

FY19 City-wide Operating Fund Pro Formas

General Fund Pro Forma

The General Fund accounts for police and dispatch, roads, sidewalks, parks, recreation, transit and human services funded by general revenue.

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	\$ 24,019,181	\$ 24,424,545	\$ 24,790,913	\$ 25,162,776	\$ 25,540,218	\$ 25,923,321
Ad Valorem Taxes	41,713,663	44,597,725	45,266,691	45,945,691	46,634,877	47,334,400
Licenses & Permits	1,349,417	1,427,650	1,449,064	1,470,800	1,492,862	1,515,255
Intergovernmental Revenue	18,605,263	19,648,413	19,943,139	20,242,286	20,545,920	20,854,109
Charges for Services	10,396,879	10,437,036	10,593,589	10,752,493	10,913,780	11,077,487
Fines & Forfeitures	809,659	777,183	788,841	800,673	812,683	824,874
Other Revenues	9,182,087	9,463,439	9,605,389	9,749,470	9,895,712	10,044,148
Other Sources	46,968,322	48,059,234	48,780,121	49,511,823	50,254,501	51,008,318
Revenue Subtotal	\$ 153,044,471	\$ 158,835,225	\$ 161,217,747	\$ 163,636,013	\$ 166,090,554	\$ 168,581,912
EXPENDITURE SUMMARY						
Personnel Services	\$ 86,891,418	\$ 91,387,952	\$ 92,758,766	\$ 94,150,151	\$ 95,562,426	\$ 96,995,856
Operating Expenditures	12,525,018	12,221,269	12,404,545	12,590,670	12,779,529	12,971,192
Internal Service Funds	19,179,514	20,098,006	20,399,476	20,705,458	21,016,050	21,331,296
Utilities and Other Expenses	4,420,837	4,345,056	4,410,233	4,476,385	4,543,534	4,611,682
Transfers	16,823,655	17,163,842	17,412,605	17,676,941	17,938,963	18,139,632
Contributions to Operations	13,204,532	13,619,100	13,823,387	14,030,738	14,241,198	14,454,816
Year End Adjustments	-	-	-	-	-	-
Expenditure Subtotal	\$ 153,044,974	\$ 158,835,225	\$ 161,209,012	\$ 163,630,343	\$ 166,081,700	\$ 168,504,474
TOTAL SUMMARY						
Revenue Total	\$ 153,044,471	\$ 158,835,225	\$ 161,217,747	\$ 163,636,013	\$ 166,090,554	\$ 168,581,912
Expenditure Total	\$ 153,044,974	\$ 158,835,225	\$ 161,209,012	\$ 163,630,343	\$ 166,081,700	\$ 168,504,474
Total Fund Balance	(\$ 503)	-	\$ 8,735	\$ 5,670	\$ 8,854	\$ 77,438

Budgetary considerations for FY19 include:

- The FY19 appropriation is recommended as a balanced budget that meets community priorities with A General Fund budget of \$158,835,225 for police, public infrastructure, parks and recreation, and housing and human services.
- The millage rate will remain at 4.1000, which the Commission established as the millage rate “cap” at the June 6, 2018, budget workshop and adopted tentatively on September 12th.
- With the exception of grant funded positions or positions funded through updated rate studies, the budget does not include increases in the workforce.
- A 3% salary enhancement, and minimums for general employees, will help offset increases in health costs. Raises and benefit cost sharing for fire and police personnel have been determined through collective bargaining agreements for fire (approved October 25, 2017) at 3% and police (approved April 11, 2018) at 3% or 4.5% for those eligible.
- Operating costs have been held at FY18 levels.
- Continued funding for Community Human Services Programs (CHSP), with the expectation that there will be an expansion of the evaluation process and development of outcome measures; funding for the Council on Cultural Arts (COCA); and updated funding for Outside Agencies.

Donations Fund Pro Forma

The Donations Fund accounts for charitable donations given to the city to support programs provided by: the Tallahassee Police Department’s (TPD) canine program; crime prevention program; child safety program and victim advocates program. Additionally, the fund includes the former Economic and Community Development Department (ECD’s) Change for Change program and the Mayor’s Back to School Community Experience program.

▼ Fund Pro Forma 2018 Budget 9-12-18 Agenda 115 - Donations Operating Fund ▼

	FY18	FY19	FY20	FY21	FY22	FY23
Revenue Subtotal	\$ 81,800	\$ 85,433	\$ 86,716	\$ 88,016	\$ 89,336	\$ 90,677
Expenditure Subtotal	\$ 81,800	\$ 85,433	\$ 86,715	\$ 88,015	\$ 89,335	\$ 90,675
Revenue Total	\$ 81,800	\$ 85,433	\$ 86,716	\$ 88,016	\$ 89,336	\$ 90,677
Expenditure Total	\$ 81,800	\$ 85,433	\$ 86,715	\$ 88,015	\$ 89,335	\$ 90,675

Building Inspection Fund Pro Forma

The City’s support of strong and sound economic development continues to be a priority for the City Commission. To this end the Building Inspections Fund continues to deliver a high level of customer service to the development community during a time of significant increased building permit activity locally. Per Florida law all fees, fines, or investment earnings related to the collection and enforcement of the State’s building code must be used solely for implementing and enforcing the Florida Building Code. Local governments must use recognized management, accounting, and oversight practices to ensure that these fees, fines, and investment earnings are maintained and allocated or used solely for the purposes of building code enforcement activities.

