



ANDREW D. GILLUM
MAYOR

October 2015

Dear Citizens of Tallahassee,

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 2016 budget. For fiscal year 2016, our operating budget is \$706.8 million, and the capital budget is \$145.7 million, for a total budget of \$852.5 million. Throughout the entire budget process, we were determined to meet the high expectations you have set for your local government, and we welcome the spirited debate that this process brought out. We are confident that this budget reflects our commitment to delivering the best possible services, while remaining fiscally responsible.

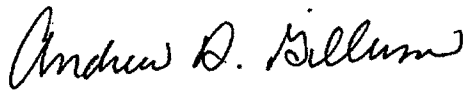
During the national economic downturn of the last five years, the City kept its property millage rate at 3.7 mills. While the City of Tallahassee sought ways to trim costs and reduce expenses, other comparable cities continued raising their rates. However, the City Commission has recognized that in order to continue to provide the excellent level of service that our residents have grown accustomed to and to ensure the safety and well-being of all Tallahasseeans, it was necessary to raise the millage rate to 4.2 mills. This increase in revenues has largely gone towards spending increases for public safety in FY16. It is no secret that we have faced challenges with the level of violent crime in our City; but we remain committed to doing everything in our power to ensure that our City is a safe place for all of our citizens to live and raise their families. Toward that end, the FY 2016 Approved budget includes 31 new additional Police Officers; largely as a result of accepting the COPS Grant from the Department of Justice. These additional officers will focus solely on bridging the gap between law enforcement and our community members, while at the same time allowing TPD to address the growing trend of violence in the city.

We have a lot to be proud of here in Tallahassee. For the second time in our history, we were named an All-America City. This award was bestowed upon us in recognition for many of our successes that have come about by working together, as a community, to overcome our challenges. We have seen concerts held at our award-winning Cascades Park, we have opened up a beautiful thoroughfare in FAMU Way, which will surely revitalize an area that is burgeoning with new energy, and we have had numerous City departments receive regional, state, and national recognition for the excellent services they provide our residents. We have seen community partnerships renewed and strengthened through events like the Longest Table, Tallahassee Forward, and The Mayor's Summit on Children. Additionally, our commitment to the Community Human Service Partnership has been increased, with further resources being oriented towards the City's "Opportunity Zone." Lastly, we remain steadfast in our commitment to economic development, as we are in the process of creating a Talent Portal, a Tallahassee Innovation Partnership, and will be hosting a Google Business Town Hall aimed at helping small businesses understand the power that web technologies hold for improving and enhancing their organizations.

As I alluded to earlier, this budget process has elicited a strong, spirited debate from our citizens around the best interests of our great city. We deeply and sincerely appreciate all the time that folks took to come to Budget Workshops and Commission Meetings, to weigh in on what they believed our priorities should be. Our City Commissioners and City Staff listened to all of you intently in these meetings; and a number of novel, productive solutions were produced. This is just another example of the excellent results our community can achieve when we respect each other's differing perspectives, and work towards a common goal.

I greatly appreciate the hard work and leadership of my colleagues on the Commission, as well as the diligent efforts of the City Manager and her excellent Staff. The future of the City of Tallahassee is bright; and I look forward to seeing us continue to grow and prosper, both culturally and economically, as a true representation of what it means to be a community. The best is yet to come!

Sincerely,

A handwritten signature in cursive script that reads "Andrew D. Gillum". The signature is written in black ink and is positioned above the printed name and title.

Andrew D. Gillum
Mayor



June 16, 2015

Most Livable City in America

Honorable Mayor and City Commissioners:

It is my pleasure to once again present to you balanced operating and capital budgets for fiscal year 2016. As the City Commission is aware, the last eight years have been financially challenging for the organization. Despite these challenges we have continued to provide the level of quality services that our community expects and for which we are consistently recognized on a state and national level. Over these years, we have reassessed how we deliver services, made adjustments as appropriate, and reduced staffing levels, while still continuing to make significant investments in our community. These actions are now starting to bear fruit. Our investments and partnerships in Cascades Park, Gaines Street, Midtown, Tallahassee Mall, and Market Square are resulting in significant private redevelopment and job creation in the community. Investments in our utilities are increasing the efficiency and helping curtail and reduce rates for our customers. Our partnerships with various entities have resulted in the new Kearney Center (Comprehensive Emergency Services Center) that not only improves service delivery to assist in the rehabilitation of our homeless citizens, but will also allow for redevelopment of an important community corridor.

We have been able to do this through the disciplined financial stewardship of our limited resources, even though our major revenue sources continuously decreased over the last eight years. During the period of 2007 through 2015 general fund expenditures grew by only 0.6% a year on average while inflation for the same period grew by 2.1% a year on average. To maintain these low growth patterns many difficult decisions were approved by the City Commission including the elimination of more than 150 positions, reorganization of programs, reductions and elimination of pay increases, implementation of employee furloughs, and other actions.

Our budget balancing strategies have also incorporated significant one-time revenues to fund recurring expenditures. Although this is a prudent budget balancing strategy to use during economic downturns, it is not a prudent long-term strategy. Throughout the downturn and during the development of the budgets during this time period we were cognizant of the impacts that reductions in services, layoffs, and other budgetary reductions could have on the local economy.

Throughout this period our employees accepted the challenges presented to them and continued to deliver quality services with fewer resources. Year after year, they have done amazing work and exceeded our expectations. This is very apparent from the continuing number of awards and accolades received by the City. Notable recent accomplishments include: Underground Utilities receiving the prestigious 2015 Governor's Sterling Award, Growth Management named a Top 25 Program out of more than 500 entries in the Innovation in American Government Competition by Harvard University for its Residential Money Back Guarantee Program, and the City of Tallahassee's selection as a finalist for the 2015 All-America City Award. These accomplishments would simply not be possible without the dedicated employees who work around the clock to

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ANDREW D. GILLUM
Mayor

ANITA F. THOMPSON
City Manager

SCOTT MADDOX
Commissioner

LEWIS E. SHELLEY
City Attorney

NANCY MILLER
Commissioner

JAMES O. COOKE, IV
City Treasurer-Clerk

CURTIS RICHARDSON
Commissioner

T. BERT FLETCHER
City Auditor

GIL D. ZIFFER
Commissioner

City Commission
Target Issue Committees
Highlights

Short Range Planning

- Review plans and projects associated with the enhancement and expediting of specifically identified areas of priority
- Identify opportunities for commercial development at TLH

Long Range Planning

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

Quality of Life and Innovation

- Build on the Cultural Plan to meet citizen expectations
- Addressing homelessness
- Enhance the position of women in the workplace and the community

Financial Viability

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

Economic Development

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

provide the best services to their customers. In addition, such success is a testament to the leadership and policy direction of the City Commission.

We are at a critical juncture for the organization and the needs of this community are great. Over the last few years we have been limited in our ability to allocate resources for critical needs throughout the organization including general government infrastructure requirements, technology investments, funding for increased needs for social service agencies as part of the Community Human Services Partnership, and public safety needs.

Although all these issues are important, no other issue is more critical to address than the public safety needs of the community. And no other issue can have such detrimental impacts for the future success of this community if we do not take the steps necessary to ensure that everyone in the community feels safe.

As we have indicated to the City Commission in the past, our current revenue structure does not provide us with the flexibility to address anything other than a current service level budget. We have also expressed our concern about our reliance on one-time revenue sources to balance the budget. Because we believe that it is critical for the organization to begin addressing needed public safety resource issues, the proposed budget being presented for your consideration recommends a one mill increase in the millage rate. As discussed further in this message, additional revenues generated from property taxes will allow us to add 16 new police officer positions and equipment, 2 additional investigator positions, continue to fund six police officers approved in the FY15 budget, and also provides needed funding for repairs and improvements at TPD headquarters.

PROPOSED 2016 OPERATING BUDGET

The proposed operating budget totals \$704 million, representing an increase of \$6.7 million with 2/3 of the increase (\$4.8 million) going towards new police personnel and capital equipment and \$1.9 million for other general government operations. This represents a 1% increase from the adopted fiscal year 2015 budget. Of the total operating budget, \$150.5 million is for the general fund and \$541.5 million is related to

the enterprise funds (electric, aviation, fire, etc.). The capital budget totals \$143.5 million, representing an increase of \$30.3 million or a 4.6% increase from the fiscal year 2015 budget.

Ad Valorem is the top revenue for the general fund and under state statute it is also the source for which the City Commission has the most flexibility in changing. Per the most recent information from the Leon County Property Appraiser's Office, property values (which were hit the hardest during the recession and were already declining in Florida due to tax reform, the doubling of the homestead exemption, and changes to the rolled-back rate methodology) are now growing at a normal pace. However, from fiscal year 2010 through fiscal year 2015, Ad Valorem revenues declined by a cumulative rate of \$7.8 million while other costs continued to rise, such as pension, health care and transfers to StarMetro. Although Save Our Homes set the maximum increase allowed for taxable value by the lesser of CPI or 3%, we are now beginning to see some level of growth in property values. In recent years CPI has been well below 3% and for the FY16 budget, it is estimated at 0.8% resulting in a very slow recovery as a result of the low CPI and the fact that a large portion of property in Tallahassee is tax exempt.

Key Assumptions

Increasing the millage rate to address public safety resources including 16 new officers, 2 investigators, 6 officers from FY15 plus equipment and needed capital

Beginning to address modest capital funding needs for general government projects

For comparison, the millage rate in Fort Lauderdale is 4.1193 and each mill generates over \$26 million in property taxes. In Tallahassee each mill generates approximately \$9.2 million. For an average home with a taxable value of \$150,000, under the recommended millage increase, a citizen would pay an additional \$8.00 a month in property taxes. These revenues will support public safety resource needs including 24 positions in FY 16 (16 new officers, 2 new investigators, 6 officers funded from one-time revenue in FY15) and needed capital to support those officers.

As mentioned previously, significant reductions have been made over the last several years throughout the government which included reductions in staffing and funding levels for departments. Should the revenue recommendations not go forward, significant reductions in the general fund would have to be implemented in order to make funding available for public safety resources.

In addition to increasing the investment in public safety and continuing to provide other core city services at existing levels, this budget also addresses, to the extent possible, the City Commission priorities as identified at the City Commission retreat in February 4, 2015 and again at the March 25, 2015 regular meeting.

FY16 BUDGET PROCESS

As the City Commission is aware, we began this year's budget process estimating a general fund shortfall of approximately \$4 million primarily due to the use of \$2.9 million in one-time revenues in FY15. As we progressed through the budget process we received updated information that impacted the projected shortfall. The major new impact for FY 2016 includes a lower than anticipated Consumer Price Index-Urban Consumers (CPI-U) negatively impacts the general fund transfers from the utilities by \$1.1 million from preliminary projections.

PROPOSED 2016 OPERATING AND CAPITAL BUDGETS

The overall proposed budget totals \$847.5 million and is comprised of two components: the operating budget of \$704 million and the capital budget of \$143.5 million. While the operating budget is further divided into individual funds, the capital budget is appropriated on a project basis. The chart below shows the breakdown of the major operating funds.

General & Special Revenue	FY15	FY16	Percent Change	Enterprise Funds	FY15	FY16	Percent Change
General Fund	\$142,797,798	\$150,471,580	5.86%	Electric	\$305,097,846	\$298,043,264	-2.31%
Star Metro	16,957,412	17,302,171	2.03%	Gas	32,192,795	30,817,730	-4.27%
Fire	36,283,770	42,201,468	16.31%	Water	31,513,469	32,453,688	2.98%
Building Inspection	3,257,996	3,264,209	0.19%	Sewer	59,899,674	61,624,750	2.88%
Stormwater	16,777,479	17,170,696	2.34%	Solid Waste	24,780,958	25,827,919	4.22%
Cemetery	467,804	469,803	0.43%	Aviation	10,885,856	10,993,862	0.99%

NOTE: DOES NOT INCLUDE ALL FUNDS

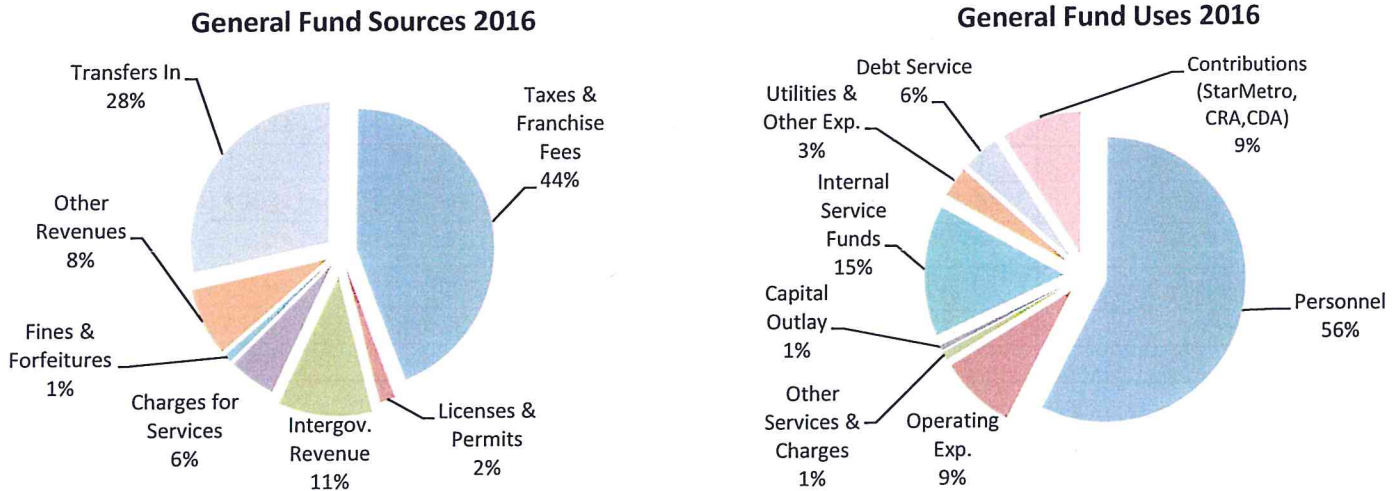
The general fund, (which includes services such as police, parks and recreation, animal shelter, right of way maintenance) represents 21.8% of the total appropriated budget. Electric utility funding comprises approximately 42.3% of the total budget. Although this is a significant portion of the total budget, \$121.9 million or 40.9% of the electric fund is for fuel (including purchased power). When combined with the fuel cost for the gas utility, fuel costs comprise 19.4% of the total budget. Approximately 63.5% of the operating budget is for all of the utilities (Electric, Water, Sewer, Gas, and Stormwater).

The proposed budget for general fund totals \$150,471,580 representing an increase of approximately \$7.6 million, or 5% from the FY15 general fund budget. The main factors driving the change are as follows;

- Personnel expenses increased by \$3 million, from \$82.1 million in FY15 to \$85.1 million in FY16. The major increases come from the addition of 19.75 positions (18FTE's related to Police), salary and benefits increases as a result of the recently approved collective bargaining agreement for police (an across the board increase of 2% and a step of 4.5% for eligible officers), and required pension contribution changes.
- The General Fund's portion of internal service fund costs has a net increase of \$2.5 million, from \$19.5 million in FY15 to \$22 million in FY16. (This includes fuels savings of \$470,128 offset by a net increase of \$714,358 in Risk Management allocation due to an increase in claims, and an increase of \$2.2 million in ISS internal service fund allocation for the purpose of funding a proportionate share of ISS increase in budget Operating expenses increased by \$2.4 million, from \$12 million in FY15 to \$14.4 million in FY16. (This includes equipment related to Police positions and an increase in funding to outside agencies of \$20,000 and donations of \$442,000 per City Commission direction.)
- This budget does not include revenue or expense for the red light camera program. The contract expires in August of 2015 and is not being renewed.

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 44%

of revenue. Ad valorem taxes contribute approximately 29% of revenue necessary to operate the general government with transfers from the utilities contributing a slightly smaller share at approximately 28%. As indicated in the charts, personnel services account for over one half of all expenditures.



KEY ASSUMPTIONS & BALANCING STRATEGIES FOR FY16

Over the last few months, staff has been working on ways to address the projected shortfall for 2016. The items below detail the balancing strategies.

Property Tax Rate

The proposed budget recommends a one mill increase for Public Safety, going from 3.7 mills to 4.7 mills. The millage has remained flat for the past five years. The preliminary estimates of taxable value from the Leon County Property Appraiser’s Office on May 29, 2015 indicate a 3.9% increase over the prior year.

The tax roll for fiscal year 2016 will be finalized this month and the City will receive the certified taxable value report by July 1, 2015. This is the official estimate that must be used for adoption of the tentative maximum millage rate at the City Commission meeting on July 8, 2015.

Ad Valorem is the largest single revenue source for the general fund. In addition, because of the process required per state statutes to set the millage rate annually it also is the most predictable and reliable source of revenue.

Transfers from Utilities

Modifications were made to all of the utility transfers, excluding sewer in FY15. For FY16, all transfers are based on policy. For Electric and Gas, the policy is to increase the transfer by the Consumer Price Index for All Urban Consumers (CPI-U). Due to the drop in oil prices, the CPI-U is projected to be flat. Therefore, Electric and Gas transfers will remain at the FY15 level for FY16. Overall, the projected transfer has a negative effect of (\$1,085,986) to the general fund compared to

earlier projections. The following tables provide a summary of the transfers from each utility and percent comparison of general fund total revenue.

<i>Transfer</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>FY 2014</i>	<i>FY 2015</i>	<i>FY 2016</i>
Electric	23,844,683	23,900,000	24,258,500	28,801,313	28,801,313
Gas	2,512,094	2,524,732	2,562,602	2,801,441	2,801,441
Water	2,999,663	3,148,743	3,238,663	3,694,369	3,359,576
Sewer	3,667,474	4,075,232	4,320,612	4,560,850	4,633,926
Solid Waste	1,413,471	1,594,428	1,610,924	1,811,976	1,817,851
TOTAL	34,437,385	35,243,135	35,991,315	41,669,949	41,414,107

<i>Transfer % of GF</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>FY 2014</i>	<i>FY 2015</i>	<i>FY 2016</i>
Electric	17.90%	17.70%	17.50%	20.40%	19.06%
Gas	1.90%	1.90%	1.90%	2.00%	1.85%
Water	2.20%	2.30%	2.30%	2.60%	2.22%
Sewer	2.70%	3.00%	3.10%	3.20%	3.07%
Solid Waste	1.10%	1.20%	1.20%	1.30%	1.20%
TOTAL	26.30%	26.70%	26.60%	29.50%	29.50%

Deficiencies Fund Restoration

No funds are being proposed from the deficiencies fund in fiscal year 2016. 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 \$25,195,263 in FY16. 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 by no later than 2017.

As a result of various actions approved by the City Commission including the transfer of year-end surpluses, the transfer of 2004 bond series interest earnings, and programmed loan repayments from the building inspection fund, we have been able to build the reserve level. The current balance of \$20,175,918 is at 80% of the required policy level. In addition, the building inspection fund owes

\$628,967 to the deficiency fund. A payment of \$277,865 is planned for this fiscal year with the remaining balance in full in the next two years.

Use of One-Time Revenue

The fiscal year 2016 budget includes \$650,000 from the Special Insurance Reserve fund, which is discussed later in this letter. The practice of using one-time sources has been acceptable, though not ideal, due to the recession and continued to be prudent for the short term due to the slow recovery. However, during the fiscal year 2015 budget process we set a target to minimize the use of one-time revenue for recurring expenses to less than 1% of general fund expenditures (\$1.5 million for FY16) and to achieve this target by FY 2017. This proposed budget has us meeting that goal one year early.

Capital Improvement Fund Balance and Reserves

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 FY16 budget development an excess in the Special Insurance Reserve Fund was identified of \$650,000. 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 March 2015, the fund had an excess of \$1.3 million above policy. FY15 claims expenses have been higher than normal through April; therefore, next year's calculation is likely to have a higher requirement. If so, the Special Insurance Reserve Fund will still have \$650,000 to meet that need. If claims experience moderates during the remainder of FY15, some or all of the \$650,000 will be available for the FY17 budget. We are asking City Commission to allow the use of \$650,000 for FY16.

At the May 20, 2015 workshop, staff had identified \$750,000 to be moved into the general fund for recurring operational expense. At this time, staff is no longer recommending using any of these funds for ongoing operational expenses in FY16. Rather these available funds will be used for capital projects. 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.

Funding for General Government Capital Projects

Due to the focus on public safety, the FY16 budget does not provide for a recurring cash transfer from the general fund into the general government capital projects fund. The last time the general fund contributed was in FY13 in the amount of \$1 million, as can be seen in the chart below.

FY10	FY11	FY12	FY13	FY14	FY15	FY16
\$1,524,000	\$1,170,000	\$0	\$1,000,000	\$0	\$0	\$0

However, staff has identified \$3.4 million for capital projects in FY16. This funding will come from the general government capital improvement fund (GGCIF) and will be utilized for needed maintenance projects for existing facilities and sidewalks. Additionally, any future one-time revenues from the anticipated sale of city properties can be allocated for future general government capital projects.

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

Personnel Services

Personnel services make up 27.1% of the total city budget and 56% of the general fund budget. Salaries for general employees assume a 3% merit salary enhancement in FY16. Police recently concluded contract negotiations which provided an increase in FY16 of 2% across the board and a 4.5% step increase. Though not part of the general fund, Fire salary adjustments for FY16 are 3% across the board and a 4% step increase. We have not received the official rates from Capital Health Plan but the City's portion of the cost of employee health insurance has been budgeted for an increase of 5%. As of the fiscal year 2015 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 brings the budget for health care in line with historical expenditure patterns.

As part of revisions to the FY16 budget assumptions the vacancy factor has been modified to reflect actual historical vacancy factors within individual departments. Vacancy factors ranging from 1.5% to 5% have been factored in the proposed budget. The vacancy factor is to account for routine employee turnover and include savings for salaries and benefits.

Position Changes

The proposed FY16 budget includes funding for 2,858.50 FTEs. This represents an increase of 41.75 positions from the total number of positions in the approved fiscal year 2015 budget. A total of 16 positions have been added to Fire to support the staffing of the 2-bay station to be co-located at the Tallahassee-Leon County Public Safety Complex on Weems Road and the associated operating costs. This budget is based on station operation beginning July 1, 2015. Staffing of this station will be filled with overtime until the new Station #16 positions are filled in October 2015. The budget also includes the addition of 18 positions in Police to address the increased workload for patrol and investigative services at TPD. The following table provides a listing of proposed position additions. 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.

Fund Type	DEPARTMENT	POSITION	FTE
General Fund	Ethics Office	Administrative Specialist I	0.75
	Police	Police Officer	16.00
		Police Investigator	2.00
	Parks, Recreation and Neighborhood Affairs	Senior Horticultural Technician	1.00
		Sub Total	19.75

Special Revenue Fund	Public Works	Equipment Operator II	2.00
	Fire	Fire Engineer	3.00
		Firefighter	6.00
		Lieutenant	3.00
		Maintenance Repair Worker	1.00
		Training Specialist	1.00
		Fire Inspector Specialist	2.00
		Sub Total	18.00
Enterprise Fund	Electric	Electric System Operator	1.00
	Aviation	Airport Maintenance Technician	1.00
		Airport Operations Agent	1.00
		Sub Total	3.00
Internal Service Fund	Management & Administration	Senior Technical Support Analyst	1.00
		Sub Total	1.00
	Net Change	Grand Total	41.75

State Revenue Sharing

The State of Florida has not released new estimates and it is anticipated that these will be released in late July, one month late due to the special session that will be from June 1, 2015 to June 20, 2015. The FY16 budgeted amount will be updated with the most recent numbers prior to final adoption of the budget in September 2015. The proposed budget anticipates an increase in both the municipal revenue sharing and ½ cent sales tax amounts by 3.0% and 2.5% or \$160,661 and \$250,927 respectively over FY15 estimates. A total of \$5.6 million is anticipated in State Revenue Sharing and \$10.2 million in ½ Cent Sales tax revenues in FY16.

Debt Service

General fund debt service for fiscal years 2016 through 2020 is \$34.5 million. In FY 2016, \$6.2 million is budgeted for debt service, which includes payments for Capital Bonds Series 2008, 2009, 2012 and 2014, as well as minor internal loan payments.

Fire fund debt service for the five year planning period is \$9 million. This reflects a revision in the anticipated timing of new fire stations.

Total Energy (Electric and Gas) and Consolidated Utility Services (CUSB) debt payments over the five year planning period (FY 2016 - FY 2020) have decreased from the prior year's adopted budget by \$1.2 million. The largest reduction was to Gas debt payments, down \$860,800 over five years.

Potential reductions in Energy debt service due to planned refunding in FY 2015, as well as potential increases in CUSB debt service based on anticipated borrowing in the next year, have not been determined or budgeted at this time.

PROPOSED INCREASED SERVICE LEVELS GENERAL FUND

The proposed budget reflects an increase for public safety resources as well an increase for maintenance requirements for Cascades Park. Several other resource needs are also addressed and are presented below for City Commission consideration and approval. A summary of all recommended service level changes can be found in section D, page 14 of the budget book. In

addition, starting on page 19, of the same section, are the requested service level changes which are not proposed to be funded in fiscal year 2016.

Police

The FY16 proposed budget for Police includes the addition of eighteen (18.00) full-time positions. The new positions are sixteen (16.00) police officers and two (2.00) police investigators. The workload for the Tallahassee Police Department continues to increase for patrol and investigative services. This is clearly evident in a review of calls for service (which have increased 27.43% since FY08), the amount of time officers spend responding to calls (estimated to be in excess of 80% of their shift), and increasing violent crimes, sexual batteries, and property crimes. To address this issue, TPD is requesting that over the next three fiscal years the Patrol Division staffing be augmented by 42 sworn members and 10 community service officers and that the Criminal Investigations Division (CID) be provided 4 additional investigators. The fiscal impact for the addition of these positions total \$2,085,477 for FY16.

Parks, Recreation and Neighborhood Affairs

The FY16 proposed budget includes the addition of a senior horticultural technician and additional operating funds for Cascades Park. Cascades Park successfully opened to the public in March, 2014. The park has proven to be extremely popular and well used by all segments of the community. The venue requires a high level of maintenance by design and the amount of use has resulted in increased maintenance needs. Initial estimates were that nine full-time maintenance staff would be needed to maintain the park based on staffing levels at comparable facilities. Five (5.00) positions were requested and four were approved for funding in FY14. Funding is requested for a full-time senior horticultural technician along with funds for additional part time staffing for high use areas and on weekends. Annual flowers have been added in areas of the park to enhance the landscaping, and funds are also requested to continue this beautification effort. The park has hosted a number of special events and concerts and the demand for these activities continues to increase. Additional funds are requested for special event programming including holiday decorations, which were not originally included in the Cascades operating budget. The fiscal impact for this position and the operating expenses is \$162,788 for FY16.

Outside Agencies

During the current fiscal year, the Office of Budget and Policy requested agencies to submit a written request for new or additional funds for fiscal year 2016. The organizations below are proposed to be part of the fiscal year 2016 budget.

Social Services grant program (CHSP)	\$442,651	increase over FY15 (targeted approach to be discussed by City Commission)
Florida Veterans Foundation- Stand Down	\$10,000	new budget request
Honor Flight	\$10,000	new budget request

UNRESOLVED ISSUES FOR FISCAL YEAR 2016

Although the proposed budget has been able to address critical resource needs for the Tallahassee Police Department as well as for some other areas, we have not been able to include a number of

funding requests in the budget. These are listed as unresolved and we discuss these during the City Commission budget workshops.

- St. Francis Wildlife Foundation - \$33,950 request to reinstate prior funding
- Economic Development Council - \$44,500 above FY15 budget of \$130,00
- Council on Culture and Arts - \$40,000 above FY15 budget of \$192,000 (There is the anticipation this will be resolved between COCA, County and City Staff)
- Legal Services of Northeast Florida \$50,000 new budget request
- MOLAB \$10,000 new budget request
- Economic Development Portal \$TBD new budget request
- Governor’s Walk \$TBD new capital request

ALTERNATIVE GENERAL FUND SCENARIOS

As indicated earlier in the message, the community is at a critical juncture and a number of resources are need to ensure that the community continues to move forward and build upon the gains already made. The proposed budget recommends a one mill increase to begin to address critical public safety resource needs.

The following presents alternative general fund scenarios should the City Commission not opt to increase the millage rate by one mill. These options would provide for a balanced budget but would limit additional public safety resources and/or would require reductions in other areas in order to be able to fund some of the requested police positions.

Continuation Budget with Half a Mill Increase

As presented to the City Commission, the FY16 budget shortfall is approximately \$4.5 million as of the latest projections. Raising the millage rate by 0.5 will generate \$4.5 million. This will allow for the closing of the shortfall and continuation of service levels as well as for some funding for outside agencies, such as Honor Flight. As a reminder, \$3 million of the shortfall is attributable to the addition of 6 officers, pension increases and the PBA contract impact in FY15. These 6 positions approved would continue to be funded but this option does not provide funding for any new officers in FY16 as requested by the Tallahassee Police Department.

Continuation Budget with Half a Mill Increase Plus Fund Eight (8) New Police Officers

As stated above, raising the millage rate by 0.5 will cover the shortfall in FY16. Adding eight new police officers and equipment would cost approximately \$976,000 in the first year. In order to fund these, we would need a reduction equal to the value of twenty (20) positions (salary and benefits average \$50,000 per positions) in other departments, such as Public Works, Parks and Recreation and others. This would represent an overall reduction in staffing, excluding police FTE’s, of 3.4%.

Continuation Budget Using One-Time Revenues and Reductions and No Millage Increase

Though not ideal nor is it being recommended, we could use an additional \$2.5 million in one-time revenues and make \$2 million in position reductions. The use of one-time revenues would have to

come from general government capital improvement fund which would reduce the funding available for projects such as roadway resurfacing, body cameras for police and needed improvements at recreational facilities in FY16. It would require 40 positions or a 7% reduction in the workforce to equal \$2 million.

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 Division continues working at minimal staffing levels due to the efforts to reduce expenses during the great recession and resulting construction downturn. The Division's workload has increased due to the size of the large mixed use projects underway. If the upward trend continues, it may be necessary to consider increasing staffing levels in order to maintain current levels of service and performance standards.

Permits for 1 & 2 family homes increased slightly from 133 to 136, in the first two quarters of FY15 as compared to FY14, and multi-family dwelling units increased from 303 to 341, when compared to the same period. The number of permits for new commercial buildings increased when comparing the first two quarters of FY14 and FY15, from 14 to 25. The commercial square footage applied for also increased in the same period, from 87,229 square feet to 473,778 square feet. This resulted in more than triple the permit fees for the first two quarters of FY15 as compared to the first two quarters of FY14; commercial permit fees were \$32,078.29 during the first two quarters of FY14 and \$101,776.45 during the first two quarters of FY15. When looking at the overall building permit numbers for the first two quarters of FY15, permits are up slightly in comparison to the first two quarters of FY14, from 1397 to 1477. Staff anticipates that building permit applications for the build-out of retail locations associated with mixed use developments will continue to be submitted during FY16.

- The Building Inspection Fund projected revenues exceed projected expenses in all five years.
- Repayments to the Deficiencies Fund are anticipated in FY 2016 and FY 2017 only. Currently, Building Inspection's outstanding obligation to the Deficiencies Fund is \$628,967. Upon an anticipated transfer of \$277,865 in FY 2015, the Building Inspection Fund will have future budgeted payments of \$163,777 in FY 2016 and \$187,325 in FY 2017.

Fire Services

On March 12, 2013 the Leon Board of County Commissioners voted to enter into negotiations for a new Fire and Emergency Medical Services Inter-local Agreement with the City of Tallahassee by exercising their option to end the current agreement. In September of 2013, the City and County reached an agreement for the unincorporated areas of the County which, among other provisions; (1) extends the current agreement for eleven years, through September 2025, with no change in customer fees through September 2015, (2) provides that City will staff the Weems Road Fire

Station 16 (scheduled to open in July 2015) with existing staff through at least September 2015, (3) that the City and County will jointly commission a new fee study funded through the existing fire fees to establish a cost-based fee to begin in October 2015. The fire fee rate study was completed in April 2015.

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 versus collection since 2004 and 1998, respectively.

In FY13, the Department hired a consultant to review, evaluate, update and consolidate the fire prevention services fee schedule for both City and County services. This process was completed in summer 2014, however, implementation of the proposed rates was postponed until after the October 2015 implementation of the new fire services rates at which time it will be reconsidered. This is anticipated to occur during the FY16 fiscal year.

Cemetery Fund

The City of Tallahassee owns and maintains five cemeteries totaling 133 acres. The only remaining inventory of grave space is located at the Southside Cemetery, which has 750 spaces available. At the current rate, these spaces will be sold within three years.

The City Commission adopted an ordinance on September 10, 1986 establishing the Cemetery Perpetual Care Trust for the maintenance and operation of the City cemeteries. Currently, a fee of \$93.75 per grave space sold is used to fund the Cemetery Perpetual Care Trust. Proceeds from this trust are transferred annually to fund the Cemetery Division.

In FY14, there was a deficit of \$36,007 in the Cemetery Fund which had to be taken from the Cemetery Perpetual Care Trust. At the end of the second quarter of FY15, the Office of Budget and Policy is estimating a deficit of \$69,785 in the Cemetery Fund which will need to be taken from Cemetery Perpetual Care Trust. This will leave an estimated year-end balance of \$5,191,890 in the Cemetery Perpetual Care Trust and utilization of the fund at these rates will deplete the reserve within 20 years.

At the direction of the City Commission, Property Management is developing a plan for the expansion of the Southside Cemetery onto adjacent airport property as well as an expansion of Oakland Cemetery. Together, these expansions would create approximately 1,800 new grave spaces. These additional spaces will provide enough capacity to last 7-10 years with revenues totaling \$1,687,500 at the current grave space price of \$937.50.

The FY16 budget for this the Cemetery Fund is \$467,804. A transfer of \$316,173 from the Cemetery Perpetual Care Trust is required.

Stormwater

The Stormwater fund is balanced for fiscal years 2016 through 2020. Total revenues for the Stormwater fund for fiscal year 2016 are \$17.2 million. Of this \$4.6 million will be transferred to the Stormwater capital improvement program. The stormwater rate ordinance calls for automatic

annual consumer price index increases and the FY 2016 budget for service charges include a rate increase of 1.28%, based on the impact of CPI estimates and growth expectations.

The City Commission policy number 224.5.A requires a fund balance not exceed 3% of the collective sources of the respective capital. In FY 2015, an exception to this policy was approved which allowed Stormwater RR&I Undesignated appropriations to remain below policy requirements by up to \$14.6 million. In FY 2016 Stormwater project appropriations exceed the 3% reserve limit by \$2.8 million. Once again we are recommending an exception to this policy as part of the FY 2016 budget since \$3.3 million in transfers to RR&I from stormwater fee revenue has not been appropriated for projects, more than covering the reserve requirement. The policy will continue to be reviewed annually to ensure that available funding is efficiently utilized over time while still maintaining a reasonable balance on hand.

StarMetro

The proposed budget for StarMetro in FY16 is \$17,302,171, including a contribution from the general fund of \$7.8 million and from the gas tax fund of \$2.3 million, for a total of 59% of the department's total budget. StarMetro's FY16 budget increased by \$344,759, however there are offsetting grant revenues to cover the projected additional expenses.

A peer review of similarly sized transit systems as well as some of the larger systems in Florida shows StarMetro is 24% more efficient than the average peer transit agency and ranks 3rd out of 17 agencies for low cost per revenue hour. 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.

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 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 2016 through 2020. Operating expenditures of \$298 million are budgeted in fiscal year 2016 reflect a decrease of \$7.1 million or 2.3% from the FY 2015 budget. This decrease reflects the significant decrease in fuel costs and the City's ability to extend the benefit of this decrease through the use of hedging contracts. Revenues are projected based on a rate increase effective in FY 2015 and are balanced with a reduction in transfers from reserves. The electric fund contribution to the general fund for FY 2016 has been held to the same level as the prior year, at \$28.8 million.

Gas Fund

The Gas fund is balanced for fiscal years 2016 through 2020. Based on current estimates for FY 2016, and due to the projected decrease in the cost of Natural Gas, which is then passed through service charges to customers, revenues from service charges are estimated to decrease by 6.2% in FY 2016 to a total of \$29.5 million. Total revenues for FY 2016 are \$30.8 million.

The 2016 fiscal year budget reflects operating expenditures (excluding any excess transfers to RR&I) in the amount of \$30.8 million, representing a decrease of approximately \$1.4 million from the prior year. \$1.1 of this decrease is due to the decreased fuel cost estimate, from \$16 million in FY 2015 to \$14.9 in FY 2016.

The Gas fund contribution to the general fund for FY 2016 has been held to the same level as the prior year, at \$2.8 million.

Water Fund

The Water fund is balanced for fiscal years 2016 through 2020. 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 2016 are budgeted to be \$32.5 million versus the fiscal year 2015 budget of \$31.5 million, an increase of \$1 million, or 3%. This modest increase captures recent rate changes and minimal growth estimates.
- The 2016 fiscal year budget reflects operating expenses in the amount of \$32.5 million, an increase of \$1 million over the prior year. This increase captures employee pay increases and other variances in capital outlays, transfers and internal charges.
- A transfer to the general fund of \$3.4 million is budgeted for FY16, a \$334,793 reduction from the prior year.

Sewer Fund

The Sewer fund is balanced for fiscal years 2016 through 2020. 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 2016 are \$61.6 million versus the fiscal year 2015 budget of \$59.9 million. This increase of \$1.7 million captures anticipated revenue increases, and is a 2.9% increase overall.
- The 2016 fiscal year budget reflects expenditures in the amount of \$61.6 million, representing an increase from FY 2015 of \$1.7 million. The most significant changes include a net reduction in personnel costs due to transfers between water and sewer, as well as increase in transfers to capital of \$1.5 million.

Aviation Fund

The Aviation Fund is balanced for fiscal years 2016 through 2020. Aviation Department staff is pursuing a rebranding in concert with becoming the "Tallahassee International Airport." Pursuing international designation will help the airport become more competitive for various air service and development opportunities, while also fostering new economic development opportunities for the City of Tallahassee and the surrounding community.

- Overall passenger growth for CY 2014 of 1.2% over CY 2013 was consistent with 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 75.8% at TLH.
- Delta has continued to up gauge aircraft size to Atlanta (ATL). By April 2015, five of the seven Atlanta flights will be flown by mainline aircraft. This is a seat increase of 21% year over year for April 2014.
- Silver Airways added nonstop service to Fort Lauderdale and an additional flight to Orlando (MCO) on February 12th. Silver also has one-stop service to Tampa (TPA) and connecting service to West Palm Beach (PBI) twice daily.
- American has upgraded aircraft in the market and most of the 50-seat regional jets have been replaced with the newer E175 aircraft that has a seating capacity of 76 seats.

Solid Waste Fund

The Solid Waste fund is balanced for FY16-FY20. Projections of future revenue increases during fiscal years 2016 through 2020 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 current contract with Waste Pro will end October 1, 2018.
- A transfer to the general fund of \$1,817,851 is budgeted for FY16.
- The current residential garbage fee is \$17.52/ month.

Golf Course Fund

Hilaman Golf Course Fund revenues and expenditures are balanced in fiscal years 2016 through 2018 with preliminary shortfalls projected in fiscal years 2019 and 2020. The financing policy allows surplus undesignated dollars in the golf course repairs, replacements and improvements fund (RR&I/UB) to be used to cover projected deficits, as needed and available. Staff will work in to adjust revenues and/or transfers as necessary to eliminate future-year deficits in the appropriate years.

Expenditure growth in the fund has been controlled through improved efficiencies and practices such as reductions in the number of full-time positions, utilization of contractual employees for several maintenance functions, and improvements to facilities at the course implemented beginning in fiscal year 2009. In addition, expenditures for internal service fund costs for human resources, accounting, purchasing, information systems services, and risk management have been excluded from the golf course fund in fiscal years 2016 through 2020. However, the fund’s budget includes expenditures for indirect costs as well as vehicle expenses related to garage, fuel and replacement costs.

**FY 2016 CAPITAL BUDGET &
FY 2016–FY 2020 CAPITAL IMPROVEMENT PLAN**

The capital improvement plan provides a schedule of planned improvements over the next five years and identifies revenue sources that will pay for those improvements. The capital budget for fiscal year 2016 totals \$143.5 million and the five-year capital improvement plan totals \$753.5 million. The five-year CIP represents a \$33 million, or 4.6%, increase from the capital improvement plan approved in fiscal year 2015. While all projects requested have been included in the proposed FY 2016 budget for electric and underground utilities, some capital funding issues remain to be resolved. The work will be completed prior to adoption of the final budget.

The five-year plan includes investments in roadways, public safety and recreation facilities, parks, mass transit, utility infrastructure, routine maintenance of existing facilities, and technology enhancements. This includes funding for the construction of several major projects already underway, such as FAMU Way, Street Resurfacing projects, Airport improvements as well as updates to existing facilities and ongoing vehicle replacement. It also includes improvements in the Market Square District around existing stormwater facilities to provide areas to be used as public space and urban parks. The CIP includes numerous ongoing programs and one-time projects to perform regular maintenance on infrastructure and to replace those assets that have reached the end of their useful lives. Examples include our IT network infrastructure projects, applications and database upgrades, as well as repairs, replacements and equipment upgrades in the Parks, Recreation, and Neighborhood Affairs Department.

As in the past few years, capital needs exceed available resources and funding for several projects was deferred to a future year, reduced, or eliminated to balance the capital budget in fiscal year 2016. However, while potential funding sources have been identified for projects in the out years, the CIP is not balanced in all years, and will require a deliberative process to refine requests so that they are in line with projected funding. This pertains to projects supported from pay-as-you-go (GGCPA/GGCIF) funding, gas tax revenues, and projects in the water and sewer utilities. As noted in the past, the City Commission only appropriates funding in the first year, with the latter four years representing a projected plan on how, and which, projects will be funded.

Fiscal year 2016 funding of \$3.4 from the undesignated balance of the capital improvement fund (GGCIF) is available to support the following projects:

• Police – Body Cameras	\$660,000
• Parks, Recreation and Neighborhood Affairs Improvements	600,000
• Road resurfacing	500,000
• Ball field and Tennis Court Lights	278,000
• Police Facilities Renovation, Repair and Improvements	257,000

- City Hall Master Project 250,000
- Work Asset Management System Upgrade 100,000
- Animal Shelter HVAC repairs 156,283
- Smart City Pilot Project 150,000
- Animal Service Center RR&I 75,000
- Police vehicle replacement 57,000
- Police Headquarters Study 50,000
- Senior Center Study 50,000
- Citywide Records Management System 50,000
- Water & Sewer System Charge and Tap Fee Waivers 50,000
- New Wayfinding signage 50,000
- City Hall Heating First Floor 50,000

The undesignated fund balance above is made available when previously budgeted projects are completed under budget.

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.

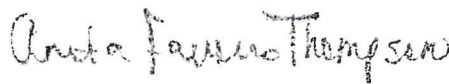
CONCLUSION

Though we managed our way through difficult economic times by reducing staff and other operational expenditures, as it has been said, we cannot cut our way to greatness. Tallahassee has an extraordinary quality of life, one that is unmatched by almost all of our comparable cities. This was not by accident, but by careful design, thoughtful decision making and extremely hard work by both the City Commission and our employees. This budget provides the investment necessary to continue delivering outstanding service as well as needed enhancements to public safety to ensure that the high expectations of our citizens, businesses and visitors are met today and for years to come.

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

I look forward to discussing the proposed budget and obtaining your feedback and guidance at the June 17, 2015 City Commission Budget Workshop. Office of Budget and Policy staff and I are available to answer questions or provide any additional information you may require.

Respectfully submitted,



Anita Favors Thompson
City Manager



**APPROVED OPERATING BUDGET
FOR FISCAL YEAR 2016**

and

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FOR FISCAL YEAR 2016 – 2020**

CITY COMMISSION

Andrew D. Gillum
MAYOR

Scott Maddox
MAYOR PRO-TEM

Gil Ziffer
COMMISSIONER

Nancy Miller
COMMISSIONER

Curtis Richardson
COMMISSIONER

Anita Favors Thompson
CITY MANAGER





Raoul A. Lavin

Director

OFFICE OF BUDGET AND POLICY

Heath Beach

Budget Manager

Eugene Sherman

Analyst

Genese Byrd

Senior Analyst

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Senior Analyst

Turquoise James

Analyst

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Analyst

Laura Morgan

Analyst

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Tallahassee
Florida**

For the Fiscal Year Beginning

October 1, 2015

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, 2015. 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.



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City of Tallahassee
Fiscal Year 2016 Approved Budget
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 2016 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 850 (Downtown Improvement Authority Fund).

Departmental Budgets

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

Appendices

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

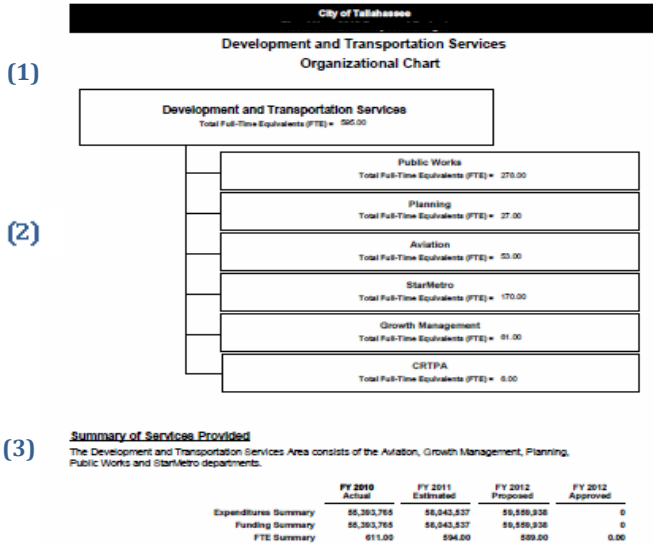
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HOW TO READ DEPARTMENTAL BUDGET FORMS

Figure 1.1 - Service Area Organizational Chart



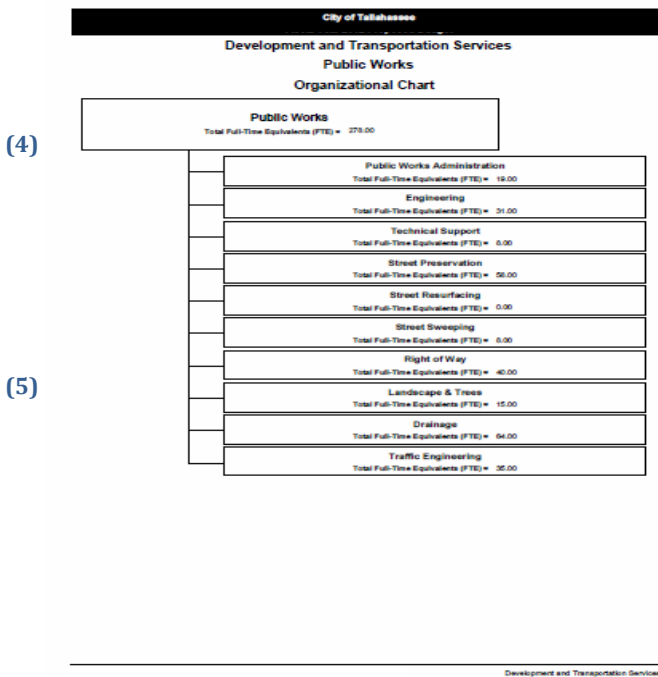
(1) Service Area Level – This section displays five major service areas: Charter and Executive Services, Administration and Management Services, Development and Transportation Services, Safety and Neighborhood Services, and Utility Services. With the exception of Executive Services which includes all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

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

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

Fiscal Year 2012 Development and Transportation Services

Figure 1.2 - Department Organizational Chart



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

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

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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
220803 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				
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				
General Fund	15,376,853	16,898,776	17,845,797	0
Stormwater Fund	5,008,101	5,372,148	5,607,123	0
Total Funding	20,287,754	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
220803 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

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(11)

City of Tallahassee

Development and Transportation Services

Public Works

Trends and Issues

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

Development and Transportation Services

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

Figure 1.6 – Departmental Overview

City of Tallahassee

Development and Transportation Services

Public Works



Significant Changes From FY

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

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

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

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

Development and Transportation Services

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

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

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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:					
<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					
<p>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.</p> <p>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.</p>					
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 ped implementation program, minor intersection/safety modifications, street resurfacing program, minor stormwater improvements, new development sidewalk program, recurring traffic management system improvements, Ripper Street sidewalk, Bradford Road sidewalk, Palmer Street sidewalk and Lonnbladh Road pass.			
Remaining projects that are programmed in the out years are the Weems Road Improvements, greenway trail connectors and Nurse's Drive.			
Funding Source	FY 2012 Appropriation	5 Year CIP Total	
1989 Sales Tax	0	0	
2004 Capital Bond Sales	1,158,000	1,158,000	
2005 Sales Tax	2,500,000	10,219,100	
Concurrency Central - FAMU Way	0	0	
Concurrency Central - Multimodal	0	0	
Falchewee DRB Mitigation Funds	0	0	
Fine Debt	0	0	
Florida Department of Transportation	0	0	
Gas Tax	2,827,900	14,928,650	
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
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Community Profile

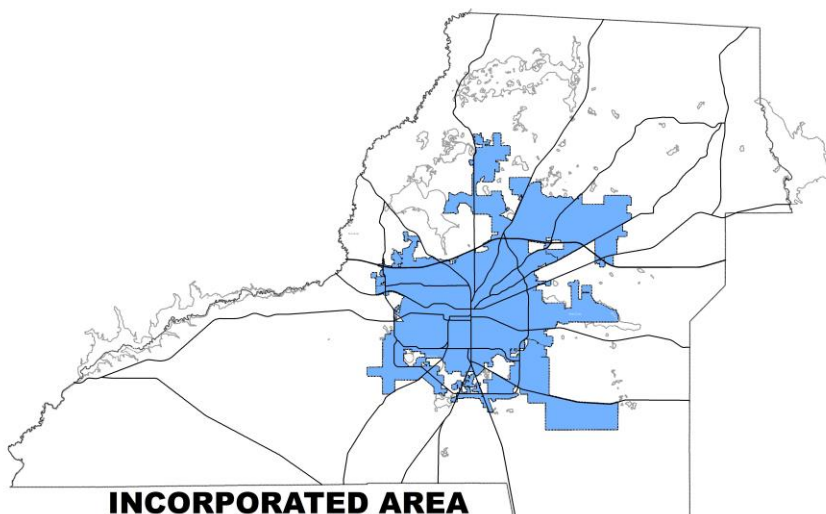
Tallahassee, the capital city of Florida, was established in 1824 following a decision by the Legislature to locate the capital of the new Florida Territory midway between the population centers of St. Augustine and Pensacola. Located in the north central portion or Big Bend area of the state, the city is less than 20 miles south of the Georgia state line and 25 miles north of the Gulf of Mexico. As the only incorporated city in the county, Tallahassee is the county seat. Although the city encompasses about 15% (103.29 square miles) of the county's land area, it was estimated in 2015 that 66% (187,996) of the county's population resides within the municipal boundaries. Between 2000 and 2010, the City captured 85% of the total population growth in Leon County.

In addition to state and local government activities, the city is home to two state universities and a community college. Combined, public sector employment accounts for about 36% of the Tallahassee Metropolitan Statistical Area labor force and helps to keep unemployment rates below the state and national levels. Serving as a regional financial, trade, and health center also helps the city and county enjoy a mostly stable economy. Tallahassee's area population is relatively young, well educated, and affluent. A median age of 26.1 ranks Tallahassee as the second youngest city in Florida, while the education level is the highest in the state. Minorities account for 43% of the City's population (35% African American) as compared to the state level of 24% minorities (16% African American).

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

Tallahassee is a full-service city with 2,874.50 full-time equivalent employees. The city owns and operates six utilities: an electric generation, transmission, and distribution system serving 102,308 customers in the city and adjacent urban area; a natural gas distribution system servicing approximately 28,012 customers primarily within the corporate city limits; a water production and distribution system serving about 76,398 customers within the urban area; a sewage collection system serving approximately 65,429 customers principally within the city limits; solid waste and recycling collections serving 65,186 customers; and a storm water/flood control utility serving 80,447 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
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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
2015 est.	187,996	96,447	284,443
2020 proj.	199,500	98,800	298,300
2030 proj.	220,700	103,100	323,800
2040 proj.	239,500	106,900	346,400

RACIAL COMPOSITION

INCOME

	Tallahassee	Leon Co.
White	57%	63%
Black	35%	31%
Other ²	8%	6%

Median family (City)	\$61,333
County Cost of Living Index	35th of 67
Families below poverty level (City)	15%

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	12%
Single parent families	10%
Other families	8%
Non family households	52%

CITY OF TALLAHASSEE HOUSING TYPES

CITY OF TALLAHASSEE EDUCATION

Single family	52%
Multi-family	45%
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
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Annual Municipal Service Costs

	Tallahassee	Orlando	Gainesville	Lakeland	Pompano	Pensacola	Largo	Ft. Laud.	Daytona	Clearwater	W.P. Bch.	Hollywood
Operating Millage	4.2000	6.6500	4.5780	4.6644	4.9865	4.2895	5.4677	4.1193	7.2357	5.1550	8.3465	7.4479
City Property Tax Bill [a]	\$420.00	\$ 665.00	\$ 457.80	\$ 466.44	\$ 498.65	\$ 428.95	\$ 546.77	\$ 411.93	\$ 723.57	\$ 511.50	\$ 834.65	\$ 744.79
Water Bill [b]	192.54	151.56	307.03	230.52	315.84	294.00	408.36	308.02	462.96	516.48	531.60	440.88
Sewer Bill [c]	530.76	496.56	452.14	462.84	309.12	395.88	348.48	429.96	597.19	535.44	408.85	765.84
Electric Bill [d]	1374.60	1313.16	1657.20	1316.04	1131.60	1629.72	1459.08	1131.60	1137.36	1459.08	1131.60	1131.60
Solid Waste [e]	210.24	231.36	309.00	178.20	242.04	273.60	211.80	347.40	241.08	309.48	192.00	372.00
Stormwater Bill [f]	95.40	137.85	102.72	72.00	44.16	72.24	79.80	72.00	107.52	171.96	127.44	38.64
Electric Franchise Fee	-	78.78	-	-	67.89	97.80	90.48	67.89	68.28	87.54	67.89	113.16
Fire Services	201.00	-	78.00	-	134.00	-	-	225.00	-	-	25.00	209.00
Subtotal Utilities/Fire	\$2,604.54	\$2,409.27	\$2,906.09	\$2,259.60	\$2,244.65	\$2,763.24	\$2,598.00	\$2,581.87	\$2,614.39	\$3,079.98	\$2,484.38	\$3,071.12
Total Cost	\$3,024.54	\$3,074.27	\$3,363.89	\$2,726.04	\$2,743.30	\$3,192.19	\$3,144.77	\$2,993.80	\$3,337.96	\$3,591.48	\$3,319.03	\$3,815.91

Other Key Facts

Median Home Value	116,500	165,800	148,600	115,700	159,700	151,300	92,200	245,700	121,100	158,200	178,200	178,500
% of Taxable Property	55%	62%	41%	66%	80%	61%	72%	74%	71%	71%	76%	72%
Population	186,411	255,483	127,488	100,710	104,410	52,703	78,409	172,389	62,316	109,703	102,436	146,526
Square Miles	103.1	110.7	62.4	51.4	25.8	39.7	18.6	38.6	64.9	39.2	58.2	30.8

[a] Yearly property tax (FY 2016 operating millage rates) based on a \$150,000 home with \$50,000 homestead exemption. Rates as of 10/01/15.

[b] Yearly residential water cost based on 5/8" line using 6,000 gallons each month. Rates as of 10/01/15.

[c] Yearly residential sewer cost based on 5/8" line using 5,000 gallons each month. Rates as of 10/01/15.

[d] Yearly residential electric cost based on 1,000 kwh usage each month. Rates as of 10/01/15 and include base rate plus any fuel/cost adjustment.

[e] Yearly residential solid waste pick up for single residential housing unit. Level of service may vary within each municipality. Rates as of 10/01/15.

[f] Yearly stormwater cost for single residential housing unit. Rates as of 10/01/15.



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Vision, Mission, Values and Critical Success Factors

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

Vision Statement

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

Mission

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

Critical Success Factors

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

Organizational Values

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

Target Issues

Short Range Planning:

- Review plans and projects associated with the enhancement and expediting of specifically identified areas of priority by the City Commission. This includes the following.
 - Governor's Walk (North Adams)
 - College Avenue
 - The Arena District
 - Market Street
- Identify opportunities for commercial development at the Tallahassee International Airport.

Long Range Planning:

- Develop a more walkable community through a connectivity plan and direct resources focusing on key areas within the Multi-Modal Transportation District. Analyze the benefit of reducing the current Multi-Modal Zone.
- Continue with efforts to develop a way finding system throughout downtown including the college campuses and surrounding areas, Midtown, and to include S. Adams and S. Monroe.
- Noise policy/ordinance

Economic Development

- Focus on increasing economic activity, improve educational opportunities, and reduce violent crime specifically in the South City, Frenchtown, Springfield and other identified Promise Zone areas.
- Encourage and support entrepreneurial innovation.
- Develop options for a community portal that promotes Tallahassee businesses and employment opportunities.
- Make the City of Tallahassee the Smartest City in Florida.

Financial Viability

- Review and identify enhancements to the city's budget process.
- With the 2014 voter approval of the extension of the sales tax, identify and develop project priorities and sequencing in order to prepare a funding plan and timeline.
- Continue to investigate and implement ways to enhance customer service and convenience for citizens by increasing utility payment options.

- Review the current policy and administrative procedures governing the procurement process to ensure that City practices promote the best and most appropriate selection of vendors for city financial interests.
- Review the city's long-term utility revenue projections to strategically ensure financial viability.

Quality of Life/Innovation

- Engage the private sector and community in improving the character of the city through art in public spaces, landscaping, and addressing litter and illegal signage.
- Build on the Cultural Plan to meet citizen expectations for cultural exposure, participation and enrichment.
- Build on partnerships developed to address homelessness to find additional ways to move people into permanent housing.
- Partner with the Commission on the Status of Women and Girls in ways to enhance the position of women in the workplace and the community.
- Continue to maintain a city focus on Water Resources.

City of Tallahassee
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Budget Process

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

Public Input

The public is encouraged to provide input anytime of the year using various methods, such as City Commission meetings and City Commission budget workshops. 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 2016 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 FY16 development process, emphasis was placed on reviewing expenditures at the base service level, but departments were allowed to request additional budget expenditures; however, departments had to present a corresponding reduction in their expenditure budget or identify additional revenue to offset the additional expenditure.

Budget Amendments

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

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

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

City of Tallahassee
Fiscal Year 2016 Approved Budget
Budget Process

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

Budget Basis

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

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

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

CAPITAL BUDGET PROCESS

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

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

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

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

City of Tallahassee
Fiscal Year 2016 Approved Budget
Budget Calendar

<u>DATE</u>	<u>BUDGET ACTIVITY</u>
October 1, 2014	Fiscal Year 2015 Begins
March 25, 2015	Commission FY16 Budget Forecast
March 27, 2015	Department Budget Proposal Deadline
April 27 – May 14, 2015	Executive Budget Hearings
June 1, 2015	Preliminary Estimate of Taxable Values
June 16, 2015	Release of Proposed Budget
June 17, 2015	City Commission Workshop
July 7, 2015	City Commission Workshop
July 8, 2015	City Commission Sets Tentative Millage Rate
September 16, 2015	First Public Hearing on Property Tax (Millage) and Budget
September 21, 2015	Budget Notice Published
September 24, 2015	Final Budget Hearing
October 1, 2015	Fiscal Year 2016 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 FY16 approved budget includes a millage increase from 3.7 mills to 4.2 mills.

Florida Statutes, Chapter 202 – The Communication Services Tax consolidates a variety of taxes formerly imposed on telecommunication, cable, home satellite and related services. Opting for the highest rate allowable by law, 6.1%, 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.

City of Tallahassee
Fiscal Year 2016 Approved Budget
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 five years or \$3,000,000, whichever is greater.

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

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

Debt Management Policy, No. 238 Commission Policies – The debt management 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 666 FTEs (authorized positions). A total of 385 positions are subject to terms and conditions of the collective bargaining agreement with the Big Bend Chapter of the Florida Police Benevolent Association, Inc. and 281 positions are subject to terms and conditions of the collective bargaining agreement with the International Association of Firefighters (IAFF). The City Commission and police officers re-opened a new agreement, which was resolved April, 2015. The agreement was retroactively commenced on October 1, 2014 and extended through September 30, 2017. The IAFF 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 January 8, 2015 and the City Commission approved it on January 14, 2015. The agreement was retroactively commenced on October 1, 2014 and extended through September 30, 2017.

Utility Rate Studies – Rate studies are prepared for each of the utility enterprise operations (electric and underground utilities). Revenue projections are prepared using historical weather patterns as well as other growth factors. These studies comprise the basis for the annual budgets for each of the utilities. In October 2012, Water, and Sewer Utility rates increased by the CPI. The total increase was 2.4%. This CPI increase methodology is the same for Electric, Natural Gas and Solid Waste rates. In April of 2015, electric and natural gas rates were reduced for all customers and remain below the state average. The approved budget does not recommend a rate increase 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. The City Commission also increased building inspection fees in August 2009 to fully recover all eligible building inspection costs.

City of Tallahassee
Fiscal Year 2016 Approved Budget
Budget Statutes And Guidelines

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 in FY 2015. In April 2015, a fire services fee rate study was completed for new rates to be implemented October 1, 2015.

City of Tallahassee
Fiscal Year 2016 Approved Budget
Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
<p>GENERAL</p> <p><u>General Government:</u> aggregate revenues or expenditures in 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 2016. However, \$3.0 million has been programmed from the General Government Capital Improvement Fund's (GG/CIF) Undesignated Balance for FY16 projects.</p>	<p>\$50,000 is budgeted for Contingency in FY16.</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> The FY16 contribution was adjusted due to budget constraints. The contribution amount will be re-evaluated in FY17 and in future years.</p> <p><u>RR&I:</u> undesignated balance set at a maximum of 3% of general government capital projects.</p>
<p>FIRE SERVICES</p>	<p>Retained for fire operating and capital costs.</p>	<p>No transfer.</p>	<p>No reserve.</p>	<p>Not applicable.</p>
<p>GAS</p>	<p>Designated to fully fund the operating reserve and thereafter to fund gas system capital projects.</p>	<p>In FY04, the policy was established as a fixed amount of \$2.30 million annually. The transfer policy was changed in FY12 to 6.99% of a 3-year average of system revenues. The transfer is now based on CPI. The transfer for FY16 is \$2.8 million.</p>	<p>Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.</p>	<p><u>RR&I:</u> Transfer budgeted at a level equivalent to depreciation expense as provided in the applicable rate study.</p>
<p>INTERNAL SERVICE FUNDS</p>	<p>Except for the Information Systems Services Fund, revenues for all funds are balanced against actual expenditures, resulting in zero surpluses.</p>	<p>Not applicable. Excess balances from budgeted revenues are transferred to the original funding source at year-end.</p>	<p>No reserve.</p>	<p>Funding needed for large capital outlays in the Information Systems Services Fund may be accumulated over a period of time in its RR&I fund.</p>

**City of Tallahassee
Fiscal Year 2016 Approved Budget**

Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
ELECTRIC	Operating fund balance after General Fund transfer minus bond reserves used to fully fund the operating reserve, with the balance designated for electric system capital projects.	A transfer policy adopted in FY04 was based on 8.3 mills per actual retail KWH sales for the prior year. This was modified in FY11 to include a three-year consumption average, then 6.99% of a 3-year average of retail rate revenues in FY12. A change in FY13 resulted in a fixed transfer of \$23.9 million, which increased annually by CPI. The base transfer was increased by \$3.9 million in FY15. The transfer for FY16 totals \$29.0 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). The policy was changed in FY12 to 6.99% of a 3-year average of system revenues. The transfer for FY16 is \$3.7 million.	Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.	<u>RR&I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR).

City of Tallahassee
Fiscal Year 2016 Approved Budget
Finance Policy Summary

Fund	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
CEMETERY PERPETUAL CARE	Retained for cemetery operating and capital costs.	No transfer.	No reserve.	Not applicable.
SEWER	Designated to fully fund the operating reserve and thereafter to fund sewer system capital projects.	In FY04, the methodology for calculating the transfer was modified to 4.5% of average gross revenues (excluding surcharge) for the past 3 years plus current year surcharge revenues, (which are dedicated to funding parks and recreation programs per the interlocal agreement with Leon County). The policy was changed to 6.99% of a 3-year average of system revenues in FY12. The FY16 transfer is \$4.6 million.	Funded at 25% of the prior year's General Fund. Used to meet General Fund transfer, if required.	<u>RR&I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR).
STORMWATER	Retained for stormwater system capital projects.	The transfer to the General Fund represents administrative cost sharing only.	No reserve.	<u>RR&I</u> : Maximum of 5% of capital projects funding sources, with a minimum level of 3% as of 10/01/95.
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.	<u>RR&I</u> : Not applicable.

City of Tallahassee
Fiscal Year 2016 Approved Budget
Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
SOLID WASTE	Retained for rate stabilization reserve.	Transfer initiated in FY04. Amount set at 0.75% of average gross revenues for the past 3 years. The policy changed to 6.99% of a 3-year average of system revenues in FY12. The FY16 transfer is \$1.8 million.	No reserve.	RR&I: Not applicable.

**City of Tallahassee
Fiscal Year 2016 Approved Budget**

**Schedule of Reserves
for the period ending August 30, 2015
(unaudited)**

Organizational Coverage	Bond Required	Maintenance & RR&I	Available Balance	Total Reserve Balances	Minimum Target
<i>City Wide</i>					
Deficiencies	\$ -	\$ -	\$ 20,361,810	\$ 20,361,810	\$ 24,839,006
Fleet Reserve Fund	-	5,820,913	-	5,820,913	8,580,000
Cemetery Perpetual Care/Tru	-	-	5,424,074	5,424,074	5,424,074
Risk Management Reserve	-	-	7,204,693	7,204,693	7,204,693
Bond Reserve - General	-	-	-	-	-
Total	-	5,820,913	32,990,576	38,811,489	46,047,773
<i>Fire Service Fee Fund</i>					
Operating Reserve	-	-	3,576,796	3,576,796	3,576,796
Total	-	-	3,576,796	3,576,796	3,576,796
<i>Electric Fund</i>					
Operating Reserves:					
Working Capital/Liquidity	-	-	82,336,819	82,336,819	115,111,871
Fuel Risk Management	-	-	-	-	-
Emergency Reserve	-	-	-	-	-
Rate Stabilization	-	-	-	-	-
Bond Reserve	14,657,494	-	-	14,657,494	14,657,494
Total	14,657,494	-	82,336,819	96,994,313	129,769,365
<i>Gas Fund</i>					
Operating Reserve	-	-	634,339	634,339	700,360
Bond Reserve	1,548,390	-	-	1,548,390	1,548,390
Total	1,548,390	-	634,339	2,182,729	2,248,750
<i>Water Fund</i>					
Operating Reserve	-	-	1,351,091	1,351,091	923,592
Bond Reserve	2,423,090	-	-	2,423,090	2,423,090
Total	2,423,090	-	1,351,091	3,774,181	3,346,683
<i>Sewer Fund</i>					
Operating Reserve	-	-	1,026,142	1,026,142	1,140,213
Bond Reserve	12,133,934	-	-	12,133,934	12,133,934
Total	12,133,934	-	1,026,142	13,160,076	13,274,147
<i>Airport Fund</i>					
Operating Reserve	-	-	753,971	753,971	908,976
Emergency Reserve	-	250,000	-	250,000	250,000
Bond Reserve	-	-	-	-	-
Total	-	250,000	753,971	1,003,971	1,158,976
<i>Solid Waste Fund</i>					
Rate Stabilization Reserve	-	-	9,026,743	9,026,743	9,026,743
Total	-	-	9,026,743	9,026,743	9,026,743
Grand Total	\$ 30,762,908	\$ 6,070,913	\$ 131,696,476	\$ 168,530,298	\$ 208,449,231



City of Tallahassee
Fiscal Year 2016 Approved Budget
Organizational Overview

Position Control

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

Overall Position Status

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

The FY16 proposed budget FTE count totaled 2,858.50, which included the addition of 41.75 new positions and no position eliminations. The majority of the new positions were being added to Police and Fire. The new positions included: one (1.00) senior technical support analyst, one (0.75) administrative specialist, one (1.00) electric system operator, two (2.00) equipment operators II, one (1.00) airport maintenance technician, one (1.00) airport operations agent, one (1.00) senior horticultural technician, six (6.00) firefighters, three (3.00) fire lieutenants, three (3.00) fire engineers, one (1.00) maintenance repair worker, three (3.00) fire inspector specialists, sixteen (16.00) police officers, and two (2.00) police investigators. The FY16 approved budget includes an additional fifteen (15.00) police officers funded by the COPS grant for a total of 31.00 new police officers. In addition, one (1.00) Lost and Found Coordinator/Intake Counselor and one (1.00) Application Developer was added to the budget. The approved budget also includes the elimination of one (1.00) civil engineer from Public Works. The FY16 approved budget FTE count is 2,874.50.

Currently, unions represent 666 FTEs (authorized positions). A total of 385 positions are subject to terms and conditions of the collective bargaining agreement with the Big Bend Chapter of the Florida Police Benevolent Association, Inc. and 281 positions are subject to terms and conditions of the collective bargaining agreement with the International Association of Firefighters (IAFF). The City Commission and police officers re-opened a new agreement, which was resolved April, 2015. The agreement was retroactively commenced on October 1, 2014 and extended through September 30, 2017. The IAFF 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 January 8, 2015 and the City Commission approved it on January 14, 2015. The agreement was retroactively commenced on October 1, 2014 and extended through September 30, 2017.

City of Tallahassee
Fiscal Year 2016 Approved Budget
Organizational Overview

Summary of Organizational Changes

As part of our efforts to continuously improve services to citizens and customers, a number of changes in the organizational structure have been accomplished during the FY16 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 2016:

Management and Administration

The FY16 approved budget includes the addition of one full-time Senior Technical Support Analyst in the Information System Services (ISS) division. A temporary employee was hired to support the CAD system at the Community Dispatch Agency (CDA). However, this position is needed permanently to provide support 24 hours a day/ 7 seven days a week at CDA. In addition, the CAD system requires a dedicated administrator to ensure ongoing, proactive system stability. The total fiscal impact for the position for FY16 is \$113,662.

Police

The FY16 approved budget for Police includes the addition of thirty-three (33.00) full-time positions. The new positions are thirty-one (31.00) police officers and two (2.00) police investigators. The workload for the Tallahassee Police Department continues to increase for patrol and investigative services. This is clearly evident in a review of calls for service (which have increased 27.43% since FY08), the amount of time officers spend responding to calls (estimated to be in excess of 80% of their shift), and increasing violent crimes, sexual batteries, and property crimes. TPD was notified on September 21, 2015, that it will receive a grant over three years totaling \$1,875,000 from the U.S. Department of Justice's Office of Community Oriented Policing Services (COPS Office). The three-year grant will be used to fund an additional 15 police officers to work within the community on 2 non-traditional squads. The City is required to retain and fully fund these 15 positions for an additional 12 months beyond the grant time frame. One squad will be a Community Oriented Policing Squad and the second will be the Violent Crime Response Team. These additional officers will focus solely on bridging the gap between law enforcement and our community members, while at the same time allowing TPD to address the growing trend of violence in the city. The purpose of COPS grant is to increase the total number of sworn officer positions that would have otherwise existed in the absence of the grant. In order to be in compliance with the grant, the City must maintain its locally funded sworn force baseline and any planned increases of officer positions during the grant award period through the retention period. The net fiscal impact for the addition of these positions total \$2,496,930 for FY16.

Fire

The FY16 approved budget includes the addition of sixteen (16.00) full-time positions in the Tallahassee Fire Department. The new positions include: three (3.00) fire engineers, three (3.00) fire lieutenants, one (1.00) maintenance repair worker, six (6.00) firefighters and three (3.00) fire inspector specialists. The new firefighters, fire engineers and fire lieutenants support the staffing of the 2-bay station to be co-located at the Tallahassee-Leon County Public Safety Complex on Weems Road and the associated operating costs. This budget is based on station operation beginning July 1, 2015. Staffing of this station will be filled with overtime until the new Station #16 positions are filled in October 2015.

The aging of TFD's stations and other facilities require more maintenance than our single maintenance worker can provide necessitating the additional maintenance repair worker position. The new fire inspector specialists will assist in providing proactive code enforcement, public education, target hazard occupancy inspections and fire cause determination investigations for existing structures throughout the Fire Department's City/County service area. These services are required per Florida Statute 633 Fire Prevention and Control. The fiscal impact for the addition of these positions and operating expenses total \$1,691,966 for FY16.

City of Tallahassee
Fiscal Year 2016 Approved Budget
Organizational Overview

Electric

The FY16 approved budget includes the addition of one full-time electric system operator in Electric. In the 1990's, staffing was reduced at the Electric System Control Center which resulted in three person crews on duty during the day shifts and two person shifts on duty during the overnight shifts. With the continued increase in reliability standard requirements, it has been identified that there is a need to restore the third position on the overnight shifts. This will require the addition of two System Control Operators. One of these additional positions will come from an existing Electric Utility position that will be reclassified. The second new operator position is being requested as an additional full-time position. The costs associated with the additional position will be off-set by the reduction in overtime that will result from the third person on the overnight shifts, as well as overtime savings from staffing succession planning in the Production division.

Utility Services/StarMetro

The FY16 approved budget includes the transfer of three full-time clerical assistant positions from StarMetro to Utility Services. The transit customer service and paratransit scheduling call center for StarMetro will be consolidated into one centralized transit call center managed by the Utility Customer Service Team. It is expected that this consolidation will increase transit call center capacity, decrease customer telephone hold times and improve customer service. The transfers of these positions from StarMetro to Utility Services will not impact the citywide budget for FY16; it will only directly impact the Utility Services Fund and the StarMetro Fund.

StarMetro/Fleet Management

The FY16 approved budget for Fleet Management includes a transfer of nineteen (19.00) full-time positions and operating costs from StarMetro to a newly created cost center in Fleet Management; however, the new cost center will remain in the StarMetro Fund. Fleet Management and StarMetro have taken advantage of their available resources by merging similar functions to increase efficiency and effectiveness as well as reduce cost. A centralized fleet has been developed in an effort to streamline processes, while continuing the goal of reducing operational costs and improving the overall level of service. Consolidating the highly skilled staff in both areas creates opportunities to collectively identify and implement best business practices. The transfers of these positions from StarMetro to Fleet Management will not impact the StarMetro Fund.

Parks, Recreation and Neighborhood Affairs

The FY16 approved budget includes the addition of a senior horticultural technician and additional operating funds for Cascades Park. Cascades Park successfully opened to the public in March, 2014. The park has proven to be extremely popular and well used by all segments of the community. The venue requires a high level of maintenance by design and the amount of use has resulted in increased maintenance needs. Initial estimates were that nine full-time maintenance staff would be needed to maintain the park based on staffing levels at comparable facilities. Five (5.00) positions were requested and four (4.00) were approved for funding in FY14. Funding is requested for a full-time senior horticultural technician along with funds for additional part time staffing for high use areas and on weekends. Annual flowers have been added in areas of the park to enhance the landscaping, and funds are also requested to continue this beautification effort. The park has hosted a number of special events and concerts and the demand for these activities continues to increase. In addition, the FY16 approved budget includes funding for a new Lost and Found Coordinator/Intake Counselor at the Animal Shelter. This position would provide resources to pet owners to help them keep their pets, rehome them on their own or counsel them through challenges associated with pet ownership. In addition, the position would match lost and found animals both in the shelter and in the community with their owners, increasing the number of animals reunited and decreasing the number of animals coming into the shelter. The total fiscal impact for the two new positions and the operating expenses is \$199,046 for FY16.

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 2016 Adopted Budget - Authorized Position Summary**

Charter and Executive Services

Department Name	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Adopted
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	55.50	55.50	56.50
City Auditor	7.00	7.00	7.00	7.00
Executive Services	36.00	36.00	36.00	36.00
Communications	13.00	14.00	14.00	14.00
Customer Services	1.00	1.00	1.00	1.00
Environmental Policy and Energy Resources	14.00	14.00	14.00	14.00
Ethics	0.00	1.00	1.75	1.75
Service Area Full-Time Equivalents (FTE)	160.38	162.50	163.25	164.25

Administration and Management Services

Department Name	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Adopted
Management and Administration	181.00	183.00	184.00	184.00
Service Area Full-Time Equivalents (FTE)	181.00	183.00	184.00	184.00

Safety and Neighborhood Services

Department Name	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Adopted
Fire	280.00	280.00	296.00	296.00
Police	427.00	433.00	451.00	466.00
Parks, Recreation and Neighborhood Affairs	171.25	171.25	172.25	173.25
Economic and Community Development	36.95	36.00	36.00	36.00
Emergency Management	1.00	1.00	1.00	1.00
Service Area Full-Time Equivalents (FTE)	916.20	921.25	956.25	972.25

Development and Transportation Services

Department Name	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Adopted
Public Works	286.00	285.00	287.00	286.00
Planning	26.00	26.00	26.00	26.00
Aviation	53.00	53.00	55.00	55.00
Growth Management	63.00	63.00	63.00	63.00
Service Area Full-Time Equivalents (FTE)	428.00	427.00	431.00	430.00

Utility Services

Department Name	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Adopted
StarMetro	170.00	170.00	167.00	148.00
Electric Utility	298.00	302.00	303.00	303.00
Solid Waste	87.00	84.00	84.00	83.00
Utility Services	120.00	145.00	148.00	148.00
Energy Services	30.00	0.00	0.00	0.00
Fleet Management	59.00	61.00	61.00	80.00
Underground Utilities	361.00	361.00	361.00	362.00
Service Area Full-Time Equivalents (FTE)	1,125.00	1,123.00	1,124.00	1,124.00
City Wide Total Full-Time Equivalents (FTE)	2,810.63	2,816.75	2,858.50	2,874.50

City of Tallahassee
Fiscal Year 2016 Approved Budget - Authorized Position Changes

Department Name	FY 2015 Appropriated	FTE Eliminated	FTE Added	FTE Transferred	FY 2016 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	55.50	0.00	1.00	0.00	56.50
City Auditor	7.00	0.00	0.00	0.00	7.00
Executive Services	36.00	0.00	0.00	0.00	36.00
Communications	14.00	0.00	0.00	0.00	14.00
Customer Services	1.00	0.00	0.00	0.00	1.00
Environmental Policy and Energy Resources	14.00	0.00	0.00	0.00	14.00
Ethics	1.00	0.00	0.75	0.00	1.75
Service Area Full-Time Equivalents (FTE)	163.25	0.00	1.75	0.00	164.25
<u>Administration and Management Services</u>					
Management and Administration	183.00	0.00	1.00	0.00	184.00
Service Area Full-Time Equivalents (FTE)	183.00	0.00	1.00	0.00	184.00
<u>Safety and Neighborhood Services</u>					
Fire	280.00	0.00	16.00	0.00	296.00
Police	433.00	0.00	33.00	0.00	466.00
Parks, Recreation and Neighborhood Affairs	171.25	0.00	2.00	0.00	173.25
Economic and Community Development	36.00	0.00	0.00	0.00	36.00
Emergency Management	1.00	0.00	0.00	0.00	1.00
Service Area Full-Time Equivalents (FTE)	921.25	0.00	51.00	0.00	972.25
<u>Development and Transportation Services</u>					
Public Works	285.00	-1.00	2.00	0.00	286.00
Planning	26.00	0.00	0.00	0.00	26.00
Aviation	53.00	0.00	2.00	0.00	55.00
Growth Management	63.00	0.00	0.00	0.00	63.00
Service Area Full-Time Equivalents (FTE)	427.00	-1.00	4.00	0.00	430.00
<u>Utility Services</u>					
StarMetro	170.00	0.00	0.00	-22.00	148.00
Electric Utility	302.00	0.00	1.00	0.00	303.00
Solid Waste	84.00	0.00	0.00	-1.00	83.00
Utility Services	145.00	0.00	0.00	3.00	148.00
Fleet Management	61.00	0.00	0.00	19.00	80.00
Underground Utilities	361.00	0.00	0.00	1.00	362.00
Service Area Full-Time Equivalents (FTE)	1,123.00	0.00	1.00	0.00	1,124.00
City Wide Total FTE	2,816.75	-1.00	58.75	0.00	2,874.50

City of Tallahassee
Fiscal Year 2016 Approved Budget - Authorized Position Summary by Fund

Fund	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Adopted
001 General Fund	1,008.74	1,013.24	1,033.99	1,049.99
120 Building Inspection Fund	30.00	30.00	30.00	30.00
130 Fire Services Fund	280.00	280.00	296.00	296.00
160 800 MHz Fund	6.50	6.50	7.50	7.50
400 Electric Operating Fund	293.00	297.00	298.00	298.00
426 Electric Warehouse Fund	5.00	5.00	5.00	5.00
430 Gas Operating Fund	36.00	36.00	36.00	36.00
460 Water Operating Fund	98.00	97.00	97.00	97.00
500 Sewer Operating Fund	207.00	208.00	208.00	209.00
540 Airport Operating Fund	64.00	64.00	66.00	66.00
580 StarMetro Operating Fund	170.00	170.00	167.00	167.00
600 Solid Waste Fund	87.00	84.00	84.00	83.00
605 Stormwater Fund	97.00	97.00	99.00	99.00
615 Golf Course Fund	3.34	4.01	4.01	4.01
705 Data Processing Fund	76.00	76.00	76.00	76.00
710 Revenue Fund	23.50	23.50	23.50	23.50
715 Garage Operating Fund	59.00	61.00	61.00	61.00
720 Accounting Fund	28.50	30.50	29.50	29.50
725 Purchasing Fund	25.00	25.00	23.00	23.00
730 Human Resources Fund	34.00	34.00	36.00	36.00
735 Pension Administration Fund	8.00	8.00	8.00	8.00
740 Risk Management Fund	12.00	12.00	12.00	12.00
755 Utility Services Fund	112.00	137.00	140.00	140.00
760 Energy Services Fund	30.00	0.00	0.00	0.00
765 Environmental Policy and Energy Resources Fund	13.00	14.00	14.00	14.00
840 Cemetery Fund	4.00	4.00	4.00	4.00
City Wide Total Full-Time Equivalents (FTE)	2,810.58	2,816.75	2,858.50	2,874.50

**City of Tallahassee
Fiscal Year 2016 Approved Budget - Authorized Position Changes**

Added Positions

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2016 FTE Added</u>
<u>Administration and Management Services</u>		
Management and Administration	Senior Technical Support Analyst	1.00
		<u>Service Area FTE Added</u> 1.00
<u>Charter and Executive Services</u>		
Ethics Office	Administrative Specialist	0.75
Treasurer-Clerk	OnBase Application Developer	1.00
		<u>Service Area FTE Added</u> 1.75
<u>Safety and Neighborhood Services</u>		
Police	Police Officer	31.00
	Police Investigator	2.00
Fire	Fire Engineer	3.00
	Fire Lieutenant	3.00
	Maintenance Repair Worker	1.00
	Firefighter	6.00
	Fire Inspector Specialist	3.00
Parks, Recreation and Neighborhood Affairs	Lost & Found Coordinator/Intake Counselor	1.00
	Senior Horticultural Technician	1.00
		<u>Service Area FTE Added</u> 51.00
<u>Development and Transportation Services</u>		
Public Works	Equipment Operator II	2.00
Aviation	Airport Maintenance Technician	1.00
	Airport Operations Agent	1.00
		<u>Service Area FTE Added</u> 4.00
<u>Utility Services</u>		
Electric	Electric System Operator	1.00
		<u>Service Area FTE Added</u> 1.00
		<u>Citywide FTE Added</u> 58.75

City of Tallahassee
Fiscal Year 2016 Approved Budget - Authorized Position Changes

Eliminated Positions

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2016 FTE Eliminated</u>
	<u>Development and Transportation Services</u>	
Public Works	Civil Engineer I	1.00
		<u>Service Area FTE Eliminated</u> 1.00
		<u>Citywide FTE Eliminated</u> 1.00





City of Tallahassee
Fiscal Year 2016 Approved Budget
Citywide Appropriated Position
Operating Budget

Appropriated Funds	General	Electric	Gas	Water	Sewer	Aviation	StarMetro	Solid Waste
Beginning Balance (as of 9/30/14)								
Airline Prepaid Credit	0	0	0	0	0	1,045,192	0	0
Energy Conservation Fund	0	0	0	0	0	0	0	0
Risk Management Fund	0	0	0	0	0	0	0	0
800 MHz Fund	0	0	0	0	0	0	0	0
Undesignated Balance	0	0	0	0	0	0	0	0
Utility Services	0	0	0	0	0	0	0	0
Transfer from Gas Tax	0	0	0	0	0	0	0	0
Transfer from ILF	0	0	0	0	0	0	0	0
<i>Subtotal Transfers</i>	0	0	0	0	0	1,045,192	0	0
Operating Revenues	107,619,931	297,671,225	30,845,884	32,370,897	63,609,562	9,862,514	9,451,021	25,812,104
Total Revenues	107,619,931	297,671,225	30,845,884	32,370,897	63,609,562	10,907,706	9,451,021	25,812,104
Operating Expenditures	141,244,754	268,869,912	28,044,443	28,676,528	59,048,712	10,907,706	17,240,305	24,000,128
Net Position Before Transfers	-33,624,823	28,801,313	2,801,441	3,694,369	4,560,850	0	-7,789,284	1,811,976
Transfers In	41,414,107	0	0	0	0	0	7,789,284	0
Transfers Out	7,789,284	28,801,313	2,801,441	3,694,369	4,560,850	0	0	1,811,976
Net Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

City of Tallahassee
Fiscal Year 2016 Approved Budget
Citywide Appropriated Position
Operating Budget

Appropriated Funds	Stormwater	Golf Course	Fire Services	Building Inspection	Cemetery Perp. Care	Donations	Reserve Transfers	Total
Beginning Balance (as of 9/30/14)								
Airline Prepaid Credit	0	0	0	0	0	0	0	1,045,192
Energy Conservation Fund	0	0	0	0	0	0	0	0
Risk Management Fund	0	0	0	0	0	0	0	0
800 MHz Fund	0	0	0	0	0	0	665,195	665,195
Undesignated Balance	0	0	0	0	0	0	0	0
Utility Services Fund	0	0	0	0	0	0	11,864,943	
Transfer from Gas Tax	0	0	0	0	0	0	1,423,202	
Transfer from ILF	0	0	0	0	0	0	1,390,865	1,390,865
<i>Subtotal Transfers</i>	0	0	0	0	0	0	15,344,205	3,101,252
Operating Revenues	17,155,113	987,819	41,962,043	3,264,209	478,246	81,800	64,547,596	705,719,964
Total Revenues	17,155,113	987,819	41,962,043	3,264,209	478,246	81,800	79,891,801	722,109,361
Operating Expenditures	17,155,113	987,819	41,962,043	3,264,209	478,246	81,800	79,891,801	721,853,519
Net Position								
Before Transfers	0	0	0	0	0	0	0	255,842
Transfers In	0	0	0	0	0	0	0	49,203,391
Transfers Out	0	0	0	0	0	0	0	49,459,233
Net Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

City of Tallahassee
Fiscal Year 2016 Approved Budget

SUMMARY OF APPROPRIATIONS
OPERATING BUDGET - ALL FUNDS

	ACTUAL FY 2014	ESTIMATE* FY 2015	PROPOSED FY 2016	APPROVED FY 2016
REVENUES				
Charges for Services	8,462,941	8,625,617	8,459,355	8,486,039
Fines and Forfeitures	1,447,869	1,505,960	825,000	825,000
Intergovernmental	15,641,652	16,266,460	16,674,575	17,790,015
Licenses and Permits	2,707,461	2,771,750	2,824,879	970,474
Miscellaneous	11,797,264	11,594,363	12,074,342	12,074,342
Taxes	54,961,992	55,616,171	66,729,276	63,525,850
Transfer from Undesignated Balance			0	
Deficiencies	0	0		0
Enterprise Funds:				
Aviation	10,249,453	9,943,916	9,948,670	9,862,514
Building Inspection	3,462,704	3,212,839	3,264,209	3,264,209
Cemetery Perpetual Care Trust	465,937	467,150	469,803	478,246
Electric	276,189,277	293,994,339	298,043,264	297,671,225
Fire Fees	22,248,917	34,748,568	42,201,468	41,962,043
Gas	36,271,447	33,882,609	30,817,730	30,845,884
Golf Course	889,553	900,507	987,819	987,819
Sewer	73,806,131	63,220,498	61,624,750	63,609,562
Solid Waste	23,272,118	23,681,059	25,827,919	25,812,104
Stormwater	21,123,777	18,044,650	17,170,696	17,155,113
StarMetro	10,032,817	9,347,509	9,451,021	9,451,021
Water	34,923,504	30,301,978	32,453,688	32,370,897
Donations	147,862	126,724	81,800	81,800
Transfers				
From Deficiencies Fund to General	2,015,865	0	0	2,121,695
From Other Funds	6,161,287	1,230,126	702,030	1,058,500
From Water, Sewer, and Stormwater for				
Growth Management	306,000	348,307	358,756	358,756
From Gas Tax Construction	204,260	204,260	204,260	204,260
From Second Dollar	125,000	125,000	125,000	125,000
From Law Enforcement Trust - State	30,000	30,000	30,000	30,000
From Law Enforcement Trust - Federal	50,000	50,000	50,000	50,000
From Airline Prepaid Fee Credits to	1,558,979	927,385	1,045,192	1,045,192
TOTAL REVENUES	618,554,067	621,167,745	642,445,502	642,217,560
Unallocated Internal Service Funds				
Energy Conservation Fund	894,633	923,650	0	0
Risk Management Fund	0	0	0	0
Utility Service Fund	5,719,005	0	11,864,943	11,864,943
800 MHz Fund	665,195	665,195	665,195	665,195
Contribution from Gas Tax to Debt Service	0	1,405,840	0	1,423,202
Contribution from ILF Tax to Debt Service	1,393,161	1,390,195	0	1,390,865
Contributions from Utilities to General Fund	33,950,190	42,595,949	41,414,107	41,414,107
Contribution to StarMetro Fund from General Fund	6,873,500	7,753,784	7,851,150	7,789,284
Contribution to Golf Fund from General	0	0	0	0
TOTAL CONTRIBUTIONS & TRANSFERS	49,495,684	54,734,613	61,795,395	64,547,596
TOTAL APPROPRIATION	668,049,751	675,902,358	704,240,897	706,765,156

**City of Tallahassee
Fiscal Year 2016 Approved Budget**

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

	ACTUAL FY 2014	ESTIMATE* FY 2015	PROPOSED FY 2016	APPROVED FY 2016
<u>EXPENDITURES</u>				
Aviation Fund	9,114,038	9,484,457	10,993,862	10,907,706
Building Inspection Fund	3,462,703	3,257,996	3,264,209	3,264,209
Cemetery Perpetual Care Trust	453,237	467,150	459,076	478,246
Donations	81,000	81,000	81,800	81,800
Electric Fund	277,551,162	289,489,338	298,124,581	297,671,225
Fire Services	33,823,259	36,283,770	42,201,468	41,962,043
Gas Fund	30,935,735	34,039,427	30,817,730	30,845,884
General Fund	135,301,210	137,384,800	141,708,191	149,034,038
Golf Course Fund	889,553	996,605	987,819	987,819
Sewer Fund	61,639,703	59,899,674	61,424,489	63,609,562
Solid Waste Fund	23,143,935	24,780,958	25,827,919	25,812,104
Stormwater Fund	17,322,255	16,777,479	16,907,101	17,155,113
StarMetro Fund	16,568,368	16,957,412	17,302,171	17,240,305
Transfer from Wholesale Energy Fund	7,126,846	4,198,881	0	0
Transfer from Utility Services Fund	0	11,839,511	11,864,943	11,864,943
Water Fund	29,404,636	31,513,469	32,229,232	32,370,897
Transfer from Internal Loan Fund	0	0	1,390,195	1,390,865
Transfer from Gas Tax	0	0	1,405,840	1,423,202
800 MHz Fund (Unallocated)	665,195	665,195	665,195	665,195
TOTAL EXPENDITURES	647,482,835	678,117,122	697,655,821	706,765,156
NET POSITION BEFORE ADJUSTMENTS	20,566,916	-2,214,764	6,585,076	
<u>ADJUSTMENTS</u>				
Transfer to Electric Operating Reserve Fund	0	0		
Transfer to Cemetery Perpetual Care Reserv	0	0		
Transfer to Golf RR&I	59,921	42,272		
Transfer to Fire Services from Deficiencies	0	0		
Transfer to Gas RR&I	2,850,322	1,052,943		
Transfer to Sewer RR&I	9,096,000	3,628,499		
Transfer to Solid Waste - Rate Stabilization Reserve	515,650	0		
Transfer to Stormwater RR&I	0	4,965,194		
Transfer to Airline Prepaid Fees Credit	1,415,249	840,837		
Transfer to Airline RR&I	1,263,167	560,562		
Transfer to Deficiencies	152,046	0		
Transfer to Water RR&I	3,807,000	3,870,766		
TOTAL ADJUSTMENTS	19,159,355	14,961,073		
FISCAL YEAR NET POSITION	1,407,561	-17,175,837		

* Estimate based on pre-closeout financial data.

City of Tallahassee
Fiscal Year 2016 Proposed Budget
Summary of Revenues and Expenditures By Fund

	General Fund	Building Inspection	Fire Services	Electric	Gas	Water	Sewer
REVENUES							
Taxes	63,525,850	0	0	0	0	0	0
Licenses & Permits	970,474	2,844,215	294,500	0	0	0	0
Intergovernmental	17,790,015		77,800	2,554,613	0	394,810	1,521,745
Charges for Services	8,486,039	121,670	40,446,724	284,900,517	29,491,292	25,747,308	53,077,418
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	2,380,310	0	1,428,189	1,087,472
Fines and Forfeitures	825,000	77,300	0	0	0	0	0
Fees & Charges	0	0	0	0	0	0	0
Miscellaneous	2,273,752	0	12,000	77,471	8,000	335,200	0
Interest Earnings	500,000	0	-30,300	3,762,608	25,480	10,931	0
System Charge	0	0	0	0	0	0	2,300,000
Overhead Allocation	7,500,590	0	0	0	0	0	0
Capitalized Overhead	1,800,000	0	0	3,129,532	407,168	1,554,363	1,601,837
Transfer from Deficiencies	2,121,695	0	0	0	0	0	0
Transfer from Fund Balance	0	0	0	190,634	0	0	0
Transfers from Other Funds	1,826,516	221,024	1,161,319	0	913,944	2,900,096	4,021,090
Contributions from Utilities	41,414,107	0	0	0	0	0	0
Subtotal	149,034,038	3,264,209	41,962,043	297,671,225	30,845,884	32,370,897	63,609,562
Transfers from 800 MHZ, Internal Loan, Gas Tax Funds and Utility Services.							
TOTAL REVENUES							
EXPENSES							
Personnel Services	86,976,581	2,297,619	27,230,274	28,980,857	2,051,535	5,332,261	14,055,767
Operating Expenses	12,004,266	55,896	2,102,296	25,237,515	569,746	1,166,766	5,027,775
Fuel	0	0	0	121,854,763	14,906,545	0	0
Other Services & Charges	1,367,843	0	161,366	2,721,397	93,276	600,300	826,200
Capital Outlay	246,830	0	293,879	480,288	0	16,493	1,250,277
Internal Service Funds	19,491,628	385,816	5,565,790	17,819,451	2,154,810	6,464,891	5,390,091
Utilities	5,188,010	0	387,666	431,442	65,829	2,290,649	4,395,438
Debt Service	6,218,288	0	1,701,020	44,353,602	3,418,570	6,411,287	20,019,711
RR&I/Capital Account	0	0	1,247,500	24,365,245	1,767,000	2,334,784	4,482,070
Inter-Fund Transfer	2,813,562	95,187	0	38,500	1,770,176	3,334,447	1,472,263
Vehicle Replacement	855,256	99,621	1,915,316	728,502	73,989	461,259	427,917
Indirect Costs	0	330,070	864,639	1,858,350	226,071	598,184	988,341
Contingency	50,000	0	0	0	0	0	0
Transfer to CRA	1,384,044	0	0	0	0	0	0
Contribution to Joint Dispatch	4,648,446	0	321,978	0	0	0	0
Contribution To General Fund	0	0	0	28,801,313	2,801,441	3,359,576	4,633,926
Transfer to Other Funds	7,789,284	0	45,000	0	0	0	0
Transfer to Fund Balance/RR&I		0	125,319	0	946,896	0	639,786
Subtotal	149,034,038	3,264,209	41,962,043	297,671,225	30,845,884	32,370,897	63,609,562
Unallocated Portions of Internal Services Funds (800 MHZ and Internal Loan) and Gas Tax.							
TOTAL EXPENSES							

City of Tallahassee
Fiscal Year 2016 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	63,525,850
Licenses & Permits	0	0	0	0	0	0	0	4,109,189
Intergovernmental	0	1,053,774	0	0	0	0	0	23,392,757
Charges for Services	9,079,214	5,657,370	23,244,763	16,481,113	908,553	0	11,719	497,653,700
Rentals & Concessions	0	0	0	0	76,693	0	0	76,693
Sales for Resale & Wheeling	0	0	0	0	0	0	0	675,540
Surcharge	0	0	0	0	0	0	0	4,895,971
Fines and Forfeitures	0	0	0	0	0	0	0	902,300
Fees & Charges	1,719,892	0	0	0	0	0	0	1,719,892
Miscellaneous	53,600	0	0	2,000	0	81,800	0	2,843,823
Interest Earnings	55,000	0	37,842	6,000	2,573	0	148,087	4,518,221
System Charge	0	0	0	0	0	0	0	2,300,000
Overhead Allocation	0	0	0	0	0	0	0	7,500,590
Capitalized Overhead	0	0	0	340,886	0	0	0	8,833,786
Transfer from Deficiencies	0	0	0	0	0	0	0	2,121,695
Transfer from Fund Balance	0	0	2,529,499	263,595	0	0	318,440	3,302,168
Transfers from Other Funds	0	10,529,161	0	61,519	0	0	0	21,634,669
Contributions from Utilities	0	0	0	0	0	0	0	41,414,107
Subtotal	10,907,706	17,240,305	25,812,104	17,155,113	987,819	81,800	478,246	691,420,951
Transfers from 800 MHZ, Internal Loan, Gas Tax Funds and Utility Services.								15,344,205
TOTAL REVENUES								706,765,156
EXPENSES								
Personnel Services	5,004,723	10,154,882	5,110,484	5,762,967	510,457	0	213,941	193,682,348
Operating Expenses	738,893	2,086,935	5,566,438	867,491	214,713	0	119,763	55,758,493
Fuel	0	0	0	0	0	0	0	136,761,308
Other Services & Charges	5,000	2,390	139,572	88,800	0	0	0	6,006,144
Capital Outlay	0	0	74,885	170,722	0	0	0	2,533,374
Internal Service Funds	1,092,100	2,311,561	5,225,586	3,045,972	46,674	0	34,491	69,028,861
Utilities	982,366	2,167,535	6,950,926	162,075	130,114	0	27,085	23,179,135
Debt Service	0	13,012	0	39,310	0	0	0	82,174,800
RR&I/Capital Account	0	0	0	4,578,508	0	81,800	0	38,856,907
Inter-Fund Transfer	0	15,144	0	350,961	1,178	0	0	9,891,418
Vehicle Replacement	60,454	11,419	678,421	561,554	51,304	0	3,609	5,928,621
Indirect Costs	351,027	477,427	247,941	1,167,997	29,869	0	47,396	7,187,312
Contingency	0	0	0	0	0	0	0	50,000
Transfer to CRA	0	0	0	0	0	0	0	1,384,044
Contribution to Joint Dispatch	0	0	0	0	0	0	0	4,970,424
Contribution To General Fund	0	0	1,817,851	358,756	0	0	31,961	41,804,824
Transfer to Other Funds	1,161,319	0	0	0	0	0	0	8,995,603
Transfer to Fund Balance/RR&I	1,511,824	0	0	0	3,510	0	0	3,227,335
Subtotal	10,907,706	17,240,305	25,812,104	17,155,113	987,819	81,800	478,246	691,420,951
Unallocated Portions of Internal Services Funds (800 MHZ and Internal Loan) and Gas Tax.								15,344,205
TOTAL EXPENSES								706,765,156

City of Tallahassee
Fiscal Year 2016 Approved Budget
Internal Service Funds Overview

OVERVIEW

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

Revenue Fund

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

The Revenue Fund is further separated into functional areas to distribute cost to user departments. Revenues are derived from charges to user departments based upon the workload they generate. Utility departments (Electric, Gas, Water Utility, Stormwater and Solid Waste) provide nearly 53% of the revenues for this fund. The remainder is primarily provided by the General Fund to support ordinance enforcement, mailroom services, parking ticket hearings and collection of General Fund revenues.

Allocation Method:

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

Information Systems Services Fund

The Information Systems Services Fund supports activities of the Information Systems Services (ISS) Division within the Department of Management and Administration. ISS is responsible for providing computer, telecommunications and radio services for all city departments. Revenues are derived through the distribution of ISS costs to user departments based on statistical data related to utilization of city active telephone directory counts, technology, planning and advancement hours, application system development hours, public safety staff hours, network log-ins by department, long distance telephone charges, number of telecommunication devices and number of radio devices count. Various other direct charges for specific dedicated service costs, such as the geographic information system, electronic documents management system and the permit enforcement tracking system also are allocated to departments.

Allocation Method:

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

NOTE:

Blueprint 2000

Blueprint 2000 allocation for ISS is based on the following:

- Number of log-ins

City of Tallahassee
Fiscal Year 2016 Approved Budget
Internal Service Funds Overview

Capital Regional Transportation Planning Agency

CRTPA allocations for ISS are based on the following:

- Number of log-ins
- Software and Hardware Maintenance
- Administration Costs

ISS has several metrics that are documented to determine cost allocations. CRTPA and Blueprint 2000 only receive an allocation for two of those metrics. Of those two metrics, network log-ins are used to allocate costs for the software and hardware maintenance incurred by ISS and the administration costs distribution. CRTPA and Blueprint 2000 receive its proportionate share of those costs based off their number of log-ins. CRTPA has 6 log-in accounts and Blueprint 2000 has 8 log-in accounts that gains them access to PeopleSoft (PS) Financial Management System (FMS), PeopleSoft (PS) Human Resources Management System (HRMS) software and Citrix. The software and hardware maintenance costs are shared amongst all cost centers that have network log-ins. Additionally, there are administration costs that are assessed based off of network log-ins. This, essentially, are the ISS overhead costs that are distributed amongst other user cost centers. Together, these two metrics formulate both CRTPA and Blueprint 2000's ISS cost allocation.

While Blueprint 2000 has its own IT support staff, there are still activities the City's ISS department maintains as a service to Blueprint 2000.

Garage Fund

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

Allocation Method:

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

Accounting Fund

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

All revenues are derived from charges to user departments. Payroll costs are allocated based upon the number of paychecks provided to each department. Accounts Receivable unit costs are allocated based upon the percentage of accounts receivable activity for each department. Fixed Assets unit costs are allocated based upon the number of fixed assets records by fund. All costs are rolled up into a journal entry count per each department.

Allocation Method:

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

City of Tallahassee
Fiscal Year 2016 Approved Budget
Internal Service Funds Overview

Purchasing Fund

The Purchasing Fund supports all components of the city's centralized procurement services for the City of Tallahassee, BluePrint 2000, Community Regional Transportation Planning Agency, and Consolidated Dispatch Agency. The Procurement Division is located in the Department of Management and Administration.

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

Allocation Method:

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

Human Resources Fund

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

Allocation Method:

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

Pension Fund

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

Risk Management Fund

The Risk Management Fund supports activities of the Risk Management Division in the Office of the Treasurer-Clerk. The unit is responsible for administering the city's self-insurance, purchased insurance, claims investigations and loss prevention programs. Revenues are derived through the distribution of costs to user departments based on the dollar value of all projected insurance and three average claim activity.

Allocation Method:

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

Internal Service Funds Overview

Resource fund less the property premiums. The assign property premium and the Risk Management allocation make up the total Risk Management allocation.

