# CITY OF BROOKSVILLE
# FINAL PUBLIC HEARING
# FISCAL YEAR 2009/10 BUDGET

## AGENDA

**SEPTEMBER 23, 2009** **7:00 P.M.**

**A. CALL TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. PUBLIC HEARING - PRESENTATION OF PROPOSED BUDGET FOR FISCAL YEAR STARTING OCTOBER 1, 2009**

**1.** Public Announcement - Ad Valorem Tax Rate (TRIM Notice)
Pursuant to Section 200.069, F.S., "Notice of Proposed Property Taxes" (TRIM NOTICE) the proposed ad valorem rate for the Fiscal Year 2009/10 was advertised to be a maximum of 7.0000 mills. This millage rate would be a 5.8874% decrease over the rolled back rate of 7.4379 mills. After reviewing revenue projections and proposed expenditure levels for the 2009/10 Fiscal Year, the General Fund budget is balanced at a proposed rate of 6.0690 mills, which is 18.4044% less than the current year's rolled-back rate.

**2. Public Hearing - Fiscal Year 2009/10 Proposed Budget**

**a. Consideration of the Recommended 2009/10 Fiscal Year Budget**
Review of balanced budget, together with consideration of additional proposed changes.

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| Presentation: | City Manager |
| Recommendation: | Amend Budget as recommended following public input |
| Attachment: | Proposed Budget |

***CITIZEN INPUT***

**b. Approval of Resolution No. 2009-10 for FY2009/10**
Consideration of proposed resolution levying a General Fund Ad Valorem Millage Rate of 6.0690 mills.
[Note: Restatement of Public Announcement required if millage rate adjustment]

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| Presentation: | Finance Director |
| Recommendation: | Approval of Resolution upon roll call vote (following public input) |
| Attachment: | Proposed Resolution |

c. **Ordinance No. 778 - Recommended Budget for FY2009/10**
Consideration of second and final reading of proposed budget effective October 1, 2009.
[FIRST READING 09/09/09]

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| Presentation: | Finance Director |
| Recommendation: | Approval of second and final reading upon roll call vote (following public input) |
| Attachment: | Proposed Ordinance |

3. **Proposed Ordinance No. 777 - Ad Valorem Tax Abatement Application**
Approval of application for a ten year period with an exemption of 100% of the improved property value assessment for the first 5 yrs. and an exemption of 75% for the second 5 years, beginning 01/01/09 and providing for compliance guidelines.

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| Presentation: | Community Development Director |
| Recommendation: | Approval of second and final reading upon roll call vote |
| Attachment: | Memo from Director of Community Development dated 09/10/09; Proposed Ordinance; Application |

4. **Proposed 08/09 Budget Amendments**
Consideration of budget amendments due to the Red Light Camera Program and the award of the JAG Direct Laser Grant

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| Presentation: | Finance Director |
| Recommendation: | Approval of Proposed Budget Amendments |
| Attachment: | Memo from Finance Director dated 09/2/09 |

## D. ADJOURNMENT

*Meeting agendas and supporting documentation are available from the City Clerk's office, and online at www.cityofbrooksville.us. Persons with disabilities needing assistance to participate in any proceedings should contact the City Clerk's office 48 hours in advance of the meeting at 352/540/3810.*

*Any person desiring to appeal any decision with respect to any matter considered at this meeting, may need a record of the proceedings including the testimony and evidence upon which the appeal is to be based, and therefore must make arrangements for a court reporter to ensure that a verbatim record of the proceedings is made.*

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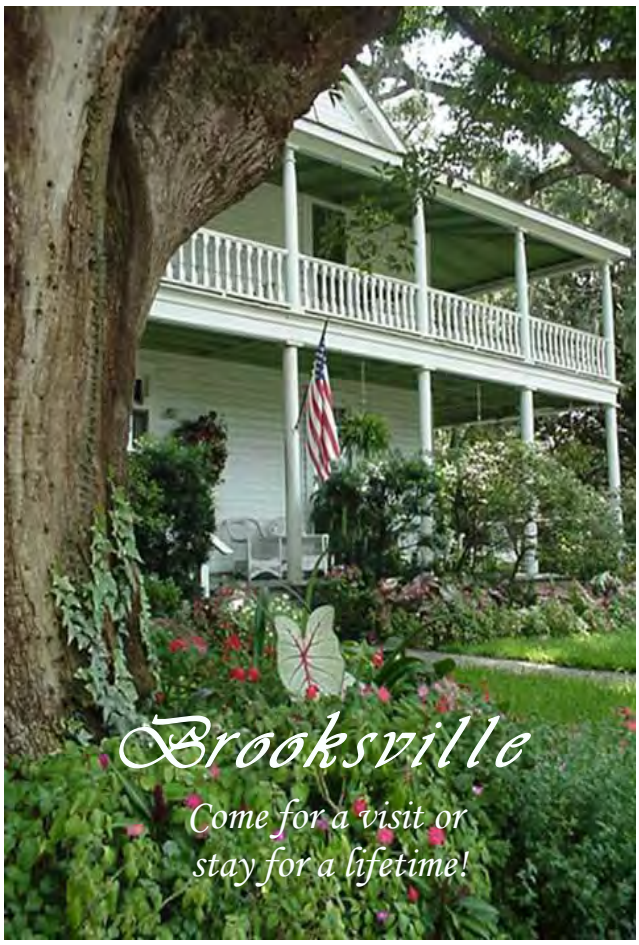
# FISCAL YEAR 2008-09 *Year in Review*

## *Brooksville* ~*Front Porch Charm at its Best*

The City of Brooksville is the kind of city that creates a certain feeling of comfort and nostalgia. Just a walk through the streets of Brooksville and you will drift back in time ... to the nineteenth century when afternoon strolls meant meandering down canopied brick streets, straight to the shops on Main Street. A time when hospitality was part of the neighborhood charm and picnics in the park were a way of life.

The towering live oaks are still here. So are the antebellum homes. And the genteel spirit that gives the south its charm? It's in full bloom all year long.

Come tour our colorful murals that bring local history to life. Shop for some of the choicest antiques and collectibles available in the region. Explore ages past at our county museum and train station. Or simply share a picnic under the shade trees of our scenic parks or along the Good Neighbor Trail. Nostalgia doesn't have to be a thing of the past.




Brooksville is the county-seat for the County of Hernando, located about forty-five miles Brooksville is the county-seat for the County of Hernando, located about forty-five miles north of Tampa and fifteen miles east of the Gulf of Mexico and is nestled among beautiful, rolling hills. With its central location within the county and as the location of county offices and the court system, Brooksville's economy is primarily a service economy. Legal, banking, medical, insurance, accounting, governmental and educational services are the mainstay of this economy. The essential nature of these services provides a solid basis for the City's economic well-being.

Brooksville, first chartered as a municipality by the State of Florida in 1880, Brooksville provides a full range of municipal services with a Council-Manager form of Government. Services include police and fire protection, economic development/redevelopment, community development (including building/property inspections, planning, zoning and code enforcement), public works (streets and sidewalk construction and

maintenance, storm drainage construction and maintenance, water and wastewater utility services, refuse collection, recycling, street sweeping, etc.), and parks, recreation and facilities (including a municipal, executive golf course and a municipal cemetery).

Brooksville

*Come for a visit or stay for a lifetime!*

The City of Brooksville currently occupies a land area of approximately 12.36 square miles and serves an estimated population of 7,640. The City of Brooksville is empowered to levy a property tax on both real and personal properties located within its boundaries. Downtown Brooksville is surrounded by beautiful, historic neighborhoods reflecting a variety of architectural styles. Historical revitalized buildings, including a number of residential developments, surround a vibrant retail center and a courthouse square that provides a link to the City's history. Emphasis will continue to focus on the creation and rebuilding of community and renewal of neighborhoods that will contribute to the economic vitality of the downtown commercial district. We will encourage revitalization that provides for smaller neighborhood commercial centers that contribute to the sense of community and vibrancy of the neighborhoods by providing opportunities for residents to walk to a variety of shopping and dining prospects.

The tree-lined streets, strong sense of community and solid education system continue to draw young families to the City. The City of Brooksville is a vibrant small city that values its history and enjoys the sophistication along with all the benefits of living in the Tampa-Bay metropolitan area.

## *History*

Brooksville retains a strong connection to its history, while preparing for the future with managed growth, vital revitalization and responsible development.

Brooksville was established in 1856 and incorporated October 13, 1880, and serves as the seat of Hernando County. The courthouse square in downtown Brooksville is located on a hill rise of land that has an elevation of 209 feet. Historically, the courthouse square served as the community gathering place. Today it continues to be the focus of the weekly farmers' market, festivals and special events, and serves as the heart of the community. The historic commercial district is a successful example of transit-oriented development that is surrounded by traditional historic single family neighborhoods and communities.

## *Government*

The City of Brooksville operates under the council-manager form of government. There are five City Council members, elected in nonpartisan elections, for overlapping four-year terms. At its organizational meeting in December of each year, the City Council elects one of its members to be the Mayor/Chair of the City Council. At that same meeting the City Council also elects a Mayor pro tem/Vice-Chair. It is the responsibility of the Mayor to preside at all meetings of the City Council and shall be recognized as head of city government for all ceremonial purposes. The Mayor has no veto power but retains the right to vote on all matters brought before the City Council.

The City Council appoints a professional administrator known as the City Manager who serves at its pleasure. The City Manager serves as the Chief Administrative Officer and is responsible to the Council for the administration of all city affairs placed in his or her charge by, or under the City's charter for carrying out the policies, laws and ordinances of the City Council; for overseeing the supervision and direction of all departments, agencies or offices of the City; and the day-to-day operations/functions of the City.

## *Mission Statement*

Some time ago, the City developed a Mission Statement after embarking on several community forums. The Mission Statement developed reads as follows:

> *"The City of Brooksville must be responsive to the taxpayers. It must be as efficient as possible, functioning like the multi-million dollar a year business it is. It must have leadership, set specific goals, develop a strong and motivated work force, and be accountable to the taxpayers for its expenditures and performance."*

## *Vision*

Successful organizations need to have a clear vision of where they are going and how they intend to achieve their mission.

Over the last fiscal year, the City of Brooksville has engaged in some preliminary, community-driven strategic planning exercises lead by a team with the University of Florida. The City desires to "redevelop" a vision for the City that combines physical and economic planning with the social goals of the community, much as outlined within the City of Brooksville's Redevelopment Plan adopted by City Council in 1998. The plan will provide a framework for decision-making and guidance to the City Council and community.

## *Performance Measures*

In addition to developing and following a vision, a successful organization needs to know how well it is doing towards achieving the vision. During the 2009-10 fiscal year the City will develop quantifiable measures for determining how efficient and effective the City is meeting its goals. Performance measures will also be used to evaluate the City's existing services, to benchmark results with other communities and exchange best practices of other local government jurisdictions. This will assist the City in "raising the bar" and building the City

## *Budget*

The annual budget serves as the foundation for the City's financial planning and control. All departments of the City are required to prepare and submit preliminary departmental budget requests. These requests are the starting point for developing the proposed budget. Once the requests are submitted, the department directors meet with the City Manger and the Finance Director to review the requests collectively.

The proposed budget is presented to the City Council during regularly established budget workshop meetings. The operating budget includes the proposed expenditures and the means for financing them. The City publishes a complete copy of the proposed budget on the City's website for public/residents review. Public hearings on the proposed budget are held during the month of September. The budget is then legally enacted through passage of an ordinance adopting the annual budget by the City Council no later than September 30th, the close of the fiscal year.

The budget document is a written plan that provides the basis for implementing the organizations' vision and related goals. It represents the departments' best efforts at achieving the vision within an environment of competing goals and limited resources.

The following pages highlight each department's accomplishments within fiscal year 2008-09 and goals for the future.

# Administration/City Manager's Office

# City Of Brooksville

***Administration Department***
***T. Jennene Norman-Vacha, City Manager***

# MEMORANDUM

**To:** **T. Jennene Norman-Vacha, City Manager**

**From:** **Administration/City Manager Staff**

**Date:** **September 18, 2009**

**Re:** **Consolidation of Departmental FY 2008-2009 Accomplishments**

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There were significant/monumental goals accomplished by the City Manager and staff in the City Manager/Administration Department in FY 2008-09. We as a department realize that we as a whole, must set high standards, adhere to the rules, and provide A-One customer service to the citizens, whom we serve; and we also realize that all other departments and citizens look to our department for their guidance.

As cohesive group/department and the official record stewards for the City of Brooksville, here are just some of our tremendous accomplishments for 2008-09:

The City Clerk/Records Management Section has cleaned up decades of neglect of Official (Inter-Local Agreements, contracts, correspondence, and other official and unofficial documents) by archival or destruction (all according to the General Records Schedule), and properly filed in-house records.

Months of Meeting Minutes and other official recordkeeping have been brought current that had not been transcribed.

**Imaging**

Personnel files were reviewed and a list compiled of common/standard documents found in personnel files. A flow chart was created to be used in establishing the drop down fields for the indexing of Human Resources documents. With groundwork in place, Human Resources archived personnel files in the correct order, scanning and indexing to allow the City to properly destroy the paper record.

Two (2) minutes books, five (5) rolls of microfilm of minutes, ordinances and resolutions have been forwarded to Municipal Code Corporation to be imaged and indexed. When returned, the minutes will be imaged through April 20, 1987; Resolutions will be imaged from No. 83-6 May 19, 1983; and Ordinances will be imaged through Ordinance No. 344 August 15, 1983.

Agenda Packets are being uploaded to the City's Website, at the L: Drive can copy and paste the complete packet into the Laserfiche system. All 2009 meetings are up to date in Laserfiche.

**Destruction**

As of 09/01/2009 1,543 boxes/binders have been disposed of.

A landfill burial is scheduled for Wednesday, October 28, 2009 with approximately 184 more boxes/binders to be disposed of. This number is likely to increase.

**Storage**

Relocated all original Minutes, Ordinance and Resolution books to the 1st floor records storage vault.

The 2nd floor records storage room has been cleaned out from decades of old surplus, decorations, and non-necessary items.

The Fire Station #2 is nearing clearance of files/records. Approximately seventeen (17) boxes of maps will to be relocated to the 2nd floor records storage room at City Hall and re-indexed; only one shelving unit of boxes that are permanent records need to be relocated to the 1st floor records storage vault at City Hall. Once these records are moved, Fire Station #2 will be completely cleared out.

**Recycling**

After staff's presentation and subsequent approval of the "green initiative" for the City of Brooksville, by Council, staff has instituted the following initiatives: installed energy-efficient lighting and energy-saving devices ( motion sensors to off lights when the area is unoccupied) throughout city facilities; green gardening; informational programs and reading materials for citizens: planting trees; emphasized cooperation between public and private interest to effectively managing urban forest community; developed programs to include tree replacement, preservation and planting; educational programs and via City's Website which has a direct link to SWFWMD): for public awareness of green recycling; recycling for overall waste reduction include conservation/reuse, green water conservation; encouraging and implementing water efficient landscaping and provide education and information to citizens on conserving water indoors and out. Public education is being achieved through the City's web site and through monthly utility bills. All City departments are participating in this program.

The City began selling The Bus at City Hall and denoted the Bus' Web address on the City Web site.

The City of Brooksville and the Brooksville Walmart Distribution Center formed a partnership for **curbside recycling!** The City of Brooksville is very PROUD to be linking arms with one of our Country's largest retailers –Walmart – to begin the Company's FIRST EVER PRIVATE/PUBLIC CITY-WIDE CURBSIDE RECYCLING PARTNERSHIP PROGRAM! Reducing waste, recycling and sustainability have become a growing priority to business, government and citizens alike. In response to its citizens' needs the City has partnered with Walmart to achieve a new level of service (curbside recycling) to the City's taxpayers at no additional cost. Walmart is purchasing the blue curbside recycling bags for

the City which will save Brooksville taxpayers approximately $400,000 a year and enable the City to provide curbside recycling.

The City of Brooksville and the Brooksville Walmart store are pleased to announce our PLANT RECOVERY PARTNERSHIP PROGRAM. Reducing costs and sustainability are priorities with Brookville City Government and in the private sector as well. In an effort to help make our community greener, sustainable and more beautiful, **without any** increased **cost** to our citizens, the City of Brooksville is continuing its Going Green Recycling Initiative, by recovering plants, soils, fertilizer, mulch and stones that are inventoried to be discarded by Walmart. The City will not incur any cost due to the great working partnership with City has with Walmart. Walmart's donated items are on a weekly basis and will save Brooksville taxpayers approximately $10,000.00 a year. This continuing recycling green source will help beautify and make the City even greener without any cost to our citizens or our environment!

The City of Brooksville **"Be Free" in the City of Brooksville** was launched.
The "BE FREE" slogan wrapped around the City of Brooksville's Parks & Recreation bus is a Tobacco Free Florida public awareness campaign funded through the Hernando County Health Department and the Hernando County Community Anti-Drug Coalition. This campaign was created to encourage area youth to build self-confidence and identity without tobacco use.

**Stimulus Monies – North Avenue Project**
The City issued project list to Florida Department of Transportation, District 7 for Federal Infrastructure Stimulus Monies. The City was allocated $110,000.00 in Federal Infrastructure Stimulus Monies for the paving of North Avenue. North Avenue is scheduled for paving completion by September 30, 2009.

## Grants

**Project: USDA Water & Sewer Improvement for South Brookville** $2,552,105.00, April 23, 2008, The City was advised by USDA the grant would be a grant/loan combination.

**Project: Florida Department of Environmental Protection**
**Small Community Waste Water Facility Grant (FDEP).**
The City applied for a grant/loan in the amount of $2,404,828 on May 8, 2009 and as of May 15, 2009, grant was awarded in the amount of $1,370,000 to be coupled with a loan of $1,039,627.00.

**Project: 504 USDA Grant Program:**
This program provides grants and or loans to homeowners of very low incomes for various kinds of repairs. The City provided the grant information on City utilities bills and Web site. May 10, 2009, USDA and the City conducted a public meeting to explain the program to interested parties. USDA conveyed to City staff that they considered it to be a very successful event with approximately twenty applicants.

**Project: Withlacoochee Regional Water Supply Authority (WRWSA) Grant Application:**
The City applied for $150,000.00 on or about April 1, 2009 seeking grant funding to reduce the amount of money the City may need to borrow to complete the City's overall "radio read"

meter conversion project. WRWSA rejected the City's grant application. Staff is currently seeking alternative sources for the funding of this project.

**EPA National Clean Diesel Funding Program:**
The City applied for funds to replace three old garbage trucks with newer, more fuel efficient truck.

**Governor's Boulevard**
September 15, 2009, the City of Brooksville submitted application for Transportation Investment Generating Economic Recovery (TIGER Discretionary Grants) of up to $14 million of the $1.5 billion appropriated by the Recovery Act of 2009 for capital investments in surface transportation infrastructure, to be awarded by the U.S. Department of Transportation.

**Customer Service**
It has been our goal and will continue to be our goal -- to provide exemplary customer service to citizens, council members, and visitors. We strive to go about and beyond, with a smile and friendly communication, whether physically in contact with individuals or on the telephone.

# CITY OF BROOKSVILLE
## HUMAN RESOURCES DEPARTMENT

## MEMORANDUM

**TO:** Jennene Norman-Vacha, City Manager

**From:** Margaret Bosack, HR Specialist
**Date:** September 14, 2009
**Subject:** 2008-2009 HR goals update

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The current update as to the status of HR goals is as follows:

- ✓ The Human Resources Division has provided efficient, timely and cost effective recruitment of qualified individuals for the City, ensuring that 100% of all vacancies were posted and filled within 60 days. From October 1, 2008 until September 11, 2009 the Human Resources Division hired and/or promoted 25 applicants and processed the termination of 22 employees.

- ✓ The reduction of paper usage and efficiency is vigorously being pursued by use of email of documents rather than printed versions.

- ✓ Archiving of all personnel files and applications and associated records are up to date.

- ✓ HR Policies presented and approved by City Council:

1) City Drug Policy
2) Standards of Conduct
3) Workplace Violence
4) Equal Employment Opportunity
5) Workplace Harassment
6) Family and Medical Leave
7) Holidays
8) Military Leave
9) Civil Leave & Jury Duty
10) Bereavement
11) Dress & Appearance
12) Group Insurance Policy
13) Identification and Licensure
14) Personnel Records
15) Leave without pay

- ✓ Training Sessions have been held on the following topics:

    1) Wage and Hour Laws and Regulations
    2) Hiring With a Purpose
    3) Performance and Evaluations
    4) Discipline Administration
    5) Drug Free Workplace
    6) Employee Leave Management.

More training sessions are scheduled through November, 2009.

The HR goals for the FY 2009-2010 will be forwarded as soon as possible.

# M E M O R A N D U M

**TO:** T. JENNENE NORMAN-VACHA, CITY MANAGER

**FROM:** JENNIFER REY, ESQ.,
THE HOGAN LAW FIRM, LLC AS CITY ATTORNEY

**CC:** TOM S. HOGAN, JR.

**SUBJECT:** GOALS AND TARGETED PROJECTS

**DATE:** SEPTEMBER 16, 2009

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This memo is to provide an update on the status of the Goals and Targeted Projects which were identified earlier this calendar year.

| Project(s)/Goals | Department | Scheduled Begin Date | Target Completion Date |
|---|---|---|---|
| Review and revise the Land Development Code. | Community Dev. | In Progress | December 2009 |
| Negotiate a revised Joint Planning Agreement with Hernando County. | Community Dev. | In Progress | December 2009 |
| Review, revise, and update Chapter 46 Fire Protection and Prevention of the Code of Ordinance | Fire | In Progress | January 2010 |
| Collective Bargaining Agreement | Fire | In Progress | September 21, 2009 |
| Negotiate agreement with Enrichment Center regarding Quarry Facility Project. | Parks & Recreation | In Progress | TBD |
| Research enforceability of rules and regulations regarding guns and wildlife. | Parks & Recreation | In Progress | September 30, 2009 |
| Research implementation of localized traffic ordinances, e.g. Careless Driving. | Police | | Done |
| Review, revise and update ordinances in support of police operations. | Police | In Progress | January 2010 |
| Update Master Bid Documents | Public Works | October 2009 | January 2010 |
| Update Master Utility Service Agreement | Public Works | October 2009 | January 2010 |
| Review, revise and update Chapter 86 Utilities of the Code of Ordinances | Public Works | October 2009 | January 2010 |
| Pursue Public Service Tax collection. | Public Works | In Progress | October 2009 |
| Review, revise and update equal employment opportunity plan. | Human Resources | In Progress | January 2010 |
| Review, revise and update policies and procedures on wage and hour compliance. | Human Resources | In Progress | October 2009 |
| Draft policies and procedures on recruitment, screening and selection. | Human Resources | October 2009 | January 2010 |

| Project(s)/Goals | Department | Scheduled Begin Date | Target Completion Date |
|---|---|---|---|
| Review, revise and update personnel policies. | Human Resources | In Progress | October 2009 |
| Review, revise and update policies and procedures on worker's compensation, safety manual, and exposure control. | Human Resources | September 2009 | December 2009 |
| Implement supervisory and employee training on various human resource compliance topics. | Human Resources | In Progress | October 2009 |

## PERSONNEL POLICIES

The following personnel policies have been revised, approved and adopted by City Council:

- Grievance Procedure
- Equal Employment Opportunity
- Recruitment
- Employment of Family Members
- Personnel Records
- Employee Performance Evaluation
- Travel Allowances
- Identification and Licensure
- Conduct Standards
- Conflict of Interest
- Dress and Appearance
- Prohibition of Harassment
- Disciplinary and Corrective Action
- Holidays
- Civil Leave and Jury Duty
- Bereavement Leave
- Family and Medical Leave
- Military Leave
- Domestic Violence Leave
- Administrative or Investigatory Leave
- Group Insurance Plan
- Drug Free Workplace
- Safety and Accident Reporting
- Workplace Violence Prevention
- Separation of Employment

The following personnel policies have been revised and have been proposed for adoption but require further revision or research:

- Employee Orientation and Training
- Tuition Reimbursement Program
- Exposure Control
- Vacation Leave
- Sick Leave/Extended Leave/Short Term Disability Bank

The following personnel policies are currently being revised and will be proposed to City Council for approval and adoption in October 2009.

- Purpose and Scope
- Definition of Terms
- Hours and Pay
- Salary Administration
- On-call Pay
- Leave Without Pay
- Communications and Cell Phone Use
- City Property, Equipment and Information
- City Vehicle and Take Home Vehicle Policy
- Email and Computer Use

## LITIGATION

| Litigation | Description | Status |
|---|---|---|
| City v. Westchester Fire Insurance Co. | Performance Bond Foreclosure Action; Cascades at Southern Hills | In Progress |
| City v. Safeguard Bond Insurance Co. | Performance Bond Foreclosure Action; Cascades at Southern Hills | In Progress |
| City v. Crescent Resources, Inc. | Hampton Ridge Bankruptcy | In Progress |
| Elliot v. City | Personnel Dispute | In Progress |
| City v. Harford | Eminent Domain Action | Closed |
| City v. Mallet | Eminent Domain Action | Closed |
| City v. Bermudez | Unemployment Appeal | Closed |
| City v. Stackhouse | Unemployment Appeal | Closed |
| EPA v. City | Environmental Protection Dispute | Closed |
| Innovators v. City | Comprehensive Plan Amendment | Closed |
| DCA v. City, County and School Board | School Based Element | Closed |

# Community Development Department

# MEMORANDUM

**To:** T. Jennene Norman-Vacha, City Manager
**From:** Bill Geiger, Community Development Director
**Subject:** Community Development Department/Council Goals for the Department- Status Report and Update
**Date:** September 11, 2009

As requested, the following is a status report on the goals set by the Department for FY 2008-2009, the goals discussed by the City Council in December 2008 and the last page contains a listing of significant accomplishments for the 2008-2009 fiscal year:

**Primary Departmental Goal** – Continue to provide an efficient, high quality level-of-service to the citizens of the city in all areas of Departmental responsibility, putting emphasis on doing what it takes for the City to reach its full potential (And thinking GREEN as we do so). *(Status – This is an ongoing effort that will continue with this Department.)*

**Planning & Zoning Division**

**Goal 1** - Complete Evaluation & Appraisal Report-based Comprehensive Plan Amendment. *(Status - Amendment has been adopted by the City and approved by the Department of Community Affairs.)*

**Goal 2** - Prepare a large-scale amendment to address updates to the City Comprehensive Plan for properties that have been annexed but do not yet have a city land use designation, Capital Improvement Element update (to address the annual update and other statutory requirements such as a de minimis traffic impact report), and other modifications as deemed appropriate to better posture the city for future growth and development. *(Status – Coordinating with property owners to get their applications submitted/updated to amend the Plan. Will need to coordinate with the County on those amendments that meet the criteria of the Joint Planning Agreement. The Capital Improvement Element (CIE) was updated with the EAR-based amendment. Next CIE update due by the end of this year.)*

**Goal 3** - Comprehensive update of the Land Development Code. This project will include establishing a historic preservation regulation and mixed use overlay district(s). Once a staff level draft is complete, several workshops will be held with the Planning & Zoning Commission and City Council to refine and receive public input. *(Status - New code is in the process of being drafted. Staff level review is scheduled for October/November 2009. Drafts will be sent to City Council in December 2009, and workshops will be scheduled to review and receive input on the drafts during the first quarter of 2010.)*

**Goal 4** - Evaluate land use in areas adjacent to the city and coordinate with county staff to address modifications that are needed to address logical, smart growth and positive economic development for the city and county. *(Status - Currently coordinating with the attorney's office to draft a new Joint Planning Agreement (JPA). Once a working draft is completed, we will coordinate with County staff to finalize a draft that may then be considered by the elected officials. Part of the process in revising the Agreement will be to produce a joint Future Land Use Map that will address this goal.)*

**Goal 5** – In tandem with Goal 4, evaluate annexation and subsequent potential development impacts within adjacent areas. Prepare a plan that would address the total positive economic impact for both existing and new city citizens that could be used for an annexation referendum pursuant to Chapter 171, Florida Statutes. *(Status – This is tied in and subject to what is worked out with the JPA.)*

**Economic Development/Redevelopment**

**Goal 1** – Continue to coordinate with the County to construct the first leg of the Good Neighbor Trail (GNT) from Russell Street to Jasmine Drive. *(Status - Done.)*

**Goal 2** – Complete the Good Neighbor trail head project consistent with the GNT Management Plan utilizing MPO enhancement funds and FRDAP funds. *(Status – Nearly done.)*

**Goal 3** – Implement a low-interest loan or grant program within the Community Redevelopment Area (CRA) for doing façade improvements. *(Status – Grant Program adopted and implemented in June 2009. Have had several inquiries but no applications as of yet. Plan to do a marketing campaign in October 2009.)*

**Goal 4** – Prepare second-phase plans for the CRA commercial revitalization project area. Funds are available within the Community Redevelopment Agency's budget for this task, which will include hiring an engineer to prepare the required plans. Outreach and workshops will be held to receive community input for this project. *(Status – Planning to go out to bid for a planning/engineering consultant to refine and design the project in October/November 2009.)*

**Goal 5** – Continue to coordinate with our citizens and Hernando County on addressing affordable housing issues and needs within the community. Specifically, work with the county's Health and Human Services staff and Housing Authority staff to explore potential programs and funding sources. *(Status - On-going. A large portion of the City is included in the target area for being eligible for NSP Program funds.)*

**Building/Permitting Division**

**Goal 1** – Automate additional functions of the Division's permitting forms, inspection processes, etc. *(Status – Building Division forms and applications have been placed on the webpage.)*

**Goal 2** – Continue to implement the Department's primary Goal. *(Status - On-going.)*

**Goal 3** – Review and recommend modifications to adopted building codes as needed. *(Status - On-going.)*

**Code Enforcement**

**Goal 1** – Coordinate with County Code Enforcement on sponsoring clean-up events in neighborhoods *(Status - On-going.)*

**Goal 2** – Continue to display efficiency and fairness in processing Code Enforcement violations. *(Status - On-going.)*

**Goal 3** – Update forms as necessary to be consistent with changing regulations. *(Status - On-going.)*

**Goal 4** – Continue to implement the Department's primary Goal. *(Status - On-going.)*

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The following is a status report on the list of goals discussed by the City Council at their December 15, 2008 meeting in conjunction with the Community Development Department:

- Code/Ordinance Review/ Development of Municipal Impacts (Local DRI) *(Status - New code is in the process of being drafted. Staff level review is scheduled for October/November 2009. Drafts will be sent to City Council in December 2009, and workshops will be scheduled to review and receive input on the drafts during the first quarter of 2010.)*
- Good Neighbor Trail *(Status –Trail from Trail Head to Jasmine Drive completed in August 2009. Trail Head Improvements to be completed by September 2009.)*
- Master Drainage Plan for the City (Parsons Ditch, Cloverleaf, Milk-a-Way Farms, etc.) *(Status – This is a public works project. The old CDM Stormwater Master Plan should be updated to address an improved database and new geographic areas based on growth by annexation. This update will require consultant services.)*
- US41 Landscaping *(Status – Project is slated to be taken to Council to award the*

*construction bid on 9/21/09.)*

- Zoning Changes *(Status – This is tied in with the Code/Ordinance Review listed above.)*
- Usage of City's Properties for Cell Phone Towers *(Status – Coordinating with Parks Department to further explore this.)*
- Wilkes Oil Property Cleanup & Acquisition *(Status – Contractor is supposed to start soil removal and cleanup within 90 days.)*
- JPA – Annexation *(Status - Currently coordinating with the attorney's office to draft a new Joint Planning Agreement (JPA). Once a working draft is completed, we will coordinate with County staff to finalize a draft that may then be considered by the elected officials. Part of the process in revising the Agreement will be to produce a joint Future Land Use Map that will address annexation.)*
- Continued and increased intergovernmental communication and cooperation between the City and County South Brooksville Area *(Status – City and County staff have been working together in conjunction with the Community Initiatives Team (CIT) to help bring about positive change to the S. Brooksville community. Staff are currently looking into applying for CDBG funds to construct sidewalks along W. M.L. King Jr. Blvd. and Main Street to improve pedestrian connectivity from South Brooksville to the US 41 business district and downtown. The M.L. King, Jr. sidewalk is also a top priority on the MPO Enhancement Priority list.)*
- Address enclaves within the City *(Status – To be addressed within the new JPA.)*
- Seagate Annexation *(Status – Corporate entity not responding to request to voluntarily request property annexation. Advised the City's legal counsel to follow-up with the POA as authorized through the utility service agreement.)*
- Comp Plan & Future Land-use Map upgrading & revamping
  - Identify future commercial zones
  - Identify manufactured housing
  - Identify multi-family housing

  *(Status – The City recently completed an EAR-Based amendment to its Comprehensive Plan. The FLUM does identify the areas referenced. This is something that can be evaluated or revisited following the update to the LDC, possibly in conjunction with the next scheduled EAR-Based Amendment.)*
- Building Division Transfer Prep – (In house or moving them to City hall, before next budget cycle ends) *(Status – Done)*
- Upgrade to Code Enforcement
  - Training
  - Restructuring of Staff

  *(Status – The Department just hired a fully certified code enforcement officer)*
- Revitalization
  - Look at economic development in a new way
  - Options for working with Mike McHugh's office
  - Options for doing more in-house
  - Creating more jobs in the City by attracting new businesses
  - Economic Program – Enterprise Zone
  - Infrastructure
  - Brick Street Restoration (Funding)
  - Historic Preservation

  *(Status – We are doing all that we can with the resources that we have to continually address all of the above.)*

## LIST OF SIGNIFICANT ACCOMPLISHMENTS FOR 2008-2009

- Adoption and approval of EAR-based CPA.
- Adoption and approval of the new Public School Facilities Element and Interlocal Agreement.
- Implemented a façade grant program in the CRA.
- Relocated Building Division to City Hall.
- Added over 11.3 million in new value to the City through permit activity, in spite of economic conditions.
- Coordinated meetings and assisted UF in their review of City plans and documents.
- Assisted in getting ARRA funds for North Avenue project.
- Completion of GNT Trailhead and Phase-One Trail Improvements, including:
    - 3,000+ L.F. of 12'-wide paved multi-use trail (Trailhead area)
    - Restroom facility
    - Six-sided gazebo
    - Security lighting
    - 5,800+ L.F. of 12'-wide paved multi-use trail from the trailhead to Jasmine Drive.

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# Finance Department

# *CITY OF BROOKSVILLE FINANCE DEPARTMENT*

Date: September 11, 2009

To: T. Jennene Norman-Vacha, City Manager

From: Stephen J Baumgartner, Finance Director

RE: Accomplishments on Goals for Finance Department for Council Workshop 01/12/09

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Goals for Finance Department as provided by City Council:

- **Continuation of streamlined budget process**

  **Costs**: We are purchasing Microix Advanced Budgeting software which is already in the 08 09 Budget. See attachment of the features of the electronic budgeting module that has been ordered and will be installed in early 2009.

  **Estimated Time**: We are beginning the implementation of the software in January 09.

  **Current Status of Goal:** In progress and during the entire Budget process, we will work on improving the process. Ass't. Finance Director Jim Delach is taking the BIsk Best Budgeting online class for his CPE credits. Jim is also looking at other municipal budgets to get best practices and ideas from other sources.

  *ACCOMPLISHMENT: The budgeting process has improved, however I believe we could use the Microix Budgeting more efficiently. Microix has been very helpful in providing detail of the budget line items for review and documentation. Also, Microix allows the users to list detail(and adds up) for each budget line items which helps to prevent duplication or missing important budget line items. I believe these have been one of the most valuable aspects of the software. Of the 3 modules purchased, this has been used less than the other two. However Microix budget data will be transmitted directly to Sage MIP which is a very significant improvement and a huge time savers. Also, we are waiting for a brand new release and we are told it may have major improvements.*

- **Elimination of Budget amendments because of oversights via built-in mechanisms.**

  **Costs:** The Microix software should assist us in reducing unnecessary budget amendments.

  **Estimated Time:** This is ongoing. The proof will be in the reduction of budget amendments for the 09/10 Budget year. As we go through our Budget calendar, we will stress that this is a major goal to make sure our Budget is as complete as possible.

  **Current Status of Goal:** As we go through the Budget process, we will need to brainstorm and analyze our budget document to make sure that we are getting as much input and information as possible. Also, the new electronic budget software will give us many tools to improve our budget product.

***ACCOMPLISHMENT:*** *Our Budget amendments have decreased and after reviewing the current budget amendments, I see the vast majority (if not all) of the amendments are due to current issues that were not anticipated during the previous year's budget process. However, Microix provides good documentation so the users are able to budget more accurately because more information is required and more detail is available to the users.*

- **Transition of 3-Tiered Audit Process for subsequent Years**

**Costs:** This was included with the Audit fees that came from our RFP for Audit Services

**Estimated Time:** We should work with Auditors this year in order to make sure that it is fully implemented for the 08 09 Audit.

**Current Status of Goal:** This is for subsequent Years, but we must plan for it.

***ACCOMPLISHMENT:*** *This goal is in place and the Auditors have come for one week in August for the interim audit work which (according to the Auditors) was successful. The 3-tiered process speeds up the Audit completion and also allows the Auditors to examine issues earlier even before our books are officially closed. Our goal is to start the Audit by early December this year.*

- **Rewrite & Update of Policies**

**Costs:** Staff time only and printing costs.

**Estimated Time**: Finance Director has begun working on the updating our Purchasing Manual. Samples have been obtained, etc. Our Operations Manual will be updated also.

**Current Status of Goal:** The Purchasing Manual should be completed by May 2009. Operations Manual should be updated by Summer 2009.

*ACCOMPLISHMENTS: This has not been achieved as far as the Purchasing Policy. I spoke to the City Manager about this goal in the last 2 months. I need the input of various staff to achieve this goal especially with large capital projects bids. I believe we need a total new policy, not a re-write. The Manager suggested that she would assign the assistance of Lindsay Morgan to assist me so this can be completed.*

*We have written SOP's for the Microix Accounts Payable (how to create a P.O. and an invoice) which has been utilized by staff. We are waiting on the significant Microix update before more SOP's are writtem.*

- **Other Goals not Discussed**

**Moving to Culture of e-Business for Finance Department**

With the purchase of our Microix software our electronic budgeting, electronic Purchase Orders, and electronic payroll we are moving from paper to electronic processes. The e-business gives the Department incentives to develop alternative methods of collecting information, remitting, budgeting, and reporting the City's finances.

In addition, we are as a City going to radio-read meters and offering credit card options on-line for utility customers as well as on-line information about their utility bills. We are also

talking to our utility bill vendor concerning e-bills. These actions move us more to an e-Business culture.

*ACCOMPLISHMENTS: In my opinion, the Microix products have advanced the e-business culture. I am very pleased with the progress the entire City has made. Jim Delach and Autumn Sullivan spent many hours training and assisting departments with the transition. I think the City has made large advances in payroll, Accounts Payable, and Budgeting in an electronic format. Also, Customer Service has implemented on line utility billing information an also bill pay on line. This is another e-culture advance.*

- **Other Department Goals that may affect the Finance Department**

The radio read meter project will impact our Utility Customer Service department to cut costs and improve efficiency.

Also, many of the Department's goals should be considered in our 09/10 Budget document which Finance should assist to make sure the adequate funding is available to achieve the goals set forth by our City Council. The budgeting process is a collaborative effort and all the approved goals need to be made part of our future budgets.

*ACCOMPLISHMENTS: Radio Read Meter project is on going. The financing is not needed at this time.*

sjb

# Specific Finance Department Goals for 2008-2009

## MASTER GENERAL FUND FIVE YEAR CAPITAL PROJECTS LIST

The Finance Department should assist with developing a master five year general fund capital projects list with staff and with final direction from City Council. In next 5 years, City is in a major transition and the Finance Department will be involved in these opportunities and challenges. There is a need for capital purchases projects for updating the existing City's infrastructure and new construction projects. The Finance Department will need to obtain financing or find other means for paying for the needs of a growing City. The Finance Department will have to continue to monitor debt levels and competitive rates if borrowing long term funds is the option chosen. The capital list will provide goals to all the City Departments for providing the best services and facilities to the residents of the City of Brooksville.

*UPDATE: This is a collaborative effort and I believe in the 2009-10 Budget we are beginning the process. I think the Finance Department has an important role especially in the role of: "how will we pay for this project?" This master plan is a collaborative effort of the City Council, the Manager, and Department Heads with their staff to develop, update, discuss, etc. this process. I believe we should look at our 5 year plan as a breathing document where we annually review it and make sure we maintain the 5 year plan with current projects that are achievable in the 5 year time frame.*

## MOVING TO CULTURE OF E-BUSINESS FOR FINANCE DEPARTMENT

Our software purchases in the 08 09 Budget are moving the City to the development of an e-business culture. Our software purchases assist the City from moving paper to e-business where payroll, budgeting, and Purchase Orders are electronic processes from start to finish. The e-business gives the Department incentives to develop alternative methods of collecting information, remitting, budgeting, and reporting the City's finances.

Other City-wide goals in our e-business culture is the radio read meter project in our Water and Wastewater Fund which will save many hours of manually reading meters. Other initiatives in the City are considering upgrading the City's telephone system, and offering credit card payments options on-line for our utility customers.

*Update: The Microix software installation has advanced the e-business culture with the electronic process in Purchase Order, invoice, electronic time-keeping, and budgeting. Also, the City's utility customers now have on line utility bill information and on line utility bill payments. I have very proud that we have achieved as much as we have this year in the ebusiness culture.*

*EMPHAZISE RELATIONSHIP WITH OTHER CITY DEPARTMENTS*

The Finance Department serves a variety of support roles related to other departments. Beyond, the day-to-day handling of mail and telephone call distribution, payment of bills, collection of receipts, the Department assists as grant assistants, monitors budgets, assists in expense and revenue questions and financial issues in general. Further, the Department plays an important role in the City's and each Department's overall goals by providing financial data for business decisions. The Finance Department welcomes a user group where each city department would have a representative to provide feedback to the Finance Department to improve the flow of information and communication.

*Update: Finance worked closely with the Departments during the Microix transition. The City Manager supported fully group training by Trainers for the Microix installation. The training was done at City Hall and using the County computer laboratory for individualized training with Department Heads and staff. A number of hours of individual training of the users were done by Jim Delach and Autumn Sullivan. Also, especially during payroll preparation Wednesdays, Finance made sure staff was available for assistance to the departments. As the months have passed, I have seen a well run and fairly seamless operation with all the departments working together in regard to the Microix installations. I believe this emphasizes the goal of positive relationships with the other departments.*

RE-WRITE AND UPDATE FINANCE POLICIES

To maintain and improve the efficiency and the performance of the Finance Department, we will update the City of Brooksville Finance Department Operating Manual. Due to the Senior Accountant position that was eliminated in the 07 08 Budget, duties and responsibilities have been combined and split. A review and update will be important for workflow continuity if there is any absences or staff turnover in the future.

Also, a major update and re-write of the City of Brooksville Purchasing Policy is needed. A review of other municipalities' Purchasing Policies will be done to compare the policies and procedures in order to improve our new policy. This will need to be a collaborative effort with staff from all Departments, but Finance will take the lead to complete the manual.

*Update: The Purchasing Policy has not been completed. I believe we need to go with an entirely new Purchasing Policy and feedback and review is needed by a number of staff. I have spoken to City Manager about my concerns, but I'm firmly behind the need to get a new policy completed that will be beneficial and work for the City today. A concentrated effort must be made by me and the assistance of other City staff to complete this goal.*

*The Operating Manual has been updated partially with the Invoice/Purchase Order instructions. However, due to the anticipated major update of the Microix software, we decided to postpone any SOP rewrites until that update is received.*

GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The Finance Department desires to eventually produce a Comprehensive Annual Financial Report (CAFR) and also participate in the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Reports. The recent Audit Services RFP stated to the City's future Auditors that the Finance Department will be working towards this eventual goal. Our goal will be to produce our CAFR by the 2009/10 Fiscal Year and participate in the GFOA program by the 2010/11 Fiscal Years. Staff training and education on writing a CAFR and the GFOA program will need to be achieved in order to complete this goal.

*Update: This is a future work in progress. This is slated for the 2010/11 Fiscal Years. We will need to work with our Auditors because how we prepare the Audit will be different than in the past if we prepare a CAFR. I have been watching for GFOA training classes (in state) on CAFR preparation and unfortunately all have been out of state. There were no CAFR training classes at the recent FGFOA conference. There are a couple of options we have. One option is to have assistance from outside CPA firms that specialize in CAFR writing and could assist the Finance Staff (I met a couple at the Tampa FGFOA conference). The second option, as listed above, is to take GFOA training classes that would allow our staff to prepare the CAFR in house. The Audit/CAFR would be prepared in the winter/spring of 2012 so a budget decision will need to made for the 10/11 Fiscal years on our game plan. I spoke to the Finance Staff and we are in agreement that we should go forward with this goal even under tight budgetary restraints.*

## Recurring Annual Goals for Finance Department

To provide technical oversight of accounting records by reviewing and analyzing financial records of all City departments so that the City earns an unqualified audit opinion.

To provide technical accounting oversight and guidance to the City to ensure that generally accepted accounting procedures, legal requirements, and City policies and procedures are consistently applied.

To maintain the integrity of the City's accounting records used by the public, City Council, and management; and to satisfy all reporting requirements.

To oversee the preparation and administer the City's budget (financial plan) in a manner that ensures efficient and effective use of taxpayer dollars.

To bill and collect accurately on behalf of our Utility customers while providing outstanding customer service, in order to maximize utility revenue with accountability and stable fees and by maintaining low past due rates.

*Update: I believe the Finance Department provides the goals above. Improvements are always in order and also staying diligent and working hard every day is essential.*

# FINANCE DEPARTMENT SIGNIFICANT ACCOMPLISHIMENTS FOR FY 08/09

- Finance implementing the new electronic payroll, purchase order, and budgeting software. It has been a significant achievement where the City is able to electronically and automatically route our accounting data through a multi-level approval process. This implementation was accomplished with the hard work of many City staff because this software touches all employees.

- The Finance Department had no audit adjustments for the 07 08 Audit. Also, we only had one Financial Statement Finding that is re-occurring which is the implementation of a centralized accounts payable system. One Finding has not occurred with the City Audits for many, many years.

- Our 07 08 Audit was completed and provided to the State of Florida prior to March 31, 2009. This bullet and the bullet above show to me that the Finance Department is performing their accounting work at an excellent level.

- The Finance Department has worked hard to adjust to new developments inside the City. We have responded in handling the accounting issues with the Red Light Camera program and the customer service issues related to the program in a cooperative effort with our Brooksville Police Department. This has added to our workload, but we are glad that the City has implemented this innovative program to reduce traffic violations and accidents.

- The Finance Department worked closely with the Department of Public Works to obtain the funding through the FDEP for $2,409,826 (loan $1,039,627 plus grant of $1,370,200). The extensive and detailed grant and loan applications had to be done in a very short window timeframe and the City has been approved for the loan/grant.

# Fire Department

# Brooksville Fire Department

**To:** **T. Jennene Norman-Vacha, City Manager**

**From:** **Timothy Mossgrove, Fire Chief**

**Date:** **September 11, 2009**

**Reference:** **"Update" of Department Goals**

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**Analysis of Advanced Life Support (ALS)**

An analysis of an Advanced Life Support program to include what is being done currently and from past agreements was done and presented to City Council at their August 25, 2009 budget workshop. Council at this workshop endorsed the presentation and selected to proceed with a cooperative effort to stand an ALS program up under Hernando County Fire Rescue Department. On August 30, 2009 a meeting was held with Chief Nickerson and me to initiate and open dialog between the two departments to begin drafting an agreement.

**Costs associated with this goal:** (Approximate) **$19,000.00**
The cost associated with this goal is identified in two parts; equipment and training. The equipment costs involve the purchase of computer technology to have the ability to collect medical information out in the field from the patients. While only the cost to the City is allocated to be $7,500.00 it should be recognized this is a small financial impact compared to what it would have cost with other options.

The Training of personnel currently in today's trend is $5,000.00 per student to complete the paramedic program. It is the intent to apply for a training grant (75/25) outlined in F.S. 401 to fund the training and the estimated cost to the City would be $12,500.00. This cost estimate is based on if we were able to put ten (10) students in a paramedic program as the seats for the class are allocated different departments first who have an established paramedic program and then to those who do not secondly. Per discussions with Chief Nickerson he will work with our staff to get as many into the program as possible.

**Estimated time for Implementation / completion of the goal** (length of project): **6 months – 2 years**
It is possible to have a draft agreement in the next 60-90 days for review and possibly have an agreement in place by January 2010. If this became a reality we could move forward with the inspection of the response vehicle so they can be certified as an Advanced Life Support Unit. With the current staff we have in place we have two full time employees and four part time employees who have their paramedic certification and would need to go through the orientation / preceptor program in order to practice as a paramedic under the medical director. The part time employees already are practicing paramedics in another department fulltime and would need minimal orientation with current procedures of Hernando County Protocol. Additionally we have one other full time employee who has started paramedic school in August 2009 and should be completed by July 2010.

Given the class schedule for the paramedic program that starts in August of every year we would be looking at August 2010 before getting additional staff into the paramedic program. Discussions with Chief Nickerson indicate after the agreement is reached and the inspection is complete there is a strong possibility to implement the program on a part time basis until we get additional staff trained and processed.

**Current status of the Goal:** Drafting Agreement

**Goal was/is included in the FY 2009-10 budget year:** Yes

**City/County Joint Station**

The City of Brooksville and Hernando County have entered into a interlocal agreement to share the fire station located at 85 Veterans Ave. This endeavor was part of a 2007 comprehensive regional master plan study to identify strategic opportunities to better provide service to the community. Since the agreement has been signed both the City and County fire departments have met along with county engineering and have selected Ted Smith as the architect and completed the blueprints for the addition and it currently being reviewed by County legal staff so it can go before the Board of County Commissioners. When approved by the board the bid process can begin to get a contractor on board to start construction.

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|---|---|
| **Costs associated with this goal:** | $572,000.00 (County) |
| **Estimated time for completion of the goal (length of project):** | 12-18 Months |
| **Current status of the Goal:** | Plans complete / legal review |
| **Goal was/is included in the FY 2009-10 budget year:** | Yes |

**Greater identification of low-pressure water areas in the City Fire flow**

Low water pressure in the City of Brooksville primarily is in the historical district, we have continued to work with the Department of Public Works in identifying low pressure areas. To date the project that was done between Howell and Bell Avenue that increased the line size on Irene and Olive streets has just been complete with some minor adjustments. Those minor adjustments include the removal of on hydrant and the relocation of another. The removal of the hydrant at Irene and Bell was for the duplication of hydrants within 80 feet of another and, the relocation of the hydrant installed at Olive and Bell for the same reason. This hydrant is in the process of being relocated to Olive and Howell to enhance the tactical ability for fire suppression operations in the event of a fire due there not being on at this intersection.

On June 15, 2009 I had a meeting with Southway Villas home owner association and discussed the low fire flow problem on Sandpiper and the non hydrant concern off of Barnett area. It was identified in this meeting that Woodland is a city owned and maintained road and would be put on the list of non hydrant areas needing infrastructure. The low fire flow area on Sandpiper would be discussed with the homeowners association and at this time I am still awaiting feedback from them.

Cloverleaf has been an area that has some low fire flow problems and this past year we met with Kerry, maintenance supervisor for the company and discussed the problem and identified dated hydrants in need of replacement and or repair. To date Kerry has been keeping me updated on the status of this and currently they are replacing some hydrants and valves. The ongoing problem is with the existing infrastructure is the smaller size line however; future development on this property will have the proper infrastructure as outlined in current code.

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| **Costs associated with this goal:** | Defer to DPW |
| **Estimated time for completion of the goal (length of project):** | On Going Process |
| **Current status of the Goal:** | In process (Historical Dist.) |
| **Goal was/is included in the FY 2009-10 budget year:** | Yes |

**SOP Guidelines Update**

The fire division has completed in conjunction with surrounding fire departments the Emergency Operations Procedures (Tactical Policy). This policy was outlined in the Emergency Services Regional Master plan presented in 2007 whereas it gave emergency services the opportunity to streamline and partner with other agencies to set common goals and objectives. The original timeline given last year was six months however; after beginning the process it was quickly found this would be an ongoing and dynamic process giving the dated policies that are in place. We will begin in the fiscal year to update our departmental internal policy as last fiscal year was focused on what I prioritized as updating our tactical fire ground policy first then proceed with interdepartmental.

| | |
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| **Costs associated with this goal:** | Staff time |
| **Estimated time for completion of the goal (length of project):** | Emergency Operations Procedures (Tactical Policy) Completed |
| **Current status of the Goal:** | In process<br>Beginning Interdepartmental Update |
| **Goal was/is included in the FY 2009-10 budget year:** | Yes |

**COOP/CEMP**

The City of Brooksville is currently updating the Continuity of Operations Plan (COOP) and the Comprehensive Emergency Management Plan (CEMP). The crosswalk with Hernando County Department of Emergency Management has been done and we are now in discussions with departments as they are updating their portion of the plans. We are tentatively scheduled to meet in September 2009 on the status of this project. Additionally we looking at the National Incident Management System (NIMS) as it relates to city employees when working in a time of declared event. I have met with some departments and they are working on bringing their staff into compliance and I have schedule time with the others to discuss this topic. The aforementioned policies have not been updated since 2006 and currently are in process of their perspective checklist and.

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| **Costs associated with this goal:** | Staff time |
| **Estimated time for completion of the goal (length of project):** | December, 2009 |
| **Current status of the Goal:** | Departmental Input |
| **Goal was/is included in the FY 2009-10 budget year:** | Yes |

# Parks, Recreation & Facilities Department

**PARKS/FACILITIES AND RECREATION DEPARTMENT**
**M E M O R A N D U M**

**TO:** **T. JENNENE NORMAN-VACHA, CITY MANAGER**

**FROM:** **MIKE WALKER, PARKS, FACILITIES & RECREATION DIRECTOR**

**SUBJECT:** **08/09 DEPARTMENT GOAL STATUS AND ACCOMPLISHMENTS**

**DATE:** **September 11, 2009**

The Parks, Facilities and Recreation Department in the FY 08/09 had put together a very detailed and aggressive list of goals and objectives, they were challenging for our department to complete, although I feel we have accomplished many of the projected items as a department.

The Parks/Facilities Division had goals of improving Park accessibility, safety and security, the latter two areas will always be an ongoing obstacle, due to open areas with no secure fencing, but this is what makes our Park system unique and a natural beauty. We do have accessibility areas that need to be addressed within the park system but they need to be handled on a one on one basis when improvements are made in some of these areas, such as the playground area which is layered in sand and the front basketball courts which do not have sidewalks contacting to them, these obstacles make it very difficult for some to enjoy. In the non-Park facilities, we had a tremendous year in the following areas; energy efficient retro-fits with the light fixtures in all buildings, the city wide landscaping has improved with dedicated, qualified staff and the utilizing of low maintenance vegetation, the city plant nursery is becoming cost effective, self sufficient with community business partnership. These areas have been successful due to a staff that is very creative, knowledgeable and dedicated to the city.

The Recreation Division has shown areas of growth and improvement, but still has a ways to go; we need to increase program participation and expand our programs to target all age groups, even though we partnered this year with the Enrichment Center of Hernando County, an agency that targets the senior age group. Other areas where we did not meet our goals in this division are with our after-school program and the Fit N Fun 4 Kids; we have recently regrouped and are focusing on the neighborhoods in walking or bike riding distance of the Jerome Brown Community Center to improve the attendance in these programs. We have combined these two programs into one, to offer a free after-school program, M-F, 3-6pm, with the intent to promote a variety of recreational activities to help with the child obesity concern with our children. We are working with the Hernando County School District-Transportation Department, to

designate the JBCC as an after school bus stop for the families in the immediate area that would like for their children to be dropped off at the center for this program. Areas the division has improved is with its program cost recovery and must continue to do so in the future, I am putting together a budget program worksheet for staff to use and prepare for all programs, to determine if it will be self sufficient. Another goal that we are striving to meet, is working to secure athletic tournament bids, to provide an economic impact to the city. We were successful in assisting the Hernando Youth League Girls Softball organization in securing the State Tournament this summer which brought in 35 teams from around the State for the weeklong event.

The Quarry Golf Course Division had the following goals; improving wet areas, to offer a successful "First Tee" youth golf program, conduct a fundraising tournament for the "First Tee" program. We did not meet any of these goals but will continue to do so in the next year. The "First Tee" program and fundraising golf tournament goals were not met because of a vacancy in the golf program instructor position for most of the year. This position is currently filled and we expect to see positive programs and opportunities in the near future. For the wet areas to be addressed at the Quarry, we will need to really focus on improving drainage in the areas and strategically remove unnecessary tree coverage which is preventing the turf from receiving the necessary amount of sunlight that is needed which will promote a healthy turf growth. A marketing plan is needed, which has not been accomplished at this time. The retention areas, as-builts, have been completed per the SWFWMD request; we are waiting on final inspection, to complete this goal.

I would like to say that my personal goals or accomplishments for this year is completing my Leadership Academy of Excellence with the Florida Recreation and Park Association, this was a one year commitment that provided insight on several types of leadership qualities; the importance of strategic meetings, communication is a must, all great leaders have a vision and everyone on the team knows what that vision is, it is also important in having the correct people in the right positions to make the department a success and although you will not always have the right person in that position at least attempt to provide them with the necessary training to do their job. The other personal goal that has not been accomplished at this time, but will be by the end of the year is I am completing my studies to become a certified Parks and Recreation professional.

The January 2009 Council meeting provided staff with department goals expected from the City Council members, an update is as follows on those goals;

- The Enrichment Center/City of Brooksville agreement is moving forward, but at slow pace. I am confident that both parties will succeed with an agreement in the near future.

- The paving of the Tom Varn Park walking trail, the city was unsuccessful in securing grant funding from the Recreational Trails Program (RTP), and however we are planning on re-applying next year for the funding.

- The Brooksville Blazin' Butts N Brisket BBQ competition is scheduled to take place on October 17th, the past BBQ committee has partnered with the Brooksville Parks and Recreation Board to make this year's event a success. At this time 185 entry forms have been sent out and we have secured 43 judges for the competition. The ice supplier, tent rental, port-a-lets, entertainment, event sponsor, host hotel for FBA reps all have been secured. The next month will consist of targeting lower level sponsorship donations, securing a trophy/ribbon vendor and targeting several local competitors to compete in the "Back Yard" division.

- A memorial tree program will be in place by the end of October 2009, which will provide the city with a tree replanting program to help to reforest our natural areas.

- We will continue to work with the County Recreation Department with future joint projects as they present themselves.

- A Veterans' Memorial at the Parks or Cemetery with equipment supplied from the Department of the Army, at this time no equipment is available, but staff will continue to research.

- I feel there has been an improvement with the involvement of the Park and Recreation Advisory Board; they have been updated with current and upcoming programs via e-mail, along with pictures and a consistent schedule of Board meeting has taken place. The group has volunteered with special events, such as the Annual Operation Backpack event and the Brooksville Blazin' Butts N Brisket BBQ competition. The Cemetery Advisory Board involvement is a goal that still needs to be completed, if there is a blame to be placed with the lack of involvement from this Board, it would be on my shoulders and I aim to improve.

- Communication levels in the Department is an area that can always improve and I feel communication is the most important area for success in the work place, since the move of the facilities department from Public Works and the relocation of the recreation division from JBCC; all to the Park office. The department has

started to have park/facilities staff meetings twice a month and recreation meetings every Friday morning.

Significant Department Accomplishments for the FY 08/09

- Better communication through out the department.
- Addition of qualified, knowledgeable, dedicated staff.
- Completed upgrading energy efficient light fixtures in all city facilities.
- Completed the relocating of all City Hall personnel and office equipment.
- Improved city wide landscaping.
- Improved quality of City nursery.
- Successful summer camp-increased participation.
- Year long success with adult softball program.

# Police Department

BROOKSVILLE POLICE
DEPARTMENT

# MEMORANDUM

TO: City Manager J. Norman - Vacha

FROM: Chief Turner

DATE: September 14, 2009

SUBJECT: UPDATE: SIGNIFICANT ACCOMPLISHMENTS, and POLICE DEPT GOALS

One major accomplishment of the Brooksville Police Department is the successful closure of the Evidence Room inquiry.

After an exhaustive inquiry the Brooksville Police Department Evidence Room inquiry is now complete. By letter dated August 31, 2009 Special Agent in Charge James R. Madden of the Florida Department of Law Enforcement has officially closed their investigation, concluding that the reported discrepancies were a result of *substandard record keeping and control*. Of the 2,155 original items in question, all but thirteen exhibits were located or accounted for. (*Attachment #1: S.A. Madden's letter is attached w/summary investigative report,)*

The Brooksville Police Department has taken many corrective actions to prevent any repeat of this issue.

1) *Advanced Specialized Training*. Evidence Technician John Houghton completed the International Association for Property and Evidence, Property Room Management Course presented by the Florida Department of Law Enforcement. Detective Sergeant John Messer completed the Institute of Police Technology and Management, Property & Evidence Room Management Course. ( *attachment #2: Certificates of Completion* )

2) *Evidence Tracking Software Program*. Includes bar coding of exhibits.

3) *Video and Security upgrades*. 24/7 redundant system within the evidence room.

4) *Purged all closed case exhibits as required by law.* Lawfully removed over 5000 exhibits (and counting ) thereby making the numbers of exhibits in evidence more manageable for the Evidence Technician. ( *Attachment#3: before/after photos of evidence room* )

5) *State of Florida Accreditation Standards.* The Brooksville Police Department now follows accreditation standards which includes policies ( GO 8000 – 8730 ) (*attachment # 4: GO 8000 – 8730.)*

# 2008/2009 DEPARTMENT GOALS UPDATE.

The Brooksville Police Department was 100% successful in meeting all our listed goals as set forth by City Council in January 2009. I have addressed each stated goal separately below.

1) STATED GOAL: Continued advancement of accreditation process.

The Brooksville Police Department has been diligent in pursuing our goal of achieving accreditation through the Commission for Florida Law Enforcement Accreditation. In support of this enormous task, I submit the following attachments for review by the City Manager and City Council Members.

*Attachment # 5 : Brooksville Police Dept. " An Overview of the Police Accreditation Process "*
*Attachment # 6 : Brooksville Police Dept." Monthly Accreditation Report "(s), August & Sept 2009.*
*Attachment # 7: Brooksville Police Dept. " Alphabetical Index of Written Directives"*
*Attachment # 8: sample of a high liability " General Order, Use of Force "*

We signed our Contract with the Commission for Florida Law Enforcement Accreditation on August 11, 2009 which starts our official time allotment to meet all accreditation requirements and provide proof. The Brooksville Police Department will be awarded Florida Accreditation by or before August 2011.

2) STATED GOAL: Continuation of ( Prostitution and Drug ) Sting Operations:

The Brooksville Police Department has been diligent in pursuing our goal of proactive enforcement against prostitution and drug use/sales in the City. We have assigned personnel to actively investigate and pursue drug dealers, conduct prostitution stings, provided advanced specialized training to Officers and Detectives, and applied for and received grants in the amount of $ 42,234.00 that will further enhance our abilities in these areas. The below graph is one indication that our efforts have resulted in more arrests and the removal of drugs from our City streets.

| Jan-Dec 2008 | | | |
|---|---|---|---|
| Offenders arrested on drug charges | 81 | | |
| Pounds of Marijuana | .42 | | |
| Grams of dangerous drugs | 32.45 | | |
| Grams of Cocaine (powder/crack) | 119.46 | | |
| Grams of Methamphetamines | 135.7 | | |
| Drug related Investigations | 20 | | |
| Jan-May 11th, 2009 | | | |
| Offenders arrested on drug charges | 60 | 30 | |
| Pounds of Marijuana | 1.235 | 0.006 | or 30 grams |
| Grams of dangerous drugs | 28.1 | 10 | |
| Grams of Cocaine (powder/crack) | 62.8 | 30 | |
| Grams of Methamphetamines | 614.9 | 20 | |
| Drug related Investigations | 25 | 30 | |
| Search Warrants Executed | 3 | 3 | |

3) STATED GOAL: Red Light Camera Program:

The Brooksville Police Department has worked hard to make the Red Light Camera Program the success that it has proven to be. In the coming year we plan to enhance the program, hopefully with State Legislation, increase it and make the streets of the City safer as a result. I attach the presentation given to the City Council in August 2009 as a proof of the total success of this worthwhile program. (*Attachment # 9 : Red Light Camera Program presentation to City Council)*

4) STATED GOAL: Improving media relations :

The Brooksville Police Department has worked closely with all media in the Tampa Bay area. We have participated in many Bay News 9 stories, been open and receptive to the St Pete Times and Hernando Today inquiries and have continued to send all press releases to all in a timely manner. I have received no complaints from the media and speak to and invite the local reporters into my office regularly.

5) STATED GOAL: Union St Barricade issue.

With community input, the Union St Barricade issue was resolved in the best interest of all concerned.

# Attachment 1

FDLE

Florida Department of Law Enforcement

Gerald M. Bailey
*Commissioner*

**Tampa Bay Regional Operations Center**
4211 North Lois Avenue
Tampa, Florida 33614
1-800-226-1140
www.fdle.state.fl.us

Charlie Crist, *Governor*
Bill McCollum, *Attorney General*
Alex Sink, *Chief Financial Officer*
Charles H. Bronson, *Commissioner of Agriculture*

August 31, 2009

Mr. George Turner
Chief
Brooksville Police Department
87 Veterans Avenue
Brooksville, FL 34601

Dear Chief Turner:

In April 2007, Interim Police Chief Frank Ross, Brooksville Police Department (BPD) requested the Hernando County Sheriff's Office (HCSO) conduct an audit/inventory of the BPD Property Evidence room. This audit/inventory led to the identification of 2,155 discrepancies (missing/unaccounted exhibits from the BPD Property Evidence room); some of these items included Firearms, United States currency and drugs. As a result of this audit the Hernando County Sheriff's Office suggested that this matter be forwarded to the Florida Department Law Enforcement.

On May 31, 2007, Interim Chief Ross requested the Florida Department of Law Enforcement investigate the identified discrepancies. The subsequent investigation identified the chain of custody from the initial taking of items into custody, documentation for those items followed by the packaging, storage, retention and disposal of items seized. The investigation determined that inconsistencies were present. Of the 2,155 items in question, all but thirteen exhibits were located or accounted for. It is the belief of the investigative personnel that these discrepancies were a result of substandard record keeping, rather than criminal conduct. The investigation found no evidence of any criminal misconduct by members of the Brooksville Police Department.

Under your leadership, the Brooksville Police Department has taken corrective actions regarding these inconsistencies and lack of proper controls to include: enhancing security, bar coding evidence exhibits, purging closed case exhibits, as well as incorporating evidence records into the departments computerized records management section. The Florida Department of Law Enforcement now considers this investigation closed.

If you have any questions or concerns please feel free to contact me.

Sincerely,

James R. Madden
Special Agent in Charge

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT**
**INVESTIGATIVE REPORT**

The following report is predicated on audit discrepancies involving the Brooksville Police Department's (BPD) Property/Evidence Room, i.e., unaccounted firearms, United States Currency and controlled substances.

On August 31, 2009, Special Agent in Charge James R. Madden, Tampa Bay Regional Operations Center (TBROC), Florida Department of Law Enforcement (FDLE) requested Special Agent Supervisor (SAS) Alexandra Gaskins identify the BPD evidence discrepancies relative to this case file.

SAS Gaskins reviewed the case file, to-wit: no Investigative Reports (IRs) clearly identify these items; however, a review of the Related Items (RI) has identified the following thirteen (13) discrepancies, to-wit:

**FIREARMS**

1. Brooksville Police Department (BPD) Case number 87-04-0198 – Beretta, Model 950, .22 Caliber (Serial No. BER67594T).

    - On April 6, 1987 this firearm was reported stolen.
    - On September 26, 1992, Clearwater Police Department (CPD) recovered the stolen firearm.
    - On November 16, 1992, CPD Property Supervisor Carol Turcotte sent the firearm to BPD Captain Schumacher (Note: does not advise method of delivery.)
    - On November 24, 1992, BPD Captain Schumacher took possession of the firearm.
    - On September 5, 2007, Special Agent (SA) Scott Peterka, TBROC, FDLE completed a Department of Justice (DOJ), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), National Trace Request. This request identified the last date of purchase was May 6, 1983 as a registered firearm.
    - The current whereabouts of this item are unknown.

2. BPD Case number 95-04-0271 – American Arms .22 caliber (serial number 014046).

    - On April 8, 1995, this firearm was seized as evidence during a death investigation.
    - On April 27, 1995, this firearm was transferred to the FDLE Laboratory for evidentiary analysis.

| | |
|---|---|
| Case Number:BK-14-0010 | Serial #:32 |
| Author:Gaskins, Alexandra Perry | Office:Tampa |
| Activity Start Date:09/01/2009 | Activity End Date:09/01/2009 |

Approved By:Ramirez, Enrique
Description:09/01/2009 - Summary of 13 Discrepancies and Spreadsheets

*THIS REPORT IS INTENDED ONLY FOR THE USE OF THE AGENCY TO WHICH IT WAS DISSEMINATED AND MAY CONTAIN INFORMATION THAT IS EITHER PRIVILEGED OR CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. ITS CONTENTS ARE NOT TO BE DISTRIBUTED OUTSIDE YOUR AGENCY.*

- On September 28, 1995, this firearm was returned and received by BPD.
- On August 14, 2009, SA Peterka completed a DOJ, ATF National Trace Request on this firearm. This request identified the last date of purchase was June 11, 1992 as a registered firearm.
- The current whereabouts of this item are unknown.

3. BPD Case number 98-01-0671 – Jennings, Model Brayco 59, 9 mm (serial number 939023) with a magazine.

    - On January 26, 1998, this firearm was seized as evidence during a death investigation.
    - On August 25, 2003, this firearm "was found in unmarked box by J_M" and the impounding officer was listed as Ron Woods.
    - On July 1, 2009, SA Peterka received a facsimile from BPD Evidence Technician John Houghton. To summarize, it appears this firearm may have inadvertently been sold or transferred. It appears that evidence listed on a court order has a similar firearm name, Brayco, however a Sergeant Brough advised Houghton, "*it is possible he failed to put the gun on the court order because he saw the other Brayco on the list and thought the two guns were one in the same.*"
        - NOTE: the court order which was for forfeiture to the BPD was attached to this documentation and revealed a Brayco, .380 caliber, bearing serial number 333545.
    - The current whereabouts of this item are unknown.

**UNITED STATES CURRENCY**

4. BPD Case number 86-01-0804 – United States Currency – 1880 Silver Dollar

    - On February 26, 1986 at approximately 1348 hours the aforementioned coin was taken into custody by Detective Jane Phifer regarding a Burglary.
    - No other information was available for review.
    - The current whereabouts of this item are unknown.

5. BPD Case number 86-04-0767 – United States Currency - $20.00 (unknown series of bills)

    - There are no BPD reports regarding the seizure, chain of custody or final status.
    - On August 4, 2009, AA Morgan sent an email to SA Peterka, which identified this case number, was disposed of (entry 60).
    - The current whereabouts of this item are unknown.

6. BPD Case number 88-01-0864 – United States Currency - $33.00 (1-$20.00; 1-$10.00; 3-$1.00 bills)

    - On January 25, 1988, the currency was seized and entered into evidence by Detective T. Chapman.
    - On August 4, 2009, AA Morgan sent an email to SA Peterka, which identified this case number, was disposed of (entry 108).
    - The current whereabouts of this item are unknown.

7. BPS Case number 94-08-0852 – United States Currency - $16.95 (reported the discrepancy from Hernando County Sheriff's Office audit; however, the actual discrepancy is in the amount of $31.95 United States Currency - see below)

    - On August 30, 1994, Impounding Officer Messer (105) took possession of approximately $31.95 in United States Currency, (NOTE: 3-$5.00; 15-$1.00; 6-$.25; 3-$.10; 1-$.05; 10-$.01), which was located inside a Sun Bank Money Bag.
    - Hernando County Sheriff's Office (HCSO) during their initial audit (April 16 - May 15, 2007) had the Property Evidence Receipt, which detailed the currency; however, denoted $16.95 on the side of the form. HCSO never found the exhibit (JM1) so they only had the Property Evidence Receipt form; however, it appears they did not calculate the actual United States Currency detailed in the report. The HCSO was never able to locate exhibit number JM-1; therefore, there was a discrepancy in what was documented.
    - The current whereabouts of this item are unknown.

8. BPD Case number 96-02-0057 – United Sates Currency - $213.00 (4-$20.00; 7-$10.00; 12-$5.00; 3-$1.00)

    - On February 2, 1996 at approximately 1330 hours, the aforementioned United States currency was taken into evidence.
    - On August 4, 2009, AA Morgan sent an email to SA Peterka, which identified this case number, was disposed of (entry 40).
    - The current whereabouts of this item are unknown.

9. BPD Case number 97-07-0971 – United States Currency - $5.00 (unknown series of bills)

    - There was no chain of custody or other documentation in the file review.
    - On August 4, 2009, AA Morgan sent an email to SA Peterka, which identified this case number, was disposed of (entry 4).
    - The current whereabouts of this item are unknown.

10. BPD Case number 2002-02117 – United States Currency - $61.00 (unknown series of bills)

    - On March 22, 2002 at approximately 1800 hours, Impounding Officer Stasio (117) took possession of approximately $61.00 in United States Currency, which was located in a Levi brand, black tri-fold wallet.
    - On August 4, 2009, AA Morgan sent an email to SA Peterka, which identified this case number, was to be disposed of ("scheduled for disposal 04/30/2010").
    - The current whereabouts of this item are unknown.

11. BPD Case number 2004-10312 – United States Currency - $351.00 (unknown series of bills)

    - On October 16, 2004 at approximately 1859 hours, Impounding Officer K. Carter (120) took possession of an envelope containing $351.00 in United States currency.
    - On August 4, 2009, AA Morgan sent an email to SA Peterka, which identified this

case number, was to be disposed of ("scheduled for disposal 11/01/2012).

- NOTE: SA Peterka noted that BPD cited the money was deposited as it was retained by BPD; however, BPD could not provide a deposit slip to independently corroborate this information.
- The current whereabouts of this item are unknown.

12. BPD Case number 2005-879 – United States Currency - $8.00 (1-$5.00; 3-$1.00)

- On July 20, 2000 at approximately 2350 hours, Impounding Officer Stasio (117) impounded $8.00 in United States currency.
- There is no other documentation located in the file.
- The current whereabouts of this item are unknown.

13. BPD Case number 2006-2728 – United States Currency - $1.00 bill

- On March 19, 2006 at approximately 0335 hours, Impounding Officer N. Cartwright (104) impounded $1.00 in United States currency as found property. The $1.00 was used as paraphernalia for drug usage.
- On August 12, 2009, BPD Administrative Specialist Sharon McCann emailed SA Peterka with a copy of the "Found Property" report and "Property and Evidence" form for the aforementioned case number.
- The current whereabouts of this item are unknown.

SA Peterka has prepared two (2) spreadsheets that will be attached to this Investigative Report. The first spreadsheet will document all the original Firearm discrepancies and will highlight the three (3) firearms that were not able to be reconciled. (INV-#34) The second spreadsheet will document the original United States and Canadian Currency discrepancies and will highlight the ten (10) Currency discrepancies that were not able to be reconciled. (INV-#34)

It should be noted that any altered/counterfeit/photocopied currency was documented in the spreadsheet as not being reconciled; however, the documents are not authenticated United States Currency.

# Attachment 2

Public Safety Institute
A Division of IPTM

# Public Safety Institute

A Division of IPTM

This is to certify that

## John H. Messer

has successfully completed the 16 hour training course

**Property & Evidence Room Management**

**Conducted in Maitland, FL**

**July 23, 2009 - July 24, 2009**

Leonard R. Jacob, Director
Institute of Police Technology and Management

UNF
UNIVERSITY of NORTH FLORIDA

Edward W. Doyle, Site Coordinator
Public Safety Institute

# Certificate of Membership

This is to certify that

Evidence Specialist John Houghton

Brooksville Police Departments

is a member in good standing of the

# International Association for Property and Evidence

and entitled to all priviledges thereof.
Valid through December 31, 2009

JOSEPH T. LATTA
EXECUTIVE DIRECTOR

# Certificate of Achievement

Awarded to

## *John Houghton*

*For Successful Completion of*

## *Property Room Management*

***July 22 & 23, 2009***

***16 Training Hours***

Presented by the
Florida Department of Law Enforcement

July 23, 2009

*Michael Crews, Director*
*Criminal Justice Professionalism Program*
*Florida Department of Law Enforcement*

*David Brand, Interim Director*
*Florida Criminal Justice*
*Executive Institute*

# Attachment 3

April 2007

brkv 042007 - 005.JPG

brkv 042007 - 006.JPG

Apr. 1 2007

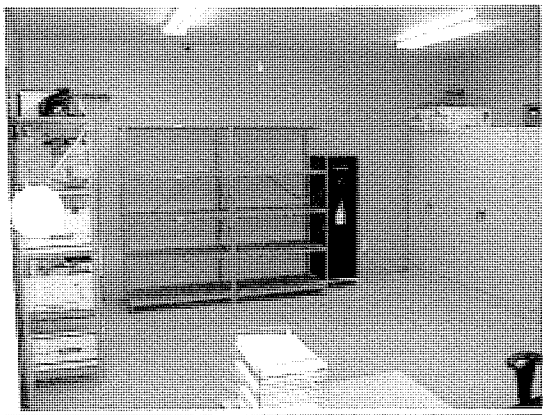
brkv 042007 - 007.JPG

brkv 042007 - 008.JPG

April 2007

brkv 042007 - 009.JPG

brkv 042007 - 010.JPG



September 11, 2009

After purging of

5000 (+) Exhibits.

# Attachment 4

# 8000 EVIDENCE AND PROPERTY UNIT [CFA 36.01; 36.04; 36.06; 36.07; 36.10]

The purpose of this general order is to establish guidelines for the administrative and physical security procedures of the Evidence and Property Unit. Administrative and physical security procedures are necessary to prevent the loss of property and to reduce the risk of personal injury. Administrative security procedures refer to the internal measures and restrictions to be enforced within the Evidence and Property Unit storage facilities. Entry to property areas are controlled to prevent alteration, unauthorized removal, theft or other compromises of property, and to maintain chain of custody.

## 8010 ACCESS TO FACILITIES

Schedule of operation for the Evidence and Property Unit is 0800 hours to 1700 hours, Monday through Friday excluding holidays. Only authorized personnel will be allowed beyond the secured entrance. All visitors must sign in and out, and include their name, agency, date, time in, time out, and reason for visit.

Upon presentation of proper identification, the following persons may access the viewing room (secured area) when accompanied by Evidence/Property personnel:

- Case officers on official business
- Technical Services Personnel
- State Attorney Assistants and defense attorneys with proper documentation
- Owners of recovered stolen property when accompanied or authorized by the assigned case officer to identify or reclaim their property
- City maintenance personnel for service and repairs
- Contract maintenance personnel
- Public utility installation and repair personnel
- Professional Standards officer for staff inspection and/or inventory purposes
- Accreditation Manager for inspection of proofs of compliance

## 8020 STORAGE OF PROPERTY

All property classified as "for safekeeping" or "found" will be stored in an area within the property room ensuring both security and safety. Exceptions to this procedure are bicycles or large bulk items that are placed in a specially designed and secured out building.

After hours, bicycles and large bulk items can be stored in the outside compound, weather permitting. When bicycles or large bulk items cannot be stored outside, the Evidence Technician shall be contacted for determination as to the most suitable place for overnight storage.

All evidentiary property, money, negotiable instruments, precious metals, jewelry, drugs and guns will be stored in secure, designated areas of the evidence/property storage facility.

Large quantities and oversized items of all categories of property (with the exception of drugs) will be stored in specially designated areas within the property room or the designated outbuilding.

Storage lockers are located in the department headquarters and will provide temporary security for items turned in during hours outside the scheduled operating hours of the Evidence and Property Unit. The following procedures apply to personnel utilizing the temporary storage lockers:

- Open a vacant locker.
- Place evidence and completed receipt in the locker.
- Close locker and lock padlock.

Refrigerated storage is available for property requiring refrigerated storage or perishable items of evidence such as blood, urine, and tissue samples. Once the item is placed in the wall unit refrigerator, access is limited to evidence/property personnel. Refer to GO 8400, Storage of Perishable Items.

Automobiles impounded for security or evidentiary purposes will be stored in the secured impound lot. After hours, access to the impound lot is restricted and the sworn personnel and evidence/property personnel.

## 8030 PHYSICAL SECURITY PROCEDURES

Physical security procedures are the measures and systems employed to protect and alert Evidence and Property Unit personnel against unauthorized or forcible entry into the Evidence and Property Unit facility. To prevent injury to personnel and to protect property, the following physical security measures will be observed at all times.

- All internal doors to the property room will be locked at all times. Entry through these doors will be controlled by Evidence and Property Unit personnel.
- The evidence/property areas within the department headquarters will be under 24 hour surveillance cameras.
- The secured area for weapons awaiting destruction will remain locked at all times. Only evidence/property personnel will have access to this area.

Physical security procedures to be followed after normal business hours, weekends, and holidays:

- All entrances to the Evidence and Property Unit will be locked at 1700 hours, to remain locked on weekends and holidays.
- Lights will remain on for surveillance camera utilization.
- Entry to this area after hours must be arranged through contact with evidence/property personnel.
- All doors will be checked by oncoming personnel. If a door is found to be unlocked, the Evidence Technician will secure the door and complete an incident report to be submitted to the Lieutenant or designee.

Evidence and Property Unit personnel will comply with and notify the Lieutenant or designee of any violation of security procedures.

## 8040 SECURITY MEASURES RESULTING FROM PERSONNEL CHANGES

Whenever the Evidence Technician is re-assigned or otherwise leaves the position, a random inventory of each Evidence and Property Unit area will be completed by the Lieutenant or designee and the newly designated Evidence Technician. The random inventory is to ensure continuity of custody and not to require the accounting of every single item of property.

This inventory shall be sufficient to ensure the integrity of the system and the accountability of the property. A sufficient number of property records shall be reviewed with respect to proper documentation and accountability. The person assuming custody of the property shall ensure that all records are current and properly annotated. Any and all discrepancies shall be recorded prior to the assumption of property accountability by newly appointed personnel. Upon satisfactory completion of the random inventory, combinations and key locks will be changed in all evidence control areas.

# 8100 EVIDENCE CONTROL PROCEDURES [CFA 35.02; 36.01; 36.02; 36.03; 36.07; 36.10]

The purpose of this general order is to establish guidelines and procedures for the collection, storage and disposition of evidence and/or property. It is the policy of the Brooksville Police Department to maintain evidence and seized or recovered property in accordance with federal, state and local law and court decisions relating to evidence and seized or recovered property; and to return such property to its rightful owner(s) in a timely manner.

8100.1 **Definitions**

Audit
For the purpose of this directive, an audit shall be defined as the examination of records and activities to ensure compliance with established controls, policies and procedures, and to recommend any indicated changes.

Biohazardous
Any solid or liquid that may present a threat of infection to humans. Examples include non-liquid tissue and body parts from humans and other primates; laboratory and veterinary waste which contain human disease causing agents; discarded sharps; and blood, blood products and body fluids from humans and other primates. The following are also included:

- Used, absorbent materials saturated with blood, body fluids, or excretions or secretions contaminated with blood. Absorbent material includes such items as bandages, gauze and sponges.
- Disposable devices that have been contaminated with blood, body fluids, or blood contaminated excretions or secretions and have not been thoroughly rinsed.
- Liquid or semi-liquid blood or other potentially infectious materials.
- Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed.
- Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.
- Contaminated sharps.

Body Fluids
Those fluids which have the potential to harbor pathogens, such as Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV), to include lymph, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic fluids. For the purpose of this Order, body fluids shall also include body excretions (such as feces), and secretions (such as nasal discharges, saliva, sputum, sweat, tears, urine and vomitus).

Inventory (annual)
The act or process of cataloging through a full accounting of the quantity of goods or materials on hand, unless a CFA standard allows for a partial accounting.

Spot Inspection
For the purpose of this directive, a spot inspection shall refer to an (unannounced) inspection of the Evidence/Property area for conformity to policy and procedures regarding the receipt, documentation, storage and release of property.

Unit
For the purpose of this policy, "Unit" shall refer to the Evidence and Property Unit.

8100.2 **Accountability**

The Evidence and Property Unit is an organizational component of the Brooksville Police Department. The Evidence and Property Unit provides the necessary audit trail of accountability, security and legal chain of custody for property held in storage. The Evidence Technician will be accountable for all property within his/her control.

8100.3 **Initial Receipt of Evidence/Property**

For procedures regarding after-hours property storage and temporary property lockers, refer to GO 8000.

Evidence/property will be collected in accordance with the guidelines set forth in GO 8500 and GO 8600 and submitted to Evidence/Property for entry in the Brooksville Police Department Records Management System, Evidence Section and properly stored. Refer to GO 8700 for controlled substance procedures.

When possible and practicable, all articles that are collected will be packaged utilizing plastic bags to insure preservation. Exceptions will be placed in other appropriate containers. Exceptions include, but are not limited to, the following:

- Biohazardous, wet or moist items
- Items that require processing for latent prints
- Cannabis
- Other perishable items

When using paper to package an item, use packing tape to seal the bag. Evidence tape shall be used to ensure the integrity of the seal. Do not use staples or evidence tape to seal the package.

- Articles that cannot be packaged will have an identification tag or label prominently affixed.
- Glass items will be securely wrapped and marked "Glass - Fragile."
- Unsheathed knives and all spring loaded knives, including switch blades, must be packaged in a box.
- Syringes will be placed in a syringe container.
- Firearms must be unloaded and rendered "safe."
- Ammunition will be placed in a separate container. Refer to GO 8200 for additional procedures regarding firearms.

Currency, including counterfeit bills, shall be removed from the original container (wallet, baggie, box), if any. Currency, including counterfeit bills, shall be counted by the impounding officer, verified by a witness, and properly sealed in a plastic evidence bag with a completed cash verification sheet. Place the verification sheet in the bag so that it may be viewed through the back of the bag.

Negotiable instruments, precious metals and jewelry will be properly sealed in evidence bags and stored, along with cash, within the "cash vault" located in the Evidence and Property Unit. Negotiable instruments will be identified and packaged separately from precious metals and jewelry.

Do not identify an item as gold, silver or platinum. Use the term "gold (or silver, platinum, etc.) in color." Do not attempt to identify a precious or semi-precious stone. Describe the color and shape; e.g. A square-cut, red-colored stone. Checks will be placed in a plastic bag so they may be viewed and/or copied without opening the package. Copies of negotiable instruments are not evidence unless they are certified copies. All precious metals and jewelry will be placed into plastic bags to aid in identification.

Written statements/documents will be placed in a plastic bag so it may be viewed and/or copied without opening the package. Multi-page statements will be placed in one bag, and the number of pages noted on the property receipt.

Contaminated statements or other supporting documentation that has dried, will be properly labeled as biohazardous materials after packaging for submission. Statements or other supporting documents that are wet or damp will be placed in a paper bag, properly labeled, and submitted to evidence/property. No contaminated documents will be sent to Central Records.

Except under exigent circumstances , all evidence/property submitted to the unit will be accompanied by an initial Evidence/Property Receipt and logged into property records within 14 days of receipt. The Evidence/Property Receipt establishes the initial chain of custody. All applicable sections of the Evidence/Property Receipt must be completed.

- Include names, addresses and phone numbers as well as the relationship of the individual to the property.
- Remarks Section – Use this area to note if the items are to be processed; returned to owner or other individual; identification of the case agent if other than the submitting member/employee; or other item-specific information.
- The impounding member/employee must sign and date the form.

The Evidence/Property Custodian shall ensure that the submitting individual has completed all applicable sections.

All packaged evidence submitted to the unit will be sealed. All packages, (with the exception of tamper resistant, self sealing plastic bags) shall have the impounding individual's initials and date of submission clearly marked across the seal or evidence tape. Packages or item(s) will be marked with the offense number, item number, date and time of recovery and the name of the individual who recovered the Evidence/Property. All unusually shaped or over-sized items will include that information on a property tag or label.

## 8110 EVIDENCE/PROPERTY STORAGE MANAGEMENT

Upon review/inventory of items listed on the Evidence/Property Receipt, the Evidence Technician will sign the receipt, indicating date/time received and storage bin location number. Discrepancies identified by the Evidence Technician after an item has been impounded will be brought to the attention of the impounding officer and their immediate supervisor. Discrepancy notices shall be sent electronically and will include the officer's name, date, case number and a brief description of the discrepancy.

Upon receipt of a discrepancy notice, the impounding officer shall contact the Evidence Technician and take the appropriate corrective actions. Officers shall have five (5) working days from the date of the first discrepancy notice to accomplish any corrections needed.

- If the officer is on annual or sick leave, and is not expected to return within the five (5) working days, their immediate supervisor shall notify the Evidence/Property custodian and, when practicable, resolve the discrepancy.
- In the event the discrepancy has not been corrected within the five (5) day time frame, a second notice will be forwarded to the impounding officer's supervisor and the Lieutenant for review.
- The second notice will allow an additional three (3) days to correct the discrepancy.
- In the event the discrepancy remains uncorrected following a second notice, a third notice will be sent to the attention of the Chief of Police for review and action.

Discrepancies involving firearms, narcotics and/or currency shall be resolved as soon as is possible. The Evidence

Technician will make telephone contact with the impounding officer informing the officer of the situation and that corrective action is necessary. A discrepancy notice will also be sent in as previously described.

The Evidence Technician will enter all required information into the RMS, Evidence Section. For the most part, documentation and receipts are accomplished electronically. However, in the field, a finder of property will be provided a paper receipt by the receiving officer.

## 8120 CHAIN OF CUSTODY

The chain of custody is the documented audit trail for evidence, recovered stolen and security type property. Because of the importance that is placed upon evidence in criminal and civil court proceeding, the chain of custody record must be complete and accurate at all times. To ensure the chain of custody record will withstand the closest scrutiny, the following procedure will be followed.

Evidence/Property will be collected and packaged in accordance with the guidelines set in GO 8500 and GO 8600, then submitted to the Evidence and Property Unit prior to the end of shift, if feasible.

Whenever property or evidence is removed from the unit, a chain of custody entry will be made within RMS by the Evidence/Property Technician. Only sworn and/or forensic personnel are authorized to remove evidence in the performance of their duties, unless authorized by the Lieutenant. Personnel doing so shall initial either the hard copy of the Evidence/Property Receipt or RMS chain of custody receipt. This procedure is required for all evidence/property removed from the unit. Refer GO 8150 below.

Whenever evidence/property is viewed, to include within the confines of the unit, a record of the viewing will be made in RMS. A signature is required when the evidence/property is viewed outside of the custody of the Evidence/Property Technician.

When evidence/property is returned to the unit, it shall be returned properly packaged and sealed. Upon receipt, the Evidence/Property Technician will verify that the evidence is sealed, and the seal is initialed and dated. The return to inventory will be documented in RMS.

- When returning evidence during regular business hours, the individual returning the property shall receive a signed receipt from the receiving custodian at the time of the return.
- When evidence is returned after regular business hours, a signed receipt will be provided via inter-office mail.
- It is incumbent on the individual returning the evidence to ensure they are provided with a receipt.

Evidence/property personnel may break an evidentiary seal in the presence of the submitting officer, or with documented approval from the submitting officer's supervisor. Care shall be taken when opening a sealed package to insure other seals remain intact to prove chain of custody, and to show that the package was properly sealed prior to it being opened.

The evidentiary seal can be broken by the Evidence/Property Technician when it is necessary to identify/locate the owner of found property. The Evidence/Property Technician will then document the breaking of the evidentiary seal.

### 8120.1 **Items to be Processed**

The impounding officer shall complete an in-house lab request and, when applicable, the FDLE lab request form, for those items to be processed, and submit the request, when possible, with the evidence. The lab request shall

include:

- name and location of the laboratory,
- synopsis of the event, and
- examinations desired.

Evidence/property personnel will prepare the items for shipment, and forward the lab request(s) to the FDLE for processing.

8120.2 **Items Designated to be Destroyed**

Item(s) that are received into the unit, designated for immediate destruction, will be documented, separated and stored until destruction. It is recognized that destruction of certain items is a periodic process, but in no case shall such items remain in the evidence/property area for more than six (6) months.

8120.3 **Items Temporarily Transferred**

Only sworn personnel or evidence/property personnel, in the performance of their duties, are authorized to temporarily remove evidence from storage. All other personnel must obtain written authorization from the Lieutenant, via chain of command.

When evidence is removed from storage for presentation in a court trial, further investigation, or inspection, the appropriate signatures shall be obtained and the transactions recorded to include date, time, and reason for transfer.

Whenever physical evidence is submitted to a laboratory for examination, the evidence and property chain of custody record shall always include prior custody information as follows:

- Name of the officer last having custody of the item.
- Date and time of submission or mailing and method used for transmission.
- Date and time of receipt in the laboratory.
- Name and signature of the person in the laboratory receiving the evidence.

When items are returned to the unit, the Evidence/Property Technician will ensure that all items are properly packaged and sealed. The transaction and new location for all returned items will be documented.

When money is removed for court or any other purpose and then returned to the unit, the officer who returned it shall count the money in the presence of a witness to verify the count. A currency intake form, shall be completed and signed by the officer and witness, and placed in the evidence bag to be properly sealed. The currency intake form shall be placed inside the bag so that it is visible on top of any other verification sheet the package may contain.

## 8130 CASE OFFICER REVIEWS

To provide the necessary authorization to dispose of inactive evidence/property, a case officer review program will be directed by the Evidence and Property Unit.

At least annually, the Evidence/Property Technician will prepare a case agent review letter for all evidence/property held within the unit. Case agent review letters will also be generated when case dispositions are received from the Clerk of Court, and the owners of the property being held/retained have made inquiries regarding the release of the property.

Review letters will be forwarded to the case agent to determine the appropriate type of disposal. The letters should

be returned to the unit as soon as possible, but no more than thirty (30) days from date of receipt. If no response is received within the 30 day period, a second request for review shall be sent to the case agent via his/her supervisor.

The Evidence/Property Technician will act in accordance with the case agent's instructions regarding disposal of the property following established guidelines. Special instructions (such as "photo prior to release," "release only with court order,") should be included on the review when returned to the unit.

## 8140 DISPOSITION OF EVIDENCE/PROPERTY

The lack of a prompt disposition deprives owners of the use of their property and places an unnecessary burden on the property management system. Property may either be forfeited or claimed. If the property owner is known, and a legal claim to the property is allowed, it is the responsibility of the case agent to notify the unit regarding the property release.

Forfeited property can be a tool of the crime, or property the court has denied the owner(s) claim to in accordance with current law. With the exception of guns, radar detectors, drugs and drug paraphernalia, forfeited and/or unclaimed property that has an appreciable value may be sold at public auction. In some instances, the case agent or their supervisor can initiate action for forfeiture of the property for department use.

Forfeited or unclaimed property with no appreciable value will be destroyed.

It is the responsibility of the Evidence/Property Custodian to ensure that the chain of custody is maintained and all property or evidence that is disposed of is documented.

### 8140.1 Photographing of Victim/Owner's Evidence/Property

The Evidence and Property Unit follows the guidelines of Florida Statute 90.91: "In any prosecution for a crime involving the wrongful taking of property, a photograph of the property alleged to have been wrongfully taken may be deemed competent evidence of such property and may be admissible in the prosecution to the same extent as if such property were introduced as evidence. The photograph shall bear a written description of the property alleged to have been wrongfully taken, the name of the owner of the property, the location where the alleged wrongful taking occurred, the name of the investigating law enforcement officer, the date the photograph was taken, and the name of the photographer. The written description shall be made under oath by the investigating law enforcement officer; the photograph shall be identified by the signature of the photographer. Upon the filing of the photograph and written description with the law enforcement authority or court holding the property as evidence, the property may be returned to the owner from whom the property was taken."

The Evidence/Property Technician will indicate within the chain of custody that the items were released to the owner and the case agent shall submit the photograph and documentation.

### 8140.2 Return of Evidence/Property to Victim or Owner

Other than found property, evidence/property will not be returned to individuals, or released to anyone outside of the department, unless there is a court order or an authorization for release, countersigned by a supervisor rank of sergeant or above.

Authorization can be submitted to the Evidence/Property Technician via email. The email shall be used as supporting documentation to obtain the appropriate supervisor's signature on the release form. In the absence of any hold, the Evidence/Property Technician or designee is authorized to release found property to the rightful owner.

The Evidence/Property Technician, via telephone or letter, will notify the concerned individual that the property is

authorized for release. Notification shall be documented on the release (disposition) form. Notifications regarding currency and/or firearms shall be made via certified mail.

When receiving the property in person, valid photo identification is required. The owner will sign for all property, and the original signed receipt maintained in evidence/property and electronically documented in RMS. The unit will maintain a copy of the receipt.

A notarized authorization letter is required whenever the property owner/victim is unable to claim the property in person, and sends an agent in his/her behalf.

8140.3 **Shipping of Property**

When property is to be shipped to the owner, most items can be sent through the U.S.P.S. via certified mail. For larger items UPS may be utilized. All shipments require a return receipt.

- Wrap and seal all packages. Use filament or post office approved packing tape. Address labels will be typed or printed clearly.
- The case number and item numbers pertaining to the property being shipped will be placed directly below the return address.
- The certification and/or return receipt number will be included in the transaction remarks of the chain of custody entry.
- Return receipt and other shipping documentation will be filed with the hard copy of the Evidence/Property Receipt.

## 8150 INSPECTIONS

An annual audit of the evidence/property function will be conducted by the Professional Standards to determine adherence to evidence/property control procedures. The results will be sent to the Accreditation Manager, the Lieutenant, and the Chief of Police.

At least annually, the Professional Standards shall conduct an unannounced spot inspection of the property held by the Evidence and Property Unit to include property storage areas. The inspection results will be documented and forwarded to the Lieutenant and the Accreditation Manager.

Refer to GO 8040 regarding inspections following a Evidence/Property Technician change.

The Evidence/Property Technician shall perform an annual inventory of: all money/negotiable instruments, jewelry/precious metals, weapons and controlled substances; and at least 25% of all common property held by the Evidence and Property Unit. Inventory results shall be documented and forwarded to the Lieutenant and the Accreditation Manager.

## 8160 DRIVERS LICENSES

Impounded driver's licenses will be promptly returned to the Department of Highway Safety and Motor Vehicles (DHSMV).

# 8200 FIREARMS; EVIDENCE/PROPERTY CONTROLS [CFA 36.01; 36.03; 36.07]

The purpose of this general order is to establish guidelines for the Evidence/Property Unit in the management of firearms from time of receipt until final disposition. The guidelines set forth in this procedure shall be in compliance with F.S.S. 790.08 and applicable Brooksville Police Department written directives.

8200.1 **Initial Receipt Procedure**

All firearms submitted to the Evidence/Property Unit will be unloaded and rendered safe by the submitting officer. If for some reason the firearm cannot be unloaded (damaged, etc.), it will be clearly marked as being loaded and the trigger housing shall be taped closed to prevent accidental discharge. The Evidence/Property Technician or designee will be notified (after hours via phone) whenever an unsafe weapon has been placed in evidence.

Firearms that need to be processed or are contaminated with biohazardous material will be packaged in a box or in paper. If application of this packaging method would contaminate or destroy evidence contained on the firearm, the firearm should be processed prior to packaging.

Firearms that do not need to be processed, and are not contaminated with biohazardous material, shall be submitted with a completed evidence tag.

Evidence/Property personnel will log all firearms in RMS.

Firearms will be properly identified on the Evidence/Property Receipt. Include firearm type, make, model, manufacturer, serial number and caliber.

Ammunition shall be submitted as a separate item so as to aid in collection for destruction.

8200.2 **Storage**

Found, security, or evidentiary weapons will be stored in a designated, separate, secure area within the Evidence/Property Unit.

## 8210 DISPOSITION OF FIREARMS

8210.1 **Release of Firearms**

Firearms will be released to the property owner upon receipt of a court order, if required, or in accordance with the case officer's disposition to release. The Evidence/Property Unit is responsible for the following precautions prior to the release.

Confirm that the owner has been notified of the authority to release.

Initiate and review a criminal history of the owner (recipient of the weapon) to ensure that F.S.S. 790.23, 790.233 and 790.235 are not violated.

Evidence/Property personnel will verify that the serial number of the weapon being released matches the number documented on the property receipt.

A firearm documented as "found" property will not be released to the finder if it is unclaimed for more than ninety (90)

days. Such weapons will be disposed of in accordance with F.S.S. 790.08.

8210.2 **Methods of Disposal**

All firearms, as provided for in F.S.S. 790.08, are forfeited to the State and may be disposed of following a six (6) month (from date of forfeiture) waiting period. The department may retain any weapon that is deemed suitable by the department armorer for department use.

The department may loan forfeited firearms to other agencies of the State, county or municipality having use of weapons. Records and receipts shall be made for all weapons loaned in this manner.

The department may offer forfeited weapons for sale to authorized licensed firearms dealers. (F.S.S. 705.00, 790.08 and the Florida Contraband Forfeiture Act)

All weapons which are not needed or which are useless or unfit for use shall be destroyed.

8210.3 **Destruction of Firearms**

Upon receipt of a court order or a case officer's disposition order to destroy a firearm, the Evidence/Property Technician will take the following actions:

- Retrieve the firearm from its location and place it in the designated, secured area for weapons.
- Change the location site in RMS
- Enter firearm as "pending destruction" in RMS
- File the hard copy of the property receipt in the firearm destruct folder until such time as the master manifest for destruction is prepared.

Firearms destructions are held at least annually after obtaining a court order. Smelting will be the preferred method of destruction. When the court order for the firearm destruction has been carried out, the Evidence/Property Technician or designee, shall:

- Prepare a disposition order listing all firearms destroyed and document in RMS.

- File a copy of the completed firearm destruct order with all attachments. The documents shall be maintained within the Evidence/Property Unit in accordance with the guidelines set forth in the Florida Department of State, General Record Schedule GS2.

# 8300 FOUND PROPERTY; EVIDENCE/PROPERTY PROCEDURES [CFA 36.01]

The purpose of this general order is to establish guidelines for the management of found property submitted to the custody of the Brooksville Police Department. The guidelines set forth in this directive are in accordance with F.S.S. 705 and applicable Brooksville Police Department written directives.

8300.1 **Definitions**

Abandoned Property
All tangible personal property which does not have an identifiable owner and which has been disposed on public property in a wrecked, inoperative, or partially dismantled condition or which has no apparent intrinsic value to the rightful owner. (vessels determined to be derelict as provided in F.S.S. 823.11 are not included in this definition)

Found Property
For the purpose of this procedure, found property refers to any property meeting the criteria of "lost" or "abandoned" which has been reported to, or turned over to, the department as having been found. Found property shall include tangible personal property of apparent intrinsic value, found on private property, and reported or turned over to the department in order that the rightful owner may be found.

Lost Property
All tangible personal property which does not have an identifiable owner and which has been mislaid on public property, upon a public conveyance, on premises used at the time for business purposes, or in parks, places of amusement, public recreation areas, or other places open to the public in a substantially operable, functioning condition, or which has an apparent intrinsic value to the rightful owner.

Public Property
Lands and improvements owned by the Federal Government, the state, the county, or a municipality and includes sovereignty submerged lands located adjacent to the county or municipality, buildings, grounds, parks, playgrounds, streets, sidewalks, parkways, rights-of-way, and other similar property.

