

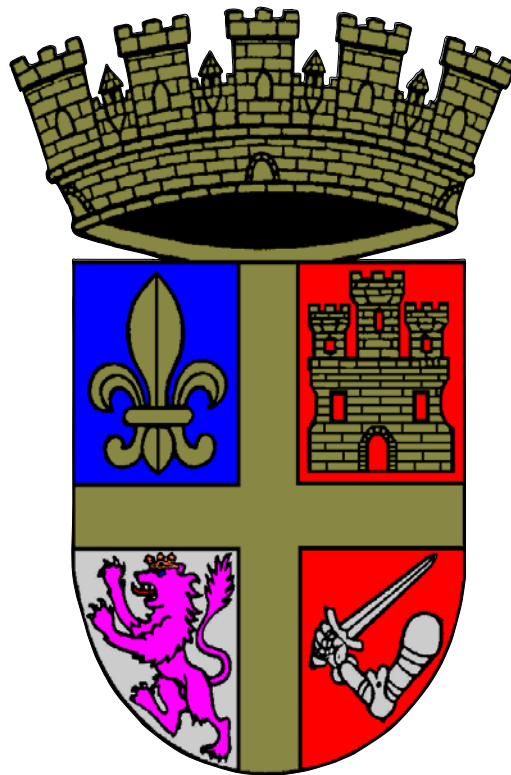
CITY OF ST. AUGUSTINE  
BUDGET WORKSHOP  
FISCAL YEAR 2009-10

AUGUST 20, 2009



# CITY OF ST. AUGUSTINE

PROPOSED BUDGET  
FISCAL YEAR 2009-10



CITY COMMISSION BUDGET WORKSHOP

AUGUST 20, 2009  
9:00 A.M.



# CITY OF ST. AUGUSTINE

## COMMISSION – MANAGER FORM OF GOVERNMENT

### CITY COMMISSION

MAYOR..... JOSEPH L. BOLES  
VICE MAYOR.....ERROL D. JONES  
COMMISSIONER..... DONALD A. CRICHLOW  
COMMISSIONER.....NANCY SIKES-KLINE  
COMMISSIONER.....LEANNA FREEMAN

### APPOINTED OFFICIALS

CITY MANAGER.....WM. B. HARRISS  
CITY ATTORNEY.....RONALD W. BROWN  
CITY CLERK.....KAREN J. ROGERS

### CITY ADMINISTRATIVE STAFF

CHIEF ADMINISTRATIVE OFFICER.....TIMOTHY A. BURCHFIELD, C.P.A  
CHIEF OPERATIONS OFFICER.....JOHN P. REGAN, P.E.  
CITY COMPTROLLER.....MARK R. LITZINGER  
DIRECTOR, GENERAL SERVICES..... JAMES C. PIGGOTT  
DIRECTOR, HERITAGE TOURISM.....DANA STE. CLAIRE  
DIRECTOR, PUBLIC AFFAIRS.....PAUL K. WILLIAMSON  
DIRECTOR, PUBLIC WORKS.....MARTHA S. GRAHAM, P.E.  
FIRE CHIEF..... MICHAEL S. ARNOLD  
POLICE CHIEF.....LORAN K. LUEDERS



**CITY OF ST. AUGUSTINE**  
**BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

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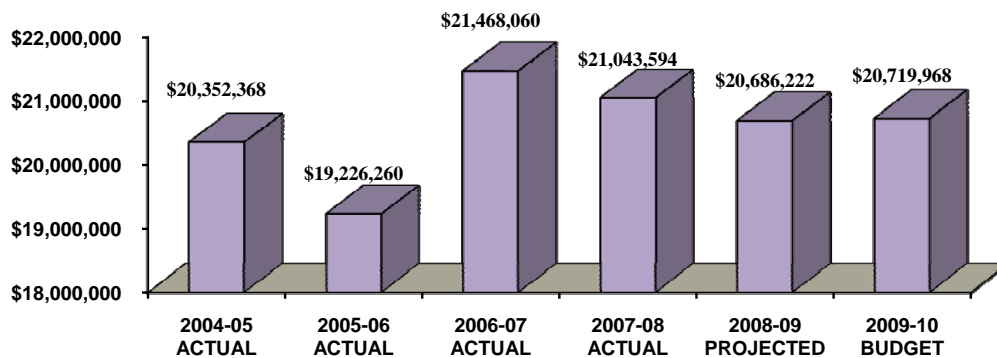
**CITY OF ST. AUGUSTINE  
GENERAL FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	<b>2008-09 BUDGET</b>	<b>2008-09 PROJECTED</b>	<b>2009-10 PROPOSED BUDGET</b>
<b>TOTAL REVENUES</b>	\$ 23,870,637	\$ 23,956,144	\$ 23,854,307
<b>TOTAL EXPENDITURES</b>	\$ 23,870,637	\$ 23,476,234	\$ 23,854,307
<b>SURPLUS/(DEFICIT)</b>	\$ -	\$ 479,910	\$ -

**CITY OF ST. AUGUSTINE  
GENERAL FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	GENERAL FUND REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
311.00	AD VALOREM TAXES	10,668,148	10,694,555	10,013,867
312.00	SALES AND USE TAXES	1,160,944	907,029	933,553
313.00	FRANCHISE FEES	1,321,000	1,449,130	1,498,000
314.00	UTILITY SERVICE TAXES	720,000	691,116	850,584
315.00	COMMUNICATION SERVICE TAXES	885,362	860,699	943,920
321.00	OCCUPATIONAL LICENSES	146,000	139,111	138,000
322.00	BUILDING AND SIGN PERMITS	264,000	163,747	163,375
329.00	OTHER PERMITS AND LICENSES	50,700	32,369	32,200
331.00	FEDERAL GRANTS	279,233	180,061	811,215
334.00	STATE GRANTS	79,921	482,696	49,000
335.00	STATE REVENUE SHARING	1,702,580	1,526,360	1,523,714
338.00	COUNTY REVENUE SHARING	28,000	38,039	38,000
341.00	GENERAL GOVT. SERVICE FEES	46,960	43,099	42,600
342.00	PUBLIC SAFETY	665,800	650,501	976,600
344.00	PARKING FEES	690,676	1,160,423	1,212,700
351.00	COURT FINES AND FORFEITURES	34,000	43,464	36,500
354.00	VIOLATIONS OF LOCAL ORDINANCE	25,500	27,388	28,000
359.00	PARKING FINES AND FORFEITURES	265,700	236,443	241,000
361.00	INTEREST EARNINGS	275,000	104,850	84,250
362.00	RENTAL INCOME	837,347	830,354	757,075
363.00	SPECIAL ASSESSMENTS	0	45,241	0
364.00	SALES\COMP. FOR LOSS - FIXED ASSETS	40,000	35,508	40,000
365.00	SALE OF SCRAP	5,600	4,946	5,000
366.00	PRIVATE CONTRIBUTIONS	0	350	0
368.00	REIMBURSEMENTS	0	0	0
369.00	OTHER MISCELLANEOUS REVENUE	329,241	338,742	300,815
	<b>TOTAL GENERAL FUND REVENUE:</b>	<b>20,521,712</b>	<b>20,686,222</b>	<b>20,719,968</b>

**GENERAL FUND REVENUE COMPARISON**

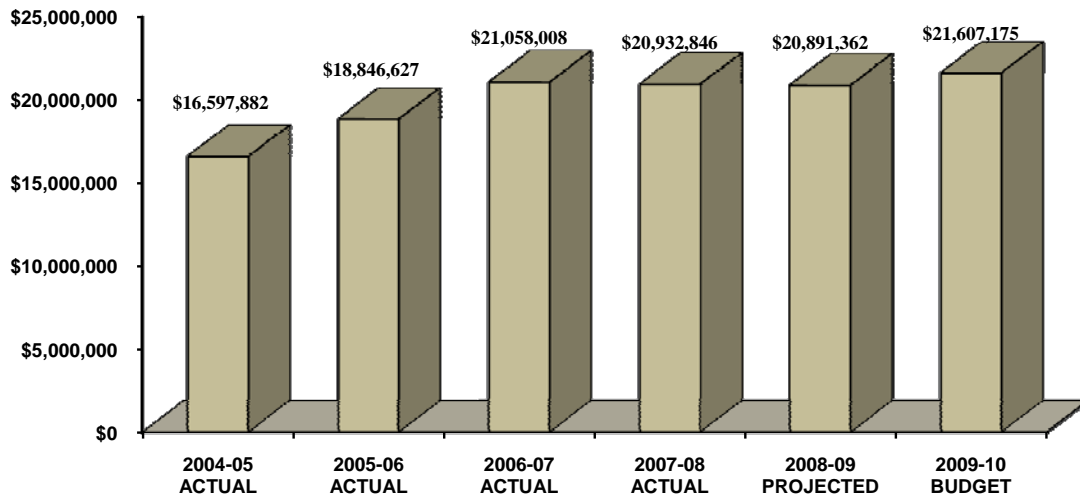


**CITY OF ST. AUGUSTINE  
GENERAL FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	<b>GENERAL FUND EXPENDITURES</b>	<b>08-09 BUDGET</b>	<b>08-09 PROJECTED</b>	<b>09-10 BUDGET</b>
511.10	CITY COMMISSION	144,027	139,425	136,562
512.10	CITY MANAGER	628,553	694,637	612,355
512.20	CITY CLERK	185,505	183,363	188,530
514.20	CITY ATTORNEY	374,682	459,750	363,461
513.20	GENERAL SERVICES ADMINISTRATION	256,216	248,079	254,257
513.21	PROPERTY SERVICES	917,206	898,132	937,158
513.22	PURCHASING	319,425	308,711	321,131
513.23	HUMAN RESOURCES	302,289	291,246	301,046
519.10	FLEET OPERATIONS	415,515	404,822	397,326
519.89	FACILITIES MANAGEMENT GROUP	1,200,559	1,197,375	1,018,835
519.90	RISK MANAGEMENT	1,183,040	1,171,002	1,127,868
539.21	FACILITY OPERATIONS	601,050	586,968	605,747
574.90	PUBLIC AFFAIRS	534,402	532,651	539,190
539.10	PUBLIC WORKS ADMINISTRATION	196,318	187,423	165,944
539.22	PARKS	1,186,177	1,155,298	1,140,348
539.30	ENGINEERING	580,978	501,768	582,138
541.10	STREETS	1,115,141	990,002	1,224,709
541.90	STREET LIGHTS	238,030	227,862	232,500
515.10	PLANNING & BUILDING ADMINISTRATION	331,239	342,287	334,534
515.15	PLANNING	251,647	215,287	242,855
524.10	BUILDING/CODE ENFORCEMENT	374,238	362,684	305,996
539.40	ARCHAEOLOGY	136,641	124,038	138,929
513.10	F.B.M. ADMINISTRATION	263,821	260,219	234,273
513.11	ACCOUNTING	242,296	241,227	243,882
513.13	PARKING	471,761	466,537	585,453
513.14	CUSTOMER SERVICE	425,414	387,352	390,738
513.24	INFORMATION TECHNOLOGY	400,597	385,544	366,694
521.10	POLICE ADMINISTRATION	546,539	515,846	1,300,747
521.11	DISPATCH AND COMMUNICATION	629,338	620,684	0
521.12	INVESTIGATION	443,925	446,874	0
521.13	OPERATIONS	3,370,092	3,341,740	3,184,578
521.14	POLICE TRAINING	131,925	127,894	0
521.15	POLICE RECORDS	212,073	196,831	0
521.16	POLICE COMMUNITY RESOURCES	0	0	865,897
522.10	FIRE ADMINISTRATION	200,918	216,875	199,957
522.11	PREVENTION	112,628	110,280	114,195
522.12	FIRE FIGHTING	2,464,845	2,350,646	2,949,340
	<b>TOTAL GENERAL FUND EXPENDITURES:</b>	<b>21,389,050</b>	<b>20,891,362</b>	<b>21,607,175</b>

**CITY OF ST. AUGUSTINE  
GENERAL FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

**GENERAL FUND EXPENDITURES COMPARISON**



GENERAL FUND SUMMARY		08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
	TOTAL REVENUES	20,521,712	20,686,222	20,719,968
	TOTAL EXPENDITURES	21,389,050	20,891,362	21,607,175
INTERFUND TRANSFERS FROM/(TO)		08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
382.00	ADMIN AND SUBSIDY TRANSFERS	2,306,131	2,306,131	2,026,751
387.00	OPERATING TRANSFERS	863,791	863,791	851,118
388.00	OTHER TRANSFERS	179,003	100,000	256,470
582.00	DEBT SERVICE TRANSFERS	(730,898)	(753,607)	(750,469)
587.00	OPERATING TRANSFERS	(967,732)	(1,048,308)	(888,774)
588.00	OTHER TRANSFERS	(782,957)	(782,957)	(607,889)
TOTAL INTERFUND TRANSFERS:		867,338	685,050	887,206
TOTAL GENERAL FUND EXCESS/(DEFICIT):		0	479,910	0