Utility Services Fund

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

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

Allocation Method:

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

Radio Communications Fund

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

Allocation Method:

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

Environmental Policy and Energy Resources

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

Allocation Method:

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

City of Tallahassee
Fiscal Year 2016 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	4,776	1,119	6,519	12,865	6,618
From Accounting Fund	0	127,222	0	0	0	7,859
From Airport Fund	41,365	318,055	37,324	197,927	83,101	21,302
From Blueprint 2000	0	4,776	0	0	31,641	41,984
From Building Inspection Fund	0	245,670	5,468	56,376	13,560	0
From Cemetery Perpetual Fund	0	6,580	475	8,972	10,431	3,516
From Consolidated Dispatch Agency	0	504,501	0	0	5,563	0
From Downtown CRA	0	0	0	0	7,302	0
From Frenchtown CRA	0	4,387	0	0	7,997	0
From Downtown Improvement	0	0	0	0	7,997	0
From Electric Energy Conservation	0	0	0	0	0	0
From Electric Fund	144,713	2,272,447	854,183	1,218,101	853,262	675,670
From Environmental Energy	0	125,028	0	4,464	25,730	11,168
From Fire Fund	171,517	1,691,174	452,300	1,048,734	122,043	13,029
From Garage Fund	4,897	339,990	951	0	131,432	27,093
From Gas Fund	37,113	131,609	120,379	194,456	91,793	213,641
From General Fund	569,961	8,591,869	572,186	3,772,935	1,135,248	355,104
From Golf Course Fund	0	0	0	46,674	0	0
From Human Resource Fund	0	177,672	238	8,221	30,946	15,098
From Information System Services	0	0	238	28,730	53,198	14,477
From Capital Regional Trans Agency	0	19,741	1,426	0	19,471	5,170
From Pension Admin Fund	0	118,448	0	0	13,213	1,034
From Pooled Pension Fund	0	0	0	0	0	0
From Purchasing Fund	0	96,513	238	4,089	25,382	0
From Revenue Collection Fund	3,323	197,413	0	7,094	13,908	3,102
From Sale to Electric Fund	0	0	0	0	0	0
From Self-Insurance Fund	0	100,900	1,426	0	27,120	2,068
From Sewer Fund	37,113	708,495	137,457	881,123	294,852	279,202
From Solid Waste Fund	58,890	199,607	61,811	3,068,582	70,236	7,652
From StarMetro Fund	110,049	1,134,030	31,143	928	69,193	38,882
From Stormwater Fund	46,133	195,220	57,560	1,196,362	67,107	49,222
From Utility Services Fund	29,767	2,746,239	18,781	167,892	88,664	29,782
From Water Fund	37,113	1,456,472	93,548	881,054	140,124	160,696
Internal Service Fund Totals	1,291,954	21,518,834	2,448,251	12,799,233	3,453,379	1,983,369
Revenue from Outside	665,195	0	55,161	219,710	0	0
Interest & Other Miscellaneous	159,081	100,000	3,140	16,742	130,279	227,302
Grand Total	2,116,230	21,618,834	2,506,552	13,035,685	3,583,658	2,210,671
Expenditures by Department						
Equity & Workforce Development						
Human Resources						
Management & Administration	2,116,230	21,618,834			3,583,658	2,210,671
Fleet Management				13,035,685		
Legal						
Treasurer Clerk			2,506,552			
Energy Services						
Utility Business/Customer Services						
Environmental Policy & Energy Resch						
Grand Total	2,116,230	21,618,834	2,506,552	13,035,685	3,583,658	2,210,671

City of Tallahassee
Fiscal Year 2016 Approved Budget ISF Revenues & Expenditures

Source of Transfer	Human Resources Fund 730	Pension Fund 735	Risk Management Fund 740	Utility Services Fund 755	Environmental Policy & Energy Resources Fund 765
From 800mhz Fund	10,550	0	81,094	0	0
From Accounting Fund	44,734	0	0	0	0
From Airport Fund	95,797	0	287,394	0	0
From Blueprint 2000	10,550	0	0	0	0
From Building Inspection Fund	43,467	0	21,190	0	0
From Cemetery Perpetual Fund	5,908	0	0	0	0
From Consolidated Dispatch Agency	143,029	0	68,165	0	0
From Downtown CRA	1,688	0	0	0	0
From Frenchtown CRA	4,642	0	0	0	0
From Downtown Improvement	2,954	0	0	0	0
From Electric Energy Conservation	0	0	0	0	0
From Electric Fund	448,179	0	3,349,423	7,229,251	1,207,204
From Environmental Energy	19,413	0	1,934	0	0
From Fire Fund	421,170	0	271,615	1,333,344	0
From Garage Fund	86,935	0	76,333	0	101,192
From Gas Fund	54,018	0	100,813	1,200,502	19,161
From General Fund	1,493,930	0	2,650,182	172,203	103,188
From Golf Course Fund	0	0	0	0	0
From Human Resource Fund	0	0	12,842	0	0
From Information System Services	113,944	0	5,137	0	0
From Capital Regional Trans Agency	8,862	0	0	0	0
From Pension Admin Fund	11,816	0	3,211	0	0
From Pooled Pension Fund	0	1,017,814	0	0	0
From Purchasing Fund	34,605	0	5,137	0	0
From Revenue Collection Fund	35,871	0	14,769	0	0
From Sale to Electric Fund	0	0	0	0	0
From Self-Insurance Fund	18,147	0	0	0	0
From Sewer Fund	311,446	0	981,254	1,487,507	271,642
From Solid Waste Fund	130,402	0	423,022	1,064,379	148,695
From StarMetro Fund	254,475	0	672,861	0	0
From Stormwater Fund	136,311	0	223,458	1,082,420	0
From Utility Services Fund	212,695	0	234,374	0	0
From Water Fund	144,751	0	556,076	2,830,691	184,821
Internal Service Fund Totals	4,300,289	1,017,814	10,040,284	16,400,297	2,035,903
Revenue from Outside	0	0	0	0	0
Interest & Other Miscellaneous	60,800	0	20,744	93,286	33,285
Grand Total	4,361,089	1,017,814	10,061,028	16,493,583	2,069,188
Expenditures by Department					
Equity & Workforce Development	832,137				
Human Resources	3,528,952				
Management & Administration					
Fleet Management					
Legal					
Treasurer Clerk		1,017,814	10,061,028		
Energy Services					
Utility Business/Customer Services				16,493,583	
Environmental Policy & Energy Resch					2,069,188
	4,361,089	1,017,814	10,061,028	16,493,583	2,069,188

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Charter and Executive Services				
<u>Treasurer-Clerk</u>				
1105	120301_Application_Developer_Position	1.00	100,550	0
1109	120401_Remote Payments Operating	0.00	19,396	0
1111	120501_Fiduciary Ins Operating	0.00	4,123	0
1113	120601_Property Broker&Liability Fees	0.00	-300,508	0
1114	120201_Budget Proposal	0.00	-300	0
	Treasurer-Clerk	1.00	-176,739	0
<u>Executive Services</u>				
14 - Cap	WFY16 Capitalized Wage Reduction	0.00	83,457	0
14 - Pavers	Kleman Plaza Paver Repairs	0.00	25,000	0
	Executive Services	0.00	108,457	0
<u>Environmental Policy and Energy Resources</u>				
520201	Tallahassee Food Network Community Gardens	0.00	25,000	25,000
	Environmental Policy and Energy Resources	0.00	25,000	25,000
	Charter and Executive Services	1.00	-43,282	25,000

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Administration and Management Services				
<u>Management and Administration</u>				
1077	HR Pre-employment criminal history and drug screening costs	0.00	20,000	0
1084	FY16 Wellness Program Incentives	0.00	10,000	0
1089	Tuition Reimbursement	0.00	20,000	0
1115	PeopleSoft Training	0.00	18,000	0
1120	HR PeopleSoft Training	0.00	35,000	0
Acctg1	Financial Reporting License	0.00	18,000	0
Acctg3	Bongar Licenses	0.00	27,454	0
Acctg4	PeopleSoft Training	0.00	50,000	0
ISS2	Senior Technical Support Analyst	1.00	113,662	0
OBP2	PeopleSoft Training	0.00	30,000	0
	Management and Administration	1.00	342,116	0
	Administration and Management Services	1.00	342,116	0

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Safety and Neighborhood Services				
Fire				
20 Incr RRI	Increase Funding for RRI for Facilities Maintenance	0.00	100,000	0
20Add2Insp	2 new Fire Inspection Specialists in FY16	2.00	273,874	0
20BnkrGea	Second Set of Bunker Gear for all Firefighters	0.00	495,250	0
20EquipRe	Fire Rescue Equipment Replacement	0.00	75,000	0
20Maint	New Maintenance Worker for Logistics	1.00	87,347	0
20NewSta1	New Station 16 O&M	12.00	1,239,068	0
20TrnSpc	New Training Specialist position	1.00	91,677	0
	Fire	16.00	2,362,216	0
Police				
TPD16SL2	Community Oriented Policing Services (COPS) Grant	15.00	1,122,765	711,161
TPD16SL2	Response to Violence and Increasing Crime (16 Officers)	16.00	1,194,062	0
TPD16SL2	Response to Violence and Increasing Crime (2 Investigators)	2.00	161,982	0
	Police	33.00	2,478,809	711,161
Parks, Recreation and Neighborhood Affairs				
PRNA16-1	Community Centers CSL/Programming Needs	0.00	79,411	0
PRNA16-2	Cascades Park Supplemental Funding	1.00	139,747	0
PRNA16-3	ASC Lost Found Coordinator/Intake Counselor	1.00	59,299	0
	Parks, Recreation and Neighborhood Affairs	2.00	278,457	0
Economic and Community Development				
262001A-001	Disparity Study	0.00	300,000	0
260103-001	Replacement Software for Permits Plus	0.00	55,804	0
262001-001	PRISM System Hosting	0.00	31,500	0
	Economic and Community Development	0.00	387,304	0
	Safety and Neighborhood Services	51.00	5,506,786	711,161

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Development and Transportation Services				
<u>Public Works</u>				
977	Addition of Two Equipment Operator II Positions	2.00	200,180	200,180
	Public Works	2.00	200,180	200,180
<u>Aviation</u>				
27DSL02FY	Reduce Budgeted Utilities-Electric	0.00	-44,928	-44,928
27ISL01FY	Reduce Budgeted Capitalized Wages	0.00	41,305	41,305
27ISL03FY	Reclass existing OPS Airport Operations Agent to Permanent Full-time	1.00	0	0
27ISL04FY	Reclass Existing OPS Airport Operating & Mechanical Systems Maintenance Technician to Permanent Full-time	1.00	8,908	8,052
	Aviation	2.00	5,285	4,429
	Development and Transportation Services	4.00	205,465	204,609

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Utility Services				
<u>Electric Utility</u>				
970	Electric System Operators-night shift to reduce OT & improve reliability	1.00	564	0
	Electric Utility	1.00	564	0
<u>Utility Services</u>				
37 ISL1601	New Year's Eve Celebration	0.00	10,000	0
37 ISL1603	Temporary Wages	0.00	200,000	0
	Utility Services	0.00	210,000	0
<u>Underground Utilities</u>				
35 RSL01	Transfer of position from Solid Waste to Underground Utilities	1.00	54,162	0
995	Lakes Monitoring and Stormwater Facilities management	0.00	182,661	0
999	Travel and Training and licensure expense increases	0.00	15,752	0
	Underground Utilities	1.00	252,575	0
	Utility Services	2.00	463,139	0
City-Wide Approved Service Level Changes Grand Total		59.00	6,474,224	940,774

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Charter and Executive Services				
<u>Treasurer-Clerk</u>				
1107	120301_OnBase Training Travel	0.00	13,500	0
	Treasurer-Clerk	0.00	13,500	0
<u>Environmental Policy and Energy Resources</u>				
520201	- 2 KTLCB Supplies	0.00	5,000	0
	Environmental Policy and Energy Resources	0.00	5,000	0
	Charter and Executive Services	0.00	18,500	0

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Administration and Management Services				
<u>Management and Administration</u>				
1086	Kronos Business Systems Analyst-Base Salary	0.00	65,062	0
1087	Temporary Wages Account Increase	0.00	14,059	0
1088	Kronos Business Systems Analyst-Position Benefits	0.00	16,266	0
1090	Additional Collective Bargaining Expenses with IAFF and PBA units	0.00	25,000	0
1127	ISS5Radio_Communications_Specialist	2.00	182,899	0
ISS3	Applications Developer WEB	1.00	100,550	0
ISS4	Radio Communications Specialist	1.00	90,740	0
OBP3	Grants Management Specialist	1.00	98,476	0
	Management and Administration	5.00	593,052	0
	Administration and Management Services	5.00	593,052	0

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Safety and Neighborhood Services				
Fire				
20PubEd	New Public Educator Position	1.00	132,498	0
	Fire	1.00	132,498	0
Police				
	TPD16SL2-Response to Violence and Increasing Crime (10 CSO Positions)	10.00	958,780	0
	TPD16SL2-Response to Violence and Increasing Crime (2 Investigators)	2.00	165,039	0
	TPD16SL2-Secondary Employment Program	1.00	81,648	64,550
	TPD16SL2-Replacement of Canine	0.00	10,000	0
	TPD16SL2-Replacement and Enhancement of Tactical Equipment	0.00	22,850	0
	TPD16SL2-Replacement of Forensic Equipment	0.00	5,600	0
	TPD16SL2-Replacement of Surveillance Equipment	0.00	9,400	0
	TPD16SL2-Replacement of Driver Training Equipment	0.00	2,700	0
	TPD16SL2-Investigative Technology Enhancements	0.00	10,849	0
	TPD16SL2-Property and Evidence Software	0.00	12,500	0
	TPD16SL4-Operating Impact- P1 Records Project	0.00	20,800	0
	Police	13.00	1,300,166	64,550
Economic and Community Development				
260101-001	Promise Zone Administration	1.00	104,388	0
	Economic and Community Development	1.00	104,388	0
	Safety and Neighborhood Services	15.00	1,537,052	64,550

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Development and Transportation Services				
<u>Public Works</u>				
973	Addition of Two Foreman II Positions	2.00	169,528	0
978	Sense of Place Project Maintenance Crew	4.00	276,340	0
	Public Works	6.00	445,868	0
<u>Planning</u>				
1024	New Principal Planner position	1.00	95,948	0
	Planning	1.00	95,948	0
	Development and Transportation Services	7.00	541,816	0

City of Tallahassee

Fiscal Year 2016 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2016 FTE	FY 2016 Expenditures	FY 2016 Revenues
Utility Services				
<u>StarMetro</u>				
28New1098	StarMetro Special Projects	0.00	671,923	0
28New1099	Southwood Express Vendor Contracts	0.00	125,000	0
28New1100	StarMetro Contract Increases	0.00	231,158	0
28New9141	Coach Operator - Special Transportation	4.00	232,448	0
28New9333	(PPT-OPS) Administrative Specialist I	1.00	12,086	0
9184	(PPT-OPS) Information Clerk/Cashier II	7.00	406,784	0
	StarMetro	12.00	1,679,399	0
<u>Utility Services</u>				
37 ISL1602	Utility Marketing Position	1.00	92,569	0
	Utility Services	1.00	92,569	0
	Utility Services	13.00	1,771,968	0
City-Wide Non-Approved Service Level Changes Grand Total		40.00	4,462,388	64,550

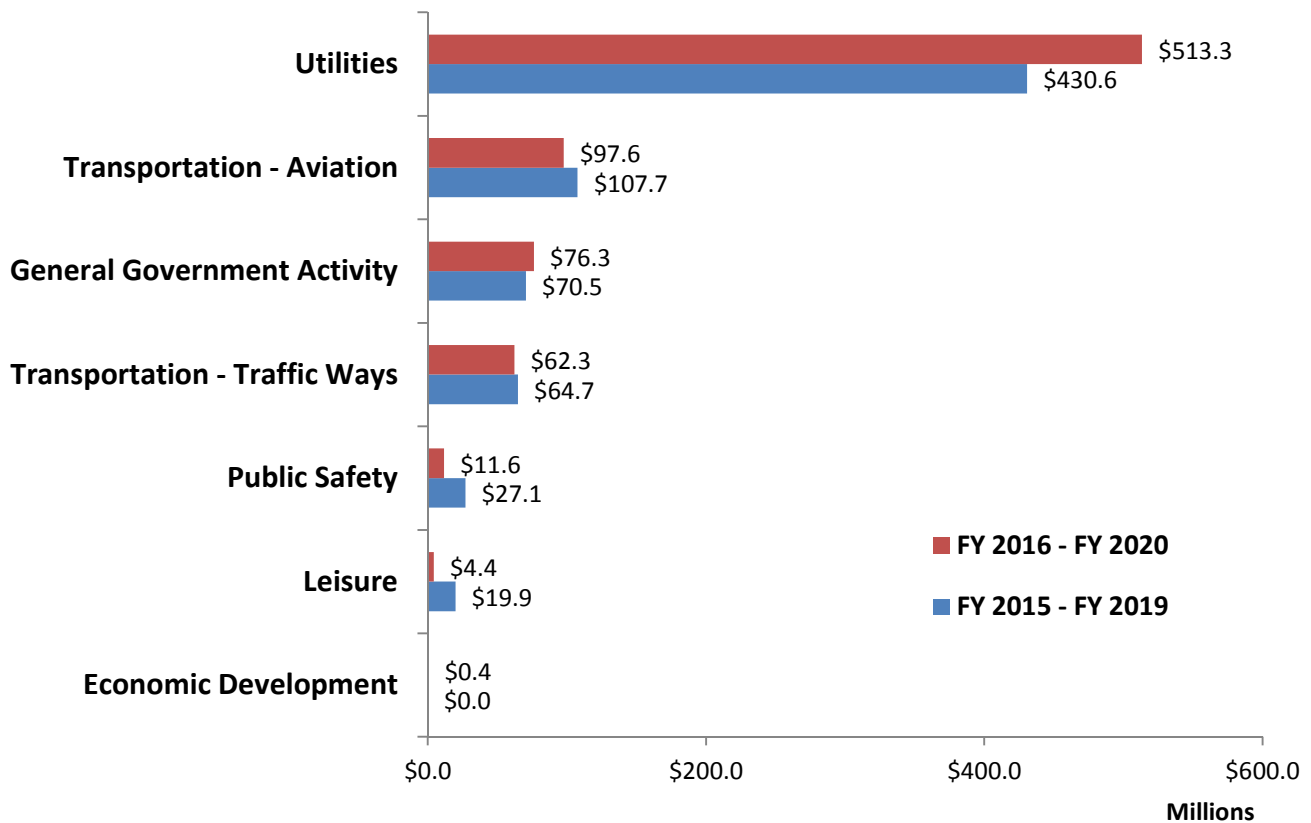
**City of Tallahassee
Fiscal Year 2016 Approved Budget**

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

Organization	FY 2015 Approved	FY 2016 Proposed	FY 2016 Approved
<u>Cultural</u>			
Cultural Resources Commission:	42,231	42,231	42,231
Cultural Grant Administration	61,697	61,697	61,697
Cultural Grant Program*	403,338	403,338	0
Arts In Public Places	40,108	40,108	40,108
Cultural Plan (Economic Development)	48,000	48,000	48,000
Subtotal	595,374	595,374	192,036
<u>Social Services</u>			
Juvenile Assessment and Receiving Center	75,000	75,000	75,000
Social Services Grant Program	964,425	1,407,076	1,407,076
Hope Community	135,575	135,575	135,575
Project Whole Child	38,800	38,800	63,800
Domestic Violence Coordinating Council	19,400	19,400	19,400
Low Income Pool/Trauma Center	50,000	25,000	25,000
Leon County Mental Health Court	30,000	30,000	30,000
Community Neighborhood Renaissance	10,000	10,000	10,000
Status of Women and Girls	20,000	20,000	20,000
Florida Veterans Foundation, Inc.	0	10,000	10,000
Honor Flight	0	10,000	10,000
Gun Violence Initiative	0	0	100,000
Legal Services of North Florida	0	0	50,000
To The Village Square	0	0	20,000
United Partners for Human Services	0	0	40,000
Subtotal	1,343,200	1,780,851	2,015,851
<u>Economic Development</u>			
Downtown Improvement Authority	15,000	15,000	15,000
Economic Development Investment	22,500	22,500	22,500
Qualified Target Industries	6,525	6,525	6,525
Economic Development Council	115,000	115,000	174,500
Capital City Chamber of Commerce	9,700	9,700	9,700
Economic Development Incentive	52,500	52,500	52,500
Civic Center Rebate	60,000	60,000	60,000
Knight Creative Communications Institute	14,000	0	0
Subtotal	295,225	281,225	340,725
<u>Historic Preservation</u>			
Tallahassee Trust for Historic Preservation	80,000	80,000	80,000
John Gilmore Riley Center/Museum of African American History & Culture	29,488	29,488	29,488
Subtotal	109,488	109,488	109,488
<u>Environmental</u>			
Be The Solution	35,750	0	0
Subtotal	35,750	0	0
GRAND TOTAL	2,379,037	2,766,938	2,658,100

* Per the interlocal agreement dated 12-10-14 between the City and County, the Grant Program will be funded through the Tourist Development Tax.

**2016 to 2020 Historical and Projected
 Capital Project Expenditures
 (in millions)**



General Government Activities - \$13.1 million is budgeted in this category in FY 2016 for projects that support: replacement of vehicles, security improvements, network infrastructure upgrades, renovations to various buildings, animal shelter improvements, server upgrades, water and sewer system charge and tap fee waivers and the environmental compliance and remediation program.

Leisure - Leisure activities support parks and recreation facilities improvements and includes \$878,000 in projects in FY 2016, including new lighting at ball fields and tennis courts.

Public Safety - \$3.8 million is budgeted in FY 2016 for Public Safety, which includes: improvements and renovations to police facilities, police vehicle replacement, police body cameras, maintenance of fire hydrants, network infrastructure improvements and facilities improvements.

Transportation - Traffic Ways - \$13.9 is budgeted for traffic ways in FY 2016, which includes: \$5 million for FAMU Way, \$3.9 million for street resurfacing, in addition to funding for storm drain infrastructure, residential sidewalks and bike/pedestrian improvements, traffic management system infrastructure and other retrofits and improvements.

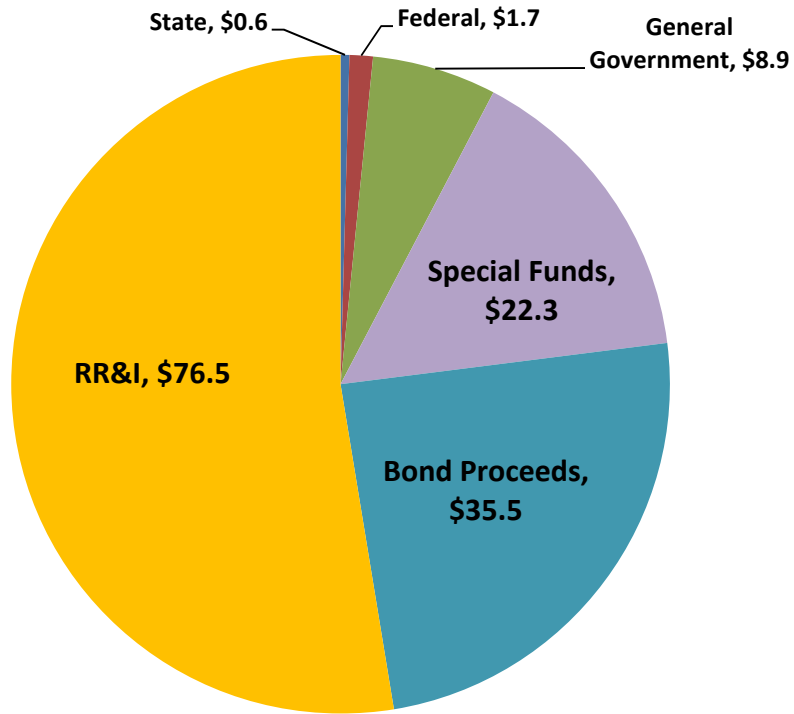
Transportation - Aviation Mass Transit - \$4.4 million is budgeted in FY 2016 for Aviation, which includes air service improvements, terminal modernization, security checkpoint improvements, an update to the master plan, as well as other facility improvements.

Utilities - \$109.3 million is budgeted in FY 2016 for Utilities, which includes the following significant projects: \$20 million for an electric distributed generation, \$5.9 million for electric distribution upgrades and modifications, \$4.8 million for residential and commercial energy conservation and \$4.7 for water distribution.

Overview of Capital Funding Sources

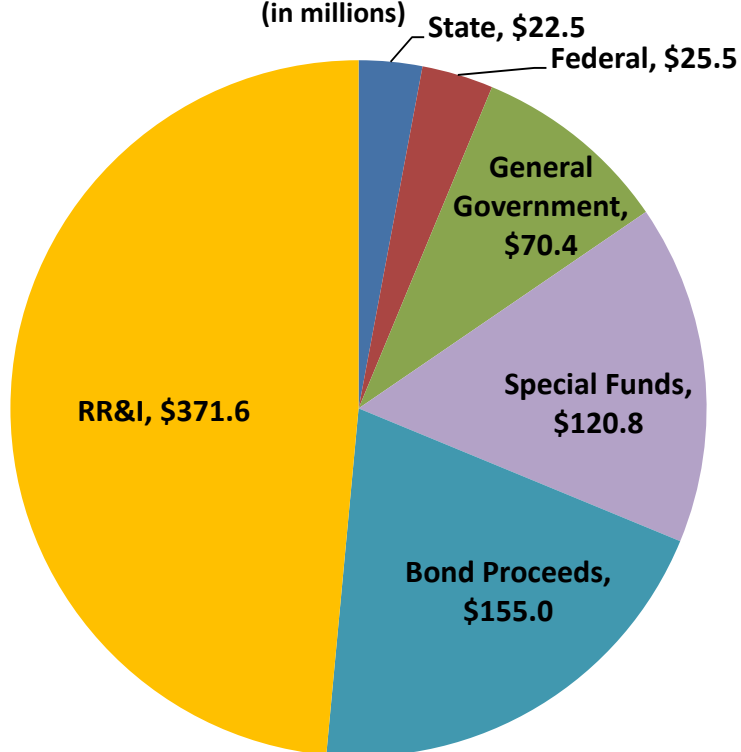
FY 2016

(in millions)



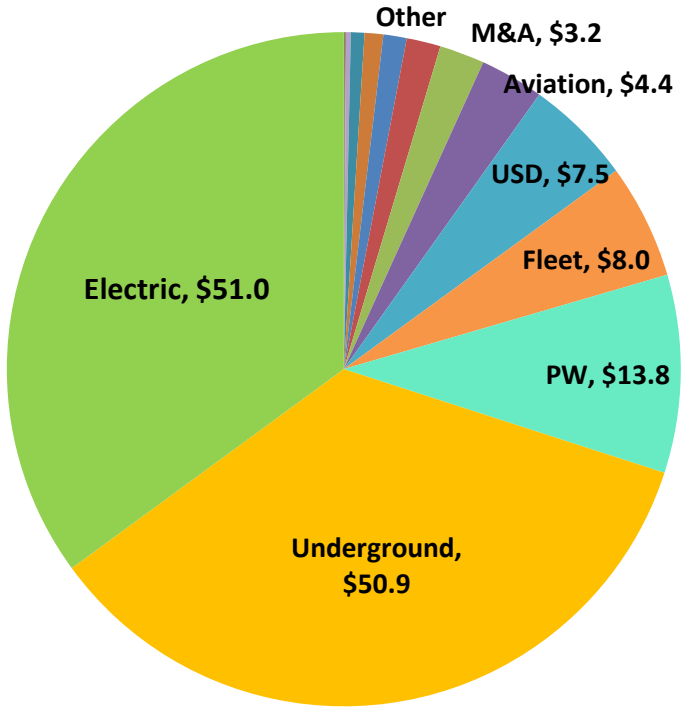
FY 2016 - FY 2020

(in millions)

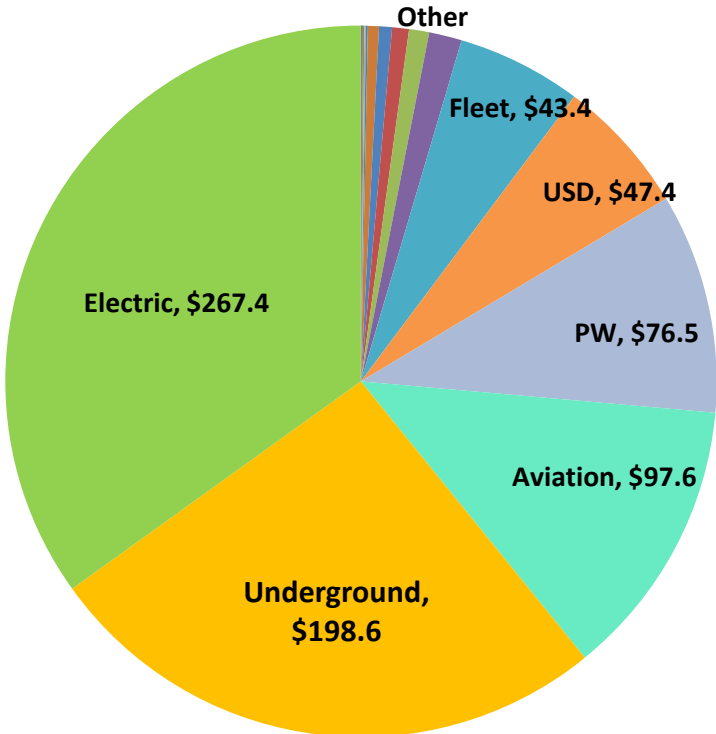


Overview of Capital Funding Uses

FY 2016
(in millions)



FY 2016 - FY 2020
(in millions)



City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget

Appropriation Summary

Funding Source	FY 2016	Non-Appropriated Programmed CIP Funding				5 Year Total
	Budget	FY 2017	FY 2018	FY 2019	FY 2020	
Bond Proceeds						
Electric 2010 Bonds	11,867,000	12,845,000	12,635,000	19,255,000	20,340,000	76,942,000
General Government Future Bonds	6,867,850	10,199,950	1,041,000	80,000	500,000	18,688,800
Internal Loan Fund-Fire RR&I	50,000	50,000	550,000	50,000	50,000	750,000
Internal Loan Fund-General Government	0	0	0	0	100,000	100,000
Sewer Future CUSB	11,078,050	3,585,000	3,709,700	3,895,500	4,091,000	26,359,250
Water Future CUSB	5,625,000	9,165,000	8,037,000	4,568,000	4,806,000	32,201,000
Source Total	35,487,900	35,844,950	25,972,700	27,848,500	29,887,000	155,041,050

Federal Funds

Department of Justice	300,000	0	0	0	0	300,000
Federal Aviation Administration	1,374,750	8,662,500	6,120,000	4,500,000	4,554,000	25,211,250
Source Total	1,674,750	8,662,500	6,120,000	4,500,000	4,554,000	25,511,250

General Government

2005 Sales Tax	1,229,000	4,257,750	4,426,950	4,694,200	3,472,050	18,079,950
2020 Sales Tax	0	0	0	0	8,200,000	8,200,000
Gas Tax	2,889,700	2,802,600	3,168,000	3,153,800	3,593,350	15,607,450
Gas Tax Undesignated Balance	1,000,000	0	0	0	0	1,000,000
General Government Capital Improvement Fund - GGCI	2,723,283	2,808,208	5,813,000	6,483,950	6,319,500	24,147,941
General Government Capital Project Account - GGCPA	699,800	300,000	800,000	900,000	150,000	2,849,800
Revenue Collection	335,000	50,000	50,000	50,000	0	485,000
Source Total	8,876,783	10,218,558	14,257,950	15,281,950	21,734,900	70,370,141

Renewal, Replacement & Improvement Funds (RR&I)

Airport RR&I	1,491,375	2,215,000	1,805,000	1,605,000	1,898,000	9,014,375
Electric RR&I	37,600,000	28,400,000	34,949,000	58,328,000	23,635,000	182,912,000
Electric RRI Undesignated Balance	1,298,000	7,058,000	2,298,000	298,000	298,000	11,250,000
Fire RR&I	1,247,500	1,247,500	1,247,500	1,247,500	1,247,500	6,237,500
Gas RR&I	1,806,450	1,862,250	1,890,600	1,918,950	1,976,519	9,454,769
Gas RR&I Undesignated Balance	2,047,500	3,137,150	2,272,250	1,840,250	1,750,056	11,047,206
Information Sys Svcs RR&I	2,900,000	2,250,000	1,750,000	1,750,000	1,750,000	10,400,000
Sewer RR&I	2,060,450	5,943,500	5,943,500	5,943,500	5,943,500	25,834,450
Sewer RR&I Undesignated Balance	4,032,500	7,210,175	4,638,771	4,238,250	4,358,250	24,477,946
Stormwater RR&I	1,250,000	0	0	0	0	1,250,000
Stormwater RR&I Undesignated Balance	13,961,000	9,192,150	8,985,900	5,315,450	5,059,400	42,513,900
Water RR&I	2,360,000	3,800,000	3,800,000	3,800,000	3,800,000	17,560,000
Water RR&I Undesignated Balance	4,421,850	6,073,250	3,588,750	2,770,850	2,834,850	19,689,550
Source Total	76,476,625	78,388,975	73,169,271	89,055,750	54,551,075	371,641,696

City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget

Appropriation Summary

Funding Source	FY 2016 Budget	<i>Non-Appropriated Programmed CIP Funding</i>				5 Year Total
	FY 2017	FY 2018	FY 2019	FY 2020		
<u>Special Funds</u>						
Accounts Receivable	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
Deficiencies Fund	905,625	150,000	150,000	150,000	150,000	1,505,625
Energy Conservation Fund - Capital Funds	4,825,000	4,825,000	4,825,000	4,825,000	4,825,000	24,125,000
Fleet Reserve Fund	8,000,000	9,100,000	9,600,000	9,100,000	7,600,000	43,400,000
Passenger Facility Charge	940,000	3,571,250	1,090,000	800,000	400,000	6,801,250
Private Investment Funds	0	2,850,000	17,900,000	5,000,000	125,000	25,875,000
Sewer System Charge	4,567,300	603,200	640,000	1,158,000	1,216,000	8,184,500
Solid Waste Rate Stabilization Reserve	213,950	1,173,950	373,950	53,950	53,950	1,869,750
StarMetro Accounts Receivable	50,000	50,000	50,000	50,000	50,000	250,000
Water System Charge	1,258,000	0	0	0	0	1,258,000
Source Total	22,259,875	23,823,400	36,128,950	22,636,950	15,919,950	120,769,125
<u>State Funds</u>						
Florida Department of Transportation - Aviation	626,375	4,381,250	4,340,000	6,250,000	6,918,000	22,515,625
Source Total	626,375	4,381,250	4,340,000	6,250,000	6,918,000	22,515,625
Total Funding	145,402,308	161,319,633	159,988,871	165,573,150	133,564,925	765,848,887

City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget

Appropriation Summary

Expenditures	FY 2016 Budget	<i>Non-Appropriated Programmed CIP Funding</i>				5 Year Total
		FY 2017	FY 2018	FY 2019	FY 2020	
Aviation	4,432,500	21,680,000	31,255,000	18,155,000	22,095,000	97,617,500
Communications	0	0	150,000	150,000	150,000	450,000
Economic and Community Development	50,000	150,000	150,000	150,000	150,000	650,000
Electric Utility	50,967,000	42,745,000	49,084,000	79,083,000	45,475,000	267,354,000
Executive Services	1,624,133	1,797,958	1,941,000	250,000	250,000	5,863,091
Fire	1,297,500	1,297,500	1,797,500	1,297,500	1,297,500	6,987,500
Fleet Management	8,000,000	9,100,000	9,600,000	9,100,000	7,600,000	43,400,000
Management and Administration	3,150,000	2,450,000	1,950,000	1,950,000	1,950,000	11,450,000
Parks, Recreation and Neighborhood Affairs	953,000	878,000	878,000	878,000	878,000	4,465,000
Planning	50,000	100,000	100,000	100,000	50,000	400,000
Police	2,369,425	185,000	185,000	935,000	185,000	3,859,425
Public Works	13,793,700	19,248,700	15,129,850	14,563,400	13,800,300	76,535,950
StarMetro	50,000	50,000	50,000	50,000	50,000	250,000
Treasurer-Clerk	335,000	50,000	50,000	50,000	100,000	585,000
Underground Utilities	50,855,050	42,112,475	38,193,521	33,386,250	34,059,125	198,606,421
Utility Services	7,475,000	19,475,000	9,475,000	5,475,000	5,475,000	47,375,000
Total Expenditures	145,402,308	161,319,633	159,988,871	165,573,150	133,564,925	765,848,887



**Debt Policy Analysis
Capital Budget 2016
Capital Improvement Program 2016-2020**

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

Debt Programs:

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

Policy Goals:

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

Debt Targets:

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

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

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

Debt Policy Analysis
Capital Budget 2016
Capital Improvement Program 2016-2020

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

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

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

CONCLUSION: The city's debt policy establishes a series of criteria with which to monitor the impact and extent of capital debt issuance and capital financing. All projects presented in planned future bond issues comply with this policy.

City of Tallahassee
Fiscal Year 2016 Approved Budget

Schedule of Debt Service
(in thousands)
for the period ending September 30, 2015

Description	Outstanding Balance	Maturity Date	FY 16 Principal	FY 16 Interest	FY 17 Principal	FY 17 Interest	FY 18 Principal	FY 18 Interest
Governmental Activities:								
Capital Bonds, Series 2008	\$ 2,645	10/01/16	\$ 1,345	\$ 46	\$ -	\$ -	\$ -	\$ -
Capital Bonds, Series 2009	4,871	10/01/31	456	155	473	138	491	120
Capital Bonds, Series 2012	41,779	10/01/24	3,166	1,862	3,807	1,736	3,726	1,583
Capital Bonds, Series 2014	40,225	10/01/34	1,045	1,856	2,030	1,824	1,215	1,784
	<u>89,520</u>		<u>6,012</u>	<u>3,918</u>	<u>6,311</u>	<u>3,697</u>	<u>5,432</u>	<u>3,487</u>
Business-Type Activities:								
<u>Loans</u>								
AMI Loan #1	27,298	10/01/24	2,366	964	2,460	870	2,558	772
AMI Loan #2	1,644	10/01/18	402	53	421	35	437	15
	<u>28,941</u>		<u>2,768</u>	<u>1,017</u>	<u>2,881</u>	<u>905</u>	<u>2,995</u>	<u>787</u>
<u>Proprietary Revenue Bonds</u>								
Capital Bonds, Series 2009	14,614	10/01/31	1,379	468	1,432	416	1,484	362
Capital Bonds, Series 2012	1,841	10/01/24	139	82	168	76	164	70
Energy System, Series 1998 A	5,240	10/01/15	-	-	-	-	-	-
Energy System Refunding, Series 2001	2,005	10/01/16	1,005	55	-	-	-	-
CUSB Refunding Revenue Bonds, Series 2001	9,520	10/01/19	1,800	430	1,900	331	2,000	226
CUSB Refunding Revenue Bonds, Series 2005	15,545	10/01/30	-	753	-	753	-	753
Energy System Revenue, Series 2005	110,340	10/01/35	3,325	5,220	3,490	5,057	3,655	4,891
Energy System Revenue, Series 2007	185,270	10/01/37	3,165	9,105	3,315	8,947	3,485	8,781
CUSB Refunding Revenue Bonds, Series 2007	155,540	10/01/37	4,020	7,438	4,220	7,237	4,430	7,026
Energy System Revenue, Series 2010	77,845	10/01/28	5,380	3,777	5,610	3,558	5,850	3,308
Energy System Revenue, Series 2010A	42,460	10/01/26	215	1,676	220	1,671	230	1,665
Energy System Revenue, Series 2010B	122,280	10/01/40	-	7,299	-	7,299	-	7,299
Energy System Revenue, Series 2010C	32,200	10/01/29	1,735	1,472	1,815	1,385	1,885	1,313
Energy System Revenue, Series 2011	3,388	10/01/19	23	80	1,084	79	1,116	54
CUSB Revenue Bonds, Series 2010A	24,105	10/01/40	-	1,253	-	1,253	-	1,253
CUSB Revenue Bonds, Series 2010A	92,910	10/01/40	-	4,831	-	4,831	-	4,831
CUSB Revenue Bonds, Series 2010B	5,164	10/01/26	231	227	243	216	248	211
CUSB Revenue Bonds, Series 2010B	20,656	10/01/26	924	909	972	862	992	843
CUSB Revenue Bonds, Series 2015	44,255	10/01/35	300	2,163	350	2,148	400	2,130
Total Proprietary Revenue Bonds	<u>965,178</u>		<u>23,641</u>	<u>47,239</u>	<u>24,818</u>	<u>46,120</u>	<u>25,939</u>	<u>45,016</u>
Total Business-Type Activities	<u>994,119</u>		<u>26,409</u>	<u>48,257</u>	<u>27,699</u>	<u>47,024</u>	<u>28,934</u>	<u>45,803</u>
Total Debt Service	<u>\$ 1,083,639</u>		<u>\$ 32,421</u>	<u>\$ 52,175</u>	<u>\$ 34,010</u>	<u>\$ 50,722</u>	<u>\$ 34,366</u>	<u>\$ 49,289</u>

City of Tallahassee
Fiscal Year 2016 Approved Budget

Schedule of Debt Service
(in thousands)
for the period ending September 30, 2015

Description	Outstanding Balance	Maturity Date	FY 19 Principal	FY 19 Interest	FY 20 Principal	FY 20 Interest	Total Principal	Total Interest
Governmental Activities:								
Capital Bonds, Series 2008	\$ 2,645	10/01/16	\$ -	\$ -	\$ -	\$ -	\$ 1,345	\$ 46
Capital Bonds, Series 2009	4,871	10/01/31	230	106	239	98	1,889	616
Capital Bonds, Series 2012	41,779	10/01/24	4,827	1,397	5,062	1,161	20,588	7,738
Capital Bonds, Series 2014	40,225	10/01/34	1,400	1,747	1,470	1,677	7,160	8,887
	<u>89,520</u>		<u>6,457</u>	<u>3,250</u>	<u>6,771</u>	<u>2,935</u>	<u>30,981</u>	<u>17,288</u>
Business-Type Activities:								
<u>Loans</u>								
AMI Loan #1	27,298	10/01/24	2,660	670	2,766	564	12,811	3,840
AMI Loan #2	1,644	10/01/18	-	-	-	-	1,259	103
	<u>28,941</u>		<u>2,660</u>	<u>670</u>	<u>2,766</u>	<u>564</u>	<u>14,070</u>	<u>3,943</u>
<u>Proprietary Revenue Bonds</u>								
Capital Bonds, Series 2009	14,614	10/01/31	695	322	721	295	5,711	1,864
Capital Bonds, Series 2012	1,841	10/01/24	213	62	223	51	907	341
Energy System, Series 1998 A	5,240	10/01/15	-	-	-	-	-	-
Energy System Refunding, Series 2001	2,005	10/01/16	-	-	-	-	1,005	55
CUSB Refunding Revenue Bonds, Series 2001	9,520	10/01/19	2,110	116	-	-	7,810	1,102
CUSB Refunding Revenue Bonds, Series 2005	15,545	10/01/30	-	753	1,105	753	1,105	3,764
Energy System Revenue, Series 2005	110,340	10/01/35	3,840	4,708	4,010	4,540	18,320	24,418
Energy System Revenue, Series 2007	185,270	10/01/37	3,645	8,607	3,825	8,425	17,435	43,865
CUSB Refunding Revenue Bonds, Series 2007	155,540	10/01/37	4,655	6,805	4,885	11,971	22,210	40,478
Energy System Revenue, Series 2010	77,845	10/01/28	6,135	3,036	6,435	2,730	29,410	16,409
Energy System Revenue, Series 2010A	42,460	10/01/26	235	1,658	240	1,651	1,140	8,321
Energy System Revenue, Series 2010B	122,280	10/01/40	-	7,299	-	7,299	-	36,494
Energy System Revenue, Series 2010C	32,200	10/01/29	1,980	1,218	3,325	1,119	10,740	6,507
Energy System Revenue, Series 2011	3,388	10/01/19	1,142	27	-	-	3,365	240
CUSB Revenue Bonds, Series 2010A	24,105	10/01/40	-	1,253	-	1,253	-	6,267
CUSB Revenue Bonds, Series 2010A	92,910	10/01/40	-	4,831	-	4,831	-	24,155
CUSB Revenue Bonds, Series 2010B	5,948	10/01/26	258	201	490	193	1,470	1,047
CUSB Revenue Bonds, Series 2010B	23,791	10/01/26	1,032	803	1,960	772	5,880	4,190
CUSB Revenue Bonds, Series 2015	44,255	10/01/35	450	2,110	1,895	2,088	3,395	10,639
Total Proprietary Revenue Bonds	<u>969,097</u>		<u>26,390</u>	<u>43,810</u>	<u>29,114</u>	<u>47,972</u>	<u>129,904</u>	<u>230,156</u>
Total Business-Type Activities	<u>998,038</u>		<u>29,050</u>	<u>44,480</u>	<u>31,881</u>	<u>48,536</u>	<u>143,974</u>	<u>234,099</u>
Total Debt Service	<u>\$ 1,087,558</u>		<u>\$ 35,507</u>	<u>\$ 47,730</u>	<u>\$ 38,651</u>	<u>\$ 51,471</u>	<u>\$ 174,955</u>	<u>\$ 251,387</u>

City of Tallahassee
Fiscal Year 2016 Approved Budget
Schedule of Capital Fund Balances
As of June 30, 2015
(unaudited)

Fund #	Fund Name	Total As Of 10/01/14	Total as of 06/30/15	Available as of 06/30/15
GENERAL GOVERNMENT				
105	Affordable Housing Fund	3,029,045	3,071,253	1,332,596
106	SHIP Program	3,743	(145,580)	23,942
107	HOME Program	242,907	(240,251)	17,971
110	Law Enforcement Fund - State	351,432	380,185	188,986
111	Police Second Dollar Funding	198,903	162,992	118,561
113	Law Enforcement Fund - Federal	113,918	90,589	80,615
170	Concurrency - District 1 NE - Road	237,437	256,381	256,381
171	Concurrency - District 1 NE - Multi Modal	389,447	397,737	397,737
172	Concurrency - District 2 SE - Road	952,293	1,037,762	1,037,762
173	Concurrency - District 2 SE - Multi Modal	132,303	152,531	152,531
174	Concurrency - District 3 SW - Road	458,401	463,338	189,352
175	Concurrency - District 3 SW - Multi Modal	76,199	77,020	42,656
176	Concurrency - District 4 NW - Road	195,754	217,371	217,371
177	Concurrency - District 4 NW - Multi Modal	44	4,922	0
178	Concurrency - Central - FAMU Way	140,725	144,964	144,964
179	Concurrency - Central - Multi Modal	1,039,345	1,026,746	460,859
300	Capital Improvement	15,727,247	14,949,645	1,261,119
301	Sales Tax Construction	4,661,771	3,225,608	22,384
302	Gas Tax Construction	7,319,161	6,528,879	1,054,476
304	Sales Tax Extension Construction	9,429,089	10,360,755	(2,104,753)
312	2004 Capital Bonds Construction	1,472,985	1,018,672	137,366
315	Future Capital Bonds Construction	23,983,718	17,902,778	(1,191,845)
320	Street Paving Fund	301,539	305,241	171,731
	Total General Government Funds	70,457,406	61,389,536	4,012,763
FIRE				
131	Fire Service Construction	882,531	926,214	644,031
132	Fire Service Bonds Construction	3,582,586	1,130,416	(504,792)
	Total Fire Funds	4,465,117	2,056,630	139,240
ELECTRIC				
401	RR&I	110,643,143	117,114,420	79,404,797
412	Revenue Bond Construction - 98A	42,821	42,821	42,821
416	AMI Capital Lease Construction	(972,777)	(984,734)	(1,640,638)
422	Revenue Bond Construction - 98B	-	-	-
423	Future Revenue Bond Construction	32,686,569	22,766,448	(52,348,422)
425	05 Electric System Revenue Bonds Construction	179,671	179,671	(402,772)
	Total Electric Funds	142,579,427	139,118,626	25,055,786

City of Tallahassee
Fiscal Year 2016 Approved Budget

Schedule of Capital Fund Balances

As of June 30, 2015
(unaudited)

Fund #	Fund Name	Total As Of 10/01/14	Total as of 06/30/15	Available as of 06/30/15
ENERGY CONSERVATION				
403	Conservation - Residential Loans	9,847,222	10,160,371	2,409,881
413	Conservation - Commercial Loans	1,778,096	1,804,364	1,559,676
414	Conservation - Capital Projects	361,094	364,979	238,919
	Total Energy Conservation Funds	11,986,412	12,329,714	4,208,476
GAS				
431	RR&I	7,503,636	6,935,840	5,493,349
447	AMI Capital Lease Construction	327,534	322,694	(60,580)
453	Future Gas System Revenue Bonds	(1,256,228)	(1,363,378)	(1,408,315)
	Total Gas Funds	6,574,942	5,895,155	4,024,454
WATER				
461	RR&I	8,988,475	7,691,384	4,448,860
462	AMI Capital Lease Construction	2,017,764	2,037,267	76,176
463	System Charge	833,171	1,016,065	883,455
479	Water CUSR B Construction	9,210,966	5,586,979	(16,196,404)
	Total Water Funds	21,050,375	16,331,694	(10,787,913)
SEWER				
501	RR&I	18,132,736	13,241,654	1,872,953
503	System Charge	8,256,625	8,617,239	5,332,507
529	Sewer CUSR B Construction	5,682,822	(628,801)	(17,423,668)
	Total Sewer Funds	32,072,183	21,230,092	(10,218,208)
AIRPORT				
541	RR&I	5,075,605	4,127,976	2,745,669
543	Grant Construction	1,435,372	161,164	-
	Total Airport Funds	6,510,977	4,289,139	2,745,669
OTHER FUNDS				
581	StarMetro Grant Construction	3,045,616	141,119	0
601	Solid Waste RR&I Construction	205,349	168,494	145,720
606	Stormwater RR&I Construction	51,768,209	49,344,844	12,076,352
607	Stormwater Redevelopment	3,619,461	3,976,244	-
616	Golf Course RR&I	475,925	480,918	476,308
706	ISS RR&I	2,224,844	1,465,203	448,300
716	Vehicle Replacement Reserve	5,820,913	5,392,527	2,032,650
756	Utility Services Construction	2,516,711	2,538,236	1,584,561
	Total Other Funds	69,677,027	63,507,586	16,763,891
TOTAL ALL FUNDS		365,373,866	326,148,173	35,944,156

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Charter and Executive Services

Communications

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Communications Equipment							
Funding for WCOT broadcast and PIO Public Relations, Community Outreach and Web Development equipment purchases.							
<u>Operating Budget Impact</u>							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<u>Funding Source</u>							
General Government Capital Project Account - GGC	0	0	0	150,000	150,000	150,000	450,000
Total Funding	0	0	0	150,000	150,000	150,000	450,000
Total Communications	0	0	0	150,000	150,000	150,000	450,000

Executive Services

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Animal Shelter HVAC Repairs							
This project is for HVAC repairs at the Animal Shelter. Per the approval of the City and County Commission, the County has already agreed to provide the funding for their portion. The County's portion for FY16 is \$76,286 and \$38,035 for FY17.							
<u>Operating Budget Impact</u>							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
<u>Funding Source</u>							
General Government Capital Improvement Fund - GGC	0	156,283	80,108	0	0	0	236,391
Total Funding	0	156,283	80,108	0	0	0	236,391

City Hall Cooling Towers

The current towers cannot handle the 300 tons of chilled water units and design of the building did not factor in the increased demands experienced in recent years. Consequently, problems occur when chillers operate at full capacity. The towers will need to be replaced to operate at maximum efficiency. Current estimates envision the use of helicopters to remove the old towers and replace them with new towers.

Operating Budget Impact

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

Funding Source

General Government Capital Project Account - GGC	0	0	300,000	650,000	0	0	950,000
Total Funding	0	0	300,000	650,000	0	0	950,000

City Hall Heating for First Floor

The original design of the building does not permit the current HVAC system to properly heat the first floor, with constant operation of the front doors. This project will install equipment necessary to ensure heating of the first floor area.

Operating Budget Impact

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

Funding Source

General Government Capital Improvement Fund - GGC	0	50,000	0	0	0	0	50,000
Total Funding	0	50,000	0	0	0	0	50,000

City Hall Master Project

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

Operating Budget Impact

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

Funding Source

General Government Capital Improvement Fund - GGC	175,000	250,000	250,000	250,000	250,000	250,000	1,250,000
Total Funding	175,000	250,000	250,000	250,000	250,000	250,000	1,250,000

City Hall Parking Garage Waterproofing & Structural Repairs

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Charter and Executive Services

Executive Services

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
<p>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 into the garage during heavy rain storms, funding was requested in FY14 to analyze, evaluate and prepare design documents for the repairs and possible membrane replacement. The evaluation, to date, shows that most of the leaks are at the perimeter of the garage, however completion of the evaluation (study) by the end of FY 2015, will determine if a new membrane will be needed. Design drawings will be developed and construction work will be bid out and started in FY 2016.</p> <p>Operating Budget Impact</p> <p>There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p> <p>Funding Source</p>							
General Government Capital Improvement Fund - GI	175,000	0	0	0	0	0	0
General Government Future Bonds	0	1,167,850	1,167,850	1,041,000	0	0	3,376,700
Total Funding	175,000	1,167,850	1,167,850	1,041,000	0	0	3,376,700
Total Executive Services	350,000	1,624,133	1,797,958	1,941,000	250,000	250,000	5,863,091

Treasurer-Clerk

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Citywide Records Management System							
<p>The city's records management system is used to store and retrieve active and inactive official records of the City government. This system allows staff electronic access to documents created or maintained by city departments. In addition, the system reduces the number of items retained in hardcopy format. Project 05078 received new CIP funding of \$150,000 during FY2014 to allow for the acquisition of updated software and/or replacement of aging hardware. A contract was executed for the replacement of the existing EMC-brand system with a new "OnBase" platform from Hyland Software. The balance of the CIP project funding will be used to convert the current 10+ million documents to the new OnBase system, professional services for installation and configuration of the new software and hardware, and for other initial expenses related to the new software platform. In addition, this project will fund the replacement of scanning equipment utilized by the Records Division which is nearing its end of useful life. Funding, in the amount of \$200,000 was placed in FY2020. The new system, OnBase, is moving forward and the need has come to purchase licensing before FY2020. Therefore, the need to divide funding over the next 5yrs at \$50,000 per fiscal year.</p> <p>Operating Budget Impact</p> <p>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> <p>Funding Source</p>							
Revenue Collection	771,648	50,000	50,000	50,000	50,000	0	200,000
Total Funding	771,648	50,000	50,000	50,000	50,000	0	200,000

e-Payment Solutions

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

Operating Budget Impact

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

Funding Source

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

Riskmaster Claim Admin Software Upgrade

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

Operating Budget Impact

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

Funding Source

Revenue Collection	0	0	0	0	0	0	0
Internal Loan Fund-General Government	100,000	0	0	0	0	100,000	100,000
Total Funding	100,000	0	0	0	0	100,000	100,000

Security Cameras

City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary

Charter and Executive Services

Treasurer-Clerk

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
<p>This CIP project will place six (6) cameras over the six (6) Revenue Cashiers. The cameras are needed to deter theft and robbery. Also, the cameras can be used to prove the amount of funds given to a Cashier by a customer. All six (6) cameras will be located in the Revenue Division at 435 N Macomb Street, Tallahassee, FL. The estimated completion of the project is approximately 60 days after the order is placed.</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.							
<u>Funding Source</u>							
Revenue Collection		0	20,000	0	0	0	20,000
Total Funding		0	20,000	0	0	0	20,000
Total Treasurer-Clerk	1,071,648	335,000	50,000	50,000	50,000	100,000	585,000
Total Charter and Executive Services	1,421,648	1,959,133	1,847,958	2,141,000	450,000	500,000	6,898,091

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Administration and Management Services

Management and Administration

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Applications and Database Upgrades								
The City of Tallahassee adopted various enterprise solutions in 1999 by implementing various citywide applications including Oracle as the database agent of choice and PeopleSoft for standardized financials, HR, payroll and utility billing services. Upgrades are required to stay current with applications and maintain functionality of the systems. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.								
<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.								
<u>Funding Source</u>								
Information Sys Svcs RR&I		500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
Total Funding		500,000	500,000	500,000	500,000	500,000	500,000	2,500,000

Brocade SAN Switch Replacement

Brocade SAN Switch Replacement - Upgrade the current Brocade SAN storage switch. The switch is 10 years old and end of life and maintenance runs out in FY2016. This switch provides all connectivity from the servers, both physical and virtual, to the EMC/Whiptail storage arrays in the City Hall computer room.

Operating Budget Impact

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

Funding Source

Information Sys Svcs RR&I		0	150,000	0	0	0	0	150,000
Total Funding		0	150,000	0	0	0	0	150,000

CDA Storage and Virtual Server

CDA - Storage and Virtual Server - Necessary storage required by the Consolidated Dispatch Agency for email and file shares. This was not originally included because of not knowing what was required for the agency to be operational.

Operating Budget Impact

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

Funding Source

Information Sys Svcs RR&I		385,850	150,000	150,000	150,000	150,000	150,000	750,000
Total Funding		385,850	150,000	150,000	150,000	150,000	150,000	750,000

City Building Computer Wiring Upgrades

This recurring project provides for upgrading wiring within city government buildings to meet requirements for high-speed data transport, video teleconferencing, and video training services to desktop computers and telephone devices. The project also provides for a migration from the present wiring infrastructure to meet requirements of city users. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

Funding Source

Information Sys Svcs RR&I		50,000	50,000	50,000	50,000	50,000	50,000	250,000
Information Sys Svcs RR&I Undesignated Balance		0	0	0	0	0	0	0
Total Funding		50,000	50,000	50,000	50,000	50,000	50,000	250,000

Cityworks Enterprise Asset Management System

Cityworks is an enterprise wide work order and asset management system for managing assets such as facilities, utilities, Public Works cemeteries, airport and parks infrastructure. The system will integrate with Digitally and is built upon the Geographic Information System investment.

Operating Budget Impact

After implementation, annual maintenance for hardware, software and licensing will be added to ISS operating budget city-wide.

Funding Source

Information Sys Svcs RR&I		0	350,000	0	0	0	0	350,000
Total Funding		0	350,000	0	0	0	0	350,000

Emergency Preparedness Work Orders

This master project is utilized to open individual work orders for departments to use during city emergencies. Funding from the Deficiencies Fund is allocated for this master project. Annual appropriations that are not expended prior to the hurricane season (November 30) will be returned to the fund balance after the end of hurricane season.

Operating Budget Impact

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

Funding Source

Deficiencies Fund		150,000	150,000	150,000	150,000	150,000	150,000	750,000
Total Funding		150,000	150,000	150,000	150,000	150,000	150,000	750,000

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Administration and Management Services

Management and Administration

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Microsoft Office "365"								
Microsoft Office 365 is a subscription service giving City users access to email, calendar, contacts, and Office desktop applications from virtually anywhere across multiple devices. City users will have the ability to use the desktop version at the office or stream the live apps from any device connected to the Web. The immediate benefits will be the reduction in overall staff hours, hardware, and storage requirements to support the current e-mail system. Additional benefits to the City are updates, system patches, and application upgrades will be handled by the Microsoft. With this cloud service, the City will be able to lower overall costs and deliver the right set of tools for its users.								
<u>Operating Budget Impact</u>								
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.								
<u>Funding Source</u>								
Information Sys Svcs RR&I		0	650,000	500,000	0	0	0	1,150,000
Total Funding		0	650,000	500,000	0	0	0	1,150,000
Network Infrastructure Upgrade/Replacement Project								
This project provides funding for infrastructure upgrades and/or replacement of network file servers, hubs and ancillary equipment. This ongoing project provides for a five-year progression of upgrades and replacements necessary to support demands of the citywide information technology initiatives. The upgrades and replacements are designed to decrease downtime and increase capacity in conjunction with needs identified by operating departments. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.								
<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.								
<u>Funding Source</u>								
Information Sys Svcs RR&I		600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
Total Funding		600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
Server Upgrade								
This project funds the necessary upgrades for the servers located at Cityhall. These servers provides the support mechanisms for enterprise systems such as Peoplesoft, databases, printing, domain controllers, virtual serves and desktops. It also provides the upgrades and enhancements for data storage for all servers located in the Cityhall data center.								
<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 as applicable.								
<u>Funding Source</u>								
Information Sys Svcs RR&I		450,000	450,000	450,000	450,000	450,000	450,000	2,250,000
Total Funding		450,000	450,000	450,000	450,000	450,000	450,000	2,250,000
Work and Asset Management System Upgrade								
Cartegraph Navigator has been used by the Public Works Department for almost a decade as our work and asset management software. The software has been upgraded a number of times including recently to version 8.4 which adds compatibility with ESRI ArcMap version 10.2. Past effort was made to integrate mobile devices into the workflow with the intent of decreasing repetitive tasks, increasing work-process efficiency, and reducing long term operational costs. However, the Trimble mobile devices and the Cartegraph Navigator software are nearing the end of their developmental lifecycle and future support will be limited beyond the next three to five years.								
Staff is working with ISS and other departments to implement a city-wide work and asset management system with a goal of having a pilot project implemented within the Drainage Operations unit (220502) by the end of 2015. The product currently being evaluated by the City is CityWorks which is a GIS-based, web application that leverages the City's investment in GIS systems and applications. Web/mobile-based an important because there is no 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.								
The CityWorks system uses a subscription-based licensing model with implementation services and any system add-ons being separate costs. The main issue facing this program is the availability of funding for acquisition of additional services, support, etc. outside of the funding allocated in the Operating Budget for licensing fees. An annual, recurring funding allocation needs to be implemented in support of the work and asset management system so that staff has the flexibility to adapt to the ever-changing landscape of software and mobile technology.								
Funding is being requested to cover the implementation costs in FY 2016 (\$100,000) and an annual, recurring allocation beginning in FY 2017 (\$50,000 per year) is being requested to cover acquisition of additional services, purchase additional hardware or software, etc. all in support of the work and asset management system.								
<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.								
<u>Funding Source</u>								
General Government Capital Improvement Fund - GI		0	100,000	50,000	50,000	50,000	50,000	300,000
Total Funding		0	100,000	50,000	50,000	50,000	50,000	300,000
Total Management and Administration		2,135,850	3,150,000	2,450,000	1,950,000	1,950,000	1,950,000	11,450,000

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Administration and Management Services

Total Administration and Management Services	2,135,850	3,150,000	2,450,000	1,950,000	1,950,000	1,950,000	11,450,000
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**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

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

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Historic Property Preservation Grant and Loan Pool							
This is a master project that provides funding for the City's Historic Preservation Grant and Loan (HPGL) Pool program. This program was established to provide grants and loans for the preservation and rehabilitation of designated historic properties. Grants and loans may be given for the stabilization or restoration of historic structures; structural repairs, facade restoration, or rehabilitation; compliance with code, health and safety requirements; and other construction activity that will result in a "total project" restoration. Preference for funding of projects is targeted first to residential projects; second to cultural, retail, and restaurant projects; and third to other types of projects. Eligibility criteria include listing on the National Register of Historic Places and zoning as a Historic Preservation Overlay (HPO) property. Presently, there are over 220 structures potentially eligible for program funding, including the districts of Myers Park, Calhoun Street, and Park Avenue. The HPGL Program carry forward cannot exceed \$300,000 in any 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.							
Funding Source							
General Government Capital Improvement Fund - GI	303,282	0	100,000	100,000	100,000	100,000	400,000
Total Funding	303,282	0	100,000	100,000	100,000	100,000	400,000

Water and Sewer System Charge and Tap Fee Waivers

This project provides funding for the waiver of water and sewer system charges for all affordable housing (as defined by City Code Section 21-152) and tap fee waivers for affordable home ownership units.

Operating Budget Impact

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

Funding Source

General Government Capital Improvement Fund - GI	150,000	50,000	50,000	50,000	50,000	50,000	250,000
Total Funding	150,000	50,000	50,000	50,000	50,000	50,000	250,000
Total Economic and Community Development	453,282	50,000	150,000	150,000	150,000	150,000	650,000

Fire

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Facilities Management & Maintenance							
This project provides for repair and maintenance of the department's fifteen fire stations, which are located throughout the Tallahassee/Leon County service area. These facilities operate twenty-four hours a day to respond to emergencies in the surrounding community. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.							
Operating Budget Impact							
The salary and partial benefits for position #6777 are funded by the project.							
Funding Source							
Fire RR&I	300,000	400,000	400,000	400,000	400,000	400,000	2,000,000
Total Funding	300,000	400,000	400,000	400,000	400,000	400,000	2,000,000

Fire Hydrant Maintenance & Replacement

This project supports the inspection, maintenance and painting of all city-owned fire hydrants and replacement of those determined to be beyond repair. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

Funding Source

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

Traffic Preemption Equipment

In 1999, the Department in coordination with the City Traffic Division implemented a traffic light pre-emption system (Opticom). The purpose of this system was to increase safety at intersections, reduce response times and reduce fuel consumptions due to starts/stops. Since installation, the system has been valuable and performed as expected but is now considered outdated technology and outside of warranty/serviceability period. The current version of this system is more versatile and allows for broader use to include mass transit control. In exploring options for replacing the system, the Department has met with representatives from Star Metro and Public Works finding interest in both replacing and expanding the system.

This Capital Project involves several Departments as well as opportunities for grant related funding. The total cost for system replacement and expansion is estimated at \$4.5 million dollars with \$500,000 needed for upgrading TFD's fleet of response fire apparatus and other vehicles.

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Safety and Neighborhood Services

Fire

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Operating Budget Impact							
The operating costs for this new system are expected to be less or equal to the operating system of the one it is replacing.							
Funding Source							
Internal Loan Fund-Fire RR&I	0	0	0	500,000	0	0	500,000
Total Funding	0	0	0	500,000	0	0	500,000

Truck Bay Expansion

Modify the bay doors of the 5 county fire stations to accommodate the newer, larger fire apparatus in use by TFD today. Fire engines and trucks are larger today than when they were at the time these stations were built.

Operating Budget Impact

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

Funding Source

Internal Loan Fund-Fire RR&I	0	50,000	50,000	50,000	50,000	50,000	250,000
Total Funding	0	50,000	50,000	50,000	50,000	50,000	250,000
Total Fire	1,147,500	1,297,500	1,297,500	1,797,500	1,297,500	1,297,500	6,987,500

Parks, Recreation and Neighborhood Affairs

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Animal Service Center RR&I							
This project will be used to manage and fund repairs, replacements, and improvements at the Animal Service Center. Some of the potential projects will include new floors in the main hall, cat room remodel, development of a secured outside dog run for confiscated dogs, create puppy and small dog room, painting, lobby renovations, and addressing drainage issues. An additional \$75,000 will be provided by the County to be used for RR&I projects at the facility.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Funding Source							
General Government Capital Improvement Fund - Gr	75,000	75,000	0	0	0	0	75,000
Total Funding	75,000	75,000	0	0	0	0	75,000

Ballfield and Tennis Court Lights

Tom Brown Park was dedicated in 1977. The property is county owned, but the City of Tallahassee Parks, Recreation, and Neighborhood Affairs Department maintains and operates the park.

The softball complex consists of five multi-use fields (softball, soccer, football) with three adjacent baseball fields, all having mostly wooden poles that support the field light fixtures. Most of these poles are 38 years old, with the majority having significant damage from pileated woodpeckers. The department has replaced the most hazardous poles on two occasions, most recently in FY2015. Now the newer poles as well as some of the older poles have new woodpecker damage. The light fixtures and electrical infrastructure are all original, and the insulation on the wiring is corroding, leaving wires exposed. This creates a significant safety hazard as the weakened, exposed wires break and come in contact with other wires or objects.

Tennis court lights at Forestmeadows and Tom Brown routinely experience failing ballasts and capacitors, causing frequent outages. Approximately \$40,000 is spent annually on ballasts, capacitors, bulbs, staff labor and electrical contractors to keep the lights operational.

Funds are requested to replace the light fixtures and wooden poles on ballfields at Tom Brown Park and to replace the tennis court light fixtures at Tom Brown and Forestmeadows with Musco Light Structure Green system lights. In addition to saving on annual repair costs, as maintenance and repairs are covered for 25 years, energy savings of over 50% would be expected as compared to the energy costs of traditional light systems like those that are in place.

These light systems can be purchase for approxiamtely \$1,735,875.00 Lease purchase options of 5, 7 or 10 years are also available with annual payments of \$375,687.67, \$277,465.05 and \$203,393.67 respectively.

Operating Budget Impact

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

Funding Source

General Government Capital Improvement Fund - Gr	0	278,000	278,000	278,000	278,000	278,000	1,390,000
Total Funding	0	278,000	278,000	278,000	278,000	278,000	1,390,000

PRNA RR&I Master

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

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

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
This project will be used to manage and fund repairs, replacements, and improvements at various recreation facilities. Aging infrastructure and heavy use create ongoing maintenance and repair needs at all parks and facilities, and various improvements are required from time to time to continue to meet the needs of park users.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan, and future impacts will be built into the five-year plan as applicable.							
Funding Source							
General Government Capital Improvement Fund - G	0	600,000	600,000	600,000	600,000	600,000	3,000,000
Internal Loan Fund-General Government	600,000	0	0	0	0	0	0
Total Funding	600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
Total Parks, Recreation and Neighborhood Affairs	675,000	953,000	878,000	878,000	878,000	878,000	4,465,000

Police

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Body Worn Cameras							
The project provides 400 body-worn cameras for police officers. The state-of-the-art equipment provides an unbiased account of the events, enhances officer safety, addresses performance issues, citizen complaints, improves conviction rates, aides training, and enhances public trust within the community.							
Operating Budget Impact							
Camera and server maintenance, data management, and processing of public records requests will likely result in additional staff time.							
Funding Source							
Department of Justice	0	300,000	0	0	0	0	300,000
General Government Capital Improvement Fund - G	0	300,000	35,000	35,000	35,000	35,000	440,000
Total Funding	0	600,000	35,000	35,000	35,000	35,000	740,000

Police Facility Renovation

This project renovates the space previously occupied by TPD's Communications Center as well as creates a "customer services" area immediately adjacent to the lobby. Plans for this project resulted from the FY13 Facility Master Plan capital project. Renovation of the 2,500 square feet Communications Center would allow the Police Department to build a large multi-purpose meeting facility designed to accommodate internal and external meetings. In addition, the west end of the center would be renovated to create three hard offices with space for approximately six additional offices using modular furniture. This would create space for several units now housed in very small offices due to a lack of office space. The customer services area will enhance overall building security and allow for easier access to the public coming to TPD for public records, routine employment information, or filing police reports.

Operating Budget Impact

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

Funding Source

General Government Capital Improvement Fund - G	0	100,000	0	0	0	0	100,000
Total Funding	0	100,000	0	0	0	0	100,000

Police Multi-Use Property and Evidence Storage Facility

This project supports the construction of a 3,800 square foot storage facility within the current TPD Headquarters complex. The building would be sized to replace four existing portable buildings- two are used by the Property and Evidence Unit for storage of evidence, one is used to store equipment for the TAC Team, and Fleet Maintenance shares the fourth with Property and Evidence.

Operating Budget Impact

Operating impact will include utilities and security system cost. This will be further refined as the project moves closer to fruition.

Funding Source

General Government Capital Project Account - GGC	0	0	0	0	750,000	0	750,000
Total Funding	0	0	0	0	750,000	0	750,000

Repair, Replace and Improve Police Facilities

This project provides for a comprehensive facility maintenance, repair, and improvement program for Police Department headquarters and other facilities utilized by TPD. The headquarters building is over 90,000 square feet. The grounds and parking area cover 6.4 acres. During the five-year CIP period two major projects will need to be implemented. During FY16 a TPD HVAC assessment will be completed. During FY20 the department's boiler will need to be replaced.

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

Operating Budget Impact

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

Funding Source

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Safety and Neighborhood Services

Police

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
General Government Capital Improvement Fund - G	75,000	157,000	150,000	150,000	150,000	150,000	757,000
Total Funding	75,000	157,000	150,000	150,000	150,000	150,000	757,000

Replacement of TPD Vehicle Equipment

Vehicle replacement funds collected through the vehicle replacement allocation do not support the cost of replacing vehicles and other items of rolling stock purchased through grants or obtained as one-time Fleet funded acquisitions. Regardless of the original funding source, replacement funding is needed to maintain an appropriate inventory of vehicles required to support on-going enforcement operations.

Operating Budget Impact

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

Funding Source

General Government Capital Improvement Fund - G	0	57,000	0	0	0	0	57,000
Total Funding	0	57,000	0	0	0	0	57,000

Vehicles and Computers for New

Officers/Investigators

Vehicles and computer equipment for 16 Police Officers and 2 Investigators.

Operating Budget Impact

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

Funding Source

General Government Capital Project Account - GGC	0	699,800	0	0	0	0	699,800
Total Funding	0	699,800	0	0	0	0	699,800

Vehicles and Equipment for COPS Grant

Vehicles and equipment for 15 Police Officers positions as a result of the acceptance of the COPS Grant.

Operating Budget Impact

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

Funding Source

Deficiencies Fund	0	755,625	0	0	0	0	755,625
Total Funding	0	755,625	0	0	0	0	755,625

Total Police	75,000	2,369,425	185,000	185,000	935,000	185,000	3,859,425
Total Safety and Neighborhood Services	2,350,782	4,669,925	2,510,500	3,010,500	3,260,500	2,510,500	15,961,925

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Air Carrier Apron Improvements							
This project is to incorporate improvements to the air carrier apron (pavement, drainage and lighting) and will include expansion of the air carrier apron in order to expand the terminal building and to increase the number of gates and apron parking positions.							
<u>Operating Budget Impact</u>							
There is no operating budget impact within the five-year capital improvement plan.							
<u>Funding Source</u>							
Federal Aviation Administration	0	0	0	2,025,000	0	0	2,025,000
Passenger Facility Charge	0	0	0	112,500	0	0	112,500
Florida Department of Transportation - Aviation	0	0	0	112,500	0	0	112,500
Total Funding	0	0	0	2,250,000	0	0	2,250,000

Air Service Improvement Program

This is a project to improve airline service at Tallahassee Regional Airport that encompasses the market segment analysis, other studies, air service workshops, and direct contact that identifies air service opportunities that may result in formal and/or informal air service proposals and the provision of incentives for new service or needed competition to a key market as identified by the Airport Air Service Consultant that can consist of up to \$300,000 of marketing/operational assistance, and/or rebate or waiver for selected airline rates and charges for up to 2 years. This project is recommended for planning purposes contingent on availability of funds. This recurring project is funded from repair, replacement and improvement - undesignated balance (RR&I/UB) funds. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

Funding Source

Airport RR&I	400,000	600,000	600,000	600,000	600,000	600,000	3,000,000
Total Funding	400,000	600,000	600,000	600,000	600,000	600,000	3,000,000

Air Traffic Control Tower Repairs & Maintenance

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

Operating Budget Impact

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

Funding Source

Airport RR&I	80,000	95,000	80,000	80,000	80,000	80,000	415,000
Total Funding	80,000	95,000	80,000	80,000	80,000	80,000	415,000

Aircraft Maintenance and Storage Hangars and Related Taxilanes

Master Plan Project - The airport needs additional storage hangars for privately owned aircraft. This project will provide for site preparation and construction of taxilanes to support future development of hangars under a private-public partnership.

Operating Budget Impact

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

Funding Source

Private Investment Funds	0	0	0	2,500,000	5,000,000	0	7,500,000
Florida Department of Transportation - Aviation	0	0	0	2,500,000	5,000,000	0	7,500,000
Total Funding	0	0	0	5,000,000	10,000,000	0	15,000,000

Aircraft Maintenance Hangar

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

Operating Budget Impact

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

Funding Source

Private Investment Funds	0	0	1,250,000	0	0	0	1,250,000
Florida Department of Transportation - Aviation	0	0	1,250,000	0	0	0	1,250,000
Total Funding	0	0	2,500,000	0	0	0	2,500,000

Airfield Lighting and Signage Improvements

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

Operating Budget Impact

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

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
<u>Funding Source</u>							
Federal Aviation Administration	0	0	495,000	0	0	0	495,000
Passenger Facility Charge	0	0	27,500	0	0	0	27,500
Florida Department of Transportation - Aviation	0	0	27,500	0	0	0	27,500
Total Funding	0	0	550,000	0	0	0	550,000

Airfield Preservation - Phase II

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

This project is recommended for planning purposes contingent on the availability of funds.

This project is funded from the grant construction and repair, replacement, and improvement funds.

Operating Budget Impact

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

Funding Source

Airport RR&I	100,000	100,000	100,000	100,000	100,000	100,000	500,000
Florida Department of Transportation - Aviation	100,000	100,000	100,000	100,000	100,000	100,000	500,000
Total Funding	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000

Airport Access and Roadway Realignment

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

Operating Budget Impact

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

Funding Source

Passenger Facility Charge	0	0	1,250,000	0	0	0	1,250,000
Florida Department of Transportation - Aviation	0	0	1,250,000	0	0	0	1,250,000
Total Funding	0	0	2,500,000	0	0	0	2,500,000

Airport Funfest

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

Operating Budget Impact

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

Funding Source

Airport RR&I	0	0	100,000	0	100,000	0	200,000
Total Funding	0	0	100,000	0	100,000	0	200,000

Airport Master Plan & ALP Update

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

Operating Budget Impact

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

Funding Source

Federal Aviation Administration	0	654,750	0	0	0	0	654,750
Airport RR&I	0	36,375	0	0	0	0	36,375
Florida Department of Transportation - Aviation	0	36,375	0	0	0	0	36,375
Total Funding	0	727,500	0	0	0	0	727,500

Airport Parking Equipment Upgrades

This project includes upgrading the Airport's parking and valet equipment for repair and replacement, and the implementation of new and innovative parking technologies and equipment.

Operating Budget Impact

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

Funding Source

Airport RR&I	0	0	300,000	0	0	0	300,000
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City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Total Funding	0	0	300,000	0	0	0	300,000

Airport Safety Management System (SMS) Update

This project will provide the necessary updates to the current airport Safety Management System by developing, designing and implementing a program with support tools such as a computerized system which will incorporate both the Federal Aviation Administration's (FAA) latest guidance as per Advisory Circular 150/5200-37 under USC 14 CFR Part FAR 139 as well as implementing the newest standards.

Operating Budget Impact

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

Funding Source

Federal Aviation Administration	0	0	0	0	0	54,000	54,000
Airport RR&I	0	0	0	0	0	3,000	3,000
Florida Department of Transportation - Aviation	0	0	0	0	0	3,000	3,000
Total Funding	0	0	0	0	0	60,000	60,000

Airport Safety Project II

This project will provide for the required tree removal per federal and state regulations to improve safety conditions for aircraft and mitigate wildlife hazards.

Operating Budget Impact

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

Funding Source

Airport RR&I	0	100,000	0	0	0	0	100,000
Total Funding	0	100,000	0	0	0	0	100,000

Airport Security Improvements

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

Operating Budget Impact

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

Funding Source

Federal Aviation Administration	0	0	675,000	495,000	0	0	1,170,000
Passenger Facility Charge	0	0	37,500	27,500	0	0	65,000
Florida Department of Transportation - Aviation	0	0	37,500	27,500	0	0	65,000
Total Funding	0	0	750,000	550,000	0	0	1,300,000

ARFF Station Deferred Maintenance

The mechanical systems at the truck bay area needs replacing. The heaters are original to the building which was built in 1998, obsolete in parts and the cost of servicing them over the years is more than replacement. Hence, replacing these heaters is necessary. The air-handler in the barracks also needs to be replaced.

Operating Budget Impact

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

Funding Source

Airport RR&I	0	45,000	10,000	10,000	10,000	10,000	85,000
Total Funding	0	45,000	10,000	10,000	10,000	10,000	85,000

ARFF Station Rehabilitation

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

Operating Budget Impact

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

Funding Source

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

Bucket Truck Replacement

This project is required to replace our current bucket truck which has exceeded its surface life.

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
<u>Operating Budget Impact</u>								
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.								
<u>Funding Source</u>								
Airport RR&I		0	0	0	0	0	150,000	150,000
Total Funding		0	0	0	0	0	150,000	150,000

Business/Economic Development

This is a project is to provide for business and economic development at the Tallahassee Regional Airport that encompasses studies, development of marketing strategies and promotional materials including print and digital media and participating in events to advertise opportunities as the Airport. This project is recommended for planning purposes contingent on availability of funds. This recurring project is funded from Repair, Replacement and Improvement Undesignated Balance (RR&I/UB) funds. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

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

Funding Source

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

Computer Based Training Upgrades

This project will provide an upgrade in equipment and programming that both staff and airport tenants / employees must use to complete training for work in secure areas. This also includes an update to all web-based learning management and course delivery systems.

Operating Budget Impact

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

Funding Source

Airport RR&I	0	0	0	0	0	200,000	200,000
Florida Department of Transportation - Aviation	0	0	0	0	0	200,000	200,000
Total Funding	0	0	0	0	0	400,000	400,000

Computerized Maintenance Management System (CMMS)

This project will provide a software package that maintains a computer database of maintenance operations which also allows the airport to identify both planned (preventative) and unplanned maintenance tasks. Additionally this project will perform inventory and asset management to produce a wide variety of reports.

Operating Budget Impact

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

Funding Source

Airport RR&I	0	0	0	0	0	40,000	40,000
Florida Department of Transportation - Aviation	0	0	0	0	0	40,000	40,000
Total Funding	0	0	0	0	0	80,000	80,000

Consolidated Rental Car Facility

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

Operating Budget Impact

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

Funding Source

Private Investment Funds	0	0	1,600,000	15,400,000	0	0	17,000,000
Total Funding	0	0	1,600,000	15,400,000	0	0	17,000,000

Emergency Maintenance

This project provides for the emergency repair of aging interior systems in the terminal building which must be dealt with in a time critical fashion and may include areas such as the HVAC systems, Plumbing, Electrical and Motorized Equipment.

Operating Budget Impact

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

Funding Source

Airport RR&I	0	50,000	50,000	50,000	50,000	50,000	250,000
Total Funding	0	50,000	50,000	50,000	50,000	50,000	250,000

Enhancements and Upgrades ATCT

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
The Air Traffic Control Tower at TLH was completed in 1996. A number of improvements and enhancements are needed to provide a suitable working environment. These include replacement, rehabilitation, and improvements to the roof structure, tower cab windows and interior flooring and furnishings.							
<u>Operating Budget Impact</u>							
There is no operating budget impact within the five-year capital improvement plan.							
<u>Funding Source</u>							
Airport RR&I	0	0	400,000	0	0	0	400,000
Florida Department of Transportation - Aviation	0	0	400,000	0	0	0	400,000
Total Funding	0	0	800,000	0	0	0	800,000

Hangar Development/Modernization

The Airport Master Plan recommends additional hangars be constructed to meet forecast demand. The hangars, based on demand, will take the form of bulk, maintenance, corporate, T-hangars, and/or others, which will be funded by a combination of 2020 Sales Tax and FDOT funds. This project is recommended for planning purposes contingent on the availability of funds.

Operating Budget Impact

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

Funding Source

2020 Sales Tax	0	0	0	0	0	3,000,000	3,000,000
Florida Department of Transportation - Aviation	0	0	0	0	0	3,000,000	3,000,000
Total Funding	0	0	0	0	0	6,000,000	6,000,000

International Port of Entry & Foreign Trade Zone Improvements

The establishment of a International port of entry and foreign trade zone at Tallahassee Regional Airport is anticipated to facilitate economic development for the community by increasing international commerce through the airport. Establishment of a foreign trade zone requires a series of steps including development of a feasibility plan, involvement of the public and local businesses, inventory, and implementation of a marketing program. This project also could facilitate development of the airport business park, which is under consideration. This project is recommended for planning purposes contingent on the availability of funds.

Operating Budget Impact

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

Funding Source

2020 Sales Tax	0	0	0	0	0	2,700,000	2,700,000
Florida Department of Transportation - Aviation	0	0	0	0	0	2,700,000	2,700,000
Total Funding	0	0	0	0	0	5,400,000	5,400,000

Jet Bridge Rehabilitation

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

Operating Budget Impact

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

Funding Source

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

Lease Management Software System

This project will provide for the design, development and implementation of a Revenue and Lease Management Software system which will be used to perform all billing/invoicing and administering all leases, property, space, and utility usage.

Operating Budget Impact

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

Funding Source

Airport RR&I	0	100,000	0	0	0	0	100,000
Total Funding	0	100,000	0	0	0	0	100,000

Marketing and Promotions Study - Phase II

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

Operating Budget Impact

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

Funding Source

Airport RR&I	50,000	50,000	100,000	100,000	100,000	100,000	450,000
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**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Florida Department of Transportation - Aviation	50,000	50,000	100,000	100,000	100,000	100,000	450,000
Total Funding	100,000	100,000	200,000	200,000	200,000	200,000	900,000

Miscellaneous Major/Minor

Repair/Replacement/Improvements

Airport infrastructure often is in need of repair, replacement, or improvements. These types of small, immediate needs must be dealt with in a timely fashion and may include pavements, building structures, installed equipment, and/or grounds. Additionally, funding is needed for ad hoc projects that occur during the year (i.e. safety and security issues, studies, etc.). This project is a recurring project funded from Repair, Replacement and Improvement (RR&I) funds. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

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

Funding Source

Airport RR&I	225,000	175,000	175,000	175,000	175,000	175,000	875,000
Total Funding	225,000	175,000	175,000	175,000	175,000	175,000	875,000

MUPIDS Upgrades

The Airport Multi-User Passenger Information Display System will be eight years old and require upgrade and replacement of monitors and related equipment.

Operating Budget Impact

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

Funding Source

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

Parking Area Improvements

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

Operating Budget Impact

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

Funding Source

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

Perimeter Road Rehabilitation and Improvements

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

Operating Budget Impact

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

Funding Source

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

Runway 18/36 Overlay

This provides for the design, engineering, construction and construction administration to improve the surface of runway 18/36. Rehabilitation of the runway surface is required to maintain a proper pavement surface for aircraft and to restore the useful life of the existing pavement.

Operating Budget Impact

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

Funding Source

Federal Aviation Administration	0	0	0	0	4,500,000	4,500,000	9,000,000
Airport RR&I	0	0	0	0	250,000	250,000	500,000
Florida Department of Transportation - Aviation	0	0	0	0	250,000	250,000	500,000
Total Funding	0	0	0	0	5,000,000	5,000,000	10,000,000

Safety & Security System Repairs

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
For repairs to the Access Control, Badging and Video Surveillance System that will periodically become necessary due to various equipment failures that are expected to occur as a result of normal life cycle failures, severe weather, power surges etc. This is a recurring project. Annual appropriations that are not expended by the end of the fiscal year will be returned to fund balance.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Funding Source							
Airport RR&I		90,000	90,000	90,000	90,000	90,000	450,000
Total Funding		90,000	90,000	90,000	90,000	90,000	450,000

Security Checkpoint Improvements

This project will incorporate the necessary facility and equipment changes required to ensure the highest levels of safety and security for our traveling public. This project will include the design, purchase, installation, and construction management necessary to incorporate required passenger screening, camera surveillance and exit lane technologies.

Operating Budget Impact

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

Funding Source

Federal Aviation Administration	0	360,000	1,035,000	0	0	0	1,395,000
Passenger Facility Charge	0	20,000	57,500	0	0	0	77,500
Florida Department of Transportation - Aviation	0	20,000	57,500	0	0	0	77,500
Total Funding	0	400,000	1,150,000	0	0	0	1,550,000

Security Fence and Gate Rehabilitation, Updates and Improvements

TSA Part 1542 requires the Airport Operating Area to be secure. FAA Part 139 requires the Airport to be secure from wildlife and other intrusions. To meet both of these requirements, the Airport installed over 50,000 linear feet of fencing and approximately 45 gates in 2005. This fence and gates are in need of rehabilitation and improvements to ensure its continued operation in accordance with both TSA and FAA regulations.

Operating Budget Impact

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

Funding Source

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

South Ramp Reconstruction

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

Operating Budget Impact

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

Funding Source

Federal Aviation Administration	0	0	2,700,000	2,700,000	0	0	5,400,000
Passenger Facility Charge	0	0	150,000	150,000	0	0	300,000
Florida Department of Transportation - Aviation	0	0	150,000	150,000	0	0	300,000
Total Funding	0	0	3,000,000	3,000,000	0	0	6,000,000

Taxiway Improvements

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

Operating Budget Impact

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

Funding Source

Federal Aviation Administration	0	0	1,080,000	0	0	0	1,080,000
Airport RR&I	0	0	60,000	0	0	0	60,000
Florida Department of Transportation - Aviation	0	0	60,000	0	0	0	60,000
Total Funding	0	0	1,200,000	0	0	0	1,200,000

Terminal Building Life Safety System Upgrades

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
This project provides for the design, engineering, construction and construction administration required to meet federal, state and local life-safety requirements. This project includes replacement of the existing fire alarm control panel and associated improvements required to ensure visual and audible notifications and life-safety egress.							
Operating Budget Impact							
There is no operating budget impact within the five-year capital improvement plan.							
Funding Source							
Federal Aviation Administration	0	360,000	877,500	0	0	0	1,237,500
Passenger Facility Charge	0	20,000	48,750	0	0	0	68,750
Florida Department of Transportation - Aviation	0	20,000	48,750	0	0	0	68,750
Total Funding	0	400,000	975,000	0	0	0	1,375,000

Terminal Concessions Redevelopment

This project provides matching funds for projects to assist the Airport's primary concessionaire in renovation projects, including the mid-term refurbishment requirement, maintaining compatibility with the Airport's terminal improvement projects and providing updated signage and flooring.

Operating Budget Impact

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

Funding Source

Private Investment Funds	0	0	0	0	0	125,000	125,000
Florida Department of Transportation - Aviation	0	0	0	0	0	125,000	125,000
Total Funding	0	0	0	0	0	250,000	250,000

Terminal Modernization

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

Operating Budget Impact

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

Funding Source

Passenger Facility Charge	800,000	400,000	400,000	400,000	400,000	0	1,600,000
Florida Department of Transportation - Aviation	3,000,000	400,000	400,000	400,000	400,000	0	1,600,000
Total Funding	3,800,000	800,000	800,000	800,000	800,000	0	3,200,000

Terminal PLB Acquisition and Installation Phase I

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

Operating Budget Impact

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

Funding Source

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

Utility Infrastructure

This project will provide the utility infrastructure, such as electric, sewer, water, fiber optic cable, which is necessary to attract and retain new business to the parcels which have been identified within the airport strategic business plan.

Operating Budget Impact

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

Funding Source

2020 Sales Tax	0	0	0	0	0	2,500,000	2,500,000
Total Funding	0	0	0	0	0	2,500,000	2,500,000
Total Aviation	4,945,000	4,432,500	21,680,000	31,255,000	18,155,000	22,095,000	97,617,500

Planning

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
New Bike Boxes							

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Planning

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Objective LM4 of the Greenprint calls for the City to facilitate the use of alternative modes of transportation. Connectivity investments within the MMTD is also a Commission priority, and in 2013 the Commission adopted an official bike route system. Therefore, the Department requests \$50,000 in FY17, 18, and 19 to invest in additional bike route marking and installation of additional bike boxes. Four intersections have been installed with bike boxes already, allowing cyclists to queue in front of cars at red lights, increasing their visibility and reducing the chance of impacts when cyclist and/or cars make turns. This will also make the City more competitive in future applications for Bicycle Friendly City designation.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Funding Source							
General Government Capital Improvement Fund - Gt	0	0	50,000	50,000	50,000	0	150,000
Total Funding	0	0	50,000	50,000	50,000	0	150,000

New Wayfinding Signs

In October of 2014, the City Commission adopted the Wayfinding Plan, and staff has since worked with the Public Works Department to begin implementation. While funding for some of the signs was identified at time adoption, a shortfall for Downtown, Southside, and Gateway signs was noted. Completion of this program is identified as a City Commission priority.

Operating Budget Impact

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

Funding Source

General Government Capital Improvement Fund - Gt	0	50,000	50,000	50,000	50,000	50,000	250,000
Total Funding	0	50,000	50,000	50,000	50,000	50,000	250,000
Total Planning	0	50,000	100,000	100,000	100,000	50,000	400,000

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Advanced Transportation Management System Enhancements							
This project will fund system updates to the Tallahassee Advanced Transportation Management System (TATMS). Staff is currently developing a project to upgrade the aging and out of warranty traffic signal controllers at each signalized intersection with state of the art, Advanced Traffic Controller technology. Accomplishments to date include the completion of a project to relocate the TATMS from City Hall to the Public Safety Complex. Future updates are anticipated in FY 2019 and thereafter every other year. Funding will be necessary to replace aging equipment, implement further intelligent transportation system (ITS) capabilities, deploy emerging transportation technologies and improve the existing system. System enhancements will include the addition of redundant routes for the TATMS fiber optic cables, additional remote workstations, fixed overhead sign support structures with variable message signs (VMS), and expanded traveler's information systems.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Funding Source							
Gas Tax	1,255,958	0	0	0	0	0	0
2005 Sales Tax	550,000	0	600,000	0	650,000	0	1,250,000
Total Funding	1,805,958	0	600,000	0	650,000	0	1,250,000

Annual Bridge Repair and Maintenance Funding

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

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

Operating Budget Impact

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

Funding Source

2005 Sales Tax	0	0	25,000	25,750	26,500	27,300	104,550
Total Funding	0	0	25,000	25,750	26,500	27,300	104,550

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding																
			FY 2017	FY 2018	FY 2019	FY 2020																	
Briarwood Subdivision Ditch Stabilization (Blue Bay Lane)																							
<p>The 1000 foot section of ditch running through the Briarwood subdivision has eroded to the point that it is affecting several homes. The ditch does not only affect adjacent properties; yet, it can affect water quality and the Cities National Pollutant Discharge Elimination System (NPDES) permit. This ditch is part of the upper reaches of the Lafayette Creek drainage system. Stormwater is conveyed from the area south of Apalachee Parkway and east of Capital Circle SE through the Briarwood Subdivision and eventually to upper Lake Lafayette. The ditch is currently unimproved and the cross over pipe under Blue Bay Lane is rusted out. The proposed design will include stabilization of the ditch banks and replacement of the crossover pipes under Blue Bay Lane. In FY 2014, Public Works Drainage Operations was working to obtain drainage easements through the subdivision. Project cost is based upon our staff engineer's estimate.</p> <p>Operating Budget Impact</p> <p>There is no operating impact within the five year CIP and future impacts will be built into the five year plan as applicable.</p> <p>Funding Source</p> <table border="1"> <tr> <td>Stormwater RR&I Undesignated Balance</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>300,000</td> <td>0</td> <td>300,000</td> </tr> <tr> <td>Total Funding</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>300,000</td> <td>0</td> <td>300,000</td> </tr> </table>								Stormwater RR&I Undesignated Balance	0	0	0	0	300,000	0	300,000	Total Funding	0	0	0	0	300,000	0	300,000
Stormwater RR&I Undesignated Balance	0	0	0	0	300,000	0	300,000																
Total Funding	0	0	0	0	300,000	0	300,000																

Correction of ADA Deficiencies within Subdivison Sidewalks

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

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

Operating Budget Impact

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

Funding Source

2005 Sales Tax	0	0	100,000	103,000	106,100	109,300	418,400
Total Funding	0	0	100,000	103,000	106,100	109,300	418,400

Enhanced Asphalt Treatment Maintenance Program

Approximately twelve 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.

Public Works is currently in the process of considering various treatments to be used for enhancing asphalt services. One of the first areas to be addressed once a treatment method is selected will be the Adams Street Commons area. This request is for a recurring annual appropriation that can be utilized to address those areas where the surfaces are most worn. This approach is recommended rather than a larger less frequent appropriation as the surface areas will wear out at differing rates depending on roadway usage and type of materials used. If approved, annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

Funding Source

2005 Sales Tax	0	0	25,000	25,750	26,500	27,300	104,550
Total Funding	0	0	25,000	25,750	26,500	27,300	104,550

FAMU Way

This project involves the construction of a new 1.3 mile extension of FAMU Way from Wahnish Way to Lake Bradford Road and improvements to existing FAMU Way between Monroe Street and Wahnish Way to achieve the same standard. The proposed typical section consists of 2 traffic lanes with bike lanes, parking and sidewalks on both sides. Phase I of the project extends from MLK Boulevard to Pinellas Street. Phase II extends from Pinellas Street to the intersection of Gamble Street and Eugenia. The original budget was based on minor costs for FAMU Way from the Gamble /Eugenia intersection to Lake Bradford, resulting from utilizing the existing Gamble Street corridor for this section with some additional landscaping. Staff has developed an alternate design, designated as Phase III, which would reconstruct and realign the stretch of FAMU Way south from Lake Bradford, and through the existing Sewage Treatment Plant. This option would provide for greatly improved redevelopment opportunities by distancing the road from the existing CSX railroad tracks. The additional cost for this option is approximately \$9 million and has been incorporated into the requested program funding.

Operating Budget Impact

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

Funding Source

Intergovernmental - Leon County	1,789,908	0	0	0	0	0	0
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**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
General Government Capital Improvement Fund - G	883,497	0	0	0	0	0	0
2005 Sales Tax	3,000,000	0	0	0	0	0	0
2004 Capital Bond Series	8,985,000	0	0	0	0	0	0
2014 Capital Bond Series	13,500,000	0	0	0	0	0	0
General Government Future Bonds	0	5,000,000	5,000,000	0	0	0	10,000,000
Total Funding	28,158,405	5,000,000	5,000,000	0	0	0	10,000,000

Glendale Stormwater Retrofit

The Glendale neighborhood is located at the northwest corner of Thomasville Road and Bradford Road. The neighborhood, originally platted in 1939, consists of Forest Avenue (North Forest, West Forest, and East Forest), Florida Avenue, and Laurel Street with approximately 85 residences.

Initially, the neighborhood was selected for a resurfacing project, but the utility coordination process identified a need for water and sewer improvements. Through the public outreach related to the utility project, many residents expressed concerns about stormwater problems that plagued the neighborhood and they requested the City address the problems. Over a period of several weeks, staff conducted multiple site visits during rain events to observe runoff and other existing drainage conditions with the ultimate goal of determining the scale of the improvements needed and identifying any existing infrastructure in need of maintenance.

Observation revealed the scale of the stormwater improvements was too large to include with the resurfacing project and needed to be a standalone capital project. The stormwater improvements will address the following issues: (1) the lack of existing infrastructure contributes to standing water in the road and on private property; (2) elevation differences between the roadway and adjacent properties allows runoff to leave the roadway and flow onto private property resulting in excess erosion and sediment loss; (3) existing ditches, culverts and other infrastructure are undersized and do not meet current level of service standards; (4) stormwater runoff cannot efficiently enter the outfall system on Thomasville Road.

Funding is requested to cover the costs of constructing the stormwater improvements for the neighborhood which may include curb and gutter, ditch stabilization, inlets, and other enclosed conveyance system enhancements. The resurfacing will be funded separately from the annual, recurring street resurfacing project. The street resurfacing will be completed in conjunction the stormwater improvements. Design for the project is being funded out of FY 2015 monies made available by the Stormwater Division. Funding for construction is requested for FY 2016 and the estimated cost for construction is \$750,000.

Operating Budget Impact

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

Funding Source

Stormwater RR&I	0	750,000	0	0	0	0	750,000
Total Funding	0	750,000	0	0	0	0	750,000

Jackson Bluff Road Reconstruction

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

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

Operating Budget Impact

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

Funding Source

2005 Sales Tax	0	0	0	300,000	1,200,000	0	1,500,000
Total Funding	0	0	0	300,000	1,200,000	0	1,500,000

Live Oak Plantation Road/Timberlane School Road Sidewalks

This project involves the construction of sidewalks on one side of the road on Live Oak Plantation Road and a portion of Timberlane School Road which lies within the City limits.

Operating Budget Impact

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

Funding Source

1989 Sales Tax Undesignated Balance	1,000,000	0	0	0	0	0	0
2005 Sales Tax	0	200,000	0	0	0	1,300,000	1,500,000
Total Funding	1,000,000	200,000	0	0	0	1,300,000	1,500,000

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	

McCord Pond Ditch Improvements

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

Operating Budget Impact

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

Funding Source

Stormwater RR&I Undesignated Balance	0	0	188,400	1,884,000	0	0	2,072,400
Total Funding	0	0	188,400	1,884,000	0	0	2,072,400

Minor Intersection/Safety Modifications

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

Operating Budget Impact

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

Funding Source

2005 Sales Tax	225,000	225,000	225,000	225,000	225,000	225,000	1,125,000
Total Funding	225,000	225,000	225,000	225,000	225,000	225,000	1,125,000

Minor Stormwater Improvements

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 National Pollution Discharge Elimination System (NPDES) Permit requires that 10% of the entire stormwater system be inspected annually. Also, the Northwest Water Management District (NFWMD) 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.

Funding Source

Stormwater RR&I Undesignated Balance	425,000	425,000	437,750	450,900	464,450	478,400	2,256,500
Total Funding	425,000	425,000	437,750	450,900	464,450	478,400	2,256,500

Municipal Complex Safety and Security Improvements

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
<p>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. These needs were developed into a conceptual master plan in July of 2008.</p> <p>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). The condemned pole barn was demolished in early 2012.</p> <p>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 TFD and the study to bring occupancy separation requirements into compliance with the Life Safety Code. These renovations were completed in October 2013.</p> <p>Phase II continues to include the design and construction of the Vehicle Wash Facility. Facilities Management began initial work 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 were put on hold pending funding becoming available in FY 2017.</p> <p>Phase III will include review of the conceptual master plan to determine if it still meets the needs of the Department, civil design of the entire MSC and the architectural design of the new combined Administration/Emergency Operations Center/Shop facility. The funds requested for FY 2017 will provide funding for the PD&E, civil engineering and architectural design fees, and permitting fees.</p> <p>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. Incremental funding for the construction of phases IV and V is requested to begin in FY 2018. Actual construction totals needed are dependent upon programming and design decisions that have not yet been made. Total estimated construction costs were estimated in July 2008 to be \$16,750,000.</p> <p>The ultimate goals is to design and construct an MSC which is safer, more secure, more energy efficient, and provides a more effective use of space.</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.

Funding Source

General Government Capital Improvement Fund - GI	454,500	0	1,115,100	4,200,000	4,200,000	4,200,000	13,715,100
1989 Sales Tax Undesignated Balance	445,500	0	0	0	0	0	0
Gas Tax	325,000	0	0	0	0	0	0
2005 Sales Tax	0	0	862,700	0	0	0	862,700
Total Funding	1,225,000	0	1,977,800	4,200,000	4,200,000	4,200,000	14,577,800

Myrick Road Outfall Ditch Improvement

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

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

Operating Budget Impact

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

Funding Source

Stormwater RR&I Undesignated Balance	0	0	232,000	0	0	0	232,000
Total Funding	0	0	232,000	0	0	0	232,000

Nurse's Drive

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

Operating Budget Impact

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

Funding Source

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

Park Avenue Ditch Stabilization

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding																
			FY 2017	FY 2018	FY 2019	FY 2020																	
<p>The Park Avenue Ditch is part of the system of large outfall ditches that convey storm water from within the city. It conveys storm water from the Miccosukee Rd., Lucy Street area to Weems Pond. This ditch is unimproved with no hardened surface to prevent erosion. Over the many years that the ditch has been in use, the flow line and side slopes of the ditch have been eroded. It is past the point of requiring stabilization (repair) to prevent further erosion and sediment migration downstream. The area adjacent to the ditch has been used by citizens for years for walking, jogging or biking. Also, there is a sanitary sewer line within this area. The side slopes of the ditch are beginning to erode and will eventually have a negative impact upon the stability of the sanitary sewer line and the walking path. As part of the City's Blair Stone Rd. project, a bridge was constructed over this ditch. The ditch side slopes adjacent to the bridge footing may require additional stabilization in several years if this project is not approved.</p> <p>This project will require the stabilization of an estimated 1,300 feet of ditch with a hard surface, possibly a concrete ditch lining. The estimated cost of this project is \$300,000 including engineering, permitting and construction. This project's cost estimate was made according to staff's knowledge of the cost of similarly sized projects.</p> <p>Operating Budget Impact</p> <p>There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p> <p>Funding Source</p> <table border="1"> <tr> <td>Stormwater RR&I Undesignated Balance</td> <td>0</td> <td>300,000</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>300,000</td> </tr> <tr> <td>Total Funding</td> <td>0</td> <td>300,000</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>300,000</td> </tr> </table>								Stormwater RR&I Undesignated Balance	0	300,000	0	0	0	0	300,000	Total Funding	0	300,000	0	0	0	0	300,000
Stormwater RR&I Undesignated Balance	0	300,000	0	0	0	0	300,000																
Total Funding	0	300,000	0	0	0	0	300,000																

Railroad Avenue

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

Operating Budget Impact

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

Funding Source

2005 Sales Tax	1,775,500	0	0	0	0	0	0
2014 Capital Bond Series	500,000	0	0	0	0	0	0
General Government Future Bonds	0	0	1,224,500	0	0	0	1,224,500
Total Funding	2,275,500	0	1,224,500	0	0	0	1,224,500

Recurring Traffic Management Systems Improvements

On-going implementation of the Tallahassee Advanced Transportation Management System (TATMS) components will provide additional safety, enhance efficient system operations, provide vital traffic flow and effectiveness measures, and provide motorists with real-time traffic information through an intelligent transportation system (ITS) network. Features include video monitoring cameras, variable message signs (VMS), and emergency vehicle preemption. These funds will be used for new mast arm signals, mast arm / span wire replacements, pedestrian signal upgrades at various locations based on safety and traffic pattern variations. These funds will also support the ITS network enhancements with uninterruptible power supply (UPS) for controllers, fiber optic cable improvements, driver feedback / speed radar signs, and pedestrian rapid flashing beacons. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

Funding Source

Gas Tax	0	0	0	0	0	0	0
2005 Sales Tax	615,500	615,500	615,500	615,500	615,500	615,500	3,077,500
Total Funding	615,500	615,500	615,500	615,500	615,500	615,500	3,077,500

Residential Sidewalks and Bike Ped Implementation Prog

This project combines funding authorized by City Commission Policy 600CP for the Sidewalk Program and for the City Commission authorized Traffic Calming Program. Revisions to the traffic calming program approved by the City Commission have significantly reduced the number of projects that qualify for funding. Emphasis is placed on sidewalk improvements including in-fill sidewalks and missing link segments. It is anticipated that these funds will be used to supplement the design and construction of sidewalk projects through the Multimodal projects priority list. All sidewalks and ramps constructed must meet the Americans with Disabilities Act (ADA) criteria. These funds also support the Street Resurfacing Program on the construction of sidewalk / ADA ramps. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

Funding Source

General Government Capital Improvement Fund - GI	236,500	0	0	0	670,950	236,500	907,450
Gas Tax Undesignated Balance	0	558,200	0	0	0	0	558,200
2005 Sales Tax	497,300	0	880,800	670,950	0	497,300	2,049,050

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
General Government Future Bonds	0	700,000	0	0	0	0	700,000
Total Funding	733,800	1,258,200	880,800	670,950	670,950	733,800	4,214,700

Roundabout Intersection Kerry Forest Pkwy

The roundabout at the intersection of Kerry Forest Pkwy and Shannon Lakes Dr. serves approximately on average 24,000 vehicles per day. The existing pavement within the roundabout is exhibiting several deformations including rutting, shoving and an increase in cracking. It is impractical to perform maintenance on the roundabout at this time because any maintenance would not be cost effective and would only provide a temporary and short-term fix.

We are requesting funding for the design and construction of replacing the current roundabout with concrete. The estimated costs for design and construction of this project are \$380,000 (\$80,000 for design in 2019. and \$500,000 for construction in 2020).

Operating Budget Impact

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

Funding Source

General Government Future Bonds	0	0	0	0	80,000	500,000	580,000
Total Funding	0	0	0	0	80,000	500,000	580,000

Sidewalk Program - New Developments

A program to refund developers' material costs for construction of sidewalks along every new city roadway was abolished by the City Commission on July 17, 1991. The present policy requires developers to pay for sidewalks on new public streets. However, the city has several development agreements outstanding, which require reimbursement of sidewalk construction costs in subdivisions approved prior to July 17, 1991, and in annexed areas with an urban services agreement. These development agreements allowed developers to construct sidewalks after the subdivision was more than fifty percent complete. City staff continues to identify those subdivisions, which are substantially built-out, and request the developer to construct sidewalks in adherence to the development agreement. Based on anticipated refunds for Bull Run, Piney Z, and Benjamin's Run it is recommended that refunds be maintained at \$70,000 per year. Supplementary appropriations will be requested through the City Commission, if any of these projects request full sidewalk reimbursement.

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

Operating Budget Impact

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

Funding Source

2005 Sales Tax	0	70,000	70,000	70,000	70,000	70,000	350,000
Total Funding	0	70,000	70,000	70,000	70,000	70,000	350,000

Skyland Drive Outfall Ditch Improvements

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

Operating Budget Impact

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

Funding Source

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

Storm Drain System

Inspection/Rehabilitation/Replacement

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

Operating Budget Impact

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

Funding Source

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Stormwater RR&I Undesignated Balance	750,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Total Funding	750,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Street Resurfacing Program

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

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

Operating Budget Impact

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

Funding Source

General Government Capital Improvement Fund - GI	0	500,000	0	0	0	0	500,000
Gas Tax	3,338,000	2,889,700	2,802,600	3,168,000	3,153,800	3,593,350	15,607,450
Gas Tax Undesignated Balance	0	441,800	0	0	0	0	441,800
2005 Sales Tax	0	118,500	750,900	492,100	616,100	289,650	2,267,250
Total Funding	3,338,000	3,950,000	3,553,500	3,660,100	3,769,900	3,883,000	18,816,500

Sustainable Traffic Signal Pilot Project

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

Operating Budget Impact

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

Funding Source

2005 Sales Tax	0	0	0	0	108,375	0	108,375
Total Funding	0	0	0	0	108,375	0	108,375

Thermo-plastic Marking Program

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

For the past approximate 9 years, Public Works Operations has been applying thermo-plastic pavement markings as part of the resurfacing program. This decreases funds available for asphalt resurfacing. Because of this, this capital request is being made to develop a program designed to progressively apply and maintain thermo-plastic pavement markings to the streets of Tallahassee that previously have had painted markings.

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

Operating Budget Impact

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

Funding Source

Gas Tax	0	0	0	0	0	0	0
2005 Sales Tax	0	0	40,000	41,200	42,400	43,700	167,300
Total Funding	0	0	40,000	41,200	42,400	43,700	167,300

Traffic Signal Preemption System Replacement

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
<p>This project will fund a replacement of the current optical (line of sight) traffic signal Fire Truck Preemption system with a state-of-the art Global Positioning System (GPS) based system. The current system was installed in 1997 and is out of warranty by the manufacturer and is nearing the end of its service life. Replacement parts are becoming more difficult to obtain and maintenance costs are increasing. Currently, due to line of sight issues, many of our signals do not have sufficient time to give a safe right of way to the emergency vehicles. A new GPS based system, because of its geo-connectivity, will provide a more rapidly responsive and therefore safer signal operation for our responding emergency vehicles. Due to the GPS operation, emergency vehicles will no longer "out run" the signal preemption. A secondary function of this new system is the ability to provide transit signal priority for our StarMetro transit vehicles. This is a significantly beneficial feature that will allow transit vehicles that are behind in their route schedule to extend traffic signal greens and make up time to get back on schedule. Public Works is taking the lead on this project in coordination with the Tallahassee Fire Department and StarMetro. Funds requested are based upon staff's discussions with vendors.</p> <p>Operating Budget Impact</p> <p>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.</p> <p>Funding Source</p>							
Gas Tax	0	0	0	0	0	0	0
2005 Sales Tax	0	0	0	1,857,700	1,007,725	0	2,865,425
Total Funding	0	0	0	1,857,700	1,007,725	0	2,865,425

Vinedale Building HVAC

Funding is requested for the replacement of four obsolete HVAC package units that serve approximately 21,000 of 34,000 square footage of condition space in the Vinedale Building located within the Municipal Services Complex. All of the units were manufactured and installed circa 1994/1995. Three of the HVAC units were manufactured by American Standard and the fourth was manufactured by a York. All four units are a similar type of HVAC system, with regard to how the units operate. The industry standard life expectancy for these types of units is 15 to 18 years. These units are designed to provide a constant volume of conditioned air to large areas. The design, age, and current condition of these units make them inefficient in terms of energy usage and unreliable because all have exceeded the life expectancy guidelines. Staff is working with City's Energy Management Engineer on a replacement plan for the units. The preliminary plan includes replacement of the HVAC equipment, duct work, and related hardware, with an estimated cost of \$320,000. During the next budget year, staff will continue to refine the scope of the project and estimated cost of the project. The requested funding of \$320,000 includes monies for both design 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.

Funding Source

General Government Capital Improvement Fund - Gt	0	0	0	0	0	320,000	320,000
Total Funding	0	0	0	0	0	320,000	320,000

Vinedale Building Life Safety and Standby Power Upgrade

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

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

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

Operating Budget Impact

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

Funding Source

2005 Sales Tax	0	0	0	0	0	125,000	125,000
Total Funding	0	0	0	0	0	125,000	125,000

Weems Road Extension

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

Operating Budget Impact

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

Funding Source

Gas Tax	622,500	0	0	0	0	0	0
2005 Sales Tax	1,500,000	0	62,850	0	0	0	62,850
2014 Capital Bond Series	377,500	0	0	0	0	0	0
General Government Future Bonds	0	0	2,807,600	0	0	0	2,807,600

City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2016 Budget	<i>Non-Appropriated Programmed CIP Funding</i>				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Total Funding	2,500,000	0	2,870,450	0	0	0	2,870,450
Total Public Works	43,052,163	13,793,700	19,248,700	15,129,850	14,563,400	13,800,300	76,535,950
Total Development and Transportation Services	47,997,163	18,276,200	41,028,700	46,484,850	32,818,400	35,945,300	174,553,450

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
CC-ECC Building Upgrades								
<p>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.</p> <p>This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p>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> <p>Funding Source Electric RR&I</p>								
		1,000,000	50,000	50,000	50,000	75,000	75,000	300,000
Total Funding		1,000,000	50,000	50,000	50,000	75,000	75,000	300,000

CC-EMS Evaluation & Upgrade

Operating Budget Impact

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

Funding Source

Electric RR&I

	0	251,000	260,000	266,000	274,000	282,000	1,333,000
Total Funding	0	251,000	260,000	266,000	274,000	282,000	1,333,000

CC-Sub-SCADA Mods &Upgrades

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

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

Operating Budget Impact

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

Funding Source

Electric RR&I

	600,000	525,000	550,000	550,000	570,000	500,000	2,695,000
Total Funding	600,000	525,000	550,000	550,000	570,000	500,000	2,695,000

CC-Telecommunications/Fiber Optics

This project entails the procurement of communications equipment, fiber, and the installation of fiber optics cables and associated control equipment that provide for communication networks for the electric system monitoring and control.

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

Operating Budget Impact

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

Funding Source

Electric RR&I

Electric 2010 Bonds

	55,000	60,000	65,000	65,000	70,000	70,000	330,000
	220,000	240,000	260,000	260,000	280,000	280,000	1,320,000
Total Funding	275,000	300,000	325,000	325,000	350,000	350,000	1,650,000

Corn Master-Outages & BOP Work

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

This master project includes, but is not limited to, FERC required activities, roof coating and a turbine generator inspection. 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.

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Operating Budget Impact								
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.								
Funding Source								
Electric RR&I		10,000	435,000	660,000	275,000	360,000	25,000	1,755,000
Total Funding		10,000	435,000	660,000	275,000	360,000	25,000	1,755,000

Hopkins Master-Outages & BOP Work

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

This master project includes, but is not limited to, unit 1 electrical R/R, unit 1 mechanical R/R, unit 2 electrical R/R, unit 2 mechanical R/R, unit 1 stack/high tank painting, and BOP equipment and facility R/R. Additional unanticipated or unspecified plant repairs or improvements of higher priority can be substituted for the projects on the list and/or be funded from the master project and there is no limitation of the amount a subproject can be set up from the master.

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

Operating Budget Impact

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

Funding Source

Electric RR&I		1,950,000	1,450,000	3,600,000	4,425,000	3,200,000	4,075,000	16,750,000
Total Funding		1,950,000	1,450,000	3,600,000	4,425,000	3,200,000	4,075,000	16,750,000

PE-Data Systems Support

This master project provides funding for recurring needs and activities of the Power Engineering Division GIS unit including: licensing, replacement, upgrade and implementation of hardware and software systems; staff training and certification; field inventory updates; related contractual services.

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

Operating Budget Impact

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

Funding Source

Electric RR&I		0	648,000	51,000	53,000	239,000	59,000	1,050,000
Total Funding		0	648,000	51,000	53,000	239,000	59,000	1,050,000

PE-Distribution Upgrades & Modifications

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

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

Operating Budget Impact

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

Funding Source

Electric 2010 Bonds		3,960,000	5,892,000	6,185,000	5,000,000	4,700,000	2,250,000	24,027,000
Total Funding		3,960,000	5,892,000	6,185,000	5,000,000	4,700,000	2,250,000	24,027,000

PE-New Service Installations

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

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

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Operating Budget Impact								
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.								
Funding Source								
Electric 2010 Bonds		3,525,000	3,650,000	3,775,000	3,900,000	4,005,000	4,110,000	19,440,000
Total Funding		3,525,000	3,650,000	3,775,000	3,900,000	4,005,000	4,110,000	19,440,000

PE-Purchase of Talquin Electric Co-op Facilities

This project provides for the purchase of Talquin Electric Cooperative facilities within the city's electric service territory and for the installation of new services for city customers on Talquin facilities within this territory.

Operating Budget Impact

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

Funding Source

Electric RR&I		11,700,000	3,500,000	650,000	1,800,000	350,000	350,000	6,650,000
Total Funding		11,700,000	3,500,000	650,000	1,800,000	350,000	350,000	6,650,000

PE-Recurring-Replacements and Upgrades

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

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

Operating Budget Impact

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

Funding Source

Electric RR&I		1,150,000	1,181,000	1,216,000	1,249,000	1,280,000	1,314,000	6,240,000
Total Funding		1,150,000	1,181,000	1,216,000	1,249,000	1,280,000	1,314,000	6,240,000

PE-Street Lighting

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

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

Operating Budget Impact

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

Funding Source

Electric RR&I		1,258,000	1,265,000	1,273,000	1,281,000	1,340,000	1,350,000	6,509,000
Total Funding		1,258,000	1,265,000	1,273,000	1,281,000	1,340,000	1,350,000	6,509,000

PE-Substation Modifications

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

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

Operating Budget Impact

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

Funding Source

Electric 2010 Bonds		10,790,000	1,925,000	2,375,000	2,775,000	5,520,000	8,600,000	21,195,000
Total Funding		10,790,000	1,925,000	2,375,000	2,775,000	5,520,000	8,600,000	21,195,000

PE-Transmission Upgrades & Modifications

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects activities associated with construction of new and refurbishment/upgrade of existing transmission facilities. Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.								
This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.								
Operating Budget Impact								
There is no operating budget impact within the current five-year capital improvement plan. All impacts have been/will be incorporated into current/future capital plans.								
Funding Source								
Electric 2010 Bonds		280,000	160,000	250,000	700,000	4,750,000	5,100,000	10,960,000
Total Funding		280,000	160,000	250,000	700,000	4,750,000	5,100,000	10,960,000

Prod Mgmt-Purchase/Install Distributed Generation

Based on the current 10-year strategic transmission study, supporting capital projects are required in 2010 and beyond to ensure system reliability. Options include building new transmission infrastructure and/or installing distributed generation including combustion turbines at key locations on the city's system to meet grid reliability standards. One option 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.

