



City of Greenacres

Comprehensive Annual Budget

Fiscal Year 2012/2013

OCTOBER 1, 2012 - SEPTEMBER 30, 2013

City of Greenacres

Comprehensive Annual Budget

Fiscal Year 2012/2013

October, 1 2012 – September 30, 2013

Mayor and City Council

Samuel J. Ferreri, Mayor

Peter A. Noble, Deputy Mayor-Councilman, District II

John Tharp, Councilman, District I

Rochelle Gaenger, Councilwoman, District III

Jonathan G. Pearce, Councilman, District IV

Paula Bousquet, Councilwoman, District V

Administration

Wadie Atallah, City Manager

Pamela S. Terranova, City Attorney



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Greenacres
Florida**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Danson Jeffrey R. Egan

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of Greenacres, Florida for its annual budget for the fiscal year beginning October 1, 2011.

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

This is the 19th consecutive year that the City has received this prestigious award.

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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:

Introduction

The introduction to the City of Greenacres Budget lists the budget message, city profile/history/demographics, miscellaneous statistics, the City's location/vicinity map, strategic planning and five year financial forecast, financial policies, budget process, and budget calendar. 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 a organizational chart, personnel summary, budget highlights, budget summary, Ad Valorem change in taxable property value, discussion and tax data, charts and graphs, and comparisons with Palm Beach County cities.

General Fund

The General Fund section includes Revenues and Expenditures summaries and details along with charts and graphs, and four year projections and fund balance information.

Department Budgets

Department budgets 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 includes General Fund expenditures for Solid Waste Collection, Interfund Transfers, Contingency, insurance claims, Property Liability Fleet Insurance and the Inspector General..

Special Revenues Funds

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 Funds

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.

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.





City of Greenacres

5800 Melaleuca Lane • Greenacres • Florida • 33463-3515
Ph.: 561-642-2017 • Fax: 561-642-2004 • Email: cm@ci.greenacres.fl.us

Samuel J. Ferreri
Mayor

Wadie Atallah
City Manager

September 2, 2012

The Honorable Mayor Samuel Ferreri and Members of the City Council
City of Greenacres
5800 Melaleuca Lane
Greenacres, Florida 33463

Dear Ladies and Gentlemen:

I am pleased to present for your consideration a comprehensive annual budget for Fiscal Year 2013, covering the period from October 1, 2012, to September 30, 2013.

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.

Consistent with our standard practices, the Fiscal Year 2013 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 lingering effects of the "Great Recession" continued to impact the City's revenue which is reflected in the FY 13 budget. The City's taxable property values have declined by 47% from \$2.15 billion in FY 2008 to \$1.14 billion in FY 2013. The reduction in the value of taxable property in the City from January 1, 2011, to January 1, 2012, was 4.67% reflecting a larger decline compared to the 2.65% for the prior year.

While property values may begin to stabilize in 2014, 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 adopted 5% cap on non-homestead properties. Additionally there are a number of Constitutional Amendments on the November 2012 Ballot to increase property tax exemptions, and further limit increases in assessed property values that if approved, will have a detrimental impact on the City's property tax base and revenues.

John Tharp
Councilman • District I

Peter A. Noble
Councilman • District II

Rochelle Gaenger
Councilwoman • District III

Jonathon G. Pearce
Councilman • District IV

Paula Bousquet
Councilman • District V

Future growth will also be further limited as the City is approximately 97% built-out within the existing boundaries. The declines in the stock market in 2008 and 2009 negatively affected the City's retirement plan fund for Police Officers and Firefighters, and resulted in the City increasing its annual contribution by slightly over a million dollars in each of the last three (3) fiscal years. The continued fluctuation in the stock market as a result of the current economic conditions indicates that the City will continue to contend with increased contributions in the future.

Based on the current and future conditions affecting revenues and expenditures, budget projections show increasing deficits due to expenditures outpacing revenues as a result of higher costs for pensions, health insurance, and general inflation. This situation was anticipated and discussed during the last five (5) years, and actions were taken to reduce expenditures and stabilize revenues. However, the impact of the recession which created unprecedented fiscal challenges will continue to require a 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, and increasing revenues while maintaining an appropriate general fund balance. The specific strategies that were first implemented in FY 2011 will continue in this and future budget years include the following:

1. Reduce Expenditures:
 - a. Reduce personnel costs by continually evaluating staffing levels and reducing 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 a 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 appropriate fund balance as outlined in Council Policy No.18 to address fluctuations in revenues, and account for outstanding liabilities.

Based on the strategies for financial sustainability, the adopted FY 2013 budget includes the following:

- Maintaining the current levels of service and staffing, with a minor increase in operating expenditures.
- Maintaining the property tax rate at \$5.6500 per one thousand of assessed property value despite the decline in taxable property values. While property tax revenues will be approximately \$288,000 less than those budgeted in FY 2012, the projected increase in other revenues will somewhat offset this reduction.
- Using \$144,247 from the stabilization reserve to offset the revenue shortfall while maintaining the required unassigned fund balance.

The General Fund revenues for FY 2013 are projected to be \$20,352,977 which represents an increase of \$201,065 over the budgeted FY 2012 revenue. While the ad-valorem tax revenue decreased by \$287,725, charges for services which include providing services to the City of Atlantis are projected to increase which will help offset that reduction. The General Fund revenues are fully detailed in the General Fund section of this budget.

The General Fund expenditures in FY 2013 are projected to be \$20,497,224 which is \$51,606 more than the expenditures budgeted in FY 2012. Expenditures in the area of personnel are projected to be \$15,699,637 and include a 2% Cost of Living Allowance and a \$1,500 one time merit increase to full time employees and \$350 for part time employees. The operating expenditures which include small capital, solid waste collection, contingency and other obligations are projected to be \$4,387,587 which is approximately \$79,000 greater than the FY 2012 budget. The General Fund expenditures are fully detailed in the General Fund expenditures section of this budget.

The FY 2013 budget includes \$410,000 in inter-fund transfers from the General Fund to the Debt Service Fund. The FY 2013 budget allocates a total of \$1,881,331 for the Capital Improvements Program which consists of three funds, New Growth, Parks and Recreation, and Reconstruction and Maintenance. Each of those funds have sufficient balances accrued from impact fees, transfers, interest and grants that will enable the City to undertake the capital projects in FY 2013 and beyond.

The New Growth Fund contains four (4) projects with a total cost of \$371,050. Revenue streams such as impact fees, grants and fund balances will be used to fund projects including the following:

- Investment in information technology by continuing the development of Geographic Information System maps.
- Infrastructure improvements in the original section including the installation of a sanitary sewer along 10th Ave. North as part of economic redevelopment of the original section of the City.

The Parks and Recreation Fund contains four (4) projects with a total cost of \$200,000. There are sufficient dedicated revenues such as impact fees and interest to fund the following:

- City parks playground surface improvements.
- Resurfacing of City Parks parking areas.
- Access improvements to Ramblewood Park.

The Reconstruction and Maintenance Fund contains fourteen (14) projects with a total cost of \$1,310,281. Revenue streams such as interest, grants and fund balances will be used to fund the following:

- Scheduled replacement of Public Safety vehicles and other City fleet vehicles.
- Scheduled infrastructure replacement to include storm water pipes and roadway resurfacing
- Drainage (canals) system enhancements.
- Maintenance of public buildings including upgrade of A/C Systems.
- Upgrading Public Safety equipment including in car video systems, and cardiac monitors in ambulances
- Scheduled replacement of equipment including computers, scanners and copiers.

The Capital Projects Fund section of this budget provides details on each of the Capital Improvement Projects included in the FY 2013 budget.

The budget also includes four (4) Special Revenue Funds to account for law enforcement forfeitures, public safety donations, tree planting activities and afterschool programs where the revenues are restricted for those programs. The total expenditures for those funds in FY 2013 are projected to be \$527,220 which is slightly higher than the \$504,490 budgeted in FY 2012.

The total budget for FY 2013 is \$23,309,035 which is \$689,039 less than the FY 2012 budget reflecting the City's efforts in addressing the impacts of the lingering recession while allocating funding for programs to maintain the current levels of service and for strategies related to the City's goals. The budget also reflects our efforts to provide the best services at the most efficient cost which is demonstrated by having the lowest cost per resident for government services among adjacent and similar sized cities in Palm Beach County.

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

WA/ja

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. Today, the City is recognized as a safe, attractive, well maintained and financially stable community that is “A Great Place To Be”.

With a land area of approximately 5.82 square miles and a population of 38,079, the City of Greenacres is the eighth largest of the 38 municipalities in Palm Beach County. The City’s over 17,000 dwelling units provide diversity in type (*single family, condominiums, villas, townhomes and apartments*) and price range. 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 of Greenacres has been named a “Tree City USA” for 20 straight years by the National Arbor Day Foundation due to the demonstrated commitment to plant and maintain trees in public spaces. In 2007, 2008, 2010 and 2011, the City was recognized as one of the 100 Best Communities for young people by America’s Promise the Alliance for Youth. In 2009 the City was recognized as a Promise Place by America’s Promise Alliance for the commitment to the youth in the community.



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 Okeeheelee Park, a regional county park providing over 1,700 acres of recreation. The City’s Community Center is host to a variety of youth, adult, and senior classes and activities.

The Government

The Government has operated under the Council-Manager form of government since 1980. Policy-making and legislative authority are vested in the City Council consisting of the Mayor and five Council members and administrative authority is vested with a City Manager that serves as the Chief Administrator.

The City Council is responsible, among other things, for approving ordinances, adopting the budget, appointing committees, and hiring both the City Manager and Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the government, and for appointing the Directors of the various departments. The Council is elected on a non-

partisan basis. Council Members serve two-year staggered terms. The Mayor is also elected to serve a two-year term. The Mayor and the five Council members are elected at large.

The City provides general municipal services such as police, fire, emergency medical services, protective inspections, public works, planning, zoning, engineering, recreation and cultural events.

The City provides solid waste collection and recycling services through a contract with a privately owned sanitation company. Veolia ES Solid Waste Southeast, Inc. (Onyx) currently holds this franchise contract. Palm Beach County Water Utilities Department provides water and sanitary sewage service in the City.

Demographics

	Number	Percent
Population		
As of April 1, 2000	27,883	—
As of April 1, 2011	38,079	—
Age & Gender (<i>Census 2010</i>)		
Male	17,858	47.5
Female	19,715	52.5
Under 5 Years	2,729	7.3
5-19 Years	7,541	20.0
20-64 Years	21,100	56.2
65 and Over	6,203	16.6
Median Age (<i>Years</i>)	36.3	—
Race		
White	15,347	40.8
Black or African American	6,008	16.0
Hispanic or Latino	14,390	38.3
Asian	1,104	2.9
Other	724	2.0
Housing (<i>2011</i>)		
Total Housing Units	17,092	—
Single Family	4,664	27.3
Multi Family	12,428	72.7
Owner Occupied Housing Units	9,761	67.9
Renter Occupied Housing Units	4,623	32.1
Average Home Values (<i>2011</i>)		
Single Family Homes	\$99,850	—
Condominiums	\$44,586	—
Town Homes	\$67,446	—
Median Family Income (<i>ACS 2008-2010</i>)	\$53,473	—

Commerce

The City is located in the central area of Palm Beach County, Florida, which until 2008, was among the fastest growing metropolitan areas in the country. The primary economic sectors of the County are agriculture, tourism, service industry and retirement housing.

Palm Beach County School District and Palm Beach County government are two large local employers, with over 21,000 and 11,000 employees, respectively. The American Community Survey for Palm Beach County lists the three top trades as: 1) Educational, health care and social assistance, the largest sector at more than 105,000 employees; 2) Professional, scientific and administrative services at over 77,000; and 3) Retail Trade at approximately 76,000.

2011 Principal Employers In Palm Beach County

Employer	Employees	Percentage of Total Employment
School Board	21,495	3.85%
Palm Beach County	11,381	2.04%
Tenet Healthcare Corp.	6,100	1.09%
Florida Power & Light (Headquarters)	3,632	0.54%
G4S (Headquarters)	3,000	0.65%
Hospital Corporation of America (HCA)	2,714	0.49%
Florida Atlantic University	2,706	0.48%
Bethesda Memorial Hospital	2,391	0.43%
Office Depot (Headquarters)	2,250	0.40%
Veterans Health Administration	2,207	0.39%
Total	57,876	10.36%

The City is a residentially oriented suburb with supporting commercial establishments to serve its diverse population. Residential uses account for 65% of the land area, while commercial uses account for 9%, public uses (institutional, recreation, roadways and waterways), account for 22% of the land area with the remaining 4% 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 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.

History

The City of Greenacres was founded by Lawrence Carter Swain who moved his family to this area from Massachusetts in 1923. During the 1920's, the Town of Palm Beach and other coast resort areas were booming. Motivated by the desire to provide a community for the middle class Mr. Swain began accumulating property in this area, ending up with approximately 1,000 acres of property. This land was divided into sections or

"plats". Plat II laid out one-half mile west of Military Trail became the "Original Section" of the City and still exists today. In 1926, the City was officially incorporated as "Greenacres City". Mr. Swain's office staff voted on a list of potential names. The City's slogan, "A Good Place to Live" was also chosen at that time.

The City was hit by two devastating hurricanes in 1926 and 1928. A third disaster hit the City in April, 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 reincorporated in 1947. In the 50's and 60's, the City prospered and experienced steady growth. In the 70's Greenacres was listed as the seventh largest and fastest growing municipality in central Palm Beach County. With significant growth in the early 80's the City embarked upon the implementation of the Department of Public Safety combining police, fire and emergency medical services through dual certified officers (police/fire).

The innovative concept improved emergency response time, and provided tremendous cost savings to Greenacres residents.

In the 90's, City residents voted in favor of a referendum changing the City's name from the "City of Greenacres City" to the "City of Greenacres" and significant investments in public infrastructure were undertaken to build new parks and renovate older ones, expand water service to all residents, complete sidewalk and lighting projects and upgrade drainage facilities. From 2000 to the present, the City continued to experience tremendous development and growth through annexation of unincorporated Palm Beach County property and the construction of a significant number of single family developments. To maintain the levels of service, the City built a second Public Safety Station, a new Municipal Complex and Public Works facility. The City has continued to invest in the "original Section" of the City as part of an economic development effort and to preserve the history of the area.



Jackson Street, first street to be built in Greenacres - 1926



Greenacres Public Safety Station No. 2 - 2002



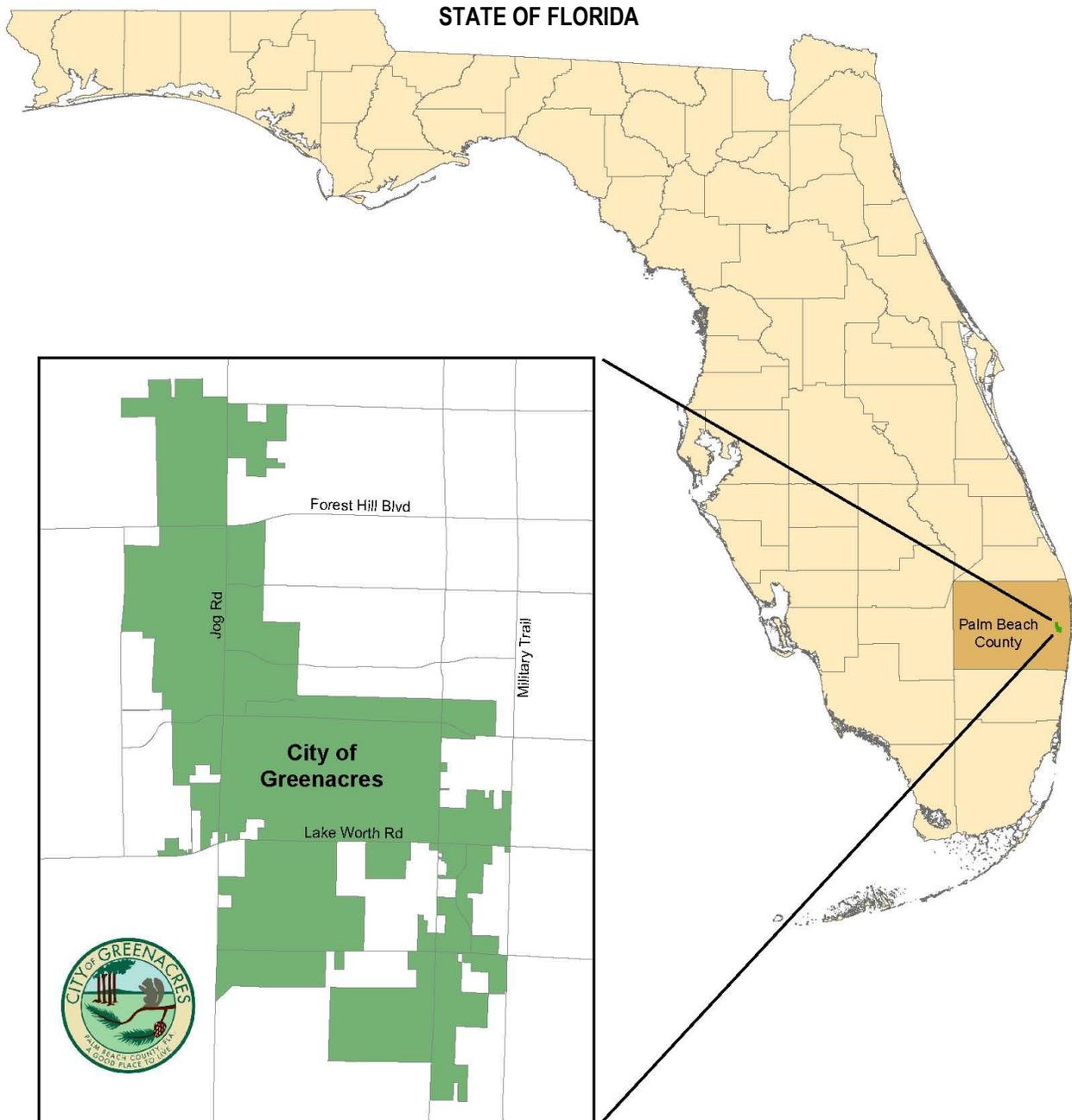
Greenacres City Hall - 2007

MISCELLANEOUS STATISTICS

<u>Date of Incorporation:</u>	1926 (reincorporated 1947)
<u>Form 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 – 18,524 registered voters
<u>Area:</u>	5.82 square miles
<u>Miles of Streets:</u>	Approximately 23.37 center lanes 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); 2010 – 37,573 (census); 2012 – 38,079 (BEBR)
<u>Public Safety Protection:</u>	Police/Fire/EMS with Emergency Medical Services personnel being certified as Paramedic or EMT
<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>Solid Waste Collection:</u>	Service franchised to Veolia ES Solid Waste Services
<u>Electric Service:</u>	Electric service is provided to residents of the City by Florida Power & Light Company
<u>Dwelling Units:</u>	17,092 ¹
<u>Recreation and Culture:</u>	<p><u>Number of Parks:</u></p> <p>Developed 11, approximately 93.44 acres Open space approximately 3.63 acres</p> <p><u>Number of Libraries:</u></p> <p>One, Branch of Palm Beach County Library System</p> <p><u>Number of Schools:</u></p> <p>Five – Elementary, Three – Middle, One – High School</p>
<u>Municipal Employees:</u>	Full time – 174 Part time – 22

¹As of January 2011

LOCATION/VICINITY MAP



City of Greenacres, Florida is located in southeast Florida in central Palm Beach County, approximately five miles from the Atlantic Ocean. Its neighboring cities include Wellington to the west, Atlantis to the east and West Palm Beach to the northeast.

STRATEGIC PLAN

MISSION

To continually improve the community's quality of life by providing the best and most cost efficient services and public facilities to City Residents and Businesses.

VALUES

We are ethical professionals with a high sense of honesty, integrity, and pride in our organization and City. We believe in being fiscally responsible and accountable to residents of our community and being fair, courteous, and respectful to our residents and each other.

GOALS

Our goals, objectives and programs are strategically planned to help us achieve our mission. In general, the quality of life in our community is measured by factors that contribute to human life such as safety, physical environment, natural environment, social and leisure resources, and good government. In order to continually improve the quality of life in our City, our focus is on achieving the following major strategic goals that make our City a great place to be...

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

The City has 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 major issues: Quality of Life/Image and Character, Communication/Intergovernmental Coordination and Community Development/Neighborhood Revitalization.

The City's Comprehensive Plan required by the Florida Growth Management Act reflects the City's vision and establishes the foundation for meeting the needs of existing and future residents, visitors and businesses. 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.

As part of the strategic planning process, objectives, actions and strategies were developed for the major strategic goals which represent outcomes related to the City's mission. Goals and objectives in public sector agencies seek to increase, decrease, or maintain an activity, level of service, or other measurable tangible component. Short term goals, objectives and performance measures were developed for each major strategic goal and incorporated into each department/division's section of the annual budget to link program outputs and outcomes. The following is a summary of the short term goals:

Strategic Goal: Safe City*Short Term Goals:*

- Maintain current levels of service for Law Enforcement
- Maintain current levels of service for Fire Rescue
- Maintain current levels of service for Permitting and Inspections
- Maintain current levels of service for Code Enforcement
- Maintain Public Facility Maintenance levels of service
- Maintain current levels of service for Emergency Management

Strategic Goal: Well Planned Attractive Community*Short Term Goals:*

- Maintain implementation of land use plan, and zoning code
- Maintain diversity in neighborhoods and housing styles
- Maintain environmental stewardship
- Maintain number of community cleanup events
- Maintain national recognition by National Arbor Day Foundation for Tree City USA designation
- Maintain levels of service for maintenance of public spaces including road right-of-ways

Strategic Goal: Efficient & Effective Local Government*Short Term Goals:*

- Maintain implementation of successful business management practices and the use of performance measurement and benchmarking
- Increase efficiency of service delivery through the incorporation of technology
- Maintain lowest government services cost per resident among comparable cities
- Maintain communication with residents and businesses by publishing an annual report, city newsletter, and maintaining a current website
- Maintain recognition of organizational excellence by GFOA (Budget, CAFR, PAFR)
- Maintain a fiscally sound local government
- Maintain public trust through an open and ethical government
- Maintain customer-focused services
- Maintain a professional work force through training and education

Strategic Goal: Diversity in Community Life, Leisure & Recreation*Short Term Goals:*

- Maintain targeted levels of service for parks identified in the comprehensive plan
- Maintain the number of annual community events
- Maintain national recognition for Youth Programs
- Maintain the current levels of service for athletic league and leisure classes
- Maintain partnerships with community service organizations

In order to provide the link between the goals and intended outcomes, the following table provides a brief summary of the linkage between goals, programs/activities, and intended outcomes.

<i>Strategic Goals</i>	<i>Program/Activity</i>	<i>Intended Outcomes</i>
Safe City	Law Enforcement	Lower crime rates; increased perception of safety of property and people; community partnerships.
	Fire Rescue	Reduction in property and casualty loss due to fires; successful pre-hospital resuscitations.
	Permitting & Inspections	Safe housing.
	Code Enforcement	Increase in number of properties complying with city codes.
	Emergency Management	Increased awareness of planning and actions to deal with emergencies; minimizing restoration after emergencies.
	Public Facilities Maintenance	Increased safety and functionality of public facilities: reduction in liability claims.
Well Planned Attractive Community	Land Use Planning and Zoning Regulations	Increased compatibility of land uses; increased long term viability of neighborhoods; increased diversity in housing styles; increased conservation of resources.
	Maintenance of Community Assets	Increased functionality and positive perception of physical environment.
	Community Cleanup Events	Increased citizen engagement and action in maintaining an attractive community.
Efficient and Effective Local Government	Legislative	Establishment of laws and policies that protects the health and safety of residents increased public trust.
	Administrative/Executive	Increased efficiency through implementation of successful business management practices; increased quality of government services; lowered costs for government services; increased communication with residents and businesses.
	Financial Management	Maintaining a sound financial condition; maintaining excellence in budgeting and financial reporting; implementation of fair and equitable revenue system.

Strategic Goals	Program/Activity	Intended Outcomes
Efficient and Effective Local Government (continued)	Human Resources Information Technology	Maintaining a professional work force with a customer/ citizen focused approach; increased appreciation of value public service. Increased efficiency in delivery of service; increased accessibility and interaction with residents and businesses.
Diversity in Community Life, Leisure and Recreation	Community Events Youth Programs Leisure Classes and Activities Parks/Recreation	Increased opportunities for community interaction. Positive youth development and leadership skills; success through improvement of school grades and community involvement. Increased opportunities for educational and leisure activities; increased social interaction and community building. Maintaining appropriate recreation and open space that contributes to improved quality of life; providing recreation facilities and programs that promote healthy living choices.

The strategic goals and intended outcomes are tied to the goals, objectives, and performance measures (workload, efficiency and effectiveness) for each program as detailed in each Department’s budget in the General Fund Section of this document and form the basis for the performance-based budget.

To measure progress, a summary of accomplishments is provided in each Department’s budget, and an Annual Report is published and mailed to all residents and businesses concurrent with publishing the Comprehensive Financial Audit for the prior fiscal year. The Annual Report contains information about City services and initiatives tied to the strategic goals and a summary of performance measures and benchmarks for identified outcomes.

FINANCIAL POLICIES

The City of Greenacres Financial Policies compiled below provides the basic framework for the overall financial management of the City. The policies which are based on state law, City Charter, council policies and directives cover areas such as 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 goals, objectives and strategies to accomplish the City's mission.
 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 to maintain efficiency and effectiveness.
 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's Budget must be balanced such that each fund's revenues + fund balance equals its expenditures + reserves.
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's deposits will be held in a qualified public depository pursuant to State of Florida Statutes, Chapter 280, "Florida Security for Public Deposits Act."

Investment Policies

The City's primary objectives for the investments are safety (preservation of portfolio), liquidity and yield. Investments of surplus funds are permitted in the following:

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 review and evaluate new revenue sources to fund operating expenditures consistent with the City Council's goals.
 3. The City will establish all user charges and fees to recover the partial or full cost of providing a service.
- The Florida Local Government Surplus Funds Trust Fund (State Board of Administration or 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 instrumentally thereof.

The goal of the investment policy is to meet or exceed the performance of the benchmark Florida Local Government Surplus Trust Fund administered by the State Board of Administration (SBA).

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

The City will maintain the following fund balances and reserves pursuant to Government Accounting Standards Board Statement 54:

1. Restricted

- The City will maintain all debt service reserve amounts as required by bond covenants.

2. Committed Fund Balance

- Emergency and Disaster reserve in an amount equivalent to 10% of total budgeted operating expenditures for the current fiscal year.
- Pension Plan reserve in an amount equivalent to the net pension obligation determined from the most recent actuarial study.
- Budget stabilization reserve initially established in an amount equivalent to 10% of the total budgeted operating expenditures for Fiscal Year 2011.

3. Assigned Fund Balance

Compensated Absences reserve in an amount up to 50% of the difference between the total compensated absences and the amount due within one year as determined in the most recent financial statements.

4. Unassigned Fund Balance reserve in an amount of 25% of the budgeted annual operating expenditures for the current fiscal year.

Capital Assets Policies

1. The City will track all assets with a value greater than \$750 for inventory and control purposes.
2. A physical inventory will be performed annually.
3. The City will set capitalization thresholds for all capital assets with a life greater than one year

for all classes of assets. For financial reporting purposes, the thresholds are:

Capitalize & Depreciate

Land	Capitalize only
Land Improvements	\$ 25,000
Buildings	\$ 50,000
Building Improvements	\$ 50,000
Construction in Progress	Capitalize only
Machinery and Equipment	\$ 5,000
Vehicles	\$ 5,000
Infrastructure	\$250,000

- 4. Capital expenditures (capital outlay) in excess of \$10,000 that result in the addition of or improvements to capital assets are classified as Capital Improvement Projects (CIPs) and are accounted for in the Capital Projects Funds.

Capital Improvement Program 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 Projects (CIPs) 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 by a certified public accounting firm.
- 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.
- 4. The City will produce periodic financial reports on a monthly basis, including year-to-date levels of revenues and expenditures and budget-to-actual comparisons.

Organizational Policies

- 1. The organizational structure will be reviewed regularly to maintain the highest level of efficiency.
- 2. The City will maintain a professional workforce through ongoing training and education.
- 3. Employee compensation will be reviewed periodically to ensure the City is competitive with comparable public entities.

Financial Stability Policies

- 1. The City will prepare five (5) year projections for all revenues and expenditures for inclusion in the annual budget.
- 2. The City will identify and implement strategies for long term financial stability to maintain levels of service and fiscal soundness.
- 3. The City will review and evaluate its existing debt obligations and future borrowing needs annually.
- 4. The City will maintain a financially feasible six-year Capital Improvement Program.
- 5. The City will continuously monitor revenues and expenditures to ensure responsible fiscal management of the City.

BUDGETING PROCESS - FY 2013

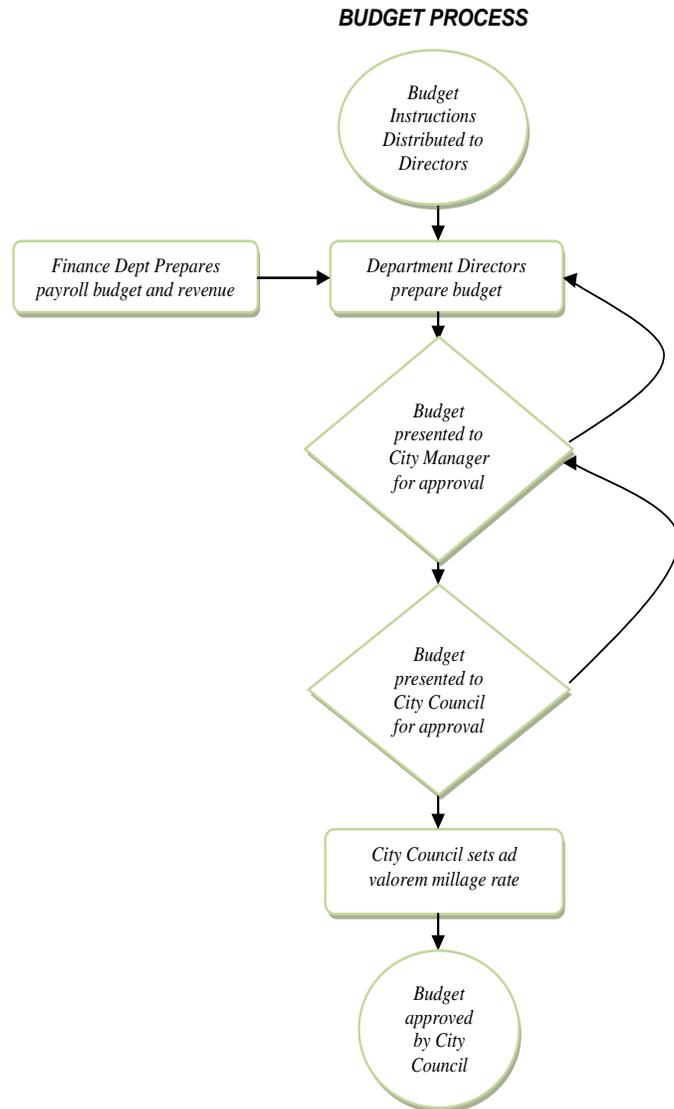
The FY 2013 annual budget for the City of Greenacres covers the period from October 1, 2012 to September 30, 2013, consistent with Chapter 166.241(2) of the Florida State Statutes. The budget process begins in the preceding March with the distribution of the City Manager's Budget Instructions to the Department Directors. Each City department prepares its budget estimates in April. 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. A public budget workshop was held on June 18, 2012 for the FY 2013 budget.

From the public budget workshop, 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.



BUDGET CALENDAR

FY 2013

Task/Activity	Date
Department of Finance Prepares Budget Module, Budget Request Packages and Guidance Materials	March
Distribution of Budget Instructions	March 27
Departments Prepare Budget Requests and Update Goals & Objectives, Primary Function, Accomplishments, Performance Measures and Organizational Charts	April
Departmental Budget Requests Submitted to City Manager	April 30
Departmental Budget Meetings with the City Manager and Finance Department	May 9-11
Finalize CIP Process and Corresponding Items to Budget	May 18
Property Appraiser Provides Preliminary Tax Roll (Estimate of Total Assessed Values)	June 1
City Council Budget Workshop	June 18
Property Appraiser Provides Certification of Taxable Values	July 1
City Council Adopts Proposed Millage Rate and Sets Time and Date for Public Hearings	July 16
Department of Finance Provides Ad Valorem Rates to Property Appraiser	July 31
First Public Hearing on Proposed Budget:	September 10
1. Announces Percent by which Computed Millage Exceeds Rollback Rate	
2. Adopt Tentative Budget	
3. Amendments, if any	
4. Re-Compute Proposed Millage, if amended	
Advertise Notice of Proposed Operating Budget	September 15
Second Public Hearing to Adopt Final Millage Rate and Budget and Approval of Budget Resolutions	September 19
Finance Department to Provide Final Millage Rate to Property Appraiser, Tax Collector and Department of Revenue	September 25
Certification of "TRIM" Compliance Signed by City Manager and Submitted to Property Appraiser	September 25
Beginning of Fiscal Year	October 1

GOVERNMENTAL FUNDS

A fund is 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, public works, building, planning, recreation, sanitation and administration. 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 (#102) - This fund (established in FY 1989) accounts for funds generated from law enforcement confiscations. These funds are legally restricted as to usage per Chapter 932, Florida Statutes. Chapter 932, Florida Statutes, prohibits adoption of a revenue budget on this fund. Fund expenditures need City Council approval.
- Arboreous Fund (#103) - This fund was established in fiscal year 1990 and accounts for funds designated for tree planting and maintenance activities. Revenue is generated from commercial development.
- Public Safety Donation Fund (#104) - This fund was established in fiscal year 1996 and accounts for contributions designated for public safety activities.
- Greenacres Youth Programs Fund (#105) - This fund was established in fiscal year 1997 and accounts for funds reserved and designated for youth after school programs.

Debt Service Funds - This fund is 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 debt service fund:

- Municipal Complex Bank Loan Fund (#211) – 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.

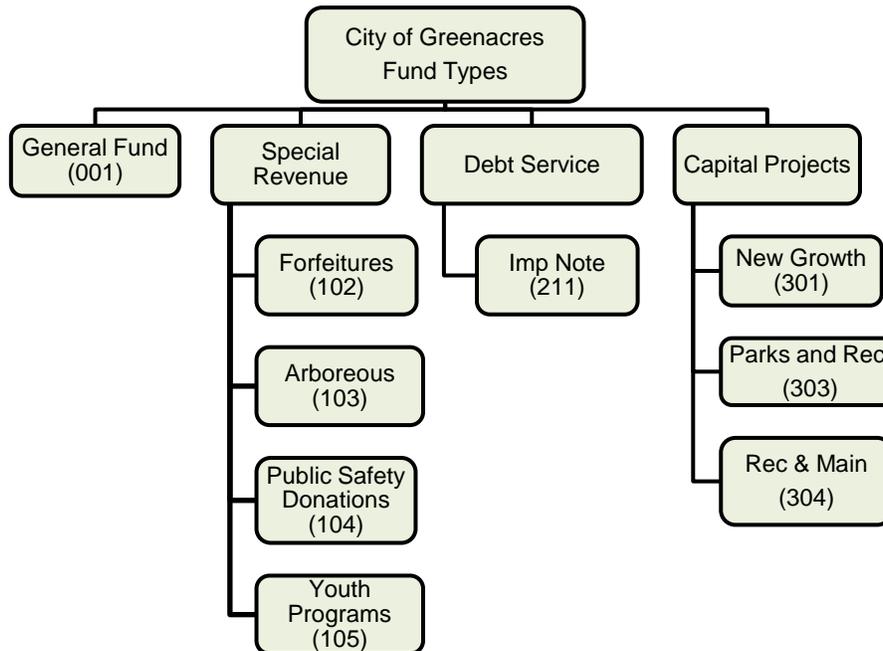
Capital Projects Funds - The City operates three capital projects funds and are all major funds. All funds are supported by various sources including the receipt of grants, inter-fund transfers from the General Fund, impact fees and bond proceeds. The three continuing funds are:

- 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 and land acquisition.
- 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.

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 21 years, and the Distinguished Budget Award Presentations for the past 19 years.



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 which 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.

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

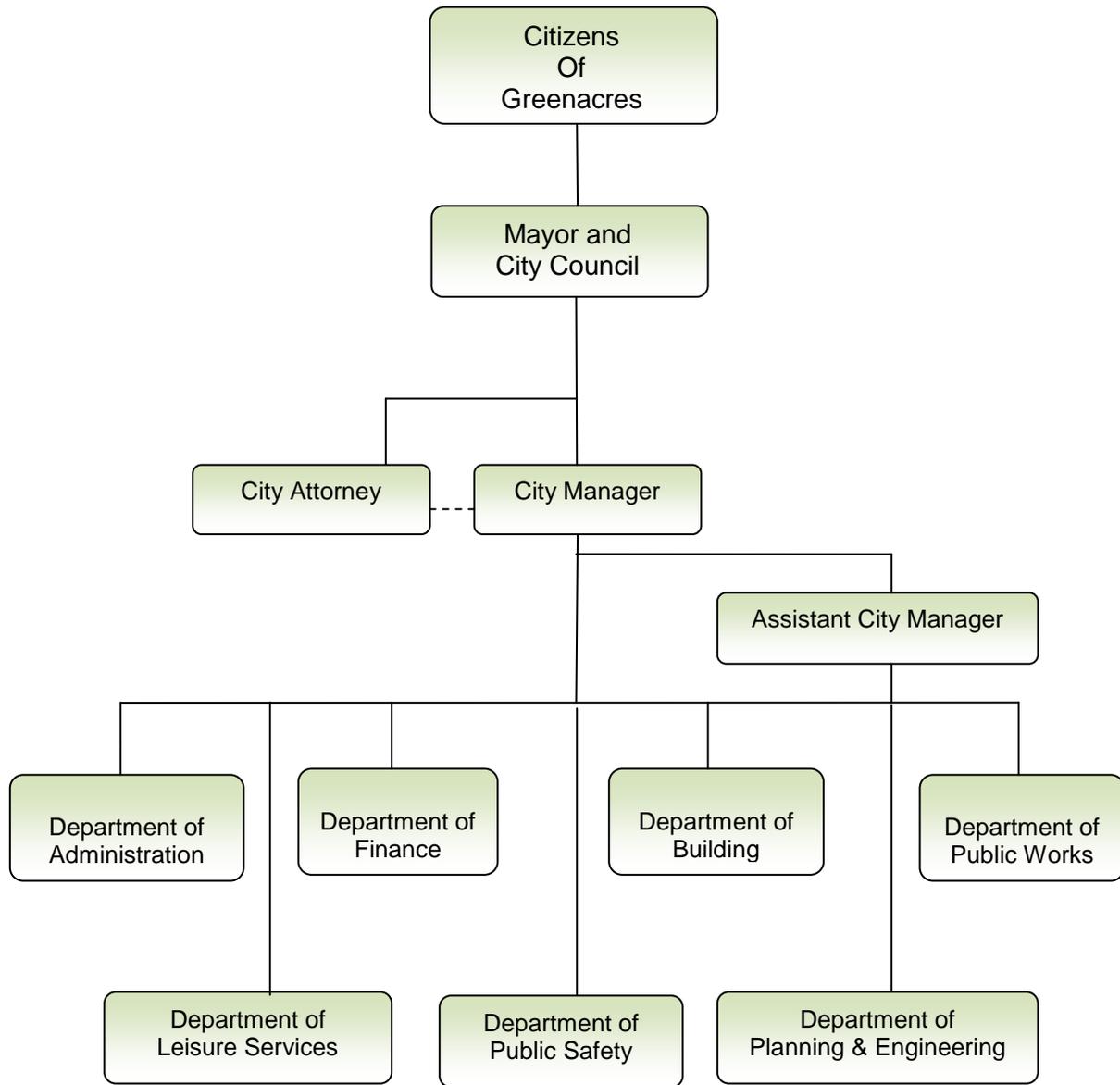
This element addresses the timing of the recognition of revenue and expenditure transactions and corresponds to the flow of financial resources measurement focus. The modified accrual basis of accounting recognizes only the near-term inflows or outflows of current financial resources. Recognition principles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



Organizational Chart



Mission Statement

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.

Full time: 174
Part time: 22

**PERSONNEL SUMMARY
FY 2011 – 2013**

DEPARTMENT	FY 2011 SERVICE LEVELS	ACTUAL ADDITIONS OR REDUCTIONS	FY 2012 SERVICE LEVELS	PROPOSED ADDITIONS OR REDUCTIONS	FY 2013 SERVICE LEVELS
Administration	7.5 FT / 6 PT	0	7.5 FT / 6 PT	+0.5	8 FT / 6 PT
Finance	14 FT	0	14 FT	-1	13 FT
Planning/Eng	6 FT	-1 FT/+1 PT	5 FT / 1 PT	+0.5	6 FT
Public Works	20 FT / 2 PT	0	20 FT / 2 PT	0	20 FT / 2 PT
Public Safety	109 FT / 1 PT	0	109 FT / 1 PT	0	109 FT / 1 PT
Leisure Services	8 FT / 12 PT	+1 PT	8 FT / 13 PT	0	8 FT / 13 PT
Building	9.5 FT	0	9.5 FT	+0.5	10 FT
TOTALS	174 FT / 21 PT	-1 FT / +2 PT	173 FT / 23 PT	+0.5	174 FT / 22 PT

FT – Full Time; PT – Part Time

The preceding chart shows actual changes between the FY 2011 and FY 2012 service levels and the proposed additions and deletions for the budget year FY 2013. A brief explanation is provided below:

Department of Administration –	Part-time Office Assistant position replaced with a fulltime Administrative Services Assistant.
Department of Finance –	Buyer position eliminated and duties transferred to Administrative Secretary.
Department of Planning/Engineering –	Part-time position became fulltime.
Department of Public Works –	No staffing changes are proposed for 2013.
Department of Public Safety –	No staffing changes are proposed for 2013.
Department of Leisure Services –	No staffing changes are proposed for 2013.
Department of Building –	Permit Licensing Technician I position reclassified as Customer Service.

BUDGET HIGHLIGHTS

This year's budget has been developed to maintain the same level of quality government services while still dealing with the effects of the worst recession since the great depression. Overall, the City's General Fund budgeted revenue has increased by \$201,065 and the General Fund budgeted expenditures have increased by \$51,606 over FY 2012 budgeted numbers. The following discussion highlights the significant factors that affected the adopted FY 2013 budget.

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

Ad Valorem Tax, the largest single revenue source for the City, reflects a decrease of approximately \$302,725 from last year's budget. This is a result of a 4.67% decrease in certified assessed property values from FY 2012 to FY 2013. The tax millage rate remains at 5.65 mills per \$1,000 of net assessed property value.

Utility Services Taxes are taxes authorized by state law applied to providers of utilities within a municipal jurisdiction. FY 2013 revenues are projected to increase from last year's budget by \$70,187.

Permits and Fees includes charges imposed upon a utility for the privilege of using municipal rights-of-way to conduct business and for various types of building permits issued by the City. FY 2013 reflects a decrease of \$157,764 over the FY 2012 budget mainly due to projected reductions in Electric Franchise Fees, which have experienced a downward trend since FY 2009 due to the economy.

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. FY 2013 projections show an increase of \$137,878 in these areas based on population growth in the City and other factors used in the State estimate.

Charges for Services are revenues received for providing a variety of services, facilities or regulating activities. FY 2013 projections show an increase of \$363,392 over the FY 2012 budget in these services. The major increases in this category include \$178,126 for a renegotiated interlocal agreement with the City of Atlantis to provide Fire/EMS services and increases in solid waste fees totaling \$72,289.

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

Salary and Benefits represent approximately 77% of the expenditures in the general fund. For FY 2013, personnel savings will be slightly more than \$28,000 compared to FY 2012 budgeted amounts. Savings are derived from consolidations of positions/responsibilities and continued control of overtime pay.

Operating Expenditures are \$91,260 greater in FY 2013 compared to the FY 2012 budget. Increased costs for Fuel and Lubricants of \$61,120 and increases in Education and Training of \$13,117 account for the majority of the increase.

The amount to be used in FY 2013 of the Budget Stabilization Reserve is \$144,247 which is \$149,459 less than the amount included in the FY 2012 Budget.

BUDGET SUMMARY ALL FUNDS

		GENERAL FUND	SPECIAL REVENUE FUNDS*	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	TOTAL
<u>ESTIMATED REVENUES:</u>						
Taxes:	Millage Per \$1,000					
Ad Valorem Taxes	5.6500	6,208,749				6,208,749
Utility Service Tax		2,260,673				2,260,673
Other Taxes		2,471,952				2,471,952
Permits and Fees		2,068,794			23,546	2,092,340
Intergovernmental Revenues		3,768,791	287,980		524,182	4,580,953
Charges for Services		3,053,320	166,603			3,219,923
Fines and Forfeitures		106,624				106,624
Miscellaneous Revenues						
Interest Earned		83,422	247	1,883	74,522	160,074
Rent and Royalties		292,302			138,526	430,828
Other Miscellaneous Revenues		38,350	9,590			47,940
Total Revenues		<u>\$20,352,977</u>	<u>\$464,420</u>	<u>\$1,883</u>	<u>\$760,776</u>	<u>\$21,580,056</u>
Other Financing Sources						
Debt Proceeds						
Interfund Transfers - IN				410,000		410,000
Appropriated use of Fund Balance		144,247	62,800	(8,623)	1,120,555	1,318,979
Total Estimated Revenues and Financing Sources		<u>\$20,497,224</u>	<u>\$527,220</u>	<u>\$403,260</u>	<u>\$1,881,331</u>	<u>\$23,309,035</u>
<u>EXPENDITURES, USES AND RESERVES:</u>						
General government		4,093,418			105,600	4,199,018
Public safety		11,874,378	54,000		106,519	12,034,897
Transportation		1,508,134			771,050	2,279,184
Culture / recreation		662,229	463,220		254,162	1,379,611
Physical environment		1,949,065	10,000		644,000	2,603,065
Debt Service				403,260		403,260
Total Expenditures		<u>\$20,087,224</u>	<u>\$527,220</u>	<u>\$403,260</u>	<u>\$1,881,331</u>	<u>\$22,899,035</u>
Other Financing Uses						
Interfund Transfers - OUT		410,000				410,000
Total Appropriated Expenditures and other Uses		<u>\$20,497,224</u>	<u>\$527,220</u>	<u>\$403,260</u>	<u>\$1,881,331</u>	<u>\$23,309,035</u>

*Several funds within this fund type are restricted. See Special Revenue Funds for details. The Forfeitures Fund is not budgeted per Chapter 932, Florida Statutes, which prohibits budgeting of these revenues.



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THREE YEAR SUMMARY OF REVENUE AND EXPENDITURES

Millage Per \$1,000 5.65 5.65 5.65

	GENERAL FUND			SPECIAL REVENUE FUNDS ¹		
	Actual (2011)	Budget (2012)	Budget (2013)	Actual (2011)	Budget (2012)	Budget (2013)
<u>FUND BALANCES BROUGHT FORWARD:</u>	\$10,894,105	\$11,126,042	\$10,832,336	\$217,998	\$247,740	\$235,471
<u>ESTIMATED REVENUES:</u>						
Taxes:						
Ad Valorem Taxes	6,677,646	6,496,474	\$6,208,749			
Utility Service Tax	2,268,848	2,190,486	\$2,260,673			
Other Taxes	2,418,257	2,427,569	\$2,471,952			
Permits and Fees	2,038,888	2,226,558	\$2,068,794			
Intergovernmental Revenues	3,332,120	3,630,913	\$3,768,791	281,911	309,225	287,980
Charges for Services	2,713,732	2,689,928	\$3,053,320	170,215	175,097	166,603
Fines and Forfeitures	135,683	111,570	\$106,624	82,857		
Miscellaneous Revenues						
Interest Earned	179,890	63,679	\$83,422	546	249	247
Rent and Royalties	286,244	278,385	\$292,302			
Other Miscellaneous Revenues	55,459	36,350	\$38,350	11,334	7,650	9,590
Total Revenues	\$20,106,767	\$20,151,912	\$20,352,977	\$546,863	\$492,221	\$464,420
Other Financing Sources						
Debt Proceeds						
Interfund Transfers - IN						
Total Estimated Revenues, Other Financing Sources, And Balances Forward	\$20,106,767	\$20,151,912	\$20,352,977	\$546,863	\$492,221	\$464,420
	\$31,000,872	\$31,277,954	\$31,185,313	\$764,861	\$739,961	\$699,891
<u>EXPENDITURES, USES AND RESERVES:</u>						
General government	3,079,773	4,554,224	4,093,418			
Public safety	12,465,425	11,431,198	11,874,378	58,903	14,000	54,000
Transportation	1,417,779	1,434,922	1,508,134			
Culture / recreation	858,975	679,958	662,229	455,544	480,490	463,220
Physical environment	1,642,878	1,935,316	1,949,065	2,674	10,000	10,000
Debt Service						
Total Expenditures	\$19,464,830	\$20,035,618	\$20,087,224	\$517,121	\$504,490	\$527,220
Other Financing Uses						
Interfund Transfers - OUT	410,000	410,000	410,000			
Total Appropriated Expenditures and Other Uses	\$19,874,830	\$20,445,618	\$20,497,224	\$517,121	\$504,490	\$527,220
Reserves/Ending Fund Balance	11,126,042	10,832,336 ²	10,688,089	247,740	235,471	172,671
Total Appropriated Expenditures And Reserves	\$31,000,872	\$31,277,954	\$31,185,313	\$764,861	\$739,961	\$699,891

¹The Forfeitures Fund under Special Revenue Fund is not budgeted because Chapter 932, Florida Statutes, prohibits budgeting of these revenues.