Unit
For the purpose of this directive, "Unit" shall refer to the Evidence/Property Unit.

## 8310 INITIAL RECEIPT

The impounding officer will document the circumstances by which the property came into the possession of the department incident report. The impounding officer shall determine the proper classification of the property (for example, lost, abandoned, destroy) and check the appropriate box on the property receipt.

The impounding officer shall ascertain whether the person reporting the property wishes to make claim to it if the rightful owner cannot be identified or located.

- The appropriate box shall be checked on the property receipt.
- The finder shall be advised to contact the Evidence/Property Unit for the procedures necessary to document their intent to claim the property, (see GO 8350 below) and given a copy of the property receipt.

The item(s) will be transported to the department as soon as is practicable and submitted to the Evidence/Property Unit prior to the impounding officer's end of shift.

## 8320 EVIDENCE/PROPERTY

Property submitted to the Unit will be stored in a secure area. The Evidence/Property Technician will transfer all required information from the property receipt to the master property ledger and the RMS.

An effort will be made to identify the owner, if not known.

- Check within RMS for similar stolen/missing items
- The serial number, if any, will be run through FCIC/NCIC
- Items will be checked for owner identification

The Evidence/Property Technician will separate the copies of the receipt and distribute them as follows:

- white (scanned into DocuScan then remains in the evidence/property file).
- pink (officer's) copy to case agent.
- yellow (shredded).

## 8330 DISPOSITION OF ABANDONED PROPERTY

All abandoned property (refer to definition) held by the unit will be disposed of in accordance with F.S.S. 705. The department may retain any or all abandoned property for:

- its own use,
- use by the state or a unit of local government,
- trade to another unit of local government or state agency,
- donation to a charitable organization,
- sale, or
- destruction.

## 8340 DISPOSITION OF FOUND PROPERTY

All found property (refer to definition) held by the Evidence/Property Unit will be disposed of in accordance with F.S.S. 705.

The department shall retain custody of lost property for ninety (90) days. During the first forty-five (45) days of this time period, notice of the intended disposition shall be published. Notice of disposition shall be generated by the Evidence/Property Unit.

Notice shall be given by advertisement, published once a week for two (2) consecutive weeks in a newspaper of general circulation within Hernando County, when the department elects to:

- surrender the property to the finder and the procedures for claim by finder have been followed (refer to GO 8350, below);
- retain the property for agency use;
- allocate the property to another governmental agency for use;
- sell the property at public auction;
- donate the property to a non-profit charitable organization; or,
- destroy by the most practical method if the property is of no appreciable value.

After 90 days, if the property is unclaimed by the rightful owner, the finder will be notified and afforded the opportunity to claim the item(s) with the exception of any/all weapons. (Refer to GO 8200, Firearms; Evidence/Property Controls and F.S.S. 790.08)

In all cases, the final disposition will be documented on a disposition order and recorded in the master ledger of the Evidence/Property Unit and RMS.

## 8350 CLAIM OF PROPERTY BY FINDER

The finder can make a claim for found property if the rightful owner cannot be located or identified. The responding officer shall advise the finder to contact the Evidence/Property Unit for the procedures necessary to make such a claim. The procedures are as follows:

Within thirty (30) days of the report, the finder must complete a Found Property Affidavit at department headquarters. Finder is responsible for bringing the Property Receipt to assist in completing the affidavit.

A fee of $25.00 will be collected at that time to cover the cost of publication of notice for the item(s) the finder intends to claim. This sum shall be reimbursed to the finder by the rightful owner should he/she identify and reclaim the property. When the rightful owner reclaims the property prior to publication, this sum shall be reimbursed by the department.

Fees are payable in cash or money order (no personal checks). Money orders shall be made payable to the Brooksville Police Department.

The administrative specialist (receptionist) will be responsible for the financial transactions. The finder will receive a receipt that shall also reflect the date the finder may claim the property, should the rightful owner not be identified or located. The administrative specialist (receptionist) shall forward to evidence/property the completed Found Property Affidavit. Evidence/Property will maintain the Found Property Affidavits in the 90-day disposition file.

Those having claim to found property shall be notified by the Evidence/Property Unit when the property may be released.

# 8400 STORAGE OF PERISHABLE ITEMS [CFA 36.06; 36.07]

The purpose of this general order is to provide guidelines for the management of evidentiary property requiring refrigerated storage. Evidentiary property requiring refrigerated storage or perishable items of evidence such as blood, urine, and tissue samples require special handling and management techniques. These techniques are necessary to preserve their properties as unchanged as possible before they are examined in a laboratory, or presented in court.

8400.1 **Procedure**

The Evidence/Property person receiving perishable items of evidence such as blood, urine, and tissue samples (hereafter referred to as test specimens) will:

- review the Evidence/Property receipt for completeness;
- check that test specimens are packaged separately from other evidence being submitted;
- make certain that all test specimens are plainly marked as to the contents (e.g. "**BIO-HAZARD**" "whole blood, refrigerate");
- determine that the package is marked with the offense number;
- store the test specimen in the appropriate refrigeration unit located in the Evidence/Property Unit; and
- record all information in RMS.

The Evidence/Property personnel will separate the copies of the receipt and distribute them as follows:

- Offense copy (white original) scanned to DocuScan then filed in property.
- Officer's copy (pink) sent to case agent, if submitted.
- Yellow (shredded).

The Evidence/Property copy will be filed in the active file in offense number order.

Evidentiary property (other than test specimens) requiring refrigerated storage will be processed and returned to the owner, or destroyed in accordance with the case officer's instructions. Processing and photographs should be restricted to evidentiary property.

# 8500 COLLECTION AND PRESERVATION OF EVIDENCE: EVIDENCE/PROPERTY UNIT [CFA 2.07; 35.01]

The purpose of this general order is to establish guidelines for the processing of crime scenes and the collection, handling and preservation of evidence. This procedure shall apply to all department personnel assigned to the Evidence/Property Unit which provides some services consistent with a Forensic Science Unit. The examination and processing of a crime scene plays a vital role in any investigation and is an essential element for the ultimate solution of a crime.

8500.1 **Definitions**

Chain of Custody
The continuity of custody of material and items collected as physical evidence.

Crime Scene
The point and surrounding area where the crime or incident occurred or where the indication of the crime exists, such as a body being found but the crime occurring elsewhere.

Crime Scene Processing
A term referring to specific actions taken at a crime scene or other related scene, consisting of the taking of photographs, preparation of the crime scene sketch and the collection and preservation of physical evidence. The term does not include those actions taken for obtaining information from persons involved in the offense or incident.

Crime Scene Sketch
A drawing, usually a planar projection of the crime scene, proportional to scale and showing all the significant aspects of the crime scene.

Fingerprint
The presence of natural ridge formations on the skin of the fingers, palms, and feet. For the purpose of this directive, fingerprint shall also refer to the terms "latent fingerprint," "visible print" and "plastic print."

Evidence Technician
Personnel assigned to the Evidence/Property Unit trained in technical skills that apply to the development, collection, preservation and presentation of evidence relating to criminal activities.

Inked Print
A reproduction of the ridges of the hands/feet with black fingerprint ink on a suitable contrasting background such as a white card.

Latent Print
A reproduction of the friction ridges of the underside of the hands/feet.

Physical Evidence
Any substance or material found or recovered in connection with a criminal investigation.

Plastic Print
The reproduction of ridges of the finger, palm or foot that have been impressed into a soft receiving material such as putty, wax or chewing gum.

Visible Print
A reproduction of ridges of the finger, palm or foot that contain visible materials such as blood or grease.

## 8510 DUTIES AND RESPONSIBILITIES OF THE EVIDENCE TECHNICIAN

The primary responsibility of the Evidence Technician is the performance of technical duties of a specialized nature in the location, collection, development, preservation, recording and presentation of evidence. The duties include, but are not limited to:

- Perform crime scene investigations in conjunction with sworn personnel.
- Have a working knowledge of various cameras, equipment and film usage.
- Be competent to take proper crime scene measurements in relationship to the actual scene and produce a working sketch depicting the scene.
- Be available to assist the patrol officer or detective as part of their responsibilities and in conjunction with any crime scene investigation.
- Stay informed and knowledgeable of updated and advanced information and/or procedures as it relates to changes in the field and application of forensic science.
- Perform other duties as described herein, or assigned by the Operations Bureau.

The Evidence Technician are available on a twenty-four (24) hour a day basis and once notified through established procedure to respond, shall proceed to the scene as soon as is possible or practical. The Evidence Technician shall be available to assist the State Attorney's Office in preparing criminal cases for presentation in court proceedings.

## 8520 CRIME SCENE SEARCH

A crime scene search is a planned, coordinated, legal search by competent law enforcement personnel or their designees to locate physical evidence or witnesses pertaining to a crime under investigation. Tasks include:

- Protection of the crime scene. Only persons who have a legitimate investigative interest should be allowed to enter the crime scene. This number should be kept to a minimum to maintain control and the integrity of the scene.
- Conduct a preliminary survey of the crime scene
- Write a narrative description of the crime scene. Original notes may be used to refresh the Evidence Technician's memory at the trial. The notes should be an accurate representation of the crime scene and include:
    - Date, time and location of the search
    - Weather and lighting conditions
    - Identity of others participating in the search
    - Condition and position of evidence found
- Photographing the Crime Scene;

A crime scene will not remain undisturbed for any particular length of time, therefore it should be photographed as soon as possible, preferably before anyone is allowed into the scene. Photographs must accurately depict the crime scene. Take medium distance photographs to show relative positions of closely related items of evidentiary value. Take close-up photographs of individual items of evidence. Where applicable and practical, a rule of measurement should be included in the photograph for scale purposes.

Evidence photographs are needed to record the condition of individual items of evidence prior to moving or recovery. Photographs must show the evidence in detail and should include a scale, investigator's initials, date, and case number where applicable and practical. Photographs are also needed to reproduce shoe, tire and similar impressions that can be recorded in no other way **or** prior to attempts to lift or cast. Photographs should show identifying data as indicated above. A placard with the case number, date, time and photographer's name, written in bold dark ink, shall be the first image taken for each case.

- Videotaping a crime scene will be determined by availability of an operator, severity of the scene, such as, homicide, major bodily injury, documentation of evidence, and discretion by a supervisor for the need of such service. The Evidence Technician will be responsible for the videotaping of the scene unless, at the discretion of a supervisor, it is delegated to someone else. When videotaping a scene the technician will note the date, time and case number concerning the recording. Videotaping will not replace the need for still photography.

## 8530 COLLECTION OF EVIDENCE

The Evidence Technician will follow the guidelines of the FDLE *Crime Laboratory Evidence Submission* manual and department written directives in order to ensure proper procedures for collecting and processing physical evidence to include, but not be limited to:

- Preserving the condition of evidence during and after collection.
- Preventing contamination of evidence.
- Obtaining sufficient samples.
- Preservation and timely delivery of blood and other perishable evidence to the laboratory or refrigerated storage.
- Using proper containers for liquids and other samples.
- Drying of wet evidence.
- Sealing, marking and labeling.

All items shall be included on a property receipt(s). If the technician is not involved in the scene and is not required to respond, the investigating officer or detective will collect and complete the property receipt for items impounded. Refer to GO 8600, Collection and Preservation of Evidence: Role of the Patrol Officer/Detective.

Evidence that has been moved or handled by an officer/detective shall be impounded by that officer/detective with a completed property receipt. If the item needs to be processed for fingerprints the evidence technician will sign the property receipt, accept the item, process it and submit the item to the Evidence/Property Unit with the original property receipt.

Individuals who examine any item of evidence/property shall sign and date the property receipt to maintain the chain of evidence.

## 8540 CRIME SCENE REPORTING

It shall be the responsibility of the evidence technician who has responded and processed a scene to submit a detailed report on the sequence of events associated with his/her investigation. For additional information, please refer to the department form currently being utilized by the Evidence/Property Unit.

## 8550 TRAINING

Evidence personnel who perform crime scene evidence processing shall receive specialized training in the equipment, computer programs and techniques utilized by the Brooksville Police Department. The training shall include, but not be limited to, the following:

- Detection and collection of latent fingerprints and palm prints
- Detection and collection of foot, tool and tire impressions
- Digital and non-digital photography and sketches
- Collection, preservation and submission of physical evidence (including biological materials)
- Refresher training

# 8600 COLLECTION AND PRESERVATION OF EVIDENCE: OFFICER AND DETECTIVE'S ROLE [CFA 18.04; 18.05; 36.01]

The purpose of this general order is to establish standards of accountability for the collection and preservation of evidence on crime scenes or where the services of the Evidence/Property Unit are not available.

The protection, examination and processing of a crime scene is essential for the ultimate solution of a crime. Sworn personnel are routinely called to crime scenes of minor significance or within their scope of expertise. Where the officer or detective has the skills to process such scenes, and time permits them to do so, they will investigate the scene and collect and preserve evidence where applicable.

## 8610 INITIAL RESPONSIBILITY AT A CRIME SCENE

The first officer arriving at a scene is in charge until relieved by a superior officer or a detective (when assigned). If injured persons are discovered at the scene, the first area of priority is to render or request aid for the victim(s). To minimize scene contamination, the initial officer will accompany emergency medical service personnel while they aid or remove victims from the scene.

The initial officer shall take suitable measures to protect/secure the crime scene. See GO 8620 below.

The Detective Division and/or the Evidence/Property Unit will be notified when/if determined appropriate by a patrol supervisor. Refer to GO 8500, Collection of Evidence; Evidence/Property Unit.

The initial officer shall cooperate with the detectives and evidence personnel who are going to search and process the scene. Initial observations and information obtained, such as information from witnesses, shall be relayed to the assigned investigative personnel. The evidence personnel and assigned investigative personnel will be advised of any items that were moved or touched prior to their arrival.

## 8620 SECURING THE CRIME SCENE

As soon as practical, measures should be taken to protect the crime scene. These include but are not limited to:

- Roping off the scene
- Controlling spectators from entering scene
- Protecting areas of evidence from weather conditions
- In extreme cases it may become necessary to move an item of evidence or evidence potential that could be destroyed or adversely affected by the elements. Movement of evidence prior to the time it has been fully examined, photographed, and processed should be avoided. Once an item has been moved, it shall not be returned to its original location for the purpose of documentation by photograph, sketch, video, and the like.

At a major crime scene, the initial officer will be responsible for maintaining a crime scene log. This log shall include a list of every person entering the scene, the time of their entry/departure, and will be included as part of the original report.

The assigned (initial) officer shall be responsible for the integrity of the crime scene. When circumstances necessitate the assignment of a detective to the case, the detective assigned will assume responsibility for the security and integrity of the crime scene.

Unauthorized individuals shall be kept out of the crime scene until the investigation is completed. Authorized

personnel will only be permitted to enter the crime scene during the investigation if the need arises and their purpose is approved.

All persons entering a crime scene may be required to submit:

- Their fingerprints;
- Samples of hair and blood (for elimination purposes);
- Shoes worn at the scene (for elimination purposes); and
- A deposition.

## 8630 GUIDELINES FOR THE COLLECTION OF EVIDENCE

Officers and detectives are instructed through in-service training on the procedures and techniques in processing certain crime scenes. Supervisors are assigned photographic equipment to be utilized when photographic documentation is needed.

When/if it is determined that a crime scene does not require the services of the Evidence/Property Unit, the assigned sworn personnel will investigate the scene, collect and preserve evidence, and complete the property receipt for items impounded.

All physical evidence collected from a crime scene shall be listed on the department property receipt. The property receipt shall contain the following information:

- Description of the item (to include make, model and serial number where applicable).
- Location the item was recovered from.
- Name of officer collecting the evidence.
- Assigned item/evidence number.
- Type of container tin which evidence is contained.

Where feasible, collected items will be submitted to the Evidence/Property Unit prior to going off-duty.

All items of evidence or collected property shall be marked with the impounding officer's initials, case number, and date. Items that cannot be marked due to the size or possibility of altering/destroying the item shall be placed in an appropriate container and the container marked with the pertinent information. The container will then be secured and sealed with evidence tape, initialed and dated. A properly completed evidence tag or label will be affixed to items that cannot be placed in a suitable container.

Evidence that has been moved or handled by another officer/detective shall be impounded by that officer/detective with a completed property receipt.

Items that need to be processed for fingerprints, blood presumptive or other examinations, shall be noted on the initial property receipt (special instructions) and accompanied by the appropriate laboratory request form.

Any evidence, either physical or photographic, that is not recovered from the scene of a major crime against person(s) or property, shall be documented indicating the reason(s) such evidence was not collected.

# 8700 CONTROLLED SUBSTANCE PROCEDURES [CFA 36.03; 36.05]

The purpose of this general order is to provide guidelines for the management of all controlled substances and drug related evidence from time of receipt until final disposition. The controlled substance procedures of the Brooksville Police Department are in accordance with the rules and guidelines set forth in F.S. 893.

## 8710 INITIAL RECEIPT

All controlled substances and drug related property as defined in F.S. 893.02, 893.03 and 893.145 will be submitted to the evidence/property technician. The submission of all controlled substances and drug related property will be accompanied by a property receipt and, if necessary, an FDLE laboratory form requesting a laboratory analysis.

Rubber gloves and other appropriate personal protection equipment shall be utilized when handling controlled substances and drug related property.

Case officers submitting controlled substances in capsule or pill form will count each item prior to submission. All other controlled substances shall be weighed. Weigh small amounts, such as residue, in the packaging (e.g. plastic bag) and note on the property receipt that it is a combined weight. Submit crack cocaine by weight, not the number of pieces. Methamphetamines shall be weighed while in the packaging material. Note on the property receipt that it is a combined weight.

All controlled substances and drug related property will be submitted to the Evidence/Property custodian as follows:

- Fresh marijuana plants will be placed in paper bags and sealed with evidence tape.
- Small amounts of marijuana must be submitted in paper.
- Moist materials (with the exception of methamphetamines) shall be packaged in paper.
- All other controlled substances and drug related property will be submitted in clear, sealed, plastic evidence bags.
- All containers (plastic baggies, Altoid tins, etc.) will be packaged separately unless specified as prescription medications for destruction. See 10, below.

All packaged evidence submitted to the Evidence/Property custodian will be marked with the case number, date submitted and the name and payroll number of the submitting officer.

All drug related evidence will be recorded in the master property ledger. All entries will be made in accordance with the Evidence/Property Unit's standard operating procedures.

All felony drug related evidence and accompanying documentation will be submitted to the FDLE laboratory for analysis. Less than 20 grams of marijuana is not accepted by FDLE unless the SAO requests it with approval by the FDLE lab supervisor. Misdemeanor drug-related evidence will be submitted to FDLE when the State Attorney's Office provides trial date notification. An FDLE Laboratory submission form is required at the time of evidence submission.

Whenever drug related evidence is signed out, the Evidence/Property Technician shall ensure that the chain of custody record includes the following information:

- Name of the officer last having custody of the item.
- Date and time of submission or mailing and method used for transmission.
- Date and time of receipt in the laboratory.
- Name and signature of the person in the laboratory receiving the evidence.

Whenever drugs are returned to the Evidence/Property Unit that have had the seals broken, after having been signed out for any reason, the officer having custody will be required, in the presence of an Evidence Technician, to weigh and perform a presumptive test on the items being returned. Discrepancies will be reported to the Lieutenant.

Prescription medications for destruction must be weighed and/or counted but may be submitted in the container they were recovered in. These items can be packaged as one item with a description on the property receipt. (E.g. Rx bottle labeled Hydrocodone containing 25 white oblong tablets; empty rx bottle labeled Ambien, 5mg.)

If a person dies of an apparent drug overdose, the prescription medications found on or near the deceased person, or among the deceased's possessions, shall be counted and listed individually on the property receipt. The medical professional who prescribed the medication shall be listed, if known or ascertainable. A copy of the report shall be submitted to the medical examiner.

## 8720 STORAGE

Upon completion of laboratory analysis, the evidence and analysis report are returned to the Evidence/Property Unit. The evidence and supporting documents are stored in a separate secure area within the Evidence/Property Unit's facility. The Evidence/Property Technician will take the following action prior to placing drug related evidence into the designated storage location:

Annotate in RMS that he or she received the item as listed in the evidence receipt.

Make sure each package is properly sealed.

## 8730 DESTRUCTION

When the court or a case officer directs the drug related evidence to be destroyed, the Evidence/Property Technician will take the following action.

- Remove the hard copy of the property receipt from the file, attach the destruct notification and file both documents in the file folder marked "for destruction."
- Relocate the drug evidence from the assigned location to one of the boxes marked for destruction.

### 8730.1 **Authority for Destruction**

In accordance with F.S. 893.12, the court having jurisdiction shall order the forfeiture and destruction of controlled substances and drug related evidence. Under the provisions of F.S. 893.12, the court having jurisdiction may direct any law enforcement agency to destroy controlled substances and drug related evidence once forfeited.

### 8730.2 **Destruction Procedures**

After all the requirements of F.S. 893.12 have been met, the Evidence/Property Technician will initiate and sign a notarized affidavit attesting to the quantity and non-evidentiary status of property to be destroyed.

The Evidence/Property Unit will prepare a request for drug destruction. The request for drug destruction will contain the following attachments:

- Evidence/Property Technician's notarized affidavit.
- A motion for forfeiture and destruction of confiscated property.

- A prepared court order, undated and unsigned, authorizing the destruction of confiscated drugs and related evidence.
- A return affidavit, undated and unsigned, which states the location and method of destruction.
- A manifest of items to be destroyed. The manifest will contain the following information:

  - Offense number
  - Case officer's name
  - Defendant's name (when available)
  - Brief description of the controlled substance or drug related evidence.
  - The numbered item on the Evidence/Property Receipt

The procedures for the destruction of the drugs and drug related property will be:

- Said materials will be destroyed by incineration or other lawful means.
- The destruction of said materials will be witnessed by the Evidence/Property Technician and two (2) officers of the Brooksville Police Department.
- All witnesses present will sign the return affidavit certifying the integrity of the total destruction of all listed items.

8730.3 **Final Documentation Requirements**

Once the court order for the drugs and drug related evidence has been carried out, the Evidence/Property Technician will file a copy of the completed court order and all attachments within the Evidence/Property Unit.

# Attachment 5

**BROOKSVILLE POLICE DEPARTMENT**

# An Overview of the Police Accreditation Process

## The Pursuit of Excellence

Commission for Florida Law Enforcement Accreditation

**George B. Turner**
**Chief of Police**

# Accreditation through the Commission for Florida Law Enforcement Accreditation

## Background

A major police department goal approved for fiscal years 2008-2009 was the attainment of Florida law enforcement accreditation through the Commission for Florida Law Enforcement Accreditation. The process includes funding for the project, acquisition of an experienced accreditation manager, creation of department written directives (general orders) and the accumulation of proofs for the 264 standards. The two year pursuit of excellence will begin on or about June 1, 2009 when the accreditation manager has completed the review of the department's written directive system. The modified written directive system will now be comprised of general orders, administrative bulletins, operational bulletins and training bulletins. Most of the material to be included in the modified written directive system originates from the department's current rules, policies and procedures.

## The Commission

The Commission for Florida Law Enforcement Accreditation, Inc. was established by charter on December 13, 1994 and incorporated on February 9, 1995. It is an independent, tax-exempt, not-for-profit corporation designated as the accrediting body for Florida law enforcement accreditation. The Commission's purpose is to establish a program for accreditation that can be achieved by all Florida law enforcement agencies. The Commission is comprised of twelve volunteer members:

- four sheriffs appointed by the Florida Sheriffs Association;
- four police chiefs appointed by the Florida Police Chiefs Association;
- an executive from the State Law Enforcement Chiefs Association;
- a mayor, city commissioner, or city manager appointed by the Florida League of Cities;
- a county commissioner appointed by the Florida Association of Counties; and
- an appellate or circuit court judge appointed by the Florida Supreme Court.

Specifically, the Commission's goals are to:

- to establish and maintain standards that represent current professional law enforcement practices;
- to increase effectiveness and efficiency in the delivery of law enforcement services;
- to establish standards that address and reduce liability for the agency and its members;
- to establish standards that make an agency and its personnel accountable to the constituency they serve; and
- to implement a Florida accreditation program that establishes standards which do not conflict with national standards (CALEA).

## Program Overview

The Commission offers two ways for a law enforcement agency to become state accredited. Agencies may choose to comply with all applicable state standards (full compliance) or, if the agency is currently nationally accredited under the Commission on Accreditation for Law Enforcement Agencies (CALEA®), may choose to comply with only the standards outlined as additional to the national process (comparative compliance).

Agencies begin the accreditation process with an application. Once the application is completed and submitted to the Commission for review to determine eligibility, an agreement and invoice are sent to the applicant agency. The formal accreditation process begins when the agency executes this agreement, which specifies the obligations of the agency and the Commission. The agency has twenty-four months to complete the self-assessment phase from the date the executive director signs the accreditation agreement.

## The Process

### Agency Self-Assessment

The applicant agency is expected to complete self-assessment within two years of the executive director signing the contract. During this phase, the agency will review its policies, procedures, plans, training, and activities to be sure they comply with applicable standards. The agency may have to establish policies and develop procedures where none exist, or revise existing policies and procedures. Identifying what must be done to achieve and document compliance requires considerable effort and teamwork from all areas of the agency.

### Accreditation Manager Selection/Responsibilities

The selection of an accreditation manager is critical to the agency's success in achieving accreditation. It is highly recommended that this person be assigned full-time to accreditation duties and for the duration of self-assessment. The accreditation manager is the person designated to direct and control the accreditation process. The manager will coordinate the efforts of components within the agency. Responsibilities will also include serving as liaison between the agency and Commission staff. The sworn or civilian person selected should have a thorough knowledge of the agency's rules, regulations, and policies and should be able to work well with all levels of supervision within the sworn and civilian rank structure. Accreditation Manager abilities and skills include:

- train and motivate others;
- ability to administer, plan, and organize a project;
- writing and editing skills;
- initiative;
- willingness to make significant decisions and accept responsibility for outcomes; and

- willingness to maintain momentum until the project is brought to a successful conclusion.

The accreditation manager is responsible for collecting the necessary documentation and preparing accreditation files. The Commission has computer software available, which is designed to aid the accreditation manager in tracking and controlling this process.

On January 15, 2009 the department hired Robert W. Dixon, Jr. as a reserve officer to serve as the Brooksville Police Department Accreditation Manager. Officer Dixon is a retired Major in the United States Army and a retired Lieutenant in the Tampa International Airport Police Department. One of his major responsibilities at TIAPD was the accreditation manager as that agency sought and achieved national accreditation with the Commission on Accreditation of Law Enforcement Agencies (CALEA). He has a bachelor degree in Criminal Justice from the University of South Florida and a master degree in Public Administration from Troy State University. He is considerably qualified to assist this department in achieving accreditation.

## On-Site Assessment

When the agency believes it is ready for an on-site assessment, it is highly recommended that the accreditation manager arrange for a mock assessment. This is a trial run for the agency to discover any shortcomings and make adjustments and corrections prior to the formal on-site. It is most beneficial to the agency if the mock on-site follows the same format as the formal on-site.

Based upon the size and locations of the agency's facilities, a full compliance onsite assessment will require three to four days to complete. The Commission program managers will select a team of assessors with the level of experience and expertise required to fairly assess the agency. The number of assessors assigned to each on-site assessment varies according to agency need and type of on-site. Generally, three assessors are required for a full compliance on-site review.

An agency pursuing full accreditation must issue a press release announcing its candidacy for accreditation at least 30 days prior to the on-site review. The announcement must invite public comment, include the scheduled date and time for calls, and the members of the assessment team. The Commission's address and phone number must also be included.

Assessors will review every file folder for the required number of applicable standards to establish conclusively full compliance by the agency. Assessors may schedule "ride-a-longs" to confirm compliance with applicable standards. Assessors will use their discretion to formulate questions or identify topics of discussion to help determine compliance.

At the conclusion of the on-site, the assessment team will conduct an exit interview with the Chief of Police and any agency staff the Chief wishes to include, such as the City Manager. The team will relay their observations resulting from the assessment and

notify the Chief of their intent to recommend or not recommend the candidate agency for accreditation or reaccreditation at the next general meeting.

### Commission Review

The Commission schedules three general meetings annually to conduct business and review agencies for accreditation and reaccreditation. Commission staff will process the assessors' on-site findings report and forward a summary to the Commission for review. During the committee review, any commissioner may ask questions or solicit comments from the Chief or accreditation manager regarding the on-site findings or agency operations. At the full Commission meeting, the Chair of the panel review committee will present the results to the Commission, and make a motion to the Commission regarding the agency's accredited status. Seven affirmative votes are required to grant the agency accredited status. If the agency is granted accredited status, the Commission will present a certificate to the Chief of Police.

### Reaccreditation

Initial accreditation is valid for three years and annual reports are due each accreditation anniversary date. The accreditation manager should continue to evaluate the agency's progress toward meeting accreditation standards by monitoring changes to the written directive system and how they affect agency compliance. Seeking reaccreditation status will reaffirm the agency's commitment to the continuing process of professionalizing law enforcement. The process to acquire initial accreditation is repeated in order to gain reaccreditation. Accreditation is a journey, not a destination.

## The Benefits of Accreditation

- Greater accountability within the agency.

  Commission standards give the Chief Executive Officer a proven management system of written directives, sound training, clearly defined lines of authority and routine reports that support decision making and resource allocation.

- Reduced risk and liability exposure.

  Many agencies report a reduction in their liability insurance costs and/or reimbursement of accreditation fees.

- Stronger defense against civil lawsuits.

  Accredited agencies are better able to defend themselves against civil lawsuits. Also, many agencies report a decline in legal actions against them once they become accredited.

- Staunch support from government officials.

Accreditation provides objective evidence of an agency's commitment to excellence in leadership, resource management and service delivery. Thus, government officials are more confident in the agency's ability to operate efficiently and meet community needs.

- Increased community advocacy.

  Accreditation embodies the precepts of community oriented policing. It creates a forum in which law enforcement agencies and citizens work together to prevent and control challenges confronting law enforcement and provided clear direction about community expectations.

Accreditation is the continuing pursuit of excellence. While a few members may be tasked with documenting this pursuit, every member of the Brooksville Police Department is responsible for contributing to this effort, which when achieved, will be a sense of pride for all.

George B. Turner
Chief of Police

# Attachment 6

# Monthly Accreditation Report

**August 2009**

## Projected Accreditation Schedule

| | |
|---|---|
| Aug 11, 2009 | Signed contract with the Commission for Florida Law Enforcement Accreditation (CFA) |
| January 2011 | Complete self-assessment; assemble proofs of compliance to 261 standards |
| February 2011 | Mock assessment |
| April 2011 | On-site assessment by CFA assessors |
| June 2011 | Commission review; accreditation at summer conference |
| Aug 11, 2011 | End of two year contract |

## Status of Standards (as of July 29, 2009)

So as to make certain problems do not arise during the on-site with regards to completing standards outside the self-assessment period, a limited number of proofs of compliance have been documented to date. As a matter of explanation, we have 107 standards that are non-mandatory; we are required to comply with 80% of them, or a minimum of 86 standards if they are applicable to this department. We can comply with more than the minimum and hold them as spares just in case the on-site assessment team determines we are not in compliance with a particular standard.

We do not have that luxury with mandatory standards; there are 152 of them and we must comply with all of them that are applicable. Some standards are not applicable, such as those which address such items as court security, temporary holding facilities

and communications. We rely on the Hernando County Sheriff Office to accomplish the latter and they passed their three (3) year reaccreditation in June 2009.

| All Standards | | |
|---|---|---|
| | **Standards** | **%** |
| **Standards** | 259 | |
| **Elected 20%** | 0 | 0.00 |
| **In Compliance** | 11 | 4.25 |
| **Request a Waiver** | 0 | 0.00 |
| **Not Applicable** | 25 | 9.65 |
| **Not in Compliance** | 0 | 0.00 |
| **No Status** | 223 | 86.10 |

| Mandatory Standards | | | | |
|---|---|---|---|---|
| | **Mandatory** | **%** | **Non-Mandatory** | **%** |
| **Total** | 152 | | 107 | |
| **Elected 20%** | 0 | 0.00 | 0 | 0.00 |
| **In Compliance** | 7 | 4.61 | 4 | 3.74 |
| **Request a Waiver** | 0 | 0.00 | 0 | 0.00 |
| **Not Applicable** | 16 | 10.53 | 9 | 8.41 |
| **Not in Compliance** | 0 | 0.00 | 0 | 0.00 |
| **No Status** | 129 | 84.87 | 94 | 87.85 |

## Status of Written Directives

Thanks to your reviews, comments and input, several of our written directives were revised from their initial form. As of July 29, the list below represents all Brooksville Police Department directives.

| Written Directive | Title | Issued | Revised |
|---|---|---|---|
| | | | |
| GO 1000-1500 | Chapter 1: General Department Orders | 04/28/09 | 07/21/09 |
| GO 2000-2200 | Chapter 2: Patrol Procedures | 04/28/09 | 07/21/09 |
| GO 3000-3400 | Chapter 3: Administration | 04/28/09 | 07/21/09 |
| GO 4000-4600 | Chapter 4: Human Resources | 05/12/09 | 07/21/09 |
| GO 5000-5200 | Chapter 5: Training Standards | 05/21/09 | 07/21/09 |
| GO 6000 | Chapter 6: Communication Procedures | 05/26/09 | |
| GO 7000 | Chapter 7: Records Standards | 06/02/09 | |
| GO 8000-8900 | Chapter 8: Specialty Functions | 05/28/09 | 07/21/09 |
| | | | |
| AB 2009-001 | Flying While Armed | 04/16/09 | |
| AB 2009-002 | Body Ornamentations | 04/30/09 | |
| AB 2009-003 | Take Home Vehicle Policy | 04/17/09 | |
| AB 2009-004 | Off Duty Details | 04/17/09 | |
| **Written Directive** | **Title** | **Issued** | **Revised** |

| | | | |
|---|---|---|---|
| AB 2009-005 | Traffic Light Camera Program | 04/23/09 | |
| AB 2009-006 | Part Time Sworn Officers | 06/02/09 | |
| AB 2009-007 | Department Awards | 06/02/09 | 07/21/09 |
| AB 2009-008 | Outside Employment | 06/04/09 | |
| AB 2009-009 | Staffing Table | 06/30/09 | |
| AB 2009-010 | Performance Appraisals | 07/02/09 | |
| | | | |
| OB 2009-001 | Confidential Informants | 05/05/09 | |
| OB 2009-002 | Investigative Fund | 05/12/09 | |
| OB 2009-003 | DUI Procedures | 05/12/09 | |
| OB 2009-004 | Biased Based Profiling | 05/12/009 | |
| OB 2009-005 | Pursuits, Emergency Vehicle Response | 05/12/09 | |
| OB 2009-006 | Incident Command System | 06/04/09 | |
| OB 2009-007 | Search and Seizures | 06/04/09 | |
| OB 2009-008 | Vice Suppression | 07/21/09 | |
| | | | |
| TB 2009-001 | Electronic Control Devices (Tasers) | 04/16/09 | |
| TB 2009-002 | Active Shooter - Force Decision Making | 04/28/09 | |
| TB 2009-003 | Arizona v. Gant Supreme Court Ruling | 06/02/09 | |
| TB 2009-004 | Progression of Training Courses | 06/09/09 | |
| | | | |
| M2009-001 | Storm Season Alert Employee | 06/26/09 | |

The list of bulletins will invariably grow larger as we meet issues that are not fully addressed in our current general orders. They are our chosen mechanism for keeping pace with the ever changing arena of law enforcement.

## Benefits of Accreditation

### To The Community

Accreditation increases the department's ability to prevent and control crime through more effective and efficient delivery of law enforcement services to the community it serves. Accreditation enhances community understanding of the department and its role in the community as well as its goals and objectives. Citizen confidence in the policies and practices of the department is increased.

Accreditation, in conjunction with the philosophy of community policing, commits the department to a broad range of programs (such as crime prevention) that directly benefit the public. Accreditation creates a forum in which police and citizens work together to control and prevent crime. This partnership will help citizens to understand the challenges that confront law enforcement. The department will, in turn, receive clear direction from the community about its expectations and consequently, a common set of goals and objectives will be arrived at and implemented.

## To the Chief of Police

Increases cooperation and coordination with other law enforcement agencies and other branches of the criminal justice system. The accreditation process requires an in-depth review of every aspect of the department's organization, management, operations, and administration to include:

- establishment of department goals and objectives with provisions for periodic updating;
- re-evaluation of whether department resources are being used in accord with department goals, objectives, and mission;
- re-evaluation of department policies and procedures, especially as documented in the department's written directive system;
- correction of internal deficiencies and inefficiencies before they become public problems;
- the opportunity to re-organize without the appearance of personal attacks.

The accreditation standards provide norms against which department performance can be measured and monitored over time. Accreditation provides the department with a continuous flow of Commission distributed information about exemplary policies, procedures, and projects. Accreditation provides objective measures to justify decisions related to budget requests and personnel policies. Accreditation serves as a yardstick to measure the effectiveness of the department's programs and services. The services provided are defined, and uniformity of service is assured. Accreditation streamlines operations, providing more consistency and more effective deployment of department manpower.

## To the Officers

Accreditation requires that department policies and procedures are in written form and are available to all department personnel at all times. Accreditation assures employees that every aspect of the department's personnel system is in accord with professional standards, and that the system is both fair and equitable. The department is compelled to operate within specific guidelines. It is accountable to the Commission; the department must stay in compliance with the standards set forth by the Commission in order to retain its accreditation.

The morale of the department is enhanced by increasing the employees' confidence in the effectiveness and efficiency of their own department. Operations become more streamlined and consistent. Accreditation policies address officer safety issues and provide for adequate training and equipment of the officers. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. Employees will take pride in their department, knowing that it represents the very best in law enforcement.

## Issues

No critical issues at this time.

**Robert W. Dixon, Jr.**
**Accreditation Manager**
**Brooksville Police Department**

# Monthly Accreditation Report

## September 2009

### Alphabetical Index of Written Directives

In an effort to facilitate the use of the written directive system, a preliminary alphabetical index of written directives has been created. The index will be updated monthly and a copy posted on the F Drive\Data\Forms\Alphabetical Index of Written Directives.

### Monthly Review of Selected Standards

As a monthly feature of this accreditation report, one or more Commission for Florida Law Enforcement Accreditation (CFA) standards will be reviewed so all personnel will have a better understanding of what constitutes a proof of compliance or what on-site assessors will be considering when they visit our department. Officers having issues that need clarification are invited to submit them so they can be published here. They may be valuable in creating awareness for all of us in our pursuit of excellence.

| Standard | | Review methods | Assessor Guidelines |
|---|---|---|---|
| 16.07 | A directive requires that each member be counseled at the beginning of the rating period concerning the following, at a minimum: | | Interview employees to ensure supervisors conducted counseling |
| A. | Task of the position occupied; | | |
| B. | Level of performance expected; and | | |
| C. | Criteria used for ratings on the evaluation. | | |

| Compliance keys | Qty initial | Qty reaccred | Accreditation Manager Notes |
|---|---|---|---|
| Written directive addressing elements of the standard | 1 | 1 | |

**Accreditation Manager's Note:** Please notice that CFA advises it's assessors to interview employees to ensure supervisors are conducting counseling.

| Standard | | Review methods | Assessor Guidelines |
|---|---|---|---|
| 17.06 M | A directive governs *pursuit* of motor vehicles, to include: | | |
| A | Evaluation of the circumstances | | |
| B | Initiating member's responsibilities. | | |
| C | Secondary unit's responsibilities | | |
| D | Specifying roles and restrictions pertinent to marked, unmarked, or other types of police vehicle involvement in the *pursuit*. | | Marked, unmarked or other types of police vehicles, to include motorcycles, watercraft and aircraft |
| E | Dispatcher's responsibilities | | Interview dispatcher |
| F | Field supervisor's responsibilities; | | |
| G. | Forcible stopping | | Does the agency use stop sticks? |
| H | When to terminate the *pursuit* | | |
| | Interjurisdictional and intrajurisdictional *pursuits*; and | | |
| J | Detailing a procedure for reporting and an *administrative review* of the *pursuit*. | | |

| Compliance keys | Qty initial | Qty reaccred | Accreditation Manager Notes |
|---|---|---|---|
| Written directive addressing elements of the standard | 1 | 1 | |
| Pursuit review reports. | 1 | 3YD | |

**Accreditation Manager's Note:** Officers should stay familiar with the department's pursuit directive which can be found in Operational Bulletin 2009-005 (Pursuits; Emergency Vehicle Response). Finding yourself in the middle of a pursuit is not the time to wonder about department policy.

## Awards Committee

Members of the department awards committee for the period September 1, 2009 through August 31, 2010 are Chief Turner, Lieutenant Hankins, Sergeant Serrano, Officer Williams and Sharon McCann. Award Nomination Forms can are located at the F Drive\data\forms. The first committee meeting is scheduled for Tuesday, September 29 at 0900 hours. See Administrative Bulletin 2009-007 for the nomination process.

## Status of Standards (as of August 31, 2009)

As a matter of explanation, we have 107 standards that are non-mandatory; we are required to comply with 80% of them, or a minimum of 86 standards if they are applicable to this department. We can comply with more than the minimum and hold them as spares just in case the on-site assessment team determines we are not in compliance with a particular standard.

We do not have that luxury with mandatory standards; there are 152 of them and we must comply with all of them that are applicable. Some standards are not applicable, such as those which address such items as court security, temporary holding facilities

and communications. We rely on the Hernando County Sheriff Office to accomplish the latter and they passed their three (3) year reaccreditation in June 2009.

| All Standards | | |
|---|---|---|
| | **Standards** | **%** |
| **Standards** | 259 | |
| **Elected 20%** | 0 | 0.00 |
| **In Compliance** | 21 | 8.11 |
| **Request a Waiver** | 0 | 0.00 |
| **Not Applicable** | 37 | 14.29 |
| **Not in Compliance** | 0 | 0.00 |
| **No Status** | 201 | 77.61 |

| Mandatory Standards | | | | |
|---|---|---|---|---|
| | **Mandatory** | **%** | **Non-Mandatory** | **%** |
| **Total** | 152 | | 107 | |
| **Elected 20%** | 0 | 0.00 | 0 | 0.00 |
| **In Compliance** | 15 | 9.87 | 6 | 5.61 |
| **Request a Waiver** | 0 | 0.00 | 0 | 0.00 |
| **Not Applicable** | 24 | 15.79 | 13 | 12.15 |
| **Not in Compliance** | 0 | 0.00 | 0 | 0.00 |
| **No Status** | 113 | 74.34 | 88 | 82.24 |

## Status of Written Directives

As of August 31, the list below represents all Brooksville Police Department directives.

| Written Directive | Title | Issued | Revised |
|---|---|---|---|
| | | | |
| GO 1000-1500 | Chapter 1: General Department Orders | 04/28/09 | 07/21/09 |
| GO 2000-2200 | Chapter 2: Patrol Procedures | 04/28/09 | 07/21/09 |
| GO 3000-3400 | Chapter 3: Administration | 04/28/09 | 07/21/09 |
| GO 4000-4600 | Chapter 4: Human Resources | 05/12/09 | 07/21/09 |
| GO 5000-5200 | Chapter 5: Training Standards | 05/21/09 | 07/21/09 |
| GO 6000 | Chapter 6: Communication Procedures | 05/26/09 | |
| GO 7000 | Chapter 7: Records Standards | 06/02/09 | |
| GO 8000-8900 | Chapter 8: Specialty Functions | 05/28/09 | 07/21/09 |
| | | | |
| AB 2009-001 | Flying While Armed | 04/16/09 | |
| AB 2009-002 | Body Ornamentations | 04/30/09 | |
| AB 2009-003 | Take Home Vehicle Policy | 04/17/09 | |
| AB 2009-004 | Off Duty Details | 04/17/09 | |
| AB 2009-005 | Traffic Light Camera Program | 04/23/09 | |
| AB 2009-006 | Part Time Sworn Officers | 06/02/09 | |
| AB 2009-007 | Department Awards | 06/02/09 | 07/21/09 |
| AB 2009-008 | Outside Employment | 06/04/09 | |
| AB 2009-009 | Staffing Table | 06/30/09 | |

| Written Directive | Title | Issued | Revised |
|---|---|---|---|
| | | | |
| AB 2009-010 | Performance Appraisals | 07/02/09 | |
| | | | |
| OB 2009-001 | Confidential Informants | 05/05/09 | |
| OB 2009-002 | Investigative Fund | 05/12/09 | |
| OB 2009-003 | DUI Procedures | 05/12/09 | |
| OB 2009-004 | Biased Based Profiling | 05/12/009 | |
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| OB 2009-006 | Incident Command System | 06/04/09 | |
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The list of bulletins will invariably grow larger as we meet issues that are not fully addressed in our current general orders. They are our chosen mechanism for keeping pace with the ever changing arena of law enforcement. Soon to be published bulletins address the department's promotional process, exposure control and special purpose vehicles.

## Issues

No critical issues at this time.

**Robert W. Dixon, Jr.**
**Accreditation Manager**
**Brooksville Police Department**

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# Attachment 8

# 2000 USE OF FORCE

## 2010 GENERAL POLICY [CFA 4.01]

The department shall treat all members of the public with respect and in adherence with the rights afforded by the United States Constitution and the constitution and laws of the State of Florida. In the course of their duties, officers may find it necessary to use force to overcome resistance, protect property and defend themselves or another person. In any encounter where the use of force becomes necessary, only reasonable force will be used. Under no circumstances will the force used be greater than necessary to achieve lawful objectives and to conduct lawful public safety activities.

It is neither the policy of the City of Brooksvile nor the intent of this general order, that officers unnecessarily or unreasonably endanger themselves or others. It is not possible for any written statement concerning an officer's use of force to cover all of the scenarios that may occur within an officer's tour of duty. Therefore, the use of force model discussed in this general order is recognized, and is to be used, as a general guide to using force when necessary. Officers must understand that situations may occur in which the escalation and or de-escalation of resistance or aggression is sudden. Consequently, an officer's response may appropriately occur anywhere along the force model, as long as the response is an objectively reasonable response to the actual, or reasonably perceived, threat being presented by the subject. Officers will be held accountable for their action, as well as inaction, when using physical force in the execution of their duties. Officers are expected to comply with all legal and department standards. Officers are expected to ensure appropriate medical aid is rendered in all incidents involving the use of force.

### 2011 Contents

Aerosol subject restraint
Animals, destruction of
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Escalation/de-escalation of control
Handcuffs, nomenclature
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Use of control training
Variables that affect control continuum

### 2012 Purpose and Scope

The purpose of this general order is to establish policy and procedures regarding the appropriate and acceptable use of control, to provide for a high degree of officer safety, to establish documentation guidelines, and to provide for the treatment of any injury or complaint of injury arising from the use of control. This order will apply to all Brooksville Police Department employees. The most important purpose of law enforcement is the protection of human life. In order to be consistent with that purpose, it shall be the policy of the Brooksville Police

Department to employ the minimum amount of control, reasonable and necessary, to accomplish the lawful performance of duty while protecting the public.

2013 **Definitions**

**Aerosol Subject Restraint**
ASR is an issued, department authorized, self-defense spray device to be utilized in accordance with approved training and applicable policies.

**Control**
The method(s) a law enforcement officer uses to neutralize the actions of a subject, or to protect the subject from injuring him/her or others.

**Deadly Force**
See Lethal Force

**Decontamination**
The procedures used to relieve the effects of an ASR.

**Defensive Force**
Physical battery with hands, fists, or defensive equipment to overcome violent resistance or to protect self or others from assault or injury.

**Excessive Force**
Force is excessive when its application is inappropriate to the circumstances, which may result in physical injury or death of a suspect. No comprehensive objective definition of excessive force can be offered; each situation must be evaluated according to the particular circumstances unique to the event under review.

**Force**
The attempt to establish control through physical means, in the presence of resistance. All force is a means of control; however, control can at times be achieved without the use of physical force.

**Impact Weapon**
ASP baton, straight baton, and the like.

**Less Than Lethal Force**
Force that is not likely to result in death or cause serious physical injury.

**Lethal Force (Deadly Force)** [CFA 4.01]
Force that is likely to cause death or serious physical injury to a human being. Florida Statute 776.06 defines deadly force as force that is likely to cause death or great bodily harm and includes, but is not limited to the firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and the firing of a firearm at a vehicle in which the person to be arrested is riding. The term deadly force does not include the discharge of a firearm by a law enforcement officer during and within the scope of official duties which is loaded with a less than lethal munition.

**Oleoresin Capsicum (OC)**
The active ingredient in the approved/issued ASR; developed from chili pepper plants; ASR having an OC composition is commonly known as "pepper spray."

**Physical Control**
Pain-inflicting submission restraint to overcome resistance to arrest. This is to exclude the carotid artery restraint, which is not permitted.

**Probable Cause**
Facts and circumstances known to a reasonable and prudent officer that lead that officer to reasonably conclude that a crime has been committed and the suspect committed it. Probable cause exists when facts and circumstances within an officer's knowledge, and of which the officer has reasonably trustworthy information, are sufficient to warrant a person of reasonable caution in believing that an offense has been, or is being committed. Probable cause is such belief as would appear reasonable to the ordinary and prudent officer of similar experience under like circumstances. Such belief is not reasonable if the officer is reckless or negligent in having such belief or acquiring or failing to acquire any knowledge or belief of fact or of law which is material to the justification of their use of force.

**Progressive Force**
The escalation of force used by an officer in order to control a situation or the actions of persons, from minimal to maximum, for example, verbal force, empty-handed physical force, intermediate force, deadly force.

**Reasonable Belief**
When facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

**Resistance**
The subject's attempt to evade an officer's attempt(s) to establish control.

**Restraining Control**
Control that is limited to holding and restraining persons.

**Serious Physical Injury**
A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in a long-term loss or impairment of the function of any bodily member or organ.

**Taser; Electronic Control Device**
Electronic Control Devices (ECD) or Tasers are designed to disrupt a subject's central nervous system by means of deploying battery powered electrical energy sufficient to cause uncontrolled muscle contractions and override an individual's voluntary motor responses.

## 2020 USE OF CONTROL

While acting in the capacity of a police officer, it may be necessary to use some level of control to successfully perform one's lawful duty. In many situations, control may be achieved without the use of physical contact. In other instances, based on the resistance offered, it may be necessary to use varying levels of physical force to control a subject's actions.

Depending on the level of resistance offered, an officer may use techniques that rise to a level of control that is intended to influence behavior through pain compliance. These techniques would consist of touch pressure, ASR's, TASER, empty hand control, impact weapons, or the use of firearms if justified by the resistance offered. While exercising law enforcement authority, sworn personnel shall carry only those weapons (both lethal and non-lethal) for which current qualification and/or proficiency has been demonstrated.

2021 **Use of Control, Training** [CFA 4.02]

Sworn personnel of the Brooksville Police Department shall successfully complete approved defensive tactics training to include, but not be limited to: empty hand control, resistance/control continuum, impact weapon (ASP, baton), TASERS, ASR (aerosol subject restraint), and firearms. Officers shall be issued a copy of and instructed in the use of force directives prior to department authorization to carry a weapon.

2022 **Levels of Control**

2022.1 **Resistance**

Resistance is defined as the subject's attempt to evade the officers attempt to control. The amount and type of resistance will vary. For the purpose of this policy, the following levels of subject resistance are recognized:

- psychological intimidation
- verbal resistance (resistive dialogue)
- passive resistance
- defensive resistance
- active physical resistance
- aggravated physical resistance

2022.2 **Control**

Control is the method the officer uses to neutralize the unlawful actions of a subject, or to protect a subject from injuring himself or others. The type of control methods used will vary based on a variety of factors. For the purpose of this policy, the following levels of control are recognized:

- officer presence
- dialogue (verbal direction)

2022.3 **Taser; Electronic Control Device (ECD)**

- may be implemented in place of empty hand or impact weapon control, or
- when either of those levels of force have been attempted and failed to effect control

2022.4 **Aerosol Subject Restraint (ASR)**

- may be implemented in place of empty hand or impact weapon control, or
- when either of those levels of force have been attempted and failed to effect control
- empty hand control
- impact weapon control
- lethal force

2023 **Use of Control Procedures**

Assess the incident in order to determine the level of control that would be appropriate. When possible, attempt to gain control by means of verbal directives or commands. If verbal directives or commands are ineffective, or not feasible given the circumstances of the situation, control methods may be escalated. If control is necessary, the officer must decide which technique(s) or authorized equipment will best de-escalate the incident and bring it to conclusion in as safe a manner as is possible. Sworn personnel are authorized to use department approved

control techniques and/or authorized equipment for resolutions of incidents as follows:

- to stop potentially dangerous and unlawful behavior;
- to protect the officer or another from injury or death;
- to protect subjects from injuring themselves;
- in the process of effecting a lawful arrest when the subject offers resistance.

2024 **Variables that Affect the Control Continuum**

The following variables should be considered when making a decision to escalate or de-escalate the level of control:

- officer/subject size, physical abilities;
- environmental conditions such as close, confined areas;
- nature of contact;
- exigent conditions such as number of officers, number of subjects involved, availability of back-up;
- reaction time: the officer must consider that action is faster than reaction, thus attention must be paid to the above factors when preparing for a course of action;
- safety zone or reactionary gap: officers should be cognizant of, and utilize a safety zone during all police contacts to afford the officer more time to react to aggression;
- average distance is 6 feet or more;
- varies with type of weapon subject may possess;
- the officer has two options to consider - to penetrate the gap to attempt control, or disengage to create distance.

2025 **Escalation and De-escalation of Control** [CFA 4.01]

Officers may escalate to the level of control that is reasonable and necessary to resolve the situation, based on the level of resistance encountered. As the subject begins to de-escalate or lessen the resistance offered, the officer should de-escalate in a similar manner. This is not meant to imply that an officer should ease all control. Control must be maintained, but the level used to maintain control should de-escalate to a level commensurate to the level of resistance offered by the subject.

2026 **Medical Considerations**

Officers using any degree of force on a subject shall make medical attention available to that subject when:

- the subject complains of injury, requests medical treatment, and any officer observes or suspects injury to the subject; or
- the subject does not substantially recover from the effects of an Aerosol Subject Restraint (ASR) within the reasonable and expected period of time; or
- when directed by a supervisor.

## 2030 AEROSOL SUBJECT RESTRAINT (ASR)

Officers must be provided with the discretion and capability to quickly and safely apply the appropriate level of control to meet situations involving arrest or officer self-defense. The Aerosol Subject Restraint (ASR) is an effective less-than-lethal tool that can provide for the instant, temporary incapacitation of a subject(s) as a means of control or as a means of defending oneself or another. Sworn authorized personnel that have satisfactorily completed the appropriate in-service training will be issued Aerosol Subject Restraint. Department issued ASR

may be carried off-duty. The guidelines for on-duty use will apply.

ASR's may be employed by trained personnel in the following situations:

- To effect custody during a lawful arrest of a subject(s) who physically resists, or threatens to physically resist.
- With actively hostile individuals who have resisted verbal commands.
- When officer injury is possible and/or anticipated.
- To defend oneself, another officer, or a citizen from attack by a subject or an animal.

The ASR must be carried in a manner that provides for the adequate security and retention of the ASR when not in use. The ASR should never be displayed or pointed at another individual unless the situation warrants its intended use. When an ASR is used for controlling an offender, the application of the ASR will cease when the offender discontinues resistance or aggression. An immediate supervisor will be notified anytime an ASR is used for subject control. The use of ASR will be thoroughly documented in the incident report. In the event an officer is personally threatened with an ASR or other aerosol chemical agent, the officer may use that degree of force necessary to defend against the assault, based on the totality of the circumstances.

2030.1 **Use Procedures**

The primary point of aim (target) is the face and eyes, forehead if the subject is wearing glasses. The ASR should be sprayed in short (½-1 second) bursts. Once the subject has been exposed to the ASR, the officer should:

- pause for 3-5 seconds before moving in to establish control, to ensure that the ASR has begun to produce the expected effect;
- approach the subject while issuing loud verbal commands: "Get to the ground! Hands away from the body!";
- provide verbal directions and positive reinforcement to reassure the subject that the level of discomfort being experienced is only temporary;
- handcuff.

Take down techniques should be performed immediately upon recognition that verbal commands are not being followed.

2030.2 **After Use Procedures**

Aerosol Subject Restraint devices are irritating to the eyes, nose and skin. When ASR is used for the purposes of subject control, the subject should be monitored. Do not place, or permit the subject to place him(her)self, in a prone position prior to or during transport.

Prior to transport,

- determine if the subject suffers from respiratory disease (such as asthma, bronchitis, emphysema) which may be exacerbated by the ASR, indicating a need for medical attention.

- ask if the subject is wearing contact lenses; if so, have the subject remove them. If they are unable to remove them, have trained medical personnel remove them when feasible. Caution: Except under exigent circumstances, once a subject has been handcuffed or otherwise physically restrained, such restraints are not to be removed until the subject is delivered inside the jail or place of confinement.

Reassure the subject that the effects from ASR are temporary, and the discomfort will diminish in a short period of time. Persons who do not substantially recover from the effects of ASR after 45 minutes shall be transported to a medical facility for treatment. During transport to the jail, medical facility, or other location, carefully monitor the subject's activity and watch for signs of breathing difficulty, unconsciousness, nausea, and the like.

Jail personnel shall be advised of the subject's contact with ASR to avoid unnecessary contamination of other jail occupants or jail personnel.

Personnel who have come into physical contact with the subject should avoid touching their eyes, nose, mouth or other sensitive skin areas until they are able to wash their hands. Soap containing a degreasing agent will expedite removal of ASR from the skin.

## 2040 TASER; ELECTRONIC CONTROL DEVICE

See Training Bulletin 2009-001 (Electronic Control Devices; Tasers)

## 2050 IMPACT WEAPON

Defensive batons (ASP and/or straight batons) are provided to officers as an alternative to the use of firearms or other such lethal force. The ASP is the only impact weapons issued for use by Brooksville Police Department officers. The Department issued ASP may be carried off-duty. The guidelines for on-duty use will apply.

Police officers will be issued an ASP only after successful completion of a course of instruction in the proper use and carrying of the baton as a defensive means of control. Certification is required prior to use of the ASP. Uniformed patrol officers will carry the issued defensive baton as an essential part of the uniform when engaged in "on-street" patrol duties. The defensive baton will be carried and/or utilized only as issued and authorized, and no changes, alterations, modifications, or substitutions will be made to the baton.

When utilizing the defensive baton, officers will use only that degree of control that is necessary to protect civilians and law enforcement personnel from physical attack or to overcome actual physical resistance to arrest.

## 2060 HANDCUFFS

All persons arrested or taken into custody by an officer will be handcuffed behind their backs to insure the safety of the individual, the officer, and the general public. Exceptions may be made in cases where the individual is physically deformed or injured but extreme caution is still advised. When transporting subjects over long distances, other security devices may be used in conjunction with handcuffs such as waist chains for handcuffing in front.

### 2061 Use of Handcuffs

Handcuffs should be used when an arrest is made or when transporting a prisoner. Handcuffs shall be of a type issued by the police department. Double-locked by inserting the small tip at the top of the key into the small hole in the handcuff stem. Officers shall be responsible for the efficient operation of their handcuffs. Handcuffs shall be checked frequently, cleaned, and lubricated to prevent malfunction. When in possession of handcuffs, the handcuff key shall be kept on the officers person at all times.

### 2062 General Rules

- A female prisoner shall not be handcuffed to a male prisoner except in an emergency.
- A juvenile shall not be handcuffed to an adult except in an emergency.

- Officers shall neither handcuff themselves to prisoners nor use a single cuff as a "come-along."
- Officers shall not handcuff prisoners to a fixed object except in an emergency.
- Prisoners shall remain handcuffed until delivered inside the jail or place of confinement.
- When interviewing a prisoner at the office, the decision to remove the handcuffs will be that of the officer in charge of the prisoner. Consideration will be given to the nature of the offense and the escape risk of the prisoner being interviewed.
- A prisoner shall not be physically secured to the interior of a vehicle or aircraft while in transit except when, in the judgment of the transporting officer, the prisoner represents a danger to himself or others. This is not to exclude the use of safety restraints.
- The policies of certain commercial airlines prohibit the handcuffing of prisoners during flight. However, transporting officers shall re-handcuff prisoners upon landing and prior to deplaning if this practice is not in conflict with airline policy. Otherwise, the prisoner shall be handcuffed immediately upon deplaning.
- Subjects that appear to be under the influence of either drugs or alcohol, have been exposed to the effects of ASR, or have a known medical vulnerability (i.e. bronchitis, coronary condition, obesity, etc.) should not be placed in a prone position for transport.

2063 **Maximum Safety Requirements**

- A prisoner is violent or gives an indication of belligerence.
- A prisoner may cause injury to himself or others.
- The officer has reason to believe the prisoner may pose a threat.

2064 **Using Handcuffs for Maximum Safety**

Prisoners shall be handcuffed with hands behind their back and palms outward before being searched. The handcuffs shall be double-locked and checked by pulling or pushing on the handcuff jaw. After handcuffing, the prisoner shall be thoroughly searched in a systematic manner. After handcuffing, prisoners shall be searched by officers of the same sex when at all possible. Officers of the opposite sex may search prisoners in exigent circumstances including, but not limited to, situations in which officers of the same sex are not readily available. For added security, handcuffs should be placed through the prisoner's belt, if one is worn. For multiple arrests where only one pair of handcuffs is available, cuff the right wrist of one prisoner behind his back, then pass the free end of the handcuffs through the prisoner's belt to the right wrist of the other prisoner with palms outward.

2065 **Minimum Safety Requirements**

Handcuffs may or may not be used, when in the opinion of the officer, the age, disability or physical capacity of the individual justifies minimal security measures.

2066 **Using Handcuffs for Minimum Safety**

Prisoners suffering from a deformity or other disability, sickness, or injury, may be handcuffed with his/her hands in front. In this situation it is advisable to place the handcuffs through the belt, after reversing the belt and buckling it from the rear. Prisoners with a physical handicap may be handcuffed at the discretion of the transporting officer after consideration has been given as to the nature of the offense and the escape risk of the prisoner being transported.

## 2070 OTHER PHYSICAL RESTRAINTS

In some circumstances, as in the case of members assigned to the routine transporting and handling of

prisoners, it may be necessary to utilize more secure types of restraining devices e.g. leather body straps, belly chains, lead chains, leg braces, leg irons, ankle chains, or box chains. Officers shall not hesitate to use more secure devices to supplement handcuffs if it is felt that handcuffs alone are not sufficient. In those situations where mentally disturbed prisoners are to be transported and properly equipped transport vehicles are unavailable, the selected restraining devices used should restrain the prisoner securely without causing injury. If available, strait jackets may be utilized to minimize danger to the transporting officer and trauma to the prisoner.

## 2080 REPORTING REQUIREMENTS

### 2081 Notification of Supervisor

A supervisor will be immediately informed of each incident involving use of physical or defensive control.

### 2082 Restraining Control

A descriptive account of restraining control will be included in the incident report. The filing of charges will be left to the discretion of the investigating officer.

### 2083 Physical and Defensive Control

Each case involving the use of physical or defensive control, including the use of ASR, will be reported in an offense report. The incident report will be completed and delivered to a supervisor as soon as is possible after the incident. Each officer present or assisting in an arrest or incident requiring control other than officer presence, dialogue or empty hand techniques, will submit a report supplement describing the incident.

## 2090 LETHAL FORCE

The most important purpose of law enforcement is the protection of human life. In order to be consistent with that purpose, the use of lethal force must be limited to situations involving the protection of human life.

### 2091 Authorized Use of Lethal Force

Officers are authorized to use lethal force when there is reasonable belief that such force is necessary to:

- prevent imminent death or great bodily harm to the officer; or
- prevent imminent death or great bodily harm to another individual; or,
- apprehend the perpetrator of a felony which involved the use or threatened use of deadly force and the individual who is sought poses an immediate threat to the life and/or safety of the officer or another individual(s).

When feasible, verbal warning should be given first.

### 2091.1 Restrictions Upon the Authorized Use of Lethal Force [CFA 4.04]

Officers will not draw their weapons unless there is sufficient justification. Firing warning shots constitutes use of deadly force. When use of deadly force is warranted, officers will fire for effect and not for warning. Unless otherwise justified by unusual or exigent circumstances, shooting at or from a moving vehicle or shooting through a closed door not knowing what is on the other side will be avoided. Officers will not use deadly force to apprehend perpetrators of nonviolent crimes.

2091.2 **Administrative Relief from Duty (non-disciplinary)**

In every instance in which an officers actions result in death or serious bodily injury to another person, the officer will be immediately relieved of normal duties by supervisory personnel.

Any officer involved in a shooting as described above, will be required to receive professional counseling. The services of a designated psychologist are provided by the department, at no cost to the officer. Counseling received as a result of a officers use of force is confidential. Assignment to a relieved of duty status will be administrative (non-disciplinary) with no loss of pay or benefits. Relief from duty with full pay and benefits is intended to serve two purposes:

- To address the personal and emotional needs of an officer involved in the use of deadly force, and
- To assure the community that verification of facts surrounding such incidents are fully and professionally explored.

Officers so relieved from duty will remain on a relieved of duty status during the initial twenty-four hour period following the incident, after which the officer may be reassigned to duty status at the discretion of the Chief of Police. Officers so relieved from duty will insure their availability to police department investigators until investigation of the incident is concluded.

2091.3 **Reporting Use of Lethal Force and/or Discharge of Firearms**

Officers who use lethal force or otherwise intentionally discharge a firearm while on duty, or off-duty, within the jurisdiction of the Brooksville Police Department, while acting in the capacity of a police officer, will notify, as soon as is practical and/or possible, the Communications Center and request that the relevant on duty shift supervisor respond to the location. If the on-duty shift supervisor is already at or in the process of responding to the scene, the officer will make direct communication with the supervisor to notify him or her of the incident.

Unless otherwise indicated by the initiation of a criminal investigation, the supervisor will, as soon as is practical and/or possible, take custody of the weapon used. The weapon and completed property receipt will be placed in an available property evidence locker. A replacement weapon and ammunition will be issued by the supervisor.

Officers will complete an incident report detailing pertinent facts concerning the use of deadly force as well as a *Discharge of Firearm* form.

When off duty and acting in the capacity of a police officer while outside the jurisdiction of the City of Brooksville, the officer will notify the appropriate law enforcement authority. As soon as possible, he or she shall notify, or cause to be notified, by telephone, fax or teletype, the Brooksville Police Department. The case number, agency phone number and investigating officer's name will be included in the notification.

The accidental discharge of an authorized service weapon, whether on or off-duty, shall be reported to the immediate on-duty shift supervisor when such discharge causes injury or property damage. The supervisor will determine if an investigation should be initiated and what, if any, further actions or notifications need to be made.

The supervisor is responsible for examining weapons discharged and will provide a written result of his findings to the Chief of Police.

2092 **Investigative Responsibility**

Investigations of incidents involving use of deadly force or accidental discharge resulting in personal injury, death, or serious property damage will be conducted by C.I.D.

The Chief may elect to form a Shooting Review Board. When a Shooting Review Board has been initiated, the results of any pertinent investigation(s) will be turned over to the Shooting Review Board for critique. The Shooting Review Board will consist of those persons assigned by the Chief. At least one member of this Board will have held the rank of Sergeant or above for at least 2 years. At least one member of this Board will have the rank of Officer and will be a representative of the division from which the individual under investigation is assigned.

The Shooting Review Board may call any investigators, specialists or technicians as required to present evidence and facts concerning any shooting incident. The Shooting Review Board will review any facts and pertinent testimony, forwarding its findings and recommendations to the Chief for final disposition.

2093 **Destruction of Animals**

An officer will notify, as soon as is practical and/or possible, his or her immediate, on-duty shift supervisor of any incident that involved the shooting of a domestic, agricultural or wildlife animal while in the performance of his or her official duty *(FSS 790.25, FSS 828.05, Florida Administrative Code 39-3.002, Florida Game and Fresh Water Fish Commission General Rules and Procedures)*.

Whenever practical, officers will receive approval from their immediate on-duty shift supervisor prior to the destruction of wildlife considered a game animal such as deer, boar and the like.

The Florida Game and Fresh Water Fish Commission will be notified prior to the humane destruction of any animal determined to be on the endangered species list. The Commission will advise if an officer or designee will respond to assess the situation.

The officer will document the notification of his/her supervisor and/or other notifications within the context of the offense/incident report. A Discharge of Firearms form will be completed and forwarded with a copy of the offense/incident report to the Chief of Police.

2094 **Supervisor's Responsibilities**

Upon notification of the use of physical or defensive control by officers, a supervisor will initiate an investigation into the incident. The supervisor will review the incident report describing the use of control. A copy of the report will be forwarded to the Chief of Police when the arrest/incident involved the use of:

- ASR;
- an impact weapon; or
- other method of control that resulted in physical injury.

In the case of serious injury or death, the guidelines for administrative relief from duty will be followed pursuant to GO 2091.2. The supervisor shall then address a memorandum to the Chief of Police

- advising of any facts not covered in the report, as deemed necessary;
- or, in the absence of discrepancies or additional facts, the supervisor's memo will briefly advise that a supervisory investigation has been conducted and that facts are as reported in the incident report.
- the memo will be captioned with the type of control used (such as restraining, physical, defensive, lethal)

followed by the case number. the memo and a copy of the incident report will be forwarded to the Chief without delay.

No copies of the memo will be made. When a copy of the report is not immediately available, the Lieutenant or designee will report verbally to the Chief of Police.

2095 **Annual Review and Analysis of Use of Force Reports** [CFA 4.12]

The Lieutenant shall ensure that all reported use of force situations are reviewed by the officer's chain of command for adherence to standards. The accreditation manager shall produce and disseminate a annual report that summarizes the use of force by department officers.

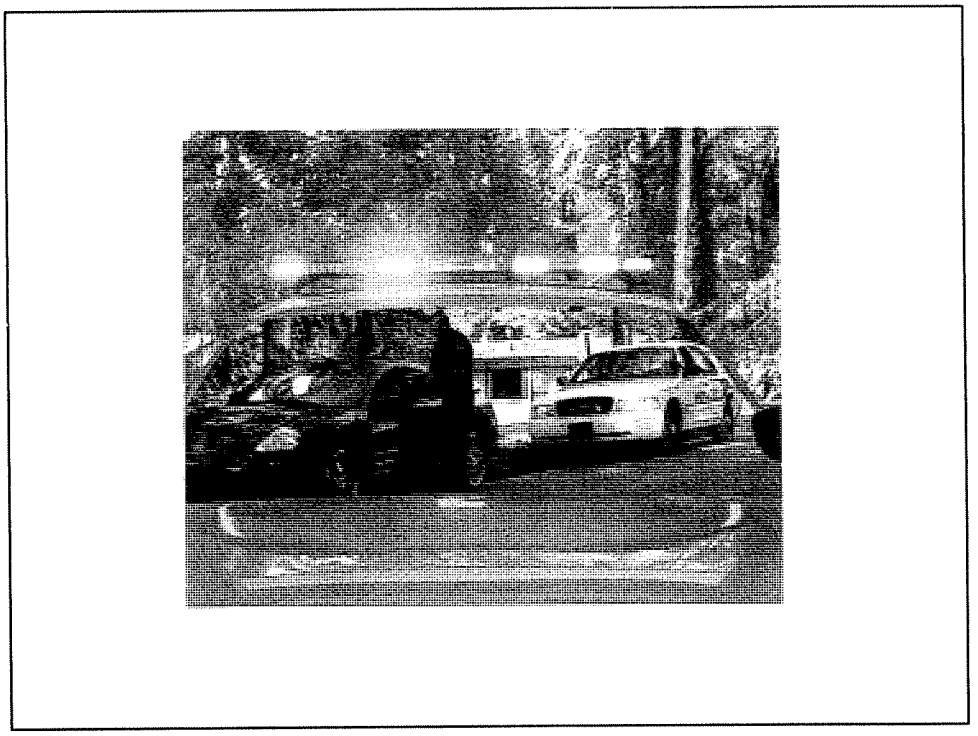
# Attachment 9

# BROOKHAVEN POLICE TRAFFIC SAFETY PROGRAM

PART I: RED LIGHT CAMERA PROGRAM

PART II: TRAFFIC ENFORCEMENT PROGRAM

Poster I made up to promote traffic safety



Poster created to help promote traffic safety

# TRAFFIC FACTS

- There were 2,978 traffic fatalities in Florida in 2008.
- Florida had 18.6 traffic fatalities per a 100,000 population compared to the national average of 14.7.
- Approximately 33% of Florida Traffic Fatalities occurred at intersections, compared to the national average of 21%.
- Research concludes that drivers operate more conservatively for some period of time after observing a marked police car, so deployment of highly visible marked police cars can promote more conservative driving.
- According to statistics from the U.S. National Highway Traffic Safety Administration, aggressive and proactive traffic enforcement is the greatest tool the law enforcement community has to prevent crashes, deaths and injuries as a result of crashes, and crime.

These facts provided by the USDOJ

A SAFER
FLORIDA
HIGHWAY SAFETY AND MOTOR VEHICLES
DHSMV 40th Anniversary 1969-70th Anniversary
Committed to Excellence

HIGHWAY FLORIDA PATROL

# NEWS RELEASE

FOR IMMEDIATE RELEASE
JULY 31, 2009

CONTACT: CAPT. MARK WELCH
FLORIDA HIGHWAY PATROL
(850) 617-2301

## FLORIDA HIGHWAY PATROL KEEPS KEEN EYE OUT FOR RED LIGHT RUNNERS

*~ Troopers participate in nationwide campaign ~*

**TALLAHASSEE, Fla.** – If the light is red, you better stop. That is the message from the Florida Highway Patrol as it gears up to participate in the *National Stop On Red Week* scheduled Aug. 2 - 8, 2009.

Troopers will place special emphasis on motorists who fail to stop at a red traffic signal and place innocent pedestrians, bicyclists and motorists in danger. If you think that running a red light is no big deal, then perhaps you should put yourself in the shoes of eight-year-old Hannah Grant and her family from Fort Myers, Fla.

Two years ago, Lynn Grant and her two daughters were turning left at an intersection on a green arrow when a vehicle approaching from their left failed to stop at a red light. It crashed into them at a speed of 55 mph. While Lynn and her daughter, Shannon, suffered minor injuries, the crash put Hannah in a coma for three weeks. She has been paralyzed ever since and cannot talk, walk or feed herself.

"Each year, thousands of innocent people are injured or killed by an impatient driver who does not want to wait a few moments for a red light," said the Director of the Florida Highway Patrol, Colonel John Czernis. "When the light is green, you should be able to drive through the intersection without worrying about someone else crashing into your car because they are trying to beat the light. A yellow light signals drivers to stop if they can do so safely because the light will soon be red."

Traffic crashes are the single most significant cause of preventable death and injury in the United States. Last year, red light running in Florida led to 76 fatalities and to crashes that resulted in more than 7,100 instances of injury or property damage. The leading excuse for running a red light is "being in a hurry."

The Florida Highway Patrol encourages motorists to call *FHP (*347) on their cellular phones to report drunk, aggressive or other dangerous drivers. Callers can remain anonymous. Motorists who experience car trouble on the highway or who otherwise need assistance from the FHP also may dial *FHP to request assistance.

###

## F.S.S. 316.075

- Fla. Stat. 316.075(1)(c)(1)(a) Steady red indication. (1) Vehicular traffic facing a steady red signal shall stop before entering the crosswalk on the near side of the intersection or, if none, then before entering the intersection and shall remain standing until a green indication is shown; however: (a.) The driver of a vehicle which is **STOPPED** at a clearly marked stop line may make a right turn, but shall yield the right-of-way to pedestrians and other traffic proceeding as directed by the signal at the intersection, except that municipal and county authorities may prohibit any such right turn against a steady red signal at any intersection, which prohibition shall be effective when a sign giving notice thereof is erected in a location visible to traffic approaching the intersection.

Basic definition of red light violation: Law clearly states right on red only after stop

# State Fines v. City Fines

*HAVING POINTS ASSESSED TO YOUR DRIVER'S LICENSE EQUATES TO HIGHER INSURANCE RATES.

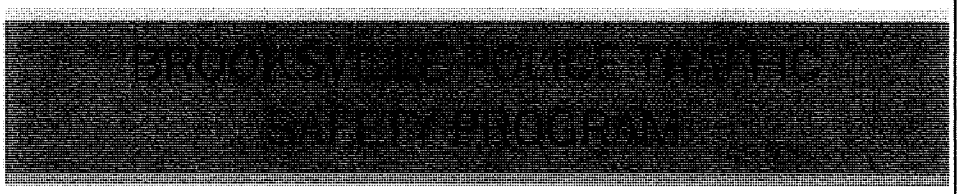
TOO MANY POINTS CAN CAUSE YOUR DRIVING PRIVLEDGE TO BE SUSPENDED

| | Fine | Driver's License |
|---|---|---|
| State UTC | $214.05 | 4 Points * |
| City Ordinance Violation | $125.00 | No Points |

BPD Investigated 68 Crashes During the 1st Quarter
BPD Investigated 66 Crashes During the 2nd Quarter

173

This number is city wide not just at intersections with cameras




RED LIGHT CAMERA PROGRAM

# 40 CITIES IN FLORIDA USING ATS

- APOPKA
- AVENTURA
- BAL HARBOUR
- BOYNTON BEACH
- BROOKSVILLE
- CAMBELTON
- CASSELBERRY
- COCOA BEACH
- COLLIER COUNTY
- CORAL GABLES
- CUTLER BAY
- DORAL
- EL PORTAL
- FLORIDA CITY
- FALATKA
- PALM BEACH COUNTY
- PALM COAST
- TEMPLE TERRACE
- VERO BEACH
- WELLINGTON
- WINTER SPRINGS
- HALLANDALE BEACH
- HAVERHILL
- HIALEAH
- HILLSBOROUGH COUNTY
- HOLLYWOOD
- HOMESTEAD
- KEY BISCAYNE
- LAKELAND
- MIAMI GARDENS
- NORTH BAY VILLAGE
- NORTH MIAMI
- NORTH MIAMI BEACH
- OCOEE
- OPA-LOCKA
- PALM SPRINGS
- PEMBROKE PINES
- ROYAL PALM BEACH
- SUNNY ISLES BEACH
- WEST MIAMI

These agencies have contracts with ATS, also FDOT and FL Turnpike use ATS Cameras for Toll Violations

Lakeland 4500 June 01 – Aug 01

# Use of Red Light Camera Systems

| Cities In Florida Using Other Vendor's Systems | 7-10 |
|---|---|
| Cities In Florida With RFPs In Process For A Vendor | 4 |

# Current Camera Locations

| NB Broad Street at MLK Blvd. | First Event: 3/20/2009 | First Citation :4/30/2009 |
|---|---|---|
| NB Broad Street at Wiscon Rd. | First Event: 4/17/2009 | First Citation: 5/1/2009 |
| WB Jefferson Street at Ponce De Leon Blvd. | First Event: 4/23/2009 | First Citation: 5/1/2009 |
| SB Ponce De Leon Blvd. at W. Jefferson Street | First Event: 6/16/2009 | First Citation: 6/18/2009 |
| SB Cobb Road at W. Jefferson Street | Pending Installation | Pending Installation |

Difference between first event and first citation is warning period

# Warning Period

- First camera operational on 3/20/2009
- Program began with a 30-Day Warning Period
- 768 Warnings mailed during this warning period

# Affect on Traffic

- 795 Notices Issued in April
- 682 Notices Issued in May
- 613 Notices Issued in June

*The number of violations has decreased each month even though the amount of cameras recording violations increased each month.

Total number of notices mailed, includes warnings and citations

DROP IN VIOLATIONS
NATIONAL AVERAGE 5% YR →
LEVELS OFF AT 80%

# Broad St./MLK Blvd. 4/30 to 6/30

| Lane | Total Events | Total Citations Issued |
|---|---|---|
| 2 | 131 | 58 |
| 3 | 174 | 82 |
| 4 | 1505 | 883 |
| Total | 1810 | 1023 |
| | Projected Annual Violations | 5800 |

- Difference between Total Events and Citations is combination of warnings, camera adjustments, officer discretion

# Broad St./Wiscon Rd. 4/30 to 6/30

| Lane | Total Events | Total Citations |
|---|---|---|
| 1 | 339 | 22 |
| 2 | 72 | 13 |
| 3 | 135 | 30 |
| 4 | 239 | 34 |
| Totals | 785 | 99 |
| Projected Annual | | 565 |

# WB Jefferson St./Ponce 4/30 to 6/30

| Lane | Total Events | Total Citations Issued |
|---|---|---|
| 1 | 118 | 3 |
| 2 | 712 | 135 |
| Totals | 830 | 138 |
| Projected Annual | | 787 |

# SB Ponce at Jefferson St 5/15 to 6/30

| Lane | Total Events | Total Citations |
|---|---|---|
| 2 | 195 | 62 |
| Totals | 195 | 62 |
| Projected Annual | | 456 |

## SB Cobb Rd at Cortez Blvd

| Lane | Total Events | Total Citations |
|---|---|---|
| | Pending Installation | |
| Projected Annual | | 5000 |

Projected due to right on red and rock truck traffic

H155

# Fines Issued

- 1,524 Citations issued to date
- Averaging 68% Paid
- 580+ Violations Still Pending Review

As of today, 8/11/2009

# Finance

| $ 120,987.00 | Deposits-to-Date 8/7/09 |
|---|---|
| $17,720.00 | Less payments to ATS |
| $ 103,267.00 | Balance |
| $ 1,071,680.00 | Projected Annual Income |

Includes national average of 5% reduction due to education/advertisement
Numbers are current balance as of this morning from Autumn in Finance
Payments to ATS are for their cut of the fine, billed to us monthly
The $17,500 is included in the deposits-to-date field

## Associated Costs

| Reserve Police Officer/Reviewer | $ 23,328.76 |
|---|---|
| Uniform and Equipment | $ 1,500.00 |
| Computer and Monitor | $1,800.00 |
| Hearing Officer | $ 5,000.00 |
| Total | $ 31,628.76 |

29 hours a week, hearing officer at $250/hr one hearing per month
Computer is a laptop computer and large external monitor, price is estimated by the HELPDESK
Laptop is needed to review violations, conduct hearings at city hall, and any public demos, etc.

# Public Works Department

# CITY OF BROOKSVILLE
# MEMORANDUM

To: T. Jennene Norman-Vacha, City Manager

From: Richard Radacky, Director of Public Works

Re: **City Council Goals/Priority Tasks**

Date: September 18, 2009

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## I. Right-of-Way & Drainage Ditch Maintenance

Manhours for street sweeping have been further reduced in order to increase ditch maintenance. An area between Laurelridge & Hammock Rd. has been maintained to increase run off and direct storm drainage to an existing retention area.

Staff has begun ditch maintenance along Daniel Ave. from U.S. Highway 41 to Decatur Ave. Asphalt has been installed as an apron to divert storm water off Shayne St. to correct a flooding problem in this location.

Drainage ditches will be cleaned along Zoller St. from Ft. Dade Ave. to Highland St. Staff is preparing to under take a more thorough ditch cleaning program in Fiscal Year 2010.

## II. Martin Luther King Sidewalk

Staff is investigating a potential grant for extending sidewalks on Main St. to Martin Luther King Boulevard. A proposed sidewalk is being considered from Mildred St. to Main St. If a grant is approved, construction should begin in the Spring of 2010. Some design work has been completed for the Main St. sidewalk. The Martin Luther King to Mildred sidewalk will need to be designed.

## III. Storage Tank Cleanup

Creative Environmental Solutions, Inc., is assisting staff on the investigation of cleanup areas in the City. A report has been delivered to Public Works and will be under review the beginning of October.

## IV. Colored Circles on Sidewalks

The paint marks on the City streets and Florida Department of Transportation Right-of-Ways are from a variety of sources. Each type of Utility has been assigned a specific color, water is blue, sewer is green, and gas is yellow these markings are semi-permanent record of the various utilities within the City.

## V. Water Reuse

Treated wastewater effluent from the Cobb Road Wastewater Facility is diverted to Florida Crushed Stone ponds is not adequately treated for use on golf courses or other public access areas. The City produces approximately 900,000 gallons per day of treated wastewater. The City pays Florida Crushed Stone approximately $37,000 per year for disposal. Advanced wastewater treatment equipment which was purchased by the developer of Hampton Ridge is in storage in Phoenix, Arizona. The City will need to construct an onsite reclaimed water storage tank for treated wastewater prior to application on public access areas.

## VI. Radio- Read Meters

Staff had submitted an application for grant funding to the Withlacoochee Regional Water Supply Authority to purchase radio- read meters. The funding request was unfortunately denied. Staff will again submit an application for funding in Fiscal Year 2010. Staff intends to diligently lobby the Water Supply Authority to achieve grant funding.

## VII. GPS Mapping of Water & Sewer Lines

Staff is engaged in pinpointing the location of street lights in Brooksville. The Florida Department of Transportation (FDOT) street lights in the City have been located and will be submitted to the City Manager in October. This will ensure that the FDOT street lights are not being funded by the City.

Staff is currently locating street lights owned by the City to ensure accurate expenditures to Progress Energy. The purpose is to verify that the City is not paying for street lights that have been removed over time. Approximately 300 street lights have been identified to date and it is estimated that around 500 more will be located in Fiscal Year 2010.

## VIII. Investigate Grant Funding

The City was successful in being awarded a $2,400,000 grant and loan for rehabilitation of a large portion of the City's sewer system. The funding is to correct infiltration/inflow of stormwater and groundwater into the City's sewer system. Also, manholes and lines will be lined to further protect them against deterioration. Construction should begin in October 2009 and be complete in July 2010.

Staff has completed a grant application to the Florida Department of Transportation for TIGER Grant Funds for construction of Governors Boulevard from Cortez to Powell Road. A total of approximately $7,000,000 has been requested.

## IX. Good Neighbor Trail

Construction is complete for two phases of the Good Neighbor Trail. A portion of the trail was constructed by Hernando County Public Works and a portion by the City of Brooksville Public Works. Both portions of the trail will be owned and maintained by the City of Brooksville Parks & Recreation Department. A trail dedication is being planned.

## X. Jerome Brown Trail

A walking trail has been constructed around the baseball field complex at the Jerome Brown Center. It is anticipated that the public will use the trail during baseball league games.

## XI. Community Initiative Team

A portion of the City and County has been identified for installation and/or refurbishment of sewers, sidewalks, roadways, and drainage facilities. City and County staff are participating for needed funding and construction.

## XII. Water Main Construction

Construction is complete for a water main south of Martin Luther King Boulevard on Mildred Ave. The water main upgrades fire flow and replaces undersized water mains.

Construction is also complete for a water main on Natelle St. This water main also upgrades fire flow and replaces undersized water mains.

Final Budget Hearing
September 23, 2009

# CITY OF BROOKSVILLE

# CITY OFFICIALS

**Mayor**
Joe Bernardini

**Vice Mayor**
Lara Bradburn

**Council Members**
Joseph E. Johnston, III
Richard Lewis
David Pugh

**City Manager**
T. Jennene Norman-Vacha

**City Attorney**
Thomas S. Hogan, Jr., Esquire

**City Clerk**
Janice L. Peters, CMC

**Department/Division Heads**

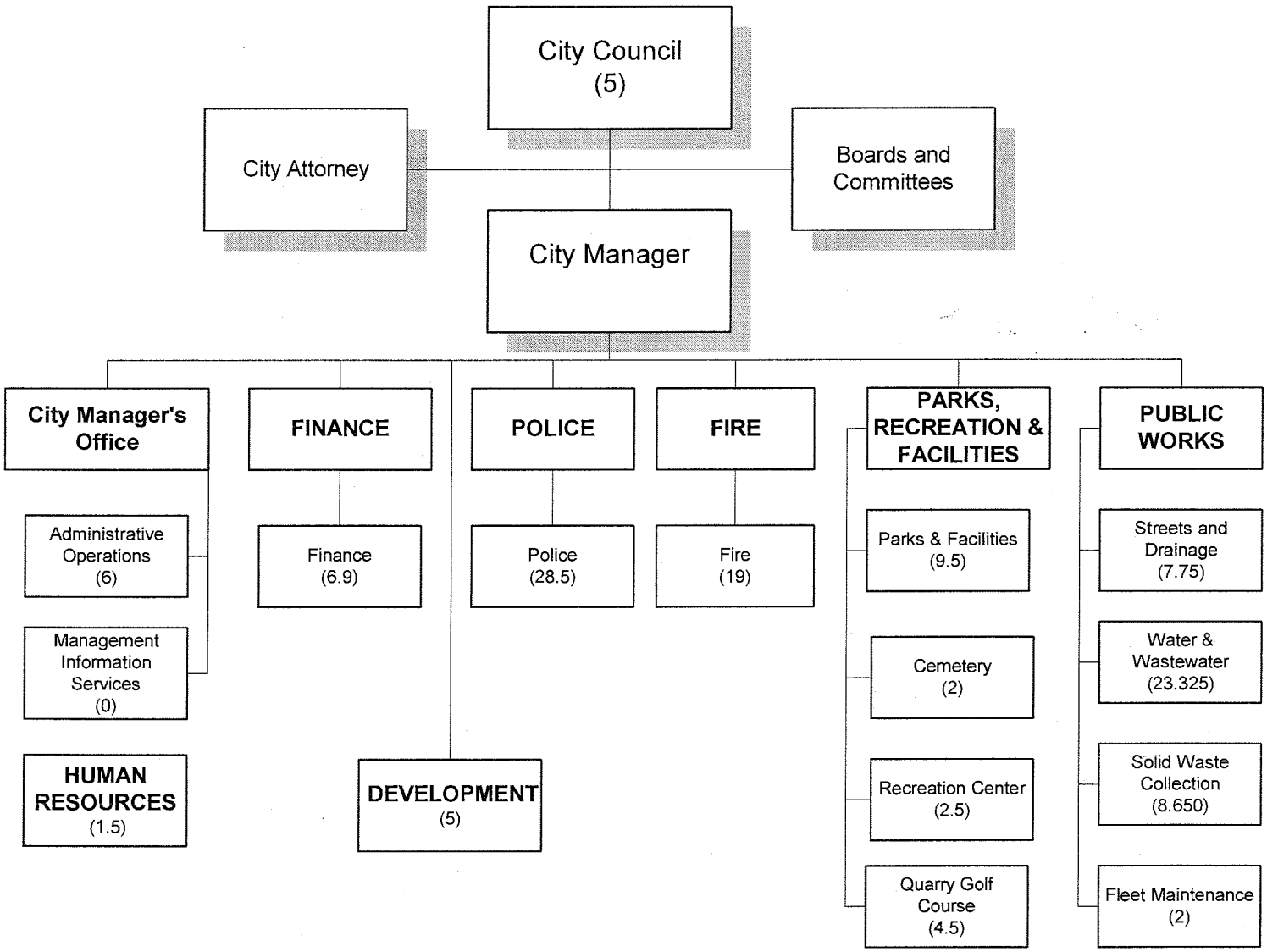
| | |
|---|---|
| Development Director | Bill Geiger |
| Finance Director | Stephen J. Baumgartner |
| Fire Chief | Tim Mossgrove |
| Parks/Facilities & Recreation Director | Mike Walker |
| Police Chief | George Turner |
| Public Works Director (Interim) | Richard Radacky |
| Utilities Superintendent | William Smith |

FISCAL YEAR 2010 BUDGET

# MESSAGES AND SUMMARIES

City-wide Organization Chart
All Fund Financial Summaries
City-wide Staffing
Five Year Debt Service Schedule

# City of Brooksville ORGANIZATION CHART




NOTE: The City's organizational structure is comprised of eight departments, each headed by a director or chief. Some departments are comprised of multiple divisions; each has a separate budget for accounting purposes. The number of full-time equivalent positions are shown in parentheses.

## BUDGET SUMMARY
## CITY OF BROOKSVILLE, FLORIDA - FISCAL YEAR 2009-2010

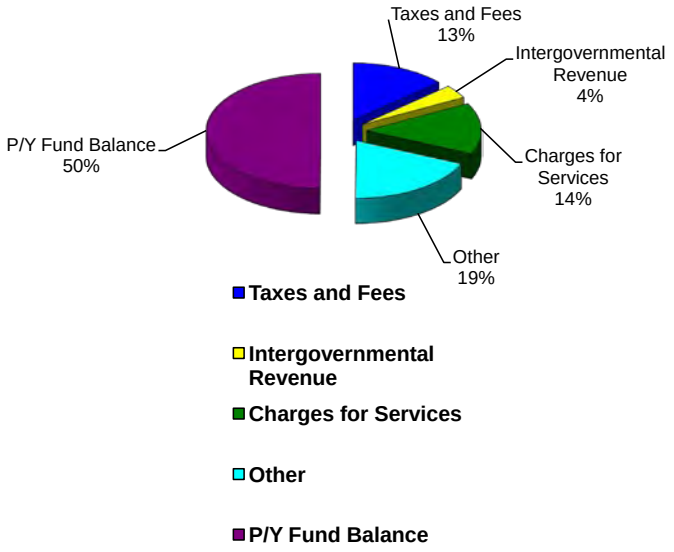
**THE PROPOSED BUDGET EXPENDITURES OF THE CITY OF BROOKSVILLE ARE 10.9% MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES**

**General Fund 6.0690**

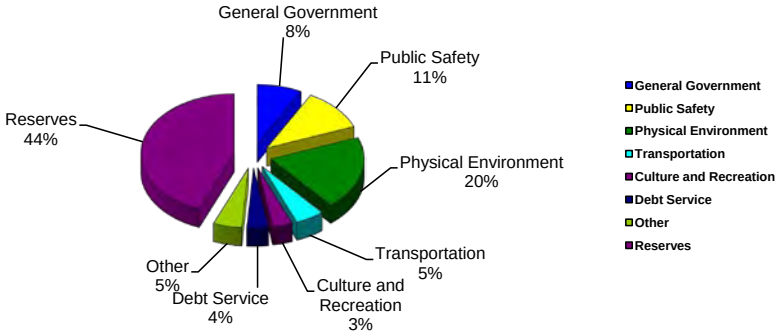
| | GENERAL FUND | SPECIAL REVENUE FUNDS | CAPITAL PROJECTS FUNDS | PROPRIETARY FUNDS | TRUST & AGENCY FUNDS | TOTAL |
|---|---|---|---|---|---|---|
| **CASH BALANCES** | $1,484,900 | $2,758,471 | $331,765 | $6,793,704 | $6,640,475 | $18,009,315 |
| **BROUGHT FORWARD** | | | | | | |
| | | | | | | |
| **ESTIMATED REVENUES:** | | | | | | |
| **Taxes: Millage Per $1,000** | | | | | | |
| Ad Valorem Taxes **6.0690** | $2,708,142 | $0 | $0 | $0 | $0 | $2,708,142 |
| Sales, Use & Gas Taxes | 726,400 | 0 | 0 | 0 | 0 | 726,400 |
| Franchise Fees/Comm Service Tax | 1,193,854 | 0 | 0 | 0 | 0 | 1,193,854 |
| Licenses & Permits | 221,000 | 0 | 0 | 0 | 0 | 221,000 |
| Intergovernmental Revenue | 737,345 | 590,714 | 31,000 | 0 | 0 | 1,359,059 |
| Charges for Services | 260,075 | 0 | 0 | 4,939,022 | 0 | 5,199,097 |
| Miscellaneous Revenues | 183,100 | 779,000 | 3,445 | 3,269,331 | 862,113 | 5,096,989 |
| Other Financing Sources | 841,324 | 20,000 | 412,096 | 258,777 | 44,721 | 1,576,918 |
| **TOTAL REVENUES AND OTHER FINANCING SOURCES** | **$6,871,240** | **$1,389,714** | **$446,541** | **$8,467,130** | **$906,834** | **$18,081,459** |
| | | | | | | |
| **TOTAL REVENUES AND BALANCES** | **$8,356,140** | **$4,148,185** | **$778,306** | **$15,260,834** | **$7,547,309** | **$36,090,774** |
| | | | | | | |
| **EXPENDITURES/EXPENSES** | | | | | | |
| | | | | | | |
| General Government | $2,116,027 | $0 | $530,794 | $0 | $161,950 | $2,808,771 |
| Public Safety | 3,205,592 | 496,562 | 0 | 0 | 397,000 | 4,099,154 |
| Physical Environment | 0 | 169,000 | 0 | 6,978,502 | 0 | 7,147,502 |
| Transportation | 663,540 | 1,000,000 | 0 | 149,824 | 0 | 1,813,364 |
| Culture & Recreation | 1,192,935 | 25,000 | 30,000 | 0 | 0 | 1,247,935 |
| Debt Service | 143,519 | 0 | 30,436 | 1,166,452 | 0 | 1,340,407 |
| Other Financing Uses | 389,867 | 608,524 | 50,436 | 646,974 | 100,000 | 1,795,801 |
| **TOTAL EXPENDITURES** | **$7,711,480** | **$2,299,086** | **$641,666** | **$8,941,752** | **$658,950** | **$20,252,934** |
| Reserves | $644,660 | $1,849,099 | $136,640 | $6,319,082 | $6,888,359 | $15,837,840 |
| | | | | | | |
| **TOTAL APPROPRIATED EXPENDITURES AND RESERVES** | **$8,356,140** | **$4,148,185** | **$778,306** | **$15,260,834** | **$7,547,309** | **$36,090,774** |

**THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD**

## TOTAL ALL FUNDS SOURCES
## FISCAL YEAR 2010




## TOTAL ALL FUNDS USES
## FISCAL YEAR 2010



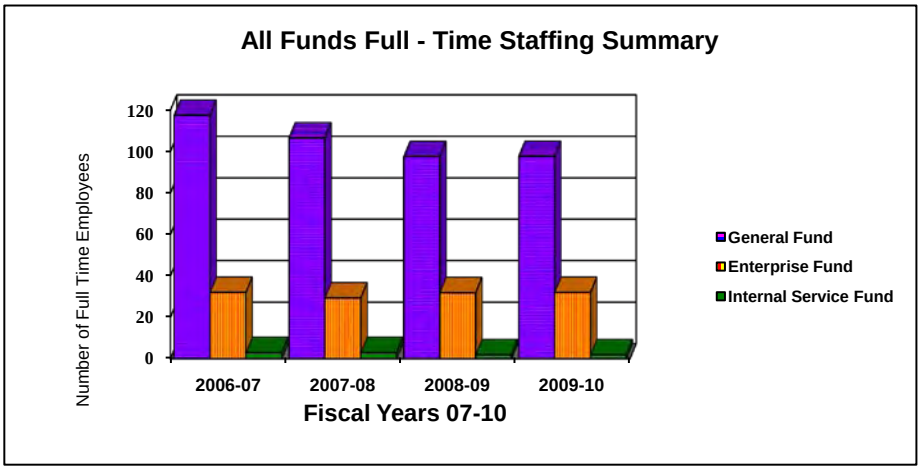
# ALL FUNDS SUMMARY

| GENERAL FUND | Actual 2006-2007 | Actual 2007-2008 | Recommended 2009-2010 | % OF TOTAL |
|---|---|---|---|---|
| General Government | 2,078,951 | 2,556,818 | 1,454,835 | 4.03% |
| City Council | 61,321 | 60,266 | 90,898 | 0.25% |
| City Manager's Office | 449,658 | 358,580 | 370,207 | 1.03% |
| Technology Services | 98,765 | 92,598 | 82,000 | 0.23% |
| Human Resources | 142,381 | 67,768 | 108,250 | 0.30% |
| Development | 417,023 | 414,266 | 474,160 | 1.31% |
| Finance | 449,330 | 443,887 | 394,146 | 1.09% |
| Police | 1,992,675 | 1,870,360 | 1,916,782 | 5.31% |
| Fire | 1,394,321 | 1,491,182 | 1,520,274 | 4.21% |
| Parks & Facilities | 443,284 | 751,795 | 740,853 | 2.05% |
| Cemetery | 120,281 | 110,073 | 116,340 | 0.32% |
| Recreation Center | 150,656 | 124,139 | 158,269 | 0.44% |
| Quarry Golf Course | 226,754 | 174,603 | 231,066 | 0.64% |
| Streets and Drainage | 1,211,032 | 720,097 | 698,060 | 1.93% |
| **Total General Fund** | **9,236,432** | **9,236,432** | **8,356,140** | **23.15%** |
| | | | | |
| **ENTERPRISE FUNDS** | | | | |
| Water & Wastewater Fund | 18,215,456 | 8,773,982 | 11,777,660 | 32.63% |
| Solid Waste Collection Fund | 1,505,373 | 1,889,037 | 1,911,085 | 5.30% |
| **Total Enterprise Funds** | **19,720,829** | **10,663,019** | **13,688,745** | **37.93%** |
| | | | | |
| **INTERNAL SERVICE FUNDS** | | | | |
| Fleet Maintenance Fund | **1,397,015** | **1,565,055** | **1,572,089** | **4.36%** |
| | | | | |
| **SPECIAL REVENUE FUNDS** | | | | |
| Police Special Education Fund 104 | 14,568 | 17,002 | 22,620 | 0.06% |
| Parks and Recreation - Transportation 105 | 10,295 | 7,766 | 0 | 0.00% |
| Local Option Gas Tax 108 | 348,108 | 328,477 | 281,417 | 0.78% |
| Law Enforcement Investigative Trust Fund 109 | 60,492 | 61,414 | 66,790 | 0.19% |
| Road Impact Fees Fund 110 | 1,633,185 | 1,976,704 | 1,896,637 | 5.26% |
| Law Enforcement Impact Fees Fund 112 | 56,757 | 33,232 | 19,965 | 0.06% |
| Public Building Impact Fees Fund 113 | 213,021 | 250,227 | 258,763 | 0.72% |
| Fire/EMS Impact Fees Fund 114 | 77,916 | 89,592 | 93,454 | 0.26% |
| Parks Impact Fees Fund 115 | 85,734 | 103,752 | 108,672 | 0.30% |
| Law Enforcement Trust Fund 116 | 39,915 | 41,586 | 12,656 | 0.04% |
| Justice Assistance Grant (JAG) Fund 118 | 16,403 | 14,470 | 193,190 | 0.54% |
| Police Special Communications Fund 119 | 4,457 | 4,498 | 0 | 0.00% |
| Good Neighbor Trail Fund 120 | 72,398 | 73,386 | 0 | 0.00% |
| Fire Grant & Donations Fund 122 | 0 | 0 | 4,741 | 0.01% |
| Police Grants & Donations Fund 123 | 0 | 17,791 | 14,806 | 0.04% |
| Major Storm Readiness Fund 124 | 103,384 | 74,704 | 76,595 | 0.21% |
| Cost Revovery Fund 127 | 0 | 0 | 2,338 | 0.01% |
| Traffic Camera Fund 128 | 0 | 0 | 817,500 | 2.27% |
| First Tee fund 129 | 0 | 0 | 48,000 | 0.13% |
| Friends of the Children Fund 130 | 9,288 | 3,492 | 0 | 0.00% |
| CDBG (Commercial Revitalization ) Grant 131 | 128,368 | 128,368 | 0 | 0.00% |
| Tree/Streetscaping 134 | 87,503 | 87,071 | 91,041 | 0.25% |
| CDBG (Economic Development) Grant 136 | 0 | 0 | 0 | 0.00% |
| FDOT - US41/SR50 Landscaping Grant 140 | 0 | 0 | 139,000 | 0.39% |
| TOPS (Transportation Outreach Program) Grant 142 | 48,629 | 407,266 | 0 | 0.00% |
| **Total Special Revenue Funds** | **3,010,421** | **3,720,798** | **4,148,185** | **11.49%** |
| | | | | |
| **CAPITAL PROJECT FUNDS** | | | | |
| Mckethan Capital Projects Fund 302 | 87,354 | 92,796 | 53,496 | 0.15% |
| Public Facilities Emergency R&M Fund 306 | 19,643 | 20,115 | 0 | 0.00% |
| City Hall Renovations Fund 307 | 3,261 | 0 | 0 | 0.00% |
| Multi Year Capital Project Accumulation Fund 308 | 114,756 | 116,120 | 630,794 | 1.75% |
| Capital Improvement Revenue Fund(For 2006 USDA Revenue Bonds) 3 | 31,805 | 47,109 | 42,790 | 0.12% |
| Bond & Interest Sinking Fund 310 ( For 2006 USDA Revenue Bonds) | 17,337 | 42,773 | 51,226 | 0.14% |
| **Total Capital Projects** | **274,156** | **318,913** | **778,306** | **2.16%** |
| | | | | |
| **TRUST & AGENCY FUNDS** | | | | |
| Butterweck Bond Fund 603 | 2,174 | 2,162 | 2,233 | 0.01% |
| Cemetery Perpetual Care Fund 605 | 292,844 | 306,250 | 328,015 | 0.91% |
| Firefighters' Retirement Fund 607 | 4,572,030 | 4,086,940 | 4,001,415 | 11.09% |
| Self Insured Dental Plan Fund 608 | 45,148 | 42,633 | 0 | 0.00% |
| HRA Funding Account 609 | 0 | 0 | 39,020 | 0.11% |
| Cemetery Donor Memorial Wall Trust Fund 612 | 7,023 | 7,132 | 7,369 | 0.02% |
| Police Officers' Retirement Fund (FLC) 613 | 2,576,503 | 2,456,368 | 2,719,454 | 7.54% |
| Community Redevelopment Agency 615 | -1,763 | 76,426 | 449,803 | 1.25% |
| **Total Trust & Agency Funds** | **7,493,959** | **6,977,911** | **7,547,309** | **20.91%** |
| | | | | |
| **TOTAL** | **$40,858,656** | **$32,163,215** | **$36,090,774** | 100.00% |

**ALL FUNDS SUMMAY**

# ALL FUNDS FULL-TIME STAFFING SUMMARY

| | 2006-07 | 2007-08 | 2008-09 | 2009-10 | % OF TOTAL |
|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | |
| City Council | 5.0 | 5.0 | 5.0 | 5.0 | 3.78% |
| City Manager's Office | 10.0 | 6.0 | 6.0 | 6.0 | 4.54% |
| Technology Services | 2.0 | 2.0 | 0.0 | 0.0 | 0.00% |
| Human Resources | 3.0 | 2.0 | 1.5 | 1.5 | 1.14% |
| Development | 5.0 | 6.0 | 5.0 | 5.0 | 3.78% |
| Finance | 10.0 | 9.0 | 6.9 | 6.9 | 5.22% |
| Police | 34.0 | 31.0 | 27.0 | 28.0 | 21.19% |
| Fire | 18.0 | 18.0 | 19.0 | 19.0 | 14.38% |
| Parks & Facilities | 6.0 | 5.0 | 9.5 | 9.5 | 7.19% |
| Cemetery | 2.0 | 2.0 | 2.0 | 2.0 | 1.51% |
| Recreation Center | 2.0 | 2.0 | 2.92 | 2.50 | 1.89% |
| Quarry Golf Course | 4.0 | 3.6 | 4.5 | 4.5 | 3.41% |
| Building and Grounds | 0.0 | 6.0 | 0.0 | 0.0 | 0.00% |
| Streets & Drainage Maintenance | 16.5 | 9.0 | 8.25 | 7.75 | 5.87% |
| **Total General Fund** | **117.5** | **106.6** | **97.57** | **97.65** | **73.91%** |
| **ENTERPRISE FUNDS** | | | | | |
| Water & Wastewater Fund | 25.0 | 22.3 | 23.325 | 23.325 | 17.65% |
| Solid Waste Collection Fund | 7.0 | 7.0 | 8.525 | 8.650 | 6.55% |
| **Total Enterprise Funds** | **32.0** | **29.3** | **31.850** | **31.975** | **24.20%** |
| **INTERNAL SERVICE FUNDS** | | | | | |
| **Fleet Maintenance Fund** | **3.0** | **3.0** | **2.0** | **2.0** | **1.51%** |
| **SPECIAL REVENUE FUNDS** | | | | | |
| | 0.0 | 0.0 | 0.0 | 0.5 | 0.38% |
| **Total Special Revenue Funds** | **0.0** | **0.0** | **0.0** | **0.5** | **0.38%** |
| **TRUST & AGENCY FUNDS** | | | | | |
| | 0.0 | 0.0 | 0.0 | 0.0 | 0.00% |
| **Total Trust & Agency Funds** | **0.0** | **0.0** | **0.0** | **0.0** | |
| **TOTAL FULL-TIME STAFF** | **152.5** | **138.9** | **131.42** | **132.13** | **100.0%** |



# SCHEDULE OF DEBT SERVICE

| | Fund/Division | Amount Issued | Maturity Date | Interest Rate | Due FY 2010 | Due FY 2011 | Due FY 2012 | Due FY 2013 | Due FY 2014 |
|---|---|---|---|---|---|---|---|---|---|
| 1 | General Fund/Promissary Note | $633,659 | 05/10/2021 | 4.23% | $57,269 | $57,269 | $57,269 | $57,269 | $57,269 |
| 2 | General Fund/Promissary Note * | $573,968 | 07/21/2011 | 3.94% | $86,249 | $86,249 | | $0 | $0 |
| 3 | Capital Improvement Rev. Fund/USDA Loan** | $258,800 | 09/01/2036 | 4.125% | $30,436 | $30,000 | $30,000 | $30,000 | $30,000 |
| | Total General Fund | 1,466,427 | | | 173,954 | 173,518 | 87,269 | 87,269 | 87,269 |
| 4 | Water & Wastewater | 4,630,000 | 09/01/2039 | 3.25% | 213,950 | 213,285 | 214,555 | 214,695 | 213,738 |
| 5 | Water & Wastewater | 2,050,000 | 09/01/2039 | 3.25% | 94,435 | 94,265 | 95,063 | 94,795 | 94,495 |
| 6 | Water & Wastewater | 6,610,000 | 10/01/2018 | 4.34% | 566,164 | 575,764 | 574,364 | 571,514 | 572,814 |
| 7 | Water & Wastewater *** | 1,558,656 | 08/15/2018 | 3.49% | 185,723 | 185,723 | 185,723 | 185,723 | 185,723 |
| 8 | Water & Wastewater (no debt incurred yet) **** | 600,000 | 06/30/2019 | 4.5000 (est.) | 56,384 | 75,170 | 75,170 | 75,170 | 75,170 |
| 9 | Water & Wastewater (no debt incurred yet) ***** | 1,065,095 | 09/30/2031 | 2.43% | 25,468 | 67,556 | 67,556 | 67,556 | 67,556 |
| | Total Water & Wastewater | 16,513,751 | | | 1,142,124 | 1,211,763 | 1,212,431 | 1,209,453 | 1,209,496 |
| 10 | Solid Waste Fund | 148,000 | 09/19/2014 | 3.98% | 24,329 | 24,329 | 24,329 | 24,329 | 24,329 |
| | Total Solid Waste Fund | 148,000 | | | 24,329 | 24,329 | 24,329 | 24,329 | 24,329 |
| | TOTAL | $18,128,178 | | | $1,340,407 | $1,409,610 | $1,324,029 | $1,321,051 | $1,321,094 |

| Legend | | Debt Type | Bond Or Note Holder | Issued Fiscal Year |
|---|---|---|---|---|
| 1 | Fire Truck (Ladder) | Note Payable | SunTrust | FY2006 |
| 2 | City Hall Refinance & Park Bldg | Note Payable | SunTrust | FY2003 |
| 3 | 2006 USDA Loan for Generators/Shutters | 2006 Bonds | USDA | FY2006 |
| 4 | Treatment Plant Construction | 1999A Bonds | USDA | FY 2000 |
| 5 | Line Interconnection Construction | 1999B Bonds | USDA | FY 2000 |
| 6 | Refinancing 1988A & 1992 | 2002 Bonds | Bondholders | FY 2002 |
| 7 | Hancock Water & Sewer Note Series 2008 $1.558,655.50 | Note Payable | Hancock Bank | FY 2008 |
| 8 | Loan for Radio Read Meters (10year loan) | 2009 or 2010 Lo | Unknown (Bid) | FY2009 |
| 9 | SRF Loan through American Recovery & Reinsvestment Act (ARR/ | 2010 Loan | State Revolving L | FY2010 |
| 10 | 2007 Rear Load Refuse Garbage Truck | Capital Lease | Hancock Bank | FY 2007 |

* City refinanced New City Hall Loan ($480,986) and added $92,982 for Park Office and cost of issuing Loan. Promissory Note is held by SunTrust. This loan will be paid off on 7/1/2011.

