervisory and Control and Data Acquisition (SCADA) system.
- Completion of the reconstruction of BP3 at Lipona Road.
- Completion of the construction of BP17 at the northeast corner of Mahan Drive and I-10.
- Development of a transmission clearance communication policy to ensure other entities that build facilities across or under the city's transmission lines are meeting clearance requirements.
- Completion of the first phase of the distribution automation project utilizing federal grant funds.
- Continued implementation of the city's DSM programs.

A summary of the challenges, opportunities and plans identified by the Electric Utility during fiscal year 2014 follows.

- The primary challenges in FY14 and future years are related to maintaining the high level of customer service and reliability while addressing increasing NERC/FRCC reliability requirements and integration of the smart grid into the day-to-day operations of the utility. The workload for the department will continue to increase to maintain system equipment replacement schedules while addressing deployment of mandated advanced application tools for the EMS/SCADA system and changing NERC requirements. Complicating these challenges are impacts associated with the loss of talent due to retirements of seasoned staff within the department.
- During FY14, Electric, in conjunction with Energy Services, will continue to review the implementation and effectiveness of DSM efforts.
- Continue efforts to protect the value of the city's contractual rights to transmission capability to/from the north (associated with the city's transmission facilities that form part of the Southern-Florida Interface). Participation with the FRCC and neighboring systems in joint studies of the Florida grid also will continue as System Planning works to maintain or improve city transmission capability to/from the south and limit

Utility Services Electric Utility

unscheduled power flows.

- As of January 2014, Purdom Unit 7 must be retired from commercial operations in accordance with existing air operating permits. The Production division has developed a long range staffing plan that results in a lower staffing need at both Hopkins and Purdom. To meet the long term operational needs within Electric and address the increasing difficulty in attracting and retaining experienced staff, Production staffing reductions are planned to be used for long term succession planning within the department. These positions will allow Electric to “over-fill” ahead of critical staff retirements to allow for training and the transfer of knowledge. This also will allow the department to utilize entry level technical staff to a greater extent.

The City Commission decided in fiscal year 2012 to defer the planned retail rate increase by one year and utilize the electric operating reserve to fund the projected \$17.4 million deficit, which was reduced to \$9.4 million by fiscal year end. The commission approved a base rate increase of 5.5% that was effective April 1, 2013. The increase was accompanied by a 9.5% reduction in the fuel cost charge.

Significant Changes From FY 2013

The following service level changes are proposed for the Electric Department in fiscal year 2014. See the City Commission Action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY 2014; general employee pension rates are 13.4% 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, the vacancy rate is set at two percent based on actual expenditures for fiscal years 2010 through 2012
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.
- The general fund transfer was established at a fixed amount of \$23.9 million in fiscal year 2013 and was scheduled to increase by the consumer price index for fiscal year 2014. However, the methodology was revised to increase by \$2 million in FY14, resulting in a transfer of approximately \$26.5 million.

City Commission Action

The fiscal year 2014 budget for the Electric Department was approved with the following additional changes:

- Adjustments to personnel expenses include a 6.54% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain overall premium percentages at 70% city and 30% employee; salary updates; position changes; and departmental reorganizations and transfers.
- An additional \$2 million transfer from the electric fund to the general fund, that had been proposed for fiscal year 2014, was rescinded.

Utility Services
Electric Utility
Performance Measures

Program Objectives

Program objectives of the Electric Utility include:

- Safety – Provide a safe work environment for Electric Utility employees and customers.
- Customer Services/Reliability – Deliver reliable, high quality electric utility services that exceed customers' expectations and meet all applicable regulatory criteria.
- Cost/Value – Deliver competitively priced high value electric utility service to the city's customers.
- Environmental – Comply with all applicable environmental regulations and requirements, and, as a result, incur no major environmental violations. Major violations are defined as violations that result in agency action such as consent order, notice of violations, fines, etc.

Utility Services

Electric Utility

Analysis of Performance Measures

The Electric Utility seeks in its measures to identify success by accomplishing safety, cost and reliability goals, as well as benchmarking against similar utilities in both Florida and the United States. The target measures utilized by the utility are generally accepted industry standards and provide a benchmark of the city's performance. Benchmarks are derived from measures by NERC, the American Public Power Association, Florida Municipal Power Agency, and the Florida Public Service Commission's reported standards.

As a result of the strategic planning process established within Electric, the Key Performance Indicators (KPIs) have been modified from what has historically been utilized. The intent of this is to focus on KPIs that have the most relevance to predicting and demonstrating the achievement of Electric's and the city's mission and objectives.

The proposed FY14 Key Performance Indicators, by Objective, are defined below. Measures that follow include the FY12 actual, FY13 year to date, and the FY14 projected and industry benchmarks.

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 is also 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 work-hours with no lost-time accidents among the three plants. Based on industry data and city historical claims cost, this has resulted in savings estimated at between \$900,000 to \$1.3 million.

Customer Service/Reliability:

- Customer Average Interruption Duration Index (CAIDI) – Represents the average repair time for customer outages.
- L-Bar – Represents the average length of outages.
- System Steam (Purdom Units 7 & 8 and Hopkins Units 1 & 2) Equivalent Forced Outage Rate (EFOR) – Represents the percentage of time a generating unit is unavailable for service due to a forced outage. Lower is better.

Cost/Value:

- Retail cost – Represents the city's retail cost for the various customer classes.
- System Steam (Purdom 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 serviced 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 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Average length of a service interruption (L-BAR) - This measure is defined as the average duration (in minutes) of power outages for the defined period. Florida Public Service Commission (IOU's)/Florida Municipal Power Agency (Muni's) industry benchmark = 143/119.	#	68.90	90.00	66.00	90.00

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Utility Services

Electric Utility

Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Customer Average Interruption Duration Index (CAIDI) - This measure is defined as the average duration of a customer outage (in minutes) for those customers affected by an outage during the reporting period. Florida Public Service Commission (IOU's)/Florida Municipal Power Agency (Muni's) industry benchmark = 85/53.	#	57.80	80.00	58.80	80.00
Customers per non-generation employee - APPA industry benchmark = 291.	#	613.90	633.00	615.00	633.00
Department Incident Rate - This measure provides an indicator of the safety incident rate using the standardized US OSHA formula. The rate is calculated on a scale of 200,000 work hours. The formula is total reported incidents divided by b=number of work hours multiplied by 200,000 work hours. APPA's industry benchmark = 2.7.	#	4.20	4.40	3.10	4.40
Retail residential cost for 1000 kwh - Retail rate comparisons from FMEA's comparison of municipal electric rates (as of February, 2013) industry benchmark = \$119.53.	\$	116.83	117.00	115.48	117.00
System Steam Forced Outage - This measure identifies the percentage of time during the year that the city's steam units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) are unavailable for full load operation as a result of a forced outage. A forced outage is an outage that is neither planned in advance nor able to be deferred until the next weekend. The performance data is based on an August to July performance year and is weighted by unit size. Lower is better. NERC generation availability data system (weighted average) industry benchmark = 9.8%.	%	6.10	5.00	0.37	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.	#	8,228	8,300	8,177	8,300

Utility Services
Electric Utility
Capital Improvement Program Budget

CIP Budget Overview

The Electric Utility's capital budget for fiscal year 2014 is \$48,682,000. The five-year capital improvement plan totals \$248,855,000, an increase of \$21,942,000 from the the FY13 approved CIP. The increase primarily is attributable to \$61 million budgeted in fiscal year 2018 for distributed generation facilities and additional funding in FY18 for other projects. The increase is offset by reductions of nearly \$35.5 million in fiscal years 2014 through 2017 for projects in the transmission and distribution and power engineering divisions.

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
Accounts Receivable	650,000	3,250,000
Electric 2010 Bonds	26,565,000	26,565,000
Electric Future Bonds	0	107,891,000
Electric RR&I	21,467,000	111,149,000
Total Funding	48,682,000	248,855,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2013.

- 13040_SCADA Assets
- 13040_SCADA Maintenance
- 13041_Telecomm/Fiber Assets
- 13041_Telecomm/Fiber Maint
- Elec Sys Planning Res Studies
- Hopkins Master-Maj/Min Proj
- M11030-T&D-Refurb of URD Sys
- M12040_SCADA Assets
- M12051-RM-New Area Lights
- M12055_T&D-Remodel Ops Ctr
- M13027_T&D-Substa/Sys Ctrl Upg
- M13029_T&D-Tran Line Fac Refur
- M13031-R & U M Area Lights
- M13043-TD-St Light Maintenance
- M13051-CIS Work Orders
- M13054_T&D-Padmount Insp Prog
- M13055_T&D-Remodel Ops Ctr
- Purdom Misc Equip Repl
- T&D-Elect Svc Request-Master
- T&D-URD System 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 2014.

0900250-DM-DF122Ext-Call
13051_DB-Bull Run Unit 6
13051_DB-Pine Valley Subdivisn
2002 Bond Issue Memo Master
2007 Bond Issue MEMO Master
2008 Emergency #1: TS Fay (9)
2009 Severe Weather - Electric
2010 BABS Bond Issue MEMO Mstr
2010C Bond Issue MEMO Master
Addition 230kV Autotransformer
App of Capacitor and Voltage
Backup Res for Substation BP12
BP 17 Feeders
BP 19 Feeders
BP-14 Feeders
Cap Cascades Trail-Segment 2
CC-EMS Specs & Upgrade
CCSW Springhill to Blountstown
Corn Hydro FERC Fuse Plug Mods
Corn-Hydro Bailey Upgrade
Distribution Equipment
DSM - M&V Evaluation & Support
Energy Efficiency & DSM
ETL-Transmssn line-BP9 to BP7
FY09-05 Bond Issue MEMO Master
GIS Electric Field Inventory
GIS Integratr. w/ Work Process
HC3 & HC4 Control Equipment
HOP TANK FARM REMEDIATION
HP1 Major/Minor Outages
HP2 Major/Minor Outages
I10 Welaunee Interchange Study
Line 31 Tap Breaker Install
M00900250-AG-CCSW-NW/Orange
M08010:GH:2nd Filter Press
M08093-BA-PE-Smart Grid Comm.
M0900250-AG-I-10 - Lkshore Dr
M0900250-PD-Rework of BP-3
M0900678-BA-Util Enhancements
M09115:RM-New Services
M1000194-AG-I-10 & CCNW
M1000194-AG-Jackson Bluff Relo
M1000194-WI-Line 31 Tap Switch
M1000515-BA-S&C Elect Contract
M1000515-BA-Switch Acquisition
M1000515-BA-Switch Installatn
M1100179-DB-Summit East Ph123
M1100179-DC-2634 D Cap Cir SW
M1100179-EM-Persimmon Hill
M1100184-HP2 STM TURB INTEGRAT
M11043-LED Street Light Instal

Utility Services

Electric Utility

M11051-RM-New Area Lights
M11051-RM-New Services
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
M12037-KM-Designer 9.3 Implem
M12037-PD-CIP-FAMU Way Trans
M12037-PD-CIP-Van Buren Pond
M12037-PD-NERC Remediation
M12041-TG-Communications Net
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-EM-Studio Green Student
M12051-RG-PublicSafety Complex
M12051-RG-The Luxe W Call St
M12051-RM-New Services
M12054_T&D-URD System Refurb
M12055_T&D-New Office Building
M13030-Substation BP7 Mod
M13030-Switchgear Arc-Flash
M13031_R&U-A Distrib OH & URD
M13031_R&U-M Distrib OH & URD
M13031-PD-R & U M Trans Struct
M13033 HP2A P91 Pipe NDE Inspe
M13036_ARD-Wreck/Damages
M13036_ARR-RG-Woodward Av URD
M13036-ARR-Regular
M13037-BP22 Tranmission Line
M13043-TD-New Street Lights
M13051-ACW-CIP-Killamey/Sham
M13051-ACW-US90-Ocala/NMonroe
M13051-EM-CIP-Miracle Plaza D
M13051-KR-Capital Pl@Southwood
M13051-KR-Southwood Units 31
M13051-New Area Lights
M13051-New Services
M13051-RG-CIP-Catalyst Apts
M13051-RG-CIP-College Town
M13051-RG-CIP-District West
M13054_T&D-URD System Refurb
Nabb Road Feeder
PD-LIDAR for NERC Compliance
PD-Relocation of BP3 Xmis Line
PE-BP 21 Feeders
PE-BP-12 TMH Feeders
PE-BP5 to Line 31 Transmn Line