In FY17, 381 permits were issued for one and two-family dwellings, which represents an increase of 23% over FY16. In FY17 permits were issued for 790 multi-family units, which represents an increase of 91% over FY16. For FY18 the pre-end of year permitting activity remains at high levels. As an example, there 691 multi-family units permitted through the first two quarters of FY18, which represents 87.5% of the total multi-family permits issued the year before for the entire year. Lead by this significant increase in multi-family permits, overall permitting activity is projected to remain strong in FY19 and forms the basis for the revenue projections presented in the following proforma budget.

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	3,067,568	3,512,636	3,565,325	3,618,805	3,673,087	3,728,183
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	121,670	123,495	125,347	127,228	129,136	131,073
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	277,824	281,990	286,221	290,515	294,872	299,295
Other Sources	24,000	18,000	18,270	18,544	18,822	19,105
Revenue Subtotal	\$ 3,491,062	\$ 3,936,121	\$ 3,995,164	\$ 4,055,091	\$ 4,115,918	\$ 4,177,656
EXPENDITURE SUMMARY						
Personnel Services	\$ 2,667,660	\$ 2,965,354	\$ 3,030,135	\$ 3,075,587	\$ 3,121,721	\$ 3,168,546
Operating Expenditures	55,896	56,733	57,586	58,450	59,325	60,216
Internal Service Funds	661,938	786,882	798,685	810,665	822,826	835,168
Utilities and Other Expenses	-	-	-	-	-	-
Transfers	105,568	107,152	108,759	110,390	112,046	113,727
Contributions to Operations	-	-	-	-	-	-
Year End Adjustments	-	-	-	-	-	-
Expenditure Subtotal	\$ 3,491,062	\$ 3,936,121	\$ 3,995,165	\$ 4,055,092	\$ 4,115,918	\$ 4,177,657
TOTAL SUMMARY						
Revenue Total	\$ 3,491,062	\$ 3,936,121	\$ 3,995,164	\$ 4,055,091	\$ 4,115,918	\$ 4,177,656
Expenditure Total	\$ 3,491,062	\$ 3,936,121	\$ 3,995,165	\$ 4,055,092	\$ 4,115,918	\$ 4,177,657
Total Fund Balance	-	-	(\$ 1)	(\$ 1)	-	(\$ 1)

Budgetary considerations for FY19 include:

- The key change for FY19 will be the continued transition from the use of temporary employees for the past couple of years to meet the increased workload demands from increased permitting, to now having filled two key FTE's in FY18 (and trained going into FY19). Building Inspections is an area that can require extensive training based on the in-coming experience level of the new employees.
- It is not anticipated that a complete fee/rate study will be needed during the current planning period, although the Fund may look to adjust a few fees to make them easier to pre-calculate which is a service level increase for the construction community that this fund serves. Contractors like the ability to easily pre-calculate fees for use when they put together their bids for construction projects.
- Depending upon the type of new construction (residential versus commercial), the fund may have to juggle skill sets of its existing staff to make sure they can meet the technical service level demands of their customers.
- Management will continue to seek and test technological service level improvements, although there are no specific platforms being planned for now.

Fire Fund Pro Forma

The provision of effective and cost efficient public safety services remains a top priority of both the citizens of Tallahassee as well as the City Commission. The mission of the Tallahassee Fire Department (TFD) is accomplished through the provision of prevention and protective services specific to the type of emergency response required. More comprehensively the department provides fire suppression, specialized hazardous material response, focused urban search and rescue, dedicated technical rescue, vehicle extrication, Emergency Medical Services (EMS), fire safety code compliance review and enforcement, and varied public education services. The department's service territory includes all of Leon County constituting a service area of 702 square miles. TFD facilities include 16 fire stations and 5 training buildings.

The Fire and EMS interlocal agreement with Leon County, generates revenue to pay for these two service areas. The fire services fees were established by the City Commission (Resolution No. 15-R-21) with the fees designed to remain in effect through the end of FY20. Per the terms of the Fire and EMS interlocal agreement, by September 30, 2020 the City and County will need to decide on proceeding with a new study, to mutually agree upon a set annual increase or to agree on no change to the fees that can be put into effect through FY25. This analysis and the decision process can include both EMS and Fire if deemed necessary. If a new rate study is preferred, it is anticipated that it will need to be begin sometime late in the year in FY19.

▼ Fund Pro Forma 2019 Budget 9-12-18 Agenda 130 - Fire Service Fee Operating Fnd ▼

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	294,500	347,530	347,530	347,530	347,530	347,530
Intergovernmental Revenue	77,800	108,303	108,303	108,303	108,303	108,303
Charges for Services	43,735,736	44,587,099	45,116,377	45,652,536	46,195,665	46,745,854
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	(18,300)	(18,300)	(18,300)	(18,300)	(18,300)	(18,300)
Other Sources	1,204,928	1,708,188	1,708,188	1,708,188	1,708,188	1,708,188
Revenue Subtotal	\$ 45,294,664	\$ 46,732,820	\$ 47,262,099	\$ 47,798,257	\$ 48,341,386	\$ 48,891,576
EXPENDITURE SUMMARY						
Personnel Services	\$ 29,665,664	\$ 30,969,396	\$ 32,095,707	\$ 33,268,702	\$ 34,490,402	\$ 35,762,958
Operating Expenditures	1,945,890	1,945,890	1,945,890	1,945,890	1,945,890	1,945,890
Internal Service Funds	10,011,161	10,458,861	10,293,591	10,293,591	10,293,591	10,293,591
Utilities and Other Expenses	378,852	382,262	385,702	389,171	392,676	396,213
Transfers	2,544,947	2,655,111	2,538,281	2,538,701	2,538,450	2,489,620
Contributions to Operations	321,300	321,300	321,300	321,300	321,300	321,300
Year End Adjustments	426,851	-	-	-	-	-
Expenditure Subtotal	\$ 45,294,665	\$ 46,732,820	\$ 47,580,471	\$ 48,757,355	\$ 49,982,309	\$ 51,209,572
TOTAL SUMMARY						
Revenue Total	\$ 45,294,664	\$ 46,732,820	\$ 47,262,099	\$ 47,798,257	\$ 48,341,386	\$ 48,891,576
Expenditure Total	\$ 45,294,665	\$ 46,732,820	\$ 47,580,471	\$ 48,757,355	\$ 49,982,309	\$ 51,209,572
Total Fund Balance	(\$ 1)	-	(\$ 318,372)	(\$ 959,098)	(\$ 1,640,923)	(\$ 2,317,996)