** USDA Loan for Generators and storm shutters for City Hall. This was an USDA loan/grant. An additional $15,000 in principal for earlier payoff is estimated annually. Mobile Home License revenues are collateral.

*** Hancock Bank Water & Sewer Note Series 2008; 10 year note that refinanced the $2.25 SunTrust Line of Credit that was issued for S..R. 50 West Water & Wastewater Improvements

**** Radio Read Meter financing will be based on bid process after Radio Read Meters are bid out. City expects to finance $600,000 which is in 09/10 Budget.

***** City has been awarded $1,370,200 ARRA Forgiveness Grant and SRF Loan of $1,039,627 SRF Loan plus capitalized interest of $25,468 for Sewer Rehabilitation Program. Loan is for 20 years at 2.43%.

# GENERAL FUND

## Summaries

General Fund Financial Summary
Millage Data
General Fund Revenues
General Fund Expenditures
General Fund Transfers Out Summary
General Fund Capital Outlay Summary

## CITY OF BROOKSVILLE GENERAL FUND ANALYSIS

| DESCRIPTION | 06/07 Adopted Budget | 07/08 Adopted Budget | 08/09 Adopted Budget | 09/10 Recommended Budget |
|---|---|---|---|---|
| **Projected Operating Revenue** | $7,648,128 | $7,507,041 | $7,382,084 | $6,871,240 |
| | | | | |
| **Department Personal & Operating Expenditures** | | | | |
| General Government | $605,050 | $578,347 | $712,754 | $553,238 |
| City Council | 57,137 | 62,008 | 91,309 | 89,648 |
| City Manager's Office | 579,477 | 468,168 | 458,616 | 450,358 |
| Human Resources | 154,574 | 115,443 | 113,760 | 107,651 |
| Development | 563,896 | 559,054 | 518,242 | 472,561 |
| Finance | 507,328 | 456,890 | 388,174 | 392,071 |
| Police | 1,761,305 | 1,796,420 | 1,743,811 | 1,815,559 |
| Fire | 1,418,538 | 1,398,899 | 1,404,614 | 1,390,033 |
| Parks,Recreation & Facilities | 889,083 | 1,281,430 | 1,259,382 | 1,169,203 |
| Public Works | 1,053,920 | 696,556 | 692,040 | 663,540 |
| **Total Operating Expenditures** | **$7,590,308** | **$7,413,215** | **$7,382,702** | **$7,103,862** |
| | | | | |
| **Department Capital Outlay** | | | | |
| General Government | $0 | $0 | $101,050 | $50,500 |
| City Council | 0 | 0 | 0 | 0 |
| City Manager's Office | 0 | 0 | 0 | 0 |
| Human Resources | 0 | 0 | 0 | 0 |
| Development | 0 | 0 | 0 | 0 |
| Finance | 0 | 0 | 24,861 | 0 |
| Police | 0 | 6,068 | 24,842 | 0 |
| Fire | 0 | 6,067 | 0 | 0 |
| Parks,Recreation & Facilities | 43,000 | 0 | 0 | 23,732 |
| Public Works | 18,000 | 0 | 0 | 0 |
| **Total Capital Outlay** | **$61,000** | **$12,135** | **$150,753** | **$74,232** |
| | | | | |
| **Department Totals** | | | | |
| General Government | $605,050 | $578,347 | $813,804 | $603,738 |
| City Council | 57,137 | 62,008 | 91,309 | 89,648 |
| City Manager's Office | 579,477 | 468,168 | 458,616 | 450,358 |
| Human Resources | 154,574 | 115,443 | 113,760 | 107,651 |
| Development | 563,896 | 559,054 | 518,242 | 472,561 |
| Finance | 507,328 | 456,890 | 413,035 | 392,071 |
| Police | 1,761,305 | 1,802,488 | 1,768,653 | 1,815,559 |
| Fire | 1,418,538 | 1,404,966 | 1,404,614 | 1,390,033 |
| Parks,Recreation & Facilities | 932,083 | 1,281,430 | 1,259,382 | 1,192,935 |
| Public Works | 1,071,920 | 696,556 | 692,040 | 663,540 |
| **Total All Departments** | **$7,651,308** | **$7,425,350** | **$7,533,455** | **$7,178,094** |
| | | | | |
| Revenues Less Department Expenditures | -$3,180 | $81,691 | -$151,371 | -$306,854 |
| | | | | |
| Accumulated Reserves (Beginning) | $1,088,638 | $1,266,903 | $1,527,590 | $1,484,900 |
| | | | | |
| **Funds Available for non operating exp.** | **$1,085,458** | **$1,348,594** | **$1,376,219** | **$1,178,046** |
| | | | | |
| Non Operating Expenditures: | | | | |
| Transfers Out To Other Funds | $324,529 | $207,120 | $355,945 | $389,867 |
| Debt Service | $149,911 | $143,519 | $143,519 | $143,519 |
| Total Non Operating | $474,440 | $350,639 | $499,464 | $533,386 |
| | | | | |
| Accumulated Reserves (Ending) Before Allocations | $611,018 | $997,955 | $876,755 | $644,660 |
| | | | | |
| Allocations: | | | | |
| Vacation/Sick Accrual | $152,700 | $140,575 | $98,795 | $116,307 |
| Self Insurance Pool | $0 | $0 | $0 | $0 |
| Total Allocations | $152,700 | $140,575 | $98,795 | $116,307 |
| | | | | |
| Accumulated Reserves (Ending) Less Allocations | $458,318 | $857,380 | $777,960 | $528,353 |
| | | | | |
| | | | | |
| **Total Reserves Computation** | | | | |
| General Fund Reserve for Contingencies | $611,018 | $997,955 | $876,755 | $644,660 |
| Special Revenue Reserves (Spec Rev Funds) | $1,413,078 | $1,487,191 | $2,713,307 | $1,849,099 |
| Capital Project Reserves (Cap Proj Fund) | $134,873 | $48,272 | $278,011 | $136,640 |
| | | | | |
| | | | | |
| **Total Reserves** | $2,158,969 | $2,533,418 | $3,868,073 | $2,630,399 |

# CITY OF BROOKSVILLE

## General Fund Budget Summary

| DESCRIPTION | 08/09 Adopted Budget | 09/10 Recommended Budget | $ Difference | % Difference |
|---|---|---|---|---|
| **Projected Operating Revenues** | $7,382,084 | $6,871,240 | -$510,844 | -6.92% |
| **Departmental Personal & Operating Expenditures** | | | | |
| General Government | 712,754 | 553,238 | -$159,516 | -22.38% |
| City Council | 91,309 | 89,648 | -$1,661 | -1.82% |
| City Manager's Office | 458,616 | 450,358 | -$8,258 | -1.80% |
| Human Resources | 113,760 | 107,651 | -$6,109 | -5.37% |
| Development | 518,242 | 472,561 | -$45,681 | -8.81% |
| Finance | 388,174 | 392,071 | $3,897 | 1.00% |
| Police | 1,743,811 | 1,815,559 | $71,748 | 4.11% |
| Fire | 1,404,614 | 1,390,033 | -$14,581 | -1.04% |
| Parks,Recreation & Facilities | 1,259,382 | 1,169,203 | -$90,179 | -7.16% |
| Public Works | 692,040 | 663,540 | -$28,500 | -4.12% |
| **TOTAL Operating Expenditures** | 7,382,702 | 7,103,862 | -278,840 | -3.78% |
| Capital Outlay | 150,753 | 74,232 | -76,521 | -50.76% |
| **TOTAL Capital & Operating Expenditures** | 7,533,455 | 7,178,094 | -355,361 | -4.72% |
| Revenues less Oper. & Capital Expenditures | -151,371 | -306,854 | -155,483 | 102.72% |
| Accumulated Reserves (Beginning) | 1,527,590 | 1,484,900 | -42,690 | -2.79% |
| Funds Available for non operating exp. | 1,376,219 | 1,178,046 | -198,173 | -14.40% |
| Non operating expenditures: | | | | |
| Transfers Out | 355,945 | 389,867 | 33,922 | 9.53% |
| Total Non operating | 355,945 | 389,867 | 33,922 | 9.53% |
| Debt Service | 143,519 | 143,519 | 0 | |
| Accumulated Reserves (Ending) | 876,755 | 644,660 | -232,095 | -26.47% |
| **Allocations:** | | | | |
| Vacation/Sick Accruals | 98,795 | 116,307 | 17,512 | 17.73% |
| Self Insurance Pool | 0 | 0 | 0 | 0.00% |
| Total Allocations | 98,795 | 116,307 | 17,512 | 17.73% |
| General Fund Reserve for Contingencies | 876,755 | 644,660 | -232,095 | -26.47% |
| Special Revenue Reserves (Spec Rev Funds) | 2,713,307 | 1,849,099 | -864,208 | -31.85% |
| Capital Project Reserves (Cap Proj Funds) | 278,011 | 136,640 | -141,371 | -50.85% |
| **TOTAL Reserves** | $3,868,073 | $2,630,399 | -$1,237,674 | -32.00% |

| | | | |
|---|---|---|---|
| Total Reserves as % of Total General Fund | 48.42% | 34.23% | (1) |

(1) This percentage is calculated by dividing the Total Reserves by the Total General Fund Expenditures

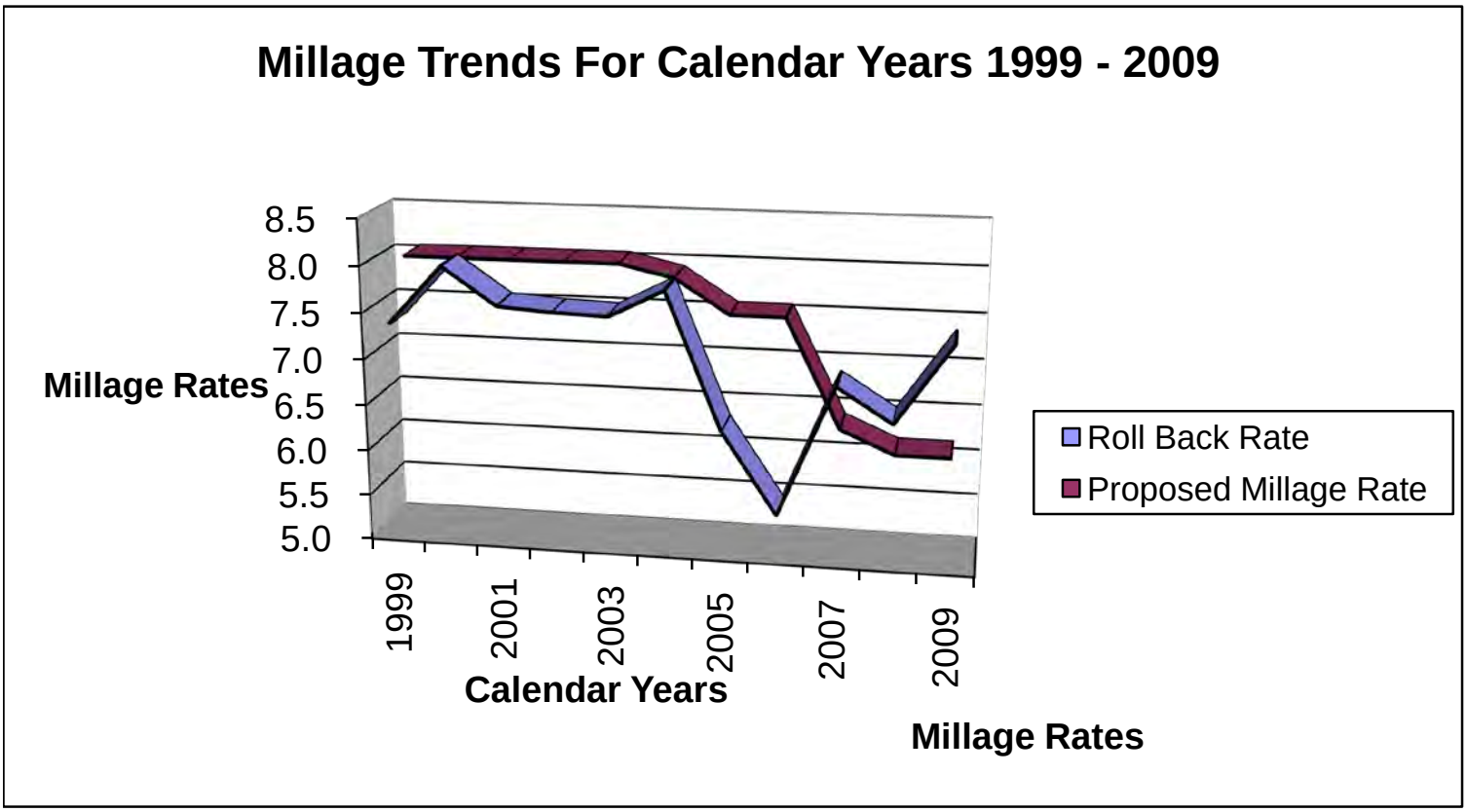
# CITY OF BROOKSVILLE

| | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Current Year Gross Taxable Value | 222,444,561 | 223,608,049 | 236,798,225 | 252,221,165 | 275,057,175 | 279,807,297 | 355,254,847 | 486,674,322 | 543,050,744 | 568,653,310 | 469,710,996 | |
| Prior Year Final Gross Taxable Value | 205,743,879 | 224,602,537 | 225,960,862 | 239,021,702 | 253,713,238 | 274,404,384 | 287,393,489 | 351,157,823 | 482,065,315 | 545,843,654 | 568,431,915 | |
| Roll Back Rate | 7.3994 | 8.0355 | 7.6339 | 7.5941 | 7.5738 | 7.8700 | 6.4197 | 5.5408 | 6.9484 | 6.5830 | 7.4380 | **M** |
| Proposed Millage Rate | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 7.8700 | 7.5000 | 7.5000 | 6.3230 | 6.0690 | 6.0690 | **I** |
| Difference between Rates | -0.6006 | 0.0355 | -0.3661 | -0.4059 | -0.4262 | 0.0000 | -1.0803 | -1.9592 | 0.6254 | 0.5140 | 1.3690 | **L** |
| | | | | | | | | | | | | **L** |
| Ad Valorem Revenue at Roll-back Rate | 1,661,924 | 1,815,709 | 1,799,627 | 1,799,627 | 1,915,393 | 2,202,083 | 2,280,630 | 2,696,565 | 3,773,334 | 3,743,445 | 3,493,710 | **A** |
| Ad Valorem Revenue at proposed rate | 1,796,820 | 1,807,687 | 1,791,654 | 1,791,654 | 2,017,769 | 2,202,083 | 2,664,411 | 3,650,057 | 3,433,710 | 3,451,157 | 2,850,676 | **G** |
| Difference in Ad Valorem Revenue | 134,896 | -8,022 | -7,973 | -7,973 | 102,376 | 0 | 383,781 | 953,492 | -339,624 | -292,288 | -643,034 | **E** |
| | | | | | | | | | | | | **I** |
| Value of a Mill (1.0000) | 225,961 | 225,961 | 235,741 | 235,741 | 252,897 | 279,807 | 355,255 | 486,674 | 543,051 | 568,653 | 469,711 | **N** |
| Value of tenth of Mill (0.1000) | 22,596 | 22,596 | 23,574 | 23,574 | 25,290 | 27,981 | 35,525 | 48,667 | 54,305 | 56,865 | 46,971 | **F** |
| Value of hundredth of Mill (0.0100) | 2,260 | 2,260 | 2,357 | 2,357 | 2,529 | 2,798 | 3,553 | 4,867 | 5,431 | 5,687 | 4,697 | **O** |

**Millage Rate Matrix:**

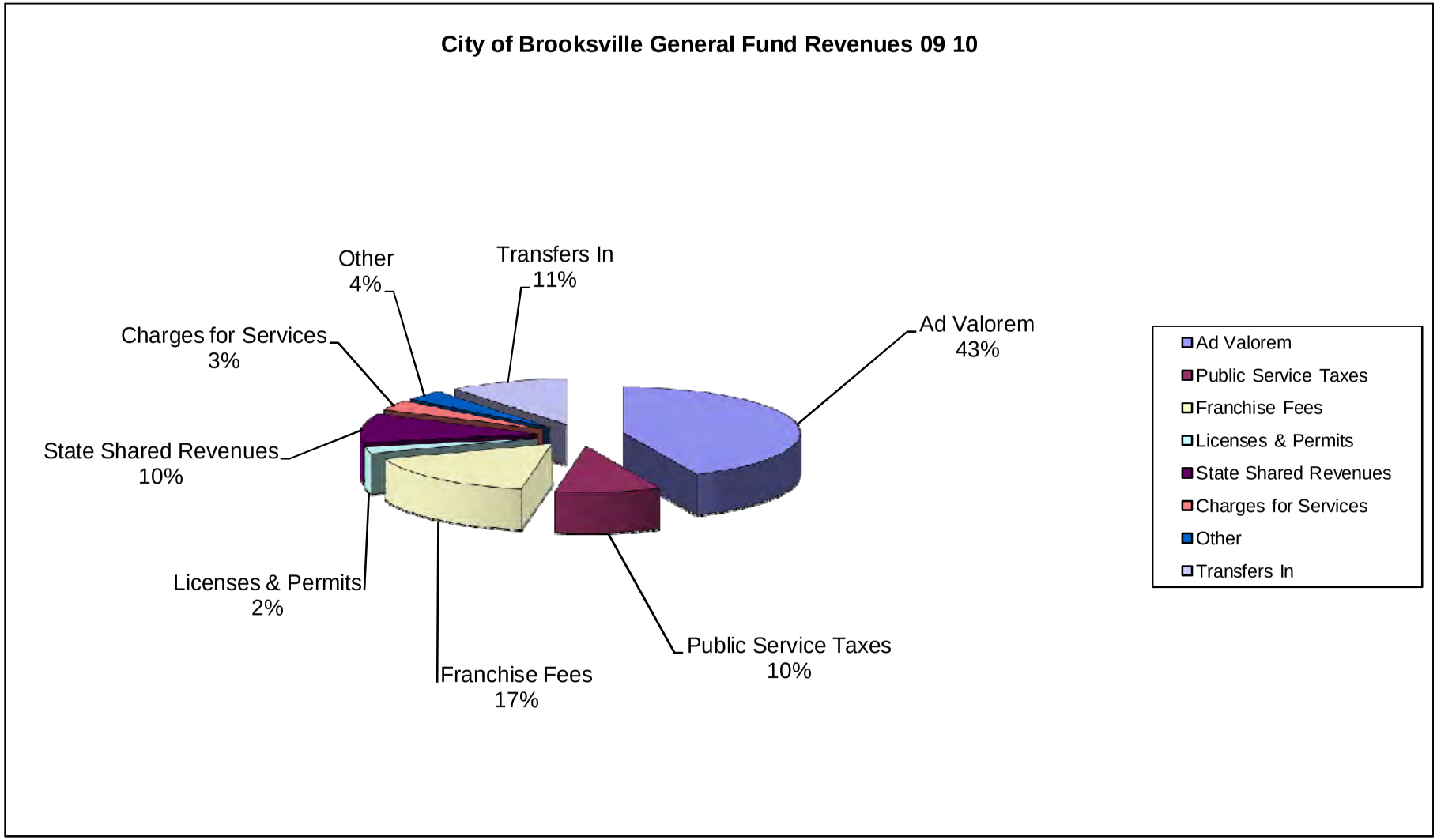
Current Year Taxable Value for budgeting purposes:
469,710,996.00

| Millage Rate Matrix | Anticipated Revenue at Given Millage | Revenue Difference from Roll-back | Millage Rate Matrix | Anticipated Revenue at Given Millage | Revenue Difference from Roll-back | |
|---|---|---|---|---|---|---|
| 10.0000 | 4,697,110 | 1,203,400 | 7.5000 | 3,522,832 | 29,122 | |
| 9.9000 | 4,650,139 | 1,156,429 | 7.4380 | 3,493,710 | 0 | ROLLED-BACK RATE |
| 9.8000 | 4,603,168 | 1,109,458 | 7.4000 | 3,475,861 | -17,849 | |
| 9.7000 | 4,556,197 | 1,062,487 | 7.3000 | 3,428,890 | -64,820 | |
| 9.6000 | 4,509,226 | 1,015,516 | 7.2000 | 3,381,919 | -111,791 | |
| 9.5000 | 4,462,254 | 968,544 | 7.1000 | 3,334,948 | -158,762 | |
| 9.4000 | 4,415,283 | 921,573 | 7.0000 | 3,287,977 | -205,733 | |
| 9.3000 | 4,368,312 | 874,602 | 6.9000 | 3,241,006 | -252,704 | |
| 9.2000 | 4,321,341 | 827,631 | 6.8000 | 3,194,035 | -299,675 | |
| 9.1000 | 4,274,370 | 780,660 | 6.7000 | 3,147,064 | -346,646 | |
| 9.0000 | 4,227,399 | 733,689 | 6.6000 | 3,100,093 | -393,617 | |
| 8.9000 | 4,180,428 | 686,718 | 6.5830 | 3,092,107 | -401,603 | |
| 8.8000 | 4,133,457 | 639,747 | 6.5000 | 3,053,121 | -440,589 | |
| 8.7000 | 4,086,486 | 592,776 | 6.4000 | 3,006,150 | -487,560 | |
| 8.6000 | 4,039,515 | 545,805 | 6.3230 | 2,969,983 | -523,727 | |
| 8.5000 | 3,992,543 | 498,833 | 6.3000 | 2,959,179 | -534,531 | |
| 8.4000 | 3,945,572 | 451,862 | 6.2000 | 2,912,208 | -581,502 | |
| 8.2000 | 3,851,630 | 357,920 | 6.1000 | 2,865,237 | -628,473 | |
| 8.1000 | 3,804,659 | 310,949 | 6.0690 | 2,850,676 | -643,034 | 09/10 Millage Rate |
| 8.0000 | 3,757,688 | 263,978 | 5.9690 | 2,803,705 | -690,005 | |
| 7.9000 | 3,710,717 | 217,007 | 5.8690 | 2,756,734 | -736,976 | |
| 7.8000 | 3,663,746 | 170,036 | 5.7690 | 2,709,763 | -783,947 | |
| 7.7000 | 3,616,775 | 123,065 | 5.6000 | 2,630,382 | -863,328 | |
| 7.6000 | 3,569,804 | 76,094 | 5.5000 | 2,583,410 | -910,300 | |


Millage Trends For Calendar Years 1999 - 2009
8.5
8.0
7.5
7.0
6.5
6.0
5.5
5.0
Millage Rates
1999
2001
2003
2005
2007
2009
Calendar Years
Roll Back Rate
Proposed Millage Rate
Millage Rates

## GENERAL FUND REVENUE SOURCES SUMMARY

| | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budgeted | 08/09 Projected | 09/10 Requested |
|---|---|---|---|---|---|---|
| **REVENUE** | | | | | | |
| Taxes and Fees | $3,839,667 | $4,593,930 | $4,431,215 | $4,338,028 | $4,286,987 | $3,901,996 |
| Public Service Tax | $605,796 | $594,920 | $640,129 | $600,500 | $684,936 | $726,400 |
| Licenses and Permits | $147,304 | $303,530 | $182,958 | $295,100 | $160,699 | $221,000 |
| Intergovern'l Revenue | $901,200 | $851,159 | $964,020 | $772,044 | $771,794 | $737,345 |
| Charges For Services | $240,624 | $239,266 | $211,502 | $213,310 | $188,825 | $207,475 |
| Fines and Forfeits | $36,886 | $37,848 | $34,271 | $33,250 | $43,024 | $35,250 |
| Miscellaneous Revenue | $276,576 | $263,284 | $261,059 | $258,046 | $255,411 | $159,150 |
| Interest Income | $72,141 | $155,805 | $97,096 | $99,000 | $25,289 | $41,300 |
| Transfers In & Loans | $1,518,766 | $937,825 | $854,968 | $772,806 | $772,806 | $841,324 |
| P/Y Fund Balance | $1,451,201 | $1,258,865 | $1,540,057 | $1,527,590 | $1,578,833 | $1,484,900 |
| **TOTAL** | **$9,090,161** | **$9,236,432** | **$9,217,275** | **$8,909,674** | **$8,768,604** | **$8,356,140** |


City of Brooksville General Fund Revenues 09 10
Other
4%
Transfers In
11%
Charges for Services
3%
Ad Valorem
43%
State Shared Revenues
10%
Licenses & Permits
2%
Franchise Fees
17%
Public Service Taxes
10%
Ad Valorem
Public Service Taxes
Franchise Fees
Licenses & Permits
State Shared Revenues
Charges for Services
Other
Transfers In

## GENERAL FUND REVENUE DETAIL

| | Revenue Detail | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | 08/09 Projected | 09/10 Requested | |
|---|---|---|---|---|---|---|---|---|
| 001-000-311-4000 | Ad Valorem Taxes | $2,502,174 | $3,303,123 | $3,034,014 | $3,180,000 | $2,747,110 | $2,608,142 | |
| 001-000-311-4000 | Delinq't Ad Valorem | $155,305 | $196,501 | $272,308 | $100,000 | $338,799 | $100,000 | |
| | **Total Ad Valorem Taxes** | **$2,657,479** | **$3,499,624** | **$3,306,322** | **$3,280,000** | **$3,085,909** | **$2,708,142** | |
| 001-000-314-4110 | Electricity Public Service Taxes | $571,567 | $564,326 | $605,699 | $560,500 | $655,606 | $693,000 | |
| 001-000-314-4140 | Fuel Oil/Propane Utility Public Taxes | $34,229 | $30,594 | $34,430 | $40,000 | $29,330 | $33,400 | |
| | **Total Public Services Taxes** | **$605,796** | **$594,920** | **$640,129** | **$600,500** | **$684,936** | **$726,400** | |
| 001-000-323-4030 | Progress Energy Franch Fees | $580,514 | $574,367 | $594,958 | $560,000 | $702,985 | $704,000 | |
| 001-000-323-4040 | Peoples Gas Franchise Fees | $1,485 | $19,530 | $5,553 | $6,000 | $4,588 | $5,000 | |
| 001-000-323-4020 | Comm Service Tax | $600,189 | $500,409 | $524,381 | $492,028 | $493,505 | $484,854 | |
| | **Total Franchise Fees** | **$1,182,188** | **$1,094,306** | **$1,124,892** | **$1,058,028** | **$1,201,078** | **$1,193,854** | |
| 001-000-316-4210 | Local Business Tax | $55,095 | $48,927 | $15,496 | $0 | $0 | $0 | |
| 001-000-329-4210 | Peddler, Solicitor, Permits | $647 | $1,312 | $820 | $1,600 | $0 | $1,000 | |
| 001-000-329-4210 | Tree Removal Permit | $20 | $420 | $308 | $500 | $0 | $0 | |
| 001-000-329-4210 | Monument Permits-Cemetery | $0 | $0 | | $0 | $0 | $0 | |
| 001-000-322-4220 | Building Permits | $49,600 | $183,685 | $128,932 | $250,000 | $127,849 | $185,000 | |
| 001-000-329-4290 | Other Licenses, Fees, and Permits | $41,942 | $69,186 | $37,402 | $43,000 | $32,850 | $35,000 | |
| | **Total Licenses and Permits** | **$147,304** | **$303,530** | **$182,958** | **$295,100** | **$160,699** | **$221,000** | |
| 001-000-335-4512 | State Rev Shared Proceeds | $406,919 | $408,677 | $404,209 | $382,891 | $400,506 | $372,486 | |
| 001-000-335-4514 | Mobile Home Licenses | $31,631 | $0 | $0 | $0 | $0 | $0 | (1) |
| 001-000-335-4515 | Alcoholic Beverage Licenses | $6,927 | $6,098 | $7,120 | $5,600 | $6,529 | $6,000 | |
| 001-000-335-4518 | Local Govt. Half Cent Sales Tax | $438,180 | $403,998 | $361,789 | $347,553 | $324,097 | $305,943 | |
| | **Total State Shared Revenue** | **$883,657** | **$818,773** | **$773,118** | **$736,044** | **$731,132** | **$684,429** | |
| 001-000-335-4552 | Firefighters Supply Comp | $1,750 | $6,765 | $1,200 | $7,000 | $3,583 | $7,000 | |
| 001-000-341-4818 | County Occupational License | $7,898 | $2,185 | $0 | $0 | $0 | $0 | |
| | **Total Local Intergovernmental** | **$9,648** | **$8,950** | **$1,200** | **$7,000** | **$3,583** | **$7,000** | |
| 001-000-331-4320 | Federal Grants: Public Safety | $0 | $0 | $2,707 | $0 | $0 | $40,916 | |
| 001-000-331-4350 | Federal Grants: Economic Environment | $395 | $19,432 | $0 | $0 | $0 | $0 | |
| 001-000-331-4370 | Federal Grants: Other | $0 | $0 | $176,640 | $29,000 | $30,790 | $0 | |
| 001-000-334-4450 | State Grants: Economic Environment | $0 | $0 | $0 | $0 | $0 | $0 | |
| 001-000-334-4470 | State Grant Culture/Recreation | $7,000 | $0 | $5,500 | $0 | $0 | $0 | |
| 001-000-334-4700 | Grants From Other Local Units | $0 | $4,004 | $4,855 | $0 | $0 | $0 | |
| 001-000-339-4800 | Brooksville Housing Authority-in lieu of taxe | $500 | $0 | $0 | $0 | $6,289 | $5,000 | |
| | **Total Intergovernmental Revenue** | **$7,895** | **$23,436** | **$189,702** | **$29,000** | **$37,079** | **$45,916** | |
| 001-000-341-4819 | Election Qualification Fees | $648 | $0 | $972 | $0 | $0 | $0 | |
| 001-000-342-4824 | Accident Reports | $917 | $763 | $876 | $700 | $1,098 | $1,375 | |
| 001-000-342-4824 | Hydrant Fees | $7,260 | $7,860 | $7,140 | $7,200 | $7,940 | $7,900 | |
| 001-000-342-4829 | BERT Reimbursement | $39,256 | $5,959 | $0 | $0 | $0 | $0 | |
| 001-000-369-4890 | Fire Misc. Revenue | $0 | $0 | $0 | $910 | $0 | $0 | |
| 001-000-349-4876 | Other Chg for Services BHA/Police | $5,980 | $33,020 | $0 | $0 | $0 | $0 | |
| | **Misc. Charge** | $54,061 | $47,602 | $8,988 | $8,810 | $9,038 | $9,275 | |
| 001-000-343-4869 | Cemetery Lot Sales | $57,403 | $50,083 | $38,198 | $38,000 | $43,508 | $40,000 | |
| 001-000-343-4869 | Cremation Lot Sales | $0 | $1,600 | $1,600 | $2,000 | $2,300 | $800 | |
| 001-000-343-4869 | Cemetery Sales - Special Use Fee | $5,500 | $0 | $1,000 | $0 | $0 | $0 | |
| 001-000-343-4869 | Columbarium | $0 | $5,700 | $3,091 | $500 | $0 | $500 | |
| 001-000-369-4889 | Cemetery-Miscellaneous Revenue | $1,753 | $1,040 | $800 | $1,500 | $300 | $500 | |
| 001-000-343-4869 | Cremation Vault | $0 | $0 | $0 | $0 | $0 | $0 | |
| 001-000-343-4869 | Cemetery Transfer Fee | $100 | $50 | $0 | $0 | $150 | $0 | |
| 001-000-343-4869 | Cemetery Staking Plots | $1,200 | $700 | $850 | $900 | $1,200 | $1,000 | |
| 001-000-343-4869 | Cemetery Donor Memorial Fees | $100 | $0 | $0 | $0 | ($1,850) | $0 | |
| 001-000-343-4869 | Cemetery Monument Sales | $0 | $0 | $0 | $0 | $0 | $0 | |
| | **Cemetery Revenue** | $66,056 | $59,173 | $45,539 | $42,900 | $45,608 | $42,800 | |

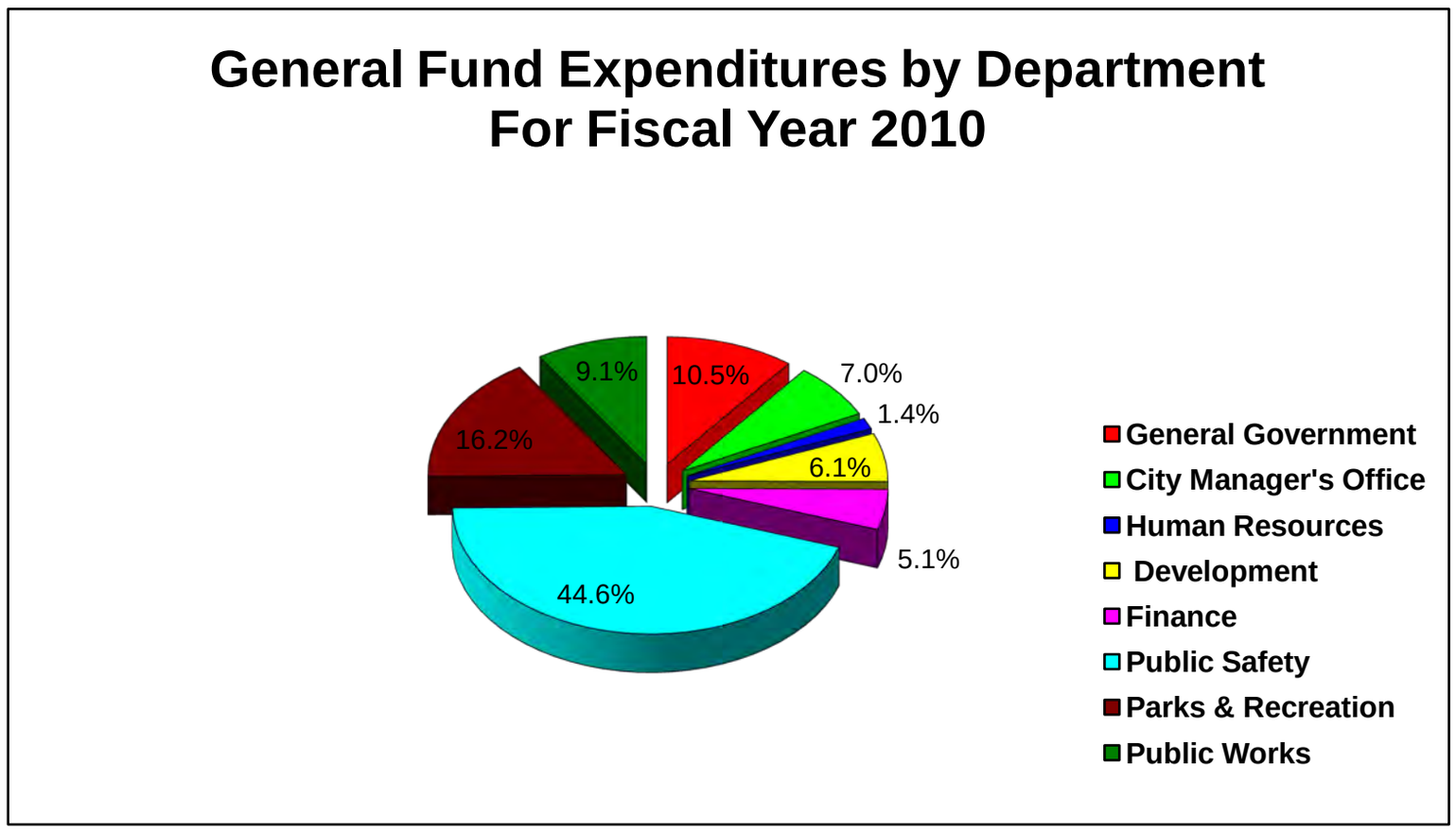
**GENERAL FUND REVENUE DETAIL**

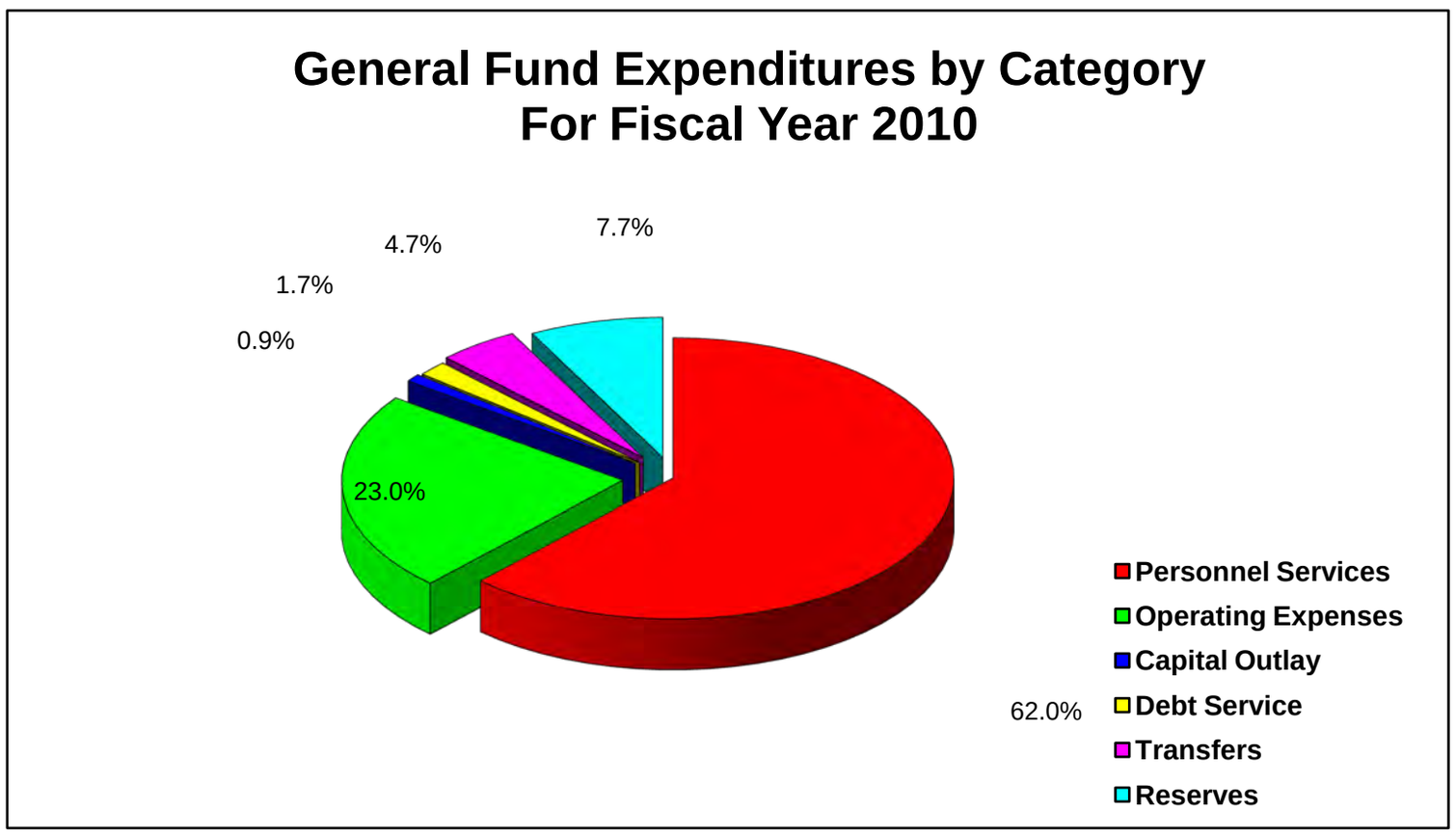
| Revenue Detail | | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | 08/09 Projected | 09/10 Requested |
|---|---|---|---|---|---|---|---|
| 001-000-369-4889 | JBCC-Miscellaneous Revenue | $3,574 | $11,289 | $18,273 | $9,610 | $13,456 | $8,000 |
| 001-000-347-4872 | Facility Rental Fee | $19,890 | $14,538 | $11,345 | $14,000 | $8,848 | $14,500 |
| 001-000-347-4872 | Instructional Fees - JBCC | $1,718 | $2,594 | $3,836 | $3,000 | $1,402 | $1,400 |
| 001-000-347-4872 | Adult Fees (daily) - JBCC | $168 | $1,519 | $91 | $100 | $237 | $200 |
| 001-000-347-4872 | Concession Stand Proceeds | $6 | $37 | $97 | $100 | $0 | $0 |
| | **Jerome Brown Center Revenue** | $25,356 | $29,977 | $33,642 | $26,810 | $23,943 | $24,100 |
| | | | | | | | |
| 001-000-347-4874 | The First Tee Grant | $31,860 | $10,189 | $0 | $0 | $0 | $0 |
| 001-000-369-4889 | Quarry Golf Course-Miscellaneous Revenu | $1,141 | $992 | $646 | $1,000 | $723 | $800 |
| 001-000-347-4872 | Membership - QGC | $28,511 | $28,969 | $23,968 | $28,000 | $20,747 | $23,000 |
| 001-000-347-4873 | Green Fee - QGC | $67,342 | $70,173 | $74,120 | $71,000 | $67,109 | $71,000 |
| 001-000-347-4873 | Driving Range Fees - QGC | $18,036 | $16,716 | $16,875 | $17,500 | $15,158 | $17,500 |
| 001-000-347-4873 | Cart Rentals - QGC | $1,049 | $762 | $966 | $1,000 | $1,042 | $900 |
| 001-000-347-4873 | Refreshment Sales - QGC | $6,076 | $5,019 | $3,590 | $4,000 | $3,591 | $4,000 |
| 001-000-347-4873 | Golf Supplies & Wear Sales - QGC | $8,333 | $6,968 | $6,141 | $7,500 | $5,879 | $8,000 |
| 001-000-347-4874 | Discount QGC | $0 | $0 | $1,695 | $0 | ($1,243) | $0 |
| 001-000-347-4874 | Disc Golf | $227 | $1,671 | $1,162 | $1,500 | $1,841 | $1,500 |
| 001-000-347-4874 | First Tee | $7,000 | $0 | $0 | $0 | $0 | $0 |
| | **Quarry Golf Revenue** | $169,575 | $141,459 | $129,163 | $131,500 | $114,847 | $126,700 |
| | | | | | | | |
| 001-000-347-4873 | League Fees Softball | $0 | $10,100 | $21,056 | $21,000 | $23,660 | $23,600 |
| 001-000-347-4873 | Practice Lessons Softball | $0 | $720 | $1,005 | $1,000 | $1,280 | $1,200 |
| 001-000-347-4873 | Tournament Fees | $0 | $0 | $230 | $0 | $493 | $0 |
| 001-000-347-4874 | Tennis Court Fees | $0 | $2,915 | $3,301 | $2,500 | $2,641 | $2,500 |
| 001-000-347-4874 | Pavilion Facility Fees | $0 | $2,660 | $2,310 | $2,400 | $2,190 | $2,400 |
| 001-000-347-4874 | Batting Cage Fees | $6,807 | $5,553 | $6,376 | $5,500 | $5,412 | $5,500 |
| 001-000-362-4882 | Rental Fees/Signs | $0 | $0 | $3,500 | $3,500 | $0 | $0 |
| 001-000-363-4882 | School Board - Tom Varn Park | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 |
| 001-000-369-4890 | Parks-Miscellaneous Revenue | $0 | $5,305 | $958 | $980 | $2,359 | $2,000 |
| | **Parks Revenue** | $26,807 | $47,253 | $58,736 | $56,880 | $58,035 | $57,200 |
| | | | | | | | |
| | **Total Charges For Service** | **$341,855** | **$325,464** | **$276,068** | **$266,900** | **$251,471** | **$260,075** |
| | | | | | | | |
| 001-000-351-4880 | Court Fines | $34,668 | $34,113 | $30,102 | $32,000 | $36,946 | $32,000 |
| 001-000-351-4880 | Safety Violations | $754 | $787 | $133 | $600 | $32 | $100 |
| 001-000-354-4880 | Parking Tickets | $1,364 | $598 | $609 | $500 | $4,371 | $3,000 |
| 001-000-354-4880 | Violations of Local Ordinances | $0 | $2,250 | $0 | $0 | $550 | $0 |
| 001-000-359-4880 | False Alarm Fines | $100 | $100 | $3,427 | $150 | $1,125 | $150 |
| | **Total Fines** | **$36,886** | **$37,848** | **$34,271** | **$33,250** | **$43,024** | **$35,250** |
| | | | | | | | |
| 001-000-361-4880 | Interest Certificates of Deposit | $0 | $0 | $0 | $0 | $11,156 | $18,000 |
| 001-000-361-4880 | Interest Federated | $0 | $0 | $32,345 | $48,000 | $9,410 | $15,000 |
| 001-000-361-4881 | Interest (Banks) | $13,024 | $25,965 | $34,541 | $12,000 | $1,599 | $1,300 |
| 001-000-361-4881 | Interest on SBA | $44,969 | $103,400 | $22,976 | $35,000 | $2,964 | $5,000 |
| 001-000-361-4881 | Interest-Tax Collector | $2,346 | $3,065 | $2,933 | $4,000 | $60 | $2,000 |
| 001-000-361-4881 | Interest- FHLB (Variable) | $10,910 | $7,425 | $0 | $0 | $0 | $0 |
| 001-000-361-4881 | Interest- FHLB (Fixed) | $0 | $15,699 | $4,301 | $0 | $0 | $0 |
| 001-000-363-4883 | Impact Fees - Interest | $892 | $251 | $0 | $0 | $100 | $0 |
| | **Total Interest** | **$72,141** | **$155,805** | **$97,096** | **$99,000** | **$25,289** | **$41,300** |
| | | | | | | | |
| 001-000-362-4881 | Rent - City Hall (3rd floor) | $55,554 | $57,221 | $58,938 | $60,706 | $60,706 | $0 |
| 001-000-362-4881 | Antenna Space Rental | $5,165 | $2,583 | $0 | $0 | $0 | $0 |
| | **Total Rentals** | **$60,719** | **$59,804** | **$58,938** | **$60,706** | **$60,706** | **$0** |

**GENERAL FUND REVENUE DETAIL**

| Revenue Detail | | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | 08/09 Projected | 09/10 Requested |
|---|---|---|---|---|---|---|---|
| 001-000-364-4884 | Sale or Disposal of Fixed Assets-Govern. | $6,175 | $4,872 | $20,837 | $10,000 | $4,611 | $1,000 |
| 001-000-365-4885 | Sales of Surplus Materials | $6,680 | $730 | $2,849 | $3,000 | $4,357 | $2,000 |
| 001-000-366-4886 | Contributions and Donations - Govern Func | $15,225 | $500 | $2,590 | $14,000 | $712 | $0 |
| 001-000-367-4887 | Gain or Loss on Sale of Investments | $0 | $0 | ($375) | $0 | $0 | $0 |
| 001-000-367-4887 | Change in Fair Market Value | $0 | $0 | ($5,831) | $0 | $5,831 | $0 |
| 001-000-369-4889 | Miscellaneous Revenue | $51,958 | $85,940 | $84,172 | $32,000 | $27,691 | $20,000 |
| 001-000-369-4889 | Street Lighting & Signal Maintenance | $0 | $0 | $0 | $48,000 | $49,412 | $48,000 |
| 001-000-369-4889 | Vending Machine Commission | $602 | $396 | $203 | $300 | $71 | $100 |
| 001-000-369-4889 | Police-Miscellaneous Revenue | $6,036 | $4,775 | $5,160 | $8,500 | $11,424 | $7,500 |
| 001-000-369-4889 | CRA Service Fee | $27,950 | $20,069 | $27,950 | $27,950 | $27,950 | $27,950 |
| 001-000-383-4972 | Installment Purch. Proceeds/Capital Lease | $75,000 | $129,400 | $0 | $0 | $0 | $0 |
| 001-000-384-4972 | Debt Proceeds-Govern Funds | $633,659 | $0 | $0 | $0 | $0 | $0 |
| Presentation Only | Principal Pay back of Loan to CRA | $0 | $0 | $0 | $0 | $0 | $0 |
| | **Total Other Revenue** | **$823,285** | **$246,682** | **$137,555** | **$143,750** | **$132,059** | **$106,550** |
| 001-000-381-4910 | Trans In-from Parks & Rec Trans | $10,007 | $10,035 | $7,767 | $0 | $0 | $0 |
| 001-000-381-4910 | Trans In-from Local Option Gas | $314,687 | $315,545 | $298,071 | $290,006 | $290,006 | $258,524 |
| 001-000-381-4912 | Trans In from Traffic Camera Fund | $0 | $0 | $0 | $0 | $0 | $100,000 |
| 001-000-381-4930 | Trans In from Capital Impr. Rev. Fund | $0 | $0 | $0 | $0 | $0 | $0 |
| 001-000-381-4940 | Trans In from Utilities | $393,800 | $393,800 | $444,452 | $393,800 | $393,800 | $393,800 |
| 001-000-381-4940 | Trans In from Solid Waste | $89,000 | $89,000 | $104,104 | $89,000 | $89,000 | $89,000 |
| 001-000-381-4970 | Other Transfers In | $2,613 | $45 | $574 | $0 | $0 | $0 |
| | **Total Transfers In** | **$810,107** | **$808,425** | **$854,968** | **$772,806** | **$772,806** | **$841,324** |
| | **Revenue Before P/Y Carry forward** | **$7,638,960** | **$7,977,567** | **$7,677,217** | **$7,382,084** | **$7,189,771** | **$6,871,240** |
| | **Prior Year Carry forward** | **$1,451,201** | **$1,258,865** | **$1,540,057** | **$1,527,590** | **$1,578,833** | **$1,484,900** |
| | **TOTAL REVENUES** | **$9,090,161** | **$9,236,432** | **$9,217,274** | **$8,909,674** | **$8,768,604** | **$8,356,140** |

(1) Mobile Home Licenses are collateral for 2006 USDA Loan and are posted to Fund 309 (Capital Improvement Revenue Fund) based on USDA Capital Improvement Revenue Bond provisions (Series 2006). Mobile Home Licenses Surplus is transferred back to General Fund annually


General Fund Expenditures by Department
For Fiscal Year 2010
10.5%
7.0%
1.4%
6.1%
5.1%
44.6%
16.2%
9.1%
General Government
City Manager's Office
Human Resources
Development
Finance
Public Safety
Parks & Recreation
Public Works


General Fund Expenditures by Category
For Fiscal Year 2010
7.7%
4.7%
1.7%
0.9%
23.0%
62.0%
Personnel Services
Operating Expenses
Capital Outlay
Debt Service
Transfers
Reserves

| General Fund Expenditure Summary | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | 08/09 Projected | Recommendec 09/10 Budget |
|---|---|---|---|---|---|---|
| **GENERAL GOVERNMENT** | | | | | | |
| **General Government** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | **$0** |
| Operating expenses | $568,453 | $595,040 | $703,672 | $712,754 | $688,923 | **$553,238** |
| Capital Outlay | $0 | $83,455 | $158,775 | $101,050 | $25,050 | **$50,500** |
| Debt Service | $72,484 | $72,466 | $72,416 | $72,277 | $72,277 | **$72,277** |
| Transfers | $98,546 | $1,456 | $15,345 | $134,160 | $206,160 | **$134,160** |
| | **$739,483** | **$752,417** | **$950,208** | **$1,020,241** | **$992,410** | **$810,175** |
| **CITY COUNCIL** | | | | | | |
| **City Council** | | | | | | |
| Personnel Services | $44,573 | $43,980 | $51,611 | $70,564 | $56,803 | **$71,323** |
| Operating expenses | $8,244 | $10,933 | $7,902 | $20,745 | $14,199 | **$18,325** |
| Capital Outlay | $0 | $5,976 | $0 | $0 | $0 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $0 | $432 | $753 | $1,250 | $1,250 | **$1,250** |
| Reserve Contingencies | | | | | | |
| | **$52,817** | **$61,321** | **$60,266** | **$92,559** | **$72,252** | **$90,898** |
| **CITY MANAGER'S OFFICE DEPARTMENT** | | | | | | |
| **City Manager's Office** | | | | | | |
| Personnel Services | $349,756 | $381,492 | $334,407 | $345,526 | $295,546 | **$339,755** |
| Operating expenses | $55,568 | $56,549 | $22,300 | $30,090 | $30,447 | **$28,603** |
| Capital Outlay | $0 | $9,475 | $0 | $0 | $0 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $1,525 | $2,142 | $1,873 | $1,765 | $1,765 | **$1,849** |
| Reserve Contingencies | | | | | | |
| | **$406,849** | **$449,658** | **$358,580** | **$377,381** | **$327,758** | **$370,207** |
| **TECHNOLOGY SERVICES** | | | | | | |
| **Technology Services** | | | | | | |
| Personnel Services | $48,837 | $77,948 | $41,486 | $0 | $0 | **$0** |
| Operating expenses | $26,610 | $17,567 | $50,395 | $83,000 | $88,545 | **$82,000** |
| Capital Outlay | $0 | $0 | $0 | $0 | $0 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $2,831 | $3,250 | $717 | $252 | $252 | **$0** |
| Reserve Contingencies | | | | | | |
| | **$78,278** | **$98,765** | **$92,598** | **$83,252** | **$88,797** | **$82,000** |
| **HUMAN RESOURCES DIVISION** | | | | | | |
| **Human Resources** | | | | | | |
| Personnel Services | $131,969 | $134,255 | $47,868 | $55,628 | $42,311 | **$54,819** |
| Operating expenses | $17,580 | $6,944 | $19,033 | $58,132 | $19,288 | **$52,832** |
| Capital Outlay | $0 | $0 | $0 | $0 | $0 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $757 | $1,182 | $867 | $502 | $502 | **$599** |
| Reserve Contingencies | | | | | | |
| | **$150,306** | **$142,381** | **$67,768** | **$114,262** | **$62,101** | **$108,250** |

**GENERAL FUND EXPENDITURE SUMMARY**

| | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | 08/09 Projected | Recommendec 09/10 Budget |
|---|---|---|---|---|---|---|
| **DEVELOPMENT DEPARTMENT** | | | | | | |
| **Development** | | | | | | |
| Personnel Services | $155,729 | $186,629 | $242,614 | $288,962 | $253,858 | **$284,861** |
| Operating expenses | $27,079 | $228,828 | $169,783 | $229,280 | $123,388 | **$187,700** |
| Capital Outlay | $0 | $0 | $0 | $0 | $0 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $1,157 | $1,566 | $1,869 | $1,502 | $1,502 | **$1,599** |
| | **$183,965** | **$417,023** | **$414,266** | **$519,744** | **$378,748** | **$474,160** |
| **FINANCE DEPARTMENT** | | | | | | |
| **Finance** | | | | | | |
| Personnel Services | $443,193 | $412,647 | $422,184 | $363,346 | $358,462 | **$369,174** |
| Operating expenses | $53,965 | $28,847 | $19,078 | $24,828 | $19,797 | **$22,897** |
| Capital Outlay | $0 | $5,310 | $0 | $24,861 | $23,896 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $2,101 | $2,526 | $2,625 | $1,990 | $1,990 | **$2,075** |
| Reserve Contingencies | | | | | | |
| | **$499,259** | **$449,330** | **$443,887** | **$415,025** | **$404,145** | **$394,146** |
| **POLICE DEPARTMENT** | | | | | | |
| **Police** | | | | | | |
| Personnel Services | $1,329,039 | $1,664,634 | $1,498,348 | $1,502,088 | $1,379,909 | **$1,582,071** |
| Operating expenses | $214,220 | $232,428 | $253,835 | $241,723 | $217,717 | **$233,488** |
| Capital Outlay | $15,472 | $5,265 | $59,851 | $24,842 | $16,537 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $82,888 | $90,348 | $58,326 | $60,180 | $60,180 | **$101,223** |
| Reserve Contingencies | | | | | | |
| | **$1,641,619** | **$1,992,675** | **$1,870,360** | **$1,828,833** | **$1,674,343** | **$1,916,782** |
| **FIRE DEPARTMENT** | | | | | | |
| **Fire** | | | | | | |
| Personnel Services | $1,065,983 | $1,138,913 | $1,228,563 | $1,270,374 | $1,225,073 | **$1,281,895** |
| Operating expenses | $143,632 | $102,601 | $121,413 | $134,240 | $99,390 | **$108,138** |
| Capital Outlay | $661,947 | $0 | $20,060 | $0 | $0 | **$0** |
| Debt Service | $17,184 | $57,269 | $57,270 | $57,270 | $57,270 | **$57,270** |
| Transfers | $102,616 | $95,538 | $63,876 | $79,062 | $79,062 | **$72,971** |
| Reserve Contingencies | | | | | | |
| | **$1,991,362** | **$1,394,321** | **$1,491,182** | **$1,540,946** | **$1,460,795** | **$1,520,274** |

**GENERAL FUND EXPENDITURE SUMMARY**

| | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | 08/09 Projected | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| **PARKS & RECREATION & FACILITIES DEPARTMENT** | | | | | | |
| **Parks and Facilities** | | | | | | |
| Personnel Services | $277,671 | $287,397 | $480,177 | $459,896 | $432,716 | **$455,199** |
| Operating Expenses | $101,778 | $114,931 | $239,901 | $285,165 | $267,914 | **$231,175** |
| Capital Outlay | $9,950 | $15,000 | $0 | $0 | $0 | **$23,732** |
| Debt Service | $14,013 | $14,008 | $13,999 | $13,972 | $13,995 | **$13,972** |
| Transfers | $13,870 | $11,948 | $17,718 | $15,579 | $15,579 | **$16,775** |
| Reserve Contingencies | | | | | | |
| | **$417,282** | **$443,284** | **$751,795** | **$774,612** | **$730,204** | **$740,853** |
| **Cemetery** | | | | | | |
| Personnel Services | $61,274 | $75,016 | $81,739 | $87,058 | $81,926 | **$82,300** |
| Operating expenses | $27,688 | $19,394 | $14,528 | $16,561 | $17,440 | **$17,694** |
| Capital Outlay | $29,460 | $11,440 | $0 | $0 | $0 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $14,051 | $14,431 | $13,806 | $16,785 | $16,785 | **$16,346** |
| Reserve Contingencies | | | | | | |
| | **$132,473** | **$120,281** | **$110,073** | **$120,404** | **$116,151** | **$116,340** |
| **Recreation** | | | | | | |
| Personnel Services | $78,844 | $96,497 | $94,194 | $124,579 | $88,559 | **$103,528** |
| Operating expenses | $35,495 | $42,957 | $29,443 | $56,600 | $42,016 | **$54,116** |
| Capital Outlay | $0 | $8,418 | $0 | $0 | $0 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $384 | $2,784 | $502 | $625 | $625 | **$625** |
| Reserve Contingencies | | | | | | |
| | **$114,723** | **$150,656** | **$124,139** | **$181,804** | **$131,200** | **$158,269** |
| **Quarry Golf Course** | | | | | | |
| Personnel Services | $109,084 | $145,448 | $123,447 | $154,503 | $115,700 | **$157,003** |
| Operating expenses | $96,462 | $73,038 | $50,153 | $75,020 | $61,928 | **$68,188** |
| Capital Outlay | $6,235 | $7,500 | $0 | $0 | $0 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $576 | $768 | $1,003 | $5,875 | $5,875 | **$5,875** |
| Reserve Contingencies | | | | | | |
| | **$212,357** | **$226,754** | **$174,603** | **$235,398** | **$183,503** | **$231,066** |
| **PUBLIC WORKS DEPARTMENT** | | | | | | |
| **Streets and Drainage** | | | | | | |
| Personnel Services | $691,387 | $730,618 | $433,036 | $417,770 | $391,245 | **$398,525** |
| Operating expenses | $371,989 | $361,384 | $245,956 | $133,770 | $89,134 | **$124,515** |
| Capital Outlay | $24,388 | $7,546 | $0 | $0 | $0 | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | $0 | **$0** |
| Transfers | $127,348 | $111,484 | $41,105 | $36,418 | $36,418 | **$34,520** |
| Reserve Contingencies | | | | | | |
| | **$1,215,112** | **$1,211,032** | **$720,097** | **$587,958** | **$516,797** | **$557,560** |
| **Street Lighting and Signal Division** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | **$0** | **$0** |
| Operating expenses | $0 | $0 | $0 | $140,500 | **$144,500** | **$140,500** |
| Capital Outlay | $0 | $0 | $0 | $0 | **$0** | **$0** |
| Debt Service | $0 | $0 | $0 | $0 | **$0** | **$0** |
| Transfers | $0 | $0 | $0 | $0 | **$0** | **$0** |
| Reserve Contingencies | | | | | | |
| | **$0** | **$0** | **$0** | **$140,500** | **$144,500** | **$140,500** |

**GENERAL FUND EXPENDITURE SUMMARY**

| Total General Fund | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | 08/09 Projected | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| General Government | $739,483 | $752,417 | $950,208 | $1,020,241 | $992,410 | $810,175 |
| City Council | $52,817 | $61,321 | $60,266 | $92,559 | $72,252 | $90,898 |
| City Manager's Office | $406,849 | $449,658 | $358,580 | $377,381 | $327,758 | $370,207 |
| Technology Services | $78,278 | $98,765 | $92,598 | $83,252 | $88,797 | $82,000 |
| Human Resources Division | $150,306 | $142,381 | $67,768 | $114,262 | $62,101 | $108,250 |
| Development | $183,965 | $417,023 | $414,266 | $519,744 | $378,748 | $474,160 |
| Finance Department | $499,259 | $449,330 | $443,887 | $415,025 | $404,145 | $394,146 |
| Police Department | $1,641,619 | $1,992,675 | $1,870,360 | $1,828,833 | $1,674,343 | $1,916,782 |
| Fire Department | $1,991,362 | $1,394,321 | $1,491,182 | $1,540,946 | $1,460,795 | $1,520,274 |
| Parks & Facilities Division | $417,282 | $443,284 | $751,795 | $774,612 | $730,204 | $740,853 |
| Cemetery Division | $132,473 | $120,281 | $110,073 | $120,404 | $116,151 | $116,340 |
| Recreation Division | $114,723 | $150,656 | $124,139 | $181,804 | $131,200 | $158,269 |
| Quarry Golf Course Division | $212,357 | $226,754 | $174,603 | $235,398 | $183,503 | $231,066 |
| Streets and Drainage Division | $1,215,112 | $1,211,032 | $720,097 | $587,958 | $516,797 | $557,560 |
| Street Lighting and Signal Division | $0 | $0 | $0 | $140,500 | $144,500 | $140,500 |
| **TOTAL GENERAL FUND** | **$7,835,885** | **$7,909,898** | **$7,629,822** | **$8,032,919** | **$7,283,704** | **$7,711,480** |
| | | | | | | |
| **Total General Fund** | | | | | | |
| Personnel Services | $4,787,339 | $5,375,474 | $5,079,674 | $5,140,294 | $4,722,108 | $5,180,453 |
| Operating expenses | $1,748,763 | $1,891,441 | $1,947,392 | $2,242,408 | $1,924,626 | $1,923,409 |
| Capital Outlay | $747,452 | $159,385 | $238,686 | $150,753 | $65,483 | $74,232 |
| Debt Service | $103,681 | $143,743 | $143,685 | $143,519 | $143,542 | $143,519 |
| Transfers Out | $448,650 | $339,855 | $220,385 | $355,945 | $427,945 | $389,867 |
| | | | | | | |
| **TOTAL GENERAL FUND** | **$7,835,885** | **$7,909,898** | **$7,629,822** | **$8,032,919** | **$7,283,704** | **$7,711,480** |
| | | | | | | |
| Unallocated Reserves | $1,263,081 | $1,326,534 | $1,606,610 | $876,755 | $1,484,900 | $644,660 |
| | | | | | | |
| Total allocated Reserves | $0 | $0 | $0 | $0 | $0 | 0 |
| | | | | | | |
| **Reserve Contingencies** | **$1,263,081** | **$1,326,534** | **$1,606,610** | **$876,755** | **$1,484,900** | **$644,660** |

## General Fund Transfers Out Summary

| | Major Storm Readiness | McKethan Capital Project Fund | Public Facilities R&M | Multi Year Capital Fund | Water Wastewater | Internal Service | Vehicle Replacement Fund | Equipment Replacement | Cemetery Perpetual Care Fund | HRA | Department Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Departments** | 124 | 302 | 306 | 308 | 401 | 501 | 502 | 503 | 605 | 609 | |
| General Government | $0 | $0 | $0 | $131,660 | $0 | $0 | $0 | $0 | $0 | $2,500 | **$134,160** |
| City Council | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $1,250 | **$1,250** |
| City Manager's Office | $0 | $0 | $0 | $0 | $0 | $349 | $0 | $0 | $0 | $1,500 | **$1,849** |
| Technology Services | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |
| Human Resource | $0 | $0 | $0 | $0 | $0 | $349 | $0 | $0 | $0 | $250 | **$599** |
| Development | $0 | $0 | $0 | $0 | $0 | $349 | $0 | $0 | $0 | $1,250 | **$1,599** |
| Finance | $0 | $0 | $0 | $0 | $0 | $349 | $0 | $0 | $0 | $1,726 | **$2,075** |
| Police | $0 | $0 | $0 | $0 | $0 | $18,245 | $76,478 | $0 | $0 | $6,500 | **$101,223** |
| Fire | $0 | $0 | $0 | $0 | $0 | $4,656 | $63,815 | $0 | $0 | $4,500 | **$72,971** |
| Parks, Facilities & Recreation | $0 | $0 | $0 | $0 | $0 | $9,525 | $0 | $5,000 | $0 | $2,250 | **$16,775** |
| Cemetery | $0 | $0 | $0 | $0 | $0 | $846 | $0 | $5,000 | $10,000 | $500 | **$16,346** |
| Recreation | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $625 | **$625** |
| Quarry Golf | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $5,000 | $0 | $875 | **$5,875** |
| Streets | $0 | $0 | $0 | $0 | $0 | $19,135 | $8,135 | $5,000 | $0 | $2,250 | **$34,520** |
| **Total Per Fund** | **$0** | **$0** | **$0** | **$131,660** | **$0** | **$53,803** | **$148,428** | **$20,000** | **$10,000** | **$25,976** | **$389,867** |

## General Fund Capital Outlay Summary
## FY 2009/2010

| Department/Division | Costs |
|---|---|
| **General Government** | |
| City Hall Elevator upgrades | 50,500 |
| Total | $50,500 |
| **City Council** | |
| Total | $0 |
| **City Manager's Office** | |
| | 0 |
| Total | $0 |
| **Technology Services** | |
| | 0 |
| Total | $0 |
| **Human Resources** | |
| Total | $0 |
| **Development** | |
| | **0** |
| Total | $0 |
| **Finance** | |
| | 0 |
| Total | $0 |
| **Police Department** | |
| | 0 |
| Total | $0 |

| Department/Division | Costs |
|---|---|
| **Fire Department** | |
| | 0 |
| Total | $0 |
| **Parks & Facilities Division** | |
| John Deere Utility work vehicle | 13,532 |
| John Deere field rake | 10,200 |
| Total | $23,732 |
| **Parks - Cemetery** | |
| Total | $0 |
| **Parks - Recreation Division** | |
| | 0 |
| Total | $0 |
| **Parks - Quarry Golf Course** | |
| Total | $0 |
| **DPW - Streets & Drainage** | |
| Total | $0 |
| **Total General Fund Capital** | |
| Total | **$74,232** |

GENERAL FUND CAPITAL SUMMARY

# Departmental/Divisional Statements

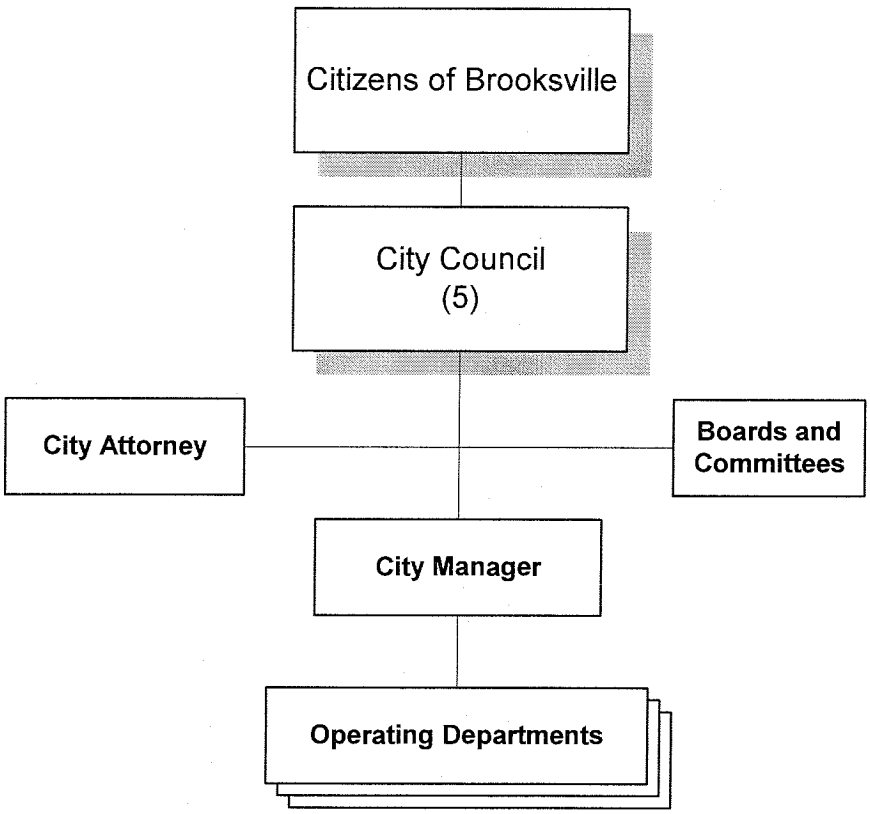
General Government
City Council
City Manager's Office Department - City Manager's Office Division
City Manager's Office Department - Technology Services Division
City Manager's Office Department - Human Resource Division
Development Department
Finance Department
Police Department
Fire Department
Parks, Recreation & Facilities Department - Parks & Facilities Division
Parks, Recreation & Facilities Department - Cemetery Division
Parks, Recreation & Facilities Department - Recreation Division
Parks, Recreation & Facilities Department - Quarry Golf Course Division
Public Works Department - Streets & Drainage Division
Public Works Department - Street Lighting and Signal Division

## GENERAL GOVERNMENT

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 001-009-510-52302 | Health Reimbursement Account | $6,635 | $4,824 | $4,216 | $0 | $0 | |
| 001-009-510-53100 | Professional services | $0 | $28,930 | $898 | $0 | $0 | |
| 001-009-510-53200 | Accounting & Auditing | $50,350 | $60,495 | $60,135 | $60,000 | $67,000 | |
| 001-009-510-53400 | Other Contractual Services | $6,641 | $6,471 | $3,408 | $9,870 | $9,000 | |
| 001-009-510-53401 | Contract Labor | $6,000 | $11,270 | $6,000 | $6,000 | $6,000 | (1) |
| 001-009-510-54100 | Communication/Freight Charges | $0 | $0 | $1,600 | $50 | $50 | |
| 001-009-510-54110 | Postage | $25,842 | $29,105 | $8,173 | $9,800 | $9,800 | |
| 001-009-510-54300 | Electric | $14,993 | $49,460 | $42,852 | $46,000 | $46,000 | |
| 001-009-510-54303 | Water | $1,362 | $3,408 | $4,321 | $3,300 | $3,300 | |
| 001-009-510-54400 | Equipment & Vehicle Rental | $2,321 | $727 | $1,396 | $2,500 | $2,500 | (2) |
| 001-009-510-54500 | General Business Insurance | $163,279 | $212,549 | $240,312 | $245,000 | $132,411 | |
| 001-009-510-54510 | Pollution/environment Insurance | $0 | $0 | $0 | $0 | $1,300 | |
| 001-009-510-54550 | Public Official Insurance | $31,161 | $35,715 | $25,694 | $26,000 | $19,839 | |
| 001-009-510-54560 | Insurance Claims and Deductibles | $0 | $0 | $0 | $2,000 | $2,000 | |
| 001-009-510-54600 | Repair & Maintenance Services | $1,050 | $8,158 | $3,840 | $3,400 | $3,400 | |
| 001-009-510-54700 | Printing & Binding Services | $431 | $3,518 | $4,627 | $4,000 | $4,000 | |
| 001-009-510-54800 | Advertising Activities | $2,418 | $1,539 | $595 | $1,500 | $1,500 | |
| 001-009-510-54810 | Promotional Activities | $17,142 | $22,158 | $4,164 | $4,975 | $4,975 | (3) |
| 001-009-510-54900 | Other Current Charges | $147,270 | $19,941 | $17,368 | $16,400 | $16,400 | (4) |
| 001-009-510-54900 | Office Supplies | $0 | $474 | $0 | $0 | $0 | |
| 001-009-510-55210 | Operating Supplies | $0 | $120 | $0 | $0 | $0 | |
| 001-009-510-55223 | Repair & Maintenance Supplies | $1,417 | $2,252 | $0 | $4,500 | $2,000 | |
| 001-009-510-55240 | Institutional Supplies | $0 | $3,020 | $0 | $0 | $0 | |
| 001-009-510-55250 | Fuels & Lubricants | $0 | $0 | $0 | $0 | $300 | |
| 001-009-510-55400 | Books, Subscription, Membership | $1,655 | $1,729 | $1,543 | $1,400 | $1,400 | |
| 001-009-510-55500 | Uncapitalized Equipment | $4,714 | $1,100 | $0 | $0 | $0 | |
| 001-009-514-53100 | Legal | $40,848 | $38,053 | $226,616 | $159,500 | $170,000 | |
| 001-009-574-59901 | Special Events | $6 | $0 | $0 | $0 | $0 | |
| 001-009-590-57301 | Contributions | $1,000 | $1,000 | $1,000 | $1,000 | $1,000 | |
| 001-009-590-57301 | Community Redevelopment TIF | $41,918 | $49,024 | $41,714 | $42,000 | $49,063 | |
| 001-009-590-58100 | Grants & Aids to Gov't. Agencies | $0 | $0 | $3,200 | $63,559 | $0 | |
| | **Total Operating Expenditures** | **$568,453** | **$595,040** | **$703,672** | **$712,754** | **$553,238** | |
| | **CAPITAL OUTLAY** | | | | | | |
| 001-009-510-55610 | Land | $0 | $0 | $0 | $0 | $0 | |
| 001-009-510-55620 | Buildings & Improvements | $0 | $0 | $158,775 | $60,000 | $50,500 | (5) |
| 001-009-510-55630 | Improvement -Non Building | $0 | $0 | $0 | $25,050 | $0 | |
| 001-009-510-55640 | Machinery & Equipment | $0 | $83,455 | $0 | $16,000 | $0 | |
| | **Total Capital Outlay** | **$0** | **$83,455** | **$158,775** | **$101,050** | **$50,500** | |
| | **DEBT SERVICE** | | | | | | |
| 001-009-517-57100 | Interest | $15,165 | $12,888 | $10,491 | $7,912 | $5,376 | |
| 001-009-517-57200 | Principal | $57,319 | $59,578 | $61,925 | $64,365 | $66,901 | |
| | **Total Debt Service** | **$72,484** | **$72,466** | **$72,416** | **$72,277** | **$72,277** | |
| 001-009-581-56306 | Public Facilities R & M Fund | $98,546 | $1,456 | $0 | $0 | $0 | |
| 001-009-581-56123 | Police Grants & Donations | $0 | $0 | $13,743 | $0 | $0 | |
| 001-009-581-56308 | Multi Year Capital Project Acc. Fund | $0 | $0 | $0 | $131,660 | $131,660 | |
| 001-009-581-56403 | Solid Waste Operations | $0 | $0 | $1,602 | $0 | $0 | |
| 001-009-581-56609 | HRA Funding Account | $0 | $0 | $0 | $2,500 | $2,500 | |
| | **Transfers Out** | **$98,546** | **$1,456** | **$15,345** | **$134,160** | **$134,160** | |
| | **TOTAL EXPENDITURES** | **$739,483** | **$752,417** | **$950,208** | **$1,020,241** | **$810,175** | |

(1) Art Gallery Coordinator.
(2) Cost of postage meter rental.
(3) Costs of Beautification Board promo, tourism related advertising, employee retirement expense and Great Brooksvillian promo.
(4) Bank analysis fees and recording fees & reimbursements.
(5) Elevator repairs

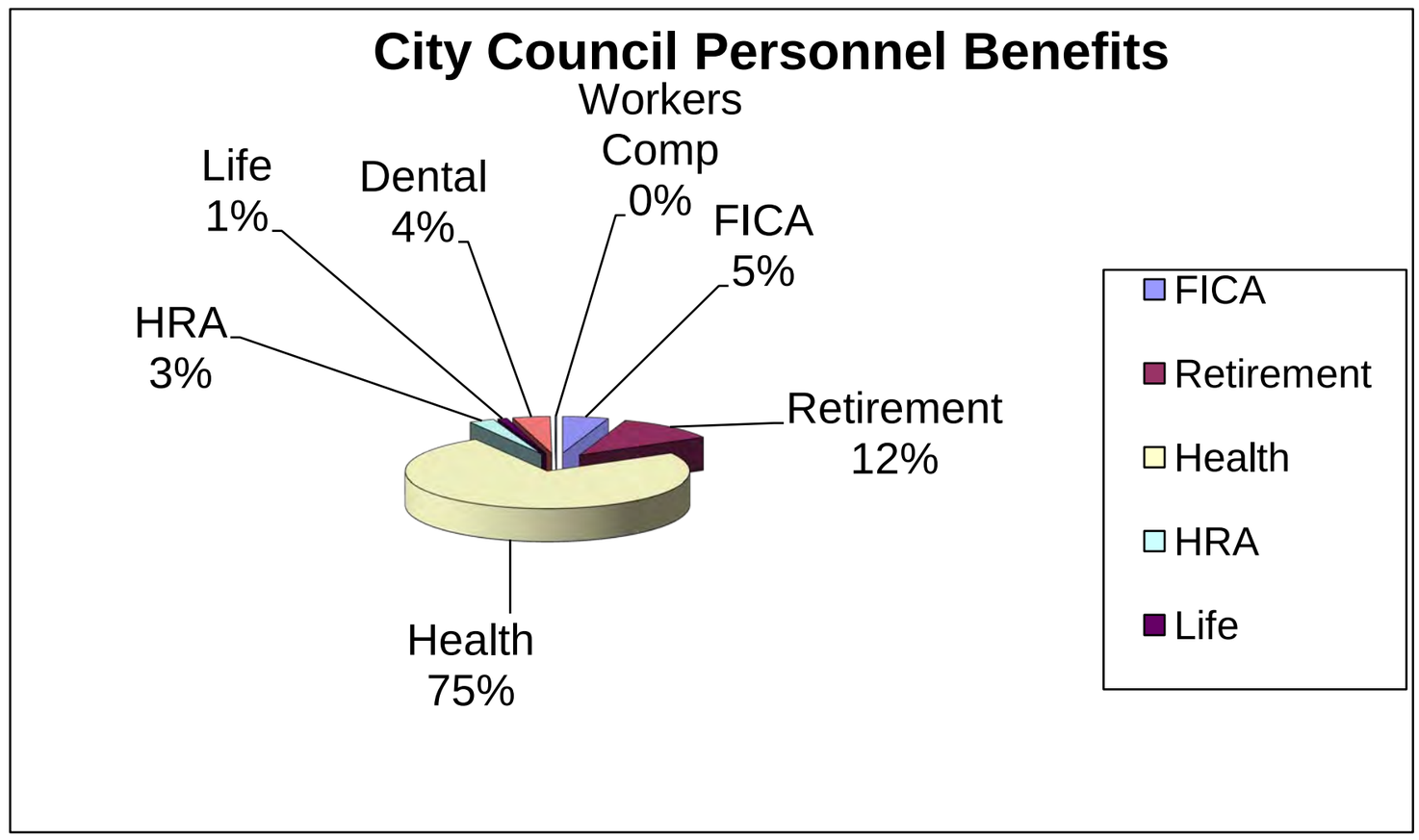
# CITY COUNCIL

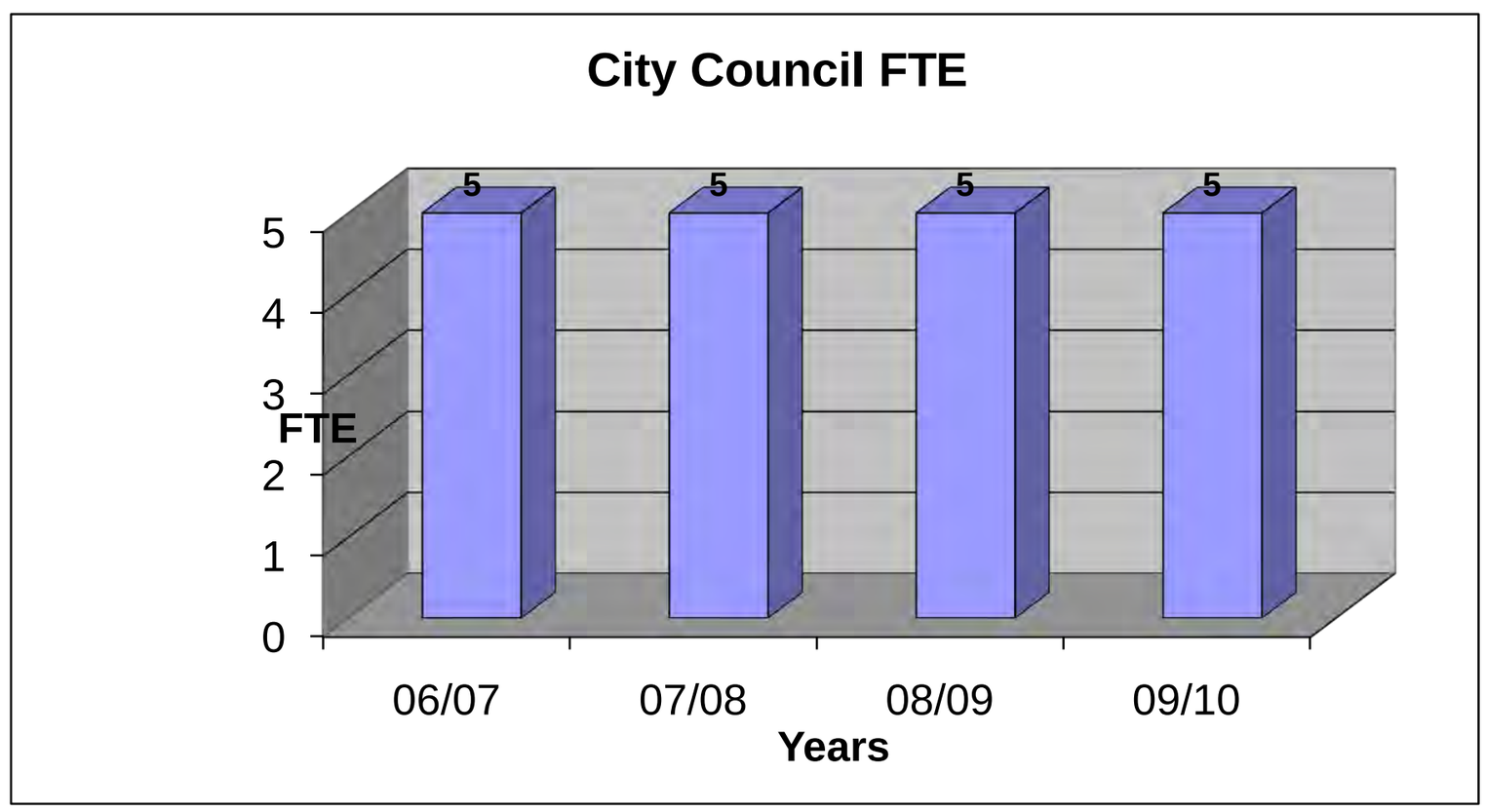


# City Council

## City Council

| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **City Council** | | | | | | | | | | | | | | | |
| Mayor | 1 | 1 | 1 | 1 | $7,200 | $7,200 | $551 | $1,228 | $6,456 | $250 | $114 | $367 | $18 | $8,985 | $16,185 |
| Vice Mayor | 1 | 1 | 1 | 1 | $6,000 | $6,000 | $459 | $1,024 | $6,456 | $250 | $95 | $367 | $15 | $8,666 | $14,666 |
| Council Member | 1 | 1 | 1 | 1 | $5,400 | $5,400 | $413 | $921 | $6,456 | $250 | $86 | $367 | $14 | $8,507 | $13,907 |
| Council Member | 1 | 1 | 1 | 1 | $5,400 | $5,400 | $413 | $921 | $6,456 | $250 | $86 | $367 | $14 | $8,507 | $13,907 |
| Council Member | 1 | 1 | 1 | 1 | $5,400 | $5,400 | $413 | $921 | $6,456 | $250 | $86 | $367 | $14 | $8,507 | $13,907 |
| **TOTAL City Council** | 5 | 5 | 5 | 5 | $29,400 | $29,400 | $2,249 | $5,016 | $32,280 | $1,250 | $467 | $1,835 | $75 | $43,172 | $72,572 |



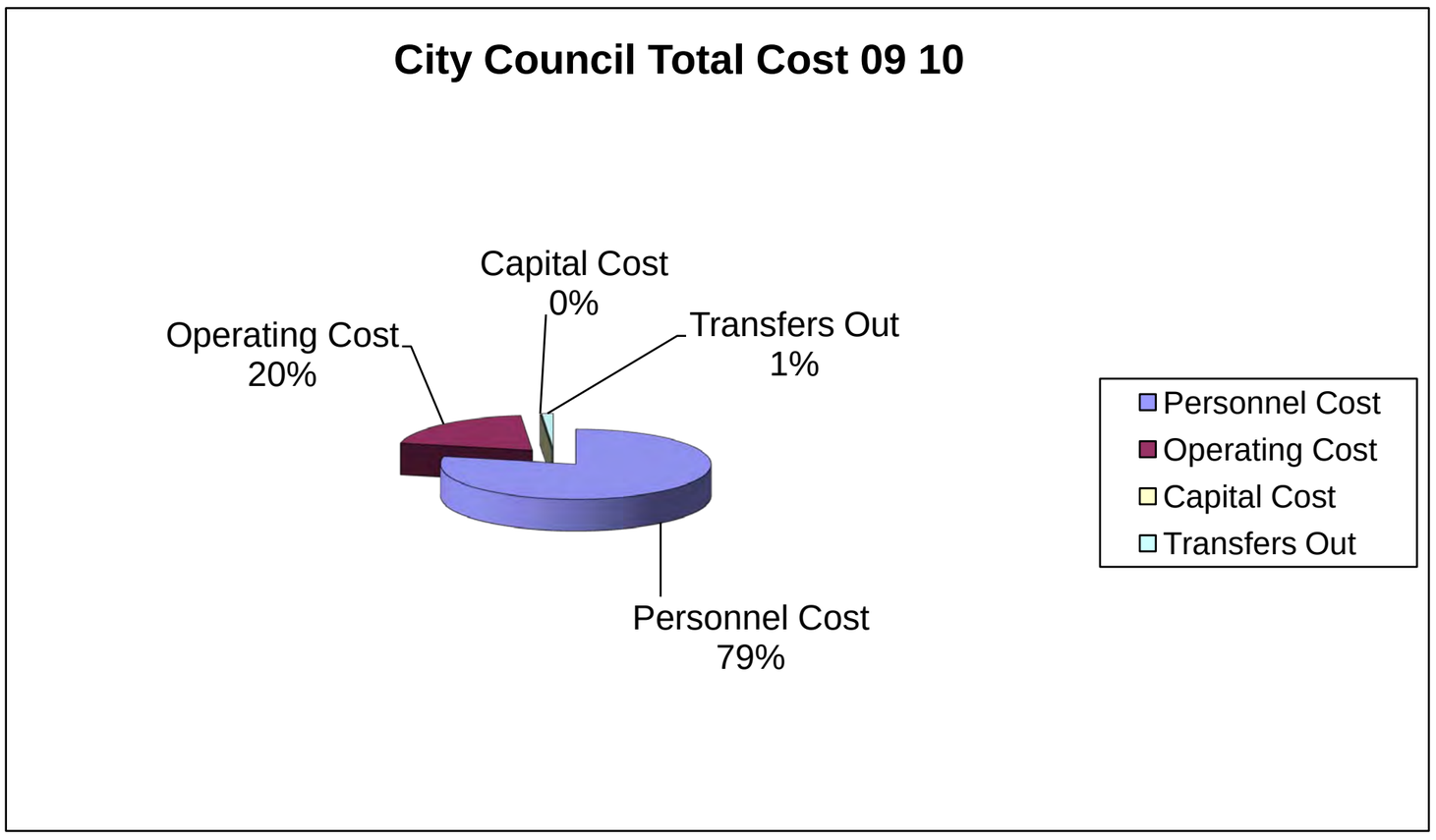



## City Council

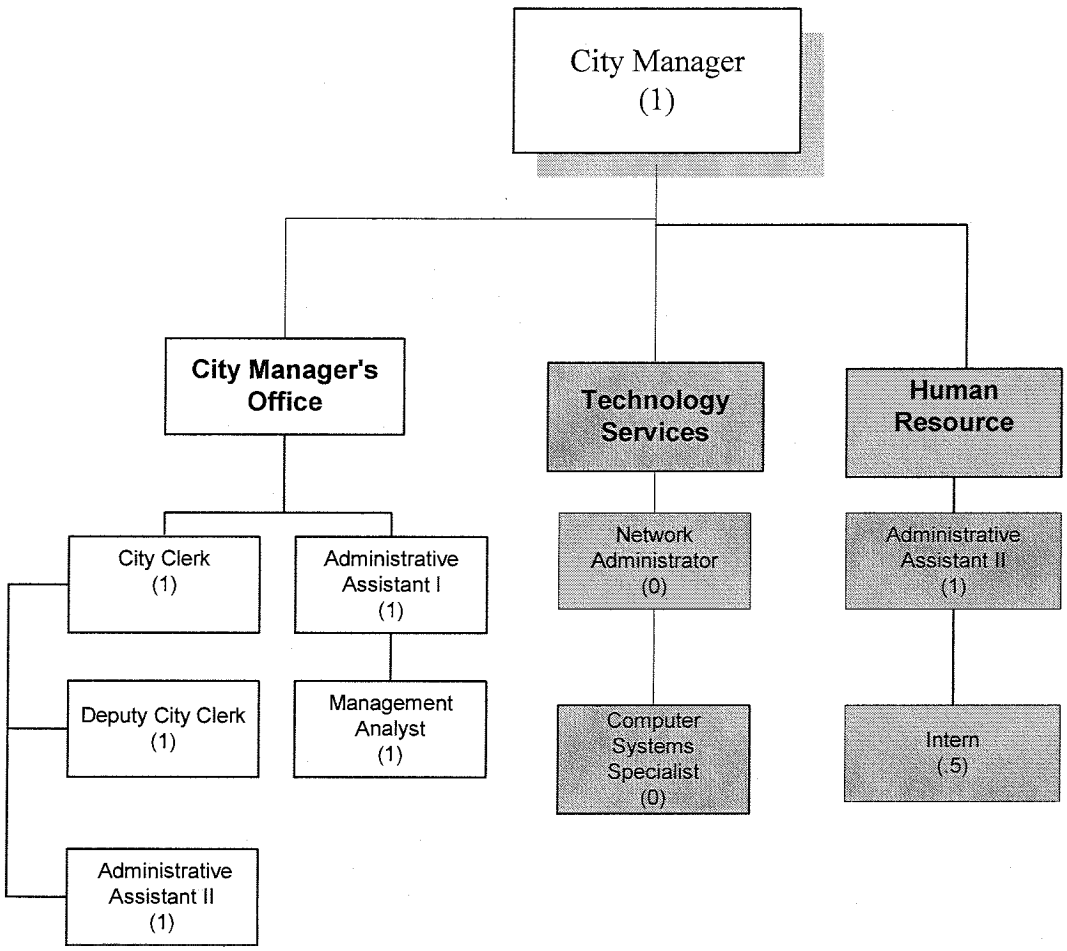
| | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 001-010-511-51100 | Regular Salaries | $29,400 | $29,400 | $29,400 | $29,400 | $29,400 |
| | | **$29,400** | **$29,400** | **$29,400** | **$29,400** | **$29,400** |
| 001-010-511-52100 | FICA | $1,960 | $2,199 | $2,249 | $2,249 | $2,249 |
| 001-010-511-52200 | Retirement | $4,573 | $4,860 | $4,860 | $4,860 | $5,016 |
| 001-010-511-52300 | Health Insurance | $6,581 | $6,225 | $13,660 | $32,280 | $32,280 |
| 001-010-511-52301 | Life Insurance | $0 | $119 | $279 | $468 | $468 |
| 001-010-511-52302 | Health Reimbursement Account | $1,900 | $1,000 | $1,000 | $0 | $0 |
| 001-010-511-52320 | Dental Insurance | $0 | $0 | $0 | $1,101 | $1,835 |
| 001-010-511-52400 | Worker's Comp | $159 | $177 | $163 | $206 | $75 |
| | Total Benefits | **$15,173** | **$14,580** | **$22,211** | **$41,164** | **$41,923** |
| | | **$44,573** | **$43,980** | **$51,611** | **$70,564** | **$71,323** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 001-010-511-53101 | Medical Services | $0 | $0 | $98 | $125 | $125 | |
| 001-010-511-53400 | Other Contractual Services | $249 | $2,194 | $3,495 | $5,520 | $4,100 | |
| 001-010-511-54000 | Travel & Per Diem | $1,199 | $1,242 | $335 | $1,500 | $1,500 | |
| 001-010-511-54100 | Communications&Freight Charge | $967 | $1,403 | $1,301 | $1,500 | $1,500 | |
| 001-010-511-54300 | Electric | $2,249 | $0 | $0 | $0 | $0 | |
| 001-010-511-54303 | Water | $204 | $0 | $0 | $0 | $0 | |
| 001-010-511-54600 | Repair & Maintenance Services | $736 | $1,206 | $0 | $725 | $725 | (1) |
| 001-010-511-54700 | Printing & Binding Services | $108 | $75 | $258 | $150 | $150 | |
| 001-010-511-54800 | Advertising Activities | $0 | $8 | $0 | $0 | $0 | |
| 001-010-511-54900 | Other Current Charges | $672 | $450 | $338 | $975 | $975 | (2) |
| 001-010-511-55100 | Office Supplies | $400 | $311 | $53 | $100 | $100 | |
| 001-010-511-55220 | Computer Supplies | $51 | $0 | $127 | $100 | $100 | |
| 001-010-511-55223 | Repair & Maintenance Supplies | $175 | $275 | $0 | $0 | $0 | |
| 001-010-511-55230 | Clothing/Uniforms | $25 | $71 | $0 | $0 | $0 | |
| 001-010-511-55240 | Institutional Supplies | $177 | $0 | $0 | $0 | $0 | |
| 001-010-511-55400 | Books,Subscription,Membership | $432 | $531 | $1,031 | $550 | $550 | |
| 001-010-511-55410 | Training & Education | $600 | $720 | $450 | $1,500 | $1,500 | |
| 001-010-511-55500 | Uncapitalized Equipment | $0 | $2,447 | $416 | $1,000 | $0 | |
| 001-010-511-59901 | Special Events | $0 | $0 | $0 | $7,000 | $7,000 | |
| | **Total Operating Costs** | **$8,244** | **$10,933** | **$7,902** | **$20,745** | **$18,325** | |
| | **CAPITAL OUTLAY** | | | | | | |
| 001-010-511-55640 | Machinery & Equipment | $0 | $5,976 | $0 | $0 | $0 | |
| | **Total Capital Outlay Costs** | **$0** | **$5,976** | **$0** | **$0** | **$0** | |
| | **TRANSFERS OUT** | | | | | | |
| 001-010-581-56502 | Vehicle Replacement Fund | $0 | $0 | $0 | $0 | $0 | |
| 001-010-581-56501 | Internal Service Fund | $0 | $0 | $0 | $0 | $0 | |
| 001-010-581-56608 | Self Insured Dental Plan Fund | $0 | $432 | $753 | $0 | $0 | |
| 001-010-581-56609 | HRA Funding Account | $0 | $0 | $0 | $1,250 | $1,250 | |
| | **Total Transfers Out** | **$0** | **$432** | **$753** | **$1,250** | **$1,250** | |
| | **Total Expenditures** | **$52,817** | **$61,321** | **$60,266** | **$92,559** | **$90,898** | |

(1) Maintenance fee for digital recorder.
(2) Current costs/includes fees for background checks on advisory board members.