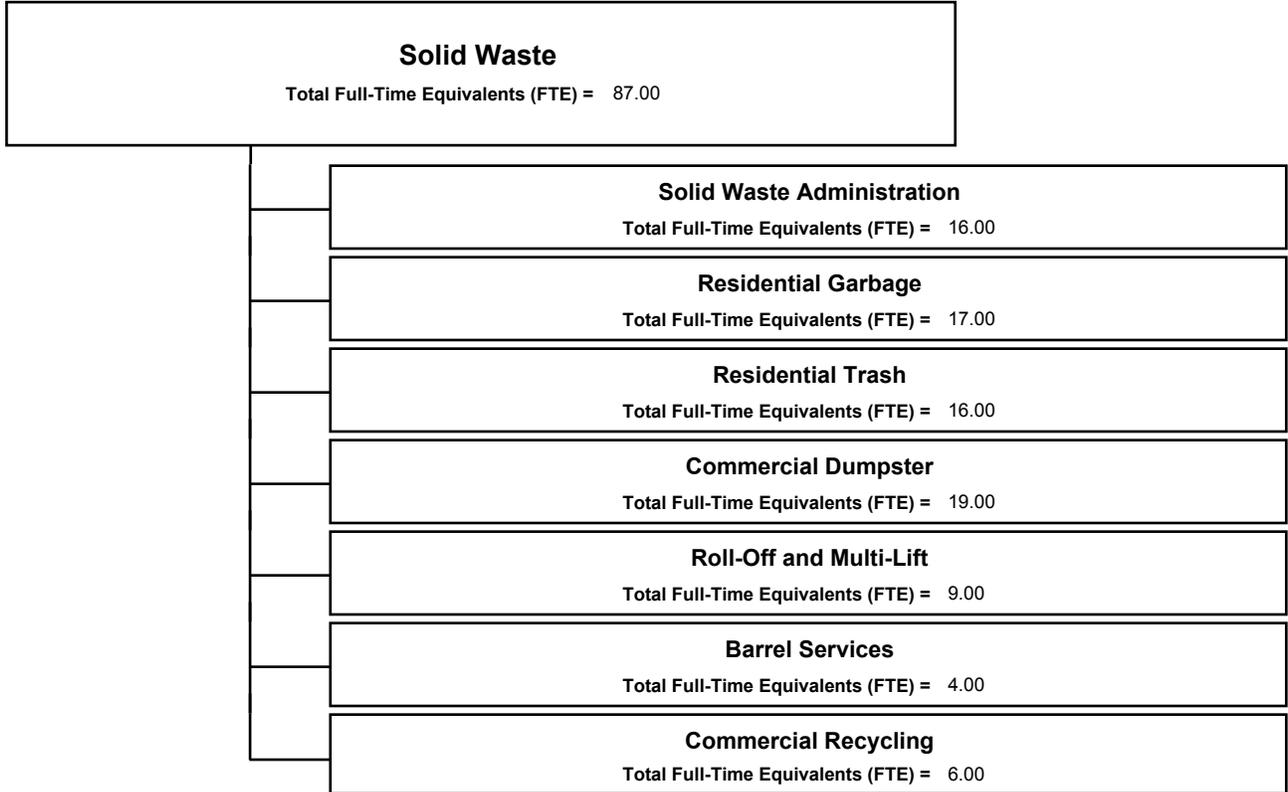
Utility Services

Electric Utility

PE-CCSW Orange to US 90
PE-Fallschase Substation-BP21
PE-Gaines Street
PE-Recond TL 15A-C
PE-Substation BP22
PE-Substation BP4 Modification
PE-Substation BP5 Modification
PE-Substation BP6 Modification
PE-Substation J
PE-TD-BP4 Feeders
PE-Trans Line 17 Conversion
PE-West Side Substation-BP-23
PP8 Major / Minor Outages
PP8 ZD Major/Minor Outages
Prod Mgmt - Training Solutions
Prod Mgmt Champs Integration
Prod Mgmt- Corn Hydro Part 12
Prod Mgmt- Corn Spillway Modif
Prod Mgmt- Purdom Oil Tank Con
Property Acquisition
Purch of Talquin Elect facilit
Purdom - Demineralizer Refurb
Purdom DCS Hardware/Soft
Purdom Pipe & NDE Insp & Rein
Purdom Steam Turbine Gen Fault
Purdom Structure Impr
Purdom ZD Filter Cake Conveyor
Purdom-Unit 8 Fuel Gas Heater
R10030-T&D-Refurb of URD Sys
R10039-RF-Substns/SC Fac Upgra
Relay & Comm Sys. RR&I
Relay & Communic. Systems P-II
Replace 5kv Switches on Downto
Smart Grid-Automated Distribtn
Solar Capacity Expansion Plan
Solar Development Project
Substation BP-14
Substation BP-17
Substation BP17 Construction
Substation BP-3
Substation BP3 Reconstruction
Substation Mods--Mobile Tfmr
Substation Transformer Replace
Substation Transformers Replac
T&D-Facility Security Program
T&D-Refurbishment of URD Syste
USC-Misc RR&I
Welaunee Land Purchase



Utility Services
Solid Waste
Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Utility Services

Solid Waste

Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
350101 Solid Waste Administration	5,763,057	6,978,901	6,876,516	8,935,688
350201 Residential Garbage	3,104,687	2,459,844	2,914,786	2,592,855
350202 Residential Trash	2,048,829	2,169,265	2,135,614	1,793,963
350203 Contractual Residential Services	4,939,876	5,159,996	4,946,723	4,946,723
350301 Commercial Dumpster	4,234,302	4,156,127	4,245,515	3,857,904
350302 Roll-Off and Multi-Lift	2,146,342	1,954,491	2,301,026	2,061,961
350303 Barrel Services	368,458	383,911	485,516	396,234
350305 Commercial Recycling	583,494	457,350	492,668	343,115
Total Expenditures	23,189,045	23,719,885	24,398,364	24,928,443

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	4,279,063	4,317,218	5,045,788	5,089,169
Operating	5,196,130	5,414,221	5,531,961	5,531,961
Other Services & Charges	145,000	139,572	139,572	139,572
Capital Outlay	49,371	49,371	74,885	74,885
Allocated Accounts	5,167,711	5,864,762	5,004,364	5,491,062
Utilities and Other Expenses	5,646,857	6,340,313	6,990,870	6,990,870
Contributions to Operations	1,413,471	1,594,428	1,610,924	1,610,924
Year End Adjustments	1,291,442	0	0	0
Total Expenditures	23,189,045	23,719,885	24,398,364	24,928,443

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Solid Waste Fund	23,189,045	23,719,885	24,398,364	24,928,443
Total Funding	23,189,045	23,719,885	24,398,364	24,928,443

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
350101 Solid Waste Administration	13.00	15.00	15.00	16.00
350201 Residential Garbage	21.00	18.00	18.00	17.00
350202 Residential Trash	16.00	16.00	16.00	16.00
350301 Commercial Dumpster	16.00	18.00	18.00	19.00
350302 Roll-Off and Multi-Lift	9.00	9.00	9.00	9.00
350303 Barrel Services	6.00	5.00	5.00	4.00
350305 Commercial Recycling	7.00	7.00	7.00	6.00
Total FTE	88.00	88.00	88.00	87.00

Utility Services

Solid Waste

Summary of Services Provided

- By ordinance, the City collects all commercial waste, residential waste, and recovered materials from residential establishments. City resources are used to provide services to roughly half of the residential clientele. Residential clients not serviced directly by the City receive residential solid waste and recycling collection services from Waste Pro of Florida, Inc., which was awarded the contract by the City to provide these services in designated areas.
- Beginning May 1, 2007, the City modified waste removal services to once a week curbside collection that coincides with the recycling collection on the same day. Yard waste and bulk items are collected on alternating weeks. The change in service occurred in response to increasing service costs and customer survey results that indicated a preference for modifying the level of service rather than increasing the base rates for service.
- Backdoor service is still available at no additional charge to customers who are physically unable to place collection receptacles at the curb. Special designation is available through an eligibility application and determination process under the Helping Hands program. Other customers may also continue backdoor service through the premium service option available for an additional cost of \$20 per month.
- Commercial customers inside the City are provided dumpster, roll off, and barrel service. A number of commercial customers who either cannot accommodate a dumpster or who do not need the capacity of a dumpster receive barrel service. The City provides this service to approximately 1,400 customers. Standard service consists of twice-a-week backdoor service. Customers that desire additional weekly pick ups are charged based on the number of times service is provided. Commercial dumpster customers lease 2, 4, 6, or 8 yard containers and are charged based upon the size of container and the frequency of pick up. Recycling is not considered part of the standard service; however, a two-bin Smart Cart is provided on an "as requested" basis.
- Roll off service is offered on a demand basis for customers with periodic large volumes of solid waste. The City services small containers, 12-16 cubic yards, and large containers, 20-40 cubic yards. Customers are charged a fixed fee (pull charge), plus the landfill tipping fee per occurrence.
- The City also offers corrugated and mixed paper recycling. Customers that receive the corrugated recycling service are charged per pick up. Customers receiving mixed paper recycling are charged on a monthly basis.

Utility Services

Solid Waste

Trends and Issues

The department has identified the following operational challenges for FY14:

- Waste Pro began serving the City in 2006, with an initial contract term of seven years expiring on September 30, 2013. In January 2013, the City Commission approved an amended contract with Waste Pro through October 2018 stating that City resources will be utilized to collect commercial garbage, residential bulk and yard waste from customers. Residential garbage, residential recycling and commercial garbage barrel services are provided by Waste Pro.
- Leon County Solid Waste Transfer Station began operation in 2003. Prior to its completion, solid waste materials were disposed at the Apalachee Parkway Solid Waste landfill facility. The transfer station now provides the single point of disposal for garbage. The City entered into an Inter-local Agreement with Leon County to deliver solid waste collected by the City and its agents to the transfer station for a term of ten years that ended on April 2, 2013. The agreement provided for an evergreen renewal which required a one-year notice of termination. On January 10, 2012 the City expressed its intent to end the contract at the conclusion of the initial ten year term. This allows both the City and County to explore other disposal and recycling options that best meet the needs of the community. Staff is assessing new disposal options including transporting collected wastes, alternative disposal sites and potential disposal costs. Staff is also working with Leon County to explore the possibility of re-purposing the Transfer Station into a regional Multi-recycling facility. The County will continue to operate the Transfer Station and staff will negotiate reduced disposal fees.
- Prior to the service level change, the total number of Helping Hand (HH) customers was 743. Afterwards, that number increased to 3,048 for combined garbage and recycling customers. Most municipalities HH customers are about one to two percent of the total customer count. The City's Helping Hand customers appears excessively high compared to the industry norm. Additionally, the City's contract with Waste Pro states that "customers establish eligibility to receive this service by submitting a physician's statement that the customer is unable to roll containers to the curb and by asserting that no one resides in the household who is capable of rolling containers to the curb". Currently, Waste Pro is requesting that the City consider re-certification of all customers based on the terms of the contract.
- Illegal dumps are picked up during normal collection or neighborhood cleanups that are scheduled through Keep Tallahassee and Leon County Beautiful, Neighborhood Associations, City departments including L-Team, and other civic associations. Cleaning up of illegal dumps costs the department \$53,000 annually. Staff is being more diligent in investigating the discarded debris. Whenever a determination of ownership can be established, Code Enforcement and the Tallahassee Police Department are brought in to address the issue.
- Beginning in FY14, the City will change from dual-stream to single-stream (non-sorted) collection of recyclable materials, which could increase the volume of recycled materials by up to one-third.

Significant Changes From FY 2013

The following service level changes were included in the proposed budget for the Solid Waste Department's fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Utility Services
Solid Waste

City Commission Action

The City Commission approved the budget for the Solid Waste Department with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Utility Services
Solid Waste
Performance Measures

Program Objectives

The department has identified the following goals:

- Provide cost effective residential and commercial solid waste collection services;
- Improve customer satisfaction;
- Enhance employee and citizen safety by minimizing preventable accidents;
- Increase community participation in the development of solid waste programs;
- Ensure future disposal capacity by increasing the recycling diversion rate through enhanced customer participation in residential and commercial programs.

Analysis of Performance Measures

The following is an analysis of the department's performance measures:

- Close field activity orders within 4 days from time of service

This measure monitors field activity orders that are generated when a customer reports missed services, request off scheduled services, special collection services or delivery and/or replacement of containers. Solid Waste Administrative staff is responsible for ensuring open field orders have been completed, closed and billed. Staff runs a query each Wednesday to reconcile open field orders that are four or more days old. This practice resulted in 100% compliance for FY12 therefore the target of 100% remains for FY13. For the first quarters of FY13, the department is on track of meeting their goal of 100%.

- Maintain recycling contamination rate of 8% or less

Contamination of recycling most often occurs during special events such as downtown get downs and in high-density rental areas. Currently, the department is experiencing some reduction in the rate of contamination. This reduction is attributed to the use of clear stream bags for recycling and clear labeling to distinguish garbage containers from recycling containers at special events. Contamination rates have trended downward since peaking in FY 2008 at 13.9%. The FY 2012 contamination rate was a record low 5.8%. The year-to-date contamination rate (through February 2013) is 6.92%.

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Increase participation in neighborhood meetings	#	24	30	6	38
Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Increase route audits of contracted service provider	#	204	220	25	236
Reduce number of City-served customer complaints	#	1,204	1,264	298	1,327
Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
# of commercial customers	#	15,728	16,900	15,943	16,900
# of residential customers	#	47,131.00	47,500.00	47,148.67	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%	%	35.00	37.00	34.67	39.00
Increase residential recycling tonnage by 6%	#	10,614	11,251	1,580	11,926

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Utility Services

Solid Waste

Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Maintain recycling contamination rate below 8%	%	5.82	8.00	6.92	8.00
Reduce number of preventable accidents by 23% per year	#	30	37	6	46
Reduce portion of residential solid waste collection unit costs that are controlled by department by 4%	%	-54.00	-56.00	-23.67	-58.00

Utility Services
Solid Waste
Capital Improvement Program Budget

CIP Budget Overview

There are no capital projects for Solid Waste in the FY 2014-2018 Capital Improvement Plan (CIP).

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which were completed or were underway and expected to be completed in fiscal year 2013.

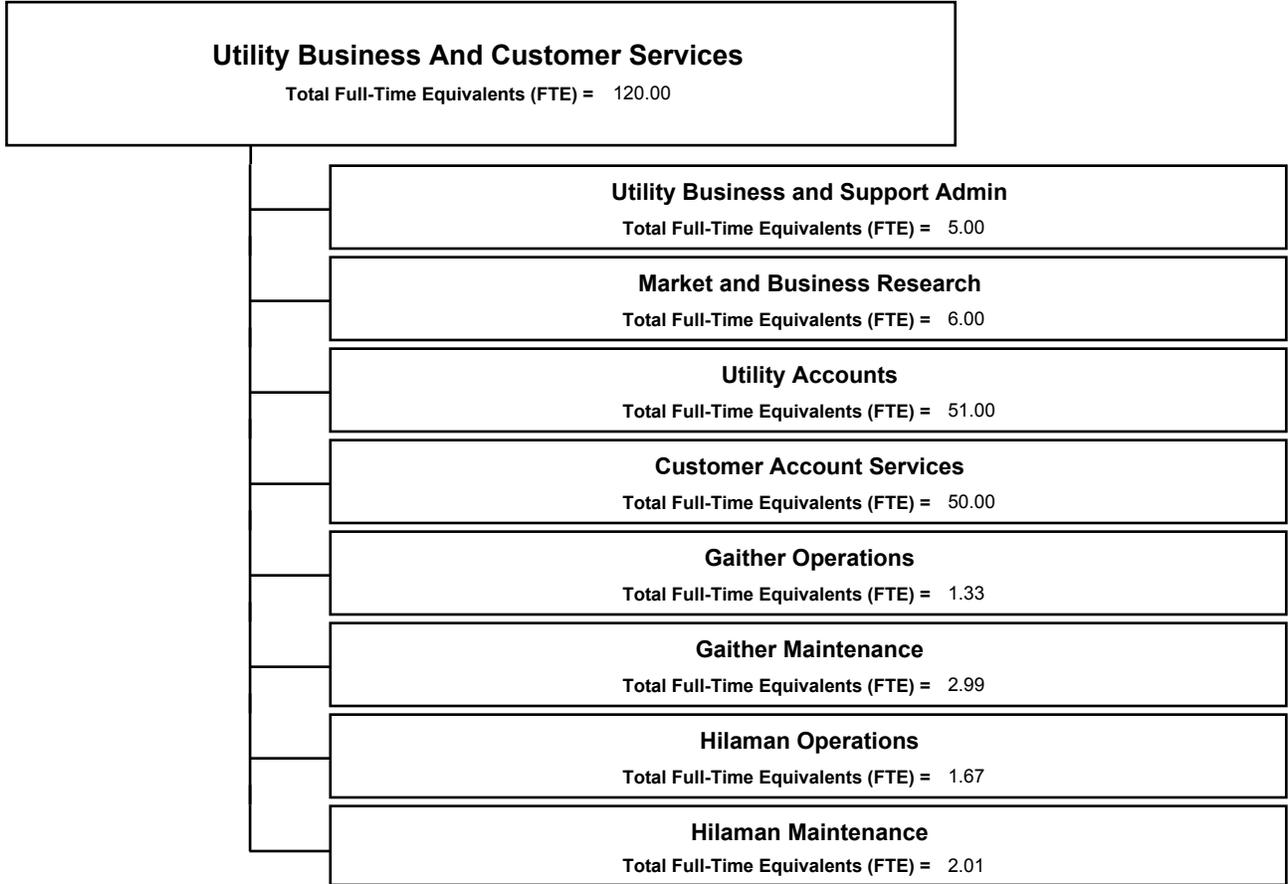
None.

