

# **G** City of Greenacres, FL

## FY 2010 Budget

A GREAT PLACE TO BE



**Samuel J. Ferreri**  
Mayor

**Charles E. Shaw**  
Deputy Mayor- Councilman, District III

**Richard C. Radcliffe**  
Councilman, District I

**Peter A. Noble**  
Councilman, District II

**Doris A. Fouts**  
Councilwoman, District IV

**Norman W. Rose**  
Councilman, District V

**Wadie Atallah**  
City Manager

**Pamela S. Terranova**  
City Attorney

**Deborah S. Manzo**  
Assistant City Manager

**Sondra K. Hill**  
City Clerk

**Jeffrey A. Price**  
Director of Finance

**Thomas J. Lanahan**  
Director of Planning & Engineering

**Carlos I. Cedeño**  
Director of Public Works

**Phillip A. Ludos**  
Director of Public Safety

**Michele L. Thompson**  
Director of Leisure Services

**Michael Grimm**  
Director of Building



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Greenacres  
Florida**

For the Fiscal Year Beginning

**October 1, 2008**

A handwritten signature in black ink, appearing to read "K. L. R. R.", is written above the title "President".

President

A handwritten signature in black ink, appearing to read "Jeffrey R. Snow", is written above the title "Executive Director".

Executive Director

**MISSION**

“As employees of the City of Greenacres, our mission is to continually improve the quality of life by providing the best and most cost efficient public services and facilities to exceed the expectations of City residents and businesses.”

**VALUES**

- **Integrity and Professionalism**  
We have a high sense of honesty and integrity, and we conduct ourselves professionally.
- **Pride**  
We take pride in our City organization and our community.
- **Fiscal Responsibility**  
We believe in being fiscally responsible and accountable to the citizens of our community.
- **Collaboration and Cooperation**  
We believe in collaborative teamwork, and value the contributions of all of our employees.
- **Creativity and Innovation**  
We encourage creative thinking and innovative approaches to achieving our mission.
- **Dedication to Customer Service**  
We are committed to providing high quality, timely services, and treating our customers and each other with courtesy and respect.
- **Equity and Fairness**  
We believe in the fair and equitable treatment of our employees and customers.

**GOALS**

- Maintain a well planned, attractive community.
- Maintain a safe City.
- Maintain an efficient and effective local government.
- Promote excellence in customer service.
- Promote diversity in community life, leisure and recreation.

## Budget Guide

*The City of Greenacres Budget compiles financial and service delivery data in a single source document for easy reference. This guide is being provided to assist you in locating information that may be of interest to you. The following describes each of the major sections:*

### **Table of Contents**

The table of contents provides a list of sections in the order in which they appear.

### **Introduction**

The introduction to the City of Greenacres Budget lists the budget message, organizational charts, historical events, city profile, miscellaneous statistics, the City's boundary map, long-range planning, budget calendar, budget process, budget highlights and financial policies. The budget message is the first document and explains where we have been and where we are going in the upcoming year. The letter provides a broad perspective of services provided and discusses taxes and millage rates, changes in operations, and significant differences in revenues and expenditures.

### **Budget Overview/Summary**

This section provides an analysis of general information about the City, financial revenue and expense projections, charts and graphs, comparisons of other Palm Beach County cities, taxable value of property, summary budget information, and City reserves.

### **General Fund**

The General Fund section includes charts and graphs depicting a financial trend analysis of Revenues and Expenditures.

### **Department Summaries**

Department summaries include an organizational chart, highlights of accomplishments, primary function information, expenditures summary, activity/performance measures, goals and objectives, and personnel staffing for each department.

### **Non-Department**

Non-department provides for the Solid Waste Collection, Interfund Transfers, Discretionary Spending, and R&M for insurance claims.

### **Special Revenues**

The Special Revenue includes a detailed discussion of the City's four funds - the Forfeitures Fund (102), the Arboreous Fund (103), the Public Safety Donation Fund (104), and the Greenacres Youth Programs Fund (105).

### **Debt Service**

Debt Service provides information regarding the City's Debt Financing, fund balance projections, and debt service schedules and exhibits.

### **Capital Projects Funds**

The Capital Projects Funds provides fund balance projections, six-year projections, and individual project descriptions for the City's three Capital funds - New Growth (301), Parks and Recreation (303), and Reconstruction and Maintenance (304).

### **Glossary**

The Glossary includes terminology that is distinct to Finance. This section is to help you in understanding the budget terminologies in a broader view.

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We sincerely hope that this [Budget Guide](#) will aid you in finding and understanding information contained in the City of Greenacres' Budget. If any point is unclear, or if additional information is necessary, please call the Department of Finance at (561) 642-2013.

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## City of Greenacres

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Samuel J. Ferreri  
Mayor

Wadie Atallah  
City Manager

September 1, 2009

The Honorable Mayor Samuel Ferreri and Members of the City Council  
City of Greenacres

Dear Ladies and Gentlemen:

I am pleased to present for your consideration a comprehensive annual budget for Fiscal Year 2010, covering the period from October 1, 2009, to September 30, 2010.

The budget is intended to be a comprehensive document that serves as a policy document, an operations guide, a financial plan, and a communication device. The budget document provides information about services provided by the City, and how they will be funded. The Departments' budget sections include goals, objectives, and activity and performance measures including specific effectiveness and efficiency measures for services provided by each organizational unit.

As we have done in previous budgets, the Fiscal Year 2010 budget was prepared on the premise of allocating resources for plans, programs, and strategies to achieve our long term goals and to help achieve our mission of improving the quality of life by providing the best and most cost efficient public services and facilities to exceed the expectations of our residents.

The preparation of the FY 2010 budget was especially difficult due to the impact of the current recession including collapse of the housing and financial markets, home foreclosures, business bankruptcies, and rising unemployment. The actions by the State legislature to cap local government revenues, along with the continuing decline in property values severely affected the City's revenue. The City's taxable property values have declined from \$1.89 billion in FY 2007 to \$1.48 billion in FY 2010, and the reduction in the value of taxable property in the City between January 1, 2008, to January 1, 2009, was 21.68% which was one of the highest declines among cities in Palm Beach County. Further compounding this situation is the decline in other revenue sources such as sales tax, other state revenue sharing, and interest.

Property values are projected to decline further in 2010, and begin to stabilize in 2011. Future growth in property values will be limited by current and proposed statutory provisions that currently cap increases on homestead properties to 3%, and the proposed 5% cap on non-homestead properties.

Richard C. Radcliffe  
Councilman • District I

Peter A. Noble  
Councilman • District II

Charles E. Shaw  
Councilman • District III

Doris A. Fouts  
Councilwoman • District IV

Norman W. Rose  
Councilman • District V

Future growth will also be further limited as the City is approximately 97% built-out within the existing boundaries. Other revenue sources such as state revenue sharing are also projected to follow the trend in continuing to decline in FY 2010 and FY 2011, and begin to stabilize and grow modestly afterward. The declines in the stock market have also negatively affected the City's retirement plan fund for Police Officers and Firefighters, and as a result the City will need to increase its annual contribution by approximately \$900,000 in FY 2010 and beyond.

Based on the current and future conditions affecting revenues and expenditures, budget projections show increasing deficits due to lower revenues and increasing expenditures. While this situation was anticipated and discussed during the last two (2) years, and actions were taken to reduce expenditures, the impact of the recession has created unprecedented fiscal challenges requiring a more focused, long term view and actions to ensure the financial sustainability of the City. From a broad based perspective, the measures to be taken to ensure financial sustainability, based on prioritizing services, include reducing expenditures, increasing revenue and maintaining an appropriate general fund balance. The specific strategies that will be implemented in this and future budget years include the following:

1. Reduce Expenditures:
  - a. Reduce personnel costs by continually evaluating staffing levels and reduce positions based on priorities of service, work load and levels of service.
  - b. Reduce overtime costs by implementing alternative staffing levels.
  - c. Reduce cost of benefits by implementing alternative benefit packages with lower costs, and lowering the cap on leave balances.
  - d. Reduce operational costs by continuing with implementation of energy savings measures, and reducing the number of vehicles and equipment.
  - e. Evaluate cost benefit of contracting of services.
2. Increase Revenue:
  - a. Continue evaluation of cost recovery through service fees as replacement for declining Ad Valorem revenue.
  - b. Continue to evaluate current fee structures and adjust annually based on inflation costs.
  - c. Adjust the tax rate to recapture the reduction in Ad Valorem revenue.
3. Fund Balance:
  - a. Maintain fund balance at 25% of budgeted expenditures.

Based on the strategies for financial sustainability, the proposed FY 2010 budget incorporates the following measures:

- Reducing personnel costs through the elimination of two (2) full time vacant positions; Maintenance Worker in the Public Works Department, and a Cashier Receptionist in the Leisure Service Department, and nine (9) Seasonal Camp personnel in the Leisure Services Department.
- Maintaining salaries at FY 2009 levels.
- Reducing overtime by 10% in Public Safety and eliminating overtime for general employees.
- Reducing operating expenditures as a result of savings in fuel and energy costs and operational supplies and materials, as well as reductions in property insurance and workers compensation premiums due to loss reduction.
- Adjustment of the property tax rate to recapture some of the lost revenue due to the 21.68% decline in the taxable property value. The property tax rate is proposed to be increased by 9.5% from \$4.7022 to \$5.1500 per one thousand of assessed property value. Even with the increase, property tax revenues will be approximately \$1,193,135 less than those collected in FY 2009, which equates to a 15% property tax reduction.
- Using \$1,123,382 from the fund balance to offset the revenue shortfall.

The General Fund revenues for FY 2010 are projected to be \$20,514,842 which represents a decrease of \$1,830,920 over the FY 2009 budgeted revenue. The ad-valorem tax revenue decreased by \$1,193,135, while other revenue sources are projected to decrease by \$637,785. The General Fund Revenue projections are fully detailed in the General Fund Revenue section of this budget.

The General Fund expenditures in FY 2010 are projected to be \$21,638,224, which is \$1,893,244 less than the expenditures budgeted in FY 2009. Expenditures in the area of personnel are projected to be \$16,003,965, which represents an increase of \$694,021 over the FY 2009 budget due to increases in health insurance premiums, and contributions to the police officers/firefighters retirement plan. The increase is offset by a decrease in the operating expenditures of \$655,873 over the FY 2009 budget, along with eliminating transfers to the Capital Improvement Program. The General Fund expenditures are fully detailed in the General Fund expenditures section of this budget.

The FY 2010 budget includes \$1,200,000 in inter-fund transfers from the General Fund to the Debt Service Fund. While there are no transfers to the Capital Improvement Program which consists of three funds, New Growth, Park and Recreation, and Reconstruction and Maintenance, each of those funds have sufficient balances accrued from impact fees,

transfers, interest and grants that enable the City to undertake the capital projects in FY 2010 and beyond.

The New Growth Fund contains seven (7) projects with a total cost of \$1,840,706. Revenue streams such as impact fees, grants and fund balances will be used to fund the following:

- Investment in information technology by upgrading the Public Administration and Public Safety software and hardware, and continuing with the development of Geographic Information System maps.
- Infrastructure improvements in the original section including drainage, sidewalks, and lighting.

The Parks and Recreation Fund contains four (4) projects with a total cost of \$194,500. There are sufficient dedicated revenues such as impact fees and grants to fund the following:

- Ongoing neighborhood park improvements.
- Resurfacing of park courts and parking areas.
- Construction of Phase 2 of the path from Community Park to Pinehurst Drive.

The Reconstruction and Maintenance Fund contains sixteen (16) projects with a total cost of \$1,209,892. Revenue streams such as interest, grants and fund balances will be used to fund the following:

- Scheduled replacement of Public Safety vehicles, an ambulance, other City fleet vehicles, and Public Works equipment.
- Scheduled infrastructure replacement to include stormwater pipes and drainage system maintenance.
- Maintenance of public buildings including replacement of A/C Systems and a generator in the Public Safety building.
- Upgrading Public Safety equipment including building access control and security systems, finger printing systems, and equipment in Public Safety Vehicles.

The Capital Projects Fund section of this budget provides details on each of the Capital Improvement Projects included in the FY 2010 budget.

We believe that the proposed budget allocates funding for programs to maintain the current levels of service and for strategies related to the City's goals while meeting the

unprecedented fiscal challenges. The budget also reflects our efforts to provide the best services at the most efficient cost.

The efficiency of the City of Greenacres is demonstrated by having the lowest cost per resident for government services among all similar sized cities in Palm Beach County as shown in the accompanying chart.

In closing, I would like to thank the Department Directors and the Department of Finance staff for their hard work and efforts in preparing this budget, and the Mayor and City Council for their vision, guidance and support.

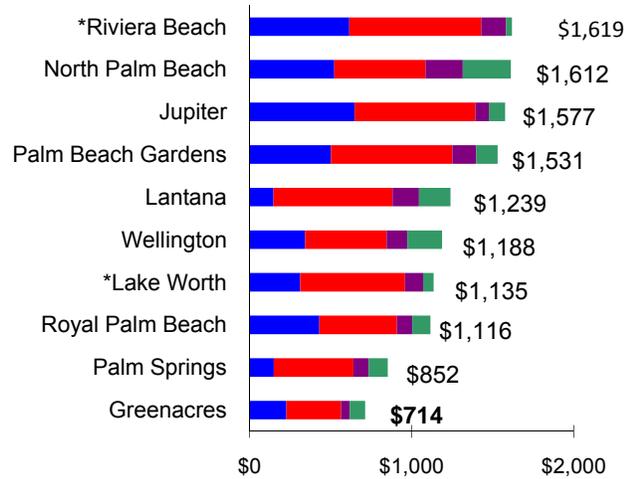
Respectfully submitted,



Wadie Atallah  
City Manager

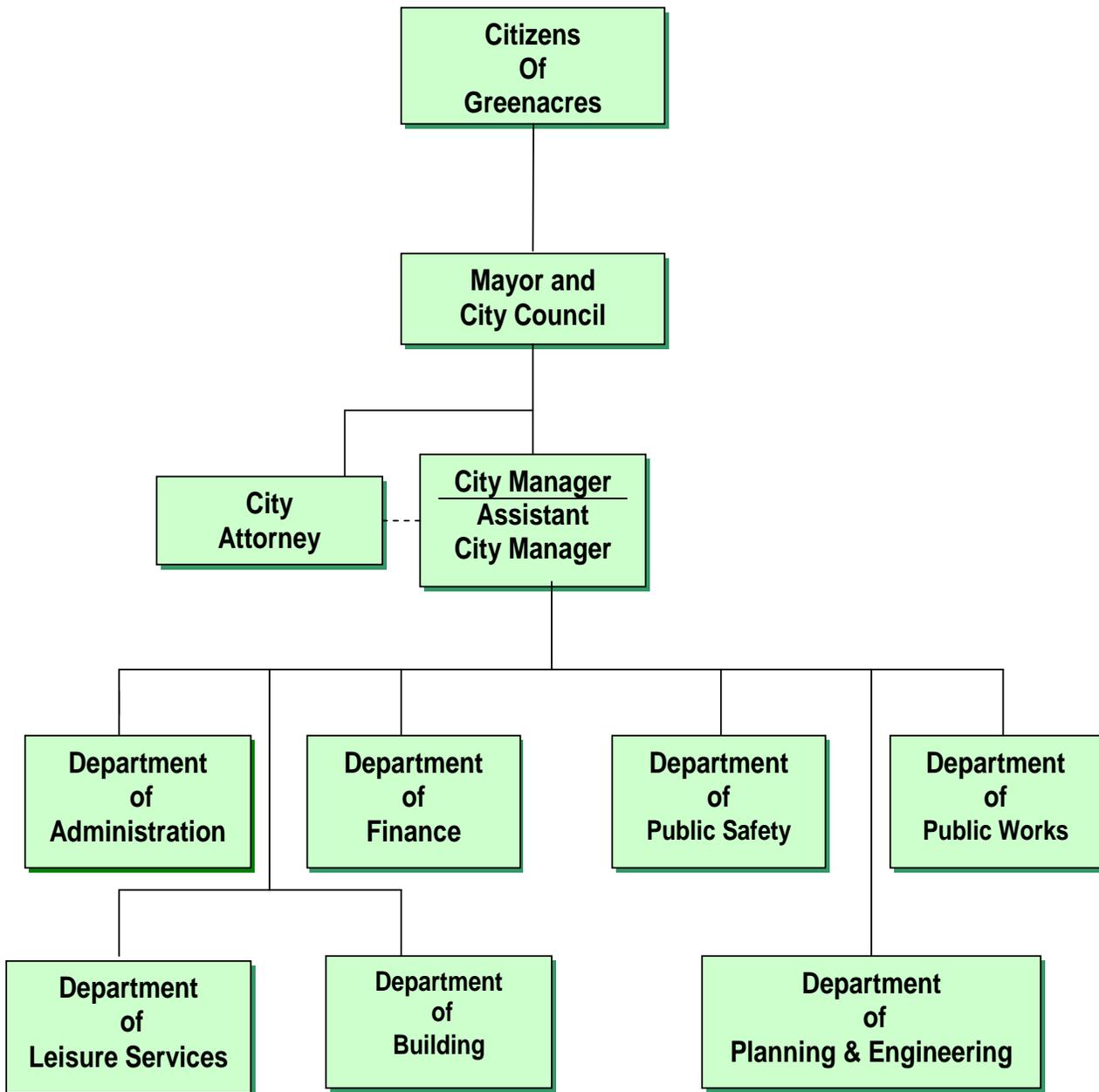
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**Government Services Cost Per Resident**



■ Genl Govt ■ Public Safety ■ Culture/Rec ■ Public Works  
 Cost per resident: Total annual expenditures for government services divided by city population based on 2008 audit reports. \*2007 Audit Report as 2008 Audits have not been completed.

# Organizational Chart



## Mission Statement

Continually improve the quality of life by providing the best and most cost efficient public services and facilities to exceed the expectations of city residents and businesses.

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## HISTORICAL EVENTS

- 1923** The City of Greenacres was founded by Lawrence Carter Swain.
- 1926** Officially incorporated as “Greenacres City.”
- 1926** The first recorded devastating hurricane hit Greenacres on September 19, 1926.
- 1928** The second devastating hurricane hit almost two years later to the day on September 16, 1928, and both hurricanes virtually destroying the City. The successful recovery effort brought the community together in those early years.
- 1945** The third disaster the City of Greenacres faced was in April of 1945 when the Florida State Legislature abolished the City’s Charter. A group of disgruntled residents presented a petition to the Legislature, which resulted in the City losing its status as a municipality. However, the community was re-established as a City within the same year and was re-incorporated in 1947. The City prospered and kept pace with its growing and diversified population by continuing to increase service delivery to residents.
- 1960’s** The Old City Hall Complex was built on Perry Avenue and Fourth Street, and the Community Hall on Martin Avenue and Fourth Street. The City Hall housed a public library and City departments, except the Fire Department and Public Works.
- 1971** The City established a full-time Police Department that replaced the Town Marshal.
- 1974** The City began providing full-time fire protection, hired its first Chief and six (6) full-time firefighters.
- 1980’s** The City, during this era, was listed as the seventh largest and fastest growing municipality in central Palm Beach County. In 1984 a bond referendum was voted on by City residents authorizing the City to issue General Obligation Bonds that financed the construction of the City Hall and the Public Safety Complex, as well as the development and construction of park facilities. This was an era when great interest was shown in investing in the City’s future growth.
- 1985** The Department of Public Safety was established, combining the police, fire, and emergency medical services together. This innovative concept provided an improved emergency response time while also providing tremendous cost savings to City residents.
- 1990’s** City residents voted in favor of a referendum changing the City’s name from the “The City of Greenacres City” to the “City of Greenacres”. During this era the City continued to experience tremendous development and growth. Voluntary annexation of unincorporated Palm Beach County property has been encouraged over the years to “square off” the irregular boundaries of the City. The 1990 Census population figure of 18,683 was much lower than expected, and brought great concern to City Officials. Council authorized the City to conduct a “Special Census” in 1993, which validated an additional 3,000 residents, bringing the population count to 21,966. This increase provided additional revenue from the State of Florida for the remainder of the decade.
- 2000’s** The City continued to experience residential and commercial growth and annexation of unincorporated areas. In 2007 construction of a new city hall and public works buildings on a 20-acre parcel was completed. Today the City of Greenacres enjoys a population of more than 32,000 residents and takes pride in its sense of community, its improved neighborhood parks, impressive landscaping programs, as well as the many other innovative programs that continue to make it stand out as “A Great Place To Be.”

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## CITY PROFILE

The City of Greenacres is located in central Palm Beach County, Florida about 5 miles from the Atlantic Ocean. The City was founded by Lawrence Carter Swain, as a “Good Place to Live”, and was originally incorporated in 1926.

The City is governed by a Mayor and five council members who establish policy for the City while the daily operations are administered by a city manager. The City provides a complement of municipal services including Public Safety (Police, Fire, and Emergency Medical Services), parks and recreation, planning, building, engineering, and public works.

With a land area of approximately 5.7 square miles and a population of more than 32,000, the City of Greenacres is the tenth largest of the 38 municipalities in Palm Beach County. Residential uses account for 70% of the land area, while commercial uses account for 11%, public uses (institutional recreation, roadways and waterways), account for 17% of the land area with the remaining 2% comprising mixed uses and vacant undeveloped land. The City’s economy is primarily driven by residential and commercial developments representing a fairly broad spectrum of the population and business types. The City does not have any industrial zoning, and, as such, does not have any large employers within the City limits. The majority of employers in the City are service and retail oriented establishments. The majority of the City’s employed labor force has occupations in professional, service and sales. A summary of the 2000 Census economic profile indicates the Median Household Income in the City of Greenacres is \$40,763 (*13,435 Households*); the Median Family Income is \$48,517 (*7,565 Families*); the Median Monthly Cost of Owner Occupied Housing Units is \$876.

The City’s nearly 17,000 dwelling units provide diversity in type (*single family, condominiums, villas, townhomes and apartments*) and price range. The majority of the commercial establishments offer a variety of services, restaurants, retail, and amusements, mainly located along Lake Worth Road, Forest Hill Boulevard, Tenth Avenue North, and Jog Road.

The City is home to five elementary schools, three middle schools and a high school, as well as numerous houses of worship, a library, and a post office. The City has 11 parks with a combined area of over 93 acres providing a variety of recreational opportunities for day and night time play for residents of all ages. Adjacent to the City is Okeehetee Park, a regional county park providing over 1700 acres of recreation. The City’s Community Center is host to a variety of youth, adult, and senior classes and activities. The City of Greenacres has been named a “Tree City USA” for 17 straight years by the National Arbor Day Foundation due to the demonstrated commitment to plant and maintain trees in public spaces. In 2007 and 2008, the City was recognized as one of the 100 best communities for young people by America’s Promise the Alliance for Youth.

While providing the best, and most cost efficient public services and facilities, the City is recognized as a safe, attractive, well maintained and financially stable community that is “A Great Place To Be”.

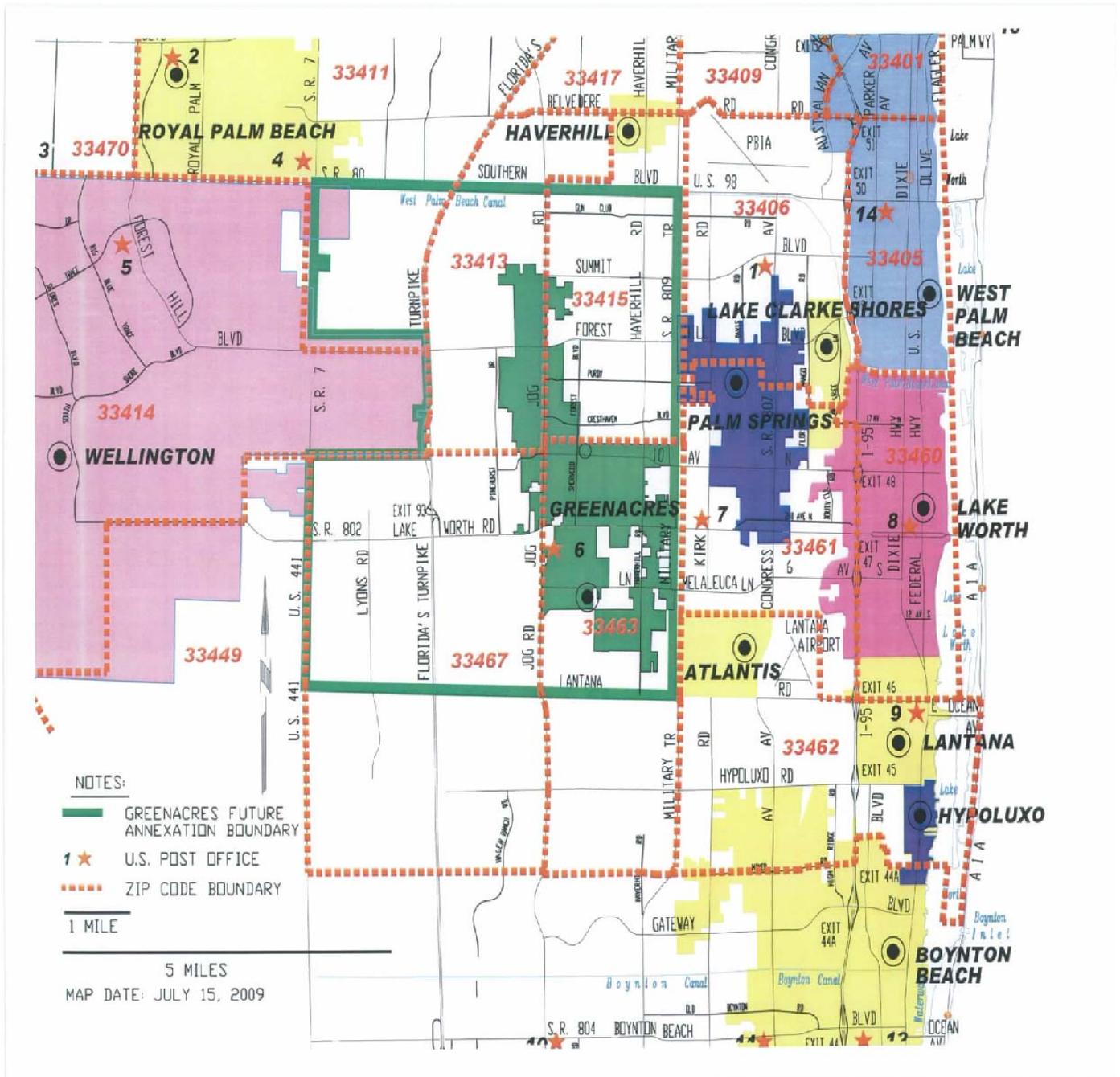
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 MISCELLANEOUS STATISTICS

<u>Date of Incorporation:</u>	1926 (reincorporated 1947)
<u>Forms of Government:</u>	Council-Manager, 3 Council members elected even years, 2 Council members and Mayor elected odd years.
<u>Municipal Elections:</u>	Non-partisan – 18,822 registered voters
<u>Area:</u>	5.78 square miles
<u>Miles of Streets:</u>	Approximately 50 lane miles
<u>Population Growth:</u>	1950 – 531; 1960 – 1,026; 1970 – 1,731; 1980 – 8,780 (census); 1990 – 18,683 (census); 1993 - 21,966 (special census); 2000 – 27,569 (census); 2008 – 32,548 <sup>1</sup> (BEBR).
<u>Public Safety Protection:</u>	Police/Fire/EMS with Emergency Medical Services personnel being dual certified as Paramedic/Firefighters or EMT/Firefighters.
<u>Water Service:</u>	Water service is provided to residents in the City by Palm Beach County Water Utilities Department.
<u>Sanitary Sewage:</u>	Sewage service is provided to residents in the City by Palm Beach County Water Utilities Department.
<u>Garbage Collection:</u>	Service franchised to Veolia ES Solid Waste Services dba Onyx Waste Services Southeast
<u>Electric Service:</u>	Electric service is provided to residents of the City by Florida Power & Light Company.
<u>Dwelling Units:</u>	17,018 <sup>2</sup>
<u>Recreation and Culture:</u>	<p><u>Number of Parks:</u> Developed 11, approximately 93.44 acres. Open space approximately 3.63 acres.</p> <p><u>Number of Libraries:</u> One, Branch of Palm Beach County System Number of Volumes: Approximately 100,000</p> <p><u>Number of Schools:</u> Five – Elementary, Three – Middle, One – High School</p>
<u>Municipal Employees:</u>	Full time – 183          Part time – 19

<sup>1</sup>As of April 2008<sup>2</sup>As of July 2009

VICINITY MAP



## LONG-RANGE PLANNING (FY 2010-2015)

The long-range planning for the City of Greenacres is outlined in the following policy documents:

1. The Comprehensive Plan.
2. The Annual Budget.

The Comprehensive Plan contains ten (10) elements, which include Conservation, Infrastructure, Transportation, Recreation and Open Space, Housing, Land Use, Intergovernmental Coordination, Capital Improvement, Annexation, and Public School Facilities. Each element of the plan provides an inventory of existing conditions, an analysis of needs along with goals, and objectives and policies to guide the growth of the City. Levels of Service (LOS) are also established in the comprehensive plan to ensure that infrastructure and services will be available to accommodate new residential and commercial developments. The LOS analysis and resultant capital expenditures are included in the Capital Improvement element which provides the continuity between the goals and objectives of the Comprehensive Plan and the Annual Budget through the six (6) year Capital Improvement Program (CIP). The CIP identifies projects and their associated costs and is reviewed and updated annually in both documents. Additionally, the CIP is monitored on a quarterly basis during the fiscal year.

The Annual Budget contains a six year (FY 2010-2015) Capital Improvement Plan (CIP) and a comprehensive analysis of total projected revenues, expenditures and changes in the fund balance for the same time periods as the CIP. The projections, based on a linear progression analysis, are contained in the budget overview section of this document. The projections provide a general guide in assessing the overall financial picture for a five year period.

In addition to the above policy documents, the City has adopted an Information Technology (IT) Strategic Plan to best manage the ever-changing technology. The plan clarifies future direction, identifies needs of organization and community, establishes priorities, and develops a basis for making decisions. The plan also improves performance of the City and accomplishes City goals by enhancing service delivery through the use of technology in this new and exciting information age. The IT strategic plan, recognized as a process and not a project, allows for research and development prior to implementation, and is used in support of financial, capital, and operating budgets and long range planning.

The City has also utilized visioning processes as a tool to aid in long-range planning. The Greenacres Assembly, "A New Vision," coordinated by the Florida Institute of Government at Florida Atlantic University, was held in October of 2002. This process involved convening a community-wide forum with representation from Government/Public Sector/Non-Profit; Business and Industry; and Civic and

Community organizations. The approach was designed to reach a consensus on issues of interest to diverse parties in the City, and to extend a general agreement on issues affecting the City. The Assembly focused on three (3) major issues:

1. Quality of Life/Image and Character –Identify and Acknowledge:
  - a. Positive aspects of Greenacres image
  - b. Weakness aspects of Greenacres image
  - c. Ways to improve Greenacres Image
  - d. Ways to improve quality of life in Greenacres
2. Communication/Intergovernmental Coordination - Continue to:
  - a. Strengthen relations with local governmental agencies
  - b. Enhance utilization of schools within the City
  - c. Promote services and programs to residents
  - d. Work together with businesses within the City of Greenacres
  - e. Improve coordination among community organizations
3. Community Development/Neighborhood Revitalization – Identify and Acknowledge:
  - a. Ways for the City and residents to improve quality of life
  - b. Areas within the City needing revitalization
  - c. Improve City's neighborhoods and commercial sites
  - d. Reduce the incidence of juvenile crime within the City
  - e. Future uses of existing City Hall

Assembly participants identified objectives and strategies to achieve the City's vision. Many of the recommendations have been implemented.

The Annual Budget includes prioritized goals and objectives of the comprehensive plan and other policy documents and provides funding to accomplish the City's mission and guide the future of the City. In order to continually assess progress, this year's budget included Departmental goals and objectives along with a status of accomplishments of last year's goals and objectives. Performance measures and activities have also been expanded to give a more detailed picture of the tasks being accomplished.

## Budget Calendar

TASK	TARGET
Department of Finance prepares budget module, budget request packages and guidance materials.	March
Distribution of Budget Instructions	Early April
Compile departmental overviews: Goals & Objectives, Primary Functions, Accomplishments, Performance Measures, Organizational Charts	April 3
Departmental Budget requests & summaries due	May 1
Budget Office review of all departmental budget packages and overviews for consistency, reasonableness, formatting and compliance with budget policies	May 1-4
Draft budget and departmental presentations to City Manager and Finance, review recommendations on departmental overviews with department heads	May 5-7
Finalize CIP Process and corresponding items to budget	May 22
Preliminary Budget Document available to Council	June 10
Council Review & Workshop Sessions	June 15
Property appraiser provides certification of taxable values	July 1
City Council Adopts Preliminary Millage Rate	July 20
Transmittal of tentative Ad Valorem Rates to Palm Beach County	July 31
<b>First public hearing on proposed budget:</b>	
1. Announce percent by which computed millage exceeds rollback rate 2. Adopt tentative budget 3. Amendments, if any 4. Re-compute proposed millage, if amended Approve resolutions for Non-Ad Valorem assessments and related fund budgets	September 14
Advertise notice of proposed operating budget	September 19
Second public hearing on proposed budget and approval of resolutions for final adoption of Ad Valorem millage rates and budget	September 22
Certification of "TRIM" compliance signed by City Manager and submitted to Property Appraiser.	October 1
Note: The above timetable meets the requirements of the State of Florida, Palm Beach County and existing bond issue	

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## BUDGETING PROCESS - FY 2010

The FY 2010 annual budget for the City of Greenacres covers the period from October 1, 2009 to September 30, 2010, consistent with Chapter 166.241(2) of the Florida State Statutes. The budget process begins in the preceding April with the publication of the City Manager's Budget Instructions. Each City department prepares its budget estimates in May. The departments determine requirements for personnel, operations, operating capital, (defined as capital items costing under \$10,000) and capital projects (capital items or projects with a cost over \$10,000). The departments review the personnel numbers (prepared by the Department of Finance) and include the final numbers in departmental budget presentations made to the City Manager in May. At these presentations, the City Manager reviews and adjusts line items in each cost center. Department Directors are provided an appeal period to provide additional information prior to the finalization of the City Manager's decisions.

New programs are formulated by Department Directors as an enhancement package, showing all increases in revenue and expenditures, including capital costs. These are reviewed during the Department Director's budget presentations and approved or rejected by the City Manager. Those approved are added to the City Manager's budget as discrete enhancement packages of revenue and expenditure for City Council approval.

The Director of Finance prepares revenue estimates for all funds with input from Department Directors who provide services. A final revised revenue estimate is provided to the City Manager in June by the Director of Finance.

The proposed City Manager's budget is assembled and printed in June for presentation to the City Council. Public budget workshops are held in June and/or July (June 15<sup>th</sup> and July 6<sup>th</sup>, 2009 for the FY 2010 budget) where the City Manager, Director of Finance, and individual Department Directors present the budget.

At the City Council workshops, Council directed changes are received and incorporated in the budget document. In September of each year, the City Council holds two formal hearings to set the ad valorem millage rates for operating and debt service millage and to approve the appropriations by enactment of ordinances. Florida Statute 200.065 governs this process. Upon enactment of the ad valorem millage and appropriation ordinances, the budget for the new fiscal year is formally adopted.

### BASIS OF BUDGETING

The basic premise of the budget is to allocate funds for programs and strategies related to the City's goals and mission. The City's budget funds include the governmental funds set forth in this budget document and include the General Fund, Special Revenue Funds, Debt Service Funds and Capital Improvement Project Funds.

The basis of budgeting includes the following two elements (measurement focus and basis of accounting) that measure and account for transactions the City reports in the respective governmental fund's budgeted and GAAP-based operating statements.

#### **1. Measurement Focus - Flow of financial resources.**

This element addresses the transactions that increase or decrease current financial resources available for spending in the near future by the respective funds even though they may have no effect on the total net assets of the City. Such major transactions typically included in the budget and operating statements of governmental funds include:

- Capital outlay expenditures to purchase or construct a capital asset that exchange one asset (cash) for another asset (the capital asset) that is not spendable. While this does not change the total net assets of the City, it results in a net decrease in current financial resources.

- Long-term debt issuance does not increase or decrease the net assets of the City, but provides increased cash financial resources available for current spending.
- Long-term debt principal repayments included as part of the City's debt service expenditures do not increase the net assets of the City, but results in decreased cash financial resources available for current spending.

## 2. Basis of Accounting – Modified accrual.

This element addresses the timing of the recognition of revenue and expenditure transactions and corresponds to the flow of financial resources measurement focus. The modified accrual basis of accounting recognizes only the near-term inflows or outflows of current financial resources. Recognition principles under the modified accrual basis of accounting include:

- Revenues are recognized when they are earned and they are measurable and available. "Measurable" means the amount of the transaction is determinable. "Available" means only if the amounts are collectible within the current fiscal period or soon enough thereafter (commonly 60 days) to pay expenditures of the current fiscal period.
- Expenditures are recognized when a fund incurs a liability, but only when a payment is due and expected to be paid with available current financial resources. Long-term liabilities such as debt service payments, claims and judgments, and compensated absences are not budgeted or recognized as expenditures in governmental funds until they become due as it is only at that time they are liquidated with current financial resources.

The City does not have enterprise or proprietary funds and does not budget fiduciary funds.

### GOVERNMENTAL FUNDS

**Fund:** A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The City of Greenacres uses the following governmental fund types:

**General Fund** - The general fund (major fund) is used to account for the general operations of the City including police, fire rescue, recreation, sanitation, administration, etc. The general fund can be used to account for all financial resources except those required to be accounted for in other funds.

**Special Revenue Funds** - The special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Special revenue funds used by the City are:

**Forfeitures Fund** - This fund (established in FY 1989) accounts for funds generated from law enforcement confiscation actions. These funds are legally restricted as to usage per Chapter 932, Florida Statutes. The Forfeitures Fund is not budgeted because Chapter 932, Florida Statutes, prohibits adoption of a budget anticipating future forfeitures or proceeds thereon. (See page 4-1 for more details.)

**Arboreous Fund** - This fund was established in fiscal year 1990 and accounts for funds designated for tree planting and maintenance activities.

**Public Safety Donation Fund** - This fund was established in fiscal year 1996 and accounts for contributions designated for public safety activities.

**Greenacres Youth Programs Fund** - This fund was established in fiscal year 1997 and accounts for funds reserved and designated for Youth programs.

**Debt Service Funds** - These funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The City uses the following two debt service funds:

Fire Safety Fund - These funds were used for the acquisition of fire/rescue apparatus and the construction of a second Public Safety station. This debt service fund is used to accumulate resources and repay the Revenue Refunding bank loan.

Municipal Complex Bank Loan Fund – These funds were used for the construction of the Municipal Complex, which was funded in FY 2005. This service fund is used to accumulate the resources to pay the principal and interest on the municipal complex bank loan.

**Capital Projects Funds** - The City operates three capital projects funds and are all major funds. All are funded by various sources including the receipt of grants from other governments, inter-fund transfers from the General Fund, impact fees, bond proceeds. The three continuing funds are:

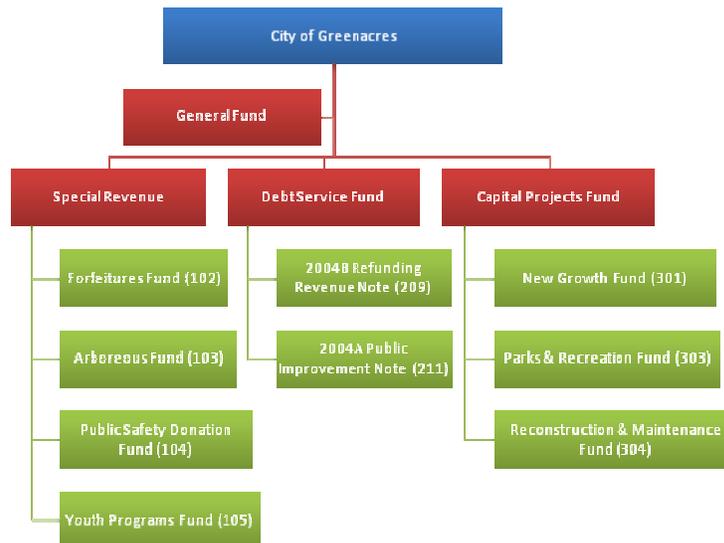
New Growth Fund (#301) - provides for the acquisition of new and expanded public infrastructure for all purposes resulting from the growth of the City, such as a new City computer system, but does not include parks.

Parks and Recreation Fund (#303) provides for the construction and refurbishment of park facilities within the City.

Reconstruction and Maintenance Fund (#304) provides for rebuilding and replacement of existing capital assets, except parks.

During the budget execution phase, changes to the budget that may occur during the year are approved by majority vote of the City Council based on the recommendation and justification of the affected Department Director(s), Director of Finance and City Manager. The budget may be amended by automatic reappropriations for open encumbrances at the end of the fiscal year. During the year when the need arises, budget amendments/adjustments are prepared for City Council's approval.

The City of Greenacres is proud of its outstanding history of fiscally sound business practices and receiving the Certificates of Achievement for Excellence in Financial Reporting (CAFR) for the past 18 years, and the Distinguished Budget Award Presentations for the past 16 years.



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## BUDGET HIGHLIGHTS

This year's budget has been developed to maintain the same level of quality government services despite the revenue decreases. Overall, the City's General Fund budgeted revenue has decreased by over \$1.8 million and the General Fund budgeted expenditures have decreased by over \$ 1.8 million over FY 2009 budgeted numbers. The following discussion highlights the significant factors that affected the proposed FY 2010 budget.

In the **Revenue Section** of the budget, the following are the more significant changes:

**Ad Valorem Tax**, the largest single revenue source of the City, reflects a decrease of approximately \$1.2 million over last year's budget, excluding delinquent property taxes. Since 2007, the City has experienced a reduction in ad valorem tax revenue of over \$3.3 million or 31%. The tax millage rate will be increased to 5.15 mills per \$1,000 of net assessed property value.

**Franchise Fees** are charges imposed upon a utility for the privilege of using municipal rights-of-way to conduct business. FY 2010 reflects a decrease from FY 2009 of approximately \$260,000 mainly due to the decline in electricity revenues.

**Utility Services Taxes** are taxes authorized by state law applied to providers of utilities and communications services within a municipal jurisdiction. FY 2010 revenues are projected to increase over last year's budget by approximately \$150,000. Majority of this increase is attributed to increases as it relates to telecommunication service taxes and the insurance premium taxes.

**Intergovernmental Revenue** is revenue received from Federal, State and local governmental units. The City's primary intergovernmental revenue sources are the half-cent sales tax and State Revenue Sharing from the State of Florida. The City projects a decrease of approximately \$350,000 in these areas due to the current economic slowdown.

**Charges for Services** are revenues received for providing a variety of services, facilities or regulating activities. The City projects a slight decrease of \$70,000 over the FY 2009 projection in these services. The primary source for the decrease in revenue is projected from ambulance services with the City of Atlantis.

**Licenses and Permits** are charges for various types of building permits issued by the City. FY 2010 reflects a decrease of over \$200,000 over the FY 2009 budget mainly due to the housing market slowdown.

In the **Expenditures Section** of the budget, the following are the more significant changes:

**Salary and Benefits** represent approximately 74% of the general fund. The cost increase (over \$900,000) is due to the contractual pension contribution for Public Safety bargaining unit pension plan. In FY 2010, no cost of living adjustment (COLA) or performance increases are included. The increase was offset by a reduction in workers compensation insurance rates.

**Operating expenditures** will decrease by nearly 17% in FY 2010 over the budget of FY 2009. The decrease is a result of savings in fuel and energy costs and reductions in property and liability insurance rates and other cost saving measures.

**Interfund Transfers** – For the past couple of years the City has been able to fund ongoing new growth, parks and recreation and equipment replacement projects and to provide a reserve for these projects in future years, for FY 2010 no such transfers are taking place. The Interfund transfers are limited to the debt service funds.

## FINANCIAL POLICIES

The City of Greenacres Administrative Policies provide the basic framework for the overall fiscal management of the City. The policies consist of: operating, revenue, cash management and investments, debt, reserve, capital improvement program, accounting and financial reporting, organizational and financial stability. These policies are used in the development of current activities and planning for future programs.

### **Operating Budget Policies**

1. The City's budget will support City Council goals, objectives and policies in meeting the needs of the community.
2. The City will continue to support a scheduled level of maintenance and replacement of its infrastructure and fleet.
3. The City will continuously evaluate its service delivery system according to established efficiency and effectiveness criteria.
4. The City will comply with mandatory Federal, State and Local laws and when appropriate, will comply with industry and professional requirements or standards.
5. The operating impacts of the Capital Improvement Program (CIP) projects will be reviewed prior to any project being included in the operating budget.
6. The City will develop and maintain accounting and budgetary control systems to adequately safeguard the assets held in public trust.
7. The City will prepare its Budget using a Balanced Budget; each fund's revenues + fund balance equals its expenditures + reserves.

### **Revenue Policies**

1. The City will attempt to maintain a diversified and stable revenue system to avoid reliance on any one revenue source and will attempt to minimize the dependence on property taxes.
2. The City will pursue alternative revenue sources as an additional source of funds.
3. The City will establish all user charges and fees to recover the partial or full cost of providing a service.
4. The City will review fees/charges periodically to ensure they are fair and equitable to all users.

5. The City will consider market rates and charges levied by other public and private organizations for similar services in establishing fees.

### **Cash Management Policies**

1. The City will follow its adopted investment policy when handling public funds.
2. The City will collect revenues aggressively, including past due bills of any type and may utilize an outside collection agency to accomplish this.
3. The City will deposit all funds timely; within twenty-four (24) hours of receipt.
4. The City requires all deposits to be held in a qualified public depository pursuant to State of Florida Statutes, Chapter 280, "Florida Security for Public Deposits Act."

### **Investment Policies**

1. The investment policy of surplus public funds is governed by an ordinance of the City Council and limits investments of surplus funds to the following:
  - The Florida Local Government Surplus Funds Trust Fund (State Board of Administration – SBA), or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act (Florida Statute Section 163.01);
  - Negotiable direct obligations of, or obligations of the principal and interest of which are unconditionally guaranteed by the United States Government at the prevailing market price for such securities (U.S. "Treasuries" and "Agencies");
  - U.S. Government Agency Securities and Instrumentalities of Government Sponsored Enterprises carrying the implied faith and credit of the U.S. Government;

- Interest-bearing time deposits or savings accounts in qualified public depositories as prescribed by the Florida Security for Public Deposits Act, Chapter 280.02, Florida Statutes;
- Certificates of deposit and other evidences of deposit at qualified depositories, bankers' acceptances, and commercial paper, rated in the highest tier by a nationally recognized rating agency;
- Shares of any money market mutual fund that is registered with a Securities and Exchange Commission, has the highest credit quality rating from a nationally recognized statistical rating organization, and has a portfolio which is limited to direct obligations of the United States Government or any agency or instrumentality thereof.

#### **Debt Policies**

1. The City will review and evaluate its existing debt obligations and future borrowing needs annually.
2. The City will not issue any debt to finance current operations.
3. The City will adhere to the bond covenant requirements of each debt issuance.
4. The City shall limit its maximum of total debt service to total revenue to fifteen percent (15%) and its maximum outstanding capital indebtedness to property tax base to five percent (5%).

#### **Reserve Policies**

1. The City will maintain a reserve in the General Fund which represents a minimum of 25% of operating expenditures.
2. The City will maintain all debt service reserve amounts as required by bond covenants.

#### **Capital Improvement Program (CIP) Policies**

1. The City will develop and update a six-year Capital Improvement Program on an annual basis.
2. All projects in the Comprehensive Improvement Element (CIE) of the City's Comprehensive Plan will be included in the Capital Improvement Program.
3. In the development of the Capital Improvement Program, the City will review the operational impact of each project.
4. The Capital Improvement Program projects will be reviewed and evaluated based on established

criteria, prior to any project being included in the Capital Improvement Program.

5. A report on the current status of Capital Improvement Projects will be updated on a quarterly basis.

#### **Accounting and Financial Reporting Policies**

1. An independent audit will be performed annually.
2. The City will produce Comprehensive Annual Financial Reports (CAFR's) in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) within 180 days of the end of the fiscal year.
3. The City will maintain an accounting and financial reporting system that conforms to GAAP and State laws.

#### **Organizational Policies**

1. The City will review the organizational structure regularly to assure that residents receive the highest level of service in the most efficient manner.
2. The City will be committed to maintaining and improving the productivity of staff through a productive working environment, appropriate equipment, necessary training, and adequate supplies and materials.
3. Employee compensation will be reviewed regularly to ensure the City is competitive with comparable public entities.

#### **Financial Stability Policies**

1. The City will review long-range goals of the City and identify goals and objectives for the upcoming fiscal year.
2. The City will review and evaluate its existing debt obligations and future borrowing needs annually.
3. The City will prepare and update its six-year Capital Improvement Program annually.

The City will continuously monitor revenues and expenditures to ensure responsible fiscal management of the City.



## Fiscal Year 2010 Summary

## Millage Per \$1,000

General Fund 5.1500

Voted Debt 0.0000

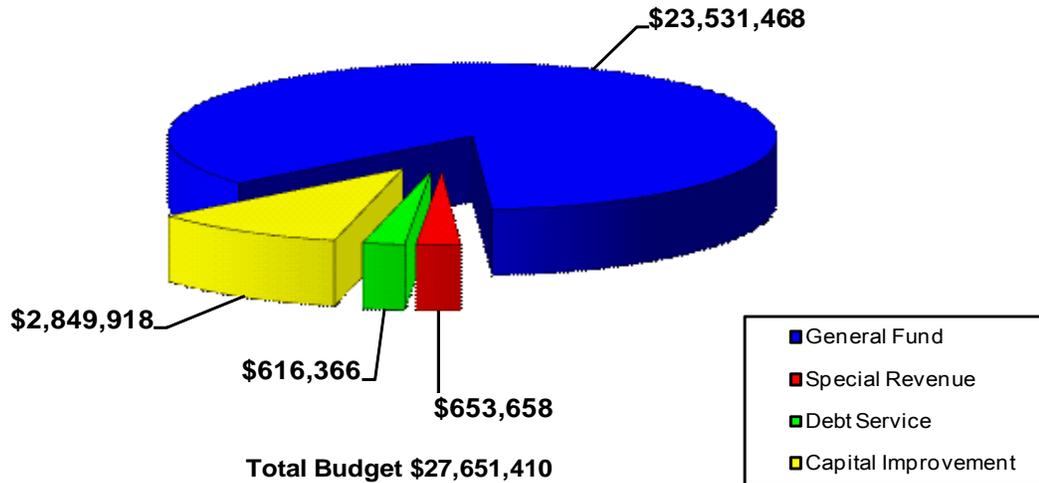
	GENERAL FUND	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	SPECIAL REVENUE FUNDS**	TOTAL
<b>FUND BALANCES BROUGHT FORWARD:</b>	\$10,571,603	\$ 127,205	\$14,806,938	196,986	<b>\$25,702,732</b>
<b>ESTIMATED REVENUES:</b>					
Taxes:	Millage Per \$1,000				
Ad Valorem Taxes	5.1500	7,256,957			7,256,957
Ad Valorem Taxes	0.0000 (Voted Debt)				
Franchise Taxes		1,864,485			1,864,485
Utility Taxes		3,940,000			3,940,000
Licenses and Permits		467,500			467,500
Intergovernmental Revenues		3,346,418	647,476	297,331	4,291,225
Charges for Services		2,725,476		240,886	2,966,362
Fines and Forfeitures		193,000			193,000
Miscellaneous Revenues					
Interest Earned		275,500	6,000	380,000	2,108
Special Assessments		4,000			663,608
Impact Fees		7,000			4,000
Other Miscellaneous Revenues		434,506		126,744	133,744
Total Revenues	\$20,514,842	\$6,000	\$1,270,046	\$548,225	\$22,339,113
Other Financing Sources					
Debt Proceeds					
Interfund Transfers - IN		1,200,000	0	0	1,200,000
Total Estimated Revenues and Financing Sources	\$20,514,842	\$1,206,000	\$1,270,046	\$548,225	\$23,539,113
Total Balances Forward	\$31,086,445	\$1,333,205	\$16,076,984	\$745,211	\$49,241,845
<b>EXPENDITURES, USES AND RESERVES:</b>					
General government	4,393,613		1,824,206		6,217,819
Public safety	11,864,731		328,282	14,000	12,207,013
Transportation	1,353,688		364,000		1,717,688
Culture / recreation	851,131		194,500	522,847	1,568,478
Physical environment	1,975,061		534,110	10,000	2,519,171
Debt Service		616,366			616,366
Total Expenditures	\$20,438,224	\$616,366	\$3,245,098	\$546,847	\$24,846,535
Other Financing Uses					
Interfund Transfers - OUT	1,200,000				1,200,000
Total Appropriated Expenditures and other Uses	\$21,638,224	\$616,366	\$3,245,098	\$546,847	\$26,046,535
Retricted Reserves	\$250,000				\$250,000
Reserves	9,198,221	716,839	12,831,886	198,364 *	22,945,310
Total Appropriated Expenditures And Reserves	\$31,086,445	\$1,333,205	\$16,076,984	\$745,211	\$49,241,845

\*The Forfeitures Fund is not budgeted per Chapter 932, Florida Statutes, prohibits budgeting of these revenues.

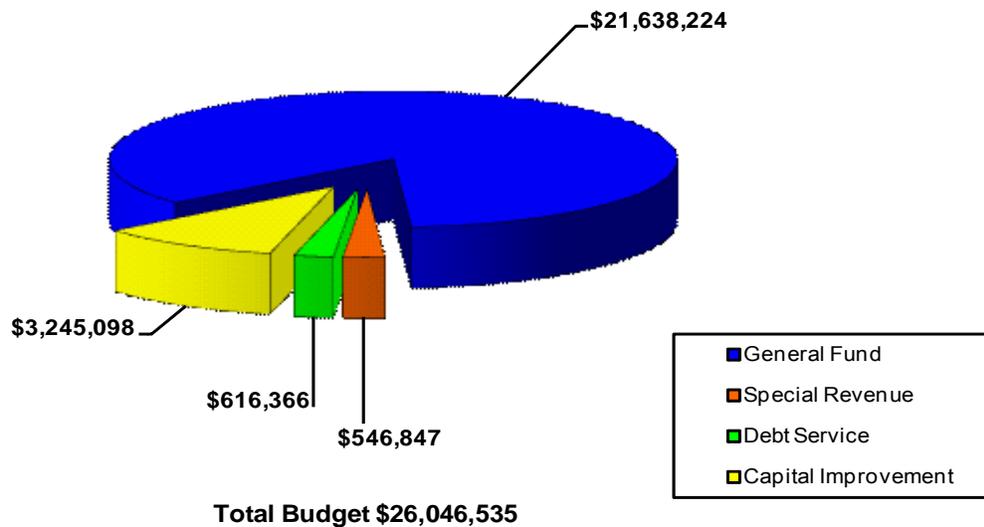
\*\* Several sub-funds within this fund are restricted. See Special Revenue Funds for details.

Total Budget by Fund Type

**2009**



**2010**



Due to the national recession that reduced property taxes, overall revenue was reduced and expenditures were lowered.

SUMMARY OF FUNDS  
FUND BALANCE PROJECTIONS SUMMARY  
FY 2009 AND FY 2010

<u>DESCRIPTION</u>	<u>GENERAL FUND TOTAL</u>	<u>SPECIAL REVENUE TOTAL*</u>	<u>DEBT SERVICE TOTAL</u>	<u>CAPITAL IMPRVMNT TOTAL</u>
FUND BALANCE 9/30/08	\$10,732,598	\$201,180	\$129,655	\$12,666,513
FY 2009 PROJ REVENUES	21,813,957	649,464	613,916	3,670,320
FY 2009 PROJ EXPENDITURES	21,974,952	653,658	616,366	1,529,895
PROJ FUND BAL 9/30/09	10,571,603	196,986	127,205	14,806,938
FY 2010 REVENUE	20,514,842	548,225	1,206,000	1,270,046
FY 2010 EXPENDITURES	<u>21,638,224</u>	<u>546,847</u>	<u>616,366</u>	<u>3,245,098</u>
<b>PROJ FUND BAL 9/30/2010</b>	<b><u><u>\$9,448,221</u></u></b>	<b><u><u>\$198,364</u></u></b>	<b><u><u>\$716,839</u></u></b>	<b><u><u>\$12,831,886</u></u></b>

\* includes forfeitures fund

**FUND BALANCE PROJECTIONS DETAILS  
FY 2009 AND FY 2010**

DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUNDS				
	(001) GENERAL	(102) FORF.	(103) ARBOR.	(104) PUB SAF DONATION	(105) YOUTH PROGRAMS	SP. REV. TOTAL
FUND BALANCE 9/30/08	\$10,732,598	\$96,679	\$37,309	\$11,769	\$55,423	\$201,180
PROJ REV THROUGH 9/30/09	21,813,957	11,000	3,400	10,150	624,914	649,464
PROJ EXP THROUGH 9/30/09*	21,974,952	10,000	20,000	4,000	619,658	653,658
PROJ FUND BAL 9/30/09	10,571,603	97,679	20,709	17,919	60,679	196,986
FY 2010 REVENUE	20,514,842	(A)	3,500	3,000	541,725	548,225
FY 2010 EXPENDITURES**	21,638,224	10,000	10,000	4,000	522,847	546,847
PROJ FUND BAL 9/30/2010	\$9,448,221	\$87,679	\$14,209	\$16,919	\$79,557	\$198,364

(A) FLORIDA STATE STATUTE 932.7055 PROHIBITS BUDGETING ANTICIPATED REVENUE IN THIS FUND.  
\* NET OF ANTICIPATED SAVINGS  
\*\* NET OF RESERVE FOR LIABILITIES

DESCRIPTION	DEBT SERVICE FUNDS		
	(209) 2004 B REF REV NOTE	(211) 2004 A PUBLIC IMP NOTE	DEBT TOTAL
FUND BALANCE 9/30/08	\$ 70,178	\$59,477	\$129,655
PROJ REV THROUGH 9/30/09	201,772	412,144	613,916
PROJ EXP THROUGH 9/30/09	213,106	403,260	616,366
PROJ FUND BAL 9/30/09	58,844	68,361	127,205
FY 2010 REVENUE	402,000	804,000	1,206,000
FY 2010 EXPENDITURES	213,106	403,260	616,366
PROJ FUND BAL 9/30/2010	\$247,738	\$469,101	\$716,839

DESCRIPTION	CAPITAL IMPROVEMENT FUNDS			
	(301) NEW GROWTH	(303) PARKS & REC	(304) REC & MAINT	CIP TOTAL
FUND BALANCE 9/30/08	\$ 3,617,340	\$ 2,707,759	\$ 6,341,414	\$12,666,513
PROJ REV THROUGH 9/30/09	1,436,705	964,735	1,268,880	3,670,320
PROJ EXP THROUGH 9/30/09	480,065	600,250	449,580	1,529,895
PROJ FUND BAL 9/30/09	4,573,980	3,072,244	7,160,714	14,806,938
FY 2010 REVENUE	331,134	263,442	675,470	1,270,046
FY 2010 EXPENDITURES	1,840,706	194,500	1,209,892	3,245,098
PROJ FUND BAL 9/30/2010	\$3,064,408	\$3,141,186	\$6,626,292	\$12,831,886

GENERAL FUND  
PERSONNEL SUMMARY  
FY 2008 - 2010

DEPARTMENT	FY 2008 SERVICE LEVEL	ACTUAL ADDITIONS OR REDUCTIONS	FY 2009 SERVICE LEVELS	PROPOSED ADDITIONS OR REDUCTIONS	FY 2010 SERVICE LEVELS
ADMINISTRATION	8 FT/6 PT	0	8 FT/6 PT	0	8 FT/6 PT
FINANCE	14 FT*	0	14 FT	0	14 FT
PLANNING/ENG	7 FT	0	7 FT	0	7 FT
PUBLIC WORKS	23 FT*	0	23 FT	-1 FT	22 FT
PUBLIC SAFETY	113 FT*	0	113 FT	0	113 FT
LEISURE SERVICES	11 FT/17 PT/10 S**	-1 FT/-1 PT/-1 S	10 FT/16 PT/9 S**	-1 FT/-3 PT/-9 S	9 FT/13 PT
BUILDING	11 FT	-1 FT	10 FT	0	10 FT
<b>TOTALS</b>	<b>187 FT/23 PT/10S</b>	<b>-2 FT/-1 PT/ -1 S</b>	<b>185 FT/22 PT/19 S</b>	<b>-2 FT/-3 PT/-9 S</b>	<b>183 FT/19 PT</b>

FT - Full Time; PT - Part Time; S - Seasonal

\* - Six frozen positions eliminated during FY08

\*\* - Reclassified several part time staff as seasonal

The preceding chart shows actual changes between the FY 2008 and FY 2010 service levels. Proposed additions and deletions for the budget year FY 2010 are also contained in the chart. A brief explanation is provided below.