²Current forecast/projections indicates reserves/ending fund balance will be \$7,178,348

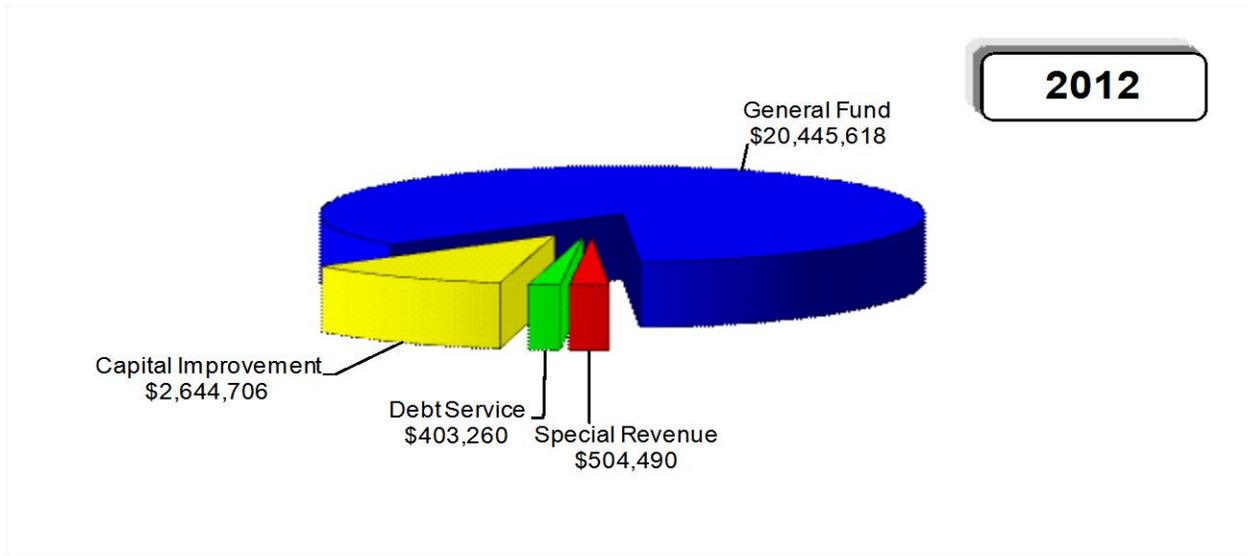
³Committed funds from multi year projects reduced fund balance by \$380,641

⁴Committed funds from multi year project reduced fund balance by \$2,258,090

THREE YEAR SUMMARY OF REVENUE AND EXPENDITURES
(continued)

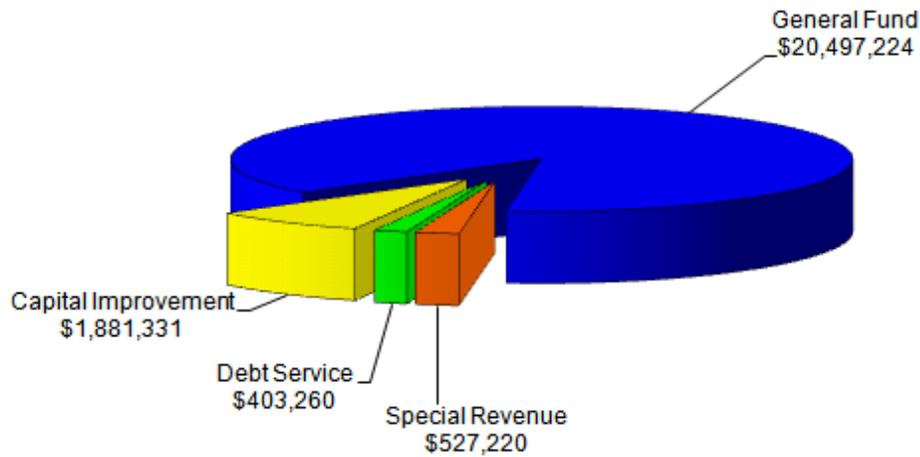
DEBT SERVICE FUNDS			CAPITAL PROJECTS FUNDS			TOTALS		
Actual (2011)	Budget (2012)	Budget (2013)	Actual (2011)	Budget (2012)	Budget (2013)	Actual (2011)	Budget (2012)	Budget (2013)
\$712,708	\$508,510	\$516,830	\$14,166,836	\$12,641,921	\$9,978,608	25,991,647	24,524,213	21,563,245
						6,677,646	6,496,474	6,208,749
						2,268,848	2,190,486	2,260,673
						2,418,257	2,427,569	2,471,952
			11,068	23,724	23,546	2,049,956	2,250,282	2,092,340
				141,254	524,182	3,614,031	4,081,392	4,580,953
						2,883,947	2,865,025	3,219,923
						218,540	111,570	106,624
1,999	1,580	1,883	129,247	81,230	74,522	311,682	146,738	160,074
			164,004	115,826	138,526	450,248	394,211	430,828
			275,811	0	0	342,604	44,000	47,940
\$1,999	\$1,580	\$1,883	\$580,130	\$362,034	\$760,776	21,235,759	21,007,747	21,580,056
410,000	410,000	410,000				410,000	410,000	410,000
\$411,999	\$411,580	\$411,883	\$580,130	\$362,034	\$760,776	21,645,759	21,417,747	21,990,056
\$1,124,707	\$920,090	\$928,713	\$14,746,966	\$13,003,955	\$10,739,384	47,637,406	45,941,960	43,553,301
			55,306	678,200	105,600	3,135,079	5,232,424	4,199,018
			1,072,571	48,056	106,519	13,596,899	11,493,254	12,034,897
			510,731	1,181,950	771,050	1,928,510	2,616,872	2,279,184
			301,994	90,000	254,162	1,616,513	1,250,448	1,379,611
			164,443	646,500	644,000	1,809,995	2,591,816	2,603,065
616,197	403,260	403,260				616,197	403,260	403,260
\$616,197	\$403,260	\$403,260	\$2,105,045	\$2,644,706	\$1,881,331	22,703,193	23,588,074	\$22,899,035
						410,000	410,000	410,000
\$616,197	\$403,260	\$403,260	\$2,105,045	\$2,644,706	\$1,881,331	23,113,193	23,998,074	23,309,035
508,510	516,830	525,453	12,641,921	9,978,608	6,599,963	24,524,213	21,563,245	17,986,176
\$1,124,707	\$920,090	\$928,713	\$14,746,966	\$12,623,314	\$8,481,294	47,637,406	45,561,319	\$41,295,211

.TOTAL BUDGET BY FUND TYPE



Total Budget \$23,998,074

2013



Total Budget \$23,309,035

CHANGE IN TAXABLE VALUE OF PROPERTY

			PERCENT CHANGE FROM <u>PRIOR YEAR</u>
July 1, 2008	Prior Year Gross Taxable Value	\$2,150,408,573	
July 1, 2008	Less Decrease in Value Current Property	<u>-307,349,153</u>	
July 1, 2008	Current Year Adjusted Taxable Value	\$1,843,059,420	
July 1, 2008	Plus New Construction Taxable Value	<u>45,214,945</u>	
	July 1, 2008 Gross Taxable 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	
July 1, 2009	Less Decrease in Value Current Property	<u>-425,558,271</u>	
July 1, 2009	Current Year Adjusted Taxable Value	\$1,469,384,105	
July 1, 2009	Plus New Construction Taxable Value	<u>9,810,037</u>	
	July 1, 2009 Gross Taxable Value	<u><u>\$1,479,194,142</u></u>	-21.940%
Dec. 31, 2009	Value Adjustment Board and Other Changes	-6,587,387	
July 1, 2010	Prior Year Gross Taxable Value	\$1,472,606,755	
July 1, 2010	Less Decrease in Value Current Property	<u>-255,668,104</u>	
July 1, 2010	Current Year Adjusted Taxable Value	\$1,216,938,651	
July 1, 2010	Plus New Construction Taxable Value	<u>9,636,028</u>	
	July 1, 2010 Gross Taxable Value	<u><u>\$1,226,574,679</u></u>	-16.707%
Dec. 31, 2010	Value Adjustment Board and Other Changes	-4,375,449	
July 1, 2011	Prior Year Gross Taxable Value	\$1,222,199,230	
July 1, 2011	Less Decrease in Value Current Property	<u>-37,234,585</u>	
July 1, 2011	Current Year Adjusted Taxable Value	\$1,184,964,645	
July 1, 2011	Plus New Construction Taxable Value	<u>9,075,590</u>	
	July 1, 2011 Gross Taxable Value	<u><u>\$1,194,040,235</u></u>	-2.304%
Dec. 31, 2011	Value Adjustment Board and Other Changes	-1,598,240	
July 1, 2012	Prior Year Gross Taxable Value	\$1,192,441,995	
July 1, 2012	Less Decrease in Value Current Property	<u>-57,419,854</u>	
July 1, 2012	Current Year Adjusted Taxable Value	\$1,135,022,141	
July 1, 2012	Plus New Construction Taxable Value	<u>3,205,994</u>	
	July 1, 2012 Gross Taxable Value	<u><u>\$1,138,228,135</u></u>	-4.546%

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.

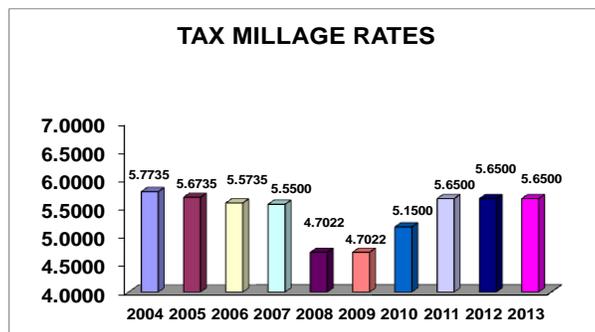
The Property Appraiser adjusts market value appraisals of certain properties based on constitutional and statutory guidance. A \$25,000 homestead exemption is provided to all taxpayers who own a house as a primary residence and are domiciled in Florida. Widows, disabled, senior citizens and veterans can receive up to an additional \$25,000 exemption in property value depending on qualifications. 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.

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, 2012 certified taxable value for operating purposes provided by the Property Appraiser’s office was \$1,138,228,135. This represents a 4.67% reduction or \$55,812,100 under last year’s certified taxable value of \$1,194,040,235. 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 5.9358 mills which would generate \$6,756,295 (prior to discounting) in property tax revenue.

For the FY 2013 budget, the overall adopted millage rate will be maintained at 5.6500 mills. The projected tax revenue for FY 2013 is \$6,173,749 (after discounting) or \$302,725 less then FY 2012 budget ad valorem revenue.

The chart below shows the change in total City millage since FY 2004.



**AD VALOREM TAX DATA
FISCAL YEAR 2013**

FISCAL YEAR 2012

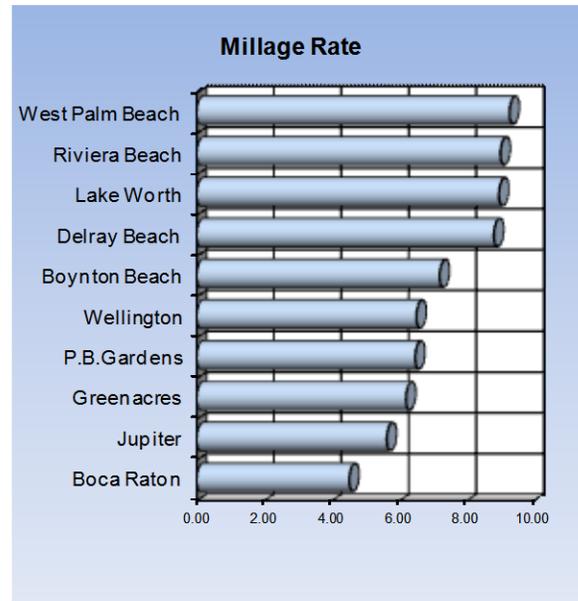
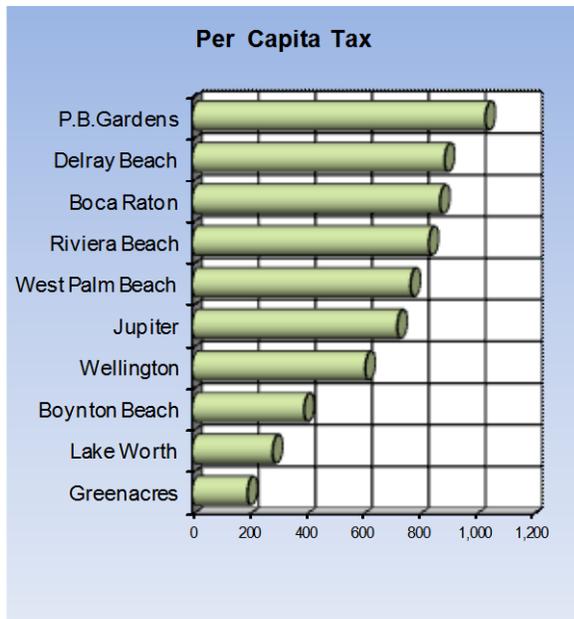
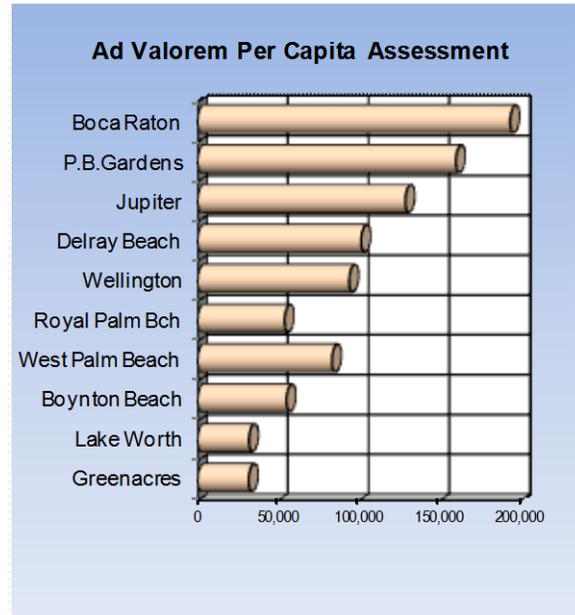
2011 Gross Taxable Value (July 1, 2011) including New Construction	\$ 1,194,040,235
General Operating Funds (FY 2012) Millage Rate	<u>5.6500</u>
FY 2012 Estimated Ad Valorem Revenue including New Construction	\$ 6,746,327
FY 2012 Ad Valorem Revenue for Budget Purposes at 96%	\$ 6,476,474

FISCAL YEAR 2013

2012 Gross Taxable Value (July 1, 2012) including New Construction	\$ 1,138,228,135
FY 2013 Rolled-back Rate (RBR)	<u>5.9358</u>
FY 2013 Estimated Ad Valorem Revenue Based on RBR Less Value ADJ Brd	\$ 6,756,295
Adopted General Operating Funds (FY 2013) Millage Rate	<u>5.6500</u>
FY 2013 Estimated Ad Valorem Revenue Including New Construction	\$ 6,430,989
FY 2013 Ad Valorem Revenue for Budget Purposes at 96%	\$ 6,173,749

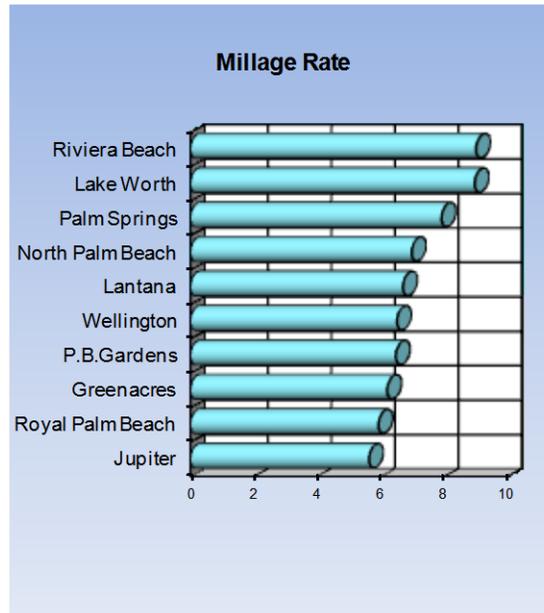
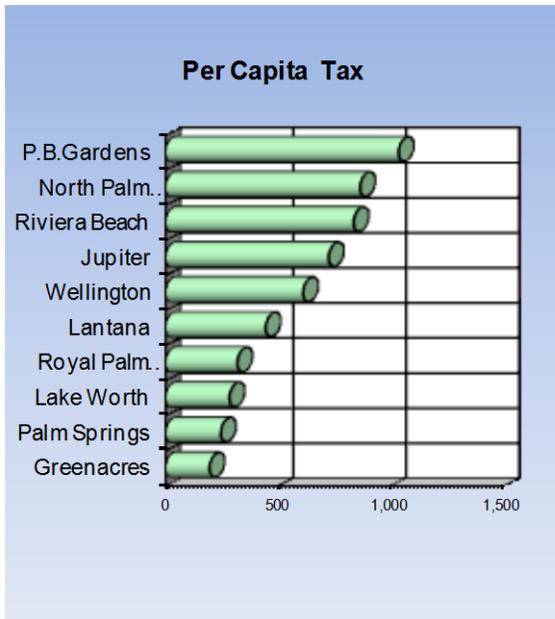
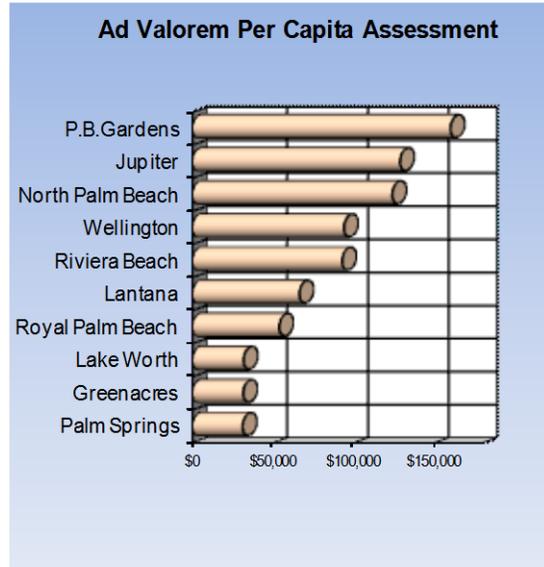
COMPARISON WITH TEN LARGEST CITIES 2011/2012 AD VALOREM TAXES

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 the lowest of the ten largest cities at \$31,485. **Millage Rate:** The Greenacres 2012 millage rate of 5.6500 (plus the library district millage of 0.5491 mills) is the fourth lowest among these cities. These two factors combine to provide Greenacres' residents the lowest ad valorem tax burden (\$195.18) of the ten largest cities in Palm Beach County. These charts include the impact of the County Fire MSTU and library taxes where applicable to achieve direct comparability.



COMPARISON WITH COMPARABLY SIZED CITIES 2011/2012 AD VALOREM TAXES

Per Capita Tax: The City of Greenacres has 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 second lowest of the ten comparably sized cities at \$31,485. **Millage Rate:** The Greenacres 2012 millage rate of 5.6500 (plus the library district millage of 0.5491 mills) is the third lowest of these cities. These two factors combine to provide Greenacres residents the lowest ad valorem tax burden (\$195.18) of the comparably sized cities in Palm Beach County. These charts include the impact of the County Fire MSTU and library taxes where applicable to achieve direct comparability.



List of Palm Beach County Municipalities 2011/12 Ad Valorem Taxes

(includes impact of Fire MSTU and Library Operating Taxes)

City Name	Total 2011 Taxable Value	2011 Population [^]	Per Capita Assessment	2011 Total Millage	Per Capita Tax
MANALAPAN	\$ 827,434,621	406	\$ 2,038,016	0.0027830	\$ 5,671.80
PALM BEACH	11,623,306,786	8,350	1,392,013	0.0032512	4,525.71
VILLAGE OF GOLF	119,930,349	250	479,721	0.0075016	3,598.68
PALM BEACH SHORES +	507,453,154	1,141	444,744	0.0067491	3,001.62
JUPITER INLET COLONY +	219,723,894	400	549,310	0.0050855	2,793.51
OCEAN RIDGE +	679,547,225	1,783	381,126	0.0057991	2,210.19
GULF STREAM	655,987,005	885	741,228	0.0029265	2,169.20
HIGHLAND BEACH	1,732,047,474	3,542	489,003	0.0043407	2,122.61
JUNO BEACH*+	923,299,324	3,181	290,254	0.0069072	2,004.85
ATLANTIS +	388,429,635	2,019	192,387	0.0080693	1,552.43
SOUTH PALM BEACH +	262,590,986	1,174	223,672	0.0048665	1,088.50
PALM BEACH GARDENS +	7,764,780,280	48,630	159,671	0.0064716	1,033.32
DELRAY BEACH	6,149,055,201	60,831	101,084	0.0088033	889.87
BOCA RATON	16,363,274,000	84,652	193,301	0.0045188	873.49
NORTH PALM BEACH	1,488,137,908	12,033	123,671	0.0069723	862.27
TEQUESTA VILLAGE +	765,017,585	5,646	135,497	0.0063162	855.83
RIVIERA BEACH	3,015,088,751	32,535	92,672	0.0089980	833.86
WEST PALM BEACH	8,373,665,157	100,801	83,071	0.0092671	769.83
MANGONIA PARK +	134,517,228	1,812	74,237	0.0103491	768.28
JUPITER+#	7,135,152,279	55,542	128,464	0.0056275	722.93
BRINY BREEZES +	37,552,579	601	62,483	0.0105491	659.14
WELLINGTON*+	5,321,076,907	56,752	93,760	0.0065072	610.12
LAKE PARK	446,581,002	8,198	54,474	0.0103283	562.63
LAKE CLARK SHORES*+	183,471,629	3,374	54,378	0.0102870	559.39
LANTANA*	693,539,420	10,466	66,266	0.0066976	443.82
BOYNTON BEACH	3,752,272,309	68,409	54,851	0.0071941	394.60
HYPOLUXO +	252,780,829	2,636	95,896	0.0040491	388.29
ROYAL PALM BEACH +*	1,839,840,870	34,234	53,743	0.0059272	318.55
LOXAHATCHEE GROVES+*	182,211,218	3,162	57,625	0.0052072	300.07
LAKE WORTH*	1,106,255,651	34,901	31,697	0.0089526	283.77
GLEN RIDGE*+	14,944,150	219	68,238	0.0040072	273.44
HAVERHILL*+	61,889,841	1,894	32,677	0.0080072	261.65
PALM SPRINGS*	592,925,084	19,082	31,072	0.0079141	245.91
CITY OF GREENACRES +	1,192,441,995	37,873	31,485	0.0061991	195.18
BELLE GLADE +*	279,225,613	17,426	16,024	0.0105491	169.03
PAHOKEE +*	78,899,300	5,920	13,328	0.0105491	140.59
CLOUD LAKE*+	4,596,019	137	33,548	0.0040072	134.43
SOUTH BAY +*	47,767,240	4,827	9,896	0.0103161	102.09

*Includes Fire MSTU. - 3.4581 Mills

+Includes County Library - 0.5491 Mills

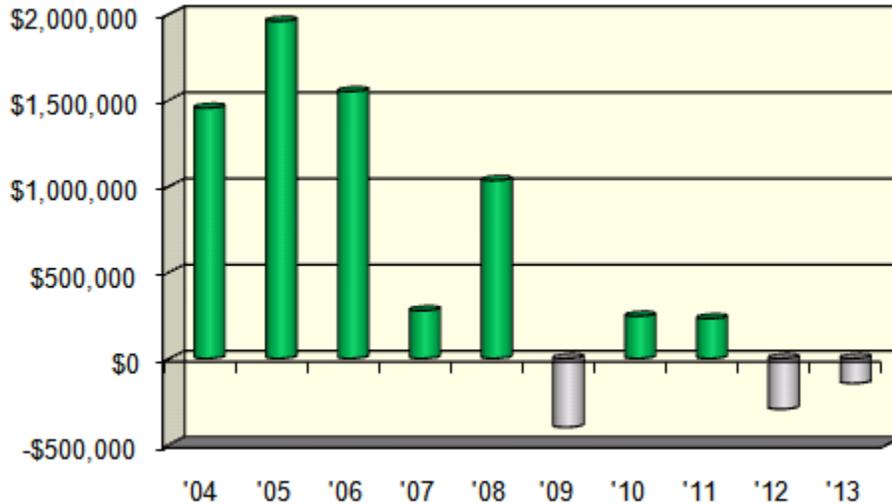
#Includes Fire MSTU. - 2.2489 Mills

^November 2010 University of Florida BEBR estimate

REVENUE AND EXPENDITURE SUMMARY

CATEGORY	FY 2012 BUDGET	FY 2013 BUDGET	CHANGE FROM PRIOR YEAR	% CHANGE	% OF TOTAL BUDGET
REVENUES					
Ad Valorem Taxes Millage Rate: 5.6500	\$ 6,496,474	\$ 6,208,749	(287,725)	-4.4%	30.5%
Utility Service Taxes	2,190,486	2,260,673	70,187	3.2%	11.1%
Other Taxes	2,427,569	2,471,952	44,383	1.8%	12.1%
Permits and Fees	2,226,558	2,068,794	(157,764)	-7.1%	10.2%
Intergovernmental	3,630,913	3,768,791	137,878	3.8%	18.5%
Charges for Services	2,689,928	3,053,320	363,392	13.5%	15.0%
Fines & Forfeitures	111,570	106,624	(4,946)	-4.4%	0.5%
Interest Income	63,679	83,422	19,743	31.0%	0.4%
Rent and Royalties	278,385	292,302	13,917	5.0%	1.4%
Miscellaneous Income	36,350	38,350	2,000	5.5%	0.2%
TOTAL REVENUE	\$ 20,151,912	\$ 20,352,977	\$ 201,065	1.0%	100.0%
EXPENDITURES					
Personnel Services	\$ 15,727,461	\$ 15,699,637	\$ (27,824)	-0.2%	76.6%
Operating	2,612,950	2,704,210	91,260	3.5%	13.2%
Capital Outlay	27,370	24,540	(2,830)	-10.3%	0.1%
Grants and Aids	7,500	7,500	0	0.0%	0.0%
Solid Waste Collection	1,048,513	1,048,513	0	0.0%	5.1%
Insurance	425,240	425,240	0	0.0%	2.1%
Interfund Transfers	410,000	410,000	0	0.0%	2.0%
Contingency	100,000	100,000	0	0.0%	0.5%
Other Obligations	86,584	77,584	(9,000)	-10.4%	0.4%
TOTAL EXPENDITURE	\$ 20,445,618	\$ 20,497,224	\$ 51,606	0.3%	100.0%
Excess Revenue Over (under) Expenditures	(293,706)	(144,247)			
Budget Stabilization Reserve-Beginning		\$2,003,562			
Use of Budget Stabilization Reserve		(144,247)			
Budget Stabilization Reserve-Ending		1,859,315			
Unassigned Reserve		\$5,319,033			
Unassigned Reserve as % of Expenditure		26.0%			

**EXCESS OF REVENUES AND OTHER SOURCES
OVER EXPENDITURES AND OTHER USES
(Excluding Fund Balance)**



Major factors effecting excess or deficit of Revenues over Expenditures

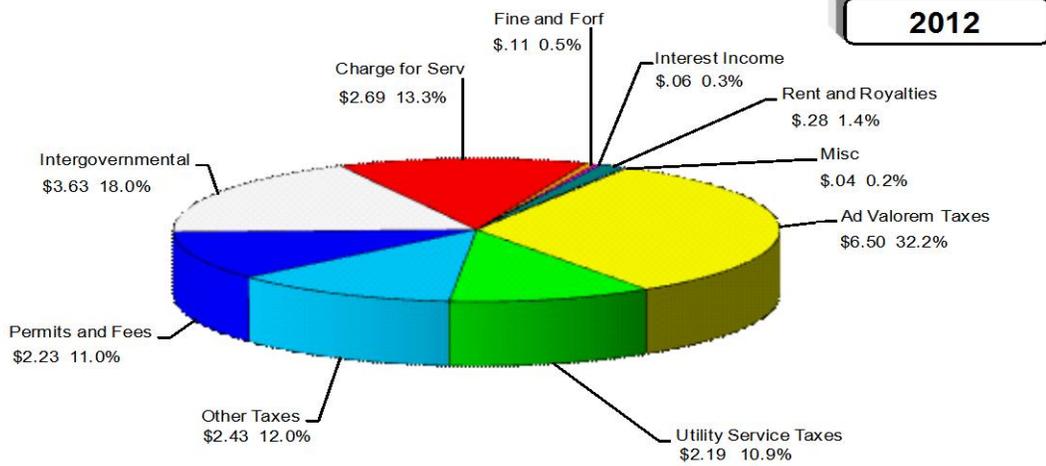
- FY 2004 - 16% increase in assessed property values combined with an increase of 13% in ½ cent sales tax revenues that were partially offset by the continuing higher cost of insurance and the funding of the debt service for the Municipal Complex.
- FY 2005 – 18% increase in revenues from property tax coupled with a 10% increase in intergovernmental shared.
- FY 2006 – 12% increase in revenues from property tax and 42% increase in revenues from franchise fees were offset by higher personnel and fuel costs.
- FY 2007 - A decrease of nearly \$1.0 million was due mainly to increases in personnel costs, property insurance increases and transfers to the Capital Improvement Program.
- FY 2008 - 7% reduction in property tax revenues offset by a 47% reduction in transfers to Capital Improvement Projects.
- FY 2009 - As a consequence of taxpayers passing Amendment 1, the lowering of home assessed values, and the maintaining of the millage rate, property tax revenues decreased \$1.233 million or 13%.
- FY 2010 - Although a deficit of almost \$400 thousand was projected due to a decrease of 21% in assessed property values, the fund balance did increase. This was due to one-time accounting adjustment to revenue and continued control of expenses.
- FY 2011 – Property tax revenues decreased by \$676 thousand, transfers out for debt service expenditures decreased \$790 thousand.
- FY 2012 - Continuing the millage rate at 5.650 with a 2.65% decrease in assessed property value, the expense budget exceeds revenue by approximately \$293 thousand.
- FY 2013 - Adopted budget includes revenue increases in charges for services and intergovernmental categories partially offset by reductions in permits and fees; budgeted expenditures are greater than revenues by \$144 thousand.

REVENUE SUMMARY BY CATEGORY

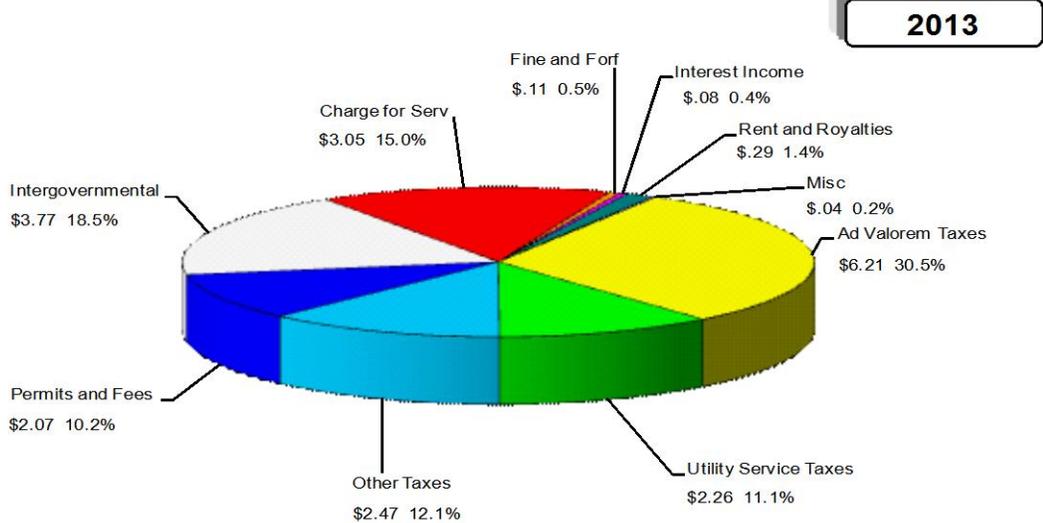
CATEGORY	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
REVENUES				
Ad Valorem*	\$ 7,353,777	\$ 6,677,646	\$ 6,496,474	\$ 6,208,749
Utility Service Taxes	2,244,796	2,268,848	2,190,486	2,260,673
Other Taxes	2,620,565	2,418,257	2,427,569	2,471,952
Permits And Fees	2,160,104	2,038,888	2,226,558	2,068,794
Intergovernmental	3,119,473	3,332,120	3,630,913	3,768,791
Charges For Services	2,667,728	2,713,732	2,689,928	3,053,320
Fines & Forfeitures	172,809	135,683	111,570	106,624
Interest Income	453,085	179,890	63,679	83,422
Rent And Royalties	293,600	286,244	278,385	292,302
Miscellaneous Income	91,142	55,459	36,350	38,350
TOTAL REVENUE	\$ 21,177,079	\$ 20,106,767	\$ 20,151,912	\$ 20,352,977

*Includes Delinquent Property Taxes

REVENUE CATEGORY PERCENTAGE



Based upon Budgeted Revenue of \$20,151,912



Based upon Budgeted Revenue of \$20,352,977

In FY 2013, ad valorem taxes remain the City's largest revenue source at 30.5% of the total revenue, decreasing from 32.2% in FY 2012. Intergovernmental transfers from the federal, state and county governments, account for 18.5% of the total revenue. Charges for services increased from 13.3% to 15.0% of total revenues, while Other Taxes are 12.1% of the total. Utility service taxes increased from 10.9 to 11.1% of the total and Permits and Fees decreased from 11.0% to 10.2%. Miscellaneous income and rents and royalties are projected to remain the same. Interest income is projected to increase slightly as a portion of total revenue while fines and forfeitures will decrease slightly.

REVENUE DETAIL

CATEGORY		FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
AD VALOREM TAXES					
311-100	Real And Pers. Prop. Tax	\$ 7,308,718	\$ 6,655,676	\$ 6,476,474	\$ 6,173,749
311-200	Del Real & Personal Prop.	45,059	21,970	20,000	35,000
TOTAL AD VALOREM TAXES		7,353,777	6,677,646	6,496,474	6,208,749
UTILITY SERVICE TAXES					
314-100	Electric Utility Taxes	1,780,946	1,785,411	1,728,027	1,791,956
314-300	Water Utility Service Tax	390,959	413,921	390,959	398,322
314-400	Gas Utility Taxes	51,700	46,938	50,000	47,083
314-800	Propane Gas Utility Taxes	21,191	22,578	21,500	23,312
TOTAL UTILITY SERVICE TAXES		2,244,796	2,268,848	2,190,486	2,260,673
OTHER TAXES					
312-410	1st Local Option Gas Tax	237,806	236,342	230,609	259,684
312-420	2nd Local Option Gas Tax	110,849	110,118	108,522	122,268
312-510	Ins Prem Tax-Firefighter	210,057	217,325	200,000	220,000
312-520	Ins Prem Tax-Police	198,892	181,288	210,000	181,000
315-200	Communication Service Tax	1,646,996	1,455,953	1,453,938	1,470,000
316-001	New Business Tax Receipt	15,955	15,423	19,000	19,000
316-010	Renewal Business Tx Rec	159,231	157,320	163,000	155,500
316-020	Transferred B-Tax Receipt	353	692	500	500
316-030	Rental Property BTR	40,426	43,796	42,000	44,000
TOTAL OTHER TAXES		2,620,565	2,418,257	2,427,569	2,471,952
PERMITS AND FEES					
322-100	Building Permit	269,134	197,913	188,500	190,000
322-101	Building Permit-Sitework	31,606	5,691	15,000	14,000
322-102	Building Plan Review Fees	360	200	800	800
322-200	Electrical Permit	14,787	16,534	8,000	9,000
322-300	Plumbing Permit	10,620	8,994	10,000	10,000
322-400	Mechanical Permit	55,524	46,127	40,000	20,000
323-100	Electric Franchise Fees	1,655,016	1,634,914	1,835,082	1,700,000
323-400	Gas Franchise Fees	31,580	12,726	30,000	20,000
323-700	Solid Waste Franch Fee/Comm	25,213	24,965	25,000	23,723
323-702	Solid Waste Franch Fee/Resident	53,433	53,529	52,426	55,721
325-110	Dist 1 Special Assess Pri	(2,360)	0	0	0
325-111	Dist 1 Special Assess Int	(2,224)	0	0	0
325-112	Dist 1 Special Assess Pen	4,059	801	0	0
329-001	Miscellaneous Inspections	690	1,747	750	200
329-010	Const. Reinspection Fees	965	435	800	350
329-020	Inspections After Hours	350	0	200	0
329-050	Planning Filing Fees	10,690	30,231	15,150	20,000
329-065	Petition Advertisements	600	3,149	4,050	4,000

REVENUE DETAIL

CATEGORY	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERMITS AND FEES CONT.				
329-110 Permit Surcharge - DCA	20	466	400	500
329-120 Permit Surcharge - DBPR	41	466	400	500
TOTAL PERMITS AND FEES	2,160,104	2,038,888	2,226,558	2,068,794
INTERGOVERNMENTAL				
331-240 Bullet Proof Vest Grant	3,713	3,680	2,400	2,400
331-501 FEMA -Hurricane Expense	0	0	0	0
334-491 FDOT Lighting Reimbursmnt	24,506	24,506	24,506	24,506
335-120 State Revenue Sharing	858,613	911,699	990,983	1,095,325
335-140 Mobile Home License Tax	8,238	8,431	8,500	8,500
335-150 Alcoholic Beverage Lic.	14,288	9,051	10,000	9,500
335-180 Half-Cent Sales Tax	2,008,187	2,124,728	2,374,964	2,400,000
335-210 Firefighter Supplemental	7,560	7,610	7,560	7,560
335-490 Motor Fuel Tax Rebate	10,893	8,942	11,000	11,000
337-200 PBC LE Task Force	0	10,287	0	0
337-201 PBC E911 Fund	59,371	50,804	61,000	50,000
337-700 Youth Grant	1,516	0	0	0
338-100 SWA Recycling Refund	56,284	124,812	75,000	90,000
338-200 B'ness Tax Receipt from Cnty	66,304	47,570	65,000	70,000
TOTAL INTERGOVERNMENTAL	3,119,473	3,332,120	3,630,913	3,768,791
CHARGE FOR SERVICES				
341-300 Youth Prog Maint Fees	0	0	500	500
341-300 Youth Program Admin Fees	31,801	29,127	23,800	23,800
341-301 County Impact Admin Fees	7,931	7,143	7,000	7,000
341-900 Elections - Filing Fees	644	820	483	498
341-901 Sales of Clerk Documents	24,382	38,216	30,000	30,000
341-901 Sales of Financial Doc	25	0	0	0
341-901 Sales of Planning Doc	3,198	2,407	500	2,500
341-910 Supp. Pay. Processing Fee	258	181	182	182
342-100 Security-Special Detail	37,889	28,373	22,858	100,000
342-200 Atlantis Interlocal Agree	518,243	524,025	536,874	715,000
342-500 Atlantis Annual Fire Insp	2,430	2,498	2,500	2,500
342-501 GAC Annual Fire Insp Fee	12,020	12,410	10,000	10,500
342-510 Fire Re-Inspection Fees	325	500	500	500
342-520 Pre-Business Tx Rec Insp	4,675	5,575	5,000	5,000
342-521 Rental Property BTR Insp	2,625	3,650	3,000	3,500
342-530 Atlantis Fire Plan Rev Fe	1,309	1,420	1,200	1,200
342-531 GAC Fire Plan Rev Fee	5,483	6,595	4,000	5,000
342-601 GAC-Ambulance Revenue	1,211,156	1,245,428	1,200,000	1,200,000
342-610 EMS W/O - Uncollectible	(365,819)	(421,400)	(360,000)	(360,000)
342-611 EMS W/O - Contractual	(111,602)	(118,643)	(120,000)	(120,000)
342-620 EMS Allowance Adjustment	1,579	4,262	1,500	8,684
342-900 False Fire Alarms Rev	6,193	6,900	5,000	5,000

REVENUE DETAIL

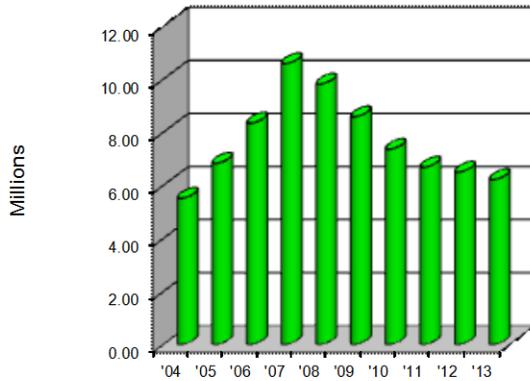
CATEGORY	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
CHARGE FOR SERVICES CONT.				
342-901 Sales of P/S Documents	8,196	8,963	8,000	8,000
342-902 False Burglar Alarms Rev	5,050	12,115	7,000	7,000
343-411 Solid Waste Fee	667,887	688,801	680,553	706,710
343-413 Solid Waste Recycling Fees	377,488	389,239	378,914	399,493
343-451 Solid Waste Admin Fees	103,901	104,085	104,851	111,442
343-452 Solid Waste Lien Fees	15,300	18,700	13,800	18,800
343-453 Solid Waste Penalties	34,916	43,661	30,862	44,824
347-211 Athletic Fees	18,881	25,216	43,000	64,024
347-212 Leisure Activities Fees	3,400	4,866	0	5,000
347-214 Discover Florida Trips	14,172	15,590	15,274	12,216
347-400 Special Event Commissions	13,207	10,766	22,777	24,447
349-000 Maintenance Reimbursement	10,585	12,243	10,000	10,000
TOTAL CHARGE FOR SERVICES	2,667,728	2,713,732	2,689,928	3,053,320
FINES & FORFEITURES				
351-500 Fines-Moving Violations	80,122	67,270	73,000	67,270
351-501 Law Enforcement Education	9,299	8,176	6,570	6,054
351-700 Traffic Fines 12.50 Funds	59,206	41,440	15,900	12,000
354-100 Code Enforcement Penalty	15,100	10,108	10,000	15,000
354-103 Permit/BTR Penalties	2,013	323	0	200
354-200 Non-Moving Violations	4,001	5,515	5,000	5,000
354-201 Late Fees-Parking Tickets	440	858	600	600
359-000 Restitution	1,022	0	100	100
359-100 Nsf Service Charges	529	445	300	300
359-130 Lost / Abandoned Property	1,077	1,548	100	100
TOTAL FINES & FORFEITURES	172,809	135,683	111,570	106,624
INTEREST				
361-100 Misc Interest On A/R	100	31	100	50
361-110 Tax Collector's Interest	1,514	844	1,295	1,198
361-120 SBA Interest	6,415	6,605	4,368	7,500
361-130 FMlvt Interest	116,286	70,474	50,000	70,474
361-150 Bank Investment Program	157,987	43,130	7,916	4,200
361-301 SBA Change Fair Value Invest	170,783	58,806	0	0
TOTAL INTEREST	453,085	179,890	63,679	83,422
RENT AND ROYALTIES				
362-100 Rental Fees-Short Term	89,830	79,596	68,443	78,576
362-110 Rental Income-Long Term	201,126	204,148	207,187	211,326
362-600 Vending Machine Royalties	2,644	2,500	2,755	2,400
TOTAL RENT AND ROYALTIES	293,600	286,244	278,385	292,302

REVENUE DETAIL

CATEGORY	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
MISCELLANEOUS				
364-410 Surplus Sales-Furn,Equip	21,611	20,874	17,500	10,000
366-302 Mayor's Cup Sponsorship	4,330	0	0	0
366-303 Egg Hunt Sponsorship	1,297	0	250	250
366-304 July 4th Sponsorship	2,525	165	1,500	3,500
366-900 Contributions	7,066	3,282	0	5,500
369-300 Insurance Proceeds	10,065	3,341	5,000	5,000
369-900 Refunds-Current Year	2,339	264	1,000	1,000
369-901 Refunds - Prior Year	2,628	10,630	1,000	100
369-902 GTL Reimbursements	1,037	932	0	950
369-903 Reimbursement from Employee	63	57	0	0
369-905 Witness & Jury Reimburse	332	39	100	50
369-910 Forfeit Non-Vested Retire	32,611	14,423	10,000	10,000
369-915 Leisure Svcs Fundraiser	368	0	0	0
369-999 Miscellaneous Revenues	4,870	1,452	0	2,000
TOTAL MISCELLANEOUS	91,142	55,459	36,350	38,350
GRAND TOTAL	\$ 21,177,079	\$ 20,106,767	\$ 20,151,912	20,352,977

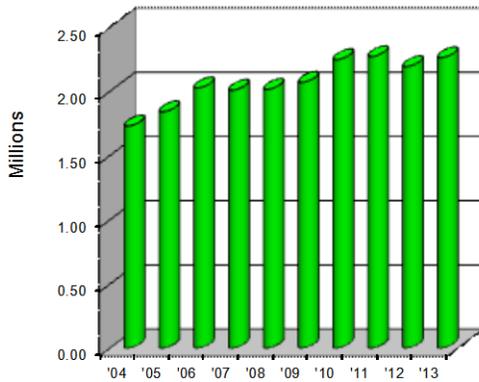
REVENUE HISTORY BY CATEGORY

Ad Valorem Taxes



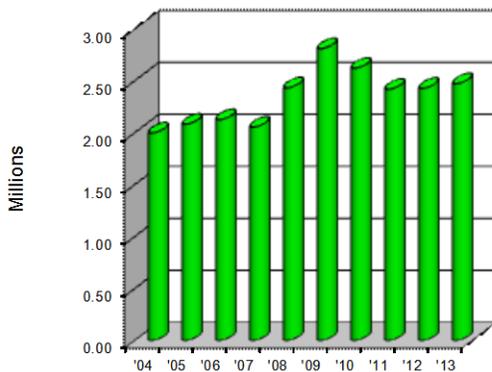
Ad Valorem Taxes: The City's FY 2013 certified assessed values including new construction decreased by 4.67% from FY 2012. The continued reduction is related to the current economic conditions and the decline in property values.

Utility Service Taxes



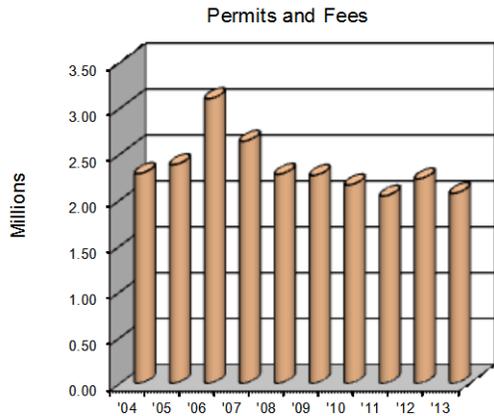
Utility Service Taxes: For FY 2013, \$2.3 million of utility service tax revenue is projected. There has been steady upward trend in this revenue from FY 2004 to FY 2011, except during 2006 when revenues had a onetime 10% increase, then resumed along the prior trend line. This category of revenue is based on usage of applicable services.

Other Taxes

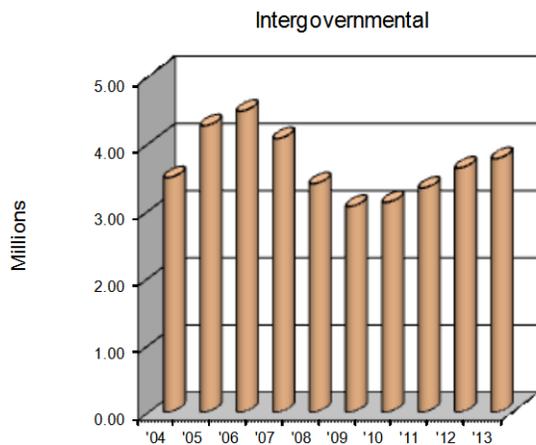


Other Taxes: The majority of revenue in this category is derived from Communication Service Tax. In FY 2009 and FY 2010, revenues increased through a concerted effort working with the State to correct the database used for the Communications Services Tax (CST) revenue allocations.. Since that time, revenues have been stable. Slightly less than a 2% increase has been predicted for FY 2013.

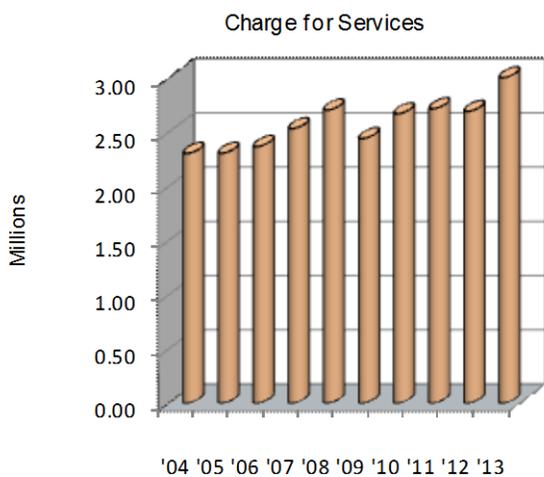
REVENUE HISTORY BY CATEGORY



Permits and Fees: For FY 2013, \$2.1 million is projected to be collected for permits and fees. Electric franchise fees comprise the largest component of this revenue category. In FY 2010 there were rebates to consumers for rate charge corrections related to electric service, since FY 2010 revenues in this category have been negatively impacted by economic conditions. This category of revenue is based on usage of applicable services.