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 2014.

None.

Utility Services
Utility Business And Customer Services
Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

**Utility Services
Utility Business And Customer Services**

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
370101 Utility Business and Support Admin	1,166,399	2,789,800	3,118,734	3,163,942
370202 Market and Business Research	645,770	702,030	640,595	653,145
370204 Special Projects	44,041	43,858	33,797	33,797
370501 Utility Accounts	6,198,184	4,851,569	5,290,394	5,276,140
370503 Customer Account Services	4,019,424	3,405,880	3,866,003	3,800,358
370601 Gaither Operations	0	187,667	216,103	241,479
370602 Gaither Maintenance	0	216,114	273,027	283,935
370603 Hilaman Operations	0	435,661	497,307	503,743
370604 Hilaman Maintenance	0	432,568	490,825	484,389
Total Expenditures	12,073,818	13,065,147	14,426,785	14,440,928

<u>Expenditure Category Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	7,338,724	8,204,124	8,767,489	8,703,664
Operating	1,611,435	1,932,178	2,543,530	2,543,530
Allocated Accounts	2,672,675	2,345,663	2,469,680	2,761,736
Utilities and Other Expenses	0	205,218	213,657	213,657
Transfers	450,984	338,479	163,385	163,385
Year End Adjustments	0	39,485	269,044	54,956
Total Expenditures	12,073,818	13,065,147	14,426,785	14,440,928

<u>Funding Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
General Fund	0	403,781	489,130	525,414
Golf Course Fund	0	868,229	988,132	988,132
Utility Business Services Fund	12,073,818	11,793,137	12,949,523	12,927,382
Total Funding	12,073,818	13,065,147	14,426,785	14,440,928

<u>FTE Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
370101 Utility Business and Support Admin	5.00	5.00	5.00	5.00
370202 Market and Business Research	5.00	6.00	6.00	6.00
370501 Utility Accounts	52.00	51.00	51.00	51.00
370503 Customer Account Services	50.00	50.00	50.00	50.00
370601 Gaither Operations	0.00	1.67	1.33	1.33
370602 Gaither Maintenance	0.00	2.99	2.99	2.99
370603 Hilaman Operations	0.00	1.33	1.67	1.67
370604 Hilaman Maintenance	0.00	2.01	2.01	2.01
Total FTE	112.00	120.00	120.00	120.00

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 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 fire services fees and all utilities. In addition, it is responsible for meter services, 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. 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

With the rollout of new products and services, there is increased demand for public awareness and education. The Utility Marketing program provides marketing support for city utility departments, the Fleet and Environmental Policy and Energy Resources departments, and both city golf courses. Marketing services include research and analysis, surveys, community outreach, program development, advertising, project management, special event planning, graphic and web designing, and utility-sponsored community partnerships.

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, the budgets of which were located in the Parks, Recreation, and Neighborhood Affairs Department through the end of fiscal year 2012. Effective October 1, 2012, all golf course resources were consolidated within UBCS.

Golf Courses

The golf program operates two courses and works continuously to provide excellent customer services and to maintain quality playing conditions and facilities for the public's enjoyment. Jake Gaither is a 9-hole, 36-par course and Hilaman is an 18-hole, 72 par course.

Utility Services

Utility Business And Customer Services

Trends and Issues

For 2014, UBCS supports the initiative to Live Healthy and Be Energy Fit. Following the local 95210 campaign, Your Own Utilities encourages customers to use human energy instead of home energy. The goal is to lower energy costs by promoting awareness of energy conservation and connecting it with fitness and health. Each year, UBCS introduces new marketing themes and campaigns to promote energy conservation, water conservation, recycling, and natural resource protection. Customers have responded positively to these efforts.

A recent survey indicates city of Tallahassee customers continue to be very satisfied with services and programs provided by utility departments. Results show 91% of customers surveyed rated the quality of services as either excellent or good. This represents the highest rating of overall satisfaction since conducting this survey. The increase in popularity of several e+ (Energy Smart Plus) programs and services, such as Nights & Weekends, Double Rebates and free energy audits indicates customers have embraced the many options offered by Your Own Utilities. Demand for new innovative choices and flexibility have resulted in the development of new products and services that include Pay as You Go, new rate choices for businesses, mobile phone alerts, and more.

To connect with customers, emphasis has been placed on neighborhood outreach, automatic reminders, e-mail announcements, and text notification, among other practices. Your Own Utilities is reaching a broad, diverse audience through churches, schools, neighborhood associations, and civic organizations by participating in more than 150 community events each year. Radio ads are used for mass communication of seasonal messages and initiatives to make customers aware of the many programs available to them, as well as valuable information about new programs and updates. Existing operations continue to be reported by local print and television medias.

Since redesign of the city's Talgov.com web site in October 2012, the e+ Online section has been the most viewed page, followed closely by the Your Own Utilities home page. Each month approximately 20,000 customers use the e+ Online web tool to manage their accounts, monitor usage, compare rate plans, and pay their bills online at no cost.

Many customers still wish to contact the department directly by phone or in person, which prompted UBCS to expand its call center hours from Monday through Friday to seven days a week for sixteen hours a day (7am to 11pm) to improve service, especially during outages and other critical periods. Staffing is scheduled based on forecasted demand by day and hour to meet a goal of 80% of calls answered within 30 seconds.

Staff has worked to increase play at its golf courses through the addition of forward tees, instructional clinics, and tournaments. Hilaman Golf Course was the first course in Tallahassee to add forward tees to provide high handicap golfers with a shorter distance on nine holes, which increases their enjoyment of the game. Based on positive comments from customers, it is anticipated that forward tees also will be added at the Jake Gaither Golf Course. Although course conditions have greatly improved, they continue to be a priority and challenge. The condition of some sand traps at Hilaman, cart paths at both courses, and the age of the golf fleet are the most important issues to be addressed in fiscal year 2014.

Utility Services

Utility Business And Customer Services

Significant Changes From FY 2013

The following service level changes are proposed for UBCS in fiscal year 2014. See the City Commission Action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; 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, a variance rate of 3.0% based on actual expenditures in fiscal years 2010 through 2012.
- Reduced funding is proposed in Hilaman's unclassified contractual services and chem-med-lab accounts to maintain fiscal year 2013 funding levels and to reflect fiscal year 2014 estimated revenues. Fiscal Impact: (\$2,395).
- Reduced funding is proposed for Hilaman's cost of goods sold account based on actual 2012 sales. Fiscal Impact: (\$100,956).
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.

City Commission Action

Utility Business and Customer Services Department's fiscal year 2014 budget was approved with the following changes:

- Adjustments to personnel expenses include a 6.54% increase in health insurance premiums, which is being split evenly between the city and the employee to maintain the overall premium percentages at 70% city / 30% employee; 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 FY2009, Utility Business and Customer Services (UBCS) began conducting surveys as a means to gauge customer satisfaction with services provided by the department. The goal is to achieve a ranking of good or excellent from at least 80% of customers surveyed. For FY12, 88% of customers surveyed considered the service they received as good or excellent.

Community outreach and education is another important measure for UBCS and Your Own Utilities. UBCS has a goal of participating in at least 25 events each year. In FY12, the Utility Marketing division exceeded the goal of 125 by participating in 168 events.

Labor utilization is a measure of the percentage of time the workforce is engaged and working relative to total working hours. In the case of the utility call center, a workforce management system is used to track the amount of time an agent is logged on to the call system and is available to take calls. Since initial deployment of the system, the industry labor utilization goal of 80% has been exceeded with fiscal year ratings of 86% in FY09, 93% in FY11, and 96% in FY12.

Input Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of utility accounts with email addresses	#	66,325.00	57,000.00	69,048.92	57,000.00
Number of walk-in inquiries	#	45,182	40,000	44,927	40,000
Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Utility Marketing community outreach/educational presentations	#	168	125	127	150
Maintain labor utilization rate within the call center at 80% or greater.	%	96.00	90.00	95.58	90.00
Number of new, transfer, and final out accounts	#	111,844	90,000	104,354	90,000
Number of service orders worked	#	194,035	210,000	199,302	210,000
Percent of account write-offs vs. gross revenues	%	0.62	1.00	0.82	1.00
Percent of call center calls answered within 30 seconds	%	69.00	80.00	76.83	80.00
Percent of customer satisfaction surveys administered quarterly receiving a rating of 3 or above on a scale of 1 - 5.	%	88.00	80.00	90.75	80.00

Utility Services
Utility Business And Customer Services
Capital Improvement Program Budget

CIP Budget Overview

Utility Business and Customer Services' five-year capital improvement plan includes the addition of two new projects. The recurring project for Business Enterprise Systems Upgrade and Support has been augmented to address upgrades to the customer information and meter data management systems (\$12 million), and the interactive voice response system (\$2 million). Funding for each project will be prorated among the electric, gas, water, sewer, and solid waste utilities in the same manner as for the recurring business enterprise systems project.

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
Electric RRI Undesignated Balance	298,000	8,192,000
Gas RR&I Undesignated Balance	56,050	1,484,200
Sewer RR&I Undesignated Balance	93,250	1,913,000
Solid Waste Rate Stabilization Reserve	53,950	1,335,800
Water RR&I Undesignated Balance	148,750	3,675,000
Total Funding	650,000	16,600,000

Completed Capital Projects

The following list represents projects with a magnitude greater than \$50,000, that were completed or were underway and expected to be completed in fiscal year 2013.

Cascades Park Renovation

Continued Capital Projects

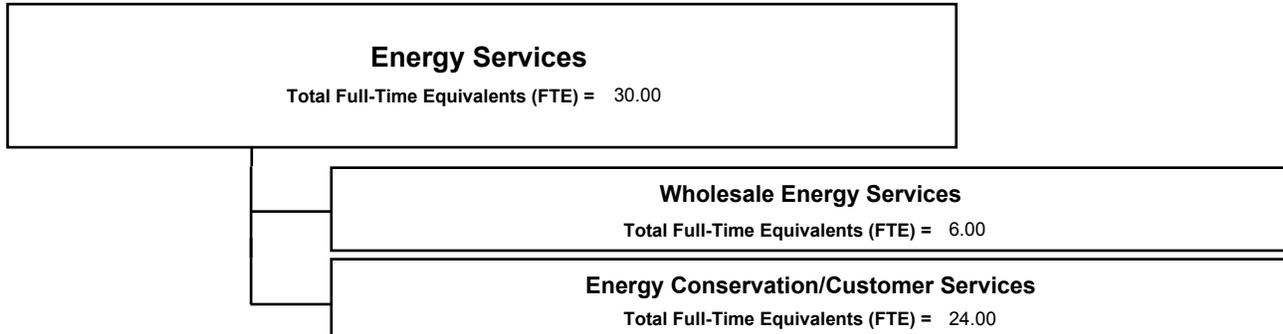
The following list represents projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2014.

AMI - Advanced Metering
Good Neighbor Energy Assistance
Hilaman Irrigation System Repairs



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

**Utility Services
Energy Services
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
430101 Wholesale Energy Services	158,867,065	156,803,169	160,530,976	160,374,375
430201 Energy Conservation/Customer Services	1,605,473	1,503,124	1,587,359	1,801,620
430202 Marketing and Sales	172	3	0	0
Total Expenditures	160,472,710	158,306,296	162,118,335	162,175,995

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	2,059,999	2,170,660	2,292,915	2,368,644
Operating	204,177	260,545	295,797	295,797
Fuel	157,757,473	155,474,198	159,156,058	159,156,058
Allocated Accounts	380,573	334,204	342,126	324,057
Utilities and Other Expenses	7,373	499	498	498
Transfers	63,115	66,190	30,941	30,941
Total Expenditures	160,472,710	158,306,296	162,118,335	162,175,995

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Energy Services Fund	160,472,710	158,306,296	162,118,335	162,175,995
Total Funding	160,472,710	158,306,296	162,118,335	162,175,995

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
430101 Wholesale Energy Services	6.00	6.00	6.00	6.00
430201 Energy Conservation/Customer Services	23.00	23.00	23.00	24.00
Total FTE	29.00	29.00	29.00	30.00

Utility Services Energy Services

Summary of Services Provided

The Energy Services Department consists of two divisions – Wholesale Energy Services and Retail Energy Services.

Wholesale Energy Services (WES) Division

All activities in the WES Division are carried out in support of the electric and gas utilities' goals of providing reliable electric and gas service at a reasonable price.

- Fuel purchases for electric generating stations and gas utility distribution
- Energy Risk Management program execution
- Dodd-Frank Act rule implementation
- Natural gas pipeline supply nomination and scheduling
- Fuel Oil supply purchase and transportation for electric generation stations
- Generating unit commitment and economic dispatch
- Prepaid natural gas contract development
- Renewable energy acquisition
- Electric power and gas marketing
- Contract development and management for energy marketing

Retail Energy Services (RES) Division

Activities in the RES Division are carried out to; 1) provide retail utility customers with education and financial assistance/incentives that improve energy efficiency and lower the bill; and 2) create Demand Side Management resources that contribute to the Electric utility's resource needs and lower the overall cost of service to our customers.

- Neighborhood REACH
- Energy Audits
- Smart Grid / DSM program development
- Energy Loan program
- Energy Smart Plus (e+) rebates and incentives
- Natural Gas rebate processing
- Customer educational materials development
- Key commercial account representation
- Customer call/email/web response
- Utility marketing/event support

Utility Services

Energy Services

Trends and Issues

A. Wholesale Division

In the Wholesale Energy Services (WES) business, the dominant theme in 2013 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 this trend slowing in the next year, with a possible return of higher price volatility. As such, proper execution of the City's Energy Risk Management Program will be critical to our ability to maintain the lower cost of gas and electric service our customers have been enjoying recently.

As all shoppers know, “the more you spend, the more you save.” Of course the opposite is also true – as we have been spending less, it is more difficult to find opportunities for savings in the wholesale energy marketplace. Although the combination of lower fuel prices and increased electric system efficiency has improved the economics of the City's power generation (and thus, somewhat diminished the savings opportunities from economic power purchases in the wholesale market) WES places ever-increasing focus on all opportunities to optimize the use of City assets, working closely on a daily basis with both the Electric and Gas Utility operations.

Primary cost savings and revenue efforts of Wholesale Energy Services will be: 1) improving the economics from daily operations, in coordination with Electric system operations; 2) increasing capacity utilization of both of the electric plants and the natural gas pipelines; and 3) increasing the marketing of electricity and natural gas to other utility systems and identification of new customers for wholesale services.

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, as well as new products like liquefied natural gas, which might provide 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 discount to 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 20-year prepay deal executed in 2006 with Tennessee Energy Acquisition Corporation that saved over \$800,000 annually through 2012. In 2013, the City completed a “buy-down” agreement with TEAC which provided a \$1.8 Million payment to the City, which reduces by 30% the City's future purchase obligations. The City will continue to enjoy an annual discount of \$350,000 to \$700,000 through 2026. Prepaid natural gas contracts are extremely complicated financial deals, and the budget request 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 also 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, the Animal

Utility Services

Energy Services

Service Center and the Water Quality Laboratory with the expectation of overall cost savings to the City. With respect to the City Manager's 2012 resolutions; 1) WES has contracted for the installation of a solar photovoltaic system of 25 kilowatts, to be installed on City Hall, with construction completed in fiscal year 2013; and 2) a study to evaluate alternative energy project options available for future implementation has been completed and presented to the City Commission. With respect to the City Manager's 2013 resolutions several solar PV projects of greater than 25 KW are planned for the Gemini Building, the Purdom Power Plant and the Hopkins Power Plant. These projects should be completed before the end of calendar year 2013, 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 hedge against higher future prices and volatility during relatively stable market conditions. As a result, our customers can expect stable utility bills for FY 2014. Related trends in the market which may ultimately alter the supply/demand equation include: 1) development of Liquefied Natural Gas for shipment to overseas markets, as well as for the surface transportation market; 2) reduction in coal-generated electrical production, as natural gas becomes more price-competitive and environmental restrictions on coal increase; 3) 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.

B. Retail Division

Residential and Commercial customers continue to show strong demand for the City's energy efficiency services and program offerings. Those demands should continue in FY2014. Retail Energy Services (RES) staff is cross-trained, flexible, and ready to adjust to the area of greatest need.

Neighborhood REACH

A 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. The American Public Power Association recognized REACH with its "Energy Innovator Award" in 2012. In its first two years, the REACH program served over 3,000 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 into FY14.

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 6,000 audits in FY13. This level of demand is expected to be steady or increase in FY14 as more energy efficiency program options are offered, and customers request education and instruction about their energy choices. 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 improvements as part of the Demand Side Management program. Although demand has slowed from the last couple years, in which demand was driven higher by (1) a lack of credit availability from traditional sources (e.g. home equity), and (2) 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 this year, stimulated in part by a time-limited (springtime 2013)

Utility Services

Energy Services

offering of Double Rebates. Loan outlays should increase in FY14 as existing home sales pick up with related needs for energy improvements, and several new loan measures are added to the program.

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, 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
- PeakSmart demand response program for large commercial customers
- Home Energy Savings Kits with compact fluorescent lights (CFLs), energy saving showerheads, wall gaskets, and other informational items
- Ceiling Insulation 80/20 Rebate
- Low Income Ceiling Insulation Grant
- Low Income Energy Retrofit Grant (HVAC duct repair, coil cleaning/checkup, and refrigerant leak repair; and hot water leak repair)
- Energy Star Appliance Rebates for Clothes washers, Refrigerators, Dishwashers, Freezers, and Variable-Speed Pool Pumps
- Energy Star Heating and Air Conditioning Rebate, including Heat Pump (Hybrid) Water Heater and Water Source (Geothermal) Heat Pump
- Energy Star New Home Rebate
- Solar Water Heater Rebate
- Solar Photovoltaic Net Metering
- 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)*
- Presentations to groups and at events: Community, trade ally, facility, employee, school and association groups

* Note that Energy Audits are critical to the implementation of Demand Side Management program measures, as they are often the first step in discovering energy saving opportunities.

Demand-Side Management and Federal Grants

All of the above activities support the very aggressive goals for energy and demand savings in the Demand Side Management (DSM) program. The department continues to administer a contract with a third-party DSM Program Manager to implement an automated demand response program for the City’s Electric Utility. Branded as ‘PeakSmart’, this program contributes towards the long-term goals of the DSM project, which helps defer the need for new power plant construction, and the related capital expenses. A portion of the implementation cost is being offset by an \$8.9 million federal award under the Smart Grid Investment Grant Program.

Utility Services Energy Services

Significant Changes From FY 2013

The following service level changes are included in the approved budget for the Energy Services Fund fiscal year 2014 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

City Commission Action

The following service level changes are included in the proposed budget for the Energy Services department fiscal year 2014 budget.

- Assumptions for personnel services include a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

**Utility Services
Energy Services
Performance Measures**

Program Objectives

The Energy Services Department has identified the following as objectives for fiscal year 2014.

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 FY 2013 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.

Efficiency Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
MWH savings directly attributable to the DSM programs	#	7,369	15,009	3,552	13,250
kw savings directly attributable to the DSM programs	#	1,343	7,246	669	5,000
Electric power off-system purchases and sales (MWH)	#	379,078	400,000	86,111	400,000
Natural gas contracted transportation utilization factor	#	85.19	90.00	89.37	90.00
Natural gas delivered & capacity traded (MMBTU)	#	24,378,602	23,500,000	8,135,286	23,500,000
Number of commercial energy audits performed	#	165	150	73	150

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Utility Services

Energy Services

Efficiency Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
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.	#	1,573	1,350	638	1,350
Number of residential energy audits performed	#	5,927	5,000	2,892	5,000
Prepay natural gas savings result from the issuance of tax free municipal bonds to finance the prepayment of natural gas supplies	\$	1,270,200	1,200,000	525,480	1,200,000
Total profit/savings from off-system natural gas transactions	\$	128,424	50,000	11,492	50,000
Total profits/savings from off-system power transactions	\$	439,647	500,000	351,775	500,000

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 \$19,800,000 for FY 2014-2018. Fiscal year 2014 appropriation of \$4,950,000 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 2014 Appropriation</u>	<u>5 Year CIP Total</u>
Energy Conservation Fund - Capital Funds	4,950,000	19,800,000
Total Funding	4,950,000	19,800,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or underway and expected to be completed in fiscal year 2013.

None.

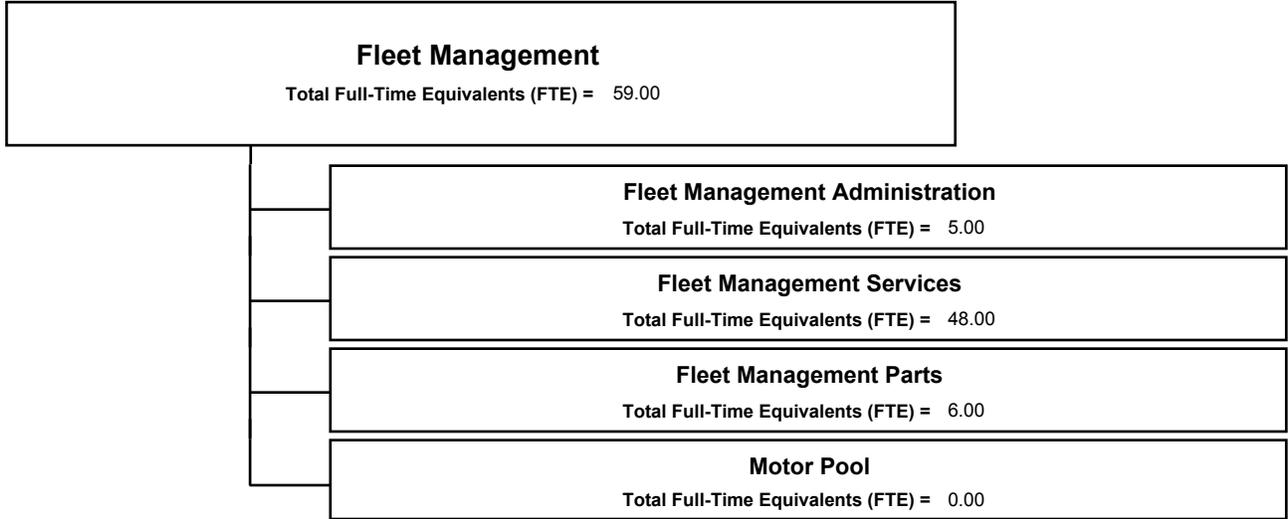
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2014.

None.



Utility Services
Fleet Management
Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

**Utility Services
Fleet Management
Operating Budget**

Budgetary Cost Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
470101 Fleet Management Administration	1,483,143	1,032,260	1,244,081	1,029,537
470201 Fleet Management Services	3,357,404	2,673,131	3,247,045	3,720,368
470301 Fleet Management Parts	7,180,450	7,897,210	8,252,931	8,444,315
470401 Motor Pool	665,011	712,054	707,063	113,188
Total Expenditures	12,686,008	12,314,655	13,451,120	13,307,408

Expenditure Category Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	3,867,543	3,396,122	4,017,236	3,926,725
Operating	388,514	305,523	369,136	369,136
Fuel	3,607,307	4,712,500	4,853,875	4,853,875
Allocated Accounts	1,148,297	912,724	1,025,386	972,185
Utilities and Other Expenses	3,157,902	2,974,280	3,179,326	3,179,326
Transfers	20,057	13,506	6,161	6,161
Year End Adjustments	496,388	0	0	0
Total Expenditures	12,686,008	12,314,655	13,451,120	13,307,408

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Garage Operating Fund	12,686,008	12,314,655	13,451,120	13,307,408
Total Funding	12,686,008	12,314,655	13,451,120	13,307,408

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
470101 Fleet Management Administration	4.00	4.00	4.00	5.00
470201 Fleet Management Services	43.00	40.00	41.00	48.00
470301 Fleet Management Parts	9.00	5.00	5.00	6.00
470401 Motor Pool	1.00	9.00	9.00	0.00
Total FTE	57.00	58.00	59.00	59.00

Utility Services Fleet Management

Summary of Services Provided

Fleet Management facilitates the acquisition, disposal, maintenance, repair, fuel consumption needs, and historical data collection for all the city's vehicles and construction equipment with the exception of StarMetro buses.

The Fleet program is comprised of four divisions:

- Administration: This division is the administrative unit and provides direction for each of the two divisions to continue to improve the quality of all Fleet programs
- Service: The function of this division is to repair and maintain all city vehicles, with the exception of StarMetro
- Parts: The function of this division is to maintain an inventory of parts, purchase fuel, and maintain the fleet car wash facility
- Motor Pool: The function of this division is to assist Fleet in tracking the cost associated with the rental of equipment to various City departments

Trends and Issues

Fleet Management has identified the following as operational trends and issues:

- 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 2013

The following service level changes were included in the proposed budget for the Fleet Management Division's fiscal year 2014 budget. See the City Commission action section for additional changes to the FY14 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- An increase in the costs of goods sold accounts is approved due to the department being underfunded in these accounts. Fiscal Impact: \$515,403.
- The addition of one (1) full-time mechanic position. Fiscal Impact: \$59,630.
- See the City Commission action section for additional changes to the FY14 approved budget.

City Commission Action

The City Commission approved the budget for the Fleet Management with the following changes:

- Adjustments to personnel expenses included a 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

**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.

- Industry standard is that 50% of fleet maintenance performed should be preventative maintenance. However, in FY12, Fleet did not meet the target, averaging 38.5%. This is due in part to a shortage of man power; Fleet was hit with a loss of several mechanics out on CAT leave due to medical issues. In FY13 year-to-date, Fleet exceeded the target with an average of 50.7%. Fleet will continue to strive to meet and exceed this target.

- Fuel consumption continues to be watched and measured by Fleet. There is no industry standard on fuel consumption, though it is Fleet's target to strive to lower it by introducing creative ways to help departments lower consumption, such as with the Bio-Diesel and Less Idle Time [LIT] programs. For the FY13 year-to-date, approximately 700,112 gallons of fuel was consumed by departments, in comparison to 709,444 gallons of fuel during the same time period in FY12. This is a reduction of 9,332 gallons, which results in approximately \$32,000 in savings.

- In order to better track the department's overall performance, Fleet has added and deleted performance measures for the FY14 budget.

<u>Input Measures</u>	<u>Unit of Measure</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Budget</u>	<u>FY 2013 YTD</u>	<u>FY 2014 Budget</u>
Fleet amended budget	\$	12,240,936	12,312,855	12,312,855	12,312,855
The number of new vehicles put into Company 001 (City's active Fleet) based on "Date Acquired" in FASTER data.	#	142	120	70	120
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.					
Number of Fleet FTE Positions	#	57	58	58	59

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Utility Services

Fleet Management

Output Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Number of fuel gallons dispensed	#	1,489,391.00	1,500,000.00	700,112.05	1,500,000.00
Percent of Fleet maintenance subcontracted out. (FASTER report 4305, total for Sublets / Total Cost)	%	18.00	19.00	31.70	19.00
Based on the "Out-of-Service" date in FASTER data; units moved from Company 001 to Company 009 (City's surplus vehicles/equipment) during quarter.	#	105	60	40	60
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.					
Number of vehicles per available FTE technician. (Total # of vehicles / # of FTE mechanics (35))	#	66	66	132	66

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

Utility Services

Fleet Management

Effectiveness Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Industry standard is that 95% of fleet is available during scheduled shifts	%	0.00	95.00	192.90	95.00
Percentage of fast-moving stock parts that can be issued to technician immediately upon request.	%	0	70	144	70
Industry standard is 70% of stocked inventory is available for immediate issue. (Amount on-hand inventory / Amount ordered) FASTER Rpt 4200S					
Dollar value of parts inventory at quarter end / number of vehicles	\$	128	127	261	127
Turnover of Parts Inventory within 12-month period; industry standard is 2.4 times.	#	0.00	2.40	2.05	2.40
Preventative maintenance as a percentage of total Fleet maintenance, based on FASTER data (Rpt 4305) less capitalization repairs.	%	38.00	50.00	101.30	50.00
Industry standard is 50% of all work should be PMs.					
Number of Preventive Maintenances completed within quarter completed on time (FASTER report 4122)	%	43.00	95.00	80.50	95.00
Florida Government Fleet Association (FLAGFA) standard is 95% of PMs completed within 10% of due date.					
Industry standard is that 70% of total maintenance should be scheduled maintenance. FASTER Rpt 4326	%	0.00	70.00	126.20	70.00
Revenue collected from sale of surplus Fleet units during quarter	\$	337,190	1,500,000	1,775,951	1,500,000
Percentage of recovered purchase price from sale of surplus Fleet units during quarter	%	14	15	88	15
Formula: Sale price / Total purchase price of unit					
Industry standard is that 79% of available hours should be billable. The remaining hours are for training, housekeeping, holidays, personal or sick leave, etc. (Billed WO hours / ((2080 * # of mechanics) / 4)) * 100	%	0	79	141	79

Utility Services
Fleet Management
Capital Improvement Program Budget

CIP Budget Overview

Two projects are proposed for funding in the FY 2014-2018 capital improvement plan for Fleet. For FY14, the capital budget includes \$8,100,000 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 \$40,500,000.