Department of Administration – No staffing changes are programmed for FY 2010.

Department of Finance – No staffing changes are programmed for FY 2010.

Department of Planning/Engineering – No staffing changes are programmed for FY 2010.

Department of Public Works – During FY 2009, one full time position became vacant, was frozen and is scheduled to be eliminated in FY 2010.

Department of Public Safety – No staffing changes are programmed for FY 2010.

Department of Leisure Services – During FY 2009, one full time became vacant, was frozen and is scheduled to be eliminated in FY 2010. In addition, three part time and nine seasonal positions were reorganized and are scheduled to be eliminated in FY 2010.

Department of Building – No staffing changes are programmed for FY 2010.

### DISCUSSION OF AD VALOREM REVENUE

The State of Florida, Chapter 200, Florida Statutes, governs the process of determining and assessing property taxes by units of local government. Ad Valorem revenues on real and personal property are computed based on the value of those properties as assigned by the County Property Appraisers Office. Preliminary estimates are provided as of June 1 of each year based on the estimated value the preceding January 1st. These figures are updated each July 1st to begin the statutorily mandated process for setting millage rates by municipalities and other units of local governments. This process is commonly referred to as the Truth-In-Millage (TRIM) process.

The City of Greenacres begins the TRIM process with budget workshops in late June or early July, when the City Manager's budget is presented to the Mayor and City Council. By Florida Statute, the maximum rate that can be applied to assessed values is 10 mills (\$10.00 per one thousand of assessed property value) for operating purposes. Unlimited millage can be applied for debt service on general obligation debt; however, each general obligation debt issue must be approved by a majority vote of the electors. The preliminary rates set by the City Council must then be relayed to the County Property Appraiser and Tax Collector so preliminary tax estimates can be mailed in late August to all taxpayers.

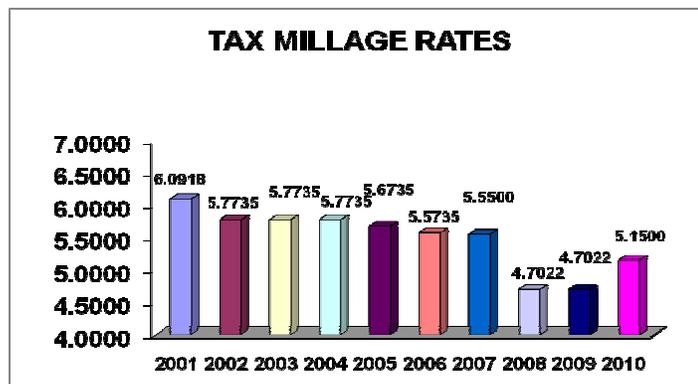
The Property Appraiser adjusts market value appraisals of certain properties based on constitutional and statutory guidance. A \$25,000 homestead exemption is provided to all taxpayers who own a house as a primary residence and are domiciled in Florida. Widows, disabled, and veterans can receive additional increases to the \$25,000 exemption in property value. On January 28, 2008 voters passed Amendment 1 which added a second \$25,000 homestead exemption, added Save Our Homes portability, added a \$25,000 tangible personal property exemption and limited the assessment increases to non-homesteaded property to 10% per year. Since 1993, the Save-Our-Homes constitutional amendment has limited increases to assessed values of homesteaded properties to the lesser of 3.0 percent or the Consumer Price Index (CPI) change. Since 1995, the City of Greenacres assessed value has been reduced over \$1,400,000,000 due to the Save Our Homes amendment.

In September of each year, the TRIM process requires each municipality to hold two public hearings to formally adopt its millage rates for operating and debt service and its budget for the fiscal year beginning October 1.

The July 1, 2009 certified taxable value for operating purposes provided by the Property Appraiser's office was \$1,479,194,142. This represents a 21.68% reduction or \$409,080,223 over last year's taxable value of \$1,888,274,365. The reduction is related to the impact of Amendment 1 and to the continuing decline in property values. Pursuant to F.S. 200.065, the calculated rolled-back millage rate (ad valorem rate that generates the same amount of property tax revenue as last year) is 6.0640 mills which would generate \$8,969,833 in property tax revenue.

For the FY 2010 budget, the overall millage rate is proposed to be 5.1500 mills. The projected tax revenue for FY 2010 is approximately \$7.2 million or 14% less then FY 2009 budget ad valorem revenue.

The chart below shows the change in total City millage since FY 2001.



## AD VALOREM TAX DATA

FISCAL YEAR 2010

**FISCAL YEAR 2009**

2008 GROSS TAXABLE VALUE (July 1, 2008) INCLUDING NEW CONSTRUCTION	\$ 1,888,274,365
GENERAL OPERATING FUNDS (FY 2009) MILLAGE RATE	4.7022
FY 2009 ESTIMATED AD VALOREM REVENUE INCLUDING NEW CONSTRUCTION	\$ 8,879,044
FY 2009 AD VALOREM REVENUE FOR BUDGET PURPOSES 95%	\$ 8,435,092

**FISCAL YEAR 2010**

2009 GROSS TAXABLE VALUE (July 1, 2009) INCLUDING NEW CONSTRUCTION	\$ 1,479,194,142
FY 2010 ROLL BACK RATE (RBR)	6.0640
FY 2010 ESTIMATED AD VALOREM REVENUE BASED ON RBR LESS VALUE ADJ BD	<u>\$ 8,969,833</u>
PROPOSED GENERAL OPERATING FUNDS (FY 2010) MILLAGE RATE	5.1500
FY 2010 ESTIMATED AD VALOREM REVENUE INCLUDING NEW CONSTRUCTION	\$ 7,617,850
<b>FY 2010 AD VALOREM REVENUE FOR BUDGET PURPOSES 95%</b>	<b>\$ 7,236,957</b>

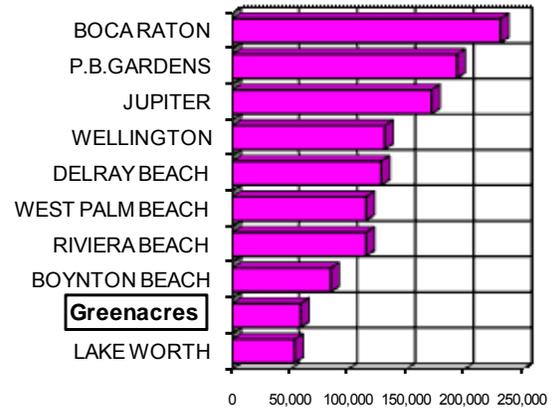
## CHANGE IN TAXABLE VALUE OF PROPERTY

July 1, 2005:	Prior Year Gross Taxable Value	\$1,264,042,542	20.072%
July 1, 2005:	Plus Increase in Value Current Property	204,954,383	
July 1, 2005:	Current Year Adjusted Taxable Value	<u>\$1,468,996,925</u>	
July 1, 2005:	Plus Net New Taxable Value	82,679,033	
	July 1, 2005 GROSS VALUE	<u><u>\$1,551,675,958</u></u>	22.755%
Dec. 31, 2005	Value Adjustment Board and Other Changes	<u>-1,686,796</u>	
July 1, 2006:	Prior Year Gross Taxable Value	\$1,549,989,162	22.622%
July 1, 2006:	Plus Increase in Value Current Property	351,607,944	
July 1, 2006:	Current Year Adjusted Taxable Value	<u>\$1,901,597,106</u>	
July 1, 2006:	Plus Net New Taxable Value	72,427,113	
	July 1, 2006 GROSS VALUE	<u><u>\$1,974,024,219</u></u>	27.357%
Dec. 31, 2006	Value Adjustment Board and Other Changes	-1,888,398	
Dec. 31, 2006	PBC Property Appraiser mandated adjustment	<u>79,629,195</u>	
July 1, 2007:	Prior Year Gross Taxable Value	\$1,972,135,821	27.235%
July 1, 2007:	Adjusted Prior Year Gross Taxable Value	2,051,765,016	
July 1, 2007:	Plus Increase in Value Current Property	66,449,144	
July 1, 2007:	Current Year Adjusted Taxable Value	<u>\$2,118,214,160</u>	
July 1, 2007:	Plus New Construction Taxable Value	34,536,591	
	July 1, 2007 GROSS VALUE	<u><u>\$2,152,750,751</u></u>	9.158%
Dec. 31, 2007	Value Adjustment Board and Other Changes	-2,342,178	
July 1, 2008:	Prior Year Gross Taxable Value	\$2,150,408,573	9.040%
July 1, 2008:	Less Decrease in Value Current Property	-307,349,153	
July 1, 2008:	Current Year Adjusted Taxable Value	<u>\$1,843,059,420</u>	
July 1, 2008:	Plus New Construction Taxable Value	45,214,945	
	July 1, 2008 GROSS VALUE	<u><u>\$1,888,274,365</u></u>	-12.190%
Dec. 31, 2008	Value Adjustment Board and Other Changes	6,668,011	
July 1, 2009	Prior Year Gross Taxable Value	\$1,894,942,376	-11.880%
July 1, 2009	Less Decrease in Value Current Property	-425,558,271	
July 1, 2009	Current Year Adjusted Taxable Value	<u>\$1,469,384,105</u>	
July 1, 2009	Plus New Construction Taxable Value	9,810,037	
	July 1, 2009 GROSS VALUE	<u><u>\$1,479,194,142</u></u>	-21.940%

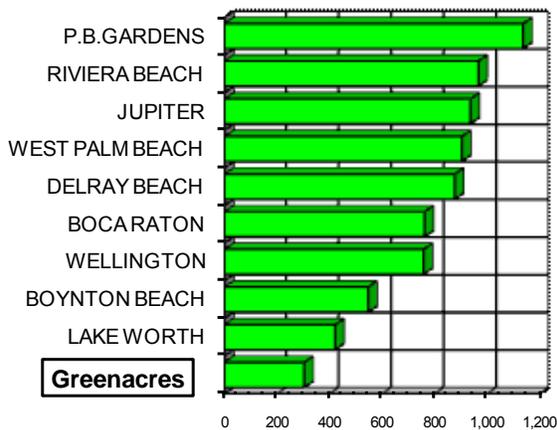
### Comparison with Ten Largest Cities 2008 Ad Valorem Taxes

**Per Capita Tax:** The City of Greenacres has the lowest per capita ad valorem impact on its citizens among the ten largest cities in Palm Beach County. **Ad Valorem Per Capita Assessment:** The average per capita assessment of Greenacres is second lowest of the ten largest cities at \$58,331. **Millage Rate:** The Greenacres 2008 millage rate of 4.7022 (plus the library district millage of 0.4970 mills) is the second lowest among these cities. These two factors combine to provide Greenacres' residents the lowest ad valorem tax burden (\$303.28) of the ten largest cities in Palm Beach County. These charts include the impact of the County Fire MSTU and library taxes where applicable, so all cities are directly comparable.

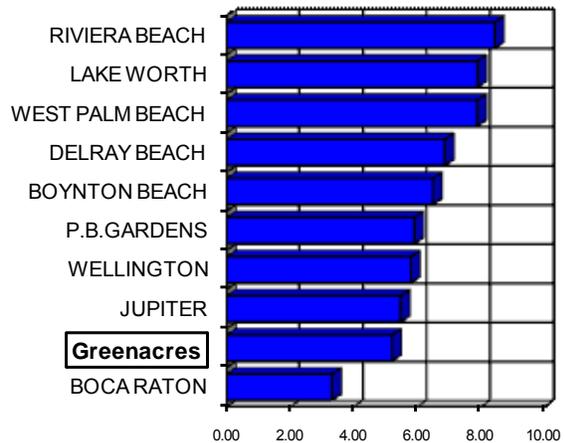
#### Ad Valorem Per Capita Assessment



#### Per Capita Tax



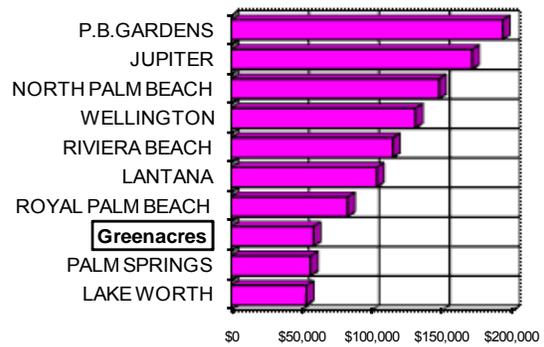
#### Millage Rate



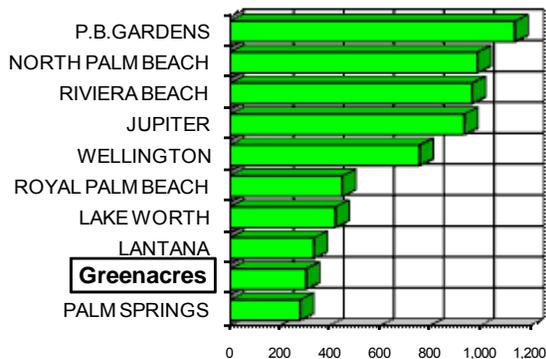
**Comparison with Comparably Sized Cities  
2008 Ad Valorem Taxes**

**Per Capita Tax:** The City of Greenacres has the next to the lowest per capita ad valorem impact on its citizens among the ten comparably sized cities in Palm Beach County. **Ad Valorem Per Capita Assessment:** The average per capita assessment of Greenacres is third lowest of the ten comparably sized cities at \$58,331. **Millage Rate:** The Greenacres 2008 millage rate of 4.7022 (plus the library district millage of 0.4970 mills) is the third lowest of these cities. These two factors combine to provide Greenacres residents the second lowest ad valorem tax burden (\$303.28) of the ten largest cities in Palm Beach County. These charts include the impact of the County Fire MSTU and library taxes where applicable, so all cities are directly comparable.

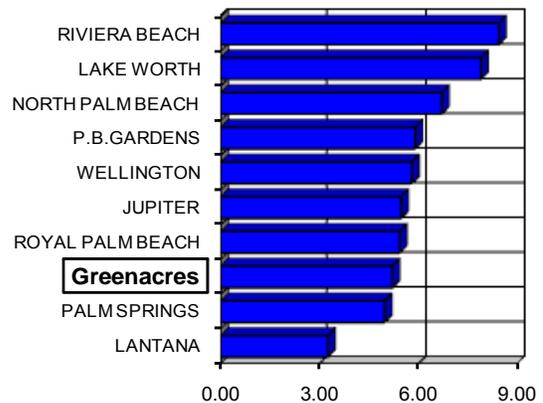
**Ad Valorem Per Capita Assessment**



**Per Capita Tax**



**Millage Rate**



List of Palm Beach County Municipalities  
2008 Ad Valorem Taxes  
(INCLUDES IMPACT OF FIRE MSTU AND LIBRARY TAXES)

City Name	Total 2008 Taxable Value	2008 Population <sup>^</sup>	Per Capita Assessment	2008 Total Millage	Per Capita Tax
MANALAPAN	\$ 974,027,713	354	\$ 2,751,491	0.0029080	\$ 8,001.33
PALM BEACH	13,767,210,028	9,797	1,405,248	0.0032512	4,568.74
VILLAGE OF GOLF	149,046,879	266	560,327	0.0067076	3,758.45
GULF STREAM	748,483,049	716	1,045,367	0.0028655	2,995.50
OCEAN RIDGE +	842,185,283	1,630	516,678	0.0056470	2,917.68
JUPITER INLET COLONY +	246,605,104	370	666,500	0.0043241	2,882.01
PALM BEACH SHORES +	615,619,404	1,418	434,146	0.0062390	2,708.64
HIGHLAND BEACH	2,141,822,291	4,164	514,367	0.0038500	1,980.31
JUNO BEACH*+	1,164,387,888	3,674	316,926	0.0062470	1,979.84
SOUTH PALM BEACH +	372,440,526	1,522	244,705	0.0070665	1,729.21
ATLANTIS +	478,214,472	2,147	222,736	0.0065470	1,458.25
PALM BEACH GARDENS +	9,687,204,076	50,282	192,657	0.0058960	1,135.91
MANGONIA PARK +	213,883,201	2,223	96,214	0.0102970	990.71
TEQUESTA VILLAGE +	930,575,461	5,898	157,778	0.0062641	988.34
NORTH PALM BEACH	1,847,439,149	12,530	147,441	0.0066977	987.52
RVIERA BEACH	4,026,535,725	35,150	114,553	0.0084260	965.22
JUPITER+#	8,512,883,242	49,783	171,000	0.0054672	934.89
WEST PALM BEACH	11,873,816,399	103,663	114,542	0.0078748	902.00
DELRAY BEACH	8,206,072,995	64,220	127,781	0.0068504	875.35
BOCA RATON	19,624,542,589	85,293	230,084	0.0033057	760.59
WELLINGTON*+	7,197,390,361	55,076	130,681	0.0057870	756.25
LAKE PARK	686,980,231	9,112	75,393	0.0096663	728.77
LAKE CLARK SHORES*+	230,492,518	3,427	67,258	0.0090748	610.35
BOYNTON BEACH	5,624,136,632	66,671	84,357	0.0064803	546.66
HYPOLUXO +	387,117,223	2,448	158,136	0.0028470	450.21
ROYAL PALM BEACH +*	2,606,261,168	31,567	82,563	0.0054170	447.24
HAVERHILL*+	86,279,104	1,553	55,556	0.0077422	430.13
LAKE WORTH	1,957,561,271	36,725	53,303	0.0078828	420.18
LANTANA	1,015,695,300	9,850	103,116	0.0032395	334.05
<b>CITY OF GREENACRES +</b>	<b>1,898,563,747</b>	<b>32,548</b>	<b>58,331</b>	<b>0.0051992</b>	<b>303.28</b>
BRINY BREEZES +	38,073,945	417	91,304	0.0032578	297.45
PALM SPRINGS	870,979,433	15,500	56,192	0.0049646	278.97
GLEN RIDGE*+	19,280,240	262	73,589	0.0034470	253.66
CLOUD LAKE*+	7,245,245	164	44,178	0.0034470	152.28
LOXAHATCHEE GROVES	309,029,575	3,232	95,616	0.0015000	143.42
BELLE GLADE +	338,415,683	17,141	19,743	0.0069270	136.76
PAHOKEE +	95,401,849	6,352	15,019	0.0075470	113.35
SOUTH BAY +	62,775,040	4,702	13,351	0.0068059	90.86

\*Includes Fire MSTU. - 2.9500 Mills

+Includes County Library - 0.4970 Mills

#Includes Fire MSTU. - 2.2858 Mills

^November 2008 University of Florida BEBR estimate



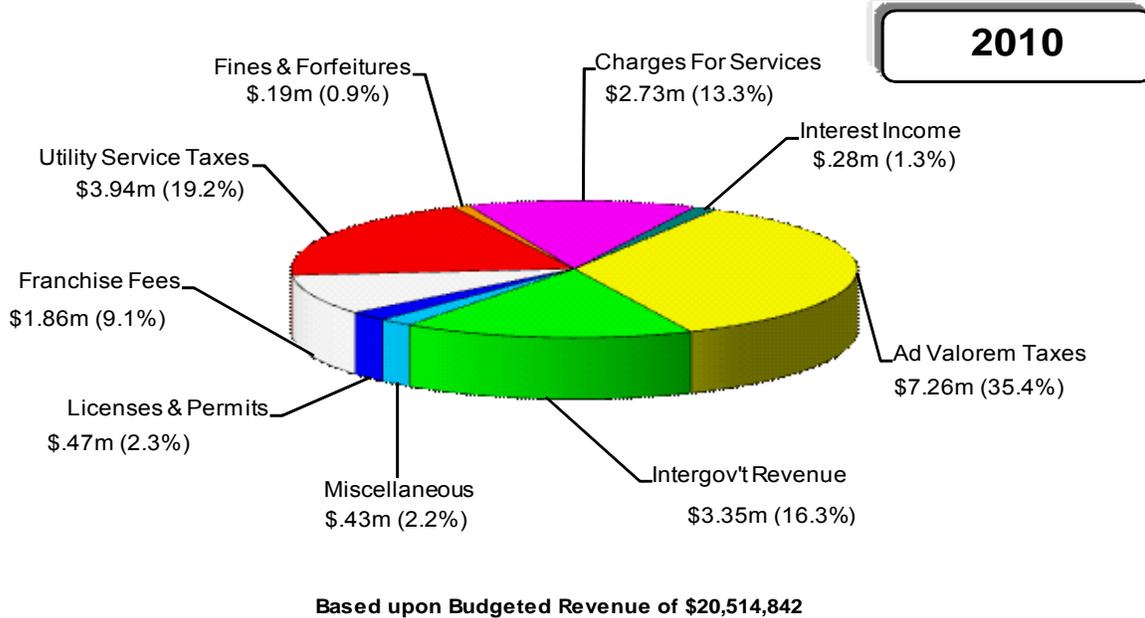
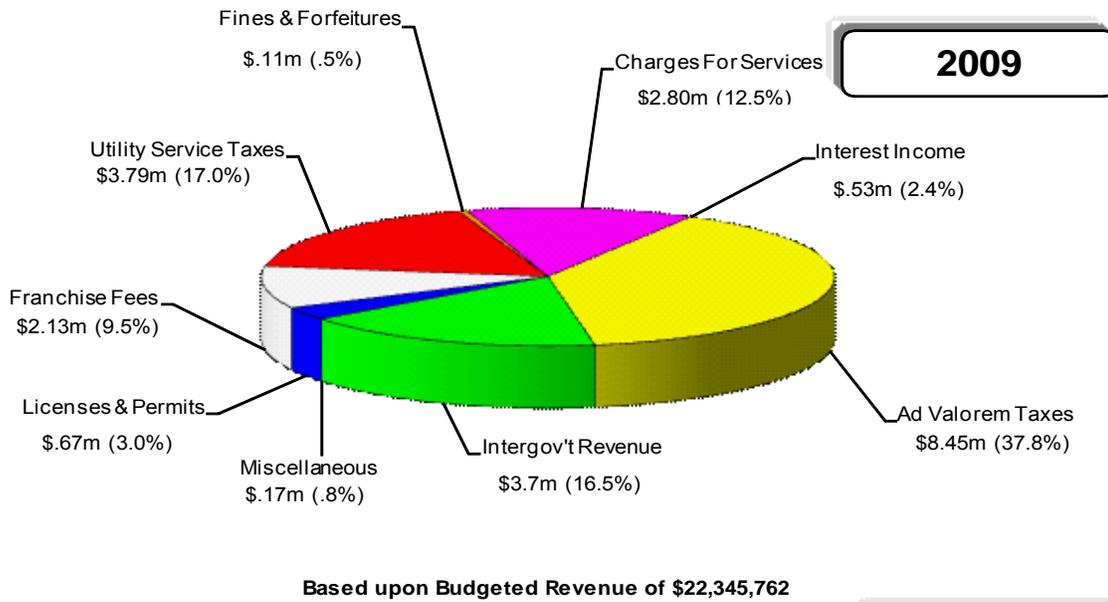
GENERAL FUND  
SUMMARY FY 2010

PROJECTED FY 2010 REVENUE		<u>\$20,514,842</u>
ANTICIPATED FY 2010 OPERATING EXPENDITURES CONTINUING SERVICE LEVEL		<u>\$20,438,224</u>
PROPOSED INTERFUND TRANSFERS OUT		
DS 209 - 2004B REVENUE REFUNDING NOTE DEBT SERVICE	400,000	
DS 211 - 2004A PUBLIC IMPROVEMENT NOTE DEBT SERVICE	800,000	
TOTAL INTERFUND TRANSFERS	<u>1,200,000</u>	
TOTAL EXPENDITURES AND TRANSFERS OUT FY 2010		<u>21,638,224</u>
EXCESS EXPENDITURES OVER REVENUES		(1,123,382)
ESTIMATED FUND BALANCE CARRY FORWARD TO FY 2010		<u>10,571,603</u>
RESERVE FOR LIABILITIES		(250,000)
ESTIMATED FUND BALANCE END OF FISCAL YEAR 2010		<u><u>\$9,198,221</u></u>

**GENERAL FUND**  
**RECAP FY 2009 - FY 2010**

	Budget FY 2009	Budget FY 2010	Change from Prior Year	% Change	% of total Budget
Beginning fund balance	<b>\$10,732,598</b>	<b>\$10,571,603</b>	<b>(160,995)</b>	<b>-1.5%</b>	
<b>Revenues</b>					
Ad Valorem	\$8,450,092	\$7,256,957	(1,193,135)	-14.1%	35.4%
Franchise Fees	2,126,850	1,864,485	(262,365)	-12.3%	9.1%
Utility Service Taxes	3,791,890	3,940,000	148,110	3.9%	19.2%
Licenses & Permits	668,000	467,500	(200,500)	-30.0%	2.3%
Intergovernmental	3,696,840	3,346,418	(350,422)	-9.5%	16.3%
Charges for Services	2,797,244	2,725,476	(71,768)	-2.6%	13.3%
Fines & Forfeitures	108,000	193,000	85,000	78.7%	0.9%
Interest Income	532,100	275,500	(256,600)	-48.2%	1.3%
Miscellaneous	174,746	445,506	270,760	154.9%	2.2%
<b>Total Revenues</b>	<b>\$22,345,762</b>	<b>\$20,514,842</b>	<b>(1,830,920)</b>	<b>-8.2%</b>	<b>100.0%</b>
<b>Expenditures</b>					
Salaries and Benefits	15,309,944	16,003,965	694,021	4.5%	74.0%
Operating	3,757,755	3,101,882	(655,873)	-17.5%	14.3%
Capital	36,349	17,557	(18,792)	-51.7%	0.1%
Solid Waste Collections	1,051,520	1,051,520	-	0.0%	4.9%
Contingency	250,000	250,000	-	0.0%	1.2%
Interfund Transfers	3,110,000	1,200,000	(1,910,000)	-61.4%	5.5%
Grants and Aids	15,900	13,300	(2,600)	-16.4%	0.1%
<b>Total Expenditures</b>	<b>23,531,468</b>	<b>21,638,224</b>	<b>(1,893,244)</b>	<b>-8.0%</b>	<b>100.0%</b>
Projected expenditures underspend(savi	1,556,516				
Projected revenues shortfall	531,805				
Reserved for liabilities		250,000			
<b>Estimated ending fund balance</b>	<b>\$10,571,603</b>	<b>\$9,198,221</b>	<b>(1,373,382)</b>	<b>-14.9%</b>	

General Fund Revenue



In FY 2010, ad valorem taxes remain the City's largest revenue source at 35.4% of the total revenue. Intergovernmental transfers from the federal, state and county governments, account for 16.3% of the total revenue. Utility service taxes increased from 17.0 to 19.2% of the total, while franchise fees decreased to 9.1% as telecommunications and cable TV franchise fees were replaced by a communication service tax. Charges for services increased from 12.5 to 13.3% of total revenue and fines and forfeitures increased from 0.5% to 0.9% of total revenue. Miscellaneous income showed an increase from 2009 to 2010 or .8 to 2.2%. Interest income is projected to decrease from 2.4 to 1.3%. Licenses and permits are projected to decrease slightly as a portion of total revenue is due to a decline in new construction.

GENERAL FUND  
FY 2007-2010 REVENUE

CATEGORY	ACTUAL FY 2007	ACTUAL FY 2008	BUDGET FY 2009	CURRENT FORECAST FY 2009	PROPOSED FY 2010
AD VALOREM*	\$10,580,842	\$9,813,152	\$8,450,092	\$8,555,092	\$7,256,957
FRANCHISE FEES	1,913,269	1,904,341	2,126,850	1,861,150	1,864,485
UTILITY SERVICE TAXES	3,937,528	3,864,900	3,791,890	4,040,000	3,940,000
LICENSES & PERMITS	916,074	548,357	668,000	391,500	467,500
INTERGOVERNMENTAL	3,974,556	3,744,932	3,696,840	3,459,400	3,346,418
CHARGES FOR SERVICES	2,513,460	2,707,878	2,797,244	2,648,940	2,725,476
FINES & FORFEITURES	112,461	195,202	108,000	188,000	193,000
INTEREST INCOME	505,993	-1,163	532,100	317,900	275,500
MISCELLANEOUS	224,545	390,156	174,746	351,975	445,506
<b>TOTAL</b>	<b><u>\$24,678,728</u></b>	<b><u>\$23,167,755</u></b>	<b><u>\$22,345,762</u></b>	<b><u>\$21,813,957</u></b>	<b><u>\$20,514,842</u></b>

\*Includes Delinquent Property Taxes

**GENERAL FUND  
REVENUE**

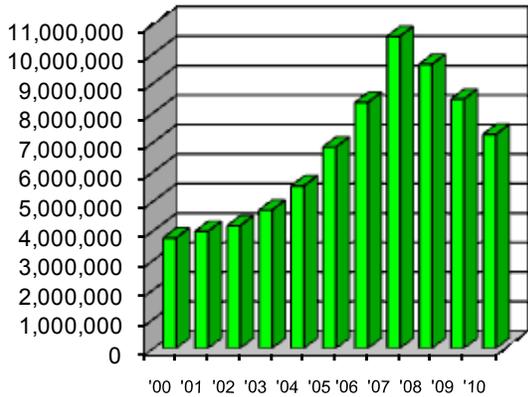
ACCOUNT TITLE	2007	2008	2009	2009	2010
	ACTUAL	ACTUAL	BUDGET	PROJECTION	PROPOSED
REAL PERS PROP TAX	\$ 10,558,021	\$ 9,789,537	\$ 8,435,092	\$ 8,535,092	\$ 7,236,957
DEL REAL & PERSONAL PROP	22,821	23,615	15,000	20,000	20,000
TOTAL AD VALOREM TAXES	10,580,842	9,813,152	8,450,092	8,555,092	7,256,957
SOLID WASTE/RESIDENTIAL	46,156	48,509	50,000	50,000	51,500
ELECTRICITY	1,803,341	1,796,040	2,015,700	1,750,000	1,750,000
NATURAL GAS	47,160	38,865	39,150	39,150	40,325
SOLID WASTE/COMMERCIAL	16,612	20,927	22,000	22,000	22,660
TOTAL FRANCHISE FEES	1,913,269	1,904,341	2,126,850	1,861,150	1,864,485
ELECTRIC	1,635,216	1,625,841	1,803,550	1,600,000	1,600,000
TELECOMMUNICATIONS	1,445,118	1,378,080	1,259,000	1,700,000	1,500,000
WATER UTILITY SERVICE TAX	289,132	315,970	286,340	325,000	325,000
INSURANCE PREMIUM TAXES	485,225	473,452	350,000	350,000	450,000
NATURAL GAS	45,398	43,938	51,000	40,000	40,000
PROPANE GAS	37,439	27,619	42,000	25,000	25,000
TOTAL UTILITY SERVICE TAXES	3,937,528	3,864,900	3,791,890	4,040,000	3,940,000
NEW BUSINESS TAX(CITY)	20,303	22,721	20,000	20,000	21,000
BUSINESS TAX RENEWAL	173,995	164,442	150,000	156,000	157,500
BUSINESS TAX TRANSFERS	907	488	500	500	500
RENTAL PROPERTY LICENSES	39,774	38,045	36,500	40,000	38,300
BUILDING PERMITS	589,715	242,843	405,000	125,000	200,950
ELECTRICAL PERMITS	20,845	12,415	10,000	15,000	10,050
PLUMBING PERMITS	36,795	34,408	27,000	15,000	13,750
MECHANICAL PERMITS	26,908	26,813	14,000	14,000	16,950
PRE-RENTAL INSPECTIONS	0	0	0	1,000	2,100
PRE-BUSINESS TAX INSPECT'N.	3,175	3,510	3,000	3,000	5,000
CONSTRUCT.REINSPECTION FEES	3,657	2,672	2,000	2,000	1,400
TOTAL BUSINESS REC/PERMITS	916,074	548,357	668,000	391,500	467,500
CITY SHARE MOVING VIOLATION 12.50	46,738	15,895	50,000	20,000	63,658
BULLET PROOF VEST GRANT	0	2,921	1,400	1,400	2,400
FIREFIGHTER SUPPLEMENTAL	4,029	6,010	4,240	6,000	6,360
P.B.C. PS E911 GRANT	49,055	60,489	35,000	50,000	68,000
LOCAL OPT. GAS TAX TRST/FND	373,913	355,085	349,200	336,000	339,000
STATE REVENUE SHARING	1,037,374	962,184	930,000	870,000	840,000
MOBILE HOME LICENSE	10,719	10,067	12,000	12,000	12,000
ALCOHOL BEVERAGE TAX	11,465	9,987	11,000	11,000	11,000
SALES TAX (HALF CENT)	2,320,284	2,208,544	2,200,000	2,049,000	1,900,000
DOT STREET LIGHT REIMBURSEMENT	23,792	24,506	24,000	24,000	24,000
MOTOR FUEL TAX REBATE	11,896	11,473	10,000	10,000	10,000
BUSINESS TAX (CNTY)	85,291	77,771	70,000	70,000	70,000
TOTAL INTERGOVERNMENTAL	3,974,556	3,744,932	3,696,840	3,459,400	3,346,418
ELECTIONS - FILING FEES	498	483	500	1,000	1,000
SALES OF CLERK DOCUMENTS	12,879	9,573	10,000	10,000	10,000
SUPP PAY PROCESSING FEE	189	234	150	200	200
COBRA ADMINISTRATION FEE	0	0	50	0	0
COLL OF DEL AMB BILL RECEIVABLES	3,511	7,233	2,500	5,000	5,000
SOLID WASTE ADMIN FEES	62,253	64,793	64,000	64,000	64,000
SOLID WASTE LIEN FEES	7,476	10,800	9,000	12,000	12,000
SECURITY SPECIAL DETAIL	73,485	61,645	60,000	60,000	60,000
FIRE MARSHAL RE-INSP FEE	810	925	500	500	500
GAC-AMBULANCE REVENUE	622,402	748,940	1,100,000	1,200,000	1,200,000
EMS W/O - UNCOLLECTABLE	0	0	(240,000)	(447,000)	(300,000)
EMS W/O - CONTRACTUAL	0	0	(60,000)	(156,000)	(100,000)
FALSE ALARM REVENUE	7,100	8,300	7,000	7,000	7,000
SALES PUBLIC SFTY DOCUMENTS	9,613	8,294	8,000	8,000	8,000
LEISURE ACTIVITIES/ATHLETIC FEES	37,015	27,700	72,945	55,000	62,495
CLASSES FEES	50,294	23,903	0	0	0
CHILDREN'S CAMP FEES	104,828	133,534	103,000	103,000	0
SENIOR TRIPS / DISCOVER FLORIDA	12,254	1,214	23,000	23,000	21,485

ACCOUNT TITLE	GENERAL FUND REVENUE				
	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 PROJECTION	2010 PROPOSED
DONATIONS L/S	(778)	2,767	0	0	4,000
MAYORS CUP	0	0	2,940	2,940	2,380
EGG HUNT	0	0	1,150	1,150	750
JULY 4TH	0	0	2,550	2,550	1,100
FUNDRAISING	206	198	250	1,000	0
SALE OF PROMO MERCHANDISE	104	0	100	100	0
CSC ADMINISTRATIVE FEES	33,937	36,280	40,000	56,000	22,166
PLANNING SALE OF DOCUMENTS	1,556	6,570	3,000	10,000	10,000
PLANNING FILING FEES	26,635	32,487	27,500	9,000	13,900
BUILDING PLAN REVIEW FEE	2,009	1,604	2,000	2,000	1,000
ENG PLAT REVIEW FEES	8,615	8,516	10,000	5,000	5,000
PETITION ADVERTISEMENTS	3,452	7,635	3,000	3,000	3,000
SOLID WASTE FEE	643,991	675,795	695,000	740,000	740,000
SOLID WASTE RECYCLING FEE	312,887	329,240	338,000	350,000	350,000
SOLID WASTE INTEREST PEN	10,372	18,316	10,609	20,000	20,000
ATLANTIS FIRE PLAN REV FEE	3,175	3,125	3,000	3,000	3,000
ATLANTIS FIRE INSPECTIONS	3,027	3,156	3,500	3,500	3,500
EMERGENCY SERVICE FEES - CITY OF ATLANTIS	459,551	474,618	494,000	494,000	494,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,513,460</b>	<b>2,707,878</b>	<b>2,797,244</b>	<b>2,648,940</b>	<b>2,725,476</b>
NSF SERVICE CHARGES	540	692	500	500	500
FINES/MOVING VIOLATIONS	92,829	171,730	90,000	160,000	160,000
WATER SHORTAGE FINES	2,925	25	500	500	500
NON-MOVING VIOLATIONS	11,170	13,260	7,000	17,000	17,000
CODE ENFORCE. PENALTIES	4,997	9,495	10,000	10,000	15,000
<b>TOTAL FINES AND FORFEITURES</b>	<b>112,461</b>	<b>195,202</b>	<b>108,000</b>	<b>188,000</b>	<b>193,000</b>
BANK INTEREST & MISC A/R	42	114	100	500	500
STATE BRD OF ADMINISTRATION	422,783	105,684	154,000	5,400	10,000
BANK INVESTMENT PROGRAM	0	(185,762)	100,000	267,000	150,000
FMIIVT INVESTMENT ACCOUNT	59,437	63,105	253,000	40,000	110,000
TAX COLLECTOR'S INTEREST	23,731	15,696	25,000	5,000	5,000
<b>TOTAL INTEREST</b>	<b>505,993</b>	<b>(1,163)</b>	<b>532,100</b>	<b>317,900</b>	<b>275,500</b>
SOLID WASTE REIMBURSEMENT	0	1,422	1,300	1,300	1,300
EMP REIMBURSEMENT	3,253	0	1,200	0	1,200
RESTITUTION	72	1,170	100	100	100
RENTAL FEES	29,656	63,739	40,700	75,000	63,200
COMMUNITY EVENTS COMMISSIONS	22,814	24,020	18,945	9,000	31,331
WITNESS & JURY REIMBURSEMENT	37	103	50	300	300
LOST/ABANDONED PROPERTY	1,147	0	500	500	500
MAINT REIMBURSEMENT	3,421	10,246	2,500	9,000	5,000
RENTAL INCOME - LONG TERM	0	5	1	166,000	182,000
GENERAL EMP REIMBURSEMENT	0	376	0	0	0
TELEPHONE COMMISSION	0	550	500	500	500
RADON GAS TRUST	87	19	150	25	25
RADON COLL - TRAINING INSP	174	38	300	50	50
COMMISSION-CTY IMPACT FEES	27,183	7,993	15,000	7,000	7,000
VENDING MACHINE ROYALTIES	3,402	3,720	4,000	3,000	3,000
DIST 1 - SPECIAL ASSESSMT-PRIN	3,939	(30)	3,000	3,000	2,000
DIST 1 - SPECIAL ASSESSMT-INT	664	334	1,000	1,000	1,000
DIST 1 - SPECIAL ASSESSMT-PEN	2,224	2,207	2,000	2,000	1,000
SURPLS FURN/FIX/EQP SALES	14,341	72,046	30,000	1,000	75,000
FEMA REIMBURSEMENT	28,394	23,037	0	2,200	0
GENERAL RETIREMENT FORFEITURES	4,737	72,238	20,000	20,000	20,000
INSURANCE PROCEEDS	30,690	40,384	30,000	30,000	30,000
CONTRIBUTIONS	299	0	500	0	0
MISC REVENUES	338	4,785	0	0	0
RADON GAS/IMPACT FEES MISC	(1,775)	(300)	1,000	1,000	1,000
REFUNDS CURRENT&PRIOR YR	48,248	62,054	2,000	20,000	20,000
<b>TOTAL MISCELLANEOUS</b>	<b>224,545</b>	<b>390,156</b>	<b>174,746</b>	<b>351,975</b>	<b>445,506</b>
<b>*** GRAND TOTAL ***</b>	<b>\$ 24,678,728</b>	<b>\$ 23,167,755</b>	<b>\$ 22,345,762</b>	<b>\$ 21,813,957</b>	<b>\$ 20,514,842</b>

General Fund

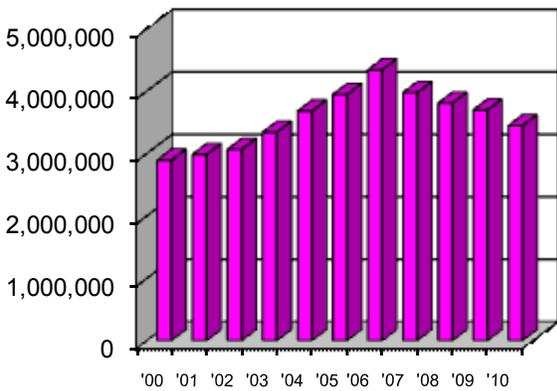
Revenue History

Ad Valorem Taxes



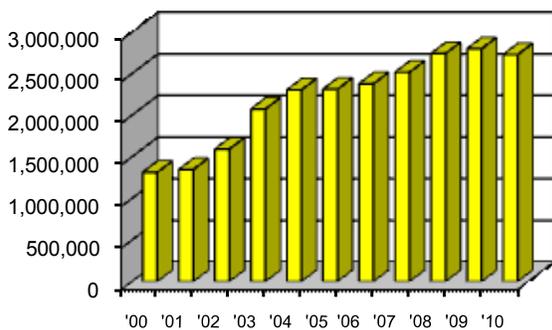
**Ad Valorem Taxes:** The City's FY 2010 assessed values including new construction decreased by 22 percent over FY 2009. The reduction is related to declines in property values and the impact of Amendment 1 passed by the voters on January 28, 2008. This added a second \$25,000 homestead exemption, added Save Our Homes portability, added a \$25,000 tangible personal property exemption and limited the assessment increases to non-homesteaded property to 10% per year.

Intergovernmental



**Intergovernmental:** The third largest source of City revenue, over \$3.3 million, this source is projected to decrease in FY 2010 due to estimated decreases in the City's half-cent share of State sales taxes, local option gas tax and County funds.

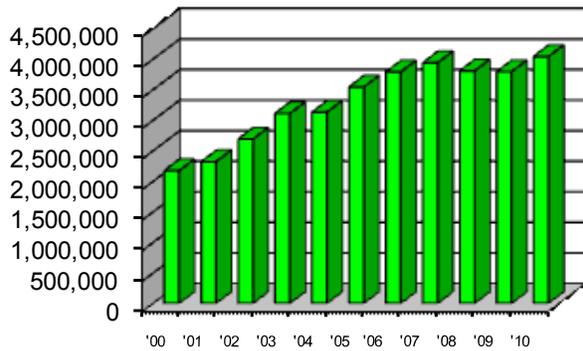
Charges For Services



**Charges for Services:** The fourth largest source of revenue, approximately \$2.7 million, has shown steady growth since FY 2002 due to increased Leisure Services fees with the opening of the City's Community Center, and the City's fire rescue service contract with the City of Atlantis. In FY 2010, a minor decrease is projected due to higher ambulance contractual write-off obligations.

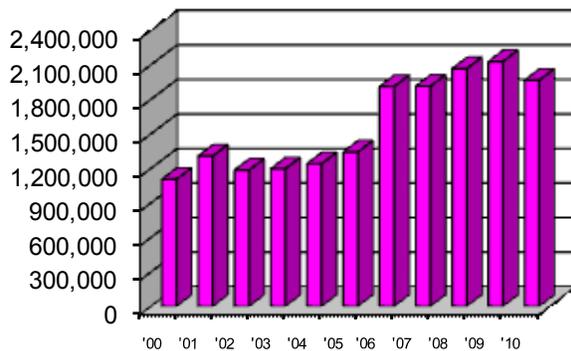
General Fund  
Revenue History

### Utility Service Taxes



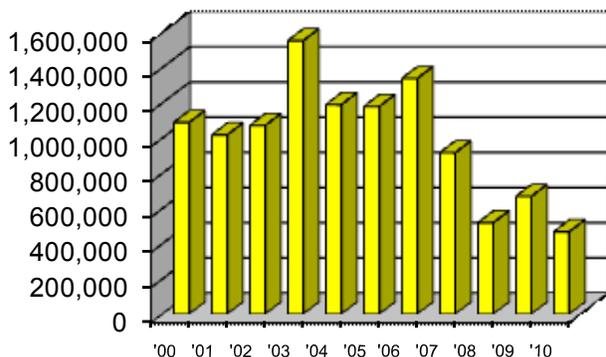
**Utility Service Taxes:** The Simplified Telecommunications Tax started on October 1, 2001. The City experienced less than expected revenues in the first year of the new tax. Corrective action was taken to recover the revenue shortfall, working with the State Department of Revenue. In FY 2010, an increase is projected as the communications services tax continues to increase as usage expands.

### Franchise Fees



**Franchise Fees:** Franchise fees fell in FY 2002 as both Telecommunications and Cable TV franchise fees were rolled into the new Simplified Telecommunications Tax, now being reported as part of the Utility Service Taxes category. Electric franchise fees remain strong and are the main source of continued franchise fee revenue. In FY 2010, a decrease is projected mainly due to decreases in electrical fees.

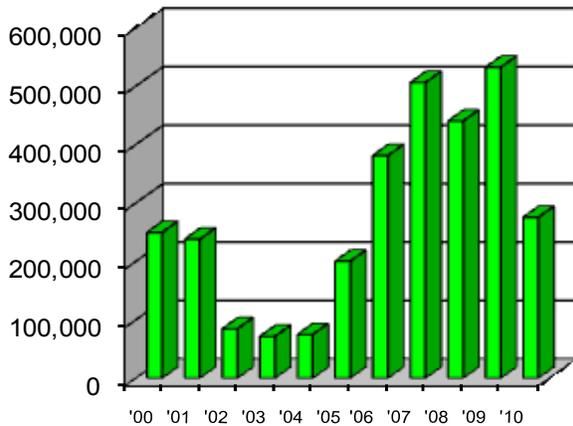
### Business Taxes And Permits



**Business Taxes and Permits:** In FY 2003 the City realized a spike in business tax and permit revenue derived from G.L. Homes, Inc., new development, encompassing over 1,000 single family homes. Since then, these revenues have decreased annually, as less land has been available for development. In FY 2010, the City is expecting a decrease in this revenue as the economy continue to hold down construction.

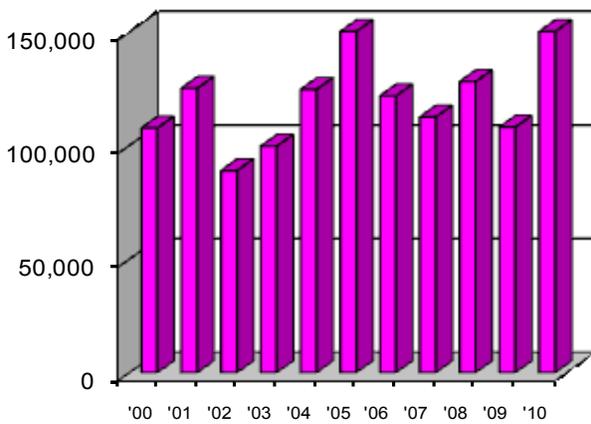
General Fund  
Revenue History

Interest Income



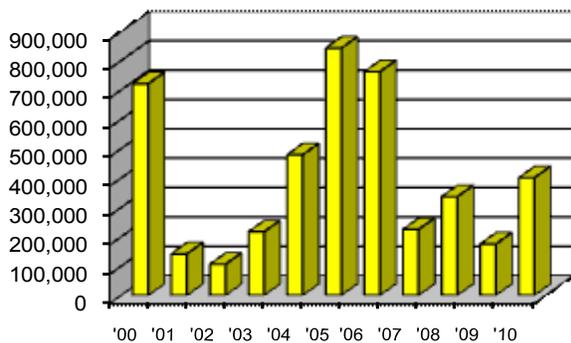
**Interest Income:** City investments experienced reductions in interest income due to the current national economic condition as well as the impact of the September 11, 2001 incident. Interest income fell over 60 percent in FY 2002, and another 14 percent in FY 2003. The FY 2006 increase was due to rising interest rates and elevated balances in accounts. In FY 2008, balances declined along with interest rates. FY 2010 projections are for decreases in interest rates due to the national recession.

Fines And Forfeitures



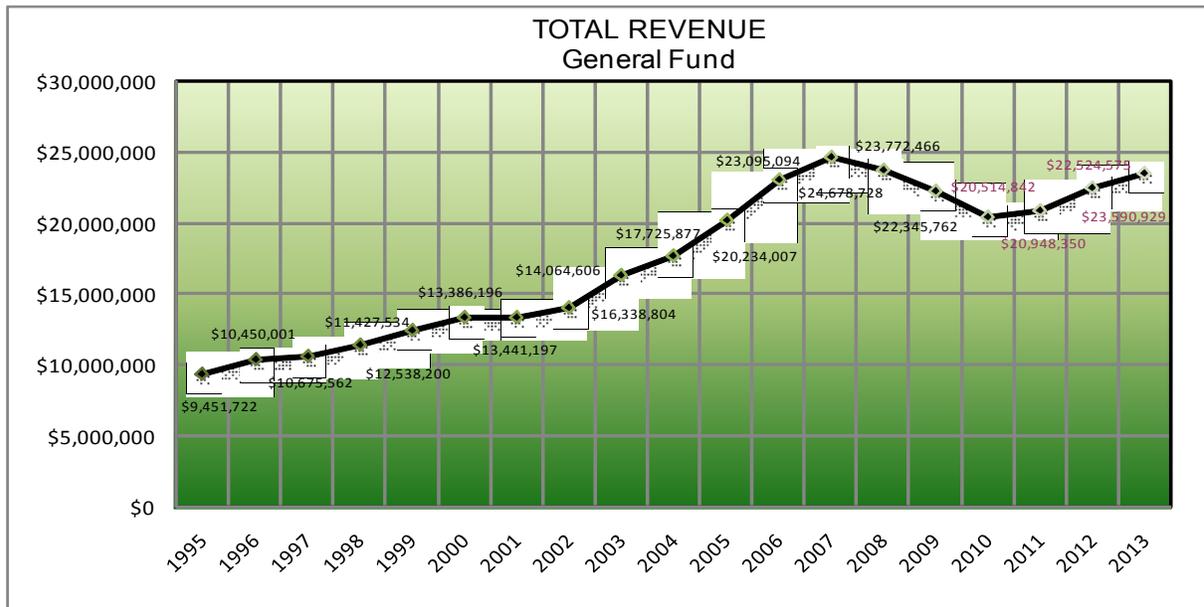
**Fines and Forfeitures:** Fines from moving and non-moving violations as well as code enforcement penalties have remained statistically steady over the years. In FY 2010, an increase is expected in moving violations.

Miscellaneous

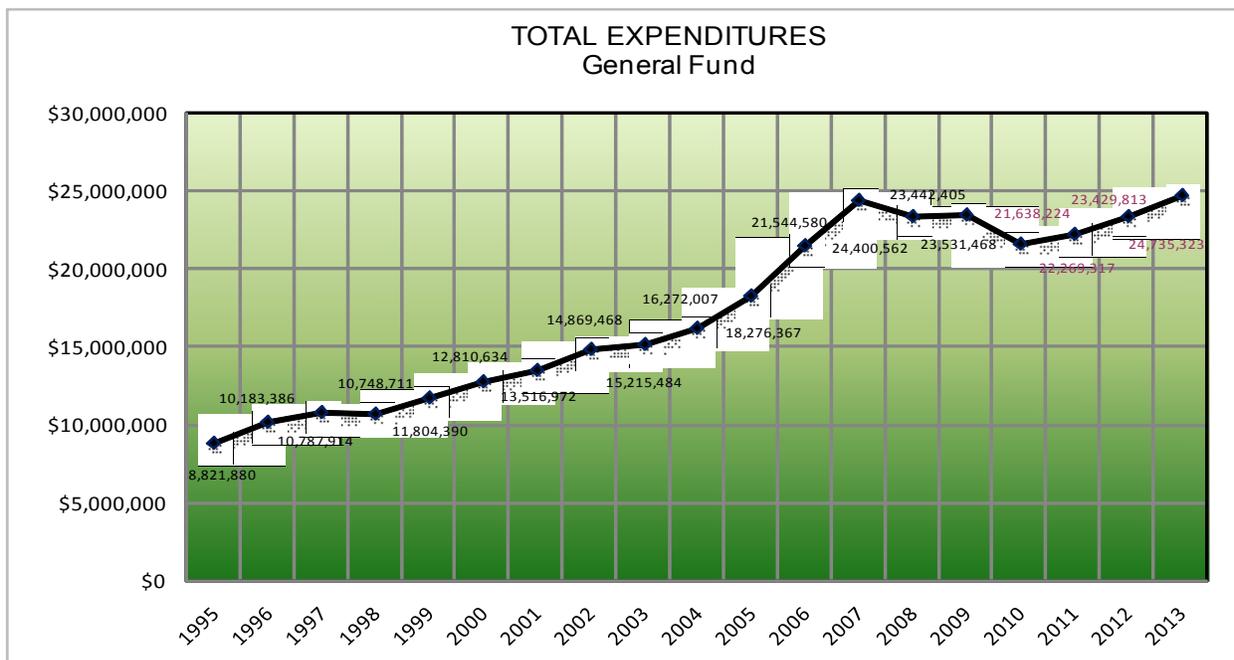


**Miscellaneous:** The sale of a parcel of City land for \$570,000 in FY 2000 resulted in a one-time surge in this revenue source. Fluctuations for the FY 2004-FY 2006 were due mainly to FEMA reimbursements as a result of 3 hurricanes that affected the City. The leasing of the former City Hall provides for an increase in FY 2010.

FOUR YEAR REVENUE AND EXPENDITURE PROJECTION

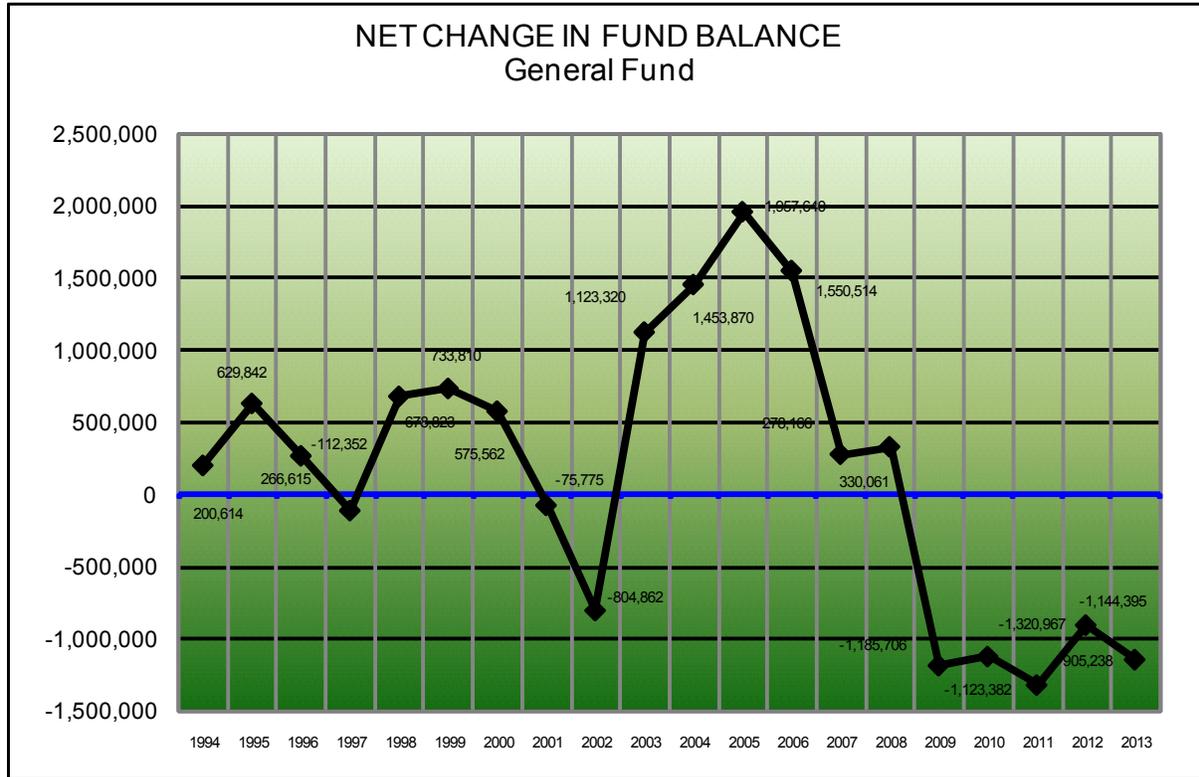


Total Revenue: Chart shows actual revenue from 1995 – 2009. Projected numbers, 2010 - 2013 are shown in red. The City is expecting the assessed property values to continue to decline for several years and start increasing in FY 2013. Other sources of revenues including charges for services, franchise fees, and utility services fees continue to increase by approximately 3%.



Total Expenditures: Chart shows actual expenditure from 1995 – 2009. The projected values for FY 2010 - 2013 are represented in Red. For FY 2010, the City has cut operating costs by nearly 12% and have held employees wages at FY 2009 levels. With personnel costs representing over 75% of the total expenditures, for FY 2011 through FY 2013 minor increases are projected based on historical trends.