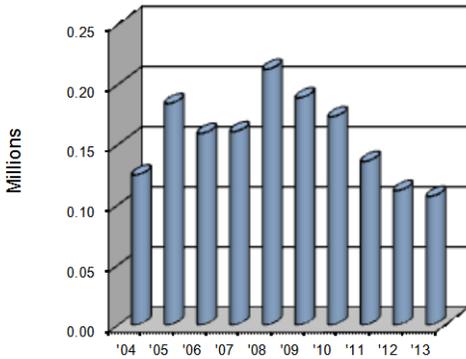
Intergovernmental: This is the second largest source of City general fund revenue, with \$3.8 million projected for FY 2013. The increase in FY 2013 is due to the City's population increase and other annual increases in the half-cent sales tax, municipal revenue sharing, and local option gas tax as projected by the State.



Charges for Services: The third largest source of City general fund revenue, with over \$3.0 million projected for FY 2013, are charges for services. The City's contract with the City of Atlantis for fire rescue services and the solid waste fees have contributed to moderate increases since FY 2009.

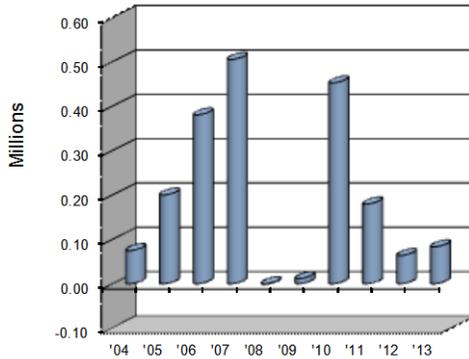
REVENUE HISTORY BY CATEGORY

Fines And Forfeitures



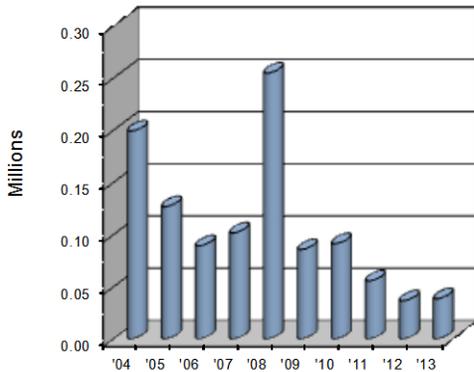
Fines and Forfeitures: Fines from moving and non-moving violations have fluctuated over the years depending on the level of enforcement throughout the year. For FY 2013 a slight decrease is projected moving and non-moving violations that are partially offset by increases in code enforcement penalties.

Interest Income



Interest Income: The City's investments continue to suffer from the current economic conditions and very low interest rates. From FY 2006 to FY 2008, investments did benefit from strong market values and interest rates. The variations in FY 2009 through FY 2011 were related to the write-down in FY 2009 and then partial recovery in FY 2010 and FY 2011 for investments with the State Board of Administration and also from one-time change in FY 2010 for recording of deferred revenues. Interest income has a slight increase for FY 2013 due to higher cash balances.

Miscellaneous



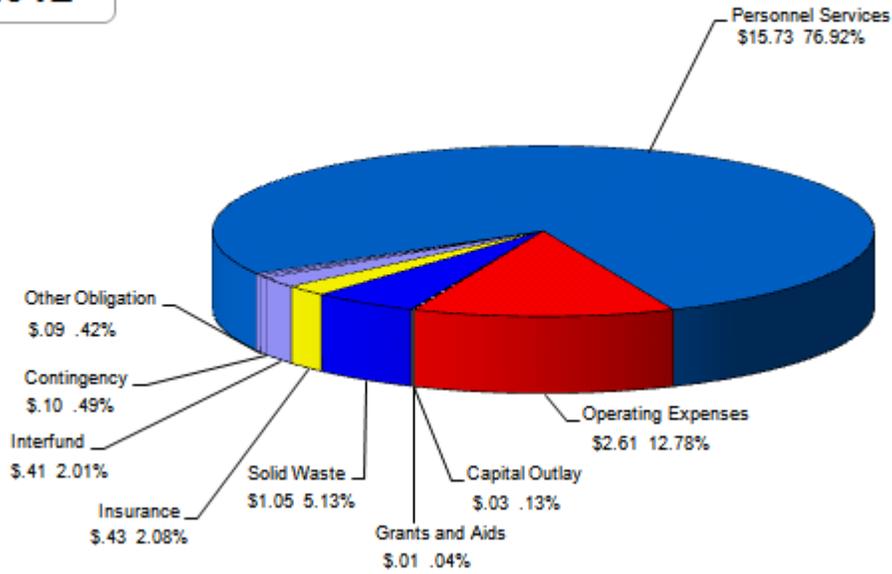
Miscellaneous: The major increase in revenue for FY 2008 was due to the sale of surplus equipment and forfeiture of non-vested retirement, FY 2009 and FY 2010 also saw higher forfeiture of non-vested retirement. The FY 2013 projection includes a slight increase over FY 2012.

EXPENDITURE SUMMARY BY CATEGORY

CATEGORY	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
EXPENDITURES				
Personnel Services	\$ 15,717,909	\$ 15,486,860	\$ 15,727,461	\$ 15,699,637
Operating Expenses	2,480,714	2,502,343	2,612,950	2,704,210
Capital Outlay	25,424	16,204	27,370	24,540
Grants And Aids	9,900	7,500	7,500	7,500
Solid Waste Collection	1,038,280	1,045,215	1,048,513	1,048,513
Insurance	418,872	342,136	425,240	425,240
Interfund Transfers	1,240,000	410,000	410,000	410,000
Contingency	0	0	100,000	100,000
Other Obligations	0	64,572	86,584	77,584
TOTAL EXPENDITURE	\$ 20,931,099	\$ 19,874,830	\$ 20,445,618	\$ 20,497,224

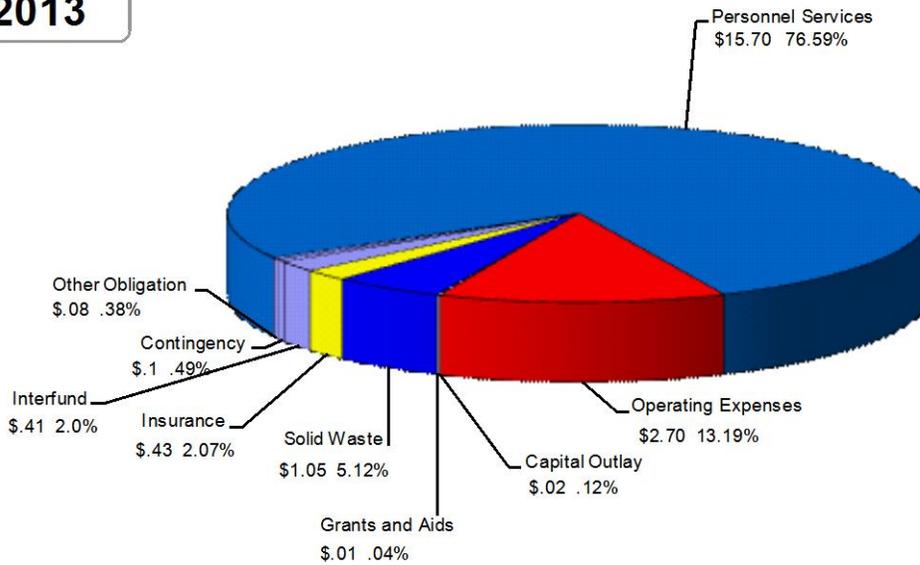
**EXPENDITURE CATEGORY PERCENTAGE
BASED ON GROSS BUDGET**

2012



Based on Budgeted Expenditures of \$20,445,618

2013



Based on Budgeted Expenditures of \$20,497,224

EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
11-1	Executive Salaries	\$ 939,936	\$ 885,638	\$ 891,345	\$ 787,453
12-1	Regular Salaries & Wages	9,386,053	8,937,933	9,122,069	9,343,696
12-2	Vac/Sick Payout	0	61,636	0	0
13-1	Other Salaries & Wages	72,252	92,724	173,668	123,265
14-1	Overtime	615,280	616,750	595,312	603,779
15-1	Special Pay	196,219	190,833	182,080	249,880
21-1	Fica Taxes	794,323	767,410	785,310	796,147
22-1	Retirement Contributions	454,648	385,518	264,536	251,514
22-2	FLC Gen Retirement Contr	158,042	142,037	162,388	165,158
22-3	FLC Gen Retirement Match	64,068	61,064	81,192	82,580
22-4	FLC P/S FF Retirement	1,314,034	1,509,546	1,370,980	1,417,252
23-1	Life & Health Insurance	1,142,412	1,210,754	1,394,844	1,237,577
23-2	Dependent Insurance	351,516	353,766	423,033	342,211
23-3	Short Term Disability	15,075	13,650	0	0
24-1	Worker's Compensation	198,805	247,970	267,801	286,052
24-2	City Shared Worker Comp	6,029	7,744	0	0
25-1	Unemployment Compensation	9,217	1,887	12,903	13,073
TOTAL PERSONNEL SERVICES		15,717,909	15,486,860	15,727,461	15,699,637
OPERATING EXPENSES					
31-1	Legal Expenses	0	0	21,500	31,500
31-2	Engineering & Architect	56,126	17,747	19,067	24,165
31-4	Other Professional	362,754	353,806	56,844	52,980
31-5	Physical Exams	3,935	4,695	4,940	5,285
32-1	Accounting & Audit	40,400	44,765	40,600	41,600
34-2	Aquatic Weed Control	2,970	3,165	2,980	2,980
34-4	Other Contractual	199,365	226,735	488,651	488,269
34-41	Doc Services	56,671	58,590	59,235	60,941
40-1	Senior Trips	12,187	15,033	14,826	11,802
40-2	Tuition Reimbursement	7,168	7,122	7,500	7,500
40-3	Personnel Recruiting	390	0	150	500
40-4	Ed Train Sem & Assc Exp	59,259	59,683	87,310	100,427
40-5	Business Expense. & Mileage	1,314	1,907	2,770	2,461
41-1	Telephone, Teleg. & Mail	114,464	127,806	128,858	126,682
42-1	Postage, Frt. & Express	45,844	46,364	49,158	46,440
43-1	Electricity	205,345	200,200	205,380	205,380
43-2	Street Lights	169,385	166,088	169,600	169,480
43-4	Water & Sewer	31,912	32,279	32,364	33,276
43-5	Dumping Fees	41,633	22,647	25,727	22,573
44-1	Equipment Rental	3,862	2,500	4,251	4,498
44-2	Uniform Rental	1,150	1,169	1,163	1,822
44-3	Other Rentals	3,144	5,066	5,300	5,300
45-2	Notary Fees	401	528	360	460

EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
OPERATING EXPENSES CONT.					
46-1	R & M - Buildings	25,497	28,642	27,000	27,000
46-11	R & M - Buildings Other Cont	0	0	30,809	31,725
46-2	R & M - Vehicles	76,371	65,929	67,090	67,090
46-21	R & M - Vehicles Other Cont	0	0	38,730	37,730
46-3	R & M - Office Equipment	15,452	14,007	17,992	16,352
46-4	R & M - Communications	55,121	53,135	59,187	59,672
46-5	R & M - Other Equipment	67,509	66,789	79,898	79,613
46-51	R & M - Other Equip Contractual	0	0	0	1,000
46-6	R & M - Parks & Athletics	8,311	16,334	11,250	11,250
46-61	R & M - Parks Other Contractual	0	0	4,000	3,500
46-7	R & M - Computer Equipment	25,525	23,628	25,944	23,400
47-1	Printing & Binding	16,223	14,753	26,349	26,129
48-1	City Publicity	7,515	7,644	1,050	1,425
48-17	Neighborhood Assoc	2,031	1,177	1,000	1,000
48-2	Crime & Fire Prevention	1,428	701	1,200	1,700
48-3	Other Community Events	1,736	1,835	2,595	2,167
48-34	Egg Hunt	2,431	3,027	3,275	2,664
48-35	Mayor's Cup	5,542	0	0	0
48-4	Fireworks	16,802	18,937	17,723	18,186
48-6	Other Promo. Activities	8,244	8,123	9,415	9,555
48-71	L/S Sponsorship Expoffs	2,512	1,916	3,000	4,000
48-9	Organized Athletic	60	0	0	0
48-91	Youth Athletics	10,157	0	0	15,794
49-1	Legal Ads	25,075	21,434	15,975	12,968
49-10	Property Tax	437	539	600	600
49-2	Election Expenses	22,461	20,858	21,786	21,761
49-3	Titles, Tags & Taxes	1,208	1,606	1,450	1,450
49-4	Bonds Discount	313	0	0	0
49-5	Witness Fees, Info.	3,543	1,127	4,500	4,500
49-6	Miscellaneous Expense	1,700	2,097	800	1,665
49-7	Computer Software	122,524	128,137	99,479	85,858
49-8	Recording Fees	1,750	2,088	2,400	2,600
49-9	Classified Ads	672	2,075	2,375	2,800
51-2	Office Supplies	20,120	21,359	25,178	23,686
51-4	Copy Paper & Supplies	7,959	8,372	22,317	20,168
51-5	Minor Office Equipment	3,432	7,315	8,038	11,679
51-7	Commemoratives	7,833	7,065	9,480	8,400
52-1	Fuel & Lubricants	208,996	263,294	243,400	304,520
52-2	Parks & Grounds Sup.	35,312	14,155	16,000	16,000
52-3	Cust. Lab. & Chem. Sup.	26,654	25,854	25,976	26,658
52-4	Ammo, Weapons & Clean.	19,999	18,849	20,508	17,175
52-5	Small Tools & Apparatus	13,337	15,786	15,530	20,482
52-6	Recreation Supplies	592	640	550	2,217
52-7	Medical Supplies	60,216	51,941	66,689	65,375
52-8	Uniforms & Clothing	33,692	38,585	49,275	50,341

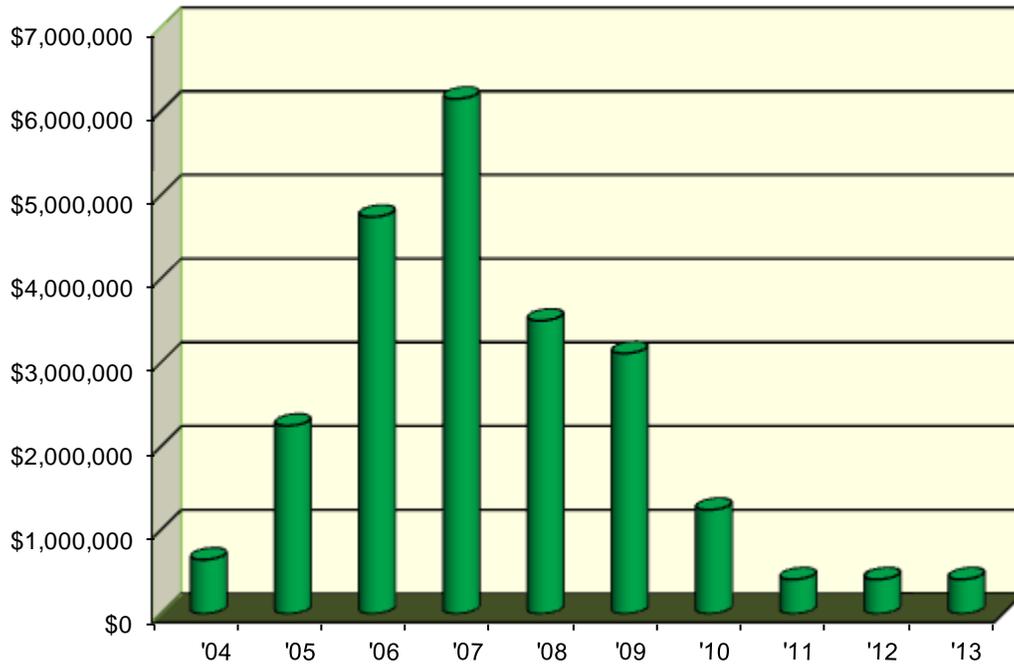
EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
OPERATING EXPENSES CONT.					
52-9	Tapes, Film & Film	1,581	1,830	2,450	2,100
53-1	Road & Bridges	14,754	54,224	23,200	21,200
53-2	Traffic Control	12,277	3,629	6,605	7,746
53-3	Drainage	27,192	27,053	25,221	33,546
54-2	Code Supplement & Update	3,232	545	4,000	4,550
54-3	Books, Subsc., Prof. Sup.	6,783	9,794	11,485	11,875
54-4	Memberships & Dues	28,870	27,588	31,642	35,017
55-5	Erroneous Issues	54	32	0	0
TOTAL OPERATING EXPENSES		2,480,714	2,502,343	2,612,950	2,704,210
CAPITAL OUTLAY					
62-2	Public Safety Building	648	0	0	3,100
62-4	Community Hall	0	6,805	0	0
63-1	Roads & Bridges	0	0	6,000	0
63-3	Fencing	0	6,007	0	0
64-4	Communications Equipment	2,291	0	7,670	0
64-5	Office Furniture	3,584	0	1,900	1,125
64-8	Other Equipment	2,623	3,392	7,800	16,315
64-9	Computer Hardware/Software	16,278	0	4,000	4,000
TOTAL CAPITAL OUTLAY		25,424	16,204	27,370	24,540
GRANTS AND AIDS					
82-1	Aids To Private Org	900	0	0	0
83-1	Grant/Aids	9,000	7,500	7,500	7,500
TOTAL GRANTS AND AIDS		9,900	7,500	7,500	7,500
SOLID WASTE					
34-3	Solid Waste Collection	1,038,280	1,045,215	1,048,513	1,048,513
TOTAL SOLID WASTE		1,038,280	1,045,215	1,048,513	1,048,513
INSURANCE					
45-1	Liability & Fleet	407,646	334,512	414,240	414,240
81-20	Claims Repairs	11,226	7,624	11,000	11,000
TOTAL INSURANCE		418,872	342,136	425,240	425,240
INTERFUND TRASFERS					
91-22	Fund Transfer - Cares	40,000	0	0	0
91-94	Fund Transfer - Substation	400,000	0	0	0
91-95	Fund Transfer - Municipal Site	800,000	410,000	410,000	410,000
TOTAL INTERFUND TRANSFER		1,240,000	410,000	410,000	410,000

EXPENDITURE DETAIL

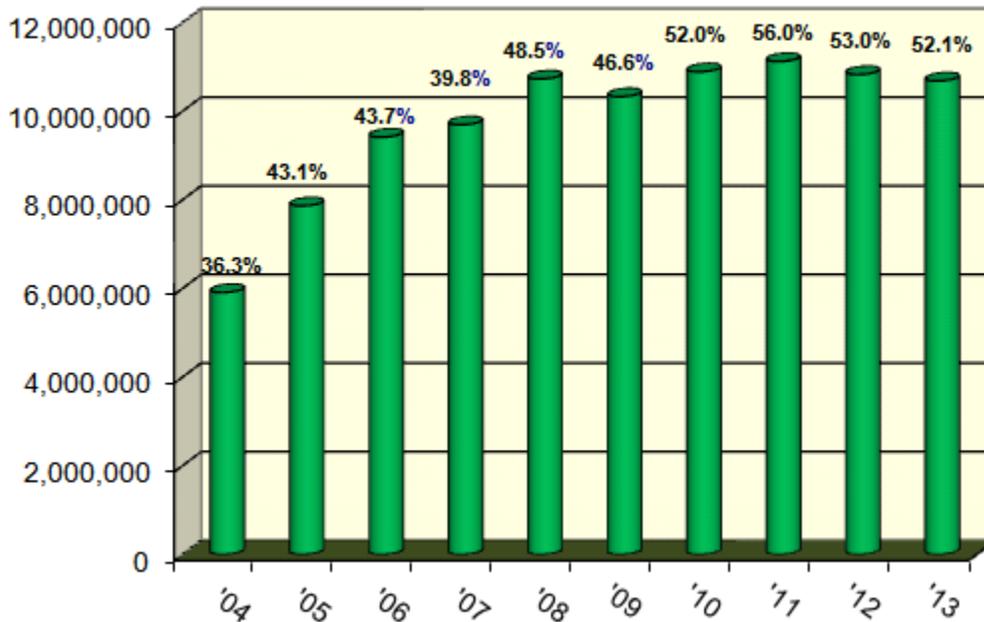
ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
CONTINGENCY					
99-2	Council Contingency	0	0	100,000	100,000
TOTAL CONTINGENCY		0	0	100,000	100,000
OTHER OBLIGATIONS					
99-3	City Share Inspector Gen	0	2,375	13,000	13,000
99-4	175/185 Insurance Trust	0	62,197	73,584	64,584
TOTAL OTHER OBLIGATIONS		0	64,572	86,584	77,584
TOTAL GENERAL FUND		\$ 20,931,099	\$ 19,874,830	\$ 20,445,618	\$ 20,497,224

OPERATING TRANSFERS OUT (NET)



- FY 2004 - \$600,000 was transferred for debt service for Public Safety Station 2, in addition to recurring equipment replacement needs.
- FY 2005 - more than \$2,400,000 was transferred to complete several capital improvement projects, and for debt service for the Municipal Complex.
- FY 2006 - the City allocated approximately 85% of \$4,700,000 in transfers to fund Capital Improvement Projects for future budget years.
- FY 2007 - the City continued to plan for the future by allocating nearly 90% of transfers of \$6,150,000 to fund Capital Improvement Projects for future budget years.
- FY 2008 and FY 2009, funding for future capital projects was reduced as a result of the state mandated property tax cuts.
- FY 2010 – Transfers were limited to debt servicing.
- FY 2011 - The last transfer for the 2004B Revenue Refunding was made.
- FY 2012 - Transfers were limited to debt servicing of \$410,000 for Public Improvement Note 2004A.
- FY 2013 - Transfers were again limited to debt servicing of \$410,000.

TOTAL FUND BALANCE AT THE END OF THE YEAR



*Note: Fund Balance, as a percentage of Total Expenditure, is shown for each year.

- FY 2004 – Fund balance increased by \$1.454 million due to a 16% increase in assessed property values combined with an increase of 13% in ½ cent sales tax revenues.
- FY 2005 - a nearly 20% increase in assessed property values offset the higher personnel costs and additional Public Safety personnel.
- FY 2006 - the City allocated some of its fund balance to the Capital Improvement Program to fund projects in future budget years which was offset by an increase of nearly 23% in assessed property values.
- FY 2007 - assessed property values continued to increase; however, personnel and property insurance costs increased at a higher rate, decreasing the ratio of fund balance to total expenditures.
- FY 2008 - the state mandated property tax cut caused a drop in ad valorem revenue, though fund balance increased due to reduced expenditures.
- FY 2009 - as a result of taxpayers passing Amendment 1, declining property values, and holding the tax rate steady, ad valorem revenues dropped significantly. The City suspended transfers to fund capital projects to reduce the deficit, but still had to use \$400 thousand of reserves.
- FY 2010 - The millage rate was increased by approximately 10% in FY 2010 to offset the lost revenues from falling property values, property tax revenue decreased slightly more than 14%, even with the millage increase.
- FY 2011 - saw an increase in fund balance as well as an increased ratio of fund balance to total expenditures, due to a \$790 thousand reduction in transfers out for debt service expenditures and continued control of operational expenditures.
- FY 2012 – Assessed property values continued to decrease and the millage rate was held at 5.650 mills.
- FY 2013 – A new Fire/EMS services contract with the city of Atlantis coupled with continued control of expenditures has narrowed the 2013 projected deficit to \$144 thousand.

FINANCIAL FORECAST

In order to develop the five (5) year financial forecast, the following areas were reviewed:

- * The City's current year budget and actual historical data regarding revenues and expenditures.
- * An analysis of the City's General Fund revenues, current taxable valuation and projected valuation from future developments.
- * Constraints imposed by tax reform legislation which placed caps on local governments' future tax revenues.
- * An analysis of financial policies as they relate to desired unassigned fund balance levels. The recommended level, as set forth in the Financial Policies section, is a minimum of 25% of operating expenditures.
- * The City has experienced a dramatic decline in existing property values and a slowdown in the real estate and housing market. Anticipating this downward trend to continue at least two more years, a conservative approach was used to forecasting the revenues and expenditures through fiscal year 2017.

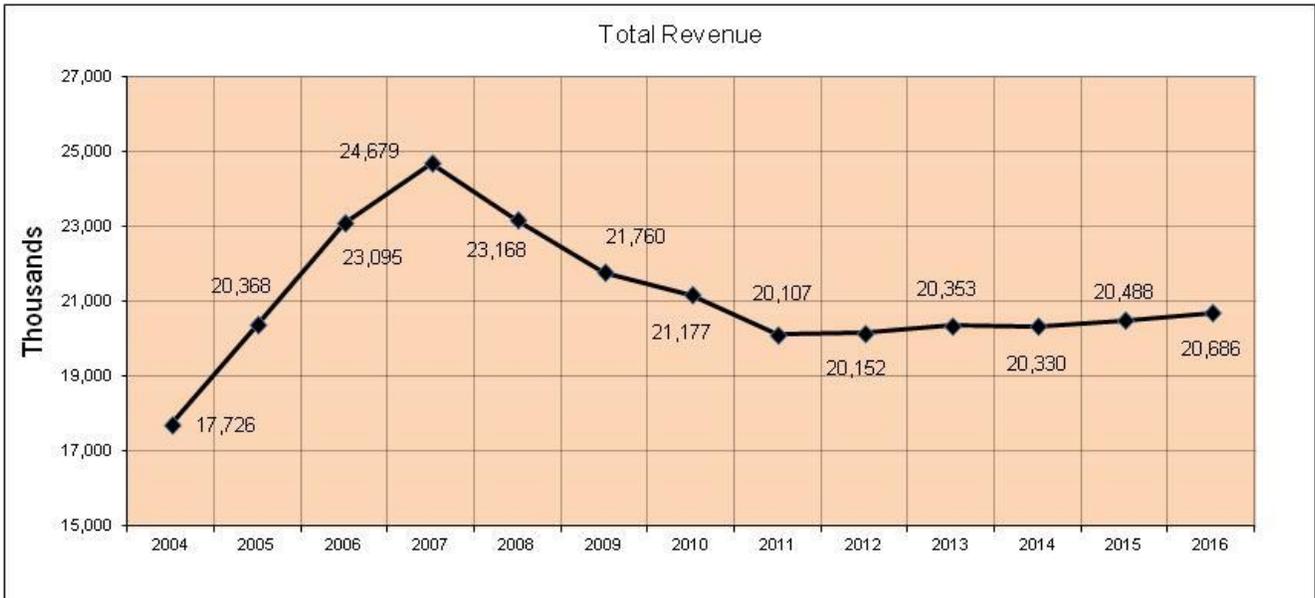
The assumptions used in formulating the four years beyond fiscal year 2013 in the five-year forecast are as follows:

- * Growth from re-evaluations of existing property: 5% reduction in 2013; 2.5% reduction in 2014; 1.5% reduction in 2015; 0% growth in 2016; and 1% growth in 2017. Although the total market value of most properties in the City has dropped this past year, it is important to note that some property owners will still see a 3.0% increase in their taxable assessments, even if the total market value of their property decreased. This is due to the Save Our Homes amendment, which limits the amount of taxable increase in Homesteaded property to the lesser of the Consumer Price Index or 3%. Some long-time property owners in the City are still currently assessed below their current just value, although this differential continues to shrink as market values decline.
- * As required by the recently adopted tax legislation, operating tax rates, excluding new construction, are projected to increase no more than the Florida Per Capita Personal Income, as estimated by the Florida Office of Economic & Demographic Research (Avg. from 2013 through 2016 is 4.47% per year).
- * Avg. growth of other revenues: 2.5% per year.
- * Inflation rate of operating expenditures: 3%.
- * Inflation factor for personnel services are projected at 2% for 2014 and beyond along with Avg. annual increase in health insurance costs and a 5% increase in retirement contributions.

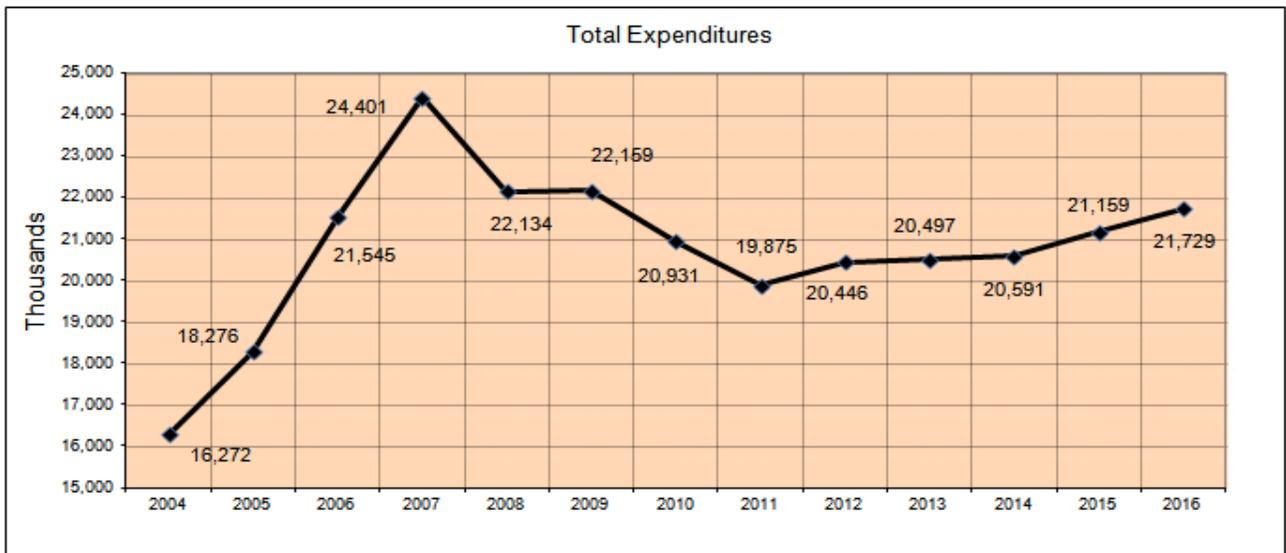
**GENERAL FUND
FIVE YEAR PROJECTION**

ACCT# DESCRIPTION	FY 2013 BUDGET	FY 2014 PROPOSED	FY 2015 PROPOSED	FY 2016 PROPOSED	FY 2017 PROPOSED
REVENUES					
Taxes:					
Ad Valorem Taxes	\$ 6,208,749	\$ 6,053,530	\$ 5,992,995	\$ 5,992,995	\$ 6,052,925
Utility Taxes	2,260,673	2,272,624	2,329,681	2,342,254	2,401,070
Other Taxes	2,471,952	2,503,561	2,539,183	2,575,517	2,615,306
Permits and Fees	2,068,794	2,099,300	2,104,169	2,151,659	2,156,774
Intergovernmental	3,768,791	3,792,191	3,838,338	3,862,820	3,909,892
Charge for Services	3,053,320	3,080,346	3,150,136	3,222,013	3,296,045
Fines & Forfeitures	106,624	93,874	93,874	93,874	93,874
Interest	83,422	82,984	84,790	86,641	88,538
Rent and Royalties	292,302	301,996	305,213	308,479	311,794
Miscellaneous	38,350	49,895	49,895	49,895	49,895
TOTAL REVENUE	\$ 20,352,977	\$ 20,330,301	\$ 20,488,274	\$ 20,686,147	\$ 20,976,113
EXPENDITURES					
Personnel Services	\$ 15,699,637	\$ 15,791,824	\$ 16,252,451	\$ 16,739,608	\$ 17,245,748
Operating Transfers	3,129,450	3,090,061	3,168,025	3,221,016	3,298,116
Capital Outlay	24,540	30,381	30,516	30,654	30,795
Grants and Aids	7,500	15,188	15,380	15,577	15,779
Solid Waste Collection	1,048,513	1,074,726	1,101,594	1,129,134	1,157,362
Interfund Transfers	410,000	410,000	410,000	410,000	410,000
Contingency	100,000	100,000	100,000	100,000	100,000
Other Obligations	77,584	79,199	80,854	82,550	84,289
TOTAL EXPENDITURE	\$ 20,497,224	\$ 20,591,379	\$ 21,158,820	\$ 21,728,539	\$ 22,342,089
Net Change in Rev (Exp)	\$ (144,247)	\$ (261,078)	\$ (670,546)	\$ (1,042,392)	\$ (1,365,976)
Stabilization Resv-Begin	2,003,562	1,859,315	1,598,237	927,691	0
Stabilization Resv-End	1,859,315	1,598,237	927,691	0	0
Unassigned Resv	\$ 5,319,033	\$ 5,319,033	\$ 5,319,033	\$ 5,204,332	\$ 3,838,356
Unassigned Reserve as % of Expenditures	26.0%	25.8%	25.1%	24.0%	17.2%

FOUR YEAR REVENUE & EXPENDITURE PROJECTIONS

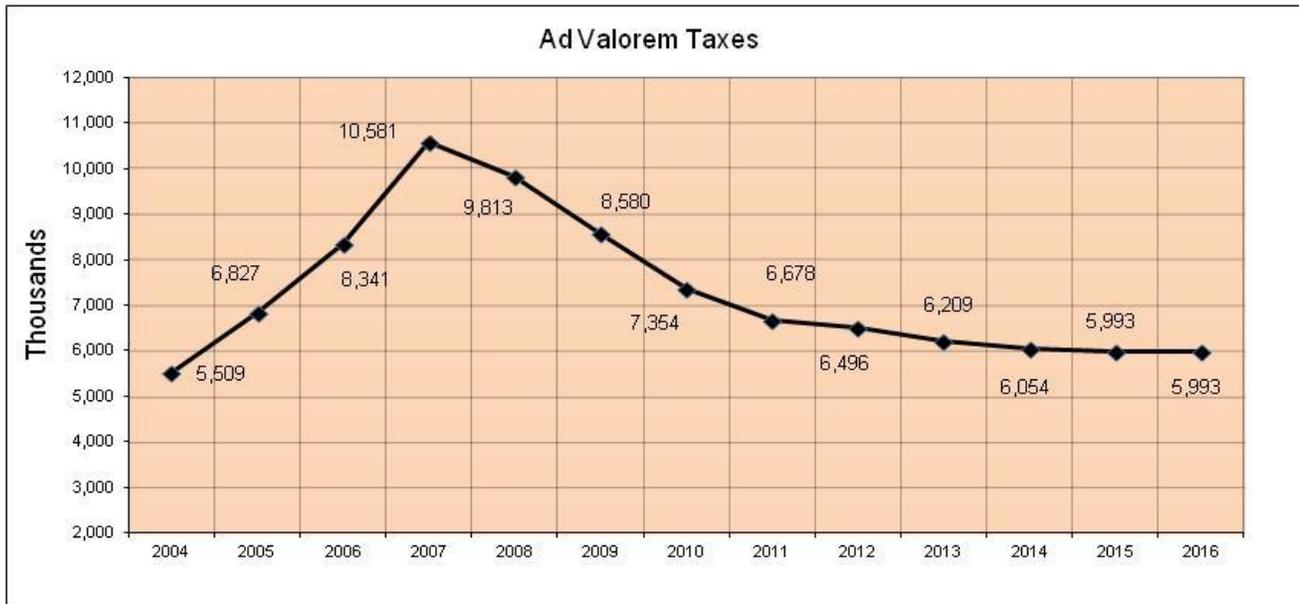


Total Revenue: Chart shows actual revenue from 2004 – 2011, and projected revenues for FY 2012 – 2016. The City is expecting the assessed property values to continue to decline for two additional years before they level out and start to increase again in FY 2017. Other sources of revenues, including charges for services, franchise fees, and utility services fees continue to have modest increases.

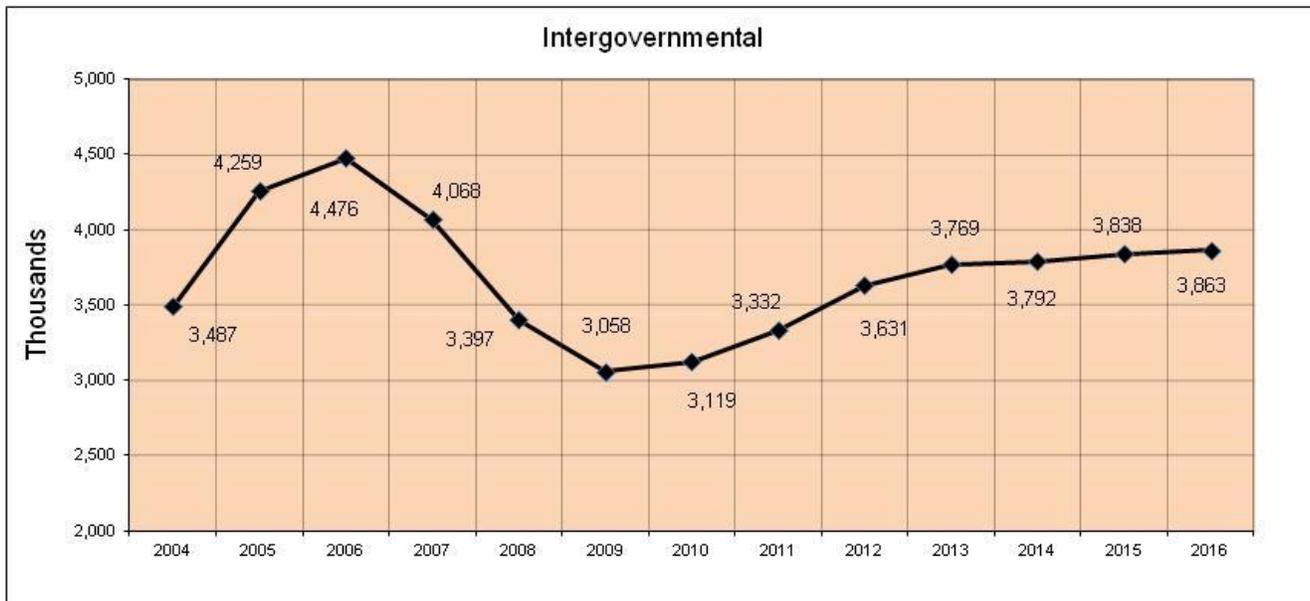


Total Expenditures: Chart shows actual expenditures from 2004 – 2011, with projected expenditures for FY 2012 - 2016. For FY 2008, the City cut total expenditures over 9%, and for FY 2010 and FY 2011 expenditures were reduced greater than 5% each year. Budgeted FY 2012 expenditures grew less than 3% and FY 2013 will be less than 1%. Personnel costs represent approximately 77% of the total expenditures, for FY 2014 through FY 2016, wages, health care and pension costs are projected to increase based on historical trends.

FOUR YEAR REVENUE PROJECTIONS

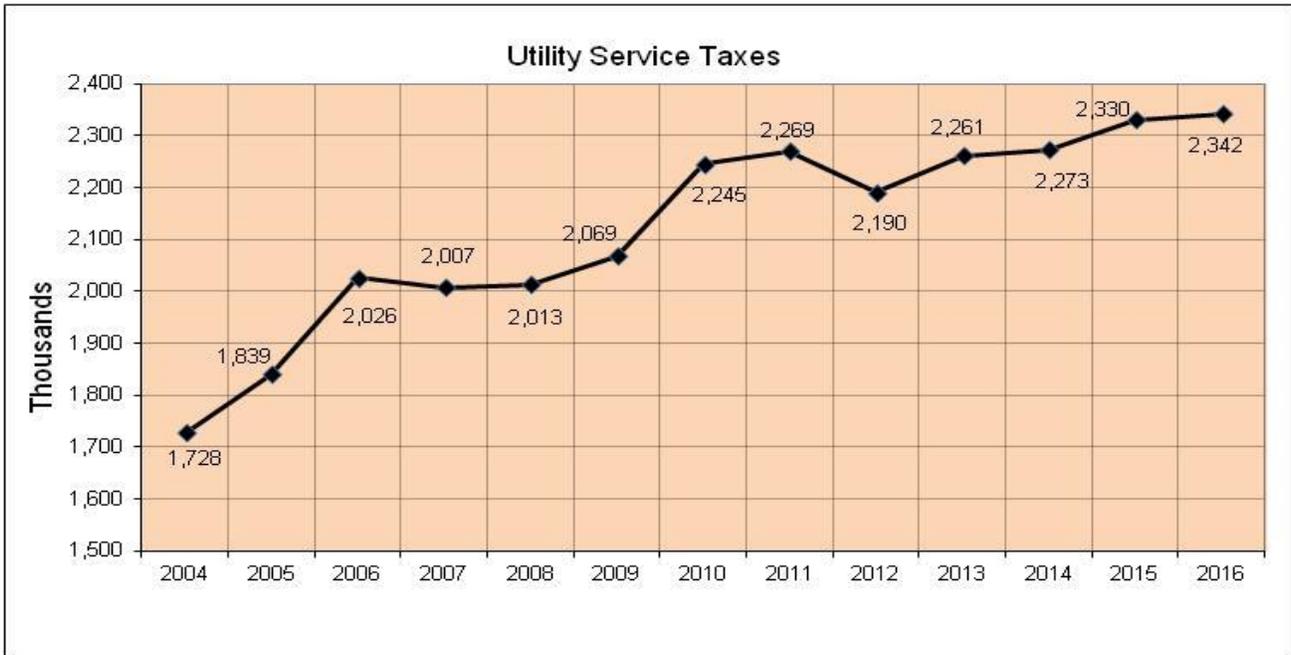


Ad Valorem Taxes: The FY 2013 taxes represent a reduction in the certified property values of 4.67% from the previous year. In FY 2011, the millage rate was increased by 10% to help offset a 20% decline in assessed property values. The millage rate is remaining at 5.6500, the same rate as in FY 2011 and FY 2012. Projected revenues for FY 2014 to FY 2016 do not reflect any changes to the millage rate, with the reductions in property values leveling off in FY 2015.

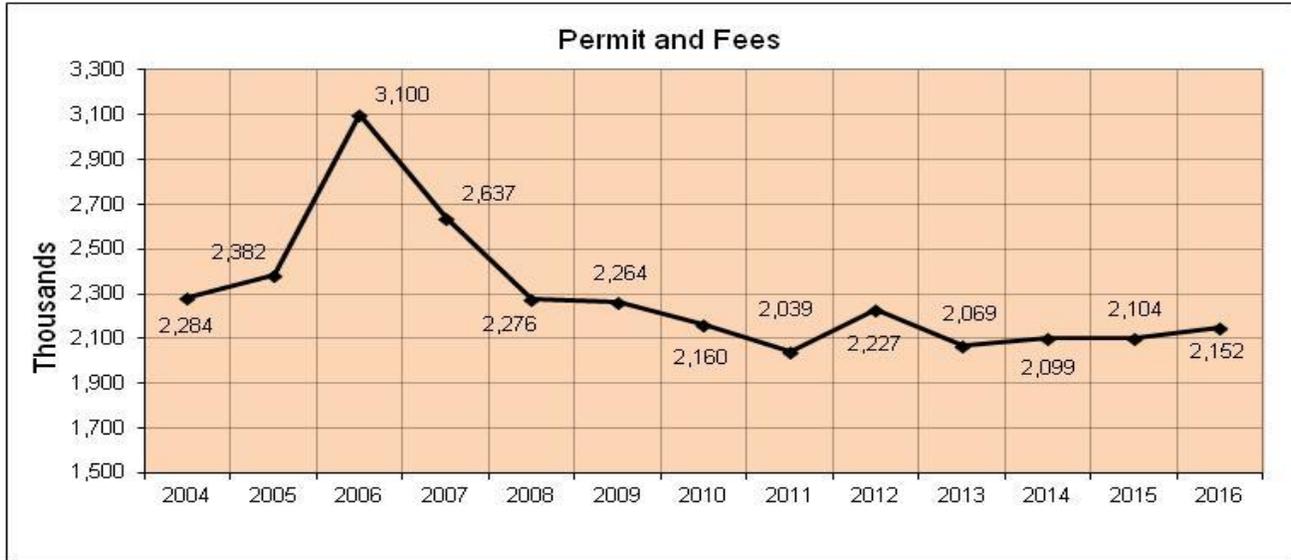


Intergovernmental Revenue: For FY 2013 revenues for the half-cent sales tax, municipal revenue sharing and local option gas tax are projected to increase based on the population increase within the City and also due to other increases factored in the State estimates. For FY 2014 to FY 2016, moderate increases are projected for these revenues.

FOUR YEAR REVENUE PROJECTIONS



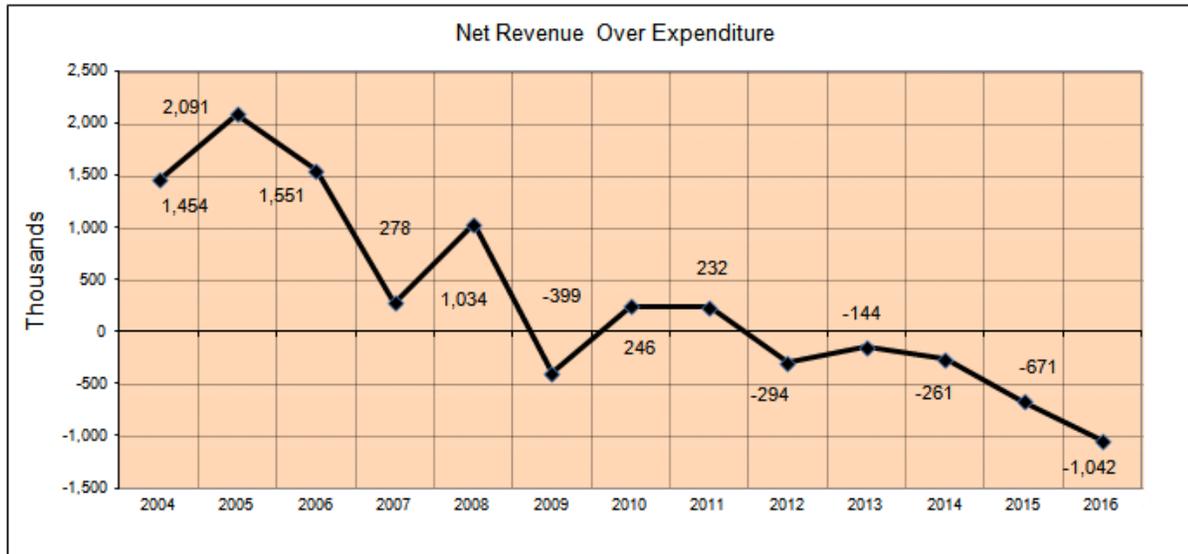
Utility Service Taxes: FY 2011 collections for these taxes include: Electric \$1.79 million; Water \$414 thousand; and Gas \$70 thousand. For FY 2012, there is a slight decrease budgeted and a 3% increases projected for FY 2013. FY 2014 through FY 2016 projections are based on historical trending.



Permits and Fees: Franchise fees on electricity and natural gas remained relatively constant from FY 2006 to FY 2009. For FY 2010, franchise fees for electricity decreased due to one-time rebates to customer for rate reduction and due to an increasing homeowner vacancy rate, electricity usage has decreased. For FY 2012, an increase was projected that did not materialize. For FY 2013 a slight increase over FY 2011 has been projected and the expected growth rate for Total Permits and Fees of slightly more than 2% annually are projected for FY 2014 to FY 2016.

Strong declines in permit activity beginning in 2007 and continuing in 2008.

CHANGE IN FUND BALANCE



The Net Revenue over Expenditure Chart shows the actual change in fund balance from 2004 through 2011 and projected for FY 2012 through 2016, based on revenues and expenditures from the charts on the preceding page. This chart shows that the City maintained efficiencies in its operations that produced a healthy fund balance surplus through fiscal year 2011. The City developed a budget for 2012 that controlled the deficit to a \$294 thousand level. The City will continue to face challenges through 2016 as the economy continues to struggle and property values continue to erode through 2015 before leveling out. FY 2013 revenues are expected to increase only slightly from 2012 with expenditures increasing at a slower rate. The Net Change in Fund Balance projections for FY 2012 through FY 2016 are as follows:

FY 2012	(\$ 293,706)	FY 2015	(\$ 670,546)
FY 2013	(\$ 144,247)	FY 2016	(\$ 1,042,392)
FY 2014	(\$ 261,078)		

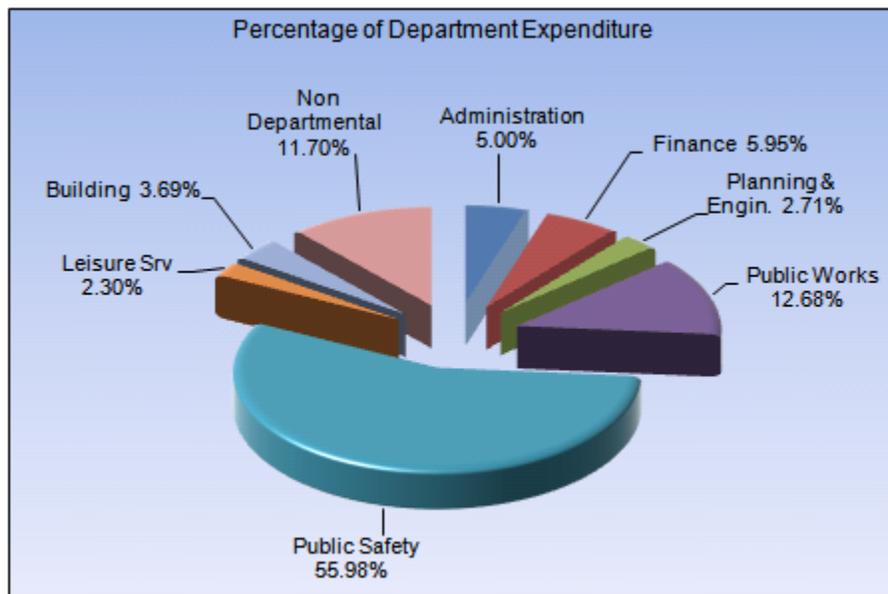
This chart will change to reflect the impact of the new GASB Statement 54 designations after the close of FY 2011.