Budgetary considerations for FY19 include:

- The revenue projection for FY19 has been updated in the proforma above, which now shows the fund in a balanced position, with the subsequent years showing a deficit as planned for in the Fire Fee rate study. A \$2 million reserve has been built up (also anticipated by the Fire Fee rate study) in the first two years that could be used to balance the fund in the out years of the proforma. The fund will have to be carefully monitored going into FY20 to ensure the revenue plan as indicated in the rate study stays on course.
- The EMS Municipal Services Taxing Unit (MSTU) agreement with Leon County shows revenue increases currently at a rate of 2.2% (CPI) which is lower than the growth rate of the MSTU itself (4.3%). Unlike the Fire Fee study, it is also not clear if the original revenue split in this agreement was based on the full cost of EMS services for both or either party or if it was split based on calls for service and level of service.

Airport Fund Pro Forma

One of both the City Commission and the citizens of the City of Tallahassee's consistent top priorities is economic development, of which the Airport is a key feature. The Tallahassee International Airport (TLH) serves a diverse group of users, including airlines, commuter and charter services. TLH also provides scheduled air cargo operations, corporate aviation, light aircraft training, and wide variety of other business-oriented and private general aviation activities. The revenues for the airport fund are based on airline rates and fees charged to airlines. The Airport also receives revenue from many sources including airport parking, rental car concessions, , advertising and rental of leased property. The mission of the Tallahassee International Airport is to provide a safe, secure, efficient and customer friendly airport experience that reflects our community's values and exceeds customer expectations.

In Fiscal Year 2017, the total number of passengers for the Tallahassee International Airport increased by 2.56% in comparison to Fiscal Year 2016. The trend for FY18 is showing that the number of passengers will continue to increase for the airport. The most recent data shows a significant 16.5% increase in passengers for FY18 compared to the same time period in FY17. The airport expects to continue to see an upswing in passengers specifically due to the new non-stop flight to Washington, D.C. that was added in mid-February of this year. The airport will continue to monitor the trend in passengers.

Some specific operational goals for FY19 include:

- Continue Tallahassee International Airport's commitment to the development of successful air service partnerships to increase the availability of flight options.
- Tallahassee International Airport seeks to create public-private partnerships that will maximize long-term revenues for both parties and generate economic benefit to the City and the Florida Big Bend region through development of approximately 500 acres of aeronautical and non-aeronautical land.
- Continuation of the completion of the Airport Master Plan, which includes the following:
 - Begin design and construction of the Rental Car Quick-Turnaround Facility and Parking Garage.
 - Issue RFQ for design services for the International Passenger Processing Facility.

- Issue RFQ for design services for the reconstruction of Runway18-36.

▼ Fund Pro Forma 2019 Budget 9-12-18 Agenda 540 - Aviation Operating Fund ▼

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	11,315,500	11,788,000	11,964,820	12,144,292	12,326,457	12,511,354
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	100,000	132,000	133,980	135,990	138,030	140,100
Other Sources	-	-	-	-	-	-
Revenue Subtotal	\$ 11,415,500	\$ 11,920,000	\$ 12,098,800	\$ 12,280,282	\$ 12,464,486	\$ 12,651,454
EXPENDITURE SUMMARY						
Personnel Services	\$ 5,484,702	\$ 5,710,094	\$ 5,823,674	\$ 5,940,015	\$ 6,059,191	\$ 6,181,289
Operating Expenditures	839,772	839,772	839,783	839,794	839,805	839,816
Internal Service Funds	1,650,942	1,658,164	1,658,164	1,658,164	1,658,164	1,658,164
Utilities and Other Expenses	982,366	991,207	1,000,128	1,009,130	1,018,209	1,027,375
Transfers	-	-	-	-	-	-
Contributions to Operations	1,204,928	1,317,941	1,329,802	1,341,771	1,353,847	1,366,031
Year End Adjustments	1,252,789	1,402,822	1,415,447	1,428,186	1,441,040	1,454,010
Expenditure Subtotal	\$ 11,415,499	\$ 11,920,000	\$ 12,066,998	\$ 12,217,060	\$ 12,370,256	\$ 12,526,685
TOTAL SUMMARY						
Revenue Total	\$ 11,415,500	\$ 11,920,000	\$ 12,098,800	\$ 12,280,282	\$ 12,464,486	\$ 12,651,454
Expenditure Total	\$ 11,415,499	\$ 11,920,000	\$ 12,066,998	\$ 12,217,060	\$ 12,370,256	\$ 12,526,685
Total Fund Balance	\$ 1	-	\$ 31,802	\$ 63,222	\$ 94,230	\$ 124,769

Budgetary considerations for FY19 include:

- The fund is balanced for FY19 at \$11.9 million and is sufficient to fund anticipated operating and capital funding needs for the planning period per the table below including citywide assumptions for personnel costs, including a 3% increase to salaries and related benefit cost adjustments.
- Temporary wages and overtime accounts were slightly adjusted to include a 3% merit increase for temporary employees for consistency with permanent employees.
- Operating expenditures were held at 2018 funding levels and no adjustments for CPI increases were made to continue to keep costs low for our airline partners, and thus for our customers.
- Airline revenue was adjusted based on projected activities and expenses.