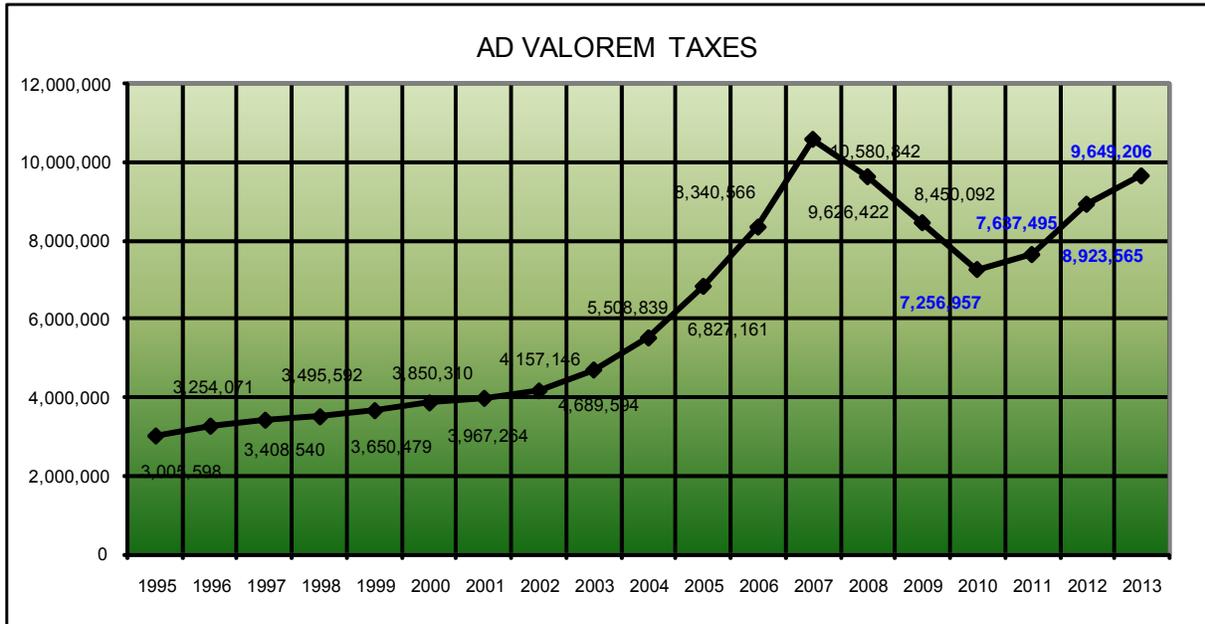
FOUR YEAR NET CHANGE IN FUND BALANCE PROJECTION



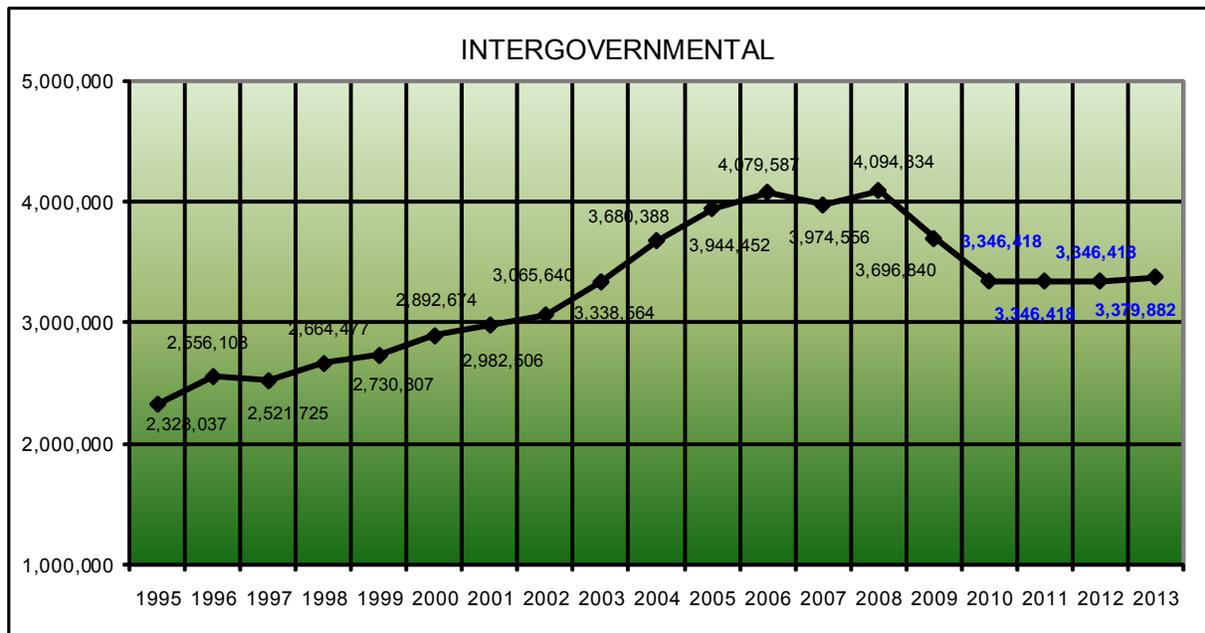
The Net Change in Fund Balance Chart is a net of Total Revenue and Total Expenditure charts on the preceding page. This chart shows that the City experienced a net deficit in fiscal years 1997, 2001, 2002 and projected for 2009. The fund balance will remain within an acceptable range according to GFOA standards. The principal causes of the short-term deficits, was due to the start up costs of the new Public Safety Station #2 and rapidly escalating medical and liability insurance costs. The sharp net change in the General fund balance during 2006, is due to allocating some of the fund balance to the Capital Improvement Project Fund. The Net Change in Fund Balance projections for FY 2009 through FY 2013 is as follows:

FY 2009	(\$1,185,706)	FY 2012	(\$ 905,238)
FY 2010	(\$1,123,382)	FY 2013	(\$1,144,395)
FY 2011	(\$1,320,967)		

FOUR YEAR REVENUE PROJECTIONS  
General Fund

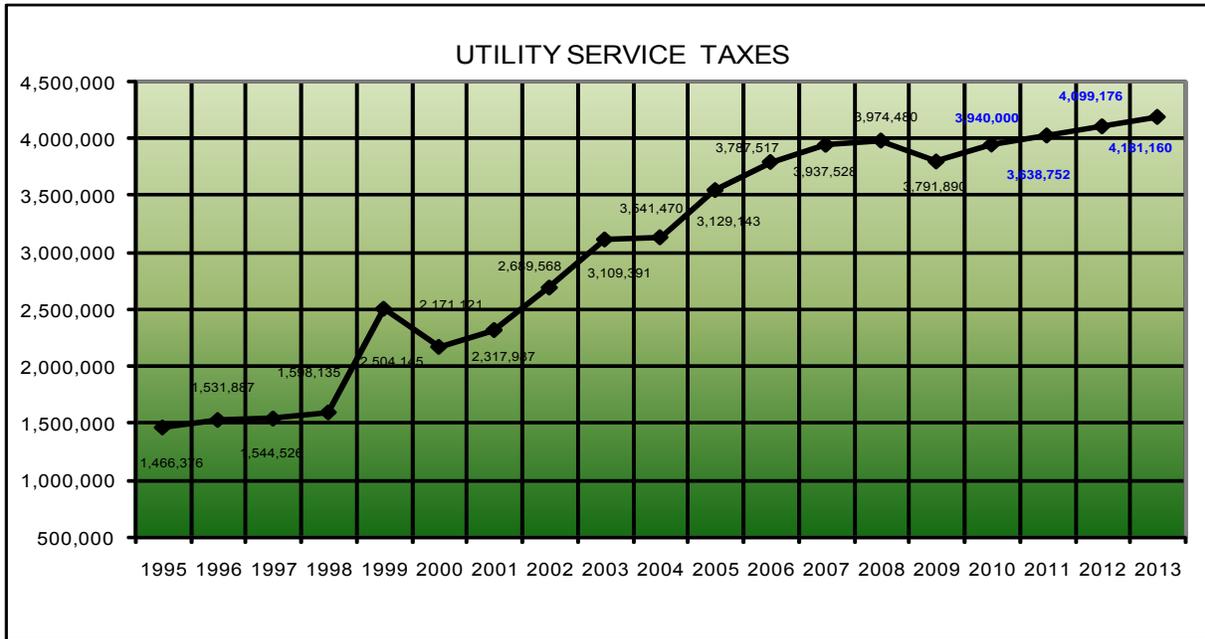


Ad Valorem Taxes: FY 2010 represents a reduction in assessed property values of over 21%. For FY 2011 – FY 2013 the City used the assumption that values will decline another 12% in FY 2011, stay steady in FY 2012 and increase 3% in FY 2013. For FY 2011 – FY 2013 the City used the following property tax rate assumptions: FY 2011 the rate would increase by over 19%, FY 2012 the rate would increase by over 16% and in FY 2013 the rate would increase by 5%.

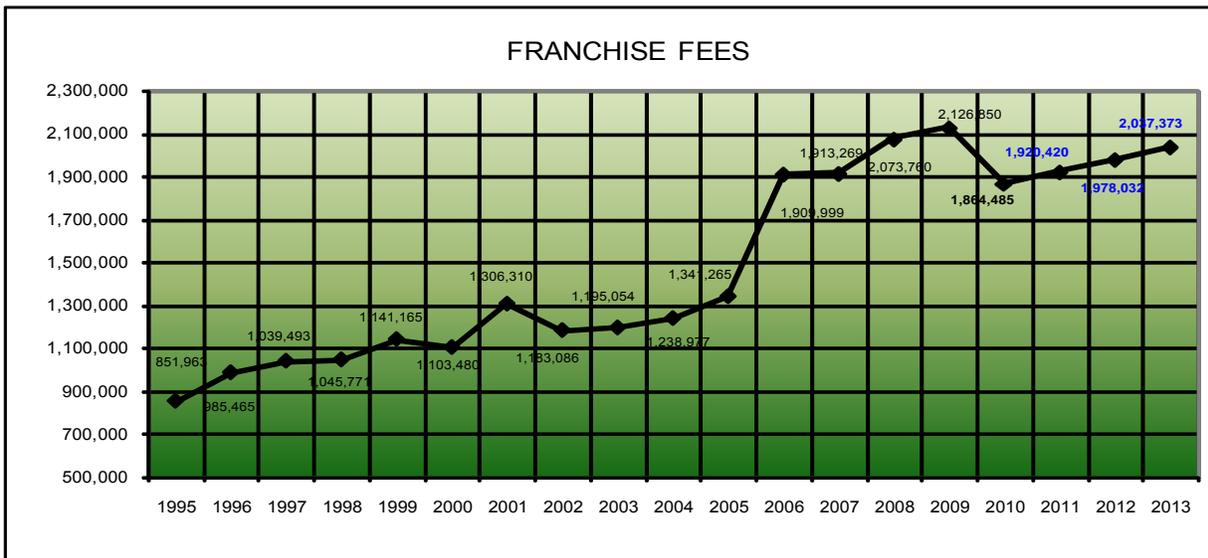


Intergovernmental Revenue: With the national economic downturn, the City has seen a steady decrease in state revenue sharing and sales tax revenues from the State of Florida. For FY 2010, the City is projecting a decrease and the City is assuming no growth in this revenue path for FY 2011 through FY 2013.

FOUR YEAR REVENUE PROJECTION  
General Fund



Utility Service Taxes: Due to the Telecommunication Simplification Tax, Utility Service Taxes started to increase in FY 2003. The projected values for FY 2010 through FY 2013 show a slight decline at first then a steady 2% growth.

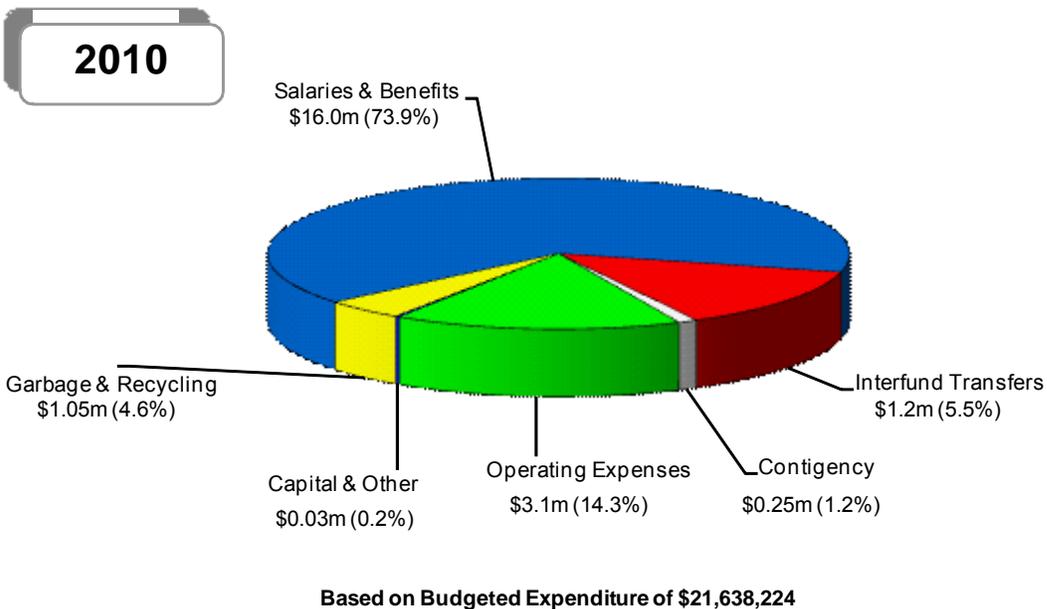
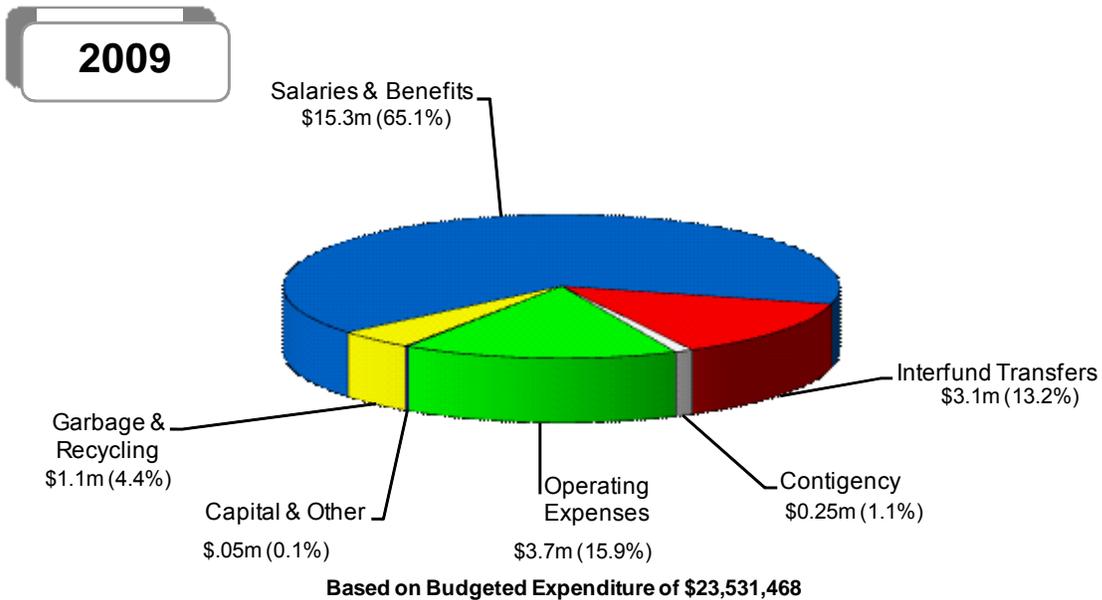


Franchise Fees: The Telecommunication Simplification Tax caused Franchise Fees to decrease, through the loss of Cable TV and Telecommunication Franchise Fees (rolled in Utility Service Taxes), in FY 2003. The projected values for FY 2010 through FY 2013 show a slight decline at first then a steady 3% growth.

General Fund

Expenditure

*Based on Gross Budget*



A decrease in the interfund transfers caused a shift in the percentages of the FY 2010 expenditure in comparison to FY 2009.

**GENERAL FUND  
FY 2007-2010 EXPENDITURE TOTALS**

<u>ACCOUNT CLASSIFICATION</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 Budget PROPOSED</u>
PERSONNEL SERVICES	\$13,904,003	\$14,349,146	\$15,309,944	\$16,003,965
OPERATING EXPENSES	3,176,859	3,148,179	3,757,755	3,101,882
CAPITAL OUTLAY	119,505	71,704	36,349	17,557
GRANTS AND AIDS	12,882	10,467	15,900	13,300
SOLID WASTE COLLECTION	966,438	1,013,697	1,051,520	1,051,520
INTERFUND TRANSFERS	6,150,000	3,500,000	3,110,000	1,200,000
CONTINGENCY	<u>25,639</u>	<u>7,022</u>	<u>250,000</u>	<u>250,000</u>
<b>TOTAL</b>	<b><u>\$24,355,326</u></b>	<b><u>\$22,100,215</u></b>	<b><u>\$23,531,468</u></b>	<b><u>\$21,638,224</u></b>

GENERAL FUND  
2007-2010 EXPENDITURES

<u>OBJ CODE</u>	<u>DESCRIPTION</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 PROPOSED</u>
11 1	EXECUTIVE SALARIES	\$894,234	\$798,356	\$871,447	\$868,485
12 1	REGULAR SALARIES & WAGES	8,303,066	8,939,287	9,509,658	9,466,280
13 1	OTHER SALARIES & WAGES	90,360	84,290	111,518	13,117
14 1	OVERTIME	576,249	569,933	714,955	606,413
15 1	SPECIAL PAY	207,043	207,449	152,280	201,440
21 1	FICA TAXES	732,270	759,167	869,030	853,418
22 1	RETIREMENT CONTRIBUTIONS	436,694	434,998	454,566	488,681
22 2	FLC GEN RETIREMENT/CONTR	147,769	157,906	159,058	167,240
22 3	FLC GEN RETIREMENT/MATCH	66,455	70,635	89,632	83,619
22 4	FLC P/S FF RETIREMENT	623,012	485,361	354,994	1,365,129
23 1	LIFE & HEALTH INSURANCE	944,245	996,901	1,125,212	1,194,462
23 2	DEPENDENT INSURANCE	313,914	336,615	369,296	387,555
23 3	SHORT TERM DISABILITY	12,825	5,625	0	0
24 1	WORKER'S COMPENSATION	547,921	486,123	494,632	275,218
24 2	CITY SHARED WORK. COMP.	4,713	3,247	0	0
25 1	UNEMPLOYMENT COMP.	3,233	13,253	33,666	32,908
	<b>TOTAL PERSONAL SERVICES</b>	<b>13,904,003</b>	<b>14,349,146</b>	<b>15,309,944</b>	<b>16,003,965</b>
31 1	LEGAL EXPENSES	0	119	3,000	3,000
31 2	ENGINEERING & ARCHITECT	107,799	55,967	51,143	24,327
31 4	OTHER PROFESSIONAL	327,430	335,850	391,210	366,697
31 5	PHYSICAL EXAMS	10,290	5,149	8,745	5,390
32 1	ACCOUNTING & AUDIT	37,315	41,450	48,700	44,900
34 2	AQUATIC WEED CONTROL	6,084	6,575	7,464	3,480
34 4	OTHER CONTRACTUAL	228,937	267,427	274,390	246,745
34 41	DOC SERVICES	56,560	56,369	57,602	60,425
34 5	COMMISSION CONTRACTS	29,276	0	0	0
40 1	SENIOR TRIPS	13,130	12,993	19,850	20,364
40 2	TUITION REIMBURSEMENT	7,608	9,039	7,500	7,500
40 3	PERSONNEL RECRUITING	709	0	250	235
40 4	EDUC. TRAIN. SEMINARS	102,391	84,585	120,216	83,057
40 5	BUSINESS EXP. & MILEAGE	3,027	2,089	4,122	2,786
41 1	TELEPHONE,TELEG. & MAIL	115,328	105,502	132,676	131,228
42 1	POSTAGE, FRT. & EXPRESS	43,767	44,766	53,475	53,250
43 1	ELECTRICITY	235,950	237,339	334,464	236,544
43 2	STREET LIGHTS	154,633	161,954	165,800	169,600
43 4	WATER & SEWER	18,241	28,680	31,584	31,020
43 5	DUMPING FEES	28,196	24,407	29,115	32,252
44 1	EQUIPMENT RENTAL	3,324	1,264	2,643	3,762
44 2	UNIFORM RENTAL	1,029	1,072	1,100	1,115
44 3	OTHER RENTALS	1,552	4,316	3,500	3,000
45 1	LIABILITY & FLEET	540,843	523,268	549,500	422,100
45 2	SURETY BONDS	129	409	400	381
46 1	R & M - BUILDINGS	35,174	34,464	40,000	35,000
46 2	R & M - VEHICLES	64,056	64,620	77,000	67,000
46 3	R & M - OFFICE EQUIPMENT	16,213	15,683	20,980	21,482
46 4	R & M - COMMUNICATIONS	38,321	13,701	63,970	73,703
46 5	R & M - OTHER EQUIPMENT	53,122	58,363	62,350	63,228
46 6	R & M - PARKS & ATHL.	6,772	8,605	7,450	7,950
46 7	R & M - COMPUTER EQPMNT.	18,914	18,633	24,450	28,750
46 8	R & M INS CLAIMS REPAIRS	8,990	2,245	0	0

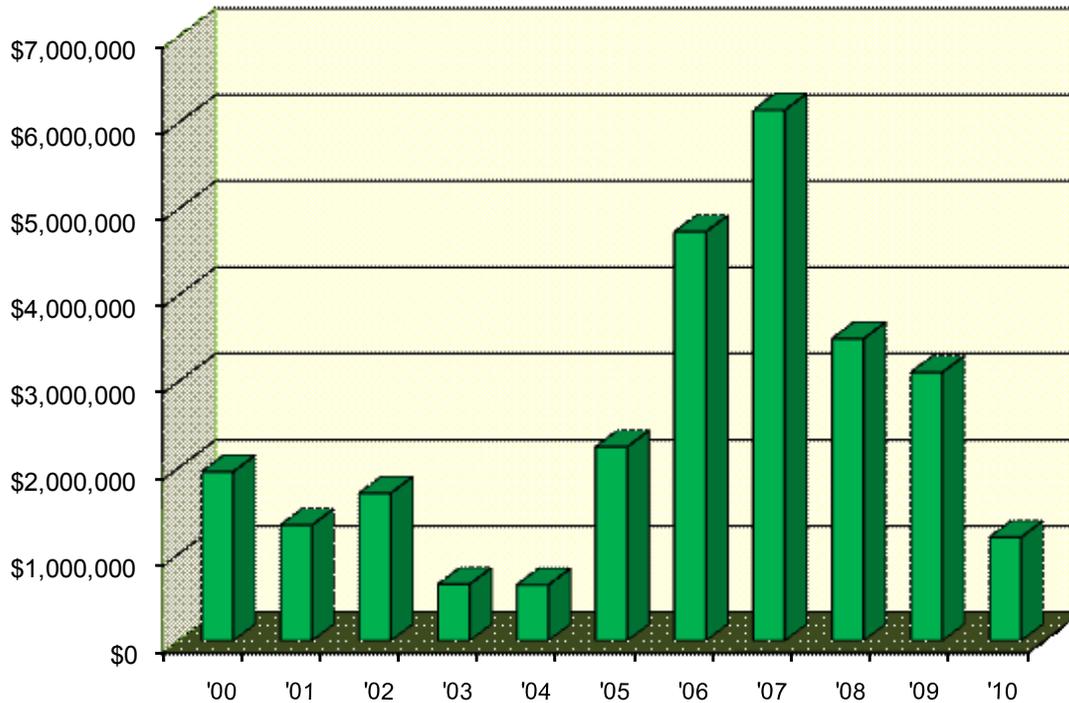
GENERAL FUND  
2007-2010 EXPENDITURES

<u>OBJ CODE</u>	<u>DESCRIPTION</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 PROPOSED</u>
47 1	PRINTING & BINDING	13,026	30,653	27,534	22,218
47 2	MAPPING & GRAPHICS	6,161	277	200	0
48 1	CITY PUBLICITY	17,686	15,826	16,361	17,230
48 16	HOT SPOT	0	0	3,700	0
48 17	NEIGHBORHOOD ASSOC	1,420	2,083	1,944	1,500
48 2	CRIME & FIRE PREVENTION	7,990	3,995	2,000	1,500
48 3	OTHER COMMUNITY EVENTS	3,759	3,139	3,451	3,056
48 31	HOLIDAY IN THE PARK	4,825	0	0	0
48 32	LOVE ON THE LAWN	1,837	0	0	0
48 33	WINTER CONCERT SERIES	0	0	0	0
48 34	EGG HUNT	2,971	3,592	3,672	3,300
48 35	MAYOR'S CUP	7,873	11,532	8,945	8,865
48 4	FIREWORKS	16,951	17,833	18,545	17,723
48 5	COMMUNITY CELEBRATION	5,483	0	0	0
48 6	OTHER PROMO. ACTIVITIES	11,769	10,582	17,470	10,555
48 7	OTHER PROMO. PROGRAMS	0	33	0	0
48 71	L/S SPONSORSHIP EXPOFFS	0	0	0	4,000
48 8	CAMPS	0	0	44,885	0
48 9	ORGANIZED ATHLETIC	14,186	1,661	11,385	8,168
48 91	YOUTH ATHLETICS	33,014	19,563	24,173	23,302
49 1	LEGAL ADS	13,295	15,611	17,004	15,019
49 2	ELECTION EXPENSES	744	723	20,490	24,341
49 3	TITLES, TAGS & TAXES	782	880	1,100	1,240
49 4	BONDS DISCOUNT	1,875	0	1,500	1,500
49 5	WITNESS FEES, INFO.	3,464	3,380	5,000	5,000
49 6	MISCELLANEOUS EXPENSE	2,061	1,674	1,785	1,675
49 7	COMPUTER SOFTWARE	98,936	103,848	121,250	134,791
49 8	RECORDING FEES	1,088	1,050	1,100	1,750
49 9	CLASSIFIED ADS	6,697	3,935	7,500	4,000
51 2	OFFICE SUPPLIES	29,515	29,510	34,396	30,915
51 4	COPY PAPER & SUPPLIES	10,856	9,345	13,097	13,354
51 5	MINOR OFFICE EQUIPMENT	13,400	3,069	5,952	5,190
51 7	COMMEMORATIVES	5,525	4,448	7,725	8,800
52 1	FUEL & LUBRICANTS	239,358	311,855	430,150	194,910
52 2	PARKS & GROUNDS SUP.	41,175	21,837	23,500	25,500
52 3	CUST. LAB. & CHEM. SUP.	17,030	28,519	24,600	26,576
52 4	AMMO, WEAPONS & CLEAN.	12,141	14,807	18,596	18,720
52 5	SMALL TOOLS & APPARATUS	20,568	23,561	18,252	14,745
52 6	RECREATION SUPPLIES	1,060	817	650	685
52 7	MEDICAL SUPPLIES	55,188	49,237	71,030	61,175
52 8	UNIFORMS & CLOTHING	48,052	56,996	41,129	32,401
52 9	TAPES, FILM & FILM	2,215	2,991	3,000	3,000
53 1	ROAD & BRIDGES	15,799	21,366	23,150	23,150
53 2	TRAFFIC CONTROL	4,519	11,200	9,406	7,100
53 3	DRAINAGE	26,492	19,161	25,507	26,252
54 2	CODE SUPPLEMENT & UPDATE	4,115	3,464	2,100	2,500
54 3	BOOKS, SUBSC., PROF. SUP.	8,252	7,997	10,529	8,923
54 4	MEMBERSHIPS & DUES	28,434	28,425	33,343	30,982
55 5	ERRONEOUS ISSUES	162	422	0	0
<b>TOTAL OPERATING EXPENSES</b>		<b>3,176,859</b>	<b>3,127,800</b>	<b>3,751,755</b>	<b>3,095,882</b>

GENERAL FUND  
2007-2010 EXPENDITURES

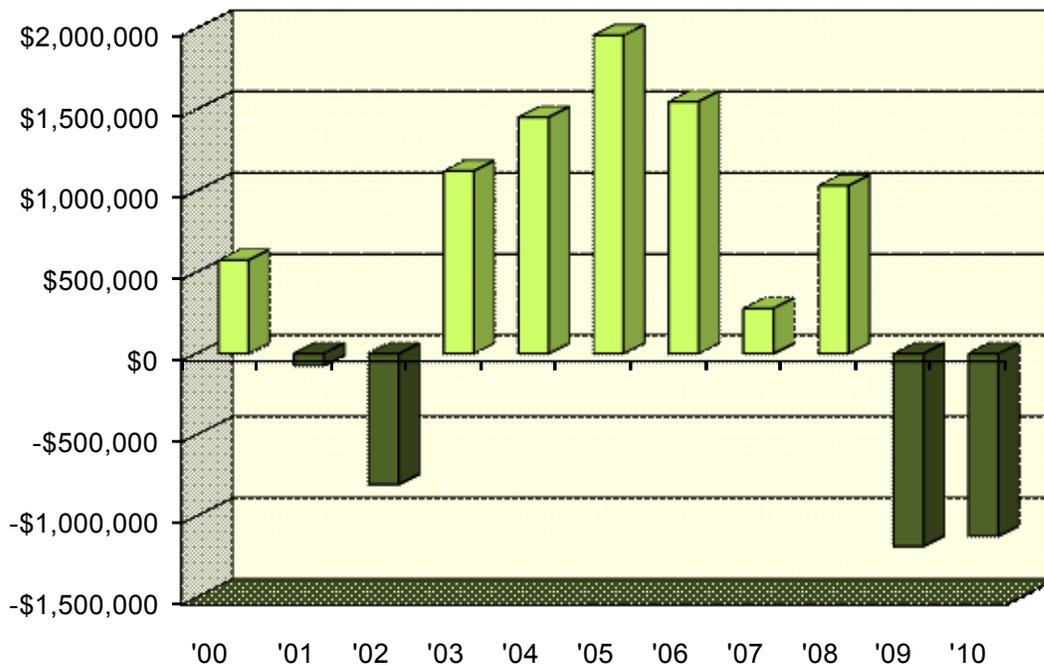
<u>OBJ CODE</u>	<u>DESCRIPTION</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 PROPOSED</u>
62 1	OFFICE BUILDINGS	0	0	0	0
62 2	PUBLIC SAFETY BUILDING	5,390	0	3,500	800
62 4	COMMUNITY HALL	0	0	0	0
62 5	PARKS & RECREATION BLDG	20,937	0	5,700	0
62 6	PUBLIC WORKS BUILDINGS	5,673	1,759	0	0
64 4	COMMUNICATIONS EQUIPMENT	9,004	8,670	8,760	2,162
64 5	OFFICE FURNITURE	4,303	14,292	804	4,507
64 6	OFFICE EQUIPMENT	0	7,449	0	0
64 7	PARK EQUIPMENT	0	0	0	0
64 8	OTHER EQUIPMENT	41,978	16,604	5,450	2,088
64 9	COMPUTER HRDWRE/SFTWRE	32,220	22,930	12,135	8,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>119,505</b>	<b>71,704</b>	<b>36,349</b>	<b>17,557</b>
81 1	AIDS TO GOVERNMENT AGENCIES	283	261	400	300
82 1	AIDS TO PRIVATE ORGANIZATIONS	12,599	10,206	15,500	13,000
	<b>TOTAL GRANTS AND AIDS</b>	<b>12,882</b>	<b>10,467</b>	<b>15,900</b>	<b>13,300</b>
34 3	SOLID WASTE COLLECTION	966,438	1,013,697	1,051,520	1,051,520
	<b>TOTAL SOLID WASTE</b>	<b>966,438</b>	<b>1,013,697</b>	<b>1,051,520</b>	<b>1,051,520</b>
	<b>SUBTOTAL OF OPERATION</b>	<b>18,179,687</b>	<b>18,572,814</b>	<b>20,165,468</b>	<b>20,182,224</b>
91 4	FUND TRANSFER - DEBT/WATER	0	0	0	0
91 5	FUND TRANSFER - NEW GROWTH	1,500,000	1,000,000	1,000,000	0
91 7	FUND TRANSFER - PARKS & REC.	500,000	500,000	500,000	0
91 8	FUND TRANSFER - RECON &	3,500,000	1,390,000	1,000,000	0
91 22	FUND TRANSFER - CARES	40,000	0	0	0
91 94	FUND TRANSFER - SUBSTATION	200,000	200,000	200,000	400,000
91 95	FUND TRANSFER - MUNICIPAL SITE	410,000	410,000	410,000	800,000
	<b>TOTAL INTERFUND TRANSFER</b>	<b>6,150,000</b>	<b>3,500,000</b>	<b>3,110,000</b>	<b>1,200,000</b>
99 1	CONTINGENCY(HURRICANE)	15,639	0	150,000	150,000
99 2	COUNCIL CONTINGENCY	10,000	7,022	100,000	100,000
	ANTICIPATED USES OF F/BAL	0	0	0	0
	<b>TOTAL CONTINGENCY</b>	<b>25,639</b>	<b>7,022</b>	<b>250,000</b>	<b>250,000</b>
81 20	CLAIMS REPAIRS	0	20,379	6,000	6,000
	<b>GRAND TOTAL</b>	<b>\$24,355,326</b>	<b>\$22,100,215</b>	<b>\$23,531,468</b>	<b>\$21,638,224</b>

General Fund  
Operating Transfers Out (Net)



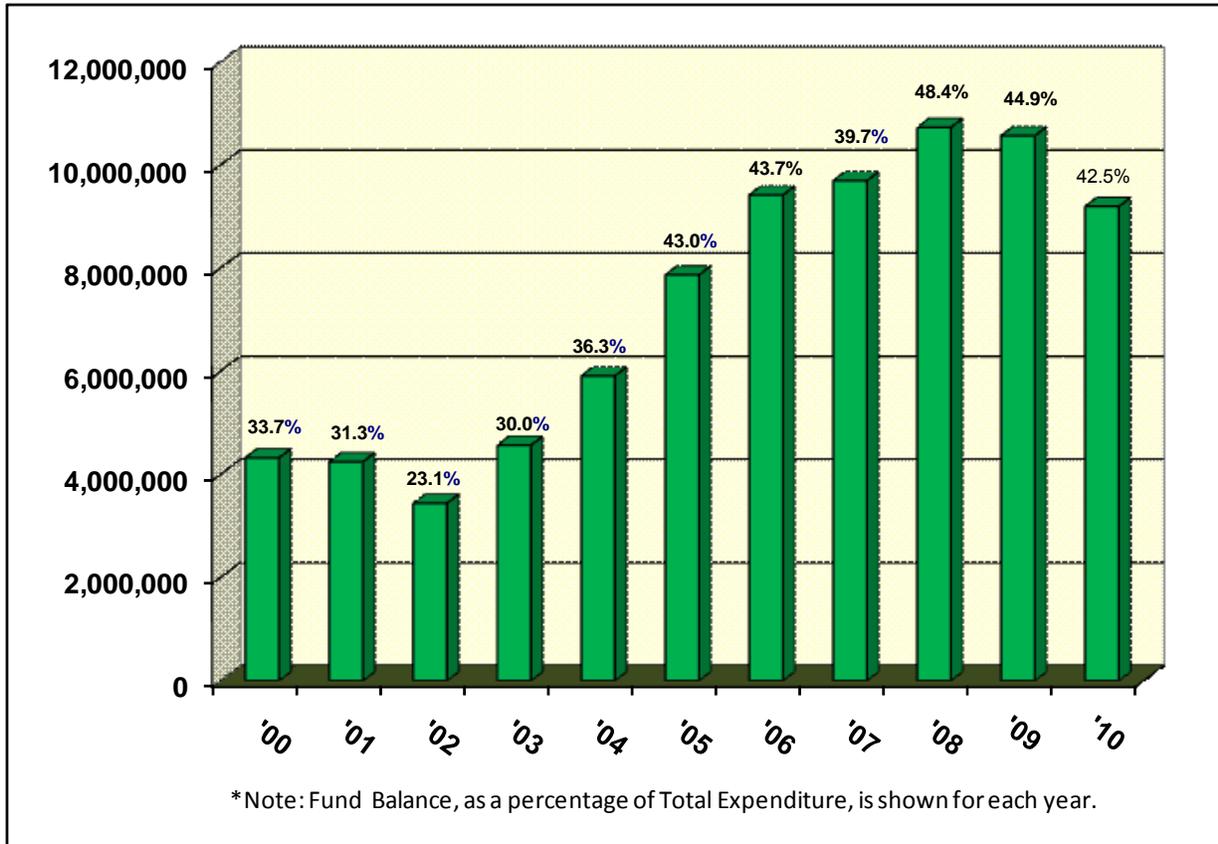
Although the City capital project funds are still receiving revenue from impact fees and grants, the largest single source of income to these funds has been interfund transfers from the general fund of the City. In FY 2000, as construction of Greenacres Freedom Park began and construction continued on Bowman Neighborhood Park and Ira Van Bullock Community Park, over \$1,900,000 was transferred. In FY 2001, as the park initiatives subsided, most of the nearly \$1,400,000 in interfund transfers went to the New Growth and Reconstruction and Maintenance Funds to fund land acquisition for the Municipal Complex and recurring equipment replacement needs. In FY 2002, the transfer of over \$1,700,000 was due largely to funding the Fire Safety Revenue Bond Debt Service Fund. In FY 2003, the transfer of approximately \$650,000 was mainly for the proposed construction of the Municipal Complex to be funded with a Special Revenue bank loan. In FY 2004, the transfer of over \$600,000 was mainly due to funding of debt service funds for the Municipal Complex, and recurring equipment replacement needs. In FY 2005, more than \$2,400,000 was transferred to complete several capital improvement projects and the debt service for the Municipal Complex. In FY 2006, the City allocated approximately 85% of the \$4,700,000 to fund Capital Improvement Projects for future budget years. In FY 2007, the City continued to plan for the future by allocating nearly 90% of the \$6,150,000 to fund Capital Improvement Projects for future budget years. In FY 2008 and FY 2009, fewer funds were available for transfer to Capital Improvement Projects as a result of the state mandated property tax cuts. In FY 2010, \$1,200,000 is being transferred to fund the two debt service funds for future budget years.

## General Fund

Excess of Revenues and Other Sources  
Over Expenditures and Other Uses  
(Excluding Fund Balance)

The City saw a surplus of over \$575,000 in its general fund in FY 2000. This surplus largely resulted from the sale of a City owned parcel of land on Lake Worth Road. In FY 2001, large increases in medical insurance rates, and the cost impact of the new collective bargaining unit in the Department of Public Safety, resulted in a net deficit of over \$75,000. In FY 2002, a net deficit of \$800,000 resulted due to the continuing cost of higher insurance and the initial costs to staff Public Safety Station #2 for one-third of a year. FY 2003 reflects a tighter budget with capital projects funds needing less interfund help from the General Fund. In FY 2004, there was an increase in property taxes that offset the continuing cost of higher insurance and the funding of the debt service for the Municipal Complex. FY 2005 reflects a strong budget with general revenues increasing by nearly \$1.5 million. FY 2006, a nearly \$1.5 million increase due to rising property taxes was offset by higher personnel and fuel costs. FY 2007, a decrease of nearly \$1.0 million was due mainly to the State mandated tax decrease. FY 2008, a reduction in property taxes and transfers to Capital Improvement Projects narrowed the gap. In FY 2009, as a consequence of taxpayers passing Amendment 1, the lowering of home assessed values, and the maintaining of the millage rate, the fund balance decreased. FY 2010 reflects a decrease in assessed property values of over 21%, a large Public Safety pension contribution, no salary increases, and nearly 15% decrease in operating expenditures.

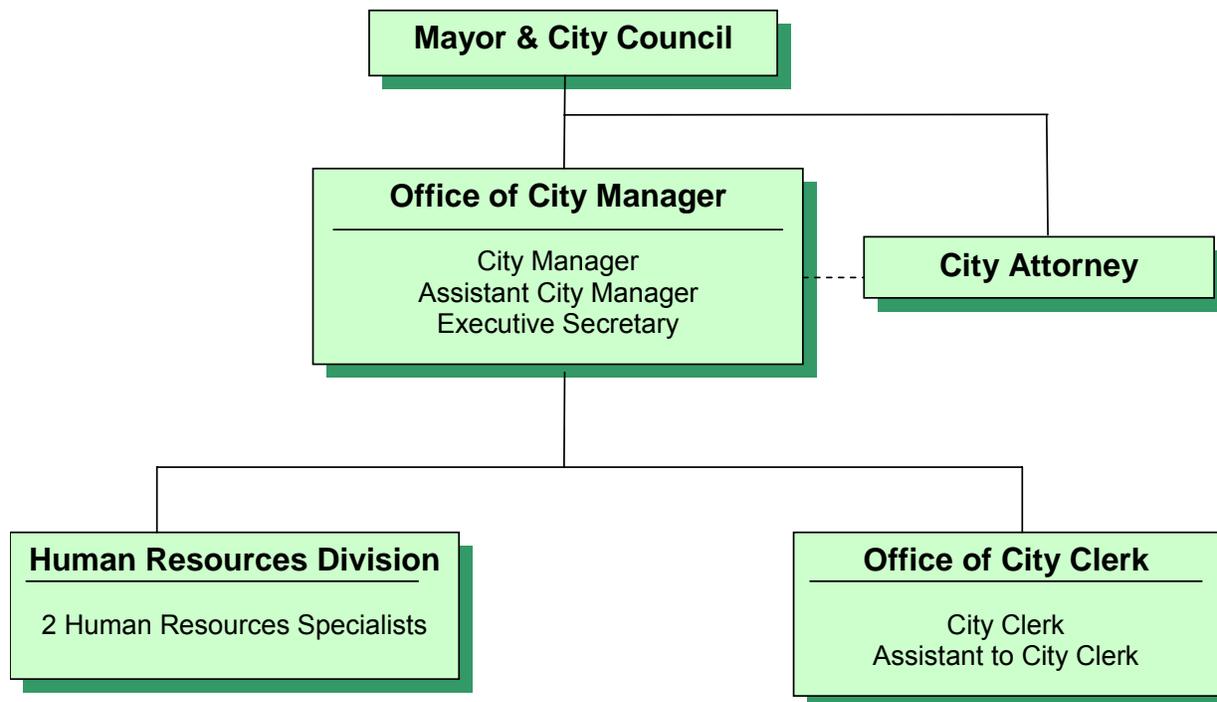
General Fund  
Fund Balance At The End of The Year



The sale of a 1.3 acre parcel of City land in FY 2000 resulted in a surplus of \$575,562, allowing the fund balance to grow to \$3,778,433. After two years of large non-recurring revenue increases, FY 2001 was projected to be a much tighter year. The projected surplus of \$62,788 raised the fund balance to \$3,841,221. In FY 2002, the projected deficit was due to higher personnel and medical insurance costs, the cost of staffing Public Safety Station #2, and the transfer of additional funds to the Capital Project Fund. In FY 2003, an increase was due to higher than expected permit fees, communication service taxes, ad valorem taxes and public service taxes. In FY 2004, a slight increase due to higher ad valorem taxes offset higher personnel costs and interfund transfer to the Capital Project Fund. In FY 2005, a nearly 20 percent increase in assessed values helped offset the higher personnel costs and additional Public Safety personnel. In FY 2006, the City allocated some of its fund balance to the Capital Improvement Program to fund projects in future budget years. In FY 2007, assessed property values continued to increase; however, personnel and property insurance costs increased at a higher rate. In FY 2008, as a result of the state mandated property tax cut and the City cutting expenditures, the fund balance percentage actually increased while the total amount slightly declined. In FY 2009, as a consequence of taxpayers passing Amendment 1, the lowering of home assessed values, and the maintaining of the millage rate, the fund balance decreased by over \$1 million. In FY 2010, the decrease of home assessed values by over 21%, and the 9.5% increase of the millage rate, the fund balance decreased by over \$1 million.



Department of Administration



Mission Statement

To provide professional leadership in directing and managing all City operations and implementing City Council policies to provide for an efficient and effective municipal government serving the residents of the City.

Full Time: 8  
Part Time: 6

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DEPARTMENT OF ADMINISTRATION  
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2009

Mayor/City Council:

- Adopted policies through the enactment of 19 ordinances that promoted the general welfare of the City and protected the health and safety of City residents.
- Lowered City tax rates while maintaining the quality of service provided.
- Approved 40 resolutions that authorized contracts and agreements for the provision of services.

City Manager:

- Facilitated the development of sound public policy through effective communication of issues and building consensus among Council, staff, and the public, to achieve common goals.
- Provided a comprehensive annual budget that maintained the levels of service while lowering the total tax rate.
- Coordinated department activities to provide City-wide efficient and effective programs and services.
- Implemented updates to the City Emergency Management Plan for compliance with NIMS requirements and the state's criteria.
- Completed the Pandemic Influenza Preparedness and Response Plan that was used as a County-wide template.
- Reviewed 225 City Council Agenda Items.
- Coordinated five (5) citywide publications.

Legal Counsel:

- Reduced the City's legal exposure by reviewing ordinances, resolutions, contracts and/or agreements.
- Prepared pleadings in response to foreclosures and probate actions to collect monies due and owing to the City, and prepared pleadings for forfeiture proceedings.

Human Resources:

- Coordinated eight (8) City-wide employee training programs including First Aid and CPR, Customer Service, Diversity, ICMA Retirement Workshop, EAP Workshops (3) and FMLA and Worker's Compensation for Supervisors.
- Coordinated employee events including Employee Recognition Program Luncheon, Employee Picnic, and Ice Cream Social.
- Coordinated review of 125 employment applications; conducted pre-employment skills testing and psychologicals; and scheduled pre-employment physical exams and drug screens.
- Coordinated audit of City properties and completed review to update values for insurance carrier.
- Created the Human Resources Operations Manual.
- Coordinated the successful transition from Met Life to the Florida League of Cities (Vanguard) as the investment consultant for the General Employees Retirement Plan.
- Coordinated the RFP process, review and selection for a new provider of pre-employment physicals and fitness for duty examinations.

City Clerk:

- Enhanced City-wide Records Management Program through training, decreased paper records by a total of 222.41 cubic feet, or 148.25 boxes of records in compliance with F.S.

- Coordinated 20 Council meeting agendas, with backup material and website publication.
- Created and completed Operations Manual with policies/procedures for the Office of City Clerk.
- Planned and supervised the Municipal Election process with six (6) candidates seeking election to the positions of Mayor, Council Districts I and V.
- Facilitated the Scholarship Program awarding six (6) Scholarships for college; prepared 7 Committee packets of applications; and coordinated 14 resident/applicants for interviews.
- Transcribed 20 sets (176 pages) of official minutes.
- Processed 373 lien searches and Estoppel letters and 29 public records requests.

DEPARTMENT OF ADMINISTRATION

FY 2009		COST CENTER NUMBER AND DESCRIPTION	FY 2010		% CHG
NO. OF POSITIONS	BUDGET DOLLARS		NO. OF POSITIONS	BUDGET DOLLARS	
3	\$ 496,659	10-11 City Manager	3	\$ 481,562	-3.0%
6 PT	169,904	10-12 Mayor and City Council	6 PT	162,891	-4.1%
1	122,498	10-13 Legal Counsel	1	113,324	-7.5%
2	745,209	10-14 Human Resources	2	613,875	-17.6%
2	184,402	10-15 City Clerk	2	187,650	1.8%
<u>8 FT / 6 PT</u>			<u>8 FT / 6 PT</u>		<u>-9.3%</u>
<u>\$ 1,718,672</u>			<u>\$ 1,559,302</u>		

<b>DEPARTMENT</b>	<b>ADMINISTRATION</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>CITY MANAGER</b>		
<b>COST CENTER NO.</b>	<b>10-11</b>	<b>DATE</b>	<b>09-01-2009</b>

### PRIMARY FUNCTION NARRATIVE

The City Manager serves as the chief administrative officer of the City responsible to the City Council for the administration of City affairs, including the direction and administration of all departments of the City; preparation and submittal of the annual operating budget and Capital Improvement Program (CIP); formulation and presentation of policy proposals and implementation of Council policies; administration of personnel rules and preparation of special projects and reports requested by the City Council.

<u>EXPENDITURES</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 PROPOSED</u>
Personnel Services Expenditures	\$ 363,521	\$ 411,750	\$ 434,184	\$ 431,953
Operating Expenditures	46,174	33,641	58,975	48,609
Capital Expenditures	-	-	-	-
Other Expenditures	1,443	956	3,500	1,000
General Fund Totals	\$ 411,138	\$ 446,347	\$ 496,659	\$ 481,562

### PERSONNEL STAFFING

<u>POSITION TITLE</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 ACTUAL</u>	<u>FY 2010 PROPOSED</u>
<b>City Manager</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Assistant City Manager</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Executive Secretary</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL NO. OF STAFF</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>DEPARTMENT</b>	<b>ADMINISTRATION</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>CITY MANAGER</b>		
<b>COST CENTER NO.</b>	<b>10-11</b>	<b>DATE</b>	<b>09-01-2009</b>

### **ACTIVITY/PERFORMANCE MEASURES**

- Manage and oversee the operations of seven (7) departments of the City.
- Prepare and administer the comprehensive annual budget.
- Establish operational policies and performance and productivity standards for the delivery of effective and efficient municipal services.
- Prepare and submit annual financial and administrative reports.
- Formulate and present policy proposals to the City Council.
- Coordinate implementation of strategic plans.
- Prepare agendas for City Council meetings.
- Coordinate management of citizen inquiries and requests for service.
- Administer City Personnel Policies.
- Coordinate public information programs and City publications.
- Administer the City's Emergency Management Plan.
- Coordinate and implement special projects.
- Monitor and coordinate legislative issues.
- Coordinate negotiation of agreements and contracts.

### **GOALS & OBJECTIVES**

- Goal**      **To promote partnerships among Council, staff, citizens, and other public agencies in order to develop public policy and build a sense of community.**
- Objective      • Maintain facilitation of flow of information and understanding of issues among Council, staff, and the public.
- Goal**      **To provide an annual budget and a Capital Improvement Plan that achieve City goals.**
- Objective      • Maintain the number of objectives in the annual budget that contribute to the achievement of City goals.
- Goal**      **To provide guidance to departments for the establishment and implementation of departmental strategic plans in order to accomplish the City's mission.**
- Objective      • Increase the number of departmental performance measures.
- Goal**      **To provide leadership and direction in implementing the priorities and policies of the City Council.**
- Objective      • Maintain the weekly monitoring, reviewing, and reporting of accomplishments.
- Goal**      **To maintain incorporation of information technology in strategic plan to enhance the efficiency of municipal services.**
- Objective      • Increase the number of electronic government initiatives and projects.

DEPARTMENT: ADMINISTRATION  
 COST CENTER: CITY MANAGER  
 COST CENTER NO.: 10-11

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
11	1	Executive Salaries	244,418	285,068	293,653	290,872
12	1	Regular Salaries & Wages	42,876	44,802	45,503	44,394
14	1	Overtime	69	58	812	0
15	1	Special Pay	10,320	10,320	10,320	10,320
21	1	Fica Taxes	19,247	20,479	26,797	26,437
22	1	Retirement Contributions	21,247	24,593	26,359	28,330
22	2	FLC Gen Retirement Contr	4,915	5,287	5,645	5,702
22	3	FLC Gen Retirement Match	2,457	2,644	2,824	2,850
23	1	Life & Health Ins - Empl.	16,367	17,107	19,086	20,733
23	2	Dependent Insurance	293	296	331	364
23	3	Short Term Disability Pay	0	0	0	0
24	1	Worker's Compensation	1,312	1,096	1,881	992
25	1	Unemployment Compensation	0	0	973	959
<b>PERSONNEL SERVICES TOTAL</b>			<b>363,521</b>	<b>411,750</b>	<b>434,184</b>	<b>431,953</b>
31	4	Other Professional Svc	9,292	0	7,500	3,500
40	4	Ed Train Sem & Asc Exp	4,259	3,352	9,825	8,525
40	5	Business Exp & Mileage	242	110	500	300
41	1	Telep, Teleg & Mailgram	72	79	500	300
42	1	Postage, Frt & Exp Charges	109	159	200	200
46	3	R & M - Office Equipment	506	1,368	2,444	2,444
47	1	Printing & Binding	47	514	600	450
48	1	City Publicity	15,768	15,307	15,861	16,680
48	6	Other Promo Activities	7,834	5,563	11,670	5,640
51	2	Office Supplies	2,218	2,387	3,000	3,000
51	4	Copy Paper & Supplies	1,309	224	1,400	1,850
51	5	Minor Office Equip & Furn	229	15	350	350
51	7	Commemoratives	1,441	1,288	1,650	1,650
54	3	Books, Subsc, Prof Supplies	348	594	400	400
54	4	Memberships & Dues	2,500	2,681	3,075	3,320
<b>OPERATING EXPENSES TOTAL</b>			<b>46,174</b>	<b>33,641</b>	<b>58,975</b>	<b>48,609</b>
82	1	Aids To Private Organ.	1,443	956	3,500	1,000
<b>GRANTS &amp; AIDS TOTAL</b>			<b>1,443</b>	<b>956</b>	<b>3,500</b>	<b>1,000</b>
<b>DIVISION TOTAL</b>			<b>411,138</b>	<b>446,347</b>	<b>496,659</b>	<b>481,562</b>

DEPARTMENT ADMINISTRATION FISCAL YEAR 2010  
 COST CENTER MAYOR AND CITY COUNCIL  
 COST CENTER NO. 10-12 DATE 09-01-2009

**PRIMARY FUNCTION NARRATIVE**

The legislative body of the City includes the Mayor and five (5) members of the City Council. The Mayor and City Council enact legislation and establish policies for the operation of the city, and for protecting the health, safety and welfare of the residents.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 105,860	\$ 110,914	\$ 116,903	\$ 115,371
Operating Expenditures	34,610	31,508	41,001	35,520
Capital Expenditures	-	-	-	-
Other Expenditures	11,156	9,250	12,000	12,000
General Fund Totals	\$ 151,626	\$ 151,672	\$ 169,904	\$ 162,891

**PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
<b>Mayor</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Council Members</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>TOTAL NO. OF STAFF</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>DEPARTMENT</b>	<u>ADMINISTRATION</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>MAYOR/CITY COUNCIL</u>		
<b>COST CENTER NO.</b>	<u>10-12</u>	<b>DATE</b>	<u>09-01-2009</u>

### **ACTIVITY/PERFORMANCE MEASURES**

- Approve various agreements and contracts for service delivery and procurement.
- Consider applications for annexation, zoning changes, future land use amendments, special exceptions, and other land use proposals.
- Approve the City's annual operating budget and Capital Improvement Program.
- Examine and analyze approximately fifty (50) resolutions, and thirty (30) ordinances that provide for the enactment of policies and laws for the City.

### **GOALS & OBJECTIVES**

- Goal**            **To establish policies and laws that promote the general welfare of the City and protect the health and safety of City residents.**
- Objective        • Adopt policies through the enactment of ordinances and resolutions that are in keeping with the City's character.
- Goal**            **To provide the best municipal services to City residents at the most cost efficient means.**
- Objective        • To maintain tax rates commensurate with the quality of service provided.
- Goal**            **To provide a safe and attractive community for City residents in order to improve the quality of life.**
- Objective        • To maintain the level of funding for operational and capital improvement programs.

DEPARTMENT: ADMINISTRATION  
 COST CENTER: MAYOR AND CITY COUNCIL  
 COST CENTER NO: 10-12

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
11	1	Executive Salaries	37,500	37,789	37,500	37,500
15	1	Special Pay	30,600	30,600	30,600	30,600
21	1	Fica Taxes	4,350	4,275	5,210	5,210
22	1	Retirement Contributions	2,232	2,232	3,978	2,351
22	2	FLC Gen Retirement Contr	900	900	1,664	3,046
22	3	FLC Gen Retirement Match	300	300	833	1,523
23	1	Life & Health Ins - Empl.	19,916	21,473	23,326	21,013
23	2	Dependent Insurance	9,758	13,105	13,222	13,729
24	1	Worker's Compensation	304	240	366	195
25	1	Unemployment Compensation	0	0	204	204
<b>PERSONNEL SERVICES TOTAL</b>			<b>105,860</b>	<b>110,914</b>	<b>116,903</b>	<b>115,371</b>
40	4	Ed Train Sem & Asc Exp	17,802	13,958	20,500	16,400
40	5	Business Exp & Mileage	0	30	400	300
47	1	Printing & Binding	0	157	165	165
51	2	Office Supplies	-1	0	0	0
54	3	Books,Subsc,Prof Supplies	0	0	150	150
54	4	Memberships & Dues	16,809	17,363	19,786	18,505
<b>OPERATING EXPENSES TOTAL</b>			<b>34,610</b>	<b>31,508</b>	<b>41,001</b>	<b>35,520</b>
82	1	Aids To Private Organ.	11,156	9,250	12,000	12,000
<b>GRANTS &amp; AIDS TOTAL</b>			<b>11,156</b>	<b>9,250</b>	<b>12,000</b>	<b>12,000</b>
<b>DIVISION TOTAL</b>			<b>151,626</b>	<b>151,672</b>	<b>169,904</b>	<b>162,891</b>



<b>DEPARTMENT</b>	<u>ADMINISTRATION</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>LEGAL COUNSEL</u>		
<b>COST CENTER NO.</b>	<u>10-13</u>	<b>DATE</b>	<u>09-01-2009</u>

**ACTIVITY/PERFORMANCE MEASURES**

- Review ordinances, resolutions, agreements, and contracts.
- Prepare imposition/satisfaction of liens and foreclosures related to Code Enforcement violations.
- Advise City staff on daily legal issues; review correspondence on behalf of City staff; and provide legal input regarding City code interpretation.
- Prepare pleadings in response to foreclosures, bankruptcy and probate actions to collect monies due and owing to the City.
- Provide legal services for the Code Enforcement Board, Construction Board of Adjustments and Appeals; Zoning Board of Adjustment and Appeals.
- Prepare and file all pleadings and legal documents with the Circuit Court which are necessary for forfeiture of property seized in association with arrest for criminal activity.
- Advise and assist Human Resources staff in preparation and presentation of defenses to Equal Employment Opportunity Commissions claims.

**GOALS & OBJECTIVES**

- Goal**      **To provide professional legal services to the City Council and staff to protect the City’s interests.**
- Objective**      • To reduce the City’s legal exposure by reviewing all ordinances, resolutions and contracts in a timely fashion.
- Objective**      • To decrease the City’s legal expenses by providing recommendations to the City Council, City Boards, and staff.