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
Fleet Reserve Fund	8,100,000	40,500,000
Total Funding	8,100,000	40,500,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which were completed or were underway and expected to be completed in fiscal year 2013.

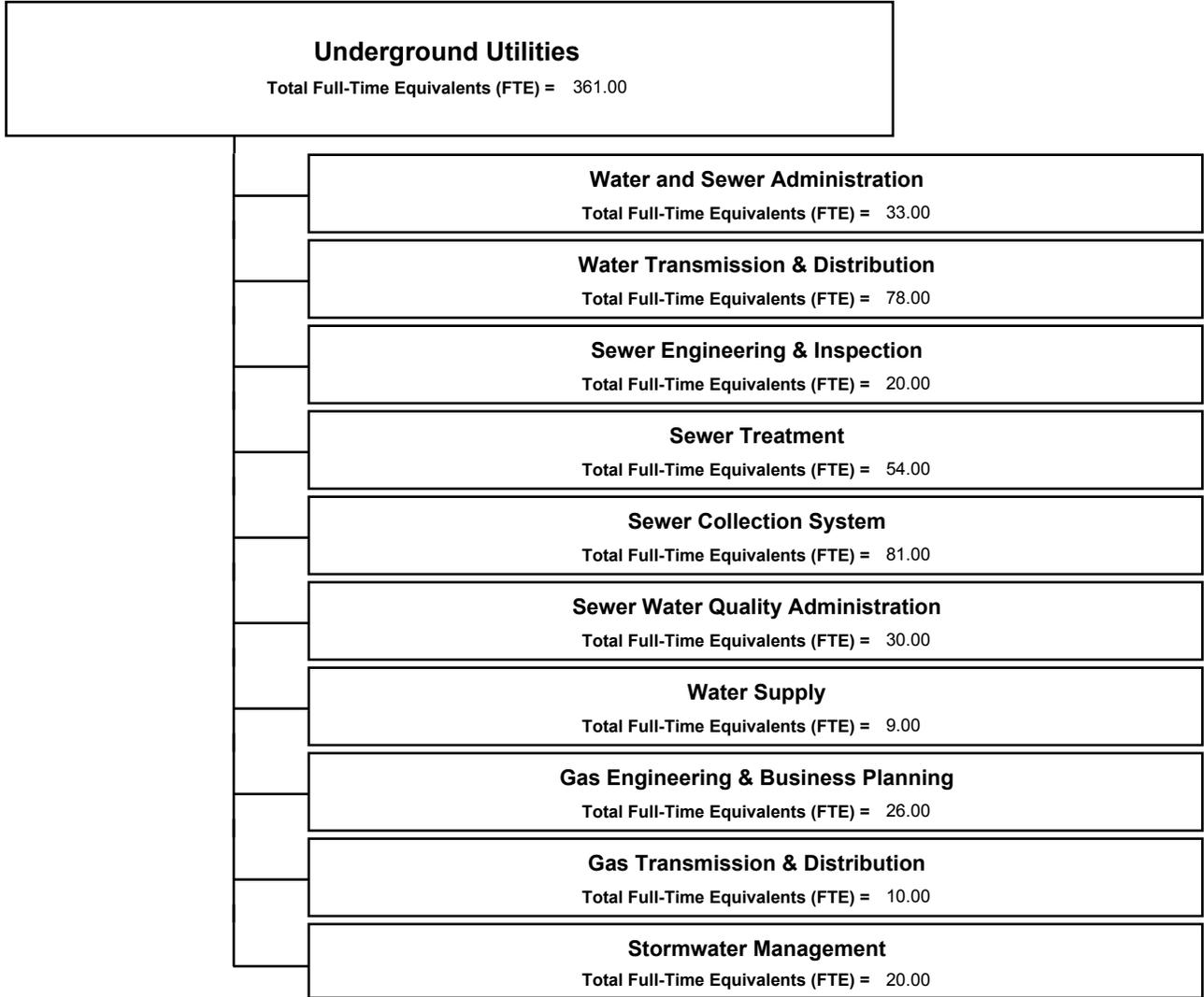
FY13 Environmental Compliance/Remediation
FY13 Vehicle Replacement
Engineered Design of Firewall
Facilitation of Alternative Fuels Production

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 2014.

None.

Utility Services
Underground Utilities
Organizational Chart



**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

**Utility Services
Underground Utilities**

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
490101 Underground Utilities Administration	22,672,323	21,281,261	23,423,820	24,334,378
490103 Water Distribution	3,179,261	2,711,138	3,171,059	2,558,890
490104 Water Maintenance	22,585	0	0	0
490105 Water Repair	19,532	0	0	0
490106 Water Construction	1,372,199	1,564,682	1,082,234	867,193
490107 Water Meters and Taps	24,080	0	0	0
490201 Business & Technology Development	38,561,572	38,663,249	41,788,663	42,900,673
490209 Engineering and Inspection	1,288,326	1,224,790	1,202,008	1,114,291
490301 Treatment Plants	1,639,985	1,707,659	0	0
490302 TPS Plant Operation	4,185,899	4,749,367	7,716,862	7,542,202
490303 TPS Maintenance	2,507,003	2,792,300	0	75,830
490304 Lake Bradford Operations	6,055	0	0	0
490306 Biosolid Operations	1,365,677	1,797,298	1,791,499	1,775,443
490308 Sprayfield Operations	735,007	919,398	976,644	947,609
490401 Collection System Administration	31,729	0	0	0
490402 Collection System Maintenance	2,336,345	2,453,131	2,900,928	2,623,473
490403 Collection System Repair	1,443,228	981,126	1,237,095	1,023,508
490404 Collection System Construction	33,979	0	0	0
490405 Pumping Stations	2,105,559	2,691,713	3,026,834	2,913,323
490406 TV Inspections	26,160	0	0	0
490501 Water Quality Administration	1,700,345	1,671,267	0	0
490502 Aquifer Protection	1,015	0	0	0
490503 System Dispatch/SCADA	626	0	0	0
490504 Industrial Pretreatment	1,147	0	0	0
490505 Water Quality Laboratory	1,215,864	1,324,835	3,066,905	2,942,350
490506 Cross Connection Control	1,013	0	0	0
490508 Field Sampling Unit	1,522	0	0	0
490509 Water Supply	2,550,543	2,617,270	3,494,854	3,411,506
490601 Gas Engineering & Business Planning	13,268,489	13,509,322	14,685,354	14,838,627
490602 Gas Transmission & Distribution	16,959,110	14,422,624	11,351,028	11,197,755
490701 Stormwater Management	11,008,479	11,230,105	10,855,315	10,986,920
Total Expenditures	130,264,657	128,312,535	131,771,102	132,053,971

<u>Expenditure Category Summary</u>	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Personnel Services	20,161,859	21,047,227	22,239,573	21,501,593
Operating	5,018,942	6,407,943	7,154,867	7,154,867
Fuel	15,897,309	13,526,211	10,402,981	10,402,981
Other Services & Charges	831,313	1,322,611	1,607,923	1,607,923
Capital Outlay	12,584	61,360	29,029	29,029
Allocated Accounts	15,899,315	16,484,356	17,062,357	17,622,797
Utilities and Other Expenses	5,377,983	7,062,923	7,304,372	7,304,372
Transfers	54,545,408	52,651,197	53,332,779	53,332,779
Contributions to Operations	9,179,231	9,748,707	10,096,631	10,096,631
Year End Adjustments	3,340,713	0	2,540,590	3,000,999
Total Expenditures	130,264,657	128,312,535	131,771,102	132,053,971

**City of Tallahassee
Fiscal Year 2014 Adopted Budget**

**Utility Services
Underground Utilities**

Operating Budget

Funding Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
Gas Operating Fund	30,227,599	27,931,946	26,036,382	26,036,382
Water Operating Fund	29,840,523	28,174,351	31,171,967	31,171,967
Sewer Operating Fund	59,188,056	60,976,133	63,707,438	63,858,702
Stormwater Fund	11,008,479	11,230,105	10,855,315	10,986,920
Total Funding	130,264,657	128,312,535	131,771,102	132,053,971

FTE Summary

	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed	FY 2014 Approved
490101 Underground Utilities Administration	10.00	10.00	11.00	11.00
490103 Water Distribution	63.00	63.00	63.00	63.00
490106 Water Construction	23.00	23.00	15.00	15.00
490201 Business & Technology Development	10.00	10.00	23.00	22.00
490209 Engineering and Inspection	19.00	19.00	20.00	20.00
490301 Treatment Plants	9.00	9.00	0.00	0.00
490302 TPS Plant Operation	19.00	19.00	48.00	48.00
490303 TPS Maintenance	31.00	32.00	0.00	1.00
490306 Biosolid Operations	5.00	5.00	5.00	5.00
490402 Collection System Maintenance	33.00	34.00	40.00	40.00
490403 Collection System Repair	28.00	26.00	24.00	24.00
490405 Pumping Stations	14.00	14.00	17.00	17.00
490501 Water Quality Administration	18.00	18.00	0.00	0.00
490505 Water Quality Laboratory	14.00	14.00	30.00	30.00
490509 Water Supply	9.00	9.00	9.00	9.00
490601 Gas Engineering & Business Planning	27.00	27.00	26.00	26.00
490602 Gas Transmission & Distribution	10.00	10.00	10.00	10.00
490701 Stormwater Management	18.00	18.00	20.00	20.00
Total FTE	360.00	360.00	361.00	361.00

Summary of Services Provided

The Underground Utilities Department provides quality water, sewer, stormwater and gas services to residents of the city and to portions of Leon and Wakulla counties. The department is committed to treating and delivering top quality drinking water to homes and businesses, and to collecting the community's wastewater for high-level treatment.

Utility Services Underground Utilities

Trends and Issues

The department is responsible for the construction, repair and maintenance, and production/treatment in four disciplines described below:

The Wastewater Utility

Since 1904 City staff has been providing the complete array of wastewater collection, treatment, and disposal services that are essential to protect the Big Bend region's public health and natural environment. Wastewater services start with 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 Sewer Fund finished FY2012 with a deficit of \$1.022 million as compared to a budgeted surplus of \$214,954; primarily due to revenues being approximately 2% below projections. The deficit is to be covered by a transfer from Sewer Operating Reserve Fund and Sewer RR&I Fund. The required transfer from the Operating Reserve Fund fully depletes that fund.

The Wastewater Utility plans to conduct a Rate Study in FY2014, factoring into its revenue and expense projections of the additional costs for AWT operations, infrastructure improvements for the collection system, and the current and projected state of the economy, and lack of growth in its customer base.

The Water Utility

The water fund ended FY2012 with a \$3.3 million surplus. Water revenues for FY2013 to date are trending as expected. However, the conservation rate structure magnifies sensitivity to summer rainfall and temperature and summer sales are yet unknown. Current rates and projections show a break-even scenario for FY2013-18, with a need to acquire additional debt in late FY2015 to fund our infrastructure maintenance and improvement program.

The Water Fund adopted FY2014 operating budget is \$31.1 million, which includes all direct costs for Water Production, Distribution, Repair, Maintenance and Construction as well as the Water Fund share of costs for the Administrative, Technology, Water Quality and Water Resources Engineering Divisions. Assumed in this projected budget is the following:

- \$5.9 million in debt service,
- \$4.4 million transfer to RR&I
- \$3.2 million contribution to General Government.

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.

Impacts of the worsening economy have been incorporated into the Stormwater Utility FY2014 revenue projection of \$16.1 million. One-half of a percent in customer growth has been assumed. Proposed spending

Utility Services

Underground Utilities

from the Stormwater Fund for FY2014 operating and capital budgets of \$19.5 million with the anticipated deficit to be funded by drawing down the Stormwater Fund Undesignated Balance. The Stormwater Fund will be used to fund:

- \$4.9 million in Public Works drainage maintenance operations,
- \$1.9 million in Public Works street sweeping operations,
- \$2.6 million for Stormwater Management Planning and Administration.
- \$2.4 million for Allocated Accounts (5600 Series; SW Management only).
- \$7.7 million for Stormwater Capital Improvement Program (\$2.2 million from current year revenues and \$5.5 million from RR&I fund balance).

During FY2013, planning and design were underway to allow for more Capital Improvement projects to be implemented in FY2014-18, re-investing Stormwater revenue into the local economy and improving its infrastructure. The FY2014-18 capital budget totals \$30.9 million.

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.

For Fiscal Year ended September 30, 2012, the Gas System's current rates and charges did not exceed total expenses, resulting in a deficit of approximately \$1 million dollars. This deficit was covered fully utilizing the Gas Operating Reserve and drawing almost \$400K from the Gas RR&I Fund. This loss is primarily due to the winter being the warmest in the past 30 years as shown below, and the gas utility gets a significant portion of its reserve from the use of Natural Gas for heating.

In the light of the above, a Gas Rate Study was performed and as a result we have lowered our revenue forecasts to be more conservative and adjusted our rate structure. The gas fund proposes a \$26 million dollar operating budget which is \$8.6 million dollars less than the previous year. \$4.8 million of that reduction is a reduction in the cost of Natural Gas which we pass on to our customers. The remaining reduction is due to our conservative revenue forecast. Included in this budget is the following:

- \$3.7 million in debt service,
- \$2.3 million dollar contribution to the General Fund
- \$3.3 million dollar transfer to the Gas RR&I Fund.

Utility Services Underground Utilities

Significant Changes From FY 2013

The following service level changes are included in the approved budget for the Underground Utilities Department fiscal year 2014 budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.5% merit salary enhancement in FY14; general employee pension rates are 13.4% based on an actuarial study; police union pension rates are 19.22% based on an actuarial study; fire union pension rates are 20.11% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the employee plus one (two-party) rate for vacant positions; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

SEWER UTILITY DIVISION:

Positions have been transferred within the Underground Utilities department from the Water fund to the Sewer fund. There is no net dollar change to the department as a result of these transfers.