StarMetro Fund Pro Forma

The City has operated StarMetro, a public transit system, since December 1973. StarMetro provides fixed route services, special transportation under provisions of the Americans with Disabilities Act (ADA) and serves as the Community Transportation Coordinator (CTC) for Leon County. Public transportation services include weekday cross-town routes as well as university routes. StarMetro also provides individually scheduled per request (para transit) transportation to senior, disabled and low-income customers in Tallahassee and Leon County. StarMetro's vehicles and facilities comply with rules and regulations contained in the State of Florida Uniform Traffic Control Laws, Florida Administrative Code, Federal Motor Vehicle Safety Standards, and the Federal Transit Administration Policies and Procedures.

▼ Fund Pro Forma 2019 Budget 9-12-18 Agenda 580 - StarMetro Operating Fund ▼

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	1,063,258	1,142,168	1,159,301	1,176,690	1,194,340	1,212,255
Charges for Services	6,355,953	6,652,929	6,752,726	6,854,017	6,956,827	7,061,179
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Other Sources	8,875,220	9,511,998	9,654,678	9,799,498	9,946,491	10,095,688
Revenue Subtotal	\$ 16,294,431	\$ 17,307,095	\$ 17,566,705	\$ 17,830,205	\$ 18,097,658	\$ 18,369,123
EXPENDITURE SUMMARY						
Personnel Services	\$ 9,830,936	\$ 10,517,749	\$ 10,675,514	\$ 10,835,648	\$ 10,998,182	\$ 11,163,156
Operating Expenditures	2,131,430	2,131,466	2,163,436	2,195,884	2,228,825	2,262,258
Internal Service Funds	2,462,254	2,773,969	2,815,577	2,857,812	2,900,677	2,944,191
Utilities and Other Expenses	1,840,926	1,868,540	1,896,568	1,925,016	1,953,893	1,983,199
Transfers	28,884	15,371	15,602	15,836	16,073	16,314
Contributions to Operations	-	-	-	-	-	-
Year End Adjustments	-	-	-	-	-	-
Expenditure Subtotal	\$ 16,294,430	\$ 17,307,095	\$ 17,566,697	\$ 17,830,196	\$ 18,097,650	\$ 18,369,118
TOTAL SUMMARY						
Revenue Total	\$ 16,294,431	\$ 17,307,095	\$ 17,566,705	\$ 17,830,205	\$ 18,097,658	\$ 18,369,123
Expenditure Total	\$ 16,294,430	\$ 17,307,095	\$ 17,566,697	\$ 17,830,196	\$ 18,097,650	\$ 18,369,118
Total Fund Balance	\$ 1	-	\$ 8	\$ 9	\$ 8	\$ 5

- Revenue projections have been adjusted to reflect gas tax revenue from \$2.3 million to \$2.9 million, based on most recent estimates.
- The proposed budget includes new revenue assumptions for Florida State University and the repayment of loans starting in FY20 for the purchase of an entire electric fleet for these routes.
- Starting in FY19, StarMetro will begin receiving additional revenue from Tallahassee Community College for students utilizing routes surrounding the campus.

Golf Course Fund Pro Forma

The Golf Course Department through the use of both Jake Gaither and the Hilaman courses, offers an assortment of quality facilities. It features two professionally engineered courses complete with multiple water hazards and sand traps. Further amenities include a Pro Shop, a driving range, golf lessons and a restaurant. The courses also offer several membership and golf lesson packages to best suit a variety of customer needs and budgets.

Both golf courses offer student, senior and a community wide golf experience through tournaments, charity events and daily play, seasonal and annual membership packages. Rounds of golf are the basis for operations on the courses, and recent improvements at Hilaman include rebuilding the bunkers, seeding the greens to transition from winter to spring play, and clubhouse and pro shop improvements.

▼ Fund Pro Forma 2019 Budget 9-12-18 Agenda 615 - Golf Course Fund ▼

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	1,084,880	1,085,171	1,101,447	1,117,969	1,134,739	1,151,760
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	2,000	2,030	2,060	2,091	2,123	2,155
Other Sources	-	-	-	-	-	-
Revenue Subtotal	\$ 1,086,880	\$ 1,087,201	\$ 1,103,508	\$ 1,120,060	\$ 1,136,861	\$ 1,153,914
EXPENDITURE SUMMARY						
Personnel Services	\$ 600,466	\$ 561,985	\$ 570,414	\$ 578,970	\$ 587,654	\$ 596,470
Operating Expenditures	214,713	214,713	217,933	221,205	224,521	227,885
Internal Service Funds	139,201	178,002	180,671	183,381	186,132	188,926
Utilities and Other Expenses	127,813	127,813	129,728	131,675	133,652	135,656
Transfers	1,178	1,178	1,196	1,214	1,232	1,250
Contributions to Operations	-	-	-	-	-	-
Year End Adjustments	3,510	3,510	3,563	3,816	3,870	3,725
Expenditure Subtotal	\$ 1,086,881	\$ 1,087,201	\$ 1,103,505	\$ 1,120,061	\$ 1,136,861	\$ 1,153,912
TOTAL SUMMARY						
Revenue Total	\$ 1,086,880	\$ 1,087,201	\$ 1,103,508	\$ 1,120,060	\$ 1,136,861	\$ 1,153,914
Expenditure Total	\$ 1,086,881	\$ 1,087,201	\$ 1,103,505	\$ 1,120,061	\$ 1,136,861	\$ 1,153,912
Total Fund Balance	(\$ 1)	-	\$ 3	(\$ 1)	-	\$ 2