DEPARTMENT: ADMINISTRATION  
 COST CENTER: LEGAL COUNSEL  
 COST CENTER NO.: 10-13

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	70,265	78,548	68,593	68,593
21	1	Fica Taxes	5,375	6,009	5,247	5,247
22	1	Retirement Contributions	6,337	6,572	6,860	7,401
23	1	Life & Health Ins - Empl.	5,371	5,615	6,076	6,539
24	1	Worker's Compensation	296	236	276	198
25	1	Unemployment Compensation	0	0	206	206
<b>PERSONNEL SERVICES TOTAL</b>			<b>87,644</b>	<b>96,980</b>	<b>87,258</b>	<b>88,184</b>
31	1	Legal Expenses	0	119	3,000	3,000
31	4	Other Professional Svc	16,044	8,230	30,000	20,000
40	4	Ed Train Sem & Asc Exp	484	45	500	500
40	5	Business Exp & Mileage	-89	113	150	150
47	1	Printing & Binding	0	0	0	0
49	8	Recording Fees	0	0	100	0
51	5	Minor Office Equip & Furn	0	0	100	100
54	3	Books,Subsc,Prof Supplies	884	529	1,000	1,000
54	4	Memberships & Dues	365	365	390	390
<b>OPERATING EXPENSES TOTAL</b>			<b>17,688</b>	<b>9,401</b>	<b>35,240</b>	<b>25,140</b>
64	5	Office Furniture	0	3,891	0	0
<b>CAP OUTLAY TOTAL</b>			<b>0</b>	<b>3,891</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>105,332</b>	<b>110,272</b>	<b>122,498</b>	<b>113,324</b>



<b>DEPARTMENT</b>	<b>ADMINISTRATION</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>HUMAN RESOURCES</b>		
<b>COST CENTER NO.</b>	<b>10-14</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of personnel files maintained	228	219	219	214
# of applications processed	593	716	500	250
# of new hires processed	39	40	35	15
# of health insurance participants	199	192	192	189
# of retirement plan participants	199	192	192	189
# of property loss claims processed	41	43	30	30
# of new liability loss claims processed	6	5	3	3
# of W/C loss claims processed	40	43	26	24
# of In-house training sessions provided	8	7	8	8
# of documents scanned	N/A	N/A	N/A	20,000

**EFFICIENCY MEASURES**

Avg. cost per hire	\$1,297	\$1,475	\$1,639	\$503
Avg. cost per employee – benefits admin.	\$554	\$668	\$694	\$701
Avg. cost per employee – health insurance	\$6,504	\$5,448	\$5,884	\$6,355
Avg. cost per dependent – health insurance	\$4,879	\$5,521	\$5,963	\$6,440
Avg. cost per employee – risk management	\$167	\$193	\$211	\$213
Avg. cost per employee – in-house training	\$37	\$40	\$43	\$40
Ratio of HR staff to 100 FTE employees	1.03	1.07	1.09	1.10

**EFFECTIVENESS MEASURES**

% Reduction in W/C loss claims	-120%	25%	15%	10%
% New employees receiving mandatory training within first year of employment	100%	100%	99%	100%

**GOALS & OBJECTIVES**

**Goal** Provide training, coaching, and counseling to City employees in order to provide opportunities for self-development and advancement within the City.

**Objective** • Maintain the number of employee in-house training programs at 8.

**Goal** Provide competent risk management services in order to minimize liability for the City.

**Objective** • Maintain the annual review of insurance coverage limits and property inventory.  
• Increase annual review of workers comp and liability claim reports from 1 to 2 times per year.

**Goal** Provide a competitive benefits package in order to retain an excellent work force.

**Objective** • Increase proposal of options for health insurance benefits from 1 to 3.

DEPARTMENT: ADMINISTRATION  
 COST CENTER: HUMAN RESOURCES  
 COST CENTER NO.: 10-14

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
11	1	Executive Salaries	0	0	0	0
12	1	Regular Salaries & Wages	93,019	105,645	110,002	113,946
14	1	Overtime	427	115	2,136	0
21	1	Fica Taxes	7,214	8,068	8,579	8,717
22	1	Retirement Contributions	5,087	5,396	5,905	6,562
22	2	FLC Gen Retirement Contr	2,124	2,492	2,654	2,656
22	3	FLC Gen Retirement Match	1,062	1,246	1,328	1,328
23	1	Life & Health Ins - Empl.	10,346	10,905	12,151	13,077
23	2	Dependent Insurance	263	296	331	728
23	3	Short Term Disability	1,125	0	0	0
24	1	Worker's Compensation	452	376	599	327
25	1	Unemployment Compensation	0	0	336	342
<b>PERSONNEL SERVICES TOTAL</b>			<b>121,119</b>	<b>134,539</b>	<b>144,021</b>	<b>147,683</b>
31	4	Other Professional Svc	3,088	5,558	6,263	8,070
31	5	Physical Exams	10,290	5,149	8,745	5,390
34	4	Other Contractual Service	6,608	3,888	4,500	3,672
40	2	Tuition Reimbursement	7,608	9,039	7,500	7,500
40	3	Personnel Recruiting Exp	709	0	0	235
40	4	Ed Train Sem & Asc Exp	1,156	2,695	2,250	1,300
40	5	Business Exp & Mileage	105	0	200	200
45	1	Liability & Fleet Ins	540,842	523,268	549,500	422,100
45	2	Surety Bonds	0	0	200	0
46	3	R & M Office Equipment	0	0	0	550
47	1	Printing & Binding	0	52	500	0
48	6	Other Promo Activities	2,087	2,165	2,950	2,850
49	7	Computer Software & Prog	0	0	1,000	0
49	9	Classified Ads	6,697	3,935	7,500	4,000
51	2	Office Supplies	313	81	320	260
51	5	Minor Office Equip & Furn	273	0	400	400
51	7	Commemoratives	3,474	2,586	5,375	6,450
52	9	Tapes, Film & Film Supply	0	0	0	0
54	3	Books, Subsc, Prof Supplies	1,767	1,667	3,550	2,600
54	4	Memberships & Dues	365	365	435	615
<b>OPERATING EXPENSES TOTAL</b>			<b>585,382</b>	<b>560,448</b>	<b>601,188</b>	<b>466,192</b>
64	8	Other Equipment	0	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>706,501</b>	<b>694,987</b>	<b>745,209</b>	<b>613,875</b>

**DEPARTMENT**                    ADMINISTRATION                    **FISCAL YEAR**    2010  
**COST CENTER**                CITY CLERK  
**COST CENTER NO.**        10-15                                    **DATE**                    09-01-2009

**PRIMARY FUNCTION NARRATIVE**

The Office of the City Clerk is responsible for the organization and distribution of City Council agendas (with web site publication); recording and transcription of official minutes for the City Council and Boards; public hearing notices; responding to public records requests; recording official documents with Palm Beach County; coordination and preparation of lien searches; overseeing the codification of the Code Book; transferring registrations, titles and tags for City's fleet of vehicles; on-going scanning of official records; overseeing the City-wide Records Management Program; preparing for and supervising the Municipal Election in March; and administering the policies mandated by the Florida State Statutes.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 140,653	\$ 147,155	\$ 153,427	\$ 151,464
Operating Expenditures	12,070	11,257	30,975	36,186
Capital Expenditures	-	6,634	-	-
General Fund Totals	\$ 152,723	\$ 165,046	\$ 184,402	\$ 187,650

**PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
City Clerk	1	1	1	1
Assistant to the City Clerk	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

DEPARTMENT ADMINISTRATION FISCAL YEAR 2010  
 COST CENTER CITY CLERK  
 COST CENTER NO. 10-15 DATE 09-01-2009

**PERFORMANCE MEASURES**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 PROJECTED	FY 2010 PROPOSED
<b>WORKLOAD</b>				
# of ordinances and resolutions processed	61	60	65	60
# of official minutes transcribed	43	50	40	40
# of lien searches/letters processed	841	900	600	800
# of public records requests processed	40	40	40	40
# of documents scanned	32,304	15,000	18,000	15,000
# of phone/e-mail/walk-in requests processed	5,952	5,000	8,500	6,000
# of historical scrapbook newspaper articles	300	150	130	100

**EFFICIENCY MEASURES**

Average time to prepare one page of minutes	½ hour	½ hour	25 mins.	25 mins.
Average cost to prepare one page of minutes	\$12.14	\$14.27	\$12.27	\$12.27
Average time to prepare lien searches	½ hour	20 mins.	15 mins.	15 mins.
Average cost to prepare lien searches	\$12.14	\$8.97	\$ 8.18	\$8.18

**EFFECTIVENESS MEASURES**

% of minutes returned for corrections	.001%	0%	.001%	0%
% of minutes completed prior to next mtg.	100%	100%	100%	100%
% of lien searches completed within 5 days	100%	100%	100%	100%

**GOALS & OBJECTIVES**

- Goal**      **Maintain a City-Wide Records Management Program to enhance access to public records.**
- Objective      • Maintain three (3) departmental training sessions for employees regarding destruction of outdated laser fiche and computer municipal records.
- Goal**      **Provide support to City Council and City Boards to meet Florida Statutes requirements.**
- Objective      • Maintain the preparation and coordination of twenty-four (24) City Council Bi-monthly Agendas, with backup material and complete web site publication.
- Maintain the administration and supervision of the annual municipal election for nine (9) polling places which includes seventeen (17) precincts.
- Goal**      **Provide on-going Orientation Program for City Boards to enhance knowledge of members.**
- Objective      • Maintain one (1) orientation for all new and reappointed members of City Boards.

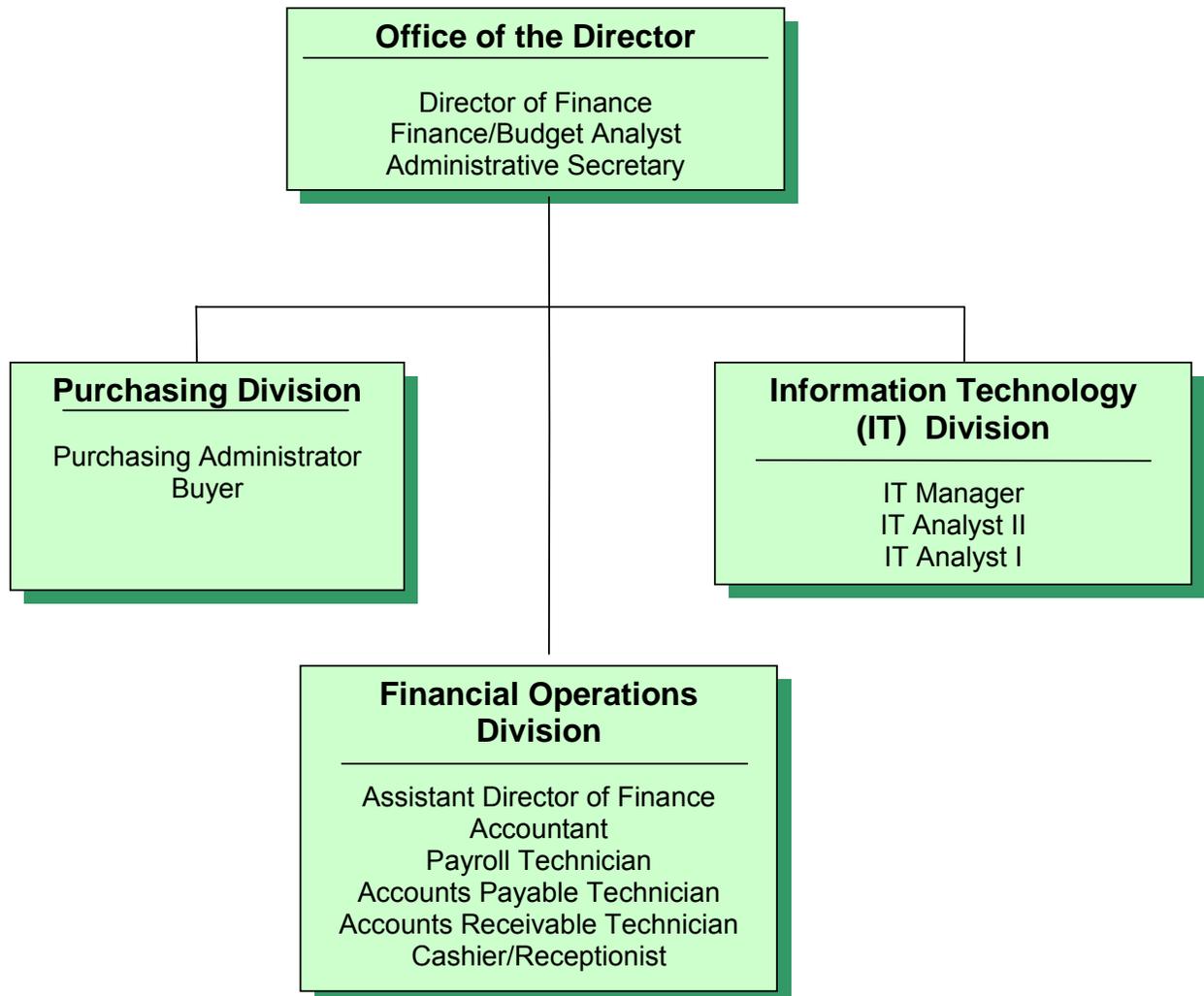
DEPARTMENT: ADMINISTRATION  
 COST CENTER: CITY CLERK  
 COST CENTER NO.: 10-15

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	110,044	115,612	119,072	114,755
14	1	Overtime	811	850	773	0
21	1	Fica Taxes	8,305	8,737	9,168	8,779
22	1	Retirement Contributions	10,270	10,647	11,261	14,180
22	2	FLC Gen Retirement Contr	0	0	0	0
22	3	FLC Gen Retirement Match	0	0	0	0
23	1	Life & Health Ins - Empl.	10,727	10,905	12,150	13,077
23	3	Short Term Disability	0	0	0	0
24	1	Worker's Compensation	496	404	643	329
25	1	Unemployment Compensation	0	0	360	344
<b>PERSONNEL SERVICES TOTAL</b>			<b>140,653</b>	<b>147,155</b>	<b>153,427</b>	<b>151,464</b>
34	4	Other Contractual Service	621	99	150	150
40	4	Ed Train Sem & Asc Exp	1,798	1,505	1,650	1,580
40	5	Business Exp & Mileage	162	0	100	0
42	1	Postage, Frt & Exp Charges	63	53	50	0
44	1	Equipment Rental	0	0	0	0
45	1	Liability & Fleet Ins.	0	0	0	0
45	2	Surety Bonds	129	95	0	0
46	3	R & M - Office Equipment	0	0	0	0
46	5	R & M - Other Equipment	0	0	0	500
47	1	Printing & Binding	0	26	0	0
49	1	Legal Ads	3,244	3,901	4,400	4,500
49	2	Election Expenses	744	723	20,490	24,341
49	3	Titles, Tags & Taxes	457	617	700	500
49	8	Recording Fees	1,088	1,050	1,000	1,750
51	2	Office Supplies	144	0	60	60
51	5	Minor Office Equip & Fur	0	223	0	0
51	7	Commemoratives	0	23	0	0
52	5	Consumables & Small Tools	0	0	0	0
52	9	Tapes, Film & Film Supply	0	0	0	0
54	2	Code Supplements & Update	3,140	2,497	1,850	2,500
54	3	Books, Subsc, Prof Supplies	25	25	0	0
54	4	Memberships & Dues	455	420	525	305
<b>OPERATING EXPENSES TOTAL</b>			<b>12,070</b>	<b>11,257</b>	<b>30,975</b>	<b>36,186</b>
64	5	Office Furniture	0	6,634	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>0</b>	<b>6,634</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>152,723</b>	<b>165,046</b>	<b>184,402</b>	<b>187,650</b>



## Department of Finance



### Mission Statement

To professionally and responsibly manage the financial affairs of the City and to effectively and efficiently provide related support services for residents and City operations through Information Technology centralized purchasing, accounting and budgeting.

Full Time: 14

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DEPARTMENT OF FINANCE  
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FY 2009

Office of the Director:

- Prepared, published, and presented the Comprehensive Annual Financial Report (CAFR) that was Government Accounting Standards Board (GASB) compliant for the fiscal year ending September 30, 2008.
- Received the Certificate of Achievement for Excellence in Financial Reporting Award for FY 08.
- Received the Distinguished Budget Presentation Award for FY 09.
- Diversified the City's investments with bank Certificates of Deposit to lock in rates on investment while maintaining safety and liquidity.
- Completed a systematic review of the workloads and effectiveness of all divisions, with the focus on improving operational efficiency.
- Prepared 46 City Council Agenda Items including activity reports, bid awards and budget presentations.
- Updated the City's address database and reviewed the draft 2010 US Census address list. Coordinated census database with the Department of Revenue and Florida Power and Light.
- Coordinated a total of 30 grants with expenditures totaling \$1,052,588.

Financial Operations Division:

- Initialized check capture for payments to increase a smooth revenue flow and reduce trips to the bank.
- Prepared monthly budget performance and financial reports and provided to management.
- Prepared six resolutions to impose 302 solid waste liens and to release 63 solid waste liens.
- Processed an increase in credit card payments from 702 totaling \$112,036 to 938 totaling \$182,720 during the past year.
- Coordinated cross training of all major functions to ensure proper coverage of service.

Purchasing Division:

- Provided updates to departments regarding procurement policies and procedures through quarterly publications of the Purchasing Partner newsletter.
- Maintained the amount of savings realized on purchase orders by utilizing alternative means of purchasing.
- Provided bid information on-line to increase the number of bidders on City projects.
- Maintained 16 major contracts on website for public review.
- Consolidated the purchase of EMS supplies; realizing economies of scale by issuing a Request for Quote for supplies followed by open purchase orders to vendors with annual estimates.

Information Technology Division:

- Maintained network availability of 99.5% of the time or greater throughout the fiscal year.
- Enhanced user productivity on existing software applications by providing seven training sessions at a remote facility and some in-house training sessions.
- Worked with Florida League of Cities to evaluate and assess the City's network infrastructure and department's feedback on the technology usage.
- Created and implemented the GovQA software for technical/non-technical requests to minimize phone calls and possible self-help with a FAQ section.
- Implemented a File Transfer Services to better control the email/file server growth capacity, enhanced the performance of servers, promoted the use of shared folders, and complied with email records management requirements.

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**DEPARTMENT OF FINANCE**

FY 2009		COST CENTER NUMBER AND DESCRIPTION	FY 2010		% CHANGE
NO. OF POSITIONS	BUDGET DOLLARS		NO. OF POSITIONS	BUDGET DOLLARS	
3	\$ 325,373	20-21 Office of the Director	3	\$ 329,911	1.4%
6	450,094	20-22 Financial Operations	6	445,908	-0.9%
2	136,389	20-23 Purchasing	2	142,972	4.8%
3	365,348	20-26 Information Technology	3	356,321	-2.5%
<u>14</u>	<u>\$ 1,277,204</u>		<u>14</u>	<u>\$1,275,112</u>	<u>-0.2%</u>



<b>DEPARTMENT</b>	<u>FINANCE</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>OFFICE OF THE DIRECTOR</u>		
<b>COST CENTER NO.</b>	<u>20-21</u>	<b>DATE</b>	<u>09-01-2009</u>

### **ACTIVITY/PERFORMANCE MEASURES**

- Present the Comprehensive Annual Financial Report (CAFR) to the City Council by the second meeting in March.
- Provide reports, budgets, financial estimates and audits to the City Manager, Mayor, and City Council.
- Maintain a critical dates calendar to include all-important Department of Finance activity due dates.
- Coordinate with Florida League of Cities the quarterly meetings of Public Safety Officers and Firefighters Retirement Trust Board.
- Monitor quality and performance of City investments.
- Coordinate financial reimbursements of all grants, which include hurricane disaster relief from FEMA.
- Apply for two Government Finance Officers Association (GFOA) awards

### **GOALS & OBJECTIVES**

**Goal**            **To provide reliable, accurate and timely financial information to City Council, Management, Staff and Citizens.**

- Objective**
- To publish a Comprehensive Annual Financial Report (CAFR) that meets the Government Finance Officer's Association (GFOA) criteria within six months after the end of the fiscal year and to receive the Certificate of Achievement for Excellence in Financial Reporting Award.
  - To receive the prestigious and Distinguished Budget Presentation Award for the current Fiscal Year.

**Goal**            **To increase the sources of revenue through enhanced auditing services.**

- Objective**
- To audit at least one (1) service provider annually.
  - To conduct monthly reviews of State revenue remittance.
  - To verify the accuracy of the service providers address databases.

DEPARTMENT: FINANCE FY 2010  
 COST CENTER: OFFICE OF THE DIRECTOR DATE 09-01-2009  
 COST CENTER NO.: 20-21

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
11	1	Executive Salaries	92,554	100,617	104,243	107,370
12	1	Regular Salaries & Wages	91,744	98,005	102,016	106,307
14	1	Overtime	0	0	784	0
15	1	Special Pay	4,320	4,320	4,320	4,320
21	1	Fica Taxes	13,773	14,722	16,169	16,677
22	1	Retirement Contributions	0	0	0	0
22	2	FLC Gen Retirement Contr	9,163	9,820	10,353	10,684
22	3	FLC Gen Retirement Match	4,582	4,910	5,176	5,341
23	1	Life & Health Ins - Empl.	15,839	16,583	18,462	20,022
23	2	Dependent Insurance	5,142	5,491	5,985	6,188
23	3	Short Term Disability Pay	0	0	0	0
24	1	Worker's Compensation	856	708	1,134	626
25	1	Unemployment Compensation	0	0	621	641
<b>PERSONNEL SERVICES TOTAL</b>			<b>237,973</b>	<b>255,176</b>	<b>269,263</b>	<b>278,176</b>
31	4	Other Professional Svc	300	715	750	1,025
32	1	Accounting & Auditing	37,315	41,450	48,700	44,900
40	4	Ed Train Sem & Asc Exp	3,404	4,116	4,350	3,500
40	5	Business Exp & Mileage	484	125	300	0
42	1	Postage,Frt & Exp Charges	200	88	200	200
45	2	Surety Bonds	0	89	90	0
46	3	R & M - Office Equipment	73	95	160	500
47	1	Printing & Binding	523	641	500	800
48	1	City Publicity	518	22	0	0
51	2	Office Supplies	0	71	0	0
51	4	Copy Paper & Supplies	0	0	0	0
51	5	Minor Office Equip & Furn	0	68	300	300
54	2	Code Supplements & Update	0	0	0	0
54	3	Books,Subsc,Prof Supplies	365	175	300	200
54	4	Memberships & Dues	420	500	460	310
64	8	Other Equipment	0	0	0	0
<b>OPERATING EXPENSES TOTAL</b>			<b>43,602</b>	<b>48,155</b>	<b>56,110</b>	<b>51,735</b>
<b>DIVISION TOTAL</b>			<b>281,575</b>	<b>303,331</b>	<b>325,373</b>	<b>329,911</b>

<b>DEPARTMENT</b>	<b>FINANCE</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>FINANCIAL OPERATIONS</b>		
<b>COST CENTER NO.</b>	<b>20-22</b>	<b>DATE</b>	<b>09-01-2009</b>

### **PRIMARY FUNCTION NARRATIVE**

The Financial Operations Division provides detailed financial services that include accounting, payroll, cash management, investment and debt management, accounts payable, accounts receivable and cash receipts. Personnel in this cost center maintain the City's general ledger and financial accounting system, produce monthly revenue and expenditures statements, reconcile the City's bank accounts, receive and properly record all of the annual revenues, and provide payroll services to over 200 full and part-time employees. Other services include management of the City's cash and investment accounts to obtain the highest interest return possible, monitoring the City's internal controls, coordinating with auditors on the audit and reporting standards, overseeing the capital asset accounts, and billing for ambulance transport, solid waste pickup, and water special assessments.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 324,316	\$ 338,947	\$ 368,996	\$ 375,800
Operating Expenditures	68,831	67,888	80,698	69,808
Capital Expenditures	-	1,328	-	
Other Expenditures	283	261	400	300
General Fund Totals	\$ 393,430	\$ 408,424	\$ 450,094	\$ 445,908

### **PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
<b>Asst. Director Of Finance</b>	1	1	1	1
<b>Accountant</b>	0	0	1	1
<b>Accounting Technician I</b>	1	0	0	0
<b>Accounting Technician II</b>	0	1	0	0
<b>Payroll Technician</b>	1	1	1	1
<b>Acct. Payable Tech.</b>	1	1	1	1
<b>Acct. Receivable Tech.</b>	1	1	1	1
<b>Cashier/Receptionist</b>	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>DEPARTMENT</b>	<u>FINANCE</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>FINANCIAL OPERATIONS</u>		
<b>COST CENTER NO.</b>	<u>20-22</u>	<b>DATE</b>	<u>09-01-2009</u>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
A/P Checks Issued	3,534	3,113	2,906	2,658
Payroll Checks Issued	498	249	120	57
Direct Deposits	4,895	5,284	5,527	5,768
Payments Processed	20,773	20,192	20,753	20,700
New Utility Accounts	173	78	84	75
Solid Waste Accounts Billed	12,740	13,220	13,480	13,770
Initial Ambulance Bills	2,380	2,498	2,418	2,494
Number of Items Scanned	125,150	117,507	110,284	110,000

**EFFICIENCY MEASURES**

Cost per A/P check issued	\$11.73	\$11.62	\$11.59	\$11.51
Cost per Payment Processed	\$1.42	\$1.41	\$1.40	\$1.39
Cost Per Solid Waste Bill Processed	\$2.39	\$2.38	\$2.41	\$2.42
Average Cost Per Initial Ambulance Bill	\$10.78	\$10.75	\$10.74	\$10.68
Cost of scanning per page	\$0.11	\$ .11	\$0.11	\$0.12

**EFFECTIVENESS MEASURES**

% of EMS Bills Collected	69.5%	69.1%	69.5%	70.0%
% of Solid Waste Bills Collected	94.1%	88.0%	91.3%	92.9%

**GOALS & OBJECTIVES**

**Goal**           **To decrease outstanding accounts receivable and increase cash flows into the City.**

- Objective
- To increase cash flows by implementing capability to make electronic payments.
  - To increase collection rate of ambulance bills from 69% to 70%.

**Goal**           **To construct comprehensive Revenue Manual that describes all City revenue sources.**

- Objective
- To provide comprehensive fee schedule, with authority referenced, for City services.

**Goal**           **To ensure proper internal controls are in place.**

- Objective
- To audit cash handling procedures and conduct training at departments of Public Safety and Leisure Services.
  - To conduct training session for departmental Fixed Assets Coordinators (FACs)

DEPARTMENT: FINANCE  
 COST CENTER: FINANCIAL OPERATIONS  
 COST CENTER NO.: 20-22

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	250,666	259,951	282,541	290,490
14	1	Overtime	204	216	3,886	0
21	1	Fica Taxes	18,574	19,623	21,912	22,223
22	1	Retirement Contributions	0	0	0	0
22	2	FLC Gen Retirement Contr	11,873	11,740	14,321	14,525
22	3	FLC Gen Retirement Match	5,634	4,894	7,161	7,262
23	1	Life & Health Ins - Empl.	31,039	31,863	36,453	39,232
23	2	Dependent Insurance	5,142	1,609	331	364
23	3	Short Term Disability	0	925	0	0
24	1	Worker's Compensation	1,184	976	1,532	833
25	1	Unemployment Compensation	0	7,150	859	871
<b>PERSONNEL SERVICES TOTAL</b>			<b>324,316</b>	<b>338,947</b>	<b>368,996</b>	<b>375,800</b>
34	4	Other Contractual Service	12,469	17,747	16,580	7,100
40	4	Ed Train Sem & Asc Exp	2,721	1,675	3,100	3,350
40	5	Business Exp & Mileage	292	147	350	100
41	1	Telep, Teleg & Mailgram	97	49	120	60
42	1	Postage,Frt & Exp Charges	42,542	41,681	49,100	49,100
45	2	Surety Bonds	0	0	0	0
46	3	R & M - Office Equipment	2,018	831	2,500	1,900
47	1	Printing & Binding	2,560	2,446	2,900	2,600
49	1	Legal Ads	0	0	0	0
49	4	Bonds Discount	1,875	0	1,500	1,500
49	7	Computer Software & Prog.	1,500	2,250	2,250	2,250
51	2	Office Supplies	0	0	0	0
51	4	Copy Paper & Supplies	0	0	0	0
51	5	Minor Office Equip & Furn	1,028	193	350	350
52	8	Uniforms & Clothing	382	0	280	0
54	3	Books,Subsc,Prof Supplies	943	600	1,225	1,205
54	4	Memberships & Dues	404	269	443	293
<b>OPERATING EXPENSES TOTAL</b>			<b>68,831</b>	<b>67,888</b>	<b>80,698</b>	<b>69,808</b>
64	6	Office Equipment	0	1,328	0	0
<b>CAPTIAL OUTLAY TOTAL</b>			<b>0</b>	<b>1,328</b>	<b>0</b>	<b>0</b>
81	1	Aids To Government Agency	239	261	400	300
<b>GRANTS &amp; AIDS TOTAL</b>			<b>239</b>	<b>261</b>	<b>400</b>	<b>300</b>
<b>DIVISION TOTAL</b>			<b>393,386</b>	<b>408,424</b>	<b>450,094</b>	<b>445,908</b>

<b>DEPARTMENT</b>	<b>FINANCE</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>PURCHASING</b>		
<b>COST CENTER NO.</b>	<b>20-23</b>	<b>DATE</b>	<b>09-01-2009</b>

### PRIMARY FUNCTION NARRATIVE

The Purchasing Division provides professional procurement services to the City Departments while ensuring compliance with Florida State Statutes, the City Procurement Ordinance and Administrative Rules. The Division maintains unbiased vendor selections, cost effective purchases, timely receipt of goods and contractual services. An inventory of frequently used office supplies (Central Stores) is maintained for the convenience of the Departments and to take maximum advantage of economical volume discounts and special pricing agreements. The Division prepares (in conjunction with other Departments) complete specifications for issuance of Invitations to Bid or Requests for Proposals for supplies, equipment, and services over \$10,000. The Purchasing Division administers major contractual procurements for the City, including administering and monitoring the Procurement Card Program. The Division is responsible to study market trends, review current developments, literature, and technical sources of information, and determine sources of supplies.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 113,777	\$ 117,612	\$ 125,214	\$ 129,297
Operating Expenditures	11,160	9,407	11,175	13,675
Capital Expenditures	-	6,121	-	
General Fund Totals	\$ 124,937	\$ 133,140	\$ 136,389	\$ 142,972

### PERSONNEL STAFFING

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
<b>Purchasing Administrator</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Buyer</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL NO. OF STAFF</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>DEPARTMENT</b>	<b>FINANCE</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>PURCHASING</b>		
<b>COST CENTER NO.</b>	<b>20-23</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
Purchase Orders Issued	1,781	1,458	1,600	1,600
Purchase Order Amounts	\$6,333,796	\$5,754,827	\$5,800,000	\$5,700,000
Bids Issued	10	8	7	6
Procurement Card Purchases	\$180,092	\$160,907	\$170,000	\$170,000
Purchasing Card Transactions	1,840	1,589	1,600	1,600
Central Store Requests	495	392	400	420
Number of Training Sessions	1	3	3	3

**EFFICIENCY MEASURES**

Cost per Purchase Order Processed	\$32.23	\$31.86	\$35.01	\$39.92
Average Purchasing Card Transaction Amt	\$97.87	\$101.26	\$106.25	\$106.25
Cost Per Central Store Request	\$1.71	\$1.63	\$1.92	\$2.24

**EFFECTIVENESS MEASURES**

Saving Amount Realized thru Alternative Purchasing	\$20,951	\$11,005	\$20,000	\$21,000
Number of Bid Protests	0	0	0	0

**GOALS & OBJECTIVES**

**Goal**      **To enhance efficiency of the procurement process for City Departments.**

Objective      • Maintain updates to Departments regarding procurement policies and procedures through newsletters.

**Goal**      **To procure the highest quality goods and services at the least cost.**

Objective      • Maintain the current amount of savings realized on purchase orders by identifying alternative means of purchasing.

**Goal**      **To provide value added services to the city through the procurement process.**

Objective      • Maintain monthly review of procurement card purchases and routine purchases to identify cost savings opportunities.

Objective      • Maintain current City purchasing contracts in excess of \$25,000 annually on the City's website.

DEPARTMENT: FINANCE FY 2010  
 COST CENTER: PURCHASING DATE 09-01-2009  
 COST CENTER NO.: 20-23

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	87,652	92,355	96,758	100,103
14	1	Overtime	463	83	722	0
21	1	Fica Taxes	6,632	7,072	7,457	7,658
22	2	FLC Gen Retirement Contr	4,382	4,582	4,874	5,005
22	3	FLC Gen Retirement Match	1,820	2,291	2,437	2,502
23	1	Life & Health Ins - Empl.	10,727	10,905	12,151	13,077
23	2	Dependent Insurance	1,717	0	0	364
24	1	Worker's Compensation	384	324	523	288
25	1	Unemployment Compensation	0	0	292	300
<b>PERSONNEL SERVICES TOTAL</b>			<b>113,777</b>	<b>117,612</b>	<b>125,214</b>	<b>129,297</b>
40	4	Ed Train Sem & Asc Exp	2,691	1,952	3,600	2,600
40	5	Business Exp & Mileage	1	0	50	50
42	1	Postage,Frt & Exp Charges	15	29	75	75
46	3	R & M - Office Equipment	0	0	0	0
47	1	Printing & Binding	135	700	450	450
49	1	Legal Ads	2,217	1,695	2,000	2,000
51	2	Office Supplies	4,603	3,948	4,000	4,000
51	4	Copy Paper & Supplies	0	0	0	3,500
51	5	Minor Office Equip & Furn	636	66	200	200
52	0	Phy. Variance Loss / Gain	0	0	0	0
54	3	Books,Subsc,Prof Supplies	15	20	120	120
54	4	Memberships & Dues	685	575	680	680
55	5	Erroneous Issues	162	422	0	0
<b>OPERATING EXPENSES TOTAL</b>			<b>11,160</b>	<b>9,407</b>	<b>11,175</b>	<b>13,675</b>
64	5	Office Furniture	0	0	0	0
64	6	Office Equipment	0	6,121	0	0
64	9	Comp Hardware/Software	0	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>0</b>	<b>6,121</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>124,937</b>	<b>133,140</b>	<b>136,389</b>	<b>142,972</b>

<b>DEPARTMENT</b>	<b>FINANCE</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>INFORMATION TECHNOLOGY</b>		
<b>COST CENTER NO.</b>	<b>20-26</b>	<b>DATE</b>	<b>09-01-2009</b>

### PRIMARY FUNCTION NARRATIVE

This Division is responsible for the provision of Information Technology (IT) for all departments in the City. The IT staff is responsible for operation maintenance and upgrade of the integrated computer network and all IT equipment in the City. Division personnel provide the services that allow for the network operation of the City's diverse software applications and hardware components. IT staff also implements and completes major Capital Improvement Projects for the City, to maximize automated support to enhance the City's efficient, business-like operations.

<u>EXPENDITURES</u>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 236,486	\$ 225,648	\$ 234,827	\$ 245,169
Operating Expenditures	167,745	82,137	118,386	103,152
Capital Expenditures	30,320	18,609	12,135	8,000
General Fund Totals	\$ 434,551	\$ 326,394	\$ 365,348	\$ 356,321

### PERSONNEL STAFFING

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
Information Technology Manager	1	1	1	1
Information Technology Analyst II	2	1 <sup>1</sup>	1	1
Information Technology Analyst I	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>

<sup>1</sup> Frozen Position Eliminated.

<b>DEPARTMENT</b>	<b>FINANCE</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>INFORMATION TECHNOLOGY</b>	<b>DATE</b>	<b>09-01-2009</b>
<b>COST CENTER NO.</b>	<b>20-26</b>		

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
PC Workstations Maintained Budgeted	123	119	123	123
PC Workstations Maintained (other)	17	33	24	24
Mobile Data Terminals Maintained	28	32	33	34
Scanners Maintained	7	9	9	9
Plotters Maintained	1	1	1	1
Printers Maintained	N/A	N/A	52	52
Servers/Midrange Computers Maintained	14	18	19	25
Software Applications/Maintained	85	120	121	122
Computer Training Sessions	7	7	7	7
Number of Technical Service Requests	N/A	N/A	944	1000
Number of Computer Training Attendees	40	119	150	155

**EFFICIENCY MEASURES**

Cost per Personal Computer Maintained	\$197	\$189	\$209	\$205
Cost per Application Maintained	\$877	\$903	\$938	\$948
Training Cost per attendee	\$710	\$731	\$804	\$812

**EFFECTIVENESS MEASURES**

% of customers rating IT support as Good or Better	80%	80%	85%	85%
% Network Availability	99.5%	99.5%	99.5%	99.5%
% Service requests responded to within 1 hr.	85%	85%	90%	98%

**GOALS & OBJECTIVES**

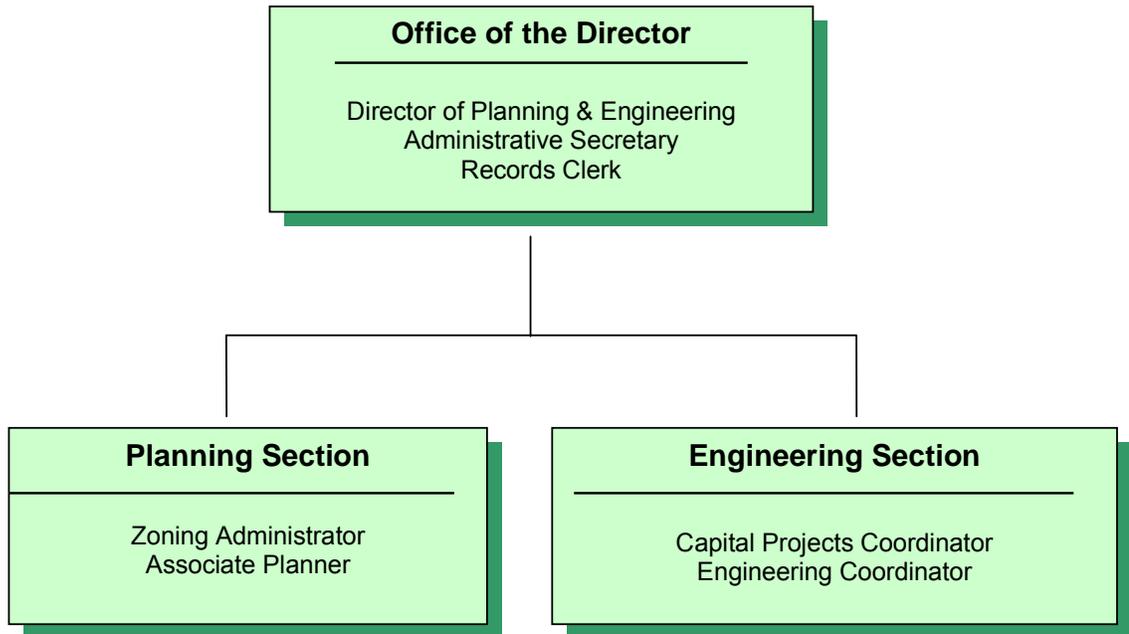
<b>Goal</b>	<b>To maintain the network access for City employees 24 hours per day, 7 days per week.</b>
Objective	<ul style="list-style-type: none"> <li>Maintain the network availability at 99.5% of the time or greater throughout the fiscal year.</li> </ul>
<b>Goal</b>	<b>To provide the training to City employees to enhance user productivity and level of satisfaction with services provided.</b>
Objective	<ul style="list-style-type: none"> <li>Maintain the training sessions on use of existing applications at 7.</li> </ul>
<b>Goal</b>	<b>To manage the capacity growth, performance, and efficiency of the Email system while complying with State Records Management Law.</b>
Objective	<ul style="list-style-type: none"> <li>Implement an Email Archiving system.</li> </ul>

DEPARTMENT: FINANCE FY 2010  
 COST CENTER: INFORMATION TECHNOLOGY DATE 09-01-09  
 COST CENTER NO.: 20-26

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	193,165	180,368	186,459	194,570
21	1	Fica Taxes	14,719	13,622	14,264	14,885
22	1	Retirement Contributions	0	0	0	0
22	2	FLC Gen Retirement Contr	9,175	8,919	9,323	9,727
22	3	FLC Gen Retirement Match	4,588	4,460	4,662	4,864
23	1	Life & Health Ins - Empl.	13,479	15,941	18,227	19,616
23	2	Dependent Insurance	263	1,522	331	364
24	1	Worker's Compensation	1,008	816	1,002	559
25	1	Unemployment Compensation	89	0	559	584
<b>PERSONNEL SERVICES TOTAL</b>			<b>236,486</b>	<b>225,648</b>	<b>234,827</b>	<b>245,169</b>
31	4	Other Professional Svc	3,124	0	9,350	2,500
34	4	Other Contractual Service	0	0	10,000	0
40	4	Ed Train Sem & Asc Exp	7,459	3,613	7,300	3,500
40	5	Business Exp & Mileage	39	71	100	100
41	1	Telep, Teleg & Mailgram	43,038	12,194	17,016	16,392
42	1	Postage, Frt & Exp Charges	0	0	100	100
46	7	R & M - Computer Equip	18,914	9,483	10,100	12,700
49	7	Computer Software & Prog.	88,874	49,908	58,320	64,980
51	2	Office Supplies	0	0	0	0
51	4	Copy Paper & Supplies	3,137	3,999	3,500	0
51	5	Minor Office Equip & Furn	478	240	890	890
52	5	Consumables & Small Tools	2,457	2,504	1,350	1,750
54	3	Books, Subsc, Prof Supplies	0	0	100	100
54	4	Memberships & Dues	225	125	260	140
<b>OPERATING EXPENSES TOTAL</b>			<b>167,745</b>	<b>82,137</b>	<b>118,386</b>	<b>103,152</b>
64	5	Office Furniture	0	725	0	0
64	9	Comp Hardware/Software	30,320	17,884	12,135	8,000
<b>CAPITAL OUTLAY TOTAL</b>			<b>30,320</b>	<b>18,609</b>	<b>12,135</b>	<b>8,000</b>
<b>DIVISION TOTAL</b>			<b>434,551</b>	<b>326,394</b>	<b>365,348</b>	<b>356,321</b>



## Department of Planning & Engineering



### Mission Statement

To protect the health and safety of the City's residents and further the stability and vitality of the City's economy through comprehensive planning, zoning code administration and capital improvement projects.

Full Time: 7

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DEPARTMENT OF PLANNING & ENGINEERING  
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2009

Office of the Director:

- Maintained the Comprehensive Plan and Zoning Code in compliance with Florida Statutes and the City's vision.
- Completed the Water Supply Facilities Work Plan amendments to the Comprehensive Plan using Planning and Engineering Department staff.
- Completed annexation of 1 existing enclave through an inter-local agreement with Palm Beach County.
- Maintained the current turn-around time for review of development applications.
- Increased the number of department policies addressing review standards.
- Maintained the current turnaround time for review of engineering plans and plats.
- Maintained four (4) Geographic Information System Maps on the City's website (Future Land Use Map, Zoning District Map, City Boundary Map, and Council District Map).
- Increased the number of inspections of landscaping at existing commercial sites and increased the successful renovation of site landscaping by commercial property owners to address deficiencies.
- Obtained grant funds through the Florida Recreation Development Assistance Program (FRDAP), Community Development Block Grant (CDBG) and CDBG Economic Recovery (CDBG-R) programs.
- Completed the construction of Capital Improvement Projects: Pathway between Community Park and Pinehurst Drive, Ira Van Bullock Park improvements, new Youth/Practice Soccer Field at Greenacres Freedom Park, Jennings Avenue improvements north of 10<sup>th</sup> Avenue North, and the extension of Dodd Road to connect to Woodlake Boulevard.

**DEPARTMENT OF PLANNING & ENGINEERING**

FY 2009		COST CENTER NUMBER AND DESCRIPTION	FY 2010		% CHANGE
<u>NO. OF POSITIONS</u>	<u>BUDGET DOLLARS</u>		<u>NO. OF POSITIONS</u>	<u>BUDGET DOLLARS</u>	
7 FT	\$622,521	30-31 Office of the Director	7 FT	\$579,640	-6.9%
<u>7 FT</u>	<u>\$622,521</u>		<u>7 FT</u>	<u>\$579,640</u>	<u>-6.9%</u>

<b>DEPARTMENT</b>	<b>PLANNING &amp; ENGINEERING</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>OFFICE OF THE DIRECTOR</b>		
<b>COST CENTER NO.</b>	<b>30-31</b>	<b>DATE</b>	<b>09-01-2009</b>

### **PRIMARY FUNCTION NARRATIVE**

The Department is responsible for current and comprehensive urban planning; growth management; implementation and maintenance of the Comprehensive Plan; zoning administration; land development regulation; review, approval and inspection of engineering improvements and plats for private development; and for providing staff support to the Planning Commission and Zoning Board of Adjustment and Appeals. This Department is also responsible for conducting planning studies, applying for certain grants, and design and construction management for City capital improvement projects.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 477,473	\$ 495,975	\$ 543,636	\$ 532,462
Operating Expenditures	132,619	90,873	78,885	47,178
Capital Expenditures	2,809	3,042	-	
General Fund Totals	\$ 612,901	\$ 589,890	\$ 622,521	\$ 579,640

### **PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
<b>Planning and Engineering Director</b>	1	1	1	1
<b>Zoning Administrator</b>	1	1	1	1
<b>Associate Planner</b>	1	1	1	1
<b>Capital Projects Coordinator</b>	1	1	1	1
<b>Engineering Coordinator</b>	1	1	1	1
<b>Administrative Secretary</b>	1	1	1	1
<b>Records Clerk<sup>1</sup></b>	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

<sup>1</sup> Reclassified in FY 2007.

<b>DEPARTMENT</b>	<b>PLANNING &amp; ENGINEERING</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>OFFICE OF THE DIRECTOR</b>	<b>DATE</b>	<b>09-01-2009</b>
<b>COST CENTER NO.</b>	<b>30-31</b>		

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
Annexations	3	1	4	3
Comprehensive Plan Amendments	7	1	4	3
Zoning Changes	6	1	4	3
Special Exceptions	4	3	4	4
Site Plans	5	3	3	3
Site Plan Amendments	26	23	18	21
Variances & Zoning Text Amendments	2	7	3	5
Temporary Use Permits	58	42	62	55
Building Permit Review for Zoning	408	307	328	320
Engineering Permits, Plats & TCJA's*	31	40	40	34
Capital Improvement Projects	6	9	9	8
Grant Applications	4	2	3	2
Landscape Inspections	348	195	184	190
Engineering Inspections	95	380	356	277
Documents Scanned	98,015	97,939	76,800	92,734

**EFFICIENCY MEASURES**

Case Reviews per Planner (3)	17.6	13	13.3	14
Annexed Acres per Case Processed	2.3	52.6	2.6	6.9
Landscape Inspections per Inspector	116	65	61	63
Cost per Document Scanned In House	\$0.41	\$0.42	\$0.55	\$0.47

**EFFECTIVENESS MEASURES**

Grant \$ Awarded per Grant Submitted	\$74,907	\$99,053	\$57,335	\$210,000
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**GOALS & OBJECTIVES**

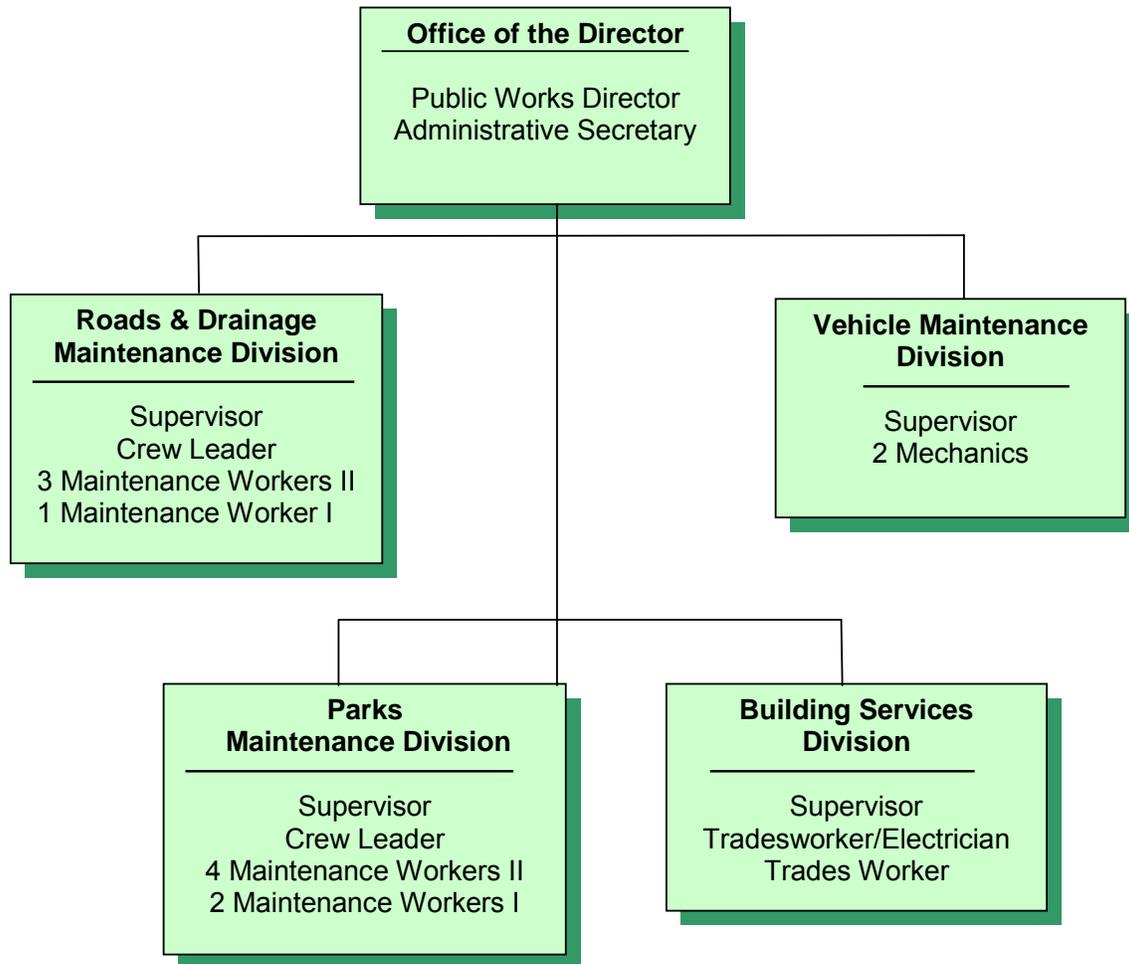
<b>Goal</b>	<b>To provide planning and engineering services that improve the health and safety of the built environment and the aesthetics of the City.</b>
Objectives	<ul style="list-style-type: none"> <li>Complete the updates to the Administration section of the Zoning Code.</li> <li>Reduce the implementation time for capital projects to 12 months.</li> </ul>
<b>Goal</b>	<b>To promote the growth of the City and its economic base by encouraging annexation.</b>
Objective	<ul style="list-style-type: none"> <li>Complete the Inter-local Service Boundary Agreement between Greenacres and Palm Beach County.</li> </ul>
<b>Goal</b>	<b>To provide a fair and consistent regulatory environment for residents and businesses in order to promote excellent customer service.</b>
Objectives	<ul style="list-style-type: none"> <li>Maintain the current turn-around time for review of development applications.</li> <li>Increase the number of department policies addressing review standards.</li> </ul>

\*TCJA – Traffic Control Jurisdiction Agreement

DEPARTMENT: PLANNING/ENG FY 2010  
 COST CENTER: OFFICE OF THE DIRECTOR DATE 09-01-09  
 COST CENTER NO.: 30-31

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
11	1	Executive Salaries	85,804	89,001	91,036	88,470
12	1	Regular Salaries & Wages	274,238	285,099	311,876	312,653
14	1	Overtime	4,021	4,149	1,390	0
15	1	Special Pay	4,320	4,320	4,320	4,320
21	1	Fica Taxes	26,105	27,199	31,260	31,016
22	1	Retirement Contributions	0	0	0	0
22	2	FLC Gen Retirement Contr	15,457	18,017	19,762	20,054
22	3	FLC Gen Retirement Match	6,073	6,290	9,881	10,028
23	1	Life & Health Ins - Empl.	35,606	35,619	42,704	46,082
23	2	Dependent Insurance	24,133	24,901	28,001	17,472
24	1	Worker's Compensation	1,716	1,380	2,193	1,163
25	1	Unemployment Compensation	0	0	1,213	1,204
<b>PERSONNEL SERVICES TOTAL</b>			<b>477,473</b>	<b>495,975</b>	<b>543,636</b>	<b>532,462</b>
31	2	Engineering & Archit Fees	107,799	55,967	51,143	24,327
31	4	Other Professional Svc	500	9,464	0	0
34	4	Other Contractual Service	525	0	0	0
40	4	Ed Train Sem & Asc Exp	473	934	1,000	1,000
40	5	Business Exp & Mileage	493	429	550	202
41	1	Telep, Teleg & Mailgram	0	0	0	0
42	1	Postage,Frt & Exp Charges	235	439	300	125
46	3	R & M - Office Equipment	2,404	5,798	6,782	6,949
47	1	Printing & Binding	190	1,271	524	352
47	2	Mapping & Graphics	6,161	277	200	0
49	1	Legal Ads	7,834	10,015	10,604	8,519
49	7	Computer Software & Prog.	0	0	0	0
51	2	Office Supplies	2,189	1,887	2,856	1,170
51	4	Copy Paper & Supplies	1,115	1,090	1,194	1,117
51	5	Minor Office Equip & Furn	662	340	165	0
52	8	Uniforms & Clothing	65	0	140	0
52	9	Tapes,Film & Film Supply	0	0	0	0
54	2	Code Supplements & Update	0	0	0	0
54	3	Books,Subsc,Prof Supplies	168	1,278	1,568	1,448
54	4	Memberships & Dues	1,806	1,684	1,859	1,969
<b>OPERATING EXPENSES TOTAL</b>			<b>132,619</b>	<b>90,873</b>	<b>78,885</b>	<b>47,178</b>
64	5	Office Furniture	2,809	3,042	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>2,809</b>	<b>3,042</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>612,901</b>	<b>589,890</b>	<b>622,521</b>	<b>579,640</b>

## Department of Public Works



### Mission Statement

To properly plan, schedule, and implement safe and efficient Departmental operations through the provision of well-maintained roads, drainage systems, City vehicles and equipment, functional public facilities, and parks and public building grounds.

Full Time: 22

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DEPARTMENT OF PUBLIC WORKS  
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2009

Office of the Director:

- Implemented Green Local Government practices (i.e. implementation of Departmental idling reduction policy, installation of motion sensor switches in offices and restrooms, office waste/recycling audit, implementation of recycling program in City Parks, and public buildings energy assessments).
- Obtained 2008 Tree City USA certification.
- Obtained stump grinder through the completion of 2008 Urban and Community Forestry Grant.
- Submitted seven annual environmental reports to various County and State agencies.
- Provided cost effective educational opportunities to Department staff through videos, guest speakers, courses, and workshops.
- Coordinated FPL streetlight inventory audit.

Roads & Drainage Division:

- Performed semi-annual City-wide sidewalk and roadway integrity inspections.
- Provided landscape enhancements to Jog Road medians south of Summit Blvd. to south of Melaleuca Lane.
- Coordinated the completion of Phase III Roadway Striping project in the Original Section and Lake Worth Hills.
- Coordinated the rehabilitation of two storm water pipes in the Villa Del Trio subdivision.
- Coordinated stormwater infrastructure and traffic signage Geographic Information System map updates.
- Coordinated footbridge demolition at E-3 Canal in Lake Worth Hills.

Vehicle Maintenance Division:

- Performed three preventive maintenance services to 101 City vehicles.
- Received "excellent" customer ratings on bi-annual customer service surveys.
- Coordinated refurbishment of 60 passenger bus and water tanker.
- Assisted in annual vehicle replacement program assessment.

Building Services Division:

- Coordinated air handler replacement for computer room at Public Safety Station I.
- Remodeled jail office and restroom and Phase II men's locker room, painted kitchen, bunk room, three restrooms, and lobby at Public Safety Station I.
- Painted interior of Firing Range.
- Completed remodeling work at Former City Hall.
- Coordinated installation of new A/C system for classroom at 500 Perry Avenue building.

Parks Maintenance Division:

- Coordinated parking asphalt overlay and striping at Bowman, Empire, Gladiator, and Rambo Parks.
- Coordinated installation of poured in place rubber surfacing in play areas at Community, Bowman, Gladiator, Rambo, and Ramblewood Parks to meet A.D.A compliance.
- Coordinated replacement of fencing around tennis, basketball, and racquetball courts at Veterans Park.
- Coordinated resurfacing and striping of basketball and tennis courts at Bowman, Burrowing Owl, Community, Gladiator, Ira Van Bullock, and Rambo Parks.

## DEPARTMENT OF PUBLIC WORKS

FY 2009		COST CENTER NUMBER AND DESCRIPTION	FY 2010		% CHANGE
NO. OF POSITIONS	BUDGET DOLLARS		NO. OF POSITIONS	BUDGET DOLLARS	
2	\$ 167,953	40-41 Office of the Director	2	\$ 171,554	2.1%
7	708,727	40-42 Roads & Drainage	6	658,647	-7.1%
3	778,286	40-43 Vehicle Maintenance	3	523,487	-32.7%
3	726,322	40-44 Building Services	3	633,151	-12.8%
8	582,061	40-46 Parks & Grounds Maint.	8	564,520	-3.0%
<u>23</u>	<u>\$ 2,963,349</u>		<u>22</u>	<u>\$2,551,359</u>	<u>-13.9%</u>

<b>DEPARTMENT</b>	<b>PUBLIC WORKS</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>OFFICE OF THE DIRECTOR</b>		
<b>COST CENTER NO.</b>	<b>40-41</b>	<b>DATE</b>	<b>09-01-2009</b>

### **PRIMARY FUNCTION NARRATIVE**

The Office of the Director is responsible for properly planning, scheduling, and implementing safe and efficient Departmental operations through the supervision of the Roads and Drainage Maintenance, Vehicle Maintenance, Building Services and Parks and Grounds Maintenance Divisions. The Office of Director is also responsible for managing contractual services.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 181,307	\$ 153,904	\$ 159,993	\$ 163,783
Operating Expenditures	8,425	7,592	7,960	7,771
Capital Expenditures	1,494	-	-	
General Fund Totals	\$ 191,226	\$ 161,496	\$ 167,953	\$ 171,554

### **PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
<b>Public Works Director</b>	1	1	1	1
<b>Asst. Public Works Director<sup>1</sup></b>	1	0	0	0
<b>Administrative Secretary</b>	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>

<sup>1</sup>Frozen Position Eliminated.