Operating Budget Impact

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

Funding Source

Electric RR&I	2,000,000	20,000,000	8,000,000	0	39,500,000	0	67,500,000
Total Funding	2,000,000	20,000,000	8,000,000	0	39,500,000	0	67,500,000

Prod Mgmt-Training Solutions

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

Operating Budget Impact

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

Funding Source

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

Purdom Master-Outages & BOP Work

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

This master project includes, but is not limited to, unit 8 HRSG chemical cleaning, unit 8 zero discharge evaporator circulator pump R&R, unit 8 Cooling Tower Casing Replacement, unit 8 MKVI controls upgrade/DCS upgrade, unit 7 Demolition, repainting of fuel oil tanks 1, 3 and 4, and control room upgrades. Additional unanticipated or unspecified plant repairs or improvements of higher priority can be substituted for the projects on the list and/or be funded from the master project and there is no limitation of the amount a subproject can be set up from the master.

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

Operating Budget Impact

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

Funding Source

Electric RR&I	3,250,000	2,325,000	1,005,000	13,165,000	1,975,000	1,075,000	19,545,000
Total Funding	3,250,000	2,325,000	1,005,000	13,165,000	1,975,000	1,075,000	19,545,000

Smart Grid-Automated Distribution

This project funds the acquisition of equipment, materials, supplies, contract labor, COT labor, and other associated costs required to extend and/or improve the Automated Distribution System and Associated Radio Communications System installed on the COT's Electric Utility's electric distribution system.

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Operating Budget Impact								
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.								
Funding Source								
Electric RR&I		624,850	0	2,000,000	2,500,000	0	4,500,000	9,000,000
Total Funding		624,850	0	2,000,000	2,500,000	0	4,500,000	9,000,000

Solar Capacity Expansion Plan

The Electric Utility is continuing to promote installation of solar thermal and photovoltaic (PV) systems to provide a limited diversity of energy supply, encourage use of clean energy sources, educate customers about the advantages of renewable resources, and provide energy and tradable renewable energy certificates (green tags) for existing and future retail green power offerings. This ongoing project will help to position the City for changes in the energy markets and assist the utility in responding to possible renewable energy portfolio standards. This is a recurring project.

Operating Budget Impact

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

Funding Source

Electric RR&I		0	100,000	100,000	200,000	200,000	200,000	800,000
Total Funding		0	100,000	100,000	200,000	200,000	200,000	800,000

SP-Electric System Planning Resource Studies

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

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

Operating Budget Impact

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

Funding Source

Electric RR&I		150,000	480,000	150,000	150,000	150,000	150,000	1,080,000
Total Funding		150,000	480,000	150,000	150,000	150,000	150,000	1,080,000

SP-Energy Efficiency & DSM

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

Operating Budget Impact

There are potential operating budget impacts from this project that formerly were budgeted in the now-defunct Energy Services Department.

Funding Source

Electric RR&I		30,174,722	600,000	6,000,000	6,000,000	6,000,000	6,000,000	24,600,000
Total Funding		30,174,722	600,000	6,000,000	6,000,000	6,000,000	6,000,000	24,600,000

T&D-Electric A/R Master

The Electric Utility performs numerous projects at the request of citizens, businesses and organizations to repair damages to the electric system infrastructure, as well as for other specific services requested by electric customers. There are basically two types of requests: 1) specific work relative to electric facilities that are paid by the customer (e.g., pole relocation), and 2) emergency repairs necessary because of damages to electric system property that will be paid by the party responsible for the damage. The estimates are based on historical expenditures for these types of activities, and all expenditures are fully reimbursed by the requesting or responsible party. Incurred costs are billed by the utility through the city's billing and accounts receivables process.

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

Operating Budget Impact

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

Funding Source

Electric RR&I		250,000	250,000	250,000	250,000	250,000	250,000	1,250,000
Accounts Receivable		750,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
Total Funding		1,000,000	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	8,750,000

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
T&D-Instrumentation/Control RR&I								
This project provides funding for installation, maintenance and upgrade of equipment to automate the control, metering and monitoring of various distribution facilities, including necessary studies to determine and identify the proper size and location of equipment.								
Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects associated with these activities . Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.								
This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.								
Operating Budget Impact								
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.								
Funding Source								
Electric RR&I		60,000	75,000	65,000	65,000	65,000	65,000	335,000
Total Funding		60,000	75,000	65,000	65,000	65,000	65,000	335,000

T&D-Operations Center RR&I								
This project will fund needed repairs, renovations and upgrades of the utility operations center located at 2602 Jackson Bluff Road and its adjacent facilities, including the associated electric meter operations building, the 9.07 acres located between Messer Park, and the existing material storage facility. These activities will address problems associated with aging and deterioration of the facility, adding new office/storage facilities as needed, and installation and upgrade of security measures to reduce vandalism and theft.								
Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects associated with these activities . Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.								
This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.								
Operating Budget Impact								
There will be an increase in electrical energy usage for some of the security equipment placed in-service by this project. In the future, a need may arise for an additional full-time position to be responsible for monitoring, overseeing the performance of security equipment and coordinating the overall electric utility security program as the city's electric utility grows and expands. In addition, it could be determined that one of the needed security measures would be an annual contract agreement for security guard services that would be an operating expense.								
Funding Source								
Electric RR&I		425,000	2,400,000	400,000	300,000	325,000	325,000	3,750,000
Total Funding		425,000	2,400,000	400,000	300,000	325,000	325,000	3,750,000

T&D-Overhead Line RR&I								
This project provides funding for refurbishment of 115/230 kV overhead transmission lines and facilities in electric system and provides for the ground-line treatment of all wood distribution and transmission poles, including: 1) equipment identification and computerized data collection of work performed; 2) visual inspection of pole and hardware attachments; 3) visual inspection of application of remedial preservative treatments to extend pole life; and, 4) pole restoration utilizing c-truss or fiber wrap systems. This project provides funding for costs associated with planting species of trees or plants to replace tall trees growing under overhead power lines.								
Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects associated with these activities . Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.								
This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.								
Operating Budget Impact								
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.								
Funding Source								
Electric RR&I		150,000	170,000	170,000	170,000	170,000	970,000	1,650,000
Total Funding		150,000	170,000	170,000	170,000	170,000	970,000	1,650,000

T&D-Substation RR&I

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
<p>This project provides funding for the inspection, maintenance and upgrade of substation facilities and equipment, including breakers, switches, relays, annunciator panel systems, multiplexors, system control and data acquisition equipment, electronic security and safety equipment, and storage facilities. This project also provides for the construction of a storage building which will house one of the city's two emergency mobile substations when not in service to provide protection from the deteriorating elements of weather.</p> <p>Per an exception to current administrative policy granted by DMA/Office of Budget & Policy, this master project will provide funding for new and existing specific projects and subprojects associated with these activities. Utilization of this consolidated master approach to capital funding since FY 2012 has provided management greater flexibility in meeting critical system needs, reduced administrative workloads, and improved the department's ability to affect more timely deobligations of surplus capital appropriations.</p> <p>This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.</p> <p>Operating Budget Impact</p> <p>There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p> <p>Funding Source</p>								
Electric RR&I		150,000	685,000	735,000	735,000	785,000	750,000	3,690,000
Total Funding		150,000	685,000	735,000	735,000	785,000	750,000	3,690,000

T&D-URD System RR&I

This project provides funding for the replacement and/or refurbishment of deteriorated underground distribution (URD) facilities. These include replacement and installation of fault indicators, cables and URD equipment such as deteriorated pad mounted equipment, cable, conduit, and associated equipment. Additionally, this project provides for cabinet inspection of interior padmount transformers, pedestals and associated padmounted equipment and includes the following: 1) computerized data collection of work performed; 2) infrared inspection and ground resistance readings; 3) replacement of penta or hex bolts if necessary, and unlock or cut off locks if necessary; 4) insecticide treatment and install fault indicators- labor only; 5) private property access and attachment of inspection stickers; 6) installation of road markers and painting numbers on pedestal corresponding with padmount; 7) replacement of pedestal lid bolts where available - labor only; 8) other associated minor repairs as needed; and 9) needed connector replacements and installation of fault indicators, etc.

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

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

Operating Budget Impact

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

Funding Source

Electric RR&I	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	1,250,000	5,850,000
Total Funding	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	1,250,000	5,850,000
Total Electric Utility	75,882,572	50,967,000	42,745,000	49,084,000	79,083,000	45,475,000	267,354,000

Fleet Management

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Environmental Compliance and Remediation Program							
<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</p> <p>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> <p>Funding Source</p>							
Fleet Reserve Fund		100,000	100,000	100,000	100,000	100,000	500,000
Total Funding		100,000	100,000	100,000	100,000	100,000	500,000

Vehicle Replacement

The fleet management program is responsible for centralized citywide vehicle and equipment acquisition, maintenance, and repair. This project supports a program for vehicle replacement. Funding for the program is provided by the fleet reserve, which is replenished annually through fund interest earnings and monthly charges in user department operating budgets. This project includes a ten percent contingency to address unanticipated needs. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Fleet Management**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Operating Budget Impact								
There is no operating impact within the five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.								
Funding Source								
Fleet Reserve Fund		8,500,000	7,900,000	9,000,000	9,500,000	9,000,000	7,500,000	42,900,000
Total Funding		8,500,000	7,900,000	9,000,000	9,500,000	9,000,000	7,500,000	42,900,000
Total Fleet Management		8,600,000	8,000,000	9,100,000	9,600,000	9,100,000	7,600,000	43,400,000

StarMetro

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
StarMetro - Miscellaneous A/R								
This accounts receivable project will allow StarMetro to enter small contractual arrangements with third parties. Examples would include vendors that would like to construct bus shelters, bus stop signs or install advertising equipment on buses. Other examples would include training provided by StarMetro to third parties that reimburse StarMetro for the cost of the training (i.e. Bus simulator and CDL training). These are estimates only.								
Operating Budget Impact								
Department is using operating revenue to fund this project.								
Funding Source								
StarMetro Accounts Receivable		50,000	50,000	50,000	50,000	50,000	50,000	250,000
Total Funding		50,000	50,000	50,000	50,000	50,000	50,000	250,000
Total StarMetro		50,000	50,000	50,000	50,000	50,000	50,000	250,000

Underground Utilities

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Alternate Fuel Program								
Underground Utilities often designs, constructs, and expands its natural gas mains to provide service to outlying areas. Gas Administration has outlined a strategic plan to incorporate alternative fuels programs for dispensing compressed natural gas/liquid propane to economically feasible end-users, as well as deferring system expansion costs in outlying areas when alternative fuel delivery is a cost feasible option to distribution customers. This program is required to keep invested state licenses active and in full effect during the next fiscal year. Appropriations will also cover a cost feasibility study to be conducted prior to the implementation of the program. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.								
Operating Budget Impact								
Marginal operating impact that will be offset by increased revenues.								
Funding Source								
Gas RR&I Undesignated Balance		40,000	40,000	50,000	50,000	60,000	60,000	260,000
Total Funding		40,000	40,000	50,000	50,000	60,000	60,000	260,000

Automation Implementation

This project involves the development and implementation of a Geographic Information System (GIS) database mapping and facility inventory system for the department's Gas, Water & Sewer Utilities. Funding is provided for field surveys to locate existing gas valves/facilities, quality assurance/quality control gas facilities, modeling, prepare data input and editing, integration to GIS from engineering designs and documents, purchase and maintain gas applications pertaining to leak surveys and cathodic protection, purchase and maintain hardware and software pertaining to gas applications, purchase hardware and software pertaining to locating facilities, staff training, gas code compliance suite, mobile GIS, mobile GPS, work management, and field force automation.

Operating Budget Impact

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

Funding Source

Gas RR&I Undesignated Balance	526,937	150,200	140,000	140,000	140,000	0	570,200
Water RR&I Undesignated Balance	218,842	266,600	245,000	0	0	0	511,600
Sewer Future CUSB	286,651	19,200	0	0	0	0	19,200
Stormwater RR&I Undesignated Balance	14,385	78,000	70,000	70,000	70,000	0	288,000
Total Funding	1,046,815	514,000	455,000	210,000	210,000	0	1,389,000

Backflow Reimbursement Program

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Chapter 21, Article VIII, Division 1, Sec 21-261 Cross Connection Code amendment has been modified to comply with the recent Florida Administrative Code changes. These changes provide better incremental enforcement options to achieve customer compliance with testing customers' backflow prevention assemblies (BFPA's) other than discontinuance of water service. One option for residential customers to comply with testing their (BFPA's) is to participate in the "Opt-In" Testing Program. Under this program, the biennial (every two years) backflow test will be performed by an approved tester under contract with the City of Tallahassee for which a cost of \$3.00 per month will be applied to the customer's monthly utility bill. The water service customer will remain registered in the program until written cancellation is received from the customer. Customers who have failed to have their devices tested and are delinquent after two notices will automatically be enrolled in the program. Funding represents an expected 50% participation of residential customer.							
This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Funding Source							
Sewer RR&I Undesignated Balance		0	200,000	200,000	200,000	200,000	1,000,000
Total Funding		0	200,000	200,000	200,000	200,000	1,000,000

By pass set up for Southeast Farm

By Pass pump setup(piping, valves, and materials) for SEF (Southeast Farm) connection to existing emergency pumps.

Operating Budget Impact

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

Funding Source

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

By Pass set up for TPS

By Pass pump setup (piping, valves, and materials) for TPS (Thomas P. Smith WWRF) connection to existing emergency pump .

Operating Budget Impact

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

Funding Source

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

Carbon Bed Replacement

The City has granular activated carbon (GAC) units located at six water well facilities used to remove ground water contaminants. The need to change the carbon is related to water demand and other factors. Exchange of the GAC is expected to be an ongoing process with these units. GAC units are closely monitored for Florida Department of Environmental Protection compliance by the Water Quality Division. Chemical analyses indicate carbon replacement schedules. Carbon planned for replacement includes FY15 - Well 13, FY16 - Well 2 & 4, FY17 - Well 9, FY18 - Well 7 and Well 13.

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

Operating Budget Impact

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

Funding Source

Water Future CUSB		250,000	250,000	200,000	250,000	200,000	250,000	1,150,000
Total Funding		250,000	250,000	200,000	250,000	200,000	250,000	1,150,000

Central SCADA System Upgrade

Major Instrumentation and Control modifications to Lift Station and Water Production sites to include telemetry upgrades, SCADA Network Infrastructure improvements, and technology migration.

Operating Budget Impact

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

Funding Source

Water Future CUSB		960,000	450,000	0	0	0	0	450,000
Sewer Future CUSB		2,240,000	1,050,000	0	0	0	0	1,050,000
Total Funding		3,200,000	1,500,000	0	0	0	0	1,500,000

Collection System Rehabilitation/Replacement

Sewer collection infrastructure must be rehabilitated or replaced to extend the expected life and reduce stormwater infiltration and inflow. These projects are prioritized each year based on maintenance reports, with design and construction usually done in-house and coordinated, when possible, with roadway projects. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Operating Budget Impact							
This project will not require additional operating resources. It will be undertaken with existing staff and/or resources.							
Funding Source							
Sewer System Charge		900,000	0	0	0	0	900,000
Sewer RR&I	3,000,000	0	3,000,000	3,000,000	3,000,000	3,000,000	12,000,000
Sewer RR&I Undesignated Balance	0	0	0	0	0	0	0
Sewer Future CUSB	0	2,100,000	0	0	0	0	2,100,000
Total Funding	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	15,000,000

Copeland Street Drainage Improvements

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

Operating Budget Impact

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

Funding Source

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

DEP In-Kind Services

The definition and scope are unknown at this time. FDEP has not finalized the Amended Consent Order with civil penalties. An in-kind project must be either an environmental enhancement, environmental restoration or a capital/facility improvement project. A project has not yet been determined.

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	75,000	75,000	75,000	75,000	0	0	225,000
Total Funding	75,000	75,000	75,000	75,000	0	0	225,000

Digester 3 Rehabilitation - Heating, Mixing, Cover Modifications

Digester number three needs new heating system, mixing system, cleaning and cover modifications.

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	0	150,000	0	0	0	0	150,000
Total Funding	0	150,000	0	0	0	0	150,000

Downtown Stormwater Master Plan

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

Operating Budget Impact

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

Funding Source

Stormwater RR&I Undesignated Balance	650,000	200,000	0	0	0	0	200,000
Total Funding	650,000	200,000	0	0	0	0	200,000

Emergency Preparedness Storage Area

Need a pole barn type structure with electric to store generators, pumps, hoses and safety equipment

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	0	0	150,000	0	0	0	150,000
Total Funding	0	0	150,000	0	0	0	150,000

Facility Building Improvements

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
This project involves scheduled and unscheduled improvements and maintenance for the Water Quality Facility. Among the recommendations proposed are additional building and roof repairs, parking lot improvements, mechanical system maintenance and repairs, and maintenance on the current security system. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned.							
Operating Budget Impact							
This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.							
Funding Source							
Water RR&I	0	0	0	0	0	0	0
Water Future CUSB	100,000	100,000	100,000	100,000	100,000	100,000	500,000
Total Funding	100,000	100,000	100,000	100,000	100,000	100,000	500,000

Gas Recurring Projects

The Gas Utility Division performs a variety of capital project activities designed to meet recurring operating requirements. Projects include procurement of meters for new service requests, replacement of obsolete meters, and repaving of utility cuts. This is a recurring project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

Marginal operating impact that will be offset by increased revenues.

Funding Source

Gas RR&I	1,752,450	1,806,450	1,862,250	1,890,600	1,918,950	1,976,519	9,454,769
Total Funding	1,752,450	1,806,450	1,862,250	1,890,600	1,918,950	1,976,519	9,454,769

Gas Service Request

This project provides funding for repairs to gas mains from damages made by gas customers. The estimates are based on historical expenditures for this type of activity and all expenditures will be fully reimbursed by gas customers. Costs for repairs will be billed through the city's billing and accounts receivable process. This project is also used for the City's Internal Piping Program whereby the City contracts with a local plumber to install internal gas piping. The City is fully reimbursed by the customer for this service; the City also adds an administrative fee for this service. Costs for this program will be billed through the city's billing and accounts receivable process. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

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

Funding Source

Gas RR&I Undesignated Balance	50,000	50,000	50,000	50,000	50,000	50,000	250,000
Total Funding	50,000	50,000	50,000	50,000	50,000	50,000	250,000

Gas System Expansion

This project funds the expansion of the gas distribution system serving residential, commercial, and industrial customers. Prior to opening any projects, the department will develop a payback analysis for each individual project. This is a recurring master project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

Marginal operating impact that will be offset by increased revenues.

Funding Source

Gas RR&I Undesignated Balance	1,199,400	1,206,700	1,272,050	1,339,650	1,408,200	1,450,446	6,677,046
Total Funding	1,199,400	1,206,700	1,272,050	1,339,650	1,408,200	1,450,446	6,677,046

Grit Chamber Equip. & Screen Sys.

Purchase third grit chamber equipment and third mechanical screen equipment. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned.

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	450,000	0	1,050,000	0	0	0	1,050,000
Total Funding	450,000	0	1,050,000	0	0	0	1,050,000

Heat Exchanger

Install third swing heat exchanger and secondary loop pumps/piping.

Operating Budget Impact

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

Funding Source

Sewer Future CUSB	0	0	0	0	0	0	0
	0	168,850	0	0	0	0	168,850

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Total Funding	0	168,850	0	0	0	0	168,850

High-Pressure System Upgrade

This project provides funding for engineering, purchases of equipment, staff training, construction, and related activities associated with the expansion, additions or improvements to the gas high-pressure facilities. Activities also include replacement of remote terminal units (RTU) at various locations, updating and maintaining the gas hydraulic model through the purchase of new hardware/software, and training. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

Improved system reliability will result in increased sales/revenues with a marginal operating impact.

Funding Source

Gas RR&I Undesignated Balance	103,300	109,750	115,000	120,000	126,000	133,560	604,310
Total Funding	103,300	109,750	115,000	120,000	126,000	133,560	604,310

Inflow Monitoring and Testing

This project supports the identification of sources of infiltration or inflow into the sanitary sewer system. Identification methods include smoke testing, monitoring flows, and televising.

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

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000
Total Funding	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000

Liftstation 65 Additional Pump (SCADA)

LS 65 3rd Pump Addition, with Control Panel Replacement and Electrical Installation and Upgrade

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	0	100,000	0	0	0	0	100,000
Total Funding	0	100,000	0	0	0	0	100,000

Lower Central Drainage Ditch Erosion Control Project

The project objective is to address severe erosion along the Central Drainage Ditch (CDD) from Gamble Street to Springhill Road. The most severe erosion is from Kissimmee Street to Springhill Road. The majority of the CDD is under private ownership, so land acquisition will be required. It is envisioned that the solution concept will consist of armoring the bottom and sides of the ditch with Gabions with maintenance access paths and fencing along both sides of the ditch.

Operating Budget Impact

This project will have a slight increase on the operating budget; however, until the solution concept is refined, it is not possible to assess the specific impacts on the operating budget. The majority of the project will be improvements to the conveyance system, which typically do not have a large impact on operating costs.

Funding Source

Stormwater RR&I Undesignated Balance	6,500,050	3,450,000	1,500,000	0	0	0	4,950,000
Total Funding	6,500,050	3,450,000	1,500,000	0	0	0	4,950,000

LS 94 SCADA Control Panel

Replace SCADA control panel at Pumpstation 94

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	0	120,000	0	0	0	0	120,000
Total Funding	0	120,000	0	0	0	0	120,000

Madison Street and Gaines Street Supplemental Stormwater Outfall

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

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Operating Budget Impact							
The majority of the project involves upgrading the existing stormwater collection and conveyance system. These improvements do not typically have significant impact on operating costs.							
Funding Source							
Stormwater RR&I Undesignated Balance	325,000	1,500,000	0	0	0	0	1,500,000
Total Funding	325,000	1,500,000	0	0	0	0	1,500,000

Market Square Pond Improvements

Improvements to existing retention pond facilities and adjacent green space, located at Maclay Commerce Drive and Maclay Boulevard South, such that it can be used as part of an ongoing effort to reclaim public spaces and develop urban parks around existing stormwater facilities.

Operating Budget Impact

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

Funding Source

Stormwater RR&I Undesignated Balance	0	700,000	700,000	2,000,000	0	0	3,400,000
Total Funding	0	700,000	700,000	2,000,000	0	0	3,400,000

Master Sewer Plan Improvements

This project is to construct major sewer infrastructure, including pumping stations, force mains, and gravity sewer mains, to provide city sewer services in accordance with the 2035 Water Master Plan. Individual projects will be established based on the capital project phasing included in the Master Plan. This is a master recurring project. Funds that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

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

Funding Source

Sewer Future CUSB	2,100,000	2,150,000	2,260,000	2,305,200	2,420,500	2,542,000	11,677,700
Total Funding	2,100,000	2,150,000	2,260,000	2,305,200	2,420,500	2,542,000	11,677,700

Master Water Plan Improvements

This project funds the construction of water distribution infrastructure in accordance with the 2010-2030 Water Master Plan. Improvements identified in the plan include major upgrades and replacement of distribution piping and water production/storage facilities to maintain proper water capacity and system pressure to provide adequate fire flows, maintain good water quality, and address future growth. Individual projects will be established based on the projected capital project program included in the Master Plan. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

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

Funding Source

Water Future CUSB	2,616,500	2,950,000	4,060,000	2,426,000	2,548,000	2,675,000	14,659,000
Total Funding	2,616,500	2,950,000	4,060,000	2,426,000	2,548,000	2,675,000	14,659,000

Medium Stormwater System Improvements

This project provides funding for medium sized stormwater problems to be addressed in a timely manner. Problem areas are analyzed under the Small Project Initiative Program (SPI) and at times the solution exceeds the resources allocated to the SPI Program. This project provides construction funding for these somewhat larger (medium sized) stormwater problems to be addressed in a timely manner. Projected costs are engineer's estimates, based upon Water Resources Engineering historical project construction costs. This is a recurring project. All appropriations not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

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

Funding Source

Stormwater RR&I Undesignated Balance	2,500,000	3,500,000	2,500,000	2,500,000	2,500,000	2,500,000	13,500,000
Total Funding	2,500,000	3,500,000	2,500,000	2,500,000	2,500,000	2,500,000	13,500,000

Meginnis Arm FEMA FIS & LOMR

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

Operating Budget Impact

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

Funding Source

Stormwater RR&I Undesignated Balance	225,000	0	0	0	0	0	0
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**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Total Funding	225,000	0	0	0	0	0	0

Minor Sewer Infrastructure Expansions Master Project

This project will fund minor sewer infrastructure expansions associated with land development activities. It involves refunds to developers for on-site and off-site activities including pipeline additions/adjustments as well as construction and/or modifications to pump station.

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

Operating Budget Impact

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

Funding Source

Sewer System Charge	945,000	990,000	603,200	640,000	1,158,000	1,216,000	4,607,200
Sewer RR&I	0	0	0	0	0	0	0
Total Funding	945,000	990,000	603,200	640,000	1,158,000	1,216,000	4,607,200

Miscellaneous Stormwater Engineering

Drainage Basin: City Wide. This project provides a source of funding for various miscellaneous stormwater problems or issues, which the Stormwater Division is called on to address, and which are not funded in the capital improvement plan (CIP). Typically, this work requires some engineering, surveying or other services and this project provides the Stormwater Division with a funding source to provide those activities. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.

Operating Budget Impact

This project is not anticipated to increase the operating budget.

Funding Source

Stormwater RR&I Undesignated Balance	80,000	80,000	80,000	80,000	80,000	80,000	400,000
Total Funding	80,000	80,000	80,000	80,000	80,000	80,000	400,000

NEW Mobile Work Management

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

Operating Budget Impact

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

Funding Source

Gas RR&I Undesignated Balance	75,000	112,500	37,500	0	0	0	150,000
Water RR&I Undesignated Balance	0	37,500	37,500	0	0	0	75,000
Water Future CUSB	75,000	75,000	0	0	0	0	75,000
Sewer RR&I Undesignated Balance	0	50,000	50,000	0	0	0	100,000
Sewer Future CUSB	100,000	100,000	0	0	0	0	100,000
Total Funding	250,000	375,000	125,000	0	0	0	500,000

Northwest Water Quality Initiative

Underground Utilities customers have been experiencing discolored drinking water in the northwest water service area. The discoloration is a result of buildup of naturally occurring iron in the distribution system, causing the pipes to require cleaning to be renewed to the customer service level expected of us. Approximately 100 miles of distribution pipe and three water supply wells serve this area which need to be routinely cleaned and/or rehabilitated. Underground Utilities Engineering and Operations are working closely together to identify the sources/causes of the water quality problems and to develop and implement solutions to provide customers the same high quality water as experienced throughout the City. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned.

Operating Budget Impact

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

Funding Source

Water RR&I Undesignated Balance	0	250,000	250,000	250,000	250,000	250,000	1,250,000
Total Funding	0	250,000	250,000	250,000	250,000	250,000	1,250,000

NPDES Municipal Stormwater Permit Compliance

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

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Funding Source							
Stormwater RR&I Undesignated Balance	1,800,000	90,000	125,000	125,000	125,000	175,000	640,000
Total Funding	1,800,000	90,000	125,000	125,000	125,000	175,000	640,000

Pipe Cleaning

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

Operating Budget Impact

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

Funding Source

Water RR&I Undesignated Balance	0	200,000	200,000	200,000	200,000	200,000	1,000,000
Total Funding	0	200,000	200,000	200,000	200,000	200,000	1,000,000

Pump Station 12 Forcemain

This projects entails the design, environmental permitting, easement acquisition, and construction of a new sanitary sewer forcemain beginning at Pump Station 12 on West Orange Avenue and terminating in the vicinity of Pump Station 149 on Springhill Road.

Operating Budget Impact

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

Funding Source

Sewer Future CUSB	0	4,060,000	1,025,000	0	0	0	5,085,000
Total Funding	0	4,060,000	1,025,000	0	0	0	5,085,000

Pump Station Renovation & Maintenance

The Distribution and Collection Division operates and maintains 107 pumping stations. Pumping stations are scheduled for periodic maintenance and upgrades based upon the age and condition of the grounds, structures, and/or equipment. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned.

Operating Budget Impact

This project will not require additional operating resources.

Funding Source

Sewer System Charge	0	760,000	0	0	0	0	760,000
Sewer RR&I Undesignated Balance	0	190,000	750,000	750,000	750,000	750,000	3,190,000
Sewer Future CUSB	750,000	0	0	0	0	0	0
Total Funding	750,000	950,000	750,000	750,000	750,000	750,000	3,950,000

Pumping Station Replacement Master Project

The City operates 104 pumping stations in the sewer collection system and annually prioritizes those stations due for replacement or major upgrades. This project provides for the design, purchase and installation of equipment and structures to adequately and reliably pump sewage throughout the collection system.

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

Operating Budget Impact

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

Funding Source

Sewer RR&I	0	0	0	0	0	0	0
Sewer Future CUSB	1,207,500	200,000	300,000	1,404,500	1,475,000	1,549,000	4,928,500
Total Funding	1,207,500	200,000	300,000	1,404,500	1,475,000	1,549,000	4,928,500

Rainfall and Stream Gauging - Stormwater Project

The program is funded through a joint agreement among the City, Leon County, and the Northwest Florida Water Management District. The project is an annual recurring project to gather rainfall and stream flow data necessary to continually update stormwater computer models and to ensure reliability of designs. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Funding Source							
Stormwater RR&I Undesignated Balance	105,000	108,000	111,000	111,000	111,000	111,000	552,000
Total Funding	105,000	108,000	111,000	111,000	111,000	111,000	552,000

Refurbish Pivots 1,2&5

Refurbish sprayfield pivots 1, 2 & 5. and upgrade all 16 Water valve boxes with new control valves, ARV (air release valves, and isolation valves.

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	0	0	0	0	0	0	0
Sewer Future CUSB	90,000	260,000	0	0	0	0	260,000
Total Funding	90,000	260,000	0	0	0	0	260,000

Royal Oaks Creek Stormwater Improvements

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

Operating Budget Impact

Operating Budget Impact – This project may have a slight increase on the operating budget; however, until the solution concepts are refined, it is not possible to assess the specific impacts on the operating budget. The majority of the project will be improvements to the conveyance system, which typically do not have a large impact on operating costs.

Funding Source

Stormwater RR&I Undesignated Balance	1,000,000	1,000,000	1,000,000	0	0	0	2,000,000
Total Funding	1,000,000	1,000,000	1,000,000	0	0	0	2,000,000

SEF PLC/VFD Replacement

SEF VFD/PLC Replacement and Electrical/SCADA Upgrades

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	0	450,000	0	0	0	0	450,000
Sewer Future CUSB	0	50,000	0	0	0	0	50,000
Total Funding	0	500,000	0	0	0	0	500,000

Sewer Line Relocation/Adjustment for Roadways

Sewer collection infrastructure in conflict with proposed roadway and stormwater facility improvements must be relocated and adjusted. The scope and cost of these relocations/adjustments vary with each project and cannot be accurately determined until final construction plans are available. The projected five-year funding levels are based on preliminary Florida Department of Transportation, Blue Print 2000, Leon County, and City Public Works schedules and on historical cost experience. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

The relocation and adjustment of sewer facilities will be undertaken with existing staff and/or funding, and will require no additional operating resources.

Funding Source

Sewer System Charge	0	1,034,250	0	0	0	0	1,034,250
Sewer RR&I Undesignated Balance	0	1,034,250	2,171,925	2,280,521	2,395,000	2,515,000	10,396,696
Sewer Future CUSB	1,970,000	0	0	0	0	0	0
Total Funding	1,970,000	2,068,500	2,171,925	2,280,521	2,395,000	2,515,000	11,430,946

Small Projects Initiative

Drainage Basin: City Wide. This project provides funding for smaller stormwater problems to be addressed in a timely manner. To address this issue, a staff person has been assigned to work only on small projects. Projected costs are engineer's estimates, based upon Water Resources Engineering historical property acquisition, engineering design, and project construction costs.

Operating Budget Impact

It is not possible to assess the specific impacts this project will have on the operating budget because solution concepts to the various flood problems vary significantly, and are not known until the problem is studied and a site-specific solution concept is defined. Typically, the flooding problems are conveyance-capacity related, in which case conveyance improvements will be needed. Small conveyance system improvements typically do not have any impact on operating costs.

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Funding Source							
Stormwater RR&I Undesignated Balance	350,000	350,000	350,000	350,000	350,000	350,000	1,750,000
Total Funding	350,000	350,000	350,000	350,000	350,000	350,000	1,750,000

South City - Country Club Creek Stormwater Improvements

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

Operating Budget Impact

This project may have a slight increase on the operating budget. However, until the solution concept is refined, it is not possible to assess the specific impacts on the operating budget. The majority of the project will be improvements to the conveyance system, which typically do not have a large impact on operating costs.

Funding Source

Stormwater RR&I Undesignated Balance	950,000	300,000	400,000	100,000	0	0	800,000
Total Funding	950,000	300,000	400,000	100,000	0	0	800,000

Southeast Farm Controls and Pumps

Southeast Farm needs new controls (PLC (programmable logic controllers) and VFD's (variable frequency Drives) and two new distribution pumps.

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	0	500,000	0	0	0	0	500,000
Total Funding	0	500,000	0	0	0	0	500,000

Southeast Farm Pond 1 Lining

Southeast Farm pond number one is in need of a new lining.

Operating Budget Impact

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

Funding Source

Sewer Future CUSB	0	920,000	0	0	0	0	920,000
Total Funding	0	920,000	0	0	0	0	920,000

Stormwater Pollution Reduction

The initial assessment and planning phase has been completed. However, the SPRP has transitioned into the implementation element of the program. The Division will continue to fund prioritization, feasibility studies and BMP monitoring via this project.

Operating Budget Impact

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

Funding Source

Stormwater RR&I Undesignated Balance	0	0	0	0	0	50,000	50,000
Total Funding	0	0	0	0	0	50,000	50,000

Stormwater SCADA Implementation for Stormwater

Operating Budget Impact

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

Funding Source

Stormwater RR&I	500,000	500,000	0	0	0	0	500,000
Total Funding	500,000	500,000	0	0	0	0	500,000

Think About Personal Pollution (TAPP)

The TAPP (Think About Personal Pollution) Campaign is an ongoing water quality enhancement project originally funded through a Section 319 Nonpoint Source Management grant from the US-EPA. The Campaign is a multi-media and community outreach effort, which surveys indicate has been successful in reducing stormwater pollution that reached our lakes, streams, and ponds.

Operating Budget Impact

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Funding Source							
Stormwater RR&I Undesignated Balance	2,132,655	240,000	240,000	240,000	240,000	240,000	1,200,000
Total Funding	2,132,655	240,000	240,000	240,000	240,000	240,000	1,200,000

Total Maximum Daily Load (TMDL) Compliance

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

Operating Budget Impact

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

Funding Source

Stormwater RR&I Undesignated Balance	1,395,000	15,000	75,000	75,000	75,000	75,000	315,000
Total Funding	1,395,000	15,000	75,000	75,000	75,000	75,000	315,000

TPS AWT Server Replacement

TPS AWT Server Replacement

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	0	50,000	0	0	0	0	50,000
Total Funding	0	50,000	0	0	0	0	50,000

Wastewater Collection Recurring Work Orders

Each fiscal year the distribution and collection division performs a series of capital projects that cover wastewater collection system activities listed below. This is a master recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

This project will not require additional operating resources.

Funding Source

Sewer System Charge	0	883,050	0	0	0	0	883,050
Sewer RR&I	0	2,060,450	2,943,500	2,943,500	2,943,500	2,943,500	13,834,450
Sewer RR&I Undesignated Balance	1,288,250	0	0	0	0	0	0
Sewer Future CUSB	1,611,750	0	0	0	0	0	0
Total Funding	2,900,000	2,943,500	2,943,500	2,943,500	2,943,500	2,943,500	14,717,500

Wastewater Treatment Improvements

Each fiscal year, the Wastewater Treatment Division performs various capital projects relating to the repair, replacement, and maintenance activities at two treatment plants and a reuse facility. Project activities are listed below. Annual appropriations that are not expended prior to fiscal year end will be returned to fund balance.

Operating Budget Impact

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

Funding Source

Sewer RR&I Undesignated Balance	0	500,000	500,000	500,000	500,000	500,000	2,500,000
Sewer Future CUSB	500,000	0	0	0	0	0	0
Total Funding	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000

Water Distribution Recurring Work Orders

Each fiscal year, the Distribution and Collection Division performs a series of capital projects, which cover water distribution system activities shown below. Fire hydrant maintenance is included in the Fire Department's CIP. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

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

Funding Source

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Water System Charge	0	940,000	0	0	0	0	940,000
Water RR&I	3,800,000	2,360,000	3,800,000	3,800,000	3,800,000	3,800,000	17,560,000
Water RR&I Undesignated Balance	948,100	1,400,000	0	0	0	0	1,400,000
Total Funding	4,748,100	4,700,000	3,800,000	3,800,000	3,800,000	3,800,000	19,900,000

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

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.

Funding Source

Water RR&I Undesignated Balance	0	1,100,000	1,155,000	1,213,000	1,274,000	1,338,000	6,080,000
Water Future CUSB	1,050,000	0	0	0	0	0	0
Total Funding	1,050,000	1,100,000	1,155,000	1,213,000	1,274,000	1,338,000	6,080,000

Water Minor Line Extensions and Upgrades

This project will fund minor water distribution system extensions as well as development related refunds. It will also fund water main replacements and upgrades identified by maintenance and operating activities.

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

Operating Budget Impact

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

Funding Source

Water Future CUSB	997,500	1,050,000	1,105,000	1,161,000	1,220,000	1,281,000	5,817,000
Total Funding	997,500	1,050,000	1,105,000	1,161,000	1,220,000	1,281,000	5,817,000

Water Quality Division Service Request

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

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

Operating Budget Impact

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

Funding Source

Water RR&I Undesignated Balance	102,100	102,000	102,000	102,000	103,100	103,100	512,200
Total Funding	102,100	102,000	102,000	102,000	103,100	103,100	512,200

Water Quality Bldg Relocation

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

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

Operating Budget Impact

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

Funding Source

Water Future CUSB	1,352,000	450,000	300,000	0	0	0	750,000
Total Funding	1,352,000	450,000	300,000	0	0	0	750,000

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Water Resources Alternatives								
Several projects have been identified to serve potential reuse areas, including Southwood CDD, Southeast Capital Circle, Orange Avenue and Capital Cascades Park. This project will provide planning, design, and construction of the reuse distribution system in order to maximize the customer base for the reuse water.								
Operating Budget Impact								
Operating Impacts are not expected until FY14 or FY15.								
Funding Source								
Water Future CUSB		11,757,850	0	3,000,000	3,600,000	0	0	6,600,000
Total Funding		11,757,850	0	3,000,000	3,600,000	0	0	6,600,000

Water Well and Elevated Tank Renovation & Replacement

This project supports improvements, upgrades, and emergency repairs at the various city water wells and elevated tanks. Currently, there are 27 water wells and 8 elevated water storage tanks in the city's water supply system. Rule 62-555.360 (operation and maintenance of public water systems) by the Florida Department of Environmental Protection requires that drinking-water storage tanks be inspected annually and cleaned at least once every five years to remove biogrowths, calcium or iron/manganese deposits, and other debris from inside the tanks. The rule also requires inspection for structural and coating integrity at least once every five years by personnel under the responsible charge of a professional engineer licensed in Florida. The tanks also require annual cathodic protection inspection to help prevent corrosion. The following projects planned in FY15 include continued replacement of fluoride buildings and appurtenances, FY16 - Well #26 - HVAC installation in filtration room, Well #23 conversion to water lubricated pump and annual maintenance requirements at various water wells and tanks, and procurement of miscellaneous equipment. The project also funds emergency repairs at water wells as needed and capitalization of City staff wages.

Operating Budget Impact

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

Funding Source

Water System Charge	0	318,000	0	0	0	0	318,000
Water RR&I Undesignated Balance	795,000	477,000	795,000	795,000	795,000	795,000	3,657,000
Total Funding	795,000	795,000	795,000	795,000	795,000	795,000	3,975,000

Water Well Facilities Improvements

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

The new control centers will allow better compatibility with today's technology to monitor additional safety and security equipment, to be compatible with newer software versions and to enhance remote monitoring and operations. Four wells have been identified. Engineering evaluation and design will be performed in FY2015 on the existing MCCs to establish the order of replacement, with expected equipment procurement and installation at one Water Well in FY2016.

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. Schedule for construction includes FY15 - Well 13 roof replacement, Well 15 building and yard piping improvements and pump-off vault at Well #7, FY16 - Well 18, FY17 - evaluation of Wells 8, 9, 11, and 18. Additionally funding will accommodate the replacement of the small enclosure at Well 19.

Tank 1 is scheduled to be painted in FY18.

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

Operating Budget Impact

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

Comp Plan (identify goal and objective):

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

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

Funding Source

Water Future CUSB	0	0	0	0	0	0	0
	500,000	300,000	400,000	500,000	500,000	500,000	2,200,000
Total Funding	500,000	300,000	400,000	500,000	500,000	500,000	2,200,000

Welaunee Plantation - Gas Main Extension

This project involves the design and construction of natural gas mains to provide service to Welaunee Plantation. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

**Utility Services
Underground Utilities**

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Operating Budget Impact								
Marginal operating impact that will be offset by increased revenues.								
Funding Source								
Gas RR&I Undesignated Balance		136,100	142,300	156,550	156,550	0	0	455,400
Total Funding		136,100	142,300	156,550	156,550	0	0	455,400

WRE Document Management Upgrade

This project will provide funding for the development of an electronic document management system for Water Resources Engineering; namely the Stormwater Utility and the Water Utilities Engineering sections. Paper files are accumulating at an unsustainable rate, and electronic files are more readily accessed and require little office storage space. This project will develop the process, and convert existing paper files to an electronic format. Once files are converted to an electronic format they can be stored on a computer server. Projected costs are an engineer's estimate based upon reasonable and customary pricing for similar services and equipment. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned.

Operating Budget Impact

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

Funding Source

Stormwater RR&I Undesignated Balance		75,000	75,000	0	0	0	0	75,000
Total Funding		75,000	75,000	0	0	0	0	75,000
Total Underground Utilities		65,022,320	50,855,050	42,112,475	38,193,521	33,386,250	34,059,125	198,606,421

Utility Services

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding	
			FY 2017	FY 2018	FY 2019	FY 2020		
Business Enterprise Systems Upgrade and Support								
The Business Enterprise Systems Upgrade and Support project is a compilation of new and enhanced technology and software upgrades for the Customer Information System (CIS), Call Center Monitoring system, and Smart initiatives.								
This is a recurring project however, the recurring designation was suspended for fiscal year 2015 to address a shortfall in one of the project's funding components. In accordance with city commission approval, the project's balance at the end of fiscal year 2014 was carried forward into fiscal year 2015 rather than being returned to fund balance as required by policy. The recurring project status has been resumed for fiscal year 2016. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.								
In FY16, the appropriation amount is planned to address replacement of Cougar production modeling software. The Wholesale Energy Services division uses unit commitment and dispatch software to simulate and optimize hourly, daily and weekly production runs for the Electric Utility. The same software has been used to perform economic dispatch modeling for the past 20 years.								
Operating Budget Impact								
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.								
Funding Source								
Electric RRI Undesignated Balance	0	298,000	298,000	298,000	298,000	298,000	298,000	1,490,000
Gas RR&I Undesignated Balance	0	56,050	56,050	56,050	56,050	56,050	56,050	280,250
Water RR&I Undesignated Balance	0	148,750	148,750	148,750	148,750	148,750	148,750	743,750
Sewer RR&I Undesignated Balance	0	93,250	93,250	93,250	93,250	93,250	93,250	466,250
Solid Waste Rate Stabilization Reserve	0	53,950	53,950	53,950	53,950	53,950	53,950	269,750
Total Funding	0	650,000	650,000	650,000	650,000	650,000	650,000	3,250,000

Commercial Energy Conservation

This project provides low interest loans to support the city's ongoing energy efficiency/customer retention efforts in the commercial sector. The program's focus is to improve energy efficiency of commercial facilities and promote efficiency in city and other public/governmental facilities through the funding of special projects and studies. This is a recurring project. Annual appropriations that are not expended by the close of the fiscal year will be returned to the energy conservation fund.

Operating Budget Impact

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

Funding Source

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

Customer Information System and Meter Data Management System Upgrades

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

**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget - Service Area Summary**

Utility Services

Utility Services

Project Name / Description	Prior Years	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2017	FY 2018	FY 2019	FY 2020	
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Funding Source							
Electric RRI Undesignated Balance	0	0	4,000,000	2,000,000	0	0	6,000,000
Gas RR&I Undesignated Balance	0	0	720,000	360,000	0	0	1,080,000
Water RR&I Undesignated Balance	0	0	1,760,000	880,000	0	0	2,640,000
Sewer RR&I Undesignated Balance	0	0	880,000	440,000	0	0	1,320,000
Solid Waste Rate Stabilization Reserve	0	0	640,000	320,000	0	0	960,000
Total Funding	0	0	8,000,000	4,000,000	0	0	12,000,000

Interactive Voice Response Upgrade

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

Operating Budget Impact

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

Funding Source

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

Residential Energy Conservation

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

Operating Budget Impact

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

Funding Source

Energy Conservation Fund - Capital Funds	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	21,000,000
Total Funding	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	21,000,000

Utility Systems Data Warehouse and Systems

Integration

A virtual data warehouse for data analytics will be used as a single source for data analysis. This virtual repository will be used to consolidate actionable data in order to make data driven management decisions. This virtual repository will also allow for historical data research as well as trend analysis covering the entire organization. This business intelligence or "BI" is vital to create an intelligent utility and implement the technical innovations needed.

Operating Budget Impact

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

Funding Source

Electric RRI Undesignated Balance	0	0	2,760,000	0	0	0	2,760,000
Gas RR&I Undesignated Balance	0	0	540,000	0	0	0	540,000
Water RR&I Undesignated Balance	0	0	1,380,000	0	0	0	1,380,000
Sewer RR&I Undesignated Balance	0	0	840,000	0	0	0	840,000
Solid Waste Rate Stabilization Reserve	0	0	480,000	0	0	0	480,000
Total Funding	0	0	6,000,000	0	0	0	6,000,000

Total Utility Services	4,825,000	7,475,000	19,475,000	9,475,000	5,475,000	5,475,000	47,375,000
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Total Utility Services	154,379,892	117,347,050	113,482,475	106,402,521	127,094,250	92,659,125	556,985,421
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Grand Total	208,285,335	145,402,308	161,319,633	159,988,871	165,573,150	133,564,925	765,848,887
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**City of Tallahassee
Fiscal Year 2016 thru 2020 Capital Budget**

Non-Funded Projects

Project	FY 2016 Budget	Non-Appropriated Programmed CIP Funding				5 Year Total
		FY 2017	FY 2018	FY 2019	FY 2020	
<u>Economic and Community Development</u>						
Downtown Pedestrian and Vehicular Enhancements	100,000	100,000	100,000	100,000	100,000	500,000
Department Total	100,000	100,000	100,000	100,000	100,000	500,000
<u>Fire</u>						
Lake Bradford Road Fire Station	0	2,459,400	2,616,200	898,250	0	5,973,850
Lake Bradford Road Station Fire Engine and Batt. Chief Vehicle	0	0	0	739,550	0	739,550
Relocation of Fire Sta. #8 to Capital Circle/Hartsfield Area	0	0	2,533,150	2,694,650	0	5,227,800
Southwood Fire Station	0	846,700	2,616,200	898,250	0	4,361,150
Southwood Station Fire Apparatus	0	0	0	649,200	0	649,200
Welaunee Boulevard Fire Station	0	0	0	2,609,000	0	2,609,000
Department Total	0	3,306,100	7,765,550	8,488,900	0	19,560,550
<u>Management and Administration</u>						
Permits and Enforcement Tracking System	197,600	197,600	197,600	197,600	197,600	988,000
Telephone Switch Upgrade	0	3,000,000	2,000,000	0	0	5,000,000
Department Total	197,600	3,197,600	2,197,600	197,600	197,600	5,988,000
<u>Underground Utilities</u>						
Effluent Quality Centrate Basin	0	0	2,251,000	0	0	2,251,000
Influent Flow Meter	0	0	78,800	0	0	78,800
Department Total	0	0	2,329,800	0	0	2,329,800
Total Non-Funded Projects	297,600	6,603,700	12,392,950	8,786,500	297,600	28,378,350

City of Tallahassee
Fiscal Year 2016 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 \$149.0 million, the FY 2016 approved General Fund Budget exceeds the prior year's adopted budget by \$6.2 million. The following, highlighted changes have been included in this proposal:

- Personnel expenses increased by \$4.9 million, from \$82.1 million in FY15 to \$87.0 million in FY16. This is primarily due to the addition of 33.0 FTEs for Police.
- Operational expenses are held relatively flat increasing by \$26,593 in FY16.
- The General Fund's portion of internal services fund allocation, formerly known as allocated accounts, increased by \$0.9 million, from \$19.5 million in FY15 to \$20.3 million in FY16.
- Ad Valorem property tax revenue increased by \$6.3 million, from \$32.9 million in FY15 to \$39.1 million in FY16. The increase is due to an approved millage increase of 0.5 mills for FY 2016. This approved increase to the City's millage rate will directly support public safety needs for the Police Department to include positions and related equipment.
- The projected contribution from the utilities decreased by \$1.1 million, from \$42.9 million in FY15 to \$41.8 million in FY16 due to the lower than projected Consumer Price Index (CPI-U).

<u>Expenditures</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Personnel Services	80,407,220	82,096,106	86,976,581	87,950,363	89,624,563	91,336,392	93,086,604
Operating	8,975,175	11,977,673	12,004,266	10,997,128	11,041,058	11,083,149	11,141,550
Other Services & Charges	763,941	1,655,563	1,417,843	1,372,843	1,372,843	1,372,843	1,372,843
Capital Outlay	581,238	532,738	246,830	239,100	239,100	239,100	239,100
Internal Service Funds	18,181,298	19,463,308	20,346,884	20,617,051	21,158,435	21,713,598	22,303,237
Utilities and Other Expenses	4,748,858	5,139,494	5,188,010	4,971,905	5,282,672	5,336,230	5,390,815
Transfers	10,807,172	8,522,828	9,031,850	9,978,683	10,742,043	11,249,115	12,490,020
Contributions to Operations	12,072,585	13,410,088	13,821,774	13,849,455	13,877,689	13,906,488	13,935,863
Year End Adjustments	152,046	0	0	0	0	0	0
<u>Revenues</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Taxes & Franchise Fees	56,745,065	57,725,156	63,525,850	65,277,917	66,687,694	68,548,474	70,478,549
Licenses & Permits	924,226	961,191	970,474	979,849	989,318	998,883	1,008,543
Intergovernmental Revenue	15,641,652	16,354,746	17,790,015	18,009,266	18,300,392	18,082,938	18,432,259
Charges for Services	8,461,253	8,644,006	8,486,039	8,588,455	8,700,546	8,816,446	8,936,422
Fines & Forfeitures	1,447,869	1,691,000	825,000	835,000	845,200	855,603	866,212
Other Revenues	10,626,866	12,267,903	12,074,342	12,074,342	12,074,342	12,074,342	12,074,342
Other Sources	42,842,602	45,153,796	45,362,318	43,280,268	44,352,590	45,451,775	46,578,498

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

001 General Fund

<u>Fund Summary</u>	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Adopted</u>	<u>FY 2016</u> <u>Budget</u>	<u>FY 2017</u> <u>Budget</u>	<u>FY 2018</u> <u>Budget</u>	<u>FY 2019</u> <u>Budget</u>	<u>FY 2020</u> <u>Budget</u>
Fund Total Expenditure	136,689,533	142,797,798	149,034,038	149,976,528	153,338,404	156,236,914	159,960,032
Fund Total Revenue	136,689,533	142,797,798	149,034,038	149,045,097	151,950,083	154,828,461	158,374,825
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>-931,431</u>	<u>-1,388,321</u>	<u>-1,408,453</u>	<u>-1,585,207</u>

Fund Expenditures

Expenditure projections are developed by eight major categories, as shown above. As the City is a service organization, personnel costs represent the fund's largest direct expenditure and account for a significant percentage of the Allocated Accounts category. The next largest expenditure category is the Internal Service Funds, which represents the General Fund's proportionate share of Accounting, Purchasing, Information Systems Services, Human Resources, Risk Management, Radio Communications, Revenue, Garage, Utility Services and Environmental Policy and Energy Resources as detailed on pages D-8 through D-11.

The City is a full Service Organization. The FY16 proposed budget includes \$87.0 million for Personnel Services which funds 1,049.99 FTE positions. Also included is a 2.0% merit increase for general government employees effective October 1, while the police union employees received a pay adjustment based on final negotiations between management and the PBA. Other adjustments to personnel expenses include a 13.07% general employee pension rate, which is a 3.11% or \$0.5 million reduction from FY15, and a 25.23% police union employee pension rate, which is a 1.11% or \$90,166 increase.

Operating costs in the General Fund has a net increase of \$26,593 over the FY15 Approved Budget, which provides funding for police positions, equipment and a variety of contractual obligations and increases in the cost of supplies. This is offset by the reduction in Red Light Camera expense.

In the Other Services and Charges category, over \$1.3 million in donations is included for cultural and social programs, economic development incentives, historic preservation and environmental initiatives. Additional funding has been approved for FY16 to include Legal Services of North Florida, the Florida Veterans Foundation and Honor Flight.

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. Capital outlay decreased by \$285,908, from \$532,738 in FY15 to \$246,830 in FY16.

Internal Service Funds, formerly allocated accounts, allow internal services costs to be associated with their related service area. The increase for the FY 2016 Proposed Budget is \$883,576 or 4.5% over the prior year.

Transfers has an increase of \$509,022, or 1% for FY 2016. Conversely, there is a net decrease of 14.4% in the Other Services and Charges category.

Contributions to Operations includes the contribution of \$7.8 million to the StarMetro Fund, the contribution of \$4.6 million to the Consolidated Dispatch Agency, and the pass-through of tax increment funds to the Frenchtown (\$691,198) and Downtown Community Redevelopment (\$692,846) Agencies (CRAs).

Fund Revenues

Property taxes represent the largest source of General Fund revenues. The approved budget recommends a millage increase for Public Safety, going from 3.7 mills to 4.2 mills. The millage had remained flat for the past five years. The estimates of taxable value from the Leon County Property Appraiser's Office on July 1, 2015 indicate a 4.9% increase over the prior year. This provides ad valorem revenue in FY16 of \$39,149,896 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

001 General Fund

annual CPI-U increase. The Gas Utility's contribution is also calculated using a base amount plus an annual CPI-U adjustment. For FY16, transfers from the electric, solid waste, water and gas utilities are calculated with the respective method as stated in financial policies. A total of \$36.8 million in contributions from these four utilities are included in the FY 2016 Proposed General Fund budget.

Intergovernmental revenue is budgeted at \$17.8 million, which is 8.8% above fiscal year 2015 adopted revenues. State revenue sharing is above the FY15 budget by nearly \$368,775 and Half-Cent Sales Tax is higher than FY15 by \$342,400. 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.

Revenues from licenses and permits are comprised of land use environmental fees (LUES). The land use and environmental fees are relatively flat in FY16 compared to FY15 due to a more stable housing industry.

Charges for Services capture those revenues that are generated by specific activities such as recreation program fees, contractual police services, planning fees, parking, animal services, public works programs, and inter-local agreements with Leon County. The inter-local agreements with the county support operations of the Tallahassee-Leon County Planning Department, the Animal Services Center, and parks and recreation programs. At \$8.5 million, these revenues are estimated to decrease by 2.1% in FY16.

Revenues of approximately \$12.1 million are projected from miscellaneous, non-operating sources, which is a \$193,561 reduction from the FY15 budget. These include interest on city investments, applied expenses for the wages of city employees whose work is primarily related to capital projects, overhead allocations from other funds, credit card rebates, lease of land and rental of buildings.

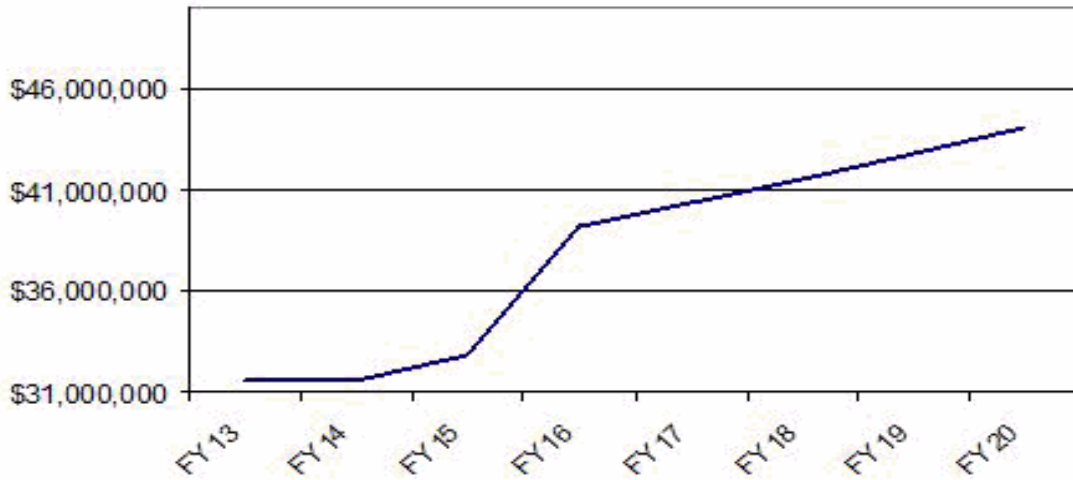
Fines and Forfeitures account for approximately \$825,000 of the general fund. This category is less than the FY15 Adopted budget (\$1,691,000) due to the reduction of Red Light Camera revenue by \$700,000 and the implementation of Article V in 2012, which changed the distribution formula and reduced the percentage of traffic fines received by municipalities from the state.

There are two significant revenue charts that follow. The first chart on property taxes illustrates a decline from FY13, however, property tax revenue has declined since FY07. Property Tax revenues have begun to show some recovery from the recession in FY15 and beyond. FY 2016 reflects the proposed City's millage increase of 0.5mills with a steady budgeted increase in fiscal years 2017-2020.

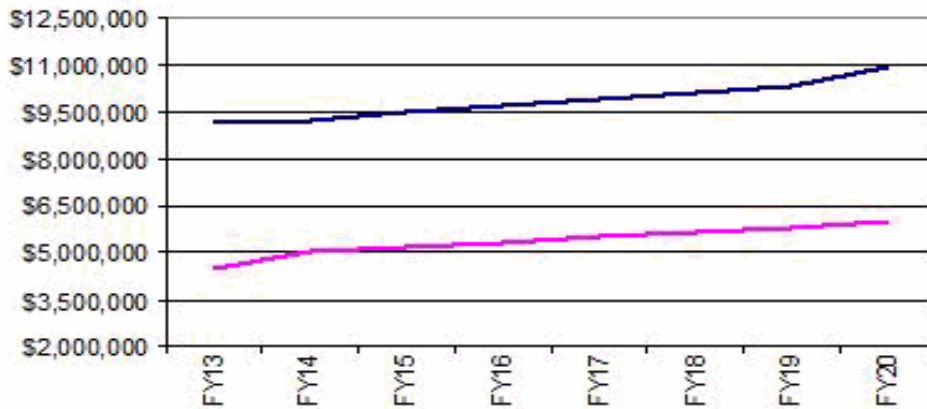
The second chart, State of Florida Revenues, details the impact of the economic recession on state revenues to the City and the beginning of a long recovery. The first line on the chart, Florida ½ cent illustrates that, even if the slow recovery continues, it is estimated that the City will not fully recover from the recession until FY20. The second line on the chart, State Revenue Sharing, due to the nature of the calculation, is normalizing. Both revenue sources are projecting a more sustained pattern of growth over the next five years

001 General Fund

Property Taxes



State of Florida Revenues



Capital Projects Operating Budget Impacts

There are no specific operating impacts from capital projects detailed in FY16; however, many general government capital projects will require future maintenance of sidewalks, guardrails, pavement, landscape, and stormwater facilities.

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Salaries	53,994,356	56,170,175	58,985,364	60,735,128	62,058,297	63,411,108	64,794,295
Capitalized Wages	-2,732,347	-2,735,018	-2,551,561	-2,551,561	-2,551,561	-2,551,561	-2,551,561
Salary Enhancements	0	1,381,560	1,750,965	1,324,369	1,354,011	1,384,386	1,415,324
Temporary Wages	4,273,632	3,909,591	3,896,857	3,889,357	3,889,357	3,889,357	3,889,357
Overtime	3,247,476	2,981,677	2,845,142	2,845,142	2,845,142	2,845,142	2,845,142
Capitalized Overtime	-767,934	-642,274	-642,274	-642,274	-642,274	-642,274	-642,274
Other Salary Items	677,411	689,963	733,897	733,897	733,897	733,897	733,897
Unemployment Compensation	46,237	95,721	95,721	95,721	95,721	95,721	95,721
Pension- Current	10,238,731	10,633,779	10,815,784	10,177,327	10,429,666	10,687,856	10,952,027
Pension- MAP	2,262,441	2,380,020	2,479,114	2,528,084	2,578,049	2,629,006	2,680,981
Social Security	3,530	0	0	0	0	0	0
Mandatory Medicare	837,025	848,237	905,169	923,849	942,934	962,430	982,371
Health Benefits	6,297,011	6,513,298	7,649,310	7,878,231	7,878,231	7,878,231	7,878,231
Health Benefits-OPEB	756,000	756,000	756,000	756,000	756,000	756,000	756,000
Flex Benefits	1,273,651	1,333,093	1,372,718	1,372,718	1,372,718	1,372,718	1,372,718
Vacancy factor	0	-2,219,716	-2,115,625	-2,115,625	-2,115,625	-2,115,625	-2,115,625
Personnel Services	80,407,220	82,096,106	86,976,581	87,950,363	89,624,563	91,336,392	93,086,604
Advertising	58,983	103,550	103,600	103,600	103,600	103,600	103,600
Cleaning & Laundry	176,771	177,243	208,143	208,143	208,143	208,143	208,143
Reproduction	69,997	121,889	121,989	121,989	121,989	121,989	121,989
Unclassified Professional Svcs	127,977	140,076	552,676	252,676	252,676	252,676	252,676
System Collection	0	0	0	0	0	0	0
Building Repairs	131,667	167,210	167,210	167,210	167,210	167,210	167,210
Equipment Repairs	214,302	334,538	334,538	334,538	334,538	334,538	334,538
Medical Services	15,439	19,288	19,288	19,288	19,288	19,288	19,288
Educational Services	369	21,000	21,000	21,000	21,000	21,000	21,000
Contract Engineering Svcs	2,700	0	0	0	0	0	0
Legal Services	103,516	167,154	179,154	179,154	179,154	179,154	179,154
Construction Services	28,597	0	0	0	0	0	0
Contract Svcs	4,312,509	6,090,499	4,861,136	4,771,637	4,800,766	4,822,928	4,850,706
Computer Software	129,075	164,422	182,621	184,274	186,009	187,831	189,744
Garage Employee Parking	183,000	197,760	197,760	197,760	197,760	197,760	197,760
Utilities- Electric	0	0	0	0	0	0	0
Telephone	162,191	299,901	315,631	315,631	315,631	315,631	315,631
Chem-Med-Lab	132,991	187,284	188,284	188,284	188,284	188,284	188,284
Food	55,618	46,584	51,584	51,584	51,584	51,584	51,584
Gasoline	463	13,993	13,993	13,993	13,993	13,993	13,993
Oil & Lubricants	1,203	1,950	1,950	1,950	1,950	1,950	1,950
Postage	8,012	11,014	11,014	11,014	11,014	11,014	11,014
Office Supplies	267,200	274,250	272,400	272,400	272,400	272,400	272,400
Uniforms & Clothing	247,403	313,459	329,090	305,960	305,960	305,960	305,960
Unclassified Supplies	1,764,350	2,464,752	2,645,494	2,095,593	2,095,593	2,095,593	2,095,593
Non-Capitalized Furniture	0	0	0	0	0	0	0
Vehicle- Non-Garage	0	15,532	15,532	15,532	15,532	15,532	15,532
Building Supplies	43,146	73,550	73,550	73,550	73,550	73,550	73,550
Travel & Training	225,924	226,174	285,410	268,263	268,263	268,263	268,263
Police Second Dollar	0	125,000	125,000	125,000	125,000	125,000	125,000
Journals & Books	58,279	67,940	67,840	67,840	67,840	67,840	67,840
Memberships	110,236	144,597	144,847	144,847	144,847	144,847	144,847
Certificates & Licenses	14,109	11,510	11,510	11,510	11,510	11,510	11,510
Rent Expense- Bldg & Ops	39,435	38,350	39,500	39,500	40,290	40,290	41,096
Rent Expense- Land	160,858	175,506	186,752	194,584	206,860	224,967	252,871
Rent Expense- Machines	100,879	149,109	144,924	144,924	144,924	144,924	144,924
Unclassified Charges	27,976	82,589	130,846	93,900	93,900	93,900	93,900
Freeze of operating expenditures	0	-450,000	0	0	0	0	0
Operating	8,975,175	11,977,673	12,004,266	10,997,128	11,041,058	11,083,149	11,141,550
Donations	893,552	1,575,563	1,337,843	1,292,843	1,292,843	1,292,843	1,292,843
Assessments & Fees	23,805	0	0	0	0	0	0
Bad Debt Expense	-189,416	30,000	30,000	30,000	30,000	30,000	30,000
City Contingency	36,000	50,000	50,000	50,000	50,000	50,000	50,000
Other Services & Charges	763,941	1,655,563	1,417,843	1,372,843	1,372,843	1,372,843	1,372,843

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Office Equipment	0	6,000	5,000	5,000	5,000	5,000	5,000
Computer Equipment	12,596	36,654	0	0	0	0	0
Vehicle Equipment	39,566	199,770	0	0	0	0	0
Unclassified Equipment	529,076	290,314	241,830	234,100	234,100	234,100	234,100
Capital Outlay	581,238	532,738	246,830	239,100	239,100	239,100	239,100
Human Resource Expense	1,329,140	1,371,170	1,493,931	1,530,195	1,567,368	1,605,478	1,644,543
Accounting Expense	879,043	1,028,924	1,135,250	1,163,631	1,192,654	1,222,403	1,253,024
Purchasing Expense	337,036	509,705	355,103	362,973	371,041	379,311	387,510
Information Systems Expense	6,604,850	7,118,601	8,591,868	8,107,110	8,327,750	8,553,922	8,808,939
Risk Management Expense	2,191,362	1,935,851	2,650,209	2,716,465	2,784,378	2,853,989	2,922,507
Radio Communications Expense	502,019	466,206	569,962	584,211	598,817	613,787	629,254
Revenue Collection Expense	968,163	810,716	572,186	411,491	426,153	441,182	456,587
Utility Services Expense	150,962	160,418	170,959	175,233	179,614	184,104	188,707
Environmental	93,494	231,453	103,188	105,768	108,412	111,122	113,900
Vehicle Garage Expense	1,827,593	2,527,635	2,422,244	2,482,305	2,543,859	2,606,947	2,671,628
Vehicle Fuel	1,909,756	1,873,111	1,426,728	1,461,090	1,496,312	1,532,413	1,569,429
Vehicle Replacement	1,387,880	1,429,518	855,256	1,516,579	1,562,077	1,608,940	1,657,209
Internal Service Funds	18,181,298	19,463,308	20,346,884	20,617,051	21,158,435	21,713,598	22,303,237
Utilities - Sewer	218,447	137,738	138,358	138,358	138,358	138,358	138,358
Utilities - Sanitation	171,133	165,684	166,740	166,740	166,740	166,740	166,740
Utilities - Stormwater	160,380	158,022	158,790	158,790	158,790	158,790	158,790
Utilities - Gas	179,340	250,362	251,772	251,772	251,772	251,772	251,772
Utilities - Water	461,833	296,118	298,977	298,977	298,977	298,977	298,977
Utilities - Electric	3,449,885	3,996,645	4,038,430	3,822,325	4,133,092	4,186,650	4,241,235
Utilities - Fire Services	107,818	91,459	91,477	91,477	91,477	91,477	91,477
COGS - Other	22	43,466	43,466	43,466	43,466	43,466	43,466
Utilities and Other Expenses	4,748,858	5,139,494	5,188,010	4,971,905	5,282,672	5,336,230	5,390,815
Debt Service Transfer	7,049,715	6,160,349	6,218,288	7,141,509	7,880,313	8,361,846	9,576,190
Inter-Fund Transfer	3,757,457	2,362,479	2,813,562	2,837,174	2,861,730	2,887,269	2,913,830
Transfers	10,807,172	8,522,828	9,031,850	9,978,683	10,742,043	11,249,115	12,490,020
Contribution to StarMetro Fund	6,873,500	7,753,784	7,789,284	7,789,284	7,789,284	7,789,284	7,789,284
Contribution to CRA Frenchtown	417,991	442,951	691,198	705,022	719,122	733,504	748,174
Contribution to CRA Downtown	306,731	564,907	692,846	706,703	720,837	735,254	749,959
Contribution to Consolidated Dispatch Agency	4,474,363	4,648,446	4,648,446	4,648,446	4,648,446	4,648,446	4,648,446
Contributions to Operations	12,072,585	13,410,088	13,821,774	13,849,455	13,877,689	13,906,488	13,935,863
Transfer to Deficiencies Fd	152,046	0	0	0	0	0	0
Year End Adjustments	152,046	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Ad Valorem Property Tax	31,533,106	32,873,602	39,149,896	40,715,892	41,937,369	43,614,864	45,359,459
Electricity Tax	11,814,601	11,110,000	11,221,100	11,333,311	11,446,644	11,561,110	11,676,722
Water Tax	1,683,258	1,725,500	1,751,382	1,777,653	1,804,318	1,840,404	1,877,212
Gas Tax	1,214,125	1,065,750	1,081,736	1,097,962	1,114,431	1,125,575	1,136,831
Fuel Oil Tax	3,690	4,568	4,637	4,707	4,778	4,874	4,971
Propane Tax	214,259	228,375	231,801	235,278	238,807	241,195	243,607
Communication	8,498,953	8,890,361	8,230,893	8,230,893	8,230,893	8,230,893	8,230,893
Business Tax	1,783,073	1,827,000	1,854,405	1,882,221	1,910,454	1,929,559	1,948,854
Taxes & Franchise Fees	56,745,065	57,725,156	63,525,850	65,277,917	66,687,694	68,548,474	70,478,549
Taxi Cab Permits	12,490	16,400	16,400	16,400	16,400	16,400	16,400
Loading Zone Permits	9,725	16,500	16,500	16,500	16,500	16,500	16,500
Building Permits	0	0	0	0	0	0	0
Environmental Permits	511,191	663,065	669,696	676,393	683,157	689,988	696,888
Contractor Licensing- Growth	1,581	0	0	0	0	0	0
Land Use Fees- Growth Mngmt	223,482	153,015	154,545	156,090	157,651	159,227	160,820
Environmental Analysis I	69,646	51,005	51,515	52,030	52,550	53,076	53,607
Environmental Analysis II	12,718	10,201	10,303	10,406	10,510	10,615	10,721
Concurrency Fees	83,393	51,005	51,515	52,030	52,550	53,076	53,607
Bid Non Fbc Fees	0	0	0	0	0	0	0
Licenses & Permits	924,226	961,191	970,474	979,849	989,318	998,883	1,008,543
U.S. Department of Justice	0	0	711,161	604,076	559,763	0	0
HUD- Home Program	0	105,825	105,825	105,825	105,825	105,825	105,825
Fla Dept of Juvenile Justice	9,454	0	0	0	0	0	0
FDOT JPA Agreements	0	600,149	613,082	626,385	642,530	659,160	676,288
State of FL Revenue Sharing	5,669,041	5,415,734	5,784,509	5,894,990	6,007,681	6,122,625	6,239,868
Mobile Hm License City Share	36,288	67,000	67,000	67,000	67,000	67,000	67,000
Beverage License	136,205	112,000	112,000	112,000	112,000	112,000	112,000
Florida 1/2 Cent Sales Tax	9,644,009	9,929,038	10,271,438	10,473,990	10,680,593	10,891,328	11,106,278
Payment in Lieu of Taxes	146,655	125,000	125,000	125,000	125,000	125,000	125,000
Intergovernmental Revenue	15,641,652	16,354,746	17,790,015	18,009,266	18,300,392	18,082,938	18,432,259

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Planning Fees- Rezoning	11,834	28,000	28,000	28,000	28,000	28,000	28,000
Co Share of Co Employees	78,042	79,131	81,505	83,950	86,469	89,063	91,734
Co Contrib w/o Co Empl	751,530	866,334	892,324	919,094	946,667	975,067	1,004,319
Leon Co Rent and O&M	21,053	25,599	25,599	25,599	25,599	25,599	25,599
Tape/dvd Dubbing Fees	240	1,000	1,000	1,000	1,000	1,000	1,000
Charges for Lien Search	50,443	37,500	37,500	37,500	37,500	37,500	37,500
Service/Notary Fees	10,831	0	0	0	0	0	0
Police Protection	62,626	65,000	62,650	62,650	62,650	62,650	62,650
Police Sec FSU/FAMU Football	171,267	163,300	171,000	176,150	181,450	186,900	192,500
Police - Fingerprint Fees	7,280	7,500	7,500	7,500	7,500	7,500	7,500
Other Miscellaneous Revenue	2,385	7,000	7,000	7,000	7,000	7,000	7,000
Other Miscellaneous Revenue	0	0	0	0	0	0	0
Sale of Cemetery Lots	0	210,938	210,938	210,938	210,938	210,938	210,938
ATM Concession	3,600	0	0	0	0	0	0
Parking Meter Receipts	345,495	275,000	275,000	275,000	275,000	275,000	275,000
Parking Lot Proceeds	224,480	292,500	292,500	292,500	292,500	292,500	292,500
DIA Garage Revenue	660,304	814,400	814,400	814,400	814,400	814,400	814,400
Capital Commons Garage	382,190	425,000	425,000	425,000	425,000	425,000	425,000
Lot Mowing & Clearing	8,233	9,000	9,000	9,000	9,000	9,000	9,000
FDOT TraCS	25,045	25,000	25,000	25,000	25,000	25,000	25,000
Traffic Signal Control Maint	88,680	67,307	67,307	67,307	67,307	67,307	67,307
FDOT ROW Maintenance Contrac	656,920	164,486	164,486	164,486	164,486	164,486	164,486
Concurrency Counts - PW	23,648	25,594	25,594	25,594	25,594	25,594	25,594
FSU Traffic Service - PW	29,644	17,500	17,500	17,500	17,500	17,500	17,500
FSU-Maint of Traffic Signals	11,097	8,424	8,424	8,424	8,424	8,424	8,424
FDOT-Maint of Traffic Signal	39,357	259,612	259,612	259,612	259,612	259,612	259,612
Gadsden Cty-Maint of Traff S	7,398	2,897	2,897	2,897	2,897	2,897	2,897
Animal Shelter- Adoptions	72,621	154,100	77,726	77,726	77,726	77,726	77,726
Animal Shelter- ARV	4,971	3,839	6,190	6,190	6,190	6,190	6,190
Animal Shelter- Bite Boardin	3,593	5,000	3,810	3,810	3,810	3,810	3,810
Animal Shelter- Board	10,396	18,376	10,098	10,098	10,098	10,098	10,098
Animal Shelter- City Impound	11,495	13,243	13,243	13,243	13,243	13,243	13,243
Animal Shelter- Miscellaneou	4,318	27,500	3,148	3,148	3,148	3,148	3,148
Animal Shelter- County Board	12,796	16,876	14,645	14,645	14,645	14,645	14,645
Animal Shelter- Co Ticket	0	5,000	0	0	0	0	0
Cnty Animal Services Contract	696,017	553,195	580,694	582,087	582,903	583,740	584,730
Animal Shelter-Vet Fees Repaid	9,821	3,500	6,385	6,385	6,385	6,385	6,385
Animal Shelter - Altering Fees	0	3,600	0	0	0	0	0
Out of County Drop Off	3,682	600	2,976	2,976	2,976	2,976	2,976
Internal Vet Services	53,066	27,040	47,844	47,844	47,844	47,844	47,844
FSU Maintenance - Parks and Rec	25,000	0	0	0	0	0	0
Miscellaneous Recreation Fee	1,075,217	1,094,479	1,115,389	1,136,717	1,158,472	1,180,662	1,203,296
Park Concessions	21,015	42,347	0	0	0	0	0
Oven Park Rental	78,150	91,011	91,011	91,011	91,011	91,011	91,011
Soccer Field Rental	118,564	86,939	86,939	86,939	86,939	86,939	86,939
Misc Rec Fees-Enterprise Proj.	156,839	5,545	5,545	5,545	5,545	5,545	5,545
Misc. Rec Gees Ent. Proj - SWC	3,486	0	0	0	0	0	0
Gaither Green Fees	61,579	137,806	64,658	64,658	64,658	64,658	64,658
Gaither Pro Shop Revenues	8,034	15,048	14,296	14,296	14,296	14,296	14,296
Gaither Concessions	10,050	13,894	13,199	13,199	13,199	13,199	13,199
Gaither Golf Cart Fees	63,805	88,424	66,995	66,995	66,995	66,995	66,995
Hilaman Gift Certificate Sal	781	0	0	0	0	0	0
Hilaman Gift Cert. Redeemed	-749	0	0	0	0	0	0
Hilaman Green Fees	345	0	0	0	0	0	0
Misc Rec Fees - Aquatics	1,509	0	0	0	0	0	0
Swimming Pool Revenues	356,311	377,556	377,556	377,556	377,556	377,556	377,556
Area Tallahassee Aquatic Clu	527	0	0	0	0	0	0
Online registrations-misc. P&R	224,562	220,000	220,000	220,000	220,000	220,000	220,000
County Contrib - Parks and R	1,078,290	1,078,290	1,078,290	1,273,620	1,327,749	1,384,178	1,443,006
County Contr - Teen Center	150,000	150,000	150,000	0	0	0	0
Special Events	21,864	23,670	23,670	23,670	23,670	23,670	23,670
Annual Fees	32,006	47,226	47,226	47,226	47,226	47,226	47,226
Monthly Fees	1,268	3,812	3,812	3,812	3,812	3,812	3,812
Tennis Daily Fees	125,028	131,663	131,663	131,663	131,663	131,663	131,663
Special Programs	0	75,652	75,652	75,652	75,652	75,652	75,652
Pro Shop Contract	5,649	9,110	0	0	0	0	0
Lessons Contract	119,447	181,652	181,652	181,652	181,652	181,652	181,652

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Restaurant Contract	453	1,613	1,613	1,613	1,613	1,613	1,613
Other Parks & Rec Revenues	12,257	20,483	20,483	20,483	20,483	20,483	20,483
Racquet Daily Fees	10,379	13,877	13,877	13,877	13,877	13,877	13,877
Aerobics Daily Fees	3,049	9,280	9,280	9,280	9,280	9,280	9,280
Tennis Clinic Revenue	30,423	1,905	1,905	1,905	1,905	1,905	1,905
Tennis Camps	23,687	556	556	556	556	556	556
Tennis Facility Revenue	4,468	159	159	159	159	159	159
Other Rentals - BM, Rentals, etc.	4,453	118	118	118	118	118	118
Tennis Tournaments	22,042	0	0	0	0	0	0
Misc. Rec Fees - Tennis Lessons	17,093	0	0	0	0	0	0
Misc Rec Fees - Tennis Pro Shop	12,920	0	0	0	0	0	0
Misc Rec Fees - Tennis Misc	2,786	0	0	0	0	0	0
Misc Rec Fees - Ice Cream	411	0	0	0	0	0	0
Pre-employment testing fees	21,857	12,000	12,000	12,000	12,000	12,000	12,000
Charges for Services	8,461,253	8,644,006	8,486,039	8,588,455	8,700,546	8,816,446	8,936,422
Traffic Fines	310,971	450,000	375,000	382,500	390,150	397,953	405,912
Parking Violations	321,415	325,000	325,000	325,000	325,000	325,000	325,000
Police False Alarm	1,800	6,000	0	0	0	0	0
Traffic Violation Surcharge	132,539	210,000	125,000	127,500	130,050	132,650	135,300
Red Light Camera Violations	635,189	700,000	0	0	0	0	0
Code Liens	45,955	0	0	0	0	0	0
Fines & Forfeitures	1,447,869	1,691,000	825,000	835,000	845,200	855,603	866,212
Interest	303,133	500,000	500,000	500,000	500,000	500,000	500,000
Lincoln Center Rent	79,715	145,314	145,314	145,314	145,314	145,314	145,314
Lease of Land	12	4,977	4,977	4,977	4,977	4,977	4,977
Smith-Williams Center Rent	13,417	19,407	19,407	19,407	19,407	19,407	19,407
Rental of Land & Buildings	874,469	695,138	695,138	695,138	695,138	695,138	695,138
Renaissance O & M - County	139,003	193,004	193,004	193,004	193,004	193,004	193,004
Sale of Land	47,430	0	0	0	0	0	0
Sale of Surplus	94,067	105,000	105,000	105,000	105,000	105,000	105,000
Discounts Earned	52	0	0	0	0	0	0
Other Miscellaneous Revenue	334,611	1,309,712	1,109,712	1,109,712	1,109,712	1,109,712	1,109,712
Cobra Payments	763	1,200	1,200	1,200	1,200	1,200	1,200
Overhead Allocation	6,932,446	7,194,151	7,500,590	7,500,590	7,500,590	7,500,590	7,500,590
Lobbyist Registration Fees	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	11,951	0	0	0	0	0	0
Capitalized Overhead	1,795,797	2,100,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Other Revenues	10,626,866	12,267,903	12,074,342	12,074,342	12,074,342	12,074,342	12,074,342
Transfer From General Fund	0	1,131,000	0	0	0	0	0
Transfer from LEF Fund State	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
Transfer from LEF Fund - Fed	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Transfer From Capital Improv	3,000,000	1,200,000	356,470	0	0	0	0
Transfer From Gas Tax Constr	204,260	204,260	204,260	204,260	204,260	204,260	204,260
Transfer From Stormwater Fun	306,000	348,307	358,756	369,519	380,605	392,023	403,784
Transfer from Spec Ins Reser	1,717,000	0	650,000	0	0	0	0
Transfer From Internal Loan	1,393,161	0	0	0	0	0	0
Transfer From Deficiencies Fd	0	343,250	2,121,695	0	0	0	0
Transfer - Cemetary Perp Trust	30,126	31,030	31,030	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
Contribution From Electric Fd	24,258,500	28,801,313	28,801,313	29,521,346	30,259,380	31,015,864	31,791,261
Contribution From Gas Fund	2,537,356	2,801,441	2,801,441	2,871,477	2,943,264	3,016,846	3,092,267
Contribution From Water Fund	3,238,663	3,694,369	3,359,576	3,443,565	3,529,654	3,617,895	3,708,342
Contribution From Sewer Fund	4,320,612	4,560,850	4,633,926	4,749,774	4,868,518	4,990,231	5,114,987
Contrib from Solid Waste Fun	1,610,924	1,811,976	1,817,851	1,863,297	1,909,879	1,957,626	2,006,567
Other Sources	42,842,602	45,153,796	45,362,318	43,280,268	44,352,590	45,451,775	46,578,498

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	136,689,533	142,797,798	149,034,038	149,976,528	153,338,404	156,236,914	159,960,032
Fund Total Revenue	<u>136,689,533</u>	<u>142,797,798</u>	<u>149,034,038</u>	<u>149,045,097</u>	<u>151,950,083</u>	<u>154,828,461</u>	<u>158,374,825</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>-931,431</u>	<u>-1,388,321</u>	<u>-1,408,453</u>	<u>-1,585,207</u>

City of Tallahassee
Fiscal Year 2016 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 Community Experience.

<u>Expenditures</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Transfers	80,000	81,800	81,800	81,800	81,800	81,800	81,800
<u>Revenues</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Undefined	4,836	0	0	0	0	0	0
Other Revenues	143,026	81,800	81,800	81,800	81,800	81,800	81,800
<u>Fund Summary</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	80,000	81,800	81,800	81,800	81,800	81,800	81,800
Fund Total Revenue	147,862	81,800	81,800	81,800	81,800	81,800	81,800
Fund Balance	67,862	0	0	0	0	0	0

Fund Expenditures

Fund expenditures support miscellaneous costs associated with the programs identified.

Fund Revenues

Fiscal year 2016 charitable donations support the Change for Change program in the Economic and Community Development Department (\$65,000), the Mayor's Back to School Community Experience (\$10,000) and the following programs in the Tallahassee Police Department: Crime Prevention (\$5,000); Child Safety Seat (\$500); Victim Advocates (\$1,000); and the Canine program (\$300).

Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

115 Donations Operating Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Inter-Fund Transfer	80,000	81,800	81,800	81,800	81,800	81,800	81,800
Transfers	80,000	81,800	81,800	81,800	81,800	81,800	81,800
Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Undefined - Added for Actuals Upload	4,836	0	0	0	0	0	0
Undefined	4,836	0	0	0	0	0	0
Interest	3,567	0	0	0	0	0	0
Child Safety Seat Donations	0	500	500	500	500	500	500
Victim Advocates	-4	1,000	1,000	1,000	1,000	1,000	1,000
Canine Donations	4	300	300	300	300	300	300
Animal Service Ctr Donation	19,000	0	0	0	0	0	0
Change For Change Donations	105,459	65,000	65,000	65,000	65,000	65,000	65,000
Mayor's Back to School Supplies	11,000	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
Other Revenues	143,026	81,800	81,800	81,800	81,800	81,800	81,800
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	80,000	81,800	81,800	81,800	81,800	81,800	81,800
Fund Total Revenue	<u>147,862</u>	<u>81,800</u>	<u>81,800</u>	<u>81,800</u>	<u>81,800</u>	<u>81,800</u>	<u>81,800</u>
Fund Balance	<u>67,862</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

City of Tallahassee
Fiscal Year 2016 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 Fiscal Year 2017 year with no loan from the Deficiencies Fund. Currently, Building Inspection's outstanding obligation to the Deficiencies Fund is \$628,967. The total budget for fiscal year 2015 is \$3,264,209 representing less than a 1% decrease from the approved 2015 budget. Any surplus generated by the Building Inspection Fund at FY16 year end, will be transferred to the Deficiency Fund.

<u>Expenditures</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	2,179,740	2,276,565	2,297,619	2,344,208	2,384,641	2,425,888	2,467,956
Operating	20,086	55,896	55,896	55,896	55,896	55,896	55,896
Internal Service Funds	596,583	551,632	815,507	833,406	851,749	870,553	889,826
Transfers	215,357	97,955	95,187	95,187	95,187	95,187	95,187
Year End Adjustments	450,937	275,948	0	0	0	0	0
<u>Revenues</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Licenses & Permits	3,062,000	2,838,002	2,844,215	2,844,215	2,844,215	2,844,215	2,844,215
Charges for Services	128,552	121,670	121,670	121,670	121,670	121,670	121,670
Fines & Forfeitures	44,689	77,300	77,300	77,300	77,300	77,300	77,300
Other Revenues	203,463	197,024	197,024	197,024	197,024	197,024	197,024
Other Sources	24,000	24,000	24,000	24,000	24,000	24,000	24,000
<u>Fund Summary</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	3,462,703	3,257,996	3,264,209	3,328,697	3,387,473	3,447,524	3,508,865
Fund Total Revenue	3,462,704	3,257,996	3,264,209	3,264,209	3,264,209	3,264,209	3,264,209
Fund Balance	1	0	0	-64,488	-123,264	-183,315	-244,656

Fund Expenditures

Expenditures in the fiscal year 2016-2020 proforma include:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.

Fund Revenues

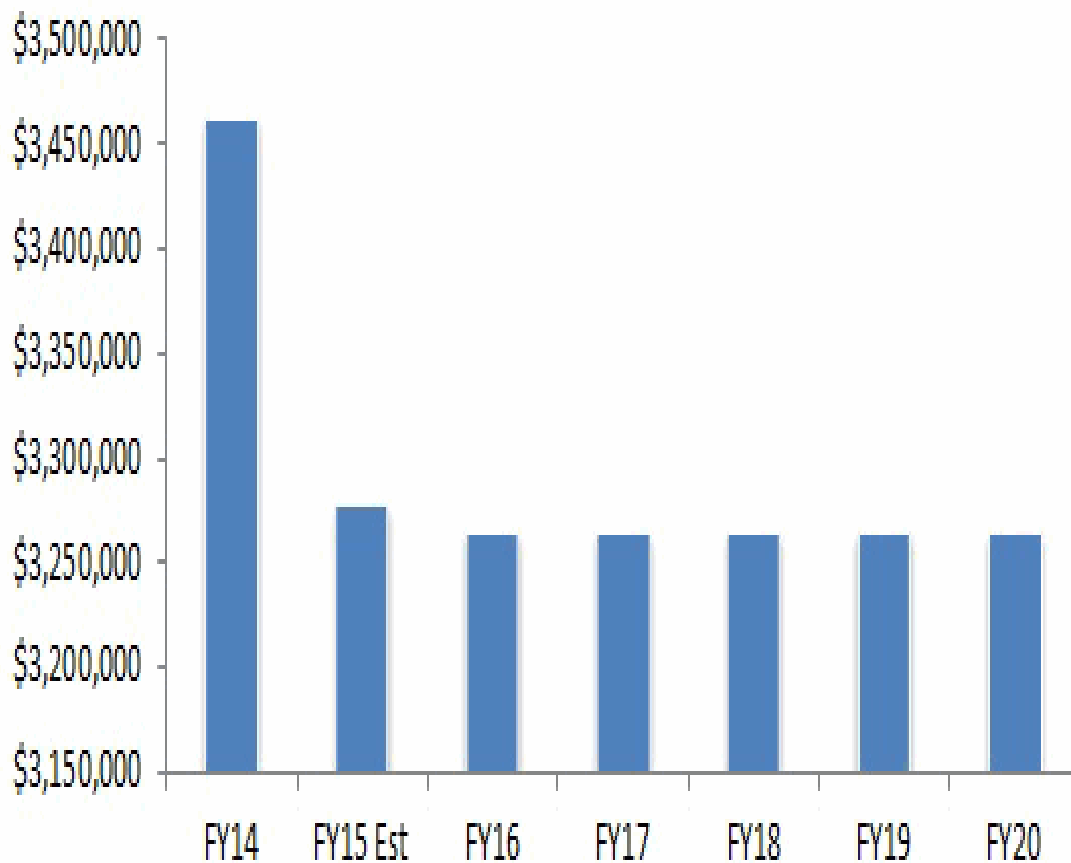
Fund revenues from licenses and permits total \$2.8 million and are derived from three major sources, building permit fees, contractor licensing, and non-FL building code fees. When looking at the overall building permit numbers for the first two quarters of FY15, permits are up slightly in comparison to the first two quarters of

120 Building Inspection Fund

FY14, from 1397 to 1477. Building Inspection anticipates that building permit applications for the build-out of retail locations associated with mixed use developments will continue to be submitted during FY16.

The chart on the following page depicts a graph of projected revenues through fiscal year 2020. While revenues are anticipated to grow, all years are held flat due to the unpredictability of the economy.

Building Inspection Revenue Projections



Capital Projects Operating Budget Impacts

There are no capital projects associated with this fund.

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

120 Building Inspection Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Salaries	1,491,493	1,574,383	1,597,654	1,629,608	1,662,200	1,695,443	1,729,353
Salary Enhancements	0	39,360	31,954	32,592	33,243	33,910	34,588
Temporary Wages	41,501	0	0	0	0	0	0
Overtime	6,076	4,160	4,160	4,160	4,160	4,160	4,160
Other Salary Items	1,566	13,960	13,960	13,960	13,960	13,960	13,960
Pension- Current	233,851	245,125	212,992	217,248	221,596	226,026	230,547
Pension- MAP	110,662	115,383	116,518	118,844	121,223	123,650	126,124
Mandatory Medicare	21,952	22,596	22,811	23,265	23,728	24,208	24,693
Health Benefits	193,446	195,833	232,556	239,517	239,517	239,517	239,517
Health Benefits-OPEB	21,069	21,069	21,069	21,069	21,069	21,069	21,069
Flex Benefits	58,124	60,540	60,540	60,540	60,540	60,540	60,540
Vacancy factor	0	-15,844	-16,595	-16,595	-16,595	-16,595	-16,595
Personnel Services	2,179,740	2,276,565	2,297,619	2,344,208	2,384,641	2,425,888	2,467,956
Advertising	64	463	463	463	463	463	463
Cleaning & Laundry	5,527	4,700	4,700	4,700	4,700	4,700	4,700
Contract Svcs	5,578	2,601	2,601	2,601	2,601	2,601	2,601
Telephone	-1,053	0	0	0	0	0	0
Food	0	0	0	0	0	0	0
Office Supplies	3,985	6,157	6,157	6,157	6,157	6,157	6,157
Unclassified Supplies	3,564	4,424	4,424	4,424	4,424	4,424	4,424
Travel & Training	0	35,350	35,350	35,350	35,350	35,350	35,350
Journals & Books	18	516	516	516	516	516	516
Memberships	2,403	1,685	1,685	1,685	1,685	1,685	1,685
Operating	20,086	55,896	55,896	55,896	55,896	55,896	55,896
Human Resource Expense	34,747	41,592	43,467	44,554	45,668	46,810	47,980
Accounting Expense	16,008	10,977	13,560	13,899	14,246	14,602	14,967
Purchasing Expense	4,480	3,655	0	0	0	0	0
Information Systems Expense	166,511	107,156	245,670	251,812	258,107	264,560	271,174
Risk Management Expense	2,839	19,001	21,275	21,807	22,352	22,911	23,484
Revenue Collection Expense	5,565	5,243	5,468	5,605	5,745	5,889	6,036
Vehicle Garage Expense	22,334	23,911	29,703	30,446	31,207	31,987	32,787
Vehicle Fuel	37,360	33,709	26,673	27,340	28,023	28,724	29,442
Vehicle Replacement	15,124	15,669	99,621	99,621	99,621	99,621	99,621
Indirect Costs	291,615	290,719	330,070	338,322	346,780	355,449	364,335
Internal Service Funds	596,583	551,632	815,507	833,406	851,749	870,553	889,826
Debt Service Transfer	85,210	0	0	0	0	0	0
Inter-Fund Transfer	130,147	97,955	95,187	95,187	95,187	95,187	95,187
Transfers	215,357	97,955	95,187	95,187	95,187	95,187	95,187
Transfer to Deficiencies Fd	450,937	275,948	0	0	0	0	0
Year End Adjustments	450,937	275,948	0	0	0	0	0

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

120 Building Inspection Fund

Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Building Permits	2,899,597	2,737,567	2,743,780	2,743,780	2,743,780	2,743,780	2,743,780
Fire Inspection Fees	54,940	24,435	24,435	24,435	24,435	24,435	24,435
Contractor Licensing- Growth	22,026	25,000	25,000	25,000	25,000	25,000	25,000
Internet Permitting-Growth Mgt	124	0	0	0	0	0	0
Bid Non Fbc Fees	85,313	51,000	51,000	51,000	51,000	51,000	51,000
Licenses & Permits	3,062,000	2,838,002	2,844,215	2,844,215	2,844,215	2,844,215	2,844,215
Prot. Insp. Training Surcharge	39,798	29,550	29,550	29,550	29,550	29,550	29,550
FBC Customer Service Fees	88,754	92,120	92,120	92,120	92,120	92,120	92,120
Charges for Services	128,552	121,670	121,670	121,670	121,670	121,670	121,670
Florida Building Code Fines	44,689	77,300	77,300	77,300	77,300	77,300	77,300
Fines & Forfeitures	44,689	77,300	77,300	77,300	77,300	77,300	77,300
Interest	6,439	0	0	0	0	0	0
Other Miscellaneous Revenue	0	0	0	0	0	0	0
Growth Management from Water	111,947	111,947	111,947	111,947	111,947	111,947	111,947
Growth Management from Sewer	85,077	85,077	85,077	85,077	85,077	85,077	85,077
Other Revenues	203,463	197,024	197,024	197,024	197,024	197,024	197,024
Transfer From Gas Fund	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Other Sources	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	3,462,703	3,257,996	3,264,209	3,328,697	3,387,473	3,447,524	3,508,865
Fund Total Revenue	<u>3,462,704</u>	<u>3,257,996</u>	<u>3,264,209</u>	<u>3,264,209</u>	<u>3,264,209</u>	<u>3,264,209</u>	<u>3,264,209</u>
Fund Balance	<u>1</u>	<u>0</u>	<u>0</u>	<u>-64,488</u>	<u>-123,264</u>	<u>-183,315</u>	<u>-244,656</u>

130 Fire Services Fund

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

The Tallahassee Fire Department is a municipal organization with contractual agreements to provide hazard mitigation throughout Leon County. The service area spans 702 square miles, with a concentrated population density in the urban core. Leon County population is estimated at approximately 282 thousand residents, in 2014, and is expected to continue to increase by 6% through 2020. Total housing units in Leon County grew a rate of 1.6% annually from 2000 to 2010; however vacant housing units have increased to 10.6%. Throughout the same time period, over \$1.1 billion in new commercial property was permitted and constructed.

In September of 2013, the City and County reached an agreement for long-term fire services for the unincorporated areas of the County. This agreement included a one year extension of the current agreement, a new fire services fee study, and a 10 year fire services agreement through 2025. A fee study to develop new fire services rates was completed April 14, 2015 to determine the rates to go into effect for the period of FY2016 – 2020.

The department was reorganized to better accomplish the Department's mission and better serve the community. Some of these efforts included providing more supervision within the emergency operations environment thus improving safety and establishing a more reasonable span of control. Another effort involved increasing the number of proactive fire safety compliance inspections and creating a partnership with Leon County Schools for the development of a formal fire safety public education program. This required not only redirecting existing resources but the creation of additional resources within the inspection and public education area.

TFD facilities include 16 fire stations and 5 training buildings ranging in age from 1– 40+ years. The department has a fleet of over 50 large apparatus ranging in age from less than a year to 20 years. The current replacement plan includes a "front-line" life expectancy of customized large apparatus of 10 years after which the aging apparatus is moved to ready-reserve status. However, this schedule has only recently been implemented and, as a result, much of TFD's fleet has reached an age of 13+ years.

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

130 Fire Services Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	23,044,712	23,677,878	27,230,274	28,944,331	30,081,998	30,828,289	31,473,906
Operating	1,412,471	1,531,575	2,102,296	1,562,539	1,669,655	1,710,070	1,777,208
Other Services & Charges	120,868	161,366	161,366	161,366	161,366	161,366	161,366
Capital Outlay	107,985	110,400	293,879	185,400	309,079	185,400	185,400
Internal Service Funds	6,586,795	7,244,464	8,345,745	8,756,508	8,950,428	9,099,007	9,267,759
Utilities and Other Expenses	309,442	367,422	387,666	391,202	495,030	639,670	843,907
Transfers	1,883,686	2,833,065	2,948,520	3,212,751	2,984,183	3,056,391	3,056,391
Contributions to Operations	357,300	357,600	366,650	366,650	366,650	366,650	366,650
Year End Adjustments	0	0	125,647	0	0	0	0
Revenues	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Licenses & Permits	272,600	294,500	294,500	294,500	294,500	294,500	294,500
Intergovernmental Revenue	83,533	77,800	77,800	77,800	77,800	77,800	77,800
Charges for Services	31,853,090	32,620,101	40,446,724	40,514,459	40,583,685	40,654,434	40,726,739
Other Revenues	105,585	-18,300	-18,300	-18,300	-18,300	-18,300	-18,300
Other Sources	-10,065,891	3,309,669	1,161,319	1,607,819	1,509,088	1,535,386	1,562,353
Fund Summary	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	33,823,259	36,283,770	41,962,043	43,580,747	45,018,389	46,046,843	47,132,587
Fund Total Revenue	22,248,917	36,283,770	41,962,043	42,476,278	42,446,773	42,543,820	42,643,092
Fund Balance	-11,574,342	0	0	-1,104,469	-2,571,616	-3,503,023	-4,489,495

Fund Expenditures

The following service level changes are included in the approved budget for the Fire Services Fund's fiscal year 2016 budget.

- Adjustments to personnel expenses include the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.

The collective bargaining agreements covering the Firefighter Bargaining Unit and the Supervisor Bargaining Unit ratified January 8, 2015 provide across-the board pay adjustments of 3% in FY15, FY16 and FY17. For FY16 and FY17, 4% step progression (firefighters) or additional 4% pay increase (supervisors) is contingent upon revenue generated by the negotiated fire services fee.

- Funding was increased by \$100,000 for facilities maintenance. Additionally, the FY16 budget includes funding for a second set of bunker gear for all firefighters, extrication equipment and thermal imaging cameras.
- The FY16 budget includes staffing for Station 16, two Fire Specialist positions, a Maintenance Worker for Logistics Division, and a Training Specialist.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical

130 Fire Services Fund

allocation formula data.

Fund Revenues

The City portion of fire services has been funded through an assessment paid by City residents and businesses via the City utility bill since 1999. Prior to 2009, Leon County made payments to the City for fire protection services provided by the City TFD in unincorporated Leon County. In 2009, the City and County jointly undertook a rate study to develop countywide assessments for fire services. In October 2009, the revised rates from the study became effective in the City, and Leon County began collecting a fire service assessment from properties in the unincorporated areas using the study rates.

Together these rates are used to fund a portion of the annual TFD budget. The rates were designed to recover the cost of fire services over the five-year period ended September 30, 2014. In July 2013, the City Commission approved an inter-local agreement with Leon County that extended countywide fire protection through 2025, and extended application of the existing fire service rates for an additional year, through September 30, 2015.

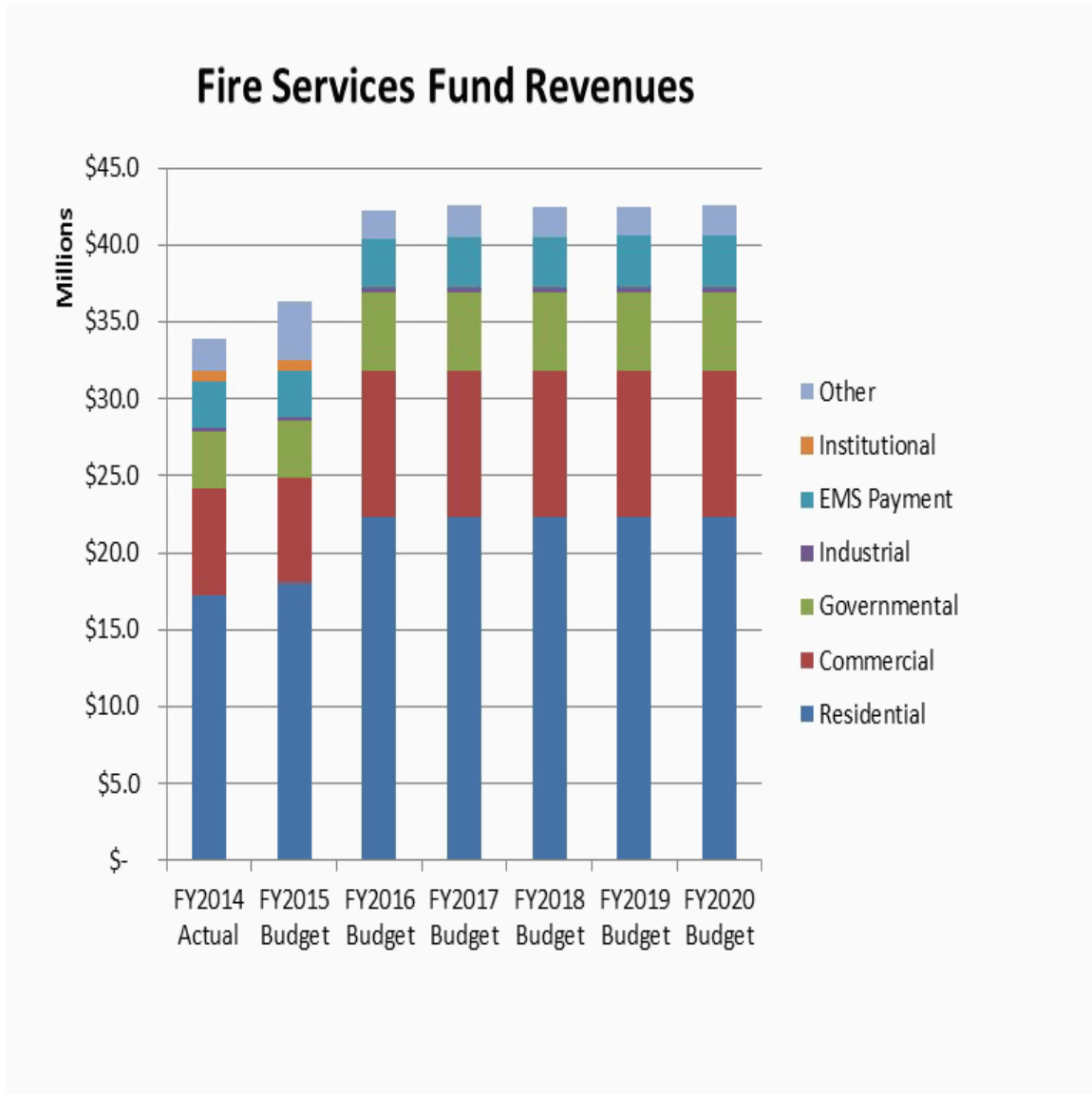
The agreement, and by extension the fire assessment and fire fee program, were intended to establish a dedicated revenue source to fund all assessable costs associated with providing fire services countywide utilizing either the uniform method of collection (the annual property tax bill) or the City's utility billing system. Prior to the establishment of the agreement and the rates in 2009, the County had never fully implemented the fire services fee, leaving a gap in full-cost recovery by the City. The current agreement and associated rates have provided for full-cost recovery over the six-year contract period.

On April 22, 2015, the City Commission approved rates prepared by Government Services Group Inc. (GSG) to go into effect on October 1, 2015. Structural rate changes in the study were as described below:

- The use of a single Residential rate to replace the previous rate structure that included separate rates for Single-Family and Multi-Family residential structures. The rate would still be assessed on a per dwelling unit basis.
- The use of a single Commercial rate to replace the previous rate structure that included a separate rate for Commercial and Institutional structures. The rate would be assessed as it is currently, on a square footage tier basis.
- The use of a single annual Governmental fee that would be applied to all governmental property classifications that includes the State of Florida, FSU, FAMU, Lively Vocational College, TCC, the Leon County School Board, TCC, Leon County, the City of Tallahassee and the Federal Government.

The proposed rates provide approximately \$33.5 million in revenue from the non-governmental rate categories in the form of an assessment and an additional \$5.4 million from the governmental rate categories in the form of a fee.