Budgetary considerations for FY19 include:

- The Golf Fund pro forma is balanced and the out years reflect the assumption that enhancements to the course in FY18 at the clubhouse and restaurant will attract more golfers, tournaments, and events, thus increasing revenue in FY19.
- One of the improvements in FY18 is a project that aerates the soil at Hilaman and Gaither. This process improves the quality of the greens and will help ensure a smooth transition of greens in the fall which is expected save costs in FY19. Also, the new bunkers drain water quickly, which better equips Hilaman for rain events and keeps the course competitive with the private sector and offers opportunities to further increase rounds of play. There are no plans to increase staff members or increase expenses.

Cemetery Fund Pro Forma

The City Commission adopted an ordinance on September 10, 1986 establishing the Cemetery Perpetual Care Trust Fund (PCTF) for the maintenance and operation of the City cemeteries. Proceeds from this trust are transferred annually to support operations within the Cemetery Division. The City of Tallahassee owns and maintains five cemeteries totaling 133 acres. The City also provides maintenance services for the historic Plantation Cemetery.

The FY19 pro forma for the Cemeteries Fund below is balanced and will be funded through a transfer of \$245,529 from the PCTF. The balance of the PCTF following the annual transfer will be \$4.0 million, providing approximately nine years of cemetery operations and maintenance under the current conditions. Staff is reviewing new revenue options, such as the creation of a new City-owned cemetery, and will bring back an agenda item to the Commission at the appropriate time.

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	150,207	152,480	114,345	57,173	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	84,000	79,800	75,810	72,020	68,419	64,998
Other Sources	225,891	244,709	293,651	361,778	429,782	440,537
Revenue Subtotal	\$ 460,098	\$ 476,969	\$ 483,806	\$ 490,970	\$ 498,211	\$ 505,534
EXPENDITURE SUMMARY						
Personnel Services	\$ 163,505	\$ 170,748	\$ 173,310	\$ 175,908	\$ 178,547	\$ 181,227
Operating Expenditures	119,763	121,559	123,383	125,234	127,112	129,019
Internal Service Funds	150,105	157,537	159,902	162,299	164,733	167,205
Utilities and Other Expenses	26,725	27,125	27,533	27,945	28,365	28,790
Transfers	-	-	-	-	-	-
Contributions to Operations	-	-	-	-	-	-
Year End Adjustments	-	-	-	-	-	-
Expenditure Subtotal	\$ 460,098	\$ 476,969	\$ 484,128	\$ 491,386	\$ 498,757	\$ 506,241
TOTAL SUMMARY						
Revenue Total	\$ 460,098	\$ 476,969	\$ 483,806	\$ 490,970	\$ 498,211	\$ 505,534
Expenditure Total	\$ 460,098	\$ 476,969	\$ 484,128	\$ 491,386	\$ 498,757	\$ 506,241
Total Fund Balance	-	-	(\$ 322)	(\$ 416)	(\$ 546)	(\$ 707)

Budgetary considerations for FY19 include:

- Operating expenditures have been increased by 1.5% based on the application of an annual escalator per the budgetary guidelines of this fund.
- Charges for service have been adjusted to reflect a loss in revenue once the inventory of available grave spaces is depleted in approximately two to three years; currently, less than 250 spaces remain.
- The pro forma was also adjusted to show the revenue generated from interest on the balance of the PCTF is decreasing each year consistent with the remaining balance of the fund.

All Utility Fund Pro Formas

The City of Tallahassee utilities continue to provide cost effective and reliable utility services to all of the City of Tallahassee and to parts of unincorporated Leon County and support the City Commission’s priorities of economic development through the use of dependable electric, water, gas, sewer and solid waste services. These services are critical to the daily economic activities of the entire commercial sector locally.

Electric Fund Pro Forma

The Electric Utility serves over 120,000 customers in a 221-square mile service territory. It is the fourth largest municipality in Florida, and the 26th largest of over 2,000 municipal systems in the United States. The utility is comprised of six major divisions: Administration, Power Delivery, Generation, System Operations, System Compliance, System Integrated Planning.

The FY19 pro forma for the Electric Operating Fund below is balanced consistent with the recently completed rate study. As described in the study, major factors include (i) the installation of the new efficient generating units with increased capital costs and lower fuel costs, (ii) reductions in the sales of electricity due in part to the estimated effects resulting from the implementation of the Electric System Demand Side Management (DSM) and Energy Efficiency Programs, (iii) the level of contribution to the City's General Fund, and (iv) changes in projected operating costs.