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		City Commission			
<b>DIVISION:</b>		City Commission			
DIVISION SUMMARY					
<p>The City Commission is responsible for setting the policies for the operation of the City. The Commission passes ordinances and resolutions that establish and set the standards that maintain the quality of life throughout the City. The Commission also provides necessary leadership and direction to the administrative staff.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<p>1. Established the Executive Director position for the planning and preparation of the City's 450th Celebration.          2. Strengthened Sister City relations with Aviles, Spain.          3. Connected with the community through the tour of City facilities, which provided civic information.</p>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$76,808	\$80,727	\$83,214	\$85,511	\$85,085
OPERATING EXPENSES	94,232	57,070	65,389	53,914	51,477
CAPITAL EXPENSES	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$171,040</b>	<b>\$137,797</b>	<b>\$148,603</b>	<b>\$139,425</b>	<b>\$136,562</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

<b>PROPOSED BUDGET FOR FY09-10</b>					
<b>DEPARTMENT:</b>		City Manager			
<b>DIVISION:</b>		Administration			
<b>DIVISION SUMMARY</b>					
<p>The Office of the City Manager is responsible for the complete administrative management of the services and programs provided throughout the City. The Administration Division assists the Commission with information and recommendations regarding matters within the City. The City Manager provides guidance and leadership to all City departments in their operations.</p>					
<b>PRIOR YEAR ACCOMPLISHMENTS</b>					
<p>1. Managed and directed the daily operation of all City departments.  2. Executed a new franchise renewal agreement with Florida Power &amp; Light for the right to provide electrical service within the City in exchange for the payment of fees.  3. Successfully balanced the budget through budget cuts and reorganizations, which were necessary to accommodate the decrease of ad valorem taxes.</p>					
<b>EXPENDITURES</b>					
<b>CATEGORY</b>	<b>ACTUAL EXPENSES 05-06</b>	<b>ACTUAL EXPENSES 06-07</b>	<b>ACTUAL EXPENSES 07-08</b>	<b>PROJECTED EXPENSES 08-09</b>	<b>PROPOSED BUDGET 09-10</b>
<b>PERSONAL SERVICES</b>	\$587,526	\$536,785	\$568,419	\$652,405	\$571,029
<b>OPERATING EXPENSES</b>	44,854	46,754	32,936	42,232	41,326
<b>CAPITAL EXPENSES</b>	31,886	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$664,266</b>	<b>\$583,539</b>	<b>\$601,355</b>	<b>\$694,637</b>	<b>\$612,355</b>



# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		City Clerk			
<b>DIVISION:</b>		Administration			
DIVISION SUMMARY					
<p>The Administration Division provides for the supervision, recording and transcription of City Commission meetings and minutes, as well as nine boards and committees established by the City Commission. The division also provides for the storage, retrieval, and destruction of all City records in accordance with State retention schedules and City needs. Other duties include supervision of public hearing notices, board appointments, legal ads, secretarial duties to the City Commission, and other matters provided for by City Charter and Code and State Statutes.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Coordinated the storage and retention of all City archived records. Disposed of 136 boxes of archived records.</li> <li>2. Created and maintained a detailed index of all City advertisements, including giving notice to the media regarding weekly scheduled meetings.</li> <li>3. Recorded, transcribed and distributed minutes for all City Commission, City Boards and Advisory Committee meetings. Also, provided secretarial support for the Mayor and Commissioners.</li> <li>4. Scanned all agendas and transcribed minutes. Indexed/maintained database of permanently stored records.</li> <li>5. Created and maintained indexes for code supplements, ordinances, proclamations, resolutions, street vacations, annexations, rezonings and PUDs, and appeals.</li> <li>6. Submitted required ordinances for codification to Municode and maintained index, as well as, proofread, corrected and distributed all supplements to the City Code.</li> <li>7. Served on the Institute Committee &amp; Nominations Committee for the Florida Association of City Clerks.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$159,444	\$131,176	\$140,658	\$149,626	\$149,079
<b>OPERATING EXPENSES</b>	30,384	33,698	31,681	33,738	39,451
<b>CAPITAL EXPENSES</b>	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$189,828</b>	<b>\$164,874</b>	<b>\$172,339</b>	<b>\$183,364</b>	<b>\$188,530</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

<b>PROPOSED BUDGET FOR FY09-10</b>					
<b>DEPARTMENT:</b>		City Attorney			
<b>DIVISION:</b>		Administration			
<b>DIVISION SUMMARY</b>					
<p>The City Attorney acts as the legal advisor for the City. The City Attorney is responsible for the preparation and determination of the legal sufficiency of contracts, bonds, and other documents the City may execute. Also, provides staff with legal opinions relative to matters concerning the City and represents the City in litigation upon the direction of the City Commission.</p>					
<b>PRIOR YEAR ACCOMPLISHMENTS</b>					
<ol style="list-style-type: none"> <li>1. Prepared, reviewed and/or provided advice on all legal documents and matters involving the City.</li> <li>2. Provided daily, efficient in-house legal services to all City officials, departments, boards and employees.</li> </ol>					
<b>EXPENDITURES</b>					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$171,844	\$343,870	\$289,710	\$300,853	\$307,157
OPERATING EXPENSES	225,584	216,299	267,300	158,622	56,304
CAPITAL EXPENSES	0	0	0	275	0
<b>DIVISION TOTALS</b>	<b>\$397,428</b>	<b>\$560,169</b>	<b>\$557,010</b>	<b>\$459,750</b>	<b>\$363,461</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		<b>General Services</b>			
<b>DIVISION:</b>		<b>Administration</b>			
DIVISION SUMMARY					
<p>The General Services Administration Division is responsible for the management of all administrative matters pertaining to the operation of the department. Divisions within the General Services Department are the Municipal Marina, Purchasing, Fleet Operations, Facilities Management Group, Human Resources, Risk Management and the Administrative Services Group Manager. The Director of General Services oversees all the divisions and assures the needed assistance and cooperation of the department is provided to all other departments of the City.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Completed the permitting process for the City's mooring fields.</li> <li>2. Completed the restroom/concession stand facilities, kayak launch, and picnic area at Pomar Park.</li> <li>3. Completed the construction of Hamilton Upchurch Park.</li> <li>4. Completed the construction of the new Fleet Maintenance Facility.</li> <li>5. Sold an estimated \$60,000 of excess/obsolete equipment on govdeals.com.</li> <li>6. Replaced the floating dock at Lighthouse Park.</li> <li>7. Completed dredging at the Lighthouse boat ramp.</li> <li>8. Removed more than 15 derelict vessels from the City's waterways.</li> <li>9. Continuing to complete the permitting process for the breakwater at the City's Municipal Marina.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$53,765	\$211,889	\$227,209	\$234,645	\$235,276
OPERATING EXPENSES	\$11,304	\$22,521	\$20,864	\$13,434	\$18,981
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	\$0
<b>DIVISION TOTALS</b>	<b>\$65,069</b>	<b>\$234,410</b>	<b>\$248,073</b>	<b>\$248,079</b>	<b>\$254,257</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		General Services			
<b>DIVISION:</b>		Property Services			
DIVISION SUMMARY					
<p>The Property Services Division is responsible for the daily custodial maintenance of most City properties, including City Hall, Government House, Visitor Information Center, Police Station, St. George Street restrooms, Casa del Hidalgo, Customer Service Center, Salt Run Community Center and others.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Coordinated and prepared the City's cookout as well as numerous other meetings and functions.</li> <li>2. Continued to restructure the division by defining job descriptions.</li> <li>3. Cleaned and sanitized the carpet in the Alcazar Room.</li> <li>4. Realized cost savings through various custodial supply change-outs.</li> <li>5. Pressured washed all areas of the St. George Street restroom facilities and walkways.</li> <li>6. Pressured washed the Visitor Information Center's porch and walkways.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$352,000	\$467,260	\$535,745	\$540,800	\$556,643
OPERATING EXPENSES	353,030	351,449	366,519	357,332	380,515
CAPITAL EXPENSES	18,015	471	0	0	0
<b>DIVISION TOTALS</b>	<b>\$723,045</b>	<b>\$819,180</b>	<b>\$902,264</b>	<b>\$898,132</b>	<b>\$937,158</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		General Services			
<b>DIVISION:</b>		Purchasing			
DIVISION SUMMARY					
<p>The Purchasing Division is responsible for purchasing all supplies, fuel, vehicles and equipment for the City. The division maintains inventory levels, processes invoices for payment, takes annual inventories and maintains fixed asset files. The division also facilitates all auctions of surplus assets.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<p>1. Completed first year of selling surplus items with GovDeals.com. Nearly 40 items listed have been listed with a revenue generation of \$94,593.07 generated.</p> <p>2. Entered into agreement with Pitney Bowes for on-line certified mail tracking. This allows improved record keeping of certified mail and provides a cost savings of approximately \$1.20 per item.</p> <p>3. Established working relationship with vendor LV Heirs for fuel purchases at state contract pricing. This move also allows greater access to emergency fuel requests at both the marina and warehouse.</p> <p>4. Continued to 'prep' the new warehouse for operation.</p> <p>5. Hired and trained a new warehouse storekeeper.</p>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$272,246	\$321,042	\$267,862	\$285,663	\$294,553
OPERATING EXPENSES	23,806	30,090	24,280	23,048	26,578
CAPITAL EXPENSES	0	14,871	31,500	0	0
<b>DIVISION TOTALS</b>	<b>\$296,052</b>	<b>\$366,003</b>	<b>\$323,642</b>	<b>\$308,711</b>	<b>\$321,131</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		<b>General Services</b>			
<b>DIVISION:</b>		<b>Human Resources</b>			
DIVISION SUMMARY					
<p>The Human Resources Division develops, interprets, coordinates and administers policies and programs for the hiring and selection of employees, labor contract and employee relations matters, wage and salary administration, safety and worker compensation controls, employee insurance and benefits, and compliance with employment related state and federal laws and regulations. The division also coordinates and administers the Insurance Division's property, casualty and liability program for the City.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Supported personnel actions taken by all departments (hiring, benefits, discipline, payroll, consultation, VSIP, retirements, etc.).</li> <li>2. Continued review and revision of all City personnel policies.</li> <li>3. Successfully negotiated police contract.</li> <li>4. Drafted updates for fire and industrial contracts and have begun negotiations.</li> <li>5. Continued major records retention project: merging multiple employee files, and scanning them.</li> <li>6. Continued improvements resulting in a more efficient and cost effective division, such as beginning to electronically transmit documents, paper re-cycling, etc.</li> <li>7. Continued short and long-term goals for the Human Resources Division.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$168,050	\$186,518	\$203,904	\$201,577	\$201,804
<b>OPERATING EXPENSES</b>	115,334	121,403	126,695	89,670	99,242
<b>CAPITAL EXPENSES</b>	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$283,384</b>	<b>\$307,921</b>	<b>\$330,599</b>	<b>\$291,246</b>	<b>\$301,046</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		<b>General Services</b>			
<b>DIVISION:</b>		<b>Fleet Operations</b>			
DIVISION SUMMARY					
<p>The Fleet Operations Division is responsible for repairs and preventative maintenance of all vehicles and equipment assigned to various divisions within the City. The division maintains and compiles repair histories for evaluation of equipment suitability and value, as well as prepares vehicle and equipment specifications for bid documents.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. With three mechanics, maintained 305 vehicles/equipment.</li> <li>2. Facilitated the use of the fleet maintenance software program for City supervisors.</li> <li>3. Outside vendor repairs reduced from 148 to 62.</li> <li>4. Assisted the purchasing department with listing vehicles in an online auction.</li> <li>5. Performed 194 inspections and 22 reinspections on franchised vehicles.</li> <li>6. Maintained third-party examiner Commercial Driver's License (CDL) and performed eight CDL tests for City employees.</li> <li>7. Prepared specifications for all newly acquired vehicles.</li> <li>8. Facilitated a CDL training program for City employees.</li> <li>9. Completed 168 work orders for welding/fabrication.</li> <li>10. Processed 3,524 orders for the repair and maintenance of the City fleet.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$297,643	\$304,084	\$314,387	\$326,866	\$332,883
<b>OPERATING EXPENSES</b>	59,921	59,614	46,949	64,014	64,443
<b>CAPITAL EXPENSES</b>	41,944	29,720	8,227	13,942	0
<b>DIVISION TOTALS</b>	<b>\$399,508</b>	<b>\$393,418</b>	<b>\$369,563</b>	<b>\$404,822</b>	<b>\$397,326</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		General Services			
<b>DIVISION:</b>		Facilities Management			
DIVISION SUMMARY					
<p>The Facilities Management Division is responsible for structurally maintaining all City-owned buildings, which include City Hall, Fire Stations No. 1 and No. 2, the Customer Service Facility, Water and Wastewater Treatment Plants and all other City-owned structures. The division provides for maintenance and construction of various City-owned properties including North City Gates, Pomar Park, St. Augustine Yacht Club, Downtown Plaza, Davenport Park, Red Cox Park, Events Field and all other City owned properties.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Completed new components at the Joe Pomar Park Facility including a new restroom, concession stand, north road extension and parking area. Installed six picnic tables and concrete slab areas throughout the park.</li> <li>2. Purchased, managed and installed new windows for City Hall.</li> <li>3. Designed and managed two additional trash compactor structures in the Historic District.</li> <li>4. Designed and managed remodeling of the Police Administration Building.</li> <li>5. Completed HVAC improvements to Fire Station #1.</li> <li>6. Managed and consulted on various construction components of the new Hamilton Upchurch Skate Park.</li> <li>7. Managed and installed a new emergency generator system for the Public Works Complex.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$181,039	\$183,480	\$189,351	\$191,375	\$192,362
OPERATING EXPENSES	426,585	790,611	614,364	953,902	812,473
CAPITAL EXPENSES	83,679	147,072	83,740	52,098	14,000
<b>DIVISION TOTALS</b>	<b>\$691,303</b>	<b>\$1,121,163</b>	<b>\$887,455</b>	<b>\$1,197,375</b>	<b>\$1,018,835</b>



# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		General Services			
<b>DIVISION:</b>		Risk Management			
DIVISION SUMMARY					
<p>The Risk Management Division provides for property, casualty and liability insurance programs of the City. The division provides professional consulting services relative to insurance policy analysis, review of types and levels of coverage, and assistance with requests for insurance proposals.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Developed and published Employee Safety Handbook. Trained all employees.</li> <li>2. Obtained Workers Compensation premium discount of 2% for safety program.</li> <li>3. Fit tested all WTP operators for Dpt of Labor. Completed OSHA 300 log.</li> <li>4. Health and Wellness Committee held 4th Annual Health Fair. Increased participation by 50 employees.</li> <li>5. Continued employee Health and Wellness Newsletter.</li> <li>6. Continued case management and loss control efforts on workers compensation claims. Continued Early Return to Work Program.</li> <li>7. Processed all claims for and against the City.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$0	\$0	\$0	\$6,280	\$23,653
OPERATING EXPENSES	866,946	1,229,079	1,152,002	1,164,722	1,104,215
CAPITAL EXPENSES	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$866,946</b>	<b>\$1,229,079</b>	<b>\$1,152,002</b>	<b>\$1,171,002</b>	<b>\$1,127,868</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		General Services			
<b>DIVISION:</b>		Facility Operations			
DIVISION SUMMARY					
<p>The Facility Operations Division provides for the maintenance of City structures, which include buildings and their interiors. The division is also responsible for implementing the repair or replacement of park benches, trash can holders and other similar items. Additionally, the division participates in the construction of special projects.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Completed a new restroom and concessions building at Pomar Park.</li> <li>2. Completed improvements to City Hall including: the PW director's area, GS and Purchasing renovations, third-floor meeting room and a PA office.</li> <li>3. Continued on-going window replacement to the City Hall building.</li> <li>4. Completed improvements to Fire Station #2.</li> <li>5. Completed two trash compactor enclosures.</li> <li>6. Completed improvements to the Police Station.</li> <li>7. Repaired and stained all wood at the Lighthouse Park pier.</li> <li>8. Completed improvements to the Lighthouse Park boat ramp dock.</li> <li>9. Provided high quality, routine maintenance and repairs to all General and HT buildings and properties.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$499,550	\$595,135	\$521,079	\$545,504	\$565,635
OPERATING EXPENSES	55,613	58,794	46,690	41,464	40,112
CAPITAL EXPENSES	0	36,370	0	0	0
<b>DIVISION TOTALS</b>	<b>\$555,163</b>	<b>\$690,299</b>	<b>\$567,769</b>	<b>\$586,968</b>	<b>\$605,747</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Affairs			
<b>DIVISION:</b>		Administration			
DIVISION SUMMARY					
<p>The Administration Division is responsible for creating, coordinating, monitoring and executing all City sponsored events, as well as privately sponsored events that occur on City property or utilize City services. The division is also responsible for the coordination and dissemination of information regarding City projects and events. The division expends funds to support City sponsored events and to support and develop a wide array of projects, which improve our quality of life.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<p>1. Produced the 19th season of <i>Concerts in the Plaza</i>, successfully staged the City's largest one-day event, the July 4th <i>Fireworks Over The Matanzas</i>, and managed an expanded <i>Nights of Lights</i> for its 15th year.</p> <p>2. Continued to develop public information tools including: regular press releases sent to media; <i>Insight</i>, a quarterly newsletter included in utility bills; <i>News &amp; Notes</i>, an email with agendas and notices sent to over 400 recipients each week; <i>The St. Augustine Report</i>, a newsletter of city and community news sent to over 500 recipients six times a month; continually updated the City's web site; and broadcasted over 200 hours of government meetings through Government TV.</p> <p>3. Continued to work with community organizations in the initial planning stages of the City's 450th anniversary commemoration</p> <p>4. Expanded organizational and administrative support to the St. Augustine Sister Cities, which contributed to that organization's most successful year ever.</p>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$197,682	\$218,551	\$231,284	\$233,269	\$235,250
OPERATING EXPENSES	47,337	47,743	57,699	54,698	63,690
EVENT EXPENSES	214,629	266,362	216,736	244,684	240,250
CAPITAL EXPENSES	8,119	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$467,767</b>	<b>\$532,656</b>	<b>\$505,719</b>	<b>\$532,651</b>	<b>\$539,190</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Works			
<b>DIVISION:</b>		Administration			
DIVISION SUMMARY					
<p>The Administration Division is responsible for the planning, management, and administration of the City's Public Works infrastructure and services. This includes utilities, roadways, stormwater, solid waste and residential recycling collection, parks, engineering and development review. The Department is responsible for: engineering, water treatment, wastewater treatment, utilities field operations, parks, streets and solid waste. The Division prepares long range capital plans for the Department, provides intergovernmental liaison and coordination related to Public Works and establishes goals for the Department.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Coordinated department-wide supervisory training for 15 supervisors/foremen totaling 135 contact hours, and work-site safety training for 18 crew leaders, foremen and supervisors totaling 144 hours.</li> <li>2. Made several key personnel changes to include a deputy director, and supervisors in Parks, Streets and Solid Waste. Restructured Utility Operations under a single manager.</li> <li>3. Represented Public Works for project and program coordination between City, County, and State agencies including the U.S. Army Corps of Engineers, FDEP and St. Johns River Water Management.</li> <li>4. Prepared revisions to City Code to incorporate Landscape Irrigation Restrictions and Industrial Pretreatment Program.</li> <li>5. Operated a call center that received 2,131 requests from the public for service and issued over 100 right-of-way permits.</li> <li>6. Implemented service area bulk trash collection in the Municipal Marina and Toques Parking Lot service areas.</li> <li>7. Oversaw emergency operations and special events for the Department related to utility breaks, tropical storms, <i>Nights of Lights</i>, <i>4th of July</i>, and the <i>450th Celebration</i> functions.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$116,951	\$104,933	\$141,791	\$138,051	\$124,136
OPERATING EXPENSES	51,961	52,879	47,613	49,372	41,808
CAPITAL EXPENSES	0	30	0	0	0
<b>DIVISION TOTALS</b>	<b>\$168,912</b>	<b>\$157,842</b>	<b>\$189,404</b>	<b>\$187,423</b>	<b>\$165,944</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Works			
<b>DIVISION:</b>		Parks			
DIVISION SUMMARY					
<p>The Parks Division provides grounds keeping and litter removal services to all City parks, gardens and right-of-ways. The division maintains landscaping, irrigation, tree trimming, removal or replacement of trees on City properties and along City rights-of-way. Parks maintains light bulb replacement and coordinates repairs for City owned street lights and it assists with decorations during <i>Nights of Lights</i>.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Maintained City landscaping, grounds, irrigation, street lighting &amp; trash removal associated with City parks, green-spaces, rights-of-way, DOT contracted areas &amp; State properties.</li> <li>2. Instrumental in the City receiving the <u>Tree City USA Award</u> and <u>Tree City USA Growth Award</u> for the 26th straight year.</li> <li>3. Spread 238 yards of mulch and 28 yards of gravel. Laid 9,000 sq. ft of sod. Planted 800+ shrubs, removed 39 dead or dying trees, planted 38 new trees and planted over 3,000 flowers.</li> <li>4. Added 18 trash receptacles to the downtown area. Purchased, installed and maintained 24 new concrete cigarette debris urns along St. George St. and the Plaza.</li> <li>5. All Parks personnel completed safety training, and attended chain saw and chipping operation safety course as well as roadside operations safety course.</li> <li>6. Reduced temporary contract services by over \$100,000.</li> <li>7. Held key-supporting role in installation and maintenance of lighting for <i>Nights of Lights</i> and other City events.</li> <li>8. A grounds technician obtained a Florida Department of Agriculture's Limited Pesticide Spray License.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$673,289	\$778,806	\$818,004	\$846,975	\$851,260
OPERATING EXPENSES	424,410	386,335	358,152	308,323	289,088
CAPITAL EXPENSES	4,493	132,636	106,371	0	0
<b>DIVISION TOTALS</b>	<b>\$1,102,192</b>	<b>\$1,297,777</b>	<b>\$1,282,527</b>	<b>\$1,155,298</b>	<b>\$1,140,348</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Works			
<b>DIVISION:</b>		Engineering			
DIVISION SUMMARY					
<p>The Engineering Division provides project design, permitting, utility information, and graphics to all City Departments. It is responsible for managing the Department's Capital Improvement Program, assisting all PW divisions in identifying improvements, which include preparing project scope and budgets and administering the construction and inspection programs. It also coordinates and assists with the other governmental entities and the public regarding technical information and regulatory compliance.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Prepared and submitted to DEP, the 2008 Capacity Analysis Report and the Nutrient Reduction Report for the City's Wastewater Treatment Plant No 1.</li> <li>2. Coordinated and finalized construction of the Low Pressure Reverse Osmosis Membrane Water Treatment Plant and coordinated plans and specifications for the wellfield expansion</li> <li>3. Prepared bid documents and provided construction management for the rehabilitation of the Water Treatment Plant Clarifier, and Cervantes/N. Whitney and, Blanco St. and Park Ave.</li> <li>4. Prepared and secured construction permits with DEP and the U.S. Army Corps of Engineers for the WWTP 36-inch outfall pipe.</li> <li>5. With project consultants, coordinated the design and permitting phases of the Riberia Street project..</li> <li>6. Provided plan review and construction management of all utility work executed by developers.</li> <li>7. Completed geodatabase design/conversion of shapefiles to geodatabase format for GIS/Cityworks.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$431,371	\$495,315	\$490,270	\$459,267	\$525,556
OPERATING EXPENSES	41,569	49,579	41,904	42,501	56,583
CAPITAL EXPENSES	0	914	0	0	0
<b>DIVISION TOTALS</b>	<b>\$472,940</b>	<b>\$545,809</b>	<b>\$532,174</b>	<b>\$501,768</b>	<b>\$582,138</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Works			
<b>DIVISION:</b>		Streets			
DIVISION SUMMARY					
<p>The Streets Division is responsible for performing maintenance of the City's roadways, traffic control signage, stormwater ditches, catch-basin maintenance, pipeline cleaning, street sweeping, parking lot maintenance, dirt road grading, and sidewalk maintenance and construction. Additionally, the Division assists other City departments with parking meter installation, hauling or excavating dirt, or handling yard waste. The Division is responsible for maintaining over 66 miles of roadway and 33 miles of sidewalks within the City.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Sign shop serviced over 175 requests for signs repairs &amp; replacements as well as requests for new signs.</li> <li>2. Completed 104 service requests for street resurfacing &amp; repairs, and graded 10.22 miles of alleyways.</li> <li>3. Continued with sidewalk repairs and replacements. Completed 1,101.5 lineal feet of sidewalk. Performed crack sealing on St. George Street pedestrian areas.</li> <li>4. Hauled 104 loads of dirt, concrete and sludge from the Maria Sanchez Lake Project.</li> <li>5. Cleaned and maintained approx. 10,827 feet of ditches, cleaned 1,520 stormwater inlets and manholes, and collected over 56,000 tons of street sweeping debris.</li> <li>6. Assisted in construction of masonry enclosure for compactor at Toques Lot and sidewalks at Pomar Park.</li> <li>7. Performed paving and patching for utility cuts. Projects included resurfacing over utility cut on Blanco St. following water main upgrades.</li> <li>8. Repainted parking stalls on the first floor of the Parking Facility, and repainted parking stalls, centerlines, stop bars and edgelines at various locations throughout the City.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$572,564	\$617,296	\$641,747	\$624,409	\$715,267
OPERATING EXPENSES	271,236	261,130	293,063	211,721	214,442
CAPITAL EXPENSES	384,654	400,068	518,160	153,872	295,000
<b>DIVISION TOTALS</b>	<b>\$1,228,454</b>	<b>\$1,278,494</b>	<b>\$1,452,970</b>	<b>\$990,002</b>	<b>\$1,224,709</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

