city commission agenda

Regular Meeting

3:30 p.m.
July 11, 2011
Commission Chambers

commissioners				mayor	commissioners			
seat 1	Steven Leary	seat 2	Sarah Sprinkel	Kenneth W. Bradley	seat 3	Carolyn Cooper	seat 4	Tom McMacken

welcome

Welcome to the City of Winter Park City Commission meeting. The agenda for regularly scheduled Commission meetings is posted in City Hall the Tuesday before the meeting. Agendas and all backup material supporting each agenda item are available in the City Clerk's office or on the city's Web site at www.cityofwinterpark.org.

meeting procedures

Persons desiring to address the Commission MUST fill out and provide to the City Clerk a yellow "Request to Speak" form located by the door. After being recognized by the Mayor, persons are asked to come forward and speak from the podium, state their name and address, and direct all remarks to the Commission as a body and not to individual members of the Commission, staff or audience.

Comments at the end of the meeting under New Business are limited to three (3) minutes. The yellow light indicator will remind you that you have one (1) minute left to sum up. Large groups are asked to name a spokesperson. This period of time is for comments and not for questions directed to the Commission or staff for immediate answer. Questions directed to the City Commission will be referred to staff and should be answered by staff within a reasonable period of time following the date of the meeting. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted. Thank you for participating in your city government.

1	**Meeting Called to Order**	
2	**Invocation** Finance Director Wes Hamil **Pledge of Allegiance**	
3	**Approval of Agenda**	
4	**Mayor's Report**	**Projected Time**
	a. Proclamation: "Playdays 2011" promoting healthy lifestyles and participating in the national "Let's Move" campaign b. Presentation: Employee of the Second Quarter 2011, Howard Hadden c. Board appointments	15 minutes
5	**City Manager's Report**	**Projected Time**
	a. Announcement of a Public Hearing for a Brownfield Designation Request for 1240 Miller Ave and 1111 S. Orlando Ave.	

6	**City Attorney's Report**	**Projected Time**

7	**Non-Action Items**	**Projected Time**
	a. Streamlining the permitting process – 90 day plan	10 minutes
	b. 2012 Budget Presentation	30 minutes

8	**Citizen Comments | 5 p.m. or soon thereafter (if the meeting ends earlier than 5:00 p.m., the citizen comments will be at the end of the meeting)** (Three (3) minutes are allowed for each speaker; not to exceed a total of 30 minutes for this portion of the meeting)	

9	**Consent Agenda**	**Projected Time**
	a. Approve the minutes of 6/27/11.	
	b. Approve a permanent drainage easement between Presbyterian Retirement Communities, Inc. and the City (Winter Park Towers).	5 minutes
	c. Approve early morning concrete pours at Winter Park Towers construction project located at 1111 S. Lakemont Avenue	
	d. Approve the Pole License Joint Use Agreement with Embarq Florida, Inc. d/b/a/ Century Link and authorize the Mayor to execute the agreement.	
	e. Approve the following change order and contracts:	
	1. Deduct Change Order COR-023 to Community Center contract (RFQ-17-2009) with Turner Construction Company and authorize the Mayor to execute the change order document; $239,160.83	
	2. Piggybacking the State of Florida contract 425-001-06-1 for Office Furniture and Files and authorize the Mayor to execute the Piggyback Contract as required for specific purchases	
	3. Piggybacking the State of Florida contract 991-160-11-2 for Statewide and Global Courier Services with UPS and authorize the Mayor to execute the Piggyback Contract	
	4. Piggybacking the State of Florida contract 420-420-10-1 for Furniture: Educational/Institutional and authorize the Mayor to execute the Piggyback Contract as required for specific purchases	

10	**Action Items Requiring Discussion**	**Projected Time**
	a. Temporary partial hiatus for water and sewer impact fees	15 minutes

11	**Public Hearings**	**Projected Time**
	a. Resolution–State of Florida Department of Transportation Local Agency Program (LAP) Agreement 427966-1-58-01 for the construction of pedestrian improvements along Howell Branch Road	10 minutes
	b. Resolution-Establishing an emergency surcharge for taxicabs	5 minutes
	c. Resolution-Requesting that the Florida Elections Commission investigate an alleged deliberate violation of the Florida Elections Code in the March 8, 2011 Winter Park Commission election.	15 minutes

12 City Commission Reports	Projected Time
a. Commissioner Leary b. Commissioner Sprinkel c. Commissioner Cooper d. Commissioner McMacken e. Mayor Bradley	10 minutes each

appeals & assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

7.12	TERM	ID	First Name	Last Name	Home Address	City
	CONSTRUCTION BOARD OF ADJUSTMENT					
4	New, Alternate, 2011-2012	101	**Benjamin**	**McCoy**	1830 Bryan Ave	Winter Park
	KEEP WINTER PARK BEAUTIFUL BOARD					
1	Appoint, 2011-2014	163	**Kelly**	**Olinger**	1455 Westchester Ave	Winter Park

city commission **city manager's report**

item type	Non-Action Item	meeting date	July 11, 2011

Below are issues of interest to the Commission and community that are currently being worked on by staff, but do not currently require action on the Commission agenda. These items are being tracked to provide the Commission and community the most up to date information regarding the status of the various issues. The City Manager will be happy to answer questions or provide additional updates at the meeting.

issue	update	date
Pensions	The pension analysis for additional pension modifications is underway. The Pension Boards have modified the contracts with their actuary to provide a 10 year projection as suggested by the City.	July/August
Lee Road Median Update	City has addressed FDOT comments and is working with our landscape architect to finalize the plans.	Dependent on acceptance of our responses.
Pro Shop Renovation	The project is underway.	Anticipate completion in August 2011
Community Center	We expect to get the report from GreenPlay on programming by the end of July. Turner estimates construction completion by the end of July, move-in during August and a soft opening in September.	Up and running in September
Fairbanks Improvement Project	The 90% drawings have been submitted to FDOT and we expect comments within 10 days.	Project should be out to bid by the end of July and Construction should begin in September.
Fairbanks/Orange/ Pennsylvania	Project is substantially complete.	Total project should be complete by the end of June.

Hazardous Waste	Another round of comments have been forwarded to the County for review. We have requested and received permission to temporarily allow Winter Park residents to use the Orange County HHW disposal facility while the details of the Interlocal Agreement are being finalized.	Anticipated agreement to City Commission in July.
Budget	The Budget will be delivered to the Commission the week of July 5th. The City Manager will provide an overview of the budget on July 11th and a workshop has been scheduled for July 18th.	Adopted in September.

Once projects have been resolved, they will remain on the list for one additional meeting to share the resolution with the public and then be removed.

city commission agenda item

item type	City Manager Report	meeting date	July 11, 2011
prepared by department division	Peter Moore Economic Development/ CRA	approved by	■ City Manager ■ City Attorney ☐ N|A
board approval	Economic Development Advisory Board	■ yes ☐ no ☐ N|A 6-0 final vote	

subject

Announcement of Public Hearing for brownfield designation requested by the property owner for 1240 Miller Ave. and 1111 S. Orlando Ave.

motion | recommendation

None – informational only

background

On September 29, 2010 the City received a request from the property owner of 1240 Miller Ave. and 1111 S. Orlando Ave. to designate their property as a brownfield under the State Department of Environmental Protection's (FDEP) Brownfield Program. Pursuant to Statute, the noticing requirements for the designation of a brownfield require that an announcement is made at a public meeting preceding the public hearings to take place regarding the resolution. City staff is currently pursuing all other requirements of noticing as referenced in the Statute and will provide the resolution draft and backup material for the July 25th City Commission meeting.

Over the last 6 months, City staff has worked with the FDEP, city attorneys, the (Florida Redevelopment Association), and the property owner to evaluate the roll of brownfield designations. On March 8, the EDAB unanimously approved recommending the designation.

alternatives | other considerations

NA

fiscal impact

None

long-term impact

NA

strategic objective

NA

city commission agenda item

item type	Non-Action Item	meeting date	July 11, 2011
prepared by department division	Jeff Briggs & George Wiggins Planning and Bldg/Code Enforcement Department	approved by	■ City Manager ☐ City Attorney ☐ N|A
board approval		☐ yes ☐ no ☐ N|A	final vote

Subject: Update on actions to implement "Streamlining the Permitting Process".

As part of the current 90 Day Plan, the staff is providing an update on the initiative involving steamlining the permitting process.

The first part of this initiative is to improve the efficiencies from the time someone applies for a building permit until the time they receive the building permit. A summary of the actions being taken to improve the construction permitting process is attached.

The second part involves efficiencies in the time it takes applicants who need zoning approvals from the Planning and Zoning Board and the City Commission. A summary of those proposals is attached. The staff discussed these with the Planning Board at their work session on April 27th but then with three new members, the discussion was repeated at their work session on June 22nd. These changes will require ordinance adoptions following advertisement and public hearings. These are planned for the August 2nd P&Z meeting and the August 22nd City Commission meeting.

City of Winter Park
Building Department

Streamlining the building permitting process

Objective: Improve or amend the building permit process to create customer friendly system with ease of access for required information for permit submittal, ease of checking status of submitted plans, clear guidance on remedies for non-compliant projects and clear instruction for inspections needed during construction.

Scope: Review current system from first customer contact point to final approval of certificate of occupancy for a building or building improvement.

Actions taken to date:

Flow Charts were created for residential and commercial construction identifying normal processes of the permitting process (see attachments).

Parsram Rajaram (IT Director) set up meetings with all staff from departments involved with the permitting and plan review process to address all software system issues related to the efficient and effective processing of construction plan reviews that can provide easily accessible customer feedback on status. These meetings identified action steps and software adjustments to improve plan review. For example, the exact status of any plan under review can now be accessed on line by permit number without requiring a special access code. The applicant as well as any citizen can review this status as well. Part of the action plan is to continue to refine this process to make the system user friendly.

Several additions have been posted at the City's website to assistant the resident and permit applicants to assist with the various types of permits and construction projects that we receive questions on regarding what is needed and how to comply with our codes. Here is an example:

Checklists & Guidelines (Add to web site):

- Accessory Permit Submittal Guidelines
- Boathouse-dock Permit Application Guidelines
- Commercial & R-4 Major Checklist
- Commercial & R-4 Minor Checklist
- Door & Window Permit Application Guidelines
- Fence Permit Application Submittal Guidelines
- Land Development Code Accessory Structures in Residential Areas
- Mechanical Equipment Change Out Guidelines
- Misc. Repairs, Siding, Soffit, and Fascia Installation Guidelines
- New Mechanical Equipment Submittal Guidelines
- New Single Family Residence & Additions Checklist
- Permit Application Guidelines-Screen Enclosures
- Pool Permit Application and Submittal Guidelines

- Pool, Spa, and Hot Tub Safety Form
- R-2 and R-3 Major Checklist
- R-2 and R-3 Minor Checklist
- Sign Permit Submittal Guidelines
- Single Family Residential Plan Submittal Application Checklist (Public Works)
- Single Family Dwellings Minor Exterior and Interior Alteration
- Swimming Pool and Spa Application Checklist

With these improvements and changes, we will test these actions taken by inquiring of several residents, contractors and other users of the system for feedback and for further ways to improve the permitting system.

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City of Winter Park
Planning Department

Streamlining the Zoning Approval Process

The Zoning Approval process can be streamlined or shortened for applicants by changing the code to permit more administrative staff approvals versus planning board approvals and by shortening the public notice requirements for city wide notices as follows:

Conditional Uses:

Certain types of conditional uses such as those for drive-in businesses, certain business types, liquor licenses, etc. can be staff approved with conditions. If the staff recommendation is for denial or the conditions are unacceptable to the applicants then they can request P&Z Board review for appeals of denials or appeals concerning conditions of approval.

Significant Changes to Approved Plans:

Now plans have to come back through P&Z/City Commission for any increase in size over 250 sq. ft. or impervious coverage of 500 sq. ft or height of one foot. The threshold for re-reviews can be higher at 500 sq. ft. of building area or 1,000 sq. ft. of new impervious.

Building Plans in the CRA:

Plans have to come through P&Z/City Commission for any increase in size over 250 sq. ft. of building area in the CRA. This threshold could be increased to 500 or 1,000 sq. ft.

Lakefront Reviews:

Administrative staff approvals are suggested for all swimming pools (without screen enclosures) and other patio additions and for additions of less than 1,000 sq. ft. Again staff denials or appeals of conditions can go to P&Z.

City-Wide Notice:

Increase the threshold for a city-wide notice from 25,000 sq. ft. to 50,000 sq. ft. and for FLU/Rezonings from one acre to two acres.

Large Scale Comprehensive Plan changes:

Modify to comply with the new HB7207 to eliminate the requirement that FLU changes over 10 acres or to a density in excess of 10 units/acre are limited to twice a year.

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CITY OF WINTER PARK
PLANNING AND ZONING COMMISSION

Work Session — June 22, 2011
Commission Chambers — 12:00 Noon

A G E N D A

UPDATE ON THE OUTCOME OF CITY COMMISSION PUBLIC HEARINGS

- Sydgan Rezone and CU at 400 W. New England
- Neurology Group rezone at 1605 W. Fairbanks Ave.
- Rollins - Bush Science and WP Institute
- Board Appointments

DISCUSSION ITEMS:

- Legislative versus Quasi-Judicial Decisions
- Stream Lining the Approval Process
- Form Based Code for West Fairbanks Avenue

Upcoming Meeting Schedule:

Tuesday, July 12, 2011 @ 7 p.m. – Regular Meeting

All interested parties are invited to attend and be heard. Additional information is available in the Planning Department so that citizens may acquaint themselves with each issue and receive answers to any questions they may have prior to the meeting.

Please be advised that one (1) or more members of the City Commission may be in attendance and may participate in the discussions at the meeting.

NOTE: If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105).

Persons with disabilities needing assistance to participate in any of these proceedings should contact the Planning Department at 407-599-3453 at least 48 hours in advance of the meeting.

Residential

Construction Permitting & Plan Review

approval process

PERMIT EXPIRES IN SIX MONTHS IF WORK NOT STARTED AND INSPECTED.

Construction plans & completed permit application submitted

MINOR INTERIOR or EXTERIOR ALTERATIONS

Plans reviewed by Building Division.

APPROXIMATE review period is 1-3 business days.

NEW CONSTRUCTION, ADDITION or MAJOR RENOVATION

Plans reviewed by required departments/divisions*.

APPROXIMATE review period is 7-15 business days.

*Required departments/divisions:

- Electric Utility Department
- Planning Department (waterfront properties)
- Water & Wastewater Utility Department
- Building Division
- Code Enforcement Arborist
- Engineering Division
- Historic Preservation (in required locations)
- Lakes Division (docks, boathouses seawalls)
- Stormwater Division

Plans not approved.

OR

Review comments sent to applicant

Corrections to plans submitted & reviewed within two business days

PLANS APPROVED

APPLICANT NOTIFIED & PERMIT ISSUED

Commercial & Multi-family

Construction Permitting & Plan Review

approval process

PERMIT EXPIRES IN SIX MONTHS IF WORK NOT STARTED AND INSPECTED.

Construction plans & completed permit application submitted

NEW ADDITION or MAJOR ALTERATION

Plans reviewed by required departments/divisions*.

APPROXIMATE review period is 14-30 business days.

*Departments/divisions that may be required:

- Economic Development/CRA Department
- Electric Utility Department
- Fire-Rescue Department
- Parks & Recreation Department
- Police Department
- Planning Department
- Water & Wastewater Utility Department
- Building Division
- Code Enforcement Arborist
- Engineering Division
- Stormwater Division

MINOR ALTERATION or CHANGE OF OCCUPANCY

Plans reviewed by required departments/divisions*.

APPROXIMATE review period is 7-14 business days.

*Departments/divisions that may be required:

- Economic Development/CRA Department
- Electric Utility Department
- Fire-Rescue Department
- Planning Department
- Water & Wastewater Utility Department
- Building Division
- Code Enforcement Arborist
- Engineering Division
- Stormwater Division

Plans not approved.

Review comments sent to applicant

Corrections to plans submitted & reviewed within 5-7 business days

OR

PLANS APPROVED

APPLICANT NOTIFIED & PERMIT ISSUED

City of Winterpark

Guide to basic building department forms available on line at:

www.cityofwinterpark.org

From the white tool bar below the picture of Central Park select:

DEPARTMENTS

Building & Code Enforcement

Building

Building Division Forms
Checklists: Various construction projects
Demolitions: Checklist and guidelines
Enginnering: Checklists & guidelines
Fee Scedules: Building fee calculator on PDF or Excel
Inspection code: For calling in inspections
Permit tracking: Review status & inspection status
Setback calculation worksheets

Current considerations:
City Building Code: Amendment Ord.2769-09
Adopted Codes: As of March 2009
Sign ordinance: Land Deveopement Code
New Residential Zoning Code adopted 2/22/10

Demolition forms
Standards: For demolitions
Permit application: For demolitions
Post demolition checklist
Additional referance material

Ordinances & Resolutions
Construction Code Board of Adjustments & Appeals
Property maintenance code
New irrigation regulations
New Landscaping regulations

Permit applications
Building / Site permit application
Building moving
Deed restrictions: As required
Electrical, Mech. Plumbing, septic, sewer, well
Miscellanious:
Notice of commencement
Roof affidavits, tile roof affadavits
TCO requirements
Threshold Inspector Certification

Permit inspections
Building, Mechanical, electrical, plumbing & gas
Common violations

Permit tracking
Home
Select permit-using application number
Schedule inspection

NEW beginnings

proposed BUDGET

2012

fiscal year

CITY OF WINTER PARK, FLORIDA
ESTABLISHED 1882
CITY OF CULTURE AND HERITAGE

2012 PROPOSED ANNUAL BUDGET

Mayor	Kenneth W. Bradley
Vice Mayor	Steven Leary
Commissioners	Carolyn Cooper
	Tom McMacken
	Sarah Sprinkel
City Manager	Randy B. Knight

City of Winter Park
401 Park Avenue South
Winter Park, Florida 32789

Be the best place to live, work and play in Florida for today's residents and future generations.

administrative staff

Administration	
Assistant City Manager	Michelle del Valle
City Attorney	Larry Brown
City Clerk	Cindy Bonham
Building & Code Enforcement Director/Legislative Affairs	George Wiggins
Communications Director	Clarissa Howard
Economic Development/CRA Director	Dori DeBord
Electric Utility Director	Jerry Warren
Finance Director	Wes Hamil
Fire-Rescue Chief	James White
Fleet Management Director	Jeff Parrish
Parks & Recreation Director	John Holland
Planning Director	Jeff Briggs
Police Chief	Brett Railey
Public Works Director	Troy Attaway
Water & Wastewater Utility Director	David Zusi

budget schedule 2012

other meetings and/or work sessions may be scheduled as needed

Delivery of Proposed Budget	July 7
Receive public input on 2012 Budget & provide budget overview	July 11
Budget Work Session	July 18
Receive public input on 2012 Budget & set tentative Millage Rate	July 25
Receive public input on 2012 Budget	Aug 8
Receive public input on 2012 Budget	Aug 22
First reading of budget adoption process	Sept 12
Adoption of 2012 Budget	Sept 26

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Transmittal Memo

Management Reports

Revenues

Budget Summary

Program Budgets

Capital Improvement Plan

10-year Pro Forma

Cash Reserves

To: Mayor and City Commissioners

From: Randy B. Knight, City Manager

Date: July 7, 2011

Subject: 2012 Proposed Budget

We are pleased to present the proposed Fiscal Year (FY) 2012 budget and corresponding five year Capital Improvement Plan (CIP). This budget marks the fourth consecutive budget prepared under weak economic conditions. Last year we posed the question what will be the new normal? And, today we deliver a proposed budget that begins to establish the new normal and positions our City to continue to meet infrastructure needs and provide high quality services to our residents, business owners and visitors whose expectations have remained high. While taxable values declined again slightly, there are signs of economic improvement overall.

NEW BEGINNINGS

In the last two years, the budget themes have been very focused, *maintaining today to strengthen tomorrow*, and *fiscal responsibility creates sustainability*. These themes supported the overall management philosophy necessary to navigate through the tough economic times and to prepare for brighter days. While we remain cautiously optimistic about economic recovery, we have positioned our City well to celebrate many ***new beginnings.*** Below are several examples:

- Opening a new community center and significantly increasing programming opportunities to many diverse groups
- Repaying the Electric Utility debt to the General Fund a year earlier than projected.
- Reestablishing raises for the hardworking and dedicated employees
- Kicking off Mead Garden improvements and operations with a $200,000 investment in that important City asset
- Spurring development on Fairbanks through infrastructure improvements by the City, including sewer installation and road, signal and lighting improvements
- Meeting the need for a new Electric Utility Operations Center
- Increasing funding for Economic Development initiatives
- Using the latest technology to improve crime statistics and communications

STRATEGIC PLANNING

The proposed budget was prepared with our vision statement and strategic plan as the guiding tools. **Our Vision: *Be the best place to live, work and play in Florida for today's residents and for future generations.***

In order to "*be the best"* we must first recognize why we "are" the best place to live, work and play in Florida. On April 5, 2011, the City Commission and staff worked together to discuss a strategy for implementing the vision and several key upcoming issues. The strategy conversations included topics such as city facilities, economic development, budget goals, communications and governance. The Strategy Map includes a Vision, Values, Differentiators, Strategic Objectives and Initiatives. The differentiators help describe what makes Winter Park the best, and sets the tone for the development of the objectives and initiatives.

Below are the current strategic objectives and included in this document is a draft Strategy Map that identified initiatives consistent with the dialog at the strategy session. Further, these initiatives have been addressed within the proposed budget.

- Quality environment
- Quality development & redevelopment
- Quality of government services & financial security
- Quality facilities & infrastructure
- Quality economic development

A final strategy map will be available on the City's website, once approved by the City Commission.

BUDGET GOALS

As part of the Strategic Planning Session, the City Commission adopted several budget goals. The goals were identified ahead of developing the proposed budget to allow the City Commission to participate early in the budget development process and to assist staff in having clear direction with regards to developing a

budget that provides the desired levels of service. The proposed budget was presented meeting or exceeding all of the adopted budget goals.

Below are the FY2012 budget goals adopted by the City Commission:

- ✓ Continue to work toward achieving 30 percent reserves in the General Fund by allocating $1 million in increases as part of FY2012 budget
- ✓ Maintain the current operating millage rate of 4.0923
- ✓ Continue to fund the Winter Park Public Library, Winter Park Historical Association, and United Arts at the previous rate established in FY2011 through the General Fund
- ✓ Maintain the current levels of service
  - o Increase median maintenance
  - o Increase number of new sidewalks built
- ✓ Provide a pay raise for employees in the FY2012 budget, work towards developing a program to establish pay within the top 35 percent and benefits within the top 50 percent of municipalities approved for benchmarking.

LEVELS OF SERVICE

The City of Winter Park provides a wide variety of services to its residents, business owners and visitors. The levels of service have been established over time through City Commission, citizen and staff input with the goal in mind of preserving a superior quality of life for ***today's residents and for future generations.*** While some levels of service are regulated by statutes, most are simply policy driven. The levels of service desired by the City Commission and the community have a direct impact on the budget. Staff is constantly working on ways to improve efficiencies. The new budget format provides a description of service level changes within each program page. There are hundreds of services in varying degrees of complexity and costs provided by the City, the most significant performance indicators are listed below.

Public Works

- Maintain 85 percent of the roads at a Pavement Surface Evaluation Rating (PASER) of five or above. A road that reaches a PASER below five is paved within 24 months.
- Street sweeping is performed on all city streets once every two weeks during non-peak leaf season (10 months) and once every week during peak leaf-fall season (two months).
- Inspection and maintenance of the City's storm water treatment devices are performed once every two weeks. Upon inspection, if the device is more than 25 percent full, the device is scheduled to be cleaned within one week.
- Sidewalk maintenance/repair is performed at a risk mitigation level of service which means that once sidewalk problems (uplifts, separations, crushed or missing sections) are reported, the area is secured as necessary and repairs are performed promptly, usually within two weeks at the outset. Additionally,

inspections are performed in a one block radius of the reported problem so that we are efficient in the use of our staff and/or contractual costs since there is a mobilization minimum built into the contractor agreement.

Fire

- Accreditation - Successfully completed the agency's third International Fire Service Accreditation process and adopted credible benchmarks for all levels of service with the 2010 Standards of Cover and Strategic Plan adoption.
- Distribution of Emergency Resources – For 90 percent of all emergency responses within the City, Fire-Rescue arrives within eight minutes, 50 seconds (8:50) total response time and is capable of providing Advanced Life Support (ALS) medical care as well as fire suppression services as needed.
- Concentration of Emergency Resources – For 90 percent of all emergency responses within the City, Fire-Rescue arrives with an Effective Response Force (ERF) of 17 firefighters within 11 minutes, 30 seconds (11:30) total response time and is capable of providing fire suppression services needed to contain the fire to the area/room of origin.
- Emergency Medical Services Patient Care – Of those patients found in cardiac arrest, 35 percent are delivered to local emergency departments displaying a Return of Spontaneous Respirations offering these patients a greater chance of survival. The national average for these patients is currently 5 percent.

Police

- All felony crimes are reviewed by a detective supervisor and assigned to a detective within 24 business hours.
- Community Policing
  - 4 officers in schools
  - 26 neighborhoods participating in Neighborhood Watch
  - Maintains department accreditation by complying with 264 standards
- Average response time to priority one emergency calls for service under two minutes, 30 seconds (2:30).
- 97 percent of emergency calls are answered within 10 seconds
- 6 positions dedicated to traffic enforcement

Parks and Recreation

- Mowing schedule
  - Premier parks – Seven-day cycle
  - Secondary parks – 10- to 14-day cycle
- Landscape/planter bed maintenance
  - Priority areas (ex: Park Avenue, New England Avenue) – two times per week
  - Secondary areas (ex: Orange Avenue, Pennsylvania Avenue) – 14-day cycle
  - Facility/specialty areas (ex: amphitheater, Rose Garden, Winter Park Country Club) – Seven-day cycle
- Forestry
  - Right of Way (ROW) trimming - risk mitigation
  - Power lines – three years
  - New plantings – 300 to 400 per year

Building & Code Enforcement

- Approximately 40 code enforcement inspections per day and 35 building inspections per day
- Approximately 10 tree inspections per day
- Respond to citizen complaints and perform requested building inspections within one business day
- Coordinate approximately 100 lot clean-ups per year
- Process and issue 4,000 business licenses
- Process and issue over 3,300 permits (including bldg, tree, special events, garage sale and miscellaneous utility permits)
- Review over 100 prospective building plans and projects with residents, builders and designers

Communications

- City publications produced:
  - Quarterly Winter Park Update
  - Bi-annual Hannibal Herald
  - Quarterly City Today
  - Monthly Utility Bill insert
  - Bi-annual Waterways
- Number of press releases/media alerts (approximately 110)
- Number of major city events supported with graphics and publicity/promotion (approximately 35)
- Number of proclamations (approximately 40)
- Number of speeches/talking points (approximately 40)
- Frequency of posts via Facebook and Twitter (daily, with exception of holidays and weekends)

CHANGES TO THE BUDGET

Substantial budget cuts have been necessary in our budget for the past few years both to balance the budget in those years and to create sustainability going forward. This year was no different, except there was little left to cut without service level reductions. Going forward, if revenues do not return to a growth that keeps up with inflation, it may be necessary to consider either service level reductions or a modest millage rate increase.

For the most part, the proposed budget follows the same format and provides the same level of service as FY2011. This section highlights the more significant changes in format and funding/service levels.

Format Changes:

- Reimbursements from other funds have been moved from the Revenue section of the various schedules to a credit in the Expenditure section. Reimbursements are the payment of cost allocations from other funds. For example, the Water and Sewer Fund does not have its own accountants, purchasing agents, payroll processors, human resource employees, etc.

Through a cost allocation formula it reimburses the General Fund for its fair share of those services. In the past, these Reimbursements were shown in the budget document as revenue to the General Fund and many users of the document were confused by that and thought the Reimbursements were the same as operating transfers. This presentation better reflects what is really happening and matches the accounting used in the annual audited financial statements.

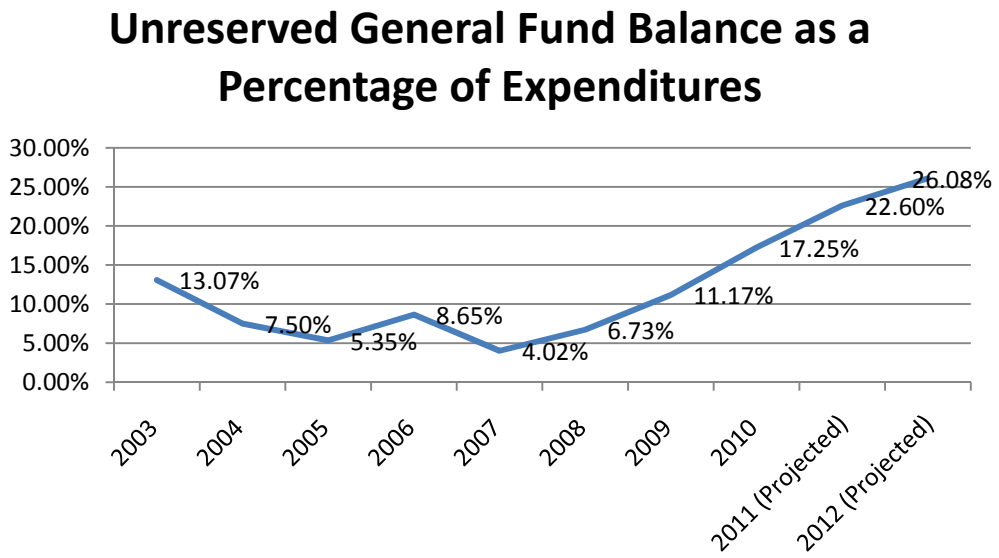
- The Golf Course Fund has been eliminated as a stand-alone fund and moved to the General Fund as a division in the Parks & Recreation Department. In the past it has been accounted for as an Enterprise Fund but it does not technically meet the Governmental Accounting Standards Board's (GASB) definition of an Enterprise Fund. An Enterprise Fund should be completely self-sufficient, supporting itself through its own revenues. Since its acquisition, the golf course has never broken even without General Fund subsidies. Significant effort has been made in an attempt to reach a break-even level. Rates have been raised to the point that we were losing play. Expenses were cut to the point where course quality was impacted. Upon review of several other Florida golf courses we have found that we are not alone. Very few public courses, especially those without driving ranges, cover their costs with user fees. The Winter Park course has the additional challenge of only being a 9-hole course. This change will have no operational impact as it is just a change in accounting.
- The cost associated with red-light cameras and with EMS transport collections were previously netted against the respective revenues. Those have now been broken out and shown as expense line items within the police and fire budgets respectively.

Budget Highlights:

- Because of the recently renegotiated wholesale power agreement and other operational efficiencies the Electric Utility is in the financial position to repay the General Fund loan a year earlier than projected in the Electric Utility Strategic Plan. This repayment will be approximately $1.7 million and will be a direct improvement to the General Fund Unrestricted Reserves.
- In FY2009, the City began carving out an increasing portion of the General Fund budget so that when the time comes that a City contribution to commuter rail is required, it would not be a big hit to the budget. During this past year the City renegotiated the contract with Orange County and now has a known operating exposure of $350,000 after the seven-year FDOT full-funding period ends. That is now anticipated to occur in 2021. The carve-out portion for commuter rail in the current proposed budget is

$197,000. That amount will not be spent and will roll into the Unrestricted Reserves Balance at the end of the year.

- The above two items will increase projected Unrestricted Reserves to 26 percent of recurring operating expenditures. See the chart below.

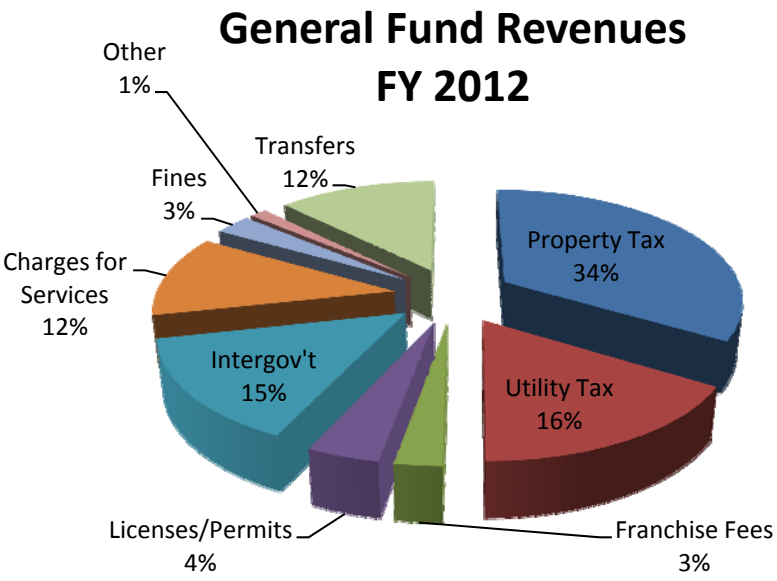


- The proposed budget includes eight frozen positions. These are currently vacant positions that will be held vacant in the upcoming budget. The City Manager may unfreeze some of these positions during the upcoming budget year if other positions become vacant that are less critical. The frozen positions are as follows: four police officers, three parks maintenance service workers and one human resource technician. These vacancies have and will continue to create some operational inefficiency but we believe we can manage without significant noticeable decrease in service.
- The new community center will be fully operational by the beginning of FY2012. The proposed budget reflects $727,000 in operating costs and $223,000 in revenue. This will be recorded in its own division in the General Fund.
- Over the last several years the City has spent about $822,000 in storm water fees collected each year on capital projects and the rest on operations and maintenance. As more and more devices have been built it has become a challenge to maintain them properly. In this budget, $112,000 of the storm water revenues have been reallocated from capital to maintenance and two new employees are proposed for the Lakes Division.
- For the last five years we have been leasing space for the Electric Operations Center east of Winter Park on Metric Drive. This lease is not

only expensive; the location of the facility is very inconvenient and causes an increase in after hour response time. The proposed Electric Utility budget includes funding to construct a new operations center on the property that contains our Public Works, Water & Sewer Utility, Fleet Maintenance and Forestry buildings at the north end of Temple Drive and Howell Branch Road. The payback of this move is just 6.5 years in the reduction of lease payments alone, without considering the other operational efficiencies that will result.

REVENUES

Total budgeted revenues for the General Fund are projected to be $42.4 million, which are approximately $1.6 million (4 percent) more than budgeted revenues in FY2011. Below is a graph of the various revenue sources.

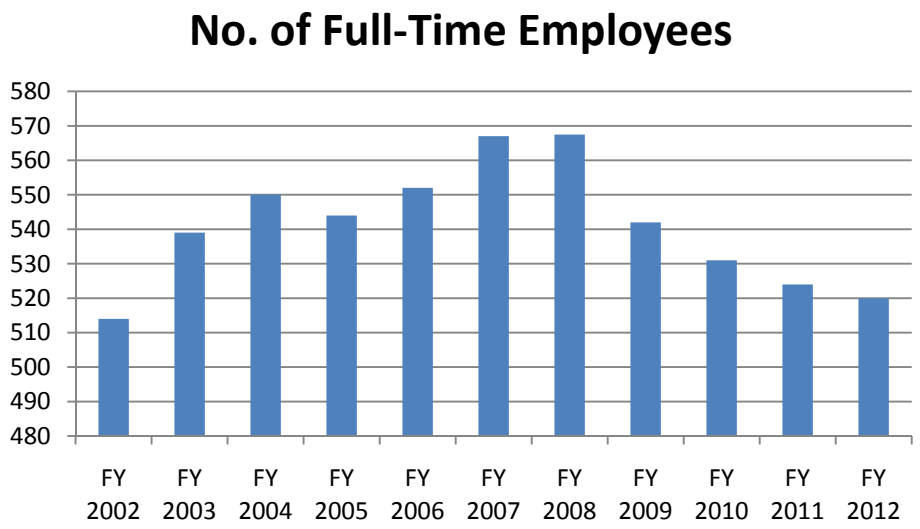


The proposed General Fund Budget is based on 4.0923 mills and a citywide property valuation of $3,805,147,851. A more detailed analysis of revenues is available in the Revenues section of this document.

PERSONNEL

Like most municipal budgets, the single largest component of the budget is personnel costs. Total personnel costs for the General Fund are projected to be approximately $28.9 million. While in previous years it has been necessary to cut back in personnel and personnel related expenses, this budget proposes staffing that allows for ***new beginnings*** at the community center (six full-time and 22 part time/seasonal employees) and additional maintenance staff (two full-time) to

operate and maintain the many newly implemented storm water improvements projects. Most importantly, the proposed budget provides for a full complement of staff to maintain all core services and response times. The graph below depicts the changes in staffing that have occurred over the past 10 years.



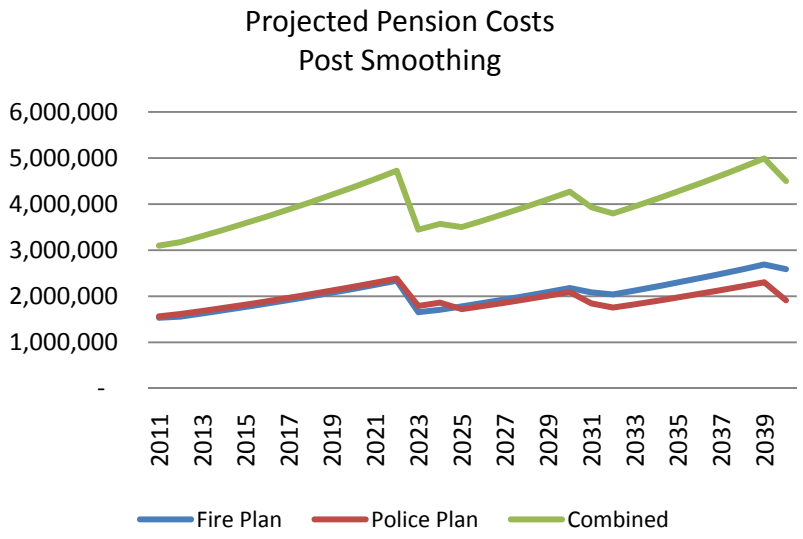
Recognizing that our people are our greatest asset, it is important that we continue to be able to recruit and retain a quality, talented staff. ***New beginnings*** are taking place as pay raises are reinstated and a plan to conduct a salary and benefit survey is recommended for 2012. With the fiscal challenges facing the City, we have not given a merit raise since FY2009 and no cost of living raise since FY2008. This budget proposes to provide a 2 percent cost of living increase effective October 1, 2011. This increase will be provided to all non-bargaining unit members, and the Fire Union in accordance with their previously negotiated contract. Any increase for the other bargaining unit employees is still to be negotiated.

A salary and benefit study will also take place in FY2012. A new pay plan, merit system and evaluation program will be recommended as part of the 2013 budget process.

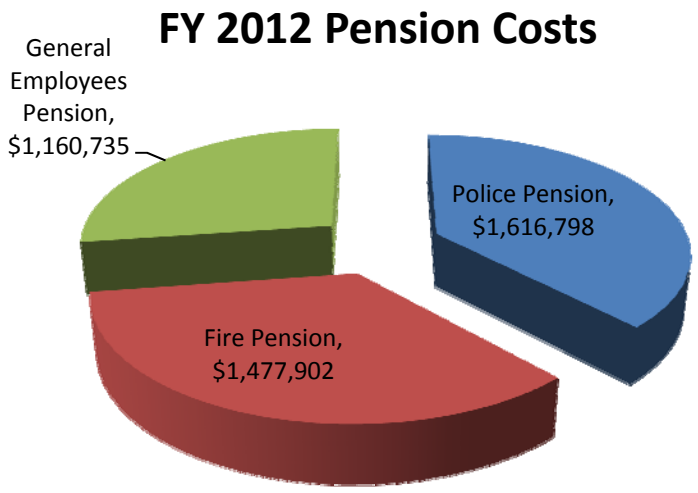
Health insurance is a topic that has been at the forefront of national politics and highly debated over the last few years. Providing affordable health insurance to our employees and their families has created a challenge for the management team for many years now. In 2009, the City decided to become self insured. To date, the decision has been positive and positions us to recognize the benefit of the program in the FY2012 with a modest increase of 2.5 percent. The industry trend for increases is currently 10.8 percent. At the end of FY2010, the City tested a program to implement a wellness Nurse Coach on a part-time basis to assist employees in making good choices and maximizing the benefits of their health care. The program showed promise and was extended to FY2011. Aetna, the

City's health care provider, is so impressed with the program that they offered to donate $25,000 toward the continued success of the Wellness Program and they have suggested a new prescription drug program for employees with chronic disease, such as diabetes or hypertension. After a two-year rate guarantee, dental insurance has increased, but overall the rates are still affordable.

In recent years, the City has made modifications to both the 401(a) General Employee Pension and the Police and Fire Pension Plans. These modifications were implemented in order to control costs. In addition to smoothing the cost of previous losses (see below graph) in the Police and Fire Pension, two changes were proposed in last year's budget related to eliminated interest for terminated non-vested employees and modify COLA for employees who do not meet normal retirement status. These modifications are still under review for implementation.



The City is currently working with a pension consultant to develop additional long-term strategies to reduce costs as no statewide legislation was adopted to assist in pension reform during the most recent legislative session. The estimated cost to provide citywide employee pensions in FY2012 is shown below.



CONTINGENCY, CAPITAL PROJECTS AND CONTRIBUTIONS

The proposed balanced budget has been developed with the budget goals and previous year's capital improvement program in mind. The proposed 2012-2016 Capital Improvement Plan (CIP) projects, contingency and projected increases to General Fund Reserves are already included in this balanced budget. Continued contributions to the Winter Park Public Library, Winter Park Historical Association and United Arts have also been funded at FY2011 levels.

CONCLUSION

This budget strongly considers ***today's residents*** and ***future generations*** by holding the line on taxes and cautiously moving towards several ***new beginnings***. FY2012 is expected to bring many changes including the opening of the new Winter Park Community Center, enhanced medians, more sidewalks, increased clarity in the lakes, construction along Fairbanks Avenue, a new Electric Utility facility, and an Economic Development Master Plan. Staff has made every effort to maximize the resources available and provide ***a superior quality of life*** to the residents and business owners of Winter Park. As you review the document and we meet to discuss the budget in more detail, we welcome your questions and comments and look forward to finalizing the budget together.

I would like to thank all of the department heads and their staff for the hard work and creative efforts that went into preparing this proposed budget. A special thank you goes to Michelle del Valle, Assistant City Manager, and Wes Hamil, Finance Director, whose professional expertise, attention to detail and countless hours of worked helped me get the budget balanced and the document prepared.

City of Winter Park
Budget Policies

Operating Budget Policies	FY 2012 Budget Meet Requirement? Yes	No
The City Manager will submit a proposed balanced budget to the City Commission before the first regular Commission Meeting in July. Each fund's revenues plus other sources must equal expenditures/expenses plus other uses.	✓	
The budget will support City Commission goals, objectives and policies in meeting the needs of the community.	✓	
The budget will support a scheduled level of maintenance and replacement of its infrastructure and fleet.	✓	
The City will comply with mandatory Federal, State and local laws and when appropriate will comply with industry and professional requirements or standards	✓	
The operating impacts of the Capital Improvements Program (CIP) projects will be reviewed prior to any project being included in the annual budget.	✓	
The City will avoid budgetary procedures that balance the current budget at the expense of future years, such as postponing expenditures, underestimating expenditures, overestimating revenues, or utilizing short-term borrowing to balance the budget.	✓	
Utility enterprise funds will be self-supporting for operating and capital expenses and receive no General Fund tax support unless a specific exception is approved by the City Commission.	✓	
The budget will provide the full required funding for the Police and Fire defined benefit retirement plans as determined by the actuary. In any year in which the minimum required contribution is less than the annual pension costs of the plan, the budget will fund the higher amount and the differential will be set aside and designated for future unfunded liabilities or to smooth future increases in required contributions.	✓	
Budget an annual general contingency amount for unanticipated expenses or revenue shortfalls equal to no less than ½ of 1% of budgeted expenditures. Any unspent contingency at the end of the year would be closed into reserves.	✓	
The City will maintain accounting and budgetary control systems to adequately safeguard the assets held in public trust and ensure compliance with the adopted budget.	✓	
Budget adjustments: The City Manager's level of budgetary control will be at the fund expenditure level. This means the City Manager can authorize budget adjustments between expenditure line items within an individual fund. Any budget adjustment crossing funds, increasing the total budget at the fund level or affecting a capital project requires City Commission approval.	Info.	

City of Winter Park Strategy Map Fiscal Year 2012

June 30, 2011

DRIVERS

Vision

Be the best place to live, work and play in Florida for today's residents and for future generations.

- Residents and businesses will thrive and visitors will enjoy our history and community spirit.
- We will maintain a safe and healthy environment while preserving our city's friendly, hometown atmosphere and celebrating the diversity of its people.
- We will provide extensive recreational and cultural opportunities.
- We will provide municipal services of the highest quality in a fiscally prudent and customer friendly manner.
- We will achieve our vision through a commitment to a healthy economy, a vibrant downtown, and preservation of our environment, charm, culture and vital neighborhoods.

Values

- Spirit of volunteerism and ownership throughout our community
- Respect for heritage and culture
- Preserving character and charm
- Commitment to our environmental assets
- Economic viability and sustainability for future generations
- Diversity, both economically and culturally across generations
- Recognition of value in cultivating regional relationships while preserving our identity
- Integrity, honesty and respect in all interactions
- Decision-making based on facts and citizen participation
- Governance that is accessible, accountable and efficient
- Quality neighborhoods

DIFFERENTIATORS

Unique Sense of Place

- Charming village character & scale
- Attractive place to visit
- Heritage & culture
- Central Park
- High quality of life
- Pedestrian friendly
- Vibrant Central Business District (CBD)

Diverse Character & Quality of Neighborhoods

- Lakefront estate lots
- Historic neighborhoods
- Variety of housing options
- Strong sense of community
- Neighborhood Council
- Community involvement

High Quality of Services

- Fiscally responsible
- Exceptional
  - Customer service
  - Public safety
  - Responsiveness
  - Infrastructure & services
- Professional & responsive staff

Environmental Assets

- Extensive Tree Canopy
- Recreational opportunities for all ages
- 10 acres of parks per 1000 residents
- Healthy city lakes

Life-long Learning

- Excellent public & private education for K-12 & adults
- Rollins College & Valencia Community College as an integrated community partner
- World class library, museums & cultural experiences

Full-Service City

- Own electric utility
- Own police & fire
- Hospitals & schools
- Diverse shopping options

STRATEGIC OBJECTIVES / INITIATIVES

Quality environment

- Finalize Civility Code
- Work towards achieving the Green Local Government's Platinum level
- Increase average lake water clarity – currently 2.4 meters, long term goal 3 meters
- Offer 20 new recreational programs to appeal to a wider and more diverse audience

Quality development & redevelopment

- Continue to develop & redevelop underdeveloped, non-residential corridors
- Incentivize Ravaudage development and reannexation with a no-direct cost to existing tax payers approach

Quality government services & financial security

- Maintain current levels of service and current millage rate
- Fund $1 million toward establishing a goal of having 30 percent of recurring expenses in the city's reserves
- Be in the top 35 percent of pay and top 50 percent in benefits based on the approved list of benchmark jurisdictions
- Provide additional methods of communication to increase opportunities for public input

Quality facilities & infrastructure

- Increase median maintenance and construction of new sidewalks
- Complete the Fairbanks Avenue Improvement project including the construction of new sewer system and some beautification
- Complete Capital Improvement Projects (CIP) on time and within budget
- Place all electric distribution facilities underground as soon as possible while maintaining competitive electric rates

Quality economic development

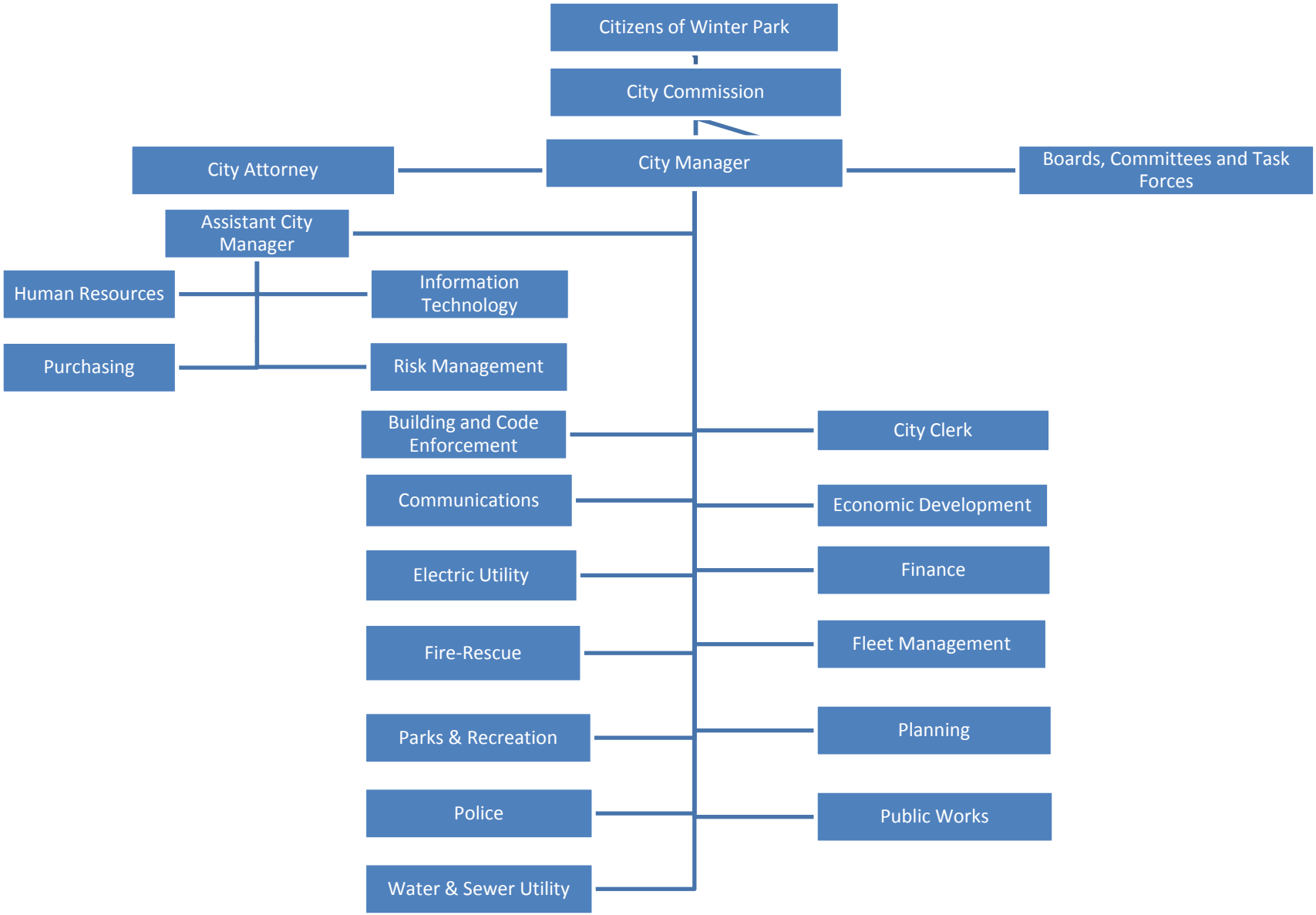
- Finalize economic development master plan
- Establish long-term goal for appropriate balance between residential and commercial property valuations
- Finalize framework and support businesses in establishing a Business Improvement District (BID)

DRAFT

City of Winter Park
Performance Measurement at a Glance

Measurement	Actual 2010	Goal 2011	YTD 2011	Meeting Goal?	Goal 2012
City Management					
Actual expenditures at or below budget at the fund level	Yes	Yes	Yes	Yes	Yes
Actual expenditures within actual revenues	Yes	Yes	Pending	Pending	Yes
% of CIP projects completed on time & within budget	New				90%
All debt services covenants met	Yes	Yes	Yes	Yes	Yes
Operating millage rate in the bottom half of all full services cities in Orange County	Yes	Yes	Yes	Yes	Yes
Building and Code Enforcement					
% of inspections completed next business day	98%	95%	98%	Yes	96%
% of plans reviewed and returned within 8 business days	95%	95%	96%	Yes	96%
% of code violations resolved voluntarily	91%	90%	90%	Yes	90%
Electric Utility					
System Average Interruption Duration Index (SAIDI)	80	<60	165	no *	< 60
* Note, if March 30 storm is excluded, 12 month rolling SAIDI = 79 minutes					
Momentary Average Interruption Freq. Index (MAIFE)	0.21	<.25	< .1 per mo	yes	<.25
WP rates as compared to State average	-6.7%	not more than +5%	-1.46%	Yes	not more than +5%
Finance					
# Monthly financials delivered by 2nd meeting of following month (ex. Sept.)	8	10	6	Yes	11
CAFR delivered by March 31st	Yes	Yes	Yes	Yes	Yes
Fire Rescue					
Distribution (1st Unit Arrival) to 90% of all Priority 1 responses. Baseline - Total Response Time.	8:36	8:25	8:25	Yes	7:20
Concentration of Resources (ERF) to 90% of all Priority 1 responses for FIRE. Baseline - Total Response Time.	11:24	11:24	11:24	Yes	11:20
Patients in cardiac arrest who return to spontanious respiration (ROSC).	20%	37%	37%	Yes	35%
Parks & Recreation					
Maintenance Cost per acre	$8,387	$8,428	$7,923	Yes	$8,669
% of surveyed residents indicated participating in some City programming and special events	**	89%	**	Yes	90%
% of surveyed residents ranking parks facilities and programs good to excellent (** no survey data available at this date)	81%	85%	**	**	88%
Police Department					
% of emergency calls answered within 10 seconds	97%	97%	97%	Yes	97%
Average response time to priority one calls	2:06	2:30	2:11	Yes	2:30
Average response time to non-priority calls	3:01	3:30	3:52	No	3:30
Public Works Department					
Average lake clarity (long term goal is 3 meters)	2.6	n/a	2.5	n/a	2.6
% of streets meeting or exceeding PASER 5 condition rating condition rating	85	85	85	Y	85
Construct new sidewalk (feet)	260	n/a	500	n/a	1000
Water and Sewer Services					
Unaccounted for water	9.02%	<10%	7.29%	Yes	<10%
MLC water quality violations	None	None	None	Yes	None

City of Winter Park
Organization Chart



CITY OF WINTER PARK
Position Summary By Department
Adopted Budgets 2008/2009 through 2011/2012
(FT denotes full-time employees; PT denotes part-time employees)

	08/09		09/10		10/11		11/12		Change 10/11 to 11/12 (1)	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
GENERAL FUND										
City Commission	-	5	-	5	-	5	-	5	-	-
City Manager	4	-	3	-	3	-	3	-	-	-
City Clerk	2	-	2	-	2	-	2	-	-	-
Communications	4	-	3.5	-	3.5	-	3.5	-	-	-
Human Resources	4	-	4	-	4	-	4	-	-	-
Purchasing	3	-	3	-	3	-	3	-	-	-
Information Technology Services	7.5	-	7.5	-	7.5	-	7.5	-	-	-
Finance	9	1	9	-	9	-	9	-	-	-
Planning	9	-	5	-	5	-	5	-	-	-
Building and Code Enforcement	17	1	17	1	15	2	15	1	-	(1)
Public Works	33	-	34	-	35	-	35	-	-	-
Police	118	15	115	13	115	12	114	12	(1)	-
Fire	74	2	77	1	77	1	76	1	(1)	-
Parks/Recreation	74	15	72	12	74	15	77	21	3	6
Total General Fund	359	39	352	32	353	35	354	40	1	5
SPECIAL REVENUE FUNDS										
Stormwater Utility	18	-	21	-	21	-	22	-	1	-
Community Redevelopment	5	-	4	-	3	-	3	-	-	-
Total Special Revenue Funds	23	-	25	-	24	-	25	-	1	-
ENTERPRISE FUNDS										
Water/Sewer Service	136	2	131	3	125	3	125	3	-	-
Electric Service	4	-	4	-	3	-	3	-	-	-
Golf Course	6	2	6	2	6	3	-	-	(6)	(3)
Total Enterprise Funds	146	4	141	5	134	6	128	3	(6)	(3)
INTERNAL SERVICE FUNDS										
Fleet Maintenance	13	-	12	-	12	-	12	-	-	-
General Insurance	1	-	1	-	1	-	1	-	-	-
Total Internal Service Funds	14	-	13	-	13	-	13	-	-	-
TOTAL ALL FUNDS	**542**	**43**	**531**	**37**	**524**	**41**	**520**	**43**	**(4)**	**2**

Changes in position counts - 10/11 to 11/12:

Building and Code Enforcement	One part-time Code Enforcement Officer position was eliminated.
Police	A lieutenant position was eliminated following a retirement
Fire	Reorganization eliminated one position
Parks/Recreation	A full-time position in Parks Administration was reduced to part-time. A full-time Maintenance Service Worker position for the Community Center was replaced with two part-time positions. Golf course positions moved to General Fund.
Stormwater Utility	Two positions were added in Lakes for maintenance of facilities. One position was transferred to Water and Sewer.
Water and Sewer	A vacant Maintenance Service Worker position was eliminated in Wastewater Treatment and a position was transferred from Stormwater Utility to the Water and Sewer Fund.
Golf Course	Six full-time and three part-time positions were transferred to the General Fund as the Golf Course will no longer be accounted for as an enterprise fund.

Revenue Analysis

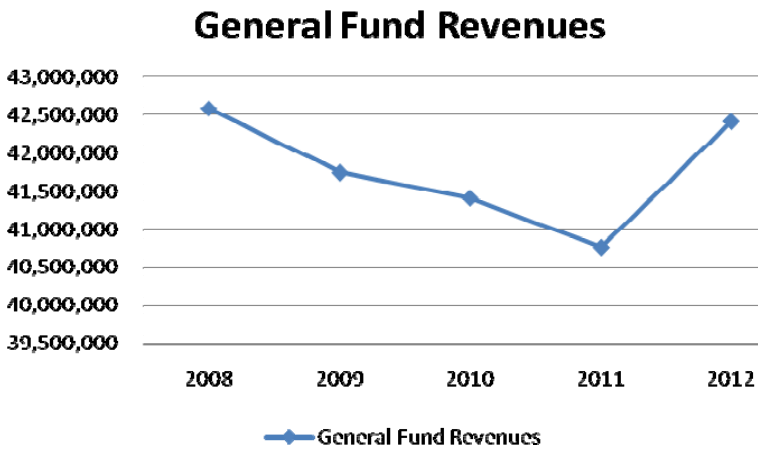
General Fund:

As previously mentioned, total budgeted revenues for the General Fund are projected to be $42.4M, which are approximately $1.6M more than budgeted revenues in FY 2011. It is important to know when comparing the numbers associated with the General Fund revenues that there have been 4 significant accounting adjustments to this year's budget.

- Reimbursements from other funds are no longer being counted as revenues, but rather as an offset to expenditures. This is consistent with the way these are treated in the annual audited financial statements and a better reflection of true revenue. For the multi-year schedules, this change was made in the previous year columns also.
- The Golf Course Enterprise fund accounts have been folded into the Parks and Recreation portion of the General Fund, therefore golf revenues are being accounted for in the General Fund for the first time. This new accounting represents $468k of the $1.6 million increase mentioned above.
- EMS Transportation revenues were previously reported net of collection expense. This budget reflects gross revenues and the collection expense is budgeted in Fire/EMS line items. This change in accounting treatment represents $100k of the increase mentioned above.
- There is a significant increase to Red Light Camera revenue. The increase is for two reasons; first, the remaining cameras are projected to be installed and running during FY 2012 ($168k increase) and second, these revenues are also being recorded on a gross basis like the EMS Transport discussed above. The portion of the increase attributable to the accounting change is $552k.

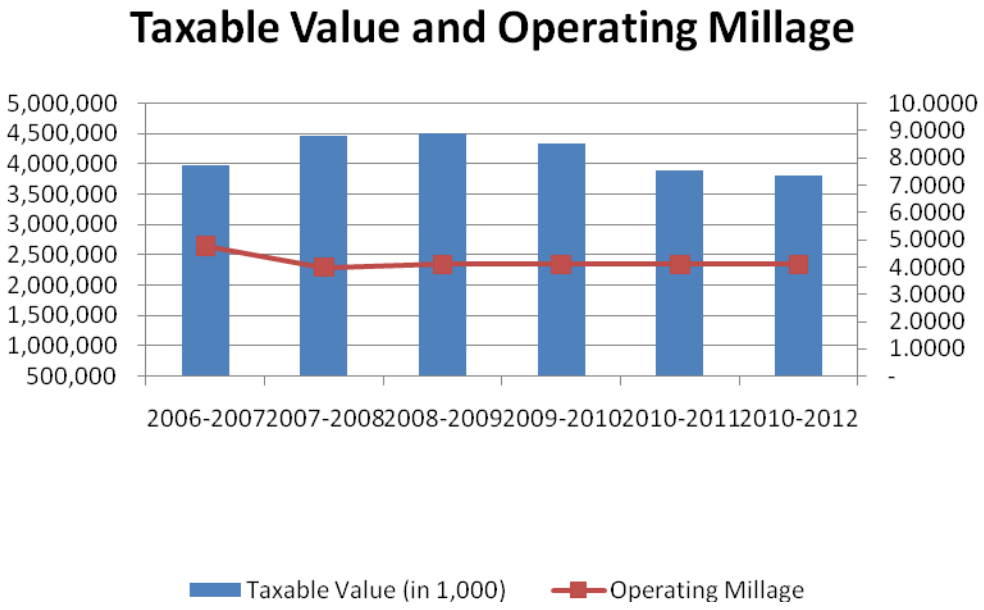
The net impact of the accounting changes resulted in an increase in revenue of $1.1 million. Without these accounting changes the true growth in revenue in the proposed budget is approximately $480k or about 1.1%.

Below is a chart which provides a recent history on total revenues collected within the General Fund.



Ad Valorem Taxes

Ad valorem taxes represent the single largest revenue source for the City's General Fund at $14.3 million or 33.6% of the total revenues anticipated. The amount of revenue generated is determined by the taxable values established by the Orange County Property Appraiser and the millage rate set by the City Commission. Below is a graph which shows Winter Park's taxable values and operating millage rates since 2007.



The proposed budget was prepared with a millage rate of 4.0923. This rate

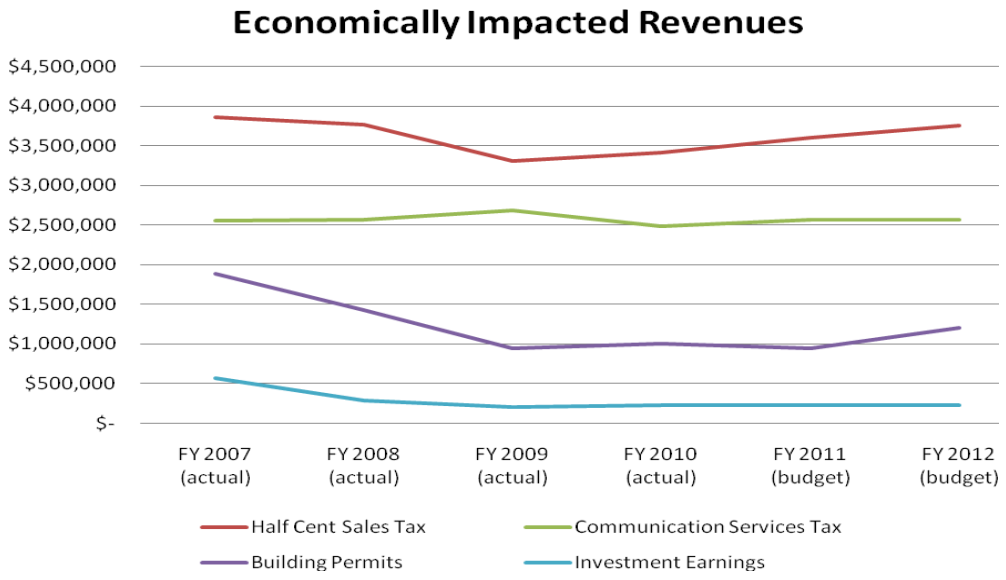
represents $4.09 in property tax for each $1,000 of taxable value and is the same rate adopted to support the FY 11 budget. Due to the reduction in property valuation the calculation to determine the rolled back rate, the rate which generates the same tax dollars as collected in the previous year, is actually a rolled up rate this year. That means it would take a higher millage rate to generate the same tax revenue as was collected in FY 11. In other words, our current rate is 26.3% lower than the rolled back rate.

The City Commission will be asked to adopt the tentative millage rate at its regular meeting on July 25, 2011. Below is a chart which identifies the options available to the Commission in establishing the FY 2012 millage rate.

Action	Vote	Rate	Revenue
Same millage rate	Simple majority	4.0923	$14.1M
Adjusted rolled-back millage rate	Simple majority	5.1700	$18.1M
10% above adjusted rolled-back rate	Super majority (four votes	5.6870	$20.0M
	Unanimous vote (up to ten mills)		$2.7M for each mill added

Economy Impacted Revenues

Several of the City's key revenues have been impacted by the downturn in the economy over the past 4 years; however, we are ***beginning*** to see signs of improvement. For example, anticipated revenues from building permits are $1.2M for FY 12 which while still a sharp decline from FY 07, represents a 20% increase over 2011. The City's portion of sales tax remains lower than the amount collected in 2007, but at $3.75M is projected to be up approximately 4.1% over the FY 2011 estimates. Other revenues affected include municipal revenue sharing and investment earnings.



Top Five Revenues

The City's top five revenue sources generate 63.6% of the total projected general fund revenues. Below is a chart which shows each of these revenues and how they are projected to increase (decrease) over the previous year.

	FY 11 Budget	FY 12 Budget	Change over Previous Year	% of Total FY 12 Budget
Ad Valorem	14,538,871	14,265,000	(273,871)	33.6%
½ Cent Sales Tax	3,603,405	3,750,000	146,595	8.8%
Electric Utility Tax	3,551,975	3,572,500	20,525	8.4%
Transfer from Electric	2,951,829	2,888,200	(63,629)	6.8%
Communications Services Tax	2,563,789	2,565,000	1,211	6.0%
	27,209,869	27,040,700	(169,169)	63.6%

Community Redevelopment Agency:

The Community Redevelopment Agency (CRA) is primarily funded through tax increment revenue from Orange County and the City of Winter Park. The property valuations within the CRA boundaries on which the tax increment revenue is calculated, has declined 9% for the FY 12. Total CRA revenue is expected to decrease by $520k which was about 17.5% less than the FY 11 revenue.

Stormwater Utility Fund:

The Stormwater Utility Fee generates approximately $2.3M per year. In the past $822k was recorded in the Stormwater Capital Improvement Fund and used to fund Capital Projects and the rest was used to fund operations and maintenance in the Stormwater Utility Fund. The Lakes and Waterways Advisory Board and city staff recommend reallocating $112k from capital to operating to keep up with the maintenance required by all of the devices built in recent years. This will help meet the strategic objective of improving the lake quality.

No Stormwater Utility Fee increase is planned for FY 2012.

Water and Sewer Fund:

During the next few months, a water and sewer rate study will be completed. Preliminarily it appears an increase of approximately 4-5% will be necessary to meet the fixed and variable costs of operating the water and sewer utility. The increase was anticipated to be implemented during FY 2011 but delays in hiring the consultant and getting the study started has delayed implementation by a year. Many of the costs of operating a water and sewer utility are fixed in nature and do not vary with consumption and with the down economy and more focus on conservation, consumption has been down. With more federal and state regulations on the horizon for water and wastewater operations, there will be a significant impact on these rates in the future.

Electric Fund:

While the consumption in Electric has also been flat or slightly down, the proposed budget for the electric utility is balanced without a rate increase. Since the City acquired the electric utility from Progress Energy (PEF) in 2005, the City has continued to enjoy rates that are right in line with those charged by PEF.

General Fund Revenues	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-0000-311.10-00	CURRENT AD VALOREM TAXES	(16,810,759)	(16,174,784)	(14,413,871)	(14,560,400)
001-0000-311.10-10	INTEREST	(63,447)	(51,116)	(70,000)	(55,000)
001-0000-311.10-20	TAX DISCOUNTS	644,044	590,173	-	420,400
001-0000-311.10-40	COUNTY FIRE DISTRICT TAX	-	(26,336)	-	(25,000)
001-0000-311.20-00	DELINQUENT AD VALOREM TAX	(52,287)	(35,332)	(55,000)	(45,000)
001-0000-313.10-00	ELECTRICITY-.6%	(282,228)	(301,803)	(320,700)	(290,000)
001-0000-313.40-00	GAS - 6%	(128,732)	(99,836)	(127,000)	(113,700)
001-0000-313.60-00	SCENIC BOAT TOURS - 5%	(22,522)	(23,201)	(23,400)	(33,800)
001-0000-313.70-00	SOLID WASTE	(581,382)	(590,211)	(598,900)	(635,000)
001-0000-313.80-00	TENNIS OPERATIONS	-	(29,020)	(60,000)	(60,000)
001-0000-314.10-00	ELECTRICITY--10%	(3,114,873)	(3,695,914)	(3,551,975)	(3,572,500)
001-0000-314.30-00	WATER--10% (O.CTY)	(584,387)	(621,292)	(653,872)	(750,000)
001-0000-314.40-00	GAS--10%	(75,005)	(77,857)	(96,000)	(81,000)
001-0000-314.50-00	COMMUNICATION SERVICES	(2,679,672)	(2,490,624)	(2,563,789)	(2,565,000)
001-0000-314.70-00	FUEL OIL--.04 PER GAL	(1,274)	(1,615)	(2,800)	(2,500)
001-0000-314.80-00	PROPANE--10%	(42,541)	(43,440)	(53,100)	(51,000)
001-0000-321.10-00	CURRENT OCC LICENSES	(426,316)	(433,061)	(431,000)	(440,000)
001-0000-321.10-10	PENALTY AND INTEREST	(4,546)	(10,370)	(5,000)	(5,000)
001-0000-321.10-20	PROCESSING FEE	(8,108)	(8,691)	(10,000)	(8,500)
001-0000-321.20-00	DELINQUENT OCC LICENSES	(6,898)	(2,488)	(4,000)	(6,000)
001-0000-322.10-00	CURRENT BUILDING PERMITS	(162)	(5,617)	(5,000)	-
001-0000-322.10-01	BUILDING CODE ENFORCEMENT	(314,956)	(316,869)	(294,500)	(363,500)
001-0000-322.10-02	LAND DEV. CODE ENFORCEMEN	(164,879)	(151,712)	(153,600)	(193,500)
001-0000-322.10-03	PLAN REV. - BLDG. CODE EN	(188,143)	(157,744)	(166,000)	(212,000)
001-0000-322.10-04	PLAN REV. - LDC ENFORCEME	(61,695)	(71,229)	(80,500)	(97,500)
001-0000-322.10-15	CODE ENF INSPECT TRNG FEE	(22,048)	(21,749)	(26,000)	(24,000)
001-0000-322.10-16	FIRE INSPECTION TRNG FEE	(19,047)	(46,493)	(35,000)	(35,000)
001-0000-322.10-17	ENGINEERING INSPECT FEES	(6,144)	(2,326)	(5,000)	(5,000)
001-0000-322.10-18	PLAN REVIEW FEES	-	(411)	-	-
001-0000-322.10-19	OTHER PERMITS	(210,121)	(251,685)	(248,700)	(303,000)
001-0000-322.10-21	CODE ENFORCE/MISC PERMITS	(4,972)	(3,466)	(4,000)	(6,050)
001-0000-322.30-00	ZONING APPLICATIONS	(16,500)	(9,180)	(15,500)	(9,500)
001-0000-329.30-00	MISC PERMITS/VARIANCES	(13,704)	(15,364)	(15,000)	(15,000)
001-0000-329.30-01	SPECIAL EVENTS/MISC - CRD	(3,165)	(5,866)	(5,000)	(6,000)
001-0000-329.50-00	ALCOHOL BEVERAGE PERMIT	(50)	-	-	-
001-0000-331.20-22	DEA REIMBURSEMENT	(16,111)	(12,625)	(17,000)	(17,202)
001-0000-331.20-23	HIDTA PROGRAM	(24,956)	(21,075)	(10,000)	(30,100)
001-0000-331.20-24	OCDEFT FUNDING	(12,703)	-	(1,200)	-
001-0000-331.20-26	IRS/SS TASK FORCE	(87,484)	(30,681)	(15,000)	(39,200)
001-0000-331.20-38	FBI TASK FORCE	(15,001)	(5,639)	-	-
001-0000-331.50-01	FEMA	11,707	-	-	-
001-0000-334.30-50	RECYCLING GRANT	(340)	-	-	-
001-0000-334.52-01	STATE EMERGENCY MAN.	(15,391)	-	-	-
001-0000-335.10-22	REV SHAR-8TH CT MTR FUEL	(307,100)	(311,805)	(324,300)	(350,000)
001-0000-335.10-23	REV SHAR-SALES TAX	(765,366)	(762,208)	(794,000)	(800,000)
001-0000-335.10-50	ALCOHOLIC BEVERAGE LIC	(36,759)	(37,310)	(36,000)	(36,000)
001-0000-335.10-80	1/2 CENT SALES TAX	(3,314,364)	(3,415,838)	(3,603,405)	(3,750,000)
001-0000-335.20-30	FIREFIGHTERS SUPPLEMENT	(23,018)	(23,970)	(23,000)	(23,000)
001-0000-335.49-15	LIGHTS & TCD MAINT.-FDOT	(70,384)	(72,495)	(74,700)	(73,000)

General Fund Revenues	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-0000-335.90-10	LOCAL OPTION GAS TAX	(947,843)	(958,913)	(929,000)	(921,200)
001-0000-337.20-10	POLICE LIASION PROGRAM	(77,000)	(77,000)	(77,000)	(77,000)
001-0000-338.20-00	COUNTY OCC LICENSES	(39,484)	(39,852)	(39,000)	(40,000)
001-0000-338.30-00	OFFICER EDUCATION-CRT CSE	(29,476)	(14,778)	(20,000)	(15,000)
001-0000-338.60-00	911 PUBLIC SAFETY	(30,845)	(33,819)	(32,000)	(35,000)
001-0000-341.10-00	RECORDING FEES/PLANNING	(50)	(790)	(100)	(500)
001-0000-341.30-00	SALES OF MAPS & PUB	(191)	(467)	(500)	(100)
001-0000-341.90-01	BLDG PLAN SCANNING FEE	-	-	-	(5,000)
001-0000-341.90-10	PD-FINGPRT, COPIES, ETC	(9,835)	(9,356)	(8,500)	(9,500)
001-0000-341.90-20	CTY CLK, COPY, VEND COMM	(2,345)	(1,059)	(500)	(500)
001-0000-341.90-25	RESIDENTIAL PARKING DECAL	(190)	(90)	(200)	(100)
001-0000-341.90-30	RIGHT OF WAY PERMIT FEES	(16,630)	(10,370)	(15,000)	(12,000)
001-0000-341.90-35	BLOCK STREET/SIDEWALK FEE	(7,097)	(3,790)	(5,000)	(4,000)
001-0000-341.90-45	REIMBURSE IT SERVICES	-	(2,026)	(5,500)	(6,400)
001-0000-341.90-70	CONVENIENCE FEES	(2,852)	(3,594)	(2,500)	(3,800)
001-0000-342.10-00	POLICE SECURITY-SPEC DETL	(441,792)	(385,026)	(389,500)	(324,500)
001-0000-342.10-05	FIRE SECURITY-SPEC DETL	(1,665)	(17,529)	(10,500)	(10,500)
001-0000-342.10-10	POLICE - FALSE ALARMS	(22,800)	(10,250)	(22,000)	(18,000)
001-0000-342.10-20	FIRING RANGE RENTAL	(19,500)	150	-	-
001-0000-342.20-10	FIRE - FALSE ALARMS	-	60	-	-
001-0000-342.20-30	FIRE INSPECTION FEE	(143,480)	(75,175)	(130,000)	(130,000)
001-0000-342.20-40	FIRE PLAN REVIEW FEES	(41,273)	(31,864)	(40,000)	(40,000)
001-0000-342.20-50	CPR TRAINING	(1,917)	(4,205)	(2,500)	(2,500)
001-0000-342.60-10	EMS TRANSPORT	(267,464)	(406,518)	(400,000)	(960,000)
001-0000-342.60-30	VEHICLE ACCIDENT RESPONSE	(870)	-	-	-
001-0000-343.40-10	GARBAGE AND TRASH	(1,720,496)	(1,852,886)	(1,858,000)	(1,900,000)
001-0000-343.40-11	SPECIAL PICK UP-SYSTEM	(1,443)	(3,637)	(2,000)	(3,000)
001-0000-343.40-12	CART REVENUE	12,734	9,871	-	-
001-0000-343.80-00	CEMETERY - OPEN/CLOSE	(85,440)	(73,645)	(81,000)	(82,000)
001-0000-343.90-10	LOT CLEARING	(39,901)	(13,562)	(15,000)	(20,000)
001-0000-343.90-16	JANITORIAL/MAINT CHG OUT	(2,394)	-	-	-
001-0000-347.20-10	PROGRAM ACTIVITY FEES	100	-	-	(57,000)
001-0000-347.20-13	FLEET PEEP OFF LEASH TAG	-	-	(15,000)	-
001-0000-347.20-21	SUMMER CAMP PROGRAMS	(19,764)	(7,505)	(20,000)	(78,200)
001-0000-347.20-25	AFTER SCHOOL PROGRAM	(1,245)	(3,594)	(5,000)	(22,500)
001-0000-347.20-30	GREEN FEES	-	-	-	(300,000)
001-0000-347.20-31	MEMBERSHIP FEES	-	-	-	(60,000)
001-0000-347.20-32	GOLF CART FEES	-	-	-	(45,000)
001-0000-347.20-33	GOLF CLUB STORAGE FEES	-	-	-	(1,000)
001-0000-347.20-34	PRO SHOP MERCHANDISE SALE	-	-	-	(30,000)
001-0000-347.20-35	PRO SHOP FOOD & BEV SALES	-	-	-	(30,000)
001-0000-347.20-36	GOLF EVENTS	-	-	-	(1,500)
001-0000-347.20-40	POOL-CADY WAY	-	(80)	-	-
001-0000-347.20-42	POOL-COMMUNITY CENTER	(328)	-	(1,000)	(5,000)
001-0000-347.20-92	FLAG FOOTBALL LEAGUE	(12,250)	(13,893)	(12,000)	(14,000)
001-0000-347.20-95	WEIGHT ROOM MEMBERSHIPS	(50)	-	(2,000)	(5,000)
001-0000-347.30-10	MEMBERSHIP - ALL COURT	(71,511)	(20,411)	-	-
001-0000-347.30-11	MEMBERSHIP - HARD COURT	(8,290)	(2,761)	-	-
001-0000-347.30-20	HOURLY FEE - CLAY COURT	(20,014)	(6,264)	-	-
001-0000-347.30-21	HOURLY FEE - HARD COURT	(18,538)	(2,952)	-	-

General Fund Revenues	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-0000-347.30-22	PRO ADULT CLINIC	(2,577)	(31)	-	-
001-0000-347.30-23	PRO INSTRUCTION FEE	(1,575)	(3,894)	(5,000)	(5,500)
001-0000-347.30-24	PRO YOUTH CLINIC	(2,952)	(20)	-	-
001-0000-347.30-30	TENNIS COURT SUPPLIES	(2,963)	(407)	-	-
001-0000-347.40-21	SIDEWALK ART FESTIVAL	(49,608)	(45,372)	(58,000)	(45,000)
001-0000-347.40-22	AUTUMN ART FESTIVAL	-	-	(5,000)	-
001-0000-347.50-11	RENTAL FIELD - SB/SOCCER	(82,213)	(71,765)	(77,000)	(75,000)
001-0000-347.50-12	RENTAL MEAD GARDENS PARK	-	(7,650)	(5,000)	(5,000)
001-0000-347.50-13	RENTAL CADY WAY PARK	-	-	-	(4,500)
001-0000-347.50-30	RENTAL CIVIC CENTER	(290,140)	(270,449)	(300,000)	(300,000)
001-0000-347.50-31	RENTAL WELCOME CENTER	(1,271)	-	(1,000)	-
001-0000-347.50-90	RENTAL LAKE ISLAND PARK	(1,000)	(3,750)	(3,000)	-
001-0000-347.50-91	RENTAL COMM CENTER	(7,848)	(84)	(10,000)	(55,000)
001-0000-347.50-92	RENTAL LK ISLAND BUILDING	(22,732)	(23,646)	(21,000)	(21,000)
001-0000-347.50-93	RENTAL AZALEA LANE	(26,845)	(20,677)	(18,000)	(17,000)
001-0000-347.50-94	RENTAL GOLF CLUB HOUSE	(25,808)	300	-	(30,000)
001-0000-347.50-95	RENTAL PICNIC PAVILLION	(19,126)	(21,875)	(22,000)	(28,000)
001-0000-347.50-96	RENTAL MEAD AMPHITHEATER	(9,291)	(10,810)	(10,000)	(12,000)
001-0000-347.50-97	RENTAL FARMERS MARKET	(99,007)	(116,159)	(105,000)	(130,000)
001-0000-347.50-98	RENTAL CENTRAL PK USE FEE	(13,627)	(21,569)	(25,000)	(30,000)
001-0000-351.10-00	FINES & FORFEITURES	(667,670)	(238,259)	(450,000)	(150,000)
001-0000-351.10-05	RED LIGHT TRAFFIC FINES	-	-	(250,000)	(970,000)
001-0000-354.10-00	PARKING TICKETS	(84,209)	(86,123)	(86,000)	(90,000)
001-0000-354.20-00	CODE ENF VIOLATIONS	(2,557)	(13,276)	(10,000)	(10,000)
001-0000-354.30-00	EQUIPMENT VIOLATIONS	(1,409)	(268)	(1,500)	(200)
001-0000-354.90-01	OTHER VIOLATIONS	-	75	-	-
001-0000-361.10-10	CHECKING AND SAVINGS	6,365	7,675	-	(3,000)
001-0000-361.10-13	INVESTMENT PORTFOLIO	(190,660)	(288,420)	(215,000)	(230,000)
001-0000-361.10-14	INTEREST ON DEPOSITS	2,894	3,062	-	2,500
001-0000-361.10-16	BANKFIRST SRB ACCOUNT	(4,078)	(3,462)	(4,000)	(3,500)
001-0000-361.10-17	CITIZENS BANK CD ACCOUNT	(10,797)	(8,042)	(10,000)	-
001-0000-361.20-10	STATE INVESTMENT BOARD	(6,416)	(17)	-	-
001-0000-362.10-10	BUILD-LIB,CRT HS,CHAMBER	(12)	(12)	(10)	-
001-0000-362.10-11	PARKING SPACE RENTAL	(1,200)	-	-	-
001-0000-362.30-00	FARMER'S MARKET	(88,102)	(87,250)	(85,000)	(90,000)
001-0000-362.50-00	CELL PHONE TOWER	(59,639)	(58,320)	(72,200)	(60,800)
001-0000-364.40-10	SURPLUS FIXED ASSETS	(44,708)	(16,109)	(24,400)	(20,000)
001-0000-366.01-00	PRIVATE FOUNDATIONS	(18,869)	(5,259)	-	-
001-0000-366.99-01	4TH OF JULY SPONSORSHIP	-	-	(12,000)	-
001-0000-369.90-10	OTHER MISC REVENUE	(81,267)	(150,746)	(82,000)	(151,657)
001-0000-369.90-20	OVER/SHORT CASH REGISTER	(105)	94	-	-
001-0000-369.90-30	UT WRITE OFF/BAD DEBT	7,849	4,766	-	-
001-0000-381.10-10	TRANSFER FROM DONATIONS	(14,708)	(14,152)	(39,992)	(19,900)
001-0000-381.40-30	TRANS FROM WATER & SEWER	(1,995,761)	(2,032,748)	(1,912,056)	(1,849,600)
001-0000-381.40-60	TRANSFER FROM ELECTRIC	(2,931,710)	(3,142,527)	(2,951,829)	(2,888,200)
001-0000-381.50-20	VEHICLE REPLACEMENT FUND	(192,555)	(100,000)	(180,000)	-
001-0000-381.50-90	TRANSFER FROM GEN. INSRN.	(400,000)	(325,000)	(325,000)	(325,000)
001-0000-381.60-50	TRANS FROM CEMETERY	(269,549)	(273,948)	(256,093)	(256,700)
	Total	**(41,744,674)**	**(41,403,879)**	**(40,765,192)**	**(42,411,409)**

CITY OF WINTER PARK
ALL FUNDS BUDGET SUMMARY
October 1, 2011 through September 30, 2012

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE	INTERNAL SERVICE	TOTAL
ESTIMATED REVENUES:							
Taxes:							
Property Taxes:							
Operating millage	$ 14,265,000	$ 2,107,423	$ -	$ -	$ -	$ -	$ 16,372,423
Debt Service - 2001	-	-	388,123	-	-	-	388,123
Debt Service - 2004	-	-	815,200	-	-	-	815,200
Utility Taxes	7,022,000	-	-	-	-	-	7,022,000
Franchise Fees	1,132,500	-	-	-	-	-	1,132,500
Licenses and Permits	1,729,550	45,000	-	-	-	-	1,774,550
Intergovernmental Revenue	6,206,702	821,930	-	-	-	-	7,028,632
Charges for Services	4,939,600	2,420,462	-	710,000	80,163,028	10,179,367	98,412,457
Fines and Forfeitures	1,220,200	-	-	-	-	-	1,220,200
Other Revenue	556,457	264,350	181,000	-	73,200	510,277	1,585,284
Proceeds from Debt Issuance	-	-	-	-	-	-	-
Transfers	5,339,400	-	1,264,063	1,318,973	-	-	7,922,436
Fund Balance	-	268,433	-	-	-	397,774	666,207
Total Estimated Revenues	$ 42,411,409	$ 5,927,598	$ 2,648,386	$ 2,028,973	$ 80,236,228	$ 11,087,418	$ 144,340,012
ESTIMATED APPROPRIATIONS BY PROGRAM:							
General Government	$ 3,415,653	$ -	$ -	$ 140,000	$ -	$ 10,451,199	$ 14,006,852
Financial Services	796,108	-	-	-	571,089	-	1,367,197
Plan/Community Development	1,992,364	835,199	-	-	-	-	2,827,563
Public Works	6,851,823	2,357,030	-	1,013,973	56,716,927	-	66,939,753
Police	11,863,492	764,930	-	-	-	-	12,628,422
Fire	9,207,471	-	-	-	-	-	9,207,471
Parks & Recreation	6,481,941	-	-	875,000	-	-	7,356,941
Organizational Support	1,411,212	19,500	-	-	-	-	1,430,712
Debt Service	-	1,550,823	2,648,386	-	10,936,441	53,424	15,189,074
Transfers	2,481,540	276,600	-	-	4,839,296	325,000	7,922,436
Reimbursements	(2,992,600)	97,800	-	-	2,839,600	55,200	-
Non-Departmental	677,405	25,716	-	-	127,775	15,513	846,409
Contingency	225,000	-	-	-	4,205,100	187,082	4,617,182
Total Estimated Appropriations	$ 42,411,409	$ 5,927,598	$ 2,648,386	$ 2,028,973	$ 80,236,228	$ 11,087,418	$ 144,340,012
ESTIMATED APPROPRIATIONS BY FUNCTION:							
Personal Services	$ 28,872,686	$ 1,581,399	$ -	$ -	$ 7,685,399	$ 922,938	$ 39,062,422
Operating Costs	13,137,378	2,395,260	-	-	45,474,016	8,559,622	69,566,276
Capital Outlay	10,000	-	-	-	363,601	968,639	1,342,240
Debt Service	-	1,550,823	2,648,386	-	10,936,441	53,424	15,189,074
Capital Projects	-	-	-	2,028,973	3,765,000	-	5,793,973
Transfers	2,481,540	276,600	-	-	4,839,296	325,000	7,922,436
Reimbursements	(2,992,600)	97,800	-	-	2,839,600	55,200	-
Non-Departmental	677,405	25,716	-	-	127,775	15,513	846,409
Contingency	225,000	-	-	-	4,205,100	187,082	4,617,182
Total Estimated Appropriations	$ 42,411,409	$ 5,927,598	$ 2,648,386	$ 2,028,973	$ 80,236,228	$ 11,087,418	$ 144,340,012

CITY OF WINTER PARK
SUMMARY OF OPERATING REVENUES - ALL FUNDS

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
GENERAL FUND:					
Property taxes	$ 15,919,159	$ 16,282,449	$ 15,697,391	$ 14,538,871	$ 14,265,000
Utility taxes and franchise fees	7,245,227	7,512,616	7,974,813	8,051,536	8,154,500
Licenses and permits	2,030,338	1,471,454	1,514,321	1,503,800	1,729,550
Fines and forfeitures	532,597	755,845	337,851	797,500	1,220,200
Intergovernmental revenues	6,828,615	5,801,918	5,825,008	5,995,605	6,206,702
Charges for services	3,663,106	3,776,317	3,716,658	3,708,300	4,939,600
Other	418,104	339,792	456,458	504,610	556,457
Transfers from other funds	5,948,014	5,804,283	5,888,375	5,664,970	5,339,400
Fund balance	-	-	-	-	-
TOTAL GENERAL FUND	42,585,160	41,744,674	41,410,875	40,765,192	42,411,409
SPECIAL REVENUE FUNDS:					
Property taxes	2,736,168	3,283,329	3,172,003	2,305,963	2,107,423
Licenses and permits	219,138	147,871	151,560	172,000	45,000
Intergovernmental revenues	417,567	841,156	970,715	717,000	821,930
Charges for services	1,440,740	1,880,826	2,216,337	2,329,679	2,420,462
Fines and forfeitures	186,902	88,480	293,967	-	-
Lot sales	295,813	107,391	189,780	131,000	171,000
Other	1,304,739	1,170,450	781,340	235,742	93,350
Transfers from other funds	1,240,492	523,685	222,573	-	-
Proceeds from debt issuance	2,230,000	-	8,100,000	-	-
Fund balance	-	-	-	428,264	268,433
TOTAL SPECIAL REVENUE FUNDS	10,071,559	8,043,188	16,098,275	6,319,648	5,927,598
DEBT SERVICE FUND:					
Property taxes	1,297,630	1,293,615	1,278,620	1,297,386	1,203,323
Intergovernmental revenues	-	-	156,690	-	-
Other	229,829	232,961	242,745	224,917	181,000
Transfers from other funds	384,464	663,554	1,027,897	1,142,537	1,264,063
Proceeds from debt issuance	-	-	2,370,000	-	-
Fund balance	-	-	-	-	-
TOTAL DEBT SERVICE FUND	1,911,923	2,190,130	5,075,952	2,664,840	2,648,386
CAPITAL PROJECT FUNDS:					
Intergovernmental revenues	1,267,079	666,969	712,835	-	-
Charges for services	834,646	631,781	806,513	822,000	710,000
Other	180,000	-	-	-	-
Transfers from other funds	877,196	951,564	1,342,974	798,496	1,318,973
Proceeds from debt issuance	-	-	994,825	-	-
TOTAL CAPITAL PROJECT FUNDS	3,158,921	2,250,314	3,857,147	1,620,496	2,028,973
ENTERPRISE FUNDS:					
Charges for water and sewer services	24,955,844	25,011,304	25,527,710	27,129,592	27,421,000
Charges for electric services	47,832,294	54,565,717	58,044,816	53,805,025	52,742,028
Charges for golf course fees	490,212	475,465	441,180	542,121	-
Intergovernmental revenues	-	-	892,849	-	-
Capital contributions	304,441	283,976	280,060	-	-
Other	1,642,158	827,904	456,924	126,220	73,200
Transfers from other funds	110,396	100,000	22,725	-	-
Fund balance	-	-	-	-	-
TOTAL ENTERPRISE FUNDS	75,335,345	81,264,366	85,666,264	81,602,958	80,236,228
INTERNAL SERVICE FUNDS:					
Intergovernmental revenues	-	-	224,100	-	-
Charges for services	11,392,370	10,033,145	9,331,993	9,460,275	10,179,367
Other	309,262	285,998	583,693	472,050	510,277
Transfers from other funds	-	-	390,000	-	-
Fund balance	-	-	-	613,589	397,774
TOTAL INTERNAL SERVICE FUNDS	11,701,632	10,319,143	10,529,786	10,545,914	11,087,418
TOTAL ALL FUNDS	$ 144,764,540	$ 145,811,815	$ 162,638,299	$ 143,519,048	$ 144,340,012

CITY OF WINTER PARK
SUMMARY OF OPERATING & CAPITAL SPENDING - ALL FUNDS

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
GENERAL FUND:					
General administration	$ 4,554,758	$ 4,336,364	$ 4,223,361	$ 4,094,442	$ 4,211,761
Planning and development	2,642,457	2,176,144	1,846,597	1,928,323	1,992,364
Public works	6,646,663	6,768,518	7,069,375	6,779,814	6,851,823
Police	11,915,238	11,677,502	11,071,700	11,044,550	11,863,492
Fire	9,020,705	9,236,069	9,279,971	8,643,108	9,207,471
Parks and recreation	6,773,437	6,281,169	5,825,322	5,924,844	6,481,941
Organizational support	1,372,698	1,428,712	1,386,212	1,411,212	1,411,212
Nondepartmental	-	-	-	239,000	677,405
Transfers to other funds	2,722,457	2,127,307	2,575,262	1,884,537	2,481,540
Reimbursements	(3,401,727)	(3,529,949)	(3,273,598)	(3,117,042)	(2,992,600)
Contingency	-	-	-	1,932,404	225,000
TOTAL GENERAL FUND	42,246,686	40,501,836	40,004,202	40,765,192	42,411,409
SPECIAL REVENUE FUNDS:					
Stormwater Operations Fund	2,757,338	2,312,850	2,171,407	2,259,079	2,442,462
Affordable Housing Fund	317,804	161,000	131,000	125,000	-
Community Redevelopment Agency Fund	4,255,762	4,383,130	4,726,309	2,961,984	2,442,406
Cemetery Trust Fund	284,547	282,852	279,085	258,593	257,900
Designations Trust Fund	934,383	1,063,085	600,646	39,992	19,900
Police Grants Fund	34,084	738,366	833,629	675,000	764,930
TOTAL SPECIAL REVENUE FUNDS	8,583,918	8,941,283	8,742,076	6,319,648	5,927,598
DEBT SERVICE FUND:					
Debt Service Fund	2,180,617	2,344,675	5,389,552	2,664,840	2,648,386
TOTAL DEBT SERVICE FUND	2,180,617	2,344,675	5,389,552	2,664,840	2,648,386
CAPITAL PROJECT FUNDS:					
General Capital Projects Fund	999,842	648,974	2,568,080	798,496	1,318,973
Stormwater Capital Projects Fund	1,290,598	1,223,352	1,080,004	822,000	710,000
TOTAL CAPITAL PROJECT FUNDS	2,290,440	1,872,326	3,648,084	1,620,496	2,028,973
ENTERPRISE FUNDS:					
Water and Sewer Fund	27,588,658	27,619,721	26,517,184	27,370,812	27,564,200
Electric Services Fund	52,990,153	52,336,135	54,121,883	53,690,025	52,672,028
Golf Course Fund	570,834	541,388	588,027	542,121	-
TOTAL ENTERPRISE FUNDS	81,149,645	80,497,244	81,227,094	81,602,958	80,236,228
INTERNAL SERVICE FUNDS:					
Fleet Maintenance Fund	1,365,640	1,415,831	1,348,082	1,362,668	1,497,683
Vehicle/Equipment Replacement Fund	1,532,169	1,732,822	1,411,462	1,165,656	1,034,263
Employee Insurance Fund	5,947,190	4,884,425	6,050,288	5,854,525	6,294,275
General Insurance Fund	2,510,165	1,922,769	2,489,465	2,163,065	2,261,197
TOTAL INTERNAL SERVICE FUNDS	11,355,164	9,955,847	11,299,297	10,545,914	11,087,418
TOTAL ALL FUNDS	$ 147,806,470	$ 144,113,211	$ 150,310,305	$ 143,519,048	$ 144,340,012

CITY OF WINTER PARK
GENERAL FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Property taxes	$ 15,919,159	$ 16,282,449	$ 15,697,391	$ 14,538,871	$ 14,265,000
Utility taxes and franchise fees	7,245,227	7,512,616	7,974,813	8,051,536	8,154,500
Licenses and permits	2,030,338	1,471,454	1,514,321	1,503,800	1,729,550
Fines and forfeitures	532,597	755,845	337,851	797,500	1,220,200
Intergovernmental revenues	6,828,615	5,801,918	5,825,008	5,995,605	6,206,702
Charges for services	3,663,106	3,776,317	3,716,658	3,708,300	4,939,600
Other	418,104	339,792	456,458	504,610	556,457
Transfers from other funds	5,948,014	5,804,283	5,888,375	5,664,970	5,339,400
Total Revenues/Sources	42,585,160	41,744,674	41,410,875	40,765,192	42,411,409
EXPENDITURES/USES					
General administration	4,192,223	4,336,364	4,223,361	4,094,442	4,211,761
Planning and development	2,564,905	2,176,144	1,846,597	1,928,323	1,992,364
Public works	6,646,663	6,768,518	7,069,375	6,779,814	6,851,823
Police	11,915,238	11,677,502	11,071,700	11,044,550	11,863,492
Fire	9,020,705	9,236,069	9,279,971	8,643,108	9,207,471
Parks and recreation	6,773,437	6,281,169	5,825,322	5,924,844	6,481,941
Organizational support	1,372,698	1,428,712	1,386,212	1,411,212	1,411,212
Nondepartmental	-	-	-	-	677,405
Transfers to other funds	2,722,457	2,127,307	2,575,262	1,884,537	2,481,540
Reimbursements	(3,401,727)	(3,529,949)	(3,273,598)	(3,117,042)	(2,992,600)
Total Expenditures/Uses	41,806,599	40,501,836	40,004,202	38,593,788	42,186,409
Revenues/Sources over (under) Expenditures/Uses	778,561	1,242,838	1,406,673	2,171,404	225,000
Beginning Fund Balance	6,127,656	6,906,217	8,149,055	9,555,728	11,727,132
Ending Fund Balance	**$ 6,906,217**	**$ 8,149,055**	**$ 9,555,728**	**$ 11,727,132**	**$ 11,952,132**
Reserved	$ 4,174,934	$ 3,729,788	$ 2,880,670	$ 3,172,074	$ 1,317,274
Unreserved	2,731,283	4,419,267	6,675,058	8,555,058	10,634,858
Total Fund Balance	**$ 6,906,217**	**$ 8,149,055**	**$ 9,555,728**	**$ 11,727,132**	**$ 11,952,132**

Note: The increases in fund balance are part of intentional efforts by the City to reach a fund balance target of 30% of expenditures.

CITY OF WINTER PARK
SPECIAL REVENUE FUNDS
STORMWATER UTILITY FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Charges for services	$ 1,397,136	$ 1,858,472	$ 2,078,007	$ 2,129,679	$ 2,258,462
Intergovernmental Revenue	35,434	43,231	84,921	42,000	57,000
Licenses and permits	52,111	44,536	43,142	47,000	45,000
Other	32,946	51,227	49,406	40,400	28,000
Transfers from other funds	1,106,607	429,682	222,573	-	-
Total Revenues/Sources	2,624,234	2,427,148	2,478,049	2,259,079	2,388,462
EXPENDITURES/USES					
Public Works (by program)					
Stormwater management	242,634	247,193	244,597	239,794	235,673
Lakes	899,997	774,206	874,129	879,544	1,075,750
Street drainage and maintenance	910,434	753,587	711,315	757,324	737,001
Storm drain traps	172,484	172,002	-	-	-
Street sweeping	466,789	300,862	276,366	310,642	308,606
Lakes patrol reimbursement	65,000	65,000	65,000	65,000	65,000
Non-departmental	-	-	-	-	20,432
Transfers to other funds	-	-	-	-	-
Total Expenditures/Uses	2,757,338	2,312,850	2,171,407	2,252,304	2,442,462
Revenues/Sources over (under) Expenditures/Uses	(133,104)	114,298	306,642	6,775	(54,000)
Beginning Fund Balance	(3,579)	(136,683)	(22,385)	284,257	291,032
Ending Fund Balance	**$ (136,683)**	**$ (22,385)**	**$ 284,257**	**$ 291,032**	**$ 237,032**
Reserved	$ 46,809	$ 155,004	$ 94,210	$ 94,210	$ 94,210
Unreserved	(183,492)	(177,389)	190,047	196,822	142,822
Total Fund Balance	**$ (136,683)**	**$ (22,385)**	**$ 284,257**	**$ 291,032**	**$ 237,032**

CITY OF WINTER PARK
SPECIAL REVENUE FUNDS
AFFORDABLE HOUSING FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Licenses and permits	$ 167,027	$ 103,335	$ 108,418	$ 125,000	$ -
Intergovernmental revenues	-	-	-	-	-
Other	(10,745)	(3,993)	(2,882)	-	-
Transfers from other funds	-	-	-	-	-
Total Revenues/Sources	156,282	99,342	105,536	125,000	-
EXPENDITURES/USES					
Planning and development	316,304	160,000	130,000	105,000	-
Reimbursements	1,500	1,000	1,000	1,000	-
Total Expenditures/Uses	317,804	161,000	131,000	106,000	-
Revenues/Sources over (under) Expenditures/Uses	(161,522)	(61,658)	(25,464)	19,000	-
Beginning Fund Balance	(53,972)	(215,494)	(277,152)	(302,616)	(283,616)
Ending Fund Balance	**$ (215,494)**	**$ (277,152)**	**$ (302,616)**	**$ (283,616)**	**$ (283,616)**
Reserved	$ -	$ -	$ -	$ -	$ -
Unreserved	(215,494)	(277,152)	(302,616)	(283,616)	(283,616)
Total Fund Balance	**$ (215,494)**	**$ (277,152)**	**$ (302,616)**	**$ (283,616)**	**$ (283,616)**

CITY OF WINTER PARK
SPECIAL REVENUE FUNDS
COMMUNITY REDEVELOPMENT FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Property taxes - City	$ 1,296,724	$ 1,571,789	$ 1,524,164	$ 1,106,684	$ 1,011,400
Property taxes - County	1,439,444	1,711,540	1,647,839	1,199,279	1,096,023
Charges for services	-	-	122,800	200,000	162,000
Intergovernmental revenue	-	-	72,638	-	-
Miscellaneous revenue	457,048	442,321	160,742	117,200	25,000
Proceeds from debt issuance	2,230,000	-	8,100,000	-	-
Transfers from other funds	-	-	-	-	-
Total Revenues/Sources	5,423,216	3,725,650	11,628,183	2,623,163	2,294,423
EXPENDITURES/USES					
Planning and development	931,390	1,604,491	616,479	644,708	859,983
Debt service	841,697	837,446	974,686	1,506,081	1,550,823
Capital Projects	2,332,675	1,861,193	3,017,282	-	-
Transfers to other funds	150,000	80,000	-	-	-
Reimbursements			117,862	107,108	31,600
Contingency	-	-	-	-	-
Total Expenditures/Uses	4,255,762	4,383,130	4,726,309	2,257,897	2,442,406
Revenues/Sources over (under) Expenditures/Uses	1,167,454	(657,480)	6,901,874	365,266	(147,983)
Beginning Fund Balance	3,696,844	4,864,298	4,206,818	11,108,692	11,473,958
Ending Fund Balance	**$ 4,864,298**	**$ 4,206,818**	**$ 11,108,692**	**$ 11,473,958**	**$ 11,325,975**
Reserved	$ 544,507	$ 69,710	$ 7,286,435	$ -	$ -
Unreserved	4,319,791	4,137,108	3,822,257	11,473,958	11,325,975
Total Fund Balance	**$ 4,864,298**	**$ 4,206,818**	**$ 11,108,692**	**$ 11,473,958**	**$ 11,325,975**

Note: Costs associated with the Community Center will be reduced from the CRA Fund Balance when the project is comple

CITY OF WINTER PARK
SPECIAL REVENUE FUNDS
PARK IMPACT FEES FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Property taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental revenues	200,000	-	-	-	-
Other	33,549	12,657	839	-	-
Proceeds from debt issuance	-	-	-	-	-
Transfers from other funds	-	-	-	-	-
Total Revenues/Sources	233,549	12,657	839	-	-
EXPENDITURES/USES					
Operations	-	-	-	-	-
Park & rec	523,052	3,994	-	-	-
Capital Projects	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Total Expenditures/Uses	523,052	3,994	-	-	-
Revenues/Sources over (under) Expenditures/Uses	(289,503)	8,663	839	-	-
Beginning Fund Balance	312,100	22,597	31,260	32,099	32,099
Ending Fund Balance	**$ 22,597**	**$ 31,260**	**$ 32,099**	**$ 32,099**	**$ 32,099**
Reserved	$ 4,280	$ -	$ -	$ -	$ -
Unreserved	18,317	31,260	32,099	32,099	32,099
Total Fund Balance	**$ 22,597**	**$ 31,260**	**$ 32,099**	**$ 32,099**	**$ 32,099**

CITY OF WINTER PARK
SPECIAL REVENUE FUNDS
DESIGNATIONS TRUST FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Contributions	$ 253,067	$ 320,723	$ 293,557	$ 39,992	$ 19,900
Fines and Forfeitures	186,902	88,480	293,967	-	-
Intergovernmental	146,923	36,826	13,489	-	-
Charges for Services	43,604	22,354	15,530	-	-
Special Assessments	337,718	224,468	213,926	-	-
Other	133,862	43,567	22,950	-	-
Proceeds from debt issuance	-	-	-	-	-
Transfers from other funds	133,885	94,003	-	-	-
Total Revenues/Sources	1,235,961	830,421	853,419	39,992	19,900
EXPENDITURES/USES					
General administration	-	-	-	-	-
Planning and development	56,943	105,409	27,338	-	-
Public works	476,047	682,104	89,857	-	-
Police	5,535	4,964	8,679	-	-
Fire	32,156	12,613	3,000	-	-
Parks & recreation department	333,107	243,287	253,443	-	-
Transfers to other funds	30,595	14,708	218,329	39,992	19,900
Total Expenditures/Uses	934,383	1,063,085	600,646	39,992	19,900
Revenues/Sources over (under) Expenditures/Uses	301,578	(232,664)	252,773	-	-
Beginning Fund Balance	500,078	801,656	568,992	821,765	821,765
Ending Fund Balance	**$ 801,656**	**$ 568,992**	**$ 821,765**	**$ 821,765**	**$ 821,765**
Reserved	$ 83,945	$ 5,566	$ 6,687	$ -	$ -
Unreserved	717,711	563,426	815,078	821,765	821,765
Total Fund Balance	**$ 801,656**	**$ 568,992**	**$ 821,765**	**$ 821,765**	**$ 821,765**

CITY OF WINTER PARK
SPECIAL REVENUE FUNDS
CEMETERY TRUST FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Lot sales	$ 295,813	$ 107,391	$ 189,780	$ 131,000	$ 171,000
Other	67,294	79,480	43,845	38,150	20,450
Transfers from other funds	-	-	-	-	-
Total Revenues/Sources	363,107	186,871	233,625	169,150	191,450
EXPENDITURES/USES					
Operations	-	-	-	-	-
Parks	-	13,303	2,637	-	-
Transfers to other funds	282,047	267,549	273,948	256,093	256,700
Reimbursements	2,500	2,000	2,500	2,500	1,200
Total Expenditures/Uses	284,547	282,852	279,085	258,593	257,900
Revenues/Sources over (under) Expenditures/Uses	78,560	(95,981)	(45,460)	(89,443)	(66,450)
Beginning Fund Balance	1,624,334	1,702,894	1,606,913	1,561,453	1,472,010
Ending Fund Balance	**$ 1,702,894**	**$ 1,606,913**	**$ 1,561,453**	**$ 1,472,010**	**$ 1,405,560**
Unreserved	$ 1,702,894	$ 1,606,913	$ 1,561,453	$ 1,472,010	$ 1,405,560
Total Fund Balance	**$ 1,702,894**	**$ 1,606,913**	**$ 1,561,453**	**$ 1,472,010**	**$ 1,405,560**

CITY OF WINTER PARK
SPECIAL REVENUE FUNDS
DESIGNATIONS TRUST FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Contributions	$ 253,067	$ 320,723	$ 293,557	$ 39,992	$ 19,900
Fines and Forfeitures	186,902	88,480	293,967	-	-
Intergovernmental	146,923	36,826	13,489	-	-
Charges for Services	43,604	22,354	15,530	-	-
Special Assessments	337,718	224,468	213,926	-	-
Other	133,862	43,567	22,950	-	-
Proceeds from debt issuance	-	-	-	-	-
Transfers from other funds	133,885	94,003	-	-	-
Total Revenues/Sources	1,235,961	830,421	853,419	39,992	19,900
EXPENDITURES/USES					
General administration	-	-	-	-	-
Planning and development	56,943	105,409	27,338	-	-
Public works	476,047	682,104	89,857	-	-
Police	5,535	4,964	8,679	-	-
Fire	32,156	12,613	3,000	-	-
Parks & recreation department	333,107	243,287	253,443	-	-
Transfers to other funds	30,595	14,708	218,329	39,992	19,900
Total Expenditures/Uses	934,383	1,063,085	600,646	39,992	19,900
Revenues/Sources over (under) Expenditures/Uses	301,578	(232,664)	252,773	-	-
Beginning Fund Balance	500,078	801,656	568,992	821,765	821,765
Ending Fund Balance	**$ 801,656**	**$ 568,992**	**$ 821,765**	**$ 821,765**	**$ 821,765**
Reserved	$ 83,945	$ 5,566	$ 6,687	$ -	$ -
Unreserved	717,711	563,426	815,078	821,765	821,765
Total Fund Balance	**$ 801,656**	**$ 568,992**	**$ 821,765**	**$ 821,765**	**$ 821,765**

CITY OF WINTER PARK
SPECIAL REVENUE FUNDS
POLICE GRANT FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Intergovernmental Revenues	$ 35,210	$ 761,099	$ 799,667	$ 675,000	$ 764,930
Miscellaneous	-	-	(1,043)	-	-
Total Revenues/Sources	35,210	761,099	798,624	675,000	764,930
EXPENDITURES/USES					
Police	34,084	738,366	833,629	675,000	764,930
Transfers to other funds	-	-	-	-	-
Total Expenditures/Uses	34,084	738,366	833,629	675,000	764,930
Revenues/Sources over (under) Expenditures/Uses	1,126	22,733	(35,005)	-	-
Beginning Fund Balance	36,570	37,696	60,429	25,424	25,424
Ending Fund Balance	**$ 37,696**	**$ 60,429**	**$ 25,424**	**$ 25,424**	**$ 25,424**
Reserved	$ 4,160	$ 19,158	$ 870	$ -	$ -
Unreserved	33,536	41,271	24,554	25,424	25,424
Total Fund Balance	**$ 37,696**	**$ 60,429**	**$ 25,424**	**$ 25,424**	**$ 25,424**

CITY OF WINTER PARK
DEBT SERVICE FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Property taxes	$ 1,297,630	$ 1,293,615	$ 1,278,620	$ 1,297,386	$ 1,203,323
Intergovernmental revenues			156,690	-	-
Other	229,829	232,961	242,745	224,917	181,000
Proceeds from bond issuance	-	-	2,370,000	-	-
Transfers from other funds	384,464	663,554	1,027,897	1,142,537	1,264,063
Total Revenues/Sources	1,911,923	2,190,130	5,075,952	2,664,840	2,648,386
EXPENDITURES/USES					
Debt Service	2,180,617	2,344,675	2,739,552	2,664,840	2,648,386
Transfers to other funds	-	-	-	-	-
Payment to Refunded Bond Escrow Agent	-	-	2,650,000	-	-
Total Expenditures/Uses	2,180,617	2,344,675	5,389,552	2,664,840	2,648,386
Revenues/Sources over (under) Expenditures/Uses	(268,694)	(154,545)	(313,600)	-	-
Beginning Fund Balance	751,237	482,543	327,998	14,398	14,398
Ending Fund Balance	**$ 482,543**	**$ 327,998**	**$ 14,398**	**$ 14,398**	**$ 14,398**
Reserved	$ 743,467	$ 327,998	$ 14,398	$ 14,398	$ 14,398
Total Fund Balance	**$ 743,467**	**$ 327,998**	**$ 14,398**	**$ 14,398**	**$ 14,398**

CITY OF WINTER PARK
CAPITAL PROJECT FUNDS
GENERAL CAPITAL PROJECTS
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Intergovernmental revenues	$ 126,000	$ 322,288	$ 420,327	$ -	$ -
Other	180,000	-	-	-	-
Proceeds from bond issuance	-	-	994,825	-	-
Transfers from other funds	877,196	951,564	1,342,974	798,496	1,318,973
Total Revenues/Sources	1,183,196	1,273,852	2,758,126	798,496	1,318,973
EXPENDITURES/USES					
Capital projects	999,842	648,974	2,568,080	798,496	1,318,973
Transfers to other funds	-	-	-	-	-
Total Expenditures/Uses	999,842	648,974	2,568,080	798,496	1,318,973
Revenues/Sources over (under) Expenditures/Uses	183,354	624,878	190,046	-	-
Beginning Fund Balance	1,400,920	1,584,274	2,209,152	2,399,198	2,399,198
Ending Fund Balance	**$ 1,584,274**	**$ 2,209,152**	**$ 2,399,198**	**$ 2,399,198**	**$ 2,399,198**
Reserved	$ 183,354	$ 246,952	$ 536,958	$ -	$ -
Unreserved	1,400,920	1,962,200	1,862,240	2,399,198	2,399,198
Total Fund Balance	**$ 1,584,274**	**$ 2,209,152**	**$ 2,399,198**	**$ 2,399,198**	**$ 2,399,198**

CITY OF WINTER PARK
CAPITAL PROJECT FUNDS
STORMWATER PROJECTS
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Charges for services	$ 834,646	$ 631,781	$ 806,513	$ 822,000	$ 710,000
Intergovernmental revenues	1,141,079	344,681	292,508	-	-
Other	-	-	-	-	-
Transfers from other funds	-	-	-	-	-
Total Revenues/Sources	1,975,725	976,462	1,099,021	822,000	710,000
EXPENDITURES/USES					
Capital projects	1,290,598	1,223,352	1,080,004	822,000	710,000
Debt service	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Total Expenditures/Uses	1,290,598	1,223,352	1,080,004	822,000	710,000
Revenues/Sources over (under) Expenditures/Uses	685,127	(246,890)	19,017	-	-
Beginning Fund Balance	1,217,693	1,902,820	1,655,930	1,674,947	1,674,947
Ending Fund Balance	**$ 1,902,820**	**$ 1,655,930**	**$ 1,674,947**	**$ 1,674,947**	**$ 1,674,947**
Reserved	$ 217,910	$ 191,008	$ 362,837	$ -	$ -
Unreserved	1,684,910	1,464,922	1,312,110	1,674,947	1,674,947
Total Fund Balance	**$ 1,902,820**	**$ 1,655,930**	**$ 1,674,947**	**$ 1,674,947**	**$ 1,674,947**

CITY OF WINTER PARK
ENTERPRISE FUNDS
WATER AND SEWER FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Charges for services	$ 24,955,844	$ 25,011,304	$ 25,527,710	$ 27,129,592	$ 27,421,000
Capital contributions	304,441	283,976	280,060	-	-
Other	1,763,531	621,890	404,879	241,220	143,200
Transfers from other funds	-	-	-	-	-
Total Revenues/Sources	27,023,816	25,917,170	26,212,649	27,370,812	27,564,200
EXPENSES/USES					
General administration	1,431,205	1,455,742	1,450,456	1,434,592	1,541,699
Operations	14,539,576	14,376,585	12,650,689	14,125,168	13,614,942
Depreciation	3,184,422	3,287,489	3,920,781	-	-
Amortization	736,844	783,322	1,250,888	-	-
Interest and fiscal charges	2,508,266	2,986,801	2,617,655	3,589,908	3,559,463
Amount allocated for principal payment	-	-	-	2,410,000	2,495,000
Amount allocated for capital projects	-	-	-	1,190,000	1,490,000
Reimbursements	2,549,474	2,702,525	2,445,315	2,385,308	2,313,100
Transfers to other funds	2,638,871	2,027,257	2,181,400	1,956,052	1,916,096
Total Expenses/Uses	27,588,658	27,619,721	26,517,184	27,091,028	26,930,300
Change in Net Assets	(564,842)	(1,702,551)	(304,535)	279,784	633,900
Net Assets at Beginning of Year	57,478,355	56,913,513	55,210,962	54,906,427	55,186,211
Net Assets at End of Year	**$ 56,913,513**	**$ 55,210,962**	**$ 54,906,427**	**$ 55,186,211**	**$ 55,820,111**
Invested in capital assets, net of related debt	$ 40,708,197	$ 38,642,544	$ 35,614,646	$ 35,614,646	$ 35,614,646
Restricted	6,109,315	5,581,678	7,436,321	7,436,321	7,436,321
Unrestricted	10,096,001	10,986,740	11,855,460	12,135,244	12,769,144
Total Net Assets	**$ 56,913,513**	**$ 55,210,962**	**$ 54,906,427**	**$ 55,186,211**	**$ 55,820,111**

CITY OF WINTER PARK
ENTERPRISE FUNDS
ELECTRIC SERVICES FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Charges for services	$ 47,832,294	$ 54,565,717	$ 58,044,816	$ 53,805,025	$ 52,742,028
Intergovernmental revenues	-	-	892,849	-	-
Other	(99,933)	213,216	53,525	(115,000)	(70,000)
Transfers from other funds	-	-	-	-	-
Total Revenues/Sources	47,732,361	54,778,933	58,991,190	53,690,025	52,672,028
EXPENSES/USES					
General administration	971,711	1,122,148	1,085,916	1,117,722	1,206,446
Operations	42,828,846	40,498,391	43,695,189	40,733,580	37,287,704
Depreciation	1,664,794	1,788,609	2,055,526	-	-
Amortization	712,039	749,810	1,196,690	-	-
Interest and fiscal charges	3,614,713	2,823,689	2,303,536	3,564,711	3,256,978
Amount allocated for principal payment	-	-	-	1,425,000	1,625,000
Amount allocated for capital projects	-	1,867,695	-	1,224,000	2,275,000
Reimbursements	564,458	554,083	564,421	479,626	526,500
Transfers to other funds	2,633,592	2,931,710	3,220,605	2,964,329	2,923,200
Total Expenses/Uses	52,990,153	52,336,135	54,121,883	51,508,968	49,100,828
Change in Net Assets	(5,257,792)	2,442,798	4,869,307	2,181,057	3,571,200
Net Assets at Beginning of Year	(316,170)	(5,573,962)	(3,131,164)	1,738,143	3,919,200
Net Assets at End of Year	**$ (5,573,962)**	**$ (3,131,164)**	**$ 1,738,143**	**$ 3,919,200**	**$ 7,490,400**
Invested in capital assets, net of related debt	$ 5,215,207	$ 2,235,019	$ 1,705,105	$ 1,705,105	$ 1,705,105
Restricted	-	-	-	-	-
Unrestricted	(10,789,169)	(5,366,183)	33,038	2,214,095	5,785,295
Total Net Assets	**$ (5,573,962)**	**$ (3,131,164)**	**$ 1,738,143**	**$ 3,919,200**	**$ 7,490,400**

FY 2011 budget projects a surplus as part of a five year plan to repay interfund borrowings for capital improvements in the early years of city ownership of the electric distribution system. This plan was approved by the City Commission in May 2009.

CITY OF WINTER PARK
INTERNAL SERVICE FUNDS
FLEET MAINTENANCE
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Charges for services	$ 1,383,191	$ 1,301,654	$ 1,147,571	$ 1,360,592	$ 1,497,683
Other	1,810	(891)	(1,482)	2,076	-
Transfers from other funds	-	-	-	-	-
Total Revenues/Sources	1,385,001	1,300,763	1,146,089	1,362,668	1,497,683
EXPENSES/USES					
Operations	1,363,593	1,414,187	1,321,895	1,330,346	1,497,683
Depreciation	2,047	1,644	1,187	-	-
Interest expense	-	-	-	-	-
Reimbursements	-	-	25,000	25,000	-
Total Expenses/Uses	1,365,640	1,415,831	1,348,082	1,355,346	1,497,683
Change in Net Assets	19,361	(115,068)	(201,993)	7,322	-
Net Assets at Beginning of Year	6,184	25,545	(89,523)	(291,516)	(284,194)
Net Assets at End of Year	**$ 25,545**	**$ (89,523)**	**$ (291,516)**	**$ (284,194)**	**$ (284,194)**
Invested in capital assets, net of related debt	$ 3,869	$ 6,240	$ 5,054	$ -	$ -
Unrestricted	21,676	(95,763)	(296,570)	(296,570)	(284,194)
Total Net Assets	**$ 25,545**	**$ (89,523)**	**$ (291,516)**	**$ (296,570)**	**$ (284,194)**

CITY OF WINTER PARK
INTERNAL SERVICE FUNDS
VEHICLE/EQUIPMENT REPLACEMENT FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Charges for services	$ 1,378,060	$ 461,444	$ 845,856	$ 835,232	$ 962,903
Intergovernmental revenues	-	-	224,100	-	-
Other	258,949	200,795	124,805	20,000	20,300
Total Revenues/Sources	1,637,009	662,239	1,194,761	855,232	983,203
EXPENSES/USES					
Operations	6,242	473,385	-	923,732	968,639
Depreciation	1,509,078	1,048,691	1,288,930	-	-
Interest expense	9,849	8,191	15,032	5,136	3,142
Amount allocated for principal payment	-	-	-	48,288	50,282
Transfers to other funds			100,000	180,000	-
Reimbursements	7,000	202,555	7,500	8,500	12,200
Total Expenses/Uses	1,532,169	1,732,822	1,411,462	1,165,656	1,034,263
Change in Net Assets	104,840	(1,070,583)	(216,701)	(310,424)	(51,060)
Net Assets at Beginning of Year	6,935,775	7,040,615	5,970,032	5,753,331	5,442,907
Net Assets at End of Year	**$ 7,040,615**	**$ 5,970,032**	**$ 5,753,331**	**$ 5,442,907**	**$ 5,391,847**
Invested in capital assets, net of related debt	$ 6,491,583	$ 5,449,048	$ 4,794,276	$ 3,794,276	$ 2,794,276
Unrestricted	549,032	520,984	959,055	1,648,631	2,597,571
Total Net Assets	**$ 7,040,615**	**$ 5,970,032**	**$ 5,753,331**	**$ 5,442,907**	**$ 5,391,847**

CITY OF WINTER PARK
INTERNAL SERVICE FUNDS
EMPLOYEE INSURANCE FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Charges for services	$ 6,482,007	$ 6,192,472	$ 5,492,589	$ 5,429,551	$ 5,824,298
Other	(30,373)	45,447	399,454	424,974	469,977
Total Revenues/Sources	6,451,634	6,237,919	5,892,043	5,854,525	6,294,275
EXPENSES/USES					
Operations	5,912,190	4,854,425	6,020,288	5,821,525	6,074,193
Reimbursements	35,000	30,000	30,000	33,000	33,000
Total Expenses/Uses	5,947,190	4,884,425	6,050,288	5,854,525	6,107,193
Change in Net Assets	504,444	1,353,494	(158,245)	-	187,082
Net Assets at Beginning of Year	(630,618)	(126,174)	1,227,320	1,069,075	1,069,075
Net Assets at End of Year	**$ (126,174)**	**$ 1,227,320**	**$ 1,069,075**	**$ 1,069,075**	**$ 1,256,157**
Unrestricted	$ (126,174)	$ 1,227,320	$ 1,069,075	$ 1,069,075	$ 1,256,157
Total Net Assets	**$ (126,174)**	**$ 1,227,320**	**$ 1,069,075**	**$ 1,069,075**	**$ 1,256,157**

CITY OF WINTER PARK
INTERNAL SERVICE FUNDS
GENERAL INSURANCE FUND
MULTI-YEAR ACTUAL AND BUDGET SUMMARY

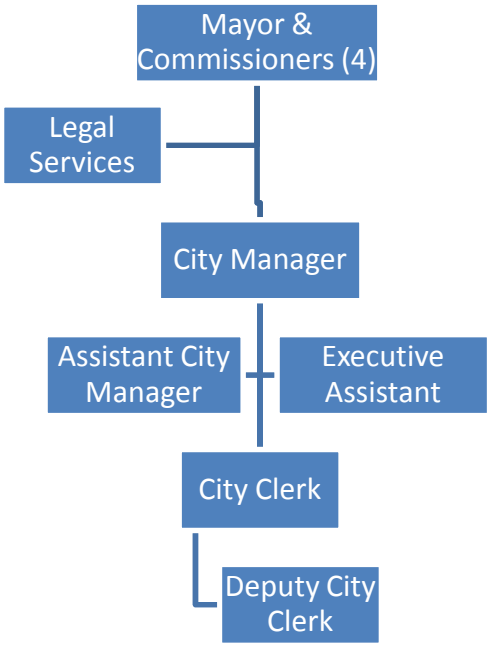
	ACTUAL FY 2008	ACTUAL FY 2009	ACTUAL FY 2010	BUDGET FY 2011	BUDGET FY 2012
REVENUES/SOURCES					
Charges for services	$ 2,149,112	$ 2,077,575	$ 1,845,977	$ 1,834,900	$ 1,894,483
Other	78,876	40,647	60,916	25,000	20,000
Transfers from other funds			390,000	-	-
Total Revenues/Sources	2,227,988	2,118,222	2,296,893	1,859,900	1,914,483
EXPENSES/USES					
Operations	2,086,212	1,504,568	2,146,538	1,826,730	1,926,197
Depreciation	3,953	3,201	2,927	-	-
Transfers to other funds	400,000	400,000	325,000	325,000	325,000
Reimbursements	20,000	15,000	15,000	10,000	10,000
Total Expenses/Uses	2,510,165	1,922,769	2,489,465	2,161,730	2,261,197
Projected underexpenditue of loss fund	-	-	-	300,000	300,000
Change in Net Assets	(282,177)	195,453	(192,572)	(1,830)	(46,714)
Net Assets at Beginning of Year	398,173	115,996	311,449	118,877	117,047
Net Assets at End of Year	**$ 115,996**	**$ 311,449**	**$ 118,877**	**$ 117,047**	**$ 70,333**
Invested in capital assets, net of related debt	$ 11,518	$ 11,518	$ 2,613	$ 2,500	$ 2,500
Unrestricted	104,478	299,931	116,264	114,547	67,833
Total Net Assets	**$ 115,996**	**$ 311,449**	**$ 118,877**	**$ 117,047**	**$ 70,333**

legislative & general admin

Legislative & General Administration

Vision : We aspire to continue to be the best place to live, work and play in Central Florida by preserving a superior quality of life for today's residents and for future generations.

Organizational Chart



City Commission

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	13,708	14,368	39,667	13,666
Operating Expenses	1,448	13,256	7,390	8,710
Capital Outlay	-	-	-	-
Total	**$ 15,156**	**$ 27,624**	**$ 47,057**	**$ 22,376**
No. of Positions				
Full-time				
Part-time	5	5	5	5
Seasonal				
Total	**5**	**5**	**5**	**5**
FTE's	**2.5**	**2.5**	**2.5**	**2.5**

Program Summary:

The City Commission consists of five members, one of whom holds the title of Mayor. The Mayor and City Commissioners must be residents of the city, are elected at-large and serve a maximum of four, three-year terms. The City Commission is the governing body and authority of the city that makes major policy decisions. Unless otherwise announced, the City Commission meets regularly on the second and fourth Mondays of every month, on the second floor in City Hall City Commission Chambers.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-1101-511.13-10	PART TIME/TEMPORARY WAGES	12,705	12,705	36,827	12,675
001-1101-511.21-10	FICA TAXES	972	972	2,817	969
001-1101-511.23-10	GROUP HEALTH INSURANCE	-	667	-	-
001-1101-511.24-10	WORKER'S COMPENSATION	31	24	23	22
001-1101-511.34-40	CONTRACTUAL SERVICE	-	4,000	-	-
001-1101-511.40-10	TRAVEL & TRAINING	116	4,338	3,810	4,500
001-1101-511.42-10	POSTAGE & FREIGHT	17	-	-	-
001-1101-511.47-10	PRINTING & BINDING	19	73	-	50
001-1101-511.47-30	COPIER	1	-	-	-
001-1101-511.48-10	PROMOTIONAL ACTIVITIES	1,215	669	1,500	1,500
001-1101-511.49-01	MISC. REIMBURSEMENTS	-	3,584	2,000	2,000
001-1101-511.52-10	GENERAL OPERATING SUPPLY	80	192	80	100
001-1101-511.54-10	BOOKS & PERIODICALS	-	400	-	-
001-1101-511.54-20	MEMBERSHIPS	-	-	-	560
	Total	**15,156**	**27,624**	**47,057**	**22,376**

Legal Services

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	-	-	-	-
Operating Expenses	466,621	548,201	354,800	466,236
Capital Outlay	-	-	-	-
Total	**$ 466,621**	**$ 548,201**	**$ 354,800**	**$ 466,236**
No. of Positions				
Full-time		**Contracted Position**		
Part-time				
Seasonal				
Total FTE's				

Program Summary:

The City Attorney is appointed by the City Commission and provides legal counsel and representation to the city in any suit, action or proceeding filed by or against it. The city attorney provides legal advice at City Commission meetings, performs legal research and offers advisory opinions, and responds to requests from the City Commission and city staff to draft or review contracts, ordinances, resolutions and other legal documents. This Division also covers the cost of the City Labor Attorney.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-1102-514.31-10	CITY ATTORNEY	225,943	296,562	202,800	240,236
001-1102-514.31-20	OTHER LEGAL SERVICES	139,921	130,189	100,000	110,000
001-1102-514.31-40	LOBBYIST	-	28,276	-	-
001-1102-514.33-02	FEDERAL LOBBYIST	50,080	55,132	-	66,000
001-1102-514.33-03	STATE LOBBYIST	50,677	38,042	52,000	50,000
	Total	**466,621**	**548,201**	**354,800**	**466,236**

City Management

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	436,396	438,432	430,214	427,846
Operating Expenses	51,752	54,549	46,389	51,935
Capital Outlay	1,393	-	-	-
Total	**$ 489,541**	**$ 492,981**	**$ 476,603**	**$ 479,781**
No. of Positions				
Full-time	4	3	3	3
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**4**	**3**	**3**	**3**
FTE's	**4**	**3**	**3**	**3**

Program Summary:

The City Manager is the chief administrative officer of the City of Winter Park. This position is appointed by the Mayor and City Commission. The City Manager carries out policy decisions and directives issued by the governing body and runs the day-to-day operations of the City. In addition, the City Manager is responsible for hiring all city employees and department heads.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-1201-512.12-10	REGULAR WAGES	330,779	340,872	337,808	341,117
001-1201-512.15-40	LONGEVITY	2,904	1,742	-	-
001-1201-512.21-10	FICA TAXES	20,692	21,150	21,039	20,844
001-1201-512.22-10	PENSION	46,314	44,936	43,730	40,197
001-1201-512.22-20	ICMA CITY CONTRIBUTION	3,259	2,199	2,188	2,188
001-1201-512.23-10	GROUP HEALTH/DENTAL	26,002	24,849	23,187	24,570
001-1201-512.23-11	LIFE INSURANCE	710	726	732	732
001-1201-512.23-12	AD&D INSURANCE	79	80	81	81
001-1201-512.23-13	DISABILITY INSURANCE	790	806	813	813
001-1201-512.24-10	WORKER'S COMPENSATION	4,836	1,042	606	583
001-1201-512.25-10	UNEMPLOYMENT COMPENSATION	31	30	30	30
001-1201-512.34-40	CONTRACTUAL SERVICE	100	218	-	-
001-1201-512.40-10	TRAVEL & TRAINING	5,006	6,435	4,500	4,500
001-1201-512.40-20	CAR ALLOWANCE	9,095	8,747	9,085	5,776
001-1201-512.41-15	TELEPHONE - EQUIP CHGS	3,799	3,370	3,763	3,486
001-1201-512.41-16	AIRCARDS	269	859	480	960
001-1201-512.41-20	CELL PHONES/BEEPERS	4,490	132	1,660	1,588
001-1201-512.42-10	POSTAGE & FREIGHT	113	31	75	125
001-1201-512.45-10	GENERAL LIABILITY	11,010	10,646	11,004	12,408
001-1201-512.45-11	RISK MGMT OPERATIONS	1,677	1,663	1,747	1,580
001-1201-512.45-40	OTHER INSURANCE	200	200	200	202
001-1201-512.46-10	MAINTENANCE CONTRACTS	870	218	900	-
001-1201-512.46-40	EQUIPMENT MAINTENANCE	125	-	-	-
001-1201-512.47-30	COPIER	904	-	-	4,091
001-1201-512.48-10	PROMOTIONAL ACTIVITIES	2,346	2,598	2,000	1,800
001-1201-512.51-20	OFFICE EQUIP UNDER $1,000	410	-	300	300
001-1201-512.52-10	GENERAL OPERATING SUPPLY	1,657	6,780	2,000	1,800
001-1201-512.54-10	BOOKS & PERIODICALS	1,235	-	325	200
001-1201-512.54-20	MEMBERSHIPS	8,446	12,652	8,350	9,810
001-1201-512.66-20	SOFTWARE	1,393	-	-	-
	Total	**489,541**	**492,981**	**476,603**	**479,781**

City Clerk

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	158,895	147,541	153,434	154,275
Operating Expenses	101,852	88,174	76,532	82,075
Capital Outlay	929	-	-	-
Total	**$ 261,676**	**$ 235,715**	**$ 229,966**	**$ 236,350**
No. of Positions				
Full-time	2	2	2	2
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**2**	**2**	**2**	**2**
FTE's	**2**	**2**	**2**	**2**

Program Summary:

The City Clerk is a staff officer in the City Manager's Office and is the custodian of the city seal and all city records (including meeting minutes, ordinances, and resolutions, agreements, and deeds of city-owned property). The clerk attends, records, and prepares minutes for all Commission Meetings; provides information to the public regarding City matters; coordinates city elections and is responsible for legal advertisements for public hearings.

Service Level Adjustments:

None.

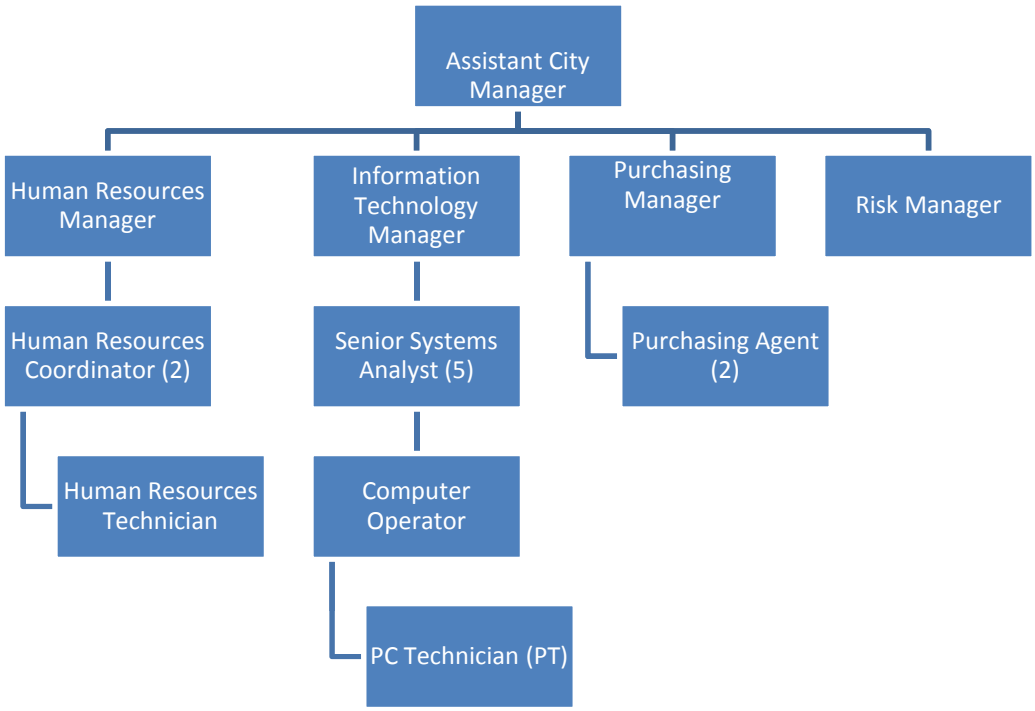
	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-1203-512.12-10	REGULAR WAGES	115,335	111,285	116,842	116,842
001-1203-512.14-10	OVERTIME WAGES	2,222	1,844	1,800	1,800
001-1203-512.15-40	LONGEVITY	638	399	-	-
001-1203-512.15-50	MERIT BONUS	1,289	-	-	-
001-1203-512.21-10	FICA TAXES	8,968	8,293	8,765	8,670
001-1203-512.22-10	PENSION	9,845	8,563	8,157	8,179
001-1203-512.22-20	ICMA CITY CONTRIBUTION	2,404	1,623	1,615	1,615
001-1203-512.23-10	GROUP HEALTH/DENTAL	17,335	14,788	15,458	16,380
001-1203-512.23-11	LIFE INSURANCE	251	237	255	255
001-1203-512.23-12	AD&D INSURANCE	28	26	28	28
001-1203-512.23-13	DISABILITY INSURANCE	279	263	284	284
001-1203-512.24-10	WORKER'S COMPENSATION	281	202	210	202
001-1203-512.25-10	UNEMPLOYMENT COMPENSATION	20	18	20	20
001-1203-512.34-40	CONTRACTUAL SERVICE	74,788	52,842	10,550	12,850
001-1203-512.34-46	ELECTION COSTS	-	-	30,500	35,500
001-1203-512.40-10	TRAVEL & TRAINING	2,277	2,830	2,850	2,850
001-1203-512.41-15	TELEPHONE - EQUIP CHGS	1,520	1,222	1,220	1,365
001-1203-512.41-16	AIRCARDS	436	469	540	480
001-1203-512.41-20	CELL PHONES/BEEPERS	(94)	(33)	300	25
001-1203-512.42-10	POSTAGE & FREIGHT	37	49	50	50
001-1203-512.45-10	GENERAL LIABILITY	3,891	3,749	3,807	4,292
001-1203-512.45-11	RISK MGMT OPERATIONS	593	586	605	546
001-1203-512.46-10	MAINTENANCE CONTRACTS	-	-	500	500
001-1203-512.47-10	PRINTING & BINDING	5,075	7,217	6,500	5,060
001-1203-512.47-30	COPIER	1,212	1,035	1,000	1,327
001-1203-512.49-10	LEGAL ADS	9,476	16,224	15,000	14,700
001-1203-512.51-20	OFFICE EQUIP UNDER $1,000	485	413	475	800
001-1203-512.52-10	GENERAL OPERATING SUPPLY	1,732	265	1,300	700
001-1203-512.52-90	EQUIPMENT UNDER $1,000	-	701	950	-
001-1203-512.54-10	BOOKS & PERIODICALS	39	-	40	40
001-1203-512.54-20	MEMBERSHIPS	385	605	345	990
001-1203-512.66-20	SOFTWARE	929	-	-	-
	Total	**261,676**	**235,715**	**229,966**	**236,350**

administrative services

Administrative Services

Mission: The mission of the Administrative Services Department is to provide the highest quality support services to other departments and the public so that the City as a whole may achieve its mission.

Organizational Chart



Key Performance Indicators

Indicator	Actual FY 10	Goal FY 11	Goal FY 12	Notes
Risk Management - Workers' Compensation Experience Modification	0.67	0.69	0.69	
IT Services Internal Customer Satisfaction Rate: % of overall satisfaction as "good" or "excellent"	90%	90%	92.5%	
Purchasing Services Internal Customer Satisfaction Rate: % of overall satisfaction of "good" or "excellent"	This is a new measurement.	95%	95%	

Information Technology Services

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	553,398	565,555	553,651	557,032
Operating Expenses	488,491	506,496	688,566	649,161
Capital Outlay	62,454	89,129	10,000	10,000
Total	**1,104,343**	**1,161,180**	**1,252,217**	**1,216,193**
No. of Positions				
Full-time	7.5	7.5	7.5	7.5
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**7.5**	**7.5**	**7.5**	**7.5**
FTE's	**7.5**	**7.5**	**7.5**	**7.5**

Program Summary:

The mission of the Information Technology Division is to provide technology design and selection, technical support and training, technology acquisition, the review and development of IT policies and standards and IT strategic planning services for the City of Winter Park.

IT is responsible for the operation, security, and integrity of the City technology infrastructure. This infrastructure includes a modern data network, Voice over IP telecommunication network, wireless voice and data network and control data network for Electric and water operations. There are over four hundred users on the City network, with over a thousand pieces of equipment valued at over three million dollars, including one IBM I series server, 40 Cisco Catalyst switches, 25 Cisco routers, one Cisco ASA security device and over fifty Microsoft Windows Servers. IT supports all systems and the array of peripherals attached to the network.

Service Level Adjustments:

Reductions were achieved through contract modification and elimination.
- Maintenance and support for desktop switches and routers were eliminated and the work will now be done in-house. Additional training (and the associated costs) is required to implement this change.
- Software maintenance and support was eliminated for many applications. The reductions were based on historical data and the evaluated stability of the software.
- Telephone maintenance, including headset replacement, was eliminated and will now fall under the responsibility of the IT staff.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-1301-513.12-10	REGULAR WAGES	410,845	426,228	425,585	427,992
001-1301-513.14-10	OVERTIME WAGES	318	462	-	-
001-1301-513.15-10	INCENTIVE	2,360	2,460	-	-
001-1301-513.15-40	LONGEVITY	1,641	1,061	-	-
001-1301-513.15-50	MERIT BONUS	154	-	-	-
001-1301-513.21-10	FICA TAXES	31,057	31,995	31,645	31,516
001-1301-513.22-10	PENSION	31,783	32,080	29,361	29,442
001-1301-513.22-20	ICMA CITY CONTRIBUTION	9,247	6,284	6,215	6,215
001-1301-513.23-10	GROUP HEALTH/DENTAL	62,947	62,076	57,968	61,427
001-1301-513.23-11	LIFE INSURANCE	885	917	917	917
001-1301-513.23-12	AD&D INSURANCE	98	102	102	102
001-1301-513.23-13	DISABILITY INSURANCE	986	1,019	1,018	1,018
001-1301-513.24-10	WORKER'S COMPENSATION	1,003	795	764	734
001-1301-513.25-10	UNEMPLOYMENT COMPENSATION	74	76	76	76
001-1301-513.33-08	RECORDS RETENTION CONS.	16,000	-	-	-
001-1301-513.34-40	CONTRACTUAL SERVICE	52,349	4,063	21,225	14,000
001-1301-513.40-10	TRAVEL & TRAINING	29,208	20,978	23,000	24,000
001-1301-513.40-20	CAR ALLOWANCE	2,409	2,317	2,407	-
001-1301-513.41-05	INTERNET & E-MAIL	1,372	-	-	-
001-1301-513.41-15	TELEPHONE - EQUIP CHGS	35,215	37,443	47,725	34,244
001-1301-513.41-16	AIRCARDS	883	1,864	1,500	1,500
001-1301-513.41-17	REMOTE ACCESS CHARGES	216	5,780	8,700	8,700
001-1301-513.41-20	CELL PHONES/BEEPERS	4,342	3,941	7,000	7,000
001-1301-513.41-30	TELEPHONE MAINTENANCE	3,152	-	4,000	4,000
001-1301-513.41-40	CITY TELE SYSTEM-MO CHGS	-	-	3,000	3,000
001-1301-513.42-10	POSTAGE & FREIGHT	567	127	-	50
001-1301-513.45-10	GENERAL LIABILITY	14,200	13,692	13,866	15,633
001-1301-513.45-11	RISK MGMT OPERATIONS	2,163	2,139	2,205	1,989
001-1301-513.46-11	MAINT-AS400 CITY	100,507	105,080	120,000	115,000
001-1301-513.46-12	MAINT-OTHER IBM	-	-	10,000	10,000
001-1301-513.46-13	MAINT-NON IBM	-	-	20,000	42,000
001-1301-513.46-15	MAINT-DISASTER	18,900	25,200	28,000	28,000
001-1301-513.46-17	MAINT-AS400 - CAD	67,303	65,030	70,000	70,000
001-1301-513.46-18	MAINT-TELEPHONE SYSTEM	29,585	14,823	35,000	24,000
001-1301-513.46-19	MAINT-SOFTWARE	35,011	144,908	185,588	166,888
001-1301-513.46-21	NETWORK EQUIPMENT MAINT.	30,058	28,215	35,000	35,000
001-1301-513.46-40	EQUIPMENT MAINTENANCE	17,138	5,346	10,000	10,000
001-1301-513.47-10	PRINTING & BINDING	19	-	600	-
001-1301-513.51-20	OFFICE EQUIP UNDER $1,000	343	831	4,000	3,000
001-1301-513.51-50	SOFTWARE UNDER $1,000	195	787	4,000	3,000
001-1301-513.52-10	GENERAL OPERATING SUPPLY	20,381	21,037	19,000	17,000
001-1301-513.52-90	EQUIPMENT UNDER $1,000	6,389	2,394	12,000	8,000
001-1301-513.54-10	BOOKS & PERIODICALS	20	-	-	-
001-1301-513.54-20	MEMBERSHIPS	566	501	750	750
001-1301-513.64-50	MACHINERY & EQUIPMENT	54,467	80,833	-	-
001-1301-513.66-20	SOFTWARE	7,987	8,296	10,000	10,000
	Total	**1,104,343**	**1,161,180**	**1,252,217**	**1,216,193**

Human Resources

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	325,666	217,177	234,543	239,176
Operating Expenses	58,220	55,819	66,316	114,258
Capital Outlay	1,393	-	-	-
Total	**$ 385,279**	**$ 272,996**	**$ 300,859**	**$ 353,434**
No. of Positions				
Full-time	4	4	4	4
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**4**	**4**	**4**	**4**
FTE's	**4**	**4**	**4**	**4**

Program Summary:

It is the mission of the Division of Human Resources to assist City Departments in planning for, recruiting, and retaining highly qualified personnel; to assure the City is compliant with all laws and statutes relevant to this area; to negotiate and administer benefits for City personnel; to develop and administer policies, procedures, and compensation in a fair, efficient, and equitable manner; to conduct labor negotiations; to train employees and supervisors on City policies and procedures; and to counsel and assist employees and departments.

Service Level Adjustments:

Reductions in the budget were possible by further reducing expenses for advertising and promotional activities. HR has experimented over the last year by advertising on various electronic venues such as Facebook and Twitter. The HR Technician position is currently vacant and funding has been frozen for three years. The impact of this frozen position is a delay in filing, slower response time to inquiries and more calls going to voicemail.

This budget Includes funding for pay and benefits study.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-1801-513.12-10	REGULAR WAGES	245,068	167,349	180,187	184,529
001-1801-513.14-10	OVERTIME WAGES	-	52	-	-
001-1801-513.15-40	LONGEVITY	1,570	562	-	-
001-1801-513.21-10	FICA TAXES	17,852	12,478	15,691	13,689
001-1801-513.22-10	PENSION	21,729	12,719	12,338	12,372
001-1801-513.22-20	ICMA CITY CONTRIBUTION	3,185	1,367	1,735	2,811
001-1801-513.23-10	GROUP HEALTH/DENTAL	34,768	21,555	23,187	24,570
001-1801-513.23-11	LIFE INSURANCE	431	344	444	386
001-1801-513.23-12	AD&D INSURANCE	48	38	49	43
001-1801-513.23-13	DISABILITY INSURANCE	481	382	493	428
001-1801-513.24-10	WORKER'S COMPENSATION	493	303	378	318
001-1801-513.25-10	UNEMPLOYMENT COMPENSATION	41	28	41	30
001-1801-513.34-40	CONTRACTUAL SERVICE	2,708	1,684	-	55,000
001-1801-513.34-50	MEDICAL TESTING	11,831	7,514	12,300	9,900
001-1801-513.40-10	TRAVEL & TRAINING	65	3,929	4,300	4,600
001-1801-513.41-15	TELEPHONE - EQUIP CHGS	2,280	2,022	2,257	2,095
001-1801-513.41-20	CELL PHONES/BEEPERS	636	690	1,000	1,000
001-1801-513.42-10	POSTAGE & FREIGHT	570	455	1,325	1,250
001-1801-513.44-30	EQUIPMENT RENTALS	660	1,247	700	1,300
001-1801-513.45-10	GENERAL LIABILITY	7,036	6,619	6,867	6,778
001-1801-513.45-11	RISK MGMT OPERATIONS	1,072	1,034	1,092	862
001-1801-513.46-10	MAINTENANCE CONTRACTS	2,810	2,852	2,600	5,600
001-1801-513.46-19	MAINT-SOFTWARE	1,182	832	800	800
001-1801-513.47-10	PRINTING & BINDING	2,003	1,375	2,500	1,400
001-1801-513.47-30	COPIER	1,856	930	1,000	2,463
001-1801-513.48-10	PROMOTIONAL ACTIVITIES	(298)	549	2,000	-
001-1801-513.49-10	LEGAL ADS	3,177	4,084	3,000	1,650
001-1801-513.51-20	OFFICE EQUIP UNDER $1,000	1,228	915	650	-
001-1801-513.52-10	GENERAL OPERATING SUPPLY	4,447	1,866	2,500	2,000
001-1801-513.54-10	BOOKS & PERIODICALS	409	1,045	900	1,000
001-1801-513.54-20	MEMBERSHIPS	430	525	525	560
001-1801-513.54-30	EMPLOYEE DEVELOPMENT	14,118	15,652	20,000	16,000
001-1801-513.66-20	SOFTWARE	1,393	-	-	-
	Total	**385,279**	**272,996**	**300,859**	**353,434**

Purchasing

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	177,530	177,324	174,168	170,845
Operating Expenses	15,728	26,107	28,326	31,023
Capital Outlay	2,793	-	-	-
Total	**$ 196,051**	**$ 203,431**	**$ 202,494**	**$ 201,868**
No. of Positions				
Full-time	3	3	3	3
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**3**	**3**	**3**	**3**
FTE's	**3**	**3**	**3**	**3**

Program Summary:

The mission of the Purchasing Division is to procure quality goods and services at the lowest possible price consistent with the quality needed to provide the very best service to the public, while assuring fair and equal opportunity to all qualified vendors. In addition to reducing costs, the division is engaged in numerous vendor outreach initiatives as well as a comprehensive training program for all departments.

Service Level Adjustments:

The proposed budget will allow for the this Division to continue to provide the same level of service.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-1803-513.12-10	REGULAR WAGES	128,050	130,363	130,140	126,445
001-1803-513.12-20	TEMPORARY SUPERVISOR PAY	41	-	-	-
001-1803-513.14-10	OVERTIME WAGES	486	430	500	-
001-1803-513.15-40	LONGEVITY	427	274	-	-
001-1803-513.21-10	FICA TAXES	9,252	9,322	9,254	9,007
001-1803-513.22-10	PENSION	10,667	9,735	9,085	8,851
001-1803-513.22-20	ICMA CITY CONTRIBUTION	1,638	1,114	1,108	1,108
001-1803-513.23-10	GROUP HEALTH/DENTAL	26,002	25,182	23,187	24,570
001-1803-513.23-11	LIFE INSURANCE	280	284	284	277
001-1803-513.23-12	AD&D INSURANCE	31	32	32	31
001-1803-513.23-13	DISABILITY INSURANCE	312	316	315	308
001-1803-513.24-10	WORKER'S COMPENSATION	313	241	233	218
001-1803-513.25-10	UNEMPLOYMENT COMPENSATION	31	31	30	30
001-1803-513.34-40	CONTRACTUAL SERVICE	-	50	-	-
001-1803-513.40-10	TRAVEL & TRAINING	2,143	1,006	2,500	2,500
001-1803-513.41-15	TELEPHONE - EQUIP CHGS	6,020	5,580	4,012	5,924
001-1803-513.41-16	AIRCARDS	-	430	500	500
001-1803-513.41-20	CELL PHONES/BEEPERS	1,373	620	1,000	1,000
001-1803-513.42-10	POSTAGE & FREIGHT	166	105	500	300
001-1803-513.45-10	GENERAL LIABILITY	4,317	4,182	4,240	4,645
001-1803-513.45-11	RISK MGMT OPERATIONS	657	653	674	591
001-1803-513.46-10	MAINTENANCE CONTRACTS	715	2,845	2,000	1,200
001-1803-513.46-40	EQUIPMENT MAINTENANCE	426	-	500	500
001-1803-513.47-10	PRINTING & BINDING	575	19	-	-
001-1803-513.47-30	COPIER	372	281	1,000	2,463
001-1803-513.49-10	LEGAL ADS	-	-	-	4,000
001-1803-513.49-35	AUCTION AGENT FEES	4,868	3,211	3,000	2,000
001-1803-513.51-20	OFFICE EQUIP UNDER $1,000	1,643	1,316	2,200	1,000
001-1803-513.51-40	STORES-COPIER INVENTORY	(4,021)	1,841	-	-
001-1803-513.52-10	GENERAL OPERATING SUPPLY	5,498	3,088	5,000	3,600
001-1803-513.52-95	COUNTRY STORES OVER/SHORT	(4,944)	142	-	-
001-1803-513.52-97	OVER/SHORT-POSTAGE	(5,242)	-	-	-
001-1803-513.52-98	CLEARING-CELL PHONES	-	91	-	-
001-1803-513.54-10	BOOKS & PERIODICALS	263	92	300	-
001-1803-513.54-20	MEMBERSHIPS	899	555	900	800
001-1803-513.66-20	SOFTWARE	2,793	-	-	-
	Total	**196,051**	**203,431**	**202,494**	**201,868**

Risk Management

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	93,526	88,893	84,970	85,399
Operating Expenses	1,408,926	2,059,173	1,741,760	1,839,243
Capital Outlay	232	-	-	-
Total	**1,502,684**	**2,148,066**	**1,826,730**	**1,924,642**
No. of Positions				
Full-time	1	1	1	1
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**1**	**1**	**1**	**1**
FTE's	**1**	**1**	**1**	**1**

Program Summary:

The Risk Management Department is responsible for procurement of the City's liability, workers' compensation and property insurance and the administration of the City's self-insurance program. The Risk Management Department works directly with all City departments to eliminate or reduce exposure to the City and handles subrogation for damage to City property. Risk Management responds to liability claims and lawsuits against the City.

Service Level Adjustments:

The Risk Management program has consistently reduced program expenses, including fixed costs, over the last few years through cost containment and claims administration. With the economic climate, the program has experienced an increase in claims activity. The proposed budget will allow this Division to maintain the current level of service.

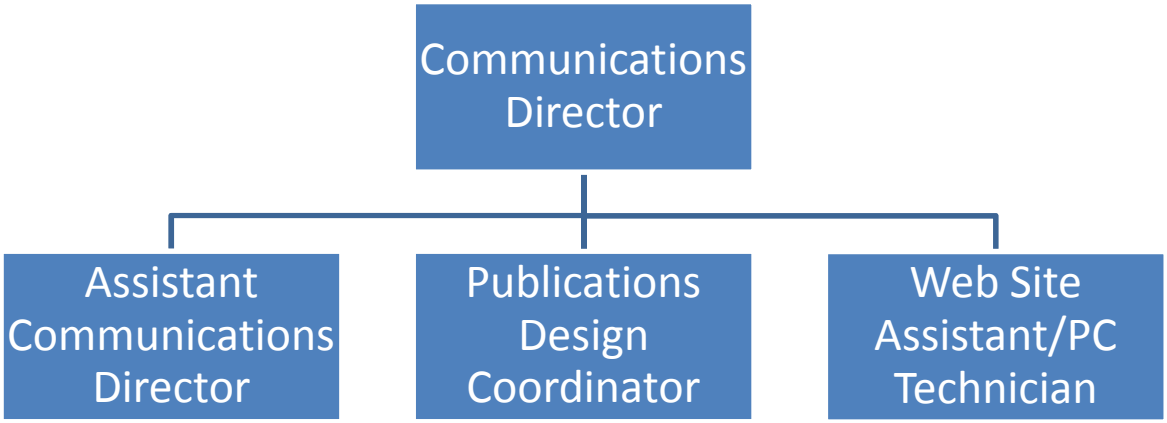
	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
509-1601-513.45-90	SMALL CLAIM BELOW DEDUCT	43,477	-	-	-
509-1602-513.12-10	REGULAR WAGES	68,822	66,735	66,149	68,549
509-1602-513.15-40	LONGEVITY	828	508	-	-
509-1602-513.21-10	FICA TAXES	4,968	5,024	4,704	4,665
509-1602-513.22-10	PENSION	6,213	6,216	4,618	4,630
509-1602-513.22-20	ICMA CITY CONTRIBUTION	2,046	1,406	1,323	1,323
509-1602-513.23-10	GROUP HEALTH/DENTAL	8,667	8,394	7,729	8,190
509-1602-513.23-11	LIFE INSURANCE	142	143	143	143
509-1602-513.23-12	AD&D INSURANCE	16	16	16	16
509-1602-513.23-13	DISABILITY INSURANCE	158	159	159	159
509-1602-513.24-10	WORKER'S COMPENSATION	1,656	282	119	114
509-1602-513.25-10	UNEMPLOYMENT COMPENSATION	10	10	10	10
509-1602-513.31-10	CITY ATTORNEY	17,200	13,819	14,000	14,000
509-1602-513.34-40	CONTRACTUAL SERVICE	1,581	-	3,400	27,100
509-1602-513.40-10	TRAVEL & TRAINING	16,519	6,840	7,500	7,500
509-1602-513.40-20	CAR ALLOWANCE	2,409	2,317	2,400	-
509-1602-513.41-16	AIRCARDS	-	430	480	480
509-1602-513.41-20	CELL PHONES/BEEPERS	964	638	830	830
509-1602-513.42-10	POSTAGE & FREIGHT	73	40	50	50
509-1602-513.45-06	RISK ABATEMENT ITEMS	150	180	-	-
509-1602-513.47-30	COPIER	44	45	50	-
509-1602-513.51-20	OFFICE EQUIP UNDER $1,000	50	-	-	-
509-1602-513.52-10	GENERAL OPERATING SUPPLY	572	886	1,000	1,000
509-1602-513.54-10	BOOKS & PERIODICALS	72	-	400	400
509-1602-513.54-20	MEMBERSHIPS	525	275	750	1,000
509-1602-513.66-20	SOFTWARE	232	-	-	-
	Total	**177,394**	**114,363**	**115,830**	**140,159**
509-1603-513.25-80	UNEMPLOYMENT COMPENSATION	123,536	85,063	115,000	115,000
509-1603-513.45-01	WORK COMP, AUTO, LIABILIT	604,864	542,379	535,000	535,000
509-1603-513.45-04	PROPERTY PACKAGE PREMIUM	217,625	240,690	241,000	235,000
509-1603-513.45-06	RISK ABATEMENT ITEMS	7,598	14,903	25,000	25,000
509-1603-513.45-07	STATE WORKERS COMP. FEE	32,779	30,031	30,000	15,000
509-1603-513.45-09	AGENCY FEE	130,000	130,000	130,000	125,000
509-1603-513.45-12	THIRD PARTY ADMINISTRATOR	40,640	34,000	36,000	50,000
509-1603-513.45-21	PROP, AUTO, LIAB - CLAIMS	149,653	646,012	377,000	425,000
509-1603-513.45-22	WORKERS COMP.-CLAIMS PAID	(31,619)	273,158	188,000	225,000
509-1603-513.45-82	OTHER INSURANCE	10,024	4,969	8,900	9,483
509-1603-513.45-90	SMALL CLAIM BELOW DEDUCT	40,190	32,498	25,000	25,000
	Total	**1,325,290**	**2,033,703**	**1,710,900**	**1,784,483**

communications

Communications

Mission: To preserve and enhance the quality of life in Winter Park by informing city staff, city residents , local and national media and the community of news, events, programs, projects, initiatives and activities related to the City of Winter Park.

Organizational Chart



Communications has modified the table below to reflect its goals for FY 2012. Tracking the department's success through key indicators is difficult as the methods of communication the department uses is dependent upon the specific issue, project, activity or event that is scheduled. Communications uses a variety of print and electronic methods to share the city's message and is always seeking new ways to open the lines of communication with its residents.

Key Performance Indicators

Goals

1. Seek additional ways to encourage two-way communications with the city and the community.
2. Look for other videography opportunities for the city in addition to the Webisodes.
3. Further the city's presence through the use of smart phones via QR codes, mobile websites and mobile applications, etc.

Communications

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	328,013	327,241	324,178	326,496
Operating Expenses	135,401	122,466	116,406	112,919
Capital Outlay	5,012	-	-	-
Total	**$ 468,426**	**$ 449,707**	**$ 440,584**	**$ 439,415**
No. of Positions				
Full-time	4	3.5	3.5	3.5
Part-time	-	-	-	-
Seasonal				
Total	**4**	**3.5**	**3.5**	**3.5**
FTE's	**4**	**3.5**	**3.5**	**3.5**

Program Summary:

The Communications Department is responsible for sharing city information with its internal and external audiences and ensuring quality and consistency of the city's brand image. This is accomplished in a variety of ways, but primarily by developing strong relationships with print and electronic media outlets, producing all graphic materials (direct mail pieces, flyers, brochures, invitations, programs, logo design, signage, newsletters, posters, etc.) and maintaining the city's offical website.

In addition, the department handles crisis communications, prepares speeches and proclamations, writes press releases and media alerts, assists with coordinating, marketing and publicizing city events, schedules media interviews, submits city programs for award opportunities, and takes a pro-active role in seeking opportunities to position the City of Winter Park in a positive light, both to city residents and the region.

Service Level Adjustments:

Below are the major changes Communications made to its budget:

- Deleted an additional mailing of a specialty postcard which impacted our printing and postage line items
- Decreased office supplies budget
- Eliminated memberships and some subscriptions to various publications

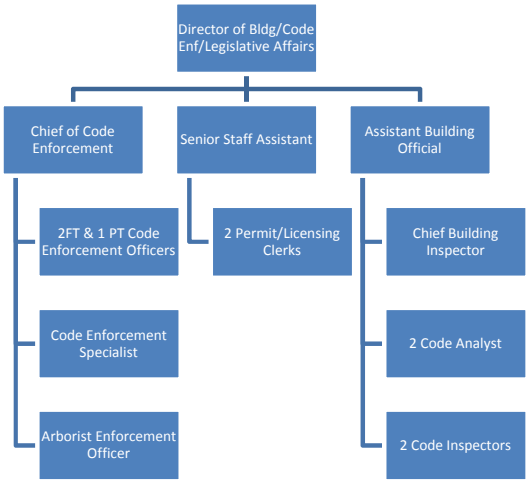
	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-1204-512.12-10	REGULAR WAGES	251,495	255,751	255,484	258,793
001-1204-512.15-40	LONGEVITY	-	464	-	-
001-1204-512.15-50	MERIT BONUS	1,149	-	-	-
001-1204-512.21-10	FICA TAXES	18,549	18,810	18,645	18,909
001-1204-512.22-10	PENSION	18,647	18,362	17,836	18,294
001-1204-512.22-20	ICMA CITY CONTRIBUTION	5,095	3,447	3,430	3,430
001-1204-512.23-10	GROUP HEALTH/DENTAL	29,705	28,500	27,052	28,665
001-1204-512.23-11	LIFE INSURANCE	548	557	557	557
001-1204-512.23-12	AD&D INSURANCE	61	62	62	62
001-1204-512.23-13	DISABILITY INSURANCE	610	619	618	618
001-1204-512.24-10	WORKER'S COMPENSATION	2,119	633	458	441
001-1204-512.25-10	UNEMPLOYMENT COMPENSATION	35	36	36	36
001-1204-512.34-40	CONTRACTUAL SERVICE	17,997	34,124	25,000	25,000
001-1204-512.40-10	TRAVEL & TRAINING	2,158	250	300	300
001-1204-512.40-20	CAR ALLOWANCE	3,413	3,186	3,309	-
001-1204-512.41-15	TELEPHONE - EQUIP CHGS	3,040	2,696	3,010	2,793
001-1204-512.41-16	AIRCARDS	-	428	480	480
001-1204-512.41-20	CELL PHONES/BEEPERS	2,129	1,266	1,920	1,920
001-1204-512.41-30	TELEPHONE MAINTENANCE	5	1,500	-	-
001-1204-512.42-10	POSTAGE & FREIGHT	42,240	27,707	26,890	22,340
001-1204-512.45-10	GENERAL LIABILITY	8,522	8,204	8,324	9,385
001-1204-512.45-11	RISK MGMT OPERATIONS	1,298	1,282	1,323	1,194
001-1204-512.47-10	PRINTING & BINDING	47,740	32,596	35,500	36,600
001-1204-512.47-30	COPIER	914	78	920	1,503
001-1204-512.48-10	PROMOTIONAL ACTIVITIES	1,121	5,092	4,235	4,100
001-1204-512.51-20	OFFICE EQUIP UNDER $1,000	-	157	-	-
001-1204-512.52-10	GENERAL OPERATING SUPPLY	3,075	2,501	3,000	1,600
001-1204-512.52-90	EQUIPMENT UNDER $1,000	703	(200)	-	725
001-1204-512.54-10	BOOKS & PERIODICALS	25	162	-	-
001-1204-512.54-20	MEMBERSHIPS	1,021	1,437	2,195	1,670
001-1204-512.64-50	MACHINERY & EQUIPMENT	3,387	-	-	-
001-1204-512.66-20	SOFTWARE	1,625	-	-	-
	Total	**468,426**	**449,707**	**440,584**	**439,415**

building & code enforcement

Building and Code Enforcement

Mission: To preserve and enhance quality neighborhoods and commercial areas while enforcing the application of land development provisions and providing for safe building practices, the department is committed to accomplishing code compliant plan review, inspection and property maintenance services that are responsive to citizens while performing professional code enforcement for the benefit of the public.

Organizational Chart



Key Performance Indicators

Building Indicator	Actual FY 10	YTD FY 11 *	Goal FY 12 *	Notes
% of inspections* completed next business day	98%	98%	96%	
% of plans reviewed* and returned within 8 business days	95%	96%	96%	
% of code violations reslved voluntarily	91%	90%	90%	

*Enhancement in late FY11 and in FY12: Plan review & inspection results on line

Building and Code Enforcement

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	1,212,847	1,067,990	1,115,176	1,082,121
Operating Expenses	192,296	171,444	173,960	187,846
Capital Outlay	11,572	-	-	-
Total	**$ 1,416,715**	**$ 1,239,434**	**$ 1,289,136**	**$ 1,269,967**
No. of Positions				
Full-time	17	17	15	15
Part-time	1	1	2	1
Seasonal	-	-	-	-
Total	**18**	**18**	**17**	**16**
FTE's	**17.5**	**17.5**	**16.0**	**15.5**

Program Summary:

Processes building permits, performs building plan reviews, inspects new construction, and guides interdepartmental plan coordination to ensure that all buildings and structures are constructed by licensed contractors in conformance with all City construction and land development codes. Additionally, the Department initiates actions and responds to requests concerning building and property maintenance code violations, zoning violations, miscellaneous city code violations and conducts an ongoing survey of housing conditions. City codes related to land development, property maintenance and other areas are revised or updated where needed and in response to City Commission directives. Coordination of legislative affairs with State & Federal Lobbyists and information on areas affecting the City is provided to the Commission and staff. 4 Boards assist the department: Board of Adjustment, Construction Board, Code Enforcement Board and the Tree Preservation Board. Staff acts as liaison to these boards & provides oversight to the Development Review Committee.

Service Level Adjustments:

The proposed budget will allow this Division to continue to provide the same level of service.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-2303-524.12-10	REGULAR WAGES	853,573	761,749	804,070	807,322
001-2303-524.13-10	PART TIME/TEMPORARY WAGES	27,585	37,386	60,000	25,505
001-2303-524.14-10	OVERTIME WAGES	5,801	1,747	2,500	2,500
001-2303-524.15-10	INCENTIVE	2,360	2,360	2,200	2,300
001-2303-524.15-40	LONGEVITY	8,128	4,555	-	-
001-2303-524.15-50	MERIT BONUS	1,630	-	-	-
001-2303-524.21-10	FICA TAXES	64,892	57,494	55,999	58,212
001-2303-524.22-10	PENSION	78,480	63,654	52,703	59,977
001-2303-524.22-20	ICMA CITY CONTRIBUTION	20,127	10,464	10,418	10,418
001-2303-524.23-10	GROUP HEALTH/DENTAL	125,924	109,124	108,206	106,474
001-2303-524.23-11	LIFE INSURANCE	1,805	1,650	1,645	1,740
001-2303-524.23-12	AD&D INSURANCE	5,354	5,404	5,398	193
001-2303-524.23-13	DISABILITY INSURANCE	2,010	1,832	1,826	1,932
001-2303-524.24-10	WORKER'S COMPENSATION	15,016	10,425	10,069	12,014
001-2303-524.25-10	UNEMPLOYMENT COMPENSATION	162	146	142	152
001-2303-524.34-40	CONTRACTUAL SERVICE	41,736	30,682	20,000	20,000
001-2303-524.34-42	CLEARING CITY OWNED LOTS	1,485	3,332	750	1,000
001-2303-524.34-45	CREDIT CARD FEES	7,226	3,776	5,000	4,200
001-2303-524.40-10	TRAVEL & TRAINING	9,850	13,543	12,000	13,000
001-2303-524.40-20	CAR ALLOWANCE	3,313	3,186	3,309	-
001-2303-524.41-15	TELEPHONE - EQUIP CHGS	14,313	10,949	15,412	11,842
001-2303-524.41-16	AIRCARDS	172	3,004	3,840	3,900
001-2303-524.41-20	CELL PHONES/BEEPERS	7,837	2,176	5,000	6,100
001-2303-524.42-10	POSTAGE & FREIGHT	10,000	9,208	9,000	9,400
001-2303-524.44-60	VEHICLE RENTAL	31,092	21,594	21,594	21,596
001-2303-524.44-62	EXCESS VEH. RENTAL ADJUST	(27,105)	(12,587)	(12,730)	(11,924)
001-2303-524.45-10	GENERAL LIABILITY	31,371	24,873	24,597	30,350
001-2303-524.45-11	RISK MGMT OPERATIONS	4,778	3,886	3,911	3,862
001-2303-524.45-30	VEHICLE INSURANCE	8,348	6,962	6,941	7,122
001-2303-524.46-13	MAINT-NON IBM	-	6,970	6,970	7,350
001-2303-524.46-40	EQUIPMENT MAINTENANCE	202	395	1,000	1,000
001-2303-524.46-50	VEHICLE MAINTENANCE	7,274	4,801	8,269	6,780
001-2303-524.46-60	FLEET MAINT. OVERHEAD	4,745	2,350	2,977	1,192
001-2303-524.47-10	PRINTING & BINDING	2,839	540	4,000	1,000
001-2303-524.47-20	PHOTOGRAPHY	-	-	-	500
001-2303-524.47-30	COPIER	4,771	2,021	3,500	9,017
001-2303-524.49-50	OTHER CURRENT CHARGES	-	543	-	-
001-2303-524.51-20	OFFICE EQUIP UNDER $1,000	108	425	1,500	800
001-2303-524.52-10	GENERAL OPERATING SUPPLY	17,413	17,861	17,000	17,800
001-2303-524.52-20	FUEL	6,351	7,705	6,620	11,341
001-2303-524.52-70	CLOTHING	1,659	1,824	1,900	2,000
001-2303-524.52-90	EQUIPMENT UNDER $1,000	-	202	-	-
001-2303-524.54-20	MEMBERSHIPS	2,518	1,223	1,600	2,000
001-2303-524.64-50	MACHINERY & EQUIPMENT	4,840	-	-	-
001-2303-524.66-20	SOFTWARE	6,732	-	-	-
	Total	**1,416,715**	**1,239,434**	**1,289,136**	**1,269,967**

economic development/cra

Economic Development

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	19,616	-	-	-
Operating Expenses	20,610	-	50,000	150,000
Capital Outlay	232	-	-	-
Total	**$ 40,458**	**$ -**	**$ 50,000**	**$ 150,000**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	**-**	**-**	**-**	**-**

Program Summary:

The Economic Development component of the Department works with the Economic Development Advisory Board (EDAB) to keep Winter Park a viable, livable community, providing opportunity to create high quality jobs and revitalization and enhancement of commercial areas. At the request of the City Commission, the Department has developed a three year economic development plan to actively engage in recruiting and supporting the business community throughout the City.

Service Level Adjustments:

$150,000 has been budgeted to allow staff to implement the approved Economic Development Plan and to have available funding for incentives if a proper need is identified. This recommendation would fund several corridor studies and business development opportunities.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-2309-515.12-10	REGULAR WAGES	16,670	-	-	-
001-2309-515.15-40	LONGEVITY	159	-	-	-
001-2309-515.21-10	FICA TAXES	1,059	-	-	-
001-2309-515.22-10	PENSION	1,388	-	-	-
001-2309-515.22-20	ICMA CITY CONTRIBUTION	234	-	-	-
001-2309-515.23-10	GROUP HEALTH/DENTAL	99	-	-	-
001-2309-515.23-11	LIFE INSURANCE	2	-	-	-
001-2309-515.23-13	DISABILITY INSURANCE	3	-	-	-
001-2309-515.24-10	WORKER'S COMPENSATION	2	-	-	-
001-2309-515.34-40	CONTRACTUAL SERVICE	15,912	-	50,000	-
001-2309-515.41-15	TELEPHONE - EQUIP CHGS	1,131	-	-	-
001-2309-515.41-20	CELL PHONES/BEEPERS	80	-	-	-
001-2309-515.42-10	POSTAGE & FREIGHT	227	-	-	-
001-2309-515.47-10	PRINTING & BINDING	965	-	-	-
001-2309-515.48-10	PROMOTIONAL ACTIVITIES	723	-	-	-
001-2309-515.49-25	ECONOMIC DEVELOPMENT ACTV	-	-	-	150,000
001-2309-515.52-10	GENERAL OPERATING SUPPLY	1,523	-	-	-
001-2309-515.54-10	BOOKS & PERIODICALS	49	-	-	-
001-2309-515.66-20	SOFTWARE	232	-	-	-
	Total	**40,458**	**-**	**50,000**	**150,000**

Community Redevelopment Agency

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	362,036	262,780	287,167	288,222
Operating Expenses	445,863	326,726	329,541	281,977
Debt Service	837,447	974,686	1,506,081	1,550,823
Organizational Support	37,000	26,973	28,000	19,500
CRA Projects	2,495,444	3,017,282	-	265,000
Total	**$ 4,177,790**	**$ 4,608,447**	**$ 2,150,789**	**$ 2,405,522**
No. of Positions				
Full-time	5	4	3	3
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**5**	**4**	**3**	**3**
FTE's	**5**	**4**	**3**	**3**

Program Summary:

To preserve and improve the residential viability and livability of the neighborhoods within the Community Redevelopment Agency (CRA) area by encouraging and initiating activities which empower residents to effect change and to enhance and improve the commercial areas of the CRA by encouraging and implementing activities that promote economic growth.

The CRA is responsible for many streetscapes, business incentive programs, social and community support programs, funding of capital projects, affordable housing initiatives, and many special events. In fiscal year 2009, the CRA received the International City/County Management Association 2009 Program Excellence Award in the "Community Sustainability" category for its affordable housing programs and was also mentioned by the Florida Redevelopment Association as one of three case studies out of all the CRAs in Florida for its exceptional affordable housing accomplishments.

Service Level Adjustments:

The CRA met budget cutting goals through eliminating staff support and reducing the scope of programs and projects supported by CRA revenue. A 10% decline in revenues to the CRA trust fund will result in a decrease to levels of service. The CRA will be unable to pursue new projects and has had to scale down the funding for a number of programs. Regardless of the drop in revenues, the CRA plans to continue current programs and projects while operating at a reduced service level.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
104-2306-515.12-10	REGULAR WAGES	273,815	215,454	225,698	228,105
104-2306-515.13-10	PART TIME/TEMPORARY WAGES	3,610	2,759	-	-
104-2306-515.14-10	OVERTIME WAGES	462	-	-	-
104-2306-515.15-40	LONGEVITY	233	154	-	-
104-2306-515.21-10	FICA TAXES	20,328	16,158	16,882	16,463
104-2306-515.22-10	PENSION	19,380	(1,165)	16,120	16,228
104-2306-515.22-20	ICMA CITY CONTRIBUTION	3,387	3,396	3,752	3,752
104-2306-515.23-10	GROUP HEALTH/DENTAL	38,753	24,556	23,187	24,570
104-2306-515.23-11	LIFE INSURANCE	582	467	492	492
104-2306-515.23-12	AD&D INSURANCE	65	52	55	54
104-2306-515.23-13	DISABILITY INSURANCE	648	519	546	546
104-2306-515.24-10	WORKER'S COMPENSATION	727	396	405	389
104-2306-515.25-10	UNEMPLOYMENT COMPENSATION	46	34	30	30
104-2306-515.31-10	CITY ATTORNEY	22,929	32,083	30,000	30,000
104-2306-515.34-40	CONTRACTUAL SERVICE	16,081	29,900	15,000	13,000
104-2306-515.34-46	SOCIAL PROGRAMMING	93,500	(5,000)	-	-
104-2306-515.34-47	SUMMER YOUTH EMPLOYMENT	41,191	39,305	30,000	20,000
104-2306-515.34-48	HERITAGE CENTER OPERATION	40,000	40,000	40,000	35,000
104-2306-515.34-52	COMMUNITY CENTER PROGRAMS	19,000	42,141	50,000	45,000
104-2306-515.40-10	TRAVEL & TRAINING	2,165	3,666	2,000	2,000
104-2306-515.40-20	CAR ALLOWANCE	5,775	2,469	2,407	-
104-2306-515.41-15	TELEPHONE - EQUIP CHGS	2,457	2,568	3,641	2,381
104-2306-515.41-16	AIRCARDS	-	585	-	-
104-2306-515.41-20	CELL PHONES/BEEPERS	5,194	2,463	2,880	2,880
104-2306-515.42-10	POSTAGE & FREIGHT	4,472	293	3,500	2,000
104-2306-515.45-10	GENERAL LIABILITY	9,698	14,849	8,726	8,291
104-2306-515.45-11	RISK MGMT OPERATIONS	1,477	1,277	1,387	1,055
104-2306-515.46-65	PARKING GARAGE MAINT.	80,078	78,421	77,000	77,000
104-2306-515.47-10	PRINTING & BINDING	16,610	9,517	8,500	6,500
104-2306-515.47-30	COPIER	5,229	1,807	3,500	2,463
104-2306-515.48-10	PROMOTIONAL ACTIVITIES	25,557	7,327	10,000	7,500
104-2306-515.48-15	UNITY HERITAGE FESTIVAL	20,169	12,406	13,000	10,000
104-2306-515.49-01	BRIDGEBUILDERS SCHOLARSHI	20,000	-	10,000	-
104-2306-515.52-10	GENERAL OPERATING SUPPLY	10,424	6,342	11,000	8,000
104-2306-515.52-90	EQUIPMENT UNDER $1,000	1,587	1,135	3,000	2,500
104-2306-515.54-10	BOOKS & PERIODICALS	237	270	500	500
104-2306-515.54-20	MEMBERSHIPS	2,033	2,902	3,500	3,500
	Total	**807,899**	**589,506**	**616,708**	**570,199**
104-2307-582.71-04	CRA LOAN #67	135,000	140,000	145,000	150,000
104-2307-582.71-05	CRA LOAN #83	125,000	130,000	135,000	140,000
104-2307-582.71-06	2005-1 LOAN	31,578	32,840	34,152	35,516
104-2307-582.71-18	2005-2 LOAN	60,370	63,938	67,716	71,718
104-2307-582.71-19	2006 LOAN	85,000	90,000	95,000	100,000
104-2307-582.71-21	COMMUNITY CENTER LOAN	-	-	315,000	375,000
104-2307-582.72-04	CRA LOAN #67	100,762	95,409	88,608	82,944
104-2307-582.72-05	CRA LOAN #83	92,721	87,835	81,743	76,545
104-2307-582.72-06	2005-1 LOAN	29,664	28,359	26,627	25,235

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
104-2307-582.72-18	2005-2 LOAN	99,455	95,731	90,515	86,394
104-2307-582.72-19	2006 LOAN	77,897	74,494	70,896	67,103
104-2307-582.72-21	COMMUNITY CENTER LOAN	-	136,080	355,824	340,368
	Total	**837,447**	**974,686**	**1,506,081**	**1,550,823**
104-2308-515.01-02	HOUSING REHAB. ASSISTANCE	133,204	149,203	-	60,000
104-2308-515.01-18	PENN. AVE. ENHANCEMENTS	182,020	-	-	-
104-2308-515.01-41	ORANGE AVENUE IMPROVEMENT	1,063,840	11,371	-	-
104-2308-515.01-42	DENNING DR INT. IMPROVE	85,376	49,970	-	-
104-2308-515.01-44	WP WELCOME CENTER	(635)	-	-	-
104-2308-515.01-46	FAIRBANKS ENHANCEMENT	70,980	14,893	-	-
104-2308-515.01-47	COMMUNITY CENTER	99,099	1,290,518	-	-
104-2308-515.01-48	CENTRAL PK-EAST SIDE IMPR	-	340,363	-	-
104-2308-515.01-49	WEBSTER STREETSCAPE IMP.	302,513	5,257	-	-
104-2308-515.01-50	BUSINESS FACADE MATCH PRG	113,539	255,723	-	25,000
104-2308-515.01-52	COMMUTER RAIL MATCH	47,513	-	-	-
104-2308-515.01-53	CENTRAL PARK LOT B	9,852	-	-	-
104-2308-515.01-54	BUS SHELTER IMPROVEMENTS	230	-	-	-
104-2308-515.01-55	PARK AVE SURVEY/STUDY	55,535	-	-	-
104-2308-515.01-56	HISTORIC DISTRICT EST	25,000	-	-	-
104-2308-515.01-57	BUSINESS DISTRICT EVENT	12,216	5,000	-	-
104-2308-515.01-58	HOUSING REHAB - CDBG PROJ	137,854	32,794	-	-
104-2308-515.01-59	WEST MEADOW ICE RINK	-	152,426	-	180,000
104-2308-515.01-60	NEW YORK/NEW ENGLAND UNDG	157,308	23,816	-	-
104-2308-515.01-61	E. MORSE BLVD STREETSCAPE	-	413,732	-	-
104-2308-515.01-62	W. MORSE BLVD STREETSCAPE	-	251,057	-	-
104-2308-515.01-63	PARK AVE. STRATEGIC PLAN	-	21,000	-	-
104-2308-515.41-20	CELL PHONES/BEEPERS	-	159	-	-
	Total	**2,495,444**	**3,017,282**	**-**	**265,000**
104-7100-550.52-27	PARK AVE ASSOCIATION	6,000	-	-	-
104-7100-550.52-38	WELBOURNE NURSERY	7,000	7,000	7,000	4,500
104-7100-550.52-39	ENZIAN THEATRE	24,000	17,600	18,000	12,000
104-7100-550.52-46	ST. PATRICK'S DAY PARADE	-	2,373	3,000	3,000
	Total	**37,000**	**26,973**	**28,000**	**19,500**
104-8502-581.30-10	TRANS TO CAPITAL PROJECTS	80,000	-	-	-
104-8502-584.01-10	REIMB ADMIN TO GEN FUND	125,341	117,862	107,108	31,600
	Total	**205,341**	**117,862**	**107,108**	**31,600**
104-9200-585.04-10	CONTINGENCY RESERVE	-	-	365,266	-
104-9200-585.04-19	DEBT SERVICE RESERVE	-	-	338,821	-
104-9200-585.12-10	PAY PLAN ADJUSTMENTS	-	-	-	5,284
	Total	**-**	**-**	**704,087**	**5,284**

electric utility

Administration

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	332,166	363,586	329,197	331,083
Operating Expenses	355,624	264,430	340,509	229,123
Capital Outlay	19,930	-	-	-
Total	**$ 707,720**	**$ 628,016**	**$ 669,706**	**$ 560,206**
No. of Positions				
Full-time	3	3	3	3
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**3**	**3**	**3**	**3**
FTE's	**3**	**3**	**3**	**3**

Program Summary:

The Electric Department is responsible for purchasing bulk electric power and maintaining the poles, wires and other components of the distribution system to reliably deliver the power to the City's retail customers. Electric Department Administrative staff manages 4 major contracts to provide electric service to our customers:

- Bulk Power Supply - Contracts with Progress Energy Florida and Seminole Electric Cooperative, three year term ends December 31, 2013.
- Distribution services - Contracted with ENCO Utility Services, expires September 30, 2017.
- Vegetation Management Services - Contract with Burfords' Tree extended through September 30, 2011.

Service Level Adjustments:

Current and ongoing efforts to reduce the cost to provide electric service include:

- Innovative new power supply contracts provide 40 MW of combined cycle capacity from PEF which are dispatched by SEC. SEC provides all additional capacity and energy to meet Winter Park's full requirements. The new contracts are estimated to reduce non-fuel power supply cost by approximately $4 million per year. Preliminary discussions with Progress Energy and Seminole Electric have been initiated with Progress Energy and Seminole to explore the parties interest in extending the contracts through December 31, 2015.
- New contract approaches such as time and materials, fixed price bids, and unit prices or some combination are being considered to reduce line clearance costs ($450,000 per year). Tree Trimming costs FY 2007= $605,744; FY 2008= $559,328; FY 2009 = $450,000; FY2010 = $549,303 FY 2011 Budget $450,000.
- Ongoing evaluation/negotiations with ENCO to modify the contract, bring services in-house, or some combination thereof.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
406-2881-531.75-10	BAD DEBT	137,914	71,514	150,000	
	Total	**137,914**	**71,514**	**150,000**	**-**
406-2901-531.12-10	REGULAR WAGES	251,289	281,334	259,202	264,917
406-2901-531.14-10	OVERTIME WAGES	250	891	-	-
406-2901-531.15-40	LONGEVITY	979	571	-	-
406-2901-531.15-50	MERIT BONUS	725	-	-	-
406-2901-531.21-10	FICA TAXES	17,385	19,005	18,250	18,222
406-2901-531.22-10	PENSION	22,305	21,146	18,094	18,875
406-2901-531.22-20	ICMA CITY CONTRIBUTION	5,864	4,212	4,193	4,193
406-2901-531.23-10	GROUP HEALTH/DENTAL	26,002	27,963	23,187	24,570
406-2901-531.23-11	LIFE INSURANCE	531	590	563	563
406-2901-531.23-12	AD&D INSURANCE	59	65	62	62
406-2901-531.23-13	DISABILITY INSURANCE	591	656	626	626
406-2901-531.24-10	WORKER'S COMPENSATION	6,155	5,451	4,990	4,740
406-2901-531.25-10	UNEMPLOYMENT COMPENSATION	31	34	30	30
406-2901-531.31-10	CITY ATTORNEY	25,492	25,011	26,600	26,600
406-2901-531.31-20	OTHER LEGAL SERVICES	-	-	-	23,333
406-2901-531.32-10	ACCOUNTING & AUDITING	-	-	23,333	20,085
406-2901-531.34-40	CONTRACTUAL SERVICES	104,951	76,002	53,100	66,600
406-2901-531.40-10	TRAVEL & TRAINING	7,099	4,042	5,000	4,900
406-2901-531.40-20	CAR ALLOWANCE	5,722	5,502	5,715	-
406-2901-531.41-15	TELEPHONE - EQUIP CHARGES	1,140	1,011	1,123	1,055
406-2901-531.41-16	AIRCARDS	-	1,216	1,440	1,800
406-2901-531.41-20	CELL PHONES	3,485	2,469	3,840	3,750
406-2901-531.42-10	POSTAGE & FREIGHT	493	260	500	3,000
406-2901-531.45-10	GENERAL LIABILITY	8,396	7,897	8,445	9,521
406-2901-531.45-11	RISK MGMT OPERATIONS	1,279	1,234	1,343	1,211
406-2901-531.47-10	PRINTING & BINDING	4,744	593	1,000	500
406-2901-531.47-30	COPIER	193	-	1,000	1,503
406-2901-531.48-10	PROMOTIONAL ACTIVITIES	10,290	2,935	4,000	3,750
406-2901-531.49-30	REGULATORY ASSESSMENT FEE	12,874	21,387	17,700	19,000
406-2901-531.52-10	GENERAL OPERATING SUPPLY	4,244	3,035	2,500	2,450
406-2901-531.52-90	EQUIPMENT UNDER $1,000	-	815	-	-
406-2901-531.54-10	BOOKS & PERIODICALS	150	-	-	277
406-2901-531.54-20	MEMBERSHIPS	27,158	39,507	33,870	34,073
406-2901-531.64-50	MACHINERY & EQUIPMENT	19,001	-	-	-
406-2901-531.66-20	SOFTWARE	929	-	-	-
	Total	**569,806**	**554,834**	**519,706**	**560,206**

Distribution Systems - Operations

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	-			
Operating Expenses	39,985,144	41,940,269	40,165,013	36,573,466
Capital Projects	1,867,695	1,245,371	1,224,000	2,275,000
Total	**$ 41,852,839**	**$ 43,185,640**	**$ 41,389,013**	**$ 38,848,466**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	**-**	**-**	**-**	**-**

Program Summary:

This budget represents the contract costs for ENCO; and Burfords' Tree; the purchase of bulk power under contract from Progress Energy Florida, other subcontractors used in the construction and maintenance of the electric system; operating expenses associated with the electric operations center (Metric), and the cost of materials purchased for the electric system's inventory.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
406-2902-531.02-01	INTERLACHEN SUBSTATION	-	-	6,000	11,800
406-2902-531.64-50	MACHINERY & EQUIPMENT	-	-	4,000	-
406-2903-531.05-02	OTHER COST	812	-	-	-
406-2903-531.34-40	CONTRACTUAL SERVICES	3,144	19,406	121,060	242,530
406-2903-531.34-52	TREE TRIMMING CONTRACT	533,076	549,303	450,000	450,000
406-2903-531.34-53	BULK POWER CONTRACT	35,801,906	37,223,899	33,914,312	29,424,769
406-2903-531.34-54	ENCO - OVERTIME	55,740	55,524	154,000	150,000
406-2903-531.34-55	ENCO - SUBSTATION MAINT.	4,987	7,589	7,500	52,700
406-2903-531.34-56	ENCO - RESTORATION SUB CT	250	-	-	-
406-2903-531.34-57	ENCO - CALL CENTER	68,093	55,499	50,000	75,000
406-2903-531.34-58	TRANSMISSION SERVICES	2,062,414	2,155,495	1,772,000	2,203,674
406-2903-531.34-59	ENCO - OPERATIONS MAN.	919,546	650,079	1,040,000	1,150,000
406-2903-531.34-60	ENCO - CONTRACT ADDENDUM	472,930	487,329	634,000	431,000
406-2903-531.34-62	ENCO - 3RD PARTY INVOICES	5,744	3,556	-	-
406-2903-531.34-64	SURGE & WIRE PROTECTION	24,154	31,063	32,000	35,000
406-2903-531.34-65	ROUTINE CAPITAL	1,867,695	1,245,371	1,224,000	1,250,000
406-2903-531.34-68	ENERGY CONSERVATION PROG	-	-	-	350,000
406-2903-531.39-99	CONTRA EXPENSE/RECLASS	(1,867,695)	(1,245,371)	-	-
406-2903-531.41-15	TELEPHONE - EQUIP CHARGES	30,391	29,703	16,381	23,156
406-2903-531.43-20	WATER	653	112	1,000	125
406-2903-531.43-70	ELECTRICITY	11,007	10,943	11,000	11,000
406-2903-531.44-20	BUILDING RENTAL	147,974	152,538	152,000	157,000
406-2903-531.44-60	VEHICLE RENTAL	53,424	53,424	53,424	60,502
406-2903-531.44-62	EXCESS VEH. RENTAL ADJUST	(41,265)	(31,139)	-	-
406-2903-531.46-50	VEHICLE MAINTENANCE	23,555	64,663	-	85,000
406-2903-531.46-60	FLEET MAINT. OVERHEAD	-	-	-	8,723
406-2903-531.49-24	GROSS RECEIPTS TAX	1,325,307	1,422,114	1,336,386	1,307,594
406-2903-531.52-11	ENCO - SUPPLIES	105,668	88,062	100,000	50,000
406-2903-531.52-12	INVENTORY	231,530	159,245	300,000	260,000
406-2903-531.52-20	FUEL	16,643	14,525	19,950	28,893
406-2903-531.52-90	EQUIPMENT UNDER $1,000	-	7,733	-	5,000
406-2903-531.52-98	WAREHOUSE/SHORT & OVER	(16,330)	(25,025)	-	-
406-2903-531.62-01	ELECTRIC WAREHOUSE FACILI	-	-	-	1,025,000
406-2903-531.72-01	ELEC. REV. BONDS, 2005A	1,768	-	-	-
406-2903-531.72-02	ELEC. REV. BONDS, 2005B	342	-	-	-
406-2903-531.72-16	SUNTRUST LINE OF CREDIT	3,833	-	-	-
406-2903-531.72-23	ELEC. REV. BONDS, 2007	4,731	-	-	-
	Total	**41,852,027**	**43,185,640**	**41,399,013**	**38,848,466**

Street Lighting

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	65,309	22,934	-	-
Operating Expenses	49,050	103,745	91,981	134,112
Capital Outlay	-	5,840	145,000	250,000
Total	**$ 114,359**	**$ 132,519**	**$ 236,981**	**$ 384,112**
No. of Positions				
Full-time	1	1	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**1**	**1**	**-**	**-**
FTE's	**1**	**1**	**-**	**-**

Program Summary:

This has been privitized to ENCO. As part of the privitazition process, inventory and labor are being calculated differently, showing a signifanct change in the budget over previous years. Funds were previously dispursed within several General Fund divisions.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
406-2904-531.12-10	REGULAR WAGES	47,377	18,140	-	-
406-2904-531.21-10	FICA TAXES	3,634	1,440	-	-
406-2904-531.22-10	PENSION	4,124	1,379	-	-
406-2904-531.23-10	GROUP HEALTH/DENTAL	8,667	1,733	-	-
406-2904-531.23-11	LIFE INSURANCE	109	22	-	-
406-2904-531.23-12	AD&D INSURANCE	12	2	-	-
406-2904-531.23-13	DISABILITY INSURANCE	121	24	-	-
406-2904-531.24-10	WORKER'S COMPENSATION	1,255	192	-	-
406-2904-531.25-10	UNEMPLOYMENT COMPENSATION	10	2	-	-
406-2904-531.41-15	TELEPHONE - EQUIP CHARGES	1,132	1,045	1,418	1,052
406-2904-531.41-20	CELL PHONES	176	(66)	-	-
406-2904-531.44-60	VEHICLE RENTAL	9,126	9,126	9,126	9,126
406-2904-531.44-62	EXCESS VEH. RENTAL ADJUST	(7,049)	(5,319)	(5,381)	(5,039)
406-2904-531.45-10	GENERAL LIABILITY	1,688	1,648	-	-
406-2904-531.45-11	RISK MGMT OPERATIONS	257	257	-	-
406-2904-531.45-30	VEHICLE INSURANCE	779	774	772	791
406-2904-531.46-50	VEHICLE MAINTENANCE	3,114	1,072	2,629	2,354
406-2904-531.46-60	FLEET MAINT. OVERHEAD	609	307	917	414
406-2904-531.46-70	OTHER MAINTENANCE	37,095	62,116	-	414
406-2904-531.46-71	STREET LIGHTS-LABOR	-	27,276	50,000	75,000
406-2904-531.46-72	STREET LIGHTS-MATERIALS	-	-	30,000	50,000
406-2904-531.52-14	STREET LIGHTING INVENTORY	-	10,648	-	-
406-2904-531.52-20	FUEL	2,123	320	2,500	-
406-2904-531.52-98	WAREHOUSE/SHORT & OVER	-	(5,459)	-	-
406-2904-531.63-11	STREET LIGHTS-LABOR	-	5,840	88,000	150,000
406-2904-531.63-12	STREET LIGHTS-MATERIALS	-	-	57,000	100,000
	Total	**114,359**	**132,519**	**236,981**	**384,112**

Utility Billing

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	256,619	261,579	261,023	261,948
Operating Expenses	154,723	196,689	186,993	178,303
Capital Outlay	1,800	1,300	-	-
Total	**$ 413,142**	**$ 459,568**	**$ 448,016**	**$ 440,251**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	**-**	**-**	**-**	**-**

Program Summary:

Utility Billing is managed by the Finance Department. Costs above represent the Electric Utility's funding responsibility.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
406-2905-531.12-10	REGULAR WAGES	179,164	186,038	185,268	184,049
406-2905-531.13-10	PART TIME/TEMPORARY WAGES	3,526	5,351	11,720	12,330
406-2905-531.14-10	OVERTIME WAGES	1,070	1,710	800	400
406-2905-531.15-40	LONGEVITY	1,385	799	-	-
406-2905-531.15-50	MERIT BONUS	1,070	55	-	-
406-2905-531.21-10	FICA TAXES	13,201	13,824	14,065	14,038
406-2905-531.22-10	PENSION	16,293	14,634	12,933	12,883
406-2905-531.22-20	ICMA CITY CONTRIBUTION	1,373	922	917	917
406-2905-531.23-10	GROUP HEALTH/DENTAL	38,176	36,934	34,007	36,037
406-2905-531.23-11	LIFE INSURANCE	390	407	406	404
406-2905-531.23-12	AD&D INSURANCE	43	45	45	45
406-2905-531.23-13	DISABILITY INSURANCE	435	452	452	449
406-2905-531.24-10	WORKER'S COMPENSATION	443	354	353	339
406-2905-531.25-10	UNEMPLOYMENT COMPENSATION	50	54	57	57
406-2905-531.34-40	CONTRACTUAL SERVICES	9,487	7,321	9,005	9,730
406-2905-531.34-45	CREDIT CARD FEES	67,290	104,454	90,000	90,000
406-2905-531.34-46	PRINT&MAIL UTILITY BILLS	27,788	23,362	21,600	19,600
406-2905-531.34-47	ENERGY AUDIT SERVICES	450	1,200	250	750
406-2905-531.40-10	TRAVEL & TRAINING	(2,733)	369	400	400
406-2905-531.41-15	TELEPHONE - EQUIP CHARGES	4,931	4,415	5,110	4,527
406-2905-531.41-20	CELL PHONES	452	(48)	392	265
406-2905-531.41-40	CUST. SERVICE - 800 LINE	3,717	2,610	2,000	2,000
406-2905-531.42-10	POSTAGE & FREIGHT	42,176	40,130	41,920	35,650
406-2905-531.45-10	GENERAL LIABILITY	6,459	6,120	6,036	6,761
406-2905-531.45-11	RISK MGMT OPERATIONS	984	956	960	860
406-2905-531.46-10	MAINTENANCE CONTRACTS	-	275	200	-
406-2905-531.47-10	PRINTING & BINDING	(873)	359	480	320
406-2905-531.47-30	COPIER	(400)	-	-	1,970
406-2905-531.49-11	GREEN BILL INITIATIVE	-	-	-	750
406-2905-531.51-20	OFFICE EQUIP UNDER $1,000	-	81	670	240
406-2905-531.52-10	GENERAL OPERATING SUPPLY	(5,626)	3,940	7,385	3,960
406-2905-531.52-90	EQUIPMENT UNDER $1,000	621	1,145	585	520
406-2905-531.64-50	MACHINERY & EQUIPMENT	1,800	-	-	-
406-2905-531.66-20	SOFTWARE	-	1,300	-	-
	Total	**413,142**	**459,568**	**448,016**	**440,251**

Meter Reading

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	366,325	272,819	217,305	234,534
Operating Expenses	55,197	116,885	96,581	95,592
Capital Outlay	31,950	-	7,700	-
Total	**$ 453,472**	**$ 389,704**	**$ 321,586**	**$ 330,126**
No. of Positions				
Full-time	Positions included in the Water and Sewer Section			
Part-time				
Seasonal				
Total	**-**	**-**	**-**	**-**
FTE's	**-**	**-**	**-**	**-**

Program Summary:

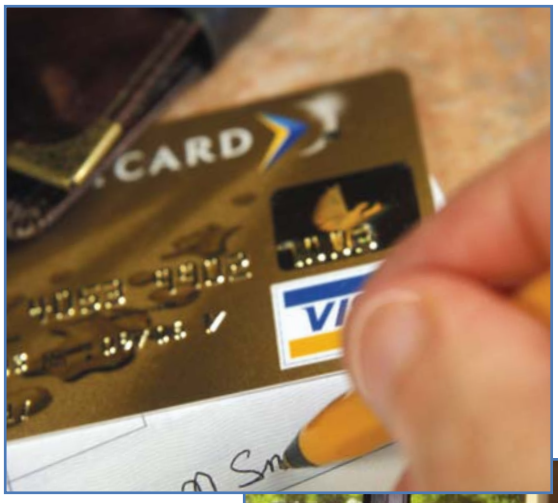
Meter Reading is managed by the Water and Wastewater Department. Costs above represent the Electric Utility's funding responsibility. The level of service by AMR is greatly enhances while the annual operating cost has been reduced.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
406-2906-531.12-10	REGULAR WAGES	253,142	201,456	152,642	169,104
406-2906-531.12-20	TEMPORARY SUPERVISOR PAY	421	22	50	-
406-2906-531.14-10	OVERTIME WAGES	5,919	4,734	6,500	3,500
406-2906-531.15-10	INCENTIVE	790	298	400	300
406-2906-531.15-40	LONGEVITY	2,501	1,488	-	-
406-2906-531.15-50	MERIT BONUS	1,201	-	-	-
406-2906-531.21-10	FICA TAXES	18,390	14,664	10,526	11,747
406-2906-531.22-10	PENSION	21,527	10,119	13,772	11,675
406-2906-531.22-20	ICMA CITY CONTRIBUTION	878	589	586	586
406-2906-531.23-10	GROUP HEALTH/DENTAL	50,065	32,784	27,825	32,761
406-2906-531.23-11	LIFE INSURANCE	495	362	333	365
406-2906-531.23-12	AD&D INSURANCE	58	43	37	40
406-2906-531.23-13	DISABILITY INSURANCE	584	436	370	405
406-2906-531.24-10	WORKER'S COMPENSATION	10,285	5,775	4,227	4,010
406-2906-531.25-10	UNEMPLOYMENT COMPENSATION	69	49	37	41
406-2906-531.34-40	CONTRACTUAL SERVICES	265	331	-	-
406-2906-531.40-10	TRAVEL & TRAINING	2,557	-	3,000	2,500
406-2906-531.41-15	TELEPHONE - EQUIP CHARGES	2,280	2,022	2,257	2,095
406-2906-531.41-20	CELL PHONES	2,007	802	2,640	1,860
406-2906-531.42-10	POSTAGE & FREIGHT	162	47	150	200
406-2906-531.43-70	ELECTRICITY	-	-	480	320
406-2906-531.44-60	VEHICLE RENTAL	11,910	12,131	12,131	10,311
406-2906-531.44-62	EXCESS VEH. RENTAL ADJUST	(9,200)	(7,071)	(7,153)	(6,699)
406-2906-531.45-10	GENERAL LIABILITY	7,706	8,464	4,973	6,212
406-2906-531.45-11	RISK MGMT OPERATIONS	1,174	1,322	791	790
406-2906-531.45-30	VEHICLE INSURANCE	4,051	4,025	4,012	4,114
406-2906-531.46-10	MAINTENANCE CONTRACTS	-	-	5,300	3,200
406-2906-531.46-40	EQUIPMENT MAINTENANCE	212	-	1,500	1,800
406-2906-531.46-44	ELECTRIC METERS	10,716	70,576	35,000	32,500
406-2906-531.46-50	VEHICLE MAINTENANCE	7,326	5,536	7,882	6,663
406-2906-531.46-60	FLEET MAINT. OVERHEAD	3,405	1,716	2,750	1,172
406-2906-531.47-10	PRINTING & BINDING	95	-	420	150
406-2906-531.47-30	COPIER	-	-	-	821
406-2906-531.48-10	PROMOTIONAL ACTIVITIES	-	-	160	160
406-2906-531.52-10	GENERAL OPERATING SUPPLY	3,193	3,339	4,400	1,900
406-2906-531.52-20	FUEL	6,862	13,370	9,412	22,243
406-2906-531.52-70	CLOTHING	-	-	4,976	2,980
406-2906-531.52-90	EQUIPMENT UNDER $1,000	476	275	1,500	300
406-2906-531.64-50	MACHINERY & EQUIPMENT	31,950	-	7,700	-
	Total	**453,472**	**389,704**	**321,586**	**330,126**

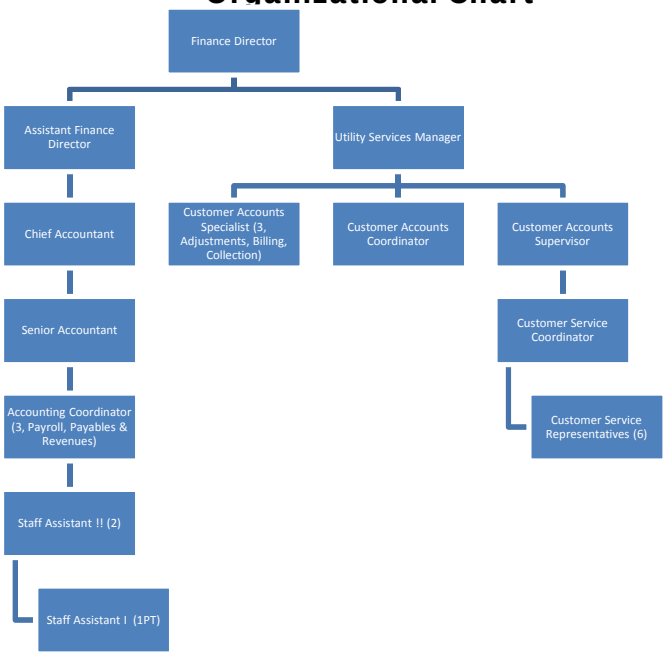
finance



Financial Services

Mission: The mission of the Finance Department is to safeguard the assets of the City and to maximize the efficiency by which those assets are allocated. To maintain a strong financial condition to ensure sufficient resources are available for funding the appropriate level of services that fulfill residents' expectations.

Organizational Chart



Key Performance Indicators

Indicator	Actual FY 10	Goal FY 11	Goal FY 12	Notes
Delivery of Comprehensive Annual Financial Report to City Commission	28-Feb-11	28-Feb-12	28-Feb-13	
Prepare monthly financial reports for October through August (CAFR serves as September report)	Monthly reports provided each month except October, November, January and March	Deliver reports at second meeting each month with the exception of October and Novemberto allow focus on year end close	Deliver reports at second meeting each month with the exception of October and Novemberto allow focus on year end close	
Invest city funds to achieve a market rate of return while preserving principal and providing liquidity for operations	2.40%	Equal or exceed one year Treasury and SBA	Equal or exceed one year Treasury and SBA	

Finance

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	833,222	738,120	698,221	703,586
Operating Expenses	113,033	93,531	91,641	92,522
Capital Outlay	3,018	-	-	-
Total	**$ 949,273**	**$ 831,651**	**$ 789,862**	**$ 796,108**
No. of Positions				
Full-time	9	9	9	9
Part-time	1	-	-	-
Seasonal	-	-	-	-
Total	**10**	**9**	**9**	**9**
FTE's	**9.5**	**9**	**9**	**9**

Program Summary:

The Finance Department is responsible for the prompt and cost effective administration of debt; constant cash flow improvement; preparation and administration of the operating budget and capital improvements program; maintenance of accounting records, payment of all city employees for services and preparation of the Comprehensive Annual Financial Report.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-1501-513.12-10	REGULAR WAGES	547,691	544,367	542,492	545,801
001-1501-513.13-10	PART TIME/TEMPORARY WAGES	76,333	19,033	-	-
001-1501-513.14-10	OVERTIME WAGES	2,340	775	1,000	1,500
001-1501-513.15-40	LONGEVITY	5,550	3,530	-	-
001-1501-513.15-50	MERIT BONUS	-	733	-	-
001-1501-513.21-10	FICA TAXES	44,038	38,617	36,807	36,934
001-1501-513.22-10	PENSION	55,978	44,805	37,870	38,494
001-1501-513.22-20	ICMA CITY CONTRIBUTION	12,012	6,837	6,803	6,803
001-1501-513.23-10	GROUP HEALTH/DENTAL	84,747	75,547	69,561	73,712
001-1501-513.23-11	LIFE INSURANCE	1,300	1,181	1,181	1,181
001-1501-513.23-12	AD&D INSURANCE	146	141	131	131
001-1501-513.23-13	DISABILITY INSURANCE	1,470	1,412	1,312	1,312
001-1501-513.24-10	WORKER'S COMPENSATION	1,506	1,041	973	936
001-1501-513.25-10	UNEMPLOYMENT COMPENSATION	111	101	91	91
001-1501-513.32-10	ACCOUNTING & AUDITING	30,625	30,000	23,333	20,085
001-1501-513.34-40	CONTRACTUAL SERVICE	6,554	11,686	5,980	6,170
001-1501-513.34-45	CREDIT CARD FEES	3,501	5,286	6,000	9,500
001-1501-513.40-10	TRAVEL & TRAINING	3,804	1,432	2,695	2,045
001-1501-513.40-20	CAR ALLOWANCE	3,313	3,186	3,309	-
001-1501-513.41-15	TELEPHONE - EQUIP CHGS	3,800	3,370	3,760	3,493
001-1501-513.41-20	CELL PHONES/BEEPERS	749	696	830	-
001-1501-513.42-10	POSTAGE & FREIGHT	3,794	3,373	3,000	-
001-1501-513.45-10	GENERAL LIABILITY	18,324	17,377	17,674	19,928
001-1501-513.45-11	RISK MGMT OPERATIONS	2,791	2,715	2,810	2,536
001-1501-513.46-10	MAINTENANCE CONTRACTS	-	1,136	550	-
001-1501-513.46-40	EQUIPMENT MAINTENANCE	9,661	-	9,500	10,300
001-1501-513.47-10	PRINTING & BINDING	3,416	1,547	2,500	1,500
001-1501-513.47-30	COPIER	1,022	659	960	4,926
001-1501-513.51-20	OFFICE EQUIP UNDER $1,000	291	-	-	-
001-1501-513.52-10	GENERAL OPERATING SUPPLY	20,561	9,833	6,500	6,500
001-1501-513.52-90	EQUIPMENT UNDER $1,000	162	815	1,650	1,600
001-1501-513.54-20	MEMBERSHIPS	665	420	590	630
001-1501-513.66-20	SOFTWARE	3,018	-	-	-
	Total	**949,273**	**831,651**	**789,862**	**796,108**

Utility Billing

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	390,653	397,087	391,477	392,919
Operating Expenses	222,562	215,955	194,209	178,170
Capital Outlay	12,412	12,555	-	-
Total	**$ 625,627**	**$ 625,597**	**$ 585,686**	**$ 571,089**
No. of Positions				
Full-time	12	12	12	12
Part-time	2	2	2	2
Seasonal	-	-	-	-
Total	**14**	**14**	**14**	**14**
FTE's	**13**	**13**	**13**	**13**

Program Summary:

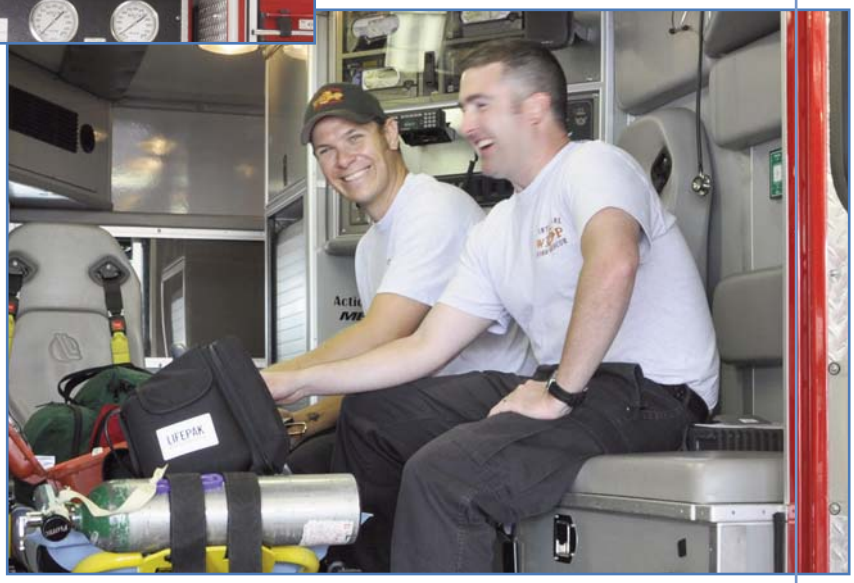
The Utility Billing Division produces and mails billing statements for our City's Water Distribution, Wastewater Collection, Solid Waste Collection, Storm Water Management Systems and Electric Services. We provide assistance, support and statistical data to other City Departments/Divisions but foremost our customer service representatives and accounting staff are fully committed to provide quality service professionally, efficiently, fairly and with a smile.

Service Level Adjustments:

Various operating account budgets were reduced by small amounts. These adjustments will not significantly reduce the level of service.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-1505-536.12-10	REGULAR WAGES	274,478	283,778	277,903	276,074
403-1505-536.13-10	PART TIME/TEMPORARY WAGES	5,289	8,027	17,579	18,494
403-1505-536.14-10	OVERTIME WAGES	1,605	2,565	1,200	600
403-1505-536.15-40	LONGEVITY	2,077	1,198	-	-
403-1505-536.15-50	MERIT BONUS	1,605	83	-	-
403-1505-536.21-10	FICA TAXES	19,800	20,735	21,098	21,056
403-1505-536.22-10	PENSION	24,439	21,952	19,340	19,325
403-1505-536.22-20	ICMA CITY CONTRIBUTION	2,059	1,382	1,375	1,375
403-1505-536.23-10	GROUP HEALTH/DENTAL	57,263	55,402	51,012	54,056
403-1505-536.23-11	LIFE INSURANCE	585	610	610	606
403-1505-536.23-12	AD&D INSURANCE	65	68	68	67
403-1505-536.23-13	DISABILITY INSURANCE	652	678	677	673
403-1505-536.24-10	WORKER'S COMPENSATION	664	531	530	508
403-1505-536.25-10	UNEMPLOYMENT COMPENSATION	72	78	85	85
403-1505-536.34-40	CONTRACTUAL SERVICE	15,392	10,704	14,470	14,600
403-1505-536.34-45	CREDIT CARD FEES	35,149	53,406	48,000	48,000
403-1505-536.34-46	PRINT&MAIL UTILITY BILLS	37,793	35,043	32,850	29,850
403-1505-536.40-10	TRAVEL & TRAINING	544	554	600	600
403-1505-536.41-15	TELEPHONE - EQUIP CHGS	5,691	5,089	5,862	5,223
403-1505-536.41-16	AIRCARDS	926	-	-	-
403-1505-536.41-20	CELL PHONES/BEEPERS	810	109	588	400
403-1505-536.41-40	CUST. SERVICE - 800 LINE	5,576	3,914	4,500	4,500
403-1505-536.42-10	POSTAGE & FREIGHT	77,638	79,267	61,880	52,900
403-1505-536.44-50	OTHER RENTALS	324	220	150	150
403-1505-536.45-10	GENERAL LIABILITY	9,576	8,928	9,054	10,141
403-1505-536.45-11	RISK MGMT OPERATIONS	1,458	1,395	1,440	1,290
403-1505-536.46-10	MAINTENANCE CONTRACTS	1,420	412	480	-
403-1505-536.46-40	EQUIPMENT MAINTENANCE	284	-	300	-
403-1505-536.47-10	PRINTING & BINDING	30	573	720	480
403-1505-536.47-30	COPIER	1,552	265	360	2,956
403-1505-536.47-40	OTHER REPRODUCTION	(100)	-	-	-
403-1505-536.51-20	OFFICE EQUIP UNDER $1,000	(79)	898	1,080	360
403-1505-536.52-10	GENERAL OPERATING SUPPLY	27,647	14,157	11,090	5,940
403-1505-536.52-90	EQUIPMENT UNDER $1,000	931	1,021	785	780
403-1505-536.64-50	MACHINERY & EQUIPMENT	8,930	10,605	-	-
403-1505-536.66-20	SOFTWARE	3,482	1,950	-	-
	Total	**625,627**	**625,597**	**585,686**	**571,089**

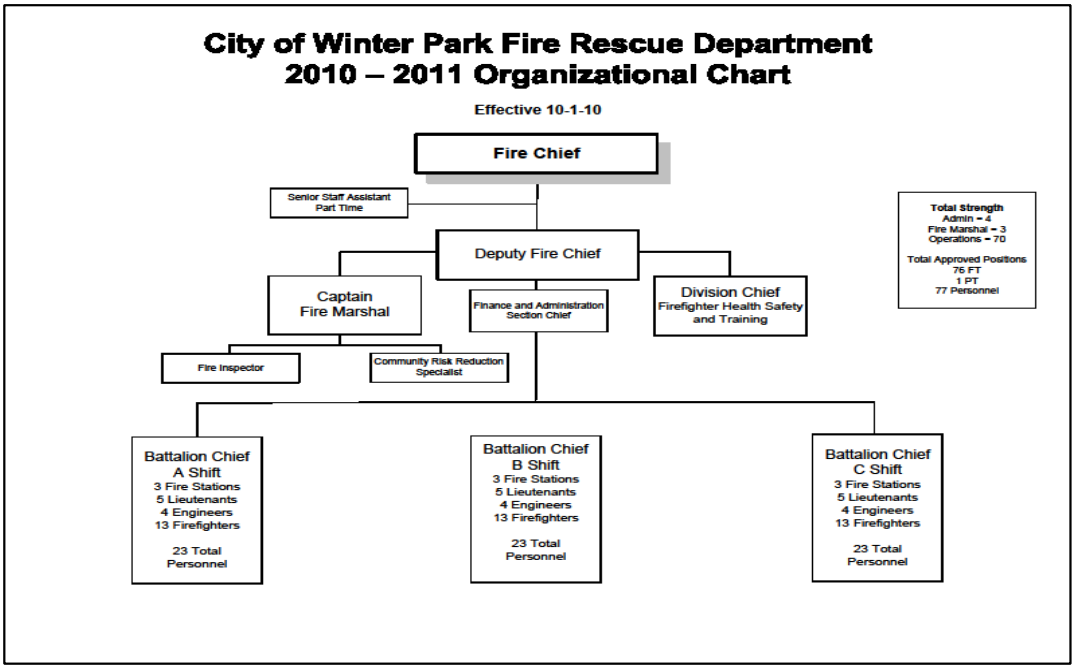
fire-rescue



Fire Control, Emergency and Safety Services

Mission: To protect and preserve our community through prompt, professional delivery of service.
Motto: C.A.R.E. Compassion, Accountability, Respect and Empathy

Organizational Chart



Key Performance Indicators

Indicator	Actual FY 10	Actual FY 11	Goal FY 12	Notes
Distribution (1st Unit Arrival) to 90% of all Priority 1 responses. Baseline - **Total Response Time.**	8:36	8:25	7:20	Performance Measures were updated in 2010 Standard of Cover
Concentration of Resources (ERF) to 90% of all Priority 1 responses for FIRE. Baseline - **Total Response Time.**	11:24	11:24	11:20	Indicated Goals are reflective of established Benchmarks
Patients in cardiac arrest who return to spontanious respiration (ROSC).	20%	37%	35%	National Average for ROSC is 5%

Fire Administration

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	608,964	666,220	472,587	565,802
Operating Expenses	57,560	49,921	78,195	50,409
Capital Outlay	1,161	-	-	-
Total	**$ 667,685**	**$ 716,141**	**$ 550,782**	**$ 616,211**
No. of Positions				
Full-time	4	4	4	4
Part-time	1	1	1	1
Seasonal	-			
Total	**5**	**5**	**5**	**5**
FTE's	**4.5**	**4.5**	**4.5**	**4.5**

Program Summary:

The administrative section of fire rescue is assigned to project the mission and vision of the organization. The administrative staff monitors agency governance, finance and planning in addition to the recruitment and retention of a quality staff of firefighters. The vision for the organization is founded in a strict adherence to the agency's current 2010-2015 community-driven strategic plan. Administaration also monitors performance measurements for compliance as well as developes new benchmarks for continued improvment. All aspects of the agency are assessed and reviewed for continued best-practice performance. All organizational changes made in FY 2011 have not resulted in any failures of performance with those redefined positions working out well.

Service Level Adjustments:

No additional service level adjustments are anticipated for this coming Fiscal Year.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-5101-522.12-10	REGULAR WAGES	400,877	480,610	309,439	398,727
001-5101-522.13-10	PART TIME/TEMPORARY WAGES	21,063	22,237	-	28,155
001-5101-522.14-10	OVERTIME WAGES	34	8	-	-
001-5101-522.15-10	INCENTIVE	3,836	3,836	3,828	3,828
001-5101-522.15-40	LONGEVITY	7,948	4,743	-	-
001-5101-522.15-50	MERIT BONUS	1,241	-	-	-
001-5101-522.21-10	FICA TAXES	29,301	31,740	28,745	26,280
001-5101-522.22-10	PENSION	4,357	3,774	3,296	3,635
001-5101-522.22-12	FIRE PENSION	84,164	70,134	80,783	58,351
001-5101-522.22-20	ICMA CITY CONTRIBUTION	8,048	4,843	4,350	2,130
001-5101-522.23-10	GROUP HEALTH/DENTAL	34,669	32,977	30,916	32,761
001-5101-522.23-11	LIFE INSURANCE	855	866	869	821
001-5101-522.23-12	AD&D INSURANCE	95	96	96	91
001-5101-522.23-13	DISABILITY INSURANCE	952	962	965	912
001-5101-522.24-10	WORKER'S COMPENSATION	11,473	9,343	9,249	10,060
001-5101-522.25-10	UNEMPLOYMENT COMPENSATION	51	51	51	51
001-5101-522.31-60	PROFESSIONAL SERVICES	1,591	1,571	150	150
001-5101-522.34-40	CONTRACTUAL SERVICE	-	-	25,000	-
001-5101-522.34-90	MOTOROLA RADIOS	2,250	-	-	-
001-5101-522.40-10	TRAVEL & TRAINING	104	497	-	-
001-5101-522.41-15	TELEPHONE - EQUIP CHGS	6,050	5,697	5,522	5,376
001-5101-522.41-16	AIRCARDS	676	1,269	1,440	1,548
001-5101-522.41-20	CELL/BLACKBERRY	2,776	1,484	2,891	4,400
001-5101-522.42-10	POSTAGE & FREIGHT	19	145	200	200
001-5101-522.44-60	VEHICLE RENTAL	18,159	11,653	7,975	7,975
001-5101-522.44-62	EXCESS VEH. RENTAL ADJUST	(14,026)	(6,792)	(4,702)	(4,404)
001-5101-522.45-10	GENERAL LIABILITY	13,793	12,680	13,033	14,647
001-5101-522.45-11	RISK MGMT OPERATIONS	2,101	1,981	2,072	1,864
001-5101-522.45-30	VEHICLE INSURANCE	4,674	3,096	2,315	2,373
001-5101-522.46-50	VEHICLE MAINTENANCE	2,549	1,344	6,297	2,189
001-5101-522.46-60	FLEET MAINT. OVERHEAD	1,001	504	2,197	385
001-5101-522.47-30	COPIER	5,445	5,493	6,682	5,372
001-5101-522.52-10	GENERAL OPERATING SUPPLY	2,914	2,878	1,200	1,200
001-5101-522.52-20	FUEL	5,083	4,067	4,723	5,445
001-5101-522.52-70	CLOTHING	741	1,013	-	-
001-5101-522.54-10	BOOKS & PERIODICALS	89	-	-	89
001-5101-522.54-20	MEMBERSHIPS	1,571	1,341	1,200	1,600
001-5101-522.66-20	SOFTWARE	1,161	-	-	-
	Total	**667,685**	**716,141**	**550,782**	**616,211**

Office of the Fire Marshall

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	289,805	236,993	243,397	244,870
Operating Expenses	33,945	49,786	35,268	36,687
Capital Outlay	929	-	-	-
Total	**$ 324,679**	**$ 286,779**	**$ 278,665**	**$ 281,557**
No. of Positions				
Full-time	3	3	3	3
Part-time	1	-	-	-
Seasonal	-			
Total	**4**	**3**	**3**	**3**
FTE's	**3.5**	**3**	**3**	**3**

Program Summary:

This section is responsible for preventing the loss of life and property from fire and other known risks. They are also tasked with identifying common community risks and developing programs to educate the population to reduce the risk of injury or death.

Under the direction of the Fire Marshal, commercial construction plans are reviewed and processed for compliance, on-site examinations are performed that result in the award of the final occupational license. Special events are monitored for safety and fire code compliance. Existing commercial occupancies are examined for fire code compliance. The city is currently not meeting our established schedule of commercial fire inspections (all properties visited within 18 months) with existing staffing. As a percentage of the agency's overall budget reductions, this section has seen the largest decrease in funding over the past three years. While the personnel in this section do not contribute to the minimum operational staffing on fire and EMS apparatus, their services are equally as important.

Service Level Adjustments:

The Fire Department is currently developing a plan to increase available staffing with part time fire inspectors, funded from fees collected. Additionally, research is being conducted on testing electronic fire inspection system for those lowest risk properties. Both of these options, if implemented would have no financial impact on the budget.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-5102-522.12-10	REGULAR WAGES	187,651	159,007	159,281	162,601
001-5102-522.12-20	TEMPORARY SUPERVISOR PAY	-	83	-	-
001-5102-522.13-10	PART TIME/TEMPORARY WAGES	173	-	-	-
001-5102-522.14-10	OVERTIME WAGES	6,151	2,913	2,000	2,000
001-5102-522.15-20	SPECIAL DETAIL	2,490	2,568	500	500
001-5102-522.15-40	LONGEVITY	2,365	2,541	-	-
001-5102-522.15-50	MERIT BONUS	1,562	-	-	-
001-5102-522.21-10	FICA TAXES	13,646	11,426	11,003	11,022
001-5102-522.22-10	PENSION	4,160	4,550	3,365	6,454
001-5102-522.22-12	FIRE PENSION	33,986	25,503	36,807	29,641
001-5102-522.22-20	ICMA CITY CONTRIBUTION	4,586	3,255	2,372	2,372
001-5102-522.23-10	GROUP HEALTH/DENTAL	26,002	20,789	23,187	24,570
001-5102-522.23-11	LIFE INSURANCE	406	310	349	355
001-5102-522.23-12	AD&D INSURANCE	45	34	39	39
001-5102-522.23-13	DISABILITY INSURANCE	451	344	387	394
001-5102-522.24-10	WORKER'S COMPENSATION	6,100	3,645	4,077	4,892
001-5102-522.25-10	UNEMPLOYMENT COMPENSATION	31	25	30	30
001-5102-522.31-60	PROFESSIONAL SERVICES	1,286	611	650	650
001-5102-522.40-10	TRAVEL & TRAINING	-	2,622	-	-
001-5102-522.41-15	TELEPHONE - EQUIP CHGS	1,900	1,685	1,881	1,746
001-5102-522.41-16	AIRCARDS	1,326	1,003	1,440	1,440
001-5102-522.41-20	CELL/BLACKBERRY	2,144	1,406	2,269	3,740
001-5102-522.42-10	POSTAGE & FREIGHT	2	1	150	150
001-5102-522.44-60	VEHICLE RENTAL	12,027	12,074	12,074	9,547
001-5102-522.44-62	EXCESS VEH. RENTAL ADJUST	(9,290)	(7,037)	(7,119)	(5,272)
001-5102-522.45-10	GENERAL LIABILITY	6,237	5,982	5,189	5,973
001-5102-522.45-11	RISK MGMT OPERATIONS	950	935	825	760
001-5102-522.45-30	VEHICLE INSURANCE	3,116	3,096	3,086	2,373
001-5102-522.46-10	MAINTENANCE CONTRACTS	336	161	1,000	500
001-5102-522.46-50	VEHICLE MAINTENANCE	3,736	3,625	3,330	4,140
001-5102-522.46-60	FLEET MAINT. OVERHEAD	2,302	1,160	1,162	786
001-5102-522.47-10	PRINTING & BINDING	19	17	500	-
001-5102-522.47-20	PHOTOGRAPHY	15	-	-	-
001-5102-522.48-10	PROMOTIONAL ACTIVITIES	-	7,654	-	-
001-5102-522.51-20	OFFICE EQUIP UNDER $1,000	2,614	4,876	500	-
001-5102-522.52-10	GENERAL OPERATING SUPPLY	881	3,230	1,500	1,500
001-5102-522.52-20	FUEL	2,251	3,706	4,331	4,679
001-5102-522.52-70	CLOTHING	434	1,969	1,000	670
001-5102-522.54-10	BOOKS & PERIODICALS	687	960	1,500	1,500
001-5102-522.54-20	MEMBERSHIPS	215	50	-	1,805
001-5102-522.54-30	EMPLOYEE DEVELOPMENT	757	-	-	-
001-5102-522.66-20	SOFTWARE	929	-	-	-
	Total	**324,679**	**286,779**	**278,665**	**281,557**

Fire Rescue Division

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	7,264,124	7,287,385	6,955,019	7,306,714
Operating Expenses	791,041	816,117	701,295	769,947
Capital Outlay	30,142	16,236	-	-
Total	**$ 8,085,307**	**$ 8,119,738**	**$ 7,656,314**	**$ 8,076,661**
No. of Positions				
Full-time	67	70	70	69
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**67**	**70**	**70**	**69**
FTE's	**67**	**70**	**70**	**69**

Program Summary:

This program funds the majority of the agency's operations. The division remains dedicated to being quick and efficient first responders. Our citizens and guests in the community count on the division to utilize its core values of protecting their lives and property. It is through firm commitment that we in the Fire-Rescue Division use Compassion, Accountability, Respect and Empathy to deliver effective emergency care.

Service Level Adjustments:

No service level adjustments are anticipated for this coming fiscal year.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-5103-522.12-10	REGULAR WAGES	3,927,462	4,024,426	4,204,919	4,149,809
001-5103-522.12-20	TEMPORARY SUPERVISOR PAY	37,950	39,579	35,000	35,000
001-5103-522.14-10	OVERTIME WAGES	910,120	921,712	288,322	270,322
001-5103-522.14-11	FLSA PREMIUM	-	-	97,000	97,000
001-5103-522.14-12	HOLIDAY PAY	-	-	186,000	186,000
001-5103-522.15-10	INCENTIVE	40,732	42,218	42,814	41,878
001-5103-522.15-20	SPECIAL DETAIL	22,692	19,269	10,000	10,000
001-5103-522.15-30	TRANSPORT INCENTIVE	53,845	54,382	53,000	53,000
001-5103-522.15-40	LONGEVITY	48,836	49,518	-	-
001-5103-522.15-50	MERIT BONUS	41,985	-	-	-
001-5103-522.21-10	FICA TAXES	356,313	360,203	353,719	345,309
001-5103-522.22-12	FIRE PENSION	1,040,679	1,045,746	996,329	1,389,910
001-5103-522.22-20	ICMA CITY CONTRIBUTION	48,176	30,955	24,917	24,798
001-5103-522.23-10	GROUP HEALTH/DENTAL	585,762	573,724	533,301	556,937
001-5103-522.23-11	LIFE INSURANCE	8,957	9,063	9,111	8,975
001-5103-522.23-12	AD&D INSURANCE	994	1,004	1,009	994
001-5103-522.23-13	DISABILITY INSURANCE	9,970	10,066	10,120	9,968
001-5103-522.24-10	WORKER'S COMPENSATION	128,953	104,815	108,747	126,113
001-5103-522.25-10	UNEMPLOYMENT COMPENSATION	698	705	711	701
001-5103-522.31-60	PROFESSIONAL SERVICES	36,352	35,049	35,000	35,000
001-5103-522.34-40	CONTRACTUAL SERVICE	7,934	10,890	7,400	7,875
001-5103-522.34-50	MEDICAL TESTING	-	-	-	2,896
001-5103-522.34-90	MOTOROLA RADIOS	764	393	1,000	1,000
001-5103-522.40-10	TRAVEL & TRAINING	19,777	14,468	9,173	9,173
001-5103-522.41-15	TELEPHONE - EQUIP CHGS	7,211	6,437	8,272	6,618
001-5103-522.41-16	AIRCARDS	4,545	5,024	5,759	5,316
001-5103-522.41-20	CELL/BLACKBERRY	8,471	8,525	4,413	3,600
001-5103-522.42-10	POSTAGE & FREIGHT	403	684	500	500
001-5103-522.43-20	WATER	7,442	7,382	10,000	10,600
001-5103-522.43-40	GAS	3,230	3,020	4,500	4,500
001-5103-522.43-70	ELECTRICITY	21,129	23,051	25,000	25,000
001-5103-522.44-60	VEHICLE RENTAL	302,383	274,802	278,480	275,908
001-5103-522.44-62	EXCESS VEH. RENTAL ADJUST	(233,563)	(160,175)	(164,196)	(153,354)
001-5103-522.45-10	GENERAL LIABILITY	134,591	133,262	136,997	153,961
001-5103-522.45-11	RISK MGMT OPERATIONS	20,497	20,820	21,782	19,590
001-5103-522.45-30	VEHICLE INSURANCE	10,127	9,288	10,031	9,494
001-5103-522.46-10	MAINTENANCE CONTRACTS	35	336	4,100	4,100
001-5103-522.46-40	EQUIPMENT MAINTENANCE	22,576	17,315	14,000	14,000
001-5103-522.46-50	VEHICLE MAINTENANCE	128,055	120,873	104,010	101,929
001-5103-522.46-60	FLEET MAINT. OVERHEAD	36,769	18,526	36,292	24,615
001-5103-522.46-70	OTHER MAINTENANCE	13,425	28,206	7,000	7,000
001-5103-522.47-10	PRINTING & BINDING	-	19	-	-
001-5103-522.48-10	PROMOTIONAL ACTIVITIES	576	2,841	-	-
001-5103-522.49-50	OTHER CURRENT CHARGES	3,375	5,223	11,350	2,000
001-5103-522.51-20	OFFICE EQUIP UNDER $1,000	22,945	19,960	9,000	5,000
001-5103-522.52-10	GENERAL OPERATING SUPPLY	22,011	27,163	15,000	15,000
001-5103-522.52-20	FUEL	36,983	41,868	51,832	79,444
001-5103-522.52-60	JANITORIAL SUPPLIES	12,843	12,256	13,000	13,000
001-5103-522.52-70	CLOTHING	84,506	69,880	22,600	66,610
001-5103-522.52-90	EQUIPMENT UNDER $1,000	29,036	20,951	9,000	9,047

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-5103-522.54-10	BOOKS & PERIODICALS	1,303	3,041	-	-
001-5103-522.54-20	MEMBERSHIPS	9,129	8,744	10,000	10,000
001-5103-522.54-30	EMPLOYEE DEVELOPMENT	16,181	25,995	-	525
001-5103-522.64-50	MACHINERY & EQUIPMENT	23,874	15,236	-	-
001-5103-522.66-20	SOFTWARE	6,268	1,000	-	-
	Total	**8,085,307**	**8,119,738**	**7,656,314**	**8,076,661**

Emergency Medical Services

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	-	-	-	-
Operating Expenses	144,680	141,726	148,167	224,342
Capital Outlay	4,950	-	-	-
Total	**$ 149,630**	**$ 141,726**	**$ 148,167**	**$ 224,342**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	**-**	-	-	-

Program Summary:

This program funds the non-personnel costs for providing most of the emergency medical special supplies and services. It includes contract fees for both the city medical director and patient transport services billing. Recent increases in this account reflect the industry costs for lose equipment maintenance and supplies. We are recommending the purchase of a point of sale distribution system that will result in the reduction of these costs over time.

Service Level Adjustments:

While no service level adjustments are anticipated for this coming fiscal year, as a result of the new purchasing policy this now reflects the cost for the services related to the contract for patient billing services.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-5104-522.33-06	MEDICAL DIRECTOR SERVICES	35,490	35,490	35,490	35,490
001-5104-522.34-40	CONTRACTUAL SERVICE	12,690	10,536	12,500	103,130
001-5104-522.42-10	POSTAGE & FREIGHT	1	-	-	-
001-5104-522.46-10	MAINTENANCE CONTRACTS	9,560	8,961	13,056	12,192
001-5104-522.52-10	GENERAL OPERATING SUPPLY	9,334	5,978	7,151	14,530
001-5104-522.52-90	EQUIPMENT UNDER $1,000	77,605	80,761	79,970	59,000
001-5104-522.64-50	MACHINERY & EQUIPMENT	4,950	-	-	-
	Total	**149,630**	**141,726**	**148,167**	**224,342**

Emergency Management and Hazardous Materials

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	120	-	-	-
Operating Expenses	8,647	15,587	9,180	8,700
Capital Outlay	-	-	-	-
Total	**$ 8,767**	**$ 15,587**	**$ 9,180**	**$ 8,700**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	-	-	-	-

Program Summary:

The agecny has taken on the additional responsibility of coordinating the emergency management functions for the city. Since September 11, 2001 fire services nationally have been further recognized as having the capability and skill to manage large scale incidents such as the 2004 hurricanes. Fire Rescue coordinates the city's compliance requirements found within the National Incident Management System (NIMS) and hold regular exercises to calculate efficiencies. Fire Rescue also monitors and coordinates the city's "Outreach" Emergency Alerting Network.

Service Level Adjustments:

No service level adjustments are anticipated for this coming Fiscal Year.

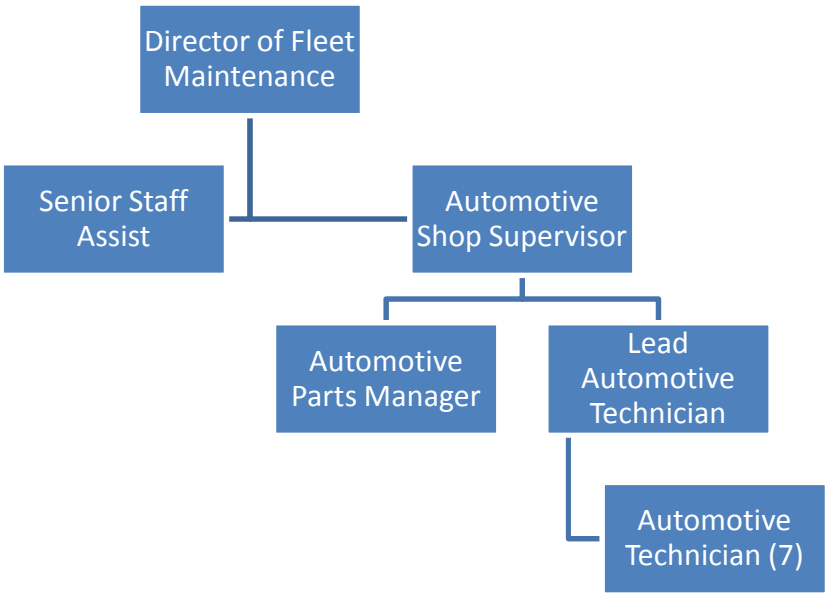
	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-5105-522.34-40	CONTRACTUAL SERVICE	103	2,029	2,700	2,700
001-5105-522.41-16	AIRCARDS	-	429	480	-
001-5105-522.52-10	GENERAL OPERATING SUPPLY	8,237	13,129	6,000	6,000
	Total	**8,340**	**15,587**	**9,180**	**8,700**
001-5106-522.15-20	SPECIAL DETAIL	120	-	-	-
001-5106-522.34-42	HAZARDOUS MATERIAL REMOVE	307	-	-	-
	Total	**427**	**-**	**-**	**-**

fleet management

Fleet Department

Mission: To provide premium fleet management services meeting departmental needs through maintaining safe, operational equipment with minimal downtime in a safe, efficient, and positive workplace environment.

Organizational Chart



Key Performance Indicators

Indicator	Actual FY 10	Actual FY 11	Goal FY 12	Notes
Fleet availability				
Entire Fleet:	99.11%	99.05%	95.00%	
Police Patrol:	98.49%	97.54%	95.00%	
Fire Rescue:	98.09%	98.38%	95.00%	
Road Calls:	2.41%	1.68%	<5%	
Shop Warranty:	0.70%	0.31%	<2%	

Fleet Maintenance

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	931,753	832,534	811,913	831,830
Operating Expenses	453,470	493,849	518,433	651,895
Capital Outlay	4,016	-	-	-
Total	**$ 1,389,239**	**$ 1,326,383**	**$ 1,330,346**	**$ 1,483,725**
No. of Positions				
Full-time	13	12	12	12
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**13**	**12**	**12**	**12**
FTE's	**13**	**12**	**12**	**12**

Program Summary:

The Fleet Maintenance Department provides fleet management and maintenance services for the fleet of 1,079 vehicles and equipment owned by the City of Winter Park. Fleet management provides the control necessary to effectively plan and manage the maintenance of vehicles, both scheduled and unscheduled, in a safe, efficient, and cost-effective manner. This Department interacts continually with all City Departments in developing preventive maintenance schedules, new vehicle requirements, specifications, costs, and replacement schedules.

Service Level Adjustments:

The proposed budget will allow this Department to provide the same level of service.

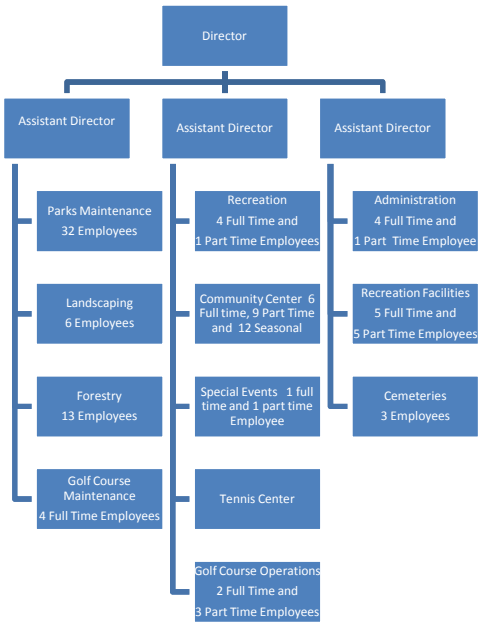
	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
501-3202-591.12-10	REGULAR WAGES	656,039	590,584	596,217	602,874
501-3202-591.14-10	OVERTIME WAGES	833	13,061	7,000	16,956
501-3202-591.15-10	INCENTIVE	19,061	15,938	15,768	15,630
501-3202-591.15-40	LONGEVITY	7,649	4,157	-	-
501-3202-591.15-50	MERIT BONUS	623	-	-	-
501-3202-591.21-10	FICA TAXES	48,953	43,817	42,725	42,243
501-3202-591.22-10	PENSION	64,090	51,120	41,621	42,412
501-3202-591.22-20	ICMA CITY CONTRIBUTION	5,184	4,178	4,163	4,163
501-3202-591.23-10	GROUP HEALTH/DENTAL	112,675	97,769	92,748	98,283
501-3202-591.23-11	LIFE INSURANCE	1,423	1,287	1,300	1,306
501-3202-591.23-12	AD&D INSURANCE	158	143	144	145
501-3202-591.23-13	DISABILITY INSURANCE	1,584	1,430	1,444	1,452
501-3202-591.24-10	WORKER'S COMPENSATION	13,349	8,932	8,661	9,553
501-3202-591.25-10	UNEMPLOYMENT COMPENSATION	132	118	122	122
501-3202-591.40-10	TRAVEL & TRAINING	528	1,841	5,750	5,750
501-3202-591.40-20	CAR ALLOWANCE	3,313	3,186	3,309	-
501-3202-591.41-15	TELEPHONE - EQUIP CHGS	3,800	3,370	3,441	3,491
501-3202-591.41-16	AIRCARDS	-	428	480	-
501-3202-591.41-20	CELL PHONES/BEEPERS	1,648	1,224	2,160	2,160
501-3202-591.42-10	POSTAGE & FREIGHT	120	1,813	2,100	2,100
501-3202-591.43-40	GAS	1,010	2,540	2,600	2,600
501-3202-591.44-60	VEHICLE RENTAL	45,638	9,940	43,263	40,653
501-3202-591.44-62	EXCESS VEH. RENTAL ADJUST	(35,251)	(5,794)	(25,508)	(22,428)
501-3202-591.45-10	GENERAL LIABILITY	21,915	21,186	19,425	22,024
501-3202-591.45-11	RISK MGMT OPERATIONS	3,338	3,310	3,088	2,802
501-3202-591.45-30	COMPREHENSIVE AUTO	11,269	12,384	12,346	11,867
501-3202-591.46-10	MAINTENANCE CONTRACTS	10,655	7,956	11,300	11,300
501-3202-591.46-40	EQUIPMENT MAINTENANCE	1,486	3,606	4,700	4,700
501-3202-591.46-66	FUEL SYSTEM MAINTENANCE	-	20,795	13,800	13,800
501-3202-591.47-30	COPIER	663	362	700	2,653
501-3202-591.51-30	OTHER OFFICE SUPPLIES	4,610	4,623	4,670	4,670
501-3202-591.52-10	GENERAL OPERATING SUPPLY	361,430	384,727	383,075	508,154
501-3202-591.52-20	FUEL	7,046	9,773	10,284	14,840
501-3202-591.52-70	CLOTHING	5,642	6,027	7,700	7,700
501-3202-591.52-90	EQUIP UNDER $1,000	4,610	552	9,750	9,750
501-3202-591.64-50	MACHINERY & EQUIPMENT	2,159	-	-	-
501-3202-591.66-20	SOFTWARE	1,857	-	-	-
	Total	**1,389,239**	**1,326,383**	**1,330,346**	**1,483,725**

parks & recreation

Parks and Recreation

Mission: To Enhance the Quality of Life For Our Community by Providing Outstanding Parks, Recreational Facilities, Activities, and Service.

Organizational Chart



Key Performance Indicators

Indicator	Actual FY 10	YTD FY 11	Goal FY 12	Notes
Maintenance Cost Per Acre	$ 8,387	$ 7,923	$ 8,669	
% of surveyed residents indicated participating in some City programming and special events	**	**	90%	
% of surveyed residents rating parks facilities and programs good to excellent (**new)	**	**	88%	

Administration

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	418,999	390,284	403,149	385,430
Operating Expenses	48,467	83,894	40,179	38,232
Capital Outlay	1,857	-	-	-
Total	**$ 469,323**	**$ 474,178**	**$ 443,328**	**$ 423,662**
No. of Positions				
Full-time	4	4	5	4
Part-time	-	1	-	1
Seasonal	-			
Total	**4**	**5**	**5**	**5**
FTE's	**4**	**4.5**	**5.0**	**4.5**

Program Summary:

The Parks and Recreation Administration Division is the department core. This division, under the management of the Department Director, develops, guides and evaluates all divisions regarding the establishment and accomplishment of goals set in strategic and master plans . The Departmental budget, payroll, purchasing, policy management and all personnel matters are overseen by the Administrative staff. Additionally, all department matters that are brought before the Parks and Recreation Board, the City Commission, state or federal levels, such as grant applications and grant management, park policies and legislation are the responsibility of this Division.

Service Level Adjustments:

The reductions in departmental budgets have placed additional demand on administrating funding and costs associated with the efficient operation of the department divisions. The increased demand for information, public records and public notices has impacted service levels in the Administrative Division of the Parks and Recreation Department. Major focus of the staff has shifted to seeking alternative funding sources, partnerships, and creative budgeting. The relocation of the Parks and Recreation Department offices to the new Community Center will maximize staff efficiency, public service and staffing hours to accommodate meetings, field and facility reservations services, and information requests both internal and external .

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6101-572.12-10	REGULAR WAGES	295,494	292,561	311,370	289,913
001-6101-572.12-20	TEMPORARY SUPERVISOR PAY	418	-	-	-
001-6101-572.13-10	PART TIME/TEMPORARY WAGES	20,302	7,338	-	18,073
001-6101-572.14-10	OVERTIME WAGES	1,236	909	1,200	600
001-6101-572.15-40	LONGEVITY	3,907	2,346	-	-
001-6101-572.15-50	MERIT BONUS	785	-	-	-
001-6101-572.21-10	FICA TAXES	23,237	21,428	22,506	22,110
001-6101-572.22-10	PENSION	29,358	24,316	21,736	20,373
001-6101-572.22-20	ICMA CITY CONTRIBUTION	7,364	4,995	4,971	4,971
001-6101-572.23-10	GROUP HEALTH/DENTAL	34,669	34,217	38,645	32,761
001-6101-572.23-11	LIFE INSURANCE	637	624	678	617
001-6101-572.23-12	AD&D INSURANCE	70	69	75	68
001-6101-572.23-13	DISABILITY INSURANCE	709	693	753	686
001-6101-572.24-10	WORKER'S COMPENSATION	762	741	1,164	923
001-6101-572.25-10	UNEMPLOYMENT COMPENSATION	51	47	51	51
001-6101-572.34-40	CONTRACTUAL SERVICE	1,077	16,062	-	-
001-6101-572.40-10	TRAINING AND TRAVEL	535	12,518	1,900	1,500
001-6101-572.40-20	CAR ALLOWANCE	5,722	5,503	5,716	-
001-6101-572.41-15	TELEPHONE - EQUIP CHGS	2,280	2,022	2,256	2,095
001-6101-572.41-16	AIRCARDS	-	428	250	540
001-6101-572.41-20	CELL PHONES/BEEPERS	4,504	1,846	2,400	2,100
001-6101-572.42-10	POSTAGE & FREIGHT	262	274	800	400
001-6101-572.44-30	EQUIPMENT RENTALS	1,678	434	-	-
001-6101-572.45-10	GENERAL LIABILITY	11,379	9,494	10,144	10,440
001-6101-572.45-11	RISK MGMT OPERATIONS	1,733	1,483	1,613	1,328
001-6101-572.46-10	MAINTENANCE CONTRACTS	16	16	-	-
001-6101-572.47-10	PRINTING & BINDING	1,042	559	1,000	600
001-6101-572.47-20	PHOTOGRAPHY	75	500	200	200
001-6101-572.47-30	COPIER	2,633	6,967	4,100	2,463
001-6101-572.48-10	PROMOTIONAL ACTIVITIES	1,065	-	500	400
001-6101-572.51-20	OFFICE EQUIP UNDER $1,000	230	319	-	-
001-6101-572.52-10	GENERAL OPERATING SUPPLY	12,213	15,550	8,000	9,000
001-6101-572.52-90	EQUIPMENT UNDER $1,OOO	165	8,669	-	-
001-6101-572.54-20	MEMBERSHIPS	1,858	1,250	1,300	1,450
001-6101-572.66-20	SOFTWARE	1,857	-	-	-
	Total	**469,323**	**474,178**	**443,328**	**423,662**

Parks Maintenance

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	1,474,078	1,472,423	1,600,694	1,504,393
Operating Expenses	601,640	577,691	561,397	591,771
Capital Outlay	696	-	-	-
Total	**$ 2,076,414**	**$ 2,050,114**	**$ 2,162,091**	**$ 2,096,164**
No. of Positions				
Full-time	32	32	32	32
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**32**	**32**	**32**	**32**
FTE's	**32**	**32**	**32**	**32**

Program Summary:

The Parks Maintenance Division is the largest division in the Parks and Recreation Department. This division is responsible for maintaining 346 acres of parks, rights of way, facilities and other City properties. The division maintains, repairs, constructs, and renovates all park facilities, playgrounds, athletic fields, fencing, fountain, irrigation systems and roadway medians.

Service Level Adjustments:

The relocation of the Parks Maintenance Division to the new warehouse facility at Ward Park from Mead Garden has consolidated some of the division duties and has increased the efficiency of equipment sharing among crews. During the last three years, over 10 acres of park land has been added to the responsibility of the Parks Maintenance Division without additional staffing and without additional funding. Additional park and street beautification projects have added maintenance responsibilities to the division. Past service levels are becoming difficult to maintain. This is an area that may require additional resources in the future.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6102-572.12-10	REGULAR WAGES	1,006,236	1,026,270	1,156,006	1,043,999
001-6102-572.14-10	OVERTIME WAGES	16,670	16,620	15,600	16,000
001-6102-572.15-40	LONGEVITY	14,515	8,247	-	-
001-6102-572.15-50	MERIT BONUS	3,741	-	-	-
001-6102-572.21-10	FICA TAXES	74,083	75,461	83,037	82,117
001-6102-572.22-10	PENSION	101,525	85,619	77,755	80,344
001-6102-572.22-20	ICMA CITY CONTRIBUTION	3,861	2,686	2,597	2,597
001-6102-572.23-10	GROUP HEALTH/DENTAL	213,129	209,522	231,870	245,708
001-6102-572.23-11	LIFE INSURANCE	2,197	2,231	2,531	2,517
001-6102-572.23-12	AD&D INSURANCE	243	247	280	278
001-6102-572.23-13	DISABILITY INSURANCE	2,445	2,478	2,810	2,796
001-6102-572.24-10	WORKER'S COMPENSATION	35,162	42,767	27,883	27,712
001-6102-572.25-10	UNEMPLOYMENT COMPENSATION	271	275	325	325
001-6102-572.34-40	CONTRACTUAL SERVICE	58,312	27,588	20,000	27,000
001-6102-572.40-10	TRAINING AND TRAVEL	1,355	571	500	500
001-6102-572.41-15	TELEPHONE - EQUIP CHGS	1,900	1,685	2,136	2,645
001-6102-572.41-20	CELL PHONES/BEEPERS	3,664	3,210	3,000	3,200
001-6102-572.42-10	POSTAGE & FREIGHT	35	106	10	10
001-6102-572.43-20	WATER	138,863	158,848	148,000	148,000
001-6102-572.43-70	ELECTRICITY	61,121	63,107	60,000	63,000
001-6102-572.43-80	WASTE COLLECTION	1,173	1,547	2,000	2,000
001-6102-572.44-60	VEHICLE RENTAL	82,479	64,443	64,443	67,447
001-6102-572.44-62	EXCESS VEH. RENTAL ADJUST	(63,707)	(37,562)	(37,996)	(37,244)
001-6102-572.45-10	GENERAL LIABILITY	36,926	35,488	37,663	42,266
001-6102-572.45-11	RISK MGMT OPERATIONS	5,623	5,544	5,989	5,378
001-6102-572.45-30	VEHICLE INSURANCE	10,127	10,062	10,031	10,285
001-6102-572.46-20	BUILDING MAINTENANCE	-	1,677	1,000	800
001-6102-572.46-30	GROUNDS MAINTENANCE	27,972	33,975	31,000	30,380
001-6102-572.46-40	EQUIPMENT MAINTENANCE	25	154	500	400
001-6102-572.46-50	VEHICLE MAINTENANCE	73,543	80,269	74,491	86,492
001-6102-572.46-60	FLEET MAINT. OVERHEAD	32,245	16,246	25,992	15,210
001-6102-572.47-30	COPIER	380	11	300	1,232
001-6102-572.52-10	GENERAL OPERATING SUPPLY	58,311	37,280	37,000	36,260
001-6102-572.52-20	FUEL	29,315	29,353	32,978	44,920
001-6102-572.52-50	CHEMICALS	20,679	22,780	20,000	19,600
001-6102-572.52-60	JANITORIAL SUPPLIES	8,290	8,308	7,500	8,300
001-6102-572.52-70	CLOTHING	10,777	10,246	10,670	10,000
001-6102-572.52-90	EQUIPMENT UNDER $1,OOO	2,132	2,565	4,000	3,500
001-6102-572.54-20	MEMBERSHIPS	100	190	190	190
001-6102-572.66-20	SOFTWARE	696	-	-	-
	Total	**2,076,414**	**2,050,114**	**2,162,091**	**2,096,164**

Landscaping

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	281,170	287,632	280,072	282,551
Operating Expenses	62,116	61,641	73,001	71,758
Capital Outlay	3,131	-	-	-
Total	**$ 346,417**	**$ 349,273**	**$ 353,073**	**$ 354,309**
No. of Positions				
Full-time	6	6	6	6
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**6**	**6**	**6**	**6**
FTE's	**6**	**6**	**6**	**6**

Program Summary:

The Landscaping Division is responsible for the intensive maintenance of the extensive landscaping, numerous planters, streetscapes, hanging baskets and flower pots throughout the city. Routine care of Park Avenue, New England Avenue, Morse Blvd, Pennsylvania Avenue and Orange Avenue rights-of-way is also the responsibility of the Landscaping Division.

New park landscapes, landscape restorations, annual beds, medians with shrubbery, and the many flower pots are maintained as well as all of the extensive landscapes around all city buildings and facilities.

Service Level Adjustments:

The Landscape Division is responsible for maintaining the city's landscapes, planters, pots and hanging baskets at a publicly acceptable level. New and intensive streetscapes on Park Avenue, New England Avenue, Orange Avenue, Pennsylvania, Morse Boulevard and Webster Avenues have added to the workload of this division while maintaining the same staffing level and reduced division funding. This has spread thin the resources within the division and has resulted in longer periods between plant replacement, weeding and attention to detail. The level of service for the Landscape Division is acceptable appearance for all areas of responsibility.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6103-539.12-10	REGULAR WAGES	185,510	197,677	198,390	197,256
001-6103-539.14-10	OVERTIME WAGES	5,380	2,504	2,000	3,000
001-6103-539.15-40	LONGEVITY	1,762	1,096	-	-
001-6103-539.21-10	FICA TAXES	13,200	13,945	13,863	13,809
001-6103-539.22-10	PENSION	17,161	15,970	13,654	13,612
001-6103-539.23-10	GROUP HEALTH/DENTAL	50,577	50,365	46,374	49,142
001-6103-539.23-11	LIFE INSURANCE	415	429	429	427
001-6103-539.23-12	AD&D INSURANCE	46	47	47	47
001-6103-539.23-13	DISABILITY INSURANCE	462	477	477	474
001-6103-539.24-10	WORKER'S COMPENSATION	6,598	5,061	4,777	4,723
001-6103-539.25-10	UNEMPLOYMENT COMPENSATION	59	61	61	61
001-6103-539.40-10	TRAVEL & TRAINING	120	159	500	500
001-6103-539.41-15	TELEPHONE - EQUIP CHGS	2,448	2,022	2,378	2,187
001-6103-539.41-20	CELL PHONES/BEEPERS	1,036	1,657	1,000	1,000
001-6103-539.42-10	POSTAGE & FREIGHT	-	181	-	-
001-6103-539.43-70	ELECTRICITY	2,367	3,150	2,300	2,300
001-6103-539.44-60	VEHICLE RENTAL	19,404	19,404	19,404	19,404
001-6103-539.44-62	EXCESS VEH. RENTAL ADJUST	(14,988)	(11,310)	(11,441)	(10,715)
001-6103-539.45-10	GENERAL LIABILITY	6,549	6,286	6,464	7,246
001-6103-539.45-11	RISK MGMT OPERATIONS	997	982	1,028	922
001-6103-539.45-30	VEHICLE INSURANCE	3,116	3,096	3,086	3,165
001-6103-539.46-20	BUILDING MAINTENANCE	-	-	500	500
001-6103-539.46-30	GROUNDS MAINTENANCE	22,511	16,452	23,000	21,000
001-6103-539.46-50	VEHICLE MAINTENANCE	8,069	7,267	8,848	8,624
001-6103-539.46-60	FLEET MAINT. OVERHEAD	2,834	1,428	3,087	1,516
001-6103-539.52-10	GENERAL OPERATING SUPPLY	1,581	1,257	2,000	1,500
001-6103-539.52-20	FUEL	3,188	5,595	6,347	8,109
001-6103-539.52-50	CHEMICALS	1,110	1,997	2,000	2,000
001-6103-539.52-70	CLOTHING	1,133	862	1,500	1,500
001-6103-539.52-90	EQUIPMENT UNDER $1,000	641	1,156	1,000	1,000
001-6103-539.64-50	MACHINERY & EQUIPMENT	2,899	-	-	-
001-6103-539.66-20	SOFTWARE	232	-	-	-
	Total	**346,417**	**349,273**	**353,073**	**354,309**

Forestry

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	729,389	638,703	609,103	614,508
Operating Expens	254,320	265,479	387,219	301,575
Capital Outlay	696	-	-	-
Total	**$ 984,405**	**$ 904,182**	**$ 996,322**	**$ 916,083**
No. of Positions				
Full-time	14	13	10	10
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**14**	**13**	**10**	**10**
FTE's	**14**	**13**	**10**	**10**

Program Summary:

The Division offers a scheduling of services to facilitate optimum tree trimming and planting of live trees and the removal of dead, hazardous or diseased trees. Effectively disposing of all tree debris is accomplished by recycling as much of the Division's by product as possible. This is accomplished by offering firewood and mulched tree debris to Winter Park residents, local business and for in house use. A twenty five acre tree debris holding\mulching transfer area is managed to accommodate all debris that cannot be recycled locally. The Forestry Division is also responsible for the perpetuation of the urban forest and accomplishes this by managing a 170 unit holding area for 30 to 100 gallon containerized trees and a quarter-acre tree seedling nursery/ holding area. The Division also maintains a complete street tree inventory of all right of way trees and assists all other departments in duties that require use of aerial trucks or the Division's tree crane.

Service Level Adjustments:

The arbor services of the City's Forestry Division were supplemented in 2011 by the addition of budget funding for a contracted tree service. The service provided an opportunity for the regular Forestry Division crews to focus on critical areas of the city's tree canopy. A continuation of the contracted trimming services will again greatly increase the production of the division. The Forestry Division crews have become "line certified" and will provide electrical line clearing as they move through their duties of trimming the city street trees. This should increase production of both line clearing and street tree trimming while possibly reducing the overall cost. A shifting of the electrical line-clearing supervision responsibilities is still being studied for efficiencies and cost savings.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6104-539.12-10	REGULAR WAGES	506,931	453,415	432,702	448,591
001-6104-539.14-10	OVERTIME WAGES	4,200	6,855	4,000	4,000
001-6104-539.15-10	SPECIAL PAY	2,610	2,510	2,800	2,800
001-6104-539.15-40	LONGEVITY	8,698	3,701	-	-
001-6104-539.15-50	MERIT BONUS	2,707	-	-	-
001-6104-539.21-10	FICA TAXES	36,751	31,830	36,972	30,280
001-6104-539.22-10	PENSION	46,896	38,071	37,062	31,205
001-6104-539.22-20	ICMA CITY CONTRIBUTION	3,789	2,546	2,534	2,534
001-6104-539.23-10	GROUP HEALTH/DENTAL	97,764	85,648	77,290	81,903
001-6104-539.23-11	LIFE INSURANCE	1,065	987	1,162	975
001-6104-539.23-12	AD&D INSURANCE	118	109	128	108
001-6104-539.23-13	DISABILITY INSURANCE	1,186	1,095	1,290	1,083
001-6104-539.24-10	WORKER'S COMPENSATION	16,559	11,833	13,031	10,927
001-6104-539.25-10	UNEMPLOYMENT COMPENSATION	115	103	132	102
001-6104-539.34-40	CONTRACTUAL SERVICE	72,528	83,326	175,000	71,180
001-6104-539.34-90	MOTOROLA RADIOS	-	406	-	1,000
001-6104-539.40-10	TRAVEL & TRAINING	3,318	5,105	4,000	3,920
001-6104-539.41-15	TELEPHONE - EQUIP CHGS	2,280	2,022	2,257	2,095
001-6104-539.41-20	CELL PHONES/BEEPERS	918	1,194	1,000	2,500
001-6104-539.42-10	POSTAGE & FREIGHT	25	35	100	100
001-6104-539.44-30	EQUIPMENT RENTALS	-	-	1,000	980
001-6104-539.44-60	VEHICLE RENTAL	86,568	94,235	94,235	103,562
001-6104-539.44-62	EXCESS VEH. RENTAL ADJUST	(66,866)	(54,927)	(55,563)	(57,186)
001-6104-539.45-10	GENERAL LIABILITY	19,961	17,257	17,388	16,478
001-6104-539.45-11	RISK MGMT OPERATIONS	3,040	2,696	2,765	2,097
001-6104-539.45-30	VEHICLE INSURANCE	8,569	8,514	8,488	8,703
001-6104-539.46-30	GROUNDS MAINTENANCE	35	35	1,500	1,470
001-6104-539.46-40	EQUIPMENT MAINTENANCE	501	668	700	700
001-6104-539.46-50	VEHICLE MAINTENANCE	65,158	54,234	62,455	67,136
001-6104-539.46-60	FLEET MAINT. OVERHEAD	17,220	8,676	21,792	11,806
001-6104-539.47-10	PRINTING & BINDING	19	19	200	200
001-6104-539.47-30	COPIER	126	26	400	1,327
001-6104-539.48-10	PROMOTIONAL ACTIVITIES	2,617	812	1,500	1,000
001-6104-539.51-20	OFFICE EQUIP UNDER $1,000	2,360	1,662	1,400	1,370
001-6104-539.52-10	GENERAL OPERATING SUPPLY	9,087	5,925	5,000	5,000
001-6104-539.52-20	FUEL	22,247	24,001	29,652	46,187
001-6104-539.52-50	CHEMICALS	-	195	250	500
001-6104-539.52-60	JANITORIAL SUPPLIES	272	779	1,000	750
001-6104-539.52-70	CLOTHING	3,732	2,527	5,000	3,500
001-6104-539.52-90	EQUIPMENT UNDER $1,000	490	5,237	5,000	4,500
001-6104-539.54-20	MEMBERSHIPS	115	820	700	700
001-6104-539.66-20	SOFTWARE	696	-	-	-
	Total	**984,405**	**904,182**	**996,322**	**916,083**

Cemeteries

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	178,376	186,706	163,616	164,783
Operating Expense	90,943	87,243	92,477	91,914
Capital Outlay	232	-	-	-
Total	**$ 269,551**	**$ 273,949**	**$ 256,093**	**$ 256,697**
No. of Positions				
Full-time	3	3	3	3
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**3**	**3**	**3**	**3**
FTE's	**3**	**3**	**3**	**3**

Program Summary:

The Cemeteries Division is responsible for two municipal cemeteries. Palm Cemetery is 17 acres and was established in 1906 after the land was donated by Loring Chase. Pineywood Cemetery is 11 acres. This property was taken over by the city in the 1970's from a privately run organization. Both cemeteries have spaces available for sale to residents. It is anticipated that sale of spaces will continue for many years to come. Perpetual care of the cemetery is budgeted through the placement of cemetery revenues from sales and interments into a specified fund.

Service Level Adjustments:

A reduction in the sale of pre-need space sales revenue continued from 2009 into 2011. Interment numbers have remained steady. However, sales and interest have increased during the last several months of the year. Mowing, weedeating around headstones and general grounds maintenance at Pineywood and headstone trimming at Palm Cemetery have been subcontracted to a private company. City staff are on site at Palm Cemetery to perform grounds maintenance functions. A Cemetery Manager coordinates all interments and sale of spaces at both cemeteries. No change in service level is anticipated for 2012.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6105-539.12-10	REGULAR WAGES	118,469	129,137	114,584	114,584
001-6105-539.14-10	OVERTIME WAGES	2,485	2,559	2,800	2,400
001-6105-539.15-40	LONGEVITY	2,426	1,438	-	-
001-6105-539.15-50	MERIT BONUS	609	-	-	-
001-6105-539.21-10	FICA TAXES	9,145	10,389	8,357	8,386
001-6105-539.22-10	PENSION	11,665	10,379	8,000	8,021
001-6105-539.22-20	ICMA CITY CONTRIBUTION	1,512	1,021	1,016	1,016
001-6105-539.23-10	GROUP HEALTH/DENTAL	26,002	25,182	23,187	24,570
001-6105-539.23-11	LIFE INSURANCE	250	252	251	251
001-6105-539.23-12	AD&D INSURANCE	28	28	28	28
001-6105-539.23-13	DISABILITY INSURANCE	278	280	279	279
001-6105-539.24-10	WORKER'S COMPENSATION	5,475	6,000	5,084	5,218
001-6105-539.25-10	UNEMPLOYMENT COMPENSATION	32	41	30	30
001-6105-539.34-40	CONTRACTUAL SERVICE	48,491	34,748	32,700	32,700
001-6105-539.34-41	CONT. SERV. - OPEN/CLOSE	14,575	21,651	30,000	30,000
001-6105-539.41-15	TELEPHONE - EQUIP CHGS	1,824	1,821	2,482	1,785
001-6105-539.41-20	CELL PHONES/BEEPERS	253	14	240	170
001-6105-539.42-10	POSTAGE & FREIGHT	74	34	50	40
001-6105-539.43-20	WATER	713	739	650	650
001-6105-539.43-70	ELECTRICITY	3,689	3,592	3,500	3,700
001-6105-539.44-60	VEHICLE RENTAL	2,466	3,429	3,429	3,429
001-6105-539.44-62	EXCESS VEH. RENTAL ADJUST	(1,905)	(1,999)	(2,022)	(1,893)
001-6105-539.45-10	GENERAL LIABILITY	3,818	3,678	4,132	4,209
001-6105-539.45-11	RISK MGMT OPERATIONS	581	575	657	536
001-6105-539.45-30	VEHICLE INSURANCE	779	774	772	791
001-6105-539.46-30	GROUNDS MAINTENANCE	-	568	900	500
001-6105-539.46-50	VEHICLE MAINTENANCE	5,757	5,769	4,676	6,481
001-6105-539.46-60	FLEET MAINT. OVERHEAD	4,870	2,454	1,632	1,140
001-6105-539.47-10	PRINTING & BINDING	-	19	-	-
001-6105-539.47-30	COPIER	22	-	200	-
001-6105-539.51-20	OFFICE EQUIP UNDER $1,000	-	-	650	-
001-6105-539.52-10	GENERAL OPERATING SUPPLY	3,830	7,397	3,600	5,000
001-6105-539.52-20	FUEL	193	923	1,129	1,276
001-6105-539.52-50	CHEMICALS	-	-	2,000	500
001-6105-539.52-60	JANITORIAL SUPPLIES	13	78	100	100
001-6105-539.52-70	CLOTHING	793	979	1,000	800
001-6105-539.52-90	EQUIPMENT UNDER $1,000	107	-	-	-
001-6105-539.66-20	SOFTWARE	232	-	-	-
	Total	**269,551**	**273,949**	**256,093**	**256,697**

Mead Gardens

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	78,403	94,848	-	-
Operating Expense	3,841	2,240	-	-
Capital Outlay	-	-	-	-
Total	**$ 82,244**	**$ 97,088**	**$ -**	**$ -**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	**-**	-	-	-

Program Summary:

This program funding has been in the Parks Maintenance Division. Specific costs for the operation of Mead Garden will be tracked through the MainTrac System.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6106-539.12-10	REGULAR WAGES	51,389	64,912	-	-
001-6106-539.14-10	OVERTIME WAGES	638	617	-	-
001-6106-539.15-40	LONGEVITY	-	386	-	-
001-6106-539.21-10	FICA TAXES	3,609	4,809	-	-
001-6106-539.22-10	PENSION	4,357	5,335	-	-
001-6106-539.23-10	GROUP HEALTH/DENTAL	16,338	16,788	-	-
001-6106-539.23-11	LIFE INSURANCE	115	143	-	-
001-6106-539.23-12	AD&D INSURANCE	13	16	-	-
001-6106-539.23-13	DISABILITY INSURANCE	129	159	-	-
001-6106-539.24-10	WORKER'S COMPENSATION	1,796	1,663	-	-
001-6106-539.25-10	UNEMPLOYMENT COMPENSATION	19	20	-	-
001-6106-539.45-10	GENERAL LIABILITY	1,830	1,760	-	-
001-6106-539.45-11	RISK MGMT OPERATIONS	279	275	-	-
001-6106-539.46-20	BUILDING MAINTENANCE	222	-	-	-
001-6106-539.46-30	GROUNDS MAINTENANCE	869	-	-	-
001-6106-539.52-10	GENERAL OPERATING SUPPLY	641	205	-	-
	Total	**82,244**	**97,088**	**-**	**-**

Azalea Tennis Center

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	177,767	21,490	-	-
Operating Expenses	34,959	44,497	30,524	37,928
Capital Outlay	929	-	-	-
Total	**$ 213,655**	**$ 65,987**	**$ 30,524**	**$ 37,928**
No. of Positions				
Full-time	1	-	-	-
Part-time	4	-	-	-
Seasonal	-			
Total	**5**	**-**	**-**	**-**
FTE's	**3.0**	**-**	**-**	-

Program Summary:

The year 2012 will continue the operational management of the Tennis Center to a tennis management contractor. This is an industry accepted practice and is resulting in a net profit for this division.

Service Level Adjustments:

The proposed budget will allow this Division to continue to provide the same level of service.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6201-572.12-10	REGULAR WAGES	80,102	4,233	-	-
001-6201-572.13-10	PART TIME/TEMPORARY WAGES	66,427	15,102	-	-
001-6201-572.14-10	OVERTIME WAGES	42	7	-	-
001-6201-572.15-40	LONGEVITY	1,750	168	-	-
001-6201-572.15-50	MERIT BONUS	176	-	-	-
001-6201-572.21-10	FICA TAXES	10,532	1,212	-	-
001-6201-572.22-10	PENSION	5,784	422	-	-
001-6201-572.23-10	GROUP HEALTH/DENTAL	8,667	66	-	-
001-6201-572.23-11	LIFE INSURANCE	101	1	-	-
001-6201-572.23-12	AD&D INSURANCE	11	-	-	-
001-6201-572.23-13	DISABILITY INSURANCE	112	1	-	-
001-6201-572.24-10	WORKER'S COMPENSATION	4,012	269	-	-
001-6201-572.25-10	UNEMPLOYMENT COMPENSATION	51	9	-	-
001-6201-572.34-40	CONTRACTUAL SERVICE	669	387	-	-
001-6201-572.41-15	TELEPHONE - EQUIP CHGS	2,818	2,698	4,084	2,611
001-6201-572.41-20	CELL PHONES/BEEPERS	10	(14)	-	-
001-6201-572.42-10	POSTAGE & FREIGHT	233	235	-	-
001-6201-572.43-20	WATER	13,029	13,199	11,500	16,000
001-6201-572.43-70	ELECTRICITY	8,167	9,362	9,000	9,000
001-6201-572.45-10	GENERAL LIABILITY	1,546	1,506	-	-
001-6201-572.45-11	RISK MGMT OPERATIONS	236	235	-	-
001-6201-572.46-50	VEHICLE MAINTENANCE	-	1,024	-	576
001-6201-572.46-60	FLEET MAINT. OVERHEAD	-	-	-	101
001-6201-572.46-70	OTHER MAINTENANCE	-	9,525	3,140	5,640
001-6201-572.48-10	PROMOTIONAL ACTIVITIES	603	89	-	-
001-6201-572.52-10	GENERAL OPERATING SUPPLY	6,763	4,516	1,800	1,500
001-6201-572.52-60	JANITORIAL SUPPLIES	885	1,735	1,000	2,500
001-6201-572.66-20	SOFTWARE	929	-	-	-
	Total	**213,655**	**65,987**	**30,524**	**37,928**

Recreation

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	614,497	559,170	846,699	246,763
Operating Expenses	672,429	566,855	363,518	210,943
Capital Outlay	1,857	-	-	-
Total	**$ 1,288,783**	**$ 1,126,025**	**$ 1,210,217**	**$ 457,706**
No. of Positions				
Full-time	9	9	13	4
Part-time	5	5	9	1
Seasonal	-			
Total	**14**	**14**	**22**	**5**
FTE's	**12**	**12**	**17.5**	**4.5**

Program Summary:

The Recreation Division consists of Winter Park Community Center, Athletics, Mead Garden Amphitheater, pavilion rentals, Central Park Rose Garden, and Kraft Azalea Garden wedding venue rentals. This division supports all of the recreational programs, city activities , all city and private special events while overseeing the operation of the Saturday Market, and the city's transportation duties. Bus drivers provide transportation for elementary students, community groups and field trips within the community.

Additionally, the Recreation Division coordinates all special events such as the Fourth of July Celebration, Easter Egg Hunt, and many other events and ceremonies which utilize city park property.

It is the goal of the Recreation Division to provide a level of service for the citizens of Winter Park that will insure the easy and accurate scheduling of sports and event venues, park pavilions and ball fields. It is the Recreation Division goal to provide citizens with reservations and event accommodations without conflicts, errors or problems.

Service Level Adjustments:

Services previously included in this division, have been included in the new Community Center Division.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6202-572.12-10	REGULAR WAGES	350,745	326,602	526,178	171,968
001-6202-572.12-20	TEMPORARY SUPERVISOR PAY	-	432	-	-
001-6202-572.13-10	PART TIME/TEMPORARY WAGES	94,964	84,823	164,197	12,252
001-6202-572.14-10	OVERTIME WAGES	14,276	10,626	8,000	1,000
001-6202-572.15-40	LONGEVITY	4,920	2,843	-	-
001-6202-572.15-50	MERIT BONUS	1,700	-	-	-
001-6202-572.21-10	FICA TAXES	33,206	30,167	39,268	13,122
001-6202-572.22-10	PENSION	24,418	27,556	23,679	11,869
001-6202-572.22-20	ICMA CITY CONTRIBUTION	5,700	3,155	2,516	1,605
001-6202-572.23-10	GROUP HEALTH/DENTAL	68,705	61,393	69,561	32,761
001-6202-572.23-11	LIFE INSURANCE	735	707	845	370
001-6202-572.23-12	AD&D INSURANCE	82	78	113	41
001-6202-572.23-13	DISABILITY INSURANCE	820	786	984	412
001-6202-572.24-10	WORKER'S COMPENSATION	14,085	9,873	11,166	3,719
001-6202-572.25-10	UNEMPLOYMENT COMPENSATION	141	129	192	51
001-6202-572.34-40	CONTRACTUAL SERVICE	14,090	9,445	17,620	9,620
001-6202-572.34-43	BOYS AND GIRLS CLUB	313,000	250,000	-	-
001-6202-572.34-45	CREDIT CARD FEES	-	-	-	500
001-6202-572.40-10	TRAINING AND TRAVEL	-	190	2,000	700
001-6202-572.40-20	CAR ALLOWANCE	2,409	2,317	2,407	-
001-6202-572.41-10	TELEPHONE - LONG DISTANCE	-	120	100	-
001-6202-572.41-15	TELEPHONE - EQUIP CHGS	7,461	7,026	6,075	5,364
001-6202-572.41-20	CELL PHONES/BEEPERS	9,289	4,059	4,600	1,200
001-6202-572.42-10	POSTAGE & FREIGHT	535	114	1,500	200
001-6202-572.43-20	WATER	56,523	60,270	60,000	45,000
001-6202-572.43-40	GAS	1,894	-	-	-
001-6202-572.43-70	ELECTRICITY	122,341	90,611	120,000	90,000
001-6202-572.44-60	VEHICLE RENTAL	14,176	17,805	17,805	12,463
001-6202-572.44-62	EXCESS VEH. RENTAL ADJUST	(10,949)	(10,378)	(10,498)	(9,832)
001-6202-572.45-10	GENERAL LIABILITY	18,263	11,683	11,826	6,229
001-6202-572.45-11	RISK MGMT OPERATIONS	2,782	1,825	1,880	793
001-6202-572.45-30	VEHICLE INSURANCE	3,895	4,644	4,630	3,323
001-6202-572.45-40	OTHER INSURANCE	6,000	6,000	6,000	-
001-6202-572.46-10	MAINTENANCE CONTRACTS	8,398	5,449	4,300	1,200
001-6202-572.46-20	BUILDING MAINTENANCE	5,858	3,607	8,000	2,000
001-6202-572.46-40	EQUIPMENT MAINTENANCE	317	176	2,000	1,000
001-6202-572.46-50	VEHICLE MAINTENANCE	7,367	9,387	8,795	6,595
001-6202-572.46-60	FLEET MAINT. OVERHEAD	5,858	2,933	3,069	1,160
001-6202-572.47-10	PRINTING & BINDING	-	220	1,000	200
001-6202-572.47-30	COPIER	387	5	500	-
001-6202-572.48-10	PROMOTIONAL ACTIVITIES	1,614	1,530	1,000	500
001-6202-572.51-20	OFFICE EQUIP UNDER $1,000	121	-	800	300
001-6202-572.52-10	GENERAL OPERATING SUPPLY	16,724	16,649	15,000	8,000
001-6202-572.52-11	FACILITY SUPPLY EXPENSES	444	-	-	-
001-6202-572.52-14	RECREATION SUPPLIES	515	651	2,000	1,000
001-6202-572.52-20	FUEL	9,716	16,057	18,409	16,521
001-6202-572.52-60	JANITORIAL SUPPLIES	4,952	5,168	6,000	3,000

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6202-572.52-70	CLOTHING	334	2,028	1,500	500
001-6202-572.52-90	EQUIPMENT UNDER $1,OOO	1,635	2,299	2,300	800
001-6202-572.54-20	MEMBERSHIPS	1,532	735	400	200
001-6202-572.55-40	FOOTBALL AND SOCCER	16,985	14,322	15,000	-
001-6202-572.55-70	OTHER RECREATIONAL EVENTS	435	-	4,500	-
001-6202-572.66-20	SOFTWARE	1,857	-	-	-
001-6202-574.55-08	4TH OF JULY	9,618	12,050	12,000	-
001-6202-574.55-28	EASTER EGG HUNT	2,779	3,590	3,000	-
001-6202-574.56-05	COMMISSION CEREMONIES (4)	419	370	500	-
001-6202-574.57-24	MISC EVENTS	14,712	13,898	7,500	-
	Total	**1,288,783**	**1,126,025**	**1,210,217**	**457,706**

Recreation Facilities

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	390,447	343,088	333,651	345,856
Operating Expenses	160,440	141,382	139,545	132,700
Capital Outlay	464	-	-	-
Total	**$ 551,351**	**$ 484,470**	**$ 473,196**	**$ 478,556**
No. of Positions				
Full-time	5	5	5	5
Part-time	6	6	6	4
Seasonal	-			
Total	**11**	**11**	**11**	**9**
FTE's	**8**	**8**	**8**	**7**

Program Summary:

Recreation Facilities management and staff are responsible for the Civic Center, Farmer's Market building and Lake Island Recreation Center. All reservations are accommodated in one office to ensure that each event is carefully managed and staffed appropriately. The reservations are computerized enabling accurate record keeping and statistical data reports available.
Types of events include private social functions such as weddings, parties and business meetings. Facilities are booked as far in advance as 2013.

Service Level Adjustments:

None. Event reservations and scheduling remain level with a slight increase in revenue due to the use fee increase of last year.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6203-572.12-10	REGULAR WAGES	214,262	207,009	205,548	207,955
001-6203-572.13-10	PART TIME/TEMPORARY WAGES	74,006	46,445	46,121	56,643
001-6203-572.14-10	OVERTIME WAGES	3,594	2,132	1,500	800
001-6203-572.15-40	LONGEVITY	2,692	1,348	-	-
001-6203-572.21-10	FICA TAXES	21,257	18,527	18,196	18,925
001-6203-572.22-10	PENSION	19,177	16,837	15,140	14,388
001-6203-572.22-20	ICMA CITY CONTRIBUTION	1,830	1,263	1,257	1,257
001-6203-572.23-10	GROUP HEALTH/DENTAL	43,337	41,971	38,645	40,951
001-6203-572.23-11	LIFE INSURANCE	442	449	448	448
001-6203-572.23-12	AD&D INSURANCE	49	50	50	50
001-6203-572.23-13	DISABILITY INSURANCE	492	499	498	498
001-6203-572.24-10	WORKER'S COMPENSATION	9,211	6,468	6,157	6,257
001-6203-572.25-10	UNEMPLOYMENT COMPENSATION	98	90	91	91
001-6203-572.34-40	CONTRACTUAL SERVICE	2,797	1,982	1,560	1,584
001-6203-572.34-45	CREDIT CARD FEES	3,032	2,883	3,300	2,000
001-6203-572.40-20	CAR ALLOWANCE	2,409	2,317	2,407	-
001-6203-572.41-15	TELEPHONE - EQUIP CHGS	7,309	7,116	8,705	6,325
001-6203-572.41-20	CELL PHONES/BEEPERS	2,249	1,555	2,160	2,160
001-6203-572.42-10	POSTAGE & FREIGHT	272	334	400	350
001-6203-572.43-20	WATER	8,767	8,191	10,000	9,200
001-6203-572.43-70	ELECTRICITY	65,801	66,106	63,000	63,000
001-6203-572.43-80	WASTE COLLECTION	-	-	200	-
001-6203-572.44-60	VEHICLE RENTAL	3,137	3,137	3,137	3,137
001-6203-572.44-62	EXCESS VEH. RENTAL ADJUST	(2,423)	(1,828)	(1,849)	(1,732)
001-6203-572.45-10	GENERAL LIABILITY	11,851	6,600	6,697	7,551
001-6203-572.45-11	RISK MGMT OPERATIONS	1,805	1,031	1,065	961
001-6203-572.45-30	VEHICLE INSURANCE	779	774	772	791
001-6203-572.46-10	MAINTENANCE CONTRACTS	2,271	6,610	3,450	4,394
001-6203-572.46-20	BUILDING MAINTENANCE	18,539	14,040	15,000	12,000
001-6203-572.46-40	EQUIPMENT MAINTENANCE	490	1,009	800	800
001-6203-572.46-50	VEHICLE MAINTENANCE	297	422	334	404
001-6203-572.46-60	FLEET MAINT. OVERHEAD	605	305	117	71
001-6203-572.47-10	PRINTING & BINDING	801	646	700	500
001-6203-572.47-30	COPIER	81	100	300	1,327
001-6203-572.48-10	PROMOTIONAL ACTIVITIES	440	71	-	-
001-6203-572.51-20	OFFICE EQUIP UNDER $1,000	1,148	-	500	-
001-6203-572.52-10	GENERAL OPERATING SUPPLY	4,742	3,807	6,000	5,000
001-6203-572.52-20	FUEL	1,382	743	1,098	913
001-6203-572.52-60	JANITORIAL SUPPLIES	11,605	11,351	8,500	8,500
001-6203-572.52-70	CLOTHING	1,134	832	1,192	1,057
001-6203-572.52-90	EQUIPMENT UNDER $1,OOO	9,120	1,248	-	-
001-6203-572.66-20	SOFTWARE	464	-	-	-
	Total	**551,351**	**484,470**	**473,196**	**478,556**

Community Center

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	-	-	-	500,571
Operating Expenses	(923)	56	-	226,078
Capital Outlay	-	-	-	-
Total	**$ (923)**	**$ 56**	**$ -**	**$ 726,649**
No. of Positions				
Full-time				6
Part-time				11
Seasonal	-			11
Total	**-**	**-**	**-**	**28**
FTE's	**-**	**-**	**-**	**12**

Program Summary:

The Community Center Division is returning to full operation in a newly constructed facility. The operation of a new 38,000 square foot Community Recreation and Programming Center and Swimming Pool Facility requires the addition of a total budget approach. The budget includes additional staffing and operational costs to insure the efficient planning, management and daily operation of the facility. The Community Center budget includes staffing costs for a new Recreation Chief and assisting staff responsible for programming, facility / meeting room rental and operational oversight of the entire facility and Division.

Being the first year of a new facility operation the budget has been carefully planned and evaluated, but is formulated without any true history record to provide guidance.

Service Level Adjustments:

The Service Level for the new Community Center is expected to be at its highest possible level for the proposed budget. With no previous operational costs or history for a facility of this type or size it is critical to plan for facility use, programming and community services that will meet the needs of the community and residents of Winter Park.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6205-572.12-10	REGULAR WAGES	-	-	-	223,857
001-6205-572.13-10	PART TIME/TEMPORARY WAGES	-	-	-	173,418
001-6205-572.14-10	OVERTIME WAGES	-	-	-	500
001-6205-572.21-10	FICA TAXES	-	-	-	28,818
001-6205-572.22-10	PENSION	-	-	-	15,502
001-6205-572.22-20	ICMA CITY CONTRIBUTION	-	-	-	1,893
001-6205-572.23-10	GROUP HEALTH/DENTAL	-	-	-	49,142
001-6205-572.23-11	LIFE INSURANCE	-	-	-	485
001-6205-572.23-12	AD&D INSURANCE	-	-	-	54
001-6205-572.23-13	DISABILITY INSURANCE	-	-	-	539
001-6205-572.24-10	WORKER'S COMPENSATION	-	-	-	8,486
001-6205-572.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	284
001-6205-572.34-40	CONTRACTUAL SERVICE	-	-	-	15,000
001-6205-572.34-45	CREDIT CARD FEES	-	-	-	2,500
001-6205-572.34-50	MEDICAL TESTING	-	-	-	500
001-6205-572.40-10	TRAINING AND TRAVEL	-	-	-	1,050
001-6205-572.41-15	TELEPHONE - EQUIP CHGS	-	-	-	3,814
001-6205-572.41-20	CELL PHONES/BEEPERS	-	-	-	3,630
001-6205-572.42-10	POSTAGE & FREIGHT	-	-	-	2,250
001-6205-572.43-20	WATER	-	-	-	25,000
001-6205-572.43-40	GAS	-	-	-	5,000
001-6205-572.43-70	ELECTRICITY	-	-	-	65,000
001-6205-572.43-80	WASTE COLLECTION	(963)	-	-	300
001-6205-572.44-60	VEHICLE RENTAL	-	-	-	2,671
001-6205-572.44-62	EXCESS VEH. RENTAL ADJUST	-	-	-	(1,168)
001-6205-572.45-10	GENERAL LIABILITY	-	-	-	8,135
001-6205-572.45-11	RISK MGMT OPERATIONS	-	-	-	1,035
001-6205-572.45-30	VEHICLE INSURANCE	-	-	-	712
001-6205-572.45-40	OTHER INSURANCE	-	-	-	6,700
001-6205-572.46-10	MAINTENANCE CONTRACTS	-	16	-	9,400
001-6205-572.46-20	BUILDING MAINTENANCE	-	-	-	2,500
001-6205-572.46-40	EQUIPMENT MAINTENANCE	-	-	-	400
001-6205-572.46-50	VEHICLE MAINTENANCE	-	-	-	1,413
001-6205-572.46-60	FLEET MAINT. OVERHEAD	-	-	-	249
001-6205-572.47-10	PRINTING & BINDING	-	-	-	2,000
001-6205-572.47-30	COPIER	-	-	-	5,745
001-6205-572.48-10	PROMOTIONAL ACTIVITIES	-	-	-	750
001-6205-572.51-20	OFFICE EQUIP UNDER $1,000	-	-	-	1,250
001-6205-572.52-10	GENERAL OPERATING SUPPLY	40	40	-	2,250
001-6205-572.52-14	RECREATION SUPPLIES	-	-	-	3,100
001-6205-572.52-15	INV - FOOD & BEV	-	-	-	3,000
001-6205-572.52-20	FUEL	-	-	-	3,540
001-6205-572.52-50	CHEMICALS	-	-	-	2,000
001-6205-572.52-60	JANITORIAL SUPPLIES	-	-	-	9,000
001-6205-572.52-70	CLOTHING	-	-	-	2,120
001-6205-572.52-90	EQUIPMENT UNDER $1,OOO	-	-	-	2,300
001-6205-572.54-20	MEMBERSHIPS	-	-	-	775
001-6205-572.55-60	OTHER RECREATION ACTIVITY	-	-	-	29,750

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6210-572.41-20	CELL PHONES/BEEPERS	(49)	-	-	-
	Total	**(972)**	**56**	**-**	**726,649**

Special Events

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	-	-	-	103,312
Operating Expenses	1	-	-	70,992
Capital Outlay	-	-	-	-
Total	**$ 1**	**$ -**	**$ -**	**$ 174,304**
No. of Positions				
Full-time	-	-	-	1
Part-time	-	-	-	1
Seasonal	-			
Total	**-**	**-**	**-**	**2**
FTE's	**-**	**-**	**-**	**2**

Program Summary:

The Special Event Division is responsible for the scheduling, coordination and execution of all city special and private events taking place within city parks and or facilities. All special event reservation requests are handled and processed through all necessary city departments, notice procedures, permitting and Advisory Board approvals. The Special Event staff are liaisons between the City and all athletic field use organizations, Winter Park High School and the Orange County Public School System.

In previous budgets, this Division was part of the Recreation Division. The Parks Department has been reorganized with the opening of the Community Center.

Service Level Adjustments:

This Division was reorganized to better track service levels as a result of opening the Community Center. The numbers of City events were reduced through budget reductions over the past several years however, private events have increased substantially within the park venues. Division revenues should see a slight increase to several larger seasonal and new events scheduled.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6211-572.12-10	REGULAR WAGES	-	-	-	66,428
001-6211-572.13-10	PART TIME/TEMPORARY WAGES	-	-	-	16,031
001-6211-572.21-10	FICA TAXES	-	-	-	5,622
001-6211-572.22-10	PENSION	-	-	-	4,650
001-6211-572.23-10	GROUP HEALTH/DENTAL	-	-	-	8,190
001-6211-572.23-11	LIFE INSURANCE	-	-	-	145
001-6211-572.23-12	AD&D INSURANCE	-	-	-	16
001-6211-572.23-13	DISABILITY INSURANCE	-	-	-	161
001-6211-572.24-10	WORKER'S COMPENSATION	-	-	-	2,049
001-6211-572.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	20
001-6211-572.40-10	TRAINING AND TRAVEL	-	-	-	300
001-6211-572.41-20	CELL PHONES/BEEPERS	-	-	-	1,200
001-6211-572.42-10	POSTAGE & FREIGHT	1	-	-	100
001-6211-572.44-60	VEHICLE RENTAL	-	-	-	2,671
001-6211-572.44-62	EXCESS VEH. RENTAL ADJUST	-	-	-	(1,168)
001-6211-572.45-10	GENERAL LIABILITY	-	-	-	2,440
001-6211-572.45-11	RISK MGMT OPERATIONS	-	-	-	310
001-6211-572.45-30	VEHICLE INSURANCE	-	-	-	712
001-6211-572.46-50	VEHICLE MAINTENANCE	-	-	-	1,413
001-6211-572.46-60	FLEET MAINT. OVERHEAD	-	-	-	249
001-6211-572.47-10	PRINTING & BINDING	-	-	-	500
001-6211-572.52-10	GENERAL OPERATING SUPPLY	-	-	-	1,000
001-6211-572.52-20	FUEL	-	-	-	3,540
001-6211-572.52-70	CLOTHING	-	-	-	300
001-6211-572.52-90	EQUIPMENT UNDER $1,OOO	-	-	-	2,000
001-6211-574.55-04	BOARD APPRECIATION	-	-	-	16,000
001-6211-574.55-08	4TH OF JULY	-	-	-	15,225
001-6211-574.55-28	EASTER EGG HUNT	-	-	-	3,000
001-6211-574.55-40	FOOTBALL	-	-	-	15,000
001-6211-574.56-05	COMMISSION CEREMONIES (4)	-	-	-	500
001-6211-574.57-24	MISC EVENTS	-	-	-	5,700
	Total	**1**	**-**	**-**	**174,304**

Golf Course Operations

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	139,159	143,973	140,966	143,656
Operating Expenses	43,479	86,578	53,408	61,727
Capital Outlay	3,622	-	-	-
Total	**$ 186,260**	**$ 230,551**	**$ 194,374**	**$ 205,383**
No. of Positions				
Full-time	2	2	2	2
Part-time	2	2	3	3
Seasonal	-			
Total	**4**	**4**	**5**	**5**
FTE's	**3**	**3**	**4**	**4**

Program Summary:

The Winter Park Country Club Golf shop Division manages the day to day operations of the golf course and golf shop at the City of Winter Parks nine hole golf course. This division is under the management of the Golf shop Manager/PGA Head Golf Professional. The responsibilities of this division include but are not limited to the following: Opening and closing of the golf shop, collecting fees, financial record keeping, statistical record keeping, budgeting, staff payroll, purchasing and receiving, merchandising, food & beverage operations, offering and conducting leagues and tournaments, facility rentals, promotion and marketing of the golf course and daily upkeep of the golf shop.

Service Level Adjustments:

The proposed budget will allow this Division to continue to provide the same level of service. This is the first year tis Division will be reported in the General Fund instead of as an Enterprise Fund.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6301-572.12-10	REGULAR WAGES	-	-	-	73,684
001-6301-572.13-10	PART TIME/TEMPORARY WAGES	-	-	-	34,769
001-6301-572.21-10	FICA TAXES	-	-	-	7,601
001-6301-572.22-10	PENSION	-	-	-	5,158
001-6301-572.22-20	ICMA CITY CONTRIBUTION	-	-	-	917
001-6301-572.23-10	GROUP HEALTH/DENTAL	-	-	-	18,360
001-6301-572.23-11	LIFE INSURANCE	-	-	-	160
001-6301-572.23-12	AD&D INSURANCE	-	-	-	18
001-6301-572.23-13	DISABILITY INSURANCE	-	-	-	178
001-6301-572.24-10	WORKER'S COMPENSATION	-	-	-	2,760
001-6301-572.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	51
001-6301-572.34-45	CREDIT CARD FEES	-	-	-	4,100
001-6301-572.40-10	TRAINING AND TRAVEL	-	-	-	500
001-6301-572.41-15	TELEPHONE - EQUIP CHGS	-	-	-	2,172
001-6301-572.41-20	CELL PHONES/BEEPERS	-	-	-	960
001-6301-572.43-20	WATER	-	-	-	400
001-6301-572.43-70	ELECTRICITY	-	-	-	9,000
001-6301-572.45-10	GENERAL LIABILITY	-	-	-	2,707
001-6301-572.45-11	RISK MGMT OPERATIONS	-	-	-	344
001-6301-572.46-20	BUILDING MAINTENANCE	-	-	-	500
001-6301-572.46-50	VEHICLE MAINTENANCE	-	-	-	992
001-6301-572.46-60	FLEET MAINT. OVERHEAD	-	-	-	175
001-6301-572.47-10	PRINTING & BINDING	-	-	-	100
001-6301-572.47-30	COPIER	-	-	-	1,327
001-6301-572.52-10	GENERAL OPERATING SUPPLY	-	-	-	5,500
001-6301-572.52-12	INV-MERCHANDISE	-	-	-	17,500
001-6301-572.52-14	RECREATION SUPPLIES	-	-	-	800
001-6301-572.52-15	INV - FOOD & BEV	-	-	-	8,300
001-6301-572.52-16	INV-ALCOHOL BEV	-	-	-	4,000
001-6301-572.52-60	JANITORIAL SUPPLIES	-	-	-	1,000
001-6301-572.52-70	CLOTHING	-	-	-	500
001-6301-572.54-20	MEMBERSHIPS	-	-	-	850
	Total	**-**	**-**	**-**	**205,383**

Golf Course Maintenance

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	222,709	220,562	214,385	216,144
Operating Expenses	134,196	135,715	131,128	138,356
Capital Outlay	-	-	-	-
Total	**$ 356,905**	**$ 356,277**	**$ 345,513**	**$ 354,500**
No. of Positions				
Full-time	4	4	4	4
Part-time	-	-	-	-
Seasonal	-			
Total	**4**	**4**	**4**	**4**
FTE's	**4.0**	**4**	**4**	**4**

Program Summary:

Golf Course Maintenance Division provides the management, labor and equipment for the care and upkeep of the golf course turf and landscaped areas. The Course Superintendent is a turf management professional responsible for preventative BMP (best management practices) and daily maintenance of the course turf, irrigation, tees, greens and sandtraps. Staffing and maintenance is required 7 days per week, 365 days per year.

Service Level Adjustments:

The Golf Course is maintained by a minimal staff of one Superintendent and 3 crew members. The course has a reputation for excellent greens and fairways. Budget reductions have caused a maintenance schedule change in the number of course fertilizations and chemical treatments. While scheduled daily maintenance remains unchanged, reductions will eventually begin to reduce the overall appearance of the golf course. This is the first year tis Division will be reported in the General Fund instead of as an Enterprise Fund.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-6302-572.12-10	REGULAR WAGES	-	-	-	153,769
001-6302-572.14-10	OVERTIME WAGES	-	-	-	3,100
001-6302-572.21-10	FICA TAXES	-	-	-	10,248
001-6302-572.22-10	PENSION	-	-	-	10,764
001-6302-572.22-20	ICMA CITY CONTRIBUTION	-	-	-	1,034
001-6302-572.23-10	GROUP HEALTH/DENTAL	-	-	-	32,760
001-6302-572.23-11	LIFE INSURANCE	-	-	-	336
001-6302-572.23-12	AD&D INSURANCE	-	-	-	37
001-6302-572.23-13	DISABILITY INSURANCE	-	-	-	373
001-6302-572.24-10	WORKER'S COMPENSATION	-	-	-	3,682
001-6302-572.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	41
001-6302-572.34-40	CONTRACTUAL SERVICE	-	-	-	3,000
001-6302-572.40-10	TRAINING AND TRAVEL	-	-	-	120
001-6302-572.41-20	CELL PHONES/BEEPERS	-	-	-	380
001-6302-572.43-20	WATER	-	-	-	200
001-6302-572.43-70	ELECTRICITY	-	-	-	13,000
001-6302-572.44-60	VEHICLE RENTAL	-	-	-	19,531
001-6302-572.44-62	EXCESS VEH. RENTAL ADJUST	-	-	-	(10,785)
001-6302-572.45-10	GENERAL LIABILITY	-	-	-	5,649
001-6302-572.45-11	RISK MGMT OPERATIONS	-	-	-	719
001-6302-572.45-30	VEHICLE INSURANCE	-	-	-	791
001-6302-572.46-30	GROUNDS MAINTENANCE	-	-	-	29,785
001-6302-572.46-50	VEHICLE MAINTENANCE	-	-	-	44,758
001-6302-572.46-60	FLEET MAINT. OVERHEAD	-	-	-	7,871
001-6302-572.52-10	GENERAL OPERATING SUPPLY	-	-	-	1,000
001-6302-572.52-20	FUEL	-	-	-	9,000
001-6302-572.52-50	CHEMICALS	-	-	-	12,000
001-6302-572.52-60	JANITORIAL SUPPLIES	-	-	-	137
001-6302-572.52-70	CLOTHING	-	-	-	700
001-6302-572.54-20	MEMBERSHIPS	-	-	-	500
	Total	**-**	**-**	**-**	**354,500**

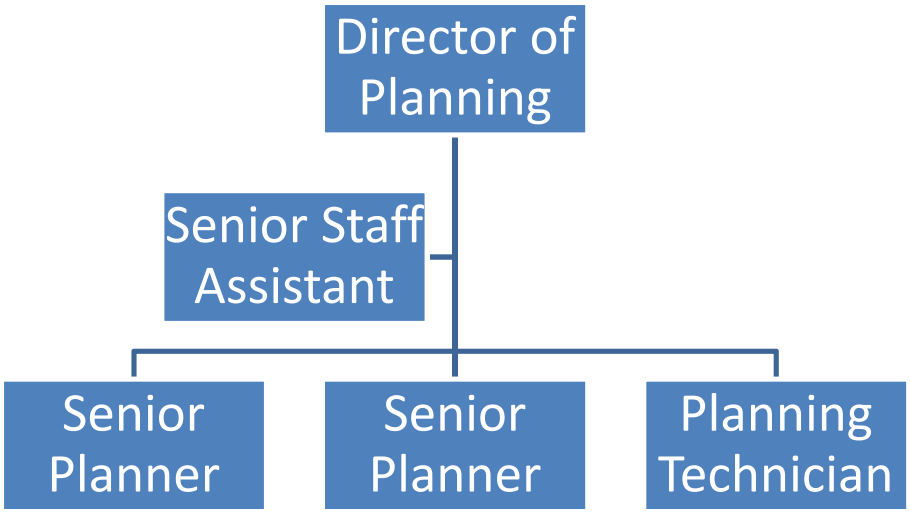
planning

Comprehensive
PLAN
Comprehensive
PLAN
Land
DEVELOPMENT
Code

Planning Department

Mission: The City of Winter Park has developed over the years with a unique character and environment. The Planning Department ensures that the excellent quality of life and economic vitality in Winter Park as reflected in the built and natural environment and its heritage is maintained and enhanced by providing vision, fostering good design and guidance over development and growth.

Organizational Chart



Key Performance Indicators

Indicator	Actual FY 10	YTD FY 11	Goal FY 12	Notes
Citizen, builder & other requests for code information, consultations, meetings to assist business start-ups, real estate transactions & building projects.	3,764	3,879	4,000	Large scale development remains slow while small scale development continues.
Planning and Zoning Commission applications processed including lakefront reviews.	33	37	40	Ongoing

Planning

Program Resources:

	Actual FY 09	Actual FY 10	Actual FY 11	Budget FY 12
Personnel	521,267	461,895	446,167	450,527
Operating Expenses	197,701	145,268	143,020	121,870
Capital Outlay	-	-	-	-
Total	**$ 718,968**	**$ 607,163**	**$ 589,187**	**$ 572,397**
No. of Positions				
Full-time	9	5	5	5
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**9**	**5**	**5**	**5**
FTE's	**9**	**5**	**5**	**5**

Program Summary:

The Planning Department maintains and administers the Comprehensive Plan and the Land Development Code, and provides information about the codes to the residents and property/business owners of Winter Park. The codes ensure orderly and well-planned development of the city. The department serves as the staff liaison to the Planning and Zoning Commission and Historic Preservation Board as well as to the Mayor and City Commission for the application and review for rezonings, subdivisions, conditional uses, annexations, applicable facade design guidelines, historic designation, Certificates of Review, and lakefront site plans. It also advises applicants about the review process, notifies property owners of sites under review, and provides consistency in decisions relating to the Comprehensive Plan. The department is the liaison to the Public Art Advisory Board and implements the public art projects and programs. The department is also the liaison to the Neighborhood Council and implements neighborhood grant and informational programs. The Planning Department is represented on the MetroPlan Orlando Bicycle Pedestrian Advisory Board and the Winter Park Pedestrian and Bicycle Advisory Board.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-2301-515.12-10	REGULAR WAGES	377,417	340,248	337,091	345,213
001-2301-515.13-10	PART TIME/TEMPORARY WAGES	-	-	3,000	3,000
001-2301-515.14-10	OVERTIME WAGES	10,632	11,321	12,000	10,000
001-2301-515.15-40	LONGEVITY	5,249	2,788	-	-
001-2301-515.15-50	MERIT BONUS	816	-	-	-
001-2301-515.21-10	FICA TAXES	28,383	25,725	24,753	24,693
001-2301-515.22-10	PENSION	40,148	32,454	23,337	27,474
001-2301-515.22-20	ICMA CITY CONTRIBUTION	8,520	5,093	5,068	5,068
001-2301-515.23-10	GROUP HEALTH/DENTAL	47,421	41,971	38,645	40,951
001-2301-515.23-11	LIFE INSURANCE	782	729	728	728
001-2301-515.23-12	AD&D INSURANCE	87	81	81	81
001-2301-515.23-13	DISABILITY INSURANCE	871	809	808	808
001-2301-515.24-10	WORKER'S COMPENSATION	885	625	605	582
001-2301-515.25-10	UNEMPLOYMENT COMPENSATION	56	51	51	51
001-2301-515.34-40	CONTRACTUAL SERVICE	30,801	25,130	25,000	25,000
001-2301-515.34-42	COMP EVALUATION PLAN	38,075	9,736	-	-
001-2301-515.34-44	NEIGHBORHOOD ENHANCEMENT	-	5,341	12,000	12,000
001-2301-515.34-49	HISTORIC PRESERVATION	876	3,450	2,000	2,000
001-2301-515.34-51	PUBLIC ART	2,526	3,035	3,000	3,000
001-2301-515.34-53	CBD HISTORIC DESIGNATION	12,832	-	-	-
001-2301-515.40-10	TRAVEL & TRAINING	9,515	5,399	6,000	6,000
001-2301-515.40-20	CAR ALLOWANCE	8,184	7,820	8,122	-
001-2301-515.41-15	TELEPHONE - EQUIP CHGS	4,754	4,718	6,420	3,970
001-2301-515.41-16	AIRCARDS	-	468	480	975
001-2301-515.41-20	CELL PHONES/BEEPERS	6,954	2,385	3,500	3,500
001-2301-515.42-10	POSTAGE & FREIGHT	12,315	14,256	12,000	11,000
001-2301-515.45-10	GENERAL LIABILITY	13,311	10,603	10,982	12,383
001-2301-515.45-11	RISK MGMT OPERATIONS	2,027	1,657	1,746	1,576
001-2301-515.45-40	OTHER INSURANCE	200	200	200	81
001-2301-515.47-10	PRINTING & BINDING	13,688	10,981	10,000	4,500
001-2301-515.47-30	COPIER	7,113	2,443	5,000	2,463
001-2301-515.48-10	PROMOTIONAL ACTIVITIES	-	-	1,000	1,000
001-2301-515.49-10	LEGAL ADS	1,725	18,143	13,000	8,000
001-2301-515.51-20	OFFICE EQUIP UNDER $1,000	2,409	-	2,000	1,500
001-2301-515.52-10	GENERAL OPERATING SUPPLY	13,009	16,296	16,470	12,500
001-2301-515.52-12	TASK FORCE AND BOARD EXP.	345	-	-	-
001-2301-515.52-90	EQUIPMENT UNDER $1,000	142	413	1,500	-
001-2301-515.54-10	BOOKS & PERIODICALS	115	-	600	300
001-2301-515.54-20	MEMBERSHIPS	1,896	1,889	2,000	2,000
001-2302-515.34-42	COMP EVALUATION PLAN	14,287	-	-	-
001-2302-515.42-10	POSTAGE & FREIGHT	519	778	-	-
001-2302-515.52-10	GENERAL OPERATING SUPPLY	13	57	-	-
001-2302-515.54-20	MEMBERSHIPS	70	70	-	-
	Total	**718,968**	**607,163**	**589,187**	**572,397**

Affordable Housing

Program Resources:

	Actual FY 09	Actual FY 10	Actual FY 11	Budget FY 12	Budget FY 12
Personnel	-	-	-	-	
Operating Expenses	161,000	131,000	125,000	-	
Capital Outlay	-	-	-	-	
Total	**$ 161,000**	**$ 131,000**	**$ 125,000**	**$ -**	
No. of Positions					
Full-time	-	-	-	-	
Part-time	-	-	-	-	
Seasonal	-	-	-	-	
Total	**-**	**-**	**-**	**-**	
FTE's	**-**	**-**	**-**	**-**	

Program Summary:

The Planning Department administers the city's affordable housing program funded through a linkage fee applied to all new construction in the city and is utilized for the creation of additional affordable housing. The department coordinates these affordable /workforce housing initiatives with the Winter Park Housing Authority, Winter Park-Maitland Habitat for Humanity and Hannibal Square Community Land Trust (HSCLT). The Housing Authority administers housing for families, seniors and the disabled. The housing linkage fee was contributing $100,000 per year in 2010 and 2011 towards the support of the Authority's Plymouth affordable senior housing apartments. The partnership with Habitat for Humanity supports Habitat with its community building mission of promoting volunteer activism to provide homes for deserving families. The HSCLT partnership provides and maintains affordable housing in west Winter Park. The linkage fee will be allowed to accumulate in 2012 to further affordable housing projects.

Service Level Adjustments:

The affordable housing linkage fee is based on a 50 cents per square foot building permit surcharge on new buildings, additions and substantial remodeling projects. The economic downturn and the accompanying decrease in building permit applications has resulted in a reduction in linkage fee collections in the previous two years and as projected for this budget year.

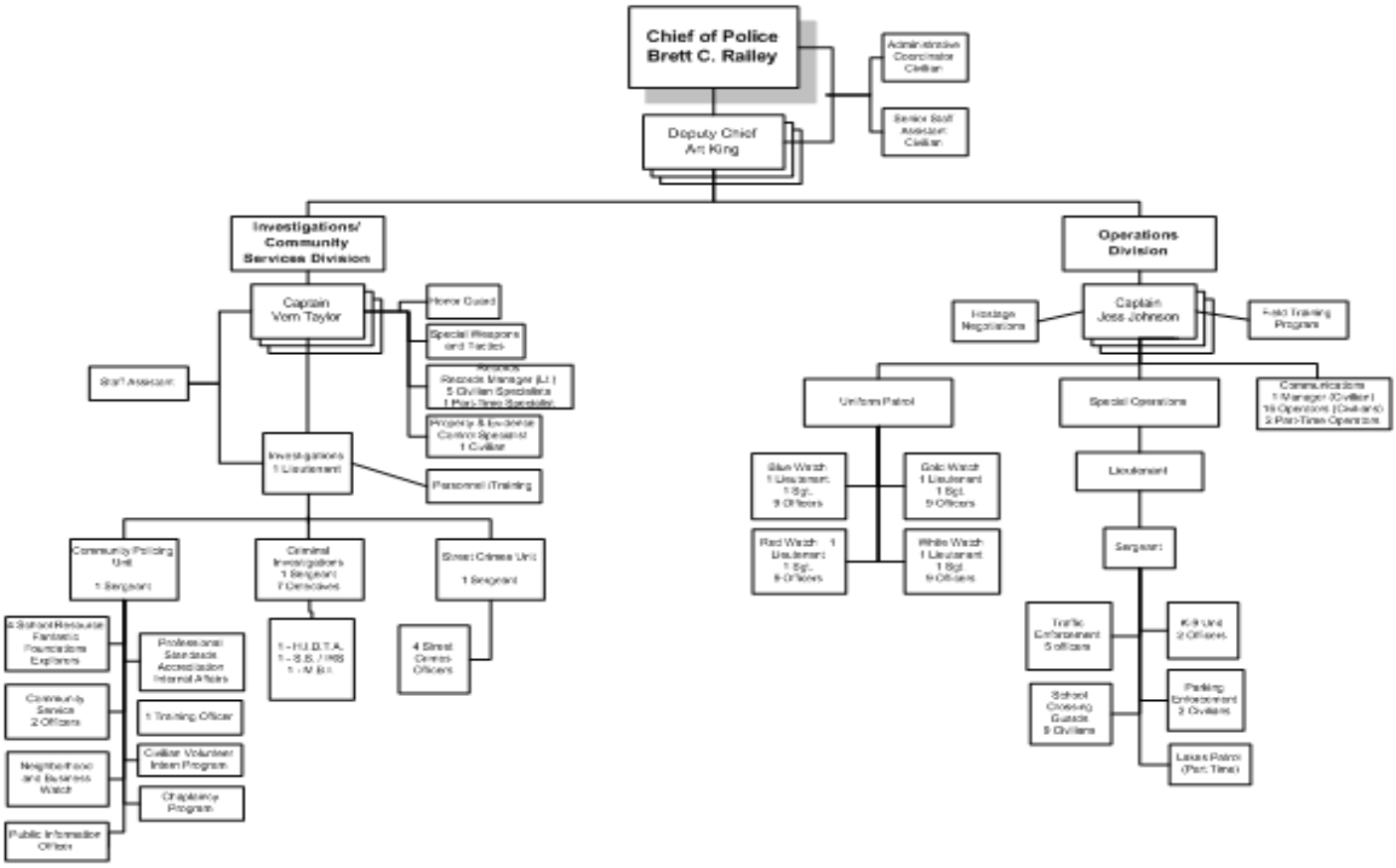
FY 12 fundind is reduced as the City has completed its contractual agreement with the Winter Park Housing Authority realted to the Pylmouth.

police

Police Department

Mission: To ensure public safety, to enforce the law with integrity, and to provide extraordinary services to our community.

Organizational Chart



Key Performance Indicators

Indicator	Actual FY10	YTD FY 11	Goal FY 12	Notes
% of emergency calls answered within 10 seconds	97%	98%	97%	
Average response time to priority one emergency calls for service	2 min/ 6 sec	2 min/ 11 sec	2 min/ 30 sec	
Average response time to non-emergency priority three calls	3 min/ 1 sec	3 min/ 52 sec	3 min/ 30 sec	

Administration

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	650,986	423,322	409,539	421,272
Operating Expenses	92,017	110,500	151,118	123,274
Capital Outlay	929	-	-	-
Total	**$ 743,932**	**$ 533,822**	**$ 560,657**	**$ 544,546**
No. of Positions				
Full-time	4	4	4	4
Part-time	-	-	-	-
Seasonal	-			
Total	**4**	**4**	**4**	**4**
FTE's	**4**	**4**	**4**	**4**

Program Summary:

The responsibilities and duties of the Police Administration include the preparation and monitoring of the Department's fiscal year budget, the recruitment and enlistment of state certified personnel, the maintenance and retention of the records relating to personnel, purchasing, forfeiture and grant funds and the overseeing of internal security matters. The Administration is also responsible for ensuring that the Department continues to meet all of the requirements of the state commissions on accreditation. The Administration is also responsible for the updating of mutual aid and task force agreements entered into with other law enforcement agencies and keeping the Department in a state of preparedness, ready to respond to any man-made or natural disaster and continually searching for sources of grant funds and submitting applications for award consideration. The Administration is also responsible for monitoring the Department's Strategic Plan.

Service Level Adjustments:

The service level for this program will remain the same.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-4101-521.12-10	REGULAR WAGES	518,457	299,688	299,149	299,149
001-4101-521.14-10	OVERTIME WAGES	4,843	2,859	3,000	3,000
001-4101-521.15-10	INCENTIVE	3,263	3,133	3,129	3,129
001-4101-521.15-40	LONGEVITY	7,882	3,385	-	-
001-4101-521.15-50	MERIT BONUS	4,269	-	-	-
001-4101-521.21-10	FICA TAXES	32,734	22,573	22,208	22,135
001-4101-521.22-10	PENSION	7,300	6,157	5,225	5,934
001-4101-521.22-11	POLICE PENSION	17,668	40,150	34,266	43,162
001-4101-521.22-20	ICMA CITY CONTRIBUTION	13,302	4,508	4,486	4,486
001-4101-521.23-10	GROUP HEALTH/DENTAL	32,012	33,577	30,916	32,761
001-4101-521.23-11	LIFE INSURANCE	718	649	648	648
001-4101-521.23-12	AD&D INSURANCE	80	72	72	72
001-4101-521.23-13	DISABILITY INSURANCE	799	720	719	719
001-4101-521.24-10	WORKER'S COMPENSATION	7,617	5,810	5,680	6,036
001-4101-521.25-10	UNEMPLOYMENT COMPENSATION	42	41	41	41
001-4101-521.31-60	PROFESSIONAL SERVICES	4,112	6,036	7,825	7,825
001-4101-521.34-40	CONTRACTUAL SERVICE	-	1,500	26,500	1,500
001-4101-521.34-50	MEDICAL TESTING	18,684	22,733	9,550	9,550
001-4101-521.40-10	TRAVEL & TRAINING	1,398	2,675	3,000	3,000
001-4101-521.41-15	TELEPHONE EQUIPMENT	4,931	4,415	5,097	4,552
001-4101-521.41-20	CELL PHONES/BEEPERS	1,569	1,359	2,160	1,920
001-4101-521.42-10	POSTAGE & FREIGHT	495	533	1,000	800
001-4101-521.43-20	WATER	1,158	1,574	1,229	1,300
001-4101-521.43-70	ELECTRICITY	(247)	(1,484)	21,480	18,000
001-4101-521.44-60	VEHICLE RENTAL	2,921	2,921	5,842	5,842
001-4101-521.44-62	EXCESS VEH. RENTAL ADJUST	(2,256)	(1,702)	(3,445)	(3,226)
001-4101-521.45-10	GENERAL LIABILITY	10,847	9,601	9,746	10,989
001-4101-521.45-11	RISK MGMT OPERATIONS	1,652	1,500	1,550	1,398
001-4101-521.45-30	VEHICLE INSURANCE	779	774	1,543	1,582
001-4101-521.46-10	MAINTENANCE CONTRACTS	2,515	2,581	2,360	1,340
001-4101-521.46-20	BUILDING MAINTENANCE	-	-	-	600
001-4101-521.46-40	EQUIPMENT MAINTENANCE	82	-	-	-
001-4101-521.46-50	VEHICLE MAINTENANCE	2,407	1,933	1,089	2,441
001-4101-521.46-60	FLEET MAINT. OVERHEAD	-	-	380	429
001-4101-521.46-70	OTHER MAINTENANCE	-	-	25	-
001-4101-521.47-10	PRINTING & BINDING	3,522	8,162	6,600	6,600
001-4101-521.47-30	COPIER	37	12	-	4,926
001-4101-521.51-20	OFFICE EQUIP UNDER $1,000	343	-	650	650
001-4101-521.52-10	GENERAL OPERATING SUPPLY	6,968	6,113	7,215	6,555
001-4101-521.52-20	FUEL	1,809	3,474	4,452	4,756
001-4101-521.52-70	CLOTHING	1,370	1,356	1,200	1,750
001-4101-521.52-90	EQUIPMENT UNDER $1,000	180	180	180	180
001-4101-521.54-10	BOOKS & PERIODICALS	600	893	1,370	1,370
001-4101-521.54-20	MEMBERSHIPS	1,184	1,050	1,520	1,645
001-4101-521.54-40	POLICE STANDARDS TRAINING	24,957	32,311	31,000	25,000
001-4101-521.66-20	SOFTWARE	929	-	-	-
	Total	**743,932**	**533,822**	**560,657**	**544,546**

Records

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	295,876	274,108	280,959	365,798
Operating Expenses	24,003	20,571	25,924	33,551
Capital Outlay	1,161	-	-	-
Total	**$ 321,040**	**$ 294,679**	**$ 306,883**	**$ 399,349**
No. of Positions				
Full-time	6	6	6	6
Part-time	-	-	-	1
Seasonal	-	-	-	-
Total	**6**	**6**	**6**	**7**
FTE's	**6**	**6**	**6**	**6.5**

Program Summary:

The Records Division processes all incident and arrest reports and all of the uniform traffic and parking violation citations on a daily basis. Computer generated and handwritten reports are reviewed, photocopied, disseminated and retained in files by division personnel in compliance with Departmental directives, State and Federal administrative procedures, the requirements of the Commission for Florida Law Enforcement Accreditation and other applicable law. The Evidence & Property Control Section maintains absolute control of and documents the location and disposition of all evidence, contraband, other seized items and found property. Section personnel deliver evidence items to the Florida Department of Law Enforcement area laboratory for forensic analysis and purge their storage facility of evidence, contraband and other seized items and dispose of them in compliance with court orders and retention schedules.

Service Level Adjustments:

The staffing level for this division has increased with the addition of a part-time Records Specialist. Unit staffing should be 6 full-time and 1 part-time employees.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-4102-525.12-10	REGULAR WAGES	205,022	194,227	203,431	249,913
001-4102-525.13-10	OTHER SAL/PART TIME	-	-	-	27,066
001-4102-525.14-10	OVERTIME WAGES	997	939	1,000	1,000
001-4102-525.15-10	INCENTIVE	-	-	-	1,565
001-4102-525.15-40	LONGEVITY	1,637	731	-	-
001-4102-525.15-50	MERIT BONUS	684	-	-	-
001-4102-525.21-10	FICA TAXES	14,658	13,663	14,194	19,202
001-4102-525.22-10	PENSION	18,207	14,721	13,853	10,990
001-4102-525.22-20	ICMA CITY CONTRIBUTION	1,073	722	719	1,858
001-4102-525.23-10	GROUP HEALTH/DENTAL	52,103	47,765	46,374	49,142
001-4102-525.23-11	LIFE INSURANCE	429	416	433	544
001-4102-525.23-12	AD&D INSURANCE	48	46	48	60
001-4102-525.23-13	DISABILITY INSURANCE	478	461	481	604
001-4102-525.24-10	WORKER'S COMPENSATION	479	359	365	3,783
001-4102-525.25-10	UNEMPLOYMENT COMPENSATION	61	58	61	71
001-4102-525.41-15	TELEPHONE - EQUIP CHGS	3,800	3,370	3,648	3,491
001-4102-525.41-20	CELL PHONES/BEEPERS	8	236	966	1,014
001-4102-525.42-10	POSTAGE & FREIGHT	378	314	500	500
001-4102-525.44-60	VEHICLE RENTAL	2,236	2,200	3,464	3,464
001-4102-525.44-62	EXCESS VEH. RENTAL ADJUST	(1,727)	(1,282)	(2,043)	(1,913)
001-4102-525.45-10	GENERAL LIABILITY	6,665	6,395	6,628	9,807
001-4102-525.45-11	RISK MGMT OPERATIONS	1,015	999	1,054	1,248
001-4102-525.45-30	VEHICLE INSURANCE	779	774	772	791
001-4102-525.46-10	MAINTENANCE CONTRACTS	4,011	2,028	2,240	1,035
001-4102-525.46-50	VEHICLE MAINTENANCE	1,919	2,065	2,443	2,240
001-4102-525.46-60	FLEET MAINT. OVERHEAD	579	292	852	394
001-4102-525.47-10	PRINTING & BINDING	29	29	200	100
001-4102-525.47-30	COPIER	-	-	-	5,275
001-4102-525.51-20	OFFICE EQUIP UNDER $1,000	120	-	200	200
001-4102-525.52-10	GENERAL OPERATING SUPPLY	3,559	1,801	2,500	3,500
001-4102-525.52-20	FUEL	336	1,073	2,320	1,625
001-4102-525.52-70	CLOTHING	19	-	-	550
001-4102-525.52-90	EQUIPMENT UNDER $1,000	90	90	90	180
001-4102-525.54-10	BOOKS & PERIODICALS	137	137	40	-
001-4102-525.54-20	MEMBERSHIPS	50	50	50	50
001-4102-525.66-20	SOFTWARE	1,161	-	-	-
	Total	**321,040**	**294,679**	**306,883**	**399,349**

Uniform Patrol

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	4,409,620	4,589,641	4,222,964	4,473,099
Operating Expenses	661,359	632,070	683,318	735,706
Capital Outlay	18,160	-	45,225	-
Total	**$ 5,089,139**	**$ 5,221,711**	**$ 4,951,507**	**$ 5,208,805**
No. of Positions				
Full-time	46	48	49	48
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**46**	**48**	**49**	**48**
FTE's	**46**	**48**	**49**	**48**

Program Summary:

The Uniform Patrol Unit is the nucleus of the Department. Officers assigned to this Unit are the most visible to the general public of all of the officers on the Department. They strive to present a sense of being everywhere at the same time - omnipresence. They are the first officers to be dispatched to emergency calls for service and are the first to arrive at the scene of a crime. Winter Park Uniform Patrol officers average one of the lowest emergency response times of any dispatched uniform police patrol unit in the county. The median response time to non-emergency calls is also far superior to that of most law enforcement agencies. When not responding to or handling calls for service, officers diligently provide preventative patrols throughout the city. During officers discretionary time, patrols and enforcement activities are targeted to hot spots as identified by the DDACTS Model.

Service Level Adjustments:

The staffing level of this program decreased by one with the retirement of a Lieutenant. The service level provided to the citizens will not be impacted as the duties and responsibilities of the retiring lieutenant were transferred to an existing lieutenant. Further, there are four frozen positions in this Division, but minimum coverage is maintained.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-4104-521.12-10	REGULAR WAGES	2,603,371	2,691,126	2,431,601	2,373,441
001-4104-521.14-10	OVERTIME WAGES	201,160	165,045	97,000	97,000
001-4104-521.15-10	INCENTIVE	64,345	71,790	53,824	53,824
001-4104-521.15-20	SPECIAL DETAIL	323,144	286,549	324,458	324,458
001-4104-521.15-40	LONGEVITY	24,300	20,050	-	-
001-4104-521.15-50	MERIT BONUS	7,845	-	-	-
001-4104-521.21-10	FICA TAXES	220,370	220,841	220,803	221,679
001-4104-521.22-11	POLICE PENSION	457,812	648,906	631,090	925,061
001-4104-521.22-20	ICMA CITY CONTRIBUTION	23,549	15,956	14,888	10,255
001-4104-521.23-10	GROUP HEALTH/DENTAL	393,219	388,025	370,992	384,942
001-4104-521.23-11	LIFE INSURANCE	5,352	5,542	5,678	5,715
001-4104-521.23-12	AD&D INSURANCE	594	614	629	634
001-4104-521.23-13	DISABILITY INSURANCE	5,957	6,156	6,307	6,349
001-4104-521.24-10	WORKER'S COMPENSATION	78,137	68,562	65,196	69,254
001-4104-521.25-10	UNEMPLOYMENT COMPENSATION	465	479	498	487
001-4104-521.40-10	TRAVEL & TRAINING	20	-	-	-
001-4104-521.41-15	TELEPHONE EQUIPMENT	6,912	6,305	5,466	6,369
001-4104-521.41-16	AIRCARDS	25,562	29,937	34,200	39,000
001-4104-521.41-20	CELL PHONES/BEEPERS	11,154	7,996	11,820	8,310
001-4104-521.42-10	POSTAGE & FREIGHT	389	368	2,000	1,500
001-4104-521.43-70	ELECTRICITY	17,519	12,675	-	12,500
001-4104-521.44-60	VEHICLE RENTAL	137,481	158,535	203,706	177,343
001-4104-521.44-62	EXCESS VEH. RENTAL ADJUST	(106,191)	(92,406)	(120,108)	(97,927)
001-4104-521.45-10	GENERAL LIABILITY	80,323	82,786	85,086	96,369
001-4104-521.45-11	RISK MGMT OPERATIONS	12,233	12,934	13,528	12,262
001-4104-521.45-30	VEHICLE INSURANCE	30,381	36,378	46,296	41,139
001-4104-521.46-10	MAINTENANCE CONTRACTS	301	485	410	-
001-4104-521.46-20	BUILDING MAINTENANCE	11,376	7,352	-	-
001-4104-521.46-40	EQUIPMENT MAINTENANCE	17,140	2,483	6,480	7,000
001-4104-521.46-50	VEHICLE MAINTENANCE	120,005	115,235	108,739	132,281
001-4104-521.46-60	FLEET MAINT. OVERHEAD	42,807	21,568	37,942	23,262
001-4104-521.46-70	OTHER MAINTENANCE	-	150	200	7,100
001-4104-521.47-10	PRINTING & BINDING	-	783	3,000	2,400
001-4104-521.47-20	PHOTOGRAPHY	1,035	-	-	-
001-4104-521.47-30	COPIER	-	-	-	4,863
001-4104-521.52-10	GENERAL OPERATING SUPPLY	25,967	48,567	41,710	41,405
001-4104-521.52-20	FUEL	140,143	123,534	136,662	158,296
001-4104-521.52-70	CLOTHING	37,533	39,121	45,620	41,670
001-4104-521.52-90	EQUIPMENT UNDER $1,000	48,201	16,592	18,364	18,364
001-4104-521.54-10	BOOKS & PERIODICALS	533	282	1,337	1,200
001-4104-521.54-20	MEMBERSHIPS	535	410	860	1,000
001-4104-521.64-50	MACHINERY & EQUIPMENT	3,767	-	45,225	-
001-4104-521.66-20	SOFTWARE	14,393	-	-	-
	Total	**5,089,139**	**5,221,711**	**4,951,507**	**5,208,805**

Traffic Enforcement

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	1,037,753	915,343	930,356	865,009
Operating Expens	147,096	144,023	159,820	707,906
Capital Outlay	-	-	-	-
Total	**$ 1,184,849**	**$ 1,059,366**	**$ 1,090,176**	**$ 1,572,915**
No. of Positions				
Full-time	12	11	10	10
Part-time	10	10	9	9
Seasonal	-			
Total	**22**	**21**	**19**	**19**
FTE's	**17**	**16**	**15**	**15**

Program Summary:

Traffic Enforcement Unit officers are responsible for the traffic issues and concerns relating to the safe and the expeditious flow of traffic, roadway parking, school crossing safety, neighborhood selective traffic enforcement action and traffic crashes, the severity of which range from minor property damage to those involving a fatality. Unit officers also enforce the laws and regulations governing vehicular, bicycle and pedestrian movement within the City limits. Unit officers regularly assist citizens who present them with requests to deal with violations such as speeding or cut-through traffic in their respective neighborhoods. Unit officers also work as a team with personnel of other City departments in arriving at and implementing solutions to various traffic conditions and concerns. Officers maintain back-up generators to be deployed at major intersections during brief and extended power outages. Officers assigned to this program provide child safety seat checks.

Service Level Adjustments:

The staffing level of this unit was reduced by one police officer position. Part-time positions are the same. The level of service provided to the citizens will not be impacted because the elimination of the position was vacant. Available staff in during FY 12 is 9 full-time and 9 part-time positions.

The large increase in cost is due to the red light camera operation and collection cost now being shown as a expense instead of net of revenues.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-4105-521.12-10	REGULAR WAGES	609,634	521,386	519,515	483,280
001-4105-521.13-10	OTHER SAL/PART TIME	29,782	26,574	31,168	30,124
001-4105-521.14-10	OVERTIME WAGES	21,398	12,234	36,000	36,000
001-4105-521.15-10	INCENTIVE	20,852	17,687	9,786	9,406
001-4105-521.15-20	SPECIAL DETAIL	64,743	65,130	65,000	65,000
001-4105-521.15-40	LONGEVITY	8,197	5,812	-	-
001-4105-521.15-50	MERIT BONUS	2,799	-	-	-
001-4105-521.21-10	FICA TAXES	54,267	46,568	40,059	38,158
001-4105-521.22-10	PENSION	4,259	3,657	3,639	3,648
001-4105-521.22-11	POLICE PENSION	101,482	117,836	128,780	106,859
001-4105-521.22-20	ICMA CITY CONTRIBUTION	6,346	3,351	3,142	3,191
001-4105-521.23-10	GROUP HEALTH/DENTAL	91,754	78,641	77,290	73,712
001-4105-521.23-11	LIFE INSURANCE	1,297	1,113	1,134	1,053
001-4105-521.23-12	AD&D INSURANCE	144	123	125	116
001-4105-521.23-13	DISABILITY INSURANCE	1,444	1,237	1,259	1,170
001-4105-521.24-10	WORKER'S COMPENSATION	19,187	13,840	13,276	13,109
001-4105-521.25-10	UNEMPLOYMENT COMPENSATION	168	154	183	183
001-4105-521.34-40	CONTRACTUAL SERVICE	-	-	-	552,000
001-4105-521.34-45	CREDIT CARD FEES	661	602	600	600
001-4105-521.41-15	TELEPHONE EQUIPMENT	3,040	2,696	2,169	2,793
001-4105-521.41-16	AIRCARDS	4,247	4,017	4,800	4,200
001-4105-521.41-20	CELL PHONES/BEEPERS	2,420	1,811	2,568	1,872
001-4105-521.42-10	POSTAGE & FREIGHT	1,140	966	2,000	2,000
001-4105-521.44-60	VEHICLE RENTAL	60,934	67,928	57,306	57,306
001-4105-521.44-62	EXCESS VEH. RENTAL ADJUST	(47,066)	(39,594)	(33,789)	(31,644)
001-4105-521.45-10	GENERAL LIABILITY	23,208	19,314	16,926	17,753
001-4105-521.45-11	RISK MGMT OPERATIONS	3,534	3,018	2,691	2,259
001-4105-521.45-30	VEHICLE INSURANCE	8,569	10,062	7,716	7,911
001-4105-521.46-10	MAINTENANCE CONTRACTS	4,660	2,006	3,430	3,430
001-4105-521.46-40	EQUIPMENT MAINTENANCE	10,486	6,917	11,080	11,580
001-4105-521.46-50	VEHICLE MAINTENANCE	20,216	17,184	21,699	21,031
001-4105-521.46-60	FLEET MAINT. OVERHEAD	9,894	4,985	7,571	3,698
001-4105-521.46-70	OTHER MAINTENANCE	-	-	100	100
001-4105-521.47-10	PRINTING & BINDING	-	267	1,100	500
001-4105-521.52-10	GENERAL OPERATING SUPPLY	4,666	2,202	9,630	7,000
001-4105-521.52-20	FUEL	12,759	19,803	18,141	25,792
001-4105-521.52-70	CLOTHING	15,470	17,516	20,250	14,650
001-4105-521.52-90	EQUIPMENT UNDER $1,000	8,221	2,272	3,400	3,000
001-4105-521.54-10	BOOKS & PERIODICALS	37	51	432	75
	Total	**1,184,849**	**1,059,366**	**1,090,176**	**1,572,915**

Canine Patrol

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	168,228	184,832	173,345	182,396
Operating Expenses	24,446	33,034	42,132	39,804
Capital Outlay	696	-	-	-
Total	**$ 193,370**	**$ 217,866**	**$ 215,477**	**$ 222,200**
No. of Positions				
Full-time	3	2	2	2
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**3**	**2**	**2**	**2**
FTE's	**3**	**2**	**2**	**2**

Program Summary:

K-9 Officers provide back-up support and other assistance to uniform patrol officers who respond to crimes in progress. K-9 Officers conduct building searches, vehicle searches, searches of wooded areas and for suspects, missing persons, contraband, drugs and or explosives. K-9 Officers may be dispatched as the lead or the reporting officer when uniformed patrol officers in a particular zone or area are not available. When not providing assistance in support of another officer or unit or when not assigned as the reporting officer on a call K-9 Officers provide preventive patrols throughout the city.

Service Level Adjustments:

This staffing level for this unit will remain the same.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-4106-521.12-10	REGULAR WAGES	107,919	110,707	104,036	104,035
001-4106-521.14-10	OVERTIME WAGES	4,589	7,547	8,911	8,911
001-4106-521.15-10	INCENTIVE	6,171	8,177	3,768	3,768
001-4106-521.15-40	LONGEVITY	355	661	-	-
001-4106-521.21-10	FICA TAXES	8,442	8,744	7,252	7,219
001-4106-521.22-11	POLICE PENSION	19,466	28,743	30,786	38,777
001-4106-521.23-10	GROUP HEALTH/DENTAL	17,335	16,788	15,458	16,381
001-4106-521.23-11	LIFE INSURANCE	216	221	221	221
001-4106-521.23-12	AD&D INSURANCE	24	25	25	25
001-4106-521.23-13	DISABILITY INSURANCE	240	246	245	245
001-4106-521.24-10	WORKER'S COMPENSATION	3,451	2,953	2,623	2,794
001-4106-521.25-10	UNEMPLOYMENT COMPENSATION	20	20	20	20
001-4106-521.34-51	MEDICAL TESTING-K-9 DOGS	2,863	2,345	3,240	3,540
001-4106-521.41-20	CELL PHONES/BEEPERS	-	37	132	108
001-4106-521.42-10	POSTAGE & FREIGHT	-	2	20	20
001-4106-521.44-60	VEHICLE RENTAL	4,633	19,053	13,641	13,641
001-4106-521.44-62	EXCESS VEH. RENTAL ADJUST	(10,844)	(11,105)	(8,043)	(7,532)
001-4106-521.45-10	GENERAL LIABILITY	5,317	3,238	3,389	3,822
001-4106-521.45-11	RISK MGMT OPERATIONS	810	506	539	486
001-4106-521.45-30	VEHICLE INSURANCE	2,337	3,096	2,315	2,373
001-4106-521.46-50	VEHICLE MAINTENANCE	7,328	4,772	9,199	6,804
001-4106-521.46-60	FLEET MAINT. OVERHEAD	2,196	1,031	3,210	1,196
001-4106-521.52-10	GENERAL OPERATING SUPPLY	1,843	1,317	3,200	2,500
001-4106-521.52-20	FUEL	4,819	7,781	9,230	10,181
001-4106-521.52-70	CLOTHING	2,180	390	1,350	1,900
001-4106-521.52-90	EQUIPMENT UNDER $1,000	956	560	710	710
001-4106-521.54-10	BOOKS & PERIODICALS	8	11	-	-
001-4106-521.54-20	MEMBERSHIPS	-	-	-	55
001-4106-521.66-20	SOFTWARE	696	-	-	-
	Total	**193,370**	**217,866**	**215,477**	**222,200**

Criminal Investigations

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	1,163,414	1,140,562	1,206,738	1,033,275
Operating Expenses	129,141	125,969	136,302	143,903
Capital Outlay	2,786	-	-	-
Total	**$ 1,295,341**	**$ 1,266,531**	**$ 1,343,040**	**$ 1,177,178**
No. of Positions				
Full-time	12	13	13	11
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**12**	**13**	**13**	**11**
FTE's	**11**	**13**	**13**	**11**

Program Summary:

The Criminal Investigation Unit is primarily responsible for supporting all units of the Department by conducting follow-up investigations of reported criminal activity. The unit is also responsible for compiling the submissions of information correlated to the use of DDACTS - Data Driven Approach to Crime and Traffic Safety. Unit detectives are assigned cases that may require them to interview victims, witnesses or suspects, further process physical evidence submitted by reporting officers to the Property and Evidence Section and prepare the evidence for submittal to the Florida Department of Law Enforcement Crime Laboratory. Detectives respond to and process major crime scenes occurring within the city. The unit is also responsible for analyzing all reports of criminal activity occurring in the city in order to identify specific crime trends and forecast the probable locations of future crime. Unit members also regulate pawn shops, second hand dealers and monitor the internet to identify sex offenders.

Service Level Adjustments:

Participation in the Safe Streets Taskforce was suspended and the detective was re-assigned to a vacant position within the department. The unit is also reduced by another position as a detective was re-assigned to a vacant position in the Uniform Patrol Division.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-4107-521.12-10	REGULAR WAGES	766,648	746,706	756,819	629,110
001-4107-521.14-10	OVERTIME WAGES	23,390	17,708	51,904	30,000
001-4107-521.15-10	INCENTIVE	20,886	20,578	14,100	12,533
001-4107-521.15-40	LONGEVITY	10,268	8,204	-	-
001-4107-521.15-50	MERIT BONUS	5,127	-	-	-
001-4107-521.21-10	FICA TAXES	60,695	57,196	53,214	45,255
001-4107-521.22-10	PENSION	2,564	2,414	2,121	-
001-4107-521.22-11	POLICE PENSION	128,879	155,124	201,084	202,250
001-4107-521.22-20	ICMA CITY CONTRIBUTION	8,066	5,434	5,163	4,878
001-4107-521.23-10	GROUP HEALTH/DENTAL	110,916	105,190	100,477	90,093
001-4107-521.23-11	LIFE INSURANCE	1,624	1,591	1,647	1,369
001-4107-521.23-12	AD&D INSURANCE	180	176	182	152
001-4107-521.23-13	DISABILITY INSURANCE	1,807	1,767	1,828	1,521
001-4107-521.24-10	WORKER'S COMPENSATION	22,234	18,346	18,067	16,002
001-4107-521.25-10	UNEMPLOYMENT COMPENSATION	130	128	132	112
001-4107-521.31-60	PROFESSIONAL SERVICES	2,570	2,159	2,800	2,800
001-4107-521.40-10	TRAVEL & TRAINING	567	-	500	500
001-4107-521.41-20	CELL PHONES/BEEPERS	4,997	3,765	8,454	6,792
001-4107-521.42-10	POSTAGE & FREIGHT	656	531	1,000	900
001-4107-521.44-60	VEHICLE RENTAL	37,955	40,722	38,150	41,119
001-4107-521.44-62	EXCESS VEH. RENTAL ADJUST	(29,317)	(23,736)	(22,494)	(22,705)
001-4107-521.45-10	GENERAL LIABILITY	24,139	24,180	24,657	23,110
001-4107-521.45-11	RISK MGMT OPERATIONS	3,676	3,778	3,920	2,940
001-4107-521.45-30	VEHICLE INSURANCE	8,569	9,288	8,488	9,494
001-4107-521.46-10	MAINTENANCE CONTRACTS	9,987	14,867	14,153	4,255
001-4107-521.46-40	EQUIPMENT MAINTENANCE	58	-	-	-
001-4107-521.46-50	VEHICLE MAINTENANCE	21,813	12,181	14,454	19,116
001-4107-521.46-60	FLEET MAINT. OVERHEAD	4,945	2,492	5,043	3,362
001-4107-521.46-70	OTHER MAINTENANCE	-	-	-	1,900
001-4107-521.47-10	PRINTING & BINDING	-	-	100	-
001-4107-521.47-20	PHOTOGRAPHY	7,097	298	400	400
001-4107-521.47-30	COPIER	-	-	-	4,513
001-4107-521.49-30	INFORMER FEES	-	1,000	1,500	1,000
001-4107-521.52-10	GENERAL OPERATING SUPPLY	5,774	4,664	6,970	5,000
001-4107-521.52-20	FUEL	14,060	20,922	19,305	21,422
001-4107-521.52-70	CLOTHING	7,335	6,960	7,200	16,450
001-4107-521.52-90	EQUIPMENT UNDER $1,000	3,585	1,209	1,080	900
001-4107-521.54-10	BOOKS & PERIODICALS	515	529	387	350
001-4107-521.54-20	MEMBERSHIPS	160	160	235	285
001-4107-521.66-20	SOFTWARE	2,786	-	-	-
	Total	**1,295,341**	**1,266,531**	**1,343,040**	**1,177,178**

Street Crimes Unit

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	643,753	674,722	638,508	750,742
Operating Expenses	99,838	104,396	124,184	118,417
Capital Outlay	1,625	-	-	-
Total	**$ 745,216**	**$ 779,118**	**$ 762,692**	**$ 869,159**
No. of Positions				
Full-time	7	7	7	8
Part-time	-	-	-	-
Seasonal	-			
Total	**7**	**7**	**7**	**8**
FTE's	**7**	**7**	**7**	**8**

Program Summary:

The primary objective of the Special Investigations Unit is to take a proactive approach to identify and address crimes occurring within the city limits as it relates to street level drug dealing, prostitution and other sex related crimes, alcoholic beverages, tobacco and crime trends identified through crime analysis and DDACTS. The secondary objective of the unit is the gathering and dissemination of intelligence information relating to individuals or groups known or suspected of being involved with these categories of criminal activity. Unit officers follow up on suspected violations reported by citizens and uniformed patrol officers. They also initiate their own investigations from personal observations and from the information provided to them from confidential sources.

Service Level Adjustments:

Participation in the Drug Enforcement Administration Taskforce was suspended and the officer was reassigned to a vacant position within another unit of the department. Two officers from other units within the department were re-assigned to the Street Crime Unit which is a part of this program. There are 8 available full time positions in the FY 12 budget.

The name of this program has been changed to the Street Crimes Unit as a result of the department re-organization.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-4108-521.12-10	REGULAR WAGES	386,104	392,887	361,720	406,620
001-4108-521.14-10	OVERTIME WAGES	57,403	53,171	65,575	70,873
001-4108-521.15-10	INCENTIVE	16,182	15,176	10,481	10,767
001-4108-521.15-40	LONGEVITY	2,356	2,313	-	-
001-4108-521.21-10	FICA TAXES	31,649	31,970	25,114	28,191
001-4108-521.22-11	POLICE PENSION	76,879	108,740	109,308	154,401
001-4108-521.22-20	ICMA CITY CONTRIBUTION	2,167	1,636	1,324	1,495
001-4108-521.23-10	GROUP HEALTH/DENTAL	57,350	57,426	54,103	65,522
001-4108-521.23-11	LIFE INSURANCE	802	784	791	888
001-4108-521.23-12	AD&D INSURANCE	89	87	88	98
001-4108-521.23-13	DISABILITY INSURANCE	892	871	878	987
001-4108-521.24-10	WORKER'S COMPENSATION	11,809	9,591	9,055	10,819
001-4108-521.25-10	UNEMPLOYMENT COMPENSATION	71	70	71	81
001-4108-521.31-60	PROFESSIONAL SERVICES	-	-	200	-
001-4108-521.40-10	TRAVEL & TRAINING	12,942	7,915	10,600	8,600
001-4108-521.41-15	TELEPHONE EQUIPMENT	3,515	3,172	3,517	3,225
001-4108-521.41-16	AIRCARDS	344	522	600	600
001-4108-521.41-20	CELL PHONES/BEEPERS	1,961	1,519	3,216	1,752
001-4108-521.42-10	POSTAGE & FREIGHT	154	46	200	300
001-4108-521.44-40	OUTSIDE VEHICLE RENTAL	15,747	15,338	17,280	17,280
001-4108-521.44-60	VEHICLE RENTAL	19,387	22,496	14,761	17,729
001-4108-521.44-62	EXCESS VEH. RENTAL ADJUST	(14,975)	(13,112)	(8,703)	(9,790)
001-4108-521.45-10	GENERAL LIABILITY	12,419	11,862	11,785	14,937
001-4108-521.45-11	RISK MGMT OPERATIONS	1,891	1,853	1,874	1,901
001-4108-521.45-30	VEHICLE INSURANCE	4,674	5,418	3,858	4,747
001-4108-521.46-10	MAINTENANCE CONTRACTS	215	159	6,140	5,950
001-4108-521.46-40	EQUIPMENT MAINTENANCE	380	-	1,000	500
001-4108-521.46-50	VEHICLE MAINTENANCE	13,492	10,715	12,387	13,612
001-4108-521.46-60	FLEET MAINT. OVERHEAD	2,476	1,248	4,322	2,394
001-4108-521.47-10	PRINTING & BINDING	-	-	100	100
001-4108-521.47-30	COPIER	-	-	-	349
001-4108-521.49-30	INFORMER FEES	5,000	8,452	8,000	5,000
001-4108-521.52-10	GENERAL OPERATING SUPPLY	3,307	5,812	5,040	4,600
001-4108-521.52-20	FUEL	9,272	12,330	16,075	10,261
001-4108-521.52-70	CLOTHING	3,690	3,899	4,380	8,050
001-4108-521.52-90	EQUIPMENT UNDER $1,000	3,617	4,111	7,030	5,800
001-4108-521.54-10	BOOKS & PERIODICALS	230	241	122	120
001-4108-521.54-20	MEMBERSHIPS	100	400	400	400
001-4108-521.66-20	SOFTWARE	1,625	-	-	-
	Total	**745,216**	**779,118**	**762,692**	**869,159**

Community Policing

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	945,470	624,551	675,319	741,407
Operating Expenses	124,694	106,149	110,298	113,190
Capital Outlay	9,713	-	-	-
Total	**$ 1,079,877**	**$ 730,700**	**$ 785,617**	**$ 854,597**
No. of Positions				
Full-time	11	7	7	8
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**11**	**7**	**7**	**8**
FTE's	**12**	**7**	**7**	**8**

Program Summary:

One of the Community Services Unit's primary functions is the promotion of safe neighborhoods and schools. Another is to assist the various schools, residential and business populations with the development of cooperative crime prevention endeavors. Unit officers handle the School Resource Program, Fantastic Foundations Elementary Curriculum, Neighborhood Watch, Business Watch, Personal Safety, Reading to Children in Pre-school, Firearm Safety, Ride-Along, Police Explorer, Student Intern, Volunteer and Police Chaplain programs. Unit supervisors manage the Professional Standards, Officer Recruitment and Selection, In-Service Training and Accreditation programs, and serve as the Department's Media, Public Information and Public Relations Officers.

Service Level Adjustments:

A police officer position from within the Department was re-assigned to this program.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-4110-521.12-10	REGULAR WAGES	657,585	402,118	417,665	447,514
001-4110-521.14-10	OVERTIME WAGES	8,821	4,314	27,000	27,000
001-4110-521.15-10	INCENTIVE	17,787	13,963	8,545	8,545
001-4110-521.15-40	LONGEVITY	11,467	4,729	-	-
001-4110-521.15-50	MERIT BONUS	3,599	-	-	-
001-4110-521.21-10	FICA TAXES	51,765	32,619	28,890	30,981
001-4110-521.22-11	POLICE PENSION	91,383	98,279	125,166	146,288
001-4110-521.22-20	ICMA CITY CONTRIBUTION	8,140	1,675	1,495	1,495
001-4110-521.23-10	GROUP HEALTH/DENTAL	75,081	54,699	54,103	65,522
001-4110-521.23-11	LIFE INSURANCE	1,197	845	908	973
001-4110-521.23-12	AD&D INSURANCE	133	93	100	108
001-4110-521.23-13	DISABILITY INSURANCE	1,333	938	1,008	1,081
001-4110-521.24-10	WORKER'S COMPENSATION	17,091	10,213	10,368	11,819
001-4110-521.25-10	UNEMPLOYMENT COMPENSATION	88	66	71	81
001-4110-521.41-15	TELEPHONE EQUIPMENT	3,800	3,370	3,762	3,491
001-4110-521.41-20	CELL PHONES/BEEPERS	4,565	2,453	2,016	1,872
001-4110-521.42-10	POSTAGE & FREIGHT	560	142	2,000	800
001-4110-521.44-60	VEHICLE RENTAL	35,978	42,776	26,919	29,898
001-4110-521.44-62	EXCESS VEH. RENTAL ADJUST	(27,790)	(24,933)	(15,872)	(16,510)
001-4110-521.45-10	GENERAL LIABILITY	24,799	13,379	13,608	16,439
001-4110-521.45-11	RISK MGMT OPERATIONS	3,777	2,090	2,164	2,092
001-4110-521.45-30	VEHICLE INSURANCE	8,569	10,062	6,173	6,329
001-4110-521.46-10	MAINTENANCE CONTRACTS	7,321	1,921	1,200	8,160
001-4110-521.46-40	EQUIPMENT MAINTENANCE	2,653	-	1,500	2,000
001-4110-521.46-50	VEHICLE MAINTENANCE	13,042	13,358	15,172	14,845
001-4110-521.46-60	FLEET MAINT. OVERHEAD	6,637	3,645	5,294	2,611
001-4110-521.46-70	OTHER MAINTENANCE	-	-	-	1,200
001-4110-521.47-10	PRINTING & BINDING	-	1,188	4,800	3,800
001-4110-521.47-30	COPIER	-	(76)	-	4,513
001-4110-521.48-10	PROMOTIONAL ACTIVITIES	3,424	3,817	5,000	4,800
001-4110-521.52-10	GENERAL OPERATING SUPPLY	3,517	2,706	3,400	2,800
001-4110-521.52-20	FUEL	8,336	10,284	8,910	12,120
001-4110-521.52-70	CLOTHING	16,565	18,058	23,095	10,795
001-4110-521.52-90	EQUIPMENT UNDER $1,000	8,304	1,790	730	820
001-4110-521.54-10	BOOKS & PERIODICALS	357	79	222	115
001-4110-521.54-20	MEMBERSHIPS	280	40	205	200
001-4110-521.64-50	MACHINERY & EQUIPMENT	6,927	-	-	-
001-4110-521.66-20	SOFTWARE	2,786	-	-	-
	Total	**1,079,877**	**730,700**	**785,617**	**854,597**

Emergency Communications

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	913,358	860,848	901,874	892,363
Operating Expenses	106,277	107,059	126,627	122,380
Capital Outlay	5,107	-	-	-
Total	**$ 1,024,742**	**$ 967,907**	**$ 1,028,501**	**$ 1,014,743**
No. of Positions				
Full-time	17	17	17	17
Part-time	5	3	3	2
Seasonal	-			
Total	**22**	**20**	**20**	**19**
FTE's	**19.5**	**18.5**	**18.5**	**18.0**

Program Summary:

The Emergency Communications Unit is responsible for providing immediate, accurate and comprehensive dispatching in response to emergency 9-1-1 calls and non-emergency requests for police and fire/emergency medical services. Operators search and obtain information from the Florida and National Criminal Justice Networks to assist in the apprehension of wanted offenders and the recovery of stolen property. Unit personnel utilize a Computer Aided Dispatch (CAD) System and an 800 Megahertz P25 Digital Radio Communication Network to respond to all such requests by dispatching the required assistance in a timely manner. The Communications Manager coordinates all of the handheld and mobile radio maintenance and repairs for all of the City personnel that are assigned a radio unit. A City-owned 28-foot mobile command vehicle is available to the personnel for receiving calls for service and for directly dispatching from the scene of a man-made or a natural disaster or from the location of a special event.

Service Level Adjustments:

The staffing level of this unit has decreased by one part-time position. The level of service being provided to the officers and community will not be impacted as this unit has a minimum staffing requirement.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-4111-525.12-10	REGULAR WAGES	546,626	574,332	602,427	603,340
001-4111-525.13-10	OTHER SAL/PART TIME	12,913	4,712	47,367	21,578
001-4111-525.14-10	OVERTIME WAGES	109,255	57,319	37,000	37,000
001-4111-525.15-40	LONGEVITY	1,053	657	-	-
001-4111-525.21-10	FICA TAXES	48,182	45,267	44,137	45,120
001-4111-525.22-10	PENSION	53,478	36,812	42,054	41,954
001-4111-525.22-20	ICMA CITY CONTRIBUTION	1,665	1,132	1,127	1,127
001-4111-525.23-10	GROUP HEALTH/DENTAL	135,922	136,560	123,664	139,235
001-4111-525.23-11	LIFE INSURANCE	1,225	1,268	1,257	1,317
001-4111-525.23-12	AD&D INSURANCE	135	140	138	146
001-4111-525.23-13	DISABILITY INSURANCE	1,364	1,408	1,396	1,461
001-4111-525.24-10	WORKER'S COMPENSATION	1,361	1,069	1,114	1,095
001-4111-525.25-10	UNEMPLOYMENT COMPENSATION	179	172	193	193
001-4111-525.40-20	CAR ALLOWANCE	1,205	1,159	1,203	-
001-4111-525.41-15	TELEPHONE - EQUIP CHGS	48,008	49,183	49,013	45,095
001-4111-525.41-20	CELL PHONES/BEEPERS	1,261	929	1,284	1,176
001-4111-525.42-10	POSTAGE & FREIGHT	9	9	50	50
001-4111-525.45-10	GENERAL LIABILITY	23,017	19,584	19,627	21,985
001-4111-525.45-11	RISK MGMT OPERATIONS	3,505	3,060	3,121	2,797
001-4111-525.46-10	MAINTENANCE CONTRACTS	8,735	8,392	27,005	27,921
001-4111-525.46-40	EQUIPMENT MAINTENANCE	9,299	15,636	6,000	7,500
001-4111-525.47-10	PRINTING & BINDING	-	-	200	-
001-4111-525.47-30	COPIER	-	-	-	1,327
001-4111-525.51-20	OFFICE EQUIP UNDER $1,000	-	180	2,100	2,100
001-4111-525.52-10	GENERAL OPERATING SUPPLY	3,867	1,691	3,340	2,425
001-4111-525.52-70	CLOTHING	5,389	4,796	7,250	3,250
001-4111-525.52-90	EQUIPMENT UNDER $1,000	1,507	1,440	4,830	3,930
001-4111-525.54-10	BOOKS & PERIODICALS	178	178	631	631
001-4111-525.54-20	MEMBERSHIPS	297	822	973	990
001-4111-525.66-20	SOFTWARE	5,107	-	-	-
	Total	**1,024,742**	**967,907**	**1,028,501**	**1,014,743**

HIDTA Grant Program

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	83,182	22,664	-	9,930
Operating Expenses	655,184	810,965	675,000	755,000
Capital Outlay	-	53,389	-	-
Total	**$ 738,366**	**$ 887,018**	**$ 675,000**	**$ 764,930**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	**-**	-	-	-

Program Summary:

HIDTA (High Intensity Drug Trafficking Area) is a federally grant funded drug task force . The City contributes one officer to the program and is reimbursed on an annual basis for all expenditures.

Service Level Adjustments:

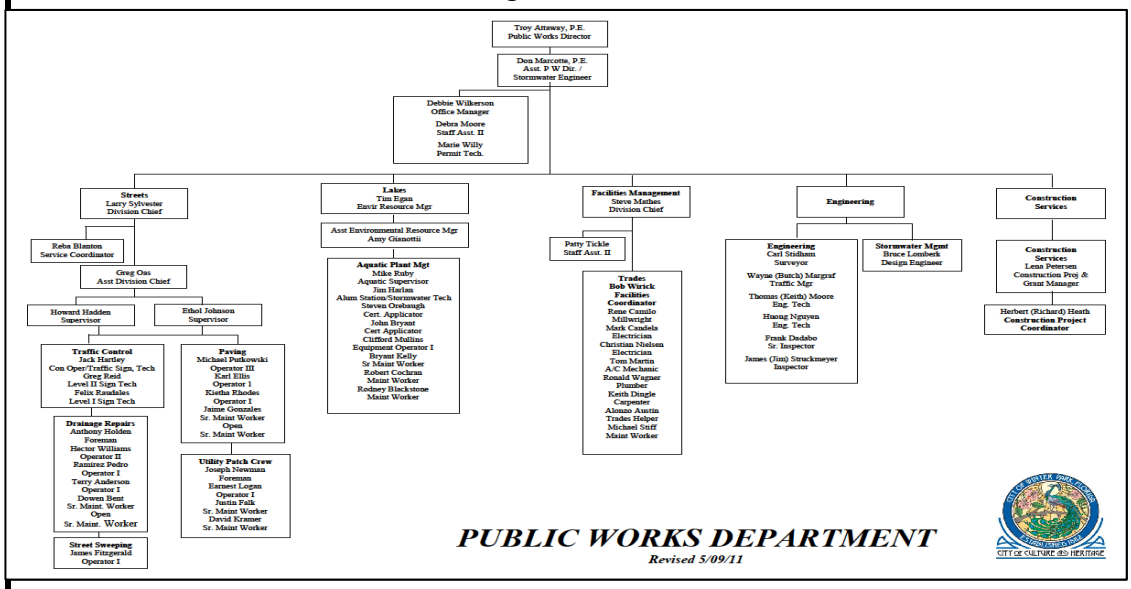
This program will not be impacted in any way by the requested budget reductions as this program is grant funded with all expenditures being reimbursed to the city.

public works

Public Works Department

Mission: To provide our community with the highest quality cost efficient public service through planning, engineering, construction and maintenance of all City streets, sidewalks, parking lots, facilities, storm water collection systems, streetlights, traffic signals, lakes and other related public infrastructure.

Organizational Chart



Key Performance Indicators

Indicator	Actual FY 10	YTD FY 11	Goal FY 12
Average lake clarity (long term goal is 3 meters)	2.6	2.5	2.6
% of streets meeting or exceeding PASER 5 condition rating condition rating	85%	85%	85%
Construct new sidewalk (feet)	260	500	1000

Public Works Administration

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	272,195	268,255	262,036	263,752
Operating Expenses	32,596	32,619	28,855	29,393
Capital Outlay	1,393	-	-	-
Total	**$ 306,184**	**$ 300,874**	**$ 290,891**	**$ 293,145**
No. of Positions				
Full-time	3	3	3	3
Part-time	-			
Seasonal	-			
Total	**3**	**3**	**3**	**3**
FTE's	**3**	**3**	**3**	**3**

Program Summary:

This Division provides for overall administrative direction and managerial functions for Engineering, Construction Management, Streets, Lakes, and Facilities Manintenance in order to facilitate the effective delivery of services.

Service Level Adjustments:

None

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-3101-539.12-10	REGULAR WAGES	202,655	204,569	204,303	207,612
001-3101-539.14-10	OVERTIME WAGES	67	79	-	-
001-3101-539.15-40	LONGEVITY	2,022	1,260	-	-
001-3101-539.15-50	MERIT BONUS	879	-	-	-
001-3101-539.21-10	FICA TAXES	14,447	14,173	14,404	14,340
001-3101-539.22-10	PENSION	18,347	17,050	14,262	14,781
001-3101-539.22-20	ICMA CITY CONTRIBUTION	3,565	2,413	2,401	2,401
001-3101-539.23-10	GROUP HEALTH/DENTAL	26,002	25,182	23,187	24,570
001-3101-539.23-11	LIFE INSURANCE	440	444	444	444
001-3101-539.23-12	AD&D INSURANCE	49	49	49	49
001-3101-539.23-13	DISABILITY INSURANCE	490	494	494	494
001-3101-539.24-10	WORKER'S COMPENSATION	3,201	2,511	2,462	2,340
001-3101-539.25-10	UNEMPLOYMENT COMPENSATION	31	31	30	30
001-3101-539.34-40	CONTRACTUAL SERVICE	386	1,561	100	-
001-3101-539.40-10	TRAVEL & TRAINING	1,193	1,340	900	880
001-3101-539.40-20	CAR ALLOWANCE	3,313	3,186	3,309	-
001-3101-539.41-15	TELEPHONE - EQUIP CHGS	10,203	9,945	10,138	8,817
001-3101-539.41-16	AIRCARDS	-	80	-	40
001-3101-539.41-20	CELL PHONES/BEEPERS	946	945	960	700
001-3101-539.42-10	POSTAGE & FREIGHT	62	73	25	25
001-3101-539.45-10	GENERAL LIABILITY	6,801	6,557	6,656	7,505
001-3101-539.45-11	RISK MGMT OPERATIONS	1,036	1,024	1,058	955
001-3101-539.45-40	OTHER INSURANCE	3,500	3,500	2,500	2,500
001-3101-539.47-10	PRINTING & BINDING	172	-	-	-
001-3101-539.47-30	COPIER	138	12	50	1,503
001-3101-539.51-20	OFFICE EQUIP UNDER $1,000	611	85	-	-
001-3101-539.52-10	GENERAL OPERATING SUPPLY	3,509	3,665	2,500	2,500
001-3101-539.54-20	MEMBERSHIPS	726	646	659	659
001-3101-539.66-20	SOFTWARE	1,393	-	-	-
	Total	**306,184**	**300,874**	**290,891**	**293,145**

Engineering

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	735,343	724,366	621,631	665,605
Operating Expenses	81,233	80,375	90,412	85,836
Capital Outlay	2,089	-	-	-
Total	**$ 818,665**	**$ 804,741**	**$ 712,043**	**$ 751,441**
No. of Positions				
Full-time	9	9	9	9
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**9**	**9**	**9**	**9**
FTE's	**9**	**9**	**9**	**9**

Program Summary:

The Engineering Division provides technical expertise and contract administration in the planning, design, implementation and inspection of city projects. It also maintains official technical records, reviews all residential and commercial site plans and investigates complaints concerning roads and City rights-of-way. It performs surveys, maintains plats, provides field inspections, ascertains fees, and provides engineering services as required. In addition, this division prepares design contract bid packages for Capital Improvements Projects, Operations and Maintenance programs; issues and/or obtains various permits as required by Federal, State, County and City directives; and maintains all City records pertaining to real property and facilities.

Service Level Adjustments:

None

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-3112-539.12-10	REGULAR WAGES	534,236	539,740	460,438	506,721
001-3112-539.13-10	PART TIME/TEMPORARY	478	2,759	-	-
001-3112-539.14-10	OVERTIME WAGES	41	128	-	-
001-3112-539.15-40	LONGEVITY	7,881	4,725	-	-
001-3112-539.15-50	MERIT BONUS	4,282	-	-	-
001-3112-539.21-10	FICA TAXES	40,261	39,967	39,231	36,577
001-3112-539.22-10	PENSION	50,392	46,378	37,518	35,470
001-3112-539.22-20	ICMA CITY CONTRIBUTION	10,021	6,823	6,790	5,444
001-3112-539.23-10	GROUP HEALTH/DENTAL	78,006	75,547	69,561	73,712
001-3112-539.23-11	LIFE INSURANCE	1,157	1,169	1,168	1,103
001-3112-539.23-12	AD&D INSURANCE	129	129	129	122
001-3112-539.23-13	DISABILITY INSURANCE	1,288	1,298	1,297	1,225
001-3112-539.24-10	WORKER'S COMPENSATION	7,077	5,607	5,408	5,140
001-3112-539.25-10	UNEMPLOYMENT COMPENSATION	94	96	91	91
001-3112-539.34-40	CONTRACTUAL SERVICE	6,598	14,152	20,000	7,500
001-3112-539.40-10	TRAVEL & TRAINING	1,873	888	1,000	600
001-3112-539.41-15	TELEPHONE - EQUIP CHGS	6,433	5,832	7,147	6,159
001-3112-539.41-16	AIRCARDS	-	777	-	800
001-3112-539.41-20	CELL PHONES/BEEPERS	4,660	3,386	2,880	3,600
001-3112-539.42-10	POSTAGE & FREIGHT	668	289	-	200
001-3112-539.44-60	VEHICLE RENTAL	23,387	20,251	22,487	24,967
001-3112-539.44-62	EXCESS VEH. RENTAL ADJUST	(18,065)	(11,804)	(13,259)	(13,787)
001-3112-539.45-10	GENERAL LIABILITY	18,930	17,259	17,510	18,614
001-3112-539.45-11	RISK MGMT OPERATIONS	2,883	2,696	2,784	2,368
001-3112-539.45-30	VEHICLE INSURANCE	6,232	5,418	6,173	6,329
001-3112-539.46-50	VEHICLE MAINTENANCE	7,734	3,824	6,930	6,499
001-3112-539.46-60	FLEET MAINT. OVERHEAD	3,108	1,566	2,709	1,143
001-3112-539.47-10	PRINTING & BINDING	413	528	-	200
001-3112-539.47-20	PHOTOGRAPHY	213	-	-	-
001-3112-539.47-30	COPIER	-	62	-	1,503
001-3112-539.47-40	OTHER REPRODUCTION	10	7	-	-
001-3112-539.49-50	OTHER CURRENT CHARGES	(54)	118	-	-
001-3112-539.51-20	OFFICE EQUIP UNDER $1,000	806	271	500	-
001-3112-539.52-10	GENERAL OPERATING SUPPLY	8,656	6,761	7,500	6,500
001-3112-539.52-20	FUEL	4,293	7,020	5,251	11,691
001-3112-539.52-70	CLOTHING	495	426	300	150
001-3112-539.52-90	EQUIPMENT UNDER $1,000	452	60	100	-
001-3112-539.54-20	MEMBERSHIPS	1,508	588	400	800
001-3112-539.66-20	SOFTWARE	2,089	-	-	-
	Total	**818,665**	**804,741**	**712,043**	**751,441**

Streets Administration

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	224,092	220,526	214,112	215,469
Operating Expenses	47,297	31,854	38,268	35,990
Capital Outlay	1,393	-	-	-
Total	**$ 272,782**	**$ 252,380**	**$ 252,380**	**$ 251,459**
No. of Positions				
Full-time	3	3	3	3
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**3**	**3**	**3**	**3**
FTE's	**3**	**3**	**3**	**3**

Program Summary:

Streets Administration oversees the daily operations of the Streets division. Coordination is performed for all Street Paving, Asphalt Repairs, Storm Drain maintained, repairs and new installations, and emergency and minor Concrete repairs and maintenance. Admin oversees divisions Traffic Control operations with Signs & Markings, and Signal Maintenance & Inspections.

Service Level Adjustments:

None

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-3102-541.12-10	REGULAR WAGES	155,761	158,879	158,631	158,631
001-3102-541.14-10	OVERTIME WAGES	938	541	500	500
001-3102-541.15-40	LONGEVITY	2,327	1,388	-	-
001-3102-541.15-50	MERIT BONUS	884	-	-	-
001-3102-541.21-10	FICA TAXES	11,592	11,563	11,401	11,347
001-3102-541.22-10	PENSION	14,739	13,543	11,074	11,104
001-3102-541.22-20	ICMA CITY CONTRIBUTION	1,992	1,335	1,329	1,329
001-3102-541.23-10	GROUP HEALTH/DENTAL	26,002	25,182	23,187	24,570
001-3102-541.23-11	LIFE INSURANCE	341	347	346	346
001-3102-541.23-12	AD&D INSURANCE	38	39	39	39
001-3102-541.23-13	DISABIITY INSURANCE	379	385	385	385
001-3102-541.24-10	WORKER'S COMPENSATION	9,068	7,293	7,190	7,188
001-3102-541.25-10	UNEMPLOYMENT COMPENSATION	31	31	30	30
001-3102-541.34-40	CONTRACTUAL SERVICE	3,888	1,925	4,000	2,000
001-3102-541.34-90	MOTOROLA RADIOS	-	55	-	-
001-3102-541.40-10	TRAVEL & TRAINING	604	1,152	2,000	2,000
001-3102-541.41-15	TELEPHONE - EQUIP CHGS	1,520	1,348	1,085	1,397
001-3102-541.41-20	CELL PHONES/BEEPERS	3,199	3,335	3,280	3,300
001-3102-541.42-10	POSTAGE & FREIGHT	11	4	25	25
001-3102-541.44-60	VEHICLE RENTAL	14,822	12,371	12,371	12,371
001-3102-541.44-62	EXCESS VEH. RENTAL ADJUST	(11,449)	(7,211)	(7,294)	(6,831)
001-3102-541.45-10	GENERAL LIABILITY	5,240	5,094	5,168	5,827
001-3102-541.45-11	RISK MGMT OPERATIONS	798	796	822	741
001-3102-541.45-30	VEHICLE INSURANCE	3,116	2,322	2,315	2,373
001-3102-541.46-10	MAINTENANCE CONTRACTS	6	6	-	-
001-3102-541.46-50	VEHICLE MAINTENANCE	1,723	2,465	2,755	2,355
001-3102-541.46-60	FLEET MAINT. OVERHEAD	3,149	1,587	961	414
001-3102-541.47-10	PRINTING & BINDING	87	47	100	100
001-3102-541.47-30	COPIER	3,215	3,337	2,910	-
001-3102-541.51-20	OFFICE EQUIP UNDER $1,000	249	-	-	-
001-3102-541.52-10	GENERAL OPERATING SUPPLY	10,181	(2,295)	1,200	1,200
001-3102-541.52-20	FUEL	3,305	3,306	3,870	6,118
001-3102-541.52-70	CLOTHING	2,227	2,020	2,200	2,400
001-3102-541.52-90	EQUIPMENT UNDER $1,000	848	-	-	-
001-3102-541.54-20	MEMBERSHIPS	558	190	500	200
001-3102-541.66-20	SOFTWARE	1,393	-	-	-
	Total	**272,782**	**252,380**	**252,380**	**251,459**

Traffic Control

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	106,743	134,104	157,840	159,814
Operating Expenses	202,701	237,011	141,158	166,651
Capital Outlay	-	-	-	-
Total	**$ 309,444**	**$ 371,115**	**$ 298,998**	**$ 326,465**
No. of Positions				
Full-time	2	2	3	3
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**2**	**2**	**3**	**3**
FTE's	**2**	**2**	**3**	**3**

Program Summary:

Traffic Control is responsible for providing routine and systematic maintenance of all traffic control devices within the city limits. In-house staff handles most repairs, installations, and maintenance of traffic signals, traffic signs, and pavement markings. Contracted personnel are on call twenty-four hours every day to respond for emergency repairs. Traffic Control also provides Maintenance of Traffic (MOT) plans for many in-house construction projects to safely and efficiently guide vehicles and pedestrians around workzones.

In accordance with State and Federal guidelines, 49 signalized intersections and 8 flashing signalized school zones are in place to ensure the safe and timely movement of pedestrians, cyclists, and motorized vehicles throughout the City. These signals and school zones are inspected routinely by in-house staff.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-3103-541.12-10	REGULAR WAGES	70,248	86,979	106,195	106,195
001-3103-541.14-10	OVERTIME WAGES	3,441	6,185	8,000	7,500
001-3103-541.15-10	INCENTIVE	-	940	-	-
001-3103-541.21-10	FICA TAXES	5,074	6,723	7,468	7,363
001-3103-541.22-10	PENSION	6,367	7,141	7,413	7,434
001-3103-541.23-10	GROUP HEALTH/DENTAL	17,335	21,422	23,187	24,570
001-3103-541.23-11	LIFE INSURANCE	154	197	232	232
001-3103-541.23-12	AD&D INSURANCE	17	22	26	26
001-3103-541.23-13	DISABIITY INSURANCE	172	218	258	258
001-3103-541.24-10	WORKER'S COMPENSATION	3,915	4,251	5,031	6,206
001-3103-541.25-10	UNEMPLOYMENT COMPENSATION	20	26	30	30
001-3103-541.34-40	CONTRACTUAL SERVICE	104,458	102,420	20,000	20,000
001-3103-541.34-90	MOTOROLA RADIOS	690	-	-	-
001-3103-541.40-10	TRAVEL & TRAINING	1,584	941	2,500	2,200
001-3103-541.41-15	TELEPHONE - EQUIP CHGS	1,666	1,823	2,491	1,564
001-3103-541.41-16	AIRCARDS	-	206	-	480
001-3103-541.41-20	CELL PHONES/BEEPERS	919	315	1,200	720
001-3103-541.42-10	POSTAGE & FREIGHT	1	44	-	-
001-3103-541.43-70	ELECTRICITY	59,568	62,023	61,000	62,220
001-3103-541.44-60	VEHICLE RENTAL	5,983	47,372	5,983	12,487
001-3103-541.44-62	EXCESS VEH. RENTAL ADJUST	(4,621)	(3,487)	(3,528)	(6,895)
001-3103-541.45-10	GENERAL LIABILITY	2,363	2,293	3,460	3,901
001-3103-541.45-11	RISK MGMT OPERATIONS	360	358	550	496
001-3103-541.45-30	VEHICLE INSURANCE	779	774	772	1,582
001-3103-541.46-50	VEHICLE MAINTENANCE	2,299	2,981	2,298	2,930
001-3103-541.46-60	FLEET MAINT. OVERHEAD	952	480	802	515
001-3103-541.52-10	GENERAL OPERATING SUPPLY	23,639	15,969	40,000	55,000
001-3103-541.52-20	FUEL	1,488	1,841	2,330	7,851
001-3103-541.52-70	CLOTHING	573	658	1,000	1,300
001-3103-541.54-20	MEMBERSHIPS	-	-	300	300
	Total	**309,444**	**371,115**	**298,998**	**326,465**

Sidewalks/Bike Paths/Curbs

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	-	-	-	-
Operating Expenses	192,087	207,331	340,000	330,000
Capital Outlay	-	-	-	-
Total	**$ 192,087**	**$ 207,331**	**$ 340,000**	**$ 330,000**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	**-**	-	-	-

Program Summary:

Work is performed using contractors under direct City staff supervision. This program provides for the construction and maintenance of sidewalks, curbs, and curb cut ramps within the City in order to meet Americans with Disabilities Act (ADA) criteria and to safely and efficiently move pedestrians, and young or unskilled cyclists.

The City currently has an inventory of over 156 miles of concrete sidewalk, 150 miles of concrete curb, and over 500 wheelchair accessible curb cut ramps.

Service Level Adjustments:

Funds proposed herein will provide maintenance of existing sidewalks and 1/2 mile of new sidewalks and 3/4 mile of new /replacement curbing.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-3105-541.34-40	CONTRACTUAL SERVICE	133,887	112,558	150,000	150,000
001-3105-541.42-10	POSTAGE & FREIGHT	2	-	-	-
001-3105-541.53-40	OTHER ROAD MATERIALS	58,198	94,773	190,000	180,000
	Total	**192,087**	**207,331**	**340,000**	**330,000**

Street Lighting

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	-	-	-	-
Operating Expens	414,469	451,053	445,000	453,900
Capital Outlay	-	-	-	-
Total	**414,469**	**$ 451,053**	**$ 445,000**	**$ 453,900**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	**-**	-	-	-

Program Summary:

This funding supports approximately 7000 street lights, energy and maintenance citywide.

Service Level Adjustments:

None

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-3107-541.43-50	ELECTRICITY-STREET LIGHTS	414,469	451,053	445,000	453,900
	Total	**414,469**	**451,053**	**445,000**	**453,900**

Refuse Service

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	-	-	-	-
Operating Expenses	1,711,276	1,834,226	1,860,000	1,860,000
Capital Outlay	-	-	-	-
Total	**$ 1,711,276**	**$ 1,834,226**	**$ 1,860,000**	**$ 1,860,000**
No. of Positions				
Full-time	-	-	-	-
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**-**	**-**	**-**	**-**
FTE's	**-**	-	-	-

Program Summary:

The City has contracted with Waste Pro to provide residnetial, commercial and construction waste services.

Service Level Adjustments:

None

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-3109-534.34-35	RECYCLING SERVICES	136,959	13,647	-	-
001-3109-534.34-40	CONTRACTUAL SERVICE	1,573,751	1,817,609	1,860,000	1,860,000
001-3109-534.34-41	SPECIAL PICK UP	566	2,970	-	-
	Total	**1,711,276**	**1,834,226**	**1,860,000**	**1,860,000**

Facilities Management

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	756,550	739,841	720,803	722,170
Operating Expenses	1,121,672	1,093,855	1,088,896	1,089,245
Capital Outlay	4,031	-	17,200	-
Total	**$ 1,882,253**	**$ 1,833,696**	**$ 1,826,899**	**$ 1,811,415**
No. of Positions				
Full-time	11	11	11	11
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**11**	**11**	**11**	**11**
FTE's	**11**	**11**	**11**	**11**

Program Summary:

The Facilities Management Division is responsible for maintaining 175 City owned buildings and/or structures (encompassing a total of 371,542 square feet), various parks & ball field structures, over 100 decorative street lights and service contracts. Maintenance includes but is not limited to: air conditioning, heating & refrigeration, carpentry, electrical, painting, and plumbing. Service contracts coordinated are for: boiler maintenance, chiller maintenance, cooling tower maintenance, elevator maintenance, fire alarm re-certification, fire extinguisher re-certification, fire sprinkler re-certification, janitorial at select buildings, lead trapping and removal (at the gun range), pest control, pool water quality, roll-up door maintenance, and security and CCTV systems.

Service Level Adjustments:

The only noticeable reduction in service is the reduction in overtime available. This means certain maintenance issues will not be addressed over weekend or nights if it can wait until normal business hours without creating a safety issue.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-3110-539.12-10	REGULAR WAGES	495,386	505,188	514,939	513,548
001-3110-539.14-10	OVERTIME WAGES	36,429	33,323	30,957	30,000
001-3110-539.15-40	LONGEVITY	7,614	4,493	-	-
001-3110-539.15-50	MERIT BONUS	6,493	-	-	-
001-3110-539.21-10	FICA TAXES	40,034	38,883	36,051	35,587
001-3110-539.22-10	PENSION	51,197	46,825	35,947	36,679
001-3110-539.22-20	ICMA CITY CONTRIBUTION	3,930	2,610	2,422	2,443
001-3110-539.23-10	GROUP HEALTH/DENTAL	96,005	92,643	85,019	90,093
001-3110-539.23-11	LIFE INSURANCE	1,119	1,124	1,122	1,113
001-3110-539.23-12	AD&D INSURANCE	124	124	124	123
001-3110-539.23-13	DISABILITY INSURANCE	1,245	1,248	1,247	1,237
001-3110-539.24-10	WORKER'S COMPENSATION	16,861	13,268	12,863	13,642
001-3110-539.25-10	UNEMPLOYMENT COMPENSATION	113	112	112	112
001-3110-539.34-10	PEST CONTROL	22,145	19,616	20,200	21,470
001-3110-539.34-20	SOLID WASTE DISPOSAL	2,871	-	-	-
001-3110-539.34-40	CONTRACTUAL SERVICE	295,888	276,669	284,480	316,360
001-3110-539.40-10	TRAVEL & TRAINING	3,859	1,709	2,500	2,200
001-3110-539.40-20	CAR ALLOWANCE	2,409	2,317	2,407	-
001-3110-539.41-15	TELEPHONE - EQUIP CHGS	7,275	6,709	8,537	6,679
001-3110-539.41-16	AIRCARDS	-	431	480	480
001-3110-539.41-20	CELL PHONES/BEEPERS	3,214	2,141	4,320	4,410
001-3110-539.42-10	POSTAGE & FREIGHT	197	346	100	100
001-3110-539.43-20	WATER	40,752	39,976	44,200	41,510
001-3110-539.43-40	GAS	5,158	6,769	6,740	5,000
001-3110-539.43-70	ELECTRICITY	514,838	508,710	505,000	471,850
001-3110-539.44-60	VEHICLE RENTAL	25,042	30,859	30,859	31,142
001-3110-539.44-62	EXCESS VEH. RENTAL ADJUST	(23,836)	(17,987)	(18,195)	(17,196)
001-3110-539.45-10	GENERAL LIABILITY	18,420	16,534	16,777	18,776
001-3110-539.45-11	RISK MGMT OPERATIONS	2,805	2,583	2,667	2,389
001-3110-539.45-30	VEHICLE INSURANCE	7,011	6,966	6,944	7,120
001-3110-539.46-20	BUILDING MAINTENANCE	102,756	90,017	84,700	88,000
001-3110-539.46-40	EQUIPMENT MAINTENANCE	237	608	750	500
001-3110-539.46-50	VEHICLE MAINTENANCE	5,654	5,715	5,338	6,393
001-3110-539.46-60	FLEET MAINT. OVERHEAD	2,618	1,319	2,141	1,124
001-3110-539.46-70	OTHER MAINTENANCE	23,825	36,051	20,000	20,000
001-3110-539.47-10	PRINTING & BINDING	627	-	-	-
001-3110-539.47-20	PHOTOGRAPHY	-	60	-	-
001-3110-539.47-30	COPIER	237	362	420	1,327
001-3110-539.52-10	GENERAL OPERATING SUPPLY	37,611	36,312	39,000	37,000
001-3110-539.52-20	FUEL	8,483	8,657	10,191	11,904
001-3110-539.52-60	JANITORIAL SUPPLIES	3,351	3,108	1,500	1,500
001-3110-539.52-70	CLOTHING	5,024	5,478	5,000	5,000
001-3110-539.52-90	EQUIPMENT UNDER $1,000	2,643	1,753	1,340	1,500
001-3110-539.54-10	BOOKS & PERIODICALS	558	67	500	300
001-3110-539.64-50	MACHINERY & EQUIPMENT	2,406	-	17,200	-
001-3110-539.66-20	SOFTWARE	1,625	-	-	-
	Total	**1,882,253**	**1,833,696**	**1,826,899**	**1,811,415**

Street Paving

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	286,020	343,666	339,294	322,662
Operating Expenses	477,952	598,713	414,309	451,336
Capital Outlay	-	-	-	-
Total	**$ 763,972**	**$ 942,379**	**$ 753,603**	**$ 773,998**
No. of Positions				
Full-time	5	6	6	6
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**5**	**6**	**6**	**6**
FTE's	**5**	**6**	**6**	**6**

Program Summary:

This division is responsible for the resurfacing of asphalt streets and repairing of brick streets throughout the City using in-house staff and equipment. The City of Winter Park has 117 miles of roads with heavy traffic flows on an aging infrastructure. Brick streets make up about 20 miles of roadway. The in-housing paving crew also handles milling and paving of City parking lots, new road base installation where needed.

Service Level Adjustments:

The proposed funding provides for repairing of 9 miles of City roads. Based on recent street condition inventories approximatley 6 miles of asphalt repaving will be performed with 3 miles of brick road rehab proposed. This maintains our current schedule of road repair of 9 miles per year.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
001-3115-541.12-10	REGULAR WAGES	184,876	229,347	238,683	219,795
001-3115-541.12-20	TEMPORARY SUPERVISOR	325	-	-	-
001-3115-541.14-10	OVERTIME WAGES	11,425	10,783	5,000	8,000
001-3115-541.15-10	INCENTIVE	700	1,200	-	-
001-3115-541.15-40	LONGEVITY	1,833	1,354	-	-
001-3115-541.15-50	MERIT BONUS	1,306	-	-	-
001-3115-541.21-10	FICA TAXES	13,744	16,753	16,257	15,216
001-3115-541.22-10	PENSION	18,435	19,602	16,662	15,386
001-3115-541.22-20	ICMA CITY CONTRIBUTION	1,716	1,153	1,148	1,148
001-3115-541.23-10	GROUP HEALTH/DENTAL	38,355	48,665	46,374	49,142
001-3115-541.23-11	LIFE INSURANCE	401	510	522	481
001-3115-541.23-12	AD&D INSURANCE	44	57	58	53
001-3115-541.23-13	DISABIITY INSURANCE	446	567	580	534
001-3115-541.24-10	WORKER'S COMPENSATION	12,369	13,616	13,949	12,846
001-3115-541.25-10	UNEMPLOYMENT COMPENSATION	45	59	61	61
001-3115-541.34-40	CONTRACTUAL SERVICE	13,687	42,215	40,000	50,000
001-3115-541.40-10	TRAVEL & TRAINING	-	6	-	-
001-3115-541.41-15	TELEPHONE - EQUIP CHGS	2,280	2,022	2,257	2,095
001-3115-541.41-20	CELL PHONES/BEEPERS	(120)	276	1,440	1,440
001-3115-541.45-10	GENERAL LIABILITY	7,884	6,678	7,776	8,074
001-3115-541.45-11	RISK MGMT OPERATIONS	1,201	1,043	1,236	1,027
001-3115-541.52-10	GENERAL OPERATING SUPPLY	2,264	806	1,900	1,900
001-3115-541.52-70	CLOTHING	1,548	1,588	1,700	1,800
001-3115-541.53-40	OTHER ROAD MATERIALS	449,208	544,079	358,000	385,000
	Total	**763,972**	**942,379**	**753,603**	**773,998**

Stormwater Administration

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	221,184	217,736	216,269	217,212
Operating Expenses	25,547	26,861	23,525	18,461
Capital Outlay	464	-	-	-
Total	**$ 247,195**	**$ 244,597**	**$ 239,794**	**$ 235,673**
No. of Positions				
Full-time	2	2	2	2
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**2**	**2**	**2**	**2**
FTE's	**2**	**2**	**2**	**2**

Program Summary:

The Stormwater Utility Administration Division coordinates the work with developers, engineers, regulatory agencies and private developments to assure conformance with the City's stormwater regulations. This division provides staff direction to develop specific plans and improvements to City stormwater and lake management systems and supervises the work of the City's Lakes Division and Stormwater Division maintenance crews to properly maintain these systems. This division also ensures the City's compliance with its NPDES (National Pollution Discharge Elimination System) permit requirements through inter-departmental data collection and annual reporting to the State of Florida Department of Environmental Protection. This division is responsible for developing and updating the stormwater Capital Improvement Projects Five Year Plan. The City Engineer within this division serves as the City's staff liaison to the Lakes and Waterways Advisory Board.

Service Level Adjustments:

None

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
102-3401-534.12-10	REGULAR WAGES	168,995	169,107	171,941	175,250
102-3401-534.15-40	LONGEVITY	1,561	983	-	-
102-3401-534.21-10	FICA TAXES	12,400	12,350	12,268	12,267
102-3401-534.22-10	PENSION	14,576	13,879	12,003	12,036
102-3401-534.22-20	ICMA CITY CONTRIBUTION	5,068	3,456	3,439	3,439
102-3401-534.23-10	GROUP HEALTH/DENTAL	17,335	16,788	15,458	16,380
102-3401-534.23-11	LIFE INSURANCE	367	375	375	375
102-3401-534.23-12	AD&D INSURANCE	41	42	41	41
102-3401-534.23-13	DISABILITY INSURANCE	409	417	416	416
102-3401-534.24-10	WORKER'S COMPENSATION	412	319	308	297
102-3401-534.25-10	UNEMPLOYMENT COMPENSATION	20	20	20	20
102-3401-534.34-40	CONTRACTUAL SERVICE	1,500	667	-	-
102-3401-534.34-45	CREDIT CARD FEES	3,418	5,906	5,000	-
102-3401-534.40-10	TRAVEL & TRAINING	2,289	2,483	1,000	1,000
102-3401-534.40-20	CAR ALLOWANCE	3,313	3,186	3,309	-
102-3401-534.41-15	TELEPHONE - EQUIP CHGS	1,140	1,011	1,129	1,047
102-3401-534.41-20	CELL PHONES/BEEPERS	1,727	1,583	1,920	1,500
102-3401-534.42-10	POSTAGE & FREIGHT	57	189	-	-
102-3401-534.45-10	GENERAL LIABILITY	5,679	5,523	5,602	6,316
102-3401-534.45-11	RISK MGMT OPERATIONS	865	863	891	804
102-3401-534.47-30	COPIER	132	-	-	1,503
102-3401-534.52-10	GENERAL OPERATING SUPPLY	4,519	5,211	3,800	2,000
102-3401-534.52-70	CLOTHING	125	-	-	-
102-3401-534.54-20	MEMBERSHIPS	783	239	874	982
102-3401-534.66-20	SOFTWARE	464	-	-	-
	Total	**247,195**	**244,597**	**239,794**	**235,673**

Streets Drainage

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	424,434	379,240	411,086	356,670
Operating Expenses	329,154	332,075	346,238	380,331
Capital Outlay	-	-	-	-
Total	**$ 753,588**	**$ 711,315**	**$ 757,324**	**$ 737,001**
No. of Positions				
Full-time	8	8	8	7
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**8**	**8**	**8**	**7**
FTE's	**8**	**8**	**8**	**7**

Program Summary:

This division is responsible for the installation of inlets and underground storm pipe for existing system repairs as well as for new construction. Additional responsibilities include the cleaning and reshaping of existing drainage ditches to ensure proper runoff.
As City infrastructure continues to age, maintenance of drainage systems becomes more and more intensive. The proposed budget provides for necessary support at this time.

Service Level Adjustments:

None

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
102-3402-534.12-10	REGULAR WAGES	272,590	244,441	282,630	239,595
102-3402-534.12-20	TEMPORARY SUPERVISOR PAY	45	215	-	-
102-3402-534.14-10	OVERTIME WAGES	17,654	12,073	10,000	10,000
102-3402-534.15-10	INCENTIVE	665	795	-	-
102-3402-534.15-40	LONGEVITY	850	651	-	-
102-3402-534.21-10	FICA TAXES	20,635	19,834	19,761	16,771
102-3402-534.22-10	PENSION	23,916	18,958	17,932	16,771
102-3402-534.22-20	ICMA CITY CONTRIBUTION	1,413	965	960	960
102-3402-534.23-10	GROUP HEALTH/DENTAL	66,915	64,126	61,832	57,332
102-3402-534.23-11	LIFE INSURANCE	598	593	618	526
102-3402-534.23-12	AD&D INSURANCE	66	66	68	58
102-3402-534.23-13	DISABILITY INSURANCE	666	658	686	584
102-3402-534.24-10	WORKER'S COMPENSATION	18,342	15,787	16,518	14,002
102-3402-534.25-10	UNEMPLOYMENT COMPENSATION	79	78	81	71
102-3402-534.34-40	CONTRACTUAL SERVICE	13,856	7,500	19,000	10,000
102-3402-534.34-90	MOTOROLA RADIOS	393	-	-	-
102-3402-534.40-10	TRAVEL & TRAINING	74	462	2,500	2,500
102-3402-534.41-15	TELEPHONE - EQUIP CHGS	2,280	2,022	2,257	2,095
102-3402-534.41-20	CELL PHONES/BEEPERS	396	544	1,980	1,920
102-3402-534.42-10	POSTAGE & FREIGHT	7	-	-	-
102-3402-534.44-30	EQUIPMENT RENTALS	-	1,030	-	-
102-3402-534.44-60	VEHICLE RENTAL	175,524	178,921	167,435	167,435
102-3402-534.44-62	EXCESS VEH. RENTAL ADJUST	(135,577)	(104,288)	(98,722)	(92,456)
102-3402-534.45-10	GENERAL LIABILITY	9,570	9,153	9,208	8,801
102-3402-534.45-11	RISK MGMT OPERATIONS	1,457	1,430	1,464	1,120
102-3402-534.45-30	VEHICLE INSURANCE	10,127	10,062	10,031	10,285
102-3402-534.46-50	VEHICLE MAINTENANCE	93,141	96,147	93,993	106,441
102-3402-534.46-60	FLEET MAINT. OVERHEAD	35,222	17,709	32,797	18,718
102-3402-534.47-30	COPIER	-	-	-	4,513
102-3402-534.52-10	GENERAL OPERATING SUPPLY	3,739	482	3,000	3,000
102-3402-534.52-20	FUEL	41,264	42,926	55,795	79,459
102-3402-534.52-60	JANITORIAL SUPPLIES	-	143	-	-
102-3402-534.52-70	CLOTHING	2,966	2,216	2,300	2,500
102-3402-534.52-90	EQUIPMENT UNDER $1,000	1,473	850	1,000	1,000
102-3402-534.53-30	REPAIRS - DRAINAGE	34,478	17,932	12,000	18,000
102-3402-534.53-40	OTHER ROAD MATERIALS	38,764	46,809	30,000	35,000
102-3402-534.54-20	MEMBERSHIPS	-	25	200	-
	Total	**753,588**	**711,315**	**757,324**	**737,001**

Street Sweeping

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	68,071	49,133	49,204	49,648
Operating Expenses	232,792	227,233	261,438	258,958
Capital Outlay	-	-	-	-
Total	**$ 300,863**	**$ 276,366**	**$ 310,642**	**$ 308,606**
No. of Positions				
Full-time	1	1	1	1
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**1**	**1**	**1**	**1**
FTE's	**4**	**1**	**1**	**1**

Program Summary:

This program provides for sweeping all streets once every two weeks on average. During heavy leaf fall, (January - March generally), this frequency increases to once per week on average. Downtown, commercial areas are swept three times per week. This program also includes storm sewer inlet cleaning using a water jet vacuum truck (vactor). Cleaning is performed city wide as scheduled, supplemented by more frequent cleaning in known problem areas. Sweeping is performed by outside contractor (started in FY 2009), while storm sewer cleaning is performed by 1 staff member with City equipment.

Service Level Adjustments:

None

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
102-3404-534.12-10	REGULAR WAGES	44,568	33,059	32,997	32,997
102-3404-534.14-10	OVERTIME WAGES	3,465	942	2,000	2,000
102-3404-534.15-10	INCENTIVE	15	-	-	-
102-3404-534.15-40	LONGEVITY	290	90	-	-
102-3404-534.21-10	FICA TAXES	3,228	2,158	2,077	2,053
102-3404-534.22-10	PENSION	4,208	2,388	2,303	2,310
102-3404-534.23-10	GROUP HEALTH/DENTAL	9,628	8,394	7,729	8,190
102-3404-534.23-11	LIFE INSURANCE	79	72	71	71
102-3404-534.23-12	AD&D INSURANCE	9	8	8	8
102-3404-534.23-13	DISABILITY INSURANCE	88	80	80	80
102-3404-534.24-10	WORKER'S COMPENSATION	2,482	1,932	1,929	1,929
102-3404-534.25-10	UNEMPLOYMENT COMPENSATION	11	10	10	10
102-3404-534.34-40	CONTRACTUAL SERVICE	182,000	178,894	200,000	200,000
102-3404-534.34-44	STREET SWEEPING DISPOSAL	5,839	4,717	8,000	9,000
102-3404-534.34-90	MOTOROLA RADIOS	393	-	-	-
102-3404-534.41-20	CELL PHONES/BEEPERS	-	109	240	240
102-3404-534.44-60	VEHICLE RENTAL	41,643	27,816	30,671	30,671
102-3404-534.44-62	EXCESS VEH. RENTAL ADJUST	(32,166)	(16,214)	(18,084)	(16,937)
102-3404-534.45-10	GENERAL LIABILITY	4,876	1,061	1,075	1,212
102-3404-534.45-11	RISK MGMT OPERATIONS	743	166	171	154
102-3404-534.45-30	VEHICLE INSURANCE	3,895	2,322	3,086	3,165
102-3404-534.46-50	VEHICLE MAINTENANCE	16,050	23,510	24,818	23,236
102-3404-534.46-60	FLEET MAINT. OVERHEAD	6,190	3,119	8,660	4,086
102-3404-534.52-10	GENERAL OPERATING SUPPLY	710	180	700	700
102-3404-534.52-20	FUEL	2,199	1,307	1,801	3,131
102-3404-534.52-70	CLOTHING	420	246	300	300
	Total	**300,863**	**276,366**	**310,642**	**308,606**

Lakes Management

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	591,601	590,758	573,188	651,594
Operating Expenses	353,095	281,063	306,356	424,156
Capital Outlay	464	2,308	-	-
Total	**$ 945,160**	**$ 874,129**	**$ 879,544**	**$ 1,075,750**
No. of Positions				
Full-time	7	10	10	12
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**7**	**10**	**10**	**12**
FTE's	**7**	**10**	**10**	**12**

Program Summary:

The Lakes Management division is charged with managing the City's aquatic resources to meet the needs of our various user groups. Management activities are conducted on 25 lakes and ponds, two miles of canals and streams and two miles of ditches. Lakes Management balances intensive recreational uses such as skiing and boating with more passive uses like fishing and swimming. It is also responsible for aquatic weed management, permitting, no wake buoys, storm trap cleaning, select dredging, water quality sampling, testing and reporting , mechanical removal of weeds and collected stormwater debris from the City' many stormwater treatment systems.

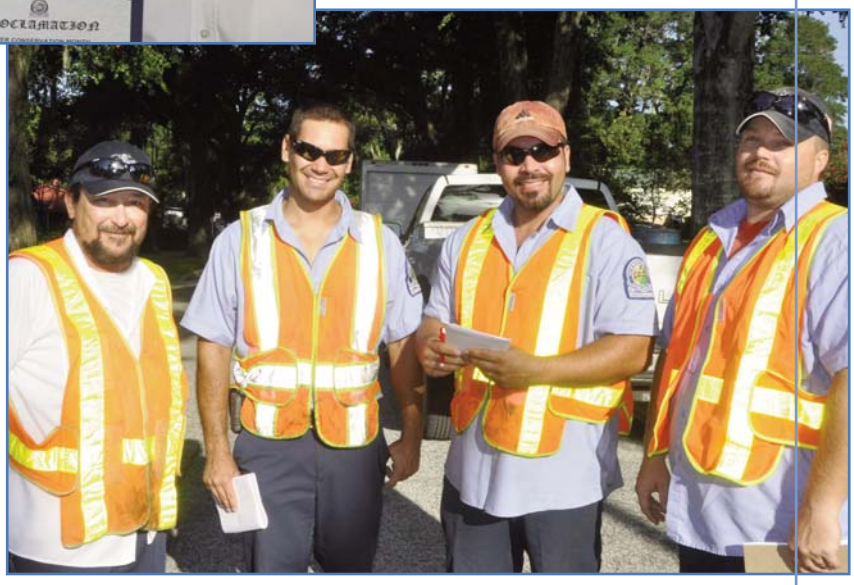
Service Level Adjustments:

Through shifting capital dollars to maintenance, this division will increase by two positions. This is necessary to support the upkeep of all of the recently added stormwater projects. The concept of moving funding as projects are completed, is supported by the Lakes and Waterways Board.

The City will remain in the state funded program for hydrilla control which only pertains to the chain of lakes. Funding for this program has been reduced but it appears the City will receive adequate funding to maintain the current level of hydrilla control. This program will provide funding for all hydrilla control performed on the chain which is a cost saving to the City. Increased treatment frequency may be necessary due to the types of control methods currently available. If the frequency of treatments increases the additional demand on available manpower could result in a reduction in the frequency of maintenance on City owned shorelines. No other reductions in levels of service are anticipated as a result of this budget.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
102-3405-534.12-10	REGULAR WAGES	299,175	416,838	417,682	466,356
102-3405-534.14-10	OVERTIME WAGES	2,403	6,079	3,200	3,200
102-3405-534.15-40	LONGEVITY	2,230	2,377	-	-
102-3405-534.21-10	FICA TAXES	22,435	30,816	29,955	33,802
102-3405-534.22-10	PENSION	26,585	34,235	29,158	32,476
102-3405-534.22-20	ICMA CITY CONTRIBUTION	3,626	2,502	2,490	3,430
102-3405-534.23-10	GROUP HEALTH/DENTAL	61,468	83,942	77,290	98,280
102-3405-534.23-11	LIFE INSURANCE	659	916	915	1,014
102-3405-534.23-12	AD&D INSURANCE	73	102	101	112
102-3405-534.23-13	DISABILITY INSURANCE	733	1,016	1,015	1,126
102-3405-534.24-10	WORKER'S COMPENSATION	11,614	11,833	11,280	14,083
102-3405-534.25-10	UNEMPLOYMENT COMPENSATION	72	102	102	122
102-3405-534.34-40	CONTRACTUAL SERVICE	3,103	10,884	-	54,000
102-3405-534.34-45	CREDIT CARD FEES	95	68	-	-
102-3405-534.40-10	TRAVEL & TRAINING	1,607	1,440	1,600	3,000
102-3405-534.40-20	CAR ALLOWANCE	2,409	2,317	2,407	-
102-3405-534.41-15	TELEPHONE - EQUIP CHGS	1,520	1,348	1,504	1,504
102-3405-534.41-20	CELL PHONES/BEEPERS	1,265	2,383	1,920	2,400
102-3405-534.42-10	POSTAGE & FREIGHT	6,250	181	1,500	1,500
102-3405-534.43-20	WATER	742	1,656	750	1,700
102-3405-534.43-70	ELECTRICITY	10,493	10,918	10,500	12,200
102-3405-534.44-60	VEHICLE RENTAL	43,561	38,589	38,589	89,447
102-3405-534.44-62	EXCESS VEH. RENTAL ADJUST	(33,646)	(22,493)	(22,753)	(19,574)
102-3405-534.45-10	GENERAL LIABILITY	9,980	13,429	13,608	14,745
102-3405-534.45-11	RISK MGMT OPERATIONS	1,520	2,098	2,164	1,876
102-3405-534.45-30	VEHICLE INSURANCE	4,674	4,644	4,630	3,956
102-3405-534.46-40	EQUIPMENT MAINTENANCE	-	-	7,000	-
102-3405-534.46-50	VEHICLE MAINTENANCE	21,864	34,129	32,291	31,486
102-3405-534.46-60	FLEET MAINT. OVERHEAD	8,574	4,320	11,267	5,537
102-3405-534.47-10	PRINTING & BINDING	7,292	8,268	7,000	7,000
102-3405-534.52-10	GENERAL OPERATING SUPPLY	16,065	20,633	18,000	22,000
102-3405-534.52-20	FUEL	13,560	17,040	21,279	26,107
102-3405-534.52-40	LAKES CHEMICALS	193,181	147,862	120,000	130,000
102-3405-534.52-50	CHEMICALS	25,426	(22,185)	29,000	29,000
102-3405-534.52-60	JANITORIAL SUPPLIES	316	328	400	100
102-3405-534.52-70	CLOTHING	2,745	3,128	3,500	3,500
102-3405-534.54-20	MEMBERSHIPS	70	78	200	265
102-3405-534.64-50	MACHINERY & EQUIPMENT	-	2,308	-	-
102-3405-534.66-20	SOFTWARE	464	-	-	-
	Total	**774,203**	**874,129**	**879,544**	**1,075,750**

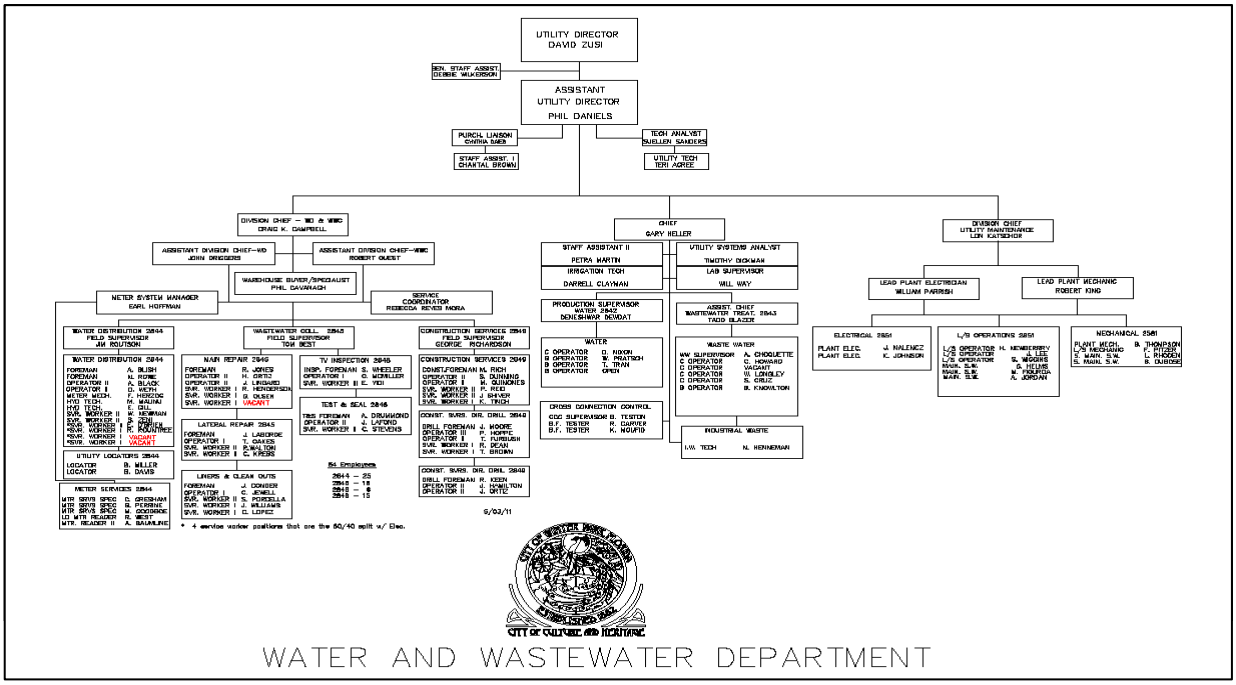
water & wastewater utility



Water and Sewer Services

Mission: The Water & Wastewater Utility Department employees are dedicated to providing our customers with the highest quality water and utility service in a safe, reliable, and efficient manner, with care and concern for the environment.

Organizational Chart



Key Performance Indicators

Indicator	Actual FY 10	YTD FY 11	Goal FY 12	Notes
Unaccounted for water	9.02%	7.29%	<10%	
Water quality sampling MCL violations	0	0	0	Water quality indicator reported annually in CCR
Cost per foot for in-house directional drilling/pipe bursting (6-inch)	$11.64/ $14.99	$11.75/ $15.25	$11.75/ $15.25	Comparable contractor costs $55.00/$40.00

Administration

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	599,969	588,819	653,735	637,954
Operating Expenses	224,162	256,792	187,171	324,656
Capital Outlay	5,985	-	8,000	8,000
Total	**$ 830,116**	**$ 845,611**	**$ 848,906**	**$ 970,610**
No. of Positions				
Full-time	8	8	8	8
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**8**	**8**	**8**	**8**
FTE's	**8**	**8**	**8**	**8**

Program Summary:

The administration of the Utility Dept provides leadership, direction, rate and fee development, and long term planning and assistance for the City's potable water, wastewater and reclaimed water utilities. The potable water utility consists of the pumping and treatment of natural groundwater, and the distribution of potable water. The wastewater utility consists of collection, transmission, treatment and disposal facilities for domestic, commercial and industrial wastewater. The City also provides reclaimed water for irrigation to the Interlachen and Winter Park Pines golf courses, Cady Way/Showalter Field and the Glen Haven Memorial Park cemetery. The administration also coordinates with local, state and federal regulatory agencies including the USEPA, the FDEP, the SJRWMD, the SSNOCWTA, the EPD, Orange County, Seminole County, the City of Orlando, design consultants and other departments within the City. This division has a liaison on the Utility Advisory Board and functions as the liaison between City residents and our solid waste franchise contractor.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2841-536.12-10	REGULAR WAGES	450,273	448,318	502,757	500,140
403-2841-536.12-20	TEMPORARY SUPERVISOR PAY	122	-	-	-
403-2841-536.14-10	OVERTIME WAGES	392	519	350	500
403-2841-536.15-40	LONGEVITY	4,756	2,905	-	-
403-2841-536.15-50	MERIT BONUS	831	-	-	-
403-2841-536.21-10	FICA TAXES	31,594	32,078	36,501	35,202
403-2841-536.22-10	PENSION	40,438	37,777	30,478	34,677
403-2841-536.22-20	ICMA CITY CONTRIBUTION	6,485	4,538	8,398	4,378
403-2841-536.23-10	GROUP HEALTH/DENTAL	60,671	58,759	70,932	65,522
403-2841-536.23-11	LIFE INSURANCE	940	950	1,081	1,062
403-2841-536.23-12	AD&D INSURANCE	104	105	120	118
403-2841-536.23-13	DISABILITY INSURANCE	1,047	1,055	1,201	1,179
403-2841-536.24-10	WORKER'S COMPENSATION	2,245	1,744	1,836	1,713
403-2841-536.25-10	UNEMPLOYMENT COMPENSATION	71	71	81	81
403-2841-536.31-10	CITY ATTORNEY	75,651	63,668	26,600	69,160
403-2841-536.32-10	ACCOUNTING & AUDITING	30,625	30,000	23,333	20,085
403-2841-536.33-08	ENG./TECHNICAL STUDIES	15,681	30,238	82,000	67,500
403-2841-536.33-09	GIS CONSULTANT	-	41,378	-	86,760
403-2841-536.34-40	CONTRACTUAL SERVICE	54,363	48,358	2,500	25,000
403-2841-536.40-10	TRAVEL & TRAINING	569	298	4,250	4,250
403-2841-536.40-20	CAR ALLOWANCE	6,626	6,372	6,600	-
403-2841-536.41-15	TELEPHONE - EQUIP CHGS	3,040	2,696	3,031	2,821
403-2841-536.41-16	AIRCARDS	-	858	1,200	1,800
403-2841-536.41-20	CELL PHONES/BEEPERS	5,109	751	3,120	3,120
403-2841-536.42-10	POSTAGE & FREIGHT	140	865	2,500	1,500
403-2841-536.44-60	VEHICLE RENTAL	3,668	3,668	3,668	3,668
403-2841-536.44-62	EXCESS VEH. RENTAL ADJUST	(2,833)	(2,138)	(2,162)	(2,025)
403-2841-536.45-10	GENERAL LIABILITY	14,540	14,044	14,387	18,129
403-2841-536.45-11	RISK MGMT OPERATIONS	2,214	2,194	2,287	2,307
403-2841-536.45-30	VEHICLE INSURANCE	779	774	772	791
403-2841-536.46-10	MAINTENANCE CONTRACTS	18	981	1,550	1,550
403-2841-536.46-50	VEHICLE MAINTENANCE	534	692	1,174	689
403-2841-536.46-60	FLEET MAINT. OVERHEAD	1,075	542	409	121
403-2841-536.47-10	PRINTING & BINDING	48	576	1,200	750
403-2841-536.47-30	COPIER	116	17	350	1,503
403-2841-536.48-10	PROMOTIONAL ACTIVITIES	38	-	100	125
403-2841-536.49-50	OTHER CURRENT CHARGES	-	169	-	-
403-2841-536.51-20	OFFICE EQUIP UNDER $1,000	166	261	550	650
403-2841-536.51-30	OTHER OFFICE SUPPLIES	-	-	200	-
403-2841-536.52-10	GENERAL OPERATING SUPPLY	4,471	5,013	4,500	4,500
403-2841-536.52-20	FUEL	1,007	1,051	1,312	1,294
403-2841-536.52-70	CLOTHING	219	90	90	90
403-2841-536.52-90	EQUIPMENT UNDER $1,000	2,838	455	650	650
403-2841-536.52-98	WAREHOUSE/SHORT & OVER	1,114	748	-	-
403-2841-536.54-20	MEMBERSHIPS	2,346	2,173	1,000	1,250
403-2841-536.64-50	MACHINERY & EQUIPMENT	2,092	-	-	-
403-2841-536.66-20	SOFTWARE	3,893	-	8,000	8,000
	Total	**830,116**	**845,611**	**848,906**	**970,610**

Water Treatment

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	869,852	863,668	852,312	850,141
Operating Expenses	1,346,586	1,375,694	1,498,661	1,662,964
Capital Outlay	20,673	18,391	46,500	39,800
Total	**$ 2,237,111**	**$ 2,257,753**	**$ 2,397,473**	**$ 2,552,905**
No. of Positions				
Full-time	12	12	12	12
Part-time	-	1	1	1
Seasonal	-	-	-	-
Total	**12**	**13**	**13**	**13**
FTE's	**12**	**13**	**12.5**	**12.5**

Program Summary:

The Water Treatment Division is responsible for the water quality of the potable water system for the City. The City's drinking water system consists of four interconnected water plants that serve approximately 23,260 connections in a 22 square mile service area in and outside the City limits.

Our Cross Connection Control Program protects the City's water quality through the installation of backflow preventors on all connections that may be a potential hazard to the water system. The City has an in-house testing and repair program for backflow preventors.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2842-536.12-10	REGULAR WAGES	593,264	601,752	589,709	571,356
403-2842-536.12-20	TEMPORARY SUPERVISOR PAY	51	-	-	-
403-2842-536.13-10	PART TIME/TEMPORARY WAGES	5,193	10,839	16,194	16,194
403-2842-536.14-10	OVERTIME WAGES	24,115	25,795	42,420	59,618
403-2842-536.15-10	INCENTIVE	2,645	2,560	3,440	3,440
403-2842-536.15-40	LONGEVITY	5,573	3,306	-	-
403-2842-536.15-50	MERIT BONUS	3,501	1,504	-	-
403-2842-536.21-10	FICA TAXES	45,440	43,865	44,657	41,468
403-2842-536.22-10	PENSION	55,454	49,446	40,818	39,645
403-2842-536.22-20	ICMA CITY CONTRIBUTION	6,494	4,609	3,968	3,720
403-2842-536.23-10	GROUP HEALTH/DENTAL	104,008	100,730	92,748	98,283
403-2842-536.23-11	LIFE INSURANCE	1,251	1,280	1,276	1,235
403-2842-536.23-12	AD&D INSURANCE	139	142	141	137
403-2842-536.23-13	DISABILITY INSURANCE	1,392	1,421	1,417	1,371
403-2842-536.24-10	WORKER'S COMPENSATION	21,201	16,286	15,392	13,542
403-2842-536.25-10	UNEMPLOYMENT COMPENSATION	131	133	132	132
403-2842-536.34-40	CONTRACTUAL SERVICE	83,096	72,658	48,300	63,475
403-2842-536.40-10	TRAVEL & TRAINING	7,154	4,252	5,400	5,000
403-2842-536.41-15	TELEPHONE - EQUIP CHGS	29,835	31,182	36,151	26,631
403-2842-536.41-16	AIRCARDS	-	248	480	492
403-2842-536.41-20	CELL PHONES/BEEPERS	1,478	2,479	3,600	4,320
403-2842-536.42-10	POSTAGE & FREIGHT	3,173	9,185	5,500	5,300
403-2842-536.43-20	WATER	14,940	10,109	7,280	7,280
403-2842-536.43-70	ELECTRICITY	493,828	494,210	525,000	724,000
403-2842-536.44-60	VEHICLE RENTAL	25,452	25,452	25,452	25,452
403-2842-536.44-62	EXCESS VEH. RENTAL ADJUST	(19,659)	(14,835)	(15,007)	(14,054)
403-2842-536.45-10	GENERAL LIABILITY	19,337	18,885	19,213	20,988
403-2842-536.45-11	RISK MGMT OPERATIONS	2,945	2,950	3,055	2,670
403-2842-536.45-30	VEHICLE INSURANCE	7,790	7,740	7,716	7,911
403-2842-536.46-10	MAINTENANCE CONTRACTS	17,849	12,864	29,900	22,900
403-2842-536.46-20	BUILDING MAINTENANCE	5,985	1,200	3,000	2,500
403-2842-536.46-30	GROUNDS MAINTENANCE	28,511	30,947	32,500	32,250
403-2842-536.46-40	EQUIPMENT MAINTENANCE	43,251	91,707	72,500	68,000
403-2842-536.46-41	BACKFLOW REPR & REPL	28,079	20,563	27,000	27,000
403-2842-536.46-50	VEHICLE MAINTENANCE	11,901	6,376	11,576	9,673
403-2842-536.46-60	FLEET MAINT. OVERHEAD	4,301	2,167	4,039	1,701
403-2842-536.46-61	WATER PLANT MAINTENANCE	96,067	110,371	85,000	78,000
403-2842-536.47-10	PRINTING & BINDING	11,957	10,138	9,500	9,200
403-2842-536.47-30	COPIER	-	-	100	787
403-2842-536.48-10	PROMOTIONAL ACTIVITIES	7,902	5,259	27,500	20,130
403-2842-536.49-10	LEGAL ADS	-	-	500	500
403-2842-536.49-50	OTHER CURRENT CHARGES	2,750	2,100	5,500	2,500
403-2842-536.51-20	OFFICE EQUIP UNDER $1,000	2,942	514	2,300	1,500
403-2842-536.52-10	GENERAL OPERATING SUPPLY	64,508	53,129	59,200	58,000
403-2842-536.52-20	FUEL	8,121	17,576	9,846	12,398
403-2842-536.52-30	FUEL/LUBE - OTHER	-	-	500	500
403-2842-536.52-50	CHEMICALS	334,864	336,197	437,000	426,000
403-2842-536.52-60	JANITORIAL SUPPLIES	819	367	500	500
403-2842-536.52-70	CLOTHING	3,420	2,950	3,960	3,810
403-2842-536.52-90	EQUIPMENT UNDER $1,000	2,662	6,094	3,000	4,500

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2842-536.54-10	BOOKS & PERIODICALS	317	-	500	300
403-2842-536.54-20	MEMBERSHIPS	1,011	660	1,100	850
403-2842-536.64-50	MACHINERY & EQUIPMENT	16,959	13,361	43,000	36,300
403-2842-536.66-20	SOFTWARE	3,714	5,030	3,500	3,500
	Total	**2,237,111**	**2,257,753**	**2,397,473**	**2,552,905**

Waste Water Treatment

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	613,607	577,029	572,839	549,137
Operating Expenses	616,516	508,711	561,446	326,753
Capital Outlay	35,219	11,226	3,800	8,800
Total	**$ 1,265,342**	**$ 1,096,966**	**$ 1,138,085**	**$ 884,690**
No. of Positions				
Full-time	10	10	10	10
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**10**	**10**	**10**	**10**
FTE's	**10**	**10**	**10**	**10**

Program Summary:

The Wastewater Treatment Division monitors all domestic and industrial waste generated within the service area in accordance with Federal and State requirements. This division is responsible for preserving and maintaining the sewage treatment facilities and ensuring that the final effluent for spray irrigation sites meets regulatory standards.

This division operates and maintains the Winter Park Estates Wastewater Facility and four effluent spray sites. This facility is staffed 24 hours per day, 7 days per week by State Certified Operators. The in-house State Certified lab schedules and performs all testing and sampling required by regulatory agencies. The Industrial Waste Program monitors the concentration of chemicals and strength of raw sewage coming from commercial users. Four Water Plants and sixty Lift Stations are monitored from the telemetry computer located at this facility.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2843-536.12-10	REGULAR WAGES	419,611	408,937	428,307	384,177
403-2843-536.12-20	TEMPORARY SUPERVISOR PAY	127	275	240	240
403-2843-536.14-10	OVERTIME WAGES	12,200	16,457	17,197	21,497
403-2843-536.15-10	INCENTIVE	25	-	-	-
403-2843-536.15-40	LONGEVITY	6,001	2,928	-	-
403-2843-536.15-50	MERIT BONUS	1,650	-	-	-
403-2843-536.21-10	FICA TAXES	30,024	28,934	32,765	32,765
403-2843-536.22-10	PENSION	40,811	29,105	-	26,892
403-2843-536.23-10	GROUP HEALTH/DENTAL	81,327	73,247	77,290	73,712
403-2843-536.23-11	LIFE INSURANCE	903	876	947	839
403-2843-536.23-12	AD&D INSURANCE	5,124	5,151	5,147	94
403-2843-536.23-13	DISABILITY INSURANCE	1,005	973	1,051	931
403-2843-536.24-10	WORKER'S COMPENSATION	14,703	10,057	9,793	7,899
403-2843-536.25-10	UNEMPLOYMENT COMPENSATION	96	89	102	91
403-2843-536.34-40	CONTRACTUAL SERVICE	12,935	32,339	23,800	26,300
403-2843-536.40-10	TRAVEL & TRAINING	4,783	2,853	5,000	3,500
403-2843-536.41-15	TELEPHONE - EQUIP CHGS	6,451	5,763	6,406	5,926
403-2843-536.41-20	CELL PHONES/BEEPERS	1,581	574	1,200	2,400
403-2843-536.42-10	POSTAGE & FREIGHT	2,288	2,310	1,700	1,800
403-2843-536.43-20	WATER	647	1,094	750	750
403-2843-536.43-70	ELECTRICITY	346,347	316,635	320,000	90,000
403-2843-536.44-30	EQUIPMENT RENTALS	-	-	500	500
403-2843-536.44-60	VEHICLE RENTAL	14,540	14,540	8,128	5,499
403-2843-536.44-62	EXCESS VEH. RENTAL ADJUST	(11,231)	(8,475)	(4,792)	(3,036)
403-2843-536.45-10	GENERAL LIABILITY	15,408	13,747	14,141	14,112
403-2843-536.45-11	RISK MGMT OPERATIONS	2,347	2,148	2,248	1,796
403-2843-536.45-30	VEHICLE INSURANCE	3,895	3,870	2,315	2,373
403-2843-536.46-20	BUILDING MAINTENANCE	3,683	3,076	5,000	8,500
403-2843-536.46-30	GROUNDS MAINTENANCE	2,806	6,460	8,500	8,250
403-2843-536.46-40	EQUIPMENT MAINTENANCE	27,636	20,514	30,500	27,500
403-2843-536.46-50	VEHICLE MAINTENANCE	4,668	2,977	8,171	6,778
403-2843-536.46-60	FLEET MAINT. OVERHEAD	5,230	2,635	2,851	1,192
403-2843-536.46-62	WASTEWATER PLANT MAINT	95,157	27,023	40,000	35,000
403-2843-536.47-10	PRINTING & BINDING	125	1,800	400	300
403-2843-536.47-30	COPIER	-	-	200	2,653
403-2843-536.48-10	PROMOTIONAL ACTIVITIES	232	-	400	340
403-2843-536.49-10	LEGAL ADS	-	-	400	400
403-2843-536.49-50	OTHER CURRENT CHARGES	100	50	1,000	1,000
403-2843-536.51-20	OFFICE EQUIP UNDER $1,000	1,480	2,855	2,400	1,800
403-2843-536.52-10	GENERAL OPERATING SUPPLY	19,604	14,607	15,775	16,500
403-2843-536.52-20	FUEL	2,687	2,496	3,048	3,370
403-2843-536.52-30	FUEL/LUBE - OTHER	-	-	400	400
403-2843-536.52-50	CHEMICALS	41,039	27,607	47,975	48,750
403-2843-536.52-60	JANITORIAL SUPPLIES	2,358	719	2,000	2,000
403-2843-536.52-70	CLOTHING	4,571	3,989	4,980	4,550
403-2843-536.52-90	EQUIPMENT UNDER $1,000	3,873	4,223	4,500	4,000
403-2843-536.54-10	BOOKS & PERIODICALS	98	257	300	300
403-2843-536.54-20	MEMBERSHIPS	1,178	25	1,250	1,250
403-2843-536.64-50	MACHINERY & EQUIPMENT	33,130	6,731	-	5,000
403-2843-536.66-20	SOFTWARE	2,089	4,495	3,800	3,800

ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
Total	**1,265,342**	**1,096,966**	**1,138,085**	**884,690**

Water Distribution

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	1,306,634	1,305,355	1,251,714	1,197,645
Operating Expenses	670,802	570,038	734,125	589,918
Capital Outlay	5,736	-	2,640	8,600
Total	**$ 1,983,172**	**$ 1,875,393**	**$ 1,988,479**	**$ 1,796,163**
No. of Positions				
Full-time	30	30	25	25
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**30**	**30**	**25**	**25**
FTE's	**30**	**30**	**25**	**25**

Program Summary:

Mission Statement: *The Water Distribution Division maintenance and repair program will in a safe and sanitary manner repair all water mains, water services, fire hydrants, valves, and install new services and AMR radio read meters with minimal disruption of service. This Division will always provide the most efficient and highest quality of service possible to all residents and businesses.*

Summary: The Water Distribution Division is responsible for the maintenance and repair of 557.50 miles of water mains within the City of Winter Park's 23 square mile service area. This Division provides the maintenance and testing to approximately 950 fire hydrants inside the City and 793 fire hydrants in the unincorperated Orange County service area and approximately 10,400+ isolation valves throughout the City's Water Distribution System. The Meter Services Division with the asistance of the Water Distribution Division read and maintains approximately 24,428 water meters and water services and approximately 13,787 electric meters. Many of the services that this Division provides are mandated by specific regulatory requirements.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2844-536.12-10	REGULAR WAGES	880,852	906,035	870,240	846,234
403-2844-536.12-20	TEMPORARY SUPERVISOR PAY	926	204	900	250
403-2844-536.14-10	OVERTIME WAGES	36,581	32,859	39,000	33,000
403-2844-536.15-10	INCENTIVE	5,375	3,422	4,100	3,000
403-2844-536.15-40	LONGEVITY	9,277	5,616	-	-
403-2844-536.15-50	MERIT BONUS	3,067	-	-	-
403-2844-536.21-10	FICA TAXES	65,836	65,858	58,271	59,159
403-2844-536.22-10	PENSION	81,666	66,855	64,086	58,939
403-2844-536.22-20	ICMA CITY CONTRIBUTION	1,316	883	879	879
403-2844-536.23-10	GROUP HEALTH/DENTAL	182,957	175,129	160,762	171,996
403-2844-536.23-11	LIFE INSURANCE	1,863	1,864	1,846	1,843
403-2844-536.23-12	AD&D INSURANCE	211	211	204	204
403-2844-536.23-13	DISABILITY INSURANCE	2,124	2,120	2,050	2,047
403-2844-536.24-10	WORKER'S COMPENSATION	34,358	44,075	49,165	19,881
403-2844-536.25-10	UNEMPLOYMENT COMPENSATION	225	224	211	213
403-2844-536.34-40	CONTRACTUAL SERVICE	14,822	12,337	50,493	43,925
403-2844-536.40-10	TRAVEL & TRAINING	2,498	4,711	6,700	4,600
403-2844-536.41-15	TELEPHONE - EQUIP CHGS	7,284	6,675	8,257	6,681
403-2844-536.41-20	CELL PHONES/BEEPERS	3,810	3,651	7,368	7,368
403-2844-536.42-10	POSTAGE & FREIGHT	601	530	500	500
403-2844-536.43-70	ELECTRICITY	-	733	720	480
403-2844-536.44-30	EQUIPMENT RENTALS	-	-	500	-
403-2844-536.44-60	VEHICLE RENTAL	142,698	137,122	137,122	129,443
403-2844-536.44-62	EXCESS VEH. RENTAL ADJUST	(110,220)	(79,925)	(80,849)	(75,717)
403-2844-536.45-10	GENERAL LIABILITY	33,357	29,936	28,352	31,085
403-2844-536.45-11	RISK MGMT OPERATIONS	5,080	4,677	4,508	3,955
403-2844-536.45-30	VEHICLE INSURANCE	22,432	20,743	20,679	20,412
403-2844-536.46-10	MAINTENANCE CONTRACTS	1,320	-	3,600	4,800
403-2844-536.46-20	BUILDING MAINTENANCE	402	984	1,500	500
403-2844-536.46-40	EQUIPMENT MAINTENANCE	5,629	2,969	4,200	2,500
403-2844-536.46-50	VEHICLE MAINTENANCE	60,186	54,752	57,346	64,633
403-2844-536.46-60	FLEET MAINT. OVERHEAD	17,133	8,633	20,421	11,366
403-2844-536.46-64	WATER LINE MAINTENANCE	355,369	274,813	353,000	213,000
403-2844-536.46-70	OTHER MAINTENANCE	27,796	18,141	35,310	28,950
403-2844-536.47-10	PRINTING & BINDING	641	805	630	650
403-2844-536.47-30	COPIER	-	-	-	1,967
403-2844-536.48-10	PROMOTIONAL ACTIVITIES	231	-	400	300
403-2844-536.49-50	OTHER CURRENT CHARGES	4,607	1,988	5,000	3,500
403-2844-536.51-20	OFFICE EQUIP UNDER $1,000	1,124	498	1,000	1,000
403-2844-536.52-10	GENERAL OPERATING SUPPLY	15,651	13,986	16,600	14,000
403-2844-536.52-20	FUEL	47,500	40,966	40,004	55,068
403-2844-536.52-60	JANITORIAL SUPPLIES	-	-	150	150
403-2844-536.52-70	CLOTHING	10,245	9,927	7,464	13,052
403-2844-536.52-90	EQUIPMENT UNDER $1,000	437	361	3,050	1,700
403-2844-536.54-10	BOOKS & PERIODICALS	169	25	100	50
403-2844-536.64-50	MACHINERY & EQUIPMENT	2,950	-	2,640	8,600
403-2844-536.66-20	SOFTWARE	2,786	-	-	-
	Total	**1,983,172**	**1,875,393**	**1,988,479**	**1,796,163**

Wastewater Collection

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	979,862	988,625	992,556	984,232
Operating Expenses	374,426	335,922	430,268	432,952
Capital Outlay	18,823	8,523	12,835	16,200
Total	**$ 1,373,111**	**$ 1,333,070**	**$ 1,435,659**	**$ 1,433,384**
No. of Positions				
Full-time	19	19	18	17
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**19**	**19**	**18**	**17**
FTE's	**19**	**19**	**18**	**17**

Program Summary:

Mission Statement: *To ensure the safe, healthful, and economical transportation of domestic and commercial wastewater to an approved treatment facility.*

Summary : The Wastewater Collection Division is responsible for the maintenance and repair of the sanitary sewer collection system. The sanitary collection system is comprised of over 142.74 miles of gravity mains, 44.40 miles of pressure force mains and over 4,204 manholes. The collection system is considered a “mature” system and requires extensive pro-active measures to insure safe conveyance of sanitary waste. In addition, this division maintains approximately 8 miles of large diameter force main owned by the Transmission Authority.

Service Level Adjustments:

None. One position was reassigned to the Test and Seal Division.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2845-536.12-10	REGULAR WAGES	663,303	683,335	702,816	699,556
403-2845-536.12-20	TEMPORARY SUPERVISOR PAY	96	256	285	200
403-2845-536.14-10	OVERTIME WAGES	26,194	24,516	20,500	22,500
403-2845-536.15-10	INCENTIVE	3,320	2,220	2,200	2,350
403-2845-536.15-40	LONGEVITY	4,777	2,779	-	-
403-2845-536.15-50	MERIT BONUS	2,358	-	-	-
403-2845-536.21-10	FICA TAXES	48,699	49,028	49,392	48,984
403-2845-536.22-10	PENSION	51,205	53,646	48,721	47,870
403-2845-536.22-20	ICMA CITY CONTRIBUTION	3,856	2,572	2,560	2,560
403-2845-536.23-10	GROUP HEALTH/DENTAL	141,999	142,050	139,122	147,425
403-2845-536.23-11	LIFE INSURANCE	1,405	1,504	1,528	1,497
403-2845-536.23-12	AD&D INSURANCE	156	167	169	166
403-2845-536.23-13	DISABILITY INSURANCE	1,564	1,670	1,696	1,663
403-2845-536.24-10	WORKER'S COMPENSATION	30,763	24,703	23,384	14,994
403-2845-536.25-10	UNEMPLOYMENT COMPENSATION	167	179	183	183
403-2845-536.34-40	CONTRACTUAL SERVICE	14,597	11,527	23,993	18,326
403-2845-536.40-10	TRAVEL & TRAINING	1,972	3,631	3,000	1,500
403-2845-536.40-20	CAR ALLOWANCE	5,722	5,503	5,716	-
403-2845-536.41-15	TELEPHONE - EQUIP CHGS	3,901	3,471	3,899	3,564
403-2845-536.41-20	CELL PHONES/BEEPERS	2,310	3,315	4,080	4,080
403-2845-536.42-10	POSTAGE & FREIGHT	711	452	900	500
403-2845-536.44-30	EQUIPMENT RENTALS	-	-	900	500
403-2845-536.44-60	VEHICLE RENTAL	126,454	122,846	125,495	152,943
403-2845-536.44-62	EXCESS VEH. RENTAL ADJUST	(97,674)	(71,604)	(73,993)	(84,454)
403-2845-536.45-10	GENERAL LIABILITY	21,916	23,184	23,771	25,487
403-2845-536.45-11	RISK MGMT OPERATIONS	3,338	3,622	3,779	3,243
403-2845-536.45-30	VEHICLE INSURANCE	10,127	9,288	10,031	11,867
403-2845-536.46-20	BUILDING MAINTENANCE	-	-	400	300
403-2845-536.46-40	EQUIPMENT MAINTENANCE	4,845	6,483	7,200	4,000
403-2845-536.46-50	VEHICLE MAINTENANCE	82,549	65,517	69,546	83,261
403-2845-536.46-60	FLEET MAINT. OVERHEAD	20,957	9,734	24,266	14,642
403-2845-536.46-65	SEWER LINE MAINTENANCE	78,823	68,643	80,000	71,500
403-2845-536.46-70	OTHER MAINTENANCE	37,489	21,656	43,125	28,225
403-2845-536.47-10	PRINTING & BINDING	710	424	850	600
403-2845-536.47-30	COPIER	49	4	150	1,967
403-2845-536.48-10	PROMOTIONAL ACTIVITIES	597	-	380	300
403-2845-536.49-50	OTHER CURRENT CHARGES	9,481	2,722	11,000	9,000
403-2845-536.51-20	OFFICE EQUIP UNDER $1,000	152	-	-	140
403-2845-536.52-10	GENERAL OPERATING SUPPLY	13,615	13,257	15,500	16,000
403-2845-536.52-20	FUEL	23,185	25,947	32,671	47,370
403-2845-536.52-50	CHEMICALS	1,236	-	1,600	1,100
403-2845-536.52-60	JANITORIAL SUPPLIES	75	-	200	200
403-2845-536.52-70	CLOTHING	5,891	6,300	7,645	7,615
403-2845-536.52-90	EQUIPMENT UNDER $1,000	1,398	-	4,164	3,460
403-2845-536.64-50	MACHINERY & EQUIPMENT	17,894	8,523	12,835	16,200
403-2845-536.66-20	SOFTWARE	929	-	-	-
	Total	**1,373,111**	**1,333,070**	**1,435,659**	**1,433,384**

Test and Seal

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	509,420	308,373	346,111	351,117
Operating Expenses	196,594	185,969	227,142	238,268
Capital Outlay	464	-	-	18,535
Total	**$ 706,478**	**$ 494,342**	**$ 573,253**	**$ 607,920**
No. of Positions				
Full-time	11	6	6	7
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**11**	**6**	**6**	**7**
FTE's	**11**	**6**	**6**	**7**

Program Summary:

Mission Statement: *The productive, cost efficient inspection, assessment and internal rehabilitation of the wastewater collection system.*

Summary: The Test & Seal Division is comprised of two crews: the TV inspection crew and the chemical grouting (test & seal) crew. Utilizing Vac Cons the TV inspection crew performs the physical cleaning of the designated portions of the system; followed by inspection with a closed circuit TV system. The complete inspection process is recorded on portable hard drives, down loaded into a computer data file and printed TV inspection reports are generated. This allows for review and evaluation of inspection results for determination of rehabilitation efforts to follow. This crew is also responsible for the TV inspection of new sanitary construction, for acceptance by the City. Once line sections are evaluated and prioritized the grout truck works it's way through the collection system testing and sealing joints reducing infiltration.

Service Level Adjustments:

None. One position was reassigned from the Waste Water Collection Division.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2848-536.12-10	REGULAR WAGES	348,634	220,125	250,538	257,412
403-2848-536.12-20	TEMPORARY SUPERVISOR PAY	-	-	190	150
403-2848-536.14-10	OVERTIME WAGES	711	306	5,000	2,000
403-2848-536.15-10	INCENTIVE	525	100	500	250
403-2848-536.15-40	LONGEVITY	4,626	1,842	-	-
403-2848-536.15-50	MERIT BONUS	1,590	-	-	-
403-2848-536.21-10	FICA TAXES	27,065	15,376	17,531	17,544
403-2848-536.22-10	PENSION	34,628	18,989	15,618	18,019
403-2848-536.23-10	GROUP HEALTH/DENTAL	72,159	41,971	46,374	49,142
403-2848-536.23-11	LIFE INSURANCE	745	489	545	561
403-2848-536.23-12	AD&D INSURANCE	83	54	61	62
403-2848-536.23-13	DISABILITY INSURANCE	830	544	607	623
403-2848-536.24-10	WORKER'S COMPENSATION	17,739	8,526	9,086	5,293
403-2848-536.25-10	UNEMPLOYMENT COMPENSATION	85	51	61	61
403-2848-536.34-40	CONTRACTUAL SERVICE	534	-	3,356	2,100
403-2848-536.40-10	TRAVEL & TRAINING	3,625	1,149	2,000	1,000
403-2848-536.41-15	TELEPHONE - EQUIP CHGS	1,900	1,685	1,881	1,746
403-2848-536.41-20	CELL PHONES/BEEPERS	281	1,349	1,200	1,440
403-2848-536.42-10	POSTAGE & FREIGHT	229	49	300	200
403-2848-536.44-30	EQUIPMENT RENTALS	-	-	500	250
403-2848-536.44-60	VEHICLE RENTAL	111,162	111,161	108,612	108,612
403-2848-536.44-62	EXCESS VEH. RENTAL ADJUST	(85,862)	(64,793)	(64,039)	(59,975)
403-2848-536.45-10	GENERAL LIABILITY	15,104	8,060	7,289	9,456
403-2848-536.45-11	RISK MGMT OPERATIONS	2,300	1,259	1,159	1,203
403-2848-536.45-30	VEHICLE INSURANCE	7,790	7,740	6,944	7,120
403-2848-536.46-20	BUILDING MAINTENANCE	-	-	400	200
403-2848-536.46-40	EQUIPMENT MAINTENANCE	13,182	20,833	19,500	16,000
403-2848-536.46-50	VEHICLE MAINTENANCE	30,117	25,044	31,909	31,018
403-2848-536.46-60	FLEET MAINT. OVERHEAD	9,671	5,698	11,134	5,455
403-2848-536.47-10	PRINTING & BINDING	507	385	500	450
403-2848-536.47-30	COPIER	-	-	50	1,967
403-2848-536.48-10	PROMOTIONAL ACTIVITIES	232	-	250	200
403-2848-536.51-20	OFFICE EQUIP UNDER $1,000	-	90	-	-
403-2848-536.52-10	GENERAL OPERATING SUPPLY	9,550	3,104	10,000	6,000
403-2848-536.52-20	FUEL	19,016	19,252	20,622	36,671
403-2848-536.52-50	CHEMICALS	53,509	42,310	60,985	60,985
403-2848-536.52-60	JANITORIAL SUPPLIES	-	-	180	150
403-2848-536.52-70	CLOTHING	3,747	1,594	2,410	2,332
403-2848-536.52-90	EQUIPMENT UNDER $1,000	-	-	-	3,688
403-2848-536.64-50	MACHINERY & EQUIPMENT	-	-	-	10,135
403-2848-536.66-20	SOFTWARE	464	-	-	8,400
	Total	**706,478**	**494,342**	**573,253**	**607,920**

Construction Services

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	881,124	214,448	812,118	826,517
Operating Expenses	288,215	314,767	322,901	361,511
Capital Outlay	9,819	-	21,300	13,666
Total	**$ 1,179,158**	**$ 529,215**	**$ 1,156,319**	**$ 1,201,694**
No. of Positions				
Full-time	15	15	15	15
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**15**	**15**	**15**	**15**
FTE's	**15**	**15**	**15**	**15**

Program Summary:

Mission Statement: *To provide total construction support for all funded utility capital projects, while assisting other divisions and departments as needed, thereby providing significant savings to the City as compared to the costs of outside contracting for like services.*

Summary: The Construction Services Division is responsible for providing installation of the following: new water mains, fire hydrants, force mains, gravity sanitary sewer mains, manholes, upgrades of undersized and or rear lot water mains, in conjunction with ac main replacements. Also the installation of various electrical conduits for traffic signalization and underground power conduit is installed utilizing directional boring equipment. Projects are implemented in the 22.5 square mile service area on a priority basis utilizing conventional construction methods, horizontal directional drilling, and pipe bursting techniques.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2849-536.12-10	REGULAR WAGES	591,309	146,428	574,406	584,288
403-2849-536.12-20	TEMPORARY SUPERVISOR PAY	271	258	450	300
403-2849-536.14-10	OVERTIME WAGES	20,545	15,409	12,000	15,000
403-2849-536.15-10	INCENTIVE	3,090	1,830	2,000	2,400
403-2849-536.15-40	LONGEVITY	3,348	2,080	-	-
403-2849-536.15-50	MERIT BONUS	2,140	-	-	-
403-2849-536.21-10	FICA TAXES	42,569	5,983	39,907	40,515
403-2849-536.22-10	PENSION	51,029	3,053	36,611	40,704
403-2849-536.23-10	GROUP HEALTH/DENTAL	130,576	10,050	115,935	122,854
403-2849-536.23-11	LIFE INSURANCE	1,273	1,212	1,254	1,270
403-2849-536.23-12	AD&D INSURANCE	141	134	139	141
403-2849-536.23-13	DISABILITY INSURANCE	1,416	1,347	1,393	1,410
403-2849-536.24-10	WORKER'S COMPENSATION	33,261	26,520	27,871	17,483
403-2849-536.25-10	UNEMPLOYMENT COMPENSATION	156	144	152	152
403-2849-536.34-40	CONTRACTUAL SERVICE	474	-	5,014	4,313
403-2849-536.40-10	TRAVEL & TRAINING	160	3,447	3,000	2,000
403-2849-536.41-15	TELEPHONE - EQUIP CHGS	2,295	2,022	2,265	2,099
403-2849-536.41-20	CELL PHONES/BEEPERS	1,290	1,445	3,600	3,600
403-2849-536.42-10	POSTAGE & FREIGHT	452	-	330	200
403-2849-536.44-30	EQUIPMENT RENTALS	-	-	945	500
403-2849-536.44-60	VEHICLE RENTAL	223,793	168,889	168,889	168,889
403-2849-536.44-62	EXCESS VEH. RENTAL ADJUST	(172,860)	(98,441)	(99,580)	(93,259)
403-2849-536.45-10	GENERAL LIABILITY	18,579	18,675	18,714	21,463
403-2849-536.45-11	RISK MGMT OPERATIONS	2,829	2,918	2,975	2,731
403-2849-536.45-30	VEHICLE INSURANCE	15,580	13,932	13,117	13,449
403-2849-536.46-20	BUILDING MAINTENANCE	-	-	485	350
403-2849-536.46-40	EQUIPMENT MAINTENANCE	12,386	6,713	12,000	10,000
403-2849-536.46-50	VEHICLE MAINTENANCE	79,627	82,330	83,117	91,072
403-2849-536.46-60	FLEET MAINT. OVERHEAD	26,216	13,209	29,002	16,015
403-2849-536.46-70	OTHER MAINTENANCE	26,552	21,542	20,820	18,795
403-2849-536.47-10	PRINTING & BINDING	432	457	400	200
403-2849-536.47-30	COPIER	-	-	60	1,967
403-2849-536.48-10	PROMOTIONAL ACTIVITIES	281	-	290	250
403-2849-536.49-50	OTHER CURRENT CHARGES	-	-	460	150
403-2849-536.52-10	GENERAL OPERATING SUPPLY	11,227	7,766	11,500	10,500
403-2849-536.52-20	FUEL	34,447	36,342	39,073	77,082
403-2849-536.52-60	JANITORIAL SUPPLIES	-	-	180	100
403-2849-536.52-70	CLOTHING	4,455	5,366	6,245	6,245
403-2849-536.52-90	EQUIPMENT UNDER $1,000	-	28,155	-	2,800
403-2849-536.64-50	MACHINERY & EQUIPMENT	9,587	-	21,300	13,666
403-2849-536.66-20	SOFTWARE	232	-	-	-
	Total	**1,179,158**	**529,215**	**1,156,319**	**1,201,694**

Utility Maintenance

Program Resources:

	Actual FY 09	Projected FY 10	Budget FY 11	Budget FY 12
Personnel	872,351	870,301	830,470	839,134
Operating Expenses	572,823	523,996	607,102	603,007
Capital Outlay	35,774	111,969	95,000	-
Total	**$ 1,480,948**	**$ 1,506,266**	**$ 1,532,572**	**$ 1,442,141**
No. of Positions				
Full-time	15	15	15	15
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**15**	**15**	**15**	**15**
FTE's	**15**	**15**	**15**	**15**

Program Summary:

The Utility Maintenance division is responsible for maintaining, in a safe and sanitary manner, the utility system that collects and transmits water and Wastewater from the service district to the regional treatment plants and the City's Water Reclamation Facility.
This division maintains:

Ninety-nine sewage pumping lift stations.
One water reclamation facility.
Two stormwater lift stations.
Four water plants.
Thirty - nine generators.

Service Level Adjustments:

None.

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2851-536.12-10	REGULAR WAGES	576,357	592,729	587,509	587,509
403-2851-536.12-20	TEMPORARY SUPERVISOR PAY	156	57	-	320
403-2851-536.14-10	OVERTIME WAGES	24,292	23,768	17,640	17,000
403-2851-536.15-10	INCENTIVE	7,680	7,535	7,800	9,500
403-2851-536.15-40	LONGEVITY	7,058	4,090	-	-
403-2851-536.15-50	MERIT BONUS	3,329	-	-	-
403-2851-536.21-10	FICA TAXES	44,637	44,304	41,617	41,352
403-2851-536.22-10	PENSION	55,857	50,813	40,664	40,776
403-2851-536.22-20	ICMA CITY CONTRIBUTION	1,905	1,261	1,255	1,255
403-2851-536.23-10	GROUP HEALTH/DENTAL	126,357	126,219	115,935	122,854
403-2851-536.23-11	LIFE INSURANCE	1,242	1,271	1,270	1,270
403-2851-536.23-12	AD&D INSURANCE	138	141	141	141
403-2851-536.23-13	DISABILITY INSURANCE	1,383	1,412	1,410	1,410
403-2851-536.24-10	WORKER'S COMPENSATION	21,812	16,548	15,077	15,595
403-2851-536.25-10	UNEMPLOYMENT COMPENSATION	148	153	152	152
403-2851-536.34-40	CONTRACTUAL SERVICE	577	738	7,000	4,015
403-2851-536.40-10	TRAVEL & TRAINING	2,760	2,113	2,300	3,000
403-2851-536.41-15	TELEPHONE - EQUIP CHGS	1,900	1,685	1,881	1,746
403-2851-536.41-16	AIRCARDS	-	428	480	600
403-2851-536.41-20	CELL PHONES/BEEPERS	2,597	1,798	4,560	4,500
403-2851-536.42-10	POSTAGE & FREIGHT	644	803	970	950
403-2851-536.43-20	WATER	11,603	13,735	13,300	14,100
403-2851-536.43-70	ELECTRICITY	201,339	186,307	209,000	209,000
403-2851-536.44-60	VEHICLE RENTAL	42,496	42,496	42,496	42,496
403-2851-536.44-62	EXCESS VEH. RENTAL ADJUST	(32,824)	(24,770)	(25,056)	(23,466)
403-2851-536.45-10	GENERAL LIABILITY	20,065	18,862	19,141	21,581
403-2851-536.45-11	RISK MGMT OPERATIONS	3,056	2,947	3,043	2,746
403-2851-536.45-30	VEHICLE INSURANCE	8,569	8,516	8,488	8,703
403-2851-536.46-20	BUILDING MAINTENANCE	7,525	-	-	-
403-2851-536.46-30	GROUNDS MAINTENANCE	-	2,303	485	3,270
403-2851-536.46-40	EQUIPMENT MAINTENANCE	13,552	2,925	7,760	14,000
403-2851-536.46-50	VEHICLE MAINTENANCE	17,406	19,915	18,652	20,987
403-2851-536.46-59	GENERATOR MAINTENANCE	52,713	30,043	45,000	40,000
403-2851-536.46-60	FLEET MAINT. OVERHEAD	5,718	2,881	6,508	3,691
403-2851-536.46-63	LIFT STATION MAINTENANCE	89,790	75,517	90,000	80,000
403-2851-536.46-70	OTHER MAINTENANCE	58	829	-	-
403-2851-536.47-10	PRINTING & BINDING	413	1,406	-	-
403-2851-536.47-30	COPIER	54	-	185	787
403-2851-536.48-10	PROMOTIONAL ACTIVITIES	232	-	240	200
403-2851-536.51-20	OFFICE EQUIP UNDER $1,000	-	285	920	500
403-2851-536.52-10	GENERAL OPERATING SUPPLY	23,383	29,335	33,174	30,000
403-2851-536.52-20	FUEL	33,767	31,873	33,210	53,601
403-2851-536.52-30	FUEL/LUBE - OTHER	125	433	690	-
403-2851-536.52-50	CHEMICALS	48,076	54,248	58,200	50,000
403-2851-536.52-60	JANITORIAL SUPPLIES	624	569	1,375	1,000
403-2851-536.52-70	CLOTHING	6,755	6,222	8,550	8,000
403-2851-536.52-90	EQUIPMENT UNDER $1,000	9,328	9,504	14,550	7,000
403-2851-536.54-10	BOOKS & PERIODICALS	267	-	-	-
403-2851-536.54-20	MEMBERSHIPS	255	50	-	-
403-2851-536.64-50	MACHINERY & EQUIPMENT	34,845	111,969	95,000	-

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
403-2851-536.66-20	SOFTWARE	929	-	-	-
	Total	**1,480,948**	**1,506,266**	**1,532,572**	**1,442,141**

Utility Patch Crew

Program Resources:

	Actual FY 09	Actual FY 10	Projected FY 11	Budget FY 12
Personnel	274,084	215,857	203,063	210,989
Operating Expenses	145,493	125,753	170,265	156,270
Capital Outlay	-	-	-	-
Total	**$ 419,577**	**$ 341,610**	**$ 373,328**	**$ 367,259**
No. of Positions				
Full-time	4	4	4	4
Part-time	-	-	-	-
Seasonal	-	-	-	-
Total	**4**	**4**	**4**	**4**
FTE's	**4**	**4**	**4**	**4**

Program Summary:

This program provides for the labor, material, and equipment to perform repair of concrete sidewalk and curb along with asphalt or brick repair related to water and sewer utility work throughout the entire service area, (both in City and County). Although a significant amount of utilities are unscheduled, the funding herein is sufficient to provide necessary and expected repair based on previous expenditure history.

Service Level Adjustments:

None

	ACCOUNT DESCRIPTION	FY 2009 ACTUALS	FY 2010 ACTUALS	FY 2011 APPROVED BUDGET	FY 2012 CITY MANAGER PROPOSED
437-2884-536.12-10	REGULAR WAGES	169,311	139,580	139,137	130,292
437-2884-536.12-20	TEMPORARY SUPERVISOR PAY	187	179	-	-
437-2884-536.14-10	OVERTIME WAGES	20,752	11,177	5,000	8,000
437-2884-536.15-10	INCENTIVE	1,115	645	-	-
437-2884-536.15-40	LONGEVITY	1,800	816	-	-
437-2884-536.15-50	MERIT BONUS	775	-	-	-
437-2884-536.21-10	FICA TAXES	12,708	10,211	9,451	10,779
437-2884-536.22-10	PENSION	16,342	11,600	9,713	10,957
437-2884-536.23-10	GROUP HEALTH/DENTAL	39,220	32,910	30,916	40,951
437-2884-536.23-11	LIFE INSURANCE	351	301	303	345
437-2884-536.23-12	AD&D INSURANCE	39	33	34	38
437-2884-536.23-13	DISABILITY INSURANCE	390	334	337	382
437-2884-536.24-10	WORKER'S COMPENSATION	11,047	8,031	8,131	9,194
437-2884-536.25-10	UNEMPLOYMENT COMPENSATION	47	40	41	51
437-2884-536.40-10	TRAVEL & TRAINING	-	162	-	-
437-2884-536.41-20	CELL PHONES/BEEPERS	(120)	115	-	-
437-2884-536.42-10	POSTAGE & FREIGHT	3	1	-	-
437-2884-536.44-60	VEHICLE RENTAL	6,383	6,383	6,383	6,383
437-2884-536.44-62	EXCESS VEH. RENTAL ADJUST	(4,931)	(3,721)	(3,764)	(3,525)
437-2884-536.45-10	GENERAL LIABILITY	4,126	4,475	4,533	4,786
437-2884-536.45-11	RISK MGMT OPERATIONS	628	699	721	609
437-2884-536.45-30	VEHICLE INSURANCE	779	774	772	791
437-2884-536.46-50	VEHICLE MAINTENANCE	4,833	3,150	4,545	4,489
437-2884-536.46-60	FLEET MAINT. OVERHEAD	1,738	876	1,586	789
437-2884-536.52-10	GENERAL OPERATING SUPPLY	452	(1,370)	600	600
437-2884-536.52-20	FUEL	1,585	2,049	2,689	3,948
437-2884-536.52-70	CLOTHING	1,192	1,071	1,200	1,400
437-2884-536.52-90	EQUIPMENT UNDER $1,000	1,501	962	1,000	1,000
437-2884-536.53-40	OTHER ROAD MATERIALS	127,324	110,127	150,000	135,000
437-9200-585.04-10	CONTINGENCY RESERVE	-	-	1,211	-
	Total	**419,577**	**341,610**	**374,539**	**367,259**

Capital Improvements Plan

The following five-year Capital Improvement Plan (CIP) reflects planned expenditures over the next five years for items that have a useful life of more than one year, are capital in nature and equal or exceed $25,000. The capital projects are prioritized and the funding source is identified. Additionally, there are some needs identified beyond the five-year timeline to be completed as funding becomes available.

The CIP is reviewed and updated each year. Projects are often reprioritized as Commission priorities shift, unforeseen needs arise or available funding changes (either positively or negatively).

The proposed capital plan continues our normal repaving schedule of 6 – 7 miles per year and performing repairs to 3 – 4 miles per year of brick streets.

This capital plan continues funding of the major facility capital maintenance, however part of this funding has been reallocated to the debt service on the City Hall and Library air-conditioning replacements as approved by the City Commission in FY 2011. The capital plan also continues the funding of major parks capital maintenance at the higher amount established last year of $200K.

Funding for Phase II of the Ward Park Master Plan ($219K) and replacement of athletic lights for the second of four fields in the Ward Complex ($231K) are included as scheduled. Other improvement planned for the five year period include rebuilding the Sterling Bridge, funding bicycle/pedestrian improvements, renovating the tree farm, providing a shade structure at Lake Island, and quiet zones.

New to the CIP is the $200K contribution for Mead Botanical Garden. A policy decision still needs to be made by the Commission as to whether or not this contribution will be just for capital or if part or all of it can be used for operations. The request by Mead Botanical Garden is to have it unrestricted so that it can be used for grant matches and operations. If this is the decision of the Commission, this line item should be moved from the CIP and put in Organizational Support in the General Fund, which would reduce the General Fund Transfer to this fund by the same amount.

Due to the nature of major Information Technology projects, we have created a new line item entitled IT Infrastructure Upgrades instead of specifically trying to identify specific projects 5 years out. We have found that the technology is changing so rapidly that identifying what specific future needs are more than one year in advance is futile but we know that there will be need for funding.

Due to the aggressive capital program in previous years and the reduction of revenue due to the decline in property values, there are no proposed CRA capital expenditures in the next five years. If property values recover more quickly than anticipated, the growth in those fund may be allocated for identified capital needs.

The Water and Wastewater Utility plans to continue to rehabilitate sewer mains, restore the structural integrity of manholes, install liners, and upgrade water mains. These improvements are expected to cost $1,490,000. Additionally, the Water and Wastewater Utility plans to complete construction of a new sewer system for Fairbanks.

The Electric Utility is scheduled to continue to make capital improvements to the system to improve reliability. In addition, the plan calls for the construction of a new operations center to replace the rented facility east of the City. With the loan being repaid to the General Fund in FY 2012, there will be cash flow freed up to accelerate the undergrounding program beginning in FY 2013

The Stormwater Utility CIP continues to fund projects that work toward the strategic initiative of providing superior quality lakes. These projects have been reviewed and recommended by the Lakes and Waterways Advisory Board.

A detailed spreadsheet of the CIP is immediately following this summary.

CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS

Description	Funding Source	Estimated Total Cost	Schedule of Planned CIP Expenditures				
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
General Capital Projects	General Fund	12,984,477	2,322,477	2,428,000	2,694,000	2,710,000	2,830,000
	Grant/Fund Raising	833,000	269,000	314,000	50,000	100,000	100,000
	Grant/Bond Issue	2,000,000	-	2,000,000	-	-	-
	General Obligation Bonds	650,000	-	-	-	-	650,000
Stormwater Capital Projects	Stormwater Utility Fees	3,550,000	710,000	710,000	710,000	710,000	710,000
Community Redevelopment Agency	-	-	-	-	-	-	-
Water and Sewer Fund	Water and Sewer Fees	10,372,496	1,556,496	2,736,000	2,687,500	1,695,000	1,697,500
	Sewer Impact Fees	1,700,000	1,700,000	-	-	-	-
	State Grant	1,000,000	1,000,000	-	-	-	-
	Water & Sewer Bond Issue	6,823,272	2,573,272	500,000	1,250,000	1,250,000	1,250,000
Electric Services Fund	Electric Service Fees	16,077,550	2,310,000	2,812,500	2,913,000	3,944,010	4,098,040
		55,990,795	12,441,245	11,500,500	10,304,500	10,409,010	11,335,540

Reconciliation to Capital Projects total on All Funds Budget Summary:

Total Capital Projects from Summary of Capital Projects	12,441,245
Pavement resurfacing reported as an operating expense on All Funds Budget Summary	(775,000)
Sidewalk, bikepath and curb repair reported as an operating expense on All Funds Budget Summary	(330,000)
Projects to be funded through a combination of privately raised funds and grants	(269,000)
Water and sewer system improvements to be funded through a bond issue	(2,573,272)
Water and sewer system improvements to be funded through currently available sewer impact fees	(1,700,000)
Water and sewer system improvements to be funded through state funding for resurfacing of Fairbanks	(1,000,000)
Capital Projects total from All Funds	5,793,973

SUMMARY OF CAPITAL PROJECTS
GENERAL CAPITAL PROJECTS

Department	Description	Funding Source	Estimated Total Cost	Schedule of Planned CIP Expenditures FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Other Long-term Needs
Public Works	Pavement Resurfacing and Brick Road Repairs	General Fund	4,100,000	775,000	800,000	820,000	845,000	860,000	on-going
Public Works	Sidewalk, bikepath and curb repairs	General Fund	1,650,000	330,000	330,000	330,000	330,000	330,000	on-going
Public Works	Facility replacement account funding (replacement of flooring, roofing, air conditioning and painting)	General Fund	1,072,477	197,477	210,000	215,000	225,000	225,000	on-going
Fire	Renovate the existing Fire Station 64 to accommodate minimum staffing levels and additional personnel during inclement weather	General Fund	800,000						800,000
ITS	Information Technology Infrastructure Upgrades (50% General Fund, 25% Water and Sewer Fund and 25% Electric Services Fund)	General Fund	395,000	70,000	75,000	75,000	85,000	90,000	on-going
Parks	General Parks Major Maintenance	General Fund	1,000,000	200,000	200,000	200,000	200,000	200,000	on-going
Parks	Sports field multipurpose complex conceptuals	General Fund	70,000		70,000				
Parks	Convert City Tree Farm to park facility	General Fund	1,500,000			350,000	575,000	575,000	
Parks	Mead Garden Master Plan Renovation	Grants/Fund Raising	4,160,000	200,000	200,000	50,000	100,000	100,000	3,510,000
		General Fund	1,000,000	200,000	200,000	200,000	200,000	200,000	on-going
Parks	Ward Park Master Plan Phase II	General Fund	219,000	219,000					
Parks	Civic Center parking lot expansion	General Fund	200,000					200,000	
Parks	Lake Island shade structure	General Fund	25,000	25,000					
Parks	Fleet Peeples park improvements phase 1	Fund Raising	183,000	69,000	114,000				
Parks	Golf Course consultant recommendation implementation (resurface the tees and rebuild all greens on the golf course except for hole No. 3 and the nursery green which were rebuilt in 2007)	General Fund	200,000					-	200,000
Parks	Restrooms (Ward, Lake Island)	General Fund	200,000			100,000	100,000		
Parks	Athletic field lighting at Ward Complex	General Fund	728,000	231,000	243,000	254,000			
Public Works	Bicycle/pedestrian improvements plan	General Fund	300,000		75,000	75,000	75,000	75,000	on-going
Public Works	Rebuild Sterling bridge	General Fund	150,000		150,000				
Public Works	Install pedestrian signals and rebuild antiquated traffic signals at various locations throughout the city	General Fund	375,000	75,000	75,000	75,000	75,000	75,000	on-going
Public Works	Railroad crossing quiet zones	Grant/Bond Issue	2,000,000		2,000,000				
General	Construct new City Hall (50,000 square feet)	General Obligation Bonds - Subject to Referendum	12,500,000					250,000	12,250,000
General	City Hall Parking Garage (250 spaces at $20,000 per space	General Obligation Bonds - Subject to Referendum	5,000,000					100,000	4,900,000

SUMMARY OF CAPITAL PROJECTS
GENERAL CAPITAL PROJECTS

Department	Description	Funding Source	Estimated Total Cost	Schedule of Planned CIP Expenditures FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Other Long-term Needs
General	New Library (60,000 square feet)	General Obligation Bonds - Subject to Referendum	15,000,000					300,000	14,700,000
Public Works	Construct a linear park along St. Andrews Blvd. south of Aloma as part of a stormwater improvement project that includes filling in the ditch to the east of the road (No grant prospects as of July 2010)	Grants	2,000,000						2,000,000
			54,827,477	2,591,477	4,742,000	2,744,000	2,810,000	3,580,000	38,360,000
	Totals by Funding Source:								
	General Fund		13,984,477	2,322,477	2,428,000	2,694,000	2,710,000	2,830,000	1,000,000
	Grants		2,000,000	-	-	-	-	-	2,000,000
	Grants/Fund Raising		4,343,000	269,000	314,000	50,000	100,000	100,000	3,510,000
	Granst/Bond Issue		2,000,000	-	2,000,000	-	-	-	-
	General Obligation Bonds		32,500,000	-	-	-	-	650,000	31,850,000
			54,827,477	2,591,477	4,742,000	2,744,000	2,810,000	3,580,000	38,360,000

CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
STORMWATER CAPITAL PROJECTS FUND

Department	Description	Funding Source	Estimated Total Cost	Schedule of Planned CIP Expenditures				
				FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Public Works	Unidentified and Miscellaneous Drainage Improvements - Most of the City's stormwater sewer infrastructure is over fifty years old. Some of these older systems do not meet the City's curren drainage standards and in many cases are experiencing pipe material failures. Groundwater seepage into the stormwater sewer system is considered an illicit discharge carrying sediments to the City's lakes compromising water quality.	Stormwater Fees	400,000	40,000	150,000	60,000	150,000	
Public Works	Alum station upgrades - phase 1	Stormwater Fees	210,000	210,000				
Public Works	Howard Drive Stormwater Treatment Pond	Stormwater Fees	150,000	150,000				
Public Works	Howell Branch Road - pond retrofit	Stormwater Fees	140,000	140,000				
Public Works	Miscellaneous Land Locked Lakes Stormwater Retrofits	Stormwater Fees	345,000	75,000	160,000			110,000
Public Works	Lake Sue - Outfalls No. 72-75 - Liquid/Solid Separators	Stormwater Fees	50,000	50,000				
	Howell Creek maintenance	Stormwater Fees	45,000	45,000				
Public Works	Alum station upgrades - phase 1	Stormwater Fees	200,000		200,000			
Public Works	North New York Avenue - Stormwater Retrofit - Phase 2	Stormwater Fees	200,000		200,000			
Public Works	Dixie Parkway - Outfall No. 3 - Stormwater Retrofit (delayed from fiscal year 2011 to fund the Nicolet Avenue Pond project)	Stormwater Fees	200,000			200,000		
Public Works	Solids Removal from outfalls with Alum Stations - Phase 2	Stormwater Fees	300,000			300,000		
Public Works	Lake Sylvan Outfalls - Stormwater Retrofits	Stormwater Fees	150,000			150,000		
Public Works	Lake Killarney Stormwater Outfall improvements (south from Fairbanks) - Stormwater Retrofits	Stormwater Fees	360,000				360,000	
Public Works	Exfiltration within Golf Course Area - Phase 1	Stormwater Fees	200,000				200,000	
Public Works	Lake Killarney Stormwater Outfall improvements (north from Lee Road) - Stormwater Retrofits	Stormwater Fees	250,000					250,000
Public Works	Exfiltration within Golf Course Area - Phase 2	Stormwater Fees	200,000					200,000
Public Works	Lake Bell Outfalls - Stormwater Retrofits	Stormwater Fees	150,000					150,000
			3,550,000	710,000	710,000	710,000	710,000	710,000

Note: The stormwater capital improvement plan has been approved by the Lakes and Waterways Board.

CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
COMMUNITY REDEVELOPMENT AGENCY FUND

Department	Description	Funding Source	Estimated Total Cost	Schedule of Planned CIP Expenditures				
				FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-

CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
WATER AND SEWER FUND

Department	Description	Funding Source	Estimated Total Cost	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Water and Sewer	Enterprise GIS & data collection	Water and Sewer Fees	600,000		600,000			
Water and Sewer	Rehabilitation of defective sewer mains with heavy ground water infiltration	Water and Sewer Fees	3,000,000	600,000	600,000	600,000	600,000	600,000
Water and Sewer	Rehabilitation of sanitary manholes to restore their structural integrity	Water and Sewer Fees	600,000	100,000	125,000	125,000	125,000	125,000
Water and Sewer	Short Liner Installation - for rehabilitation of sanitary sewer mains and laterals from the main to the property line	Water and Sewer Fees	1,450,000	250,000	300,000	300,000	300,000	300,000
Water and Sewer	Upgrade water mains - replacement of sub-standard water mains throughout the water distribution system.	Water and Sewer Fees	2,650,000	500,000	500,000	550,000	550,000	550,000
Water and Sewer	Replacement of asbestos cement sanitary force mains deteriorated by hydrogen sulfide gas	Water and Sewer Fees	200,000	40,000	40,000	40,000	40,000	40,000
Water and Sewer	Expansion of reclaimed water system	Bond Issue	4,250,000		500,000	1,250,000	1,250,000	1,250,000
Water and Sewer	Fairbanks Avenue Sewer Extension	Bond Issue	1,700,000	1,700,000				
		Sewer Impact Fees	1,700,000	1,700,000				
		State Grant	1,000,000	1,000,000				
Water and Sewer	Upgrading/rerating of Iron Bridge Regional Wastewater Treatment Facility (City of Orlando), City of Winter Park's share of the cost (funded by 2009 bonds)	Bond Issue	873,272	873,272				
Water and Sewer	Purchase of additional sewer treatment capacity at Altamonte Springs wastewater treatment facility	Water and Sewer Fees	1,500,000		500,000	1,000,000		
ITS	Information Technology Infrastructure Upgrades (50% General Fund, 25% Water and Sewer Fund and 25% Electric Services Fund)	Water and Sewer Fees	197,500	35,000	37,500	37,500	42,500	45,000
Water and Sewer	Funding of facility replacement account for Public Works Complex items (flooring, roofing, air conditioning & paint)	Water and Sewer Fees	174,996	31,496	33,500	35,000	37,500	37,500
			19,895,768	6,829,768	3,236,000	3,937,500	2,945,000	2,947,500
	Totals by Funding Source:							
	Water and Sewer Fees		10,372,496	1,556,496	2,736,000	2,687,500	1,695,000	1,697,500
	Sewer Impact Fees		1,700,000	1,700,000	-	-	-	-
	State Grant		1,000,000	1,000,000	-	-	-	-
	Bond Issue		6,823,272	2,573,272	500,000	1,250,000	1,250,000	1,250,000
			19,895,768	6,829,768	3,236,000	3,937,500	2,945,000	2,947,500

Note: Funding for Upgrading/Rerating of Iron Bridge Regional Wastewater Treatment Facility funded as part of Water and Sewer Refunding and Improvement Revenue Bonc Series 2009. Bonds for the expansion of the reclaimed water system will be issued at some future date not yet determined.

CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
ELECTRIC SERVICES FUND

Department	Description	Funding Source	Estimated Total Cost	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Electric Services	Routine Capital improvements to improve the reliability of the electric system	Electric Fees	6,505,050	1,250,000	1,275,000	1,300,500	1,326,510	1,353,040
Electric Services	Undergrounding of Electric Lines	Electric Fees	8,350,000	-	1,500,000	1,575,000	2,575,000	2,700,000
Electric Services	Construct Electric Operations Center and Warehouse	Electric Fees	1,025,000	1,025,000	-	-	-	-
ITS	Information Technology Infrastructure Upgrades (50% General Fund, 25% Water and Sewer Fund and 25% Electric Services Fund)	Electric Fees	197,500	35,000	37,500	37,500	42,500	45,000
			16,077,550	2,310,000	2,812,500	2,913,000	3,944,010	4,098,040
	Totals by Funding Source:							
	Electric Services Fees		16,077,550	2,310,000	2,812,500	2,913,000	3,944,010	4,098,040

Note: No additional bond issues are anticipated in the period covered by this Capital Improvement Plan

Ten Year General Fund Pro-Forma

Following is a ten year pro-forma for the General Fund. The pro-forma is a forward-looking tool to see if there are any major foreseeable financial problems on the horizon. Like any pro-forma it is build on dozens of assumptions and a change to any one of the assumptions changes the outlook of the pro-forma. There is no doubt that reasonable people can disagree with each and every assumption, but we attempted to be conservative in all of them using what we believe we know about the near term activities planned. Future legislative changes, a natural disaster, significant local political changes or economic changes could drastically impact the numbers.

The pro-forma is built assuming there is no Commission and management intervention to balance the budget each year. Obviously there will be such intervention each year going forward changing the outlook from that point forward.

Below are the major assumptions that go into the projections:

Revenues:

- Property Taxes – A slight increase (0.5%) is projected for 2013 then increases between 2.0% and 3.75% going forward.
- Sales Tax – Beginning with a 5% increase in 2013 and leveling to a 4% annual increase after that. This is less than historical trends which before the economy began to decline 4 years ago exceed 5% per year.
- Building Permits – Projected increases of 5% to 7%.

Expenses:

- Payroll - increases ranging from 2.5% in 2013 escalating to 3.5% in 2015.
- Health insurance – increases ranging from 7.5% - 12%.
- Police and Fire Pensions – Increases ranging based upon data obtained in the actuarial consultant's reports. Does not consider decreases, if any, from potential plan changes.
- Fuel – 3% - 5% increase each year.
- General inflation – 2% in 2013 and 3% each year thereafter.

Ten Year Pro-Forma
General Fund Pro-Forma at 4.0923 Mills for FY 2012

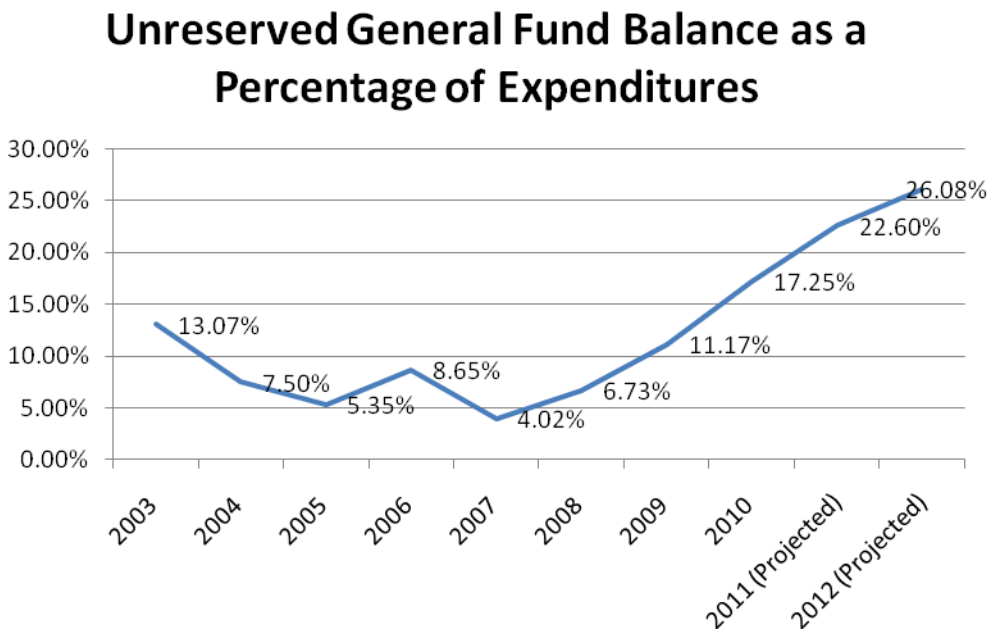
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
ESTIMATED REVENUES:										
Taxes:										
Property Taxes	14,265,000	14,336,325	14,620,083	14,984,056	15,471,825	16,014,961	16,618,028	17,243,785	17,893,086	18,566,815
Utility Taxes	7,022,000	7,216,470	7,416,977	7,623,721	7,836,908	8,056,751	8,283,473	8,517,301	8,758,471	9,007,229
Franchise Fees	1,132,500	1,168,494	1,205,637	1,243,969	1,283,526	1,324,348	1,366,476	1,409,951	1,454,818	1,501,120
Licenses and Permits	1,729,550	1,840,799	1,936,264	2,047,008	2,139,887	2,246,307	2,332,563	2,448,582	2,543,643	2,670,179
Intergovernmental Revenue	6,206,702	6,467,903	6,701,315	6,943,305	7,194,192	7,454,309	7,724,001	8,003,627	8,293,558	8,594,180
Charges for Services	4,939,600	5,087,788	5,240,422	5,397,634	5,559,563	5,726,350	5,898,141	6,075,085	6,257,337	6,445,058
Fines and Forfeitures	1,220,200	1,256,806	1,294,510	1,333,345	1,373,346	1,414,546	1,456,983	1,500,692	1,545,713	1,592,084
Other Revenue	556,457	589,531	618,800	642,898	667,995	688,035	708,676	729,937	751,835	774,390
Transfers	5,339,400	5,499,582	5,664,569	5,834,507	6,009,542	6,189,828	6,375,523	6,566,789	6,763,792	6,966,706
Total Estimated Revenues	42,411,409	43,463,697	44,698,577	46,050,442	47,536,783	49,115,436	50,763,864	52,495,749	54,262,254	56,117,761
		2.48%	2.84%	3.02%	3.23%	3.32%	3.36%	3.41%	3.37%	3.42%
ESTIMATED APPROPRIATIONS BY PROGRAM:										
General Government	4,211,761	4,321,574	4,465,024	4,637,756	4,819,340	5,010,446	5,211,811	5,424,246	5,648,647	5,886,002
Plan/Community Development	1,992,364	2,047,553	2,118,877	2,204,235	2,294,277	2,389,379	2,489,956	2,596,466	2,709,412	2,829,355
Public Works	6,851,823	7,016,040	7,259,383	7,531,868	7,817,231	8,116,344	8,430,159	8,759,720	9,106,170	9,470,760
Police	11,863,492	12,224,056	12,049,985	12,571,757	13,122,904	13,705,786	14,323,008	14,977,445	15,672,270	16,410,994
Fire	9,207,471	9,580,363	9,931,817	10,350,404	10,791,014	11,255,309	11,745,113	12,262,436	12,809,491	13,388,719
Parks & Recreation	6,481,941	6,667,240	6,902,397	7,198,436	7,512,094	7,844,876	8,198,448	8,574,654	8,975,536	9,403,358
Organizational Support	1,411,212	1,453,548	1,497,155	1,542,069	1,588,332	1,635,981	1,685,061	1,735,613	1,787,681	1,841,312
Transfers	2,481,540	2,493,948	2,107,669	2,148,669	1,894,669	1,406,236	1,442,018	1,478,874	1,516,835	1,555,935
Reimbursements	(2,992,600)	(3,082,378)	(3,174,849)	(3,270,095)	(3,368,198)	(3,469,244)	(3,573,321)	(3,680,521)	(3,790,936)	(3,904,664)
Funding for commuter rail	197,000	214,000	231,000	248,000	265,000	282,000	299,000	316,000	333,000	350,000
Funding for pay plan adjustments	480,405	492,415	507,188	524,939	543,312	562,328	582,009	602,380	623,463	645,284
Total Estimated Appropriations	42,186,409	43,428,358	43,895,644	45,688,039	47,279,974	48,739,442	50,833,263	53,047,313	55,391,569	57,877,056
		2.94%	1.08%	4.08%	3.48%	3.09%	4.30%	4.36%	4.42%	4.49%
Excess Revenues (Deficit)	225,000	35,338	802,933	362,403	256,809	375,994	(69,399)	(551,563)	(1,129,315)	(1,759,296)
ESTIMATED APPROPRIATIONS BY CATEGORY:										
City operations	36,666,194	37,801,502	38,533,711	40,155,072	41,865,950	43,673,473	45,585,492	47,610,675	49,758,593	52,039,827
City capital maintenance	1,430,463	1,465,361	1,526,110	1,594,228	1,666,023	1,741,751	1,821,692	1,906,151	1,995,459	2,089,982
Organizational support	1,411,212	1,453,548	1,497,155	1,542,069	1,588,332	1,635,981	1,685,061	1,735,613	1,787,681	1,841,312
Transfers to other funds	2,481,540	2,493,948	2,107,669	2,148,669	1,894,669	1,406,236	1,442,018	1,478,874	1,516,835	1,555,935
Commuter rail funds	197,000	214,000	231,000	248,000	265,000	282,000	299,000	316,000	333,000	350,000
Contingency	225,000	35,338	802,933	362,403	256,809	375,994	(69,399)	(551,563)	(1,129,315)	(1,759,296)
	42,411,409	43,463,697	44,698,577	46,050,442	47,536,783	49,115,436	50,763,864	52,495,749	54,262,254	56,117,761
DETAIL OF CAPITAL MAINTENANCE APPROPRIATIONS:										
Traffic control	326,465	335,212	346,833	360,797	375,530	391,093	407,556	424,993	443,490	463,137
Sidewalks, bikepaths and curbs	330,000	336,600	350,370	364,737	379,727	395,370	411,694	428,732	446,514	465,077
Street paving	773,998	793,548	828,907	868,694	910,766	955,288	1,002,442	1,052,425	1,105,455	1,161,768
	1,430,463	1,465,361	1,526,110	1,594,228	1,666,023	1,741,751	1,821,692	1,906,151	1,995,459	2,089,982
Reserves	10,634,858	10,859,263	11,789,802	12,400,205	12,922,014	13,580,008	13,809,609	13,574,046	12,777,731	13,401,194
Reserves as a Percentage of Expenditures	26%	26%	28%	28%	28%	29%	28%	26%	24%	24%

Cash Reserves

Governments hold cash in reserve for a variety of reasons. Often money is set aside to prepare for emergencies, such as natural disasters or unrealized revenues. Reserves may also be accumulated to fund specific projects or to position the City to take advantage of matching grants or land purchase opportunities.

General Fund

From 2001 to 2007 the City's General Fund Reserves were drawn down to fund costs associated capital projects, the 2004 hurricane cleanup costs, start up of the Electric Utility, and the purchase of the development rights at the post office property. The reserve balance reached a dangerously low level of 4% of recurring expenditures at the end of 2007. At that time the City established a goal to rebuild unreserved fund balance to equal 30% of recurring General Fund expenditures over the next several years and we have made that a major focus in each budget since then. Below is a graph which shows the progress towards that goal.



As presented, this proposed budget would result in an increase in reserves of $2.8 million. This will be accomplished through the money budgeted in the Electric Utility to repay the loan from the General Fund and through the amount allocated to build a carve-out in the budget for the future cost to the city for commuter rail.

At the end of FY 12, the City is projected to have reserves of $10.6 million, which will be approximately 26% of the General Fund annual recurring expenditures, well within the range of what best practices would consider prudent.

Water and Wastewater Utility

The Water and Wastewater Utility Fund is expected to have an increase in net assets of $634K in FY 12. which is virtually a break even position over the previous year.

Electric Utility

The Electric Utility Fund is expected to have an increase in net assets of $3.6M in FY 12. This projection includes paying back the General Fund loan and constructing the new operations center.

REGULAR MEETING OF THE CITY COMMISSION
June 27, 2011

The meeting of the Winter Park City Commission was called to order by Mayor Kenneth Bradley at 3:42 p.m. in the Commission Chambers, 401 Park Avenue South, Winter Park, Florida.

The invocation was provided by Pastor Wally Meyer, Calvary Assembly of God, followed by the Pledge of Allegiance.

Members present:
Mayor Kenneth Bradley
Commissioner Steven Leary
Commissioner Sarah Sprinkel
Commissioner Carolyn Cooper
Commissioner Tom McMacken

Also present:
City Manager Randy Knight
City Attorney Larry Brown
Deputy City Clerk Michelle Bernstein

Approval of the agenda

Motion made by Commissioner McMacken to approve the agenda; seconded by Commissioner Sprinkel.

Motion amended by Commissioner Leary to add Item 10.a), a Resolution for transparency and ethics in government; seconded by Mayor Bradley.

Commissioner Cooper stated that normal protocol for new items to be added to the agenda are addressed under City Commission Reports so they can discuss the issue and see whether there is consensus to put the item on the next agenda. Commissioner Leary indicated that this is a time sensitive issue and he would like to add it to the agenda for discussion. Commissioner Cooper stated that not knowing what the item is can be rather difficult to comment on and she would prefer to have it included in the agenda packet for the next meeting.

Commissioner McMacken asked if the resolution would require public notice or if they can address it in tonight's meeting. Attorney Brown advised that if a Commissioner would like to add something to the agenda they would normally bring it up under Commission Reports and then see if there is a majority to agenda the item for the next meeting. However, since this is a Resolution legally they would not be prohibited to address the matter if there is an emergency circumstance that exists since a Resolution is really an expression of the Commission itself.

Upon a roll call vote on the amendment, Mayor Bradley and Commissioners Leary, Sprinkel and McMacken voted yes. Commissioner Cooper voted no. The motion carried with a 4-1 vote.

Upon a vote on the agenda as presented; by acclamation of the City Commission the motion carried with a 4-1 vote with Commissioner Cooper voting no.

Mayor's Report

a. Proclamation-Parks and Recreation Month

Mayor Bradley proclaimed the month of July 2011 as Parks and Recreation month in the City of Winter Park. He gave special recognition to Director of Parks and Recreation John Holland and the entire department for the work they perform.

Mayor Bradley invited everyone to Central Park and celebrate the 16th annual Old Fashioned July 4 celebration.

b. Presentation of Summer 2011 Webisode produced in partnership with Full Sail University's SPARK program

Assistant Communications Director Craig O'Neil presented the Summer Webisode titled "The History of Winter Park" and thanked all of the members involved in making it a success.

c. Board appointments

Mayor Bradley appointed the following board members:

Board of Adjustment
Ann Higbie (New appointment, 2011-2012)

Ethics Board
Thomas Bradley (New appointment, 2011-2012)

Historic Preservation Board
Genean McKinnon (New appointment, 2011-2014)

Pedestrian and Bicycle Safety Board
Elisabeth Holler (New appointment, 2011-2013)

Tree Preservation Board
Phil Eschbach (Re-appointed, 2011-2014)
Peter Weldon (New appointment, 2011-2013)

Utilities Advisory Board
Michael Smith (New appointment, Alternate, 2011-2014)

Motion made by Mayor Bradley that the above appointments are accepted as presented; seconded by Commissioner Leary and carried unanimously with a 5-0 vote.

d. SunRail update

Mayor Bradley commented that tomorrow, June 28, 2011 the FDOT Secretary for the State of Florida will be holding several hearings throughout the Central Florida area regarding the SunRail project. He encouraged the attendance of citizens who are interested and advised that the meeting information including the times and locations are posted on the City's website.

City Manager's Report

City Manager Knight followed up with the Commission's concerns with not providing hotdogs at the July 4 celebration and advised that staff has created a temporary solution. He noted that staff has secured several hotdog vendors that will be selling hotdogs for $2.00 and hopefully this will be a viable solution so they can use this same approach for future events.

City Manager Knight advised that effective July 1 the electric rates will be reduced by approximately 8%.

City Manager Knight reminded the Commission that the budget presentation is scheduled for the next Commission meeting.

City Attorney's Report

a. Update on post office box issue

Attorney Brown advised that City Manager Knight and Attorney Katie Reischmann met with the Postmaster on June 22, 2011 along with two attorney's from their office. He said the Postmaster requested a copy of all documentation that the City has regarding citizens who claimed they were forced to move their mailboxes from the house to street and that the City complied with his request. The Postmaster stated that he will get back to the City within the next 2 weeks once he evaluates the information that was provided to him and see what kind of remedy will be possible.

Mayor Bradley asked if this has been resolved. City Manager Knight advised that the Postmaster alleged that they have discontinued the practice of forcing people to move their mailboxes so he believes it is resolved going forward but whether the Postmaster will agree to allow those individuals who could not produce the documentation is unknown at this time. He said that they are waiting for a follow up response from the Postmaster and they will move on from there.

b. Sydgan settlement agreement

Attorney Brown provided background and noted that this is a proposed settlement agreement provided by the developer Sydgan. He stated that if the Commission would like to schedule an executive session to further discuss this they can do so.

Mayor Bradley asked if the Commission is being asked to make a decision this evening as it was unclear to him since the item was listed under his report. Attorney Brown stated 'yes' and clarified the process. He explained that if the Commission accepts the settlement agreement tonight as currently written, the City must then conduct a public hearing to approve any extension or modification of the conditional use permit and if they do not extend pursuant to the terms, the settlement agreement becomes null and void and they are back to renegotiating. He explained it is structured this way because they have to go through the quasi-judicial process.

Motion made by Commissioner Sprinkel to accept the settlement agreement; seconded by Mayor Bradley.

Commissioner McMacken asked for clarification and explained that the agreement before them negates 3 of the 5 conditions and substantially weakens a 4th condition so he does not see this as representing what the Commission discussed during their last shade meeting with Attorney Reischmann. Attorney Brown clarified that this is the developer's counter proposal to the City's proposal.

Motion amended by Commissioner Cooper to have a shade meeting. Mayor Bradley explained to Commissioner Cooper that she cannot call for a shade meeting; however, she can make a motion to table this item until after they have a shade meeting. **Motion withdrawn by Commissioner Cooper. Mayor Bradley withdrew his second on the current motion (to accept the settlement agreement.)**

Motion made by Mayor Bradley to table the conversation to a shade meeting; seconded by Commissioner Leary. Upon a roll call vote, Mayor Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.

Mayor Bradley clarified that the shade meeting will be scheduled by the Clerk's office so that a court reporter can be present.

Non-Action Items

a. Financial Report – May 2011

Finance Director Wes Hamil provided the May 2011 financial report and answered questions pertaining to the amortization schedule, the water, sewer and electric service funds and net revenues.

Motion made by Mayor Bradley to accept the financial report and to ask City Manager Knight to work with staff to bring back at the next Commission meeting a deeper understanding of the financial position of the water/sewer fund; seconded by Commissioner McMacken and carried unanimously with a 5-0 vote.

Consent Agenda

Commissioner McMacken noted that he was not present at the last meeting and asked what the process or procedure would be for the approval of the minutes since he was not present. Attorney Brown stated that per Chapter 286 he is required to vote unless there is or appears to be a prohibited conflict of interest.

a. Approve the minutes of 6/13/11. **– PULLED FROM CONSENT AGENDA FOR DISCUSSION – SEE BELOW**
b. Approve the following purchases and contracts:
    1. After-the-Fact Purchases Order 144784 to City of Orlando for payment of April 2011 sanitary sewer charges; $185,146.62
    2. Blanket Purchase Order to the City of Altamonte Springs for wholesale sewer treatment; Total expenditure included in approved FY11 budget; $125,000
    3. Blanket Purchase Order to the City of Orlando for sanitary sewer charges; total expenditure included in approved FY11 budget; $1,165,000

4. Blanket Purchase Order to the City of Orlando for improvements at the Iron Bridge Regional Water Reclamation Facility; total expenditure included in approved FY11 budget; $2,270,000
5. Temporary extension of IFB-1-2008, Underground Electrical Construction Services with Heart Utilities, Inc. through September 30, 2011 and authorize the Mayor to execute the agreement for temporary extension; total expenditure is included in approved FY11 budget; $400,000
6. Temporary extension of RFP-9-2007, Tree Trimming of Electric Utility Lines with Burford's Tree Surgeons through September 30, 2011 and authorize the Mayor to execute the agreement for temporary extension; total expenditure is included in approved FY11 budget; $135,000
7. Piggybacking the State of Florida contract 390-350-07-1 for Food Grade Ice for Emergency Operations and authorize the Mayor to execute the piggyback contracts
8. Piggybacking the State of Florida contract 390-910-07-1 for Potable Water for Emergency Operations and authorize the Mayor to execute the piggyback contracts
9. Piggybacking Orange County contract Y11-1014 for Motor Fuels and authorize the Mayor to execute the piggyback contracts

c. Approve the Winter in the Park Holiday Ice Rink Contract with Magic Ice USA.
d. Approve the budget adjustment to increase contributions to the police and fire pension plans.
e. Approve the Police Department strategic plan as presented.
f. Authorize City staff to continue Community Conversations electronically via a City blog format. **– PULLED FROM CONSENT AGENDA FOR DISCUSSION – SEE BELOW**

Motion made by Commissioner Sprinkel to approve Consent Agenda Items 'b.1-9' and 'c', 'd' and 'e'; seconded by Commissioner Leary and carried unanimously with a 5-0 vote.

Consent Agenda Item 'a' - Approve the minutes of 6/13/11.

Commissioner Cooper referenced page 3, Legislative Update. She requested that the City Clerk include more detail on the Legislation discussion relative to pensions and growth management. Commissioner Sprinkel requested that a more detailed summary report be provided by the Legislative personnel since the oral presentation given was incomplete. Commissioner Leary agreed and asked that this supplementary report on the Legislative update be provided but included as a separate item. He noted that he is happy with approving the minutes as presented so they can move this item forward.

Motion made by Commissioner Cooper to approve Consent Agenda Item 'a' with the exception that they ask the City Clerk to expand upon the legislative update based on the audio from the last meeting; seconded by Commissioner McMacken for discussion.

Commissioner McMacken agreed with Commissioner Leary's suggestion that they include the information as a separate item or as an appendix to the minutes. Mayor Bradley stated that he is comfortable with the minutes reflecting what transpired.

Upon a roll call vote, Mayor Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.

Mayor Bradley requested that the City Attorney provide a detailed report on each individual Legislative update(s) and to also provide an overall summary report so the City can be in compliance with the new law(s). Attorney Brown explained that he is currently sending out detailed information on each item once it has been adopted and also acknowledged the request for an overall summary report.

Consent Agenda Item 'f' - Authorize City staff to continue Community Conversations electronically via a City blog format.

Commissioner Cooper stated she understood that a summary report would be issued to the Commission regarding the Community Conversation meetings that took place last month so they could take action on it. She commented about the current concept to add a City blog so they could receive electronic input. She indicated that she would like for these two items to be segregated so that the information and opinions are clearly separated and more representative. She then shared her concerns with the use of a blog format and felt that it would not be representative of a huge demographic part of the population. She suggested that the City send out a survey using email addresses of Winter Park residents rather than using a blog so they could avoid the anonymous nature, the lack of control and accountability that comes with blogging.

Mayor Bradley stated that their intent is to receive additional information. He agreed with both ideas and said they should create a blog and send out a survey. Commissioner McMacken agreed.

Motion made by Mayor Bradley to approve Consent Agenda Item 'f' and request that the blog be sent as staff has recommended as well as the key questions be sent out to the email list for distribution that citizens have recognized in our City; seconded by Commissioner Leary for discussion.

Commissioner Sprinkel suggested that staff investigate the "survey monkey" program since it is an easy way for people to respond and is very inexpensive. **Mayor Bradley stated that the current motion would accommodate the suggestion of investigating the "survey monkey" program; Commissioner Leary agreed.**

Commissioner Leary stated that his generation is into blogging and he would hate for those comments or opinions to be watered down. He noted that from a study standpoint it is important to keep the two items segregated but in his opinion the blog comments have equal weight. He said that he would like to make sure that they do not diminish the importance of their value simply because the citizens could not participate in the community conversation meetings.

Communications Director Clarissa Howard asked for clarification on the current motion regarding email distribution lists. Mayor Bradley stated that he would like for staff to decide which email lists to use for this task. Ms. Howard then clarified for Commissioner Cooper that the Communications Department will be creating and maintaining the blog and survey information.

Upon a roll call vote, Mayor Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.

Public comments

Bee Epley, 151 N. Orlando Avenue, spoke about the Community Conversation meetings that took place last month. She said it would be nice if all of the attendees could receive a copy of the final report from the facilitator Marilyn Crotty and if the City is going to be performing another survey they should make it a separate document. Communications Director Clarissa Howard advised that the "Community Conversations 2011 Report" is already posted on the City's website under "What's New".

Sally Flynn, 1400 Highland Road, said that she is happy to know that the final report is posted on the website.

A recess was taken from 5:03 p.m. to 5:23 p.m.

Action Items Requiring Discussion:

a. Resolution on ethics and transparency in government.

Commissioner Leary spoke about an email from Peter Weldon that was distributed to the Commissioners on June 24, 2011 which included a copy of an investigation letter from the State Attorney's office in response to Mr. Weldon's complaint filed with the Winter Park Police Department. He stated this was in regards to a possible criminal violation of the Florida Campaign Finance Laws during the recent March 2011 Winter Park City Commission election relating to an unknown campaign mailer that was distributed to 8,000 residents during the election.

Commissioners McMacken and Cooper did not recall receiving the email and said if they had received the email they did not read it and were unaware of the situation. Commissioner McMacken asked City Manager Knight to double check the email address that was used. City Manager Knight advised that it went to the address for the Mayor and all the Commissioners.

Commissioner Leary read the email that was sent by Mr. Weldon (see attached). He summarized Mr. Weldon's email and complaint so that it helped to provide context for the proposed resolution that he presented this evening for their consideration. Commissioner Leary explained that during the past election cycle a political mailer was distributed to 8,000 Winter Park residents attacking candidate Sarah Sprinkel, now Commissioner Sprinkel. As a concerned citizen Mr. Weldon filed a complaint with the Winter Park Police Department concerning possible violations of Florida's Campaign Finance Laws related to this mailer. This past Friday evening Mr. Weldon sent an email to the Commissioners as an update to his complaint. Mr. Weldon's complaint was forwarded to the State Attorney office for investigation and they have revealed that former Winter Park City Commissioner Beth Dillaha was involved in coordinating this uncivil attack. He said what is most troubling is that at the time of the mailing Mrs. Dillaha was seated as a Winter Park City Commissioner.

Commissioner Leary then referenced the response letter from Mr. Roger Floyd, Detective Supervisor with the State Attorney's office in a letter dated June 21, 2011 to Winter Park Police Chief Railey (see attached).

Since Commissioner McMacken and Cooper were unaware of the State Attorney's response letter, Commissioner Leary quoted several items from the letter which included the following:

"Mr. Dave Plotkin stated that he had been in contact with Mrs. Beth Dillaha of Winter Park and had obtained the money for the mail piece from her residence where she had left it for him to pick up."

"Contact with Mrs. Dillaha verified her involvement in setting the stage for the piece to be produced and mailed."

"Mrs. Dillaha also stated that it was her desire for the people that paid for the mailer to remain anonymous."

Commissioner Leary stated that it is apparent from these statements and other statements that there was a continuous effort to block transparency and shield those individuals who financially supported this mailer.

Commissioner Leary explained that the Commission speaks highly about ethics, transparency and civility and felt that they now have an opportunity to prove that these are more than just words thus the reason for the resolution. He then advised that Mr. Weldon wrote in his email *"I will be pursing this further with the Florida Elections Commission in the hope of getting clarification and revealing the identities of those actually funding the mail piece."* Commissioner Leary said he believes they should support all efforts to expose those responsible for tempting to covertly gain the system and bring shame to our City.

Commissioner Leary mentioned that early this morning he crafted a letter to the Florida Elections Commission (FEC) in support of Mr. Weldon's efforts and instead of sending it he decided that it would make more sense if they could add some weight to it by making it a Resolution from the City Commission. He then read his letter to the FEC into the record (see attached) and explained that he has translated this same information into the proposed Resolution that he is presenting this evening for consideration (see attached).

Commissioner Cooper said that she is trying to understand the sense of urgency and why this has to be done tonight. She would prefer that the item be placed on the agenda to allow the Commission the opportunity to examine the facts and understand the implications. Commissioner Leary explained that they are always talking about transparency, ethics and civility so he felt that it was urgent that they address this matter right away. He also felt that the approved Resolution would add some weight to Mr. Weldon's letter to the FEC and hopefully not delay the investigation by another month and his intent was to have both the Resolution and the letter accompany Mr. Weldon's letter to the FEC.

Mayor Bradley advised that the response letter they are speaking about is from the State Attorney's office which strikes him as being very serious and in fairness to everyone they need to have this investigated and reviewed in a timely manner.

Commissioner Leary felt that they owe it to the citizens of the community to have this item investigated further.

Motion made by Commissioner Cooper to put this item on the agenda for the next meeting; seconded by Commissioner McMacken.

Commissioner Cooper said that she is not opposed to the Resolution but she is opposed to violating process and by not giving the Commissioners an opportunity to examine what they are being asked to sign is inappropriate especially since it was not on the agenda or in the packet. Commissioner McMacken stated that he would be in favor of taking this item up at the next meeting so that he can review the document since it is an extremely serious matter.

Commissioner Leary provided the Deputy City Clerk with a copy of the proposed Resolution for the record.

Attorney Brown mentioned that he received the information today and according to the letter from the State Attorney's office, they found that there appeared to be a group of people acting in concert and they should have registered as a Political Action Committee (PAC) which they did not. The State Attorney's office also found that the review of the Florida Statutes 106.03 appears to contain language that it is a non-criminal violation and should be directed to the Division of Elections which is the investigatory division of the Florida Elections Commission.

Attorney Brown stated that given the detail in the State Attorney investigator's letter he cautioned the Commissioners to look at Florida Statutes 112, Code of Ethics, particularly the section pertaining to receipt of gifts. He said this could be a very risky thing not only under the Election code but also under the Ethics code to basically solicit money or receive money for these types of purposes under the gift law and then not report the gift is a very serious matter.

Commissioner Leary asked Attorney Brown if former Commissioner Dillaha could be in violation of an Ethics issue. Attorney Brown said he is cautioning all Commissioners to look at Florida Statutes 112 and noted that there is a different agency that looks into these matters and that would be another investigatory option that they should consider regarding this matter.

Commissioner Leary said his desire to see this move quickly is simply to reassure the citizens and constituents that they take this matter seriously especially since this incident has been going on prior to the election which was March 8, 2011. Commissioner McMacken advised that he is not prepared to vote on the matter this evening and would be more comfortable if he could have some time to review and think about it. Commissioner Leary stated that he respects his fellow Commissioners and will support the current motion to address this item at the next meeting.

Upon a roll call vote, Mayor Bradley and Commissioner Sprinkel voted no. Commissioners Leary, Cooper and McMacken voted yes. The motion carried with a 3-2 vote.

Mayor Bradley advised that the Resolution will be on the next meeting agenda. He informed the Commissioners that they are not going to investigate this matter since it is not their role and that they will only be discussing the Resolution.

Public Hearings

a. Request of Backworks, Inc.: (Quasi-Judicial hearing)

ORDINANCE NO. 2845-11: AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE III, "ZONING" AND THE OFFICIAL ZONING MAP SO AS TO CHANGE THE EXISTING ZONING DESIGNATION OF PARKING LOT (PL) DISTRICT TO OFFICE (O-2) DISTRICT ON THE PROPERTY AT 1605 WEST FAIRBANKS AVENUE, MORE PARTICULARLY DESCRIBED HEREIN. Second Reading

Mayor Bradley explained that this request impacts a physician's office that is an employee of his employer so he has recused himself from voting on this issue (conflict of interest). Form 8B is made part of this record. Attorney Brown read the ordinance by title.

Motion made by Commissioner Leary to adopt the ordinance; seconded by Commissioner Sprinkel. Commissioner Cooper requested that in the future to include the staff report in the agenda packet for the second reading of ordinances. **Upon a roll call vote, Mayor Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried with a 4-0 vote. Mayor Bradley abstained from voting.**

b. Request of Rollins College: Amending their conditional use approval to continue the use of the Osceola Lodge and Bigelow House properties at 231 N. Interlachen Avenue and 230 N. Knowles Avenue, zoned R-2/R-3 for the Winter Park Institute, a Rollins College Educational Program for visiting scholars. The request would allow the continuation of this use with no expiration.

Planning Director Jeff Briggs explained the conditional use request to continue the use of the Osceola Lodge and Bigelow House properties at 231 N. Interlachen Avenue and 230 N. Knowles Avenue for the Winter Park Institute, a Rollins College Educational Program for visiting scholars. Mr. Briggs answered questions pertaining to the use of the property and the terms and conditions involved.

Motion made by Commissioner Cooper to extend the conditional use for another 3 year period. Motion failed for lack of a second.

Motion made by Commissioner Leary to accept the conditional use request as presented (with no expiration); seconded by Commissioner Sprinkel.

It was noted that the applicant did not wish to speak on this matter. No public comments were made.

Upon a roll call vote, Mayor Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.

c. Request of Rollins College: Conditional use approval to renovate and expand the Bush Science Center Building on the campus of Rollins College at 1000 Holt Avenue, zoned PQP

Planning Director Jeff Briggs explained the conditional use request to renovate and expand the Bush Science Center Building on the campus of Rollins College located at 1000 Holt Avenue. Mr. Briggs explained that the vast majority of this project is a complete interior renovation of the existing Bush Science Center building. The exterior part of the project is the removal of 10,000 square feet of the building area on the "Fairbanks" frontage of the building and the construction of a new 12,000 square foot three story addition to the south toward the Administration Building. This will facilitate beautification of the Fairbanks frontage side of the Bush Science Center, visible to the public along Fairbanks. One visual improvement is adding more windows on this side of the façade. In addition, the driveway area is being redone both to add storm water retention and to provide new space for new landscaping and new trees.

Mr. Briggs also noted that another new storm water retention area is being created in the space between the Bush Science Center and the Administration building. Lastly, the plan also removes the existing parking lot for the Administration building and replaces that parking lot and access road with a "college square" lawn and open space area. A much smaller new parking lot is relocated to the south side of the Administration building. These plans will be an improvement both to the Rollins College campus as well as the public's visual perspective from Fairbanks Avenue. Mr. Briggs noted that the Planning Board voted 5-0 for approval with no conditions.

Motion made by Commissioner Sprinkel to accept the conditional use request as presented; seconded by Commissioner Leary.

Jeff Eisenbarth, Rollins Vice President for Business and Finance & Treasurer spoke on behalf of the applicant. He explained that the rose garden will be relocated in front of the Annie Russell Theatre.

David Odahowski, 199 E. Welbourne, spoke on behalf of the Edyth Bush Charitable Foundation and encouraged the Commission to approve the request.

Upon a roll call vote, Mayor Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.

d. ORDINANCE NO. 2846-11: AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AUTHORIZING AND PROVIDING FOR THE BORROWING OF AN AMOUNT NOT TO EXCEED ONE MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS ($1,750,000) FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH IMPROVEMENTS TO THE CITY'S AIR CONDITIONING AND LIGHTING SYSTEMS; AND PROVIDING AN EFFECTIVE DATE. Second Reading

Attorney Brown read the ordinance by title. No public comments were made.

Motion made by Commissioner McMacken to adopt the ordinance; seconded by Commissioner Cooper. No public comments were made. **Upon a roll call vote, Mayor**

Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.

e. RESOLUTION NO. 2086-11: A RESOLUTION OF THE CITY OF WINTER PARK, FLORIDA APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT WITH BRANCH BANKING AND TRUST COMPANY, AS LESSOR, AND SEPARATE LEASE SCHEDULES ATTACHED THERETO; APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A PROJECT FUND AGREEMENT FOR THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT WITHIN THE TERMS HEREIN PROVIDED; AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER DOCUMENTS REQUIRED IN CONNECTION THEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Attorney Brown read the resolution by title.

Motion made by Commissioner Cooper to adopt the resolution; seconded by Commissioner McMacken.

City Manager Knight advised the Commission that Attorney Brown provided three modifications to the BB&T financing documents for Lease Purchase of Air Conditioning and Lighting Upgrades from Trane and asked that they adopt the document with these 3 changes:

1. Language suggesting BB&T has a security interest in the equipment was removed. The City cannot agree to or allow a party to have a lien or security interest in any property owned by the City.
2. Language regarding indemnification of BB&T by the City was removed because the State Attorney General has issued an opinion that a government entity may not indemnify a private party.
3. Language stating the City was not in violation of any existing law, rule or regulation was modified to refer to any “material” existing law, rule or regulation.

Attorney Brown clarified that the three modifications are acceptable to BB&T.

Mayor Bradley asked Commissioners Cooper and McMacken if they would accept the revised language provided by Attorney Brown into their current motion. **Commissioner Cooper and Commissioner McMacken accepted and agreed that the revised language be included in the Lease Agreement.**

No public comments were made. **Upon a roll call vote, Mayor Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.**

Commissioner Reports:

a. Commissioner Leary

No items to address.

b. Commissioner Sprinkel

1. Commissioner Sprinkel said the groundbreaking at the Winter Park Towers was a great event.

2. Commissioner Sprinkel mentioned hearing on the radio about a City that is creating a smile zone and everyone that entered that zone would have to smile. She said they were also piping music into the smile zone to make them happier while they were smiling and she thought it was a great idea.

3. Commissioner Sprinkel said she was thrilled to learn that residents are now able to pay their power bill on their revolving charge cards. She thanked everyone for their efforts with this major accomplishment.

4. Commissioner Sprinkel mentioned that a lot of citizens have been telling her what a great job the Parks and Recreation Department is doing this summer and thanked them for their efforts. She also appreciated receiving photos of the children performing their summer activities.

5. Commissioner Sprinkel noted that the Commissioners receive numerous flyers and mailers about upcoming events/meetings. She spoke about the upcoming state conference scheduled for August (Florida League of Cities) that she would like to participate in and inquired about the process. City Manager Knight advised that there is money in the City Commission budget for these types of events and if they would like to attend they should contact his office and speak with Juanita Grant and she will make the arrangements and RSVP for them.

c. Commissioner Cooper

1. Commissioner Cooper stated she appreciated having the Police Department's Strategic Plan within this year's budget level and thanked everyone who was involved.

2. Commissioner Cooper said she is not sure if they need a work session on the pension decisions but since the state has not adopted a positive solution she thought it would be a great idea to meet as a team on this issue and discuss some other alternatives. Mayor Bradley said for him this is a budget conversation. City Manager Knight advised that a report will be forthcoming within the next month from the pension consultant.

Commissioner Cooper stated that she was very pleased to have City Manager Knight run the forecast numbers for them on the pension issue. She mentioned that they previously asked the pension board to include a 10 year forecast and it did not happen. She commented that it was her understanding that they do not have the authority to make that happen. She then asked if the Commission would want to consider a resolution to support the request that the City's pension boards and actuarial include a 10 year forecast.

City Manager Knight mentioned that the pension board will be discussing this item since it is on their next agenda. He said they may want to act on this tonight; however, he is confident they will provide the 10 year forecast as previously requested. He then asked for direction. Mayor Bradley said he has good faith in the boards that they will do the right thing and if they do not, he would then like to take action.

Commissioner McMacken said he would like for them to follow procedure and suggested that they put this item on next meeting agenda. There was consensus to do so.

d. Commissioner McMacken

1. Board Appreciation event

Commissioner McMacken suggested that they set aside some money for a board appreciation event in the upcoming budget. Mayor Bradley instructed staff to draft an acknowledgement Resolution that the Commission can sign and be presented to board members acknowledging them for their service.

e. Mayor Bradley

1. Mayor Bradley mentioned the draft Resolution requesting the Florida Elections Commission (FEC) to investigate an alleged deliberate violation of the Florida Elections Code in the March 8, 2011 election. He asked that in addition to the FEC investigation, if there is an ethics issue that the City Attorney mentioned earlier then this resolution should be reviewed by our City Attorney and the Resolution should require that it also be sent to the Ethics Commission for investigation. There was consensus to do so.

2. Mayor Bradley recognized Traffic Engineer Butch Margraf on his accomplishment of becoming President of the Winter Park Rotary Club. He is very pleased to have numerous staff members serve our City in a variety of ways and thanked them for their service.

The meeting adjourned at 6:17 p.m.

_____
Mayor Kenneth W. Bradley

ATTEST:

_____
City Clerk Cynthia S. Bonham

city commission agenda item

item type	Consent Agenda	meeting date	July 11, 2011
prepared by department division	Don Marcotte Public Works Stormwater	approved by	■ City Manager ■ City Attorney ☐ N|A
board approval		☐ yes ☐ no ■ N|A	final vote

Subject:

Permanent drainage easement between Presbyterian Retirement Communities, Inc. and City of Winter Park, Florida.

Background:

There is a common drainage ditch/pipe system which handles stormwater runoff from both the City and the WP Towers property. This system drains approximately a 37 acre basin from the City's surrounding residential neighborhoods and streets as well a small portion of WP Towers property. West of the Lakemont Ave right-of–way the drainage system exists entirely on the WP Towers property. The City is responsible for and has been maintaining the drainage system for many years. However, to date the City has had no formal legal access to perform the required maintenance. It is important to describe and formalize an easement over this drainage system.

Following normal procedures for permitting the redevelopment proposed on this property adjacent to this drainage system, we have requested a permanent drainage easement document including legal sketch and description. The easement is described as 30 feet wide centered on the ditch/pipe system and will allow legal access for maintenance. The WP Towers has agreed to supply the materials for the City to perform the construction to pipe approximately 130 linear feet of the lower portion of the ditch adjacent to the proposed new structure. This will eliminate the more frequent maintenance that the City has performed in the past on this portion of the drainage ditch.

Staff Recommendation:

Approval of attached permanent drainage easement.

Prepared by and return to:
M. Rebecca Furman, Esq.
Lowndes, Drosdick, Doster, Kantor & Reed, P.A.
P.O. Box 2809
Orlando, FL 32802-2809

Parcel ID: 08-22-30-0000-00-003

PERMANENT DRAINAGE EASEMENT

THIS PERMANENT DRAINAGE EASEMENT is made and entered into this 15 day of June, 2011 between **PRESBYTERIAN RETIREMENT COMMUNITIES INC.**, a Florida non-profit corporation, d/b/a **WINTER PARK TOWERS**, whose address is 80 W. Lucerne Circle, Orlando, FL 32801-3779, hereinafter referred to as the "GRANTOR", and the **CITY OF WINTER PARK FLORIDA**, a municipal corporation, situate in Orange County, Florida, hereinafter referred to as the "GRANTEE", whose address is 401 Park Avenue South, Winter Park, FL 32789-4386.

W I T N E S S E T H:

THAT FOR AND IN CONSIDERATION OF the sum of ONE AND NO/100 DOLLAR ($1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the GRANTOR does hereby grant and convey to the GRANTEE and its assigns, a non-exclusive easement for drainage and maintenance purposes, with full authority to enter upon, excavate, construct and maintain for drainage uses and purposes, as the GRANTEE and its assigns may deem necessary, a drainage system consisting of pipes and ditches or any combination thereof, together with appurtenant drainage structures, over, under, upon, and through the following-described lands situate in the City of Winter Park, County of Orange, State of Florida, to-wit (the "Easement Area"):

(SEE EXHIBIT "A" attached hereto and incorporated herein)

TO HAVE AND TO HOLD the right to reasonably enter upon the contiguous lands of the GRANTOR in order to accomplish the aforesaid actions.

FURTHER, TO HAVE AND TO HOLD said easement and right-of-way unto the said GRANTEE and its assigns forever.

THE GRANTEE and its assigns shall have the right and obligation to clear, keep clear and remove from said easement all trees, undergrowth, and other obstructions that may interfere with location, excavation, operation or maintenance of any and all drainage and other facilities installed thereon by the GRANTEE and its assigns. The GRANTOR, and the successors and assigns of the GRANTOR, agree not to build, construct or create, or permit others to build,

construct or create any buildings or other structures on the said easement that may interfere with the location, excavation, operation or maintenance of any facilities installed thereon.

THE GRANTEE, promptly upon the request of GRANTOR, agrees to construct approximately 130 linear feet of buried pipe (the "Improvements") to be located in the Easement Area in accordance with engineering plans (the "Plans") to be prepared by GRANTOR at GRANTOR'S sole cost and expense. The Improvements shall be constructed by GRANTEE in a good and workmanlike manner free of all liens and in compliance with all laws, rules, regulations and permits. GRANTOR shall be solely responsible for the actual costs of the materials necessary to construct the Improvements, while GRANTEE shall be solely responsible for costs of any permitting required, all labor and installation costs, and all other related costs necessary to construct the Improvements. If desired, the GRANTEE may purchase the materials at their cost and bill the GRANTOR for reimbursement upon completion of the work. The **GRANTEE** and its assigns shall be solely responsible for sole cost and expense for the maintenance, repair and replacement of all drainage improvements, located within the Easement Area, and shall maintain the same in a neat, clean and safe condition and in compliance with all laws, rules, regulations and permits.

To the extent allowed by applicable law, and to the extent of the insurance coverage paid for claims covered by this indemnification, the GRANTEE shall indemnify and hold harmless GRANTOR (and its successors, assigns, principals, employees, directors, officers, and tenants) from and against, and, if and to the extent paid, reimburse them on demand for, any and all claims, demands, liabilities (including strict liability), losses, damages (including consequential damages), causes of action, judgments, penalties, fines, costs and expenses (including fees, costs and expenses of attorneys, paralegals, consultants, contractors, experts and laboratories), of any and every kind or character, contingent or otherwise, matured or unmatured, known or unknown, foreseeable or unforeseeable, made, incurred, suffered, brought, or imposed at any time and from time to time, and arising in whole or in part from any presence of any hazardous material within or upon the Easement Area, or any escape, seepage, leakage, spillage, emission, release, discharge or disposal of any hazardous material on or from the Easement Area, or the migration or release or threatened migration or release of any hazardous material to, from or through the Easement Area, except where caused by Grantor's negligence.

IN THE EVENT any party hereto commences a legal proceeding to enforce any of the terms of this Easement, the prevailing party in such action shall have the right to recover reasonable attorneys' fees and costs from the other party, to be fixed by the court in the same action.

GRANTOR does hereby covenant with the GRANTEE, that it is lawfully seized and possessed of the real estate above described, that the GRANTOR has a good and lawful right to convey the said easement and that the easement is free from all liens and encumbrances.

IN WITNESS WHEREOF, the GRANTOR has hereunto set the GRANTOR's hand and seal, the day and year first above.

WITNESSES:

Geneen Kohler
Name: Geneen Kohler

Lynda Marin
Name: Lynda Marin

PRESBYTERIAN RETIREMENT COMMUNITIES INC., a Florida non-profit corporation

By: _____
Name: Henry T. Keith
Title: Senior VP

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 15 day of June, 2011, by Henry T. Keith, as Senior VP of PRESBYTERIAN RETIREMENT COMMUNITIES, INC., a Florida non-profit corporation, on behalf of the corporation. He (She) ☒ is personally known to me or ☐ has produced _____ as identification.

(NOTARY SEAL)

Laiany Feldman Muñoz
Notary Public Signature

Laiany Feldman Muñoz
(Name typed, printed or stamped)

LAIANY FELDMAN MUNOZ
Notary Public, State of Florida
My Comm. Expires June 24, 2014
Commission No. EE 3808

0210009\138086\1354178\3

WITNESSES:

CITY OF WINTER PARK, a Florida municipal corporation

By: _____
Kenneth W. Bradley, Mayor

_____

_____
(print)

ATTEST:

By: _____
Cynthia S. Bonham, City Clerk

_____

Date: _____

_____
(print)

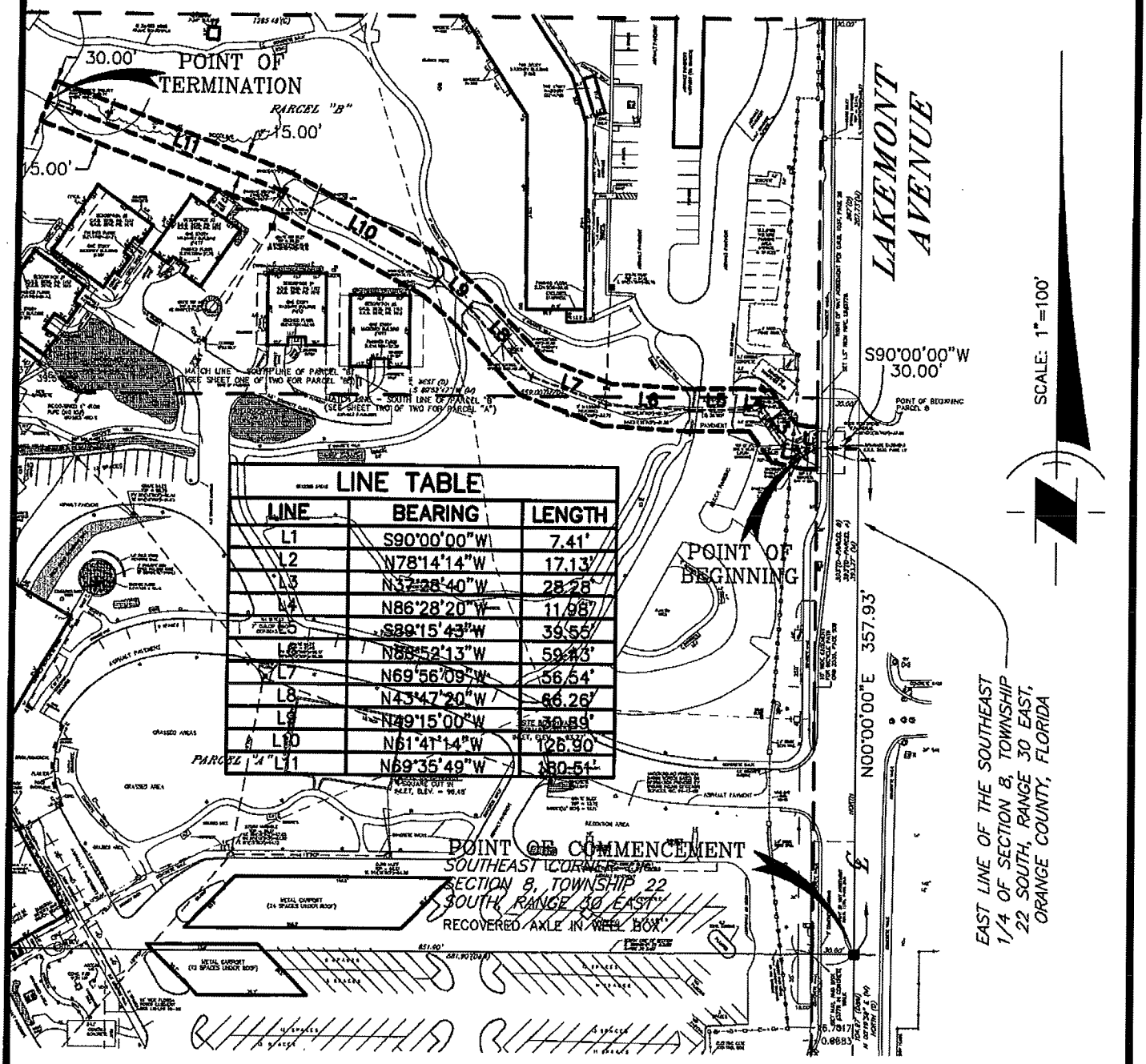
STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this _____ day of _____, 2011, by Kenneth W. Bradley, Mayor of the CITY OF WINTER PARK, a Florida municipal corporation, (check one) □ who is personally known to me or □ who produced _____ as identification.

_____
Notary Public – State of Florida
Print Name: _____
My Commission expires:

G:\Docs\City of Winter Park\Planning & Zoning\Winter Park Towers\Easement\Permanent Drainage Easement CDR 6-14-11 clean.DOC

ATTACHMENT "A"
SKETCH OF DESCRIPTION
– NOT A SURVEY –



LINE TABLE		
LINE	BEARING	LENGTH
L1	S90°00'00"W	7.41'
L2	N78°14'14"W	17.13'
L3	N37°28'40"W	28.28'
L4	N86°28'20"W	11.98'
L5	S89°15'43"W	39.55'
L6	N88°52'13"W	59.43'
L7	N69°56'09"W	56.54'
L8	N43°47'20"W	66.26'
L9	N49°15'00"W	30.89'
L10	N61°41'14"W	126.90'
L11	N69°35'49"W	130.51'

ABBREVIATION LISTING

O.R.B.	=	OFFICIAL RECORDS BOOK
PG.	=	PAGE
P.B.	=	PLAT BOOK
P.C.	=	POINT OF CURVATURE
P.T.	=	POINT OF TANGENCY
P.C.C.	=	POINT OF COMPOUND CURVATURE
P.R.C.	=	POINT OF REVERSE CURVATURE
TAN. BRG.	=	TANGENT BEARING

Tinklepaugh
SURVEYING SERVICES, INC.
850 Courtland Street, Suite 2A ▪ Orlando, Florida 32804
Tele. No. (407) 422-0957 Fax No. (407) 422-6915
LICENSED BUSINESS No. 3778

REVISED: 3-25-2011, BEARING QUADRANT
I:\T11A07\T11A07.dwg 3/25/2011

FILE No. X-1562-11

Sheet 1
See Sketch of Description
Included as Attachment "A"

LEGAL DESCRIPTION

A tract of land lying in the Southeast 1/4 of Section 8, Township 22 South, Range 30 East, Orange County, Florida; and being more particularly described as follows:

Commencing at the Southeast corner of Section 8, Township 22 South, Range 30 East, Orange County, Florida and run thence North 00°00'00" East, along the East line of the Southeast 1/4 of said Section 8 for a distance of 357.93 feet; thence departing said East line of the Southeast 1/4 of Section 8 and run South 90°00'00" West, for a distance of 30.00 feet to a point on the West right of way line of Lakemont Avenue said point being the **POINT OF BEGINNING** of a 30 foot wide tract of land lying 15 feet on each side of the follow described centerline; thence continue South 90°00'00" West along said line for a distance of 7.41 feet; thence North 78°14'14" West, for a distance of 17.13 feet; thence North 37°28'40" West, for a distance of 28.28 feet; thence North 86°28'20" West, for a distance of 11.98 feet; thence South 89°15'43" West, for a distance of 39.55 feet; thence North 86°52'13" West, for a distance of 59.43 feet; thence North 69°56'09" West, for a distance of 56.54 feet; thence North 43°47'20" West, for a distance of 66.26 feet; thence North 49°15'00" West, for a distance of 30.89 feet; thence North 61°41'14" West, for a distance of 126.90 feet; thence North 69°35'49" West, for a distance of 180.51 feet to the POINT OF TERMINATION.

Order No. T11A07-R1
File No. X-1562-11

Prepared by:

Tinklepaugh Surveying Services, Inc.
850 Courtland Street
Suite 2A
Orlando, Florida 32804
(407) 262-0957

This description and the accompanying sketch or sketches has been prepared in accordance with the Standards set forth in Chapter 5J-17, Florida Administrative Code, pursuant to Chapters 177 and 472, Florida Statutes Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper this drawing, sketch, plat or map is for informational purposes only and is not valid.

Robert W. Monaco

ROBERT W. MONACO, P.S.M. # 5980
Date: February 1, 2011

0210009\138086\1354178\3

city commission agenda item

item type	Consent Agenda	meeting date	July 11, 2011
prepared by department division	George Wiggins Bldg & Code Enforcement	approved by	☐ City Manager ☐ City Attorney ☐ N|A
board approval		☐ yes ☐ no ☐ N|A	final vote

subject

Request to allow early morning concrete pours at Winter Park Towers construction project: 1111 S. Lakemont Avenue

motion | recommendation

Approve early morning concrete pours on 9 dates between August, 2011 and March, 2012 starting at 3:00AM (8 are scheduled plus 1 additional date if needed)

background

The Winter Park Towers new living center and parking garage project is commencing construction. The attached letter from McCree Construction explains the rationale to start large concrete pours for this project at 3:00AM due to minimizing traffic impact, safety, need for lower temperature for placement of large concrete volumes and avoidance of afternoon rain potential.

The letter also explains that the location of the concrete pours is in the middle of the site at substantial distances from existing dwellings in the area.

Under the City's Noise Ordinance, normal construction projects must start at 7:00AM and cease by 9:00PM. See Code reference below:

Winter Park City Code
Sec. 62-96. - Noise disturbances prohibited generally
(9) Construction activities, piledrivers, hammers, etc. The operation between the hours of 9:00 p.m. and 7:00 a.m. of any piledriver, steam shovel, pneumatic hammer, derrick, steam or electric hoist, power saw or other construction appliance or machine such as to create a noise disturbance across a residential or commercial real property line.

alternatives | other considerations

Start concrete pours at 7:00AM

fiscal impact

None

long-term impact

None

strategic objective

Quality Development

McCree™

McCree General Contractors, Inc.

RECEIVED
JUN 22 2011
BY

June 20, 2011

George J. Wiggins, CBO
Director of Building/Code Enforcement/Legislative Affairs
City of Winter Park
401 South Park Avenue
Winter Park, FL 32789

Re: Westminster Towers Building & Garage project.
1111 S. Lakemont Avenue
Winter Park, FL 32789

Dear George,

Please accept this letter as our official request for permission from the City of Winter Park to allow us to start large concrete pours early in the morning hours, starting at 3:00 am for the above project.

The large concrete pours will be for the foundations, slabs on grade and elevated slabs. The approximate dates for these early morning pours would be as follows:

- August 22, 2011
- September 27, 2011
- October 12, 2011
- October 27, 2011
- November 11, 2011
- November 28, 2011
- February 28, 2012
- March 1, 2012

The reasons to start early in the morning are as follows:

1. The mixing and delivery time for the concrete in our warm weather is 60 minutes. Starting early allows for the batching, mixing & deliver of the concrete within this time frame due to the limited traffic at those hours.

2. Starting early is safer for children. The possible concrete delivery routes from either direction to the site, cross school zones, therefore transporting in the early hours eliminates crossing the school zones when the zones are active.

3. Starting early is safer for the Winter Park Towers Community and the general public. The concrete trucks will be delivering and returning back to the plant during low traffic hours.

500 E. Princeton Street
Orlando Florida 32803
P 407 898-4821
F 407 896-8763
P.O. Box 547369
Orlando Florida 32854-7369
www.mccree.com

AAC001616/CGC007954

THE #1 CHOICE IN DESIGN-BUILD

4. Placement and the initial hydration of the concrete are able to occur earlier in the day and at a lower total heat (heat of hydration plus ambient) resulting in a lower total temperature of the placed concrete and a higher quality product.

5. Finishing the concrete placement earlier in the day will be ahead of our typical after lunch rain showers, resulting in a higher quality product for Winter Park Towers.

The property of Winter Park Towers encompasses approximately 18 acres. The location of these large concrete pours is in the middle of the site, approximately 700 feet north and 550 feet south, on the same side of Lakemont Avenue as dwellings not owned by Winter Park Towers, and 350 west of dwellings on the opposite side of Lakemont Avenue not owned by Winter Park Towers. Lake Berry is to the west and the closest dwelling on Lake Berry is approximately 500 feet on the opposite side of the existing 8-story Winter Park Towers building.

We have the support of the Winter Park Tower community for this request. Attached is a letter from Linda Kirk, Executive Director of Winter Park Towers, giving us permission for these early morning concrete pours.

We hope this request is acceptable and to your satisfaction. Please let me know if you have any questions or require any additional information.

Best regards,

Joe O. Robertson, P.E., LEED-AP
Vice President
General Contractor

500 E. Princeton Street
Orlando Florida 32803
P 407 898-4821
F 407 896-8763
P.O. Box 547369
Orlando Florida 32854-7369
www.mccree.com

DESIGNED & BUILT RIGHT!

Winter Park Towers

1111 South Lakemont Avenue
Winter Park, Florida 32792

Joe Robertson
McCree Design-Build
500 East Princeton Street
Orlando, Florida 32803

Dear Joe,

During the past few months we have discussed the construction schedule for Winter Park Towers' upcoming residential liner units and parking garage project.

It has come to our attention that the project will include several early morning concrete pours in order to facilitate the construction of the project. We intend to work closely with our residents to assure that they are aware of these early morning pours well in advance of the date of the work to be performed. With adequate communication and advance notice, we do not anticipate any complaints by our residents relative to this work and support this action and recommend the City approve your request to do so.

Please do not hesitate to contact me should you have any questions in this regard.

Sincerely,

Linda Kirk

Linda Kirk
Executive Director

city commission agenda item

item type	Consent Agenda	meeting date	July 11, 2011
prepared by department division	Electric Department	approved by	■ City Manager ■ City Attorney ☐ N|A
board approval		☐ yes ■ no ☐ N|A	final vote

subject

Approval of Century Link Pole License Agreement

motion | recommendation

Authorize Mayor to execute the attached Pole License Agreement with Embarq Florida, Inc. d/b/a Century Link

background

When the City of Winter Park acquired the electric distribution system, it took over a distribution system that included approximately 11,000 poles. Sometimes the poles are owned by the telephone company or cable T.V. company and carry power lines for the power company. Sometimes the poles are owned by the power company and are jointly used by the telephone and cable T.V. companies. Counts of the attachments are logged and the company that has the excess of pole ownership is paid a rental or pole attachment fee for the joint use. In the case of Winter Park, all poles are owned by the City's electric utility. Both Century Link (formerly Sprint and Embarq) and Brighthouse Networks (BHN) have attachments. As of the last count, BHN had approximately 4,400 attachments and Century Link had about 1,300. Neither the pole attachment agreement between Progress Energy Florida (PEF) and BHN nor the agreement between PEF and Century Link were assigned to the City through the acquisition process.

Once the electric distribution system was acquired from PEF, staff immediately began negotiations with Century Link and BHN to develop an acceptable joint use agreement. Given the City's plans to underground the electric system, staff provided the companies draft agreements that were broad enough to cover the joint use of poles as well as the joint use of conduit systems. Century Link and Brighthouse both rejected the portions of the agreement that addressed undergrounding and took the position that the agreement should only address joint pole use. At the time negotiations started staff had insufficient cost data to develop a City of Winter Park pole attachment rate that was based upon industry accepted cost allocation formulas. In lieu of developing Winter Park specific rates, City staff surveyed other municipal utilities such as Orlando Utilities Commission, Kissimmee Utilities Authority, JEA, Gainesville, and others to determine an appropriate pole attachment rate. Based on the survey, the City proposed a representative rate of $16.76 per attachment per year. Century Link and BHN rejected the City's proposal claiming that the rate was not cost based and that the rate charged previously by PEF had been $6.17. Given the prevailing rates paid to other utilities and the premium that the City had paid to PEF for the distribution system, the City stood firm on its proposed rate. Over the next two years negations continued. Due to significantly greater number of BHN attachments, negotiations, staff concluded that its best negotiating strategy was to

complete BHN negotiations first. In November 2008, the City Commission approved the agreement with BHN and BHN paid the City for its attachments for the period 2005-2008. The City now bills BHN annually for its attachments under the approved agreement.

Since purchase of the electric system from PEF in June 2005, the City has not been paid for the joint use of its poles by Century Link. Negotiations with Century Link have been difficult over the last few years due to the various telephone company corporate takeovers/restructuring i.e. Sprint Telephone Company ➡ Embarq ➡ Century Link. Staff and Century Link have agreed to a pole attachment agreement that is virtually the same as the BHN agreement. Pole attachment agreements are largely standardized and cover such things as the pole attachment rental rate, the cost of relocation caused by either party, the cost of making a pole ready for attachments, removal of poles, liability, permitting attachments, etc. The table below shows the proposed pole attachment rate that has been agreed to by Century Link. The proposed rates are the same rates contained in the BHN agreement.

Proposed Pole Attachment Rates

Year	**Pole Attachment Rate ($/pole/year)**
2005	$7.88
2006	$8.88
2007	$10.00
2008	$13.25
2009	$13.89
2010	$14.56
2011	$15.26
2012	$15.99
2013 - 2015	$16.76

The agreement provides for annual increases up to an annual rate of $16.76 per attachment per year in 2013. The Century Link agreement is for an initial term of five years with automatic annual renewals thereafter. After the initial five term, either party may cancel with 6 months' notice.

It should be noted that the City's former City Attorney, Trippe Cheek was involved from the beginning in negotiations with Century Link. As a result, it was determined that the most efficient approach was for Mr. Cheek to continue to provide legal representation to the City during the completion of negotiations with Century Link. Mr. Cheek provided all legal review for both the BHN and Century Link agreements.

fiscal impact

Upon execution of the agreement, the City will invoice Century Link for approximately $85,000 for Century Link attachments for the period June 1, 2005 through December 31, 2010. In the future, the City will invoice Century Link on or before January 31 for the preceding year's attachments. The table below shows the estimated amount owed by Century Link. The specific amount is subject to adjustment of the pole attachment count to reflect recent undergrounding projects that resulted in the elimination of poles and the reduction of the count of Century Link attachments.

Estimate of Pole Attachment Fees Owed the City by Century Link

Year	# Attachments	Rate	Amount
2005	1,297	$7.88	$5,962
2006	1,297	$8.88	$11,517
2007	1,297	$10.00	$12,970
2008	1,297	$13.25	$17,185
2009	1,297	$13.89	$18,015
2010	1,297	$12.56	$18,884
Total Amount			$84,534

Joint Use Agreement

This Joint Use Agreement ("Agreement") is made as of _____, 2011 by and between the City of Winter Park (City), a municipal corporation organized under the laws of the State and Florida, and Embarq Florida, Inc. d/b/a CenturyLink ("CenturyLink"), a Florida Corporation (both hereinafter sometimes referred to as a "party" or the "parties").

Recitals

WHEREAS, the parties operate and maintain poles and pole lines extending in and through the City of Winter Park, Florida; and

WHEREAS, each party, as Owner of its poles, is willing to permit the other party, as Licensee on a nonexclusive basis, to place and maintain its Attachments (as herein defined) on said poles and/or to install Licensee Facilities (as defined herein) to the extent hereinafter provided and in accordance with the provisions hereof; and

WHEREAS, each party is from time to time, depending on the specific circumstances related to each pole, either an Owner or a Licensee, and the application of this Joint Use Agreement is intended by the parties to be construed and to apply on a pole-by-pole basis, with the identity of "Owner" and "Licensee" for purposes of this agreement to be determined based on the ownership of each pole to which this agreement applies;

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the parties hereto, for themselves, their successors and assigns do hereby covenant and agree as follows:

Article 1. Definitions

For the purposes of this Agreement, the following terms, phrases, words, and their derivations, shall have the meaning given herein, unless more specifically defined within a specific Article or Paragraph of this Agreement. When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The words "shall" and "will" are mandatory and "may" is permissive. Words not defined shall be given their common and ordinary meaning.

1.1 Affiliate: when used in relation to Licensee; means another entity that owns or controls, is owned or controlled by, or is under common ownership or control with Licensee.

1.2 Applicable Standards: means all applicable engineering and safety standards governing the installation, maintenance and operation of facilities and the performance of all work in or around electric Owner Facilities and includes the most current versions of National Electric Safety Code ("NESC") , the National Electrical Code ("NEC") , and the regulations of the Occupational Safety and Health Administration ("OSHA"), each of which is incorporated by reference in this Agreement, and/or other reasonable safety and engineering requirements of Owner or other federal, state or local authority with jurisdiction over Owner Facilities.

1.3 Assigned Space: means space on Owner's Poles that can be used, as defined by the Applicable Standards, for the attachment or placement of wires, cables and associated equipment for the provision service by the Licensee. The neutral zone or safety space is not considered Assigned Space.

1.4 Attachment(s): means Licensee's Facilities that are placed directly on Owner's Poles, but does not include either a Riser or a service drop attached to a single Pole where Licensee has an existing Attachment on such Pole.

1.5 Capacity: means the ability of a Pole segment to accommodate an additional Attachment based on App1icable Standards, including space and loading considerations.

1.6 Effective Date: The date this Agreement is signed by the last party hereto.

1.7 Incremental Cost: The difference between the Total Cost of installing a Standard Pole to accommodate both Owner and Licensee(s) and the Total Cost of installing a pole taller than a Standard Pole.

1.8 Licensee: The party granted a License by Owner under this Agreement to make and maintain Attachments to Owner's Poles.

1.9 Licensee Facilities: Wires, cables and associated equipment owned by the Licensee for the provision of service by the Licensee.

1.10 Make Ready Work: means all work, as reasonably determined by Owner, required to accommodate Licensee's Communications Facilities and/or to comply with all Applicable Standards. Such work includes, but is not limited to, Pre-Construction Survey, rearrangement and/or transfer of Owner Facilities or existing Attachments, inspections, engineering work, permitting work, tree trimming (other than tree trimming performed for normal maintenance purposes), pole replacement and construction.

1.11 Overlashing: means to place an additional wire or cable onto an existing Attachment owned by Licensee

1.12 Owner: The party owning the Pole.

1.13 Owner's Facilities: Poles, wires, cables and associated equipment owned by the Owner for the provision of service by the Owner.

1.14 Pedestals, Vaults and Enclosures: means above or below-ground housings that are used to enclose a cable/wire splice, power supplies, amplifiers, passive devices and/or provide a service connection point and that shall not be attached to Owner's Poles. All pedestals, vaults and enclosures in place prior to the execution of this Agreement may be attached to Owner's Poles without penalty.

1.15 Permit: means written or electronic authorization (see Appendix C) of Owner for Licensee to make or maintain Attachments to specific Owner Poles pursuant to the requirements of this Agreement.

1.16 Pole: means a pole owned by Owner used together with wires, cables and associated equipment for the provision of service by the Owner and that is capable of supporting Attachments for the provision of service by the Licensee.

1.17 Pre-construction Survey: means all work or operations required by Applicable Standards and/or Owner to determine the potential Make-Ready Work necessary to accommodate Licensee's Communications Facilities on a Pole. Such work includes, but is not limited to, field inspection and administrative processing. The Pre-Construction Survey shall be coordinated with Owner and include Licensee's professional engineer.

1.18 Proposal: A standardized form used by the parties to communicate the respective needs, requirements, and intentions regarding Attachments, as well as proposed work, and billing information. Acceptable methods shall be approved by both parties.

1.19 Reserved Capacity: means capacity or space on a Pole that Owner has identified and reserved for its own electric utility requirements, including the installation of communications circuits for operation of Owner's electric system, pursuant to a reasonable projected need or business plan.

1.20 Standard Pole: is a forty (40) foot class four (4) pole.

1.21 Third Party: Any additional licensees other than the two parties signing this Agreement.

1.22 Total Cost: Total Cost shall include all actual, reasonable, and documented direct costs paid or payable in accordance with Generally Accepted Accounting Principles ("GAAP"), which include the following: (a) external contractor or subcontractor labor costs and professional fees; (b) other direct costs and out-of-pocket expenses on a pass-through basis (e.g., equipment, materials, supplies, contract services, etc.); and (c) internal labor

costs directly related to the completion of make-ready work. Costs shall not include any profit or markup component. Additionally, Total Costs in the following scenarios shall include the additional actual, reasonable, and documented costs as set forth herein:

i. Replacement at Licensee request. When replacing an existing pole with a Standard Pole due solely to the Licensee's requirements, Total Cost to Licensee shall also include the removal of the old pole, with credit given for any material actually salvaged by Owner. Each party incurs its own cost of transferring its own facilities.

ii. Replacement due to Third Parties. When Owner initiates replacing an existing pole due to a Third Party's requirements, such Third Party shall incur the actual reasonable direct cost of transferring/installing Licensee's facilities on the new pole. Licensee shall have no responsibility for the cost associated with a new pole installed due to the requirements of a Third Party.

iii. Replacement due to Owner. When Owner initiates replacing an existing pole, excluding at Licensee's or Third Party's request, Owner shall incur and pay the costs of installing the new Standard Pole and its own transfers as well as transfer costs of Licensee.

Article 2. Scope of Agreement

2.1 Grant of License. Subject to the provisions of this Agreement, Owner hereby grants Licensee a revocable, nonexclusive license authorizing Licensee to install and maintain permitted Attachments to Owner's Poles.

2.2 Permit Issuance Conditions. Owner will issue a Permit to Licensee only when Owner determines, in its sole judgment, exercised reasonably, that (i) it has sufficient Capacity to accommodate the requested Attachment(s), (ii) Licensee meets all requirements set forth in this Agreement, and (iii) such Permit(s) complies with all Applicable Standards.

2.3 Reserved Capacity. Access to Assigned Space on Owner's poles designated as Reserved Capacity will be made available to Licensee with the understanding that such access

may be reclaimable by Owner. On giving Licensee at least ninety (90) calendar days prior notice, Owner may reclaim such Reserved Capacity anytime during the period following the installation of Licensee's Attachments in which this Agreement is effective if required for Owner's future service use, including the attachment of facilities for internal use. Owner shall give Licensee the option to remove its Attachments(s) from the affected Pole(s) or to pay for the cost of any Make-Ready Work needed to expand Capacity so that Licensee can maintain its Attachment on the affected Pole. The allocation of the cost of any such Make-Ready Work (including the transfer, rearrangement, or relocation of third-party Attachments) shall be determined in accordance with Article 11.

2.4 No Interest in Property. No use, however lengthy, of any Owner's Facilities, and no payment of any fees or charges required under this Agreement, shall create or vest in Licensee any easement or other ownership or property right of any nature in any portion of such Facilities. Licensee's use of Owner's Facilities is merely permissive, and Licensee has no rights to occupy Owner's Facilities other than as set forth in this Agreement. Neither this Agreement, nor any Permit granted under this Agreement, shall constitute an assignment of any of Owner's rights to Owner's Facilities. Notwithstanding anything in this Agreement to the contrary, Licensee shall, at all times, be and remain a licensee only.

2.5 Licensee's Right to Attach. Nothing in this Agreement, other than a Permit issued pursuant to Article 6 herein, shall be construed as granting Licensee any right to attach Licensee's Licensee Facilities to any specific Pole.

2.6 Owner's Rights. The parties agree that this Agreement does not in any way limit Owner's right to locate, operate, maintain or remove its Poles in the manner that will best enable it to provide service to its customers.

2.7 Expansion of Capacity. Owner will take reasonable steps to expand Pole Capacity when necessary to accommodate Licensee's request for Attachment. Notwithstanding the foregoing sentence, nothing in this Agreement shall be construed to

require Owner to install, retain, extend or maintain any Pole for use when such Pole is not needed by Owner to provide service to Owner's customers.

2.8 Other Agreements. Except as provided herein, nothing in this Agreement shall limit, restrict, or prohibit Owner from fulfilling any agreement or arrangement regarding Poles into which Owner has previously entered, or may enter in the future, with others not party to this Agreement.

2.9 Permitted Uses. This Agreement is limited to the uses specifically stated in the recitals stated above and no other use shall be allowed without Owner's express written consent to such use. Nothing in this Agreement shall be construed to require Owner to allow Licensee to use Owner's Poles after the termination of this Agreement.

2.10 Overlashing. The following provisions will apply to Overlashing:

A Permit shall be obtained for each Overlashing pursuant to Article 6. Absent such authorization, Overlashing constitutes an unauthorized Attachment and is subject to the Unauthorized Attachment fee specified in Article 16. If Licensee demonstrates that the Overlashing of Licensee's Attachment(s) is required to accommodate Licensee's Facilities, Owner shall not withhold Permits for such Overlashing if it can be done consistent with permit issuance conditions herein. Overlashing performed pursuant to this paragraph shall not constitute an additional attachment. Licensee, however, shall be responsible for all Make-Ready Work and other charges associated with the Overlashing.

If Overlashing is required to accommodate facilities of a third party, such third party must enter into a license agreement with Owner and obtain Permits and must pay a separate Attachment Fee as well as the costs of all necessary Make-Ready Work required to accommodate the Overlashing. No such Permits to third parties may be granted by Owner allowing Overlashing of Licensee's Facilities unless Licensee has consented in writing to such Overlashing. Overlashing performed under this paragraph shall not increase the fees and

charges paid by Licensee. Nothing in this Agreement shall prevent Licensee from seeking a contribution from an Overlashing third party to defray fees and charges paid by Licensee. Make-Ready Work procedures shall apply, as necessary, to all Overlashing.

2.11 Enclosures. The parties shall not place Poles, Pedestals, Vaults and/or other Enclosures in the space further than six inches but less than six feet from any Pole, Pedestal, Vault and/or other Enclosure or other Party's Facilities without the other party's prior written permission unless required by local ordinances. All pedestals, vaults and enclosures in place prior to the execution of this Agreement will be considered authorized by the other party.

Article 3. Term

This Agreement is effective as of the Effective Date. The term of this Agreement will commence upon the Effective Date and will continue for a period of five (5) years from the Effective Date ("Initial Term") and thereafter will automatically renew year to year until either party terminates this Agreement at the end of the Initial Term or thereafter by providing at least six (6) months written notice of termination prior to the end of such Initial Term or relevant term. Even after the termination of this Agreement, Licensee's responsibility and indemnity obligations shall continue with respect to any claims or demands related to Licensee's Facilities pursuant to this Agreement. In the event this Agreement is terminated, it will be of no further force and effect with regard to the making of new Attachments. All other terms and provisions of this Agreement will remain in full force and effect solely and only for the purpose of governing and controlling the rights and obligations of the parties herein with respect to existing Joint Poles.

Article 4. Non-Exclusivity

Owner shall have the right to grant, renew, and extend rights and privileges to others not party to this Agreement by contract or otherwise, to use Owner's Facilities covered by this Agreement. Such rights shall not interfere with the rights granted to Licensee by the specific Permits issued pursuant to this Agreement. Others, not party to this agreement, will not move,

rearrange or damage Licensee's facilities and will be responsible to pay all make ready to cost incurred by licensee to accommodate other attachments.

Article 5. Standards For Installation

All Attachments and associated equipment of Licensee shall be installed in a manner satisfactory to Owner and so as not to interfere with the present or any future use, which Owner may desire to make of its poles. Owner shall be the sole judge as to the requirements for the present or future use of its poles, subject to compliance with applicable legal requirements and equipment and of any interference therewith. All such Attachments and equipment shall be installed and at all times maintained by Licensee so as to comply with the National Electrical Safety Code ("NESC"), generally accepted industry standards, and any other applicable regulations or codes promulgated by any federal, state, local or other governmental authority having jurisdiction (collectively hereafter referred to as the "Design Standards").

It is understood and agreed between the parties hereto that at all times during the term of this Agreement the parties shall consider all electric wires to be energized and that working in the vicinity of the wires poses potential dangers. Both parties shall warn all of their employees, agents, contractors and subcontractors, or any other parties who may be working on behalf of the undersigned, of the potential dangers. Licensee shall take any necessary precautions by the installation of protective equipment, or other means, to protect all persons and property of all kinds against injury or damage occurring by reason of Licensee's Attachments on Owner's poles.

Article 6. Permit Application Procedures

6.1 Permit Required. Licensee shall not install any Attachments on any Pole without first applying for and obtaining a Permit pursuant to the applicable requirements of Appendix B. Unless otherwise agreed to in writing signed by Owner, pre-existing Attachment(s) of Licensee as of the effective date of this Agreement shall be grandfathered with respect to

Permitting, but shall be subject to the annual Attachment Fees and all other requirements of this Agreement. Owner shall provide the Licensee with a list of all such pre-existing Attachments within two (2) months of the effective date of this Agreement. Attachments to or rights to occupy Owner's Facilities not covered by this Agreement must be separately negotiated. Any rights a Licensee might have or claim under this Agreement with respect to any Attachment it contends is preexisting shall be considered to have terminated if the Attachment is removed. Licensee may attach a service drop prior to submitting an application for the service drop. Licensee must submit an application for the service drop within 45 days after its attachment.

6.2 Permits for Overlashing**.** Permits are required for any Overlashing allowed under this Agreement and Licensee, Licensee's Affiliate or other third party, as applicable, shall pay any necessary Make-Ready Work costs to accommodate such Overlashing.

6.3 Professional Certification. Unless otherwise waived in writing by Owner, as part of the Permit application process and at Licensee's sole expense, a qualified and experienced professional engineer, or an employee or contractor of Licensee must certify that Licensee's Facilities can be and were installed on the identified Poles in compliance with the Standards For Installation in Article 5 and in accordance with the Permit. Service Drops will be excluded from the requirements of this paragraph.

6.4 Owner Review of Permit Application. Upon receipt of a properly executed Application for Permit (Appendix C) which shall include the Pre-Construction Survey and detailed plans for the proposed Attachments, Owner will review the Permit Application and provide approval or denial within 30 days , and discuss any issues with Licensee, including engineering or Make-Ready Work requirements associated with the Permit Application. Owner acceptance of the submitted design documents does not relieve Licensee of full responsibility for any errors and/or omissions in the engineering analysis.

If Licensee's desired Attachments can be accommodated on existing poles of Owner by rearranging the existing pole attachments of the Owner or Third Party, then, in any such

case, Licensee shall reimburse Owner for the respective expense incurred in making such rearrangement.

6.5 Permit As Authorization to Attach. After receipt of payment for any necessary Make-Ready Work, Owner will sign and return the Permit Application, which shall serve as authorization for Licensee to make its Attachment(s).

Article 7. Transfers and Relocation of Poles

Whenever it is necessary to transfer Attachments due to the replacement or relocation of a Joint Use Pole, Owner shall, before making such change, provide Licensee not less than sixty (60) days written notice, unless the parties have mutually agreed to extend the time due to the volume of transfers requested, from when the pole is ready to handle Licensee's transfers, by use of a Transfer Notice (see Exhibit C), specifying in such notice the time of the proposed replacement or change. Licensee shall arrange to transfer its Attachments at the time specified unless otherwise extended by mutual written consent.

If Licensee fails to make transfers at the agreed upon time, and the Owner no longer has Attachments on said pole, Licensee shall be solely responsible for removing and disposing of the replace or transferred pole. In such instances, Licensee shall be responsible for any liability, injury, damage, expense, or claims to persons, including death, which is in any way attributable to the pole, or its removal and disposal. If Licensee fails to remove such pole within sixty (60) days of receiving written notice from the Owner stating the pole is ready to receive the transfers of Licensee, Owner may remove the replaced or transferred pole and bill Licensee the actual reasonable cost incurred from performing such work Unless the parties have mutually agreed to extend the time due to the volume of transfers requested.

If Licensee requests or requires (in order to be in compliance with the Design Standards) a pole of larger and/or stronger dimensions than a Standard Pole, Licensee shall be responsible for the Incremental Cost. Similarly, if Licensee requests or requires the new pole be placed in a certain manner that increases Owner's replacement cost (e.g., place the new pole

in the same hole/location as the old pole), Licensee shall pay such additional replacement cost provided it is actual, reasonable and directly related to Licensee's request.

Owner reserves the right, without liability to Licensee or its subscribers, to discontinue the use of, remove, replace or change the location of any or all of its poles regardless of any occupancy of Owner's poles by Licensee as long as the Licensee is notified 60 days in advance of the change of use.

Article 8. Abandonment or Removal of Owner's Facilities

If Owner desires at any time to abandon or remove any Owner Facilities to which Licensee's Licensee Facilities are attached, it shall give Licensee notice in writing to that effect at least sixty (60) calendar days prior to the date on which it intends to abandon or remove such Owner's Facilities. Notice may be limited to thirty (30) calendar days if Owner is required to remove or abandon its Facilities as the result of the action of a third party and the greater notice period is not practical. Owner shall have the right, subject to any applicable laws and regulations, to have Licensee's Licensee Facilities removed and/or transferred from the Pole at Licensee's expense. Owner shall give Licensee prior written notice of any such removal or transfer of Licensee's Facilities.

Article 9. Rearrangement of Attachments

If Owner or Licensee desires to add additional Attachments in order to serve its core business and such Attachments may only be installed through rearrangement of the other party's Attachments (absent replacement of said Joint Use pole), the party requesting the additional attachments ("requesting party") shall notify the other party (in writing) of such work at least sixty (60) days in advance. If the other party agrees to rearrange or remove its Attachments, then the other party shall perform such work within a reasonable time and at the requesting party's sole expense, as reasonably directed by the requesting party. Barring a condition of default or noncompliance under Article 27, nothing herein shall be construed as granting the requesting party the unilateral right to require either party to remove their

facilities.

Article 10. Installation of Poles in New Locations

Where Owner decides to install a new pole in a location where facilities have not been previously placed, Owner shall provide Licensee sixty (60) days advance written notice. Such notice shall include the size class and location of the new pole. If Licensee proposes to attach to such pole, the following rules shall apply:

1. The Owner shall pay the Total Cost of a Standard Pole. To the extent the Licensee requires a pole taller or stronger than a Standard Pole, the Licensee shall provide written notice to the Owner of its pole requirements and its agreement to pay the Incremental Cost.

2. Upon receipt of written notification from Owner that Owner is installing a new pole, Licensee shall submit a Proposal, pursuant to the Proposed Attachments Article above, setting forth a description of the facilities which Licensee intends to install, and any pole requirements different from a Standard Pole.

3. Upon the parties' agreement of the plans and specifications of the new pole, Owner shall pay the cost of a Standard Pole, and the Licensee shall pay the Incremental Cost. Title to the new pole will remain with the Owner.

Article 11. Replacement/Modification of Existing Poles

<u>11.1 Licensee's Action Requiring Replacement/Modification.</u> In the event that any Pole to which Licensee desires to make Attachment(s) is unable to support or accommodate the additional facilities in accordance with all Applicable Standards, Owner will notify Licensee of the necessary Make-Ready Work, and associated costs to provide an adequate Pole, including but not limited to replacement of the Pole and rearrangement or transfer of Owner’s Facilities. If Licensee elects to go forward with the necessary changes, Licensee shall pay to Owner the actual cost of the Make-Ready Work, performed by Owner. Owner at its discretion may

require advance payment. Owner shall be responsible for obtaining, and furnishing to Licensee before the commencement of any Make-Ready Work cost estimates concerning the relocation or rearrangement of any third party Attachments.

11.2 Treatment of Multiple Requests for Same Pole. If Owner receives Permit Applications for the same Pole from two or more prospective licensees within sixty (60) calendar days of the initial request, and accommodating their respective requests would require modification or replacement of the Pole, Owner will allocate among such licensees the applicable costs associated with such modification or replacement. Such allocation applies only to those Attachments involving cable/wire and not Risers and/or other equipment.

11.3 Guying. The use of guying to accommodate Licensee's Attachments shall be provided by and at the expense of Licensee and to the satisfaction of Owner. Licensee shall not attach its guy wires to Owner's anchors without prior written permission of Owner. If permission is granted, Owner will provide Licensee with a cost estimate if any charges apply. Any guy wires attached to Owner's anchors prior to the execution of this agreement will be considered authorized.

11.4 Allocation of Costs. The costs of any rearrangement or transfer of Licensee's Licensee Facilities or the replacement of a Pole (including any related costs for tree cutting or trimming required to clear the new location of Owner's cables or wires) shall be allocated to Owner and/or Licensee and/or other attaching entity on the following basis:

(i) If Owner intends to modify or replace a Pole solely for its own requirements, it shall be responsible for the costs related to the modification/replacement of the Pole. Licensee, however, shall be responsible for all costs associated with the rearrangement or transfer of Licensee's Licensee Facilities. Prior to making any such modification or replacement, Owner shall provide Licensee written notification of its intent in order to allow Licensee a reasonable opportunity to elect to modify or add to its existing Attachment. Should Licensee so elect, it must seek Owner's written permission per this Agreement. The notification requirement of this paragraph shall not apply to routine maintenance or emergency situations. If Licensee

elects to add to or modify its Licensee Facilities, Licensee shall bear the total incremental costs incurred by Owner in making the space on the Poles accessible to Licensee.

(ii) If the modification or the replacement of a Pole is the result of an additional Attachment or the modification of an existing Attachment sought by an Attaching Entity other than Owner or Licensee, the Attaching Entity requesting the additional or modified Attachment shall bear the entire cost of the modification or Pole replacement, as well as the costs for rearranging or transferring Licensee's Licensee Facilities. If Licensee is requested to replace, relocate or modify its Attachments to facilitate the placement of a non existing Attachment of an Attaching Entity, then Owner will obtain the cost to relocate or modify from Licensee and bill the Attaching Entity in their Make Ready cost estimate.

(iii) If the Pole must be modified or replaced for other reasons unrelated to the use of the Pole by Attaching Entities (e.g., storm, accident, deterioration), Owner shall pay the costs of such modification or replacement; provided, however, that Licensee shall be responsible for the costs of rearranging or transferring its Licensee Facilities.

(iv) If the modification or replacement of a Pole is necessitated by the requirements of Licensee, Licensee shall be responsible for the costs related to the modification or replacement of the Pole and for the costs associated with the transfer or rearrangement of any other Attaching Entity's Licensee Facilities. Licensee shall submit to Owner evidence, in writing, that it has made arrangements to reimburse all affected Attaching Entities for the cost to transfer or rearrange such Entities' Facilities at the time Licensee submits a Permit Application to Owner. Owner shall not be obligated in any way to enforce or administer Licensee's responsibility for the costs associated with the transfer or rearrangement of another Attaching Entity's Facilities pursuant to this paragraph.

11.5 Owner Not Required to Relocate. No provision of this Agreement shall be construed to require Owner to relocate its Attachments or modify/replace its Poles for the benefit of Licensee, provided, however, any denial by Owner for modification of the pole is based on nondiscriminatory standards of general applicability.

Article 12. Underground Conversions

The parties acknowledge that the City is engaged in undergrounding overhead distribution facilities and removing the City's poles in those areas where undergrounding is taking place.

If the Owner elects to relocate any portion of its overhead distribution facilities to underground, the Owner shall notify the Licensee in writing at least 120 days or a time period otherwise agreed upon prior to the commencement of construction. The Licensee may coordinate the relocation of the facilities of the Licensee or may elect to relocate its facilities independently of the activities of the Owner. Following the completion of the underground conversion project and upon notice to that effect from the Owner, the Licensee shall remove all attachments to the abandoned line. If Licensee's facilities have not been removed within 120 days of such notice or by the time period otherwise agreed upon, the Owner may remove the attachments at Licensee's expense.

This Article governs all circumstances in which the City places its utilities underground, and supersedes any language elsewhere in this Agreement which could be construed to the contrary.

Article 13. Interference or Hazard

Whenever the Owner notifies Licensee in writing that, according to NESC and design standards, the Attachments of Licensee on any poles of Owner interfere with the use of such poles, the operation of equipment, or constitute a hazard to the service rendered, by Owner or any other persons licensed by Owner to use such poles, or are dangerous to employees of Owner or of such other persons or the public because they fail to comply with the Design Standards, Licensee shall remove, rearrange or change its Attachments in compliance with the Design Standards or as may be directed in writing by Owner. In the case of any such hazard or danger, removal, rearrangement, or change shall be completed within ten (10) days from receipt of the first such notice. In case of an emergency, which in Owner's reasonable judgment requires Owner to immediately remove or relocate the Attachments of Licensee, Owner

reserves the right to remove .or relocate such Attachments as required, without prior notice, provided, however, Owner will give notice at the earliest reasonable opportunity, which, may be but is not required to be made via the emergency twenty-four (24) hour contact number. Such work shall be performed at Licensee's expense provided Owner's costs are actual and reasonable. If the use of a different pole is thereby made necessary, application for its use shall be promptly made, and if in Owner's reasonable judgment a new or replacement pole is required, payment for such pole shall be made as provided in this Agreement.

Article 14. Risers

If Licensee desires to install a riser to a new or existing pole, Licensee shall submit the installation design, including the size and of the proposed riser and adequate loading data to assess the impact on the existing pole.

Article 15. Removal of Attachments

At the expiration or other termination of this Agreement or individual permits, Licensee shall remove its Attachments from the Owner's Facilities at its own expense. If Licensee fails to remove its Attachments within sixty (60) days or the expiration or termination of this Agreement or of any individual permit, the Owner shall have the right to have such attachments removed at Licensee's expense.

If the Owner elects to abandon a pole or poles, the Owner shall provide the Licensee in writing of such election. The Licensee shall remove its attachment from the Owner's Facilities within sixty (60) days of such written notification. If Licensee fails to remove its Attachments within sixty (60) days, the Owner shall have the right to have such attachments removed at Licensee's expense.

If the Licensee has installed attachments in space reserved by the Owner and the Owner has determined that the reserve space must be reclaimed to accommodate the needs of the Owner, the Owner shall provide written notification to the Licensee of the need to reclaim

the reserved space. The Licensee shall remove the specified attachments from the Owner's Facilities within sixty (60) days of such written notification. If Licensee fails to remove its Attachments within sixty (60) days, the Owner shall have the right to have such attachments removed at Licensee's expense.

Article 16. Unauthorized Attachments

The Licensee shall not make any Attachments to any of the Owner's Facilities except as authorized under the terms of this Agreement. In the event of any such unauthorized Attachment or use of Owner's Facilities whether discovered during a field check or otherwise, the Licensee shall be liable to the Owner an amount equal to the annual charge for each Attachment of use times the lesser of the following:

1) 5 years
2) Period from the date of the last field check conducted by the Owner to the present
3) The date that the attachment was determined to be in place if can reasonably be determined

No act or failure to act by the Owner with regard to any unlicensed attachment or use shall be deemed as ratification of the unlicensed use. If any Permit should subsequently be issued, such Permit shall not constitute a waiver by the Owner of any of its rights or privileges under this Agreement or otherwise provided however, that the Licensee shall be subject to all liabilities, obligations and responsibilities of this Agreement in regards to unauthorized use from its inception.

Article 17. Compliance With Laws and Regulations

The Licensee at all times shall observe and comply with all Federal, State, Local, and Municipal laws, codes, ordinances, rules, and regulations in any manner and those which may be enacted later, or bodies or tribunals having jurisdiction or authority over the work and shall indemnify and save harmless the Owner against any claims or liability arising from, or based on, the violation of any such law, ordinance, rule, code, regulation, order, or decrees.

The Licensee is assumed to have made him/herself familiar with all Federal, State, local, and Municipal laws, codes, ordinances, rules, and regulations which in any manner affect those engaged or employed in the work, or the materials or equipment used in or upon the work, or in any way affect the work and no plea of misunderstanding will be considered an excuse for the ignorance thereof.

Article 18. Pole Attachment and Conduit Use Fees and Other Charges

Since the City is commencing operation as a municipal electric utility and does not have historical cost data on which to determine the appropriate allocation of costs for the use of it's Facilities, the City has determined that the methodology employed by certain other municipal utilities results in a reasonable allocation of the costs to jointly use utility equipment and has determined that the costs incurred by these utilities is a reasonable proxy of the costs that the Owner will incur in the future. Until such time that the City deems itself to have accumulated sufficient historical cost data, the City shall establish the initial fees based on a survey of the following utilities:

Orlando Utilities Commission
Gainesville Regional Utilities
JEA
City of Tallahassee

Based on a Spring/Summer 2005, survey of the above municipal utilities, City has determined to set initial Pole Attachment Fees as listed in Appendix A.

Article 19. Billing

The Annual Pole Attachment Fees will be due and payable annually in arrears and will be invoiced in arrears by January 31 of each year during the Term. Each party will invoice the other party at its appropriate Billing Address. However, the Party owning the greater

number of Poles as of May 31 of each year during the Term will deliver to the other Party a net invoice. This invoice will reflect the number of Poles owned by each party, multiplied by the current Annual License Fee, with the net difference being the actual amount invoiced by the party owning the greater number of Poles. The invoice will be due and payable within thirty (30) days of the date of the invoice.

Non-payment of any undisputed amount due under this Agreement beyond sixty (60) days shall constitute a material default of this Agreement. Owner shall be entitled to recover its reasonable attorney's fees and costs if suit is brought against Licensee to recover charges or otherwise enforce this Agreement against Licensee.

Article 20. Pole Attachment Audits

Upon 60 days prior notice, either party may request that the other party participate with the requesting party in any test, inspection, investigation, inventory, audit or similar undertaking in order to gather information regarding Attachments and Poles (collectively, "Audit"). An Audit will not be performed more than once every 5 years during the Term. The Audit may include the following matters: (1) checking for a party's Unauthorized Attachments and Noncompliant Attachments (and those of Existing Attachers); or (2) checking the number of Attachments, when an Attachment was made, the type and size of Licensee Equipment attached and the location of Attachments (and those of Existing Attachers).

The parties will each at their own expense jointly develop and plan the scope of the Audit, including agreement upon such matters as competitive bidding, processes, timing, contractor selection and statement of work. Each party will pay the Audit Cost on a pro rata basis based on the poles each party is attached to, the total Cost to be apportioned equally between Owner, Licensee and, if applicable, Existing Attachers.

If a party declines a request to participate in the Audit, then the requesting party may conduct the Audit itself. The non-participating party will reimburse the participating party for its pro-rata share of the Audit Cost within 180 days of the invoice date for an invoice for the

Audit cost if: (1) the Audit at a minimum consists of a complete inventory of both party's Poles and Attachments that are subject to this Agreement and if any corresponding GIS data; (2) the non-participating party is within 60 days of completion of the Audit supplied with a copy of the Audit results, along with documentation supporting those results that is reasonably satisfactory to the non-participating party; and (3) the Audit results are not disputed by the non-participating party.

The non-participating party may dispute the Audit results by providing notice of its dispute within 90 days of receipt of the Audit results. The notice of dispute must outline the basis of the dispute in detail and contain evidence reasonably satisfactory to the participating party that supports the dispute. If these conditions are met, the parties will attempt to resolve the dispute within 60 days of the date of the notice of dispute.

Article 21. Licensee Duties and Responsibilities

Licensee acknowledges and agrees that Owner does not warrant the condition or safety of Owner's Facilities, or the premises surrounding the facilities, and Owner further acknowledges and agrees that it has an obligation to inspect Licensee's Facilities and premises surrounding Owner's Facilities prior to commencing any work on Owner's Facilities or premises surrounding Owner's Facilities.

By executing this Agreement, the Licensee warrants that it has acquainted, or will acquaint, itself and its employees, contractors and agents with the conditions relating to the work that Licensee will undertake under this Agreement and that it fully understands or will acquaint itself with the facilities, difficulties and restrictions attending the execution of such work.

The Licensee understands and agrees that the performance of work under this Agreement, the Licensee, its contractors and agents will work near electrically energized lines transformers, cables or other Owner Facilities, and it is the intention that energy therein will not be interrupted during the continuance of this Agreement, except in an emergency

endangering life, grave personal injury or property. Licensee shall insure that its employees, contractors and agents have the necessary qualifications, skill and knowledge, training and experience to protect themselves, their fellow employees and the general public from harm or injury while performing work pursuant to this Agreement. Licensee shall furnish its employees competent supervision and sufficient and adequate tools and equipment such that work performed under this Agreement shall be performed in a safe manner.

In the event that it is necessary for the Owner to de-energize any equipment or facilities at the request of the Licensee, the Licensee shall reimburse the Owner in full for all costs and expenses incurred in order to comply with Licensee's request. Upon the request of the Licensee, the Owner will provide the Licensee an estimate of all cost and expenses to be incurred in the de-energization of Owner's facilities.

In the event that Licensee causes an interruption of electrical service by damaging or interfering with any of Owner's Facilities, Licensee at its expense shall immediately do all things reasonable to avoid injury or damages direct and incidental resulting therefrom and shall notify the Owner immediately.

LICENSEE FURTHER WARRANTS THAT IT UNDERSTANDS THE IMMINENT DANGERS (INCLUDING SERIOUS BODILY INJURY OR DEATH FROM ELECTRICUTION) INHERENT IN THE WORK UNDER THIS AGREEMENT AND ACCEPTS AS ITS DUTY TO NOTIFY AND INFORM LICENSEE'S EMPLOYEES, CONTRACTORS AND AGENTS OF SUCH DANGERS AND TO KEEP THEM INFORMED REGARDING SAME.

The Licensee shall at its sole risk and expense maintain all of its Attachments in a safe condition and in good repair. The Licensee may perform maintenance and repair work without prior notification to the Owner. If Licensee fails to maintain in a condition satisfactory to the terms of this Agreement, Owner with notice and demand to the Licensee, may perform such maintenance, including repairs as it deems reasonably necessary. In the event the Owner

makes such repairs as contemplated in this Article after having made demands on the Licensee, the Licensee shall pay owner for its Total Cost incurred in performing such maintenance.

Article 22. Insurance

All insurance shall be maintained with insurers licensed to do business in Florida and possessing an A. M. Best Company rating of A minus or better. The Licensee shall be required to procure and maintain the following insurance in the amounts set forth below.

22.1 RESERVED

22.2 General Liability. The Licensee shall procure and maintain at its sole expense throughout the duration of this Agreement and any extension thereof Commercial General Liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury, including death there from, and property damage suffered or alleged to be suffered by any person or persons whomever, resulting directly or indirectly from any act or activities of the Licensee, its subconsultants, subcontractors, Affiliates or any person acting for the Licensee or under its control or direction. Such Commercial General Liability Insurance shall, be maintained in full force and effect throughout the terms of the Agreement and any extension thereof in the minimum limits of $10,000,000 combined single limit per occurrence and $10,000,000 aggregate. The use of an umbrella/excess liability policy or policies may be used to satisfy this requirement.

22.3 Automobile Liability. The Licensee shall procure and maintain at its sole expense and throughout the term of this Agreement and any extension thereof, Business Auto liability coverage for owned and non-owned automotive operated during the course of providing services under this Agreement. Such coverage limits shall be not less than one million dollars ($1,000,000) combined single limit.

22.4 Workers Compensation. The Licensee shall procure and maintain at its sole expense, Workers Compensation Insurance in such amounts as will fully comply with the laws of the State of Florida.

22.5 Certificates of Insurance. A Certificate of Insurance, shall be submitted to the Owner prior to the execution of this Agreement on behalf of the Owner. The Certificates of Insurance shall evidence that the Owner, its officers, employees, and agents are included as additional insureds under the Licensee's general liability policy and the coverages provided by Licensee's general liability policy shall be primary insurance and not contributing with any other insurance available to the Owner, its officers, employees and agents, for actions of Licensee or those for whom Licensee is responsible.

22.6 The insurance policy or policies issued to provide the above insurance coverages by Owner and Licensee shall not be canceled by the carrier without thirty days prior written notice to the other party. In the event the said insurance is cancelled, the Licensee shall, prior to the cancellation date, submit to the other party new evidence of insurance in the amounts established above.

Both parties acknowledge that continued maintenance of the insurance requirements under this Agreement is a substantial and important part of this Agreement and that any lapse in insurance coverage shall be corrected so that coverage will be in place during the period required hereunder with no gaps or lapses in coverage. The amounts of insurance as required under this Agreement may be increased as deemed necessary by mutual acceptance of both parties.

Article 23. Release and Assumption of Risk

Each party, to the extent permitted by law, for itself and its contractors and subcontractors, hereby releases the other party, its Directors, Commission members, officers, employees, Affiliates and agents from any and all liability for loss or damage to the

Attachments and for any interruption to or failure of the services rendered by the Licensee or others in which such Attachments are used.

Article 24. Indemnification

24.1 Indemnification by the Licensee. The Licensee shall protect, indemnify, defend and hold harmless the Owner, its Directors, Commission members, officers, employees, Affiliates and agents from any and all demands, claims, damages or liability of any nature, including death or injury to any person, property damage or other loss, if and to the extent directly or indirectly caused, occasioned, or contributed to in whole or in part, or claimed to be caused, occasioned or contributed to in whole or in part by the acts or omissions of the Licensee, its officers, agents, sub-contractors, consultants or employees; or conduct for which applicable law may impose strict liability on the Licensee in the performance of or failure to perform its obligations under this Agreement.

24.2 Indemnification by the Owner. The Owner shall protect, indemnify, defend and hold harmless the Licensee, its Directors, Commission members, officers, employees; Affiliates and agents from any and all demands, claims, damages or liability of any nature, including death or injury to any person, property damage or other loss, if and to the extent directly or indirectly caused, occasioned, or contributed to in whole or in part, or claimed to be caused, occasioned or contributed to in whole or in part by the acts or omissions of the Owner, its officers, agents, sub-contractors, consultants or employees, or conduct for which applicable law may impose strict liability on the Owner in the performance of or failure to perform its obligations under this Agreement.

With regard to the City, this section shall not be construed as a waiver of any right or privilege of sovereign immunity which the City may have as a Florida municipal corporation. to the maximum extent provided by Florida law but subject to the limitations of Section 768.28 Florida Statutes,

Article 25. Dispute Resolution

In the event of any dispute arising out of or relating to this Agreement which the parties are unable to settle within twenty (20) days after the dispute arose, either party may refer the dispute to a meeting of senior management, in which case each party shall nominate a senior officer of its management to meet at a mutually agreed time and place in Winter Park not later than thirty-five (35) days after the dispute arose to attempt to resolve the dispute.

Article 26. Easements

The parties shall cooperate as far as may be practical in obtaining rights of way for Licensee on joint use facilities. Owner hereby grants, to the extent it is authorized, easement rights to attach to its Joint Use Facilities. Owner does not warrant or assure to the Licensee any rights of way privileges, uses or easements. In instances where the Owner is unable to convey easement rights, the Licensee shall be responsible for obtaining permits and lawful easements from the owners, lien holders and other appropriate parties. Under no circumstances shall the Owner be liable to the Licensee in the event that the Licensee is prevented from placing and/or maintaining its Attachments on Owner's Facilities for failure or obtain easements rights. Licensee agrees that prior to placing its attachments on Owner's Facilities, the Licensee will obtain and submit to the Owner, valid written easements from all necessary parties as set forth above.

Article 27. Default

27.1 Events of Default. Any of the following events shall constitute an Event of Default hereunder:

(i) A party materially breaches or fails to perform, observe, or meet any covenant or condition herein made or made in any other document executed in furtherance of this Agreement and such breach or failure continues for a period of thirty (30) consecutive days following the date of giving written notice thereof by the other party.

(ii) Any warranty or representation made or agreed to be made herein or in any of the other documents made in furtherance of this Agreement is materially breached or shall prove to be false or misleading and such breach is not cured or warranty made true and correct within thirty (30) consecutive days following the date of giving written notice thereof by the other party.

(iii) Either party (a) admits insolvency, (b) makes a general assignment for the benefit of creditors, (c) is unable to pay debts as they mature, or (d) fails to provide adequate assurance of its ability to perform under the Agreement when requested by the other party. Further, if the defaulting party shall be subject to a Bankruptcy Proceeding provided that if the defaulting party or its trustee or receiver can demonstrate that the Bankruptcy Proceeding is not likely to lead to a rejection of this Agreement and the defaulting party or its trustee or receiver can demonstrate (i) that it can still perform and (ii) that it is performing under this Agreement then such Bankruptcy Proceeding shall not be deemed an event as to which the contract may be terminated.

(iv) Except as otherwise as provided in this Agreement, without the prior written consent of a party, the other party voluntarily or by operation of law, sells, transfers, or conveys all or any part of such party's interest in the Agreement.

(v) Failure of the Licensee to remove Attachments as required in this Agreement within the time period permitted.

27.2 Remedies. The parties agree that the occurrence of any Event of Default as defined above shall entitle the non- defaulting party to do any one or more of the following: (1) to exercise any of the various remedies herein provided; (2) to terminate this Agreement; (3) to advance such funds as may be necessary to remedy such default on behalf of the defaulting party, such funds being immediately then due and payable with interest at the prime rate, as defined in this Agreement; (4) cumulatively to exercise all other rights, options and privileges provided by law or in equity.

Article 28. Modifications to the Agreement

This Agreements and Exhibits constitute the entire agreement between the parties regarding the use of Owner's Facilities. The Agreement shall not be amended, or altered except in writing and with approval of authorized representatives of both parties.

Article 29. Preservation of Remedies

Failure by the Owner or Licensee to take action to enforce compliance with any of the terms and conditions of this Agreement or to give notice or declare this Agreement or any authorizations granted hereunder terminated, shall not constitute a waiver or relinquishment of any term or condition of this Agreement, but the same shall be and remain at all times in full force and effect until terminated, in accordance with this Agreement.

Article 30. Assignment

A party may assign, sublicense or transfer its rights under this Agreement in whole or in part only with the prior consent of the other party, which consent will not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing in this Section 30, either party may assign this Agreement without the consent of the other party upon at least 30 days prior notice to the other party to: (1) an entity controlling, controlled by or under common control with the assigning party; (2) a successor entity in the event of a merger, reorganization or consolidation involving the assigning party; or (3) the purchaser of all or substantially all of the assigning party's assets located in the State of Florida.

Article 31. Force Majeure

Neither party shall be liable for its obligations hereunder if delayed, hindered, or prevented from performing as a result of a Force Majeure Event. A "Force Majeure Event" under this Agreement shall mean an event, occurrence, or circumstance beyond the reasonable

control of, and without the fault or negligence of the party, claiming Force Majeure, including, but not limited to, acts of God, labor disputes (including strikes), acts of public enemies, orders or absence of necessary orders and permits of any kind which have been properly and timely applied for, from the Government of the United States or from any State or Territory, or any of their departments, agencies or officials, or from any civil or military authority, extraordinary delay in transportation, inability to transport, lightning, epidemics, earthquakes, fires, hurricanes, tornadoes, storms, floods, washouts, war, civil disturbances, explosions, sabotage, injunction, blight, blockade, quarantine, or any other similar cause or event which is beyond the party's reasonable control and which, wholly or in part, prevents the party claiming Force Majeure from performing its obligations under this Agreement. Mere economic hardship of a party does not constitute Force Majeure.

Article 32. Third Party Benefit

This Agreement is intended to benefit only the parties herein. Neither party intends to confer any benefit to a Third Party

Article 33. Headings

The headings used throughout the Agreement are inserted for convenience and reference purposes only and shall in no way affect the meaning or interpretation of the provisions of this Agreement.

Article 34. Notices

Except as otherwise provided in this Agreement, all notices, demands, or requests pertaining to this Agreement shall be in writing and shall be deemed to have been given (i) on the date delivered in person, or (ii) the date received when sent by special messenger (such as a nationally recognized overnight courier) or certified or registered United States Mail postage prepaid, or (iii) on the date received when given, by facsimile transmission followed by confirmation of delivery and addressed as set forth below:

A. City:

City of Winter Park

Attn: City Manager

401 South Park Avenue,

Winter Park, Florida 32789-4386

B. CenturyLink:

Operational Issues:

Henry Bowlin
Manager, Network Engineering
952 1st Street
Altamonte Springs, FL 32701-3610
407-830-3091
Henry.Bowlin@centurylink.com

Billing and invoicing issues should be mailed to:

Embarq Florida, Inc. dba CenturyLink
P.O. Box 800
Olathe, KS 66063

Default and Contractual Notices

Default and contractual notices should be mailed to:

Embarq Florida, Inc. dba CenturyLink
Real Estate Transactions and Analysis
5454 W. 110th Street
Mailstop KSOPKJ0902-RETA
Overland Park, KS 66211
Attention: Real Estate Manager

with copy of Default notices to:

CenturyLink Law Department
5454 West 110th Street
Overland Park, KS 66211

Attn: Real Estate Attorney

Article 35. Severability

If any term or provision of this Agreement is held illegal or unenforceable by a court with jurisdiction over the Agreement, all other terms in this Agreement will remain in full force, the illegal or unenforceable provision shall be deemed struck. In the event that the stricken provision materially affects the rights, obligations or duties of either party, the Licensee and the Owner shall substitute a provision by mutual agreement that preserves the original intent of the parties as closely as possible under applicable law.

Article 36. Governing Law

This Agreement is governed by and construed in accordance with the laws of the State of Florida (collectively, "Applicable Rules"). In the event of an amendment to any of the Applicable Rules, any effective legislative or regulatory action, or judicial order, rule regulation, award or other legal action purporting to apply the provisions of any Applicable Rules to the parties, or in which the Federal Communications Commission or, if applicable, the appropriate state public service commission, public utilities commission, administrative body or court makes a determination during the Term that adopts new rules or revises, modifies or reverses the Applicable Rules, either party may, by providing notice to the other party, require that the affected provisions of this Agreement be renegotiated in good faith. This Agreement will then be amended accordingly to reflect the changes to the Applicable Rules or adoption of new rules.

Article 37. Survival of Obligations

Expiration or termination of the Agreement shall be without prejudice to any rights or claims of either party against the other party and shall not relieve either party of any obligations which by their nature survive the expiration or termination of the Agreement,

including, but not limited to, warranty, indemnification, and limitation of liability. Such obligations shall continue in full force and effect subsequent to and regardless of the expiration or termination of the Agreement and until they are fully satisfied or by their nature expire.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed in duplicate, and their corporate seals to be affixed thereto, by their respective representatives thereunto duly authorized, on the day, month, and year first above written.

City of Winter Park	**Embarq Florida, Inc.**
	d/b/a CenturyLink
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

APPENDIX A – Fees and Charges

Pole Attachment Fees and Charges

Year	Pole Attachment Rate ($/pole/year)
2005	$7.88
2006	$8.88
2007	$10.00
2008	$13.25
2009	$13.89
2010	$14.56
2011	$15.26
2012	$15.99
2013 - 2015	$16.76

1. Non-recurring Fees:
   - Permit Application Fee……..$ 100.00 per up to 20 poles
   - Make Ready Work Changes…….See Applicable Articles of Agreement
   - Other miscellaneous Charges……See Applicable Articles of Agreement

[Note: Permit Application fees may be adjusted periodically, but not more often than annually to reflect increases in operating costs.] No permit application fee will be due as to any proposed attachment to a pole which is subject to being removed as part of a project which as been approved and funded by the City Commission of the City of Winter Park. If a pole in which a Permit Application fee was originally paid becomes part of a project that has been approved and funded by the City Commission of the City of Winter Park within 5 years of the Application, then the original Permit Application fee will be refunded to Licensee.

APPENDIX B – Pole Attachment Permit Application Process

The following procedure is to be followed by each Licensee seeking to make new Attachments on Utility's Poles. Note that no entity may make any Attachments to Utility's Poles without having first entered into a binding Pole Attachment Licensing Agreement.

1. Licensee shall submit a written request to perform a Pre-Construction Inspection. The request must include a preliminary route description. Licensee shall have a professional engineer, or approved employee or contractor, participate in a Pre-Construction Inspection, which will include a review of the proposed Attachment(s) to determine the feasibility of the request and identify any potential Make-Ready Work.
2. Following the Pre-Construction Inspection, Licensee shall submit a completed Permit Application (Appendix C) that includes route map, installation plans and recommendations on Make-Ready Work. Licensee shall prepare the Permit Application in adherence with the Applicable Standards (Article 5 of Agreement).
3. Owner will review the recommendations from the inspection and discuss any issues with the Licensee.
4. Upon receipt of written authorization, Owner will proceed with Make-Ready Work according to the specific agreed-upon installation plans and the terms of the Agreement, including payment for the Make-Ready Work charges as set out by Owner and agreed to by Licensee.
5. Upon completion of the Make-Ready Work, the Owner will sign and return the Application for Permit authorizing the Licensee to make its Attachment(s) in accordance with agreed-upon installation plans.
6. The Licensee's professional engineer, approved employee or contractor shall submit written certification that he/she has completed the Post-Construction Inspection and that the installation was done in accordance with the provisions of the Permit. The Post-Construction Inspection shall be submitted within ninety (90) calendar days after installation is complete.

7. If the Owner waives the professional-engineer requirement, the Owner will provide a quote for the Post-Construction Inspection and if accepted by Licensee, perform the Post-Construction Inspection and charge the Licensee per Article 6 of the Agreement.

APPENDIX C – Application for Permit

Application Date: ___/ ___/ ___

To: **[Insert Address of Owner Permitting Department]**

Desire to : ____Attach to Owner's Pole(s) ____Remove Attachment from Owner's Pole(s)

Permit No. _____ Superseded Permit No. _____

Number of Poles this permit _____ Sheet 1 of _____

Is this the first attachment on the pole? (For billing purposes) _____

.....

Licensee Name:_____

Address: _____

Contact Person: _____ Phone _____

Title: _____

Owner Contact Person: _____ Phone _____

Title: _____

Narrative Description of proposed activity:_____

_____

_____

_____

In Accordance with the terms and conditions of the Pole Attachment Licensing Agreement dated _____, application is hereby made for a Permit to attach to and /or vacate Pole(s) in the locations detailed on the attached Route Map(s). Also, attached is documentation as required by the Agreement. If applicable, the engineer's name, State of Florida registration number and phone number are:

Name: _____ Phone _____

Florida Registration # _____

Permission is hereby granted to Licensee to attach and/or vacate poles listed on the attached Field Data Summary Sheets, subject to payment of the necessary Make-Ready Work charges as set out by Owner and agreed to by the Licensee.

SUBMITTED:	APPROVED:
Licensee_____	Owner_____
By _____	By _____
Title _____	Title _____
Date _____	Date _____

city commission agenda item

item type	Consent Agenda	meeting date	July 13, 2011
prepared by department division	Purchasing Division	approved by	■ City Manager ■ City Attorney ☐ N|A
board approval		☐ yes ☐ no ■ N|A	final vote

Contracts

	vendor	item | background	fiscal impact	motion | recommendation
1.	Turner Construction Company	Deduct Change Order COR-023 to Community Center (RFQ-17-2009)	Deduct of ($239,160.83) against the contract price	Commission approve Deduct Change Order COR-023 to Community Center contract (RFQ-17-2009) with Turner Construction Company and authorize the Mayor to execute the change order document
	The City contracted with Turner Construction Company for the Design-Build of Winter Park Community Center on August 24, 2009. This deduct change order of ($239,160.83) from the contract price is a result of owner direct purchases			

Piggyback contracts

	vendor	item | background	fiscal impact	motion | recommendation
2.	Awarded Contractors as identified by the Department of Management Services	Piggyback contract for Office Furniture and Files	Expenditures will be included in annual approved budgets or project budgets	Commission approve piggybacking the State of Florida contract 425-001-06-1 for Office Furniture and Files and authorize the Mayor to execute the Piggyback Contract as required for specific purchases
	The State of Florida utilized a competitive bidding process to award this contract. The contract was awarded on March 2, 2006 and is valid through March 1, 2012. The award was made to multiple contractors based on model and specifications.			
3.	UPS	Piggyback contract for Statewide and Global Courier Services	Total expenditure is included in approved FY11 budget	Commission approve piggybacking the State of Florida contract 991-160-11-2 for Statewide and Global Courier Services with UPS and authorize the Mayor to execute the Piggyback Contract
	The State of Florida utilized a competitive bidding process to award this contract. The contract was awarded on January 31, 2011 and is valid through January 30, 2016.			
4.	Awarded Contractors as identified by	Piggyback contract for Furniture: Educational/Institutional	Expenditures will be included in annual approved	Commission approve piggybacking the State of Florida contract 420-420-10-

	the Department of Management Services		budgets or project budgets	1 for Furniture: Educational/Institutional and authorize the Mayor to execute the Piggyback Contract as required for specific purchases
	The State of Florida utilized a competitive bidding process to award this contract. The contract was awarded on June 1, 2010 and is valid through May 31, 2014. The award was made to multiple contractors based on model and specifications.			

city commission agenda item

item type	Action Item Requiring Discussion	meeting date	July 11, 2011
prepared by department division	Jeff Briggs Planning Dept.	approved by	☐ City Manager ☐ City Attorney ☐ N|A
board approval		☐ yes ☐ no ☐ N|A	final vote

Subject: Temporary Partial Hiatus for Water and Sewer Impact Fees

The City has received the two letters (attached) from new full service restaurants requesting re-consideration of the water and sewer impact fees charged by the City. At issue is not the impact fee charge per gallon but the question as to whether the 40 gallon per seat estimate of peak usage is accurate. The City has been using this estimate for many years and it is derived from information provided by the Fl. Dept. of Environmental Protection. It is based on peak usage not average usage.

The proposed 306 seat Winter Park Ale House at the intersection of Lee Road and Orlando Avenue would pay $137,700 in combined water/sewer impact fees. The proposed 184 seat Italian Gastro Pub at 124 N. Park Avenue would pay $82,800 in combined water/sewer impact fees.

The City is currently engaged in a utility rate study. It is due in September and it will look at the rates used by other cities and also look at the actual peak usage experience of various restaurants.

The City does not believe that our water and sewer impact fees are “out-of-line” with what other cities charge. However, the staff is willing (subject to City Commission approval) to permit a partial payment of one-half of the impact fees with an agreement that commits the restaurant to pay the balance following adoption of the rate study by the City Commission.

This is a difficult situation. In terms of economic development staff would like to be responsive to these new restaurants. However, we do not want to build up a false hope that an impact fee reduction is likely. So it is important for the agreement to be clear that there might be a decrease in impact fees or there might not be any decrease adopted.

Staff Recommendation:

Subject to the city attorney’s preparation of an agreement, allowing for a temporary hiatus for one half of the impact fees.

Miller's Ale House Restaurants
Jupiter, Florida 33458
Phone: 561-743-2299
Fax: 561-354-4337

May 13, 2011

City of Winter Park
Attn: Jeffery Briggs
401 Park Avenue South
Winter Park, Florida 32789-4386

Re: Miller's Winter Park Ale House Impact Fees

Jeffery,

As you know Miller's Ale House is interested in opening a new restaurant in the City of Winter Park, located at the former Dodge Dealership at 17-92 and Friends Ave. Based on our preliminary due diligence and our previous conversations, we are aware that the site comes with significant water and sewer impact fees. Based on the $450.00 per seat calculation and 306 seats, we are looking at a substantial fee of $137,700.00. These fees present a challenge for us in considering this site for a future Ale House. I am writing for consideration for a reduction in the total amount of impact fees associated with this project.

We look forward to working with you on this project. Please contact me with any questions.

Sincerely,

JR Kyes
Director of Real Estate & Development
Direct: 561-354-4336
Cell: 407-902-9438
jrkyes@millersalehouse.com

Cc: Daniel Bellows
Ray Holden

concentrics
restaurants

June 7, 2011

Jeffrey Briggs
Director, Planning Department
City of Winter Park
401 Park Avenue South
Winter Park, Florida 32789-4386

Dear Mr. Briggs:

My partners and I are getting ready to invest approximately two-million dollars into a new restaurant concept on the avenue at 124/126 Park Avenue North. This is a huge undertaking in what is still a very tough economy, but in a city we really believe in.
I will be in Winter Park next Monday to submit our building plans for approval and I hope to have started construction by the end of June with an opening of early fall of 2011. It has been a very pleasant process with the exception of finding out the exorbitant impact fees of $450.00 that are being charged per seat (in or outdoors), as part of the permit process.

I am unsure how this fee was derived and the accuracy of its formula. I can only tell you that it is a big ticket item, that I find difficult to justify paying and the City should be reluctant to be charging for many reasons. I clearly understand what impact fees are, however there has to be a better and more accurate system for determining the true impact of a new restaurant. The current system is clearly not accurate or fair.

I respectfully request that the City re-evaluate its current system. Devise some sort of tracking and evaluation system that could be trued up a year from opening and create a payment plan to spread out the payments to some affordable amount. Inking a check in the 70K to 90K range is neither fair nor appropriate in these difficult economic times.

I appreciate your every consideration and I look forward to earliest response.

Respectfully,

Robert Amick
Principal

566 Dutch Valley Road, Suite A, Atlanta, GA 30324 Ph 404.888.0659 Fax 404.888.9566

city commission agenda item

item type	Public Hearing	meeting date	July 11, 2011
prepared by department division	Troy Attaway/Lena Petersen Public Works Project & Grant Management	approved by	■ City Manager ☐ City Attorney ☐ N|A
board approval		☐ yes ☐ no ■ N|A	final vote

Subject Execution of the Florida Department of Transportation LAP Grant for State Funding of Howell Branch Road Pedestrian Improvements (Temple Trail to Temple Drive).

motion | recommendation Adoption of the resolution to authorize City Manager Randy Knight to execute and deliver to the State of Florida Department of Transportation the Local Agency Program Agreement for the Howell Branch Road Pedestrian Improvements. FPN: 427966-1-58-01. Project includes new crosswalk stripping and pedestrian signals along Howell Branch Road from Temple Trail to Temple Dr.

background Dommerich Elementary parents worked together with the school and community to obtain Safe Routes to School Funding for this project. Funding includes $10,000 for design and construction plans which has been completed. The $46,854 associated with this LAP Agreement is for the actual construction.

alternatives | other considerations None

fiscal impact None. Project 100% grant funded via FDOT Safe Routes to School LAP Agreement.

strategic objective Quality development & redevelopment

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, TO EXECUTE A LOCAL AGENCY PROGRAM AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE HOWELL BRANCH ROAD PEDESTRIAN IMPROVEMENTS (TEMPLE TRAIL TO TEMPLE DRIVE).

WHEREAS, the State of Florida Department of Transportation and the City of Winter Park, Florida, desire to facilitate the Winter Park Howell Branch Road Pedestrian Improvements Project, and

WHEREAS, the State of Florida Department of Transportation has requested the City of Winter Park, Florida, to execute and deliver to the State of Florida Department of Transportation the Local Agency Program Agreement for the aforementioned project, FPN: 427966-1-58-01;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Winter Park, Florida that Randy B. Knight, City Manager, is hereby authorized to make, execute, and deliver to the State of Florida Department of Transportation the Local Agency Program Agreement for the aforementioned project, FPN: : 427966-1-58-01.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park held in City Hall, Winter Park on this 11th day of July, 2011.

_____
Kenneth W. Bradley, Mayor

ATTEST:

_____
Cynthia S. Bonham, City Clerk

LOCAL AGENCY PROGRAM AGREEMENT

FPN: 427966-1-58-01	Fund: SR2S	FLAIR Approp: 088717
Federal No: SRTS-173-A	Org Code: 55054010508	FLAIR Obj: 790092
FPN:	Fund:	FLAIR Approp:
Federal No:	Org Code:	FLAIR Obj:
FPN:	Fund:	FLAIR Approp:
Federal No:	Org Code:	FLAIR Obj:
FPN:	Fund:	FLAIR Approp:
Federal No:	Org Code:	FLAIR Obj:
County No: 75	Contract No:	Vendor No: F596-000-454-017

Data Universal Number System (DUNS) No: 80-939-7102

Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction

THIS AGREEMENT, made and entered into this _____ day of _____, _____ by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter called the Department, and the CITY OF WINTER PARK, 401 Park Avenue South, Winter Park, Florida 32789-4386 hereinafter called the Agency.

W I T N E S S E T H:

WHEREAS, the Agency has the authority to enter into this Agreement and to undertake the project hereinafter described, and the Department has been granted the authority to function adequately in all areas of appropriate jurisdiction including the implementation of an integrated and balanced transportation system and is authorized under Section 339.12, Florida Statutes, to enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

1.00 Purpose of Agreement: The purpose of this Agreement is to provide for the Department's participation in the construction of pedestrian improvements along Howell Branch Road and as further described in Exhibit "A" attached hereto and by this reference made a part hereof, hereinafter called the "project," and to provide Department financial assistance to the Agency and state the terms and conditions upon which such assistance will be provided and the understandings as to the manner in which the project will be undertaken and completed.

1.01 Attachments: Exhibit(s) "A," "B," and "1" are attached and made a part hereof.

2.01 General Requirements: The Agency shall complete the project as described in Exhibit "A" with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws. The project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Agency Program Manual, which by this reference is made a part hereof as if fully set forth herein. Time is of the essence as to each and every obligation under this Agreement.

A full time employee of the Agency, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in charge of each project.

Removal of Any Unbilled Funds

If Agency fails to timely perform its obligations in submitting invoices and documents necessary for the close out of the project, and said failure results in a loss of the remaining unbilled funding either by Federal withdrawal of funds or loss of State appropriation authority (which may include both federal funds and state funds, if any state funds are on the project), Agency will be responsible for the remaining unbilled funds on the project. No other funds will be provided by the Department. Agency waives the right to contest such removal of funds by the Department, if said removal is directly related to Federal (FHWA) withdrawal of funds or loss of State appropriation authority due to Local Agency's failure or nonperformance. In addition to loss of funding, the Department will consider de-certification of said Agency for future LAP projects.

Removal of All Funds

If all funds are removed from the project, including amounts previously billed to the Department and reimbursed to the Agency, and the project is off the state highway system, then the department will have to request repayment for the previously billed amounts from the Local Agency. No state funds can be used on off-system projects.

2.02 Expiration of Agreement: The Agency agrees to complete the project on or before 2 years from the Agreement's execution date . If the Agency does not complete the project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

2.03 Pursuant to Federal, State, and Local Laws: In the event that any election, referendum, approval, permit, notice or other proceeding or authorization is requisite under applicable law to enable the Agency to enter into this Agreement or to undertake the project hereunder or to observe, assume or carry out any of the provisions of the Agreement, the Agency will initiate and consummate, as provided by law, all actions necessary with respect to any such matters so requisite.

2.04 Agency Funds: The Agency shall initiate and prosecute to completion all proceedings necessary, including federal-aid requirements, to enable the Agency to provide the necessary funds for completion of the project.

2.05 Submission of Proceedings, Contracts, and Other Documents: The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the project as the Department and the Federal Highway Administration (FHWA) may require.

3.00 Project Cost:

3.01 Total Cost: The total cost of the project is $ 46,864 . This amount is based upon the schedule of funding in Exhibit "B." The Agency agrees to bear all expenses in excess of the total cost of the project and any deficits involved. The schedule of funding may be modified by mutual agreement as provided for in paragraph 4.00.

3.02 Department Participation: The Department agrees to participate, including contingencies, in the project cost to the extent provided in Exhibit "B." This amount includes federal-aid funds which are limited to the actual amount of federal-aid participation.

3.03 Limits on Department Funds: Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible project costs is subject to:

a) Legislative approval of the Department's appropriation request in the work program year that the project is scheduled to be committed;

b) Availability of funds as stated in paragraphs 3.04 and 3.05 of this Agreement;

c) Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement; and

d) Department approval of the project scope and budget at the time appropriation authority becomes available.

3.04 Appropriation of Funds: The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this project is in multiple fiscal years, funds approval from the Department's Comptroller must be received each fiscal year prior to costs being incurred. See Exhibit "B" for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.

3.05 Multi-Year Commitment: In the event this Agreement is in excess of $25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"(a) The department, during any fiscal year, shall not expend money, incur any liability, or enter into any

contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of $25,000 and which have a term for a period of more than 1 year."

3.06 Notice-to-Proceed: No cost may be incurred under this Agreement until the Agency has received a written Notice-to-Proceed from the Department.

3.07 Limits on Federal Participation: Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 Code of Federal Regulations (C.F.R.) and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by the FHWA to the Department to proceed with the project or part thereof involving such cost (23 C.F.R. 1.9 (a)). If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Agency in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in parcel or project costs in part or in total.

For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Agency shall promptly reimburse the Department for all such amounts within 90 days of written notice.

4.00 Project Estimate and Disbursement Schedule: Prior to the execution of this Agreement, a project schedule of funding shall be prepared by the Agency and approved by the Department. The Agency shall maintain said schedule of funding, carry out the project, and shall incur obligations against and make disbursements of project funds only in conformity with the latest approved schedule of funding for the project. The schedule of funding may be revised by mutual written agreement between the Department and the Agency. If revised, a copy of the revision should be forwarded to the Department's Comptroller and to the Department's Federal-aid Program Office. No increase or decrease shall be effective unless it complies with fund participation requirements of this Agreement and is approved by the Department's Comptroller.

5.00 Records:

5.01 Establishment and Maintenance of Accounting Records: Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for 5 years after the final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the project records, together with supporting documents and records of the Agency and all subcontractors performing work on the project and all other records of the Agency and subcontractors considered necessary by the Department for a proper audit of costs. If any litigation, claim or audit is started before the expiration of the 5-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

5.02 Costs Incurred for Project: The Agency shall charge to the project account all eligible costs of the project except costs agreed to be borne by the Agency or its contractors and subcontractors. Costs in excess of the programmed funding or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs.

5.03 Documentation of Project Costs: All costs charged to the project, including any approved services contributed by the Agency or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.

5.04 Audit Reports: Recipients of federal and state funds are to have audits done annually using the following criteria:

The administration of resources awarded by the Department to the Agency may be subject to audits and/or monitoring by the Department, as described in this section.

Monitoring: In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, Florida Statutes, as revised (see "Audits" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department staff to the Agency regarding such audit. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the FDOT's Office of Inspector General (OIG), and the Chief Financial Officer (CFO) or Auditor General.

Audits

Part I - Federally Funded: Recipients of federal funds (i.e., state, local government or non-profit organizations as defined in OMB Circular A-133, as revised) are to have audits done annually using the following criteria:

1. In the event that the recipient expends $500,000 or more in federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit "1" of this Agreement indicates federal resources awarded through the Department by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.

2. In connection with the audit requirements addressed in Part I, paragraph 1 the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

3. If the recipient expends less than $500,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. However, if the recipient elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

4. Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

Part II - State Funded: Recipients of state funds (i.e., a non-state entity as defined by Section 215.97(2) (l), Florida Statutes) are to have audits done annually using the following criteria:

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of $500,000 in any fiscal year of such recipient, the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes, applicable rules of the Executive Office of the Governor and the CFO, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit "1" to this Agreement indicates state financial assistance awarded through the Department by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other non-state entities. State financial assistance does not include federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2) (d), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than $500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. However, if the recipient elects to have audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

4. State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

Part III - Other Audit Requirements: The recipient shall follow up and take corrective action on audit findings. Preparation of a Summary Schedule of Prior Year Audit Findings, including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

Records related to unresolved audit findings, appeals or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Department, the Department of Financial Services, and the Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

Part IV - Report Submission:

1. Copies of financial reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this Agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:

   a) The Department at each of the following address(es):

      Marianne B. Takacs, Special Projects Analyst
      Florida Department of Transportation
      719 South Woodland Boulevard, MS 2-542
      DeLand, Florida 32720

   b) The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised), at the following address:

      Federal Audit Clearinghouse
      Bureau of the Census
      1201 East 10th Street
      Jeffersonville, IN 47132

   c) Other federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. In the event that a copy of the financial reporting package required by Part I of this Agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department for reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, the recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the recipient's audited Schedule of Expenditures of Federal Awards <u>directly</u> to each of the following:

   Marianne B. Takacs, Special Projects Analyst
   Florida Department of Transportation
   719 South Woodland Boulevard, MS 2-542
   DeLand, Florida 32720

   In addition, pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the financial reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any Management Letters issued by the auditor, to the Department at each of the following addresses:

Marianne B. Takacs, Special Projects Analyst
Florida Department of Transportation
719 South Woodland Boulevard, MS 2-542
DeLand, Florida 32720

3. Copies of the financial reporting package required by Part II of this Agreement shall be submitted by or on behalf of the recipient directly to each of the following:

   a) The Department at each of the following address(es):

      Marianne B. Takacs, Special Projects Analyst
      Florida Department of Transportation
      719 South Woodland Boulevard, MS 2-542
      DeLand, Florida 32720

   b) The Auditor General's Office at the following address:

      Auditor General's Office
      Room 401, Pepper Building
      111 West Madison Street
      Tallahassee, Florida 32399-1450

4. Copies of reports or the Management Letter required by Part III of this Agreement shall be submitted by or on behalf of the recipient directly to:

   a) The Department at each of the following address(es):

      Marianne B. Takacs, Special Projects Analyst
      Florida Department of Transportation
      719 South Woodland Boulevard, MS 2-542
      DeLand, Florida 32720

5. Any reports, Management Letters, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted in a timely manner in accordance with OMB Circular A-133, as revised, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

6. Recipients, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133, as revised, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the financial reporting package was delivered to the recipient in correspondence accompanying the financial reporting package.

Part V - Record Retention: The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of at least 5 years from the date the audit report is issued and shall allow the Department or its designee, the state CFO or Auditor General access to such records upon request. The recipient shall ensure that the independent audit documentation is made available to the Department, or its designee, the state CFO or Auditor General upon request for a period of at least 5 years from the date the audit report is issued, unless extended in writing by the Department.

5.05 Inspection: The Agency shall permit, and shall require its contractors to permit, the Department's authorized representatives and authorized agents of FHWA to inspect all work, workmanship, materials, payrolls, and records and to audit the books, records, and accounts pertaining to the financing and development of the project.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the Agency or any contractor, sub-contractor or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement (Section 287.058(1)(c), Florida Statutes).

5.06 Uniform Relocation Assistance and Real Property Statistical Report: For any project requiring additional right-of-way, the Agency must submit to the Department an annual report of its real property acquisition and relocation assistance activities on the project. Activities shall be reported on a federal fiscal year basis, from October 1 through September 30. The report must be prepared using the format prescribed in 49 C.F.R. Part 24, Appendix B, and be submitted to the Department no later than October 15 of each year.

6.00 Requisitions and Payments: Requests for reimbursement for fees or other compensation for services or expenses incurred shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof (Section 287.058(1)(a), Florida Statutes).

All recipients of funds from this Agreement, including those contracted by the Agency, must submit bills for any travel expenses, when authorized by the terms of this Agreement, in accordance with Section 112.061, Florida Statutes, and Chapter 3-"Travel" of the Department's Disbursement Operations Manual, Topic 350-030-400 (Section 287.058(1)(b), Florida Statutes).

If, after project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Agency owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

7.00 Department Obligations: Subject to other provisions hereof, the Department will honor requests for reimbursement to the Agency in amounts and at times deemed by the Department to be proper to ensure the carrying out of the project and payment of the eligible costs. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment if:

7.01 Misrepresentation: The Agency shall have made misrepresentation of a material nature in its application, or any supplement thereto or amendment thereof or in or with respect to any document of data furnished therewith or pursuant hereto;

7.02 Litigation: There is then pending litigation with respect to the performance by the Agency of any of its duties or obligations which may jeopardize or adversely affect the project, the Agreement or payments to the project;

7.03 Approval by Department: The Agency shall have taken any action pertaining to the project which, under this Agreement, requires the approval of the Department or has made related expenditure or incurred related obligations without having been advised by the Department that same are approved;

7.04 Conflict of Interests: There has been any violation of the conflict of interest provisions contained here in paragraph 12.07.

7.05 Default: The Agency has been determined by the Department to be in default under any of the provisions of the Agreement.

7.06 Federal Participation: The Department may suspend or terminate payment for that portion of the project which the FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid.

7.07 Disallowed Costs: In determining the amount of the payment, the Department will exclude all projects costs incurred by the Agency prior to the effective date of this Agreement or the date of authorization, costs incurred after the expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in Exhibit "B" for the project, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

7.08 Final Invoices: The Agency must submit the final invoice on the project to the Department within 120 days after the completion of the project. Invoices submitted after the 120-day time period may not be paid.

8.00 Termination or Suspension of Project:

8.01 Termination or Suspension Generally: The Department may, by written notice to the Agency, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected or the Department may terminate this Agreement in whole or in part at any time the interest of the Department requires such termination.
(a) If the Department determines that the performance of the Agency is not satisfactory, the Department shall notify the Agency of the deficiency in writing with a requirement that the deficiency be corrected within thirty (30) days of such notice. Such notice shall provide reasonable specificity to the Agency of the deficiency that requires correction. If the deficiency is not corrected within such time period, the Department may either (1) immediately terminate the Agreement as set forth in paragraph 8.(b) below, or (2) take whatever action is deemed appropriate by the Department to correct the deficiency. In the event the Department chooses to take action and not terminate the Agreement, the Agency shall, upon demand, promptly reimburse the Department for any and all costs and expenses incurred by the Department in correcting the deficiency.

(b) If the Department terminates the Agreement, the Department shall notify the Agency of such termination in writing, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

(c) If the Agreement is terminated before the project is completed, the Agency shall be paid only for the percentage of the project satisfactorily performed for which costs can be substantiated. Such payment, however, shall not exceed the equivalent percentage of the contract price. All work in progress will become the property of the Department and will be turned over promptly by the Agency.

8.02 Action Subsequent to Notice-of-Termination or Suspension: Upon receipt of any final termination or suspension notice under this paragraph, the Agency shall proceed promptly to carry out the actions required therein which may include any or all of the following: (a) necessary action to terminate or suspend, as the case may be, project activities and contracts and such other action as may be required or desirable to keep to a minimum the costs upon the basis of which the financing is to be computed; (b) furnish a statement of the project activities and contracts and other undertakings the cost of which are otherwise includable as project costs. The termination or suspension shall be carried out in conformity with the latest schedule, plan, and cost as approved by the Department or upon the basis of terms and conditions imposed by the Department upon the failure of the Agency to furnish the schedule, plan, and estimate within a reasonable time. The closing out of federal financial participation in the project shall not constitute a waiver of any claim which the Department may otherwise have arising out of this Agreement.

9.00 Contracts of Agency:

9.01 Third Party Agreements: Except as otherwise authorized in writing by the Department, the Agency shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same.

9.02 Compliance with Consultants' Competitive Negotiation Act: It is understood and agreed by the parties hereto that participation by the Department in a project with the Agency, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Agency's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. At the discretion of the Department, the Agency will involve the Department in the consultant selection process for all projects. In all cases, the Agency's attorney shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

10.00 Disadvantaged Business Enterprise (DBE) Policy and Obligation: It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The Agency and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate on the basis of race, color,

national origin or sex in the award and performance of contracts, entered pursuant to this Agreement. Furthermore, the Agency agrees that:

(a) Each financial assistance agreement signed with a US-DOT operating administration (or a primary recipient) must include the following assurance:

> "The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 C.F.R. Part 26. The recipient shall take all necessary and reasonable steps under 49 C.F.R. Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 C.F.R. Part 26 and as approved by Department, is incorporated by reference in this Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 C.F.R. Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.)."

(b) Each contract signed with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

> "The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate."

11.00 Compliance with Conditions and Laws: The Agency shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this project. Execution of this Agreement constitutes a certification that the Agency is in compliance with, and will require its contractors and subcontractors to comply with, all requirements imposed by applicable federal, state, and local laws and regulations, including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, when applicable.

12.00 Restrictions, Prohibitions, Controls, and Labor Provisions:

12.01 Equal Employment Opportunity: In connection with the carrying out of any project, the Agency shall not discriminate against any employee or applicant for employment because of race, age, religion, color, sex, national origin, disability or marital status. The Agency will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, age, religion, color, gender, national origin, disability or marital status. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the project, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. When the project involves installation, construction, demolition, removal, site improvement or similar work, the Agency shall post, in conspicuous places available to employees and applicants for employment for project work, notices to be provided by the Department setting forth the provisions of the nondiscrimination clause.

12.02 Title VI – Civil Rights Act of 1964: The Agency will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the Agency pursuant thereto.

The Agency shall include provisions in all contracts with third parties that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.

12.03 Americans with Disabilities Act of 1990 (ADA): The Agency will comply with all the requirements as imposed by

the ADA, the regulations of the Federal government issued thereunder, and assurance by the Agency pursuant thereto.

12.04 Public Entity Crime: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

12.05 Discrimination: In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.

12.06 Suspension, Revocation, Denial of Qualification or Determination of Contractor Non-Responsibility: An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

12.07 Prohibited Interests: Neither the Agency nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the project or any property included or planned to be included in the project in which any member, officer or employee of the Agency or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Agency, the Agency, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Agency or the locality relating to such contract, subcontract or arrangement.

The Agency shall insert in all contracts entered into in connection with the project or any property included or planned to be included in any project, and shall require its contractors to insert in each of their subcontracts, the following provision:

> "No member, officer or employee of the Agency or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Agency and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

12.08 Interest of Members of, or Delegates to, Congress: No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

13.00 Miscellaneous Provisions:

13.01 Environmental Regulations: The Agency will be solely responsible for compliance with all the applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Agency will be responsible for securing any applicable permits.

13.02 Department Not Obligated to Third Parties: The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.

13.03 When Rights and Remedies Not Waived: In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

13.04 How Agreement Is Affected by Provisions Being Held Invalid: If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

13.05 Bonus or Commission: By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

13.06 State Law: Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the project.

13.07 Plans and Specifications: In the event that this Agreement involves constructing and equipping of facilities on the State Highway System, the Agency shall submit to the Department for approval all appropriate plans and specifications covering the project. The Department will review all plans and specifications and will issue to the Agency a written approval with any approved portions of the project and comments or recommendations covering any remainder of the project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Agency a written approval with said remainder of the project. Failure to obtain this written approval shall be sufficient cause of nonpayment by the Department. The Agency will physically include Form FHWA-1273 in all its contracts and subcontracts.

13.08 Right-of-Way Certification: Upon completion of right-of-way activities on the project, the Agency must certify compliance with all applicable federal and state requirements. Certification is required prior to advertisement for or solicitation of bids for construction of the project, including those projects for which no right-of-way is required.

13.09 Agency Certification: The Agency will certify in writing, prior to project closeout that the project was completed in accordance with applicable plans and specifications, is in place on the Agency's facility, adequate title is in the Agency's name, and the project is accepted by the Agency as suitable for the intended purpose.

13.10 Agreement Format: All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

13.11 Execution of Agreement: This Agreement may be simultaneously executed in a minimum of two counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one in the same instrument.

13.12 Restrictions on Lobbying:

Federal: The Agency agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the Agency, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federally-appropriated funds have been paid by the Agency to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Agency shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

State: No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.

13.13 Maintenance: The Agency agrees to maintain any project not on the State Highway System constructed under this Agreement. If the Agency constructs any improvement on Department right-of-way, the Agency ☒ will ☐ will not maintain the improvements made for their useful life.

13.14 Vendors Rights: Vendors (in this document identified as the Agency) providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has 5 working days to inspect and approve the goods and services unless the bid specifications, purchase order or contract specifies otherwise. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within 40 days after receipt of the invoice and the receipt, inspection, and approval of goods and services, a separate interest penalty in accordance with Section 215.422(3)(b), Florida Statutes, will be due and payable in addition to the invoice amount to the Agency. Interest penalties of less than one $1 will not be enforced unless the Agency requests payment. Invoices which have to be returned to the Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from the Department. The Vendor Ombudsman may be contacted at 850-413-5516.

13.15 Reimbursement of Federal Funds:

The Agency shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the Agency and FHWA requires reimbursement of the funds, the Agency will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement. Federal Economic Stimulus awards do not exempt the Agency from adherence to federal guidelines, procedures, and regulations.

13.16 E- VERIFY

The Agency shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Agency during the term of the Contract to perform employment duties within Florida; and

2. All persons, contractors, including subcontractors, assigned by the Agency to perform work pursuant to the contract with the Department.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

AGENCY (City of Winter Park)

By: _____
Name:
Title:

Attest: _____
Title:

As to form:

_____
Attorney

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By: _____
Name: Alan E. Hyman, P.E.
Title: Director of Transportation Operations

Attest: _____
Title: Administrative Assistant

Legal Review:

_____
Office of the General Counsel

See attached Encumbrance Form for date of funding approval by Comptroller.

EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

FPN: 427966-1-58-01

This exhibit forms an integral part of the Agreement between the State of Florida, Department of Transportation and the City of Winter Park, 401 Park Avenue South, Winter Park, Florida 32789-4386.

Dated_____

PROJECT LOCATION:

The project ____ is _X_ is not on the National Highway System.

The project ____ is _X_ is not on the State Highway System.

PROJECT DESCRIPTION:

Construction of pedestrian improvements along Howell Branch Road from Temple Trail to Temple Drive. The improvements include:

- Installation of new pedestrian signals, curb ramps, and crosswalk striping on the east approach of the Howell Branch Road/Temple Trail intersection.
- Replacement of pedestrian signals, curb ramps, and crosswalk striping on the north approach of the Howell Branch Road/Temple Trail intersection.
- Installation of crosswalk striping with signage for the 4 driveway openings on the north side of Howell Branch Road from Temple Trail to Temple Drive.

The project length is 460 linear feet.

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in the Agreement shall include a Schedule of Project Assistance that will reflect the Department's contract number, the Financial Project Number (FPN), the Federal Authorization Number (FAN), where applicable, the amount of State funding action (receipt and disbursement of funds), any Federal or local funding action, and the funding action from any other source with respect to the project.

Invoices and Progress Reports shall be submitted on a monthly basis to:

Vince Vacchiano, LAP Project Manager
Florida Department of Transportation
719 South Woodland Boulevard, MS 3-506
DeLand, Florida 32720

The audit report(s) required in the Agreement shall include a Schedule of Project Assistance that will reflect the Department's contract number, the Financial Project Number (FPN), the Federal Authorization Number (FAN), where applicable, the amount of state funding action (receipt and disbursement of funds), any federal or local funding action, and the funding action from any other source with respect to the project.

The Agency is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

EXHIBIT "A," continued

PROJECT DESCRIPTION AND RESPONSIBILITIES

The Agency shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

a) N/A Study to be completed by N/A.

b) Design to be completed by N/A.

c) Right-of-Way requirements identified and provided to the Department by N/A.

d) Right-of-Way to be certified by N/A.

e) Construction contract to be let by N/A.

f) Construction to be completed by April 30, 2012.

If this schedule cannot be met, the Agency will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of federal funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

N/A

EXHIBIT "B"

SCHEDULE OF FUNDING

AGENCY NAME & BILLING ADDRESS:	FPN:
City of Winter Park 401 Park Avenue South Winter Park, Florida 32789-4386	427966-1-58-01

PROJECT DESCRIPTION

Name: Howell Branch Road Pedestrian Improvements Length: 460 linear feet

Termini: from Temple Trail to Temple Drive

TYPE OF WORK By Fiscal Year		FUNDING (1) TOTAL PROJECT FUNDS	(2) AGENCY FUNDS	(3) STATE & FEDERAL FUNDS
Planning	2010-2011			
	2011-2012			
	2012-2013			
	Total Planning Cost			
Project Development & Environment (PD&E)				
	2006-2007			
	2007-2008			
	2008-2009			
	Total PD&E Cost			
Design	2008-2009			
	2009-2010			
	2010-2011			
	Total Design Cost			
Right-of-Way	2006-2007			
	2007-2008			
	2008-2009			
	Total Right-of-Way Cost			
Construction	2008-2009			
	2009-2010			
	2010-2011			
	2011-2012	$ 46,864.00		$ 46,864.00
	Total Construction Cost	$ 46,864.00		$ 46,864.00
Construction Engineering and Inspection (CEI)				
	2008-2009			
	2009-2010			
	2010-2011			
	Total CEI Cost			
	Total Construction and CEI Costs	$ 46,864.00		$ 46,864.00
	TOTAL COST OF THE PROJECT	**$ 46,864.00**		**$ 46,864.00**

The Department's fiscal year begins on July 1. For this project, funds are not projected to be available until after the 1st of July of each fiscal year. The Department will notify the Agency, in writing, when funds are available.

EXHIBIT "1"

SINGLE AUDIT ACT

Federal Resources Awarded to the Recipient Pursuant to This Agreement Consist of the Following:

Federal Agency: Federal Highway Administration

CFDA #: 20.205 Highway Planning and Construction

Amount: $ 46,864.00

Compliance Requirement:

Allowable Activities: To be eligible, most projects must be located on public roads that are not functionally classified as local. The major exceptions are the Highway Bridge Replacement and Rehabilitation Program, which provides assistance for bridges on and off the federal-aid highways, highway safety activities, bicycle and pedestrian projects, transportation enhancement activities, the recreational trails program, and planning, research, development, and technology transfer. Proposed projects meeting these and other planning, design, environmental, safety, etc., requirements can be approved on the basis of state and local priorities within the limit of the funds apportioned or allocated to each state.

Allowable Costs: Eligible activities and allowable costs will be determined in accordance with Title 23 and Title 49 C.F.R. and the OMB cost principles applicable to the recipient/sub-recipient.

Eligibility: By law, the federal-aid highway program is a federally assisted state program that requires each state to have a suitably equipped and organized transportation department. Therefore, most projects are administered by or through state Departments of Transportation (State DOTs). Projects to be funded under the federal-aid highway program are generally selected by State DOTs or Metropolitan Planning Organizations (MPOs), in cooperation with appropriate local officials, as specified in 23 U.S.C. and implementing regulations. Territorial highway projects are funded in the same manner as other federal-aid highway projects, with the territorial transportation agency functioning in a manner similar to a state DOT. Most Federal Land Highway Program (FLHP) projects are administered by the Federal Highway Administration (FHWA) Office of Federal Lands Highway and its Divisions or by the various Florida Land Management Agencies (FLMAs). Under the FLHP, projects in the Indian Reservation Road (IRR) Program are selected by Tribal Governments and are approved by the Bureau of Indian Affairs (BIA) and the FHWA. Due to recent legislation, Tribal Governments meeting certain requirements may now administer various IRR projects on behalf of the BIA and FHWA. The Fish and Wildlife Service (FWS) and the National Park Service (NPS) select projects in the Refuge Road and Park Roads and Parkways Programs, respectively. For the Forest Highway Program, the Forest Service, the States and the FHWA jointly select projects.

Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to This Agreement Are As Follows: The recipient of Local Agency Program (LAP) funding must comply with the statutory requirements in Sections 112.061, 215.422, 339.12, and 339.135, Florida Statutes, and Title 23 and Title 49, C.F.R.

city commission public hearing

item type	Public Hearing	meeting date	July 11, 2011
prepared by department division	George Wiggins Bldg/Code Enforcement	approved by	■ City Manager ☐ City Attorney ☐ N|A
board approval		☐ yes ☐ no ☐ N|A	final vote

subject

Resolution to allow fuel surcharge on taxicab fares

motion | recommendation

Approve resolution.

summary

Due to increased fuel costs, taxi fares in the Orlando area are being increased slightly to cover the higher costs of fuel. According to the Consumer Price Index the average price per gallon of gas is $3.863. On June 27, the City of Orlando approved a surcharge under their “Vehicle for Hire” ordinance with a resolution which is to be in place until the national average fuel price drops below $3.40 for two consecutive months or on 3/31/12. The City approved a similar resolution on 8/25/08 after passing Ordinance No. 2746-08 amending our Taxi Ordinance enabling the City Commission to make this fuel surcharge adjustment by resolution. That previous surcharge expired on 3/31/2009. Roger Chapin Vice President of Mears Transportation will be available to answer any specific questions on this matter also.

RESOLUTION NO. _____

A RESOLUTION OF THE WINTER PARK CITY COMMISSION, AMENDING RESOLUTION NO. 2013-08, PURSUANT TO THE PROVISIONS OF SECTION 110-107 OF CHAPTER 110 OF THE CODE OF THE CITY OF WINTER PARK, ESTABLISHING AN EMERGENCY FUEL SURCHARGE FOR TAXICABS.

WHEREAS, the City Commission of the City of Winter Park has determined that it is in the interest of the public health, safety, and welfare of the citizens of the City of Winter Park to regulate taxicab rates; and

WHEREAS, the regulation of taxicab rates serves a substantial public purpose; and

WHEREAS, pursuant to the criteria in Section 110, the current taxicab rates were established February 25, 2008 by Ordinance of the City Commission; and

WHEREAS, for the economic well-being of the taxicab industry, it is necessary and appropriate that the taxicab rates include an emergency fuel surcharge to offset increased taxicab fuel expenses; and

WHEREAS, according to industry experts, the average price of fuel in March, 2008 was $3.30 per gallon; and

WHEREAS, the City Commission authorized an emergency fuel surcharge on August 25, 2008 when gas prices reached $3.838; and

WHEREAS, the cost of fuel nationwide has increased drastically and in April 2011, the Consumer Price Index records the average price per gallon of gas at $3.863; and

WHEREAS, such surcharge is authorized by Section 110-107(3) of the Code of the City of Winter Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISION OF THE CITY OF WINTER PARK AS FOLLOWS:

SECTION 1.

(a) Pursuant to the provisions of Section 110-107(3) (Surcharges) of the Code of Ordinance of Winter Park, Florida, the City Commission hereby establishes an emergency fuel surcharge of $1.00 on all trips which initiate from or terminate at airports operated by the Greater Orlando Aviation Authority and a surcharge of $.50 on all other trips.

(b) This fuel surcharge shall apply to taxicabs permitted pursuant to Section 110-121 (a) of the Winter Park City Code.

(c) This emergency surcharge shall be retained by the Driver and shall not be used by the Taxicab Permit-Holder as a basis for an increase in the Driver's lease rate.

SECTION 2.

This Resolution shall take effect immediately upon approval by the City Commission and will expire March 31, 2012 unless new rates are approved prior to that date. Additionally, on the date any new rates take effect or if the national average of fuel prices drops below $3.40 for two consecutive months this resolution shall expire.

Adopted and approved by the Winter Park City Commission July 11, 2011.

_____

Attest: Kenneth W. Bradley, Mayor

_____

Cynthia Bonham, City Clerk

RESOLUTION NO. 2013-08

A RESOLUTION OF THE WINTER PARK CITY COMMISSION PURSUANT TO THE PROVISIONS OF SECTION 110-107 OF CHAPTER 110 OF THE CODE OF THE CITY OF WINTER PARK TO ESTABLISH AN EMERGENCY FUEL SURCHARGE FOR TAXICABS.

WHEREAS, the City Commission of the City of Winter Park has determined that it is in the interest of the public health, safety, and welfare of the citizens of the City of Winter Park to regulate taxicab rates; and

WHEREAS, the regulation of taxicab rates serves a substantial public purpose; and

WHEREAS, pursuant to the criteria in Section 110, the current taxicab rates were established February 25, 2008 by Ordinance of the City Commission; and

WHEREAS, for the economic well-being of the taxicab industry, it is necessary and appropriate that the taxicab rates include an emergency fuel surcharge to offset increased taxicab fuel expenses; and

WHEREAS, such surcharge is authorized by Section 110-107(3) of the Code of the City of Winter Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISION OF THE CITY OF WINTER PARK AS FOLLOWS:

SECTION 1.

(a) Pursuant to the provisions of Section 110-107(3) (Surcharges) of the Code of Ordinance of Winter Park, Florida, the City Commission hereby establishes an emergency fuel surcharge of $1.00 on all trips which initiate from or terminate at airports operated by the Greater Orlando Aviation Authority and a surcharge of $.50 on all other trips.

(b) This fuel surcharge shall apply to taxicabs permitted pursuant to Section 110-121 (a) of the Winter Park City Code.

(c) This emergency surcharge shall be retained by the Driver and shall not be used by the Taxicab Permit-Holder as a basis for an increase in the Driver's lease rate.

SECTION 2.

This Resolution shall take effect immediately upon approval by the City Commission and will expire March 31, 2009 unless new rates are approved prior to that date. On the date any new rates take effect, this resolution shall expire.

Adopted and approved by the Winter Park City Commission September 8, 2008.

_____

Attest: Mayor David C. Strong

_____

Cynthia Bonham, City Clerk

EXAMPLE

RESOLUTION

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ORLANDO PURSUANT TO THE PROVISIONS OF SECTION 55.16(5) OF CHAPTER 55 OF THE CODE OF THE CITY OF ORLANDO TO ESTABLISH AN EMERGENCY FUEL SURCHARGE FOR TAXICABS.

WHEREAS, the Mayor and City Council of the City of Orlando have determined that it is in the interest of the public health, safety, and welfare of the citizens of the City of Orlando to regulate taxicab rates; and

WHEREAS, pursuant to the criteria in Section 55.16(2), the current taxicab rates were established February 11, 2008 by Resolution of the City Council; and

WHEREAS, according to industry experts, the average price of fuel in March, 2008 was $3.30 per gallon; and

WHEREAS, the City Council authorized an emergency fuel surcharge on August 4, 2008, when gas prices reached $3.838; and

WHEREAS, the cost of fuel nationwide has increased drastically and in April 2011, the Consumer Price Index records the average price per gallon of gas at $3.863; and

WHEREAS, Section 55.16(5) of the Orlando City Code is designed to specifically address situations in which the cost of providing taxicab services unexpectedly rises over a short period of time; and

WHEREAS, the annual review of taxicab meter rates is in response to historical cost increases and does not address increases in the cost of business in the current year; and

EXAMPLE

WHEREAS, for the economic well-being of the taxicab industry, the City Council finds that the taxicab rate should include an emergency fuel surcharge to offset increased taxicab fuel expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORLANDO AS FOLLOWS:

SECTION 1.

(a) Pursuant to the provisions of Section 55.16(5) (Emergency Surcharges) of the Code of the City of Orlando, Florida, the City Council hereby establishes an emergency fuel surcharge of $1.00 on all trips which initiate from or terminate at airports operated by the Greater Orlando Aviation Authority and a surcharge of $.50 on all other trips.

(b) This fuel surcharge shall apply to taxicabs permitted pursuant to Section 55.08(4)(a) of the City Code.

(c) This emergency surcharge shall be retained by the Driver and shall not be used by the Taxicab Permit-Holder as a basis for an increase in the Driver's lease rate.

SECTION 2.

This Resolution shall take effect immediately upon approval by the City Council and will expire March 31, 2012 unless new rates are approved prior to that date. On the date any new rates take effect, this resolution shall expire. Additionally, if the national average of fuel prices drops below $3.40 for two consecutive months, the VFH Administrator shall terminate this surcharge at the next regularly scheduled Vehicle for Hire meeting.

EXAMPLE

ADOPTED AND APPROVED BY THE CITY COUNCIL JUNE 27, 2011.

CITY OF ORLANDO, FLORIDA

_____
Mayor / Pro Tem

Attest:

_____
Alana Brenner, City Clerk

APPROVED AS TO FORM AND LEGALITY
for the use and reliance of the
City of Orlando, Florida, only.

_____, 2011.

_____
City Attorney
Orlando, Florida

VFH:Resolution
6/24/11 10:07:42 AM

DRAFT

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF WINTER PARK, FLORIDA REQUESTING THAT THE FLORIDA ELECTIONS COMMISSION INVESTIGATE AN ALLEGED DELIBERATE VIOLATION OF THE FLORIDA ELECTIONS CODE IN THE MARCH 8, 2011 WINTER PARK COMMISSION ELECTION.

WHEREAS, the Florida Election Code is established in art to ensure transparency in public elections, and

WHEREAS, during the March 8, 2011 Winter Park Commissioner Election there was involvement in an electioneering mailer sent to registered voters that did not appear to meet the requirements of the Florida Election Code, and

WHEREAS, this matter was investigated by the State Attorney's office and ruled to be a matter best handled by the Florida Elections Commission, and

WHEREAS, the Winter Park City Commission wants to formally stand against this type of activity in its election process.

NOW, THEREFORE, be it resolved by the City Commission of Winter Park, Florida that**:**

Section 1. The City Commission of the City of Winter Park hereby requests the Florida Elections Commission to investigate the matter contained in the attached complaint.

Section 2. Officers. The City Clerk is hereby directed to forward this Resolution to the Florida Elections Commission.

Adopted at a regular meeting of the City Commission of the City of Winter Park, Florida, held at City Hall, Winter Park, Florida on the _____ day of _____, 2011.

_____
Mayor Kenneth W. Bradley

_____
Commissioner Steven Leary

_____
Commissioner Sarah Sprinkel

_____
Commissioner Carolyn Cooper

_____
Commissioner Tom McMacken

Attest:_____
City Clerk Cynthia S. Bonham

CITY OF WINTER PARK

401 Park Avenue South

Winter Park, Florida

32789-4386

OFFICE OF THE
CITY COMMISSION

P 407.599.3234

F 407.599.3436

www.cityofwinterpark.org

Mr. Tim Holladay
Chairman, Florida Elections Commission
104 West Gaines St
Collins Building, Suite 224
Tallahassee, Fl 32399-1050

Dear Mr. Holladay:

As elected representatives of the great city of Winter Park Florida, we respectfully request that your office investigate what appears to have been intentional attempts to circumvent Florida's Election Codes during our most recent election cycle. Specifically, monies were collected and spent in violation of Florida Election Law.

We understand the purpose of the FEC is to ensure transparency in Florida's elections. Based on the report that has been shared with us from the State Attorney General's office, those responsible for this coordinated effort wish "to remain anonymous." Transparency and anonymity are contradictory.

Our responsibility to our constituents also includes ensuring the transparency of their local government, including the campaign/election process. We request your office investigate this matter and expose those who would intentionally obfuscate the transparency the FEC is entrusted to protect.

We appreciate your attention to this matter and are available as required to assist you in any manner that helps to reassure our constituents of the transparency and overall confidence in the system.

Respectfully,

Mayor Kenneth W. Bradley

Steven Leary City Commissioner

Sarah Sprinkel City Commissioner

Carolyn Cooper City Commissioner

Tom McMacken City Commissioner

DRAFT