▼ Fund Pro Forma 2019 Budget 9-12-18 Agenda 400 - Electric Operating Fund ▼

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	2,948,111	2,948,111	3,018,866	3,091,318	3,165,510	3,241,482
Charges for Services	285,361,085	262,327,278	268,623,133	275,070,088	281,671,770	288,431,892
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	3,839,608	3,928,784	4,023,075	4,119,629	4,218,500	4,319,744
Other Sources	3,129,532	6,486,658	6,642,338	6,801,754	6,964,996	7,132,156
Revenue Subtotal	\$ 295,278,336	\$ 275,690,831	\$ 282,307,411	\$ 289,082,789	\$ 296,020,776	\$ 303,125,274
EXPENDITURE SUMMARY						
Personnel Services	\$ 30,998,294	\$ 32,194,685	\$ 32,967,359	\$ 33,758,572	\$ 34,568,782	\$ 35,398,429
Operating Expenditures	132,652,205	108,675,819	111,284,040	113,954,851	116,689,766	119,490,323
Internal Service Funds	21,784,466	22,300,293	22,835,499	23,383,549	23,944,758	24,519,431
Utilities and Other Expenses	426,073	436,298	446,775	457,493	468,471	479,716
Transfers	79,630,251	81,581,809	83,539,765	85,544,735	87,597,804	89,700,152
Contributions to Operations	29,787,038	30,501,927	31,233,973	31,983,589	32,751,195	33,537,223
Year End Adjustments	-	-	-	-	-	-
Expenditure Subtotal	\$ 295,278,327	\$ 275,690,831	\$ 282,307,411	\$ 289,082,789	\$ 296,020,776	\$ 303,125,274
TOTAL SUMMARY						
Revenue Total	\$ 295,278,336	\$ 275,690,831	\$ 282,307,411	\$ 289,082,789	\$ 296,020,776	\$ 303,125,274
Expenditure Total	\$ 295,278,327	\$ 275,690,831	\$ 282,307,411	\$ 289,082,789	\$ 296,020,776	\$ 303,125,274
Total Fund Balance	\$ 9	-	-	-	-	-

Budgetary considerations for FY19 include:

- Fuel costs have been adjusted based on the results of the rate study and represent the most significant change compared to FY18 as well as earlier versions of Electric's FY19 pro forma.

- Other factors impacting Electric’s FY19 budget include increased debt service costs resulting from the issuance of new energy systems bonds in FY18 and revised amortization schedules as well as an increase of approximately \$1.76 million to the RR&I transfer amount to account for the additional depreciation expense associated with new generation coming online in FY19.

Gas Fund Pro Forma

Since 1956, the City of Tallahassee’s gas utility has provided clean, safe, economical and reliable natural gas to residents and businesses in our growing service area. Natural gas is provided through 850 miles of underground gas mains, which serve over 30,000 service points in Leon, Gadsden, and Wakulla counties. The following pro forma for the Gas Fund provides a breakdown of revenue and expense types.

▼ Fund Pro Forma 2019 Budget 9-12-18 Agenda 430 - Gas Operating Fund ▼

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	28,164,567	27,347,877	28,004,226	28,676,327	29,364,559	30,069,309
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	38,110	151,211	154,840	158,556	162,361	166,258
Other Sources	602,764	822,227	632,044	647,213	662,746	678,652
Revenue Subtotal	\$ 28,805,431	\$ 28,321,315	\$ 28,791,110	\$ 29,482,096	\$ 30,189,667	\$ 30,914,219
EXPENDITURE SUMMARY						
Personnel Services	\$ 2,096,388	\$ 2,200,059	\$ 2,252,862	\$ 2,306,931	\$ 2,362,298	\$ 2,418,992
Operating Expenditures	13,940,969	12,408,259	12,706,056	13,011,001	13,323,270	13,643,026
Internal Service Funds	2,598,419	2,950,590	3,021,403	3,093,916	3,168,169	3,244,207
Utilities and Other Expenses	64,994	66,554	68,150	69,787	71,462	73,178
Transfers	6,678,746	5,871,253	5,745,745	5,843,849	5,947,446	6,038,121
Contributions to Operations	2,897,320	2,966,856	3,038,060	3,110,974	3,185,637	3,262,092
Year End Adjustments	538,595	1,857,744	1,902,330	1,947,986	1,994,737	2,042,611
Expenditure Subtotal	\$ 28,805,431	\$ 28,321,315	\$ 28,734,606	\$ 29,384,444	\$ 30,053,019	\$ 30,722,227
TOTAL SUMMARY						
Revenue Total	\$ 28,805,431	\$ 28,321,315	\$ 28,791,110	\$ 29,482,096	\$ 30,189,667	\$ 30,914,219
Expenditure Total	\$ 28,805,431	\$ 28,321,315	\$ 28,734,606	\$ 29,384,444	\$ 30,053,019	\$ 30,722,227
Total Fund Balance	-	-	\$ 56,504	\$ 97,652	\$ 136,648	\$ 191,992

Budgetary considerations for FY19 include:

In FY18, a rate study was undertaken as scheduled to review Gas rates and current estimates of growth, costs and economic impacts. The analysis assumes the continued application of the

annual adjustment to base rates based on the increase in the consumer price index (CPI) as required by ordinance, including the 2.4% increase scheduled for October 1, 2018. The results show that over the four-year period, there is surplus in base rate revenues at current rate levels. Based upon these results, the rate study recommends a reduction in base rates for firm gas customers effective October 1, 2018. An ordinance to adopt the recommended rate adjustments is included in Section 12 of the agenda for introduction, with a final vote schedule for September 26th.

In addition to the recommended base rate reduction, in conjunction with rate study, the Purchased Gas Cost Recovery Clause (PGRC) was also evaluated to determine the PGRC rate to be implemented beginning on October 1, 2018. The PGRC rate is the mechanism by which the gas utility recovers the cost of the natural gas commodity delivered to customers through the City's gas distribution system. Based upon the analysis, the PGRC rate will decrease from its current level of \$0.4000 per one hundred cubic feet (ccf) to \$0.37816.