<b>DEPARTMENT</b>	<b>PUBLIC WORKS</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>OFFICE OF THE DIRECTOR</b>		
<b>COST CENTER NO.</b>	<b>40-41</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of service contracts coordinated	8	8	8	8
# of annual licenses & reports submitted	7	7	7	7
# of solid waste complaints	19	11	10	9
# of citizen requests processed	696	732	750	750
# of events coordinated	4	3	3	3
# of tons of residential recycling collected	N/A	N/A	1,924	1,976
<b>EFFICIENCY MEASURES</b>				
Avg. cost per service contract coordinated	\$2,184	\$2,148	\$2,492	\$2,617
Avg. cost per license/report prepared	\$506	\$701	\$703	\$738
Avg. administrative cost per citizen request	\$5.10	\$5.13	\$6.05	\$6.35
Avg. cost per event coordinated	\$453	\$433	\$499	\$524
Annual collection cost per household (curbside) solid waste service	\$74.88	\$77.76	\$82.44	\$87.39
<b>EFFECTIVENESS MEASURES</b>				
% of licenses renewed and reports submitted on time	100%	100%	100%	100%
% reduction in solid waste complaints per household	0%	58%	10%	10%

**GOALS & OBJECTIVES**

<b>Goal</b>	<b>Provide leadership and direction in order to ensure Department meets the City's mission.</b>
Objective	<ul style="list-style-type: none"> <li>• Increase the collaboration with other City Departments by meeting from 4 times to 6 times per year.</li> <li>• Increase assessment of Department goals set forth within the Departmental strategic plan from 2 times per year to 4 times per year.</li> <li>• Maintain bi-monthly Supervisor meeting and quarterly Departmental meetings to review current projects, emergency management plans, Administrative Directives, and other operational functions.</li> </ul>
<b>Goal</b>	<b>Provide efficient, cost-effective and high quality services to City residents.</b>
Objective	<ul style="list-style-type: none"> <li>• Maintain the usage of the Department of Corrections inmate and Palm Beach Sheriff's Office trustee labor force to assist in daily operations and project work.</li> <li>• Maintain review of 100% of purchases to ensure purchasing guidelines are adhered to.</li> </ul>
<b>Goal</b>	<b>Provide excellent customer service to internal and external customers.</b>
Objective	<ul style="list-style-type: none"> <li>• Increase the number of public programs web-links on Public Works webpage from 0 to 5.</li> <li>• Maintain 24 hour response to solid waste, E-better place, and other requests.</li> </ul>

DEPARTMENT: PUBLIC WORKS FY 2010  
 COST CENTER: OFFICE OF THE DIRECTOR DATE 09-01-2009  
 COST CENTER NO.: 40-41

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
11	1	Executive Salaries	89,498	72,042	76,347	75,605
12	1	Regular Salaries & Wages	52,827	43,827	45,825	48,120
13	1	Other Salaries & Wages	0	3,345	0	0
14	1	Overtime	244	290	890	0
15	1	Special Pay	3,600	4,320	4,320	4,320
21	1	Fica Taxes	11,079	9,449	9,745	9,795
22	1	Retirement Contributions	1,892	0	0	0
22	2	FLC Gen Retirement Contr	5,295	5,744	6,152	6,186
22	3	FLC Gen Retirement Match	2,647	2,872	3,076	3,093
23	1	Life & Health Ins - Empl.	11,813	11,115	12,255	13,323
23	2	Dependent Insurance	1,576	296	331	364
23	3	Short Term Disability Pay	0	0	0	0
24	1	Worker's Compensation	836	604	683	2,606
25	1	Unemployment Compensation	0	0	369	371
<b>PERSONNEL SERVICES TOTAL</b>			<b>181,307</b>	<b>153,904</b>	<b>159,993</b>	<b>163,783</b>
40	4	Ed Train Sem & Asc Exp	1,728	1,152	1,350	1,350
40	5	Business Exp & Mileage	535	461	350	350
41	1	Telep, Teleg & Mailgram	57	0	0	0
42	1	Postage, Frt & Exp Charge	0	86	100	100
44	1	Equipment Rental	62	64	100	0
46	3	R & M - Office Equipment	846	312	1,420	1,481
46	4	R & M-Communication Equip	479	1,913	700	700
47	1	Printing & Binding	321	359	325	325
48	1	City Publicity	0	0	0	0
51	2	Office Supplies	2,016	2,156	2,300	2,225
51	4	Copy Paper & Supplies	349	426	400	450
51	5	Minor Office Equip & Furn	1,150	302	200	400
52	5	Consumables & Small Tool	0	0	0	0
52	8	Uniforms & Clothing	104	38	40	0
54	3	Books,Subsc,Prof Supplies	459	0	350	250
54	4	Memberships & Dues	319	323	325	140
<b>OPERATING EXPENSES TOTAL</b>			<b>8,425</b>	<b>7,592</b>	<b>7,960</b>	<b>7,771</b>
64	5	Office Furniture	1,494	0	0	0
64	8	Other Equipment	0	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>1,494</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>191,226</b>	<b>161,496</b>	<b>167,953</b>	<b>171,554</b>

<b>DEPARTMENT</b>	<b>PUBLIC WORKS</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>ROADS &amp; DRAINAGE</b>		
<b>COST CENTER NO.</b>	<b>40-42</b>	<b>DATE</b>	<b>09-01-2009</b>

### PRIMARY FUNCTION NARRATIVE

This Division provides maintenance programs which service the 23.37 miles of dedicated roadways, drainage systems, right-of-ways, 55 landscaped medians, traffic control, and signage. This Division ensures safe, well-maintained right-of-ways, drainage, streets, and thoroughfares throughout the City. The Division also conducts and documents National Pollution Discharge Elimination Systems (NPDES) inspections, repairs, and remedial work.

<u>EXPENDITURES</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 PROPOSED</u>
Personnel Services Expenditures	\$ 318,965	\$ 331,629	\$ 377,311	\$ 323,995
Operating Expenditures	302,900	314,625	331,416	334,652
Capital Expenditures	3,561	-	-	-
General Fund Totals	\$ 625,426	\$ 646,254	\$ 708,727	\$ 658,647

### PERSONNEL STAFFING

<u>POSITION TITLE</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 ACTUAL</u>	<u>FY 2010 PROPOSED</u>
Roads and Drainage Supervisor	1	1	1	1
Crew Leader	1	1	1	1
Maintenance Worker II	3	3	3	3
Maintenance Worker I <sup>1</sup>	2	2	2	1
<b>TOTAL NO. OF STAFF</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>

<sup>1</sup>One Maintenance Worker I position eliminated in FY 2010

<b>DEPARTMENT</b>	<b>PUBLIC WORKS</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>ROADS &amp; DRAINAGE</b>		
	<b>DIVISION</b>		
<b>COST CENTER NO.</b>	<b>40-42</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of stormwater inlets maintained	425	450	452	452
# of pavement (centerline) miles maintained	22.25	22.27	22.27	23.37
# of street name signs maintained	244	482	482	482
# of traffic control signs maintained	1096	933	1091	1091
# of medians maintained	55	55	55	55
# of trees on medians/right of ways maintained	1,438	1,512	1,524	1,524
# of tons of vegetation collected by City	249	173	200	200
# of miles of canals maintained	1	1	1	1
# of miles of alleyways maintained	6.75	6.75	6.75	6.75
# of capital improvement projects coordinated	3	2	4	3

**EFFICIENCY MEASURES**

Cost per stormwater inlet cleaned	\$152.61	\$99.08	\$97.11	\$103.32
Labor cost per mile of alleyways maintained	\$1,299	\$1,360	\$1,878	\$1,972
Avg cost per s.f. of sidewalk repaired	\$0	\$1.11	\$4.64	\$4.81
Avg cost per ton to dispose of vegetation	\$51.24	\$50.81	\$51.57	\$52.90

**EFFECTIVENESS MEASURES**

% of inlets cleaned	27%	27%	33%	33%
% of trees trimmed	36%	70%	90%	90%

**GOALS & OBJECTIVES**

- Goal** Provide well maintained, safe, and healthy landscaping and streetscaping on City streets, sidewalks, right-of-ways, medians, and alleyways.
- Objective**
- Increase G.I.S. infrastructure updates from 2 times per year to 4 times per year.
  - Maintain documentation of all streetlight, sidewalk, stormwater, signage, and roadway inspections and repairs throughout the City at 2 times per year.
  - Increase landscape enhancement of Lake Worth Road medians to reduce long term maintenance costs and to provide a pleasant appearance using xeriscape principles.
- Goal** Provide a well maintained drainage system to enhance flood prevention.
- Objective**
- Maintain proactive cleaning and maintenance of drainage structures identified through visual field inspections.
  - Increase long term projects for the rehabilitation of the Villa Del Trio and Lake Worth Hills subdivisions from 0 to 2.
  - Increase cleaning of stormwater inlets from 141 to 149.

DEPARTMENT: PUBLIC WORKS FY 2010  
 COST CENTER: ROADS AND DRAINAGE DATE 09-01-2009  
 COST CENTER NO.: 40-42

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	220,748	233,881	250,357	223,857
14	1	Overtime	4,211	2,706	4,841	0
15	1	Special Pay	600	860	700	600
21	1	Fica Taxes	16,867	17,665	19,576	17,171
22	1	Retirement Contributions	8,173	8,718	9,492	9,838
22	2	FLC Gen Retirement Contr	6,844	6,451	8,014	6,634
22	3	FLC Gen Retirement Match	2,725	2,508	4,007	3,317
23	1	Life & Health Ins - Empl.	35,350	0	42,529	39,232
23	2	Dependent Insurance	4,879	37,316	5,655	5,824
23	3	Short Term Disability Pay	0	6,422	0	0
24	1	Worker's Compensation	18,568	14,528	31,374	16,850
24	2	City Shared Worker's Comp	0	574	0	0
25	1	Unemployment Compensation	0	0	766	672
<b>PERSONNEL SERVICES TOTAL</b>			<b>318,965</b>	<b>331,629</b>	<b>377,311</b>	<b>323,995</b>
34	2	Aquatic Weed Control	6,084	6,575	7,464	3,480
34	4	Other Contractual Service	1,755	1,405	2,000	1,500
34	41	DOC Service	56,560	56,369	57,602	60,425
40	4	Ed Train Sem & Asc Exp	1,934	721	2,025	1,875
40	5	Business Exp & Mileage	182	0	0	0
43	2	Street Lights	154,633	161,954	165,800	169,600
43	5	Dumping Fees	28,196	24,407	29,115	31,502
44	1	Equipment Rental	289	124	300	300
46	8	R & M Ins Claims	0	0	0	0
52	3	Custodial, Lab & Chem Sup	2,321	7,378	4,300	4,300
52	5	Consumables & Small Tools	2,807	3,070	3,075	3,075
52	7	Medical Supplies	284	291	300	250
52	8	Uniforms & Clothing	2,468	2,504	2,143	1,703
53	1	Roads & Bridges	15,799	21,366	23,150	23,150
53	2	Traffic Control	2,879	9,167	8,400	7,000
53	3	Drainage	26,492	19,161	25,507	26,252
54	3	Books, Subsc, Prof Supplies	88	0	100	100
54	4	Memberships & Dues	129	133	135	140
<b>OPERATING EXPENSES TOTAL</b>			<b>302,900</b>	<b>314,625</b>	<b>331,416</b>	<b>334,652</b>
64	8	Other Equipment	3,561	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>3,561</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>625,426</b>	<b>646,254</b>	<b>708,727</b>	<b>658,647</b>

**DEPARTMENT** PUBLIC WORKS **FISCAL YEAR** 2010  
**COST CENTER** VEHICLE MAINTENANCE  
**COST CENTER NO.** 40-43 **DATE** 09-01-2009

**PRIMARY FUNCTION NARRATIVE**

This Division is responsible for the repair, inspection, and maintenance of the city fleet, which consists of 101 vehicles and 138 pieces of equipment. The Division performs routine in-house maintenance, coordinates warranty repairs with manufacturers, and major repairs with service companies.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 181,672	\$ 195,629	\$ 200,727	\$ 196,592
Operating Expenditures	355,438	436,107	575,659	326,895
Capital Expenditures	10,114	7,400	1,900	
General Fund Totals	\$ 547,224	\$ 639,136	\$ 778,286	\$ 523,487

**PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
Vehicle Maintenance Supervisor	1	1	1	1
Mechanic	2	2	2	2
<b>TOTAL NO. OF STAFF</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>DEPARTMENT</b>	<b>PUBLIC WORKS</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>VEHICLE MAINTENANCE</b>		
<b>COST CENTER NO.</b>	<b>40-43</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of public safety patrol cars maintained	33	34	34	33
# of administrative vehicles maintained	17	17	17	17
# of med/light duty trucks/vans maintained	33	33	35	35
# of heavy duty trucks maintained	4	4	4	4
# of fire engines maintained	5	4	4	4
# of ambulances maintained	4	4	4	4
# of buses maintained	4	4	4	4
# of small engine equipment maintained	126	148	138	138
# of repair orders completed	1,227	1,249	1,250	1,250
# of vehicle preventive maintenance (PM) services performed	282	272	280	280
<b>EFFICIENCY MEASURES</b>				
# of vehicles maintained per employee	45	45	46	46
Avg completed repair orders per employee	558	568	568	568
Avg completed PM per employee	128	124	127	127
<b>EFFECTIVENESS MEASURES</b>				
% of City vehicles receiving PM inspections	100%	100%	100%	100%
% of customers satisfied with service (based on customer survey)	100%	100%	100%	100%

**GOALS & OBJECTIVES**

<b>Goal</b>	<b>Provide safe, well maintained vehicles and equipment to support employees in the course of their duties in a cost effective manner.</b>
Objective	<ul style="list-style-type: none"> <li>• Maintain fuel supply that is readily available for City vehicles to support uninterrupted operations for users.</li> <li>• Increase the review of fuel management system usage reports with other Departments from 2 times per year to 4 times per year.</li> <li>• Increase the review of vehicle and equipment usage with other Departments from 1 time per year to 2 times per year.</li> </ul>
<b>Goal</b>	<b>Provide excellent customer service to internal customers.</b>
Objective	<ul style="list-style-type: none"> <li>• Maintain a two (2) hour turn-around time for light duty vehicle preventive maintenance (cars, vans, light trucks).</li> <li>• Maintain a one hour emergency response time during normal working hours.</li> <li>• Decrease contractual services used to fabricate and weld equipment, vehicles, and structures.</li> </ul>

DEPARTMENT: PUBLIC WORKS FY 2010  
 COST CENTER: VEHICLE MAINTENANCE DATE 09-01-2009  
 COST CENTER NO: 40-43

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	127,168	138,940	141,539	141,896
14	1	Overtime	4,459	1,613	2,669	0
15	1	Special Pay	960	1,080	900	900
21	1	Fica Taxes	9,696	10,360	11,101	10,924
22	1	Retirement Contributions	5,263	5,313	5,341	5,980
22	2	FLC Gen Retirement Contr	2,836	4,093	4,364	4,324
22	3	FLC Gen Retirement Match	1,418	2,047	2,182	2,162
23	1	Life & Health Ins - Empl.	15,089	16,358	18,227	19,616
23	2	Dependent Insurance	4,879	5,196	5,655	5,824
23	3	Short Term Disability Pay	0	0	0	0
24	1	Worker's Compensation	6,780	4,728	8,316	4,540
25	1	Unemployment Compensation	3,124	5,901	433	426
<b>PERSONNEL SERVICES TOTAL</b>			<b>181,672</b>	<b>195,629</b>	<b>200,727</b>	<b>196,592</b>
34	4	Other Contractual Service	25,063	36,666	46,215	41,465
40	4	Ed Train Sem & Asc Exp	3,967	2,226	4,300	2,600
41	4	Telep, Teleg & Mailgram	33	85	84	84
43	5	Dumping Fees	0	0	0	750
44	1	Equipment Rental	59	0	200	200
44	2	Uniform Rental	1,029	1,072	1,100	1,115
46	2	R & M - Vehicles	64,056	64,620	77,000	67,000
46	5	R & M - Other Equipment	9,297	12,929	11,000	11,000
46	7	R & M - Computer Equip	0	0	350	2,000
46	8	R & M Ins Claims Repairs	6,802	2,245	0	0
49	3	Titles, Tags & Taxes	325	263	325	740
49	7	Computer Software & Prog.	1,837	1,499	1,700	1,500
51	5	Minor Office Equip & Furn	0	0	0	0
52	1	Fuel & Lubricants	239,358	311,855	430,150	194,910
52	5	Consumables & Small Tools	2,600	1,555	2,000	2,000
52	7	Medical Supplies	191	105	300	250
52	8	Uniforms & Clothing	566	593	535	881
54	3	Books,Subsc,Prof Supplies	195	244	250	250
54	4	Memberships & Dues	60	150	150	150
<b>OPERATING EXPENSES TOTAL</b>			<b>355,438</b>	<b>436,107</b>	<b>575,659</b>	<b>326,895</b>
64	8	Other Equipment	10,114	7,400	1,900	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>10,114</b>	<b>7,400</b>	<b>1,900</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>547,224</b>	<b>639,136</b>	<b>778,286</b>	<b>523,487</b>

<b>DEPARTMENT</b>	<u>PUBLIC WORKS</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>BUILDING SERVICES</u>		
<b>COST CENTER NO.</b>	<u>40-44</u>	<b>DATE</b>	<u>09-01-2009</u>

### PRIMARY FUNCTION NARRATIVE

This Division is responsible for the maintenance, repair, and minor reconstruction to 18 public buildings and park structures that total 119,600 square feet. The Division ensures that City owned facilities are safe, aesthetically pleasing, operational, and provide a comfortable environment by employing a wide variety of skills to perform preventive maintenance.

<u>EXPENDITURES</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 PROPOSED</u>
Personnel Services Expenditures	\$ 170,151	\$ 182,199	\$ 196,116	\$ 190,024
Operating Expenditures	400,225	470,119	521,006	442,327
Capital Expenditures	34,090	1,759	9,200	800
General Fund Totals	\$ 604,466	\$ 654,077	\$ 726,322	\$ 633,151

### PERSONNEL STAFFING

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
<b>Building Services Supervisor</b>	1	1	1	1
<b>Trades Worker/Electrician</b>	1	1	1	1
<b>Trades Worker</b>	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>DEPARTMENT</b>	<u><b>PUBLIC WORKS</b></u>	<b>FISCAL YEAR</b>	<u><b>2010</b></u>
<b>COST CENTER</b>	<u><b>BUILDING SERVICES</b></u>		
<b>COST CENTER NO.</b>	<u><b>40-44</b></u>	<b>DATE</b>	<u><b>09-01-2009</b></u>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of office buildings maintained	8	8	8	8
# of other buildings maintained	10	10	10	10
# of total square feet maintained	122,450	119,600	119,600	119,600
# of events participation	7	4	4	4
# of capital projects coordinated	3	2	1	3
# of HVAC systems maintained	33	35	35	35
# of building work orders completed	1,149	971	1,000	1,000
# of capital improvement projects coordinated	3	2	1	2

**EFFICIENCY MEASURES**

Avg maintenance cost per s.f. of building	\$2.19	\$2.67	\$2.70	\$2.76
Avg completed work orders per employee	460	388	400	400
Custodial costs per s.f.	\$1.05	\$1.40	\$1.84	\$1.98

**EFFECTIVENESS MEASURES**

% of customers satisfied with service (Based on customer survey)	100%	100%	100%	100%
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**GOALS & OBJECTIVES**

- Goal**      **Provide attractive, safe, and well-maintained Public buildings and facilities, offering a pleasant and functional workplace and public venue.**
- Objective      • Maintain a 48 hour response time to work order requests.
- Increase custodial services inspections from 12 times per year to 24 times per year.
- Goal**      **Pursue “green” initiatives that provide long term operating and maintenance cost savings.**
- Objective      • Increase the installation of motion sensor light switches in common areas and rooms from 50% to 75%.
- Maintain initiative of replacing existing a/c systems with energy efficient units that use eco-friendly Freon.
- Maintain the procurement of eco-friendly materials (paints, cleaners, fluorescent bulbs, and other chemicals).

DEPARTMENT: PUBLIC WORKS  
 COST CENTER: BUILDING SERVICES  
 COST CENTER NO.: 40-44

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	123,104	133,551	139,424	139,054
14	1	Overtime	642	2,567	2,682	0
15	1	Special Pay	300	360	300	300
21	1	Fica Taxes	9,474	10,418	10,894	10,661
22	1	Retirement Contributions	8,513	9,162	9,999	10,502
22	2	FLC Gen Retirement Contr	1,800	1,959	2,106	2,086
22	3	FLC Gen Retirement Match	900	980	1,053	1,043
23	1	Life & Health Ins - Empl.	15,519	16,358	18,227	19,616
23	2	Dependent Insurance	263	296	331	364
23	3	Short Term Disability	9,636	6,548	0	0
24	1	Worker's Compensation	0	0	10,674	5,981
25	1	Unemployment Compensation	0	0	426	417
<b>PERSONNEL SERVICES TOTAL</b>			<b>170,151</b>	<b>182,199</b>	<b>196,116</b>	<b>190,024</b>
34	4	Other Contractual Service	108,926	163,004	141,772	148,362
40	4	Ed Train Sem & Asc Exp	1,038	1,122	1,100	1,700
41	1	Telep, Teleg & Mailgram	70,056	62,969	67,700	67,736
43	1	Electricity	163,087	175,742	234,504	154,404
43	4	Water & Sewer	18,241	28,680	31,584	31,020
44	1	Equipment Rental	0	0	200	200
44	2	Uniform Rental	0	0	0	0
46	1	R & M - Buildings	35,174	34,464	40,000	35,000
46	5	R & M - Other Equipment	538	101	200	200
46	8	R & M - Ins Claims Repairs	0	0	0	0
49	3	Titles, Tags & Taxes	0	0	75	0
52	3	Custodial, Lab & Chem Sup	1,389	1,426	1,300	1,300
52	5	Consumables & Small Tools	674	1,594	1,500	1,500
52	7	Medical Supplies	0	0	50	50
52	8	Uniforms & Clothing	944	929	921	755
54	3	Books, Subsc, Prof Supplies	158	88	100	100
<b>OPERATING EXPENSES TOTAL</b>			<b>400,225</b>	<b>470,119</b>	<b>521,006</b>	<b>442,327</b>
62	1	Office Buildings	0	0	0	0
62	2	Public Safety Building	5,390	1,759	3,500	800
62	4	Community Hall	0	0	5,700	0
62	5	Parks & Recreation Blds	20,937	0	0	0
62	6	Public Works Buildings	5,673	0	0	0
64	8	Other Equipment	2,090	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>34,090</b>	<b>1,759</b>	<b>9,200</b>	<b>800</b>
<b>DIVISION TOTAL</b>			<b>604,466</b>	<b>654,077</b>	<b>726,322</b>	<b>633,151</b>

<b>DEPARTMENT</b>	<b><u>PUBLIC WORKS</u></b>	<b>FISCAL YEAR</b>	<b><u>2010</u></b>
<b>COST CENTER</b>	<b><u>PARKS &amp; GROUNDS MAINT.</u></b>		
<b>COST CENTER NO.</b>	<b><u>40-46</u></b>	<b>DATE</b>	<b><u>09-01-2009</u></b>

### **PRIMARY FUNCTION NARRATIVE**

This Division is responsible for the maintenance of thirteen City parks and grounds care around ten public buildings. The Division performs maintenance of landscaping, irrigation systems, playground facilities and equipment, athletic fields, lights, and fencing. The Division also provides support to City events.

<b><u>EXPENDITURES</u></b>	<b><u>FY 2007 ACTUAL</u></b>	<b><u>FY 2008 ACTUAL</u></b>	<b><u>FY 2009 BUDGET</u></b>	<b><u>FY 2010 PROPOSED</u></b>
Personnel Services Expenditures	\$ 356,221	\$ 387,241	\$ 413,092	\$ 410,457
Operating Expenditures	150,925	130,353	168,969	154,063
Capital Expenditures	9,827	-	-	
General Fund Totals	\$ 516,973	\$ 517,594	\$ 582,061	\$ 564,520

### **PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
<b>Parks Maintenance Supervisor</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Crew Leader</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Maintenance Worker II</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Maintenance Worker I<sup>1</sup></b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL NO. OF STAFF</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>

<sup>1</sup>Maintenance Worker I reclassified to Maintenance Worker II in FY 2007.

<b>DEPARTMENT</b>	<b>PUBLIC WORKS</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>PARKS &amp; GROUNDS MAINT.</b>		
<b>COST CENTER NO.</b>	<b>40-46</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of parks maintained	13	13	13	13
# of acres mowed in parks	66	67	67	67
# of acres mowed for public buildings	11	11	11	11
# of athletic fields maintained	9	10	10	10
# of athletic courts maintained	26	26	26	26
# of playground areas maintained	13	13	14	14
# of irrigation systems maintained	27	28	28	28
# of trees maintained	4,768	4,275	4,294	4,324
# of community events assisted	8	8	8	8
# of capital improvement projects coordinated	1	2	4	4

**EFFICIENCY MEASURES**

Avg. cost per irrigation system to maintain	\$427	\$318	\$814	\$848
Avg. cost per athletic field to maintain	\$23,456	\$21,599	\$26,429	\$27,113
Avg. cost per acre to mow	\$1,940	\$1,842	\$1,841	\$1,888
Avg. cost per tree trimmed	\$22.57	\$21.17	\$24.62	\$25.86
Avg. cost per court maintained	\$748	\$815	\$890	\$934
Avg. cost per week to remove trash	\$1,684	\$1,594	\$1,824	\$1,916

**EFFECTIVENESS MEASURES**

% of customer requests per 1,000 population	<1%	<1%	<1%	<1%
% of acres mowed according to schedules	100%	100%	100%	100%

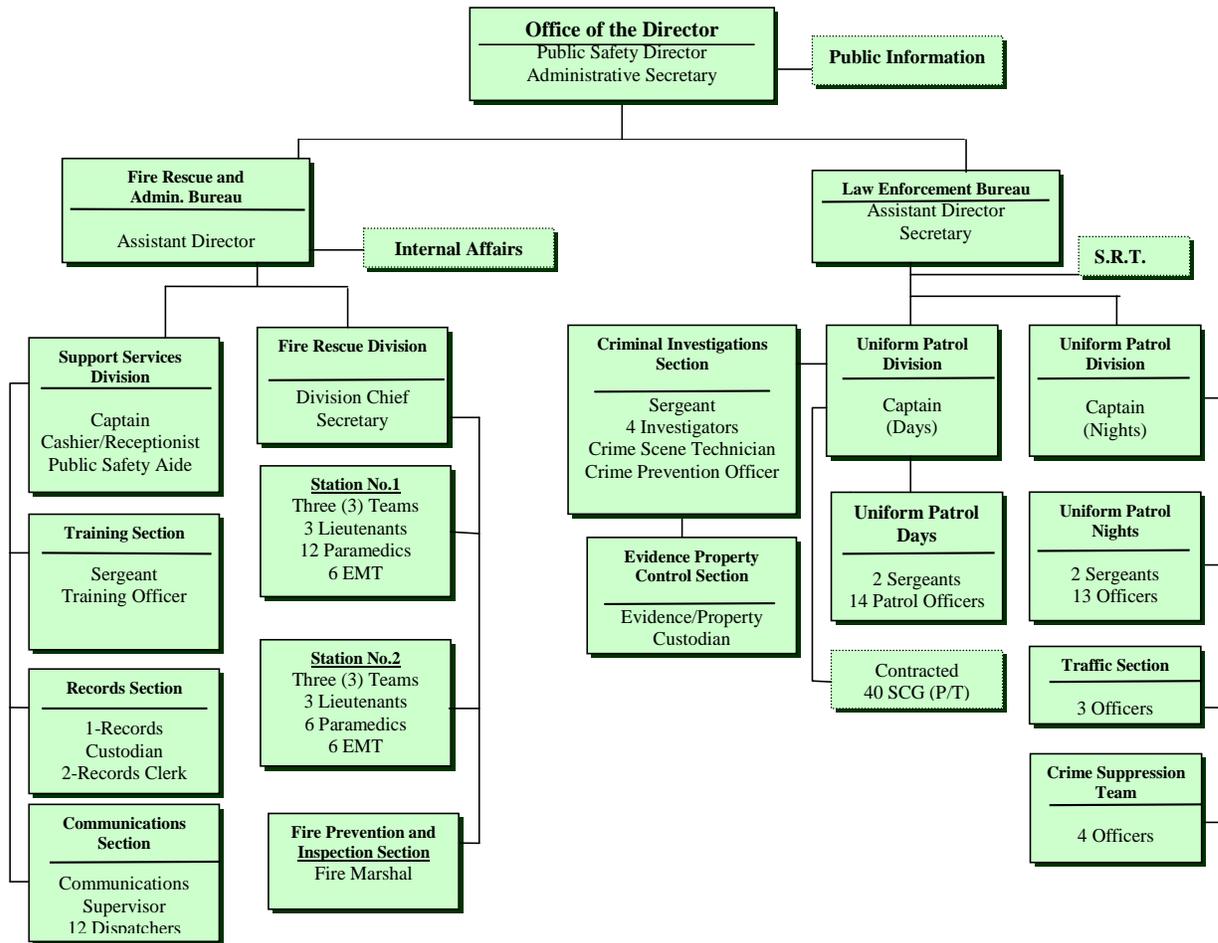
**GOALS & OBJECTIVES**

<b>Goal</b>	<b>Provide clean, safe, and attractive public parks in order to offer a pleasant experience.</b>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Maintain monthly park safety and aesthetic inspections at all parks and public building grounds.</li> <li>Increase inspections of pathways and walking areas from 0 times per year to 2 times per year.</li> <li>Increase inspections of recreational areas, structures, and facilities to meet ADA standards from 0 times per year to 1 time per year.</li> <li>Increase Park user feedback opportunities from 0 to 4.</li> </ul>
<b>Goal</b>	<b>Provide cost effective educational and training opportunities to employees to enhance quality of services.</b>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Continue monthly safety training sessions through use of Florida League of Cities training library.</li> <li>Increase training opportunities on equipment usage from 2 times per year to 4 times per year.</li> </ul>

DEPARTMENT: PUBLIC WORKS FY 2010  
 COST CENTER: PARKS AND GROUNDS DATE 09-01-2009  
 COST CENTER NO.: 40-46

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	248,032	278,151	286,188	287,006
14	1	Overtime	4,708	3,671	5,403	0
15	1	Special Pay	840	960	800	800
21	1	Fica Taxes	18,969	21,030	22,368	22,017
22	1	Retirement Contributions	8,504	8,780	9,466	10,098
22	2	FLC Gen Retirement Contr	5,997	9,263	9,602	9,670
22	3	FLC Gen Retirement Match	2,118	2,811	4,801	4,835
23	1	Life & Health Ins - Empl.	39,661	43,620	48,604	52,310
23	2	Dependent Insurance	6,049	7,535	5,985	12,012
23	3	Short Term Disability	0	0	0	0
24	1	Worker's Compensation	21,136	11,420	19,000	10,848
24	2	City Shared Worker's Com	203	0	0	0
25	1	Unemployment Compensation	4	0	875	861
<b>PERSONNEL SERVICES TOTAL</b>			<b>356,221</b>	<b>387,241</b>	<b>413,092</b>	<b>410,457</b>
34	4	Other Contractual Service	9,076	8,272	9,200	8,700
40	4	Ed Train Sem & Asc Exp	1,549	933	2,300	1,635
43	1	Electricity	72,863	61,597	99,960	82,140
44	1	Equipment Rental	1,133	0	500	500
46	5	R & M - Other Equipment	6,047	14,197	12,250	12,250
46	6	R & M-Parks & Athletic Fd	6,772	8,605	7,450	7,950
46	8	R & M-Ins Claims Rep	2,188	0	0	0
52	2	Parks & Grounds Supplies	41,175	21,837	23,500	25,500
52	3	Custodial, Lab & Chem Sup	3,299	9,343	8,700	10,350
52	5	Consumables & Small Tools	3,121	2,282	1,150	1,650
52	7	Medical Supplies	102	179	250	250
52	8	Uniforms & Clothing	3,337	2,988	3,394	2,978
54	3	Books, Subsc, Prof Supplies	53	0	100	100
54	4	Memberships & Dues	210	120	215	60
<b>OPERATING EXPENSES TOTAL</b>			<b>150,925</b>	<b>130,353</b>	<b>168,969</b>	<b>154,063</b>
64	7	Park Equipment	0	0	0	0
64	8	Other Equipment	9,827	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>9,827</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>516,973</b>	<b>517,594</b>	<b>582,061</b>	<b>564,520</b>

Department of Public Safety



Mission Statement: To protect the health and safety of residents through excellent police, fire, and emergency medical services delivered with both compassion and professionalism, always seeking to obtain and maintain respect and confidence from those we serve.

Full Time Sworn: 52  
 Full Time Fire Rescue: 38  
 Full Time Civilian: 23  
 Total: 113

DEPARTMENT OF PUBLIC SAFETY  
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2009

Office of the Director:

- Increased communication with all divisions and sections with emphasis on the accomplishment of specified departmental goals. Began the review of all General Orders with 69 rewritten with the goal of achieving accreditation through the Commission of Florida Accreditation (CFA) by 2010.
- Reviewed workloads and effectiveness of all divisions, with the focus on improving operational efficiency.
- Began to develop a mentoring and succession plan to effectively develop the next generation of leaders for the department.
- Established a cost cutting program designed to reduce fuel consumption within vehicle fleet.
- Reorganized the Department, placing two Captains within Uniform Patrol Division and reconfiguring Criminal Investigations Section, with the goal of more efficiency and improved performance within the largest and most visible division-Uniform Patrol Division.
- Created a City Ordinance to control false burglar alarms within the City, which was approved by Council.
- Updated Department's strategic plan.
- Initiated Problem Orientated Policing as a *new* philosophy for all divisions and instituted a Crime Suppression Team as part of Uniform Patrol Division.
- Created a numbering system for forms, in compliance with accreditation standards.

Uniform Patrol:

- Maintained and renewed the efforts to provide traffic safety for the community through a variety of efforts, including seat belt and red light enforcement efforts, as well as Driving Under the Influence enforcement.
- Four officers were recognized by four different City civic groups for their efforts at formal awards ceremonies.
- Issued 10,865 Uniform Traffic Citations, investigated 1,208 traffic crashes, arrested 187 subjects for Driving Under the Influence, and responded to 23,964 calls for service.
- Identified eight different Problem Oriented Policing projects, collaborating with other City departments.
- Received State mention for our involvement with the State-wide "Click It or Ticket Campaign" with one traffic officer being recognized at an awards ceremony for his particular efforts.
- Participated in eight multi-jurisdictional saturation patrols to address aggressive drivers and Driving Under the Influence.
- Received, resolved, and closed 26 *E-Better Place* complaints.
- Re-configured the patrol zones for better parity of call load and established permanent zone assignments with the goal of increasing the Problem Oriented Policing concept.

Investigations/Inspections:

- Maintained a 65% clearance rate (210) on cases assigned (322) and investigated and completed 80 physical arrests.
- Processed 75 crime scenes.
- Continued activity with crime prevention efforts conducting 90 meetings with 960 people in attendance.
- Conducted several "Kids Print" sessions, printing 50 children, also printed 105 children and assisted with handing out school supplies at the "Back to School Bash".
- Crime Prevention efforts instituted a "Stop Crime Program" with all service stations within the City to inform drivers to lock their cars.
- Developed new policy to guide the Crime Suppression Team, secured equipment from Target to include a van and cameras for Crime Suppression Team.
- Organized a "City Watch Program" with Department of Public Works to assist in reducing and reporting of crime.
- Conducted five bike safety events with 400 children attending.
- Continued to conduct address verifications for sexual offenders and predators living in the City and provided liaison to Palm Beach Sheriff's Office Sexual Predator/Offender Tracking Unit.
- 85 pounds of drugs and 21 guns were removed from the evidence room and destroyed, following State guidelines.

- Special Response Team served four search warrants for narcotics, responded to three callouts and conducted two enforcement details.

#### Fire/Rescue

- Transitioned to Palm Beach County Dispatch in an effort to increase efficiency for Fire/Rescue calls.
- Working with Finance, created a spread sheet with pricing for supplies designed to reduce costs and provide best pricing.
- Two new Fire/Rescue vehicles were placed into service, and a new pumper is due to be delivered in August.
- The division has continued the commitment to train residents and staff in Cardio Pulmonary Resuscitation as well as continued conducting blood pressure screenings, and other outreach programs. The Division has partnered with Palm Beach County Health Department in administering over 161 Flu vaccines to the residents and employees of the City of Greenacres. The division has also reached out to the many schools in the area to promote fire safety, hosting 91 station tours and safety lectures
- We have continued our commitment to the future of Emergency Medical Services by contracting with the local colleges and trade schools to precept Paramedic and Emergency Medical Technician students, this year we had 15 students complete the program.
- Fire Marshal organized a task force to inspect problematic commercial establishments, resulting in the closing of three establishments.
- The division created a cost recovery program for special details such as John I Leonard football Games, and the yearly battle of the Bands competition. This has been a positive step in lowering overtime cost as in the past these details have been done using overtime personnel.
- Fire Marshal conducted 1,217 residential/commercial inspections, 10 fire investigations, 4 school drills, and 3 public safety awareness presentations.
- As one of this year's goals of mentoring and training employees for future advancement, a fire tactics and Company Officer Class was hosted by Public Safety. These classes were opened to outside agencies as well offsetting the cost of the classes.
- Applied for a State Emergency Medical Services grant for \$47,000 for medical equipment and was awarded the grant.
- The Fire/Rescue Division, along with its Medical Director, have implemented new Advanced Life Support protocols that have been called cutting edge and will have a significant impact with the health and well being of the population that the City serves.
- The Fire Marshal's Association of Palm Beach County received smoke detectors from Palm Beach Gardens fire rescue. Fire Marshal Molloy received forty of them and distributed them to select residents of Pickwick Park.
- Fire Marshal Molloy gave a safety class including the use of fire extinguishers to the Public Works Department.
- During the investigation of a structure fire that gutted a trailer, Fire Marshal Molloy found four juveniles that were involved with starting the fire. She was able to get them to confess and referred them all to the Juvenile Fire Starter Program organized by Palm Beach County Fire Rescue.
- During the investigation of two restaurant kitchen fires, it was found that the fire hood suppression system did not activate. Fire Marshal Molloy along with the state Fire Marshal started to investigate the reason for the malfunctions and found numerous violations. Due to the findings of the investigation, Fire Marshals throughout Palm Beach County have changed the way that these occupancies are being inspected.
- Received donations in the amount of \$4,443 from both commercial and residential groups.

#### Support Services:

- Exceeded the goal of a seven (7) second answer time for calls for service by achieving an average of 4.5 seconds.
- The Training Section hosted six training courses for outside entities.
- The Training Section provided Fire Training to the City of Atlantis personnel and Taser training for Lake Clark Shores PD.
- Training Section has established a yearly maintenance program for all Department issued firearms.
- The Records Section updated their records request procedures and costs in accordance to Florida State Statutes.

## DEPARTMENT OF PUBLIC SAFETY

FY 2009		COST CENTER SUMMARY AND DESCRIPTION	FY 2010		% CHANGE
NO. OF POSITIONS	BUDGET DOLLARS		NO. OF POSITIONS	BUDGET DOLLARS	
4	\$ 516,768	50-51 Office of the Director	4	\$ 536,231	3.8%
40	3,624,480	50-53 Uniform Patrol	40	4,191,666	15.6%
9	941,372	50-54 Investigations	9	828,297	-12.0%
39	4,091,410	50-55 EMS	39	4,554,647	11.3%
21	1,861,866	50-57 Support Services	21	1,753,890	-5.8%
<u>113</u>	<u>\$11,035,896</u>		<u>113</u>	<u>\$11,864,731</u>	<u>7.5%</u>

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**DEPARTMENT**      PUBLIC SAFETY OVERVIEW      **FISCAL YEAR**    2010

**COST CENTER NO.**    50      **DATE**      09-01-2009

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**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
Total Calls for Service Dispatched	26,967	30,460	31,753	29,195
Fire Calls (Actual)	130	124	124	136
Uniform Crime Reporting Total – Part I (crimes per 1,000 population)	49	56	56	48
Uniform Crime Reporting Violent Crimes (per 1,000 population)	7.2	9.1	9.1	8.0

**EFFICIENCY MEASURES**

Average Cost per Capita	\$ 305	\$ 345	\$344	\$368
Average Cost per Call for Service	\$ 364	\$ 378	\$348	\$410
Average Calls per Household	1.59	1.73	1.81	1.75

**EFFECTIVENESS MEASURES**

Clearance of Part I Crimes	25.7%	26.4%	27.1%	29.3%
Dollar Loss from Fires	\$580,766	\$ 551,727	\$524,141	\$550,000
ISO PPC Fire Rating*	3	3	3	3

\*Insurance Service Office Public Protection Class Fire Rating ranges from 10 to 1 with 1 being the highest.

**DEPARTMENT** PUBLIC SAFETY **FISCAL YEAR** 2010  
**COST CENTER** OFFICE OF THE DIRECTOR  
**COST CENTER NO.** 50-51 **DATE** 09-01-2009

**PRIMARY FUNCTION NARRATIVE**

The Department's Administration is responsible for maintaining charge, management, supervision, and control of all the activities in the areas of police, fire, and emergency medical services. The Department's Administration provides for the coordination of activities between Bureaus, Divisions, Sections, and other City Departments, and collects data and compiles special reports as required. Internal Affairs/Professional Standards and Public Information Officer (PIO) functions report directly to Office of the Director.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 464,231	\$ 485,534	\$ 511,643	\$ 532,213
Operating Expenditures	2,233	4,239	5,125	4,018
Capital Expenditures	-	-	-	-
General Fund Totals	\$ 466,464	\$ 489,773	\$ 516,768	\$ 536,231

**PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
Public Safety Director	1	1	1	1
Assistant Director	2	2	2	2
Administrative Secretary	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

<b>DEPARTMENT</b>	<u>PUBLIC SAFETY</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>OFFICE OF THE DIRECTOR</u>		
<b>COST CENTER NO.</b>	<u>50-51</u>	<b>DATE</b>	<u>09-01-2009</u>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
Total Council Reports Prepared	18	20	20	20
Atlantis Annual Reports	1	1	1	1
Fire/Rescue Monthly Report/Atlantis	12	12	12	12
Department Staff Meetings	40	46	22	22
Organized Employee Committee Meetings	5	6	6	6
Police/Fire Chiefs & Law Enforcement Planning Council Meetings	30	30	30	30

**GOALS & OBJECTIVES**

**Goal**      **To maintain the established values of the department and city through the accomplishment of specific goals as listed by each division.**

- Objective**
- To provide daily oversight and direction to the divisions and sections in order to ensure the most efficient use of resources in the delivery of Police and Fire/Rescue services toward the completion of specific goals to accomplish the Department's mission.
  - To provide input and feedback through communications and meetings with staff.

**Goal**      **To increase leadership abilities of command personnel to provide future leadership.**

- Objective**
- To prepare qualified personnel for critical positions that are vacated due to retirements, attrition and/or other factors.
  - To develop and direct staff in a manner designed to provide the necessary background to take over leadership responsibility, through training and goal setting.
  - To mentor staff and provide direction for growth in leadership issues through written, verbal, and presentations designed to stimulate thinking.

**Goal**      **To increase the Department employees' knowledge of the annual work plan and goals contained therein.**

- Objectives**
- To provide all employees with the annual work plan as it relates to their division or section.
  - To increase communications on current issues with the City Manager and department personnel.
  - To provide measurable performance measures and timelines for completion.

DEPARTMENT: PUBLIC SAFETY  
 COST CENTER: OFFICE OF THE DIRECTOR  
 COST CENTER NO.: 50-51

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
11	1	Executive Salaries	165,481	109,448	114,547	114,547
12	1	Regular Salaries & Wages	165,263	250,512	259,017	259,699
14	1	Overtime	0	0	901	0
15	1	Special Pay	4,585	5,735	6,180	6,180
21	1	Fica Taxes	23,915	27,167	29,119	29,103
22	1	Retirement Contributions	50,365	42,547	45,165	49,640
22	2	FLC Gen Retirement Contr	2,057	2,188	2,364	2,318
22	3	FLC Gen Retirement Match	1,029	1,094	1,183	1,158
22	4	FLC P/S FF Retirement Con	8,840	105	3,615	25,760
23	1	Life & Health Ins - Empl.	17,348	21,667	24,575	26,597
23	2	Dependent Insurance	7,172	5,491	5,985	6,188
24	1	Worker's Compensation	18,176	19,580	17,869	9,900
25	1	Unemployment Compensation	0	0	1,123	1,123
<b>PERSONNEL SERVICES TOTAL</b>			<b>464,231</b>	<b>485,534</b>	<b>511,643</b>	<b>532,213</b>
40	3	Personnel Recruiting Exp	0	0	250	0
40	4	Ed Train Sem & Asc Exp	721	2,323	2,600	1,900
40	5	Business Exp & Mileage	478	518	500	500
45	2	Surety Bond	0	98	0	0
46	3	R & M - Office Equipment	0	0	0	0
48	2	Crime & Fire Prevention	0	0	0	0
51	2	Office Supplies	0	0	0	0
51	5	Minor Office Equip & Fur	560	0	0	0
52	5	Consumables & Small Tool	0	0	0	0
52	8	Uniforms & Clothing	212	695	795	738
54	3	Books,Subsc,Prof Supplies	102	0	0	0
54	4	Memberships & Dues	160	605	980	880
<b>OPERATING EXPENSES TOTAL</b>			<b>2,233</b>	<b>4,239</b>	<b>5,125</b>	<b>4,018</b>
<b>DIVISION TOTAL</b>			<b>466,464</b>	<b>489,773</b>	<b>516,768</b>	<b>536,231</b>

<b>DEPARTMENT</b>	<b>PUBLIC SAFETY</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>UNIFORM PATROL</b>		
<b>COST CENTER NO.</b>	<b>50-53</b>	<b>DATE</b>	<b>09-01-2009</b>

### **PRIMARY FUNCTION NARRATIVE**

The Uniform Patrol Division is responsible for general patrol of the City for the detection and prevention of criminal activity and the apprehension of law violators. The Uniform Patrol Division provides a Sergeant on each shift to oversee and assist with reviewing paperwork, providing general direction, supervision, and backup capabilities for all subordinate activities, and other duties as needed. This Division responds to calls for service from citizens, conducts preliminary investigations, enforces traffic and parking regulations. The Division supports the Problem Oriented Policing philosophy, actively working with the community to understand and address issues that lead to crime within our city. The Uniform Patrol Division addresses street level crime through the Crime Suppression Team, mitigates critical incidents via the Special Response Team, and provides support for Fire Rescue Division.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 2,951,125	\$ 3,002,434	\$ 3,268,609	\$ 3,846,296
Operating Expenditures	313,809	317,723	347,111	345,370
Capital Expenditures	9,884	13,402	8,760	-
General Fund Totals	\$ 3,274,818	\$ 3,333,559	\$ 3,624,480	\$ 4,191,666

### **PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
<b>Captain</b>	<b>1</b>	<b>1</b>	<b>2<sup>2</sup></b>	<b>2</b>
<b>Sergeant</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Police Officer</b>	<b>34</b>	<b>33<sup>3</sup></b>	<b>34<sup>3</sup></b>	<b>34<sup>4</sup></b>
<b>TOTAL NO. OF STAFF</b>	<b>39</b>	<b>38</b>	<b>40</b>	<b>40</b>

<sup>3</sup> Position eliminated in FY 2008

<sup>2</sup> Position transferred from Cost Center 50-54 in mid-year FY 2009

<sup>3</sup> Position transferred from Cost Center 50-57 in mid-year FY 2009

<sup>4</sup> Two positions frozen for FY2010

<b>DEPARTMENT</b>	<b>PUBLIC SAFETY</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>UNIFORM PATROL</b>		
<b>COST CENTER NO.</b>	<b>50-53</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
Total calls for service	22,363	25,412	26,272	24,506
Number of persons arrested	2,716	2,760	2,832	3,582
Traffic crashes total	1,268	1,421	1,471	1,294
Traffic crashes UPD <sup>1</sup>	909	921	938	738
Traffic crashes traffic section	359	500	533	556
Traffic citations total	8,840	9,224	9,485	10,755
Number of arrests per officer	82	75	77	105
Number of POP projects <sup>2</sup>	N/A	N/A	N/A	16
<b>EFFICIENCY MEASURES</b>				
(Number of Officers)	33	37	38	38
Calls per officer	678	687	710	645
Average cost per call	\$146	\$164	\$138	\$133
Crashes handled per officer UPD	29	26	27	21
Crashes handled per officer traffic	179	250	266	185
Average citations per officer UPD	158	165	170	173
Average citations per officer traffic	1,650	1,725	1,767	1,950
Hours of SRT Utilization <sup>3</sup>	1,028	1,152	907	854
Average hours of POP projects	N/A	N/A	N/A	800
<b>EFFECTIVENESS MEASURES</b>				
% of priority 1 calls responded to in ≤ 5 min	42%	42%	44%	51%
% of all calls responded to in ≤ 5 min	45%	45%	46%	52%
Crashes per 1,000 population	39.4	44.2	45.8	50.0
Traffic fatalities per 1,000 population	.062	.062	.062	.061

<sup>1</sup>Uniform Patrol Division<sup>2</sup>Problem Oriented Policing<sup>3</sup>Special Response Team

**GOALS & OBJECTIVES**

**Goal**           **To decrease traffic related crashes that result in personal injuries and property damages.**

- Objective
- To maintain a minimum of three (3) Traffic Enforcement Details.
  - To participate in at least two (2) State and County Safety Seat Belt initiatives throughout the year and complete an after action report at the conclusion of each detail to gauge its effectiveness.
  - To participate in a minimum of three (3) Driving Under the Influence Saturation Patrols throughout the year and complete an after action report at the conclusion of each wave to gauge its effectiveness.

**Goal**           **To decrease repetitive crimes.**

- Objective
- To identify, through crime analysis, law enforcement issues and deploy officers to address those concerns in an efficient and effective manner.
  - To utilize a Problem Oriented Policing philosophy towards identified issues.
  - To conduct Directed Patrol to specific areas to mitigate identified problems.
  - To focus a variety of resources to address criminal concerns.

**Goal**           **To increase collaboration with other City Departments to mitigate neighborhood problems.**

- Objective
- To maintain 52 hours of contact with Leisure Services programs to assist neighborhood youth to avoid trouble.
  - To maintain ten (10) joint meetings with Code Enforcement to address neighborhood and business issues.
  - To maintain participation in City-sponsored events to enhance public safety.

**Goal**           **To decrease drug related crimes.**

- Objective
- To obtain a minimum of 250 field interview reports to assist in the identification of possible criminal suspects.
  - To procure at least two (2) search/arrest warrants pursuant to legal tactical operations.
  - To take both covert and overt approaches to enforcement utilizing cooperative efforts (Uniform Patrol Division, Crime Suppression Team, and Special Response Team).

**Goal**           **To decrease timeframe in which offense reports are submitted to Records.**

- Objective
- To increase oversight in the Uniform Patrol Division.
  - To devise methods for logging reports to ensure accountability.
  - To task Captains with report review to ensure accuracy, uniformity, and timeliness.

DEPARTMENT: PUBLIC SAFETY  
 COST CENTER: UNIFORM PATROL  
 COST CENTER NO.: 50-53

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	1,870,362	2,004,050	2,234,576	2,311,911
13	1	Other Salaries & Wages	0	0	0	0
14	1	Overtime	113,285	115,776	145,892	125,263
15	1	Special Pay	89,243	87,403	37,040	91,580
21	1	Fica Taxes	148,329	156,947	184,939	193,450
22	1	Retirement Contributions	67,065	57,989	63,300	88,388
22	2	FLC Gen Retirement Contr	0	0	0	0
22	3	FLC Gen Retirement Match	0	0	0	0
22	4	FLC P/S FF Retirement Con	273,352	169,683	166,565	599,856
23	1	Life & Health Ins - Empl.	190,623	202,083	230,873	261,547
23	2	Dependent Insurance	63,715	71,239	74,430	94,276
23	3	Short Term Disability Pay	0	0	0	0
24	1	Worker's Compensation	132,644	135,708	123,853	72,714
24	2	City Shared Worker's Comp	2,491	1,556	0	0
25	1	Unemployment Compensation	16	0	7,141	7,311
<b>PERSONNEL SERVICES TOTAL</b>			<b>2,951,125</b>	<b>3,002,434</b>	<b>3,268,609</b>	<b>3,846,296</b>
31	4	Other Professional Svc	286,632	297,084	324,172	324,172
40	4	Ed Train Sem & Asc Exp	3,234	0	0	0
46	5	R & M - Other Equipment	0	4,220	5,480	6,794
49	7	Computer Software & Prog	506	110	0	0
51	4	Copy Paper & Supplies	0	0	0	1,287
51	5	Minor Office Equip & Furn	290	0	0	0
52	3	Custodial, Lab & Chem Sup	0	0	0	0
52	5	Consumables & Small Tools	1,206	773	1,574	350
52	8	Uniforms & Clothing	20,301	13,503	14,879	12,217
53	2	Traffic Control	1,640	2,033	1,006	100
54	4	Memberships & Dues	0	0	0	450
<b>OPERATING EXPENSES TOTAL</b>			<b>313,809</b>	<b>317,723</b>	<b>347,111</b>	<b>345,370</b>
64	4	Communication Equipment	0	8,670	8,760	0
64	8	Other Equipment	9,884	4,732	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>9,884</b>	<b>13,402</b>	<b>8,760</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>3,274,818</b>	<b>3,333,559</b>	<b>3,624,480</b>	<b>4,191,666</b>

<b>DEPARTMENT</b>	<u>PUBLIC SAFETY</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>INVESTIGATIONS</u>		
<b>COST CENTER NO.</b>	<u>50-54</u>	<b>DATE</b>	<u>09-01-2009</u>

### PRIMARY FUNCTION NARRATIVE

The Investigations Division is responsible for performing criminal investigations, crime scene investigations, crime analysis, intelligence gathering, and evidence collection and processing. The Crime Prevention Officer conducts crime prevention, statistical analysis, and safety programs. The Evidence/Property Custodian maintains inventory control of all evidence and property.

<u>EXPENDITURES</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 PROPOSED</u>
Personnel Services Expenditures	\$ 791,816	\$ 837,252	\$ 915,462	\$ 806,589
Operating Expenditures	27,772	24,805	25,910	19,620
Capital Expenditures	1,900	-	-	2,088
General Fund Totals	\$ 821,488	\$ 862,057	\$ 941,372	\$ 828,297

### PERSONNEL STAFFING

<u>POSITION TITLE</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 ACTUAL</u>	<u>FY 2010 PROPOSED</u>
<b>Captain</b>	1	1	0 <sup>1</sup>	0
<b>Sergeant</b>	1	1	1	1
<b>Investigators</b>	4	4	4	4
<b>Crime Scene Technician</b>	1	1	1	1
<b>Crime Prevention Officer</b>	1	1	1	1
<b>Evidence Property Custodian</b>	1	1	1	1
<b>Secretary</b>	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>9</b>

<sup>1</sup> Position transferred to 50-53 in mid-year FY 2009

<b>DEPARTMENT</b>	<b>PUBLIC SAFETY</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>INVESTIGATIONS</b>		
<b>COST CENTER NO.</b>	<b>50-54</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
Total cases investigated	342	330	418	344
Cases cleared	220	268	271	210
Crime prevention meetings	105	100	100	48
Crime scenes processed	159	152	165	135
Evidence vault audits	2	2	2	2
Child abuse cases reviewed	258	258	320	228
Sex offender address sweeps	-	4	4	4
Number of applications processed	185	205	100	20
Total number of cases reviewed for assignment	-	619	618	620
<b>EFFICIENCY MEASURES</b>				
Cases per Investigator	68	76	84	86
Cost per case investigated	\$2,402	\$2,387	\$2,190	\$2,237
Cost per case cleared	\$3,734	\$3,386	\$3,378	\$3,665
Cost per crime scene processed	\$297	\$338	\$326	\$566
Cost per case reviewed	-	-	\$217	\$216
<b>EFFECTIVENESS MEASURES</b>				
Clearance rate on cases investigated	64%	70%	65%	61%
Sex offenders' addresses verified	-	-	50	50
% of cases assigned to Investigators	-	53%	68%	55%

**GOALS & OBJECTIVES**

**Goal**            **To maintain a successful clearance of crime cases.**

- Objective**
- To attain a clearance rate of 40% on total assigned cases.
  - To assign and investigate crimes with solvability factors conducive to achieving successful results.
  - To process a minimum of 100 crime scenes.

**Goal**            **To maintain the security and integrity of all evidence and property.**

- Objective**
- To maintain accurate inventory control.
  - To conduct two (2) random audits of the evidence vault in order to assess inventory control and documentation.

**Goal**            **To increase citizens and businesses awareness and participation in crime reduction.**

- Objective**
- To maintain a working partnership with citizens to prevent and solve crimes through crime prevention awareness and education.
  - To conduct a minimum of 48 neighborhood watch and/or crime prevention presentations.
  - To host Citywide Bi-Annual crime prevention meetings.