<b>PROPOSED BUDGET FOR FY09-10</b>					
<b>DEPARTMENT:</b>		<b>Public Works</b>			
<b>DIVISION:</b>		<b>Street Lights</b>			
<b>DIVISION SUMMARY</b>					
<p>The Street Lights Division is responsible for budgeting the electricity for all street lights, City or FPL owned. The division coordinates the repair and maintenance of all City owned lights. Additionally, the division is responsible for the modification and/or replacement of the street lighting system.</p>					
<b>PRIOR YEAR ACCOMPLISHMENTS</b>					
<p>1. Maintained consistent lighting program  2. No significant replacement or expansion projects were planned for FY 08/09.</p>					
<b>EXPENDITURES</b>					
<b>CATEGORY</b>	<b>ACTUAL EXPENSES 05-06</b>	<b>ACTUAL EXPENSES 06-07</b>	<b>ACTUAL EXPENSES 07-08</b>	<b>PROJECTED EXPENSES 08-09</b>	<b>PROPOSED BUDGET 09-10</b>
<b>PERSONAL SERVICES</b>	\$0	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSES</b>	225,340	266,444	217,595	227,862	232,500
<b>CAPITAL EXPENSES</b>	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$225,340</b>	<b>\$266,444</b>	<b>\$217,595</b>	<b>\$227,862</b>	<b>\$232,500</b>



# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Planning and Building			
<b>DIVISION:</b>		Administration			
DIVISION SUMMARY					
<p>The Administration Division provides professional implementation skills, judgment, and knowledge relative to long and short range planning. The division's responsibilities include coordination of the City's development regulations, the Comprehensive Plan, historic preservation, concurrency management programs and Citizen Board activity. The division is responsible, through special studies, forecasting and leadership, for ensuring a healthy, vital future for St. Augustine.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Administered the weekly development review committee process.</li> <li>2. Administered all aspects of the Planning and Zoning Board (PZB) and the Historic Architectural Review Board (HARB), including twice monthly public hearings.</li> <li>3. Modified the Historic Preservation Property Tax Exemption from 5 years to 10 years.</li> <li>4. Developed/obtained final approval of the Public School Facilities Element of the Comprehensive Plan.</li> <li>5. Developed/obtained final approval of the Capital Improvements Element of the Comprehensive Plan.</li> <li>6. Annexed, rezoned and amended the future land use for property at US 1 and Arapahoe Avenue.</li> <li>7. Developed two new tree ordinances in conjunction with the Street Tree Advisory Committee; establishing a tree protection zone and re-defining protected trees by individual species.</li> <li>8. Developed a new cell tower ordinance in conjunction with the Office of the City Attorney.</li> <li>9. Administered Heritage Tourism signage program, which is currently in the construction phase.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$233,863	\$256,712	\$274,177	\$278,516	\$287,518
OPERATING EXPENSES	101,758	56,516	85,313	63,771	47,016
CAPITAL EXPENSES	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$335,621</b>	<b>\$313,228</b>	<b>\$359,490</b>	<b>\$342,287</b>	<b>\$334,534</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

<b>PROPOSED BUDGET FOR FY09-10</b>					
<b>DEPARTMENT:</b>		<b>Planning and Building</b>			
<b>DIVISION:</b>		<b>Planning</b>			
<b>DIVISION SUMMARY</b>					
<p>The Planning Division provides professional implementation skills, judgment, and knowledge relative to long and short range planning. The division's responsibilities include coordination of the City's development regulations, the Comprehensive Plan, historic preservation, concurrency management programs and Citizen Board activity. The division is responsible, through special studies, forecasting and leadership, for ensuring a healthy, vital future for St. Augustine.</p>					
<b>PRIOR YEAR ACCOMPLISHMENTS</b>					
<ol style="list-style-type: none"> <li>1. Provided daily customer service in the form of building permit administration, sign permit administration and use permit administration.</li> <li>2. Provided daily customer service answering all real estate development, zoning, land use, subdivision, rezoning, variance, use by exception and conservation zone development questions by the public.</li> <li>3. Provided staff support for all aspects of the Planning and Zoning Board (PZB) and Historic Architectural Review Board (HARB), including twice monthly public hearings.</li> <li>4. Rezoned and amended the future land use for property at 117 ML King Ave., and 7 Blanche Lane.</li> <li>5. Rezoned property at Plantation Island Dive, 100 St. George Street, 180 Marine Street, 32 Avenida Menendez, Lewis Speedway (Whispering Creek), West King Street (Boys and Girls Club) and administered rezoning applications for 100 Islander Drive, 125 S. Old A1A, 46 Masters Drive and Flagler College.</li> <li>6. Transmitted three National Register District Nominations to the State of Florida and has had the North City National Register District formally nominated to the National Register of Historic Places.</li> </ol>					
<b>EXPENDITURES</b>					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$184,022	\$214,848	\$228,346	\$204,667	\$234,377
<b>OPERATING EXPENSES</b>	16,268	4,075	7,672	10,620	8,478
<b>CAPITAL EXPENSES</b>	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$200,290</b>	<b>\$218,923</b>	<b>\$236,018</b>	<b>\$215,287</b>	<b>\$242,855</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Planning and Building			
<b>DIVISION:</b>		Building			
DIVISION SUMMARY					
<p>The Building Division provides certified professional services for the enforcement of the City's building codes and State of Florida regulations relating to the health, safety, and welfare of residents and visitors to St. Augustine. The division provides staff support for the Code Enforcement, Adjustments and Appeals Board. The division maintains a highly visible information source for the general public while coordinating inspection and enforcement responsibilities.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Issued 520 total permits with a valuation of \$17,980,242, as of July 10, 2009.</li> <li>2. Performed 2,900 building, electrical, plumbing and mechanical inspections.</li> <li>3. Collected approximately \$9,270 in fines and forfeitures, and issued 130 formal Notices of Violation.</li> <li>4. Performed 41 non-residential building safety inspections.</li> <li>5. Submitted 27 cases to CEAAB for review and disposition.</li> <li>6. Performed 54 dangerous and substandard building inspections and 13 unsafe building abatements.</li> <li>7. Responded to 89 citizen complaints.</li> <li>8. Provided staff support to the CEAAB, PZB, HARB.</li> <li>9. Completed ISO Building Department Audit with a rating of 4.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$310,247	\$373,673	\$314,290	\$340,081	\$283,604
OPERATING EXPENSES	24,996	31,203	37,588	22,603	22,392
CAPITAL EXPENSES	18,187	35,540	0	0	0
<b>DIVISION TOTALS</b>	<b>\$353,430</b>	<b>\$440,416</b>	<b>\$351,878</b>	<b>\$362,684</b>	<b>\$305,996</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Planning and Building			
<b>DIVISION:</b>		Archaeology			
DIVISION SUMMARY					
<p>The Archaeology Division is part of the City's permitting process. The division is responsible for assessing the nature and significance of archaeological resources on properties prior to any new construction that involves ground penetrating activities. The division documents the types of resources present and how those remains will be impacted by construction and presents the data through reports, displays, lectures, and conferences.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. In March, presented a series of six lectures at the VIC as part of Archaeology Month activities. This was done in conjunction with dig-site tours.</li> <li>2. Presented talks and gave tours to local civic groups and State organizations.</li> <li>3. Have undertaken 21 archaeological field projects and written 12 detailed site reports regarding the outcomes of these projects for State review and compliance as of July.</li> <li>4. Continued recruiting/training volunteers for field work and lab analysis; currently there are 14 active members.</li> <li>5. Developing a City archaeology website from grant money obtained from the St. Augustine Research Foundation.</li> <li>6. Continued processing and analyzing artifacts, and organizing photographic collections from more than 600 projects conducted between 1990 to the present.</li> <li>7. Obtained a new computer and upgraded archaeological data base inventories and site files. Currently, over 1 million items are in the data base.</li> <li>8. Co-authored professional paper presented at Society for American Archaeology annual meeting in Atlanta.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$88,831	\$119,888	\$116,511	\$118,092	\$133,764
OPERATING EXPENSES	8,718	6,484	5,602	5,946	5,165
CAPITAL EXPENSES	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$97,549</b>	<b>\$126,372</b>	<b>\$122,113</b>	<b>\$124,038</b>	<b>\$138,929</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Finance, Budget and Management			
<b>DIVISION:</b>		Administration			
DIVISION SUMMARY					
<p>The Administration Division consists of the City Comptroller and the Administrative Support Coordinator. This division provides administrative support and oversees the management of all other divisions in the department, which consists of the Accounting, IT, Customer Service and Parking Divisions.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Received the Certificate of Achievement for Excellence in Financial Reporting Award for the 16th consecutive year.</li> <li>2. Successfully managed the 2009-10 budget development process.</li> <li>3. Provided financial support to all City departments and the City Commission.</li> <li>4. Responded to citizens' requests for financial documentation.</li> <li>5. Provided administration, guidance and leadership to all divisions within the department.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$257,581	\$164,138	\$167,876	\$174,602	\$174,877
OPERATING EXPENSES	91,651	101,853	85,251	85,617	59,396
CAPITAL EXPENSES	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$349,232</b>	<b>\$265,991</b>	<b>\$253,127</b>	<b>\$260,219</b>	<b>\$234,273</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

<b>PROPOSED BUDGET FOR FY09-10</b>					
<b>DEPARTMENT:</b>		Finance, Budget and Management			
<b>DIVISION:</b>		Accounting			
<b>DIVISION SUMMARY</b>					
<p>The Accounting Division consists of the Financial Services Group Manager, Accountant II and Accounting Tech. The main duties of the Accounting Division are issuance of City vouchers and invoices, maintaining and balancing the general ledger and City bank accounts, the bi-weekly processing of payroll, the year-end audit and financial statement preparation.</p>					
<b>PRIOR YEAR ACCOMPLISHMENTS</b>					
<ol style="list-style-type: none"> <li>1. Maintained accurate and timely accounting records for all City operations.</li> <li>2. Performed a complete audit of all fixed assets in the City.</li> <li>3. Successfully processed the bi-weekly payroll for over 360 employees.</li> <li>4. Successfully managed the 2007-2008 worker's compensation audit.</li> <li>5. Successfully managed the 2007-2008 City audit and prepared the year-end Comprehensive Annual Financial Report (CAFR) in compliance with governmental standards.</li> </ol>					
<b>EXPENDITURES</b>					
<b>CATEGORY</b>	<b>ACTUAL EXPENSES 05-06</b>	<b>ACTUAL EXPENSES 06-07</b>	<b>ACTUAL EXPENSES 07-08</b>	<b>PROJECTED EXPENSES 08-09</b>	<b>PROPOSED BUDGET 09-10</b>
<b>PERSONAL SERVICES</b>	\$36,164	\$157,221	\$187,542	\$199,257	\$199,971
<b>OPERATING EXPENSES</b>	31,617	43,042	42,609	41,970	43,911
<b>CAPITAL EXPENSES</b>	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$67,781</b>	<b>\$200,263</b>	<b>\$230,151</b>	<b>\$241,227</b>	<b>\$243,882</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Finance, Budget and Management			
<b>DIVISION:</b>		Parking			
DIVISION SUMMARY					
<p>The Parking Division is responsible for the monitoring of all on-street parking and public parking lots within the City. In all, the division monitors in excess of 3,500 parking spaces in the City. The division also maintains over 350 parking meters and 23 pay-stations.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Issued approximately 1500 tickets per month.</li> <li>2. Fully implemented and maintained new parking pay-station and metering system.</li> <li>3. Collected over \$82,300 per month from parking meters and \$23,000 from pay stations.</li> <li>4. Collected approximately \$19,000 per month in parking ticket fines.</li> <li>5. Sold over \$7,000 per month in ParkNow cards and saw an increase in card usage.</li> <li>6. Continued to market the ParkNow card to the community.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$0	\$200,925	\$222,152	\$224,323	\$221,783
OPERATING EXPENSES	0	224,130	169,825	242,214	353,670
CAPITAL EXPENSES	0	0	0	0	10,000
<b>DIVISION TOTALS</b>	<b>\$0</b>	<b>\$425,055</b>	<b>\$391,977</b>	<b>\$466,537</b>	<b>\$585,453</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Finance, Budget and Management			
<b>DIVISION:</b>		Customer Service			
DIVISION SUMMARY					
<p>The Customer Service Division encompasses utility billing, business and regulatory tax receipt and animal licensing. The division is responsible for the monthly utility (water, sewer, storm-water, and refuse) billing of approximately 11,000 customers and annually issues 2,500 occupational licenses. Per month, Customer Service responds to an average of 2,500 customers in person and 6,000 customers on the telephone.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Continued to accomodate customers in the new Financial Servcies Center with the drive-up window and reserved parking in front of the building.</li> <li>2. Continued accommodating customers by accepting applications by fax, credit card payments by phone and ACH bank draft payments. Also, implemented web payments.</li> <li>3. Accurately processed utility payments and other finance items of over \$2,000,000 per month.</li> <li>4. Accurately billed for over \$1,200,000 in utilities per month.</li> <li>5. Counted over \$30,000 per month in parking meter coins.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$402,323	\$270,188	\$325,436	\$291,386	\$291,961
OPERATING EXPENSES	262,522	109,507	90,521	95,966	98,777
CAPITAL EXPENSES	92,376	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$757,221</b>	<b>\$379,695</b>	<b>\$415,957</b>	<b>\$387,352</b>	<b>\$390,738</b>



# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Finance, Budget and Management			
<b>DIVISION:</b>		Information Technology			
DIVISION SUMMARY					
<p>The Information Technology Division provides essential support to all departments of the City of St. Augustine in the areas of hardware, software, network management and daily operations. This includes police department utility billing, parking, code enforcement, CityView, Munis financial system, GIS and the City's personal computer network information system.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Wired and networked the new Fleet Maintenance building and installed telephone system.</li> <li>2. Extended and installed the City network into the new Water Treatment Plant.</li> <li>3. Expanded the Police Department's car laptop program to cover the entire fleet.</li> <li>4. Instrumental in implementing the ParkNow smartcard system at the Historic Downtown Parking Facility.</li> <li>5. Updated the Munis accounting system, Alchemy document management system and the Cardinal Parking ticketing system.</li> <li>6. Replaced and expanded the functionality of the Police Department's remote and local firewalls and routers.</li> <li>7. Implemented a unified City/County fire truck laptop mapping. Integrated fire plans.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$310,880	\$242,657	\$270,754	\$305,041	\$308,594
OPERATING EXPENSES	112,159	83,342	86,760	78,803	58,100
CAPITAL EXPENSES	30,065	35,417	0	1,700	0
<b>DIVISION TOTALS</b>	<b>\$453,104</b>	<b>\$361,416</b>	<b>\$357,514</b>	<b>\$385,544</b>	<b>\$366,694</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

<b>PROPOSED BUDGET FOR FY09-10</b>					
<b>DEPARTMENT:</b>		<b>Police</b>			
<b>DIVISION:</b>		<b>Administration</b>			
<b>DIVISION SUMMARY</b>					
<p>The Administration Division is responsible for the overall supervision of the department and ensuring the safety of citizens and visitors to our community. The division provides secretarial support to other divisions of the department to maintain the high quality of police service delivered to the City.</p>					
<b>PRIOR YEAR ACCOMPLISHMENTS</b>					
<ol style="list-style-type: none"> <li>1. Completed the IT rollout for electronic transmission of police reports from the field to Central Records.</li> <li>2. Established an electronic link between the Sheriff's Office and the SAPD, which allows our officers to view the entire Sheriff's Department's records and data.</li> <li>3. Obtained \$200,000 in grants for equipment and personnel.</li> <li>4. Continued with Catholic Charities' Family Reunification Program, which has reunited 82 homeless people with their families throughout the United States.</li> </ol>					
<b>EXPENDITURES</b>					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$348,357	\$388,669	\$402,210	\$441,776	\$1,102,259
<b>OPERATING EXPENSES</b>	105,115	82,199	68,340	74,070	198,488
<b>CAPITAL EXPENSES</b>	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$453,472</b>	<b>\$470,868</b>	<b>\$470,550</b>	<b>\$515,846</b>	<b>\$1,300,747</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

<b>PROPOSED BUDGET FOR FY09-10</b>					
<b>DEPARTMENT:</b>		<b>Police</b>			
<b>DIVISION:</b>		<b>Communications</b>			
<b>DIVISION SUMMARY</b>					
<p>The Communications Division effectively links the public and other agencies to the emergency services provided by the police and fire departments. The division is also responsible for answering all incoming phone calls for the entire department, emergency and non-emergency. Dispatchers operate two-way radios, CAD computers, and FCIC/NCIC computers.</p>					
<b>PRIOR YEAR ACCOMPLISHMENTS</b>					
<ol style="list-style-type: none"> <li>1. Provide the day-to day-supervision and direction for the division.</li> <li>2. Hired and trained two communications operators.</li> <li>3. Designed and implemented a 12-hour shift schedule for communications personnel.</li> <li>4. Certified and re-certified approximately 24 police officers and communications operators in use of FCIC/NCIC.</li> </ol>					
<b>EXPENDITURES</b>					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$483,389	\$532,262	\$508,828	\$539,234	\$0
<b>OPERATING EXPENSES</b>	69,209	56,830	56,093	74,450	0
<b>CAPITAL EXPENSES</b>	0	0	0	7,000	0
<b>DIVISION TOTALS</b>	<b>\$552,598</b>	<b>\$589,092</b>	<b>\$564,921</b>	<b>\$620,684</b>	<b>\$0</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Police			
<b>DIVISION:</b>		Investigation			
DIVISION SUMMARY					
<p>The Investigation Division is responsible for all follow-up and in-depth investigations as presented by the Patrol Division and other sources. The division is also responsible for undercover operations, which include drugs, prostitution and theft. The Investigation Division also manages telephone complaints requiring more time and resources than are available to the Patrol Division.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Provided one investigator, two days a week, to work with the SJC Sheriff's Office SIU to combat drugs and drug related activity within the City of St. Augustine.</li> <li>2. Worked closely with the SAO on an active homicide and to close a cold case homicide.</li> <li>3. Continued follow-up investigations of felony crimes committed within the City.</li> <li>4. Established the Governmental TV Channel SAPD information pages.</li> <li>5. Established the anonymous SAPD Crime Tip Hot Line.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$336,927	\$304,737	\$436,413	\$406,873	\$0
OPERATING EXPENSES	57,823	73,771	41,466	40,001	0
CAPITAL EXPENSES	9,914	42,676	0	0	0
<b>DIVISION TOTALS</b>	<b>\$404,664</b>	<b>\$421,184</b>	<b>\$477,879</b>	<b>\$446,874</b>	<b>\$0</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Police			
<b>DIVISION:</b>		Operations			
DIVISION SUMMARY					
<p>The Operations (formerly Patrol) Division is responsible for the protection of all citizens and visitors to the City. The division is the primary instrument through which the police mission is accomplished. The Operations Division investigates crimes, enforces laws and preserves the public peace. It also provides protection and supervision throughout the year for the City's many special events.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<p>1. Handled 35,660 calls for service.  2. Continued Derelict Vessel Program; removed 13 vessels in 2008.  3. Acquired funding and supervised construction of the new Training Room.</p>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$2,375,562	\$2,582,653	\$2,804,719	\$2,869,474	\$2,571,640
OPERATING EXPENSES	324,510	286,678	329,184	307,183	344,787
CAPITAL EXPENSES	214,000	205,436	170,872	165,083	268,151
<b>DIVISION TOTALS</b>	<b>\$2,914,072</b>	<b>\$3,074,767</b>	<b>\$3,304,775</b>	<b>\$3,341,740</b>	<b>\$3,184,578</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Police			
<b>DIVISION:</b>		Training			
DIVISION SUMMARY					
<p>The Training Division is responsible for the hiring process and the FTO program. The division is also responsible for the training of the entire department by setting up classes for all personnel, maintaining the library, all periodicals pertaining to training and all current employees training files. The division is further responsible for handling matters assigned by the Chief of Police. The Public Information/Crime Prevention section is under the Training Division. The division is currently in charge of all the records of previous employees as well as maintaining the Armory and all department owned weapons.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Assisted in the hiring and/or completion of training for 10 new officers through June 2008.</li> <li>2. Completed annual defensive driving.</li> <li>3. Completed annual firearms training.</li> <li>4. Completed mandatory retraining required by FDLE to maintain officers' Law Enforcement Certification for another four years.</li> <li>5. Completed annual department inventory.</li> <li>6. Completed bi-annual departmental awards banquet.</li> <li>7. Provided specialized or advanced training for 35 officers.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$115,028	\$89,982	\$88,586	\$86,497	\$0
OPERATING EXPENSES	47,088	52,297	37,988	41,397	0
CAPITAL EXPENSES	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$162,116</b>	<b>\$142,279</b>	<b>\$126,574</b>	<b>\$127,894</b>	<b>\$0</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Police			
<b>DIVISION:</b>		Records			
DIVISION SUMMARY					
<p>The Records Division is responsible for maintaining the records system within the department, processing all paperwork, investigating internal affairs complaints, and updating the department's policies and procedures. The division also completes, tracks and receives all purchase orders for the department.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Supervised two records clerks who oversee maintenance and storage of department's records.</li> <li>2. Completed records destruction from all divisions.</li> <li>3. Completed 24 internal affairs investigations.</li> <li>4. Ordered, tracked and received all purchase order requests for each division.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$170,316	\$169,763	\$177,947	\$180,450	\$0
OPERATING EXPENSES	16,875	20,865	15,963	16,381	0
CAPITAL EXPENSES	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$187,191</b>	<b>\$190,628</b>	<b>\$193,910</b>	<b>\$196,831</b>	<b>\$0</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Police			
<b>DIVISION:</b>		Community Resources			
DIVISION SUMMARY					
Handles special enforcement activities for the St. Augustine Police Department to include traffic control, law enforcement at Flagler College and quality of life issues that occur in neighborhoods.					
PRIOR YEAR ACCOMPLISHMENTS					
1. Established the Community Resources Division. 2. Instituted management of new events while maintaining existing events. 3. Improved relations with media outlets. 4. Successfully investigated and prosecuted several high-profile criminal acts.					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$0	\$0	\$0	\$0	\$794,022
OPERATING EXPENSES	0	0	0	0	33,275
CAPITAL EXPENSES	0	0	0	0	38,600
<b>DIVISION TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$865,897</b>



# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Fire			
<b>DIVISION:</b>		Administration			
DIVISION SUMMARY					
<p>The Administration Division is responsible for the management of all administrative matters for all divisions of the Fire Department; providing the most efficient and cost effective fire protection and basic life support service for citizens, visitors and properties within the corporate city limits of St. Augustine. Staffed by a Fire Chief and an Administrative Coordinator, the division manages two fire stations equipped with seven pieces of fire apparatus, including a fire boat, and staffed by 30 firefighters and a Fire Marshal.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Provided direction and support for the Firefighting and Fire Prevention Divisions.</li> <li>2. In 2008, received a grant award from the Department of Homeland Security for Assistance to Firefighters' in the amount of \$41,446 for the purchase of new safety equipment.</li> <li>3. Coordinated with PW the implementation of required fire hydrant flows and inspections.</li> <li>4. Successfully converted FirePrograms to a paperless system and trained all employees on the use and proper procedures for data entry.</li> <li>5. Secured an Interlocal Agreement with the St. Augustine Port Authority for the purchase and construction of two boat lifts at the City Marina.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$154,294	\$222,795	\$173,047	\$197,026	\$181,514
OPERATING EXPENSES	13,676	17,528	16,214	19,849	18,443
CAPITAL EXPENSES	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$167,970</b>	<b>\$240,323</b>	<b>\$189,261</b>	<b>\$216,875</b>	<b>\$199,957</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Fire			
<b>DIVISION:</b>		Prevention			
DIVISION SUMMARY					
<p>The Prevention Division's main goal is public education through school programs, in-service training, group presentations, specialized programs, and public service announcements. The adoption and enforcement of fire safety codes reinforces this process. The investigation of fire causes and arson suspects is also a function of the division.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Completed 35th consecutive year of the Annual Fire Prevention Education Programs serving in excess of 3,000 students.</li> <li>2. Continued the Fire Safety Inspection Program with 408 inspections.</li> <li>3. Completed plan review and inspections on all new applications for building permits in the City.</li> <li>4. Completed annual inspections for all state license renewals as well as all schools, public and private, within the City.</li> <li>5. Provided fire prevention education programs for various businesses, corporations and civic groups.</li> <li>6. Continued our self-inspection program, which was designed to free-up inspectors allowing them to focus on higher risk occupancies. Approximately 500 inspections were mailed this year with a 35% response.</li> <li>7. Developed and submitted the 2009 Assistance to Firefighters Grant proposal to secure funding for safety equipment and a new fire truck.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$89,235	\$106,664	\$97,327	\$102,244	\$106,394
<b>OPERATING EXPENSES</b>	7,133	9,010	9,030	8,036	7,801
<b>CAPITAL EXPENSES</b>	0	0	0	0	0
<b>DIVISION TOTALS</b>	<b>\$96,368</b>	<b>\$115,674</b>	<b>\$106,357</b>	<b>\$110,280</b>	<b>\$114,195</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Fire			
<b>DIVISION:</b>		Firefighting			
DIVISION SUMMARY					
<p>The Firefighting division is responsible for maintaining a highly trained force of emergency personnel, and equipment sufficient to respond to and manage fire suppression and other emergency situations within the corporate limits of St. Augustine. The main goal of the division is to save lives and protect the property of the citizens and visitors to the City. The division currently consists of 30 firefighters, six pieces of apparatus and a fire boat. The division also assists other divisions in accomplishing their duties, such as fire prevention education, hydrant testing and maintenance, pre-fire plan updates and building and equipment maintenance.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Responded to 3,081 calls in 2008, resulting in \$395,900 in fire losses with two minor civilian injuries and no firefighter casualties.</li> <li>2. Responded to 1,280 calls, during the first five months of 2009, resulting in \$99,450 in fire losses.</li> <li>3. Participated in elementary school and other public fire prevention programs, including over 30 station tours and five Kids' Day Programs.</li> <li>4. Continued participation with county-wide Hazmat Team Operations, providing five technicians to the team.</li> <li>5. Completed pre-fire tours for commercial businesses within the City and updated all contact information.</li> <li>6. Completed on-line EMT training for recertification on all 32 firefighters. Providing a bi-annual savings of \$4,500.</li> <li>7. Implemented new policy and guidelines for fire boat operations. All 32 firefighters successfully completed the water survival course.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$1,686,571	\$2,132,731	\$2,062,096	\$2,197,520	\$2,279,390
<b>OPERATING EXPENSES</b>	147,686	171,025	146,650	109,498	126,682
<b>CAPITAL EXPENSES</b>	0	85,639	16,200	43,628	543,268
<b>DIVISION TOTALS</b>	<b>\$1,834,257</b>	<b>\$2,389,396</b>	<b>\$2,224,946</b>	<b>\$2,350,646</b>	<b>\$2,949,340</b>