As a result of the recommended reductions in base and PGRC rates, customer bills will decrease effective October 1, 2018. Residential customers with average winter usage of 41 ccf will see a monthly bill decrease of 10.2%, from \$59.94 to \$53.85. Complete bill comparisons for all customers are contained in Section 5 of the attached study.

Water Fund Pro Forma

The City's water system currently services 84,000 connections with over 93 billion gallons of water per year. This around-the-clock operation includes 27 water wells and treatment facilities, 8 elevated storage tanks, 6,400 fire hydrants and over 1,200 miles of water distribution piping.

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	394,810	394,810	404,285	413,988	423,924	434,098
Charges for Services	27,222,651	32,514,432	33,294,779	34,093,653	34,912,106	35,749,996
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	496,986	508,914	521,128	533,635	546,442	559,556
Other Sources	7,313,671	6,254,455	6,638,156	6,626,965	6,645,550	6,735,938
Revenue Subtotal	\$ 35,428,118	\$ 39,672,611	\$ 40,858,348	\$ 41,668,442	\$ 42,528,022	\$ 43,479,589
EXPENDITURE SUMMARY						
Personnel Services	\$ 7,291,566	\$ 7,708,520	\$ 7,893,523	\$ 8,082,972	\$ 8,276,961	\$ 8,475,606
Operating Expenditures	1,589,613	1,627,766	1,666,826	1,706,835	1,747,795	1,789,748
Internal Service Funds	8,787,240	9,883,240	10,120,443	10,363,332	10,612,048	10,866,738
Utilities and Other Expenses	2,186,257	2,238,728	2,292,457	2,347,477	2,403,814	2,461,507
Transfers	12,098,884	14,656,411	15,223,830	15,421,330	15,605,828	15,799,053
Contributions to Operations	3,474,557	3,557,946	3,643,337	3,730,777	3,820,316	3,912,003
Year End Adjustments	-	-	-	-	-	-
Expenditure Subtotal	\$ 35,428,117	\$ 39,672,611	\$ 40,840,416	\$ 41,652,723	\$ 42,466,762	\$ 43,304,653
TOTAL SUMMARY						
Revenue Total	\$ 35,428,118	\$ 39,672,611	\$ 40,858,348	\$ 41,668,442	\$ 42,528,022	\$ 43,479,589
Expenditure Total	\$ 35,428,117	\$ 39,672,611	\$ 40,840,416	\$ 41,652,723	\$ 42,466,762	\$ 43,304,653
Total Fund Balance	\$ 1	-	\$ 17,932	\$ 15,719	\$ 61,260	\$ 174,936

Budgetary considerations for FY19 include:

- A rate study for the Water Fund was completed, with new rates adopted in late 2017 effective in January of this year.
- As shown in the table above, the operating budget for water is based on the projections from this review and is balanced at \$39.7 million including sufficient funding for operational and capital funding through the planning period.

Sewer Fund Pro Forma

The City’s wastewater operation treats an average of 17.5 million gallons per day (MGD), transporting raw sewage from homes and businesses in Tallahassee to the Thomas P. Smith (TPS) Advanced Water Reclamation Facility. This facility provides wastewater treatment which significantly reduces total nitrogen in treated wastewater to well below regulatory standards. The pro forma for the fund as proposed is shown below.

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	1,521,745	1,521,745	1,558,267	1,595,665	1,633,961	1,673,176
Charges for Services	53,746,735	60,443,069	61,893,703	63,379,152	64,900,252	66,457,858
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Other Sources	11,621,735	10,716,410	10,418,498	10,278,479	10,100,285	9,955,017
Revenue Subtotal	\$ 66,890,215	\$ 72,681,224	\$ 73,870,468	\$ 75,253,296	\$ 76,634,498	\$ 78,086,051
EXPENDITURE SUMMARY						
Personnel Services	\$ 14,455,467	\$ 15,220,075	\$ 15,585,356	\$ 15,959,408	\$ 16,342,431	\$ 16,734,654
Operating Expenditures	6,986,642	7,154,318	7,326,024	7,501,847	7,681,889	7,866,253
Internal Service Funds	8,066,958	8,620,489	8,827,378	9,039,238	9,256,178	9,478,330
Utilities and Other Expenses	4,279,374	4,382,080	4,487,248	4,594,941	4,705,221	4,818,148
Transfers	28,309,258	30,940,832	31,108,368	31,472,844	31,801,574	32,123,519
Contributions to Operations	4,792,522	4,907,543	5,025,324	5,145,932	5,269,434	5,395,901
Year End Adjustments	-	1,455,887	1,490,828	1,526,608	1,563,247	1,600,765
Expenditure Subtotal	\$ 66,890,221	\$ 72,681,224	\$ 73,850,526	\$ 75,240,818	\$ 76,619,974	\$ 78,017,570
TOTAL SUMMARY						
Revenue Total	\$ 66,890,215	\$ 72,681,224	\$ 73,870,468	\$ 75,253,296	\$ 76,634,498	\$ 78,086,051
Expenditure Total	\$ 66,890,221	\$ 72,681,224	\$ 73,850,526	\$ 75,240,818	\$ 76,619,974	\$ 78,017,570
Total Fund Balance	(\$ 6)	-	\$ 19,942	\$ 12,478	\$ 14,524	\$ 68,481

Budgetary considerations for FY19 include:

- The Sewer Utility is estimated to expend \$72.7 million in FY19. This reflects the results of the rate study completed last year, and the planned \$3.5 increase in capital funding through RR&I transfers.
- As designed as part of the rate study, funding will be transferred from the operating reserve for FY19 and FY20, with offsetting surpluses in FY21 and FY22.