DEPARTMENT EXPENDITURE SUMMARY

2012			2013		
NO. OF POSITIONS	BUDGET DOLLARS	COST CENTER NUMBER AND DESCRIPTION	NO. OF POSITIONS	BUDGET DOLLARS	% CHG
ADMINISTRATION					
3	\$ 476,993	10-11 City Manager	3	\$ 391,666	-21.8%
6 PT	\$ 160,621	10-12 Mayor and City Council	6 PT	151,487	-6.0%
1	\$ 113,533	10-13 Legal Counsel	1	122,693	7.5%
1.5	\$ 142,140	10-14 Human Resources	2	166,670	14.7%
2	\$ 178,209	10-15 City Clerk	2	192,400	7.4%
7.5 FT/ 6 PT	\$ 1,071,496	ADMINISTRATION TOTAL	8 FT / 6 PT	\$ 1,024,916	-4.5%
FINANCE					
3	\$ 320,207	20-21 Office of the Director	2.5	\$ 277,192	-15.5%
6	467,399	20-22 Financial Operations	6	466,726	-0.1%
2	151,753	20-23 Purchasing	1.5	124,546	-21.8%
3	357,235	20-26 Information Technology	3	351,381	-1.7%
14	\$ 1,296,594	FINANCE TOTAL	13	\$ 1,219,845	-6.3%
PLANNING AND ENGINEERING					
5 FT 1 PT	\$ 516,680	30-31 Office of the Director	6	\$ 555,054	6.9%
5 FT 1 PT	\$ 516,680	PLANNING & ENGIN. TOTAL	6	\$ 555,054	6.9%
PUBLIC WORKS					
2	\$ 174,982	40-41 Office of the Director	2	\$ 181,484	3.6%
6	692,190	40-42 Roads & Drainage	6	693,735	0.2%
3	567,750	40-43 Vehicle Maintenance	3	632,915	10.3%
3	592,203	40-44 Building Services	3	617,505	4.1%
6 FT 2 PT	490,557	40-46 Parks & Grounds	6 FT 2 PT	472,863	-3.7%
20 FT 2 PT	\$ 2,517,682	PUBLIC WORKS TOTAL	20 FT 2 PT	\$ 2,598,502	3.1%
PUBLIC SAFETY					
2	\$ 232,835	50-51 Office of the Director	2	\$ 233,682	0.4%
48	4,903,887	50-53 Law Enforcement Op Div	48	5,001,351	1.9%
39	4,559,061	50-55 Fire Rescue	39	4,581,331	0.5%
20 FT 1 PT	1,735,415	50-57 Support Services	20 FT 1 PT	1,657,014	-4.7%
109 FT 1 PT	\$ 11,431,198	PUBLIC SAFETY TOTAL	109 FT 1 PT	\$ 11,473,378	0.4%

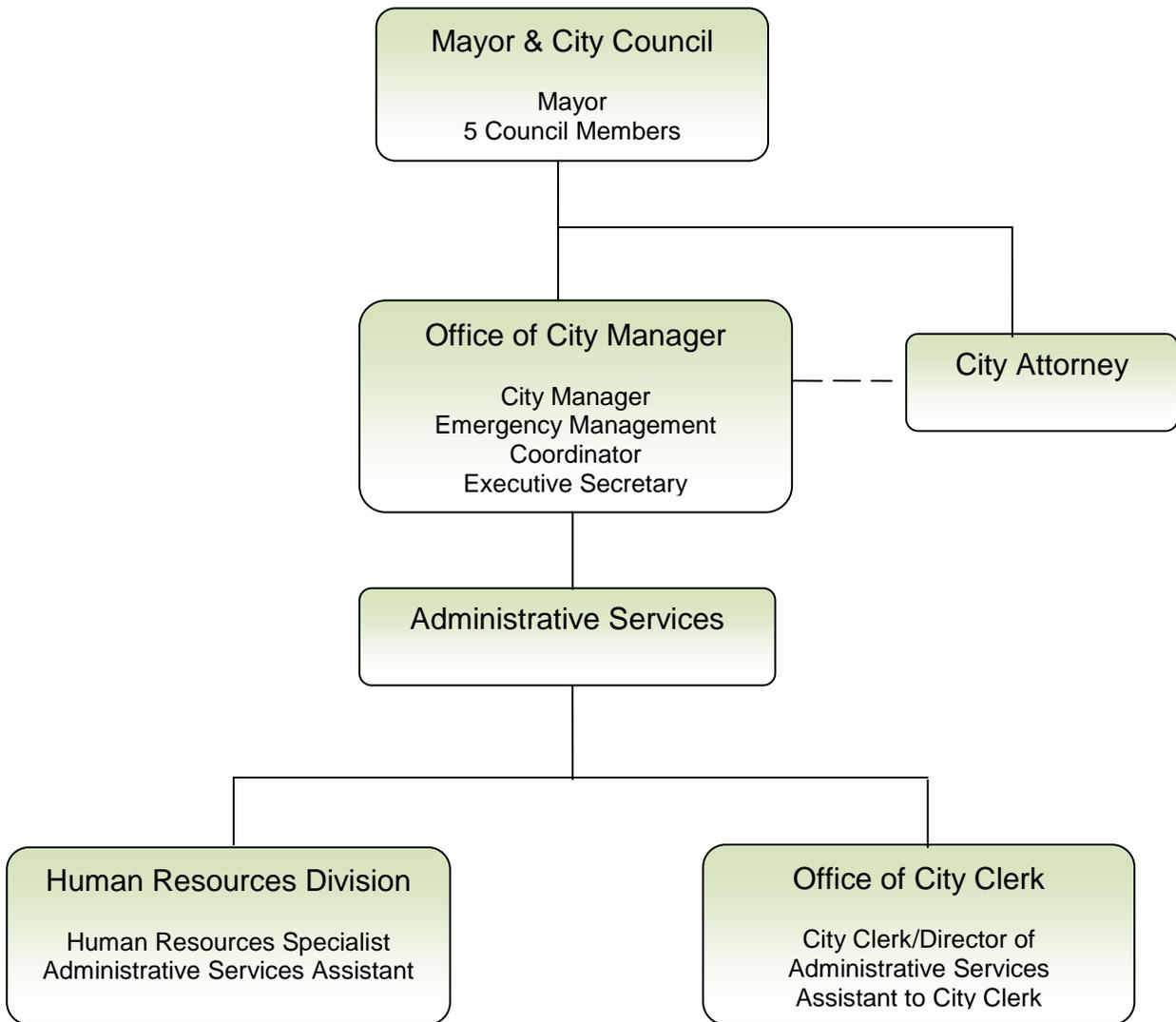
DEPARTMENT EXPENDITURE SUMMARY

2012			2013		
NO. OF POSITIONS	BUDGET DOLLARS	COST CENTER NUMBER AND DESCRIPTION	NO. OF POSITIONS	BUDGET DOLLARS	% CHG
LEISURE SERVICE					
2	\$ 189,401	60-61 Office of the Director	2	\$ 189,366	0.0%
3 FT 2 PT	294,600	60-65 Community Programs	3 FT 2 PT	283,047	-4.1%
5 FT 2 PT	\$ 484,001	LEISURE SERVICE TOTAL	5 FT 2 PT	\$ 472,413	-2.5%
BUILDING					
9.5	\$ 721,214	72-72 Office of the Director	10	\$ 755,363	4.5%
9.5	\$ 721,214	BUILDING TOTAL	10	\$ 755,363	4.5%
NON DEPARTMENTAL					
	\$ 425,240	80-19 Property Liability & Fleet		\$ 425,240	0.0%
	1,048,513	80-81 Solid Water Collection		1,048,513	0.0%
	410,000	80-82 Interfund Transfer		410,000	0.0%
	410,000	80-83 175/185 Transfers		401,000	-2.2%
	13,000	80-84 Inspector General		13,000	0.0%
	100,000	90-91 Contingency		100,000	0.0%
	\$ 2,406,753	NON DEPARTMENTAL TOTAL		\$ 2,397,753	-0.4%
170 FT 12 PT	\$ 20,445,618	GENERAL FUND TOTAL	171 FT 11 PT	\$ 20,497,224	0.3%





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.

Elected: 6
Full Time: 8

**DEPARTMENT OF ADMINISTRATION
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2012**

Mayor/City Council:

- Adopted policies through the enactment of 14 ordinances that promoted the general welfare of the City and protected the health and safety of City residents.
- Lowered City property taxes while maintaining the quality of service provided.
- Approved 28 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.
- Reviewed 238 City Council Agenda Items.
- Prepared a comprehensive annual budget that maintained the levels of service despite the reductions in revenue.
- Coordinated department activities to provide citywide efficient and effective programs and services.
- Implemented updates to the City Emergency Management Plan.
- Coordinated implementation of the Capital Improvement Program.
- Coordinated four (4) 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 which has resulted in the collection and protection of monies due and owing to the City for municipal liens.
- Initiated forfeiture proceedings through preparation of complaints, subsequent pleadings and legal notices to secure properties utilized in violation of the Florida Forfeiture Act.
- Prepared liens and releases on behalf of the Code Enforcement Board.

Human Resources:

- Coordinated review of 615 employment applications; and facilitated pre-employment skills testing, psychological testing; and pre-employment physical exams and drug screens.
- Coordinated three (3) employee events; Employee Recognition Luncheon, Employee Picnic and the Employee Benefits Fair.
- Coordinated twelve (12) City-wide employee training programs including Customer Service, Communication with Persons with Disabilities, Harassment Awareness, Ethics, Diversity/ADA, General Employee Retirement Workshops (2), EAP workshops (2), First Aid and CPR, and FRS Workshops (3).
- Coordinated health and dental insurance, retirement, and life insurance benefits for 180 participants.
- Received 100% compliance status on the City's first Ethics Training Audit conducted by the Palm Beach County Commission on Ethics.
- Coordinated Presidential Volunteer Service Awards Program.
- Coordinated the Educational Scholarship Program which provided five (5) \$1,500 scholarships.

City Clerk/Risk Management:

- Transcribed 47 sets (357 pages) of official minutes for City Council and other board meetings.
- Coordinated 20 Council meeting agendas with backup material and website publication.

- In accordance with Florida Statutes, destroyed a total of 271.50 cubic feet of paper records and deleted many volumes of electronic records that are past their retention requirements.
- Held four (4) quarterly Records Management Group meetings.
- Performed 1,259 lien searches and 17 public records requests.
- Coordinated four quarterly Safety Committee meetings.
- Planned and supervised a successful Municipal Election process with five (5) candidates seeking election for District Seats II, III, and IV.
- Updated the Division Operations Manual to include the revision of 13 division policies and procedures.

DEPARTMENT Administration
COST CENTER City Manager
COST CENTER NO. 10-11

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 overseeing operations 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; implementation of Council policies; administration of personnel rules and preparation of special projects and reports requested by the City Council.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$430,446	\$438,871	\$438,277	\$353,615
Operating	26,544	24,913	38,716	38,051
Capital	0	0	0	0
Grants & Aids	900	0	0	0
General Fund Totals	\$457,890	\$463,784	\$476,993	\$391,666

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
City Manager	1	1	1	1
Assistant City Manager	1	1	1	0 ¹
Executive Secretary	1	1	1	1
Emergency Mgt/Public Information Coordinator	0	0	0	1
Total Number of Staff	3	3	3	3

¹ Assistant City Manager position reclassified to Emergency Management/Public Information Coordinator with balance of duties transferred to Director of Planning and Engineering and City Clerk.

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>City Manager</u>
COST CENTER NO.	<u>10-11</u>

ACTIVITY/PERFORMANCE MEASURES

- Manage and oversee the operations of seven (7) City departments.
- 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Maintain the number of objectives in the annual budget that contribute to the achievement of City goals. |
| Goal | To provide leadership and direction in implementing the priorities and policies of the City Council. |
| Objective | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Increase the number of electronic government initiatives and projects. |

DEPARTMENT Administration
COST CENTER City Manager
COST CENTER NO. 10-11

COST CENTER EXPENDITURE DETAIL

ACCT DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES				
11-1 Executive Salaries	\$ 296,578	\$ 298,625	\$ 297,879	\$ 183,361
12-1 Regular Salaries & Wages	44,565	45,572	46,782	98,409
15-1 Special Pay	10,390	10,320	10,320	6,000
21-1 Fica Taxes	20,821	20,752	21,654	17,554
22-1 Retirement Contributions	26,281	24,095	17,003	12,987
22-2 FLC Gen Retirement	5,702	5,752	5,891	2,536
22-3 FLC Gen Retirement Match	2,851	2,876	2,945	1,268
23-1 Life & Health Ins - Employee	19,124	22,989	26,477	23,492
23-2 Dependent Insurance	3,417	7,045	8,018	7,083
24-1 Worker's Compensation	717	845	913	605
25-1 Unemployment Compensation	0	0	395	320
TOTAL PERSONNEL SERVICES	430,446	438,871	438,277	353,615
OPERATING EXPENSES				
31-4 Other Professional Service	1,332	0	3,000	3,000
40-4 Ed Train Sem & Assc Exp	3,196	2,646	7,925	7,925
40-5 Business Exp & Mileage	133	201	250	250
41-1 Telephone	73	52	200	200
42-1 Postage & Freight Charges	0	43	200	200
46-3 R & M - Office Equipment	1,634	1,494	2,328	2,028
47-1 Printing & Binding	638	432	9,468	9,468
48-1 City Publicity	7,102	7,094	500	775
48-6 Other Promo Activities	4,610	5,968	6,085	5,875
51-2 Office Supplies	2,126	2,076	2,500	2,100
51-4 Copy Paper & Supplies	452	512	1,850	1,000
51-5 Minor Office Equip & Furn	10	338	350	350
51-7 Commemoratives	1,873	868	250	1,000
54-3 Books,Subsc,Prof Supplies	649	187	400	400
54-4 Memberships & Dues	2,716	3,002	3,410	3,480
TOTAL OPERATING EXPENSE	26,544	24,913	38,716	38,051
GRANTS & AIDS				
82-1 Aids to Private Organizations	900	0	0	0
TOTAL GRANTS & AIDS	900	0	0	0
DIVISION TOTAL	\$ 457,890	\$ 463,784	\$ 476,993	\$ 391,666

DEPARTMENT Administration
COST CENTER Mayor and City Council
COST CENTER NO. 10-12

PRIMARY FUNCTION NARRATIVE

The Mayor and five (5) members of the City Council serve as the legislative body of the City and enact legislation through ordinances and resolutions and establish policies that protect the health, safety and welfare of City residents. The City Council reviews and adopts the annual budget and approves contracts for service delivery.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$111,379	\$112,046	\$118,861	\$109,772
Operating	34,525	31,939	34,260	34,215
Capital	0	0	0	0
Grants & Aids	9,000	7,500	7,500	7,500
General Fund Totals	\$154,904	\$151,485	\$160,621	\$151,487

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Mayor *	1	1	1	1
Council Members *	5	5	5	5
Total Number of Staff	6	6	6	6

* Elected Position: (PT)

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>Mayor and City Council</u>
COST CENTER NO.	<u>10-12</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 laws and policies that promote the general welfare of the City and protect the health and safety of City residents. |
| Objective | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
11-1	Executive Salaries	\$ 37,282	\$ 37,183	\$ 37,500	\$ 37,500
15-1	Special Pay	29,174	30,192	30,600	30,600
21-1	Fica Taxes	4,566	4,686	4,222	4,222
22-1	Retirement Contributions	2,308	2,042	2,075	1,289
22-2	FLC Gen Retirement	1,039	1,245	2,776	2,775
22-3	FLC Gen Retirement Match	219	254	1,387	1,388
23-1	Life & Health Ins - Employee	28,635	31,030	35,109	23,217
23-2	Dependent Insurance	8,015	5,247	5,017	8,638
24-1	Worker's Compensation	141	167	175	143
TOTAL PERSONNEL SERVICES		111,379	112,046	118,861	109,772
OPERATING EXPENSES					
40-4	Ed Train Sem & Asc Exp	16,969	15,514	15,300	15,300
40-5	Business Exp & Mileage	20	300	300	300
47-1	Printing & Binding	81	54	165	165
54-3	Books,Subsc,Prof Supplies	0	0	150	150
54-4	Memberships & Dues	17,455	16,071	18,345	18,300
TOTAL OPERATING EXPENSES		34,525	31,939	34,260	34,215
GRANTS & AIDS					
82-1	Aids to Private Organizations	9,000	7,500	7,500	7,500
TOTAL GRANTS & AIDS		9,000	7,500	7,500	7,500
DIVISION TOTAL		\$ 154,904	\$ 151,485	\$ 160,621	\$ 151,487

DEPARTMENT Administration
COST CENTER Legal Counsel
COST CENTER NO. 10-13

PRIMARY FUNCTION NARRATIVE

The City Attorney serves as the legal counsel for the Mayor, City Council, City Boards, and City staff, providing legal advice and services related to policy and operational matters. Specialized legal consulting services such as labor, and land use are provided by outside counsel under a contractual arrangement.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$96,314	\$89,278	\$89,833	\$88,928
Operating	42,744	27,741	23,700	33,765
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$139,058	\$117,019	\$113,533	\$122,693

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
City Attorney	1	1	1	1
Total Number of Staff	1	1	1	1

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>Legal Counsel</u>
COST CENTER NO.	<u>10-13</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, Building 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 | <ul style="list-style-type: none"> • To reduce the City's legal exposure by reviewing all ordinances, resolutions and contracts in a timely fashion. • 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

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 76,534	\$ 69,886	\$ 71,870	\$ 71,873
21-1	Fica Taxes	5,837	5,342	5,498	5,498
22-1	Retirement Contributions	6,941	6,258	3,749	3,723
23-1	Life & Health Ins - Employee	6,859	7,623	8,445	7,597
24-1	Worker's Compensation	143	169	185	151
25-1	Unemployment Compensation	0	0	86	86
TOTAL PERSONNEL SERVICES		96,314	89,278	89,833	88,928
OPERATING EXPENSES					
31-1	Legal Expenses	0	0	21,500	31,500
31-4	Other Professional Service	41,121	26,094	0	0
40-4	Ed Train Sem & Assc Exp	295	233	500	500
40-5	Business Exp & Mileage	0	9	150	150
51-5	Minor Office Equip & Furn	0	0	100	100
54-3	Books,Subsc,Prof Supplies	953	1,030	1,050	1,115
54-4	Memberships & Dues	375	375	400	400
TOTAL OPERATING EXPENSES		42,744	27,741	23,700	33,765
DIVISION TOTAL		\$ 139,058	\$ 117,019	\$ 113,533	\$ 122,693

DEPARTMENT Administration
COST CENTER Human Resources
COST CENTER NO. 10-14

PRIMARY FUNCTION NARRATIVE

The Human Resources Division is responsible for the City’s centralized personnel functions, benefits, and in-house training. The services provided include employee recruitment; management of centralized personnel files; implementation of the Personnel Policies; coordination of employee benefits including retirement plans; Tuition Reimbursement Program; life, medical and dental insurance; Employee Assistance Program; general employee training; coordinating the Employee Recognition Program; publication of the bi-monthly Employee Newsletter; and administration of the City’s Educational Scholarship and the Presidential Awards Programs.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$87,987	\$101,373	\$105,608	\$131,607
Operating	33,687	28,559	36,532	35,063
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$121,674	\$129,932	\$142,140	\$166,670

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Human Resources Specialist	2	1	1	1
Office Assistant	0	0.5 ¹	0.5 ¹	0
Administrative Services Assistant ²	0	0	0	1
Total Number of Staff	2	1.5	1.5	2

¹ Full time position funded 50% in Department of Administration and 50% in Building Department as Permit Licensing Technician I.

² Position transferred from Finance Department and reclassified.

DEPARTMENT	Administration
COST CENTER	Human Resources
COST CENTER NO.	10-14

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of personnel files maintained	183/19	174/19	173/23	174/22
No. of applications processed	340	474	600	400
No. of new hires processed	20	21	20	20
No. of health insurance participants	183	179	179	179
No. of retirement plan participants	183	179	179	179
No. of In-house training sessions provided	13	14	13	13
No. of documents scanned	12,289	14,864	15,000	15,000
No. of verifications of employment	52	60	55	55

EFFICIENCY MEASURES

Avg. cost per hire	\$303	\$318	\$355	\$355
Avg. cost per employee – benefits admin.	\$663	\$639	\$641	\$641
Avg. cost per employee – health/dental insurance	\$6,745	\$7,419	\$7,173	\$7,890
Avg. cost per dependent – health/dental insurance	\$4,635	\$4,779	\$4,733	\$5,206
Avg. cost per employee – in-house training	\$20	\$21	\$20	\$20
Ratio of HR staff to 100 FTE employees	1.28	.99	1.00	1.00

EFFECTIVENESS MEASURES

% New employees receiving mandatory training within first year of employment	99%	99%	99%	99%
% of applications processed within one (1) working day of receipt			98%	100%
Health insurance claims loss ratio		76%	75%	75%

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>Human Resources</u>
COST CENTER NO.	<u>10-14</u>

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 13.
 - Increase articles publicizing HR training resources from 0-2 in the employee newsletter.
- Goal Provide a competitive benefits package in order to retain an excellent work force.
- Objective
- Maintain 6 benefit articles to educate employees on cost effective measures to reduce cost.
 - Maintain health, dental, life and retirement benefits in accordance with existing plans and policies.
- Goal Provide a hiring process that is based on knowledge, skills and abilities in order to provide equal opportunities for City staffing needs.
- Objective
- Increase the review of interview questions.
 - Maintain the review of position descriptions prior to the posting of a position.

DEPARTMENT Administration
COST CENTER Human Resources
COST CENTER NO. 10-14

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 67,950	\$ 75,186	\$ 76,645	\$ 97,343
21-1	Fica Taxes	5,149	5,444	5,863	7,418
22-1	Retirement Contributions	1,551	0	0	0
22-2	FLC Gen Retirement	2,656	3,722	3,833	4,867
22-3	FLC Gen Retirement Match	1,328	1,861	1,916	2,433
23-1	Life & Health Ins - Employee	8,715	11,116	12,667	15,192
23-2	Dependent Insurance	403	3,865	4,395	4,032
24-1	Worker's Compensation	235	179	197	205
25-1	Unemployment Compensation	0	0	92	117
TOTAL PERSONNEL SERVICES		87,987	101,373	105,608	131,607
OPERATING EXPENSES					
31-4	Other Professional Service	6,973	840	1,985	1,165
31-5	Physical Exams	3,935	4,695	4,940	5,075
34-4	Other Contractual Service	3,667	3,487	3,607	3,633
40-2	Tuition Reimbursement	7,168	7,122	7,500	7,500
40-3	Personnel Recruiting Exp	390	0	150	500
40-4	Ed Train Sem & Assc Exp	1,281	821	1,300	2,400
40-5	Business Exp & Mileage	0	0	200	50
45-2	Notary Fees	0	0	0	110
46-3	R & M - Office Equipment	0	367	0	0
48-6	Other Promo Activities	2,351	1,797	2,750	2,350
49-9	Classified Ads	672	2,075	2,375	2,800
51-2	Office Supplies	0	142	260	170
51-5	Minor Office Equip & Furn	0	0	200	375
51-7	Commemoratives	5,698	5,929	8,730	6,900
54-3	Books,Subsc,Prof Supplies	1,012	724	2,100	1,600
54-4	Memberships & Dues	540	560	435	435
TOTAL OPERATING EXPENSES		33,687	28,559	36,532	35,063
DIVISION TOTAL		\$ 121,674	\$ 129,932	\$ 142,140	\$ 166,670

DEPARTMENT Administration
COST CENTER City Clerk
COST CENTER NO. 10-15

PRIMARY FUNCTION NARRATIVE

The City Clerk Division is responsible for the organization and distribution of City Council agendas; administration of eight (8) City Boards/Committees; recording and transcription of official minutes for the City Council and Boards; public hearing notices; response to public records requests; recording of official documents; coordination and preparation of lien searches; oversight of the codification of City Ordinances; administration of titles and registrations for the City's fleet of vehicles; oversight of the City-wide Records Management Program; preparing for and supervising the Municipal Election; administration of the Workplace Safety Program; and oversight of Risk Management Services including property, liability and Worker's Compensation insurance policies and claims.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$184,254	\$142,520	\$141,918	\$153,164
Operating	33,393	36,473	36,291	39,236
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$217,647	\$178,993	\$178,209	\$192,400

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Director of Admin Services/City Clerk	0	0	0	1
City Clerk ¹	1	1	1	0
Assistant to the City Clerk	1	1	1	1
Total Number of Staff	2	2	2	2

¹Position reclassified to Director of Administrative Services/City Clerk

DEPARTMENT	Administration
COST CENTER	City Clerk
COST CENTER NO.	10-15

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of ordinances, resolutions, proclamations processed	105	112	80	80
No. of meeting minutes transcribed	50	44	60	60
No. of lien searches/letters processed	885	1,322	1,400	1,300
No. of public records requests processed	23	17	25	20
No. of documents scanned	8,522	7,122	8,000	8,000
No. of phone/e-mail/walk-in requests processed	11,239	15,445	18,000	15,000
No. of property loss claims processed	30	23	25	25
No. of new liability loss claims processed	3	8	3	2
No. of W/C claims	28	42	30	30
No. of City registered voters	17,950	18,545	18,402	18,000

EFFICIENCY MEASURES

Avg. cost to prepare one page of minutes	\$6.79	\$6.95	\$6.81	\$6.81
Avg. administrative cost to prepare lien searches	\$6.79	\$6.95	\$5.45	\$5.45
Avg. administrative cost per employee – risk management	\$123	\$126	\$125	\$125
Avg. cost of municipal election	\$22,017	\$21,194	\$20,551	\$21,000

EFFECTIVENESS MEASURES

% of minutes not returned for corrections	100.0%	100.0%	100.0%	100.0%
% of minutes completed prior to next meeting	100.0%	100.0%	100.0%	100.0%
% of lien searches completed within 5 days	100.0%	100.0%	100.0%	100.0%
% of "RUSH" searches completed within 1 day	96.0%	98.0%	100.0%	100.0%
% Liability/property loss ratio (premiums/claims)	17.0%	38.0%	25.0%	25.0%
% W/C claims loss ratio (premiums/losses)	10.7%	76.9%	25.0%	25.0%
% Registered voter participation in Municipal Elections	3.98%	6.16%	4.24%	5.00%

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>City Clerk</u>
COST CENTER NO.	<u>10-15</u>

GOALS & OBJECTIVES

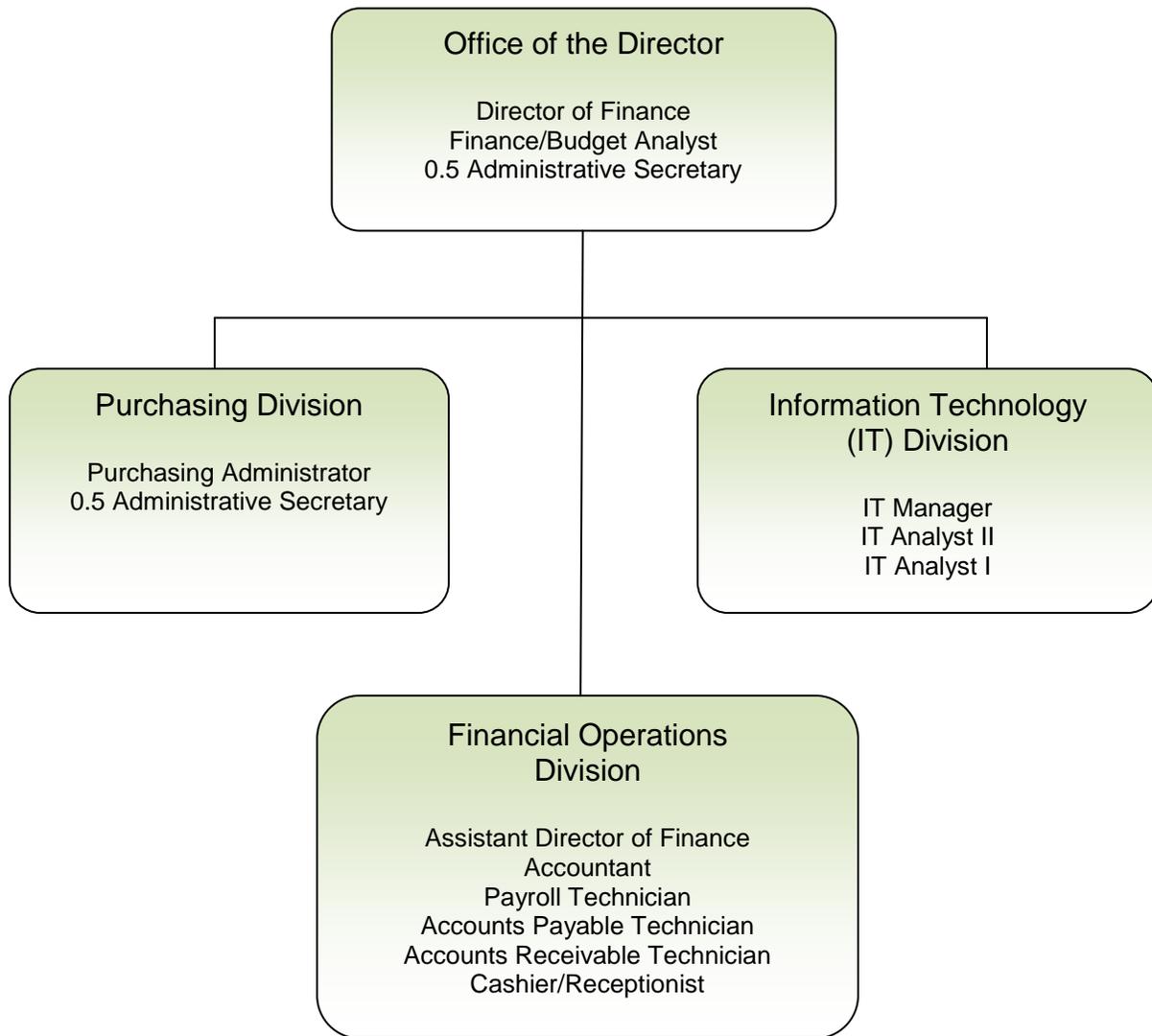
- Goal Maintain a City-Wide Records Management Program to enhance access to public records and minimize costs associated with time and storage.
- Objective • Decrease the number of meetings with departmental Records Custodians and Alternates from 7 to 4 per year.
- Maintain destruction of paper records at 1 per year, and destruction of electronics records at 1 per year.
-
- 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 Agendas.
- Maintain one (1) orientation for new Board Members, and maintain information provided to Board Members at 1 per year.
-
- Goal Provide administration of annual municipal election in accordance with Florida Statutes.
- Objective • Maintain the administration and supervision of the annual municipal election for seventeen (17) precincts and 18,225 registered voters.
-
- 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.

DEPARTMENT Administration
COST CENTER City Clerk
COST CENTER NO. 10-15

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 147,672	\$ 109,377	\$ 110,299	\$ 119,022
21-1	Fica Taxes	11,135	8,234	8,438	9,105
22-1	Retirement Contributions	11,912	9,826	5,876	6,010
23-1	Life & Health Ins - Employee	13,296	14,822	16,889	15,192
23-2	Dependent Insurance	0	0	0	3,442
24-1	Worker's Compensation	239	261	284	250
25-1	Unemployment Compensation	0	0	132	143
TOTAL PERSONNEL SERVICES		184,254	142,520	141,918	153,164
OPERATING EXPENSES					
31-4	Other Professional Service	0	4,980	0	0
34-4	Other Contractual Service	0	404	150	200
40-4	Ed Train Sem & Assc Exp	672	1,628	1,675	1,800
45-2	Notary Fees	0	40	100	100
46-3	R & M - Office Equipment	0	0	0	200
46-5	R & M - Other Equipment	0	355	0	0
48-6	Other Promo Activities	0	0	0	500
49-1	Legal Ads	4,009	3,526	4,700	3,500
49-2	Election Expenses	22,461	20,858	21,786	21,761
49-3	Titles, Tags & Taxes	958	1,356	1,200	1,200
49-8	Recording Fees	1,750	2,088	2,400	2,600
51-2	Office Supplies	16	0	60	60
51-5	Minor Office Equip & Furn	0	0	0	1,775
54-2	Code Supplements & Updates	3,232	400	3,300	4,550
54-3	Books,Subsc,Prof Supplies	0	228	250	300
54-4	Memberships & Dues	295	610	670	690
TOTAL OPERATING EXPENSES		33,393	36,473	36,291	39,236
DIVISION TOTAL		\$ 217,647	\$ 178,993	\$ 178,209	\$ 192,400

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: 13

**DEPARTMENT OF FINANCE
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2012**

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, 2011.
- Received the Certificate of Achievement for Excellence in Financial Reporting Award for FY 11.
- Received the Distinguished Budget Presentation Award for FY 12.
- Received the Popular Achievement for Financial Reporting Award for FY 11.
- Coordinated a total of 14 grants with expenditures totaling \$569,843.

Financial Operations Division:

- Coordinated major changes of health insurance coverage and plans for payment of health insurance premiums, and reconciled differences and adjustments with Florida Municipal Insurance Trust on a monthly basis.
- Coordinated FY12 fixed assets physical inventory.
- Processed 4 successful quarterly security scans to test data security for credit card processing.
- Reconciled all general ledger revenue accounts to State chart of accounts for more consistency in financial reporting and the budget process.
- Prepared two resolutions (2011-39 & 2012-05) to impose 432 solid waste liens totaling \$91,613, and five resolutions (2011-19, 2011-32, 2011-46, 2012-02, & 2012-09) to release 171 solid waste liens totaling \$46,385.

Purchasing Division:

- Provided updates to departments regarding procurement policies and procedures through the Purchasing Partner newsletter and live training sessions.
- Maintained the amount of savings realized on City purchases by facilitating competitive procurement practices.
- Coordinated a total of eight (8) Bids and/or Requests for Proposals (RFP). Highlights include management of Bids for Medical Supplies, Insulation at Community Center, Printing Services for City Publications, and RFPs for Vending Machine Services and July 4th Fireworks.
- Maintained sixteen current City purchasing contracts on the City's website.

Information Technology Division:

- Maintained network availability of 99.5% of the time or greater throughout the fiscal year.
- Maintained GovQA technical request system for technical/non-technical requests.
- Maintained the Email Archive system to reduce the workload and capacity of Email servers and comply with email records management requirements.
- Implemented the Internet filtering system not only to protect servers and workstations from any Internet security threats such as virus, spyware, hacking, malicious websites, phishing and frauds, but also control the internet bandwidth usage and increase computer user productivity.
- Implemented and maintained the internal secured wireless network in City Hall and Public Safety buildings for all laptop users and the wireless Internet access for the public in City Hall lobby and Public Safety training room.
- Reconfigured and delivered 45 desktop/laptop computers to local Greenacres schools.

DEPARTMENT Finance
COST CENTER Office of the Director
COST CENTER NO. 20-21

PRIMARY FUNCTION NARRATIVE

The responsibility of the Office of the Director is to oversee and regulate the financial management of the City, including the accounting division, investments, debt management, purchasing, and information technology services functions. The City's operating and capital improvement program budgets are prepared and presented, and the execution monitored by the staff. The Office of the Director ensures adequate internal controls are administered, funds are properly accounted for, and audits of the funds of the City are accomplished in accordance with Florida Statutes. The City's budget, grants, and all financial reports are reviewed, and financial advice is provided to the City Manager, Mayor, and City Council.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$345,299	\$265,236	\$274,442	\$231,392
Operating	46,730	46,318	45,765	45,425
Capital	0	0	0	375
Other	0	0	0	0
General Fund Totals	\$392,029	\$311,554	\$320,207	\$277,192

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Director of Finance	1	1	1	1
Finance/Budget Analyst	1	1	1	1
Administrative Secretary ¹	1	1	1	0.5
Total Number of Staff	3	3	3	2.5

¹ Full time position funded 50% in Office of Director and 50% in Purchasing.

DEPARTMENT	<u>Finance</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>20-21</u>

ACTIVITY/PERFORMANCE MEASURES

- Oversee preparation of 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.
- Manage the City’s investment portfolio to provide safety, liquidity, and an appropriate rate of return.
- Prepare a balanced operating and capital budget which effectively addresses the City Council’s goals and complies with all applicable federal, state and local requirements.
- Coordinate financial reimbursements and reporting of all grants, which include hurricane disaster relief from FEMA.
- Apply for three 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.
- To receive the Popular Annual Financial Reporting Award for the current fiscal year.
- Goal To ensure receipt of City’s revenue sources through auditing services.
- Objective • To conduct monthly reviews of State revenue remittance.
- To verify the accuracy of the service providers address databases.

DEPARTMENT Finance
COST CENTER Office of the Director
COST CENTER NO. 20-21

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
11-1	Executive Salaries	\$ 171,726	\$ 107,646	\$ 107,070	\$ 92,839
12-1	Regular Salaries & Wages	104,706	106,523	109,383	89,146
15-1	Special Pay	10,442	6,320	6,320	5,320
21-1	Fica Taxes	19,405	16,572	16,262	13,674
22-2	FLC Gen Retirement	11,730	7,675	10,823	9,098
22-3	FLC Gen Retirement Match	5,865	3,838	5,411	4,549
23-1	Life & Health Ins - Employee	15,533	15,599	17,954	15,763
23-2	Dependent Insurance	5,440	342	386	391
23-3	Short Term Disability Pay	0	200	0	0
24-1	Worker's Compensation	452	521	573	394
25-1	Unemployment Compensation	0	0	260	218
TOTAL PERSONNEL SERVICES		345,299	265,236	274,442	231,392
OPERATING EXPENSES					
31-4	Other Professional Service	2,550	505	975	975
32-1	Accounting & Auditing	40,400	44,765	40,600	41,600
40-4	Ed Train Sem & Assc Exp	2,272	300	2,000	1,500
42-1	Postage & Freight Charges	50	30	200	200
45-2	Notary Fees	0	0	0	90
46-3	R & M - Office Equipment	0	0	300	300
47-1	Printing & Binding	743	64	880	0
51-5	Minor Office Equip & Furn	130	0	300	300
54-3	Books,Subsc,Prof Supplies	195	205	210	225
54-4	Memberships & Dues	390	449	300	235
TOTAL OPERATING EXPENSES		46,730	46,318	45,765	45,425
CAPITAL OUTLAY					
64-5	Office Furniture	0	0	0	375
TOTAL CAPITAL OUTLAY		0	0	0	375
DIVISION TOTAL		\$ 392,029	\$ 311,554	\$ 320,207	\$ 277,192

DEPARTMENT Finance
COST CENTER Financial Operations
COST CENTER NO. 20-22

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 nearly 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 and solid waste collection.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$356,024	\$384,403	\$403,459	\$405,066
Operating	62,470	60,714	63,940	61,660
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$418,494	\$445,117	\$467,399	\$466,726

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Asst. Director Of Finance	1	1	1	1
Accountant	1	1	1	1
Payroll Technician	1	1	1	1
Acct. Payable Tech.	1	1	1	1
Acct. Receivable Tech.	1	1	1	1
Cashier/Receptionist	1	1	1	1
Total Number of Staff	6	6	6	6

DEPARTMENT	Finance
COST CENTER	Financial Operations
COST CENTER NO.	20-22

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
A/P Checks Issued	2,732	2,558	2,652	2,600
ACH Payments	31	30	30	40
Payroll Checks Issued	140	135	100	90
Payroll Direct Deposits	5,075	5,012	5,458	5,300
Payments Processed	19,862	20,689	19,972	19,850
Solid Waste Bills Issued	13,617	13,509	13,694	13,690
Initial Ambulance Bills	2,522	2,622	2,882	2,850
Number of Items Scanned	101,301	98,297	98,580	100,000
Fixed Assets Maintained	1,374	1,475	1,501	1,525

EFFICIENCY MEASURES

Cost per A/P check issued	\$11.75	\$12.13	\$11.91	\$11.88
Cost per Payment Processed	\$1.39	\$1.39	\$1.38	\$1.37
Cost Per Solid Waste Bill Processed	\$2.36	\$2.36	\$2.34	\$2.33
Avg. Cost Per Initial Ambulance Bill	\$10.70	\$10.70	\$10.67	\$10.66
Cost of scanning per page	\$0.15	\$0.17	\$0.18	\$0.18

EFFECTIVENESS MEASURES

% of EMS Bills Collected	65.8%	66.5%	61.8%	64.6%
% of Solid Waste Bills Collected	97.1%	98.8%	97.3%	96.8%

GOALS & OBJECTIVES

- Goal To decrease outstanding accounts receivable and increase cash flows into the City.
- Objective
- To monitor all solid waste accounts in foreclosure to ensure City collections are maximized.
 - To monitor all ambulance accounts in past due status to ensure City collections are maximized.
- 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 train staff on the usage of new credit card software and document the procedures.

DEPARTMENT Finance
COST CENTER Financial Operations
COST CENTER NO. 20-22

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 276,534	\$ 295,356	\$ 305,304	\$ 311,229
14-1	Overtime	11	0	0	0
21-1	Fica Taxes	20,793	22,381	23,050	23,498
22-2	FLC Gen Retirement	13,840	14,685	15,266	15,561
22-3	FLC Gen Retirement Match	5,176	5,999	7,632	7,781
23-1	Life & Health Ins - Employee	38,742	44,053	50,669	45,579
23-2	Dependent Insurance	327	342	386	391
23-3	Short Term Disability Pay	0	875	0	0
24-1	Worker's Compensation	601	712	786	654
25-1	Unemployment Compensation	0	0	366	373
TOTAL PERSONNEL SERVICES		356,024	384,403	403,459	405,066
OPERATING EXPENSES					
34-4	Other Contractual Service	7,324	5,736	6,550	5,990
40-4	Ed Train Sem & Assc Exp	2,057	2,058	2,950	2,550
40-5	Business Exp & Mileage	75	16	50	50
41-1	Telephone	16	12	30	30
42-1	Postage,Frt & Exp Charges	43,958	44,770	45,090	43,890
46-3	R & M - Office Equipment	1,533	1,623	1,340	1,270
47-1	Printing & Binding	2,570	1,903	3,150	3,100
49-10	Property Tax	437	539	600	600
49-4	Bonds Discount	313	0	0	0
49-7	Computer Software & Prog.	2,250	2,250	2,250	2,250
51-5	Minor Office Equip & Furn	215	0	300	300
54-3	Books,Subsc,Prof Supplies	1,297	1,362	1,355	1,355
54-4	Memberships & Dues	425	445	275	275
TOTAL OPERATING EXPENSES		62,470	60,714	63,940	61,660
DIVISION TOTAL		\$ 418,494	\$ 445,117	\$ 467,399	\$ 466,726

DEPARTMENT Finance
COST CENTER Purchasing
COST CENTER NO. 20-23

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.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$129,019	\$132,413	\$138,668	\$111,536
Operating	11,662	12,049	13,085	13,010
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$140,681	\$144,462	\$151,753	\$124,546

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Purchasing Administrator	1	1	1	1
Buyer	1	1	1	0
Administrative Secretary ¹	0	0	0	0.5
Total Number of Staff	2	2	2	1.5

¹ Full time position funded 50% in Purchasing and 50% in Office of the Director as Administrative Secretary.

DEPARTMENT Finance
COST CENTER Purchasing
COST CENTER NO. 20-23

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
Purchase Orders Issued	1,093	1,112	1,200	1,100
Purchase Order Amounts	\$3,158,411	\$5,020,122	\$4,350,000	\$3,500,000
Bids Issued	13	11	10	8
Central Store Requests	380	389	387	380
Contracts Managed	28	28	28	28
Purchasing Card Purchases	\$160,035	\$162,223	\$161,000	\$160,000
Purchasing Card Transactions	1,334	1,392	1,380	1,370
No. of Training Sessions Conducted	2	2	2	2

EFFICIENCY MEASURES

Cost per Purchase Order Issued	\$78.32	\$79.10	\$75.91	\$84.31
Cost per Bid/RFP	\$2,262.65	\$2,646.16	\$2,993.30	\$3,841.95
Cost per Central Store Request	\$13.86	\$13.92	\$14.49	\$15.02
Cost per Contract Managed	\$282.21	\$289.98	\$300.31	\$305.74

EFFECTIVENESS MEASURES

Saving Amount Realized through Alternative Purchasing	\$59,613	\$27,544	\$25,000	\$25,000
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.
 - Maintain a posting of current City purchasing contracts annually on the City's website.

DEPARTMENT Finance
COST CENTER Purchasing
COST CENTER NO. 20-23

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 100,488	\$ 102,504	\$ 105,105	\$ 88,950
15-1	Special Pay	0	0	0	1,000
21-1	Fica Taxes	7,626	7,806	8,009	6,779
22-2	FLC Gen Retirement	5,005	5,105	5,256	4,447
22-3	FLC Gen Retirement Match	2,069	1,589	2,627	2,224
23-1	Life & Health Ins - Employee	13,296	14,822	16,889	7,840
23-2	Dependent Insurance	327	342	386	0
24-1	Worker's Compensation	208	245	270	189
25-1	Unemployment Compensation	0	0	126	107
TOTAL PERSONNEL SERVICES		129,019	132,413	138,668	111,536
OPERATING EXPENSES					
40-4	Ed Train Sem & Asc Exp	1,258	1,559	2,400	2,400
40-5	Business Exp & Mileage	19	20	50	50
42-1	Postage & Freight Charges	0	0	75	75
45-2	Notary Fees	98	0	0	0
47-1	Printing & Binding	576	725	600	600
49-1	Legal Ads	3,075	2,043	2,000	2,200
51-2	Office Supplies	2,997	3,336	3,500	3,500
51-4	Copy Paper & Supplies	2,912	3,759	3,500	3,300
51-5	Minor Office Equip & Furn	0	0	200	200
54-3	Books,Subsc,Prof Supplies	98	0	120	120
54-4	Memberships & Dues	575	575	640	565
55-5	Erroneous Issues	54	32	0	0
TOTAL OPERATING EXPENSES		11,662	12,049	13,085	13,010
DIVISION TOTAL		\$ 140,681	\$ 144,462	\$ 151,753	\$ 124,546

DEPARTMENT	Finance
COST CENTER	Information Technology
COST CENTER NO.	20-26

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.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$240,352	\$244,668	\$254,348	\$261,194
Operating	83,851	86,488	98,887	86,187
Capital	16,278	0	4,000	4,000
Other	0	0	0	0
General Fund Totals	\$340,481	\$331,156	\$357,235	\$351,381

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Information Technology Manager	1	1	1	1
Information Technology Analyst II	1	1	1	1
Information Technology Analyst I	1	1	1	1
Total Number of Staff	3	3	3	3

DEPARTMENT	Finance
COST CENTER	Information Technology
COST CENTER NO.	20-26

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
PC Workstations Maintained	122	118	120	120
Mobile Data Terminals Maintained	36	40	41	41
Scanners Maintained	9	9	9	9
Plotters Maintained	2	2	2	2
Applications Maintained	123	129	114	114
Printers Maintained	62	98	102	102
Servers/Midrange Computers Maintained	20	27	20	20
Number of Technical Service Requests	-	-	1,429	1,414
Hardware/Software Evaluations	7	6	15	7
Computer Training Sessions Conducted	7	3	3	7
No. of Computer Training Attendees	150	36	15	50

EFFICIENCY MEASURES

Cost per Personal Computer Maintained	\$476.49	\$485.46	\$495.73	\$477.01
Cost per Application Maintained	\$468.41	\$460.67	\$510.69	\$525.45
Cost per Printer Maintained	\$250.90	\$126.29	\$104.03	\$130.98
Cost per Service Request	-	-	\$35.27	\$41.57
Cost per Hardware/Software Evaluation	\$3,703.77	\$4,125.50	\$2,475.81	\$5,343.86

EFFECTIVENESS MEASURES

% Network Availability	99.5%	99.5%	99.5%	99.5%
% Service requests responded to within 1 hr.	98.0%	98.0%	99.5%	99.5%

GOALS & OBJECTIVES

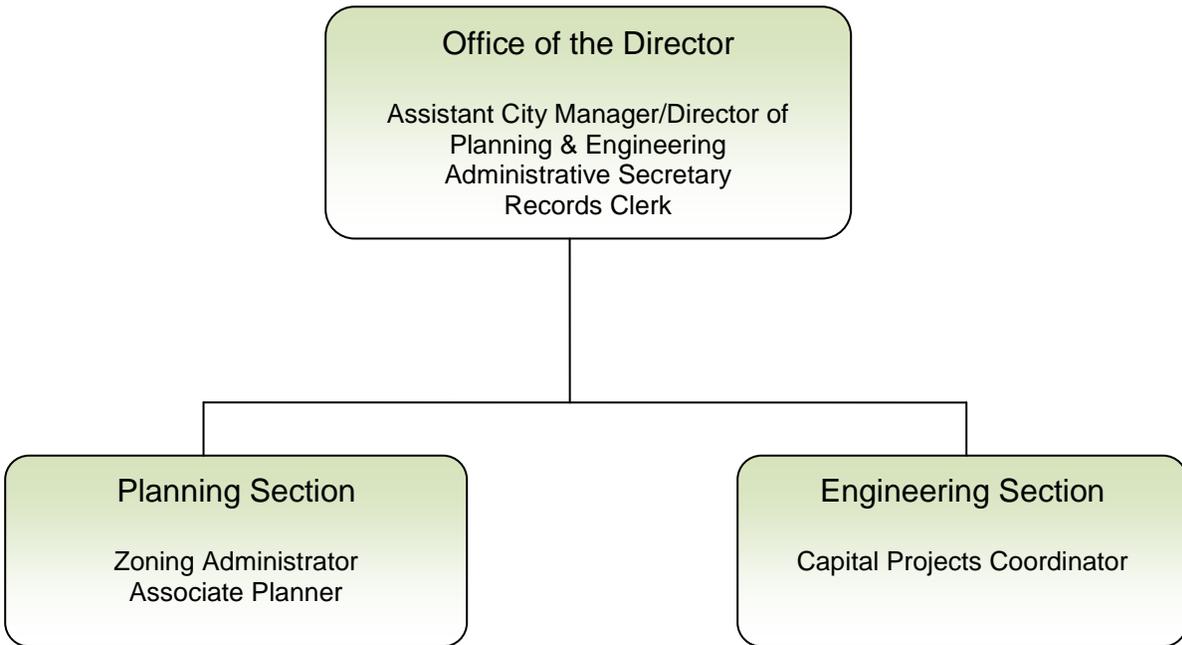
Goal	To maintain the network access for City employees 24 hours per day, 7 days per week.
Objective	<ul style="list-style-type: none"> Maintain the network availability at 99.5% of the time or greater throughout the fiscal year.
Goal	To provide the training to City employees to enhance user productivity and level of satisfaction with services provided.
Objective	<ul style="list-style-type: none"> Maintain the training sessions on use of existing applications at 7.
Goal	To manage the capacity growth, performance, and efficiency of the Email system while complying with State Records Management Law.
Objective	<ul style="list-style-type: none"> Maintain an Email Archiving system.
Goal	To protect servers and workstations against all internet security threats and to reduce the bandwidth loss while making employees' internet research and development more efficient.
Objective	<ul style="list-style-type: none"> Maintain a Web Filter system.