130 Fire Services 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 2016 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Salaries	15,395,497	15,104,727	16,406,486	17,510,057	18,775,617	19,326,389	19,803,204
Capitalized Wages	-34,562	-37,935	-37,935	-37,935	-37,935	-37,935	-37,935
Salary Enhancements	0	348,898	1,103,571	1,180,061	463,137	476,815	488,676
Firefighter Holiday Pay	0	566,686	556,443	595,410	640,321	659,752	676,223
Temporary Wages	1,110	0	0	0	0	0	0
Overtime	762,662	873,350	1,093,350	901,730	1,270,759	1,271,636	1,272,539
Capitalized Overtime	-68,843	0	0	0	0	0	0
Other Salary Items	572,148	662,696	635,884	635,884	635,884	635,884	635,884
Pension- Current	3,984,761	4,079,562	4,817,869	5,423,636	5,587,279	5,748,134	5,886,931
Pension- MAP	42,611	53,908	62,806	63,933	65,086	66,259	67,456
Mandatory Medicare	220,066	231,666	269,711	287,366	295,986	304,455	311,780
Health Benefits	1,886,802	1,843,762	2,359,481	2,430,112	2,440,533	2,440,533	2,440,533
Health Benefits-OPEB	200,977	200,977	200,977	200,977	200,977	200,977	200,977
Flex Benefits	81,483	80,948	101,320	101,320	101,320	101,320	101,320
Vacancy factor	0	-331,367	-339,689	-348,220	-356,966	-365,930	-373,682
Personnel Services	23,044,712	23,677,878	27,230,274	28,944,331	30,081,998	30,828,289	31,473,906
Advertising	1,764	1,615	1,615	1,615	1,615	1,615	1,615
Cleaning & Laundry	11,705	13,475	13,876	13,891	13,907	13,923	13,923
Reproduction	4,747	5,412	5,412	5,412	5,412	5,412	5,412
Equipment Repairs	33,233	44,498	45,301	45,333	45,366	45,400	45,400
Medical Services	69,595	67,296	68,501	68,548	68,597	68,647	68,647
Contract Engineering Svcs	4,500	0	0	0	0	0	0
Construction Services	0	10,000	10,000	10,000	10,000	10,000	10,000
Contract Svcs	311,736	310,163	320,916	322,444	361,413	410,882	475,157
Contractual Svcs - VFD County	482,479	482,479	482,479	482,479	482,479	482,479	482,479
Computer Software	1,127	3,150	3,150	3,150	3,150	3,150	3,150
Telephone	12,918	22,550	22,550	22,550	22,550	22,550	22,550
Chem-Med-Lab	64,195	72,246	72,246	72,246	72,246	72,246	72,246
Food	4,169	1,211	1,211	1,211	1,211	1,211	1,211
Gasoline	0	829	829	829	829	829	829
Oil & Lubricants	0	0	0	0	0	0	0
Postage	964	0	0	0	0	0	0
Office Supplies	16,319	20,380	20,741	20,755	22,049	23,697	25,754
Uniforms & Clothing	135,689	155,955	697,671	162,943	183,620	182,856	182,886
Unclassified Supplies	106,490	160,241	168,485	168,808	203,319	203,662	203,668
Non-Capitalized Furniture	2,195	0	6,997	0	11,027	0	0
Safety Materials & Supplies	28,681	0	0	0	0	0	0
Travel & Training	47,678	74,359	74,359	74,359	74,359	74,359	74,359
Journals & Books	6,485	16,916	17,157	17,166	17,706	18,352	19,122
Memberships	2,859	4,008	4,008	4,008	4,008	4,008	4,008
Certificates & Licenses	1,922	2,300	2,300	2,300	2,300	2,300	2,300
Rent Expense- Machines	8,521	9,992	9,992	9,992	9,992	9,992	9,992
Unclassified Charges	52,500	52,500	52,500	52,500	52,500	52,500	52,500
Operating	1,412,471	1,531,575	2,102,296	1,562,539	1,669,655	1,710,070	1,777,208
Bad Debt Expense	120,868	161,366	161,366	161,366	161,366	161,366	161,366
Other Services & Charges	120,868	161,366	161,366	161,366	161,366	161,366	161,366
Computer Equipment	0	0	10,504	0	16,554	0	0
Vehicle Equipment	0	0	97,975	0	107,125	0	0
Unclassified Equipment	107,985	110,400	185,400	185,400	185,400	185,400	185,400
Capital Outlay	107,985	110,400	293,879	185,400	309,079	185,400	185,400

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Human Resource Expense	396,225	423,624	421,170	431,699	442,491	453,553	464,892
Accounting Expense	84,459	101,929	122,043	125,094	128,221	131,426	134,711
Purchasing Expense	36,875	44,149	13,029	13,355	13,689	14,031	14,382
Information Systems Expense	1,650,332	1,695,918	1,691,174	1,733,453	1,776,790	1,821,209	1,866,739
Risk Management Expense	537,793	567,733	271,615	278,405	285,365	292,498	299,810
Radio Communications Expense	137,630	161,460	171,517	175,805	205,036	184,705	189,323
Revenue Collection Expense	67,755	63,129	452,300	463,607	475,197	487,077	499,254
Utility Services Expense	1,165,692	1,238,708	1,323,709	1,356,802	1,390,722	1,425,490	1,461,127
Vehicle Garage Expense	650,200	1,025,514	871,930	893,729	916,072	938,974	962,449
Vehicle Fuel	292,474	262,290	227,303	232,987	243,118	253,607	259,948
Vehicle Replacement	888,254	915,291	1,915,316	2,165,316	2,165,316	2,165,316	2,165,316
Indirect Costs	679,106	744,719	864,639	886,256	908,411	931,121	949,808
Internal Service Funds	6,586,795	7,244,464	8,345,745	8,756,508	8,950,428	9,099,007	9,267,759
Utilities - Sewer	27,317	29,964	32,190	32,254	42,584	57,297	78,239
Utilities - Sanitation	13,146	16,470	17,534	17,563	21,717	27,153	34,178
Utilities - Stormwater	17,430	20,120	22,061	22,121	28,543	37,305	49,220
Utilities - Gas	26,381	35,382	37,561	37,619	51,326	70,737	98,215
Utilities - Water	17,249	22,396	25,897	26,018	39,391	63,463	106,799
Utilities - Electric	162,445	195,682	204,533	207,718	261,504	331,379	422,449
Utilities - Fire Services	45,474	47,408	47,890	47,909	49,965	52,338	54,807
Utilities and Other Expenses	309,442	367,422	387,666	391,202	495,030	639,670	843,907
Debt Service Transfer	721,186	1,674,737	1,701,020	1,965,251	1,736,683	1,808,891	1,808,891
RR&I Transfer	1,147,500	1,147,500	1,247,500	1,247,500	1,247,500	1,247,500	1,247,500
Inter-Fund Transfer	15,000	10,828	0	0	0	0	0
Transfers	1,883,686	2,833,065	2,948,520	3,212,751	2,984,183	3,056,391	3,056,391
Contribution to Human Resources	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Contribution to Consolidated Dispatch Agency	312,300	312,600	321,650	321,650	321,650	321,650	321,650
Contributions to Operations	357,300	357,600	366,650	366,650	366,650	366,650	366,650
Transfer to Fire Svcs Op Reserve	0	0	125,647	0	0	0	0
Year End Adjustments	0	0	125,647	0	0	0	0
Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fire Inspection Fees	272,600	294,500	294,500	294,500	294,500	294,500	294,500
Licenses & Permits	272,600	294,500	294,500	294,500	294,500	294,500	294,500
State Fire Marshal Ofc-grants	-856	1,350	1,350	1,350	1,350	1,350	1,350
Firefighters Supplemental Co	84,389	76,450	76,450	76,450	76,450	76,450	76,450
Intergovernmental Revenue	83,533	77,800	77,800	77,800	77,800	77,800	77,800
Fire Services - Residential	11,571,214	11,550,000	14,618,042	14,618,042	14,618,042	14,618,042	14,618,042
Fire Services - Commercial	6,315,011	6,326,000	8,350,400	8,350,400	8,350,400	8,350,400	8,350,400
Fire Services - Governmental	3,474,012	3,480,000	4,868,420	4,868,420	4,868,420	4,868,420	4,868,420
Fire Services - Industrial	174,461	177,300	256,712	256,712	256,712	256,712	256,712
Leon County EMS Payment	2,947,752	3,012,601	3,078,881	3,146,616	3,215,842	3,286,591	3,358,896
Fire Services - Institutional	604,931	600,000	0	0	0	0	0
Forfeited Discounts	60,545	59,300	59,300	59,300	59,300	59,300	59,300
Fire Services - Resident - County	5,644,666	6,464,900	7,717,193	7,717,193	7,717,193	7,717,193	7,717,193
Fire Services - Commercial - County	604,093	495,000	1,077,173	1,077,173	1,077,173	1,077,173	1,077,173
Fire Services - Government - County	252,924	259,300	310,750	310,750	310,750	310,750	310,750
Fire Services - Industry - County	115,808	107,000	109,853	109,853	109,853	109,853	109,853
Fire Services - Institute - County	87,673	88,700	0	0	0	0	0
Charges for Services	31,853,090	32,620,101	40,446,724	40,514,459	40,583,685	40,654,434	40,726,739

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Interest	-19,122	-30,300	-30,300	-30,300	-30,300	-30,300	-30,300
Other Miscellaneous Revenue	17,099	12,000	12,000	12,000	12,000	12,000	12,000
Trans from Fund Bal - Encumb	107,608	0	0	0	0	0	0
Other Revenues	105,585	-18,300	-18,300	-18,300	-18,300	-18,300	-18,300
Xfer from Fire Svcs Op Reserve	594,060	2,165,891	0	125,647	0	0	0
Contribution From Airport Fd	1,071,949	1,143,778	1,161,319	1,482,172	1,509,088	1,535,386	1,562,353
Proceeds From Bonds	-11,731,900	0	0	0	0	0	0
Other Sources	-10,065,891	3,309,669	1,161,319	1,607,819	1,509,088	1,535,386	1,562,353
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	33,823,259	36,283,770	41,962,043	43,580,747	45,018,389	46,046,843	47,132,587
Fund Total Revenue	<u>22,248,917</u>	<u>36,283,770</u>	<u>41,962,043</u>	<u>42,476,278</u>	<u>42,446,773</u>	<u>42,543,820</u>	<u>42,643,092</u>
Fund Balance	<u>-11,574,342</u>	<u>0</u>	<u>0</u>	<u>-1,104,469</u>	<u>-2,571,616</u>	<u>-3,503,023</u>	<u>-4,489,495</u>

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

400 Electric Operating Fund

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

The electric system operates three generating systems. The Sam O. Purdom Plant, located in St. Marks, Florida and the Arvah B. Hopkins plant are fossil-fueled generating stations that contain combined cycle steam and combustion turbine electric generating facilities. The system also includes the C. H. Corn Hydroelectric Station, located west of Tallahassee on Lake Talquin. Following the retirement of Purdom Unit 7, the three generating systems have a total net summer season installed generating capacity of 746 megawatts. The corresponding winter net peak installed generating capability is 822 megawatts.

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

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

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	26,758,338	28,000,807	28,980,857	29,556,355	30,068,920	30,590,915	31,123,258
Operating	19,662,019	25,302,957	25,237,515	26,525,416	27,559,369	28,658,252	29,827,018
Fuel	112,977,196	129,268,000	121,854,763	110,557,000	115,087,000	118,007,000	121,320,000
Other Services & Charges	1,276,036	2,687,985	2,721,397	2,722,224	2,722,119	2,722,927	2,723,514
Capital Outlay	59,879	455,288	480,288	480,288	480,288	480,288	480,288
Internal Service Funds	19,721,343	21,040,105	20,406,303	20,919,104	21,444,834	21,983,618	22,535,960
Utilities and Other Expenses	412,807	413,075	431,442	434,411	436,526	438,664	440,825
Transfers	69,444,673	69,128,316	68,757,347	68,772,965	68,760,875	68,491,473	68,361,370
Contributions to Operations	24,258,500	28,801,313	28,801,313	29,233,333	29,671,833	30,116,911	30,568,665
Year End Adjustments	3,571,990	0	0	584,154	1,092,636	499,523	1,287,933
Revenues	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Undefined	1,284	0	0	0	0	0	0
Intergovernmental Revenue	2,370,681	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613
Charges for Services	269,134,927	286,137,588	287,956,367	280,259,864	287,797,835	292,461,809	299,139,854
Other Revenues	6,206,918	6,969,611	6,969,611	6,970,773	6,971,952	6,973,149	6,974,364
Other Sources	428,968	9,436,034	190,634	0	0	0	0
Internal Service Fund Charges	3	0	0	0	0	0	0
Fund Summary	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	278,142,781	305,097,846	297,671,225	289,785,250	297,324,400	301,989,571	308,668,831
Fund Total Revenue	278,142,781	305,097,846	297,671,225	289,785,250	297,324,400	301,989,571	308,668,831
Fund Balance	0	0	0	0	0	0	0

400 Electric Operating Fund

Fund Expenditures

The following service level changes are proposed for the Electric Department in fiscal year 2016.

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers..
- Fuel costs were reduced by \$7.4 million, from \$129 million adopted in FY 2015 to \$122 million in FY 2016.
- A position was added in the Control Center to replace the current use of overtime. The net impact on the budget is zero based on the reduction in overtime costs and by reclassifying an existing vacant position to better serve the needs of the division.
- All internal service costs were updated to reflect updated statistical allocation formula data.

Fund Revenues

Sales and customer growth continue to be impacted by the planned conservation/demand side management activities as well as the economy. This has resulted in flatter growth in projected sales and customer demand. A marginal rate increase effective in FY 2015 will provide a modest increase in revenue, but the overall outlook is fairly flat through the planning period.

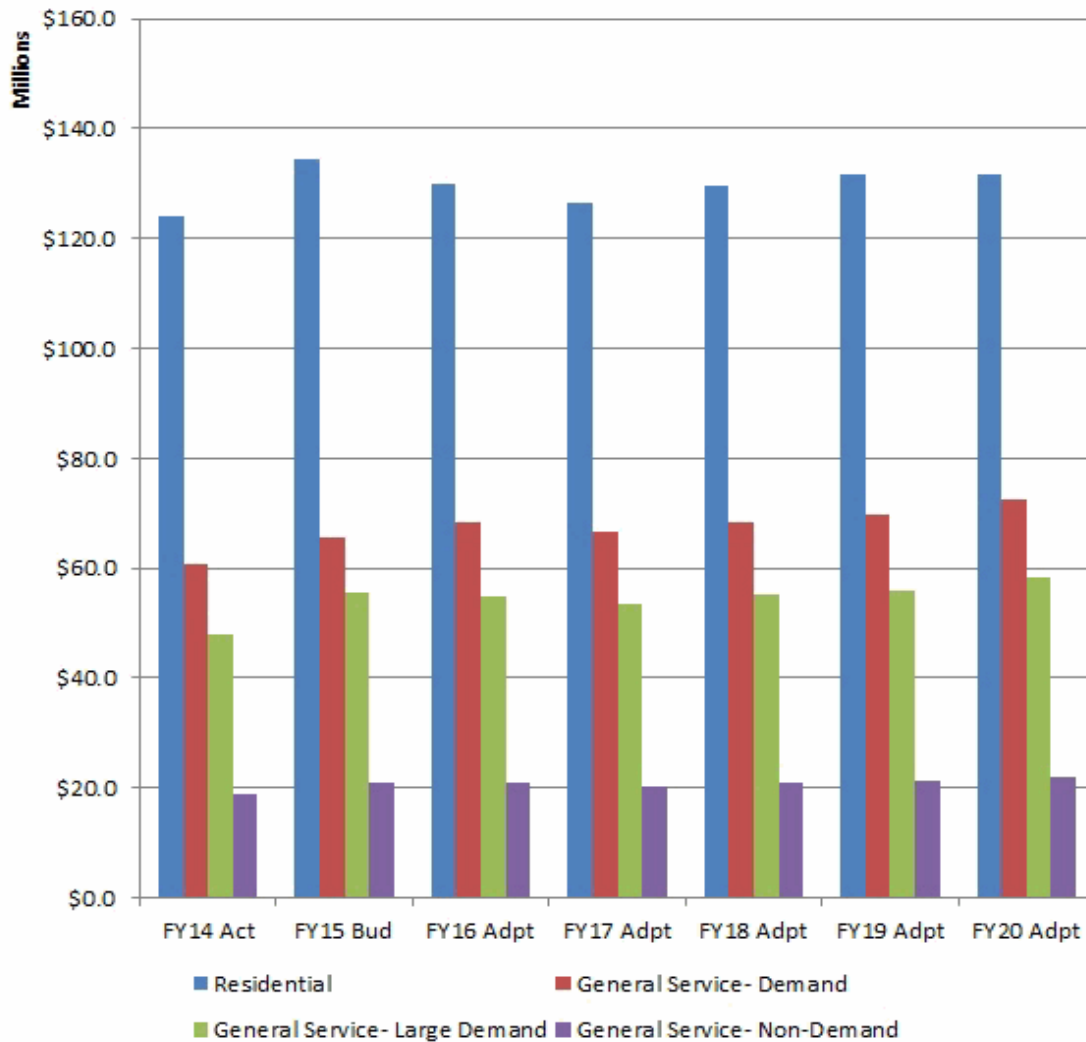
- Transfers from the Electric Operating Reserve were reduced from \$9.4 million adopted in FY 2015 to less than \$200,000 in FY 2016.

The electric fund is balanced in fiscal years 2016 through 2020.

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

400 Electric Operating Fund

Major Electric Fund Revenues by Type



Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Salaries	19,236,309	20,171,474	20,772,027	21,187,228	21,610,729	22,042,685	22,483,265
Capitalized Wages	-2,293,549	-3,205,281	-2,711,327	-2,711,327	-2,711,327	-2,711,327	-2,711,327
Salary Enhancements	0	625,459	536,384	544,684	553,139	561,763	570,602
Temporary Wages	264,190	390,768	394,244	394,244	394,244	394,244	394,244
Overtime	2,442,379	2,848,724	2,883,625	2,880,664	2,878,043	2,875,359	2,872,607
Capitalized Overtime	-393,445	-406,170	-418,205	-418,205	-418,205	-418,205	-418,205
Other Salary Items	22,084	171,145	93,312	93,312	93,312	93,312	93,312
Pension- Current	2,882,386	3,140,606	2,767,505	2,822,875	2,879,314	2,936,918	2,995,640
Pension- MAP	1,530,667	1,478,309	1,513,961	1,544,251	1,575,134	1,606,648	1,638,773
Mandatory Medicare	290,305	284,587	296,458	302,376	308,444	314,598	320,906
Health Benefits	2,014,386	2,088,340	2,448,029	2,521,321	2,521,321	2,521,321	2,521,321
Health Benefits-OPEB	201,363	201,363	201,363	201,363	201,363	201,363	201,363
Flex Benefits	561,263	598,296	599,964	599,964	599,964	599,964	599,964
Vacancy factor	0	-386,813	-396,483	-406,395	-416,555	-427,728	-439,207
Personnel Services	26,758,338	28,000,807	28,980,857	29,556,355	30,068,920	30,590,915	31,123,258
Advertising	13,297	18,183	18,093	18,337	18,585	18,838	19,095
Cleaning & Laundry	115,039	120,049	119,546	121,339	123,159	125,005	126,881
Reproduction	11,914	47,635	47,634	48,320	49,015	49,722	50,439
Unclassified Professional Svcs	310,353	252,859	263,806	267,540	271,498	275,283	279,143
System Collection	600	0	0	0	0	0	0
Building Repairs	29,519	112,154	112,154	113,776	115,422	117,093	118,789
Equipment Repairs	8,047,233	10,281,302	10,791,746	11,587,718	12,431,826	13,338,471	14,312,318
Educational Services	365	0	0	0	0	0	0
Engineering Services	17,880	0	0	0	0	0	0
Contract Engineering Svcs	30,793	72,601	84,691	85,961	87,251	88,561	89,889
Legal Services	17,181	246,956	251,004	254,768	258,590	262,468	266,406
Construction Services	7,427	82,027	81,302	82,522	83,760	85,016	86,291
Contract Svcs	4,907,755	7,368,841	7,061,506	7,145,487	7,225,443	7,306,382	7,388,309
Computer Software	19,056	100,973	100,973	101,605	102,245	102,895	103,555
Environmental Contractual	247,469	475,196	475,196	482,112	489,131	496,256	503,487
Garage Employee Parking	7	0	0	0	0	0	0
Telephone	56,363	79,126	79,218	80,366	81,530	82,710	83,909
Chem-Med-Lab	522,841	570,148	634,899	644,422	654,088	663,900	673,858
Food	24,769	6,851	6,842	6,945	7,049	7,153	7,261
Gasoline	396	2,756	2,756	2,797	2,839	2,882	2,925
Oil & Lubricants	1,885	0	0	0	0	0	0
Postage	11,091	11,295	11,295	11,464	11,636	11,811	11,988
Office Supplies	43,513	81,051	81,043	82,100	83,174	84,263	85,367
Uniforms & Clothing	22,368	2,625	2,625	2,664	2,704	2,744	2,785
Unclassified Supplies	4,377,236	4,062,363	4,007,435	4,067,053	4,127,561	4,188,976	4,251,313
Non-Capitalized Furniture	3,602	0	0	0	0	0	0
Vehicle- Non-Garage	2,509,740	0	0	0	0	0	0
COGS- Other	130	0	0	0	0	0	0
Building Supplies	3,297	0	0	0	0	0	0
Safety Materials & Supplies	88,822	93,977	93,576	94,601	95,801	97,017	98,249
Veh-Non Garage Expense Offset	-2,509,373	0	0	0	0	0	0
Travel & Training	163,738	217,560	217,762	219,945	222,161	224,409	226,693
Journals & Books	3,000	12,633	12,625	12,777	12,931	13,087	13,246
Memberships	5,013	292,177	288,212	289,441	290,687	291,952	293,237
Certificates & Licenses	39,566	7,836	7,836	7,836	7,836	7,836	7,836
Rent Expense- Bldg & Ops	1,000	0	0	0	0	0	0
Rent Expense- Land	4,894	0	0	0	0	0	0
Rent Expense- Machines	42,891	62,497	62,480	63,389	64,310	65,244	66,192
Unclassified Charges	21,099	596,286	296,260	605,131	614,137	623,278	632,557
Regulatory Fees	448,250	25,000	25,000	25,000	25,000	25,000	25,000
Operating	19,662,019	25,302,957	25,237,515	26,525,416	27,559,369	28,658,252	29,827,018

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fossil Fuel Electric	108,161,372	115,974,000	108,217,763	97,103,000	101,553,000	104,094,000	107,581,000
Purchased Power	4,474,727	2,394,000	2,737,000	2,554,000	2,634,000	3,013,000	2,839,000
Purchased Power Capacity	0	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Transmission Expense- CR3	2,517	0	0	0	0	0	0
Transmission Exp- CH Corn	336,078	400,000	400,000	400,000	400,000	400,000	400,000
Transmiss Use-Others/City	2,502	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
Fuel	112,977,196	129,268,000	121,854,763	110,557,000	115,087,000	118,007,000	121,320,000
Assessments & Fees	29,531	106,682	112,156	112,983	112,878	113,686	114,273
Interest on Deposits	179,519	1,007,287	1,007,287	1,007,287	1,007,287	1,007,287	1,007,287
Bad Debt Expense	1,046,084	1,414,261	1,436,767	1,436,767	1,436,767	1,436,767	1,436,767
Environmental Assessments&	20,902	159,755	165,187	165,187	165,187	165,187	165,187
Other Services & Charges	1,276,036	2,687,985	2,721,397	2,722,224	2,722,119	2,722,927	2,723,514
Computer Equipment	11,631	19,788	19,788	19,788	19,788	19,788	19,788
Vehicle Equipment	4,751	200,000	200,000	200,000	200,000	200,000	200,000
Unclassified Equipment	43,497	235,500	260,500	260,500	260,500	260,500	260,500
Capital Outlay	59,879	455,288	480,288	480,288	480,288	480,288	480,288
Human Resource Expense	358,623	419,003	440,583	451,598	462,888	474,460	486,321
Accounting Expense	612,102	719,780	842,483	863,545	885,134	907,262	929,944
Purchasing Expense	528,515	297,501	379,095	388,572	398,286	408,243	418,449
Information Systems Expense	1,576,405	1,854,003	2,252,706	2,309,024	2,366,750	2,425,919	2,486,567
Risk Management Expense	4,657,063	4,746,883	3,317,075	3,400,002	3,485,002	3,572,127	3,661,430
Radio Communications Expense	126,421	134,008	144,713	148,331	152,039	155,840	159,736
Revenue Collection Expense	867,016	834,222	854,183	875,538	897,426	919,862	942,859
Utility Services Expense	4,578,799	7,160,750	7,177,010	7,356,435	7,540,346	7,728,855	7,922,076
Environmental	1,054,645	1,004,692	1,207,204	1,236,384	1,266,294	1,296,951	1,328,375
Energy Services	1,665,887	0	0	0	0	0	0
Vehicle Garage Expense	627,960	870,536	843,744	864,838	886,459	908,620	931,335
Vehicle Fuel	502,991	457,200	360,655	369,671	378,914	388,185	397,661
Vehicle Replacement	693,156	728,502	728,502	750,356	772,866	796,052	819,934
Indirect Costs	1,871,760	1,813,025	1,858,350	1,904,810	1,952,430	2,001,242	2,051,273
Internal Service Funds	19,721,343	21,040,105	20,406,303	20,919,104	21,444,834	21,983,618	22,535,960
Utilities - Sewer	29,974	18,088	29,267	29,429	29,593	29,760	29,929
Utilities - Sanitation	147,507	169,258	172,812	172,812	172,812	172,812	172,812
Utilities - Stormwater	21,666	11,892	12,142	12,142	12,142	12,142	12,142
Utilities - Gas	18,478	11,500	11,741	11,741	11,741	11,741	11,741
Utilities - Water	19,282	14,301	14,602	14,602	14,602	14,602	14,602
Utilities - Electric	169,738	184,392	187,158	189,965	191,916	193,887	195,879
Utilities - Fire Services	6,162	3,644	3,720	3,720	3,720	3,720	3,720
Utilities and Other Expenses	412,807	413,075	431,442	434,411	436,526	438,664	440,825
Debt Service Transfer	44,034,755	44,306,535	44,353,602	44,367,680	44,353,988	44,082,920	43,951,085
RR&I Transfer	25,278,073	24,784,762	24,365,245	24,365,245	24,365,245	24,365,245	24,365,245
Inter-Fund Transfer	131,845	37,019	38,500	40,040	41,642	43,308	45,040
Transfers	69,444,673	69,128,316	68,757,347	68,772,965	68,760,875	68,491,473	68,361,370
Contribution to General Fund	24,258,500	28,801,313	28,801,313	29,233,333	29,671,833	30,116,911	30,568,665
Contributions to Operations	24,258,500	28,801,313	28,801,313	29,233,333	29,671,833	30,116,911	30,568,665
Transfer to Rate Stabiliz	3,571,990	0	0	584,154	1,092,636	499,523	1,287,933
Year End Adjustments	3,571,990	0	0	584,154	1,092,636	499,523	1,287,933

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Special Events - Electric	1,284	0	0	0	0	0	0
Undefined	1,284	0	0	0	0	0	0
Federal BABS Subsidy	2,370,681	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613
Intergovernmental Revenue	2,370,681	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613	2,554,613
Residential	123,949,977	134,371,373	130,069,604	126,396,941	129,724,054	131,724,568	131,739,810
General Service- Non-Demand	18,975,452	20,891,916	20,749,866	20,213,293	20,788,509	21,154,927	22,061,361
General Service- Demand	60,668,762	65,443,076	68,223,224	66,459,031	68,350,276	69,555,016	72,535,271
General Service- Large Deman	47,811,610	55,393,250	54,941,838	53,521,091	55,044,157	56,014,364	58,414,436
Gen Service- Interruptible C	2,642,595	3,431,418	3,568,491	3,476,213	3,575,137	3,638,151	3,794,036
General Service- Interruptib	199,290	0	0	0	0	0	0
General Service- Curtailable	2,404,643	2,467,005	2,393,549	2,331,654	2,398,007	2,440,274	2,544,834
Long Term Contract Discount	-4,221,135	-6,561,556	-4,354,802	-4,420,124	-4,486,426	-4,553,722	-4,622,028
Public Street Lighting	387,032	0	0	0	0	0	0
Traffic Control	121,823	146,818	130,709	127,329	130,953	133,261	138,970
Public Outdoor Lighting	3,360,567	3,099,064	3,694,326	3,598,794	3,701,206	3,766,443	3,927,825
Sales for Resale	3,017,477	0	0	0	0	0	0
Firm Sales for Resale	2,228,237	0	0	0	0	0	0
Wheeling Revenue	642,447	675,540	675,540	675,540	675,540	675,540	675,540
Forfeited Discounts	685,808	800,000	800,000	800,000	800,000	800,000	800,000
Initiating Services	932,132	989,483	989,483	989,483	989,483	989,483	989,483
Misc Electrical Service	10,481	3,266	3,266	3,315	3,365	3,415	3,466
Security Light Installation	8,377	60,000	60,000	60,900	61,813	62,740	63,681
Cut Fees	1,344,658	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Surcharge	2,269,144	2,299,910	2,380,310	2,380,310	2,380,310	2,380,310	2,380,310
Pole Rental	558,701	439,263	625,000	625,000	625,000	625,000	625,000
Other Revenues	3,988	11,117	11,117	11,284	11,453	11,625	11,799
Bad Check Charges	228,005	236,713	236,713	236,713	236,713	236,713	236,713
Meter Tampering Fine	30,580	85,571	85,571	85,571	85,571	85,571	85,571
Sale of Scrap	388,556	56,799	600,000	609,000	618,135	627,407	636,818
Sale of Capacity	24,771	0	0	0	0	0	0
Reimb St Marks Pwdr.	67,436	68,113	68,113	69,135	70,172	71,225	72,293
Fiber Leases	229,872	150,000	250,000	253,750	257,556	261,419	265,340
Electric Tower Leases	163,106	0	175,000	175,000	175,000	175,000	175,000
Other Miscellaneous Revenue	535	79,449	79,449	80,641	81,851	83,079	84,325
Charges for Services	269,134,927	286,137,588	287,956,367	280,259,864	287,797,835	292,461,809	299,139,854
Interest	2,379,650	3,762,608	3,762,608	3,762,608	3,762,608	3,762,608	3,762,608
Wireless Rental	47,195	77,000	77,000	78,155	79,327	80,517	81,725
Discounts Earned	18	471	471	478	485	492	499
Other Miscellaneous Revenue	1,454,390	0	0	0	0	0	0
Trans from Fund Bal - Encumb	560	0	0	0	0	0	0
Capitalized Overhead	2,325,105	3,129,532	3,129,532	3,129,532	3,129,532	3,129,532	3,129,532
Other Revenues	6,206,918	6,969,611	6,969,611	6,970,773	6,971,952	6,973,149	6,974,364
Transfer From Electric Op Rs	428,968	9,436,034	190,634	0	0	0	0
Other Sources	428,968	9,436,034	190,634	0	0	0	0
From Revenue Collection Fund	3	0	0	0	0	0	0
Internal Service Fund Charges	3	0	0	0	0	0	0
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	278,142,781	305,097,846	297,671,225	289,785,250	297,324,400	301,989,571	308,668,831
Fund Total Revenue	<u>278,142,781</u>	<u>305,097,846</u>	<u>297,671,225</u>	<u>289,785,250</u>	<u>297,324,400</u>	<u>301,989,571</u>	<u>308,668,831</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

430 Gas Operating Fund

The City of Tallahassee has owned, operated and managed a natural gas distribution system since 1956. The number of active service points as of April 30, 2015, is 29,617. By customer class, gas revenues break down as follows: 35% residential, 38% commercial, 18% special contract, 6% flexible contract and 3% small interruptible.

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

The Gas Fund accounts for the assets, operations, maintenance and operating financial transactions of the city-owned gas system and is currently balanced for all five years. The major source of revenues for the gas fund is metered sales that represent approximately 95% of the operating revenues. Remaining revenue is generated from service initiations, fees and charges, a surcharge and non-operating sources such as system charge and interest earnings.

<u>Expenditures</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Personnel Services	1,929,294	1,982,866	2,051,535	2,087,689	2,117,710	2,148,228	2,179,278
Operating	574,370	562,294	569,746	577,314	584,993	592,785	600,999
Fuel	13,643,102	16,030,816	14,906,545	14,213,163	14,960,069	15,265,346	15,732,738
Other Services & Charges	59,661	92,945	93,276	93,618	93,970	94,332	94,705
Internal Service Funds	2,329,403	2,360,529	2,454,870	2,516,612	2,579,908	2,644,799	2,711,322
Utilities and Other Expenses	56,482	64,350	65,829	65,829	65,829	65,829	65,829
Transfers	6,982,589	7,244,611	6,955,746	6,989,608	7,028,314	6,534,317	6,278,331
Contributions to Operations	2,537,356	2,801,441	2,801,441	2,843,462	2,886,114	2,929,406	2,973,347
Year End Adjustments	2,850,930	1,052,943	946,896	1,372,681	1,178,953	1,974,707	2,387,519
<u>Revenues</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Undefined	0	0	0	0	0	0	0
Charges for Services	30,305,891	31,417,777	29,491,292	29,370,979	30,071,336	30,788,627	31,523,046
Other Revenues	657,296	430,527	440,648	451,018	461,764	472,774	486,271
Other Sources	0	344,491	842,792	865,760	889,458	913,946	939,233
Internal Service Fund Charges	0	0	71,152	72,219	73,302	74,402	75,518
<u>Fund Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	30,963,187	32,192,795	30,845,884	30,759,976	31,495,860	32,249,749	33,024,068
Fund Total Revenue	30,963,187	32,192,795	30,845,884	30,759,976	31,495,860	32,249,749	33,024,068
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following service level changes are included the Gas Department in fiscal year 2016.

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental

430 Gas Operating Fund

reorganizations and transfers.

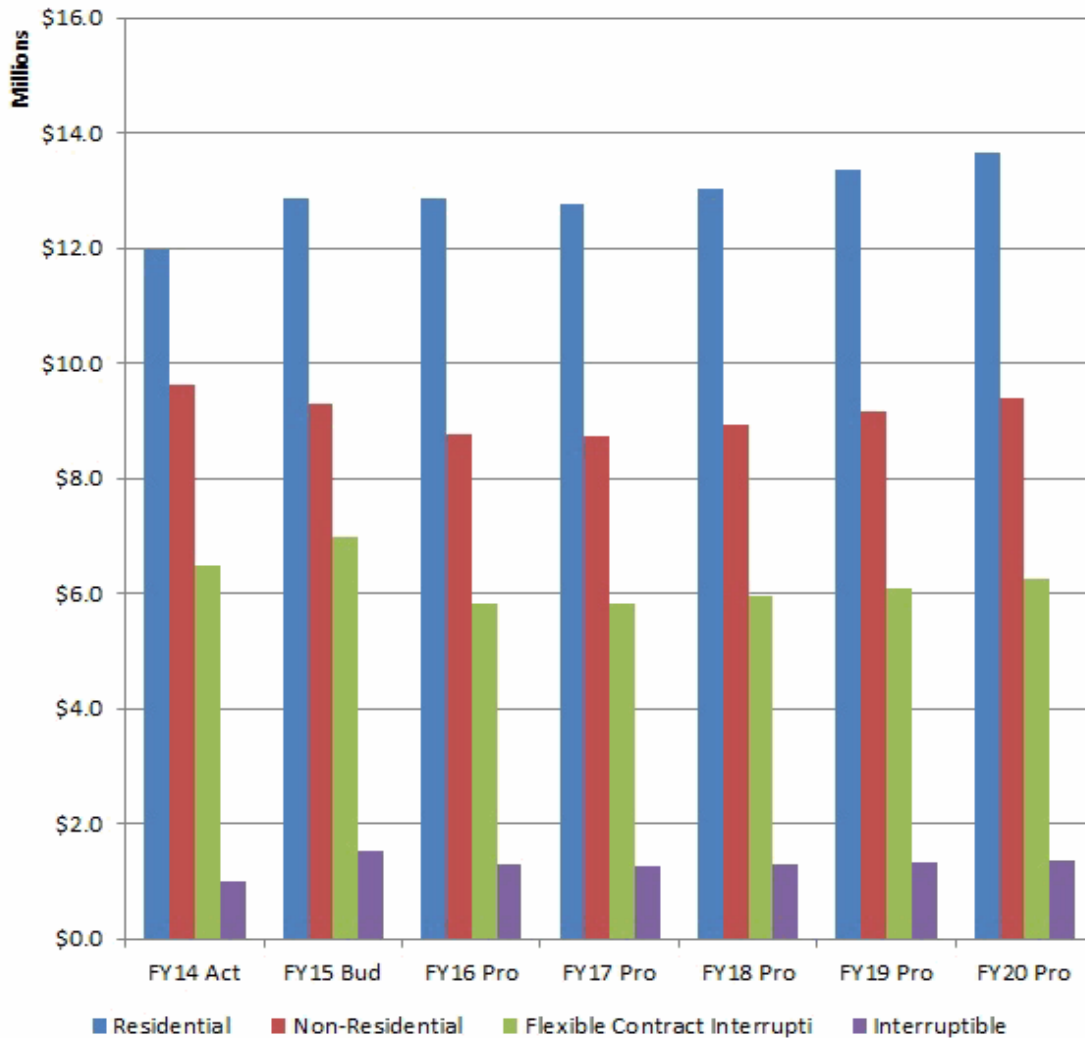
- All internal service accounts were adjusted to reflect updated statistical allocation formula data.

Fund Revenues

Based on current estimates for FY 2016, and due to the projected increase in the cost of Natural Gas, which is then recovered in service charges, revenues, and the related fuel costs, are estimated to decrease in FY 2016 to a total of \$29.5 million. Customer growth is estimated to remain slow.

The major revenue classes for this utility are illustrated in the graph below.

Major Gas Fund Revenues by 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 2016 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Salaries	1,590,781	1,566,743	1,610,715	1,642,933	1,675,793	1,709,310	1,743,498
Capitalized Wages	-445,032	-460,000	-498,230	-513,176	-528,571	-544,429	-560,762
Salary Enhancements	0	39,168	32,218	32,860	33,517	34,188	34,872
Temporary Wages	71,246	99,707	140,920	145,067	149,337	153,736	158,265
Overtime	101,902	101,000	101,000	101,000	101,000	101,000	101,000
Capitalized Overtime	-22,826	0	0	0	0	0	0
Other Salary Items	1,566	5,445	16,384	16,770	17,166	17,574	18,013
Pension- Current	229,020	243,937	214,729	219,026	223,404	227,871	232,435
Pension- MAP	115,643	114,821	117,468	119,822	122,213	124,655	127,151
Mandatory Medicare	23,032	22,220	22,730	23,186	23,650	24,122	24,605
Health Benefits	171,063	175,479	220,512	227,112	227,112	227,112	227,112
Health Benefits-Retirees	0	0	0	0	0	0	0
Health Benefits-OPEB	21,300	21,300	21,300	21,300	21,300	21,300	21,300
Flex Benefits	71,599	75,048	74,448	74,448	74,448	74,448	74,448
Vacancy factor	0	-22,002	-22,659	-22,659	-22,659	-22,659	-22,659
Furlough savings	0	0	0	0	0	0	0
Personnel Services	1,929,294	1,982,866	2,051,535	2,087,689	2,117,710	2,148,228	2,179,278
Advertising	49,210	6,742	6,843	6,946	7,050	7,156	7,299
Cleaning & Laundry	15,535	14,566	14,784	15,006	15,231	15,460	15,769
Reproduction	4,965	1,643	1,667	1,692	1,718	1,744	1,766
Unclassified Professional Svcs	90,311	97,798	99,265	100,754	102,265	103,799	105,875
System Dispatch Services	116,706	119,507	121,300	123,119	124,966	126,840	128,108
System Planning Services	0	0	0	0	0	0	0
System Collection	0	24,000	24,000	24,000	24,000	24,000	24,000
Building Repairs	647	2,415	2,415	2,415	2,415	2,415	2,415
Equipment Repairs	4,345	6,234	6,328	6,423	6,519	6,617	6,749
Medical Services	144	0	0	0	0	0	0
Engineering Services	844	0	0	0	0	0	0
Contract Svcs	6,488	14,276	14,391	14,505	14,618	14,729	14,728
Computer Software	0	0	0	0	0	0	0
Telephone	37,367	23,782	24,139	24,501	24,869	25,242	25,583
Chem-Med-Lab	849	0	0	0	0	0	0
Food	1,498	1,946	1,969	1,993	2,017	2,041	2,058
Gasoline	92	1,682	1,708	1,734	1,760	1,787	1,823
Oil & Lubricants	0	0	0	0	0	0	0
Postage	4,547	104	106	108	110	112	114
Office Supplies	3,757	7,979	8,099	8,220	8,343	8,468	8,553
Uniforms & Clothing	6,629	6,659	6,758	6,859	6,962	7,066	7,137
Unclassified Supplies	83,322	64,426	65,393	66,374	67,369	68,380	69,748
Non-Capitalized Furniture	2,397	4,096	4,157	4,219	4,282	4,346	4,389
Vehicle- Non-Garage	216	0	0	0	0	0	0
COGS Mat Stores	0	39,496	40,088	40,689	41,299	41,918	42,337
Safety Materials & Supplies	3,725	4,162	4,224	4,287	4,351	4,416	4,460
Travel & Training	26,760	31,560	31,552	31,552	31,552	31,552	31,552
Journals & Books	150	1,657	1,682	1,707	1,733	1,759	1,794
Memberships	100,568	70,931	71,995	73,075	74,171	75,284	76,790
Certificates & Licenses	610	1,273	1,292	1,311	1,331	1,351	1,378
Rent Expense- Machines	8,901	10,240	10,394	10,550	10,708	10,869	11,086
Unclassified Charges	3,787	5,120	5,197	5,275	5,354	5,434	5,488
Operating	574,370	562,294	569,746	577,314	584,993	592,785	600,999
COGS- Natural Gas	13,643,102	16,030,816	14,906,545	14,213,163	14,960,069	15,265,346	15,732,738
Fuel	13,643,102	16,030,816	14,906,545	14,213,163	14,960,069	15,265,346	15,732,738
Interest on Deposits	4,797	11,045	11,376	11,718	12,070	12,432	12,805
Bad Debt Expense	54,864	81,900	81,900	81,900	81,900	81,900	81,900
Pre-Retirement Death Benef	0	0	0	0	0	0	0
Other Services & Charges	59,661	92,945	93,276	93,618	93,970	94,332	94,705

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Human Resource Expense	46,982	49,294	54,018	55,368	56,752	58,171	59,625
Accounting Expense	63,642	82,485	91,793	94,088	96,440	98,851	101,322
Purchasing Expense	30,132	215,940	213,641	218,982	224,457	230,068	235,820
Information Systems Expense	232,401	121,309	131,609	134,899	138,271	141,728	145,271
Risk Management Expense	80,695	95,005	100,813	103,333	105,916	108,564	111,278
Radio Communications Expense	33,949	34,917	37,113	38,041	38,992	39,967	40,966
Revenue Collection Expense	103,084	96,114	120,379	123,388	126,473	129,635	132,876
Utility Services Expense	829,074	1,115,194	1,191,827	1,221,623	1,252,164	1,283,468	1,315,555
Environmental	17,264	34,007	19,161	19,640	20,131	20,634	21,150
Energy Services	436,375	0	0	0	0	0	0
Vehicle Garage Expense	97,047	133,724	123,452	126,538	129,701	132,944	136,268
Vehicle Fuel	99,011	88,583	71,004	72,779	74,598	76,463	78,374
Vehicle Replacement	71,262	73,400	73,989	76,210	78,497	80,852	83,277
Indirect Costs	188,485	220,557	226,071	231,723	237,516	243,454	249,540
Internal Service Funds	2,329,403	2,360,529	2,454,870	2,516,612	2,579,908	2,644,799	2,711,322
Utilities - Sanitation	31,712	29,782	30,467	30,467	30,467	30,467	30,467
Utilities - Stormwater	3,131	2,809	2,874	2,874	2,874	2,874	2,874
Utilities - Gas	800	1,425	1,457	1,457	1,457	1,457	1,457
Utilities - Water	405	429	439	439	439	439	439
Utilities - Electric	18,049	28,098	28,744	28,744	28,744	28,744	28,744
Utilities - Fire Services	2,385	1,807	1,848	1,848	1,848	1,848	1,848
Utilities and Other Expenses	56,482	64,350	65,829	65,829	65,829	65,829	65,829
Debt Service Transfer	3,795,220	3,467,143	3,418,570	3,419,357	3,424,578	2,896,679	2,606,370
RR&I Transfer	1,819,000	1,808,000	1,767,000	1,784,670	1,802,517	1,820,542	1,838,747
Inter-Fund Transfer	1,368,369	1,969,468	1,770,176	1,785,581	1,801,219	1,817,096	1,833,214
Transfers	6,982,589	7,244,611	6,955,746	6,989,608	7,028,314	6,534,317	6,278,331
Contribution to General Fund	2,537,356	2,801,441	2,801,441	2,843,462	2,886,114	2,929,406	2,973,347
Contributions to Operations	2,537,356	2,801,441	2,801,441	2,843,462	2,886,114	2,929,406	2,973,347
Transfer to RR&I	2,850,322	1,052,943	946,896	1,372,681	1,178,953	1,974,707	2,387,519
Transfer to Operating Reserve	608	0	0	0	0	0	0
Year End Adjustments	2,850,930	1,052,943	946,896	1,372,681	1,178,953	1,974,707	2,387,519
Revenues	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
FY10 Estimates Upload	0	0	0	0	0	0	0
Undefined	0	0	0	0	0	0	0
Meter Tampering Fine	165	100	100	100	100	100	100
Residential	11,963,956	12,869,270	12,856,355	12,751,670	13,045,524	13,346,212	13,653,918
Non-Residential	9,616,553	9,310,301	8,759,383	8,721,647	8,937,028	9,157,793	9,384,077
Interruptible- Small	0	0	0	0	0	0	0
Interruptible	1,005,239	1,523,258	1,291,062	1,275,740	1,307,244	1,339,536	1,372,635
Interruptible- Large	0	0	0	0	0	0	0
Flexible Contract Interrupti	6,506,207	6,979,735	5,814,776	5,817,568	5,961,233	6,108,489	6,259,427
Forfeited Discounts	114,918	110,100	112,743	115,449	117,181	118,938	120,127
Initiating Services	134,199	125,477	125,477	125,477	127,359	129,270	131,855
Tapping Fees	7,800	9,968	9,968	9,968	10,118	10,269	10,372
Cut Fees	28,101	30,000	30,000	30,000	30,450	30,907	31,525
Surcharge	245,956	102,588	104,127	105,689	107,274	108,883	109,972
Other Revenues	5,505	4,830	4,830	4,830	4,902	4,976	5,076
Gas Pilot Lighting	17,442	23,889	23,889	23,889	24,247	24,611	25,103
Compressed Natural Gas	659,850	328,261	358,582	388,952	398,676	408,643	418,859
Charges for Services	30,305,891	31,417,777	29,491,292	29,370,979	30,071,336	30,788,627	31,523,046

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Interest	113,443	25,290	25,480	25,671	25,863	26,057	26,318
Other Miscellaneous Revenue	28,624	8,000	8,000	8,000	8,120	8,241	8,323
Capitalized Overhead	515,229	397,237	407,168	417,347	427,781	438,476	451,630
Over/Under Recovery	0	0	0	0	0	0	0
Other Revenues	657,296	430,527	440,648	451,018	461,764	472,774	486,271
Transfer From Gas Fund	0	344,491	842,792	865,760	889,458	913,946	939,233
Transfer from Gas RR&I Fund	0	0	0	0	0	0	0
Other Sources	0	344,491	842,792	865,760	889,458	913,946	939,233
From Water Fund	0	0	71,152	72,219	73,302	74,402	75,518
Internal Service Fund Charges	0	0	71,152	72,219	73,302	74,402	75,518
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	30,963,187	32,192,795	30,845,884	30,759,976	31,495,860	32,249,749	33,024,068
Fund Total Revenue	<u>30,963,187</u>	<u>32,192,795</u>	<u>30,845,884</u>	<u>30,759,976</u>	<u>31,495,860</u>	<u>32,249,749</u>	<u>33,024,068</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

460 Water Operating Fund

The Water System currently services 84,000 connections with over 9.3 billion gallons of water produced in 2013. There are 27 water wells (treatment facilities), 8 elevated storage tanks, 26,860 system valves, 6,400 fire hydrants and over 1,200 miles of water distribution piping. The Floridan Aquifer, with its 130 billion gallon annual flow, provides an abundant supply of high quality raw water, which requires only chlorination and fluoridation at most wells. This allows the Water Utility to provide high quality water to its customers at a comparatively low cost relative to other Florida communities.

<u>Expenditures</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	4,617,625	5,037,363	5,332,261	5,424,866	5,497,045	5,570,361	5,644,918
Operating	861,758	1,116,948	1,166,766	1,182,036	1,197,530	1,213,263	1,229,441
Other Services & Charges	425,640	600,300	600,300	600,300	600,300	600,300	600,300
Capital Outlay	14,144	499,320	16,493	16,740	16,991	17,246	17,505
Internal Service Funds	5,883,750	6,090,778	7,524,334	7,718,831	7,919,248	8,124,709	8,335,604
Utilities and Other Expenses	1,674,410	2,250,053	2,290,649	2,324,956	2,359,777	2,395,121	2,430,993
Transfers	12,085,484	12,224,338	12,080,518	12,148,753	12,246,648	12,344,096	12,432,424
Contributions to Operations	3,238,663	3,694,369	3,359,576	3,409,970	3,461,120	3,513,037	3,565,733
Year End Adjustments	1,704,868	0	0	0	0	0	0
<u>Revenues</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Undefined	0	0	0	0	0	0	0
Intergovernmental Revenue	407,093	394,810	394,810	394,810	394,810	394,810	394,810
Charges for Services	25,308,983	26,974,945	27,175,497	27,513,527	27,864,478	28,218,831	28,576,572
Other Revenues	3,098,944	1,958,554	1,900,494	1,952,772	2,006,627	2,062,110	2,110,908
Other Sources	747,516	958,917	1,454,520	1,498,083	1,543,475	1,590,774	1,640,346
Internal Service Fund Charges	943,806	1,226,243	1,445,576	1,467,260	1,489,269	1,511,608	1,534,282
<u>Fund Summary</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	30,506,342	31,513,469	32,370,897	32,826,452	33,298,659	33,778,133	34,256,918
Fund Total Revenue	30,506,342	31,513,469	32,370,897	32,826,452	33,298,659	33,778,133	34,256,918
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following service level changes are included in the the water departments in FY 2016.

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service 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.
- Revenues from residential customers, commercial customers, capitalized Overhead and a Transfer from the Sewer Fund are the most significant in terms of revenue generation in the Water Fund. Collectively, these

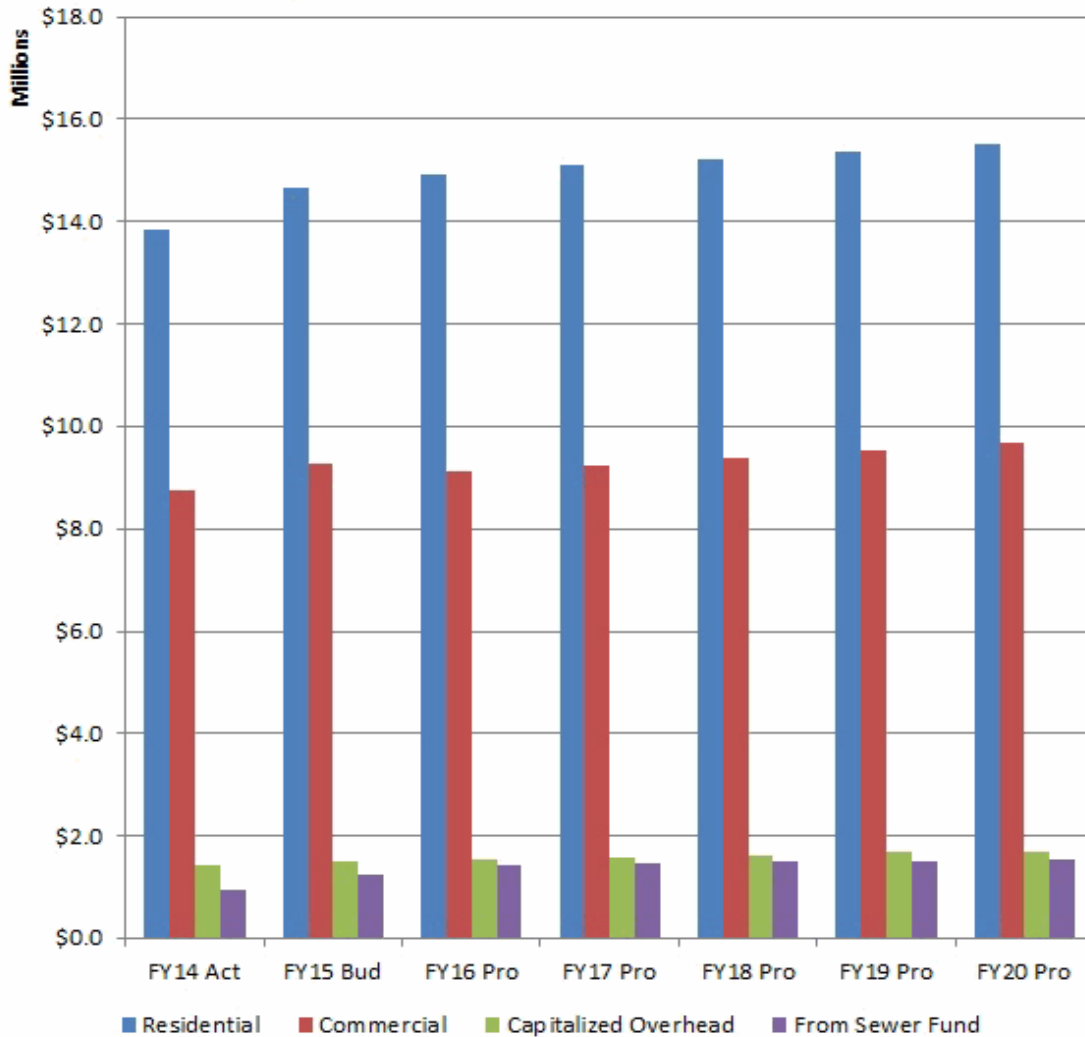
460 Water Operating Fund

sources produce revenues estimated to range from \$27 million in fiscal year 2016 to a projection of approximately \$28.5 million in fiscal year 2020.

- Surcharge is a tax imposed on water sales outside of the incorporated city limits. Revenues are estimated to remain steady through 2020 at \$1.4 to \$1.5 annually.

Major revenues for this utility are illustrated in the graph below:

Major Water Fund Revenues by Type



Capital Projects Operating Budget Impacts

There are no approved Capital Projects impacting the operating budget.

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Salaries	3,880,366	4,053,677	4,143,118	4,225,952	4,310,444	4,396,627	4,484,535
Capitalized Wages	-1,486,679	-1,444,269	-1,409,910	-1,452,208	-1,495,774	-1,540,648	-1,586,868
Salary Enhancements	0	101,345	82,834	84,492	86,183	87,908	89,663
Temporary Wages	184,182	245,522	413,706	423,267	433,538	444,141	455,105
Overtime	535,789	383,700	383,700	383,700	383,700	383,700	383,700
Capitalized Overtime	-331,450	-157,596	-157,596	-157,596	-157,596	-157,596	-157,596
Other Salary Items	10,561	32,043	48,272	49,039	49,827	50,638	51,535
Unemployment Compensation	-275	0	0	0	0	0	0
Pension- Current	592,181	631,146	552,134	563,183	574,449	585,932	597,653
Pension- MAP	321,814	297,085	302,051	308,093	314,255	320,543	326,953
Mandatory Medicare	53,874	50,590	52,690	53,740	54,815	55,912	57,034
Health Benefits	615,690	655,782	733,167	755,109	755,109	755,109	755,109
Health Benefits-Retirees	0	0	0	0	0	0	0
Health Benefits-OPEB	58,017	58,017	58,017	58,017	58,017	58,017	58,017
Flex Benefits	183,555	194,028	195,696	195,696	195,696	195,696	195,696
Vacancy factor	0	-63,707	-65,618	-65,618	-65,618	-65,618	-65,618
Furlough savings	0	0	0	0	0	0	0
Personnel Services	4,617,625	5,037,363	5,332,261	5,424,866	5,497,045	5,570,361	5,644,918
Advertising	84	3,746	3,802	3,859	3,917	3,976	4,056
Cleaning & Laundry	31,276	22,303	23,077	23,424	23,775	24,132	24,467
Reproduction	3,171	4,755	4,762	4,834	4,907	4,981	5,059
Unclassified Professional Svcs	69,532	16,512	25,560	25,943	26,332	26,727	27,189
System Collection	111,947	111,947	111,947	111,947	111,947	111,947	111,947
Building Repairs	1,825	9,046	9,182	9,320	9,460	9,602	9,723
Equipment Repairs	21,207	14,102	14,313	14,528	14,746	14,967	15,189
Medical Services	0	0	0	0	0	0	0
Engineering Services	0	0	0	0	0	0	0
Contract Svcs	128,083	258,343	273,415	277,516	281,678	285,903	290,212
Computer Software	2,270	3,386	3,425	3,464	3,504	3,545	3,600
Environmental Contractual	300	53,687	54,492	55,309	56,139	56,981	57,836
Telephone	51,699	46,375	47,438	48,150	48,872	49,606	50,326
Chem-Med-Lab	180,733	218,460	221,737	225,063	228,439	231,866	235,344
Food	20,223	13,745	13,965	13,986	14,007	14,029	14,051
Gasoline	53	837	837	848	859	871	883
Oil & Lubricants	5,323	0	0	0	0	0	0
Postage	208	1,608	1,608	1,608	1,608	1,608	1,608
Office Supplies	15,854	16,841	17,953	18,131	18,311	18,495	18,685
Uniforms & Clothing	17,615	34,017	34,458	34,790	35,127	35,469	35,850
Unclassified Supplies	104,979	157,409	161,164	163,582	166,035	168,526	171,196
Non-Capitalized Furniture	1,139	2,421	2,421	2,421	2,421	2,421	2,421
Vehicle- Non-Garage	733	0	0	0	0	0	0
Building Supplies	488	0	0	0	0	0	0
Safety Materials & Supplies	13,177	3,414	3,414	3,458	3,502	3,547	3,593
Travel & Training	61,320	37,444	41,168	41,786	42,413	43,049	43,843
Journals & Books	2,074	2,067	2,070	2,101	2,132	2,164	2,195
Memberships	95	7,132	12,676	12,859	13,045	13,234	13,410
Certificates & Licenses	6,236	25,100	26,256	26,649	27,047	27,451	27,861
Rent Expense- Bldg & Ops	0	0	0	0	0	0	0
Rent Expense- Machines	7,898	15,517	15,667	15,902	16,140	16,382	16,681
Unclassified Charges	2,216	36,734	39,959	40,558	41,167	41,784	42,216
Operating	861,758	1,116,948	1,166,766	1,182,036	1,197,530	1,213,263	1,229,441
Interest on Deposits	14,732	70,000	70,000	70,000	70,000	70,000	70,000
Bad Debt Expense	242,800	242,800	242,800	242,800	242,800	242,800	242,800
Line Extensions	168,108	285,000	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
Other Services & Charges	425,640	600,300	600,300	600,300	600,300	600,300	600,300
Computer Equipment	14,144	499,320	16,493	16,740	16,991	17,246	17,505
Capital Outlay	14,144	499,320	16,493	16,740	16,991	17,246	17,505

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Human Resource Expense	124,583	144,803	144,751	148,370	152,079	155,881	159,778
Accounting Expense	99,965	113,534	140,124	143,627	147,218	150,898	154,670
Purchasing Expense	74,456	100,074	160,696	164,713	168,831	173,052	177,378
Information Systems Expense	746,382	483,214	1,456,472	1,492,884	1,530,206	1,568,461	1,607,673
Risk Management Expense	265,547	304,573	556,076	569,978	584,227	598,833	613,804
Radio Communications Expense	30,824	37,204	37,113	38,041	38,992	39,967	40,966
Revenue Collection Expense	67,512	62,911	93,548	95,887	98,284	100,741	103,260
Utility Services Expense	2,474,450	2,629,442	2,810,236	2,880,492	2,952,504	3,026,317	3,101,975
Environmental	166,987	189,694	184,821	189,442	194,178	199,032	204,008
Energy Services	0	0	0	0	0	0	0
Vehicle Garage Expense	444,462	551,723	580,132	594,635	609,501	624,739	640,357
Vehicle Fuel	419,273	434,591	300,922	308,445	316,157	324,061	332,162
Vehicle Replacement	442,162	455,421	461,259	479,178	498,604	518,548	539,290
Indirect Costs	527,147	583,594	598,184	613,139	628,467	644,179	660,283
Internal Service Funds	5,883,750	6,090,778	7,524,334	7,718,831	7,919,248	8,124,709	8,335,604
Utilities - Sanitation	1,894	2,350	2,350	2,386	2,422	2,459	2,496
Utilities - Stormwater	5,508	5,155	5,155	5,183	5,211	5,240	5,269
Utilities - Water	3,815	1,300	1,300	1,319	1,339	1,359	1,379
Utilities - Electric	1,661,015	2,240,633	2,281,229	2,315,448	2,350,180	2,385,433	2,421,214
Utilities - Fire Services	2,178	615	615	620	625	630	635
Utilities and Other Expenses	1,674,410	2,250,053	2,290,649	2,324,956	2,359,777	2,395,121	2,430,993
Debt Service Transfer	5,349,751	5,879,673	6,411,287	6,414,112	6,412,717	6,417,349	6,421,834
RR&I Transfer	3,807,000	3,870,766	2,334,784	2,351,026	2,300,410	2,342,571	2,375,000
Inter-Fund Transfer	2,928,733	2,473,899	3,334,447	3,383,615	3,533,521	3,584,176	3,635,590
Transfers	12,085,484	12,224,338	12,080,518	12,148,753	12,246,648	12,344,096	12,432,424
Contribution to General Fund	3,238,663	3,694,369	3,359,576	3,409,970	3,461,120	3,513,037	3,565,733
Contributions to Operations	3,238,663	3,694,369	3,359,576	3,409,970	3,461,120	3,513,037	3,565,733
Transfer to RR&I	603,162	0	0	0	0	0	0
Transfer to Operating Reserve	1,101,706	0	0	0	0	0	0
Year End Adjustments	1,704,868	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

Revenues	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Undefined - Added for Actuals Upload	0	0	0	0	0	0	0
Undefined	0	0	0	0	0	0	0
Federal BABS Subsidy	407,093	394,810	394,810	394,810	394,810	394,810	394,810
Intergovernmental Revenue	407,093	394,810	394,810	394,810	394,810	394,810	394,810
Meter Tampering Fine	3,317	6,470	6,470	6,470	6,470	6,470	6,470
Residential	13,832,601	14,651,783	14,920,730	15,093,173	15,214,289	15,362,808	15,511,206
Commercial	8,733,169	9,257,164	9,116,129	9,226,238	9,399,503	9,547,651	9,698,167
Forfeited Discounts	75,392	94,954	94,954	95,904	96,863	97,832	98,810
Initiating Services	515,603	565,646	565,646	579,787	594,282	609,139	624,367
Tapping Fees	382,373	433,792	433,792	438,130	442,511	446,936	451,405
Cut Fees	107,900	143,151	143,151	146,730	150,398	154,158	158,012
Surcharge	1,426,243	1,345,265	1,428,189	1,449,612	1,471,356	1,493,426	1,515,827
Surcharge- Outside Leon Co	73,198	224,302	224,302	229,910	235,658	241,549	247,588
Hydrant Rental	52,500	55,745	55,745	57,139	58,567	60,031	61,532
Other Revenues	0	28,215	28,215	28,920	29,643	30,384	31,144
System Dispatch Services	58,353	59,028	59,028	60,504	62,017	63,567	65,156
Developer-Installed Line Ins	5,923	10,333	10,333	10,333	10,333	10,333	10,333
Meter Relocation Fees	5,650	7,213	7,213	7,213	7,213	7,213	7,213
Other Miscellaneous Revenue	1,778	7,028	7,028	7,028	7,028	7,028	7,028
Laboratory Sample Test Fees	34,983	84,856	74,572	76,436	78,347	80,306	82,314
Charges for Services	25,308,983	26,974,945	27,175,497	27,513,527	27,864,478	28,218,831	28,576,572
Interest	132,900	10,931	10,931	10,931	10,931	10,931	10,931
Wireless Rental	328,980	431,171	335,200	348,619	362,643	377,300	392,620
Water System Charge- Inside	513,229	0	0	0	0	0	0
Water System Charge- Outside	95,403	0	0	0	0	0	0
Other Miscellaneous Revenue	528,306	0	0	0	0	0	0
Trans from Fund Bal - Encumb	84,385	0	0	0	0	0	0
Capitalized Overhead	1,415,741	1,516,452	1,554,363	1,593,222	1,633,053	1,673,879	1,707,357
Other Revenues	3,098,944	1,958,554	1,900,494	1,952,772	2,006,627	2,062,110	2,110,908
Transfer From Gas Fund	146,903	350,563	548,139	556,361	564,706	573,177	581,775
Transfer from Operating Reserve	0	0	224,456	257,353	291,919	328,229	366,647
Transfer From Water System C	519,000	519,000	519,000	519,000	519,000	519,000	519,000
Please use 369929 Instead	0	0	0	0	0	0	0
Transfer From Stormwater Fun	81,613	89,354	162,925	165,369	167,850	170,368	172,924
Other Sources	747,516	958,917	1,454,520	1,498,083	1,543,475	1,590,774	1,640,346
From Sewer Fund	943,806	1,226,243	1,445,576	1,467,260	1,489,269	1,511,608	1,534,282
Internal Service Fund Charges	943,806	1,226,243	1,445,576	1,467,260	1,489,269	1,511,608	1,534,282
Fund Summary	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	30,506,342	31,513,469	32,370,897	32,826,452	33,298,659	33,778,133	34,256,918
Fund Total Revenue	<u>30,506,342</u>	<u>31,513,469</u>	<u>32,370,897</u>	<u>32,826,452</u>	<u>33,298,659</u>	<u>33,778,133</u>	<u>34,256,918</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

500 Sewer Operating Fund

Wastewater Operations treats an average of 17.5 million gallons per day (MGD) of wastewater, manages and maintains more than 1,000 miles of wastewater gravity and pressure mains, 107 pumping stations, a 26 MGD water reclamation facility (T.P. Smith), a 1.2 MGD Reuse Facility, and a 4,000 acre Southeast Spray field.

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

Now that the Advanced Wastewater Treatment Process has been implemented, the key challenge for the plant is stabilizing operating costs and capitalizing on efficiencies created by the improved infrastructure.

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

<u>Expenditures</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Personnel Services	13,405,466	13,597,267	14,055,767	14,330,204	14,566,644	14,807,627	15,053,109
Operating	3,579,283	4,113,680	5,027,775	5,071,567	5,123,881	5,181,486	5,242,321
Other Services & Charges	574,274	826,200	826,200	826,200	826,200	826,200	826,200
Capital Outlay	22,811	1,219,929	1,250,277	1,281,383	1,313,264	1,345,937	1,372,777
Internal Service Funds	6,600,952	6,879,344	6,806,349	6,976,508	7,150,920	7,331,939	7,517,553
Utilities and Other Expenses	3,731,053	5,121,183	4,395,438	4,461,167	4,527,880	4,595,599	4,664,328
Transfers	29,440,878	23,581,221	25,974,044	26,110,900	26,283,773	26,462,800	26,654,029
Contributions to Operations	4,320,612	4,560,850	4,633,926	4,703,435	4,773,987	4,845,597	4,918,281
Year End Adjustments	0	0	639,786	649,394	659,144	669,045	679,093
<u>Revenues</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Undefined	57,342	0	0	0	0	0	0
Intergovernmental Revenue	1,569,088	1,521,745	1,521,745	1,521,745	1,521,745	1,521,745	1,521,745
Charges for Services	50,845,636	50,955,276	54,164,890	54,813,150	55,480,701	56,154,081	56,833,128
Other Revenues	1,717,111	1,578,165	1,601,837	1,625,865	1,650,253	1,675,007	1,708,507
Other Sources	4,609,623	3,425,370	3,175,901	3,257,631	3,332,741	3,426,540	3,526,121
Internal Service Fund Charges	2,876,529	2,419,118	3,145,189	3,192,367	3,240,253	3,288,857	3,338,190
<u>Fund Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	61,675,329	59,899,674	63,609,562	64,410,758	65,225,693	66,066,230	66,927,691
Fund Total Revenue	61,675,329	59,899,674	63,609,562	64,410,758	65,225,693	66,066,230	66,927,691
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following service level changes are included in the FY 2016 Sewer budget:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.

500 Sewer Operating Fund

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

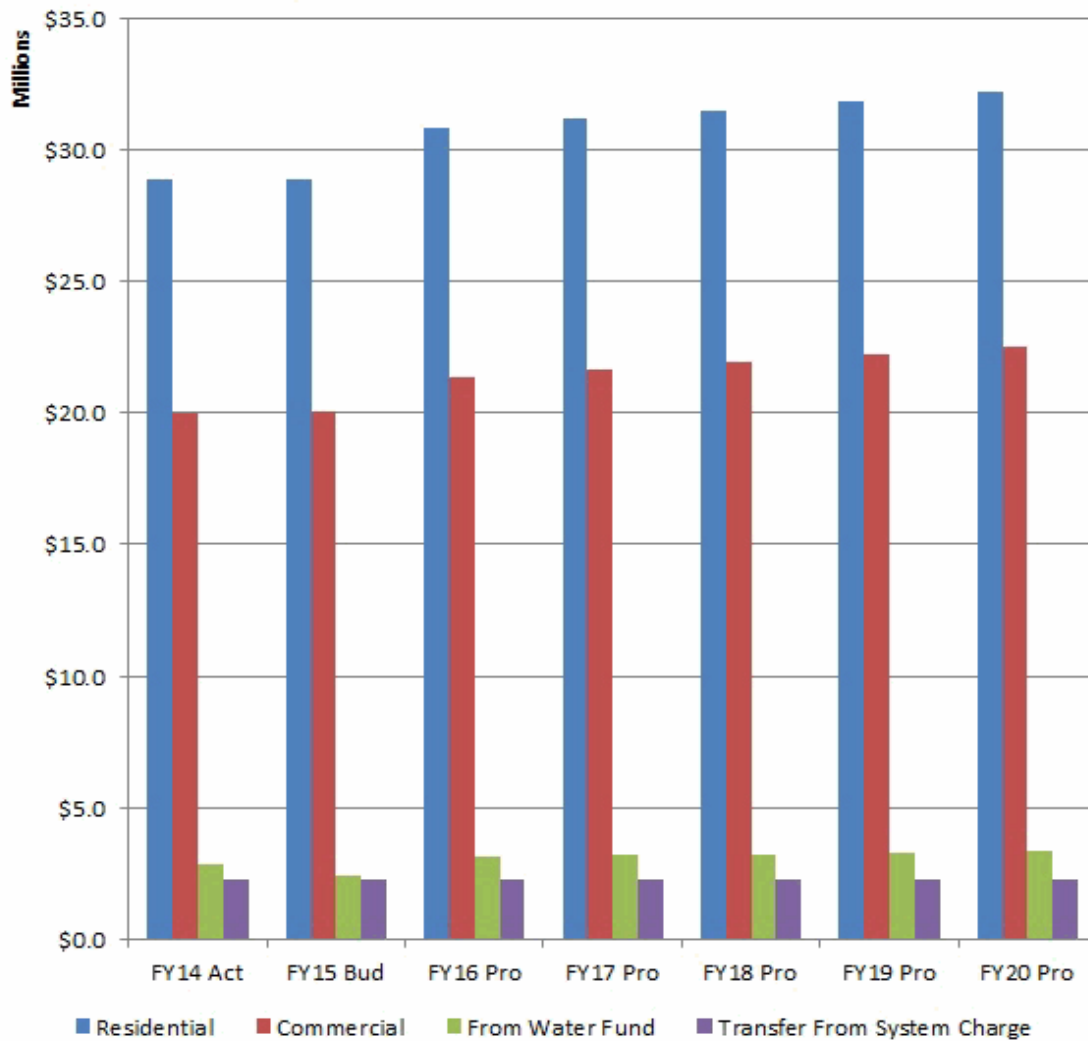
Fund Revenues

The largest revenue generating sources in the Sewer Fund are: residential, commercial, and transfers from sewer system charges. In the fiscal years shown, these revenues are estimated to grow from \$55 million in FY 2016 to \$58 million in FY 2020. 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.

In addition, 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.

These major revenues for the sewer utility are illustrated in the graph below:

Major Sewer Fund Revenues by Type



Capital Projects Operating Budget Impacts

There are no Capital projects that effect operating expense.

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Salaries	9,780,505	9,888,359	10,155,336	10,358,374	10,565,470	10,776,703	10,992,174
Capitalized Wages	-1,329,035	-1,395,893	-1,320,634	-1,360,253	-1,401,061	-1,443,093	-1,486,385
Salary Enhancements	0	209,165	207,843	212,088	216,417	220,853	225,368
Temporary Wages	351,532	297,424	319,959	329,742	339,827	350,221	360,726
Overtime	655,549	597,743	632,919	640,159	647,617	655,299	663,210
Capitalized Overtime	-158,016	-97,863	-96,298	-95,384	-94,443	-93,474	-92,475
Other Salary Items	12,358	77,695	96,345	98,084	99,873	101,713	103,689
Unemployment Compensation	3,874	0	0	0	0	0	0
Pension- Current	1,464,198	1,539,599	1,353,353	1,380,433	1,408,043	1,436,200	1,464,931
Pension- MAP	741,131	721,206	736,880	751,686	766,788	782,193	797,900
Mandatory Medicare	140,219	132,334	138,618	141,407	144,245	147,144	150,103
Health Benefits	1,209,907	1,220,171	1,417,611	1,460,033	1,460,033	1,460,033	1,460,033
Health Benefits-Retirees	0	0	0	0	0	0	0
Health Benefits-OPEB	129,700	129,700	129,700	129,700	129,700	129,700	129,700
Flex Benefits	403,544	416,331	426,579	426,579	426,579	426,579	426,579
Vacancy factor	0	-138,704	-142,444	-142,444	-142,444	-142,444	-142,444
Furlough savings	0	0	0	0	0	0	0
Personnel Services	13,405,466	13,597,267	14,055,767	14,330,204	14,566,644	14,807,627	15,053,109
Advertising	0	0	0	0	0	0	0
Cleaning & Laundry	43,738	44,741	46,053	46,678	47,312	47,955	48,608
Reproduction	9,687	6,337	6,386	6,482	6,579	6,678	6,778
Unclassified Professional Svcs	16,874	32,740	41,594	24,118	14,242	8,723	5,643
System Collection	85,077	85,077	85,077	85,077	85,077	85,077	85,077
Building Repairs	36,311	28,623	29,005	29,440	29,880	30,329	30,783
Equipment Repairs	266,132	319,276	530,962	538,926	547,010	555,216	563,543
Medical Services	682	3,734	3,743	3,798	3,855	3,913	3,972
Educational Services	1,570	0	0	0	0	0	0
Contract Engineering Svcs	1,801	0	0	0	0	0	0
Legal Services	0	0	0	0	0	0	0
Contract Svcs	661,320	899,360	801,869	814,110	826,534	839,144	851,799
Computer Software	25,868	26,797	27,175	27,582	27,996	28,415	28,842
Environmental Contractual	250	2,193	2,226	2,259	2,293	2,327	2,362
Telephone	103,358	49,035	49,384	50,125	50,876	51,639	52,422
Chem-Med-Lab	1,472,813	1,419,704	2,236,372	2,258,037	2,280,028	2,302,349	2,325,004
Food	9,940	4,191	4,274	4,324	4,374	4,424	4,475
Gasoline	206	0	0	0	0	0	0
Oil & Lubricants	2,301	66,947	67,935	68,953	69,986	71,036	72,100
Postage	17,440	836	849	862	875	888	901
Office Supplies	49,708	52,971	52,309	53,019	53,740	54,472	55,215
Uniforms & Clothing	20,919	41,664	45,904	46,593	47,292	48,001	48,719
Unclassified Supplies	495,610	724,885	696,781	707,232	717,841	728,608	739,570
Non-Capitalized Furniture	33,669	12,009	12,189	12,372	12,557	12,746	12,937
Vehicle- Non-Garage	547	0	0	0	0	0	0
Building Supplies	56	10,519	8,156	8,278	8,403	8,529	8,657
Safety Materials & Supplies	25,123	24,897	21,542	21,865	22,192	22,525	22,863
Travel & Training	125,566	51,939	49,348	50,087	50,839	51,601	52,296
Journals & Books	3,518	11,527	11,560	11,704	11,849	11,997	12,147
Memberships	24,261	37,500	43,131	43,402	43,678	43,957	44,240
Certificates & Licenses	19,450	99,750	110,325	111,979	113,659	115,363	117,113
Rent Expense- Bldg & Ops	0	10,654	3,149	3,196	3,244	3,292	3,342
Rent Expense- Machines	23,437	45,774	40,477	41,069	41,670	42,282	42,913
Unclassified Charges	2,051	0	0	0	0	0	0
Operating	3,579,283	4,113,680	5,027,775	5,071,567	5,123,881	5,181,486	5,242,321
Bad Debt Expense	293,061	343,700	343,700	343,700	343,700	343,700	343,700
Line Extensions	281,213	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
Other Services & Charges	574,274	826,200	826,200	826,200	826,200	826,200	826,200
Computer Equipment	6,166	15,000	15,225	15,455	15,688	15,922	16,162
Unclassified Equipment	16,645	1,204,929	1,235,052	1,265,928	1,297,576	1,330,015	1,356,615
Capital Outlay	22,811	1,219,929	1,250,277	1,281,383	1,313,264	1,345,937	1,372,777

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Human Resource Expense	262,610	274,491	311,446	319,232	327,213	335,393	343,778
Accounting Expense	262,972	272,581	294,852	302,223	309,779	317,523	325,461
Purchasing Expense	224,712	230,269	279,202	286,182	293,337	300,670	308,187
Information Systems Expense	824,562	847,339	708,495	726,207	744,362	762,971	782,045
Risk Management Expense	1,199,208	1,204,929	981,254	1,005,785	1,030,930	1,056,703	1,083,121
Radio Communications Expense	33,734	35,070	37,113	38,041	38,992	39,967	40,966
Revenue Collection Expense	115,909	117,124	137,457	140,893	144,415	148,025	151,726
Utility Services Expense	1,300,050	1,381,481	1,487,507	1,524,695	1,562,812	1,601,882	1,641,929
Environmental	245,399	280,427	271,642	278,433	285,394	292,529	299,842
Vehicle Garage Expense	466,683	508,379	621,902	637,450	653,386	669,721	686,464
Vehicle Fuel	361,506	381,925	259,221	265,702	272,344	279,153	286,132
Vehicle Replacement	371,799	381,094	427,917	438,615	449,580	463,067	476,959
Indirect Costs	931,808	964,235	988,341	1,013,050	1,038,376	1,064,335	1,090,943
Internal Service Funds	6,600,952	6,879,344	6,806,349	6,976,508	7,150,920	7,331,939	7,517,553
Utilities - Sewer	28,847	6,484	6,633	6,733	6,834	6,936	7,041
Utilities - Sanitation	130,229	378,040	138,333	140,408	142,513	144,652	146,822
Utilities - Stormwater	34,254	36,382	37,355	37,728	38,107	38,492	38,881
Utilities - Gas	762,110	550,217	701,102	711,618	722,292	733,126	744,123
Utilities - Water	68,787	109,535	111,259	112,929	114,622	116,342	118,088
Utilities - Electric	2,691,313	4,028,124	3,388,018	3,438,838	3,490,422	3,542,780	3,595,920
Utilities - Fire Services	15,513	12,401	12,738	12,913	13,090	13,271	13,453
Utilities and Other Expenses	3,731,053	5,121,183	4,395,438	4,461,167	4,527,880	4,595,599	4,664,328
Debt Service Transfer	19,212,295	18,553,545	20,019,711	20,024,590	20,018,710	20,027,666	20,034,382
RR&I Transfer	9,096,000	3,628,499	4,482,070	4,591,562	4,647,481	4,794,364	4,955,328
Inter-Fund Transfer	1,132,583	1,399,177	1,472,263	1,494,748	1,617,582	1,640,770	1,664,319
Transfers	29,440,878	23,581,221	25,974,044	26,110,900	26,283,773	26,462,800	26,654,029
Contribution to General Fund	4,320,612	4,560,850	4,633,926	4,703,435	4,773,987	4,845,597	4,918,281
Contributions to Operations	4,320,612	4,560,850	4,633,926	4,703,435	4,773,987	4,845,597	4,918,281
Transfer to RR&I	0	0	639,786	649,394	659,144	669,045	679,093
Year End Adjustments	0	0	639,786	649,394	659,144	669,045	679,093

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Undefined - Added for Actuals Upload	57,342	0	0	0	0	0	0
Undefined	57,342	0	0	0	0	0	0
Federal BABS Subsidy	1,569,088	1,521,745	1,521,745	1,521,745	1,521,745	1,521,745	1,521,745
Intergovernmental Revenue	1,569,088	1,521,745	1,521,745	1,521,745	1,521,745	1,521,745	1,521,745
Residential	28,889,848	28,897,627	30,813,859	31,148,530	31,496,168	31,845,501	32,184,501
Commercial	19,976,183	20,029,303	21,326,944	21,614,986	21,908,930	22,206,581	22,519,793
Forfeited Discounts	171,148	205,473	205,473	207,528	209,603	211,699	213,816
Tapping Fees	95,419	156,004	156,004	157,564	159,140	160,731	162,338
Digester Fees	453,409	350,304	350,304	350,304	350,304	350,304	350,304
Surcharge	1,044,350	1,067,896	1,087,472	1,103,784	1,120,341	1,137,146	1,154,203
Other Revenues	382	5,500	5,500	5,637	5,778	5,922	6,070
Laboratory Sample Test Fees	35,646	95,258	71,423	73,209	75,039	76,915	78,838
System Dispatch Services	58,353	60,237	60,237	61,743	63,287	64,869	66,491
Strong Waste Surcharge	1,120	2,376	2,376	2,435	2,496	2,558	2,622
Developer-Installed Line Ins	26,927	43,298	43,298	44,380	45,489	46,626	47,792
Demo Sewer Fees	56,612	14,000	14,000	14,350	14,709	15,077	15,454
Other Miscellaneous Revenue	36,239	28,000	28,000	28,700	29,417	30,152	30,906
Charges for Services	50,845,636	50,955,276	54,164,890	54,813,150	55,480,701	56,154,081	56,833,128
Interest	400,134	0	0	0	0	0	0
Other Miscellaneous Revenue	0	0	0	0	0	0	0
Capitalized Overhead	1,316,977	1,578,165	1,601,837	1,625,865	1,650,253	1,675,007	1,708,507
Other Revenues	1,717,111	1,578,165	1,601,837	1,625,865	1,650,253	1,675,007	1,708,507
Transfer From Gas Fund	465,062	862,309	465,243	472,222	479,305	486,495	493,792
Transfer from Operating Reserve	0	0	200,261	266,640	336,529	410,076	487,423
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
Transfer From Stormwater Fun	133,403	183,855	132,040	134,021	136,031	138,071	140,142
Transfer from Utility Servic	0	79,206	78,357	84,748	80,876	91,898	104,764
Contribution from Sewer RRI	1,711,158	0	0	0	0	0	0
Other Sources	4,609,623	3,425,370	3,175,901	3,257,631	3,332,741	3,426,540	3,526,121
From Water Fund	2,876,529	2,419,118	3,145,189	3,192,367	3,240,253	3,288,857	3,338,190
Internal Service Fund Charges	2,876,529	2,419,118	3,145,189	3,192,367	3,240,253	3,288,857	3,338,190
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	61,675,329	59,899,674	63,609,562	64,410,758	65,225,693	66,066,230	66,927,691
Fund Total Revenue	<u>61,675,329</u>	<u>59,899,674</u>	<u>63,609,562</u>	<u>64,410,758</u>	<u>65,225,693</u>	<u>66,066,230</u>	<u>66,927,691</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

540 Aviation Operating Fund

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

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

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

<u>Expenditures</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	4,395,684	4,772,597	5,004,723	5,109,011	5,197,287	5,287,437	5,379,142
Operating	646,387	713,893	738,893	738,893	738,893	738,893	738,893
Other Services & Charges	108,150	28,150	5,000	5,000	5,000	5,000	5,000
Internal Service Funds	1,728,100	1,741,445	1,503,581	1,541,599	1,580,582	1,620,684	1,661,810
Utilities and Other Expenses	835,149	1,074,312	982,366	982,366	982,366	982,366	982,366
Transfers	328,619	0	0	0	0	0	0
Contributions to Operations	1,071,949	1,154,060	1,161,319	1,482,172	1,509,088	1,535,386	1,562,353
Year End Adjustments	2,678,416	1,401,399	1,511,824	1,167,420	910,886	672,460	436,888
<u>Revenues</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Charges for Services	11,560,153	10,771,127	10,799,106	10,917,833	10,815,446	10,733,540	10,657,736
Other Revenues	248,279	114,729	108,600	108,628	108,656	108,686	108,716
<u>Fund Summary</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	11,792,454	10,885,856	10,907,706	11,026,461	10,924,102	10,842,226	10,766,452
Fund Total Revenue	11,808,432	10,885,856	10,907,706	11,026,461	10,924,102	10,842,226	10,766,452
Fund Balance	15,978	0	0	0	0	0	0

Fund Expenditures

The following service level changes are included in the approved budget for Aviation's 2016 fiscal year budget.

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.

540 Aviation Operating Fund

- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Reduce Utilities-Electric budget due to it being overstated. Fiscal Impact:(\$44,928).
- Reduce Capitalized Wages budget due to it being overstated. Fiscal Impact: \$41,305.
- Reclassification of existing OPS Airport Operations Agent to a permanent, full-time Airport Operations Agent. Net Fiscal Impact: \$0.
- Reclassification of existing OPS Airport Operating & Mechanical Systems Maintenance Technician to a permanent, full-time position. Net Fiscal Impact: \$8,257.

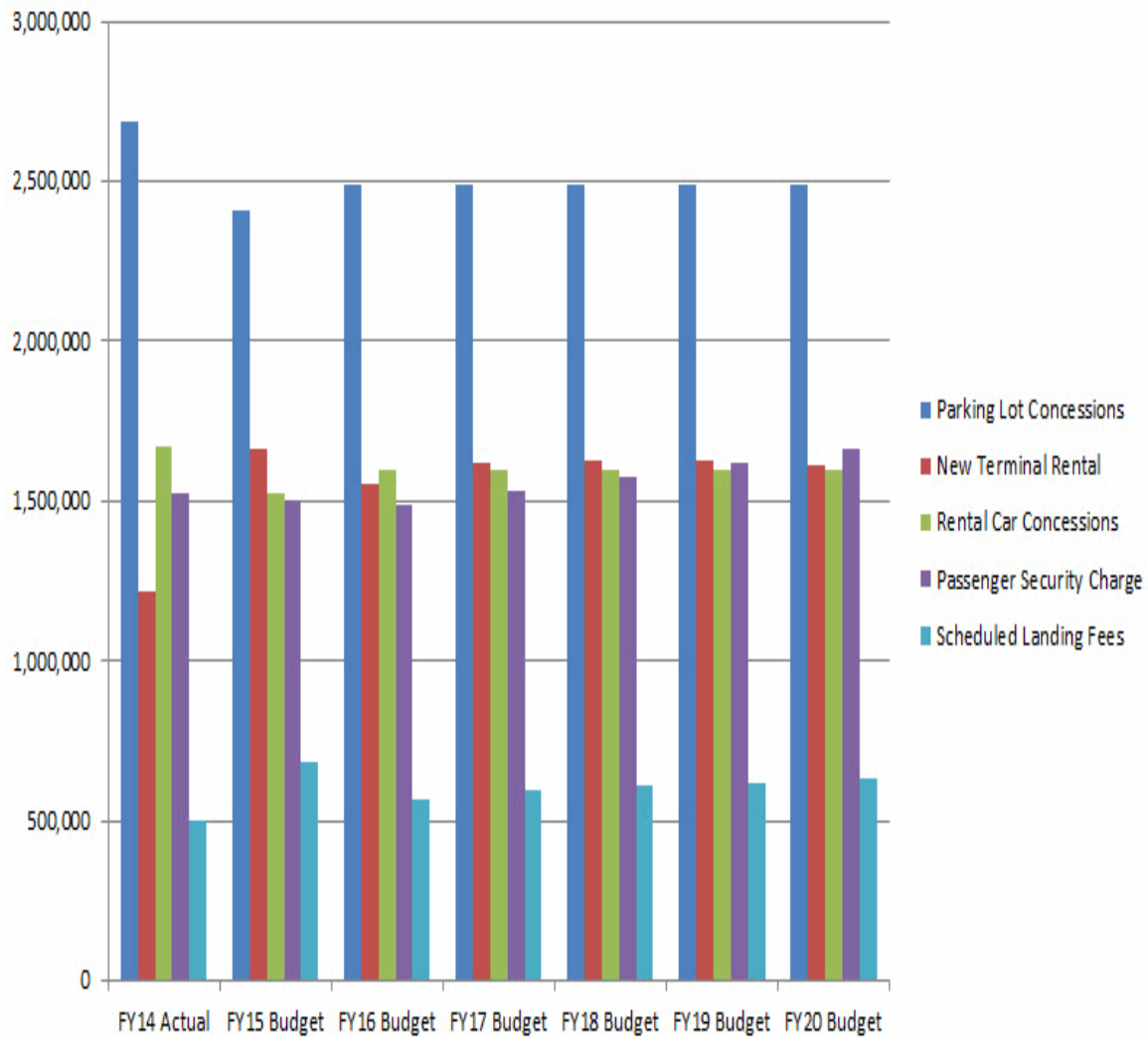
Fund Revenues

The following are revenue changes for Fiscal Year 2016 followed by five-year projections of the Aviation Fund's major revenues:

- There is slight increase in revenues from the FY15 approved budget. The FY16 approved budget increased by \$21,850.
- Projected revenues for FY16 are expected to exceed the expenditures resulting in a projected year-end surplus for FY16 as in prior years.

The following chart on the next page depicts a graph of projected parking lot concessions, terminal rental for airlines, rental car concessions, passenger security charge, and scheduled landing fee revenues through Fiscal Year 2020. 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 2016 through 2020 are anticipated to improve as the Aviation Department is working diligently with air service providers to expand services in the TLH market and access additional hubs.

540 Aviation Operating Fund
AIRPORT MAIN REVENUES



Capital Projects Operating Budget Impacts

None of Aviation's projects within the five-year capital improvement plan have a fiscal impact on the operating budget.

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

540 Aviation Operating Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Salaries	2,936,173	3,329,471	3,447,278	3,535,042	3,609,820	3,686,193	3,764,204
Capitalized Wages	-60,317	-215,157	-111,894	-114,691	-117,558	-120,497	-123,510
Salary Enhancements	0	83,148	87,764	74,778	76,373	78,011	79,674
Temporary Wages	144,300	158,888	73,507	72,486	71,855	71,207	70,282
Overtime	166,400	157,797	157,797	157,797	157,797	157,797	157,797
Capitalized Overtime	-3,680	0	0	0	0	0	0
Other Salary Items	24,537	27,094	26,314	26,314	26,314	26,314	26,314
Pension- Current	523,142	586,957	552,453	568,246	580,638	593,305	606,257
Pension- MAP	156,993	185,380	194,480	198,370	202,337	206,382	210,511
Mandatory Medicare	46,801	49,642	51,440	52,526	53,631	54,760	55,920
Health Benefits	335,908	371,603	486,918	501,490	501,490	501,490	501,490
Health Benefits-OPEB	34,155	34,155	34,155	34,155	34,155	34,155	34,155
Flex Benefits	91,272	108,204	111,840	111,840	111,840	111,840	111,840
Vacancy factor	0	-104,585	-107,329	-109,342	-111,405	-113,520	-115,792
Furlough savings	0	0	0	0	0	0	0
Personnel Services	4,395,684	4,772,597	5,004,723	5,109,011	5,197,287	5,287,437	5,379,142
Advertising	9,136	8,200	10,200	10,200	10,200	10,200	10,200
Cleaning & Laundry	11,036	10,450	12,950	12,950	12,950	12,950	12,950
Reproduction	405	6,065	5,955	5,955	5,955	5,955	5,955
Unclassified Professional Svcs	144,569	182,274	113,650	113,650	113,650	113,650	113,650
Building Repairs	20,131	17,000	17,000	17,000	17,000	17,000	17,000
Equipment Repairs	114,033	115,065	116,865	116,865	116,865	116,865	116,865
Engineering Services	0	0	36,440	36,440	36,440	36,440	36,440
Legal Services	0	15,000	0	0	0	0	0
Construction Services	0	800	800	800	800	800	800
Contract Svcs	80,935	91,440	147,074	147,074	147,074	147,074	147,074
Computer Software	15,937	17,140	20,740	20,740	20,740	20,740	20,740
Telephone	12,753	20,760	21,610	21,610	21,610	21,610	21,610
Chem-Med-Lab	2,240	2,000	3,300	3,300	3,300	3,300	3,300
Food	2,075	4,500	4,500	4,500	4,500	4,500	4,500
Gasoline	0	1,700	1,000	1,000	1,000	1,000	1,000
Oil & Lubricants	0	500	500	500	500	500	500
Postage	711	1,750	1,750	1,750	1,750	1,750	1,750
Office Supplies	21,430	21,150	20,650	20,650	20,650	20,650	20,650
Uniforms & Clothing	5,497	7,498	6,498	6,498	6,498	6,498	6,498
Unclassified Supplies	76,050	58,250	60,550	60,550	60,550	60,550	60,550
Building Supplies	37,800	32,000	33,000	33,000	33,000	33,000	33,000
Safety Materials & Supplies	7,896	11,450	11,450	11,450	11,450	11,450	11,450
Travel & Training	45,245	35,488	39,488	39,488	39,488	39,488	39,488
Journals & Books	522	1,600	1,600	1,600	1,600	1,600	1,600
Memberships	23,949	25,255	25,255	25,255	25,255	25,255	25,255
Certificates & Licenses	2,852	10,758	10,758	10,758	10,758	10,758	10,758
Rent Expense- Land	0	0	0	0	0	0	0
Rent Expense- Machines	10,302	15,800	15,310	15,310	15,310	15,310	15,310
Unclassified Charges	883	0	0	0	0	0	0
Operating	646,387	713,893	738,893	738,893	738,893	738,893	738,893
Bad Debt Expense	108,150	28,150	5,000	5,000	5,000	5,000	5,000
Other Services & Charges	108,150	28,150	5,000	5,000	5,000	5,000	5,000
Human Resource Expense	79,098	89,344	95,798	98,192	100,647	103,163	105,742
Accounting Expense	82,526	90,639	83,101	85,179	87,308	89,490	91,727
Purchasing Expense	125,450	51,965	21,302	21,835	22,381	22,941	23,515
Information Systems Expense	314,863	305,294	318,055	326,006	334,156	342,510	351,073
Risk Management Expense	542,616	507,448	287,411	294,596	301,961	309,510	317,247
Radio Communications Expense	39,123	38,890	41,365	42,399	43,459	44,545	45,659
Revenue Collection Expense	37,991	35,387	37,324	38,257	39,213	40,193	41,198
Vehicle Garage Expense	108,333	155,864	147,585	151,274	155,056	158,932	162,906
Vehicle Fuel	70,281	63,754	60,159	61,664	63,205	64,785	66,406
Vehicle Replacement	58,494	60,394	60,454	62,395	64,399	66,598	68,870
Indirect Costs	269,325	342,466	351,027	359,802	368,797	378,017	387,467
Internal Service Funds	1,728,100	1,741,445	1,503,581	1,541,599	1,580,582	1,620,684	1,661,810

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

540 Aviation Operating Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	38,307	42,927	43,829	43,829	43,829	43,829	43,829
Utilities - Sanitation	21,199	32,303	32,981	32,981	32,981	32,981	32,981
Utilities - Stormwater	277,051	293,471	299,634	299,634	299,634	299,634	299,634
Utilities - Gas	26,796	61,959	63,260	63,260	63,260	63,260	63,260
Utilities - Water	27,176	30,154	30,787	30,787	30,787	30,787	30,787
Utilities - Electric	432,945	601,822	500,000	500,000	500,000	500,000	500,000
Utilities - Fire Services	11,675	11,676	11,875	11,875	11,875	11,875	11,875
Utilities and Other Expenses	835,149	1,074,312	982,366	982,366	982,366	982,366	982,366
Debt Service Transfer	312,630	0	0	0	0	0	0
Reserve Transfer	15,989	0	0	0	0	0	0
Transfers	328,619	0	0	0	0	0	0
Contribution to Fire Services	1,071,949	1,154,060	1,161,319	1,482,172	1,509,088	1,535,386	1,562,353
Contributions to Operations	1,071,949	1,154,060	1,161,319	1,482,172	1,509,088	1,535,386	1,562,353
Transfer to RR&I	1,263,167	560,562	604,730	466,940	364,355	268,986	174,759
Transfer to Airline Prepd Crd	1,415,249	840,837	907,094	700,480	546,531	403,474	262,129
Year End Adjustments	2,678,416	1,401,399	1,511,824	1,167,420	910,886	672,460	436,888

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

540 Aviation Operating Fund

Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Scheduled Landing Fees	503,232	682,198	567,975	595,315	609,647	619,492	630,336
Non-Scheduled Landing Fees	151,109	126,861	100,546	102,557	104,608	106,700	108,834
Airport Applic/Permit Fee	6,450	7,000	8,300	8,300	8,300	8,300	8,300
Apron Fees	102,100	88,817	85,649	87,362	89,109	90,891	92,709
Tenant Equipment Charges	51,300	0	0	0	0	0	0
Rental Car Concessions	1,669,716	1,524,000	1,595,300	1,595,300	1,595,300	1,595,300	1,595,300
Restaurant Concessions	82,088	92,800	100,000	100,000	100,000	100,000	100,000
Ground Transportation	34,400	27,000	35,400	35,400	35,400	35,400	35,400
Video Game Room	1,734	0	0	0	0	0	0
Badging (Security ID)	16,370	18,800	13,100	13,100	13,100	13,100	13,100
Parking Lot Concessions	2,689,478	2,410,000	2,491,700	2,491,700	2,491,700	2,491,700	2,491,700
Advertising Concessions	56,989	58,100	58,300	58,300	58,300	58,300	58,300
Gift Shop	20,420	57,200	50,000	50,000	50,000	50,000	50,000
Off-Airport Car Rental	0	0	0	0	0	0	0
Passenger Security Charge	1,523,000	1,499,923	1,488,768	1,531,598	1,575,498	1,620,496	1,666,619
Parking Tickets	2,421	2,300	2,400	2,400	2,400	2,400	2,400
Telephone Receipts	20	0	0	0	0	0	0
Fixed Base Operator Concessi	175,138	181,200	170,300	170,300	170,300	170,300	170,300
TSA Security	255,500	255,500	255,500	255,500	255,500	255,500	255,500
ATM Concession	8,426	8,600	8,500	8,500	8,500	8,500	8,500
Conference Room Rental	2,950	0	0	0	0	0	0
T-Hangar Rental	45,807	45,807	51,800	52,318	52,841	53,370	53,903
Old Terminal Rental	110,279	110,279	110,300	111,403	112,517	113,642	114,779
FAA Building	313,000	0	24,900	25,149	25,400	25,654	25,911
New Cargo Building	31,186	27,418	42,500	42,925	43,354	43,788	44,226
New Terminal Rental	1,217,350	1,660,439	1,555,176	1,618,722	1,629,289	1,624,947	1,615,636
Terminal Rental - TSA	195,996	218,000	219,700	221,897	224,116	226,357	228,621
Terminal Rental - Other	124,204	125,300	103,400	104,434	105,479	106,533	107,599
Land Lease Commercial	567,975	570,800	571,300	580,860	584,670	588,515	592,402
Parking Lot Proceeds	42,536	45,400	43,100	43,100	43,100	43,100	43,100
Prepaid Fee Credit Contrib	1,558,979	927,385	1,045,192	1,011,393	827,018	681,255	544,261
Charges for Services	11,560,153	10,771,127	10,799,106	10,917,833	10,815,446	10,733,540	10,657,736
Interest	42,710	57,800	55,000	55,000	55,000	55,000	55,000
Sale of Surplus	527	0	0	0	0	0	0
Other Miscellaneous Revenue	188,106	56,929	53,600	53,628	53,656	53,686	53,716
Trans from Fund Bal - Encumb	16,936	0	0	0	0	0	0
Other Revenues	248,279	114,729	108,600	108,628	108,656	108,686	108,716
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	11,792,454	10,885,856	10,907,706	11,026,461	10,924,102	10,842,226	10,766,452
Fund Total Revenue	<u>11,808,432</u>	<u>10,885,856</u>	<u>10,907,706</u>	<u>11,026,461</u>	<u>10,924,102</u>	<u>10,842,226</u>	<u>10,766,452</u>
Fund Balance	<u>15,978</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

580 StarMetro Operating Fund

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

The 2016 fiscal year budget provides \$17.2 million for StarMetro services. To ensure the fund is balanced, transfers are made from General Fund and Gas Tax revenues that represent just over half of the transit system's operating expenses.

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	10,122,928	10,086,947	10,154,882	10,335,783	10,485,934	10,639,106	10,795,328
Operating	1,818,030	2,086,935	2,086,935	2,086,935	2,086,935	2,086,935	2,086,935
Other Services & Charges	2,390	2,390	2,390	2,390	2,390	2,390	2,390
Internal Service Funds	1,668,926	1,998,004	2,800,407	2,870,474	2,942,295	3,015,911	3,091,372
Utilities and Other Expenses	2,583,494	2,755,569	2,167,535	2,167,437	2,167,370	2,167,303	2,167,235
Transfers	372,600	27,567	28,156	30,095	30,120	33,144	33,825
Revenues	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Intergovernmental Revenue	1,204,694	1,151,016	1,053,774	1,053,774	1,053,774	1,053,774	1,053,774
Charges for Services	6,203,705	5,712,735	5,657,370	5,658,718	5,659,467	5,660,239	5,661,063
Other Revenues	464,626	0	0	0	0	0	0
Other Sources	9,033,292	10,093,661	10,529,161	10,529,161	10,529,161	10,529,161	10,529,161
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	16,568,368	16,957,412	17,240,305	17,493,114	17,715,044	17,944,790	18,177,085
Fund Total Revenue	16,906,317	16,957,412	17,240,305	17,241,653	17,242,402	17,243,174	17,243,998
Fund Balance	337,949	0	0	-251,461	-472,642	-701,616	-933,087

Fund Expenditures

The following service level changes are included in the approved budget for the StarMetro Fund for fiscal year 2016.

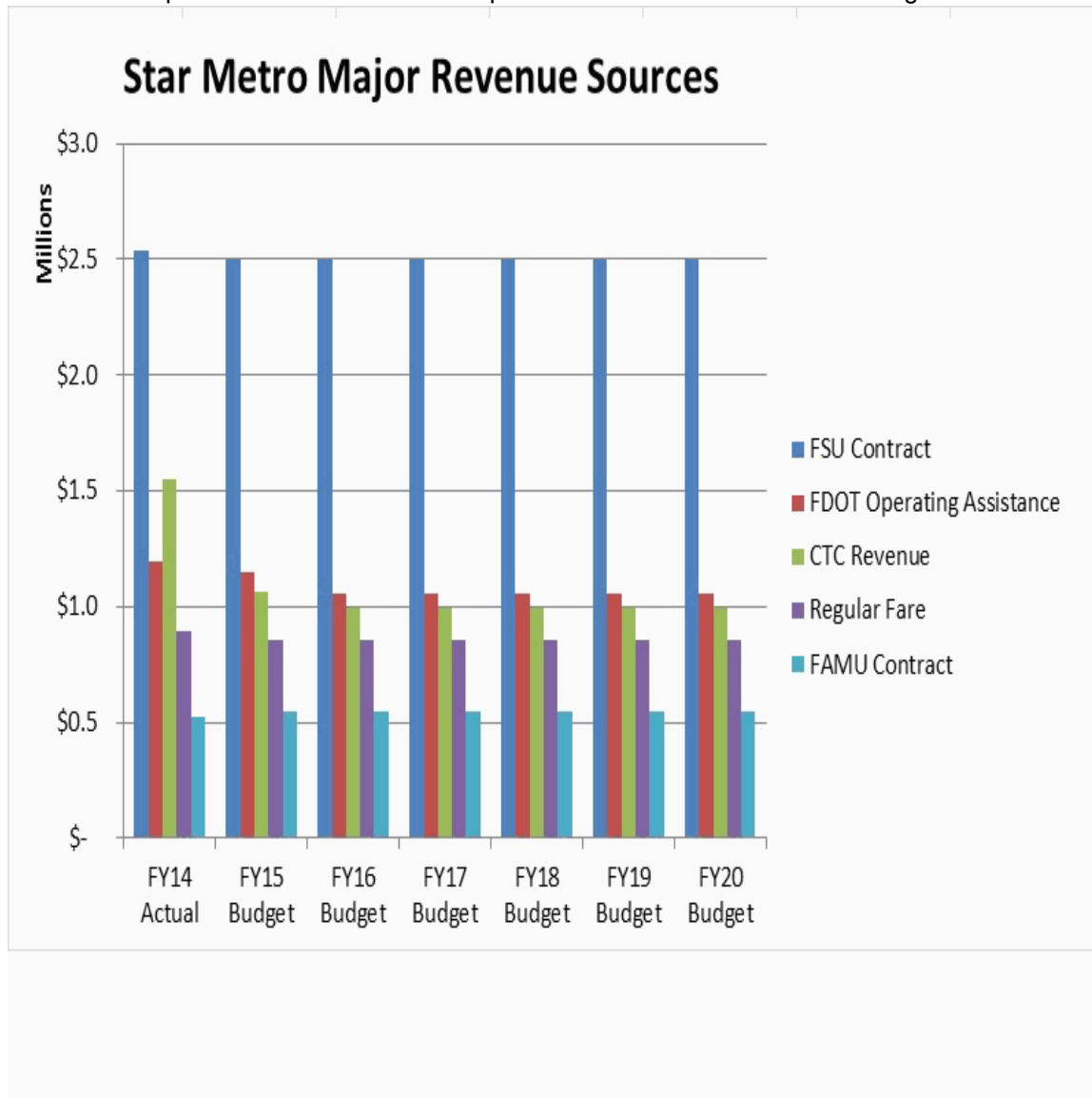
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.0% merit salary enhancement in FY16; general employee pension rates are 13.07% based on an actuarial study; police union employee pension rates are 25.23% based on an actuarial study; fire union employee pension rates are 26.47% 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 internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Three clerical assistant positions were transferred to the Utility Services Division. Fiscal Impact: -\$149,555
- Nineteen positions were transferred to the Garage Unit Cost Center (470501) for administrative purposes. The cost center remains in StarMetro fund 580. Fiscal Impact: \$0.

Fund Revenues

The following are revenue assumptions over the next five years:

580 StarMetro Operating Fund

- The City contributes \$7.8 million from the General Fund and \$2.3 million from the Gas Tax for StarMetro to provide over 2.4 million transportation miles for 4.2 million boardings.



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 2016 Adopted Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Salaries	5,745,401	5,884,477	5,937,553	6,056,310	6,177,445	6,300,998	6,427,019
Capitalized Wages	-26,282	0	0	0	0	0	0
Salary Enhancements	0	147,116	118,757	121,135	123,553	126,021	128,548
Temporary Wages	843,797	448,460	448,460	448,460	448,460	448,460	448,460
Overtime	704,388	708,437	708,437	708,437	708,437	708,437	708,437
Other Salary Items	44,030	54,616	54,016	54,016	54,016	54,016	54,016
Unemployment Compensation	14,772	0	0	0	0	0	0
Pension- Current	864,486	916,201	791,562	807,393	823,552	840,010	856,814
Pension- MAP	458,327	431,259	433,031	441,698	450,519	459,548	468,720
Mandatory Medicare	97,519	79,752	79,946	81,565	83,183	84,847	86,545
Health Benefits	926,729	953,818	1,124,545	1,158,194	1,158,194	1,158,194	1,158,194
Health Benefits-OPEB	116,251	116,251	116,251	116,251	116,251	116,251	116,251
Flex Benefits	333,510	346,560	342,324	342,324	342,324	342,324	342,324
Personnel Services	10,122,928	10,086,947	10,154,882	10,335,783	10,485,934	10,639,106	10,795,328
Advertising	19,129	32,000	32,000	32,000	32,000	32,000	32,000
Cleaning & Laundry	59,884	33,834	33,834	33,834	33,834	33,834	33,834
Reproduction	22,366	207,939	207,939	207,939	207,939	207,939	207,939
Unclassified Professional Svcs	13,760	4,000	4,000	4,000	4,000	4,000	4,000
System Collection	60	0	0	0	0	0	0
Building Repairs	10,534	25,000	25,000	25,000	25,000	25,000	25,000
Equipment Repairs	11,385	8,125	8,125	8,125	8,125	8,125	8,125
Construction Services	3,302	5,000	5,000	5,000	5,000	5,000	5,000
Contract Svcs	1,339,204	1,431,157	1,431,157	1,431,157	1,431,157	1,431,157	1,431,157
Computer Software	932	0	0	0	0	0	0
Environmental Contractual	15,015	15,000	15,000	15,000	15,000	15,000	15,000
Telephone	20,381	11,736	11,736	11,736	11,736	11,736	11,736
Chem-Med-Lab	56	0	0	0	0	0	0
Food	844	2,000	2,000	2,000	2,000	2,000	2,000
Oil & Lubricants	57,536	80,047	80,047	80,047	80,047	80,047	80,047
Postage	113	4,200	4,200	4,200	4,200	4,200	4,200
Office Supplies	16,238	15,000	15,000	15,000	15,000	15,000	15,000
Uniforms & Clothing	61,065	41,700	41,700	41,700	41,700	41,700	41,700
Unclassified Supplies	32,651	74,200	74,200	74,200	74,200	74,200	74,200
Non-Capitalized Furniture	170	0	0	0	0	0	0
Vehicle- Non-Garage	34,826	0	0	0	0	0	0
Building Supplies	19,467	30,000	30,000	30,000	30,000	30,000	30,000
Travel & Training	26,376	22,097	22,097	22,097	22,097	22,097	22,097
Journals & Books	2,574	300	300	300	300	300	300
Memberships	30,784	29,500	29,500	29,500	29,500	29,500	29,500
Rent Expense- Bldg & Ops	820	1,400	1,400	1,400	1,400	1,400	1,400
Rent Expense- Machines	13,167	11,700	11,700	11,700	11,700	11,700	11,700
Unclassified Charges	5,391	1,000	1,000	1,000	1,000	1,000	1,000
Operating	1,818,030	2,086,935	2,086,935	2,086,935	2,086,935	2,086,935	2,086,935
Bad Debt Expense	2,390	2,390	2,390	2,390	2,390	2,390	2,390
Other Services & Charges	2,390	2,390	2,390	2,390	2,390	2,390	2,390
Human Resource Expense	220,315	249,553	254,475	260,837	267,358	274,042	280,893
Accounting Expense	84,575	63,040	69,193	70,923	72,696	74,513	76,376
Purchasing Expense	62,397	40,086	38,882	39,854	40,850	41,871	42,918
Information Systems Expense	269,714	660,287	1,134,030	1,162,381	1,191,441	1,221,227	1,251,758
Risk Management Expense	463,279	365,324	672,861	689,683	706,925	724,598	742,713
Radio Communications Expense	54,319	101,379	110,049	112,800	115,620	118,510	121,473
Revenue Collection Expense	31,699	29,489	31,143	31,922	32,720	33,538	34,376
Vehicle Garage Expense	777	0	928	951	975	999	1,024
Vehicle Replacement	10,876	11,419	11,419	11,761	12,114	12,477	12,851
Indirect Costs	470,975	477,427	477,427	489,362	501,596	514,136	526,990
Internal Service Funds	1,668,926	1,998,004	2,800,407	2,870,474	2,942,295	3,015,911	3,091,372

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Utilities - Sewer	20,221	15,011	15,326	15,326	15,326	15,326	15,326
Utilities - Sanitation	8,867	8,129	8,300	8,300	8,300	8,300	8,300
Utilities - Stormwater	19,033	26,265	26,817	26,817	26,817	26,817	26,817
Utilities - Gas	8,669	24,132	24,639	24,639	24,639	24,639	24,639
Utilities - Water	6,277	6,958	7,104	7,104	7,104	7,104	7,104
Utilities - Electric	102,876	126,801	128,430	128,332	128,265	128,198	128,130
Utilities - Fire Services	1,326	829	829	829	829	829	829
Gasoline -StarMetro	2,416,225	2,547,444	1,956,090	1,956,090	1,956,090	1,956,090	1,956,090
Utilities and Other Expenses	2,583,494	2,755,569	2,167,535	2,167,437	2,167,370	2,167,303	2,167,235
Debt Service Transfer	13,011	13,005	13,012	14,345	13,740	16,109	16,109
Inter-Fund Transfer	359,589	14,562	15,144	15,750	16,380	17,035	17,716
Transfers	372,600	27,567	28,156	30,095	30,120	33,144	33,825
Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
FDOT Operating Assistance	1,193,982	1,151,016	1,053,774	1,053,774	1,053,774	1,053,774	1,053,774
FDOT Service Development	10,712	0	0	0	0	0	0
Intergovernmental Revenue	1,204,694	1,151,016	1,053,774	1,053,774	1,053,774	1,053,774	1,053,774
Seven Day Unlimited Pass	91,295	90,000	91,800	91,800	91,800	91,800	91,800
Dial A Ride	93,318	92,000	94,760	94,760	94,760	94,760	94,760
CTC Revenue	1,442,278	1,065,000	994,909	994,909	994,909	994,909	994,909
Charter Service Revenue	14,285	24,000	24,960	24,960	24,960	24,960	24,960
Online StarCard	30,757	12,000	15,000	15,000	15,000	15,000	15,000
Monthly Pass Revenue	147,888	110,000	114,400	114,400	114,400	114,400	114,400
FSU Contract	2,263,202	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
FAMU Contract	527,464	544,995	544,995	544,995	544,995	544,995	544,995
Spirit Express Special Cash	58,831	41,493	41,493	41,493	41,493	41,493	41,493
Regular Fare Cash	897,967	858,617	858,617	858,617	858,617	858,617	858,617
Fuel Tax Rebate	195,269	133,586	133,586	133,586	133,586	133,586	133,586
Special Wheels Passes	2,922	2,000	2,000	2,000	2,000	2,000	2,000
One Day Unlimited Pass	35,069	24,675	24,675	24,675	24,675	24,675	24,675
Seven Day Reduced Unlimited	37,765	32,485	33,791	35,139	35,888	36,660	37,484
Reduced Fare Cash	14,150	5,044	5,044	5,044	5,044	5,044	5,044
Ten Ride Dial A Ride Card	92,308	71,840	71,840	71,840	71,840	71,840	71,840
Bus Advertising Revenue	112,151	85,000	85,000	85,000	85,000	85,000	85,000
TCC Fare Free Zone	121,948	0	0	0	0	0	0
Other Miscellaneous Revenue	24,323	15,000	20,000	20,000	20,000	20,000	20,000
Parking Lot Proceeds	515	5,000	500	500	500	500	500
Charges for Services	6,203,705	5,712,735	5,657,370	5,658,718	5,659,467	5,660,239	5,661,063
Other Miscellaneous Revenue	6	0	0	0	0	0	0
Trans from Fund Bal - Encumb	464,620	0	0	0	0	0	0
Other Revenues	464,626	0	0	0	0	0	0
Transfer From General Fund	391,300	0	0	0	0	0	0
Transfer From Gas Tax Constr	2,159,792	2,339,877	2,339,877	2,339,877	2,339,877	2,339,877	2,339,877
Transfer from Taltran Grant	0	0	400,000	400,000	400,000	400,000	400,000
Contribution From General Fund	6,482,200	7,753,784	7,789,284	7,789,284	7,789,284	7,789,284	7,789,284
Other Sources	9,033,292	10,093,661	10,529,161	10,529,161	10,529,161	10,529,161	10,529,161
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	16,568,368	16,957,412	17,240,305	17,493,114	17,715,044	17,944,790	18,177,085
Fund Total Revenue	<u>16,906,317</u>	<u>16,957,412</u>	<u>17,240,305</u>	<u>17,241,653</u>	<u>17,242,402</u>	<u>17,243,174</u>	<u>17,243,998</u>
Fund Balance	<u>337,949</u>	<u>0</u>	<u>0</u>	<u>-251,461</u>	<u>-472,642</u>	<u>-701,616</u>	<u>-933,087</u>

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

600 Solid Waste Fund

The city provides solid waste collection and disposal for more than 65,186 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 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Personnel Services	4,562,027	5,038,427	5,110,484	5,208,863	5,289,169	5,371,062	5,454,605
Operating	5,608,035	5,207,469	5,566,438	5,568,615	5,639,707	5,747,693	5,932,624
Other Services & Charges	-111,624	139,572	139,572	139,572	139,572	139,572	139,572
Capital Outlay	1,997	74,885	74,885	74,885	74,885	74,885	74,885
Internal Service Funds	5,374,148	5,556,327	6,151,948	6,305,746	6,463,392	6,628,545	6,797,929
Utilities and Other Expenses	5,550,993	6,952,302	6,950,926	6,946,052	6,941,047	6,935,921	6,931,551
Transfers	31,785	0	0	0	0	0	0
Contributions to Operations	1,610,924	1,811,976	1,817,851	1,823,430	1,828,463	1,833,617	1,838,015
Year End Adjustments	515,650	0	0	0	0	0	0
<u>Revenues</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Charges for Services	23,189,718	23,244,763	23,244,763	23,254,842	23,265,074	23,275,673	23,286,480
Other Revenues	82,400	37,842	37,842	37,870	37,899	37,929	37,960
Other Sources	0	1,498,353	2,529,499	2,774,451	3,073,262	3,417,692	3,844,741
<u>Fund Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	23,143,935	24,780,958	25,812,104	26,067,163	26,376,235	26,731,295	27,169,181
Fund Total Revenue	23,272,118	24,780,958	25,812,104	26,067,163	26,376,235	26,731,295	27,169,181
Fund Balance	128,183	0	0	0	0	0	0

Fund Expenditures

The following service level changes are approved for the Solid Waste Department's fiscal year 2016 budget:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.

- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.

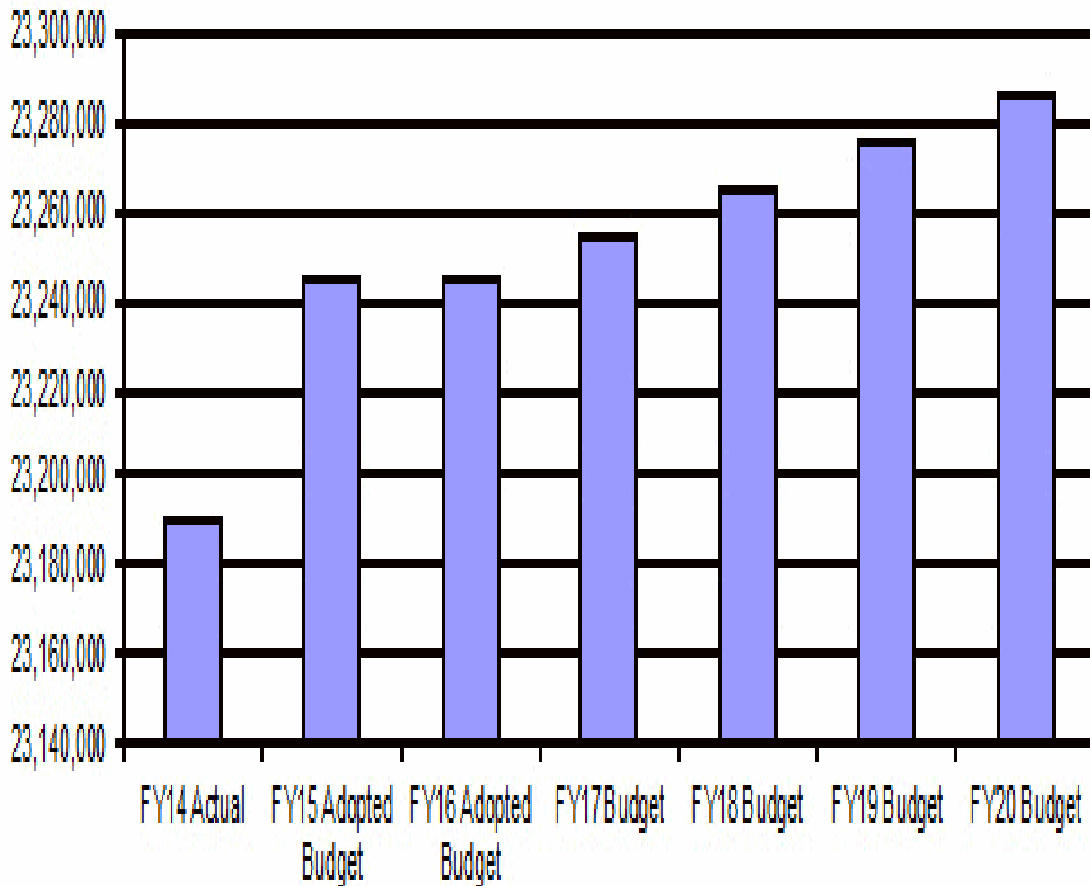
600 Solid Waste Fund

- Solid Waste is budgeted to contribute \$1.8 million to the General Fund in FY16.

Fund Revenues

- Projections of future revenue increases during fiscal years 2016 through 2020 assume continued residential and commercial customer growth. Revenues from customer charges were increased by the CPI as provided by a City Commission resolution in 2010.
- Based on year-to-date actuals for FY15, Solid Waste is projected to have actual revenue for charges for services for \$23,116,381, which is an \$73,337 increase from FY14 actual revenues.
- Revenue is projected to decrease in FY16 due to the phasing out of multi-center recycling units, which will result in customers no longer being charged a fee for the units.

Solid Waste Charges for Services Revenues



Capital Projects Operating Budget Impacts

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

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

600 Solid Waste Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Salaries	2,775,303	3,109,141	3,180,335	3,243,794	3,308,525	3,374,556	3,441,905
Salary Enhancements	0	169,044	154,956	156,228	157,528	158,846	160,190
Temporary Wages	122,962	37,730	37,730	37,730	37,730	37,730	37,730
Overtime	265,976	349,010	349,010	349,010	349,010	349,010	349,010
Other Salary Items	14,849	10,446	10,446	10,446	10,446	10,446	10,446
Unemployment Compensation	4,125	0	0	0	0	0	0
Pension- Current	420,801	482,948	423,018	431,472	440,108	448,907	457,890
Pension- MAP	217,849	227,329	231,412	236,045	240,763	245,579	250,486
Mandatory Medicare	42,492	43,473	44,934	45,837	46,758	47,687	48,647
Health Benefits	505,201	580,226	656,979	676,637	676,637	676,637	676,637
Health Benefits-OPEB	43,081	43,081	43,081	43,081	43,081	43,081	43,081
Flex Benefits	149,388	167,712	165,744	165,744	165,744	165,744	165,744
Vacancy factor	0	-181,713	-187,161	-187,161	-187,161	-187,161	-187,161
Personnel Services	4,562,027	5,038,427	5,110,484	5,208,863	5,289,169	5,371,062	5,454,605
Advertising	43,328	169,459	169,459	169,459	169,459	169,459	169,459
Cleaning & Laundry	13,114	23,216	23,216	23,216	23,216	23,216	23,216
Reproduction	0	800	800	800	800	800	800
Building Repairs	9,600	20,000	20,000	20,000	20,000	20,000	20,000
Equipment Repairs	3,067	22,420	22,420	22,420	22,420	22,420	22,420
Contract Svcs	5,450,671	4,795,428	5,154,397	5,156,574	5,227,666	5,335,652	5,520,583
Environmental Contractual	0	1,000	1,000	1,000	1,000	1,000	1,000
Telephone	5,145	22,214	22,214	22,214	22,214	22,214	22,214
Chem-Med-Lab	5,930	7,254	7,254	7,254	7,254	7,254	7,254
Office Supplies	5,015	11,839	11,839	11,839	11,839	11,839	11,839
Uniforms & Clothing	15,263	23,350	23,350	23,350	23,350	23,350	23,350
Unclassified Supplies	38,250	71,000	71,000	71,000	71,000	71,000	71,000
Travel & Training	3,800	15,940	15,940	15,940	15,940	15,940	15,940
Journals & Books	1,454	1,588	1,588	1,588	1,588	1,588	1,588
Memberships	1,015	1,461	1,461	1,461	1,461	1,461	1,461
Rent Expense- Machines	9,433	10,500	10,500	10,500	10,500	10,500	10,500
Unclassified Charges	2,950	10,000	10,000	10,000	10,000	10,000	10,000
Operating	5,608,035	5,207,469	5,566,438	5,568,615	5,639,707	5,747,693	5,932,624
Bad Debt Expense	-111,624	139,572	139,572	139,572	139,572	139,572	139,572
Other Services & Charges	-111,624	139,572	139,572	139,572	139,572	139,572	139,572
Unclassified Equipment	1,997	74,885	74,885	74,885	74,885	74,885	74,885
Capital Outlay	1,997	74,885	74,885	74,885	74,885	74,885	74,885
Human Resource Expense	108,001	115,533	130,402	133,662	137,004	140,429	143,940
Accounting Expense	82,896	65,549	70,236	71,992	73,792	75,637	77,528
Purchasing Expense	31,562	17,053	7,652	7,843	8,039	8,240	8,446
Information Systems Expense	146,314	107,156	199,607	204,597	209,712	214,955	220,329
Risk Management Expense	254,496	277,645	423,022	433,598	444,438	455,549	466,938
Radio Communications Expense	41,925	52,616	58,890	60,362	61,871	63,418	65,003
Revenue Collection Expense	62,673	58,323	61,811	63,356	64,940	66,564	68,228
Utility Services Expense	930,388	988,664	1,056,688	1,083,105	1,110,183	1,137,938	1,166,386
Environmental	134,384	114,996	148,695	152,412	156,222	160,128	164,131
Vehicle Garage Expense	1,764,880	1,955,384	2,378,078	2,437,530	2,498,468	2,560,930	2,624,953
Vehicle Fuel	962,884	908,101	690,505	707,768	725,462	743,599	762,189
Vehicle Replacement	645,731	661,874	678,421	695,382	712,767	734,150	756,175
Indirect Costs	208,014	233,433	247,941	254,139	260,494	267,008	273,683
Internal Service Funds	5,374,148	5,556,327	6,151,948	6,305,746	6,463,392	6,628,545	6,797,929
Utilities - Sewer	4,851	10,876	10,878	10,878	10,878	10,878	10,878
Utilities - Sanitation	5,515,634	6,889,921	6,888,493	6,883,578	6,878,545	6,873,391	6,868,993
Utilities - Stormwater	7,642	8,420	8,420	8,420	8,420	8,420	8,420
Utilities - Gas	1,087	3,000	3,000	3,000	3,000	3,000	3,000
Utilities - Water	1,120	3,893	3,893	3,893	3,893	3,893	3,893
Utilities - Electric	19,396	35,328	35,378	35,419	35,447	35,475	35,503
Utilities - Fire Services	1,263	864	864	864	864	864	864
Utilities and Other Expenses	5,550,993	6,952,302	6,950,926	6,946,052	6,941,047	6,935,921	6,931,551

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

600 Solid Waste Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Inter-Fund Transfer	31,785	0	0	0	0	0	0
Transfers	31,785	0	0	0	0	0	0
Contribution to General Fund	1,610,924	1,811,976	1,817,851	1,823,430	1,828,463	1,833,617	1,838,015
Contributions to Operations	1,610,924	1,811,976	1,817,851	1,823,430	1,828,463	1,833,617	1,838,015
Transfer to Rate Stabiliz	515,650	0	0	0	0	0	0
Year End Adjustments	515,650	0	0	0	0	0	0
Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Two Day Residential Roll-Out	155,723	130,136	130,136	130,170	130,205	130,240	130,276
Resid Solid Waste Misc Fees	6,680	6,459	6,459	6,463	6,468	6,472	6,477
Residential Garbage Fees	9,766,561	9,885,922	9,885,922	9,890,194	9,894,549	9,899,233	9,904,006
Comm Solid Waste Misc Fees	140,072	123,877	123,877	123,933	123,990	124,045	124,101
Solid Waste Late Payment Chg	75,732	84,576	84,576	84,613	84,651	84,688	84,725
Commerical Sanitation Fees-9	677,562	686,643	686,643	686,860	687,082	687,321	687,565
Comm Garbage Fees- Forktaine	5,943,297	6,020,518	6,020,518	6,023,107	6,025,747	6,028,425	6,031,156
Comm Sanitation Rearload Fee	177,893	189,206	189,206	189,333	189,419	189,501	189,585
Comm Garbage Fees- Roll-Off	2,704,384	2,721,324	2,721,324	2,722,620	2,723,940	2,725,211	2,726,508
Comm Sanitation Fees- Compac	99,739	99,518	99,518	99,565	99,613	99,664	99,717
Comm Sanitation- Multi-Famil	2,704,964	2,741,255	2,741,255	2,742,386	2,743,539	2,744,708	2,745,901
Commercial Trash Collection	45,119	38,789	38,789	38,824	38,859	38,897	38,935
Comm Roll-Off Special Servic	114,403	121,963	121,963	122,025	122,088	122,155	122,224
Sale of Recyclables	570,467	394,577	394,577	394,749	394,924	395,112	395,304
Other Miscellaneous Revenue	7,122	0	0	0	0	0	0
Charges for Services	23,189,718	23,244,763	23,244,763	23,254,842	23,265,074	23,275,673	23,286,480
Interest	28,467	37,842	37,842	37,870	37,899	37,929	37,960
Trans from Fund Bal - Encumb	53,933	0	0	0	0	0	0
Other Revenues	82,400	37,842	37,842	37,870	37,899	37,929	37,960
Xfer from Solid Waste Reserve	0	1,498,353	2,529,499	2,774,451	3,073,262	3,417,692	3,844,741
Other Sources	0	1,498,353	2,529,499	2,774,451	3,073,262	3,417,692	3,844,741
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	23,143,935	24,780,958	25,812,104	26,067,163	26,376,235	26,731,295	27,169,181
Fund Total Revenue	<u>23,272,118</u>	<u>24,780,958</u>	<u>25,812,104</u>	<u>26,067,163</u>	<u>26,376,235</u>	<u>26,731,295</u>	<u>27,169,181</u>
Fund Balance	<u>128,183</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

605 Stormwater Fund

The City operates a stormwater utility with a customer base of roughly 73,000 residential customers and 6,028 non-residential customers. Non-residential customers generate 54% 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.

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	5,219,410	5,618,676	5,762,967	5,877,974	5,972,869	6,069,927	6,168,740
Operating	423,272	726,741	867,491	874,533	881,679	888,934	896,299
Other Services & Charges	71,406	88,800	88,800	90,132	91,484	92,856	94,249
Capital Outlay	348,050	53,610	170,722	53,836	53,952	54,070	54,189
Internal Service Funds	4,415,728	4,456,300	4,775,523	4,897,681	5,022,974	5,145,503	5,271,036
Utilities and Other Expenses	107,827	158,747	162,075	162,077	162,079	162,082	162,084
Transfers	6,356,266	5,326,298	4,968,779	4,773,939	4,600,266	4,422,684	4,237,310
Contributions to Operations	306,000	348,307	358,756	369,519	380,605	392,023	403,784
Year End Adjustments	772,551	0	0	0	0	0	0
Revenues	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Charges for Services	16,858,323	16,288,096	16,481,113	16,382,580	16,405,450	16,425,933	16,443,835
Other Revenues	1,003,519	336,699	348,886	357,468	366,264	371,697	375,394
Other Sources	160,347	0	263,595	297,201	330,815	366,119	403,167
Internal Service Fund Charges	0	152,684	61,519	62,442	63,379	64,330	65,295
Fund Summary	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	18,020,510	16,777,479	17,155,113	17,099,691	17,165,908	17,228,079	17,287,691
Fund Total Revenue	18,022,189	16,777,479	17,155,113	17,099,691	17,165,908	17,228,079	17,287,691
Fund Balance	1,679	0	0	0	0	0	0

Fund Expenditures

The following service level changes are included in the proposed FY 2016 Stormwater budget:

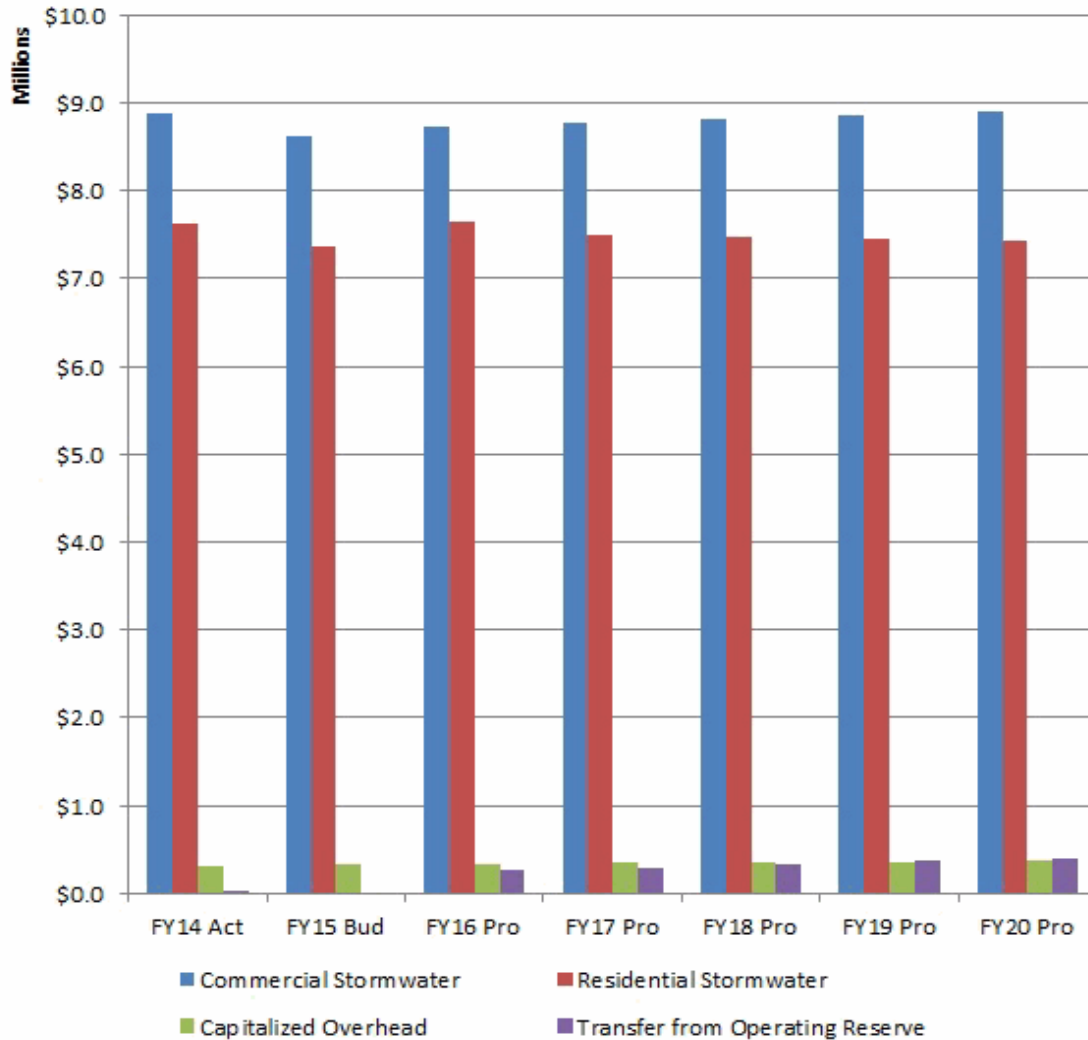
- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service accounts were updated to reflect updated statistical allocation formula data.

605 Stormwater Fund

Fund Revenues

The major sources of revenue within the stormwater fund are illustrated in the graph below:

Major Stormwater Fund 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 2016 Adopted Budget - Fund Proforma Account Summary

605 Stormwater Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Salaries	3,928,782	4,305,974	4,430,438	4,518,309	4,607,942	4,699,364	4,792,620
Capitalized Wages	-508,476	-675,338	-678,437	-694,563	-711,173	-728,281	-745,903
Salary Enhancements	0	107,006	87,871	89,633	91,422	93,256	95,117
Temporary Wages	101,190	108,498	86,898	88,696	90,548	92,456	94,420
Overtime	56,102	66,325	68,325	68,505	68,690	68,881	69,078
Capitalized Overtime	-35,358	-62,257	-62,257	-62,257	-62,257	-62,257	-62,257
Other Salary Items	1,566	2,763	5,259	5,364	5,472	5,582	5,690
Unemployment Compensation	3,658	0	0	0	0	0	0
Pension- Current	593,131	666,410	585,719	597,440	609,377	621,578	634,002
Pension- MAP	283,378	313,683	320,424	326,834	333,369	340,035	346,836
Mandatory Medicare	55,687	61,308	63,376	64,651	65,920	67,232	68,564
Health Benefits	543,345	599,545	727,667	749,437	749,437	749,437	749,437
Health Benefits-Retirees	0	0	0	0	0	0	0
Health Benefits-OPEB	20,125	20,125	20,125	20,125	20,125	20,125	20,125
Flex Benefits	176,280	195,396	200,700	200,700	200,700	200,700	200,700
Vacancy factor	0	-90,762	-93,141	-94,900	-96,703	-98,181	-99,689
Furlough savings	0	0	0	0	0	0	0
Personnel Services	5,219,410	5,618,676	5,762,967	5,877,974	5,972,869	6,069,927	6,168,740
Advertising	934	3,945	4,004	4,064	4,125	4,187	4,250
Cleaning & Laundry	16,482	20,409	20,409	20,409	20,409	20,409	20,409
Reproduction	342	884	884	897	910	924	938
Unclassified Professional Svcs	1,637	0	0	0	0	0	0
Building Repairs	0	7,269	7,269	7,269	7,269	7,269	7,269
Equipment Repairs	30,441	43,010	43,344	43,683	44,027	44,376	44,730
Engineering Services	785	0	0	0	0	0	0
Contract Svcs	212,290	412,591	535,266	539,428	543,651	547,938	552,289
Computer Software	43,870	54,308	54,909	55,519	56,138	56,766	57,403
Environmental Contractual	731	0	0	0	0	0	0
Telephone	11,775	13,097	13,160	13,224	13,289	13,355	13,422
Chem-Med-Lab	0	55,071	55,897	56,735	57,586	58,450	59,327
Food	324	486	486	493	500	507	515
Postage	21	0	0	0	0	0	0
Office Supplies	10,100	12,589	12,589	12,760	12,934	13,111	13,290
Uniforms & Clothing	15,428	15,452	15,452	15,452	15,452	15,452	15,452
Unclassified Supplies	44,103	57,078	57,238	57,401	57,566	57,734	57,904
Non-Capitalized Furniture	3,289	0	0	0	0	0	0
Vehicle- Non-Garage	6,383	0	0	0	0	0	0
Travel & Training	15,808	15,812	31,768	32,211	32,661	33,117	33,581
Journals & Books	569	1,778	1,778	1,803	1,828	1,854	1,880
Memberships	4,254	5,300	5,300	5,369	5,439	5,510	5,583
Certificates & Licenses	0	3,292	3,313	3,335	3,357	3,379	3,402
Rent Expense- Bldg & Ops	0	0	0	0	0	0	0
Rent Expense- Machines	3,702	4,370	4,425	4,481	4,538	4,596	4,655
Unclassified Charges	4	0	0	0	0	0	0
Operating	423,272	726,741	867,491	874,533	881,679	888,934	896,299
Bad Debt Expense	71,406	88,800	88,800	90,132	91,484	92,856	94,249
Other Services & Charges	71,406	88,800	88,800	90,132	91,484	92,856	94,249
Computer Equipment	5,702	7,500	7,612	7,726	7,842	7,960	8,079
Vehicle Equipment	305,298	0	117,000	0	0	0	0
Unclassified Equipment	37,050	46,110	46,110	46,110	46,110	46,110	46,110
Capital Outlay	348,050	53,610	170,722	53,836	53,952	54,070	54,189

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

605 Stormwater Fund

Expenditures	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Human Resource Expense	98,390	130,938	136,311	139,719	143,212	146,793	150,463
Accounting Expense	53,801	48,613	67,107	68,785	70,504	72,267	74,073
Purchasing Expense	28,361	31,158	49,223	50,453	51,714	53,007	54,332
Information Systems Expense	278,095	147,592	195,220	200,101	205,104	210,231	215,487
Risk Management Expense	109,575	215,344	223,458	229,044	234,770	240,640	246,656
Radio Communications Expense	43,921	28,054	46,133	47,286	48,468	49,680	50,922
Revenue Collection Expense	48,398	44,999	57,560	58,999	60,474	61,986	63,536
Utility Services Expense	946,850	1,006,157	1,074,598	1,101,463	1,129,000	1,157,225	1,186,156
Vehicle Garage Expense	710,140	708,197	951,417	975,202	999,582	1,024,571	1,050,185
Vehicle Fuel	341,368	398,822	244,945	251,070	257,346	263,778	270,373
Vehicle Replacement	545,620	556,917	561,554	578,362	595,673	607,520	619,603
Indirect Costs	1,211,209	1,139,509	1,167,997	1,197,197	1,227,127	1,257,805	1,289,250
Internal Service Funds	4,415,728	4,456,300	4,775,523	4,897,681	5,022,974	5,145,503	5,271,036
Utilities - Sewer	0	498	508	508	508	508	508
Utilities - Sanitation	105,298	152,902	156,113	156,113	156,113	156,113	156,113
Utilities - Stormwater	0	102	104	104	104	104	104
Utilities - Water	2,529	4,918	5,021	5,021	5,021	5,021	5,021
Utilities - Electric	0	111	113	115	117	120	122
Utilities - Fire Services	0	216	216	216	216	216	216
Utilities and Other Expenses	107,827	158,747	162,075	162,077	162,079	162,082	162,084
Debt Service Transfer	39,307	39,288	39,310	43,338	41,511	48,666	56,939
RR&I Transfer	0	4,965,194	4,578,508	4,375,215	4,198,878	4,009,583	3,811,309
Inter-Fund Transfer	6,316,959	321,816	350,961	355,386	359,877	364,435	369,062
Transfers	6,356,266	5,326,298	4,968,779	4,773,939	4,600,266	4,422,684	4,237,310
Contribution to General Fund	306,000	348,307	358,756	369,519	380,605	392,023	403,784
Contributions to Operations	306,000	348,307	358,756	369,519	380,605	392,023	403,784
Transfer to Rate Stabiliz	698,255	0	0	0	0	0	0
Transfer to RR&I	74,296	0	0	0	0	0	0
Year End Adjustments	772,551	0	0	0	0	0	0
	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Revenues							
Stormwater	0	0	198,634	84,236	86,078	87,972	89,928
Residential Stormwater	7,620,312	7,359,837	7,436,252	7,408,503	7,385,699	7,360,236	7,331,911
Commercial Stormwater	8,868,282	8,615,114	8,722,803	8,766,417	8,810,249	8,854,301	8,898,572
Forfeited Discounts	51,141	48,498	48,498	48,498	48,498	48,498	48,498
FDOT ROW Maintenance Contrac	241,371	194,728	0	0	0	0	0
Leon County Street Sweeping	77,217	69,919	74,926	74,926	74,926	74,926	74,926
Charges for Services	16,858,323	16,288,096	16,481,113	16,382,580	16,405,450	16,425,933	16,443,835
Interest	585,300	2,127	6,000	6,060	6,121	6,182	6,244
Other Miscellaneous Revenue	1,095	2,000	2,000	2,000	2,000	2,000	2,000
Trans from Fund Bal - Encumb	96,819	0	0	0	0	0	0
Capitalized Overhead	320,305	332,572	340,886	349,408	358,143	363,515	367,150
Other Revenues	1,003,519	336,699	348,886	357,468	366,264	371,697	375,394
Transfer from Operating Reserve	20,968	0	263,595	297,201	330,815	366,119	403,167
Please use 369929 Instead	139,379	0	0	0	0	0	0
Other Sources	160,347	0	263,595	297,201	330,815	366,119	403,167
From Water Fund	0	5,660	61,519	62,442	63,379	64,330	65,295
From Sewer Fund	0	147,024	0	0	0	0	0
Internal Service Fund Charges	0	152,684	61,519	62,442	63,379	64,330	65,295

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

605 Stormwater Fund

Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	18,020,510	16,777,479	17,155,113	17,099,691	17,165,908	17,228,079	17,287,691
Fund Total Revenue	<u>18,022,189</u>	<u>16,777,479</u>	<u>17,155,113</u>	<u>17,099,691</u>	<u>17,165,908</u>	<u>17,228,079</u>	<u>17,287,691</u>
Fund Balance	<u>1,679</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

615 Golf Course Fund

The Golf Course fund accounts for the assets, operation, and maintenance of an 18-hole course at Hilaman Park. The city also owns and operates a nine-hole course at Jake Gaither Park, which is treated as a recreational program with its revenues and expenditures budgeted in the General Fund. Prior to October 1988, the Gaither course was included in the Golf Course Fund. Since 2009 both courses have been under the management of the Utility Services Department but housed in the Parks, Recreation and Neighborhood Affairs department. Staff and budgets for both golf courses were consolidated in USD effective October 1, 2012.

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Expenditures	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	470,055	495,101	510,457	515,794	520,053	524,394	528,819
Operating	117,559	214,747	214,713	214,678	214,642	214,642	214,642
Internal Service Funds	136,365	156,833	127,847	131,300	134,846	138,490	142,233
Utilities and Other Expenses	104,553	128,791	130,114	130,689	131,323	131,967	132,623
Transfers	1,100	1,133	1,178	1,225	1,274	1,325	1,378
Year End Adjustments	59,921	0	3,510	0	0	0	0
Revenues	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Charges for Services	886,180	993,872	985,246	985,246	985,246	985,246	985,246
Other Revenues	3,373	2,000	2,573	2,573	2,573	2,573	2,573
Other Sources	0	733	0	0	0	0	0
Fund Summary	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	889,553	996,605	987,819	993,686	1,002,138	1,010,818	1,019,695
Fund Total Revenue	889,553	996,605	987,819	987,819	987,819	987,819	987,819
Fund Balance	0	0	0	-5,867	-14,319	-22,999	-31,876

Fund Expenditures

The following service level changes are included in the 2016 approved budget for the Golf Course Fund:

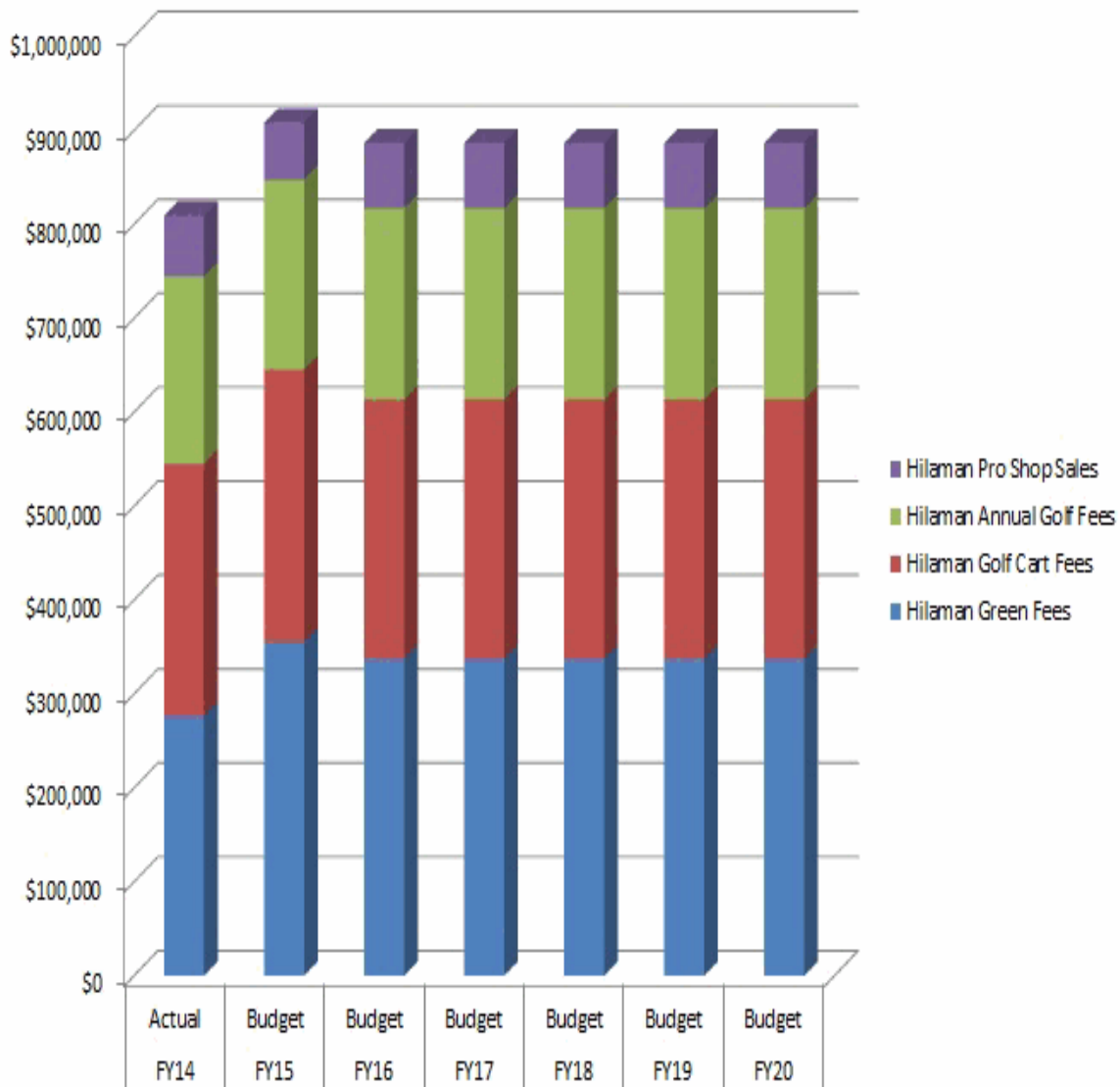
- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.0% merit salary enhancement in fiscal year 2016; a 6.16% increase in health insurance premiums is being split between the city and the employee to maintain overall premium percentages at 70% city and 30% employee; a reduction in general employees' pension rates from 15.19% to 13.07%; salary updates; position changes; and intra-departmental reorganizations and transfers. A vacancy factor is applied to salaries based on actual experience.
- All internal service fund and indirect cost allocations were adjusted to reflect updated statistical allocation formula data.

Fund Revenues

Revenues projected by USD staff are insufficient to cover Hilaman's operations in fiscal years 2017 through 2020. Out-year financial positions will be addressed prior to finalizing those years' appropriations and budgets.

The chart that follows shows the four major sources of golf course-generated revenues since fiscal year 2014. They are comprised of green fees, golf cart fees, annual memberships, and pro shop sales.

615 Golf Course Fund



Capital Projects Operating Budget Impacts

The Golf Course Fund has no capital projects and no operating impact within the current five-year capital improvement plan. Future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

615 Golf Course Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Salaries	125,175	165,708	173,233	176,698	180,233	183,838	187,514
Salary Enhancements	0	4,142	3,464	3,535	3,605	3,677	3,751
Temporary Wages	255,264	249,100	251,605	251,605	251,605	251,605	251,605
Overtime	11,282	721	721	721	721	721	721
Other Salary Items	1,566	1,045	1,045	1,045	1,045	1,045	1,045
Unemployment Compensation	1,916	0	0	0	0	0	0
Pension- Current	26,382	25,800	23,094	23,557	24,028	24,508	24,998
Pension- MAP	12,753	12,145	12,634	12,887	13,144	13,407	13,675
Mandatory Medicare	6,393	2,511	2,610	2,660	2,713	2,767	2,821
Health Benefits	20,394	30,462	38,704	39,863	39,863	39,863	39,863
Health Benefits-OPEB	3,003	3,003	3,003	3,003	3,003	3,003	3,003
Flex Benefits	5,927	5,297	5,297	5,297	5,297	5,297	5,297
Vacancy factor	0	-4,833	-4,953	-5,077	-5,204	-5,337	-5,474
Personnel Services	470,055	495,101	510,457	515,794	520,053	524,394	528,819
Advertising	0	8,500	8,500	8,500	8,500	8,500	8,500
Cleaning & Laundry	175	1,795	1,795	1,795	1,795	1,795	1,795
Reproduction	2,658	5,055	5,055	5,055	5,055	5,055	5,055
Unclassified Professional Svcs	345	2,750	2,750	2,750	2,750	2,750	2,750
Building Repairs	779	6,800	6,800	6,800	6,800	6,800	6,800
Equipment Repairs	24,782	36,480	36,480	36,480	36,480	36,480	36,480
Contract Svcs	984	10,747	10,713	10,678	10,642	10,642	10,642
Telephone	174	0	0	0	0	0	0
Chem-Med-Lab	45,444	60,644	60,644	60,644	60,644	60,644	60,644
Food	0	0	0	0	0	0	0
Office Supplies	2,088	3,005	3,005	3,005	3,005	3,005	3,005
Uniforms & Clothing	1,549	3,525	3,525	3,525	3,525	3,525	3,525
Unclassified Supplies	23,437	52,484	52,484	52,484	52,484	52,484	52,484
Travel & Training	379	1,101	1,101	1,101	1,101	1,101	1,101
Journals & Books	0	200	200	200	200	200	200
Memberships	835	1,100	1,100	1,100	1,100	1,100	1,100
Certificates & Licenses	2,200	0	0	0	0	0	0
Rent Expense- Machines	167	811	811	811	811	811	811
Unclassified Charges	11,563	19,750	19,750	19,750	19,750	19,750	19,750
Operating	117,559	214,747	214,713	214,678	214,642	214,642	214,642
Human Resource Expense	4,821	0	0	0	0	0	0
Accounting Expense	0	7,951	0	0	0	0	0
Purchasing Expense	0	12	0	0	0	0	0
Information Systems Expense	0	4,271	0	0	0	0	0
Risk Management Expense	0	24,531	0	0	0	0	0
Revenue Collection Expense	12,099	0	0	0	0	0	0
Vehicle Garage Expense	19,343	9,741	24,133	24,736	25,354	25,988	26,638
Vehicle Fuel	31,570	29,154	22,541	23,105	23,683	24,275	24,882
Vehicle Replacement	48,861	51,304	51,304	52,843	54,428	56,061	57,743
Indirect Costs	19,671	29,869	29,869	30,616	31,381	32,166	32,970
Internal Service Funds	136,365	156,833	127,847	131,300	134,846	138,490	142,233
Utilities - Sewer	6,421	6,428	6,563	6,563	6,563	6,563	6,563
Utilities - Sanitation	0	3,814	3,894	3,894	3,894	3,894	3,894
Utilities - Stormwater	18,698	20,136	20,559	20,559	20,559	20,559	20,559
Utilities - Gas	0	97	99	99	99	99	99
Utilities - Water	2,817	3,198	3,265	3,265	3,265	3,265	3,265
Utilities - Electric	32,486	37,785	38,352	38,927	39,561	40,205	40,861
Utilities - Fire Services	2,299	2,333	2,382	2,382	2,382	2,382	2,382
COGS - Other	41,832	55,000	55,000	55,000	55,000	55,000	55,000
Utilities and Other Expenses	104,553	128,791	130,114	130,689	131,323	131,967	132,623
Inter-Fund Transfer	1,100	1,133	1,178	1,225	1,274	1,325	1,378
Transfers	1,100	1,133	1,178	1,225	1,274	1,325	1,378
Transfer to RR&I	59,921	0	3,510	0	0	0	0
Year End Adjustments	59,921	0	3,510	0	0	0	0

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

615 Golf Course Fund

Revenues	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Park Concessions	6,748	12,867	6,883	6,883	6,883	6,883	6,883
Hilaman Gift Certificate Sal	15,484	12,494	15,793	15,793	15,793	15,793	15,793
Hilaman Gift Cert. Redeemed	-19,101	-11,118	-13,424	-13,424	-13,424	-13,424	-13,424
Hilaman Green Fees	276,629	355,076	337,322	337,322	337,322	337,322	337,322
Hilaman Annual Golf Fees	199,616	202,000	203,608	203,608	203,608	203,608	203,608
Hilaman Golf Cart Fees	268,467	290,535	276,008	276,008	276,008	276,008	276,008
Hilaman Driving Range Fee	26,898	29,008	27,858	27,858	27,858	27,858	27,858
Hilaman Other Revenues	46,584	33,155	52,254	52,254	52,254	52,254	52,254
Hilaman Pro Shop Sales	64,596	60,582	69,810	69,810	69,810	69,810	69,810
Hilaman Non-Golf Activity Fee	259	375	236	236	236	236	236
Hilaman Restaurant Rental	0	8,898	8,898	8,898	8,898	8,898	8,898
Charges for Services	886,180	993,872	985,246	985,246	985,246	985,246	985,246
Interest	2,573	2,000	2,573	2,573	2,573	2,573	2,573
Trans from Fund Bal - Encumb	800	0	0	0	0	0	0
Other Revenues	3,373	2,000	2,573	2,573	2,573	2,573	2,573
TransfromGolfCourseRR&I Fund	0	733	0	0	0	0	0
Other Sources	0	733	0	0	0	0	0
Fund Summary	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Total Expenditure	889,553	996,605	987,819	993,686	1,002,138	1,010,818	1,019,695
Fund Total Revenue	<u>889,553</u>	<u>996,605</u>	<u>987,819</u>	<u>987,819</u>	<u>987,819</u>	<u>987,819</u>	<u>987,819</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>-5,867</u>	<u>-14,319</u>	<u>-22,999</u>	<u>-31,876</u>

City of Tallahassee
Fiscal Year 2016 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 City Commission adopted an ordinance on September 10, 1986 establishing the Cemetery Perpetual Care Trust for the maintenance and operation of the City cemeteries. Funding for the trust was \$100,000 over a five-year period. Appropriations were provided by an initial lump sum from fiscal year 1986 surplus year-end revenues.

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

<u>Expenditures</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	206,978	200,227	213,941	217,756	220,784	223,866	227,015
Operating	105,740	119,763	119,763	119,763	119,763	119,763	119,763
Internal Service Funds	93,725	90,222	85,496	87,651	89,861	92,126	94,393
Utilities and Other Expenses	29,368	26,562	27,085	27,175	27,297	27,421	27,547
Transfers	0	0	0	0	0	0	0
Contributions to Operations	30,126	31,030	31,961	32,920	33,908	34,925	35,973
<u>Revenues</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Charges for Services	0	11,719	11,719	11,719	11,719	11,719	11,719
Other Revenues	0	148,063	148,087	148,105	148,129	148,157	148,185
Other Sources	0	308,022	318,440	326,379	333,649	341,097	347,682
<u>Fund Summary</u>	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	465,937	467,804	478,246	485,265	491,612	498,100	504,691
Fund Total Revenue	0	467,804	478,246	486,203	493,497	500,973	507,586
Fund Balance	-465,937	0	0	938	1,885	2,872	2,895

Fund Expenditures

The following service level changes are included for the Cemetery Fund's fiscal year 2016 budget.

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.

- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.

Fund Revenues

Revenue projections for fiscal year 2016 are based on estimated sales in fiscal year 2015, availability and

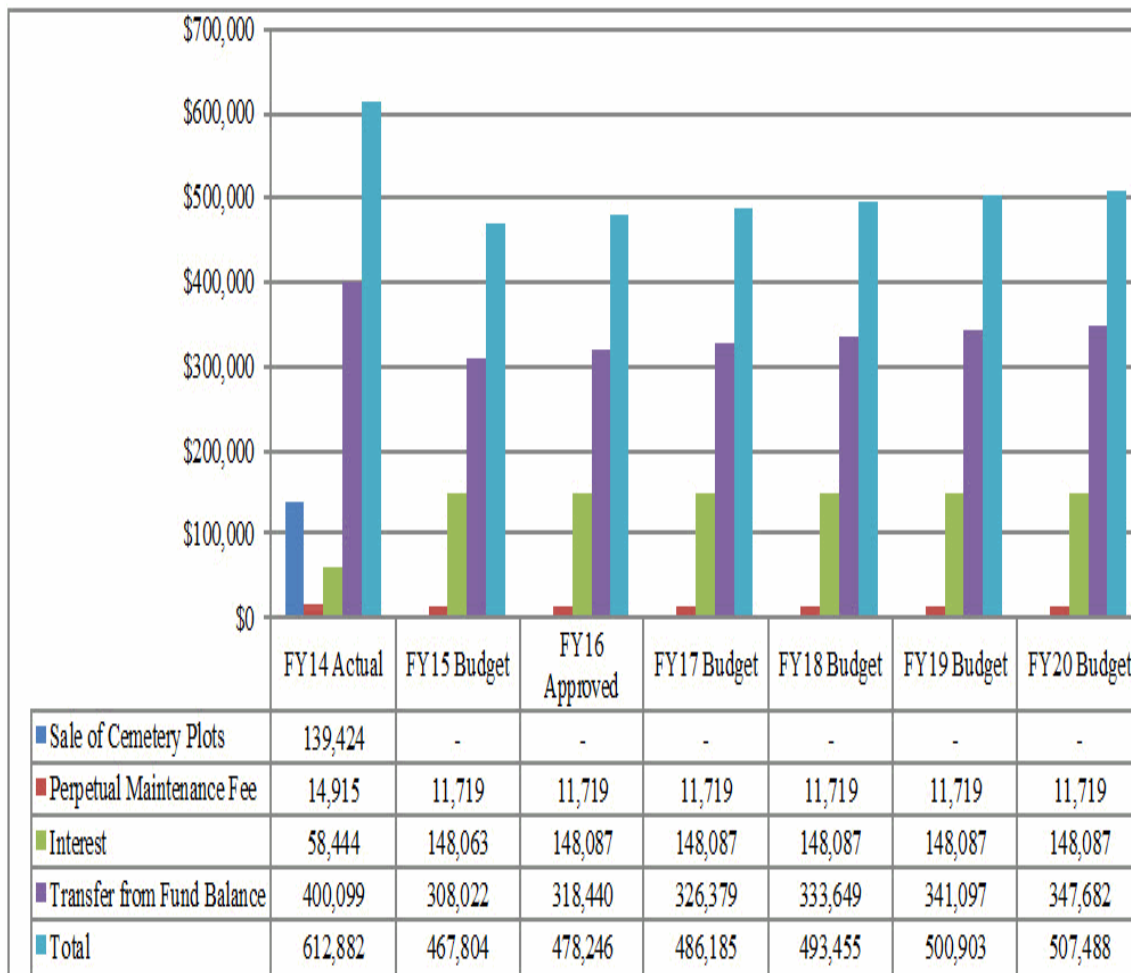
City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

840 Cemetery Fund

demand for grave spaces. There are approximately 750 grave spaces available for sale at Southside Cemetery and there are approximately 120 grave spaces sold per year.

Declining inventory, pending development of additional cemetery space, has created a dependence on the Perpetual Care Trust that began in fiscal year 2008. At the direction of the City Commission, Property Management is developing a plan for the expansion of the Southside Cemetery onto adjacent airport property as well as an expansion of Oakland Cemetery. Together, these expansions would create approximately 1,800 new grave spaces. These additional spaces will provide enough capacity to last 7-10 years with revenues totaling \$1,687,500 at the current grave space price.

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 2016 Adopted Budget - Fund Proforma Account Summary

840 Cemetery Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Salaries	121,421	113,797	119,506	121,897	124,335	126,822	129,357
Salary Enhancements	0	2,845	2,391	2,438	2,487	2,535	2,587
Temporary Wages	30,525	20,427	20,427	20,427	20,427	20,427	20,427
Overtime	772	6,114	6,114	6,114	6,114	6,114	6,114
Pension- Current	17,277	17,718	15,932	16,250	16,576	16,907	17,244
Pension- MAP	8,725	8,339	8,715	8,890	9,068	9,248	9,434
Mandatory Medicare	2,272	1,691	1,768	1,802	1,839	1,875	1,914
Health Benefits	15,361	18,656	28,448	29,298	29,298	29,298	29,298
Health Benefits-OPEB	2,768	2,768	2,768	2,768	2,768	2,768	2,768
Flex Benefits	7,857	7,872	7,872	7,872	7,872	7,872	7,872
Personnel Services	206,978	200,227	213,941	217,756	220,784	223,866	227,015
Equipment Repairs	750	750	750	750	750	750	750
Contract Svcs	97,874	110,000	110,000	110,000	110,000	110,000	110,000
Telephone	814	1,463	1,463	1,463	1,463	1,463	1,463
Office Supplies	105	350	350	350	350	350	350
Uniforms & Clothing	1,098	1,200	1,200	1,200	1,200	1,200	1,200
Unclassified Supplies	5,099	6,000	6,000	6,000	6,000	6,000	6,000
Operating	105,740	119,763	119,763	119,763	119,763	119,763	119,763
Human Resource Expense	5,236	6,162	5,908	6,056	6,207	6,362	6,521
Accounting Expense	9,224	9,409	9,039	9,265	9,497	9,734	9,977
Purchasing Expense	3,166	2,096	3,516	3,604	3,694	3,786	3,861
Information Systems Expense	14,236	10,109	6,580	6,744	6,912	7,085	7,226
Risk Management Expense	3,415	0	0	0	0	0	0
Revenue Collection Expense	484	218	475	487	499	511	524
Vehicle Garage Expense	3,065	7,085	3,713	3,806	3,901	3,999	4,099
Vehicle Fuel	7,538	6,500	5,260	5,391	5,526	5,664	5,806
Vehicle Replacement	3,402	3,504	3,609	3,717	3,829	3,944	4,062
Indirect Costs	43,959	45,139	47,396	48,581	49,796	51,041	52,317
Internal Service Funds	93,725	90,222	85,496	87,651	89,861	92,126	94,393
Utilities - Sanitation	87	675	689	689	689	689	689
Utilities - Stormwater	2,833	2,944	3,006	3,006	3,006	3,006	3,006
Utilities - Water	20,754	17,040	17,398	17,398	17,398	17,398	17,398
Utilities - Electric	5,694	5,903	5,992	6,082	6,204	6,328	6,454
Utilities and Other Expenses	29,368	26,562	27,085	27,175	27,297	27,421	27,547
Inter-Fund Transfer	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Contribution to General Fund	30,126	31,030	31,961	32,920	33,908	34,925	35,973
Contributions to Operations	30,126	31,030	31,961	32,920	33,908	34,925	35,973

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

840 Cemetery Fund

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Revenues							
Perpetual Maintenance Fee	0	11,719	11,719	11,719	11,719	11,719	11,719
Charges for Services	0	11,719	11,719	11,719	11,719	11,719	11,719
Interest	0	148,063	148,087	148,105	148,129	148,157	148,185
Other Revenues	0	148,063	148,087	148,105	148,129	148,157	148,185
Transfer - Cemetary Perp Trust	0	308,022	318,440	326,379	333,649	341,097	347,682
Other Sources	0	308,022	318,440	326,379	333,649	341,097	347,682
	FY 2014 Actual	FY 2015 Adopted	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget
Fund Summary							
Fund Total Expenditure	465,937	467,804	478,246	485,265	491,612	498,100	504,691
Fund Total Revenue	0	467,804	478,246	486,203	493,497	500,973	507,586
Fund Balance	-465,937	0	0	938	1,885	2,872	2,895

City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Summary

850 Downtown Improvement Authority Fund

The Tallahassee Downtown Improvement Authority (TDIA) is a dependent taxing authority with a governing board composed of eleven members. The Mayor appoints eight citizen members with the concurrence of the City Commission. An appointed member must be an owner of real property within the downtown taxing district and pay ad valorem taxes. There also are three ex-officio members including a City Commissioner, County Commissioner, and Director of the Tallahassee-Leon County Planning Department.

The TDIA boundaries include a 24-block area bounded by Tennessee, Pensacola, Gadsden, and Bronough streets. The TDIA has statutory powers "to guide the coordinated, balanced development of the district, promote the general welfare of the area, preserve aesthetic values, prevent congestion, improve traffic, provide pedestrian safety, and provide a way of life which combines the conveniences and the amenities of modern living with the traditions and pleasures of the past."

A one mill ad valorem levy may be assessed to properties within the district. Since inception of the Authority, the board has levied one mill levy annually, which is the maximum allowed by statutory authority. Although TDIA bylaws provide that the operating budget be submitted to the City Commission for approval, the TDIA governing board has exclusive control of revenue received from the ad valorem tax and any other revenues it may receive, such as grants and donations.

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Personnel Services	150,134	155,800	165,284	168,446	171,338	174,289	177,299
Operating	164,920	164,200	184,100	184,100	184,100	184,100	184,100
Internal Service Funds	0	0	0	31,740	32,534	33,348	34,182
Year End Adjustments	0	0	8,316	0	0	0	0
Revenues	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Taxes & Franchise Fees	178,065	196,051	203,200	203,200	203,200	203,200	203,200
Intergovernmental Revenue	0	10,000	0	0	0	0	0
Charges for Services	0	88,000	150,000	150,000	150,000	150,000	150,000
Other Revenues	136,989	25,949	4,500	31,086	34,772	38,537	42,381
Fund Summary	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	315,054	320,000	357,700	384,286	387,972	391,737	395,581
Fund Total Revenue	315,054	320,000	357,700	384,286	387,972	391,737	395,581
Fund Balance	0	0	0	0	0	0	0

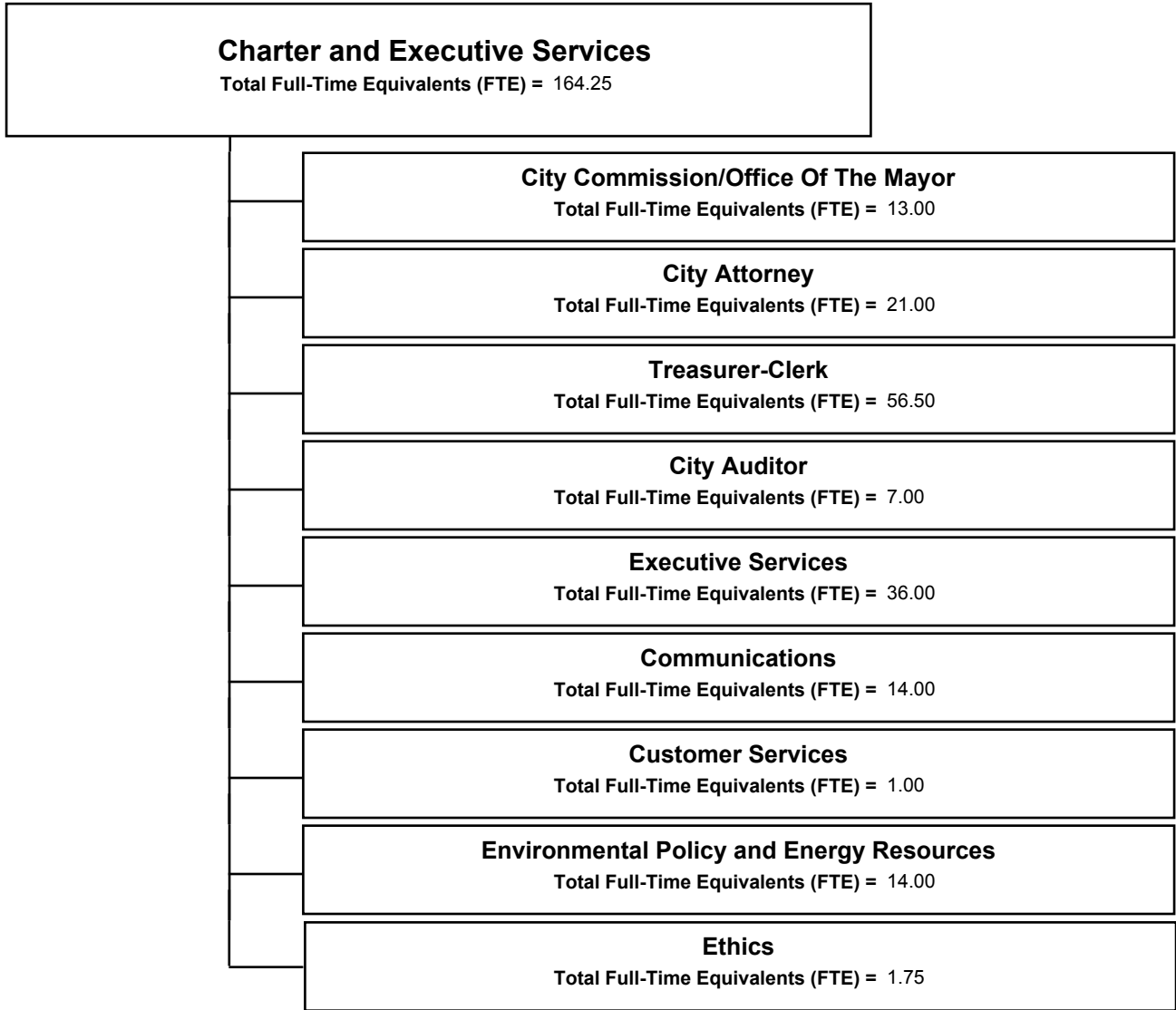
City of Tallahassee
Fiscal Year 2016 Adopted Budget - Fund Proforma Account Summary

850 Downtown Improvement Authority Fund

Expenditures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Salaries	107,660	108,829	114,215	116,500	118,830	121,207	123,632
Salary Enhancements	0	62	2,285	2,330	2,377	2,425	2,473
Other Salary Items	1,566	6,000	6,000	6,000	6,000	6,000	6,000
Pension- Current	15,782	14,889	15,227	15,531	15,842	16,159	16,482
Pension- MAP	7,400	8,183	8,330	8,496	8,666	8,839	9,017
Mandatory Medicare	1,516	1,737	1,689	1,723	1,757	1,793	1,829
Health Benefits	9,759	9,500	11,002	11,330	11,330	11,330	11,330
Health Benefits-OPEB	2,500	2,600	2,600	2,600	2,600	2,600	2,600
Flex Benefits	3,951	4,000	3,936	3,936	3,936	3,936	3,936
Personnel Services	150,134	155,800	165,284	168,446	171,338	174,289	177,299
Contract Svcs	-148	0	0	0	0	0	0
Telephone	213	0	0	0	0	0	0
Office Supplies	-158	0	0	0	0	0	0
Travel & Training	-6	0	0	0	0	0	0
Memberships	-25	0	0	0	0	0	0
DIA-Operations	23,505	37,450	32,750	32,750	32,750	32,750	32,750
DIA-Experience	81,961	81,250	121,000	121,000	121,000	121,000	121,000
DIA-Marketing	31,910	35,500	30,350	30,350	30,350	30,350	30,350
DIA-Downtown Development	23,734	10,000	0	0	0	0	0
DIA-Expansion	3,934	0	0	0	0	0	0
Operating	164,920	164,200	184,100	184,100	184,100	184,100	184,100
Human Resource Expense	0	0	0	3,028	3,104	3,182	3,262
Accounting Expense	0	0	0	8,197	8,402	8,612	8,828
Purchasing Expense	0	0	0	1,484	1,521	1,559	1,598
Information Systems Expense	0	0	0	6,834	7,005	7,180	7,359
Indirect Costs	0	0	0	12,197	12,502	12,815	13,135
Internal Service Funds	0	0	0	31,740	32,534	33,348	34,182
Transfer to Fund Balance	0	0	8,316	0	0	0	0
Year End Adjustments	0	0	8,316	0	0	0	0
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Revenues							
Ad Valorem Property Tax	178,065	196,051	203,200	203,200	203,200	203,200	203,200
Taxes & Franchise Fees	178,065	196,051	203,200	203,200	203,200	203,200	203,200
State Grants	0	10,000	0	0	0	0	0
Intergovernmental Revenue	0	10,000	0	0	0	0	0
Marketplace	0	88,000	150,000	150,000	150,000	150,000	150,000
Charges for Services	0	88,000	150,000	150,000	150,000	150,000	150,000
Interest	1,451	4,500	4,500	4,500	4,500	4,500	4,500
Other Miscellaneous Revenue	110,860	0	0	0	0	0	0
Trsfr Unappr FB	24,678	21,449	0	26,586	30,272	34,037	37,881
Other Revenues	136,989	25,949	4,500	31,086	34,772	38,537	42,381
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Adopted	Budget	Budget	Budget	Budget	Budget
Fund Summary							
Fund Total Expenditure	315,054	320,000	357,700	384,286	387,972	391,737	395,581
Fund Total Revenue	315,054	320,000	357,700	384,286	387,972	391,737	395,581
Fund Balance	0	0	0	0	0	0	0



Charter and Executive Services Organizational Chart



Summary of Services Provided

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

The Executive Services service area, which fall under the purview of the City Manager, includes the following departments:

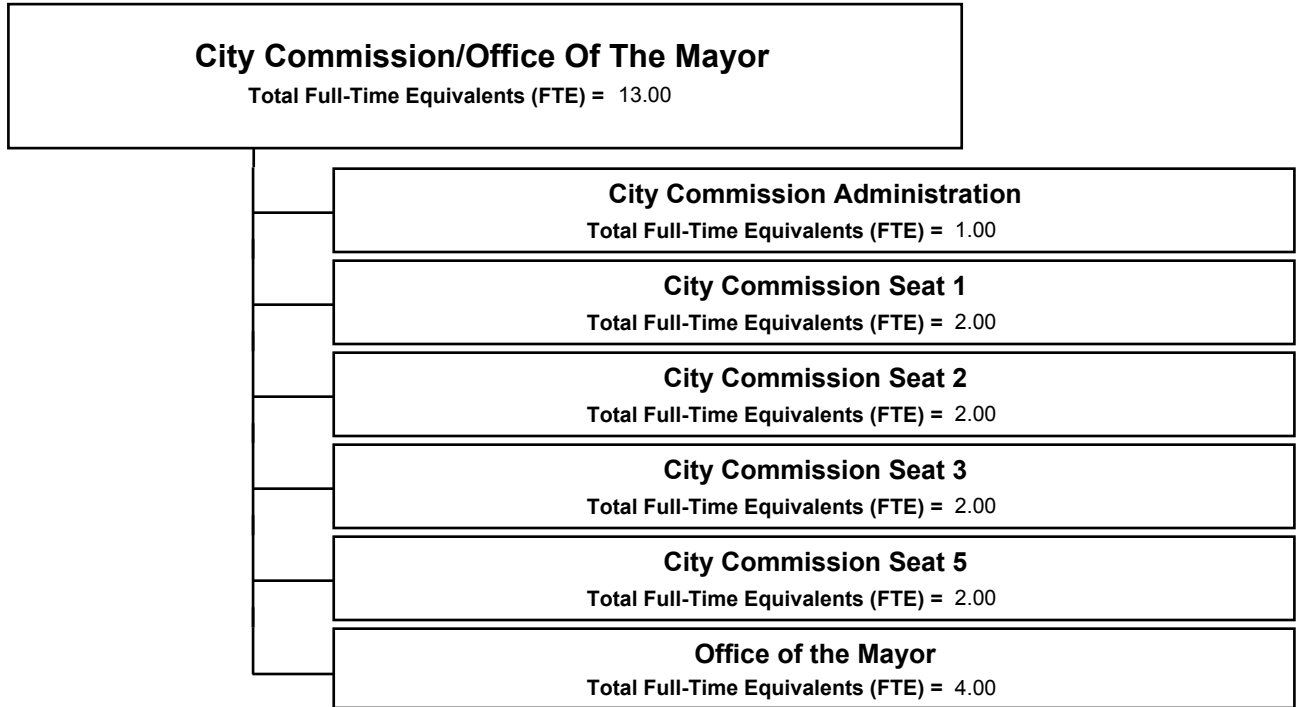
- The City Manager's Office consisting of the City Manager, three Assistant City Managers and the Assistant to the City Manager, Facilities Management and Property Management;
- Communications;
- Environmental Policy and Energy Resources;
- Customer Services;
- Ethics

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Charter and Executive Services

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Expenditures Summary	35,541,536	31,098,701	36,302,906	36,224,864
Funding Summary	35,541,536	31,098,701	36,302,906	36,224,864
FTE Summary	160.38	162.50	163.25	164.25

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



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

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

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
100101 City Commission Administration	172,305	195,442	432,215	389,279
100102 City Commission Seat 1	166,771	165,040	165,444	166,809
100103 City Commission Seat 2	167,532	166,647	165,444	166,809
100104 City Commission Seat 3	137,593	165,040	165,444	166,809
100105 City Commission Seat 5	158,035	165,040	165,444	166,809
100201 Office of the Mayor	576,775	612,802	476,799	476,736
Total Expenditures	1,379,011	1,470,011	1,570,790	1,533,251

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	1,003,686	980,474	995,661	996,401
Operating	250,188	362,583	432,353	397,218
Internal Service Funds	122,147	126,954	142,776	139,632
Transfers	2,990	0	0	0
Total Expenditures	1,379,011	1,470,011	1,570,790	1,533,251

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	1,379,011	1,470,011	1,570,790	1,533,251
Total Funding	1,379,011	1,470,011	1,570,790	1,533,251

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 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 2016 include:

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

Charter and Executive Services
City Commission/Office Of The Mayor

Significant Changes From Approved FY 2015

The City Commission approved the budget for the City Commission/Office of the Mayor's fiscal year 2016 with the following changes:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- Operating expenses for lobbyist contracts were moved from Office of the Mayor division to City Commission Administration division. Fiscal Impact: \$0.
- Reduction in operating expenses. Fiscal Impact: (\$40,000).
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.

Charter and Executive Services
City Commission/Office Of The Mayor
Performance Measures

Program Objectives

The Mayor and City Commission have identified the following priorities for FY 2016:

1. 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. Focus on the Urban Core, including Tennessee Street and Call Street to Franklin Blvd.

Priorities: Airport, rail, walkability, way finding signage, infrastructure, bicycling and trolley service.

2. 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.

Priorities: Local business growth, sales tax extension/projects, new development, and promoting Tallahassee benefits and attributes.

3. Provide an outstanding quality of life that is enjoyed and appreciated by Tallahassee citizens.

Priorities: Human services, senior services, Neighborhood Reach expansion, water quality, bus shelters, and celebrating success.

4. Enhance the ongoing sense of place development to create unique areas across the community.

Priorities: Midtown, Market District, Gaines, South Side/Palmer, Downtown, and College Avenue.

5. Encourage innovation and engagement to further develop Tallahassee as a unique, world-class diverse city.

Priorities: Citizen/business collaboration, partnering and planning with local universities, defining vision of Tallahassee's future.

6. Enhance Tallahassee's cultural, arts and historic heritage.

Priorities: Cultural Plan and America's First Christmas site.

7. Maintain financial viability.

Priorities: Balanced budget, infrastructure, and fuel source diversification.

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 2016 - FY 2020.

Completed Capital Projects

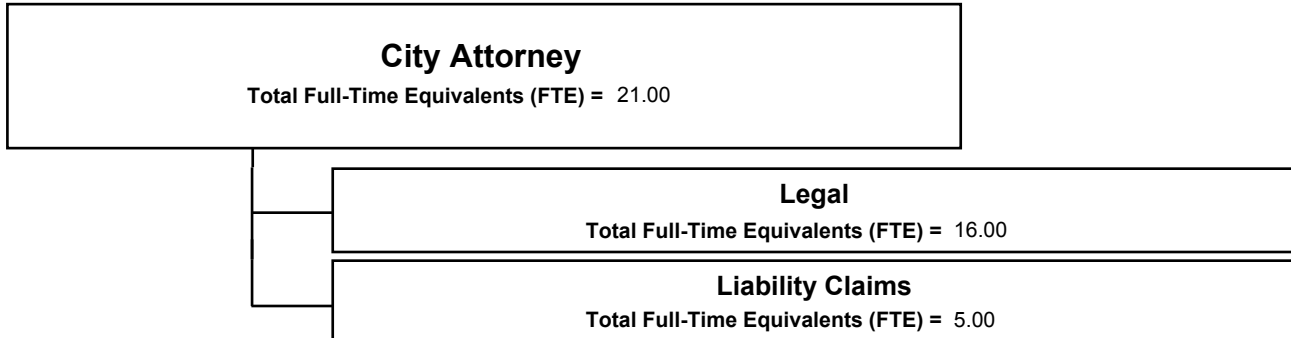
Not applicable

Continued Capital Projects

Not applicable

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

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



Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
110101 Legal	2,214,419	2,260,510	2,300,450	2,333,757
110201 Liability Claims	865,450	877,494	899,290	841,249
Total Expenditures	3,079,869	3,138,004	3,199,740	3,175,006

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	2,549,004	2,560,336	2,620,200	2,599,120
Operating	347,249	415,027	415,127	415,127
Internal Service Funds	183,616	162,641	164,413	160,759
Total Expenditures	3,079,869	3,138,004	3,199,740	3,175,006

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	2,214,419	2,260,510	2,300,450	2,333,757
Risk Management Fund	865,450	877,494	899,290	841,249
Total Funding	3,079,869	3,138,004	3,199,740	3,175,006

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
110101 Legal	16.00	16.00	16.00	16.00
110201 Liability Claims	5.00	5.00	5.00	5.00
Total FTE	21.00	21.00	21.00	21.00

Charter and Executive Services
City Attorney

Summary of Services Provided

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

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

Charter and Executive Services City Attorney

Trends and Issues

The City Attorney's Office has identified the following trends and issues for FY16:

- **Ethics, Sunshine Law, and Public Records.** The Office will work closely with citizens, the City Commission, new Ethics Board, the Ethics Officer and City management in providing the highest standards of ethical, transparent municipal government reporting. The Office will continue to work closely with the City Auditor and the City's Ethics Officer in implementing the Commission's directions related to the Ethics Code as well as the ballot initiative approved by voters in November 2014. As citizens and employees become more aware of the assistance that can be provided by the Ethics Officer and the Ethics Board, City Attorney resources will be required to assist the Officer and the Board in the receipt of information and to provide clarification on the charter role of the Officer and Board.
- **Economic Recovery.** As the City continues to recover, the City Attorney's Office will be increasingly involved in assisting City departments with the application and implementation of the City's competitive bidding process as well as statutory bidding requirements. As federal and state grants are reinstated and new grants become available, the City Attorney's Office will be increasingly involved in the review, negotiation, development and amendment of federal contracts required by the grantor. With the City's and the Community Redevelopment Agency's continued revitalization efforts in the downtown area and Southside area and the City's implementation of Sense of Place efforts, the City Attorney's Office will provide continued legal advice and contract development services which facilitate these initiatives.
- **Land Use and Environmental.** The land use legal work associated with specific private sector development projects is continuing with smaller commercial products and increasing with larger commercial projects including several student housing projects and the redevelopment of the Tallahassee Mall. This growth is expected to increase in the upcoming fiscal year.
- **Capital Projects (Eminent Domain/Property Acquisition).** Capital project work continues on the FAMU Way project and the Lonnbladh Road project, and is expected to grow in the coming fiscal year with an emphasis on construction of sidewalks. As the City begins assessment of the use of its allocation of 2020 sales tax proceeds as well as the completion of projects funded by Blueprint 2000, the City Attorney's Office will be working with the designated departments to ensure that the City's interests are protected as interactions and contracts with stakeholders are required.
- **Non Risk Management Cases.** Cases involving such matters as forfeitures, foreclosures, and garnishments continued to increase in FY14. This is a direct result of the lingering impacts of the recession, declined economy, and the recovering real estate market.
- **Employment Grievances and Litigation.** Employment grievances relating to disciplinary actions as well as Florida Commission on Human Relations and the Equal Employment Opportunity Commission (EEOC) administrative cases have continued at a fairly high level. Labor relations/arbitration services are also expected to increase because of recent changes in police and fire management with an emphasis on increased accountability and efficiency. 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.

**Charter and Executive Services
City Attorney**

Significant Changes From Approved FY 2015

The following service level changes are included in the City Attorney's FY16 approved budget.

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- Reduced temporary wages by 1%. Fiscal Impact: (\$257).
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.

**Charter and Executive Services
City Attorney
Performance Measures**

Program Objectives

Identified below are some of the department's program objectives for FY 2016:

1. Making ordinance changes and other policy revisions to develop and enhance the continuing "Sense of Place" initiatives in the targeted areas. Assisting various departments in streamlining and updating provisions in the Code of General Ordinances.
2. Recommending modifications to procurement policies which promote local small businesses.
3. Participating in advisory committees and providing legal direction to ensure the financial systems remain in place which maintain the City of Tallahassee utility sustainability.
4. Assuring the transition of public safety personnel to employment with the Consolidated Dispatch Agency (CDA), including the provision of contract interpretation services, assistance with voluminous public records requests and employment litigation services.
5. Developing and implementing a process for rescission of outdated Development of Regional Impact development orders for nine essentially built out Developments of Regional Impact.

Analysis of Performance Measures

The number of cases closed as defendant/respondent represents the majority of cases the City Attorney's Office handles for the City, in which the City is the defendant in the matter. The number of cases closed in this category was 152 in FY13 and is targeted to be 228 in FY14 which is 50% more than FY13. In many areas in the defense cases, the City Attorney's Office has noticed an increase, such as in the areas of employment, police litigation, and foreclosures. However, in the area of land use, as a result of the economy, there has been a decline in private sector development and land use cases. This appears to be an anomaly and is expected to change slightly in FY15.

The number of cases closed as plaintiff/petitioner is reflective of eminent domain, real property, and other capital project types. The number of cases closed in this category was more than the projected number of 56 in FY 2013, at 77. Overall, of the new assignments of cases to attorneys, 96% have been closed. The City Attorney's office still maintains a 100% record in handling Customer Service issues.

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
General Assignments of Cases to Attorneys	#	408	349	362	438
New Risk Management Litigation Matters	#	55	54	53	90
Non-Risk Management Litigation Matters	#	149	196	241	280
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Cases Closed as Defendant/Respondent	#	227	152	178	180
Cases Closed as Plaintiff/Petitioner	#	42	72	60	50
Assignments Closed	#	471	251	286	135
Ordinances and Resolutions Reviewed	#	39	29	30	145
Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 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 2016-2020.

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 2015.

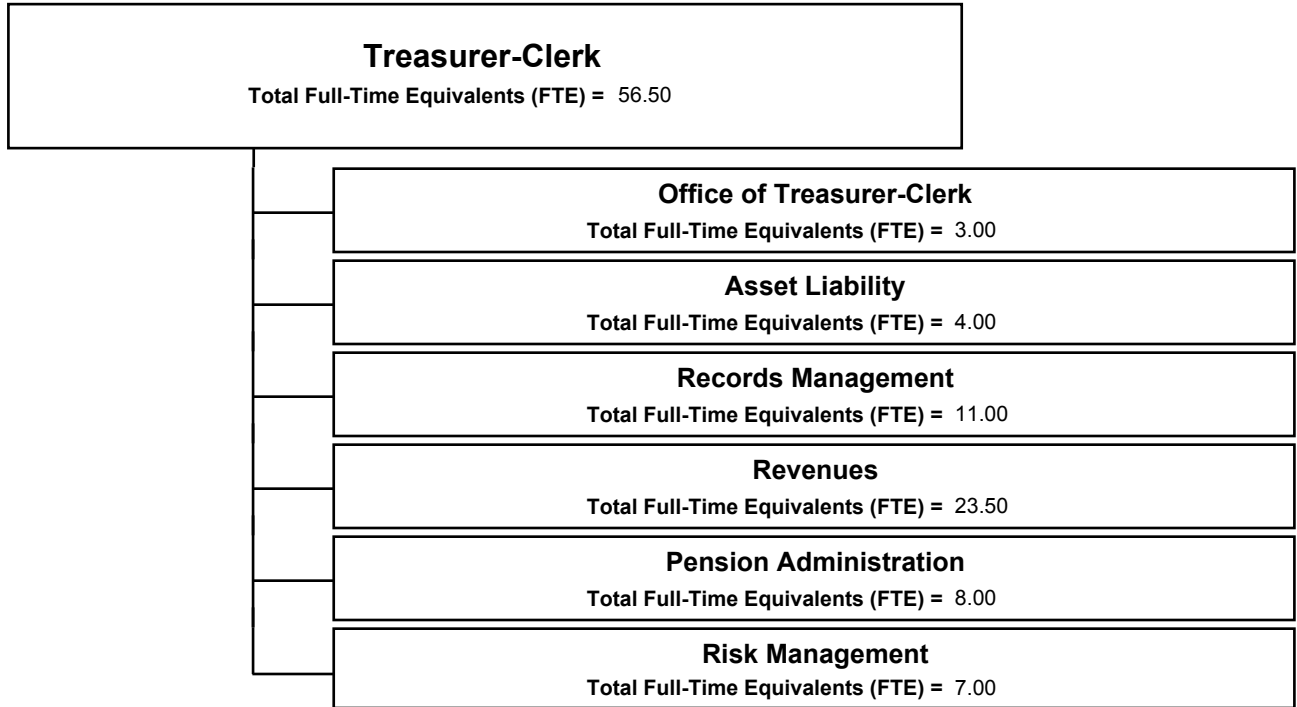
None.

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 2016.

None.

**Charter and Executive Services
Treasurer-Clerk
Organizational Chart**



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Charter and Executive Services
Treasurer-Clerk**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
120101 Office of Treasurer-Clerk	788,898	753,433	1,248,514	1,051,763
120201 Asset Liability	7,381,121	6,374,906	6,444,083	6,442,211
120301 Records Management	657,570	693,022	701,316	817,009
120401 Revenues	2,423,977	2,212,500	2,433,806	2,506,552
120501 Pension Administration	982,853	992,978	1,017,814	1,073,377
120601 Risk Management	10,350,985	9,783,141	9,157,284	9,219,779
Total Expenditures	22,585,404	20,809,980	21,002,817	21,110,691

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Undefined	243,672	0	0	0
Personnel Services	3,933,617	3,973,303	4,075,093	4,227,041
Operating	823,063	1,018,091	1,225,450	1,218,581
Other Services & Charges	9,350,053	8,877,445	8,088,662	8,088,662
Capital Outlay	0	6,000	12,000	11,000
Internal Service Funds	719,832	742,118	1,165,796	1,129,591
Utilities and Other Expenses	9,461	14,016	14,306	14,306
Transfers	7,505,706	6,179,007	6,421,510	6,421,510
Total Expenditures	22,585,404	20,809,980	21,002,817	21,110,691

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	8,827,589	7,821,361	8,393,913	8,310,983
Revenue Fund	2,423,977	2,212,500	2,433,806	2,506,552
Pension Administration Fund	982,853	992,978	1,017,814	1,073,377
Risk Management Fund	10,350,985	9,783,141	9,157,284	9,219,779
Total Funding	22,585,404	20,809,980	21,002,817	21,110,691

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
120101 Office of Treasurer-Clerk	3.00	3.00	3.00	3.00
120201 Asset Liability	3.88	4.00	4.00	4.00
120301 Records Management	10.00	10.00	11.00	11.00
120401 Revenues	23.50	23.50	23.50	23.50
120501 Pension Administration	8.00	8.00	8.00	8.00
120601 Risk Management	7.00	7.00	7.00	7.00
Total FTE	55.38	55.50	55.50	56.50

Charter and Executive Services Treasurer-Clerk

Summary of Services Provided

The City Treasurer-Clerk is appointed by the City Commission and is the department director of the City's Treasurer-Clerk's Office, which consist of Asset Liability Management, Records Management Division, Revenue Management Division, Retirement Management Division and Risk Management Division.

The City Treasurer-Clerk's Office provides the following services:

Asset/Liability Management

- Manage the city's pension program.
- Proposal 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 FY16:

Asset Liability Management Division

- During FY 2015, the Office of the Treasurer-Clerk will manage the issuance of approximately \$100 million of Energy System Refunding Revenue Bonds, Series 2015. This will reduce our debt costs for the Electric Utility by taking advantage of the current low rate interest environment.
- Refunding of the 2005 Consolidated Utility System Revenue Bonds, along with the funding for approximately \$35 million in new projects, is anticipated to be issued early in fiscal year 2016. Other bonds may be refunded as well, depending on market conditions.
- The Federal Reserve Bank is expected to raise short-term interest rates at some point in the second half of calendar year 2015. This will continue to challenge the City's ability to earn interest on its operating portfolio in FY 2016.
- During FY 2015 and FY 2016, the Office of the Treasurer-Clerk will continue to implement the revised asset allocation plan for the investments of the Pension Fund as we further diversify our portfolio by investing in bank loans. We will also continue to fund investments in private equity and timber, asset classes that were added in 2014. This increased diversity will help to provide steadier pension returns with less volatility.
- SPIA, the State of Florida's Special Purpose Investment Trust, has begun to limit participation by local governments. While we do not anticipate an immediate impact on the City's non-pension investments, we will monitor the impact of SPIA's changes and may choose to evaluate other investment options.
- The Division implemented the payment of vendors electronically at the very end of FY 2014. We continue to work with Procurement Services to increase the number of City vendors paid electronically, which saves paper and banking costs as well as provides the City with a new revenue stream.
- During FY 2015, the Division continues its concerted effort to print as many documents as possible in a duplexed format, cutting down on the use of paper and saving on printing costs. These changes will help us to further reduce our operating costs in FY 2016.

Records Management Division

- Phase 1 of the enterprise-wide Document Management System (OnBase) upgrade was completed in the Spring of 2015. This will allow initiation of the next phases of the project, which will include implementation of electronic workflow processes, linking the OnBase system to other enterprise computer systems. Such processes and links will minimize use of paper and will limit duplicate or manual processes in many instances.
- Conduct training on the new OnBase document management system. Where practical, video-based training will be substituted in lieu of in-person training.
- Implement an e-mail disposal policy and begin the orderly disposal of e-mail messages, in full compliance with State of Florida records retention requirements. Improvements in e-mail retention policies will minimize costly storage requirements by limiting duplication of e-mails and eliminating unnecessary e-mails.
- In our continued efforts towards efficient storage, we will continue drawing down the remaining hardcopy items stored at the Records Retention Center, located at 2631 Municipal Way.
- We will continue efforts at restoring and preserving the City's historical records, minutes, maps, deed books,

Charter and Executive Services

Treasurer-Clerk

voter rolls, tax tolls, and photographs to ensure these items will survive and be available to future generations of City staff, historians, researchers, college students, and genealogists.

Revenue Management Division

•We continue to focus on electronic payments as these are by far the most cost effective method to collect revenue for the City of Tallahassee with ACH payments being the most efficient. This effort by the Revenue Division has caused the number of customers utilizing electronic payments to grow consistently. Electronic payments reached 189 million in FY2014 compared to 172 million in FY2013, and total electronic payments now exceed 55% of payments received. In-person payments continued its downward trend, dipping to 17.6% in FY 2014 from 18.6% in FY 2013 and 19.5% in FY 2012. The Revenue Division will continue in its efforts to provide the latest in payment options to the citizens of Tallahassee; the new mobile app is the most recent addition to the payment arsenal

•The division will continue to review new payments options. While the City has multiple locations at which customers can pay, the use of kiosks is also under consideration. In addition, the Division will review new payment options such as ApplePay, which launched earlier this year. Once again, the theme is to offer payments options to our customers while managing the costs of collection. The SmartBill (Electronic Bill Payment Solution) continues to be well-received with more than 36,000 utility customers utilizing this method of payment which is efficient and also aids in supporting the City's Green Initiative.

•The Revenue Division administers the Red Light Camera Hearing Process. There is current legislation that could have an impact on this process. The Division will continue to track this legislation.

Retirement Management Division

•The City has worked with Prudential Retirement Services for 23 years, but during a 2015 RFP process, Empower Retirement was selected to take over duties for the employee's and retiree's accounts. Though not the first time this service has been competitively bid, this is the first time a change in provider has been made for the City's Defined Contribution and Deferred Compensation recordkeeper contract.

•We will continue to monitor fund performance for the City's Defined Contribution and Deferred Compensation. In FY2015, we worked with our consultant – Segal Rogerscasey – to replace a fund we felt was underperforming. Our existing Davis NY Venture Fund was replaced with a T. Rowe Price US Large Cap Value Fund.

•While the number of active employees has been relatively constant since 2009, the number of retirees grew from 1,252 to 1,786 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, police and general employees.

•We implemented some technological enhancements in FY2015 which will improve efficiency in processing retirements. With time saved in processing retirements, division staff will be able to conduct more education and information sessions for City employees about their Pension Plan.

•The City also changed vendors for its actuarial services, as an RFP process saw the selection of Gabriel Roeder Smith & Company (GRS) to replace Buck Consultants. GRS' first task was to complete the actuarial valuation report as of September 30, 2014. Market performance and other demographic and economic experience, along with savings due to recent pension changes have produced a reduction in total City contribution to the pension plan for FY2016. The actuarial report reflected the latest effects of the growing

Charter and Executive Services

Treasurer-Clerk

equities markets in FY 2013 and FY 2014; the plan returned 15.13% and 10.92% respectively during those years.

- FY 2016 will see the first full year implementation of changes, if any, that result from ongoing negotiations with police over a collective bargaining agreement.

- New State legislation has been proposed in the 2015 session that would affect the State's Retirement System as well as local government retirement plans. While we do not support legislation that would direct or limit management of our Plan, the current proposals would have limited impact on the City's Plan. Even so we will continue to monitor activity and work with our lobbyists.

Risk Management Division

- Commercial property and boiler and machinery coverage for the City's buildings and contents continue to be a large item in our budget. Costs can be impacted by an uncertain market, while the City's increase in asset values leads to increased costs of coverage. There is, however, expected, to be some savings in this item due to a change in the method of procuring insurance coverage. The brokers' commissions are now a fixed annual amount and not a product of changing premiums. The projected numbers for the property insurance will be known in May 2015 at which time budget changes may still be made. There is a modest savings expected.

- A trend that has consistently been troubling and costly is pharmaceutical costs in workers compensation claims. These costs have continued to rise more than other costs associated with these claims. The use of compounding medicines by some physicians can drive the cost 5 to 10 times higher than routine drugs and is difficult to control absent some changes in the workers compensation law or rules.

- Presumption claims are workers compensation claims which are brought against an organization on the statutory presumption that certain illnesses are the result of job experience. Such claims for certain occupations continue to drive up the cost of workers compensation claims, and attendant litigation has increased. There is no expected change in this trend. This trend will also impact other benefits provided by the City such as pension and disability benefits.

- Medicare set-aside rules are not yet fully promulgated by the Federal government and continue to defer timely settlement of some losses and this law now impacts all claims, not just workers compensation as had been the case in the past.

- Data management and the move toward complete paperless processing is a continued effort of the division. Installation of some other modules in the EDMS area will improve Risk Management's document processing, will necessitate the development of some data archiving and will provide for automatic destruction once record retention time requirements have been met.

- Staff continues to fine tune various claim techniques and methods that enhance our efficiency and economy. Cost control is an important issue for the division.

Charter and Executive Services
Treasurer-Clerk

Significant Changes From Approved FY 2015

The City Commission approved the budget for the Treasurer Clerk's fiscal year 2016 with the following changes:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- Reduction in operating expenses. Fiscal Impact: (\$6,000)
- OnBase Application Developer Position. Fiscal Impact: \$100,550.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.

Charter and Executive Services
Treasurer-Clerk
Performance Measures

Program Objectives

The Treasurer-Clerk has identified the following objectives for FY 2016:

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. Refunding of the 2005 Consolidated Utility System Revenue Bonds, along with the funding for approximately \$35 million for new projects, is anticipated to be issued early in fiscal year 2016. Other bonds may be refunded as well, depending on market conditions.
- Compile and publish the 2016 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 25, 2016.
- 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.
- Manage non-pension investments in a manner that provides for safety and liquidity while also managing returns in a challenging interest rate environment.
- Monitor investment performance by money managers for the defined contribution plan.
- Increase the number of vendors paid through the use of electronic payments.
- Continue efforts to minimize the printing of documents and to print division documents in a duplexed format when possible.

Records Management Division

- Educate managers and senior staff on Florida public records laws, requirements for the retention of public records, and sound records management practices that protect records from loss, damage, theft, or untimely disposal while ensuring the public's reasonable access to those records.
- Provide the hardware & software infrastructure that allows for economical storage and retrieval of hardcopy and electronic records within the Electronic Document Management System (OnBase), and provide training to City staff on the use of these Information Technology assets.
- Document the official actions of the City Commission (and Community Redevelopment Agency) by attending all meetings, keeping and maintaining official minutes, keeping and maintaining books of all ordinances, and managing the codification of the Code of Ordinances.
- Respond to public records requests, lien search requests, and general inquiries submitted to the Office of the Treasurer-Clerk and provide excellent customer service during all interactions with the public.
- Execute the City Clerk functions delegated to the Division including recording official documents, bonds, deeds, and easements with the Leon County Clerk of Courts, advertising public hearings and other City matters, verifying compliance with liability insurance requirements for entities awarded City contracts, approving payments related to City contracts, approving change orders to existing City contracts, registering lobbyists, maintaining burial records and deed books pertaining to the several City cemeteries, certifying copies of official records, maintaining titles to City vehicles, and serving as a member of the Staff Review

Charter and Executive Services Treasurer-Clerk

Committee for elections conducted by the City.

Revenue Management Division

- Collect and deposit all the revenues for the City. This includes utility payments, parking meters, parking fines and business taxes. Also, the Division directs the collection and depositing of revenues by Parks and Recreation, Star Metro, Growth Management and all of the additional departments that receive payments directly. Develop and implement policies and procedures that provide the control necessary for receiving all of the revenue streams for the City including in-person payments, electronic payments and third-party collections.
- The City of Tallahassee Business Tax program is administered by the Revenue Division. The Division continues to focus on the businesses and licensed professionals that have not met the payment timeline. These individuals and businesses will be provided with timely notification and given enough time to bring their status current. Additionally, the Revenue office has reviewed a proposal from a company that can compare multiple taxpayer databases to identify and collect revenues due from businesses that may be operating within the City without paying appropriate taxes.
- Continue to provide the guidance needed for utility customers to show them efficiency that can be derived by utilizing electronic methods to make payments. This includes the mobile apps, e-wallet and the possibility of adding ApplePay.
- The payment world is evolving at an extremely fast pace. The Revenue Division is committed to pursuing the technological advances that will enhance our customer's payment experience. We strive to provide a variety of convenient, cost-efficient payment options to meet the demands of our clients.

Retirement Management Division

- Administer the city's defined benefit plans for general employees, police officers and firefighters (General, Police, and Fire).
- 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 the 185 401(a) Supplemental Share Plan for police officers.
- Administer the 175 401(a) Supplemental Share Plan for firefighters.
- Administer the city's "alternative to social security" deferred compensation plan for temporary employees.
- Calculate estimated and final retirement and DROP benefits for General, Police and Fire.
- Implement any new federal and state-mandated legislative pension changes.
- Implement Police and Fire pension amendments resulting from contract negotiations.

Risk Management Division

- Self-insure and self-administer all workers' compensation, general liability, automobile, law enforcement civil

Charter and Executive Services Treasurer-Clerk

liability, and employment practice liability claims from inception through resolution including assisting with litigation.

- Solicit and select the best value for broker services and commercial insurance coverages for those risks that are deemed to be better suited for transfer of risk. The most significant of these risks for which coverage is currently acquired include commercial property, aviation liability, and excess workers' compensation

- Aggressively pursue subrogation and recovery for damages to City property and injuries of our employees.

- Establish City-wide quarterly Risk Management meeting to foster closer working relationships with the departments.

- Partner with the state workers' compensation judges to electronically file all documents, records, etc. necessary to properly defend City claims.

- Assist the Safety Division of Human Resources with the development of a City wide Safety Review Committee.

- Achieve 100% compliance with Electronic Data Interchange as one of the state's leaders in exemplary compliance standards

- Partner with FSU's School of Risk Management for the establishment of a City sponsored internship for senior students.

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 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of Contracts, Payments, Change Orders, and Insurance Certificates Processed by Records Management Per Year	#	6,660	28,000	12,936	2,800
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Total dollars collected, recorded and deposited by Revenue staff	\$	177,500,673	650,000,000	301,111,463	715,000,000
Total revenue for business taxes collected per year. This performance tracks occupational license tax.	\$	1,622,662.00	1,800,000.00	16,500,911.02	1,800,000.00
Total revenue for parking meters collected per year	\$	77,669	350,000	166,646	350,000
Total revenue for parking tickets collected per year	\$	68,857	350,000	127,714	350,000
Total revenue for utilities payments collected per year	\$	118,227,749	500,000	212,226,135	550,000,000

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Charter and Executive Services

Treasurer-Clerk

Effectiveness Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of meetings attended and recorded or minutes taken.	#	6	34	11	34
Pages or documents added to EDMS by Records Management staff (4.0 FTE) per year	#	63,226	250,000	69,612	250,000
Number of parking ticket payments processed per employee (9.5 FTE) per year	#	391	1,700	655	1,700
Number of public records requests received & processed per year	#	655	2,000	883	2,000
Retirement administration cost as a percentage of total pension fund assets	%	7.00	7.00	0.14	7.00
Number of utility payments processed per employee (12.5 FTE) per year	#	25,361	110,000	46,021	121,000

Charter and Executive Services
Treasurer-Clerk
Capital Improvement Program Budget

CIP Budget Overview

The department's five-year capital improvement plan program includes funding for three project in the amount of \$585,000 for FY 2016-2020. Fiscal year 2016 proposed appropriation of funds for the completion of the e-Payment Solutions project (\$265,000), Security Cameras (\$20,000) and the Citywide Records Management System (\$50,000).

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
Internal Loan Fund-General Government	0	100,000
Revenue Collection	335,000	485,000
Total Funding	335,000	585,000

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 2015.

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 2016 and were not mentioned in the department's 2015 CIP budget overview.

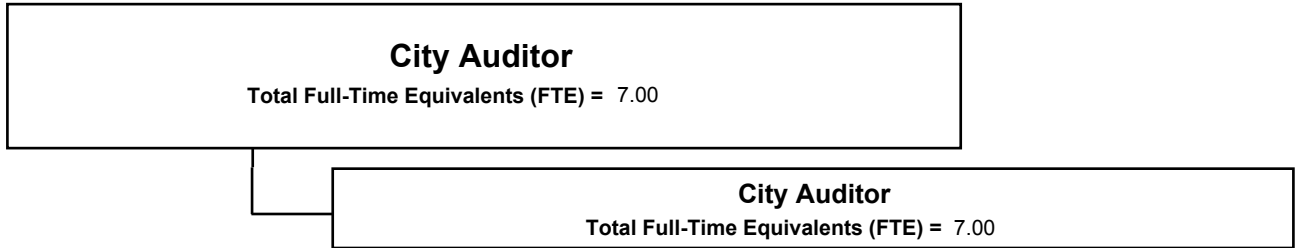
None.

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Charter and Executive Services

City Auditor

Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
130101 City Auditor	819,446	867,404	950,621	934,062
Total Expenditures	819,446	867,404	950,621	934,062

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	745,695	775,564	794,656	779,542
Operating	19,065	36,185	31,900	31,900
Internal Service Funds	54,686	55,655	124,065	122,620
Total Expenditures	819,446	867,404	950,621	934,062

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	819,446	867,404	950,621	934,062
Total Funding	819,446	867,404	950,621	934,062

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 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. We especially believe that work performed on the Acquisition of Commercial Insurance Coverages, Health Plan Eligibility Controls for Dependents, Fleet Billing Process, Citywide Disbursements, Community Redevelopment Agency, Parks and Recreation Jack McLean Community Center Timekeeping Processes, and Consolidated Dispatch Agency and related Motorola Contracts will have significant impact on the operation of the government and will result in improvements in financial, program, and internal controls.

Throughout the past two years, we focused on City internal control systems, conducted risk assessments as part of the annual audit planning process, and timely responded to the City Commission and City Manager's requests for assistance to review issues beyond those listed in the annual audit plan.

Significant Changes From Approved FY 2015

The following service level changes are included in the approved budget for the City Auditor's fiscal year 2016 budget.

- Adjustments to personnel expenses include the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- No costs are reflected in FY 2016 for the external quality control review. The last peer review was conducted in FY 2015. The reviews are required every three years to provide the City Commission, management, the City Audit Committee, and citizens assurances about the quality of work performed.
- In March 2014, the City Commission authorized establishment of the Ethics Officer and Function, to be housed in the Office of the City Auditor, with the City's Ethics Officer to be jointly hired and jointly responsible to the City Auditor and the City Attorney. In November 2014, a charter amendment was passed by the City electorate that provided for this office to function independent of City government. Accordingly, this function, as revised by the charter amendment, will be budgeted and accounted for by the City's newly created Independent Ethics Board.

Charter and Executive Services
City Auditor
Performance Measures

Program Objectives

Anticipated Programs and Services for 2016

For FY 2016, 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 2014 and FY 2015. In addition, the City Auditor's Office will continue to focus on City internal control systems, conduct risk assessments as part of the annual audit planning process, and timely respond to the City Commission and City Manager's request for assistance to review issues beyond those listed in the annual audit plan. For FY 2016, 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 (analytical software for auditors) and the second was AutoAudit (electronic working papers for auditors). These products make the audit process more efficient. As the initial software cost has already occurred, the cost of going forward is annual maintenance. In order for our staff to continue working efficiently and within industry standards, we must continue to maintain our current computer software programs and capabilities.

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

Charter and Executive Services City Auditor

Analysis of Performance Measures

Fiscal Years 2014 and 2015 Accomplishments:

1. Audit Reports Proposed

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, 2014, through September 30, 2015, we planned to issue 10 audit reports and 15 follow-up reports for a total of 25 audit products. As of mid-April 2015, we will have issued 9 of those 25 planned audit reports.

2. Customer Satisfaction Surveys

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

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

In FY 2014, 100% 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 2015, 100% have been very satisfied with our services.

3. Education and Outreach

The Office of the City Auditor has the responsibility to provide timely and relevant information to the Commission, the City Audit Committee, and Appointed Officials and their staff regarding professional issues affecting City operations. Some of the education and outreach efforts of this Office (to include staff activities) during FY 2014 included:

- Worked with other Appointed Officials and City staff to produce our seventh four-page Citizen Centric Report.
- Responded to periodic inquiries and requests from City staff on non-audit issues relating to City policies, procedures, and best internal control practices.
- Various presentations made to City staff, and citizen and professional organizations, relating to advancing accountability, including a presentation by the City Auditor at the annual conference of the Association of Local Government Auditors.

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
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**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Charter and Executive Services

City Auditor

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of Professional Certifications Held by Audit Staff (Staff May Hold More Than One Certification)	#	7	6	9	10
Number of Professional Audit Staff Holding Bachelor's Degrees	#	6	6	6	6
Number of Professional Audit Staff Holding Master's Degrees	#	3	2	2	2
Number of Special Requests for Additional Audit or Advisory Services (Review of Processes and Controls, Performance Measurement Activities, Policies and Procedures, etc.)	#	1	1	1	1
Total Years of Audit/Financial Management Experience To Date	#	135.75	123.00	123.75	129.75
Total Years of Audit Experience with City Auditor's Office	#	54.25	44.00	44.75	50.75
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Assurance and Advisory Audit Reports Completed	#	6	10	4	10
Follow-Up Audit Reports Completed	#	20	15	5	15
Number of Inquiries for Audit Reports or Information Based Upon Visits to the Office Website and Individual Requests of Audit Staff	#	9,973	7,500	3,133	7,500
Number of Professional Audit Staff that Obtained Required 40 Hours of Continuing Professional Education (CPE) each year (80 hours for two years and at least 20 hours in one of the two years)	#	6	6	6	6
Number of Audit Report Recommendations that would Reduce, Recover, or Avoid Costs if Implemented	#	11	0	39	35
Number of Audit Report Recommendations that would Improve Service Delivery, Reduce Risk, or Improve Controls if Implemented	#	33	0	27	35
Number of Quarterly and Special Audit Committee Meetings Held	#	4	5	2	5
Effectiveness Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Percent of Responders to Customer Surveys that were either Satisfied or Very Satisfied with Audits	%	100	100	100	100
Average Years Audit staff has of Audit/Financial Management Experience	#	22.63	20.63	20.63	21.63
Average Years Experience Audit staff has with the City Auditor's Office	#	9.04	7.46	7.46	8.46
Number of Corrective Action Plan Steps Completed	#	88	0	37	0
Percent of Corrective Action Plan Steps Completed that were Due to be Completed	%	72	90	65	90
Percent of Professional Audit Staff that Obtained required Continuing Professional Education (CPE)	%	100	100	100	100
Total Number of Products Proposed (includes assistance and guidance, assurance and advisory reports, inquiry, project progress reports, follow-ups, Citizen Centric, etc.)	#	26	25	9	25

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 2016 - 2020.

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 2015.

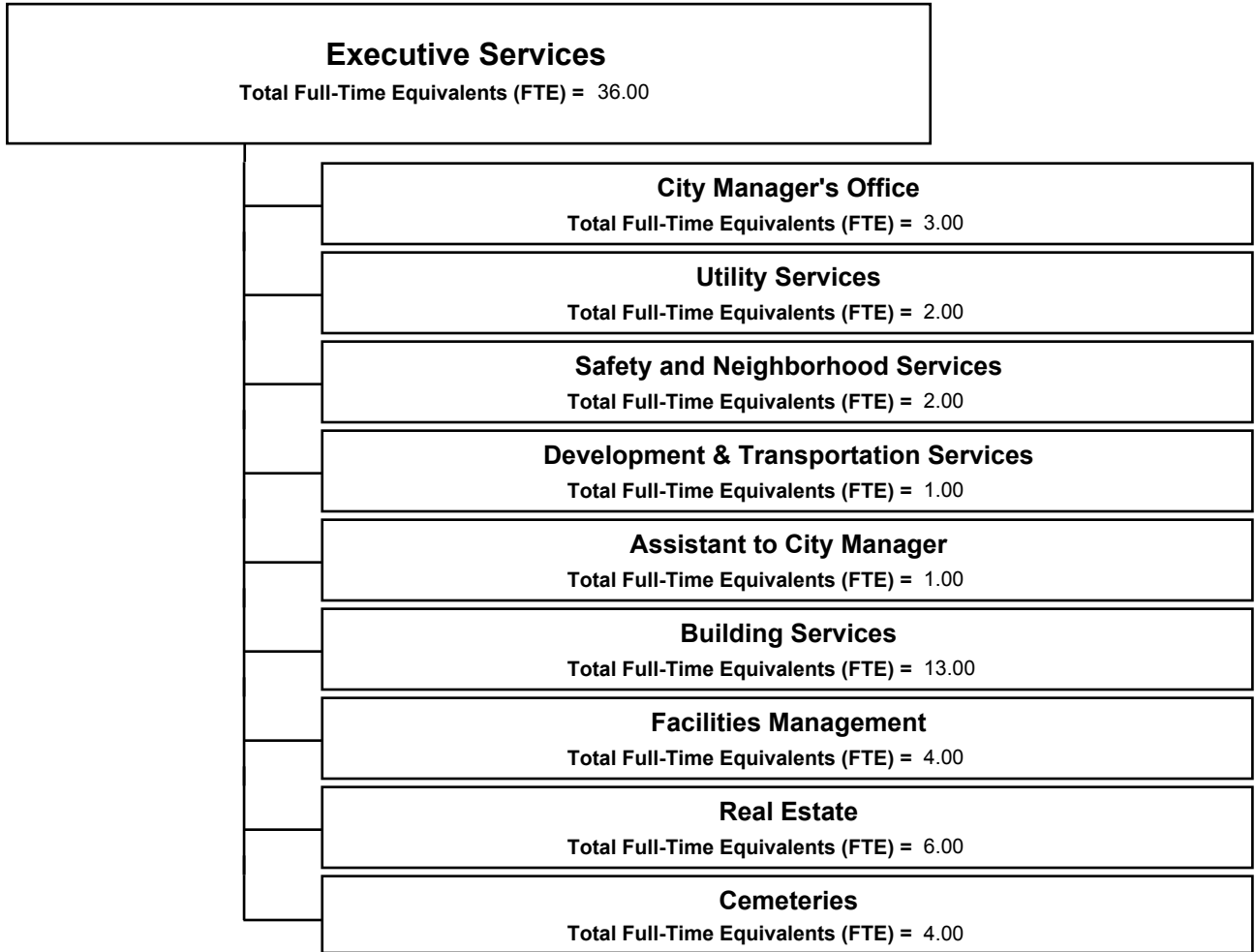
None.

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 2016.

None.

Charter and Executive Services
Executive Services
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Charter and Executive Services

Executive Services

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
140101 City Manager's Office	544,462	1,023,762	678,518	680,037
140201 Utility Services	330,908	332,261	339,062	338,421
140301 Safety and Neighborhood Services	194,654	248,444	243,323	242,282
140401 Development & Transportation Services	157,390	173,716	173,858	180,472
140501 Assistant to City Manager	95,859	77,735	78,880	79,342
140601 Building Services	1,683,325	2,114,115	2,157,268	2,090,638
140602 Facilities Management	285,140	383,250	646,128	644,582
140701 Real Estate	435,169	482,711	637,584	630,245
140702 Eastside Garage	160,110	174,306	185,552	185,552
140703 Cemeteries	465,937	467,804	469,803	478,246
Total Expenditures	4,352,954	5,478,104	5,609,976	5,549,817

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	2,905,311	2,902,703	3,067,162	3,070,256
Operating	717,056	850,893	885,534	832,214
Internal Service Funds	103,836	889,620	805,571	795,638
Utilities and Other Expenses	374,453	455,185	461,921	461,921
Transfers	222,172	348,673	357,827	357,827
Contributions to Operations	30,126	31,030	31,961	31,961
Total Expenditures	4,352,954	5,478,104	5,609,976	5,549,817

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	3,887,017	5,010,300	5,140,173	5,071,571
Cemetery Fund	465,937	467,804	469,803	478,246
Total Funding	4,352,954	5,478,104	5,609,976	5,549,817

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
140101 City Manager's Office	3.00	3.00	3.00	3.00
140201 Utility Services	2.00	2.00	2.00	2.00
140301 Safety and Neighborhood Services	1.00	2.00	2.00	2.00
140401 Development & Transportation Services	2.00	1.00	1.00	1.00
140501 Assistant to City Manager	1.00	1.00	1.00	1.00
140601 Building Services	13.00	13.00	13.00	13.00
140602 Facilities Management	4.00	4.00	4.00	4.00
140701 Real Estate	6.00	6.00	6.00	6.00
140703 Cemeteries	4.00	4.00	4.00	4.00
Total FTE	36.00	36.00	36.00	36.00

Charter and Executive Services

Executive Services

Summary of Services Provided

Office of the City Manager

- Responsible for maintaining the management functions of city government and administering the day-to-day operations of most facets of city government.
- Responsible for oversight of the City Commission meeting agenda process.
- Responsible for long term strategic plans, as well as short term targets, which are formulated into the city's Target Proposals and Focus Proposals. 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:

- Facilities Management's (FM) mission is to manage the maintenance and upkeep of the City of Tallahassee's facilities and equipment, to promote cost-effective programs that provide safe, clean, sustainable and efficient environments.
- The Enterprise Buildings Integrator (EBI) is used to monitor, control, and diagnose buildings' HVAC systems. During FY2013, 10 facilities were added to EBI. FM added 7 facilities in FY2014. Plans include having 32 facilities on EBI at the end of FY2016.
- Facilities Management has assisted over 35 facilities over the past two years with proper maintenance and care of facilities, green cleaning, designing additions, and full renovations of the facilities.
- The Real Estate division is on pace to handle over 660 service requests in FY15. This represents a 7.5% increase over FY14 and includes right-of-way acquisitions for Lonnbladh Road Phase II, the Lower Central Drainage Ditch, Madison Gaines Stormwater, Ridge Road sidewalk, 6th Avenue sidewalk as well as many other Public Works and Underground Utilities projects.
- Acquisitions for Bradford Road and Centerville sidewalks, Limerick, Shamrock and Roscrea stormwater projects and the Briarwood sanitary sewer project were completed in FY15.

Charter and Executive Services

Executive Services

Significant Changes From Approved FY 2015

The following service level changes are included in the FY16 approved budget for Executive Services.

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Reduced temporary wages by 1%. Fiscal Impact: (\$473).
- Reduced unclassified contractual services. Fiscal Impact: (\$53,320).

Charter and Executive Services

Executive Services

Performance Measures

Program Objectives

- Facilities Management was successful in hiring an Energy Management Engineer who has saved the City over \$100,000 in 7 months by designing HVAC systems in house, serving as a Quality Assurance\Quality Control agent for HVAC systems, performing HVAC studies, increasing the useful life of equipment, and developing maintenance plans specifically designed for the facility.
- Develop a comprehensive facility condition assessment (FCA) of City Hall. The apparent conditions of the building's systems will be assessed by a multi-disciplinary team of architects, engineers, and technicians with on-site surveys, reviews of existing reports and facility documents, and anecdotal information provided by City staff and building occupants. This analysis will provide documentation relative to the organization of the FCA process with the Survey Methodology section, and then provides Summary Cost Report information, followed by detailed assessment reports and photographs of select examples of major system deficiencies. The analysis of City Hall will serve as a template for other facilities and lay the foundation for development of a preventive maintenance plan and Capital Improvement Plan for Facilities.
- Update the Fire Extinguisher inspection and certification database to increase accountability of this life saving function.
- Develop Green building standards for the design and construction of City buildings in line with the standards established by the United States Green Building Council (USGB) and Leadership in Energy and Environmental Design (LEED).
- Utilize building codes and standards for construction.
- Design functional buildings and work space environments to create a workplace that promotes job productivity and satisfaction.
- Perform peer review of drawings and specifications of documents to assure quality and code compliance.

Analysis of Performance Measures

- Several output measures are related to security, and while the number of visitors screened entering City Hall in FY 2014 was 39,923, the number of restricted items taken in FY2014 was 372. For the first quarter of FY 2015, there were 9,400 visitors screened entering City Hall and 52 restricted items taken.
- Output, efficiency, and effectiveness measures all indicate that Building Services and Facilities Management are performing at normal levels. In FY2014, Building Services responded to 1,921 maintenance requests. For the first quarter of FY2015, Building Services has responded to 430 requests.
- The average cost per square foot to maintain City Hall in FY2014 was approximately \$1.26, while the average cost for the first quarter of FY2015 is \$1.60.
- There were a total of 25 design projects completed in FY2014 and 6 completed in the first quarter of FY2015.