Solid Waste Fund Pro Forma

The Solid Waste fund provides services and contract oversight for residential and commercial customers citywide. The department manages the garbage and recycling collection contract with Waste Pro, USA, Inc. for all residential customers. Waste Pro also services commercial garbage barrels used by businesses with small amounts of waste and/or limited space. Solid Waste staff collect garbage and recyclable materials from commercial customers. In addition, Currently, the City has 47,936 residential customers; 15,415 commercial customers and 1,835 commercial recycling customers.

The proposed budget for Solid Waste for FY19 is balanced at \$30.3 million including citywide assumptions for personnel costs and sufficient funding for operating and capital funding.

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	23,802,836	24,373,898	24,958,873	25,557,886	26,171,275	26,799,386
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	40,960	41,943	42,950	43,980	45,036	46,117
Other Sources	5,096,843	5,859,994	6,000,834	6,144,649	6,292,121	6,443,132
Revenue Subtotal	\$ 28,940,239	\$ 30,275,835	\$ 31,002,456	\$ 31,746,515	\$ 32,508,432	\$ 33,288,634
EXPENDITURE SUMMARY						
Personnel Services	\$ 5,582,727	\$ 5,813,702	\$ 5,953,226	\$ 6,096,110	\$ 6,242,419	\$ 6,392,235
Operating Expenditures	7,129,586	7,494,222	7,674,083	7,858,260	8,045,855	8,239,984
Internal Service Funds	7,291,533	7,567,817	7,749,241	7,935,218	8,125,865	8,320,681
Utilities and Other Expenses	7,037,490	7,206,389	7,379,344	7,556,447	7,737,801	7,923,508
Transfers	18,840	268,716	269,179	269,653	270,139	270,636
Contributions to Operations	1,880,067	1,925,189	1,971,393	2,018,707	2,067,156	2,116,767
Year End Adjustments	-	-	-	-	-	-
Expenditure Subtotal	\$ 28,940,243	\$ 30,275,835	\$ 30,996,466	\$ 31,734,395	\$ 32,490,035	\$ 33,263,812
TOTAL SUMMARY						
Revenue Total	\$ 28,940,239	\$ 30,275,835	\$ 31,002,456	\$ 31,746,515	\$ 32,508,432	\$ 33,288,634
Expenditure Total	\$ 28,940,243	\$ 30,275,835	\$ 30,996,466	\$ 31,734,395	\$ 32,490,035	\$ 33,263,812
Total Fund Balance	(\$ 4)	-	\$ 5,990	\$ 12,120	\$ 18,397	\$ 24,822

Budgetary considerations for FY19 include:

- The Operating expenditures and revenue for the Solid Waste Fund was adjusted for CPI for enterprise funds at 2.4%.
- The operating budget was increased \$193,500 to purchase and provide maintenance services implement a Drive Cam system for 133 vehicles. Drive Cam systems are considered a key component to Driver Safety Programs, boosting driver performance and improving safety and efficiency. The system includes a GPS/Video system which reduces unsafe driving habits and aids in driver training.

Stormwater Fund Pro Forma

The Stormwater utility serves 73,000 residential customers and 6,000 non-residential customers. The utility plans and constructs utility infrastructure, maintains stormwater drainage facilities and ponds, and provides street sweeping throughout the City. The Stormwater Utility is balanced at \$18.3 million in FY19 as shown in the table below.

	FY18	FY19	FY20	FY21	FY22	FY23
Account Types						
REVENUE SUMMARY						
Taxes & Franchise Fees	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	17,227,859	17,589,643	17,959,027	18,336,166	18,721,226	19,114,371
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	13,500	13,783	14,073	14,368	14,670	14,978
Other Sources	659,141	703,979	718,763	733,857	749,268	765,002
Revenue Subtotal	\$ 17,900,500	\$ 18,307,405	\$ 18,691,862	\$ 19,084,391	\$ 19,485,164	\$ 19,894,352
EXPENDITURE SUMMARY						
Personnel Services	\$ 6,488,918	\$ 6,763,716	\$ 6,905,750	\$ 7,050,772	\$ 7,198,838	\$ 7,350,009
Operating Expenditures	1,170,847	1,195,438	1,220,539	1,246,172	1,272,339	1,299,063
Internal Service Funds	4,917,372	5,760,225	5,881,189	6,004,689	6,130,794	6,259,538
Utilities and Other Expenses	165,478	168,953	172,500	176,123	179,821	183,599
Transfers	4,781,813	4,035,105	4,114,530	4,195,648	4,278,487	4,338,776
Contributions to Operations	376,072	383,970	392,033	400,268	408,671	417,253
Year End Adjustments	-	-	-	-	-	-
Expenditure Subtotal	\$ 17,900,500	\$ 18,307,405	\$ 18,686,541	\$ 19,073,670	\$ 19,468,950	\$ 19,848,238
TOTAL SUMMARY						
Revenue Total	\$ 17,900,500	\$ 18,307,405	\$ 18,691,862	\$ 19,084,391	\$ 19,485,164	\$ 19,894,352
Expenditure Total	\$ 17,900,500	\$ 18,307,405	\$ 18,686,541	\$ 19,073,670	\$ 19,468,950	\$ 19,848,238
Total Fund Balance	-	-	\$ 5,321	\$ 10,721	\$ 16,214	\$ 46,114

Budgetary considerations for FY19 include:

- Revenues are based on an estimated 2.1% CPI increase.
- Current fees as adjusted by CPI are expected to be sufficient within the planning period.