DEPARTMENT Finance
COST CENTER Information Technology
COST CENTER NO. 20-26

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 195,317	\$ 198,349	\$ 202,960	\$ 206,929
15-1	Special Pay	1,500	2,000	2,000	2,000
21-1	Fica Taxes	14,995	15,292	15,454	15,753
22-2	FLC Gen Retirement	9,728	9,878	10,149	10,347
22-3	FLC Gen Retirement Match	2,863	2,913	5,073	5,174
23-1	Life & Health Ins - Employee	15,218	15,413	17,555	15,680
23-2	Dependent Insurance	327	342	386	4,624
24-1	Worker's Compensation	404	481	527	439
25-1	Unemployment Compensation	0	0	244	248
TOTAL PERSONNEL SERVICES		240,352	244,668	254,348	261,194
OPERATING EXPENSES					
40-4	Ed Train Sem & Assc Exp	1,124	1,676	4,500	3,200
40-5	Business Exp & Mileage	0	0	100	100
41-1	Telephone	13,133	14,331	15,792	6,441
42-1	Postage & Freight Charges	21	8	50	50
46-7	R & M - Computer Equip	10,470	9,869	12,200	10,000
49-7	Computer Software & Program	57,614	59,426	63,880	62,231
51-5	Minor Office Equip & Furn	532	536	1,375	1,175
52-5	Consumables & Small Tools	832	472	750	2,750
54-3	Books,Subsc,Prof Supplies	0	45	100	100
54-4	Memberships & Dues	125	125	140	140
TOTAL OPERATING EXPENSES		83,851	86,488	98,887	86,187
CAPITAL OUTLAY					
64-9	Comp Hardware/Software	16,278	0	4,000	4,000
TOTAL CAPITAL OUTLAY		16,278	0	4,000	4,000
DIVISION TOTAL		\$ 340,481	\$ 331,156	\$ 357,235	\$ 351,381

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: 6

**DEPARTMENT OF PLANNING & ENGINEERING
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2012**

- Maintained the Comprehensive Plan and Zoning Code in compliance with Florida Statutes and the City's vision.
- Maintained the current turnaround time for review of development applications.
- 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) and began a process to link Laser Fiche documents to the map.
- Increased the number of successful site landscaping renovations by commercial property owners to address deficiencies.
- Annexed commercial property at the southwest corner of Lake Worth Road and Military Trail. Contacted other owners at this intersection and at the intersection of Lake Worth Road and Jog Road to encourage annexation.
- Obtained grant funds through the Community Development Block Grant (CDBG) program.
- Completed case cross reference index to allow retrieval of scanned records based on a development project's name and integrated this into Laser Fiche.
- Participated in coordinated county-wide effort to revive school concurrency program.
- Began the process to update and clarify the Subdivision Code.
- Implemented use of consulting engineers to perform field inspections of private development to replace eliminated staff position.
- Extensively remodeled the oldest City-owned building (301 Swain Boulevard) into space for the police and the Greenacres Historical Society museum. Exterior changed to Florida Vernacular style to support the City's vision for the area and to improve the building's appearance.
- Persuaded Palm Beach County Water Utilities Department to complete construction of the first phase (Broward and Walker Avenues) of the 10th Avenue North sewer extension in support of redevelopment in the Original Section.
- Completed the construction of Capital Improvement Projects: Installation of new decorative street lights along 10th Avenue North in the Original Section; Repaving, landscaping, lighting enhancement, fencing, and dumpster enclosures at Public Safety Headquarters; Landscaped medians on Haverhill Road and Melaleuca Lane; Addition of 2 new racquetball courts at Community Park; Renovated 301 Swain Boulevard; and Construction of Phase 2 (Jackson Avenue) of the 10th Avenue North Sewer Extension.

DEPARTMENT	<u>Planning and Engineering</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>30-31</u>

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.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$547,155	\$397,966	\$450,655	\$488,070
Operating	86,418	55,220	66,025	66,984
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$633,573	\$453,186	\$516,680	\$555,054

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Assistant City Manager/Director ²	0	0	0	1
Planning and Engineering Director	1	1	1	0
Zoning Administrator	1	1	1	1
Associate Planner ¹	1	1	1	1
Capital Projects Coordinator	1	1	1	1
Engineering Coordinator	1	0	0	0
Administrative Secretary	1	1	1	1
Records Clerk	1	1	1	1
Total Number of Staff	7	6	5 FT/1 PT	6

¹ Full-time in 2011, Part-time in 2012, Full-time 2013

² Position reclassified

DEPARTMENT	<u>Planning and Engineering</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>30-31</u>

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
Annexations	1	2	3	2
Comprehensive Plan Amendments	16	6	3	3
Zoning Changes	15	5	2	2
Special Exceptions	3	3	6	4
Site Plans	3	1	8	3
Site Plan Amendments	21	15	12	18
Variances	2	4	5	3
Zoning Text Amendments	1	6	1	2
Temporary Use Permits	35	35	44	43
Building Permit Review for Zoning	296	261	256	264
Engineering Permits, Plats & TCJA's*	26	21	27	26
Capital Improvement Projects	12	11	11	6
Grant Applications	1	1	1	1
Landscape Inspections	140	119	104	121
Zoning Inspections	77	42	48	51
Engineering Inspections	N/A	13	20	17
Documents Scanned	37,078	54,274	42,232	44,528

EFFICIENCY MEASURES

Case Reviews per Planner (3)	20.6	14	16	14.8
Annexed Acres per Case Processed	1.1	5.3	4	3.8
Landscape Inspections per Inspector	70	60	52	61
Cost per Document Scanned In House	\$1.14	\$0.82	\$1.12	\$1.07

EFFECTIVENESS MEASURES

Grant \$ Awarded per Grant Submitted	\$79,294	\$90,830	\$81,863	\$69,584
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DEPARTMENT	<u>Planning and Engineering</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>30-31</u>

GOALS & OBJECTIVES

Goal To provide planning and engineering services that improve the health and safety of the built environment and the aesthetics of the City.

Objectives

- Increase the area of 10th Avenue North served by gravity sanitary sewer through City construction and partnership with PBCWUD.

Goal To promote the growth of the City and its economic base by encouraging annexation.

Objective

- Increase non-residential annexation by prioritizing commercial pockets and contacting property owners to determine if a majority are interested in annexation.

Goal To provide a fair and consistent regulatory environment for residents and businesses in order to promote excellent customer service.

Objectives

- Maintain the current turn-around time for review of development applications.
- Increase the public accessibility of the subdivision code through clarification and codification.

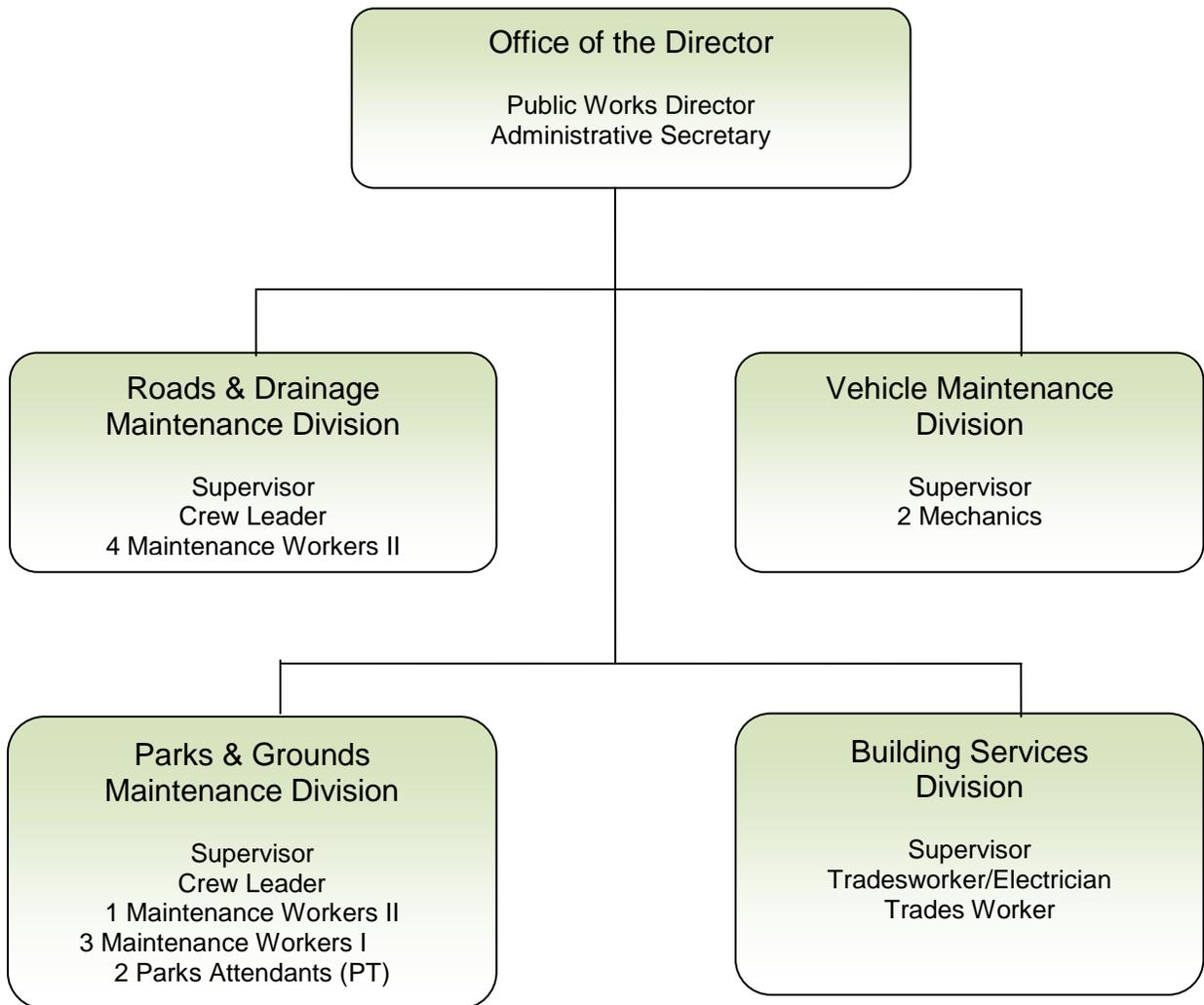
*TCJA – Traffic Control Jurisdiction Agreement

DEPARTMENT Planning and Engineering
COST CENTER Office of the Director
COST CENTER NO. 30-31

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
11-1	Executive Salaries	\$ 88,852	\$ 89,765	\$ 91,740	\$ 102,748
12-1	Regular Salaries & Wages	334,962	208,157	214,524	267,404
13-1	Other Salaries & Wages	0	0	35,966	0
14-1	Overtime	43	0	0	0
15-1	Special Pay	6,251	4,320	4,320	4,320
21-1	Fica Taxes	31,532	22,140	25,298	27,337
22-2	FLC Gen Retirement	21,185	14,830	14,615	18,507
22-3	FLC Gen Retirement Match	6,209	6,334	7,308	9,253
23-1	Life & Health Ins - Employee	42,132	39,063	42,547	45,954
23-2	Dependent Insurance	15,150	12,474	13,034	11,316
24-1	Worker's Compensation	839	883	892	787
25-1	Unemployment Compensation	0	0	411	444
TOTAL PERSONNEL SERVICES		547,155	397,966	450,655	488,070
OPERATING EXPENSES					
31-2	Engineering & Archit Fees	56,126	14,786	19,067	20,565
31-4	Other Professional Service	0	12,970	25,000	25,000
40-4	Ed Train Sem & Assc Exp	629	1,459	1,000	1,000
40-5	Business Exp & Mileage	253	231	386	150
42-1	Postage & Freight Charges	114	0	168	150
46-3	R & M - Office Equipment	5,126	2,957	5,200	5,690
46-5	R & M - Other Equipment	0	0	0	350
47-1	Printing & Binding	706	472	586	636
49-1	Legal Ads	17,991	15,865	9,275	7,268
49-7	Computer Software & Program	0	0	0	550
51-2	Office Supplies	1,027	580	348	456
51-4	Copy Paper & Supplies	1,046	857	914	890
52-8	Uniforms and Clothing	18	48	0	0
54-3	Books,Subsc,Prof Supplies	1,445	3,221	1,900	1,925
54-4	Memberships & Dues	1,937	1,774	2,181	2,354
TOTAL OPERATING EXPENSES		86,418	55,220	66,025	66,984
DIVISION TOTAL		\$ 633,573	\$ 453,186	\$ 516,680	\$ 555,054

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: 20
Part Time: 2

**DEPARTMENT OF PUBLIC WORKS
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2012**

Office of the Director:

- Coordinated 10 Capital Improvement Projects within their allocated budget amounts.
- Processed almost 500 citizen requests within 24 hours of receipt.
- Provided 20 safety and supervisory training opportunities to staff to promote professional growth and development.
- Received 20 Year Tree City USA Re-Certification Award.
- Submitted seven annual environmental reports to various County and State agencies.

Roads & Drainage Division:

- Coordinated the rehabilitation of the storm sewer pipes at Woodlake Blvd, Gladiator Circle and Caesar Circle.
- Completed Phase II and III of CIP #183, *Villa Del Trio Improvements*.
- Completed Phase II of IV of FHWA's Minimum Sign Reflectivity Requirement replacements (Original Section).
- Completed sidewalk inventory for development of City's Geographic Information System Sidewalk SmartMap.
- Passed on-site NPDES Report Submittal audit and City's NPDES Compliance Program by the Florida Department of Environmental Protection.

Vehicle Maintenance Division:

- Performed three preventive maintenance services to 100 City vehicles.
- Installed child safety alarms in all Leisure Services vehicles.
- Coordinated the installation of A/C systems in two Leisure Services buses.
- Received and installed associated standard equipment on one (1) new fire apparatus, eleven (11) pursuit vehicles and one (1) administrative vehicle.
- Provided various Departments with technical assistance for the Vehicle Replacement Program.

Building Services Division:

- Coordinated painting of two gazebos and exterior of Comfort Station at Community Park, the gazebo at Burrowing Owl Park, Veterans Park ballfield dugouts, Ira Van Bullock Park ballfield dugouts and press boxes, and exterior of Public Safety Station 2.
- Coordinated the completion of approximately 900 public facility repair and maintenance work orders.
- Coordinated enhancement of Community Center Gymnasium Ceiling Insulation.
- Coordinated annual backflow, fire extinguisher, fire sprinkler, bay door, exhaust fan, water fountains, bus shelter, and hurricane shutter inspections.
- Coordinated annual tune up on 29 HVAC systems.

Parks Maintenance Division:

- Coordinated the refurbishment and landscape enhancement of the Community Park Joint Use Area field.
- Coordinated landscape enhancements at Public Safety Headquarters.
- Coordinated landscape enhancement project at Ira Van Bullock Complex including Oak tree replacement and Community Center Sign landscaping along with CARES facility hardscaping during 2012 Great American Cleanup with the assistance of 63 volunteers.
- Assisted with seven community events.

DEPARTMENT Public Works
COST CENTER Office of the Director
COST CENTER NO. 40-41

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, Vehicle Maintenance, Building Services and Parks and Grounds Divisions. The Office of Director is also responsible for management of contractual services.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$162,721	\$156,486	\$167,804	\$169,173
Operating	5,970	6,475	7,178	7,061
Capital	0	0	0	5,250
Other	0	0	0	0
General Fund Totals	\$168,691	\$162,961	\$174,982	\$181,484

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Public Works Director	1	1	1	1
Administrative Secretary	1	1	1	1
Total Number of Staff	2	2	2	2

DEPARTMENT	Public Works
COST CENTER	Office of the Director
COST CENTER NO.	40-41

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of service contracts coordinated	8	8	8	8
No. of annual licenses & reports submitted	7	7	7	7
No. of solid waste complaints	6	3	3	3
No. of citizen requests processed	501	436	484	500
No. of events coordinated	3	3	3	2
No. of tons of residential recycling collected	1,555	1,727	1,800	1,800
No. of Capital Improvement Projects coordinated	9	9	9	7

EFFICIENCY MEASURES

Avg. cost per service contract coordinated	\$2,483	\$2,324	\$2,376	\$2,376
Avg. cost per license/report prepared	\$715	\$715	\$711	\$711
Avg. administrative cost per citizen request	\$5.82	\$5.98	\$6.07	\$6.11
Avg. cost per event coordinated	\$775	\$603	\$607	\$607
Annual collection cost per household (curbside) solid waste service	\$84.24	\$84.72	\$87.96	\$90.00

EFFECTIVENESS MEASURES

% of licenses renewed and reports submitted on time	100%	100%	100%	100%
% of recyclable materials removed from total waste stream	16%	19%	18%	19%

GOALS & OBJECTIVES

- Goal Provide leadership and direction in order to ensure Department meets the City's mission.
- Objective
- Maintain development of action plans for 100% of Capital Improvement Projects within the first quarter of Fiscal Year.
 - Maintain bi-monthly supervisor meeting, bi-annual review of Departmental Policies and Procedures, quarterly Departmental meetings, quarterly Annual Work Plan review, and quarterly Division assessments to review current projects, emergency management plans, Administrative Directives, and other operational functions.
 - Promote training and networking opportunities for employee professional growth and development.
- Goal Provide excellent customer service to internal and external customers.
- Objective
- Maintain the distribution of pertinent information to City Departments to assist in the allocation of resources and improve on strengths and weaknesses of operations at 4 times per year (i.e. fuel usage reports, custodial services surveys, customer service surveys, utility spending, and maintenance expenses of athletic fields).
 - Maintain 24 hour response to solid waste, Web QA, and other customer requests.

DEPARTMENT Public Works
COST CENTER Office of the Director
COST CENTER NO. 40-41

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
11-1	Executive Salaries	\$ 75,305	\$ 76,933	\$ 78,617	\$ 80,160
12-1	Regular Salaries & Wages	48,152	41,966	50,583	51,564
15-1	Special Pay	4,140	6,320	6,320	6,320
21-1	Fica Taxes	9,757	9,702	10,340	10,534
22-2	FLC Gen Retirement	6,186	6,009	6,460	6,585
22-3	FLC Gen Retirement Match	3,093	3,004	3,230	3,292
23-1	Life & Health Ins - Employee	13,553	8,259	9,366	8,346
23-2	Dependent Insurance	327	342	386	172
23-3	Short Term Disability Pay	325	1,850	0	0
24-1	Worker's Compensation	1,883	2,101	2,347	2,041
25-1	Unemployment Compensation	0	0	155	159
TOTAL PERSONNEL SERVICES		162,721	156,486	167,804	169,173
OPERATING EXPENSES					
40-4	Ed Train Sem & Assc Exp	1,229	1,216	1,350	1,350
40-5	Business Exp & Mileage	346	353	350	350
41-1	Telephone	0	19	132	60
42-1	Postage & Freight Charges	48	48	100	50
45-2	Notary Fees	0	95	0	0
46-3	R & M - Office Equipment	1,364	1,364	1,481	1,481
46-4	R & M-Communication Equip	763	1,035	700	700
47-1	Printing & Binding	0	110	100	50
51-2	Office Supplies	1,571	1,405	2,000	2,000
51-4	Copy Paper & Supplies	241	190	350	300
51-5	Minor Office Equip & Furn	186	260	200	300
54-3	Books,Subsc,Prof Supplies	66	220	250	250
54-4	Memberships & Dues	156	160	165	170
TOTAL OPERATING EXPENSES		5,970	6,475	7,178	7,061
CAPITAL OUTLAY					
64-5	Office Furniture	0	0	0	5,250
TOTAL CAPITAL OUTLAY		0	0	0	5,250
DIVISION TOTAL		\$ 168,691	\$ 162,961	\$ 174,982	\$ 181,484

DEPARTMENT Public Works
COST CENTER Roads and Drainage
COST CENTER NO. 40-42

PRIMARY FUNCTION NARRATIVE

This Division provides maintenance programs which service the 23 centerline miles (49.37 lane miles) of dedicated roadways, drainage systems, right-of-ways, 70 medians, 6.95 miles of alleyways, 884 streetlights, 1,195 traffic control signs, 490 street name signs, and 1,501 trees. The Division conducts and documents National Pollution Discharge Elimination Systems (NPDES) inspections, repairs, and remedial work. Also, the Division provides underground utility location services through the Sunshine State One Call of Florida program.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$342,725	\$347,045	\$362,328	\$357,256
Operating	334,357	357,781	325,862	331,479
Capital	0	0	6,000	5,000
Other	0	0	0	0
General Fund Totals	\$677,082	\$704,826	\$692,190	\$693,735

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Roads and Drainage Supervisor	1	1	1	1
Crew Leader	1	1	1	1
Maintenance Worker II	4 ¹	4	4	4
Maintenance Worker I	0 ²	0	0	0
Total Number of Staff	6	6	6	6

¹ One Maintenance Worker II position transferred from Parks Division in FY 2010.

² One Maintenance Worker I position transferred to Parks Division in FY 2010.

DEPARTMENT	Public Works
COST CENTER	Roads & Drainage
COST CENTER NO.	40-42

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of stormwater structures maintained	633	628	626	626
No. of pavement (centerline) miles maintained	23.00	23.00	23.00	23.00
No. of street name signs maintained	482	482	490	490
No. of traffic control signs maintained	1091	1,084	1195	1195
No. of medians maintained	70	70	70	70
No. of trees on medians/right of ways maintained	1,521	1,521	1,521	1501
No. of miles of canals maintained	1	1	1	1
No. of miles of alleyways maintained	6.95	6.95	6.95	6.95
No. of underground utility locate ticket requests	606	558	600	600
No. of Capital Improvement Projects coordinated	4	3	2	3

EFFICIENCY MEASURES

Cost per capita for repair and maintenance of roads and drainage infrastructure	\$20.92	\$18.61	\$18.32	\$18.72
Cost per stormwater inlet cleaned	\$137.23	\$151.52	\$131.41	\$141.07
Labor cost per mile of alleyways maintained	\$2,434	\$3,128	\$2,471	\$2,492
Avg cost per s.f. of sidewalk repaired	\$9.99	\$8.72	\$9.29	\$9.29
Avg cost per underground locate request	\$17.18	\$17.10	\$18.08	\$18.08

EFFECTIVENESS MEASURES

% of inlets cleaned annually	17%	17%	19%	18%
% of trees trimmed	27%	13%	13%	13%

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Roads & Drainage</u>
COST CENTER NO.	<u>40-42</u>

GOALS & OBJECTIVES

Goal	Provide well maintained, safe, and healthy landscaping and streetscaping on City streets, sidewalks, right-of-ways, medians, and alleyways.
Objective	<ul style="list-style-type: none"> • Maintain quarterly review and updates of infrastructure databases (i.e. street lighting, traffic control signage, sidewalk and storm sewers). • Maintain 24 hour response to issues on public right of ways (i.e. illegal dumping, graffiti, drainage problems, traffic control signage repair and replacement, streetlight outage reports, pothole repairs, deceased animal removal and underground utility markings). • Maintain annual analysis of labor force allocation to assess proper time management and task prioritization. • Maintain annual roadway integrity inspections.
Goal	Provide a well maintained drainage system to enhance flood prevention.
Objective	<ul style="list-style-type: none"> • Maintain bi-annual field inspections of all drainage structures. • Increase intrusive aquatic vegetation removal functions from Canals from bi-annually to quarterly. • Maintain review of NPDES documentation at 4 times per year for data quality control.

DEPARTMENT Public Works
COST CENTER Roads & Drainage
COST CENTER NO. 40-42

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 244,330	\$ 235,953	\$ 247,985	\$ 252,765
14-1	Overtime	821	797	0	0
15-1	Special Pay	300	600	600	600
21-1	Fica Taxes	18,098	17,652	18,445	18,800
22-1	Retirement Contributions	12,196	12,492	7,488	7,152
22-2	FLC Gen Retirement	5,609	5,399	5,627	5,625
22-3	FLC Gen Retirement Match	2,036	1,900	2,814	2,811
23-1	Life & Health Ins - Employee	39,887	44,465	50,669	45,578
23-2	Dependent Insurance	7,276	8,819	10,034	4,405
23-3	Short Term Disability Pay	0	1,700	0	0
24-1	Worker's Compensation	12,172	16,507	18,368	19,217
24-2	City Shares Worker's Comp	0	761	0	0
25-1	Unemployment	0	0	298	303
TOTAL PERSONNEL SERVICES		342,725	347,045	362,328	357,256
OPERATING EXPENSES					
31-2	Engineering & Archit Fee	0	2,961	0	3,600
31-4	Physical Exams	0	0	0	140
40-5	Business Exp & Mileage	2,970	3,165	2,980	2,980
34-4	Other Contractual Service	345	11,146	1,600	1,100
34-41	DOC Service	56,671	58,590	59,235	60,941
40-4	Ed Train Sem & Assc Exp	2,257	1,119	1,814	1,609
43-2	Street Lights	169,385	166,088	169,600	169,480
43-5	Dumping Fees	40,637	22,037	24,977	21,823
44-1	Equipment Rental	1,621	448	300	300
52-3	Custodial, Liab & Chem Sup	3,608	2,915	3,550	3,550
52-5	Consumables & Small Tools	1,544	3,319	3,075	3,075
52-7	Medical Supplies	194	224	250	250
52-8	Uniforms & Clothing	1,726	1,212	1,660	1,680
53-1	Roads & Bridges	14,754	54,224	23,200	21,200
53-2	Traffic Control	11,312	3,114	6,150	5,950
53-3	Drainage	27,192	27,053	25,221	33,546
54-3	Books,Subsc,Prof Supplies	0	21	100	100
54-4	Memberships & Dues	141	145	150	155
TOTAL OPERATING EXPENSES		334,357	357,781	323,862	331,479
CAPITAL OUTLAY					
63-1	Roads and Bridges	0	0	6,000	0
64-8	Other Equipment	0	0	0	5,000
TOTAL CAPITAL OUTLAY		0	0	6,000	5,000
DIVISION TOTAL		\$ 677,082	\$ 704,826	\$ 692,190	\$ 693,735

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Vehicle Maintenance</u>
COST CENTER NO.	<u>40-43</u>

PRIMARY FUNCTION NARRATIVE

This Division is responsible for the repair, inspection, and maintenance of the City Fleet, which consists of 98 vehicles and 157 pieces of equipment. The Division performs routine in-house maintenance, coordinates warranty repairs with manufacturers, and major repairs with service companies.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$172,675	\$167,757	\$190,158	\$190,050
Operating	337,475	382,229	377,592	438,865
Capital	0	0	0	4,000
Other	0	0	0	0
General Fund Totals	\$510,150	\$549,986	\$567,750	\$632,915

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Vehicle Maintenance Supervisor	1	1	1	1
Mechanic	2	2	2	2
Total Number of Staff	3	3	3	3

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Vehicle Maintenance</u>
COST CENTER NO.	<u>40-43</u>

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of public safety patrol cars maintained	34	34	34	34
No. of administrative vehicles maintained	15	15	13	13
No. of med/light duty trucks/vans maintained	35	34	36	36
No. of heavy duty trucks maintained	4	5	5	5
No. of fire engines maintained	4	4	4	4
No. of ambulances maintained	4	4	4	4
No. of buses maintained	4	4	3	3
No. of small engine equipment maintained	143	156	157	157
No. of repair orders completed	1,290	1,258	1,300	1,300
No. of vehicle preventive maintenance (PM) services performed	213	300	280	280
No. of Capital Improvement Projects coordinated	1	1	1	1

EFFICIENCY MEASURES

Avg. cost per mile (all vehicles)	\$0.53	\$0.53	\$0.58	\$1.10
No. of vehicles maintained per mechanic	45	45	45	45
Avg. completed repair orders per mechanic	586	572	591	591
Avg. completed PM per mechanic	97	136	127	127

EFFECTIVENESS MEASURES

% of City vehicles receiving quarterly PM inspections	100%	100%	100%	100%
% of customers satisfied with service (based on customer survey)	100%	100%	100%	100%

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Vehicle Maintenance</u>
COST CENTER NO.	<u>40-43</u>

GOALS & OBJECTIVES

- Goal Provide safe, well maintained vehicles and equipment to support employees in the course of their duties in a cost effective manner.
- Objective
- Maintain readily available fuel supply and access to support uninterrupted operations for users.
 - Maintain quarterly review of fuel management system usage reports with all Departments.
 - Maintain small engine equipment usage reviews with Division Supervisors at 3 times per year.
- Goal Provide excellent customer service to internal customers.
- Objective
- Maintain 100% customer satisfaction survey rating.
 - Maintain a maximum of 1 hour response time to vehicle/equipment service calls during working hours.
 - Maintain bi-annual ASE certifications and other training programs to reduce the number of outsourced repairs for faster repair turn-around.

DEPARTMENT Public Works
COST CENTER Vehicle Maintenance
COST CENTER NO. 40-43

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 129,335	\$ 123,457	\$ 140,101	\$ 142,812
14-1	Overtime	189	189	0	0
15-1	Special Pay	450	600	900	900
21-1	Fica Taxes	9,755	9,660	10,293	10,491
22-1	Retirement Contributions	5,272	4,931	3,042	2,937
22-2	FLC Gen Retirement	3,432	2,072	4,149	4,231
22-3	FLC Gen Retirement Match	1,716	1,036	2,075	2,116
23-1	Life & Health Ins - Employee	17,653	20,395	25,335	22,789
23-2	Dependent Insurance	1,594	0	0	0
23-3	Short Term Disability Pay	0	1,500	0	0
24-1	Worker's Compensation	3,279	3,917	4,095	3,603
25-1	Unemployment Compensation	0	0	168	171
TOTAL PERSONNEL SERVICES		172,675	167,757	190,158	190,050
OPERATING EXPENSES					
34-4	Other Contractual Service	27,344	28,285	2,218	1,918
40-4	Ed Train Sem & Assc Exp	479	1,835	2,600	2,600
41-1	Telephone	111	126	126	120
43-5	Dumping Fees	996	610	750	750
44-1	Equipment Rental	110	0	200	200
44-2	Uniform Rental	1,150	1,169	1,163	1,822
46-2	R & M - Vehicles	76,371	65,929	67,000	67,000
46-21	R & M - Veh Other Contract	0	0	38,730	37,730
46-5	R & M - Other Equipment	14,994	11,961	14,200	13,500
46-51	R & M - Other Equip Contract	0	0	0	1,000
46-7	R & M - Computer Equip	2,113	4,078	2,000	2,000
49-3	Titles, Tags & Taxes	250	250	250	250
49-7	Computer Software & Prog.	1,499	1,608	1,610	1,610
52-1	Fuel & Lubricants	208,996	263,294	243,400	304,520
52-5	Consumables & Small Tools	2,349	2,253	2,000	2,500
52-7	Medical Supplies	0	0	50	50
52-8	Uniforms & Clothing	468	636	895	895
54-3	Books,Subsc,Prof Supplies	0	0	250	250
54-4	Memberships & Dues	245	195	150	150
TOTAL OPERATING EXPENSES		337,475	382,229	377,592	438,865
CAPITAL OUTLAY					
64-8	Other Equipment	0	0	0	4,000
TOTAL CAPITAL OUTLAY		0	0	0	4,000
DIVISION TOTAL		\$ 510,150	\$ 549,986	\$ 567,750	\$ 632,915

DEPARTMENT Public Works
COST CENTER Building Services
COST CENTER NO. 40-44

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, and 9 bus shelters. 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.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$184,425	\$189,871	\$193,321	\$193,600
Operating	388,138	400,168	398,882	420,805
Capital	648	6,805	0	3,100
Other	0	0	0	0
General Fund Totals	\$573,211	\$596,844	\$592,203	\$617,505

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Building Services Supervisor	1	1	1	1
Trades Worker/Electrician	1	1	1	1
Trades Worker	1	1	1	1
Total Number of Staff	3	3	3	3

DEPARTMENT	Public Works
COST CENTER	Building Services
COST CENTER NO.	40-44

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of office buildings maintained	8	8	8	8
No. of other buildings maintained	10	10	10	10
No. of total square feet maintained	119,600	119,600	119,600	119,600
No. of Capital Improvement Projects coordinated	2	4	3	2
No. of HVAC systems maintained	35	35	34	34
No. of building work orders completed	918	927	900	900
No. of service contracts coordinated	14	14	15	15

EFFICIENCY MEASURES

Avg. maintenance cost per s.f. of building	\$2.33	\$2.38	\$2.43	\$2.46
Avg. completed work orders per employee	367	371	360	360
Custodial costs per s.f.	\$1.53	\$1.54	\$1.58	\$1.60

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	<ul style="list-style-type: none"> • Maintain a 48 hour response time to work order requests. • Maintain daily monitoring and quarterly night inspections of custodial services to ensure vendor contract compliance. • Maintain total assessment of building infrastructure needs at 2 times per year. • Maintain monthly preventative maintenance/inspections of light fixtures, a/c filters, flags, fire sprinkler gauges, and vehicles, quarterly preventive maintenance/inspections of air compressors, and fire extinguishers, and annual preventive maintenance/inspections of hurricane shutters, shop tools, backflow devices, water fountains, bay doors, exhaust fans, fire extinguishers, and building roofs.
Goal	Pursue “green” initiatives that provide long term operating and maintenance cost savings.
Objective	<ul style="list-style-type: none"> • Maintain replacement of existing a/c systems with energy efficient units that use eco-friendly Freon. • Maintain procurement of eco-friendly materials (paints, cleaners, fluorescent bulbs, and other chemicals).

DEPARTMENT Public Works
COST CENTER Building Services
COST CENTER NO. 40-44

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 138,733	\$ 142,720	\$ 146,335	\$ 149,172
14-1	Overtime	301	0	0	0
15-1	Special Pay	1,650	2,300	2,300	2,300
21-1	Fica Taxes	10,721	11,040	11,341	11,557
22-1	Retirement Contributions	9,858	9,011	5,448	5,246
22-2	FLC Gen Retirement	2,030	2,131	2,203	2,246
22-3	FLC Gen Retirement Match	1,015	1,065	1,101	1,122
23-1	Life & Health Ins - Employee	15,218	15,413	17,555	15,680
23-2	Dependent Insurance	579	685	772	345
24-1	Worker's Compensation	4,320	5,506	6,090	5,753
25-1	Unemployment Compensation	0	0	176	179
TOTAL PERSONNEL SERVICES		184,425	189,871	193,321	193,600
OPERATING EXPENSES					
34-4	Other Contractual Service	123,609	126,030	99,856	104,608
40-4	Ed Train Sem & Assc Exp	1,015	345	1,855	1,720
41-1	Telephone	68,857	78,625	69,648	85,176
43-1	Electricity	133,783	130,992	133,680	133,680
43-4	Water & Sewer	31,912	32,279	32,364	33,276
44-1	Equipment Rental	0	8	200	200
46-1	R & M - Buildings	25,497	28,642	27,000	27,000
46-11	R & M Building Other Cont.	0	0	30,809	31,725
46-5	R & M - Other Equipment	30	110	200	150
52-3	Custodial, Lab & Chem Sup	538	1,009	800	800
52-5	Consumables & Small Tools	2,222	1,529	1,500	1,500
52-7	Medical Supplies	0	0	50	50
52-8	Uniforms & Clothing	675	539	820	820
54-3	Books,Subsc,Prof Supplies	0	60	100	100
TOTAL OPERATING EXPENSES		388,138	400,168	398,882	420,805
CAPITAL OUTLAY					
62-2	Public Safety Building	648	0	0	3,100
62-4	Community Hall	0	6,805	0	0
TOTAL CAPITAL OUTLAY		648	6,805	0	3,100
DIVISION TOTAL		\$ 573,211	\$ 596,844	\$ 592,203	\$ 617,505

DEPARTMENT Public Works
COST CENTER Parks and Grounds
COST CENTER NO. 40-46

PRIMARY FUNCTION NARRATIVE

This Division is responsible for the maintenance of 13 City Parks, landscaping care around 10 public buildings, 28 irrigation systems, 14 playground facilities and equipment, 9 athletic fields, 359 lights, 25 athletic courts, and 4,620 trees. The Division also conducts evening and week-end park patrol and provides support to City events.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$332,958	\$306,870	\$348,306	\$339,463
Operating	153,302	139,042	134,451	133,400
Capital	0	0	7,800	0
Other	0	0	0	0
General Fund Totals	\$486,260	\$445,912	\$490,557	\$472,863

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Parks Maintenance Supervisor	1	1	1	1
Crew Leader	1	1	1	1
Maintenance Worker II	2 ¹	1	1 ³	1
Maintenance Worker I	4	3 ²	3	3
Parks Attendant	0	2 PT	2 PT	2 PT
Total Number of Staff	8	6 FT / 2 PT	6 FT / 2 PT	6 FT / 2 PT

¹ One Maintenance Worker II transferred to Roads and Drainage Division in FY 2010.

² One Maintenance Worker I position was transferred from Roads and Drainage Division in FY 2010 and one position was eliminated in FY 2011.

³ One Maintenance Worker II position was eliminated in FY 2012.

DEPARTMENT	Public Works
COST CENTER	Parks and Grounds
COST CENTER NO.	40-46

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of parks maintained	13	13	13	13
No. of acres mowed in parks	67	67	67	67
No. of acres mowed for public buildings	11	11	11	11
No. of landscape cuts performed for sports turf fields	73	73	102	102
No. of landscape cuts performed for public building grounds	38	44	36	36
No. of landscape cuts performed for parks grounds	36	44	24	24
No. of athletic fields maintained	9	9	9	9
No. of athletic courts maintained	26	26	25	25
No. of playground areas maintained	14	14	14	14
No. of irrigation systems maintained	28	28	28	28
No. of trees maintained	4,407	4,636	4,700	4,750
No. of community events assisted	6	7	6	6
No. of capital improvement projects coordinated	2	1	3	1

EFFICIENCY MEASURES

Avg. cost per irrigation system to maintain	\$893	\$962	\$775	\$814
Avg. cost per athletic field to maintain	\$22,873	\$25,416	\$23,072	\$23,358
Avg. cost per acre to maintain (parks and buildings grounds)	\$6,218	\$5,717	\$6,373	\$6,227
Avg. cost per tree trimmed	\$24.56	\$24.30	\$25.84	\$25.84
Avg. cost per court maintained	\$780	\$849	\$1,218	\$1,218
Avg. cost per week to remove trash	\$1,108	\$1,095	\$905	\$905

EFFECTIVENESS MEASURES

% of monthly safety inspections completed at building and park grounds	100%	100%	100%	100%
% acres mowed according to schedules	91%	100%	100%	100%

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Parks and Grounds</u>
COST CENTER NO.	<u>40-46</u>

GOALS & OBJECTIVES

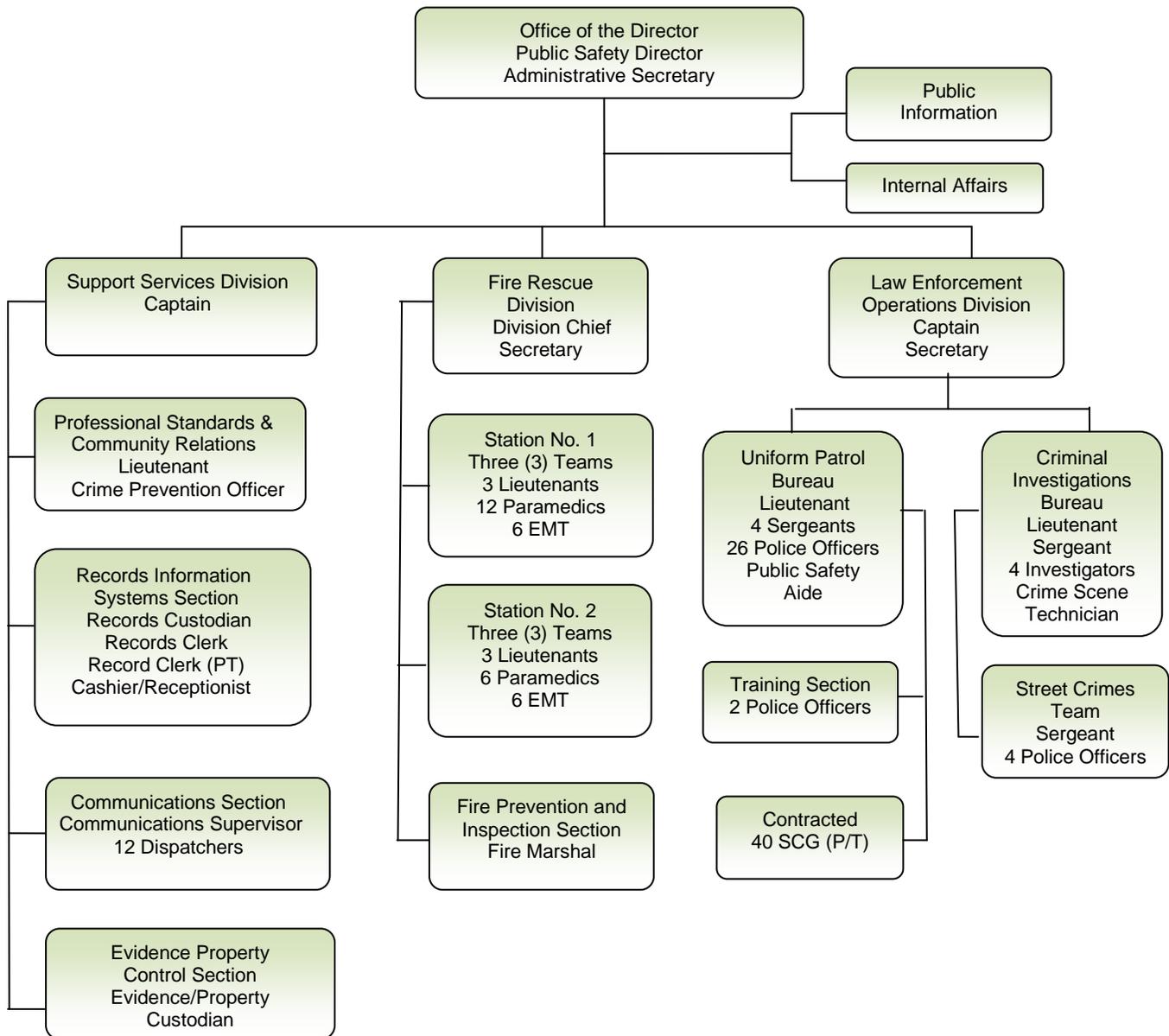
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|------------------------------|---|
| <p>Goal</p> <p>Objective</p> | <p>Provide clean, safe, and attractive public parks in order to offer a pleasant experience.</p> <ul style="list-style-type: none"> • Maintain monthly park and playground structure safety inspections. • Maintain 24 hour response to issues on parks and public building grounds (i.e. illegal dumping, graffiti, hole repairs, deceased animal removal and underground utility markings). • Maintain quarterly night time lighting inspections. • Maintain week night and weekend Park rentals and inspections. • Maintain annual labor force analysis to assess proper time management and task prioritization. |
| <p>Goal</p> <p>Objective</p> | <p>Provide a well maintained irrigation system to ensure a healthy landscape.</p> <ul style="list-style-type: none"> • Maintain irrigation map location updates whenever irrigation systems are modified. • Maintain repairs within 48 hours of initial reporting. |

DEPARTMENT	Public Works
COST CENTER	Parks and Grounds
COST CENTER NO.	40-46

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 236,484	\$ 202,013	\$ 223,071	\$ 227,856
13-1	Other Salary	694	20,310	22,306	22,532
15-1	Special Pay	350	600	800	800
21-1	Fica Taxes	17,422	16,936	18,160	18,530
22-1	Retirement Contributions	6,595	5,078	3,053	2,949
22-2	FLC Gen Retirement	8,502	6,503	8,288	8,472
22-3	FLC Gen Retirement Match	1,818	1,361	4,144	4,236
23-1	Life & Health Ins - Employee	44,726	42,568	50,669	45,578
23-2	Dependent Insurance	8,280	1,844	8,018	172
23-3	Short Term Disability Pay	250	725	0	0
24-1	Worker's Compensation	7,837	8,658	9,502	8,038
24-2	City Shared Worker's Comp.	0	274	0	0
25-1	Unemployment Compensation	0	0	295	300
TOTAL PERSONNEL SERVICES		332,958	306,870	348,306	339,463
OPERATING EXPENSES					
31-5	Physical Exams	0	0	0	70
34-4	Other Contractual Service	3,412	5,710	0	0
40-4	Ed Train Sem & Assc Exp	551	1,104	1,725	2,324
41-1	Telephone	0	0	66	66
43-1	Electricity	71,562	69,208	71,700	71,700
44-1	Equipment Rental	300	448	500	500
46-5	R & M - Other Equipment	16,614	16,293	12,600	11,500
46-6	R & M-Parks & Athletic Fd	8,311	16,334	11,250	11,250
46-61	R & M Parks Other Contract	0	0	4,000	3,500
52-2	Parks & Grounds Supplies	35,312	14,155	16,000	16,000
52-3	Custodial, Lab & Chem Sup	12,932	10,595	11,500	11,500
52-5	Consumables & Small Tools	1,978	2,151	1,650	1,650
52-7	Medical Supplies	82	127	150	150
52-8	Uniforms & Clothing	2,248	2,782	3,090	3,090
54-3	Books,Subsc,Prof Supplies	0	135	100	100
54-4	Memberships & Dues	0	0	120	0
TOTAL OPERATING EXPENSES		153,302	139,042	134,451	133,400
CAPITAL OUTLAY					
64-8	Other Equipment	0	0	7,800	0
TOTAL CAPITAL OUTLAY		0	0	7,800	0
DIVISION TOTAL		\$ 486,260	\$ 445,912	\$ 490,557	\$ 472,863

Department of Public Safety



Mission Statement

To improve the quality of life in Greenacres by working together with all citizens to protect life and property, to promote safety, to maintain public order and to preserve human rights.

Full Time Sworn:	49
Full Time Fire:	38
Full Time Civilian:	22
Part Time Civilian:	1
Total:	110

**DEPARTMENT OF PUBLIC SAFETY
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2012**

Office of the Director:

- Coordinated the purchase and installation of shoreline plugs for the Special Response Team Truck and Surveillance Van.
- Coordinated the purchase of laptop computers for Command Staff and Criminal Investigations personnel.
- Purchased Netmotion Licenses for members of the Command Staff, as well as Criminal Investigations Bureau members, to allow them access to their laptops outside of the building.
- Coordinated the purchase Mobil Wi-Fi devices for the Criminal Investigations Bureau to provide them with access to their laptop computers outside of the building.

Operations Division:

- Maintained and renewed efforts to provide traffic safety for the community which included Seat Belt, Red Light and Driving Under the Influence Enforcements.
- Participated in the Florida “Click It or Ticket” campaign, which awarded the Department ten-thousand dollars (\$10,000) in equipment and a trophy.
- Criminal Investigations Section (CIS)/Street Crimes Team (SCT) continued to conduct address verifications for sexual predators/offenders living in the City and provided liaison to Palm Beach County Sheriff’s Office Sexual Predator/Offender Tracking Unit.
- Continued participation in a County Multi-Agency Diversion Taskforce which resulted in \$64,870.00 being awarded to the Department of Public Safety in forfeiture funds.
- Four (4) surveillance cameras installed in additional locations, along with purchasing a DVR recorder and storage for captured video which utilized Jag Grants funds.
- Mandatory retraining requirements were successfully updated and completed for the officers whose certifications were expiring with Florida Department of Law Enforcement (FDLE).
- Utilized forfeiture funds for the following:
 - To replace the old police vehicle graphics and outfit all marked patrol vehicles with one consistent insignia.
 - Purchased a Computer Voice Stress Analyzer (CVSA) to assist with criminal investigations and pre-employment examinations.
 - Purchased the Analog/Digital Audio Receiver. It is an investigative tool utilized in investigative situations which is designed for body, worn personal protection and evidence gathering missions.
 - Purchasing workstations for Criminal Investigation Bureau to comply with Commission for Accreditation Standards.