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Conference Rental Amounts Collected	\$	5,442.00	4,000.00	514.42	4,000.00
Security - Incidents	#	7	0	6	0
Total No. of work orders for set-ups and responded to within 24 hours	#	626	620	182	620
Total Number of Construction Administration Projects Completed	#	31	16	0	16

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Charter and Executive Services

Executive Services

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Total Number of Project Pre-Design Services Completed	#	9	5	3	5
Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Average Cost Per Square Foot to Maintain City Hall	\$	1.26	1.60	1.60	1.60
Percentage of custodial tasks that are assigned that are not routine tasks	%	5	5	0	5
Restricted Items taken per month	#	31.00	30.00	22.60	30.00
Total No. of Construction and Administration	#	31	16	16	16
Total No. of Maintenance Service Requests responded by staff and not contractual labor	#	1,921	2,100	673	2,100
Total No. of New Bldgs. & Renovation Projects Designed and/or Constructed	#	25	22	10	22
Total No. of Project Management Completed	#	20	15	16	15
Total No. of Screened patrons entering City Hall	#	39,923	40,000	15,096	40,000

**Charter and Executive Services
Executive Services
Capital Improvement Program Budget**

CIP Budget Overview

The approved FY 2016 – FY 2020 capital improvement program (CIP) includes funding for five projects for a total of \$5,863,091; however, only four of the five projects are approved for funding in the FY16 capital budget. The capital projects approved for FY16 funding are the City Hall Master project for \$250,000, the Animal Shelter HVAC Repairs for \$156,283, City Hall Heating for the First Floor for \$50,000, and the City Hall Parking Garage Waterproofing & Structural Repairs for \$1,167,850.

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	456,283	1,536,391
General Government Capital Project Account - GGCPA	0	950,000
General Government Future Bonds	1,167,850	3,376,700
Total Funding	1,624,133	5,863,091

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 2015.

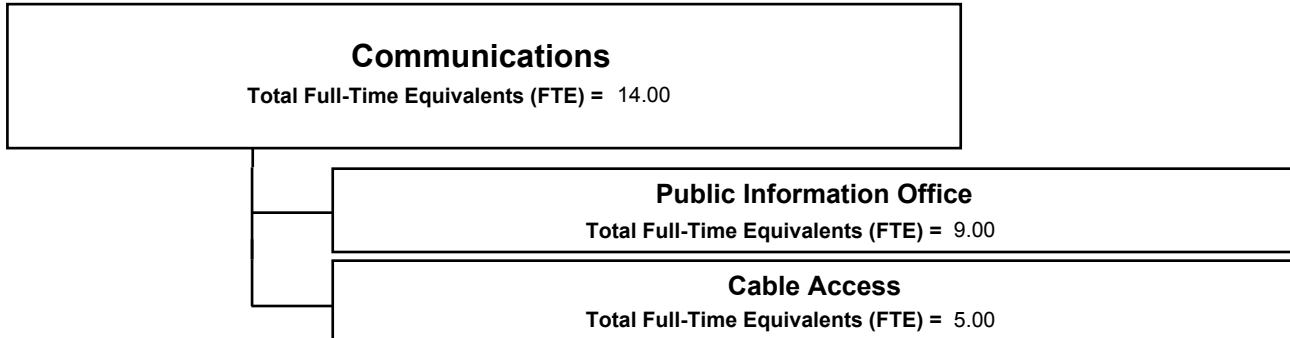
None

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 2016.

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

**Charter and Executive Services
Communications
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted</u>	FY 2016 <u>Proposed</u>	FY 2016 <u>Approved</u>
380101 Public Information Office	965,093	1,062,130	997,513	963,883
380201 Cable Access	485,441	486,079	493,177	494,124
Total Expenditures	1,450,534	1,548,209	1,490,690	1,458,007

Expenditure Category Summary

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted</u>	FY 2016 <u>Proposed</u>	FY 2016 <u>Approved</u>
Personnel Services	1,146,646	1,237,943	1,263,333	1,234,105
Operating	93,186	110,439	110,439	110,439
Internal Service Funds	190,702	199,827	116,918	113,463
Transfers	20,000	0	0	0
Total Expenditures	1,450,534	1,548,209	1,490,690	1,458,007

Funding Summary

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted</u>	FY 2016 <u>Proposed</u>	FY 2016 <u>Approved</u>
General Fund	1,450,534	1,548,209	1,490,690	1,458,007
Total Funding	1,450,534	1,548,209	1,490,690	1,458,007

FTE Summary

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted</u>	FY 2016 <u>Proposed</u>	FY 2016 <u>Approved</u>
380101 Public Information Office	8.00	9.00	9.00	9.00
380201 Cable Access	5.00	5.00	5.00	5.00
Total FTE	13.00	14.00	14.00	14.00

Charter and Executive Services Communications

Summary of Services Provided

Department of Communications (DOC)

- Serves as the primary conduit of information for citizens and all city departments regarding city projects, services, and initiatives;
- Provides information and online services that enable citizens to become engaged and active in their local government;
- Responsible for coordinating media coverage on behalf of the city; and
- Develops news releases, pitches stories, and arranges interviews with the media.

Trends and Issues

The Department of Communications routinely surveys citizens and measures outcomes to validate effectiveness. In fiscal year 2015, the DOC launched a safety campaign titled DRVN 850. As part of the creative approach, a series of fun, yet informative, video PSAs were created to educate motorists about four new traffic amenities. In response to the survey question "Did this video help you better understand what a [traffic amenity] is and how to use it," viewers responded favorably. "Yes" responses totaled 91 percent for back-in angle parking, 92 percent for bike boxes, 90 percent for mid-block pedestrian crossings and 85 percent for roundabouts. An average of the four survey responses came to 89.5 success rate.

Page views on Talgov.com have increased by more a million as compared to this time last year, with mobile device usage accounting for 44% of site visits.

After completion of the first two quarters of FY15, WCOT has produced 114 productions; this is exceeding the number of productions for similar time periods in 2014 and 2013.

Significant Changes From Approved FY 2015

The City Commission approved the budget for the Communications' fiscal year 2016 with the following changes:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- Reduction in contribution to Vehicle Replacement. Fiscal Impact: (\$905)
- Reduction in temporary wages. Fiscal Impact: (\$295)
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.

Charter and Executive Services
Communications
Performance Measures

Program Objectives

Key objectives of the Communications Department include:

- Informing citizens about city government and fostering a desire for citizens to be involved with their city government;
- Serving as the primary conduit of important information for citizens regarding city projects;
- Increasing departmental use of television to create citizen awareness; and
- Utilizing highly creative communication techniques to attract attention to city projects among the vast array of issues competing for citizens' attention.

Charter and Executive Services Communications

Analysis of Performance Measures

The primary mission of the Department of Communications (DOC) is to inform and engage Tallahassee citizens in city initiatives, projects and services in order to help build citizen trust and confidence in government. The department uses a blend of advanced and traditional tools to achieve this goal and is recognized nationally as a leader in municipal government marketing and communications. Highlights for the past year include:

Talgov.com

- 14.6 million page views from March 1, 2014 to March 1, 2015. This is an increase from the previous year by over a million page views, or 8%.
- The e-mail subscription service has 19,199 subscribers are currently registered to receive e-mail updates, with over 1.34 million emails sent via the subscription system from January to December 2014.
- The city's social media outreach continues to grow in its usefulness and reach, keeping citizens informed. There are currently 21 Facebook accounts, with over 33,092 "fans" receiving Facebook updates, a 58% increase since this time last year.
- The City has 25,351 followers over 12 accounts on Twitter, seeing a 64% increase in the past year. Citizens using Twitter can receive City-related updates, like power outages, traffic conditions, energy tips and news releases, by "following" the City. Additionally, the City has three Instagram accounts which have 760 followers, an increase of 1,145% over last year.

Special Project Assistance

- Shine On Gaines - After more than 20 years of community visioning and planning by the City and five years of construction, the Gaines St. project was completed in 2015. To celebrate the project's completion, Communications planned a community block party to reveal Declaration, the city's newest piece of public art in the roundabout at Gaines St. and Woodward Ave.
- DRVN 850 – Following the installation of several new traffic amenities, Public Works called on Communications to create an outreach campaign to help educate motorists on how to use them. Amenities included back-in angle parking spaces, bike boxes, mid-block pedestrian crossing signals and roundabouts. In 2014, staff launched DRVN 850, a reference to driving in the city's area code.
- Where's the Beep? - In 2014, TFD requested assistance from Communications in creating and implementing a month-long campaign to reduce fires in Apalachee Ridge and the entire community during the winter months. A public safety and education campaign titled "Where's the Beep?" launched in October. The name was a creative call to action to motivate citizens to be aware of fire safety and to test and install smoke alarms.

Media Relations

- In the one-year period of March 2014 to March 2015, the PIO issued 242 news releases media advisories or public service, 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 26 national, regional and statewide awards.

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
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**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Charter and Executive Services

Communications

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of Communications FTEs	#	13	13	14	13
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Increase the number of page views by 5% annually	#	11,994,827	7,500,000	3,587,024	7,500,000
Maintain community awareness of COT services/programs through stable/increasing number of quality TV programs	#	214	200	72	200
Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Achieve 80% satisfaction rating for one Communications project measured each year.	%	96.00	80.00	14.92	80.00

Charter and Executive Services
Communications
Capital Improvement Program Budget

CIP Budget Overview

The Department of Communications has one project in the FY16 - FY20 capital improvement plan. This project is for \$150,000, beginning in FY18, to cover the cost of replacing television equipment for WCOT, the City's television station.

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Project Account - GGCPA	0	450,000
Total Funding	0	450,000

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 2015.

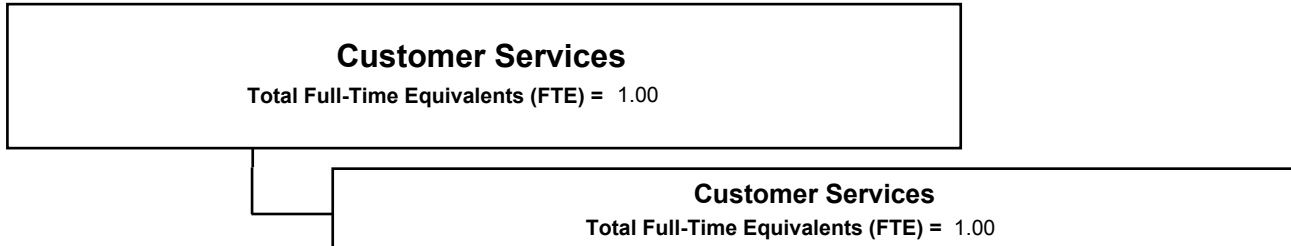
None.

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 2016.

None.

**Charter and Executive Services
Customer Services
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
390101 Customer Services	104,600	112,238	148,445	146,096
Total Expenditures	104,600	112,238	148,445	146,096

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	94,449	95,853	96,991	96,087
Operating	1,487	6,164	6,164	6,164
Internal Service Funds	8,664	10,221	45,290	43,845
Total Expenditures	104,600	112,238	148,445	146,096

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	104,600	112,238	148,445	146,096
Total Funding	104,600	112,238	148,445	146,096

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
390101 Customer Services	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00

Charter and Executive Services

Customer Services

Summary of Services Provided

The Customer Services division provides the following services:

- Promotes quality customer service and enhanced customer satisfaction.
- Utilizes a citizen advocate as a liaison for citizens and departments on issues crossing departmental lines of authority.
- Receives and responds to inquiries, complaints, and referrals from all sources (citizens, organizations, governmental agencies, private businesses, and appointed and elected officials).
- Reviews inquiries, investigates complaints, and offers recommendations for changes in service delivery, policies, or procedures that adversely impact the quality of the city's customer service.
- Explores creative partnerships with other departments, enabling staff to maintain its track record of providing exceptional and innovative customer service.

Customer Services is responsible for the following programs that directly relate to the city's organizational values:

- 891-CITY- a 24-hour phone messaging center for citizens to leave messages regarding their service concerns. This is a quick and convenient method of reporting non-emergency concerns 24 hours a day, seven days a week.
- Customer service alerts - suggestion tips provided to employees via the bulletin board folder on the city's intranet.
- The Secret Shopper initiative - a method for surveying internal and external customers to assess employees' application of the city's values.

Trends and Issues

Customer Services placement under the umbrella of Executive Services and the Citizen Advocate's location in the City Manager's Office has provided the opportunity for a greater focus on customer service. The department continues to assist other areas by offering recommendations for changes or additions in policies, procedures and service delivery that may impact the quality of the City's customer service objectives. Its citizen advocacy role continues as well as efforts to develop, implement and promote programs such as the Secret Shopper initiative that will place a renewed emphasis on making customer service an ongoing part of the City's every day culture.

Significant Changes From Approved FY 2015

The City Commission approved the budget for Customer Services' fiscal year 2016 with the following changes:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; 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 2016:

- 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 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of FTEs	#	0	1	0	1
Operating Budget	\$	0	196,803	0	196,803
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 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 2016 through 2020.

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 2015.

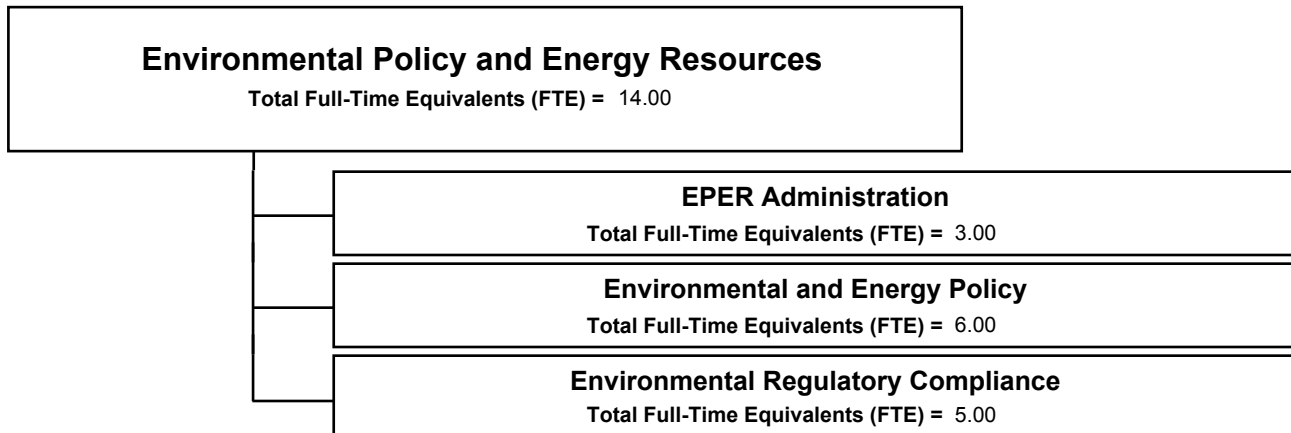
None

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 2016.

None

**Charter and Executive Services
Environmental Policy and Energy Resources
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
520101 EPER Administration	728,098	688,644	767,467	763,121
520201 Environmental and Energy Policy	532,374	703,785	711,180	710,181
520301 Environmental Regulatory Compliance	497,930	590,630	597,991	595,886
Total Expenditures	1,758,402	1,983,059	2,076,638	2,069,188

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	1,270,246	1,584,322	1,577,302	1,574,697
Operating	178,887	279,844	304,844	304,844
Internal Service Funds	126,681	118,893	194,492	189,647
Transfers	182,588	0	0	0
Total Expenditures	1,758,402	1,983,059	2,076,638	2,069,188

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Environmental Policy and Energy Resource Fund	1,758,402	1,983,059	2,076,638	2,069,188
Total Funding	1,758,402	1,983,059	2,076,638	2,069,188

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 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	5.00	5.00	5.00	5.00
Total FTE	14.00	14.00	14.00	14.00

Charter and Executive Services Environmental Policy and Energy Resources

Summary of Services Provided

- The core functions of Environmental Policy and Energy Resources Department (EPER) are policy development, green city initiatives, measurement and verification, community outreach, and environmental regulatory compliance. These functions, which build upon significant achievements the City has accomplished to date, will promote “green” policies and sustainable practices for city government and the community.
- Policy Development - Policy development consolidates policy and planning activities that previously were dispersed in various departments.
- Green City Initiative - In December 2007, the City earned a Green City Designation from the Florida Green Building Coalition (FGBC). In 2008, the City became Florida's first Gold Certified Green City through the FGBC and obtained recertification from FGBC in July 2013.
- Measurement and Verification - Quantitative and qualitative evaluation is essential to measuring the effectiveness of the city's green initiatives.
- Community Outreach - A sustainable green program requires a commitment not only from city management and employees but also from Tallahassee residents and businesses.
- Environmental Regulatory Compliance - EPER is responsible for assisting with the development and implementation of environmental permitting and compliance programs for the city's utilities and some general government activities, in accordance with the applicable statutes, laws, rules, and regulations of federal and state regulatory agencies.
- EPER will continue to apply for and manage the EPA's Brownfields assessment and petroleum grants, as well as grants that promote sustainable practices within City operations and the community.
- EPER is also 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

Compliance Division staff must continuously monitor, report on, anticipate, and notify affected City facilities of environmental requirements so they can adapt and implement the necessary changes prior to the effective date. Through a collaborative interdepartmental approach between staff and its customers, the City's internal trends continue to demonstrate a very high level of environmental compliance. This success has resulted in continued and uninterrupted operation of the City's critical facilities, as well as a significant decrease in unauthorized spills and releases, and a decrease in costs for agency oversight. There is also an internal trend toward increased use of in-house engineering expertise, and therefore reduced costs associated with the use of consultants.

In addition to the Compliance Division's ongoing federal and state reporting requirements, and the important cost avoidance function it serves, staff has also been able to effectively identify and secure both traditional and alternative forms of funding. Progress was made on several new projects throughout the designated brownfields corridor area and as part of implementation of the existing federal Brownfields Grant. Staff also secured new state funding during 2014 which is being used for the assessment and potential regulatory closure of three City-owned properties. These initiatives further the City Manager's 2014 and 2015 New Year's Resolutions to make significant progress on cleaning up and placing contaminated properties back into beneficial reuse.

More specifically, the Environmental Regulatory Compliance Division made significant progress on multiple projects and initiatives. Locally, residents have an expectation that the City will conduct its operations in a sustainable manner; and across the government, City departments have implemented and continue to research and develop innovative best practices to carry out their core functions.

The City of Tallahassee continues to solidify its credentials as a municipal leader in the field of sustainability and innovation. Notable recognitions for 2014/2015 include:

- Participation in Sweden's US Embassy's Research on Environmental Action and Clean Tech in U.S. Cities (REACT US) Program. The program offers opportunities for Swedish university students to conduct three weeks of research on urban sustainability in the United States.
- Participation in the International City/County Management Association's (ICMA) Local Governance and Legislative Process Professional Fellows Exchange – In October 2014, the City hosted two Professional Fellows, one from Indonesia and one from Timor Leste. In February 2015, under the auspices of the program, a city staff person paid a reciprocal visit to Indonesia.
- Healthy Weight Community Champion Recognition – EPER coordinated a successful effort to designate the City as a Healthy Weight Community Champion. In March 2015, the City received the designation from the Florida Department of Health.

Charter and Executive Services
Environmental Policy and Energy Resources

Significant Changes From Approved FY 2015

The following service level changes are included in the approved budget for the Environmental Policy and Energy Resources Department's fiscal year 2016 budget.

- Adjustments to personnel expenses include the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Added funding for the Tallahassee Food Network Community Gardens. Fiscal Impact: \$25,000.

**Charter and Executive Services
Environmental Policy and Energy Resources
Performance Measures**

Program Objectives

The following programs have been detailed below with specifics of the programs, FY 2015 activities, and FY 2016-2020 planned activities:

- Ensure City facilities and operations achieve and maintain compliance with all new, proposed and existing federal, state and local environmental laws, rules, and regulations.
- Reduce or stabilize groundwater and soil contamination at Cascade Park through the completion of an oxidation injection study and monitoring for natural attenuation program.
- Conduct contamination assessment and remediation activities at City-owned properties to prepare the sites for redevelopment or placement back into beneficial reuse.
- Complete an evaluation of the implementation of the GreenPrint's Short term Implementation Plan.
- Develop and implement the GreenPrint's Intermediate Implementation Plan.
- Apply for grants to fund sustainable city initiatives.

Analysis of Performance Measures

- Significant progress has been made on the Cascade Park Superfund Site including a pilot injection study and the submittal of a Feasibility Study Report to the U.S. EPA that recommends monitoring for natural attenuation at a significant cost savings to the City if approved.
- One hundred percent (100%) of the 237 regulatory reports required this year were submitted on time by the Compliance Division to federal, state and local agencies on behalf of City facilities.
- EPER received the Healthy Weight Community Champion award. The award recognizes the City's efforts to encourage more active lifestyles.
- Grant funding for sustainability programs continue to diminish; however, EPER's staff has received \$48,000 in grant funding for its sustainability programs in FY 2014. Think About Personal Pollution (TAPP) was awarded funding from FDEP to develop an outreach model called Equity in Environmental Education (E3).
- The City's Adopt A Street program encourages volunteer groups to participate in community beautification by picking up litter along City streets. This year Keep Tallahassee Leon County Beautiful (KTLCB), the local branch of Keep America Beautiful, continued to manage the program under agreement with the City. In FY2013, an average of 206 individuals from community groups participated in the program. The groups cleaned 493 street miles and collected over 1,198 bags of litter for proper disposal.

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
The City has implemented electric conservation measures to reduce consumption. The kwh are tracked in the Utility Billing System for city facilities.	#	94,795,220	92,500,000	0	92,500,000
ERC coordinates/attends regulatory inspections of city facilities.	#	30	40	29	40
ERC staff assist the Utilities in preparing and reviewing environmental permits by established deadlines.	#	19	5	4	5

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Charter and Executive Services

Environmental Policy and Energy Resources

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
ERC staff works with the Utilities to prepare environmental reports required by state and federal mandates.	#	311	200	33	200
EPER staff uses the quarterly report submitted by KTLCB to calculate the number of street miles cleaned.	#	483.00	477.00	122.90	479.00
KTLCB tracks the number of trash bags collected by Street Clean-up Volunteers.	#	1,143	1,060	230	1,070
Local Businesses are committing to avoid idling in company vehicles.	#	31	40	0	40
Outcome - Leading Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
EPER - Number of FTE's	#	13	14	14	14
The TAPP program provides grants up to \$175 for residential and institutional rain gardens.	%	0	20	0	20
ERC provides environmental training to city employees throughout the year.	#	477	425	0	425
ERC conducts these proactive visits as a service to city departments identify and correct non-compliance issues.	#	174	50	26	50
ERC tracks the number of reportable spills that includes sewer, chemical, and oil.	#	32	25	8	25
Percent of storage tank inspections in compliance with FDEP regulations	%	100	100	300	100
Regulatory agencies have established deadlines for reporting.	%	100	100	100	100
KTLCB provides quarterly reports that measure the percent of assigned street segments that were cleaned.	%	11.80	14.00	11.29	15.00
EPER oversees the Adopt a Street Program. KTLCB has a list of participating street segments. KTLCB is responsible for assigning groups to those segments.	%	93.00	100.00	98.94	100.00
EPER has implemented an anti-idling campaign to reduce the carbon footprint. The community (non-city employee) pledges are reported in this measure.	#	1,728	1,700	1	1,700
The number of lifetime post organic impressions of the posts in News Feed or ticker or on the FB wall.	#	697,654	93,000	12,758	95,000
PPD - Number of Client contacts	#	1,113	2,200	140	2,200
PPD - Number of Grant Applications	#	0	4	0	4

Charter and Executive Services
Environmental Policy and Energy Resources
Capital Improvement Program Budget

CIP Budget Overview

Environmental Policy and Energy Resources has no capital projects for fiscal years 2016 - 2020.

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 2015.

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 2016.

None

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Charter and Executive Services
Ethics**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
540101 Ethics Office	11,316	196,886	253,189	248,746
Total Expenditures	11,316	196,886	253,189	248,746

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	0	173,326	186,389	181,946
Operating	3,666	23,560	66,800	66,800
Transfers	7,650	0	0	0
Total Expenditures	11,316	196,886	253,189	248,746

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	11,316	196,886	253,189	248,746
Total Funding	11,316	196,886	253,189	248,746

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
540101 Ethics Office	0.00	1.00	1.75	1.75
Total FTE	0.00	1.00	1.75	1.75

Summary of Services Provided

With the passage of a referendum in November 2014, the City of Tallahassee's Charter was amended to include a seven (7) member independent Ethics Board and associated staff. The Ethics Board and independent Ethics Office provide the following services:

- assist the City Commission in the development of the ethics code;
- adopt bylaws and due process procedures for the administration of the Ethics Board;
- manage a citywide ethics hotline for receipt of allegations of local corruption, fraud, waste, mismanagement, campaign finance, and ethics violations;
- manage and coordinate the mandatory training of local officials, officers, employees, and board members in state and local ethics;
- refer ethics and corruption matters to appropriate enforcement agencies;
- recommend proposed ordinances, resolutions, or charter amendments to the City Commission in all areas of ethics and corruption, including but not limited to: conflicts of interests, financial disclosure, voting conflicts, hotline policies, ethics education, ethics in procurement, campaign ethics and financing, and lobbying; and
- investigate complaints and to levy civil penalties as may be authorized by the City Commission for violations of the City's ethics code.

Charter and Executive Services

Ethics

Trends and Issues

Fiscal year 2015 marked the inception year for the independent Ethics Board and office, beginning with the passage of the citizens' referendum initiative in November 2014. Selected members of the Board began meeting in February 2015. With six (6) of the seven seats filled, the Board's first meeting was held on March 23, 2015. During that meeting the Board's first chairperson and vice chairperson were selected.

The Board recommended to the City Commission the establishment of terms and term limits for each of the seven board member seats. This required a public hearing for an amendment to the Ethics ordinance and City Charter, which was held during the City Commission's April 22, 2015 meeting.

Other issues the Board and staff will address in FY 2015 include:

- selection of an independent ethics officer and ethics office staff;
- develop policies, procedures, and guidelines on City Commission campaign refund requests;
- manage and respond to all Fraud Hotline and written complaints and allegations;
- develop recommendations to the City Commission for ethics training of all Commissioners and their staff, management, and all City employees;
- ensure implementation of registered lobbyists requirement for public review on City's website; and
- update and implement City Loyalty Oath for all City employees.

For FY16, the Ethics Board identified the following trends and issues:

- to perform a comprehensive review of the City ethics code and make recommendations;
- to continue management of a citywide ethics and fraud hotline for receipt of allegations of local corruption, fraud, waste, abuse, mismanagement, campaign finance and ethics violations;
- to manage, evaluate and coordinate the mandatory training of local officials, officers, employees, and board members in state and local ethics laws and codes;
- to refer ethics and corruption matters to appropriate enforcement agencies;
- to recommend proposed ordinances, resolutions or charter amendments to the City Commission in all areas of ethics and corruption, including but not limited to: conflicts of interest, financial disclosure, voting conflicts, hotline policies, ethics education, ethics in procurement, campaign ethics and financing, and lobbying; and to recommend proposals for consideration by the City Commission;
- to investigate complaints and to levy those civil penalties as may be authorized by the City Commission for violations of the City's ethics code;
- to employ additional staff to serve in the Ethics Office;
- to receive refund forms from registered City of Tallahassee electors;
- to establish time limits and procedures for receipt of refund by City of Tallahassee electors;
- to determine the amount necessary to pay refunds and report that amount to the City Commission for budgetary consideration;
- to hear complaints, initiate proceedings and levy civil penalties relating to campaign contribution limits and refunds of campaign donations;
- the Ethics Officer will continue to provide day-to-day guidance to elected and appointed officials, staff and vendors regarding ethics matters; and
- the Ethics Officer will continue providing training on the function of the Board and the Code of Ethics.

It is important to note that FY16 will be the first full year of the Board's existence. The amount of work required to get it up and running will be more extensive than in FY 15. It is uncertain how much time will be required to establish and operate the refund program. Additionally, it is anticipated that the Board may wish to do some publicity regarding its activities which may include broadcasting its meetings on WCOT.

Charter and Executive Services Ethics

Significant Changes From Approved FY 2015

The City Commission approved the budget for the Ethics Department's fiscal year 2016 budget with the following changes:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Adjustments in operating expenses and a new permanent administrative specialist at 30 hours per week
Net Fiscal Impact: \$51,860.

Charter and Executive Services

Ethics

Performance Measures

Program Objectives

Identified below are some of the Ethics Office's program objectives for FY 2016:

- Manage a citywide ethics and fraud hotline and written complaints for receipt of allegations of local corruption, fraud, waste, abuse, mismanagement, campaign finance and ethics violations;
- Investigate complaints levy civil penalties as may be authorized by the City Commission for violations of the City's ethics code;
- Receive refund forms from registered City of Tallahassee electors and process for payment accordingly; and
- Perform a comprehensive review of the City ethics code and make recommendations to the City Commission.

Analysis of Performance Measures

The Ethics Office currently does not have an analysis for their performance measures due to the measures being added during the FY 2015 fiscal year. For the FY 2017 budget, an analysis will be provided as the performance measures will have a full year of data.

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Campaign refunds requested	#	0	0	0	800
Hotline calls received	#	0	0	45	60
Written complaints received	#	0	0	20	25
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Board meetings held	#	0	0	9	12
Community education meetings held	#	0	0	12	12
Complaints resolved	#	0	0	45	60
Refunds processed	#	0	0	0	800
Trainings conducted	#	0	0	20	20
Trainings conducted with Ethics Board	#	0	0	2	4
Outcome - Leading Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Resolve complaints within 30 days	%	0	0	100	100
Respond to complaints within 2 business days	%	0	0	100	100

Charter and Executive Services
Ethics
Capital Improvement Program Budget

CIP Budget Overview

The Ethics Office has no capital projects for fiscal years 2016 through 2020.

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 2015.

None.

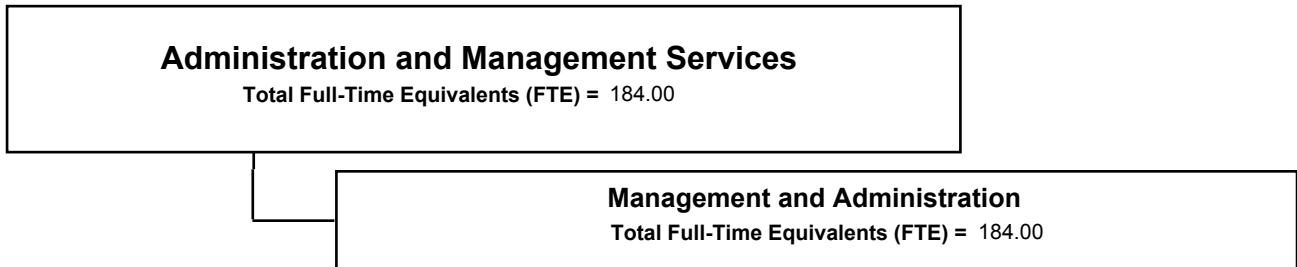
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that are expected to continue into fiscal year 2016.

None.



**Administration and Management Services
Organizational Chart**

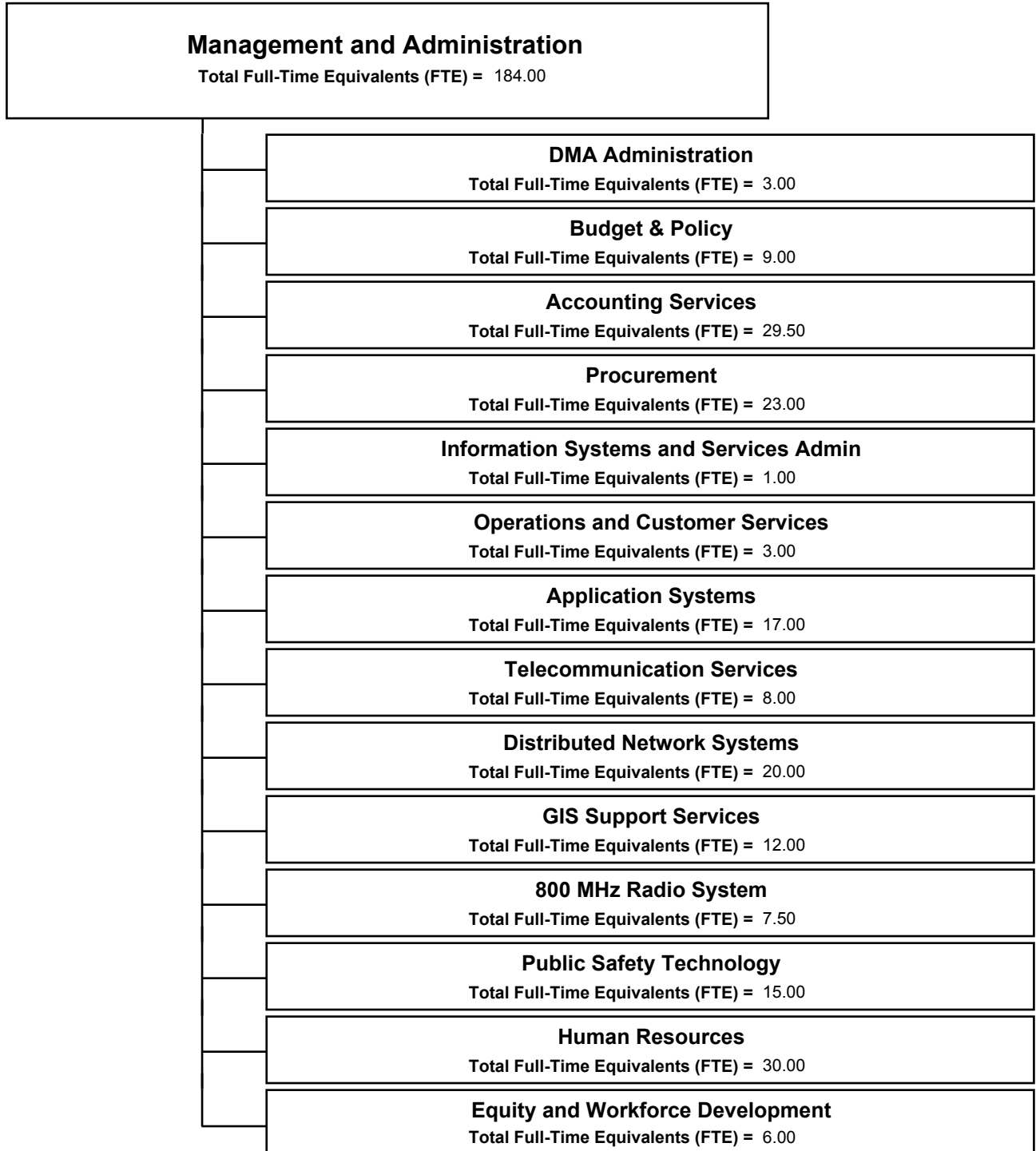


Summary of Services Provided

The department included in this service area is Management and Administration. Management and Administration is responsible for the delivery of personnel policies and procedures, workforce development, accounting, budgeting, policy development, information systems services, financial management, and procurement services. Equity and Workforce Development is responsible for compliance with federal, state and local laws which prohibit discrimination based on race, gender, disability, age, national origin and color and is also responsible for city-wide training programs. Effective FY13, Equity and Workforce Development was no longer a department, but a division of Management and Administration.

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Expenditures Summary	46,921,640	49,290,041	58,130,219	56,134,926
Funding Summary	46,921,640	49,290,041	58,130,219	56,134,926
FTE Summary	181.00	183.00	184.00	184.00

**Administration and Management Services
Management and Administration
Organizational Chart**



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Administration and Management Services
Management and Administration**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
410101 DMA Administration	412,713	476,238	498,289	494,750
410201 Budget & Policy	840,471	928,153	1,084,208	1,081,924
410202 Special Appropriations	17,905,856	18,318,203	19,080,325	17,853,703
410210 Internal Loan Transfer	0	1,390,195	1,390,865	1,390,865
410215 Internal Loan Transfer	0	1,405,840	1,423,202	1,423,202
410301 Accounting Services	3,309,709	3,261,931	3,570,196	3,583,658
410401 Administration	1,458,532	1,175,486	1,174,900	1,167,981
410404 Accounts Payable	306,790	329,843	358,357	345,548
410405 Purchase Cards	200,924	174,401	175,387	175,989
410406 Purchasing/Contracts	0	392,747	398,112	397,014
410408 Surplus	125,823	122,889	124,494	124,139
410501 Information Systems and Services Admin	2,074,614	2,045,955	4,097,647	3,204,829
410502 Operations and Customer Services	6,358,336	6,711,316	8,564,245	8,505,695
410503 Application Systems	1,581,806	1,602,559	1,628,257	1,668,829
410505 Telecommunication Services	1,284,937	1,428,996	1,424,226	1,418,458
410506 Distributed Network Systems	1,700,861	1,844,316	1,806,168	1,795,134
410508 GIS Support Services	2,300,079	2,359,110	2,361,679	2,348,766
410509 800 MHz Radio System	1,915,768	1,896,631	2,106,217	2,116,230
410511 Public Safety Technology	1,436,065	2,277,277	2,661,934	2,677,123
410601 Human Resources	2,877,822	3,340,378	3,386,731	3,528,952
410701 Equity and Workforce Development	830,534	739,315	814,780	832,137
Total Expenditures	46,921,640	52,221,779	58,130,219	56,134,926

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Transfer	0	2,796,035	2,814,067	2,814,067
Personnel Services	16,120,255	16,020,708	17,322,650	16,989,248
Operating	11,163,350	12,809,077	16,269,620	16,024,258
Other Services & Charges	740,136	1,655,563	1,664,327	1,417,843
Internal Service Funds	3,837,194	3,686,693	2,294,753	1,894,464
Utilities and Other Expenses	62,380	-83,672	-82,667	-82,667
Transfers	2,618,633	1,782,264	3,841,838	2,949,278
Contributions to Operations	11,900,826	13,410,088	13,739,507	13,821,774
Year End Adjustments	478,866	145,023	266,124	306,661
Total Expenditures	46,921,640	52,221,779	58,130,219	56,134,926

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Administration and Management Services
Management and Administration**

Operating Budget

<u>Funding Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	19,159,040	19,722,594	20,662,822	19,430,377
800 MHz Fund	1,915,768	1,896,631	2,106,217	2,116,230
Gas Tax Construction Fund	0	1,405,840	1,423,202	1,423,202
Data Processing Fund	16,736,698	18,269,529	22,544,156	21,618,834
Accounting Fund	3,309,709	3,261,931	3,570,196	3,583,658
Purchasing Fund	2,092,069	2,195,366	2,231,250	2,210,671
Human Resources Fund	3,708,356	4,079,693	4,201,511	4,361,089
Internal Loan Fund	0	1,390,195	1,390,865	1,390,865
Total Funding	46,921,640	52,221,779	58,130,219	56,134,926

<u>FTE Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
410101 DMA Administration	3.00	3.00	3.00	3.00
410201 Budget & Policy	8.00	8.00	9.00	9.00
410301 Accounting Services	29.50	31.50	29.50	29.50
410401 Administration	14.00	9.00	9.00	9.00
410404 Accounts Payable	5.00	5.00	5.00	5.00
410405 Purchase Cards	2.00	2.00	2.00	2.00
410406 Purchasing/Contracts	0.00	5.00	5.00	5.00
410408 Surplus	2.00	2.00	2.00	2.00
410501 Information Systems and Services Admin	1.00	1.00	1.00	1.00
410502 Operations and Customer Services	3.00	3.00	3.00	3.00
410503 Application Systems	17.00	17.00	17.00	17.00
410505 Telecommunication Services	8.00	8.00	8.00	8.00
410506 Distributed Network Systems	21.00	21.00	20.00	20.00
410508 GIS Support Services	12.00	12.00	12.00	12.00
410509 800 MHz Radio System	6.50	6.50	7.50	7.50
410511 Public Safety Technology	14.00	14.00	15.00	15.00
410601 Human Resources	29.00	29.00	30.00	30.00
410701 Equity and Workforce Development	6.00	6.00	6.00	6.00
Total FTE	181.00	183.00	184.00	184.00

Administration and Management Services Management and Administration

Summary of Services Provided

The Department of Management and Administration (DMA) is comprised of six divisions - Administration, Budget and Policy (OBP), Accounting Services, Procurement Services, Information Systems Services (ISS), Human Resources, and Equity and Workforce Development.

- Administration handles department-wide management and is responsible for coordination of various department functions, including PeopleSoft implementation, providing staff assistance for citywide projects, and maintenance of the city's administrative procedures.
- The Office of Budget and Policy is responsible for budgeting activities and is the lead agency for financial policy functions within city government. Responsibilities include development and preparation of the annual operating and capital budgets, development of long-range financial plans and related financial policies, and development and management of the special appropriations program for the General Fund. Other responsibilities include review and approval of operating budget work orders, development and coordination of the use of performance measurements, and program reviews.
- Accounting Services is responsible for operational functions, financial reporting, and financial systems. Operational activities include payroll processing and leave reporting, non-utility accounts receivables, and fixed asset management and inventory. Financial reporting includes preparation of the comprehensive annual financial report, grant reporting, fund accounting, and financial analysis. Accounting Services also has primary responsibility for user support, maintenance, security, training, data integrity, and reporting related to the city's financial and payroll systems.
- Procurement Services provides centralized procurement activities and establishes a system of coordinated uniform procurement policies, procedures, and practices to be used by departments in acquiring commodities and contractual services. These responsibilities are carried out through the division's purchasing, reproduction, and accounts payable units.
- Information Systems Services is tasked with providing quality services to enable city departments to make effective use of information technology. Primary responsibilities of the five major program areas that include all eight (8) units within Information Systems Services are:
 - Operations and Customer Services is responsible for data center activities that include financial and administrative support for city departments, along with processing activities required for utility customers.
 - Applications Systems is responsible for application software systems through analysis, design, and development or acquisition, installation, and maintenance of application software systems on mainframe, client server, and personal computer hardware platforms.
 - Technology Infrastructure is responsible for planning, installation, and support of distributed network computing, including voice and data communications.
 - The Public Safety Technology division is responsible for managing the applications of the Police and Fire Departments. Public safety applications vary from Computer Aided Dispatch and Records Management Systems to Crime Intelligence, Property and Evidence, Field Base Reporting, and In-Car Camera Systems and mobile data terminals. In addition, this division supports and maintains the City's intranet site and partners with the Department of Communications in support of the City's Internet site.
- As of FY10, the Human Resources department became a division of the Department of Management and Administration. Key services include the following: recruitment; benefits administration and wellness program development and implementation; occupational health and safety administration; labor relations; personnel administration; personnel file maintenance, human resource record keeping and systems maintenance, and classification and pay administration.
- As of FY13, the Equity and Workforce Development department is now a division of the Department of

Administration and Management Services

Management and Administration

Management and Administration. Key services include the following: ensuring compliance with federal, state, and local laws, which prohibit discrimination based on race, gender, disability, age, national origin, and color; responding to employee complaints; maintaining liaisons with various community groups; coordinating the Mayor's Summit on Race, Culture, and Human Relations; and providing training opportunities for city employees and the public.

Administration and Management Services Management and Administration

Trends and Issues

Office of Budget & Policy

- The Office of Budget and Policy (OBP) has faced staffing challenges in the past but mostly staffed. A reduction of 20% in total staffing over the last four years and a staff that is relatively new, with 50% of staff with less than three years of experience, has resulted in significant demands on the two senior positions in the office.

Accounting

- Received Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2013 City Comprehensive Annual Financial Reports.
- Received unmodified opinion for the fiscal year 2014 City audit.
- 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.

Procurement Services

- During the past year, Procurement Services, the Treasurer Clerk and ISS has implemented and rolled out additional electronic payment options for our vendors. We implemented the CPS application that allows vendors to receive payment via a virtual credit card and at the same time we have implemented ACH payments for all our vendors and employee travel reimbursement. In the first 6 months of offering electronic payments, we have increased electronic payments for the City from 3% to over 20% of our City's vendor payments. We have over 900 vendors who currently receive some type of electronic payment.
- Procurement Services is working with Electric and ISS to complete testing of a Champs interface. This interface will enable the integration of Champs with PeopleSoft and save the rekeying of all the requisitions and purchase orders that are keyed into both of the two systems. Our goal is a single point of entry into Champs and integrating the data into PeopleSoft.

Information System Services (ISS)

- Devices such as tablets (iPad, Androids) and smart phones (iPhones, Windows phones and Droids) for the enterprise have continued to impact the business world with services that can improve productivity and communication. With the continual increase of utilizing mobile applications to improve responsiveness and worker productivity and the need for seamless access to information anytime, anywhere and from any device, it is essential to evolve into the next generation of technology usage. As with all areas of technology, paying attention to the security aspects for mobile communication, access to data within a secure network environment and storage of data in the cloud are areas of concern for all organizations. Proper IT governance for standardization of devices, applications and continuity of connections must be given proper consideration.
- The IT industry has recognized both the promise of cloud computing and the risks associated with it. The cloud service model continues to deliver business-supporting technology more efficiently than ever before. Shifting to cloud technologies is affordable and fast, however best security practices must be followed to guard against those security vulnerabilities that come with cloud computing. ISS will continue to explore cloud solutions and is currently exploring Office 365. Best security practices are also being considered when exploring cloud solutions.
- VoIP can help reduce operating expenses because it utilizes the network to send voice traffic. This eliminates the need for a separate phone system and associated maintenance costs. Many projects have already been upgraded such as the Utilities Outage Management System (OMS) or are scheduled to upgrade during FY16 such as the Utilities IVR system. It is required to upgrade the telephone system to provide telephony support to these systems over a VoIP infrastructure. In addition, this upgrade will replace aged equipment that is prone to outages. By approving the funding for this project, the level of service for the IVR can increase from the 10 T1's for customer calls during storms to the equivalent of 30 T1's. This infrastructure will also support teleworking, thus allowing remote customer call center operators to work from their homes instead of the call center. This upgrade will affect all telephone locations, which currently totals

Administration and Management Services

Management and Administration

17 switch sites. VoIP also provides cost savings associated with moves, changes, adds and cabling costs of a traditional phone system.

Human Resources

- For FY14, the Human Resources Division has received, screened and coordinated over 14,000 applications. Executive recruitments included Police Chief, Director-Airport, Fire Chief, Manager-Human Resources, Manager-Procurement Services, Assistant City Manager, and the new Consolidated Dispatch Agency Director. Appointments were made or are pending for all of these positions. Currently, ongoing and/or anticipated executive recruitments include Deputy Police Chief, Deputy Fire Chief, and another Assistant City Manager.

Equity & Workforce Development

- EWD continues its fair housing compliance efforts through its response to complaints and inquiries received from the public. EWD responded to nine (9) fair housing complaints and inquiries in FY 2014 and five (5) complaints and inquiries during FY 2015 to date.
- During FY 2015 to date, EWD has received a total of six (6) discrimination complaints and inquiries. Of the three (3) complaints, two (2) are currently under investigation and one (1) investigation has concluded. The three (3) inquiries included two (2) requests for technical assistance and one (1) issue that was not within EWD's jurisdiction. EWD has received five (5) requests for reasonable accommodation under the ADA during FY 2015 to date. Four (4) individuals were successfully accommodated, and one (1) request is still active.

Administration and Management Services Management and Administration

Significant Changes From Approved FY 2015

The City Commission approved the budget for the Department of Management and Administration for fiscal year 2016 with the following changes:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- HR Pre-employment criminal history and drug screening costs. Fiscal Impact: \$20,000.
- HR Tobacco-free Initiatives. Fiscal Impact: \$10,000.
- EWD Tuition Reimbursement Program. Fiscal Impact: \$20,000.
- Human Resources Peoplesoft Training. Fiscal Impact: \$35,000.
- Accounting Services Peoplesoft Training. Fiscal Impact: \$50,000.
- Office of Budget & Policy Peoplesoft Training. Fiscal Impact: \$30,000.
- Procurement Services Peoplesoft Training. Fiscal Impact: \$18,000.
- Caseware Financial Reporting License. Fiscal Impact: \$18,000.
- Bomgar License. Fiscal Impact \$27,454.
- New ISS Senior Technical Support Analyst. Fiscal Impact: \$113,594.
- Increase in ISS transfer to RR&I. Fiscal Impact: \$566,550.

Administration and Management Services
Management and Administration
Performance Measures

Program Objectives

The department has identified the following program objectives for FY 2016:

Accounting Services:

1. Implementation of Kronos time and attendance system.
2. Work in conjunction with other DMA divisions to develop a strategic plan for the future upgrade of the City's financial and human resource systems.
3. Receive Government Finance Officers' Association (GFOA) certificate of achievement for excellence in financial reporting for fiscal year 2014 City of Tallahassee comprehensive annual financial report.

Office of Budget & Policy:

1. Provide quality financial and program information to management, the City Commission and the public by developing balanced operating and capital budgets that maximize the usage of available resources to achieve city goals.
2. Assist departments in implementing programs and activities by providing policy and funding guidance and information through agenda review, participation in various committees, and other advice and counsel.
3. Provide long term financial planning by projecting available revenues and expenses, monitoring legislation and the economy, identifying long-term expenditure trends, and monitoring capital expenditures.
4. Provide performance measurement information.
5. Continue to receive the Government Finance Officers' Association Distinguished Budget Award.

Procurement Services:

1. Properly acquiring and coordinating the timely delivery of necessary goods and services to support the daily operations of the city, ensuring compliance with all applicable local, state and federal policies, laws and ordinances.
2. Ensuring payments are made in compliance with the Florida Prompt Pay Act.
3. Provide routine training to procurement system users, incorporating more policy and procedures information and warning against common pitfall/violations.
4. Perform procurement reviews and assist departments in enhancing their procurement processes.
5. Continue to provide a valuable purchasing card system and enhance the ability to track and review employee purchases.

Information System Services:

1. Consistently exceed customer service requirements.
2. Develop common architecture enabling integration and interoperability.
3. Lead and support continuous business improvement.
4. Provide access to city information and services anytime, anywhere.
5. Leverage technology to improve and enhance end user productivity.
6. Maximize value of IT investments.
7. Raise the level of skills and knowledge of city employees.

Human Resources:

1. Provide policy training to supervisors and employees on updated human resource and safety policies.
2. Enhance system capabilities through MyTime to gain efficiencies and compliance with policies and legal requirements.
3. Execute an RFP for a City-wide compensation study with results expected for consideration for the FY16

Administration and Management Services Management and Administration

budget.

4. Increase employee participation in City wellness program to enhance employee wellness and fitness.
5. Deliver a City-wide employee recognition process to foster employee appreciation.
6. Become 'Employer of Choice' in the Tallahassee community with respect to our recruitment, retention and administration of employee services.

Equity and Workforce Development:

1. E-MAP- To insure a pool of qualified potential job candidates by identifying, developing and supporting highly motivated and talented employees, who will be capable of taking on greater job and leadership responsibilities and potentially fill key vacancies.
2. Compliance - To insure compliance with mandates of federal law and local ordinance to insure non-discrimination on the basis of protected characteristics as defined in the Civil Rights Act, the Americans with Disabilities Act, the Fair Housing Act and the City Fair Housing Ordinance.
3. Fair Housing - To affirmatively further fair housing as a requirement for receipt of Community Development Block Grant funds by the city.
4. Workforce Development - To provide training through the City's FYI Training and Development Programs that allows employees to acquire new knowledge and skills and sharpen existing skills.

Analysis of Performance Measures

In fiscal year 2015, becoming the 'Employer of Choice' continues to be a driving force of the Human Resources Department. Human Resources is eliminating the charge to new employees for their pre-employment screenings. The practice of charging successful applicants for their screenings began in 2004 as a revenue source.

An indicator of a rebounding economy is seen through decreasing job applications for vacant positions. In FY14, the City received 28 applicants for each job vacancy. 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 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
5-Year Capital Improvement Plan	\$	63,666	0	0	0
Appropriated operating budget	\$	57,434	0	0	0
Number of reproduction requests received	#	0	650,000	0	650,000
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Timeliness and accuracy of CAFR – City's and Blueprint 2000's	%	0	100	0	100
Timeliness of monthly system closing – by morning of 6th business day –does not include first or final month of FY	#	0	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	#	0	100	0	100
Number of Job Applications Processed	#	668	15,700	5,539	12,000
Number of Positions reclassified	#	7	100	64	100
Number of Alcohol/Drug Tests Administered	#	185	2,000	815	2,000
Number of Personnel Actions Processed	#	2,165	3,996	2,942	5,884
Number of Benefit Transactions Processed	#	588	7,932	3,627	7,932
Number of Employee Injury or Auto-Related Events Reported (based on RiskMaster data maintained by Risk Management)	#	48	416	158	350

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Administration and Management Services
Management and Administration**

Effectiveness Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Accurate and timely filing of grant reports	%	100	100	0	100
Receipt of GFOA Certificate for completion of CAFR within their guidelines	#	1	1	0	1
Timely and accurate processing of payroll – Percent completed by deadline	%	100	100	0	100
Percent of on-time departmental submittals of budget information	%	0	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)	%	0	100	0	100
Number of Centralized HR FTEs (based on actual hours paid to full-time and part-time employees)	#	2.20	30.00	15.46	31.00
Total City FTEs (includes full-time and part-time employees)	#	2,561.00	3,340.00	1,665.69	3,340.00
HR staffing level ratio (per 100 FTE's serviced)	#	0.86	0.88	0.89	0.88
Total City turnover	%	6.00	7.80	3.70	7.80
Total "Quit" Rate	%	5.00	5.00	2.90	5.00
% of New Hires still employed after one year	%	85.40	88.00	81.25	88.00
Sick Leave Hours Used Per 1,000 Hours Worked	#	24.40	24.90	23.97	24.90
Avg # Applicants Per Vacancy	#	20.90	45.00	24.02	45.00
% Annual Health Insurance Increase	%	6.54	0.00	4.72	0.00
# Employee hours in-house OSHA training completed (goal 4500 hours)	#	357	4,700	1,321	4,500
HR23 - # of site visits by safety specialists	#	173	847	0	1,694
Complete all telephone service and network connection installation service requests within three (3) working days	%	99	90	0	90
Complete initial technology requisitions and fulfill requests for quotes within eight (8) working hours of receiving the request	%	100	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.	%	64	70	0	70
Average cost to process one p-card	\$	0.00	24.56	0.00	24.56
Average cost to process one purchase order	\$	0.00	27.83	0.00	27.83
Average cost to process one requisition transaction	\$	0.00	27.02	0.00	27.02
Percentage of contract compliance reviews completed	%	0	100	0	100
Dollar amount of purchasing per FTE	\$	0	43,512,400	0	43,512,400
Percentage of checks voided in accounts payables	%	0.00	0.85	0.00	0.85
Percentage of payments processed within 30 days	%	0	98	0	98

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Administration and Management Services

Management and Administration

Effectiveness Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Percentage of reproduction service requests completed within the same day	%	0	100	0	100
Percentage of RFP's processed within 60 days	%	0	100	0	100
Percentage of procurement card payments made on time	%	0	100	0	100

**Administration and Management Services
Management and Administration
Capital Improvement Program Budget**

CIP Budget Overview

The approved FY16 – FY20 capital improvement program includes funding for twelve projects (listed below) at a cost of \$11,450,000. 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 FY16 is \$3,150,000 and supports on-going projects.

Emergency Preparedness Work Orders (\$150,000); Work and Asset Management System Upgrade (\$100,000); CDA Storage and Virtual Server (\$150,000); Applications and Database Upgrades (\$500,000); Brocade SAN Switch Replacement (\$150,000); City Building Computer Wiring Upgrades (\$50,000); Cityworks Enterprise Asset Management System (\$350,000); Microsoft 365 (\$650,000); Computer Server Upgrade (\$450,000); and Network Infrastructure Upgrade/Replacement (600,000).

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
Deficiencies Fund	150,000	750,000
General Government Capital Improvement Fund - GGCIF	100,000	300,000
Information Sys Svcs RR&I	2,900,000	10,400,000
Information Sys Svcs RR&I Undesignated Balance	0	0
Total Funding	3,150,000	11,450,000

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 2015.

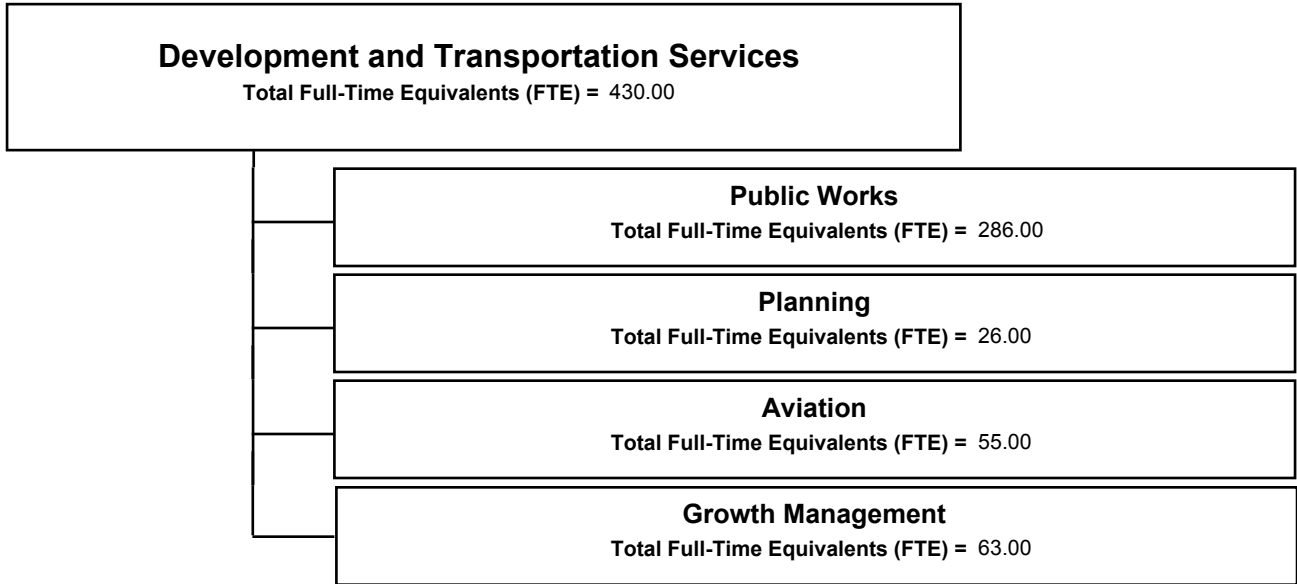
Permits and Enforcement Tracking System

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 2016.

Applications and Database Upgrades
Emergency Preparedness Work Orders
Network Infrastructure Upgrade/Replacement Project
Server Upgrade

Development and Transportation Services Organizational Chart

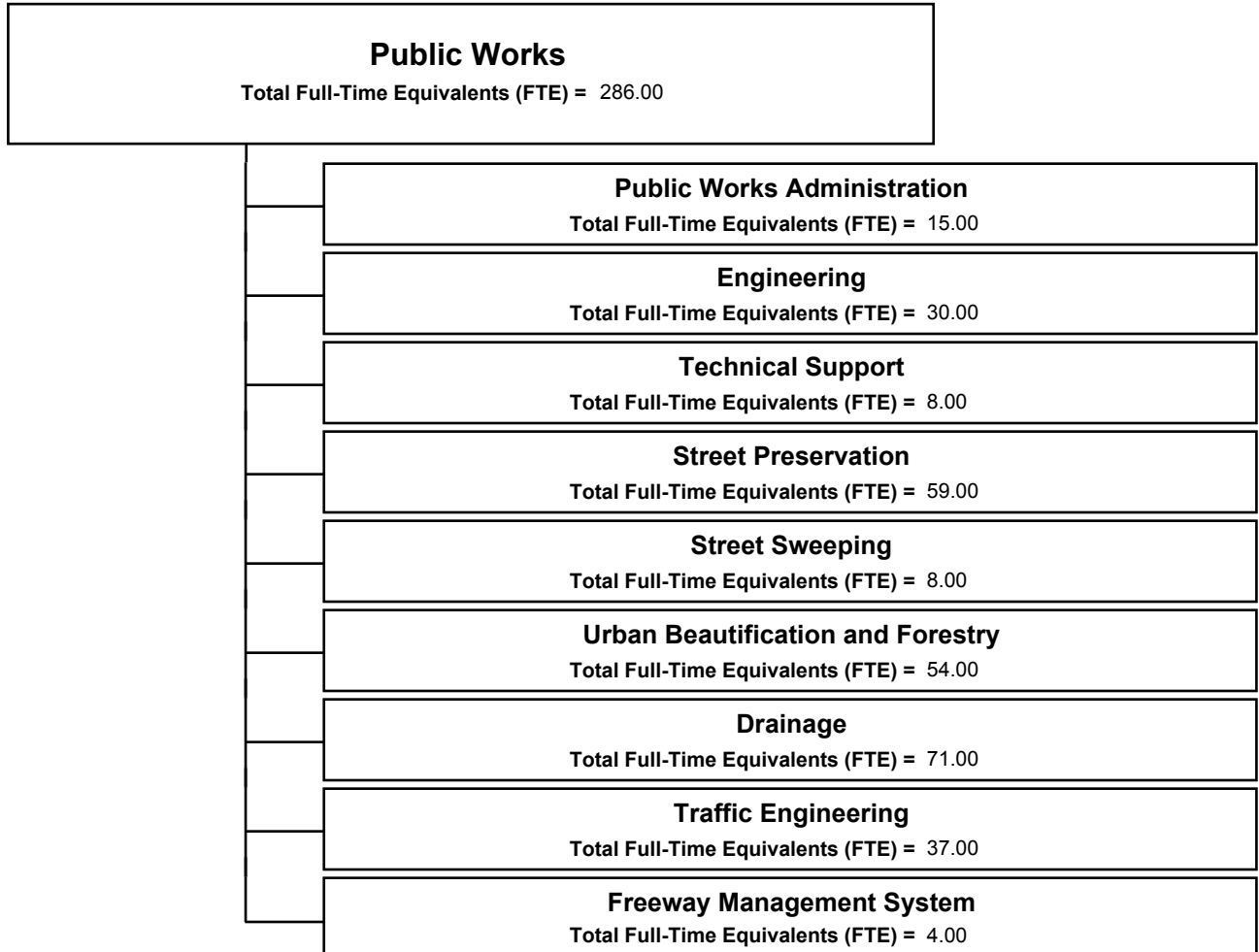


Summary of Services Provided

The Development and Transportation Services Area consists of the Aviation, Growth Management, Planning, and Public Works departments.

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Expenditures Summary	43,087,416	42,748,008	46,166,701	45,236,935
Funding Summary	43,087,416	42,748,008	46,166,701	45,236,935
FTE Summary	428.00	427.00	431.00	430.00

Development and Transportation Services
Public Works
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Development and Transportation Services
Public Works**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
220101 Public Works Administration	1,415,760	2,654,317	3,627,525	3,567,577
220201 Engineering	1,406,303	1,018,666	1,049,163	957,600
220202 Survey	477,104	406,495	413,643	408,722
220203 Construction Inspection	375,998	310,941	319,962	316,152
220301 Technical Support	1,135,424	1,028,633	1,059,410	888,643
220302 Street Preservation	3,110,913	3,241,523	3,388,936	3,424,090
220304 Street Sweeping	1,002,685	1,565,868	1,551,370	1,559,619
220305 Urban Beautification and Forestry	2,930,259	5,561,387	5,575,907	5,359,157
220306 Landscape & Trees	2,083,464	0	0	0
220401 Project Management	14,242	0	0	0
220502 Drainage	5,422,904	5,258,431	5,640,437	5,653,739
220601 Traffic	1,490,545	2,150,240	1,200,384	1,202,677
220602 Construction	806,969	806,359	813,745	751,323
220603 Traffic Signals	1,545,566	1,524,437	1,592,326	1,500,831
220604 Freeway Management System	0	370,041	378,889	391,732
Total Expenditures	23,218,136	25,897,338	26,611,697	25,981,862

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	13,621,334	14,892,874	15,220,455	15,174,171
Operating	2,916,721	4,560,012	3,482,262	3,332,262
Capital Outlay	523,455	80,210	197,210	197,210
Internal Service Funds	4,593,807	5,080,352	6,404,809	5,971,258
Utilities and Other Expenses	514,374	576,192	586,792	586,792
Transfers	742,445	359,391	361,413	361,413
Contributions to Operations	306,000	348,307	358,756	358,756
Total Expenditures	23,218,136	25,897,338	26,611,697	25,981,862

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	16,792,547	19,073,039	19,419,890	18,768,504
Stormwater Fund	6,425,589	6,824,299	7,191,807	7,213,358
Total Funding	23,218,136	25,897,338	26,611,697	25,981,862

**Development and Transportation Services
Public Works**

Operating Budget

<u>FTE Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
220101 Public Works Administration	15.00	16.00	15.00	15.00
220201 Engineering	14.00	14.00	14.00	13.00
220202 Survey	10.00	10.00	10.00	10.00
220203 Construction Inspection	7.00	7.00	7.00	7.00
220301 Technical Support	8.00	8.00	8.00	8.00
220302 Street Preservation	59.00	59.00	59.00	59.00
220304 Street Sweeping	8.00	8.00	8.00	8.00
220305 Urban Beautification and Forestry	40.00	54.00	54.00	54.00
220306 Landscape & Trees	15.00	0.00	0.00	0.00
220502 Drainage	69.00	69.00	71.00	71.00
220601 Traffic	10.00	10.00	10.00	10.00
220602 Construction	12.00	12.00	12.00	12.00
220603 Traffic Signals	19.00	14.00	15.00	15.00
220604 Freeway Management System	0.00	4.00	4.00	4.00
Total FTE	286.00	285.00	287.00	286.00

Development and Transportation Services Public Works

Summary of Services Provided

The Public Works Department consists of the Administration Division, Capital Programs Division and Operations Division.

There are 15 employees in the Administration Division responsible for overseeing overall operations of the Public Works Department. Administrative staff provides support in the areas of procurement, personnel management, contract administration and vendor payments.

The Capital Programs Division consists of approximately 52 engineers, designers, surveyors, inspectors, traffic technicians, construction staff and other professionals. The Division is responsible for a variety of important and complex issues. The Engineering Section is responsible for the survey, design and construction of millions of dollars of capital projects each year; from sidewalks, to stormwater facilities, to roadway improvements and beautifications to new transportation corridors.

The responsibilities of the Capital Programs Traffic Mobility Management section are varied. This section is responsible for traffic studies, development review, and right-of-way permitting. It is also responsible for implementing the City's Traffic Calming program and Red Light Camera Program. The construction units are responsible for construction of traffic signals and other minor construction projects within the public right-of-way. Any traffic related comments and requests generated by citizens are addressed through the Traffic Mobility Management section.

The Operations Division consists of approximately 221 employees that are organized into five functional units. Those units are the Technical Support Unit, the Street Operations Unit, the Urban Forestry Unit, the Drainage Operations Unit and the Traffic Operations Unit. The Technical Support Unit provides support to the other four units in the areas of computer hardware and software usage, database management, GIS support, development of bid packages and contract administration. The Street Operations Unit is responsible for maintaining the street system infrastructure including roadway patching and resurfacing; maintenance of the curbs, gutters and sidewalks; and the maintenance of pavement markings and roadway signage. The Urban Forestry and Beautification Unit is responsible for maintaining the city right-of-way including landscape plantings and trees, mowing, litter removal, maintaining roadside ditches and street sweeping. The Drainage Operations Unit is responsible for maintaining the city's storm drainage infrastructure including the enclosed drainage system (structures and piping), the open ditch drainage system and the many public stormwater management facilities (ponds). The Traffic Operations Unit is responsible for maintaining the city's traffic signal system and the recently completed freeway management system. Its activities include adjustments to signal timing, the operation of the regional traffic management center located in the Public Safety Complex, repairs and/or upgrades to traffic signals, signal controllers, intersection cameras, pedestrian crossing devices, schools zone warning signals, and dynamic message boards.

Development and Transportation Services Public Works

Trends and Issues

The Public Works Department has continued to produce innovative, creatively-designed, well-constructed infrastructure projects that have a significant impact on the quality of life for our citizens. The challenge in the coming years will be to maintain our momentum for project planning, design and execution, while continuing 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. Key trends and issues for the Capital Division and Operations Division within this department are as follows:

Capital Division

Red Light Camera Program (RLC) – Due to driver behavioral changes as well as mandated system timing changes, violations have dropped significantly at RLC intersections. Staff completed its evaluation of the program and terminated the program at the expiration of the existing contract with the vendor.

Capital Funding – Public Works remains concerned regarding the lack of consistent programmed funding for Capital Projects. Without adequate funding we continue to add to a backlog of needed infrastructure projects, and risk not maintaining the workload needed to retain our in-house design production staffing levels. Securing the Capital Projects associated with the Sales Tax Extension is of vital interest to maintaining those staffing levels.

FAMU Way – Great progress has been made on Phase I of The FAMU Way Extension project. Construction is expected to be completed from Bronough Street through the Wahnish Way roundabout by the end of FY 2015. Phase II is pending decisions by Blueprint 2000 regarding alignment options for their Capital Cascades Trail Segment 3d project. The construction start for Phase II is anticipated in FY 2016 and Phase III the following year.

Sidewalk Prioritization – Public Works has worked diligently with the Planning Department to propose revised Sidewalk Prioritization Policy over the past year. The proposed process has been approved by The Long Range Target Proposals Committee and was presented to, and approved by, the Commission in April, 2015. This will provide staff with direction as to how to allocate sidewalk funding over the next several years.

Operations Division

City Works – Staff is working with ISS and other departments to implement a city-wide work and asset management system. The product currently being evaluated is CityWorks, a GIS-based, web application that will run on mobile devices. The Public Works budget includes funding to address the perceived need for departmental implementation and support services in FY 2016 and annual recurring funding to position the department to adapt to the ever-changing landscape of software and mobile technology.

Increased Inspections Implications – Increased inspections associated with the National Pollutant Discharge Elimination System (NPDES) Permit, the Northwest Florida Water Management Permits (NWFWM) and the Florida Department of Transportation (FDOT) Bridge Inspection programs continue to reveal numerous maintenance issues that must be addressed. Public Works Drainage Operations is challenged to meet these demands with current staff. This budget includes funding for positions to help address this increasing workload.

Pavement Management Program – Staff continues to work toward creating a complete pavement management program by incorporating a variety of resurfacing techniques. By attaining an optimal balance of techniques to be used within the available funding, the program's goal is to maximize the number of lane mileage addressed during the year. Approval has recently been received to award three-year term contracts for the micro-surfacing and the hot-in-place services, which will help us maximize our service delivery.

SunGuide – With the adoption of Amendment 3 to the JPA with FDOT, The Tallahassee SunGuide RTMC project will increase the Tallahassee Advanced Transportation Management System (TATMS) coverage from 11.5 hour a weekday to 16 hours a weekday. The additional staffing and operational cost will be fully

Development and Transportation Services Public Works

reimbursed monthly by FDOT.

Significant Changes From Approved FY 2015

The following service level changes are included in the approved budget for the Public Works Department's fiscal year 2016 budget.

- Adjustments to personnel expenses include the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Funding for two Equipment Operator II positions in the Drainage Operations Unit to maintain NPDES compliance standards. Fiscal Impact: \$200,180 (Stormwater Fund).
- Funding for one vacant Civil Engineer I position was deleted. Fiscal Impact: - \$91,257 (General Fund).
- Funding for temporary laborers to perform litter removal and mowing tasks was deleted. Fiscal Impact: \$150,000 (General Fund).

**Development and Transportation Services
Public Works
Performance Measures**

Program Objectives

The department has identified the following objectives:

- Maintain city streets in good repair;
- Maintain city stormwater/drainage system in good repair;
- Develop and maintain inventories of infrastructure and facilities;
- Complete capital improvement projects on time and within budget;
- Reduce traffic congestion;
- Increase focus on customer service, satisfaction and improved communications;
- Have highly efficient, adequately funded, quality programs.

Analysis of Performance Measures

1. Public Works Design Staff continues to meet their production target.
2. The cost per CY of concrete in place reflects the cost of all materials, labor and equipment.
3. Costs per ton of asphalt also reflect the cost of all material, labor and equipment.
4. Public Works continues to respond to 95% of all requests for asphalt patching within 5 days of receiving the request.
5. Because of budgetary constraints, Public Works continues to be unable to respond to 95% of all tree maintenance requests in less than 6 weeks.
6. The cost per lane mile for resurfacing is significantly impacted by the number of lane miles completed each year, as well as our ability to utilize varying resurfacing techniques. The utilization of certain techniques, such as hot in place recycling, cold in place recycling or micro-surfacing, results in a decrease in the cost per lane mile over the more expensive milling/resurfacing technique. The effectiveness of these less expensive techniques is equal to or superior to the traditional milling/resurfacing technique, when applied to select roadways. None of these techniques are all encompassing, nor should they be applied indiscriminately on all roadways. Each technique has its unique purpose and when properly applied can significantly enhance our ability to effectively stretch our resurfacing dollars by reducing the cost per lane mile. The direct result of having these techniques at our disposal is a higher annual yield in total lane miles resurfaced for the same budgetary dollars. The benefit is the flexibility to apply resurfacing monies to roadways of varying need including rehabilitating those in the worst condition (milling/resurfacing) and avoid, through some lower cost techniques, the further deterioration of newer roads (micro-surfacing).

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Costs per ton of asphalt	\$	179.09	280.00	390.34	380.00
Number of employees	#	286	286	285	286
Total Public Works Budget (in thousands)	\$	23,221	26,151	155,382	26,826
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of cycles completed vs goal: FDOT street sweep	%	100	100	100	100

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Development and Transportation Services

Public Works

Efficiency Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Compare annual construction costs designed to \$4.2M: Engineering	%	100.00	100.00	55.39	100.00
Cost per CY of concrete in place	\$	820.79	922.00	831.69	875.00
Percentage of asphalt patches completed within five days	%	98	96	0	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	\$	76,708	98,000	87,656	85,000

**Development and Transportation Services
Public Works
Capital Improvement Program Budget**

CIP Budget Overview

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
1989 Sales Tax Undesignated Balance	0	0
2004 Capital Bond Series	0	0
2005 Sales Tax	1,229,000	18,079,950
2014 Capital Bond Series	0	0
Gas Tax	2,889,700	15,607,450
Gas Tax Undesignated Balance	1,000,000	1,000,000
General Government Capital Improvement Fund - GOCIF	500,000	15,442,550
General Government Future Bonds	5,700,000	15,312,100
Intergovernmental - Leon County	0	0
Stormwater RR&I	750,000	750,000
Stormwater RR&I Undesignated Balance	1,725,000	10,343,900
Total Funding	13,793,700	76,535,950

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 2015:

2013 Asphalt Maintenance
2013 Milling/Inplace
2014 Asphalt Maintenance
2014 Concrete Maintenance
2014 Milling/Inplace
2014 Traffic Maintenance
2015 Asphalt Maintenance
2015 Concrete Maintenance
2015 Milling/Inplace
2015 Traffic Maintenance
6th Avenue Improvements
ADA Governor's Square Zone III
ADA Sidewalk Rehabilitation
Appleyard / Mission @ Peachtre
Bradford Road Sidewalk
Callaway St Sidewalk from Pullen
Cascades Park Sidewalk Enhance
College Avenue
Connor-Apalachee Traffic Light
Copeland Street
Downtown Sidewalk
FDOT-RTMC JPA
FY15 Signal Maintenance
Gadsden St Ramps
Gaines Street FAMU Way Madison
Gay Street Sidewalk
Greenway Trail Connectors CITY
Jackson Bluff - Lake Bradford
John Knox Turn Lane
Lake Bradford Road Gateway Enh
Master Plan for Multi Modal Tr
Miller Landing at Meridian
Minor Intersection/Safety Modification
Minor Stormwater Improvements
Mitchell Avenue
Municipal Complex Improvements
NIE-26 Jackson Bluff
Nova 2010 Sidewalk - Volusia Street
Palmer Avenue Sense of Place
Park Avenue Zone ES
Public Safety Complex (City Portion)
Pullen Rd - Nova 2010 Sidewalk
Recurring Traffic Management System
Residential Sidewalks and Bike
Ridge Road East Sidewalk
Ridge Road West Sidewalk
Southwood Zone Sidewalk
Storm Drain System RR&I
Street Resurfacing Program
TATMS ITS Upgrade

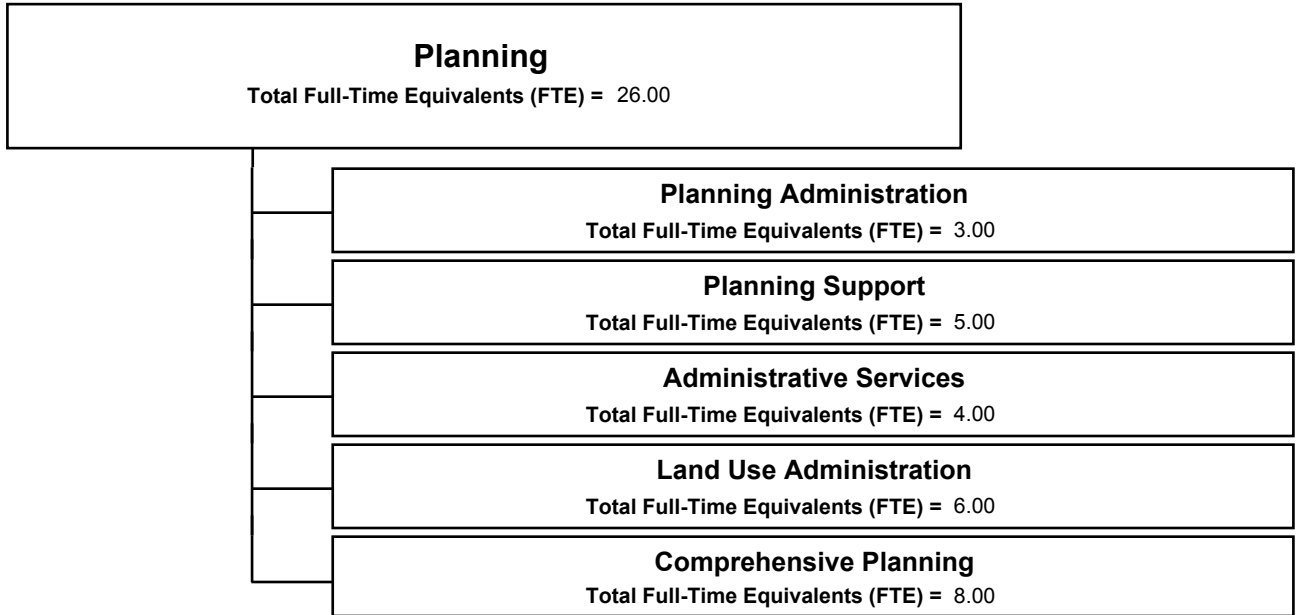
Development and Transportation Services
Public Works

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 2016.

ADA Punch List North Zone
ADA Punch List South Zone
Advanced Transportation Management
Bradford Rd (Meridian to Thomasville Rd)
Calhoun Sidewalks
Calhoun Street Ramps
Centerville Road Sidewalk
Crawfordville Trace Sidewalk
Design of Ped Plaza on Raven Street
Equipment Wash Rack
FAMU Way
Flipper Street Sidewalk
FMS - I-10 Crashes
Gadsden Zone Sidewalk SE-RE-RS
Gaines St N. Bicycle Blvd
Gearhart Road Sidwalk
Landscape Enhancement
Live Oak Plantation Road/Timberlane
Lonnbladh Road PASS
Lorene Street Extension
Magnolia Drive Sidewalk
Messer Field Parking Imprvment
Miller Landing Intersection
Misc. Prioritized Sidewalk Pro
N. Ridge (Creek to Toucan)
Nova2010 Sidewalks
Public Works Security Upgrade
Railroad Avenue
South Monroe Zone II
TATMAS Enhancement
Weems Road Extension
Weems Road Pass

Development and Transportation Services
Planning
Organizational Chart



**Development and Transportation Services
Planning**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
250101 Planning Administration	482,745	713,192	781,082	773,014
250102 Planning Support	493,936	446,127	453,999	455,065
250103 Administrative Services	301,155	290,516	293,385	294,645
250104 Environmental Planning	21	0	0	0
250201 Land Use Administration	575,401	556,516	563,602	562,707
250301 Comprehensive Planning	716,670	780,092	803,986	798,792
Total Expenditures	2,569,928	2,786,443	2,896,054	2,884,223

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	2,097,371	2,382,444	2,429,986	2,425,340
Operating	69,497	125,609	125,609	123,609
Internal Service Funds	291,496	213,964	277,576	272,391
Transfers	111,564	64,426	62,883	62,883
Total Expenditures	2,569,928	2,786,443	2,896,054	2,884,223

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	2,569,928	2,786,443	2,896,054	2,884,223
Total Funding	2,569,928	2,786,443	2,896,054	2,884,223

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
250101 Planning Administration	3.00	3.00	3.00	3.00
250102 Planning Support	5.00	5.00	5.00	5.00
250103 Administrative Services	4.00	4.00	4.00	4.00
250201 Land Use Administration	6.00	6.00	6.00	6.00
250301 Comprehensive Planning	8.00	8.00	8.00	8.00
Total FTE	26.00	26.00	26.00	26.00

Development and Transportation Services Planning

Summary of Services Provided

- The Planning Department provides leadership to facilitate high quality growth and development in both the City of Tallahassee and Leon County. The department is comprised of five divisions, which include Administration, Research & Graphics, Administrative Support, Land Use Planning, and Comprehensive Planning & Urban Design.
- Administration provides accurate information, creative and effective planning recommendations; and expertise in the areas of long-range land use, environmental, and transportation planning.
- Research & Graphics provides geographic information system research, mapping, graphics, computer, and publication assistance to the Planning Division and to the local governments.
- Administrative Support provides administrative support services for the department including the provision of additional resources in understaffed areas and coordinates work responsibilities within the Planning Division.
- Land Use Planning reviews rezoning applications, planned unit developments, developments of regional impact, and other large-scale developments.
- Comprehensive Planning & Urban Design Division promotes implementation of the Tallahassee-Leon County Comprehensive Plan including oversight of the process of evaluating and amending the plan and coordinates long-range transportation, environmental, and special planning projects and issues.

Trends and Issues

In response to increasing development and demand for more urban, walkable high quality design from both private and public sectors, the Department continues to focus staff resources in the areas of greatest demand. Staff is responding to increasing requests for design assistance and placemaking initiatives while maintaining a high level of service in our statutorily mandated processes. All of these support an increasing quality of urban infill within the City.

Significant Changes From Approved FY 2015

The City Commission approved the budget for the Planning Division with the following changes:

- Adjustments to personnel expenses included the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Reductions in Temporary Wages budget. Fiscal Impact: (\$310).
- Reductions in Unclassified Contractual Services budget. Fiscal Impact: (\$2,000).

Development and Transportation Services Planning Performance Measures

Program Objectives

MANAGEMENT/ADMINISTRATION DIVISION

- It is our mission to provide accurate information, creative and effective planning recommendations, and expertise in the areas of long-range land use, environmental, and transportation planning. This Division provides coordination and oversight of these functions. The Division also ensures administration of the department's budget; ensures expenditure levels conform with approved resources; monitors federal and state legislation impacting municipal government planning activities; provides timely and effective planning information for the orderly growth of the Tallahassee community; and ensures compliance with city/county memorandum of agreement.

RESEARCH AND GRAPHICS SUPPORT DIVISION

- To provide efficient support service activities (GIS, research, mapping, graphics, computer assistance, and publication assistance) to the Planning Department and to City and County Governments.

ADMINISTRATIVE SERVICES

- To promote the efficient and effective administrative services support for the department as a whole; provide additional resources in understaffed areas; improve use of existing staff and fiscal resources; and promote effective coordination.

LAND USE ADMINISTRATION

- To review rezonings, Planned Unit Developments, Developments of Regional Impact, and other large-scale developments; to process and review abandonments, development applications within the Capitol Center Planning District, and street reclassification requests; to enhance and maintain the City's urban forest, maintain and enhance the Canopy Road System, survey and preserve the City's patriarch trees and other significant trees; to assist other divisions and departments with creation and processing of land development regulations; and to develop land development regulations for special study areas.

COMPREHENSIVE & ENVIRONMENTAL PLANNING DIVISION

- To promote the implementation of the Tallahassee-Leon County Comprehensive Plan, to oversee the process of evaluation and amendments of the Plan, and to provide coordination for long-range planning projects and issues. To develop and implement long-range plans to identify and protect natural resources including canopy roads, wildlife and listed species habitat, unique vegetation communities, community open space and surface water resources through: Greenways and mitigation planning; Land acquisition; Environmental research and resource assessment; Brownfield redevelopment and Coordination with other agencies.

- To develop and implement long-range plans to identify and classify road corridors, bicycle and pedestrian systems, and coordinate local transportation issues with regional, and state organizations.

Analysis of Performance Measures

We have completed planning efforts for several major initiatives, including concept development for the North Monroe Street gateway and adoption of the Wayfinding Signage System, Greenways Master Plan, and Bike Route System. We are now moving forward with ongoing implementation for each of these large projects, while beginning work on new initiatives, such as the Comprehensive Plan Reform, Fairgrounds improvements, connectivity planning, analyzing the Multi-Model Transportation District, and planning the Heritage Pathways project. Staff will also be working on the review of plans and projects associated with the Market District, Midtown, Monroe-Adams Corridor, Governors Walk, College Avenue, and the Arena District.

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of City and County Commission workshops, meetings, or public hearings attended.	#	45	45	16	45

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Development and Transportation Services

Planning

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of comprehensive plan amendments analyzed and correctly processed for public hearings and workshops.	#	16	16	6	10
Number of Direct Mail Notices sent to customers.	#	5,732	9,200	1,432	9,200
Number of Land Use applications processed, including site plans, text amendments, subdivisions, plats, etc. City and County.	#	151	130	38	130
Number of public workshops, listening sessions and neighborhood meetings held.	#	16	35	5	35
Number of Sense of Place projects completed.	#	5	7	7	7
Number of special projects, including strategic initiatives.	#	38	24	84	100

Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of GIS layers actively maintained.	#	7	7	7	7
Number of residential dwelling units permitted within the Gaines Street Redevelopment Area.	#	0	30	0	0
Number of residential dwelling units permitted within the Southern Strategy Area.	#	0	35	0	0
Number of rezonings and planned unit developments processed.	#	28	35	6	35
Number of staff hours worked on Sense of Place projects.	#	1,054	2,000	1,500	1,500
Number of staff hours worked on special projects.	#	3,342	5,200	9,950	12,000
Number of square feet of nonresidential development permitted within the Southern Strategy Area.	#	0	10,000	0	10,000

Development and Transportation Services
Planning
Capital Improvement Program Budget

CIP Budget Overview

The Planning Division has two capital projects in the FY16-FY20 capital plan totaling \$400,000. The FY16 capital plan includes the New Wayfinding Signs project for \$50,000. The New Bike Boxes project is proposed for funding in FY17-FY19 in the amount of \$50,000 annually.

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	50,000	400,000
Total Funding	50,000	400,000

Completed Capital Projects

The following list represents currently open projects with a magnitude greater than \$50,000 that are expected to be completed in fiscal year 2015.

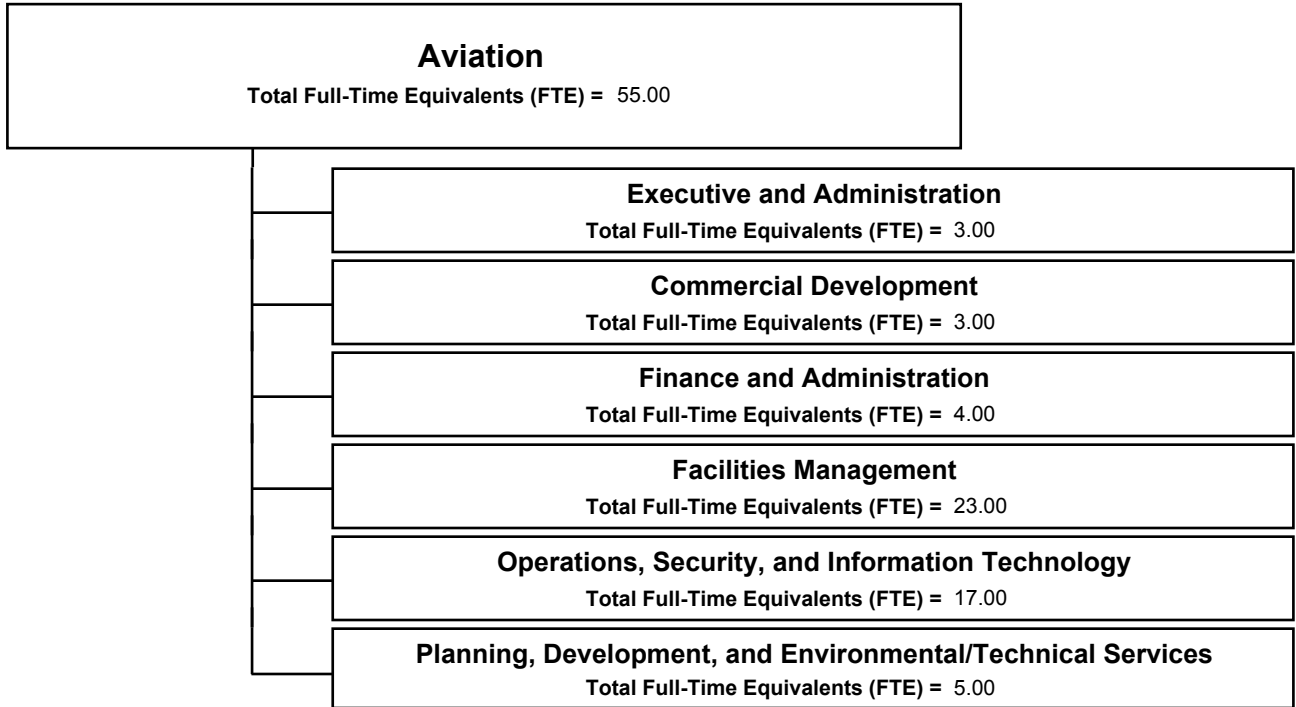
None

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 2016.

None

Development and Transportation Services
Aviation
Organizational Chart



**Development and Transportation Services
Aviation**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
270101 Executive and Administration	1,856,931	1,860,948	1,589,509	1,577,009
270102 Commercial Development	187,899	286,738	290,329	290,361
270103 Finance and Administration	3,424,336	1,821,579	1,774,572	1,903,482
270201 Facilities Management	2,333,461	2,783,365	2,730,647	2,741,510
270202 Operations, Security, and Information	2,413,127	2,545,570	2,856,799	2,623,536
270203 Planning, Development, and	200,168	214,585	360,527	364,017
Total Expenditures	10,415,922	9,512,785	9,602,383	9,499,915

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	3,211,954	3,620,141	3,808,140	3,826,230
Operating	639,658	704,987	729,987	729,987
Other Services & Charges	108,150	28,150	5,000	5,000
Internal Service Funds	1,542,027	1,529,736	1,293,557	1,283,189
Utilities and Other Expenses	835,149	1,074,312	982,366	982,366
Transfers	328,619	0	0	0
Contributions to Operations	1,071,949	1,154,060	1,400,744	1,161,319
Year End Adjustments	2,678,416	1,401,399	1,382,589	1,511,824
Total Expenditures	10,415,922	9,512,785	9,602,383	9,499,915

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Aviation Operating Fund	10,415,922	9,512,785	9,602,383	9,499,915
Total Funding	10,415,922	9,512,785	9,602,383	9,499,915

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
270101 Executive and Administration	4.00	3.00	3.00	3.00
270102 Commercial Development	2.00	3.00	3.00	3.00
270103 Finance and Administration	4.00	4.00	4.00	4.00
270201 Facilities Management	22.00	22.00	23.00	23.00
270202 Operations, Security, and Information	16.00	16.00	17.00	17.00
270203 Planning, Development, and	5.00	5.00	5.00	5.00
Total FTE	53.00	53.00	55.00	55.00

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 Management

- Responsible for building and airfield maintenance
- Maintains the terminal, airfield, the control tower, fire station, hangars, runways, taxiways, aprons, parking facilities and all airport acreage

Operations, Security and Information Technology

- Monitors and directs airfield operations
- Responsible for enforcement and oversight of airport rules and regulations and minimum standards
- Compliance to Federal Aviation Agency Regulations
- Manages services provided by fire and police units located at the airport

Planning and Development

- Responsible for managing the department's construction and capital improvement plan
- Prepares and identifies capital program costs, design review and environmental management
- Provides accountability to the city, Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT)

Development and Transportation Services Aviation

Trends and Issues

- Airline Industry Trends & Changes:

The merger between American Airlines/US Airways (American Airlines Group) was completed on December 9, 2013; however, both are still operating under a separate certificate. The Airlines group together now forms the largest airline in the world. Within the last few years, we have seen Delta and Northwest, United and Continental, and Southwest and AirTran consolidate. These groups of airlines now control 83% of the domestic market share. There is then a significant size gap in the industry to the next group of carriers such as JetBlue, Frontier, Spirit, Allegiant and Alaska which are much smaller and will continue to operate as low cost niche market carriers. The North American market is expected to grow 3% annually. The United States will continue to be the largest air passenger market in terms of traffic over the next 20 years. The North American market has the highest profitability over any other region. International air travel will more than double, and international freight is also increasing.

- Commercial Airline Activities:

Tallahassee International Airport (TLH) is currently served by two major airlines that include American Airlines, Delta Air Lines and a regional carrier, Silver Airways (which code shares with United Express and JetBlue). Combined, these airlines serve 7 destinations with 22 daily departures to such locations as Miami, Ft. Lauderdale, Tampa, Orlando, Atlanta, Charlotte, and Dallas Ft. Worth. TLH has one-stop service to every major region of the United States and international connection options from each of those International hub cities. TLH ended FY 2014 with a 1.5% increase in passenger traffic over FY 2013. TLH's Management Team is developing a new rates and charges model with assistance from a consultant. This model will allow the Airport to cover the total cost of operating at the Airport and will also allow TLH the flexibility to accommodate and attract a low cost carrier. Although we have recently amended some Airline agreements, we will negotiate all new agreements with the air carriers this calendar year.

- Capital Improvements:

The Airport Capital Programs Division is responsible for all planning, development, design, and construction coordination, oversight of the project permitting, environmental management, safety and phasing plans; and engineering, construction inspection, FAA/FDOT and contractor coordination to ensure total compliance with design specifications and all applicable regulations and funding of these projects. Capital Programs also works closely with the other Divisions on funding, grant issues, safety and operations issues and maintenance compatibility. Additionally, during Fiscal Year 2014 the division hired a new Capital Programs Administrator as well as a new Construction Coordinator which has provided additional involvement with both future business development as well as sourcing additional revenue streams for funding capital projects. The Division's management of the grant, planning, design, and construction activities continue to improve. This is particularly noticed by our granting agencies, the FAA and FDOT. Capital Programs is first on their call list when there is additional money for projects because granting agencies know we can respond, need the funds, and meet their organizational goals and objectives. As part of the development of the FY16 Capital Budget, the Aviation Department restated the previously appropriated funding for Project 15014-Terminal Modernization in which the actual funding from FAA, differed from the estimated funding. The funding has decreased by \$3,000,000.

Here is a list of TLH's accomplishments during the last fiscal year:

- International Designation:

Aviation Department staff pursued a rebranding in concert with becoming the "Tallahassee International Airport." This past fiscal year, the Airport successfully received the designation. This will help the airport become more competitive for various air service and development opportunities, while also fostering new economic development opportunities for the City of Tallahassee and the surrounding community. Airport staff worked closely with U.S. Customs and Border Protection, local law enforcement, air carriers, general aviation and other stakeholders to generate support for the exciting change. A pro forma budget is also being developed to identify the costs which will be involved in having locally assigned Customs and Border Protection Officers permanently assigned to the Airport.

- Overall passenger growth for CY 2014 of 1.2% over CY 2013 was consistent with the average 1.3% growth

Development and Transportation Services Aviation

for the other top U.S. markets and 0.6% nationally.

- Airline seat load factors (percentage of seats occupied) have averaged 75.8% at TLH.
- Delta has continued to up gauge aircraft size to Atlanta (ATL). By April 2015, five of the seven Atlanta flights will be flown by mainline aircraft. This is a seat increase of 21% year over year for April 2014.
- Silver Airways added nonstop service to Fort Lauderdale and an additional flight to Orlando (MCO) on February 12th. Silver also has one-stop service to Tampa (TPA) and connecting service to West Palm Beach (PBI) twice daily.
- American has upgraded aircraft in the market and most of the 50-seat regional jets have been replaced with the newer E175 aircraft that has a seating capacity of 76 seats.

Significant Changes From Approved FY 2015

The City Commission approved the budget for the Aviation Department with the following changes:

- Adjustments to personnel expenses included the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Reduce Utilities-Electric budget due to it being overstated. Fiscal Impact:(\$44,928) decrease in revenues and expenditures.
- Reduce Capitalized Wages budget due to it being overstated. Fiscal Impact: \$41,305 increase in revenue and expenditures.
- Reclassification of existing OPS Airport Operations Agent to a permanent, full-time Airport Operations Agent. Net Fiscal Impact: \$0.
- Reclassification of existing OPS Airport Operating & Mechanical Systems Maintenance Technician to a permanent, full-time position. Net Fiscal Impact: \$8,052.

Development and Transportation Services

Aviation

Performance Measures

Program Objectives

It is TLH's goal to be the 'Airport of Choice for the Capital Region'. To achieve this goal, compliance with FAA Safety and Security Operating Certificate is required. The Operations, Facilities, Police and Fire Rescue Units represent TLH's commitment to safety and security. To measure this objective, FAA citation, runway incursion, aircraft incident reports, and security breaches performance measures are indicators of their effectiveness.

A second objective is the Aviation Fund's financial condition. The Aviation Fund is a self-supporting activity that requires no support from General Government. This requires the Finance and Administration Unit to balance fiscal control, cost containment and analysis necessary to generate various revenues and airline and other rates and charges that are competitive in order to not price TLH out of the market. Landing fee, average terminal rental, and cost per enplanement performance measures are indicators of their effectiveness.

A third objective is maintaining a customer satisfaction rating of 70%. The Business Services Unit is responsible for customer service, concessions, and creating an environment that is desirable to airport passengers. The Facilities, Maintenance and Ground Transportation Unit is also responsible for maintaining the appearance and environmental condition of the facilities. Customer service upgrades and customer satisfaction index are indications of their effectiveness.

A fourth objective is the effectiveness of the Airport Capital Program. Airports are continuously rehabilitating, increasing and modifying their infrastructure, and are thus capital intensive. These improvements relate to safety and security, as well as customer amenities. Because of all of the Federal and State Funding and extensive regulatory requirements, project compliance is critical in order to avoid the loss of funding. The Projects on Time/Within Budget and Project Compliance Performance Measures of the Planning, Development and Environmental/Technical Services Unit are indicators of their effectiveness.

Analysis of Performance Measures

- Overall passenger growth for FY 2014 of 1.2% over FY 2013 was consistent with 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 75.8% at TLH.
- Delta has continued to up gauge aircraft size to Atlanta (ATL). By April 2015, five of the seven Atlanta flights will be flown by mainline aircraft.
- Silver Airways added nonstop service to Fort Lauderdale and an additional flight to Orlando (MCO) on February 12th. Silver also has one-stop service to Tampa (TPA) and connecting service to West Palm Beach (PBI) twice daily.
- American has upgraded aircraft in the market and most of the 50-seat regional jets have been replaced with the newer E175 aircraft that has a seating capacity of 76 seats.

<u>Input Measures</u>	<u>Unit of Measure</u>	<u>FY 2014 Actual</u>	<u>FY 2015 Budget</u>	<u>FY 2015 YTD</u>	<u>FY 2016 Budget</u>
Aircraft Operations	#	14,970	60,000	14,742	57,000
Capital Projects	#	26	30	9	30
Persons Using Airport Terminal Facility	#	1,416,224	1,380,000	354,616	1,368,000
<u>Output Measures</u>	<u>Unit of Measure</u>	<u>FY 2014 Actual</u>	<u>FY 2015 Budget</u>	<u>FY 2015 YTD</u>	<u>FY 2016 Budget</u>
Aircraft Incident Reports	#	25	35	8	35
Aircraft Operations Handled	#	57,000	60,000	14,742	57,000
Customer Service Upgrades	#	4	4	6	2
Enplaned Passengers	#	353,798	345,000	89,560	342,000

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Development and Transportation Services

Aviation

Outcome - Lagging Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Airport Operating Certificate Retained: 1=Yes, 0=No	#	1	1	1	1
Average Terminal Rental Per Square Foot	\$	26.95	38.97	37.30	39.63
Cost per Enplaned Passenger	\$	9.94	11.67	10.87	10.72
Customer Satisfaction Rating	%	0	70	0	70
Deplaned Passengers	#	354,314	345,000	87,748	342,000
Effective Capital Program Administration: 1=Yes, 0=No	#	1	1	1	1
Landing Fee Per 1,000 Pounds Landed Weight	\$	1.04	1.57	1.50	1.24
No General Government Support: 1=Yes, 0=No	#	1	1	1	1
Overall Customer Satisfaction Achieved: 1=Yes, 0=No	#	1	1	1	1
Project Compliance	%	100	100	100	100
Projects on Time/Within Budget	%	95	95	95	95

**Development and Transportation Services
Aviation
Capital Improvement Program Budget**

CIP Budget Overview

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
2020 Sales Tax	0	8,200,000
Airport RR&I	1,491,375	9,014,375
Federal Aviation Administration	1,374,750	25,211,250
Florida Department of Transportation - Aviation	626,375	22,515,625
Passenger Facility Charge	940,000	6,801,250
Private Investment Funds	0	25,875,000
Total Funding	4,432,500	97,617,500

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 2015:

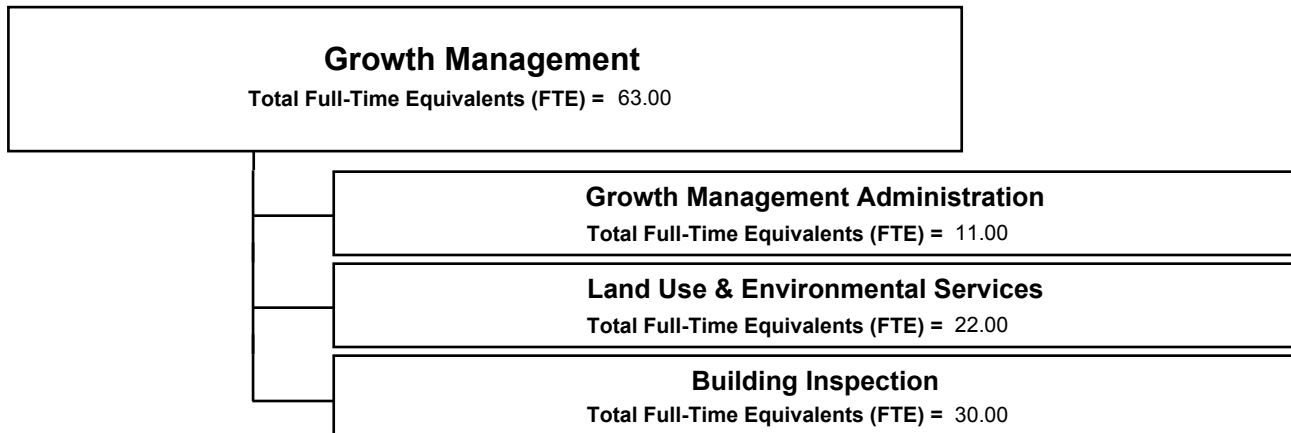
- Terminal Building Rehabilitation
- Inline Baggage Handling System
- Runway 18/36 Extension
- ARFF Vehicle Replacement
- Airfield Signing Improvements
- Airfield Lighting Improvements
- Airfield Preservation
- Stormwater Management
- Terminal Building Rehab Phase II
- Terminal Building Rehabilitation
- Runway 9/27 Phase II
- Marketing and Promotional

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 2016.

- Marketing and Promotions Study
- Terminal Modernization

**Development and Transportation Services
Growth Management
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
330101 Growth Management Administration	1,610,139	1,791,493	2,017,987	1,561,769
330301 Land Use & Environmental Services	1,810,588	1,886,410	1,774,371	2,044,957
330401 Building Inspection	3,462,703	2,982,048	3,264,209	3,264,209
Total Expenditures	6,883,430	6,659,951	7,056,567	6,870,935

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	4,892,983	5,122,980	5,231,706	5,162,284
Operating	96,278	152,249	152,249	152,249
Internal Service Funds	1,127,280	1,188,813	1,318,462	1,366,029
Transfers	315,952	195,909	190,373	190,373
Year End Adjustments	450,937	0	163,777	0
Total Expenditures	6,883,430	6,659,951	7,056,567	6,870,935

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	3,420,727	3,677,903	3,792,358	3,606,726
Building Inspection Fund	3,462,703	2,982,048	3,264,209	3,264,209
Total Funding	6,883,430	6,659,951	7,056,567	6,870,935

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
330101 Growth Management Administration	12.00	12.00	14.00	11.00
330301 Land Use & Environmental Services	21.00	21.00	19.00	22.00
330401 Building Inspection	30.00	30.00	30.00	30.00
Total FTE	63.00	63.00	63.00	63.00

Development and Transportation Services Growth Management

Summary of Services Provided

The Growth Management Department is the land development regulatory agency of city government. The department implements the city's environmental and land development activities. The department is also responsible for enforcing the city's building codes through review of building plans, permitting, and the inspection process. The department consists of the following divisions:

Administration

- Manages and provides direction and technical support through the ongoing review and evaluation of codes and ordinances enforced by the department's internal processes and management activities;

Land Use and Environmental Services, (LUES)

- Responsible for enforcement of the concurrency policy, the zoning/site plan/subdivision code, and the environmental management code;
- Administers the stormwater operating permit and environmentally sensitive lands mapping programs;

Building Inspection

- Responsible for enforcing the city's building and sign codes;
- Ensures that planned construction is in compliance with applicable codes;
- Authorizes utility connections and issues certificates of occupancy;
- Provides centralized intake and coordination of all permit applications;
- Administers contractor licensing regulations and enforces the rooming house ordinance.

Development and Transportation Services Growth Management

Trends and Issues

- Permits for 1 & 2 family homes increased slightly from 133 to 136, in the first two quarters of FY15 as compared to FY14, and multi-family dwelling units increased from 303 to 341, when compared to the same period. There are some multi-use projects along the Gaines Street corridor that are currently in the construction phase, with others planned to be permitted later this summer. These apartment units are to be constructed above the parking and retail areas. It is anticipated that several hundred dwellings units will be permitted for projects through the end of this fiscal year and into FY16.
- The Records Management section scanned a total of 218,897 pages in FY14. During the first two quarters of FY15, staff scanned 91,006 pages. It is important to note that many of these pages are large plan sets that need to be prepped and fed individually through the large document scanner. To date, 100% of all Land Use and Environmental Services historical files and 98% of all Building Inspection historical files have been processed into the EDMS.
- The Records Management and Technical Staff continue to develop and deliver e-government services. Currently 95% of all Public Records Requests received by the Growth Management Department are delivered back to the customer via electronic means by either e-mail or ProjectDox, the Department's electronic project submittal and review process application. During the FY 2014 period, 3327 Public Records Requests were fulfilled and 1681 were fulfilled during the first two quarters of the FY 2015 period.
- It has been noted that new development proposals being submitted to the Land Use and Environmental Services Division have been predominantly for retail/commercial construction, with some increased activity in residential subdivision development. This is in contrast to the past trend of student housing development projects. It is anticipated that this trend will continue through the year. Increased interest in development of senior housing and establishment of new small-scale schools has also been observed in the past several months.
- The Building Inspection Division will continue to experience a very heavy inspection workload in the coming months as projects such as Onyx, Eclipse, Collegetown Phase II, Collegetown Parking Garage, and the Domain.
- Customer service continues to be one of the highest priorities for the Growth Management team and customers continue to provide positive feedback. Survey respondents reported the following results for the building permitting process:
 - o 88% rated the overall performance of the City's permitting team as excellent or good;
 - o 95% indicated they were very satisfied or satisfied with how customer friendly the staff members were toward the customer;
 - o 88% indicated that it was very easy or easy to navigate the City's permitting process;
 - o 92% indicated they were very satisfied or satisfied that the permitting process was understandable;
 - o 92% indicated they were very satisfied or satisfied with the level of knowledge held by the City permitting team; and
 - o 96% indicated they were very satisfied or satisfied with the permit processing time.
- Since the inception of the Residential Permit Guarantee Program in October 2012, Growth Management has conducted 986 reviews with an average review time of 4.13 days, meeting the strict review timelines outlined in the program for 99.8% of the reviews. In FY14, staff met the strict review timelines 100% of the time and is continuing that trend with the 210 reviews conducted so far in FY15, with an average review time of 4.01 days.
- When comparing the first two quarters of FY14 and FY15, permits for 1 & 2 family additions have increased from 79 to 89 while alterations and repairs increased from 753 to 793. Fees collected for alterations and repairs have increased as well, from \$203,128.50 to \$235,784.24. Fees collected for miscellaneous permits, which include such things as demolitions, pool permits, retaining walls, foundations, and change of uses,

Development and Transportation Services Growth Management

have decreased, from \$22,886.15 to \$19,067.99, and the number of permits also decreased from 104 to 70.

- The number of permits for new commercial buildings increased when comparing the first two quarters of FY14 and FY15, from 14 to 25. The commercial square footage applied for also increased in the same period, from 87,229 square feet to 473,778 square feet. This resulted in more than triple the permit fees for the first two quarters of FY15 as compared to the first two quarters of FY14; commercial permit fees were \$32,078.29 during the first two quarters of FY14 and \$101,776.45 during the first two quarters of FY15.
- When looking at the overall building permit numbers for the first two quarters of FY15, permits are up slightly in comparison to the first two quarters of FY14, from 1397 to 1477. Staff anticipates that building permit applications for the build-out of retail locations associated with mixed use developments will continue to be submitted during FY16.
- 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.
- The Department anticipates several large projects with significant review and permitting demands in FY16. Among these are the Centre of Tallahassee (former Tallahassee Mall) development, a new 5- to 7-story, 370,000 square-foot surgical tower at Tallahassee Memorial Hospital, a new 6-story, 90,000 square-foot medical office building at Capital Regional Medical Center, as well as continued development along Gaines Street and commercial development throughout the city.
- Environmental permit applications decreased slightly, from 127 to 123 from FY13 to FY14. Limited Partition applications during the same period decreased from 7 to 4, Type A site plan applications increased from 25 to 32, and Type B site plans increased from 10 to 14. Preliminary Plat applications decreased from 7 to 5.
- When comparing the first two quarters of FY14 and FY15, environmental permits have increased from 66 to 75. Type A site plan applications increased more than 50%, from 14 applications to 23, and Type B applications have decreased slightly from 10 to 9 during this same time period. Preliminary Plat applications have increased significantly from 2 to 8, while limited partition applications increased from 1 to 2. Pre-submittal applications increased from 41 to 55 during this time period, indicating the potential for a substantial increase in development reviews over the coming months.

Significant Changes From Approved FY 2015

The City Commission approved the budget for Growth Management's fiscal year 2016 with the following changes:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Reduction in contribution to Vehicle Replacement. Fiscal Impact: (\$11,638).

Development and Transportation Services

Growth Management

Performance Measures

Program Objectives

Staff has made steady progress on the implementation of City Projects, which is the electronic permitting system. Implementation of the electronic submittal and review of building permits for commercial projects with a valuation greater than \$25,000 took place on June 1, 2014. Staff has been working closely with contractors and architects on the new processes and there is much excitement in the development community about getting future applications added to the electronic system.

Staff will be working over the next year and a half to acquire and implement a new permit tracking system, CityWorks, which will involve redeveloping 56 application and permit types for the new system. CityWorks will help to enhance the customer experience by creating additional mobile solutions for inspectors and a public portal for customers.

Staff will continue to engage in significant outreach to our customer base as we implement additional electronic solutions to enhance customer service.