- Increase chemical costs at Advanced Wastewater Treatment plant. Fiscal Impact \$263,046
- Underground Utilities reorganization impact to Sewer fund but net zero effect to Underground Department. Fiscal Impact \$318,385.
- Close operating project for Water Well security and transfer funding to operating account. Operating budget Fiscal Impact \$175,000.

GAS DIVISION

Transfer a computer operator I position from the Gas fund to the Sewer fund. Fiscal Impact (\$43,000).

STORMWATER

- 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 6.54% increase in health insurance premiums, which is being split evenly between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; salary updates; position changes; and intradepartmental reorganizations and transfers.

Utility Services
Underground Utilities
Performance Measures

Program Objectives

Develop strategies for individual departments and organizationally which will result in a fiscal year and surplus position.

The most effective way for UU to keep expenses down, and therefore be in a position to end the fiscal year with a revenue surplus is by implementing the following:

- Process improvement.
- Have a well-trained, cross-trained and flexible workforce.
- Target employee work assignments to the most critical parts of the Project Management plan.

Underground Utilities is moving a total of 93 employees from one division to another to ensure concentration of efforts, skills and efficiency, and have increased the Capital Program in both Water and Sewer system rehabilitation and integrity.

Implement demand side management strategies this year that provide documented energy savings to reduce production requirements.

The City has the goal of carbon reduction and the Gas Utility's sales and marketing efforts are in line with this goal. The City continued to offer rebates on natural gas appliances such as water heaters, ranges, clothes dryers, grills, and fire logs. In 2012, the City issued rebates to customers:

- 584 water heaters
- 246 ranges
- 102 dryers
- 157 fire logs
- 9 pool/spas
- 302 furnaces

Since these customers chose to utilize natural gas appliances instead of electric appliances, there was a carbon reduction of approximately 3,000,000 pounds. Along with the carbon reduction there was an energy reduction of approximately 60,000 MMBtu by choosing natural gas appliances. Both the carbon reduction and energy reductions will continue for subsequent years due to choosing natural gas appliances.

Support progress in the \$500.00 grant sunflower project as identified by the community during the Peter Kageyama, Love of Cities session.

As a part of UU'S Providence Neighborhood Annual Community Reach Out, the City Manager, City Commissioner Nancy Miller and ACM Rick Fernandez participated in the clean sweep of the neighborhood and kicked-off the Talla-Happy Sunflower initiative with sunflower planting at the Delta Kappa Omega/Providence Community Service Center. Sunflowers are also being incorporated in the landscape plan for the Jackson Bluff Road Utility building location.

Enhance the ongoing sense of place development to create unique areas across the community.

Natural gas lighting has been installed in three areas of the City as a part of the overall Sense of Place project to enhance the quality of life for Tallahassee citizens. A total of thirty gas lights have been installed on Seventh and Fifth Avenues in Midtown, as well as on Palmer Avenue between South Adams and South Monroe Streets. Citizen response to this lighting has been overwhelmingly positive, and combined with the other enhancements in these areas has created a dramatic effect.

Among the priorities established by the City Commission at its recent retreat were water quality protection concerns as well as prudent management of TMDL compliance measures. Other stormwater program topics were also discussed in relation to quality of life and sense-of-place initiatives and these relate to pond design

Utility Services

Underground Utilities

and amenities. Although the City's Stormwater Program has always been among the most progressive in the State, Underground Utilities' budget submittal includes two proposals that will facilitate more focus and attention to these Commission priorities. These proposals which are discussed in greater detail later include re-establishing the position of Stormwater Manager and converting two time-limited engineering positions to permanent status. The time limited positions were originally created through reclassification of existing vacant permanent positions.

Analysis of Performance Measures

In FY2012-FY2013, Underground Utilities continued its growth in the Strategic Business Plan and Environmental Management Program by creating Process Mapping teams. Throughout FY2012-FY2013, teams in the sections within the department held key process improvement mapping sessions to identify opportunities for improvement and savings that resulted in \$300K.

The Wastewater Treatment section created a dedicated Process Improvement Team to actively utilize Department Wide Initiatives Six-Sigma, Rapid Process Improvements (RPI), and Lean concepts towards improving processes, reducing waste, and generating cost savings. As process improvement events are created and executed, Champions and Team Leaders generate the accountability and cost savings measures to evaluate and track improvements and savings. Process Mapping principles are some of the tools and methods to identify areas of needed improvement, measure data, adjust inefficiencies, implement effectiveness, and ensure quality improvements.

For calendar year 2012, approximately 5,400 Customer Transactional Satisfaction Surveys were emailed to City customers immediately following and interaction with UU field staff. The total response rate was 5.67% which was within industry estimates. Customers reported an "Overall Experience" satisfaction rating of 4.30 out of 5 or an 86% Customer Satisfaction Rating.

Effectiveness Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Emergency Response Readiness Training Hours	#	1,284	0	0	0
	%	14.16	0.00	0.00	0.00
Regular employees are those employees who worked more than 1000 hours for the most recent annual basis of reporting.	%	8	0	0	0
	\$	176.49	0.00	0.00	0.00
Promotions are based on employees who transfer to a classification that involves an increase in responsibility, not just pay increases. The number of internal promotions is based on current regular or part-time employees during the reporting fiscal year, who were promoted to "fill" positions. The total number of positions filled is based on positions that were opened or "posted" and filled during the reporting fiscal year. If a promotion was made without an "opening" or "posted" position, it will be included as a promotion if the position remains as a "regular (full-time) position.	%	5	0	0	0
To measure the rate of internal employee promotions per year as a percentage. Expressed as number of internal promotions divided by total number of positions filled for the reporting fiscal year period.					

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Effectiveness Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
This measure counts the number of public awareness events used to make citizens aware of a host of Underground Utilities programs.	#	124	0	0	0
Retirement eligibility for each employee is based on known eligibility from age and employment history, according to a utility's retirement program and policies. Regular employees are those employees who worked more than 1000 hours for the most recent annual basis of reporting. Average number of regular employees is the sum of the number of regular employees at the end/beginning of each month for the total of a 12-month fiscal year divided by 12.	%	22	0	0	0
To measure the number of regular employees eligible for retirement within the next five years, as a percentage. Expressed as the number of regular employees eligible for retirement within the next five years, divided by the average number of regular employees.					
Sum of all qualified formal training hours completed by all employees. Formal training refers to documented training that meets one or more of the following descriptions: (1) A professionally developed program or session with a fixed agenda that is offered on or off site during compensated working hours of the employee; (2) The classroom and study portions of a formal apprenticeship program completed during working hours; (3) Credits earned toward certification obtained from submitting Florida trade journal tests. Training is not limited to events where continuing education credits are awarded. Formal training includes technical training, certification training, apprenticeship training, employee skills and development training, professional seminars, attendance at professional conferences, and college classes. It does not include on-the-job training (OJT) or travel time to events.	#	9,807	0	0	0
Operating and maintenance cost per MG treated	\$	2,510.95	0.00	0.00	0.00
	%	95.60	0.00	0.00	0.00
Percentage of Total Wastewater Treatment work orders that are planned.	%	85	0	0	0
	#	6.10	0.00	0.00	0.00
This indicator quantifies a utility's compliance with the effluent quality standards in effect at each of its wastewater treatment facilities. The indicator is expressed as the percent of time each year that an individual wastewater treatment facility is in full compliance with applicable effluent quality requirements.	%	95.60	0.00	0.00	0.00
Water - Drinking Water Complaints	#	477	0	0	0
Water - Energy costs per MG treated	\$	1,706	0	0	0
Water operations and maintenance costs per million gallons of water treated.	\$	855	0	0	0

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Effectiveness Measures	Unit of Measure	FY 2012 Actual	FY 2013 Budget	FY 2013 YTD	FY 2014 Budget
Water - Percent days in compliance with permit (treatment)	%	100	0	0	0

**Utility Services
Underground Utilities
Capital Improvement Program Budget**

CIP Budget Overview

The Underground Utility Division's capital improvement plan (CIP) has increased to \$183,811,700 primarily as a result of future water projects involving the removal and replacement of aged water infrastructure and increased storm water projects that have been identified.

Fiscal year 2014 appropriation supports continued on-going projects including the continuation of the alternate fuel program; gas expansion system in western Leon County; continuous repairs, expansions and relocations of new and existing gas mains in conjunction with roadway construction projects; the procurement of meters for new service requests, replacements of obsolete meters; repaving of utility cuts; and the installation of service taps for residential, commercial, and industrial customers. Continued funding has been requested in the automation implementation capital project in an effort to fully automate the department's daily activities, improve customer services, and enhance operational efficiency and effectiveness.

<u>Funding Source</u>	<u>FY 2014 Appropriation</u>	<u>5 Year CIP Total</u>
Accounts Receivable	0	0
FAMU Campus Dvlpmnt Agreement Stormwater Designation	0	1,500,000
Florida Department of Environmental Protection	115,600	115,600
Gas Energy System Future Bond Construction	1,164,450	6,182,300
Gas RR&I	1,930,350	10,131,200
Gas RR&I Undesignated Balance	310,300	1,200,200
Sewer 2010 Bonds	0	0
Sewer Future CUSB	2,600,000	11,415,200
Sewer RR&I	9,174,400	48,994,446
Sewer RR&I Undesignated Balance	2,590,650	14,164,854
Sewer System Charge	200,000	3,378,200
Stormwater Utility Fee	8,188,000	21,643,000
Water 2010 Bonds	0	0
Water Future CUSB	5,117,000	27,074,500
Water RR&I	3,040,000	15,782,600
Water RR&I Undesignated Balance	4,852,100	22,229,600
Water System Charge Undesignated Balance	0	0
Total Funding	39,282,850	183,811,700

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Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2013.

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

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Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2014.

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

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Glossary of Key Terms

ACCRUAL BASIS - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

AD VALOREM TAXES - Taxes levied on both real and personal property according to the property's valuation and the tax rate.

ADVERTISING - Costs for legal advertisements, posters, publication of public notices, resolutions, ordinances, and bid invitations.

APPROPRIATION - A legal authorization to incur obligations and to make expenditures for specific purposes.

AVAILABLE (UNDESIGNATED) FUND BALANCE - This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

BAD DEBT - The estimated amount of accounts owed to the city (receivables) that will not be collected during the year. This includes utility accounts, accident damage repair accounts, and other miscellaneous account receivables which are deemed uncollectible.

BOND - Evidence of the local government's obligation to repay a specified principal amount on a future maturity date, plus interest. Bonds are issued to obtain money for capital projects. Revenue bonds pledge a particular source of revenue usually generated by the new asset as the means of repayment.

BOND REFERENDUM - The process by which voters approve or disapprove a proposed general obligation bond issue.

BOND REFINANCING - The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

BOND RESOLUTION - The document by which the local government authorizes the sale of bonds.

BUDGET - The formal allocation of resources (dollars) to various programs with the intent of performing a service.

BUDGETARY BASIS - The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

BUDGET CALENDAR - The schedule of key dates that the city follows in the preparation and adoption of the budget.

CAPITAL ASSETS - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL BUDGET - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

CAPITAL IMPROVEMENTS (Capital Projects) - Expenditures related to the acquisition, expansion, or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

CAPITAL IMPROVEMENTS PROGRAM (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

CAPITAL OUTLAY - Fixed assets which have a value of \$750 or more and have a useful economic lifetime of more than one year or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

CAPITALIZED OVERHEAD - Charges assessed to capital projects for administrative and labor related services.

CAPITALIZED WAGES - Direct salaries or wages of city employees which are paid from funding appropriated in the capital budget.

CASH BASIS - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CITY CONTINGENCY - Amount budgeted to meet unexpected operating expenditures that occur during the current year.

COST OF GOODS SOLD (COGS) FUEL STORES - Fuel purchased by the city garage and then resold by the city for use in the city fleet.

COST OF GOODS SOLD (COGS) MATERIALS STORES - The cost of materials and supplies which are resold by the city. This includes articles for resale by the city garage parts division, the city warehouse, and golf courses.

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COST OF GOODS SOLD (COGS) NATURAL GAS - This account represents the cost of natural gas purchased by the city electric department for use to generate electricity and natural gas sold by the gas utility department to gas customers.

COLLECTIVE BARGAINING AGREEMENT - A legal contract between the city and representatives of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

CONSUMER PRICE INDEX (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

CONTRACTUAL SERVICES - Services rendered to the city by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

CURRENT SERVICE LEVEL (CSL) - A level of service which is the same as the current year.

DEBT SERVICE - The amount of money needed to 1) pay interest on outstanding bonds, 2) pay the principal on maturing bonds, and 3) make contributions to a "sinking fund" for term bonds. Debt service is calculated on a fiscal year basis.

DEDICATED TAX - A tax levied to support a specific government program or purpose.

DEFICIT - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DEPARTMENT - Organizational unit of government, which is functionally unique in its delivery of services.

DEPRECIATION - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

EMPLOYEE BENEFITS - Costs incurred by the city for pension, health insurance, and other benefits provided to employees.

ENCUMBRANCE - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

ENTERPRISE FUND - A fund established for services that are predominantly self-supported by user fees and charges.

EQUIPMENT SUPPLIES - The cost of materials and supplies used in conjunction with the operation of machinery and equipment.

EXPENDITURE - The payment of cash or the transfer of property or services for the purpose of acquiring goods and/or services or settling a loss.

EXPENSE - Charges incurred (whether paid immediately or to be paid at a later date) for operations, maintenance, interest, or other charges.

FISCAL YEAR - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for the City of Tallahassee is October 1 through September 30.

FULL TIME EQUIVALENT (FTE) - A method of measuring the number of authorized employees based on a full-time equivalent of 2,080 hours per year.

FUND - A fiscal/accounting entity that is established to accomplish specific objectives and carry out specific activities. Examples: debt service fund, capital projects fund, and special assessment fund.

FUND BALANCE - The excess of the assets of a fund over its liabilities, reserves, and carryover.

GENERAL GOVERNMENT CAPITAL IMPROVEMENT FUND (GG/CIF) - Undesignated capital funding that serves as a contingency for all capital funding sources in the general government.

GENERAL GOVERNMENT CAPITAL PROJECT ACCOUNT (GG/CPA) - Funding provided from the general fund operating budget to support general government capital projects.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GENERAL FUND - The fund used to finance all non-enterprise operations of local government.

GOAL - A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

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GRANT - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the intended usage of the grant proceeds.

INCREASED SERVICE LEVEL (ISL) - A change in service delivery which exceeds the current level of service.

INDIRECT COST - A cost necessary for the functioning of the organization as a whole that cannot be directly assigned to one service.

INFRASTRUCTURE - The physical assets of a government (e.g., streets, water works, sewer lines, public buildings, and parks).