Fire/Rescue Division:

- Continued the commitment to train residents and staff in Cardio Pulmonary Resuscitation (CPR), as well as continuing to conduct blood pressure screenings and other outreach programs.
- Partnered with Palm Beach County Health Department in administering over 100 Flu Vaccines to the residents and employees of the City of Greenacres and also reached out to the many schools in the area to promote fire safety, hosting 48 station tours and safety lectures.
- 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 12 students complete the program.
- Fire Marshal and Fire Rescue Personnel participated in Career Days and Safety Lectures at John I Leonard High School, Tradewinds Middle School, Chloee Lakes Elementary and Okeeheelee Middle School.

- Implemented new Advanced Life Support (ALS) Protocols with some of the most advanced procedures in the country being used.
- Received approximately \$6,274 in donations from both commercial and residential groups.
- Procured and put in service a new state of the art Fire Engine
- Received animal resuscitation kits donated by Diamond View Elementary School to be placed on all of our response vehicles. These kits will be instrumental in helping pets found in respiratory distress either from smoke and/or trauma.
- Received an Auto Pulse Automatic Cardiac Compression Device through Palm Beach County Emergency Medical services grant. This will be put on the 4th ALS vehicle, allowing us to have all vehicles with identical equipment.
- Received exemplary inspections from State of Florida EMS and Palm Beach County Emergency Management.
- Moved three (3) current employees from EMT to Paramedic status and in place was able to put in place four (4) new EMT employees and implemented a two (2) week in-house training program hitting all aspects of job requirements from EMS functions to Fire scenarios and practical applications.
- Worked with Palm Beach County Fire Rescue during this year assisting them implement their new Fire Data Management System. We were used as a beta test site allowing us to test and make suggestions for improvement allowing for a smooth transition into phase one of the program.
- An employee of the Fire Rescue Division received the Palm Beach County's prestigious EMS Provider of the Year Award.
- Updated and implemented all SOG's relating to the Fire Rescue Division.
- Participated and collected \$6,000 dollars during this year's Muscular Dystrophy Boot Drive.
- Updated and implemented the City's Life safety Code keeping us in compliance with State Statute.
- Have completed over 1,400 safety inspections within the City of Greenacres and Atlantis.
- Successfully investigated two (2) suspicious fires that were started by children and followed thru with sending those involved to a structured Fire Starters Program.

Support Services Division:

- Coordinated the implementation and installation of Next Generation 911 system.
- Purchased Power DMS software and uploaded General Orders, Personnel Manual and CBA. The system allows for digital versions and a system to track that personnel have read and understand a document.
- Improved building security by re-evaluating the card access system. New groups were created and members assigned based on actual need to access an area.
- Replaced the outside secured evidence area in order to meet accreditation standards.
- Began the process of evaluating the Department's General Orders to bring them up to par with accreditation standards and to eliminate outdated information.
- Initiated an accountability process for distributed traffic citations.
- Completed audits of the Evidence/Property Section, investigative funds and petty cash.
- Utilized forfeiture funds for the purchase of secured workstations for the Records Information Systems area to comply with Commission for Accreditation Standards.

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>50-51</u>

PRIMARY FUNCTION NARRATIVE

The Department's Administration is responsible for 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 Divisions and other City Departments, and collects data and compiles special reports as required.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$599,064	\$593,342	\$229,704	\$230,636
Operating	3,448	17,147	3,131	3,046
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$602,512	\$610,489	\$232,835	\$233,682

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Public Safety Director	1	1	1	1
Assistant Director	2	0	0	0
Administrative Secretary	1	1	1	1
Professional Stds/Comm Relation Lieutenant	0	1	0 ¹	0
Deputy Director	0	1	0 ²	0
Crime Prevention Officer	0	1	0 ¹	0
Total Number of Staff	4	5	2	2

¹ Position moved to Support Services

² Police Officer Position moved to Operations Division

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>50-51</u>

ACTIVITY/PERFORMANCE MEASURES

- Responsible for the oversight and direction of activities for the Public Safety Department.
- Prepares and administers the Department’s operating budget.
- Develops and implements Departmental procedures, rules and regulations.
- Coordinates the preparation of the various Public Safety grant applications.
- Coordinate the assistance of State, County and local jurisdictions where Public Safety activities are involved.
- Monitors and evaluates the efficiency and effectiveness of the delivery of Public Safety services.
- Coordinates the Investigation of Public Safety employee misconduct.
- Coordination of community programs, public information and other human relations functions.
- Coordinates the preparation of Departmental reports to the City Manager and City Council.
- Assists with union negotiations and administers the labor agreement.
- Coordinates recruitment and enlistment of highly qualified and motivated candidates.

GOALS & OBJECTIVES

- | | |
|-----------|---|
| Goal | Become accredited by the Commission for Florida Law Enforcement Accreditation. |
| Objective | <ul style="list-style-type: none"> • Update the Department’s General Orders to reflect the most up to date policies and practices of the organization. • Increase cooperation and coordination with other law enforcement agencies and other branches of the criminal justice system. |
| Goal | Provide outstanding service to our community. |
| Objective | <ul style="list-style-type: none"> • Maintain recruitment and the retention of a highly qualified, diverse workforce. • Increase customer service internally and externally. • Maintain professional standards through training, leadership, and mentoring. |

DEPARTMENT Public Safety
COST CENTER Office of the Director
COST CENTER NO. 50-51

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
11-1	Executive Salaries	\$ 115,383	\$ 118,819	\$ 118,337	\$ 120,674
12-1	Regular Salaries & Wages	328,044	249,313	48,807	49,753
12-2	Vac/Sick Payout	0	61,636	0	0
14-1	Overtime	0	134	0	0
15-1	Special Pay	4,938	11,783	2,080	2,080
21-1	Fica Taxes	29,967	28,119	12,353	12,593
22-1	Retirement Contributions	45,322	53,286	18,301	17,980
22-2	FLC Gen Retirement	2,319	2,376	2,440	2,488
22-3	FLC Gen Retirement Match	1,160	1,188	1,220	1,243
22-4	FLC P/S FF Retirement	28,874	8,089	0	0
23-1	Life & Health Ins - Employee	26,948	29,779	17,346	15,658
23-2	Dependent Insurance	8,957	15,999	4,477	3,833
24-1	Worker's Compensation	7,152	12,821	4,142	4,129
25-1	Unemployment Compensation	0	0	201	205
TOTAL PERSONNEL SERVICES		599,064	593,342	229,704	230,636
OPERATING EXPENSES					
31-4	Other Professional Service	0	9,200	0	0
40-4	Ed Train Sem & Assc Exp	1,800	1,882	1,700	1,700
40-5	Business Exp & Mileage	158	476	400	400
45-2	Notary Fees	0	0	100	0
48-2	Crime & Fire Prevention	0	701	0	0
51-5	Minor Office Equip & Furn	0	3,739	0	0
52-5	Consumables & Small Tool	51	0	0	0
52-8	Uniforms & Clothing	555	244	130	140
54-3	Books,Subsc,Prof Supplies	39	5	125	130
54-4	Memberships & Dues	845	900	676	676
TOTAL OPERATING EXPENSES		3,448	17,147	3,131	3,046
DIVISION TOTAL		\$ 602,512	\$ 610,489	\$ 232,835	\$ 233,682

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Operations Division</u>
COST CENTER NO.	<u>50-53</u>

PRIMARY FUNCTION NARRATIVE

The Operations Division is comprised of the Uniform Patrol Bureau, the Criminal Investigations Bureau, the Training Section and the Special Response Team. The Division is responsible for the general patrol of the City, the detection and prevention of criminal activity, the apprehension of law violators, both criminal and traffic, criminal and crime scene investigations, the gathering of intelligence, the processing of evidence and property, the training of all personnel within the Department, and supporting the Fire Rescue Division as needed. In addition, the Division through the Special Response Team handles any and all situations that are of a critical nature, and the Street Crimes Team addresses both street level and organized criminal enterprises.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$4,464,656	\$4,501,477	\$4,464,488	\$4,562,415
Operating	348,369	378,907	439,399	438,936
Capital	1,642	0	0	0
General Fund Totals	\$4,814,667	\$4,880,384	\$4,903,887	\$5,001,351

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Captain	2	1 ¹	1	1
Secretary	1	1	1	1
Watch Commander Lt	0	2	2	2
Sergeants	5	6 ²	6	6
Police Officers	34	30	30 ⁴	30 ⁴
Training Officer	0	1 ²	2	2
Investigator	4	4	4	4
Crime Scene Tech	1	1	1	1
Crime Prevention Officer	1	0 ³	0	0
Evidence Property Custodian	1	0 ³	0	0
Community Service Aide	0	0	1 ⁵	1 ⁵
Total Number of Staff	49	46	48	48

¹Position eliminated ²Position moved from Support Services ⁵Position Moved from Support Services
³Position moved to Support Services ⁴Position moved from Director

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Operations Division</u>
COST CENTER NO.	<u>50-53</u>

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
Total Calls for Service	22,764	20,242	18,170	20,392
No. of Persons Arrested	1,729	2,042	1,930	1,901
Total Traffic Crashes	1,144	1,189	1,346	1,226
Total Traffic Stops ⁴	N/A	N/A	5,174	5,200
Total Traffic Citations	6,819	6,952	8,576	7,449
Total Cases Investigated (CIB) ⁶	359	405	402	389
Cases Cleared (CIB) ⁶	236	237	214	229
Total No. of Cases Reviewed for Assignment	612	434	406	484
Crime Scenes Processed	44	55	192	97
Law Enforcement Training Hours	4,432	4,692	5,944	5,022
Fire Rescue Training Hours	2,041	1,960	1,692	1,898
Communications Training Hours	486	2,216	1,982	1,561
Open Range Sessions ²	5	5	12	12
UCR Part I Crimes ^{7,9} (per 1,000 pop.)	38	37	42	39
UCR Violent Crimes ^{7,9} (per 1,000 pop.)	5.5	5.7	6.2	5.8

EFFICIENCY MEASURES

No. of Officers	37	37	38	38
Calls per Officer (UPB) ¹	615	547	478	537
Cost per Call (UPB)	\$190	\$225	\$245	\$219
Cases per Investigator	89	101	101	98
Cost per Case Investigated	\$3,020	\$1,140	\$1,149	\$1,138
Cost per Crime Scene Processed	\$1,345	\$965	\$326	\$646
Hours of SRT Utilization ³	870	870	1,492	1,077
Training Cost per Employee	\$2,208	\$2,007	\$2,078	\$2,078

EFFECTIVENESS MEASURES

Average Response Time for Priority 1 Calls ⁵	51%	51%	5 min, 11 sec	5 min, 0 sec
Average Response Time for Priority 2 Calls ⁵	64%	60%	5 min, 30 sec	5 min, 0 sec
Average Response Time for Priority 3 Calls ⁴	N/A	N/A	4 min, 22 sec	5 min, 0 sec
Crashes per 1,000 Population	28.3	27.1	28.2	30.99
Clearance Rate on Cases Investigated	65%	59%	59%	59%
Clearance of Part I Crimes ^{8,9}	24.8%	28.4%	25.9%	26.4%

¹ Uniform Patrol Bureau³ Special Response Team⁵ Changed from % to Average response time⁷ Uniform Crime Reports⁹ Moved from Cost Center 50² Open Range held twice a month every other month⁴ Added in FY 2012⁶ Changed from Criminal Investigations Section to Criminal Investigations Bureau⁸ Uniform Crime Reports are measured in calendar years

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Operations Division</u>
COST CENTER NO.	<u>50-53</u>

GOALS & OBJECTIVES

- | | |
|-----------|---|
| Goal | Decrease traffic related crashes that result in personal injuries and property damages. |
| Objective | <ul style="list-style-type: none"> ● Maintain a minimum of three (3) Traffic Enforcement Details. ● 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. ● 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. ● Deploy a radar trailer in at least 12 locations identified where speeding violations are reported or identified. |
| Goal | Decrease repetitive crimes. |
| Objective | <ul style="list-style-type: none"> ● Identify, through crime analysis, law enforcement issues and deploy officers to address those concerns in an efficient and effective manner. ● Conduct Directed Patrol to specific areas to mitigate identified problems. ● Focus a variety of resources to address criminal concerns. |
| Goal | Maintain a clearance rate of at least 50% of assigned cases. |
| Objective | <ul style="list-style-type: none"> ● Assign and investigate crimes with solvability factors conducive to achieving successful results. ● Process a minimum of 75 crime scenes. |
| Goal | Decrease drug related crimes. |
| Objective | <ul style="list-style-type: none"> ● Increase the No. of Field Interrogation Reports from 250 to 300 to assist in the identification of possible criminal suspects. ● Procure at least two (2) search/arrest warrants. ● Take both covert and overt approaches to enforcement utilizing cooperative efforts (Uniform Patrol Bureau, Street Crimes Team and Special Response Team). |
| Goal | Increase the amount of error-free reports submitted in a timely manner. |
| Objective | <ul style="list-style-type: none"> ● Closely monitor the progress of reports and workload of each officer during shift. ● Develop a system that will identify officers that consistently submit inaccurate reports. ● Utilize senior and Field Training Officers to assist officers experiencing difficulty. |
| Goal | Continue to provide relevant, realistic training scenarios in conjunction with the most up-to-date training practices. |
| Objective | <ul style="list-style-type: none"> ● Provide necessary training to maintain discipline proficiencies and required certifications. ● Maintain a data base of all training to insure certifications are met. |

DEPARTMENT Public Safety
 COST CENTER Operations Division
 COST CENTER NO. 50-53

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 2,844,429	\$ 2,804,712	\$ 2,835,814	\$ 2,889,024
14-1	Overtime	103,151	183,441	136,443	138,530
15-1	Special Pay	82,064	83,148	86,100	155,260
21-1	Fica Taxes	213,965	217,750	218,147	227,011
22-1	Retirement Contributions	118,535	104,774	72,194	72,346
22-2	FLC Gen Retirement	4,685	2,202	5,244	3,718
22-3	FLC Gen Retirement Match	2,342	1,101	2,623	1,858
22-4	FLC P/S FF Retirement	616,687	582,800	497,197	526,606
23-1	Life & Health Ins - Employee	302,844	322,176	382,012	343,300
23-2	Dependent Insurance	99,820	104,423	126,600	100,513
23-3	Short Term Disability Pay	1,800	275	0	0
24-1	Worker's Compensation	62,535	89,244	98,523	100,508
24-2	City Shared Worker's	5,474	4,606	0	0
25-1	Unemployment Compensation	6,325	825	3,591	3,741
TOTAL PERSONNEL SERVICES		4,464,656	4,501,477	4,464,488	4,562,415
OPERATING EXPENSES					
31-4	Other Professional Service	304,057	298,503	0	0
34-4	Other Contractual Service	1,603	1,253	334,510	328,710
40-4	Ed Train Sem & Assc Exp	0	21,716	13,802	20,689
44-3	Other Rentals	3,144	5,066	5,300	5,300
45-2	Notary Fees	0	104	0	0
46-5	R & M - Other Equipment	5,102	5,988	15,624	13,683
48-2	Crime & Fire Prevention	1,428	0	0	0
49-5	Witness Fees, Info & Evid	3,543	1,127	4,500	4,500
49-7	Computer Software & Program	1,839	30	0	0
51-4	Copy Paper & Supplies	918	0	11,053	11,628
51-5	Minor Office Equip & Furn	932	632	500	1,820
52-3	Custodial, Lab & Chem Supplies	3,499	3,980	3,500	3,500
52-4	Ammo, Weapons, Cleaning	0	15,187	20,508	17,175
52-5	Consumables & Small Tools	453	1,526	1,900	1,932
52-8	Uniforms & Clothing	19,300	20,318	23,182	23,448
52-9	Tapes, Film & Film Supply	921	1,079	1,850	1,500
53-2	Traffic Control	965	515	455	1,796
54-3	Books, Subsc, Prof Supplies	145	1,473	2,000	2,350
54-4	Memberships & Dues	520	410	715	905
TOTAL OPERATING EXPENSES		348,369	378,907	439,399	438,936

DEPARTMENT Public Safety
COST CENTER Operations Division
COST CENTER NO. 50-53

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
	CAPITAL OUTLAY				
64-8	Other Equipment	1,642	0	0	0
	TOTAL CAPITAL OUTLAY	1,642	0	0	0
	DIVISION TOTAL	\$ 4,814,667	\$ 4,880,384	\$ 4,903,887	\$ 5,001,351

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Fire Rescue</u>
COST CENTER NO.	<u>50-55</u>

PRIMARY FUNCTION NARRATIVE

The Fire Rescue Division provides ALS-BLS Emergency Medical Treatment and Transport Services and Fire Suppression to the City of Greenacres and the City of Atlantis. The Division optimizes patient care by maintaining rapid response times, public education, health screenings, 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.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$4,530,767	\$4,429,815	\$4,405,610	\$4,429,784
Operating	119,004	117,555	153,451	151,547
Capital	981	1,043	0	0
Other	0	0	0	0
General Fund Totals	\$4,650,752	\$4,548,413	\$4,559,061	\$4,581,331

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Division Chief	1	1	1	1
Lieutenant	6	6	6	6
Firefighter/Paramedic	18	18	18	18
Firefighter/EMT	12	12	12	12
Fire Marshal	1	1	1	1
Secretary	1	1	1	1
Total Number of Staff	39	39	39	39

DEPARTMENT	Public Safety
COST CENTER	Fire Rescue
COST CENTER NO.	50-55

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
Total Calls for Service	4,777	4,804	4,890	4,823
Calls for Service to Atlantis ⁵	542	523	538	534
Fire Safety Inspections	1,326	1,424	1,452	1,401
CPR Classes Taught ¹	30	26	15	18
Blood Pressure Screenings	795	488	430	571
Patients Treated	4,690	4,919	5,165	4,925
Patients Treated Atlantis ⁵	456	493	490	480
Atlantis Transports ⁵	334	334	364	344
No. of ALS ² Transports	1,663	1,863	2,004	1,843
No. of BLS ³ Transports	657	832	1,028	839
Structure Fires	60	58	60	59
No. of Cardio Pulmonary Resuscitation Students Certified	156	96	88	113

EFFICIENCY MEASURES

Cost per Call for Service	\$974	\$986	\$932	\$958
Cost per Fire Inspection	\$72	\$78	\$79	\$77

EFFECTIVENESS MEASURES

Avg. Response Times for Fire Rescue Calls	4.4 min	5.4 min ⁴	6.2 min ⁴	6.2 min ⁴
ISO PPC Fire Rating	3	3	3	3

¹ Cardio Pulmonary Resuscitation

² Advanced Life Support

³ Basic Life Support

⁴ Computation Based on Fractional Reporting Criteria

⁵ Included in Total

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Fire Rescue</u>
COST CENTER NO.	<u>50-55</u>

GOALS & OBJECTIVES

Goal	Maintain quality emergency medical services.
Objective	<ul style="list-style-type: none"> • Monitor quality assurance standards by reviewing and critiquing all emergency medical responses. • Provide ongoing training to maintain required certifications. • Evaluate new technology as it relates to the EMS/Fire industry, and determine what equipment can best suit the Fire Rescue Division.
Goal	Continue to meet or exceed the response time criteria set by the Level of Service Committee.
Objective	<ul style="list-style-type: none"> • Provide immediate response to emergency fire rescue calls for service. • Monitor all emergency fire rescue dispatch times.
Goal	Decrease property loss and injury due to fire.
Objective	<ul style="list-style-type: none"> • Complete a minimum of 1,200 commercial/residential fire safety inspections. • Conduct a minimum of ten (10) fire safety presentations. • Conduct fire safety and code violation inspections.
Goal	Maintain fire rescue vehicles and related equipment, in optimum working condition.
Objective	<ul style="list-style-type: none"> • Insure that daily check off sheets are completed, indicating any deficiencies that need to be addressed. • Monitor the electronic format implemented to track and mitigate any continuing problems that affect the day to day operations as it relates to emergency apparatus.

DEPARTMENT Public Safety
COST CENTER Fire Rescue
COST CENTER NO. 50-55

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 2,610,913	\$ 2,655,391	\$ 2,632,775	\$ 2,659,990
14-1	Overtime	443,492	360,203	396,498	402,566
15-1	Special Pay	27,087	18,190	13,780	13,180
21-1	Fica Taxes	215,038	212,545	215,144	217,455
22-1	Retirement Contributions	121,277	106,054	80,588	76,006
22-2	FLC Gen Retirement	0	0	0	1,717
22-3	FLC Gen Retirement Match	0	0	0	858
22-4	FLC P/S FF Retirement	668,473	582,241	503,753	537,237
23-1	Life & Health Ins - Employee	252,439	281,851	321,042	288,309
23-2	Dependent Insurance	105,840	118,912	142,094	110,999
23-3	Short Term Disability Pay	7,125	3,500	0	0
24-1	Worker's Compensation	78,528	88,825	96,300	117,792
24-2	City Shared Worker's	555	2,103	0	0
25-1	Unemployment Compensation	0	0	3,636	3,675
TOTAL PERSONNEL SERVICES		4,530,767	4,429,815	4,405,610	4,429,784
OPERATING EXPENSES					
31-4	Other Professional Service	20	0	22,200	22,200
34-4	Other Contractual Service	22,686	22,639	1,260	2,200
40-4	Ed Train Sem & Assc Exp	0	0	12,967	9,544
42-1	Postage & Freight Charges	16	0	0	0
44-1	Equipment Rental	1,522	1,296	2,736	2,983
46-5	R & M - Other Equipment	16,951	19,075	21,704	20,675
48-6	Other Promo Activities	1,283	358	580	830
49-6	Miscellaneous Expense	1,700	2,097	800	1,665
49-7	Computer Software & Program	1,450	1,450	1,450	1,450
52-3	Custodial, Lab & Chem Supplies	1,958	2,660	2,000	2,000
52-5	Consumables & Small Tools	2,803	2,788	2,875	3,125
52-7	Medical Supplies	59,830	51,259	65,814	64,500
52-8	Uniforms & Clothing	6,892	11,969	17,200	18,280
52-9	Tapes, Film & Film Supply	660	751	600	600
54-3	Books, Subsc, Prof Supplies	823	833	825	1,055
54-4	Memberships & Dues	410	380	440	440
TOTAL OPERATING EXPENSES		119,004	117,555	153,451	151,547
CAPITAL OUTLAY					
64-8	Other Equipment	981	1,043	0	0
TOTAL CAPITAL OUTLAY		981	1,043	0	0
DIVISION TOTAL		\$ 4,650,752	\$ 4,548,413	\$ 4,559,061	\$ 4,581,331

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Support Services</u>
COST CENTER NO.	<u>50-57</u>

PRIMARY FUNCTION NARRATIVE

The Support Services Division, through the Communications Section, 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 Evidence/Property Control Section maintains inventory control of all evidence and property. The Division is also responsible for Internal Affairs, Professional Standards/Community Relations, Crime Prevention, recruitment and providing public information.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$1,328,457	\$1,145,553	\$1,539,145	\$1,464,875
Operating	223,203	192,071	186,700	190,874
Capital	5,875	6,007	9,570	1,265
General Fund Totals	\$1,557,535	\$1,343,631	\$1,735,415	\$1,657,014

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Captain	1	1	1	1
Lieutenant	0	0	1 ¹	1
Crime Prevention Officer	0	0	1 ¹	1
Evidence/Property Custodian	0	1	1	1
Communications Supervisor	1	1	1	1
Public Safety Dispatcher	12	12	12	12
Records Custodian	1	1	1	1
Records Clerk	2	1	1	1
Public Safety Aide	1	1	0 ²	0
Cashier/Receptionist	1	1	1	1
P/T Records Clerk	0	1	1	1
Sergeant	1	0	0	0
Training Officer	1	0	0	0
Total Number of Staff	21	20	21	21

¹ Position from Director ² Position moved to Operations

DEPARTMENT	Public Safety
COST CENTER	Support Services
COST CENTER NO.	50-57

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL⁶	FY 2012 PROJECTED	FY 2013 PROPOSED
Long Term CAD Calls ²	22,244 ¹	20,769	24,280	24,766
Admin Calls	85,688	78,060	74,166	75,649
911 Calls Received	17,709	18,452	19,264	19,649
DCF Referrals Reviewed	244	296	292	298
Evidence Transactions ⁴	N/A	N/A	3,356	3,423
Records Requests Processed	N/A	N/A	19,096	19,478

EFFICIENCY MEASURES

Avg. Long Term CAD Call Created per Dispatcher (12) ³	1,854	1,731	2,023	2,064
Avg. Telephone Calls per Dispatcher	8,616	8,043	7,786	7,941
Cost per Long Term CAD Call Created ⁵	\$37	\$41	\$31	\$30
Cost for Total Calls	\$10	\$9	\$8	\$8
Cost per 911 Calls Received	\$47	\$46	\$39	\$38

EFFECTIVENESS MEASURES

Avg. Answer Time of 911 Calls in Seconds	4.4	5	4.5	4.5
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¹ Fire Rescue calls extracted from total in FY 2010

² Replaces Total Case Numbers Created in CAD in FY 2012

³ Replaces Avg. Case Numbers Created per Dispatcher in FY 2012

⁴ Replaces Evidence Vault Audits in FY 2012

⁵ Replaces Cost per Call Dispatched in FY 2012

⁶ FY 2011 figures approximate due to changes in CAD and 911 systems

GOALS & OBJECTIVES

Goal Maintain a timely response to all 911 calls.

Objective • Maintain an Avg. call answer time of 7 seconds or less.

Goal Demonstrate compliance with the PBC Child Abuse Investigations Protocol.

Objective • Maintain a log of all DCF abuse reports received by the Department.
• Review response times on a monthly basis to determine compliance with protocol.

Goal Maintain the security and integrity of all evidence and property.

Objective • Conduct quarterly audits of the evidence vault to assess inventory control and documentation.
• Conduct quarterly destructions and or disposal of narcotics and evidence in accordance with Florida State Statute and Departmental guidelines.

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Support Services</u>
COST CENTER NO.	<u>50-57</u>

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 879,258	\$ 733,919	\$ 991,560	\$ 976,061
13-1	Other Salaries & Wages	28,339	54,981	79,504	80,312
14-1	Overtime	62,202	66,773	57,572	57,788
15-1	Special Pay	6,143	4,500	6,000	9,560
21-1	Fica Taxes	71,968	64,258	83,359	82,567
22-1	Retirement Contributions	72,438	34,118	37,667	35,028
22-2	FLC Gen Retirement	24,898	26,296	30,947	31,280
22-3	FLC Gen Retirement Match	9,928	11,666	15,475	15,641
22-4	FLC P/S FF Retirement	0	0	33,614	16,993
23-1	Life & Health Ins - Employee	127,957	121,914	152,672	122,316
23-2	Dependent Insurance	31,557	19,121	37,636	25,283
23-3	Short Term Disability Pay	4,800	1,800	0	0
24-1	Worker's Compensation	7,415	5,204	11,784	10,709
25-1	Unemployment Compensation	1,554	1,003	1,355	1,337
TOTAL PERSONNEL SERVICES		1,328,457	1,145,553	1,539,145	1,464,875
OPERATING EXPENSES					
34-4	Other Contractual Service	0	0	0	8,000
40-4	Ed Train Sem & Assc Exp	18,861	0	3,997	14,216
41-1	Telephone	32,156	34,535	42,834	34,559
42-1	Postage & Freight Charges	1,635	1,437	3,150	1,700
44-1	Equipment Rental	309	300	315	315
44-2	Notary Fees	0	99	0	0
46-3	R & M - Office Equipment	3,864	3,510	4,236	3,700
46-4	R & M - Communication Equip	54,358	52,100	58,287	58,772
46-5	R & M - Other Equipment	9,748	11,517	12,590	16,205
46-7	R & M - Computer Eq	12,942	9,681	11,744	11,400
47-1	Printing & Binding	1,995	1,733	2,300	2,300
48-2	Crime & Fire Prevention	0	0	1,200	1,700
49-7	Computer Software & Prog	54,050	59,395	25,871	13,659
51-2	Office Supplies	8,508	10,503	12,000	12,000
51-4	Copy Paper & Supplies	1,916	2,531	4,100	2,500
51-5	Minor Office Equip & Furn	57	92	0	0
51-7	Commemoratives	262	268	500	500
52-3	Custodial, Lab & Chem Supplies	362	423	350	350
52-4	Ammo, Weapons, Cleaning	19,999	3,662	0	0
52-5	Consumables & Small Tools	392	0	530	3,700
52-8	Uniforms & Clothing	1,579	285	1,846	1,398
54-4	Memberships & Dues	210	0	850	3,900
TOTAL OPERATING EXPENSES		223,203	192,071	186,700	190,874

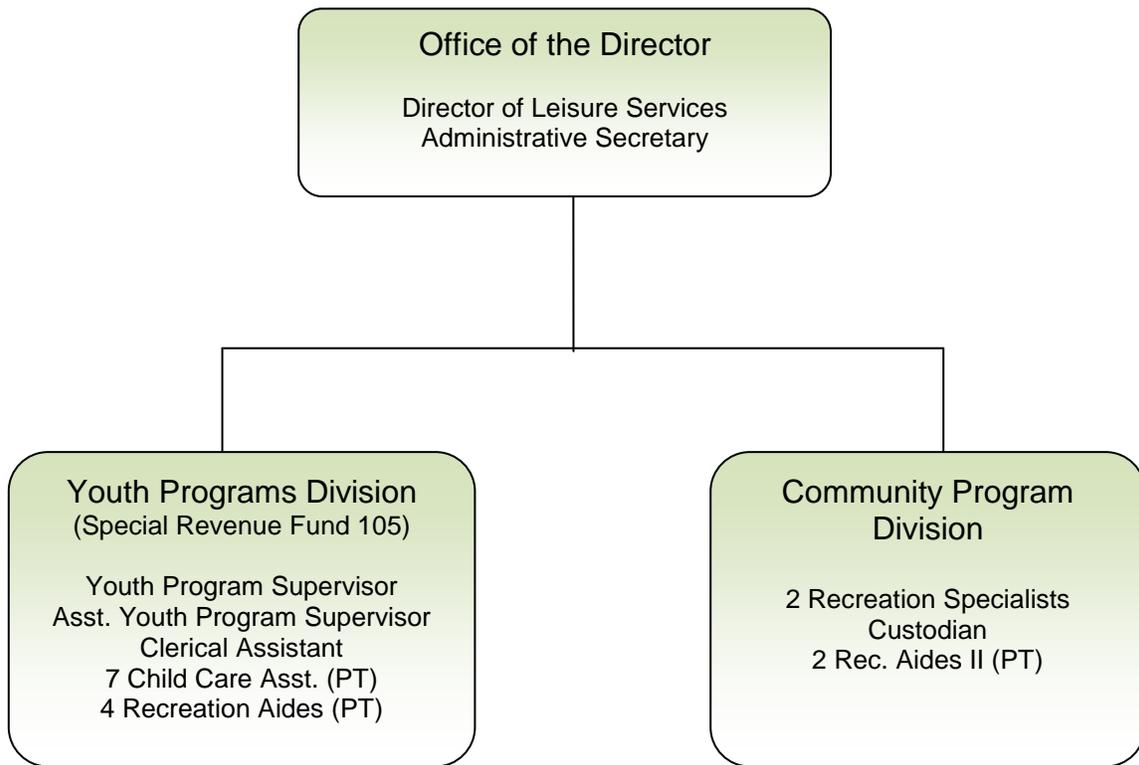
DEPARTMENT Public Safety
COST CENTER Support Services
COST CENTER NO. 50-57

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
CAPITAL OUTLAY					
63-3	Fencing	0	6,007	0	0
64-4	Communications Equipment	2,291	0	7,670	0
64-5	Other Furniture	3,584	0	1,900	0
64-8	Other Equipment	0	0	0	1,265
TOTAL CAPITAL OUTLAY		5,875	6,007	9,570	1,265
DIVISION TOTAL		\$ 1,557,535	\$ 1,343,631	\$ 1,735,415	\$ 1,657,014



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: 8
Part Time: 13

**DEPARTMENT OF LEISURE SERVICES
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2012**

Office of the Director:

- Coordinated 24 Independent Contractor Agreements for services such as; the FCAT Tutorial Program and for entertainment, food and craft vendors for community events.
- Processed 17,347 citizen requests inquiring about; classes, facility rentals, afterschool services, camps, trips, events, and athletic leagues.
- Received \$22,587.24 in revenue to offset direct and in-direct expenses for 5 City sponsored and three (3) co-sponsored community events.
- *PrimeTime Palm Beach County, Inc.* sponsored \$6,850 of in-kind activity enrichments; YMCA-\$600 (Zumba/Socci), The Center for Creative Education-\$1,750 (Air Brushing/Clowning Around/Lights, Camera, Action), The Literacy Coalition-\$500 (*Turning Bullies into Buddies curriculum*), Locomotion Theatre-\$4,000 (RIPLE—Respectful Interventions Program Learning Enhancement).
- Coordinated 4 Service Agreements/Contracts—2 of which generated \$320,140 in revenue; Family Central Inc. and the Florida Department of Health, Bureau of Child Care Food Program.
- Awarded 41 participants with prorated (25%, 50%, 75%) Youth Athletic Scholarship awards totaling \$1,875.00.

Community and Recreation Services:

- Organized two (2) Neighborhood events (the August Back-to-School Block Party and the November Thanksgiving Dinner) with over 980 households in attendance.
- The Center facilitated 742 rental reservations generating \$40,625.25, and was rented for 354 days by 6 different religious organizations generating an additional \$18,408.38.
- The Greenacres Historical Society utilized classrooms 12 times for Board meetings and events, and Veolia Environmental Services, Inc. utilized classrooms 3 times for training programs.
- Offered 12 senior day trips to the Kravis Center—serving an average of 48 participants per trip.
- Served a total of 772 youth through athletic programs (Flag Football - 94, Basketball - 180, Soccer - 228, Little League - 470)—60% were Greenacres residents.

Youth Programs:

- The FCAT Tutorial Program increased FCAT scores for 70% of all third grade students enrolled in 4 of the 5 levels.
- Provided 3 civic involvement opportunities by, decorating for the Senior Congregate Meal Program, collected \$700 for the American Cancer Society's *RELAY FOR LIFE* event and continue to conduct canned food drives for the Salvation Army.
- City Council recognized 9 students, earning 1,918 volunteer hours, with the President's Volunteer Services Awards in April.
- Achieved a 70% participation rate for members volunteering at 12 City-sponsored events/Block Parties/community service projects.
- Successfully passed 8 mandatory, unannounced program inspections from the Palm Beach County Health Department (4), the Florida Department of Health Child Care Food Program, the Summer Food Nutrition Program (1), and Family Central, Inc. (3).
- Obtained a Quality Improvement System (QIS) annual monitoring score of 4.75 out of a possible 5.
- Established the C.A.R.E.S. Junior Garden Club and planted a vegetable garden with the West Palm Beach Elks Club.
- Received \$3,000 in donations from *Twery's Estate Buyer's* for the Hot Spot program.

DEPARTMENT	<u>Leisure Services</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>60-61</u>

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.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$172,464	\$171,823	\$185,666	\$184,931
Operating	1,876	2,334	\$3,735	\$3,685
Capital	0	0	0	\$750
Other	0	0	0	0
General Fund Totals	\$174,340	\$174,157	\$189,401	\$189,366

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Director	1	1	1	1
Administrative Secretary	1	1	1	1
Total Number of Staff	2	2	2	2

DEPARTMENT	<u>Leisure Services</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>60-61</u>

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of Serv. Agreements/Contracts	5	4	4	4
No. of Collaborative Partnerships	20	16	16	16
No. of Independent Contractor Agreements Coordinated	32	21	21	22
No. of Citizen Requests Processed	10,500	13,350	12,870	12,920

EFFICIENCY MEASURES

Avg. Cost per Contract Coordination	\$8,235	\$5,947	\$6,059	\$6,200
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EFFECTIVENESS MEASURES

% of Projected Funding Reimbursements	88%	96%	97%	97%
% Customers Satisfied with Service	96%	89%	92%	95%

GOALS & OBJECTIVES

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

Objective

 - Maintain bi-monthly supervisor and quarterly department meetings to review operational procedures, contract compliance, programs, events, policies, licensing regulations and the Emergency Management Plan.
 - Maintain collaborative partnerships with 16 local organizations, schools and area businesses.

- Goal** To provide sustainable community programs through enhanced marketing strategies in order to generate new customers and assist program’s self-sufficiency.

Objective

 - Maintain the level of revenues equal to expenses for all activities.

- Goal** To provide a range of recreational activities and facilities, serving all age groups in order to retain customers and community involvement.

Objective

 - Maintain 6 community events (3 City sponsored & 3 Co-sponsored) and 11 programs operated throughout 7 City facilities.
 - Increase satisfactory customer service rating from 92% to 95%.

DEPARTMENT Leisure Services
COST CENTER Office of the Director
COST CENTER NO. 60-61

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
11-1	Executive Salaries	\$ 88,940	\$ 89,785	\$ 91,800	\$ 93,607
12-1	Regular Salaries & Wages	34,862	29,546	36,927	37,636
14-1	Overtime	56	0	0	0
15-1	Special Pay	4,140	4,320	4,320	4,320
21-1	Fica Taxes	8,688	8,401	9,220	9,394
22-2	FLC Gen Retirement	6,166	6,000	6,437	6,562
22-3	FLC Gen Retirement Match	3,083	3,000	3,219	3,282
23-1	Life & Health Ins - Employee	13,618	15,144	17,212	15,521
23-2	Dependent Insurance	12,645	14,090	16,035	14,167
23-3	Short Term Disability Pay	0	1,225	0	0
24-1	Worker's Compensation	266	312	342	285
25-1	Unemployment Compensation	0	0	154	157
TOTAL PERSONNEL SERVICES		172,464	171,823	185,666	184,931
OPERATING EXPENSES					
40-4	Ed Train Sem & Assc Exp	628	253	1,270	1,420
40-5	Business Exp & Mileage	0	0	60	60
45-2	Notary Fees	0	95	0	0
48-1	City Publicity	413	550	550	650
51-2	Office Supplies	318	751	1,200	900
51-4	Copy Paper & Supplies	27	135	0	0
51-5	Minor Office Equip & Furn	0	0	100	100
54-4	Memberships & Dues	490	550	555	555
TOTAL OPERATING EXPENSES		1,876	2,334	3,735	3,685
CAPITAL OUTLAY					
64-5	Office Furniture	0	0	0	750
TOTAL CAPITAL OUTLAY		0	0	0	750
DIVISION TOTAL		\$ 174,340	\$ 174,157	\$ 189,401	\$ 189,366

DEPARTMENT Leisure Services
COST CENTER Community and Recreation Programs
COST CENTER NO. 60-65

PRIMARY FUNCTION NARRATIVE

This Division provides an array of opportunities to enrich the lives of our citizens by providing community events; class, facility and field rentals; recreational athletic leagues; and senior trips in an effective, efficient and quality manner. The Division coordinates Neighborhood Events, the Little League and Athletic Provider Agreements, management and execution of the Youth Athletic Scholarship program, and collaboration with local organized sports providers. The Division also coordinates all marketing for the Department through press releases, website, City Link publications, and the marquees.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011* ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$217,106	\$151,386	\$184,115	\$167,438
Operating	87,404	87,520	\$110,485	\$114,809
Capital	0	2,349	0	\$800
General Fund Totals	\$304,510	\$241,255	\$294,600	\$283,047

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011* ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Recreation Supervisor	2	0	0	0
Recreation Specialist	1	2	2	2
Cashier/Receptionist	0	0	0	0
Custodian	1	1	1	1
Recreation Assistant (PT)	0	0	0	0
Recreation Aide II (PT)	3	2	2	2
Camp Personnel (Seasonal)	0	0	0	0
Total Number of Staff	4 FT/3 PT	3 FT/2 PT	3 FT/2 PT	3 FT/2 PT

*Combined cost centers for Recreation Services and Community Programs (also combined previous years Personnel and Operating Expenditures).

DEPARTMENT Leisure Services
COST CENTER Community and Recreation Programs
COST CENTER NO. 60-65

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of Community Events	6	7	6	6
No. of Neighborhood Events	2	2	2	2
No. of Senior Trips Scheduled	6	6	6	6
No. of Athletic Leagues Organized	4	4	8	4
No. of Youth Athletic Participants	359	416	430	480
No. of Classroom Rentals	701	810	878	875
No. of Pavilion Rentals	29	86	67	65
No. of Field Rentals	642	552	630	635

EFFICIENCY MEASURES

Avg. Cost per Event	\$5,023	\$2,915	\$2,400	\$2,500
Avg. Cost per Classroom Rental	\$57	\$59	\$50	\$55
Avg. Cost per Youth (Athletics)	\$69	\$56	\$83	\$85
Avg. Cost per Field Rental	\$54	\$48	\$45	\$48
Avg. No. of Participants per Sr. Trip	62	69	47	48

EFFECTIVENESS MEASURES

% of Revenue from Rentals	16%	43%	20%	20%
% of event costs covered by sponsorships/donations	68%	55%	50%	50%
% of Households at Neighborhood Events	34%	53%	50%	50%

GOALS & OBJECTIVES

- Goal** To increase the participation in the Greenacres youth athletic programs in order to reduce childhood obesity and juvenile crime.
- Objective**
- Maintain resident participation at fifty (50%) through program marketing and promotion of the Youth Athletic Scholarship Program.
 - Reduce juvenile-related crime by increasing the open gym timeframe for community youth from 8 to 12 hours weekly.
- Goal** To provide opportunities for Greenacres residents that promote a healthy and active lifestyle and build a unified community.
- Objective**
- Maintain 6 Community Events and 2 Neighborhood Events.
 - Maintain the number of Senior trips (Adults @ Leisure) at 6.

DEPARTMENT Leisure Services
COST CENTER Community and Recreation Programs
COST CENTER NO. 60-65

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
12-1	Regular Salaries & Wages	\$ 120,597	\$ 91,028	\$ 98,173	\$ 100,045
13-1	Other Salaries & Wages	43,219	17,433	35,892	20,421
14-1	Overtime	5,014	5,213	4,799	4,895
15-1	Special Pay	2,810	0	0	0
21-1	Fica Taxes	12,929	8,637	10,206	9,214
22-2	FLC Gen Retirement	6,027	3,492	4,788	5,248
22-3	FLC Gen Retirement Match	2,646	1,746	2,394	2,624
23-1	Life & Health Ins - Employee	19,345	21,660	25,335	22,789
23-2	Dependent Insurance	1,569	342	386	391
24-1	Worker's Compensation	1,612	1,776	1,975	1,661
25-1	Unemployment Compensation	1,338	59	167	150
TOTAL PERSONNEL SERVICES		217,106	151,386	184,115	167,438
OPERATING EXPENSES					
31-4	Other Professional Svc	6,701	714	3,684	640
34-4	Other Contractual Service	2,328	21,786	34,400	28,160
40-1	Senior Trips	12,187	15,033	14,826	11,802
40-4	Ed Train Sem & Assc Exp	22	7	980	980
40-5	Business Exp & Mileage	114	0	276	276
41-1	Telephone	118	106	30	30
42-1	Postage & Freight Charges	2	28	75	75
46-3	R & M - Office Equipment	1,588	2,349	2,725	1,501
46-5	R & M - Other Equipment	4,070	1,490	2,980	3,350
47-1	Printing & Binding	8,743	8,750	9,000	9,360
48-17	Neighborhood Assoc. Prog	2,031	1,177	1,000	1,000
48-3	Other Community Events	1,736	1,835	2,595	2,167
48-34	Egg Hunt	2,431	3,027	3,275	2,664
48-35	Mayor's Cup	5,542	0	0	0
48-4	July 4th Event	16,802	18,937	17,723	18,186
48-71	L/S Sponsoring Exp	2,512	1,916	3,000	4,000
48-9	Organized Athletics	60	0	0	0
48-91	Youth Athletics	10,157	0	0	15,794
49-7	Computer Software & Prog.	1,626	1,782	2,110	1,800
51-2	Office Supplies	1,457	374	410	0
51-4	Copy Paper, Printer Supplies	348	381	400	400
51-5	Minor Office Equip & Furn	1,158	1,555	4,213	4,484
52-3	Custodial, Lab & Chem Supplies	3,757	4,272	4,276	4,958
52-5	Consumables & Small Tool	709	567	1,050	0
52-6	Recreation Supplies	592	640	550	2,217

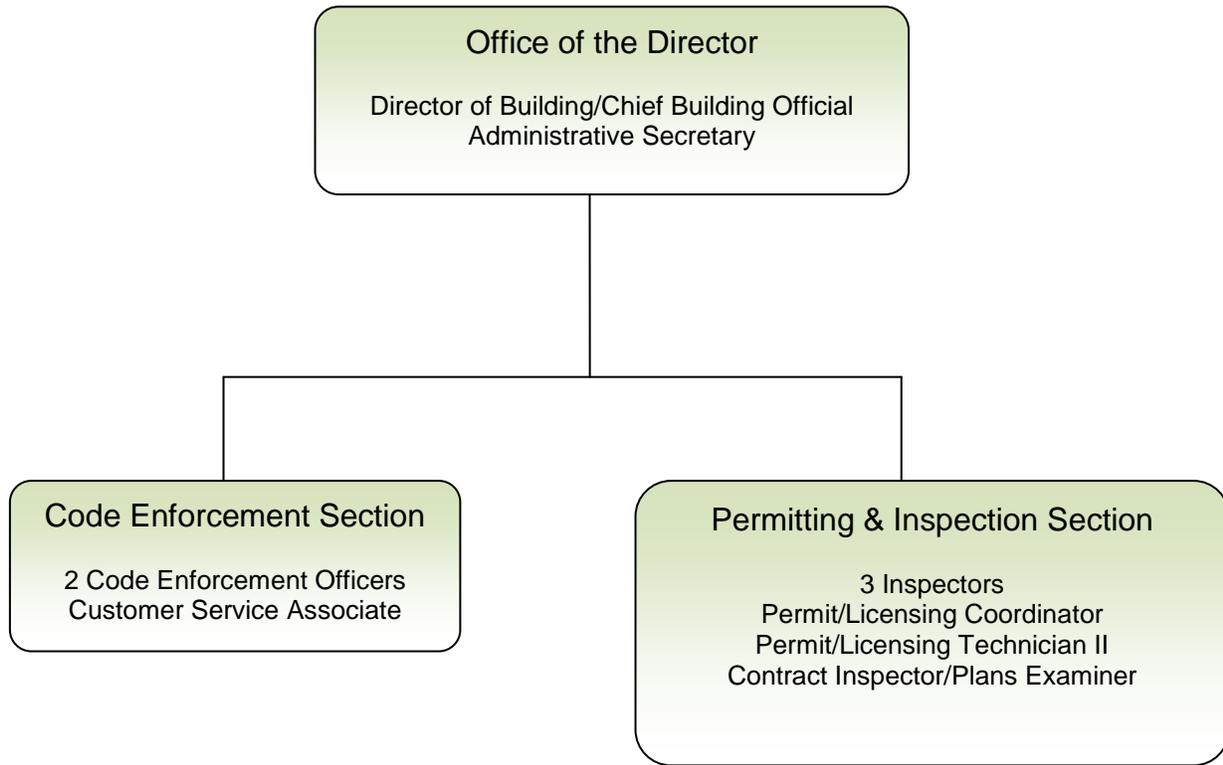
DEPARTMENT Leisure Services
 COST CENTER Community and Recreation Programs
 COST CENTER NO. 60-65

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
OPERATING EXPENSES CONT.					
52-7	Medical Supplies	110	331	375	375
52-8	Uniforms & Clothing	173	323	252	290
54-4	Memberships & Dues	330	140	280	300
TOTAL OPERATING EXPENSES		87,404	87,520	110,485	114,809
CAPITAL OUTLAY					
64-8	Other Equipment	0	2,349	0	800
TOTAL CAPITAL OUTLAY		0	2,349	0	800
DIVISION TOTAL		\$ 304,510	\$ 241,255	\$ 294,600	\$ 283,047



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

**DEPARTMENT OF BUILDING
HIGHLIGHTS OF ACCOMPLISHMENTS FOR FISCAL YEAR 2012**

- Amended Chapter 4, “Buildings and Building Regulations”, to include the 2010 Florida Building Code, the Amendments to Chapter One of the 2010 FBC, and the 2012 Greenacres Property Maintenance Code.
- Implemented improved Business Tax Receipt (BTR) processes due to revisions of city code Chapter 8. Improvements include issuing most BTRs over-the-counter and separating rental properties to have an individual BTR for each property by property control number.
- Created a spreadsheet used by the public on our website that facilitates disseminating roof permit information for insurance discount windstorm mitigation inspections.
- Participated in City Government Week creating and performing a puppet show demonstrating the importance of fire safety as well as explaining the building permit process for students.
- Combined several databases including “commercial addressing log”, “plaza hours” and “alcohol use” to centralize the system, improve efficiency and reduce database maintenance time. Provided use of these databases to several other departments.
- Scanned and indexed over 16,000 pages of permits, code cases, business tax receipts, and miscellaneous records into the Laserfiche system.
- Officially destructed twenty eight (28) boxes of hard copy records that met retention limits including scanned permits, code cases, architectural plans, business tax receipt applications and out-of-business files. Additionally placed 1,400 code enforcement case records dating back to 1986 into the Laserfiche Z Destruct folder.
- Implemented a new format to show multiple subclasses on the printed business tax receipt.
- Completed address corrections in New World Systems GEO Property Master database to comply with addressing standards and in preparation for transfer to new city software system.
- Created a query to identify and exempt Real Estate Sales Associates and Broker Associates from Business Tax Receipt renewal in the New World Systems Licensing Module in conformance with FS 205.067.
- Assisted in the Great American & International Coastal cleanups organizing and helping volunteers to cut grass and remove trash and debris from several abandoned homes and right-of-ways.
- Assisted Leisure Services with distributing Back to School Block Party flyers.
- Created and submitted required policy and procedures for NPDES illicit discharge inspection and storm-water erosion control for construction activities. Participated in the FDEP audit of the city’s NPDES activities.
- Two inspectors and the Building Official received Federal Lead Based Paint Renovators Certification. The Building Official also obtained a Level One Code Enforcement Certification. The Administrative Secretary received a certificate in Public Records Management. The Permit Licensing Coordinator was elected as Secretary to the State Board of the Florida Association of Business Tax Officials.

DEPARTMENT	<u>Building</u>
COST CENTER	<u>Building</u>
COST CENTER NO.	<u>72-72</u>

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.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Personnel Services	\$681,663	\$680,245	\$704,331	\$739,256
Operating	16,144	10,700	16,883	16,107
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$697,807	\$690,945	\$721,214	\$755,363

PERSONNEL STAFFING

POSITION TITLE	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Dir. of Building/Chief Building Official	1	1	1	1
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	0.5	0.5	0
Customer Service Associate ²	0	0	0	1
Administrative Secretary	1	1	1	1
Total Number of Staff	10	9.5	9.5	10

¹ Full time position funded 50% in Building Department and 50% in Department of Administration as Office Assistant.

² Position reclassified from Permit/Licensing Tech 1 and no longer 50% in Department of Administration.

DEPARTMENT	Building
COST CENTER	Building
COST CENTER NO.	72-72

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
Permits Issued	2,025	2,102	2,100	2300
Inspections	6,790	6,768	6,600	6,900
Permit Value (Million\$)	\$18	\$10.7	\$15	\$16
Business Tax Receipts	1,634	1,640	1,640	1,650
Contractor Registrations	1,088	1,127	1,100	1,125
Code Enforcement Inspections	3,094	2,670	2,300	2,100
Code Enforcement Violations	2,340	2,400	2,250	2,200
Code Enforcement Cases	760	721	700	725

EFFICIENCY MEASURES

Avg. cost per permit to process	\$36.87	\$35.56	\$35.56	\$32.47
Avg. Building inspections per day per inspector	10	11	10	10
Avg. cost per inspection	\$22.40	\$22.30	\$24.32	\$23.27
Avg. process time per Business in minutes	26.27	26.49	26.10	25.77
Avg. cost per code enforcement case	\$281	\$267.53	\$305.75	\$295.21
Avg. cost per code enforcement violation	\$92.91	\$90.58	\$96.62	\$98.82

EFFECTIVENESS MEASURES

% of permits reviewed within target time	99%	99%	99%	99%
% of inspections completed within 24 hrs.	99%	99%	99%	99%
% of C.E. cases brought into voluntary compliance	88%	90%	90%	91%
Insurance Services Organization BCEGS residential score	4	4	4	4
Insurance Services Organization BCEGS Commercial score	3	3	3	3

DEPARTMENT	Building
COST CENTER	Building
COST CENTER NO.	72-72

GOALS & OBJECTIVES

- Goal To provide efficient services to protect the health and safety of City residents.
- Objective
- Maintain rate of reviewing and processing permits within targeted time frames at 99%.
 - Improve the Insurance Services Office (ISO) Building Code Effectiveness Grading Schedule (BCEGS) classification to a 3 for residential and maintain a 3 for commercial by increasing educational hours and improving reports to match ISO requirements.
 - Increase NPDES public outreach activities/events from 2 to 4 per year.
- Goal To provide efficient services to maintain a high level of customer satisfaction.
- Objective
- Maintain rate of performing inspections within 24 hours at 99%.
 - Maintain 80% rate of issuing a Business Tax Receipt over-the-counter.
 - Increase permit data website update from biennially to quarterly.
- Goal To provide efficient Code Enforcement to maintain a safe and attractive community.
- Objective
- Increase recording of Board Orders from 1% to 15% of cases brought before the board.
 - Decrease the number of Certified mail and Postings by 20%.
 - Decrease average time between Board Order to Certification of Fine Hearing by an average of 15%.

DEPARTMENT	Building
COST CENTER	Building
COST CENTER NO.	72-72

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
PERSONNEL SERVICES					
11-1	Executive Salaries	\$ 65,870	\$ 66,882	\$ 68,402	\$ 76,564
12-1	Regular Salaries & Wages	422,188	417,005	427,066	456,713
15-1	Special Pay	4,390	5,320	5,320	5,320
21-1	Fica Taxes	34,156	34,061	34,554	37,163
22-1	Retirement Contributions	14,162	13,553	8,052	7,861
22-2	FLC Gen Retirement	17,303	16,665	17,196	18,848
22-3	FLC Gen Retirement Match	8,651	8,333	8,598	9,427
23-1	Life & Health Ins - Employee	66,674	70,600	80,430	76,207
23-2	Dependent Insurance	39,666	39,190	44,587	42,014
23-3	Short Term Disability Pay	775	0	0	0
24-1	Worker's Compensation	7,828	8,636	9,531	8,499
25-1	Unemployment Compensation	0	0	595	640
TOTAL PERSONNEL SERVICES		681,663	680,245	704,331	739,256
OPERATING EXPENSES					
34-4	Other Contractual Service	7,047	259	4,500	3,750
40-4	Ed Train Sem & Assc Exp	2,664	2,312	3,700	3,700
40-5	Business Exp & Mileage	196	301	198	275
42-1	Postage, Frt & Exp Charges	0	0	50	50
45-2	Notary Fees	303	95	160	160
46-2	R & M - Vehicles	0	0	90	90
46-3	R & M - Office Equipment	343	343	382	382
46-4	R & M - Communication Equip	0	0	200	200
47-1	Printing & Binding	171	510	100	450
49-7	Computer Software & Prog.	2,196	2,196	2,308	2,308
51-2	Office Supplies	2,100	2,192	2,900	2,500
51-4	Copy Paper & Supplies	99	7	150	150
51-5	Minor Office Equip & Furn	212	163	200	400
52-5	Consumables & Small Tools	4	1,181	200	250
52-8	Uniforms & Clothing	58	229	200	300
54-2	Code Supplements & Update	0	145	700	0
54-3	Books,Subsc,Prof Supplies	61	45	100	250
54-4	Memberships & Dues	690	722	745	892
TOTAL OPERATING EXPENSES		16,144	10,700	16,883	16,107
DIVISION TOTAL		\$ 697,807	\$ 690,945	\$ 721,214	\$ 755,363

NON-DEPARTMENTAL

Non-departmental expenditures are used to account for centralized City wide expenditures that are not included in department budgets.

The Insurance Cost Center is used to account for the City’s insurance premium for property, causality and liability insurance. This policy includes all City properties, parks, equipment and vehicles.

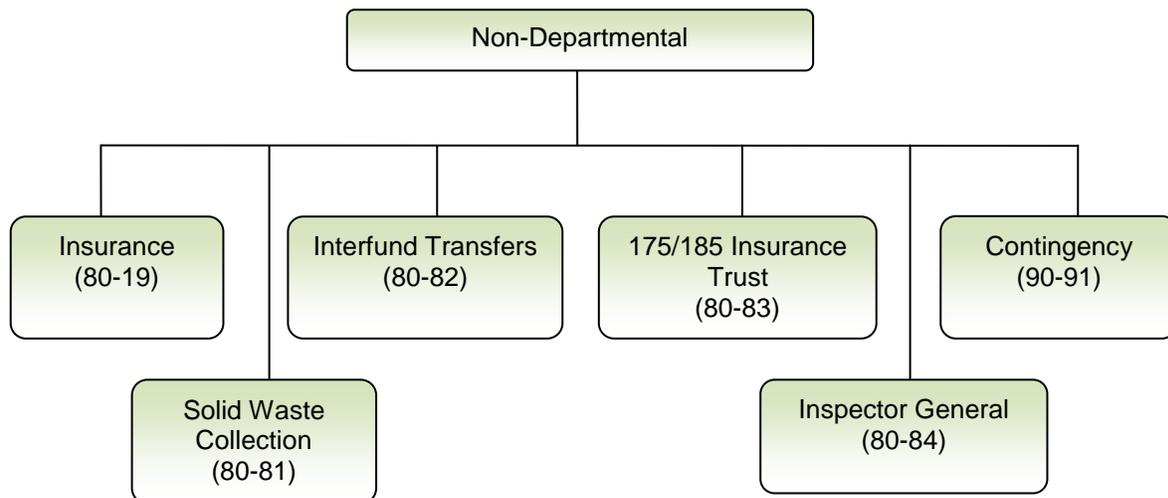
The Solid Waste Collection Cost Center is used to account for payments for solid waste contractual service. This contract provides for the bi-weekly garbage pickup and once a week recycling, vegetative waste and bulk pickup. Residential customers are billed directly from the City on a semi-annual basis for this service. The current service provider for this service is Veolia ES Solid Waste Services, Inc.

The Interfund Transfer Cost Center is used to transfer resources from the General Fund to adequately support any of the other funds. Currently the City transfers resources to support the Debt Service Fund.

The 175/185 Insurance Trust Cost Center transfers the premium distribution from the State for Insurance tax premium to the Public Safety Officers/Firefighters Pension Plan. These funds are immediately transferred upon receipt.

The Inspector General Cost Center is used to expend the City’s portion of the cost for the Palm Beach County Office of Inspector General. This county charter amendment was approved by the voters.

The Contingency Cost Center is used to fund any unanticipated expenditures, such as the costs associated with hurricanes. Authorization for use of this fund is limited to City Council approval.



DEPARTMENT Non-Departmental
COST CENTER Insurance
COST CENTER NO. 80-19

PRIMARY FUNCTION NARRATIVE

This cost center funds the City’s insurance premium for property, causality and liability insurance and the payments of repairs to the City’s fleet of vehicles damaged and covered under insurance.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Property, Liab & Fleet	\$407,646	\$334,512	\$414,240	\$414,240
Insurance Claim Repr	11,226	7,624	11,000	11,000
General Fund Totals	\$418,872	\$342,136	\$425,240	\$425,240

ACTIVITY/PERFORMANCE MEASURES

Not Applicable.

DEPARTMENT Non-Departmental
COST CENTER Solid Waste Collection
COST CENTER NO. 80-81

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 pickup.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Solid Waste Coll & Disp	\$1,038,280	\$1,045,215	\$1,048,513	\$1,048,513
General Fund Totals	\$1,038,280	\$1,045,216	\$1,048,513	\$1,048,513

ACTIVITY/PERFORMANCE MEASURES

16,739 residential units served as of May 31, 2012.

DEPARTMENT Non-Departmental
COST CENTER Interfund Transfers
COST CENTER NO. 80-82

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. In FY 2013, \$410,000 will be transferred to the Municipal Complex Debt Service Fund.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Fund tran-CARES	\$40,000	\$0	\$0	\$0
Fund 209 Substation	400,000	0	0	0
Fund 211-Mun Complex	800,000	410,000	410,000	410,000
General Fund Totals	\$1,240,000	\$410,000	\$410,000	\$410,000

ACTIVITY/PERFORMANCE MEASURES

Not applicable.

DEPARTMENT Non-Departmental
COST CENTER 175/185 Insurance Trust
COST CENTER NO. 80-83

PRIMARY FUNCTION NARRATIVE

This cost center services the transfer of chapter 175/185 insurance premiums distributions from the state for the Public Safety Officers/Firefighters Pension Plan. All funds received are immediately deposited into the 175/185 Retirement plan for Firefighters and Public Safety Officers.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Operating	\$0	\$398,613	\$410,000	\$401,000
Capital	0	0	0	0
General Fund Totals	\$0	\$398,613	\$410,000	\$401,000

ACTIVITY/PERFORMANCE MEASURES

Not Applicable.

DEPARTMENT Non-Departmental
COST CENTER Inspector General
COST CENTER NO. 80-84

PRIMARY FUNCTION NARRATIVE

This cost center funds the payment of the City’s portion of the cost of the Palm Beach County Office of Inspector General which has county wide jurisdiction through a county charter amendment approved by the voters.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Inspector General	\$0	\$2,375	\$13,000	\$13,000
General Fund Totals	\$0	\$2,375	\$13,000	\$13,000

ACTIVITY/PERFORMANCE MEASURES

Not Applicable.

DEPARTMENT Non-Departmental
COST CENTER Contingency
COST CENTER NO. 90-91

PRIMARY FUNCTION NARRATIVE

This cost center funds the Contingency Fund for projects that may arise during the year and covers unanticipated expenditures. 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.

EXPENDITURES

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Contingency (Hurricane)	\$0	\$0	\$0	\$0
Contingency (Council)	0	0	100,000	100,000
General Fund Totals	\$0	\$0	\$100,000	\$100,000

ACTIVITY/PERFORMANCE MEASURES:

Not Applicable.



SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects). These funds are legally restricted to expenditures for specified purposes. The City of Greenacres has established four special revenue funds; Forfeitures fund, Arboreous fund, Public Safety Donation fund and Youth Program Fund.

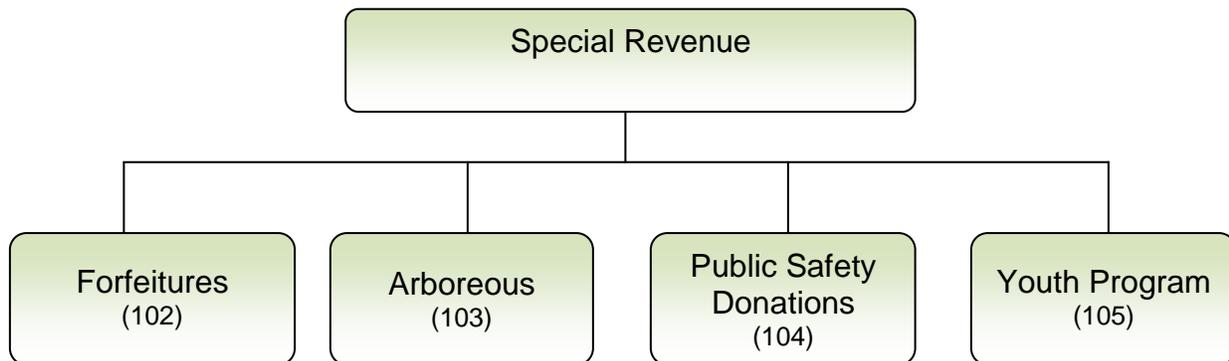
The **Forfeitures Fund** (102) was established in fiscal year 1989 to account for the funds generated from law enforcement confiscation actions. According to § 932.7055(9) Fla. Stat., budgeting revenue for these funds is prohibited. They are also restricted as to how they are utilized: school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs. Other such uses pertain to expenses incurred by law enforcement such as cost of protracted or complex investigations, additional equipment or expertise, automated external defibrillators for use in law enforcement vehicles and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency. If an agency acquired at least \$15,000 within a fiscal year, the agency must expend or donate no less than 15% to support or operate such programs as drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program(s). Council approval is required for all expenditures in the fund according to § 932.7055(5)(b) Fla. Stat.

The **Arboreous Fund** (103) was established in fiscal year 1993 to account for funds designated for tree planting activities. The revenue for this fund is generated from three major sources; commercial construction, interest and grants. The formula for commercial construction is the monetary equivalent of 1 tree for every 1,000 square feet. Interest is received on the fund balance. The City has previously received grant funds for beautification. Planting activities include, but are not limited to, purchasing, planting, and maintaining trees in medians, parks, and along roadways throughout the City’s boundaries.

The **Public Safety Donation Fund** (104) was established in fiscal year 1996 to account for restricted contributions received by the Public Safety Department. The contributions usually are received in three major categories: Bullet Proof Vest, Emergency Medical Services and General Donation. The City fiduciary responsibility is to insure that the funds are spent for their designated purpose. Examples of items purchased with the funds are tactical vests, gun locks and helmets.

The **Youth Program Fund** (105) is for the financial accountability of the year-round, inclusive afterschool programs. The program serves three age groups of children. The “Children Are Really Extra Special” (C.A.R.E.S.) Program is for elementary age children and was established in fiscal year 1997 and has a maximum capacity of 120 participants. The Cool Zone program, for middle-school aged children, was added in fiscal year 2002 and has a maximum capacity of 30. Hot Spot is the youth program for high school participants and has a maximum capacity of 25 participants.

Funding for the Youth Programs comes from several sources. The Early Learning Coalition combined with the Children Services Council provides grant funding for qualified participant fees. A USDA Grant provides funding for healthy snacks. The remaining funds are provided by private participant fees, donations and interest.



DEPARTMENT Public Safety
COST CENTER Forfeitures Fund
COST CENTER NO. 102-50-51

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.

DESCRIPTION*	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
REVENUE				
351-200 Forfeitures	\$ 20,955	\$ 82,856	N/A	N/A
361-120 SBA Interest	285	329	N/A	N/A
TOTAL REVENUES	\$ 21,240	\$ 83,185	N/A	N/A

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
EXPENSES				
64-8 Other Equipment	\$ 16,927	\$ 41,326	\$ 10,000	\$ 50,000
TOTAL EXPENSES	\$ 16,927	\$ 41,326	\$ 10,000	\$ 50,000

* Florida State Statute 932.7055 (8) (c) prohibits budgeting anticipated revenue

FUND BALANCE:
 Projected Beginning Fund Balance \$216,889
 Net Change (50,000)
 Projected Ending Fund Balance \$166,889

DEPARTMENT Public Works
COST CENTER Arboreous Fund
COST CENTER NO. 103-80-62

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.

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
REVENUE				
324-120 SBA Interest	\$ 92	\$ 87	\$ 111	\$ 111
324-220 Impact Fee	250	735	0	1,080
366-910 Plant A Tree	0	0	3,000	0
TOTAL REVENUES	\$ 342	\$ 822	\$ 3,111	\$ 1,191

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
EXPENSES				
63-4 Landscaping	\$ 849	\$ 2,675	\$ 10,000	\$ 10,000
TOTAL EXPENSES	\$ 849	\$ 2,675	\$ 10,000	\$ 10,000

FUND BALANCE:
 Projected Beginning Fund Balance \$34,345
 Net Change (8,809)
 Projected Ending Fund Balance \$25,536

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Donations Fund</u>
COST CENTER NO.	<u>104-50-53</u>

PRIMARY FUNCTION NARRATIVE

The Public Safety Donations Funds is used to account for donations received by the Department of Public Safety. Estimated revenue projections for 2013 are \$3,090. The Donations Fund is used to precisely assure that all donations to the Department of Public Safety are spent for the purpose designed by the donor.

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
REVENUE				
361-120 SBA Interest	\$ 93	\$ 79	\$ 90	\$ 90
366-902 Bullet Proof Vest	0	0	100	0
366-903 EMS Donations	1,671	2,768	2,900	0
366-904 Misc P/S Donations	36,610	3,331	0	3,000
TOTAL REVENUES	\$ 38,374	\$ 6,178	\$ 3,090	\$ 3,090

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
EXPENSES				
52-5 Consumables & Small Tools	\$ 5,429	\$ 702	\$ 0	\$ 0
52-7 Medical Supplies	1,008	0	0	0
52-8 Uniform & Clothing	242	225	0	0
64-8 Other Equipment	12,367	16,649	4,000	4,000
TOTAL EXPENSES	\$ 19,046	\$ 17,576	\$ 4,000	\$ 4,000

FUND BALANCE:

Projected Beginning Fund Balance	\$21,374
Net Change	(910)
Projected Ending Fund Balance	\$20,464

DEPARTMENT	<u>Leisure Services</u>
COST CENTER	<u>Youth Programs Fund</u>
COST CENTER NO.	<u>105-60-64</u>

PRIMARY FUNCTION NARRATIVE

The youth programs include 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.

PERSONNEL STAFFING

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
Youth Programs Supervisor	1	1	1	1
Asst. Youth Programs Sup.	1	1	1	1
Child Care Assistant (PT) ¹	8	8	7	7
Recreation Aide II (PT) ²	2	2	4	4
Clerical Assistant	1	1	1	1
Total Number of Staff	3FT/10PT	3FT/10PT	3FT/11PT	3FT/11PT

¹Eliminated one (1) Child Care Assistant position in FY12

²Created two (2) Recreation Aide II positions in FY12 to satisfy Health Department requirements

PERFORMANCE MEASURES

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
No. of Participants	150	150	150	150
No. of Participants in FCAT	40	50	45	45
No. of Grants/Licenses	4	4	4	4
No. of Independent Contractor	7	3	4	4
No. of Part. in Junior	5	19	15	15
No. of Part. In Life Skills	15	8	15	15
No. of Hot Spot Part. in	19	14	15	15
No. of Presidential Volunteer	4,500	2,677	2,800	2,940
No. of Citizen Requests	2,300	3,004	3,300	3,320

DEPARTMENT Leisure Services
COST CENTER Youth Programs Fund
COST CENTER NO. 105-60-64

WORKLOAD	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROPOSED
EFFICIENCY MEASURES				
Avg. Cost per CARES/CZ	\$3,507	\$3,659	\$4,349	\$4,340
Staff to Student Ratio	1:18	1:19	1:19	1:18
Avg. Cost per participant in	\$79	\$30	\$35	\$35
EFFECTIVENESS MEASURES				
% of Daily Attendance	92%	83%	91%	90%
% of Youth with Improved	73%	71%	71%	71%
% of Youth with Improved	75%	73%	72%	72%

GOALS & OBJECTIVES

Goal	To provide afterschool support, community service projects and volunteer opportunities in order to develop future leaders, improve high school graduation rates and increased civic involvement.
Objective	<ul style="list-style-type: none"> Maintain a grade point average of 2.5 or higher for all students in the Junior Counselor (CARES Program) and Counselor in Training (Cool Zone Programs). To maintain the number of community service project opportunities at 4.
Goal	To provide training and educational opportunities for participants that facilitates healthy lifestyle behaviors and career exploration.
Objective	<ul style="list-style-type: none"> Maintain a fifty percent (50%) participation rate for all students enrolled in the Nutritional and Physical Education programs. Maintain career exploration activities at 3 per year. Maintain a Quality Improvement System monitoring score of 3.5 or above.

REVENUE AND EXPENDITURE DETAIL

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
REVENUE				
331-716 USDA Snack Program	\$ 16,425	12,517 \$	17,000 \$	11,400
337-700 Local Grants	249,997	269,394	292,225	276,580
347-313 Children's Camps Fees	74,349	42,239	40,920	75,240
347-315 Greenacres Cares Fees	129,410	118,039	126,677	82,213
347-318 Cool Zone Fees	8,392	9,353	7,500	9,150
361-120 SBA Interest	17	52	48	46
366-900 Contributions	500	4,500	1,650	5,035
369-915 Leisure Svcs Fundraiser	0	584	0	475
381-000 Interfund Transfer	40,000	0	0	0
TOTAL REVENUES	\$ 519,090	\$ 456,678	\$ 486,020	\$ 460,139

DEPARTMENT Leisure Services
COST CENTER Youth Programs Fund
COST CENTER NO. 105-60-64

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
EXPENSES				
12-1 Regular Salaries & Wages	\$ 95,622	\$ 84,869	\$ 101,318	\$ 103,254
13-1 Other Salaries & Wages	158,531	152,342	152,991	154,692
14-1 Overtime	307	0	0	0
21-1 Fica Taxes	19,430	18,090	18,565	18,830
22-2 FLC Gen Retir. Contrib.	3,997	3,700	4,480	5,163
22-3 FLC Gen Retir Match	1,013	1,683	2,240	2,581
23-1 Life & Health Ins - Employee	19,396	18,439	25,335	22,789
23-2 Dependent Insurance	0	0	0	391
24-1 Worker's Compensation	1,468	2,769	2,875	2,571
25-1 Unemployment Compensatic	7,217	3,076	305	310
31-4 Other Professional Svc	1,294	1,294	1,446	1,983
31-5 Physical Exams	1,740	780	1,290	1,290
34-1 Interfund Admin Charges	27,600	23,997	23,800	23,800
34-3 Solid Waster Coll & Disp	0	6,272	6,690	6,648
34-4 Other Contractual Service	8,762	5,238	7,675	7,675
34-7 Sponsored Events	59,692	48,907	55,259	41,235
40-4 Ed train Sem & Assc Exp	2,696	185	2,197	2,197
40-5 Business Exp & Mileage	4,065	3,908	4,409	4,427
41-1 Telephone	649	733	936	780
42-1 Postage & Freight Charges	20	18	0	0
43-1 Electricity	13,340	13,182	11,196	12,000
43-4 Water & Sewer	924	796	900	950
45-1 Liability & Fleet Ins.	11,085	9,897	7,548	5,169
46-1 R & M - Buildings	356	2,480	2,004	1,200
46-2 R & M - Vehicles	4,201	3,393	4,783	2,000
46-3 R & M - Office Equipment	3,570	4,330	3,130	3,010
46-4 R & M - Communication Equ	2,388	70	1,200	800
46-5 R & M - Other Equipment	0	190	0	0
47-1 Printing & Binding	1,022	139	590	0
49-7 Computer Software and Prg	0	0	0	0
51-2 Office Supplies	3,381	2,334	2,220	2,220
51-4 Copy Paper.Printer Supplies	47	0	0	0
52-0 Food Supplies	0	0	21,636	21,635
52-3 Custodial, Lab & Chem Supp	540	1,159	1,200	1,200
52-5 Consumables & Small Tool	23,505	21,090	0	0
52-6 Recreation Supplies	27,103	17,170	10,603	10,502
52-7 Medical Supplies	1,029	984	1,020	1,220
52-8 Uniforms & Clothing	0	1,097	434	483
54-3 Books,Subsc,Prof Supplies	40	56	125	125
54-4 Memberships & Dues	90	0	90	90
64-5 Office Furniture	0	877	0	0
TOTAL EXPENSES	\$ 506,120	\$ 455,544	\$ 480,490	\$ 463,220

FUND BALANCE:

Projected Beginning Fund Balance	\$3,876
Net Change	(3,081)
Projected Ending Fund Balance	\$ 795



DEBT SERVICE

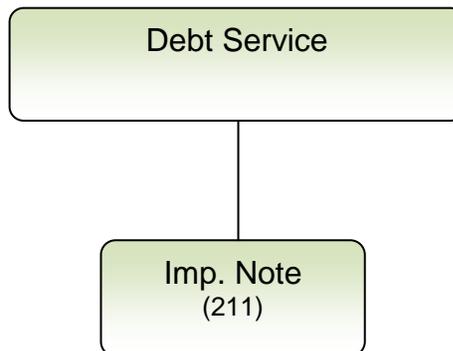
In the State of Florida there are no statutory limits on the amount of debt that may be incurred by a municipality. However, the issuance of General Obligation Bonds, backed by the full faith and credit of a municipality, must be approved by a majority vote of the electors. Such General Obligation Bonds 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 Council approved debt financing in FY 2004 in the amount of a \$5,500,000 bank note with a term of twenty (20) years. The proceeds were used to design and construct a new Municipal Complex including a Public Works Facility and City Hall. The 20 year loan was secured at a fixed rate of 4.03% with Public Improvement Note 2004A. The City will have \$3,806,604 principal outstanding at the close of FY 2012 and the debt will be retired in FY 2024.

The principal and interest payment for the 2004A note during FY 2013 is \$403,260. At the end of fiscal year 2011, the City's ratio of debt service (principal and interest) as a percentage of non-capital expenditures were 3.17%. The City's debt policy limits maximum total debt service to no more than fifteen percent (15%) of total revenues; in FY 2011 it was 3.1%, and is expected to be around 2.0% in FY 2012. The debt policy also requires that maximum outstanding capital indebtedness to property tax base is to be no more than five percent (5%); in FY 2011 and 2012 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 its healthy debt ratios are certainly a reflection of it.



DEPARTMENT	<u>Debt Service Funds</u>
COST CENTER	<u>Public Imp Note, 2004a</u>
COST CENTER NO.	<u>211-80-19</u>

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 repaid over twenty (20) years with semi-annual payments of principal and interest at a rate of 4.03%.

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
REVENUE				
361-120 SBA Interest	\$ 1,342	\$ 1,509	\$ 1,580	1,883
381-000 Interfund Trans	800,000	443,897	410,000	410,000
TOTAL REVENUES	\$ 801,342	\$ 445,406	\$ 411,580	411,883

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
EXPENSES				
71-1 Principal	\$ 223,800	\$ 232,916	\$ 242,403	252,277
72-1 Interest	179,410	170,279	160,857	150,983
TOTAL EXPENSES	\$ 403,210	\$ 403,195	\$ 403,260	403,260

FUND BALANCE:

Projected Beginning Fund Balance	\$517,133
Net Change	8,623
Projected Ending Fund Balance	\$525,756

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

AMOUNT OF DEBT	\$5,500,000	ANNUAL INTEREST RATE	4.03%
START DATE	9/1/2004	LENGTH OF DEBT, YEAR	20
		PAYMENT PER YEAR	2

PMNT #	START OF PERIOD	ANNUAL INTEREST RATE	DEBT BALANCE	SCHEDULED PAYMENT	INTEREST PORTION	PRINCIPAL PORTION
17	Mar-13	4.03%	\$ 4,839,119	\$ 201,630	\$ 76,751	\$ 124,879
18	Sep-13	4.03%	4,637,490	201,630	74,233	127,397
				403,260	150,983	252,277
19	Mar-14	4.03%	4,435,860	201,630	71,664	129,966
20	Sep-14	4.03%	4,234,230	201,630	69,043	132,586
				403,260	140,708	262,552
21	Mar-15	4.03%	4,032,600	201,630	66,370	135,260
22	Sep-15	4.03%	3,830,969	201,630	63,643	137,987
				403,260	130,014	273,246
23	Mar-16	4.03%	3,629,339	201,630	60,861	140,769
24	Sep-16	4.03%	3,427,709	201,630	58,023	143,607
				403,260	118,884	284,376
25	Mar-17	4.03%	3,226,079	201,630	55,127	146,503
26	Sep-17	4.03%	3,024,449	201,630	52,174	149,457
				403,260	107,301	295,959
27	Mar-18	4.03%	2,822,819	201,630	49,160	152,470
28	Sep-18	4.03%	2,621,189	201,630	46,086	155,544
				403,260	95,246	308,014
29	Mar-19	4.03%	2,419,559	201,630	42,950	158,680
30	Sep-19	4.03%	2,217,929	201,630	39,750	161,880
				403,260	82,700	320,560
31	Mar-20	4.03%	2,016,299	201,630	36,486	165,144
32	Sep-20	4.03%	1,814,669	201,630	33,157	168,473
				403,260	69,643	333,617
33	Mar-21	4.03%	1,613,039	201,630	29,760	171,870
34	Sep-21	4.03%	1,411,409	201,630	26,295	175,335
				403,260	56,055	347,206
35	Mar-22	4.03%	1,209,779	201,630	22,759	178,871
36	Sep-22	4.03%	1,008,149	201,630	19,153	182,477
				403,260	41,912	361,348
37	Mar-23	4.03%	806,519	201,630	15,474	186,156
38	Sep-23	4.03%	604,889	201,630	11,720	189,910
				403,260	27,194	376,066
39	Mar-24	4.03%	403,259	201,629	7,890	193,739
40	Sep-24	4.03%	201,630	201,630	3,985	197,645
				403,259	11,875	391,384
			\$ 0	\$ 4,839,119	\$ 1,032,515	\$ 3,806,605



Capital Improvement Program (CIP)

In order for the City of Greenacres to continually improve the quality of life by providing the best and most cost efficient public service and facilities it must maintain a Capital Improvement Program (CIP) fund. A CIP project is defined as a fixed asset over \$10,000 in cost and has a useful life of over one year.

The City of Greenacres structures its CIP project by three funds: New Growth, Parks and Recreation, and Reconstruction and Maintenance.

The **New Growth** (301) fund provides for acquisition of new and expanded public infrastructure resulting from the growth of the City (this does not include City Parks). Examples of some historical use of this fund have been for wireless local area networking, upgrading of Public Safety software, sanitary sewer system and Geographic Information System (GIS).

Revenue for the New Growth Fund is usually generated by four major sources; grants, new growth impact Fees, interest and inter-fund transfer.

Grant funds have assisted the City in many ways throughout the years. The City has previously received Community Development Block Grant (CDBG) funds, a federal grant, to cover such projects as sanitary sewer system and alleyway development.

An impact fee is a regulatory fee charged against new developments to offset the increase in capital facilities cost due to the increase in population from the build out of the new construction whether it is a commercial or residential unit. A slowdown in construction has brought about a decrease in this revenue source.

Interest is received on the fund balance through investments in compliance with the City's Investment Policy.

Inter-fund transfers occur when funds from the general fund are transferred to the capital new growth to cover any short fall. The City has not had to support the New Growth fund for several years, despite the slowdown in construction.

The **Park and Recreation** (303) fund provides for construction and refurbishment of park facilities within City limits. The City's eleven parks vary in size and amenities. The smaller parks contain picnic areas and playground equipment, while some of the bigger parks have racquetball and lighted shuffleboard courts.

Five major revenue sources that support this fund are: grants, impact fees, interest, cell tower rentals and inter-fund transfers.

The City has previously received grant funding to build parks and add park lighting from such sources as the State's Florida Recreation Development Assistance Program (FRDAP) and Palm Beach County. This funding source is currently very limited due to the economic situation.

Impact fees are received from developers who provide payment in lieu of parks and recreation land dedication for their development impact. As with the New Growth Fund, the Park and Recreation fund has also been negatively affected by the slowdown in construction.

Interest is received on the fund balance through investments in compliance with the City's Investment Policy.

Lease revenue from two cell towers located in one of the City's parks is applied toward the Park and Recreation Capital fund.

As with New Growth, inter-fund transfers occur when funds from the general fund are transferred to cover any short fall. The City has not had to support the Park and Recreation fund for several years, despite the slowdown in construction.

The **Reconstruction and Maintenance** (304) fund provides for rebuilding and replacement of existing capital assets. Examples of previous projects within these funds are vehicle replacement, repaving/resurfacing roads and A/C replacement.

Three major revenue sources that support this fund are: grants, interest, and inter-fund transfer.

The City has previously received grant funding for this fund from such sources as the Federal Emergency Management Agency (FEMA) for upgrading shutters on several public buildings and the United States Department of Justice for police equipment. These funding sources are also currently very limited due to the economic situation.

Just as in the other funds, interest is received on the fund balance through investments in compliance with the City's Investment Policy.

Inter-fund transfer as a revenue source occurs with this fund but as with the other funds it also has not been necessary in the last few years.

The City's CIP plan is designed around its Comprehensive Plan (refer to Strategic Plan and Five Year Financial Forecast page). For example, the New Growth fund will ensure that the level of service will accommodate the growth of residential and commercial building by maintaining and improving the City's facilities.

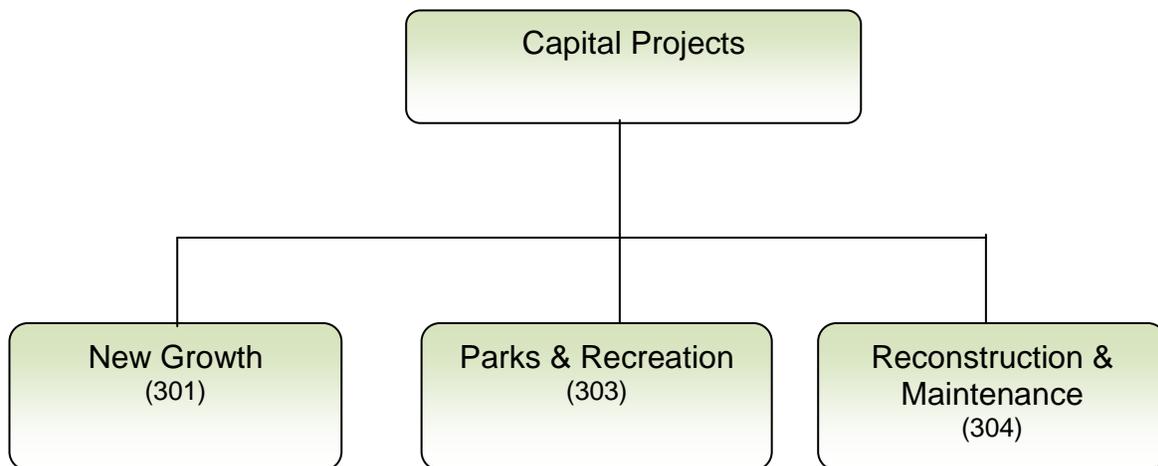
The CIP budget process begins with a review of all open CIP projects determining their completion date and completion cost.

Each Department Director then identifies new potential projects based on priority, completion cost, recurring cost, useful life and funding source.

A CIP meeting is held to review these projects, as well as any future projects to determine priority and funding sources. Based on the reviews, a six year projection matrix is prepared listing the projects, costs, and funding source.

Several projects continually shown on the matrix include vehicle and equipment replacement. Vehicle and equipment assets are reviewed individually each year to determine their useful life.

Once all projects have been evaluated and priority is determined based on cost and need, the list is brought before City Council for approval.



**CAPITAL IMPROVEMENT PROGRAM
FY 2012-2017 – COST BY FUND**

PRJ#	DESCRIPTION	BUDGET FY 2012	BUDGET FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
NEW GROWTH 301								
043	Geographic Information System	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
082	Upgrade Public Admin/Safety Hardw & Softw	500,000	0	0	0	0	0	0
104	10TH Ave Corridor Improvements	130,000	15,000	55,000	0	0	0	0
129	Upgrade Microsoft Software	12,000	10,000	10,000	13,000	15,000	0	0
168	Wireless Local Area Network	50,000	0	0	0	0	0	0
178	Haverhill & Melaleuca Median Landscaping	18,000	0	0	64,000	0	0	0
179	Sewer Sys 10TH N MXD-OS Cor (21%CDBG)	254,950	331,050	288,850	320,850	0	0	0
TOTAL NEW GROWTH		\$ 989,950	\$ 371,050	\$ 368,850	\$ 412,850	\$ 30,000	\$ 15,000	\$ 15,000
PARKS & RECREATION - FUND 303								
032	City Parks Improvement	\$ 70,000	\$ 104,500	\$ 35,000	\$ 65,000	\$ 35,000	\$ 65,000	\$ 35,000
160	Parks/Buildings Parking Resurfacing	0	20,000	45,000	45,000	0	150,000	0
182	Community Hall Renovation	0	20,000	330,000	0	0	0	0
184	Community Park - Joint Use Area	68,500	0	0	0	0	0	0
186	Public Grounds Landscape Materials	20,000	0	0	20,000	0	0	20,000
187	Ramblewood Park Sidewalk	0	55,500	0	0	0	0	0
TOTAL PARKS & RECREATION		\$ 158,500	\$ 200,000	\$ 410,000	\$ 130,000	\$ 35,000	\$ 215,000	\$ 55,000
RECONSTRUCTION & MAINTENANCE - FUND 304								
019	Document Imaging Scanner Replacement	\$ 0	\$ 11,600	\$ 0	\$ 11,600	\$ 0	\$ 0	\$ 0
049	Public Works Equipment Replacement	0	0	51,000	27,000	11,000	3,000	0
069	Copier Replacement Program	46,000	51,000	61,500	0	28,000	21,000	29,500
073	Law Enforcement In-Car Video (100% JAG)	18,556	14,432	0	0	0	0	0
088	Vehicle Replacement Program	779,000	245,000	429,000	141,000	117,000	209,000	105,000
091	Computer Hardware Replacement Program	29,200	18,000	29,200	29,200	8,950	0	0
150	Public Building Roof Replacement	0	65,000	46,000	34,000	35,000	30,000	0
151	Exterior Painting Public Building	16,000	0	20,500	26,000	15,800	25,000	11,000
152	Storm Sewer Pipe & Basin Replacement	247,000	30,000	20,000	20,000	20,000	20,000	20,000
153	Emergency Advisory Radio System	29,500	29,500	0	0	0	0	0
156	A & B Canals Enhancement (75% FEMA)	100,000	410,000	0	0	0	0	0
157	Shutter Replacement (75% FEMA)	0	0	0	0	0	0	0
161	Roadway Stripping & Marking/Resurfacing	0	180,000	215,000	215,000	215,000	215,000	215,000
163	A/C Replacement Program	68,000	76,000	40,000	10,250	13,000	47,000	24,000
164	301 Swain Blvd Renovation (PBC)	25,838	74,162	0	0	0	0	0
177	Crime Preve and Tech (JAG R Grant)	0	0	0	0	0	0	0
180	Energy Efficiency Enhanc Prgm (EECBG)	30,000	0	0	0	0	0	0
183	Villa Del Trio Improvements	110,000	0	0	0	0	0	0
185	Ramblewood/Harwich Storm Swr (75% FEMA)	23,000	23,000	0	0	0	0	0
188	Street Lighting Enhancement	0	20,000	0	0	0	0	0
189	Cardiac Monitors	0	62,587	62,587	0	0	0	0
TOTAL PARKS & RECREATION		\$ 1,522,094	\$ 1,310,281	\$ 974,787	\$ 514,050	\$ 463,750	\$ 570,000	\$ 404,500
TOTAL CAPITAL IMPROVEMENT PROGRAM		\$ 2,670,544	\$ 1,881,331	\$ 1,753,637	\$ 1,056,900	\$ 528,750	\$ 800,000	\$ 474,500

**REVENUE AND EXPENDITURE DETAIL
NEW GROWTH (301)**

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
REVENUE				
Interest				
FMIT Interest	\$ 60,433	\$ 33,589	\$ 17,311	\$ 20,000
CD Interest	29,465	2,218	6,033	0
SBA interest	1,297	2,368	2,886	450
CDBG	322,306	60,971	88,918	85,000
Palm Beach County 10th Ave	0	0	0	0
Keep PBC Beautiful	1,000	0	0	0
Commercial Impact fees				
Walmart Exp. (Bandes Cst)	3,483	0	0	0
Church of God 7th Day	0	0	16,733	16,733
Gasland	0	0	0	5,427
Potentia Academy	0	0	6,991	0
Green House Bazr (Moss)	0	11,068	0	0
Palm Beach Soccer	0	0	0	1,386
TOTAL REVENUE	\$ 417,984	\$ 110,214	\$ 138,872	\$ 128,996
EXPENDITURE				
CIP #042 Special Census	\$ 31,125	\$ 0	\$ 0	\$ 0
CIP #043 GIS	5,880	22,581	25,000	15,000
CIP #045 Municipal Complex	5,928	15,257	0	0
CIP #082 Upgrade hardware	8,164	720,888	500,000	0
CIP #101 Imp N of 10th Ave	100,004	0	0	0
CIP #104 Tenth Ave Corr	64,675	276,192	130,000	15,000
CIP #129 Microsoft upgrade	10,003	9,847	12,000	10,000
CIP #154 Original Sect Drainage	18,592	64,411	0	0
CIP #168 Wireless Lan	0	0	50,000	0
CIP #170 Drainage Imp	214,003	1,162	0	0
CIP #178 Haverhill and Melaleuc:	0	0	18,000	0
CIP #179 Sewer Syst 10 Ave	0	17,251	254,950	331,050
TOTAL EXPENDITURE	\$ 458,374	\$ 1,127,589	\$ 989,950	\$ 371,050
FUND BALANCE				
Beginning fund balance	\$ 4,543,098	\$ 4,502,708	\$ 3,485,333	\$ 2,634,255
Net Change	(40,390)	(1,017,375)	(851,078)	(242,054)
Carry over PO's from Res 2012-30	0	0	0	(2,258,090)
Ending Fund Balance	\$ 4,502,708	\$ 3,485,333	\$ 2,634,255	\$ 134,111

PROJECT NAME: Geographic Information System
DEPARTMENT: Planning and Engineering
PROJECT NO: 301-043

PROJECT DESCRIPTION:

This project provides for hardware and software for a Geographic Information System (GIS), and consists of multiple phases: map preparation, hardware and software acquisition, and database construction. The digital maps and database were undertaken jointly by the City, County and Property Appraiser. In FY 2000 and 2001, mapping of the City was completed along with purchase 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 a consultant constructed and maintained the Boundary, Zoning and Land Use maps and City drainage system map. FY 2008 included 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 map maintenance and the addition of a database of City owned traffic signs. FY 2010 included the addition of a street light database and a field map book for storm drainage infrastructure (using FY 2009 funds), and the creation of desktop interfaces for the Planning & Engineering and Public Works departments. FY 2011 saw transfer of City data to an offsite host to save licensing costs and included funding a link between the City's scanned records (Laser Fiche) and the GIS System. FY 2012 will include map maintenance, additional layers such as sidewalks, and expansion of use of the desktop access tool. FY 2013 will include map maintenance and updates to the drainage and streetlight layers and index books.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Equipment & Software	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$115,000
Estimated Total Cost	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$115,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$115,000
County								
State								
Federal								
Estimated Total Revenue	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$115,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$900
 Description of Operating Impact: The project has an ongoing cost for data hosting agreements.

PROJECT NAME: 10TH Ave. N. Corridor Improvements
DEPARTMENT: Planning and Engineering
PROJECT NO: 301-104

PROJECT DESCRIPTION:

This project entails the construction of physical improvements along the 10th 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. In FY 2009, transfer of 3 surplus parcels fronting 10th Avenue North from Palm Beach County to the City to provide space for installation of landscaping and features was completed. In FY 2010, Friends Park was re-landscaped in the 10th Avenue North theme in conjunction with the Great American Clean Up. Also in FY 2010, the construction of markers on Swain Blvd. at 10th Avenue North and at Lake Worth Road was completed. New decorative street name signs will be installed throughout the Original Section in FY 2011 using FY 2010 funds from Project No. 154. Also in FY 2011, installation of new decorative street lights began. In FY 2012, the street lights were completed and the acquisition of the gateway property at the SW corner of 10th Avenue North and Haverhill is to be done. In 2013, the 3 surplus right-of-way parcels obtained in 2009 will be landscaped. Landscaping of the gateway property is to follow in FY 2014, including construction of an entry marker.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Landscaping		\$15,000	\$20,000					\$35,000
Street Printing								
Markers, Trellis, Signs			\$35,000					\$35,000
Lighting								
Property Acquisition	\$130,000							\$130,000
Estimated Total Cost	\$130,000	\$15,000	\$55,000					\$200,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$130,000	\$15,000	\$55,000					\$200,000
County								
State								
Federal								
Estimated Total Revenue	\$130,000	\$15,000	\$55,000					\$200,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$7,940
Description of Operating Impact: Annual cost of street lighting maintenance and electricity (paid to FPL) has been included in the Public Work's Department's operating budget.

PROJECT NAME: Upgrade Microsoft Software
DEPARTMENT: Finance
PROJECT NO: 301-129

PROJECT DESCRIPTION:

This project provides for upgrading Windows Server Operating Systems, Exchange Servers, Terminal Services Servers, and Computer 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	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Software	\$10,000	\$10,000	\$10,000	\$13,000	\$15,000			\$58,000
Estimated Total Cost	\$10,000	\$10,000	\$10,000	\$13,000	\$15,000			\$58,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$10,000	\$10,000	\$10,000	\$13,000	\$15,000			\$58,000
County								
State								
Federal								
Estimated Total Revenue	\$10,000	\$10,000	\$10,000	\$13,000	\$15,000			\$58,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: The software licensing upgrade provides the City with the most updated software.