# NOTES

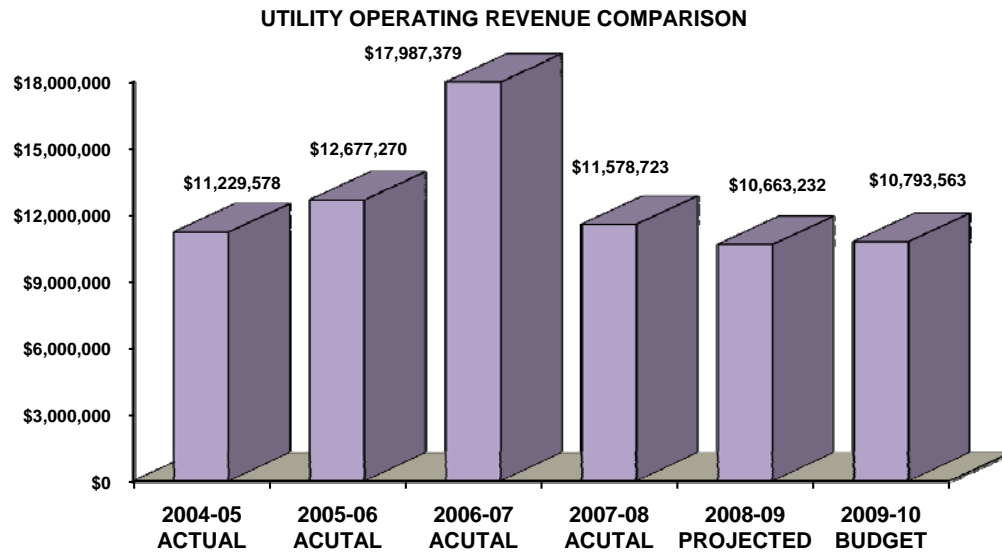
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**CITY OF ST. AUGUSTINE  
UTILITY FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	<b>2008-09 BUDGET</b>	<b>2008-09 PROJECTED</b>	<b>2009-10 PROPOSED BUDGET</b>
<b>TOTAL REVENUES</b>	\$ 12,278,318	\$ 11,950,206	\$ 11,836,990
<b>TOTAL EXPENDITURES</b>	\$ 12,278,318	\$ 11,907,234	\$ 11,836,990
<b>SURPLUS/(DEFICIT)</b>	\$ -	\$ 42,972	\$ -

**CITY OF ST. AUGUSTINE  
UTILITY FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

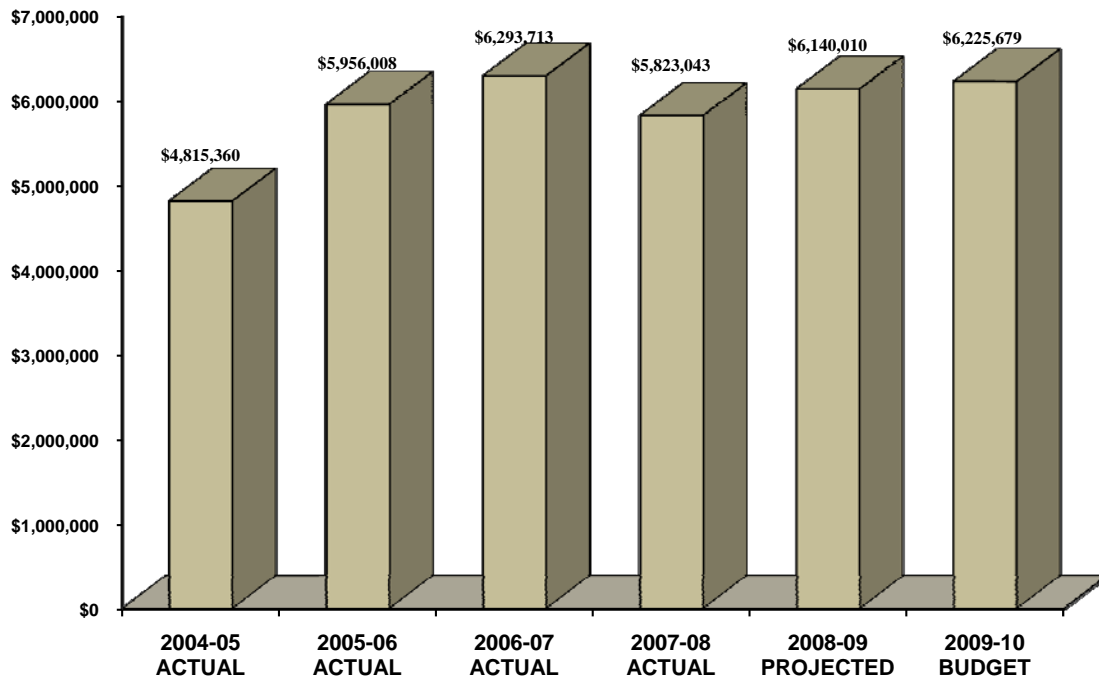
	OPERATING REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
343.31	WATER SALES INSIDE CITY	2,807,350	2,696,638	2,781,000
343.32	WATER SALES OUTSIDE CITY	2,499,019	2,506,732	2,585,300
343.51	SEWER SALES INSIDE CITY	3,152,476	3,040,599	3,136,350
343.52	SEWER SALES OUTSIDE CITY	1,825,394	1,772,597	1,928,250
343.35	WATER TAPPING FEES	83,013	141,872	61,642
343.36	WATER CONNECTION FEES	274,764	241,337	135,125
343.53	FORCE MAIN OVERLAY	105,336	5,993	0
343.55	SEWER TAPPING FEES	77,129	21,585	5,421
343.56	SEWER FLOW BASED FEES	326,044	235,879	125,475
343.93	OTHER ADMINISTRATIVE CHARGES	0	0	35,000
	<b>TOTAL OPERATING REVENUE:</b>	<b>11,150,525</b>	<b>10,663,232</b>	<b>10,793,563</b>
	OTHER REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
361.00	INTEREST EARNINGS	106,683	73,926	42,200
364.00	SALES\COMPENSATION FOR LOSS ON FIXED ASSETS	15,000	14,296	15,000
368.00	REIMBURSEMENTS	0	0	0
369.00	OTHER MISCELLANEOUS REVENUES	108,000	199,111	199,000
	<b>TOTAL OTHER REVENUE:</b>	<b>229,683</b>	<b>287,333</b>	<b>256,200</b>
	<b>TOTAL UTILITY FUND REVENUE:</b>	<b>11,380,208</b>	<b>10,950,565</b>	<b>11,049,763</b>



**CITY OF ST. AUGUSTINE  
UTILITY FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING EXPENDITURES	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
536.10	UTILITY ADMINISTRATION	354,600	333,116	329,062
533.10	WATER TREATMENT PLANT	1,724,839	1,697,344	1,938,231
533.11	METER MAINTENANCE	478,294	416,904	411,704
535.10	WASTEWATER TREATMENT PLANT	1,433,953	1,346,779	1,382,403
535.11	TRANSMISSION & DISTRIBUTION	1,851,653	1,659,055	1,382,684
535.12	PUMP STATIONS	732,471	686,813	781,595
	<b>TOTAL OPERATING EXPENDITURES:</b>	<b>6,575,810</b>	<b>6,140,010</b>	<b>6,225,679</b>
	DEBT SERVICE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
577.10	PRINCIPAL	2,075,000	2,075,000	2,145,000
577.20	INTEREST	1,130,219	1,179,262	1,143,337
577.30	OTHER DEBT SERVICE COSTS	15,000	30,673	15,000
	<b>TOTAL DEBT SERVICE:</b>	<b>3,220,219</b>	<b>3,284,935</b>	<b>3,303,337</b>
	<b>TOTAL UTILITY FUND EXPENDITURES:</b>	<b>9,796,029</b>	<b>9,424,945</b>	<b>9,529,016</b>

**UTILITY OPERATING EXPENSES COMPARISON**



**CITY OF ST. AUGUSTINE  
UTILITY FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	UTILITY FUND SUMMARY	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
	TOTAL REVENUES	11,380,208	10,950,565	11,049,763
	TOTAL EXPENDITURES	9,796,029	9,424,945	9,529,016
	INTERFUND TRANSFERS FROM/(TO)	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
387.00	OPERATING TRANSFERS	898,110	999,641	787,227
581.00	GENERAL AND ADMIN/SUBSIDY TRANSFERS	(1,447,288)	(1,447,288)	(1,263,111)
587.00	OPERATING TRANSFERS	(359,946)	(359,946)	(367,871)
588.00	OTHER TRANSFERS	(675,055)	(675,055)	(676,992)
	<b>TOTAL INTERFUND TRANSFERS:</b>	<b>(1,584,179)</b>	<b>(1,482,648)</b>	<b>(1,520,747)</b>
	<b>TOTAL UTILITY FUND EXCESS/(DEFICIT):</b>	<b>0</b>	<b>42,972</b>	<b>0</b>



# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		<b>Public Works</b>			
<b>DIVISION:</b>		<b>Utility Administration</b>			
DIVISION SUMMARY					
<p>The Administration Division is responsible for the planning, management, and administration of the City's Public Works infrastructure and services. This includes utilities, roadways, stormwater, solid waste and residential recycling collection, parks, engineering and development review. The Department is responsible for: engineering, water treatment, wastewater treatment, utilities field operations, parks, streets and solid waste. The Division prepares long range capital plans for the Department, provides intergovernmental liaison and coordination related to Public Works and establishes goals for the Department.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Coordinated department-wide supervisory training for 15 supervisors/foremen of 135 hours, and work-site safety training for 18 crew leaders, foremen and supervisors of 144 hours.</li> <li>2. Made several key personnel changes to include a deputy director, and supervisors in Parks, Streets and Solid Waste. Restructured Utility Operations under a single manager.</li> <li>3. Represented Public Works for project and program coordination between City, County, and State agencies including the US Army Corps of Engineers, FDEP and SJRWM.</li> <li>4. Prepared revisions to City Code to incorporate Landscape Irrigation Restrictions and Industrial Pretreatment Program.</li> <li>5. Operated a call center that received 2,131 requests from the public for service and issued over 100 right-of-way permits.</li> <li>6. Implemented service area bulk trash collection in the Municipal Marina and Toques Parking Lot service areas.</li> <li>7. Oversaw emergency operations and special events for the Department related to utility breaks, tropical storms, <i>Nights of Lights</i>, <i>4th of July</i>, and the <i>450th Celebration</i> functions.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$137,614	\$119,213	\$114,685	\$165,459	\$169,715
<b>OPERATING EXPENSES</b>	155,768	160,749	174,209	167,657	159,347
<b>CAPITAL EXPENSES</b>	0	4,634	0	0	0
<b>DIVISION TOTALS</b>	<b>\$293,382</b>	<b>\$284,596</b>	<b>\$288,894</b>	<b>\$333,116</b>	<b>\$329,062</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Works			
<b>DIVISION:</b>		Water Treatment			
DIVISION SUMMARY					
<p>The Water Treatment Plant Division is responsible for the safe, efficient and compliant operation of the Water Treatment Plant, the operation and maintenance of the north and south booster storage tanks and pump stations, and the monitoring and analysis of the water quality in the distribution system. The Division is responsible for meeting all permit parameters and reporting requirements. In FY08/09 the new 2 MGD Reverse Osmosis Plant was put into operation, which required a significant amount of training and operational adjustments on behalf of the plant staff.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Installed a new backwash pump with VFD control and installed new piping to allow for dual use of this pump. The pump can be used for backwashing of filters or used as a transfer pump, if needed.</li> <li>2. Coordinated and managed significant repair and painting of the reactor/clarifier steel structure.</li> <li>3. Coordinated installation of new above ground fuel storage tanks for the WTP and south tank.</li> <li>4. Installed Telemetry upgrades at the south tank for more remote control of the chemical feed systems and ground storage tank fill rates.</li> <li>5. Added two new operator trainees to support the operation of the new facility.</li> <li>6. Conducted sampling programs on a daily and quarterly basis in accordance with permit regulations and conducted annual lead and copper rule sampling. Typically collect and test over 823 samples per year.</li> <li>7. Performed cleaning and maintenance of RO membranes to extend service life.</li> <li>8. Replaced filter media. Coordinated subcontractors and completed project \$100,000 under budget.</li> <li>9. Responded to and investigated water quality issues, and performed hydrant flushing.</li> <li>10. Responsible for after-hours emergency call center.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$468,429	\$518,860	\$543,025	\$631,368	\$630,328
OPERATING EXPENSES	667,293	887,724	966,838	1,065,976	1,202,903
CAPITAL EXPENSES	80,346	152,358	0	0	105,000
<b>DIVISION TOTALS</b>	<b>\$1,216,068</b>	<b>\$1,558,942</b>	<b>\$1,509,863</b>	<b>\$1,697,344</b>	<b>\$1,938,231</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		<b>Public Works</b>			
<b>DIVISION:</b>		<b>Meter Maintenance</b>			
DIVISION SUMMARY					
<p>The Meter Maintenance Division is responsible for collecting and reporting to Utility Billing the monthly water usage from 11,000+ residential and commercial customer accounts. In addition to meter reading, the Division is responsible for protecting the water system from cross-connection through testing and servicing approximately 1,300 backflow preventers on accounts where a hazard may exist. Meter Maintenance, under the direction of Utility Billing, performs 'turn-off /turn-on' to accounts that have an ownership change or change in payment status.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Read approx. 11,750 water meters per month with 97% accuracy.</li> <li>2. Conducts over/under reports and follow-up daily reports to improve accuracy and customer confidence.</li> <li>3. Repaired and serviced approx. 35 meter leaks per month.</li> <li>4. Replaced an average of 63 old/broken meters a month and relocated meters for customers.</li> <li>5. Repaired, serviced and tested 150 backflows preventers.</li> <li>6. Responded to approx. 450 service orders and 250 turn-offs per month.</li> <li>7. Notified approx. 300 customers a month of high water consumption; making them aware of any leakage on their properties.</li> <li>8. Reduced workforce by one FTE through attrition.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$278,472	\$310,600	\$336,556	\$312,026	\$302,708
<b>OPERATING EXPENSES</b>	76,993	64,555	110,831	88,362	108,996
<b>CAPITAL EXPENSES</b>	0	37,717	0	16,516	0
<b>DIVISION TOTALS</b>	<b>\$355,465</b>	<b>\$412,872</b>	<b>\$447,387</b>	<b>\$416,904</b>	<b>\$411,704</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Works			
<b>DIVISION:</b>		Transmission and Distribution			
DIVISION SUMMARY					
<p>The Transmission and Distribution Division (T&amp;D) is responsible for the installation, repair and maintenance of all water mains, gravity sewer lines, force mains and storm lines. This includes hydrants, valves, fittings, manholes, catch basins and other structures. The division is also responsible for first-time installation of new water and sewer services, including valves, meters and backflow preventers. T&amp;D performs periodic cleaning of gravity sewer mains, structures and lift station cleaning. It also responds to emergency situations</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Maintained 200 miles of water mains, 1,000 fire hydrants, 58 miles of force mains, 82 miles of gravity sewers and 2,000 sewer manholes.</li> <li>2. Installed 2,344 lineal feet of new (or replacement) water mains and service lines, installed 104 new utility services, and replaced or installed 1,309 lineal feet of sewer mains.</li> <li>3. Completed 367 service requests, 506 work orders, replaced 10 manhole rings and covers, and replaced or repaired 7 fire hydrants.</li> <li>4. Significant grease problem collecting into lift stations required implementing a weekly operation of cleaning stations to remove grease and prevent it from entering into the Wastewater Treatment Plant.</li> <li>5. Took over utility locates function from Engineering Division, which improved coordination and reliability.</li> <li>6. Installed underground utilities at the Fleet Maintenance site, and Toques and Marina compactor sites. Constructed new lift station and underground piping at Pomar Park, and relocated existing City utilities for the skate park</li> <li>7. Completed projects on Perpall St., Lift Station 19,</li> <li>8. Supervisor obtained Level 3 Water Distribution Certification.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$939,662	\$1,084,210	\$1,068,478	\$1,038,071	\$967,975
OPERATING EXPENSES	359,255	374,580	282,403	269,633	244,709
CAPITAL EXPENSES	709,674	526,627	373,158	351,351	170,000
<b>DIVISION TOTALS</b>	<b>\$2,008,591</b>	<b>\$1,985,417</b>	<b>\$1,724,039</b>	<b>\$1,659,055</b>	<b>\$1,382,684</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Works			
<b>DIVISION:</b>		Wastewater Treatment			
DIVISION SUMMARY					
<p>The Wastewater Treatment Plant Division is responsible for operation and maintenance of the 3.95 MGD Wastewater Treatment Plant. This includes oversight and assisting the Department with the Industrial Pretreatment Program, coordinating reporting wastewater spills and providing training to other divisions related to spill handling and treatment. It is responsible for the analysis and reporting of wastewater process parameters as well as bacteriological analysis for water distribution. WWTP prepares monthly discharge monitoring reports to the FDEP in accordance with the operating permits.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Treated approximately 1.59 billion gallons of wastewater.</li> <li>2. Of the 1.59 billion gallons, 63.5 million gallons were reused for plant service water, on site irrigation, and truck washing at the solid waste facility.</li> <li>3. Replaced four disk aerators with four new 30hp Triton aerators as part of the aeration upgrade.</li> <li>4. Designed and installed an automatic bar screen bypass gate at the headwork's structure, which prevents overflows in the event of a power failure or if the screen should fail.</li> <li>5. Replaced #1 plant service pump, which failed, with an upgraded 25 hp service pump.</li> <li>6. Replaced old membrane dissolved oxygen probes with new LDO probes in the aeration basin, and the outfall structure and blanket level meters in the clarifiers.</li> <li>7. Through attrition, re-organized by replacing two maintenance technicians with two operator-trainees to increase flexibility by making operations and maintenance functions seamless.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$553,841	\$570,637	\$574,523	\$631,331	\$633,135
OPERATING EXPENSES	715,607	793,142	628,164	715,448	743,768
CAPITAL EXPENSES	28,800	17,845	0	0	5,500
<b>DIVISION TOTALS</b>	<b>\$1,298,248</b>	<b>\$1,381,625</b>	<b>\$1,202,687</b>	<b>\$1,346,779</b>	<b>\$1,382,403</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Works			
<b>DIVISION:</b>		Pump Stations			
DIVISION SUMMARY					
<p>The Pump Station Division provides required inspection maintenance and repairs of all City owned wastewater pump stations and raw water wells. Responsibilities also include monitoring and assisting with the repairs of other City owned equipment as needed by other divisions. Each station is inspected twice per week resulting in nearly 8,000 inspections annually. The utility system has an inventory of 71 pump stations and 5 raw wells.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<p>1. Performed numerous refurbishments, replacements, abandonments and additions to inventory of lift stations.          2. Completed major refurbishments at Pump Station #7 and added telemetry to two older stations.          3. Relocated Pump Station # 53 at US 1 and SR16 intersection.          4. Eliminated Pump Station # 48 at US 1 and Perpall St.          6. Added four new pump stations: Madeira subdivision - 2, W. Augustine Park -1 and W. Augustine In-Fill-1.          7. Participated in significant coordination effort at the well field; supporting construction of two floridian aquifer wells, three new pump stations planned to produce 4,500 gallons per minute of raw water to the WTP, and abandonment of three shallow water production wells as required by St. Johns River Water Management Consumptive Use Permit.          8. Provided coordination and assistance in the construction of two upper floridian aquifer monitoring test wells as part of St Johns River Water Management Consumptive Use Permit.</p>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$252,091	\$279,416	\$302,227	\$277,976	\$297,032
<b>OPERATING EXPENSES</b>	260,512	275,708	315,343	313,494	337,563
<b>CAPITAL EXPENSES</b>	271,651	115,138	32,603	95,342	147,000
<b>DIVISION TOTALS</b>	<b>\$784,254</b>	<b>\$670,262</b>	<b>\$650,173</b>	<b>\$686,813</b>	<b>\$781,595</b>

# NOTES

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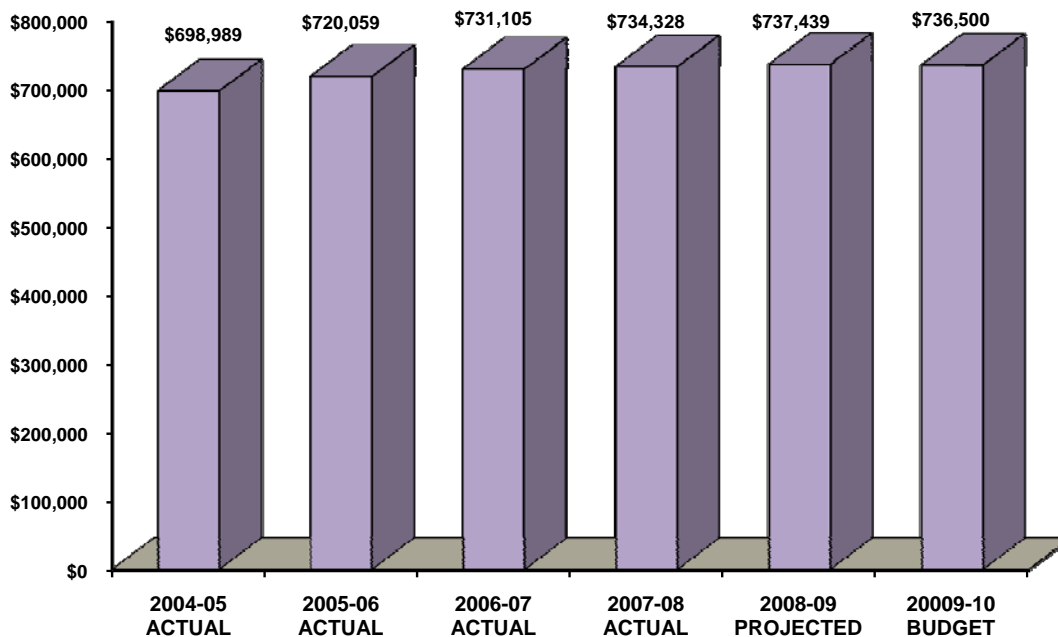
**CITY OF ST. AUGUSTINE  
STORMWATER FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	<b>2008-09 BUDGET</b>	<b>2008-09 PROJECTED</b>	<b>2009-10 PROPOSED BUDGET</b>
<b>TOTAL REVENUES</b>	\$ 901,875	\$ 868,430	\$ 766,900
<b>TOTAL EXPENDITURES</b>	\$ 901,875	\$ 796,004	\$ 766,900
<b>SURPLUS/(DEFICIT)</b>	\$ -	\$ 72,426	\$ -

**CITY OF ST. AUGUSTINE  
STORMWATER FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
343.91	RESIDENTIAL STORMWATER	387,600	395,498	395,000
343.92	COMMERCIAL STORMWATER	343,200	341,941	341,500
	<b>TOTAL OPERATING REVENUE:</b>	<b>730,800</b>	<b>737,439</b>	<b>736,500</b>
	NON-OPERATING REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
334.10	STATE GRANTS	0	0	0
	<b>TOTAL NON-OPERATING REVENUE:</b>	<b>0</b>	<b>0</b>	<b>0</b>
	OTHER REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
361.00	INTEREST EARNINGS	81,075	40,991	30,400
	<b>TOTAL OTHER REVENUE:</b>	<b>81,075</b>	<b>40,991</b>	<b>30,400</b>
	<b>TOTAL STORMWATER FUND REVENUE:</b>	<b>811,875</b>	<b>778,430</b>	<b>766,900</b>