IN LIEU OF TAXES - Income received by local governments to compensate for the loss of revenue from tax-exempt property.

INSURANCE - Costs associated with workers' compensation claims including administration and medical costs, dishonesty bonds, and property and casualty insurance premiums.

INTER-FUND TRANSFER - Legally authorized transfers from a fund receiving revenue to a fund through which resources are to be expended.

INTEREST EXPENSE - Cost of utilizing borrowed funds (long-term debt).

INTERGOVERNMENTAL REVENUE OR SHARED REVENUE - Tax/fee money collected by one level of government and distributed to another level of government.

INTERNAL SERVICE FUNDS - Funds established to distribute costs to user departments for administrative services provided by another unit of government, such as data processing or insurance funded from a central pool.

INTRA-FUND TRANSFER - Legally authorized transfers within a fund.

LEVY - To impose taxes for the support of government activities.

LONG-TERM DEBT - Debt with a maturity of more than one year after the date of issuance.

MILLAGE RATE - The rate in mills (1 mill = 1/1000 of a dollar or .001) at which property is taxed.

MISSION - A description of the purpose, values, strategies, and behavior standards that guide an organization and move it toward its vision. A mission states what the organization is, what it does, for whom, and why.

OBJECTIVE - A specific/quantifiable statement of what the city, a department, or a unit expects to accomplish in a fiscal year.

OFFICE EQUIPMENT - Furniture, fixtures and equipment with an initial cost of \$750 or more.

OPERATING REVENUE - Funds received by the city as income to pay for on-going operations, including taxes, fees, interest earnings, and grant revenues.

OPERATING EXPENSES - The cost for personnel, materials, and equipment required for a department to function.

ORDINANCE - Legislation enacted by the City Commission which has the full force and effect of law within the municipal boundaries.

OTHER SALARY ADJUSTMENTS - Items of employee compensation that are not directly related to the regular or overtime hours worked.

OVERTIME - Compensation to eligible employees for hours worked beyond 40 hours within a specific workweek.

PAY-AS-YOU-GO BASIS - A term used to describe a financial policy by which capital projects (infrastructure) are financed from current revenues rather than through borrowing.

PENSION CURRENT - City contribution to employee pension plan for participating employees.

PENSION MATCHED ANNUITY PENSION PLAN (MAPP) - City contribution to employee matched annuity pension plan for participating employees.

PER CAPITA COST - Cost per unit of population to provide a particular service in the community.

PERFORMANCE INDICATORS - Specific quantitative and qualitative measures of work planned by specific departments or programs.

PERFORMANCE MEASURE - Data collected to determine how effective or efficient a program is in achieving its objectives (performance indicators).

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PRIOR-YEAR ENCUMBRANCES - Unpaid, legally binding obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments, which are chargeable to a prior appropriation and for which a part of that appropriation is reserved.

PROGRAM - A collection of activities directed at accomplishing similar objectives.

PROGRAM PERFORMANCE BUDGET - A method of budgeting whereby the services provided to the residents are broken down in identifiable service or performance units and funding is appropriated for a given level of service or units.

PROPERTY TAX - An ad valorem tax based on the fair market value of real property (land and buildings) and personal property (business equipment). Fair market or "just" value is determined by the county property appraiser as of January 1 of each year, under the guidelines of Chapter 193, Florida Statutes.

REDUCED SERVICE LEVEL (RSL) - A level of program service which is less than that of the current year.

REPAIRS, REPLACEMENTS & IMPROVEMENTS (RR&I) - The portion of the cost of fixed assets (excluding land) charged as an expense during a particular period due to expiration in service life, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause.

RESERVE - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

RESERVE TRANSFER - Those payments necessary to adequately meet the current requirements for reserve funds.

RESOLUTION - A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

REVENUE - Money that flows into the local government. It is recurring if it is received on a consistent basis (e.g., sales taxes and property taxes) and nonrecurring if it is received irregularly (e.g., federal and state grants). The four main types of local revenue are taxes, user fees, licenses and permits, and intergovernmental revenue.

ROLLED-BACK MILLAGE RATE - A tax rate, which applied to the current year's tax base, will bring in the same amount of taxes as levied the prior year. Newly constructed property or other property added to or deleted from the prior year's base is excluded.

SALARIES AND WAGES - Regular weekly and monthly compensation for work performed as defined by the personnel pay scale for position classifications.

SERVICE LEVEL - Services or products which comprise actual or expected output of a given program.

SOCIAL SECURITY - City contribution to employee Social Security for participating employees.

SPECIAL ASSESSMENT - A tax on property owners who receive a benefit not received by all other taxpayers.

SUPPLEMENTAL APPROPRIATION - An additional appropriation made by the governing body after the budget year has started.

TAX BASE - The total taxable value of property within the local government's legal boundaries.

TAX ROLL - The master list of the assessed value of all taxable property within the government's jurisdiction. The list is certified to all local taxing authorities by the property appraiser by July 1 of each year.

TAXABLE VALUE - The assessed value of property less exemptions.

TAXES - Compulsory charges levied by a government for the purpose of financing services for the common benefit of the people.

TEMPORARY WAGES - Seasonal or temporary employees' compensation computed on hourly or monthly rates.

TERM BONDS - Bonds comprising a large part or all of a particular bond issue which come due in a single maturity.

TRAVEL AND TRAINING - The cost of attending meetings, conferences, short conferences, etc.

TRUST FUND - A fund established to collect and distribute monies for a specific function or operation.

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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.



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Commonly Used Abbreviations

AHAP	Affordable Housing Assistance Program	GG/CPA	General Government/Capital Projects Account
CAD	Computer Aided Dispatch	GIS	Geographic Information Systems
CDA	Consolidated Dispatch Agency	HOME	Home Investment Partnership Program
CDBG	Community Development Block Grant	HUD	Housing and Urban Development
CHSP	Community Human Service Partnership	IAFF	International Association of Firefighters
CIP	Capital Improvement Plan	IRP	Integrated Resource Planning
CIS	Customer Information System	ISO	Insurance Service Office
COCA	Council on Culture and Arts	ISS	Information Systems Services
COPPS	Community-Oriented Policing Problem Solving	JARC	Juvenile Assessment Receiving Center
CPI	Consumer Price Index	KWH	Kilowatt Hour
CRA	Community Redevelopment Agency	LLEB	Local Law Enforcement Block Grant
CUSB	Consolidated Utility System Bond	MAPP	Matched Annuity Pension Plan
DEP	Department of Environmental Protection	MBE	Minority Business Enterprise
DIA	Downtown Improvement Authority	MGD	Million Gallons Daily
DMA	Department of Management and Administration	MSA	Metropolitan Statistical Area
DRI	Development of Regional Impact	MW	Megawatt
EAP	Employee Assistance Program	NPDES	National Pollution Discharge Elimination System
EEO	Equal Employment Opportunity	OBP	Office of Budget and Policy
EOC	Emergency Operations Center	PASS	Pedestrian and Street Safety
ERU	Equivalent Residential Unit	PBA	Police Benevolent Association
EWD	Equity and Workforce Development	PETS	Permit Enforcement Tracking System
FAA	Federal Aviation Authority	PSC	Public Service Commission
FAMU	Florida Agricultural and Mechanical University	PUD	Planned Unit Development
FDOT	Florida Department of Transportation	RFP	Request for Proposal
FEMA	Federal Emergency Management Agency	RR&I	Repairs, Replacements, and Improvements
FERC	Federal Energy Regulatory Commission	SCADA	System Control and Data Acquisition
FDEP	Florida Department of Environmental Protection	SHIP	State Housing Initiative Plan
FHWA	Federal Highway Administration	SPRP	Stormwater Pollution Reduction Program
FSU	Florida State University	TCC	Tallahassee Community College
FTA	Federal Transportation Administration	TDP	Transit Development Plan
FTE	Full-time Equivalent	TFD	Tallahassee Fire Department
GASB	Governmental Accounting Standards Board	TMDL	Total Maximum Daily Load
GF	General Fund	TPD	Tallahassee Police Department
GG/CIF	General Government/Capital Improvement Fund	TSA	Transportation Safety Administration



City of Tallahassee
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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Accounts Receivable	Accounts Receivable	Special Funds	Funds to be received from outside sources.
Airport RR&I/Undesignated Balance	Airport RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Aviation RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. This funding can only be utilized for Aviation Department capital projects and cannot be used to benefit a specific airline.
BluePrint 2000 Capital	BP2000 Capital	Special Funds	Cash funding received from the sales extension, approved by the voters in November 2000, to construct approved BluePrint 2000 projects. BP2000, an intergovernmental agency, receives 80% of the funding and the city and county split the remaining 20%.
Capital Bond Series 2004	Cap Bonds 2004	Bond Proceeds	Debt funding, issued in November 2004, to construct a list of general government projects. These include neighborhood infrastructure enhancements and ADA sidewalk rehabilitation among others.
Capital Improvement Fund Balance (GG/CIF)	GG/CIF	General Government	Cash funding available from the undesignated balances in the capital improvement fund. This funding is the undesignated balance in the fund. Funding is from closed projects, unprogrammed funding from the GG/CPA transfer and interest earnings. GG/CIF funding can be utilized for any type of general government (General fund departments, StarMetro, Golf Courses, etc.) projects.
Cemetery Perpetual Care/Trust	Cemetery Reserve	Special Funds	Cash funding from the Cemetery Perpetual Care/Trust fund. This fund was established in 1985 to provide long-term maintenance of the city owned cemeteries. Initially funded at a level of \$100,000 over a five-year period, a lump sum appropriation was infused in 1986 from surplus year-end revenues. Beginning in FY87, a perpetual maintenance fee of \$40 per space, collected at the time of plot sale, was implemented to help reduce the long-term cost of the cemetery program.
Community Development Block Grant	CDBG	Special Funds	Grant funding through the Community Development Block Grant program.
Concurrency Central – FAMU Way	GG	General Government	Accounts for activity as a result of the State's new concurrency requirements outlined in Chapter 163, F.S. The City Commission approved the Bicycle and Pedestrian Prioritization Master Plan. The approval of this plan is necessary to allocate concurrency and other capital funds to enhance the multimodal transportation networks within the five Significant Benefit Zones.
Concurrency Central – Multimodal	GG	General Government	Accounts for activity as a result of the State's new concurrency requirements outlined in Chapter 163, F.S. The City Commission approved the Bicycle and Pedestrian Prioritization Master Plan. The approval of this plan is necessary to allocate concurrency and other capital funds to enhance the multimodal transportation networks within the five Significant Benefit Zones.

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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Deficiencies Fund	D Fund	Special Funds	Established to defray unforeseen expenditures. Funding accumulates in the fund from general fund year-end surpluses, interest earning and any other appropriations made by the City Commission. Funds from this reserve can only be utilized with City Commission approval. Any surpluses above the policy required reserve levels can be utilized to support capital projects.
Electric RR&I	Electric RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Electric Utility operating budget that is dedicated for capital improvements for the electric utility. This funding can only be utilized for Electric Utility capital projects.
Electric RR&I/Undesignated Balance	Electric RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Electric RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a maximum of 5% and a minimum of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund. This funding can only be utilized for Electric Utility capital projects.
Energy Conservation Fund - Capital Fund	ECF - Capital	Special Funds	The Energy Conservation Fund was established to support the city's electric demand side management program. This funding source is utilized to support capital projects associated with demand side management program.
Energy Conservation Fund Loan Repayment Proceeds	ECF- Loans	Special Funds	Funding received from repayment of loans issued from the Energy Conservation Fund.
Energy System Bonds	Energy System Bonds	Bond Proceeds	The fund results from combining of the city's natural gas system and Electric System into a combined Energy System. These bonds are for the purpose of financing utility capital projects. Outstanding bonds previously issued under the Gas Consolidated Utility Systems Revenue Bonds have defeased and Gas Energy System Bonds in the like amount have been issued to provide funding for existing gas capital projects.
FDOT Toll Road Credit	FDOT Toll Road Credit	Special Funds	This is a state funding source derived from revenue collected in tolls on Florida roadways. By state statute, Florida cities may use this funding as a matching source for FTA and FDOT grant funded projects.
Federal Aviation Administration	FAA	Federal Funds	Funds received from the Federal Aviation Administration. FAA grants usually provide 90% of total projected costs, with 10% matching from a local source. Tallahassee receives an annual entitlement that is formula driven (% of national enplanement x amount of funding Congress appropriates), and discretionary grants that must be dedicated specifically for projects. Funds received from this source can only be utilized for Aviation Department projects that are not considered revenue generators.

City of Tallahassee
Fiscal Year 2014 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Federal Transportation Administration	FTA	Federal Funds	Funding received from the Federal Transportation Administration. These funds are typically utilized for mass transit projects such as StarMetro. FTA requires a match of 80% FTA / 20% local match. Funding from this source can be utilized for any capital project related to StarMetro (i.e., buses, facilities, remodeling of existing StarMetro facilities).
Fire Construction Fund	Fire Construction	Special Funds	Cash funding provided by the Fire operating fund to capture the cost of Fire capital projects.
Fire Bond Construction	Fire Bond	Bond Proceeds	Debt funding provided to construct Fire capital projects.
Fleet Reserve Fund	Fleet Reserve	Special Funds	Fund established to provide for replacement of the city's fleet. The reserve is funded by replacement charges against user departments' operating budgets and interest earnings. Funding can only be used to replace fleet vehicles.
Florida Department of Transportation	FDOT	State Funds	Funding received from the Florida Department of Transportation for various projects like Gaines Street and Campbell Trail.
Florida Department of Transportation - Aviation	FDOT - Aviation	State Funds	Funding received from the Florida Department of Transportation for Aviation projects. Funding in the amount of 5% of total project costs are provided if the Federal Aviation Administration (FAA) is participating. Fifty percent (50%) of total project costs are provided if there is no FAA participation. Funding can only be utilized for those projects that are not considered development related. Each year, the Aviation Department must compete for funds that are addressed in the city FDOT Transportation Improvement Program (TIP).
Florida DMS	Florida DMS	State Funds	Funding received from the State Department of Management Services for a specific purpose.
Future Bonds - Electric	Future Bonds - Electric	Bond Proceeds	Bonds issued in support of anticipated electric utility capital projects.
Future Bonds – General Government	Future Bonds - GG	Bond Proceeds	Bonds issued in support of anticipated general government capital projects.
Gas RR&I	Gas RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Gas Department operating budget that is dedicated for capital improvements for the gas utility. This funding can only be utilized for Gas Utility capital projects.
Gas RR&I/Undesignated Balance	Gas RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Gas RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a maximum of 5% and a minimum of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund. This funding can only be utilized for gas utility capital projects.