Analysis of Performance Measures

- Growth Management Technical Staff is now engaged in the replacement of the departments permit tracking system, Permits Plus with CityWorks. CityWorks will allow for significant levels of integration with other components of City Projects and other City systems while also enhancing the customers experience with Growth Management’s e-Government Services program. This work will involve the redevelopment of the department’s 56 application and permit types from the two decades old Permits Plus to Cityworks as well as a mobile workforce component for inspectors and a public portal for customers. Initial development for this project is currently set at 19 months.
- The Department continues to reach out to groups in the community to find ways to improve the permitting process and share the Department’s planned and implemented process improvements. This year’s efforts have been focused on outreach to the development community (contractors and architects) to obtain feedback on the new electronic commercial building permit review process. Other outreach efforts included presentations at American Planning Association functions, the City’s Neighborhood Leadership Academy, and Florida State University’s “Special Topics” sessions. Growth Management also has four employees serving as mentors for students in the Urban and Regional Planning program at FSU.
- The Florida Division of Emergency Management, State Floodplain Management Office conducted a NFIP Community Assistance Visit (CAV) with the City of Tallahassee. The purpose of the CAV was to assess the City’s floodplain management program and to provide any technical assistance relating to any identified deficiencies or violations. The report on the CAV was received on December 23, 2014, which indicated that the City has an excellent program for managing its floodplains and is doing an excellent job in implementing its floodplain management regulations. The City’s procedures for reviewing and permitting development activities exceed the minimum standards of the National Flood Insurance Program.
- The Department has sought to further the City’s GreenPrint initiatives in FY15 and will provide further efforts in FY16. Presentations and dialogue with the Department’s customers supports the Leadership and Education and Community Outreach green initiatives; the City Projects and electronic recording support the Economic and Solid Waste green initiatives, and the streamlined permitting process furthers the efforts of other City Departments in the Land Development and Mobility initiative and directly promotes the Economic initiative.

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
No. of building inspections performed	#	81,857	68,000	27,563	68,000
No. of concurrency applications processed	#	66	50	44	50
No. of environmental permits processed	#	123	100	75	100

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Development and Transportation Services
Growth Management**

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
No. of environmental reviews processed	#	103	125	73	125
No. of limited partitions processed	#	4	7	2	7
No. of new 1&2 family building permits processed	#	338	300	136	300
No. of new multi-family dwelling units processed	#	439	350	341	350
Number of pages processed into EDMS - to include (Building Inspection, Land Use & Env. Services, Board documentation and Admin phone & p-card statements).	#	218,897	300,000	91,006	300,000
No. of preliminary plats processed	#	5	8	8	8
Number of public records requests processed (includes walk-in & telephone requests, as well as those routed through the Treasurer-Clerk's office)	#	3,327	2,500	1,681	2,500
No. of sub-permits issued	#	10,390	9,000	4,416	9,000
No. of Type A site plans processed	#	32	50	23	50
No. of Type B site plans processed	#	14	13	8	13
Square footage of new commercial buildings permitted	#	504,248	1,000,000	473,778	1,000,000

Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
% of minor 1&2 Family residential alteration plan review comments provided to the customer in five days or less.	%	97.50	80.00	100.00	80.00
% of Environmental Permit Comments Provided Within Required Timeframe	%	99	99	99	99
% of Major Commercial Plans Comments Provided in 21 Days	%	90.00	90.00	80.50	90.00
% of Minor Commercial Plans Comments Provided in 14 Days	%	98.00	100.00	94.75	100.00
% of review comments (New 1&2) residential provided in required timeframe	%	100	90	100	90
% of Conditionally Approved Type A Site Plans Reviewed for Issuance Within Required Timeframe.	%	100	100	100	100
% of Conditionally Approved Type B Site Plans Reviewed for Issuance Within Required Timeframe.	%	100	100	100	100

Development and Transportation Services
Growth Management
Capital Improvement Program Budget

CIP Budget Overview

The Growth Management Department has no capital projects in the FY 2016 - 2020 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 2015.

None

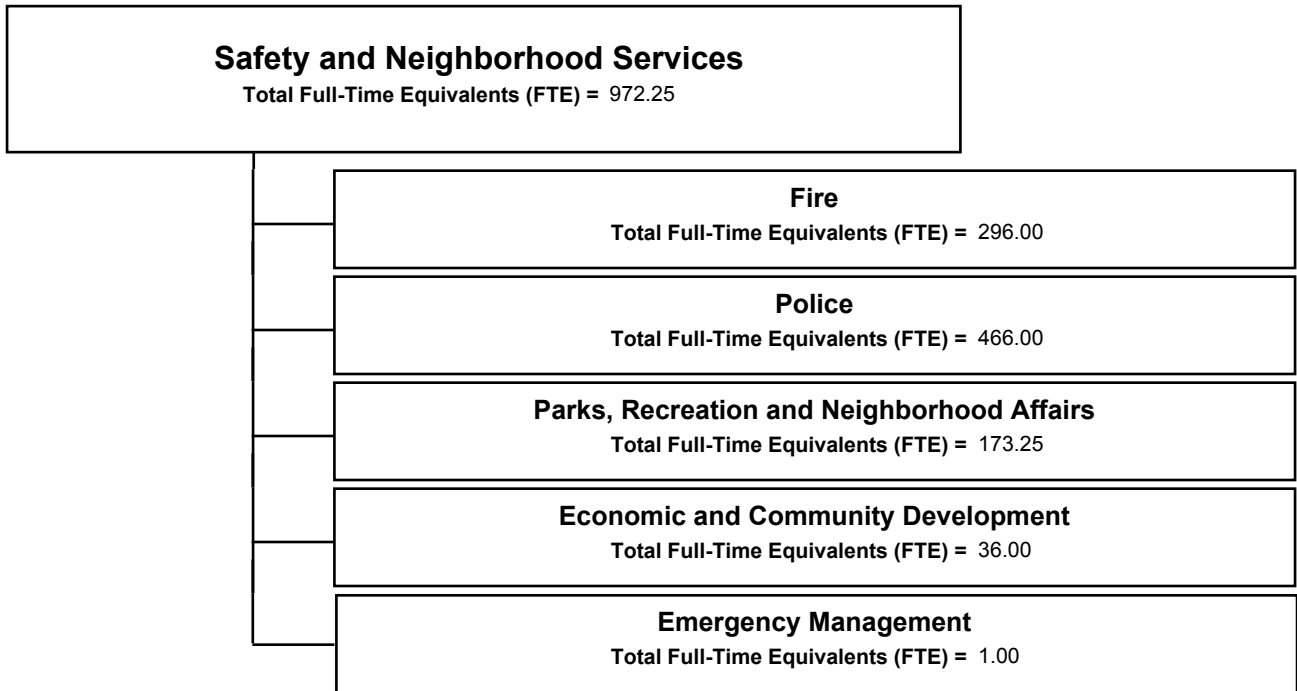
Continued Capital Projects

The following list represents projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2016.

None



**Safety and Neighborhood Services
Organizational Chart**



Summary of Services Provided

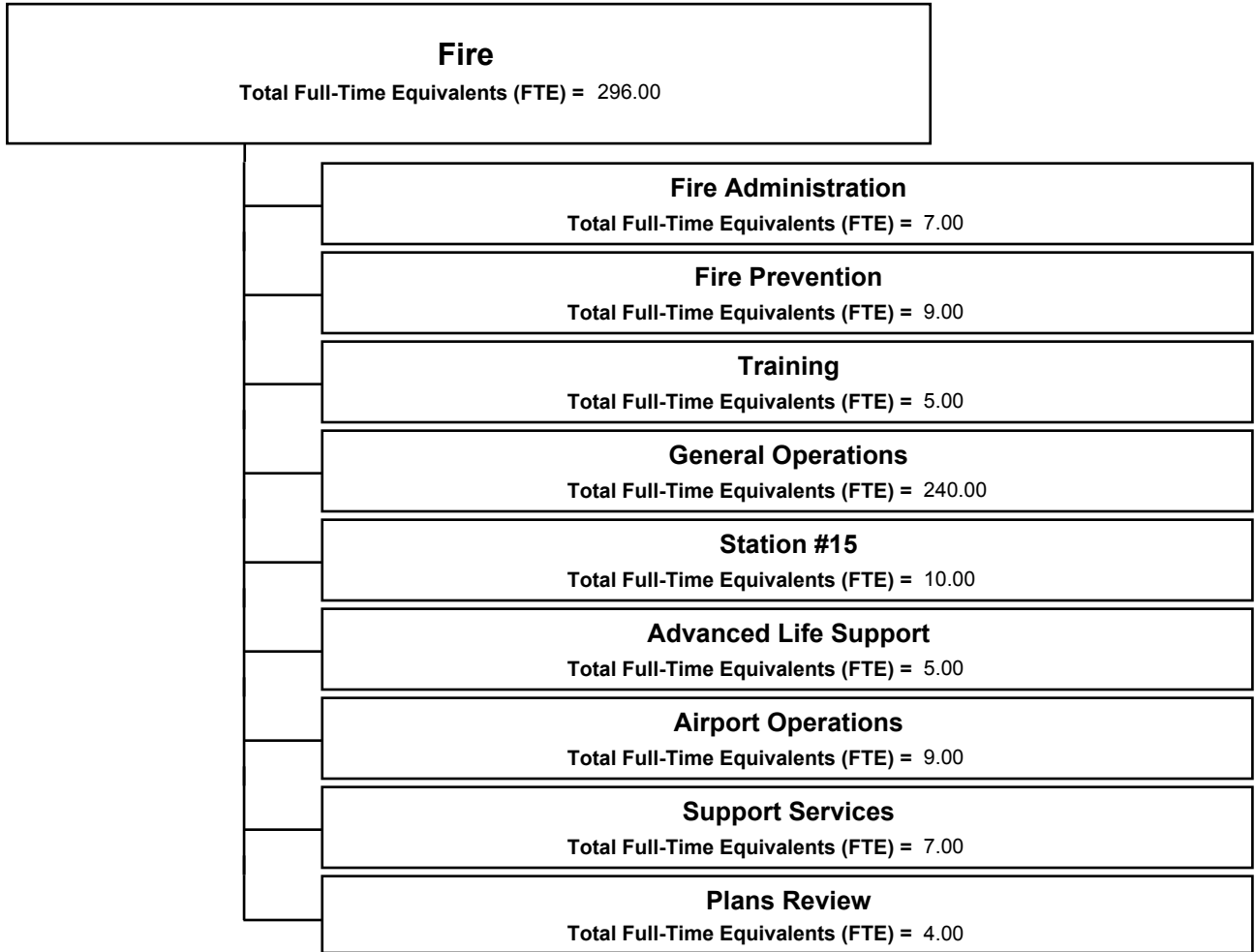
The Safety and Neighborhood Services area includes Fire, Police, Parks, Recreation and Neighborhood Affairs, Economic and Community Development, and Emergency Management.

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Expenditures Summary	108,594,195	112,549,160	124,663,998	125,308,216
Funding Summary	108,594,195	112,549,160	124,663,998	125,308,216
FTE Summary	916.20	921.25	956.25	972.25

Safety and Neighborhood Services

Fire

Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Safety and Neighborhood Services

Fire

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
200101 Fire Administration	8,330,879	10,742,717	12,475,632	12,145,332
200201 Fire Prevention	655,768	633,640	960,095	1,007,165
200301 Training	684,602	661,240	582,489	616,970
200401 General Operations	20,542,305	20,425,341	23,829,599	23,963,317
200403 Hazardous Materials	13,382	11,078	10,691	10,691
200415 Station #15	926,015	969,196	1,058,660	1,135,894
200416 Advanced Life Support	723,244	755,322	805,976	799,444
200501 Airport Operations	1,071,950	1,154,060	1,400,744	1,161,319
200701 Support Services	487,515	540,025	695,962	738,263
200801 Plans Review	387,599	391,151	381,620	383,648
Total Expenditures	33,823,259	36,283,770	42,201,468	41,962,043

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	23,044,712	23,677,878	26,840,238	27,230,274
Operating	1,412,471	1,531,575	2,102,296	2,102,296
Other Services & Charges	120,868	161,366	161,366	161,366
Capital Outlay	107,985	110,400	293,879	293,879
Internal Service Funds	6,586,795	7,244,464	9,064,633	8,345,745
Utilities and Other Expenses	309,442	367,422	387,666	387,666
Transfers	1,883,686	2,833,065	2,948,520	2,948,520
Contributions to Operations	357,300	357,600	366,978	366,650
Year End Adjustments	0	0	35,892	125,647
Total Expenditures	33,823,259	36,283,770	42,201,468	41,962,043

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Fire Services Fund	33,823,259	36,283,770	42,201,468	41,962,043
Total Funding	33,823,259	36,283,770	42,201,468	41,962,043

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
200101 Fire Administration	7.00	7.00	7.00	7.00
200201 Fire Prevention	6.00	6.00	12.00	9.00
200301 Training	6.00	6.00	5.00	5.00
200401 General Operations	229.00	229.00	241.00	240.00
200415 Station #15	9.00	9.00	9.00	10.00
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	7.00	7.00
200801 Plans Review	4.00	4.00	4.00	4.00
Total FTE	280.00	280.00	296.00	296.00

Safety and Neighborhood Services

Fire

Summary of Services Provided

The Tallahassee Fire Department (TFD) is charged with the responsibility of protecting lives, property, and the environment from hazardous conditions that threaten our community. This mission is accomplished through the provision of prevention and protective services specific to the incident need. TFD provides the City of Tallahassee and Leon County with quality fire suppression, specialized hazardous material response, focused urban search and rescue, dedicated technical rescue, superior vehicle extrication, high quality emergency medical care, fire safety code compliance review and enforcement and varied public education services. The department provides such services through five functional divisions: Administration, Emergency Response, Prevention, Logistics, and Training.

The Administration Division includes the Office of the Chief, Public Information, Employee Resources and Financial Management.

The Prevention Division provides proactive code enforcement, pre-development and pre-construction plans review, public education, target hazard occupancy inspections and fire cause determination investigations.

The 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 all facilities and TFD personnel.

The Training Division provides continuing education, specialized certification, promotional examination, community demonstration and volunteer firefighter training for TFD personnel, community volunteer firefighters and regional partners.

Emergency Response encompasses Fire Suppression, Emergency Medical Services and Special Operations Response. Each is responsible for the provision of specialized emergency mitigation services to include fire mitigation, pre-hospital medical care, vehicle extrication, hazardous materials response and urban search and rescue.

Safety and Neighborhood Services

Fire

Trends and Issues

In FY2010 the City and the County entered into a revised inter-local agreement for the provision of fire and medical services. At that time, a countywide fire services fee was implemented with a quarterly collection mechanism in most of the unincorporated area. The fee was implemented, at a flat rate for FY10 – 14 and extended last year to include FY15. A new fee study was completed in April 2015 and new rates will go into effect for the period of FY16 – 20 as well as encompass funding options through 2025.

Currently, the City of Tallahassee/TFD is named in a lawsuit related to specific aspects surrounding collection methods of the fire services fee. The Department has already transferred monies from the fire reserve fund to assist with the defense and monitoring of this lawsuit. At this time the full impact of this lawsuit is unknown.

The Fire Prevention Division is statutorily mandated to enforce the Florida Fire Prevention Code as adopted by the State Fire Marshal. The responsibilities of the code include the review of pre-development plans, review of building and system design plans, conduct post construction compliance inspections, conduct special event inspections and conduct existing facility compliance inspections. As an off set for the cost associated for performing these duties, the City of Tallahassee and Leon County have historically charged the contractor/owner of the project and/or property for services rendered as outlined in an adopted fee schedule.

In FY13, the Department hired a consultant to review, evaluate, update and consolidate the fire prevention services fee schedule for both City and County services. The new rates will be considered after implementation of the updated fire services fees in October 2015.

The rapid receipt of incident information, dispatching of appropriate resources, consistent communications systems and accurate records management is highly dependent on technology. Systems such as records management software, computer aided dispatching, mobile data technology and radio voice and data systems must be consistently maintained and updated.

Recent questions surrounding the Consolidated Dispatch Agency have required TFD to examine the process of providing accurate and timely dispatch information. Examination of the process has found a need for more direct daily interaction from TFD to ensure a smooth process. These findings have identified the need for a new fire employee to work directly and daily with CDA staff on protocols, training and the QA process.

In FY 2015, the Department replaced the approximately 41% of its chief level officers and of the 5 members of command staff three are new to include the Fire Chief. Overall 61 (23%) of fire certified personnel will either hit retirement eligibility at 25 years or leave the DROP between now and 2020, which includes 7 out of 16 Captains, 9 out of 12 BCs/ADCs, and 3 out of 5 Command Staff personnel or 58% of Captains and Chief Officers. Plans must be made to ensure a smooth leadership transition and the maintenance of a workforce that represents the community served.

Safety and Neighborhood Services Fire

Significant Changes From Approved FY 2015

The following service level changes are included in the approved budget for the Tallahassee Fire Department's fiscal year 2016 budget.

- Adjustments to personnel expenses include the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers; and in departments with more than fifty employees, a vacancy factor is applied to salaries based on actual experience.

The collective bargaining agreements covering the Firefighter Bargaining Unit and the Supervisor Bargaining Unit ratified January 8, 2015 provide Across-the Board pay adjustments of 3% in FY15, FY16 and FY17. For FY16 and FY17, 4% step progression (firefighters) or additional 4% pay increase (supervisors) is contingent upon revenue generated by the negotiated fire services fee.

- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Increase funding for facilities maintenance RR&I. Fiscal Impact: \$100,000.
- Add two Fire Specialist positions. Fiscal Impact: \$267,543.
- Second set of bunker gear for all firefighters. Fiscal Impact: \$495,250.
- Replace extrication equipment and thermal imaging cameras. Fiscal Impact: \$75,000.
- Add maintenance worker position for Logistics Division. Fiscal Impact: \$88,781.
- Add Training Specialist position. Fiscal Impact: \$93,039.

Safety and Neighborhood Services

Fire

Performance Measures

Program Objectives

The Tallahassee Fire Department is charged with the responsibility of protecting lives, property, and the environment from hazardous conditions that threaten our community. This mission is accomplished through the provision of prevention and protective services specific to the incident need. The Fire Department provides the City of Tallahassee and Leon County with quality fire suppression, specialized hazardous material response, focused urban search and rescue, dedicated technical rescue, superior vehicle extrication, high quality emergency medical care, fire safety code compliance review and enforcement and varied public education services.

Safety and Neighborhood Services

Fire

Analysis of Performance Measures

Patient survivability and extent of property loss is highly dependent on the length of time prior to the arrival of emergency resources. The industry "Standard on organization and deployment of fire suppression operations", NFPA 1710, states that Fire Departments should arrive at 90% of all incidents within 6 minutes or less.

The Tallahassee Fire Department's response time goals are consistent with this standard. However, TFD resources are meeting this standard on only 46% of emergency calls for service. Strategic location of fire equipment and personnel is essential to the department's success in achieving response time goals. Future service demand must be predicted and facilities proposed to continue to make progress on response time goals. To that end, an extensive facilities study has been completed to determine the need and priority of additional fire stations. Population increases, building demographics, current service demand, current service levels and anticipated growth were each considered during the analysis. The results identified an immediate need for three additional stations, a future need for an additional station in an extensive proposed development and the relocation of an existing station to improve efficiency. Funding sources for these additions have not been identified.

Fire Inspection - Service is funded at 100% through the Fire Services Fee. Direct customers are the business owners of the approximately 13,000 commercial occupancies. Indirectly, the service serves the population and visitors of the City/County service area, approximately 300,000.

- FY14 Service Cost: \$655,768
- Cost per direct customer: $(\$655,768/13,000)$ \$50.44
- Cost per indirect customer: $(\$655,768/300,000)$ \$2.19

Fire Plans Review - Service is funded through fees for service and supplemented via the Fire Services Fee. FY2014 fees funded the service at approximately 70%. Direct customers are the business owners and developers requiring service. FY14 required 1,118 applications to be reviewed and approximately 1,266 compliance inspections. Indirectly, the program serves the population and visitors of the City/County service area, approximately 300,000.

- FY14 Service Cost: \$387,598
- Cost per direct customer: $(\$387,598/2,384 \text{ deliverables})$ \$162.58
- Cost per indirect customer: $(\$387,598/300,000)$ \$1.29

Non-Medical Emergency Response - Service is funded via the Fire Services Fee. Direct customers include the 9,330 recipients of non-medical emergency services. Indirectly, the program serves the population and visitors of the City/County service area, approximately 300,000.

- FY14 Program Cost: \$26,358,191
- Cost per direct customer: $(\$26,358,191/9,330 \text{ deliverables})$ \$2,825.10
- Cost per indirect customer: $(\$26,358,191/300,000)$ \$87.96

Emergency Medical Services - Service is funded via contractual agreement with Leon County. Direct customers include the 10,993 recipients of medical emergency services. Indirectly, the program serves the population and visitors of the City/County service area, approximately 300,000.

- FY14 Service Cost: \$5,402,326
- Cost per direct customer: $(\$5,402,326/10,993 \text{ deliverables})$ \$491.43
- Cost per indirect customer: $(\$5,402,326/300,000)$ \$18.01

Airport Rescue Firefighting - Service is funded via transfer from the Airport Fund at 100%. Direct customers include the 708,112 air travelers who utilized the facilities in FY14.

- FY14 Service Cost: \$1,071,949
- Cost per direct customer: $(\$1,071,949/708,112 \text{ passengers})$ \$1.51
- Cost per indirect customer: $(\$1,071,949/300,000)$ \$3.57

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Safety and Neighborhood Services

Fire

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Hours of in-service training for firefighters	#	57,960	57,960	43,470	57,960
No. of Incidences - rural tracks all responses outside the city limits.	#	5,639	5,000	4,346	5,000
Number of new plans or applications reviewed	#	875	600	697	800
Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
% firefighters that are EMTs	%	99.62	97.00	99.61	99.00
% firefighters that are paramedics	%	27.02	14.00	28.48	18.00
% of fire and EMS calls with dispatch times < 60 seconds	%	90.80	90.00	92.71	90.00
% of fire and EMS calls with turnout times < 60 seconds	%	29.54	90.00	31.31	90.00
% of firefighters receiving 20 hrs/mo. training	%	100	100	100	100
% of property value saved	%	89.22	75.00	87.37	75.00
% of rural fire and EMS calls with travel times < 6 minutes	%	42.02	90.00	46.58	90.00
% of structure fires contained to room of origin	%	51.75	40.00	55.64	40.00
% of urban fire and EMS calls with travel times < 4 minutes	%	46.71	90.00	47.03	90.00
Cost per fire plan review	\$	450.57	450.00	412.65	450.00
Cost per response	\$	1,113	898	1,025	1,300
No. of Incidences - urban tracks all responses within the city limits.	#	14,686	15,000	12,254	15,000
Number of EMS calls (ALS & BLS)	#	10,993	10,000	10,315	10,000
Number of people served	#	281,588	283,200	284,800	285,520

Safety and Neighborhood Services
Fire
Capital Improvement Program Budget

CIP Budget Overview

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
Fire RR&I	1,247,500	6,237,500
Internal Loan Fund-Fire RR&I	50,000	750,000
Total Funding	1,297,500	6,987,500

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 FY15:

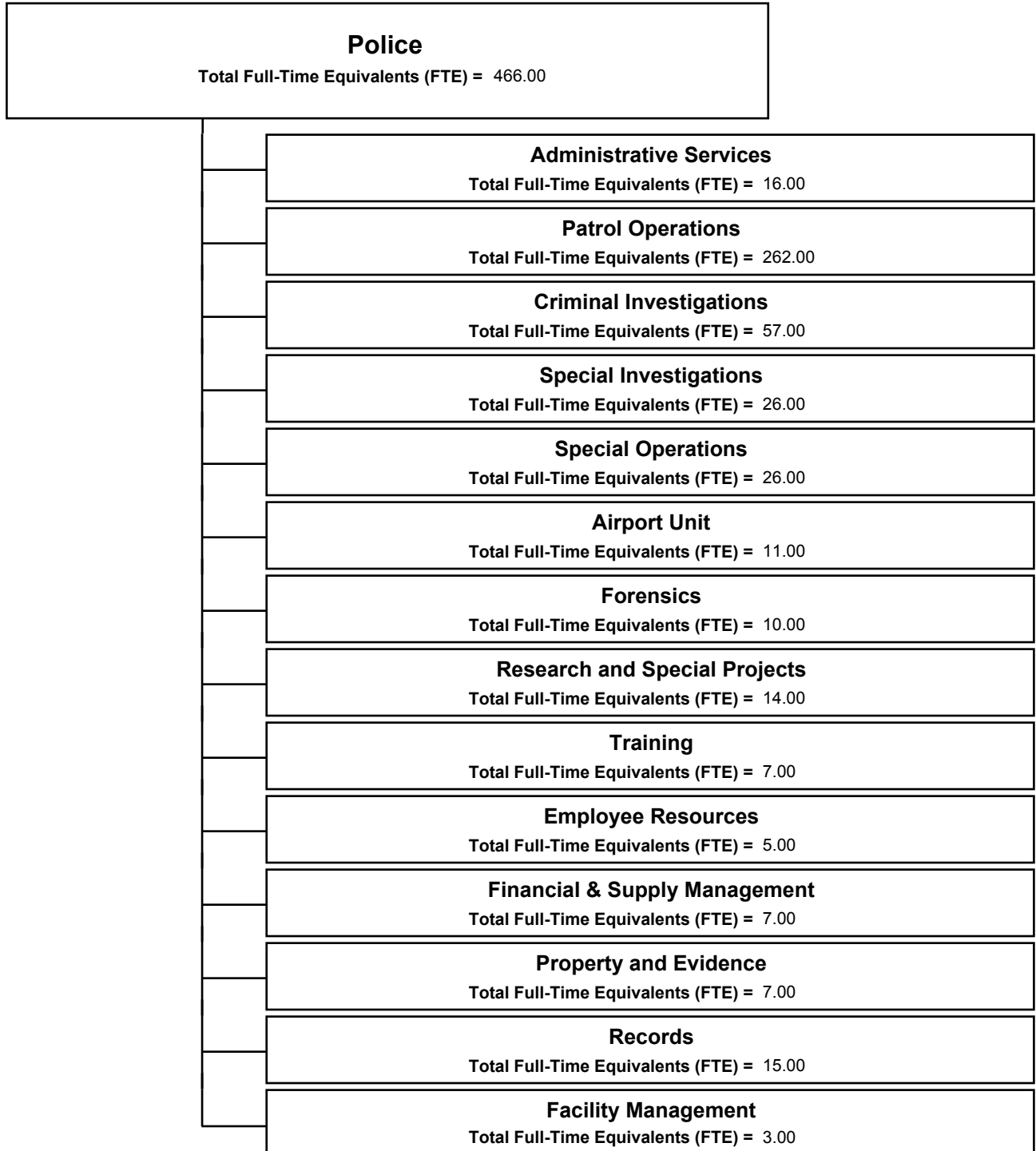
Construction of Weems Road Fire Station

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into FY16:

Fire Hydrant Maintenance and Replacement
Purchase Fire Engine for Weems Road Station
Records Management System Upgrade

Safety and Neighborhood Services
Police
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Safety and Neighborhood Services
Police**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
210101 Office of the Chief	1,614,070	9,046,305	10,228,013	10,140,646
210503 Patrol Operations	21,325,225	22,669,945	24,308,044	24,856,930
210505 Tactical Operations	2,515,206	360,270	206,601	206,601
210602 Criminal Investigations	5,745,079	5,467,731	5,747,203	5,748,713
210603 Special Investigations	2,597,182	2,519,130	2,600,148	2,835,618
210604 Special Operations	2,979,866	2,999,122	3,024,332	3,078,943
210606 Airport Unit	1,376,532	1,373,071	1,391,479	1,407,791
210610 School Crossings	227,012	236,190	236,212	236,212
210611 Police Donations	5,000	6,800	6,800	6,800
210614 Forensics	656,141	833,131	790,973	752,286
210701 Research and Special Projects	924,379	817,251	817,863	1,289,866
210703 Training	1,191,378	1,133,459	1,146,143	1,071,262
210704 Employee Resources	486,933	514,741	626,619	726,488
210801 Financial & Supply Management	6,145,619	1,244,244	1,325,224	1,348,300
210802 Property and Evidence	497,943	499,144	506,894	510,079
210803 Records	882,852	864,763	906,614	917,052
210804 Facility Management	708,362	814,353	823,504	818,150
Total Expenditures	49,878,779	51,399,650	54,692,666	55,951,737

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	40,074,109	40,921,217	42,094,535	44,192,304
Operating	1,101,159	1,632,379	1,918,143	1,924,218
Capital Outlay	34,798	0	719,270	7,730
Internal Service Funds	8,059,653	8,367,201	9,470,906	9,337,673
Utilities and Other Expenses	212,926	272,677	277,120	277,120
Transfers	396,134	206,176	212,692	212,692
Total Expenditures	49,878,779	51,399,650	54,692,666	55,951,737

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	48,497,247	50,019,779	53,294,387	54,537,146
Donations Operating Fund	5,000	6,800	6,800	6,800
Aviation Operating Fund	1,376,532	1,373,071	1,391,479	1,407,791
Total Funding	49,878,779	51,399,650	54,692,666	55,951,737

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Safety and Neighborhood Services

Police

Operating Budget

<u>FTE Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
210101 Office of the Chief	14.00	15.00	15.00	16.00
210503 Patrol Operations	210.00	236.00	252.00	262.00
210505 Tactical Operations	21.00	0.00	0.00	0.00
210602 Criminal Investigations	58.00	57.00	59.00	57.00
210603 Special Investigations	25.00	25.00	25.00	26.00
210604 Special Operations	25.00	26.00	26.00	26.00
210606 Airport Unit	11.00	11.00	11.00	11.00
210614 Forensics	10.00	10.00	10.00	10.00
210701 Research and Special Projects	9.00	9.00	9.00	14.00
210703 Training	8.00	8.00	8.00	7.00
210704 Employee Resources	4.00	4.00	4.00	5.00
210801 Financial & Supply Management	7.00	7.00	7.00	7.00
210802 Property and Evidence	7.00	7.00	7.00	7.00
210803 Records	15.00	15.00	15.00	15.00
210804 Facility Management	3.00	3.00	3.00	3.00
Total FTE	427.00	433.00	451.00	466.00

Safety and Neighborhood Services Police

Summary of Services Provided

- The Tallahassee Police Department was established in 1841 and is the third oldest municipal police department in the country. The department is also the third longest nationally accredited law enforcement agency and was recently awarded flagship status by the Commission on Accreditation for Law Enforcement Agencies (CALEA). As a flagship agency, the Tallahassee Police Department represents an extraordinary example of excellence in public safety, and it is recognized nationally as a model agency for current and potential CALEA applicants. The department's organizational structure consists of the office of the chief and three bureaus.
- The office of the chief includes the chief of police, deputy chief, bureau commanders, and the administrative services director who oversees the functions assigned to each bureau. In addition, the office of professional standards, the department's legal advisor, and public information officer are also included in the chief's office.
- The operations bureau includes patrol and tactical operations. The patrol division utilizes a zone based patrol concept that is consistent with the department's community oriented policing (COP) philosophy. Patrol personnel are assigned to a geographical zone so that they may become more familiar with the residents who live and work in the area and with the activities that typically take place. This encourages more interaction between officers and residents and allows officers to focus on crime prevention and enforcement activities that may be unique to their zone. This strategy is enhanced by the community relations unit and three COP squads that supplement the efforts of patrol personnel through a focus on identified criminal activity based on real-time intelligence information. Tactical operations support the costs of the tactical apprehension and control (TAC) team as well as the department's gang response, canine, and explosives units, and one of the three community oriented squads mentioned above.
- The support bureau includes criminal investigations, special operations, and training and development. The criminal investigations division is comprised of property and persons crimes sections and includes the department's victim advocate personnel and forensics, as well as the special investigations unit which focuses on drug crimes and career criminals. The special operations division is comprised of traffic, special events, and airport units, as well as the department's reserve officer and school crossing guard programs. The training and development division includes the research and special projects section, employee resources, and training units. Research and special projects is comprised of crime analysis and criminal intelligence which are responsible for analyzing crime trends and developing focused criminal offender intelligence information. This information is shared with operational personnel through the department's trends and tactics program.
- The administrative services bureau includes the department's financial and supply management, records, property and evidence, and facility management units. This bureau also coordinates interdepartmental activities involving City information systems services and City fleet management.

Safety and Neighborhood Services Police

Trends and Issues

The City of Tallahassee continues to experience a dramatic increase in the number of violent crimes throughout the service area. Of particular concern is the number of violent acts involving firearms. In 2013, there was a total of 257 firearm related incidents reported to the Tallahassee Police Department. In 2014, there were 294 violent crime incidents involving a firearm – an increase of 14.40%.

This increased level of violence has impacted the delivery of law enforcement services to our community. Increasingly, TPD personnel are confronted with violence while performing their public safety duties. The result is an increase of incidents in 2014 wherein officers encountered situations where deadly force was utilized. Specifically, TPD experienced eight officer involved shooting incidents in 2014. This is an 800% increase from 2013, which had no officer involved shootings. Clearly, this exceeds the historical averages of one incident every eighteen months. With two officer involved shootings thus far, this pattern appears to be continuing in 2015. Unfortunately, the increased notoriety of violence involving officers nationally has also had a detrimental impact on TPD relations with various segments of our community. In 2014, there were several local protests of national and local police actions that increased the tensions throughout our community with race being the underlining theme.

In 2000, a staffing study was conducted that recommended an increase of approximately 50 police officers. The report found that officers spent over 70% of their time answering calls for service. For a municipal police department that has implemented Community Oriented Policing, the standard endorsed by the Police Executive Research Forum is that patrol officers should spend 30-40% of their time answering calls-for-service. A subsequent study conducted in 2003 advised that the amount of time spent answering calls for service had increased to approximately 80%. Although the number of officers increased between 2003 and 2008, staffing has remained relatively stagnant over the past seven years. The previous high for sworn personnel prior to this year was Fiscal Years 2007 and 2008, with a high of 359 sworn positions.

The effect of this staffing shortage is displayed in the lack of time that officers have to proactively interact with the community. Officers do not typically have time to effectively interact with their service communities to build trust and relationships. Recently, TPD undertook a more community oriented policing approach with the Wilson Green community that exemplified the effectiveness of affording officers time to work closely with their service communities. Officers responded to the pleas for assistance from the homeowners in the Wilson Green subdivision who were plagued with an increase in residential burglaries, open air drug sales, and gang violence. There was also an increase in juveniles and young adults 'hanging out' in the neighborhood and intimidating the residents. Residents also worked with the Community Relations Unit, established a crime watch group and took ownership of the problem. The police-neighborhood partnership facilitated increased communications and active reporting of criminal activity. An increase in police presence accompanied by field interviews and arrests as warranted resulted in a decrease in criminal activity in the Wilson Green community. In a 6 month period, crime in the area has decreased dramatically. Police/community relations continue to improve in this community and others throughout the City.

TPD believes that increased communications with the public it serves is the centerpiece to reducing conflicts and improving trust with the service community. TPD also believes duplicating the efforts employed in the Wilson Green project will improve communications between the service population and the department citywide. The result will be an increase in public trust and cooperation and improved public safety.

Safety and Neighborhood Services Police

Significant Changes From Approved FY 2015

The following service level changes are included in the Police Department's fiscal year 2016 approved budget.

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- 18 new FTEs (non-grant funded): 16 Police Officers and 2 Police Investigators. The cost of vehicles and computers for these positions are part of the capital budget. Fiscal Impact: \$1,385,677.
- Approved 15 additional Police Officers as a result of accepting the COPS Grant from the Department of Justice. The grant provides up to 75% of salaries and benefits for new Police Officers for a period of 3 years. The positions must be retained 12 months after the end of the grant period. Fiscal Impact: \$411,453.
- Half of the 31 new Police Officer positions are to be hired after April 1, 2016. As such, the vacancy factor for Police was increased to reflect the savings in salaries and benefits during the first half of FY16: Fiscal Impact: (\$411,453).
- Reduced temporary wages due to the elimination of the Red Light Camera Program: Fiscal Impact: (\$52,750).
- Reduced unclassified contractual services for Police Facilities Management. Fiscal Impact: (\$5,625).

Safety and Neighborhood Services

Police

Performance Measures

Program Objectives

The department has identified the following program objectives for fiscal year 2016:

1. Develop community partnerships to reduce violent crime in the City of Tallahassee.
2. Improve staffing to increase proactivity and reduce response times for Priority One calls for service.
3. Improve Crime Prevention efforts to address quality of life issues, and reduce property crimes.
4. Improve community relations through the application of Procedural Justice, Fair and Impartial Policing and Community Oriented Policing principles.
5. Improve staffing to increase the clearance rate for incident investigations.

Analysis of Performance Measures

Calls for Service

Reliability of calls for service data is questionable for 2013 and 2014, due to implementation of the new Computer Aided Dispatch (CAD) system. Nevertheless, a four year (2008-2012) review of calls for service data for the period preceding this change revealed a steady increase. In 2008, there were 136,162 calls for service and 173,505 in 2012. This translates into an increase of 37,343 calls for service or a 27.43% increase. Note: the "Total calls for service" and "Cost for calls for service" for FY14 Actual and FY15 YTD are listed as 0 due to the issues with the CAD.

Traffic Crashes

Traffic crashes also increased by 18.78% in FY14, from 6,582 in 2013 to 7,818 in 2014. This increase is especially significant considering the agency no longer works minor traffic crashes in parking lots.

UCR Review (National Crime Rate)

A review of the Uniform Crime Report (UCR) over a four year period reveals 2014 was the year that violent crime was at its highest. Specifically, the fourteen (14) murders in 2014 are higher than any year in the review period and may be the highest number ever for the City of Tallahassee. Violent crime as a whole increased by 25.75% in 2014, when compared with 2013. Paramount in the review of the 2014 information is the 46.38% increase in aggravated assaults. Aggravated assaults were 802 in 2013, but reached 1,174 in 2014. It should be noted that preliminary UCR data reflects that there was a 78% increase aggravated assaults with a firearm. Rapes/Fondlings increased by 32.83%, with 198 incidents reported in 2013 and 263 reported in 2014.

A review of property offenses reported via UCR shows 8,123 property crimes reported in 2013 and 9,088 reported in 2014, an 11.88% increase. Burglaries increased in 2014 by 11.24%, from 2,082 to 2,316. Thefts increase from 5,594 to 6,099, a 9.03% increase. (Note that UCR reports and the statistics discussed here are completed and validated on a calendar year basis and differ from the preliminary numbers gathered for the budget and reported on a fiscal year basis).

Staffing

Staffing continues to be an issue and has impacted the police department's ability to efficiently and effectively handle calls for service. A review of the response times for Priority 1 and 2 calls for service reflect that the response times have increased significantly for both. The response times for Priority 1 calls for service have also increased from 6.8 minutes in FY2013 to 8.1 minutes in FY2014. Priority 2 calls for service have also increased from 10.6 minutes in FY2013 to 13.5 minutes in FY 2014. The net impact of the above is illustrated in the reduction of the Clearance Rate from 23.2% to 19.8%. This figure represents a decrease in the effectiveness of clearing investigations.

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Safety and Neighborhood Services

Police

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of authorized sworn positions	#	355	361	361	381
Total calls for service	#	0	181,000	0	185,000
Number of cases assigned for investigation	#	7,915	9,120	2,303	9,800
Total Number of Injury Producing Traffic Accidents	#	1,079	1,420	369	1,500
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Juvenile civil citations issued	#	129	120	32	135
Traffic citations issued	#	12,273	17,000	2,585	25,000
Traffic crashes worked	#	7,818	8,800	2,378	9,000
Victims served by advocate unit	#	1,727	1,800	410	1,850
Outcome Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of injury producing collisions per 1,000 population	#	5.87	7.64	1.99	8.07
Officer vacancy rate	#	2.02	1.50	3.40	2.50
Clearance rate	#	19.80	22.00	0.00	23.00
Uniform Crime Rate (UCR)	#	49.56	49.52	14.33	51.13
Violent crime rate	#	6.31	7.27	1.76	7.54
Property crime rate	#	43.24	42.25	12.57	43.60
Priority I average response time	#	8.10	7.00	7.80	6.40
Priority II average response time	#	13.50	12.00	14.50	11.00
Cost per call for service	\$	0.00	285.54	0.00	299.01
Total department cost per capita	\$	271.35	278.83	64.29	297.75

**Safety and Neighborhood Services
Police
Capital Improvement Program Budget**

CIP Budget Overview

The FY16 - 20 Approved Capital Improvement Program (CIP) for the Tallahassee Police Department is \$3,859,425. This includes seven projects, six of which are approved for FY16. Project funding descriptions are as follows:

- The Police Headquarters Facility RR&I project for \$157,000 provides for comprehensive facility maintenance, repair, and improvement program for Police Department headquarters and other facilities utilized by TPD.
- The Police Facility Renovation project for \$100,000 will allow for renovation of the space previously occupied by TPD's Communications Center.
- The Replacement of TPD Vehicle Equipment project will allow for the replacement of two TPD traffic enforcement vehicles for \$57,000.
- The Body-Worn Cameras project will provide body-worn cameras for all patrol officers. The cost to purchase 400 cameras and the necessary data storage is estimated to be \$600,000. TPD is currently awaiting the results of a federal grant from the Department of Justice that would provide matching funds of 50% (\$300,000). If TPD is not awarded the grant, the City's portion of the matching funds (\$300,000) will be placed in the Deficiencies Fund.
- The Vehicles and Computer Equipment project will supply necessary equipment for the 16 new Police Officers and 2 new Investigators.
- The Vehicles and Equipment for COPS Grant project will supply all necessary equipment for 15 new Police Officers serving on the COPS squad.
- The Police Multi-Use Property and Evidence Storage Facility project is proposed at \$750,000 in FY19. This project supports the construction of a 3,800 square foot storage facility within the existing TPD headquarters complex.

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
Deficiencies Fund	755,625	755,625
Department of Justice	300,000	300,000
General Government Capital Improvement Fund - GGCIF	614,000	1,354,000
General Government Capital Project Account - GGCPA	699,800	1,449,800
Total Funding	2,369,425	3,859,425

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 2015.

FY15 Police Facilities RR&I

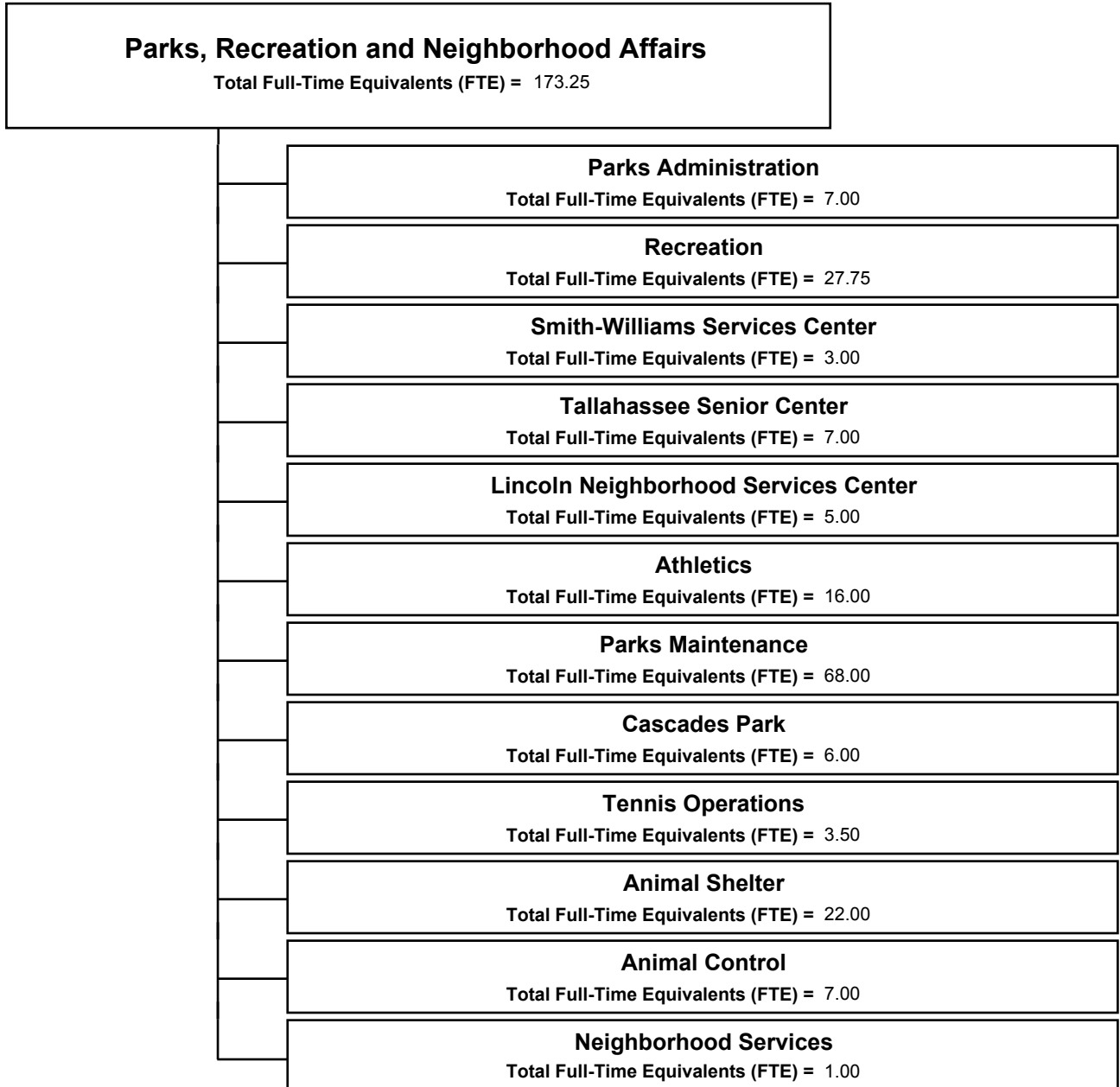
Safety and Neighborhood Services
Police

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 2016.

None.

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

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

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
230101 Parks Administration	3,123,929	3,642,924	4,249,689	4,249,091
230201 Playgrounds	891,030	893,821	901,812	885,987
230203 Sue Herndon McCollum CC	441,138	446,888	454,693	453,083
230204 Lafayette Arts and Crafts	149,004	116,039	126,800	126,885
230205 Palmer Munroe Youth Center	408,539	423,956	426,787	437,649
230206 Lawrence-Gregory CC	233,025	223,039	240,955	268,299
230207 LeVerne Payne CC	90,980	80,688	103,103	103,045
230208 Jake Gaither Center	193,670	193,606	205,896	206,911
230209 Walker Ford Center	353,124	341,295	349,670	349,281
230210 Oven Park	168,060	171,544	172,600	172,294
230213 McLean Center	467,900	486,147	510,104	486,315
230215 Smith-Williams Services Center	259,403	268,214	272,733	271,769
230216 Tallahassee Senior Center	577,833	590,882	598,815	595,749
230217 Lincoln Neighborhood Services Center	404,896	430,066	439,720	432,456
230301 Major Adult Sports	397,399	467,198	470,759	469,923
230302 Major Youth Sports	322,816	262,869	264,200	262,376
230303 Aquatics	647,593	766,694	803,082	769,626
230304 Minor Sports	113,096	154,776	154,776	153,869
230305 Gymnastics	709,596	815,795	823,782	732,779
230306 Trousdell Aquatic Center	444,941	461,203	472,455	469,620
230307 Jack McLean Aquatic Center	241,742	330,476	335,661	334,467
230401 Parks Maintenance	6,738,139	5,837,622	6,053,420	5,817,403
230402 Cascades Park	607,220	683,439	909,953	888,685
230601 Tennis Operations	775,875	730,412	718,100	725,931
230701 Animal Shelter	1,673,118	1,763,334	1,817,557	1,847,223
230702 Animal Control	483,728	434,938	447,824	429,608
231001 Neighborhood Services	77,296	74,716	76,545	76,500
Total Expenditures	20,995,090	21,092,581	22,401,491	22,016,824
<u>Expenditure Category Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	13,133,685	13,022,670	13,402,432	13,379,416
Operating	2,187,508	2,883,378	3,048,058	2,911,608
Capital Outlay	365,333	200,000	200,000	200,000
Internal Service Funds	2,980,969	2,686,793	3,446,812	3,221,611
Utilities and Other Expenses	2,006,910	2,238,625	2,240,629	2,240,629
Transfers	320,685	61,115	63,560	63,560
Total Expenditures	20,995,090	21,092,581	22,401,491	22,016,824
<u>Funding Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	20,995,090	21,092,581	22,401,491	22,016,824
Total Funding	20,995,090	21,092,581	22,401,491	22,016,824

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

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

Operating Budget

<u>FTE Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
230101 Parks Administration	7.00	7.00	7.00	7.00
230201 Playgrounds	5.00	5.00	5.00	5.00
230203 Sue Herndon McCollum CC	4.00	4.00	4.00	4.00
230204 Lafayette Arts and Crafts	1.00	1.00	1.00	1.00
230205 Palmer Munroe Youth Center	2.75	2.75	2.75	2.75
230206 Lawrence-Gregory CC	3.00	3.00	3.00	3.00
230207 LeVerne Payne CC	1.00	1.00	1.00	1.00
230208 Jake Gaither Center	2.00	2.00	2.00	2.00
230209 Walker Ford Center	4.00	4.00	4.00	4.00
230210 Oven Park	1.00	1.00	1.00	1.00
230213 McLean Center	4.00	4.00	4.00	4.00
230215 Smith-Williams Services Center	3.00	3.00	3.00	3.00
230216 Tallahassee Senior Center	7.00	7.00	7.00	7.00
230217 Lincoln Neighborhood Services Center	5.00	5.00	5.00	5.00
230301 Major Adult Sports	3.00	3.00	3.00	3.00
230302 Major Youth Sports	2.00	2.00	2.00	2.00
230303 Aquatics	4.00	4.00	4.00	4.00
230305 Gymnastics	5.00	5.00	5.00	5.00
230307 Jack McLean Aquatic Center	2.00	2.00	2.00	2.00
230401 Parks Maintenance	68.00	68.00	68.00	68.00
230402 Cascades Park	5.00	5.00	6.00	6.00
230601 Tennis Operations	3.50	3.50	3.50	3.50
230701 Animal Shelter	21.00	21.00	21.00	22.00
230702 Animal Control	7.00	7.00	7.00	7.00
231001 Neighborhood Services	1.00	1.00	1.00	1.00
Total FTE	171.25	171.25	172.25	173.25

Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

Summary of Services Provided

- The Parks, Recreation and Neighborhood Affairs Department provides recreational opportunities for the citizens of Tallahassee and Leon County, liaison assistance for neighborhood associations and operates the Animal Service Center. It is comprised of nine major areas: administration, parks, recreation, athletics, special events, tennis, animal services and control, senior services and neighborhood affairs.
- Named “Best in America” by the National Recreation and Park Association in 2004, the nationally recognized agency operates and maintains 3,540 acres of well-managed parkland, ranging from neighborhood playgrounds to regional parks. The City’s park system runs the gamut from “active” recreational complexes, complete with a wide variety of athletic facilities, to so-called “passive” parks, where visitors may simply enjoy the quiet natural surroundings. A team of landscape designers, horticultural experts, and maintenance crews work year-round to keep parkland clean, attractive, and functionally useful for the thousands of people enjoying the parks.
- The department maintains eight multi-purpose community centers, a teen center, a senior services center, three specialty complexes including an arts and crafts center, a comprehensive gymnastics facility and a historic Tallahassee home now preserved as a meeting/reception facility, 28 playgrounds, 86 athletic fields, and 55 tennis courts. The department also operates seven municipal aquatic facilities. The park system features 70 miles of trails, 2 dog parks, a skate park, 2 disc golf courses and a Miracle League Baseball field for those with disabilities. Program offerings include arts and crafts classes, fitness classes, organized playground programs, and specialty programs for citizens with disabilities.
- The department also plays a leading role in the staging of Tallahassee’s special events, ranging from Springtime Tallahassee to the Red Hills Horse Trials. The Special Events unit also serves as the lead coordinating agency for the area’s largest nighttime event, the hugely popular Winter Festival and Celebration of Lights, as well as the Celebrate America event on July 4 at Tom Brown Park.
- The Animal Services division consists of the Animal Service Center and Animal Control. Responsibilities and programs include enforcement of animal control ordinances for the City, sheltering of stray/homeless pets, adoption, foster care, incentives for the public to spay or neuter their personal pets, and humane education outreach.
- The Neighborhood Affairs division provides liaison assistance to the community’s 190 neighborhood associations. The division administers such programs as Neighborhood Cleanups, the Neighborhood Partnership Grant, the Neighborhood Leadership Academy, and other special projects and events.

Safety and Neighborhood Services Parks, Recreation and Neighborhood Affairs

Trends and Issues

The following are current or future year issues or events for the department in FY16:

- Cascades Park opened in March, 2014. The park, which by design requires a high level of maintenance, has proven to be extremely popular which has further increased maintenance demands. Nine full time positions were needed based on the size of the facility and required levels of maintenance. Five positions were originally requested, with only 4 funded. Funds were approved for additional full time and part time staff in FY16.
- Funding for Northwest Park remains a high priority for the Department and community. The Department's Capital Budget included a request to have this funding included in the FY 2016 budget. The is project was not approved for funding in FY16.
- 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. The Department's Capital Budget included a request to have funding for a new Senior Center/Recreation Center/Gym included in the FY 2016 budget. Funding was not approved for FY16.
- The City Commission voted to pursue the Age-Friendly Designation as part of the AARP/WHO network of Livable Communities. Additional resources may be required as a plan to achieve this designation is developed.

Significant Changes From Approved FY 2015

The City Commission approved the budget for the Parks, Recreation and Neighborhood Affairs department with the following changes:

- Adjustments to personnel expenses included the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Increase in funding for various community centers and programming needs. Fiscal Impact: \$79,411.
- Increase in funding for Cascades Park operating expenses and the addition of one full-time Senior Horticultural Technician position. Fiscal Impact: \$139,747.
- The addition of one full-time Lost and Found Coordinator/Intake Counselor position. Net Fiscal Impact: \$32,615. The County will share the other 45% of the cost.
- Adjustments in Temporary Wages budget. Net Fiscal Impact: (\$58,133).
- Reductions in Unclassified Contractual Services budget. Fiscal Impact: (\$115,000)
- Reductions in Vehicle Replacement budget. Fiscal Impact: (\$174,549).

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

Program Objectives

The department identified the following program objectives for FY 2016:

- 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

- Participation in youth athletics has increased. While national trends show a decrease in participation in most youth sports, the department has seen a 3.5% increase in the number of youth teams from FY12 to FY 14. This represents a significant increase over FY14 goals, with 1,067 teams compared to a goal of 670 in FY14. Year to date numbers in FY15 suggest a continuation of this trend.
- Even though the total percentage of expenditures recovered through user fees and charges decreased in FY14 as compared to FY13, this number still increased .1% over the budgeted goal in FY14. The overall decrease of 1.8% can be attributed to the addition of funding for Cascades Park, minimum wage increases and a veterinarian at the Animal Service Center. We expect to reach the FY15 budgeted goal of 22.4% by the end of the fiscal year.

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of adult athletic teams served	#	374	515	18	400
Number of animals adopted	#	6,740	3,200	1,284	3,200
Number of participant hours at the Arts & Crafts center	#	31,193	42,000	3,178	35,000
Number of youth athletic teams served	#	1,067	1,000	197	1,000
Total number of stray cats captured	#	2,087	4,000	339	2,500
Total number of stray dogs captured	#	1,942	5,560	394	2,250

Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Average maintenance cost per park acre	\$	5,903.88	5,237.37	1,367.63	5,237.37
Cost per operational hour in community centers	\$	93.38	95.27	92.57	95.27
Cost per participant hour at the Arts and Crafts Center	\$	4.78	11.27	8.98	5.00
Number of acres of active park (FBC Measure)	#	1,209.06	1,204.22	1,209.06	1,209.06
Number of acres of passive park (FBC measure)	#	2,346.17	2,346.17	2,408.93	2,408.93
Number of park acres per 1,000 population	#	12.64	23.65	12.86	23.65
Per capita cost for Parks and Recreation expenditures	\$	74.62	96.62	17.59	96.62
Percentage of expenditures recovered through user fees and charges	%	22.50	22.40	4.24	22.40
Total number of cats adopted	#	1,280	1,000	271	1,000
Total number of dogs adopted	#	1,340	1,700	268	1,700
Total number of other pets adopted	#	91	100	12	100

**Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Capital Improvement Program Budget**

CIP Budget Overview

The department's five-year capital improvement plan includes funding for three projects in the amount of \$4,465,000 for FY16-FY20. The FY16 capital budget includes three projects with a total appropriation of \$953,000 for the FY16 PRNA RR&I Master Project, the Animal Service Center RR&I project and the Ballfield and Tennis Court Lights project.

Funding Source	FY 2016 Appropriation	5 Year CIP Total
General Government Capital Improvement Fund - GGCIF	953,000	4,465,000
Internal Loan Fund-General Government	0	0
Total Funding	953,000	4,465,000

Completed Capital Projects

The following list represents major projects with a magnitude greater than \$50,000, which were completed or are expected to be completed in fiscal year 2015:

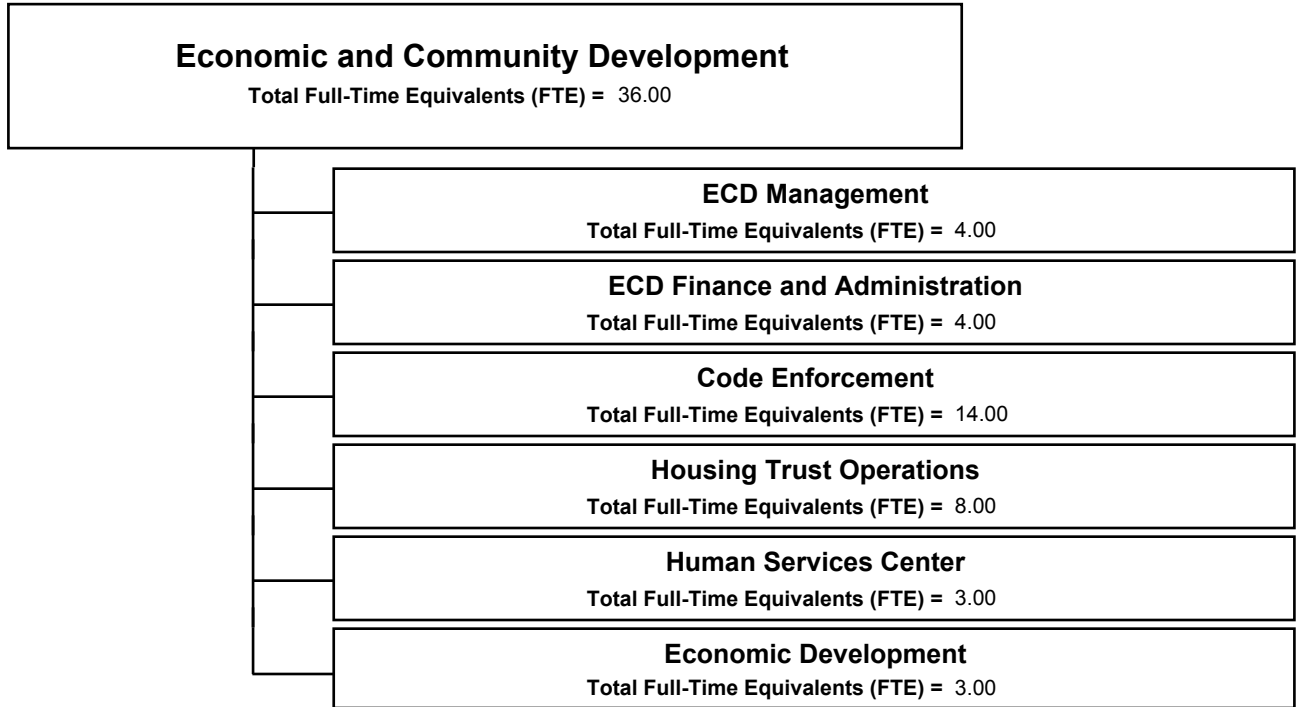
None.

Continued Capital Projects

The following list represents major projects with a magnitude greater than \$50,000, which are expected to continue into fiscal year 2016:

- Middle Brook Conveyance
- Four Points Bikeway Trail Head
- Tallahassee Junction Bikeway Trail
- Northwest Park Pond
- Elberta Crate
- Lafayette Heritage Trail

Safety and Neighborhood Services
Economic and Community Development
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

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

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
260101 ECD Management	513,587	730,996	1,258,685	1,239,478
260103 ECD Finance and Administration	339,482	356,320	419,397	420,480
260601 Code Enforcement	883,467	835,725	861,181	891,596
260901 Housing Trust Operations	478,271	307,821	300,249	299,309
260902 Human Services Center	1,191,756	1,168,367	1,614,446	1,615,372
261002 ECD Donations	75,000	75,000	75,000	75,000
262001 Economic Development	278,052	356,062	691,015	691,887
Total Expenditures	3,759,615	3,830,291	5,219,973	5,233,122

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	2,173,700	2,251,383	2,280,883	2,319,383
Operating	118,164	131,341	518,645	518,645
Other Services & Charges	23,805	0	0	0
Internal Service Funds	241,519	171,503	709,124	683,773
Transfers	1,202,427	1,276,064	1,711,321	1,711,321
Total Expenditures	3,759,615	3,830,291	5,219,973	5,233,122

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	3,684,615	3,755,291	5,144,973	5,158,122
Donations Operating Fund	75,000	75,000	75,000	75,000
Total Funding	3,759,615	3,830,291	5,219,973	5,233,122

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
260101 ECD Management	3.75	4.00	4.00	4.00
260103 ECD Finance and Administration	4.00	4.00	4.00	4.00
260601 Code Enforcement	14.00	14.00	14.00	14.00
260901 Housing Trust Operations	9.00	8.00	8.00	8.00
260902 Human Services Center	3.00	3.00	3.00	3.00
262001 Economic Development	3.20	3.00	3.00	3.00
Total FTE	36.95	36.00	36.00	36.00

Safety and Neighborhood Services Economic and Community Development

Summary of Services Provided

The Economic and Community Development Department provides services to the Tallahassee community through Code Enforcement, Housing and Community Development, Human Services, Economic Development, and Minority Business Enterprise (MBE) programs with thirty-six full-time employees. The department currently provides over 67,000 hours of service annually to maintain day-to-day operations that:

- Ensure the integrity of neighborhoods are maintained and preserved through code enforcement activities such as lot mowing; towing of inoperable vehicles; boarding of dangerous, abandoned, and vacant properties; and eliminating housing code violations through voluntary compliance as well as use of the administrative/quasi-judicial hearing processes.
- Eliminate neighborhood blight and unsafe housing conditions through affordable housing owner-occupied rehabilitation programs, emergency repairs, permanent and temporary relocations, code enforcement rehabilitations and accessibility rehabilitation programs.
- Increase home ownership with homebuyer counseling and first-time home buyers' down payment assistance.
- Contract with 38 local human and social service agencies to provide direct services for children and families, at-risk youth, after-school programs, homelessness prevention, food programs, medical care for low-income and homeless populations, basic living services, and senior services programs.
- Provide economic development incentive programs designed to increase local employment opportunities, encourage business expansions and relocation to the Tallahassee community, support locally owned small and minority businesses through city procurement and administrative policies, certification programs, training partnerships, workshops and other business incentive opportunities.
- Assist in maintaining historical properties through a grant and loan program specifically aimed at restoring and rehabilitating eligible historic structures listed in the national or local register of historic places.

Safety and Neighborhood Services Economic and Community Development

Trends and Issues

Code Enforcement

Increased proliferation of snipe signs placed illegally within the right-of-way and on utility poles continues to clutter community roadsides. In an effort to combat this problem through a more aggressive approach, ECD, in partnership with the Parks, Recreation and Neighborhood Affairs Department, utilized part-time employees to remove signs that have been placed in the right-of-way on the weekend and/or late Friday afternoons. Repeat violators are being cited and brought before the code magistrate for adjudication of fines. 2016 will be a major political campaign year. The proliferation of illegally placed signs may require additional resources to manage the process currently being utilized to rid city roadsides of clutter.

Maintaining abandoned foreclosed properties through the lot mowing and boarding of dangerous buildings program continues to impact the limited financial resources in this program's operating budget and increases Code Enforcement staff's workload during the warm growing season.

The city will be transitioning from the current Permits Plus software used by Code Enforcement staff to manage code enforcement cases to a new Cityworks software program. Transition to the new software could significantly impact the workload of Code Enforcement's staff, contingent upon identification of departmental responsibility for converting existing case files from the old file formats to new formats, as well as other implementation-related issues.

Housing Development

The level of funding that will be provided by the 2015 Florida Legislature for the State Housing Initiative Partnership (SHIP) grant is unknown at this time. A reduction in funding could limit the city's ability to address housing problems in areas of the community that cannot be addressed through the utilization of federal grant funds. SHIP funding provides more flexibility to address problems for houses located in flood-prone areas and immediate repairs that may not bring the entire house up to code. The impact of diminished SHIP funds impacts staff response time to address homeowner rehabilitation needs because the use of federal grant funds requires more stringent administrative procedures, environmental reviews, and other requirements.

The continued reduction of federal grant funds continues to impact the level of funds available to address affordable housing issues within the city's poorest communities. In fiscal year 2016 (HUD 2015), CDBG grant funds are expected to increase from \$1,761,861 to \$1,772,740; the HOME grant funds will decrease from \$756,500 to \$660,758; and Emergency Solutions grant funds will increase from \$145,911 to \$157,046 in fiscal year 2015 (HUD 2014).

There continues to be renewed interest in the water and sewer system charge/tap fee waiver program relative to multifamily rental housing as the Tallahassee area has become more able to compete for funding from its major source at Florida Housing Finance Corporation (FHFC). Six developments of 100 units or more each competed for low income housing tax credits in the 2014 cycle. Under the current ordinance a development of 100 units is eligible to receive \$150,000. There are currently two developments expected to compete for funding from the FHFC and possibly approach the city for these funds; each would qualify for the maximum amount of \$150,000, if funded. Current funding is insufficient to fully fund both developments in fiscal year 2016.

Minority Business Enterprise

Successful implementation of the revised policy and procedures addressing the city's Minority, Women, Small, and Disadvantaged Business Enterprise (MWSDBE) program approved by the city commission in January 2014, along with implementation of a new PRISM contract management compliance software system, will stress the limited staff resources of the three full-time employees in this division. Significant training will be required for all city departments and currently-certified MWSDBEs. It is likely that future additional staff resources will be needed to ensure the effective implementation of the new software and the program revisions.

Safety and Neighborhood Services Economic and Community Development

Human Services

Increasing financial needs from direct service providers for additional funds through the community human service partnership (CHSP) annual process as well as the increasing basic living needs of clients receiving those services are ongoing issues. Decreasing federal and state grant funds, and diminishing private contributions to local human and social service agencies through the annual fund raising events, continues to place a strain on the ability to adequately fund local providers of services to the community.

Workforce Proposals

33% of the department's current workforce has been identified as eligible for retirement over the next four years. In response to the potential loss of critical positions and experienced leadership, the department is actively encouraging staff participation in the Employee Mobility Achievement Program and Succession Planning Individual Development Plan.

At the end of fiscal year 2013, the staff composition within the department changed as a result of reorganization of the Community Redevelopment Agency (CRA) into a separate entity. The impact of the reorganization required department management to address the loss of CRA staff that had previously coordinated/managed a number of economic development programs. The loss of support provided through CRA staff, coupled with the reclassification and removal of the coordinator of special projects position from the department created a staffing void for the effective management of the economic development programs. Management has expanded the responsibilities of two existing positions to fill this void, one of which was relocated to the department's management division.

Management is continuing its efforts to foster a culture of employee appreciation and empowerment with quarterly department staff meetings that celebrate successes, encourages achievement and creativity, and motivates employees to take ownership and personal responsibility in the services they provide to citizens. Quarterly staff meetings also are used to introduce wellness opportunities (guest speakers) and other quality of life enhancing opportunities to the department's workforce.

In the winter of 2014, the city of Tallahassee, through ECD, applied to the U.S. Department of Agriculture for designation as an Urban Promise Zone. The Promise Zone initiative is intended to revitalize high-poverty communities across the country by creating jobs, increasing economic activity, improving educational opportunities, reducing serious and violent crime, leveraging private capital and assisting local leaders in navigating federal programs and cutting through red tape. The designation commits the federal government to partner with local leaders who are addressing multiple community revitalization challenges in a collaborative way and have demonstrated a commitment to results. Staff learned in fiscal year 2015 that the designation was not granted.

Safety and Neighborhood Services Economic and Community Development

Significant Changes From Approved FY 2015

The following service level changes are approved for the Department of Economic and Community Department in fiscal year 2016.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.0% merit salary enhancement in fiscal year 2016; a 6.16% increase in health insurance premiums is being split between the city and the employee to maintain overall premium percentages at 70% city and 30% employee; a reduction in general employees' pension rates from 15.19% to 13.07%; salary updates; position changes; and intra-departmental reorganizations and transfers. A vacancy factor is applied to salaries based on actual experience.
- All internal service fund and indirect cost allocations were adjusted to reflect updated statistical allocation formula data.
- Increased one-time unclassified contractual services funding by \$23,404, and ongoing funding for user licenses in the finance and administration cost center for development/roll-out of the housing module in the new permitting software system. Fiscal Impact: \$55,804.
- Increased unclassified contractual services funding in the finance and administration cost center to support annual hosting services for PRISM contract compliance management software for the MWSDBE program. Fiscal Impact: \$31,500.
- Increased inter-fund transfer funding in the human services cost center for additional CHSP support. Fiscal Impact: \$442,651.
- Increased unclassified professional services funding in the economic development cost center to support a disparity study. Fiscal Impact: \$300,000.

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

Program Objectives

1. Build on partnerships recently developed addressing homelessness to find ways to move people into permanent housing.
2. Focus on increasing economic activity, improve educational opportunities, and reduce violent crime, specifically in the South City, Frenchtown, Springfield, and other identified Promise Zone areas.
3. Take advantage of technology to deliver services more efficiently and effectively.
4. Finalize the investment analysis, in concert with DMA, to ensure public resources are resulting in measureable achievements in the CDC and CHSP programs.

Analysis of Performance Measures

Dangerous building and housing code violation cases initiated in 2014 exceeded those in 2013 by a small margin as did dangerous building and housing code violation cases brought into voluntary compliance and via enforced compliance, while nuisance and other cases declined slightly over the period. Emergency home repairs declined in 2014 over 2013 while owner occupied rehabilitations increased as did temporary relocations. The number of homeowners removed from unsafe living conditions declined in 2014 over 2013 while the number of persons provided homeless assistance remained the same. There were no code enforcement rehabilitations as of mid 2015.

The number of human service agencies funded in 2014 as a part of the Community Human Services Partnership remained the same as in 2013, while the total number of service units provided declined over the period. The amount of city funds committed or awarded to certified minority, women, small, and disadvantaged business firms declined significantly in 2014 from 2013, while the City continued to support small business growth through its partnerships with the Economic Development Council, FAMU Small Business Development Center, Workforce Plus, and other organizations. The department continued to administer service agreements with the Economic Development Council, Tallahassee Downtown Improvement Authority, Historic Preservation Trust and Council on Culture and Arts.

Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of nuisance violation cases brought into compliance through admin/judicial process	#	89	70	59	70
Number of nuisance violation cases brought into voluntary compliance	#	3,436	4,800	922	4,800

Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
CHSP service units provided to clients	#	233,601	264,000	20,833	264,000
Code enforcement cases	#	3,969	5,500	1,402	5,500
Code Enforcement Rehab. avg. cost per unit	\$	2,245	2,500	0	2,500
Down payment assistance avg. cost per unit	\$	9,329	10,000	7,515	10,000
Emergency home repair avg. cost per unit	\$	4,456	4,500	9,775	4,500
Homeowner rehab. program avg. cost per unit	\$	18,189	40,000	70,725	40,000
Human service grants awarded	#	47	40	190	40
Number of bi-annual meetings with city departments relative to MBE programs and objectives	#	2	2	2	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	#	46	210	8	210
Number of dangerous building and housing code violations brought into voluntary compliance prior to the judicial process	#	237	160	113	160

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

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

Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of dangerous building and housing code violations initiated during reporting period	#	365	500	281	500
Number of nuisance and other (referrals) code violations cases initiated during reporting period	#	3,724	5,400	1,199	5,400

Safety and Neighborhood Services
Economic and Community Development
Capital Improvement Program Budget

CIP Budget Overview

The Economic and Community Development Department's capital improvement plan supports two projects, the Historic Property Preservation Grant and Loan Pool and Water/Sewer System Charge and Tap Fee Waivers.

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GOCIF	50,000	650,000
Total Funding	50,000	650,000

Completed Capital Projects

The following list represents major projects with a magnitude greater than \$50,000 that were completed, or are underway and expected to be completed, in fiscal year 2015.

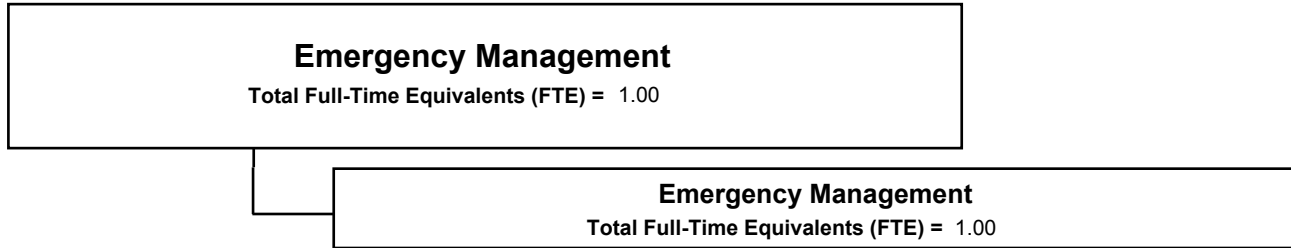
None

Continued Capital Projects

The following list represents major projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2016:

Downtown Pedestrian and Vehicle Enhancements
Historic Property Preservation Grant and Loan Pool
Kleman Plaza Master Plan Implementation
Water and Sewer System Charge and Tap Fee Waivers

**Safety and Neighborhood Services
Emergency Management
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
510101 Emergency Management	137,452	133,410	148,400	144,490
Total Expenditures	137,452	133,410	148,400	144,490

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	99,191	100,959	102,180	101,209
Operating	14,242	16,898	16,898	16,898
Internal Service Funds	24,019	15,553	29,322	26,383
Total Expenditures	137,452	133,410	148,400	144,490

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	137,452	133,410	148,400	144,490
Total Funding	137,452	133,410	148,400	144,490

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 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, as a division in the Fire Department, when the City of Tallahassee developed its first emergency management plan. Emergency Management gained department status as part of a 2008 reorganization.

Emergency Management provides support to all departments and is supported by all departments. Sharing the benefits of being prepared and how the city will operate during and after a disaster is essential. Emergency services includes 16 key departments/divisions including Police, Fire, Water, Sewer, Solid Waste, StarMetro, Gas, Public Works, Airport, Call Center, Electric, Parks and Recreation, Information Services, Fleet, Communications, and Radio Communications.

Emergency Management continues to help ensure departments are able to meet the basic needs of citizens in a coordinated manor. Throughout the year, Emergency Management conducts and participates in exercises and training, supports the development of plans, maintains the area command center, monitors for potential disaster conditions, facilitates meetings, and communicates with key agencies to ensure coordinated preparedness activities, response and recovery to all events while working with departments to ensure their state of readiness for all hazards.

In May of 2014, the department was moved to the new public safety complex and directed staff to develop a joint emergency operation with Leon County Emergency Management. In doing so, it provides a more coordinated operation for our community.

To bolster coordination within the region, the city of Tallahassee transferred management of WebEOC to Leon County Emergency Management in April 2015 because the region's 13 counties had adequate funding to upgrade and annually maintain the system.

Safety and Neighborhood Services Emergency Management

Trends and Issues

The city's Incident Management Plan was adopted to insure disasters are responded to in a coordinated and safe manner and to ensure compliance with federal guidelines to receive federal funding. The plan ensures the city meets the needs of citizens by responding as a team to recover as quickly as possible if an emergency situation occurs. This plan requires the city to participate in Incident Command and National Incident Management System training programs.

Emergency Management offers Incident Command Courses 2-3 ICS 300 and 1 ICS 400 training courses, along with the ICS basic course 100-200-700 at least once a year. Other course offerings are coordinated with the state of Florida to either host or teach programs in our area. Emergency Management also conducts public outreach programs on preparedness and mitigation efforts.

Staff continues to support departments in developing plans. For fiscal years 2015 and 2016 the department will assist in updating the Local Mitigation Plan, which concentrates on the "What If." Other activities Emergency Management will be involved in include:

- Promoting sustainability for local businesses and citizens by developing emergency plans, continuity plans, and family plans in order to be ready for all hazards.
- Conducting education/outreach programs to inform local government, businesses and citizens on preparedness and mitigation actions to reduce the impacts from all hazards.

Tallahassee GreenPrint

Emergency Management planning touches on aspects of GreenPrint as identified below.

Leadership: Emergency Management promotes sustainability for local government, businesses and citizens by developing emergency plans, continuity plans, and family plans in order to be ready for all hazards.

Education and Outreach: Emergency Management conducts education/outreach programs to inform local government, businesses and citizens on preparedness and mitigation actions to reduce the impacts from all hazards.

Health: Emergency Management is working with FAMU in educating area small agri-businesses on disaster preparedness and how to develop emergency plans.

Economics: Emergency Management, through planning and the budget process, encourages redevelopment following a disaster, to rebuild greener.

Natural Resources: Emergency Management supports the protection of natural resources through training and exercises, offering scenarios where students have to plan to protect the environment.

Energy: Emergency Management participates in the Idle Free programs and, working with the fire department, has removed light bulbs from its office area or upgraded light fixtures.

Solid Waste: Emergency Management assisted with the development of the Debris Response Plan for cleaning up the city of Tallahassee following a disaster. This plan directs the proper, efficient disposal methods of vegetation, hazardous waste, construction debris, and white goods in a timely and efficient manner.

Land Use and Mobility: Through the Local Mitigation Strategy and Post Disaster Redevelopment Plans, Emergency Management supports land development, transportation and building development that supports GreenPrint goals.

Safety and Neighborhood Services
Emergency Management

Significant Changes From Approved FY 2015

The following service level changes are approved for the Emergency Management Department in fiscal year 2016.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.0% merit salary enhancement in fiscal year 2016; a 6.16% increase in health insurance premiums is being split between the city and the employee to maintain overall premium percentages at 70% city and 30% employee; a reduction in general employees' pension rates from 15.19% to 13.07%; salary updates; position changes; and intra-departmental reorganizations and transfers. A vacancy factor is applied to salaries based on actual experience.
- All internal service fund and indirect cost allocations were adjusted to reflect updated statistical allocation formula data.

Safety and Neighborhood Services
Emergency Management
Performance Measures

Program Objectives

The Emergency Management Department will continue to provide a variety of services, including training city employees and educating citizens and local businesses about disaster preparation and recovery activities. EMD also will continue to assist in development of department-specific plans for all phases of a disaster.

Analysis of Performance Measures

Although the Emergency Management Department has no formal performance measures, the following are examples of activities and accomplishments during fiscal year 2014 and 2015.

- Participated in more than 10 emergency management exercises.
- Began updating the department's website, which is being developed for SharePoint.
- Conducted two incident command training programs for city of Tallahassee staff and four courses.
- Reviewed the city's emergency management plans; no updates were required.
- Recognized by the Federal Emergency Management Agency as a Master Professional Continuity Practitioner.

**Safety and Neighborhood Services
Emergency Management
Capital Improvement Program Budget**

CIP Budget Overview

The Emergency Management Department has no capital projects for fiscal years 2016 through 2020.

Completed Capital Projects

The following list represents major projects with a magnitude greater than \$50,000 that were completed, or are underway and expected to be completed, in fiscal year 2015.

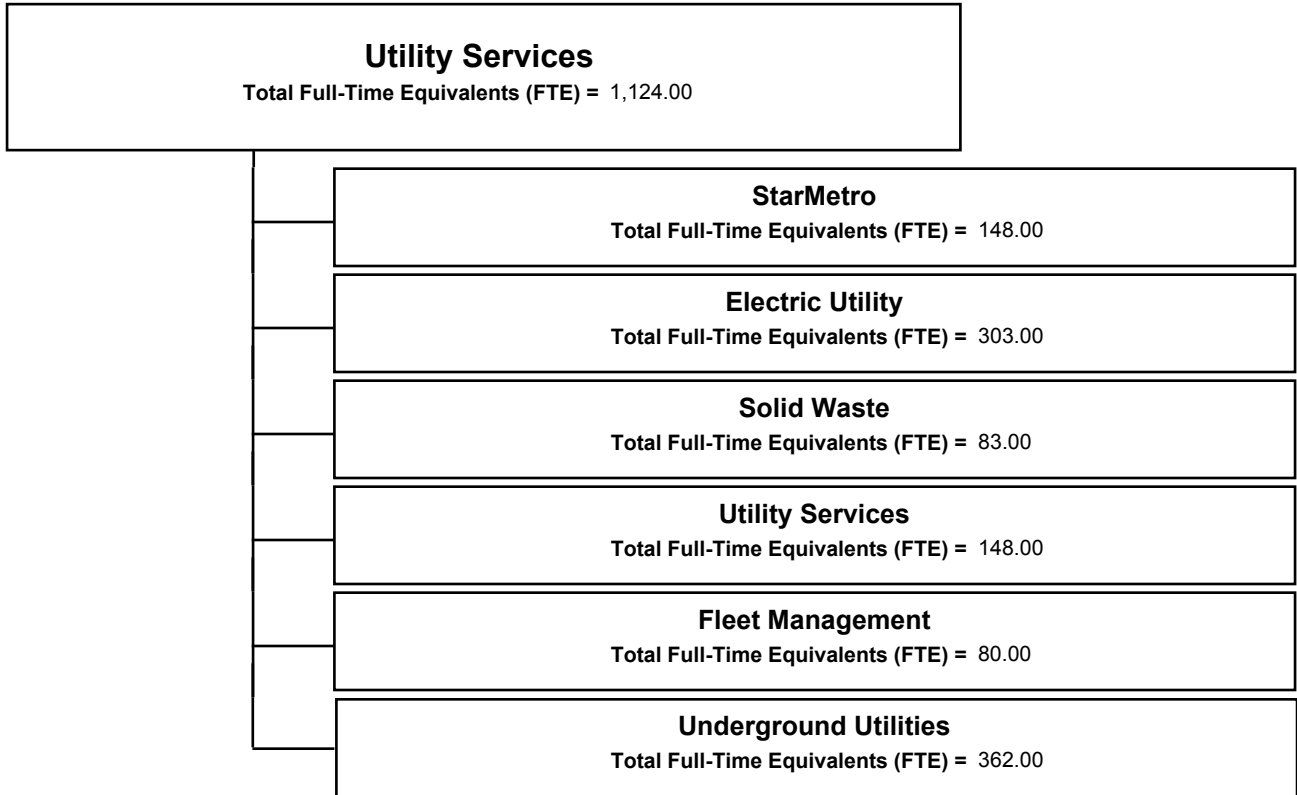
None

Continued Capital Projects

The following list represents major projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2016.

None

**Utility Services
Organizational Chart**

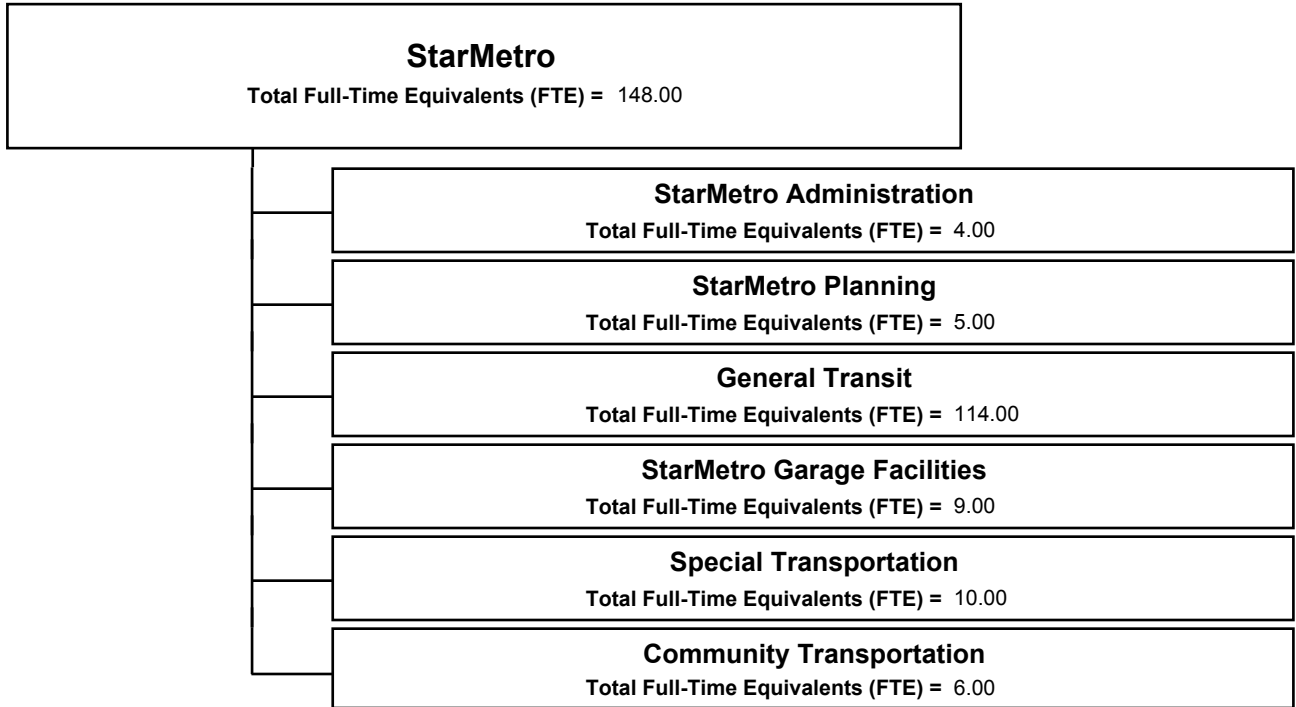


Summary of Services Provided

This service area includes the Electric, Gas, Water, Stormwater, Fleet and Solid Waste Utilities. The service area also includes the Utility Services Department and Fleet, whose programs and activities support the utilities.

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Expenditures Summary	614,196,348	656,604,487	659,348,864	660,661,873
Funding Summary	614,196,348	656,604,487	659,348,864	660,661,873
FTE Summary	1,125.00	1,123.00	1,124.00	1,124.00

Utility Services
StarMetro
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Utility Services
StarMetro**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
280101 StarMetro Administration	2,519,074	2,857,738	3,345,832	3,296,778
280102 StarMetro Planning	375,313	464,441	509,995	510,399
280201 General Transit	8,409,742	8,588,906	8,275,339	8,241,517
280301 StarMetro Garage Facilities	2,464,012	2,736,299	2,802,898	1,064,806
280401 Special Transportation	1,393,875	1,120,850	1,255,674	978,080
280402 Community Transportation	1,406,352	1,189,178	1,112,433	1,248,193
Total Expenditures	16,568,368	16,957,412	17,302,171	15,339,773

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	10,122,928	10,086,947	10,168,573	8,761,903
Operating	1,818,030	2,086,935	2,086,935	1,584,263
Other Services & Charges	2,390	2,390	2,390	2,390
Internal Service Funds	1,668,926	1,998,004	2,848,582	2,795,526
Utilities and Other Expenses	2,583,494	2,755,569	2,167,535	2,167,535
Transfers	372,600	27,567	28,156	28,156
Total Expenditures	16,568,368	16,957,412	17,302,171	15,339,773

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
StarMetro Operating Fund	16,568,368	16,957,412	17,302,171	15,339,773
Total Funding	16,568,368	16,957,412	17,302,171	15,339,773

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
280101 StarMetro Administration	4.00	4.00	4.00	4.00
280102 StarMetro Planning	5.00	5.00	5.00	5.00
280201 General Transit	114.00	114.00	114.00	114.00
280301 StarMetro Garage Facilities	26.00	26.00	26.00	9.00
280401 Special Transportation	15.00	15.00	14.00	10.00
280402 Community Transportation	6.00	6.00	4.00	6.00
Total FTE	170.00	170.00	167.00	148.00

Utility Services StarMetro

Summary of Services Provided

StarMetro, the transit system, for the City of Tallahassee, operates 12 weekday cross-town routes, as well as university routes for Florida State University (FSU) and Florida Agricultural & Mechanical University (FAMU). StarMetro also provides demand response (para-transit) transportation to senior, disabled and low-income customers in Tallahassee and Leon County. StarMetro is comprised of five divisions: Administration, General Transit Operations, Para-transit Operations, Planning and Maintenance.

The Administration division is charged with managing 167.00 full-time and 51 temporary employees along with monitoring the operating budget and capital budget. This division handles budget preparation, internal and external audits, and fare collection for the transit system.

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.

The Para-transit 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 Para-transit services to disabled persons. 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 and Transportation Disadvantaged customers under the Commission for the Transportation Disadvantaged, Transportation Disadvantaged funds.

The Planning Division provides policy, service development, grant management, and customer outreach. This division has four full-time employees and one or more internship positions. The Planning Division along with the help of the General Transit Operations 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 All Access Bus Pass program, various marketing campaigns, and service contracts.

It is the policy of StarMetro Maintenance to operate vehicles and facilities that are in compliance with the following; State of Florida Uniform Traffic Control Laws, Florida Administrative Code, Federal Motor Vehicle Safety Standards, and the Federal Transit Administration Policies and Procedures. StarMetro Maintenance Department has a responsibility to Operations to support and supply reliable, safe, and well maintained transportation equipment to the customers of 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.

In an effort to improve system efficiencies, StarMetro made several route improvements to boost ridership on several routes. These updates included adding express service from downtown to SouthWood (replacing the Red Hills route), improving the frequency on the Big Bend route, rerouting the Moss route to C.K. Steele Plaza; and making schedule adjustments to other weekday, night, and Saturday routes. During FY 2015, staff gathered feedback from passengers and coach operators to consider further route efficiency measures to be implemented by December, 2015.

Utility Services StarMetro

Significant Changes From Approved FY 2015

The following service level changes are included in the approved budget for Star Metro's fiscal year 2016 budget.

- Adjustments to personnel expenses include the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- Three clerical assistant positions were transferred to the Utility Services Division as part of the consolidation of call center services. Fiscal Impact: -\$149,555.
- Nineteen positions were transferred to the Garage Unit Cost Center (470501) for administrative purposes. The FY16 impact for StarMetro at the department level was a decrease of \$1,900,532 with a corresponding increase in the Fleet Department. There is no fiscal change to the StarMetro fund because the Garage Unit Cost Center remains in the StarMetro fund 580.

**Utility Services
StarMetro
Performance Measures**

Program Objectives

Based on the City Commission priorities:

StarMetro is coordinating with Blueprint 2000 and other departments to prioritize the public transportation projects in the Sales Tax list. One of the priority projects, the South City Transfer Center, is identified as an important project to improve mobility options for South City residents.

From shelters with art panels on Gaines Street to identifying public art along the Rhythm Route, StarMetro recognizes the importance of including art to improve the quality of life in the community. StarMetro works with our vendors and partners to ensure the capital infrastructure associated with the transit system is of high quality and represents the interests of the community.

StarMetro finished the Planning for Tomorrow Study to identify short and long-term transportation options for the MMTD. This study calls for frequency improvements along key corridors and to construct a Bus Rapid Transit (BRT) line to operate from C.K. Steele Plaza to Tallahassee Community College via Gaines/Pensacola Street. This BRT line along with connectivity improvements would greatly improve mobility within the district by connecting Downtown, CollegeTown, and TCC with a high-speed, high-capacity transit line.

In FY 2016, StarMetro will be updating the SMS Next-To-Text program to include real-time bus location information. This will complement the previous initiatives and should make the transit system easier to use.

StarMetro is also evaluating and identifying modifications to the fixed route system via on-the-bus surveys, web surveys, social media, and community meetings. These interactions provide important information on how customers feel about the system and identify areas for improvement. Many of the ideas suggested by the public should be implemented in FY 2016.

Analysis of Performance Measures

StarMetro ridership for FY 2014 was 4,324,252. In an effort to improve system efficiencies, StarMetro made several route improvements to boost ridership per bus per hour on several routes. These updates included adding express service from downtown to SouthWood (replacing the Red Hills route), improving the frequency on the Big Bend route, rerouting the Moss route to C.K. Steele Plaza, and making schedule adjustments to other weekday, night, and Saturday routes. The highest performing routes are Live Oak, Azalea, and Evergreen.

Dial-A-Ride (DAR) trends show a continuous increase in demand since 2009. From 2009 to 2014 ridership increased 38 percent (average 8% each year) and expenditures have increased 34 percent while the budget has remained relatively flat. The numbers of trips provided in 2014 increased from the previous year by 6,932 and the number of miles driven by DAR vehicles increased by 136,290. The increase in trips provided has placed additional pressure on operations as DAR does not have the capacity to perform such a high volume of trips and as such on-time performance has suffered and the number of customer concerns about late pickups and missed appointments has increased.

Projections for FY 2015 show an increase of 7,000 trips. Based on these trends, it is anticipated that the trips for FY 2015 will likely exceed 100,000. In order to meet the increasing demand for Dial-A-Ride services, StarMetro contracts with Big Bend Transit and Yellow Cab to manage overflow trips that otherwise could not be properly met.

Efficiency Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Basic system cost per passenger	\$	1.58	2.37	3.80	2.37
Basic system revenue per passenger	\$	0.69	1.24	1.34	1.24

City of Tallahassee
Fiscal Year 2016 Adopted Budget

Utility Services

StarMetro

Efficiency Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Dial A Ride cost per passenger	\$	6.75	19.42	16.70	19.42
Dial A Ride revenue per passenger	\$	0.88	2.33	2.17	2.33
Farebox recovery ratio	%	32.10	20.00	31.00	20.00

Utility Services
StarMetro
Capital Improvement Program Budget

CIP Budget Overview

The department's five-year capital improvement plan consists of a miscellaneous accounts receivable project that will allow StarMetro to enter small contractual arrangements with third parties. Examples would include vendors that would like to construct bus shelters, bus stop signs or install advertising equipment on buses. Other examples would include training provided by StarMetro to third parties that reimburse StarMetro for the cost of training (i.e., bus simulator and CDL training).

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
StarMetro Accounts Receivable	50,000	250,000
Total Funding	50,000	250,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2015.

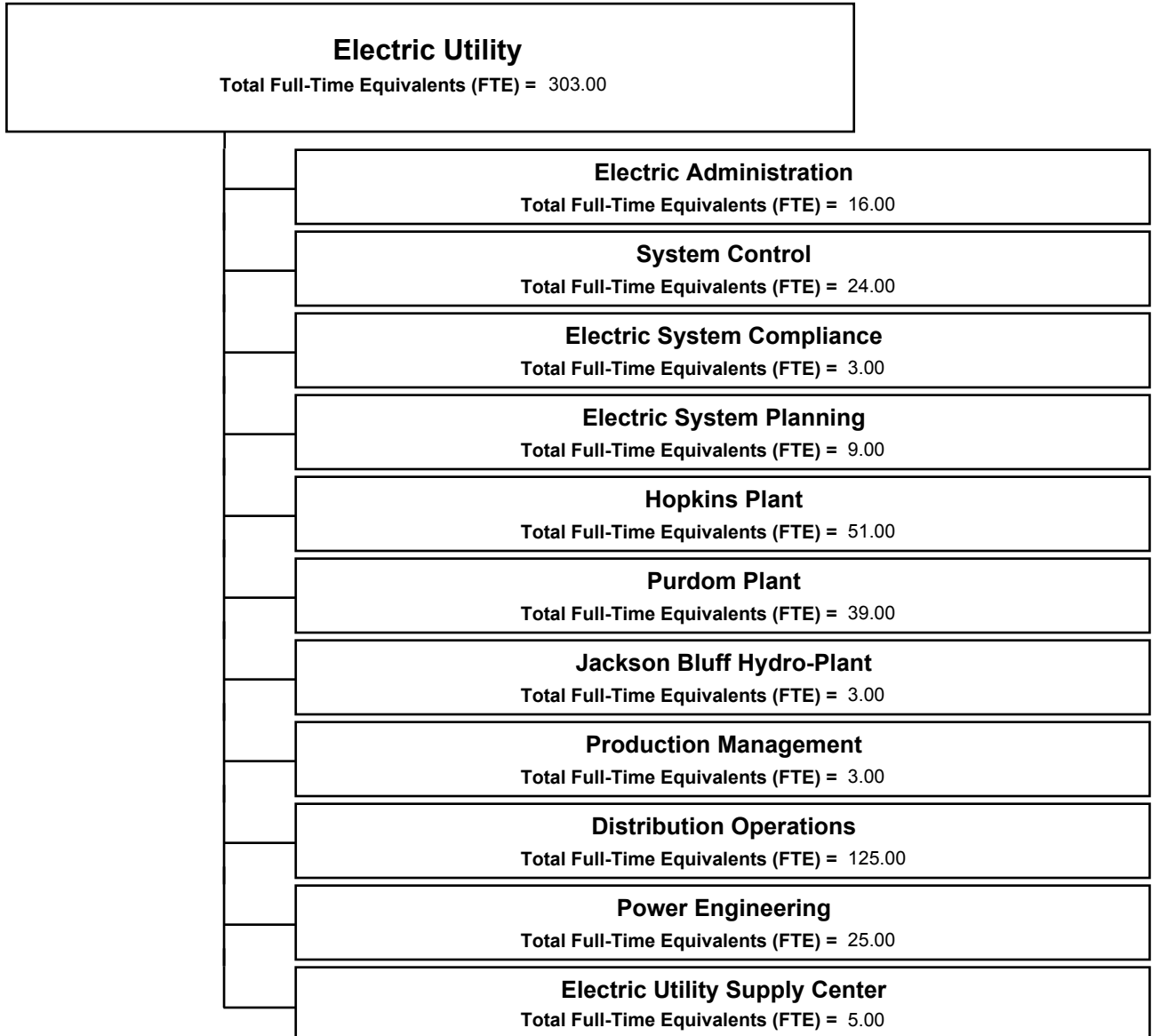
None

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 2016.

None

Utility Services
Electric Utility
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Utility Services
Electric Utility**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
290101 Electric Administration	118,905,035	122,578,260	121,972,972	121,636,344
290102 System Control	7,710,839	12,586,822	13,128,607	13,149,131
290103 Electric System Compliance	387,135	629,399	638,387	620,251
290201 Electric System Planning	535,573	1,476,230	1,473,181	1,487,633
290301 Hopkins Plant	68,585,956	68,493,779	65,172,378	64,990,670
290302 Purdom Plant	52,663,601	67,238,735	62,597,462	62,549,920
290303 Jackson Bluff Hydro-Plant	585,175	691,371	700,851	700,680
290305 Production Management	8,301,777	10,522,208	11,039,841	11,037,966
290306 Electric-Solar	0	979	979	979
290401 Distribution Operations	18,470,859	18,873,947	19,264,621	19,306,663
290601 Street Lighting	1,802,136	1,963,889	1,993,124	1,992,177
290701 Power Engineering	1,996,831	2,006,116	2,053,985	2,190,988
290901 Electric Utility Supply Center	424,222	704,264	891,268	893,306
Total Expenditures	280,369,139	307,765,999	300,927,656	300,556,708

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	27,070,269	28,357,551	29,380,813	29,345,702
Operating	19,702,689	25,442,598	25,377,156	25,377,156
Fuel	112,977,196	129,268,000	121,854,763	121,854,763
Other Services & Charges	1,276,036	2,687,985	2,721,397	2,721,397
Capital Outlay	59,879	455,288	480,288	480,288
Internal Service Funds	19,739,283	21,255,165	21,136,616	20,800,779
Utilities and Other Expenses	2,198,740	2,362,792	2,410,692	2,410,692
Transfers	69,514,557	69,135,307	68,764,618	68,764,618
Contributions to Operations	24,258,500	28,801,313	28,801,313	28,801,313
Year End Adjustments	3,571,990	0	0	0
Total Expenditures	280,369,139	307,765,999	300,927,656	300,556,708

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	1,802,136	1,963,889	1,993,124	1,992,177
Electric Operating Fd	278,142,781	305,097,846	298,043,264	297,671,225
Electric Warehouse Fund	424,222	704,264	891,268	893,306
Total Funding	280,369,139	307,765,999	300,927,656	300,556,708

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Utility Services

Electric Utility

Operating Budget

<u>FTE Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
290101 Electric Administration	15.00	15.00	16.00	16.00
290102 System Control	21.00	23.00	24.00	24.00
290103 Electric System Compliance	3.00	3.00	3.00	3.00
290201 Electric System Planning	5.00	9.00	9.00	9.00
290301 Hopkins Plant	54.00	52.00	52.00	51.00
290302 Purdom Plant	42.00	40.00	39.00	39.00
290303 Jackson Bluff Hydro-Plant	3.00	3.00	3.00	3.00
290305 Production Management	3.00	3.00	3.00	3.00
290401 Distribution Operations	124.00	125.00	125.00	125.00
290701 Power Engineering	23.00	24.00	24.00	25.00
290901 Electric Utility Supply Center	5.00	5.00	5.00	5.00
Total FTE	298.00	302.00	303.00	303.00

Utility Services Electric Utility

Summary of Services Provided

The Electric Utility serves over 116,000 customers in a 221 square mile service territory. It is the fourth largest municipal utility in Florida, and is the 26th largest of over 2,000 municipal systems in the United States. The utility is comprised of seven major divisions as described below:

- **Administration:** Responsible for administrative support to the entire utility in the areas of budgeting, procurement, personnel management, rate setting, mobile work force technology and financial reporting. Administration also is responsible for operations of the Utility Supply Center and the utility's information technology strategic plan.
- **Power Engineering:** Responsible for the engineering, design and construction management of the power delivery assets to meet customer growth and regulatory requirements.
- **Power Production:** Responsible for the city's three generating facilities: Hopkins, Purdom and Corn-Hydro.
- **System Compliance:** Responsible for oversight and coordination activities associated with the Electric Utility's compliance with reliability standards of the North American Electric Reliability Corporation (NERC).
- **System Integrated Planning:** Responsible for the long range power supply and transmission planning, DSM/Conservation programs, and alternative energy opportunities. In addition, the division provides day-to-day operational planning and study support to ensure the reliable operation of the city's electric system.
- **System Reliability and Transmission Services:** Responsible for the day-to-day system operations including generating unit dispatch and operations of the bulk electric and distribution systems. Additionally this division is responsible for electric system planning activities.
- **Transmission and Distribution:** Responsible for the operations, maintenance, and construction of the city's power delivery assets. This includes 25 substations, 202 miles of high voltage transmission, 2,870 miles of distribution lines, and over 28,273 individual transformers. T&D also is responsible for line clearance and system protection activities.

The Electric Utility has established five objectives that act as the guiding principles in meeting the Electric Utility's Mission:

- **Safety -** Provide a safe work environment for electric employees and customers.
- **Customer Service/Reliability -** Deliver reliable, high quality utility services that exceed customer expectations.
- **Cost/Value -** Deliver cost effective electric service to customers.
- **Regulatory -** Comply with all applicable environmental and reliability regulations and requirements.
- **Employee Excellence -** Provide a workplace where employees are valued, trusted, and expected to perform their duties in a professional and business-like manner.

Utility Services Electric Utility

Trends and Issues

For FY2015, the Electric Utility is on track to meet or beat system established performance goals. Sales and customer growth continue to be impacted by the planned Demand Side Management (DSM) and conservation activities as well as the economy. For FY2014, retail sales were ~3.5% below forecast for the year, which would have resulted in a ~\$5.6 million deficit. The loss of revenues associated with the retail sales were offset by off-system sales, sale of fuel oil, scrap revenues and interest earnings. FY2013 ended with a fiscal surplus of \$2.9 million.

Through March 2015, sales for FY2015 are 1.14% greater than forecast in the Ten Year Site Plan. Should this trend continue, we are cautiously optimistic that FY2015 will likely end the year in a revenue surplus. In November of 2014, the City Commission adopted revised base rates to address the continued reduction in sales and the increase in the General Fund Transfer for FY2015. The current revenue forecast for FY16 includes no CPI increase and an estimated 1.5% increase in FY2017-20.

With operating budget stability established by the rate study adoption, the Electric capital program, comprised of bond financing and a transfer to replacement, renewal and improvements (RR&I), will be a focus in the coming year. The 2015 Energy Services Refunding will be accomplished to reduce the costs for repayment of the 2005 bond issuance. Electric cash flow estimates that 2010 Energy System bonds will support projects into FY16, and plans have been made to use Undesignated RR&I for FY17-19. This coincides with the next borrowing for new generation in FY20-21. There is internal discussion whether this will reduce Electric's Debt Management Policy goals for liquidity, days cash on hand and capitalization, thus increasing borrowing costs. The Utility management team working with Treasurer Clerk, DMA, and City financial advisors will address these assumptions this year to ensure Electric is financially viable for the 5-10 year horizon.

Electric has been recognized with the following state and national recognitions during FY2015.

- APPA Reliable Public Power Provider (RP3) Platinum. This award recognizes those public power systems that meet a high level of service delivery. Tallahassee was one of 184 municipal utilities recognized by APPA with the RP3 award. The RP3 award is a 2 year designation and this is the 4th cycle that the City has been recognized with this award.
- Tree Line USA Utility Award

While the rate of staff turnover due to retirements has slowed compared to prior years, the utility continues to have significant difficulties in attracting new experienced candidates for professional and specialized positions. During the last 36 months, the utility has had over 32 employees who left the utility, which represents over 820 years of experience. Electric continues to focus on: (i) enhanced training; (ii) enhanced oversight of the operations; and (iii) future succession planning. Within the electric industry as a whole, there is a trend of increased difficulty in hiring and retaining experienced talent at all levels. To support the long range strategic planning and address the increasing difficulty in hiring experienced staff, Electric has identified several positions that can be used for longer range strategic staffing needs. Using these positions, Electric will endeavor to target upcoming retirements of critical positions and utilize these positions to early hire replacements. This plan will result in a smoother transition when the pending retirements occur and allow for continued reliable, customer focused delivery of electric services to our customers.

Since FY2011, the Electric management team has conducted an annual strategic planning process that focuses the utility on the critical areas to meet the changing business challenges. During FY2014 and 2015, this planning has focused on Employee Excellence, Safety and Customer Service/Reliability objectives. The following major strategic planning activities are occurring in FY2015.

- Employee Engagement: Electric will continue the periodic all hands meetings, Supervisory all hands meetings, new employee orientations and employee focus groups. For FY2015, this includes the establishment of four employee teams established to enhance the trust, communications, accountability/buy in and talent management within Electric.
- Customer Service/Reliability : Continuation of the coordination work with Utility Services to enhance customer interactions, implementation of the pilot tree trimming program; continued tuning and operation of the distribution automation system; implementation of a new outage management system; loading of BP14 and BP17 to offload other substations; commence construction of the Line 55 transmission line; and

Utility Services

Electric Utility

resolution of the BP16 siting issue. In addition, with the resolution of the Talquin Territorial Agreement valuation issues, the transfer of assets is back on track to being completed by the end of 2019. Initiation of the design and permitting for a new ~20 MW distributed generation facility located a substation BP12 (see below).

- **Safety:** While Electric has employed a very strong safety program, the utility continues to experience preventable medical case accidents annually. During FY2014, an Electric wide Safety Committee was created to provide coordination of the various Divisional safety committees and provide recommendations on how to improve the utility's safety performance. The work of this committee will continue in FY2015 with the goal to drive preventable accidents to zero.

Significant Changes From Approved FY 2015

The following service level changes are proposed for the Electric Department in fiscal year 2016.

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- Fuel costs were reduced by \$7.4 million, from \$129 million adopted in FY 2015 to \$122 million in FY 2016.
- A position was added in the Control Center to replace the current use of overtime. The net impact on the budget is zero based on the reduction in overtime costs and by reclassifying an existing vacant position to better serve the needs of the division.
- All internal service costs were updated to reflect updated statistical allocation formula data.

Utility Services
Electric Utility
Performance Measures

Program Objectives

Program objectives of the Electric Utility include:

- Safety – Provide a safe work environment for Electric Utility employees and customers.
- Customer Services/Reliability – Deliver reliable, high quality electric utility services that exceed customers' expectations and meet all applicable regulatory criteria.
- Cost/Value – Deliver competitively priced high value electric utility service to the city's customers.
- Environmental – Comply with all applicable environmental regulations and requirements, and, as a result, incur no major environmental violations. Major violations are defined as violations that result in agency action such as consent order, notice of violations, fines, etc.

Utility Services Electric Utility

Analysis of Performance Measures

The Electric Utility seeks in its measures to identify success by accomplishing safety, cost and reliability goals, as well as benchmarking against similar utilities in both Florida and the United States. The target measures utilized by the utility are generally accepted industry standards and provide a benchmark of the City's performance. Benchmarks are derived from North American Electric Reliability Council (NERC) measures, American Public Power Association (APPA), Florida Municipal Power Agency (FMPA), and Florida Public Service Commission (FPSC) reported standards. The Key Performance Indicators for Electric, by Objective, are defined below.

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, we also track number of days since a lost time medical case accident for our field operations. Of specific note is Hopkins, Purdom and Corn have worked 4,324 (~12 years, 401 (over 1 year) and 1328 (over 3.5 years) days since their last lost time medical case accident, respectively . Unfortunately, Purdom had a lost time accident in January of this year. This represents over 1.6 million man-hours with no lost-time accidents among the three plants. Based on industry data and City historical claims cost, this has resulted in ~\$993,000 to ~\$1,950,000 in total savings .

Customer Service/Reliability:

- Customer Average Interruption Duration Index (CAIDI) – Representing the average repair time for customer outages.
- L-Bar – Representing the average length of outages.
- System Steam (Purdom Unit 8 and Hopkins Units 1 & 2) Equivalent Forced Outage Rate (EFOR) – Representing the percentage of time in which a generating unit is unavailable for service due to a forced outage. (Lower is better)

Cost/Value:

- Retail cost – Representing the City's retail cost for the various customer classes.
- System Steam (Purdom Unit 8 and Hopkins Units 1 & 2) Heat Rate – Represents the efficiency of the City's steam generating units (lower is better).
- Customers per non-generation employee – Represents how many customers are services 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 "High" or "Severe" Violation Severity Level

Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 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.	#	76.30	73.00	88.43	0.00

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Utility Services

Electric Utility

Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 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.	#	65.30	65.00	79.40	0.00
Customers per non-generation employee - APPA industry benchmark = 291.	#	609.90	600.00	590.70	0.00
The Electric Department Debt Burden is calculated as a percentage and it is derived by dividing total debt by total total capitalized assets. Current Debt Management Policy sets the target for Debt Burden at less than 60% of total capitalized assets.	%	32.08	59.00	69.70	59.00
Electric Department liquidity is measured by the number of days of cash on hand (DCOH). City debt management policy target is 210 days.	#	0	210	0	210
The Electric Department's Operational Margins are determined by the level of debt service coverage in place at any point in time. Debt service coverage is calculated as the amount of revenue available to cover existing debt. Current Debt Management Policy sets the debt service coverage target at 2.0.	#	2.13	2.00	2.20	2.00
Department Incident Rate - This measure provides an indicator of the safety incident rate using the standardized US OSHA formula. The rate is calculated on a scale of 200,000 work hours. The formula is total reported incidents divided by b=number of work hours multiplied by 200,000 work hours. APPA's industry benchmark = 2.7.	#	3.40	3.80	3.40	0.00
Retail residential cost for 1000 kwh - Retail rate comparisons from FMEA's comparison of municipal electric rates across Florida shows the industry average monthly bill is \$119.88 (as of January 2014).	\$	115.94	121.00	117.20	0.00
System Steam Forced Outage - This measure identifies the percentage of time during the year that the city's steam units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) are unavailable for full load operation as a result of a forced outage. A forced outage is an outage that is neither planned in advance nor able to be deferred until the next weekend. The performance data is based on an August to July performance year and is weighted by unit size. Lower is better. NERC generation availability data system (weighted average) industry benchmark = 9.8%.	%	0.40	2.50	0.20	0.00
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.	#	8,086	8,300	8,057	0

**Utility Services
Electric Utility
Capital Improvement Program Budget**

CIP Budget Overview

As recommended by the City’s financial advisors, on an annual basis, Electric takes a longer view of the capital needs of the utility than is included in the budget request. This longer view looks at least at a 10-year capital plan and takes into account the capital needs of the utility to maintain safe, reliable and effective utility operations. This 10-year plan is then tested against the funding available, both cash and debt that are projected as being available during this ten year period. The goal of this process is to ensure that the utility plans effectively for its capital needs, while maintaining the financial metrics required supporting the current financial market ratings enjoyed by the Energy System Bonds. As a result of the review performed for the FY2016 budget request, the following notes are highlighted:

- The proceeds from the last Energy System bond (ES2010A-C) issuance are projected to be exhausted during FY2016.
- The annual RR&I funding (budgeted at 100% of non-generation depreciation and 50% of generation depreciation) coupled with the undesignated RR&I balance, will be sufficient to fund the capital needs until early FY2019.
- The next debt issuance is projected to occur in 2021, assuming that the system has cash to pre-fund \$50 million in capital projects, as we have done in the past, at a value in the neighborhood of \$85 million.