DEPARTMENT: **PUBLIC SAFETY**  
 COST CENTER: **INVESTIGATION UNIT**  
 COST CENTER NO.: **50-54**

FY 2010  
 DATE **09-01-2009**

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	530,154	573,370	610,001	518,533
14	1	Overtime	11,938	17,491	30,426	15,642
15	1	Special Pay	13,675	16,193	11,340	8,900
21	1	Fica Taxes	39,604	43,267	49,861	41,545
22	1	Retirement Contributions	51,751	52,391	57,184	38,436
22	2	FLC Gen Retirement Contr	2,490	5,073	5,381	5,469
22	3	FLC Gen Retirement Match	1,032	2,504	2,690	2,735
22	4	FLC P/S FF Retirement Con	32,952	14,922	17,771	71,917
23	1	Life & Health Ins - Empl.	49,781	54,526	60,755	58,848
23	2	Dependent Insurance	25,948	24,407	34,317	29,120
23	3	Short Term Disability	475	0	0	0
24	1	Worker's Compensation	32,016	33,108	33,815	13,842
24	2	City Shared Worker's Comp	0	0	0	0
25	1	Unemployment Compensation	0	0	1,921	1,602
<b>PERSONNEL SERVICES TOTAL</b>			<b>791,816</b>	<b>837,252</b>	<b>915,462</b>	<b>806,589</b>
31	5	Physical Exams	0	0	0	0
34	4	Other Contractual Service	1,732	3,066	2,808	2,400
40	4	Ed Train Sem & Asc Exp	0	0	0	0
44	3	Other Rentals	1,552	4,316	3,500	3,000
45	2	Surety Bonds	0	127	0	0
46	3	R & M - Office Equipment	95	0	0	0
46	5	R & M - Other Equipment	225	0	550	300
48	2	Crime & Fire Prevention	7,990	3,995	2,000	1,500
48	7	Other Promeo Prog	0	33	0	0
49	5	Witness Fees,Info & Evid	3,464	3,380	5,000	5,000
49	7	Computer Software & Prog.	408	391	0	0
51	5	Minor Office Equip & Furn	2,380	780	1,788	500
51	7	Commemoratives	0	483	700	0
52	3	Custodial,Lab & Chem Sup	4,044	3,532	3,800	3,800
52	4	Ammo,Weapons,Cleaning Sup	839	0	0	0
52	5	Consumables & Small Tools	0	0	0	0
52	8	Uniforms & Clothing	1,616	1,453	2,584	900
52	9	Tapes,Film & Film Supply	2,215	2,991	3,000	2,000
54	3	Books,Subsc,Prof Supplies	837	208	0	0
54	4	Memberships & Dues	375	50	180	220
<b>OPERATING EXPENSES TOTAL</b>			<b>27,772</b>	<b>24,805</b>	<b>25,910</b>	<b>19,620</b>
64	4	Communication Equipment	0	0	0	0
64	5	Office Furniture	0	0	0	0
64	8	Other Equipment	0	0	0	2,088
64	9	Comp Hardware/Software	1,900	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>1,900</b>	<b>0</b>	<b>0</b>	<b>2,088</b>
<b>DIVISION TOTAL</b>			<b>821,488</b>	<b>862,057</b>	<b>941,372</b>	<b>828,297</b>

**DEPARTMENT** PUBLIC SAFETY **FISCAL YEAR** 2010  
**COST CENTER** FIRE/RESCUE  
**COST CENTER NO.** 50-55 **DATE** 09-01-2009

**PRIMARY FUNCTION NARRATIVE**

The Fire/Rescue Division provides ALS-BLS Emergency Medical Transport Services and Fire Suppression services to the City of Greenacres and the City of Atlantis. The Division optimizes patient care by maintaining rapid response times, public education, health screenings, increased training, and implementation of proven techniques. The Fire Marshal educates the public by addressing fire prevention, fire safety issues and conducting fire inspections and plan reviews.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 3,702,795	\$ 3,904,733	\$ 3,955,579	\$ 4,430,968
Operating Expenditures	122,337	114,729	135,831	123,679
Capital Expenditures	-	1,259	-	0
General Fund Totals	\$ 3,825,132	\$ 4,020,721	\$ 4,091,410	\$ 4,554,647

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
<b>Division Chief</b>	1	1	1	1
<b>Lieutenant</b>	6	6	6	6
<b>Firefighter/Paramedic</b>	18	18	18	18
<b>Firefighter/EMT</b>	15	12 <sup>1</sup>	12	12
<b>Fire Marshal</b>	1	1	1	1
<b>Secretary</b>	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>42</b>	<b>39</b>	<b>39</b>	<b>39</b>

<sup>1</sup> Frozen Positions Eliminated

<b>DEPARTMENT</b>	<u>PUBLIC SAFETY</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>FIRE/RESCUE</u>		
<b>COST CENTER NO.</b>	<u>50-55</u>	<b>DATE</b>	<u>09-01-2009</u>

**PERFORMANCE MEASURES**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>WORKLOAD</b>				
Total calls for service	4,604	4,631	4,660	4,689
Calls for service station 1	2,901	3,035	2,828	2,635
Calls for service station 2	1,703	1,596	1,832	2,054
Calls for service Atlantis	456	516	498	481
Fire safety inspections	1,389	1,400	1,410	1,420
Atlantis monthly reports	12	12	12	12
CPR <sup>1</sup> classes taught	27	28	24	30
Blood pressure screenings	1,360	1,380	1,000	800
Patients treated	4,195	4,305	4,298	4,291
Patients treated Atlantis	330	436	528	639
Atlantis transports	299	336	350	365
Number of ALS <sup>2</sup> transports station 1	1,081	1,144	1,010	891
Number of ALS transports station 2	635	646	606	568
Number of BLS <sup>3</sup> transports station 1	456	480	416	359
Number of BLS transports station 2	279	289	248	213
<b>EFFICIENCY MEASURES</b>				
Cost per call for service	\$831	\$864	\$747	\$742
Cost per transport	\$1,561	\$1,704	\$1,532	\$1,714
Cost per fire inspection	\$74.15	\$76.95	\$75.89	\$75.36
<b>EFFECTIVENESS MEASURES</b>				
Number of Cardio Pulmonary Resuscitation students certified	168	184	150	180
Average response times for Fire/Rescue calls	4.3 min	4.4 min	4.4 min	4.5 min

<sup>1</sup>Cardio Pulmonary Resuscitation<sup>2</sup>Advanced Life Support<sup>3</sup>Basic Life Support

**GOALS & OBJECTIVES**

**Goal**            **To maintain quality emergency medical services.**

- Objective
- To monitor quality assurance standards by reviewing and critiquing 25 emergency medical responses per week.
  - To provide ongoing training to maintain required certifications.

**Goal**            **To maintain an average 4.5-minute response time to all emergency calls for service.**

- Objective
- To provide immediate response to emergency fire-medical calls for service.

**Goal**            **To decrease property loss and injury due to fire.**

- Objective
- To compute a minimum of 1,200 commercial/residential fire safety inspections.
  - To conduct ten (10) fire safety presentations.
  - To evaluate eight (8) PBC School District Fire Drills.

DEPARTMENT: PUBLIC SAFETY  
 COST CENTER: EMS  
 COST CENTER NO.: 50-55

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	2,196,284	2,413,452	2,507,755	2,550,788
14	1	Overtime	359,070	345,097	419,843	393,126
15	1	Special Pay	24,828	26,770	23,600	23,600
21	1	Fica Taxes	189,674	196,548	225,766	227,015
22	1	Retirement Contributions	102,984	115,323	106,593	121,854
22	2	FLC Gen Retirement Contr	14,878	11,893	0	0
22	3	FLC Gen Retirement Match	7,439	5,947	0	0
22	4	FLC P/S FF Retirement Co	307,799	296,377	156,424	647,012
23	1	Life & Health Ins - Empl	201,702	212,650	236,948	255,008
23	2	Dependent Insurance	70,107	76,132	80,489	95,002
23	3	Short Term Disability Pa	1,450	2,125	0	0
24	1	Worker's Compensation	224,561	202,419	189,378	108,731
24	2	City Shared Worker's Com	2,019	0	0	0
25	1	Unemployment Compensatio	0	0	8,783	8,832
<b>PERSONNEL SERVICES TOTAL</b>			<b>3,702,795</b>	<b>3,904,733</b>	<b>3,955,579</b>	<b>4,430,968</b>
31	4	Other Professional Svc	1,290	180	0	0
34	4	Other Contractual Servic	22,530	22,722	23,700	22,800
40	4	Ed Train Sem & Asc Exp	24	0	0	0
44	1	Equipment Rental	1,181	1,076	1,043	2,247
46	3	R & M - Office Equipment	0	0	0	0
46	5	R & M - Other Equipment	17,052	16,085	16,943	16,348
48	6	Other Promo Activities	1,848	2,854	2,850	2,065
49	6	Miscellaneous Expense	1,757	1,675	1,785	1,675
49	7	Computer Software & Prog	1,450	1,450	1,450	1,550
51	5	Minor Office Equip & Fur	0	0	0	0
52	3	Custodial, Lab & Chem Sup	2,608	2,439	2,050	2,200
52	5	Consumables & Small Tool	4,136	4,185	3,055	2,525
52	7	Medical Supplies	54,611	48,601	69,755	60,000
52	8	Uniforms & Clothing	13,460	12,042	11,864	10,029
52	9	Tapes, Film & Film Supply	0	0	0	1,000
54	3	Books, Subsc, Prof Supplie	215	975	896	800
54	4	Memberships & Dues	175	445	440	440
<b>OPERATING EXPENSES TOTAL</b>			<b>122,337</b>	<b>114,729</b>	<b>135,831</b>	<b>123,679</b>
64	8	Other Equipment	0	1,259	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>0</b>	<b>1,259</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>3,825,132</b>	<b>4,020,721</b>	<b>4,091,410</b>	<b>4,554,647</b>

<b>DEPARTMENT</b>	<u>PUBLIC SAFETY</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>SUPPORT SERVICES</u>		
<b>COST CENTER NO.</b>	<u>50-57</u>	<b>DATE</b>	<u>09-01-2009</u>

**PRIMARY FUNCTION NARRATIVE**

The Support Services Division provides necessary communications personnel and equipment to receive calls and dispatch appropriate emergency personnel to police, fire, and medical needs. The Records Section personnel record, scan, and file information from departmental reports for future statistical information and public records requests. The Training Section personnel provides relevant training in law enforcement, communications, Fire Rescue and support positions for all employees within the Department.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 996,424	\$ 1,390,569	\$ 1,563,499	\$ 1,468,067
Operating Expenditures	83,073	216,466	297,563	279,154
Capital Expenditures	9,004	-	804	6,669
General Fund Totals	\$ 1,088,501	\$ 1,607,035	1,861,866	1,753,890

**PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
Captain	1	1	1	1
Sergeant	1	1	1	1
Communications Supervisor	1	1	1	1
Training Officer	2	2	1 <sup>1</sup>	1
Records Custodian	1	1	1	1
Public Safety Dispatcher	12	12	12	12 <sup>2</sup>
Records Clerk	2	2	2	2
Public Safety Aide	1	1	1	1
Cashier/Receptionist	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>22</b>	<b>22</b>	<b>21</b>	<b>21</b>

<sup>1</sup> Position transferred to Cost Center 50-53 in mid-year FY2009

<sup>2</sup>One Dispatcher position will be filled with multiple part time dispatchers

<b>DEPARTMENT</b>	<b>PUBLIC SAFETY</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>SUPPORT SERVICES</b>	<b>DATE</b>	<b>09-01-2009</b>
<b>COST CENTER NO.</b>	<b>50-57</b>		

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
Total calls for service	26,967	28,759	31,753	24,506 <sup>4</sup>
Total calls received <sup>2</sup>	124,290	93,114	110,125	90,649
911 calls received <sup>2</sup>	20,445	19,847	20,505	19,630
Communication Training Hours	216	378	390	492
Fire Rescue Training Hours	2,266	2,918	1,898	3,043
Law Enforcement Training Hours	2,630	7,919	4,164	4,949
Open Range Sessions <sup>1</sup>	11	8	6	6
<b>EFFICIENCY MEASURES</b>				
Average calls dispatched per dispatcher (13)	2,074	2,212	2,646	1,885
Average calls per dispatcher <sup>2</sup>	9,561	7,162	9,177	6,973
Cost per call dispatched	\$27.34	\$30.40	\$29.80	\$33.21
Cost for total calls received <sup>2</sup>	\$5.93	\$9.39	\$8.59	\$8.99
Cost per 911 calls received <sup>2</sup>	\$36.06	\$44.05	\$46.15	\$41.54
Training cost per employee <sup>3</sup>	\$2,931	\$2,933	\$3,425	\$2,208
<b>EFFECTIVENESS MEASURES</b>				
Average answer time of 911 calls in seconds	4.6	4	4.5	4.5
E-911 to call entry (formally % 911 call to dispatch time less than 2 minutes)	74.5%	71.2%	72.9%	90 sec

**GOALS & OBJECTIVES**

**Goal** To maintain a timely response to all 911 calls.

- Objective**
- To meet or exceed county dispatching time standards.
  - To maintain an average call answer time of 7 seconds.
  - To maintain an average 911 to call entry time of 90 seconds or less.

**Goal** To decrease the time in which records are available.

- Objective**
- To ensure that all documents received by the Records Section are scanned into LaserFiche within 5 working days of receipt.
  - To reduce date entry errors by 10% to maintain the integrity of all databases.

**Goal** To maintain relevant, realistic training scenarios in conjunction with the most up-to-date training practices.

- Objective**
- To provide necessary training to maintain discipline proficiencies and required certifications.
  - To maintain a data base of all training to insure certifications are met.

<sup>1</sup> Open Range reduced from once a month to every other month in FY 2008

<sup>2</sup> Discrepancies exist between vendor software and random sampling (Interact 911 call recording)

<sup>3</sup> Training Section reduced in FY2010

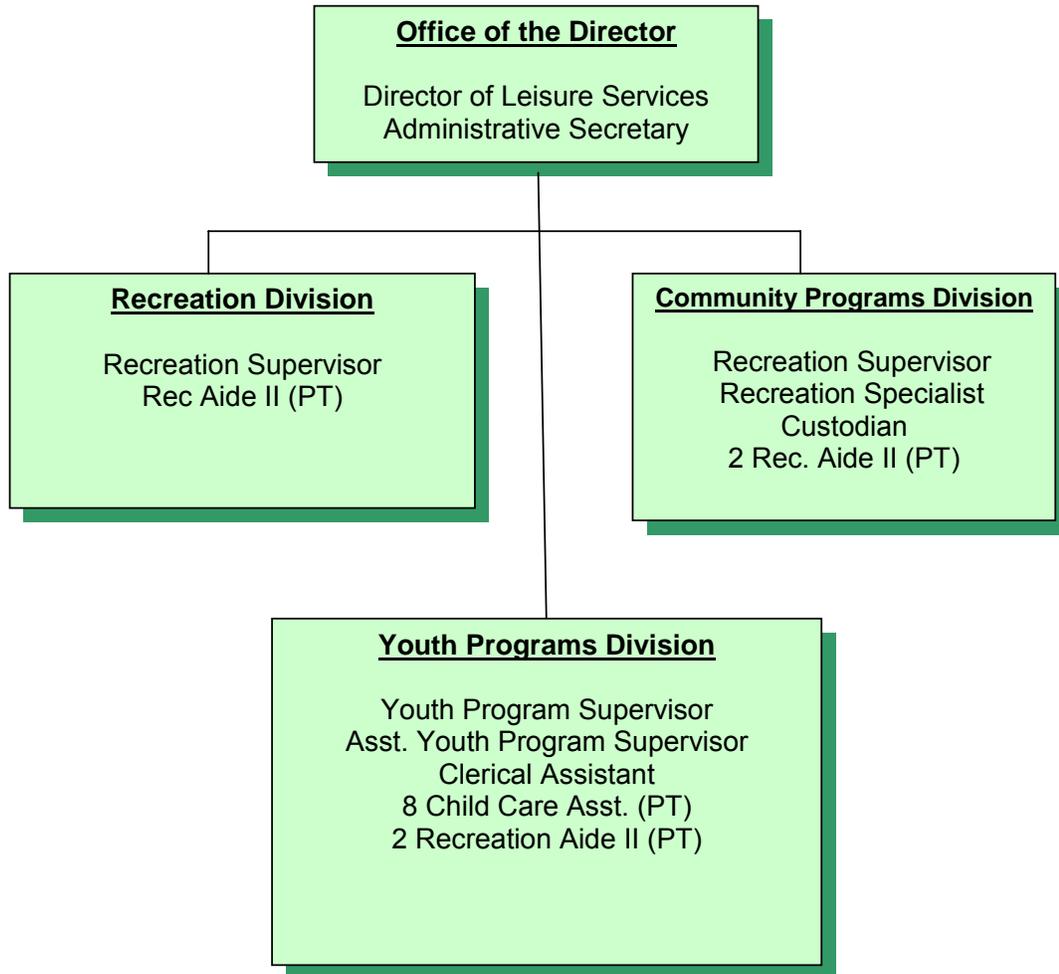
<sup>4</sup> Fire Rescue calls extracted from total in FY2010

DEPARTMENT: PUBLIC SAFETY  
 COST CENTER: SUPPORT SERVICES  
 COST CENTER NO.: 50-57

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	671,136	951,022	1,065,958	992,740
14	1	Overtime	60,168	70,279	78,729	67,677
15	1	Special Pay	2,700	7,408	6,800	5,560
21	1	Fica Taxes	54,469	75,764	88,089	81,549
22	1	Retirement Contributions	33,937	71,774	76,488	79,266
22	2	FLC Gen Retirement Contr	16,231	23,459	28,380	27,928
22	3	FLC Gen Retirement Match	5,878	10,313	14,190	13,965
22	4	FLC P/S FF Retirement	0	4,274	10,619	20,584
23	1	Life & Health Ins - Empl.	91,409	113,218	127,862	130,773
23	2	Dependent Insurance	27,657	36,371	45,054	34,580
23	3	Short Term Disability Pay	8,975	2,575	0	0
24	1	Worker's Compensation	23,864	23,000	17,896	10,263
24	2	City Shared Worker's Comp	0	910	0	0
25	1	Unemployment Compensation	0	202	3,434	3,182
<b>PERSONNEL SERVICES TOTAL</b>			<b>996,424</b>	<b>1,390,569</b>	<b>1,563,499</b>	<b>1,468,067</b>
31	4	Other Professional Svc	0	7,459	5,500	0
34	4	Other Contractual Service	0	0	0	0
40	4	Ed Train Sem & Asc Exp	5	36,042	42,737	21,806
41	1	Telep, Teleg & Mailgram	1,640	30,002	47,136	46,536
42	1	Postage,Frt & Exp Charges	583	2,141	3,150	3,150
44	1	Equipment Rental	600	0	300	315
45	2	Surety Bonds	0	0	0	0
46	3	R & M - Office Equipment	3,423	3,922	4,136	4,550
46	4	R & M-Communication Equip	37,734	11,648	62,870	72,803
46	5	R & M - Other Equipment	16,447	9,322	13,314	11,755
46	7	R & M - Computer Eq	0	9,150	14,000	14,050
47	1	Printing & Binding	1,243	2,287	2,000	2,300
49	7	Computer Software & Prog	0	46,614	54,420	60,539
51	2	Office Supplies	12,865	13,715	16,000	15,000
51	4	Copy Paper & Supplies	2,991	3,149	5,053	4,100
51	5	Minor Office Equip & Furn	2,513	16	759	700
51	7	Commemoratives	610	68	0	0
52	3	Custodial,Lab & Chem Sup	288	334	450	350
52	4	Ammo,Weapons,Cleaning Sup	22	12,360	18,596	18,720
52	5	Consumables & Small Tools	1,547	6,045	3,848	845
52	8	Uniforms & Clothing	451	20,174	2,314	1,420
54	3	Books,Subsc,Prof Supplies	25	1,290	0	0
54	4	Memberships & Dues	86	728	980	215
<b>OPERATING EXPENSES TOTAL</b>			<b>83,073</b>	<b>216,466</b>	<b>297,563</b>	<b>279,154</b>
64	4	Communications Equipment	9,004	0	0	2,162
64	8	Other Equipment	0	0	804	4,507
<b>CAPITAL OUTLAY TOTAL</b>			<b>9,004</b>	<b>0</b>	<b>804</b>	<b>6,669</b>
81	1	Aids To Government Agency	0	0	0	0
<b>GRANTS &amp; AIDS TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>1,088,501</b>	<b>1,607,035</b>	<b>1,861,866</b>	<b>1,753,890</b>

## Department of Leisure Services



### Mission Statement

To enrich the life of residents by providing leisure programs and classes; organized sports activities; community events; and after school programs.

Full Time: 9  
Part Time: 13

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DEPARTMENT OF LEISURE SERVICES  
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2009

**Office of the Director:**

- Received state and local recognition for the Florida City Government Week project “*Valley of Tropical Dreams*” mock city which focused on civic education, youth development and advocacy.
- Received national, state and local recognition as one of the nation’s *100 Best Communities for Young People* from America’s Promise—The Alliance for Youth.
- Received an additional \$7,685 in sponsorship revenue to help offset expenses for community events and \$4,000 from on-line grant applications for youth athletics and afterschool snacks.
- Youth Programs received \$8,500 from *PrimeTime* and \$10,000 from the YMCA of in-kind activity enrichment modules.
- Coordinated 4 contracts—3 of which generated \$293,233 in grant revenue—from the Children’s Services Council, Family Central, Inc. and the USDA Florida Department of Health, Bureau of Child Care Food Program.
- Developed productive partnerships with over 19 community agencies and organizations.

**Recreation Services:**

- Served a total of 218 youth through athletic programs—54% were residents of Greenacres.
- Park Patrol monitored 312 pavilion and field rentals, and generated \$31,223 in revenue.
- Received an additional \$5,000 from the Palms West Chamber of Commerce for the Youth Athletic Scholarship Program, and awarded seven scholarships totaling \$315.
- Increased on-going sponsorship from 3 to 4 agencies (Veolia Environmental Services, Humana, The PB Post and Riverside Bank).

**Community Center:**

- Organized three Neighborhood Improvement Program block parties with over 500 households in attendance.
- Activity/rental fees, event revenue and donations offset 61% of divisions operating expenses (total Operating expenses—\$100,124 and rental revenue totaled \$60,598).
- The Interlocal Agreement with John I. Leonard High School was utilized 26 times (JV Basketball team practiced in the gym) and the Greenacres Historical Society utilized classrooms 22 times for Board meetings and events.
- The Center was rented for 41 days by 6 various religious organizations generating \$6,292.50.
- The Center was utilized 45 days from Governmental agencies: Palm Beach School Board (42), Office of Elections (4) and the Public Works Department (1).
- Offered a variety of 18 senior day trips—serving an average of 43 participants per trip.

**Youth Programs:**

- Conducted a ten week FCAT tutorial program for third graders which improved FCAT scores from a Level 3 to Level 4 in 50% of participating students.
- Increased the number of civic involvement opportunities from 2 to 4 by visiting nursing homes, decorating the Senior Congregate Meal program room, and collecting food for an on-going canned food drive for the Salvation Army.
- City Council recognized 53 students who earned a total of 7,879 volunteer hours through the Presidential Volunteer Services Awards in April.
- Achieved an 80% participation rate for members volunteering at 12 City-sponsored events/Block Parties/projects.

## DEPARTMENT OF LEISURE SERVICES

FY 2009		COST CENTER NUMBER AND DESCRIPTION	FY 2010		% CHANGE
NO. OF POSITIONS	BUDGET DOLLARS		NO. OF POSITIONS	BUDGET DOLLARS	
2	\$ 175,404	60-61 Office of the Director	2	\$ 175,454	0.0%
1 FT/1 PT/9 S	207,644	60-63 Recreational Services	1 FT/1 PT	111,157	-46.5%
3 FT/10 PT	619,658	60-64 Youth Program	3 FT/10 PT	522,847	-15.6%
4 FT/3PT	364,813	60-65 Community Programs	3 FT/2 PT	290,390	-20.4%
<b><u>10 FT / 14 PT/9 S</u></b>	<b><u>\$1,367,519</u></b>		<b><u>9 FT / 13 PT</u></b>	<b><u>\$1,099,848</u></b>	<b><u>-19.6%</u></b>

<b>DEPARTMENT</b>	<b>LEISURE SERVICES</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>OFFICE OF THE DIRECTOR</b>		
<b>COST CENTER NO.</b>	<b>60-61</b>	<b>DATE</b>	<b>09-01-2009</b>

**PRIMARY FUNCTION NARRATIVE**

The Office of the Director is responsible for strategic planning, contract compliance, adherence to policies and procedures, organizational development, personnel and fiscal management, program development, coordination of activities of staff, public and community relations, and monitoring and evaluation of all Leisure Services operations.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services expenditures	\$ 158,243	\$ 157,996	\$ 172,044	\$ 172,359
Operating expenditures	3,783	3,728	3,360	3,095
Capital expenditures	-	-	-	-
General Fund Totals	\$ 162,026	\$ 161,724	\$ 175,404	\$ 175,454

**PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
Director	1	1	1	1
Administrative Secretary	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>DEPARTMENT</b>	<u>LEISURE SERVICES</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>OFFICE OF THE DIRECTOR</u>		
<b>COST CENTER NO.</b>	<u>60-61</u>	<b>DATE</b>	<u>09-01-2009</u>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of Contracts Coordinated	4	4	4	4
# of Service Agreements	67	56	50	50
# of Events Coordinated	11	7	7	8
# of Citizen Requests Processed	1,470	1,502	900	1,500
# of Collaborative Partnerships	15	18	20	20

**EFFICIENCY MEASURES**

Avg. Cost per Contract Coordination	\$7,710	\$8,059	\$9,899	\$8,063
Avg. Cost per Event Coordination	\$575	\$475	\$922	\$468

**EFFECTIVENESS MEASURES**

% of Projected Funding Reimb.	96%	99%	95%	100%
% of event funds covered by sponsorships/donations	66%	30%	9%	25%

**GOALS & OBJECTIVES**

**Goal**      **To provide guidance to divisions for the implementation of the Annual Work Plan, Strategic Plan and departmental goals in order to achieve the City's mission.**

Objective      • To increase the number of Action Plans for objectives identified in the Strategic Plan from 0 to 4.

                    • To maintain collaborative partnerships with 20 local organizations, schools and area businesses.

**Goal**      **To enhance the marketing strategies in order to assist programs to become more self-sufficient.**

Objective      • To maintain the level of revenues equal to expenses for all activities.

                    • To maintain the level of corporate and/or local business sponsors at three (3).

**Goal**      **To provide excellent customer service to the public through events, programs and activities in order to foster community involvement.**

Objective      • To maintain a level of excellent customer satisfaction in 50% of surveyed participants.

DEPARTMENT: LEISURE SERVICE  
 COST CENTER: OFFICE OF THE DIRECTOR  
 COST CENTER NO.: 60-61

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
11	1	Executive Salaries	79,097	84,305	88,530	88,530
12	1	Regular Salaries & Wages	41,151	32,056	34,733	34,733
14	1	Overtime	1,007	641	674	0
15	1	Special Pay	4,320	4,320	4,320	4,320
21	1	Fica Taxes	9,204	8,474	9,812	9,760
22	2	FLC Gen Retirement Contr	5,562	4,808	6,196	6,163
22	3	FLC Gen Retirement Match	2,781	2,404	3,099	3,081
23	1	Life & Health Ins - Empl.	9,682	10,699	12,311	13,388
23	2	Dependent Insurance	4,879	9,829	11,309	11,648
24	1	Worker's Compensation	560	460	688	366
25	1	Unemployment Compensation	0	0	372	370
<b>PERSONNEL SERVICES TOTAL</b>			<b>158,243</b>	<b>157,996</b>	<b>172,044</b>	<b>172,359</b>
40	4	Ed Train Sem & Asc Exp	1,291	1,674	1,270	1,270
40	5	Business Exp & Mileage	84	0	60	60
41	1	Telep, Teleg & Mailgram	33	0	0	0
42	1	Postage, Frt & Exp Charges	0	0	0	0
47	1	Printing & Binding	0	0	0	0
48	1	City Publicity	1,401	497	500	550
51	2	Office Supplies	324	413	500	350
51	4	Copy Paper & Supplies	0	0	0	0
51	5	Minor Office Equip & Furn	0	431	250	150
52	8	Uniforms & Clothing	0	34	40	0
52	9	Tapes, Film & Film Supply	0	0	0	0
54	3	Books, Subsc, Prof Supplies	0	19	0	0
54	4	Memberships & Dues	650	660	740	715
<b>OPERATING EXPENSES TOTAL</b>			<b>3,783</b>	<b>3,728</b>	<b>3,360</b>	<b>3,095</b>
99	1	Contingency	0	0	0	0
<b>NON-OPERATING TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>162,026</b>	<b>161,724</b>	<b>175,404</b>	<b>175,454</b>



<b>DEPARTMENT</b>	<u>LEISURE SERVICES</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>RECREATION SERVICES</u>		
<b>COST CENTER NO.</b>	<u>60-63</u>	<b>DATE</b>	<u>09-01-2009</u>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of Athletic Leagues Organized	10	7	6	7
# of Athletic Participants – Youth (<18)	621	504	378	500
# of Athletic Participants – Adults (18+)	250	372	264	270
# of Athletic Participants – Seniors (55+)	61	4	9	10
# of Field Rentals	77	237	400	450
# of Park Users			50,180	60,600
# of Citizen Requests Processed			7,800	8,000
<b>EFFICIENCY MEASURES</b>				
Avg. Cost per Youth (Athletics)	\$85	\$98	\$77	\$78
Avg. Cost per Adult (Athletics)	\$72	\$70	\$75	\$75
Avg. Cost per Field Rental			\$344	\$350
<b>EFFECTIVENESS MEASURES</b>				
% of Customers Satisfied with Service	95%	97%	98%	98%
<b><u>% of Greenacres' Residents:</u></b>				
Youth Leagues	48%	46%	54%	50%
Adult Leagues	41%	47%	48%	48%
Senior Activities	91%	89%	90%	92%
% of Revenue from Field Rentals			8%	6%

**GOALS & OBJECTIVES**

- Goal**      **To increase participation of Greenacres youth in athletic programs in order to reduce childhood obesity and juvenile crime.**
- Objective**      • To increase resident participation from forty-five (45%) to fifty (50%) or more through improved marketing and promotion of the youth Athletic Scholarship Program.
- Goal**      **To provide diverse athletic opportunities for Greenacres' adults in order to serve the recreational needs of the community.**
- Objective**      • To increase participation in adult athletic leagues by five percent (5%).

DEPARTMENT: LEISURE SERVICES  
 COST CENTER: RECREATION SERVICES  
 COST CENTER NO: 60-63

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	88,346	39,669	41,296	41,296
13	1	Other Salaries & Wages	42,298	35,823	57,454	13,117
14	1	Overtime	751	146	802	0
21	1	Fica Taxes	10,052	5,786	7,616	4,163
22	1	Retirement Contributions	0	0	0	0
22	2	FLC Gen Retirement Contr	4,270	1,082	2,105	2,065
22	3	FLC Gen Retirement Match	2,135	52	1,052	1,033
23	1	Life & Health Ins - Empl.	10,543	5,934	6,076	6,538
23	2	Dependent Insurance	0	0	0	0
24	1	Worker's Compensation	908	588	1,273	267
25	1	Unemployment Compensation	0	0	299	163
<b>PERSONNEL SERVICES TOTAL</b>			<b>159,303</b>	<b>89,080</b>	<b>117,973</b>	<b>68,642</b>
31	4	Other Professional Svc	7,160	0	0	0
40	1	Discover Florida	0	0	0	0
40	4	Ed Train Sem & Asc Exp	1,274	1,296	1,429	1,064
40	5	Business Exp & Mileage	0	0	200	200
41	1	Telep, Teleg & Mailgram	302	124	60	60
42	1	Postage,Frnt & Exp Charges	20	38	150	150
46	3	R & M - Office Equipment	5,950	2,543	2,543	2,115
46	5	R & M - Other Equipment	0	0	250	250
47	1	Printing & Binding	7,252	6,216	0	0
48	1	City Publicity	0	0	0	0
48	3	Other Community Events	3,759	0	0	0
48	31	Holiday In The Park	4,825	0	0	0
48	32	Love on the Lawn	1,837	0	0	0
48	33	Winter Concert Series	0	0	0	0
48	34	Egg Hunt	2,971	0	0	0
48	35	Mayor's Cup	7,523	0	0	0
48	4	July 4th Event	16,951	0	0	0
48	5	Community Celebration	5,483	0	0	0
48	8	Camps	38,589	0	44,885	0
48	71	L/S Sponsorship Exp Offset	0	0	0	4,000
48	9	Organized Athletics	14,186	1,661	11,385	8,168
48	91	Youth Athletics	33,014	19,563	24,173	23,302
49	7	Computer Software & Prog.	1,362	1,626	2,110	1,776
51	2	Office Supplies	1,267	1,427	1,210	600
51	4	Copy Paper & Supplies	1,423	169	1,000	600
51	5	Minor Office Equip & Furn	0	351	0	0
52	5	Consumables & Small Tools	9	0	0	0
52	6	Recreation Supplies	0	0	0	0
52	8	Uniforms & Clothing	0	48	80	80
54	3	Books,Subsc,Prof Supplies	65	0	36	0
54	4	Memberships & Dues	459	0	160	150
<b>OPERATING EXPENSES TOTAL</b>			<b>155,681</b>	<b>35,062</b>	<b>89,671</b>	<b>42,515</b>
64	4	Communications Equipment	0	0	0	0
64	8	Other Equipment	0	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>314,984</b>	<b>124,142</b>	<b>207,644</b>	<b>111,157</b>

<b>DEPARTMENT</b>	<b>LEISURE SERVICES</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>YOUTH PROGRAMS</b>		
<b>COST CENTER NO.</b>	<b>60-64</b>	<b>DATE</b>	<b>09-01-2009</b>

**PRIMARY FUNCTION NARRATIVE**

The division operates the C.A.R.E.S., Cool Zone and Hot Spot programs, a year-round, inclusive afterschool program serving 120 elementary, 30 middle school, and 25 high school participants. Transportation is provided to the licensed facility from eight (8) local schools. Positive youth development techniques and Quality Improvement Standards are utilized to develop future leaders. The program provides a sense of belonging, enrichment and recreational activities, cultural experiences, volunteer and job shadowing opportunities and academic support in a nurturing environment. Emphasis is placed on civic education and community involvement. The program is funded through participant fees, reimbursement from Family Central, Inc., the USDA, Florida Department of Health, Prime Time of Palm Beach County, and the City.

**EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 PROPOSED</b>
Personnel Services Expenditures	\$ 284,109	\$ 353,223	\$ 352,960	\$ 298,001
Operating Expenditures	170,715	211,136	266,698	223,946
Capital Expenditures	1,821	1,296	-	900
General Fund Totals	\$ 456,645	\$ 565,655	\$ 619,658	\$ 522,847

**PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL*</b>	<b>FY 2008 ACTUAL*</b>	<b>FY 2009 ACTUAL*</b>	<b>FY 2010 PROPOSED*</b>
C.A.R.E.S. Program Supervisor <sup>1</sup>	1	0	0	0
Youth Programs Supervisor	0	1	1	1
Youth Program Leader <sup>2</sup> (CZ)	1	0	0	0
Assistant C.A.R.E.S. Supervisor <sup>2</sup>	1	0	0	0
Asst. Youth Program Supervisor	0	2	1	1
Child Care Assistant (PT) <sup>4</sup>	6	6	8	8
Recreation Aide I (PT) <sup>3</sup>	3	3	0	0
Recreation Aide II (PT)	2	2	2	2
Clerical Assistant <sup>5</sup>	0	0	1	1
<b>TOTAL NO. OF STAFF</b>	<b>3FT/11PT</b>	<b>3 FT/11 PT</b>	<b>3FT/10PT</b>	<b>3 FT/ 10PT</b>

<sup>1</sup> Title change to Youth Programs Supervisor.

<sup>2</sup> Title change to Assistant Youth Program Supervisor.

<sup>3</sup> Reclassification to Rec Aide II.

<sup>4</sup> Reclassification of the Cool Zone Rec Aide II's to Child Care Assistant.

<sup>5</sup> Reclassification from the Cool Zone Asst. Youth Program Supervisor to a Clerical Assistant position.

\*CARES and Cool Zone programs combined.

<b>DEPARTMENT</b>	<b>LEISURE SERVICES</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>YOUTH PROGRAMS</b>		
<b>COST CENTER NO.</b>	<b>60-64</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of Participants (CARES/CZ)	171	170	156	150
# of Participants (Hot Spot)	25	25	25	25
# of Participants in FCAT Tutorial (3 <sup>rd</sup> , 8 <sup>th</sup> & 10 <sup>th</sup> grade students)	130	60	28	40
# of Grants/Licenses Coordinated	4	4	4	4
# of Service Agreements	5	7	7	7
# of Part. in Junior Counselor/CIT Programs		8	7	10
# of Part. In Teen Time Program		25	24	20
# of Part. In Mentor Program		20	4	10
# of Presidential Volunteer Service Hrs	9,152	8,684	8,500	8,500
# of Citizen Requests Processed			2,452	2,300

**EFFICIENCY MEASURES**

Avg. Cost per CARES/CZ Participant			\$4,085	\$4,100
Avg. Cost per Hot Spot Participant			\$620	\$335
Staff to Student Ratio (CARES/CZ)	1:15	1:15	1:18	1:18
Avg. Cost per participants of FCAT Tutorial	\$6	\$6	\$10	\$7
Avg. # of Presidential Volunteer Service Hrs	191	164	150	150

**EFFECTIVENESS MEASURES**

% of Daily Attendance	92.5%	95%	95%	98%
% of Community Service Participation		50%	50%	55%

**GOALS & OBJECTIVES**

**Goal**      **To provide community service projects and volunteer opportunities to promote civic responsibility and cultural sensitivity.**

- Objective**
- To maintain a fifty percent (50%) participation rate for students enrolled in the CARES Junior Counselor program and the Cool Zone "Counselor in Training" (CIT) mentoring programs.
  - To maintain a sixty percent (60%) volunteer participation rate in 5 City-sponsored community events.

**Goal**      **To provide opportunities for participants that foster healthy lifestyles.**

- Objective**
- To maintain a fifty percent (50%) participation rate for Cool Zone students enrolled in the Planned Parenthood *Teen Time* program and CARES students enrolled in the *Project Grow* program.

DEPARTMENT: LEISURE SERVICES  
 COST CENTER: YOUTH PROGRAM  
 COST CENTER NO: 60-64

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	96,714	92,919	93,831	94,889
13	1	Other Salaries & Wages	138,085	207,507	198,750	154,518
14	1	Overtime	3,639	6,705	3,596	0
21	1	Fica Taxes	17,741	23,428	22,658	19,080
22	1	Retirement Contributions	0	0	0	0
22	2	FLC Gen Retirement Contr	3,402	3,440	4,871	4,745
22	3	FLC Gen Retirement Match	1,701	1,720	2,435	2,372
23	1	Life & Health Ins - Empl	15,175	15,032	18,227	19,616
23	2	Dependent Insurance	4,879	907	5,655	0
23	3	Short Term Disability Pa	0	0	0	0
24	1	Worker's Compensation	2,104	1,564	2,048	2,033
24	2	City Shared Worker's Com	0	0	0	0
25	1	Unemployment Compensatio	669	0	889	748
<b>PERSONNEL SERVICES TOTAL</b>			<b>284,109</b>	<b>353,223</b>	<b>352,960</b>	<b>298,001</b>
31	4	Other Professional Svc	1,874	1,240	1,334	1,099
31	5	Physical Exams	210	210	735	525
34	1	Interfund Admin Charges	33,937	32,814	56,776	27,600
34	3	Solid Waste Coll & Disp	0	0	5,400	5,400
34	4	Other Contractual Servic	4,879	11,351	10,164	8,392
34	7	Sponsored Events	28,516	53,414	66,150	71,595
40	4	Ed Train Sem & Asc Exp	4,615	6,473	5,105	4,356
40	5	Business Exp & Mileage	3,892	3,952	6,093	5,121
41	1	Telep, Teleg & Mailgram	681	731	1,148	948
42	1	Postage,Frt & Exp Charge	41	101	705	77
43	1	Electricity	18,797	16,891	16,090	16,090
43	4	Water & Sewer	1,064	1,181	1,410	1,410
44	1	Equipment Rental	0	0	0	0
45	1	Liability & Fleet Ins.	7,734	6,886	11,085	11,085
46	1	R & M - Buildings	8,540	2,723	7,500	3,000
46	2	R & M - Vehicles	0	2,816	4,233	4,233
46	3	R & M - Office Equipment	885	2,820	3,925	3,820
46	4	R & M-Communication Equi	0	362	1,194	4,000
46	5	R & M - Other Equipment	339	298	0	0
47	1	Printing & Binding	300	511	590	590
51	2	Office Supplies	1,908	1,800	3,278	4,383
51	4	Copy Paper & Supplies	52	113	0	0
51	5	Minor Office Equip & Fur	1,790	1,353	0	0
52	3	Custodial,Lab & Chem Sup	1,302	0	0	1,200
52	5	Consumables & Small Tool	28,688	28,900	29,627	23,621
52	6	Recreation Supplies	19,405	33,291	31,431	23,391
52	7	Medical Supplies	0	0	1,105	1,020
52	8	Uniforms & Clothing	1,089	686	840	650
54	3	Books,Subsc,Prof Supplie	88	97	200	250
54	4	Memberships & Dues	89	125	580	90
<b>OPERATING EXPENSES TOTAL</b>			<b>170,715</b>	<b>211,136</b>	<b>266,698</b>	<b>223,946</b>
62	4	Community Hall	1,537	0	0	0
64	5	Office Furniture	284	1,296	0	900
64	9	Comp Hardware/Software	0	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>1,821</b>	<b>1,296</b>	<b>0</b>	<b>900</b>
<b>DIVISION TOTAL</b>			<b>456,645</b>	<b>565,655</b>	<b>619,658</b>	<b>522,847</b>

<b>DEPARTMENT</b>	<u>LEISURE SERVICES</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>COMMUNITY PROGRAMS</u>		
<b>COST CENTER NO.</b>	<u>60-65</u>	<b>DATE</b>	<u>09-01-2009</u>

**PRIMARY FUNCTION NARRATIVE**

The Community Programs Division provides an array of opportunities to enrich the lives of our citizens by providing community events, diversified and structured programs, senior activities, trips and facility rentals in an effective, efficient and quality manner. The Hot Spot program provides high school students a safe place to gain knowledge of life skills, opportunities for higher education, and career development, while shaping future leaders through structured activities, SAT/ACT college test prep, college tours, FCAT tutorial and volunteer opportunities. The Division also coordinates the Neighborhood Improvement Program which provides residents with assistance for neighborhood improvement activities, area beautification projects, block parties, and quarterly meetings.

<b><u>EXPENDITURES</u></b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Personnel Services Expenditures	\$ 225,691	\$ 238,239	\$ 261,139	\$ 195,125
Operating Expenditures	57,309	85,949	100,124	95,265
Capital Expenditures	6,501	3,213	3,550	
General Fund Totals	\$ 289,501	\$ 327,401	\$ 364,813	\$ 290,390

**PERSONNEL STAFFING**

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
Recreation Supervisor	1	1	1	1
Recreation Specialist	1	2	1	1
Secretary	1	1	0	0
Cashier/Receptionist	0	1	1	0
Custodian	1	1	1	1
Recreation Assistant (PT)	1	1	1	0
Rec Aide II (PT)	2	2	2	2
Rec Aide I(PT)	1	1	0	0
<b>TOTAL NO. OF STAFF</b>	<b>4 FT/4PT</b>	<b>5FT/4PT</b>	<b>4 FT/3PT</b>	<b>3 FT/2PT</b>

<b>DEPARTMENT</b>	<u>LEISURE SERVICES</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>COMMUNITY CENTER</u>		
<b>COST CENTER NO.</b>	<u>60-65</u>	<b>DATE</b>	<u>09-01-2009</u>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
# of Community Events	12	7	7	8
# of NIP Events (Block Parties)	3	3	3	3
# of Classroom Rentals	248	542	560	450
# of Pavilion Rentals	39	21	32	34
# of Daily Part. at Sr. Meal Program	25	25	28	25
# of Senior Trips Scheduled	14	14	8	9
# of Citizen Requests Processed	5,280	5,500	7,600	8,000

**EFFICIENCY MEASURES**

Avg. Cost per Event	\$6,262	\$2,996	\$3,380	\$3,300
Avg. Cost per Classroom Rental	\$78	\$55	\$49	\$50
Avg. Cost per NIP Event	\$400	\$400	\$400	\$400
Avg. # of Participants per Sr. Trip	22	25	43	30

**EFFECTIVENESS MEASURES**

% Customers Satisfied with Service	99%	99%	98%	99%
% of Households at NIP Events	57%	75%	72%	75%

**GOALS & OBJECTIVES**

- Goal**      **To provide a Neighborhood Improvement Program in order to facilitate community involvement and collaboration.**
- Objective      • To maintain the Neighborhood Improvement Program block parties at 3.  
                     • To increase business partnerships from 1 to 2.
- Goal**      **To provide opportunities for Greenacres' seniors in order to promote a healthy and active lifestyle and build a social network.**
- Objective      • To decrease the number of day trips offered from eleven (11) to nine (9) annually.  
                     • To maintain the number of daily Congregate Meal participants at twenty-five (25).
- Goal**      **To increase awareness of facility and pavilion rental options for public use through improved marketing strategies.**
- Objective      • To increase quarterly pavilion rentals from 8 to 10.

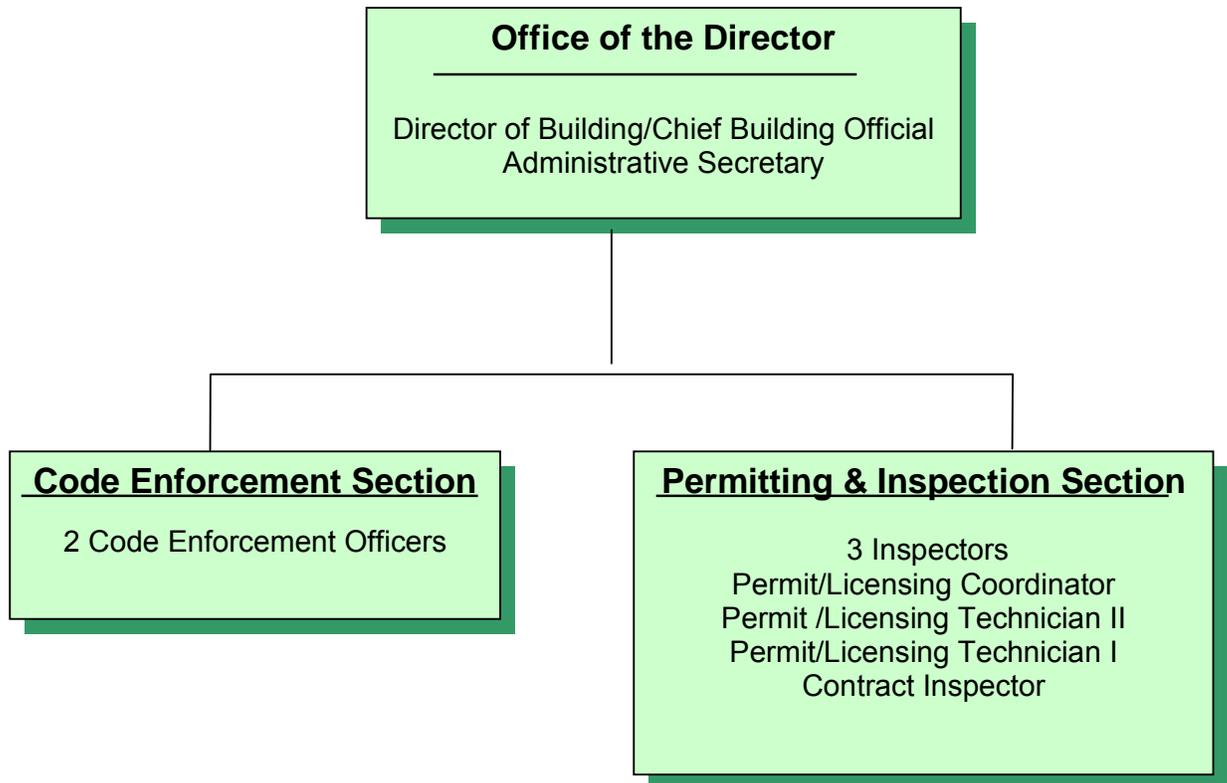
DEPARTMENT: LEISURE SERVICES  
 COST CENTER: COMMUNITY CENTER  
 COST CENTER NO: 60-65

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
12	1	Regular Salaries & Wages	124,297	137,471	143,581	108,581
13	1	Other Salaries & Wages	48,062	45,122	54,064	34,213
14	1	Overtime	2,299	2,500	2,735	4,705
21	1	Fica Taxes	12,993	13,609	15,329	11,284
22	1	Retirement Contributions	0	0	0	0
22	2	FLC Gen Retirement Contr	6,217	5,519	7,210	5,664
22	3	FLC Gen Retirement Match	2,918	2,759	3,606	2,832
23	1	Life & Health Ins - Empl.	18,986	21,225	24,302	19,616
23	2	Dependent Insurance	4,879	6,858	5,655	5,824
23	3	Short Term Disability Pay	800	0	0	0
24	1	Worker's Compensation	4,240	3,176	4,056	1,964
25	1	Unemployment Compensation	0	0	601	442
<b>PERSONNEL SERVICES TOTAL</b>			<b>225,691</b>	<b>238,239</b>	<b>261,139</b>	<b>195,125</b>
31	4	Other Professional Svc	0	7,160	7,675	7,430
34	4	Other Contractual Service	1,944	2,841	2,475	3,096
34	5	Commission Contracts	29,276	0	0	0
40	1	Senior Trips	13,130	12,993	19,850	20,364
40	4	Ed Train Sem & Asc Exp	-296	983	1,330	1,902
40	5	Business Exp & Mileage	0	0	48	76
41	1	Telephone	0	0	0	60
44	1	Equipment Rental	0	0	60	0
46	3	R & M - Office Equipment	471	814	650	630
46	5	R & M - Other Equipment	282	1,509	2,363	3,831
47	1	Printing & Binding	0	14,590	18,000	14,256
48	16	Hot Spot	3,982	0	3,700	0
48	17	Neighborhood Assoc Progra	1,420	2,083	1,944	1,500
48	3	Other Community Events	0	3,139	3,451	3,056
48	34	Egg Hunt	0	3,592	3,672	3,300
48	35	Mayor's Cup	350	11,532	8,945	8,865
48	4	July 4th Event	0	17,833	18,545	17,723
51	2	Office Supplies	1,129	825	1,150	850
51	4	Copy Paper & Supplies	301	204	200	200
51	5	Minor Office Equip & Furn	325	0	0	1,350
52	3	Custodial, Lab & Chem Sup	3,072	4,067	4,000	4,276
52	5	Consumables & Small Tools	194	183	150	850
52	6	Recreation Supplies	1,060	817	650	685
52	7	Medical Supplies	0	61	375	375
52	8	Uniforms & Clothing	505	408	420	300
54	3	Books, Subsc, Prof Supplies	99	0	36	0
54	4	Memberships & Dues	65	315	435	290
<b>OPERATING EXPENSES TOTAL</b>			<b>57,309</b>	<b>85,949</b>	<b>100,124</b>	<b>95,265</b>
64	5	Office Furniture	0	0	0	0
64	8	Other Equipment	6,501	3,213	3,550	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>6,501</b>	<b>3,213</b>	<b>3,550</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>289,501</b>	<b>327,401</b>	<b>364,813</b>	<b>290,390</b>



## Department of Building



### Mission Statement

To ensure the health and safety of the public through the effective, efficient and fair enforcement of the City's laws and ordinances relating to the construction of buildings and the maintenance of property.

Full Time: 10

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DEPARTMENT OF BUILDING  
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2009

- Participated in the Insurance Services Office Building Code Effectiveness Grading Schedule Classification process and maintained a level 4 residential classification and improved our commercial classification from a level 4 to a level 3.
- Revised and updated Chapter One of the new 2007 Florida Building Code and the Greenacres Property Maintenance Code for adoption by City Council.
- Completed a study and implemented for a new permit fee schedule.
- Coordinated efforts with Finance and Public Safety to implement new fees for fire inspections, plan reviews, and Business Tax Receipt inspections.
- Exceeded a 95% completion rate of performing inspections on the next business day.
- Assisted in the Great American Cleanup event.
- Trained Permit Licensing Techs on code enforcement software to be able to view cases and help customers when code officers are not available.
- Increased code enforcement activities through the use of Building Inspectors and Permit Licensing Techs to initiate and process code enforcement cases.
- Developed new queries in software program to increase accuracy and efficiency of department reports.
- Reduced number of expired permits by 75%.
- Increased the number of permit types that can be issued over-the-counter to eight.
- Updated forms and application checklists.
- Prepared and submitted a demolition grant application for one single family home in Greenacres Plat 2.
- Worked with the Department of Business and Professional Regulation, the Department of Financial Services, and Palm Beach County in attempting to control unlicensed contractors and unlicensed businesses.
- Completed equity study to adjust Business Tax Receipt fees.
- Implemented system for after-hours inspections.
- Created a new Code Enforcement Manual that includes procedures for new software.
- Scanned and indexed over 11,500 pages of permit, code case, and miscellaneous records.
- Three staff members received OSHA ten hour training certification.
- Developed a permit process for Business Tax Receipts and rentals to improve efficiency of scheduling, tracking, and reporting.

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**DEPARTMENT OF BUILDING**

2009		COST CENTER NUMBER AND DESCRIPTION	2010		% CHANGE
NO. OF POSITIONS	BUDGET DOLLARS		NO. OF POSITIONS	BUDGET DOLLARS	
10	\$748,445	72-72 Office of the Director	10	\$723,559	-3.3%
<u>11</u>	<u>\$748,445</u>		<u>10</u>	<u>\$723,559</u>	<u>-3.3%</u>

<b>DEPARTMENT</b>	<b>BUILDING</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>BUILDING</b>		
<b>COST CENTER NO.</b>	<b>72-72</b>	<b>DATE</b>	<b>09-01-2009</b>

### PRIMARY FUNCTION NARRATIVE

The Building Department is responsible for the administration and enforcement of State, County and City codes and laws that relate to building construction, code enforcement, and business licensing. The Building Department reviews building plans, issues permits and C.O.'s, performs field inspections, manages the department records, issues business tax receipts (FKA occupational licenses) and contractor registrations, performs investigation and processing of code violations, and prepares and presents cases brought to the Code Enforcement Board and the Construction Board of Adjustments and Appeals.

<u>EXPENDITURES</u>	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 PROPOSED</u>
Personnel Services Expenditures	\$ 771,147	\$ 658,011	\$ 719,028	\$ 703,296
Operating Expenditures	54,036	17,760	29,417	20,263
Capital Expenditures	-	5,046	-	-
General Fund Totals	\$ 825,183	\$ 680,817	\$ 748,445	\$ 723,559

### PERSONNEL STAFFING

<b>POSITION TITLE</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 PROPOSED</b>
Dir. of Building/Chief Building Official	1	1	1	1
Inspector/Plans Examiner	1	1	0	0
Inspectors	3	3	3	3
Code Enforcement Officer	2	2	2	2
Permit/Licensing Coordinator	1	1	1	1
Permit/Licensing Tech II	1	1	1	1
Permit/Licensing Tech I	1	1	1	1
Administrative Secretary	1	1	1	1
<b>TOTAL NO. OF STAFF</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>

<b>DEPARTMENT</b>	<b>BUILDING</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>BUILDING</b>		
<b>COST CENTER NO.</b>	<b>72-72</b>	<b>DATE</b>	<b>09-01-2009</b>

**PERFORMANCE MEASURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 PROJECTED</b>	<b>FY 2010 PROPOSED</b>
<b>WORKLOAD</b>				
Permits Issued	3,908	1,939	1,940	2,000
Inspections	17,269	9,494	8,200	8,500
Permit Value (Million\$)	41	20.04	14.28	14.72
Business Tax Receipts	1,812	1,872	1,900	1,900
Contractor Registrations	1,231	1,018	1,250	1,250
Code Enforcement Inspections	2,087	2,022	2,500	2,700
Code Enforcement Violations	1,090	1,255	1,400	1,510
Code Enforcement Cases	376	433	650	700

**EFFICIENCY MEASURES**

Average cost per permit to process		\$44.62	\$44.59	\$44.34
Average number of inspections per day/inspector		13.2	11.4	11.8
Average cost per inspection		\$16.91	\$19.58	\$19.36
Average time to process/update business taxes		27 minutes	24.75 minutes	24.75 minutes
Average cost per code enforcement case		\$325.63	\$334	\$318.33
Average cost per code enforcement violation		\$112.67	\$155	\$147.57

**EFFECTIVENESS MEASURES**

% of permits reviewed within target time		95%	99%	99%
% of inspections completed within 24 hrs.		99%	99%	99%
% of C.E. cases brought into voluntary compliance		70%	75%	75%
BCRES* Residential Insurance Services Office Rating	4	4	4	4
BCRES Commercial Insurance Services Office Rating	4	4	3	3

**GOALS & OBJECTIVES**

- Goal** To provide permit review and inspection services to protect the health and safety of City residents.
- Objective • Maintain rate of reviewing and processing permits within targeted time frames at 99%.
  - Objective • Maintain rate of performing inspections within 24 hours at 99%.
  - Objective • Maintain the Insurance Services Office Building Code Rating Effectiveness Schedule classification of 3 for commercial and 4 for residential.
- Goal** To provide efficient services to maintain a high level of customer satisfaction.
- Objective • Increase the type of over-the-counter permits from 8 to 11 when zoning review is available.
  - Objective • Develop method for obtaining permit without visit to Building Department.
- Goal** To provide efficient Code Enforcement to maintain a safe and attractive community.
- Objective • Increase coordination of resources to prevent blight due to foreclosures.
  - Objective • Increase the number of inspections from 2,500 to 2,700.
  - Objective • Decrease average time between Notice of Violation and Code Enforcement Board appearance from 4.5 to 3.5 months.

\*Building Code Rating Effectiveness Schedule

DEPARTMENT: BUILDING  
 COST CENTER: OFFICE OF THE DIRECTOR  
 COST CENTER NO: 72-72

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
11	1	Executive Salaries	99,883	20,086	65,591	65,591
12	1	Regular Salaries & Wages	443,106	448,950	426,588	428,042
14	1	Overtime	5,907	1,685	7,965	0
15	1	Special Pay	7,490	2,480	6,420	4,820
21	1	Fica Taxes	39,337	32,877	38,752	38,132
22	1	Retirement Contributions	20,625	13,561	17,175	15,855
22	2	FLC Gen Retirement Contr	15,301	14,617	8,588	17,334
22	3	FLC Gen Retirement Match	6,920	7,309	14,391	8,667
23	1	Life & Health Ins - Empl.	55,818	53,216	60,882	65,582
23	2	Dependent Insurance	40,320	39,323	45,568	46,956
23	3	Short Term Disability Pay	0	0	0	0
24	1	Worker's Compensation	36,440	23,700	25,608	10,836
24	2	City Shared Workers's Com	0	207	0	0
25	1	Unemployment Compensation	0	0	1,500	1,481
<b>PERSONNEL SERVICES TOTAL</b>			<b>771,147</b>	<b>658,011</b>	<b>719,028</b>	<b>703,296</b>
34	4	Other Contractual Service	37,688	7,717	14,990	7,500
40	4	Ed Train Sem & Asc Exp	5,374	2,268	5,700	3,700
40	5	Business Exp & Mileage	19	85	264	198
42	1	Postage,Frt & Exp Charges	0	52	50	50
45	2	Surety Bonds	0	0	110	381
46	3	R & M - Office Equipment	427	0	345	363
46	4	R & M-Communication Equip	108	140	400	200
47	1	Printing & Binding	755	1,394	1,570	520
49	7	Computer Software & Prog.	3,000	0	0	2,196
51	2	Office Supplies	2,448	2,600	3,000	3,400
51	4	Copy Paper & Supplies	231	84	350	250
51	5	Minor Office Equip & Furn	285	44	200	200
52	5	Consumables & Small Tools	335	720	550	200
52	8	Uniforms & Clothing	1,269	855	700	400
52	9	Tapes,Film & Film Supply	0	0	0	0
54	2	Code Supplements & Update	975	967	250	0
54	3	Books,Subsc,Prof Supplies	160	285	248	100
54	4	Memberships & Dues	962	549	690	605
<b>OPERATING EXPENSES TOTAL</b>			<b>54,036</b>	<b>17,760</b>	<b>29,417</b>	<b>20,263</b>
64	4	Communications Equipment	0	0	0	0
64	9	Comp Hardware/Software	0	5,046	0	0
<b>CAPITAL OUTLAY TOTAL</b>			<b>0</b>	<b>5,046</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>			<b>825,183</b>	<b>680,817</b>	<b>748,445</b>	<b>723,559</b>

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**NON-DEPARTMENTAL**

FY 2009		COST CENTER NUMBER AND DESCRIPTION	FY 2010		% CHANGE
<u>NO. OF POSITIONS</u>	<u>BUDGET DOLLARS</u>		<u>NO. OF POSITIONS</u>	<u>BUDGET DOLLARS</u>	
	\$1,051,520	80-81 Solid Waste Collection		\$1,051,520	0.0%
	3,110,000	80-82 Interfund Transfers		1,200,000	-61.4%
	250,000	90-91 Discretionary Spending		250,000	0.0%
	6,000	81-20 R & M Ins Claims		6,000	0.0%
<u>0</u>	<u>\$4,417,520</u>		<u>0</u>	<u>\$2,507,520</u>	<u>-43.2%</u>

<b>DEPARTMENT</b>	<b>NON-DEPARTMENTAL</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>SOLID WASTE COLLECTION</b>		
<b>COST CENTER NO.</b>	<b>80-81</b>	<b>DATE</b>	<b>09-01-2009</b>

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**PRIMARY FUNCTION NARRATIVE**

This cost center funds the payment of contractual fees for garbage and recycling collection to the City's franchise contractor, Veolia ES Solid Waste Services, Inc. Residential customers are billed for the cost of these services on a semi-annual basis. The contract provides for twice a week garbage pickup and once a week recycling, vegetative waste and bulk trash pick up.