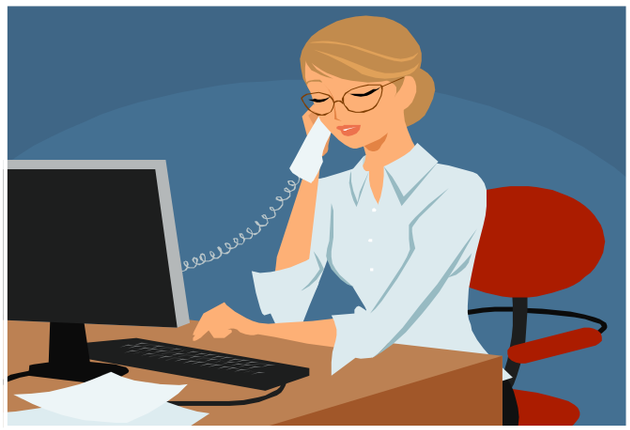


# CITY MANAGER'S OFFICE DEPARTMENT
# City Manager's Office Division

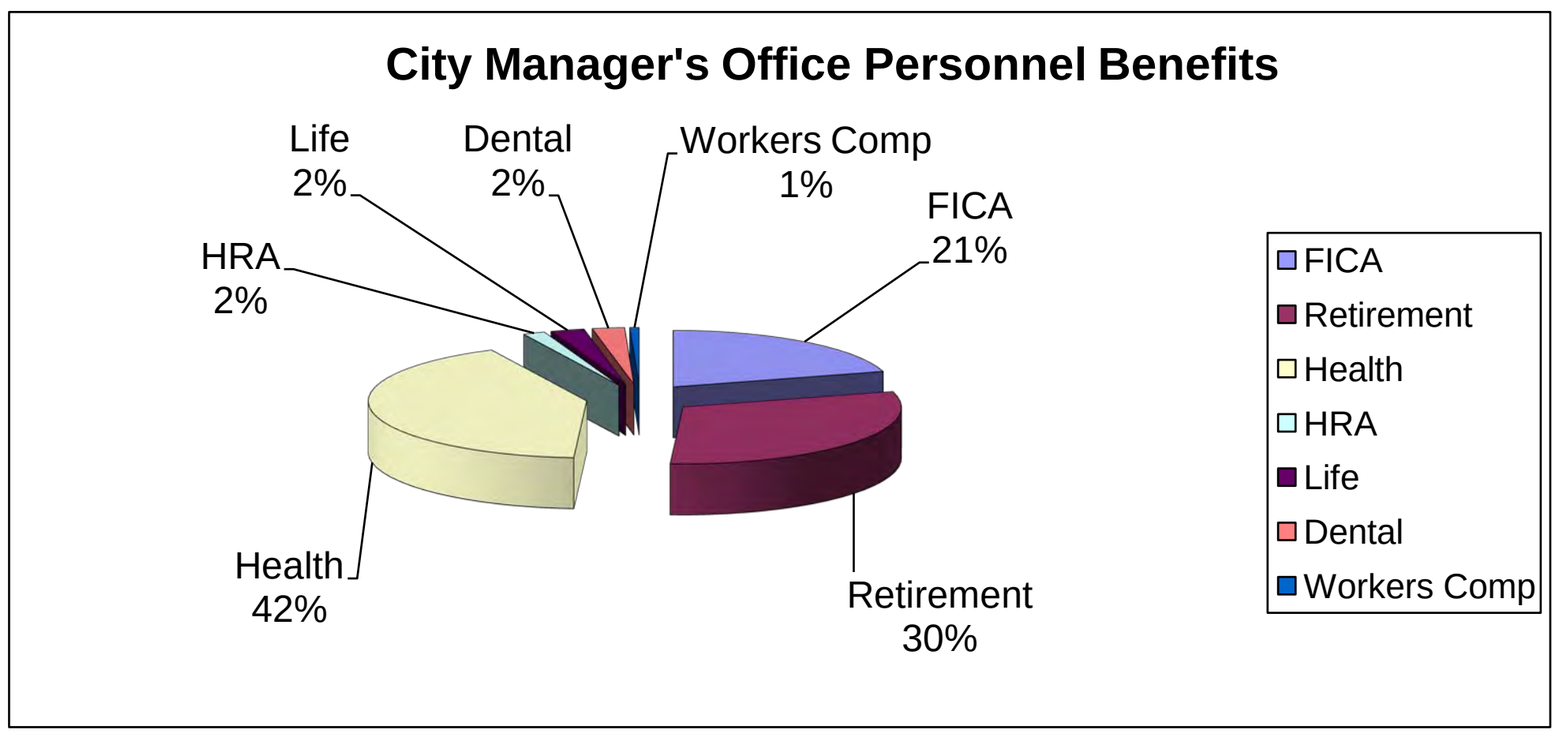


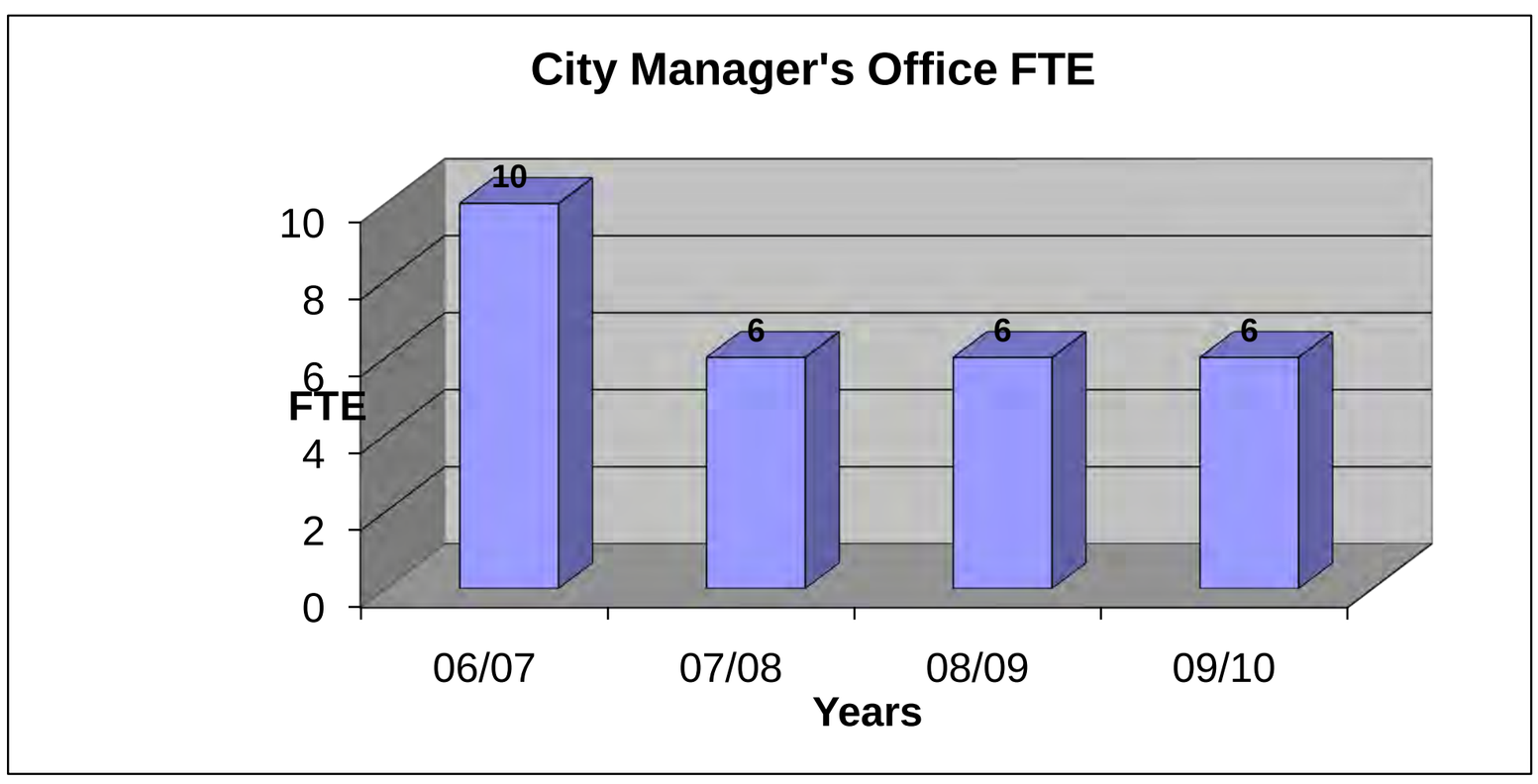

Full-time equivalent positions are shown in parentheses.

# City Manager's Office



| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **City Manager's Office** | | | | | | | | | | | | | | | |
| City Manager | 1 | 1 | 1 | 1 | $85,565 | $87,818 | $6,718 | $11,847 | $6,456 | $250 | $820 | $367 | $223 | $26,681 | $114,499 |
| City Clerk | 1 | 1 | 1 | 1 | $49,334 | $35,860 | $2,743 | $3,618 | $6,456 | $250 | $333 | $367 | $91 | $13,859 | $49,719 |
| Deputy City Clerk | 1 | 1 | 1 | 1 | $29,828 | $29,349 | $2,245 | $2,961 | $6,456 | $250 | $272 | $367 | $74 | $12,626 | $41,975 |
| Assistant To The City Manager | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Administrative Assistant II | 1 | 1 | 1 | 1 | $29,913 | $30,784 | $2,355 | $3,106 | $6,456 | $250 | $286 | $367 | $78 | $12,898 | $43,682 |
| Administrative Assistant I | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Administrative Assistant II | 1 | 1 | 1 | 1 | $28,588 | $30,250 | $2,314 | $3,052 | $6,456 | $250 | $281 | $367 | $77 | $12,797 | $43,047 |
| Administrative Assistant III | 0 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Environmental Specialist | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Manager Analyst | 0 | 0 | 1 | 1 | $29,085 | $33,696 | $2,578 | $3,400 | $6,456 | $250 | $313 | $367 | $85 | $13,449 | $47,145 |
| | | | | | | | | | | | | | | $0 | $0 |
| **Part-Time** | | | | | | | | | | | | | | $0 | $0 |
| Part-Time Intern | 2 | 0 | 0 | 0 | $0 | | | | | | | | | | |
| Sub - Total | 2 | 0 | 0 | 0 | $252,313 | $247,757 | $18,953 | $27,984 | $38,736 | $1,500 | $2,305 | $2,202 | $628 | $92,309 | $340,066 |
| | | | | | | | | | | | | | | | |
| Overtime | | | | | $1,000 | $1,000 | $77 | $101 | | | $9 | | $3 | $190 | $1,190 |
| | | | | | | | | | | | | | | | |
| **TOTAL City Manager's Office** | **10** | **6** | **6** | **6** | **$253,313** | **$248,757** | **$19,030** | **$28,085** | **$38,736** | **$1,500** | **$2,314** | **$2,202** | **$631** | **$92,498** | **$341,255** |

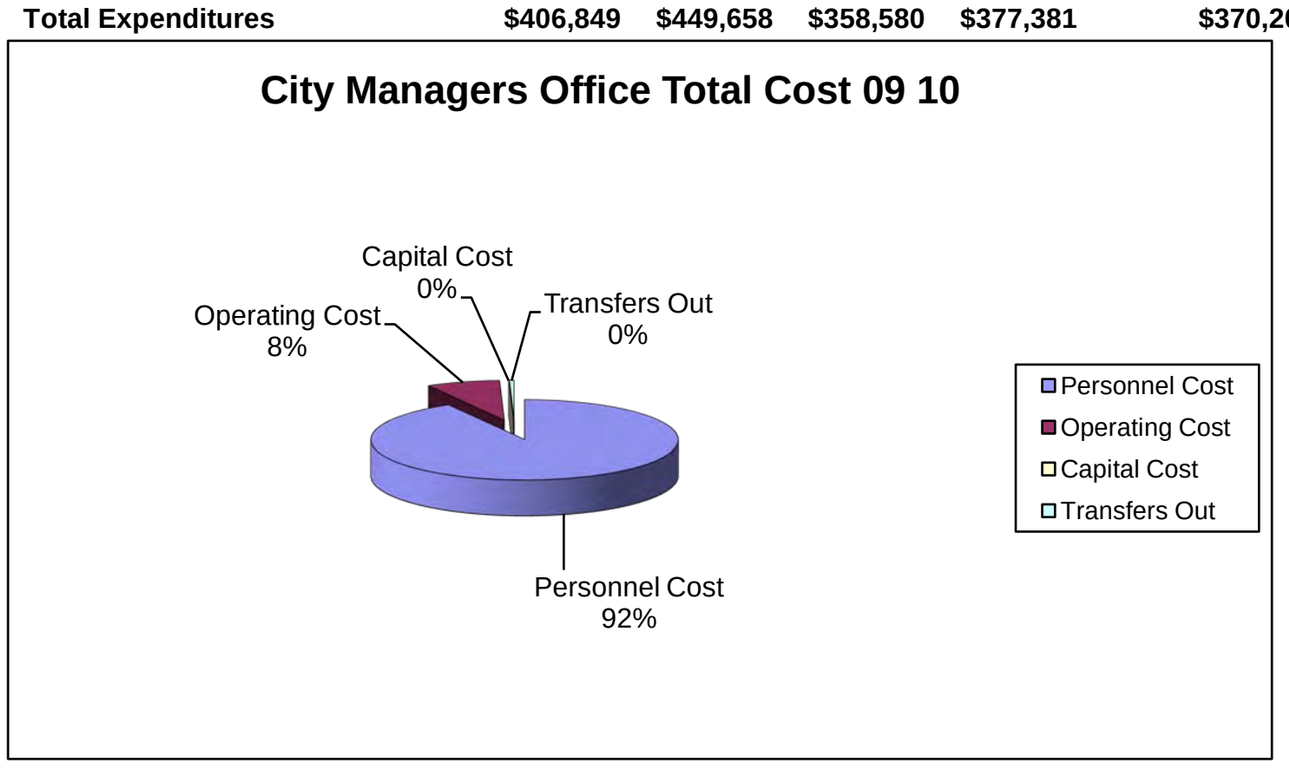


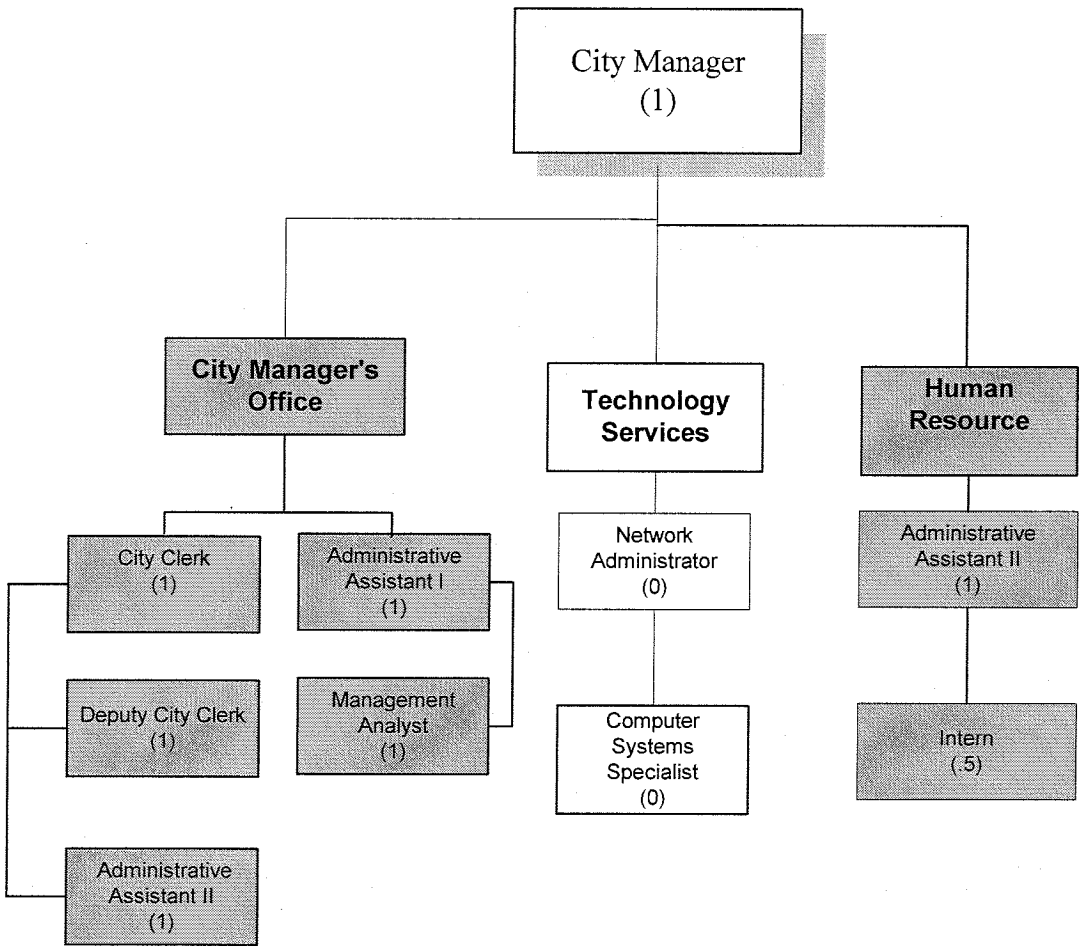
**City Manager's Office**

| | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 001-011-512-51200 | Regular Salaries | $280,968 | $305,537 | $259,604 | $252,313 | $247,757 |
| 001-011-512-51400 | Overtime | $1,906 | $3,342 | $110 | $1,000 | $1,000 |
| | | **$282,874** | **$308,879** | **$259,714** | **$253,313** | **$248,757** |
| 001-011-512-52100 | FICA | $21,486 | $23,464 | $19,801 | $19,378 | $19,030 |
| 001-011-512-52200 | Retirement | $25,146 | $28,633 | $30,549 | $27,750 | $28,085 |
| 001-011-512-52300 | Health Insurance | $13,696 | $13,923 | $17,331 | $38,736 | $38,736 |
| 001-011-512-52301 | Life Insurance | $1,915 | $1,793 | $1,789 | $2,371 | $2,314 |
| 001-011-512-52302 | Health Reimbursement Account | $2,983 | $2,911 | $3,756 | $0 | $0 |
| 001-011-512-52320 | Dental Insurance | $0 | $0 | $0 | $2,205 | $2,202 |
| 001-011-512-52400 | Worker's Comp | $1,656 | $1,889 | $1,467 | $1,773 | $631 |
| | Total Benefits | **$66,882** | **$72,613** | **$74,693** | **$92,213** | **$90,998** |
| | **Total Personnel Service Costs** | **$349,756** | **$381,492** | **$334,407** | **$345,526** | **$339,755** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 001-011-512-52500 | Unemployment | $0 | $0 | $0 | $0 | $563 |
| 001-011-512-53101 | Medical Services | $490 | $320 | $117 | $125 | $125 |
| 001-011-512-53400 | Other Contractual Services | $1,320 | $14,942 | $546 | $2,550 | $1,000 |
| 001-011-512-53401 | Contract Labor | $5,730 | $10,415 | $0 | $0 | $0 |
| 001-011-512-54000 | Travel & Per Diem | $1,628 | $3,316 | $1,987 | $3,200 | $3,200 |
| 001-011-512-54100 | Communications&Freight Charge | $3,377 | $3,694 | $2,366 | $2,680 | $2,680 |
| 001-011-512-54210 | Auto Repair Service | $784 | $528 | $133 | $0 | $0 |
| 001-011-512-54300 | Electric | $10,677 | $0 | $0 | $0 | $0 |
| 001-011-512-54303 | Water | $817 | $0 | $0 | $0 | $0 |
| 001-011-512-54560 | Insurance Claims & Deductibles | $0 | $0 | $0 | $0 | $0 |
| 001-011-512-54600 | Repair & Maintenance Services | $4,696 | $3,500 | $4,641 | $4,100 | $4,900 |
| 001-011-512-54700 | Printing & Binding Services | $6,964 | $30 | $2,485 | $5,300 | $5,300 |
| 001-011-512-54800 | Adverting Activities | $860 | $2,139 | $286 | $500 | $500 |
| 001-011-512-54900 | Other Current Charges | $1,088 | $193 | $221 | $500 | $500 |
| 001-011-512-55100 | Office Supplies | $4,108 | $4,754 | $3,338 | $3,500 | $3,000 |
| 001-011-512-55210 | Operating Supplies | $0 | $240 | $360 | $360 | $360 |
| 001-011-512-55220 | Computer Supplies | $770 | $495 | $2,357 | $1,500 | $1,500 |
| 001-011-512-55223 | Repair & Maintenance Supplies | $1,153 | $212 | $0 | $0 | $0 |
| 001-011-512-55230 | Clothing/Uniforms | $234 | $186 | $0 | $0 | $0 |
| 001-011-512-55240 | Institutional Supplies | $1,238 | $0 | $0 | $0 | $0 |
| 001-011-512-55250 | Fuels & Lubricant | $632 | $534 | $0 | $0 | $0 |
| 001-011-512-55253 | Auto Repair Supplies (in-house) | $456 | $1,605 | $626 | $0 | $0 |
| 001-011-512-55400 | Books,Subscription,Membership | $3,456 | $2,493 | $1,026 | $1,700 | $2,400 |
| 001-011-512-55410 | Training & Education | $1,751 | $2,020 | $1,634 | $1,575 | $1,575 |
| 001-011-512-55500 | Uncapitalized Equipment | $3,339 | $4,933 | $177 | $2,500 | $1,000 |
| | **Total Operating Costs** | **$55,568** | **$56,549** | **$22,300** | **$30,090** | **$28,603** |
| | **CAPITAL OUTLAY** | | | | | |
| 001-011-512-55640 | Machinery & Equipment | 0 | $9,475 | $0 | $0 | $0 |
| | **Total Capital Outlay Costs** | **$0** | **$9,475** | **$0** | **$0** | **$0** |
| | **TRANSFERS OUT** | | | | | |
| 001-011-581-56501 | Internal Service Fund | $181 | $606 | $365 | $265 | $349 |
| 001-011-581-56502 | Vehicle Replacement Fund | $0 | $0 | $0 | $0 | $0 |
| 001-011-581-56608 | Self Insured Dental Plan Fund | $1,344 | $1,536 | $1,508 | $0 | $0 |
| 001-011-581-56609 | HRA Funding Account | $0 | $0 | $0 | $1,500 | $1,500 |
| | **Total Transfers Out** | **$1,525** | **$2,142** | **$1,873** | **$1,765** | **$1,849** |
| | **Total Expenditures** | **$406,849** | **$449,658** | **$358,580** | **$377,381** | **$370,207** |

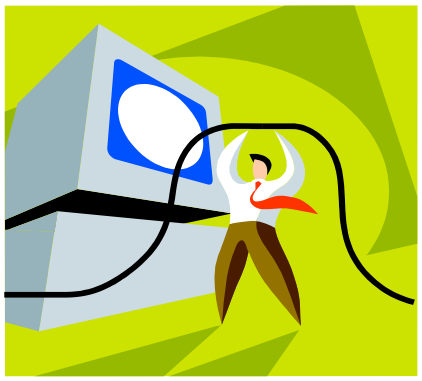


# CITY MANAGER'S Department
# Technology Services Division




Full-time equivalent positions are shown in parentheses.

# Technology Services Division

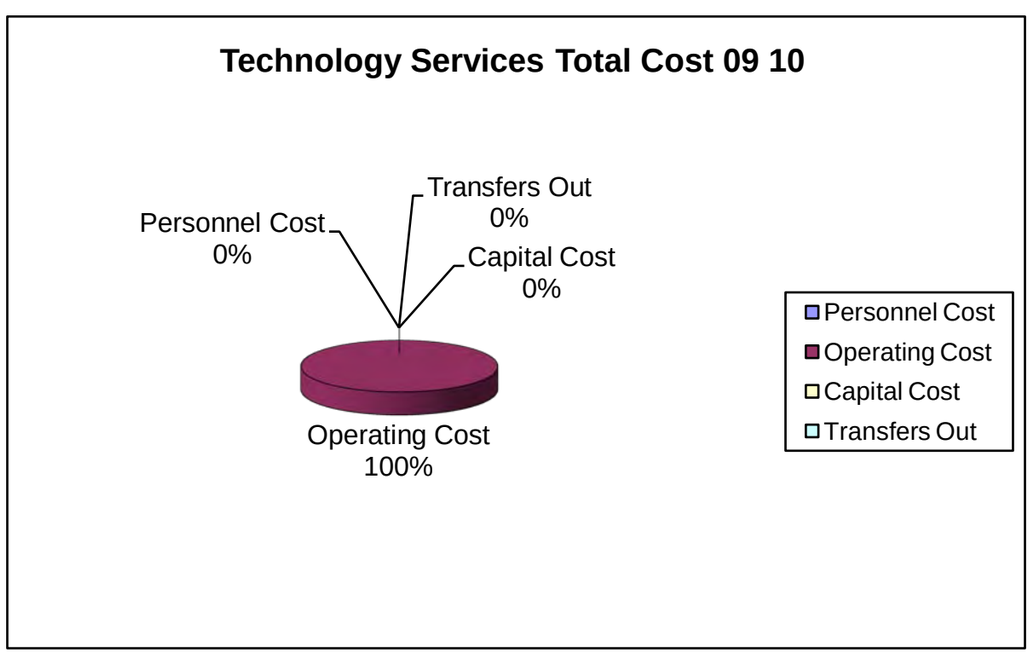


## CITY MANAGER'S OFFICE : Technology Services Division

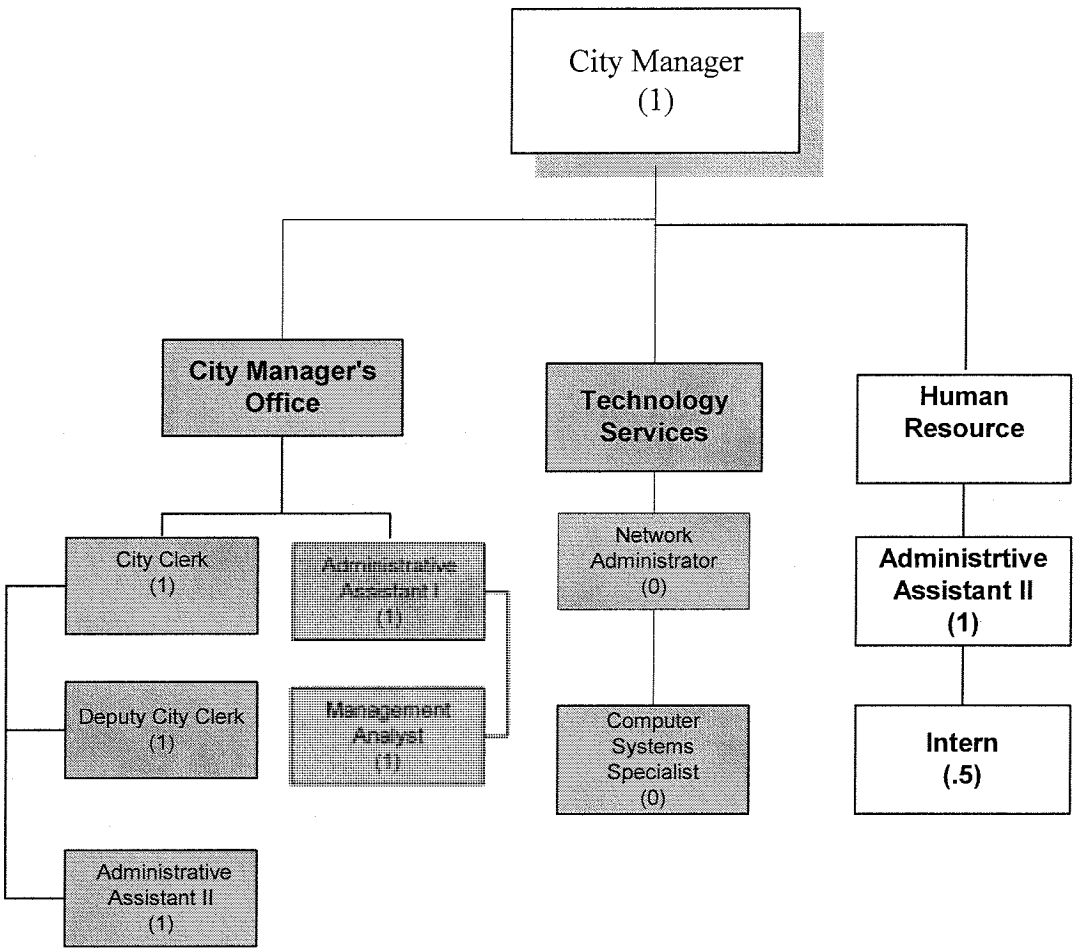
| GL CODES | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 001-016-513-51200 | Regular Salaries | $36,728 | $59,032 | $31,126 | $0 | $0 |
| 001-016-513-51400 | Overtime | $436 | $669 | $0 | $0 | $0 |
| | Total Wages | **$37,164** | **$59,701** | **$31,126** | **$0** | **$0** |
| 001-016-513-52100 | FICA | $3,465 | $4,537 | $2,381 | $0 | $0 |
| 001-016-513-52200 | Retirement | $3,805 | $5,893 | $3,104 | $0 | $0 |
| 001-016-513-52300 | Health Insurance | $3,290 | $5,036 | $2,936 | $0 | $0 |
| 001-016-513-52301 | Life Insurance | $292 | $394 | $124 | $0 | $0 |
| 001-016-513-52302 | Health Reimbursement Account | $65 | $1,914 | $1,425 | $0 | $0 |
| 001-016-513-52320 | Dental Insurance | $0 | $0 | $0 | $0 | $0 |
| 001-016-513-52400 | Worker's Comp Insurance | $756 | $473 | $390 | $0 | $0 |
| | Total Benefits | **$11,673** | **$18,247** | **$10,360** | **$0** | **$0** |
| | **Total Personnel Service Costs** | **$48,837** | **$77,948** | **$41,486** | **$0** | **$0** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 001-016-513-52500 | Unemployment | 0 | | | | | |
| 001-016-513-53400 | Other Contractual Services | $5,269 | $1,803 | $38,856 | $60,000 | $60,000 | (1) |
| 001-016-513-54000 | Travel & Per Diem | $683 | $69 | $0 | $0 | $0 | |
| 001-016-513-54100 | Communications&Freight Charges | $4,566 | $4,276 | $2,981 | $0 | $0 | |
| 001-016-513-54110 | Postage | $0 | $0 | $0 | $0 | $0 | |
| 001-016-513-54300 | Electric | $2,249 | $0 | $0 | $0 | $0 | |
| 001-016-513-54303 | Water | $204 | $0 | $0 | $0 | $0 | |
| 001-016-513-54600 | Repair & Maintenance Service | $100 | $0 | $0 | $0 | $0 | |
| 001-016-513-54700 | Printing & Binding Services | $46 | $0 | $0 | $0 | $0 | |
| 001-016-513-54900 | Other Current Charges | $163 | $140 | $0 | $0 | $0 | |
| 001-016-513-55100 | Office Supplies | $546 | $120 | $0 | $0 | $0 | |
| 001-016-513-55220 | Computer Supplies | $1,978 | $1,529 | $548 | $0 | $0 | |
| 001-016-513-55223 | Repair & Maintenance Supplies | $158 | $0 | $0 | $0 | $0 | |
| 001-016-513-55230 | Clothing/Uniforms | $23 | $45 | $0 | $0 | $0 | |
| 001-016-513-55240 | Institutional Supplies | $177 | $0 | $0 | $0 | $0 | |
| 001-016-513-55250 | Fuels & Lubricants | $89 | $195 | $262 | $0 | $0 | |
| 001-016-513-55252 | Small Tools | $0 | $0 | $0 | $0 | $0 | |
| 001-016-513-55253 | Auto Repair Supplies (In House) | $3 | $0 | $193 | $0 | $0 | |
| 001-016-513-55400 | Books,Subscription,Membership | $297 | $264 | $125 | $0 | $0 | |
| 001-016-513-55410 | Training & Education | $325 | $200 | $0 | $0 | $0 | |
| 001-016-513-55500 | Uncapitalized Equipment | $9,734 | $8,926 | $7,430 | $23,000 | $22,000 | (2) |
| | **Total Operating Costs** | **$26,610** | **$17,567** | **$50,395** | **$83,000** | **$82,000** | |
| | **CAPITAL OUTLAY** | | | | | | |
| 001-016-513-55640 | Machinery & Equipment | $0 | $0 | $0 | $0 | $0 | |
| | **Total Capital Outlay Costs** | **$0** | **$0** | **$0** | **$0** | **$0** | |
| | **TRANSFERS OUT** | | | | | | |
| 001-016-581-56501 | Internal Service Fund | $181 | $606 | $365 | $252 | $0 | |
| 001-016-581-56502 | Vehicle Replacement Fund | $2,266 | $2,260 | $0 | $0 | $0 | |
| 001-016-581-56608 | Self Insured Dental Plan Fund | $384 | $384 | $352 | $0 | $0 | |
| | **Total Transfers Out** | **$2,831** | **$3,250** | **$717** | **$252** | **$0** | |
| | **Total Expenditures** | **$78,278** | **$98,765** | **$92,598** | **$83,252** | **$82,000** | |

(1) Contract with County for technology service.
(2) Hardware and software needs for the City.

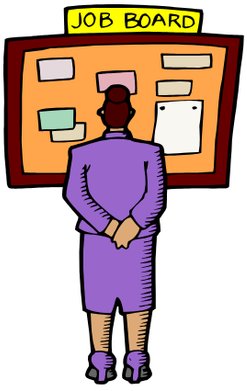


# CITY MANAGER'S DEPARTMENT
## Human Resource Division

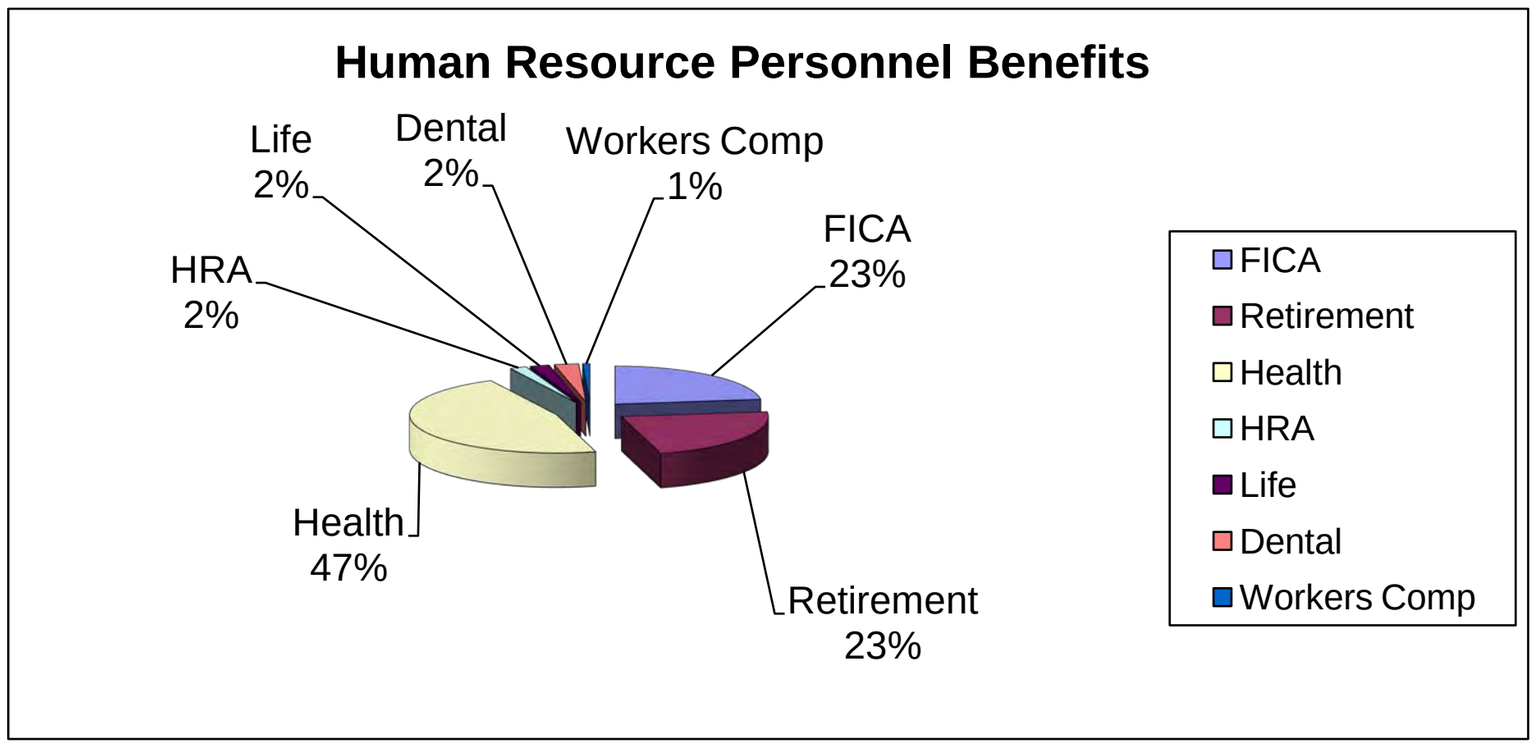


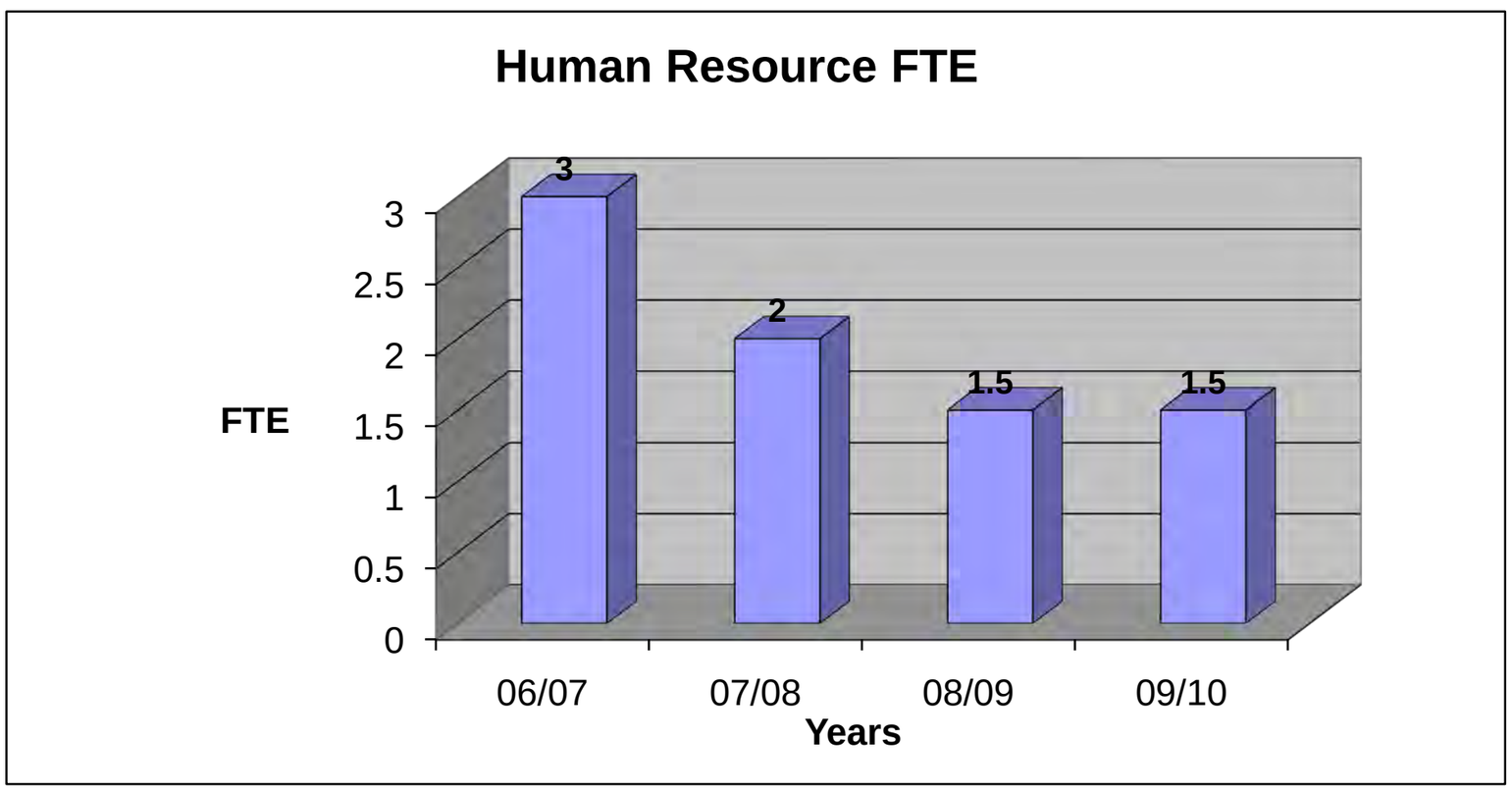

Full-time equivalent positions are shown in parentheses.

# Human Resources Division



| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Human Resources Division** | | | | | | | | | | | | | | | |
| Human Resource Director | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Administrative Asst. II | 0 | 1 | 1 | 1 | $30,540 | $30,805 | $2,357 | $3,081 | $6,456 | $250 | $286 | $367 | $78 | $12,875 | $43,680 |
| Administrative Asst. II | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Administrative Asst. I | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Intern | 0 | 0 | 0.5 | 0.5 | $10,000 | $10,000 | $765 | $0 | $0 | $0 | $0 | $0 | $28 | $793 | $10,793 |
| | | | | | | | | | | | | | | | |
| Sub - Total | | | | | $40,540 | $40,805 | $3,122 | $3,081 | $6,456 | $250 | $286 | $367 | $106 | $13,668 | $54,473 |
| | | | | | | | | | | | | | | | |
| Overtime | | | | | $500 | $500 | $38 | $50 | | | $5 | | $3 | $96 | $596 |
| | | | | | | | | | | | | | | | |
| **TOTAL Human Resources** | 3 | 2 | 1.5 | 1.5 | $41,040 | $41,305 | $3,160 | $3,131 | $6,456 | $250 | $291 | $367 | $109 | $13,764 | $55,069 |



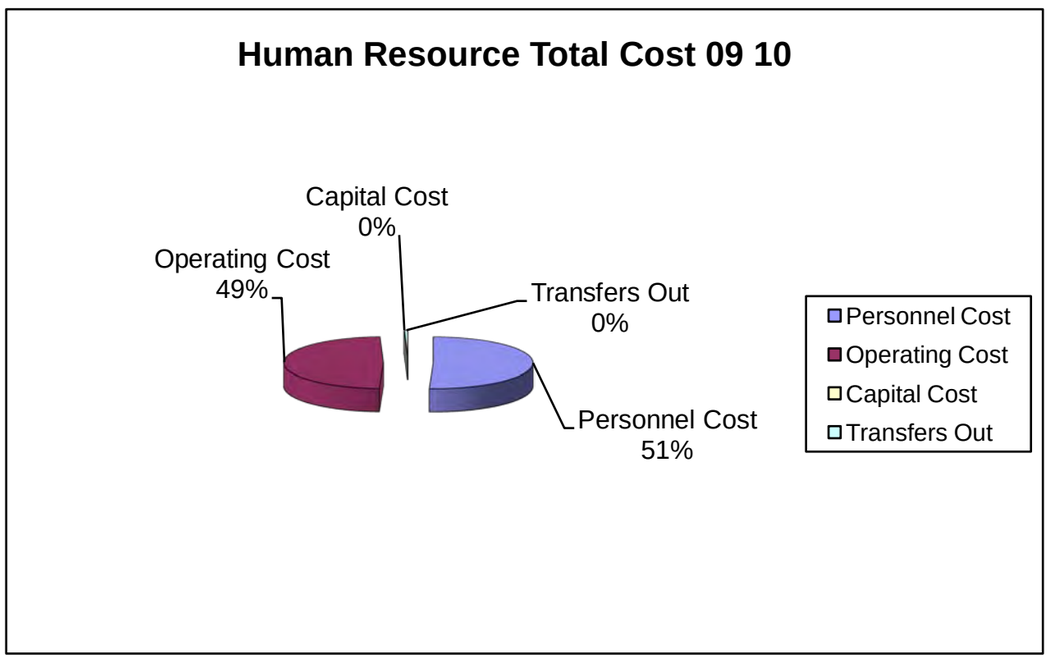



## Human Resources Division

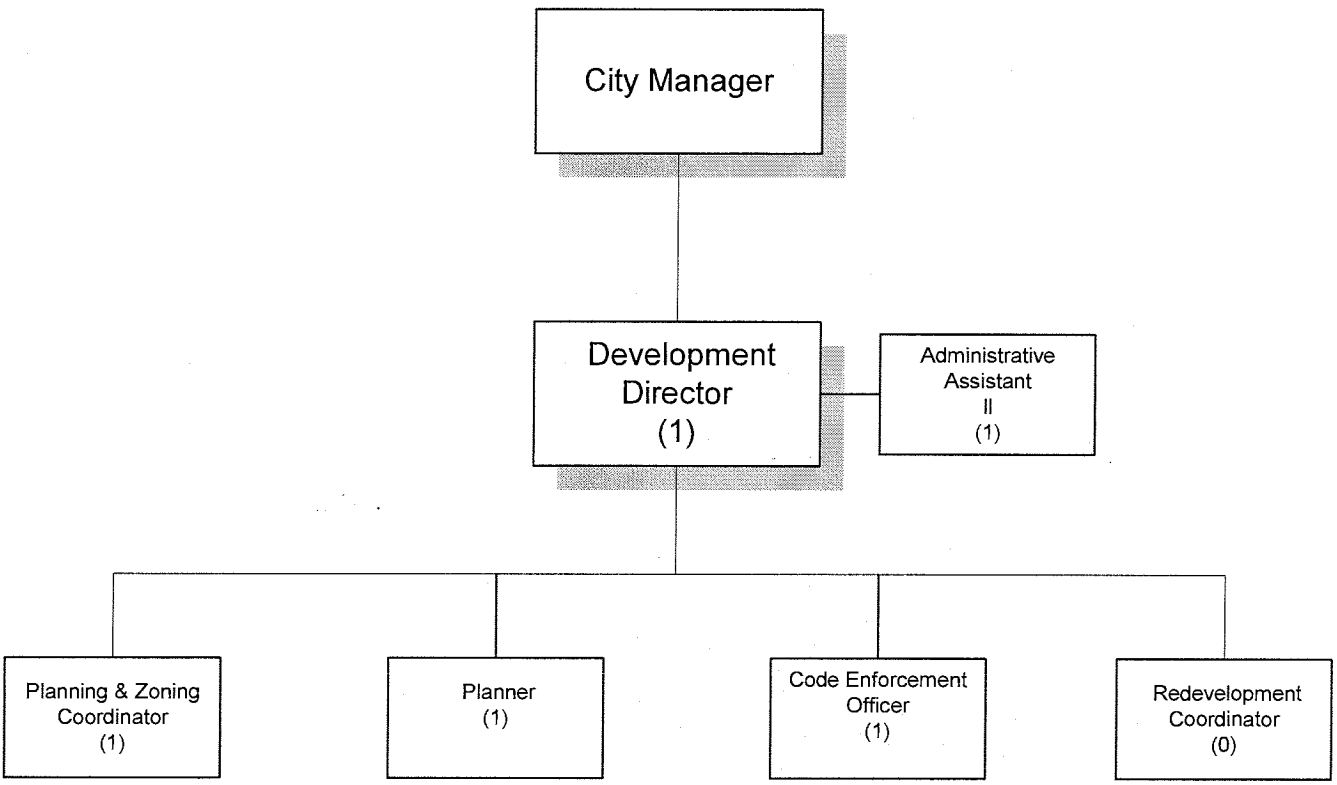
| | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 001-012-513-51200 | Regular Salaries | $104,643 | $101,850 | $33,795 | $40,544 | $40,805 |
| 001-012-513-51400 | Overtime | $223 | $960 | $714 | $500 | $500 |
| | | **$104,866** | **$102,810** | **$34,509** | **$41,044** | **$41,305** |
| 001-012-513-52100 | FICA | 7,381 | $7,626 | $2,599 | $3,140 | $3,160 |
| 001-012-513-52200 | Retirement | 10,249 | $11,440 | $3,421 | $4,043 | $3,131 |
| 001-012-513-52300 | Health Insurance | 6,581 | $6,799 | $4,411 | $6,456 | $6,456 |
| 001-012-513-52301 | Life Insurance | 652 | $699 | $238 | $291 | $291 |
| 001-012-513-52302 | Health Reimbursement Account | 1,694 | $4,184 | $827 | $0 | $0 |
| 001-012-513-52320 | Dental Insurance | 0 | $0 | $0 | $367 | $367 |
| 001-012-513-52400 | Worker's Comp | 546 | $697 | $1,863 | $287 | $109 |
| | Total Benefits | **27,103** | **$31,445** | **$13,359** | **$14,584** | **$13,514** |
| | **Total Personnel Service Costs** | **$131,969** | **$134,255** | **$47,868** | **$55,628** | **$54,819** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 001-024-513-52500 | Unemployment | $0 | $0 | $5,775 | $0 | $0 |
| 001-024-513-53100 | Legal Services | $0 | $0 | $11,642 | $24,741 | $24,741 |
| 001-024-513-53101 | Medical Services | $0 | $116 | $23 | $100 | $100 |
| 001-024-513-53400 | Other Contractual Services | $8,749 | $0 | $0 | $24,741 | $24,741 (1) |
| 001-024-513-54000 | Travel & Per Diem | $1,049 | $1,207 | $131 | $500 | $500 |
| 001-024-513-54100 | Communications&Freight Charge | $289 | $354 | $492 | $250 | $250 |
| 001-024-513-54110 | Postage | $0 | $0 | $0 | $50 | $50 |
| 001-024-513-54300 | Electric | $2,249 | $0 | $0 | $0 | $0 |
| 001-024-513-54303 | Water | $204 | $0 | $0 | $0 | $0 |
| 001-024-513-54600 | Repair & Maintenance Services | $100 | $0 | $0 | $0 | $0 |
| 001-024-513-54700 | Printing & Binding Services | $241 | $740 | $0 | $0 | $0 |
| 001-024-513-54800 | Advertising Activities | $9 | $226 | $0 | $100 | $100 |
| 001-024-513-54810 | Promotional Activities | $0 | $0 | $0 | $3,000 | $500 |
| 001-024-513-54900 | Other Current Charges | $293 | $10 | $99 | $50 | $50 |
| 001-024-513-55100 | Office Supplies | $2,272 | $2,909 | $299 | $3,000 | $750 |
| 001-024-513-55220 | Computer Supplies | $1,573 | $165 | $431 | $750 | $200 |
| 001-024-513-55223 | Repair & Maintenance Supplies | $81 | $23 | $0 | $0 | $0 |
| 001-024-513-55230 | Clothing/Uniforms | $65 | $63 | $0 | $0 | $0 |
| 001-024-513-55240 | Institutional Supplies | $177 | $0 | $0 | $0 | $0 |
| 001-024-513-55400 | Books,Subscription,Membership | $141 | $16 | $16 | $350 | $350 |
| 001-024-513-55410 | Training & Education | $88 | $225 | $125 | $500 | $500 |
| 001-024-513-55500 | Uncapitalized Equipment | $0 | $890 | $0 | $0 | $0 |
| | **Total Operating Costs** | **$17,580** | **$6,944** | **$19,033** | **$58,132** | **$52,832** |
| | **CAPITAL OUTLAY** | | | | | |
| 001-024-513-55640 | Machinery & Equipment | $0 | $0 | $0 | $0 | $0 |
| | **Total Capital Outlay Costs** | **$0** | **$0** | **$0** | **$0** | **$0** |
| | **TRANSFERS OUT** | | | | | |
| 001-024-581-56501 | Internal Service Fund | $181 | $606 | $365 | $252 | $349 |
| 001-024-581-56502 | Vehicle Replacement Fund | $0 | $0 | $0 | $0 | $0 |
| 001-024-581-56608 | Self Insured Dental Plan Fund | $576 | $576 | $502 | $0 | $0 |
| 001-024-581-56609 | HRA Funding Account | $0 | $0 | $0 | $250 | $250 |
| | **Total Transfers Out** | **$757** | **$1,182** | **$867** | **$502** | **$599** |
| | **Total Expenditures** | **$150,306** | **$142,381** | **$67,768** | **$114,262** | **$108,250** |

(1) Human Resources consulting services.



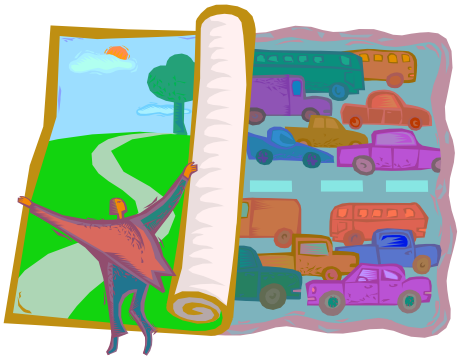
# DEVELOPMENT DEPARTMENT



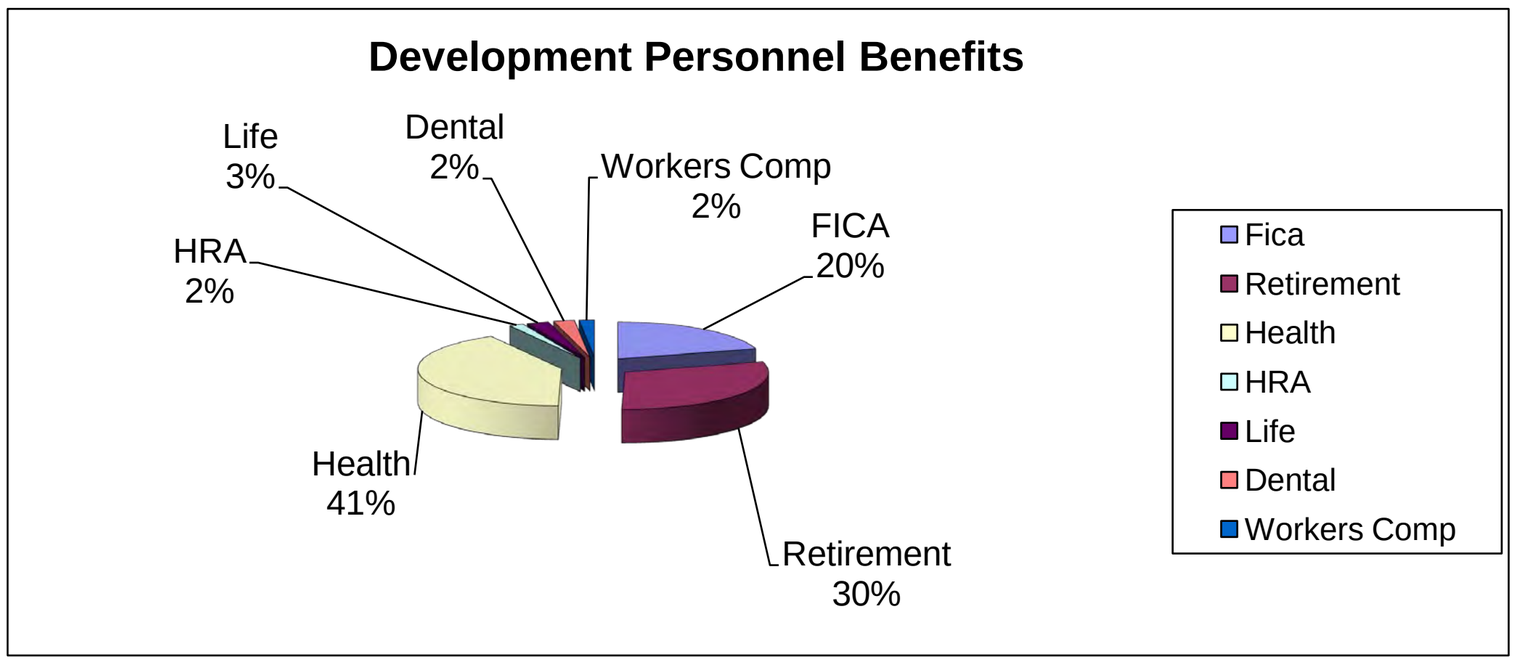

NOTE: The Department provides Management and Planning Services to the Brooksville Community Redevelopment Agency.

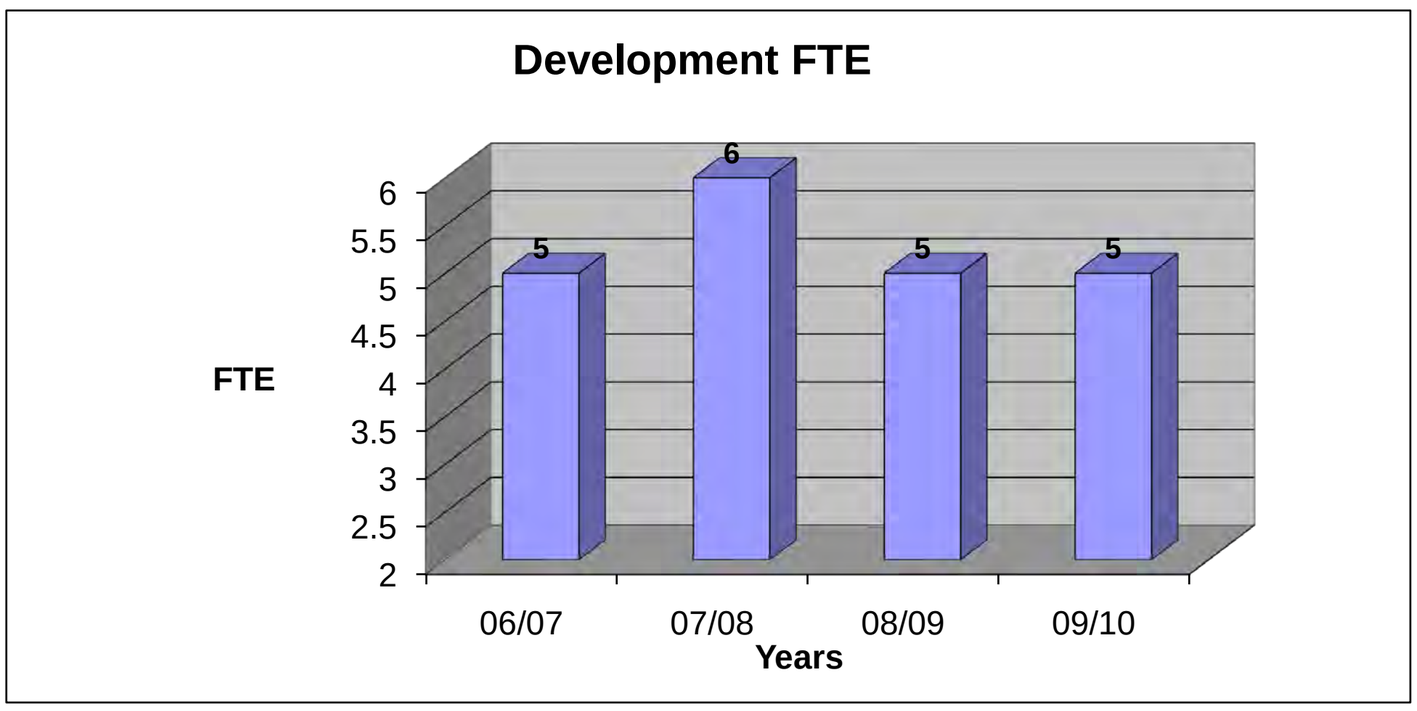
Full-time equivalent positions are shown in parentheses.

# Development Department



| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Development DEPARTMENT** | | | | | | | | | | | | | | | |
| Development Director | 1 | 1 | 1 | 1 | $64,733 | $65,583 | $5,017 | $8,847 | $6,456 | $250 | $612 | $367 | $166 | $21,715 | $87,298 |
| Planning & Zoning Coordinator | 1 | 1 | 1 | 1 | $40,332 | $40,582 | $3,105 | $4,095 | $6,456 | $250 | $378 | $367 | $103 | $14,753 | $55,335 |
| Community Redevelopment Coordinator | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Administrative Asst. II | 1 | 1 | 1 | 1 | $26,782 | $23,754 | $1,817 | $2,397 | $6,456 | $250 | $220 | $367 | $60 | $11,567 | $35,321 |
| Growth Management Planner I | 1 | 1 | 1 | 1 | $41,936 | $42,682 | $3,265 | $4,307 | $6,456 | $250 | $397 | $367 | $108 | $15,150 | $57,832 |
| Code Enforcement Officer | 0 | 1 | 1 | 1 | $34,947 | $35,197 | $2,693 | $3,551 | $6,456 | $250 | $327 | $367 | $894 | $14,538 | $49,735 |
| Sub - Total | 5 | 6 | 5 | 5 | $208,730 | $207,798 | $15,897 | $23,197 | $32,280 | $1,250 | $1,934 | $1,835 | $1,331 | $77,723 | $285,521 |
| | | | | | | | | | | | | | | | |
| Overtime | | | | | $500 | $500 | $38 | $50 | | | | | $1 | $90 | $590 |
| | | | | | | | | | | | | | | | |
| **TOTAL Development** | 5 | 6 | 5 | 5 | $209,230 | $208,298 | $15,935 | $23,247 | $32,280 | $1,250 | $1,934 | $1,835 | $1,332 | $77,813 | $286,111 |



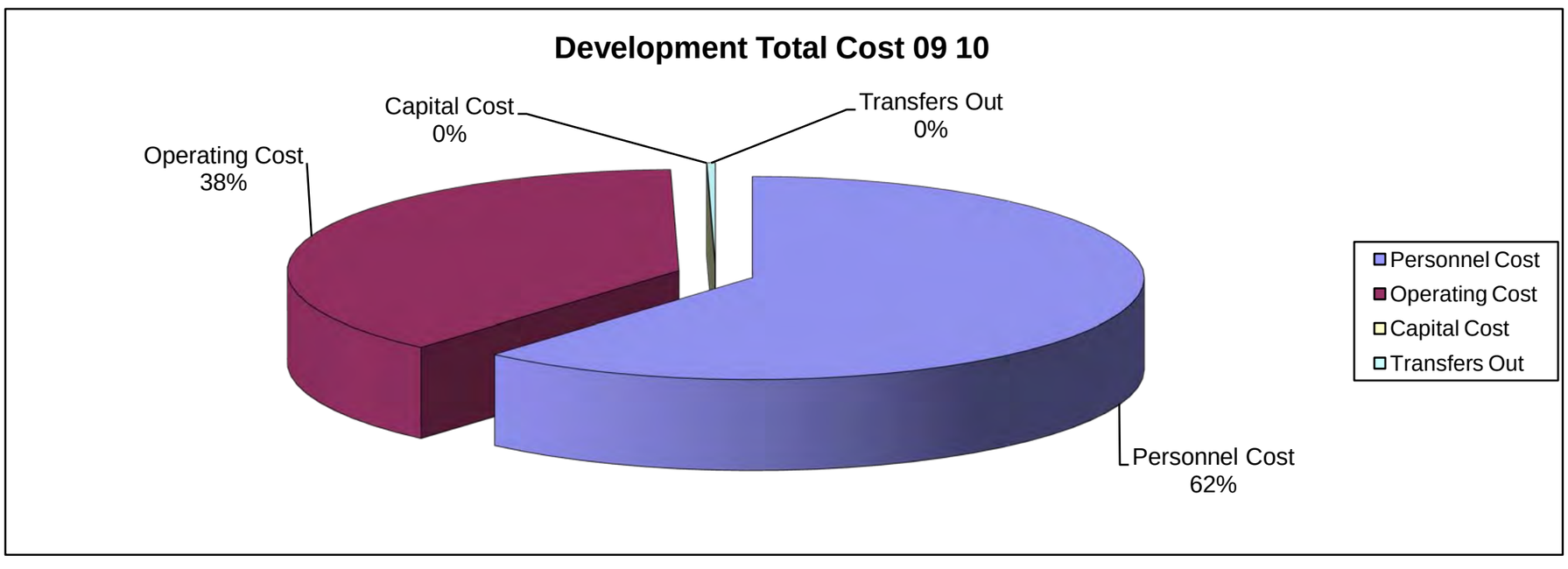



**Development Department**

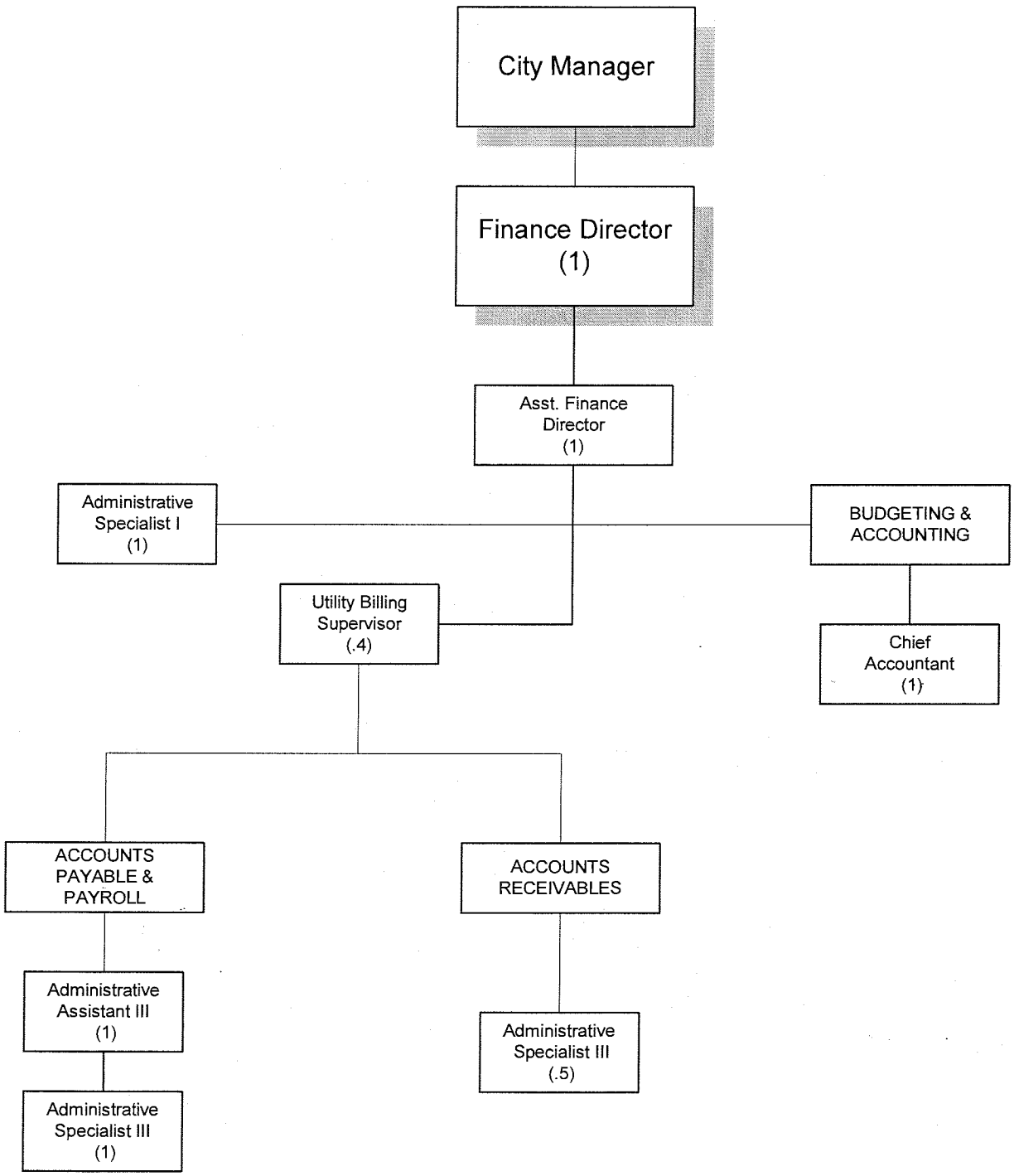
| GL CODES | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Projected 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|---|---|
| 001-015-515-51200 | Regular Salaries | $121,609 | $142,009 | $186,734 | $208,730 | $195,668 | $207,798 | $207,798 |
| 001-015-515-51400 | Overtime | $1,088 | $1,423 | $240 | $500 | $469 | $500 | $500 |
| | | **$122,697** | **$143,432** | **$186,974** | **$209,230** | **$196,137** | **$208,298** | **$208,298** |
| 001-015-515-52100 | FICA | $8,997 | $10,644 | $14,274 | $16,006 | $15,073 | $15,935 | $15,935 |
| 001-015-515-52200 | Retirement | $11,832 | $16,026 | $20,639 | $22,726 | $21,780 | $23,247 | $23,247 |
| 001-015-515-52300 | Health Insurance | $8,226 | $12,146 | $12,760 | $32,280 | $25,286 | $32,280 | $32,280 |
| 001-015-515-52301 | Life Insurance | $699 | $1,006 | $901 | $1,959 | $1,306 | $1,934 | $1,934 |
| 001-015-515-52302 | Health Reimbursement Account | $2,379 | $2,136 | $2,497 | $0 | $0 | $0 | $0 |
| 001-015-515-52320 | Dental Insurance | $0 | $0 | $0 | $1,837 | $1,745 | $1,835 | $1,835 |
| 001-015-515-52400 | Worker's Comp | $899 | $1,239 | $4,569 | $4,924 | $4,207 | $1,332 | $1,332 |
| | Total Benefits | **$33,032** | **$43,197** | **$55,640** | **$79,732** | **$69,397** | **$76,563** | **$76,563** |
| | **Total Personnel Service Costs** | **$155,729** | **$186,629** | **$242,614** | **$288,962** | **$265,534** | **$284,861** | **$284,861** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Projected 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|---|---|
| 001-015-515-52500 | Unemployment | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 001-015-515-53100 | Legal Services | $0 | $0 | $0 | $0 | $1,350 | $4,800 | $4,800 |
| 001-015-515-53101 | Medical Services | $280 | $68 | $223 | $150 | $236 | $150 | $150 |
| 001-015-515-53400 | Other Contractual Services | $9,703 | $223,633 | $161,281 | $214,000 | $115,675 | $154,000 | $170,000 |
| 001-015-515-53401 | Contract Labor | $303 | $0 | $0 | $0 | $0 | $0 | $0 |
| 001-015-515-54000 | Travel & Per Diem | $468 | $1,240 | $459 | $2,500 | $1,264 | $2,500 | $2,500 |
| 001-015-515-54100 | Communications&Freight Charge | $696 | $767 | $1,118 | $1,100 | $1,629 | $1,920 | $1,920 |
| 001-015-515-54110 | Postage | $160 | $26 | $36 | $300 | $0 | $300 | $300 |
| 001-015-515-54300 | Electric | $3,746 | $0 | $0 | $0 | $0 | $0 | $0 |
| 001-015-515-54303 | Water | $341 | $0 | $0 | $0 | $0 | $0 | $0 |
| 001-015-515-54600 | Repair & Maintenance Services | $167 | $0 | $0 | $0 | $0 | $0 | $0 |
| 001-015-515-54700 | Printing & Binding Services | $77 | $363 | $332 | $600 | $57 | $600 | $600 |
| 001-015-515-54800 | Advertising Activities | $0 | $565 | $289 | $650 | $275 | $650 | $650 |
| 001-015-515-54900 | Other Current Charges | $166 | $0 | $831 | $1,500 | $0 | $1,500 | $500 |
| 001-015-515-55100 | Office Supplies | $1,250 | $310 | $589 | $1,400 | $671 | $1,400 | $1,400 |
| 001-015-515-55210 | Operating Supplies | $0 | $0 | $0 | $500 | $0 | $500 | $500 |
| 001-015-515-55220 | Computer Supplies | $1,193 | $1,263 | $2,668 | $3,500 | $1,162 | $5,500 | $1,000 |
| 001-015-515-55223 | Repair & Maintenance Supplies | $165 | $0 | $0 | $430 | $0 | $430 | $430 |
| 001-015-515-55230 | Clothing/Uniforms | $176 | $104 | $0 | $150 | $0 | $150 | $150 |
| 001-015-515-55240 | Institutional Supplies | $354 | $0 | $0 | $0 | $0 | $0 | $0 |
| 001-015-515-55250 | Fuels & Lubricant | $0 | $0 | $756 | $900 | $373 | $900 | $700 |
| 001-015-515-55400 | Books,Subscription,Membership | $194 | $189 | $414 | $800 | $234 | $800 | $800 |
| 001-015-515-55410 | Training & Education | $353 | $300 | $460 | $800 | $462 | $800 | $800 |
| 001-015-515-55500 | Uncapitalized Equipment | $7,287 | $0 | $327 | $0 | $0 | $500 | $500 |
| | **Total Operating Costs** | **$27,079** | **$228,828** | **$169,783** | **$229,280** | **$123,388** | **$177,400** | **$187,700** |
| | **CAPITAL OUTLAY** | | | | | | | |
| 001-015-515-55640 | Machinery & Equipment | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **Total Capital Outlay Costs** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| | **TRANSFERS OUT** | | | | | | | |
| 001-015-581-56501 | Internal Service Fund | $197 | $606 | $365 | $252 | $252 | $348 | $349 |
| 001-015-581-56502 | Vehicle Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 001-015-581-56608 | Self Insured Dental Plan Fund | $960 | $960 | $1,504 | $0 | $0 | $0 | $0 |
| 001-015-581-56609 | HRA Funding Account | $0 | $0 | $0 | $1,250 | $1,250 | $1,250 | $1,250 |
| | **Total Transfers Out** | **$1,157** | **$1,566** | **$1,869** | **$1,502** | **$1,502** | **$1,598** | **$1,599** |
| | **Total Expenditures** | **$183,965** | **$417,023** | **$414,266** | **$519,744** | **$390,424** | **$463,859** | **$474,160** |

(1) PDCS contract $144,000 and CIE update/grant applications $10,000; demolish VFW building $16,000.
(2) Cell phones $900 and Cisco phones $1,020.



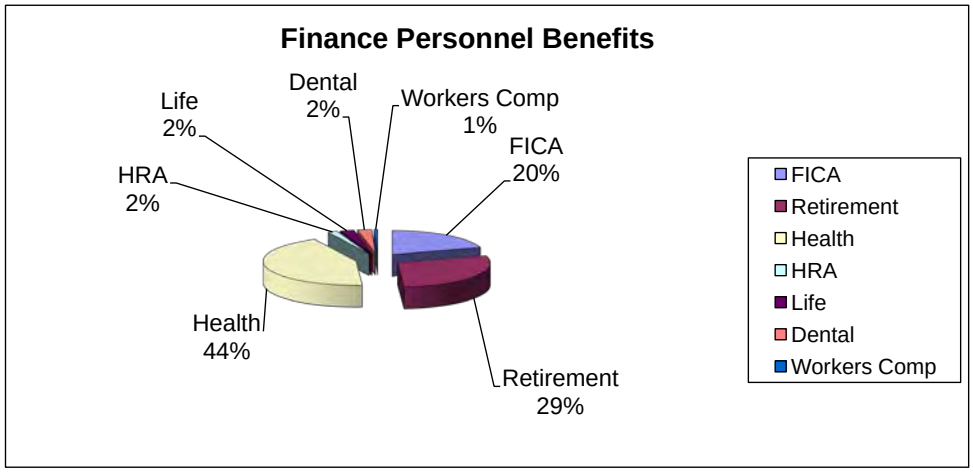
# FINANCE DEPARTMENT

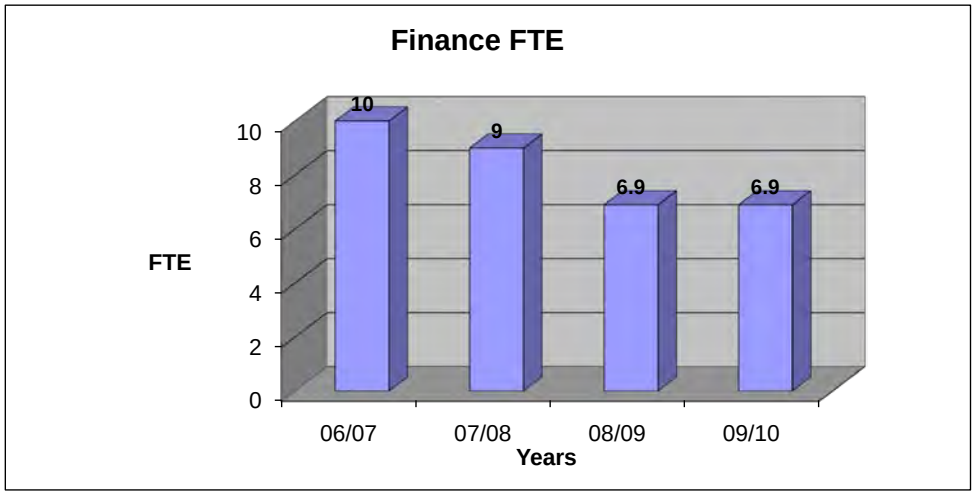



Full-time equivalent positions are shown in parentheses.

# Finance Department

| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **FINANCE DEPARTMENT** | | | | | | | | | | | | | | | |
| Finance Director | 1 | 1 | 1 | 1 | $65,622 | $66,831 | $5,113 | $9,016 | $6,456 | $250 | $627 | $367 | $169 | $21,997 | $88,828 |
| Asst. Finance Director | 1 | 1 | 1 | 1 | $53,844 | $54,663 | $4,182 | $5,515 | $6,456 | $250 | $514 | $367 | $138 | $17,422 | $72,085 |
| Chief Accountant | 1 | 1 | 1 | 1 | $41,746 | $42,828 | $3,276 | $4,321 | $6,456 | $250 | $399 | $367 | $110 | $15,180 | $58,008 |
| Senior Accountant | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Utility Billing Supervisor | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Administrative Asst. II | 1 | 1 | 1 | 1 | $24,449 | $24,940 | $1,908 | $2,516 | $6,456 | $250 | $233 | $367 | $63 | $11,793 | $36,733 |
| Admin. Specialist III | 1 | 1 | 1 | 1 | $26,566 | $27,131 | $2,076 | $2,738 | $6,456 | $250 | $254 | $367 | $68 | $12,208 | $39,339 |
| Admin. Specialist III | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Admin. Specialist III | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Admin. Specialist I | 1 | 1 | 1 | 1 | $20,353 | $20,766 | $1,589 | $2,021 | $6,456 | $250 | $195 | $367 | $52 | $10,930 | $31,696 |
| **Split positions with Finance, Utilities & Solid Waste** | | | | | | | | | | | | | | | |
| Utility Billing Supervisor | 0 | 0 | 0.4 | 0.4 | $17,122 | $17,506 | $1,339 | $1,766 | $2,610 | $100 | $163 | $147 | $44 | $6,170 | $23,676 |
| Administrative Specialist II | 0 | 0 | 0.25 | 0.25 | $6,554 | $6,730 | $515 | $679 | $1,631 | $63 | $63 | $92 | $17 | $3,060 | $9,790 |
| Administrative Specialist II | 0 | 0 | 0.25 | 0.25 | $6,407 | $6,534 | $500 | $659 | $1,631 | $63 | $61 | $92 | $16 | $3,022 | $9,556 |
| Sub - Total | | | | | $262,663 | $267,929 | $20,497 | $29,232 | $44,608 | $1,726 | $2,509 | $2,533 | $677 | $101,782 | $369,711 |
| Overtime | | | | | | $1,000 | $77 | $101 | | | $9 | | $3 | $190 | $1,190 |
| **TOTAL FINANCE** | 10 | 9 | 6.9 | 6.9 | $262,663 | $268,929 | $20,574 | $29,333 | $44,608 | $1,726 | $2,518 | $2,533 | $680 | $101,971 | $370,900 |



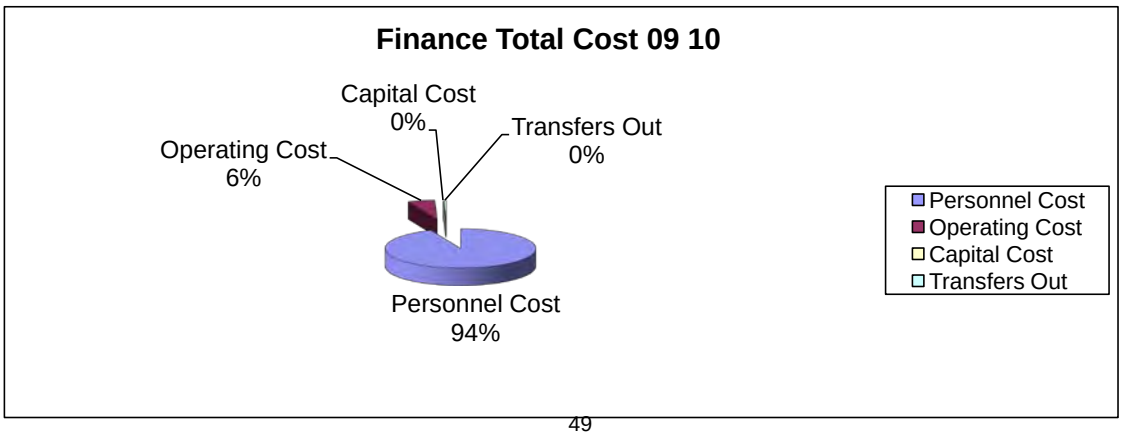



**FINANCE DEPARTMENT**

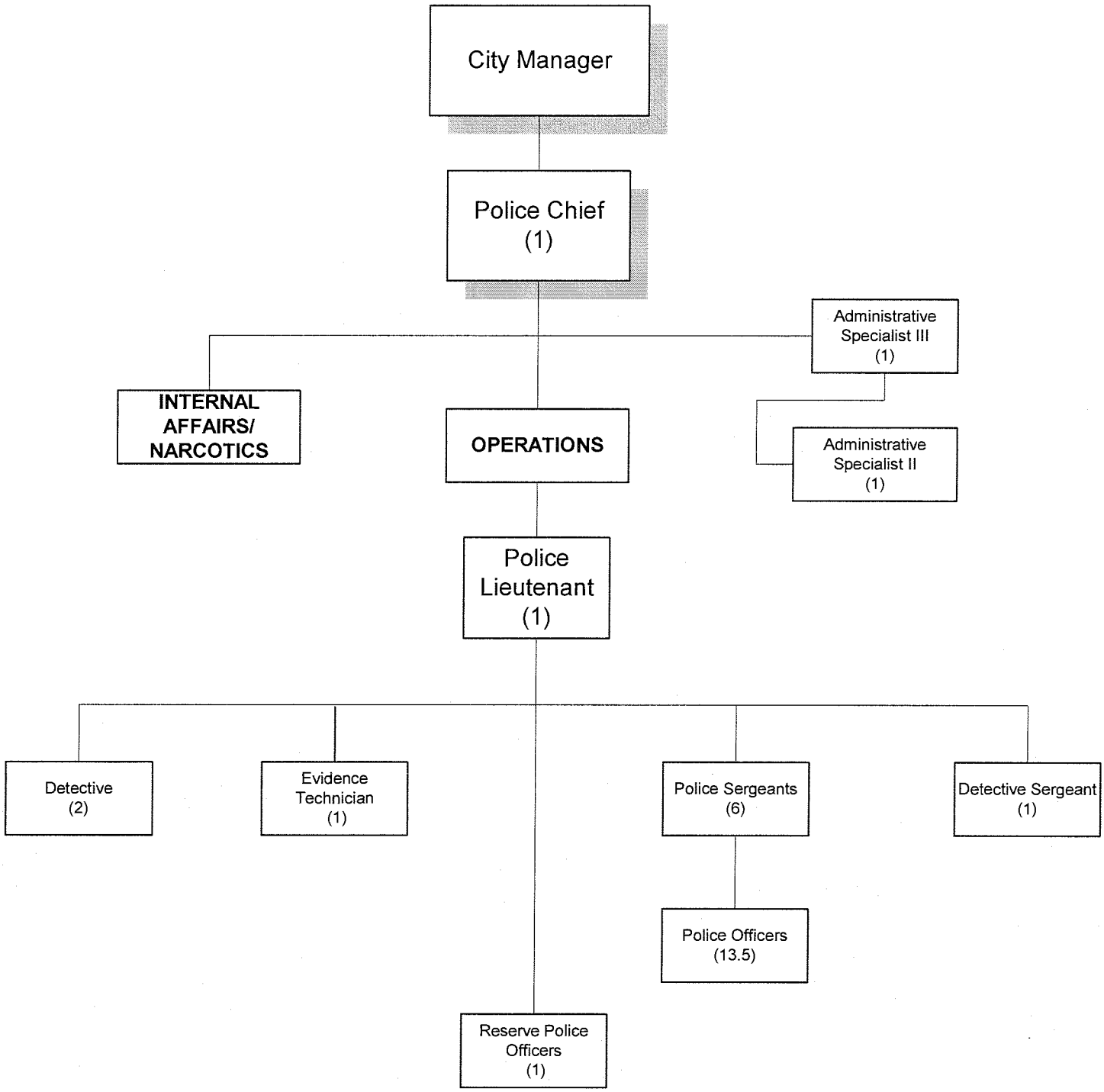
| GL CODES | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 001-012-513-51200 | Regular Salaries | $343,861 | $313,200 | $317,958 | $262,664 | $267,929 |
| 001-012-513-51400 | Overtime | $1,106 | $2,889 | $500 | $1,000 | $1,000 |
| | | **$344,967** | **$316,089** | **$318,458** | **$263,664** | **$268,929** |
| 001-012-513-52100 | FICA | $25,687 | $23,472 | $23,611 | $20,170 | $20,574 |
| 001-012-513-52200 | Retirement | $30,331 | $31,767 | $33,617 | $28,117 | $29,333 |
| 001-012-513-52300 | Health Insurance | **$29,612** | $29,624 | $35,284 | $44,546 | $44,608 |
| 001-012-513-52301 | Life Insurance | $2,482 | $2,510 | $2,562 | $2,468 | $2,518 |
| 001-012-513-52302 | Health Reimbursement Account | **$8,282** | $6,966 | $6,776 | $0 | $0 |
| 001-012-513-52320 | Dental Insurance | **$0** | $0 | $0 | $2,535 | $2,533 |
| 001-012-513-52400 | Worker's Comp | **$1,832** | $2,219 | $1,876 | $1,846 | $680 |
| | Total Benefits | **$98,226** | **$96,558** | **$103,726** | **$99,682** | **$100,245** |
| | **Total Personnel Service Costs** | **$443,193** | **$412,647** | **$422,184** | **$363,346** | **$369,174** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 001-012-513-52500 | Unemployment | $0 | $0 | $0 | $0 | $0 | |
| 001-012-513-53101 | Medical Services | $0 | $319 | $174 | $176 | $180 | |
| 001-012-513-53400 | Other Contractual Services | $14,593 | $11,988 | $6,673 | $9,233 | $9,656 | (1) |
| 001-012-513-53401 | Contract Labor | $0 | $559 | $0 | $0 | $0 | |
| 001-012-513-54000 | Travel & Per Diem | $1,670 | $671 | $145 | $1,122 | $1,510 | (2) |
| 001-012-513-54100 | Communications&Freight Charge | $1,898 | $2,932 | $1,998 | $1,908 | $2,666 | (3) |
| 001-012-513-54110 | Postage | $33 | $9 | $17 | $40 | $50 | |
| 001-012-513-54300 | Electric | $10,492 | $0 | $0 | $0 | $0 | |
| 001-012-513-54303 | Water | $953 | $0 | $0 | $0 | $0 | |
| 001-012-513-54560 | Insurance Claims & Deductibles | $5,000 | $0 | $0 | $0 | $0 | |
| 001-012-513-54600 | Repair & Maintenance Services | $468 | $1,715 | $1,170 | $1,702 | $688 | (4) |
| 001-012-513-54700 | Printing & Binding Services | $3,274 | $2,866 | $1,123 | $3,325 | $3,280 | (5) |
| 001-012-513-54900 | Other Current Charges | $431 | $982 | $359 | $100 | $100 | |
| 001-012-513-55100 | Office Supplies | $6,790 | $4,435 | $4,454 | $5,475 | $2,108 | |
| 001-012-513-55220 | Computer Supplies | $197 | $486 | $1,058 | $360 | $1,200 | |
| 001-012-513-55223 | Repair & Maintenance Supplies | $470 | $0 | $0 | $0 | $0 | |
| 001-012-513-55230 | Clothing/Uniforms | $0 | $269 | $0 | $0 | $0 | |
| 001-012-513-55240 | Institutional Supplies | $1,415 | $0 | $0 | $0 | $0 | |
| 001-012-513-55250 | Fuels & Lubricant | $219 | $227 | $317 | $288 | $0 | |
| 001-012-513-55400 | Books,Subscription,Membership | $635 | $235 | $240 | $150 | $150 | |
| 001-012-513-55410 | Training & Education | $5,077 | $979 | $688 | $949 | $1,309 | |
| 001-012-513-55500 | Uncapitalized Equipment | $350 | $175 | $662 | $0 | $0 | |
| | **Total Operating Costs** | **$53,965** | **$28,847** | **$19,078** | **$24,828** | **$22,897** | |
| | **CAPITAL OUTLAY** | | | | | | |
| 001-012-513-55640 | Machinery & Equipment | $0 | $5,310 | $0 | $24,861 | $0 | |
| | **Total Capital Outlay Costs** | **$0** | **$5,310** | **$0** | **$24,861** | **$0** | |
| | **TRANSFERS OUT** | | | | | | |
| 001-012-581-56501 | Internal Service Fund | $181 | $606 | $365 | $265 | $349 | |
| 001-012-581-56502 | Vehicle Replacement Fund | $0 | $0 | $0 | $0 | $0 | |
| 001-012-581-56608 | Self Insured Dental Plan Fund | $1,920 | $1,920 | $2,260 | $0 | $0 | |
| 001-012-581-56609 | HRA Funding Account | $0 | $0 | $0 | $1,725 | $1,726 | |
| | **Total Transfers Out** | **$2,101** | **$2,526** | **$2,625** | **$1,990** | **$2,075** | |
| | **Total Expenditures** | **$499,259** | **$449,330** | **$443,887** | **$415,025** | **$394,146** | |

(1) Sage MIP maintenance & support $5,129, Microix workflow module maintenance $1,361, Microix workflow module & time clock support $2,011, FAS GOV fixed asset support $915 and State alarm fee for 201 Howell Ave. $240.
(2) FGFOA hotel 2 staff members $950, FGFOA meals (not part of conference) $160, PRM conference hotel $280 and CAFR training hotel $120.
(3) Steve's Nextel $360,Centrex 2 lines $470, Hernando county 9 phones at $17 each per month $1,836.
(4) Lanier copier maintenance $488 and Misc. repairs $200.
(5) Utility bills $600, Certificates of deposit $250, adjustment pads $40, window envelopes $250, disbursement checks $540, printing of annual Budget $1,500 and W - 2's and 1099's $100.

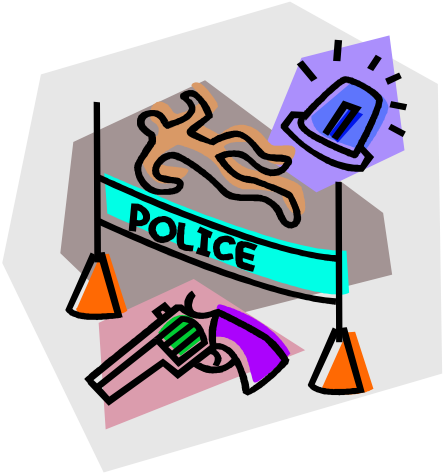


# POLICE DEPARTMENT



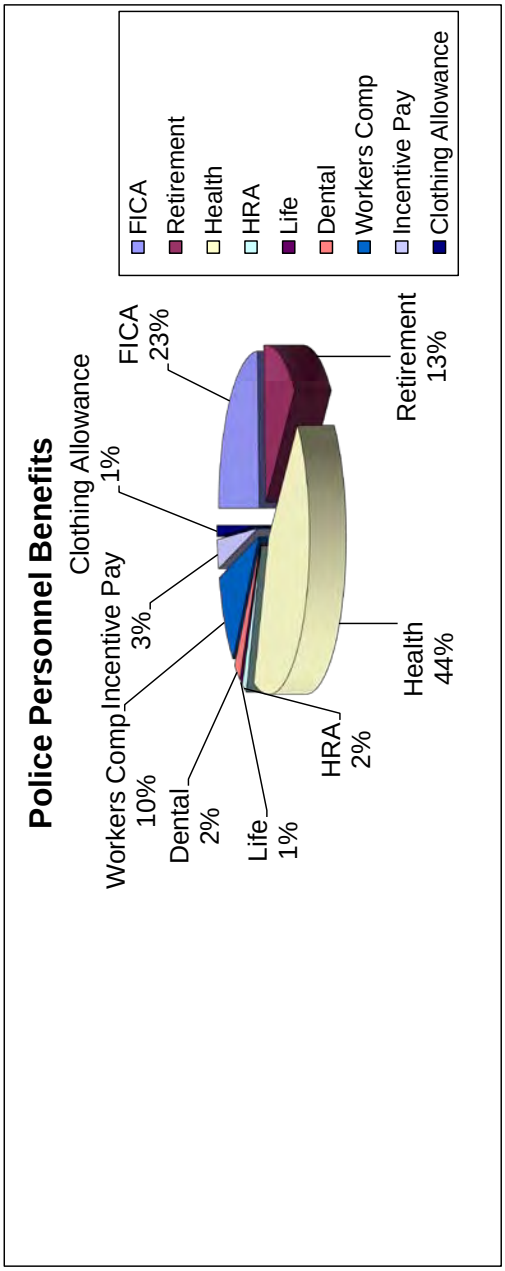

Full-time equivalent positions are shown in parentheses.

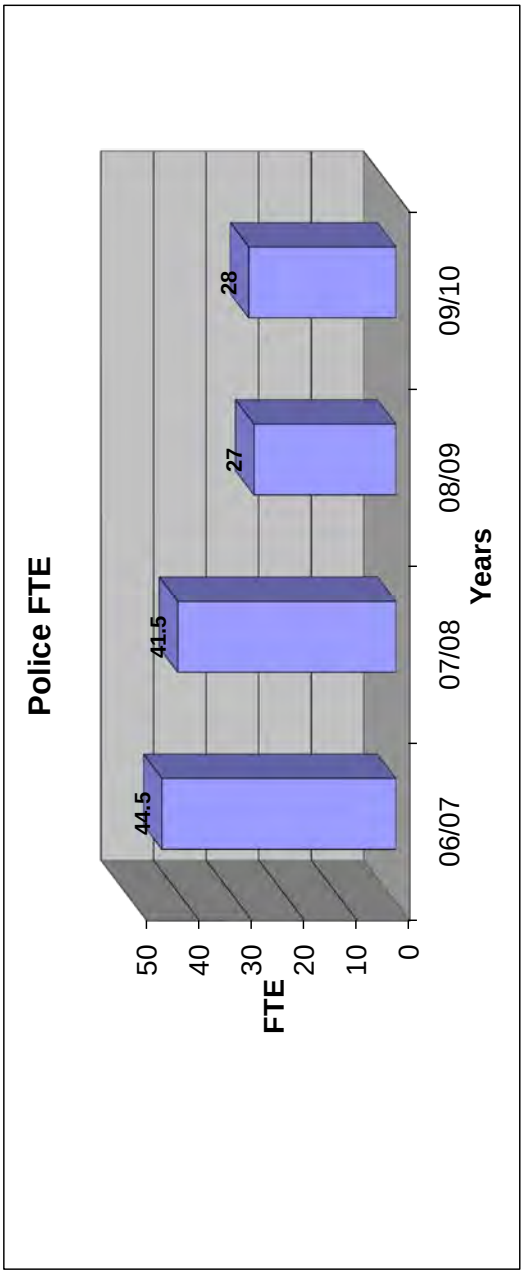
# Police Department



| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | Incentive Pay | FICA | Retirement | Clothing Allowance | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Police DEPARTMENT** | | | | | | | | | | | | | | | | | |
| Police Chief | 1 | 1 | 1 | 1 | $83,980 | $84,298 | $1,560 | $6,626 | $17,828 | $750 | $0 | $0 | $787 | $0 | $2,824 | $30,375 | $114,673 |
| Police Lieutenant | 1 | 1 | 1 | 1 | $63,187 | $62,583 | $1,560 | $4,964 | $0 | $750 | $6,456 | $250 | $68 | $367 | $2,114 | $16,529 | $79,112 |
| Detective Sergeant | 0 | 0 | 1 | 1 | $57,492 | $56,618 | $1,440 | $4,499 | $12,650 | $750 | $6,456 | $250 | $68 | $367 | $1,915 | $28,394 | $85,012 |
| Detective | 1 | 1 | 1 | 1 | $38,388 | $40,526 | $720 | $3,213 | $0 | $750 | $6,456 | $250 | $68 | $367 | $1,365 | $13,189 | $53,715 |
| Detective | 1 | 1 | 0 | 1 | $0 | $40,526 | $240 | $3,176 | $0 | $750 | $6,456 | $250 | $68 | $367 | $1,350 | $12,657 | $53,183 |
| Police Sergeant | 1 | 1 | 1 | 1 | $50,405 | $50,440 | $840 | $3,923 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,669 | $13,573 | $64,013 |
| Police Sergeant | 1 | 1 | 1 | 1 | $49,604 | $49,456 | $1,080 | $3,866 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,645 | $13,732 | $63,188 |
| Police Sergeant | 1 | 1 | 1 | 1 | $57,759 | $57,777 | $480 | $4,514 | $12,692 | $750 | $6,456 | $250 | $68 | $367 | $1,922 | $27,499 | $85,276 |
| Police Sergeant | 1 | 1 | 1 | 1 | $41,991 | $41,353 | $840 | $3,228 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,371 | $12,580 | $53,933 |
| Police Sergeant | 0 | 0 | 1 | 1 | $42,414 | $42,183 | $480 | $3,264 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,387 | $12,272 | $54,455 |
| Police Officer II | 1 | 1 | 1 | 1 | $34,176 | $34,050 | $240 | $2,623 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,113 | $11,117 | $45,167 |
| Police Officer II | 1 | 1 | 1 | 1 | $35,259 | $35,696 | $0 | $2,731 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,159 | $11,031 | $46,727 |
| Police Officer II | 1 | 1 | 1 | 1 | $35,362 | $35,737 | $0 | $2,734 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,161 | $11,036 | $46,773 |
| Police Officer II | 1 | 1 | 1 | 1 | $36,432 | $35,737 | $0 | $2,734 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,161 | $11,036 | $46,773 |
| Police Officer II | 1 | 1 | 1 | 1 | $34,059 | $34,036 | $480 | $2,640 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,121 | $11,382 | $45,418 |
| Police Officer II | 1 | 1 | 1 | 1 | $35,059 | $37,029 | $0 | $2,833 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,203 | $11,177 | $48,206 |
| Police Officer II | 1 | 1 | 1 | 1 | $35,059 | $34,714 | $240 | $2,674 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,135 | $11,190 | $45,904 |
| Police Officer II | 1 | 1 | 1 | 1 | $34,059 | $35,740 | $720 | $2,789 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,184 | $11,834 | $47,574 |
| Police Officer II | 1 | 1 | 1 | 0 | $39,848 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Police Officer II | 1 | 1 | 1 | 1 | $37,948 | $38,579 | $240 | $2,970 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,261 | $11,612 | $50,191 |
| Police Officer II | 1 | 1 | 1 | 1 | $33,500 | $34,036 | $0 | $2,604 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,105 | $10,850 | $44,886 |
| Police Officer I | 1 | 1 | 1 | 0 | $35,621 | $0 | | | | | | | | | | | |
| Police Officer I | 1 | 1 | 1 | 1 | $34,059 | $33,064 | $0 | $2,529 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,073 | $10,743 | $43,807 |
| Police Officer I | 1 | 1 | 1 | 1 | $34,059 | $32,420 | $360 | $2,508 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,064 | $11,073 | $43,493 |
| Police Sergeant | 0 | 0 | 0 | 1 | $0 | $51,377 | $0 | $3,930 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,672 | $12,743 | $64,120 |
| Police Officer I | 1 | 0 | 0 | 1 | $0 | $32,420 | $0 | $2,480 | $0 | $0 | $6,456 | $250 | $68 | $367 | $1,064 | $10,685 | $43,105 (1) |
| Evidence Technician | 1 | 1 | 1 | 1 | $23,766 | $24,440 | $0 | $1,870 | $2,466 | $0 | $6,456 | $250 | $68 | $367 | $791 | $12,268 | $36,708 |
| Administrative Asst. III | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Administrative Asst. II | 0 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Admin Specialist III | 1 | 1 | 1 | 1 | $26,798 | $29,370 | $0 | $2,247 | $2,963 | $0 | $6,456 | $250 | $273 | $367 | $74 | $12,630 | $42,000 |
| Admin Specialist II | 1 | 1 | 1 | 1 | $26,370 | $25,210 | $0 | $1,929 | $2,544 | $0 | $6,456 | $250 | $234 | $367 | $63 | $11,842 | $37,052 |
| Code Enforcement Officer | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Public Service Aide | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Dispatch Supervisor | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Dispatcher | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Dispatcher | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Dispatcher | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Dispatcher | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Sub - Total | **34** | **31** | **26** | **27** | **$1,056,654** | **$1,109,415** | **$11,520** | **$86,096** | **$51,143** | **$4,500** | **$167,856** | **$6,500** | **$2,926** | **$9,542** | **$34,966** | **$375,049** | **$1,484,464** |
| Dispatcher (Part-Time) | 3 | 3 | 0 | 0 | $0 | | | | | | | | | | | | |
| Reserve | 7.5 | 7.5 | 1 | 1 | $15,000 | $35,000 | $0 | $2,678 | $0 | $0 | $0 | $0 | $0 | $0 | $1,541 | $4,219 | $39,219 |
| Overtime | | | | | | $58,500 | | $4,475 | | | | | | | $1,913 | $6,388 | $64,888 |
| | | | | | | | | | | | | | | | | | |
| **TOTAL Police** | **45** | **41.5** | **27** | **28** | **$1,071,654** | **$1,202,915** | **$11,520** | **$93,249** | **$51,143** | **$4,500** | **$167,856** | **$6,500** | **$2,926** | **$9,542** | **$38,420** | **$385,656** | **$1,588,571** |

(1) Paid for with the U. S. Department of Justice Grant (COPS hiring recovery program)


Police Personnel Benefits
Clothing Allowance 1%
FICA 23%
Retirement 13%
Incentive Pay 3%
Health 44%
Workers Comp 10%
Dental 2%
Life 1%
HRA 2%
FICA
Retirement
Health
HRA
Life
Dental
Workers Comp
Incentive Pay
Clothing Allowance

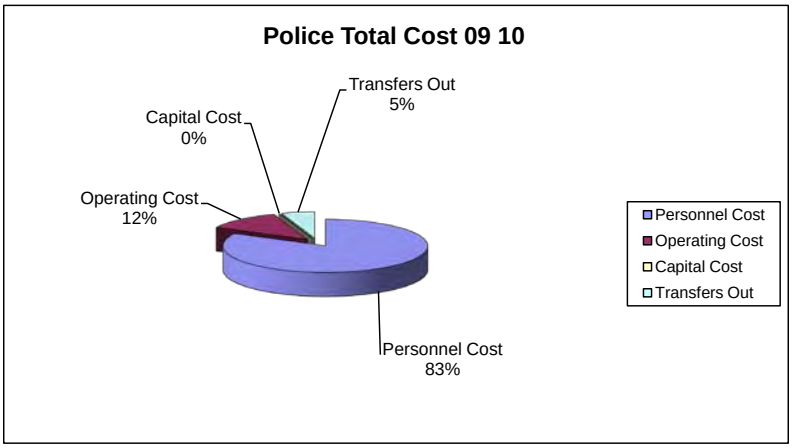

Police FTE
FTE
50
40
30
20
10
0
44.5
41.5
27
28
06/07
07/08
08/09
09/10
Years

**Police DEPARTMENT**

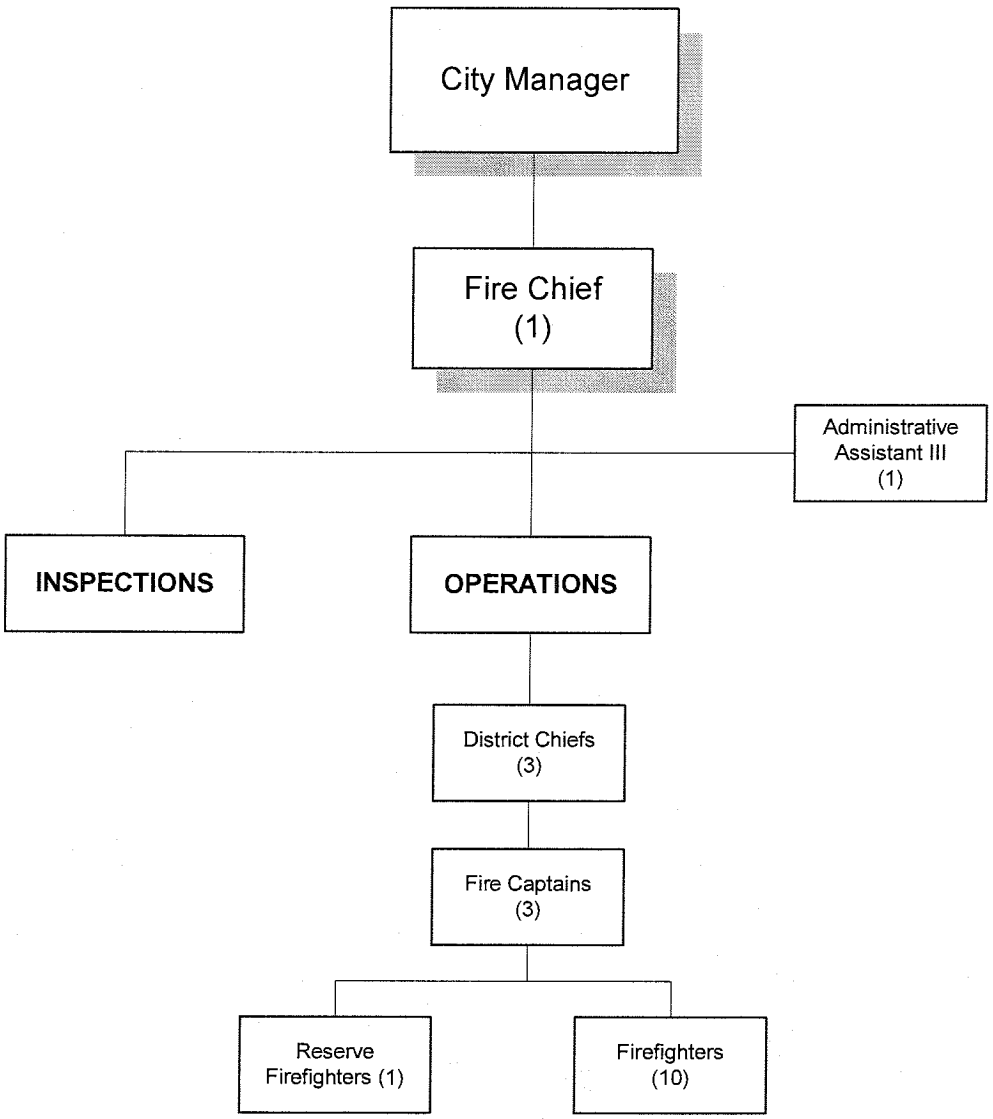
| | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 001-013-521-51200 | Regular Salaries | $978,901 | $1,268,739 | $1,075,373 | $1,044,656 | $1,109,415 |
| 001-013-521-51400 | Overtime-Unscheduled | $29,242 | $32,177 | $47,875 | $46,500 | $58,500 |
| 001-013-521-51410 | Overtime-Scheduled | $10,132 | $10,227 | $7,320 | $12,000 | $0 |
| 001-013-521-51411 | Overtime-Bert | $2,070 | $0 | $0 | $0 | $0 |
| 001-013-521-51420 | Overtime-Drug Enforcement | $0 | $3,979 | $9,917 | $0 | $0 |
| 001-013-521-51500 | Incentive/Special Pay | | | $9,076 | | $11,520 |
| 001-013-521-51613 | Clothing Allowance | | | $3,000 | $0 | $4,500 |
| 001-013-521-51607 | Reserves & Volunteers | $26,402 | $5,476 | $3,366 | $15,000 | $35,000 |
| | **Total Wages** | **$1,046,747** | **$1,320,598** | **$1,155,927** | **$1,118,156** | **$1,218,935** |
| 001-013-521-52100 | FICA | $78,350 | $98,766 | $86,813 | $85,658 | $93,249 |
| 001-013-521-52200 | Retirement | $56,392 | $65,891 | $70,668 | $55,713 | $51,143 |
| 001-013-521-52300 | Health Insurance | $74,769 | $98,967 | $103,096 | $167,856 | $167,856 |
| 001-013-521-52301 | Life Insurance | $3,372 | $4,454 | $6,495 | $3,011 | $2,926 |
| 001-013-521-52302 | Health Reimbursement Account | $19,475 | $12,992 | $15,874 | $0 | $0 |
| 001-013-521-52320 | Dental Insurance | $0 | $0 | $0 | $9,553 | $9,542 |
| 001-013-521-52400 | Worker's Comp | $49,934 | $62,966 | $59,475 | $62,141 | $38,420 |
| | **Total Benefits** | **$282,292** | **$344,036** | **$342,421** | **$383,932** | **$363,136** |
| | **Total Personnel Service Costs** | **$1,329,039** | **$1,664,634** | **$1,498,348** | **$1,502,088** | **$1,582,071** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 001-013-521-52401 | Worker's Comp Claim | $1,400 | $0 | $5,365 | $0 | $0 | |
| 001-013-521-52500 | Unemployment | $967 | ($142) | $3,025 | $0 | $12,980 | |
| 001-013-521-53101 | Medical Services | $3,931 | $2,595 | $5,416 | $4,210 | $3,340 | (1) |
| 001-013-521-53400 | Other Contractual Services | $6,198 | $1,697 | $2,227 | $4,654 | $9,629 | (2) |
| 001-013-521-53500 | Criminal Investigation | $2,445 | $2,877 | $4,859 | $1,400 | $750 | (3) |
| 001-013-521-54000 | Travel & Per Diem | $1,307 | $2,103 | $3,018 | $5,040 | $5,040 | |
| 001-013-521-54100 | Communications&Freight Charge | $13,154 | $12,716 | $15,949 | $16,060 | $26,203 | (4) |
| 001-013-521-54110 | Postage | $58 | $31 | $105 | $80 | $80 | |
| 001-013-521-54210 | Automotive Repair Service | $12,013 | $12,916 | $11,762 | $15,454 | $9,250 | |
| 001-013-521-54300 | Electric | $14,359 | $14,905 | $14,253 | $15,840 | $15,840 | |
| 001-013-521-54303 | Water | $1,693 | $2,314 | $2,228 | $2,640 | $2,640 | |
| 001-013-521-54560 | Insurance Claims & Deductibles | $500 | $3,000 | $9,511 | $5,000 | $2,000 | |
| 001-013-521-54600 | Repair & Maintenance Services | $12,922 | $6,605 | $7,842 | $8,991 | $1,553 | (5) |
| 001-013-521-54700 | Printing & Binding Services | $1,104 | $1,759 | $1,288 | $1,300 | $980 | (6) |
| 001-013-521-54800 | Advertising Activities | $1,117 | $819 | $206 | $1,000 | $500 | |
| 001-013-521-54900 | Other Current Charges | $1,777 | $29,725 | $3,734 | $1,000 | $1,000 | |
| 001-013-521-54910 | Ammunition | $2,471 | $2,053 | $1,480 | $7,529 | $7,550 | |
| 001-013-521-55100 | Office Supplies | $4,397 | $4,844 | $5,709 | $7,535 | $7,535 | |
| 001-013-521-55210 | Operating Supplies | $584 | $2,941 | $5,140 | $5,794 | $5,794 | |
| 001-013-521-55211 | Medical Supplies | $205 | $553 | $764 | $500 | $500 | |
| 001-013-521-55220 | Computer Supplies | $2,422 | $2,371 | $3,979 | $3,069 | $1,500 | (7) |
| 001-013-521-55223 | Repair & Maintenance Supplies | $11,213 | $6,193 | $0 | $0 | $1,300 | |
| 001-013-521-55230 | Clothing/Uniforms | $9,464 | $8,351 | $14,252 | $12,247 | $10,030 | (8) |
| 001-013-521-55240 | Institutional Supplies | $4,484 | $3,921 | $0 | $2,991 | $2,991 | |
| 001-013-521-55250 | Fuels & Lubricant | $62,032 | $65,948 | $89,515 | $91,000 | $75,000 | |
| 001-013-521-55251 | Tags & Titles | $357 | $466 | $251 | $580 | $750 | |
| 001-013-521-55252 | Small Tools | $157 | $401 | $192 | $500 | $500 | |
| 001-013-521-55253 | Automotive Repair Supplies (In-House) | $19,712 | $18,479 | $17,625 | $15,000 | $15,000 | |
| 001-013-521-55400 | Books,Subscription,Membership | $905 | $228 | $1,186 | $1,389 | $1,430 | (9) |
| 001-013-521-55410 | Training & Education | $2,532 | $4,798 | $5,455 | $7,200 | $7,200 | (10) |
| 001-013-521-55500 | Uncapitalized Equipment | $18,340 | $16,961 | $22,864 | $3,720 | $4,623 | (11) |
| | **Total Operating Costs** | **$214,220** | **$232,428** | **$253,835** | **$241,723** | **$233,488** | |
| | **CAPITAL OUTLAY** | | | | | | |
| 001-013-521-55620 | Building & Improvements | $0 | $0 | $59,851 | $24,842 | $0 | |
| 001-013-521-55640 | Machinery & Equipment | $15,472 | $5,265 | $0 | $0 | $0 | |
| | **Total Capital Outlay Costs** | **$15,472** | **$5,265** | **$59,851** | **$24,842** | **$0** | |
| | **TRANSFERS OUT** | | | | | | |
| 001-013-581-56501 | Internal Service Fund | $19,239 | $29,760 | $29,911 | $18,851 | $18,245 | |
| 001-013-581-56502 | Vehicle Replacement Fund | $57,505 | $54,060 | $20,629 | $34,829 | $76,478 | |
| 001-013-581-56608 | Self Insured Dental Plan Fund | $6,144 | $6,528 | $7,786 | $0 | $0 | |
| 001-013-581-56609 | HRA Funding Account | $0 | $0 | $0 | $6,500 | $6,500 | |
| | **Total Transfers Out** | **$82,888** | **$90,348** | **$58,326** | **$60,180** | **$101,223** | |
| | **Total Expenditures** | **$1,641,619** | **$1,992,675** | **$1,870,360** | **$1,828,833** | **$1,916,782** | |

(1) Drug & alcohol testing $200, unipsych benefits $800, new applicants (physicals/hep/drugtest) $1,340, new applicants stress test $800 and HEP shots (new employees) $200.
(2) Pest control $150, towing service-invest/services $600, laser certification-twice a year $200, Fire ext cert. $420, speedometer cal cert $250, Phys exams-pre employment $1,200, radar cert $1,165, building alarm $410, HCSO 800MHZ radio charge (quarterly) $3,106 and Innovative Data Solutions (DMS) $2,128.
(3) Identi-Kit composite software renewal $400 and interview room DVR hard drive replacement $350.
(4) Chief's Nextel $1,212, (4) Dept Nextel CID and Lt. $3,360, State Dept. of Management (SUN COM) $4,719, Patrol/Fire vehicle modems $14,032 and (6) Patrol supervisor Nextel $2,880.
(5) Copier meter overage $140, State alarm monitoring $420 and Taser warranty 4 years $993.
(6) Victim rights brochures $180, statements/property receipts/letter head $300 and Domestic violence right forms $500.
(7) ID printer ribbon $130, replacement light bar LED modules $400, replacement mobile radio microphones $70 and computer Misc. repair $900.
(8) Patrol uniform maintenance $1,840,body armor $1,600, duty boots $540, special duty shirts $368, patches $80, duty jackets $640, duty pants $672, raincoats $111, class A hats $368, flashlights $1,000, lapel mic cords$200, lapel mics $194, duty belts $320, holsters $180, Glock tactical holsters $400 radio holders $100, collar brass gold and silver $100, handcuffs $132, class B hats $108, pepper spray $77, flashlight bulbs $30, patrol windbreakers $240 class A ties $40 and tactical BDU's $690.
(9) National FBINA $60, Florida FBINA $40, National Police Chiefs Association $240, FPCA Florida $225,Tampa Bay IACP $100, Tampa Bay Intelligence Unit $35, 2010 Florida Statute Books $390, drug identification manuals $140 and training tapes $200.
(10) FBINA conference, FPCA conference, IACP conference, National FBINA conference, FLPAC (accreditation semi annual), hurricane conference, ethical issues, CPR/AED training and middle management.
(11) Desktop replacement computers $2,000, replacement chairs $500, vehicle modem $500 and stop sticks $1,623.

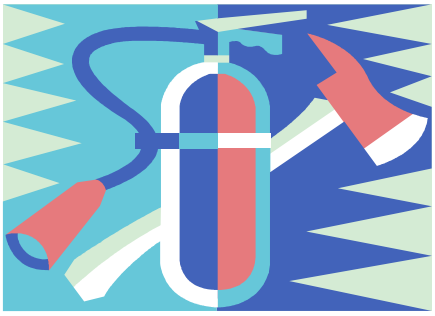

Police Total Cost 09 10
Transfers Out
5%
Capital Cost
0%
Operating Cost
12%
Personnel Cost
83%
Personnel Cost
Operating Cost
Capital Cost
Transfers Out

# FIRE DEPARTMENT

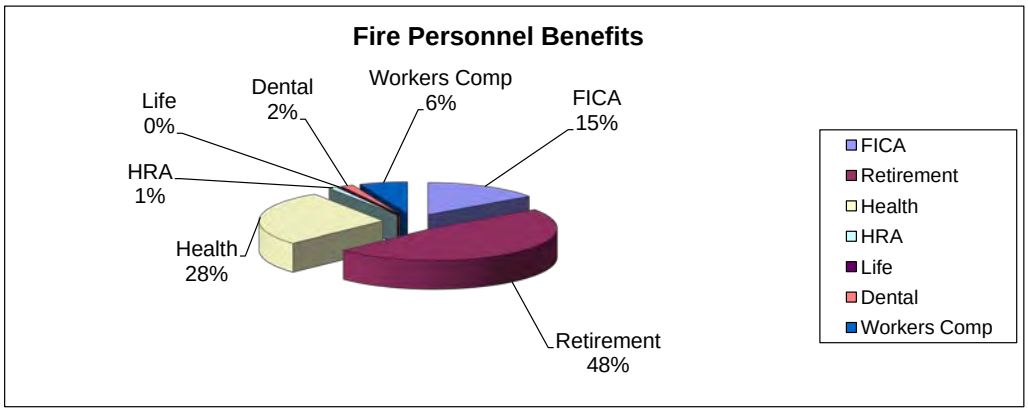


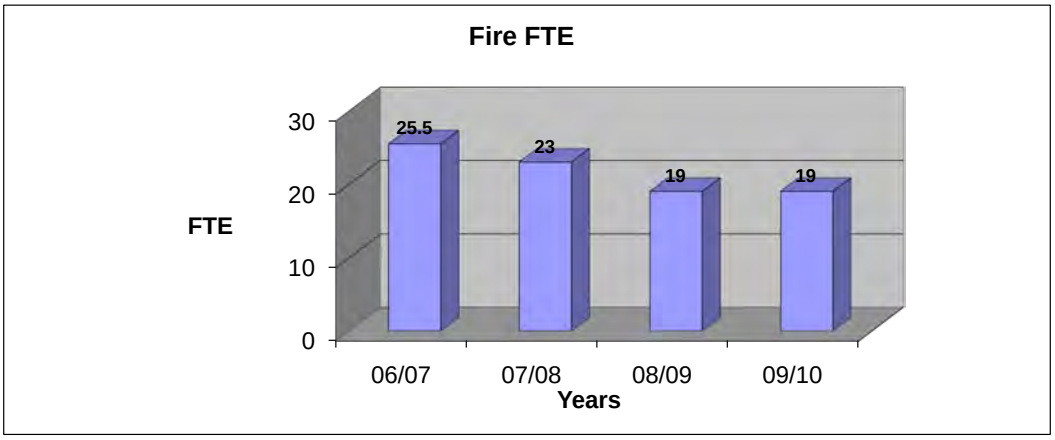

Full-time equivalent positions are shown in parentheses.

# Fire Department



| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | Incentive/ Special Pay | Hazmat Team | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Fire DEPARTMENT** | | | | | | | | | | | | | | | | | |
| Fire Chief | 1 | 1 | 1 | 1 | $72,688 | $71,552 | $1,320 | $840 | $5,639 | $18,074 | $6,456 | $250 | $96 | $367 | $2,425 | $35,467 | $107,019 |
| District Chief | 1 | 1 | 1 | 1 | $50,614 | $49,841 | $600 | $840 | $3,923 | $12,574 | $6,456 | $250 | $68 | $367 | $1,687 | $26,765 | $76,606 |
| District Chief | 1 | 1 | 1 | 1 | $57,666 | $57,966 | $0 | $840 | $4,499 | $14,419 | $6,456 | $250 | $68 | $367 | $1,935 | $28,834 | $86,800 |
| District Chief | 1 | 1 | 1 | 1 | $51,497 | $51,356 | $0 | $840 | $3,993 | $12,798 | $6,456 | $250 | $68 | $367 | $1,717 | $26,490 | $77,846 |
| Captain | 1 | 1 | 1 | 1 | $41,154 | $43,173 | $0 | $0 | $3,303 | $10,586 | $6,456 | $250 | $68 | $367 | $1,420 | $22,450 | $65,623 |
| Captain | 1 | 1 | 1 | 1 | $49,320 | $48,851 | $0 | $840 | $3,801 | $12,184 | $6,456 | $250 | $68 | $367 | $1,635 | $25,601 | $74,452 |
| Captain | 1 | 1 | 1 | 1 | $41,154 | $41,018 | $0 | $840 | $3,202 | $10,264 | $6,456 | $250 | $68 | $367 | $1,377 | $22,824 | $63,842 |
| Firefighter/Driver | 1 | 1 | 1 | 1 | $41,934 | $42,270 | $0 | $0 | $3,234 | $10,365 | $6,456 | $250 | $68 | $367 | $1,391 | $22,130 | $64,400 |
| Firefighter | 1 | 1 | 1 | 1 | $36,271 | $35,747 | $0 | $840 | $2,799 | $8,971 | $6,456 | $250 | $68 | $367 | $1,204 | $20,955 | $56,702 |
| Firefighter | 1 | 1 | 1 | 1 | $36,908 | $35,747 | $0 | $840 | $2,799 | $8,971 | $6,456 | $250 | $68 | $367 | $1,204 | $20,955 | $56,702 |
| Firefighter | 1 | 1 | 1 | 1 | $34,182 | $34,699 | $0 | $840 | $2,719 | $8,714 | $6,456 | $250 | $68 | $367 | $1,169 | $20,583 | $55,282 |
| Firefighter/Driver | 1 | 1 | 1 | 1 | $36,838 | $37,465 | $0 | $0 | $2,866 | $9,186 | $6,456 | $250 | $68 | $367 | $1,233 | $20,426 | $57,891 |
| Firefighter | 1 | 1 | 1 | 1 | $34,825 | $35,747 | $0 | $0 | $2,735 | $8,765 | $6,456 | $250 | $68 | $367 | $1,176 | $19,817 | $55,564 |
| Firefighter | 1 | 1 | 1 | 1 | $37,709 | $37,524 | $0 | $840 | $2,935 | $9,407 | $6,456 | $250 | $68 | $367 | $1,262 | $21,585 | $59,109 |
| Firefighter/Driver | 1 | 1 | 1 | 1 | $36,908 | $37,844 | $0 | $840 | $2,959 | $9,485 | $6,456 | $250 | $68 | $367 | $1,273 | $21,698 | $59,542 |
| Firefighter | 1 | 1 | 1 | 1 | $34,962 | $34,699 | $0 | $840 | $2,719 | $8,714 | $6,456 | $250 | $68 | $367 | $1,169 | $20,583 | $55,282 |
| Firefighter | 1 | 1 | 1 | 1 | $37,745 | $34,029 | $0 | $840 | $2,667 | $8,550 | $6,456 | $250 | $68 | $367 | $1,147 | $20,346 | $54,375 |
| Administrative Asst. III | 1 | 1 | 1 | 1 | $36,370 | $36,816 | $0 | $0 | $2,816 | $3,715 | $6,456 | $250 | $342 | $367 | $93 | $14,039 | $50,855 |
| | | | | | | | | | | | | | | | | $0 | $0 |
| Sub - Total | 18 | 18 | 18 | 18 | $768,745 | $766,344 | $1,920 | $10,920 | $59,608 | $185,743 | $116,208 | $4,500 | $1,526 | $6,606 | $24,517 | $411,548 | $1,177,892 |
| Overtime | | | | | $30,000 | $30,000 | | | $2,295 | $7,356 | $0 | $0 | $0 | $0 | $986 | $10,637 | $40,637 |
| Reserve Firefighter | 7.5 | 5 | 1 | 1 | $30,000 | $25,000 | | | $1,913 | $6,130 | $0 | $0 | $0 | $0 | $823 | $8,866 | $33,866 |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| **TOTAL Fire** | 26 | 23 | 19 | 19 | $828,745 | $821,344 | $1,920 | $10,920 | $63,816 | $199,229 | $116,208 | $4,500 | $1,526 | $6,606 | $26,326 | $431,051 | $1,252,395 |



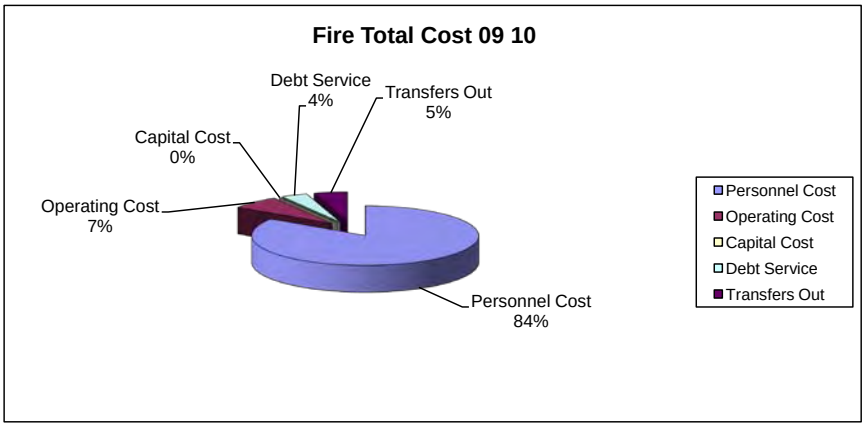



**FIRE DEPARTMENT**

| | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 001-014-522-51200 | Regular Salaries | $646,068 | $710,894 | $739,941 | $725,055 | $766,344 |
| 001-014-522-51400 | Overtime-Unscheduled | $26,059 | $21,525 | $23,562 | $30,000 | $30,000 |
| 001-014-522-51410 | Overtime-Scheduled | $34,384 | $38,998 | $39,263 | $32,000 | $34,000 |
| 001-014-522-51500 | Incentive/ Special pay | | | $1,222 | $1,680 | $1,920 |
| 001-014-522-51607 | Reserves | $61,195 | $32,417 | $25,561 | $30,000 | $25,000 |
| 001-014-522-51612 | Hazmat Team | | | $8,120 | $10,010 | $10,920 |
| | | **$767,706** | **$803,834** | **$837,669** | **$828,745** | **$868,184** |
| 001-014-522-52100 | FICA | $56,337 | $59,761 | $63,173 | $63,399 | $63,816 |
| 001-014-522-52200 | Retirement | $125,900 | $137,855 | $169,067 | $187,954 | $199,229 |
| 001-014-522-52300 | Health Insurance | $53,470 | $61,603 | $73,906 | $116,208 | $116,208 |
| 001-014-522-52301 | Life Insurance | $1,970 | $2,528 | $3,985 | $1,522 | $1,526 |
| 001-014-522-52302 | Health Reimbursement Account | $8,940 | $8,268 | $10,895 | $0 | $0 |
| 001-014-522-52320 | Dental Insurance | $0 | $0 | $0 | $6,614 | $6,606 |
| 001-014-522-52400 | Worker's Comp | $51,660 | $65,064 | $69,868 | $65,932 | $26,326 |
| | Total Benefits | **$298,277** | **$335,079** | **$390,894** | **$441,629** | **$413,711** |
| | **Total Personnel Service Costs** | **$1,065,983** | **$1,138,913** | **$1,228,563** | **$1,270,374** | **$1,281,895** |

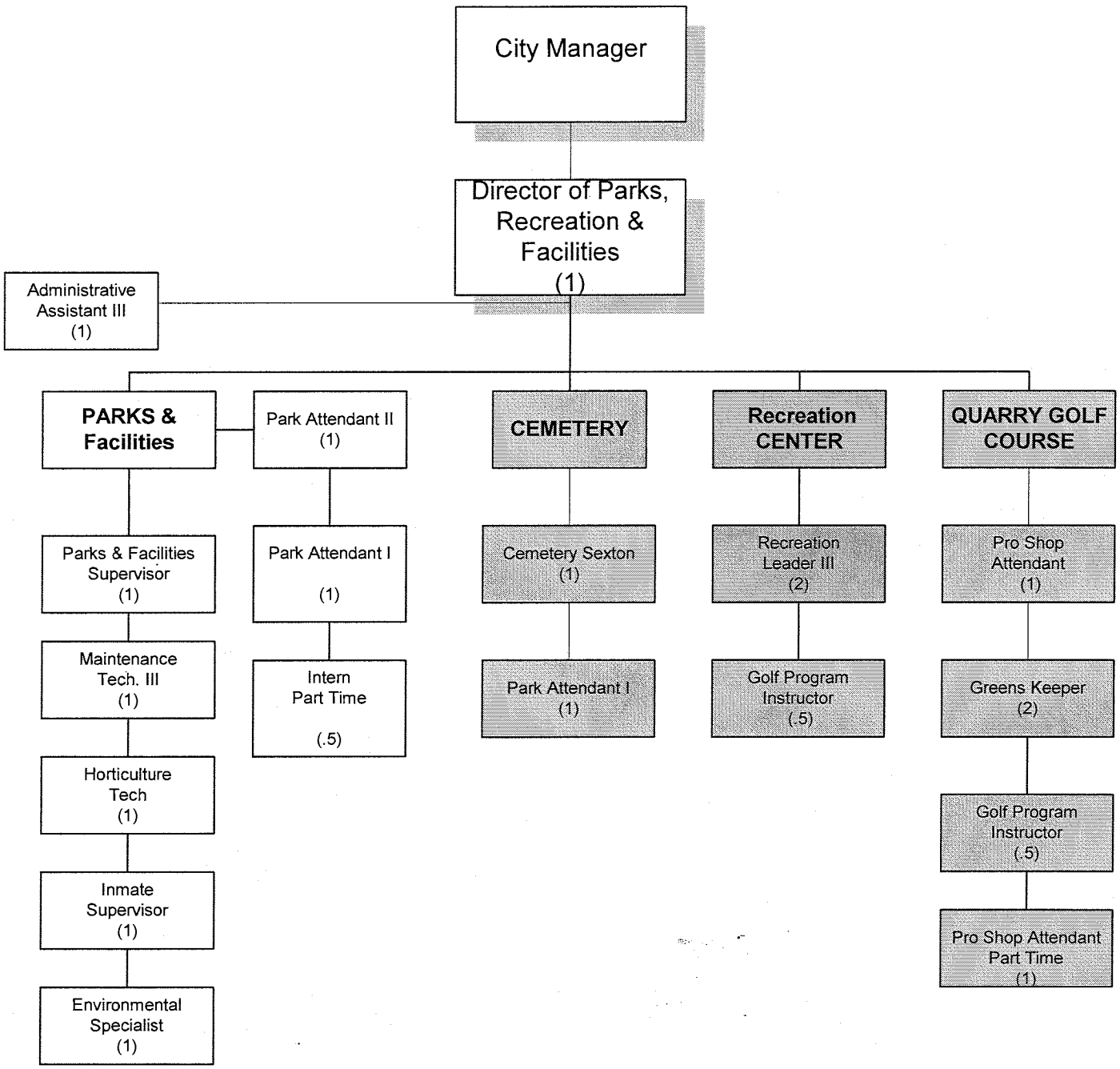
| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 001-014-522-52500 | Unemployment | $0 | $0 | $0 | $0 | $0 | |
| 001-014-522-53100 | Legal Services | $0 | $0 | $0 | $0 | $0 | |
| 001-014-522-53101 | Medical Services | $2,348 | $821 | $1,063 | $6,500 | $7,120 | (1) |
| 001-014-522-53400 | Other Contractual Services | $5,018 | $807 | $583 | $250 | $250 | (2) |
| 001-014-522-54000 | Travel & Per Diem | $935 | $2,119 | $2,642 | $3,000 | $4,200 | (3) |
| 001-014-522-54100 | Communications&Freight Charge | $3,935 | $4,373 | $5,779 | $8,500 | $9,888 | (4) |
| 001-014-522-54110 | Postage | $119 | $292 | $178 | $50 | $50 | |
| 001-014-522-54210 | Automotive Repair Service | $8,431 | $4,563 | $6,890 | $7,500 | $7,000 | |
| 001-014-522-54300 | Electric | $9,112 | $9,056 | $8,857 | $9,350 | $0 | |
| 001-014-522-54303 | Water | $2,133 | $2,677 | $3,363 | $2,200 | $0 | |
| 001-014-522-54400 | Equipment & Vehicle Rental | $143 | $0 | $0 | $0 | $0 | |
| 001-014-522-54540 | Fiduciary Liability Insurance | $125 | $125 | $0 | $125 | $130 | |
| 001-014-522-54600 | Repair & Maintenance Services | $7,644 | $13,591 | $12,124 | $14,750 | $14,400 | (5) |
| 001-014-522-54700 | Printing & Binding Services | $875 | $154 | $248 | $500 | $500 | |
| 001-014-522-54800 | Advertising Activities | $2,446 | $1,278 | $720 | $1,500 | $500 | |
| 001-014-522-54900 | Other Current Charges | $704 | $990 | $363 | $700 | $700 | |
| 001-014-522-54901 | B.E.R.T. Expenditures | $10,892 | $733 | $0 | $0 | $0 | |
| 001-014-522-55100 | Office Supplies | $1,672 | $644 | $947 | $1,500 | $1,000 | |
| 001-014-522-55210 | Operating Supplies | $5,448 | $1,688 | $2,568 | $2,500 | $675 | (6) |
| 001-014-522-55211 | Medical Supplies | $1,912 | $1,924 | $1,488 | $2,500 | $2,100 | |
| 001-014-522-55220 | Computer Supplies | $620 | $2,127 | $817 | $1,500 | $0 | |
| 001-014-522-55223 | Repair & Maintenance Supplies | $4,733 | $6,172 | $0 | $0 | $0 | |
| 001-014-522-55225 | Chemicals | $1,359 | $824 | $1,702 | $1,000 | $500 | |
| 001-014-522-55226 | Safety Supplies/Gear | $0 | $91 | $5,787 | $16,175 | $8,635 | (7) |
| 001-014-522-55230 | Clothing/Uniforms | $17,407 | $7,393 | $8,121 | $4,740 | $5,610 | (8) |
| 001-014-522-55240 | Institutional Supplies | $2,669 | $2,437 | $0 | $0 | $0 | |
| 001-014-522-55250 | Fuels & Lubricant | $13,933 | $13,716 | $20,304 | $20,000 | $14,000 | |
| 001-014-522-55252 | Small Tools | $2,428 | $1,263 | $1,664 | $1,800 | $1,000 | (9) |
| 001-014-522-55253 | Automotive Repair Supplies(In-house) | $5,142 | $6,367 | $8,268 | $4,000 | $4,000 | |
| 001-014-522-55400 | Books,Subscription,Membership | $1,461 | $1,346 | $1,230 | $2,000 | $4,200 | (10) |
| 001-014-522-55410 | Training & Education | $4,726 | $4,146 | $2,339 | $7,100 | $6,680 | (11) |
| 001-014-522-55500 | Uncapitalized Equipment | $25,262 | $10,884 | $23,368 | $14,500 | $15,000 | (12) |
| | **Total Operating Costs** | **$143,632** | **$102,601** | **$121,413** | **$134,240** | **$108,138** | |
| | **CAPITAL OUTLAY** | | | | | | |
| 001-014-522-55640 | Machinery & Equipment | $661,947 | $0 | $20,060 | $0 | $0 | |
| | **Total Capital Outlay Costs** | **$661,947** | **$0** | **$20,060** | **$0** | **$0** | |
| | **Debt Service** | | | | | | |
| 001-014-517-57200 | Principal | $8,584 | **$30,943** | **$32,240** | **$34,026** | $35,488 | |
| 001-014-517-57100 | Interest | $8,600 | **$26,326** | **$25,030** | **$23,244** | $21,782 | |
| | **Total Debt Service** | **$17,184** | **$57,269** | **$57,270** | **$57,270** | **$57,270** | |
| | **TRANSFERS OUT** | | | | | | |
| 001-014-581-56501 | Internal Service Fund | $10,721 | $8,558 | $8,795 | $5,507 | $4,656 | |
| 001-014-581-56502 | Vehicle Replacement Fund | $88,631 | $83,524 | $50,555 | $69,055 | $63,815 | |
| 001-014-581-56608 | Self Insured Dental Plan Fund | $3,264 | $3,456 | $4,526 | $0 | $0 | |
| 001-014-581-56609 | HRA Funding Account | $0 | $0 | $0 | $4,500 | $4,500 | |
| | **Total Transfers Out** | **$102,616** | **$95,538** | **$63,876** | **$79,062** | **$72,971** | |
| | **Total Expenditures** | **$1,991,362** | **$1,394,321** | **$1,491,182** | **$1,540,946** | **$1,520,274** | |

(1) Firefighters physicals 17 at $360 each equals $6,120 and Hepatitis B shots or boosters and TB test $1,000.
(2) Annual pest control $250.
(3) Fire Chiefs conference (Mossgrove $1,500 & Mettinger $1,500) $3,000 and FSFC & NFA classes $1,200.
(4) 22 Alpha pagers$1,300, 7 Air cards for laptops $4,200, Cisco phone service $1,428, Cell phones $2,100, Fax lines $500 and Mettinger Cell phone stipend $360.
(5) Hurst tool (jaws) annual maintenance $1,600, breathing air test $500, Hydro testing of MSA air bottles $2,000, Self contained breathing apparatus (SCBA) flow testing $3,100, Misc. chain saws, blowers, generator repair $500, repair of protective clothing $1,200, Fire extinguisher maint. $200, radio maint. (Sheriff's Office) 800 Mhz $2,500 and commercial openers for rear bay doors $2,800.
(6) 2 Digital cameras for fire investigations $175, Batteries for MSA equipment $200, Paint for hydrants $150, Markers for hydrants $100, Epoxy for hydrants markers $25 and paint brushes for hydrants $25.
(7) 5 sets of bunker boots $1,250, 5 pairs of firefighter gloves $425, 3 sets of bunker gear $6,300, 2 Nomex hoods $60 and 2 helmets with shields $600.
(8) 17 Station uniforms $5,600.
(9) Tools for station and other response vehicles $500 and hand tools for brush truck number 61 $500.
(10) Books for classes $800, online fire codes $750, Magazines (Fire Chief, Firehouse, First responder, JEMS, Fire engineering) $150, code pal updates $600, Florida Fire Prevention Code 2007 ED./ Fire protection handbook $300, FFCA 3 memberships $300 and Target Safety 13 Firefighters $1,300.
(11) Firefighter classes $5,280 and certify 2 personnel to work on SCBA's $1,400.
(12) 5" supply line 3 sections $1,660, 5" pony 2 sections $1,050, 3" hose 8 sections $930, 1.75" 8 sections $600, 1" forestry hose 2 sections $195, 1 cans of class B foam $160, 2 cans of class A foam $160, 2 thermal imager batteries $220, jumbo intake gate value tower engine 61 $2,800, ventilation saw engine 61 $2,100, positive pressure fan engine 61 $2,600, station furniture (Chief's office, operations room, day room ) $2,025 and 2 Batteries for life pack 1000 $500.


Fire Total Cost 09 10
Debt Service
4%
Transfers Out
5%
Capital Cost
0%
Operating Cost
7%
Personnel Cost
84%
Personnel Cost
Operating Cost
Capital Cost
Debt Service
Transfers Out

# PARKS,RECREATION & FACILITIES DEPARTMENT

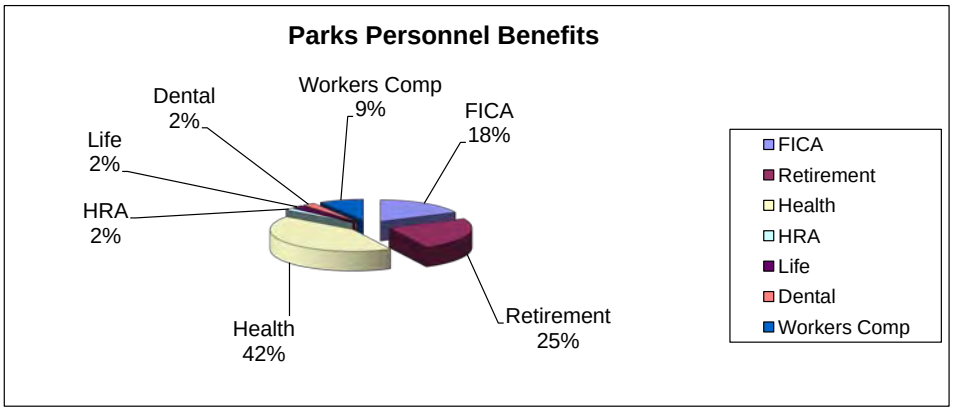
## Parks Division

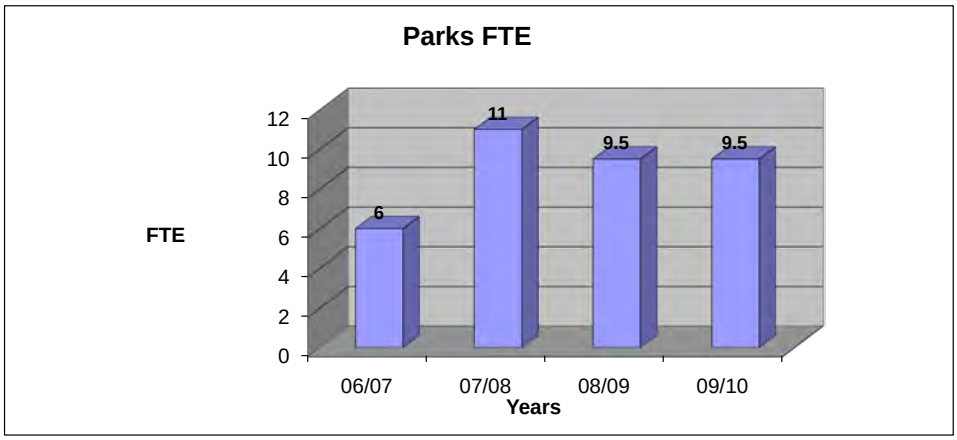



Full-time equivalent positions are shown in parentheses.

# Parks Department

| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Parks Division** | | | | | | | | | | | | | | | |
| Parks, Facilities & Recreation Director | 1 | 1 | 1 | 1 | $58,365 | $59,093 | $4,521 | $7,972 | $6,456 | $250 | $551 | $367 | $2,229 | $22,345 | $81,438 |
| Administrative Assistant III | 1 | 1 | 1 | 1 | $35,595 | $36,525 | $2,794 | $3,685 | $6,456 | $250 | $340 | $367 | $92 | $13,985 | $50,510 |
| Park Attendant I | 0 | 0 | 1 | 1 | $19,309 | $21,424 | $1,639 | $2,162 | $6,456 | $250 | $198 | $367 | $802 | $11,874 | $33,298 |
| Park Attendant II | 1 | 1 | 1 | 1 | $20,774 | $20,988 | $1,606 | $2,118 | $6,456 | $250 | $194 | $367 | $786 | $11,776 | $32,764 |
| Park Attendant II | 0 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Program Coordinator | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Maintenance Tech III | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Maintenance Tech III | 0 | 1 | 1 | 1 | $43,009 | $44,013 | $3,367 | $4,441 | $6,456 | $250 | $410 | $367 | $1,643 | $16,934 | $60,947 |
| Equipment Operator I | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Parks & Facilities Supervisor | 0 | 1 | 1 | 1 | $48,818 | $49,692 | $3,801 | $5,014 | $6,456 | $250 | $463 | $367 | $1,856 | $18,207 | $67,899 |
| Horticulture Tech | 0 | 1 | 1 | 1 | $23,784 | $24,232 | $1,854 | $2,445 | $6,456 | $250 | $224 | $367 | $908 | $12,504 | $36,736 |
| Inmate Supervisor | 0 | 1 | 1 | 1 | $33,293 | $33,634 | $2,573 | $3,394 | $6,456 | $250 | $312 | $367 | $2,421 | $15,773 | $49,407 |
| Environmental Specialist | 0 | 1 | 1 | 1 | $22,594 | $22,964 | $1,757 | $2,317 | $6,456 | $250 | $213 | $367 | $853 | $12,213 | $35,177 |
| | | | | | | | | | | | | | | | |
| Sub - Total | 6 | 11 | 9 | 9 | $305,541 | $312,565 | $23,911 | $33,547 | $58,104 | $2,250 | $2,905 | $3,303 | $11,590 | $135,610 | $448,175 |
| Intern-Part Time | 0 | 0 | 0.5 | 0.5 | $7,500 | $7,500 | $574 | | | | | | $282 | $856 | $8,356 |
| Overtime | | | | | $1,000 | $750 | $57 | $76 | | | $7 | | $28 | $168 | $918 |
| | | | | | | | | | | | | | | | |
| **TOTAL Parks** | 6 | 11 | 9.5 | 9.5 | $314,041 | $320,815 | $24,542 | $33,623 | $58,104 | $2,250 | $2,912 | $3,303 | $11,900 | $136,634 | $457,449 |



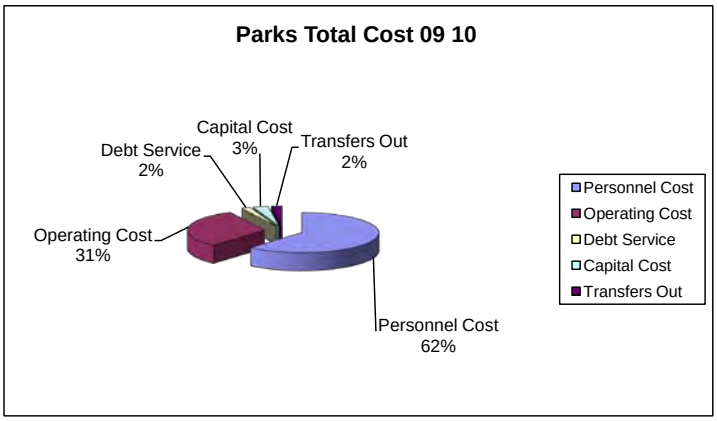



**Parks DEPARTMENT**

| | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|---|
| 001-020-572-51200 | Regular Salaries | $207,087 | $206,555 | $340,607 | $313,041 | $311,679 | $320,065 |
| 001-020-572-51400 | Overtime | $2,224 | $2,152 | $195 | $1,000 | $750 | $750 |
| | | **$209,311** | **$208,707** | **$340,802** | **$314,041** | **$312,429** | **$320,815** |
| 001-020-572-52100 | FICA | $15,942 | $15,919 | $26,060 | $24,024 | $24,542 | $24,542 |
| 001-020-572-52200 | Retirement | $18,691 | $21,711 | $35,428 | $32,103 | $33,623 | $33,623 |
| 001-020-572-52300 | Health Insurance | $17,271 | $21,329 | $43,366 | $58,104 | $58,104 | $58,104 |
| 001-020-572-52301 | Life Insurance | $1,422 | $1,711 | $2,986 | $2,869 | $2,912 | $2,912 |
| 001-020-572-52302 | Health Reimbursement Account | $1,872 | $1,489 | $470 | $0 | $0 | $0 |
| 001-020-572-52320 | Dental Insurance | $0 | $0 | $0 | $3,307 | $3,303 | $3,303 |
| 001-020-572-52400 | Worker's Comp | $13,162 | $16,531 | $31,065 | $11,664 | $11,900 | $11,900 |
| | Total Benefits | **$68,360** | **$78,690** | **$139,375** | **$132,071** | **$134,384** | **$134,384** |
| | **Total Personnel Service Costs** | **$277,671** | **$287,397** | **$480,177** | **$446,112** | **$446,813** | **$455,199** |

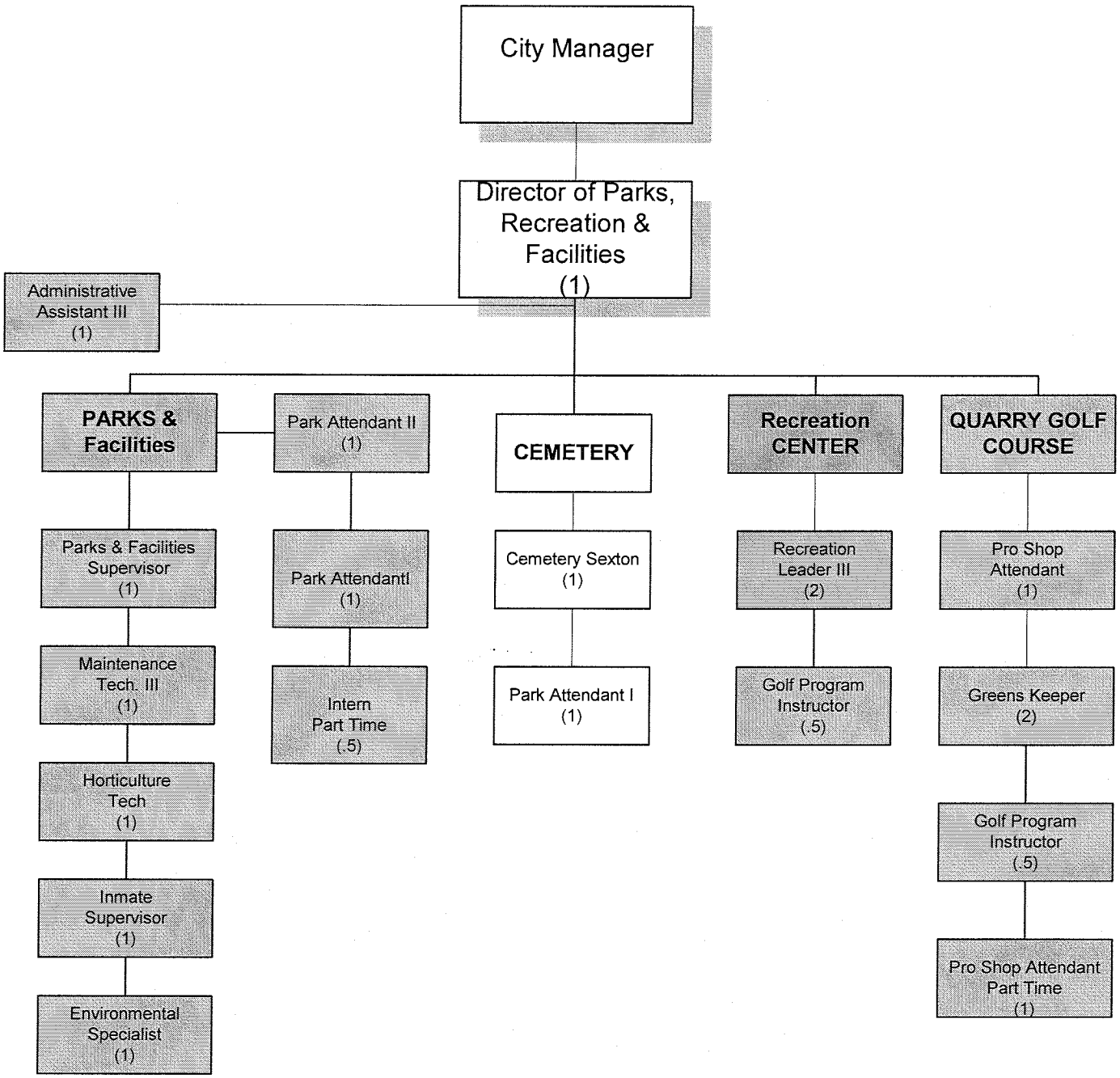
| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|---|
| 001-020-572-52500 | Unemployment | $0 | $0 | $0 | $0 | $0 | $1,187 | |
| 001-020-572-53101 | Medical Services | $244 | $233 | $831 | $350 | $350 | $350 | |
| 001-020-572-53400 | Other Contractual Services | $2,661 | $10,804 | $73,409 | $67,500 | $62,000 | $62,000 | (1) |
| 001-020-572-53401 | Contract Labor | $2,751 | $966 | $0 | $1,000 | $500 | $500 | |
| 001-020-572-54000 | Travel & Per Diem | $108 | $241 | $529 | $600 | $600 | $600 | |
| 001-020-572-54100 | Communications&Freight Charge | $1,726 | $1,865 | $2,907 | $2,800 | $1,020 | $1,020 | |
| 001-020-572-54110 | Postage | $0 | $0 | $14 | $100 | $100 | $100 | |
| 001-020-572-54210 | Automotive Repair Service | $140 | $321 | $865 | $1,500 | $1,500 | $1,500 | |
| 001-020-572-54300 | Electric | $28,543 | $30,600 | $29,603 | $33,000 | $30,000 | $30,000 | |
| 001-020-572-54303 | Water | $7,010 | $10,006 | $9,476 | $9,000 | $9,000 | $9,000 | |
| 001-020-572-54400 | Equipment & Vehicle Rental | $725 | $400 | $2,514 | $4,000 | $3,000 | $3,000 | (2) |
| 001-020-572-54401 | Rentals & Leases | $148 | $0 | $0 | $150 | $150 | $2,718 | |
| 001-020-572-54560 | Insurance Claims & Deductibles | $153 | $0 | $0 | $1,000 | $1,000 | $1,000 | |
| 001-020-572-54600 | Repair & Maintenance Services | $7,461 | $7,821 | $6,063 | $8,500 | $8,500 | $8,500 | |
| 001-020-572-54700 | Printing & Binding Services | $46 | $118 | $131 | $925 | $500 | $500 | |
| 001-020-572-54800 | Advertising Activities | $2,021 | $546 | $188 | $750 | $500 | $500 | |
| 001-020-572-54900 | Other Current Charges | $258 | $748 | $488 | $0 | $0 | $0 | |
| 001-020-572-54920 | Recreational Supplies | $1,278 | $2,270 | $8,171 | $1,500 | $500 | $500 | |
| 001-020-572-55100 | Office Supplies | $1,011 | $1,629 | $1,558 | $2,000 | $2,000 | $2,000 | |
| 001-020-572-55210 | Operating Supplies | $976 | $14,119 | $15,171 | $20,000 | $20,000 | $20,000 | (3) |
| 001-020-572-55211 | Medical Supplies | $48 | $0 | $0 | $0 | $0 | $0 | |
| 001-020-572-55220 | Computer Supplies | $515 | $23 | $933 | $950 | $0 | $0 | |
| 001-020-572-55223 | Repair & Maintenance Supplies | $23,260 | $13,265 | $27,136 | $50,000 | $50,000 | $35,000 | (4) |
| 001-020-572-55225 | Chemicals | $3,335 | $1,262 | $2,916 | $3,000 | $3,000 | $3,000 | |
| 001-020-572-55230 | Clothing/Uniforms | $1,574 | $1,060 | $2,946 | $2,200 | $2,500 | $2,500 | |
| 001-020-572-55240 | Institutional Supplies | $3,156 | $3,949 | $23,222 | $23,500 | $24,000 | $24,000 | (5) |
| 001-020-572-55250 | Fuels & Lubricant | $4,404 | $4,218 | $20,310 | $14,500 | $11,500 | $11,500 | |
| 001-020-572-55252 | Small Tools | $1,220 | $2,306 | $688 | $1,250 | $1,200 | $1,200 | |
| 001-020-572-55253 | Automotive Repair Supply (In-house) | $1,914 | $3,617 | $3,691 | $3,500 | $2,000 | $2,000 | |
| 001-020-572-55400 | Books,Subscription,Membership | $215 | $320 | $742 | $500 | $500 | $500 | |
| 001-020-572-55410 | Training & Education | $572 | $845 | $773 | $1,250 | $1,500 | $1,500 | |
| 001-020-572-55500 | Uncapitalized Equipment | $4,305 | $1,379 | $4,626 | $29,840 | $3,680 | $5,000 | (6) |
| | **Total Operating Costs** | **$101,778** | **$114,931** | **$239,901** | **$285,165** | **$241,100** | **$231,175** | |
| | **Debt Service** | | | | | | | |
| 001-020-517-57100 | Interest | $2,932 | $2,491 | $2,028 | $1,529 | $1,039 | $1,039 | |
| 001-020-517-57200 | Principal | $11,081 | $11,517 | $11,971 | $12,443 | $12,933 | $12,933 | |
| | **Total Debt Service** | **$14,013** | **$14,008** | **$13,999** | **$13,972** | **$13,972** | **$13,972** | |
| | **CAPITAL OUTLAY** | | | | | | | |
| 001-020-572-55630 | Improvements-Non Buildings | $9,950 | $0 | $0 | $0 | $0 | $0 | |
| 001-020-572-55640 | Machinery & Equipment | $0 | $15,000 | $0 | $0 | $58,732 | $23,732 | (7) |
| | **Total Capital Outlay Costs** | **$9,950** | **$15,000** | **$0** | **$0** | **$58,732** | **$23,732** | |
| | **TRANSFERS OUT** | | | | | | | |
| 001-020-581-56501 | Internal Service Fund | $7,778 | $8,452 | $14,961 | $8,329 | $9,425 | $9,525 | |
| 001-020-581-56502 | Vehicle Replacement Fund | $4,748 | $2,344 | $0 | $0 | $0 | $0 | |
| 001-020-581-56503 | Equipment Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 | $5,000 | |
| 001-020-581-56608 | Self Insured Dental Plan Fund | $1,344 | $1,152 | $2,757 | $0 | $0 | $0 | |
| 001-020-581-56609 | HRA Funding Account | $0 | $0 | $0 | $2,250 | $2,250 | $2,250 | |
| | **Total Transfers Out** | **$13,870** | **$11,948** | **$17,718** | **$15,579** | **$16,675** | **$16,775** | |
| | **Total Expenditures** | **$417,282** | **$443,284** | **$751,795** | **$760,828** | **$777,292** | **$740,853** | |

(1) Inmate Guard salary-current agreement $57,000 and City Hall carpet and window cleaning $5,000.
(2) Scissor lift for athletic light replacements and Christmas street decorations.
(3) Field paint, mulch for medians, bulb outs and facilities landscaping. Also sand, clay and trash cans.
(4) Supplies needed to repair all City facilities, building, plumbing, electrical and equipment supplies.
(5) Cleaning products, hand towels, toilet paper, gloves, hand soap, bleach for all City divisions.
(6) Weed Eaters for the inmates.
(7) 2 John Deere Utility work vehicle $13,532 and John Deere field rake $10,200


Parks Total Cost 09 10
Capital Cost
3%
Transfers Out
2%
Debt Service
2%
Operating Cost
31%
Personnel Cost
62%
Personnel Cost
Operating Cost
Debt Service
Capital Cost
Transfers Out

# PARKS,RECREATION & FACILITIES DEPARTMENT

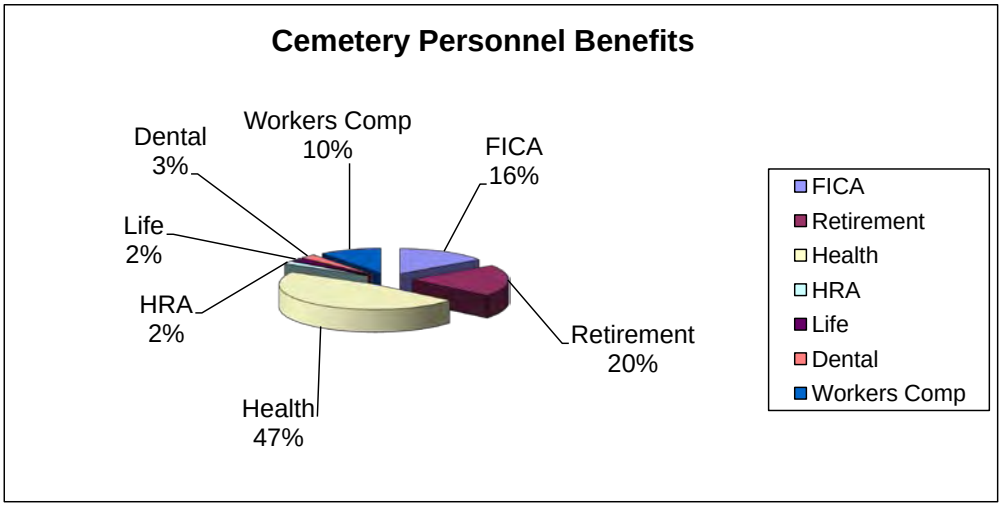
## Cemetery Division

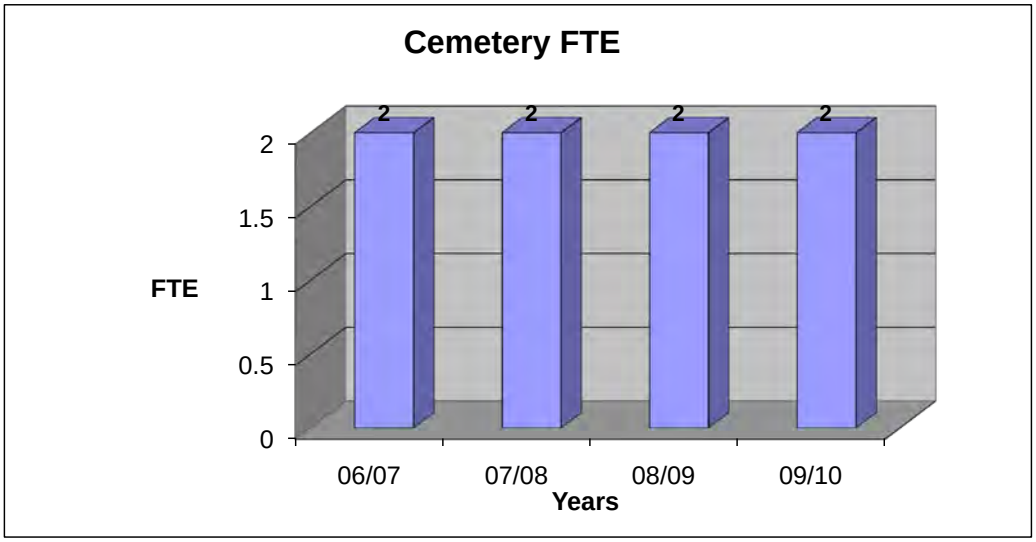



Full-time equivalent positions are shown in parentheses.

# Cemetery Department

| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Cemetery Division** | | | | | | | | | | | | | | | |
| Cemetery Sexton | 1 | 1 | 1 | 1 | $34,748 | $35,485 | $2,715 | $3,580 | $6,456 | $250 | $330 | $367 | $1,842 | $15,540 | $51,025 |
| Park Attendant I | 0 | 1 | 1 | 1 | $20,822 | $19,448 | $1,488 | $1,962 | $6,456 | $250 | $180 | $367 | $1,004 | $11,707 | $31,155 |
| Park Attendant II | 1 | 0 | 0 | 0 | $0 | | | | | | | | | $0 | $0 |
| | | | | | | | | | | | | | | | |
| Sub - Total | | | | | $55,570 | $54,933 | $4,202 | $5,543 | $12,912 | $500 | $510 | $734 | $2,846 | $27,247 | $82,180 |
| | | | | | | | | | | | | | | | |
| Overtime | | | | | $500 | $500 | $38 | $50 | | | $5 | | $26 | $120 | $620 |
| | | | | | | | | | | | | | | | |
| **TOTAL Cemetery** | 2 | 2 | 2 | 2 | $56,070 | $55,433 | $4,241 | $5,593 | $12,912 | $500 | $515 | $734 | $2,872 | $27,367 | $82,800 |



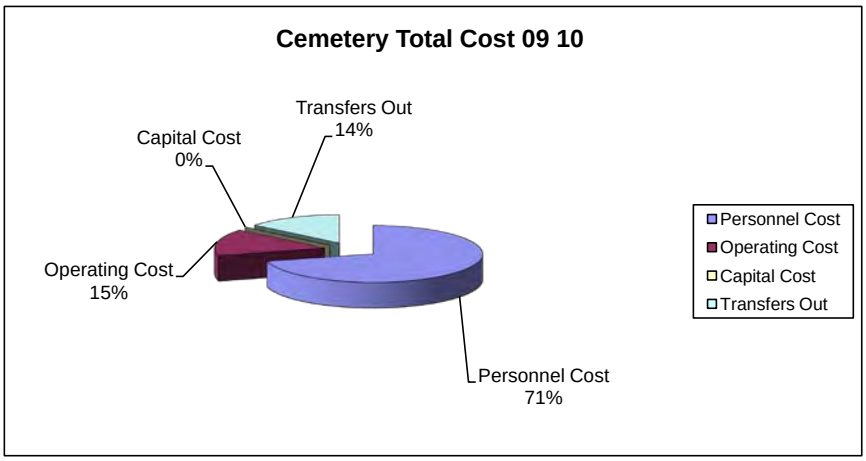



**Cemetery Division**

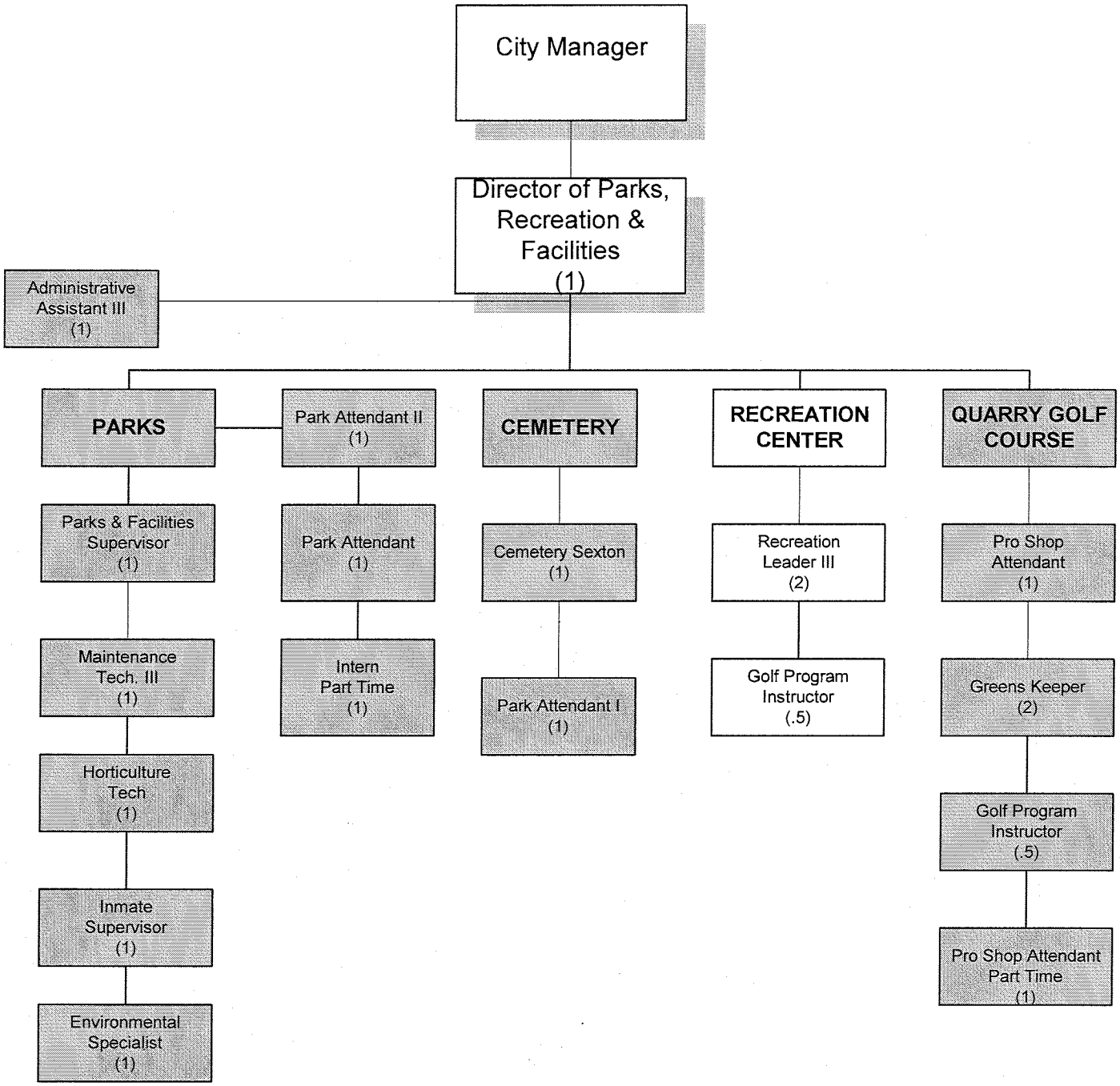
| | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|---|
| 001-017-539-51200 | Regular Salaries | $44,066 | $51,720 | $55,299 | $55,570 | $55,307 | $54,933 |
| 001-017-539-51400 | Overtime | $380 | $118 | $0 | $500 | $500 | $500 |
| | | $44,446 | **$51,838** | **$55,299** | **$56,070** | **$55,807** | **$55,433** |
| 001-017-539-52100 | FICA | 3,400 | $3,970 | $4,228 | $4,289 | $4,269 | $4,241 |
| 001-017-539-52200 | Retirement | 3,668 | $5,109 | $5,410 | $5,523 | $5,631 | $5,593 |
| 001-017-539-52300 | Health Insurance | 3,290 | $6,814 | $8,821 | $12,912 | $12,912 | $12,912 |
| 001-017-539-52301 | Life Insurance | 305 | $373 | $555 | $520 | $522 | $515 |
| 001-017-539-52302 | Health Reimbursement Account | 1,425 | $982 | $1,425 | $0 | $0 | $0 |
| 001-017-539-52320 | Dental Insurance | 0 | $0 | $0 | $735 | $735 | $734 |
| 001-017-539-52400 | Worker's Comp | 4,740 | $5,930 | $6,001 | $7,009 | $2,917 | $2,872 |
| | Total Benefits | **16,828** | **$23,178** | **$26,440** | **$30,988** | **$26,986** | **$26,867** |
| | **Total Personnel Service Costs** | **$61,274** | **$75,016** | **$81,739** | **$87,058** | **$82,793** | **$82,300** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|---|
| 001-017-539-52500 | Unemployment | $0 | $0 | $0 | $0 | $0 | $0 | |
| 001-017-539-53101 | Medical Services | $70 | $36 | $39 | $50 | $50 | $50 | |
| 001-017-539-53400 | Other Contractual Services | $3,879 | $1,871 | $592 | $1,500 | $360 | $360 | (1) |
| 001-017-539-54100 | Communications&Freight Charge | $633 | $769 | $766 | $500 | $784 | $784 | (2) |
| 001-017-539-54110 | Postage | $11 | $0 | $0 | $50 | $50 | $50 | |
| 001-017-539-54210 | Automotive Repair Service | $17 | $0 | $0 | $50 | $500 | $500 | |
| 001-017-539-54300 | Electric | $757 | $620 | $686 | $650 | $750 | $750 | |
| 001-017-539-54303 | Water | $2,191 | $2,321 | $2,675 | $2,500 | $2,500 | $2,500 | |
| 001-017-539-54400 | Equipment & Vehicle Rental | $50 | $0 | $0 | $0 | $0 | $0 | |
| 001-017-539-54600 | Repair & Maintenance Services | $4,203 | $847 | $787 | $1,500 | $1,500 | $1,500 | |
| 001-017-539-54700 | Printing & Binding Services | $16 | $15 | $0 | $500 | $500 | $500 | |
| 001-017-539-54800 | Advertising Activities | $297 | $288 | $326 | $311 | $500 | $500 | |
| 001-017-539-54900 | Other Current Charges | $411 | $211 | $6 | $0 | $0 | $0 | |
| 001-017-539-54912 | Cemetery Lot Buy Back | $3,139 | $1,350 | $0 | $0 | $1,000 | $1,000 | |
| 001-017-539-54913 | Cost of Goods Sold | $0 | $0 | $490 | $0 | $0 | $0 | |
| 001-017-539-55100 | Office Supplies | $103 | $225 | $367 | $500 | $500 | $500 | |
| 001-017-539-55210 | Operating Supplies | $215 | $1,777 | $1,776 | $2,000 | $1,000 | $1,000 | |
| 001-017-539-55211 | Medical Supplies | $33 | $0 | $0 | $0 | $0 | $0 | |
| 001-017-539-55220 | Computer Supplies | $35 | $28 | $10 | $100 | $0 | $0 | |
| 001-017-539-55223 | Repair & Maintenance Supplies | $3,233 | $1,573 | $0 | $0 | $0 | $0 | |
| 001-017-539-55225 | Chemicals Supplies | $0 | $0 | $0 | $0 | $750 | $750 | (3) |
| 001-017-539-55230 | Clothing/Uniforms | $875 | $719 | $766 | $750 | $750 | $750 | |
| 001-017-539-55240 | Institutional Supplies | $194 | $321 | $0 | $0 | $0 | $0 | |
| 001-017-539-55250 | Fuels & Lubricant | $2,780 | $3,401 | $4,112 | $3,500 | $3,500 | $2,700 | |
| 001-017-539-55252 | Small Tools | $740 | $529 | $206 | $500 | $500 | $500 | |
| 001-017-539-55253 | Auto Repair Supplies (In-house) | $432 | $309 | $635 | $750 | $750 | $750 | |
| 001-017-539-55400 | Books,Subscription,Membership | $245 | $0 | $0 | $250 | $250 | $250 | |
| 001-017-539-55410 | Training & Education | $25 | $0 | $0 | $100 | $500 | $500 | |
| 001-017-539-55500 | Uncapitalized Equipment | $3,104 | $2,184 | $289 | $500 | $4,500 | $1,500 | (4) |
| | **Total Operating Costs** | **$27,688** | **$19,394** | **$14,528** | **$16,561** | **$21,494** | **$17,694** | |
| | **CAPITAL OUTLAY** | | | | | | | |
| 001-017-539-55630 | Improvements-Non Building | $29,460 | $226 | $0 | $0 | $0 | $0 | |
| 001-017-539-55640 | Machinery & Equipment | $0 | $11,214 | $0 | $0 | $0 | $0 | |
| | **Total Capital Outlay Costs** | **$29,460** | **$11,440** | **$0** | **$0** | **$0** | **$0** | |
| | **TRANSFERS OUT** | | | | | | | |
| 001-017-581-56501 | Internal Service Fund | $3,667 | $4,047 | $3,304 | $1,285 | $837 | $846 | |
| 001-017-581-56502 | Vehicle Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | |
| 001-017-581-56503 | Equipment Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 | $5,000 | |
| 001-017-581-56605 | Cemetery Perpetual Care Fund | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | |
| 001-017-581-56608 | Self Insured Dental Plan Fund | $384 | $384 | $502 | $0 | $0 | $0 | |
| 001-017-581-56609 | HRA Funding Account | $0 | $0 | $0 | $500 | $500 | $500 | |
| | **Total Transfers Out** | **$14,051** | **$14,431** | **$13,806** | **$16,785** | **$16,337** | **$16,346** | |
| | **Total Expenditures** | **$132,473** | **$120,281** | **$110,073** | **$120,404** | **$120,624** | **$116,340** | |

(1) Yearly alarm monitoring $240 and pest control $120.
(2) Cisco phone $240 and Bright House Internet $580.
(3) Lawn mower vacuum for leaves $1,500.

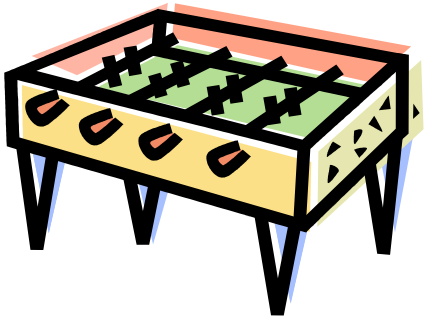

Cemetery Total Cost 09 10
Transfers Out
14%
Capital Cost
0%
Operating Cost
15%
Personnel Cost
71%
Personnel Cost
Operating Cost
Capital Cost
Transfers Out

# PARKS,RECREATION & FACILITIES DEPARTMENT
# Recreation Division

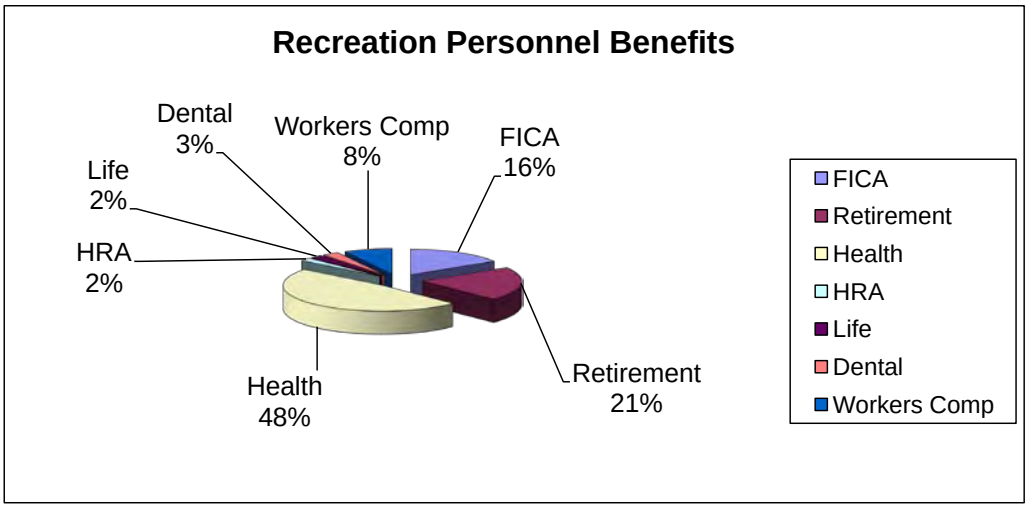


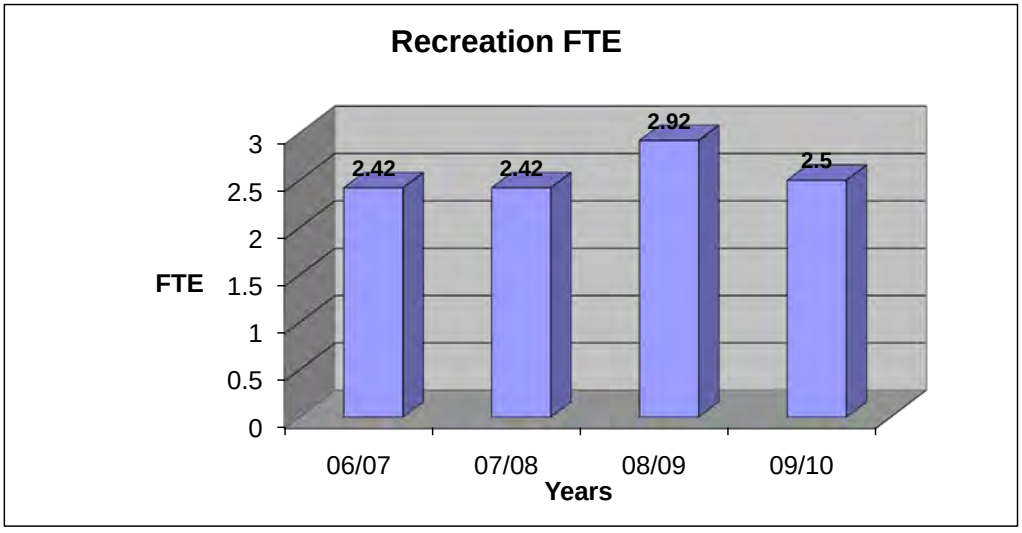

Full-time equivalent positions are shown in parentheses.

# Recreation Department



| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Recreation DEPARTMENT** | | | | | | | | | | | | | | | |
| Recreation Leader III | 1 | 1 | 1 | 1 | $33,327 | $27,165 | $2,078 | $2,741 | $6,456 | $250 | $252 | $367 | $1,019 | $13,163 | $40,328 |
| Recreation Leader III | 1 | 1 | 1 | 1 | $28,612 | $30,264 | $2,315 | $3,054 | $6,456 | $250 | $281 | $367 | $1,137 | $13,860 | $44,124 |
| Golf Program instructor | 0 | 0 | 0.5 | 0.5 | $12,699 | $12,699 | $971 | $1,281 | $3,228 | $125 | $119 | $184 | $481 | $6,390 | $19,089 |
| | | | | | | | $0 | | | | | | | | |
| Sub - Total | **2** | **2** | **2.5** | **2.5** | **$74,638** | **$70,128** | **$5,365** | **$7,076** | **$16,140** | **$625** | **$652** | **$918** | **$2,637** | **$33,413** | **$103,541** |
| Bus Driver Part Time | 0.42 | 0.42 | 0.42 | 0 | $10,000 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Overtime | | | | | $1,000 | $500 | $38 | $50 | $0 | $0 | $5 | $0 | $19 | $113 | $613 |
| | | | | | | | | | | | | | | | |
| **TOTAL Recreation** | **2.42** | **2.42** | **2.92** | **2.5** | **$85,638** | **$70,628** | **$5,403** | **$7,126** | **$16,140** | **$625** | **$657** | **$918** | **$2,656** | **$33,525** | **$104,153** |



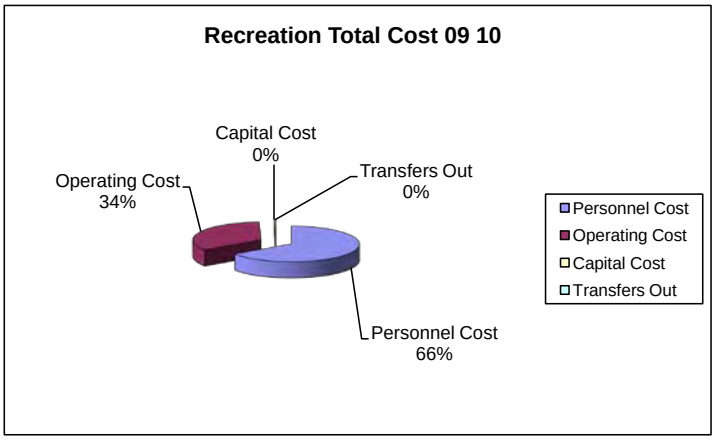



**Recreation DEPARTMENT**

| GL CODES | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|---|
| 001-025-572-51200 | Regular Salaries | $58,100 | $68,157 | $65,386 | $84,638 | $74,891 | $70,128 |
| 001-025-572-51400 | Overtime | $800 | $1,725 | $277 | $1,000 | $500 | $500 |
| | | **$58,900** | **$69,882** | **$65,663** | **$85,638** | **$75,391** | **$70,628** |
| 001-025-572-52100 | FICA | $3,732 | $5,169 | $5,019 | $6,551 | $5,403 | $5,403 |
| 001-025-572-52200 | Retirement | $4,885 | $6,870 | $6,670 | $8,435 | $7,126 | $7,126 |
| 001-025-572-52300 | Health Insurance | $5,755 | $7,110 | $8,821 | $16,140 | $16,140 | $16,140 |
| 001-025-572-52301 | Life Insurance | $333 | $444 | $500 | $699 | $657 | $657 |
| 001-025-572-52302 | Health Reimbursement Account | $411 | $1,162 | $0 | $0 | $0 | $0 |
| 001-025-572-52320 | Dental Insurance | $0 | $0 | $0 | $919 | $918 | $918 |
| 001-025-572-52400 | Worker's Comp | $4,828 | $5,860 | $7,521 | $6,197 | $2,656 | $2,656 |
| | Total Benefits | **$19,944** | **$26,615** | **$28,531** | **$38,941** | **$32,900** | **$32,900** |
| | **Total Personnel Service Costs** | **$78,844** | **$96,497** | **$94,194** | **$124,579** | **$108,291** | **$103,528** |

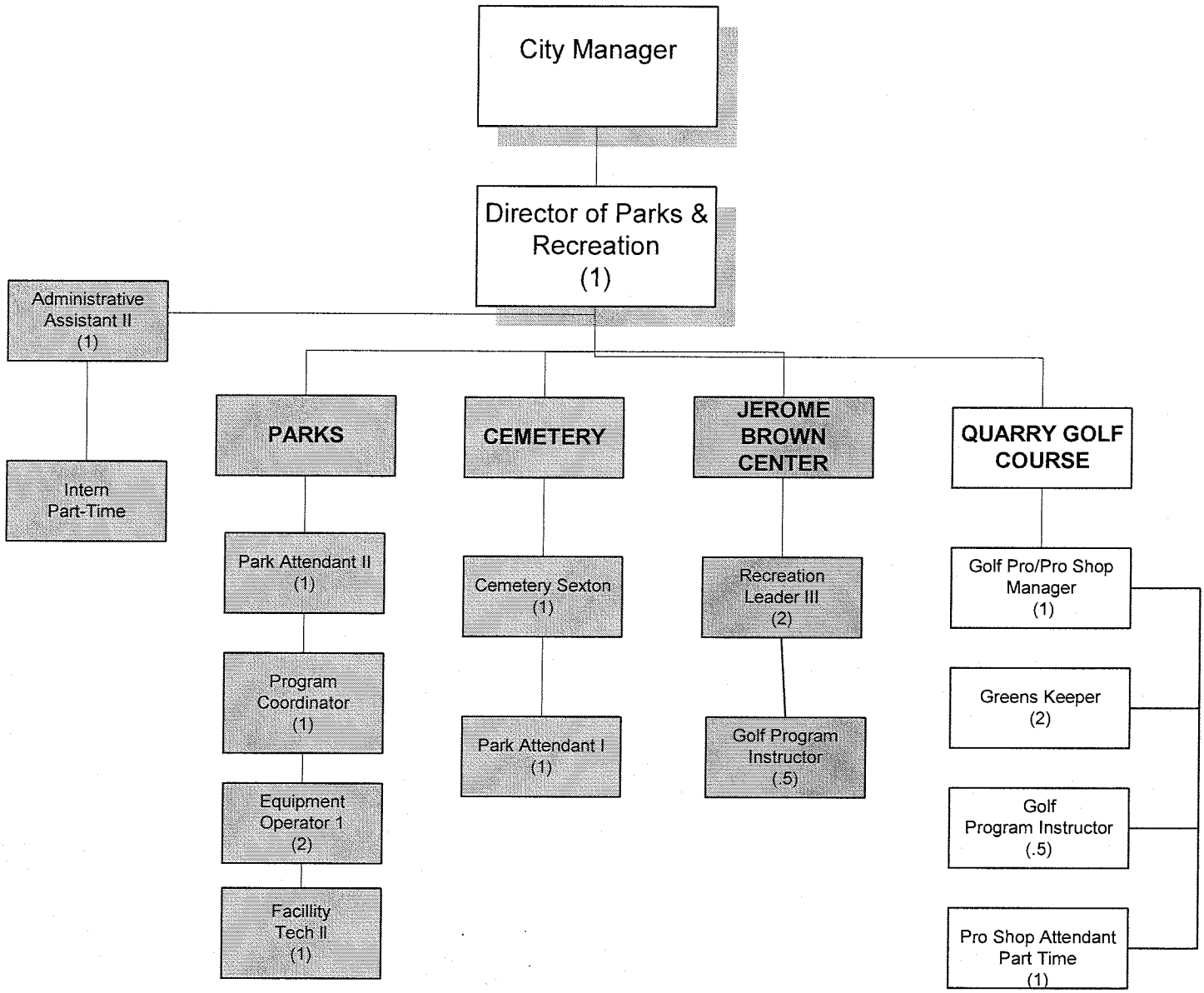
| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|---|
| 001-025-572-52500 | Unemployment | $0 | $0 | $0 | $0 | $1,600 | $5,500 | |
| 001-025-572-53101 | Medical Services | $109 | $337 | $252 | $100 | $100 | $200 | |
| 001-025-572-53400 | Other Contractual Services | $2,192 | $905 | $1,657 | $9,500 | $9,900 | $9,900 | (1) |
| 001-025-572-54000 | Travel & Per Diem | $117 | $149 | $605 | $500 | $500 | $500 | |
| 001-025-572-54100 | Communications&Freight Charge | $584 | $1,067 | $844 | $800 | $816 | $816 | |
| 001-025-572-54110 | Postage | $5 | $28 | $0 | $0 | $0 | $0 | |
| 001-025-572-54300 | Electric | $12,919 | $15,010 | $12,951 | $14,000 | $14,000 | $13,000 | |
| 001-025-572-54303 | Water | $1,821 | $2,489 | $2,097 | $2,500 | $2,000 | $2,000 | |
| 001-025-572-54400 | Equipment Rental | $0 | $343 | $0 | $500 | $500 | $500 | (2) |
| 001-025-572-54500 | General Business Insurance | $0 | $146 | $0 | $0 | $0 | $0 | |
| 001-025-572-54600 | Repair & Maintenance Services | $160 | $1,850 | $505 | $1,500 | $1,500 | $1,500 | |
| 001-025-572-54700 | Printing & Binding Services | $73 | $312 | $589 | $1,000 | $1,000 | $1,000 | (3) |
| 001-025-572-54800 | Advertising Activities | $1,206 | $928 | $1,578 | $1,000 | $500 | $500 | |
| 001-025-572-54900 | Other Current Charges | $713 | $802 | $843 | $0 | $0 | $0 | |
| 001-025-572-54913 | Cost of Goods Sold | $107 | $0 | $101 | $500 | $0 | $0 | |
| 001-025-572-54920 | Recreational Supplies | $1,287 | $3,107 | $2,712 | $15,500 | $15,000 | $15,000 | (4) |
| 001-025-572-55100 | Office Supplies | $1,549 | $1,805 | $783 | $1,800 | $1,500 | $1,500 | |
| 001-025-572-55210 | Operating Supplies | $82 | $989 | $1,228 | $1,000 | $1,000 | $1,000 | (5) |
| 001-025-572-55211 | Medical Supplies | $36 | $0 | $0 | $50 | $50 | $50 | |
| 001-025-572-55220 | Computer Supplies | $468 | $245 | $51 | $500 | $0 | $0 | |
| 001-025-572-55223 | Repair & Maintenance Supplies | $2,998 | $2,725 | $0 | $0 | $0 | $0 | |
| 001-025-572-55225 | Chemicals | $0 | $0 | $0 | $0 | $0 | $0 | |
| 001-025-572-55226 | Safety Supplies | $0 | $0 | $0 | $50 | $50 | $50 | |
| 001-025-572-55230 | Clothing/Uniforms | $277 | $1,319 | $161 | $0 | $0 | $0 | |
| 001-025-572-55240 | Institutional Supplies | $2,802 | $4,200 | $0 | $0 | $0 | $0 | |
| 001-025-572-55250 | Fuels & Lubricant | $1,997 | $1,199 | $2,373 | $2,200 | $500 | $500 | |
| 001-025-572-55252 | Small Tools | $42 | $46 | $0 | $100 | $100 | $100 | |
| 001-025-572-55400 | Books,Subscription,Membership | ($2) | $0 | $0 | $0 | $0 | $0 | |
| 001-025-572-55410 | Training & Education | $299 | $270 | $0 | $500 | $500 | $500 | |
| 001-025-572-55500 | Uncapitalized Equipment | $3,654 | $2,686 | $113 | $3,000 | $0 | $0 | |
| | **Total Operating Costs** | **$35,495** | **$42,957** | **$29,443** | **$56,600** | **$51,116** | **$54,116** | |
| | **CAPITAL OUTLAY** | | | | | | | |
| 001-025-572-55640 | Machinery & Equipment | 0 | $8,418 | $0 | $0 | $0 | $0 | |
| | **Total Capital Outlay Costs** | **0** | **$8,418** | **$0** | **$0** | **$0** | **$0** | |
| | **TRANSFERS OUT** | | | | | | | |
| 001-025-581-56502 | Vehicle Replacement Fund | 0 | $2,400 | $0 | $0 | $0 | $0 | |
| 001-025-581-56501 | Internal Service Fund | 0 | $0 | $0 | $0 | $0 | $0 | |
| 001-025-581-56608 | Self Insured Dental Plan Fund | 384 | $384 | $502 | $0 | $0 | $0 | |
| 001-025-581-56609 | HRA Funding Account | 0 | $0 | $0 | $625 | $625 | $625 | |
| | **Total Transfers Out** | **384** | **$2,784** | **$502** | **$625** | **$625** | **$625** | |
| | **Total Expenditures** | **$114,723** | **$150,656** | **$124,139** | **$181,804** | **$160,032** | **$158,269** | |

(1) Adult League umpire fees $9,500 and pest control $400
(2) Gym floor buffer $500.
(3) Recreation/summer program flyers $1,000.
(4) Youth and adult program shirts and uniforms $10,000,softballs for adult leagues $2,200, Board games, basketballs, volleyballs, Etc.$2,800.
(5) JBCC kitchen-propane gas, a/c filters, program awards and snacks $1,000.


Recreation Total Cost 09 10
Capital Cost
0%
Transfers Out
0%
Operating Cost
34%
Personnel Cost
66%
Personnel Cost
Operating Cost
Capital Cost
Transfers Out

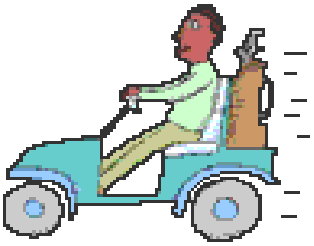
# PARKS & RECREATION DEPARTMENT

## Quarry Golf Course Division

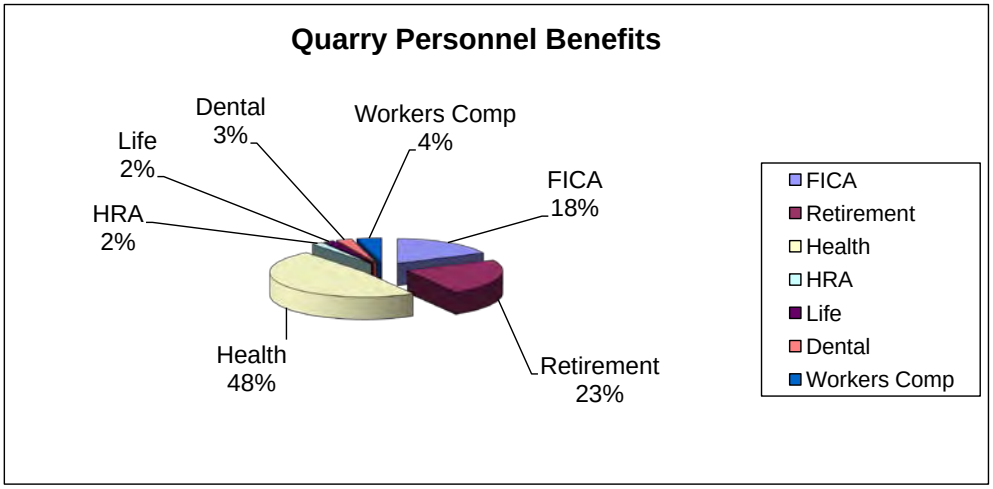


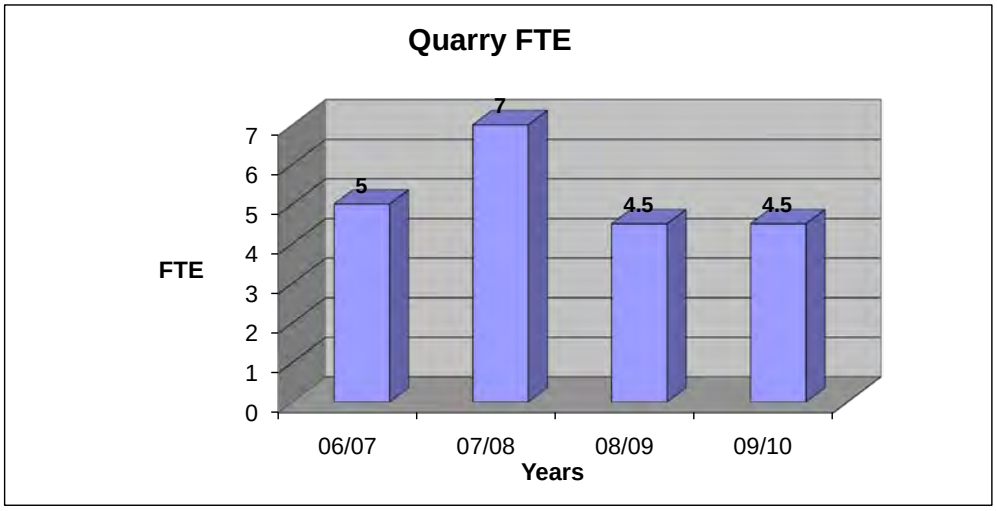

Full-time equivalent positions are shown in parentheses.

# Quarry Golf Division



| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Quarry** | | | | | | | | | | | | | | | |
| Recreation Leader III | 0 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Pro Shop Attendant | 1 | 1 | 1 | 1 | $19,941 | $20,426 | $1,563 | $2,061 | $6,456 | $250 | $189 | $367 | $364 | $11,250 | $31,676 |
| Greens Keeper | 1 | 1 | 1 | 1 | $28,937 | $29,245 | $2,237 | $2,951 | $6,456 | $250 | $271 | $367 | $523 | $13,055 | $42,300 |
| Greens Keeper | 1 | 1 | 1 | 1 | $27,434 | $27,748 | $2,123 | $2,800 | $6,456 | $250 | $258 | $367 | $496 | $12,749 | $40,497 |
| Golf Program Instructor | 0 | 1 | 0.5 | 0.5 | $12,699 | $12,823 | $981 | $1,294 | $3,228 | $125 | $119 | $183 | $229 | $6,159 | $18,982 |
| **Total Full Time** | 3 | 5 | 3.5 | 3.5 | $89,011 | $90,242 | $6,904 | $9,105 | $22,596 | $875 | $837 | $1,284 | $1,612 | $43,213 | $133,455 |
| | | | | | | | | | | | | | | | |
| Part Time | | | | | | | | | | | | | | | |
| Pro Shop Attendants | 2 | 2 | 1 | 1 | $14,040 | $19,926 | $1,524 | $2,011 | $0 | $0 | $0 | $0 | $359 | $3,894 | $23,820 |
| Overtime | | | | | $500 | $500 | $38 | $50 | $0 | $0 | $5 | $0 | $9 | $103 | $603 |
| **TOTAL Quarry** | 5 | 7 | 4.5 | 4.5 | $103,551 | $110,668 | $8,466 | $11,166 | $22,596 | $875 | $842 | $1,284 | $1,980 | $47,210 | $157,878 |



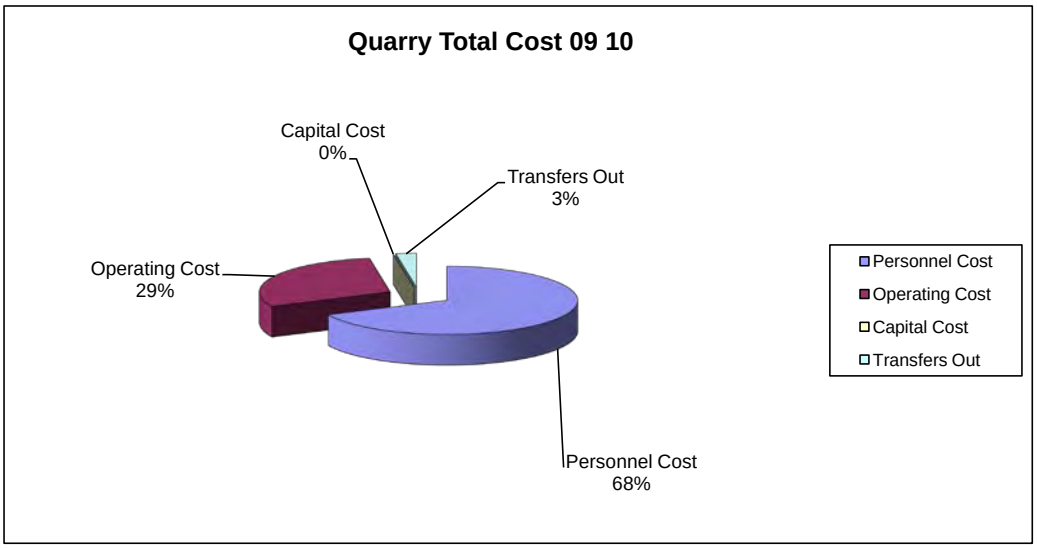



**Quarry**

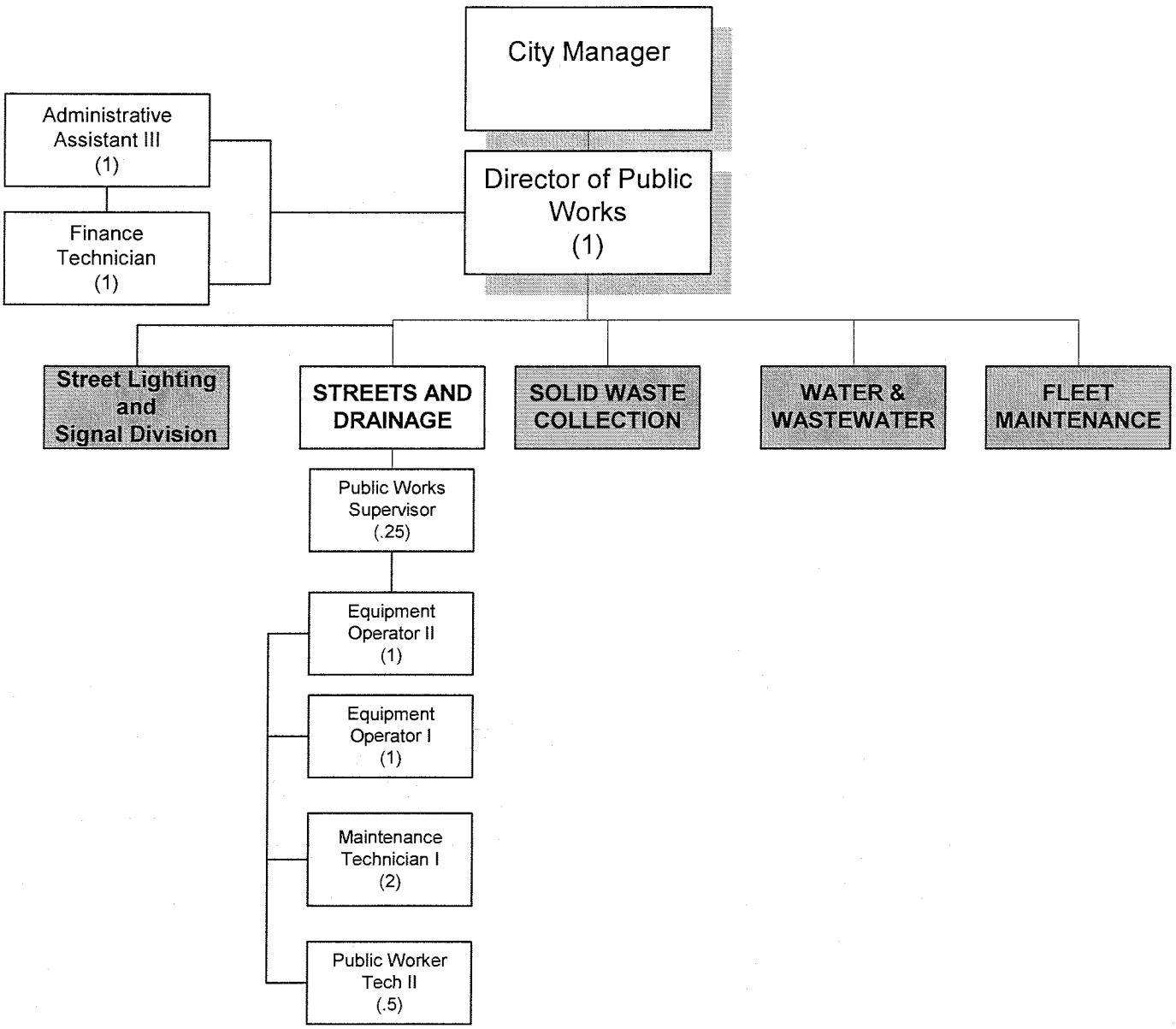
| | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|---|
| 001-026-572-51200 | Regular Salaries | $83,803 | $111,952 | $91,455 | $103,051 | $108,898 | $110,168 |
| 001-026-572-51400 | Overtime | $0 | $311 | $222 | $500 | $500 | $500 |
| | | **$83,803** | **$112,263** | **$91,677** | **$103,551** | **$109,398** | **$110,668** |
| 001-026-572-52100 | FICA | $6,330 | $8,548 | $6,998 | $7,922 | $8,466 | $8,466 |
| 001-026-572-52200 | Retirement | $6,961 | $10,967 | $8,998 | $10,199 | $11,166 | $11,166 |
| 001-026-572-52300 | Health Insurance | $3,290 | $4,147 | $5,879 | $22,596 | $22,596 | $22,596 |
| 001-026-572-52301 | Life Insurance | $495 | $507 | $222 | $833 | $842 | $842 |
| 001-026-572-52302 | Health Reimbursement Account | $770 | $868 | $911 | $0 | $0 | $0 |
| 001-026-572-52320 | Dental Insurance | $0 | $0 | $0 | $1,286 | $1,284 | $1,284 |
| 001-026-572-52400 | Worker's Comp | $7,435 | $8,148 | $8,762 | $8,116 | $1,980 | $1,980 |
| | Total Benefits | **$25,281** | **$33,185** | **$31,770** | **$50,952** | **$46,335** | **$46,335** |
| | **Total Personnel Service Costs** | **$109,084** | **$145,448** | **$123,447** | **$154,503** | **$155,733** | **$157,003** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|---|
| 001-026-572-52500 | Unemployment | $0 | $4,261 | $0 | $0 | $0 | $0 | |
| 001-026-572-53101 | Medical Services | $0 | $220 | $378 | $100 | $100 | $300 | |
| 001-026-572-53400 | Other Contractual Services | $6,663 | $2,124 | $1,012 | $2,500 | $1,750 | $1,750 | (1) |
| 001-026-572-53401 | Contract Labor | $0 | $0 | $0 | $500 | $500 | $0 | |
| 001-026-572-54000 | Travel & Per Diem | $876 | $873 | $544 | $1,000 | $1,000 | $1,000 | |
| 001-026-572-54100 | Communications&Freight Charge | $807 | $804 | $1,062 | $900 | $988 | $988 | (2) |
| 001-026-572-54110 | Postage | $32 | $10 | $0 | $20 | $0 | $0 | |
| 001-026-572-54300 | Electric | $4,191 | $5,764 | $5,689 | $6,000 | $6,000 | $6,000 | |
| 001-026-572-54303 | Water | $1,784 | $1,765 | $2,172 | $2,000 | $2,000 | $2,000 | |
| 001-026-572-54400 | Equipment Rental | $11,664 | $11,255 | $7,182 | $12,500 | $16,000 | $16,000 | |
| 001-026-572-54401 | Rentals & Leases | $144 | $0 | $0 | $0 | $0 | $0 | |
| 001-026-572-54560 | Insurance Claims & Deductibles | | | | | $0 | | |
| 001-026-572-54600 | Repair & Maintenance Services | $6,152 | $3,955 | $2,511 | $4,000 | $3,000 | $3,000 | |
| 001-026-572-54700 | Printing & Binding Services | $723 | $0 | $1,047 | $1,500 | $1,000 | $1,000 | |
| 001-026-572-54800 | Advertising Activities | $6,282 | $1,528 | $948 | $1,500 | $1,500 | $1,500 | |
| 001-026-572-54810 | Promotional Activities | $3,396 | $0 | $0 | $10,000 | $10,000 | $2,000 | |
| 001-026-572-54900 | Other Current Charges | $1,320 | $1,496 | $431 | $0 | $0 | $0 | |
| 001-026-572-54913 | Cost of Goods Sold | $7,784 | $6,483 | $5,151 | $8,000 | $8,000 | $8,000 | |
| 001-026-572-54920 | Recreational Supplies | $14 | $78 | $68 | $500 | $500 | $500 | |
| 001-026-572-55100 | Office Supplies | $808 | $961 | $524 | $1,000 | $500 | $500 | |
| 001-026-572-55210 | Operating Supplies | $2,620 | $8,280 | $9,205 | $10,000 | $10,000 | $10,000 | (3) |
| 001-026-572-55211 | Medical Supplies | $44 | $0 | $0 | $0 | $0 | $0 | |
| 001-026-572-55220 | Computer Supplies | $633 | $0 | $0 | $0 | $0 | $0 | |
| 001-026-572-55223 | Repair & Maintenance Supplies | $22,774 | $9,782 | $0 | $0 | $0 | $0 | |
| 001-026-572-55225 | Chemicals | $6,332 | $5,977 | $6,683 | $6,000 | $6,000 | $6,000 | |
| 001-026-572-55230 | Clothing/Uniforms | $788 | $523 | $804 | $0 | $750 | $750 | |
| 001-026-572-55240 | Institutional Supplies | $467 | $580 | $0 | $0 | $0 | $0 | |
| 001-026-572-55250 | Fuels & Lubricant | $3,228 | $3,738 | $3,197 | $4,000 | $4,000 | $3,500 | |
| 001-026-572-55252 | Small Tools | $438 | $137 | $0 | $500 | $500 | $500 | |
| 001-026-572-55400 | Books,Publications,Subscription & Membership | | | | | $400 | $400 | |
| 001-026-572-55410 | Training & Education | $2,621 | $525 | $1,545 | $2,000 | $2,000 | $2,000 | |
| 001-026-572-55500 | Uncapitalized Equipment | $3,877 | $1,919 | $0 | $500 | $500 | $500 | |
| | **Total Operating Costs** | **$96,462** | **$73,038** | **$50,153** | **$75,020** | **$76,988** | **$68,188** | |
| | **CAPITAL OUTLAY** | | | | | | | |
| 001-026-572-55640 | Machinery & Equipment | $6,235 | $7,500 | $0 | $0 | $0 | $0 | |
| | **Total Capital Outlay Costs** | **$6,235** | **$7,500** | **$0** | **$0** | **$0** | **$0** | |
| | **TRANSFERS OUT** | | | | | | | |
| 001-026-581-56503 | Equipment Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 | $5,000 | |
| 001-026-581-56608 | Self Insured Dental Plan Fund | $576 | $768 | $1,003 | $0 | $0 | $0 | |
| 001-026-581-56609 | HRA Funding Account | $0 | $0 | $0 | $875 | $875 | $875 | |
| | **Total Transfers Out** | **$576** | **$768** | **$1,003** | **$5,875** | **$5,875** | **$5,875** | |
| | **Total Expenditures** | **$212,357** | **$226,754** | **$174,603** | **$235,398** | **$238,596** | **$231,066** | |

(1) Yearly alarm monitoring service $250, aerating of greens $1,000 and pest control $500.
(2) Cisco phone charges $408 and Bright House Internet $580.
(3) Scorecards, golf balls, hole flags, sand, mulch, mower blades and filters.


Quarry Total Cost 09 10
Capital Cost
0%
Transfers Out
3%
Operating Cost
29%
Personnel Cost
68%
Personnel Cost
Operating Cost
Capital Cost
Transfers Out

# DEPARTMENT OF PUBLIC WORKS
## Streets and Drainage Division

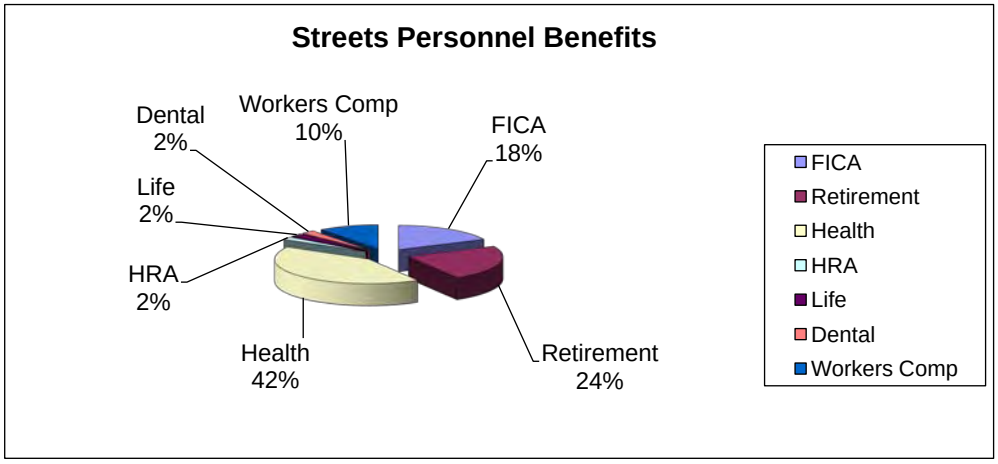


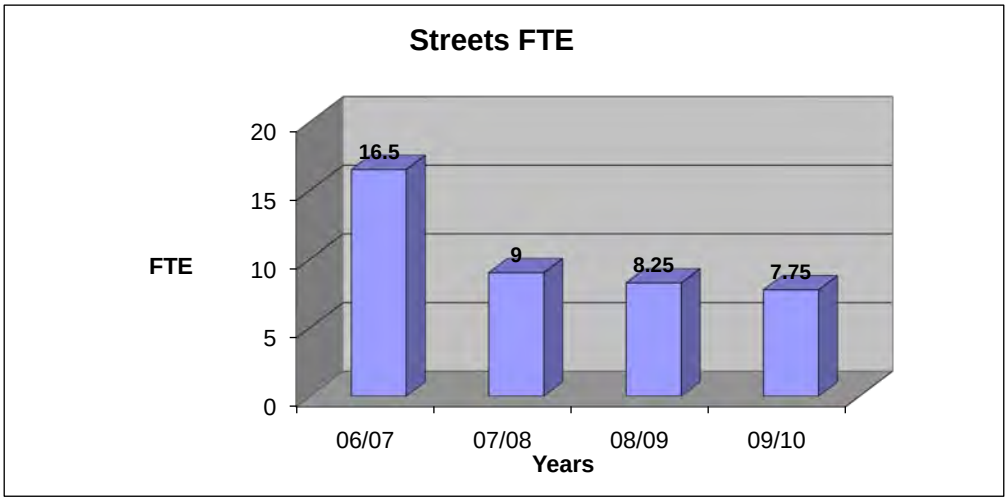

NOTE: The Department of Public Works is comprised of the Streets and Drainage Division, the Solid Waste Collection Division (Solid Waste Collection Enterprise Fund), the Water and Wastewater Division (Water & Wastewater Enterprise Fund), and the Fleet Maintenance Division (Internal Service Fund). The Streets and Drainage Division budget is shown on the following pages. The other divisional budgets are shown separately.

Full-time equivalent positions are shown in parentheses.

# Streets Department

| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | FICA | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Streets and Drainage Division** | | | | | | | | | | | | | | | |
| Director of Public Works | 1 | 1 | 1 | 1 | $73,334 | $73,799 | $5,646 | $7,446 | $6,456 | $250 | $688 | $367 | $1,882 | $22,735 | $96,534 |
| Administrative Assistance III | 1 | 1 | 1 | 1 | $32,312 | $32,802 | $2,509 | $3,310 | $6,456 | $250 | $305 | $367 | $82 | $13,279 | $46,081 |
| Finance Technician | 1 | 1 | 1 | 1 | $29,243 | $29,578 | $2,263 | $2,984 | $6,456 | $250 | $275 | $367 | $75 | $12,670 | $42,248 |
| Public Works Supervisor | 0.5 | 0 | 0.25 | 0.25 | $7,602 | $13,093 | $1,002 | $1,321 | $1,614 | $250 | $122 | $92 | $947 | $5,348 | $18,441 |
| Inmate Supervisor | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Operator I | 1 | 1 | 1 | 1 | $26,874 | $27,664 | $2,116 | $2,791 | $6,456 | $250 | $257 | $367 | $1,988 | $14,226 | $41,890 |
| Equipment Operator II | 1 | 1 | 1 | 1 | $32,766 | $33,176 | $2,538 | $3,347 | $6,456 | $250 | $308 | $367 | $2,388 | $15,654 | $48,830 |
| Equipment Operator II | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Streets & Building Supervisor | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Maintenance Tech III | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Maintenance Tech I | 1 | 1 | 1 | 1 | $30,306 | $31,138 | $2,382 | $3,142 | $6,456 | $250 | $289 | $367 | $2,240 | $15,126 | $46,264 |
| Maintenance Tech I | 0 | 0 | 1 | 1 | $23,891 | $26,936 | $2,061 | $2,718 | $6,456 | $250 | $250 | $367 | $1,936 | $14,037 | $40,973 |
| Streets Foreman | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Horticulture Tech. | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Public Works Tech. II | 1 | 1 | 1 | 0.5 | $23,891 | $11,107 | $850 | $1,121 | $3,228 | $250 | $103 | $183 | $797 | $6,531 | $17,638 |
| Public Works Tech. II | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Public Works Tech. II | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Public Works Tech. I | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | | | | | | | | | | | | | | |
| **Sub - Total** | 16.5 | 9 | 8.25 | 7.75 | $280,219 | $279,293 | $21,366 | $28,181 | $50,034 | $2,250 | $2,597 | $2,844 | $12,335 | $119,607 | $398,900 |
| | | | | | | | | | | | | | | | |
| **Overtime** | | | | | $500 | $1,500 | $115 | $151 | | | | | $109 | $375 | $1,875 |
| | | | | | | | | | | | | | | | |
| **TOTALStreets & Drainage** | 16.5 | 9 | 8.25 | 7.75 | $280,719 | $280,793 | $21,481 | $28,332 | $50,034 | $2,250 | $2,597 | $2,844 | $12,444 | $119,982 | $400,775 |



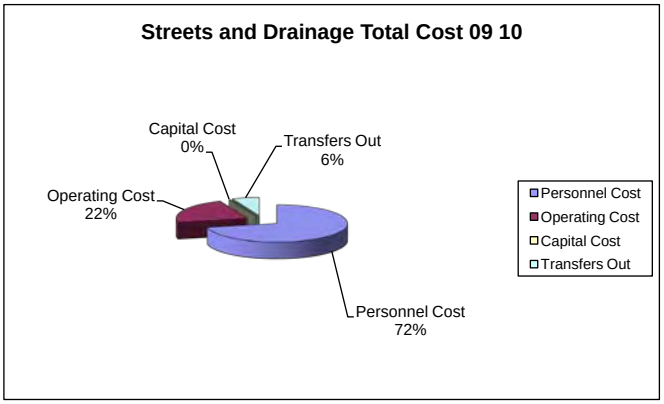



**STREETS DEPARTMENT**

| | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|---|
| 001-019-541-51200 | Regular Salaries | $489,997 | $515,131 | $291,633 | $280,219 | $279,293 | $279,293 |
| 001-019-541-51400 | Overtime | $16,141 | $7,897 | $1,224 | $500 | $1,500 | $1,500 |
| | | **$506,138** | **$523,028** | **$292,857** | **$280,719** | **$280,793** | **$280,793** |
| 001-019-541-52100 | FICA | $37,610 | $38,604 | $21,737 | $21,475 | $21,481 | $21,481 |
| 001-019-541-52200 | Retirement | $44,439 | $53,611 | $32,304 | $30,098 | $28,332 | $28,332 |
| 001-019-541-52300 | Health Insurance | $52,151 | $50,953 | $45,574 | $53,262 | $50,034 | $50,034 |
| 001-019-541-52301 | Life Insurance | $3,546 | $3,508 | $2,604 | $2,613 | $2,597 | $2,597 |
| 001-019-541-52302 | Health Reimbursement Account | $8,599 | $12,761 | $11,123 | $0 | $0 | $0 |
| 001-019-541-52320 | Dental Insurance | $0 | $0 | $0 | $3,031 | $2,844 | $2,844 |
| 001-019-541-52400 | Worker's Comp | $38,904 | $48,153 | $26,837 | $26,572 | $12,444 | $12,444 |
| | Total Benefits | **$185,249** | **$207,590** | **$140,179** | **$137,051** | **$117,732** | **$117,732** |
| | **Total Personnel Service Costs** | **$691,387** | **$730,618** | **$433,036** | **$417,770** | **$398,525** | **$398,525** |

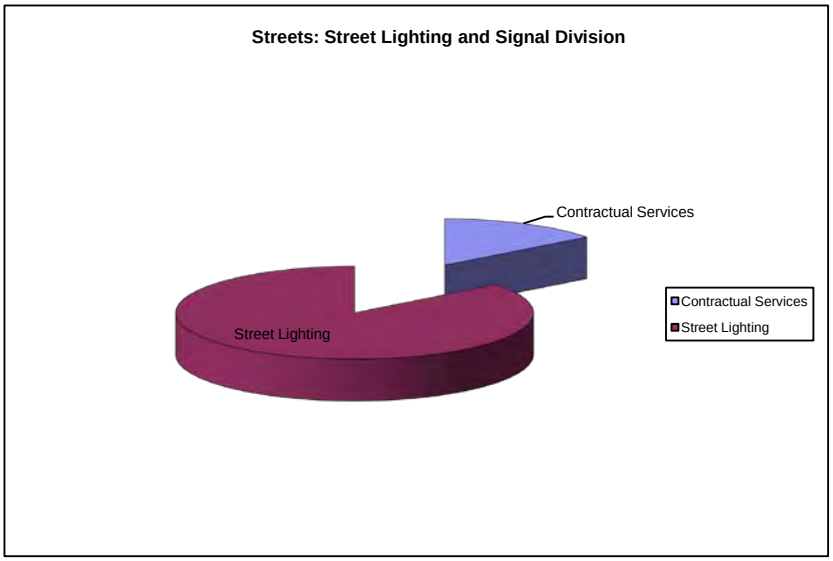
| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|---|
| 001-019-541-52500 | Unemployment | $0 | $0 | $0 | $0 | $0 | $0 | |
| 001-019-541-53101 | Medical Services | $546 | $1,070 | $447 | $250 | $500 | $50 | |
| 001-019-541-53400 | Other Contractual Services | $54,760 | $66,445 | $5,153 | $46,125 | $47,025 | $46,125 | (1) |
| 001-019-541-53401 | Contract Labor | $1,632 | $3,978 | $0 | $2,000 | $500 | $500 | |
| 001-019-541-54000 | Travel & Per Diem | $78 | $141 | $11 | $75 | $75 | $500 | |
| 001-019-541-54100 | Communications&Freight Charge | $5,615 | $4,604 | $1,742 | $1,500 | $2,620 | $2,620 | (2) |
| 001-019-541-54110 | Postage | $4 | $14 | $21 | $30 | $30 | $30 | |
| 001-019-541-54210 | Automotive Repair Service | $7,646 | $6,415 | $2,049 | $2,500 | $2,500 | $2,500 | |
| 001-019-541-54300 | Electric - Building | $4,423 | $3,972 | $3,869 | $4,000 | $4,200 | $4,200 | |
| 001-019-541-54302 | Electric - Street Lighting | $125,282 | $122,891 | $114,752 | $0 | $0 | $0 | |
| 001-019-541-54303 | Water | $10,521 | $3,903 | $2,628 | $2,700 | $2,700 | $2,700 | |
| 001-019-541-54400 | Equipment & Vehicle Rental | $2,767 | $4,105 | $731 | $1,200 | $1,200 | $1,200 | |
| 001-019-541-54401 | Rentals & Leases | $0 | $0 | $0 | $0 | $0 | $900 | |
| 001-019-541-54500 | General Business Insurance | $277 | $204 | $0 | $500 | $300 | $300 | |
| 001-019-541-54560 | Insurance Claims & Deductibles | $163 | $1,071 | $0 | $150 | $150 | $150 | |
| 001-019-541-54600 | Repair & Maintenance Services | $4,892 | $7,979 | $6,090 | $6,989 | $5,989 | $5,989 | (3) |
| 001-019-541-54700 | Printing & Binding Services | $738 | $854 | $459 | $800 | $800 | $800 | |
| 001-019-541-54800 | Advertising Activities | $260 | $0 | $0 | $0 | $0 | $0 | |
| 001-019-541-54811 | Christmas Decorations | $2,698 | $1,814 | $0 | $0 | $0 | $0 | |
| 001-019-541-54900 | Other Current Charges | $224 | $151 | $25,825 | $0 | $0 | $0 | |
| 001-019-541-55100 | Office Supplies | $2,205 | $2,108 | $1,879 | $2,536 | $2,536 | $2,536 | |
| 001-019-541-55210 | Operating Supplies | $2,409 | $6,638 | $1,166 | $500 | $500 | $500 | (4) |
| 001-019-541-55211 | Medical Supplies | $0 | $0 | $0 | $0 | $0 | $0 | |
| 001-019-541-55220 | Computer Supplies | $1,021 | $229 | $463 | $250 | $250 | $250 | |
| 001-019-541-55223 | Repair & Maintenance Supplies | $27,285 | $17,756 | $9,296 | $7,500 | $7,500 | $7,500 | (5) |
| 001-019-541-55225 | Chemicals | $728 | $653 | $159 | $500 | $500 | $500 | (6) |
| 001-019-541-55226 | Safety Supplies | $5,444 | $3,461 | $1,666 | $1,100 | $2,000 | $2,000 | (7) |
| 001-019-541-55227 | Safety Making Devices | $6,847 | $11,251 | $10,586 | $6,000 | $6,000 | $6,000 | |
| 001-019-541-55230 | Clothing/Uniforms | $4,166 | $4,859 | $3,259 | $3,500 | $3,500 | $3,500 | |
| 001-019-541-55235 | Barricades | $688 | $756 | $2,415 | $750 | $750 | $750 | |
| 001-019-541-55240 | Institutional Supplies | $2,016 | $2,078 | $109 | $240 | $240 | $240 | |
| 001-019-541-55250 | Fuels & Lubricant | $33,281 | $29,965 | $22,549 | $22,000 | $20,000 | $12,100 | |
| 001-019-541-55251 | Tags & Title | $141 | $96 | $5 | $0 | $0 | $0 | |
| 001-019-541-55252 | Small Tools | $9,776 | $4,940 | $2,427 | $3,500 | $2,500 | $2,500 | |
| 001-019-541-55253 | Auto Repair Supplies (In-house) | $25,363 | $24,703 | $11,341 | $7,500 | $7,500 | $7,500 | |
| 001-019-541-55310 | Asphalt - Hot Mix | $9,308 | $6,665 | $8,430 | $0 | $0 | $0 | |
| 001-019-541-55311 | Lime rock/screening | $906 | $1,390 | $559 | $1,500 | $2,000 | $2,000 | |
| 001-019-541-55312 | Sidewalks | $449 | $3,432 | $3,651 | $3,500 | $3,500 | $3,500 | |
| 001-019-541-55313 | Drainage | $6,894 | $2,884 | $1,324 | $2,000 | $2,000 | $2,000 | |
| 001-019-541-55400 | Books,Subscription,Membership | $471 | $49 | $50 | $75 | $75 | $75 | |
| 001-019-541-55410 | Training & Education | $738 | $4,614 | $0 | $500 | $5,000 | $1,000 | (8) |
| 001-019-541-55500 | Uncapitalized Equipment | $9,327 | $3,246 | $845 | $1,500 | $1,500 | $1,500 | (9) |
| | **Total Operating Costs** | **$371,989** | **$361,384** | **$245,956** | **$133,770** | **$136,440** | **$124,515** | |
| | **CAPITAL OUTLAY** | | | | | | | |
| 001-019-541-55630 | Improvements | $4,771 | $0 | $0 | $0 | $0 | $0 | |
| 001-019-541-55640 | Machinery & Equipment | $19,617 | $7,546 | $0 | $0 | $0 | $0 | |
| | **Total Capital Outlay Costs** | **$24,388** | **$7,546** | **$0** | **$0** | **$0** | **$0** | |
| | **TRANSFERS OUT** | | | | | | | |
| 001-019-581-56109 | Law Enforcement Investigative Trust | $0 | $23,500 | $0 | $0 | **$0** | $0 | |
| 001-019-581-56308 | Multi Year Capital Fund 308 | $75,000 | $0 | $0 | $0 | **$0** | $0 | |
| 001-019-581-56401 | Water Wastewater | $0 | $32,257 | $0 | $0 | **$0** | $0 | |
| 001-019-581-56501 | Internal Service Fund | $33,923 | $35,660 | $33,064 | $21,220 | $19,135 | $19,135 | |
| 001-019-581-56502 | Vehicle Replacement Fund | $15,257 | $17,187 | $5,781 | $8,135 | $8,135 | $8,135 | |
| 001-019-581-56503 | Equipment Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 | $5,000 | |
| 001-019-581-56608 | Self Insured Dental Plan Fund | $3,168 | $2,880 | $2,260 | $0 | $0 | $0 | |
| 001-019-581-56609 | HRA Funding Account | $0 | $0 | $0 | $2,063 | $2,250 | $2,250 | |
| | **Total Transfers Out** | **$127,348** | **$111,484** | **$41,105** | **$36,418** | **$34,520** | **$34,520** | |
| | **Total Expenditures** | **$1,215,112** | **$1,211,032** | **$720,097** | **$587,958** | **$569,485** | **$557,560** | |

(1) Tree removals in City ROW not done by City crews $4,000, code enforcement mowing $500, contract with Hernando County for street patching $32,125, street patching materials (hot mix asphalt) $8,500 and Misc. $1,000.
(2) Cell phones $1,620 and Cisco phones $1,000.
(3) Street dept. Equipment $1,928 and annual RR crossing signal services to CSX for Lamar, Ft. Dade & Daniel crossing $4,061.
(4) Hot mix asphalt charges to this account until May when the contract with the County goes into effect $500.
(5) Fill dirt, cold patch & gravel, lumber, nuts and bolts.
(6) Ant & wasp spray and weed killer.
(7) Vests, gloves and goggles.
(8) Storm water, NPDES compliance, GPS/GIS and FDOT maint. Of traffic training.
(9) Replacement of chain saws/cordless drill and saw.


Streets and Drainage Total Cost 09 10
Capital Cost
0%
Transfers Out
6%
Operating Cost
22%
Personnel Cost
72%
Personnel Cost
Operating Cost
Capital Cost
Transfers Out

**PUBLIC WORKS DEPARTMENT: Street Lighting and Signal Division**

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Requested 09/10 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|---|
| 001-029-541-53400 | Other Contractual Services | | | | $20,500 | $20,500 | $20,500 |
| 001-029-541-54302 | Electric - Street Lighting | | | | $120,000 | $120,000 | $120,000 |
| | **Total Operating Costs** | **$0** | **$0** | **$0** | **$140,500** | **$140,500** | **$140,500** |
| | **CAPITAL OUTLAY** | | | | | | |
| | **Total Capital Outlay Costs** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| | **TRANSFER OUT** | | | | | | |
| | **Total Transfers Out** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| | **TOTAL EXPENDITURES** | **$0** | **$0** | **$0** | **$140,500** | **$140,500** | **$140,500** |



# SPECIAL REVENUE FUNDS SUMMARIES

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Parks, Recreation & Facilities Transportation Fund 105
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## POLICE SPECIAL EDUCATION FUND 104

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | 2,965 | 3,718 | 2,314 | 2,600 | 4,000 | |
| Miscellaneous | 0 | 0 | -111 | 0 | 0 | |
| Interest Income | 336 | 427 | 231 | 260 | 161 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | 7,122 | 10,423 | 14,568 | 12,458 | 18,459 | |
| **Total Income** | **$10,423** | **$14,568** | **$17,002** | **$15,318** | **$22,620** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 0 | 0 | 1,290 | 0 | 15,000 | (1) |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 | |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 10,423 | 14,568 | 15,712 | 15,318 | 7,620 | |
| **Total Expenditures** | **$10,423** | **$14,568** | **$17,002** | **$15,318** | **$22,620** | |

**INFORMATION ABOUT POLICE SPECIAL EDUCATION FUND**

**Description:** Used for Police Special Education i.e. Training and education including travel and per diem.
**Revenue Source:** Monthly Traffic Civil Fines (LET/TT-Civil from Hernando County Clerk of Circuit Court)
**Expenditures:** Police Education
(1) Active Firearms Training Program (cost split between Fund 104 and Fund 109)

## PARKS & RECREATION-TRANSPORTATION 105

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 | |
| Miscellaneous | 10,007 | 10,035 | 7,500 | 0 | 0 | |
| Interest Income | 11 | 14 | 6 | 0 | 0 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | 235 | 246 | 260 | 0 | 0 | |
| **Total Income** | **$10,253** | **$10,295** | **$7,766** | **$0** | **$0** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | (1) |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 | |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 | |
| Transfers Out | 10,007 | 10,035 | 7,766 | 0 | 0 | |
| Reserves | 246 | 260 | 0 | 0 | 0 | |
| **Total Expenditures** | **$10,253** | **$10,295** | **$7,766** | **$0** | **$0** | |

(1) Fund being closed to be accounted for in General Fund. United Way Grant will be reported in General Fund.

## LOCAL OPTION GAS TAX 108

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $314,604 | $315,545 | $295,914 | $290,006 | $258,524 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | 0 | 0 | 0 |
| Interest Income | 3 | 0 | 0 | 0 | 0 |
| Special Assessment | 0 | 0 | 0 | 0 | 0 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 32,643 | 32,563 | 32,563 | 32,563 | 22,893 |
| **Total Income** | **$347,250** | **$348,108** | **$328,477** | **$322,569** | **$281,417** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 |
| Transfers Out | 314,687 | 315,545 | 298,070 | 290,006 | 258,524 |
| Reserves | 32,563 | 32,563 | 30,407 | 32,563 | 22,893 |
| **Total Expenditures** | **$347,250** | **$348,108** | **$328,477** | **$322,569** | **$281,417** |

**SPECIAL REVENUE FUND**

**Description:** Local Option Gas Taxes.

**Revenue Source:** Funds are provided from gas taxes collected and distributed by the State of Florida: Hernando County has 6 cents tax on 1 to 6 cent Local Option and 2 cents on 1 to 5 cent Local Option. City receives Distribution percentage.

**Expenditures:** Transferred to General Fund for road maintenance expenses.

## LAW ENFORCEMENT INVESTIGATIVE TRUST 109

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | 0 | 0 | 12,286 | 0 | 10,000 | |
| Miscellaneous | -6,185 | 0 | 10,769 | 0 | 0 | |
| Interest Income | 361 | 457 | 72 | 0 | 260 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 23,500 | 1,295 | 0 | 0 | |
| Prior Year Carry forward | 43,823 | 36,535 | 36,992 | 35,445 | 56,530 | |
| **Total Income** | **$37,999** | **$60,492** | **$61,414** | **$35,445** | **$66,790** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 0 | 0 | 2,014 | 30,000 | 20,000 | (1) |
| Capital Outlays | 0 | 23,500 | 18,000 | 0 | 0 | |
| Transfers Out | 1,464 | 0 | 0 | 0 | 0 | |
| Reserves | 36,535 | 36,992 | 41,400 | 5,445 | 46,790 | |
| **Total Expenditures** | **$37,999** | **$60,492** | **$61,414** | **$35,445** | **$66,790** | |

(1) Active Firearms Training Program $10,000 (cost split between Fund 104 and Fund 109) and Firearms $10,000.



**Description:** Law Enforcement Investigative Trust Fund
**Revenue Source:** Property in lieu of forfeiture. This Fund is City created and is not required by the State of Florida.
**Expenditures:** Fund are used for official investigations by the City of Brooksville Police Department.

## ROAD IMPACT FEES FUND 110

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 120 | 0 | -9,673 | 0 | 0 |
| Interest Income | 57,344 | 63,907 | 46,735 | 50,000 | 13,962 |
| FHLB Interest | 10,910 | 27,827 | 5,376 | 0 | 0 |
| Special Assessment | 100,653 | 207,019 | 301,081 | 100,000 | 15,000 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 1,165,405 | 1,334,432 | 1,633,185 | 1,852,454 | 1,867,675 |
| **Total Income** | **$1,334,432** | **$1,633,185** | **$1,976,704** | **$2,002,454** | **$1,896,637** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 |
| Capital Outlays | 0 | 0 | 126,345 | 0 | 1,000,000 |
| Transfers Out | 0 | 0 | 0 | 0 | 0 |
| Reserves | 1,334,432 | 1,633,185 | 1,850,359 | 2,002,454 | 896,637 |
| **Total Expenditures** | **$1,334,432** | **$1,633,185** | **$1,976,704** | **$2,002,454** | **$1,896,637** |



**Description:** Impact Fees for Roads

**Revenue Source:** Impact Fees collected on new construction. City has adopted the Impact Fees according to Hernando Ordinances.

**Expenditures:** Capital expenditures for Roads. Fund are to be spent within 7 years of receipt.

## LAW ENFORCEMENT IMPACT FEES FUND 112

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 14,258 | 0 | -262 | 0 | 0 |
| Interest Income | 3,974 | 2,114 | 810 | 400 | 144 |
| Special Assessment | 0 | 10,507 | 18,763 | 6,000 | 500 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 64,378 | 44,136 | 13,921 | 18,583 | 19,321 |
| **Total Income** | **$82,610** | **$56,757** | **$33,232** | **$24,983** | **$19,965** |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 38,474 | 42,836 | 14,626 | 0 | 0 |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 |
| Transfers Out | 0 | 0 | 0 | 0 | 0 |
| Reserves | 44,136 | 13,921 | 18,606 | 24,983 | 19,965 |
| **Total Expenditures** | **$82,610** | **$56,757** | **$33,232** | **$24,983** | **$19,965** |



**Description:** Impact Fees for Law Enforcement

**Revenue Source:** Impact Fees collected on new construction. City has adopted the Impact Fees according to Hernando Ordinances.

**Expenditures:** Capital expenditures for Law Enforcement purposes. Fund are to be spent within 7 years of receipt. County Ordinance defines capital as equipment purchases with an expected life of 3 years or more.

## PUBLIC BUILDING IMPACT FEES FUND 113

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | -2,893 | 0 | 0 |
| Interest Income | 7,233 | 5,387 | 4,368 | 4,000 | 1,914 |
| FHLB Interest | | 4,019 | 1,075 | 0 | 0 |
| Special Assessment | 42,832 | 37,301 | 34,656 | 10,000 | 500 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 116,249 | 166,314 | 213,021 | 250,657 | 256,349 |
| **Total Income** | **$166,314** | **$213,021** | **$250,227** | **$264,657** | **$258,763** |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 |
| Transfers Out | 0 | 0 | 0 | 0 | 0 |
| Reserves | 166,314 | 213,021 | 250,227 | 264,657 | 258,763 |
| **Total Expenditures** | **$166,314** | **$213,021** | **$250,227** | **$264,657** | **$258,763** |



**Description:** Impact Fees for Public Buildings

**Revenue Source:** Impact Fees collected on new construction. City has adopted the Impact Fees according to Hernando Ordinances.

**Expenditures:** Capital expenditures for Public Building. Fund are to be spent within 7 years of receipt. County Ordinance defines capital as equipment purchases with an expected life of 3 years or more.

## FIRE/EMS IMPACT FEES FUND 114

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | -919 | 0 | 0 |
| Interest Income | 2,144 | 3,004 | 1,722 | 1,800 | 689 |
| Special Assessment | 22,954 | 19,768 | 10,873 | 10,000 | 500 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 30,046 | 55,144 | 77,916 | 87,212 | 92,265 |
| **Total Income** | **$55,144** | **$77,916** | **$89,592** | **$99,012** | **$93,454** |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 |
| Transfers Out | 0 | 0 | 0 | 0 | 0 |
| Reserves | 55,144 | 77,916 | 89,592 | 99,012 | 93,454 |
| **Total Expenditures** | **$55,144** | **$77,916** | **$89,592** | **$99,012** | **$93,454** |



**Description:** Impact Fees for Fire/EMS

**Revenue Source:** Impact Fees collected on new construction. City has adopted the Impact Fees according to Hernando Ordinances.

**Expenditures:** Capital expenditures for Fire/EMS. Fund are to be spent within 7 years of receipt. County Ordinance defines capital as equipment purchases with an expected life of 3 years or more.

## PARKS IMPACT FEES FUND 115

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 | |
| Miscellaneous | 0 | 0 | -916 | 0 | 0 | |
| Interest Income | 1,568 | 2,447 | 1,518 | 1,400 | 809 | |
| Special Assessment | 45,522 | 28,879 | 17,416 | 8,000 | 400 | |
| Transfers In | 0 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | 7,318 | 54,408 | 85,734 | 102,930 | 107,463 | |
| **Total Income** | **$54,408** | **$85,734** | **$103,752** | **$112,330** | **$108,672** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 | |
| Capital Outlays | 0 | 0 | 0 | 0 | 15,000 | (1) |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 54,408 | 85,734 | 103,752 | 112,330 | 93,672 | |
| **Total Expenditures** | **$54,408** | **$85,734** | **$103,752** | **$112,330** | **$108,672** | |

(1) Outdoor sand volleyball court at Tom Varn Park-recommendation from Park & Recreation Board.

**SPECIAL REVENUE FUND**

**Description:** Impact Fees for Parks

**Revenue Source:** Impact Fees collected on new construction. City has adopted the Impact Fees according to Hernando Ordinances.

**Expenditures:** Capital expenditures for Parks and Recreation. Fund are to be spent within 7 years of receipt.

## LAW ENFORCEMENT TRUST FUND 116

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | 0 | 0 | 3,342 | 4,000 | 0 | |
| Miscellaneous | 22,117 | 12,830 | 263 | 500 | 0 | |
| Interest Income | 489 | 622 | 337 | 0 | 94 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | 10,142 | 26,463 | 37,644 | 27,375 | 12,562 | |
| **Total Income** | **$32,748** | **$39,915** | **$41,586** | **$31,875** | **$12,656** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 6,285 | 2,271 | 10,231 | 15,000 | 5,000 | (1) |
| Capital Outlays | 0 | 0 | 7,542 | 0 | 0 | |
| Transfers Out | 0 | 0 | 1,295 | 0 | 0 | |
| Reserves | 26,463 | 37,644 | 22,518 | 16,875 | 7,656 | |
| **Total Expenditures** | **$32,748** | **$39,915** | **$41,586** | **$31,875** | **$12,656** | |

(1) Narcotics Enforcement Equipment

**SPECIAL REVENUE FUNDS**

**Description:** Law Enforcement Trust Fund
**Revenue Source:** Confiscated property. This Fund is required by the State of Florida.
**Expenditures:** Fund are used for official investigations by the City of Brooksville Police Department.

## JUSTICE ASSISTANCE GRANT(JAG) Fund 118

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $28,375 | $16,403 | $14,442 | $15,030 | $193,190 | (1) |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 | |
| Miscellaneous | 0 | 0 | 0 | 0 | 0 | |
| Interest Income | 0 | 0 | 0 | 0 | 0 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 1,464 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | 0 | 0 | 28 | 9 | 0 | |
| **Total Income** | **$29,839** | **$16,403** | **$14,470** | **$15,039** | **$193,190** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 29,839 | 16,375 | 14,470 | 15,030 | 42,234 | (2) |
| Capital Outlays | 0 | 0 | 0 | 0 | 150,956 | (3) |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 0 | 28 | 0 | 9 | 0 | |
| **Total Expenditures** | **$29,839** | **$16,403** | **$14,470** | **$15,039** | **$193,190** | |

(1) Marked Patrol Car Purchase Program Grant $150,956 and Narcotics & Prostitution Enforcement Program Grant $42,234.
(2) Narcotics & Prostitution Enforcement Program.
(3) Marked Patrol Car Purchase Program.



**Description:** Justice Assistance Grants (JAG)
**Revenue Source:** Department of Justice and FDLE Grants
**Expenditures:** Fund are used for law enforcement purposes by the City of Brooksville Police Department.

## POLICE SPECIAL COMMUNICATIONS FUND 119 (1)

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | 0 | 0 | 0 |
| Interest Income | 194 | 246 | 41 | 0 | 0 |
| Special Assessment | 0 | 0 | 0 | 0 | 0 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 4,017 | 4,211 | 4,457 | 0 | 0 |
| **Total Income** | **$4,211** | **$4,457** | **$4,498** | **$0** | **$0** |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 4,450 | 0 | 0 |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 |
| Transfers Out | 0 | 0 | 48 | 0 | 0 |
| Reserves | 4,211 | 4,457 | 0 | 0 | 0 |
| **Total Expenditures** | **$4,211** | **$4,457** | **$4,498** | **$0** | **$0** |

(1) Closing Fund at close of fiscal year 07 08. Transferring remaining funds to Fund #104.

## GOOD NEIGHBOR TRAIL FUND 120 *

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $156 | $0 | $130,000 | $0 |
| Metropolitan Planning Organization | 0 | 0 | 0 | 305,000 | 0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | -979 | 0 | 0 |
| Interest Income | 3,142 | 3,996 | 2,123 | 2,000 | 0 |
| Special Assessment | 0 | 0 | 0 | 0 | 0 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 65,104 | 68,246 | 72,242 | 74,824 | 0 |
| **Total Income** | **$68,246** | **$72,398** | **$73,386** | **$511,824** | **$0** |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 |
| Capital Outlays | 0 | 156 | 0 | 511,824 | 0 |
| Transfers Out | 0 | 0 | 0 | 0 | 0 |
| Reserves | 68,246 | 72,242 | 73,386 | 0 | 0 |
| **Total Expenditures** | **$68,246** | **$72,398** | **$73,386** | **$511,824** | **$0** |



**Description:** Good Neighbor Trail Fund
**Revenue Source:** Original funding was from CSX RR settlement;
**Expenditures:** Good Neighbor Trail expenses

## Fire Grants & Donations Fund 122

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | $0 | $0 | 0 | 0 | 0 | |
| Miscellaneous | $0 | $0 | 0 | 0 | 400 | |
| Interest Income | 0 | 0 | 0 | 0 | 32 | |
| Loan Proceeds | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 0 | 4,410 | 0 | |
| Prior Year Carry forward | 0 | 0 | 0 | 0 | 4,309 | |
| **Total Income** | **$0** | **$0** | **$0** | **$4,410** | **$4,741** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 0 | 0 | 0 | 0 | 1,000 | (1) |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 | |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 0 | 0 | 0 | 4,410 | 3,741 | |
| **Total Expenditures** | **$0** | **$0** | **$0** | **$4,410** | **$4,741** | |

(1) Fire prevention functions, materials, etc.



**Description:** Fire Grants and Donations Fund
**Revenue Source:** Grants and donations to Fire Department
**Expenditures:** Fire Department expenses

## Police Grants & Donations Fund 123

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | $0 | $0 | 0 | 0 | 0 | |
| Miscellaneous | $0 | $0 | 4,000 | 3,000 | 2,000 | |
| Interest Income | 0 | 0 | 0 | 0 | 0 | |
| Loan Proceeds | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 13,791 | 0 | 0 | |
| Prior Year Carry forward | 0 | 0 | 0 | 13,743 | 12,806 | |
| **Total Income** | **$0** | **$0** | **$17,791** | **$16,743** | **$14,806** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 0 | 0 | 4,887 | 11,330 | 5,000 | (1) |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 | |
| Transfers Out | 0 | 0 | 0 | 4,410 | 0 | |
| Reserves | 0 | 0 | 12,904 | 1,003 | 9,806 | |
| **Total Expenditures** | **$0** | **$0** | **$17,791** | **$16,743** | **$14,806** | |

(1) K-9 Program for 09/10

**Description:** Police Grants and Donations Fund
**Revenue Source:** Grants and donations to Police Department
**Expenditures:** Police Department expenses

## MAJOR STORM READINESS FUND 124

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | -713 | 0 | 0 |
| Interest Income | 1,291 | 1,940 | 1,195 | 1,200 | 568 |
| Loan Proceeds | 0 | 0 | 0 | 0 | 0 |
| Transfers In | 91,936 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 21,841 | 101,444 | 74,222 | 75,422 | 76,027 |
| **Total Income** | **$115,068** | **$103,384** | **$74,704** | **$76,622** | **$76,595** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 |
| Capital Outlays | 13,624 | 29,162 | 0 | 0 | 0 |
| Transfers Out | 0 | 0 | 0 | 0 | 0 |
| Reserves | 101,444 | 74,222 | 74,704 | 76,622 | 76,595 |
| **Total Expenditures** | **$115,068** | **$103,384** | **$74,704** | **$76,622** | **$76,595** |



**Description:** Major Storm Readiness Fund
**Revenue Source:** $75,000 sale of BERT I to Jackson County, Mississippi
**Expenditures:** Storm Expenditures as needed

## Cost Recovery Fund 127

| | 05/06 | 06/07 | 07/08 | 08/09 | 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | 0 | 0 | 0 |
| Interest Income | 0 | 0 | 0 | 0 | 0 |
| Special Assessment | 0 | 0 | 0 | 0 | 0 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 0 | 0 | 0 | 0 | 2,338 |
| **Total Income** | **$0** | **$0** | **$0** | **$0** | **$2,338** |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 |
| Transfers Out | 0 | 0 | 0 | 0 | 0 |
| Reserves | 0 | 0 | 0 | 0 | 2,338 |
| **Total Expenditures** | **$0** | **$0** | **$0** | **$0** | **$2,338** |



**Description:** City adopted Ordinance No. 766 on 10/06/08 authorizing implementation of a cost recovery program to include recovery of costs and expenses incurred in providing fire personnel, police, emergency medical personnel and certain public works personnel to various incidents requiring response. Since adoption and implementation of Ordinance No. 766, Senate Bill 2282 prohibits fees for first responder services and was passed by the Florida Legislature and signed into law effective 7/01/09. The City Brookville Emergency Services Ordinance will be amended to comply with Senate Bill 2282.

**Revenue Source:** Revenues allowed by Florida Bill 2282 which created Florida Statute 166.0446.

**Expenditures:** As designated by City Council.

## Traffic Camera Fund 128

| | 05/06 | 06/07 | 07/08 | 08/09 | 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 697,500 | |
| Miscellaneous | 0 | 0 | 0 | 0 | 0 | |
| Interest Income | 0 | 0 | 0 | 0 | 0 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | 0 | 0 | 0 | 0 | 120,000 | |
| **Total Income** | **$0** | **$0** | **$0** | **$0** | **$817,500** | |
| | | | | | | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $25,872 | (1) |
| Operating Expenditures | 0 | 0 | 0 | 0 | 231,500 | (2) |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 | |
| Transfers Out | 0 | 0 | 0 | 0 | 350,000 | (3) |
| Reserves | 0 | 0 | 0 | 0 | 210,128 | |
| **Total Expenditures** | **$0** | **$0** | **$0** | **$0** | **$817,500** | |

(1) Cost of part time red light reviewer

(2) Uniforms & equipment for reviewer $1,500,Computer supplies $1,800,Hearing Officer $5,000 and ATS share of ticket $223,200.

(3) Transfer out to General Fund $100,000 and transfer out to Multi Year Capital Project Accumulation Fund 309 for $250,000.

**SPECIAL REVENUE FUNDS**

**Description:** Brooksville Police traffic safety program to make the streets of Brooksville a safer place.
**Revenue Source:** Citations from the red light cameras and citations written by the traffic control officers.
**Expenditures:** Salaries of the officers and equipment to operate the program

## First Tee Fund 129

| | 05/06 | 06/07 | 07/08 | 08/09 | 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 | |
| Miscellaneous | 0 | 0 | 0 | 0 | 28,000 | (1) |
| Interest Income | 0 | 0 | 0 | 0 | 0 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 0 | 0 | 20,000 | (2) |
| Prior Year Carry forward | 0 | 0 | 0 | 0 | 0 | |
| **Total Income** | **$0** | **$0** | **$0** | **$0** | **$48,000** | |
| | | | | | | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 0 | 0 | 0 | 0 | 10,000 | (3) |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 | |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 0 | 0 | 0 | 0 | 38,000 | |
| **Total Expenditures** | **$0** | **$0** | **$0** | **$0** | **$48,000** | |

(1) Revenues from First Tee Golf Tournament
(2) Transferred in from McKethan Capital Projects Fund 302
(3) Expenses for First Tee golf tournament.



**Description:** To impact the lives of young people by providing learning facilities and educational programs that promote character development and life-enhancing values through the game of golf.
**Revenue Source:** Annual golf tournament and other fund raising events.
**Expenditures:** First tee programs for area children.

## FRIENDS OF THE CHILDREN FUND 130 (1)

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous-Donations | 11,937 | 2,060 | 258 | 0 | 0 |
| Interest Income | 360 | 252 | 31 | 0 | 0 |
| Special Assessment | 0 | 0 | 0 | 0 | 0 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 8,532 | 6,976 | 3,203 | 0 | 0 |
| **Total Income** | **$20,829** | **$9,288** | **$3,492** | **$0** | **$0** |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 11,353 | 6,085 | 3,461 | 0 | 0 |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 |
| Transfers Out | 2,500 | 0 | 31 | 0 | 0 |
| Reserves | 6,976 | 3,203 | 0 | 0 | 0 |
| **Total Expenditures** | **$20,829** | **$9,288** | **$3,492** | **$0** | **$0** |

(1) Closing Fund in 07 08; transferring remaining Funds to Fund 302

## CDBG (COMMERCIAL REVITALIZATION) GRANT 131

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 | |
| Miscellaneous | 0 | 0 | 0 | 0 | 0 | |
| Interest Income | 0 | 0 | 0 | 0 | 0 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | 128,368 | 128,368 | 128,368 | 128,368 | 0 | |
| **Total Income** | **$128,368** | **$128,368** | **$128,368** | **$128,368** | **$0** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 0 | 0 | 0 | 128,368 | 0 | (1) |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 | |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 128,368 | 128,368 | 128,368 | 0 | 0 | |
| **Total Expenditures** | **$128,368** | **$128,368** | **$128,368** | **$128,368** | **$0** | |

(1) Payment of debt of City of Brooksville CRA



**Description:** CDBG (Commercial Revitalization Grant) Fund 131
**Revenue Source:** Receivable from CRA to this Fund for downtown redevelopment improvements
**Expenditures:** Community Redevelopment expenditures.

## TREE/STREETSCAPING 134

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $42,000 | $0 | $0 | $0 | $0 | |
| Fines & Forfeitures | 25,554 | 50,310 | 285 | 300 | 900 | |
| Miscellaneous | 0 | 0 | -703 | 0 | 0 | |
| Interest Income | 908 | 0 | 486 | 0 | 667 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | 15,325 | 37,193 | 87,003 | 87,326 | 89,474 | |
| **Total Income** | **$83,787** | **$87,503** | **$87,071** | **$87,626** | **$91,041** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 46,594 | 500 | 0 | 30,000 | 30,000 | (1) |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 | |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 37,193 | 87,003 | 87,071 | 57,626 | 61,041 | |
| **Total Expenditures** | **$83,787** | **$87,503** | **$87,071** | **$87,626** | **$91,041** | |

(1) To be used in conjunction with Fund 140 and to replace trees in canopy street area that have been removed as appropriate.

**SPECIAL REVENUE FUNDS**

**Description:** Tree/Streetscaping
**Revenue Source:** tree removal permits
**Expenditures:** Replacement of trees within the City of Brooksville.

## FDOT-US41/SR50 LANDSCAPING FUND 140

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $101,880 | $0 | $0 | $150,000 | $139,000 | |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 | |
| Miscellaneous | 0 | 0 | 0 | 0 | 0 | |
| Interest Income | 0 | 0 | 0 | 0 | 0 | |
| Special Assessment | 0 | 0 | 0 | 0 | 0 | |
| Transfers In | 0 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | 0 | 0 | 0 | 0 | 0 | |
| **Total Income** | **$101,880** | **$0** | **$0** | **$150,000** | **$139,000** | |
| **EXPENDITURES** | | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 | |
| Capital Outlays | 101,880 | 0 | 0 | 150,000 | 139,000 | (1) |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 0 | 0 | 0 | 0 | 0 | |
| **Total Expenditures** | **$101,880** | **$0** | **$0** | **$150,000** | **$139,000** | |

(1) Design, permitting and oversight, construction installation and materials.

## TOPS (TRANSPORTATION OUTREACH PROGRAM) GRANT 142

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $48,215 | $61,691 | $406,692 | $0 | $0 |
| Fines & Forfeitures | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | 0 | 0 | 0 |
| Interest Income | 574 | 0 | 0 | 0 | 0 |
| Special Assessment | 0 | 0 | 0 | 0 | 0 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 0 | -12,488 | 574 | 0 | 0 |
| **Total Income** | **$48,789** | **$49,203** | **$407,266** | **$0** | **$0** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 4,735 | 0 | 0 |
| Capital Outlays | 61,277 | 48,629 | 401,957 | 0 | 0 |
| Transfers Out | 0 | 0 | 574 | 0 | 0 |
| Reserves | -12,488 | 574 | 0 | 0 | 0 |
| **Total Expenditures** | **$48,789** | **$49,203** | **$407,266** | **$0** | **$0** |

## TOTAL ALL SPECIAL REVENUE FUNDS

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $535,074 | $393,795 | $717,048 | $585,036 | $590,714 |
| Metropolitan Planning Organization | 0 | 0 | 0 | 305,000 | 0 |
| Fines & Forfeitures | 28,519 | 54,028 | 18,227 | 6,900 | 712,400 |
| Miscellaneous | 52,254 | 24,925 | 5,621 | 3,500 | 30,400 |
| Interest Income | 79,932 | 84,813 | 59,675 | 61,060 | 19,300 |
| FHLB Interest | 10,910 | 31,846 | 6,451 | 0 | 0 |
| Special Assessment | 211,961 | 303,474 | 382,789 | 134,000 | 16,900 |
| Transfers In | 93,400 | 23,500 | 15,086 | 4,410 | 20,000 |
| Prior Year Carry forward | 1,720,548 | 2,094,614 | 2,515,901 | 2,799,369 | 2,758,471 |
| **Total Income** | **$2,732,598** | **$3,010,995** | **$3,720,798** | **$3,899,275** | **$4,148,185** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Personnel Services | $0 | $0 | $0 | $0 | $25,872 |
| Operating Expenditures | 132,545 | 68,067 | 60,164 | 229,728 | 359,734 |
| Capital Outlays | 176,781 | 101,447 | 553,844 | 661,824 | 1,304,956 |
| Transfers Out | 328,658 | 325,580 | 307,784 | 294,416 | 608,524 |
| Reserves | 2,094,614 | 2,515,901 | 2,799,006 | 2,713,307 | 1,849,099 |
| **Total Expenditures** | **$2,732,598** | **$3,010,995** | **$3,720,798** | **$3,899,275** | **$4,148,185** |

# CAPITAL PROJECT FUNDS SUMMARIES

McKethan Capital Project Fund 302
Public Facilities Emergency Repair and Maintenance Fund 306
City Hall Renovations Fund 307
Multi Year Capital Project Accumulation Fund 308
Capital Improvement Revenue Fund 309
Bond & Interest Sinking Fund 310 (For 2006 USDA Revenue Bonds)

## McKETHAN CAPITAL PROJECTS FUND 302

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $5,000 | $5,500 | $29,137 | $0 | $0 |
| Interest Income | 3,701 | 3,702 | 1,875 | 1,500 | 591 |
| Miscellaneous | 16,104 | 0 | -899 | 28,000 | 0 |
| Transfers In | 0 | 0 | 31 | 0 | 0 |
| Prior Year Carry forward | 78,346 | 78,152 | 62,652 | 75,624 | 52,905 |
| **Total Income** | **$103,151** | **$87,354** | **$92,796** | **$105,124** | **$53,496** |
| **EXPENDITURES** | | | | | |
| Operating Expenditures | $24,999 | $0 | $12,270 | $15,000 | $0 |
| Capital Outlay | 0 | 24,702 | 1,153 | 25,000 | 30,000 |
| Transfers Out | 0 | 0 | 0 | 0 | 20,000 (1) |
| Reserves | 78,152 | 62,652 | 79,373 | 65,124 | 3,496 |
| **Total Expenditures** | **$103,151** | **$87,354** | **$92,796** | **$105,124** | **$53,496** |

(1) Transferred out to First Tee Fund 129

**Description:** Capital Expenditures for Parks, Recreation & Facilities

**Revenue Source:**

**Expenditures:** Capital expenses for Parks, Recreation & Facilities

## PUBLIC FACILITIES REPAIR AND MAINTENANCE FUND 306

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Interest Income | 647 | 1,071 | 472 | 500 | 0 |
| Miscellaneous | 0 | 0 | 0 | 0 | 0 |
| Transfers In | 2,500 | 3,261 | 0 | 0 | 0 |
| Prior Year Carry forward | 12,164 | 15,311 | 19,643 | 20,343 | 0 |
| **Total Income** | **$15,311** | **$19,643** | **$20,115** | **$20,843** | **$0** |
| **EXPENDITURES** | | | | | |
| Capital Outlay | $0 | $0 | $0 | $0 | $0 |
| Transfers Out | 0 | 0 | 0 | 20,843 | 0 (1) |
| Reserves | 15,311 | 19,643 | 20,115 | 0 | 0 |
| **Total Expenditures** | **$15,311** | **$19,643** | **$20,115** | **$20,843** | **$0** |

(1) Closing Fund and transferring to Fund 308 Multi - Year Capital

**Description**: Reserves for future Public Facilities projects
**Revenue Source:** Transfers from General Fund and Closing of City Hall Renovations Fund in 06 07
**Expenditures:** Capital Expenditures for repair and maintenance on Public Facilities

## CITY HALL RENOVATIONS FUND 307 (1)

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 |
| Interest Income | 91 | 15 | 0 | 0 | 0 |
| Transfers In | 2,500 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 655 | 3,246 | 0 | 0 | 0 |
| **Total Income** | **$3,246** | **$3,261** | **$0** | **$0** | **$0** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Capital Outlay | $0 | $0 | $0 | $0 | $0 |
| Transfers Out | 0 | 3,261 | 0 | 0 | 0 |
| Reserves | 3,246 | 0 | 0 | 0 | 0 |
| **Total Expenditures** | **$3,246** | **$3,261** | **$0** | **$0** | **$0** |

(1) Fund was closed in 06 07 transferred to Public Facilities Repair & Maintenance Fund

## MULTI YEAR CAPITAL PROJECT ACCUMULATION FUND 308

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Intergovernmental Revenue | $0 | $0 | $0 | $0 | $0 | |
| Interest Income | 2,170 | 3,098 | 1,674 | 4,378 | 2,834 | |
| Miscellaneous | 0 | 0 | -310 | 0 | 0 | |
| Transfers In | 75,000 | 0 | 0 | 152,503 | 381,660 | (1) |
| Prior Year Carry forward | 34,488 | 111,658 | 114,756 | 22,606 | 246,300 | |
| **Total Income** | **$111,658** | **$114,756** | **$116,120** | **$179,487** | **$630,794** | |
| **EXPENDITURES** | | | | | | |
| Operating Expenditures | $0 | $0 | $94,183 | $0 | $0 | |
| Capital Outlay | 0 | 0 | 0 | 0 | 530,794 | |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 111,658 | 114,756 | 21,937 | 179,487 | 100,000 | |
| **Total Expenditures** | **$111,658** | **$114,756** | **$116,120** | **$179,487** | **$630,794** | |

(1) Transfers in of $131,660 from General Government and $250,000 from Traffic Camera Fund 128.

**Description**: Reserves for future large Capital projects
**Revenue Source:** Transfers from General Fund. (transferred from General Government)
**Expenditures:** Future Capital Expenditures

## CAPITAL IMPROVEMENT REVENUE FUND 309 (FOR 2006 USDA REVENUE BONDS)

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Mobile Home Licenses | $0 | $31,805 | $32,470 | $32,000 | $31,000 |
| Interest Income | 0 | 0 | 205 | 0 | 20 |
| Miscellaneous | 0 | 0 | -34 | 0 | 0 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 0 | 0 | 14,468 | 18,468 | 11,770 |
| **Total Income** | **$0** | **$31,805** | **$47,109** | **$50,468** | **$42,790** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Bond Payments | $0 | $0 | $0 | $0 | $0 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 |
| Transfers Out | 0 | 17,337 | 32,858 | 30,000 | 30,436 |
| Reserves | 0 | 14,468 | 14,251 | 20,468 | 12,354 |
| **Total Expenditures** | **$0** | **$31,805** | **$47,109** | **$50,468** | **$42,790** |



**Description**: Revenue Fund required by Capital Improvement Revenue Bond Series 2006 (thru USDA); Mobile Home Licenses are collateral for 2006 Loan. Special Rund is required by Bond covenant.

**Revenue Source:** Mobile Home Licenses

**Expenditures:** Necessary funds transferred to Fund 310 for annual debt service and Reserves that are required by Bond covenants.

## BOND & INTEREST SINKING FUND 310 (FOR 2006 USDA REVENUE BONDS)

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Mobile Home Licenses | $0 | $0 | $0 | $0 | $0 | |
| Interest Income | 0 | 0 | 0 | 0 | 0 | |
| Miscellaneous | 0 | 0 | -169 | 0 | 0 | |
| Transfers In | 0 | 17,337 | 32,858 | 30,000 | 30,436 | |
| Prior Year Carry forward | 0 | 0 | 10,084 | 14,408 | 20,790 | |
| **Total Income** | **$0** | **$17,337** | **$42,773** | **$44,408** | **$51,226** | |
| **EXPENDITURES** | | | | | | |
| Bond Payments | $0 | $7,253 | $20,675 | $31,476 | $30,436 | (1) |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | |
| Transfers Out | 0 | 0 | 0 | 0 | 0 | |
| Reserves | 0 | 10,084 | 22,098 | 12,932 | 20,790 | |
| **Total Expenditures** | **$0** | **$17,337** | **$42,773** | **$44,408** | **$51,226** | |

(1) Additional principal payments of $15,000 in addition to normal debt service to loan with USDA.

**Description**: Revenue Fund required by Capital Improvement Revenue Bond Series 2006 (thru USDA); This Fund accumulates Debt Service for 2006 Bond (1/12 of interest and principal) and 1/120 of the Maximum Bond Service Requirement as a Reserve Account per the Bond covenants.

**Revenue Source:** Transfers from Fund 309 (Capital Improvement Revenue Fund)

**Expenditures:** Annual debt service on 2006 Capital Improvement Bond dated 11/30/06.

## TOTAL CAPITAL PROJECTS FUND *

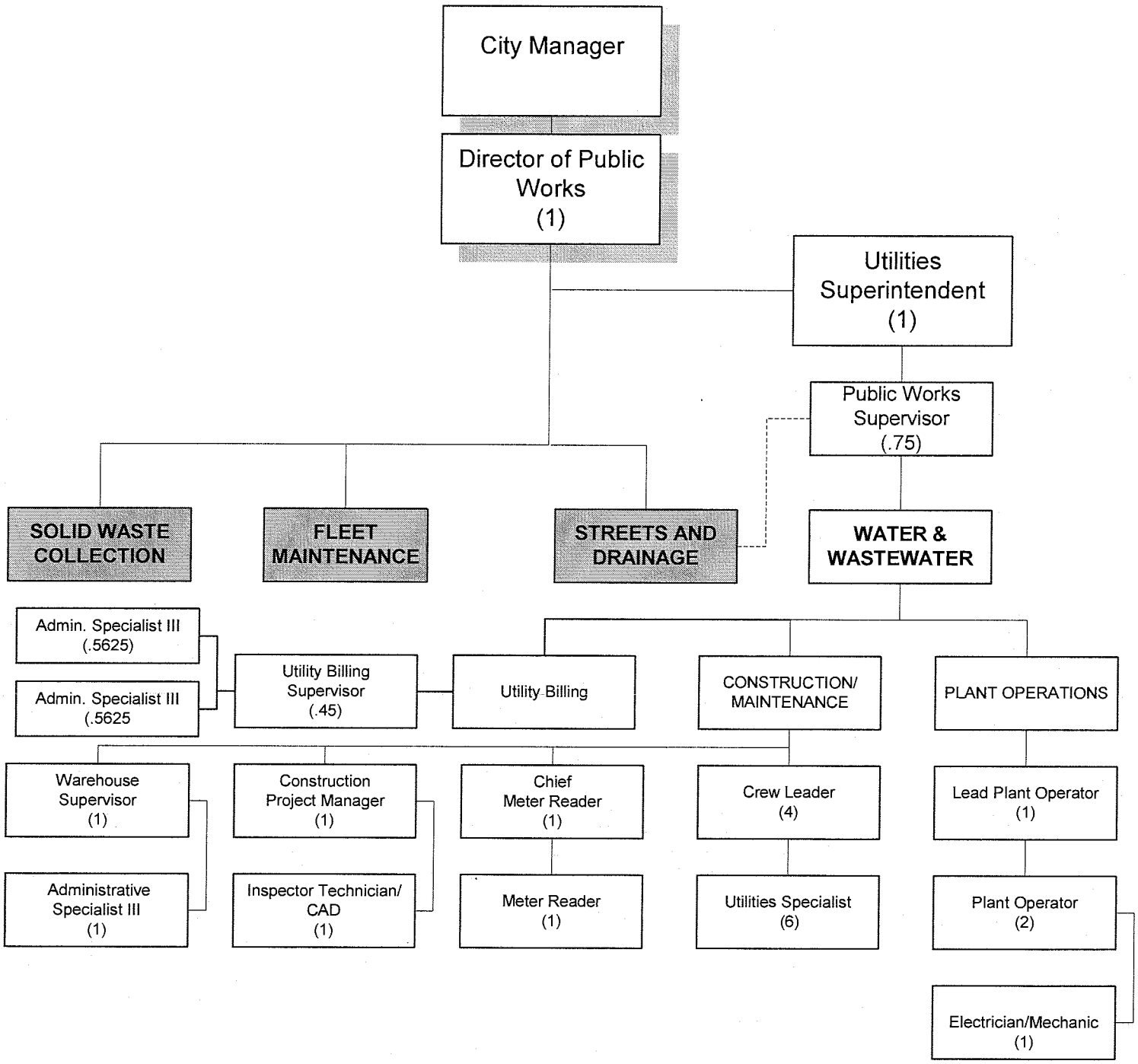
| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Intergovernmental Revenue | $5,000 | $37,305 | $61,607 | $32,000 | $31,000 |
| Interest Income | 6,609 | 7,886 | 4,226 | 6,378 | 3,445 |
| Miscellaneous | 16,104 | 0 | -1,412 | 28,000 | 0 |
| Transfers In | 80,000 | 20,598 | 32,889 | 182,503 | 412,096 |
| Prior Year Carry forward | 125,653 | 208,367 | 221,603 | 151,449 | 331,765 |
| **Total Income** | **$233,366** | **$274,156** | **$318,913** | **$400,330** | **$778,306** |
| **EXPENDITURES** | | | | | |
| Bond Payments | $0 | $7,253 | $20,675 | $31,476 | $30,436 |
| Operating Expenditures | $24,999 | $0 | $106,453 | $15,000 | $0 |
| Capital Outlay | 0 | 24,702 | 1,153 | 25,000 | 560,794 |
| Transfers Out | 0 | 20,598 | 32,858 | 50,843 | 50,436 |
| Reserves | 208,367 | 221,603 | 157,774 | 278,011 | 136,640 |
| **Total Expenditures** | **$233,366** | **$274,156** | **$318,913** | **$400,330** | **$778,306** |

* Capital Projects Fund does not include all capital expenditures of the City. General Fund and Enterprise Funds also budget for capital expenditures.

# ENTERPRISE AND INTERNAL SERVICE FUNDS

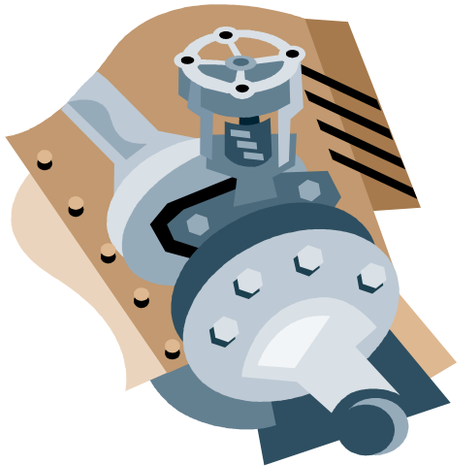
Public Works Department - Water/Wastewater Division
Public Works Department - Solid Waste Collection Division
Public Works Department - Fleet Maintenance Division

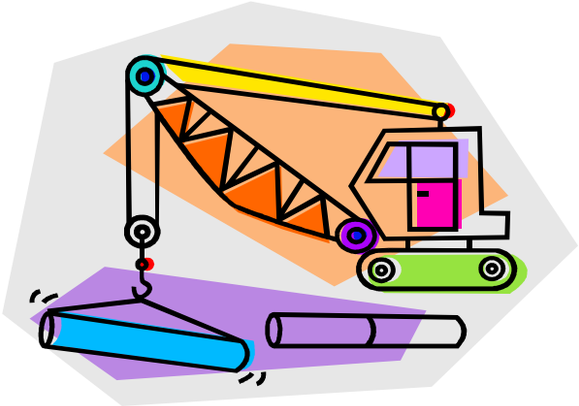
# DEPARTMENT OF PUBLIC WORKS
## Water & Wastewater Department

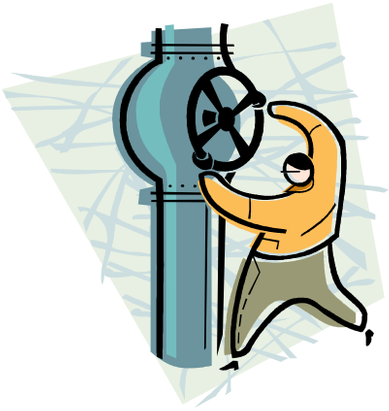



NOTE: The Department of Public Works is comprised of the Streets and Drainage Division (General Fund), the Solid Waste Collection Division (Solid Waste Collection Enterprise Fund), the Water and Wastewater Division (Water & Wastewater Enterprise Fund), and the Fleet Mainteance Division (Internal Servide Fund).

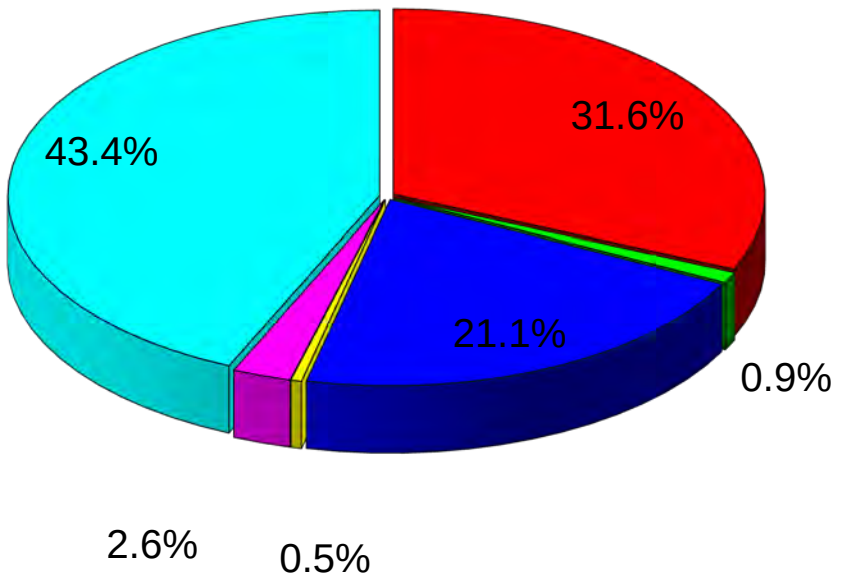
# Water Wastewater







# Enterprise Funds Revenue




- Charges for Services
- Impact Fees
- Transfers In and Loans
- Interest Income
- Other
- P/Y Fund Balance

# WATER WASTEWATER
# ALL FUNDS SUMMARY

| | | | Adopted | Recommended | |
|---|---|---|---|---|---|
| | Actual | Actual | Budget | Budget | |
| | 06/07 | 07/08 | 08/09 | 09/10 | |
| **REVENUE SUMMARY:** | | | | | |
| CHARGES FOR SERVICES | $3,489,700 | $3,541,777 | $3,646,300 | $3,542,015 | |
| WATER IMPACT FEES (CONNECTION FEES) | $128,637 | $23,578 | $10,000 | $45,000 | |
| SEWER IMPACT FEES ( CONNECTION FEES) | $50,475 | $48,629 | $40,000 | $100,000 | |
| INTEREST INCOME | $164,036 | $101,276 | $119,720 | $59,050 | |
| LOANS & GRANT REVENUE, CONTRIBUTIONS, ADJUST | $9,117,299 | $399,520 | $1,659,000 | $3,051,595 | (1) |
| WATER ADVISORY PANEL GRANT | $1,270,485 | $56,742 | $400,000 | $0 | |
| **SUBTOTAL** | $14,220,632 | $4,171,522 | **$5,875,020** | **$6,797,660** | |
| TRANSFER IN | $49,235 | $0 | $0 | $0 | |
| PRIOR CASH CARRY FORWARD | $3,945,609 | $4,602,460 | $4,946,949 | $4,980,000 | |
| **TOTAL REVENUES** | **$18,215,476** | **$8,773,982** | **$10,821,969** | **$11,777,660** | |
| | | | | | |
| **EXPENSE SUMMARY:** | | | | | |
| PERSONAL SERVICE | $1,020,722 | $955,822 | $1,169,614 | $1,147,501 | |
| OPERATING EXPENSES | $955,975 | $1,067,397 | $939,783 | $1,586,513 | |
| CAPITAL OUTLAY | $10,212,255 | $452,648 | $2,788,400 | $3,116,527 | |
| **SUBTOTAL** | **$12,188,952** | **$2,475,867** | **$4,897,797** | **$5,850,541** | |
| | | | | | |
| **TRANSFERS OUT** | | | | | |
| TO GENERAL FUND | $393,800 | $444,452 | $393,800 | $393,800 | |
| TO INTERNAL SERVICE FUND | $62,590 | $33,937 | $18,081 | $22,241 | |
| TO DENTAL PLAN FUND | $4,800 | $5,555 | $0 | $0 | |
| TO DEBT SERVICE ( SINKING FUND ) | $877,243 | $876,285 | $956,213 | $956,400 | |
| TO FUND 409 FOR LOC/HANCOCK BANK | $65,000 | $97,621 | $185,733 | $185,723 | |
| TO VEHICLE R&R | $20,611 | $20,686 | $20,686 | $20,686 | |
| TO HRA FUNDING ACCOUNT | | | $5,831 | $5,831 | |
| **TOTAL TRANSFERS OUT** | **$1,424,044** | **$1,478,536** | **$1,580,344** | **$1,584,681** | |
| | | | | | |
| **TOTAL EXPENSE SUMMARY** | **$13,612,996** | **$3,954,403** | **$6,478,141** | **$7,435,222** | |
| RESERVES METER DEPOSITS | $502,585 | $498,615 | $515,000 | $510,000 | |
| SINKING FUND RESERVES | $85,537 | $542,991 | $556,637 | $570,000 | |
| RESERVE (R & R ) 99 and 2002 | $785,108 | $850,799 | $919,255 | $954,495 | |
| **TOTAL EXPENSES & RESERVES** | **$14,986,226** | **$5,846,808** | **$8,469,033** | **$9,469,717** | |
| CONNECTION FEES RESERVES | $1,508,288 | $1,444,965 | $1,013,382 | $1,336,500 | |
| RESERVE CAPITAL IMPROVEMENTS | $157,345 | $110,000 | $163,000 | $111,000 | |
| RESERVE FOR CONTINGENCIES | $1,563,597 | $1,372,209 | $1,176,554 | $860,443 | |
| **TOTAL FUND BALANCE** | **$18,215,456** | **$8,773,982** | **$10,821,969** | **$11,777,660** | |

**WATER SEWER SUMMARIES ALL FUNDS**

| | | |
|---|---|---|
| 1) | Loan on Radio Read Meters | 600,000 |
| | ARRA Grant (Federal Stimulus Funds) | 1,370,200 |
| | SRF Loan (including capitalized int. of $25,468) | 1,065,095 |
| | Fluoride Grant | 16,300 |
| | Total Loans and Grants | 3,051,595 |

**Water & Sewer Summary**

| | Revenue Detail (Fund 401) | 05/06 Actual | 06/07 Actual | '07/08 Budget | Amended '08/09 * | Requested '09/10 |
|---|---|---|---|---|---|---|
| 401-000-331-43350 | Federal Grant: Sewer Wastewater | 4,892 | 55,069 | 0 | 0 | |
| 401-000-331-43500 | Federal Grants: Economic Environment | 97 | 0 | 0 | 0 | |
| 401-000-331-43706 | Other Federal Grants | 0 | 59,119 | 0 | 0 | |
| 401-000-331-44500 | State Grants: Economic Environment | 0 | 0 | 250,000 | 440,000 | |
| 401-000-334-44900 | Other State Grants | | | | | 16,300 |
| 401-000-337-47000 | Withacoochee Regional Water Supply Grant | 50,000 | 0 | 19,900 | 19,000 | |
| 401-000-342-48242 | Hydrant Fees | 3,388 | 3,668 | 3,668 | 3,300 | 3,715 |
| 401-000-342-48290 | BERT Reimbursement | 0 | 596 | 0 | 0 | |
| 401-000-343-48330 | Water Revenues | 1,805,289 | 1,761,911 | 1,874,000 | 1,782,000 | 1,782,000 |
| 401-000-343-48350 | Wastewater (Sewer) Revenues | 1,609,353 | 1,611,368 | 1,690,000 | 1,652,000 | 1,647,000 |
| 401-000-343-48361 | Penalties | 47,773 | 60,896 | 51,000 | 51,000 | 55,000 |
| 401-000-343-48363 | Delinquent Account Turn On | 19,238 | 19,463 | 20,000 | 20,000 | 19,300 |
| 401-000-343-48364 | Disconnect/Reconnect Fees | 4,373 | 2,650 | 2,000 | 2,000 | 2,500 |
| 401-000-343-48365 | Water Hook Up | 38,342 | 36,595 | 34,000 | 11,000 | 8,500 |
| 401-000-343-48366 | Sewer Hook Up | 16,421 | 12,760 | 14,000 | 3,000 | 4,000 |
| 401-000-343-48367 | Cash Over | 91 | 324 | 0 | 0 | |
| 401-000-343-48809 | Interest - Federated | | | | 25,000 | 12,000 |
| 401-000-361-48810 | Interest (Savings Account) | 12,465 | 11,132 | 3,000 | 9,000 | 1,000 |
| 401-000-361-48811 | Interest-SBA | 11,497 | 27,138 | 13,000 | 15,000 | 10,000 |
| 401-000-361-48813 | Interest-FHLB | 17,457 | 11,880 | 0 | 0 | |
| 401-000-361-48845 | Gain or Loss From Sale of Fixed Assets | | | | 0 | |
| 401-000-361-48860 | Contributions and Donations | 0 | 8,622,320 | 0 | 0 | |
| 401-000-369-48890 | Miscellaneous Revenues | 25,022 | 97,041 | 19,000 | 20,000 | 20,000 |
| presentation only | Loan Proceeds | 0 | 0 | 1,485,000 | 0 | 600,000 |
| 401-000-381-49001 | Transfer In from 001 | 0 | 32,257 | 0 | 0 | |
| 401-000-381-49403 | Transfer In from 403 | 0 | 16,978 | 0 | 0 | |
| 401-000-381-49407 | Transfer In from 407 | 510,155 | 0 | 0 | 0 | |
| 401-000-381-49408 | Transfer In from 408 | 333,545 | 0 | 0 | 0 | |
| 401-000-381-49409 | Transfer In from 409 | 0 | 0 | 0 | 0 | |
| 401-000-381-49501 | Transfer In from 501 | 6,997 | 0 | 0 | 0 | |
| | **Total Revenues (Fund 401)** | **$4,509,398** | **$12,443,165** | **$5,478,568** | **$4,052,300** | **4,181,315** |

*City Council amended 08 09 Budget . Water Revenues were lowered $53,000 and Wastewater Revenues were lowered $49,000. CPI rate adjustment was abated for 08 09 FY.
This presentation reflects the amendment of the water and sewer rates remaining the same .

| | **Revenue Detail (Fund 404)**<br>**Water Advisory Panel Grants** | 05/06 Actual | 06/07 Actual | '07/08 Budget | Approved '08/09 | Requested '09/10 |
|---|---|---|---|---|---|---|
| 404-000-334-44900 | WAP Grant | 1,275,724 | 1,272,734 | 470,000 | 400,000 | |
| | **Capital Expenditures (Fund 404)** | | | | | |
| 404-000-169-19049 | Capital Expenditures WAP Grant | 1,275,724 | 0 | 470,000 | 400,000 | |

| | **Revenue Detail (Fund 405)**<br>**R& R Fund** | 05/06 Actual | 06/07 Actual | '07/08 Budget | Approved '08/09 | Requested '09/10 |
|---|---|---|---|---|---|---|
| 405-000-381-49401 | Transfer in from 401 Presentation only) | $64,233 | $35,328 | $35,328 | $35,328 | $35,328 |
| 405-000-381-49401 | Transfer in from 401 ( Presentation only) | $48,455 | $26,652 | $26,652 | $26,652 | $26,652 |
| 405-000-381-48808 | FMIvT Interest | | | | $26,000 | $18,000 |
| 405-000-361-48811 | SBA Interest | $29,304 | $37,760 | $33,020 | $1,000 | $800 |
| 405-000-361-48813 | | | | | | |
| | **Reserves Detail (Fund 405)** | | | | | |
| | **R& R Fund** | | | | | |
| | R&R 2002 | $253,032 | $267,632 | $276,000 | $277,000 | $279,040 |
| | R&R & Reserves 1999 | $432,336 | $517,476 | $600,348 | $642,255 | $675,455 |
| | Total Reserves Fund 405 | **$685,368** | **$785,108** | **$876,348** | **$919,255** | **$954,495** |

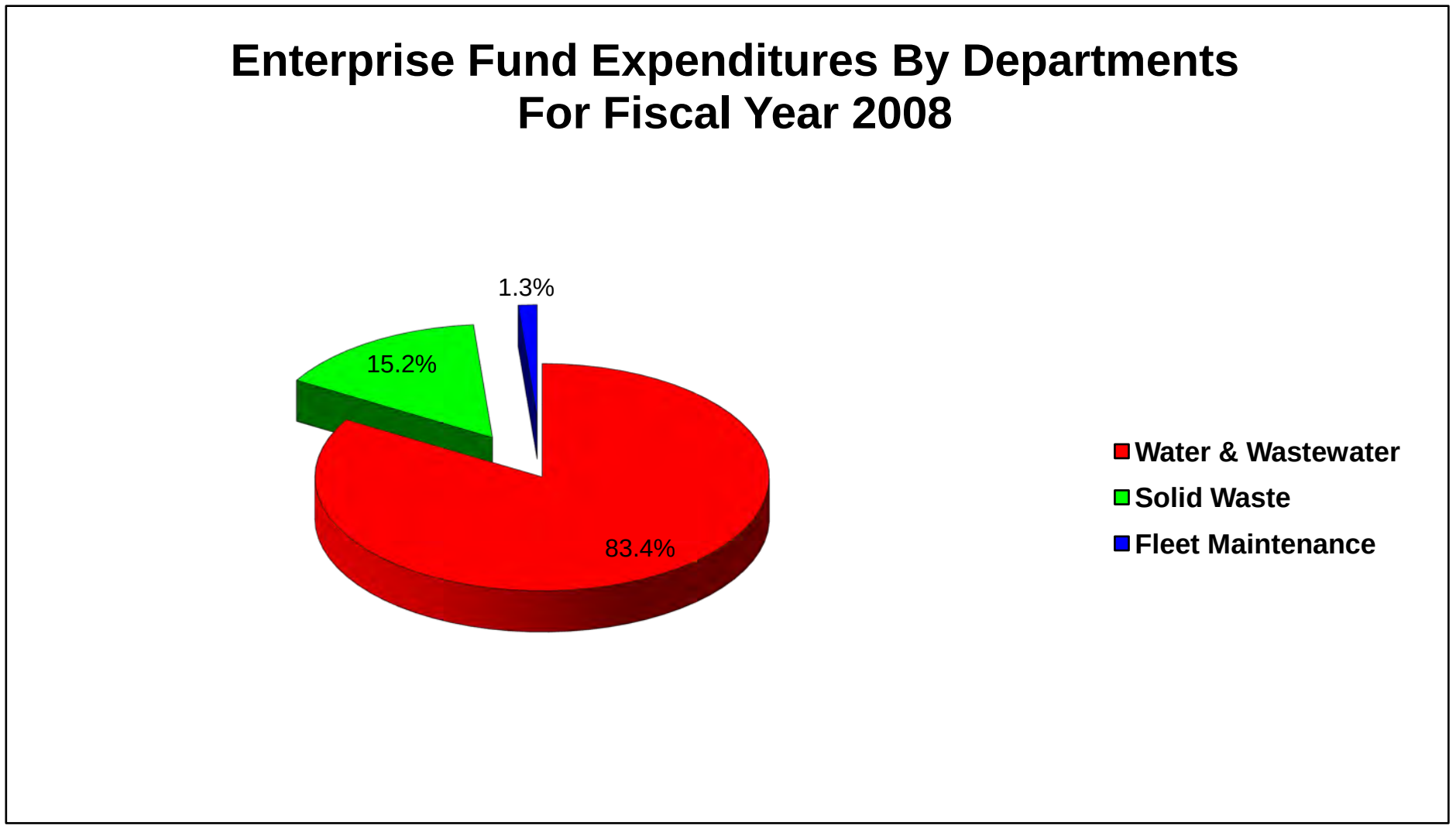
| | **Revenue Detail (Fund 406)**<br>**Debt Service Fund** | 05/06 Actual | 06/07 Actual | 07/08 Budget | Approved '08/09 | Requested '09/10 |
|---|---|---|---|---|---|---|
| 406-000-381-49401 | Transfer in from 401 | 497,920 | 877,243 | 605,931 | 545,042 | $545,148 |
| 406-000-381-49401 | Transfer in from 401 | 375,623 | 0 | 457,105 | 411,171 | $411,252 |
| | Total of Transfers for Debt Service | 873,543 | 877,243 | 1,063,036 | 956,213 | $956,400 |
| 406-000-381-48808 | FMIvT Interest | | | | 9,000 | $6,000 |
| 406-000-361-48811 | SBA Interest | | 24,647 | 11,000 | 720 | $250 |
| | **Debt Service Payments Detail (Fund 406)** | | | | | |
| 406-021-536-57199 | Interest on 99 Bonds | 141,770 | 114,531 | 112,516 | 110,631 | $108,520 |
| 406-027-536-57199 | Interest on 99 Bonds | 106,948 | 86,401 | 84,881 | 83,459 | $81,866 |
| | Principal on 99 Bond (presentation only) | 105,000 | 107,000 | 111,000 | 114,000 | $118,000 |
| 406-021-536-57102 | Interest on 02 Bonds (payment due 10/1 next fy) | 116,455 | 136,491 | 118,354 | 111,172 | $103,262 |
| 406-027-536-57102 | Interest on 02 Bonds (payment due 10/1 next fy) | 87,875 | 102,967 | 89,285 | 83,867 | $77,900 |
| | Principal on 02 Bonds (presentation only) | 325,000 | 335,000 | 360,000 | 370,000 | $385,000 |
| 406-021-536-57109 | Interest on Radio Read Loan Meters | | | 31,350 | 22,444 | $19,850 |
| 406-027-536-57109 | Interest on Radio Read Loan Meters | | | 23,650 | 16,931 | $0 |
| | Principal on Radio Read Meters (presentation only) | | | 132,000 | 43,709 | $36,534 |
| 406-021-536-57110 | Interest on 2010 State Revolving Loan Program | | | | | $0 |
| 406-027-536-57110 | Interest on 2010 State Revolving Loan Program | | | | | $25,468 |
| | Principal on 2010 State Revolving Loan Program (presentation only) | | | | | $0 |
| | Total Debt Service Payments | 883,048 | 882,390 | 1,063,036 | 956,213 | $956,400 |
| | **Reserves Detail (Fund 406)** | | | | | |
| | Total Reserves Fund 406 | **500,367** | **85,537** | **478,000** | **556,637** | **$570,000** |

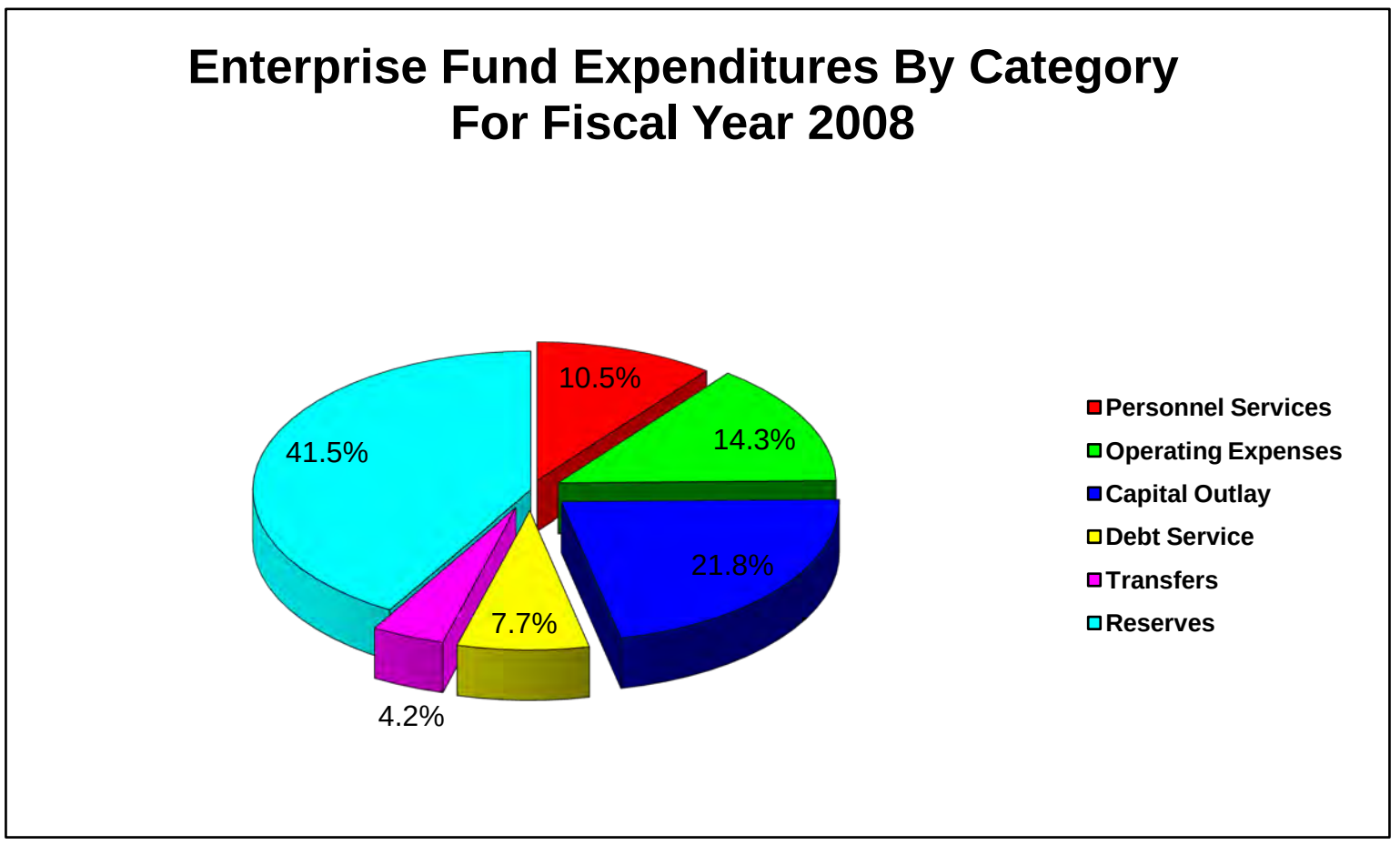
**Water & Sewer Summary**

| | Revenue Detail (Fund 407)<br>Water Connection Fees | 05/06<br>Actual | 06/07<br>Actual | '07/08<br>Budget | Approved<br>'08/09 | Requested<br>'09/10 |
|---|---|---|---|---|---|---|
| 407-000-343-48368 | Water/Sewer Connection Fees | 191,161 | 128,637 | 90,000 | 10,000 | $45,000 |
| 407-000-361-48811 | Interest-SBA | 9,381 | 16,662 | 3,000 | 11,000 | $3,500 |
| | Total Revenues (Fund 407) | **$200,542** | **$145,299** | **$93,000** | **$21,000** | **$48,500** |
| | **Capital Expenditures (Fund 407)** | | | | | |
| | Capital Expenditures ( see Capital Needs Plans) | | | 323,250 | 355,900 | $223,900 |
| 407-021-581-56401 | Transfer Out to 401 | 510,155 | | | | |
| | Adjustments thru Balance Sheet accounts | | 50,964 | | | |
| | **Reserves Detail (Fund 407)** | | | | | |
| | **Water Connection Fees** | | | | | |
| | Ending Reserves | **$329,390** | **$423,725** | **$27,250** | **$16,950** | **$91,500** |

| | Revenue Detail (Fund 408)<br>Sewer Connection Fees | 05/06<br>Actual | 06/07<br>Actual | '07/08<br>Budget | Approved<br>'08/09 | Requested<br>'09/10 |
|---|---|---|---|---|---|---|
| 408-000-343-48368 | Water/Sewer Connection Fees | 553,423 | 50,475 | 200,000 | 40,000 | $100,000 |
| 408-000-361-48811 | Interest-SBA | 13,938 | 30,204 | 6,000 | 23,000 | $7,500 |
| 408-000-361-48813 | Interest-FHLB | 4,412 | 2,970 | | | |
| | Total Revenues | **$571,773** | **$83,649** | **$206,000** | **$63,000** | **$107,500** |
| | Adjustments thru Balance Sheet accounts | | 315,031 | | | |
| | **Capital Expenditures (Fund 408)** | | | | | |
| | Capital Expenditures ( see Capital Needs Plans) | 0 | 240,125 | 775,350 | 102,000 | $102,000 |
| 408-021-581-56401 | Transfer Out to 401 | 333,545 | | | | |
| | Adjustments thru Balance Sheet accounts | | | | | |
| | **Reserves Detail (Fund 408)** | | | | | |
| | **Sewer Connection Fees** | | | | | |
| | Ending Reserves | **$926,008** | **$1,084,563** | **$349,500** | **$996,432** | **$1,245,000** |

| | Revenue Detail (Fund 409)<br>Water and Wastewater Construction | 05/06<br>Actual | 06/07<br>Actual | '07/08<br>Budget | Approved<br>'08/09 | Requested<br>'09/10 |
|---|---|---|---|---|---|---|
| 401-000-331-43350 | Federal Grant: Sewer Wastewater | | | 0 | 0 | 1,370,200 |
| 409-000-381-49401 | Transfer in from 401 for LOC Debt Service | 28,500 | 37,050 | 45,600 | 0 | |
| 409-000-381-49401 | Transfer in from 401 for LOC Debt Service Interest Only | 21,500 | 27,950 | 34,400 | 0 | |
| 409-000-381-49401 | Transfer in from 401 for Hancock Loan P&I | | | | 105,868 | $105,862 |
| 409-000-381-49401 | Transfer in from 401 for Hancock Loan P&I | | | | 79,865 | $79,861 |
| 409-000-337-40740 | Grants from Other Sources (Re-use from Landmar) | 533,812 | 84,324 | 0 | 0 | |
| 409-000-229-20909 | Loan Proceeds (liability-presentation only) | 1,493,000 | 1,558,656 | 164,000 | 1,200,000 | $1,065,095 |
| 409-000-381-48810 | Interest Earnings | 796 | 0 | 0 | 0 | |
| | **Expense Detail (Fund 409)** | | | | | |
| 409-021-536- 57100 | Interest Expense for SunTrust Line of Credit | 16,765 | 38,422 | 45,600 | | |
| 409-027-536- 57100 | Interest Expense for SunTrust Line of Credit | 12,646 | 28,985 | 34,400 | | |
| 409-021-536- 57100 | Interest Expense for Hancock Bank | | | | 30,304 | $27,411 |
| 409-027-536- 57100 | Interest Expense for Hancock Bank | | | | 22,861 | $20,678 |
| | Principal on Hancock Bank Loan (presentation only) | | | | 132,568 | $137,634 |
| | Transfer Out to 401 | | | | | |
| | Amortization Expense | 6,344 | | | | |
| | **Capital Expenditures (Fund 409)** | | | | | |
| 409-000-169-19049 | Capital Sewer Rehab (ARRA Grant & SRF loan funding) | 2,435,733 | 0 | 164,000 | 1,200,000 | $2,409,827 |
| | Reserves | **190,213** | **(35,095)** | | **242,000** | **$117,000** |


Enterprise Fund Expenditures By Departments
For Fiscal Year 2008
1.3%
15.2%
83.4%
Water & Wastewater
Solid Waste
Fleet Maintenance


Enterprise Fund Expenditures By Category
For Fiscal Year 2008
10.5%
14.3%
41.5%
21.8%
7.7%
4.2%
Personnel Services
Operating Expenses
Capital Outlay
Debt Service
Transfers
Reserves

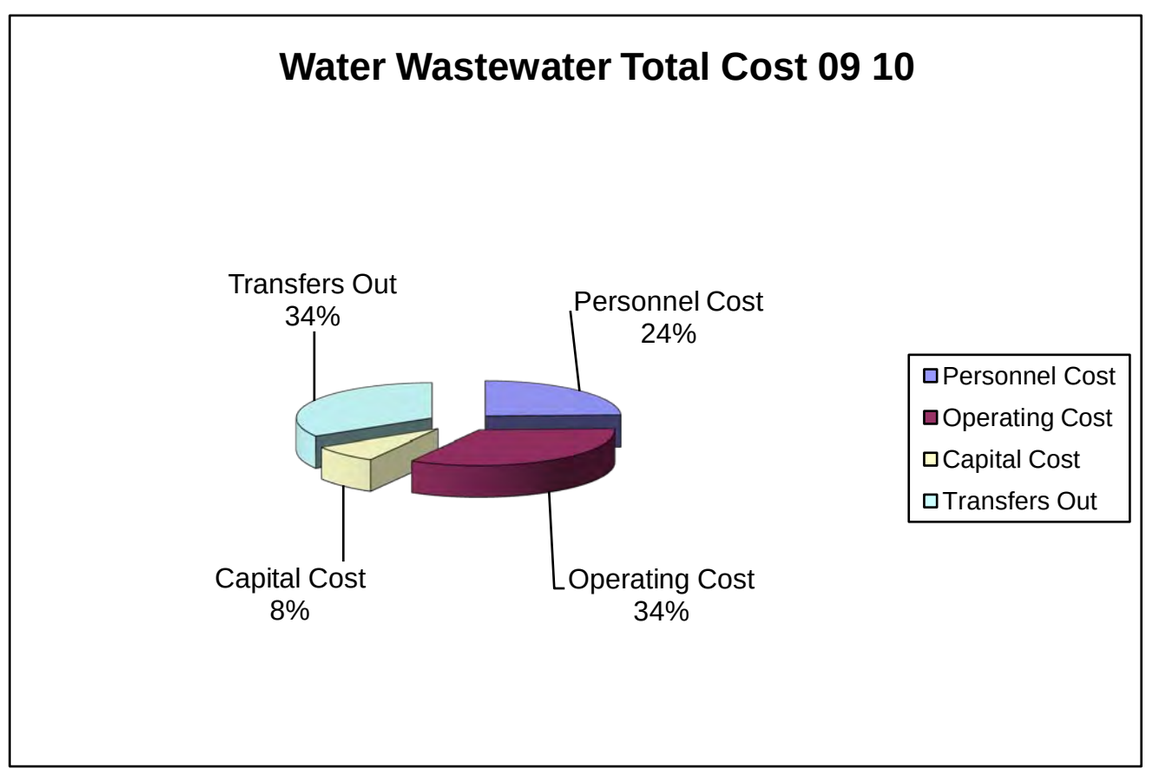
**PUBLIC WORKS DIVISION: Combined Water & Wastewater**

| GL CODES | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 51200 | Regular Salaries | $634,374 | $685,752 | $648,017 | $765,160 | **$764,517** |
| 51610 | On Call Pay | $2,619 | $3,310 | $3,458 | $2,600 | **$2,964** |
| 51400 | Overtime | $52,170 | $55,214 | $38,484 | $41,000 | **$41,000** |
| | Total Wages | **$689,163** | **$744,276** | **$689,959** | **$808,760** | **$808,481** |
| | | | | | | |
| 52100 | FICA | $51,222 | $56,027 | $50,896 | $61,870 | **$61,849** |
| 52200 | Retirement | $59,552 | $76,020 | $69,097 | $81,865 | **$83,895** |
| 52300 | Health Insurance | $62,546 | $68,971 | $77,441 | $150,819 | **$150,587** |
| 52301 | Life Insurance | $4,552 | $5,172 | $4,554 | $7,570 | **$7,567** |
| 52302 | Health Reimbursement Account | $14,310 | $11,719 | $12,262 | $0 | **$0** |
| 52320 | Dental Insurance | $0 | $0 | $0 | $8,341 | **$8,559** |
| 52400 | Worker's Comp Ins/Unemploy | $43,491 | $55,760 | $45,691 | $50,389 | **$34,201** |
| | Total Benefits | **$235,673** | **$273,669** | **$259,941** | **$360,854** | **$346,657** |
| | | | | | | |
| | **Total Personnel Service Costs** | **$924,836** | **$1,017,945** | **$949,900** | **$1,169,614** | **$1,155,138** |

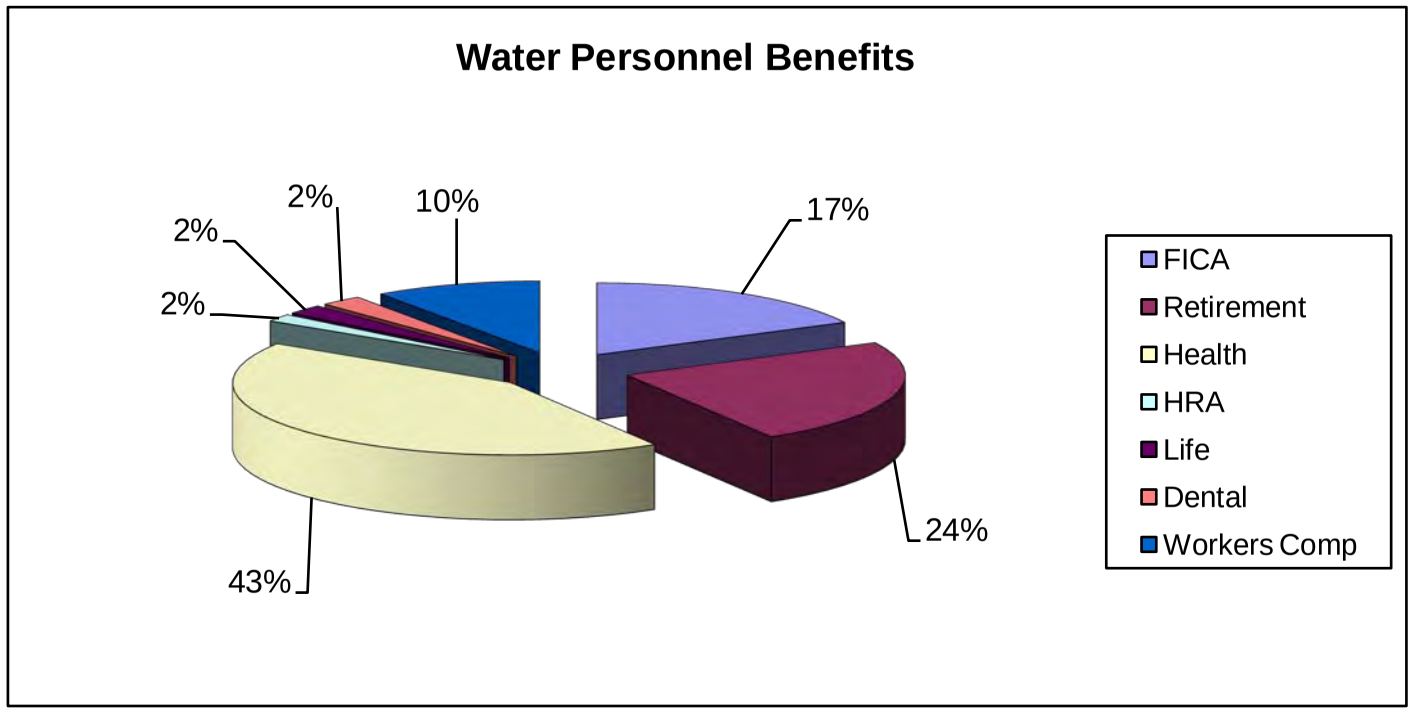
| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 52500 | Unemployment Compensation | $0 | $2,775 | $5,341 | $10,869 | **$0** |
| 53101 | Medical Services | $552 | $2,309 | $1,310 | $1,126 | $3,000 |
| 53400 | Other Contractual Services | $119,600 | $77,683 | $67,274 | $151,650 | $700,224 |
| 53401 | Contract Labor | $34,656 | $38,777 | $38,874 | $3,000 | $3,000 |
| 53402 | Laboratory Services | $9,766 | $8,985 | $12,286 | $7,040 | $10,528 |
| 54000 | Travel & Per Diem | $0 | $144 | $416 | $250 | $200 |
| 54100 | Communications & Freight Charge | $10,362 | $11,488 | $11,260 | $11,400 | $13,005 |
| 54110 | Postage | $80 | $130 | $16,237 | $13,643 | $16,500 |
| 54210 | Automotive Repair Service | $6,356 | $5,367 | $6,022 | $6,100 | $7,000 |
| 54300 | Electric | $221,214 | $233,945 | $201,064 | $261,410 | $265,000 |
| 54303 | Water | $6,027 | $7,501 | $7,882 | $8,000 | $8,000 |
| 54314 | Effluent Disposal Permit | $31,162 | $30,240 | $30,455 | $28,000 | $28,000 |
| 54315 | Water Distribution | $29,030 | $26,277 | $41,993 | $19,000 | $22,000 |
| 54316 | Sewerage Collection | $6,829 | $5,015 | $8,227 | $5,700 | $5,700 |
| 54400 | Equipment & Vehicle Rental | $1,797 | $2,270 | $1,016 | $1,600 | $3,000 |
| 54500 | General Business Insurance | $42,837 | $62,631 | $62,644 | $64,653 | $115,737 |
| 54510 | Pollution/Environment Insurance | $15,113 | $16,863 | $14,549 | $14,300 | $5,200 |
| 54560 | Insurance Claims and Deductibles | $3,458 | $3,466 | $0 | $900 | $0 |
| 54600 | Repair & Maintenance | $3,266 | $3,598 | $8,019 | $9,300 | $6,000 |
| 54610 | Apparatus - R&M | $21,484 | $19,357 | $57,994 | $46,227 | $90,000 |
| 54700 | Printing & Binding Services | $2,275 | $1,730 | $1,798 | $1,250 | $1,800 |
| 54800 | Advertising Activities | $912 | $430 | $0 | $400 | $0 |
| 54900 | Other Current Charges | $5,222 | $1,940 | $3,076 | $2,065 | $10,000 |
| 55100 | Office Supplies | $4,743 | $5,058 | $3,402 | $4,500 | $3,000 |
| 55210 | Operating Supplies | $2,988 | $2,667 | $2,283 | $2,150 | $1,000 |
| 55220 | Computer Supplies | $1,928 | $1,186 | $1,451 | $1,150 | $0 |
| 55221 | Laboratory Supplies | $5,771 | $3,585 | $4,400 | $4,150 | $3,000 |
| 55223 | Repair & Maint Supplies | $24,016 | $52,458 | $20,195 | $14,400 | $11,000 |
| 55224 | Replacement Water Meters | $3,278 | $51,484 | $16,317 | $5,000 | $20,000 |
| 55225 | Chemical Supplies | $54,686 | $43,271 | $47,338 | $51,000 | $69,265 |
| 55226 | Safety Supplies | $7,303 | $4,012 | $5,146 | $5,500 | $3,700 |
| 55228 | Apparatus Supplies | $42,904 | $32,729 | $28,638 | $33,200 | $33,000 |
| 55230 | Clothing/Uniforms | $5,771 | $6,910 | $6,595 | $7,000 | $7,400 |
| 55231 | Connections Supplies | $22,469 | $18,288 | $14,245 | $5,800 | $7,000 |
| 55235 | Barricades | $1,672 | $1,079 | $1,080 | $2,100 | $2,000 |
| 55240 | Institutional Supplies | $1,321 | $2,061 | $594 | $1,250 | $1,200 |
| 55250 | Fuels & Lubricants | $51,456 | $47,688 | $51,384 | $55,000 | $41,350 |
| 55251 | Tags & Title | $156 | $142 | $0 | $200 | $0 |
| 55252 | Small Tools | $10,427 | $8,465 | $3,608 | $6,300 | $6,000 |
| 55253 | Auto Repair Supply (in-house) | $17,717 | $19,441 | $8,684 | $14,100 | $10,000 |
| 55400 | Books, Subscription, Membership | $944 | $787 | $924 | $450 | $1,000 |
| 55410 | Training & Education | $2,275 | $1,701 | $1,405 | $1,500 | $3,650 |
| 55500 | Uncapitalized Equipment | $17,965 | $14,750 | $9,074 | $26,650 | $19,000 |
| 59300 | Meter Deposit Interest | $17,131 | $21,140 | $10,104 | $9,100 | $7,500 |
| 59991 | Collection Charge | $267 | $930 | $1,826 | $1,450 | $2,604 |
| 59992 | Bad Debt Expenses | $12,745 | $16,429 | $18,888 | $19,950 | $19,950 |
| | **Total Operating** | **$881,931** | **$919,182** | **$855,318** | **$939,783** | **$1,586,513** |

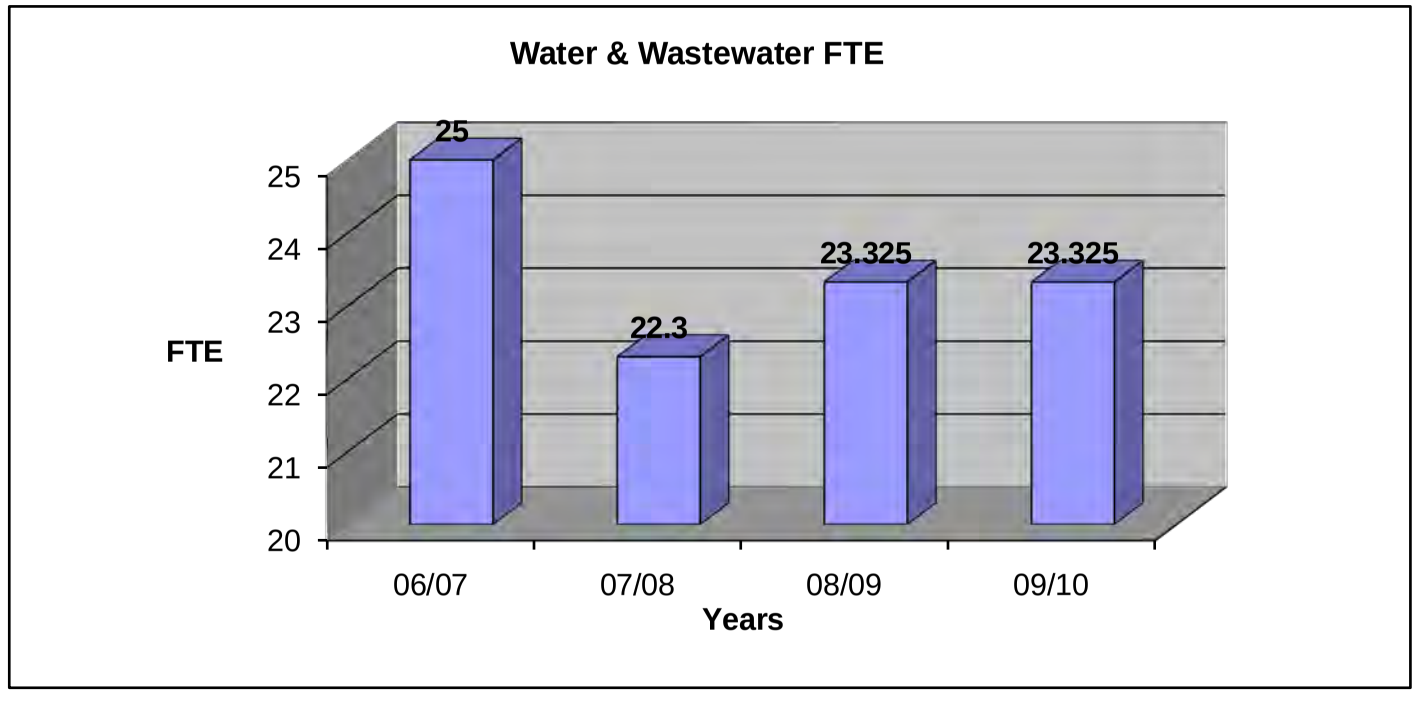
**PUBLIC WORKS DIVISION: Combined Water & Wastewater**

| GL CODES | CAPITAL OUTLAY | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 19031 | Improvement - Non Building | $0 | $0 | $33,116,552 | $150,000 | $175,000 |
| 19037 | Machinery & Equipment | $0 | $0 | $1,447,287 | $96,500 | $205,800 |
| 19043 | Automotive & Heavy Equipment | $0 | $0 | $0 | $0 | $0 |
| 19049 | Water&Wastewater CIP | $0 | $0 | $879,204 | $484,000 | $0 |
| | **Total Capital Outlay** | **$0** | **$0** | **$35,443,043** | **$730,500** | **$380,800** |
| | **DEBT SERVICE** | | | | | |
| 57100 | Principal | $0 | $0 | $0 | $0 | $0 |
| 57200 | Interest | $0 | $0 | $0 | $0 | $0 |
| | **Total Debt Service** | **$0** | **$0** | **$0** | **$0** | **$0** |
| | **Transfers Out** | | | | | |
| | To General Fund | $393,800 | $393,800 | $444,452 | $393,800 | $393,800 |
| | To Renewal & Replacement | $27,254 | $61,980 | $61,980 | $0 | $0 |
| | To Debt Service (99 & 02 Bonds, 07 Met | $0 | $877,243 | $876,285 | $956,213 | $956,400 |
| | To Debt Service (SunTrust Line & USDA | $0 | $65,000 | $97,621 | $185,733 | $185,723 |
| | Internal Service Fund | $0 | $38,753 | $54,624 | $18,081 | $22,352 |
| | Vehicle Replacement Fund | $0 | $44,449 | $0 | $20,686 | $20,686 |
| | Self Insured Dental Plan Fund | $0 | $4,800 | $5,554 | $0 | $0 |
| | HRA Funding Account | $0 | $0 | $0 | $5,831 | $5,831 |
| | **Total Transfers Out** | **$421,054** | **$1,486,025** | **$1,540,516** | **$1,580,344** | **$1,584,792** |
| | **Reserves** | | | | | |
| | Reserve Capital Improvements Projects | $0 | $0 | | $0 | **$0** |
| | Reserve (R & R) | $0 | $0 | | $0 | **$0** |
| | Reserves Meter Deposits | $482,890 | $502,585 | | $515,000 | **$510,000** |
| | Reserve Sinking Fund | $0 | $0 | | $0 | **$0** |
| | Reserves Connection Fees | $0 | $0 | | $0 | **$0** |
| | Reserve For Contingencies | $973,350 | $1,563,597 | | $1,176,803 | **$918,706** |
| | **Total Reserves** | **$1,456,240** | **$2,066,182** | | **$1,691,803** | **$1,428,706** |
| | **Total Expenses** | **$3,684,061** | **$5,489,334** | | **$6,112,044** | **$6,135,949** |



| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | Fica | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Water DEPARTMENT** | | | | | | | | | | | | | | | |
| Utilities Superintendent | 1 | 1 | 1 | 1 | $38,384 | $38,877 | $2,974 | $5,245 | $3,680 | $143 | $364 | $209 | $1,805 | $14,420 | $53,297 |
| Warehouse Supervisor | 1 | 1 | 1 | 1 | $15,318 | $15,757 | $1,205 | $1,590 | $3,680 | $143 | $147 | $209 | $732 | $7,706 | $23,463 |
| Administrative Specialist III | 1 | 1 | 1 | 1 | $15,454 | $15,105 | $1,156 | $1,524 | $3,680 | $143 | $141 | $209 | $38 | $6,891 | $21,996 |
| Engineer Technician | 1 | 0.3 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Crew Leader | 1 | 1 | 1 | 1 | $18,857 | $19,124 | $1,463 | $1,930 | $3,680 | $143 | $179 | $209 | $888 | $8,492 | $27,616 |
| Crew Leader | 1 | 1 | 1 | 1 | $14,761 | $14,761 | $1,129 | $1,489 | $3,680 | $143 | $138 | $209 | $685 | $7,474 | $22,235 |
| Crew Leader | 1 | 1 | 1 | 1 | $17,723 | $17,927 | $1,371 | $1,809 | $3,680 | $143 | $168 | $209 | $832 | $8,212 | $26,139 |
| Crew Leader | 1 | 1 | 1 | 1 | $16,850 | $16,955 | $1,297 | $1,711 | $3,680 | $143 | $159 | $209 | $787 | $7,986 | $24,941 |
| Lead Plant Operator | 1 | 1 | 1 | 1 | $25,659 | $26,155 | $2,001 | $2,639 | $3,680 | $143 | $245 | $209 | $1,214 | $10,131 | $36,286 |
| Plant Operator | 1 | 1 | 1 | 1 | $22,862 | $23,333 | $1,785 | $2,354 | $3,680 | $143 | $218 | $209 | $1,083 | $9,473 | $32,806 |
| Plant Operator | 1 | 1 | 1 | 1 | $19,951 | $20,405 | $1,561 | $2,059 | $3,680 | $143 | $191 | $209 | $947 | $8,790 | $29,195 |
| Plant Operator | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Utilities Specialist | 1 | 1 | 1 | 1 | $13,053 | $13,303 | $1,018 | $1,342 | $3,680 | $143 | $125 | $209 | $618 | $7,134 | $20,437 |
| Utilities Specialist | 1 | 1 | 1 | 1 | $12,669 | $12,663 | $969 | $1,278 | $3,680 | $143 | $119 | $209 | $588 | $6,985 | $19,648 |
| Utilities Specialist | 1 | 1 | 1 | 1 | $12,708 | $12,663 | $969 | $1,278 | $3,680 | $143 | $119 | $209 | $588 | $6,985 | $19,648 |
| Utilities Specialist | 1 | 1 | 1 | 1 | $12,631 | $12,663 | $969 | $1,278 | $3,680 | $143 | $119 | $209 | $588 | $6,985 | $19,648 |
| Utilities Specialist | 0 | 0 | 1 | 1 | $12,645 | $12,663 | $969 | $1,278 | $3,680 | $143 | $119 | $209 | $588 | $6,985 | $19,648 |
| Utilities Specialist | 0 | 0 | 1 | 1 | $12,645 | $12,663 | $969 | $1,278 | $3,680 | $143 | $119 | $209 | $588 | $6,985 | $19,648 |
| Chief Meter Reader | 1 | 1 | 1 | 1 | $19,957 | $20,488 | $1,567 | $2,067 | $3,680 | $143 | $192 | $209 | $951 | $8,810 | $29,298 |
| Meter Reader | 1 | 1 | 1 | 1 | $13,746 | $13,754 | $1,052 | $1,388 | $3,680 | $143 | $129 | $209 | $639 | $7,239 | $20,993 |
| Electrician/Mechanic | 1 | 1 | 1 | 1 | $21,051 | $20,986 | $1,605 | $2,117 | $3,680 | $143 | $196 | $209 | $974 | $8,926 | $29,912 |
| Electrician/Mechanic | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Cross Connect Control Tech. | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Public Works Supervisor | 1 | 1 | 0.75 | 0.75 | $22,354 | $23,058 | $1,764 | $2,327 | $2,760 | $107 | $216 | $157 | $1,071 | $8,401 | $31,459 |
| Resident/Construction Inspector | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Construction Project Manager | 1 | 1 | 1 | 1 | $21,059 | $21,330 | $1,632 | $2,152 | $3,680 | $143 | $200 | $209 | $990 | $9,006 | $30,336 |
| Inspector/Technician | 1 | 1 | 1 | 1 | $22,529 | $22,942 | $1,755 | $2,315 | $3,680 | $143 | $215 | $209 | $1,065 | $9,382 | $32,324 |
| Sub - Total | 25 | 22.3 | 21.75 | 21.75 | $402,866 | $407,575 | $31,179 | $42,446 | $80,040 | $3,110 | $3,815 | $4,546 | $18,262 | $183,398 | $590,973 |
| | | | | | | | | | | | | | | | |
| **Split positions with Finance,** | | | | | | | | | | | | | | | |
| **Utilities & Solid Waste** | | | | | | | | | | | | | | | |
| Utility Billing Supervisor | 0 | 0 | 0.45 | 0.45 | $10,979 | $11,426 | $874 | $1,153 | $1,656 | $64 | $107 | $94 | $29 | $3,977 | $15,403 |
| Administrative Specialist III | 0 | 0 | 0.5625 | 0.5625 | $8,402 | $8,675 | $664 | $875 | $2,070 | $80 | $81 | $118 | $22 | $3,910 | $12,585 |
| Administrative Specialist III | 0 | 0 | 0.5625 | 0.5625 | $8,214 | $8,424 | $644 | $850 | $2,070 | $80 | $79 | $118 | $21 | $3,863 | $12,287 |
| | | | | | | | | | | | | | | | |
| Sub - Total | 0 | 0 | 1.575 | 1.575 | $27,595 | $28,525 | $2,182 | $2,878 | $5,796 | $224 | $267 | $330 | $73 | $11,750 | $40,275 |
| On Call Beeper Pay | | | | | $1,482 | $1,482 | $113 | $150 | | | $14 | | $69 | $346 | $1,828 |
| Overtime | | | | | $23,370 | $23,370 | $1,788 | $2,358 | | | $219 | | $1,085 | $28,820 | $52,190 |
| | | | | | | | | | | | | | | | |
| **TOTAL Water** | 25 | 22.3 | 23.325 | 23.325 | $455,313 | $460,952 | $35,263 | $47,832 | $85,836 | $3,334 | $4,315 | $4,876 | $19,488 | $224,313 | $685,265 |


Water Personnel Benefits
2%
10%
17%
2%
2%
24%
43%
FICA
Retirement
Health
HRA
Life
Dental
Workers Comp


Water & Wastewater FTE
FTE
25
24
23
22
21
20
25
22.3
23.325
23.325
06/07
07/08
08/09
09/10
Years

Water Operations

**PUBLIC WORKS DIVISION: Water**

| GL CODES | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 401-021-536-51200 | Regular Salaries | $361,593 | $496,156 | $363,610 | $436,140 | $436,100 |
| 401-021-536-51610 | On Call Pay | $1,493 | $2,142 | $1,971 | $1,482 | $1,482 |
| 401-021-536-51400 | Overtime | $29,737 | $35,795 | $21,886 | $23,370 | $23,370 |
| | Total Wages | **$392,823** | **$534,093** | **$387,467** | **$460,992** | **$460,952** |
| | | | | | | |
| 401-021-536-52100 | FICA | $29,197 | $40,216 | $31,006 | $35,266 | $35,263 |
| 401-021-536-52200 | Retirement | $33,945 | $55,119 | $42,605 | $46,663 | $47,832 |
| 401-021-536-52300 | Health Insurance | $35,651 | $39,313 | $43,961 | $85,967 | $85,836 |
| 401-021-536-52301 | Life Insurance | $2,595 | $2,948 | $2,596 | $4,315 | $4,315 |
| 401-021-536-52302 | Health Reimbursement Account | $8,157 | $6,680 | $6,990 | $0 | $0 |
| 401-021-536-52320 | Dental Insurance | | | $0 | $4,754 | $4,876 |
| 401-021-536-52400 | Worker's Comp Ins | $24,790 | $31,783 | $26,044 | $28,722 | $19,488 |
| | Total Benefits | **$134,335** | **$176,059** | **$153,202** | **$205,687** | **$197,609** |
| | | | | | | |
| | **Total Personnel Service Costs** | **$527,158** | **$710,152** | **$540,669** | **$666,679** | **$658,561** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 401-021-536-52500 | Unemployment Compensation | $0 | $2,775 | $4,815 | $9,569 | $0 | |
| 401-021-536-53101 | Medical Services | $315 | $1,933 | $733 | $766 | $2,400 | |
| 401-021-536-53400 | Other Contractual Services | $67,800 | $28,750 | $11,362 | $89,650 | $616,239 | (1) |
| 401-021-536-53401 | Contract Labor | $17,328 | $12,171 | $13,686 | $1,710 | $1,710 | |
| 401-021-536-53402 | Laboratory Services | $5,567 | $5,059 | $4,821 | $6,600 | $4,250 | |
| 401-021-536-54000 | Travel & Per Diem | $0 | $104 | $315 | $200 | $100 | |
| 401-021-536-54100 | Communications & Freight Charge | $5,906 | $6,354 | $5,975 | $6,100 | $7,200 | |
| 401-021-536-54110 | Postage | $46 | $47 | $9,470 | $10,000 | $10,000 | |
| 401-021-536-54210 | Automotive Repair Service | $3,623 | $3,734 | $3,848 | $3,900 | $3,500 | |
| 401-021-536-54300 | Electric | $126,092 | $89,455 | $75,398 | $149,004 | $150,000 | |
| 401-021-536-54303 | Water | $3,435 | $2,373 | $2,645 | $2,700 | $2,700 | |
| 401-021-536-54315 | Water Distribution | $29,030 | $26,277 | $41,993 | $19,000 | $22,000 | |
| 401-021-536-54400 | Equipment & Vehicle Rental | $1,024 | $1,146 | $702 | $900 | $1,000 | |
| 401-021-536-54500 | General Business Insurance | $24,417 | $35,700 | $35,707 | $42,453 | $65,970 | |
| 401-021-536-54510 | Pollution/Environment Insurance | $8,614 | $9,612 | $8,293 | $9,500 | $2,964 | |
| 401-021-536-54560 | Insurance Claims and Deductibles | $1,971 | $604 | $0 | $0 | $0 | |
| 401-021-536-54600 | Repair & Maintenance | $1,862 | $706 | $1,088 | $1,000 | $2,000 | |
| 401-021-536-54610 | Apparatus - R&M | $12,246 | $6,508 | $54,211 | $26,349 | $20,000 | |
| 401-021-536-54700 | Printing & Binding Services | $1,297 | $1,293 | $1,431 | $1,000 | $1,200 | |
| 401-021-536-54800 | Advertising Activities | $520 | $383 | $0 | $350 | $0 | |
| 401-021-536-54900 | Other Current Charges | $2,977 | $1,963 | $714 | $2,000 | $5,000 | |
| 401-021-536-55100 | Office Supplies | $2,704 | $2,523 | $1,802 | $2,400 | $1,500 | |
| 401-021-536-55210 | Operating Supplies | $1,703 | $1,320 | $905 | $750 | $500 | |
| 401-021-536-55220 | Computer Supplies | $1,099 | $173 | $934 | $750 | $0 | |
| 401-021-536-55221 | Laboratory Supplies | $3,289 | $783 | $285 | $800 | $1,000 | |
| 401-021-536-55223 | Repair & Maint Supplies | $13,689 | $27,860 | $10,165 | $12,000 | $6,000 | |
| 401-021-536-55224 | Water Meters | $3,278 | $51,484 | $16,317 | $5,000 | $20,000 | |
| 401-021-536-55225 | Chemical Supplies | $31,171 | $4,901 | $5,493 | $8,000 | $9,214 | |
| 401-021-536-55226 | Safety Supplies | $4,163 | $2,102 | $2,932 | $3,000 | $2,500 | |
| 401-021-536-55228 | Apparatus Supplies | $24,455 | $5,310 | $9,472 | $5,200 | $8,000 | |
| 401-021-536-55230 | Clothing/Uniforms | $3,289 | $3,939 | $3,759 | $4,000 | $4,200 | |
| 401-021-536-55231 | Connections Supplies | $12,807 | $16,271 | $13,466 | $5,000 | $6,000 | |
| 401-021-536-55235 | Barricades | $953 | $615 | $591 | $1,200 | $1,200 | |
| 401-021-536-55240 | Institutional Supplies | $753 | $971 | $293 | $500 | $500 | |
| 401-021-536-55250 | Fuels & Lubricants | $29,330 | $26,866 | $29,340 | $31,350 | $21,900 | |
| 401-021-536-55251 | Tags & Title | $89 | $81 | $0 | $100 | $0 | |
| 401-021-536-55252 | Small Tools | $5,943 | $4,996 | $2,523 | $3,700 | $3,000 | |
| 401-021-536-55253 | Auto Repair Supply (in-house) | $10,099 | $8,837 | $3,082 | $5,100 | $5,000 | |
| 401-021-536-55400 | Books, Subscription, Membership | $538 | $370 | $506 | $350 | $500 | |
| 401-021-536-55410 | Training & Education | $1,297 | $1,057 | $934 | $900 | $2,400 | (2) |
| 401-021-536-55500 | Uncapitalized Equipment | $10,240 | $1,857 | $4,223 | $6,725 | $7,000 | |
| 401-021-536-59300 | Meter Deposit Interest | $9,765 | $12,050 | $5,759 | $0 | $4,275 | |
| 401-021-599-59991 | Collection Charge | $152 | $594 | $1,041 | $850 | $1,484 | |
| 401-021-599-59992 | Bad Debt Expenses | $7,265 | $13,505 | $10,756 | $12,850 | $12,850 | |
| | **Total Operating** | **$492,141** | **$425,412** | **$401,785** | **$493,276** | **$1,037,256** | |

(1) Includes Radio Read Meters valued < $5,000 totaling $480,000 and Replacement of Water valves and fire hydrants $60,000
(2) Backflow training $600,Water operator training $400 and Water distribution tech. training $1,400.

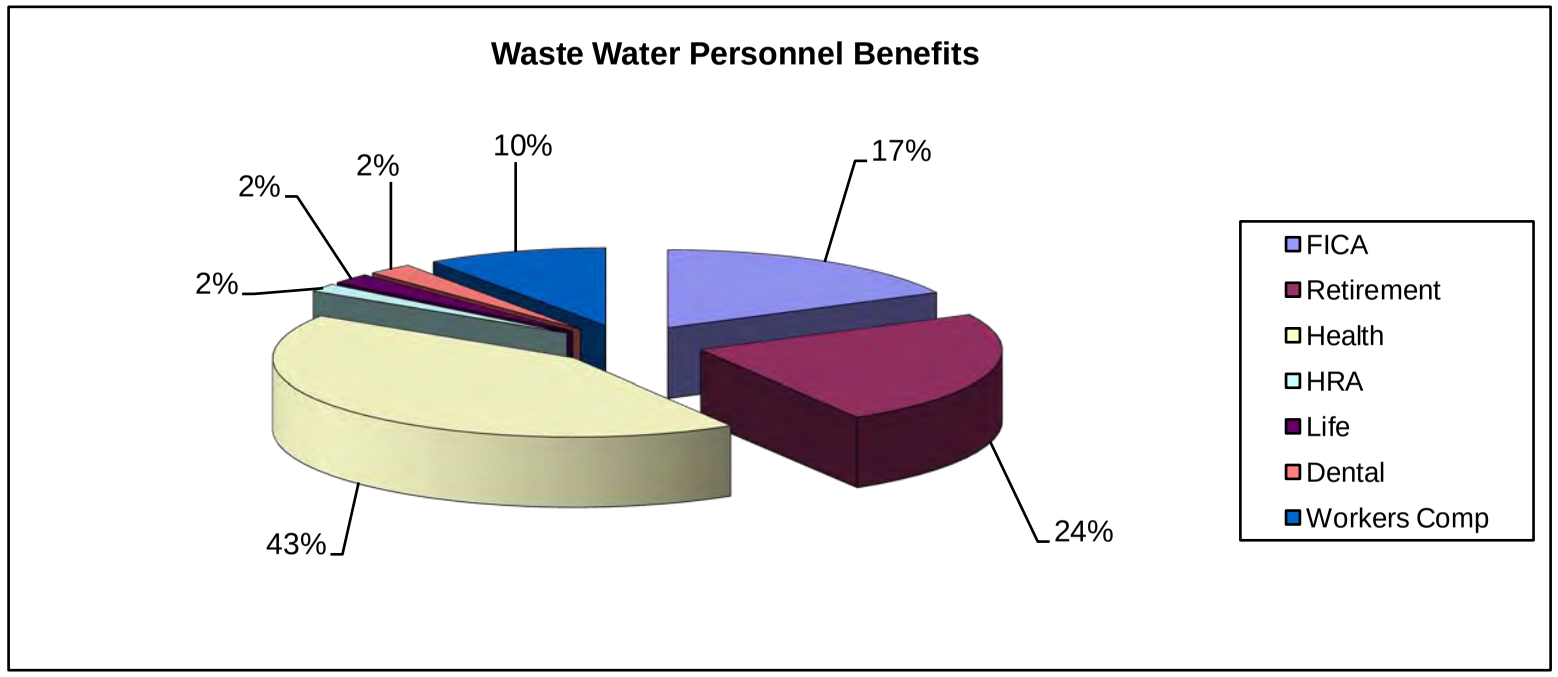
**PUBLIC WORKS DIVISION: Water**

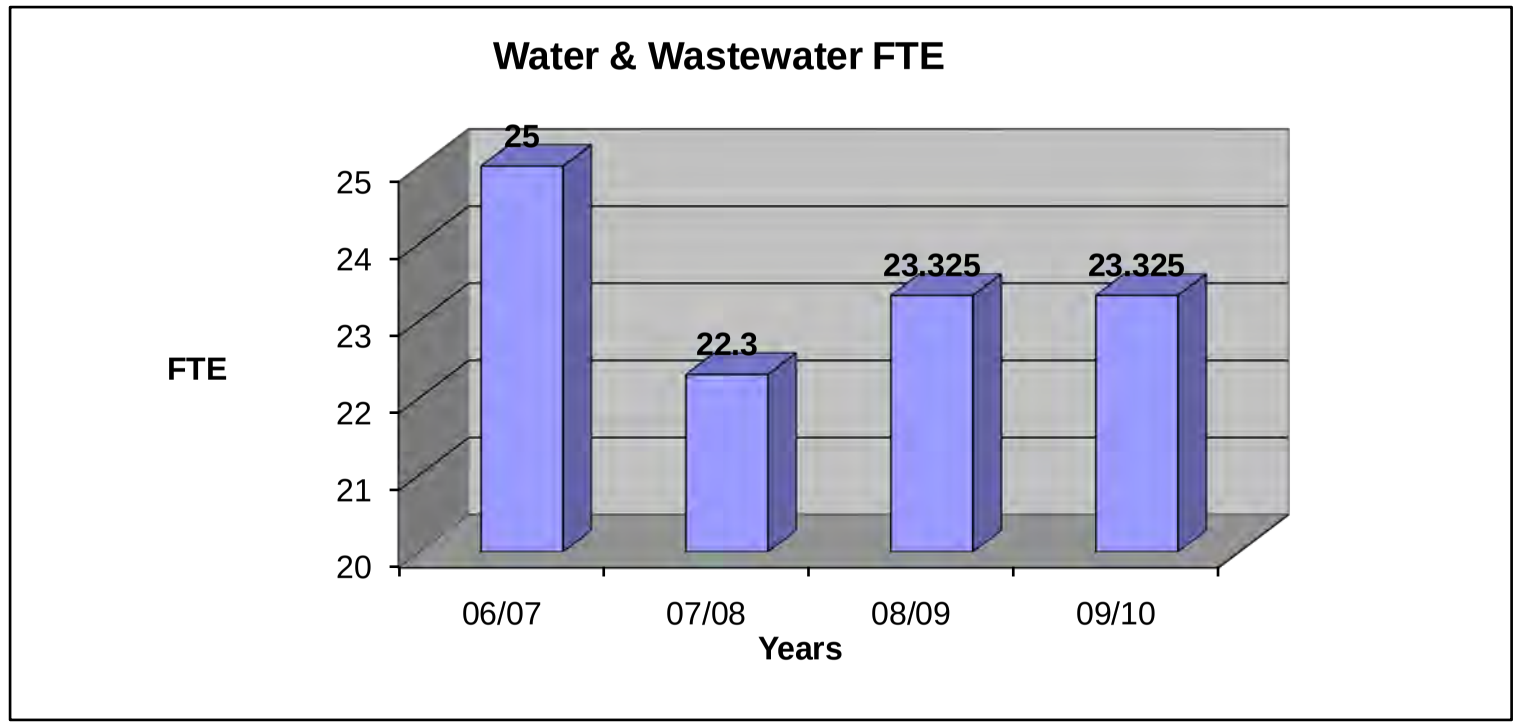
| GL CODES | CAPITAL OUTLAY | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 401-000-164-19031 | Improvement - Non Building | $0 | $0 | $18,876,435 | $150,000 | $175,000 |
| 401-000-166-19037 | Machinery & Equipment | $0 | $0 | $824,954 | $60,165 | $147,415 |
| 401-000-168-19043 | Automotive & Heavy Equipment | $0 | $0 | $0 | $0 | $0 |
| 401-000-169-19049 | Water&Wastewater CIP | $0 | $0 | $501,146 | $484,000 | $0 |
| | **Total Capital Outlay** | **$0** | **$0** | **$20,202,535** | **$694,165** | **$322,415** (1) |
| | **DEBT SERVICE** | | | | | |
| 406-022-536-57100 | Principal | $0 | $0 | $0 | $0 | **$0** |
| 406-022-536-57200 | Interest | $0 | $0 | $0 | $0 | **$0** |
| | **Total Debt Service** | **$0** | **$0** | **$0** | **$0** | **$0** |
| | **Transfers Out** | | | | | |
| 401-021-581-56001 | To General Fund | $224,466 | $225,017 | $253,338 | $224,466 | $224,466 |
| 401-021-581-56405 | To Renewal & Replacement | $27,254 | $35,329 | $35,328 | $0 | $0 |
| 401-021-581-56406 | To Debt Service (99 & 02 Bonds, 09 M | $0 | $500,029 | $499,482 | $545,041 | $554,876 |
| 401-021-581-56409 | To Debt Service (2004 LOC & Hancock | $0 | $37,050 | $55,644 | $105,868 | $105,862 |
| 401-021-581-56501 | Internal Service Fund | $0 | $22,089 | $31,136 | $10,306 | $12,740 |
| 401-021-581-56502 | Vehicle Replacement Fund | $0 | $32,730 | $0 | $11,791 | $11,791 |
| 401-021-581-56608 | Self Insured Dental Plan Fund | $0 | $2,736 | $3,167 | $0 | $0 |
| 401-021-581-56609 | HRA Funding Account | $0 | $0 | $0 | $3,324 | $3,324 |
| | **Total Transfers Out** | **$251,720** | **$854,980** | **$878,095** | **$897,472** | **$913,059** |

(1) Foot note detail below

| | | | | |
|---|---|---|---|---|
| **Improvements Non Buildings:** | | | | |
| Liberty Street Water Tower Painting and inspection and engineering | | | | 175,000 |
| | | | | |
| **Machinery & Equipment:** | | | | |
| Large Radio Read Meters (capital > $5,000 financed by Loan) | | | | 120,000 |
| Inventory control Software (Water portion) | | | | 3,705 |
| Fluoride Monitoring Equipment | | | | 16,300 |
| Ditch Safety Box and Trailer | | | | 7,410 |
| **Total Water Capital (Fund 401)** | | | | **322,415** |

| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | Fica | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Wastewater DEPARTMENT** | | | | | | | | | | | | | | | |
| Utilities Superintendent | 1 | 1 | 1 | 1 | $28,956 | $29,327 | $2,244 | $3,956 | $2,776 | $107 | $275 | $158 | $1,362 | $10,877 | $40,204 |
| Warehouse Supervisor | 1 | 1 | 1 | 1 | $11,555 | $11,886 | $909 | $1,199 | $2,776 | $107 | $111 | $158 | $552 | $5,813 | $17,699 |
| Administrative Specialist III | 1 | 1 | 1 | 1 | $11,659 | $11,394 | $872 | $1,150 | $2,776 | $107 | $107 | $158 | $29 | $5,198 | $16,592 |
| Engineer Technician | 1 | 0.3 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Crew Leader | 1 | 1 | 1 | 1 | $14,226 | $14,426 | $1,104 | $1,456 | $2,776 | $107 | $135 | $158 | $670 | $6,405 | $20,831 |
| Crew Leader | 1 | 1 | 1 | 1 | $11,135 | $11,135 | $852 | $1,124 | $2,776 | $107 | $104 | $158 | $517 | $5,638 | $16,773 |
| Crew Leader | 1 | 1 | 1 | 1 | $13,370 | $13,523 | $1,035 | $1,364 | $2,776 | $107 | $127 | $158 | $628 | $6,194 | $19,717 |
| Crew Leader | 1 | 1 | 1 | 1 | $12,712 | $12,970 | $992 | $1,309 | $2,776 | $107 | $121 | $158 | $602 | $6,066 | $19,036 |
| Lead Plant Operator | 1 | 1 | 1 | 1 | $19,357 | $19,730 | $1,509 | $1,991 | $2,776 | $107 | $185 | $158 | $916 | $7,642 | $27,372 |
| Plant Operator | 1 | 1 | 1 | 1 | $17,247 | $17,601 | $1,346 | $1,776 | $2,776 | $107 | $165 | $158 | $817 | $7,145 | $24,746 |
| Plant Operator | 1 | 1 | 1 | 1 | $15,050 | $15,392 | $1,177 | $1,553 | $2,776 | $107 | $144 | $158 | $715 | $6,630 | $22,022 |
| Plant Operator | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Utilities Specialist | 1 | 1 | 1 | 1 | $9,847 | $10,035 | $768 | $1,013 | $2,776 | $107 | $94 | $158 | $466 | $5,381 | $15,416 |
| Utilities Specialist | 1 | 1 | 1 | 1 | $9,558 | $9,552 | $731 | $964 | $2,776 | $107 | $89 | $158 | $444 | $5,268 | $14,820 |
| Utilities Specialist | 1 | 1 | 1 | 1 | $9,586 | $9,552 | $731 | $964 | $2,776 | $107 | $89 | $158 | $444 | $5,268 | $14,820 |
| Utilities Specialist | 1 | 1 | 1 | 1 | $9,528 | $9,552 | $731 | $964 | $2,776 | $107 | $89 | $158 | $444 | $5,268 | $14,820 |
| Utilities Specialist | 0 | 0 | 1 | 1 | $9,539 | $9,552 | $731 | $964 | $2,776 | $107 | $89 | $158 | $444 | $5,268 | $14,820 |
| Utilities Specialist | 0 | 0 | 1 | 1 | $9,539 | $9,552 | $731 | $964 | $2,776 | $107 | $89 | $158 | $444 | $5,268 | $14,820 |
| Chief Meter Reader | 1 | 1 | 1 | 1 | $15,056 | $15,455 | $1,182 | $1,559 | $2,776 | $107 | $145 | $158 | $718 | $6,645 | $22,100 |
| Meter Reader | 1 | 1 | 1 | 1 | $10,370 | $10,375 | $794 | $1,047 | $2,776 | $107 | $97 | $158 | $482 | $5,460 | $15,835 |
| Electrician/Mechanic | 1 | 1 | 1 | 1 | $15,881 | $15,831 | $1,211 | $1,597 | $2,776 | $107 | $148 | $158 | $735 | $6,733 | $22,564 |
| Electrician/Mechanic | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Cross Connect Control Tech. | 1 | 0 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Public Works Supervisor | 1 | 1 | 0.75 | 0.75 | $16,863 | $17,133 | $1,311 | $1,729 | $2,082 | $81 | $160 | $118 | $796 | $6,276 | $23,409 |
| Resident/Constrution Inspector | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Constrution Project Manager | 1 | 1 | 1 | 1 | $15,887 | $16,090 | $1,231 | $1,623 | $2,776 | $107 | $151 | $158 | $747 | $6,793 | $22,883 |
| Inspector/Technician | 1 | 1 | 1 | 1 | $16,996 | $17,306 | $1,324 | $1,746 | $2,776 | $107 | $162 | $158 | $804 | $7,077 | $24,383 |
| Sub - Total | 25 | 22.3 | 21.75 | 21.75 | $303,917 | $307,369 | $23,514 | $32,011 | $60,378 | $2,328 | $2,877 | $3,436 | $13,772 | $138,315 | $445,684 |
| | | | | | | | | | | | | | | | |
| **Split positions with Finance,** | | | | | | | | | | | | | | | |
| **Utilities & Solid Waste** | | | | | | | | | | | | | | | |
| Utility Billing Supervisor | 0 | 0 | 0.45 | 0.45 | $8,283 | $8,316 | $636 | $839 | $1,249 | $49 | $78 | $71 | $21 | $2,943 | $11,259 |
| Administrative Specialist III | 0 | 0 | 0.5625 | 0.5625 | $6,338 | $6,460 | $494 | $652 | $1,562 | $61 | $60 | $88 | $16 | $2,934 | $9,394 |
| Administrative Specialist III | 0 | 0 | 0.5625 | 0.5625 | $6,197 | $6,272 | $480 | $633 | $1,562 | $61 | $59 | $88 | $16 | $2,898 | $9,170 |
| | | | | | | | | | | | | | | | |
| Sub - Total | 0 | 0 | 1.575 | 1.575 | $20,818 | $21,048 | $1,610 | $2,124 | $4,373 | $171 | $197 | $247 | $54 | $8,775 | $29,823 |
| On Call Beeper Pay | | | | | $1,482 | $1,482 | $113 | $150 | | | $14 | | $69 | $346 | $1,828 |
| Overtime | | | | | $17,630 | $17,630 | $1,349 | $1,779 | | | $165 | | $819 | $21,741 | $39,371 |
| | | | | | | | | | | | | | | | |
| **TOTAL Wastewater** | 25 | 22.3 | 23.325 | 23.325 | $343,846 | $347,529 | $26,586 | $36,063 | $64,751 | $2,499 | $3,253 | $3,683 | $14,713 | $169,177 | $516,706 |


Waste Water Personnel Benefits
10%
17%
2%
2%
2%
43%
24%
FICA
Retirement
Health
HRA
Life
Dental
Workers Comp


Water & Wastewater FTE
FTE
25
24
23
22
21
20
25
22.3
23.325
23.325
06/07
07/08
08/09
09/10
Years

PUBLIC WORKS DIVISION: Waste Water

| GL CODES | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 401-027-536-51200 | Regular Salaries | $272,781 | $189,596 | $284,407 | $329,020 | $328,417 |
| 401-027-536-51610 | On Call Pay | $1,126 | $1,168 | $1,487 | $1,118 | $1,482 |
| 401-027-536-51400 | Overtime | $22,433 | $19,419 | $16,598 | $17,630 | $17,630 |
| | Total Wages | **$296,340** | **$210,183** | **$302,492** | **$347,768** | **$347,529** |
| | | | | | | |
| 401-027-536-52100 | FICA | $22,025 | $15,811 | $19,890 | $26,604 | $26,586 |
| 401-027-536-52200 | Retirement | $25,607 | $20,901 | $26,492 | $35,202 | $36,063 |
| 401-027-536-52300 | Health Insurance | $26,895 | $29,658 | $33,480 | $64,852 | $64,751 |
| 401-027-536-52301 | Life Insurance | $1,957 | $2,224 | $1,958 | $3,255 | $3,253 |
| 401-027-536-52302 | Health Reimbursement Account | $6,153 | $5,039 | $5,272 | $0 | $0 |
| 401-027-536-52320 | Dental Insurance | $0 | $0 | $0 | $3,587 | $3,683 |
| 401-027-536-52400 | Worker's Comp Ins | $18,701 | $23,977 | $19,647 | $21,667 | $14,713 |
| | Total Benefits | **$101,338** | **$97,610** | **$106,739** | **$155,167** | **$149,048** |
| | | | | | | |
| | **Total Personnel Service Costs** | **$397,678** | **$307,793** | **$409,231** | **$502,935** | **$496,577** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 401-027-536-52500 | Unemployment Compensation | $0 | $0 | $526 | $1,300 | $0 | |
| 401-027-536-53101 | Medical Services | $237 | $376 | $577 | $360 | $600 | |
| 401-027-536-53400 | Other Contractual Services | $51,800 | $48,933 | $55,912 | $62,000 | $83,985 | (1) |
| 401-027-536-53401 | Contract Labor | $17,328 | $26,606 | $25,188 | $1,290 | $1,290 | |
| 401-027-536-53402 | Laboratory Services | $4,199 | $3,926 | $7,465 | $440 | $6,278 | |
| 401-027-536-54000 | Travel & Per Diem | $0 | $40 | $101 | $50 | $100 | |
| 401-027-536-54100 | Communications & Freight Charge | $4,456 | $5,134 | $5,285 | $5,300 | $5,805 | |
| 401-027-536-54110 | Postage | $34 | $83 | $6,767 | $3,643 | $6,500 | |
| 401-027-536-54210 | Automotive Repair Service | $2,733 | $1,633 | $2,174 | $2,200 | $3,500 | |
| 401-027-536-54300 | Electric | $95,122 | $144,490 | $125,666 | $112,406 | $115,000 | |
| 401-027-536-54303 | Water | $2,592 | $5,128 | $5,237 | $5,300 | $5,300 | |
| 401-027-536-54314 | Effluent Disposal Permit | $31,162 | $30,240 | $30,455 | $28,000 | $28,000 | |
| 401-027-536-54316 | Sewerage Collection | $6,829 | $5,015 | $8,227 | $5,700 | $5,700 | |
| 401-027-536-54400 | Equipment & Vehicle Rental | $773 | $1,124 | $314 | $700 | $2,000 | |
| 401-027-536-54500 | General Business Insurance | $18,420 | $26,931 | $26,937 | $22,200 | $49,767 | |
| 401-027-536-54510 | Pollution/Environment Insurance | $6,499 | $7,251 | $6,256 | $4,800 | $2,236 | |
| 401-027-536-54560 | Insurance Claims and Deductibles | $1,487 | $2,862 | $0 | $900 | $0 | |
| 401-027-536-54600 | Repair & Maintenance | $1,404 | $2,892 | $6,931 | $8,300 | $4,000 | |
| 401-027-536-54610 | Apparatus - R&M | $9,238 | $12,849 | $3,783 | $19,878 | $70,000 | (2) |
| 401-027-536-54700 | Printing & Binding Services | $978 | $437 | $367 | $250 | $600 | |
| 401-027-536-54800 | Advertising Activities | $392 | $47 | $0 | $50 | $0 | |
| 401-027-536-54900 | Other Current Charges | $2,245 | ($23) | $2,362 | $65 | $5,000 | |
| 401-027-536-55100 | Office Supplies | $2,039 | $2,535 | $1,600 | $2,100 | $1,500 | |
| 401-027-536-55210 | Operating Supplies | $1,285 | $1,347 | $1,378 | $1,400 | $500 | |
| 401-027-536-55220 | Computer Supplies | $829 | $1,013 | $517 | $400 | $0 | |
| 401-027-536-55221 | Laboratory Supplies | $2,482 | $2,802 | $4,115 | $3,350 | $2,000 | |
| 401-027-536-55223 | Repair & Maint Supplies | $10,327 | $24,598 | $10,030 | $2,400 | $5,000 | |
| 401-027-536-55225 | Chemical Supplies | $23,515 | $38,370 | $41,845 | $43,000 | $60,051 | (3) |
| 401-027-536-55226 | Safety Supplies | $3,140 | $1,910 | $2,214 | $2,500 | $1,200 | |
| 401-027-536-55228 | Apparatus Supplies | $18,449 | $27,419 | $19,166 | $28,000 | $25,000 | |
| 401-027-536-55230 | Clothing/Uniforms | $2,482 | $2,971 | $2,836 | $3,000 | $3,200 | |
| 401-027-536-55231 | Connections Supplies | $9,662 | $2,017 | $779 | $800 | $1,000 | |
| 401-027-536-55235 | Barricades | $719 | $464 | $489 | $900 | $800 | |
| 401-027-536-55240 | Institutional Supplies | $568 | $1,090 | $301 | $750 | $700 | |
| 401-027-536-55250 | Fuels & Lubricants | $22,126 | $20,822 | $22,044 | $23,650 | $19,450 | |
| 401-027-536-55251 | Tags & Title | $67 | $61 | $0 | $100 | $0 | |
| 401-027-536-55252 | Small Tools | $4,484 | $3,469 | $1,085 | $2,600 | $3,000 | |
| 401-027-536-55253 | Auto Repair Supply (in-house) | $7,618 | $10,604 | $5,602 | $9,000 | $5,000 | |
| 401-027-536-55400 | Books, Subscription, Membership | $406 | $417 | $418 | $100 | $500 | |
| 401-027-536-55410 | Training & Education | $978 | $644 | $471 | $600 | $1,250 | (4) |
| 401-027-536-55500 | Uncapitalized Equipment | $7,725 | $12,893 | $4,851 | $19,925 | $12,000 | (5) |
| 401-027-536-59300 | Meter Deposit Interest | $7,366 | $9,090 | $4,345 | $9,100 | $3,225 | |
| 401-027-599-59991 | Collection Charge | $115 | $336 | $785 | $600 | $1,120 | |
| 401-027-599-59992 | Bad Debt Expenses | $5,480 | $2,924 | $8,132 | $7,100 | $7,100 | |
| | **Total Operating** | **$389,790** | **$493,770** | **$453,533** | **$446,507** | **$549,257** | |

(1) Effluent disposal $30,000,Sludge disposal $38,000,GPS tracking $344,Printer/copier service $125, GIS license/maint.fee $516 and Rate study $15,000.
(2) Overhaul of school St. & Howell Ave. Pumps $50,000 and Prior year trend $20,000.
(3) Chlorine $17,345, Lime $12,821, Polymer $14,036, Ferric Sulfate $13,099 and Degreaser $2,750.
(4) LB PACP Sewer pipeline and manhole assessment certification $850 and Wastewater operator training $400.
(5) One line DO meters, 5hp Sewer pumps, and other misc. equipment.

**PUBLIC WORKS DIVISION: Wastewater**

| GL CODES | CAPITAL OUTLAY | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 401-000-164.19031 | Improvement - Non Building | $0 | $0 | $14,240,117 | $0 | $0 | |
| 401-000-166.19037 | Machinery & Equipment | $0 | $0 | $622,333 | $36,335 | $58,385 | (1) |
| 401-000-168.19043 | Automotive & Heavy Equipment | $0 | $0 | $0 | $0 | $0 | |
| 401-000-169.19049 | Water&Wastewater CIP | $0 | $0 | $378,058 | $0 | $0 | |
| | **Total Capital Outlay** | **$0** | **$0** | **$15,240,508** | **$36,335** | **$58,385** | |
| | **DEBT SERVICE** | | | | | | |
| 406-022-536.57100 | Principal | $0 | $0 | $0 | $0 | $0 | |
| 406-022-536.57200 | Interest | $0 | $0 | $0 | $0 | $0 | |
| | **Total Debt Service** | **$0** | **$0** | **$0** | **$0** | **$0** | |
| | **Transfers Out** | | | | | | |
| 401-027-581-56001 | To General Fund | $169,334 | $168,783 | $191,114 | $169,334 | $169,334 | |
| 401-027-581-56405 | To Renewal & Replacement | $0 | $26,651 | $26,652 | $0 | $0 | |
| 401-027-581-56406 | To Debt Service (99 & 02 Bonds, 09 Meters) | $0 | $377,214 | $376,803 | $411,172 | $401,524 | |
| 401-027-581-56409 | To Debt Service (2004 LOC & 2008 Hancock | $0 | $27,950 | $41,977 | $79,865 | $79,861 | |
| 401-027-581-56501 | Internal Service Fund | $0 | $16,664 | $23,488 | $7,775 | $9,612 | |
| 401-027-581-56502 | Vehicle Replacement Fund | $0 | $11,719 | $0 | $8,895 | $8,895 | |
| 401-027-581-56608 | Self Insured Dental Plan Fund | $0 | $2,064 | $2,387 | $0 | $0 | |
| 401-027-581-56609 | HRA Funding Account | $0 | $0 | $0 | $2,507 | $2,507 | |
| | **Total Transfers Out** | **$169,334** | **$631,045** | **$662,421** | **$677,041** | **$671,733** | |

(1) Foot note detail below

| | | | | |
|---|---|---|---|---|
| **Machinery & Equipment:** | | | | |
| Inventory control Software (Wastewater portion) | | | | 2,795 |
| Ditch Safety box and trailer (wastewater portion) | | | | 5,590 |
| Lift Station Telemetry | | | | 50,000 |
| **Total Wastewater Capital (Fund 401)** | | | | **58,385** |
| | | | | |

## LARGE SCALE WATER & SEWER PROJECT LIST

| | PROJECT NUMBER | PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | | | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | FLUORIDE GRANT | O&M RESERVES | LOAN PROCEEDS | SPECIAL RESERVE | SEWER IMPACT | WATER IMPACT | ARRA GRANT | WRWSA GRANT | 09/10 | 10/11 | 11/12 | 12/13 | 13/14 |
| 1 | | | | | | | | | | | | | | | | |
| 2 | **199-UT09** | **NEW WELL FIELD NW** | | | | | | | | | | | | | | |
| 3 | | | *a. System Telemetry* | | | | | | X | | | | | | 85,000 | |
| 4 | | | *b. Phase III Elevated Tank* | | X | | | | | | | | | | 1,000,000 | |
| 5 | | | *c. Phase II Production Well #2* | | | | | | X | | | | 230,000 | | | |
| 6 | | | *d. Phase II Equipment & Interconnect* | | | | | | | | | | | | 1,000,000 | |
| 7 | | | | | | | | | | | | | | | | |
| 8 | **1997-UT10** | **LAMAR AVE WP REHAB** | *Upside discharge piping* | | X | | | | | | | | 10,000 | | | |
| 9 | **1999-UT14** | **SEWER SYSTEM REHAB PROGRAM** | *Reline and rehabilitate older clay sewer lines, manholes and laterals* | | | | | | | X | | 1,370,200 | | | | |
| 10 | | | *Reline and rehabilitate older clay sewer lines, manholes and laterals* | | | X | | | | | | 1,039,627 | | | | |
| 11 | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | |
| 13 | **2000-UT20** | **REPLACEMENT WATER VALVES** | *Replacement of broken valves and water hydrants in water system* | | X | | | | | | | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| 14 | | | | | | | | | | | | | | | | |
| 15 | **1997-UT21** | **MISCELLANEOUS EQUIPMENT** | | | | | | | | | | | | | | |
| 16 | | | *a. Howell Ave LS Pump Upgrade* | | X | | | | | | | | | 100,000 | | |
| 17 | | | | | | | | | | | | | | | | |
| 18 | **2001-UT03** | **HOPE HILL WELL REPLACEMENT** | | | | | | | | | | | | | | |
| 19 | | | *a. Engineering* | | | | | | X | | | 25,000 | | | | |
| 20 | | | *b. Production Well #1 Equipment* | | | | | | X | | | Done | | | | |
| 21 | | | *c. Production Well #1 Piping* | | | | | | X | | | 55,000 | | | | |
| 22 | | | *d. Site Fencing* | | | | | | X | | | | 12,000 | | | |
| 23 | | | *e. System Telemetry* | | | | | | X | | | 14,000 | 7,000 | | | |
| 24 | | | *f. Tank Modifications* | | | | | | X | | | | 250,000 | | | |
| 25 | | | *g. Production Well #2 - Drilling* | | | | | | X | | | | 225,000 | | | |
| 26 | | | *h. Production Well #2 - Equipment & Piping* | | | | | | X | | | | | 170,000 | | |
| 27 | | | *i. Aquifer Performing Testing* | | | | | | X | | | 100,000 | | | | |
| 28 | | | | | | | | | | | | | | | | |
| 29 | **2001-UT05** | **EMERGENCY GENERATOR INSTALLATION** | | | | | | | | | | | | | | |
| 30 | | | *a. Hope Hill Well Field* | | | | | | X | | | | 60,000 | | | |
| 31 | | | *b. Lamar Water Plant* | | | | | | X | | | | 20,000 | | | |
| 32 | | | | | | | | | | | | | | | | |
| 33 | **2001-UT06** | **SR 50 WATER & SEWER LINE EXTENSION (HOSPITAL LINE)** | | | | | | | | | | | | | | |
| 34 | | | *c. (1)Phase IV Water Line Hospital Site to Wal-Mart on Wiscon (7000')* | | | | | X | | | | | | 700,000 | | |
| 35 | | | *c. (2)Phase IV Force Main Hospital Site to Mobley on Wiscon (5500')* | | | | | | X | | | | | 55,000 | | |
| 36 | | | | | | | | | | | | | | | | |
| 37 | **2003-UT01** | **SOUTHERN HILLS WATER & SEWER IMPROVEMENTS** | | | | | | | | | | | | | | |
| 38 | | | *a. Upsizing Cobb Rd WRF* | | | X | | | | | | | | 2,576,000 | | |
| 39 | | | *b. Over sizing of Water Transmission Lines N/S Blvd* | | | | | | X | | | | 200,000 | | | |
| 40 | | | *c. Over sizing of Sewer Lines SHP* | | | | | X | | | | Done | | | | |
| 41 | | | *d. Oversize Re use Transmission Line* | | | | | | | | | Done | | | | |
| 42 | | | *e. Oversize Cascades Water line to Powell* | | | | | | X | | | 25,000 | 59,000 | | | |
| 43 | | | | | | | | | | | | | | | | |
| 44 | **2004-UT01** | **CR485 MULTILANE FDOT PROJECT WPI 257299-2-52-01** | | | | | | | | | | | | | | |
| 45 | | | *a. Engineering & Design* | | X | | | | | | | | 200,000 | | | |
| 46 | | | | | | | | | | | | | | | | |
| 47 | **2006-UT01** | **MAJESTIC OAKS OVER SIZING** | *Over sizing Force main 8" to 12" appx 8445 lf* | | | | | X | | | | | 150,000 | | | |
| 48 | | | | | | | | | | | | | | | | |
| 49 | **2006-UT02** | **US41 SOUTH W&S LINE EXTENSION** | *a. Extend 12" water line south on US41 to Powel Rd (8100 lf)* | | | | | | X | | | | 800,000 | | | |
| 50 | | | *b. Extend 8" force main south on US41 to Powell Rd.(8100 lf)* | | X | | | | | | | | 800,000 | | | |
| 51 | | | | | | | | | | | | | | | | |
| 52 | | | | | | | | | | | | | | | | |
| 53 | **2006-UT03** | **US41 12" WATER LINE EXTENSION** | *Refund of Water Connection Fees for extension of 12" water line* | | | | | | X | | | 4,900 | | | | |
| 54 | | | *along US41 by Ind. Baptist Church Inc.* | | | | | | | | | | | | | |

## LARGE SCALE WATER & SEWER PROJECT LIST

| | PROJECT NUMBER | PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | | | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | FLUORIDE GRANT | O&M RESERVES | LOAN PROCEEDS | SPECIAL RESERVE | SEWER IMPACT | WATER IMPACT | ARRA GRANT | WRWSA GRANT | 09/10 | 10/11 | 11/12 | 12/13 | 13/14 |
| 55 | | | | | | | | | | | | | | | | |
| 56 | **2006-UT05** | **WISCON RD FM & REUSE LINE THROUGH LOWES** | *12" Reuse & 12" Force Main Installed by Lowe's* | | | | | X | | | | 102,000 | | | | |
| 57 | | | | | | | | | | | | | | | | |
| 58 | **2006-UT04** | **Mobley Rd Reuse Line Over sizing** | *Over sizing of reuse line from 12" to 18"* | | | | | | | | | Done | | | | |
| 59 | | | | | | | | | | | | | | | | |
| 60 | **2007-UT01** | **DOWNTOWN FIRE FLOW IMPROVEMENT PROJECT** | *Upsizing water lines in old downtown area Funding Phase I & II* | | | | | | | X | | Done | | | | |
| 61 | | | | | | | | | | | | | | | | |
| 62 | **2008-UT01** | **RADIO READ METERS** | *a. Replace 2,779 meters retrofit 1,442 (uncapitalized meters <$5,000 in cost)* | | | X | | | | | | 480,000 | | | | |
| 63 | | | *b. Replace 22 large meters (capital >$5,000)* | | | X | | | | | | 120,000 | | | | |
| 64 | | | | | | | | | | | | | | | | |
| 65 | | | | | | | | | | | | | | | | |
| 66 | **2008-UT03** | **LIFT STATION TELEMETRY** | *Installation of telemetry on four lift stations* | | X | | | | | | | 50,000 | | | | |
| 67 | | | | | | | | | | | | | | | | |
| 68 | **2008-UT04** | **DITCH SAFETY BOX & Trailer** | *Equipment to meet Safe Ditch Act safety rules* | | X | | | | | | | 13,000 | | | | |
| 69 | | | | | | | | | | | | | | | | |
| 70 | **2008-UT05** | **Inventory Control Software** | *Replacement for existing software* | | X | | | | | | | 6,500 | | | | |
| 71 | | | | | | | | | | | | | | | | |
| 72 | **2008-UT06** | **VFD Drives for Hillside Ct Drinkingwater Plant** | *Electrical equipment to reduce the monthly electrical expense* | | X | | | | | | | Done | | | | |
| 73 | | | | | | | | | | | | | | | | |
| 74 | **2008-UT07** | **GPS Equipment & Software** | *Needed to plot lines to GIS system* | | X | | | | | | | Done | | | | |
| 75 | | | | | | | | | | | | | | | | |
| 76 | **2008-UT08** | **LIBERTY ST WATER TOWER PAINTING** | *a. Tower will require "tenting" because of it's location.* | | X | | | | | | | 150,000 | | | | |
| 77 | | | *b. Inspection & Engineering Services* | | X | | | | | | | 25,000 | | | | |
| 78 | | | | | | | | | | | | | | | | |
| 79 | **2009-UT09** | **3RD ELEVATED WATER TANK** | *2nd Elevated Water Tank at Hope Hill* | | | | | | X | | | | | 1,500,000 | | |
| 80 | | | | | | | | | | | | | | | | |
| 81 | **2009-UT10** | **GRIFFIN PRAIRIE WELL FIELD** | *Feasibility Study of Griffin Prairie for Regional Well Field* | | | | | | X | | | | 25,000 | | | |
| 82 | | | | | | | | | | | | | | | | |
| 83 | **2009-UT11** | **SR50 JASMINE WATER LINE** | *Connect 12" Line on SR50 to Jasmine Dr* | | | | | | X | | | | 50,000 | | | |
| 84 | | | | | | | | | | | | | | | | |
| 85 | **2009-UT12** | **EMERSON & POWELL WATER LINE EXT** | *Extend water line north on Emerson, west on Powell to US41 38,000ft* | | | | | | X | | | | | | | 3,800,000 |
| 86 | | | | | | | | | | | | | | | | |
| 87 | **2009-UT13** | **REUSE RATE STUDY** | | | X | | | | | | | | 25,000 | | | |
| 88 | | | | | | | | | | | | | | | | |

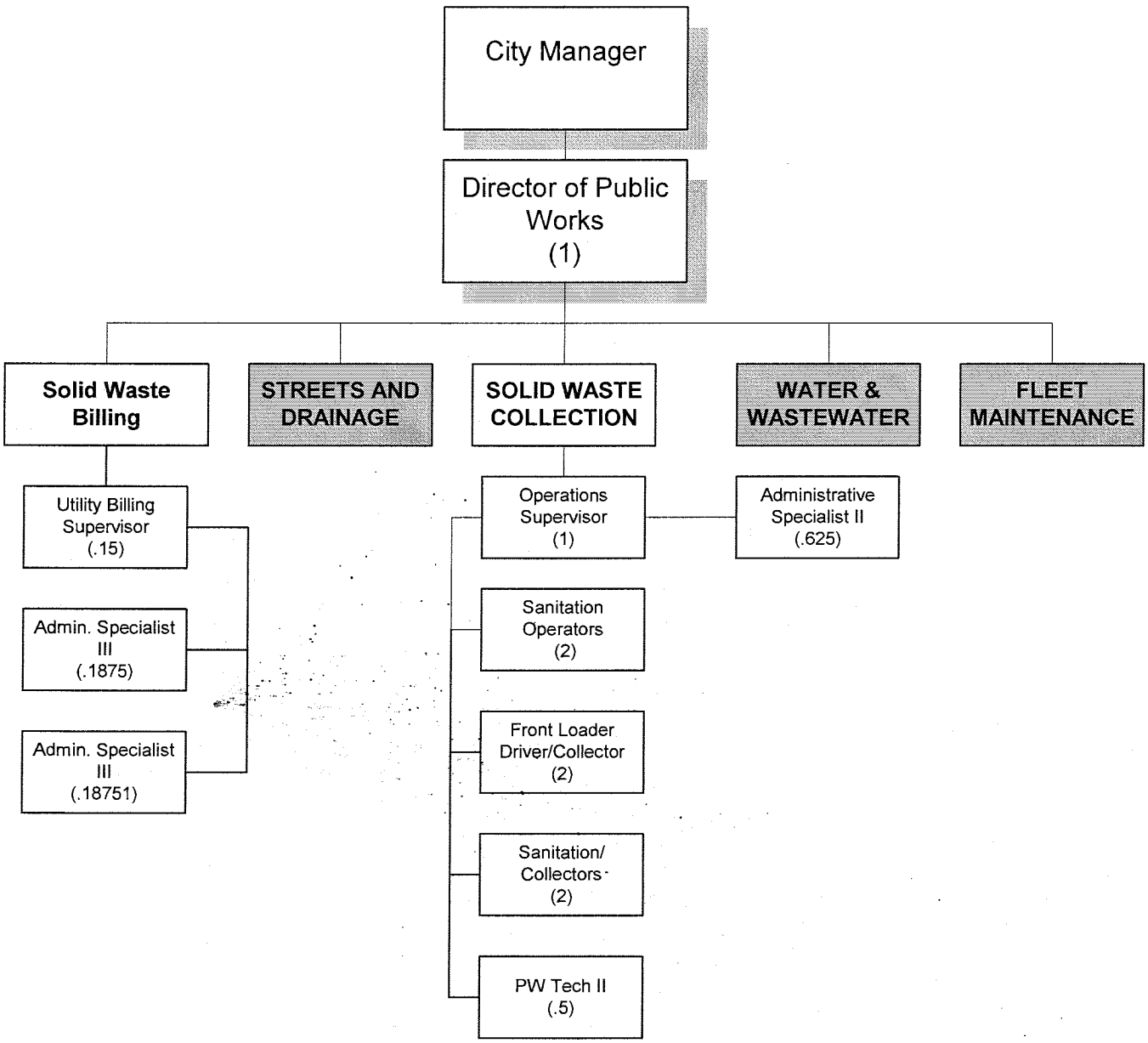
## LARGE SCALE WATER & SEWER PROJECT LIST

| | PROJECT NUMBER | PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | | | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | FLUORIDE GRANT | O&M RESERVES | LOAN PROCEEDS | SPECIAL RESERVE | SEWER IMPACT | WATER IMPACT | ARRA GRANT | WRWSA GRANT | 09/10 | 10/11 | 11/12 | 12/13 | 13/14 |
| 89 | | | | | | | | | | | | | | | | |
| 90 | **2009-UT14** | **FLUORIDE MONITIORING EQUIPMENT** | Install Online Monitoring Equipment for Fluoride | X | | | | | | | | 16,300 | | | | |
| 91 | | | | | | | | | | | | | | | | |
| 92 | | | | **FLUORIDE GRANT** | | | | | | | | $16,300 | $0 | $0 | $0 | $0 |
| 93 | | | | **O&M RESERVES** | | | | | | | | $304,500 | $1,095,000 | $160,000 | $1,085,000 | $60,000 |
| 94 | | | | **LOAN PROCEEDS** | | | | | | | | $1,639,627 | $0 | $2,576,000 | $0 | $0 |
| 95 | | | | **SPECIAL RESERVE** | | | | | | | | $0 | $0 | $0 | $0 | $0 |
| 96 | | | | **SEWER IMPACT** | | | | | | | | $102,000 | $150,000 | $700,000 | $0 | $0 |
| 97 | | | | **WATER IMPACT** | | | | | | | | $223,900 | $1,938,000 | $1,725,000 | $85,000 | $3,800,000 |
| 98 | | | | **ARRA GRANT** | | | | | | | | $1,370,200 | $0 | $0 | $0 | $0 |
| 99 | | | | **WRWSA GRANT** | | | | | | | | $0 | $0 | $0 | $0 | $0 |
| 100 | | | | | | | | | | | | $0 | | | | |
| 101 | | | | | | | | | | | | $3,656,527 | $3,183,000 | $5,161,000 | $1,170,000 | $3,860,000 |
| 102 | | | | | | | | | | | c/s | $3,656,527 | $3,183,000 | $5,161,000 | $2,145,000 | $3,860,000 |
| 103 | | | | | | | | | | | | | | | | |

| **Large Scale Projects not considered Capital** | |
|---|---|
| | |
| Total Capital from line 92 | 3,656,527 |
| | |
| Line 13: Replacement of Broken Valves & Water Hydrants* | -60,000 |
| | |
| Line 62: Small Radio Read Meters * | -480,000 |
| | |
| Total Capital for presentation purposes | 3,116,527 |

*Contractual Services in Water Division

# DEPARTMENT OF PUBLIC WORKS
## Solid Waste Collection Division




NOTE: The Department of Public Works is comprised of the Streets and Drainage Division, the Solid Waste Collection Division (Solid Waste Collection Enterprise Fund), the Water and Wastewater Division (Water & wastewater Enterprise Fund), and the Fleet Maintenance Division Internal Service Fund).

Full-time equivalent positions are shown in parentheses.

# Solid Waste Department

SOLID WASTE
ALL FUNDS SUMMARIES

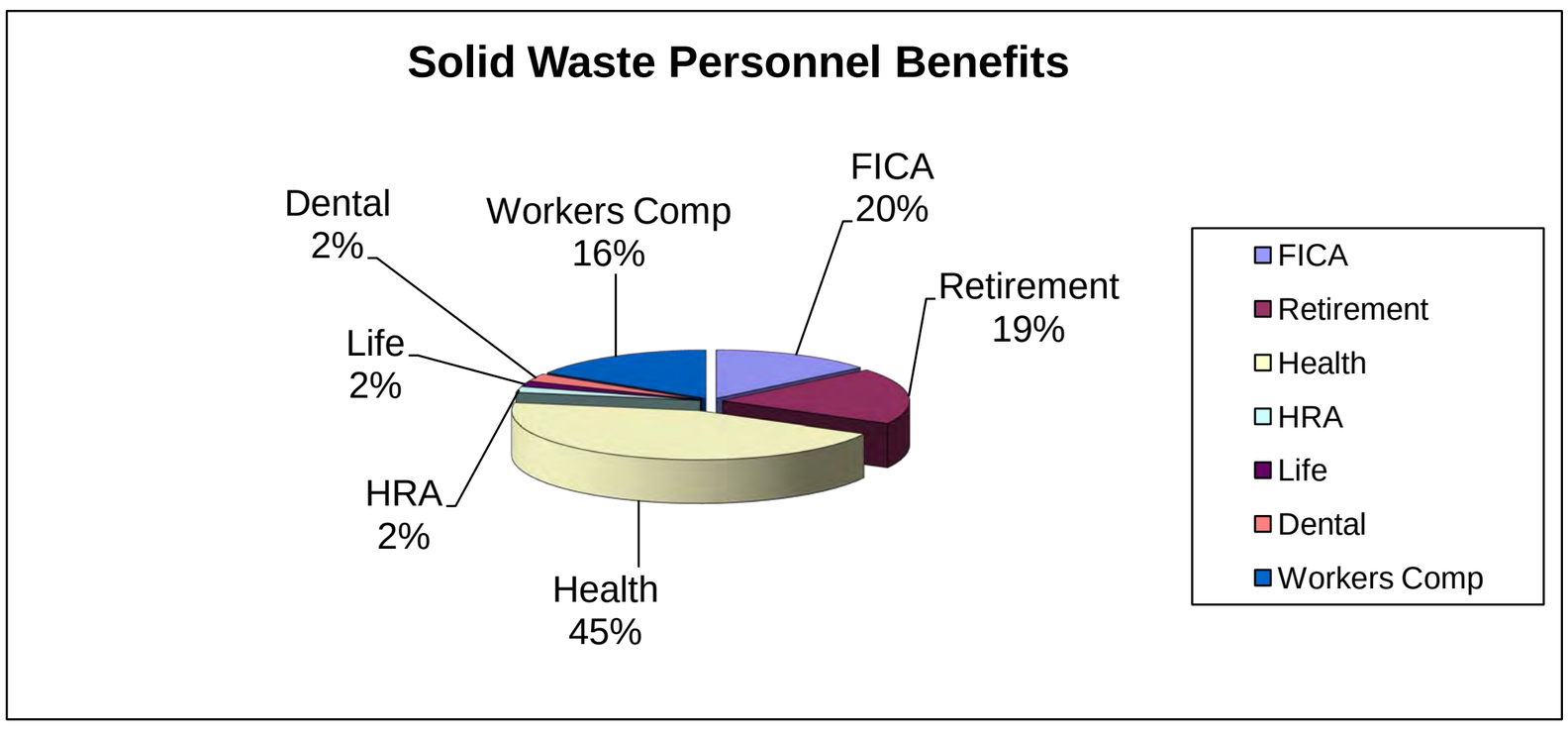
| | Actual 06/07 | Actual 07/08 | Adopted Budget 08/09 | Recommended Budget 09/10 |
|---|---|---|---|---|
| **REVENUE SUMMARY:** | | | | |
| CHARGES FOR SERVICES | $1,229,373 | $1,318,601 | $1,347,000 | $1,277,800 |
| INTEREST INCOME | $21,766 | $13,152 | $14,000 | $3,500 |
| LOANS & MISC.(presentation only) | $25,554 | | $195,532 | $0 |
| **SUBTOTAL** | **$1,276,693** | **$1,331,753** | **$1,556,532** | **$1,281,300** |
| TRANSFER IN | $1,456 | | $0 | $0 |
| PRIOR YEAR CARRY FORWARD | $227,224 | $557,284 | $662,735 | $629,785 |
| **REVENUE TOTALS** | **$1,505,373** | **$1,889,037** | **$2,219,267** | **$1,911,085** |
| **EXPENSE SUMMARY:** | | | | |
| PERSONAL SERVICE | $305,406 | $263,379 | $368,516 | $354,010 |
| OPERATING EXPENSES | $573,886 | $645,952 | $596,920 | $563,951 |
| **CAPITAL OUTLAY** | | | | |
| BUILDINGS | $0 | $0 | $0 | $0 |
| COMPUTER EQUIPMENT | $0 | $0 | $0 | $0 |
| IMPROVEMENTS OTHER THAN BUILDING | $0 | $0 | $0 | $0 |
| MACHINERY & EQUIPMENT | $0 | $0 | $195,532 | $210,000 |
| OFFICE EQUIPMENT & FURNITURE | $0 | $0 | $0 | $0 |
| **TOTAL CAPITAL OUTLAY** | **$0** | **$0** | **$195,532** | **$210,000** |
| **DEBT SERVICE** | $55,002 | $62,406 | $91,757 | $24,329 |
| **TRANSFERS** | | | | |
| TO GENERAL FUND | $90,574 | $104,104 | $89,000 | $89,000 |
| TO VEHICLE REPLACEMENT R&R | $30,263 | $47,110 | $48,663 | $69,663 |
| TO WATER & SEWER | $16,978 | $0 | $0 | $0 |
| TO INTERNAL SERVICE FUND | $54,025 | $45,961 | $51,449 | $42,839 |
| TO HRA FUNDING ACCOUNT | | | $2,131 | $2,414 |
| **TOTAL TRANSFERS** | **$191,840** | **$197,175** | **$191,243** | **$203,916** |
| **TOTAL EXPENSES** | **$1,126,134** | **$1,168,912** | **$1,443,968** | **$1,356,206** |
| REPAIR & REPLACEMENT RESERVES | $0 | $0 | $0 | $0 |
| RESERVE CAPITAL CONTINGENCIES | $0 | $0 | $0 | $0 |
| **TOTAL EXPENSES & RESERVES** | **$1,126,134** | **$1,168,912** | **$1,443,968** | **$1,356,206** |
| RESERVE FOR CONTINGENCIES | $325,306 | $665,352 | $718,299 | $498,829 |
| RESERVE FOR EQUIPMENT | $53,933 | $54,773 | $57,000 | $56,050 |
| **TOTAL FUND BALANCE** | **$1,505,373** | **$1,889,037** | **$2,219,267** | **$1,911,085** |

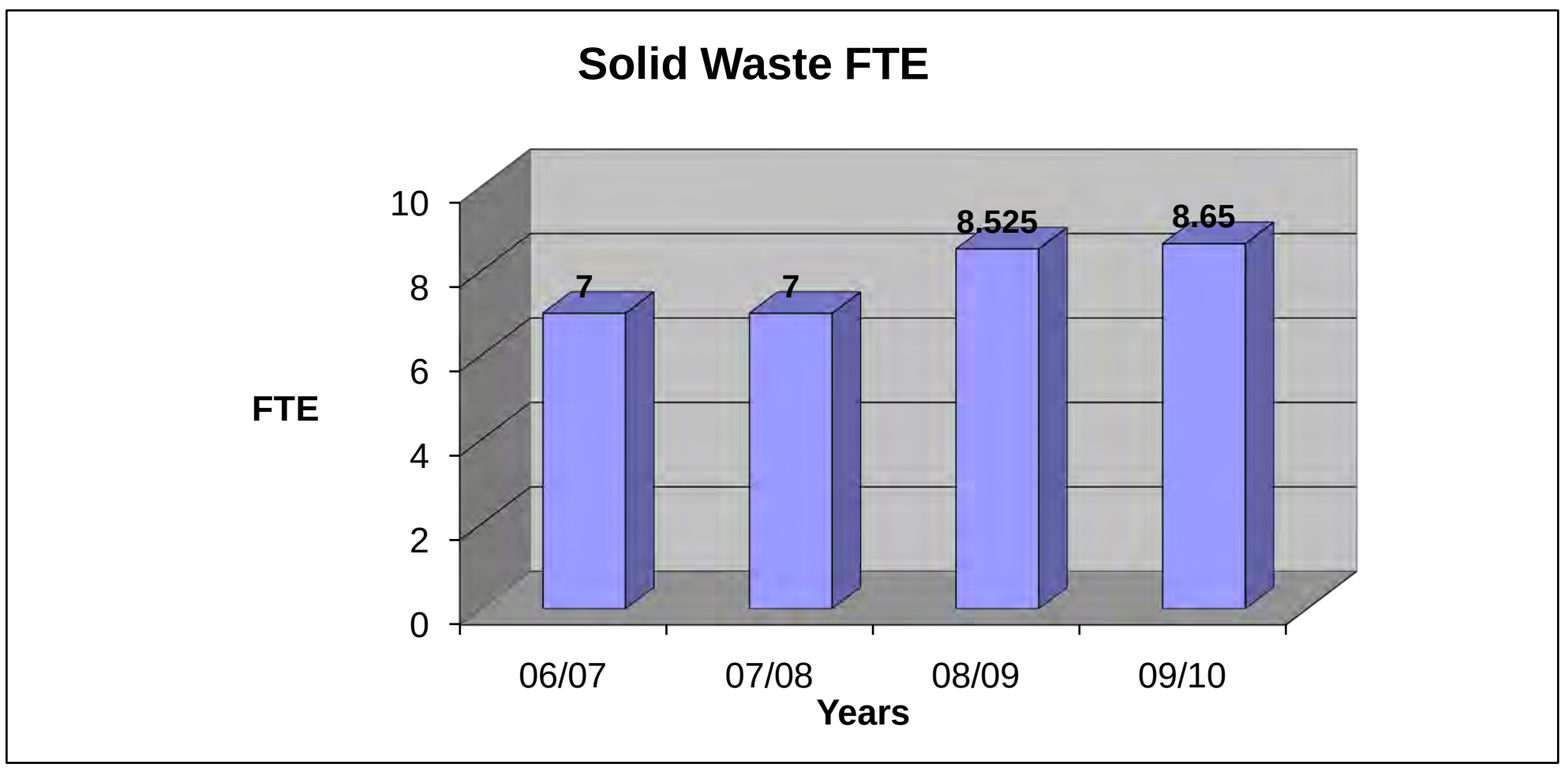
**Solid Waste Summary**

| | Revenue Detail (Fund 403) | 06/07 Actual | 07/08 Budget | 08/09 Budget | Requested '09/10 |
|---|---|---|---|---|---|
| 403-000-343-48340 | Garbage Solid Waste Revenues | $425,975 | $425,000 | $457,000 | $424,500 |
| 403-000-343-48341 | Commercial Solid Waste | $803,398 | $812,000 | $870,000 | $833,000 |
| 403-000-343-48342 | Capital Recovery Fee | $65 | $0 | $0 | $0 |
| 403-000-343-48361 | Penalties | $18,580 | $12,000 | $16,000 | $18,500 |
| | BERT Reimbursement | $819 | $0 | $0 | $0 |
| 403-000-361-48811 | Interest-SBA | $21,766 | $11,000 | $12,000 | $3,000 |
| 403-000-369-48890 | Miscellaneous Revenues | $6,090 | $0 | $4,000 | $1,800 |
| | Federal Grants-Economic Envir. | $0 | $0 | $0 | $0 |
| | State Grants- Economic Envir. | $0 | $0 | $0 | $0 |
| 403-000-364-48845 | Disposition of Fixed Assets | $0 | $0 | $0 | $0 |
| 403-000-381-49001 | Transfer In from 001 | $1,456 | $0 | $0 | $0 |
| 403-000-381-49402 | Transfer in from 402 | $0 | $0 | $0 | $0 |
| 403-000-381-49501 | Transfer in from 501 | $0 | $0 | $0 | $0 |
| Presenation Only | Debt Proceeds | $0 | $180,000 | $195,532 | $0 |
| | **Total Revenues (Fund 403)** | **$1,278,149** | **$1,440,000** | **$1,554,532** | **$1,280,800** |

| | Revenue Detail (Fund 402) Renewal & Replacement Reserves | 06/07 Actual | 06/07 Budget | Requested 08/09 | Requested 08/09 |
|---|---|---|---|---|---|
| 402-000-361-48811 | Interest-SBA | $2,984 | $1,000 | $2,000 | $500 |
| | Transfer Out to 403 | $0 | $0 | $0 | $0 |
| | Transfer Out to 501 | $0 | $0 | $0 | $0 |
| | **Total Revenues (Fund 402)** | **$2,984** | **$1,000** | **$2,000** | **$500** |

| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | Fica | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Solid Waste DEPARTMENT** | | | | | | | | | | | | | | | |
| Operation Supervisor | 1 | 1 | 1 | 1 | $38,499 | $37,505 | $2,869 | $3,784 | $6,456 | $250 | $349 | $367 | $3,823 | $17,898 | $55,403 |
| Sanitation Operator II | 1 | 1 | 1 | 1 | $32,598 | $33,411 | $2,556 | $3,371 | $6,456 | $250 | $310 | $367 | $3,403 | $16,713 | $50,124 |
| Sanitation Operator I | 1 | 1 | 1 | 1 | $23,388 | $24,479 | $1,873 | $2,470 | $6,456 | $250 | $227 | $367 | $2,486 | $14,129 | $38,608 |
| Sanitation Operator I | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Sanitation Operator I | 1 | 1 | 0 | 0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Front Loader Driver/Collector | 1 | 1 | 1 | 1 | $25,571 | $25,397 | $1,943 | $2,563 | $6,456 | $250 | $235 | $367 | $2,580 | $14,393 | $39,790 |
| Front Loader Driver/Collector | 0 | 0 | 1 | 1 | $25,399 | $22,215 | $1,699 | $2,241 | $6,456 | $250 | $206 | $367 | $2,254 | $13,474 | $35,689 |
| Sanitation/Collector | 0 | 0 | 1 | 1 | $18,109 | $18,180 | $1,391 | $1,834 | $6,456 | $250 | $168 | $367 | $1,840 | $12,306 | $30,486 |
| Sanitation/Collector | 0 | 0 | 1 | 1 | $18,109 | $18,180 | $1,391 | $1,834 | $6,456 | $250 | $168 | $367 | $1,840 | $12,306 | $30,486 |
| PW Tech II | 0 | 0 | 0 | 0.5 | $0 | $11,107 | $850 | $1,121 | $3,228 | $250 | $103 | $184 | $1,127 | $6,862 | $17,969 |
| Admin. Specialist II | 1 | 1 | 1 | 0.625 | $23,191 | $14,745 | $1,128 | $1,488 | $4,035 | $250 | $136 | $229 | $37 | $7,303 | $22,048 |
| Sub - Total | 7 | 7 | 8 | 8.125 | $204,864 | $205,219 | $15,699 | $20,707 | $52,455 | $2,250 | $1,902 | $2,982 | $19,390 | $115,385 | $320,604 |
| | | | | | | | | | | | | | | | |
| **Split positions with Finance,** | | | | | | | | | | | | | | $0 | $0 |
| **Utilities & Solid Waste** | | | | | | | | | | | | | | $0 | $0 |
| Utility Billing Supervisor | 0 | 0 | 0.15 | 0.15 | $6,421 | $6,565 | $502 | $662 | $968 | $38 | $61 | $55 | $17 | $2,304 | $8,869 |
| Administrative Specialist III | 0 | 0 | 0.1875 | 0.1875 | $4,916 | $5,114 | $391 | $516 | $1,211 | $63 | $48 | $92 | $13 | $2,334 | $7,448 |
| Administrative Specialist III | 0 | 0 | 0.1875 | 0.1875 | $4,806 | $4,965 | $380 | $501 | $1,211 | $63 | $45 | $92 | $13 | $2,305 | $7,270 |
| | | | | | | | | | | | | | | | |
| Sub - Total | 0 | 0 | 0.525 | 0.525 | $16,143 | $16,644 | $1,273 | $1,679 | $3,390 | $164 | $154 | $239 | $43 | $6,943 | $23,587 |
| | | | | | | | | | | | | | | | |
| Overtime | | | | | $6,500 | $10,000 | $497 | $1,009 | | | $61 | | $667 | $2,234 | $12,234 |
| | | | | | | | | | | | | | | | |
| **TOTAL Solid Waste** | 7 | 7 | 8.525 | 8.65 | $227,507 | $231,863 | $17,470 | $23,395 | $55,845 | $2,414 | $2,117 | $3,221 | $20,100 | $124,561 | $356,424 |



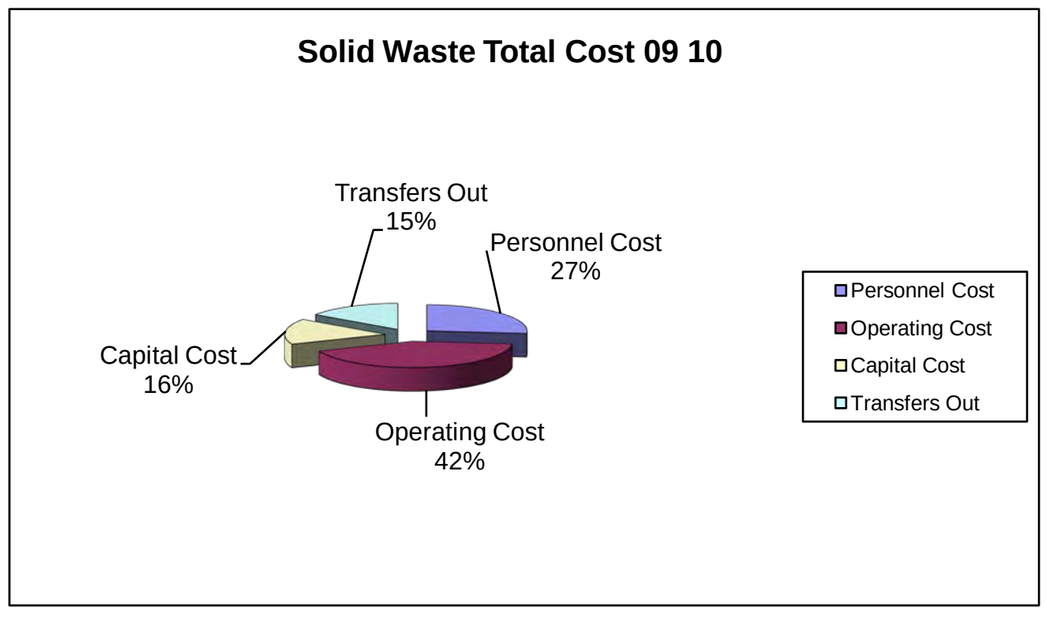
**Solid Waste DEPARTMENT**
**PERSONNEL SERVICES**

| GL CODES | | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|
| 403-022-534-51200 | Regular Salaries | $197,623 | $172,628 | $221,008 | $221,863 |
| 403-022-534-51400 | Overtime | $6,671 | $6,005 | $6,500 | $10,000 |
| | | **$204,294** | **$178,633** | **$227,508** | **$231,863** |
| 403-022-534-52100 | FICA | $14,631 | $13,067 | $17,404 | $17,470 |
| 403-022-534-52200 | Retirement | $19,825 | $17,935 | $22,410 | $23,395 |
| 403-022-534-52300 | Health Insurance | $22,810 | $17,714 | $57,992 | $55,845 |
| 403-022-534-52301 | Life Insurance | $1,403 | $1,220 | $2,490 | $2,117 |
| 403-022-534-52302 | Health Reimbursement Account | $3,222 | $1,893 | $0 | $0 |
| 403-022-534-52320 | Dental Insurance | $0 | $0 | $3,178 | $3,221 |
| 403-022-534-52400 | Worker's Comp | $39,221 | $32,916 | $37,534 | $20,100 |
| | Total Benefits | **$101,112** | **$84,745** | **$141,008** | **$122,147** |
| | **Total Personnel Service Costs** | **$305,406** | **$263,378** | **$368,516** | **$354,010** |

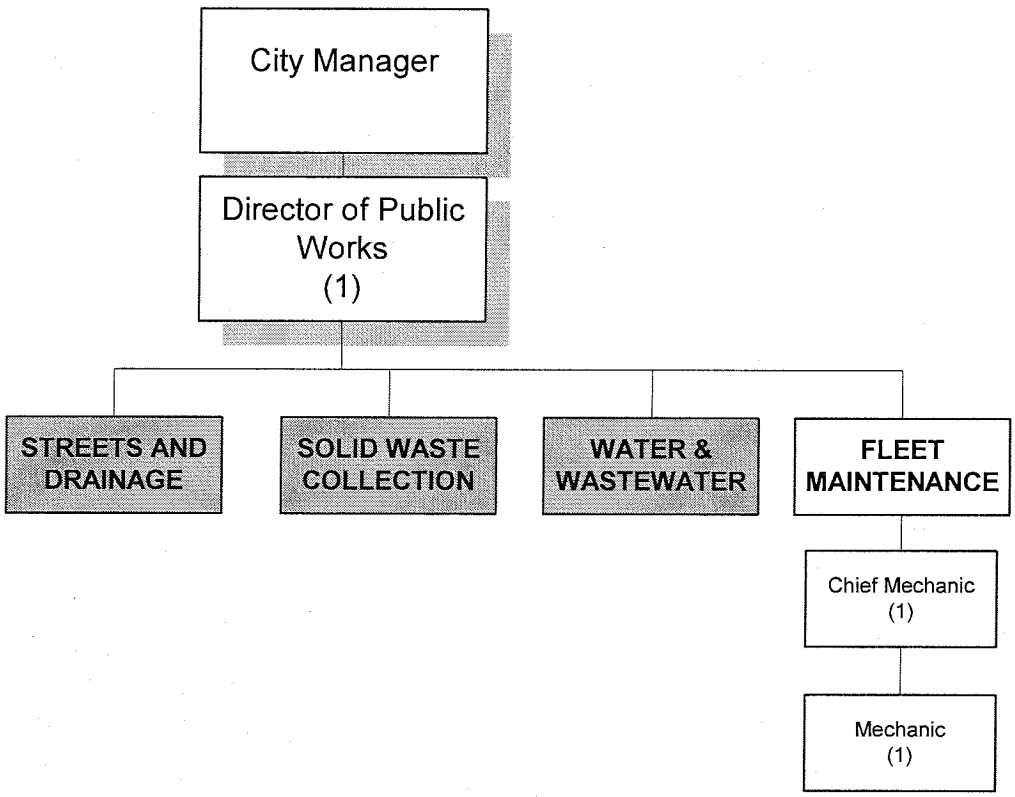
| GL CODES | OPERATING EXPENDITURES | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|
| 403-022-534-51200 | Unemployment | $0 | $0 | $0 | $0 | |
| 403-022-534-53101 | Medical Services | $870 | $275 | $500 | $500 | |
| 403-022-534-53400 | Other Contractual Services | $1,137 | $2,995 | $3,500 | $5,242 | (1) |
| 403-022-534-53401 | Contract Labor | $56,095 | $54,028 | $8,000 | $8,000 | |
| 403-022-534-54000 | Travel & Per Diem | $0 | $0 | $0 | $0 | |
| 403-022-534-54100 | Communications&Freight Charge | $1,608 | $1,958 | $1,500 | $2,809 | (2) |
| 403-022-534-54110 | Postage | $0 | $5,196 | $7,000 | $4,163 | |
| 403-022-534-54210 | Automotive Repair Service | $4,509 | $10,974 | $12,500 | $12,500 | |
| 403-022-534-54300 | Electric | $3,042 | $2,764 | $3,190 | $3,190 | |
| 403-022-534-54303 | Water | $1,789 | $1,877 | $1,900 | $1,900 | |
| 403-022-534-54311 | Waste Disposal | $326,517 | $316,465 | $370,000 | $370,000 | |
| 403-022-534-54317 | Dumpsters | $19,298 | $19,683 | $20,000 | $22,500 | |
| 403-022-534-54318 | Cheyenne Pass Landfill | $560 | $0 | $0 | $0 | |
| 403-022-534-54400 | Equipment & Vehicle Rental | $186 | $4 | $0 | $0 | |
| 403-022-534-54500 | General Business Insurance | $41,222 | $41,565 | $48,000 | $19,767 | |
| 403-022-534-54560 | Insurance Claims and Deductions | $1,000 | $0 | $2,000 | $2,000 | |
| 403-022-534-54600 | Repair & Maintenance Services | $681 | $610 | $500 | $500 | |
| 403-022-534-54700 | Printing & Binding Services | $599 | $652 | $600 | $250 | |
| 403-022-534-54800 | Advertising Activities | $80 | $74 | $0 | $0 | |
| 403-022-534-54900 | Other Current Charges | $65 | $94 | $0 | $0 | |
| 403-022-534-55100 | Office Supplies | $1,325 | $996 | $1,060 | $1,060 | |
| 403-022-534-55210 | Operating Supplies | $1,156 | $942 | $400 | $3,000 | |
| 403-022-534-55220 | Computer Supplies | $93 | $127 | $0 | $0 | |
| 403-022-534-55223 | Repair & Maintenance Supplies | $5,021 | $2,200 | $4,500 | $4,500 | |
| 403-022-534-55225 | Chemicals | $0 | $0 | $0 | $0 | |
| 403-022-534-55226 | Safety Supplies | $1,037 | $1,380 | $1,500 | $1,500 | |
| 403-022-534-55227 | Safety Marking Devices | $804 | $78 | $0 | $0 | |
| 403-022-534-55230 | Clothing/Uniforms | $2,398 | $2,024 | $2,250 | $2,250 | |
| 403-022-534-55240 | Institutional Supplies | $2,176 | $291 | $250 | $250 | |
| 403-022-534-55250 | Fuels & Lubricant | $62,561 | $99,091 | $70,000 | $60,000 | |
| 403-022-534-55251 | Tags & Titles | $70 | $5 | $70 | $70 | |
| 403-022-534-55252 | Small Tools | $312 | $490 | $700 | $1,000 | |
| 403-022-534-55253 | Auto Repair Supply (In-house) | $36,714 | $33,149 | $37,000 | $37,000 | |
| 403-022-534-55400 | Books,Subscription,Membership | $0 | $0 | $0 | $0 | |
| 403-022-534-55500 | Uncapitalized Equipment | $1,191 | $0 | $0 | $0 | |
| 403-022-534-59991 | Collection Charges | $0 | $0 | $0 | $0 | |
| | **Total Operating Costs** | **$574,116** | **$599,987** | **$596,920** | **$563,951** | |
| | **CAPITAL OUTLAY** | | | | | |
| 403-000-166-19037 | Machinery & Equipment | $0 | $0 | $195,532 | $210,000 | |
| | **Total Capital Outlay Costs** | **$0** | **$0** | **$195,532** | **$210,000** | |
| | **Debt Service** | | | | | |
| 403-022-534-57100 | Interest | **$2,163** | **$6,753** | $13,085 | $4,071 | |
| Presentation only | Principal | **$0** | **$0** | $78,672 | $20,258 | |
| | **Total Debt Service** | **$2,163** | **$6,753** | **$91,757** | **$24,329** | |
| | **TRANSFERS OUT** | | | | | |
| 403-022-581-56001 | General Fund | $89,000 | $104,104 | $89,000 | $89,000 | |
| 403-022-581-56401 | Water Wastewater | $16,978 | $0 | $0 | $0 | |
| 403-022-581-56501 | Internal Service Fund | $54,025 | $45,961 | $51,449 | $43,052 | |
| 403-022-581-56502 | Vehicle Replacement Fund | $30,263 | $47,110 | $48,663 | $69,663 | |
| 403-022-581-56608 | Self Insured Dental Plan Fund | $1,344 | $1,747 | $0 | $0 | |
| 403-022-581-56609 | HRA Funding Account | $0 | $0 | $2,131 | $2,414 | |
| | **Total Transfers Out** | **$191,610** | **$198,922** | **$191,243** | **$204,129** | |
| | **Reserves** | | | | | |
| | R & R Reserves | **$0** | | $57,000 | $56,050 | |
| | Reserves Capital Contingencies | **$0** | | $0 | $0 | |
| | Reserves for Contingencies | **$0** | | $718,299 | $518,839 | |
| | **Total Reserves** | **$0** | **$0** | **$775,299** | **$574,889** | |
| | **Total Expenditures** | **$1,073,295** | **$1,069,040** | **$2,219,267** | **$1,931,308** | |

(1) Signs on garbage trucks, fire extinguishers, 25% share of cost of billing, printing & stuffing bills and 25% share of $214 per month new copier lease.
(2) Radio function cell phones, Sanitation's share of customer service program and 25% share of land line $2,856 annual charge.

| GL CODES | 06/07 Actual | 07/08 Actual | 08/09 Budget | 09/10 Budget |
|---|---|---|---|---|



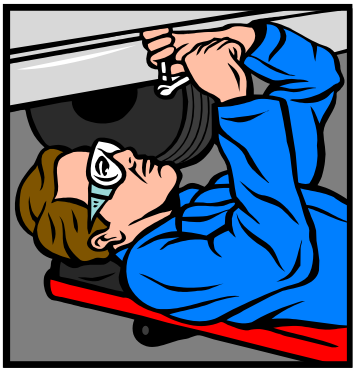
# DEPARTMENT OF PUBLIC WORKS
## Public Works Fleet Maintenance Division

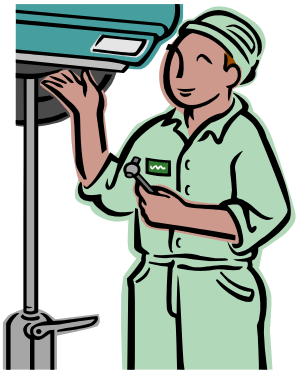



NOTE: The Department of Public Works is comprised of the Streets and Drainage Division, the Solid Waste Collection Division (Solid Waste Collection Enterprise Fund), the Water and Wastewater Division (Water & Wastewater Enterprise Fund), and the Fleet Maintenance Division (Internal Service Fund).

Full-time equivalent positions are shown in parentheses.

# Fleet Maintenance





# INTERNAL SERVICE

## MAINTENANCE FUND #501

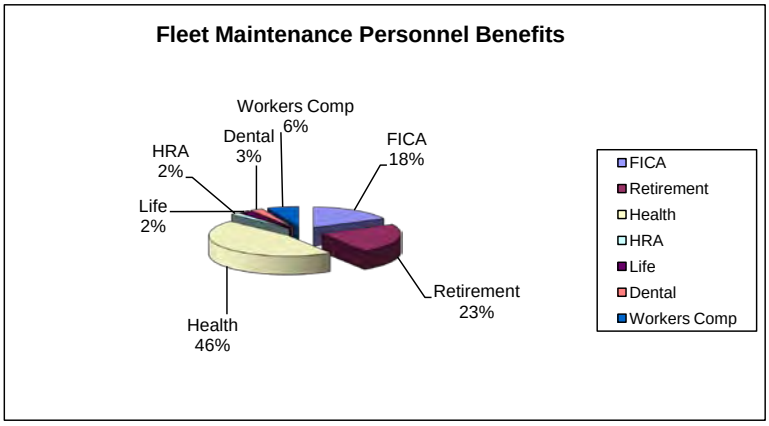
| | Adopted 05/06 | Adopted 06/07 | Adopted 07/08 | Adopted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **Income Maintenance** | | | | | |
| Transfers in Maintenance | 164,436 | 194,508 | 184,884 | 126,008 | 119,207 (1) |
| Interest Income | 500 | 600 | 600 | 0 | 0 |
| Prior Cash Carry Forward | 4,433 | 5,000 | 5,000 | 10,241 | 11,000 |
| **Total Maintenance Income** | 169,369 | 200,108 | 190,484 | 136,249 | 130,207 |
| | | | | | |
| **Expenses** | | | | | |
| Personal Services | 107,067 | 137,650 | 146,400 | 92,942 | 92,330 |
| Operating Expenses | 32,336 | 33,282 | 37,908 | 32,566 | 26,377 |
| Equipment /Building Purchases | 23,000 | 23,000 | 0 | 0 | 0 |
| Transfer out to Dental Fund | 576 | 576 | 576 | 0 | 0 |
| Transfer out to HRA Funding Account | 0 | 0 | 0 | 500 | 500 |
| Total Maintenance Expense | 162,979 | 194,508 | 184,884 | 126,008 | 119,207 |
| Reserve for Wage Adjustment | 1,457 | 0 | 0 | 0 | 0 |
| **Total Maintenance Reserve** | **6,390** | **5,600** | **5,600** | **10,241** | **11,000** |
| | | | | | |
| **Income Vehicle Replacement (New Fund 502 effective 10/1/08)** | | | | | |
| Interest Income VRF | 25,090 | 47,300 | 55,000 | 0 | 0 |
| Transfers In | 195,859 | 223,491 | 147,040 | 0 | 0 |
| Prior Cash Carry Forward | 727,581 | 900,434 | 1,153,390 | 1,248,595 | 0 |
| **Total VRF Income** | 948,530 | 1,171,225 | 1,355,430 | 1,248,595 | 0 |
| | | | | | |
| **Transfer out to New Vehicle Replacement IS Fund #502** | | | | 1,248,595 | 0 |
| **Capital Expenditures VRF/IS** | 84,000 | 102,515 | 0 | 0 | 0 |
| | | | | | |
| **Total VRF Reserve** | **864,530** | **1,068,710** | **1,355,430** | **0** | **0** |
| | | | | | |
| Total Income & prior Cash Forward | 1,117,899 | 1,371,333 | 1,545,914 | 1,384,844 | 130,207 |
| | | | | | |
| Total Expenses | 246,979 | 297,023 | 184,884 | 1,374,603 | 119,207 |
| | | | | | |
| **Total Reserves** | 870,920 | 1,074,310 | 1,361,030 | 10,241 | 11,000 |
| | | | | | |
| **Total Expenses and Reserves** | **1,117,899** | **1,371,333** | **1,545,914** | **1,384,844** | **130,207** |

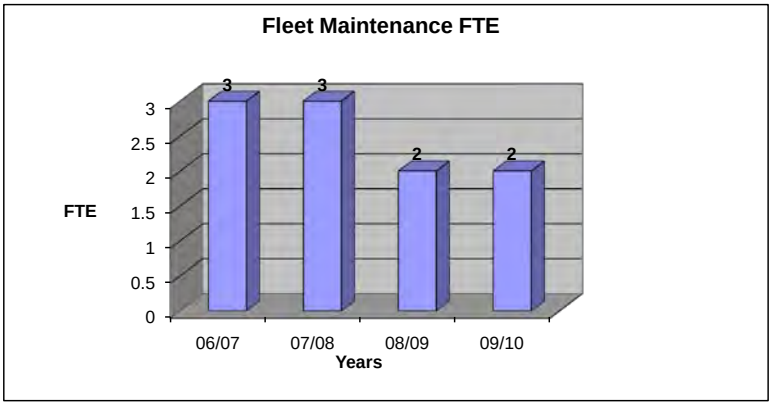
(1) Transfers In, but pays for Charges for Services for maintenance of City vehicles.