The Electric Utility’s proposed Capital Improvement Plan (CIP) for fiscal years 2016-2020 totals \$267.4 million, an increase of \$11.9 million from the current 2015-2019 CIP of \$255.4 million. This increase reflects funding requested in FY20 for construction of a new substation in the Southwood area (BP-18), additional upgrades to transmission lines 50 & 51 and continued implementation of the smart grid system. Funding for the largest single project in the proposed CIP, construction of a distributed generation unit near the southern perimeter of the service area, began with an appropriation of \$2 million in FY15 to be followed by \$20 million in FY16, \$8 million in FY17 and finally \$39.5 in FY19 (previously scheduled for \$28 mil. in FY16 and \$39.5 mil in FY19).

In conjunction with its development of the 2016-2020 CIP, the Electric Utility conducted a comprehensive analysis of its cash flow needs for the same period and identified \$4.3 million in existing and proposed capital appropriations that can be de-obligated from the current capital budget due to the under-budget completion of several system expansion and upgrade projects.

Funding Source	FY 2016 Appropriation	5 Year CIP Total
Accounts Receivable	1,500,000	7,500,000
Electric 2010 Bonds	11,867,000	76,942,000
Electric RR&I	37,600,000	182,912,000
Total Funding	50,967,000	267,354,000

Utility Services Electric Utility

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2015:

15027_Gang Switch RR&I
15027_Substa/Sys Control Upgrade
15028_Distrib Automation & Control
15028_Capacitor/Volt Regulator
15029_Tree Replacement
15029_Trans Line Facility Refurbishment
15051_CIS Work Orders
15054_URD Refurbishment
15055_Operations Center RR&I
15036_ARD Wrecks & Damages
15043_Street Light Maintenance
15031_R&U-A Trans Structure
15031_R&U-M Trans Structure
15031_R&U-M Area Lights
15040_Sub-SCADA Maintenance
15040_Sub-SCADA Assets
15041_Telecomm & Fiber-Maintenance
15041_Telecomm & Fiber-Assets
OP_2014 Celebration of Lights
15051_Villas at Mahan
15051_Villas Subdivision
15049_Oak Grove Rd Feeder
15049_BP-19 Feeders Phase 2
15031_Trans Line Design Review
15051_Edge Connex
15051_Magnolia Grove
15051_Regional 400-Welaunee Boulevard
15051_Fed Express Warehouse
15051_Lonnbladh Rd Phase 2
15051_709 W Gaines St
15051_444 W College
15051_Alpha Omicron Pi
15051_The Meadows
T&D-Substation RR&I
T&D-Instrumentation/Control RR&I
T&D-Overhead Line RR&I
PE-Substation Modifications
PE-Recurring RR&I
SP-Electric System Planning
Hopkins Master-Outages & BOP Work
Purdom Master-Outages & BOP Work
Corn Master-Outages & BOP Work
T&D-Electric A/R Master
PE-Transmission Upgrades & Modifications
CC-Sub-Supervisory Control
CC-Telecommunications/Fiber
PE-Street Lighting
SP-Alternate Energy Expansion
PE-Distribution Upgrades & Modification
PE-New Service Installations
T&D-URD System RR&I

Utility Services
Electric Utility

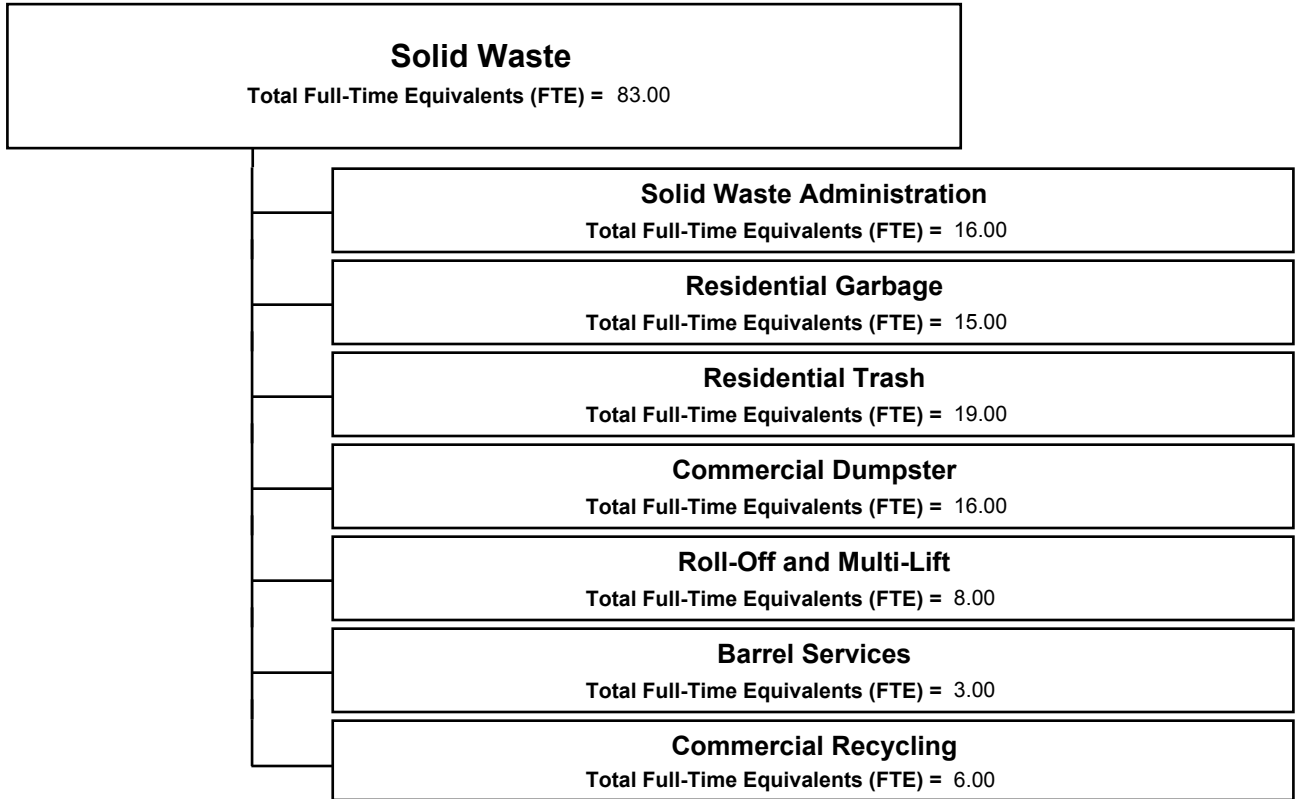
T&D-Operations Center RR&I
CC-ECC Building Upgrades
Demand Side Management Program

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2016.

Nabb Road Feeder
GIS Electric Field Inventory
M1000194-AG-Jackson Bluff Relocation
PE-West Side Substation-BP-23
PE-Substation BP6 Modification
PE-Trans Line 17 Conversion
USC-Miscellaneous RR&I
PE-CCSW Orange to US 90
M12049-DM-South Network Conversion
M12049-DM-FAMU Way Distribution
M12049-AG-BP23 Feeders
Hopkins Tank Farm Remediation
M12030-WI-Substation Security
M13037-BP22 Transmission Line
CC-EMS Specs & Upgrade
14030_BP7 T Line Deadend
15051_New Services
15036_ARR-Regular
15051_New Area Lights
15043_New Street Lights
15031_R&U-A Distribution OH & URD
15031_R&U-M Distribution OH&URD
15033_HP2 & HP2A Miscellaneous Outage
15051_Eclipse Apartments Madison St
15051_VA Tallahassee Clinic
15051_Southwood Unit 32
15043_Downtown Tree Lighting

Utility Services
Solid Waste
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Utility Services
Solid Waste**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
350101 Solid Waste Administration	6,647,183	9,195,784	9,766,386	9,753,112
350201 Residential Garbage	2,075,010	2,379,362	2,398,728	2,362,598
350202 Residential Trash	2,344,879	1,944,345	1,984,875	2,035,975
350203 Contractual Residential Services	4,753,798	4,608,043	4,968,981	4,968,981
350301 Commercial Dumpster	4,339,706	3,790,148	3,806,101	3,778,355
350302 Roll-Off and Multi-Lift	2,158,488	2,055,331	2,073,425	2,077,003
350303 Barrel Services	235,505	368,028	374,564	375,966
350305 Commercial Recycling	589,366	439,917	454,859	460,114
Total Expenditures	23,143,935	24,780,958	25,827,919	25,812,104

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	4,562,027	5,038,427	5,110,874	5,110,484
Operating	5,608,035	5,207,469	5,566,438	5,566,438
Other Services & Charges	-111,624	139,572	139,572	139,572
Capital Outlay	1,997	74,885	74,885	74,885
Internal Service Funds	5,374,148	5,556,327	6,167,373	6,151,948
Utilities and Other Expenses	5,550,993	6,952,302	6,950,926	6,950,926
Transfers	31,785	0	0	0
Contributions to Operations	1,610,924	1,811,976	1,817,851	1,817,851
Year End Adjustments	515,650	0	0	0
Total Expenditures	23,143,935	24,780,958	25,827,919	25,812,104

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Solid Waste Fund	23,143,935	24,780,958	25,827,919	25,812,104
Total Funding	23,143,935	24,780,958	25,827,919	25,812,104

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
350101 Solid Waste Administration	16.00	16.00	16.00	16.00
350201 Residential Garbage	17.00	16.00	16.00	15.00
350202 Residential Trash	16.00	18.00	18.00	19.00
350301 Commercial Dumpster	19.00	17.00	17.00	16.00
350302 Roll-Off and Multi-Lift	9.00	8.00	8.00	8.00
350303 Barrel Services	4.00	3.00	3.00	3.00
350305 Commercial Recycling	6.00	6.00	6.00	6.00
Total FTE	87.00	84.00	84.00	83.00

Utility Services Solid Waste

Summary of Services Provided

- City resources are used to provide bulk/yard waste collection for all residential customers, citywide. The department also collects garbage and recyclable materials from commercial customers. In addition, the department manages the garbage and recycling collection contract with Waste Pro, USA, Inc. for all residential customers. Waste Pro also services commercial garbage barrels used by businesses with small amounts of waste and/or limited space. Currently, the City's customer counts are as follows; 47,936 residential; 15,415 commercial and 1,835 commercial recycling customers.

Solid Waste provides the following services:

Standard Residential Services

- Biweekly curbside collection of bulky items, yard waste, electronics, and white goods.

Dumpster Services (Front-end loader)

- Commercial customers that generate a moderate volume of waste or recyclable materials are serviced by front-end loading trucks. Collection services are provided at night up to 6 times per week.

Roll-Off Service

- Commercial customers that generate a volume of waste or recyclable materials that cannot be accommodated with dumpsters are collected by roll-off or hook trucks. Services are provided up to 6 days per week.

Commercial Recycling

- A complimentary collection of recyclable materials provided up to 5 days per week.

Open Gate Service

- Front-end loader drivers will open gates, for a reasonable fee, when requested by the commercial establishments.

Sanitizing

- At the request of customers, for a fee, the department will provide container sanitization to minimize pests and odor.

Dead Animal Collection

- The department picks up dead animals on the right of way and within the city limits, on an on call basis from city customers.

Utility Services Solid Waste

Trends and Issues

The department has identified the following trends for FY16:

Legislative Trends

- To address amendments to the Clean Air Act and the City's Sustainability Goals, the City Commission approved the purchase of compressed natural gas (CNG) vehicles. In 2013 the department began replacing its diesel powered trucks with CNG. Trucks are replaced at the end of their useful life based on the industry standards. Currently 25% of Solid Waste's fleet is powered by CNG.

Recycling Trends

- The City's recycle program continues to increase customer participation. Average monthly recycle tonnage increased by more than 17% over FY 2014. In spite of this growth, average monthly price from the sale of recycle materials decreased by over 10%. This decrease was driven by the overall decline in import demand from China for recycling cardboard materials which invariably affected the commodity prices. The department will be taking a significant step in FY 2016 to increase collection efficiency by scaling back multi-center container service. These containers and collection services are provided at no cost to 200 locations across the city. Review of these services shows that they generate minimal tonnage and are an outdated means of recycling collection.

Development Trends

- New multi-family housing developments are being constructed to utilize more buildable space and are opting for smaller, more space efficient garbage containers. This has increased multi-lift container service provided by Solid Waste at locations where space is limited and cannot accommodate roll off containers. As an additional option, smaller front loading commercial dumpsters are being used at a number of locations with space limitations. These areas are serviced using a container service unit truck which has the ability to maneuver in confined areas to service front loading dumpsters. During student "move in-move out", open top roll off containers are in high demand at student housing developments. Use of roll off containers at construction sites has caused a shortage of roll off containers. For customers that do not have roll off containers, Solid Waste provides service by using residential collection crews to collect debris by using grapple and dump trucks.

Driver Training

- The North Florida Safety Council (NFSC) conducted employee training based on the top three accident causes identified by the department. With the causes as the focal point, NFSC conducted trainings geared towards commercial collections. The trainings were composed of classroom education and field instruction through ride alongs with the trainers. The field instruction allowed drivers to have an individual driving session with trainers and ask relevant questions pertaining to real life situations and scenarios. The department received final reports from NFSC trainers on each driver and their individual strengths, weaknesses and challenges. The report findings are used in discussions that are conducted with the employees during departmental safety meetings.

Utility Services
Solid Waste

Significant Changes From Approved FY 2015

The City Commission approved the budget for the Solid Waste Department with the following changes:

- Adjustments to personnel expenses included the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- The transfer of one full-time position to Underground Utilities. This position will be reclassified to Business Solutions Manager position: (\$54,162).

**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 FY14 therefore the target of 100% remains for FY16. For the first quarters of FY15, the department is on track of meeting their goal of 100%.

- Maintain recycling contamination rate of 8% or less

As you may be aware, single stream recycle requires customers to deposit all recycling materials in their single container however, single stream appears to have a higher contamination level than dual stream. In other words, customers have a tendency to put items in their containers that are not accepted by the City's Recycle Processor. The department is experiencing a slight increase in the rate of contamination because Marpan is now reporting plastic bags/film as contamination. Currently, contamination rates have trended downwards to 7.45% in FY 2014. The year-to-date contamination rate through March is at 9.73%.

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Increase participation in neighborhood meetings	#	18	39	6	48
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Increase route audits of contracted service provider	#	360	252	34	268
Reduce number of City-served customer complaints	#	796	1,184	173	1,125
Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
# of residential customers	#	47,745.00	47,557.00	47,814.67	47,900.00
# of commercial customers	#	15,533	15,623	15,429	16,900
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	%	98.83	100.00	100.00	100.00
Increase residential recycling set-outs by 6%	%	36.30	36.00	37.26	38.00
Increase residential recycling tonnage by 6%	#	33,753	34,000	7,568	35,846

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Utility Services

Solid Waste

Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Maintain recycling contamination by two (2) percentage points.	%	7.45	7.93	8.43	8.08
Reduce number of preventable accidents by 23% per year	#	22	22	3	17
Reduce portion of residential solid waste collection unit costs that are controlled by department by 4%	%	-71.39	-35.56	12.62	-34.14

Utility Services
Solid Waste
Capital Improvement Program Budget

CIP Budget Overview

There are no capital projects for Solid Waste in the FY 2016-2020 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 2015.

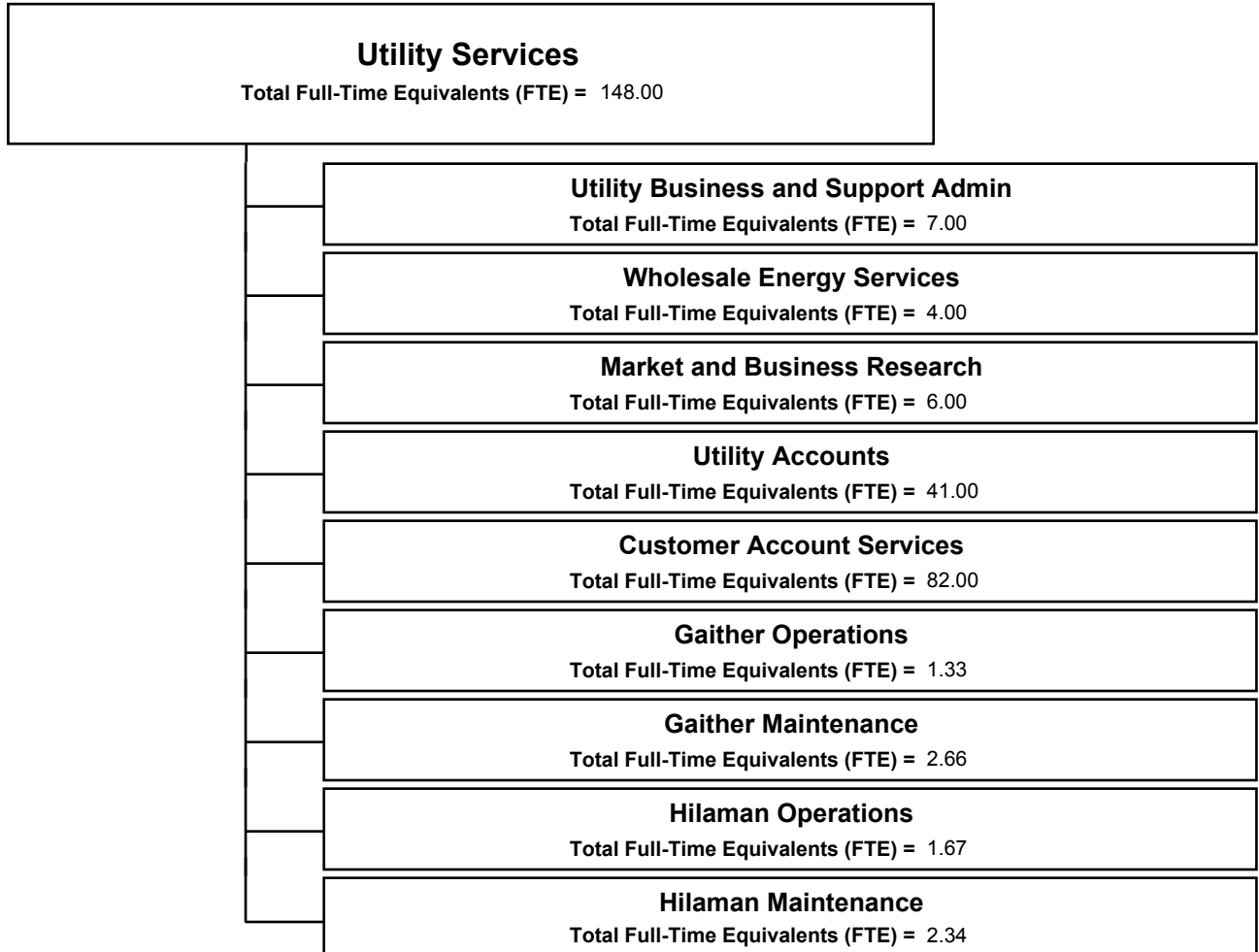
None.

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 2016.

None.

Utility Services
Utility Services
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Utility Services
Utility Services**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
370101 Utility Business and Support Admin	3,108,296	4,452,660	4,595,883	4,489,670
370107 Wholesale Energy Services	0	157,882,230	149,429,164	149,427,108
370202 Market and Business Research	650,114	655,553	673,369	675,595
370204 Special Projects	20,952	33,797	33,797	33,797
370501 Utility Accounts	4,829,880	4,589,546	4,656,248	4,643,573
370503 Customer Account Services	3,980,236	6,040,066	6,534,286	6,532,435
370601 Gaither Operations	198,330	218,589	220,104	219,687
370602 Gaither Maintenance	228,209	229,455	249,706	239,289
370603 Hilaman Operations	392,735	508,079	506,782	488,252
370604 Hilaman Maintenance	496,818	488,526	481,037	499,567
Total Expenditures	13,905,570	175,098,501	167,380,376	167,248,973

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	8,868,964	10,969,308	11,444,026	11,461,787
Operating	1,731,342	2,820,650	2,830,616	2,830,616
Fuel	0	157,138,327	148,626,251	148,626,251
Internal Service Funds	2,780,078	3,575,903	3,829,263	3,699,232
Utilities and Other Expenses	139,611	216,351	218,552	218,552
Transfers	325,654	377,962	409,025	409,025
Year End Adjustments	59,921	0	22,643	3,510
Total Expenditures	13,905,570	175,098,501	167,380,376	167,248,973

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
General Fund	426,539	448,044	469,810	458,976
Golf Course Fund	889,553	996,605	987,819	987,819
Utility Services Fund	12,589,478	173,653,852	165,922,747	165,802,178
Total Funding	13,905,570	175,098,501	167,380,376	167,248,973

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
370101 Utility Business and Support Admin	5.00	7.00	7.00	7.00
370107 Wholesale Energy Services	0.00	4.00	4.00	4.00
370202 Market and Business Research	6.00	6.00	6.00	6.00
370501 Utility Accounts	51.00	41.00	41.00	41.00
370503 Customer Account Services	50.00	79.00	82.00	82.00
370601 Gaither Operations	1.33	1.33	1.33	1.33
370602 Gaither Maintenance	2.99	2.66	2.66	2.66
370603 Hilaman Operations	1.67	1.67	1.67	1.67
370604 Hilaman Maintenance	2.01	2.34	2.34	2.34
Total FTE	120.00	145.00	148.00	148.00

Utility Services Utility Services

Summary of Services Provided

The Utility Services (US) Department is dedicated to providing excellent customer service. On behalf of the city's utility operating departments and golf program, US continuously looks for ways to expand and improve programs and options that meet the fast changing needs of our community. The performance of the utility system and golf program, as measured by the most critical metrics of customer satisfaction and financial health, continues to remain strong. Overall, we have maintained a high level of service, improved efficiency, maintained low energy rates, generated a surplus in the golf fund, and again achieved superior customer satisfaction ratings.

The City of Tallahassee continues to lean forward as a provider of innovative solutions and choices for our customers. In 2012, the city was recognized for outstanding achievement and service to customers by the American Public Power Association as the recipient of the E.F. Scattergood System Achievement Award, the #1 Public Utility. The US department looks forward to fiscal year 2016 and the introduction of new and exciting changes like a community solar photovoltaic farm, and new ways to interact with the city electronically. US programs include: Utility Business Systems, Utility Customer Field Operations, Utility Marketing, Energy Services, Utility Customer Operations, and the Golf program. The department's functions have evolved from traditional field service operations, billing, customer service, and marketing into programs reflecting the newest technology, analytics, customer support, and business development focused on customer choice.

Utility Marketing & Business Research

The Utility Marketing program provides marketing support for all utility departments including Electric, Water, Gas, and Solid Waste Services. Utility Marketing also supports the Environmental Policy and Energy Resources Department, the Fleet Department, StarMetro and the city's golf course operations. Marketing services include research, surveys, community outreach, program development, advertising, project management, special event planning, graphic and web designing, and utility-sponsored community partnerships. The program's business development activities are related to customer-driven marketing and outreach strategies to promote e+ products as well as services designed to save energy, water, and money.

Utility Marketing uses innovative technology to interact with customers to keep customers abreast of pertinent information, such as road closures, boil water notices and outage updates through Instant Alerts delivered via emails, robo-calls and text messages.

Utility Business Systems

The Utility Business Systems program (UBS) was established in 2014 with the reorganization of the Utility Business and Customer Services and Energy Services Departments. UBS is the executive owner of the Smart Grid, the Customer Information System (CIS), the e+ Online web portal which allows customers to pay their bill and to review their account information and usage, as well as the city's overall mailing function for city utility bills, both paper and e-bills.

In addition, UBS is responsible for fire services billing in both the city and Leon County as well as billing of stormwater fees within the city, for technical billing support for CIS, accounting reconciliation between CIS and the city's financial system, and for processing electronic and traditional utility statements. The introduction of new technology and more efficient business and personnel processes has enhanced UBS's ability to promote energy savings and provide customers with more choices about their services.

Utility Customer Field Operations

The Utility Customer Field Operation program's (UCFO) major function is to provide outstanding customer service while completing over 450,000 field orders annually including field meter reads, service disconnects/reconnects, and service investigations. The city, unlike most statewide utility providers, offers same day service connection six days a week, and service technicians are available until 11pm each weekday for unexpected issues or last minute needs. This service also is extended during the busiest time in

Utility Services

Utility Services

August when students from Florida State University, Florida A&M University, and Tallahassee Community College are returning to Tallahassee. During this time more than 30,000 orders are completed in a couple of weeks. While UCFO has traditionally been a labor-oriented delivery arm of the utilities, the responsibilities of the program have grown to include the management and maintenance of the city's smart grid. Reliability of the grid is very important, as it supplies a wealth of actionable information to utility customers each day. Finally, the program is responsible for revenue protection from theft and under-billed and non-billed services.

Energy Services

All activities in the Energy Services program are carried out in support of the electric and gas utilities' goals of providing reliable electric and gas service at a reasonable price. Responsibilities include the following:

- Natural gas supply acquisition for electric generating stations and gas utility distribution.
- Energy risk management program execution.
- Dodd-Frank Act rule implementation.
- Interstate natural gas pipeline services management.
- Fuel oil supply purchase and transportation for electric generation stations.
- Hedging gasoline and diesel fuel for Fleet and StarMetro.
- Generating unit commitment and economic dispatch.
- Prepaid natural gas contract development.
- Electric power and gas marketing.
- Active participation in interstate pipeline tariff filings.
- Contract development and management for energy marketing activities.

Utility Customer Operations

The Utility Customer Operations program (UCO) provides a direct interface with the city's utility customers by responding to utility inquiries from calls, walk-ins, and digital contacts (e.g. web, and e-mail). UCO is responsible for accurately handling account inquiries, connections, disconnections, transfers, and other utility service related requests. UCO also provides residential and commercial energy audits to over 5,000 customers annually. In total, more than 500,000 customer transactions are handled each year.

In addition, UCO administers collection activities for delinquent utility and non-utility accounts, manages energy, water and wastewater loan activities, and resolves customer issues and appeals associated with parking tickets. With the implementation of the smart grid and e+ online, UCO can now connect customers with programs that fit their lifestyles and promote conservation and savings. In fiscal year 2014 with the growing use of e-mail, social media, and smart phone applications, UCO established a dedicated team to respond to these types of contacts.

Golf Program

The City of Tallahassee operates two public golf courses which provide an opportunity for golfers of all ages and skill levels to enjoy the game of golf at affordable prices. Each year, more than 50,000 rounds of golf are played on these two courses combined. Value and convenience are two key messages that describe the golfing experience at Hilaman and Jake Gaither.

Hilaman Golf Course

Hilaman is an 18-hole, par 72 golf course located in the heart of Tallahassee. Hilaman offers amenities such as tennis courts, a driving range, snack bar and a golf pro shop.

Jake Gaither Golf Course

Jake Gaither is a 19-hole, par 36 golf course that hosts the Jake Gaither Golf Association and junior summer

Utility Services Utility Services

golf camps. The golf association hosts tournaments and instructional programs for its members.

Administration

The administrative area of Utility Services provides general management, budget and financial management, performance management, human resources services, contract administration, internal controls oversight, purchasing and procurement services, policy/process review, and audit responses for all of the department's programs.

Trends and Issues

Providing excellent customer service, along with choices, flexibility and convenience, continues to be a high priority for Your Own Utilities. Use of technology is one of many methods employed to engage customers and improve convenience. For example, Your Own Utilities has one of the highest adoption rates for paperless billing in the utility industry with more than a third of customers using the SmartBill option. In fiscal year 2015, this option was enhanced with the addition of the "1-Click" feature that allows customers to make payments directly from the SmartBill e-mail without having to go through numerous steps.

Utility Services continues to emphasize customer engagement by participating in community events. In fiscal year 2014, the department participated in 160 events. Outreach proved to be an effective and highly successful means to connect with customers and share information about ways to save energy, water and money. In addition, the Utility Marketing program created monthly campaigns to promote StarMetro programs such as the StarMetro FLEX route, Dial-A-Ride, and Caring in Motion. A notable accomplishment in fiscal year 2014 was the StarMetro Purple Heart Veteran campaign which garnered a high level of community response and participation. These efforts were part of an overall strategy to better engage StarMetro riders and enhance the transit service in our community.

In fiscal year 2015, the Utility Customer Operations division was assigned the primary responsibility for handling StarMetro's Dial-A-Ride contacts and general inquiries. This change allowed for expanded evening and weekend contact hours and access to more representatives for transit inquiries. In order to improve labor utilization in the back office areas, the department combined the customer accounts management, administration, customer program, and utility billing teams into one working group. Combining these work groups better allowed for cross-training, which has enhanced the collective knowledge and skills of the group with regard to topics such as sewer maximum calculations, demand billing, solar power net metering and fire services fees.

The city's golf courses continued to be the most played in the area. However, for the second consecutive year, Mother Nature delivered cold, wet weather early in the year that reduced play at both the Hilaman and Gaither golf courses. In order to maintain the success experienced over the past five years, staff is focused on customer service and maintaining good conditions at the courses.

Utility Services Utility Services

Significant Changes From Approved FY 2015

The following service level changes are approved for the Utility Services Department in fiscal year 2016.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2.0% merit salary enhancement in fiscal year 2016; a 6.16% increase in health insurance premiums is being split between the city and the employee to maintain overall premium percentages at 70% city and 30% employee; a reduction in general employees' pension rates from 15.19% to 13.07%; salary updates; position changes; and intra-departmental reorganizations and transfers. A vacancy factor is applied to salaries based on actual experience.
- All internal service fund and indirect cost allocations were adjusted to reflect updated statistical allocation formula data.
- Increased unclassified professional services funding in the market and business research cost center to sponsor an enhanced fireworks display for the downtown New Year's Eve celebration. Fiscal Impact: \$10,000.
- Increased temporary wages funding in the customer accounts services cost center to support staffing in the utility call center to accommodate StarMetro and Dial-A-Ride customers. Fiscal Impact: \$200,000.
- Transfer of three clerical assistant III positions (#2021, #6736, and #6767) from StarMetro to the customer accounts services cost center related to call center operations. Fiscal Impact: \$0, due to an equal reduction of \$149,555 in StarMetro's operating budget.

Utility Services

Utility Services

Performance Measures

Program Objectives

The Utility Services Department's goal is to continue deployment of smart metering initiatives for customers of the electric, gas and water programs, and provide a myriad of other services to various city departments.

Utility Services Utility Services

Analysis of Performance Measures

The following performance measures are key metrics used to evaluate the efficiency and effectiveness of the Utility Services Department.

Many of the new programs and functions that Your Own Utilities offers are made possible by the modernization of the city's infrastructure and software systems. With these new systems, it has been necessary to transition from a labor-oriented field staff to one with more emphasis on automation and data analysis. This transition resulted in a 25% reduction in the Utility Account program's labor force. The program was reorganized to provide greater data processing and management ability and less field support. Utility Services has reduced the customer field staff to half of its original size commensurate with the automation of meter reading for electric, water, and gas, as well as other select field functions that now can be performed remotely.

The department is performing fewer field visits and has begun to realize labor savings, vehicle maintenance and fuel costs savings, as well as a reduction in carbon emissions. As expected, the additional enhancements and customer benefits have been realized in fiscal year 2015 with improved water leak detection and tampering and theft detection, among other items.

Community Outreach

Community outreach and education is an important measure for the Utility Services Department and Your Own Utilities as a whole. Utility Services' goal of participating in at least 125 events each year has been met through several of Tallahassee's signature events such as the Winter Festival and Celebrate America at Tom Brown Park, along with citywide events such as the Hopkins Power Plant Open House, the large scale "What Women Want" event, various senior center activities, as well as local festivals and neighborhood homeowner association meetings. In fiscal year 2013, the Utility Marketing program exceeded its goal of 125 by participating in 187 events. An enthusiastic and creative group of staff that includes interns from the local universities helped Utility Marketing exceed that goal, as well as exceed the fiscal year 2012 actual - 168 - by approximately 11%. The target for fiscal year 2014 was 150 presentations. The Utility Marketing program exceeded the goal by participating in 160 events. The current target for fiscal year 2015 also stands at 150 presentations. To date, the division has met at least one half of that goal with the completion of 70 presentations.

Customer Satisfaction Surveys

In fiscal year 2009, Utility Services began conducting surveys as a means to gauge customer satisfaction with the services we provide. Each quarter, a random sample of approximately 500 customers that contacted Utility Customer Services during the prior three months were surveyed by phone and asked a series of questions about the service they received. A summary question asking how customers rate the services received was also used as the overall measure of satisfaction. The goal was to achieve a ranking of good or excellent from at least 80% of customers surveyed. During the first two years of the survey, 83% of customers indicated that the service they received was either good or excellent. In fiscal year 2014, the target goal was to achieve a 90% customer satisfaction approval rating, which was reached by the fiscal year's end. The increased use in fiscal year 2015 of technology and opportunities for use of social media further supported efforts to provide outstanding and consistent customer service. In fiscal year 2015, we continued to record a high satisfaction rating of ninety (90%) percent of customers surveyed indicating they were satisfied or very satisfied with the service they receive. The high satisfaction ratings are certainly attributable to the professional service provided by the Customer Service Representatives, new programs, more choices, and lower prices.

Labor Utilization

The Utility Customer Operations program has deployed a workforce management system that aids in

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Utility Services
Utility Services**

resource scheduling and workforce performance measurement, including labor utilization. Labor utilization is a measure of the percentage of time the work force is engaged and working relative to the total working hours. In Utility Customer Operations, it measures the time a call center agent is logged on to the call system and is available to take calls. The labor utilization rate of 90% is considered best in class in customer service. In fiscal year 2015, the call center labor utilization rate is again exceptional and contributes to the division's ability to quickly respond to our customers' inquiries.

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Number of calls received in call center	#	487,363	425,000	184,607	425,000
Number of new, transfer, and final out accounts	#	116,203	90,000	31,589	90,000
Number of utility accounts with email addresses	#	73,937	57,000	75,203	57,000
Number of walk-in inquiries	#	55,942	40,000	16,816	40,000
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Utility Marketing community outreach/educational presentations	#	160	150	70	150
Electric power off-system purchases and sales (MWH)	#	154,074	400,000	72,586	400,000
Natural gas contracted transportation utilization factor	#	92.10	84.71	567.24	84.71
Natural gas delivered & capacity traded (MMBTU)	#	26,239,779	23,500,000	12,435,859	23,500,000
Number of commercial field energy audits performed	#	234	150	88	150
Number of residential field energy audits performed	#	6,225	5,000	2,179	5,000
Number of service orders worked	#	198,816	210,000	67,225	210,000
Total number of golf rounds played.	#	54,594	55,000	17,768	0
Efficiency Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Maintain labor utilization rate within the call center at 80% or greater	%	95	90	0	90
Average daily meter network reporting. Methodology: sum of total meters reporting over a month divided by the sum of the daily total number of meters within network coverage (e.g. 199,000 / 200,000 = 99.5%)	%	0.00	99.50	0.00	99.50
Percent of account write-offs vs. gross revenues	%	0.62	1.00	0.00	1.00
Percent of call center calls answered within 30 seconds	%	59	80	0	80
Percent of customer satisfaction surveys administered quarterly receiving a rating of 3 or above on a scale of 1 - 5.	%	90	90	0	90
Prepay natural gas savings result from the issuance of tax free municipal bonds to finance the prepayment of natural gas supplies	\$	1,270,200	1,200,000	525,480	1,200,000
Total profit/savings from off-system natural gas transaction	\$	1,398	50,000	0	50,000
Total profits/savings from off-system power transactions	\$	1,153,170	500,000	544,352	500,000

Utility Services
Utility Services

Capital Improvement Program Budget

CIP Budget Overview

The Utility Services Department's five-year capital improvement plan totals \$47,375,000, which has increased by \$6 million from the fiscal year 2015 CIP due to the addition of the utility systems data warehouse and systems integration project in fiscal year 2017.

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
Electric RRI Undesignated Balance	1,298,000	11,250,000
Energy Conservation Fund - Capital Funds	4,825,000	24,125,000
Gas RR&I Undesignated Balance	236,050	2,080,250
Sewer RR&I Undesignated Balance	313,250	2,846,250
Solid Waste Rate Stabilization Reserve	213,950	1,869,750
Water RR&I Undesignated Balance	588,750	5,203,750
Total Funding	7,475,000	47,375,000

Completed Capital Projects

The following list represents projects with a magnitude greater than \$50,000 that were completed, or are underway and expected to be completed, in fiscal year 2015.

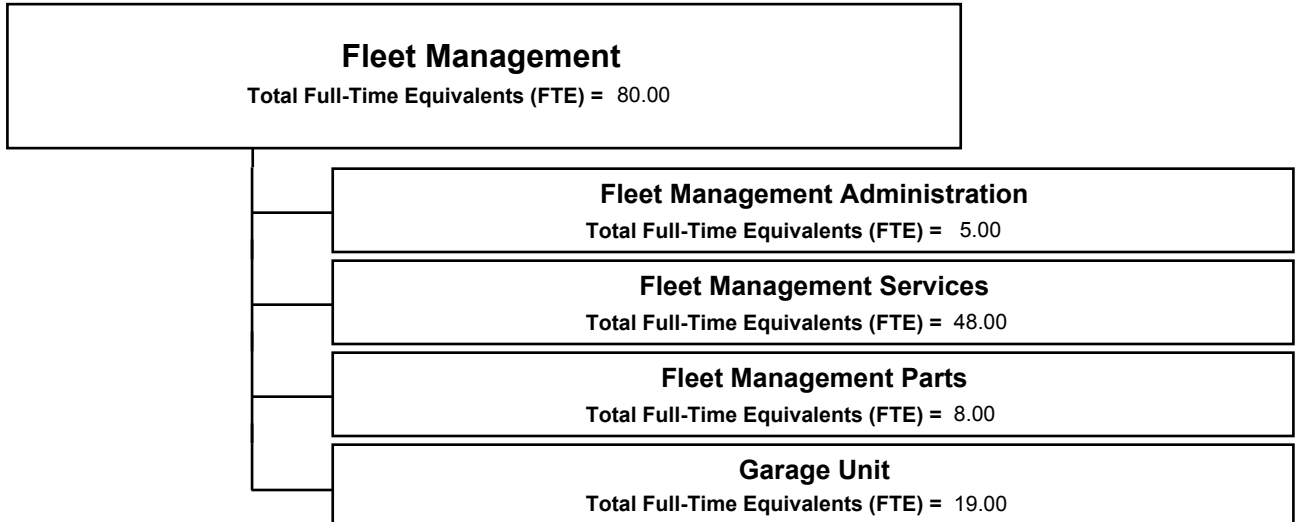
Work Management Project

Continued Capital Projects

The following list represents projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2016.

AMI - Advanced Metering
Good Neighbor Energy Assistance

Utility Services
Fleet Management
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Utility Services
Fleet Management**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
470101 Fleet Management Administration	1,074,203	1,356,325	1,652,882	1,552,102
470201 Fleet Management Services	3,733,965	3,752,832	3,781,593	3,868,146
470301 Fleet Management Parts	7,950,318	8,709,632	7,488,587	7,439,856
470401 Motor Pool	204,750	70,678	112,623	175,581
470501 Garage Unit	0	0	0	1,900,532
Total Expenditures	12,963,236	13,889,467	13,035,685	14,936,217

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	4,052,591	4,203,751	4,281,369	5,722,617
Operating	281,115	369,136	369,136	871,808
Fuel	4,853,668	4,999,491	3,704,619	3,588,806
Internal Service Funds	1,109,686	981,476	1,278,632	1,351,057
Utilities and Other Expenses	2,645,598	3,314,814	3,380,812	3,380,812
Transfers	20,578	20,799	21,117	21,117
Total Expenditures	12,963,236	13,889,467	13,035,685	14,936,217

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
StarMetro Operating Fund	0	0	0	1,900,532
Garage Operating Fund	12,963,236	13,889,467	13,035,685	13,035,685
Total Funding	12,963,236	13,889,467	13,035,685	14,936,217

FTE Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
470101 Fleet Management Administration	5.00	5.00	7.00	5.00
470201 Fleet Management Services	48.00	48.00	47.00	48.00
470301 Fleet Management Parts	6.00	8.00	7.00	8.00
470501 Garage Unit	0.00	0.00	0.00	19.00
Total FTE	59.00	61.00	61.00	80.00

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 five divisions:

- **Administration:** directly supports the Parts and Service Divisions to include routine operational and administrative functions. The Superintendent is proactive in participating in meetings with the city's leadership groups and communicates details of departmental issues and activities. The division will be facing a key challenge regarding funding of the vehicle replacement reserve. The reduced funding that city departments pay into the replacement reserve fund will need to be analyzed and addressed to avoid depletion of the funds in the near future.
- **Service:** responsible for managing the City of Tallahassee's diverse and ever changing vehicular equipment assets. It is this division's responsibility as an asset management provider, to excel in the area of customer service while maintaining and enhancing equipment repairs and services necessary to the operation and ownership of a vast and diverse Fleet. There is a direct relationship between the external growth of the community and the internal components of support that this division provides. Equipment availability is a key to the success of many of the services provided by the City of Tallahassee. As a service unit, this division understands the importance of having the right tools and equipment to provide services and enhancing areas that would have the greatest impact on its customers. For these reasons, this unit consistently places an emphasis on improving preventive maintenance and equipment availability. Not only will this focus benefit the customers, but will also serve to enhance other equipment related performance measures.
- **Parts:** responsible for ordering and receiving parts for over 2,407 City vehicles and off-road equipment that is maintained by Fleet mechanics. The inventory consists of a vendor consignment program. Advantages of the program includes; critical parts are kept on-hand for immediate use, slow moving stock can be replaced with fast moving parts, less vendor deliveries, capital dollars are not tied up and the program results in a lower total inventory dollar value. Management is exploring the option of merging this division with StarMetro's parts division in order to maximize efficiency, cut costs and standardize purchasing procedures between the two warehouses.
- **Motor Pool:** utilized for tracking the costs associated with the rental of vehicles to various departments. Fleet maintains a pool of vehicles in two separate locations, at the Fleet facility and the other is located at City Hall and is maintained at Fleet's expense. The motor pool has been a beneficial resource for the customers. It is designed to provide reliable, safe, and clean vehicles while also maximizing equipment utilization.
- **Garage Unit:** responsible for managing the City of Tallahassee's public transit equipment assets. As an asset management provider, it is the division's responsibility to excel in the area of customer service while maintaining and enhancing equipment repairs and services necessary to the operation of a public transit fleet. As a service unit, this division understands the importance of having the right tools and equipment availability to provide successful services that would have the greatest impact on its customers. For these reasons, this division consistently places an emphasis on improving equipment availability and preventive maintenance; benefitting the customers as well as enhancing division performance measures.

Utility Services Fleet Management

Trends and Issues

The most significant challenges that Fleet will face are: (i) effectively planning to address the issues associated with an aging work force including staff training (ii) a rate study to determine the necessity for a rate increase to meet future vehicle acquisition needs (iii) improving the department's culture whereby focusing on improved communication, embracing teamwork and enhancing effectiveness in the work environment (iv) keeping abreast of vehicle technological advancements (v) transitioning the activities associated with the merger of StarMetro and Fleet Management Parts Divisions (vi) construction of a Compressed Natural Gas (CNG) filling station.

Fleet anticipates vacancies of key positions in the near future. As a result, documenting institutionalized knowledge will be the focus in the upcoming years. In an effort to continue enhancement of the organizational culture of Fleet, management will concentrate on improving communication, team building strategies, in-house and Automotive Service Excellence (ASE) training initiatives and cross training of staff. Evaluating staffing needs and re-organizing for better functionality and use of resources will be an on-going process.

Customer service feedback continues to be very positive: (i) a 5% average vehicle downtime is considered exceptional in the industry standard while Fleet management is consistently meeting that goal or better (ii) a 5% variation in parts inventory is considered exceptional in the industry standard and Fleet Management has not been more than 0.05% for eight years. Fleet continues striving to:

- Provide reliable and accurate information, in a shorter amount of time, utilizing various technologies.
- Streamline processes in Fleet billing/reporting and preventative maintenance scheduling.
- Analyze existing processes and determine the feasibility of implementing and enhancing these processes.

Significant Changes From Approved FY 2015

The City Commission approved the budget for the Fleet Management with the following changes:

- Adjustments to personnel expenses included the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.
- A new cost center Garage Unit (470501) was established under the purview of Fleet Management, but will remain in the StarMetro Fund (580). The funding for the Garage Unit cost center was transferred from StarMetro's budget. This included nineteen full-time positions and operating costs. Fiscal Impact: \$1,900,532

**Utility Services
Fleet Management
Performance Measures**

Program Objectives

Fleet Management's fiscal year 2016's focus shall continue being the efficiency of operations, security in FASTER (fleet management program), customer service, procurement activities, vehicle and construction equipment acquisition and utilization, hybrid/plug-in electric (alternative fuel vehicles), biofuel options, vehicle fuel conservation, monitoring of all new vehicle technology and employee enrichment. Risks assessment, control environment, and information reliability, with continued monitoring of these activities, are a major role in the daily activities of all Fleet personnel. Procedures to control and assure checks and balances for ordering, receiving and issuing parts remain a high priority.

Analysis of Performance Measures

The FASTER fleet management program gives Fleet daily comparative reports for trends and measurements.

- Industry standard states that 70% of fleet work performed should be scheduled maintenance, while the other 30% is non-scheduled repairs. Research indicates the coding of work performed is not consistent from one mechanic to another. Staff training was developed and implemented in the late stages of FY14. The annual average for FY14 was 61%. We anticipate an annual average of 67% or better for FY15's annual average.
- Complete scheduled Preventative Maintenances on time. This has become an emphasis within each service shop to attain industry standard by performing extensive research on how each shop operation affects the preventive maintenance schedule. The knowledge obtained has been shared with Service staff to implement changes that will result in improvement in this benchmark. The annual average increased from 69% in FY13 to 82% for FY14. This fiscal year we are currently at 81%, thus anticipating this upward trend to continue.

Input Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Fleet Amended Budget	\$	12,963,664	13,889,467	13,889,467	14,936,217
Number of new equipment/vehicles put into service per quarter.	#	140	100	32	100
Number of Fleet FTE Positions	#	59	61	61	61
Output Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Fleet maintenance subcontracted out.	%	13	13	13	13
[Formula: Total of Sublet Cost / Total Cost from FASTER report 4305]					
FASTER fuel transactions for Diesel and Unleaded fuels reported quarterly. Standard is based on previous annual on prior year's fuel dispensed. (FASTER report 4400S)	#	1,368,976	1,368,976	317,446	1,368,976

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Utility Services
Fleet Management**

Effectiveness Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Fleet availability during scheduled shifts. (FASTER report 4332) American City and County states the industry standard is 95%.	%	97	95	97	95
Percentage of fast moving stock parts that can be issued to the technician immediately upon request. Industry standard is 70% of stocked inventory is available immediately. (FASTER report 4229)	%	66	70	65	70
Turnover of stock parts inventory in 12-month period. (FASTER report 4229)	#	1.84	2.40	1.64	2.40
Percentage of scheduled PMs completed within 30 days of due date and 15% of meter reading. Industry standard is 80% of PMs should be performed within 10% of due date. (FASTER report 4122)	%	82	80	76	80
Industry standard is that 70% of work performed should be scheduled maintenance versus non-scheduled repairs. (FASTER report 4326)	%	61	70	64	70
Amount of revenue collected from the sale of sold vehicles and equipment.	\$	356,519	400,000	267,104	400,000
Productivity of Fleet Mechanics. Of the available 2,080 workable hours in a year, industry standard is that 79% should be billable; the remaining hours are holidays, training, personal or sick leave, etc. {Formula: (Hours billed to Work Orders / ((# of mechanics*2080)/4)}	%	74	79	66	79

Utility Services
Fleet Management
Capital Improvement Program Budget

CIP Budget Overview

Two projects are proposed for funding in the FY 2016-2020 capital improvement plan for Fleet. For FY16, the capital budget includes \$8,000,000 in funding for the Vehicle Replacement project and the Environmental Compliance and Remediation project. As in past years, both of these projects are being funded from the Fleet Reserve Fund.

Fleet's five-year capital improvement plan totals \$43,400,000.

<u>Funding Source</u>	<u>FY 2016 Appropriation</u>	<u>5 Year CIP Total</u>
Fleet Reserve Fund	8,000,000	43,400,000
Total Funding	8,000,000	43,400,000

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 2015.

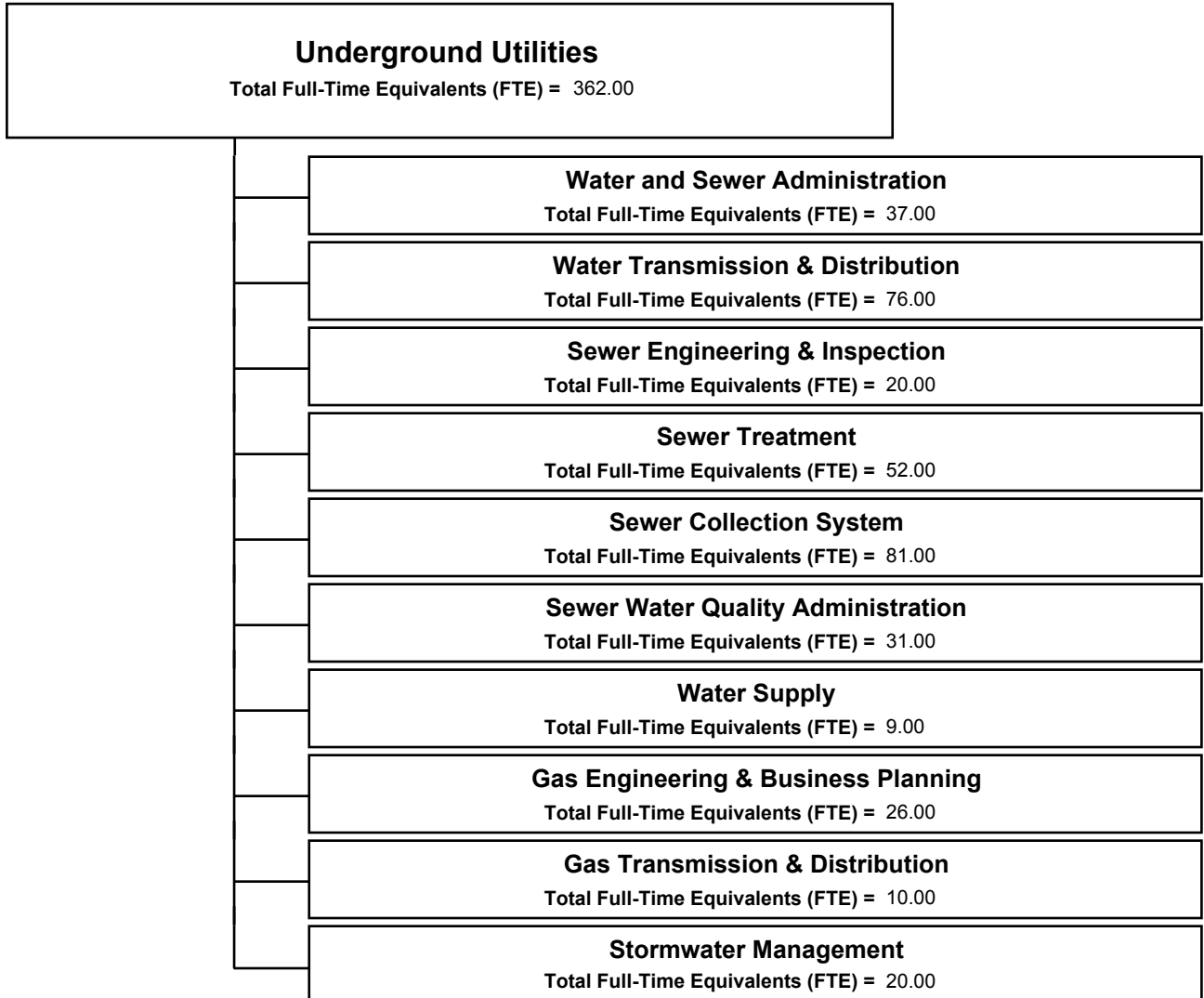
FY15 Environmental Compliance/Remediation
FY15 Vehicle Replacement

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2016.

None.

Utility Services
Underground Utilities
Organizational Chart



**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Utility Services
Underground Utilities**

Operating Budget

Budgetary Cost Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
490101 Underground Utilities Administration	23,989,297	24,140,857	24,936,740	25,171,892
490103 Water Distribution	2,776,302	2,596,229	2,900,025	2,674,501
490106 Water Construction	936,662	854,244	1,223,680	997,040
490201 Business & Technology Development	42,659,356	39,607,133	41,101,960	42,899,487
490209 Engineering and Inspection	1,418,470	1,200,203	1,649,538	1,525,088
490301 Treatment Plants	1,821	0	0	0
490302 TPS Plant Operation	6,446,229	6,901,043	8,917,874	9,091,178
490303 TPS Maintenance	59,995	0	0	0
490306 Biosolid Operations	1,253,624	346,683	0	361,075
490308 Sprayfield Operations	744,008	0	0	0
490402 Collection System Maintenance	2,835,572	2,683,769	2,585,406	2,599,597
490403 Collection System Repair	1,110,086	1,110,359	1,257,626	1,200,844
490405 Pumping Stations	2,479,939	2,934,136	2,845,001	2,821,800
490501 Water Quality Administration	39,296	0	0	0
490505 Water Quality Laboratory	2,626,933	3,081,752	3,267,345	3,110,493
490509 Water Supply	2,804,081	3,438,925	3,393,243	3,527,464
490601 Gas Engineering & Business Planning	16,368,088	15,381,639	15,024,218	15,097,303
490602 Gas Transmission & Distribution	14,595,099	16,811,156	15,793,512	15,748,581
490701 Stormwater Management	11,594,921	9,953,180	9,978,889	9,941,755
Total Expenditures	134,739,779	131,041,308	134,875,057	136,768,098

Expenditure Category Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Personnel Services	21,721,752	22,533,559	23,260,488	23,343,697
Operating	5,091,665	5,443,841	7,233,791	7,233,791
Fuel	13,643,102	16,030,816	14,906,545	14,906,545
Other Services & Charges	1,130,981	1,608,245	1,608,576	1,608,576
Capital Outlay	42,657	1,243,535	1,274,382	1,274,382
Internal Service Funds	17,382,480	17,677,766	19,478,647	19,288,479
Utilities and Other Expenses	5,461,945	6,017,475	6,751,916	6,751,916
Transfers	54,840,217	48,376,468	47,979,087	49,979,087
Contributions to Operations	10,096,631	11,056,660	10,794,943	10,794,943
Year End Adjustments	5,328,349	1,052,943	1,586,682	1,586,682
Total Expenditures	134,739,779	131,041,308	134,875,057	136,768,098

Funding Summary

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
Gas Operating Fund	30,963,187	32,192,795	30,817,730	30,845,884
Water Operating Fund	30,506,342	31,030,255	32,453,688	32,370,897
Sewer Operating Fund	61,675,329	57,865,078	61,624,750	63,609,562
Stormwater Fund	11,594,921	9,953,180	9,978,889	9,941,755
Total Funding	134,739,779	131,041,308	134,875,057	136,768,098

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

**Utility Services
Underground Utilities
Operating Budget**

<u>FTE Summary</u>	FY 2014 Actual	FY 2015 Adopted	FY 2016 Proposed	FY 2016 Approved
490101 Underground Utilities Administration	11.00	12.00	13.00	12.00
490103 Water Distribution	63.00	63.00	68.00	63.00
490106 Water Construction	15.00	13.00	15.00	13.00
490201 Business & Technology Development	22.00	23.00	20.00	25.00
490209 Engineering and Inspection	20.00	20.00	21.00	20.00
490302 TPS Plant Operation	48.00	48.00	47.00	47.00
490303 TPS Maintenance	1.00	0.00	0.00	0.00
490306 Biosolid Operations	5.00	5.00	0.00	5.00
490402 Collection System Maintenance	40.00	41.00	39.00	40.00
490403 Collection System Repair	24.00	25.00	28.00	26.00
490405 Pumping Stations	17.00	15.00	15.00	15.00
490505 Water Quality Laboratory	30.00	31.00	32.00	31.00
490509 Water Supply	9.00	9.00	8.00	9.00
490601 Gas Engineering & Business Planning	26.00	26.00	24.00	26.00
490602 Gas Transmission & Distribution	10.00	10.00	11.00	10.00
490701 Stormwater Management	20.00	20.00	20.00	20.00
Total FTE	361.00	361.00	361.00	362.00

Summary of Services Provided

The Underground Utilities Department provides quality water, sewer, stormwater and gas services to residents of the city and to portions of Leon and Wakulla counties. The department is committed to treating and delivering top quality drinking water to homes and businesses, and to collecting the community's wastewater for high-level treatment.

Utility Services

Underground Utilities

Trends and Issues

The department is responsible for the construction, repair and maintenance, and production/treatment in four disciplines described below:

The Wastewater Utility

Since 1904 City staff has been providing the complete array of wastewater collection, treatment, and disposal services that are essential to protect the Big Bend region's public health and natural environment. Wastewater services start with a collection system which collects the wastewater from residential, commercial, institutional, and industrial customers. The wastewater is transported through a network of sewers and pump stations to a state-of-the-art treatment facility, known as the Thomas P. Smith Water Reclamation Facility, or TPS for short. At TPS, the wastewater is fully treated to meet state and federal quality standards and then pumped to the Southeast Spray Field where it is 100% recycled by use as irrigation water to grow crops used for animal fodder.

The Wastewater Utility plans to conduct a Rate Study in FY 2015, factoring into its revenue and expense projections of the additional costs for AWT operations, infrastructure improvements for the collection system, and the current and projected state of the economy, and lack of growth in its customer base.

The Water Utility

Around 1895, a City ordinance permitted the construction of a privately-owned water works to serve the City proper at that time. The City subsequently purchased the original water system for \$75,000 in 1908. For over 100 years City employees have labored around the clock to provide our customers and our communities with water that meets all federal and state standards. We believe that fulfilling this responsibility in a sustainable manner is critical to the overall physical and financial health of our community. Our technical expertise, leading edge laboratories, our commitment to investing in our infrastructure, and our proactive protection of the environment ensures that we are doing everything we can to deliver the Best Drinking Water in Florida.

As a result of our water conservation programs and rates the Water Utility has seen a steady decline in average per capita consumption of water. While this increase in conservation is falling in line with our environmental and social goals, during years of little to no customer growth the financial impacts were not favorable to the utility.

The Stormwater Utility

Established in 1987 to provide Stormwater management services within the City's incorporated limits, the Stormwater Utility is essential to the protection, preservation, and enhancement of our neighborhoods, community and natural resources. Stormwater Management plays a critical role in controlling flooding, enhancing safety, protecting water quality and meeting the requirements of ever increasing state and federal environmental regulations. Stormwater must be managed for the common good across the whole community because water runoff knows no boundaries. The Stormwater Utility's responsibility and challenge are to repair and maintain existing Stormwater facilities for flood control and water quality treatment and to address the long list of needed capital improvement projects.

Impacts of a slow economy have been incorporated into the Stormwater Utility FY2016 revenue projection of \$16.5 million. One-half of a percent in customer growth has been assumed.

The Gas Utility

The Gas Utility, established in 1955, actively promotes the environmental and economic benefits of natural gas, which offers more savings, greater comfort and less impact on the environment to a variety of customers, from individual household accounts to large commercial customers. Our goal is to educate existing and potential customers about the many benefits that natural gas has to offer and to provide clean, abundant, reliable, economical natural gas fuel to those that make the choice to use this domestic fuel. We

Utility Services

Underground Utilities

are committed to reducing our operational costs and improving our customer service. Technology and training are two of the methods we employ to realize these commitments. Whether serving families or big industries, our number one priority is the safety and satisfaction of our customers.

For Fiscal Year ended September 30, 2014, the Gas System's current rates and charges exceeded total expenses by \$2,550.

Significant Changes From Approved FY 2015

The fiscal year 2016 budget for the Electric Department was approved with the following additional changes:

- Adjustments to personnel expenses includes the approval of salaries for general employees adjusted for a 2.0% merit salary enhancement in FY16 ; a 6.16% increase in health insurance premiums, which is being split between the City and the employee to maintain the overall premium percentages at 70% City and 30% employee; a reduction in the general employee's pension rate from 15.19% to 13.07%; an increase in the police union employee's pension rate from 23.24% to 25.23%; an increase in the fire union employee's pension rate from 25.21% to 26.47%; salary updates; position changes; and intra-departmental reorganizations and transfers.
- Service charge revenue and fuel cost expenses in the Gas Fund have both been reduced by over \$1 million to reflect the reduced cost of fuel, and the related reduction in fuel charges anticipated.
- All internal service fund and indirect cost allocations were updated to reflect updated statistical allocation formula data.

Utility Services
Underground Utilities
Performance Measures

Program Objectives

Underground Utilities embarked on the first ever Strategic Business Plan (SBP) effort in 2009. In 2011, a recommendation was made to update the department's values to make them more actionable and have the ability to measure their performance in the organization. Beginning the latter of 2013, Underground Utilities has made great strides by adopting the Sterling Management best practices:

- Improved leadership and management skills
- Increased workforce engagement and accountability
- Establishment of system-wide measures and sound operating processes
- Increased commitment to and use of continuous improvement methods
- Reductions in cost, errors, rework
- Improved strategic, customer service, and workforce results

Utility Services Underground Utilities

Analysis of Performance Measures

In 2014-15, we achieved a number of important goals that we believe position our business for future success. The Citywide goals and objectives following the leadership of the City Commission are incorporated into the daily operations and services of the Underground Utilities Department.

City Commission 2015 Target Proposal Priorities

Financial Viability

1. Priority No. 3 – Continue to investigate and implement ways to enhance customer service and convenience for citizens by increasing utility payment options throughout the community. UU staff is actively working to produce the E+ Mobile app for smartphones and tablets. This app with its current functionality will allow citizens to view and pay current bill. The app will also allow the ability of customers to connect with the City in a new and innovative way.

2. Priority No. 5 – Review the City's long-term utility revenue projections to strategically ensure financial viability.

UU regularly monitors its sales in terms of volume, customer class, and dollars and compares to related items such as Heating Degree Days, Cooling Degree Days, Rainfall, CPI and growth in the service areas. Twenty-year master plans are regularly updated to forecast future capital and staffing needs. Rate studies are performed as needed but average one-two years. Historic, current and projected customer requirements, economic and social forecasts, known strengths and potential threats are all evaluated as part of UU's annual Strengths-Weaknesses-Opportunities and Threats (SWOT) analysis and subsequent Strategic Business Plan updates – which along with the master plans drives our budget process and long term revenue as well as cost projections. Being financially responsible in all we do is a Core Value that is applied to shaping our long term revenue strategies.

Long Range Planning

1. Priority No. 5 – Continue to maintain a city focus on Water Resources.

UU participates in a variety of water resource technical associations and remains alert to emerging issues and emerging technology. UU staff participates with groups such as the American Water Works Association, the Water Environment Federation, the WEF-Utility Council, the Florida Stormwater Association and the U.S. Association of Flood Plain Managers. UU also maintains close working relationships with environmental legal counsel as well as legislative lobbyists on water issues. These associations and relationships have allowed the City of Tallahassee to have a say at the table when new legislation and administrative rules are considered. Prior examples include, the Florida Numeric Nutrient Rule, the Wakulla River BMAP, the Florida Impaired Waters Rule. Ongoing examples include, Florida Senate Bill 918 which has far reaching rules related to abatement of septic tanks and minimum flows and levels in the aquifer, Florida House Bill 7003 relating to spring protection, and EPA's ongoing effort to expand the jurisdictional extent of the waters of the US through rule making.

Quality of Life

1. Priority No. 1 – Engage the private sector and community in improving the character of the city through art in public spaces. Develop ideas/incentives for incorporating art into building renovation and new construction, to include architecturally inspiring porticos and entry ways that are practical, as well as other ideas and concepts.

UU has partnered with Tallahassee Community College to have students in the digital design class create a wrap (mural) for the two clarifying tanks near the road at our Thomas P. Smith facility. Current design is under review and expected to be unveiled during later this year.

Utility Services

Underground Utilities

Economic Development

1. Priority No. 4 – Make the City of Tallahassee the Smartest City in Florida. Take advantage of the technology now available to deliver services more efficiently and effectively.

□ UU makes every effort to interact with the citizens in the most effective and productive manner. As a result UU now sends Instant Alert messages for many notification reasons. The messages include Electric Outages, Water Outages, Water Leak Notification, Proactive Disconnects, Construction Messages, etc. via phone and email. After a short pilot test, UU is now utilizing text messaging to reach an even broader demographic population of Tallahassee.

□ As part of the Master Planning process, UU has developed comprehensive computer models of the water distribution system and the wastewater collection and transmission system. The models are routinely updated with new information on the water and sewer infrastructure, as well as the demands on the system. This sophisticated technology allows UU to ensure that sufficient capacity is available for customers throughout the system. In addition, the models can be used to predict future conditions in the City, thereby allowing UU to develop long-term Capital Improvement Programs and budget estimates.

IV. GreenPrint

The Underground Utilities team strives to “Set the Standard for Excellence” through innovative programs such as the fully deployed ISO 14001 Environmental Management System. This is a Plan-Do-Check-Act program that has a focus of systematically staying in compliance with all environmental permits, pollution prevention and focusing on a culture of continuous improvement.

Health

1. Objective H2.3: Leverage City and community resources to provide residents opportunities to access a wide array of recreational facilities and programs throughout the community. Underground Utilities coordinated a Kids Fun & Learning Day in South City to improve community outreach and inform the public about the Utilities Department, and other community based organizations. Emphasizing the importance of the communitywide 95210 health and wellness campaign, this event encouraged behavior and institutional policy changes related to sleep, nutrition, physical activity, recreational screen time and tobacco use. In addition, a dozen participating partners provided health screenings as well as valuable information on topics such as nutrition, fitness, parenting, financial planning, personal enrichment and wellness. Kids enjoyed a healthy breakfast, bounce house, jump rope, face painting and 15 bicycle raffle giveaways. This event was well received with over 300 South City residents.

Natural Resources

1. Objective NR2.1: Strengthen and continue City education programs that address surface water quality.

□ UU staff recently helped organize and staff the Florida Water Festival held at Cascades Park. The Florida Water Festival is the Florida Water Environment Association’s premier educational event which provides a unique learning opportunity for children and adults alike. The Festival, which attracted more than 500 attendees, featured fun and informative activities, enlightening displays explained by water experts, interactive and educational demonstrations.

FWEA Festival – UU staff educating City residents - UU recently developed an educational video to help the community understand the nutrient problem at Wakulla Spring and what additional steps can be taken to protect it. The Wakulla Spring is one of the most studied springs in Florida. Action needed to protect the Spring is no longer waiting on science or technology, it is waiting on public policy decisions. Through this video and a variety of staff presentations, UU hopes to provide the community with the information needed to make those decisions.

2. Objective NR2.3: Decrease the use of harmful chemicals that affect surface water quality.

Utility Services Underground Utilities

Implemented SCADA monitoring that reduced chemicals injected into Wastewater collection system during rain events. Reducing chemical injection has both a positive environmental impact as well as a positive financial impact.

Energy

1. Objective EN2.2: Maximize use of energy efficient equipment, appliances, and lighting.

The Wastewater Division has optimized the used of electrical energy with the completion of the Thomas P. Smith Water Reclamation Facility (TPS). See energy consumption chart located in the Wastewater Section. In FY2016 UU is partnering with the City's energy management consultant to look at additional energy conservation measures where additional savings are anticipated. Another major focus will be lighting at the TPS facility, and pumps/pumping controls located at the Southeast Farm, wastewater pumping stations, and the City's water wells.

2. Objective EN2.3: Promote fuel switching from electric/propane to natural gas.

The Gas Utility engages in an aggressive marketing and outreach campaign to encourage customers to switch from electric/propane to natural gas. Strategic community partnerships such as those with the Tallahassee Builders Association, HVAC and plumbing contractors have extended our outreach through our partners. These efforts have paid off with 582 new customers in FY2014. Customer retention was high with nearly half of all gas appliances installed replacing older appliances.

The multifamily market which has suffered from an influx of student housing and out-of-state developers that do not traditionally use natural gas is beginning to show promise in the area of housing renovations. During FY2014, the Gas Utility attained one new student housing complex through renovations (24 units) and we are hopeful other older units will follow suit.

<u>Output Measures</u>	<u>Unit of Measure</u>	<u>FY 2014 Actual</u>	<u>FY 2015 Budget</u>	<u>FY 2015 YTD</u>	<u>FY 2016 Budget</u>
This information provides year over year comparison of gas services installed for existing residences. When the housing market is slow people are more likely to update or renovate their home with new appliances. However, as the housing market improves, people are more likely to purchase new homes. New residential gas taps is a separate performance measure.	#	199	269	0	282
This measure provides the comparison of year over year results of installing gas taps for new residential customers (i.e. newly built homes). When the housing market is slow people are more likely to update or renovate their home with new appliances. However, as the housing market improves, people are more likely to purchase new homes. Existing Residential gas taps is a separate performance measure.	#	328	248	0	260

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Utility Services

Underground Utilities

Outcome - Lagging Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
This indicator represents the tons of carbon dioxide that is avoided in the atmosphere through environmental programs. Underground Utilities is providing the initiatives and incentives to remove outdated electrically supplied water heaters with new high-efficiency gas water heaters by working with new and existing customers, the utilization of the REACH program, and community relationship events. Underground Utilities is supporting the reduction of carbon dioxide in the atmosphere and creating environmental sustainability.	#	843.20	0.00	0.00	0.00
This represents the number of gasoline and diesel fuel that would have been consumed by vehicles that were either converted to or were purchased to run on Compressed Natural Gas.	#	546,461	0	0	0
Drinking Water Compliance Rate	#	100	100	0	100
Emergency Response Readiness Training Hours	#	0	1,100	0	1,150
This data depicts the City of Tallahassee Gas Utility's Commercial customer growth. The Florida Municipal Natural Gas Association (FMNGA), of which the City of Tallahassee is one of the top 5 members, and the industry as a whole has seen annual growth on the order 0.5% in recent years due to the sluggish economy. The City of Tallahassee Gas Utility routinely exceeds this average.	#	1,907	1,871	0	1,899
This data depicts the City of Tallahassee Gas Utility's residential customer growth. The Florida Municipal Natural Gas Association (FMNGA), of which the City of Tallahassee is one of the top 5 members, and the industry as a whole has seen annual growth on the order 0.5% in recent years due to the sluggish economy. The City of Tallahassee Gas Utility routinely exceeds this average.	#	27,473	27,730	0	28,146
Gas market penetration	%	27.50	0.00	0.00	0.00
Trophic state relates to the biological productivity, water quality or ecological health, of a lake, i.e., the abundance of algae, aquatic plants and fish that a waterbody can produce and sustain. The Trophic State Index (TSI) is an assessment tool that uses a numeric scale from 0 to 100 to indicate the relative trophic state of a lake (Carlson, 1977). Low TSI scores indicate low or relatively balanced levels of biological productivity and do not translate into poor water quality. High TSI values indicate higher and possibly imbalanced levels of biological productivity.	#	25.52	39.00	0.00	39.00
This data reports the sales of natural gas in millions of cubic feet.	#	2,931,062	2,619,603	0	2,658,897

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Utility Services

Underground Utilities

Outcome - Lagging Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Energy consumption at the TPS facility is driven by the conversion to the new AWT processes. The first phase of the project was placed online in 2011 and the final phase was completed in late 2014. Each year the plant operations team optimizes the energy consumption and it is trending downward. The plant is well below the EPA guidelines of 3,600 KWH/MG (million gallons treated). The facility's new target for 2015-17 will be the "Best in Class" utility at 2,590 KWH/MG.	#	2,923	2,590	0	2,590
Underground Utilities maintains and supports our SCADA (Supervisory Control And Data Acquisition) servers at our WQ Facility. These servers supply data for our SCADA distributed system. We have redundant servers that include fail over capability. A SCADA system gathers information, such as where a leak on a pipeline has occurred, transfers the information back to a central site, alerting the home station that the leak has occurred, carrying out necessary analysis and control. As a result, our SCADA uptime is a mission critical requirement.	%	100.00	100.00	0.00	100.00
Sum of all qualified formal training hours completed by all employees	#	0	6,000	0	6,100
The Utility Affordability Index is a measure designed to reflect the cost of providing Water and Wastewater services to a community and to evaluate the cost of providing the service against the economic circumstances of the community being served. This is a standardized measure used across the United States to assess the impact of complying with state and federal mandates that are essential to providing safe drinking water and environmentally responsible wastewater processing. This index measures not only the cost of the service but takes into account the affordability of the services by looking at household income and a variety of other factors.	#	0.30	0.40	0.00	0.40
Through various process improvement initiatives, Underground Utilities has been able to balance fuel consumption and meet customer needs. As gas costs have increased the gallons of consumption have been stable for the past several years. The commitment to customer support and accomplishments has increased even though the gallons of fuel used have remained consistent. This is accomplished through programs such as truck route scheduling, preventive maintenance scheduling, and employee training and support through the city's no idling program.	#	200,000	195,000	0	195,000
Wastewater - O&M cost per MG collected	\$	2,400.00	1,009.23	0.00	1,021.67
Operating and maintenance cost per MG treated	\$	0.00	1,613.34	0.00	1,633.78
Wastewater - Percentage days in compliance (treatment)	%	0	100	0	100
Wastewater - Pipe/manhole failures per 100 miles of pipe	#	0.00	51.30	0.00	50.90

**City of Tallahassee
Fiscal Year 2016 Adopted Budget**

Utility Services

Underground Utilities

Outcome - Lagging Measures	Unit of Measure	FY 2014 Actual	FY 2015 Budget	FY 2015 YTD	FY 2016 Budget
Percentage of Total Wastewater Treatment work orders that are planned.	%	0	85	0	85
Wastewater - Sewer overflows per 100 miles of pipe	#	0.00	1.10	0.00	1.00
Water - Drinking Water Complaints	#	0	400	0	400
Water - Energy costs per MG treated	\$	0.00	238.37	0.00	241.40
Water operations and maintenance costs per million gallons of water treated.	\$	952.00	1,054.50	0.00	1,072.83
Water - Percent days in compliance with permit (treatment)	%	1	100	0	100

**Utility Services
Underground Utilities
Capital Improvement Program Budget**

CIP Budget Overview

Fiscal year 2016 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 2016 Appropriation</u>	<u>5 Year CIP Total</u>
Gas RR&I	1,806,450	9,454,769
Gas RR&I Undesignated Balance	1,811,450	8,966,956
Sewer Future CUSB	11,078,050	26,359,250
Sewer RR&I	2,060,450	25,834,450
Sewer RR&I Undesignated Balance	3,719,250	21,631,696
Sewer System Charge	4,567,300	8,184,500
Stormwater RR&I	500,000	500,000
Stormwater RR&I Undesignated Balance	12,236,000	32,170,000
Water Future CUSB	5,625,000	32,201,000
Water RR&I	2,360,000	17,560,000
Water RR&I Undesignated Balance	3,833,100	14,485,800
Water System Charge	1,258,000	1,258,000
Total Funding	50,855,050	198,606,421

Utility Services
Underground Utilities

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2015.

06132S_Effluent Disposal Study
07077_TPS O&M Generator SCADA
10090W_SCADA Migration Design
10090W_Well 32 Design & Construction
11098S_Richview Sewer Rehab Design
12086S_Capital Cascades WW Adjustments
12086S_FY12 Sidewalks Sewer Adjustments
12086S_Lafayette St WW Adjustments
12096W_FY12 Sidewalks Water Adjustments
12096W_West Tennessee Water Improvements
13086S_FAMU Way Sewer Relocation
13087W_AMR Project
13088S_PS 157 Force main Extension
13096W_Lafayette WM Relocation
13098S_W. Tennessee Sewer Rehab
13098S_West Tennessee 1 - Sewer
13105S_Pump Station 20 Improvements
13105S_Surge Protect 9,12,149
13112S_Dellwood Sewer Improvements
13112S_Dvlpr Sewer Refunds
13112S_Glendale Sanitary Sewer Improvements
13113W_Developer Water Refunds
13113W_Dvlpr Water Extension Refunds
14045W_Water Wells 13 Renovate
14045W_Well 15 Piping Improvement
14056S_Digester #3 Mixing Sys.
14082G_Gas Distribution Expansion
14086S_14096W_Inglewood Drive
14086S_14096W_Sixth Ave Water
14086S_14096W_Weems Rd Utility
14086S_14096W_Weems Rd Utility
14086S_Capital Cascades Ph. II
14086S_Eastgate Relief Phase I Sewer
14086S_FAMU Way Phase II
14086S_Reloc/Verification Engineering
14088S_Emergency Response CCNE
14090W_Fernwood Glen Water Improvements
14090W_Maylor Road Water line Ext
14093S_TPS Project Improvements
14094S_Wet Well Cleaning
14096W_Reloc/Verification Water
14098S_Brewer St Gravity Sewer Replacement
14098S_Fourth Avenue Sewer Improvements
14098S_Lexington Road Sewer CIPP
14098S_Seventh Av Sewer Replacement
14098S_Springhill Rd Force main
14098S_Trenchless Gravity Release4
14098S_Trenchless Gravity Release5
14105S_Pump Station 92 Improvements
14113W & 14098S_Winchester La
14113W & 14098S_Winchester La

Utility Services

Underground Utilities

14113W_Dellwood Water Sys. Imp
14113W_Gawain Lane Water Improvements
14113W_Hart St Water main Replacement
14113W_Willamette, Ionic & Tre
15045W_Well 26 Bypass Piping
15080G_Gas Line Relocation
15080G_Gas New Meters
15080G_Gas Regular Station Maintenance
15080G_Gas Replacement Meters
15080G_Gas Service Taps
15080G_Gas Valve Adjustments
15080G_Gas Valve Survey/Maintenance
15082G_Gas Distribution Expansion
15083G_Gas Main Repair
15087W_New Fire Hydrants & Taps
15087W_Replace Old Water Svc
15087W_Replacements&Upgrades
15087W_Water Main Repairs
15087W_Water Meter Change Outs
15087W_Water Svc Cut Repaving
15087W_Water Taps-New Service
15087W_Water Valve Maintenance
15088S_Master Sewer Plan Update
15090W_Well 23 Rehabilitation
15093S_TPS Equip Maintenance
15093S_TPS Project Improvement
15093S_Treatment SCADA/I&C/EI
15094S_Collectn SCADA/I&C/Electric
15094S_Emerg Generator/Pump Re
15094S_Pump Stat Improvements
15094S_Pump Station Parts
15094S_Wet Well Cleaning
15095S_Force Main Repairs
15095S_Pump-Out/Emergency Hauling
15095S_Sewer Main Repairs
15095S_Sewer Taps
15095S_Sewer Trench Repair
15095S_Swr Lateral Replacement
15095S_Swr Manhole Adjustments
15095S_Swr Replacements & Upgrades
15095S_Swr Svc Cut Repaving
15112S_Vineland Drive Wastewater
15113W_Chapel Drive Water System Improvements
15113W_Cortez St Water System Improvements
AMI - Advanced Metering
AMI - Advanced Metering
AWT Program
AWT Program
AWT Program
AWT Program
Basin Improvements Implement Plan
CCNE 36" Force Main Rehab
CMMS Servers & Database License
CMMS Servers & Database License

Utility Services
Underground Utilities

Concord Rd Stormwater Facility
Cross Connection Control Program
Digital Submittal Standards
E. Georgia at Meridian Flood M
Emory Court and Dupont Drive A
Facility Building Improvements
Gas Rebates FY15
Gas Recurring Projects
Grit Chamber Equip. & Screen S
High-Pressure System Upgrade
Inflow Monitoring and Testing
Karen Lane Drainage Improvements
Killarney @ Shamrock Drain Imp
Lafayette Park Outfall
Madison Street and Gaines Street
Master Sewer Plan Improvements
Master Water Plan Improvements
Medium Stormwater System Improvements
Minor Sewer Infrastructure Expense
Minor Stormwater Improvements
Miscellaneous Stormwater Engineering
N2 Water Relocation*
Pond Liner Replacement
Pump Station 23 Abandonment
Pumping Station Replacement Ma
Rainfall and Stream Gauging -
Sewer Line Relocation/Adjustment
Site Improvements at TPS
Storm Drain System RR&I
Stormwater Facilities MgmtFY15
Stormwater Infrastructure Investment
Stormwater Pollution Reduction
Stormwater SCADA Implementation
Upper Lake Lafayette NRF
Water Line Relocation./Adj. for FDO
Water Operations Support
Water Quality Building Relocation
Water Quality Division Service
Water Well and Elevated Tank R
Water Well Control Center Upgrade
West Tennessee St 1 - Water
West Tennessee St 1 - Water
WRE Document Management Upgrade

Utility Services
Underground Utilities

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2016.

10086S_Cascades Sewer Relocation
12117SW_Flow Monitoring
13045T_Limerick Drive Stormwater Improvements
13045T_Pensacola MLK Drain Imp
13045T_Railyard/Hooper/Bic Boulevard
13045T_Shannon Lake Drainage Imp
13061S_TPS_Beautification
13080G_FAMU Gas System
13092W_Replace Fluoride Wells
13094S_PS 20 Rebuild Engineering
13100G_Gas SCADA Sys Upgrade
1400463S_Sunnyside Drive Sewer Improvements
14086S_14096W_Limerick Utility
14086S_14096W_Lonnbladh Rd Utility
14088S_Blair Stone Force main M
14088S_Blair Stone Rd Pump Station
14088S_PS 13 Gravity Outfall Briarwood
14090W_MLK B. Water Improvements
14090W_Pensacola St Water Improvements
14096W_SR373 Orange Av Water Relocation
14098S_Crest & Jefferson Sewer
14098S_Pensacola St Sanitary S
14105S_Pump Station 81 Improvements
14113W_Crest & Jeff St Water Sys
14113W_Glendale Water Sys Improvements
14113W_Lakeside Heights Unit 2
15045W_Water Wells 15-16 Building
15047T_618 McDaniel
15047T_Bradford Rd Stormwater Outfall
15047T_Glendale Sewer Retrofit
15047T_Shamrock Foxford Improvements
15086S_15096W_Eastgate Utility
15086S_15096W_Eastgate Utility
15086S_15096W_McDonnell Drive W-S
15086S_15096W_McDonnell Drive W-S
15088S Master SWR Plan Sys Engineering
15088S_Lake Bradford Sewer Upgrade
15088S_LBR Sewer Construction
15090W_2015 Water Master Plan
15090W_Installation of Well 32
15090W_Linda Ann_Richardson
15090W_Water System Planning
15092W_Well 5 Fluoride Building Re
15098S Coble Drive Sewer Improvements
15098S_15088S_42" Gravity Sewer
15098S_15088S_42" Gravity Sewer
15098S_Chowkeebin Nene Sewer I
15098S_CIPP Lining of 42 Gravity
15098S_Spottswood Drive Sewer
15101S_SEF Pivot Refurbish
15105S Pump Station 71 Rehab.

Utility Services

Underground Utilities

15105S_Pump Station 74 Upgrade Des
15112S_Wildwood Presbyterian C
15112S_444 College Ave Sewer
15112S_Capital Cascade PK Sewer
15113W_444 College Ave Water
15113W_FAMU Way Water Improvements
15113W_Industrial Plaza Drive Water
15113W_Susan Ave Water Maintenance Ext
15113W_Water Sys Engineering
15117S_Gravity Sewer Pipe and M
Briarwood Water Quality
Briarwood Water Quality
Briarwood Water Quality
Capital Circle FM & Head Tank
Capital Circle FM & Head Tank
Collection System Rehabilitation
Collection System Rehabilitation
College Jefferson St Stormwater
Frenchtown Drainage Sys Improvements
Marion Avenue Utility Improvements
Middlebrook Circle Conveyance
NE Drainage Ditch Flood Study
TPS-AWT Reuse Pumping/Storage



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 PLAN (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.

Glossary of Key Terms

COST OF GOODS SOLD (COGS) NATURAL GAS -

This account represents the cost of natural gas purchased by the city electric department for use to generate electricity and natural gas sold by the gas utility department to gas customers.

COLLECTIVE BARGAINING AGREEMENT - A legal contract between the city and representatives of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

CONSUMER PRICE INDEX (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

CONTRACTUAL SERVICES - Services rendered to the city by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

CURRENT SERVICE LEVEL (CSL) - A level of service which is the same as the current year.

DEBT SERVICE - The amount of money needed to 1) pay interest on outstanding bonds, 2) pay the principal on maturing bonds, and 3) make contributions to a "sinking fund" for term bonds. Debt service is calculated on a fiscal year basis.

DEDICATED TAX - A tax levied to support a specific government program or purpose.

DEFICIT - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DEPARTMENT - Organizational unit of government, which is functionally unique in its delivery of services.

DEPRECIATION - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

EMPLOYEE BENEFITS - Costs incurred by the city for pension, health insurance, and other benefits provided to employees.

ENCUMBRANCE - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

ENTERPRISE FUND - A fund established for services that are predominantly self-supported by user fees and charges.

EQUIPMENT SUPPLIES - The cost of materials and supplies used in conjunction with the operation of machinery and equipment.

EXPENDITURE - The payment of cash or the transfer of property or services for the purpose of acquiring goods and/or services or settling a loss.

EXPENSE - Charges incurred (whether paid immediately or to be paid at a later date) for operations, maintenance, interest, or other charges.

FISCAL YEAR - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for the City of Tallahassee is October 1 through September 30.

FULL TIME EQUIVALENT (FTE) - A method of measuring the number of authorized employees based on a full-time equivalent of 2,080 hours per year.

FUND - A fiscal/accounting entity that is established to accomplish specific objectives and carry out specific activities. Examples: debt service fund, capital projects fund, and special assessment fund.

FUND BALANCE - The excess of the assets of a fund over its liabilities, reserves, and carryover.

GENERAL GOVERNMENT CAPITAL IMPROVEMENT FUND (GG/CIF) - Undesignated capital funding that serves as a contingency for all capital funding sources in the general government.

GENERAL GOVERNMENT CAPITAL PROJECT ACCOUNT (GG/CPA) - Funding provided from the general fund operating budget to support general government capital projects.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GENERAL FUND - The fund used to finance all non-enterprise operations of local government.

GOAL - A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Glossary of Key Terms

GRANT - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the intended usage of the grant proceeds.

INCREASED SERVICE LEVEL (ISL) - A change in service delivery which exceeds the current level of service.

INDIRECT COST - A cost necessary for the functioning of the organization as a whole that cannot be directly assigned to one service.

INFRASTRUCTURE - The physical assets of a government (e.g., streets, water works, sewer lines, public buildings, and parks).

IN LIEU OF TAXES - Income received by local governments to compensate for the loss of revenue from tax-exempt property.

INSURANCE - Costs associated with workers' compensation claims including administration and medical costs, dishonesty bonds, and property and casualty insurance premiums.

INTER-FUND TRANSFER - Legally authorized transfers from a fund receiving revenue to a fund through which resources are to be expended.

INTEREST EXPENSE - Cost of utilizing borrowed funds (long-term debt).

INTERGOVERNMENTAL REVENUE OR SHARED REVENUE - Tax/fee money collected by one level of government and distributed to another level of government.

INTERNAL SERVICE FUNDS - Funds established to distribute costs to user departments for administrative services provided by another unit of government, such as data processing or insurance funded from a central pool.

INTRA-FUND TRANSFER - Legally authorized transfers within a fund.

LEVY - To impose taxes for the support of government activities.

LONG-TERM DEBT - Debt with a maturity of more than one year after the date of issuance.

MILLAGE RATE - The rate in mills (1 mill = 1/1000 of a dollar or .001) at which property is taxed.

MISSION - A description of the purpose, values, strategies, and behavior standards that guide an organization and move it toward its vision. A mission states what the organization is, what it does, for whom, and why.

OBJECTIVE - A specific/quantifiable statement of what the city, a department, or a unit expects to accomplish in a fiscal year.

OFFICE EQUIPMENT - Furniture, fixtures and equipment with an initial cost of \$750 or more.

OPERATING REVENUE - Funds received by the city as income to pay for on-going operations, including taxes, fees, interest earnings, and grant revenues.

OPERATING EXPENSES - The cost for personnel, materials, and equipment required for a department to function.

ORDINANCE - Legislation enacted by the City Commission which has the full force and effect of law within the municipal boundaries.

OTHER SALARY ADJUSTMENTS - Items of employee compensation that are not directly related to the regular or overtime hours worked.

OVERTIME - Compensation to eligible employees for hours worked beyond 40 hours within a specific workweek.

PAY-AS-YOU-GO BASIS - A term used to describe a financial policy by which capital projects (infrastructure) are financed from current revenues rather than through borrowing.

PENSION CURRENT - City contribution to employee pension plan for participating employees.

PENSION MATCHED ANNUITY PENSION PLAN (MAPP) - City contribution to employee matched annuity pension plan for participating employees.

PER CAPITA COST - Cost per unit of population to provide a particular service in the community.

PERFORMANCE INDICATORS - Specific quantitative and qualitative measures of work planned by specific departments or programs.

PERFORMANCE MEASURE - Data collected to determine how effective or efficient a program is in achieving its objectives (performance indicators).

Glossary of Key Terms

PRIOR-YEAR ENCUMBRANCES - Unpaid, legally binding obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments, which are chargeable to a prior appropriation and for which a part of that appropriation is reserved.

PROGRAM - A collection of activities directed at accomplishing similar objectives.

PROGRAM PERFORMANCE BUDGET - A method of budgeting whereby the services provided to the residents are broken down in identifiable service or performance units and funding is appropriated for a given level of service or units.

PROPERTY TAX - An ad valorem tax based on the fair market value of real property (land and buildings) and personal property (business equipment). Fair market or "just" value is determined by the county property appraiser as of January 1 of each year, under the guidelines of Chapter 193, Florida Statutes.

REDUCED SERVICE LEVEL (RSL) - A level of program service which is less than that of the current year.

REPAIRS, REPLACEMENTS & IMPROVEMENTS (RR&I) - The portion of the cost of fixed assets (excluding land) charged as an expense during a particular period due to expiration in service life, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause.

RESERVE - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

RESERVE TRANSFER - Those payments necessary to adequately meet the current requirements for reserve funds.

RESOLUTION - A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

REVENUE - Money that flows into the local government. It is recurring if it is received on a consistent basis (e.g., sales taxes and property taxes) and nonrecurring if it is received irregularly (e.g., federal and state grants). The four main types of local revenue are taxes, user fees, licenses and permits, and intergovernmental revenue.

ROLLED-BACK MILLAGE RATE - A tax rate, which applied to the current year's tax base, will bring in the same amount of taxes as levied the prior year. Newly constructed property or other property added to or deleted from the prior year's base is excluded.

SALARIES AND WAGES - Regular weekly and monthly compensation for work performed as defined by the personnel pay scale for position classifications.

SERVICE LEVEL - Services or products which comprise actual or expected output of a given program.

SOCIAL SECURITY - City contribution to employee Social Security for participating employees.

SPECIAL ASSESSMENT - A tax on property owners who receive a benefit not received by all other taxpayers.

SUPPLEMENTAL APPROPRIATION - An additional appropriation made by the governing body after the budget year has started.

TAX BASE - The total taxable value of property within the local government's legal boundaries.

TAX ROLL - The master list of the assessed value of all taxable property within the government's jurisdiction. The list is certified to all local taxing authorities by the property appraiser by July 1 of each year.

TAXABLE VALUE - The assessed value of property less exemptions.

TAXES - Compulsory charges levied by a government for the purpose of financing services for the common benefit of the people.

TEMPORARY WAGES - Seasonal or temporary employees' compensation computed on hourly or monthly rates.

TERM BONDS - Bonds comprising a large part or all of a particular bond issue which come due in a single maturity.

TRAVEL AND TRAINING - The cost of attending meetings, conferences, short conferences, etc.

TRUST FUND - A fund established to collect and distribute monies for a specific function or operation.

Glossary of Key Terms

UNCLASSIFIED EQUIPMENT - New equipment not otherwise classified, including air conditioners, traffic signals, field stripers, water fountains, etc. This includes all tangible personal property to be purchased which has a value of \$1,000 or more. This equipment, as with all capital equipment, is subject to inventory control.

UNCLASSIFIED PROFESSIONAL FEES - The cost of personnel service under expressed or implied contracts to individuals, companies, or corporations engaged as a contractor to perform a specific professional or expert service for the city.

UNCLASSIFIED SUPPLIES - Consumable materials and supplies used in conjunction with projects or operations not specifically classified.

UNENCUMBERED BALANCE - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

VEHICLE EQUIPMENT - Motorized equipment (self-propelled equipment, trucks, power shovels, automobiles, motorcycles, etc.) requiring the services of an operator.

VEHICLE SERVICES CITY GARAGE - Costs of services obtained from the city garage including repairs, gasoline, oil, tires, and other charges.



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
COPS	Community-Oriented Policing Services	JARC	Juvenile Assessment Receiving Center
CPI	Consumer Price Index	KWH	Kilowatt Hour
CRA	Community Redevelopment Agency	LLEB	Local Law Enforcement Block Grant
CUSB	Consolidated Utility System Bond	MAPP	Matched Annuity Pension Plan
DEP	Department of Environmental Protection	MBE	Minority Business Enterprise
DIA	Downtown Improvement Authority	MGD	Million Gallons Daily
DMA	Department of Management and Administration	MSA	Metropolitan Statistical Area
DRI	Development of Regional Impact	MW	Megawatt
EAP	Employee Assistance Program	NPDES	National Pollution Discharge Elimination System
EEO	Equal Employment Opportunity	OBP	Office of Budget and Policy
EOC	Emergency Operations Center	PASS	Pedestrian and Street Safety
ERU	Equivalent Residential Unit	PBA	Police Benevolent Association
EWD	Equity and Workforce Development	PETS	Permit Enforcement Tracking System
FAA	Federal Aviation Authority	PSC	Public Service Commission
FAMU	Florida Agricultural and Mechanical University	PUD	Planned Unit Development
FDOT	Florida Department of Transportation	RFP	Request for Proposal
FEMA	Federal Emergency Management Agency	RR&I	Repairs, Replacements, and Improvements
FERC	Federal Energy Regulatory Commission	SCADA	System Control and Data Acquisition
FDEP	Florida Department of Environmental Protection	SHIP	State Housing Initiative Plan
FHWA	Federal Highway Administration	SPRP	Stormwater Pollution Reduction Program
FSU	Florida State University	TCC	Tallahassee Community College
FTA	Federal Transportation Administration	TDP	Transit Development Plan
FTE	Full-time Equivalent	TFD	Tallahassee Fire Department
GASB	Governmental Accounting Standards Board	TMDL	Total Maximum Daily Load
GF	General Fund	TPD	Tallahassee Police Department
GG/CIF	General Government/Capital Improvement Fund	TSA	Transportation Safety Administration



City of Tallahassee
Fiscal Year 2016 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Accounts Receivable	Accounts Receivable	Special Funds	Funds to be received from outside sources.
Airport RR&I	Airport RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from Aviation's operating budget that is dedicated for capital improvements for the airport.
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.
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. No projects are programmed from this source in the 2016-2020 CIP.
Capital Bond Series 2014	Cap Bonds 2014	Bond Proceeds	Debt funding issued in May 2014 for sidewalk and roadway enhancement projects, among others. No projects are programmed from this source in the 2016-2020 CIP.
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. No projects are programmed from this source in the 2016-2020 CIP.
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. No projects are programmed from this source in the 2016-2020 CIP.
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. No projects are programmed from this source in the 2016-2020 CIP.

City of Tallahassee
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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 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.
Department of Justice	DOJ	Federal Funds	Grant funding from the DOJ's Office of Justice Programs to assist local jurisdictions that are interested in exploring and expanding the use of body-worn cameras in order to enhance transparency, accountability, and credibility. The grant requires a 50/50 in-kind or cash match.
Electric RR&I	Electric RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Electric Utility operating budget that is dedicated for capital improvements for the electric utility. This funding can only be utilized for Electric Utility capital projects.
Electric RR&I Undesignated Balance	Electric RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Electric RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. This reserve level is for future unanticipated needs in the fund. This funding can only be utilized for Electric Utility capital projects.
Energy Conservation Fund-Capital Fund	ECF-Capital	Special Funds	The Energy Conservation Fund was established to support the city's electric demand side management program. This funding source is utilized to support capital projects associated with demand side management program.
Energy Conservation Fund Loan Repayment Proceeds	ECF-Loans	Special Funds	Funding received from repayment of loans issued from the Energy Conservation Fund.
Energy System Bonds	Energy System Bonds	Bond Proceeds	The fund results from combining of the city's natural gas system and Electric System into a combined Energy System. These bonds are for the purpose of financing utility capital projects.
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. No projects are programmed from this source in the 2016-2020 CIP.
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.

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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).
Future Bonds-Electric	Future Bonds-Electric	Bond Proceeds	Bonds issued in support of anticipated electric utility capital projects. No projects are programmed from this source in the 2016-2020 CIP.
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. This reserve level is for future unanticipated needs in the fund. This funding can only be utilized for gas utility capital projects.
Gas Tax	Gas Tax	General Government	Funding received from the county-imposed gas tax as allowed by state statutes. Revenues received by the city represent the city's share of total (countywide) revenues.

City of Tallahassee
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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
General Gov. Capital Improvement Fund	GGCIF	General Government	Cash funding available from the undesignated balances in the capital project account. Funding is from closed projects, unprogrammed funding from the GG/CPA transfer and interest earnings. GGCIF funding can be utilized for any type of general government (General Fund departments, StarMetro, Golf Courses, etc.) projects.
General Gov. Capital Project Account	GGCPA	General Government	Cash funding received from the operating budget to support general government 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. No projects are programmed from this source in the 2016-2020 CIP.
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. No projects are programmed from this source in the 2016-2020 CIP.
Intergovernmental-Leon County	Intergovernmental-Leon County	Special Funds	Funding received from Leon County that is designated for specific capital improvement. No projects are programmed from this source in the 2016-2020 CIP.
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 also can 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.
Revenue Collection	Revenue Collection Fund	General Government	Funding transferred from the Revenue Collection internal service fund to support capital projects within the Revenue Fund.

City of Tallahassee
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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Sales Tax 1989	Sales Tax 1989	General Government	Funding generated from the one-cent sales tax approved by the voters in 1989 for a period of 15 years. Funding from the sales tax can be utilized for roadway and transportation projects as well as public safety facilities. The Public Works Department takes an agenda item for public hearing to use these proceeds for projects that had not been previously included on the approved sales tax project list. No projects are programmed from this source in the 2016-2020 CIP.
Sales Tax 2005	Sales Tax 2005	General Government	Funding generated from extension of the one-cent sales tax approved by voters in 2000 for a period of 15 years. Funding from the sales tax can be utilized for those projects as identified in the BP 2000 plan, as well as those listed on the City Commission approved list of projects.
Sales Tax 2020	Sales Tax 2020	General Government	Funding expected to be generated from extension of the 2005 one-cent sales tax upon its expiration on December 31, 2019. The extended tax, which will become effective January 1, 2020, was approved by voters in November 2014 for a period of 20 years.
Sewer System Charge	Sewer System Charge	Special Funds	Revenues collected in the sewer system fund to provide for the capital cost of construction and directly-related costs required solely due to growth of the system.
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.

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Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Stormwater RR&I Undesignated Balance	Stormwater Utility Fee	Special Funds	Undesignated cash funding from prior year's Stormwater 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 Stormwater Utility capital projects.
Water System Charge	Water System Charge	Special Funds	Revenues collected in the water system fund to provide for the capital cost of construction and directly-related costs required solely due to growth of the system.
Water Future CUSB	Water Future CUSB	Bond Proceeds	Bond funding for the Water Utility to be issued as part of a future Consolidated Utility Systems Revenue Bonds issuance. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the Utility System, which includes the Water and Sewer utilities. Funding from this source can only be utilized for Water Utility capital projects.
Water RR&I	Water RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Water Utility operating budget that is dedicated for water utility capital improvements. This funding can only be utilized for Water Utility capital projects.
Water RR&I/Undesignated Balance	Water RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Water RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. This funding can only be utilized for Water Utility capital projects.

**City of Tallahassee
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Schedule of Fund Structure

Fund	Name	Appr. (Y/N)*	GF, CP, SR and E**	Fund Description
001	General Fund	Yes	GF	Accounts for all financial resources except those required to be accounted for in another fund. The functions paid for by the general fund include police, protective inspection, code enforcement, culture and recreation, general government, transportation, human services, economic development and physical environment. Exemptions from the Fire Services Fund will be funded from this account.
002	Operating Projects Fund	Yes	SR	This fund houses projects funded from departments' operating budgets. Operating projects were previously captured in fund 100.
100	Special Projects Fund	Yes	SR	The fund houses projects related to federal, state and local grants that include, but are not limited to: Community Development Block Grant; State Housing Initiative Program; and the HOME program. Also included in this fund are other miscellaneous items used for specific general government purposes but are not appropriate for any other established city fund.
101	Community Development Block Grant	Yes	SR	Grant funding through the federal Community Development Block Grant program.
115	Donations Operating Fund	Yes	SR	The Donations Fund accounts for private contributions given to the city to support Police Department programs and those of the Tallahassee-Leon County Animal Services Center.
120	Building Inspection Fund	Yes	SR	This fund accounts for all assets, operations, and maintenance of the Building Inspection Division of the city's Growth Management Department. Revenues accounted for in this fund are derived from fees, fines, and investment earnings from enforcement and implementation of the Florida Building Code. Revenues in this fund were previously captured and reported in the General Revenue Fund.
130	Fire Services Fund	Yes	SR	This fund accounts for the operation and maintenance of the city owned Fire Department. The department provides fire protection services within Tallahassee's city limits and, through an agreement with Leon County, also is responsible for providing fire protection services to the unincorporated area of the county.
131	Fire Construction Fund	Yes	SR	Cash funding provided by the Fire operating fund to capture the cost of Fire capital projects.
132	Fire - Bond Loan Finance	Yes	SR	Debt funding provided to construct Fire capital projects.

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Schedule of Fund Structure

Fund	Name	Appr. (Y/N)*	GF, CP, SR and E**	Fund Description
160	800 MHz Fund	Yes	SR	Supports the 800 MHz Radio Communications unit within the Information Systems Services Division. Revenues in the fund are derived from the Leon County Sheriff's Office per agreement, and rentals from other users. The remaining cost is allocated to city user departments. The allocation is based on the number of 800 MHz devices per user department/agency.
300	Capital Improvement Fund	Yes	SR	Accounts for general revenue used for the acquisition or construction of general fixed assets.
301	1989 Sales Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct public safety and transportation improvements.
302	Gas Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct transportation improvements.
304	2005 Sales Tax Extension Construction	Yes	SR	Funding generated from the extension of the one-cent sales tax approved by voters in 2000 for a period of 15 years. Sales tax funding can be utilized for projects identified in the BluePrint 2000 plan, as well as those listed on the City Commission approved list of projects.
305	BluePrint 2000 Joint City/County	Yes	SR	Cash funding received from the sales extension, approved by voters in November 2000, to construct approved BluePrint 2000 projects. BP2000, an intergovernmental agency, receives 80% of the funding and the city and county split the remaining 20%.
312	2004 Capital Bond Series	Yes	SR	Debt funding issued in November 2004 to construct a list of general government projects. These include neighborhood infrastructure enhancements and Americans with Disabilities Act sidewalk rehabilitation, among others.
315	2014 Capital Bond Series	Yes	SR	Debt funding issued in May 2014 to construct a list of general government projects. These include neighborhood infrastructure enhancements and sidewalk rehabilitation, roadway enhancements, among others.
316	Future Bonds Construction	Yes	SR	Anticipated bonds to be issued in future fiscal years in support of general government capital projects.
400	Electric Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city owned electric generation, transmission and distribution system.
401	Electric RR&I	Yes	E	Cash funding received from the electric utility's operating budget that is dedicated for capital repairs, replacements and improvements (RR&I) to electric infrastructure. This funding can only be utilized for electric utility capital projects.

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Schedule of Fund Structure

Fund	Name	Appr. (Y/N)*	GF, CP, SR and E**	Fund Description
402	Electric RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' Electric RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, un-programmed 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.
404	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.
414	Energy Conservation Capital Projects	Yes	E	The Energy Conservation Fund was established to support the city's electric demand side management program. This funding source is utilized to support capital projects associated with the demand side management program.
415	Electric Accounts Receivable	Yes	E	Funds to be received from outside sources related to electric operations.
423	Electric Existing Bonds (through 2010)	Yes	E	Existing Energy bonds issued prior to FY 2015 in support of the Electric Fund. Debt service is paid from the Electric Fund.
425	2005 Electric System Revenue	Yes	E	This fund represents the city's natural gas system and the electric system into a combined energy system. These bonds finance electric utility capital projects. Outstanding bonds previously issued under the Electric Consolidated Utility Systems Revenue Bonds have been defeased. Electric – Energy System Bonds in a like amount have been issued to provide funding for existing electric capital projects.
426	Electric Supply Center	Yes	SR	Accounts for the costs of the warehouse operation. Formerly this activity was housed in Purchasing Fund 725.

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**City of Tallahassee
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Schedule of Fund Structure

Fund	Name	Appr. (Y/N)*	GF, CP, SR and E**	Fund Description
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, un-programmed RR&I funding and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can only be utilized for gas utility capital projects.
433	Gas Accounts Receivable Fund	Yes	E	Funds to be received from outside sources related to gas operations.
460	Water Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city's water production and distribution system, which includes water wells and elevated water towers.
461	Water R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements and improvements (RR&I) to water infrastructure. This funding can only be utilized for water system capital projects.
462	Water RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' water RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, un-programmed RR&I funding and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can only be utilized for water utility capital projects.
463	Water System Charge Fund	Yes	E	Programmed and undesignated funds in the water system charge fund.

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**City of Tallahassee
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Schedule of Fund Structure

Fund	Name	Appr. (Y/N)*	GF, CP, SR and E**	Fund Description
479	Water Existing CUS Bonds	Yes	E	Bond funding for the water utility bond issued prior to FY 2015. 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.
494	Water Future CUS Bond Construction	Yes	E	Future Consolidated Utility Systems Revenue Bonds issued for Water Fund projects. 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 spray field, 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, un-programmed 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	Programmed and undesignated funds in the sewer system charge fund.
529	Sewer Existing CUS Bond Construction	Yes	E	Bond funding for the sewer utility issued prior to FY 2015. 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.

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Schedule of Fund Structure

Fund	Name	Appr. (Y/N)*	GF, CP, SR and E**	Fund Description
539	Sewer Future CUS Bond Construction	Yes	E	Future Consolidated Utility Systems Revenue Bonds issued for Sewer Fund projects. 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, un-programmed RR&I funding and interest earnings. This funding can only be utilized for Aviation Department capital projects and cannot be used to benefit a specific airline.
580	StarMetro Operating Fund	Yes	SR	Accounts for the operations of the city's public transit system, which provides fixed route services, special transportation under provisions of the Americans with Disabilities Act (ADA) and a variety of contract/charter services.
600	Solid Waste Fund	Yes	E	To account for the assets, operation and maintenance of the city owned solid waste operation.
603	Solid Waste Rate Stabilization	Yes	E	Cash funding received from the Solid Waste operating fund that is dedicated for solid waste projects and activities.
605	Stormwater Fund	Yes	SR	To account for the assets, operation and maintenance of the city owned stormwater system.
606	Stormwater RR&I/Construction Fund	Yes	SR	Cash funding received from the Underground Utilities' operating budget that is dedicated for stormwater capital improvements. This funding can only be utilized for stormwater utility infrastructure.
615	Golf Course Fund	Yes	SR	The Golf Fund is designated to account for assets, operation and maintenance of the city owned golf course at Hilaman Park.
616	Golf Course R R & I Fund	Yes	SR	Funding received from the Golf Course operating budget that is dedicated for capital improvements at the Hilaman Golf Course.
705	Data Processing Fund	No	SR	Accounts for the costs of the city's data processing operations.
706	ISS RR&I/Sunshine State	Yes	SR	Cash funding received from the Information Services Systems Services operating budget that is dedicated for technology infrastructure capital.

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund

710	Revenue Fund	No	SR	Accounts for the costs of the city's reading, billing and collection services.
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**City of Tallahassee
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Schedule of Fund Structure

Fund	Name	Appr. (Y/N)*	GF, CP, SR and E**	Fund Description
715	Garage Operating Fund	No	SR	Accounts for the costs of maintaining and operating the city's fleet management operation.
716	Vehicle Replacement Reserve	No	SR	This is a charge to the department for each assigned vehicle for the purpose of accruing funds in the Fleet Reserve Fund for the timely replacement of city vehicles.
720	Accounting Fund	No	SR	Accounts for the costs of the city's accounting operations.
730	Human Resources Fund	No	SR	Accounts for the costs of the city's employee relations operations.
735	Pension Administration Fund	No	SR	Accounts for the costs of the city's employee retirement plan's administrative operation.
740	Risk Management Fund	Yes/No	SR	Accounts for the costs of the city's risk management function.
755	Utility Services Fund	No	SR	Accounts for the costs of centralizing GIS, sales, rate design and marketing functions of the city's utilities. Also accounts for the costs of the purchase of power and fuel for the city's energy services, electric utility, gas utility and off-system sales and services of power and natural gas to other utilities and open market participants.
765	Environmental Policy and Energy Resources	No	SR	Accounts for the costs of centralizing environmental policy and energy resources functions of the city's utilities
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.

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund

**City of Tallahassee
Fiscal Year 2016 Approved Budget**

Schedule of Fund Structure

Fund	Name	Appr. (Y/N)*	GF, CP, SR and E**	Fund Description
859	CRA Downtown Operating Fund	No	SR	Accounts for the general tax revenue collected on and the expenses incurred in the redevelopment of properties in the Downtown Community Redevelopment Area.
870	Capital Region Transportation Planning Agency (CRTPA)	No	SR	Accounts for the general tax revenue collected on and the expenses incurred in the Capital Region Transportation Planning Agency (CRTPA), which is responsible for coordinating transportation planning within Florida's capital region. CRTPA also serves as the region's Metropolitan Planning Organization (MPO).

* Appropriated Funds - Yes/NO indicates allocated account with appropriated reserve or operating portion.

** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund