



# FISCAL YEAR 2012 APPROVED BUDGET

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## **City of Alachua**

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Mayor and City Commissioners

Gib Coerper, Mayor  
Ben Boukari, Jr., Vice Mayor  
Gary Hardacre, Commissioner  
Orien Hills, Commissioner  
Robert Wilford, Commissioner

Traci L. Cain, City Manager



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**GIB COERPER**  
**MAYOR**



# **CITY OF ALACHUA**

## **CITY**

### **COMMISSIONERS**



**BEN BOUKARI**  
**VICE-MAYOR**



**ORIEN HILLS**  
**COMMISSIONER**



**GARY HARDACRE**  
**COMMISSIONER**



**ROBERT WILFORD**  
**COMMISSIONER**



**TRACI L. CAIN**  
*CITY MANAGER*



**MARIAN RUSH**  
*CITY ATTORNEY*



# **APPOINTED OFFICIALS**

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## City of Alachua

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PREPARED BY:  
THE CITY OF ALACHUA FINANCE DEPARTMENT

**STAFF**

Marcian K. Brown, MBA  
Director

Robert A. Bonetti  
Assistant Finance Director

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Customer Service Clerk

Pamela Philman  
Customer Service Clerk

Natasha Benton  
Customer Service Clerk

**CREDITS**

Diane Morgan, Grant Specialist  
Adam Boukari, Assistant to the City Manager

A very special "thank you" to all City employees for their assistance and dedication

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# CITY OF ALACHUA GOVERNMENT

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## GENERAL INFORMATION

The City of Alachua is geographically located in North Central Florida. The City's boundaries encompass 46 square miles. The latest estimate of the city's population is 9,424.

## FIVE-MEMBER MAYOR & COMMISSION

The City of Alachua, a political subdivision of the State of Florida, is guided by an elected five-member Mayor and Commission. The Mayor and Commissioners are elected in non-partisan elections to represent the entire City. The Commission performs legislative functions of government by developing policy for the management of the City of Alachua. The City Manager, a professional appointed by the Commission, and the City Manager's staff are responsible for the implementation of those policies. The City contracts out for attorney services.

## ROLE OF THE CITY MANAGER

The City Manager is an appointed official who is responsible for carrying out all decisions, policies, ordinances, and motions of the Commission.

The departments under the City Manager are responsible for providing road maintenance, parks and recreation, planning and zoning, law enforcement services, and utility services. Offices that provide support services (human resources, finance, information technology services and others) are also under the direction of the City Manager.

These services are grouped into the following departments: City Commission, Finance, Human Resources, City Attorney, City Manager, Recreation, Police, Grants and Contracts, Administrative Services, Planning and Community Development, Compliance and Risk Management, and Public Services. Support staff for the City Manager and City Commission report to the City Manager.

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## INTRODUCTION

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This document represents the approved financial budget for FY 2011/2012 for the City of Alachua. The document is divided into five sections:

Section One-Budget Message  
Section Two-Budget Summary  
Section Three-Fund Summaries  
Section Four-Department Summaries  
Section Five-Capital Improvement Program  
Section Six-Debt Service  
Section Seven-Glossary  
Section Eight-Fiscal Policies

Section One-Budget Message contains the City Manager's letter to the Commission regarding various elements of the budget.

Section Two-Budget Summary contains information and graphs about revenue sources; summary tables of the department budgets; a description and summary of the City's interfund transfers; and a summary of funded full-time equivalent positions.

Section Three-Fund Summaries include a budget by fund segment listing detailed information about various funds and their adopted funding levels.

Section Four – Department Summaries includes mission statements and summary budgets for each City department.

Section Five-Capital Improvement Program (CIP) includes a listing of the Capital Improvement Projects for fiscal years 2012-2016.

Section Six-Debt Service includes information about the City's outstanding debt obligations.

Section Seven – Glossary includes a listing of various budget document terms.

Section Eight-Fiscal Policies includes fiscal policies for the City.

Persons interested in reviewing any materials or documents comprising the FY 12 approved budget at any level of detail are encouraged to contact the City of Alachua Finance Department at (386) 418-6100. The Finance Department's mailing address is: P.O. Box 9, Alachua, Florida 32616. The office is located at: 15100 N.W. 142<sup>nd</sup> Terrace, Alachua, Florida 32615.



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# **SECTION 1**

## **BUDGET**

### **MESSAGE**



# City of Alachua

**MAYOR GIB COERPER**  
Vice Mayor Ben Boukari, Jr.  
Commissioner Gary Hardacre  
Commissioner Orien Hills  
Commissioner Robert Wilford

**OFFICE OF THE CITY MANAGER**  
**TRACI L. CAIN**

September 6, 2011

## **RE: CITY MANAGER'S FISCAL YEAR 2011-2012 BUDGET MESSAGE**

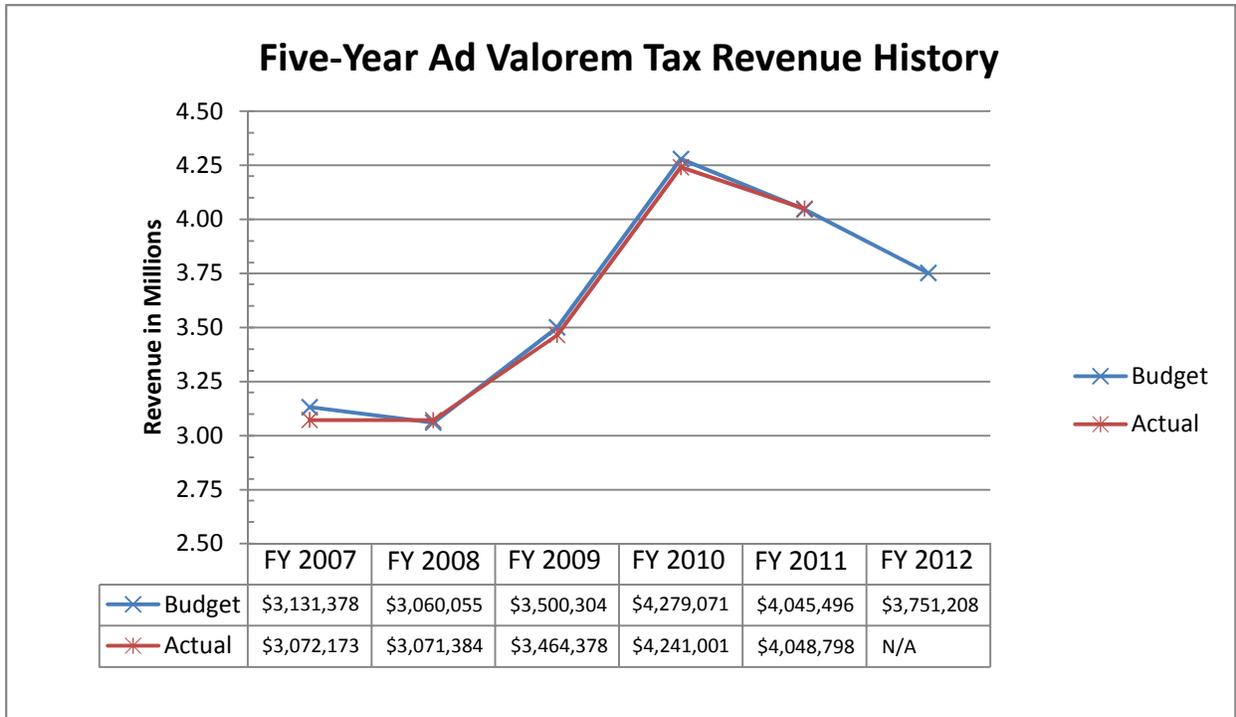
Honorable Mayor and Members of the City Commission:

I am pleased to respectfully submit the proposed balanced Fiscal Year 2011-2012 Budget for the City of Alachua. As proposed, the Budget totals \$33,143,767, which represents a 17.5% decrease from the prior fiscal year of \$40,177,128 (amended). The reduction in the total Budget can be largely attributed to the City's completion of our new wastewater treatment facility in the prior budget year. The proposed General Fund budget is \$9,150,585, a reduction of 2% from the prior fiscal year of \$9,333,035 (amended). The total budget for Enterprise Funds is \$18,441,357, which is a decrease of 0.49% from the previous fiscal year that totaled \$18,542,567.

Throughout the budget development process, staff utilized a zero-based budgeting approach aimed at ensuring all expenditures levels appropriated are justifiable and defensible. The Budget accomplishes that while maintaining a high quality level of service our citizens expect. Key elements in the FY 2012 Budget include offsetting the decline of revenue streams, continuing to strengthen core services, program/capital enhancements, personnel savings and addressing debt service.

### **Offsetting the Decline of Revenue**

The national economic conditions have impacted local governments across the United States. As the investment market continues to be volatile, consumer confidence still low and unemployment remains high, local governments must continue to fund vital services with fewer financial resources. The City has experienced a 7.9% decrease in ad valorem taxable values for Fiscal Year 2012, which represents a \$331,924 total reduction from the prior fiscal year. Ad valorem taxes are the largest revenue stream in the City's General Fund, totaling \$3.7 million in the FY 2012 Budget. The FY 2010 Budget included ad valorem tax revenue of \$4,279,071. The decline in property values is again representative of the national economy and its impact at the local level. The City's General Fund for Fiscal Year 2012 is operating with \$579,071 less ad valorem tax revenue than two years prior (see chart below).



In that ad valorem tax revenue represents the largest portion of revenue in the General Fund, setting a responsible millage rate is critical to ensuring services are provided at the lowest possible tax burden to property owners. The FY 2012 Budget is balanced with a millage rate of 5.5000 mills. This millage level remains constant from the FY 2011 Budget of 5.5000 mills. While there has been a decline in traditional revenue streams, of critical importance to the City Commission and the Administration is the fundamental principle of low financial impact to tax payers. By maintaining a constant millage levy, those property owners who received a lower assessed property value will pay less in City property taxes.

Other declines in revenue include grant funding. The American Recovery and Reinvestment Act provided funding for projects that would aid in job creation. The City’s wastewater treatment facility project was funded through these funds. State grant programs have been appropriated fewer dollars as well. Grant funding has traditionally allowed the City to take on capital projects that have provided community improvements. State revenue sharing of \$191,648 will remain relatively constant from the prior fiscal year.

Balancing the General Fund without an increase to the millage was accomplished in large part due to an increase in Public Service Tax (utility tax) revenue, which is derived from purchases within the city of electricity, metered and bottled gas (natural, liquefied petroleum gas, or manufactured), water service and fuel oil. The FY 2012 Budget includes \$1.1 million in utility tax revenue, which is a 25.9% increase over the prior fiscal year of \$815,000.

As the City continues to strengthen our financial position, the General Fund continues to contribute \$200,000 to Fund Balance in the FY 2012 Budget. The City’s Electric Fund transfer to the General Fund is \$1.6 million, which is \$400,000 less than the FY 2009 Budget and constant over the FY 2011 Budget.

## Strengthening Core Services

Despite the economic conditions, the City is still able to provide top-notch core services to our citizens and the FY 2012 Budget maintains our commitment to strengthening these services. The City's Electric, Water and Wastewater funds are enterprise funds in which revenues should be generated to offset expenses incurred. The City's Electric Fund makes up the largest portion of the City's FY 2012 Budget at \$14,618,071, which is a 2.72% decrease from the prior fiscal year. The Electric Fund will begin the process of upgrading the City's substation, which will include a third transformer and feeder projects. The upgrade will better distribute the energy load at the substation and bring an additional feeder loop to the western portion of Alachua. A rate adjustment was made for electric rates in early 2010. It is proposed that a review of the rates will occur in FY 2012 to determine if an adjustment is necessary.

The Water Fund FY 2012 Budget is \$1,396,961, which is a 5.31% decrease over the previous fiscal year. The City will continue our security improvements at our facilities and upgrade water mains in the downtown area. Additionally, the FY 2012 Budget allocates funds for the restoration of the Turkey Creek water treatment facility. A rate adjustment was made for water rates in 2010. The rates are proposed to remain unchanged throughout Fiscal Year 2012. A review of the rates will be performed in concert with the FY 2013 budget development process.

The Wastewater Fund FY 2012 Budget is \$2,364,931, which represents a 19.87% increase from the prior year. The budget increase is attributable to the City's completion of the new wastewater treatment facility and associated new annual debt service payment, which is addressed below. The proposed Budget includes \$168,000 for an upgrade of the City's Lift Station #1, which pumps a large portion of the City's wastewater to the treatment facility. A rate adjustment was made for wastewater rates in 2010. The rates are proposed to remain unchanged throughout Fiscal Year 2012. A review of the rates will be performed in concert with the FY 2013 budget development process.

## Program/Capital Enhancements

In addition to maintaining our current service levels, and in some cases improving those levels, the FY 2012 Budget provides for program and capital enhancements. In Fiscal Year 2011, the City began a road resurfacing program in which \$152,000 was budgeted for these projects. City staff maintains a list of City roads and performs an analysis to determine which roads to resurface. The FY 2012 Budget continues to fund this program at the same level. The City's police car fleet continues to age and many vehicles in inventory have high mileage (six with more than 125,000 miles). The FY 2012 Budget provides for the purchase of two (2) patrol vehicles totaling \$60,000.

Other proposed enhancements in the Budget include sidewalk construction (\$10,000), student internship program (\$10,000), marketing (\$20,000) and a summer work program (\$5,000). Alachua served as the host site for the 2010 Babe Ruth Softball 12-Under World Series. We have been selected to host the event again in the summer of 2012. The Budget includes a contribution of \$10,000 to the Santa Fe Babe Ruth Softball League, which is required to raise \$45,000 in order to host the event. Also budgeted is \$45,000 for chip-seal road surfacing, which will pave currently graded/lime rock surfaces. The City maintains six (6) miles of unpaved roads, and the chip-seal program will begin to pave these surfaces.

**Personnel Savings**

The City has been able to capitalize on reorganizational savings due to attrition and the consolidation of services within the City during the last two (2) years. These reorganizational strategies have not only provided a financial savings for the City, but also a leaner organizational efficiency that better serves the citizens.

The Florida Legislature instituted a mandatory 3% employee contribution to the Florida Retirement System (FRS) effective July 1, 2011. Harmoniously, the Legislature decreased employer contribution rates below 3% for various classes:

<b>Membership Class</b>	<b>Former Rate</b>	<b>July 1, 2011 Rate</b>
Regular Class	10.77%	4.91%
Special Risk	23.25%	14.10%
Senior Management	14.57%	6.27%
DROP	12.25%	4.42%

In response to the state mandated employee contribution, the City Commission increased City employees’ salaries by 3.1% (3% plus additional taxes). Due to the fact that the employer contribution rates were reduced well below 3% in each class, the City is able to realize a savings of \$117,000 in FRS employer contribution expenses.

The FY 2012 Budget continues to suspend merit increases, cost of living adjustments, longevity bonuses and holiday bonuses for City employees. This represents the third consecutive fiscal year in which employees have not been able to receive these benefits. The City continues to provide a competitive benefits package with employer paid benefits for employee-only health, dental, life and vision.

This year, it is proposed that we offer the employee personal computer purchase program once again, which will have a net zero impact on the FY 2012 Budget. The program is designed to encourage employee development to include computer literacy skills by offering an interest-free loan program to employees for the purchase of a personal computer, software and peripherals. The City recognizes that computer proficiency is beneficial for the employees, both personally and professionally. Additionally, the enhancement of such skills will contribute to improving services to the public as well as increase productivity in job performance. The maximum amount an employee can expend is \$1,000. The employee will pay back the funds through automatic payroll deduction with all expenses to be repaid by Sept. 30, 2012.

**Debt Service**

The City will also capture additions to our debt service in the FY 2012 budget. The budget continues to fund our debt service for our Series 1979, Series 1993, Section 108, 1998 SRF Loan, Series 2003 and Series 2006 in addition to capital equipment note payments. Furthermore, the completion of construction of the City’s new wastewater treatment facility will add a new debt service payment that will be funded through the Wastewater Fund. The City is also fulfilling its commitment to replenish the City’s debt service reserve with a three-year rebuilding plan that began Fiscal Year 2011.

We are finalizing the construction of our new wastewater treatment facility, which was funded through a combination of revenue sources. The cost to construct the facility was \$22 million (awaiting final construction figures) with the debt service to begin Nov. 2011. The portion of the total construction price to be financed is approximately \$9 million (dependent upon final construction figures). The new facility results in approximately \$625,000 in new debt service annually. This figure is based on the City repaying the loan over a 20-year term. Staff has been working with the Florida Department of Environmental Protection to extend the loan period to 30 years to better reflect the useful life of the plant. By extending the financing to a 30-year term, the City will realize a reduction in annual debt service of approximately \$100,000 for the facility. The City is able to utilize funds in our Wastewater Trust Fund to assist in the debt service along with charges for services. As the FY 2013 budget development process takes shape, the City will analyze the wastewater rates for potential adjustments necessary to sustain the Fund including funding expenses related to debt service.

The FY 2012 Budget also provides for the rebuilding of the City's debt service reserves. The City committed to a three-year rebuilding program totaling \$1,052,617.62. The plan designated the City will make an annual contribution to debt service reserves totaling \$350,872, with \$208,546 funded through the General Fund and the balance between the City's enterprise funds. The City also captured additional General Fund revenue from the sale of the former library property in the amount of \$162,663. The funds from the sale of the property also contributed to debt service reserves totaling a total contribution for Fiscal Year 2011 of \$513,532. The FY 2012 Budget continues the City's rebuilding plan with \$350,872 appropriated to debt service reserves. By the end of Fiscal Year 2012, the City will have \$188,216 remaining to rebuild the debt service reserves, of which \$45,883 is to be funded through the General Fund. The City is continuing to market the former city hall property and funds from its sale will also contribute to the debt service reserves. The City has made positive headway with the rebuilding of our debt service reserves and will continue our commitment into the new fiscal year.

## Summary

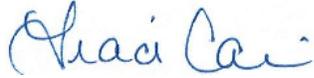
I am proud to report that the FY 2012 Budget continues to provide our citizens with excellent service, competitive utility rates and necessary enhancements. Each year we are charged with producing a balanced budget. In these economically challenging times, that often means providing the same services with fewer resources. Alachua has been able to do just that over the past few years of economic uncertainty and the FY 2012 Budget is no different. It is a direct reflection of the direction the City Commission provides the Administration.

We are able to continue to balance the General Fund despite declining ad valorem tax revenue and the commitment to not raise the millage rate at a time when families can afford it least. Our utility service remains competitive with our peers and our commitment to improving and expanding our infrastructure sets us apart from others. We are able to provide our employees with competitive benefits despite not being able to offer salary increases. Our organization is lean and efficient and serves our citizens well.

The Administration follows the commitment of the City Commission to strengthen our financial position as we continue to build our debt service reserves and contribute to our General Fund – Fund Balance. The FY 2012 Budget is a result of the City Commission's stewardship and vision

for Alachua to be a self-sustainable community. Staff has utilized that direction to produce this document, which is a reflection of countless hours of synergistic teamwork. I proudly submit the FY 2012 Budget to the City Commission and look forward to continuing our good work for the Good Life Community.

Sincerely,



Traci L. Cain  
City Manager



# **SECTION 2 BUDGET SUMMARY**

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# INTRODUCTION TO CITY BUDGETING

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## **Defining a City Budget**

A city budget is a plan for using City government's financial resources. The budget estimates proposed spending for a given period and estimates the proposed means of paying for them. Two components of a budget are the revenue or sources and the expenditure or uses.

## **Defining Revenue**

Revenues are the financial resources. The City of Alachua has a large variety of revenue sources including property taxes, licenses, permits, charges for services, fines and grants.

## **Defining Expenditure**

An expenditure is a use of financial resources. There are three basic types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings and the purchase of land. Debt is the expense related to principal and interest on long-term bonds and notes issued by the City.

## **Defining Fund Balance**

Fund balance are funds carried over from the previous fiscal year. The City has a variety of uses for fund balance including reserve for future capital projects, for emergencies and catastrophes, for certain bond issues, and for other contingencies and expenditures.

## **Defining Fund Accounting**

Government budgeting divides the budget into categories called funds. Fund accounting and budgeting allows a government to budget and account for revenues restricted by law or policy. Some restrictions are imposed by national accounting standards, the federal and state governments, and by the City Commission. As a result, the City develops a budget with categories to reflect the imposed restrictions. This is done by using a variety of funds. Funds allow the City to segregate the restricted revenues and the related expenditures.

The City budget has various funds that account for restricted revenues and expenditures. Each fund must balance - revenues (sources) must equal expenditures (uses) - and each fund must be separately monitored. The City budget, adopted each year by the Commission, is the total of all funds.

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## THE BUDGET PROCESS

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The process of compiling the City of Alachua annual budget is practically a year-round activity. The basis for the process are statutory deadlines established by the State of Florida. The Finance Department establishes the remainder of the process to ensure necessary information is collected, priorities are determined and recommendations can be made by the City Manager to the Commission. The City Manager is the official budget officer for the City of Alachua. The Commission establishes tax rates and adopts the annual budget.

The budget process began with a review and consideration of comments from the prior year budget process. This led to the budget “kick-off” meeting in April 2011 with Department Directors. Directions for the budget process were provided and written budget instructions were distributed. Departments were instructed to prepare budgets using a “continuation” funding level. “Continuation” level funding is the level of funding needed to provide the same level of service in the next fiscal year as was provided in the current fiscal year.

The City Manager formally presented the Proposed Budgets in August 2011. The Commission and public review, changes and formal adoption lasts through late September.

This includes workshops with the Commission to discuss the operating budget and the capital improvement budget.

The proposed millage rates for FY 12 were set on July 25, 2011. The proposed millage rates were used by the Property Appraiser to prepare Truth-in-Millage or “TRIM” notices distributed in mid-August. TRIM notices advise County taxpayers of how tax rates proposed by all local taxing authorities, combined with current information on assessed value of real property, will affect the taxes on each taxed parcel of land. The TRIM notice also serves as the official notification of the time and place of the first public hearing for adoption of tentative millage rates and budget by each taxing authority.

State law requires two public budget hearings. The first public budget hearing was held on September 12, 2011. After hearing public testimony, the Commission adopted tentative millage rates and a proposed FY 12 budget. The second public hearing was held on September 26, 2011. The hearing was advertised by a published notice and a published breakdown of the millage rates and budget. Like the first public hearing, the Commission heard public testimony prior to adopting the final millage rates and the final budget.

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## BUDGET PROCESS HIGHLIGHTS

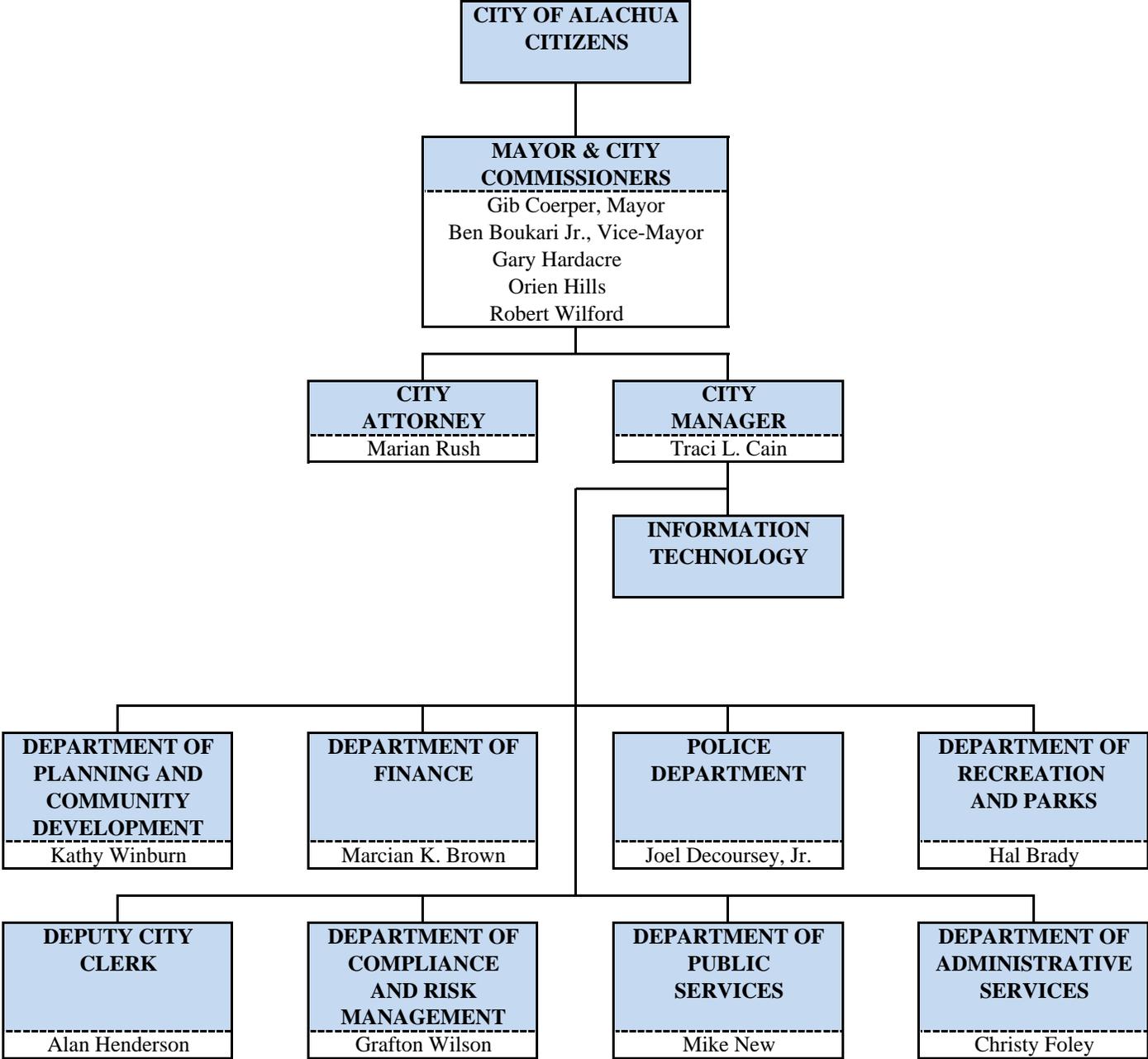
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<b>Preparation</b>	April 26	Budget Kickoff Meeting
	May 31	Budget Submissions due from Departments
<b>Review</b>	May-July	Finance Department, City Manager and Department Directors review budgets
	May 28	Preliminary tax roll information from Property Appraiser's Office
	July 1	Official preliminary taxable values provided by Property Appraiser's Office
<b>Adoption</b>	June-Aug	Workshops are held on the Operating and Capital Improvement Budgets, to set millage rates and discuss any budget issues
	August	City Manager presents proposed budgets to Commission
	September 12	First Public Hearing to Adopt Tentative Millage Rate and Budget (required by State law)
	September 26	Second Public Hearing to Adopt Final Millage Rates for 2011 Tax Roll and the FY 2012 Budget (required by State law)

**CITY OF ALACHUA FY 2012 TENTATIVE BUDGET CALENDAR**

<b>Date(s)</b>	<b>Activity</b>	<b>Participants</b>
<b>APRIL 2011</b>		
26	Budget Kick-Off: Budget packets submitted to Departments	City Manager, Finance, Departments
26-30	Finance meets with each Department Director to discuss budget package.	Finance and Departments
26-30	Finance begins inputting of Personal Service, Debt Service, and Insurance information into financial system.	Finance
26-30	Finance enters "Target" allocations into financial system.	Finance
26-30	Departments develop budget submittal packages	Departments
<b>MAY 2011</b>		
1-5	Finance meets with each Department Director to discuss budget package.	Finance and Departments
1-31	Departments develop budget submittal packages	Departments
31	Budget submittals due back to Finance Department (including CIP requests) NO EXCEPTIONS	Departments
23	Budget Workshop-Introduction	Commission, City Manager, Finance and Departments
30-31	Submittals reviewed by Finance Department.	Finance
<b>JUNE 2011</b>		
1-9	Submittals reviewed by Finance Department.	Finance
6-9	Budget meetings between Department Directors and Finance	Finance and Departments
20-23	Budget meetings between City Manager and Departments	City Manager, Finance, and Departments
27	Budget Workshop-Policy Directives	Commission, City Manager, Finance, Departments
<b>JULY 2011</b>		
25	City Commission establishes proposed millage rate	Commission, City Manager
<b>AUGUST 2011</b>		
8	Budget Workshop-Proposed Budget	Commission, City Manager, Finance, Departments
22	Budget Workshop-Proposed Budget	Commission, City Manager, Finance, Departments
<b>SEPTEMBER 2011</b>		
12	First Budget Public Hearing	Commission, City Manager, Finance, Departments
26	Final Budget Public Hearing	Commission, City Manager, Finance, Departments

**CITY OF ALACHUA GOVERNMENT**



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## SUMMARY INFORMATION

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The approved budget for FY 12 decreased \$4.9 million from FY 11 approved budget. However, \$289 thousand or 6% of this total decrease is due to decreased property taxes caused by decreasing taxable values in the City. The remaining \$4.6 million is due to completion of several recreation and wastewater related capital projects budgeted for in FY 11.

### The Operating Budget

#### Expenditures

The major component of the budget is the operating budget, which is the portion that pays for day-to-day services. The operating budget is composed of five types of expenditures: personal services, operating expenses, capital outlay, debt service, and grants and aids.

**Personal Services** reflects salaries of elected officials, salaried and hourly employees. It includes overtime pay, retirement contributions, social security and Medicare taxes, and employee health insurance and life insurance premiums. Increases in this area reflect benefit costs increases and changes in staffing levels.

**Operating Expense** reflects costs of supplies, utilities, fuel, rent, professional service contracts, etc. Increases in this area reflect mostly adjustments for growth in the area of parks maintenance, public services, facility maintenance, and police department needs.

**Capital Outlay** reflects costs of equipment, fleet, data processing and other equipment. Changes in this category represent mainly equipment and vehicles necessary to replace an aging fleet and equipment.

**Debt Service** reflects legally obligated payments (principal and interest), reserves, and debt administration costs on outstanding borrowings of the City.

**Grants and Aids** reflects amounts appropriated to regional governments, agencies, or other not-for-profit organizations to support programs or activities provided by those organizations that provide benefit to the City.

#### Revenues

**Property Taxes** – Overall, the City’s taxable value decreased by \$66 million or 8.06% from FY 11. New construction for FY 12 was \$4.4 million, down from the FY 11 amount of \$17 million.

**Other Taxes** - Growth in other tax revenue reflects increased receipts from existing taxes, which include the Utility Service Tax, Communications Services Tax, Local Business Tax, and Local Gas Taxes.

**Charges for Services** – The charges and fees associated with the operations of the City’s utility system were not changed during FY 11. The electric, water, and wastewater rates for FY 12 now better support the expenditures for these functions.

**Licenses and Permits** - The City Commission authorizes the collection of Building Permit Fees that are used to cover the cost of building inspection operations.

Additional detailed information on city revenues and millage rates can be found in the “Major City Revenues” section.

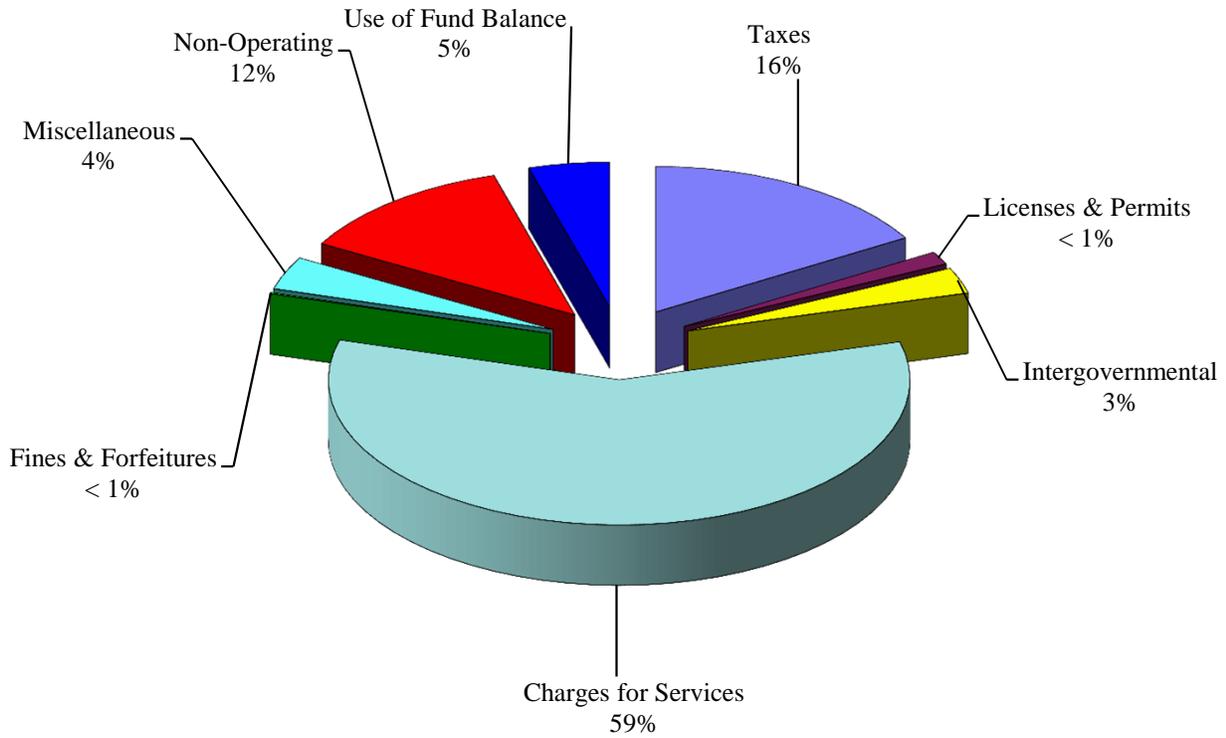
## BUDGET SOURCES AND USES

<b>Sources</b>	<b>FY 09 Actual</b>	<b>FY 10 Actual</b>	<b>FY 11 Approved</b>	<b>FY 12 Approved</b>
Use of Fund Balance	\$0	0	1,648,190	1,511,504
Revenue:				
Ad Valorem Taxes	3,464,378	4,241,001	4,045,496	3,756,208
Other Taxes	1,709,016	2,356,555	1,903,850	1,790,208
Licenses and Permits	388,187	132,530	176,518	484,000
Intergovernmental Revenue	1,001,259	13,035,051	5,009,588	967,316
Charges for Services	17,026,871	18,948,018	20,016,394	19,736,821
Fines and Forfeitures	115,367	46,307	60,000	37,475
Miscellaneous Revenue	153,860	871,514	316,770	1,227,388
Total Revenue	23,858,938	39,630,976	31,528,616	27,999,416
Transfers-In	2,951,899	7,326,008	3,774,243	4,134,241
Other Non-Revenues	345,032	178,533	2,215,348	23,023
Less Undercollection	0	0	(584,288)	(5,069)
	3,296,931	7,504,541	5,405,303	4,152,195
<b>TOTAL SOURCES</b>	<b>\$27,155,869</b>	<b>\$47,135,517</b>	<b>\$ 38,582,109</b>	<b>\$ 33,663,115</b>

<b>USES</b>	<b>FY 09 Actual</b>	<b>FY 10 Actual</b>	<b>FY 11 Approved</b>	<b>FY 12 Approved</b>
Operating Budget				
Personnel Services	7,091,701	6,782,391	7,071,035	6,843,438
Operating Expenses	16,206,702	16,356,415	15,418,054	16,051,264
Capital Outlay	103,063	1,446,133	1,122,807	5,386,358
Total Operating Budget	23,401,466	24,584,939	23,611,896	28,281,060
Capital Projects	150,419	0	8,343,854	-
Grants & Aids	5,000	0	0	0
Debt Service	1,155,420	1,063,361	2,214,764	2,324,866
Transfers to Other Funds	2,951,899	7,326,008	3,774,243	4,134,241
Other Uses	0	83,023	200,000	(1,515,816)
Reserves	0	0	437,352	438,764
<b>TOTAL USES</b>	<b>\$27,664,204</b>	<b>\$33,057,331</b>	<b>\$ 38,582,109</b>	<b>\$ 33,663,115</b>

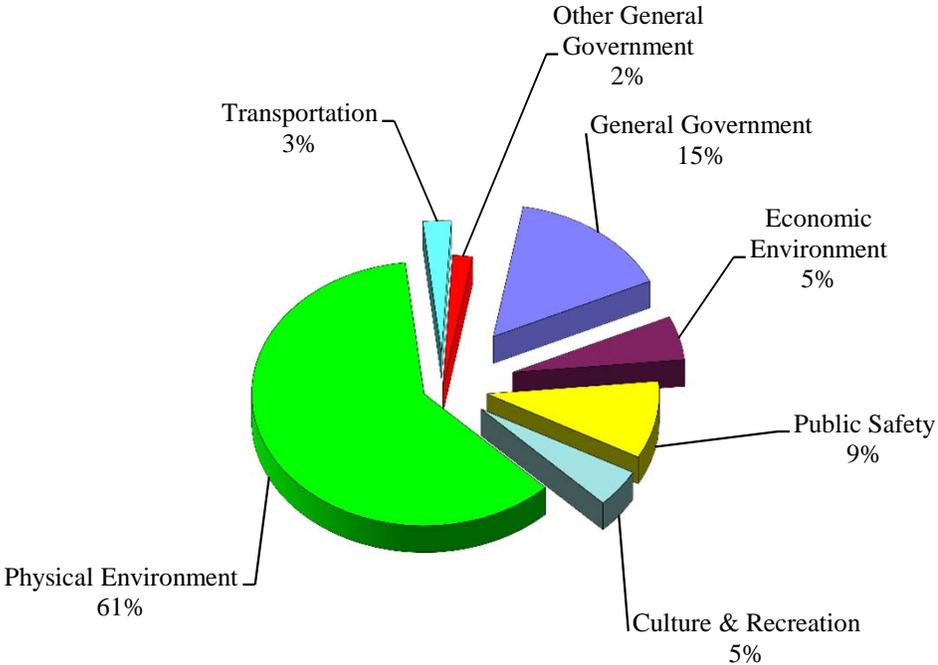
## FY 2011/12 BUDGET REVENUES BY SOURCE

Taxes	\$ 5,546,416
Licenses & Permits	484,000
Intergovernmental	967,316
Charges for Services	19,736,821
Fines & Forfeitures	37,475
Miscellaneous	1,227,388
Non-Operating	4,152,195
Use of Fund Balance	1,511,504
<b>TOTAL</b>	<b><u>\$ 33,663,115</u></b>



**FY 2011/12 BUDGET USES BY FUNCTION**

General Government	\$ 5,155,963
Economic Environment	1,807,045
Public Safety	3,196,098
Culture & Recreation	1,553,121
Physical Environment	20,430,181
Transportation	889,919
Other General Government	630,788
<b>TOTAL</b>	<b><u>\$ 33,663,115</u></b>



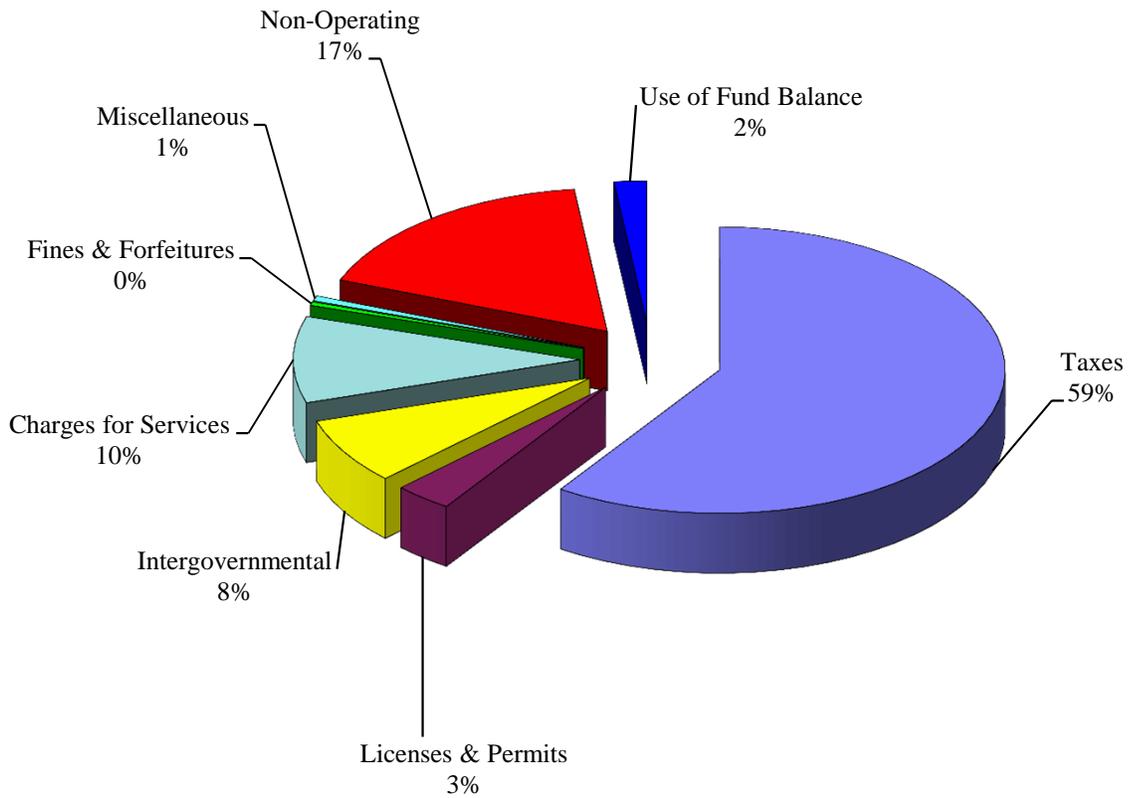
## BUDGET BY FUNCTION - ALL FUNDS

	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b>General Government</b>				
Legislative	\$ 154,988	\$ 144,217	\$ 134,745	\$ 139,251
Executive	1,455,449	1,219,140	1,208,210	1,261,241
Financial & Administrative	1,581,459	1,488,563	1,524,010	1,324,286
Legal Counsel	421,217	177,633	231,983	231,983
Comprehensive Planning	470,942	464,369	765,576	718,161
Debt Service Payments	637,653	634,050	630,088	630,788
Other General Government	268,220	233,269	403,724	267,646
Subtotal	4,989,928	4,361,241	4,898,336	4,573,356
<b>Public Safety</b>				
Law Enforcement	2,051,046	2,469,367	2,376,336	2,389,959
Fire Control	547,576	586,264	488,115	645,611
Protective Inspections	146,815	123,876	157,242	160,528
Other Public Safety	11,332	395,655	0	0
Subtotal	2,756,769	3,575,162	3,021,693	3,196,098
<b>Physical Environment</b>				
Electric Utility Services	11,837,668	11,849,763	12,747,056	14,354,952
Water Utility Services	1,237,384	1,245,072	1,164,991	1,223,828
Garbage/Solid Waste Services	643,018	751,168	777,474	777,285
Sewer/Wastewater Services	1,732,957	1,682,225	7,906,984	2,407,448
Flood Control/Stormwater Management	0	0	11,000	17,824
Mosquito Control	44,989	46,950	32,750	40,050
Subtotal	15,496,016	15,575,178	22,640,255	18,821,387
<b>Transportation</b>				
Transit Systems	13,453	35,450	0	0
Road & Street Facilities	482,015	492,578	668,908	889,919
Subtotal	482,015	492,578	668,908	889,919
<b>Economic Environment</b>				
Housing & Urban Development	0	0	0	0
Industry Development	2,618	0	0	0
Other Economic Environment	318,026	379,998	1,714,427	1,807,045
Subtotal	320,644	379,998	1,714,427	1,807,045
<b>Human Services</b>				
Health	0	0	0	0
Welfare	0	0	0	0
Other Human Services	0	0	0	0
Subtotal	0	0	0	0
<b>Culture &amp; Recreation</b>				
Parks and Recreation	660,206	1,329,441	1,226,895	1,318,121
Subtotal	660,206	1,329,441	1,226,895	1,318,121



## FY 2011/12 BUDGET REVENUES BY SOURCE - GENERAL FUND

Taxes	\$ 5,546,416
Licenses & Permits	306,000
Intergovernmental	699,257
Charges for Services	910,581
Fines & Forfeitures	37,475
Miscellaneous	54,663
Non-Operating	1,616,193
Use of Fund Balance	172,427
<b>TOTAL</b>	<b><u>\$ 9,343,012</u></b>

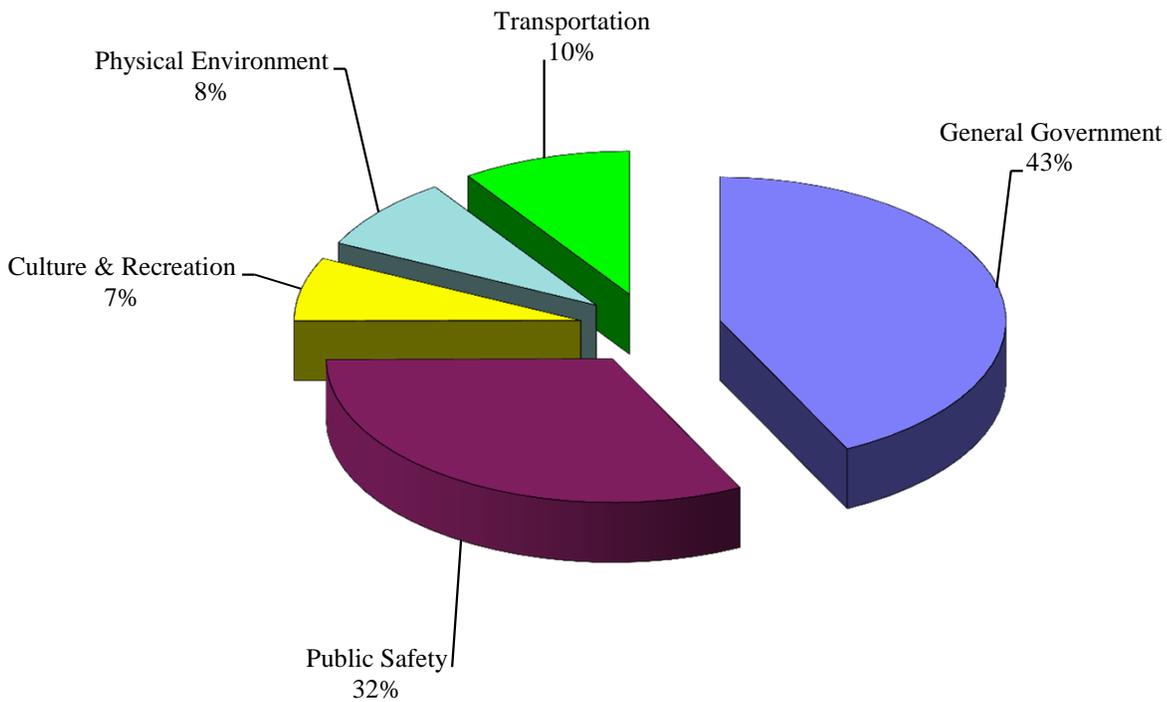


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## FY 2011/12 BUDGET USES BY FUNCTION - GENERAL FUND

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General Government	\$ 3,986,885
Public Safety	3,017,521
Culture & Recreation	671,402
Physical Environment	777,285
Transportation	889,919
<b>TOTAL</b>	<b><u>\$ 9,343,012</u></b>



## BUDGET BY FUNCTION - GENERAL FUND

	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b>General Government</b>				
Legislative	\$ 154,988	\$ 306,182	\$ 134,745	\$ 139,251
Executive	723,317	300,086	447,416	435,930
Financial & Administrative	1,291,095	1,035,564	1,108,312	917,953
Legal Counsel	421,217	177,633	231,983	231,983
Comprehensive Planning	470,942	611,040	758,310	710,689
Other General Government	259,048	86,598	403,724	267,646
Subtotal	3,320,607	2,517,103	3,084,490	2,703,452
<b>Public Safety</b>				
Law Enforcement	2,048,792	2,243,956	2,319,192	2,371,910
Protective Inspections	0	0	0	0
Fire Control	547,576	586,264	488,115	645,611
Subtotal	2,596,368	2,830,220	2,807,307	3,017,521
<b>Physical Environment</b>				
Garbage/Solid Waste Control Services	643,018	751,168	777,474	777,285
Subtotal	643,018	751,168	777,474	777,285
<b>Transportation</b>				
Road & Street Facilities	482,015	492,578	668,908	889,919
Subtotal	482,015	492,578	668,908	889,919
<b>Economic Environment</b>				
Employment Opportunity	0	0	0	0
Industry Development	0	0	0	0
Other Economic Development	0	0	0	0
Subtotal	0	0	0	0
<b>Human Services</b>				
Health	0	0		
Other Human Services	0	0		
Subtotal	0	0	0	0
<b>Culture &amp; Recreation</b>				
Parks and Recreation	626,810	676,348	634,537	671,402
Cultural Services	0	0	0	0
Subtotal	626,810	676,348	634,537	671,402
<b>Courts</b>				
Court-Related Services	0	0		
Subtotal	0	0	0	0
<b>Other Uses</b>				
Interfund Transfers	817,752	1,024,985	742,654	943,101
Contribution to Fund Balance	0	0	200,000	200,000
Contingency	0	0	220,139	140,332
Subtotal	817,752	1,024,985	1,162,793	1,283,433
<b>Grand Total</b>	<b>\$ 8,486,570</b>	<b>\$ 8,292,402</b>	<b>\$ 9,135,509</b>	<b>\$ 9,343,012</b>

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## MAJOR REVENUE SOURCES

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The City of Alachua relies on a variety of revenue sources to finance operations and construction activities. These sources include taxes, charges for services, fines, and intergovernmental funding.

A number of factors influence revenues: changes in Countywide population, changes in a specific service population, increases or decreases in real disposable income, and inflation. One or more of these factors impact most revenues both directly and indirectly.

Estimates of revenues for budgetary purposes are gathered from several sources. Operating Departments provide estimates of revenue from

charges for services, State and federal grants, licenses and permits, and fines. The State Department of Revenue provides estimates of revenues from the Local Government Half-Cent Sales Tax, various State collected gasoline taxes and the State Revenue Sharing program. Ad valorem taxes are estimated from taxable property values provided by the Property Appraiser on July 1<sup>st</sup> of each year in conjunction with estimated millage rates.

This section discusses major revenues and how they have changed over time.

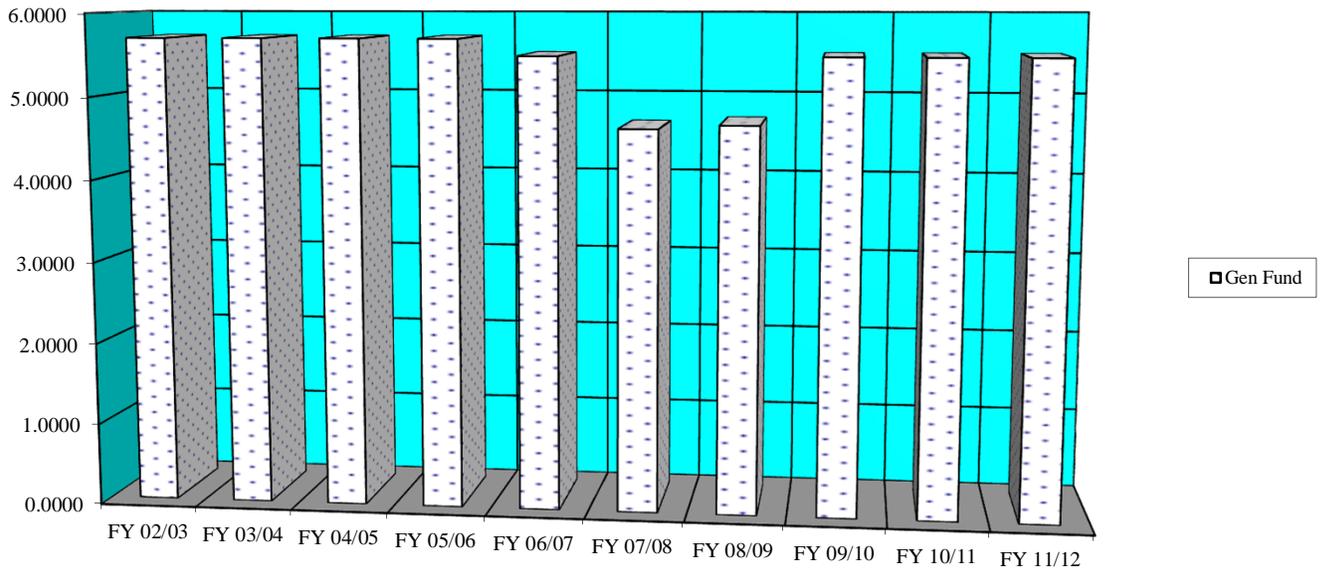
**Major Revenue Sources**  
**Fiscal Year 2011/12 Approved Budget**

Major Revenue Source	FY 11/12 Approved Budget	FY 10/11 Approved Budget	FY 09/10 Actual	% Inc/Dec FY 10/11 to FY 11/12	% Inc/Dec FY 09/10 to FY 11/12
Ad Valorem Tax - Gen Fund	\$ 3,756,208	\$ 4,045,496	\$ 4,241,001	-7.15%	-11.43%
Local Option Fuel Tax	228,208	228,208	223,965	0.00%	1.89%
Public (Utility) Service Taxes	1,100,000	800,000	959,321	37.50%	14.66%
Communications Svcs Tax	415,000	422,476	428,155	-1.77%	-3.07%
Local Business Tax	47,000	45,000	47,034	4.44%	-0.07%
Licenses and Permits	166,989	165,518	85,001	0.89%	96.46%
Local Govt 1/2 Cent Sales Tax	458,454	427,206	420,756	7.31%	8.96%
State Shared Revenue	201,648	195,982	188,352	2.89%	7.06%
Charges for Services-Electric	15,401,082	15,401,082	14,488,048	0.00%	6.30%
Charges for Services-Water	1,534,119	1,611,627	919,622	-4.81%	66.82%
Charges for Services-Wastewater	1,836,300	2,015,187	1,360,848	-8.88%	34.94%

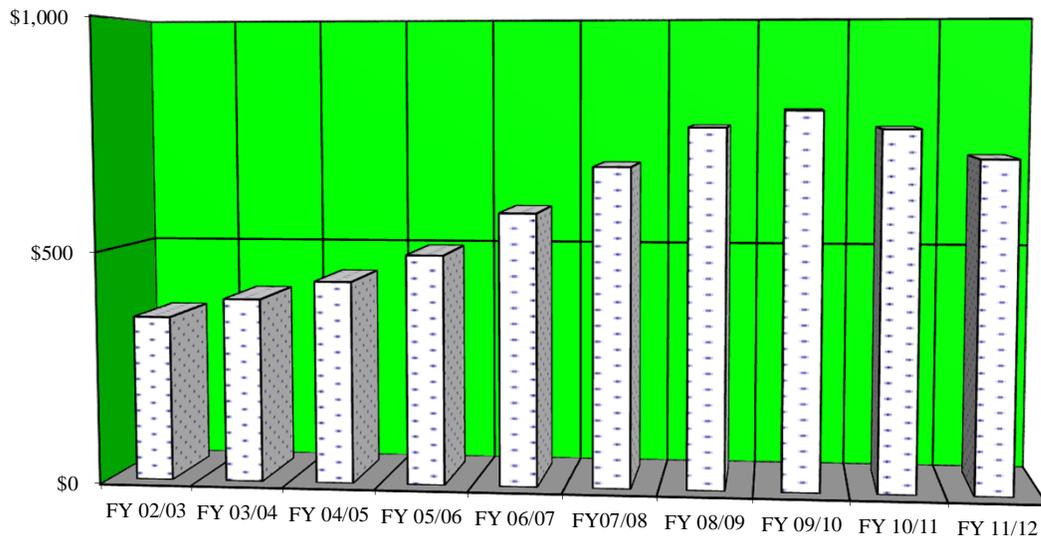
### Ad Valorem History

The City of Alachua tax base has declined as property values continue to decrease due to the slow economy. However, the City's decline has been mitigated to some degree by its stable commercial and industrial tax base. The tax base has increased citywide 8.72% on average for the past ten fiscal years. For FY 2012, the General Fund citywide adopted operating millage remained at 5.5000 mills.

#### Millage Rate History



#### Taxable Value History ( in millions of dollars)

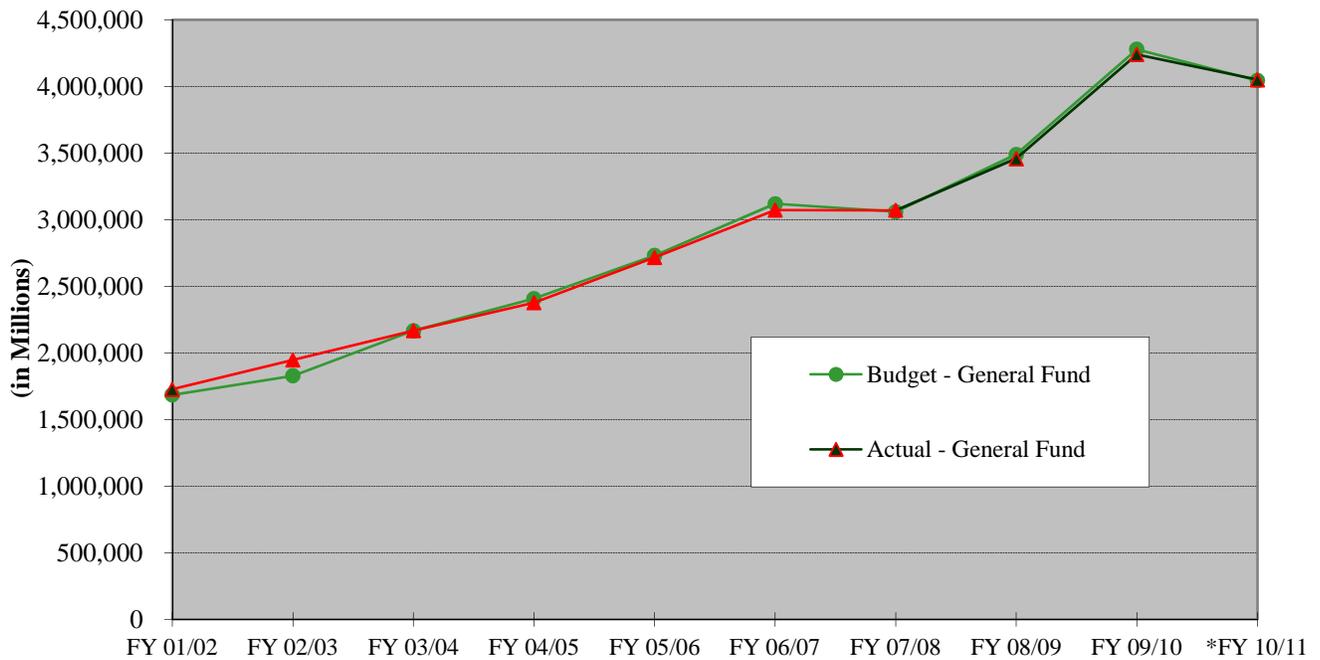


### Ad Valorem Property Tax

General Fund Ad Valorem Property Taxes are derived from all non-exempt real and personal property located within the City of Alachua. General Fund Ad Valorem Taxes are used to provide primary support for citywide programs such as fire services, park services, law enforcement, election services, and growth management services.

Actual tax collections in FY 2011 were 100% of the amount budgeted in the General Fund.

### Property Tax Collections

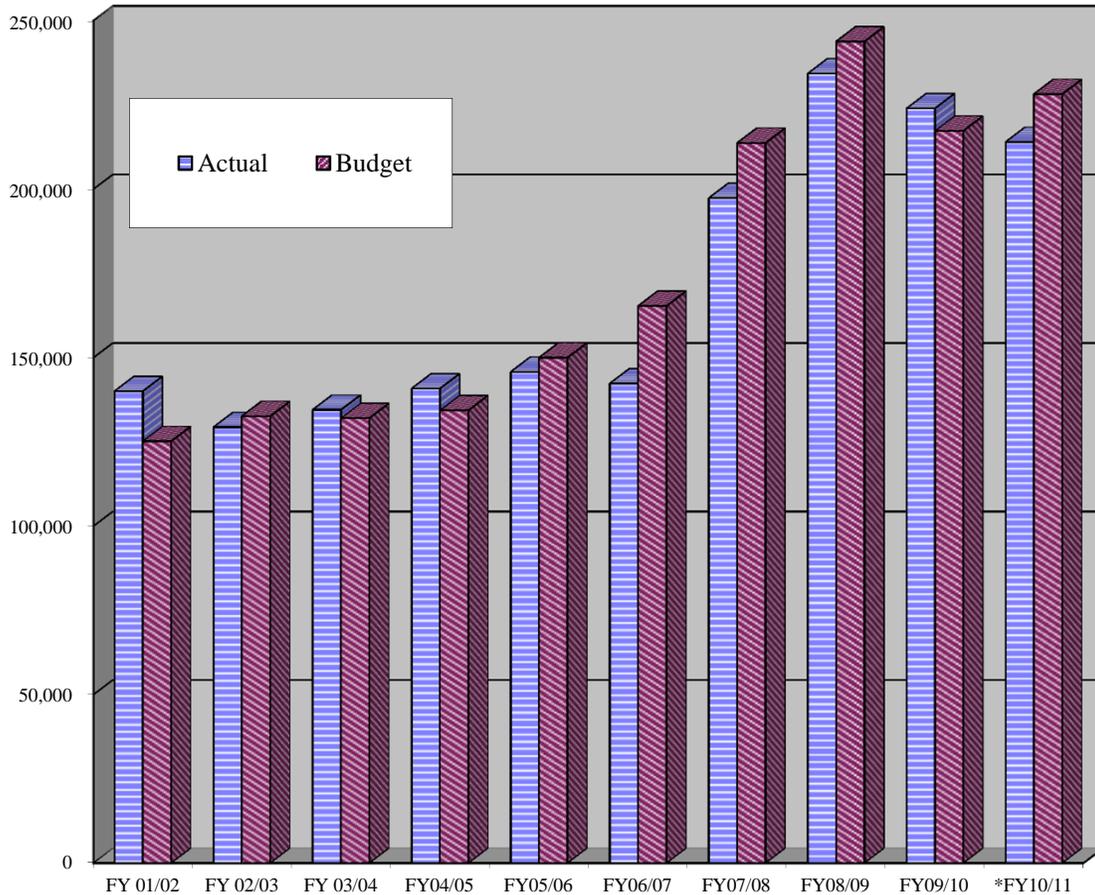


\*FY 10/11 Figures Are Unaudited

## Local Option Fuel Tax

The Local Option Fuel Tax is a six cents tax imposed by Alachua County on every gallon of fuel sold at the retail level. The tax became effective on September 1, 1985. The State collects the Local Option Fuel Tax and distributes it as follows: Alachua County 52.15%; **City of Alachua 1.875%** ; City of Archer .855%; City of Gainesville 38.635%; City of Hawthorne 1.06%; City of High Springs 2.11%; Town of LaCrosse 0.295%; Town of Micanopy 0.90%; City of Newberry 1.255%; and City of Waldo 0.865%. The Local Option Fuel Tax will sunset on August 31, 2015. This tax supports City of Alachua's road and street services such as road grading and sidewalk improvements. In FY 2011, combined Local Option Fuel Tax collections of \$213,997 were \$9,968 less than prior year collections of \$223,965. The FY 2011 budget of \$228,208 was \$10,909 more than the prior year budget of \$217,299 and is based on a historical analysis of prior year tax receipts. In FY 2008, Alachua County imposed an additional five cents on every gallon of fuel sold at the retail level. It is collected by the State and distributed using the existing percentages on the first six cents.

**Local Option Fuel Tax Collections  
(In Thousands)**

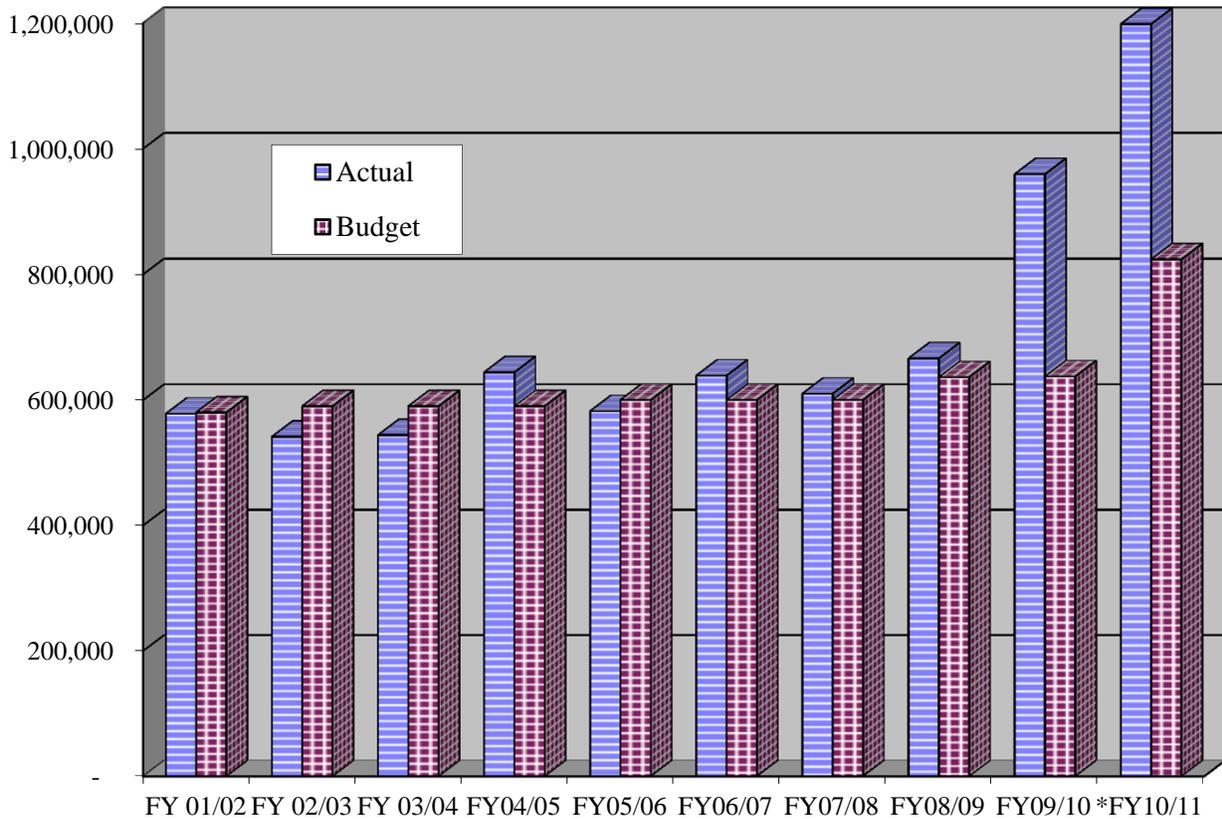


\* FY 10/11 Figures Unaudited

### Public Service Tax (Utility Tax)

Public Service Tax (Utility Tax) is levied by City of Alachua on each and every purchase in the city for electricity, metered and bottled gas (natural, liquefied petroleum gas, or manufactured), water service, and fuel oil. The Utility Service Tax rates in FY 2011 were as follows: Electricity 10%, Water 10%, Natural Gas 10%, Fuel Oil 4 cents per gallon, Gas: Liquefied petroleum 10%, Gas: Manufactured 10%. Fuel adjustment charges are exempt from Utilities Tax. In FY 2011, Public Service Tax collections of \$1,198,216 were \$238,895 more than the prior year collections of \$959,321. The FY 2011 budget of \$823,735 was \$186,309 more than the prior year budget of \$637,426 and was based on a historical analysis of prior year tax receipts.

### Public Service Tax Collections (In Thousands)

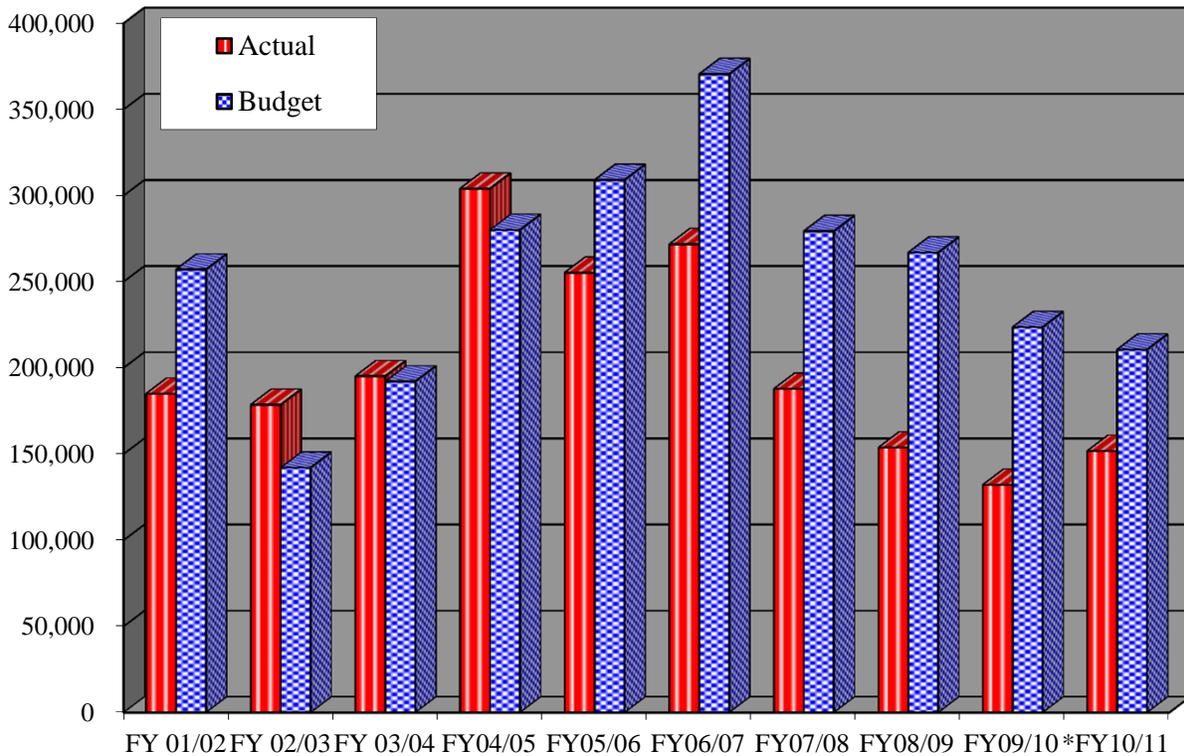


\* FY 10/11 Figures Unaudited

### Licenses and Permits

License and Permit revenues are collected primarily from the issuance of contractor licenses, solid waste permits, building permits, septic tank permits, zoning fees and development review fees. Additionally, Local Business Taxes were imposed to grant the privilege of engaging in any business within the city. In FY 2011, collections for Local Business Tax and permits amounted to \$151,667. This amount was \$19,632 more than the prior year collections of \$132,035. The FY 2011 budget of \$210,518 was \$13,070 less than the prior year budget of \$223,588 and was based on a projections of future permit growth due to the increase in the size of the City.

**Licenses and Permits  
(In Thousands)**



\* FY 10/11 Figures Unaudited

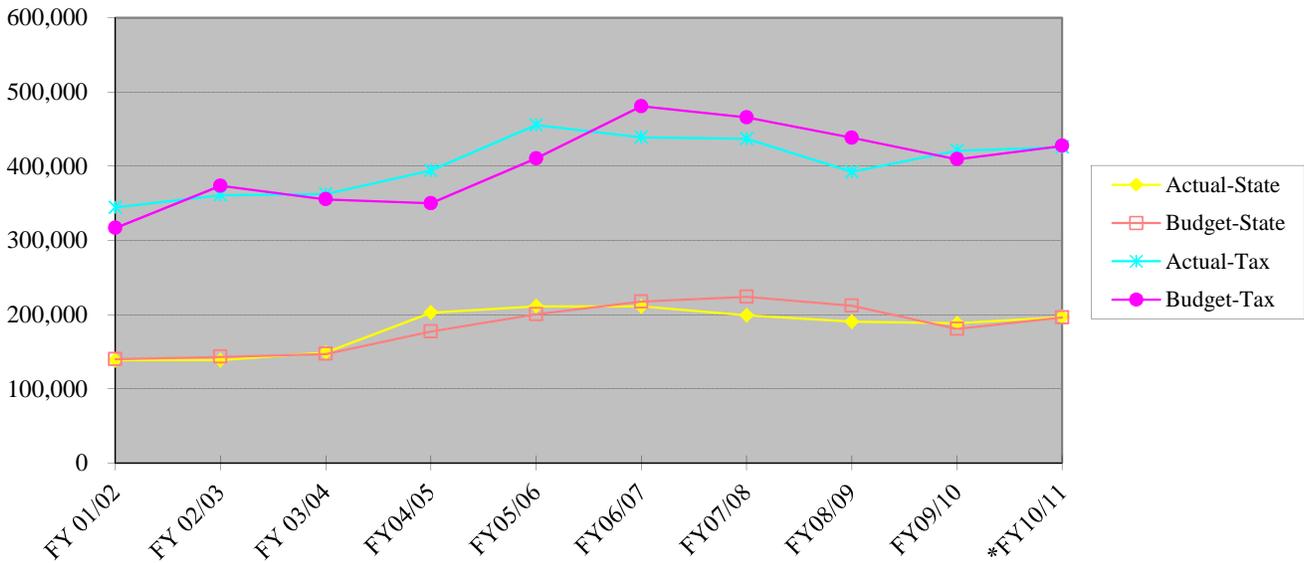
### State Revenue Sharing

State Shared Revenues include State Revenue Sharing Program as well as Insurance Agent License Fees, Mobile Home License Fees, Firefighter Supplement Compensation, and Alcoholic Beverage License Fees. In FY 2011, City of Alachua's State Revenue Sharing amounted to \$196,667. This amount was \$8,315 more than the prior year collections of \$188,352. The FY 2011 budget of \$195,982 was \$15,273 more than the prior year budget of \$180,709 and was based on projections from the State of Florida.

### Local Government Half Cent Sales Tax

This revenue program's primary purpose is to provide relief from ad valorem and utility taxes in addition to providing revenues for local programs. The Local Government Half Cent Sales Tax revenues are pledged to pay debt service. Any excess revenues are used to support citywide services. In FY 2011, Local Government Half Cent Sales Tax collections of \$425,560 were \$4,804 more than the prior year collections of \$420,756. The FY 2011 budget of \$427,206 was \$18,008 more than the prior year budget of \$409,198 and is based on projections from the State of Florida.

### State Shared Revenues & Half Cent Sales Tax Collections

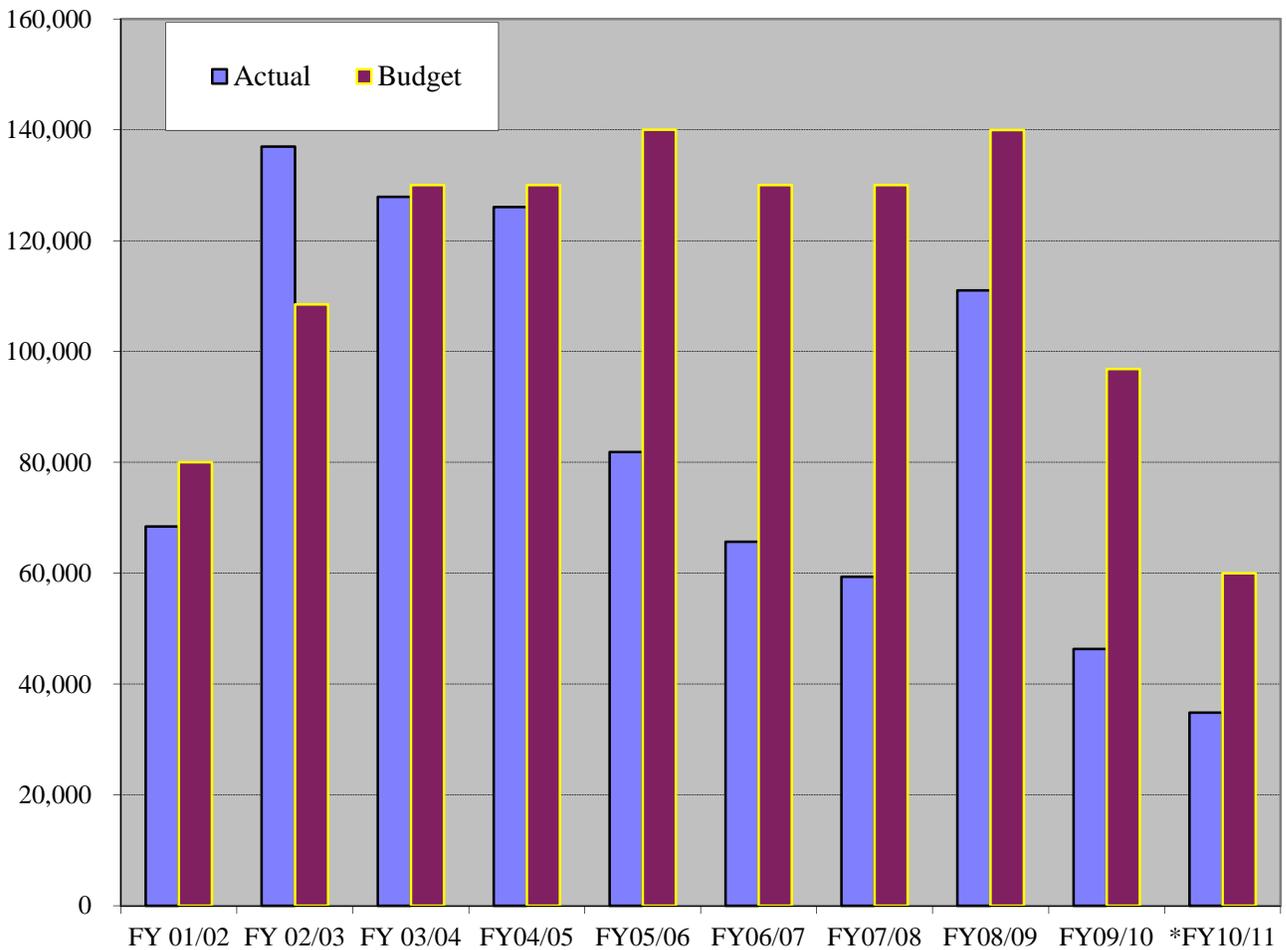


\* FY 10/11 Figures Unaudited

## Fines and Forfeitures

Fines and Forfeitures are collected from the fees and penalties that are imposed for statutory offenses, violation of city ordinances and imposed court costs. In FY 2011, actual collections of fines and forfeitures amounted to \$34,862. This amount was \$11,446 less than the prior year collections of \$46,308. The FY 2011 budget of \$60,000 is \$36,829 less than the prior year budget of \$96,829 and is based on a historical analysis of prior year collections.

### Fines and Forfeitures (In Thousands)

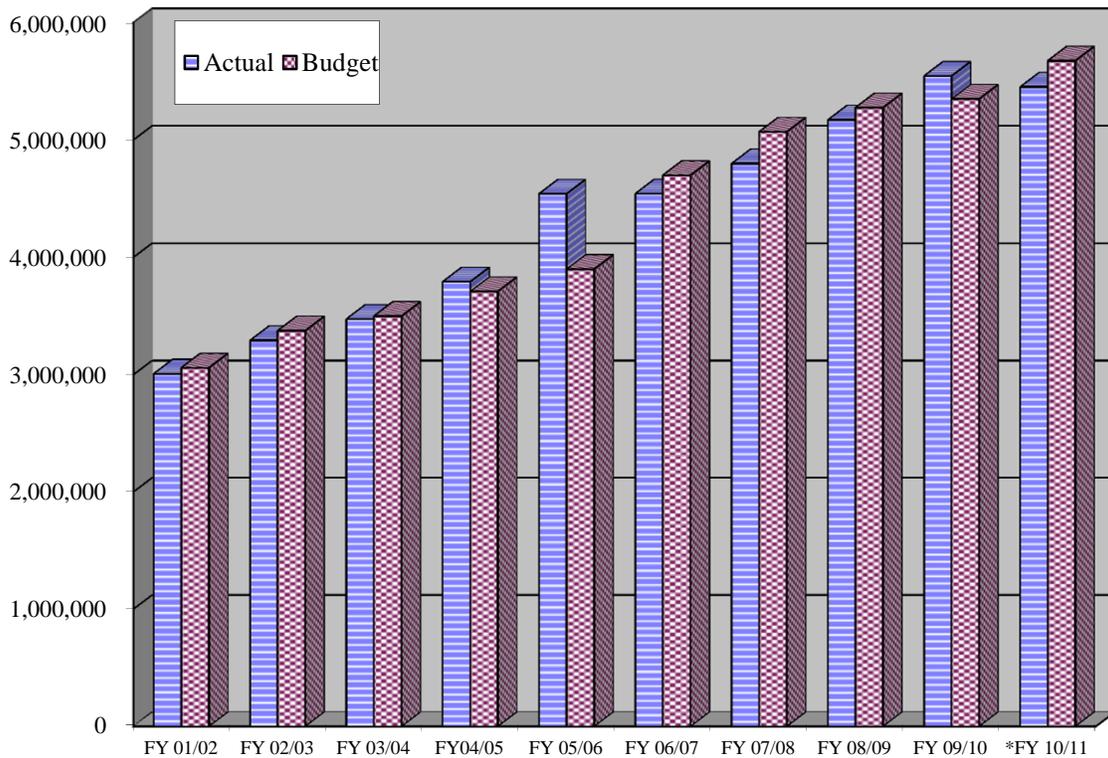


\* FY 10/11 Figures Unaudited

## Electric Utility-Residential

The City of Alachua purchases power from Gainesville Regional Utilities (GRU) at two different locations. In addition, the city owns an undivided interest in Florida Power Corporation's Crystal River Nuclear Plant and St. Lucie Nuclear Unit. The City of Alachua reserves the right and has the capabilities to periodically review its alternatives to determine the optimum source of its electric supply. The City of Alachua's Residential electric revenue has increased 5-9% annually during the last ten years. In FY 2011, residential electric collections of \$5,452,207 were \$93,376 less than the prior year collections of \$5,545,583. The number of residential electric customers in the city increased to 3,485 customers in FY 2011.

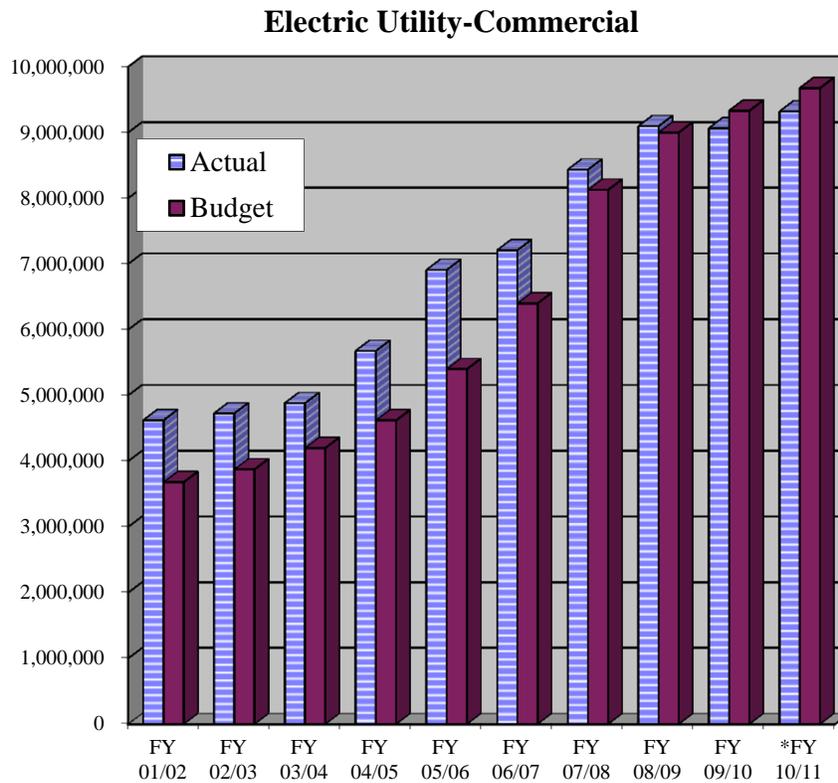
## Electric Utility-Residential



\* FY 10/11 Figures Unaudited

## Electric Utility-Commercial

Commercial Electric revenue has increased 2-8% annually during the last ten years. In FY 2011, commercial electric collections of \$9,319,339 were \$253,484 more than the prior year collections of \$9,065,855. The number of commercial electric customers in the city decreased to a total of 708 in FY 2011 from the FY 2010 total of 720.

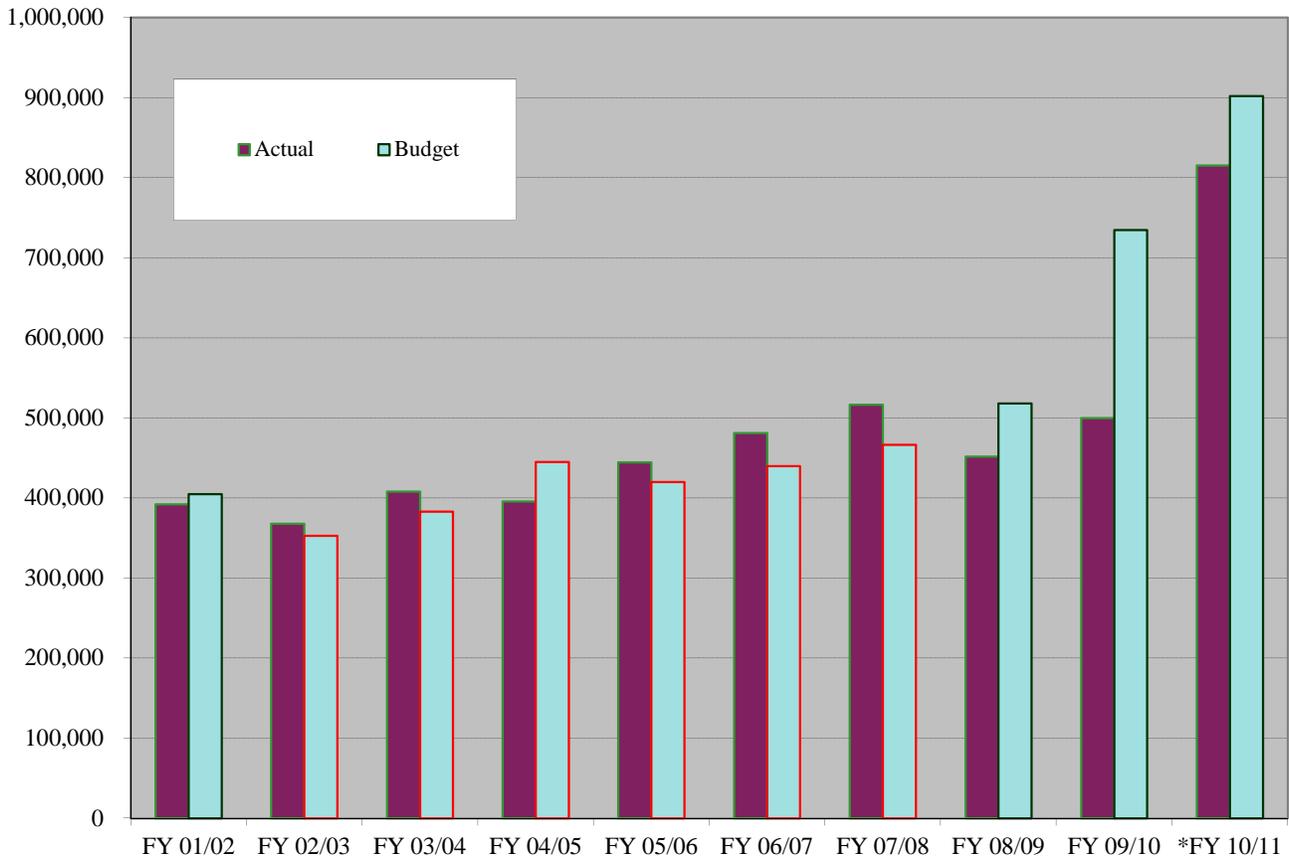


\* FY 10/11 Figures Are Unaudited

### Water Utility-Residential

The City of Alachua obtains its water supply from the upper portion of the Florida Aquifer. Three wells with depths of approximately 365 feet withdraw water from the Ocala limestone and discharge it into the City's distribution system. The quality of the City's water supply is such that chlorination and fluoridation are the only treatments which the water requires prior to distribution to meet all Federal and State requirements. The City of Alachua's Residential Water revenue has increased on the average 2-3% annually. In FY 2011, Residential Water collections of \$815,451 were \$315,507 more than the prior year collections of \$499,944. The number of Residential Water customers in the city increased reaching a total of 3,127 customers in FY 2011 from its FY 2010 total of 3,082.

### Water Utility-Residential

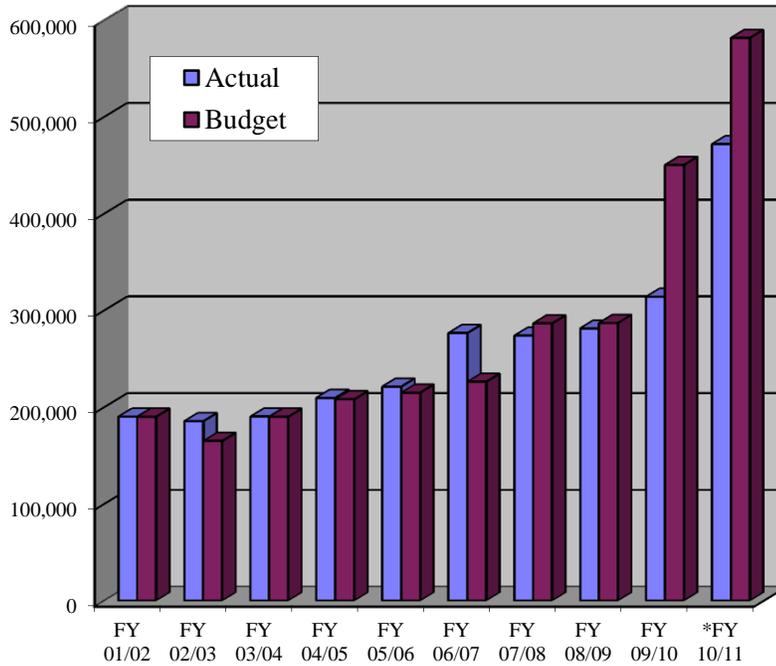


\* FY 10/11 Actual Figures Are Unaudited

## Water Utility-Commercial

The number of Commercial Water customers in the City remained at 481 for FY 2011. Commercial Water revenue has increased on average by 14% annually during the last seven years. The City increased its rates during FY 2010. In FY 2011, Commercial Water collections of \$471,814 were \$157,761 more than the prior year collections of \$314,053.

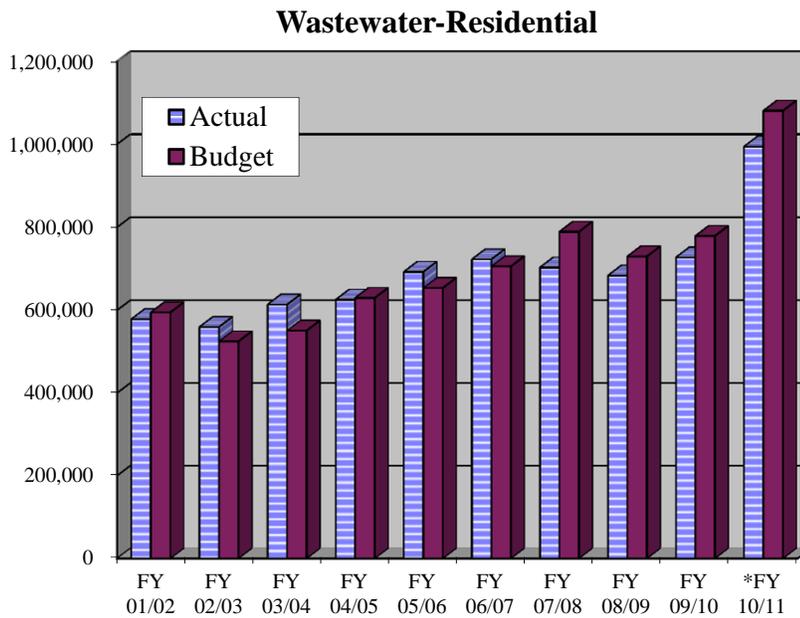
### Water Utility - Commercial



\*FY 10/11 Figures Are Unaudited

## Wastewater Utility-Residential

Wastewater generated within the existing service area is collected through a gravity sewer system and pumped to the City's wastewater treatment plant. The collected wastewater is treated in an activated sludge treatment facility. The effluent from the treatment facility is chlorinated and disposed of by spray irrigation. The existing treatment facility meets all Federal and State regulatory requirements. The City of Alachua's Residential Wastewater revenue has increased 1-2% annually on the average. In FY 2011, Residential Wastewater collections of \$994,394 were \$266,826 more than the prior year collections of \$727,568. The number of Residential Wastewater customers in the city increased to a total of 2,361 in FY 2011 from its FY 2010 total of 2,345.

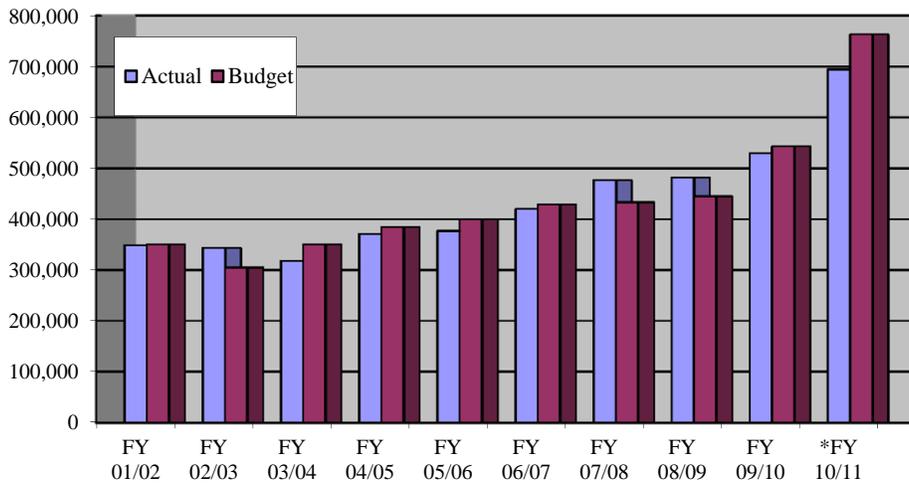


\* FY 10/11 Figures Are Unaudited

### Wastewater Utility-Commercial

Commercial Wastewater revenue has increased 9.0% annually on the average. In FY 2011, Commercial Wastewater collections of \$694,477 were \$165,017 more than the prior year collections of \$529,460. The number of Commercial Wastewater customers in the city decreased to 295 customers in FY 2011 from its FY 2010 total of 297. The City increased rates during FY 2010.

### Wastewater-Commercial



\*FY 10/11 Figures Are Unaudited

## DEBT SERVICE BUDGET SUMMARY

### Debt Requirements for the City of Alachua

	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Approved	FY 2011/12 Approved
<b>Debt Service Budget</b>				
Principal Payments	959,117	977,325	971,378	1,565,014
Interest and Fiscal Charges	860,554	827,792	801,112	759,452
<b>Total City Debt Service</b>	<b>1,819,671</b>	<b>1,805,118</b>	<b>1,772,490</b>	<b>2,324,466</b>
Operating Transfers Out	0	0	0	0
Other	1,400	1,400	233,727	400
<b>Total Debt Service Funds</b>	<b>1,821,071</b>	<b>1,806,518</b>	<b>2,006,217</b>	<b>2,324,866</b>
 Total City Debt Issued	 316,554	 0	 0	 0
 Total City Debt Outstanding	 1,821,071	 1,806,518	 2,006,217	 2,324,866
<b>City Debt Outstanding By Type:</b>				
Governmental Activities	679,737	676,135	658,687	630,788
Business-type Activities				
Electric	658,395	673,471	777,553	678,216
Water	230,353	206,867	236,833	180,766
Wastewater	252,586	250,045	333,144	835,096

\* During fiscal year 2006, the City issued Capital Improvement and Refunding bonds to pay for the construction of the new Municipal Complex.

\* During fiscal year 2009, the City entered into a loan agreement with Capital City Bank to purchase two electric trucks.

\* During fiscal year 2011, the Tax Increment Series 2000 Note was paid off.

## FULL-TIME EQUIVALENT POSITIONS SUMMARY

Department Name	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
City Commission	5.00	5.00	5.00	5.00
Administrative Services (1)	5.00	4.00	4.00	6.25
City Manager	4.00	3.00	2.75	2.75
Information Technology (2) (4)	1.50	1.50	1.00	2.00
Deputy City Clerk	2.00	2.00	2.00	2.00
Grants and Contracts (3)	2.00	2.00	2.00	0.00
Finance (3)	9.00	13.00	13.00	14.00
Human Resources (1)	4.00	4.00	2.25	0.00
Planning & Community Development	8.42	8.00	6.00	6.00
Compliance & Risk Management (3)	0.00	0.00	3.00	4.00
Recreation	7.50	7.50	6.00	6.00
APD	35.50	34.50	29.50	29.50
Public Services	41.00	38.00	38.00	38.00
<b>TOTALS</b>	<b>124.92</b>	<b>122.50</b>	<b>114.50</b>	<b>115.50</b>

(1) Human Resources consolidated into Administrative Services during FY 11

(2) Additional FTE added during FY 11 for IT Technical Assistant.

(3) Grant Specialist position now under Finance. Assistant City Manager position reclassified to Staff Assistant now under Compliance & Risk Management.

(4) Department now directly reports to City Manager.

Note: This schedule includes some part-time employees

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**ESTIMATION OF THE CITY'S ENDING FUND BALANCE FOR FY 12**

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The City's estimation of ending fund balance can be looked at as its financial position on September 30, 2012. The City maintains an annual unappropriated balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing, separate from the reserve for contingency. The total unappropriated fund balance for the City is \$28 million, excluding reserves.

A factor that should be reviewed when estimating the City's financial position on September 30, 2012 is to project how much of the funds appropriated in the adopted budget will actually be spent, based on past experience and current trends. Any remaining (unspent) funds or excess revenues will create an ending fund balance. Excess revenues may result from a statutory requirement that governments appropriate 95% of certain revenues, which tends to understate collections from certain revenues.

Another factor to consider is to review the budgeted reserves and project what portion of reserves will not be appropriated during the fiscal year.

Both factors should be included with the estimated ending fund balance to get a true financial position at September 30, 2012.

The following table presents a conservative fund-by-fund summary of ending fund balance.

## FY 12 APPROVED BUDGET FUND BALANCE SUMMARY

Fund Title	Estimated Beginning Fund Balance	Revenues/ Sources	Expenditures/ Uses	Estimated Ending Fund Balance
<b>General Fund</b>	\$ 3,011,635	\$ 9,170,585	\$ 9,343,012	\$ 2,839,208
<b>Subtotal General Fund</b>	<b>3,011,635</b>	<b>9,170,585</b>	<b>9,343,012</b>	<b>2,839,208</b>
<b>Special Revenue Funds</b>				
Building Operations	0	160,528	160,528	0
Tree Bank	5,092	0	5,092	0
Explorer Post 537	2,134	0	2,134	0
Additional Court Costs	7,176	4,674	10,673	1,177
TK Basin	6,813	11,011	17,824	0
Donation Fund	20,760	10,000	30,760	0
Community Redevelopment Agency (CRA)	1,360,975	446,070	1,807,045	0
<b>Subtotal Special Revenue Funds</b>	<b>1,402,950</b>	<b>632,283</b>	<b>2,034,056</b>	<b>1,177</b>
<b>Debt Service Funds</b>				
Debt Service Fund	312,005	839,335	630,788	520,552
<b>Subtotal Debt Service Funds</b>	<b>312,005</b>	<b>839,335</b>	<b>630,788</b>	<b>520,552</b>
<b>Capital Projects Funds</b>				
San Felasco Conservation Corridor	24,779	235,000	259,779	0
Recreation Surtax	562,212	0	562,212	0
Project Legacy	36,590	0	36,590	0
Heritage Oaks	0	914,000	914,000	0
WWTF Expansion	175,158	0	175,158	0
<b>Subtotal Capital Projects Funds</b>	<b>798,739</b>	<b>1,149,000</b>	<b>1,947,739</b>	<b>0</b>
<b>Enterprise Funds</b>				
Electric Utility	6,550,215	15,744,520	14,628,662	7,666,073
Water Utility	1,421,417	1,504,141	1,403,035	1,522,523
Wastewater Utility	16,015,006	1,799,671	2,452,823	15,361,854
Mosquito Control	114,205	49,198	61,394	102,009
<b>Subtotal Enterprise Funds</b>	<b>24,100,843</b>	<b>19,097,530</b>	<b>18,545,914</b>	<b>24,652,459</b>
<b>Internal Service Funds</b>				
Utility Administration & Operations	461,297	1,261,450	1,160,178	562,569
<b>Subtotal Internal Service Funds</b>	<b>461,297</b>	<b>1,261,450</b>	<b>1,160,178</b>	<b>562,569</b>
<b>Trust &amp; Agency Funds</b>	0	0	0	0
<b>Subtotal Trust &amp; Agency Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>\$ 30,087,469</b>	<b>\$ 32,150,183</b>	<b>\$ 33,661,687</b>	<b>\$ 28,575,965</b>

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## **INTERFUND TRANSFER OVERVIEW**

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A transfer in or transfer out is the transfer of revenue from one governmental unit to another or from one fund to another as a means of financing the recipient unit or fund. The greatest amount of revenue transferred out of the General Fund is for payment of general long-term debt obligations paid from the Debt Service Fund.

Other significant transfers are from the Electric Utility Fund to the General Fund to help support

government functions. Also, each Utility fund transfers funds into the Internal Services fund for the operations of the Utility Administration, Utility Operations, Utility Billing, and Warehouse Operation divisions.

The remaining transfer from the Recreation Surtax Fund is for Recreation related improvements at the San Felasco Conservation Corridor.

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**SUMMARY OF INTERFUND TRANSFERS FISCAL YEAR 2011-12**

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<u>TRANSFERS OUT</u>		<u>AMOUNT</u>	<u>TRANSFERS IN</u>		<u>AMOUNT</u>
001	GENERAL FUND	\$ 943,101	070	DEBT SERVICE	767,090
			310	CRA	176,011
010	ELECTRIC UTILITY FUND	2,252,556	001	GENERAL FUND	1,621,117
			700	INTERNAL SERVICE FUND	631,439
020	WATER UTILITY FUND	303,091	700	INTERNAL SERVICE FUND	303,091
030	WASTE WATER UTILITY FUND	375,236	070	DEBT SERVICE	72,145
			700	INTERNAL SERVICE FUND	303,091
042	MOSQUITO CONTROL	25,257	700	INTERNAL SERVICE FUND	25,257
316	RECREATION SURTAX	235,000	313	SAN FELASCO CONSERVATION CORRIDOR	235,000
TOTAL TRANSFERS		\$ <u>4,134,241</u>			\$ <u>4,134,241</u>

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## ECONOMIC INDICATORS

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### THE CITY

Alachua was established in 1884 on a railroad line, after the railroad had bypassed nearby Newnansville, Florida. Alachua got a post office in 1887 and was officially incorporated on April 12<sup>th</sup>, 1905, at which time it had a population of 526 people.

### FORM OF GOVERNMENT

The City has a charter government structure approved by referendum of the electors pursuant to the Constitution and laws of the State of Florida. The City operates under the City Manager form of government with a commission comprised of five elected members.

### ECONOMIC CONDITION AND OUTLOOK

The City of Alachua is located in Alachua County, and falls within the Gainesville Metropolitan Statistical Area (MSA). Therefore, various economic and employment information reported in this section will be reported on a countywide basis. Overall, the stability of the County economy can be attributed to the University of Florida, Santa Fe Community College, and other governmental employers in the area.

### ECONOMIC OUTLOOK

The future economic outlook for the City and County appears to be consistent with recent trends of the nation's recession. Compared to the entire state, the recession came to Alachua County area later, declined less and was over quicker. The area was cushioned from worse pain by moderately stable employment in the educational and healthcare sectors. The City has continued to attract firms associated with medical therapies, medical devices, and information technology to its customer base. This helps bring additional jobs to the area, and helps to stabilize the tax base.

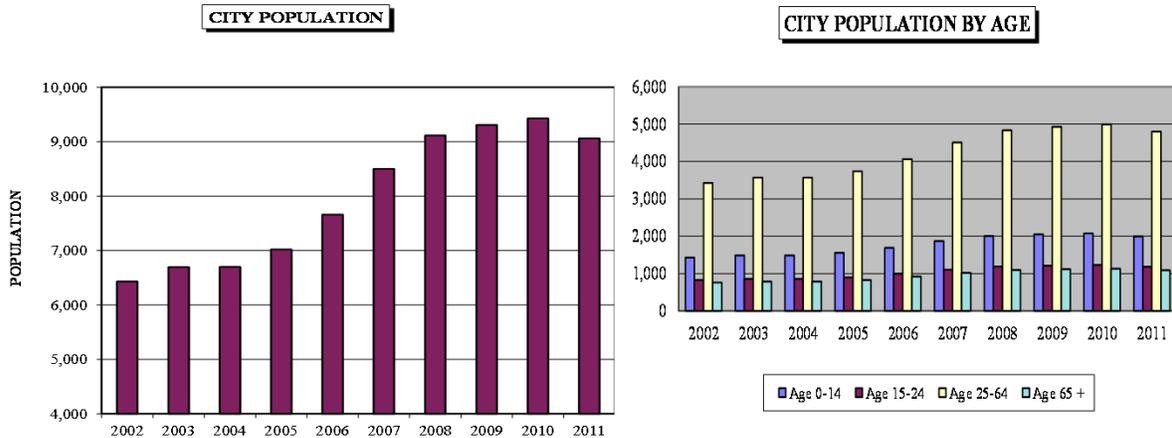
#### EMPLOYMENT DISTRIBUTION IN ALACHUA COUNTY

TITLE	TOTAL	PERCENT
Natural Resources, Mining & Construction	4,200	3.39%
Manufacturing	4,400	3.55%
Professional, Business & Information Services	17,900	14.46%
Government	38,500	31.10%
Trade, Transportation, and Utilities	18,700	15.11%
Education & Health Services	22,000	17.77%
Leisure & Hospitality	13,700	11.07%
Other Services	4,400	3.55%
<b>TOTALS</b>	<u>123,800</u>	<u>100.00%</u>

Source: Florida Agency for Workforce Innovation 08/11

## DEMOGRAPHICS & ECONOMIC INFORMATION

It is necessary to look at the City in the context of its environment to understand the City's financial position. The next several pages contain graphs and discussion about the City's economic and demographic environment.



The City of Alachua's population has been growing at a moderate rate. The growth is spread throughout all age groups. The largest segment of the population continues to be the 25 to 64 age group. This means that the majority of the City's residents are in their prime earning years. The population growth is mainly due to migration from other areas rather than from natural growth due to births. This is similar to the population increases in the State of Florida as a whole.

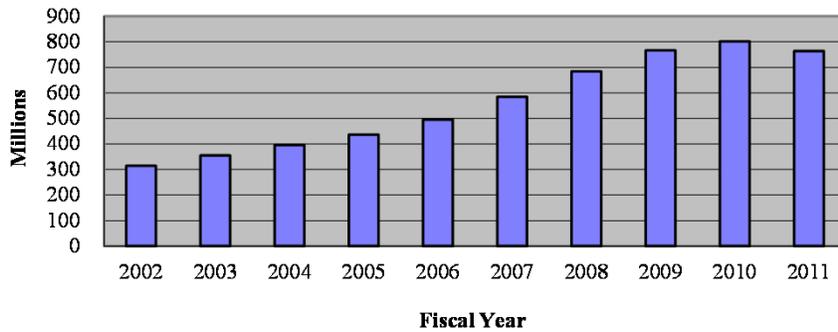
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## DEMOGRAPHICS & ECONOMIC INFORMATION

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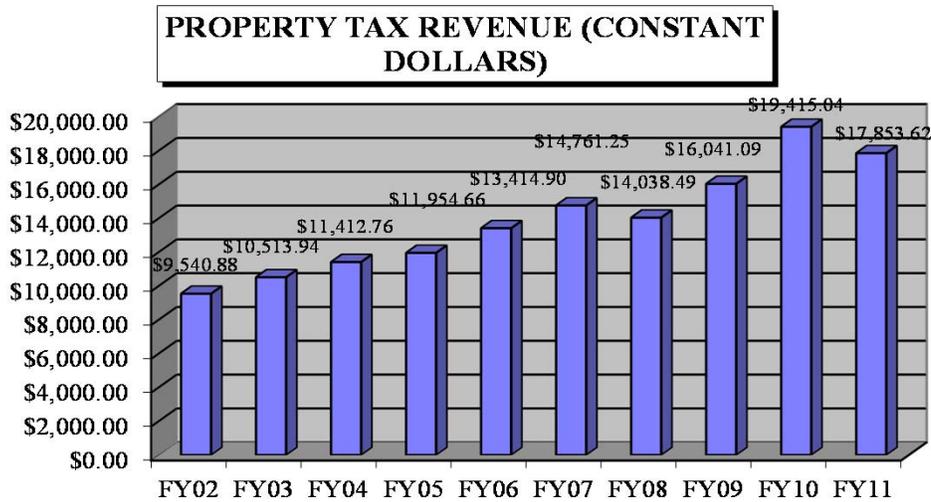
The graph showing "total taxable value" reflects a steadily growing total taxable value from 2001 to 2010. The total taxable value has continued to increase for the past five fiscal years. The large increase in from 2007 through 2009 was due to the addition of several large distribution centers (Wal-Mart and Sysco) being added to the City's tax rolls. Increases during this time also reflect a combination of growth in residential and commercial property additions and increases in assessed values by the Property Appraiser. The City did experience a decrease in taxable value in 2011 as assessed residential values declined due to the economic downturn. The decline in taxable value was offset by a strong commercial and industrial tax base.

### TOTAL TAXABLE VALUE CONSTANT DOLLARS



## DEMOGRAPHICS & ECONOMIC INFORMATION

Property tax is a crucial revenue source to consider when evaluating financial condition. It is one of the City's largest revenue sources. Property taxes are used to fund services such a public safety, which includes fire rescue and law enforcement, recreation, planning and development, and other general government activities. The City has experienced a decrease in revenue from fiscal years 2010 to 2011 due to decreased valuations.



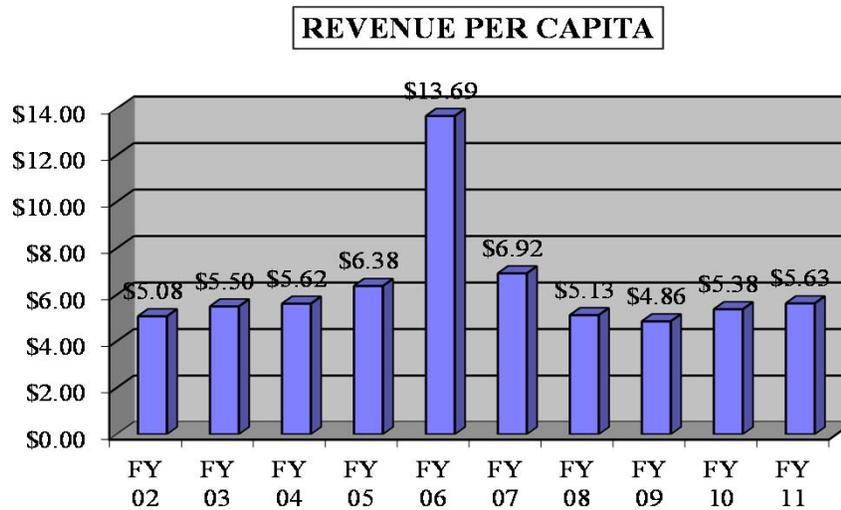
	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11
Property Tax Revenue	\$1,726,899	\$1,947,182	\$2,167,283	\$2,376,586	\$2,721,884	\$3,077,574	\$3,071,384	\$3,464,378	\$4,241,001	\$4,051,880
Consumer Price Index	181.00	185.20	189.90	198.80	202.90	208.49	218.78	215.97	218.44	226.95
City property tax rate	5.7000	5.7000	5.7000	5.7000	5.7000	5.5000	4.6480	4.6966	5.5000	5.5000
Constant Dollar Property Tax Revenue	\$9,540.88	\$10,513.94	\$11,412.76	\$11,954.66	\$13,414.90	\$14,761.25	\$14,038.49	\$16,041.09	\$19,415.04	\$17,853.62

Sources: FY02-FY10 Annual Financial Statements, US-Labor Statistics for All Urban Consumers, FY 11 figures are unaudited.

Calculation: Property Tax Revenue/CPI

## DEMOGRAPHICS & ECONOMIC INFORMATION

Per capita revenue illustrates revenue changes relative to population changes. As the population increases, an assumption can be made that the need for services would increase proportionately and, therefore, the level of per capita revenue should remain at least constant in real terms. If per capita revenue is decreasing, it would be expected that the City would not be able to maintain existing service levels unless it were to find new revenue sources or financial savings, assuming cost of service correlates to population. Net constant dollar revenue per capita for the City increased in FY 2006 due to one-time debt proceeds received for the Municipal Complex and the OTTED Transportation capital projects. In FY 2007, the new constant dollar revenue decreased back to a normal level and has trended downward through FY 09. The City has experienced an increase the last two fiscal years.



	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
Operating Revenue	\$5,909,535	\$6,821,108	\$7,149,727	\$8,903,743	\$21,275,446	\$12,271,527	\$10,223,665	\$9,767,511	\$11,076,429	\$11,581,077
Consumer Price Index	181.00	185.20	189.90	198.80	202.90	208.49	218.78	215.97	218.44	226.95
Current Population	6,428	6,694	6,700	7,020	7,657	8,500	9,115	9,306	9,424	9,059
Revenue per Capita	\$5.08	\$5.50	\$5.62	\$6.38	\$13.69	\$6.92	\$5.13	\$4.86	\$5.38	\$5.63

Sources: FY02-FY10 Annual Financial Statements, US-Labor Statistics for All Urban Consumers

FY11 figures are unaudited.

Calculation: Operating Revenue/CPI/Population

## DEMOGRAPHICS & ECONOMIC INFORMATION

Per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures may indicate that the cost of providing services is outstripping the City's ability to pay, especially if spending is increasing faster than the City's property, sales, or other relevant tax base. If the increase in spending is greater than what would be expected from continued inflation and cannot be explained by the addition of new services, it can be an indicator of declining productivity. The City's expenditures per capita (does not include utility operations) trended downward from 2001-2004. This can be attributed to a combination of better budget development and the City deferring expenditures (capital replacement, maintenance, etc.) during 2001-2003. The increase from 2005 to 2007 is a result of increased transportation, public safety, economic environment, and general government activity expenditures. Per capita expenditures trended downward from FY 08 through FY 09.

**EXPENDITURES PER CAPITA**



	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
Operating Expenditures	\$6,150,492	\$6,844,951	\$6,952,028	\$8,642,358	\$15,705,029	\$10,578,479	\$9,774,928	\$9,112,268	\$11,003,263	\$9,641,015
Consumer Price Index	181.00	185.20	189.90	198.80	202.90	208.49	218.78	215.97	218.44	226.95
Current Population	6,428	6,694	6,700	7,020	7,657	8,500	9,115	9,306	9,424	9,059
Net Constant Dollar Expenditures Per Capita	\$5.29	\$5.52	\$5.46	\$6.19	\$10.11	\$5.97	\$4.90	\$4.53	\$5.35	\$4.69

Sources: FY02-FY10 Annual Financial Statements, US-Labor Statistics for All Urban Consumers

Calculation: Operating Expenditures/CPI/Population  
FY11 figures are unaudited.



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# SECTION 3 FUND SUMMARIES

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## **BUDGET BY FUND**

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This section provides an overview of the City budget at the fund level. It includes budget amounts for FY 12. Also, there is a brief description on the basis of budgeting and accounting used by the City of Alachua. The schedules that follow provide, by fund, a three-

year comparison of revenues and appropriations according to classifications set by the State of Florida. Each schedule presents actuals for FY 09 and FY 10, approved budgets for FY 11, and approved budgets for FY 12.

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## **BASIS OF ACCOUNTING AND BUDGETING**

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Because the revenue and expenditure estimates contained in the Approved Fiscal Year 2011/12 Budget are based on GAAP, it is important that the reader have an overview of accounting principles as they relate to the estimates. The following is a brief review of the measurement focus and basis of accounting; the two principles which most directly affect those estimates.

Basis of accounting refers to the timing by which revenues and expenditures are recognized in the accounts and reported on the financial statements.

All Governmental Funds are accounted for using what is called the modified accrual basis of accounting. Under the modified accrual basis, revenues are recognized when they become measurable and available as net current assets. Primary revenues, including taxes, intergovernmental revenues, charges for

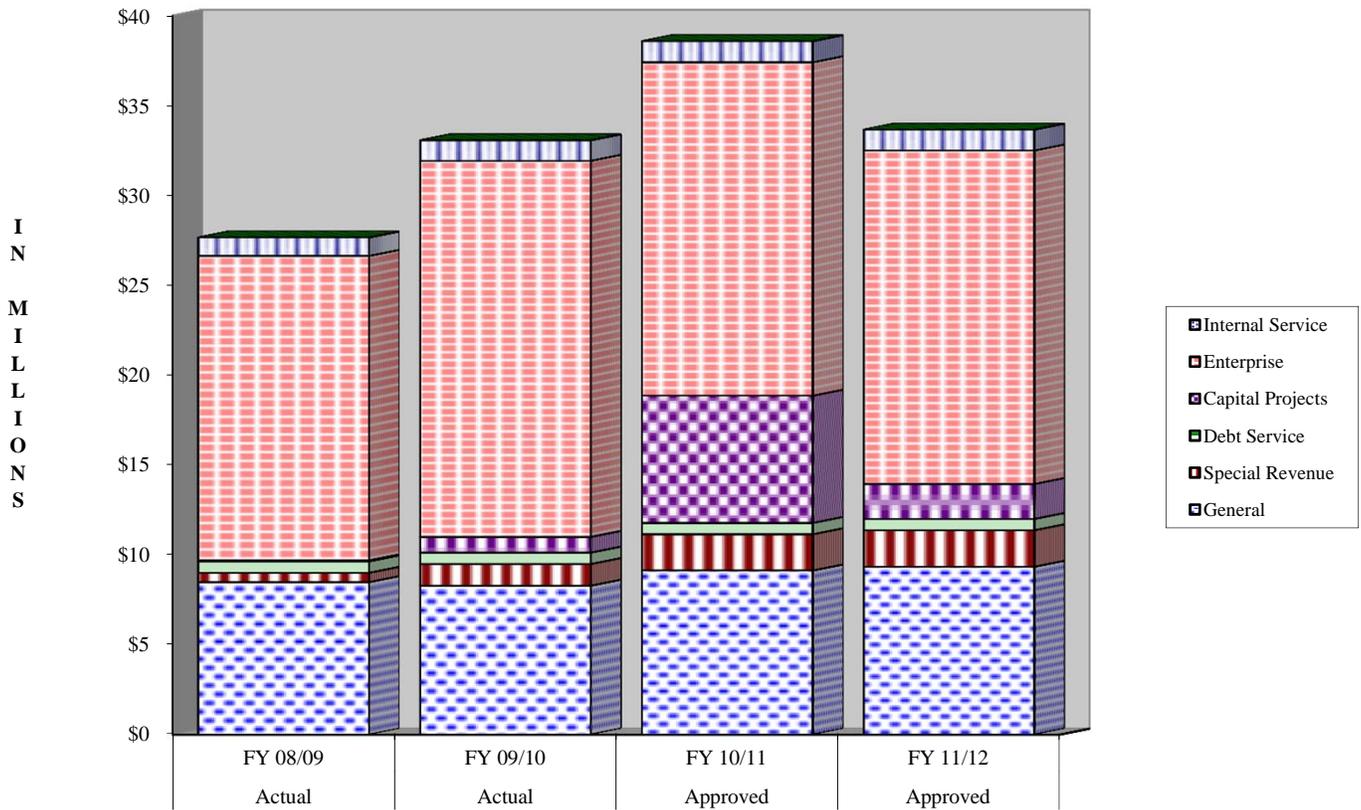
services, rents, and interest are treated as susceptible to accrual under the modified accrual basis. Other revenue sources are not considered measurable and available, and are not treated as susceptible to accrual. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) principal and interest on general long-term debt, which is recognized when due; (2) accumulated unpaid vacation and sick pay amounts, which are not accrued; and (3) certain inventories of supplies, which are considered expenditures when purchased.

The Proprietary Funds are accounted for using the accrual basis of accounting. Under this method, revenues are recognized when they are earned and expenses are recognized when the related liability is incurred.



## BUDGET BY FUND TYPE

	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
General	\$ 8,486,568	\$ 8,292,401	\$ 9,135,509	\$ 9,343,012
Special Revenue	520,114	1,205,909	2,018,438	2,034,056
Debt Service	637,653	634,050	630,088	630,788
Capital Projects	52,717	874,043	7,085,564	1,947,739
Enterprise	16,944,658	20,924,507	18,536,018	18,545,914
Internal Service	1,022,494	1,139,468	1,176,492	1,161,606
Trust & Agency	-	-	-	-
<b>Total</b>	<b>\$27,664,204</b>	<b>\$33,070,378</b>	<b>\$38,582,109</b>	<b>\$33,663,115</b>



**GENERAL FUND (001)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
TAXES	\$ 5,117,504	\$ 6,155,697	\$ 5,840,119	\$ 5,546,416
LICENSES & PERMITS	46,050	47,034	0	306,000
INTERGOVERNMENTAL REVENUE	582,795	615,656	627,188	699,257
CHARGES FOR SERVICES	912,600	947,305	931,184	910,581
FINES AND FORFEITURES	111,017	46,307	60,000	37,475
MISCELLANEOUS REVENUE	92,729	147,931	61,500	54,663
<b>TOTAL OPERATING</b>	<b>6,862,695</b>	<b>7,959,930</b>	<b>7,519,991</b>	<b>7,554,392</b>
<b>NON-OPERATING REVENUE:</b>				
OPERATING TRANSFERS IN	2,021,117	1,365,838	1,621,117	1,621,117
TRANSFER FROM CONST. OFFICERS	0	0	0	0
USE OF FUND BALANCE	0	0	0	172,427
OTHER NON-REVENUES	0	0	(5,599)	(4,924)
<b>TOTAL NON-OPERATING</b>	<b>2,021,117</b>	<b>1,365,838</b>	<b>1,615,518</b>	<b>1,788,620</b>
<b>TOTAL REVENUE</b>	<b>\$ 8,883,812</b>	<b>\$ 9,325,768</b>	<b>\$ 9,135,509</b>	<b>\$ 9,343,012</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 4,653,124	\$ 4,278,161	\$ 4,507,881	\$ 4,265,813
OPERATING EXPENSES	2,927,439	2,811,637	3,053,610	3,276,796
CAPITAL OUTLAY	79,402	174,473	202,678	516,970
DEBT SERVICE	0	0	0	0
GRANTS AND AIDS	5,000	0	0	0
<b>TOTAL OPERATING</b>	<b>7,664,965</b>	<b>7,264,271</b>	<b>7,764,169</b>	<b>8,059,579</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	817,752	1,024,985	742,654	943,101
RESERVE FOR CONTINGENCY	0	0	220,139	140,332
NON-OPERATING	3,851	3,145	0	0
CONTRIBUTION TO FUND BALANCE	0	0	200,000	200,000
<b>TOTAL NON-OPERATING</b>	<b>821,603</b>	<b>1,028,130</b>	<b>1,162,793</b>	<b>1,283,433</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,486,568</b>	<b>\$ 8,292,401</b>	<b>\$ 8,926,962</b>	<b>\$ 9,343,012</b>

## ELECTRIC UTILITY (010)

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	12,686,580	14,488,048	15,401,082	15,401,082
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	210,854	256,416	204,600	211,825
TOTAL OPERATING	<u>12,897,434</u>	<u>14,744,464</u>	<u>15,605,682</u>	<u>15,612,907</u>
<b>NON-OPERATING REVENUE:</b>				
USE OF FUND BALANCE	0	0	(106,940)	(1,115,858)
OTHER NON-REVENUES	0	72,990	(468,170)	131,613
TOTAL NON-OPERATING	<u>0</u>	<u>72,990</u>	<u>(575,110)</u>	<u>(984,245)</u>
<b>TOTAL REVENUE</b>	<b>\$ 12,897,434</b>	<b>\$ 14,817,454</b>	<b>\$ 15,030,572</b>	<b>\$ 14,628,662</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 668,672	\$ 656,351	\$ 667,977	\$ 684,037
OPERATING EXPENSES	10,885,808	10,945,936	10,759,538	10,845,276
CAPITAL OUTLAY	0	0	541,988	1,233,423
DEBT SERVICE	232,121	222,445	777,553	678,216
TOTAL OPERATING	<u>11,786,601</u>	<u>11,824,732</u>	<u>12,747,056</u>	<u>13,440,952</u>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	2,021,784	1,365,838	2,198,516	2,252,556
OTHER NON_OPERATING	13,228	25,031	0	(1,233,423)
RESERVES	0	0	85,000	168,577
TOTAL NON-OPERATING	<u>2,035,012</u>	<u>1,390,869</u>	<u>2,283,516</u>	<u>1,187,710</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,821,613</b>	<b>\$ 13,215,601</b>	<b>\$ 15,030,572</b>	<b>\$ 14,628,662</b>

## WATER UTILITY (020)

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	839,768	919,622	1,611,627	1,534,119
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	15,071	8,625	13,000	15,000
TOTAL OPERATING	<u>854,839</u>	<u>928,247</u>	<u>1,624,627</u>	<u>1,549,119</u>
<b>NON-OPERATING REVENUE:</b>				
USE OF FUND BALANCE	0	0	(112,485)	(101,106)
OTHER NON-REVENUES	5,334	37,346	(40,000)	(44,978)
TOTAL NON-OPERATING	<u>5,334</u>	<u>37,346</u>	<u>(152,485)</u>	<u>(146,084)</u>
<b>TOTAL REVENUE</b>	<b>\$ 860,173</b>	<b>\$ 965,593</b>	<b>\$ 1,472,142</b>	<b>\$ 1,403,035</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 327,989	\$ 337,168	\$ 394,625	\$ 417,862
OPERATING EXPENSES	821,424	815,218	379,633	461,710
CAPITAL OUTLAY	0	0	153,900	163,490
DEBT SERVICE	78,712	71,973	236,833	180,766
TOTAL OPERATING	<u>1,228,125</u>	<u>1,224,359</u>	<u>1,164,991</u>	<u>1,223,828</u>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	277,151	303,091
OTHER NON-OPERATING	1,018	20,713	0	(163,490)
RESERVES	0	0	30,000	39,606
TOTAL NON-OPERATING	<u>1,018</u>	<u>20,713</u>	<u>307,151</u>	<u>179,207</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,229,143</b>	<b>\$ 1,245,072</b>	<b>\$ 1,472,142</b>	<b>\$ 1,403,035</b>

## WASTEWATER UTILITY (030)

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	1,280,165	1,360,848	2,015,187	1,836,300
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	12,160	182,792	17,000	19,000
TOTAL OPERATING	<u>1,292,325</u>	<u>1,543,640</u>	<u>2,032,187</u>	<u>1,855,300</u>
<b>NON-OPERATING REVENUE:</b>				
USE OF FUND BALANCE	0	0	3,558	653,152
OTHER NON-REVENUES	0	68,197	(60,500)	(55,629)
TOTAL NON-OPERATING	<u>0</u>	<u>68,197</u>	<u>(56,942)</u>	<u>597,523</u>
<b>TOTAL REVENUE</b>	<b>\$ 1,292,325</b>	<b>\$ 1,611,837</b>	<b>\$ 1,975,245</b>	<b>\$ 2,452,823</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 469,453	\$ 462,326	\$ 447,161	\$ 443,635
OPERATING EXPENSES	1,141,282	1,093,249	597,114	748,856
CAPITAL OUTLAY	0	0	200,000	204,703
DEBT SERVICE	98,909	92,809	333,144	835,096
TOTAL OPERATING	<u>1,709,644</u>	<u>1,648,384</u>	<u>1,577,419</u>	<u>2,232,290</u>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	71,540	4,668,716	347,826	375,236
OTHER NON-OPERATING	1,787	33,841	0	(204,703)
RESERVES	0	0	50,000	50,000
TOTAL NON-OPERATING	<u>73,327</u>	<u>4,702,557</u>	<u>397,826</u>	<u>220,533</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,782,971</b>	<b>\$ 6,350,941</b>	<b>\$ 1,975,245</b>	<b>\$ 2,452,823</b>

## MOSQUITO CONTROL (042)

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	48,794	49,208	52,800	49,920
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	(35)	1,928	800	800
TOTAL OPERATING	<u>48,759</u>	<u>51,136</u>	<u>53,600</u>	<u>50,720</u>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	6,067	12,196
OTHER NON-REVENUES	0	0	(1,608)	(1,522)
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>4,459</u>	<u>10,674</u>
<b>TOTAL REVENUE</b>	<b>\$ 48,759</b>	<b>\$ 51,136</b>	<b>\$ 58,059</b>	<b>\$ 61,394</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 3,930	\$ 1,763	\$ 6,111	\$ 6,111
OPERATING EXPENSES	40,770	44,894	26,639	27,439
CAPITAL OUTLAY	0	0	0	6,500
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	<u>44,700</u>	<u>46,657</u>	<u>32,750</u>	<u>40,050</u>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	23,096	25,257
OTHER NON-OPERATING RESERVES	289	293	0	(6,500)
TOTAL NON-OPERATING	<u>289</u>	<u>293</u>	<u>2,213</u>	<u>2,587</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 44,989</b>	<b>\$ 46,950</b>	<b>\$ 58,059</b>	<b>\$ 61,394</b>

**BUILDING OPERATIONS FUND (043)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 107,619	\$ 85,001	\$ 165,518	\$ 166,989
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	(138)	0	0	0
<b>TOTAL OPERATING</b>	<b>107,481</b>	<b>85,001</b>	<b>165,518</b>	<b>166,989</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	(8,276)	(6,461)
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>(8,276)</b>	<b>(6,461)</b>
<b>TOTAL REVENUE</b>	<b>\$ 107,481</b>	<b>\$ 85,001</b>	<b>\$ 157,242</b>	<b>\$ 160,528</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 109,641	\$ 107,110	\$ 132,104	\$ 136,639
OPERATING EXPENSES	19,813	16,767	25,138	23,889
CAPITAL OUTLAY	17,361	0	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>146,815</b>	<b>123,877</b>	<b>157,242</b>	<b>160,528</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 146,815</b>	<b>\$ 123,877</b>	<b>\$ 157,242</b>	<b>\$ 160,528</b>

**ADDITIONAL COURT COSTS FUND (044)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	4,350	4,764	4,514	4,819
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	(134)	184	0	0
<b>TOTAL OPERATING</b>	<b>4,216</b>	<b>4,948</b>	<b>4,514</b>	<b>4,819</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	6,294	5,999
OTHER NON-REVENUES	0	0	(135)	(145)
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>6,159</b>	<b>5,854</b>
<b>TOTAL REVENUE</b>	<b>\$ 4,216</b>	<b>\$ 4,948</b>	<b>\$ 10,673</b>	<b>\$ 10,673</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	153	9,487	10,673	10,673
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>153</b>	<b>9,487</b>	<b>10,673</b>	<b>10,673</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 153</b>	<b>\$ 9,487</b>	<b>\$ 10,673</b>	<b>\$ 10,673</b>

**TREE BANK FUND (046)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	(45)	137	0	0
<b>TOTAL OPERATING</b>	<b>(45)</b>	<b>137</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	4,955	5,092
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>4,955</b>	<b>5,092</b>
<b>TOTAL REVENUE</b>	<b>\$ (45)</b>	<b>\$ 137</b>	<b>\$ 4,955</b>	<b>\$ 5,092</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	4,955	5,092
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>0</b>	<b>4,955</b>	<b>5,092</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 4,955</b>	<b>\$ 5,092</b>

**FDOT ALACHUA TRANSIT CORRIDOR FUND (048)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	220	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	57	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>277</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	13,453	40,000	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>13,453</b>	<b>40,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>\$ 13,453</b>	<b>\$ 40,277</b>	<b>\$ 0</b>	<b>\$ 0</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	13,453	35,450	0	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>13,453</b>	<b>35,450</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,453</b>	<b>\$ 35,450</b>	<b>\$ 0</b>	<b>\$ 0</b>

**EXPLORER POST 537 FUND (052)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	2,457	4,096	0	0
<b>TOTAL OPERATING</b>	<b>2,457</b>	<b>4,096</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	3,832	2,134
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>3,832</b>	<b>2,134</b>
<b>TOTAL REVENUE</b>	<b>\$ 2,457</b>	<b>\$ 4,096</b>	<b>\$ 3,832</b>	<b>\$ 2,134</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	720	1,789	3,832	2,134
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>720</b>	<b>1,789</b>	<b>3,832</b>	<b>2,134</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 720</b>	<b>\$ 1,789</b>	<b>\$ 3,832</b>	<b>\$ 2,134</b>

**RECOVERY ACT EDWARD BYRNE GRANT (053)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	28,747	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
<b>TOTAL OPERATING</b>	<u>0</u>	<u>28,747</u>	<u>0</u>	<u>0</u>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUE</b>	<u>\$ 0</u>	<u>\$ 28,747</u>	<u>\$ 0</u>	<u>\$ 0</u>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	28,747	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<u>0</u>	<u>28,747</u>	<u>0</u>	<u>0</u>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 0</u>	<u>\$ 28,747</u>	<u>\$ 0</u>	<u>\$ 0</u>

**TK BASIN STORMWATER ASSESSMENT (054)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 11,000	\$ 11,011
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>0</b>	<b>11,000</b>	<b>11,011</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	6,813
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,813</b>
<b>TOTAL REVENUE</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 11,000</b>	<b>\$ 17,824</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	11,000	17,824
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>0</b>	<b>11,000</b>	<b>17,824</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 11,000</b>	<b>\$ 17,824</b>

**DCA HAZARD MITIGATION GRANT FUND (058)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	300,945	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	363	0	0	0
<b>TOTAL OPERATING</b>	<b>363</b>	<b>300,945</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	3,323	97,230	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>3,323</b>	<b>97,230</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>\$ 3,686</b>	<b>\$ 398,175</b>	<b>\$ 0</b>	<b>\$ 0</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	5,032	4,688	0	0
CAPITAL OUTLAY	6,300	390,509	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>11,332</b>	<b>395,197</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,332</b>	<b>\$ 395,197</b>	<b>\$ 0</b>	<b>\$ 0</b>

**MUTUAL AID-HAZARD MITIGATION FUND (064)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	4,460	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	38	0	0	0
<b>TOTAL OPERATING</b>	<b>4,498</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>\$ 4,498</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	458	0	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>458</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 458</b>	<b>\$ 0</b>	<b>\$ 0</b>

**EDWARD BYRNE-COMMUNITY POLICING (069)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	125,000	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>125,000</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>\$ 0</b>	<b>\$ 125,000</b>	<b>\$ 0</b>	<b>\$ 0</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	4,782	0	0
CAPITAL OUTLAY	0	120,218	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>125,000</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 125,000</b>	<b>\$ 0</b>	<b>\$ 0</b>

## DEBT SERVICE (070)

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	(20)	180	200	100
TOTAL OPERATING	<u>(20)</u>	<u>180</u>	<u>200</u>	<u>100</u>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	637,253	633,649	630,087	839,235
USE OF FUND BALANCE	0	0	(199)	(208,547)
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	<u>637,253</u>	<u>633,649</u>	<u>629,888</u>	<u>630,688</u>
<b>TOTAL REVENUE</b>	<b>\$ 637,233</b>	<b>\$ 633,829</b>	<b>\$ 630,088</b>	<b>\$ 630,788</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	637,653	634,050	630,088	630,788
TOTAL OPERATING	<u>637,653</u>	<u>634,050</u>	<u>630,088</u>	<u>630,788</u>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 637,653</b>	<b>\$ 634,050</b>	<b>\$ 630,088</b>	<b>\$ 630,788</b>

**DONATION FUND (167)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	24,122	141,034	15,490	10,000
<b>TOTAL OPERATING</b>	<b>24,122</b>	<b>141,034</b>	<b>15,490</b>	<b>10,000</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	50,819	20,760
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>50,819</b>	<b>20,760</b>
<b>TOTAL REVENUE</b>	<b>\$ 24,122</b>	<b>\$ 141,034</b>	<b>\$ 66,309</b>	<b>\$ 30,760</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	20,797	63,259	53,459	23,405
CAPITAL OUTLAY	0	34,798	12,850	7,355
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>20,797</b>	<b>98,057</b>	<b>66,309</b>	<b>30,760</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,797</b>	<b>\$ 98,057</b>	<b>\$ 66,309</b>	<b>\$ 30,760</b>

**WWTF EXPANSION FUND (309)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	325,635	11,067,313	4,114,217	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	(244)	2,312	0	0
<b>TOTAL OPERATING</b>	<b>325,391</b>	<b>11,069,625</b>	<b>4,114,217</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	4,597,879	0	0
USE OF FUND BALANCE	0	0	0	175,158
OTHER NON-REVENUES	0	0	2,215,348	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>4,597,879</b>	<b>2,215,348</b>	<b>175,158</b>
<b>TOTAL REVENUE</b>	<b>\$ 325,391</b>	<b>\$ 15,667,504</b>	<b>\$ 6,329,565</b>	<b>\$ 175,158</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	0	6,329,565	175,158
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>0</b>	<b>6,329,565</b>	<b>175,158</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 6,329,565</b>	<b>\$ 175,158</b>

**CRA (310)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	383,520	282,302	268,183	268,059
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	3,922	3,886	4,000	2,000
<b>TOTAL OPERATING</b>	<b>387,442</b>	<b>286,188</b>	<b>272,183</b>	<b>270,059</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	237,919	192,889	183,242	176,011
USE OF FUND BALANCE	0	0	1,309,002	1,360,975
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>237,919</b>	<b>192,889</b>	<b>1,492,244</b>	<b>1,536,986</b>
<b>TOTAL REVENUE</b>	<b>\$ 625,361</b>	<b>\$ 479,077</b>	<b>\$ 1,764,427</b>	<b>\$ 1,807,045</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 32,333	\$ 39,864	\$ 40,368	\$ 20,941
OPERATING EXPENSES	108,408	122,568	202,170	190,747
CAPITAL OUTLAY	135,201	175,482	1,443,290	1,595,357
DEBT SERVICE	42,084	42,084	28,599	0
<b>TOTAL OPERATING</b>	<b>318,026</b>	<b>379,998</b>	<b>1,714,427</b>	<b>1,807,045</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	3,323	7,850	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>3,323</b>	<b>7,850</b>	<b>50,000</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 321,349</b>	<b>\$ 387,848</b>	<b>\$ 1,764,427</b>	<b>\$ 1,807,045</b>

**SAN FELASCO CONSERVATION CORRIDOR (313)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	0	112,500	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	154	263	0	0
<b>TOTAL OPERATING</b>	<b>154</b>	<b>112,763</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	37,500	182,419	185,000	235,000
USE OF FUND BALANCE	0	0	25,803	24,779
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>37,500</b>	<b>182,419</b>	<b>210,803</b>	<b>259,779</b>
<b>TOTAL REVENUE</b>	<b>\$ 37,654</b>	<b>\$ 295,182</b>	<b>\$ 210,803</b>	<b>\$ 259,779</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	2,743	25,803	24,779
CAPITAL OUTLAY	9,880	289,993	185,000	235,000
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>9,880</b>	<b>292,736</b>	<b>210,803</b>	<b>259,779</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,880</b>	<b>\$ 292,736</b>	<b>\$ 210,803</b>	<b>\$ 259,779</b>

**FRDAP SKATEPARK/SPRAYPOOL (314)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	535	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	(10)	0	0	0
<b>TOTAL OPERATING</b>	<u>525</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	1,594	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<u>0</u>	<u>1,594</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUE</b>	<u>\$ 525</u>	<u>\$ 1,594</u>	<u>\$ 0</u>	<u>\$ 0</u>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	1,019	0	0	0
CAPITAL OUTLAY	1,700	0	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<u>2,719</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 2,719</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

## CDBG-ATM PROJECT (315)

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 0	\$ 0	\$ 0	\$ 0
INTERGOVT REVENUE	2,618	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	(27)	33	0	0
TOTAL OPERATING	<u>2,591</u>	<u>33</u>	<u>0</u>	<u>0</u>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUE</b>	<b>\$ 2,591</b>	<b>\$ 33</b>	<b>\$ 0</b>	<b>\$ 0</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	2,618	0	0	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	<u>2,618</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,618</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**RECREATION SURTAX FUND (316)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
TAXES	\$ 290,408	\$ 441,859	\$ 109,227	\$ 0
LICENSES & PERMITS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	146	803	180	0
<b>TOTAL OPERATING</b>	<u>146</u>	<u>442,662</u>	<u>109,407</u>	<u>0</u>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	435,789	562,212
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<u>0</u>	<u>0</u>	<u>435,789</u>	<u>562,212</u>
<b>TOTAL REVENUE</b>	<u>\$ 146</u>	<u>\$ 442,662</u>	<u>\$ 545,196</u>	<u>\$ 562,212</u>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	0	360,196	327,212
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<u>0</u>	<u>0</u>	<u>360,196</u>	<u>327,212</u>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	37,500	258,619	185,000	235,000
OTHER NON-OPERATING RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<u>37,500</u>	<u>258,619</u>	<u>185,000</u>	<u>235,000</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 37,500</u>	<u>\$ 258,619</u>	<u>\$ 545,196</u>	<u>\$ 562,212</u>

**WORLD SERIES PROJECTS FUND (317)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
LICENSES & PERMITS	0	0	0	0
INTERGOVT REVENUE	0	25,000	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	3,137	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>28,137</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	204,552	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>204,552</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>\$ 0</b>	<b>\$ 232,689</b>	<b>\$ 0</b>	<b>\$ 0</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	776	0	0
CAPITAL OUTLAY	0	231,913	0	0
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>232,689</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 232,689</b>	<b>\$ 0</b>	<b>\$ 0</b>

**PROJECT LEGACY FUND (318)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
TAXES	\$	\$	\$	\$
LICENSES & PERMITS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	90,055	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>90,055</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	36,590
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,590</b>
<b>TOTAL REVENUE</b>	<b>\$ 0</b>	<b>\$ 90,055</b>	<b>\$ 0</b>	<b>\$ 36,590</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	90,000	0	0
CAPITAL OUTLAY	0	0	0	36,590
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>0</b>	<b>90,000</b>	<b>0</b>	<b>36,590</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 90,000</b>	<b>\$ 0</b>	<b>\$ 36,590</b>

## HERITAGE OAKS IMPROVEMENTS FUND (319)

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
TAXES	\$	\$	\$	\$ 0
LICENSES & PERMITS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	914,000
TOTAL OPERATING	0	0	0	914,000
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
<b>TOTAL REVENUE</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 914,000</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	137,100
CAPITAL OUTLAY	0	0	0	776,900
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	0	0	0	914,000
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 914,000</b>

**INTERNAL SERVICE (700)**

REVENUE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING REVENUE:</b>				
LICENSES & PERMITS	\$ 385	\$ 495	\$ 0	\$ 0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	1,089,793	1,178,003	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	(1,868)	27,458	0	0
<b>TOTAL OPERATING</b>	<b>1,088,310</b>	<b>1,205,956</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUE:</b>				
TRANSFERS IN	0	5,523	1,154,797	1,262,878
USE OF FUND BALANCE	0	0	21,695	(101,272)
OTHER NON-REVENUES	0	0	0	0
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>5,523</b>	<b>1,176,492</b>	<b>1,161,606</b>
<b>TOTAL REVENUE</b>	<b>\$ 1,088,310</b>	<b>\$ 1,211,479</b>	<b>\$ 1,176,492</b>	<b>\$ 1,161,606</b>

EXPENDITURE	Actual FY 08/09	Actual FY 09/10	Approved FY 10/11	Approved FY 11/12
<b>OPERATING EXPENDITURES:</b>				
PERSONAL SERVICES	\$ 818,910	\$ 899,648	\$ 874,808	\$ 868,400
OPERATING EXPENSES	203,584	239,820	290,293	255,544
CAPITAL OUTLAY	0	0	11,391	107,700
DEBT SERVICE	0	0	0	0
<b>TOTAL OPERATING</b>	<b>1,022,494</b>	<b>1,139,468</b>	<b>1,176,492</b>	<b>1,231,644</b>
<b>NON-OPERATING:</b>				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING RESERVES	0	0	0	(107,700)
<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(70,038)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,022,494</b>	<b>\$ 1,139,468</b>	<b>\$ 1,176,492</b>	<b>\$ 1,161,606</b>



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# SECTION 4 DEPARTMENT SUMMARIES

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## DEPARTMENT SUMMARIES

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The Departmental Summaries in this section include mission statements and summary budgets, for each individual department and various other

organizations funded by the City of Alachua Commission.



# CITY COMMISSION

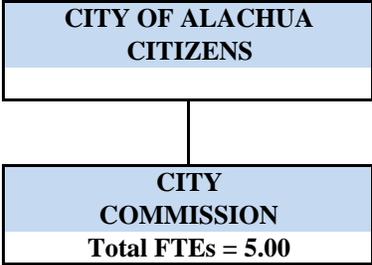
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**CITY COMMISSION**

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## CITY COMMISSION

**Mission of Department:**

The City Commission serves as the legislative and policy-making body for the City of Alachua. The Commission also approves the budget and sets millage rates necessary to fund the operations of all City offices, departments and programs.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>City Commission</u></b>				
Personal Services	103,221	103,709	102,735	105,741
Operating Expenditures	51,767	40,508	32,010	33,510
Capital Outlay	0	0	0	0
Grants & Aids	0		0	0
Totals	154,988	144,217	134,745	139,251
<b>Grand Total</b>	<b>154,988</b>	<b>144,217</b>	<b>134,745</b>	<b>139,251</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	154,988	144,217	134,745	139,251
<b>Grand Total</b>	<b>154,988</b>	<b>144,217</b>	<b>134,745</b>	<b>139,251</b>

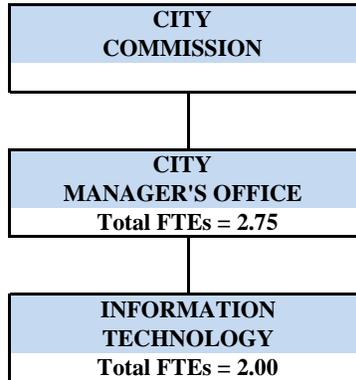


# CITY MANAGER

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## CITY MANAGER

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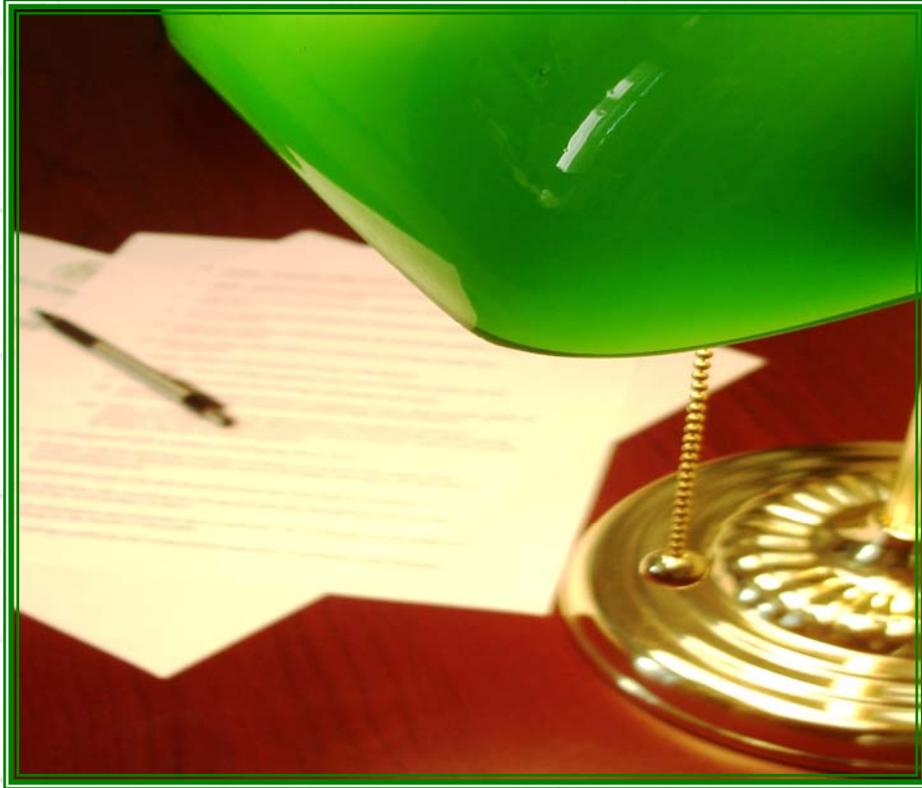
## CITY MANAGER

**Mission of Department:**

The City Manager is primarily responsible for the managing of general city government as well as implementing the directives and administering the policies established by the City Commission. The City Manager also serves as the chief liaison between the City Commission, the citizens and City staff.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>City Manager</u></b>				
Personal Services	518,199	263,995	245,490	235,648
Operating Expenditures	38,107	34,506	46,422	40,222
Capital Outlay	10,795	1,585	0	10,000
Grants and Aids	5,000	0	0	0
Non Operating Expenditures	0	0	0	0
Totals	572,101	300,086	291,912	285,870
<b><u>Information Technology</u></b>				
Personal Services	96,404	100,767	99,403	124,160
Operating Expenditures	75,743	45,904	47,610	47,610
Capital Outlay	4,016	0	0	12,712
Totals	176,163	146,671	147,013	184,482
<b>Grand Total</b>	<b>748,264</b>	<b>446,757</b>	<b>438,925</b>	<b>470,352</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	572,101	300,086	291,912	470,352
<b>Grand Total</b>	<b>748,264</b>	<b>446,757</b>	<b>438,925</b>	<b>470,352</b>

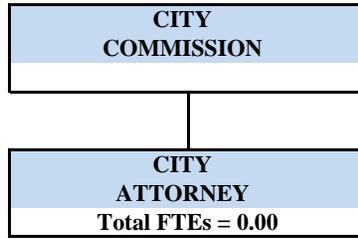


# CITY ATTORNEY

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## CITY ATTORNEY

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## CITY ATTORNEY

**Mission of Department:**

The City Attorney provides legal representation and advice to the City Commission, the City departments, and other City boards and agencies. Duties include responding to requests for advice and opinions; preparation and review of contracts, leases, agreements, ordinances, and resolutions; review of costs and fees of the City; review of bond forfeiture remissions; and providing other legal services as necessary.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>City Attorney</u></b>				
Personal Services	0	0	0	0
Operating Expenditures	421,217	177,633	231,983	231,983
Capital Outlay	0	0	0	0
Totals	421,217	177,633	231,983	231,983
<b>Grand Total</b>	<b>421,217</b>	<b>177,633</b>	<b>231,983</b>	<b>231,983</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	421,217	177,633	231,983	231,983
<b>Grand Total</b>	<b>421,217</b>	<b>177,633</b>	<b>231,983</b>	<b>231,983</b>



# DEPUTY CITY CLERK

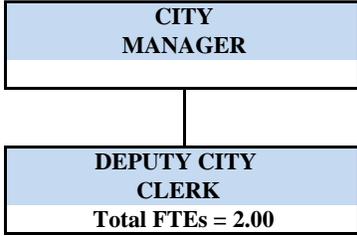
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**DEPUTY CITY CLERK**

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## DEPUTY CITY CLERK

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**Mission of Department:**

The Office of the Deputy City Clerk collects, manages and disseminates information produced and used by the City. The Office maintains and archives the official records of City business. It is charged with preparing and managing the agenda for City Commission meetings, and is responsible for running City elections in concert with the Supervisor of Elections.

<b>EXPENDITURES</b>	<b>FY 09 Actual</b>	<b>FY 10 Actual</b>	<b>FY 11 Approved</b>	<b>FY 12 Approved</b>
Personal Services	122,518	121,507	113,520	112,594
Operating Expenditures	28,697	40,458	41,984	33,764
Capital Outlay	0	0	0	3,702
Grants & Aids	0	0	0	0
Totals	151,215	161,965	155,504	150,060
<b>Grand Total</b>	<b>151,215</b>	<b>161,965</b>	<b>155,504</b>	<b>150,060</b>

<b>FUNDING SOURCES</b>	<b>FY 09 Actual</b>	<b>FY 10 Actual</b>	<b>FY 11 Approved</b>	<b>FY 12 Approved</b>
General Fund	151,215	161,965	155,504	150,060
<b>Grand Total</b>	<b>151,215</b>	<b>161,965</b>	<b>155,504</b>	<b>150,060</b>

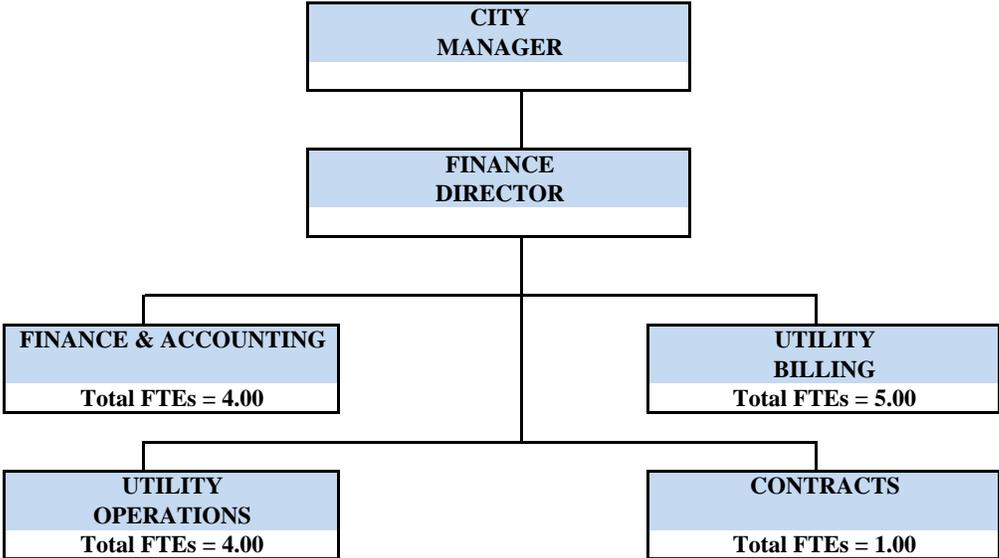


## FINANCE

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# FINANCE

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## FINANCE

**Mission of Department:**

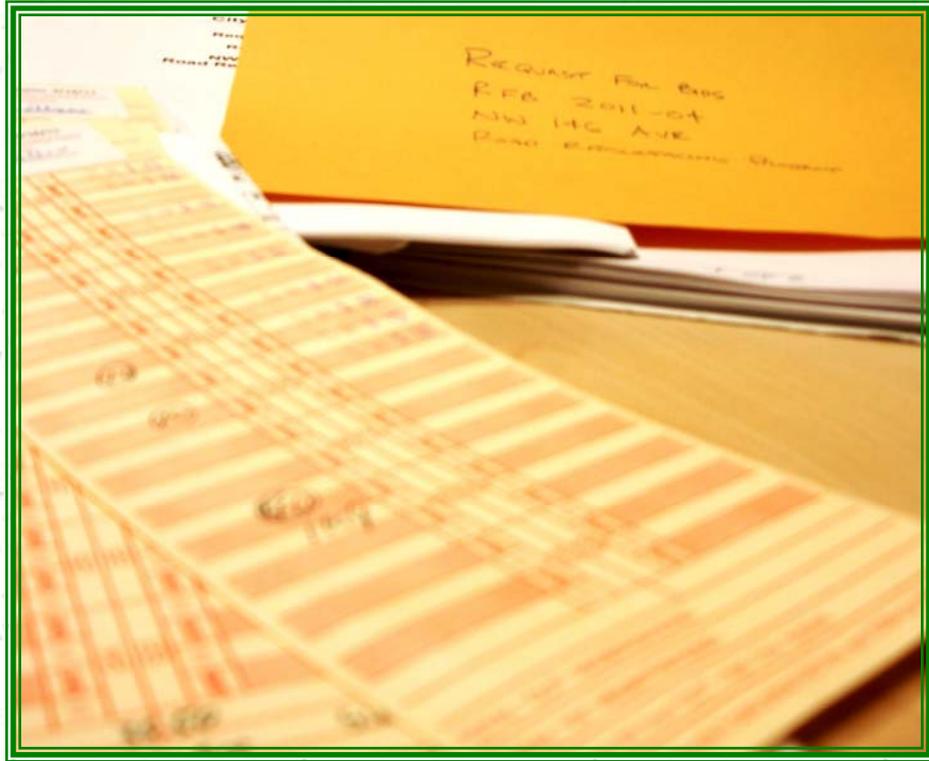
To safeguard the City's financial assets and ensure maximum utilization of revenues; provide financial information and projections to support the needs of the City Commission, City staff, and the citizens of Alachua. The Finance Department includes the Grants office to secure and administer grant agreements in order to achieve maximum utilization of available financial resources.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Finance and Accounting</u></b>				
Personal Services	318,236	295,900	322,113	297,722
Operating Expenditures	55,145	78,653	64,653	64,653
Capital Outlay	0	0	0	0
Non-Operating	0	0	0	0
Totals	373,381	374,553	386,766	362,375
<b><u>Grants</u></b>				
Personal Services	176,083	153,133	189,213	55,607
Operating Expenditures	19,756	12,739	9,175	9,175
Capital Outlay	1,230	0	0	0
Non-Operating	0	0	0	0
Totals	197,069	165,872	198,388	64,782
<b><u>Utility Billing</u></b>				
Personal Services	187,546	209,698	208,887	207,791
Operating Expenditures	102,817	141,067	138,328	128,328
Capital Outlay	0	0	0	0
Non-Operating	0	34,258	0	37,662
Totals	290,363	385,023	347,215	373,781
<b><u>Utility Operations</u></b>				
Personal Services	214,762	207,053	201,357	202,985
Operating Expenditures	46,415	42,399	22,932	27,685
Capital Outlay	0	0	4,000	15,000
Non-Operating	0	0	0	(15,000)
Totals	261,177	249,452	228,289	230,670
<b><u>DCA Hazard Mitigation</u></b>				
Operating Expenditures	5,033	4,688	0	0
Capital Outlay	6,300	390,509	0	0
Totals	11,333	395,197	0	0

## FINANCE

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>CP - ATM Project</u></b>				
Operating Expenditures	2,618	0	0	0
Capital Outlay	0	0	0	0
Totals	2,618	0	0	0
<b>Grand Total</b>	<b>1,135,941</b>	<b>1,570,097</b>	<b>1,160,658</b>	<b>1,031,608</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	570,450	540,425	585,154	427,157
Special Revenue	11,333	395,197	0	0
Capital Projects	2,618	0	0	0
Internal Service	551,540	634,475	575,504	604,451
<b>Grand Total</b>	<b>1,135,941</b>	<b>1,570,097</b>	<b>1,160,658</b>	<b>1,031,608</b>

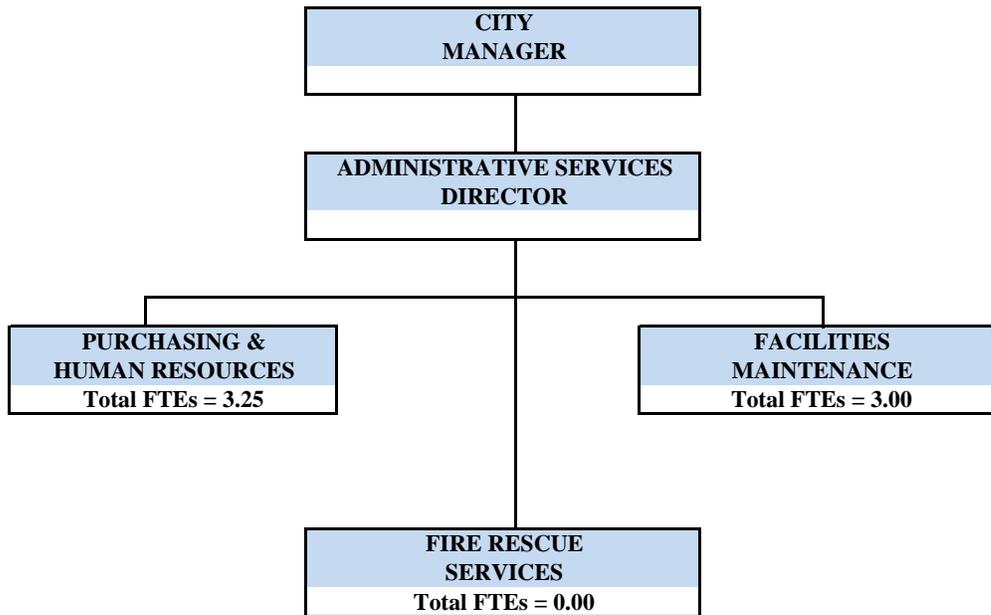


# ADMINISTRATIVE SERVICES

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## ADMINISTRATIVE SERVICES

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## ADMINISTRATIVE SERVICES

**Mission of Department:**

The Administrative Services Department provides support to City government in the areas of Purchasing, Human Resources, Facilities Maintenance, Fire Rescue, and Special Project administration.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Administration - Purchasing</u></b>				
Personal Services	98,460	98,352	99,465	191,169
Operating Expenditures	8,873	8,377	10,685	49,433
Capital Outlay	0	0	0	0
Non-Operating	0	0	0	0
Totals	107,333	106,729	110,150	240,602
<b><u>Human Resources</u></b>				
Personal Services	282,023	214,238	120,011	0
Operating Expenditures	40,012	30,923	38,748	0
Capital Outlay	0	0	10,304	0
Non-Operating	0	0	0	0
Totals	322,035	245,161	169,063	0
<b><u>Warehouse Operations</u></b>				
Personal Services	56,754	(1,253)	0	0
Operating Expenditures	10,000	0	0	0
Capital Outlay	0	0	0	0
Non-Operating	0	0	0	0
Totals	66,754	(1,253)	0	0
<b><u>Facilities Maintenance</u></b>				
Personal Services	119,878	110,429	116,101	122,350
Operating Expenditures	104,644	104,695	127,844	127,844
Capital Outlay	0	0	0	0
Non-Operating	0	0	0	0
Totals	224,522	215,124	243,945	250,194
<b><u>Fire Rescue Services</u></b>				
Personal Services	0	0	0	0
Operating Expenditures	547,576	582,477	488,115	645,611
Capital Outlay	0	3,787	0	0
Non-Operating	0	0	0	0
Totals	547,576	586,264	488,115	645,611
<b>Grand Total</b>	<b>1,268,220</b>	<b>1,152,025</b>	<b>1,011,273</b>	<b>1,136,407</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	1,268,220	1,152,025	1,011,273	1,136,407
<b>Grand Total</b>	<b>1,268,220</b>	<b>1,152,025</b>	<b>1,011,273</b>	<b>1,136,407</b>

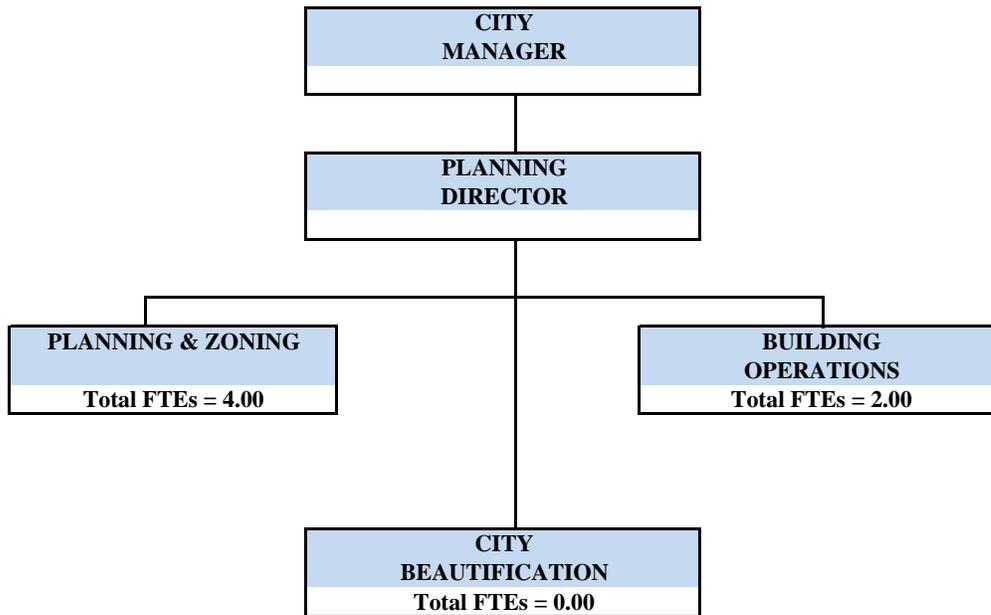


# PLANNING & COMMUNITY DEVELOPMENT

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## PLANNING & COMMUNITY DEVELOPMENT

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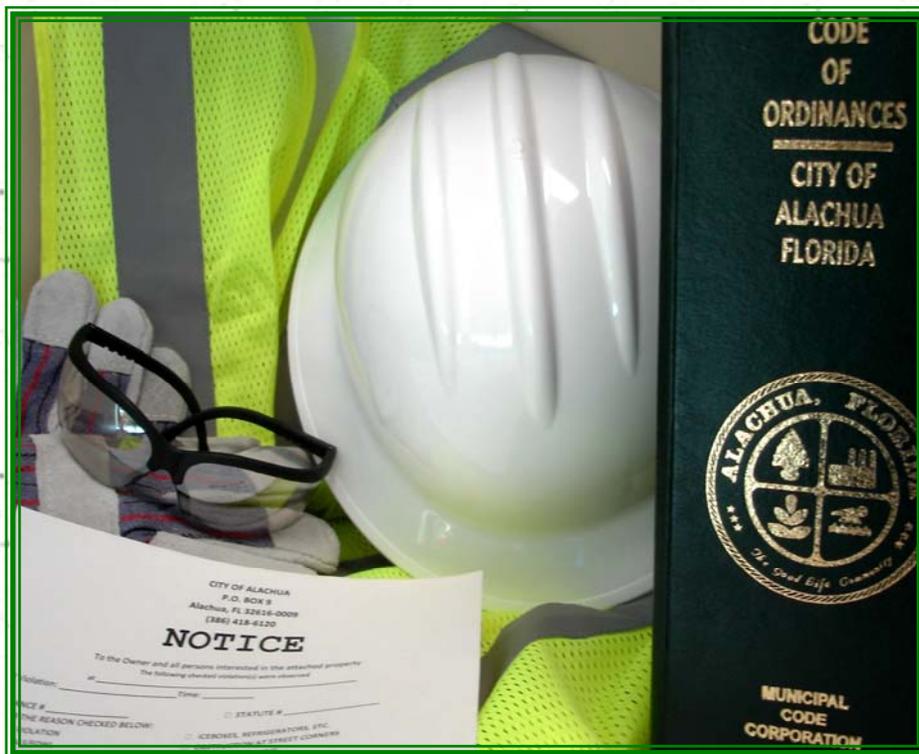
## PLANNING AND COMMUNITY DEVELOPMENT

**Mission of Department:**

To provide a sense of place, pride in the community, and economic prosperity to the citizens of Alachua through an enhanced planning and regulatory effort that achieve a balance between a high-quality built environment and a high-quality natural environment.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Planning and Zoning</u></b>				
Personal Services	253,722	262,691	267,418	264,869
Operating Expenditures	93,474	80,497	251,795	164,655
Capital Outlay	0	0	0	0
Grants & Aids	0	0	0	0
Totals	347,196	343,188	519,213	429,524
<b><u>Building</u></b>				
Personal Services	109,641	107,110	132,104	136,639
Operating Expenditures	19,813	16,767	25,138	23,889
Capital Outlay	17,361	0	0	0
Non operating	0	0	0	0
Totals	146,815	123,877	157,242	160,528
<b><u>City Beautification Board</u></b>				
Operating Expenditures	12,375	21,170	16,000	16,000
Totals	12,375	21,170	16,000	16,000
<b><u>Beautification Board Donations</u></b>				
Operating Expenditures	0	0	2,311	2,380
Totals	0	0	2,311	2,380
<b><u>Tree Bank</u></b>				
Operating Expenditures	0	0	4,955	5,092
Capital Outlay	0	0	0	0
Totals	0	0	4,955	5,092
<b>Grand Total</b>	<b>506,386</b>	<b>488,235</b>	<b>699,721</b>	<b>613,524</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	359,571	364,358	535,213	445,524
Special Revenue	146,815	123,877	164,508	168,000
<b>Grand Total</b>	<b>506,386</b>	<b>488,235</b>	<b>699,721</b>	<b>613,524</b>

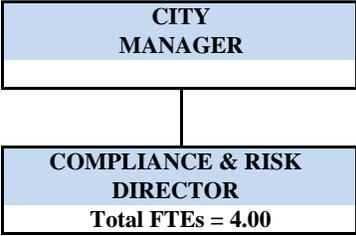


# COMPLIANCE AND RISK MANAGEMENT

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# COMPLIANCE & RISK MANAGEMENT

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## COMPLIANCE AND RISK MANAGEMENT

**Mission of Department:**

The Office of Compliance is charged with the responsibility of enforcing the City of Alachua Code of Ordinances. The Office also administers the Local Business Tax and enforces its provisions. The primary responsibility of the Office of Risk Management is to protect the public and employees from personal injury or damage to property from

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Compliance &amp; Risk Management</u></b>				
Personal Services	89,945	92,508	197,074	239,142
Operating Expenditures	21,427	7,503	26,023	26,023
Capital Outlay	0	0	0	0
Totals	111,372	100,011	223,097	265,165
<b>Grand Total</b>	<b>111,372</b>	<b>100,011</b>	<b>223,097</b>	<b>265,165</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	111,372	100,011	223,097	265,165
<b>Grand Total</b>	<b>111,372</b>	<b>100,011</b>	<b>223,097</b>	<b>265,165</b>



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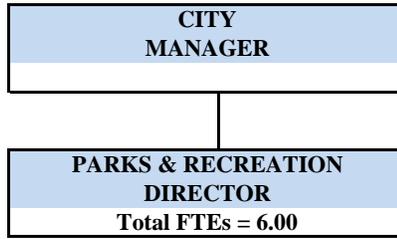


# RECREATION AND PARKS

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## RECREATION AND PARKS

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## RECREATION AND PARKS

**Mission of Department:**

To give all children and adults an opportunity to enjoy sports and leisure activities and family outings in a safe environment. Let no race, age, religion, gender or disadvantaged person be discriminated against in their recreation of choice. We encourage volunteers to have a major voice in our community.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Recreation and Parks</u></b>				
Personal Services	364,511	363,162	356,929	299,908
Operating Expenditures	251,724	276,958	267,234	322,494
Capital Outlay	10,575	36,227	10,374	49,000
Non-Operating	0	139,904	0	0
Totals	626,810	816,251	634,537	671,402
<b><u>Recreation Donations</u></b>				
Operating Expenditures	20,199	39,580	3,563	4,600
Capital Outlay	0	0	12,850	11,183
Totals	20,199	39,580	16,413	15,783
<b><u>Project Legacy</u></b>				
Operating Expenditures	0	90,000	0	0
Capital Outlay	0	0	0	36,590
Totals	0	90,000	0	36,590
<b><u>San Felasco Conservation Corridor</u></b>				
Operating Expenditures	0	2,743	25,803	24,779
Capital Outlay	9,880	289,993	185,000	235,000
Totals	9,880	292,736	210,803	259,779
<b><u>FRDAP 07-Spraypark/Skatepark</u></b>				
Operating Expenditures	1,019	0	0	0
Capital Outlay	1,700	0	0	0
Totals	2,719	0	0	0
<b><u>Recreation Surtax</u></b>				
Capital Outlay	0	0	360,196	327,212
Non-Operating	37,500	258,619	185,000	235,000
Totals	37,500	258,619	545,196	562,212
<b><u>Community Center Donations</u></b>				
Operating Expenditures	598	1,454	4,946	0
Capital Outlay	0	0	0	7,355
Totals	598	1,454	4,946	7,355

## RECREATION AND PARKS

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b>World Series</b>				
Capital Outlay	0	776	0	0
Non-Operating	0	231,913	0	0
Totals	0	232,689	0	0
<b>Grand Total</b>	<b>697,706</b>	<b>1,731,329</b>	<b>1,411,895</b>	<b>1,553,121</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	626,810	816,251	634,537	671,402
Special Revenue	20,797	41,034	21,359	23,138
Capital Project	50,099	874,044	755,999	858,581
<b>Grand Total</b>	<b>697,706</b>	<b>1,731,329</b>	<b>1,411,895</b>	<b>1,553,121</b>

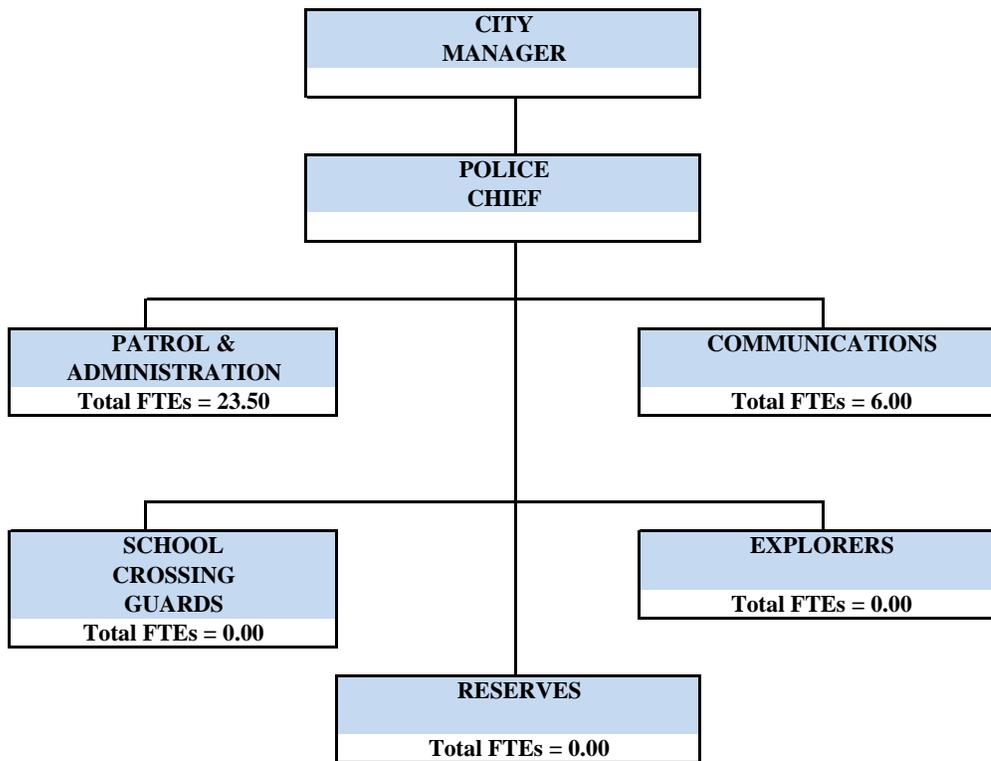


# POLICE DEPARTMENT

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# POLICE DEPARTMENT

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## POLICE DEPARTMENT

**Mission of Department:**

We, the Alachua Police Department exist to provide quality service to all people within our jurisdiction with respect, fairness, and compassion. We are committed to the enhancement of the quality of life by providing a safe and secure environment; the enforcement of laws and ordinances; the prevention and detection of crime, and the apprehension

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Patrol &amp; Administration</u></b>				
Personal Services	1,534,419	1,498,508	1,665,896	1,636,359
Operating Expenditures	253,074	268,005	312,111	351,871
Capital Outlay	34,975	129,227	30,000	77,000
Non-Operating	0	0	0	0
Totals	1,822,468	1,895,740	2,008,007	2,065,230
<b><u>Communications</u></b>				
Personal Services	204,613	320,100	259,698	255,057
Operating Expenditures	0	4,536	7,935	13,834
Capital Outlay	0	0	0	0
Non-Operating	0	0	0	0
Totals	204,613	324,636	267,633	268,891
<b><u>School Crossing Guard</u></b>				
Personal Services	18,632	23,158	33,152	0
Personal Services	0	422	400	27,789
Operating Expenditures	0	0	0	0
Capital Outlay	0	422	400	0
Non-Operating	18,632	24,002	33,952	27,789
<b><u>LLEB 2009 Grant</u></b>				
Operating Expenditures	1,381	0	0	0
Capital Outlay	0	0	0	0
Totals	1,381	0	0	0
<b><u>Explorer Program - GF</u></b>				
Operating Expenditures	3,078	0	0	2,000
Totals	3,078	0	0	2,000
<b><u>Explorer Post 537</u></b>				
Personal Services	0	0	0	0
Operating Expenditures	720	1,789	3,832	2,134
Capital Outlay	0	0	0	0
Totals	720	1,789	3,832	2,134

**POLICE DEPARTMENT**

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Edward Byrne Grant</u></b>				
Personal Services	0	0	0	0
Operating Expenditures	0	4,782	0	0
Capital Outlay	0	120,218	0	0
Totals	0	125,000	0	0
<b><u>APD Donations</u></b>				
Operating Expenditures	0	25,590	42,639	5,242
Capital Outlay	0	34,798	0	0
Totals	0	60,388	42,639	5,242
<b><u>Recovery Act Edward Byrne Grant</u></b>				
Operating Expenditures	0	0	0	0
Capital Outlay	0	28,747	0	0
Totals	0	28,747	0	0
<b><u>Reserve Program</u></b>				
Operating Expenditures	0	0	10,000	8,000
Capital Outlay	0	0	0	0
Totals	0	0	10,000	8,000
<b><u>Additional Court Costs</u></b>				
Operating Expenditures	153	9,487	10,673	10,673
Capital Outlay	0	0	0	0
Totals	153	9,487	10,673	10,673
<b>Grand Total</b>	<b>2,051,045</b>	<b>2,469,789</b>	<b>2,376,736</b>	<b>2,389,959</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	2,048,791	2,244,378	2,319,592	2,371,910
Special Revenue	2,254	225,411	57,144	18,049
<b>Grand Total</b>	<b>2,051,045</b>	<b>2,469,789</b>	<b>2,376,736</b>	<b>2,389,959</b>

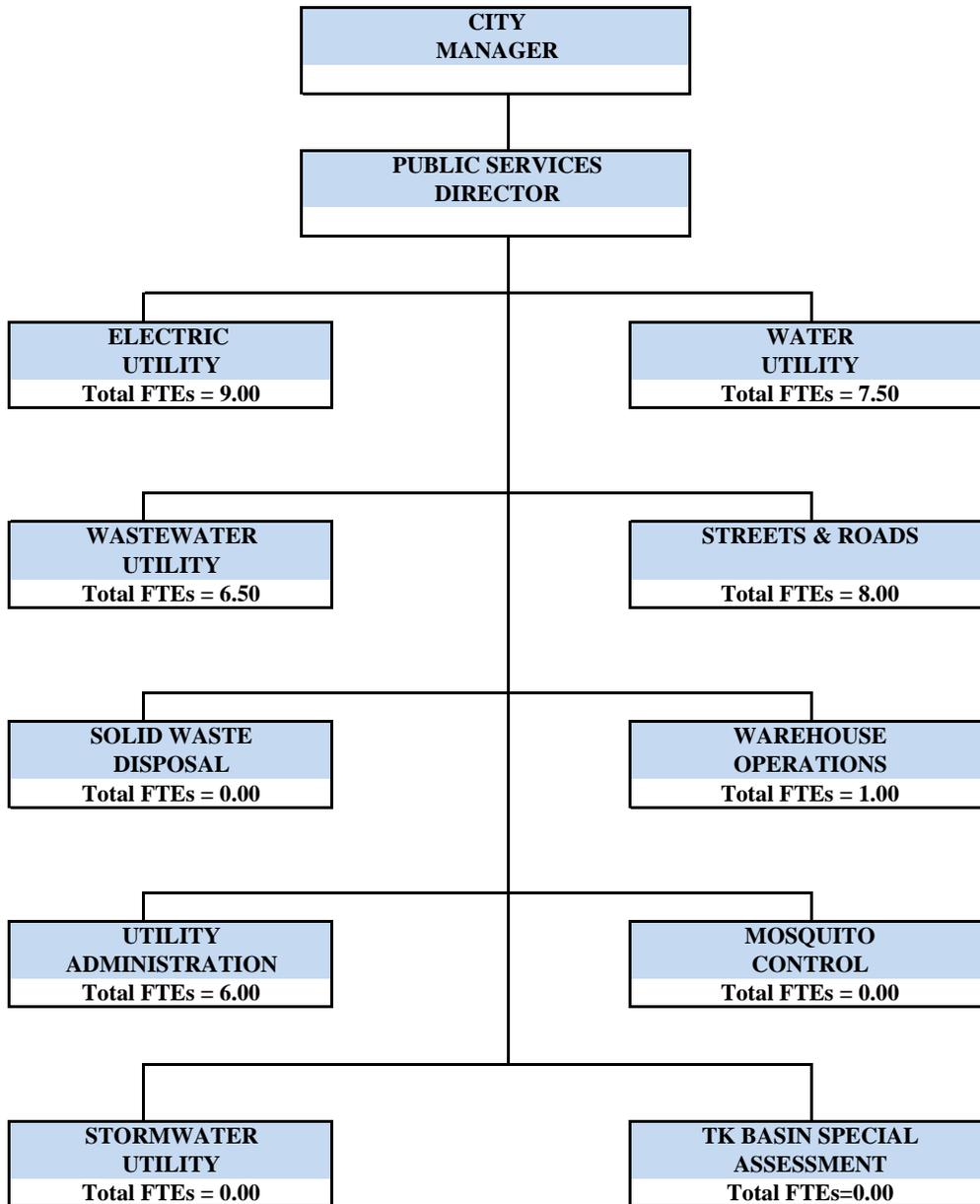


# PUBLIC SERVICES

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# PUBLIC SERVICES

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## PUBLIC SERVICES

**Mission of Department:**

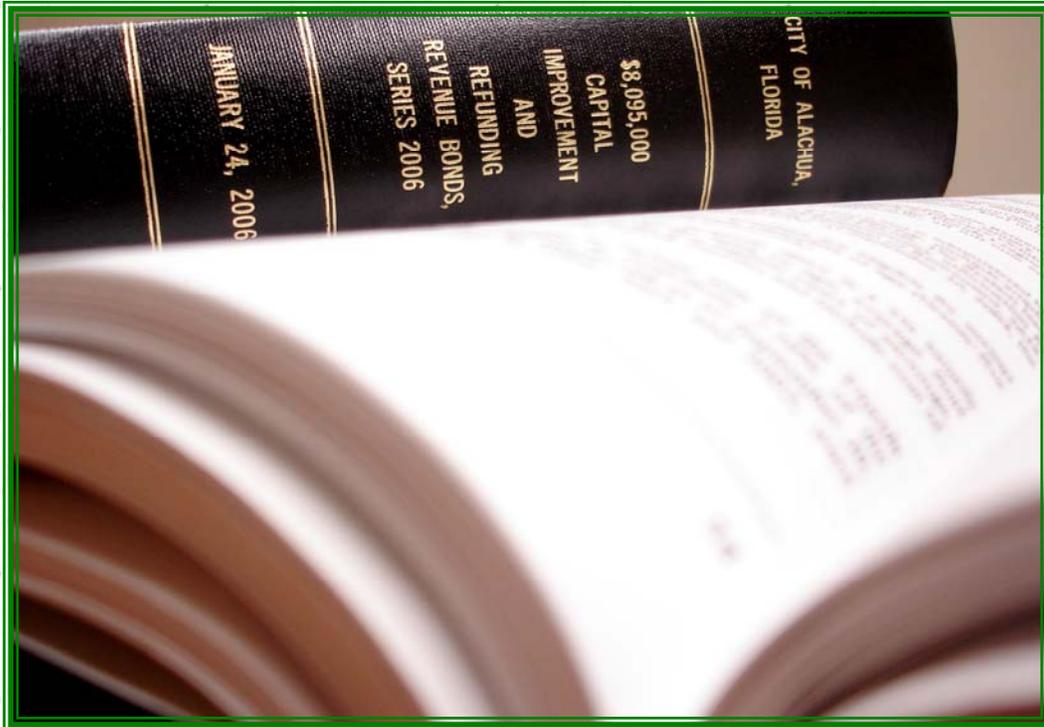
We provide stewardship of assigned city-owned infrastructure and equipment, and work with the community to support growth that balances environmental, social and community development needs.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Electric Utility</u></b>				
Personal Services	668,672	656,351	667,977	684,037
Operating Expenditures	1,282,798	1,266,544	424,885	510,623
Capital Outlay	0	0	541,988	1,233,423
Purchased Power Costs	9,603,010	9,679,392	10,334,653	10,334,653
Debt Service	232,121	222,445	777,553	678,216
Non-Operating	2,035,012	1,390,869	2,283,516	1,187,710
Totals	13,821,613	13,215,601	15,030,572	14,628,662
<b><u>Water Utility</u></b>				
Personal Services	327,989	337,168	394,625	417,862
Operating Expenditures	821,424	815,218	379,633	461,710
Capital Outlay	0	0	153,900	163,490
Debt Service	78,712	71,973	236,833	180,766
Non-Operating	1,018	20,713	307,151	179,207
Totals	1,229,143	1,245,072	1,472,142	1,403,035
<b><u>Waste Water Utility</u></b>				
Personal Services	469,453	462,326	447,161	443,635
Operating Expenditures	1,141,282	1,093,249	597,114	748,856
Capital Outlay	0	0	200,000	204,703
Debt Service	98,909	92,809	333,144	835,096
Non-Operating	73,327	4,702,557	397,826	220,533
Totals	1,782,971	6,350,941	1,975,245	2,452,823
<b><u>Public Works</u></b>				
Personal Services	289,897	302,178	314,663	320,487
Operating Expenditures	174,307	186,753	202,245	204,876
Capital Outlay	17,811	3,647	152,000	364,556
Debt Service	0	0	0	0
Non-Operating	0	0	0	0
Totals	482,015	492,578	668,908	889,919
<b><u>Solid Waste Disposal</u></b>				
Operating Expenditures	643,018	751,168	777,474	777,285
Non-Operating	0	0	0	0
Totals	643,018	751,168	777,474	777,285
<b><u>Utility Administration</u></b>				
Personal Services	416,602	431,639	411,581	405,538
Operating Expenditures	54,352	75,998	113,533	82,603
Capital Outlay	0	0	7,391	91,500
Non-Operating	0	0	0	(91,500)
Totals	470,954	507,637	532,505	488,141

**PUBLIC SERVICES**

<b>EXPENDITURES</b>	<b>FY 09 Actual</b>	<b>FY 10 Actual</b>	<b>FY 11 Approved</b>	<b>FY 12 Approved</b>
<b><u>Mosquito Control</u></b>				
Personal Services	3,930	1,763	6,111	6,111
Operating Expenditures	40,770	44,894	26,639	27,439
Capital Outlay	0	0	0	6,500
Non-Operating	289	293	25,309	21,344
Totals	44,989	46,950	58,059	61,394
<b><u>Warehouse Operations</u></b>				
Personal Services	0	64,277	52,983	52,086
Operating Expenditures	0	8,596	15,500	16,928
Capital Outlay	0	0	0	1,200
Non-Operating	0	0	0	(1,200)
Totals	0	72,873	68,483	69,014
<b><u>CATS</u></b>				
Operating Expenditures	13,453	35,450	0	0
Capital Outlay	0	0	0	0
Totals	13,453	35,450	0	0
<b><u>TK Basin Special Assessment</u></b>				
Operating Expenditures	0	0	11,000	17,824
Capital Outlay	0	0	0	0
Totals	0	0	11,000	17,824
<b><u>CP - Heritage Oaks</u></b>				
Operating Expenditures	0	0	0	137,100
Capital Outlay	0	0	0	776,900
Totals	0	0	0	914,000
<b><u>CP - WWTF Expansion</u></b>				
Operating Expenditures	0	0	0	0
Capital Outlay	0	0	6,329,565	175,158
Totals	0	0	6,329,565	175,158
<b>Grand Total</b>	<b>18,488,156</b>	<b>22,718,270</b>	<b>26,923,953</b>	<b>21,877,255</b>

<b>FUNDING SOURCES</b>	<b>FY 09 Actual</b>	<b>FY 10 Actual</b>	<b>FY 11 Approved</b>	<b>FY 12 Approved</b>
General Fund	1,125,033	1,243,746	1,446,382	1,667,204
Special Revenue	13,453	35,450	11,000	17,824
Enterprise	16,878,716	20,858,564	18,536,018	18,545,914
Internal Service	470,954	580,510	600,988	557,155
Capital Projects	0	0	6,329,565	1,089,158
Trust & Agency	0	0	0	0
<b>Grand Total</b>	<b>18,488,156</b>	<b>22,718,270</b>	<b>26,923,953</b>	<b>21,877,255</b>



# DEBT SERVICE

## DEBT SERVICE

**Mission of Department:**

This budget accounts for expenditures which are non-departmental in nature; it includes the City's outstanding General Long Term debt-service. This budget is administered by the Finance Department.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Debt Service-Long Term</u></b>				
Debt Service	637,653	634,050	630,088	630,788
Non-Operating	0	0	0	0
Totals	637,653	634,050	630,088	630,788
<b>Grand Total</b>	<b>637,653</b>	<b>634,050</b>	<b>630,088</b>	<b>630,788</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
Debt Service	637,653	634,050	630,088	630,788
<b>Grand Total</b>	<b>637,653</b>	<b>634,050</b>	<b>630,088</b>	<b>630,788</b>

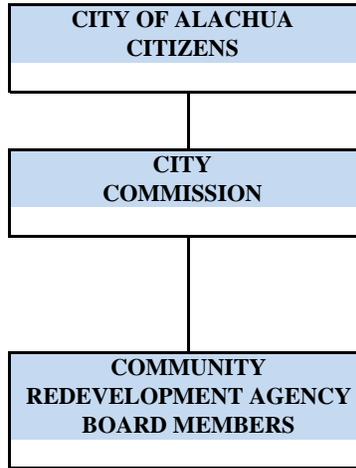


# COMMUNITY REDEVELOPMENT AGENCY

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# COMMUNITY REDEVELOPMENT AGENCY

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## COMMUNITY REDEVELOPMENT AGENCY

**Mission of Department:**

The Community Redevelopment Agency is a public body created by the City Commission following Florida Statutes guidelines. The CRA creates a redevelopment plan that will identify specifically any publicly funded capital projects to be undertaken within the community redevelopment area. It is funded through tax increment financing from the City of Alachua and the Alachua County Board of County Commissioners. Budget oversight rests with the Planning and Community Development Department.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Downtown CRA</u></b>				
Personal Services	32,333	39,864	40,368	20,941
Operating Expenditures	108,408	122,568	202,170	190,747
Capital Outlay	135,201	175,482	1,443,290	1,595,357
Debt Service	42,084	42,084	28,599	0
Non Operating Expenditures	3,323	7,850	50,000	0
Totals	321,349	387,848	1,764,427	1,807,045
<b>Grand Total</b>	<b>321,349</b>	<b>387,848</b>	<b>1,764,427</b>	<b>1,807,045</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
Special Revenue	321,349	387,848	1,764,427	1,807,045
<b>Grand Total</b>	<b>321,349</b>	<b>387,848</b>	<b>1,764,427</b>	<b>1,807,045</b>



# SPECIAL EXPENSE

## SPECIAL EXPENSE

**Mission of Department:**

The Special Expense budget accounts for expenditures which are non-departmental in nature. Examples include Citywide unemployment compensation expenses, July 4th expenses, City CRA contribution, grants and aid to private organizations, reserves, and transfers out for debt service. This budget is administered by the Finance Department.

EXPENDITURES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
<b><u>Special Expense-General Gov't</u></b>				
Personal Services	5,609	10,972	5,000	5,000
Operating Expenditures	77,276	75,626	43,164	78,164
Capital Outlay	0	0	0	0
Debt Service	0	0	208,547	0
Grants and Aids	0	0	0	0
Non-Operating Expenditures	817,752	885,081	962,793	1,083,433
Totals	900,637	971,679	1,219,504	1,166,597
<b><u>Special Expense-Contribution to Fund Balance</u></b>				
Personal Services	0	0	0	0
Operating Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
Grants and Aids	0	0	0	0
Non-Operating Expenditures	0	0	200,000	200,000
Totals	0	0	200,000	200,000
<b>Grand Total</b>	<b>900,637</b>	<b>971,679</b>	<b>1,419,504</b>	<b>1,366,597</b>

FUNDING SOURCES	FY 09 Actual	FY 10 Actual	FY 11 Approved	FY 12 Approved
General Fund	900,637	971,679	1,419,504	1,366,597
Special Revenue	0	0	0	0
<b>Grand Total</b>	<b>900,637</b>	<b>971,679</b>	<b>1,419,504</b>	<b>1,366,597</b>



# SECTION 5 CAPITAL IMPROVEMENT PROGRAM

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## CAPITAL IMPROVEMENT PROGRAM OVERVIEW

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This Capital Improvement Program (CIP) provides for the acquisition, reconstruction, initial fixtures and equipment of facilities and any related costs for land acquisitions, land improvements, design, and engineering. Examples of capital projects include: construction of new facilities, expansion of existing facilities,

rehabilitation of roads, construction of sidewalks, and beautification of parks. The summary is organized by activity and by type of project. Within each subsection there is a summary of funding sources and additional cost associated with the project

FY 2012 - 2016 APPROVED CAPITAL IMPROVEMENT PROGRAM

**CITY FACILITIES**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
Public Services Operations Center & Warehouse	75,000	525,000	Loan/Utility Revenue/General Fund	525,000	0	0	1,125,000
Fiber Optic Loop	0	0	Utility Revenue	50,000	50,000	50,000	150,000
Radio Communications System (Yr 1:25 radios, Yr 2: 15 radios)	0	0	Grant Utility Revenue	0	0	0	0
Automatic Meter Reading System Implementation Project-Evaluation	0	0	Utility Revenue	0	0	0	0
Automatic Meter Reading System Implementation Project	0	100,000	Utility Revenue	100,000	100,000	100,000	400,000
Commission Chambers Media Streaming Project	0	45,000	General Fund	0	0	0	45,000
<b>SUBTOTAL</b>	<b>75,000</b>	<b>670,000</b>		<b>675,000</b>	<b>150,000</b>	<b>150,000</b>	<b>1,720,000</b>

**COMMUNITY DEVELOPMENT**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
Affordable Housing for Seniors and Families in the City of Alachua	0	0	Grants/Developers/Land/Infrastructure/contributions	0	500,000	500,000	1,000,000
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>500,000</b>	<b>500,000</b>	<b>1,000,000</b>

**PUBLIC SAFETY**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
New Fire Station	0	0	Grants	1,000,000	0	0	1,000,000
Renovation of Station 21 Living Quarters	0	0	General Fund	133,290	0	0	133,290
New patrol vehicles for APD (2 per year beginning 2011)	60,000	60,000	General Fund	60,000	60,000	60,000	300,000
<b>SUBTOTAL</b>	<b>60,000</b>	<b>60,000</b>		<b>1,193,290</b>	<b>60,000</b>	<b>60,000</b>	<b>1,433,290</b>

**ELECTRIC**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
<b><u>SUBSTATION IMPROVEMENT PROJECTS</u></b>							
New Electric Substation-Expansion of existing	0	600,000	Electric Utility Revenue/Loan	200,000	0	0	800,000
Electric substation transformer-20 MVA	600,000	300,000	Electric Utility Revenue/Loan	0	0	0	900,000
New Circuit Breaker 1134 & Associated Controls	15,000	0	Electric Utility Revenue	0	0	0	15,000
New High Voltage Circuit Switches (1110 & 1111)	125,000	0	Electric Utility Revenue	0	0	0	125,000
New Low Voltage Circuit Switches (1192 & 1193)	30,000	0	Electric Utility Revenue	0	0	0	30,000
New Low Side Tie Breaker Switch (1136)	15,000	0	Electric Utility Revenue	0	0	0	15,000
New High Voltage Tie Breaker (1104)	60,000	0	Electric Utility Revenue	0	0	0	60,000
Substation Security System	0	0	Electric Utility Revenue	0	0	0	0
<b><u>SUBSTATION REMOVAL &amp; REPLACEMENT PROJECTS</u></b>							
Replace Under-frequency Relays	20,000	0	Electric Utility Revenue	0	0	0	20,000
Replace Substation Backup Battery System	22,500	0	Electric Utility Revenue	0	0	0	22,500
<b><u>OVERHEAD DISTRIBUTION IMPROVEMENT PROJECTS</u></b>							
336 Feeder/Lighting to I-75	0	0	Electric Utility Revenue	0	0	0	0
Circuit 1134 Feeder-Substation No.1 to CR 241 (13,250lf @ \$15/ft)	0	0	Electric Utility Revenue	198,750	0	0	198,750
Alachua Highlands backfeed (2600lf)	0	0	Electric Utility Revenue	0	0	82,000	82,000
Burnetts Lake OH Feeder	0	0	Electric Utility Revenue	0	0	80,000	80,000
US 441/CR 2054 Tie-Circuit-795 AAAC (2150ft-OH phase @ 12/ft)	0	0	Electric Utility Revenue	0	25,800	0	25,800
Feeder Regulator/Capacitor Enhancements	40,000	40,000	Electric Utility Revenue	40,000	40,000	40,000	200,000
<b><u>UNDERGROUND DISTRIBUTION IMPROVEMENT PROJECTS</u></b>							
Switchgear installation/radial feed elimination	36,000	36,000	Electric Utility Revenue	36,000	36,000	36,000	180,000
Progress Corp Park UG Feeder Enhancements	0	25,000	Electric Utility Revenue	25,000	0	0	50,000
US 441/CR 2054 Tie-Circuit-1000 MCM (4000ft-UG phase @ 50/ft)	0	0	Electric Utility Revenue	0	0	200,000	200,000
<b><u>OVERHEAD DISTRIBUTION REMOVAL &amp; REPLACEMENT PROJECTS</u></b>							
US 441 Corridor Electric Feeder R & R	0	0	Electric Utility Revenue	50,000	50,000	50,000	150,000
Major Circuit R & R (3.5% annually)	10,000	10,000	Electric Utility Revenue	10,000	10,000	10,000	50,000
Minor Circuit R & R (3.5% annually)	10,000	10,000	Electric Utility Revenue	10,000	10,000	10,000	50,000
SR 235 Corridor Electric Feeder R & R	0	0	Electric Utility Revenue	0	75,000	75,000	150,000
Wood Pole Replacement on US 441 Corridor	20,000	20,000	Electric Utility Revenue	20,000	20,000	20,000	100,000
Circuit 1132 Rebuild-Substation to US441 @ Food Lion (25000ft @ \$8/ft)	0	0	Electric Utility Revenue	0	200,000	0	200,000
Circuit 1133 Rebuild-Substation to US441 @ Food Lion (242500ft @ \$8/ft)	0	0	Electric Utility Revenue	0	0	194,000	194,000
<b><u>UNDERGROUND DISTRIBUTION REMOVAL &amp; REPLACEMENT PROJECTS</u></b>							
Turkey Creek	45,000	37,500	Electric Utility Revenue	37,500	37,500	37,500	195,000
Other UG subdivisions (Woodland Oaks, Bahia Country, etc.)	37,500	37,500	Electric Utility Revenue	37,500	37,500	37,500	187,500
<b><u>STREET LIGHT INSTALLATION PROJECTS</u></b>							
Neighborhood street lighting	8,000	8,000	Electric Utility Revenue	8,000	8,000	8,000	40,000
Lighting: SR 235 from US 441 south to CR 241 (BP)	0	0	Electric Utility Revenue/FDOT	75,000	0	0	75,000
Lighting: US 441 from SR 235 east to Hunter Marine	0	0	Electric Utility Revenue/FDOT	0	75,000	0	75,000
Lighting: US 441 from Hunter Marine east to Progress Corporate Park	0	0	Electric Utility Revenue/FDOT	0	0	75,000	75,000
Lighting: US 441 from SR 235 west to I-75	0	75,000	Electric Utility Revenue/FDOT	0	0	0	75,000
Lighting: Progress Corporate Park	22,000	22,000	Electric Utility Revenue/FDOT	22,000	22,000	0	88,000
<b><u>MISCELLANEOUS PROJECTS</u></b>							
System Fusing upgrade	5,000	5,000	Electric Utility Revenue	5,000	5,000	5,000	25,000
System transformer upgrade	25,000	10,000	Electric Utility Revenue	10,000	10,000	10,000	65,000
Electric meter change out program (250 annually)	8,000	8,000	Electric Utility Revenue	8,000	8,000	8,000	40,000
Outage Management software w/IVR system	0	55,000	Electric Utility Revenue	27,500	0	0	82,500
Ground Storage Lay Down Yard Improvements	15,000	15,000	Electric Utility Revenue	15,000			45,000
<b>SUBTOTAL</b>	<b>1,169,000</b>	<b>1,314,000</b>		<b>835,250</b>	<b>669,800</b>	<b>978,000</b>	<b>4,966,050</b>

**WATER**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
<b><u>WTF IMPROVEMENT PROJECTS</u></b>							
Ground Storage Tank Well Construction	0	225,000	Water Utility Revenue	150,000	300,000	0	675,000
Western wellfield/water plant development	0	0	Water Utility Revenue/grant/development consortium	75,000	1,250,000	1,250,000	2,575,000
Facility security improvements (WTP, GST, elevated tanks)	10,000	5,000	Water Utility Revenue	5,000	5,000	0	25,000
Well water level monitoring system	5,000	0	Water Utility Revenue	0	0	0	5,000
GST Fire Suppression System Control R & R	0	0	Water Utility Revenue	0	0	0	0
WTP office expansion (office space, bathrooms, generator enclosure)	0	100,000	Water Utility Revenue	100,000	0	0	200,000
<b><u>WTF REMOVAL &amp; REPLACEMENT PROJECTS</u></b>							
GST Pump R&R (VFDs/Pumps)	0	0	Water Utility Revenue	60,000	0	0	60,000
Ground storage tank equipment storage facility	0	12,000	Water Utility Revenue	0	0	0	12,000
Turkey Creek WTP Restoration	45,000	50,000	Water Utility Revenue	0	0	0	95,000
<b><u>WATER DISTRIBUTION SYSTEM IMPROVEMENT PROJECTS</u></b>							
16" US 441 Corridor transmission main (1,500 lf annually)	0	0	Water Utility Revenue/grant/development consortium	97,500	97,500	97,500	292,500
Oaks at Hague water system	0	0	Assessment/grant	0	0	500,000	500,000
McGinley Industrial center water system @ Hague	0	0	Assessment/grant	0	0	0	0
12" CR 2054 (from I-75 to CR 235A) Water Main (2,500 lf annually)	0	125,000	Development Consortium/Water	125,000	0	0	250,000
Staghorn Water system	0	0	Assessment/grant	0	0	150,000	150,000
<b><u>WATER DISTRIBUTION SYSTEM REMOVAL &amp; REPLACEMENT PROJECTS</u></b>							
Downtown water main upgrade (increase diameter, loop system)	12,500	15,000	Water Utility Revenue	15,000	15,000	15,000	72,500
Fire Hydrant R & R	8,000	8,250	Water Utility Revenue	8,500	8,750	9,000	42,500
<b><u>MISCELLANEOUS PROJECTS</u></b>							
SCADA system improvements	10,000	10,000	Water Utility Revenue	0	0	0	20,000
Pressure monitoring stations	5,000	15,000	Water Utility Revenue	4,000	4,000	0	28,000
Water meter changeout program (250 meters annually)	8,000	10,000	Water Utility Revenue	10,000	10,000	10,000	48,000
Ground Storage Facility Lay-Down Yard Improvements	15,000	15,000	Water Utility Revenue	15,000	0	0	45,000
<b>SUBTOTAL</b>	<b>118,500</b>	<b>590,250</b>		<b>665,000</b>	<b>1,690,250</b>	<b>2,031,500</b>	<b>5,095,500</b>

**WASTEWATER**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
<b><u>WWTF IMPROVEMENT PROJECTS</u></b>							
RCW-5 MG Prestressed Storage Reservoir & HS Pumping Station	0	0	FDEP WW Grant/SRF Loan/WW Rev	0	0	0	0
WWTP Upgrade/Expansion	0	0	FDEP WW Grant/SRF Loan/WW Rev	0	0	0	0
<b><u>WWTF REMOVAL &amp; REPLACEMENT PROJECTS</u></b>							
Sprayfield sprayhead R & R (10 annually)	0	10,000	Wastewater Revenue	10,000	10,000	10,000	40,000
<b><u>LIFT STATION IMPROVEMENT PROJECTS</u></b>							
I-75/US 441 Activity center Master LS	0	0	Developer Consortium	0	0	0	0
Alachua Professional Park Activity Center LS	0	175,000	Developer	0	0	0	175,000
Brooke Point Activity Center LS	0	0	Developer	200,000	0	0	200,000
US 441 / NW 43rd street Activity Center LS	0	0	Developer Consortium	0	0	175,000	175,000
Master LS Auxiliary Generator Installation (3 per year)	0	50,000	Wastewater Revenue	50,000	50,000	50,000	200,000
<b><u>LIFT STATION REMOVAL &amp; REPLACEMENT PROJECTS</u></b>							
Lift station #1 upgrade	168,000	170,000	Wastewater Revenue/Developer	0	0	0	338,000
Lift station #2 Valve Vault Replacement	0	0	Wastewater Revenue/CDBG Grant	0	0	0	0
Lift Station pump replacement	10,000	15,000	Wastewater Revenue	15,000	15,000	15,000	70,000
Lift station control panel replacement (1 CP per year)	0	15,000	Wastewater Revenue	15,000	15,000	15,000	60,000
Lift station Scada System conversion (5 units per year, then 1)	0	5,000	Wastewater Revenue	5,000	5,000	5,000	20,000
Lift station site improvements (fencing,drives,lighting,water) (LS #15, #21)	0	5,000	Wastewater Revenue	5,000	5,000	5,000	20,000
LS#3 Upgrade (liner, pumps, control panel)	0	150,000	Wastewater Revenue	0	0	0	150,000
<b><u>WW COLLECTION SYSTEM IMPROVEMENTS PROJECTS</u></b>							
I-75/US 441 Activity center force main (4000 lf 8" PVC)	0	160,000	Developer Consortium	1,600,000	0	0	1,760,000
Oaks at Hague wastewater system	0	0	Assessment/Grant	0	0	425,000	425,000
West Alachua Force Main (17,500 lf 8" & 12" PVC)	0	0	Development Consortium	0	1,875,000	0	1,875,000
East US 441/Turkey Creek Force Main (7,500 lf 8" PVC)	0	0	CDBG Grant/Development Consortium	375,000	230,000	0	605,000
US 441 10" Force Main Modifications (2 sections-LS 19, LS 20)	0	0	Wastewater Revenue	0	0	0	0
Autumn Leaves/Bears Den Gravity Extension to eliminate LS# 11	0	0	Wastewater Rev (50%)/development (50%)	0	0	175,000	175,000
<b><u>WW COLLECTION SYSTEM REPLACEMENT &amp; REMOVAL PROJECTS</u></b>							
ARV R & R project	0	5,000	Wastewater Revenue	5,000	5,000	5,000	20,000
Manhole Rehab Proggam (10 manholes annually)	15,000	25,000	Wastewater Revenue	25,000	25,000	25,000	115,000
<b><u>RECLAIMED WATER MAIN IMPROVEMENT PROJECTS</u></b>							
RCW to Progress Park Baseball Complex	0	10,000	Wastewater Revenue	0	0	0	10,000
RCW to Recreation Center Complex	0	0	Wastewater Revenue	0	0	75,000	75,000
RCW to US 441 Corridor (Proggess Park to I-75)	0	0	Wastewater Revenue	0	0	0	0
RCW to GREC Biomass Facility	0	1,500,000	Developer (GREC/GRU)/Grant	0	0	0	1,500,000
RCW System Enhancements	0	0	SRWMD/FDEP LOAN	250,000	250,000	250,000	750,000
<b>SUBTOTAL</b>	<b>193,000</b>	<b>2,295,000</b>		<b>2,555,000</b>	<b>2,485,000</b>	<b>1,230,000</b>	<b>8,758,000</b>

**PUBLIC WORKS**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
<b><u>STREET &amp; ROAD IMPROVEMENT PROJECTS</u></b>							
NW 158 Place Paving (Hathcock Community Center)	0	52,000	General Fund	0	0	0	52,000
Traffic Calming Devices	0	10,500	General Fund	10,500	10,500	10,500	42,000
San Felasco Parkway (8mile 441 parallel alternate)	0	0	Development/Special Assessment/grant	0	0	25,000,000	25,000,000
<b><u>STREET &amp; ROAD R &amp; R PROJECTS</u></b>							
Resurfacing City streets (1.15 mi annually)	152,000	161,257	General Fund	166,095	171,077	176,210	826,639
Chip-seal unpaved City streets	45,000	50,000	General Fund/Special Assessment	50,000	50,000	50,000	245,000
Chip-seal NW 59 Terrace	0	0	General Fund/Special Assessment	0	552,000	552,000	1,104,000
<b><u>SIDEWALK / BICYCLE PATH IMPROVEMENT PROJECTS</u></b>							
Neighborhood sidewalks construction	10,000	20,600	General Fund	21,218	21,855	22,510	96,183
<b><u>DRAINAGE SYSTEM IMPROVEMENT PROJECTS</u></b>							
Magahee Stormwater Drainage Improvements	0	0	Development consortium/SRWMD	0	0	0	0
Drainage basin construction (mostly in downtown areas of need)	0	20,000	General Fund/SW Utility	20,000	20,000	20,000	80,000
Ditching / drainage improvements	0	15,000	General Fund/SW Utility	15,000	15,000	15,000	60,000
<b><u>DRAINAGE SYSTEM RENEWAL &amp; REPLACEMENT PROJECTS</u></b>							
Drainage basin R & R	0	20,000	General Fund/SW Utility	20,000	20,000	20,000	80,000
<b>SUBTOTAL</b>	<b>207,000</b>	<b>349,357</b>		<b>302,813</b>	<b>860,432</b>	<b>25,866,220</b>	<b>27,585,822</b>

**MOSQUITO CONTROL**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
Mosquito Control Operations and Maintenance Building	0	0	Mosquito Utility Revenue	0	0	205,000	205,000
Operations/Maintenance Bldg improvements (covered parking area, wash area, storage ar	6,500	6,500	Mosquito Utility Revenue	0	0	0	13,000
<b>SUBTOTAL</b>	<b>6,500</b>	<b>6,500</b>		<b>0</b>	<b>0</b>	<b>205,000</b>	<b>218,000</b>

**GAS UTILITY**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
Gas System Acquisition (Yr 1:feasibility study; Yr 2:Acquisition)	0	0	Loan	0	75,000	3,500,000	3,575,000
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>75,000</b>	<b>3,500,000</b>	<b>3,575,000</b>

**PARKS & RECREATION**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
<b><u>SAN FELASCO CONSERVATION CORRIDOR PROJECTS</u></b>							
SFCC/FCT Project-Playground equipment	0	0	Grants/General Fund/Sales Tax	0	0	0	0
SFCC/FCT Project-Picnic Pavilion	0	0	Grants/General Fund/Sales Tax	0	0	0	0
SFCC/FCT Project-Interpretive Kiosk & Signage	20,000	0	Grants/General Fund/Sales Tax	0	0	0	20,000
SFCC/FCT Project-Upland Restoration	150,000	0	Grants/General Fund/Sales Tax	0	0	0	150,000
SFCC/FCT Project - Landscaping	25,000	0	Grants/General Fund/Sales Tax	0	0	0	25,000
SFCC/FCT Project- Invasive Exotic Plant Removal	40,000	20,000	Grants/General Fund/Sales Tax	0	0	0	60,000
<b><u>RECREATION CENTER PROJECTS</u></b>							
Recreation Center-Gymnasium Ceiling Renovations	0	0	Grants/General Fund/Sales Tax	0	0	0	0
Recreation Center-Phase II-Spray Pool	0	150,000	Grants/General Fund/Sales Tax	0	0	0	150,000
Recreation Center-Equipment Storage Facility	0	60,000	Grants/General Fund/Sales Tax	0	0	0	60,000
Recreation Center-Pavillion Field Backstop	11,500	0	General Fund/Donations	0	0	0	11,500
Recreation Center-Gymnasium Vent Renovation	0	0	General Fund/Donations	0	0	0	0
Recreation Center-Resurface Outside Courts	0	0	General Fund/Donations	0	0	0	0
<b><u>SWICK PROPERTY PROJECTS</u></b>							
Swick Property-Covered Benches	0	25,000	Grants/General Fund/Sales Tax	0	0	0	25,000
Swick Property-Horseshoe Court	0	10,000	Grants/General Fund/Sales Tax	0	0	0	10,000
Swick Property-Gazebo	0	10,000	Grants/General Fund/Sales Tax	0	0	0	10,000
Swick Property-House Renovations (a/c, plumbing, etc.)	40,000	100,000	Grants/General Fund/Sales Tax/TIR	360,000	0	0	500,000
Swick Property-Picnic Tables	0	2,000	Grants/General Fund/Sales Tax	0	0	0	2,000
<b><u>PROJECT LEGACY</u></b>							
Land Purchase off CR 2054	1,200,000	0	Grants/Sales Tax/Donations	0	0	0	1,200,000
Multi-purpose building	0	0	Grants/Sales Tax/Donations	0	1,200,000	0	1,200,000
Multi-Use Trails	0	0	Grants/Sales Tax/Donations	0	52,000	0	52,000
Football field with improvements	0	0	Grants/Sales Tax/Donations	0	195,000	0	195,000
4 Soccer fields/4 softball/adult multi-purpose baseball 300' fields with concession stands	0	0	Grants/General Fund/Sales Tax	0	525,000	0	525,000
8 big soccer net goals on wheels	0	0	Grants/General Fund/Sales Tax	0	12,000	0	12,000
Concession/restroom building	0	0	Grants/General Fund/Sales Tax	0	120,000	0	120,000
Picnic Pavilion	0	0	Grants/General Fund/Sales Tax	0	20,000	0	20,000
Playground	0	0	Grants/General Fund/Sales Tax	0	60,000	0	60,000
Chain link fence, back stop and benches	0	0	Grants/General Fund/Sales Tax	0	60,000	0	60,000
Ornamental fence around property	0	0	Grants/General Fund/Sales Tax	0	100,000	0	100,000
Parking lot	0	0	Grants/General Fund/Sales Tax	0	500,000	0	500,000
Lighting	0	0	Grants/General Fund/Sales Tax	0	250,000	0	250,000
6 Tennis Courts	0	0	Grants/General Fund/Sales Tax	0	200,000	0	200,000
<b><u>CLEATHER HATHCOCK COMMUNITY CTR</u></b>							
Phase II Acquisition (Land)	0	175,000	Grants/General Fund/Sales Tax	0	0	0	175,000
Storage Shed	5,000	0	Donations	0	0	0	5,000
Sidewalks and electric extension for shed project	2,355	0	Donations	0	0	0	2,355
Phase II Development (Building Expansion)	0	165,000	Grants/General Fund/Sales Tax	0	0	0	165,000
Playground, benches, and picnic tables for Community Ctr	0	30,000	Grants/General Fund/Sales Tax	0	0	0	30,000
<b><u>MISCELLANEOUS PROJECTS</u></b>							
Kingsland Pocket Park	0	0	Grants/Donations	25,000	0	0	25,000
Land purchase next to St. Matthew's and Maude Lewis Park	0	0	Grants/General Fund/Sales Tax	50,000	0	0	50,000
<b>SUBTOTAL</b>	<b>1,493,855</b>	<b>747,000</b>		<b>435,000</b>	<b>3,294,000</b>	<b>0</b>	<b>5,969,855</b>

**DOWNTOWN REDEVELOPMENT DISTRICT**

<b>PROJECT</b>	<b>11/12</b>	<b>12/13</b>	<b>FUNDING SOURCE</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
<b><u>STREET &amp; ROAD IMPROVEMENT PROJECTS</u></b>							
Traffic Calming Devices-Downtown Area	10,000	10,000	Tax Increment Revenue (TIR)	10,000	10,000	10,000	50,000
<b><u>STREET &amp; ROAD R &amp; R PROJECTS</u></b>							
Resurfacing City Streets-CRA area	100,000	100,000	Tax Increment Revenue (TIR)	100,000	100,000	100,000	500,000
NW 150 Ave Reconstruction,C&G,S/Ws-Main St to NW 142 Terr (450 lf)	225,000	0	Tax Increment Revenue (TIR)	0	0	0	225,000
NW 142 Terr Reconstruction-C&G, S/Ws-US 441 to NW 14800 block (625 lf)	312,500	0	Tax Increment Revenue (TIR)	0	0	0	312,500
NW 142 Terr Reconstruction,C&G,S/Ws-NW 14800 block to CR 2054 (1,200 lf)	60,000	400,000	Tax Increment Revenue (TIR)	0	0	0	460,000
Main St Reconstruction,C&G,S/Ws-CR 2054 to NW 142 Terr (850 lf)	25,500	0	Tax Increment Revenue (TIR)	0	0	0	25,500
NW 154 Ave Reconstruction,C&G,S/Ws-US 441 to NW 141 St (650 lf)	150,000	0	Tax Increment Revenue (TIR)	0	0	0	150,000
NW 154 Ave Resurfacing & S/Ws-NW 141 St to SR 235 (475 lf)	20,000	125,000	Tax Increment Revenue (TIR)	0	0	0	145,000
<b><u>SIDEWALK/BICYCLE PATH IMPROVEMENT PROJECTS</u></b>							
Sidewalk construction-Side streets off of Main St	40,000	42,000	Tax Increment Revenue	44,000	44,000	44,000	214,000
<b><u>DOWNTOWN PARKING FACILITY IMPROVEMENTS</u></b>							
Building Dept/Skinner Field Parking Lot Improvements	0	0	Tax Increment Revenue (TIR)	0	0	0	0
Parking Lot Acquisition	150,000	150,000	Tax Increment Revenue (TIR)	150,000	0	0	450,000
Parking Lot Construction	150,000	150,000	Tax Increment Revenue (TIR)	150,000	150,000	150,000	750,000
<b><u>DRAINAGE SYSTEM IMPROVEMENT PROJECTS</u></b>							
Skinner Field UG Drainage Project	350,000	0	Tax Increment Revenue (TIR)	0	0	0	350,000
<b><u>DRAINAGE SYSTEM RENEWAL &amp; REPLACEMENT PROJECTS</u></b>							
NW 142 Terr Drainage basin Improvements	100,000	0	Tax Increment Revenue (TIR)	0	0	0	100,000
<b><u>RECREATION PROJECTS</u></b>							
Resurfacing Downtown basketball and tennis courts, upgrade lighting	7,000	7,000	Tax Increment Revenue (TIR)	7,000	7,000	7,000	35,000
<b><u>MISCELLANEOUS PROJECTS</u></b>							
Streetlights in CRA-Sidestreets off of Main St	10,000	10,000	Tax Increment Revenue (TIR)	10,000	10,000	10,000	50,000
UG electric in CRA-Sidestreets off of Main St	50,000	50,000	Tax Increment Revenue (TIR)	50,000	50,000	50,000	250,000
<b>SUBTOTAL</b>	<b>1,760,000</b>	<b>1,044,000</b>		<b>521,000</b>	<b>371,000</b>	<b>371,000</b>	<b>4,067,000</b>
<b>TOTAL:</b>	<b>5,082,855</b>	<b>7,076,107</b>		<b>7,182,353</b>	<b>10,155,482</b>	<b>34,891,720</b>	<b>64,388,517</b>



# SECTION 6

# DEBT SERVICE

## DEBT SERVICE OVERVIEW

Municipalities in Florida are authorized by State Statutes (Section 166.111, F.S.) to borrow money, contract loans, and issue bonds (the term bonds is defined to include bonds, debentures, notes, certificates of indebtedness, mortgage certificates, or other obligations or evidences of indebtedness of any type or character) from time to time to finance the undertaking of any capital or other project for the purposes permitted by the State Constitution and may pledge the funds, credit, property and taxing power of the municipality for the payment of such debts and bonds.

The City of Alachua has always been conservative towards debt and has taken every opportunity to refinance existing bonds when interest rates have dropped. This has saved thousands of dollars in interest payments over the life of obligations. The City's external auditors review all bond covenants on an annual basis. They also prepare the annual arbitrage rebate calculations on all of the city's bond issues. If the city earns more on the bond funds while they are invested prior to being expended on bond projects than allowed by the Internal Revenue Service (IRS), then the City must rebate that amount to the IRS.

At the end of fiscal year 2010, the City had total outstanding long-term debt of \$23.2 million. The City's debt represents bonds or notes secured by specific revenue sources. The City's outstanding debt increased by \$3.7 million during the fiscal year 2010. This increase was due to the State Revolving Fund Loan for construction of a new wastewater treatment facility.

Listed below is a summary of the City's Long Term Debt at September 30, 2010:

Description	Interest Rate	Principal Balance	Final Maturity
1993 Utility Acquisition Bonds	7.00%	725,000	2019
2003 Utility Refunding	2.0%-4.55%	7,105,000	2020
1979 Utility Revenue Bonds	5.00%	351,000	2019
1997 State Revolving Fund Loan	2.70%	871,221	2021
	2.24%-		
2009 State Revolving Fund Loan	2.60%	4,640,634	2029
2000 Tax Increment Road Improvement Note	4.38%	27,398	2011
	3.66%-		
2001A Section 108 Loan	6.67%	1,600,000	2021
2009 Promissory Note, Capital City Bank	4.81%	212,900	2009
2006 Capital Improvement and Refunding Revenue Bonds	3.25%-4.5%	<u>7,710,000</u>	2035
	TOTAL	\$23,243,153	

## Current Debt Obligations

**Utility Refunding Revenue Bonds, Series 2003** – On August 18, 2003, the City adopted Resolution R-03-31, authorizing the issuance of \$9,180,000 Utility Refunding Revenue Bonds, Series 2003. The bonds were issued to provide the funds required to refund the City's outstanding Utility Revenue Bonds, Series 1993.

**Utilities Revenue Bond of 1979** – On August 6, 1979, the City adopted a resolution to issue the Utilities Revenue Bond of 1979. The bond was issued on December 17, 1979 to partially finance the cost of the construction of additions to the utility system. Net utility revenues and utilities service taxes are pledged as collateral for the revenue bond, which has a coupon rate of 5%.

**Utility acquisition Bonds, Series 1993** – On October 18, 1993, the City adopted Resolution R-93-24 authorizing the issuance of \$1,300,000 Utility acquisition Bonds, Series 1993 to provide the necessary funds for the acquisition of the private water and wastewater systems in the Turkey Creek residential community in the City. The bonds are secured by the gross revenues of the combined electric, water and wastewater systems of the City.

The bonds were issued without premium or discount and are payable at 7% interest, with interest payable semiannually beginning April 1, 1994 and principal payable annually beginning October 1, 1994.

**Capital Improvement and Refunding Revenue Bonds, Series 2006** – On January 26, 2006, the City issued bonds in the amount of \$8,095,000 to be used to pay the cost of (1) construction of the new City Hall and Police Administration Building, including the acquisition and installation of furniture, fixtures, and equipment, (2) the refunding of the City's outstanding Governmental Unit note evidencing a loan to the City of Arcadia, Florida, from its Local Government Revenue Bonds, Series 1993, Dedicated Pool, Sales Tax Revenue Note, Series 1995, and Sales Tax Revenue Note, Series 2000 outstanding in the aggregate principal amount of \$871,171, and (3) to pay certain costs of issuance incurred with respect to the issue.

**Section 108 Government Guaranteed Participation Certificates, series HUD 2001A**– On August 2, 2001, the City executed a loan agreement with the U.S. department of Housing and Urban Development (the sponsor) to borrow \$2,250,000 from the sponsor's \$313,756,000 Section 108 Government Guaranteed Participation Certificates, Series HUD 2001A. The City used the proceeds of the note to repay the outstanding balances on its Taxable Sales Tax Revenue Note, Series 1999A and 1999B.

The note is secured by the City's local government half-cent sales tax, utility franchise fees, and state revenue sharing. Principal is payable annually and interest semiannually for twenty years. Interest accrues at the certificates rates which vary from 3.66% to 6.67 % over the life of the note.

**Tax Increment Road Improvement Revenue Note, Series 2000** – On January 8, 2001, the City issued \$300,000 Tax Increment Road Improvement Revenue Note, Series 2000, to finance improvements and renovations to Main Street within the City's Community Redevelopment District.

The note is secured by the tax increment revenues of the Community Redevelopment District. Principal and interest are payable annually on the first day of February for ten years. As of February 2, 2006, interest was reset to the five-year U.S. Treasury index which was 4.38%. The City may prepay the note in whole or in part, at any time, without penalty.

**2009 Promissory Note, Capital City Bank** – On February 20, 2009, the City entered into a promissory note in the amount of \$316,555 with Capital City Bank. The note is payable quarterly in the amount of \$17,180, including interest 4.81%, with the final payment due December 31, 2013. The note is secured by a 2008 International Bucket Truck and an International Digger Derrick Truck.

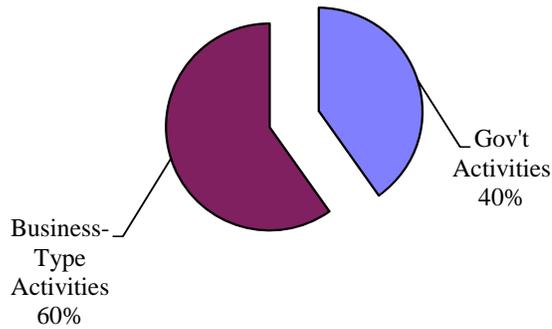
**1997 State Revolving Fund Loan – State of Florida Department of Environmental Protection** – This loan is to finance preconstruction wastewater control facility costs. Repayment commenced in May 2004 and is over a term of twenty years bearing a 2.7% interest rate.

**2009 State Revolving Fund Loan – State of Florida Department of Environmental Protection** – This loan is to finance the construction of the wastewater control facility. Repayment will commence in November 2011 and is over a term of twenty years. Interest is payable at rates of 2.24% and 2.60%.

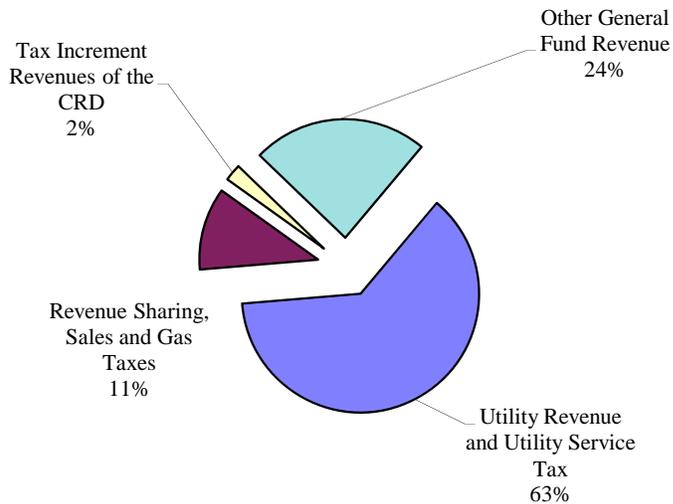
## DEBT SERVICE

### TOTAL LONG TERM DEBT BY ACTIVITY AS OF FYE 2010:

Governmental Activities	\$9,337,398
Business-Type Activities:	
Electric/Water/Wastewater	<u>13,905,755</u>
Total	<u><u>\$23,243,153</u></u>



### CITY REVENUE USED TO PAY DEBT:





# SECTION 7 GLOSSARY

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## GLOSSARY OF KEY TERMS

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**AD VALOREM TAX** is a tax levied in proportion (usually expressed in mills) to the assessed value of the property on which it is levied. This tax is also called **PROPERTY TAX**.

**ADOPTED BUDGET** is the financial plan for the fiscal year beginning October 1. Florida Statutes require the City Commission to approve this budget at the second of two public hearings.

**AMENDED OR REVISED BUDGET** is the current year adopted budget adjusted to reflect all budget amendments approved by the City Commission through the date indicated.

**APPROPRIATION** is the legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**ASSESSED VALUE** is a value set upon real estate or other personal property by a government as a basis for levying taxes. The assessed value in the City of Alachua is set by the Property Appraiser.

**BALANCED BUDGET** is a budget in which revenues and expenditures are equal.

**BUDGET** is a plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single year. It is usually necessary to specify whether the budget under consideration is preliminary, tentative or whether it has been approved by the appropriating body.

**BUDGET MESSAGE** is a general discussion of the proposed budget as presented in writing by the City Manager to the legislative body.

**CAPITAL IMPROVEMENT PROGRAM (CIP)** is the financial plan of approved capital projects, their timing and cost over a five year period. The CIP is designed to meet City infrastructure needs in a responsive and efficient manner. It includes projects which are, or will become the property of the City of Alachua, as well as projects that although not owned by the City, will be part of a joint project agreement.

**CAPITAL OUTLAY or CAPITAL EQUIPMENT** is an item such as office furniture, fleet equipment, data processing equipment or other equipment with a unit cost of \$1,000 or more.

**CAPITAL PROJECT** is any improvement or acquisition of major facilities with a useful life of at least five years such as roads, bridges, buildings, or land.

**CHARGES FOR SERVICES** are revenues stemming from charges for current services. They include all revenue related to services performed whether received from private individuals or other governmental units.

**CONTINGENCY** is an appropriation of funds set aside to cover unforeseen events that occur during the fiscal year, such as new State mandates, shortfalls in revenue and unanticipated expenditures.

**DEBT SERVICE** is the dollars required to repay funds borrowed by means of an issuance of bonds or a bank loan. The components of the debt services payment typically include an amount to retire a portion of the principal amount borrowed as well as interest on the remaining outstanding unpaid principal balance.

**DEFICIT** is the excess of expenditures or expenses over resources.

**DEPARTMENT** is, for budgeting purposes, any distinct government organizational entity receiving direct funding approved by the City Commission in order to provide a major governmental function, such as Public Services.

**DIVISION** is a sub-unit of a department engaging in the provision of a large multi-service program. An example would be the division of Utility Operations within the department of Public Services.

**ENDING FUND BALANCE** is funds carried over at the end of the fiscal year. Within a fund, the revenue on hand at the beginning of the fiscal year, plus revenues received during the year, less expenses equals ending fund balance.

**ENTERPRISE FUND** is a fund used to account for operations that are financed and operated in a manner similar to private business enterprises, wherein the stated intent is that costs (including depreciation) of providing goods and services be financed from revenues recovered primarily through user fees.

**FISCAL YEAR** is a 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The fiscal year for the City of Alachua is October 1 through September 30.

**FIXED ASSETS** are long-term assets which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, and equipment.

**FTE** is the acronym for Full-time Equivalent. See the definition for **FULL-TIME EQUIVALENT**.

**FULL-TIME EQUIVALENT** is one position funded for a full year. For example, a permanent employee funded and paid for 40 hours/week and 52 weeks/year or 2 employees funded and paid for 20 hours/week and 52 weeks/year would be equal to one full-time equivalent.

**FUNCTIONAL CLASSIFICATION** is the expenditure classification according to the principal purposes for which expenditures are made. Examples are general government, public safety, and transportation.

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

**FUND BALANCE** represents the excess of fund current assets over its current liabilities. For accounting purposes, fund balance is calculated as of year end and is based on the difference between actual revenues and expenditures for the fiscal year.

**GENERAL FUND** is a fund that accounts for all financial transactions except those required to be accounted for separately. The funds resources, ad valorem taxes, and other revenue provide services or benefits to all residents of the City of Alachua.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** comprises the uniform minimum standards of, and guidelines for external financial reporting that govern the form and content of the basic financial statements. They include not only broad guidelines of general application, but also detailed practices and procedures.

**GOVERNMENTAL ACCOUNTING AND FINANCIAL REPORTING (GAFR)** is a specific method of reporting “government-type activities” usually not found in private enterprises. GAFR standards are set by the Governmental Accounting Standards Board (GASB).

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)** is an independent private organization responsible for establishing financial accounting standards, otherwise known as GAAP, for state and local government entities.

**GOVERNMENT FINANCE OFFICERS’ ASSOCIATION (GFOA)** is a national organization consisting of members from state and local governments throughout the United States. Its purpose is to promote improved accountability for state and local governments by providing practical guidance through seminars and publications.

**GRANTS AND AIDS** includes all grants, subsidies, and contributions from other government agencies or private organizations.

**INFRASTRUCTURE** is a permanent installation such as a building, road, or wastewater collection system that provides public services.

**INTERFUND TRANSFER** is the movement of funds from one accounting entity to another within a single government.

**INTERGOVERNMENTAL REVENUES** are revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

**LEVY** is the action of imposing taxes, special assessments, or service charges for the support of City activities.

**MAJOR ACCOUNT CODE** is a broad designation for more specific line item accounts. The City of Alachua adopts its budget within six major account codes: Personal Services, Operating Expenses, Grants and Aids, Debt Service, Non-Operating and Capital Outlay.

**MILL** is a monetary measure equating to 0.001 of a dollar. When referring to the AD VALOREM TAX it means that a 1-mill tax is one dollar of tax on \$1,000 of taxable value.

**MILLAGE RATE** is the rate per \$1,000 of taxable property value which, when multiplied by the taxable value, yields the tax billing for a given parcel.

**MISSION STATEMENT** is a broad statement of purposes that is derived from organization and/or community values and goals.

**NON-OPERATING EXPENDITURES** are costs of government services that are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to community service organizations.

**NON-OPERATING REVENUES** comprise income received by a government not directly attributable to providing a service. An example would include debt proceeds received from a bond issue.

**OPERATING BUDGET** is the budget including appropriations for recurring and certain one-time expenditures that will be consumed in a fixed period of time to provide for day-to-day operations (e.g. salaries and related benefits, operating supplies, professional services and operating equipment).

**OPERATING TRANSFERS** are legally authorized transfer of money from one fund to another fund from which the resources are to be expended.

**PROPERTY TAX** is another term for ad valorem tax. See definition for **AD VALOREM TAX**.

**PROPRIETARY FUND** is a fund category which often emulates the private sector and focuses on the measurement of net income. Expenditures are funded by user charges and fees.

**PUBLIC SAFETY** is a major category of services related to the security of persons and property.

**RESERVES AND REFUNDS** refers to budget category for funds required to meet both anticipated and unanticipated needs; the balance of anticipated earmarked revenues not required for operation in the budget year; estimated reimbursements to organizations, state, or federal governments for revenues received and not spent, and those required to be set aside by bond covenants.

**RETAINED EARNINGS APPROPRIATION** refers to funds set aside within an Enterprise Fund for future appropriation by the City Manager and/or City Commission approval.

**REVENUE** are funds that governments receive as income, including such items as tax payments, fees for specific services, receipts from other governments, fines and forfeitures, grants, shared revenues and interest income.

**REVENUE BONDS** are bonds usually sold for constructing or purchasing capital projects. Reliable revenue other than ad valorem taxes is pledged as the source for funding to pay bond principal and interest.

**SPECIAL REVENUE FUNDS** are funds used to account for proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

**STATUTE** is a written law enacted by a duly organized and constituted legislative body. Citations are often followed by "F.S." to indicate Florida Statute.

**SURPLUS** is an excess of resources over expenditures or expenses.

**TAXES** are compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

**TAX RATE** is the amount of tax stated in terms of a unit of the tax base. For example, 4.000 mills yield \$4 per \$1,000 of taxable value.

**TAXABLE VALUATION** is the value used for computing ad valorem taxes levied against property. Taxable value is the assessed value less any exemptions allowed by law. The most common exemption is the homestead exemption (up to \$50,000) allowed when the owner uses the property as a principal residence. Exemptions are also granted for disability, government owned and non-profit owned property.

**TRIM** is an acronym for Truth In Millage Law. See the definition for **TRUTH IN MILLAGE LAW**.

**TRUST AND AGENCY FUNDS** are funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

**TRUTH IN MILLAGE LAW (TRIM)** is a Florida Law enacted in 1980 which changed the budget process for local taxing governments. It was designed to keep the public informed about the taxing intentions of various taxing authorities.

**USER (FEES) CHARGES** are payments of a fee for receipt of a public service by those individuals benefiting from the service.



# SECTION 8 FISCAL POLICIES

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# FISCAL POLICIES

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The City Manager has the responsibility for all financial planning for the City of Alachua Commission including operating, capital, and debt service budgets; and the allocation of resources to facilitate accomplishing Commission goals to which these duties have been delegated to the Finance Department. To execute these responsibilities and to maintain sound financial management practices, it is important to have fiscal policies and related procedures that complement the statutory requirements and professional standards, which establish local governments' financial framework.

## POLICIES AND GUIDELINES

### DEBT MANAGEMENT POLICIES

Debt management policies are intended to provide a comprehensive and viable debt management policy which recognizes the capital improvement needs of the City as well as the taxpayers' ability to pay while taking into account existing legal, economic, financial, and debt market considerations.

#### I. PURPOSE OF THE DEBT MANAGEMENT POLICY:

The purpose of this policy is to establish guidance for the issuance and management of the debt of the City of Alachua, Florida (hereinafter referred to as the "City"). Debt includes short-term and long-term obligations issued by the City and any associated financing entities. The policy includes, but is not limited to, traditional financing vehicles such as General Obligation Bonds, Revenue Bonds, Special Tax Bonds and short-term notes. This policy is designed to:

- Set forth a liability management structure to facilitate the sound and efficient management of City debt, addressing both practical aspects of liability management and philosophical aspects.
- Provide guidelines that control the overall debt management process so that all liabilities are managed in accordance with stated objectives.
- Encourage and require communication between staff, the City Commission and the City's advisors (legal and financial).
- Develop formalized criteria for evaluating and establishing the basis for comparing actual performance results achieved by debt management.

#### II. SCOPE AND AUTHORITY

The City's Finance Director on behalf of the City Manager shall be responsible for the implementation of the policies set forth in this Debt Management Policy (the "Policy").

The Policy should be reviewed and revised as needed due to evolution of the financial markets, but not less than every three (3) years.

#### III. PERMISSIBLE DEBT

Debt is an integral part of the City's ongoing financial management program. Both short-term and long-term debt help the City accomplish its core goals. While the City rarely uses short-term debt it can be a tool to facilitate the match of revenues and expenses.

##### A. Short-Term Debt

The City may issue obligations with a maturity of not more than one year ("Notes") to fund anticipated short-term cash flow needs due to the timing of the receipts of the annual current year ad valorem tax collections from the County Tax Collector and other revenues. The principal of the Notes and the interest thereon will be payable from and secured by a pledge of such ad valorem taxes and other revenues, as may be appropriate.

Unless the City's desire is to issue taxable obligations, the City will comply with Internal Revenue Code (the "Code") requirements prior to and subsequent to the issuance of the Notes in order that the interest on the Notes not be included in gross income for federal income tax purposes and that proceeds are spent in a manner consistent with exceptions to the Code.

## **B. Long-Term Debt**

The City will not issue long-term debt obligations or use long-term debt proceeds to finance current operations (except when using excess proceeds to make debt service/lease payments as provided for in the financing documents). For purposes of this Policy, long-term debt includes bonds, leases and other similar obligations.

The City may utilize long-term debt for the acquisition, construction or renovation of facilities or the acquisition of equipment that cannot be funded from current revenue sources or in such cases where it is more equitable to finance the facility or equipment over its useful life. The City may also issue long-term debt to refund all or a portion of its outstanding debt subject to limitations detailed in this Policy.

When debt is used to finance capital improvements, the financing term will be for a period not to exceed the useful life of the facilities or equipment, but never greater than 30 years.

## **IV. MEASURES OF DEBT LEVELS AND DEBT ISSUANCE LIMITS**

### **A. Short-term Debt**

The City will not exceed the maximum allowable issuance size, if any, as determined by regulations governing the federal taxability of the interest earned by holders of such debt.

### **B. Long-term Debt**

#### **1. For General Obligation Bonds**

The measure shall be the outstanding debt-to-taxable property ratio and shall not exceed 10%.

#### **2. For Revenue Bonds**

Each revenue is unique and debt levels will be driven by rating and bond insurer requirements for debt service coverage, reserve requirements and rate covenants.

Additionally, the City will comply with the various Florida statutory requirements, and take into account other factors suggested or required by the credit rating agencies and/or bond insurers when preparing its capital budget and each specific plan of finance.

## **V. SELECTING DEBT SALE METHODS**

### **A. Short-Term Debt**

Short-term debt shall be issued through a competitive bid process, except in instances where a private placement or a negotiated sale is more cost effective because of unique market conditions or other extraordinary factors.

### **B. Long-Term Debt**

The City and its Financial Advisor will determine whether the sale of long-term debt shall be sold via competitive sale or negotiated sale after considering such factors as the size, complexity of the offering, market conditions and timing of the transaction.

## **VI. FINANCING STRUCTURE**

The financing structure—consisting of principal amortization, call provisions, coupons/yields, credit enhancement—will be developed for each financing after considering relevant market conditions and then current practices. Each structure will be developed to provide the lowest long-term effective financing cost while providing the greatest flexibility to extract additional value as market conditions change over time.

## **A. Amortization Structure**

Principal should be structured to provide level debt service payments for the life of the transaction. “Wrapped debt service” and “bullet maturities” may be appropriate for certain financings, but should only be employed when deemed necessary.

## **B. Issuing Variable Rate Debt**

The City may issue variable rate obligations in amounts and in proportion to its fixed rate debt that the City and its Financial Advisor determine are appropriate to achieve the City’s goals.

## **C. Credit Ratings**

The credit review process incorporates both quantitative analysis (fund balance, debt levels, and wealth levels) and qualitative factors (management experience, political climate and policies/procedures). As a result, credit ratings provide an indication of both the short-term and long-term financial health of the City. Higher credit ratings also result in reduced borrowing costs and decreased cost of bond insurance. The City will exercise prudence and diligence in preparing its budget and managing its finances to maintain credit ratings consistent with Florida local governments of similar size and demographic makeup.

## **D. Credit Enhancements**

Credit enhancements (insurance, letters of credit, etc.) will be used only in those instances where the anticipated present value savings in terms of reduced interest expense exceeds the cost of the credit enhancement.

## **E. Investing Debt Proceeds**

Safety of capital is regarded as the highest priority in handling of investment of debt proceeds. All other investment objectives are secondary to the safety of capital. City staff, the Finance Committee and the Investment Advisor will develop investment strategies that are consistent with the investment policy and provide the maximum return while complying with the Code. Specifically, the Finance Committee, City staff, the Financial Advisor and Investment Advisor will attempt to structure investments that allow the City to meet exceptions to the rebate requirements in the Code.

Debt proceeds are only to be invested in permitted investments, as defined in financing agreements, escrow agreements, resolutions, law and the City’s written investment policy. Neither the City nor any other person under its control or direction will make any investment of bond proceeds in any manner that would cause the bonds to be deemed private activity bonds or arbitrage bonds by the Internal Revenue Service. The City will comply with all federal tax arbitrage regulations.

## **VII. DEBT REFUNDING**

The City will monitor outstanding debt in relation to existing conditions in the debt market and may refund any outstanding debt when sufficient cost savings can be realized. Outstanding debt may be refunded as long as the net present value savings is equal to or greater than 3% of the refunded obligation’s par amount. This general criterion will be adjusted as outlined in the Guidelines.

## **VIII. COMPLIANCE AND REPORTING**

### **A. Disclosure Policy**

The City will provide full and fair disclosure in connection with the initial sale and distribution of its publicly marketed debt instruments and to provide ongoing secondary market information, in compliance with the requirements of applicable federal and state securities laws, rules and regulations, including Securities and Exchange Commission Rule 15c 2-12.

## **B. Budget Debt Service Payments**

Annually the City Manager will include in the proposed budget presented to the City Commission for its consideration and approval the amounts necessary to make the required debt service payments during the fiscal year.

## **C. Compliance with Financing Covenants, Federal and State Law**

The City shall comply with all covenants and requirements of financing resolutions, and State and Federal laws authorizing and governing the issuance and administration of debt obligations.

## **D. Bond Yield Arbitrage Monitoring**

The City shall contract for arbitrage calculation services to monitor the earnings on its debt proceeds for each debt series and determine whether a rebate is necessary.

# **INVESTMENT POLICY**

## **I. PURPOSE**

The purpose of this Investment Policy (the “Policy”) is to set forth the investment objectives and parameters for the management of public funds of the City of Alachua, Florida (hereinafter “City”). These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

## **II. SCOPE**

In accordance with Section 218.415, Florida Statutes, this investment Policy applies to all cash and investments held or controlled by the City with the exception of Pension Funds and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Funds held by state agencies (e.g., Department of Revenue) are not subject to the provisions of this Policy.

## **III. INVESTMENT OBJECTIVES**

### **Safety of Principal**

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

### **Maintenance of Liquidity**

The portfolios shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodical cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

### **Return on Investment**

Investment portfolios shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

## **IV. DELEGATION OF AUTHORITY**

In accordance with the Charter of the City of Alachua, the responsibility for providing oversight and direction in regard to the management of the investment program resides with the City Manager. The daily management responsibility for

all City funds in the investment program and investment transactions is delegated to the Finance Director. The Finance Director shall establish written procedures for the operation of the investment portfolio and a system of internal accounting and administrative controls to regulate the activities of employees. The City may employ an Investment Manager to assist in managing some of the City's portfolios. Such Investment Manager must be registered under the Investment Advisors Act of 1940.

## **V. STANDARDS OF PRUDENCE**

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the City Manager in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy. The "Prudent Person" rule states the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the "Prudent Person" standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

## **VI. ETHICS AND CONFLICTS OF INTEREST**

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process shall disclose to the City Manager and the Mayor any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the City's investment program.

## **VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES**

The Finance Director shall establish a system of internal controls and operational procedures that are in writing and made a part of the City's operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation, by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and record keeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as authorized under the terms of this Policy.

Independent auditors as a normal part of the annual financial audit to the City shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

## **VIII. CONTINUING EDUCATION**

The Finance Director and other appropriate staff shall annually complete 8 hours of continuing education in subjects or courses of study related to investment practices and products.

## **IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS**

Authorized City staff and Investment Advisors shall only purchase securities from financial institutions, which are qualified as public depositories by the Treasurer of the State of Florida, institutions designated as “Primary Securities Dealers” by the Federal Reserve Bank of New York, or from direct issuers of commercial paper and bankers’ acceptances.

Authorized City staff and Investment Advisors shall only enter into repurchase agreements with financial institutions that are state qualified public depositories and primary securities dealers as designated by the Federal Reserve Bank of New York.

## **X. MATURITY AND LIQUIDITY REQUIREMENTS**

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months.

Investments of bond reserves, construction funds, and other non-operating funds (“core funds”) shall have a term appropriate to the need for funds and in accordance with debt covenants, but in no event shall exceed five (5) years.

The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreement.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

After the Finance Director or the Investment Advisor, has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) qualified banks and/or approved broker/dealers must be contacted and asked to provide bids/offers on securities in questions. Bids will be held in confidence until the bid deemed to best meet the investment objectives is determined and selected.

However, if obtaining bids/offers are not feasible and appropriate, securities may be purchased utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to:

- A. Telerate Information System
- B. Bloomberg Information Systems
- C. Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing
- D. Daily market pricing provided by the City’s custodian or their correspondent institutions

The Finance Director or the Investment Advisor shall utilize the competitive bid process to select the securities to be purchased or sold. Selection by comparison to a current market price, as indicated above, shall only be utilized when, in judgment of the Finance Director or the Investment Advisor, competitive bidding would inhibit the selection process.

Examples of when this method may be used include:

- A. When time constraints due to unusual circumstances preclude the use of the competitive bidding process
- B. When no active market exists for the issue being traded due to the age or depth of the issue
- C. When a security is unique to a single dealer, for example, a private placement
- D. When the transaction involves new issues or issues in the “when issued” market

Overnight sweep repurchase agreements will not be bid, but may be placed with the City's depository bank relating to the demand account for which the repurchase agreement was purchased.

## **XII. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION**

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the City's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Finance Director may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the City's custodian.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the City. The Finance Director shall have the option to further restrict investment percentages from time to time based on market conditions, risk, and diversification investment strategies. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment. Investments not listed in this Policy are prohibited.

### **A. The Florida Local Government Surplus Funds Trust Fund ("SBA")**

#### **1. Investment Authorization**

The Finance Director may invest in the SBA.

#### **2. Portfolio Composition**

A maximum of 100% of available funds may be invested in the SBA.

### **B. United States Government Securities**

#### **1. Purchase Authorization**

The Finance Director may invest in negotiable direct obligations, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:

Cash Management Bills

Treasury Securities – State and Local Government Series ("SLGS")

Treasury Bills

Treasury Notes

Treasury Bonds

Treasury Strips

#### **2. Portfolio Composition**

A maximum of 100% of available funds may be invested in the United States Government Securities.

#### **3. Maturity Limitations**

The maximum length to maturity of any direct investment in the United States Government Securities is five (5) years from the date of purchase.

### **C. United States Government Agencies**

#### **1. Purchase Authorization**

The Finance Director may invest in bonds, debentures, notes or callables issued or guaranteed by the United States Governments agencies, provided such obligations are backed by the full faith and credit of the United States Government. Such securities will include, but not be limited to the following:

- United States Export – Import Bank
  - Direct obligations or fully guaranteed certificates of beneficial ownership
- Farmer Home Administration
  - Certificates of beneficial ownership
- Federal Financing Bank
  - Discount notes, notes and bonds
- Federal Housing Administration Debentures
- General Services Administration
- United States Maritime Administration Guaranteed
  - Title XI Financing
- New Communities Debentures
  - United States Government guaranteed debentures
- United States Public Housing Notes and Bonds
  - United States Government guaranteed public housing notes and bonds
- United States Department of Housing and Urban Development
  - Project notes and local authority bonds

2. Portfolio Composition

A maximum of 50% of available funds may be invested in United States Government agencies.

3. Limits on Individual Issuers

A maximum of 25% of available funds may be invested in individual United States Government agencies.

4. Maturity Limitations

The maximum length to maturity for an investment in any United States Government agency security is five (5) years from the date of purchase.

D. Federal Instrumentalities (United States Government sponsored agencies)

1. Purchase Authorization

The Finance Director may invest in bonds, debentures, notes or callables issued or guaranteed by United States Government sponsored agencies (Federal Instrumentalities) which are non-full faith and credit agencies limited to the following:

- Federal Farm Credit Bank (FFCB)
- Federal Home Loan Bank or its district banks (FHLB)
- Federal National Mortgage Association (FNMA)
- Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal -Home Loan Mortgage Corporation participation certificates
- Student Loan Marketing Association (Sallie-Mae)

2. Portfolio Composition

A maximum of 80% of available funds may be invested in Federal Instrumentalities.

3. Limits on Individual Issuers

A maximum of 40% of available funds may be invested in any one issuer.

4. Maturity Limitations

The maximum length to maturity for an investment in any Federal Instrumentality security is five (5) years from

the date of purchase.

E. Interest Bearing Time Deposit or Saving Accounts

1. Purchase Authorization

The Finance Director may invest in non-negotiable interest bearing time certificates of deposit or savings accounts in banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in the State of Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes. Additionally, the bank shall not be listed with any recognized credit watch information service.

2. Portfolio Composition

A maximum of 25% of available funds may be invested in non-negotiable interest bearing time certificates of deposit.

3. Limits on Individual Issuers

A maximum of 15% of available funds may be deposited with any one issuer.

4. The maximum maturity on any certificate shall be no greater than one (1) year from the date of purchase.

F. Repurchase Agreements

1. Purchase Authorization

a. The Finance Director may invest in repurchase agreements composed of only those investments based on the requirements set forth by the City's Master Repurchase Agreement. All firms are required to sign the Master Repurchase Agreement prior to the execution of a repurchase agreement transaction.

b. A third party custodian with whom the City has a current custodial agreement shall hold the collateral for all repurchase agreements with a term longer than one (1) business day. A clearly marked receipt that shows evidence of ownership must be supplied to the Finance Director and retained.

c. Securities authorized for collateral are negotiable direct obligations of the United States Government, Government Agencies, and Federal Instrumentalities with maturities under five (5) years and must have a market value for the principal and accrued interest of 102 percent of the value and for the term of the repurchase agreement. Immaterial short-term deviations from 102 percent requirement are permissible only upon the approval of the Finance Director.

2. Portfolio Composition

A maximum of 50% of available funds may be invested in repurchase agreements excluding one (1) business day agreements and overnight sweep agreements.

3. Limits on Individual Issuers

A maximum of 25% of available funds may be invested with any one institution.

4. Limits on Maturities

The maximum length to maturity of any repurchase agreement is 90 days from the date of purchase.

a. Registered Investment Companies (Money Market Funds)

1. Investment Authorization

The Finance Director may invest in shares in open-end and no-load money market funds provided such funds are registered under the Federal Investment Company Act of 1940 and operated in accordance with 17 C.F.R. § 270.2a-7.

2. Portfolio Composition

A maximum of 50% of available funds may be invested in money market funds.

3. Rating Requirements

The money market funds shall be rated “AAm” or “AAM-G” or better by Standard & Poor’s, or the equivalent by another rating agency.

4. Due Diligence Requirements

A thorough review of any investment money market funds is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Finance Director that will contain a list of questions that covers the major aspects of any money market fund.

b. Intergovernmental Investment Pool

1. Investment Authorization

The Finance Director may invest in intergovernmental investment pools that are authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, Florida Statutes and provided that said funds contain no derivatives.

2. Portfolio Composition

A maximum of 25% of available funds may be invested in intergovernmental investment pools.

3. Due Diligence Requirements

A thorough review of any investment pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Finance Director that will contain a list of questions that covers the major aspects of any investment pool/fund.

### **XIII. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS**

Investments in any derivative products or the use of reverse repurchase agreements are prohibited, with the exception of those risk mitigation actions transacted in accordance with the Bulk Power Purchase Risk Management Policy. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values.

### **XIV. PERFORMANCE MEASUREMENTS**

In order to assist in the evaluation of the portfolio’s performance, the City will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the City to measure its returns against other investors in the same markets.

A. The State Board of Administration’s Local Government Surplus Funds Trust Fund (“SBA Pool”) will be used as a benchmark as compared to the portfolios’ net book value rate of return for current operating funds.

B. Investment performance of funds designated as core funds and other non-operating funds that have a longer-term investment horizon will be compared to an index comprised of U. S. Treasury or Government securities. The

appropriate index will have a duration and asset mix that approximates the portfolios and will be utilized as a benchmark to be compared to the portfolio's total rate of return.

- C. Investment advisors will report performance on both book value and total rate of return basis and compare results to the above-stated benchmarks.

## **XV. REPORTING**

The Finance Director shall provide the City Manager with quarterly investment reports. Schedules in the quarterly report should include the following:

- A. A listing of individual securities held at the end of the reporting period
- B. Percentage of available funds represented by each investment type
- C. Coupon, discount or earning rate
- D. Average life or duration and final maturity of all investments
- E. Par value and market value

On an annual basis, the Finance Director shall prepare and submit to the City Council a written report on all invested funds. The annual report shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, earned income, the book value, the market value and the yield on each investment.

The annual report will show performance on both a book value and total rate of return basis and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per GASB standards. Investment reports shall be available to the public.

## **XVI. THIRD-PARTY CUSTODIAL AGREEMENTS**

Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchased by, and all collateral obtained by, the City should be properly designated as an asset of the City. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Finance Director and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

The custodian shall provide the Finance Director with safekeeping receipts that provide detail information on the securities held by the custodian. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

## **XVII. INVESTMENT POLICY ADOPTION**

The Investment Policy shall be adopted by a City resolution. The Finance Director shall review the Policy annually and the City Council shall approve any modification made thereto.

## **BUDGET ADOPTION PROCESS AND REQUIREMENTS**

An annual budget shall be prepared, approved and adopted for each fiscal year. The budget controls the levy of taxes and expenditure of money for all City purposes. The budget shall be conducted in accordance with Chapters 166, 200 and 218 of the Florida Statutes, as amended.

By July 1, the Property Appraiser must certify the (initial) taxable value of property within each taxing district.

Within 35 days of either July 1, or the date the Property Appraiser certifies the taxable value of property, whichever is later, the City Commission must set proposed millage rates. At that time, a date, time and place is set for a public hearing on the proposed budget and millage rates.

Within 65 to 80 days of July 1, or the date the Property Appraiser certifies the taxable value, the City Commission must hold a public hearing, after 5:00 p.m., to hear public testimony and to adopt a proposed budget and proposed millage rates. The percentage increase in the proposed millage rate over the rolled-back rate and the specific purpose for which ad valorem tax revenues are being increased must be discussed in a public hearing. The City Commission may amend the proposed budget as it deems necessary, adopt the amended proposed budget, recomputed its proposed millage rates and publicly announce the percent, if any, by which the recomputed proposed millage exceeds the rolled-back rate. A date, time, and place for a second public hearing is set at this hearing, also to be held after 5:00 p.m.

Within fifteen days after the first public hearing, the City must publish two adjacent budget ads in a newspaper of the general circulation in the County. One advertisement notifies City residents of the City Commission's intent to finally adopt millage rates and a budget, identifying any increase in property taxes. The second advertisement summarizes the proposed budget, showing for each budget and for the total of all budgets, the proposed millage rates, balances, reserves, and major revenues and expenditures classifications. Specific size, placement, and working requirements apply, as set forth in Chapter 200.065(2)(g) of the Florida Statutes, as amended.

Within two to five days after the advertisements are published, a second public hearing is held to hear public testimony and to adopt a final budget and final millage rates. If, for any reason, the adoption of the final budget is delayed beyond the start of the next fiscal year, the City Commission can expend moneys as outlined in Chapter 200.065(2)(g) of the Florida Statutes, as amended.

Copies of completed resolutions adopting the final millages are forwarded to the Property Appraiser and the Tax Collector by the City Manager within approximately 100 days of certification of preliminary taxable value by the Property Appraiser.

Within 30 days following adoption of a resolution establishing a property tax levy, the City Commission shall certify to the Florida Department of Revenue, compliance with the provisions of Chapter 200 of the Florida Statutes, as amended. This includes a statement of compliance, a copy of the adopted millage resolution, a copy of the budget advertisements including proof of publication, and a copy of the Certification of Taxable Value form.

Upon final adoption of the budget, the budget shall regulate the expenditures of the City and the budget shall not be amended, except as provided for in Chapter 166, Florida Statutes, as amended, unless otherwise specified in the City's charter.

## **BUDGETARY REPORTING**

The City will establish and maintain a system of budgetary and financial reporting to:

1. Maintain accounting and reporting practices in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles (GAAP).
2. Maintain budget and financial reporting system records on a basis consistent with the accepted standards for local government accounting according to Governmental Accounting and Financial Reporting (GAFR), the National Council on Governmental Accounting (NCGA), the Governmental Accounting Standards Board (GASB), and in compliance with Florida Statutes Chapters 129 and 200.

3. Maintain a system of quarterly reporting to the City Commission by the Finance Department on the operating condition of the City, and, where applicable, identify potential trends and, if necessary, recommend options for corrective action.
4. Seek, annually when possible, the Government Finance Officers' Association (GFOA) Distinguished Budget Presentation Award.
5. The City will request that the Finance Department submit when possible, the City's Comprehensive Annual Financial Report to GFOA for the Certificate of Achievement for Excellence in Financial Reporting Program.
6. An annual audit will be performed by an independent public accounting firm in accordance with Florida Statutes with an audit opinion to be included with the City's published Comprehensive Annual Financial Report (CAFR).

## **BUDGET AMENDMENTS**

The City will establish and maintain practices for the administration and amendment of the annual budget to:

1. Provide that all budget amendments/transfers will first be reviewed by the director (or authorized designee) of the requesting department/division, followed by a second review from the Finance Department, prior to the subsequent approval/denial by the City Manager and/or the City Commission, as set forth by the following provisions of this policy.
2. Budgetary Levels of Authority:
  - a. Budget Transfer: Transfers requested within a major expenditure categories, and/or between divisions within the same Department, or between activity codes within the same department require approval by the Finance Director and City Manager.
  - b. Budget Amendment: Transfers between Departments or from Reserve for Contingency require City Commission approval.
  - c. Budget Amendment: Establishing a budget for revenues that were not anticipated during the annual budget process requires that the City Commission adopt a resolution to recognize the revenue, appropriate the revenue, and establish a new fund if appropriate.
  - d. Budget Adjustments: Upon completion of the prior fiscal year's Comprehensive Annual Financial Report, the operating budget may be adjusted to reflect actual beginning fund balances if deemed necessary by the Finance Director. Amendments not specifically authorized in F.S. Chapter 129.06(2)(a-e) require the amendment by authorized by resolution or ordinance of the City Commission and adopted following a public hearing. The public hearing must be advertised at least 2 days, but not more than 5 days, before the date of the hearing. The advertisement and adoption procedures are similar to those required for adoption of the annual budget.

## **CONTINGENCY RESERVES/CASH CARRY FORWARD BALANCES**

Contingency reserves are established to provide for the following:

- Funding for authorized mid-year increases that will provide for a level of service that was not anticipated during the budget process.
  - Funding for unexpected increases in the cost of providing existing levels of service.
  - Temporary and nonrecurring funding for unanticipated projects.
  - Funding of a local match for public or private grants.
  - Funding to off-set losses in revenue caused by actions of other governmental bodies and/or unanticipated economic downturns.
  - Funding to accommodate unanticipated program mandates from other governmental bodies.
  - Funding for emergencies, whether economic, natural disaster or act of war.
1. Reserve for contingency requests must be approved by the City Commission. The Commission will use the procedures and evaluation criteria set forth in this policy. Such requests will be evaluated to insure consistency with other City policy; the urgency if the request; the scope of services to be provided; the short and long-term

fiscal impact of the request; a review of alternative methods of funding or providing the services; a review for duplication of services with other agencies; a review of efforts to secure non-City funding; a discussion of why funding was not sought during the normal budget cycle; and a review of the impact of not funding or delaying funding to the next fiscal year.

2. A reserve for contingency will be calculated and established by the Finance Department for each operating fund in an amount not greater than 10% of the total budget and in accordance with Florida Statutes 129.01(2)(c).
3. The reserve for contingency shall be separate from any cash carry forward balances.
4. The City's budget will be amended at such time as the City Commission authorizes the use of contingency reserves. All requests for the use of any reserve for contingency shall be accompanied by information prepared by the Finance Department showing the year-to-date activity of the reserve account as well as the current account balance and the net effect on the account balance.
5. The City will maintain an annual unappropriated or cash carry forward balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing. The unappropriated fund balance shall be separate from the reserve for contingency.
6. The amount of cash carry forward to be budgeted shall be analyzed and determined during the annual budget process; the carry forward balances will be jointly agreed upon by the Finance Director and City Manager.

## **CAPITAL MANAGEMENT POLICIES**

Capital Management Policies are intended to provide parameters and guidance for the management, monitoring, assessment and evaluation of the Capital Improvement Program. The Capital Improvement Program (CIP) shall consist of projects/equipment with a cost estimate of at least \$25,000 and an asset life of at least five (5) years. A CIP project, under this definition, is intended to include those projects that involve a new purchase of capital outlay, infrastructure and any new construction or renovation of City infrastructure. However, the purchase of vehicles or equipment within an existing replacement fund or which are on a fleet replacement schedule, which must be submitted during the budget process, shall not constitute a CIP project.

1. Annually, a five-year Capital Improvement program (CIP) will be developed. The CIP will be consistent with and implement the Capital Improvement Element (CIE) of the City's Comprehensive Plan. The CIE established Level of Service Standards for facilities required by law to address the impacts of development, level of service guidelines for other public facilities, and priorities for capital improvement projects.
2. Annual updates of the CIP shall be coordinated through the Finance, Public Services, and Community Development and Planning departments.
3. The Capital Improvement Plan will include, in addition to current maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and to avoid any significant unfunded liability.
4. Ensure that debt financings are planned and the details are incorporated in the Capital Improvement Program. Proposed capital projects will be reviewed by a cross-departmental team regarding accurate costing (design, capital, and operating) estimates.
5. The City will make all capital improvement expenditures in accordance with the Capital Improvement Program (CIP).
6. The first year of the 5-year Capital Improvement Program will be used as the basis for formal fiscal year appropriations during the annual budget process. Appropriations made in prior years for which expenditures have not been incurred nor projects completed, will be reevaluated and incorporated into appropriations for the new fiscal year.
7. The City will report upon the progress of the Capital Improvement Plan on a quarterly basis to the City Commission.

## **WIRE TRANSFERS**

Wire transfer transactions involving investment or restricted accounts will be approved by the City Commission prior to transmittal. Wire transfers involving normal, already appropriated debt service payments will require written authorization by the Mayor and the City Manager prior to transmittal.

## **CASH AND INVESTMENT INTERNAL CONTROL PROCEDURES**

### **General Accounting & Reporting - Investments**

- I. All cash transactions are approved before entry into the financial system.
  - A. Wire transfers from banks to Investments must be approved by the City Commission (SBA, RBC Money Market Account, Certificate of Deposit)
    1. Outgoing transfer documentation must be signed by:
      - a. City Manager
      - b. Mayor
      - c. Dual banking controls requires input by Financial Management Analyst and approval of payment by Assistant Finance Director or Finance Director
  - B. Wire transfers from Investments to banks must be approved by the City Commission
    1. Incoming transfer documentation must be signed by:
      - a. City Manager
      - b. Mayor
      - c. Dual banking controls require input by Financial Management Analyst and approval of receipt by Assistant Finance Director or Finance Director
  - C. Wire transfers to vendors
    1. Outgoing must be signed by:
      - a. City Manager
      - b. Mayor
      - c. Dual banking controls requires input by Financial Management Analyst and completion of payment process by Assistant Finance Director or Finance Director
      - d. Vendor wire templates require information input by one person and approval of the template by an authorized person other than the person who input the information
  - D. Treasury Purchases must be approved by City Commission
    1. Purchase transaction documentation must be approved by (signed by):
      - a. Director or Assistant Director of Finance
      - b. City Manager
  - E. Bank Fraud Protection
    1. Depository Accounts will not accept any debits unless initiated by staff
    2. Banks have implemented ACH Blocks on payables, payroll, and utility accounts. Notification and decisions are made via online banking website
    3. Each banking institution uses multi-factor identification for on-line services
- II. Segregation of incompatible duties - No single individual should be 1) able to authorize a transaction, 2) record the transaction, 3) maintain custody of the assets
  - A. All transactions recorded by the Financial Management Analyst, Assistant Finance Director, or Finance Director are authorized by other parties, resolutions, or statutes.
  - B. Cash and securities are kept by the following major third-party custodians:
    1. SBA (State Board of Administration) Investment Pool
    2. Capital City Bank (Cash)

3. Alarion Bank (Cash)
4. Gateway Bank (Cash)
4. RBC money market
5. CD with Capital City Bank

III. Adequate Documentation & Record Keeping

- A. Monthly:
1. Cash and Investment holdings summary to City Commission

IV. Periodic Reconciliation

- A. Daily:
1. Reconcile bank detailed activity report with deposits
  2. Reconcile wire transfers reported by bank with wire transfer file
- B. Monthly:
1. Reconcile all bank accounts to bank statements by Financial Management Analyst
    - a. All notes to monthly bank audit are reviewed and corrective action is taken when required
- C. Annual:
1. Review and update of all procedures

V. Security for check stock, signature plates, and electronic checks

- A. Check stock and signature plates are kept in locked storage on site

VI. Potential Risk Assessment

Problem:

Fraudulent electronic ACH debits to Capital City Bank accounts

Proposed Solution:

Implementation of ACH Blocks and Filters and procedures for monitoring

**Bulk Power Purchase Risk Management Policy**

**A. Formation and Composition.**

1. The Bulk Power Purchase Risk Management Committee (BPPRMC) shall be established by the City Manager and shall consist of five to seven members. Committee members shall be appointed by the City Manager and may consist of City staff, interested and qualified city customers and at least one member from the utility industry with experience and qualifications in fuel management. City staff shall at all times constitute a majority of the BPPRMC.

**B. Objectives of the Bulk Power Purchase Risk Management Committee.**

1. The objectives of the BPPRMC shall be:
  - a. To reduce the volatility in the Bulk Power Cost Adjustment (BPCA) to retail customers
  - b. To manage BPCA such that fuel price risk is comparable to that of the peer utilities. Peer utilities are defined as Progress Energy Florida, Gainesville Regional Utilities (GRU) and Clay Electric Cooperative.

**C. Types of Risk.**

1. The following risks that impact the volatility in the BPCA provision in retail rates have been identified:
  - a. **Price Risk.** Price risk reflects the uncertainty in the future prices of commodities that comprise the BPCA provision of retail rates. For example, the price of natural gas has a significant influence on the cost of electricity in Florida. Commodity prices expected at the time of budgeting or setting retail rates may not be realized in the future. The variation in the price of the BPCA as a result of these changes in price constitute price risk.
  - b. **Basis Risk.** Basis risk is the uncertainty associated with the price of a hedge instrument and the actual physical price of the commodity being hedged. For example, the price of the futures contracts is based on the price of natural gas at a specific location in Louisiana (Henry Hub) whereas the price of natural gas used by GRU may be based on the another natural gas price index such as Florida Gas Transmission Zone 3. Generally, the basis risk is small relative to the price risk but it should be considered in the development of any hedge plan.
  - c. **Liquidity Risk.** Liquidity risk is the risk associated with the marketability of a hedge instrument. For example, if the City entered into a forward purchase contract for natural gas with third party and due to unforeseen circumstances the city desired to dispose of this contract, the City may have to accept less favorable prices due to the specific terms of the forward price contract and the limited number of market participants desiring a contract with these terms. Another example is the lack of liquidity in natural gas futures contracts for periods beyond the next several years. Lack of liquidity is generally reflected in higher bid ask spreads.
  - d. **Volume Risk.** Future projection of the BPCA adjustments is based on certain assumptions regarding the demand for electricity and the availability of supply resources. Changes in the demand for electricity and the unavailability of certain generating resource impact the exposure to each commodity. A recent example is the extended outage of the Crystal River Nuclear unit which increased the amount of purchases from GRU. This increased exposure to GRU purchases impacted the cost of bulk power supply. Another example is uncertainties in forecasted consumption. The electricity consumption for December 2010 far exceeded expectations due to the colder than normal weather. This increased electricity usage increased exposure to the prices of natural gas which therefore increased the price of bulk power supply. Even a perfectly designed hedge plan that completely mitigated the exposure to price risk would not have alleviated exposure to volume risk.
  - e. **Credit Risk.** Credit risk is the risk the counter party to a Risk Mitigation Action fails to comply with contract terms. An example is in the case of a forward purchase contract, the City pays for natural gas to be received at some future time but the counter party fails to deliver the natural gas as expected. The use of hedge instruments traded over recognized exchanges lessens exposure to credit risk since in effect the exchange becomes the counter party and maintains adequate reserves to perform even in the case of non-performance by other market participants.
  - f. **Administrative Risk.** This is the risk of losses resulting from the City's failure to properly implement and monitor Risk Mitigation Actions. Periodic reporting and internal audits are means to lessen Administrative Risk.

**D. Strategies to be Employed by the Bulk Power Purchase Risk Management Committee to Achieve the Objectives.**

1. The City has approved the use of the following hedge strategies by the BPPRMC:
  - a. Establishment and maintenance of a Bulk Power Cost Stabilization Fund
  - b. Use of forward contracts for the purchase of fuel
  - c. Use of futures contracts
  - d. Use of options on futures contract
  - e. Use of swaps contracts

**E. Responsibilities of Bulk Power Purchase Risk Management Committee.**

1. Identify risks that impact the BPCA
2. Monitor risk exposure relative to peer group
3. Approve each Risk Mitigation Action
4. Report periodically in no event less often than quarterly on the results of each risk mitigation action
5. Report results of risk mitigation in aggregate relative to peer group
6. Maintain minutes of each meeting of the BPPRMC
7. Approve each proposed Risk Mitigation Action that involves an outlay of funds or potential outlay funds. This shall include the following:
  - a. Forward purchase contract
  - b. Sale or purchase of any futures contract or option of any futures contract
8. Establish and periodically adjust the amount of the BPCA
9. Maintain projections of BPCA, fuel prices and BPCA Stabilization Fund balances to aid in the management of fuel price risk
10. Assess counterparty risk for each risk mitigation action

**F. Hedge Limits.**

1. The BPPRMC shall monitor the City's exposure to fuel price risk and, after consideration of the relative exposure of the peer group, shall periodically establish hedge limits based on expected exposure. In no case shall Risk Mitigation Actions be approved that hedge price risk greater than the actual price risk. Generally these hedge limits shall be expressed as a percentage of expected consumption of a fuel type for a certain period of time and are intended to vary under different market scenarios.

**G. Risk Mitigation Actions.**

1. A Risk Mitigation Action is any action taken on behalf of the City that results in the outlay of funds or the potential outlay of funds with the intent of achieving the objectives of the BPPRMC. These actions include:
  - a. the purchase or sale of any futures contract or options on futures contracts,
  - b. the execution of any swap contract,
  - c. the commitment to enter into a forward purchase contract,
  - d. periodically establishing the desired balance of the BPCA Stabilization Fund and the budgeting of additions and withdrawals from the BPCA Stabilization Fund to achieve the objectives of the BPPRMC.
2. Each Risk Mitigation Action shall be approved by the BPPRMC. The approval shall be documented in the minutes of the BPPRMC and the documentation shall include with specificity the following:

- a. The base line assumptions including the expected BPCA if the proposed Risk Management Action is not undertaken,
  - b. A description of the proposed Risk Mitigation Action including current market prices and expected costs or proceeds that are to be derived from the proposed Risk Mitigation Action,
  - c. The expected results of the proposed risk mitigation action under various market assumptions.
3. Each Risk Mitigation Action shall qualify for accounting as a hedge pursuant to the provisions of GASB 53.

**H. Bulk Power Cost Adjustment Stabilization Fund Guidelines.**

1. The BPPRMC shall periodically review and establish the desired balance and the range of the BPCA Stabilization Fund. Any modification to the desired balance or range shall be documented by the issuance of a revision of the Bulk Power Purchase Risk Management Policy.
2. The desired balance in the BPCA Stabilization Fund is initially established at two times the average monthly cost of bulk power supply.
3. The desired range of the BPCA Stabilization Fund is initially established at a minimum of one month of the average cost of bulk power supply and the maximum balance is initially established at three times the average monthly cost of bulk power supply.

## Capitalization Policy

### Capital Asset (Property) Definition

Fixtures and other tangible personal property of a nonconsumable nature, the value of which is \$1,000 or more with a normal expected life of one year or more, are considered capital assets or property. The City reports capital assets under the following categories:

- Furniture, equipment, vehicles, and works of art
- Land and land improvements
- Buildings and building improvements
- Improvements other than buildings
- Infrastructure and infrastructure improvements
- Capital leases
- Leasehold improvements

### Capital Asset Category Definitions

The lists of examples shall not be construed as all-inclusive. If unsure, contact Finance & Accounting (F&A) for assistance.

#### Furniture, equipment, vehicles and works of art (64XX)

Furniture and equipment include tangible assets costing \$1,000 or more to be used for operations, the benefits of which extend beyond one year from date of receipt and/or date put into service.

Examples of items to be capitalized as equipment:

- Automobile, truck, utility trailer, etc.
- Furniture including shipping and installation (total must be \$1,000 or more **per item**)
- Computers, printers, radios, etc. (including warranties/extended warranties, /shipping/installation, if purchased at the time the item is purchased).
- Works of art, including shipping and installation
- Long-life storage building (possibly moveable)

Examples of equipment-type items that should be considered operating expenses:

- Landscape cubicle (modular) furnishings costing less than \$1,000 per piece
- Network hubs, wiring and switches
- Software and user licenses (less than \$20,000 – see below)
- Software maintenance and support
- Maintenance contract or extended warranties (if not purchased at time of original purchase-see above)
- Computer upgrades or additions

Software – special rules apply – threshold \$20,000 per application

- Purchased software – Includes purchase cost and any direct cost of materials and services utilized to put the software into service. Annual maintenance costs (typically also include routine upgrades) are not capital and should be coded to 46-XX.
- Internally developed software (over \$20,000) - Capital costs include external direct costs of materials and services consumed in developing or obtaining internal-use software, payroll and payroll-related costs devoted directly to the project. Examples of such costs include those associated with the design of a chosen path (including the software configuration and the software interfaces), coding, installation to hardware, and testing (including the parallel processing phase).

The department should keep adequate records in order to determine the cost of the software. When the project is complete, submit the records to Finance & Accounting to add as an asset to the Fixed Assets System. The

record should include the fund and department/division utilized for the software development. Due to the fact that the primary costs associated with internally developed software will be payroll, these costs will not be capitalized in the City's budget, but will only be included in the City government-wide financial statements with other City assets.

Capitalization should occur only after the preliminary project stage is complete and management has authorized and funded the project.

- Upgrades and enhancements - Should be capitalized only to the extent that they increase the functionality and the life of the product.

### **Land and land improvements (61XX)**

Land is the surface or crust of the earth, which can be used to support structures and may be used to grow crops, grass, shrubs and trees. Land improvements consist of betterments, site preparation (including removal of structures) and site improvements that ready land for its intended use. The cost associated with land improvements is added to the cost of the land and should not be depreciated. Any costs for land or land improvements (even those under \$1,000) should be capitalized.

Examples of items to be capitalized as land and land improvements:

- Purchase price or fair market value at time of gift.
- Commissions
- Professional fees including title searches, appraisal, surveying and environmental assessments, etc.
- Land excavation, fill, grading, clearing and drainage
- Demolition of existing buildings and improvements
- Utility installation
- Right-of-way for roads
- Storm basins (if basically land only – no physical structure to divert water)

Items such as roads, fences, landscaping, paved parking lots, etc. are **not** considered land improvements. (See Infrastructure and Improvements other than Buildings for additional information.)

### **Buildings and building improvements (62XX)**

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be moved or transported. A building is generally used to house persons, property, and includes fixtures attached to and forming a permanent part of such a structure.

Building improvements or renovations are capital events that materially extend the useful life of a building or increase the value of a building, or both, beyond one year. Building improvements do not include maintenance and repairs done in the normal course of business.

All costs (even those individual payments falling under \$1,000) should be capitalized for construction projects.

Examples of items to be capitalized as buildings and building improvements are:

- Original purchase price or fair market value if donated
- Expenses for remodeling, reconditioning, or altering a purchased building to make it ready for use for the purpose for which it was acquired
- Professional fees (i.e., legal, architect, engineer, inspections, title search, etc.)
- Advertisement for Call to Bid on construction projects
- Building permit
- Payments to contractors or subcontractors for materials and labor for new building
- Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building
- Additions to buildings (i.e. enlargements, covered patios, garages, etc.) these are permanent changes to the “footprint” of the building.

Examples of items to be considered maintenance and repairs and not capitalized:

- Plumbing or electrical repairs
- Adding, removing and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value or extend the life of the building. **NOTE:** Major maintenance/renovation projects may be considered capital. Please call F&A to discuss appropriate coding.
- Cleaning, pest extermination, or other periodic maintenance
- Maintenance type interior renovation such as repainting, touch-up plastering, replacement of carpet, tile, or panel sections, sink and fixture refinishing, etc.
- Maintenance type exterior renovation such as repainting, replacement of siding, roof or masonry, etc. An upgrade to the type of roofing materials may be considered capital; please call F&A to discuss appropriate coding.

### **Improvements other than Building (63XX)**

Structures not considered buildings and other constructs that add value and use to property.

Examples of items to be capitalized as Improvements other than Building:

- Paved parking lots, sidewalks, recreation areas and driveways
- Landscaping (initial planting only) and irrigation system (initial only)
- Permanently attached playground equipment
- Boat docks, piers and boat ramps
- Picnic shelters and other “immovable” out-buildings, such as Restrooms and Interpretive Shelters, Pavilions and Pole Barns

Examples of items that should be considered operating expenses:

- Grounds maintenance and replacement landscape plantings
- Waste tire mulch on playground
- Park improvements costing under \$1,000 each, such as grills, soccer goals, etc.

### **Infrastructure and infrastructure improvements (63XX)**

Long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Included are roadways, traffic signals, bike paths, sidewalks and bridges. Improvements made to infrastructure assets that extend the useful life or increase the value of the asset, or both, should be capitalized.

Examples of items to be capitalized as Infrastructure:

- Initial paving of roadway
- Milling and resurfacing existing roads
- Widen road, add lanes, bike lanes and sidewalks
- Install traffic signal at intersection
- Engineering study to determine road path

Examples of items that should be considered operating expense:

- Roadway surface repair (filling potholes – maintenance work)
- Center lane re-striping
- Dredge storm basin

### **Capital Lease (varies – usually equipment-64XX)**

Assets should be capitalized if the lease agreement meets any one of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term

- The lease contains a bargain purchase option
- The lease term is equal to 75% or more of the estimated economic life of the leased property
- The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90% of the fair value of the leased assets.

The full cost of assets purchased under capital leases should be fully capitalized at the time of purchase. Contact F&A for details of accounting and budgeting for capital leases.

**Leasehold Improvements (varies – 62XX or 63XX)**

A leasehold improvement is an improvement made to a leased building by a department that has the right to use this leasehold improvement over the term of the lease. This improvement will revert to the lessor at the expiration of the lease.

Leasehold improvements to the building or grounds should be capitalized if the expenditures cost more than \$1,000 and will have an estimated useful life greater than one year. Leasehold improvements should not include maintenance and repairs done in the normal course of business. Further, moveable equipment or office furniture that is not attached to the building is not considered a leasehold improvement.

The coding of the leasehold improvement follows the normal capitalization rules, but will most likely be either building or improvements other than building. The life of the leasehold improvement should be the same as the term of the lease.

**Depreciation**

Property, plant and equipment are depreciated using the straight-line method over the following estimated useful lives:

- |                                      |             |
|--------------------------------------|-------------|
| ▪ Buildings                          | 10-50 Years |
| ▪ Improvements                       | 10-35 Years |
| ▪ Infrastructure                     | 40-55 Years |
| ▪ Furniture, Fixtures, and Equipment | 3-20 Years  |

**CITY OF ALACHUA  
FISCAL YEAR 2012  
APPROVED BUDGET**



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