INTERNAL SERVICE FUND MAINTENANCE FUND

| Dept. | Total Internal Serv. Fd. Inter Trans |
|---|---|
| Administration .2930% | $349 |
| Cemetery .71% | $846 |
| Community Development .2930% | $349 |
| Finance .2930% | $349 |
| Fire 3.906% | $4,656 |
| Human Resource .2930% | $349 |
| Parks & Facilities 7.99% | $9,525 |
| Police 15.305% | $18,245 |
| Sanitation 36.115% | $43,052 |
| Streets 16.051% | $19,135 |
| Water 10.6875% | $12,740 |
| Sewer 8.0625% | $9,612 |
| | |
| Totals | $119,207 |

| Position Title | 06/07 | 07/08 | 08/09 | 2010 FTE Requested | 2009 Salary Budget | 2010 Salary Requested | Fica | Retirement | Health | HRA | Life | Dental | Workers Comp | Total Benefits | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Fleet Maintenance Dept.** | | | | | | | | | | | | | | | |
| Chief Mechanic | 1 | 1 | 1 | 1 | $33,399 | $33,884 | $2,592 | $3,419 | $6,456 | $250 | $309 | $367 | $958 | $14,351 | $48,235 |
| Mechanic | 1 | 1 | 1 | 1 | $29,670 | $30,389 | $2,325 | $3,066 | $6,456 | $250 | $282 | $367 | $858 | $13,604 | $43,993 |
| Mechanic | 1 | 1 | 0 | 0 | $0 | $0 | | | | | | | | $0 | $0 |
| | | | | | | | | | | | | | | | |
| Sub - Total | 3 | 3 | 2 | 2 | $63,069 | $64,273 | $4,917 | $6,485 | $12,912 | $500 | $591 | $734 | $1,816 | $27,955 | $92,228 |
| | | | | | | | | | | | | | | | |
| Overtime | | | | | $500 | $500 | $38 | $50 | | | | | $14 | $102 | $602 |
| | | | | | | | | | | | | | | | |
| **TOTAL Fleet Maintenance** | 3 | 3 | 2 | 2 | $63,569 | $64,773 | $4,955 | $6,536 | $12,912 | $500 | $591 | $734 | $1,830 | $28,057 | $92,830 |



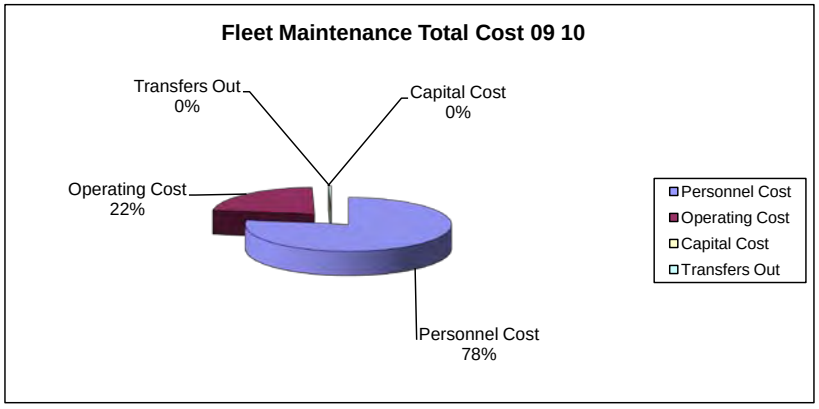



**PUBLIC WORKS DEPARTMENT: Fleet Maintenance**

| GL CODES | PERSONNEL SERVICES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget |
|---|---|---|---|---|---|---|
| 501-018-549-51200 | Regular Salaries | $81,655 | $102,531 | $93,914 | $63,070 | $64,273 |
| 501-018-549-51400 | Overtime | $402 | $769 | $21 | $500 | $500 |
| | | **$82,057** | **$103,300** | **$93,935** | **$63,570** | **$64,773** |
| 501-018-549-52100 | FICA | $5,906 | $7,589 | $7,068 | $4,863 | $4,955 |
| 501-018-549-52200 | Retirement | $6,737 | $9,989 | $9,531 | $6,262 | $6,536 |
| 501-018-549-52300 | Health Insurance | $8,766 | $10,665 | $11,388 | $12,912 | $12,912 |
| 501-018-549-52301 | Life Insurance | $532 | $746 | $594 | $595 | $591 |
| 501-018-549-52302 | Health Reimbursement Account | $3,991 | $4,730 | $3,960 | $0 | $0 |
| 501-018-549-52320 | Dental Insurance | $0 | $0 | $0 | $735 | $734 |
| 501-018-549-52400 | Worker's Comp Insurance | $4,788 | $6,605 | $6,517 | $4,005 | $1,830 |
| | Total Benefits | **$30,720** | **$40,324** | **$39,058** | **$29,372** | **$27,557** |
| | **Total Personnel Service Costs** | **$112,777** | **$143,624** | **$132,993** | **$92,942** | **$92,330** |

| GL CODES | OPERATING EXPENDITURES | 05/06 Actual | 06/07 Actual | 07/08 Actual | 08/09 Budget | Recommended 09/10 Budget | |
|---|---|---|---|---|---|---|---|
| 501-018-549-53101 | Medical Services | $295 | $264 | $155 | $150 | $150 | |
| 501-018-549-53400 | Other Contractual Services | $420 | $20 | $0 | $2,000 | $0 | |
| 501-018-549-53401 | Contract Labor | $0 | $0 | $0 | $0 | $0 | |
| 501-018-549-53400 | Communication & Freight Charges | $75 | $0 | $0 | $600 | $420 | |
| 501-018-549-54210 | Automotive Repair Service | $17 | $245 | $540 | $200 | $200 | |
| 501-018-549-54300 | Electric | $2,100 | $2,033 | $1,744 | $2,310 | $2,310 | |
| 501-018-549-54400 | Equipment & Vehicle Rental | $0 | $0 | $1,934 | $1,848 | $1,848 | (1) |
| 501-018-549-54500 | General Business Insurance | $4,707 | $6,587 | $7,025 | $8,000 | $5,291 | |
| 501-018-549-54560 | Insurance Claims and Deductibles | $96 | $0 | $0 | $500 | $500 | |
| 501-018-549-54600 | Repair & Maintenance Services | $0 | $235 | $0 | $500 | $500 | |
| 501-018-549-54800 | Advertising Activities | $0 | $97 | $0 | $0 | $0 | |
| 501-018-549-55100 | Office Supplies | $102 | $224 | $10 | $300 | $200 | |
| 501-018-549-55220 | Computer Supplies | $0 | $0 | $0 | $0 | $100 | |
| 501-018-549-55223 | Repair & Maintenance Supplies | $7,111 | $3,822 | $2,833 | $3,800 | $3,800 | (2) |
| 501-018-549-55226 | Safety Supplies | $426 | $166 | $401 | $250 | $250 | (3) |
| 501-018-549-55230 | Clothing/Uniforms | $2,061 | $3,506 | $4,185 | $4,000 | $3,000 | |
| 501-018-549-55240 | Institutional Supplies | $257 | $0 | $165 | $308 | $308 | |
| 501-018-549-55250 | Fuels & Lubricants | $2,067 | $4,314 | $1,896 | $2,800 | $2,800 | |
| 501-018-549-55252 | Small Tools | $4,822 | $2,312 | $3,726 | $500 | $500 | |
| 501-018-549-55253 | Auto Repair Supply (in-house) | $1,680 | $2,049 | $3,115 | $1,500 | $1,500 | |
| 501-018-549-55400 | Books,Subscription,Membership | $87 | $0 | $0 | $50 | $50 | |
| 501-018-549-55410 | Training & Education | $57 | $103 | $86 | $50 | $50 | |
| 501-018-549-55500 | Uncapitalized Equipment | $3,200 | $2,500 | $7,102 | $2,900 | $2,600 | (4) |
| | **Total Operating Costs** | **$29,580** | **$28,477** | **$34,917** | **$32,566** | **$26,377** | |
| | **CAPITAL OUTLAY** | | | | | | |
| 501-000-162-19025 | Buildings | $0 | $0 | $0 | $0 | $0 | |
| 501-000-166-19037 | Machinery & Equipment | $0 | $0 | $0 | $0 | $0 | |
| | Capital Vehicle Replacement Fund | $89,957 | $74,742 | $0 | $0 | $0 | |
| | **Total Capital Outlay Costs** | **$89,957** | **$74,742** | **$0** | **$0** | **$0** | |
| | **TRANSFERS OUT** | | | | | | |
| 501-018-581-56608 | Self Insured Dental Plan | $576 | $576 | $750 | $0 | $0 | |
| 501-018-581-56609 | HRA Funding Account | $0 | $0 | $0 | $500 | $500 | |
| 501-018-581-56001 | Transfer to General Fund | $13,210 | $0 | $0 | $0 | $0 | |
| 501-018-581-56401 | Transfer to Utility Fund | $6,997 | $0 | $0 | $0 | $0 | |
| 501-018-581-56403 | Transfer to Solid Waste Fund | $8,282 | $0 | $0 | $0 | $0 | |
| 501-018-581-56502 | Transfer to Vehicle Replacement Fund | $0 | $0 | $0 | $1,248,595 | $0 | |
| **Total Transfers** | | **$29,065** | **$576** | **$750** | **$1,249,095** | **$500** | |
| | **RESERVES** | | | | | | |
| | Reserve - Maint Contingencies | $0 | $0 | $0 | $10,241 | $11,000 | |
| | Reserve - Vehicle Replacement Acct. | $0 | $0 | $0 | $0 | $0 | |
| | Reserve - Equipment | $0 | $0 | $0 | $0 | $0 | |
| | **Total Reserves** | **$0** | **$0** | **$0** | **$10,241** | **$11,000** | |
| | **Total Expenditures & Reserves** | **$261,379** | **$247,419** | **$168,660** | **$1,384,844** | **$130,207** | |

(1) Acetylene & oxygen rentals (usually $150/month)
(2) Hand cleaner, floor dry and various small common parts.
(3) Welding goggles and gloves.
(4) Cordless drill, injector cleaner machine, battery/tester & changing system tester and impact wrench.


Fleet Maintenance Total Cost 09 10
Transfers Out
0%
Capital Cost
0%
Operating Cost
22%
Personnel Cost
78%
Personnel Cost
Operating Cost
Capital Cost
Transfers Out

Total Transfers For Vehicle Replacement & Internal Services

| Dept. | Inter Trans | Veh Trans | Total |
|---|---|---|---|
| Administration .2930% | $349 | $0 | $349 |
| Cemetery .71% | $846 | $0 | $846 |
| Community Development .2930% | $349 | $0 | $349 |
| Finance .2930% | $349 | $0 | $349 |
| Fire 3.906% | $4,656 | $63,815 | $68,471 |
| Human Resource .2930% | $349 | $0 | $349 |
| Parks & Facilities 7.99% | $9,525 | $0 | $9,525 |
| Police 15.305% | $18,245 | $76,478 | $94,723 |
| Sanitation 36.115% | $43,052 | $69,663 | $112,715 |
| Streets 16.051% | $19,135 | $8,135 | $27,270 |
| Water 10.6875% | $12,740 | $11,791 | $24,531 |
| Sewer 8.0625% | $9,612 | $8,895 | $18,507 |
| | | | |
| Totals | $119,207 | $238,777 | $357,984 |

09/10 budget year

Based on expense of $119,207 for 09/10 budget for Inter. service

# INTERNAL SERVICE
# VEHICLE REPLACEMENT FUND NO. 502

| | | Approved 08/09 | Requested 09/10 |
|---|---|---|---|
| **Income Vehicle Replacement** | | | |
| Prior Cash Carry Forward | | 0 | 1,152,869 |
| Interest Income VRF | | 45,000 | 10,086 |
| Transfers In from Departments | | 181,368 | 238,777 |
| Less: Purchases | | 0 | -31,117 |
| Transfers In from Fund 501 | | 1,248,595 | 0 |
| **Total VRF Income** | | 1,474,963 | 1,370,615 |
| **Capital Expenditures VRF/IS** | | 185,000 | 0 |
| **Total VRF Reserve** | | **1,289,963** | **1,370,615** |

## FLEET VEHICLE REPLACEMENT ACCOUNT SCHEDULE

| Fixed Asset # | City Number | Year Purchased | Vehicle Description | Division | Purchase Price | Life | Annual Required Transfer | Yrs in Svc | Accumulated Replacement Previous Years 9/30/09 | Total Accumulated Replacement 09/30/2010 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 675 | 248 | 95/96 | 96 Chevy Blazer | Admin | $23,675 | 6 | $0 | 14 | $23,675 | $23,675 | |
| 613 | 643 | 95/96 | 96 Ford F250 3/4 Ton 4x2 P.U | Street | $15,205 | 5 | $0 | 13 | $0 | $0 | (1) |
| | | | | | $38,880 | | $0 | | $23,675 | $23,675 | |
| 158 | 130 | 96/97 | 97 Ford Expedition | Police | $28,168 | 7 | $0 | 13 | $0 | $0 | (1) |
| | | | | | $28,168 | | $0 | | $0 | $0 | |
| 403 | 132 | 97/98 | 98 Chevy Lumina | Police | $20,070 | 5 | $0 | 12 | $0 | $0 | (1) |
| 130 | 131 | 97/98 | 98 Chevy Monte Carlo | Police | $16,254 | 5 | $0 | 12 | $0 | $0 | (1) |
| 772 | 611 | 97/98 | Dodge Ram Pick Up | DPW Ad | $22,523 | 7 | $0 | 12 | $0 | $0 | (1) |
| 594 | 610 | 97/98 | 98 Dodge Ram Pick Up | Streets | $16,408 | 7 | $0 | 12 | $0 | $0 | (1) |
| | | | | | $75,255 | | $0 | | $0 | $0 | |
| 1289 | 138 | 98/99 | 99 Dodge Stratus | Finance | $14,918 | 7 | $0 | 11 | $14,918 | $14,918 | |
| 1315 | 644 | 98/99 | 99 Passenger Van | Streets | $22,774 | 7 | $0 | 11 | $22,774 | $22,774 | |
| | | | | | $37,692 | | $0 | | $37,692 | $37,692 | |
| 1359 | 145 | 99/00 | 00 Crown Victoria Patrol | Police | $21,498 | 5 | $0 | 10 | $0 | $0 | (1) |
| 1360 | 210 | 99/00 | 00 Crown Victoria | Fire | $19,848 | 7 | $0 | 10 | $0 | $0 | (1) |
| 1406 | 208 | 99/00 | 00 Rescue Truck | Fire | $66,100 | 7 | $0 | 10 | $0 | $0 | (1) |
| 1366 | 302 | 99/00 | 00 Van | Streets | $16,848 | 7 | $0 | 10 | $16,848 | $16,848 | |
| 1373 | 645 | 99/00 | 00 Van | Streets | $18,513 | 7 | $0 | 10 | $18,513 | $18,513 | |
| 1408 | 257 | 99/00 | 00 Fire Engine | Fire | $230,428 | 15 | $5,584 | 10 | $196,922 | $202,506 | |
| | | | | | $373,235 | | $5,584 | | $232,283 | $237,867 | |
| 1491 | 146 | 00/01 | 00 Crown Victoria Patrol | Police | $21,874 | 5 | $0 | 9 | $0 | $0 | (1) |
| 1489 | 147 | 00/01 | 01 Crown Victoria Patrol | Police | $22,728 | 5 | $0 | 9 | $0 | $0 | (1) |
| 1443 | 305 | 00/01 | 01 Ford Focus S/W | MIS | $15,856 | 7 | $0 | 9 | $15,856 | $15,856 | |
| 1499 | 727 | 00/01 | 01 Chevy Lumina | Parks | $16,432 | 7 | $0 | 9 | $16,432 | $16,432 | |
| | | | | | $76,890 | | $0 | | $32,288 | $32,288 | |
| 1525 | 149 | 01/02 | Crown Victoria Patrol | Police | $22,122 | 5 | $0 | 8 | $0 | $0 | (1) |
| 1526 | 151 | 01/02 | Crown Victoria Patrol | Police | $21,782 | 5 | $0 | 8 | $0 | $0 | (1) |
| | | | | | $43,904 | | $0 | | $0 | $0 | |
| 1553 | 156 | 02/03 | Crown Victoria Patrol | Police | $21,141 | 5 | $0 | 7 | $0 | $0 | (1) |
| 1554 | 157 | 02/03 | Crown Victoria Patrol | Police | $21,141 | 5 | $0 | 7 | $0 | $0 | (1) |
| 1477 | 724 | 02/03 | 94 Ford E350 Mini Bus | JBC | $12,000 | 5 | $0 | 7 | $12,000 | $12,000 | |
| | | | | | $54,282 | | $0 | | $12,000 | $12,000 | |
| 1532 | 266 | 04/05 | 94 GMC Box Tr. (Used) | Fire | $4,500 | 10 | $257 | 6 | $3,214 | $3,471 | |
| 1603 | 161 | 04/05 | 05 Crown Victoria | Police | $21,658 | 7 | $2,166 | 6 | $0 | $2,166 | (3) |
| 1604 | 160 | 04/05 | 05 Crown Victoria | Police | $21,658 | 7 | $2,166 | 6 | $0 | $2,166 | (3) |
| 1654 | 162 | 04/05 | 05 Ford Expedition | Police | $24,020 | 10 | $1,373 | 6 | $0 | $1,373 | (3) |
| 1655 | 163 | 04/05 | 05 Chevrolet Tahoe | Police | $26,047 | 10 | $1,488 | 6 | $0 | $1,488 | (3) |
| 1659 | 166 | 04/05 | 06 Dodge Magnum | Police | $21,777 | 7 | $2,178 | 6 | $0 | $2,178 | (3) |
| 1660 | 169 | 04/05 | 06 Dodge Magnum | Police | $21,777 | 7 | $2,178 | 6 | $0 | $2,178 | (3) |
| | | | | | $141,437 | | $11,806 | | $3,214 | $15,020 | |
| 1673 | 693 | 05/06 | 06 Dodge Ram Pick Up | Streets | $21,048 | 7 | $2,526 | 5 | $13,472 | $15,998 | |
| 1670 | 694 | 05/06 | 06 Van | Streets | $19,617 | 7 | $2,354 | 5 | $12,554 | $14,908 | |
| 1671 | 170 | 05/06 | 06 Dodge Ram 3/4 ton 4X4 | Police | $25,792 | 7 | $0 | 5 | $0 | $0 | (1) |
| 1672 | 171 | 05/06 | 06 Dodge Charger | Police | $23,500 | 7 | $2,820 | 5 | $6,604 | $9,424 | (3) |
| 1679 | 268 | 05/06 | 06 Fire Ladder Truck | Fire | $633,659 | 15 | $42,244 | 5 | $168,976 | $211,220 | |
| | | | | | $723,616 | | $49,944 | | $201,606 | $251,550 | |
| 1700 | 292 | 06/07 | 07 Ford Expedition | Fire | $27,788 | 10 | $2,470 | 4 | $10,498 | $12,968 | |
| 1698 | 178 | 06/07 | 07 Dodge Charger | Police | $23,477 | 7 | $3,130 | 4 | $0 | $3,130 | (4) |
| 1699 | 177 | 06/07 | 07 Dodge Charger | Police | $23,477 | 7 | $3,130 | 4 | $0 | $3,130 | (4) |
| 1708 | 168 | 06/07 | 06 Ford F 450 Flat Bed | Streets | $23,500 | 7 | $3,255 | 4 | $10,480 | $13,735 | |
| | | | | | $98,242 | | $11,985 | | $20,978 | $32,963 | |
| 1746 | 136B | 07/08 | 08 Crown Victoria | Police | $24,852 | 7 | $3,550 | 2 | $0 | $3,550 | (4) |
| 1747 | 137B | 07/08 | 08 Crown Victoria | Police | $24,852 | 7 | $3,550 | 2 | $0 | $3,550 | (4) |
| 1748 | 139B | 07/08 | 08 Crown Victoria | Police | $24,852 | 7 | $3,550 | 2 | $1,443 | $4,993 | (4) |
| 1749 | 147B | 07/08 | 08 Crown Victoria | Police | $24,852 | 7 | $3,550 | 2 | $3,550 | $7,100 | |
| | | | | | $99,408 | | $14,200 | | $4,993 | $19,193 | |
| | | 08/09 | 09 Fire truck | Fire | $198,905 | 15 | $13,260 | 1 | $0 | $13,260 | |
| 1761 | 141A | 08/09 | 09 Dodge Charger | Police | $27,370 | 7 | $3,910 | 1 | $0 | $3,910 | |
| 1762 | 181 | 08/09 | 09 Dodge Charger | Police | $27,370 | 7 | $3,910 | 1 | $0 | $3,910 | |
| 1763 | 180 | 08/09 | 09 Dodge Charger | Police | $27,370 | 7 | $3,910 | 1 | $0 | $3,910 | |
| 1764 | 140A | 08/09 | 09 Dodge Charger | Police | $27,370 | 7 | $3,910 | 1 | $0 | $3,910 | |
| | | | | | $308,385 | | $28,900 | | $0 | $28,900 | |
| | | 09/10 | 10 Dodge Charger | Police | $37,739 | 7 | $5,391 | 1 | $0 | $5,391 | (2) |
| | | 09/10 | 10 Dodge Charger | Police | $37,739 | 7 | $5,391 | 1 | $0 | $5,391 | (2) |
| | | 09/10 | 10 Dodge Charger | Police | $37,739 | 7 | $5,391 | 1 | $0 | $5,391 | (2) |
| | | 09/10 | 10 Dodge Charger | Police | $37,739 | 7 | $5,391 | 1 | $0 | $5,391 | (2) |
| | | 09/10 | 10 Crown Victoria | Police | $31,117 | 7 | $4,445 | 1 | $0 | $4,445 | |
| | | | | | $182,073 | | $26,009 | | $0 | $26,009 | |
| | | | Total | | $2,281,467 | | $148,428 | | $568,729 | $717,157 | |

Actual Balance of Vehicle Replacement Schedule

**NOTES:** (1) Vehicles stay in inventory until surplus. When sold proceeds are credited to Fleet Replacement Contingency Fund.

(2) Bought with grant money

(3) Money was used to buy 4 Police Vehicles in 08/09 Budget year.($109,480)

(4) Money was used to buy 2010 Crown Victoria for Police Dept. in 09/10 Budget($31,117)

## General Fund

| | | |
|---|---|---|
| Vehicle Replacement at 9/30/09 | | $828,033 |
| Add: FY09/10 Annual Replacement Transfer | | $148,428 |
| Projected interest for 09/10 | | $7,000 |
| Less 09/10 Purchased | | -$31,117 |
| FY 09/10 Vehicle Replacement Fund Balance | | $952,344 |

**Contingency and Schedule Recap at 9/30/08**

| | |
|---|---|
| Vehicle Replacement Schedule | $717,157 |
| Contingency | $228,187 |
| Projected interest 09/10 | $7,000 |
| Vehicles to be purchased | $0 |
| Total Vehicle Replacement Account at 09/10 | $952,344 |

**Recap of General Fund Transfers Out to Vehicle Replacement Fund 09/10**

| | |
|---|---|
| Administration - MIS | 0 |
| Police | 76,478 |
| Fire | 63,815 |
| Parks & JBCC | 0 |
| Streets | 8,135 |
| Total Transfers Out | 148,428 |

**INTERNAL SERVICE FUND**

## FLEET VEHICLE REPLACEMENT ACCOUNT SCHEDULE

| Fixed Asset # | City Number | Year Purchased | Vehicle Description | Division | Purchase Price | Life | Annual Required Transfer | Yrs in Svc | Accumulated Replacement Previous Years 9/30/09 | Total Accumulated Replacement 09/30/2010 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1597 | 589 | 04/05 | 04 Ford F-250 Pick Up | Utility | $22,673 | 7 | $3,239 | 6 | $16,195 | $19,434 |
| 1598 | 590 | 04/05 | 04 Ford F-250 Pick Up L.G. | Utility | $23,698 | 7 | $3,385 | 6 | $16,925 | $20,310 |
| | | | | | $46,371 | | $6,624 | | $33,120 | $39,744 |
| 1674 | 591 | 05/06 | 06 Ford F350 1Ton Pick Up | Utility | $21,367 | 7 | $2,605 | 5 | $13,551 | $16,156 |
| 1675 | 592 | 05/06 | 06 Ford F350 1Ton Pick Up | Utility | $21,042 | 7 | $2,524 | 5 | $13,470 | $15,994 |
| 1676 | 593 | 05/06 | 06 Ford F350 1Ton Pick Up | Utility | $21,042 | 7 | $2,524 | 5 | $13,470 | $15,994 |
| | | | | | $63,451 | | $7,653 | | $40,491 | $48,144 |
| 1671 | 170 | 0607 | 06 Dodge Ram 3/4 ton 4X4 | Utility | $17,195 | 5.4 | $3,095 | 3.4 | $7,910 | $11,005 |
| 1703 | 594 | 0607 | 2007 Ford Ranger | Utility | $12,430 | 7 | $1,657 | 4 | $5,800 | $7,457 |
| 1704 | 595 | 0607 | 2007 Ford Ranger | Utility | $12,430 | 7 | $1,657 | 4 | $5,800 | $7,457 |
| | | | | | $42,055 | | $6,409 | | $19,510 | $25,919 |
| | | | Total | | $151,877 | | $20,686 | | $93,121 | $113,807 |
| | | | Actual Balance of Vehicle Replacement Schedule | | | | | | | $113,807 |

INTERNAL SERVICE FUND

| | |
|---|---|
| Vehicle Replacement at 9/30/09 | $101,446 |
| Add: FY09/10 Annual Replacement Transfer | $20,686 |
| Projected interest for 09/10 | $900 |
| FY 08/09 Vehicle Replacement Fund Balance | $123,032 |

**Recap of Water & Sewer Transfers Out to Vehicle Replacement Fund 08/09**

| | |
|---|---|
| Vehicle Replacement Schedule | $113,807 |
| Contingency | $8,325 |
| Projected interest 09/10 | $900 |
| Vehicles to be purchased | $0 |
| Total Vehicle Replacement Account at 09/30/10 | $123,032 |

**Recap of Water & Sewer Transfers Out to Vehicle Replacement Fund 08/09**

| | |
|---|---|
| Water | 11,791 |
| Sewer | 8,895 |
| Total Transfers Out | 20,686 |

# Solid Waste

## FLEET VEHICLE REPLACEMENT ACCOUNT SCHEDULE

| Fixed Asset # | City Number | Year Purchased | Vehicle Description | Division | Purchase Price | Life | Annual Required Transfer | Yrs in Svc | Accumulated Replacement Previous Years 9/30/09 | Total Accumulated Replacement 09/30/2010 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1596 | 467 | 03/04 | 04 Peterbilt Garbage Truck | Sanitation | $142,627 | 10 | $14,263 | 7 | $85,578 | $99,841 |
| 1710 | 468 | 06/07 | 08 Peterbilt Garbage Truck | Sanitation | $148,470 | 10 | $14,847 | 4 | $44,541 | $59,388 |
| 1760 | | 08/09 | 09 Peterbilt Garbage Truck | Sanitation | $195,532 | 10 | $19,553 | 2 | $19,553 | $39,106 |
| | | 09/10 | 10 Peterbilt Garbage Truck | Sanitation | $210,000 | 10 | $21,000 | 1 | $0 | $21,000 |
| | | | | | $696,629 | | $69,663 | | $149,672 | $219,335 |
| | | | Total | | $696,629 | | $69,663 | | $149,672 | $219,335 |
| | | | Actual Balance of Vehicle Replacement Schedule | | | | | | | $219,335 |
| | | | RESERVE FOR CONTINGENCIES | | | | | | | $50,000 |
| | | | TOTAL FUND BALANCE | | | | | | | $269,335 |

INTERNAL SERVICE FUND

| | |
|---|---|
| Vehicle Replacement at 9/30/09 | $223,390 |
| Add: FY09/10Annual Replacement Transfer | $69,663 |
| Contingency TRANSFER | $0 |
| Projected interest for 09/10 | $2,186 |
| FY 09/10Vehicle Replacement Fund Balance | $295,239 |

**Recap of Solid Waste Out to Vehicle Replacement Fund 08/09**

**Contingency and Schedule Recap at 9/30/08**

| | |
|---|---|
| Vehicle Replacement Schedule | $219,335 |
| Contingency | $73,718 |
| Projected interest 09/10 | $2,186 |
| Vehicles to be purchased | $0 |
| Total Vehicle Replacement Account at 9/30/10 | $295,239 |

| | |
|---|---|
| Solid Waste | 69,663 |
| Total Transfers Out | 69,663 |

# All Fund Summary

## FLEET VEHICLE REPLACEMENT ACCOUNT SCHEDULE

| Fund | Purchase Price | Annual Required Transfer | Accumulated Replacement Previous Years 9/30/09 | Total Accumulated Replacement 09/30/2010 |
|---|---|---|---|---|
| General | $2,281,467 | $148,428 | $568,729 | $717,157 |
| Sanitation | $696,629 | $69,663 | $149,672 | $219,335 |
| Utilities | $151,877 | $20,686 | $93,121 | $113,807 |
| Total | $3,129,973 | $238,777 | $811,522 | $1,050,299 |

INTERNAL SERVICE FUND

| | |
|---|---|
| Vehicle Replacement at 9/30/09 | $1,152,869 |
| Add: FY09/10Annual Replacement Transfer | $238,777 |
| Projected interest for 09/10 | $10,086 |
| Less Vehicles to be purchased in 09/10 | -$31,117 |
| FY 09/10 Vehicle Replacement Fund Balance | $1,370,615 |

**Contingency and Schedule Recap at 9/30/10**

| | | |
|---|---|---|
| Vehicle Replacement Schedule | $1,050,299 | |
| Contingency | $310,230 | |
| Projected interest 09/10 | $10,086 | |
| Less Vehicles to be purchased in 09/10 | $0 | |
| Total Vehicle Replacement Account at 09/30/10 | | $1,370,615 |

# INTERNAL SERVICE
# EQUIPMENT REPLACEMENT FUND NO. 503

(1)

| | | Approved 08/09 | Requested 09/10 |
|---|---|---|---|
| **Income Equipment Replacement** | | | |
| Prior Cash Carry Forward | | 0 | 20,050 |
| Interest Income VRF | | 300 | 100 |
| Transfers In from Departments | | 20,000 | 20,000 |
| **Total VRF Income** | | 20,300 | 40,150 |
| **Capital Expenditures VRF/IS** | | 0 | 0 |
| **Total VRF Reserve** | | **20,300** | **40,150** |

**Detail of Departments' monies being transferred from in 09/10 for new Equipment Replacement Fund:**

| | |
|---|---|
| Parks & Facilities | $5,000 |
| Quarry Golf | $5,000 |
| Cemetery | $5,000 |
| Streets | $5,000 |
| Total | $20,000 |

INTERNAL SERVICE FUND EQUIPMENT REPLACEMENT FUND

# TRUST & AGENCY FUNDS SUMMARIES

Butterweck Bond Fund 603
Cemetery Perpetual Care Fund 605
Firefighters' Retirement Fund 607
Self Insured Dental Plan Fund 608
HRA Funding Account Fund 609
Cemetery Donor Memorial Wall Trust Fund 612
Police Officers' Retirement Fund (FLC) 613
Community Redevelopment Agency 615

## BUTTERWECK BOND FUND 603

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Contributions | $0 | $0 | $0 | $0 | $0 |
| Interest | 95 | 118 | 33 | 50 | 17 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 2,006 | 2,056 | 2,129 | 2,060 | 2,216 |
| **Total Income** | **$2,101** | **$2,174** | **$2,162** | **$2,110** | **$2,233** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Personal Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 |
| Transfer Out | 45 | 45 | 0 | 0 | 0 |
| Reserves | 2,056 | 2,129 | 2,162 | 2,110 | 2,233 |
| **Total Expenditures** | **$2,101** | **$2,174** | **$2,162** | **$2,110** | **$2,233** |

**TRUST & AGENCY FUND**

**Description**: Butterweck Bond Fond (private purpose Trust Fund)
**Revenue Source:** Private donation
**Expenditures:** expenditures to maintain Butterweck Crypt at Brooksville Cemetery

## CEMETERY PERPETUAL CARE FUND 605

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Contributions | $0 | $0 | $0 | $0 | $0 | |
| SBA Interest | 1,998 | 5,580 | 3,406 | 7,500 | 2,465 | |
| FHLB Interest | 8,292 | 5,878 | 0 | 0 | 0 | |
| Transfers In | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | (1) |
| Prior Year Carry forward | 251,096 | 271,386 | 292,844 | 310,844 | 315,550 | |
| **Total Income** | **$271,386** | **$292,844** | **$306,250** | **$328,344** | **$328,015** | |
| **EXPENDITURES** | | | | | | |
| Personal Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 | |
| Reserves * | 271,386 | 292,844 | 306,250 | 328,344 | 328,015 | (2) |
| **Total Expenditures** | **$271,386** | **$292,844** | **$306,250** | **$328,344** | **$328,015** | |

(1) Transfers from Cemetery to increase reserves of Cemetery Perpetual Care Fund.

(2) Reserves includes Due From General Fund of $21,000 (est.) for loan to build Columbarium; Cemetery pays back Perpetual Care Fund per the volume of Columbarium sales.

**TRUST & AGENCY FUND**

**Description**: Cemetery Perpetual Care Fund

**Revenue Source:** Transfers from General Fund from Cemetery revenue sources

**Expenditures:** Future reserves are being set aside for future expenditures on behalf of the Brooksville Cemetery.

## FIREFIGHTERS' RETIREMENT FUND 607

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Contributions | $246,715 | $274,923 | $327,859 | $240,000 | $364,122 |
| Interest | 44,543 | 135,212 | -616,776 | 0 | 30,000 |
| Gain or (Loss) on Invest. | 221,704 | 344,406 | 133,376 | 100,000 | 100,000 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 3,864,962 | 3,817,489 | 4,242,481 | 3,885,481 | 3,507,293 |
| **Total Income** | **$4,377,924** | **$4,572,030** | **$4,086,940** | **$4,225,481** | **$4,001,415** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Pension Benefits | $500,483 | $280,738 | $278,891 | $280,000 | $290,000 |
| Operating Expenditures | 59,952 | 48,811 | 53,168 | 100,000 | 65,000 |
| Reserves | 3,817,489 | 4,242,481 | 3,754,881 | 3,845,481 | 3,646,415 |
| **Total Expenditures** | **$4,377,924** | **$4,572,030** | **$4,086,940** | **$4,225,481** | **$4,001,415** |

**TRUST & AGENCY FUND**

**Description**: Firefighters' Retirement Fund 607 governed by Fl. Statute 175

**Revenue Source:** Investments income; Firefighters' and City's retirement contributions and Chapter 175 contributions from the State of Florida.

**Expenditures:** Firefighters' pension benefits and contractual services, investment services, etc.

## SELF INSURED DENTAL PLAN FUND 608

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Contributions | $3,876 | $4,032 | $0 | $0 | $0 | |
| Interest | 941 | 1,197 | 520 | 0 | 0 | |
| Transfers In | 26,879 | 28,080 | 34,265 | 0 | 0 | (1) |
| Prior Year Carry forward | 6,473 | 11,839 | 7,848 | 0 | 0 | |
| **Total Income** | **$38,169** | **$45,148** | **$42,633** | **$0** | **$0** | |
| **EXPENDITURES** | | | | | | |
| Personal Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 26,330 | 37,300 | 42,633 | 0 | 0 | |
| Reserves | 11,839 | 7,848 | 0 | 0 | 0 | |
| **Total Expenditures** | **$38,169** | **$45,148** | **$42,633** | **$0** | **$0** | |

(1) At 10/1/08 City contracted with Blue Cross Blue Shield Fl. Combined Life for dental insurance. This fund will be closed in 08 09. Final dental claims and the Blue Cross Blue Shield premiums were charged in 07 08 to this fund. In 08 09 premiums will be charged directly to each Department. An additional transfer will be required in 07 08 than is currently budgeted to close the Fund to zero.

## HRA Funding Account 609

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Contributions | $0 | $0 | $0 | $0 | $0 |
| Interest | 0 | 0 | 0 | 0 | 50 |
| Transfers In | 0 | 0 | 0 | 34,250 | 34,721 |
| Prior Year Carry forward | 0 | 0 | 0 | 0 | 4,249 |
| **Total Income** | **$0** | **$0** | **$0** | **$34,250** | **$39,020** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Personal Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 32,538 | 32,500 |
| Reserves | 0 | 0 | 0 | 1,712 | 6,520 |
| **Total Expenditures** | **$0** | **$0** | **$0** | **$34,250** | **$39,020** |

(1) At 10/1/08 The City will start Funding The HRA Funding Account at the rate of 50% of the maximum amount.

**TRUST & AGENCY FUND**

**Description**: HRA Funding Account
**Revenue Source** : Transfers from each Department
**Expenditures** : Health reimbursement for City of Brooksville employees (retirees and employees families if participating in City medical insurance).

## CEMETERY DONOR MEMORIAL WALL TRUST FUND 612

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Contributions | $0 | $0 | $0 | $0 | $0 |
| Interest | 305 | 388 | 109 | 225 | 55 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 6,330 | 6,635 | 7,023 | 7,273 | 7,314 |
| **Total Income** | **$6,635** | **$7,023** | **$7,132** | **$7,498** | **$7,369** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Personal Services | $0 | $0 | $0 | $0 | $0 |
| Operating Expenditures | 0 | 0 | 0 | 0 | 0 |
| Reserves | 6,635 | 7,023 | 7,132 | 7,498 | 7,369 |
| **Total Expenditures** | **$6,635** | **$7,023** | **$7,132** | **$7,498** | **$7,369** |

**TRUST & AGENCY FUND**

**Description**: Cemetery Donor Memorial Wall Trust Fund (Private Purpose Trust Fund)
**Revenue Source:** private donations
**Expenditures:** Donor Memorial Wall at the Brooksville Cemetery

## POLICE OFFICERS' RETIREMENT FUND 613

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Contributions | $205,186 | $197,099 | $198,197 | $185,000 | $159,200 |
| Interest | 55,644 | 75,686 | -407,975 | 80,000 | 20,544 |
| Gain or (Loss) on Invest. | 95,546 | 179,523 | 122,747 | 75,000 | 75,000 |
| Transfers In | 0 | 0 | 0 | 0 | 0 |
| Prior Year Carry forward | 1,800,269 | 2,124,195 | 2,543,399 | 2,675,399 | 2,464,710 |
| **Total Income** | **$2,156,645** | **$2,576,503** | **$2,456,368** | **$3,015,399** | **$2,719,454** |
| **EXPENDITURES** | | | | | |
| Pension Benefits | $3,688 | $1,383 | $1,663 | $10,000 | $2,000 |
| Operating Expenditures | 28,762 | 31,721 | 40,278 | 15,000 | 40,000 |
| Reserves | 2,124,195 | 2,543,399 | 2,414,427 | 2,990,399 | 2,677,454 |
| **Total Expenditures** | **$2,156,645** | **$2,576,503** | **$2,456,368** | **$3,015,399** | **$2,719,454** |

**TRUST & AGENCY FUND**

**Description**: Police Officers' Retirement Fund 613 governed by Fl. Statute 185

**Revenue Source:** Investments income; Police Officers' and State of Florida Chapter 185 funding for retirement contributions.

**Expenditures:** Police Officers' pension benefits and contractual services, investment services, etc.

## COMMUNITY REDEVELOPMENT AGENCY 615

| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 | |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Contributions | 0 | 0 | 0 | 191,927 | 0 | |
| TIF Funds | 92,866 | 105,340 | 91,364 | 82,000 | 108,740 | |
| Interest | 1,668 | 6,104 | 7,268 | 12,000 | 1,920 | |
| Transfers In | 0 | 0 | 0 | 0 | 0 | |
| Prior Year Carry forward | -170,374 | -113,207 | -22,206 | 35,799 | 339,143 | |
| **Total Income** | **-$75,840** | **-$1,763** | **$76,426** | **$321,726** | **$449,803** | |
| **EXPENDITURES** | | | | | | |
| Personal Services | $0 | $0 | $0 | $0 | $0 | |
| Operating Expenditures | 37,367 | 20,443 | 31,567 | 84,000 | 129,450 | (1) |
| Capital Expenditures | 0 | 0 | 0 | 100,000 | 100,000 | (2) |
| Reserves | -113,207 | -22,206 | 44,859 | 137,726 | 220,353 | |
| **Total Expenditures** | **-$75,840** | **-$1,763** | **$76,426** | **$321,726** | **$449,803** | |

(1) $100,000 for façade grant program and $29, 450 for services & miscellaneous expenses.
(2) $100,000 to design phase 2 streetscape project.

**TRUST & AGENCY FUND**

**Description**: Brooksville Community Redevelopment Agency
**Revenue Source:** Tax Incremental Financing (TIF) from Hernando County and City of Brooksville
**Expenditures:** Contractual Services to City of Brooksville for management and planning services; Façade Grant Program and advertising; Streetscape capital project; Special District Fees and FRA Conference.

## TOTAL OF ALL TRUST & AGENCY FUNDS

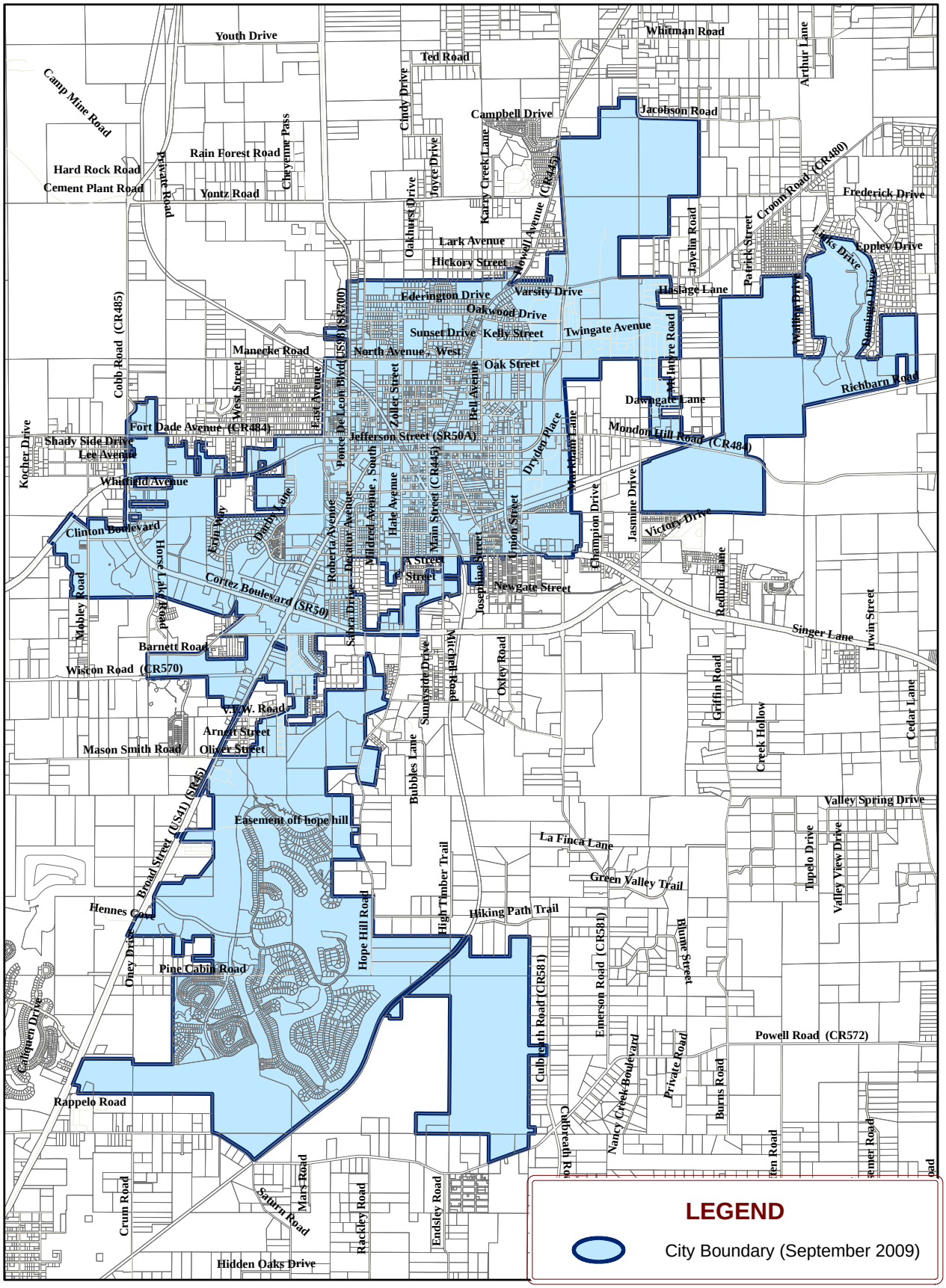
| | Actual 05/06 | Actual 06/07 | Actual 07/08 | Budgeted 08/09 | Requested 09/10 |
|---|---|---|---|---|---|
| **INCOME** | | | | | |
| Contributions | $455,777 | $476,054 | $526,056 | $616,927 | $523,322 |
| TIF Funds | 92,866 | 105,340 | 91,364 | 82,000 | 108,740 |
| Interest | 105,194 | 224,285 | -1,013,415 | 99,775 | 55,051 |
| FHLB Interest | 8,292 | 5,878 | 0 | 0 | 0 |
| Gain or (Loss) on Invest. | 317,250 | 523,929 | 256,123 | 175,000 | 175,000 |
| Transfers In | 36,879 | 38,080 | 44,265 | 44,250 | 44,721 |
| Prior Year Carry forward | 5,760,762 | 6,120,393 | 7,073,518 | 6,916,856 | 6,640,475 |
| **Total Income** | **$6,777,020** | **$7,493,959** | **$6,977,911** | **$7,934,808** | **$7,547,309** |
| | | | | | |
| **EXPENDITURES** | | | | | |
| Pension Benefits | $504,171 | $282,121 | $280,554 | $290,000 | $292,000 |
| Operating Expenditures | 152,411 | 138,275 | 167,646 | 231,538 | 266,950 |
| Transfer Out | 45 | 45 | 0 | 100,000 | 100,000 |
| Reserves | 6,120,393 | 7,073,518 | 6,529,711 | 7,313,270 | 6,888,359 |
| **Total Expenditures** | **$6,777,020** | **$7,493,959** | **$6,977,911** | **$7,934,808** | **$7,547,309** |

# SUPPLEMENTAL DATA

City of Brooksville Incorporated Area Map
Population Update
Hernando County Population Projection 2000-2030

Enabling Legislature
Resolution 2008-23
Ordinance 769

# CITY OF BROOKSVILLE
# BOUNDARY MAP - September 2009




*Base map information provided by the Hernando County Property Appraiser's office.
Map created by the Brooksville Community Development Department.
Disclaimer: This map is intended for planning purposes only, and should not be used to determine the precise location of any feature shown thereon.
f:\Esri\ArcMap Projects\City Boundary 09042009.mxd

| Monthly Demographics Update (MDU) - Summary | | | |
|---|---|---|---|
| Through July 31, 2009 | | | |
| | Population | % | Date of Estimate |
| City of Brooksville | 7,640 | 4.60% | 4/1/2008 |
| City of Weeki Wachee | 8 | 0.00% | 4/1/2008 |
| Unincorporated Hernando County | 158,647 | 95.40% | 7/31/2009 |
| **Hernando County Total** | **166,295** | **100.00%** | **7/31/2009** |
| Spring Hill CDP* (map) | 93,199 | 56.10% | 7/31/2009 |
| Brooksville Urbanized Area (map) | 122,530 | 73.90% | 6/30/2008 |
| Permanent Households | 70,861 | 100.00% | 7/31/2009 |
| Persons Per Household | 2.3213 | | 4/1/2008 |
| | | | |
| Male (Top) | 79,706 | 47.93% | 7/31/2009 |
| Female | 86,589 | 52.07% | 7/31/2009 |
| **Hernando County Total** | **166,295** | **100.00%** | **7/31/2009** |
| | | | |
| White | 154,409 | 92.85% | 7/31/2009 |
| Black (Top) | 6,776 | 4.07% | 7/31/2009 |
| American Indian | 497 | 0.30% | 7/31/2009 |
| Asian | 1,068 | 0.64% | 7/31/2009 |
| Other Races | 1,671 | 1.00% | 7/31/2009 |
| Two or More Races | 1,874 | 1.13% | 7/31/2009 |
| **Hernando County Total** | **166,295** | **100.00%** | **7/31/2009** |
| Hispanic Origin | 14,091 | 8.47% | 7/31/2009 |
| | | | |
| Median Age (50th percentile) | 50.0 | | 7/1/2007 |
| Age 0-4 (Top) | 7,259 | 4.33% | 7/31/2009 |
| Age 5-17 | 23,665 | 14.41% | 7/31/2009 |
| Age 18-34 | 24,100 | 14.42% | 7/31/2009 |
| Age 35-54 | 38,747 | 23.55% | 7/31/2009 |
| Age 55-64 | 24,253 | 14.37% | 7/31/2009 |
| Age 65-79 | 32,999 | 20.10% | 7/31/2009 |
| Age 80 & Over | 15,271 | 8.82% | 7/31/2009 |
| **Hernando County Total** | **166,295** | **100.00%** | **7/31/2009** |
| | | | |
| Labor Force (Top) | 63,228 | 100.00% | Jun-09 |
| Employed | 54,931 | 86.90% | Jun-09 |
| Unemployed | 8,297 | 13.10% | Jun-09 |
| Public School Enrollment K-12 | 22,492 | 100.00% | Sep-08 |
| Median Household Income | $44,172 | --- | 2007 Estimate |
| Per Person Income | $27,478 | --- | 2006 Tax Year |
| Average Annual Wage | $31,556 | --- | 4th Qtr 2008 |
| | | | |

| BEBR** Population Estimates & Projections: | | | |
|---|---|---|---|
| 1990 Census (Top) | **101,115** | **100.00%** | **4/1/1990** |
| Hernando County Total | 105,045 | 100.00% | 4/1/1991 |
| Hernando County Total | 108,521 | 100.00% | 4/1/1992 |
| Hernando County Total | 111,947 | 100.00% | 4/1/1993 |
| Hernando County Total | 115,261 | 100.00% | 4/1/1994 |
| Hernando County Total | 118,303 | 100.00% | 4/1/1995 |
| Hernando County Total | 120,414 | 100.00% | 4/1/1996 |
| Hernando County Total | 122,679 | 100.00% | 4/1/1997 |
| Hernando County Total | 125,546 | 100.00% | 4/1/1998 |
| Hernando County Total | 128,025 | 100.00% | 4/1/1999 |
| Census 2000 (Top) | **130,802** | **100.00%** | **4/1/2000** |
| Hernando County Total | 132,762 | 100.00% | 4/1/2001 |
| Hernando County Total | 136,484 | 100.00% | 4/1/2002 |
| Hernando County Total | 140,670 | 100.00% | 4/1/2003 |
| Hernando County Total | 145,207 | 100.00% | 4/1/2004 |
| Hernando County Total | 150,784 | 100.00% | 4/1/2005 |
| Hernando County Total | 157,006 | 100.00% | 4/1/2006 |
| Hernando County Total | 162,193 | 100.00% | 4/1/2007 |
| **Hernando County Total** | **164,908** | **100.00%** | **4/1/2008** |
| **Hernando County Total*** ** | **171,689** | **100.00%** | **7/1/2008** |
| Medium Projection - County Total (Top) | 170,200 | 100.00% | 4/1/2010 |
| High Projection - County Total | 178,700 | 100.00% | 4/1/2010 |
| Medium Projection - County Total | 187,600 | 100.00% | 4/1/2015 |
| High Projection - County Total | 207,400 | 100.00% | 4/1/2015 |
| Medium Projection - County Total | 207,300 | 100.00% | 4/1/2020 |
| High Projection - County Total | 239,100 | 100.00% | 4/1/2020 |
| Medium Projection - County Total | 226,700 | 100.00% | 4/1/2025 |
| High Projection - County Total | 272,900 | 100.00% | 4/1/2025 |
| Medium Projection - County Total | 245,400 | 100.00% | 4/1/2030 |
| High Projection - County Total | 308,400 | 100.00% | 4/1/2030 |
| Medium Projection - County Total | 263,500 | 100.00% | 4/1/2035 |
| High Projection - County Total | 345,600 | 100.00% | 4/1/2035 |

# GLOSSARY

# CITY OF BROOKSVILLE

## GLOSSARY

This is a glossary of terms and abbreviations commonly used: (a) at public meetings at which financial matters are discussed; (b) in budget and financial documents and records; and ©) in various grant applications.

## GENERAL TERMINOLOGY

**Ad Valorem Taxes/Property Taxes -** Property taxes are computed by applying the millage rate to the assessed value of property after all exemptions have been subtracted. Property taxes are paid to a variety of governments through a single payment to the County Tax Collector.

**Budget -** A financial statement listing a governmental agency's expected income and expenses for a 12-month period. Under Florida law, governments are required to have a balanced budget. If changes occur during the year, governments can transfer funds within a budget or raise fees, etc., to keep the budget in balance. For the City, a proposed budget is prepared and submitted by the City Manager which becomes formal upon adoption by the City Council.

**Capital Improvement Program -** Governmental agencies establish five to ten year programs for major long-term costs such as the purchase of fire trucks, buildings, and land. Capital expenses are listed separately from operating expenses within the budget document.

**Capital Outlay -** Costs for the purchase of, or additions, to land, buildings, vehicles or other equipment, the value of which exceeds $5,000. (See detailed listing under Capital Outlay Terminology).

**Contingency Fund -** Money set aside for emergencies or unexpected expenses that were not anticipated when the budget was being prepared and/or approved.

**Deficit -** A term generally applied to the budget as a whole, reflecting real or projected revenue shortages, meaning there are insufficient funds to cover expenses.

**Enterprise Fund -** A fund established to support a single service from which revenues (charges for services) are received to fund the delivery of that service.

**Expenditures -** Costs incurred by contract, agreement, or money actually spent.

**Fiscal Year -** The budget year. For municipal and county governments, the fiscal year runs from October 1 to September 30. For school districts and state agencies, it runs from July 1 to June 30.

**Franchise Taxes -** Money collected, usually from a private utility, in exchange for the authorized use of a governmental agency's easements and rights-of-way. Franchise taxes are also collected from solid waste services allowed to operate within a government's boundaries.

**Fund** - A listing within the budget, indicating the revenues and expenditures for a specific category of operation. The largest fund is the General Fund. This fund includes subcategories that support most of the City's operations. Other funds include those for water and sewer, state and federal grants, etc.

**Impact Fee** - A fee to fund the cost of a new development's impact on various City services. This fee is charged to those responsible for the new development as a condition for obtaining a building permit.

**Mill** -A tax rate of one dollar ($1) per one thousand dollars ($1,000) of taxable property value.

**Millage** - A figure assigned to each governmental unit with ad valorem taxing authority for use in determining taxes. It determines how much revenue the government will receive from property taxes and how much an individual property owner pays by applying the millage rate to the value of property within the City.

**Operating Expenses** - The costs associated with the day-to-day activities of a government not including personal services or capital outlay costs. (See detailed listing under Operating Expenditures Terminology).

**Over Budget** - Over budget in revenue means that more income was received than budgeted. Over budget in expenses means costs were more than budgeted figures, and generally necessitates that spending must stop or money be transferred into the appropriate account to balance the budget by year-end.

**Personal Services** - Costs for employee salaries, wages, and fringe benefits. (See detailed listing under Personal Services Terminology).

**Prior Year Carryover** - Money not spent in one fiscal year, but carried forward to the next budget. Cash carried forward can be used to pay operating expenses at the beginning of a fiscal year before tax revenues are collected, or during a fiscal year if anticipated revenues have not yet been collected.

**Projected (Revenue, Deficit, Expenses, etc.)** - Estimates used in analyzing and preparing budgets. They are based on experience and information from a variety of sources that help government officials determine what they think income or expenses will be for a given time period.

**Recurring Revenues** - Revenues that can be expected to be received each year unless specific action is taken to eliminate the source.

**Revenue** - Income received by the City from a variety of sources including taxes, fees, charges for services, grants, borrowing, or other governmental agencies.

**Rolled-Back Millage Rate** - A tax rate the county property appraiser determines is necessary to give a governmental agency the same amount of property tax dollars it received during the previous budget year.

**State Shared Revenue** - Money that cities and counties receive from the state. It includes the local share of cigarette taxes, fuel taxes, mobile home license taxes, liquor taxes and sales taxes based on distribution formulas set by State law.

**Taxable Valuation** - The value of property after all allowable exemptions have been subtracted; the value on which ad valorem taxes are computed.

**TRIM Bill** - Florida's Truth in Millage law that requires cities to calculate next year's budget on the same tax dollars they received during the current fiscal year.

**Under Budget** - Under budget in expenses means either that the agency has been spending at a slower rate than expected, or that expenses were over estimated when the budget was prepared. Under budget in revenues means that money being collected from taxes and other source are not as much as was anticipated; it might necessitate spending adjustments.

**User Fee** - In a move toward a more businesslike approach, cities and counties are charging fees for use of services such as recreation, and water & sewer service. There is frequently a difference between what city residents and non-residents are charged for the service.

**Utility Taxes** - Taxes paid to municipalities by users of telephones, electricity, water, natural gas, bottled gas, and fuel oil.

**Valuation** - The dollar value of property assigned by the county property appraiser.

## PERSONAL SERVICES TERMINOLOGY

All salary, wages and fringe benefits paid to City employees:

**Salary, Supervisory**: Payroll costs for City department directors and other exempt supervisors. Includes merit increases and additions to base salary.

**Overtime**: Payments in addition to regular salaries and wages for employees working in excess of regular work hours. The calculation and payment of overtime is governed by the Fair Labor Standards Act.

**Special Pay**: Special pay and allowances which are not included in an employee's base pay and which are not included for computing overtime, retirement contributions, etc.

**FICA Taxes**: Includes City's matching share for Social Security and Medicare.

**Life and Health Insurance**: City's contribution toward employees' health insurance premiums and benefits.

**Worker's Compensation**: Premiums and benefits paid for Worker's Compensation.

**Unemployment Compensation**: City's payment for employees' unemployment compensation.

# CITY OF BROOKSVILLE

## OPERATING EXPENDITURES TERMINOLOGY

**Professional Services**: Legal, medical, engineering, architectural, surveying, appraisal, and other services procured for independent professional assistance and not directly involved with accounting and/or auditing.

**Accounting and Auditing**: Expenditures for services received from independent certified public accountants.

**Other Contractual Services**: Payments for custodial services, and other services procured by contract or agreement with persons, firms, corporations, or other governmental units.

**Election Expenses**: Charges for ballot preparation and holding municipal elections.

**Travel and Per Diem**: Expenditures for transportation costs including public transportation and reimbursements for use of private vehicles, per diem, meals and incidental travel expenses for approved official travel.

**Communications Services**: Payments for telephone, telegraph, or other communication services.

**Postage**: Expenditures for postage, freight, shipping, and messenger services.

**Utility**: Charges for gas, water, sewer, electricity, solid waste disposal, and other public utility services.

**Rental and Lease**: Amounts paid for the lease or rental of land, buildings, equipment, or vehicles.

**Insurance**: Includes all insurance carried for the protection of the local government, such as, fire, theft, casualty, general and professional liability.

**Repair and Maintenance Services**: Costs incurred for the repair and maintenance of buildings and equipment, including maintenance and service contracts but not custodial or janitorial services.

**Printing and Binding**: Costs of printing, binding and other reproduction services which are contracted for or purchased from outside vendors.

**Promotional Activities**: Includes promotional expenses or advertising on behalf of the City, but does not include legal ads.

**Other Current Charges**: Includes current charges and obligations not otherwise classified, such as legal ads, witness fees, information and evidence.

**Office Supplies**: Includes materials and supplies, such as, stationery, forms, paper, charts, maps and office equipment under $500 in unit value. Also includes copier maintenance needs, such as, copy kits.

**Operating Supplies**: All types of supplies consumed in the conduct of departmental operations, including fuel, lubricants, chemicals, laboratory suppliers, household items, janitorial and institutional supplies, uniforms and other clothing, recording tapes, and transcript production supplies.

**Memberships and Publications**: Includes books, or sets of books, journals and periodical subscriptions, membership dues and professional data costs, and conferences/seminar registration fees and other training and education costs.

**Contingency**: A reserve set aside to allow for emergencies or unforeseen needs not otherwise budgeted for the fiscal year.

**Emergency Preparedness**: Outlays to prepare the City for and to protect City properties from the effects of natural and man-made disasters.

**Depreciation**: The lessening of value of fixed assets over time.

**Contributions**: Donations made by the City to civic, charitable or other organizations, or for other specific purposes.

## CAPITAL OUTLAY TERMINOLOGY

Outlays for the acquisition of, or addition to the City's fixed assets having a unit value greater than $5000 and an expected economic life of at least one (1) years.

**Land**: Costs of land, easement, rights-of-way acquisition.

**Buildings**: City office buildings and additions, parks and recreational buildings, garages, etc., and additions, ans any equipment installed in new buildings or additions which becomes a permanent part of the building.

**Improvements other than buildings**: Structures and facilities other than buildings, such as, roads, bridges, curbs, gutters, docks, fences, landscaping, lighting systems, parking areas, storm water and wastewater structures and lift stations, park areas and athletic fields, etc.

**Machinery and Equipment**: Motor vehicles, light and heavy equipment, and other machinery and equipment having a value of greater than $5000.

**Debt Service**: Principal and interest and other charges for debt service payments for loans, bonds, lease-purchases and other multi-year obligations.

## ABBREVIATIONS AND GRANT TERMINOLOGY

**ADA**: American's with Disabilities Act.
**BERT**: Brooksville Emergency Response Team.
**CAD**: Computer aided design, or computer aided drafting.
**CDBG**: Community Development Block Grant.
**CDD:** Community Development Department
**CIP**: Capital Improvement Plan, or Construction in Progress.
**CMC:** Certified Municipal Clerk
**COLA**: Cost of living allowance.
**COPS**: Community Oriented Policing Service - refers to Department of Justice grant program.

**CPA:** Comprehensive Plan Amendment.
**CRA:** Community Redevelopment Agency.
**DCA**: Department of Community Affairs.
**DOS**: Disk operating system - refers to computer software used to run computer programs.
**DPW**: Department of Public Works.
**EAR**: Evaluation and Appraisal Report.
**FCT:** Florida Community Trust.
**FDEP:** Florida Department of Environmental Protection.
**FDOT**: Florida Department of Transportation.
**FEAC:** Federal Employment Advisory Council.
**FPPA:** Florida Public Personnel Association.
**FICA**: Federal Insurance Contribution Act - refers to employer social security/medicare payments.
**FLC**: Florida League of Cities.
**FLSA**: Fair Labor Standards Act.
**FMLA**: Family Medical Leave Act.
**FRDAP:** Florida Development Assistance Program.
**FRS**: Florida Retirement System.
**FY**: Fiscal Year.
**GFOA**: Government Finance Officer's Association.
**GIS**: Global Information System, or Government Information System.
**GNT**: Good Neighbor Trail.
**IS**: Internal Service, or information system.
**JBCC**: Jerome Brown Community Center.
**JPA**: Joint Project Agreement.
**LLEBG**: Local Law Enforcement Block Grant.
**MGD**: Million Gallons per Day - refers to capacity of water & wastewater treatment plants.
**MIS:** Management Information Systems.
**MPO:** Metropolitan Planning Organization.
**PY**: Prior Year.
**RFP**: Request for Proposal.
**R&M**: Repairs & Maintenance.
**R&R**: Repair & Replacement.
**SBA**: State Board of Administration - refers to agency holding City invested funds.
**TIF:** Tax Increment Financing.
**USDA**: United States Department of Agriculture.
**WAP:** Water Advisory Panel
**WWTP:** Water/Wastewater Treatment Plant
**Y2K**: Year 2000 - refers to January 1, 2000 computer date formatting.

AGENDA ITEM NO. C-2(6)
9/23/09

**RESOLUTION NO. 2009-10**

**A RESOLUTION LEVYING AN AD VALOREM MILLAGE RATE FOR THE FISCAL YEAR 2009-2010 FOR THE OPERATION OF THE VARIOUS DEPARTMENTS AND FUNDS OF THE CITY OF BROOKSVILLE, FLORIDA, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Brooksville, Florida, has prepared budgets for the various Departments and Funds of said City; and,

**WHEREAS**, a millage rate of 6.0690 mills would be necessary to generate the projected revenue from ad valorem taxes; and

**WHEREAS**, Florida Statutes, Sections 129.03 and 200.065, require advertisement of public hearings on the proposed levy of said millage rate and adoption of the Budget Ordinance; and,

**WHEREAS**, said budget hearings and millage levy hearings have been advertised as required by law, and said hearings have been in accordance with said advertisements; and,

**WHEREAS**, the City Council of the City of Brooksville has approved the budgets, as prepared and submitted by the City Manager, and will, subsequent to the adoption of this Resolution, adopt said budgets by Ordinance.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA**, as follows:

1. That it has been determined, in accordance with the provisions and directions as particularly set forth in the Charter of said City, that the General Fund amount to be raised and to be required for the uses and purposes of operation of the City for the fiscal year beginning October 1, 2009, is $6,871,240.

2. That the aggregate sum of $2,708,142 of projected ad valorem revenue requires a levy of 6.0690 mills on each dollar of assessed valuation of real property located within the City limits according to the valuation that will appear on the assessment role for the year 2009 as equalized by the Equalization Board, and the above levy is hereby determined and declared to be the tax levy for the uses and purposes stated for the 2009/2010 fiscal year.

3. The 2009/2010 millage rate of 6.0690 is below the rolled back rate of 7.4379 by 18.40%. The rolled back rate is a calculation to adjust for the increase in assessed property values and new construction within the City in order to maintain the amount of property tax revenue of the previous year.

4. That the City Manager is hereby authorized and directed to submit a certified copy of this Resolution to the Property Appraiser of Hernando County, Florida, immediately following its adoption.

5. This Resolution shall take effect immediately upon the later of its adoption or 12:01 A.M. October 1, 2009.

**PASSED AND ADOPTED THIS** 23rd day of September, A.D., 2009.

**City of Brooksville**

By: _____
Joe Bernardini
Mayor

ATTEST: _____
Janice L. Peters, CMC
City Clerk

VOTE OF COUNCIL:
Bernardini ___
Bradburn ___
Johnston ___
Lewis ___
Pugh ___

APPROVED AS TO FORM AND CONTENT FOR THE RELIANCE OF THE CITY OF BROOKSVILLE ONLY:

_____
Thomas S. Hogan, Jr.,
City Attorney

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AGENDA ITEM NO. C-2(c)
9/23/09

# ORDINANCE NO. 778

**AN ORDINANCE APPROPRIATING CERTAIN MONIES FOR THE GENERAL OPERATIONS OF THE CITY OF BROOKSVILLE, FLORIDA, FROM ITS SEVERAL FUNDS FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2009 AND ENDING SEPTEMBER 30, 2010.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, as follows:

I. GENERAL APPROPRIATIONS FOR FISCAL YEAR 2009: That the following sums are hereby estimated as revenues, expenditures and fund balances for the fiscal year beginning October 1, 2009 and ending September 30, 2010.

a) General Fund

| | |
|---|---|
| Fund Balance October 1 | $ 1,484,900 |
| Revenues | $ 6,871,240 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 8,356,140** |
| | |
| General Government | $ 810,175 |
| City Council | 90,898 |
| City Manager's Office | 370,207 |
| Technology Services | 82,000 |
| Human Resource Division | 108,250 |
| Development Department | 474,160 |
| Finance Department | 394,146 |
| Police Department | 1,916,782 |
| Fire Department | 1,520,274 |
| Parks & Facilities Division | 740,853 |
| Cemetery Division | 116,340 |
| Recreation Division | 158,269 |
| Quarry Golf Course | 231,066 |
| Department Of Public Works | 557,560 |
| Street Lighting and Signal Division | 140,500 |
| General Fund Reserves | 644,660 |
| **TOTAL GENERAL FUND** | **$ 8,356,140** |

b) Special Revenue Funds

Police Education Fund (104)

| | |
|---|---|
| Fund Balance October 1 | $ 18,459 |
| Revenues | 4,161 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 22,620** |
| | |
| Expenditures | $ 15,000 |
| Reserves | 7,620 |
| **TOTAL APPROPRIATION** | **$ 22,620** |

Local Option Gas Tax Fund (108)

| | |
|---|---|
| Fund Balance October 1 | $ 22,893 |
| Revenues | 258,524 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 281,417** |
| | |
| Expenditures | $ 258,524 |
| Reserves | 22,893 |
| **TOTAL APPROPRIATIONS** | **$ 281,417** |

| | |
|---|---|
| Law Enfmt. Invest. Trust Fund (109) | |
| Fund Balance October 1 | $ 56,530 |
| Revenues | 10,260 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 66,790** |
| | |
| Expenditures | $ 20,000 |
| Reserves | 46,790 |
| **TOTAL APPROPRIATIONS** | **$ 66,790** |
| | |
| Road Impact Fees Fund (110) | |
| Fund Balance October 1 | $ 1,867,675 |
| Revenues | 28,962 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 1,896,637** |
| | |
| Expenditures | $ 1,000,000 |
| Reserves | 896,637 |
| **TOTAL APPROPRIATIONS** | **$ 1,896,637** |
| | |
| Law Enforcement Impact Fees Fund (112) | |
| Fund Balance October 1 | $ 19,321 |
| Revenues | 644 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 19,965** |
| | |
| Expenditures | $ 0 |
| Reserves | 19,965 |
| **TOTAL APPROPRIATIONS** | **$ 19,965** |
| | |
| Public Bldg. Impact Fees Fund (113) | |
| Fund Balance October 1 | $ 256,349 |
| Revenues | 2,414 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 258,763** |
| | |
| Expenditures | $ 0 |
| Reserves | 258,763 |
| **TOTAL APPROPRIATIONS** | **$ 258,763** |
| | |
| Fire/EMS Impact Fees Fund (114) | |
| Fund Balance October 1 | $ 92,265 |
| Revenues | 1,189 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 93,454** |
| | |
| Expenditures | $ 0 |
| Reserves | 93,454 |
| **TOTAL APPROPRIATIONS** | **$ 93,454** |
| | |
| Park Impact Fees Fund (115) | |
| Fund Balance October 1 | $ 107,463 |
| Revenues | 1,209 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 108,672** |
| | |
| Expenditures | $ 15,000 |
| Reserves | 93,672 |
| **TOTAL APPROPRIATIONS** | **$ 108,672** |
| | |
| Law Enforcement Trust Fund (116) | |
| Fund Balance October 1 | $ 12,562 |
| Revenues | 94 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 12,656** |
| | |
| Expenditures | $ 5,000 |
| Reserves | 7,656 |
| **TOTAL APPROPRIATIONS** | **$ 12,656** |

| | |
|---|---|
| Justice Assistance Grant (118) | |
| Fund Balance October 1 | $ 0 |
| Revenues | 193,190 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 193,190** |
| | |
| Expenditures | $ 193,190 |
| Reserves | 0 |
| **TOTAL APPROPRIATIONS** | **$ 193,190** |
| | |
| Fire Grants & Donations Fund (122) | |
| Fund Balance October 1 | $ 4,309 |
| Revenues | 432 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 4,741** |
| | |
| Expenditures | $ 1,000 |
| Reserves | 3,741 |
| **TOTAL APPROPRIATIONS** | **$ 4,741** |
| | |
| Police Grants & Donations Fund (123) | |
| Fund Balance October 1 | $ 12,806 |
| Revenues | 2,000 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 14,806** |
| | |
| Expenditures | $ 5,000 |
| Reserves | 9,806 |
| **TOTAL APPROPRIATIONS** | **$ 14,806** |
| | |
| Major Storm Readiness Fund (124) | |
| Fund Balance October 1 | $ 76,027 |
| Revenues | 568 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 76,595** |
| | |
| Expenditures | $ 0 |
| Reserves | 76,595 |
| **TOTAL APPROPRIATIONS** | **$ 76,595** |
| | |
| Cost Recovery Fund (127) | |
| Fund Balance October 1 | $ 2,338 |
| Revenues | 0 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 2,338** |
| | |
| Expenditures | $ 0 |
| Reserves | 2,338 |
| **TOTAL APPROPRIATIONS** | **$ 2,338** |
| | |
| Traffic Camera Fund (128) | |
| Fund Balance October 1 | $ 120,000 |
| Revenues | 697,500 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 817,500** |
| | |
| Expenditures | $ 607,372 |
| Reserves | 210,128 |
| **TOTAL APPROPRIATIONS** | **$ 817,500** |
| | |
| First Tee Fund (129) | |
| Fund Balance October 1 | $ 0 |
| Revenues | 48,000 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 48,000** |
| | |
| Expenditures | $ 10,000 |
| Reserves | 38,000 |
| **TOTAL APPROPRIATIONS** | **$ 48,000** |

Tree/Streetscaping (134)

| | |
|---|---|
| Fund Balance October 1 | $ 89,474 |
| Revenues | 1,567 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 91,041** |
| | |
| Expenditures | $ 30,000 |
| Reserves | 61,041 |
| **TOTAL APPROPRIATIONS** | **$ 91,041** |

FDOT-Highway Landscaping Grant (140)

| | |
|---|---|
| Fund Balance October 1 | $ 0 |
| Revenues | 139,000 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 139,000** |
| | |
| Expenditures | $ 139,000 |
| Reserves | 0 |
| **TOTAL APPROPRIATION** | **$ 139,000** |

c) Capital Projects Funds

McKethan Park (302)

| | |
|---|---|
| Fund Balance October 1 | $ 52,905 |
| Revenues | 591 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 53,496** |
| | |
| Expenditures | $ 50,000 |
| Reserves | 3,496 |
| **TOTAL APPROPRIATIONS** | **$ 53,496** |

Multi Year Capital Project Accumulation Fund (308)

| | |
|---|---|
| Fund Balance October 1 | $ 246,300 |
| Revenues | 384,494 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 630,794** |
| | |
| Expenditures | $ 530,794 |
| Reserves | 100,000 |
| **TOTAL APPROPRIATIONS** | **$ 630,794** |

Capital Improvement Revenue Bond Fund (309)

| | |
|---|---|
| Fund Balance October 1 | $ 11,770 |
| Revenues | 31,020 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 42,790** |
| | |
| Expenditures | $ 30,436 |
| Reserves | 12,354 |
| **TOTAL APPROPRIATIONS** | **$ 42,790** |

Bond & Interest Sinking Fund (310)

| | |
|---|---|
| Fund Balance October 1 | $ 20,790 |
| Revenues | 30,436 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 51,226** |
| | |
| Expenditures | $ 30,436 |
| Reserves | 20,790 |
| **TOTAL APPROPRIATIONS** | **$ 51,226** |

d) Proprietary Fund Funds

Public Works - Water & Wastewater (401)

| | |
|---|---|
| Fund Balance October 1 | $ 4,980,000 |
| Revenues | 6,797,660 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$11,777,660** |
| | |
| Expenditures | $ 7,435,222 |
| Reserves | 4,342,438 |
| **TOTAL APPROPRIATIONS** | **$11,777,660** |

Public Works - Solid Waste Collection (ALL)

| | |
|---|---|
| Fund Balance October 1 | $ 629,785 |
| Revenues | 1,281,300 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 1,911,085** |
| | |
| Expenditures | $ 1,356,206 |
| Reserves | 554,879 |
| **TOTAL APPROPRIATIONS** | **$ 1,911,085** |

Public Works - Vehicle Maint. Internal Service Fund (ALL)

| | |
|---|---|
| Fund Balance October 1 | $ 1,183,919 |
| Revenues | 388,170 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 1,572,089** |
| | |
| Expenditures | $ 150,324 |
| Reserves | 1,421,765 |
| **TOTAL APPROPRIATIONS** | **$ 1,572,089** |

e) Trust and Agency Funds

Butterweck Bond Fund (603)

| | |
|---|---|
| Fund Balance Octoberl | $ 2,216 |
| Revenues | 17 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 2,233** |
| | |
| Expenditures | $ 0 |
| Reserves | 2,233 |
| **TOTAL APPROPRIATIONS** | **$ 2,233** |

Special Cemetery Perpetual Care Fund (605)

| | |
|---|---|
| Fund Balance October 1 | $ 315,550 |
| Revenues | 12,465 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 328,015** |
| | |
| Expenditures | $ 0 |
| Reserves | 328,015 |
| **TOTAL APPROPRIATIONS** | **$ 328,015** |

Firefighters' Retirement Fund (607)

| | |
|---|---|
| Fund Balance October 1 | $ 3,507,293 |
| Revenues | 494,122 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 4,001,415** |
| | |
| Expenditures | $ 355,000 |
| Reserves | 3,646,415 |
| **TOTAL APPROPRIATIONS** | **$ 4,001,415** |

| | |
|---|---|
| HRA Funding Account 609 | |
| Fund Balance October 1 | $ 4,249 |
| Revenues | 34,771 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 39,020** |
| | |
| Expenditures | $ 32,500 |
| Reserves | 6,520 |
| **TOTAL APPROPRIATIONS** | **$ 39,020** |
| | |
| Donor Memorial Wall Fund (612) | |
| Fund Balance October 1 | $ 7,314 |
| Revenues | 55 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 7,369** |
| | |
| Expenditures | $ 0 |
| Reserves | 7,369 |
| **TOTAL APPROPRIATIONS** | **$ 7,369** |
| | |
| Policemen's Retirement Fund (613) | |
| Fund Balance October 1 | $ 2,464,710 |
| Revenues | 254,744 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 2,719,454** |
| | |
| Expenditures | $ 42,000 |
| Reserves | 2,677,454 |
| **TOTAL APPROPRIATIONS** | **$ 2,719,454** |
| | |
| Community Redevelopment Agency (615) | |
| Fund Balance October 1 | $ 339,143 |
| Revenues | 110,660 |
| **TOTAL AVAILABLE FOR APPROPRIATION** | **$ 449,803** |
| | |
| Expenditures | $ 229,450 |
| Reserves | 220,353 |
| **TOTAL APPROPRIATIONS** | **$ 449,803** |

II. **TRANSFERS:** Any sum, or sums, appropriated within the various departments and funds of the City of Brooksville, if not required for such purpose may be applied to the expense of the Department to which said sums are appropriated or the fund from which it was appropriated.

III. **EXPENDITURES:** Expenditures authorized under this Ordinance shall be processed with the approval of the City Manager or designee. Payments made shall be by electronic transfer or by check drawn by the Director of Finance and signed by the City Manager or City Clerk and the Mayor or Vice Mayor.

IV. **BUDGET OVER-EXPENDITURES:** Under no circumstances may a Departmental Appropriation be over-expended without the consent and approval of the City Council. Consent and approval of the City Council may be given during duly called and constituted sessions of said Council identifying said budget amendments or adjustments.

V. **ENCUMBRANCES UNDER CONTRACT:** That valid commitments for goods and services which remain uncompleted as of September 30, 2009, shall not lapse, but shall be automatically re-appropriated and incorporated into the final budget of the City for the fiscal year beginning October 1, 2009, and ending September 30, 2010.

VI. **ENCUMBRANCES NOT UNDER CONTRACT:** That City Council approved funds as of September 30, 2009, shall be automatically re-appropriated and incorporated into the final budget of the City for the fiscal year beginning October 1, 2009, and ending September 30, 2010.

VII. **EFFECTIVE DATE:** This Ordinance shall become effective immediately upon the later of its adoption or 12:01 A.M., October 1, 2009 as required by the Code of the City of Brooksville, Florida and applicable State Law.

VIII. **REPEALER:** All Ordinances, or parts of Ordinances, in conflict herewith are hereby expressly repealed.

**CITY OF BROOKSVILLE**

**ATTEST:**_____ _____

Janice L. Peters, City Clerk Joe Bernardini, Mayor

PASSED on First Reading September 9, 2009
NOTICE Published on September 13, 2009
PASSED on Second & Final Reading _____

**VOTE OF COUNCIL:**

Bernardini ___
Bradburn ___
Johnston ___
Lewis ___
Pugh ___

APPROVED AS TO FORM AND CONTENT FOR THE RELIANCE OF THE CITY OF BROOKSVILLE ONLY:

_____
Thomas S. Hogan, Jr., City Attorney

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AGENDA ITEM NO. C.3
9/23/09

Prepared for: 09/21/2009 Meeting

# MEMORANDUM

**To:** Honorable Mayor and City Council Members
**Via:** T. Jennene Norman-Vacha, City Manager
**From:** Bill Geiger, Community Development Director
**Subject:** Consideration of Flagstone Pavers, Inc. Tax Abatement Application - Proposed Ordinance No. 777
**Date:** September 10, 2009

**General Information:**
On March 14, 2000, residents of the City of Brooksville voted to empower the City Council of the City of Brooksville to grant ad valorem tax abatements for qualified new or expanding businesses. Minimum and maximum standards and thresholds for implementing this program are outlined in Section 196.012, Florida Statutes.

The City Council adopted general guidelines for implementing the tax abatement program via Resolution No. 2000-11 on May 1, 2000. Sections 196.012(15) and (16), Florida Statutes, provide the thresholds for business eligibility to apply for ad valorem tax abatement. One of these statutory provisions (as amended in the 2002 legislative session), specified that any business that locates or expands within an enterprise zone is eligible for tax abatement, and subsequently, the City Council adopted Resolution No. 2003-02 that includes and expands on the previous resolution by adding a section that addresses new or expanding businesses within the enterprise zone area.

In 2006, the property owned by Flagstone Pavers, Inc. was annexed into the City. At the time of annexation, improvements were being made to the property that included the addition of a new production plant, maintenance building and office facility. The property owner submitted an application for the ad valorem tax exemption in 2006, however, since the property was just annexed into the city and the improvements were completed in the 2006 calendar year, city tax assessments for the improvements would not be applied until the 2007 tax year (due to the one year lag time in the value being added to the tax rolls). Therefore, the property owner was advised to apply for the exemption in the following tax year. The property owner re-submitted the application to the City in 2009. The business is a Qualified Manufacturer pursuant to Section 196.012, F.S., and the business expansion completed in 2006 resulted in the net increase of thirty employees/jobs being added to the business and local work force. As per the Guidelines for Tax Abatement adopted by the City via Resolution No. 2003-02, the business would be eligible to receive a 100% tax abatement on the value of the new improvements for the 1st through the 5th years, and a 75% tax abatement on the value of the new improvements for the 6th through the 10th and final year.

At the first public hearing to consider the 2009-2010 budget held on September 9, 2009, the City Council approved the first reading of Ordinance No. 777 to implement this tax abatement request, and authorized the second and final reading to be advertised for a public hearing to take place on September 21, 2009 at 7:00 p.m. in the Council chambers.

**Budget Impact:**
The Hernando County Property Appraiser estimates that the 2009 revenue lost, in granting an exemption at 100% of the value of the improvements made to the Flagstone Pavers' property to be $33,308 (as calculated using the preliminary millage of 7.0000). If the City drops the millage to 6.0690, the estimated revenue lost in granting this exemption would be $28,879 in 2009. Proposed Ordinance No. 777 provides for a full ten year period of tax abatement with a 100% ad valorem tax abatement to the taxable value of the improvements completed in 2006 for the first five years, and a 75% abatement for the second five years, consistent with the guidelines established by Resolution No. 2003-02. The Property Appraiser estimates the 2009 taxable value of the improvements completed in 2006 to be $4,758,400. In speaking with the City's Finance Director and City Manager, the City is not proposing to adjust the proposed millage to address the reduction in taxable value.

**Legal Statement:**
The City has the authority to adopt an ordinance to provide for the tax exemption as requested/proposed.

**Staff Recommendation:**
It is recommended that City Council approve the second and final reading of Ordinance No. 777.

Enclosures:
(1) Ordinance No. 777
(2) Flagstone Pavers, Inc. Economic Ad Valorem Property Tax Exemption Application

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**ORDINANCE NO. 777**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, PROVIDING FOR QUALIFIED TAX ABATEMENT FOR UP TO TEN YEARS FOR THE EXPANSION OF A QUALIFIED MANUFACTURING BUSINESS ON PROPERTY OWNED BY FLAGSTONE PAVERS, INC., LOCATED AT 9070 OLD COBB ROAD, BROOKSVILLE, FLORIDA 34601-9300; PROVIDING THAT THE EXPANSION OF THIS BUSINESS HAS CREATED THIRTY AND MUST MAINTAIN A MINIMUM OF TWENTY-SIX ADDITIONAL FULL-TIME JOBS; PROVIDING A SUMMARY OF THE ESTIMATED VALUES AND PROPOSED ABATED TAX REVENUE; PROVIDING FOR RESTRICTIONS, CONDITIONS AND TERMINATION; PROVIDING FOR THE EXEMPTION THROUGH THE HERNANDO COUNTY PROPERTY APPRAISER; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the voters of the City of Brooksville passed a referendum on March 14, 2000 authorizing the City Council to grant conditional economic ad valorem tax exemptions to new and expanding businesses; and

**WHEREAS,** the City Council finds that the granting of a conditional ad valorem tax exemption to FLAGSTONE PAVERS, Inc., an expanding Qualified Manufacturing Business located within the City of Brooksville, is in the best interest of the citizens of Brooksville by virtue of said business establishing jobs and promoting positive economic development within the incorporated area of Brooksville; and

**WHEREAS,** the City Council finds that the expanded business satisfies the requirements of Chapter 196, Florida Statutes, as well as adopted guidelines of the City of Brooksville to implement the provisions of said Statute; and

**WHEREAS,** the City Council has carefully considered the Hernando County Property Appraiser's report and has determined that the information contained therein does not present a basis for denying the exemption and that the application satisfies the requirements of City Council Resolution 2003-02.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, AS FOLLOWS:**

**SECTION 1.** FLAGSTONE PAVERS, Inc., whose expansion of a Qualified Manufacturing Business located at 9070 Old Cobb Road, Brooksville, Florida, meets the definition of "Expansion of an existing business" as stipulated by Chapter 196, Florida Statutes and City of Brooksville Resolution No. 2003-02, and is hereby granted a conditional tax exemption for qualified improvements constructed thereon and completed in calendar year 2006 in the amount of one hundred (100) percent of the assessed value of the improvements to real and tangible personal property as listed in the application dated November 14, 2006, for a period of five (5) years, beginning January 1, 2009 and ending

December 31, 2013; and in the amount of seventy-five (75) percent of the assessed value of the improvements to real and tangible personal property as listed in the application dated November 14, 2006, for a period of five (5) years, beginning January 1, 2014 and ending December 31, 2018.

**SECTION 2.** The improvements deemed eligible for the ad valorem tax exemption, must be in accordance with the application submitted by FLAGSTONE PAVERS, Inc., dated November 14, 2006, and the applicant's business at the subject location must maintain at least twenty-six (26) additional full-time, permanent jobs during the exempt period.

**SECTION 3.** FLAGSTONE PAVERS, Inc., shall submit an annual report on or before March 1st of each year that an exemption is being requested to the City of Brooksville regarding compliance with the requirements of this Ordinance and adopted City Guidelines, and shall submit annual applications (on DR Form #418) in order to be eligible to maintain the tax exemption for the period of time specified in this ordinance.

**SECTION 4.** The total amount of ad valorem tax revenue for the City in the 2009 fiscal year is estimated to be $3,287,977.00 based on the TRIM notice at 7 MILS; the total amount of revenue lost for the 2008-2009 fiscal year because of the economic development ad valorem tax exemptions currently in effect is $0.00; and the amount of estimated revenue which would be lost to the City of Brooksville for the 2009-2010 fiscal year attributable to this exemption is $28,879.00 (@ 6.0690 Mils), or assuming no change in taxable value or city millage, $252,690.00 over a ten (10) year period.

**SECTION 5.** The City Council may, by ordinance, terminate or amend this exemption upon a finding that the expanded business has failed to maintain at least twenty-six (26) additional full-time, permanent jobs, or upon findings that the requirements of this Ordinance, City of Brooksville Code or guidelines (as may be amended), or Florida Statutes with regard to ad valorem tax exemption, are not satisfied.

**SECTION 6.** This Ordinance shall be forwarded to the Hernando County Property Appraiser, who will apply this exemption to the City's millage assessment for improved real and tangible personal property on the subject parcel (parcel key #00945936) in accordance with this ordinance. The City will notify the Property Appraiser's office if the exemption for the property no longer qualifies in the future.

**SECTION 7.** Conflict. Any ordinance or code of the city, or any portion thereof, in conflict with the provisions of this ordinance, is hereby repealed to the extent of such conflict.

**SECTION 8.** Severability. In the event that any portion or section of this ordinance is determined to be invalid, unlawful or unconstitutional by a court of competent jurisdiction, such decision

shall in no manner affect the remaining portions or sections of this ordinance, which shall remain in full force and effect.

**SECTION 9.** Effective Date. This ordinance shall take effect immediately upon its adoption by the Brooksville City Council.

**ADOPTED IN REGULAR SESSION THIS 23rd DAY OF September, 2009, A.D.**

**CITY OF BROOKSVILLE**

**ATTEST:**_____ _____

Janice L. Peters, City Clerk Joe Bernardini, Mayor

PASSED on First Reading September 9, 2009
NOTICE Published on September 13, 2009
PASSED on Second & Final Reading_____

APPROVED AS TO FORM AND CONTENT FOR THE RELIANCE OF THE CITY OF BROOKSVILLE ONLY:

_____
Thomas S. Hogan, Jr., City Attorney

**VOTE OF COUNCIL:**

| | |
|---|---|
| Bernardini | _____ |
| Bradburn | _____ |
| Johnston | _____ |
| Lewis | _____ |
| Pugh | _____ |

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ALVIN R. MAZOUREK, CFA
HERNANDO COUNTY PROPERTY APPRAISER
PHONE: (352) 754-4190
WEBSITE: www.hernandocounty.us/pa

Steve B

♦ BROOKSVILLE OFFICE ♦
201 Howell Avenue, Suite 300
Brooksville, FL 34601-2041
Fax: (352) 754-4198
Homestead Fax: (352) 754-4194

**"Save $$Hundreds$$ Apply by March 1st
Don't be the Exception –
File for Your Homestead Exemption!"**

*"To Serve & Assess With Fairness"*

♦ WESTSIDE OFFICE ♦
7525 Forest Oaks Boulevard
Fax: (352) 688-5088
Address Fax: (352) 688-5060
▪ **Tangible Properties** ▪
7509 Forest Oaks Boulevard
Spring Hill, FL 34606-2400
Tangible Fax: (352) 688-5087

August 6, 2009

Mrs. T. Jennene Norman-Vacha
Brooksville City Manager
201 Howell Avenue
Brooksville, FL 34601

RE: Economic Development Exemption for Flagstone Pavers, Inc.

Dear Mrs. Norman-Vacha:

On May 20, 2009, our office received the attached Economic Development Ad Valorem Property Tax Exemption application for Flagstone Pavers, Inc. The application is signed and dated by the President of Flagstone Pavers, Inc. on November 14, 2006. The statutory deadline for all tax exemption applications to be considered for the current tax year is March 1 of the year filing. The application was received by this office after the 2009 statutory deadline.

In accordance with F.S. 196.1995 guidelines, if upon majority vote the City chooses by ordinance to exempt 100% of the municipal ad valorem taxes for the expansions made to Flagstone Pavers in 2006 for both the real and personal property, the Taxable Value of this expansion is estimated at $4,758,400. This would result in a loss of revenue for the City of Brooksville in the amount of approximately $33,308.00. This estimate is based on figures taken from the Property Appraiser's Office 2009 Preliminary Tax Roll certification and the City's 2009 proposed millage rate.

The total Taxable Value for the City's Operating Millage is $469,710,996. The estimated expansion reduces the City's Taxable Value to $464,952,596., a -1.01% reduction. Pursuant to F.S. 200.065(6)(1) if the Final Certified Taxable Value exceeds a ±1% change from the Preliminary Certification, the City is required to administratively adjust their adopted millage rate, in order to generate the same amount of revenue. A copy of Florida Statute is included for your reference.

With the 2009 Notices of Proposed Taxes scheduled to be mailed next Friday August 14, 2009, the valuation appeal process will begin shortly thereafter. In as much as this one exemption potentially exceeds the statutory 1% limit in itself, depending on the percentage granted by the City, any other value or exemption adjustments made on properties in the City will certainly require a special Council meeting to adjust the millage rate accordingly. ***Any changes to the millage must be received and entered into our system in time to comply with the Tax Collector's time lines to produce Tax Bills in early to mid October.***

Please advise this office as to the decision of the Council as soon as possible in order to accurately administer the exemption.

Respectfully,

Paulette Stearns

Paulette Stearns, CFE
Director, Public Services & Exemptions

# Economic Development Ad Valorem Property Tax Exemption

Chapter 196.1995, Florida Statutes

Key 945936

...be filed with the Board of County Commissioners, the governing boards of the municipality, or both, no later than March 1 of the year the exemption is desired to take effect.

1. Business Name and Mailing Address: FLAGSTONE PAVERS, INC
9070 OLD COBB RD, BROOKSVILLE, FL 34601

2. Please give name and telephone number of Owner or Person in charge of this Business.
Name GEOFFREY P. BOND Telephone Number 352-799-7933

3. Exact Location (Legal Description and Street Address) of Property for which this return is filed: SEE ATTACHED

4. Date you began, or will begin, business at this facility: 10/06

5. a. Description of the improvements to real property for which this exemption is requested: ADDING ADDITIONAL PRODUCTION PLANT, MAINTENANCE BUILDING, LEAN TOO, NEW OFFICE FACILITY.

b. Date of commencement of construction of improvements: MAY/06 (ESTIMATE)

6. a. Description of the tangible personal property for which this exemption is requested and date when property was, or is to be purchased:

| CLASS OR ITEM | AGE | DATE OF PURCHASED | ORIGINAL COST | TAXPAYER'S ESTIMATE OF Condition: Good | Avg | Poor | TAXPAYER'S ESTIMATE OF FAIR MARKET VALUE | APPRAISER'S USE ONLY: Condition | |
|---|---|---|---|---|---|---|---|---|---|
| SEE ATTACHED. | | | | | | | | | |

b. Average Value of inventory on hand:

c. Any additional personal property not listed above for which an exemption is claimed must be returned on form DR-405 (Tangible Personal Property Tax Return) and a copy attached to this form.

7. Do you desire exemption as a "New Business" ☐ or as an "Expansion of an Existing Business" ☒

8. Describe Type or Nature of Your Business: MANUFACTURER OF CONCRETE PRODUCTS.

9. Trade Level (Check as many as apply) Retail ☐ Wholesale ☒ Manufacturing ☒ Professional ☐ Service ☐ Office ☐ Other

10. a. Number of full-time employees to be employed in Florida 70

b. If an expansion of an existing business:

(1) Net increase in employment 30 EMPLOYEES or

(2) Increase in productive output resulting from this expansion 100 %

11. Sales factor for the facility requesting exemption:

Total sales in Florida from this facility-one (1) location only 100 % divided by

Total sales everywhere from this facility-one (1) location only 100 % =

12. For office space owned and used by a corporation newly domiciled in Florida:

a. Date of incorporation in Florida: N/A

b. Number of full-time employees at this location: N/A

I hereby request the adoption of an ordinance granting an exemption from ad valorem taxation on the above property pursuant to Section 196.1995, Florida Statutes. I agree to furnish such other reasonable informat as the Board of County Commissioners, the governing authority of the municipality, or the Property Appraiser may request in regard to the exemption requested herein. I hereby certify that the information and valuati stated above by me is true, correct, and complete to the best of my knowledge and belief. (If prepared by someone other than the taxpayer, his declaration is based on all information of which he has any knowledge.)

DATE: NOV. 14, 2006

SIGNED: (Taxpayer)

TITLE: PRESIDENT

SIGNED: FLAGSTONE PAVERS, INC (Preparer)

9070 OLD COBB RD, BROOKSVILLE, FL 34601 (Preparer's Address)

352-799-7933 (Preparer's Telephone Number)

## Property Appraiser's Use Only

I. Total revenue available to the county or municipality for the current fiscal year from ad valorem tax sources: $ 3,287,977 (2009 Preliminary)

II. Revenue lost to the county or municipality for the current fiscal year by virtue of exemptions previously granted under this section: NA

III. Estimate of the revenue which would be lost to the county or municipality during the current fiscal year if the exemption applied for were granted and the property for which the exemption is requested would otherwise have been subject to taxation: $ 33,308. (2009 Preliminary)

IV. Estimate of the taxable value lost to the county or municipality if the exemption applied for was granted:

Improvements to real property $ 1,081,803. MOL Personal Property $ 4,0710,597. MOL

V. I have determined that the property listed above meets the definition, as defined by Section 196.012(15) or (16), Florida Statutes, as a New Business ☐, an "Expansion of an Existing Business" ☒, or Neither

VI. Last year for which exemption may be applied 2019

DATE: 7/22/2009 SIGNED: (Property Appraiser)

Application to be filed not later than March

| Class or Item | Property\parcel to be built\located on (see property description) | Age | Estimated Date of Purchase | Original Cost | Basis | Taxpayer's Estimate of Condition: Good | Average | Poor | Taxpayer's Estimate of Fair Market Value | Condition | Appraiser's Use Only |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Office Building (approx. 4,200 sq.-ft.) | D | new | Oct-06 | $ 350,000 | estimate | new | | | $ 350,000 | | |
| Maintenance Building (2,400 sq.-ft.) + | A | new | Jul-06 | $ 100,000 | estimate | new | | | $ 100,000 | | |
| Lean Too (off existing building, + | A | new | Jul-06 | $ 50,000 | estimate | new | | | $ 50,000 | | |
| New Plant - Building (17,500 sq.-ft.) + | A | new | Oct-06 | $ 1,500,000 | estimate | new | | | $ 1,500,000 | | |
| Plant Production Equipment | A | new | Oct-06 | $ 2,600,000 | estimate | new | | | $ 2,600,000 | | |
| Batch Plant Equipment | A | new | Oct-06 | $ 1,300,000 | estimate | new | | | $ 1,300,000 | | |
| Additional Land Improvements | A/B | new | May-06 | $ 25,000 | estimate | new | | | $ 25,000 | | |
| Land Improvements | C | new | May-06 | $ 25,000 | estimate | new | | | $ 25,000 | | |
| Land Improvements | D | new | May-06 | $ 75,000 | estimate | new | | | $ 75,000 | | |

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AGENDA ITEM NO. C-4
9/23/09

# CITY OF BROOKSVILLE FINANCE DEPARTMENT

**Date:** September 2, 2009

**To:** Honorable Mayor and City Council Members

**VIA:** T. Jennene Norman-Vacha, City Manager

**From:** Stephen J Baumgartner, Finance Director

**RE:** Red Light Camera 08 09 Budget Amendment and JAG Direct Laser Grant 08 09 Budget Amendment

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## RED LIGHT CAMERA 08 09 BUDGET AMENDMENT REQUEST

Due to the acceptance of the Red Light Camera Program by City Council, we are requesting 08 09 Budget Amendments be approved for the Red Light Camera Program. Based on the contract with ATS, if City Council did not approve the program after the probationary period all funds would be returned to ATS and no revenues would be earned. However, as a result of the acceptance we propose the following amendments to our 08 09 Budget (Fund # 128-Traffic Cameras):

| GL Name | GL Account | Budget Amount |
|---|---|---|
| Violations of Local Ordinances | 128-000-354-48805 (revenue) | $162,000 |
| Confiscation of Deposit | 128-000-358-49810 (revenue) | $7,000 |
| Other Contractual Services | 128-013-521-53400 (expense) | $51,840 |
| Legal Fees | 128-013-521-53100 (expense) | $ 2,200 |
| | | |

## JAG DIRECT LASER GRANT 08 09 BUDGET AMENDMENT REQUEST

Budget amendment is requested for the recent award of the JAG Direct Laser Grant to our Police Department. We are requesting that our 08 09 Budget be amended as follows (Fund # 118 Justice Assistance Grant and General Fund # 001):

| GL Name | GL Account Number | Budget Amount |
|---|---|---|
| Federal Grant-Public Safety | 118-000-331-43200 (revenue) | $26,210 |
| Uncapitalized Equipment | 118-013-521-55500 (expense) | $24,964 |
| Transfer Out to 001 | 118-013-581-56001(expense) | $1,246 |
| Transfer In from 118 | 001-000-381-49118 (revenue) | $1,246 |

The Budget Summary sheet from the grant application is attached. The breakdown is $24,964 for the lasers and $1,246 for Personnel . The $1,246 is being transferred to General Fund to pay for the salary portion of the Grant.

JAG DIRECT LASER GRANT

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

| Budget Category | Amount |
|---|---|
| **A. Personnel** | $1,246.00 |
| **B. Fringe Benefits** | $0.00 |
| **C. Travel** | $0.00 |
| **D. Equipment** | $0.00 |
| **E. Supplies** | $24,964.00 |
| **F. Construction** | $0.00 |
| **G. Consultants/Contracts** | $0.00 |
| **H. Other** | $0.00 |
| **Total Direct Costs** | $26,210.00 |
| **I. Indirect Costs** | $0.00 |
| **TOTAL PROJECT COSTS** | $26,210.00 |

| | |
|---|---|
| **Federal Request** | $26,210.00 |
| **Non-Federal Amount** | $0.00 |