City of Tallahassee
Fiscal Year 2014 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Gas Tax	Gas Tax	General Government	Funding received from the county-imposed gas tax as allowed by state statutes. Revenues received by the city represent the city's share of the total revenues.
General Gov. Capital Project Account (GG/CPA)	GG/CPA	General Government	Cash funding received annually from the operating budget to support general government projects. Debt service associated with general government debt is deducted from the yearly transfer with the balance dedicated for capital projects. Funding from this source can be utilized for any general government capital project.
Golf Course RR&I	Golf RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Funding received from the golf course operating budget that is designated for capital improvements at the Hilaman golf course. Revenues received from the capital improvement surcharge at the golf course are included in this fund.
Information Systems Services RR&I	ISS RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Information Systems Services operating budget that is designated for technology infrastructure capital.
Information Systems Services RR&I/ Undesignated Balance	ISS RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated/unprogrammed funding from the ISS RR&I funding source.
Intergovernmental - Leon County	Intergovernmental - Leon Co.	Special Funds	Funding received from Leon County that is designated for specific capital improvement.
Internal Loan	Internal Loan	Special Funds	Funding from the city's Internal Loan pool. These are short term loans issued by the city through Sunshine State. Funding from the internal loan pool can be utilized to fund capital projects in all areas. The city's Treasurer-Clerk's Office administers the internal loan program.
Passenger Facility Charge	PFC	Special Funds	Funding received from the Passenger Facility Charge (PFC) charged on all passengers using the city's airport. A charge of up to \$4.50 per passenger for each enplanement can be charged in accordance with Federal Regulations. Funding from this source can be utilized for those projects that qualify for FAA funding. This funding can also be used to fund projects by themselves or as a local match for FAA and/or FDOT funded Aviation Department projects.
Private Investment	Private Investment	Special Funds	Funds received from private investors as contributions to the cost of the project.
Read, Bill & Collect	RBC Fund	General Government	Funding transferred from the Read, Bill & Collect internal service fund to support capital projects within the RBC fund.

City of Tallahassee
Fiscal Year 2014 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Sales Tax 89	Sales Tax 89	General Government	Funding generated from the one-cent sales tax approved by the voters in 1989 for a period of 15 years. Funding from the sales tax can be utilized for roadway and transportation projects as well as public safety facilities. Yearly, the Public Works Department takes an agenda item for public hearing identifying any projects that had not been previously included on the approved sales tax project list.
Sales Tax 05	Sales Tax 05	General Government	Funding generated from the extension of the one-cent sales tax approved by the voters in 2000 for a period of 15 years. Funding from the sales tax can be utilized for those projects as identified in the BP 2000 plan, as well as those listed on the City Commission approved list of projects.
Sewer - System Charge/Undesignated Balance	Sewer - System	Special Funds	Unprogrammed and undesignated funds in the sewer - system charge fund.
Sewer Future CUSB	Sewer Future CUSB	Bond Proceeds	Bond funding for the Sewer Utility to be issued as part of a future Consolidated Utility Systems Revenue Bonds issuance. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the Utility System, which includes the Water and Sewer utilities. Funding from this source can only be utilized for Sewer Utility capital projects.
Sewer RR&I	Sewer RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Water Utilities - Sewer operating budget that is dedicated for capital improvements for the sewer utility. This funding can only be utilized for Water Utilities - Sewer capital projects.
Sewer RR&I/Undesignated Balance	Sewer RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior year's Sewer RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. This funding can only be utilized for Sewer Utility capital projects.
Solid Waste Rate Stabilization	Solid Waste Rate Stabilization	Special Funds	Cash funding received from the Solid Waste operating fund. This funding can only be used for Solid Waste activities.
Stormwater RR&I	Stormwater RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Stormwater Utility operating budget that is dedicated for stormwater capital improvements. This funding can only be utilized for stormwater utility capital projects.
Stormwater Utility Fee	Stormwater Utility Fee	Special Funds	Cash funding from charges for the stormwater utility fee transferred from the stormwater fund operating budget to support capital projects. Funding from this source can only be utilized to finance Stormwater Utility related capital projects.
Water - System Charge/Undesignated Balance	Water - System	Special Funds	Unprogrammed and undesignated funds in the water - system charge fund.



**City of Tallahassee
Fiscal Year 2014 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
001	General Fund	Yes	GF	Accounts for all financial resources except those required to be accounted for in another fund. The functions paid for by the general fund include police, protective inspection, code enforcement, culture and recreation, general government, transportation, human services, economic development, and physical environment. 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 2014 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
301	1989 Sales Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct public safety and transportation improvements.
302	Gas Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct transportation improvements.
304	Sales Tax Extension Construction	Yes	SR	Funding generated from the extension of the one-cent sales tax approved by voters in 2000 for a period of 15 years. Sales tax funding can be utilized for projects identified in the BluePrint 2000 plan, as well as those listed on the City Commission approved list of projects.
305	BluePrint 2000 Joint City/County	Yes	SR	Cash funding received from the sales extension, approved by voters in November 2000, to construct approved BluePrint 2000 projects. BP2000, an intergovernmental agency, receives 80% of the funding and the city and county split the remaining 20%.
312	2004 Capital Bond Series	Yes	SR	Debt funding issued in November 2004 to construct a list of general government projects. These include neighborhood infrastructure enhancements and Americans with Disabilities Act sidewalk rehabilitation, among others.
315	Future Bonds Construction	Yes	SR	Anticipated bonds to be issued in future fiscal years in support of general government capital projects.
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
Fiscal Year 2014 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appropriated (Y/N) *	GF, CP, SR, E**	Fund Description
425	2005 Electric System Revenue Bonds Construction	Yes	E	This fund represents the city's natural gas system and the electric system into a combined energy system. These bonds finance electric utility capital projects. Outstanding bonds previously issued under the Electric Consolidated Utility Systems Revenue Bonds have been defeased. Electric – Energy System Bonds in a like amount have been issued to provide funding for existing electric capital projects.
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
Fiscal Year 2014 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appropriated (Y/N) *	GF, CP, SR, E**	Fund Description
				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 2014 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Apppr. (Y/N) *	GF, CP, SR, E**	Fund Description
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 2014 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appropri. (Y/N) *	GF, CP, SR, E**	Fund Description
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
Fiscal Year 2014 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Water Future CUSB	Water Future CUSB	Bond Proceeds	Bond funding for the Water Utility to be issued as part of a future Consolidated Utility Systems Revenue Bonds issuance. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the Utility System, which includes the Water and Sewer utilities. Funding from this source can only be utilized for Water Utility capital projects.
Water RR&I	Water RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Water Utility operating budget that is dedicated for water utility capital improvements. This funding can only be utilized for Water Utility capital projects.
Water RR&I/Undesignated Balance	Water RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Water RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. This funding can only be utilized for Water Utility capital projects.

RESOLUTION NO. 13-R-36

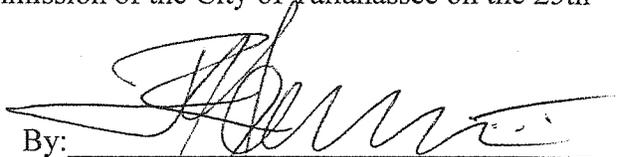
A RESOLUTION STATING THE MILLAGE RATE TO BE LEVIED FOR FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND SETTING THE PERCENTAGE BY WHICH THE MILLAGE RATE TO BE LEVIED IS LESS THAN THE ROLLED-BACK RATE.

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, 2013, and ending September 30, 2014; 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, 2013, and ending September 30, 2014, is 3.7000 mills for the City of Tallahassee and 1.0000 mills for the Downtown Improvement Authority for an aggregate millage rate of 3.7212, which is less than the aggregate rolled back rate of 3.7834 by 1.64%.

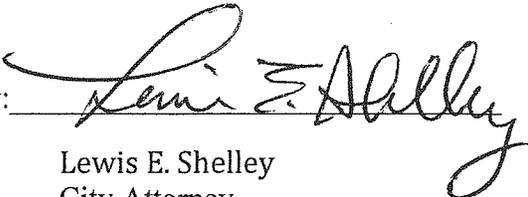
PASSED AND ADOPTED by the City Commission of the City of Tallahassee on the 25th day of September, A. D., 2013.

By: 
John R. Marks, III
Mayor

ATTEST:

APPROVED AS TO FORM:

By: 
James O. Cooke, IV
City Treasurer-Clerk

By: 
Lewis E. Shelley
City Attorney

ORDINANCE NO. 13-O-28AA

AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENDITURES AND OBLIGATIONS OF THE CITY OF TALLAHASSEE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014, 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, 2013, from the sources and in the estimated amounts hereinafter named as follows:

OPERATING BUDGET FISCAL 2014 APPROPRIATION SUMMARY

REVENUES ALL FUNDS

General Fund Revenue	FY2014 Approved
General Fund Revenue	102,387,800
Contributions from Utilities	35,991,301
General Fund Total	<hr/> 138,379,101
Enterprise Funds & Other Funds Revenue:	
Airport Operating Fund	11,100,798
Building Inspection Fund	3,258,084
Cemetery Fund	456,444
Donations Operating Fund	81,800
Electric Operating Fund	298,679,004
Fire Services Fund	33,942,932
Gas Operating Fund	26,036,382
Golf Course Fund	988,132
Sewer Operating Fund	63,858,702
Solid Waste Fund	24,928,443
Stormwater Fund	17,530,201
StarMetro Operating Fund	16,968,124
Water Operating Fund	31,171,967
800 MHz Fund	694,786
Wholesale Energy Fund	21,139,918
TOTAL REVENUES	<hr/> 689,214,818

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, 2013, and ending September 30, 2014, 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	10,178,286
Building Inspection Fund	3,258,084
Cemetery Fund	456,444
Donations Operating Fund	81,800
Electric Operating Fund	298,679,004
Fire Services Fund	33,942,932
Gas Operating Fund	26,036,382
General Fund	138,379,101
Golf Course Fund	988,132
Sewer Operating Fund	63,858,702
Solid Waste Fund	24,928,443
Stormwater Fund	17,530,201
StarMetro Operating Fund	16,968,124
Water Operating Fund	31,171,967
800 MHz Fund	694,786
From Airline Prepaid Fee Credits to Aviation	922,512
From Wholesale Energy Fund	21,139,918
TOTAL EXPENDITURES	689,214,818

Section 3. The capital budget for the fiscal year beginning October 1, 2013, and ending September 30, 2014, 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 2014 APPROPRIATION SUMMARY

FUNDING SOURCES

Bond Proceeds

Electric 2010 Bonds	26,565,000
Gas System Future Bonds	1,164,450
General Government – Future Bonds	16,722,950

Bond Proceeds (cont'd)

Sewer Future Bonds	2,600,000
Water Future Bonds	5,117,000
Internal Loan Fund – General Government	513,500
Internal Loan Fund – Fire	560,000
Subtotal:	<u>53,242,900</u>

Federal Funds

Federal Aviation Administration	23,728,050
Subtotal:	<u>23,728,050</u>

General Government

2005 Sales Tax	3,594,250
Gas Tax	4,047,450
Gas Tax Undesignated Balance	981,500
General Government Capital Improvement Fund (GG/CIF)	2,732,650
Revenue Collection	350,000
Subtotal:	<u>11,705,850</u>

Renewal, Replacement & Improvement Funds (RR&I)

Aviation RR&I	755,000
Aviation RR&I Undesignated Balance	1,568,300
Electric RR&I	21,467,000
Electric RR&I Undesignated Balance	298,000
Fire RR&I	1,147,500
Gas RR&I	1,930,350
Gas RR&I Undesignated Balance	366,350
Information Systems Services RR&I	1,598,800
Sewer RR&I	9,174,400
Sewer RR&I Undesignated Balance	2,683,900
Stormwater RR&I	1,170,000
Water RR&I	3,040,000
Water RR&I Undesignated Balance	5,000,850
Subtotal:	<u>50,200,450</u>

Special Funds

Deficiencies Fund	150,000
Electric Fund – Accounts Receivable	650,000
Energy Conservation Fund - Capital Fund	4,950,000
Fleet Reserve Fund	8,100,000

Special Funds (cont'd)

Intergovernmental- Leon County	98,800
Sewer System Charge	200,000
Solid Waste Rate Stabilization Reserve	53,950
StarMetro Fund - Accounts Receivable	50,000
Stormwater Utility Fee	8,188,000
Subtotal:	<u>22,440,750</u>

State Funds

Florida Department of Transportation – Aviation	1,568,300
Florida Department of Environmental Protection	115,600
Subtotal:	<u>1,683,900</u>

TOTAL SOURCES: 163,001,900

EXPENDITURES

Aviation	27,619,650
Economic and Community Development	100,000
Electric	48,682,000
Energy Services	4,950,000
Executive Services	1,160,200
Fire	1,707,500
Fleet Management	8,100,000
Management & Administration	1,847,600
Parks, Recreation and Neighborhood Affairs	670,000
Police	250,000
Public Works	27,012,100
StarMetro	620,000
Treasurer-Clerk	350,000
Utility Business and Customer Services	650,000
Underground Utilities	39,282,850

TOTAL EXPENDITURES: 163,001,900

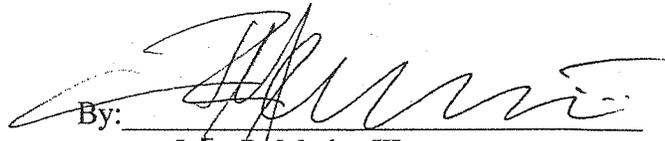
TOTAL OPERATING AND CAPITAL APPROPRIATION \$852,216,718

Section 4. This ordinance shall become effective October 1, 2013.

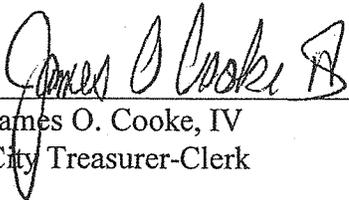
INTRODUCED to the City Commission of the City of Tallahassee on the 11th day of September, A.D., 2013.

the 25 PASSED AND ADOPTED by the City Commission of the City of Tallahassee on _____, day of September, A.D., 2013.

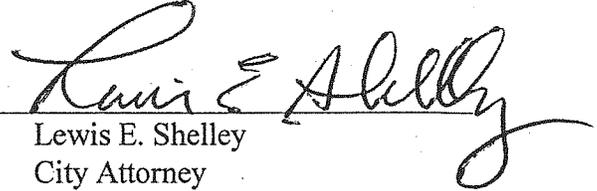
CITY OF TALLAHASSEE

By: 
John R. Marks, III
Mayor

ATTEST:

By: 
James O. Cooke, IV
City Treasurer-Clerk

APPROVED AS TO FORM:

By: 
Lewis E. Shelley
City Attorney