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**EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Operating Expenditures	\$ 966,438	\$ 1,013,697	\$ 1,051,520	\$ 1,051,520
General Fund Totals	\$ 966,438	\$ 1,013,697	\$ 1,051,520	\$ 1,051,520

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**ACTIVITY/PERFORMANCE MEASURES**

- 16,654 residential units served as of June 30, 2009.

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DEPARTMENT: NON-DEPARTMENTAL FY 2010  
 COST CENTER: SOLID WASTE DATE 09-01-2009  
 COST CENTER NO: 80-81

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OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
34	3	Solid Waste Coll & Disp	966,438	1,013,697	1,051,520	1,051,520
		<b>NON-OPERATING TOTAL</b>	966,438	1,013,697	1,051,520	1,051,520
		<b>DIVISION TOTAL</b>	966,438	1,013,697	1,051,520	1,051,520

<b>DEPARTMENT</b>	<b>NON-DEPARTMENTAL</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>INTERFUND TRANSFERS</b>		
<b>COST CENTER NO.</b>	<b>80-82</b>	<b>DATE</b>	<b>09-01-2009</b>

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**PRIMARY FUNCTION NARRATIVE**

This cost center services the transfer of resources from the General Fund to provide adequate resources in the Capital Improvement, and Debt Service Funds of the City. The City can transfer sources of revenue to the Capital Improvement Fund and other funds in order to accomplish desired programs. In FY 2010, it is proposed to transfer \$400,000 to the Fire Safety Revenue Refunding Note 2004B Debt Service Fund; and \$800,000 to the Municipal Complex Debt Service Fund for a total of \$1,200,000 in transfers to the Debt Service Funds.

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**EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Operating Expenditures	\$ 6,150,000	\$ 3,500,000	\$ 3,110,000	\$ 1,200,000
General Fund Totals	\$ 6,150,000	\$ 3,500,000	\$ 3,110,000	\$ 1,200,000

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**ACTIVITY/PERFORMANCE MEASURES:**

- Not applicable.

DEPARTMENT: NON-DEPARTMENTAL  
 COST CENTER: INTERFUND TRANSFERS  
 COST CENTER NO: 80-82

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
91	22	Fund 105-After School Program	40,000	0	0	0
91	5	Fund 301 Growth	1,500,000	1,000,000	1,000,000	0
91	7	Fund 303-Parks & Rec	500,000	500,000	500,000	0
91	8	Fund 304-Recon & Mnt	3,500,000	1,390,000	1,000,000	0
91	94	Fund 209-Substation	200,000	200,000	200,000	400,000
91	95	Fund 211-Mun Complex	410,000	410,000	410,000	800,000
<b>NON-OPERATING TOTAL</b>			6,150,000	3,500,000	3,110,000	1,200,000
<b>DIVISION TOTAL</b>			6,150,000	3,500,000	3,110,000	1,200,000

<b>DEPARTMENT</b>	<b>NON-DEPARTMENTAL</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>DISCRETIONARY SPENDING</b>		
<b>COST CENTER NO.</b>	<b>90-91</b>	<b>DATE</b>	<b>09-01-2009</b>

### **PRIMARY FUNCTION NARRATIVE**

This cost center funds the Council's Special Discretionary Fund for projects that arise during the year and covers unanticipated emergency type requirements. Based on City Council Policy No. 18, approved April 17, 1997, the City's Budgetary Fund Balance is now identified as the City's Contingency Fund to be utilized in catastrophic emergencies. Authorization for use of these funds is limited to City Council action. In FY 2005, this fund was utilized to account for expenditures relating to Hurricanes Frances and Jeanne. In FY 2006, this fund was utilized to account for expenditures relating to Hurricane Wilma. This cost center includes only the Council Special Discretionary Fund in FY 2010.

### **EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Operating Expenditures	\$ 25,639	\$ 7,022	\$ 250,000	\$ 250,000
Capital Expenditures	-	-	-	-
General Fund Totals	\$ 25,639	\$ 7,022	\$ 250,000	\$ 250,000

### **ACTIVITY/PERFORMANCE MEASURES:**

- Not Applicable.

DEPARTMENT: NON-DEPARTMENTAL  
 COST CENTER: DISCRETIONARY SPENDING  
 COST CENTER NO: 90-91

FY 2010  
 DATE 09-01-2009

OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
99	1	Contingency (Hurricane)	15,639	0	150,000	150,000
99	2	Council Contingency	10,000	7,022	100,000	100,000
<b>NON-OPERATING TOTAL</b>			25,639	7,022	250,000	250,000
<b>DIVISION TOTAL</b>			25,639	7,022	250,000	250,000

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<b>DEPARTMENT</b>	<b>NON-DEPARTMENTAL</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>R &amp; M INSURANCE CLAIMS</b>		
<b>COST CENTER NO.</b>	<b>81-20</b>	<b>DATE</b>	<b>09-01-2009</b>

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**PRIMARY FUNCTION NARRATIVE**

The purpose of this cost center is to account for the payments of repairs to the City's fleet of vehicles damaged and covered under insurance.

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**EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Operating Expenditures	\$ -	\$ -	\$ 6,000	\$ 6,000
General Fund Totals	\$ -	\$ -	\$ 6,000	\$ 6,000

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**ACTIVITY/PERFORMANCE MEASURES**

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DEPARTMENT: NON-DEPARTMENTAL FY 2010  
 COST CENTER: R & M INSURANCE CLAIMS DATE 09-01-2009  
 COST CENTER NO: 81-20

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OBJ	CD	DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 PROPOSED
81	20	Ins Claims Repairs	0	0	6,000	6,000
		<b>NON-OPERATING TOTAL</b>	0	0	6,000	6,000
		<b>DIVISION TOTAL</b>	0	0	6,000	6,000



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## SPECIAL REVENUE FUNDS DISCUSSION

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The City of Greenacres has established four special revenue funds.

### FORFEITURES FUND (102):

The Forfeitures Fund was established in fiscal year 1989 to account for the funds generated from law enforcement confiscation actions. These funds are legally restricted as to usage. Chapter 932, Florida Statutes, requires that such funds be expended only to defray the costs of protracted or complex investigations, to provide additional technical equipment of expertise, to provide matching funds to obtain federal grants, or for school resource officer, crime prevention, or drug abuse education programs or such other law enforcement purposes as the governing body of the municipality deems appropriate and shall not be a source of revenue to meet normal operating needs of the law enforcement agency. The Florida State Statute prohibits budgeting revenue for this fund (Chapter 932).

### ARBOREOUS FUND (103):

The Arboreous Fund was established in fiscal year 1993 to account for funds designated for tree planting activities, and is funded through commercial development contributions, and/or grants. These planting activities include but are not limited to the purchasing, planting, and maintenance of trees for medians, parks, and sides of roads throughout the City of Greenacres.

### PUBLIC SAFETY DONATION FUND (104):

The Public Safety Donation Fund was established in fiscal year 1996 to account for contributions restricted for public safety activities.

### YOUTH PROGRAMS FUND (105):

The "Children Are Really Extra Special" (C.A.R.E.S.) Program for elementary age children was established in fiscal year 1997 and the Cool Zone program for middle school age children was added in fiscal year 2002 to account for funds restricted and designated for after school child care. In FY 2009 the two programs were combined into one called Youth Programs. Funding is provided by a grant from the Early Learning Coalition (federal and state funds), matched by the Children Services Council (local taxing authority), a USDA Grant, and participant fees.

SPECIAL REVENUE FUNDS  
FUND BALANCE PROJECTIONS  
FY 2009 AND FY 2010

DESCRIPTION	(102) FORF.(A)	(103) ARBOR.	(104) PS DONATION	(105) YOUTH PROGRAM	SPECIAL REVENUE TOTAL
9/30/08 FUND BALANCE	\$96,679	\$37,309	\$11,769	\$55,423	\$201,180
PROJ REV THROUGH 9/30/09	11,000	3,400	10,150	624,914	649,464
PROJ EXP THROUGH 9/30/09	10,000	20,000	4,000	619,658	653,658
PROJ FUND BAL 9/30/09	97,679	20,709	17,919	60,679	196,986
FY 2010 REVENUE	(A)	3,500	3,000	541,725	548,225
FY 2010 EXPENDITURES	10,000	10,000	4,000	522,847	546,847
PROJ FUND BAL 9/30/2010	<b>\$87,679</b>	<b>\$14,209</b>	<b>\$16,919</b>	<b>\$79,557</b>	<b>\$198,364</b>

(A) FLORIDA STATE STATUTE 932.7055 PROHIBITS BUDGETING ANTICIPATED REVENUE IN THIS FUND.

<b>DEPARTMENT</b>	<b>PUBLIC SAFETY</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>FORFEITURES FUND</b>		
<b>COST CENTER NO.</b>	<b>102-50-51</b>	<b>DATE</b>	<b>09-01-2009</b>

### **PRIMARY FUNCTION NARRATIVE**

This cost center funds a Law Enforcement Trust through the proceeds received from the sale of forfeited property and/or any forfeited money or currency and interest earned there from. Florida State Statute 932.7055 (8) (c) prohibits the budgeting of anticipated revenues in this fund. The Public Safety Director may expend these funds to defray the costs of protracted or complex investigations; to provide additional technical equipment or expertise; to provide matching funds to obtain federal grants, or for school resource officers, crime prevention, or drug abuse education programs, or such other law enforcement purposes as deemed appropriate by the governing body of the City of Greenacres. These funds may be expended only upon request by the Public Safety Director to the City Council.

### **EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Operating Expenditures	-	-	-	-
Capital Expenditures	13,228	13,990	10,000	10,000
Totals	\$ 13,228	\$ 13,990	\$ 10,000	\$ 10,000

### **ACTIVITIES/PERFORMANCE MEASURES**

- These funds will be expended in compliance with the provisions of Section 932.7055 of the Florida Statutes.

FORFEITURES FUND  
(FUND 102)  
FISCAL YEAR 2009-2010

FUND BALANCE - SEPTEMBER 30, 2008		\$ 96,679
REVENUES	\$ 10,000	
INTEREST	1,000	
FY 2009 TOTAL REVENUE ESTIMATE		11,000
FY 2009 TOTAL EXPENDITURE ESTIMATE		10,000
PROJECTED FUND BALANCE - SEPTEMBER 30, 2009		97,679
REVENUES	(A)	
INTEREST	(A)	
FY 2010 TOTAL REVENUE ESTIMATE		(A)
FY 2010 TOTAL EXPENDITURE ESTIMATE		10,000
PROJECTED FUND BALANCE - SEPTEMBER 30, 2010		\$ 87,679

(A) Florida State Statute 932.7055 prohibits budgeting anticipated revenue in this fund.

<b>DEPARTMENT</b>	<u>PUBLIC WORKS</u>	<b>FISCAL YEAR</b>	<u>2010</u>
<b>COST CENTER</b>	<u>ARBOREOUS FUND</u>		
<b>COST CENTER NO.</b>	<u>103-80-62</u>	<b>DATE</b>	<u>09-01-2009</u>

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**PRIMARY FUNCTION NARRATIVE**

This cost center funds special projects designated by the City Council for the planting of trees and landscaping within the City. The source of revenue for this fund is grants from other government agencies, donations from private citizens, and developer payments for the Plant-A-Tree Program. Arboreous fund expenditures contribute towards enhancing the aesthetic values and beautification of the City. Property values in the City are enhanced by these efforts to improve our visual environment.

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**EXPENDITURES**

	<u>FY 2007 ACTUAL</u>	<u>FY 2008 ACTUAL</u>	<u>FY 2009 BUDGET</u>	<u>FY 2010 PROPOSED</u>
Operating Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Expenditures	<u>7,344</u>	<u>21,566</u>	<u>20,000</u>	<u>10,000</u>
Totals	<u>\$ 7,344</u>	<u>\$ 21,566</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>

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**ACTIVITY/PERFORMANCE MEASURES**

In FY 2008, over \$4,000 was received and over \$21,000 was expended.

In FY 2009 through June 2009, over \$6,000 has been received and over \$5,000 has been expended.

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ARBOREOUS FUND  
(FUND 103)  
FISCAL YEAR 2009-2010

FUND BALANCE - SEPTEMBER 30, 2008		\$ 37,309
REVENUES	\$ 3,000	
INTEREST	<u>400</u>	
FY 2009 TOTAL REVENUE ESTIMATE		3,400
FY 2009 TOTAL EXPENDITURE ESTIMATE		<u>20,000</u>
PROJECTED FUND BALANCE - SEPTEMBER 30, 2009		20,709
REVENUES	3,000	
INTEREST	<u>500</u>	
FY 2010 TOTAL REVENUE ESTIMATE		3,500
FY 2010 TOTAL EXPENDITURE ESTIMATE		<u>10,000</u>
PROJECTED FUND BALANCE - SEPTEMBER 30, 2010		<u><u>\$ 14,209</u></u>

<b>DEPARTMENT</b>	<b>PUBLIC SAFETY</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>DONATION FUND</b>		
<b>COST CENTER NO.</b>	<b>104-50-53</b>	<b>DATE</b>	<b>09-01-2009</b>

### **PRIMARY FUNCTION NARRATIVE**

The Donation Fund is used to account for donations received by the Department of Public Safety. Revenue in FY 2002 through FY 2005 has averaged approximately \$2,500 per year. FY 2006 revenue was \$2,091 and FY 2007 through FY 2010 estimated revenue projections are \$3,000. The City will be able to precisely assure that all donations to the Department of Public Safety are spent for the purpose designated by the donor. In 1995 and prior years, such donations for protective vests and EMS equipment were handled as budget adjustments to the General Fund.

### **EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Capital Expenditures	<u>3,698</u>	<u>1,085</u>	<u>4,000</u>	<u>4,000</u>
Totals	<u>\$ 3,698</u>	<u>\$ 1,085</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>

### **ACTIVITY/PERFORMANCE MEASURES**

- Donations shall be spent on supplies and equipment as designated by the donor and/or the Department of Public Safety.

PUBLIC SAFETY DONATION  
(FUND 104)  
FISCAL YEAR 2009-2010

FUND BALANCE - SEPTEMBER 30, 2008		\$ 11,769
REVENUES	\$ 10,000	
INTEREST	<u>150</u>	
FY 2009 TOTAL REVENUE ESTIMATE		10,150
FY 2009 TOTAL EXPENDITURE ESTIMATE		<u>4,000</u>
PROJECTED FUND BALANCE - SEPTEMBER 30, 2009		17,919
REVENUES	2,900	
INTEREST	<u>100</u>	
FY 2010 TOTAL REVENUE ESTIMATE		3,000
FY 2010 TOTAL EXPENDITURE ESTIMATE		<u>4,000</u>
PROJECTED FUND BALANCE - SEPTEMBER 30, 2010		<u><u>\$ 16,919</u></u>

<b>DEPARTMENT</b>	<b>LEISURE SERVICES</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>YOUTH PROGRAMS FUND</b>		
<b>COST CENTER NO.</b>	<b>105-60-64</b>	<b>DATE</b>	<b>09-01-2009</b>

**PRIMARY FUNCTION NARRATIVE**

The division operates the C.A.R.E.S., Cool Zone and Hot Spot programs, a year-round, inclusive afterschool program serving 120 elementary, 30 middle school, and 25 high school participants. Transportation is provided to the licensed facility from eight (8) local schools. Positive youth development techniques and Quality Improvement Standards are utilized to develop future leaders. The program provides a sense of belonging, enrichment and recreational activities, cultural experiences, volunteer and job shadowing opportunities and academic support in a nurturing environment. Emphasis is placed on civic education and community involvement. The program is funded through participant fees, reimbursement from Family Central, Inc., the USDA, Florida Department of Health, Prime Time of Palm Beach County, and the City.

**EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 PROPOSED</b>
Personnel Services Expenditures	\$ 284,109	\$ 353,223	\$ 352,960	\$ 298,001
Operating Expenditures	170,715	211,136	266,698	223,946
Capital Expenditures	1,821	1,296	-	900
Totals	\$ 456,645	\$ 565,655	\$ 619,658	\$ 522,847

**ACTIVITY/PERFORMANCE MEASURES**

Please see Leisure Services Department, Youth Programs Division (Cost Center 60-64) for performance measures.

GREENACRES YOUTH PROGRAMS  
FUND 105

	FY 2009	FY 2010
BALANCE CARRIED FORWARD	\$55,423	\$60,679
REVENUE		
CSC/ELC Grant	291,930	279,331
USDA GRANT	18,000	18,000
PARTICIPANT FEES	255,700	240,886
REIMBURSED CITY EXPENSES	56,776	0
DONATIONS	0	1,000
FUND RAISING	1,000	1,000
INTEREST	1,508	1,508
TOTAL REVENUE	624,914	541,725
TOTAL AVAILABLE	680,337	602,404
PROJECTED EXPENDITURES	619,658	522,847
BALANCE FORWARD	60,679	79,557

\* Note: In April 2009, the CSC grant was changed to grant funding from the Early Learning Coalition (federal and state funds), matched by the Children's Services Council (local taxing authority), and administered by Family Central, Inc.

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## DEBT FINANCING DISCUSSION

In the State of Florida there are no statutory limits on the amount of debt that may be incurred by a municipality. However, the issuance of General Obligation Bonds, backed by the full faith and credit of a municipality, must be approved by a majority vote of the electors. Such General Obligation Bonds are repaid through a debt service millage in an amount necessary to cover the financing costs of the bond issue. There is no statutory cap on this debt service millage as long as the debt issuance has received voter approval.

Municipalities may, without requiring a voter referendum, also issue Revenue Bonds that do not pledge the full faith and credit of the government. Ad valorem millage may not be pledged to retire these bonds. Normally, the pledging of other specific revenue streams, such as special assessment district revenue or public service taxes, are required to support the issuance of Revenue Bonds. These bonds typically carry a higher interest rate than General Obligation Bonds issued under the same market conditions. The City's debt policy is located within the Administrative Policies.

The City of Greenacres issued revenue bonds in June 2001 with a term of ten years. The 2001 Fire Safety Revenue Bonds (209) were issued for \$1,762,000 to cover three projects in Capital Improvement Projects (CIP) Fund 309: a Public Safety Substation (\$1,000,000), a mid-mount aerial platform fire engine (\$700,000), and replacement of an ALS (Advanced Life Support) ambulance and modifications to two existing ambulances (\$185,000). Grant and interest earnings will cover the remaining funding requirements. During September 2004, the City refinanced the outstanding principal at a rate of 2.913% for the remaining 7 years with Revenue Refunding Note 2004B. The City has \$603,797 principal outstanding and the debt will be retired in FY 2011.

The City Council approved issuance of debt service in the FY 2004 budget in the amount of \$5,500,000, with a term of twenty (20) years, to design and construct a new Municipal Complex that includes a Public Works Facility and City Hall. In September 2004, the City entered into a 20 year loan at a fixed rate of 4.03% for the full \$5,500,000 with Public Improvement Note 2004A. The City has \$4,720,766 principal outstanding and the debt will be retired in FY 2024.

The principal and interest payments for FY 2010 are \$213,106 and \$403,260 for 2004B and 2004A respectively for a total of \$616,366. At the end of fiscal year 2008, the City's ratio of debt service (principal and interest) as a percentage of non-capital expenditures were 3.04%. The limits of the City's policy are: maximum total debt service to total revenue are to be no more than fifteen percent (15%); in FY 2008 it was 2.5%; maximum outstanding capital indebtedness to property tax base are to be no more than five percent (5%); in FY 2008 it is under 1%. The City currently has no capital lease obligations.

The City of Greenacres is proud of its outstanding history of fiscally sound business practices and receiving the Certificates of Achievement for Excellence in Financial Reporting (CAFR), and Distinguished Budget Award Presentations for over 16 consecutive years.

DEBT SERVICE FUNDS  
FUND BALANCE PROJECTIONS  
FY 2009 and FY 2010

DESCRIPTION	(209) 2004B REFUNDING REV. NOTE	(211) 2004A PUBLIC IMP. NOTE	DEBT TOTAL
Fund Balance 9/30/08	\$ 70,178	\$ 59,477	\$ 129,655
Projected Revenue FY 2009	201,772	412,144	613,916
Projected Exp. FY 2009	213,106	403,260	616,366
Projected Fund Balance 9/30/09	58,844	68,361	127,205
Projected Revenue FY 2010	402,000	804,000	1,206,000
Projected Exp. FY 2010	213,106	403,260	616,366
Projected Fund Balance 9/30/10	<b>\$ 247,738</b>	<b>\$ 469,101</b>	<b>\$ 716,839</b>

<b>DEPARTMENT</b>	<b>DEBT SERVICE FUNDS</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>REVENUE REFUNDING, 2004B</b>		
<b>COST CENTER NO.</b>	<b>209-80-19</b>	<b>DATE</b>	<b>09-01-2009</b>

### **PRIMARY FUNCTION NARRATIVE**

This cost center funds the debt service on the 2001 Revenue Bonds. The bonds were issued to construct Public Safety Station Number 2 and buy one mid-mount aerial platform fire engine, an ALS transport ambulance, and to upgrade two existing ALS transport ambulances. The City will be meeting its legal obligation to pay debt principal and interest costs when due. The first payment due October 1, 2001 and the last payment July 1, 2011. In September 2004, the City refinanced the outstanding principal at a rate of 2.913% for the remaining seven years.

### **EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Debt Service Expenditures	\$ 213,075	\$ 213,193	\$ 213,106	\$ 213,106
Debt Service Fund Totals	\$ 213,075	\$ 213,193	\$ 213,106	\$ 213,106

### **ACTIVITY/PERFORMANCE MEASURES**

- Not Applicable.

DEBT SERVICE - REVENUE REFUNDING NOTE 2004B  
(DS FUND 209)  
FISCAL YEAR 2009-2010

FUND BALANCE - SEPTEMBER 30, 2008		\$ 70,178
INTEREST	\$ 1,772	
INTERFUND TRANSFER FROM GENERAL FUND	<u>200,000</u>	
FY 2009 TOTAL REVENUE ESTIMATE		201,772
DEBT PRINCIPAL	195,515	
DEBT INTEREST	17,591	
FY 2009 TOTAL EXPENDITURE ESTIMATE		<u>213,106</u>
PROJECTED FUND BALANCE - SEPTEMBER 30, 2009		58,844
INTEREST	2,000	
INTERFUND TRANSFER FROM GENERAL FUND	<u>400,000</u>	
FY 2010 TOTAL REVENUE ESTIMATE		402,000
DEBT PRINCIPAL	201,211	
DEBT INTEREST	<u>11,895</u>	
FY 2010 TOTAL EXPENDITURE ESTIMATE		<u>213,106</u>
PROJECTED FUND BALANCE - SEPTEMBER 30, 2010		<u>\$ 247,738</u>

REVENUE REFUNDING NOTE 2004B  
DEBT SERVICE SCHEDULE (FUND 209)

The following table shows the annual debt service payment for the 2004 bank loan.

FISCAL YEAR ENDING SEPTEMBER 30	DUE DATE	PRINCIPAL	INTEREST Rate 2.913%	TOTAL DEBT SERVICE
2010	3/1/2010	0	5,947	5,947
	9/1/2010	201,211	5,947	207,158
<b>FY 2010 TOTAL</b>		<b>201,211</b>	<b>11,895</b>	<b>213,106</b>
2011	3/1/2011	0	3,016	3,016
	9/1/2011	207,071	3,016	210,087
<b>FY 2011 TOTAL</b>		<b>207,071</b>	<b>6,033</b>	<b>213,104</b>
		<b>\$408,282</b>	<b>\$17,928</b>	<b>\$426,210</b>

<b>DEPARTMENT</b>	<b>DEBT SERVICE FUNDS</b>	<b>FISCAL YEAR</b>	<b>2010</b>
<b>COST CENTER</b>	<b>PUBLIC IMP NOTE, 2004A</b>		
<b>COST CENTER NO.</b>	<b>211-80-19</b>	<b>DATE</b>	<b>09-01-2009</b>

### **PRIMARY FUNCTION NARRATIVE**

This cost center funds the debt service on the Public Improvement Note, Series 2004A bank loan. The \$5.5 million loan was issued in 2004 to construct the Municipal Complex on Melaleuca Lane. The debt will be for twenty (20) years, and the City will make semi-annual payments of principal and interest at a rate of 4.03%.

### **EXPENDITURES**

	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 BUDGET</b>	<b>FY 2010 PROPOSED</b>
Debt Service Expenditures	\$ 403,261	\$ 403,215	\$ 403,260	\$ 403,260
Debt Service Fund Totals	\$ 403,261	\$ 403,215	\$ 403,260	\$ 403,260

### **ACTIVITY/PERFORMANCE MEASURES**

- Not Applicable.

DEBT SERVICE - PUBLIC IMPROVEMENT NOTE, SERIES 2004A  
(DS FUND 211)  
FISCAL YEAR 2009-2010

FUND BALANCE - SEPTEMBER 30, 2008		\$ 59,477
INTEREST	\$ 2,144	
INTERFUND TRANSFER FROM GENERAL FUND	410,000	
FY 2009 TOTAL REVENUE ESTIMATE		412,144
DEBT PRINCIPAL	215,041	
DEBT INTEREST	188,219	
FY 2009 TOTAL EXPENDITURE ESTIMATE		403,260
PROJECTED FUND BALANCE - SEPTEMBER 30, 2009		68,361
INTEREST	4,000	
INTERFUND TRANSFER FROM GENERAL FUND	800,000	
FY 2010 TOTAL REVENUE ESTIMATE		804,000
DEBT PRINCIPAL	223,800	
DEBT INTEREST	179,460	
FY 2010 TOTAL EXPENDITURE ESTIMATE		403,260
PROJECTED FUND BALANCE - SEPTEMBER 30, 2010		\$ 469,101

**PUBLIC IMPROVEMENT NOTE, SERIES 2004A  
DEBT SERVICE SCHEDULE (FUND 211)**

<b>Amount</b>	<b>\$5,500,000</b>	<b>Annual Interest Rate</b>	<b>4.03%</b>
<b>Beginning of Debt</b>	<b>September 2004</b>	<b>Length of Debt, Years</b>	<b>20</b>
		<b>Payments Per Year</b>	<b>2</b>

<b>Pmnt #</b>	<b>Start of Period</b>	<b>Annual Interest Rate</b>	<b>Scheduled Payment</b>	<b>Interest Portion</b>	<b>Principal Portion</b>
11	Oct-09	4.03%	201,630	90,847	110,783
12	Apr-10	4.03%	201,630	88,613	113,017
			<b>403,260</b>	<b>179,460</b>	<b>223,800</b>
13	Oct-10	4.03%	201,630	86,334	115,296
14	Apr-11	4.03%	201,630	84,010	117,620
			<b>403,260</b>	<b>170,344</b>	<b>232,916</b>
15	Oct-11	4.03%	201,630	81,638	119,992
16	Apr-12	4.03%	201,630	79,219	122,411
			<b>403,260</b>	<b>160,857</b>	<b>242,403</b>
17	Oct-12	4.03%	201,630	76,751	124,879
18	Apr-13	4.03%	201,630	74,233	127,397
			<b>403,260</b>	<b>150,983</b>	<b>252,277</b>
19	Oct-13	4.03%	201,630	71,664	129,966
20	Apr-14	4.03%	201,630	69,043	132,586
			<b>403,260</b>	<b>140,708</b>	<b>262,552</b>
21	Oct-14	4.03%	\$201,630	\$66,370	\$135,260
22	Apr-15	4.03%	201,630	63,643	137,987
			<b>403,260</b>	<b>130,014</b>	<b>273,246</b>
23	Oct-15	4.03%	201,630	60,861	140,769
24	Apr-16	4.03%	201,630	58,023	143,607
			<b>403,260</b>	<b>118,884</b>	<b>284,376</b>
			<b>\$2,822,820</b>	<b>\$1,051,249</b>	<b>\$1,771,571</b>

Pmnt #	Start of Period	Annual Interest Rate	Scheduled Payment	Interest Portion	Principal Portion
25	Oct-16	4.03%	201,630	55,127	146,503
26	Apr-17	4.03%	201,630	52,174	149,457
			<b>403,260</b>	<b>107,301</b>	<b>295,959</b>
27	Oct-17	4.03%	201,630	49,160	152,470
28	Apr-18	4.03%	201,630	46,086	155,544
			<b>403,260</b>	<b>95,246</b>	<b>308,014</b>
29	Oct-18	4.03%	201,630	42,950	158,680
30	Apr-19	4.03%	201,630	39,750	161,880
			<b>403,260</b>	<b>82,700</b>	<b>320,560</b>
31	Oct-19	4.03%	201,630	36,486	165,144
32	Apr-20	4.03%	201,630	33,157	168,473
			<b>403,260</b>	<b>69,643</b>	<b>333,617</b>
33	Oct-20	4.03%	201,630	29,760	171,870
34	Apr-21	4.03%	201,630	26,295	175,335
			<b>403,260</b>	<b>56,055</b>	<b>347,206</b>
35	Oct-21	4.03%	201,630	22,759	178,871
36	Apr-22	4.03%	201,630	19,153	182,477
			<b>403,260</b>	<b>41,912</b>	<b>361,348</b>
37	Oct-22	4.03%	201,630	15,474	186,156
38	Apr-23	4.03%	201,630	11,720	189,910
			<b>403,260</b>	<b>27,194</b>	<b>376,066</b>
39	Oct-23	4.03%	201,629	7,890	193,739
40	Apr-24	4.03%	201,630	3,985	197,645
			<b>403,259</b>	<b>11,875</b>	<b>391,384</b>
			<b>3,226,079</b>	<b>491,926</b>	<b>2,734,153</b>
			<b>\$6,048,900</b>	<b>\$1,543,175</b>	<b>\$4,505,724</b>



FY 2010 CAPITAL IMPROVEMENT BUDGET  
AND FY 2010 – 2015 CAPITAL IMPROVEMENT PROGRAM  
FOR THE CITY OF GREENACRES, FLORIDA

The City of Greenacres Capital Improvement Fund is used to account for Capital Expenditures resulting in the acquisition of or addition to the government's general fixed assets that have a value exceeding \$10,000. The City maintains three (3) funds as follows:

The New Growth Fund (Fund 301) provides for the acquisition of new and expanded public infrastructure for all purposes, except for Parks, resulting from the growth of the City. Fiscal Year 2010 provides funding for seven (7) projects, two (2) new and five (5) multiyear, in the amount of \$1,840,706.

- \$1,510,500 is to fund two projects relating to Information Technology infrastructure improvements including hardware, software and licensing
- \$30,000 is for hardware and software for a multi-year phase GIS system for the City
- \$187,206 is to fund improvements for the Tenth Avenue Corridor, which includes lighting, signage, landscape and hardscape
- \$73,000 is for drainage improvement in the Original Section
- \$40,000 is to provide 2010 Census informational materials to residents

The Parks and Recreation Fund (Fund 303) provides for the construction and refurbishment of park facilities within the City. Four (4) projects have been identified for Fiscal Year 2010 funding, amounting to \$194,500.

- \$72,500 is provided to extend the Community Park to Pinehurst Drive pathway
- \$20,000 is provided for the resurfacing of park courts
- \$55,000 will be used to enhance play equipment at various City parks
- \$47,000 is for resurfacing of the parking areas at selected parks

The Reconstruction and Maintenance Fund (Fund 304) provides for rebuilding and replacement of existing capital assets, except parks. This year's funding amounts to \$1,209,892, and will provide funding for sixteen (16) projects.

- \$221,000 will fund City vehicles scheduled for replacement this year
- \$36,000 is slated to replace a boom truck
- \$25,000 is for replacement copiers
- \$39,000 is for dredging of the "A" & "B" canals
- \$243,110 is for the renovation of 301 Swain Boulevard
- \$18,500 is for the replacement of four (4) UPS units at Public Safety
- \$383,282 is for seven (7) grants related purchases for the Public Safety Department
- \$161,000 is for the replacement of storm water pipe and basins
- \$65,000 is for A/C replacements for all public buildings
- \$18,000 is for exterior painting of public buildings

Funding for the above twenty-seven (27) projects of \$3,245,098 and increasing the funds reserve is as follows: over \$640,000 will be provided by grants; Impact, various fees and interest will provide approximately \$620,000. During the past years, the City has transferred additional monies to these funds to create a reserve to fund future ongoing expenditures.

**Capital Improvement Program  
FY 2009-2015 - Cost by Fund**

Fund	Description	Prj#	Budget	Estimated	Budget	FY2011	FY2012	FY2013	FY2014	FY2015
			Year	EOY	Year					
			FY2009	FY2009	FY2010					
<b>DEPT New Growth</b>										
301	2010 Census	042	0	0	40,000	0	0	0	0	0
301	Geographical Information System	043	10,000	10,000	30,000	20,000	20,000	20,000	20,000	20,000
301	Upgrade Public Admin/Safety Hardware & Software	082	1,200,000	0	1,500,000	1,500,000	500,000	0	0	0
301	Original Section Impr. N of 10th Ave (90% CDBG)	101	99,154	109,565	117,206	0	0	0	0	0
301	Tenth Ave N Corridor Improvement	104	125,000	125,000	70,000	596,000	130,000	0	0	0
301	Upgrade Microsoft Software	129	16,000	10,500	10,500	10,500	12,000	12,000	12,000	12,000
301	Original Section Drainage Improvements (Phase 2)	154	0	0	73,000	0	0	0	0	0
301	Online Payment Software	167	0	0	0	0	15,000	25,000	50,000	0
301	Wireless Local Area Network (WLAN)	168	0	0	0	0	50,000	40,000	0	0
301	Bowman St. Drainage Outfall (100% CDBG/DRI)	170	225,000	225,000	0	0	0	0	0	0
301	EMS Automated Run Tracking	171	0	0	0	30,000	0	0	0	0
<b>Subtotal - 301 New Growth</b>			<b>\$1,675,154</b>	<b>\$480,065</b>	<b>\$1,840,706</b>	<b>\$2,156,500</b>	<b>\$727,000</b>	<b>\$97,000</b>	<b>\$82,000</b>	<b>\$32,000</b>
<b>DEPT Parks &amp; Recreation</b>										
303	City Park Improvement	032	43,000	43,000	55,000	56,000	57,050	58,150	59,300	60,500
303	Freedom Park	033	145,000	145,000	0	0	0	0	0	0
303	Community Center Improvements/IVB	038	119,400	289,200	0	0	0	0	0	0
303	Parks Courts Resurfacing	048	54,000	54,000	20,000	0	0	0	0	0
303	Public Grounds Landscape Materials	134	20,000	20,000	0	0	20,000	0	0	20,000
303	Parks/Building Parking Resurfacing	160	19,000	15,700	47,000	35,000	12,000	20,000	0	0
303	Community Park to Pinehurst Dr. Path	165	0	0	72,500	0	0	0	0	0
303	Ballfield Lighting Controls	176	0	33,350	0	0	0	0	0	0
<b>Subtotal - 303 Parks &amp; Recreation</b>			<b>\$400,400</b>	<b>\$600,250</b>	<b>\$194,500</b>	<b>\$91,000</b>	<b>\$89,050</b>	<b>\$78,150</b>	<b>\$59,300</b>	<b>\$80,500</b>
<b>DEPT Reconstruction &amp; Maintenance</b>										
304	Document Imaging Scanner Replacement	019	0	0	0	0	0	19,500	0	0
304	Public Works Equipment Replacement	049	17,000	13,500	36,000	21,000	17,000	20,000	0	20,000
304	Copier Replacement Program	069	0	0	25,000	64,000	50,000	40,000	38,000	0
304	Justice Assistance Grant (JAG) Speed Control	073	0	0	28,116	0	0	0	0	0
304	Vehicle Replacement Program	088	258,000	258,000	221,000	133,000	383,000	271,000	289,000	0
304	Computer Hardware Replacement Program	091	0	0	18,500	15,000	35,000	25,000	10,000	0
304	Aggressive Driving Enforcement Equipment	138	0	0	57,560	0	0	0	0	0
304	Security Cameras (100% UASI)	141	15,037	0	15,037	0	0	0	0	0
304	Public Buildings Roof Replacement	150	0	0	0	16,000	0	0	0	21,000
304	Exterior Painting Public Buildings	151	0	0	18,000	0	12,000	14,000	14,000	60,000
304	Stormwater Pipe & Basin Replacement (75% FEMA)	152	35,000	35,000	161,000	20,000	200,000	200,000	200,000	200,000
304	A&B Canal Dredging (75% FEMA)	156	16,000	16,000	39,000	0	0	0	0	0
304	Shutter Replacement (75% FEMA)	157	0	0	55,000	0	0	0	0	0
304	Roadway Striping & Marking/Resurfacing	161	25,000	25,000	0	25,000	0	215,000	215,000	215,000
304	A/C Replacement Program	163	30,000	30,000	65,000	120,000	23,000	17,000	20,000	32,000
304	301 Swain Blvd. Renovations	164	243,110	13,200	243,110	0	0	0	0	0
304	Public Safety Generator Replacement (100% UASI)	169	64,460	0	100,000	0	0	0	0	0
304	Footbridge Demolition	172	15,000	15,000	0	0	0	0	0	0
304	Public Safety Access Control Software (100% UASI)	174	11,877	0	11,877	0	0	0	0	0
304	Video Laryngoscopes (100% County EMS)	175	43,880	43,880	0	0	0	0	0	0
304	Justice Assistance Grant (JAG) Stimulus	177	0	0	115,692	0	0	0	0	0
<b>Subtotal - 304 Reconstruction &amp; Maintenance</b>			<b>\$774,364</b>	<b>\$449,580</b>	<b>\$1,209,892</b>	<b>\$414,000</b>	<b>\$720,000</b>	<b>\$821,500</b>	<b>\$786,000</b>	<b>\$548,000</b>
<b>TOTAL</b>			<b>\$2,849,918</b>	<b>\$1,529,895</b>	<b>\$3,245,098</b>	<b>\$2,661,500</b>	<b>\$1,536,050</b>	<b>\$996,650</b>	<b>\$927,300</b>	<b>\$660,500</b>

CAPITAL IMPROVEMENT FUNDS  
FUND BALANCE PROJECTIONS  
FY 2009 and FY 2010

DESCRIPTION	(301) NEW GROWTH	(303) PARKS & REC	(304) REC & MAINT	CIP TOTAL
FUND BALANCE 9/30/08	\$3,617,340	\$2,707,759	\$ 6,341,414	\$12,666,513
FY 2009 PROJ REVENUE	1,436,705	964,735	1,268,880	\$3,670,320
FY 2009 PROJ EXPENSES	480,065	600,250	449,580	\$1,529,895
FUND BALANCE PROJ 9/30/09	4,573,980	3,072,244	7,160,714	\$14,806,938
FY 2010 PROJ REVENUE	331,134	263,442	675,470	\$1,270,046
FY 2010 PROJ EXPENSES	1,840,706	194,500	1,209,892	\$3,245,098
<b>FUND BALANCE PROJ 9/30/10</b>	<b>\$3,064,408</b>	<b>\$3,141,186</b>	<b>\$6,626,292</b>	<b>\$12,831,886</b>

**Revenue and Expenditure Estimate**  
**Fund: New Growth (CIP 301)**

	FY 2009 Approved Budget	FY 2009 Forecast to EOY	FY 2010 Proposed Budget
<b>Fund Balance C/FWD Prior Year</b>	<b>\$ 4,023,649</b>	<b>\$ 3,617,340</b>	<b>\$ 4,573,980</b>
Revenue:			
Grants:			
CDBG - Original Alleyway/Drainage #154	-	-	73,000
CDBG - Stormwater outfall	225,000	225,000	-
CDBG - Jennings	89,356	89,356	-
CDBG - Flemming # 101	-	-	99,006
Impact Fees:			
Commercial:			
Target	-	-	1,685
Sparkles	6,190	8,786	-
Burger King	5,210	6,093	-
Mary Mother of Light	-	-	14,324
RVBR Ctr Bank	-	7,470	-
Greenacres Farmer's Market	31,780	-	-
Ferrer Office	-	-	9,216
Romanelli Jog Road	73,424	-	-
Residential:			
Pinecrest SF	19,570	-	-
Ramblewood SF	13,020	-	10,500
Torcon TH	-	-	23,403
Interest:	100,000	100,000	100,000
Interfund Transfers:	1,000,000	1,000,000	-
Total Revenue:	1,563,550	1,436,705	331,134
Total Available	5,587,199	5,054,045	4,905,114
Total Expenditures	1,675,154	480,065	1,840,706
<b>Fund Balance C/FWD Following Year</b>	<b>\$ 3,912,045</b>	<b>\$ 4,573,980</b>	<b>\$ 3,064,408</b>

**Revenue and Expenditure Estimate**  
**Fund: Parks and Recreation (CIP 303)**

	FY 2009 Approved Budget	FY 2009 Forecast to EOY	FY 2010 Proposed Budget
<b>Fund Balance C/FWD Prior Year</b>	<b>\$ 3,221,527</b>	<b>\$ 2,707,759</b>	<b>\$ 3,072,244</b>
<b>Revenue:</b>			
Grants:			
CDBG - Comm. Ctr lot/IVB	74,626	74,626	-
Community Park to Pinehurst (MPO)	174,283	174,283	-
Impact Fees:			
Pinecrest SF	48,926	-	-
Ramblewood SF	32,550	-	26,250
Torcon TH	-	-	41,366
Interest:	80,000	100,000	80,000
Other:			
Cell Tower Rental	115,826	115,826	115,826
Interfund Transfers:	500,000	500,000	-
Total Revenue:	1,026,211	964,735	263,442
Total Available	4,247,738	3,672,494	3,335,686
Total Expenditures	400,400	600,250	194,500
<b>Fund Balance C/FWD Following Year</b>	<b>\$ 3,847,338</b>	<b>\$ 3,072,244</b>	<b>\$ 3,141,186</b>

**Revenue and Expenditure Estimate**  
**Fund: Reconstruction & Maintenance (CIP 304)**

	<b>FY 2009 Approved Budget</b>	<b>FY 2009 Forecast to EOY</b>	<b>FY 2010 Proposed Budget</b>
<b>Fund Balance C/FWD Prior Year</b>	<b>\$ 5,853,061</b>	<b>\$ 6,341,414</b>	<b>\$ 7,160,714</b>
<b>Revenue:</b>			
Grants:			
VCAP #138	-	-	51,804
FEMA Stormwater pipe # 152	-	-	120,054
FEMA A&B Canal #156			29,025
FEMA Shutters # 157			41,250
UASI - security cameras #141	15,037	-	15,037
UASI - Access control #174	11,877	-	11,877
Cnty EMS - E911 # 091	-	-	14,270
Cnty EMS - Video laryngoscopes	43,880	43,880	-
UASI - P/S generator # 169	64,460	-	48,345
JAG - # 073 and 177	-	-	143,808
Interest:	100,000	225,000	200,000
Other:	-	-	-
Interfund Transfers:	1,000,000	1,000,000	-
<b>Total Revenue:</b>	<b>1,235,254</b>	<b>1,268,880</b>	<b>675,470</b>
<b>Total Available</b>	<b>7,088,315</b>	<b>7,610,294</b>	<b>7,836,184</b>
<b>Total Expenditures</b>	<b>774,364</b>	<b>449,580</b>	<b>1,209,892</b>
<b>Fund Balance C/Fwd Following Year</b>	<b>\$ 6,313,951</b>	<b>\$ 7,160,714</b>	<b>\$ 6,626,292</b>

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** DOCUMENT IMAGING SCANNER REPLACEMENT      **Project No.:** 019  
**Department:** FINANCE  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for upgrading the document imaging scanners in various departments. By funding this project, the City will reduce the space requirements for file storage by continuing to scan records required to be retained in accordance with state laws.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Equipment & Software					\$19,500			\$19,500
Estimated Total Cost					\$19,500			\$19,500

Funding Source:								
City					\$19,500			\$19,500
County								
State								
Federal								
Other								
Estimated Total Revenue					\$19,500			\$19,500

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 3,000  
 Description of Operating Impact: Cost of maintenance agreement after warranty.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

Project Name: DOCUMENT IMAGING SCANNER REPLACEMENT Project No.: 019  
 Department: FINANCE  
 Fund #: 304 RECONSTRUCTION & MAINTENANCE

Fixed Asset #	Purchase Date	Department	Type	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
7048	7/24/2004	Leisure Services	Fujitsu 4340c Color Duplex						
8342	12/28/2006	Planning / Engineering	Fujitsu 5750c Color Duplex					\$6,500	
8588	11/14/2007	Public Safety EMS	Fujitsu 5750c Color Duplex						
8450	12/28/2006	Public Safety Records	Fujitsu 5750c Color Duplex					\$6,500	
8587	11/14/2007	Administration	Fujitsu 5750c Color Duplex						
7049	2/3/2000	Public Works	Fujitsu M3093GX Black & White						
8341	12/28/2006	Finance	Fujitsu 5750c Color Duplex					\$6,500	
7327	9/2/2002	Human Resources	Fujitsu 4340c Color Duplex						
7422	TBA	Building	Fujitsu 5750c Color Duplex						
Total								\$19,500	

All replacement scanners will be color duplex.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** CITY PARKS IMPROVEMENT **Project No.:** 032  
**Department:** PUBLIC WORKS  
**Fund #** 303 PARKS AND RECREATION

**PROJECT DESCRIPTION:** This project provides for ongoing repairs and upkeep of the City's 13 Public Parks. In FY 2010, funds will be dedicated for the replacement of the eastern perimeter fencing and installation of landscaping at Veteran's Park. This project also provides for the annual replacement and/or enhancement of landscaping, sports turf, and irrigation systems at Freedom Park.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Landscaping & Material		<b>\$20,000</b>	\$21,000	\$22,050	\$23,150	\$24,300	\$25,500	\$136,000
Equipment & Software	\$43,000	<b>\$35,000</b>	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$253,000
Estimated Total Cost	\$43,000	<b>\$55,000</b>	\$56,000	\$57,050	\$58,150	\$59,300	\$60,500	\$389,000

Funding Source:								
City	\$43,000	<b>\$55,000</b>	\$56,000	\$57,050	\$58,150	\$59,300	\$60,500	\$389,000
County								
State								
Federal								
Other								
Estimated Total Revenue	\$43,000	<b>\$55,000</b>	\$56,000	\$57,050	\$58,150	\$59,300	\$60,500	\$389,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** 2010 CENSUS **Project No.:** 042  
**Department:** ADMINISTRATION  
**Fund #** 301 NEW GROWTH

**PROJECT DESCRIPTION:** This project provides for advertising, postage, hand-outs, and two mail-outs of the informational materials to educate residents about the importance of participating in the 2010 Census.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Equipment & Software		\$40,000						\$40,000
Estimated Total Cost		\$40,000						\$40,000

Funding Source:								
City		\$40,000						\$40,000
County								
State								
Federal								
Other								
Estimated Total Revenue		\$40,000						\$40,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** GEOGRAPHIC INFORMATION SYSTEMS **Project No.:** 043  
**Department:** PLANNING & ENGINEERING  
**Fund #** 301 NEW GROWTH

**PROJECT DESCRIPTION:** This project provides for hardware and software for a server-based Geographic Information System (GIS), and consists of multiple phases: Electronic map preparation, hardware and software acquisition, and data base construction. The digital maps and database were undertaken as a joint effort between the City, County and Property Appraiser. In FY 2000, the electronic mapping of 1/3 of the City was completed. In FY 2001 the electronic mapping of the remaining 2/3 of the City was completed along with the acquisition of one license of ArcInfo and two licenses of ArcView. In FY 2002 the City purchased a 2-user license of AutoCAD. In FY 2005, 2006 and 2007 the City retained a consultant to construct and maintain the Boundary, Zoning and Land Use maps and City drainage system map. FY 2008 included map updates and the creation of a map showing all parks, daycare centers, schools and HOA playgrounds to help implement the City's new sexual offender ordinance. FY 2009 included continued map maintenance and the addition of a City owned traffic sign database. FY 2010 will include the addition of a link between the City's scanned records (Laser Fiche) and the GIS System as well as the addition of a street light database and a field map book for storm drainage infrastructure. Future phases will include software for growth analysis, crime and incident analysis, disaster response, and public notifications.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Equipment & Software	\$10,000	<b>\$30,000</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$140,000
Estimated Total Cost	\$10,000	<b>\$30,000</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$140,000

Funding Source:	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
City	\$10,000	<b>\$30,000</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$140,000
County								
State								
Federal								
Other								
Estimated Total Revenue	\$10,000	<b>\$30,000</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$140,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 8,820  
 Description of Operating Impact: Cost of maintenance agreement.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** PARKS COURT RESURFACING **Project No.:** 048  
**Department:** PUBLIC WORKS  
**Fund #** 303 PARKS AND RECREATION

**PROJECT DESCRIPTION:** This project provides for the repair and resurfacing of 5 tennis courts, 10 basketball courts, and 6 shuffle board courts in Parks throughout the City. The previous resurfacing occurred in 1998. In FY 2009, the basketball courts at Ira Van Bullock, Gladiator, Rambo, Burrowing Owl, and Bowman Parks were repaired and resurfaced. Also in FY 2009, the tennis courts in Community, Gladiator, and Rambo Parks were repaired and resurfaced. In FY 2010, the tennis and basketball courts at Veterans' Park along with the shuffleboard court at Community Park will be repaired and resurfaced. This project will provide safer playing surfaces and aesthetic enhancements in the Parks.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Materials & Labor	\$54,000	\$20,000						\$74,000
Estimated Total Cost	\$54,000	\$20,000						\$74,000

Funding Source:	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
City	\$54,000	\$20,000						\$74,000
County								
State								
Federal								
Other								
Estimated Total Revenue	\$54,000	\$20,000						\$74,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A





**Public Works Equipment Replacement**

FY 2010-2015 Capital Improvement Program

Revised May 1, 2009

Project No.: 049

<b>Equipment Description</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
1967 WATTER TANKER WITH TRAILER				\$4,000		
1979 FORD 3600 TRACTOR						
1985 GENERATOR W/TRAILER						
1988 SINGLE AXLE TRAILER			\$3,000			
1990 TRUEPLAY FIELD PREP						\$5,000
1993 TRAILER W/500 GAL WATER TANK						
1994 4X8 TRAILER						
1994 4X8 TRAILER						
1996 16' x 7' TANDEM TRAILER						
1996 HYDRO-GRUBER LIFT	\$36,000					
1998 CEMENT MIXER				\$11,000		
1998 CUSHMAN GROOM MASTER		\$12,000				
1999 BOBCAT SKID STEER						
1999 BOBCAT TRAILER						
2001 ARROWBOARD						\$15,000
2001 FIVE REEL TORO MOWER						
2001 SKAG TIGER CUB 52"						
2002 AERIFIER 4" PRONGS						
2002 DIXIE CHOPPER MOWER		\$9,000				
2003 BROYHILL SPRAYER						
2003 JOHN DEERE LOADER/BACKHOE						
2003 JOHN DEERE TRACTOR W/BUSHOG						
2003 SPEEDFLO PAINT SPRAYER						
2004 DIXIE CHOPPER			\$9,000			
2004 JOHN DEERE GATOR						
2004 TANDEM TRAILER						
2004 TANDEM TRAILER						
2004 VICON SPREADER PTO				\$5,000		
2005 BALDOR 175 KW #213						
2005 BALDOR 175 KW #216						
2005 PORTABLE 10KW GENERATOR						
2005 TOP DRESSER						
2005 TORO ROTORY MOWER						
2005 TORO SAND PRO						
2005 TORO UTILITY VEHICLE						
2006 DIXIE CHOPPER						
2006 JOHN DEERE CS GATOR						
2006 SPORTS TURF SOD ICUTTER						
2008 STUMP GRINDER ATTACHMENT						
2007 JOHN DEERE 655 TILLER						
2007 JOHN DEERE 790 TRACTOR						
2008 8X20 FLAT DECK TRAILER						
PTO DRIVEN ROTO-TILLER			\$5,000			
STATE SURPLUS PURCHASES (Fork Lift)						
<b>Totals</b>	\$36,000	\$21,000	\$17,000	\$20,000	\$0	\$20,000

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** COPIER REPLACEMENT PROGRAM **Project No.:** 069  
**Department:** ALL DEPARTMENTS  
**Fund #** 304 RECONSTRUCTION AND MAINTENANCE

**PROJECT DESCRIPTION:** Provides for the orderly replacement of the twelve copiers, a Risograph machine and large document copier and scanner used in the City. Four copiers are heavy duty, mass-volume copiers, with sorters, located in the Departments of Administration, Planning and Building, and Public Safety. Six medium duty copiers with sorters are in the Departments of Public Works (1), Public Safety (2), and Leisure Services (3). Two low volume light duty copiers are located in the Departments of Building and Finance.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Furniture, Equipment & Software		\$25,000	\$64,000	\$50,000	\$40,000	\$38,000		\$217,000
Estimated Total Cost		\$25,000	\$64,000	\$50,000	\$40,000	\$38,000		\$217,000

Funding Source:								
City		\$25,000	\$64,000	\$50,000	\$40,000	\$38,000		\$217,000
County								
State								
Federal								
Other								
Estimated Total Revenue		\$25,000	\$64,000	\$50,000	\$40,000	\$38,000		\$217,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 3,000  
 Description of Operating Impact: Cost of maintenance agreement after warranty.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

Project Name: COPIER REPLACEMENT PROGRAM Project No.: 069  
 Department: ALL DEPARTMENTS  
 Fund #: 304 RECONSTRUCTION AND MAINTENANCE

Fixed Asset #	Purchase Date	Department	Size/Type	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
3732	3/1/2000	Leisure Services	Heavy Duty Risograph 3770		\$30,000				
8376	2/7/2008	Public Works	Medium Duty Canon IR 3035					\$10,000	
8406	2/7/2008	Building	Light Duty-Canon 1023IF					\$8,000	
8600	2/7/2008	Leisure Services Upstairs	Medium Duty Color- Canon 4080i					\$20,000	
7151	1/30/2003	Public Safety Cells	Medium Duty Canon IR 330		\$8,000				
7152	1/30/2003	Public Safety Station 2	Medium Duty Canon IR 330		\$8,000				
6749	3/3/2004	Leisure Services Comm. Center	Medium Duty Canon IR 2200	\$10,000					
7450	3/3/2004	Public Safety Recept. Desk	Heavy Duty Canon IR 5000	\$15,000					
7275	4/1/2005	Planning/ Building	Heavy Duty Color Canon IR 5800			\$25,000			
8121	4/1/2005	Finance Cashier	Light Duty Canon IR 1630		\$8,000				
8344	4/8/2005	Planning / Engineering	HP Plotter 815 MFP			\$25,000			
6760	3/14/2006	Leisure Services (Comm. Hall)	Medium Duty Canon IR 3530		\$10,000				
8235	1/4/2007	Public Safety Admin.	Heavy Duty Canon IR 5070				\$20,000		
8343	1/4/2007	Administration / Finance	Heavy Duty Canon IR 5070				\$20,000		
Total				\$25,000	\$64,000	\$50,000	\$40,000	\$38,000	

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** JUSTICE ASSISTANCE GRANT (JAG)  
**Department:** PUBLIC SAFETY  
**Fund #** 304 RECONSTRUCTION AND MAINTENANCE

**Project No.:** 073

**PROJECT DESCRIPTION:**

The Greenacres Department of Public Safety proposes to use the Justice Assistance Grant (JAG) funds from the U.S. Departments of Justice in the amount of \$28,116 to fund equipment to improve technology and enhance the Department's efficiency and effectiveness in detecting and deterring crime; including but not limited to: in-car video cameras, security cameras, and a speed-radar trailer.

This project is 100% grant funded by the U.S. Department of Justice.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Furniture, Equipment & Software		\$28,116						\$28,116
Estimated Total Cost		\$28,116						\$28,116

Funding Source:	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
City								
County/E911 Funds								
State		\$28,116						\$28,116
Federal								
Estimated Total Revenue		\$28,116						\$28,116

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$1,000

Description of Operating Impact: R & M for hardware \$1,000

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** UPGRADE PUBLIC ADMIN/PUBLIC SAFETY **Project No.:** 082  
HARDWARE AND SOFTWARE  
**Department:** FINANCE  
**Fund #** 301 NEW GROWTH

**PROJECT DESCRIPTION:** This project will enable the City to continue to improve the delivery of services and enhance efficiency by implementing technology initiatives. In FY 2010 and 2011, the City is planning on upgrading its software to new Windows technology.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Hardware & Software		\$1,500,000	\$1,500,000	\$500,000				\$3,500,000
Estimated Total Cost		\$1,500,000	\$1,500,000	\$500,000				\$3,500,000

Funding Source:								
City		\$1,500,000	\$1,500,000	\$500,000				\$3,500,000
County								
State								
Federal								
Other								
Estimated Total Revenue		\$1,500,000	\$1,500,000	\$500,000				\$3,500,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$15,000  
 Description of Operating Impact: Software maintenance agreement and hardware maintenance will increase following end of warranties.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** VEHICLE REPLACEMENT PROGRAM **Project No.:** 088  
**Department:** ALL DEPARTMENTS  
**Fund #** 304 RECONSTRUCTION AND MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for the orderly replacement of vehicles in all departments of the City. Mileage, age, and repairs are taken into account as part of the analysis to determine when each vehicle should be replaced. A matrix showing the schedule of replacement from FY 2008 through FY 2014 is attached.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Vehicles	\$258,000	<b>\$221,000</b>	\$133,000	\$383,000	\$271,000	\$289,000		\$1,555,000
<b>Estimated Total Cost</b>	<b>\$258,000</b>	<b>\$221,000</b>	<b>\$133,000</b>	<b>\$383,000</b>	<b>\$271,000</b>	<b>\$289,000</b>		<b>\$1,555,000</b>

Funding Source:								
City	\$258,000	<b>\$221,000</b>	\$133,000	\$383,000	\$271,000	\$289,000		\$1,555,000
County								
State								
Federal								
Other								
<b>Estimated Total Revenue</b>	<b>\$258,000</b>	<b>\$221,000</b>	<b>\$133,000</b>	<b>\$383,000</b>	<b>\$271,000</b>	<b>\$289,000</b>		<b>\$1,555,000</b>

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$25,000+  
 Description of Operating Impact: Cost of maintenance.