PROJECT NAME: Sewer System For 10th Ave No Mxd-Os Corridor
DEPARTMENT: Planning & Engineering
PROJECT NO: 301-179

PROJECT DESCRIPTION:

This project provides for the construction of a sanitary sewer system to serve all of the properties within 300 feet north and south of 10th Avenue North in the Original Section as a means to promote redevelopment as envisioned when the Mixed Use Development – Original Section (MXD-OS) zoning district was created. The system will be constructed in multiple phases, with schematic design completed in FY 2010 using Project 104 funds of \$10,021. Engineering and construction of Phases 1A and 1B was completed by the Palm Beach County Water Utilities Department (PBCWUD) in April and October of 2011, respectively. Phase 1C is being constructed by the developer of the Commons at Swain project and the work should be completed during FY 2012. Final engineering for Phase 2 began in FY 2011, with Phase 2 construction to be completed in FY 2012. In FY 2013, Phase 3 will be designed, bid, and built, and final engineering for Phase 4 will begin. By phasing the project into separate functional segments, the City will be able to utilize Community Development Block Grant funds to help fund the construction. Construction on the project will be completed in FY 2015. The sewer system will be owned and operated by the Palm Beach County Water Utilities Department; therefore there will be no annual operating impact on the City.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design		\$74,600	\$48,100					\$122,700
Construction	\$254,950	\$256,450	\$240,750	\$320,850				\$1,073,000
Estimated Total Cost	\$254,950	\$331,050	\$288,850	\$320,850				\$1,195,700

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$164,120	\$249,187	\$219,266	\$251,266				\$883,839
County (CDBG)	\$90,830	\$81,863	\$69,584	\$69,584				\$311,861
State								
Federal								
Estimated Total Revenue	\$254,950	\$331,050	\$288,850	\$320,850				\$1,195,700

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
Description of Operating Impact: System will be owned and operated by the Palm Beach County Water Utilities Department

PROJECT NAME: Sewer System For 10th Ave No Mxd-Os Corridor
DEPARTMENT: Planning & Engineering
PROJECT NO: 301-179

SCHEDULE OF IMPROVEMENTS

Task	Total	Fiscal Year
Phase 1A Engineering & Construction (Broward Ave.)	PBCWUD	
Phase 2 Engineering (Jackson Ave.)	\$ 23,860	2011
Phase 1B Engineering & Construction (Walker Ave.)	PBCWUD	
Phase 1C Construction (Broward to Swain)	Developer	2012
Phase 2 Construction (Jackson Ave.)	\$ 254,950	
Phase 3 Engineering (Swain Blvd.)	\$ 38,500	
Phase 3 Construction (Swain Blvd.)	\$ 256,450	2013
Phase 4 Engineering (Martin/Perry Ave.)	\$ 36,100	
Phase 4 Construction (Martin/Perry Ave.)	\$ 240,750	2014
Phase 5 Engineering (Jennings/Fleming Ave.)	\$ 48,100	
Phase 5 Construction (Jennings/Fleming Ave.)	\$ 320,850	2015
GRAND TOTAL	\$ 1,219,560	

**REVENUE AND EXPENDITURE DETAIL
PARKS AND RECREATION (303)**

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
REVENUES				
Interest				
FMIT Interest	\$ 53,379	\$ 29,668	\$ 1,800	\$ 26,372
CD Interest	29,465	13,942	8,100	0
SBA interest	552	363	20,100	3,100
CDBG	20,959	0	0	0
Keep PBC Beautiful	20,000	0	0	0
Cell Tower Rental	157,678	164,004	115,826	138,526
TOTAL REVENUE	\$ 282,033	\$ 207,977	\$ 145,826	\$ 167,998
EXPENDITURES				
CIP #023 Comm Park Raquetball	\$ 0	\$ 0	\$ 0	\$ 0
CIP #027 Veterans Pk Light	0	98,426	0	0
CIP #032 City Parks Improv	57,214	52,474	70,000	104,500
CIP #038 Comm Ctr/IVB Imp	98,537	0	0	0
CIP #048 Resurfacing	55,253	0	0	0
CIP #160 Parks/Buildings Parkin	42,382	0	0	20,000
CIP #165 Comm Park Path	985	38,630	0	0
CIP #182 Community Hall Renov	0	0	0	20,000
CIP #184 Community Park - Joint	0	0	68,500	0
CIP #186 Public Grounds Lands	0	0	20,000	0
CIP #187 Ramblewood Park Side	0	0	0	55,500
TOTAL EXPENDITURE	\$ 254,371	\$ 189,530	\$ 158,500	\$ 200,000
FUND BALANCE				
Beginning fund balance	\$ 3,293,032	\$ 3,320,694	\$ 3,339,141	\$ 3,210,408
Net Change	27,662	18,447	(12,674)	(32,002)
Carry over PO's from Res 2011-31	0	0	(116,059)	0
Ending Fund Balance	\$ 3,320,694	\$ 3,339,141	\$ 3,210,408	\$ 3,178,406

PROJECT NAME: City Parks Improvement
DEPARTMENT: Public Works
PROJECT NO: 303-032

PROJECT DESCRIPTION:

This project provides for ongoing repairs and upkeep of the City’s Public Parks. In FY 2013, Ramblewood Park shall have the playground structure, rubber play surface, and perimeter fencing replaced and Gladiator Park shall have the playground structure and the rubber play surface replaced. Also in FY 2013, Empire Park shall have the perimeter fence replaced and the rubber play surface expanded. This project also provides for the annual replacement and/or enhancement of landscaping, sports turf, and irrigation systems throughout City Parks.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Sports Turf	\$24,940	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$174,000
Sod	\$10,000		\$10,000		\$10,000		\$10,000	\$40,000
Fencing	\$28,500	\$12,500						\$41,000
Equipment		\$67,000		\$40,000		\$40,000		\$147,000
Estimated Total Cost	\$63,440	\$104,500	\$35,000	\$65,000	\$35,000	\$65,000	\$35,000	\$402,940

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$63,440	\$104,500	\$35,000	\$65,000	\$35,000	\$65,000	\$35,000	\$402,940
County								
State								
Federal								
Estimated Total Revenue	\$63,440	\$104,500	\$35,000	\$65,000	\$35,000	\$65,000	\$35,000	\$402,940

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures:

Description of Operating Impact: N/A
 The replacement of equipment will slightly decrease the cost of ongoing repair and maintenance included in the Public Works’ Department budget.

PROJECT NAME: Parks/Buildings Parking Resurfacing
DEPARTMENT: Public Works
PROJECT NO: 303-160

PROJECT DESCRIPTION:

This project provides for the asphalt overlay and striping of parking areas for City Parks, public buildings, and pedestrian pathways. Age, usage, and maintenance and repairs will be taken into account to determine when resurfacing will take place at each location. In FY 2013, the resurfacing and striping of the parking area at Veteran’s Park will be completed. A matrix showing the re-surfacing schedule from FY 2013 through FY 2017 is attached. This project will provide increased safety, handicap accessibility, and beautification at City parks and public buildings.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Material & Labor		\$20,000	\$45,000	\$45,000		\$150,000		\$260,000
Estimated Total Cost		\$20,000	\$45,000	\$45,000		\$150,000		\$260,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$20,000	\$45,000	\$45,000		\$150,000		\$260,000
County								
State								
Federal								
Estimated Total Revenue		\$20,000	\$45,000	\$45,000		\$150,000		\$260,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: The resurfacing work will slightly decrease the ongoing cost of repairs included in the Public Works’ Department budget.

PROJECT NAME: Parks/Buildings Parking Resurfacing
DEPARTMENT: Public Works
PROJECT NO: 303-160

Area	Surface Type	Overlay Year	Lifespan	2013	2014	2015	2016	2017	2018
Bowman Park Parking	Asphalt	2009	2024-2029						
Bowman Park Pathway									
Community Center Parking	Asphalt	2007	2022-2027						
Community Hall Parking (Martin Ave)	Asphalt	1995	2015-2020		X				
Community Hall/CARES Parking (4 th St.)	Asphalt	1995	2015-2020		X				
Community Park Parking	Asphalt	2010	2025-2030						
Community Park Pathway (Jog Rd to Pinehurst Pathway)	Asphalt	2010	2025-2030						
Empire Park Parking	Asphalt	2010	2025-2030						
Former City Hall Parking	Asphalt	1985	2005-2010			X			
Freedom Park Drive		2002	2022-2027						
Freedom Park Parking	Asphalt	2002	2017-2022					X	
Freedom Park Pathway	Asphalt	2002	2017-2022					X	
Gladiator Park Parking	Asphalt	2009	2024-2029						
Ira Van Bullock/CARES Parking (Perry Ave)	Asphalt	1995	2015-2020		X				
Leisure Services (Bus Yard/East Parking)	Asphalt	2009	2024-2029						
City Hall Parking	Asphalt	2007	2022-2027						
Public Works Parking	Asphalt	2007	2022-2027						
Pinehurst Pathway (east to Liberty Park)	Asphalt	2009	2024-2029						
Pinehurst Pathway (Park Point Cir. To Pinehurst	Asphalt	2011	2026-2034						
Public Safety Station 1 Parking	Asphalt	2011	2026-2034						
Public Safety Station 1 Compound	Asphalt	2011	2026-2034						
Public Safety Station 2 Parking	Asphalt	2002	2017-2022					X	
Rambo Park Parking	Asphalt	2010	2025-2030						
Veterans Park Parking	Asphalt	1985	2005-2010	X					
Total:				\$20,000	\$45,000	\$45,000	\$0	\$150,000	\$0

PROJECT NAME: Community Hall Renovation
DEPARTMENT: Planning & Engineering
PROJECT NO: 303-182

PROJECT DESCRIPTION:

This project provides for the complete renovation of Community Hall to improve its functionality and energy efficiency as part of the facilities used to house the City's after school programs. The 5,308 sq. ft. building was constructed prior to 1969 and has had various components renovated since then focused on connecting to sanitary sewer; replacing interior finishes, windows, lighting and air-conditioning; and minor adjustments to meet Health Department standards. Preliminary planning for the project began in FY 2012, with construction drawings to be done in FY 2013, and construction to take place in FY 2014. By providing new finishes and energy efficient features, this project should have a positive operating impact.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design		\$20,000						\$20,000
Construction			\$330,000					\$330,000
Estimated Total Cost		\$20,000	\$330,000					\$350,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$20,000	\$330,000					\$350,000
County								
State								
Federal								
Estimated Total Revenue		\$20,000	\$330,000					\$350,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

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

PROJECT NAME: Ramblewood Park Sidewalk
DEPARTMENT: Planning & Engineering
PROJECT NO: 303-187

PROJECT DESCRIPTION:

This project provides for the completion the sidewalk system within the Ramblewood neighborhood, including providing handicap accessible routes to Ramblewood Park.

Residents of Ramblewood Court cannot currently reach Jog Road via sidewalk, and a handicapped person cannot reach Ramblewood Park. When originally constructed in 1975, the Ramblewood neighborhood had sidewalks installed along the front of each house, but not along any areas not containing houses. This has left both fronts of Ramblewood Park and the corner of Ramblewood Court and Ramblewood Circle without sidewalks.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design		\$15,500						\$15,500
Construction		\$40,000						\$40,000
Estimated Total Cost		\$55,500						\$55,500

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$55,500						\$55,500
County								
State								
Federal								
Estimated Total Revenue		\$55,500						\$55,500

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$500
 Description of Operating Impact: Future sidewalk maintenance while anticipated to be minimal will be included in the Public Works Department's operating budget.

**REVENUE AND EXPENDITURE DETAIL
RECONSTRUCTION AND MAINTENANCE (304)**

DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 BUDGET	FY 2013 BUDGET
REVENUE				
Interest				
FMIT Interest	\$ 45,998	\$ 25,565	\$ 9,000	\$ 17,000
CD Interest	110,475	16,186	11,750	0
SBA interest	1,659	5,348	4,250	7,600
JAG	52,381	43,612	18,566	14,432
Energy Efficiency	0	138,048	0	0
FDOT Vcap	37,746	(636)	0	0
FEMA	72,277	33,816	33,770	324,750
Palm Beach County (Cultural)	0	0	0	100,000
TOTAL REVENUE	\$ 320,536	\$ 261,939	\$ 77,336	\$ 463,782
EXPENDITURE				
CIP #019 Doc Imaging Scanner	\$ 0	\$ 0	\$ 0	\$ 11,600
CIP #028 Com Park Lake Bank	0	27,279	0	0
CIP #049 Equipment Replacem.	38,922	0	0	0
CIP #069 Copier Replacement	11,722	17,469	46,000	51,000
CIP #073/177 JAG Law Enfor. Eq.	52,719	42,367	18,556	14,432
CIP #088 Vehicle Replace	220,067	215,288	779,000	245,000
CIP #091 Upgrade terminal	0	0	29,200	18,000
CIP #138 VCAP Program	37,746	0	0	0
CIP #141 Security Camera	14,840	0	0	0
CIP #150 Roof Replacement	0	7,600	0	65,000
CIP #151 Exterior Painting	14,900	0	16,000	0
CIP #152 Storm Water Pipe	0	81,618	247,000	30,000
CIP #153 Emergency Radio Sys	0	0	29,500	29,500
CIP #156 A & B Canal	0	0	100,000	410,000
CIP #157 Storm Shutter	0	44,333	0	0
CIP #161 Road Strip/Mark	0	19,251	0	180,000
CIP #163 AC replacement	49,363	589	68,000	76,000
CIP #164 Swain Blvd	0	0	0	74,162
CIP #169 Generator Replacem.	69,317	0	0	0
CIP #174 Access Control	0	11,025	0	0
CIP #180 Energy Efficiency	0	237,245	30,000	0
CIP #181 PS HQ Site Improvem	0	83,862	0	0
CIP #183 Villa De Trio	0	0	110,000	0
CIP #185 Storm Sewer	0	0	23,000	23,000
CIP #188 Street Lighting Ench	0	0	0	20,000
CIP #189 Cardiac Monitors	0	0	0	62,587
TOTAL EXPENDITURE	\$ 509,596	\$ 787,926	\$ 1,496,256	\$ 1,310,281
FUND BALANCE				
Beginning fund balance	\$ 6,532,494	\$ 6,343,434	\$ 5,817,447	\$ 4,133,945
Net Change	(189,060)	(525,987)	(1,418,920)	(846,499)
Carry over PO's from Res 2011-31	0	0	(264,582)	0
Ending Fund Balance	\$ 6,343,434	\$ 5,817,447	\$ 4,133,945	\$ 3,287,446

PROJECT NAME: Document Imaging Scanner Replacement
DEPARTMENT: Finance
PROJECT NO: 304-019

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	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Equipment & Software		\$11,600		\$11,600				\$23,200
Estimated Total Cost		\$11,600		\$11,600				\$23,200

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$11,600		\$11,600				\$23,200
County								
State								
Federal								
Estimated Total Revenue		\$11,600		\$11,600				\$23,200

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$500
 Description of Operating Impact: The cost of maintenance agreement after warranty has been included in the Information Technology Division's budget.

PROJECT NAME: Document Imaging Scanner Replacement
DEPARTMENT: Finance
PROJECT NO: 304-019

Fixed Asset #	Purchase Date	Department	Type	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
7048	7/24/2004	Leisure Services	Fujitsu 4340c Color Duplex						
8342	12/28/2006	Planning / Engineering	Fujitsu 5750c Color Duplex	\$5,800					
8588	11/14/2007	Public Safety EMS	Fujitsu 5750c Color Duplex						
8450	12/28/2006	Public Safety Records	Fujitsu 5750c Color Duplex	\$5,800					
8587	11/14/2007	Administration	Fujitsu 5750c Color Duplex			\$5,800			
7049	2/3/2000	Public Works	Fujitsu M3093GX Black & White						
8341	12/28/2006	Finance	Fujitsu 5750c Color Duplex			\$5,800			
7327	9/2/2002	Human Resources	Fujitsu 4340c Color Duplex						
7422	TBA	Building	Fujitsu 5750c Color Duplex						
Total				\$11,600		\$11,600			

All replacement scanners will be color duplex.

PROJECT NAME: Copier Replacement Program
DEPARTMENT: All Departments
PROJECT NO: 304-069

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	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Furniture, Equipment & Software	\$46,000	\$51,000	\$61,500		\$28,000	\$21,000	\$29,500	\$241,000
Estimated Total Cost	\$46,000	\$51,000	\$61,500		\$28,000	\$21,000	\$29,500	\$241,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$46,000	\$51,000	\$61,500		\$28,000	\$21,000	\$29,500	\$241,000
County								
State								
Federal								
Estimated Total Revenue	\$46,000	\$51,000	\$61,500		\$28,000	\$21,000	\$29,500	\$241,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$14,000
 Description of Operating Impact: Cost of maintenance agreement after warranty. Operating Expenditure has been included in Department's office equipment maintenance budget.

PROJECT NAME: Copier Replacement Program
DEPARTMENT: All Departments
PROJECT NO: 304-069

Fixed Asset #	Purchase Date	Department	Size/Type	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
3732	3/1/2000	Leisure Services	Heavy Duty Risograph 3770		30,000				
8740	1/30/2003	Public Safety Cells	Medium Duty Ricoh MP 3350						8,000
8741	1/30/2003	Public Safety Station 2	Medium Duty Ricoh MP 3350						8,000
8235	1/4/2007	Public Safety Recept. Desk	Heavy Duty Canon IR 5070	13,000					
7278	11/1/2010	Planning/ Building	Heavy Duty Color Ricoh MPC6501					21,000	
8125	4/1/2005	Finance Cashier	Light Duty Canon Ricoh MP 201						3,500
8344	4/8/2005	Planning / Engineering	HP Plotter 815 MFP	25,000					
8607	3/14/2006	Leisure Services (Comm. Hall)	Medium Duty Ricoh MP 4000						10,000
8059	9/10/2010	Public Safety Admin.	Heavy Duty Ricoh 6001				18,000		
8343	1/4/2007	Administration / Finance	Heavy Duty Canon IR 5070	13,000					
8376	2/7/2008	Public Works	Medium Duty Canon IR 3035		8,000				
8406	2/7/2008	Building	Light Duty-Canon 1023IF		3,500				
8600	2/7/2008	Leisure Services Upstairs	Medium Duty Color- Canon 4080i		20,000				
8603	3/8/2010	Leisure Services Comm. Center	Medium Duty Ricoh 2500				10,000		
Total				\$51,000	\$61,500	\$0	\$28,000	\$21,000	\$29,500

PROJECT NAME: Law Enforcement In-Car Video
DEPARTMENT: Public Safety
PROJECT NO: 304-073

PROJECT DESCRIPTION:

This project provides for the purchase of three (3) In-Car video cameras in Traffic Enforcement vehicles which will be utilized to gather evidence in DWI investigation, and traffic enforcement within the City.

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

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Equipment		\$14,432						\$14,432
Estimated Total Cost		\$14,432						\$14,432

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City								
County/E911 Funds								
State								
Federal/JAG		\$14,432						\$14,432
Estimated Total Revenue		\$14,432						\$14,432

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$200
 Description of Operating Impact: Hardware maintenance cost after the first year will be included in the Public Safety's' Department budget.

PROJECT NAME: Vehicle Replacement Program
DEPARTMENT: All Departments
PROJECT NO: 304-088

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 2013 through FY 2018 is attached.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Vehicles	\$779,000	\$245,000	\$429,000	\$141,000	\$117,000	\$209,000	\$105,000	\$2,003,000
Estimated Total Cost	\$779,000	\$245,000	\$429,000	\$141,000	\$117,000	\$209,000	\$105,000	\$2,003,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$779,000	\$245,000	\$429,000	\$141,000	\$117,000	\$209,000	\$105,000	\$2,003,000
County								
State								
Federal								
Estimated Total Revenue	\$779,000	\$245,000	\$429,000	\$141,000	\$117,000	\$209,000	\$105,000	\$2,003,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: Cost of maintenance will decrease as a result of replacing vehicles.

PROJECT NAME: Vehicle Replacement Program
DEPARTMENT: All Departments
PROJECT NO: 304-088

DEPART.	MODEL YR	ASSET#	VIN#	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
BUILDING (6)									
	1999	1/2Ton Dakota Pick Up	6278 3150	18,000					
	1999	1/2Ton Dakota Pick Up	6279 3151	18,000					
	1999	1/2Ton Dakota Pick Up	6280 3152	18,000					
	2000	Taurus L X	5914 3406			23,000			
	2000	Cherokee	7013 9756			20,000			
	2007	Taurus	8405 9077						
ENGINEERING (1)									
	2002	Explorer 1/2 Ton	7281 0736					20,000	
FINANCE (2)									
	2001	Grand Caravan Sport	7221 3000		22,000				
	2005	Caravam / SE	7420 0502					24,000	
LEISURE SERVICES (49)									
	1992	3800/Bus 60 Pass.	6735 8066						
	1995	3600 Thmas Bus 30 Pass.	6285 3509						
	1995	3800/Bus 60 Pass.	7062 5863						
	1998	Caravan / 8 Pass.	6716 7870	22,000					
	2007	E 350 Van 15 Pass	8364 7682						
PUBLIC SAFETY (54)									
	1995	E-150 Van	5987 0021	23,500					
	1998	G2500 Van (PSA)	6781 1690		20,000				
	1999	Delta 88(contract)	8525 6469	22,000					
	2000	2500 van (CSI)	6824 2581			21,000			
	2001	4700 LP Int'l Amb (new SWAT)	7264 1034						
	2002	SCT van E-350(donation)	8545 6522						
	2003	Toyota Highlander (SCT)	8697 1750			22,000			
	2003	Taurus	7435 4632	22,000					
	2005	Taurus	8048 3065				29,000		
	2005	Explorer (EMS)	8049 3262				30,000		
	2005	Taurus	8047 5169				29,000		
	2005	Crown Victoria	8051 7047	23,500					
	2005	Crown Victoria	8052 7048		32,000				
	2005	Crown Victoria	8050 7049		32,000				
	2006	Crown Victoria (admin)	8213 8781	24,000					
	2006	Crown Victoria (road patrol)	8214 8782		33,000				
	2006	Crown Victoria	8216 8784		33,000				
	2006	Crown Victoria	8217 9062		33,000				
	2006	Taurus	8218 0509				29,000		
	2007	Crown Victoria	8236 2790					35,000	
	2007	Crown Victoria	8237 2791					35,000	
	2007	Crown Victoria	8238 2792					35,000	
	2008	Impala	8527 3456						35,000
	2008	Impala	8512 4303						
	2008	Impala	8513 5835						
	2008	Impala	8381 7364						35,000
	2008	Impala	8514 7941						35,000

PROJECT NAME: Vehicle Replacement Program
DEPARTMENT: All Departments
PROJECT NO: 304-088

DEPART.	MODEL YR	ASSET#	VIN#	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
PUBLIC SAFETY CONT.									
	2008 Impala	8515	8579						
	2009 Impala	8550	2786						
	2009 Impala	8552	4234						
	2009 Malibu	8551	6602						
	2009 Impala	8556	7314						
	2010 Malibu	8559	5396						
	2010 Malibu	8560	5496						
	2010 Impala	8725	6138						
	2010 Impala (pursuit)	8726	6479						
	2011 Impala	8729	1425						
	2011 HHR (EMS)	8735	1762						
	2011 Impala	8731	1985						
	2011 Impala	8730	2233						
	2011 Impala Traffic	8733	8178						
	2011 Impala	8732	0066						
	2012 Impala	8845	5437						
	2012 Crown Victoria	8744	6546						
	2012 Crown Victoria	8749	6588						
	2012 Crown Victoria	8748	6593						
	2012 Crown Victoria	8745	6598						
	2012 Crown Victoria	8840	6599						
	2012 Crown Victoria	8844	6600						
	2012 Crown Victoria	8843	6601						
	2012 Crown Victoria	8746	6602						
	2012 Crown Victoria	8842	6603						
	2012 Crown Victoria	8841	6605						
	2012 Crown Victoria	8747	6606						
PUBLIC WORKS (29)									
	1986 S1700 Water Tanker	7055	6237						
	1991 2500 Pick Up	5298	6721	26,000					
	1993 4700LP Flat Bed 1.1/2	6460	0877						
	1996 F350 Pick Up	6161	2820						
	1996 3500 Pick Up Crew cab	6077	0607	28,000					
	1997 F350 Pick Up	6584	6551						
	1997 Lumina	6673	8210		24,000				
	1999 3500 SIERRA Dump	6998	9468						
	2000 Dakota 4x4	5913	9221			24,000			
	2001 1500 CLUB CAB	6844	4656			31,000			
	2001 4700 Dump	7020	5454						
	2002 Express cargo Van	6511	2533						
	2002 F150 Pick Up	6513	5961					30,000	
	2002 Ram 1500 ST	7245	5965					30,000	
	2002 F-250 Super Duty	6512	9073						
	2003 F350 Pick Up	6519	1426						

PROJECT NAME: Vehicle Replacement Program
DEPARTMENT: All Departments
PROJECT NO: 304-088

DEPART.	MODEL YR	ASSET#	VIN#	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
PUBLIC WORKS CONT.									
	2004 E 350 Van 15 Pass	7355	2202						
	2005 F-350 4X4	7075	2326						
	2006 F-350 Crew Cab	8151	5657						
	2007 E-350 Van (Bldg Serv)	8363	7816						
	2008 4300 (trash truck)	8373	1272						
P/S FIRE AND MEDICAL (7)									
	2001 4700 LP Int'l Amb	7253	1033		200,000				
	2001 Am LaFr Eagle Pumper 94	7227	7080						
	2001 Am LaFr Lti 93 Fire Tr 94	7250	8711						
	2009 M-2 Freightliner Med	8553	1792						
	2009 Pierce Pumper Enf 95	8557	0196						
	2010 M-2 Freightliner Med	8555	5787						
	2010 M-2 Freightliner	8692	9673						
	2012 Pierce Saber Pumper	8847	2805						
GRAND TOTAL 96				\$245,000	\$429,000	\$141,000	\$117,000	\$209,000	\$105,000

PROJECT NAME: Computer Hardware Replacement Program
DEPARTMENT: Finance
PROJECT NO: 304-091

PROJECT DESCRIPTION:

This project provides for the orderly replacement of User Desktop/Laptop Computers. By funding this project, the City will stay current with technological advances in the information technology field. A combination of laptops and office desktops will be replaced based on user requirements.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
User Laptops	\$27,000	\$12,000	\$27,000	\$27,000	\$6,750			\$99,750
User Desktops	\$2,200	\$6,000	\$2,200	\$2,200	\$2,200			\$14,800
Estimated Total Cost	\$29,200	\$18,000	\$29,200	\$29,200	\$8,950			\$114,550

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$29,200	\$18,000	\$29,200	\$29,200	\$8,950			\$114,550
County								
State								
Federal								
Estimated Total Revenue	\$29,200	\$18,000	\$29,200	\$29,200	\$8,950			\$114,550

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: The cost of maintenance after warranty is minimal and has been included in the Information Technology's Division budget.

PROJECT NAME: Computer Hardware Replacement Program
DEPARTMENT: Finance
PROJECT NO: 304-091

DEPARTMENT	POSITION TITLE	SUGGESTED MODEL
Administration	Assistant City Clerk	DELL Desktop Optiplex 990
Finance	Accountant	DELL Desktop Optiplex 990
Finance	Secretary	DELL Laptop Latitude E6520
Finance	Buyer	DELL Laptop Latitude E6520
Finance	Budget Analyst	DELL Desktop Optiplex 990
Finance	Assistant Finance Director	DELL Desktop Optiplex 990
Leisure Services	Secretary	DELL Desktop Optiplex 990
Planning	Secretary	DELL Desktop Optiplex 990
Planning	Ci Coordinator	DELL Desktop Optiplex 990
Planning	Zoning Administrator	DELL Desktop Optiplex 990
Public Safety	Training Officer	DELL Laptop Latitude E6520
Public Safety	Training Officer	DELL Laptop Latitude E6520

PROJECT NAME: Public Buildings Roof Replacement
DEPARTMENT: Public Works
PROJECT NO: 304-150

PROJECT DESCRIPTION:

This project provides for the roof replacement on public buildings. In FY 2013, the metal roof and the wooden sub-roof on the main pavilion at Community Park, two (2) dugouts and (1) press box at the Ira Van Bullock Park North Ball Field, and four (4) dugouts at Freedom Park shall be replaced. In FY 2014, the asphalt shingle roof at 500 Perry Avenue, the metal roof on the main pavilion at Ira Van Bullock Park, two (2) dugouts and one (1) press box at Ira Van Bullock Park Padgett Ball Field and the asphalt shingle roof on the Parks Division storage shed at Ira Van Bullock Park shall be replaced. FY 2015, the 3-ply roof on the maintenance shed at Veterans' Memorial Park and the 4-ply roof on Phase 1 of Public Safety Station shall be replaced. In FY 2016, the 4-ply roof on Phase 2 of Public Safety Station 1 shall be replaced. In FY 2017, the 4-ply roof of the bay and south area of Public Safety Station 1 shall be replaced.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Equipment & Software		\$65,000	\$46,000	\$34,000	\$35,000	\$30,000		\$187,000
Estimated Total Cost		\$65,000	\$46,000	\$34,000	\$35,000	\$30,000		\$187,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$65,000	\$46,000	\$34,000	\$35,000	\$30,000		\$187,000
County								
State								
Federal								
Estimated Total Revenue		\$65,000	\$46,000	\$34,000	\$35,000	\$30,000		\$187,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: The replacement project will slightly decrease the cost of maintenance included in the Public Works' Department budget.

PROJECT NAME: Public Buildings Roof Replacement
DEPARTMENT: Public Works
PROJECT NO: 304-150

BUILDING	ROOF TYPE	INSTALL DATE	LIFESPAN	2013	2014	2015	2016	2017	2018
301 Swain Blvd.	Asphalt Shingles	05/2004	2019-2024						
301 Swain Blvd.	4-ply built-up	05/2004	2019-2024						
500 Perry Ave.	Asphalt Shingles	02/1996	2011-2116		\$18,000				
	Metal	07/1997	2017-2022						
Bowman Park Gazebo ¹	Metal	06/2000	2020-2025						
Burrowing Owl Park Gazebo ²	Metal	11/1991	2016-2031						
Former City Hall	Asphalt Shingles (20/40 year)	08/1998	2018-2038						
Community Center	Metal	09/1999	2019-2024						
Community Hall	Asphalt Shingles	11/2005	2020-2025						
Community Hall (flat decks)	Built Up Aluminum	05/2011	2026-2031						
Community Park Comfort Station ²	Metal	11/1990	2015-2030						
Community Park East Gazebo ²	Metal	11/1990	2015-2030						
Community Park West Gazebo ²	Metal	11/1990	2015-2030						
Community Park Main Pavilion ³	Metal	11/1990	2015-2030	\$53,000					
Community Park Shuffleboard Court ³	Metal	11/1990	2015-2030						
Empire Park Gazebo ¹	Metal	01/2000	2020-2025						
Freedom Park Main Pavillion	Metal	01/2002	2022-2027						
Freedom Park Small Pavillion	Metal	01/2002	2022-2027						
Freedom Park N Restroom/Press Box	Metal	01/2002	2022-2027						
Freedom Park S Restroom/Press Box	Metal	07/2008	2028-2033						
Freedom Park Shed	Metal	09/2003	2023-2028						
Freedom Park Dugouts	Metal	01/2002	2022-2027	\$8,000					
Ira Van Bullock Padgett Field Dugouts & Pressbx ³	Metal	01/2000	2020-2025		\$4,000				
Ira Van Bullock North Field Dugouts & Pressbx ³	Metal	01/2000	2020-2025	\$4,000					
Ira Van Bullock Pavillion	Metal	01/2000	2020-2025		\$20,000				
Ira Van Bullock Gazebo ¹	Metal	June-09	2029-2034						
Ira Van Bullock PW Storage Shed	Asphalt Shingles	11/2005	2020-2025		\$4,000				
Leisure Services	3 ply Rubberoid Modified Bitumen	08/2007	2022-2027						
PS #1 Phase 1	4 ply Johns Manville	11/2000	2015-2020			\$32,000			
PS #1 Phase 2	4 ply Johns Manville	02/2002	2016-2021				\$35,000		
PS #1 Bay & south wing	4 ply Johns Manville	01/2002	2017-2022					\$30,000	
PS #1 Firing Range	4 ply built up	11/2003	2018-2023						
PS #2	Barrell Tile	08/2002	2027-2032						
Public Works Shed	Asphalt Shingles	11/2005	2020-2025						
Veterans Park Dugouts ²	Metal	09/1996	2016-2021						
Veterans Park Pressbox	Asphalt Shingles	01/2006	2021-2026						
Veterans Park Shed	3 ply	08/2000	2015-2020			\$2,000			
Municipal Complex- City Hall	Standing Seam Metal Roof "Snap Clad"	07/2007	2022-2027						
Municipal Complex- Public Works	Metal	07/2007	2022-2027						
TOTAL				\$65,000	\$46,000	\$34,000	\$35,000	\$30,000	\$0

¹ Will be painted in FY16
² Will be painted in FY13
³ Will be painted in FY14

PROJECT NAME: Storm Sewer Pipe & Basin Replacement
DEPARTMENT: Public Works
PROJECT NO: 304-152

PROJECT DESCRIPTION:

This project provides for the rehabilitation of storm sewer pipes throughout the City. There are several storm drainage systems that were installed more than 30 years ago and are in need of maintenance. In FY 2012, one hundred and forty-six (146) linear feet of 42" storm sewer pipe that conveys storm water along Woodlakes Boulevard was repaired and rehabilitated with High Density Polyethylene (HDPE) slip-line material. Also in FY 2012, the enhancement of the Villa Del Trio subdivision's drainage system through the use of HDPE and cured in-place slip-lining and proper grading of outfalls into the A & B Canals was completed. In FY 2013, twenty (20) linear feet of 24" storm sewer pipe that conveys storm water along Biscayne Boulevard will be repaired and rehabilitated with (HDPE) slip-line material. Also in FY 2013, a deteriorated 24" corrugated metal pipe outfall and rip-rap headwall at the intersection of Biscayne Boulevard and South 57th Avenue shall be repaired and rehabilitated.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Materials & Labor	\$247,000	\$30,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$377,000
Estimated Total Cost	\$247,000	\$30,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$377,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$99,000	\$30,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$229,000
County								
State								
Federal (FEMA)	\$148,000							\$148,000
Estimated Total Revenue	\$247,000	\$30,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$377,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: The project will reduce the ongoing cost of repairs included in the Public Works' Department budget.

PROJECT NAME: Emergency Advisory Radio System Upgrade
DEPARTMENT: Administration
PROJECT NO: 304-153

PROJECT DESCRIPTION:

In FY 2006, the City purchased an alert AM Emergency Advisory Radio System with four LED signs informing motorists to tune to the ALERT AM frequency "if flashing". During emergencies, such as hurricanes, the City is able to communicate with residents to inform them what to do before, during, and after a hurricane or other type of emergency. There have been improvements since the 2006 purchase that would increase the capabilities of the System. The Project would improve the clarity of the messages broadcast, increase the coverage area throughout the City limits, and provide for on-line streaming of programming. The City is awaiting approval from the Dept. of Homeland Security between September 2012 and January 2013; reimbursement will be available two (2) years after project completion.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Equipment & Software		\$29,500						\$29,500
Estimated Total Cost		\$29,500						\$29,500

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$14,750						\$14,750
County								
State								
Federal (UASI)				\$14,750				\$14,750
Estimated Total Revenue				\$14,750				\$29,500

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$500
 Description of Operating Impact: Cost of Internet Line.

PROJECT NAME: A & B Canals Enhancement
DEPARTMENT: Public Works
PROJECT NO: 304-156

PROJECT DESCRIPTION:

This project provides for the dredging and re-grading of the “A” & “B” Canals, to enhance storage capacity, improve storm water flow, and provide added bank stabilization. The improved flow will increase the positive drainage in the Lake Worth Hills, Villa Del Trio, and Palm Beach Villas subdivisions. Boundary and topographic surveying, engineering studies, and construction design took place in Fiscal Year 2012. In Fiscal Year 2013, the construction phase, will consist of excavating the bottom of the Canals, re-grading sides of the Canals to achieve a consistent and positive slope, and enhancing the (4) roadway crossings across South 57th and South 55th Avenues.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design	\$26,743							\$26,743
Materials & Labor		\$410,000						\$410,000
Estimated Total Cost	\$26,743	\$410,000						\$436,743

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$6,686	\$102,500						\$109,186
County								
State								
Federal (FEMA)	\$20,057	\$307,500						\$327,557
Estimated Total Revenue	\$26,743	\$410,000						\$436,743

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: **\$0**
 Description of Operating Impact: The project will reduce the cost of ongoing repair included in the Public Works' Department budget.

PROJECT NAME: Roadway Striping & Marking/Resurfacing
DEPARTMENT: Public Works
PROJECT NO: 304-161

PROJECT DESCRIPTION:

This project provides for the refurbishing of the pavement and asphalt marks and stripes along with the resurfacing of roadways throughout the City. In FY 2012, a visual assessment and analysis of the condition of the roadway surfaces was completed. Funds are allocated in Fiscal Year 2013 for the milling and resurfacing of South 57th Avenue (between 10th Ave. North and Lake Worth Road), and Foxtail Drive (north of Purdy Lane). Funds are also allocated in Fiscal year 2013 for a comprehensive engineering study to assess the rehabilitation of the concrete segment of South 57th Avenue, from Sherwood Forest Boulevard to 10th Ave North. A matrix showing the schedule of roadway rehabilitation from FY 2013 through FY 2018 is attached.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Materials & Labor		\$180,000	\$215,000	\$215,000	\$215,000	\$215,000	\$215,000	\$1,255,000
Estimated Total Cost		\$180,000	\$215,000	\$215,000	\$215,000	\$215,000	\$215,000	\$1,255,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$180,000	\$215,000	\$215,000	\$215,000	\$215,000	\$215,000	\$1,255,000
County								
State								
Federal								
Estimated Total Revenue		\$180,000	\$215,000	\$215,000	\$215,000	\$215,000	\$215,000	\$1,255,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: The project will reduce the cost of ongoing repair and maintenance included in the Public Works' Department budget.

PROJECT NAME: A/C Replacement Program
DEPARTMENT: Public Works
PROJECT NO: 304-163

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 per the attached replacement matrix.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Equipment & Software								
Materials & Labor	\$68,000	\$76,000	\$40,000	\$10,250	\$13,000	\$47,000	\$24,000	\$278,250
Estimated Total Cost	\$68,000	\$76,000	\$40,000	\$10,250	\$13,000	\$47,000	\$24,000	\$278,250

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$68,000	\$76,000	\$40,000	\$10,250	\$13,000	\$47,000	\$24,000	\$278,250
County								
State								
Federal								
Estimated Total Revenue	\$68,000	\$76,000	\$40,000	\$10,250	\$13,000	\$47,000	\$24,000	\$278,250

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: Newer units will lower electric costs and maintenance cost already Included in the Public Works' Department budget.

PROJECT NAME: A/C Replacement Program
DEPARTMENT: Public Works
PROJECT NO: 304-163

BUILDING	INSTALL DATE	UNIT TYPE	AREA COOLED	TONS	2013	2014	2015	2016	2017	2018
500 Perry West	Sep-09	COND	SW CLASSROOM	4						
500 Perry West	Sep-09	A/H	SW CLASSROOM	4						
500 Perry West	Oct-08	COND	NW CLASSROOM	3						
500 Perry West	Oct-08	A/H	NW CLASSROOM	3						
500 Perry East	Jul-07	COND	SE CLASSROOM/OFFICE	3.5						
500 Perry East	Jul-07	A/H	SE CLASSROOM/OFFICE	3.5						\$5,000
500 Perry East	Jan-08	COND	NE CLASSROOM/RESTROOMS	5						
500 Perry East	Jan-08	A/H	NE CLASSROOM/RESTROOMS	5						
Former City Hall	Jul-99	A/H	WEST WING- CPU ROOM	1.5				\$3,000		
Former City Hall	Apr-06	COND	WEST WING- CPU ROOM	1.5						
Former City Hall	Apr-99	A/H	EAST WING	15	\$19,000					
Former City Hall	Apr-99	COND	EAST WING	7.5						
Former City Hall	Apr-99	COND	EAST WING	7.5						
Former City Hall	Aug-08	A/H	LOBBY	15						
Former City Hall	Aug-08	COND	LOBBY	7.5						\$19,000
Former City Hall	Aug-08	COND	LOBBY	7.5						
Former City Hall	Apr-99	A/H	WEST WING	15	\$19,000					
Former City Hall	Apr-99	COND	WEST WING	7.5						
Former City Hall	Apr-99	COND	WEST WING	7.5						
Former City Hall	Apr-99	A/H	COUNCIL CHAMBERS	10	\$15,000					
Former City Hall	Apr-99	COND	COUNCIL CHAMBERS	5						
Former City Hall	Apr-99	COND	COUNCIL CHAMBERS	5						
Community Center	Oct-99	A/H	#3 GYM	20	\$23,000					
Community Center	Apr-08	COND	#3 GYM	20						
Community Center	Installed Oct 99;	A/H	#4 GYM	25						
Community Center	Out of service April	COND	#4 GYM	25						
525 Sw ain	Jun-09	A/H	2ND FLOOR	5						
525 Sw ain	Jun-09	COND	2ND FLOOR	5						
Ps Range	Mar-11	PACKAGE	STALLS	6						
Ps #1	Mar-11	A/H	LA UNDRY ,T.V. ,TOOL,RADIO	2						
Ps #1	Mar-11	COND	LA UNDRY ,T.V. ,TOOL,RADIO	2						
Ps #1	Mar-09	A/H	COMPUTER ROOM	2						
Ps #1	Jul-07	COND	COMPUTER ROOM	2						
Ps #1	Mar-11	A/H	DISPATCH,KITCHEN,BUNK	7.5						
Ps #1	Mar-11	COND	DISPATCH,KITCHEN,BUNK	7.5						
Ps #1	Dec-09	A/H	ADMIN,LOBBY,RECEPTION	7.5						
Ps #1	Dec-09	COND	ADMIN,LOBBY,RECEPTION	7.5						
301 Sw ain	Jun-12	A/H	BUILDING SERVICES	3						
301 Sw ain	Jun-12	COND	BUILDING SERVICES	3						
301 Sw ain	Jun-12	A/H	EAST STORAGE ROOMS	2						
301 Sw ain	Jun-12	COND	EAST STORAGE ROOMS	2						
Community Hall	Apr-11	A/H	SOUTH SIDE	10						
Community Hall	Apr-11	COND	SOUTH SIDE	5						
Community Hall	Apr-11	COND	SOUTH SIDE	5						

PROJECT NAME: A/C Replacement Program
DEPARTMENT: Public Works
PROJECT NO: 304-163

BUILDING	INSTALL DATE	UNIT TYPE	AREA COOLED	TONS	2013	2014	2015	2016	2017	2018
Ps #2	May-11	A/H	MAIN BUILDING	7.5						
Ps #2	May-11	COND	MAIN BUILDING	7.5						
Community Hall	Apr-11	A/H	NORTH SIDE	10						
Community Hall	Apr-11	COND	NORTH SIDE	5						
Community Hall	Apr-11	COND	NORTH SIDE	5						
Ps Range	Mar-11	A/H	INTERIOR ROOMS	4						
Ps Range	Mar-11	COND	INTERIOR ROOMS	4						
525 Sw ain	Mar-11	A/H	1ST FLOOR	5						
525 Sw ain	Mar-11	COND	1ST FLOOR	5						
Ps #1	Apr-11	COND	PHASE 2	15						
Ps #1	Apr-11	A/H	PHASE 2	15						
Comm Center	Aug-06	COND	#1 OFFICE, LOBBY, RESTROOMS	10		\$15,000				
Comm Center	Oct-99	A/H	#1 OFFICE, LOBBY, RESTROOMS	10						
Comm Center	Mar-07	COND	#2 CLASSROOM & HALL	20		\$25,000				
Comm Center	Oct-99	A/H	#2 CLASSROOM & HALL	20						
Freedom Park	Jul-02	WALL	PRESSBOX	1			\$10,000			
Ira Van Bullock	Oct-06	WIND	CONCESSION AREA	1				\$10,000		
Ps Range Shed	Oct-08	WIND	SHED	5,000 BTU			\$250			
Public Works	Aug-07	A/H	ENTIRE BUILDING	15					\$20,000	
Public Works	Aug-07	COND	ENTIRE BUILDING	15						
City Hall	Aug-07	PACKAGE	EAST WING	25					\$2,000	
City Hall	Aug-07	PACKAGE	WEST WING	25						
City Hall	Aug-07	A/H	COUNCIL CHAMBERS	20					\$20,000	
City Hall	Aug-07	COND	COUNCIL CHAMBERS	20						
City Hall CPU Room	Aug-07	A/H	CPU ROOM	2					\$5,000	
City Hall CPU Room	Aug-07	COND	CPU ROOM	2						
TOTAL:					\$76,000	\$40,000	\$10,250	\$13,000	\$47,000	\$24,000

1 TON = 12,000 BTU'S

R-410 cost is approximately \$1,500 per ton for replacement

PROJECT NAME: 301 Swain Boulevard Building Renovation
DEPARTMENT: Planning & Engineering
PROJECT NO: 304 -164

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 as offices and a museum, and the Greenacres branch office of the Central Palm Beach County Chamber of Commerce. The building is more than 70 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 exterior appearance of the building will also be enhanced. This work was funded in FY 2011 and was partially supported through a Community Development Block Grant. The roof is only approximately 4 years old and is not anticipated to require significant work. For FY 2012 and FY 2013, through a grant from Palm Beach County Parks and Recreation the parking area will be repaired and the museum space will be furnished with exhibits and displays for the Historical Society's collection.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Construction	\$25,838	\$74,162						\$100,000
Estimated Total Cost	\$25,838	\$74,162						\$100,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City	\$25,838	\$(25,838)						\$0
County (Cultural)		100,000						100,000
State								
Federal (FEMA)								
Estimated Total Revenue	\$25,838	\$74,162						\$100,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: The renovation of the building and parking area will lower the annual maintenance cost.

PROJECT NAME: Ramblewood Cir/Harwich Ct Storm Sewer System Enhancement
DEPARTMENT: Public Works
PROJECT NO: 304-185

PROJECT DESCRIPTION:

This project provides for the enhancement of the storm sewer system in the Ramblewood Circle and Harwich Court subdivisions. In FY 2013, an engineering and topographic survey study will assess the systems' efficiency and provide enhancement options. Based on the results and recommendations of the study, the City will assess the next phase of the project. This project is partially funded by a FEMA grant (75%).

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design		\$23,000						\$23,000
Materials & Labor								
Estimated Total Cost		\$23,000						\$23,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$7,750						\$7,750
County								
State								
Federal (FEMA)		\$17,250						\$17,250
Estimated Total Revenue		\$23,000						\$23,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: NA

PROJECT NAME: Street Light Enhancements
DEPARTMENT: Public Works
PROJECT NO: 304-188

PROJECT DESCRIPTION:

This project provides for the installation of streetlights on the north side of Dillman Road and on the west side of Park Point Court. Thirteen (13) streetlights, three (3) transformers and two (2) concrete poles shall be installed on the north side of Dillman Road. The project provides for increased visibility and safer conditions for drivers and pedestrians.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Materials & Labor		\$20,000						\$20,000
Estimated Total Cost		\$20,000						\$20,000

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$20,000						\$20,000
County								
State								
Federal								
Estimated Total Revenue		\$20,000						\$20,000

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$2,340
 Description of Operating Impact: Electrical service to additional streetlights.

PROJECT NAME: Cardiac Monitor Replacement
DEPARTMENT: Public Safety
PROJECT NO: 304-189

PROJECT DESCRIPTION:

This project provides for the purchase of six (6) Zoll Cardiac Monitors. This new technology provides a clear, real-time view of the heart and airway compliance. By deploying the new monitors it will allow Greenacres Fire Rescue crews to transmit EKG Rhythm's to the receiving hospitals using Bluetooth Technology. This has become the new standard in the emergency response industry. The new monitors will be replacing the outdated eleven (11) year old Zoll M Series Monitors now be carried by Greenacres crews.

This project is anticipated be partially funded by the Palm Beach County EMS Grant. If funding cannot be secured this is estimated to take two (2) years to complete.

COST BY CIP YEAR	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
Planning & Design								
Equipment & Software		\$62,587	\$62,587					\$125,174
Estimated Total Cost		\$62,587	\$62,587					\$125,174

FUNDING SOURCE	BUDGET 2012	BUDGET YEAR 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
City		\$62,587	\$62,587					\$125,174
County								
State								
Federal								
Estimated Total Revenue		\$62,587	\$62,587					\$125,174

ANNUAL OPERATING COST INCREASES CREATED BY PROJECT:

Annual Operating Expenditures: \$0
 Description of Operating Impact: The maintenance cost is included in the Public Safety Department's budget.

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.

ALS	-	Advanced Life Support	GASB	-	Governmental Accounting Standards Board
CARES	-	Children Are Really Extra Special	GIS	-	Geographic Information System
CDBG	-	Community Development Block Grant	GPRS	-	General Packet Radio System
CDPD	-	Cellular Digital Packet Data	HOA	-	Homeowners' Association
CIP	-	Capital Improvement Program	ICMA	-	International City/County Management Association
COLA	-	Cost-Of-Living Adjustment	MDT	-	Mobile Data Terminals
EKG	-	Electrocardiogram	MPSCC	-	Municipal Public Safety Communications Consortium
EMS	-	Emergency Medical Services	MSTU	-	Municipal Services Taxing Unit
FY	-	Fiscal Year	ODP	-	Office of Domestic Preparedness
FMIVT	-	Florida Municipal Investment Trust	PC	-	Personal Computer
FTE	-	Full Time Equivalent			
GAAP	-	Generally Accepted Accounting Principals			

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 year.

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).

ADVANCED LIFE SUPPORT (ALS): 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.

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.

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.

APPRAISE: To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.

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.

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.

CHILDREN ARE REALLY EXTRA SPECIAL (C.A.R.E.S.): City sponsored C. A. R. E. S. program 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.

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.

ELECTROCARDIOGRAM (EKG): 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.

EMERGENCY MEDICAL SERVICES (EMS): 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 that makes the entity self supporting.

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.

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 EQUIVALENT (FTE): FTE is the number of full time employees in addition to the number of part time employees converted to full time (hours based on 2080 work hours per year).

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.

HOMEOWNERS' ASSOCIATION (HOA): A governing board that establishes rules and regulations for homeowners within its jurisdiction boundaries.

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.

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. 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.

MUNICIPAL PUBLIC SAFETY COMMUNICATIONS CONSORTIUM (MPSCC): An entity that is developing a county -wide 800 MHZ trunking system to link with the City's 800 MHZ radio communications system.

MUNICIPAL SERVICES TAXING UNIT (MSTU): 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.

OFFICE OF DOMESTIC PREPAREDNESS (ODP): An office created through Homeland Security, which funds 90% (10% city matching) of certain special and approved projects through ODP Firefighters Assistance Grants.

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.

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.

PERSONAL COMPUTER(S) (PC): 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 service level provided or workload completed by each Department within the City.