**Vehicle Replacement Program**

**Project Name:** VEHICLE REPLACEMENT PROGRAM  
**Department:** ALL DEPARTMENTS  
**Fund #:** 304 RECONSTRUCTION AND MAINTENANCE

**Project No.:** 088

Department	Year	Model	Asset #	VIN #	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
<b>BLDG. (6)</b>										
	1999	1/2Ton Dakota Pick Up	6278	3150			20,000			
	1999	1/2Ton Dakota Pick Up	6279	3151			20,000			
	1999	1/2Ton Dakota Pick Up	6280	3152			20,000			
	2000	Dakota 4x4	5913	9221					24,000	
	2000	Taurus LX	5914	3406					23,000	
	2007	Taurus	8405	9077						
<b>Engineering (1)</b>										
	2002	EXPLORER 1/2 ton	7281	736						
<b>Finance (2)</b>										
	2001	Grand Caravan Sport	7221	3000			22,000			
	2005	CARAVAN / SE	7420	502						
<b>Leisure Services(6)</b>										
	1992	3800/Bus 60 Pass.	6735	8066						
Refurb FY11	1995	3600 Thomas Bus 30 Pass.	6285	3509	10,000					
	1995	3800/Bus 60 Pass.	7062	5863						
	1996	Palm Tran Bus 30 pass	6578	7651						
	1998	Caravan / 8 Pass.	6716	7870					25,000	
	2007	E 350 Van 16 Pass	8364	7682						
<b>Public Safety (54)</b>										
	1995	E-150 Van	5987	21			22,000			
	1994	Isuzu Rodeo(contract)	8526	157						
	2006	Taurus	8218	509					23,000	
	1997	Lumina	6676	1012	23,000					
	2003	Crown Victoria (02)	7249	1532			28,000			
	2003	Crown Victoria (02)	7246	1533			28,000			
	2003	Crown Victoria	7248	1534				29,000		
	2003	Crown Victoria (02)	7247	1535				29,000		
	1998	G2500 Van (swat)	6781	1690				20,000		
	2000	Crown Victoria	6869	2279	28,000					
	2000	2500 van	6824	2581					21,000	
	2009	Impala		2786						
	2007	Crown Victoria	8236	2790						
	2007	Crown Victoria	8237	2791						
	2007	Crown Victoria	8238	2792						
	2005	Taurus	8048	3065						
EMS	2005	Explorer	8049	3262						
	2008	Impala	8527	3456						
	2008	Impala	8512	4303						
	2001	Intrepid SE	7136	4386	21,000					
	2003	Taurus	7435	4632				23,000		
	2003	Taurus	7436	4633						
	2001	1500 CLUB CAB	6844	4656					31,000	
	2005	Taurus	8047	5169						
	2001	Crown Victoria	7223	5756	28,000					
	2001	Crown Victoria	7225	5757	28,000					
	2001	Crown Victoria	7226	5758	28,000					
	2008	Impala	8513	5835						
	2002	Ram 1500 ST	7245	5965						
	2004	Crown Victoria	7484	6301				29,000		
	2004	Crown Victoria	7485	6302				29,000		
	2004	Crown Victoria	7486	6303				29,000		
	2004	Crown Victoria	7488	6305				29,000		
	1999	Delta 88(contract)	8525	6469						
	2002	CST van E-350(donation)	8545	6522						
	2009	Malibu		6602						
	2005	Crown Victoria	8051	7047					31,000	
	2005	Crown Victoria	8052	7048					31,000	
	2005	Crown Victoria	8050	7049					31,000	

**Vehicle Replacement Program**

**Project Name:** VEHICLE REPLACEMENT PROGRAM  
**Department:** ALL DEPARTMENTS  
**Fund #:** 304 RECONSTRUCTION AND MAINTENANCE

**Project No.:** 088

Department	Year	Model	Asset #	VIN #	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
EMS	2008	Impala	8381	7364						
	2008	Impala	8514	7941						
	1997	Lumina	6680	7999	23,000					
	1997	Lumina	6673	8210			24,000			
	2008	Impala	8515	8579						
	2006	Crown Victoria	8213	8781						
	2006	Crown Victoria	8214	8782						
	2006	Crown Victoria -IACP	8216	8784						
	2006	Crown Victoria	8217	9062						
	2003	Crown Victoria	7170	9285				29,000		
	2003	Crown Victoria	7431	9286			28,000			
	2003	Crown Victoria	7433	9287			28,000			
	2003	Crown Victoria	7434	9288					31,000	
	2009	Impala								
	2009	Impala								
<i>Public Works(23)</i>										
	1986	S1700 Water Tanker	7055	6237						
	1991	2500 Pick Up	5298	6721			25,000			
	1993	4700LP Flat Bed 112	6460	877						
	1995	F350 Pick Up	5991	1802					32,000	
	1996	F500 PU	6282	8224				25,000		
	1996	3500 Pick Up Crewcab	6077	607					33,000	
	1996	B-150 Ram Van	6185	6774						
	1996	F350 Pick Up	6161	2820						
	1997	F350 Pick Up	6584	6551						
	1998	Lumina (loaner)	6779	2199						
	1999	3500 SIERRA Dump	6998	9468						
	2000	Cherokee	7013	9756						
	2001	4700 Dump	7020	5454						
	2001	F150 Pick Up	7019	1033						
	2002	Express cargo Van	6511	2533						
	2002	F150 Pick Up	6513	5961						
	2002	F-250 Super Duty	6512	9073						
	2003	F350 Pick Up	6519	1426						
	2004	E350 Van 15 Pass	7355	2202						
	2005	F-350 4X4	7075	2326						
	2006	F-350 Crew Cab	8151	5657						
	2007	E-350 Van	8363	7816						
	2008	4300	8373	1272						
<i>P/S Fire and Medical (8)</i>										
Replaced FY07	1988	Pierce Fire Truck	821	307						
	2001	4700 LP Int'l Amb (8)	7253	1033			200,000			
	2001	4700 LP Int'l Amb (9)	7264	1034	175,000					
Replaced FY09	2001	4700 LP Int'l Amb (11)	7265	1035						
Replaced FY07	1996	4700 LP Int'l Amb	6241	4155						
	1996	E-1Hush Pumper (4)	6308	6418						
	2001	Am LaFr Eagle Pumper (5)	7227	7080						
	2001	Am LaFr Lti 93 Fire Tr (1)	7250	8711						

**Grand Totals** **\$221,000    \$133,000    \$383,000    \$271,000    \$289,000    \$0**

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** COMPUTER HARDWARE REPLACEMENT PROGRAM  
**Department:** FINANCE  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**Project No.:** 091

**PROJECT DESCRIPTION:** This project provides for the orderly replacement of User Computers, Mobile Data Terminals, Network Servers & Equipments, and UPS units. In 2010, four 19 year old UPS units at Public Safety will be replaced. By funding this project, the City will stay current with technological advances in the information technology field.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
User Computers					\$10,000			\$10,000
MDT's			\$15,000	\$15,000	\$15,000			\$45,000
Network Servers				\$20,000				\$20,000
Network Equipment						\$10,000		\$10,000
UPS Units		\$18,500						\$18,500
<b>Estimated Total Cost</b>		<b>\$18,500</b>	\$15,000	\$35,000	\$25,000	\$10,000		\$103,500

Funding Source:								
City		\$4,230	\$15,000	\$35,000	\$25,000	\$10,000		\$89,230
County (E911)		\$14,270						\$14,270
State								
Federal								
Other								
<b>Estimated Total Revenue</b>		<b>\$18,500</b>	\$15,000	\$35,000	\$25,000	\$10,000		\$103,500

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 5,817  
 Description of Operating Impact: Cost of maintenance agreement after warranty.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** ORIGINAL SECTION STREET IMPROVEMENTS NORTH OF 10<sup>th</sup> AVENUE N  
**Department:** PLANNING & ENGINEERING  
**Fund #** 301 NEW GROWTH

**Project No.:** 101

**PROJECT DESCRIPTION:** This project provides for the construction of sidewalks, paving, drainage, water, and lighting improvements in the Original Section of the City on the north side of 10<sup>th</sup> Avenue North. The project is phased over an eight (8) year period starting with improvements on Swain Boulevard and then Jackson, Martin, Walker, Broward, Perry, Jennings and Fleming Avenues. In 2000, all of the streets except Jennings and Fleming were annexed into the City and improvements made in the following years. In late 2007, Jennings and Fleming were brought into the City and in FY 2009 Jennings was improved. In FY 2010 the improvements will consist of sidewalks, paving, and drainage for Fleming Avenue.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design	\$20,000	\$15,000						\$35,000
Land or ROW Acquisition								
Construction	\$89,565	\$102,206						\$191,771
Estimated Total Cost	\$109,565	\$117,206						\$226,771

Funding Source:								
City	\$20,209	\$18,200						\$38,409
County (CDBG)	\$89,356	\$99,006						\$188,362
State								
Federal								
Other								
Estimated Total Revenue	\$109,565	\$117,206						\$226,771

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 3,000  
 Description of Operating Impact: Cost of added electric lighting and drainage maintenance.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** ORIGINAL SECTION STREET  
 IMPROVEMENTS NORTH OF 10<sup>th</sup> AVENUE N  
**Department:** PLANNING & ENGINEERING  
**Fund #** 301 NEW GROWTH

**Project No.:** 101

**Schedule of Improvements**

	Street Lights	Water	Drainage	Paving	Sidewalk	Engineering	Contingency	TOTAL	Fiscal Year
Swain		37,688	96,413	86,038	17,430	17,350		\$254,919	2003
Jackson			6,399	75,934	40,123	13,300		\$137,756	2004
Martin			12,590	37,718	27,220	14,300		\$ 91,828	2005
Broward			14,540	48,238	30,704	9,069	-3,750	\$ 98,801	2006-07
Walker			5,282	16,576	21,403	9,068	-3,750	\$ 48,579	2006-07
Perry			9,766	29,738	19,813	9,068	-3,750	\$ 64,635	2006-07
Street Lights for Jackson, Walker, Broward, Swain, Martin, Perry, Jennings, and Fleming	1,680							\$ 1,680	2008
Jennings			25,025	32,129	32,411	20,000		\$109,565	2009
Fleming			14,903	39,783	47,520	15,000		\$117,206	2010
<b>TOTAL</b>								<b>\$924,969</b>	<b>0</b>

- Notes: 1. Sidewalk item FY 2004, FY 2005 and FY 2009 includes clearing and sidewalk construction.  
 2. Paving item FY 2004, FY 2005 and FY 2009 includes mobilization, guardrail and maintenance of traffic.  
 3. FY 2003 through FY 2005 figures are actual construction costs.  
 4. FY 2006 figures are from final the pay request from Rosso Paving & Drainage, Inc. approved on April 13, 2007. Sidewalk item includes mobilization, clearing and sidewalk construction. Paving item includes guardrail, maintenance of traffic, and paving. The contingency item reflects the \$11,250 liquidated damages penalty assessed against Rosso for late completion of the project. Of the \$27,205 total spent on engineering for Broward, Walker and Perry, \$20,750 was spent in FY 2006 and \$6,455 in FY 2007.  
 5. FY 2009 (Jennings & Fleming) estimates were increased in FY 2008 by factor of 1.20 over prior year estimates to account for inflation in construction materials. Sidewalk item includes clearing and sidewalk construction.  
 6. FY 2010 (Fleming) paving item includes overlaying the entire road (estimated at \$18,200).

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** 10<sup>TH</sup> AVE. N. CORRIDOR IMPROVEMENTS **Project No.:** 104  
**Department:** PLANNING & ENGINEERING  
**Fund #** 301 NEW GROWTH

**PROJECT DESCRIPTION:** This project entails the construction of physical improvements along the 10<sup>th</sup> Avenue North Corridor from the E-3 Canal to Haverhill Road. The components include streetscape, landscape, decorative streetlights, signage, and entry features. Plans were started in FY 2006 with construction of street lighting planned to commence in FY 2009, as well as acquisition of various surplus parcels fronting 10<sup>th</sup> Avenue North from Palm Beach County which will provide space for installation of landscaping and features. The construction of markers is planned to start in FY 2010. In FY 2011 landscaping and the acquisition of the gateway properties at the NW and SW corners of 10<sup>th</sup> Avenue North and Haverhill through the FCT grant program are planned. Decorative street printing to follow in FY 2012.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Landscaping			\$100,000					\$100,000
Street Printing				\$130,000				\$130,000
Markers, Trellis, Signs		\$70,000						\$70,000
Lighting	\$100,000							\$100,000
Property Acquisition	\$25,000		\$496,000					\$521,000
<b>Estimated Total Cost</b>	<b>\$125,000</b>	<b>\$70,000</b>	<b>\$596,000</b>	<b>\$130,000</b>				<b>\$921,000</b>

Funding Source:								
City	\$125,000	\$70,000	\$298,400	\$130,000				\$623,400
County (KPBCB)								
State (FCT)			\$297,600					\$297,600
Federal								
Other								
<b>Estimated Total Revenue</b>	<b>\$125,000</b>	<b>\$70,000</b>	<b>\$596,000</b>	<b>\$130,000</b>				<b>\$921,000</b>

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$10,000  
 Description of Operating Impact: Cost of street lighting and landscape maintenance.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** UPGRADE MICROSOFT SOFTWARE **Project No.:** 129  
**Department:** FINANCE  
**Fund #** 301 NEW GROWTH

**PROJECT DESCRIPTION:** This project provides for upgrading Windows Server Operating Systems, Exchange Servers, Terminal Services Servers, and Desktop Client Access Licenses. The upgrade will be based on the Microsoft Licensing Enterprise Agreement made available to local government through a state contract.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Software	\$10,500	<b>\$10,500</b>	\$10,500	\$12,000	\$12,000	\$12,000	\$12,000	\$79,500
Estimated Total Cost	\$10,500	<b>\$10,500</b>	\$10,500	\$12,000	\$12,000	\$12,000	\$12,000	\$79,500

Funding Source:	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
City	\$10,500	<b>\$10,500</b>	\$10,500	\$12,000	\$12,000	\$12,000	\$12,000	\$79,500
County								
State								
Federal								
Other								
Estimated Total Revenue	\$10,500	<b>\$10,500</b>	\$10,500	\$12,000	\$12,000	\$12,000	\$12,000	\$79,500

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** PUBLIC GROUNDS LANDSCAPE MATERIALS      **Project No.:** 134  
**Department:** PUBLIC WORKS  
**Fund #** 303 PARKS AND RECREATION

**PROJECT DESCRIPTION:** This project provides for the replacement and/or enhancement of landscaping on Public Building and Park Grounds.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Materials & Labor	\$20,000			\$20,000			\$20,000	\$60,000
Estimated Total Cost	\$20,000			\$20,000			\$20,000	\$60,000

Funding Source:								
City	\$20,000			\$20,000			\$20,000	\$60,000
County								
State								
Federal								
Other								
Estimated Total Revenue	\$20,000			\$20,000			\$20,000	\$60,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** AGGRESSIVE DRIVING ENFORCEMENT EQUIPMENT **Project No.:** 138  
**Department:** PUBLIC SAFETY  
**Fund #** 304 RECONSTRUCTION AND MAINTENANCE

**PROJECT DESCRIPTION:** The priority area of the grant is Aggressive Driving, which will be addressed by active traffic enforcement on thoroughfares throughout the City, particularly in school zones. The Public Safety Department seeks FDOT grant funds in the amount of \$51,804 to purchase eight (8) electronic citation devices, radar units and in-car video cameras. The City's matching fund of 10% is \$5,756.

This project is 90% grant funded by the Florida Department of Transportation.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Furniture, Equipment & Software		\$57,560						\$57,560
Estimated Total Cost		\$57,560						\$57,560

Funding Source:								
City		\$5,756						\$5,756
County								
State		\$51,804						\$51,804
Federal								
Other								
Estimated Total Revenue		\$57,560						\$57,560

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 1,600

Description of Operating Impact: Semi-annual calibrations; repair and maintenance of equipment.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** SECURITY CAMERAS **Project No.:** 141  
**Department:** PUBLIC SAFETY  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**PROJECT DESCRIPTION:** This project will provide the Public Safety Department with the ability to have security cameras installed at City Hall which acts as the secondary Emergency Operations Center (EOC) in the City’s Continuity of Operations Plan (COOP).

This project is 100% grant funded by the Department of Homeland Security.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Furniture, Equipment & Software		\$15,037						\$15,037
Estimated Total Cost		\$15,037						\$15,037

Funding Source:								
City								
County/E911 Funds								
State								
Federal/UASI		\$15,037						\$15,037
Other								
Estimated Total Revenue		\$15,037						\$15,037

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 500  
 Description of Operating Impact: Cost of maintenance agreement after warranty.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** PUBLIC BUILDINGS ROOF REPLACEMENT      **Project No.:** 150  
**Department:** PUBLIC WORKS  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for the roof replacement on public buildings. In FY 2011, a 15 year old dimensional shingle roof on the Perry Avenue Building will be replaced along with the flat roof on the Community Hall building. In FY 2015, the 3-ply roof on the maintenance shed at Veteran’s Park, the 4-ply roof on Phase 1 of Public Safety Station, and the metal roofs on the main pavilion, the Comfort Station, and (2) gazebos at Community Park will be replaced.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Equipment & Software								
Materials & Labor			\$16,000				\$21,000	\$37,000
Estimated Total Cost			\$16,000				\$21,000	\$37,000

Funding Source:								
City			\$16,000				\$21,000	\$37,000
County								
State								
Federal								
Estimated Total Revenue			\$16,000				\$21,000	\$37,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: Cost of maintenance agreement.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** EXTERIOR PAINTING PUBLIC BUILDINGS      **Project No.:** 151  
**Department:** PUBLIC WORKS  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for the orderly exterior maintenance of public buildings through weather proofing and painting. In FY 2010, Public Safety Station 1 and the firing range will be painted. Public Safety Station 2 and the former City Hall building shall be painted in FY 2012. The Leisure Services building and the Community Park comfort station will be painted in FY 2013. The Ira Van Bullock Park pavilion and the Community Center will be painted in FY 2014. The C.A.R.E.S. building, Community Hall, the north and south restrooms at Freedom Park, Public Works building, City Hall building, and the Public Works maintenance shed at Martin Avenue, adjacent to Padgett Field, will be painted in FY 2015.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Equipment & Software		\$18,000		\$12,000	\$14,000	\$14,000	\$60,000	\$118,000
Estimated Total Cost		\$18,000		\$12,000	\$14,000	\$14,000	\$60,000	\$118,000

Funding Source:								
City		\$18,000		\$12,000	\$14,000	\$14,000	\$60,000	\$118,000
County								
State								
Federal								
Other								
Estimated Total Revenue		\$18,000		\$12,000	\$14,000	\$14,000	\$60,000	\$118,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENT PROGRAM (FY 2010-2015)  
PROJECT NO. 151**

**BUILDING EXTERIORS PAINTING SCHEDULE**

<b>BUILDING</b>	<b>DATE PAINTED</b>	<b>SCHEDULED TO PAINT</b>
301 SWAIN BLVD.	February-01	2008
500 PERRY AVE.	January-08	2015
FORMER CITY HALL	May-04	2012
COMMUNITY CENTER	January-07	2014
COMMUNITY HALL	January-08	2015
FREEDOM PARK (NORTH)	February-08	2015
FREEDOM PARK (SOUTH)	May-08	2015
LEISURE SERVICES	March-06	2013
PUBLIC SAFETY #1	March-03	2010
PUBLIC SAFETY #1 BAY	October-86	2010
PUBLIC SAFETY RANGE	December-03	2010
PUBLIC SAFETY #2	August-03	2012
PUBLIC WORKS	July-07	2015
PW SHED/MARTIN	February-08	2015
VETERANS PARK PRESSBOX	February-08	2005
CITY HALL (MELALEUCA LANE)	July-07	2015
COMMUNITY PARK COMFORT STATION	Sep-06	2013
IRA VAN BULLOCK PAVILLION	Nov-07	2014

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** STORMWATER PIPE & BASIN REPLACEMENT **Project No.:** 152  
**Department:** PUBLIC WORKS  
**Fund #** 304 RECONSTRUCTION AND MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for the rehabilitation of twenty three (23) stormwater pipes in Villa Del Trio, twenty six (26) pipes in Lake Worth Hills, and eighty two (82) pipes in the Original Section of the City in order to restore the stormwater flow to its intended design. The stormwater drainage systems were installed more than 30 years ago. In FY 2010, twenty catch basins and 1,510 linear feet of storm sewer pipes shall be repaired and rehabilitated in the Villa Del Trio subdivision. This project is partially funded by a FEMA grant (75%).

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Equipment & Software	\$35,000	\$161,000	\$20,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,016,000
Estimated Total Cost	\$35,000	\$161,000	\$20,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,016,000

Funding Source:								
City	\$35,000	\$40,250	\$20,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,016,000
County								
State								
Federal		\$120,750						
Estimated Total Revenue	\$35,000	\$161,000	\$20,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,016,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** ORIGINAL SECTION DRAINAGE IMPROVEMENTS PHASE 2 **Project No.:** 154  
**Department:** PLANNING & ENGINEERING  
**Fund #** 301 NEW GROWTH

**PROJECT DESCRIPTION:** This project provides for the clearing and grading of the remaining alleys in the Original Section north of 10<sup>th</sup> Avenue North. Five alleys north of 10<sup>th</sup> Avenue North that were annexed in 2000 (Jackson/Walker, Walker/Broward, Broward/Swain, Swain/Martin, and Martin/Perry) were cleared as part of the FY 2007 budget. The two remaining alleys (Perry/Jennings and Jennings/Fleming) were annexed in 2007 and are now proposed to receive the same improvement as the prior five alleys. The planning and design phase of this project (\$10,600) has already been funded by the Planning and Engineering Department through the FY 2008 budget.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Construction		\$73,000						\$73,000
Estimated Total Cost		\$73,000						\$73,000

Funding Source:	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
City								
County (CDBG-R)								
State								
Federal		\$73,000						\$73,000
Other								
Estimated Total Revenue		\$73,000						\$73,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: The project will improve the maintainability of these areas and should thus reduce maintenance costs.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** A & B CANALS DREDGING **Project No.:** 156  
**Department:** PUBLIC WORKS  
**Fund #** 304 RECONSTRUCTION AND MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for the dredging and re-grading of the “A” & “B” Canals, to maintain storage capacity, improve storm water flow, and provide added bank stabilization. The improved flow will maintain the positive drainage in the Lake Worth Hills, Villa Del Trio, and Palm Beach Villas subdivisions. Boundary and topographic surveying and dredging of the “A” and “B” Canals shall take place in Fiscal Year 2010. This project is partially funded by a FEMA grant (75%).

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Furniture, Equipment & Software								
Materials & Labor		\$39,000						\$39,000
Estimated Total Cost		\$39,000						\$39,000

Funding Source:								
City		\$9,750						\$9,750
County								
State								
Federal		\$29,250						\$29,250
Other								
Estimated Total Revenue		\$39,000						\$39,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** SHUTTER REPLACEMENT  
**Department:** PUBLIC WORKS  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**Project No.:** 157

**PROJECT DESCRIPTION:** This project provides for the retrofit of the accordion shutters at Public Safety Station 1. The shutters were installed when the building was constructed in 1986. The new shutters will be high velocity impact shutters and meet the Miami-Dade code requirements. This project is partially funded by a FEMA grant (75%).

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Materials & Labor		\$55,000						\$55,000
Estimated Total Cost		\$55,000						\$55,000

Funding Source:								
City		\$13,750						\$13,750
County								
State								
Federal		\$41,250						\$41,250
Estimated Total Revenue		\$55,000						\$55,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 160  
 Description of Operating Impact: Staff time for routine maintenance and to lubricate shutters.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** PARKS/BUILDINGS PARKING RESURFACING      **Project No.:** 160  
**Department:** PUBLIC WORKS  
**Fund #** 303 PARKS AND RECREATION

**PROJECT DESCRIPTION:** This project provides for the asphalt overlay and striping of parking areas pertaining to Gladiator, Bowman, Rambo, Empire, Community, and Veteran’s Parks and the resurfacing of the pathway within Community Park. The parking areas in Empire, Rambo, and Gladiator Parks have not been resurfaced since their initial construction in the 1970’s. The Community Park pathway, which was installed in 1990, has suffered damage from uprooted trees and from normal wear and tear from Park users. In FY 2009, the resurfacing and striping of the parking areas in Gladiator, Bowman, Rambo, and Empire Parks were completed. FY 2010, the resurfacing and repairing of the asphalt pathway within Community Park shall be completed. In FY 2011, the repairing, resurfacing, and striping of Public Safety Station 1’s parking area shall be completed. In FY 2012, the repairing, resurfacing, and striping of Community Park’s parking area shall be completed. In FY 2013, the resurfacing and striping of the parking area at Veteran’s Park shall be completed. This project will provide increased safety and beautification of City parks and public buildings.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Material & Labor	\$15,700	<b>\$47,000</b>	\$35,000	\$12,000	\$20,000			\$129,700
Estimated Total Cost	\$15,700	<b>\$47,000</b>	\$35,000	\$12,000	\$20,000			\$129,700

Funding Source:								
City	\$15,700	<b>\$47,000</b>	\$35,000	\$12,000	\$20,000			\$129,700
County								
State								
Federal								
Other								
Estimated Total Revenue	\$15,700	<b>\$47,000</b>	\$35,000	\$12,000	\$20,000			\$129,700

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** ROADWAY STRIPING & MARKING/RESURFACING **Project No.:** 161  
**Department:** PUBLIC WORKS  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for the pavement and asphalt marking of roadways throughout the City. Edge lines, centerlines, turn arrows, and other roadway markings demonstrate significant depletion through the impacts of usage and weather. The project will be completed in 4 phases. In FY 2007 striping needs were addressed in the Palm Villas II community and in parts of the Original Section. In FY 2008, the remaining roadways in the Original Section and roadways within Lake Worth Hills were addressed. In FY 2009, striping in roadways within the Lake Worth Hills and Villa Del Trio subdivisions were addressed. In FY 2011, "other" areas that have been identified shall be addressed. The project will provide for increased visibility and safer conditions for drivers and pedestrians alike.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Equipment & Software								
Materials & Labor	\$25,000		\$25,000		\$215,000	\$215,000	\$215,000	\$695,000
Estimated Total Cost	\$25,000		\$25,000		\$215,000	\$215,000	\$215,000	\$695,000

Funding Source:								
City	\$25,000		\$25,000		\$215,000	\$215,000	\$215,000	\$695,000
County								
State								
Federal								
Estimated Total Revenue	\$25,000		\$25,000		\$215,000	\$215,000	\$215,000	\$695,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** A/C REPLACEMENT PROGRAM **Project No.:** 163  
**Department:** PUBLIC WORKS  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for the orderly replacement of air conditioning systems at public buildings throughout the City. Funds are budgeted to replace those units whose life expectancy is nearing expiration along with unexpected repairs and/or replacements due to general wear and tear, and equipment failure. Age, usage, and past repair history, and repair costs are taken into account as to when each unit should be replaced. A matrix showing the schedule of replacement from FY 2010 through 2015 is attached. Also in FY 2010, variable air volume (VAV) boxes will be installed in the duct system at Public Safety Station 1 Phase 1 area to meet the current demands of the building. The system enhancement will provide better control of the cooling and heating demands of the office spaces and common areas by compartmentalizing them into “zones”.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Equipment & Software								
Materials & Labor	\$30,000	<b>\$65,000</b>	\$120,000	\$23,000	\$17,000	\$20,000	\$32,000	\$307,000
Estimated Total Cost	\$30,000	<b>\$65,000</b>	\$120,000	\$23,000	\$17,000	\$20,000	\$32,000	\$307,000

Funding Source:								
City	\$30,000	<b>\$65,000</b>	\$120,000	\$23,000	\$17,000	\$20,000	\$32,000	\$307,000
County								
State								
Federal								
Estimated Total Revenue	\$30,000	<b>\$65,000</b>	\$120,000	\$23,000	\$17,000	\$20,000	\$32,000	\$307,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: Cost of maintenance agreement.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** 301 SWAIN BOULEVARD BUILDING RENOVATION      **Project No.:** 164  
**Department:** PLANNING & ENGINEERING  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for the renovation and updating of the building into office space suitable for occupancy by the Public Safety Department as a neighborhood substation, the Greenacres Historical Society, and the Greenacres branch office of the Palms West Chamber of Commerce. The building is more than 40 years old and will require substantial mechanical, plumbing and electrical work in addition to removal and construction of various interior partitions and exterior windows and doors to improve convenience, efficiency, and safety. The roof is only approximately 4 years old and is not anticipated to require significant work.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design	\$13,200							\$13,200
Land or ROW Acquisition								
Construction		\$243,110						\$243,110
Estimated Total Cost	\$13,200	\$243,110						\$256,310

Funding Source:								
City	\$13,200	\$243,110						\$256,310
County (CDBG)								
State								
Federal								
Estimated Total Revenue	\$13,200	\$243,110						\$256,310

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** PATHWAY TO PINEHURST DRIVE PHASE 2 **Project No.:** 165  
**Department:** PLANNING & ENGINEERING  
**Fund #** 303 PARKS AND RECREATION

**PROJECT DESCRIPTION:** This project provides for an extension to the pathway recently constructed between Pinehurst Drive and the southwest corner of Liberty Park Elementary (FY 2008 Budget, completed November 2008). The extension will connect the path to the existing sidewalk on the east side of Park Pointe Drive by running along the south side of Liberty Park Elementary. Completion of the extension will provide connectivity with the sidewalk on 10<sup>th</sup> Avenue North and provide more recreation options for pedestrians and bicyclists using the existing pathway. The work includes paving, lighting, fencing, and landscaping.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design		\$2,500						\$2,500
Land or ROW Acquisition								
Construction		\$70,000						\$70,000
Estimated Total Cost		\$72,500						\$72,500

Funding Source:								
City		\$72,500						\$72,500
County (CDBG)								
State								
Federal								
Other								
Estimated Total Revenue		\$72,500						\$72,500

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ \_\_\_\_\_ \*  
 Description of Operating Impact: \*The annual operating costs have been included in the Public Works Department's budget.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** ONLINE PAYMENT SOFTWARE **Project No.:** 167  
**Department:** FINANCE  
**Fund #** 301 NEW GROWTH

**PROJECT DESCRIPTION:** This project provides for the software for two (2) credit card collection stations, Leisure Services and City Hall to accept online payments. The software for Leisure Services WebTrac integrates with Leisure Services' current RecTrac System for payments for camps, athletics programs, and school aftercare. Payments for permits, solid waste, special water assessments and EMS billing would be integrated with the City's software currently being used in City Hall.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Software				\$15,000	\$25,000	\$50,000		\$90,000
Estimated Total Cost				\$15,000	\$25,000	\$50,000		\$90,000

Funding Source:								
City				\$15,000	\$25,000	\$50,000		\$90,000
County								
State								
Federal								
Other								
Estimated Total Revenue				\$15,000	\$25,000	\$50,000		\$90,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 3,000  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** WIRELESS LOCAL AREA NETWORK (WLAN)      **Project No.:** 168  
**Department:** FINANCE  
**Fund #** 301 NEW GROWTH

**PROJECT DESCRIPTION:** By funding this project, the wireless technology will give the city's computer users more convenience, mobility, productivity and expandability. This project will take place in the following stages: City Hall & Public Works, Leisure Services, and Public Safety.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design				\$10,000				\$10,000
Wireless Hardware & Installation				\$40,000	\$40,000			\$80,000
Estimated Total Cost				\$50,000	\$40,000			\$90,000

Funding Source:								
City				\$50,000	\$40,000			\$90,000
County								
State								
Federal								
Other								
Estimated Total Revenue				\$50,000	\$40,000			\$90,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 0  
 Description of Operating Impact:      N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** PUBLIC SAFETY GENERATOR REPLACEMENT      **Project No.:** 169  
**Department:** PUBLIC SAFETY  
**Fund #** 304 RECONSTRUCTION & MAINTENANCE

**PROJECT DESCRIPTION:** Public Safety Headquarters is the Emergency Operations Center (EOC) and location of the 911 center for the City of Greenacres. The current generator (180kw) was purchased in 1985. During the 2004 and 2005 hurricanes, the current generator had several malfunctions and was inoperable intermittently and sometimes completely. Due to the age of the generator, the City needs to replace it with 200kw generator capable of sustaining the operations of the EOC, 911 center, and life/safety operations during power outages. This project is proposed to be partially funded in the amount of \$48,345 under a Department of Homeland Security Urban Area Security Initiative (UASI) grant.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Equipment & Maintenance		\$100,000						\$100,000
Construction								
Estimated Total Cost		\$100,000						\$100,000

Funding Source:								
City		\$51,655						\$51,655
County								
State								
Federal (UASI)		\$48,345						\$48,345
Estimated Total Revenue		\$100,000						\$100,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \_\_\_\_\_ \$1,000  
 Description of Operating Impact: Consisting of fuel use during weekly testing and routine maintenance.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** EMS AUTOMATED RUN TRACKING **Project No.:** 171  
**Department:** FINANCE  
**Fund #** 301 NEW GROWTH

**PROJECT DESCRIPTION:** This project provides for enhanced capabilities in the billing and collections for City-provided ambulance transports. It consists of automating the run report that must be completed by paramedics on each transport. It will help paramedics gain efficiencies in the field by building a database that will keep a history of information for each patient; it will also greatly enhance the billing process by providing the capability to bill for a transport within as little as 30 minutes, and will eliminate the necessity to input transport information into the billing software by hand. The project consists of Automated Run Tracking software (\$13,000) and a tough book laptop computer for 4 ambulances (\$17,000) for a one-time implementation cost of \$30,000. Ongoing maintenance is 15% of the software cost annually (\$1,950).

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Software			\$13,000					\$13,000
Hardware			\$17,000					\$17,000
Estimated Total Cost			\$30,000					\$30,000

Funding Source:								
City			\$30,000					\$30,000
County								
State								
Federal								
Other								
Estimated Total Revenue			\$30,000					\$30,000

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$ 1,950  
 Description of Operating Impact: N/A

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** PUBLIC SAFETY ACCESS CONTROL SOFTWARE UPGRADE **Project No.:** 174  
**Department:** PUBLIC SAFETY  
**Fund #:** 304 RECONSTRUCTION & MAINTENANCE

**PROJECT DESCRIPTION:** This project provides for upgrading the Public Safety Department’s access control system with a state of the art “Point and Click” computer software controlled system. This access control system allows the dispatch center to open and close critical access points to the complex such as the bay doors, compound gates, and sally port gates. This project is proposed to be 100% funded under a Department of Homeland Security Urban Area Security Initiative (UASI) grant.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Hardware & Software		\$11,877						\$11,877
Estimated Total Cost		\$11,877						\$11,877

Funding Source:	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
City								
County								
State								
Federal (UASI)		\$11,877						\$11,877
Estimated Total Revenue		\$11,877						\$11,877

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$0  
 These costs will consist of a software/system service agreement which cost has yet to be determined.

**CAPITAL IMPROVEMENTS PROGRAM (FY 2010-2015)**  
**PROJECT REQUEST FORM**

**Project Name:** CRIME PREVENTION AND TECHNOLOGY  
**Department:** PUBLIC SAFETY  
**Fund #** 304 RECONSTRUCTION AND MAINTENANCE

**Project No.:** 177

**PROJECT DESCRIPTION:**

The project funds equipment and training to improve technology and enhance the Department's efficiency and effectiveness in detecting and deterring crime; including but not limited to: in-car video cameras, laptop computers, prisoner transport seats, automated fingerprint scanning/printing device, and security cameras.

This project is 100% grant funded by the U.S. Department of Justice.

Cost By CIP Year	Estimated Year End 2009	Budget Year 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Planning & Design								
Land or ROW Acquisition								
Furniture, Equipment & Software		\$115,692						\$115,692
Estimated Total Cost		\$115,692						\$115,692

Funding Source:								
City								
County								
State								
Federal		\$115,692						\$115,692
Other								
Estimated Total Revenue		\$115,692						\$115,692

**ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:**

Annual Operating Expenditures: \$7,373

Description of Operating Impact: R & M for hardware, Monthly air-card costs, Thermal printing paper

## GLOSSARY OF TERMS

For your convenience and reading ease, the following is a list of acronyms that are used by the City of Greenacres that you will find in the Glossary below.

<b>ALS</b>	– Advanced Life Support	<b>GASB</b>	– Governmental Accounting Standards Board
<b>CARES</b>	– Children Are Really Extra Special	<b>GIS</b>	– Geographic Information System
<b>CDBG</b>	– Community Development Block Grant	<b>GPRS</b>	– General Packet Radio System
<b>CDPD</b>	– Cellular Digital Packet Data	<b>HOA</b>	– Homeowners' Association
<b>CIP</b>	– Capital Improvement Program	<b>ICMA</b>	– International City/County Management Association
<b>COLA</b>	– Cost-Of-Living Adjustment	<b>MDT</b>	– Mobile Data Terminals
<b>EKG</b>	– Electrocardiogram	<b>MPSCC</b>	– Municipal Public Safety Communications Consortium
<b>EMS</b>	– Emergency Medical Services	<b>MSTU</b>	– Municipal Services Taxing Unit
<b>FY</b>	– Fiscal Year	<b>ODP</b>	– Office of Domestic Preparedness
<b>FMIvT</b>	– Florida Municipal Investment Trust	<b>PC</b>	– Personal Computer
<b>FTE</b>	– Full Time Equivalent		
<b>GAAP</b>	– Generally Accepted Accounting Principals		

year.

**ACCOUNT NUMBER:** A term to identify an individual asset, liability, encumbrance control, or fund balance.

**ACCOUNTING PERIOD:** A period for which financial statements are prepared. The City's fiscal year accounting period is from October 1 through September 30.

**ACCOUNTING PROCEDURES:** All processes that discover, record, classify, and summarize financial information to produce financial reports and provide internal control.

**ACCOUNTING SYSTEM:** The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.

**ACCOUNTS PAYABLE:** A liability account reflecting amounts due to private persons or organizations for goods provided or services rendered.

**ACCOUNTS RECEIVABLE:** An asset account reflecting amounts due from private persons or organizations for goods and services provided.

**ACCRUAL BASIS:** The basis of accounting under which transactions are recorded when they occur regardless of the timing of related cash flows. Under the accrual basis of accounting, revenues are recorded when earned, and expenses when incurred.

**ADOPTED BUDGET:** The budget as it is approved by the City Council prior to the beginning of each fiscal

**AD VALOREM TAX:** The Latin phrase "Ad Valorem" means "according to value", and is referred to as "property taxes" (taxes assessed *according to the value* of the property).

**AGENCY FUNDS:** Agency funds are used to account for resources that the government is holding in a fiduciary capacity (in trust) for another agency or individual. They are primarily clearing devices for cash collected for others, held briefly, and then disbursed to authorized recipients.

**ALS:** Advanced Life Support – an advanced measure of transport service extended to Greenacres residents by which more aggressive life-saving techniques are required and/or administered such as airway management, endotracheal intubation, IV therapy, cardiac monitoring and drug administration therapy.

**AMENDED BUDGET:** The amended budget is the working budget. It is the adopted budget that incorporates all operating transfers and approved budget amendments (changes in the budget total that are approved subsequent to initial adoption).

**AMORTIZATION:** (1) Gradual reduction, redemption or liquidation of the balance of accounts according to a specified schedule of times and amounts. (2) Provision for the extinguishment of a debt by means of a Debt Service Fund.

**ANNUAL BUDGET:** A plan for the coordination of resources and expenditures. The budget is the financial plan for the City's allocation of resources to provide services, accomplish the city's goals and objectives, and perform activities.

**APPROPRIATION:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**ASSESSED VALUATION:** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**ASSESSMENT RATIO:** The ratio of assessed value to market value. For example, a county requires a 40% assessment ratio on all property to be taxed. Property with a \$10,000 market value is therefore assessed at \$4,000 (40% of \$10,000) and the tax rate is applied to \$4,000.

**ASSESSMENT ROLL:** In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property and its assessed value.

**ATTRITION:** Loss of personnel - the gradual reduction of the size of a workforce by not replacing personnel lost through retirement or resignation.

**AUDIT:** An inspection of the accounting records and procedures of a business, government unit, or other reporting entity by a trained accountant for the purpose of verifying the accuracy and completeness of the records. A CPA audit determines the overall validity of the financial statements.

**AUTHORITY:** A government or public agency created to perform a single function or a restricted group of related activities. Usually such units are financed from service charges, fees and tolls, but in some instances they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing, or the exercise of certain powers.

**AVAILABLE FUND BALANCE:** This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

**BALANCED BUDGET:** A budget in which planned available funds are equal planned expenditures.

**BEGINNING FUND BALANCE:** The unexpended amount in a fund at fiscal year end, which is available for appropriation in the next fiscal year.

**BOND:** A written promise to pay a specified sum of money, called the face value or principal amount, at a

specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

**BUDGET:** A dollars-and-cents plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. Various documents, however, are commonly called budgets prior to approval by the legislative body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or if the appropriating body has approved it.

**BUDGET CALENDAR:** The schedule of key dates that a government follows in the preparation and adoption of the budget.

**BUDGET MESSAGE:** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

**BUDGET TRANSFER:** An action which changes budgeted amounts at the department, division, and/or object code level of control with offsetting increases and decreases in budgeted line items, but does not change total appropriations by fund.

**BUDGETARY BASIS:** This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**BUDGETARY CONTROL:** The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL EQUIPMENT:** Equipment such as automobiles, computers, and furniture, with an expected life of more than one year and a value of more than \$750 dollars.

**CAPITAL EXPENDITURES:** Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

**CAPITAL LEASE:** A leasing arrangement that must be reflected on the balance sheet as an asset and a corresponding liability. Generally, this happens when the lessee is, in substance, buying the asset or is leasing it for most of its useful life. In contrast, an *operating* lease normally involves equipment whereby the contract is written for considerably less than the life of the equipment, and the lessor handles all maintenance and servicing, also called a *service* lease.

**CAPITAL OUTLAYS:** Expenditures that result in the acquisition or construction of fixed assets.

**CAPITAL IMPROVEMENT PROGRAM (CIP):** The plan that identifies and controls expenditures for improvements to City facilities and land acquisitions pursuant to City functions over a five-year period.

**CAPITAL PROGRAM:** A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated acquisition of the government and specifies the full resources estimated to be available to finance the projected expenditures.

**CAPITAL PROJECT:** Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life; also called capital improvements.

**CAPITAL PROJECT FUNDS:** Capital Projects Funds are established to account for financial resources that are to be used to construct or otherwise acquire **major, long-lived general government capital facilities** – such as buildings, highways, storm sewer systems, and bridges. Their principal purpose is to ensure the economic and legal expenditure of the resources, but they may also serve as cost accounting mechanisms for controlling and accumulating the costs of major capital outlay projects. Furthermore, they *must* be used whenever they are legally or contractually required for non-major capital asset acquisitions. Indeed, they may be used to account for *any* general government capital asset acquisition.

**C.A.R.E.S.:** City sponsored “Children Are Really Extra Special” program. C.A.R.E.S. is a year-round, quality school-age childcare program that provides a variety of services to benefit the community, including homeowner assistance, drama and photo clubs, baseball, kickball, reading, and other activities.

**CASH BASIS:** A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**CELLULAR DIGITAL PACKET DATA (CDPD):** This is a data transmission technology developed for use on cellular phone frequencies. CDPD uses unused cellular channels to transmit data in packets at speeds up to 19.2 Kbps. It is designed to integrate with existing networks in assisting wireless connections for the Mobile Data Terminals used by Public Safety.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG):** Federal grant funds dedicated for programs and activities that primarily benefit low and moderate-income families, individuals and neighborhoods.

Programs include, but are not limited to, housing rehabilitation, affordable housing development and preservation, human services, and capital improvement activities.

**CONTINGENCY:** A budgetary reserve set aside for emergencies or unforeseen expenditures.

**COOL ZONE:** A program for middle school-aged children that provides free classes, trips, arts and crafts, help with homework, and sporting and other activities.

**COST CENTER:** a cost center is a sub-division of a department. For better management and control of costs, each of the City's departments is divided into cost centers, based on specific operations or responsibilities within the department. For instance, the Department of Administration has five (5) cost centers: City Manager, Mayor and City Council, Legal Council, Human Resources, and City Clerk. All of the cost centers in each department of the City can be referenced in the Table of Contents of this budget document, beginning on Page II.

**COST-OF-LIVING ADJUSTMENT (COLA):** An increase in salaries to offset the adverse effect of inflation.

**COUNCIL DISCRETIONARY ACCOUNT:** An amount set aside that can be released by the City Council to meet unexpected needs.

**CURRENT ASSETS:** Those assets that are available or can readily be made available to finance current operations or to pay current liabilities. Current assets are normally used or converted into cash within one year. Some examples are cash, temporary investments, and receivables (like taxes receivable) that are expected to be collected within one year.

**DEBT LIMIT:** The maximum amount of legally permitted gross or net debt.

**DEBT SERVICE:** The payment of principal and interest on borrowed funds, such as bonds and notes.

**DEBT SERVICE FUNDS:** Debt service funds are used to account for the accumulation of resources for, and the payment of, *general long-term debt* principal and interest.

**DEBT SERVICE REQUIREMENT:** The amount of money required for the principal and interest payments on long-term debt, the maturities of principal for serial bonds, and the required contributions to accumulate monies for the future retirement of term bonds.

**DEFICIT:** An excess of a fund's expenditures over its revenues in a given accounting period.

**DEPARTMENT:** A basic organizational unit of government that is functionally unique in its delivery of services.

**DEPRECIATION:** The systematic charges to expense of the cost of fixed assets as they decrease in value due to usage and the passage of time.

**DESIGNATED FUND BALANCE:** Available cash balances realized in one or more prior fiscal years and subsequently designed for use as a funding source in a future budget year.

**DISTINGUISHED BUDGET PRESENTATION PROGRAM:** A voluntary program administered by the Government Finance Officers Association to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

**EKG:** Electrocardiogram – the tracing that is made by an electrocardiograph which is an instrument for recording the changes of electrical potential occurring during the heartbeat used especially in diagnosing abnormalities of heart action.

**EMS:** Emergency Medical Services –Services provided by the EMS Division of Greenacres Public Safety Department.

**ENCUMBRANCE:** An amount of money that has been approved for the payment of goods and services not yet received.

**ENTERPRISE FUND:** A fund that may be used to report any activity for which a fee is charged to external users for goods and services.

**EXPENDITURES:** The cost measurement focus of governmental (expendable) fund accounting, which measures the amount financial resources during the period for current operations, capital outlay, and the payment of long-term debt principal and interest.

**EXPENSES:** The cost measurement focus of non-expendable (proprietary) fund accounting and the entity-wide financial reports of government and non-profit organizations, as well as profit seeking companies in the private sector, which measures the economic cost of assets consumed during a period. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FIDUCIARY FUNDS:** Trust and agency funds used to account for assets held by the City in a trustee capacity, or as an agent for individuals, private organizations, other governments, or other funds.

**FISCAL YEAR (FY):** The 12-month period used by the City as its accounting period for operating, budgeting and reporting purposes. State law requires that the fiscal year for the City of Greenacres, and all Florida local governments, must be from October 1 to September 30.

**FIXED ASSETS:** Assets of a long-term character that are expected to provide an economic benefit to the City for a period greater than 12 months. Classes of fixed assets include land, buildings, improvements other than buildings, and machinery and equipment.

**FMIvT:** The Florida Municipal Investment Trust (FMIvT) is the investment program of the Florida League of Cities. It was created in 1996 to provide cities with safe investment alternatives and offers several portfolios including industry-leading fixed income funds, actively managed domestic and international stock funds and AAA-rated bond funds.

**FRANCHISE:** A special privilege granted by a government regulating the continuing use of public property such as city streets and usually involving the elements of monopoly and regulation.

**FTE (FULL TIME EQUIVALENT):** FTE is a measurement of manpower both planned and utilized. One FTE is equivalent to 2080 work hours per year (one full time employee working 40 hours per week for 52 weeks is 2,080 work hours).

**FULL FAITH AND CREDIT:** A pledge of the general taxing power of the city for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

**FULL-TIME POSITION:** A position of employment requiring a minimum 35-hour work-week to qualify for full City benefits,

**FUNCTION:** A group of related activities that provide a major service or regulatory program for which a government is responsible (e.g., public safety).

**FUNCTIONAL CLASSIFICATION:** Expenditure classification based on the principal functions of a state or local government. Examples of functional classifications are public safety, general government, culture/recreation, etc.

**FUND:** A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE:** The residual (fund) equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. When revenues exceed expenditures in a given period, fund balance increases; conversely, when expenditures exceed revenue, fund balance decreases.

**FUND TYPE:** In governmental accounting, all funds are classified into seven generic fund types; the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise Funds, Internal Service Funds, and Fiduciary (Trust and Agency) Funds.

**GASB:** Governmental Accounting Standards Board – an established national board, which governs financial reporting standards on state and local government levels throughout the United States of America, with its main headquarters in Chicago, Illinois.

**GENERAL FUND:** The main operating fund of a state or local government, the General Fund may be used to account for all financial resources except those *required* to be accounted for in another fund.

**GENERAL LONG-TERM OBLIGATIONS (DEBTS) -** All long-term indebtedness of the state which is not classified as a fund obligation should be accounted for as a general long-term obligation. General long-term obligations (debts) are liabilities that are expected to be repaid from governmental funds, but will not be paid by expending available resources as of the end of the current fiscal year. General long-term obligations (debts) are secured by the general credit and revenue raising capacity of the state. Refer to LONG-TERM LIABILITIES.

**GENERAL OBLIGATION BONDS:** Bonds backed by the full faith and credit of the issuing government.

**GENERAL PACKET RADIO SYSTEM (GPRS):** A new standard for wireless communications that run at speeds up to 115 Kbps. GPRS is an efficient use of limited bandwidth and is particularly suited for sending and receiving small bursts of data, such as e-mail and Web browsing. The main benefits of GPRS are that it reserves radio resources only when there is data to send and it reduces reliance on traditional circuit-switched network elements.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard to measure financial presentations. The primary

authoritative statement of the application of GAAP to state and local governments are Government Accounting Standards Board (GASB) pronouncements.

**GEOGRAPHIC INFORMATION SYSTEM (GIS):** A GIS is a specialized data management system designed for the entry, analyses, and display of data commonly found on maps. GIS integrates maps with a database and allows analyses to be performed using location relationships of map features to the database.

**GOAL:** A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

**GOVERNMENTAL FUND (TYPE):** This category is used to account for the acquisition, use and balances of current financial resources and the related current liabilities – except those accounted for in proprietary and fiduciary funds. These funds use the current financial resources measurement focus and the modified accrual basis of accounting. The funds which are properly classified as governmental funds are general fund, special revenue funds, capital projects funds, and debt service funds. Refer to GENERAL FUND, SPECIAL REVENUE FUNDS, CAPITAL PROJECTS FUNDS, and DEBT SERVICE FUNDS.

**GRANTS:** Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

**HOMESTEAD EXEMPTION:** Pursuant to the Florida State Constitution, the first \$25,000 of assessed value of a home, which the owner occupies as principal residence, is exempt from the property tax.

**HOA:** Homeowners' Association – a governing board that establishes rules and regulations for homeowners within its jurisdiction boundaries.

**INFRASTRUCTURE:** The physical assets of a government, which are immovable, and of value only to the governmental unit (e.g. sidewalks, gutters, bridges, streets, water, sewer, and parks).

**IMPACT FEE:** A charge on new development to pay for the construction or expansion of off-site capital improvements that are necessitated by and benefit the new development.

**INTERFUND TRANSFERS:** The movement of moneys between the funds of a governmental entity.

**INTERGOVERNMENTAL REVENUE:** Revenue collected by one governmental entity and distributed to another governmental entity, usually according to a predetermined formula.

**INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA):**

Professional organization of which the City of Greenacres is a member. Within ICMA is the Center for Performance Management and it is from the Center for Performance Management that the City obtains benchmark data enabling the city to make comparisons to other cities.

**INVESTMENTS:** Securities and real estate held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in government operations.

**LEVY:** (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**LIABILITIES:** Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

**LINE-ITEM BUDGET:** Refers to the level of detail at which the budget is prepared. Budget appropriations may be approved, controlled, accounted for and reported in broad functional expenditure categories such as General Government, Public Safety, Transportation, Culture/Recreation and Public Works. Typically though, the *minimum* level of detail at which appropriations would be made is by major category of expenditure (e.g., personal services, operational, and capital outlay) within each department. A line-item budget is appropriated at the most detailed level, usually by each object of expenditure account (e.g., executive salaries, regular salaries, overtime, etc.) *within* each major category of expenditure (e.g., Personal Services) within each cost center, within each department of the City. At this level, each object of expenditure is a budgeted *line-item* in the budget process.

**MILL:** from the Latin word *mille* (thousand), a mill is one thousandth of a dollar, or one-tenth of a cent. The term is used in expressing tax rates on a per dollar basis.

**MILLAGE RATE (MILLAGE):** The tax rate applied to each thousand dollars of taxable assessed valuation, which results in the tax levy. Example: A millage rate of 5.0000 applied to property with a taxable value of \$50,000 would generate \$5 dollars of tax for every \$1,000 dollars of taxable property value, or \$250 dollars of property taxes:

$$5.0000 \times (\$50,000/\$1,000) = 5.0000 \times \$50 = \$250.00.$$

**MODIFIED ACCRUAL BASIS OF ACCOUNTING:** The accrual basis of accounting adapted to the governmental

fund type, which records revenue when measurable and available, and expenditures when the liability is incurred.

**MOBILE DATA TERMINALS (MDT):** Ruggedized wireless computing devices that send and receive information over a wireless data network, used by City of Greenacres police officers and building inspectors in the field.

**MPSCC:** Municipal Public Safety Communications Consortium, an entity that is developing a county -wide 800 MHZ trunking system to link with the City's 800 MHZ radio communications system.

**MSTU:** Municipal Services Taxing Unit – a specific taxing unit established by the Palm Beach County Board of County Commissioners via an adopted ordinance which derives a specific benefit for which a levy or special assessment is imposed to defray part or all of the cost of providing that benefit.

**OBJECTIVE:** A goal or target, identified in well-defined and measurable terms, that is achievable within a specific time frame.

**OBLIGATIONS:** Amounts that a government may legally be required to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

**OPERATING BUDGET:** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled. Governments are required by law to establish an annual operating budget.

**ODP:** Office of Domestic Preparedness, an office created through Homeland Security, which funds 90% (10% city matching) of certain special and approved projects through ODP Firefighters Assistance Grants.

**OPERATING EXPENDITURES:** The everyday operating costs of a government entity, such as supplies, contractual services, and utilities.

**ORDINANCE:** A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**OTHER COSTS:** Costs other than personnel, operating, or capital costs, such as debt service and transfers between funds.

**OUTSIDE SERVICES:** All costs of fees and services purchased by the City including all contracting, license

fees, maintenance and repair services, training and travel, and financial and legal services.

**PART-TIME POSITION:** Part-time employees work less than 35 hours per week and are not entitled to full-time employee benefits.

**PAY-AS-YOU-GO BASIS:** A term used to describe the financial policy of a governmental unit, which finances its capital outlays from current revenues rather than by long-term borrowing.

**PERFORMANCE BUDGET:** A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

**PERFORMANCE MEASURE:** Data collected to determine how effective or efficient a program is in achieving its objectives.

**PC:** Personal Computer(s) used by staff to complete daily tasks.

**PERSONAL SERVICES:** Includes Salaries and Wages (compensation for the services of permanent employees) and Fringe Benefits (all costs associated with employee benefits including retirement, FICA, Medicare, Insurance, Workers Compensation, Unemployment Compensation, managerial physicals, and uniform allowance.)

**PERSONNEL COSTS:** Costs directly associated with employees, including salaries and fringe benefits.

**PROGRAM:** A distinct, clearly identifiable activity, function, cost center, or organizational unit, which is budgeted as a sub-unit of a department. A program budget utilizes the separate programs as its basic component.

**PROPERTY TAX:** A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

**PURCHASE ORDER:** A document that authorizes the procurement of specified merchandise or services.

**RECLASSIFICATION:** The moving of an existing position from one personnel classification (title) to another based upon the different performance of duties.

**RECOGNIZE:** The recording of a revenue or expense item in given accounting period.

**REQUISITION:** A written demand or request, usually from one department to the purchasing officer or to other department, for specified articles or services.

**RESERVED FUND BALANCE:** On-hand cash balances that are reserved for outstanding encumbrances or

obligations of the City for expenditure in a future budget year.

**RESOLUTION:** A special or temporary order of a legislative body, requiring less legal formality than an ordinance or state statute.

**REVENUES:** Increases in governmental fund-type net current assets from other than expenditure refunds and residual equity transfers. General long-term debt proceeds and operating transfers-in are classified as "other financing sources" rather than revenues.

**REVENUE BOND:** A type of bond that is backed by a pledge of the revenues from a specific enterprise or project.

**RIGHT OF WAY:** Land the City owns and maintains.

**ROLLED BACK RATE:** The tax millage rate which, when applied to the current year's adjusted taxable value, generates the same ad valorem tax revenue as the prior year levy.

**SPECIAL ASSESSMENT:** A compulsory (enforced) levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those parties. This often occurs when water and sewer services are provided for a neighborhood or community; the citizens in the neighborhood who benefit from the new service may be assessed in monthly or annual installments to pay for the cost of the improvements.

**SPECIAL REVENUE FUNDS:** Special Revenue Funds are used to account for general government financial resources that are restricted by law or contractual agreement to specific purposes. In contrast to the General Fund, which is established at the inception of a government and exists throughout the government's life, Special Revenue Funds exist only as long as the government has resources dedicated to a specific purpose.

**STATUTE:** A written law enacted by a duly organized and constituted legislative body.

**TAX RATE:** The amount of tax stated in terms of a unit of a tax base. The State of Florida uses a mill as its tax rate. A mill is the rate applied to each thousand dollars of taxable appraised value. For example, 5.0000 mills applied to property valued at \$50,000 would generate taxes of \$250 (5.0000 x 50) of ad valorem revenue. In accordance with Florida Statutes, except as otherwise provided herein, no ad valorem tax millage shall be levied against real property and tangible personal property by municipalities in excess of 10 mills, except for voter approved debt service levies.

**TAX RATE LIMIT:** The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

**TAX ROLL:** The official list showing the amount of taxes levied against each taxpayer or property.

**TAXABLE VALUE:** The assessed value of property minus the homestead exemption and any other exemptions, which may be applicable.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges for specific services rendered, such as building permit fees.

**TEMPORARY POSITION:** A temporary position is filled for a specified period of time, is not permanent in nature, and does not qualify for regular City benefits.

**TRANSFERS IN / TRANSFERS OUT (INTERFUND TRANSFERS):** Amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute revenues or expenditures of the governmental unit. Thus, they are budgeted and accounted for separately from other revenues and expenditures as other financing sources or uses.

**TRUST FUNDS:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

**UNDESIGNATED / UNRESERVED FUND BALANCE:** Unrestricted funds available to be designated as a budget-funding source.

**USER CHARGES:** The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**WORKLOAD INDICATORS:** Statistical and historical measures of the services level provided or workload completed by each Department within the City.