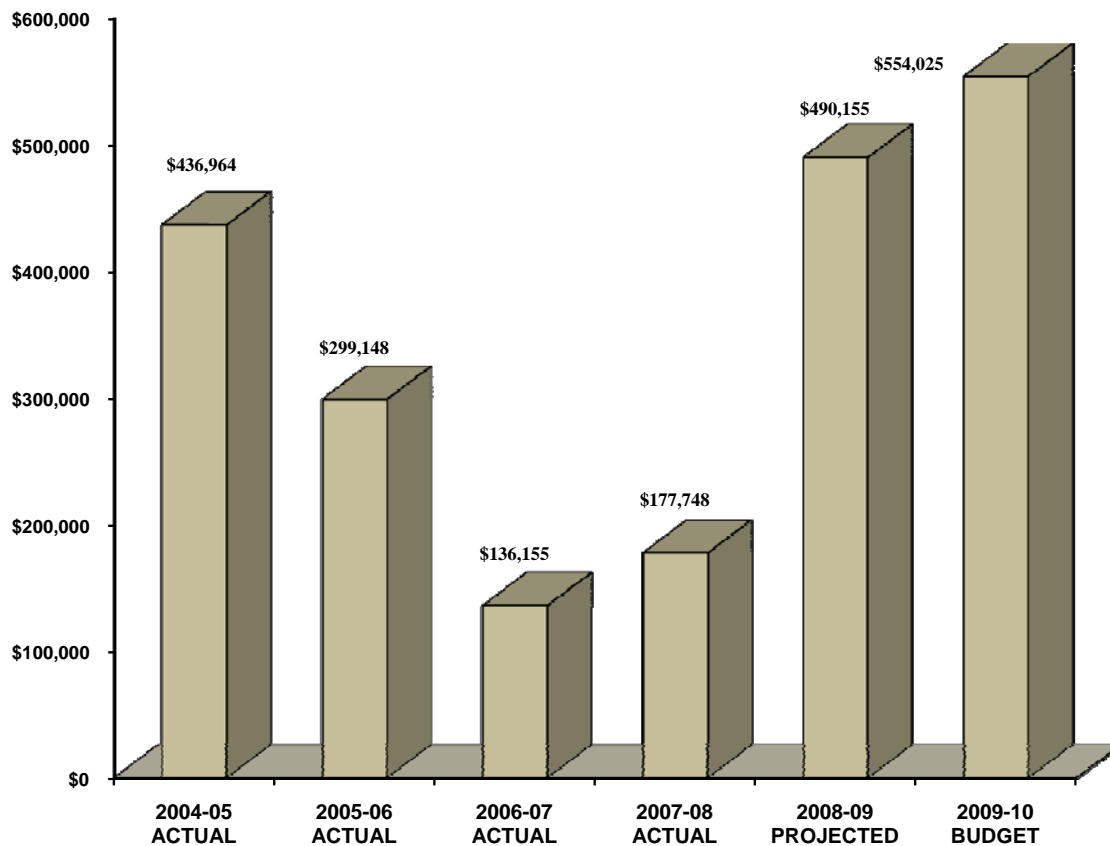
**STORMWATER OPERATING REVENUE COMPARISON**



**CITY OF ST. AUGUSTINE  
STORMWATER FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING EXPENDITURES	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
<b>537.10</b>	STORMWATER OPERATIONS	596,026	490,155	554,025
	<b>TOTAL OPERATING EXPENDITURES:</b>	<b>596,026</b>	<b>490,155</b>	<b>554,025</b>
	DEBT SERVICE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
577.10	PRINCIPAL	0	0	0
577.20	INTEREST	0	0	0
577.30	OTHER DEBT SERVICE COSTS	0	0	0
	<b>TOTAL DEBT SERVICE:</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL STORMWATER FUND EXPENDITURES:</b>	<b>596,026</b>	<b>490,155</b>	<b>554,025</b>

**STORMWATER OPERATING EXPENSES COMPARISON**



**CITY OF ST. AUGUSTINE  
STORMWATER FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	STORMWATER FUND SUMMARY	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
	TOTAL REVENUES	811,875	778,430	766,900
	TOTAL EXPENDITURES	596,026	490,155	554,025
	INTERFUND TRANSFERS FROM/(TO)	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
388.00	OTHER TRANSFERS	90,000	90,000	0
581.00	GENERAL AND ADMIN/SUBSIDY TRANSFERS	(151,302)	(151,302)	(136,954)
587.00	OPERATING TRANSFERS	(154,547)	(154,547)	(75,920)
588.00	OTHER TRANSFERS	0	0	0
	<b>TOTAL INTERFUND TRANSFERS:</b>	<b>(215,849)</b>	<b>(215,849)</b>	<b>(212,875)</b>
	<b>TOTAL STORMWATER FUND EXCESS/(DEFICIT):</b>	<b>0</b>	<b>72,426</b>	<b>0</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Public Works			
<b>DIVISION:</b>		Stormwater			
DIVISION SUMMARY					
<p>The Stormwater Operations Division develops and carries-out the City's Stormwater Utility Master Plan, the MS-4, NPDES permit and Capital Improvement Projects for stormwater improvements. Reviews development plans for stormwater compliance, and issued sediment erosion control permits.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Completed Avenida Menendez Seawall Design.</li> <li>2. Prepared annual report for the Phase II MS4 Storm Water Management Program and successfully passed stormwater NPDES Permit audit by DEP. Continuing program implementation for compliance.</li> <li>3. Completed construction of Maria Sanchez Lake Bank Stabilization project. Completed Operations and Maintenance Manual for operation of the control gates.</li> <li>4. With consultants, coordinated the design and preparation of construction documents for three stormwater treatment vortex boxes that will be installed at three City locations.</li> <li>5. Design for the Ribieria Street stormwater improvement project is 90% complete. Submitted EPA 319 NPDES Storm Water Grant Application for Stormceptors.</li> <li>6. Implemented the Adopt Water Body program.</li> <li>7. Conducted erosion and sedimentation control training, and certification to City employees.</li> <li>8. Prepared SWPP for WWTP and conducted training.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$56,619	\$44,601	\$68,678	\$69,936	\$160,331
OPERATING EXPENSES	242,529	74,665	97,846	351,815	268,694
CAPITAL EXPENSES	0	16,889	11,224	68,404	125,000
<b>DIVISION TOTALS</b>	<b>\$299,148</b>	<b>\$136,155</b>	<b>\$177,748</b>	<b>\$490,155</b>	<b>\$554,025</b>

# NOTES

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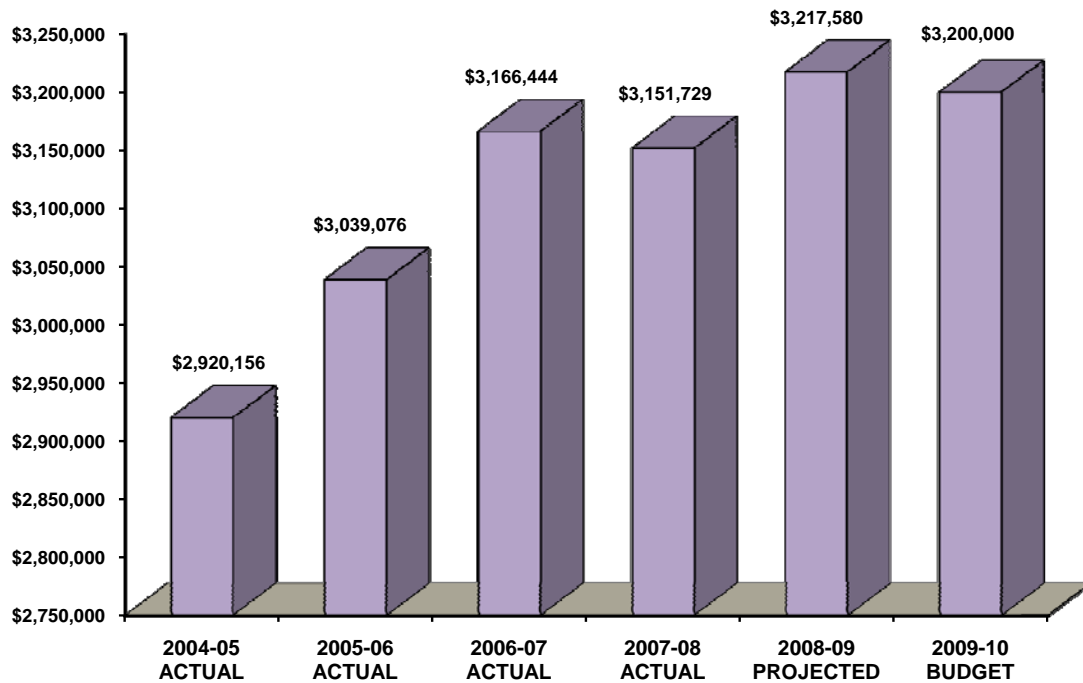
**CITY OF ST. AUGUSTINE  
SOLID WASTE FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	<b>2008-09 BUDGET</b>	<b>2008-09 PROJECTED</b>	<b>2009-10 PROPOSED BUDGET</b>
<b>TOTAL REVENUES</b>	\$ 3,369,165	\$ 3,315,342	\$ 3,297,320
<b>TOTAL EXPENDITURES</b>	\$ 3,369,165	\$ 3,218,178	\$ 3,297,320
<b>SURPLUS/(DEFICIT)</b>	\$ -	\$ 97,164	\$ -

**CITY OF ST. AUGUSTINE  
SOLID WASTE FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
343.41	RESIDENTIAL COLLECTION	1,150,076	1,114,848	1,100,000
343.42	COMMERCIAL COLLECTION	2,117,669	2,102,732	2,100,000
	<b>TOTAL OPERATING REVENUE:</b>	<b>3,267,745</b>	<b>3,217,580</b>	<b>3,200,000</b>
	OTHER REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
361.00	INTEREST EARNINGS	920	262	320
364.00	SALES AND COMPENS FOR LOSS OF FIXED ASSETS	10,000	7,500	7,000
365.00	SALE OF SURPLUS MATERIALS	500	0	0
	<b>TOTAL OTHER REVENUE:</b>	<b>11,420</b>	<b>7,762</b>	<b>7,320</b>
	<b>TOTAL SOLID WASTE FUND REVENUE:</b>	<b>3,279,165</b>	<b>3,225,342</b>	<b>3,207,320</b>

**SOLID WASTE OPERATING REVENUE COMPARISON**

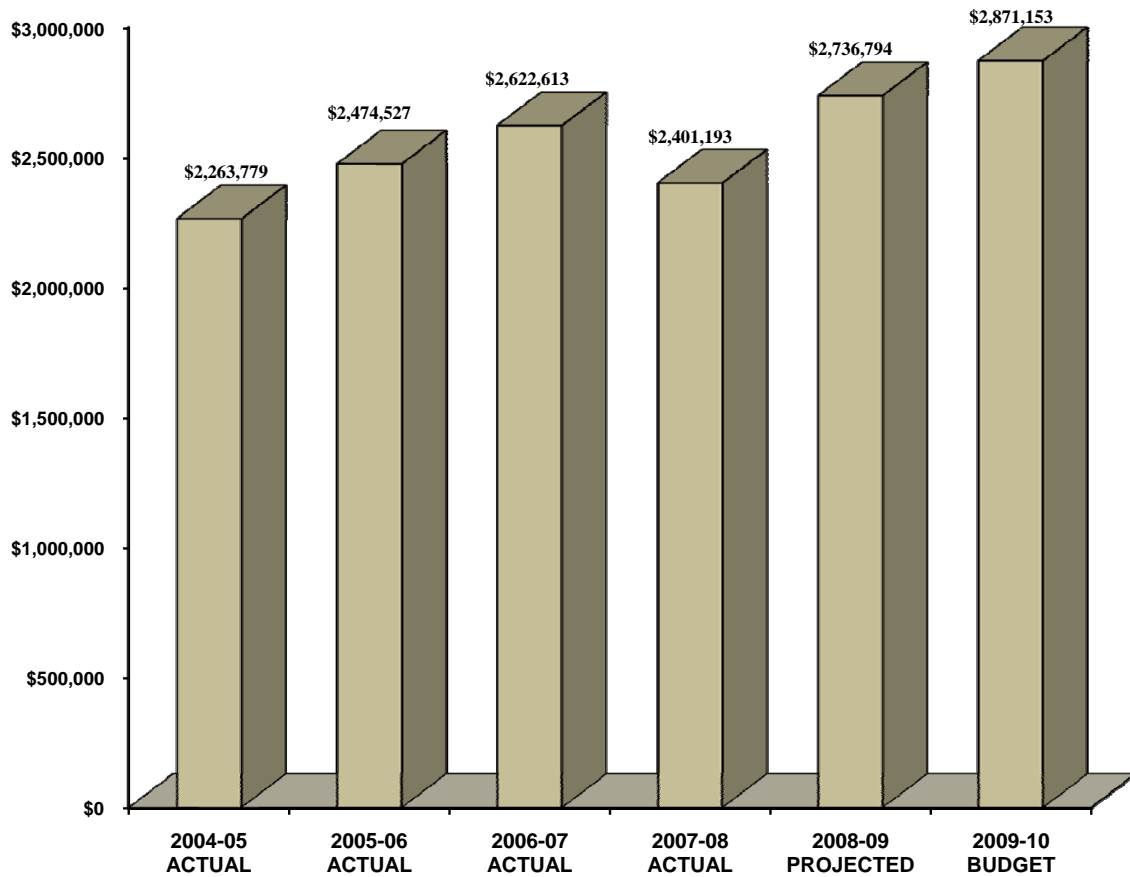




**CITY OF ST. AUGUSTINE  
SOLID WASTE FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING EXPENDITURES	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
534.10	SOLID WASTE OPERATIONS	2,887,781	2,736,794	2,871,153
	<b>TOTAL OPERATING EXPENDITURES:</b>	<b>2,887,781</b>	<b>2,736,794</b>	<b>2,871,153</b>
	DEBT SERVICE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
577.10	PRINCIPAL	0	0	0
577.20	INTEREST	0	0	0
577.30	OTHER DEBT SERVICE COSTS	0	0	0
	<b>TOTAL DEBT SERVICE:</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL SOLID WASTE FUND EXPENDITURES:</b>	<b>2,887,781</b>	<b>2,736,794</b>	<b>2,871,153</b>

**SOLID WASTE OPERATING EXPENSES COMPARISON**



**CITY OF ST. AUGUSTINE  
SOLID WASTE FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	<b>SOLID WASTE FUND SUMMARY</b>	<b>08-09 BUDGET</b>	<b>08-09 PROJECTED</b>	<b>09-10 BUDGET</b>
	TOTAL REVENUES	3,279,165	3,225,342	3,207,320
	TOTAL EXPENDITURES	2,887,781	2,736,794	2,871,153
	<b>INTERFUND TRANSFERS FROM/(TO)</b>	<b>08-09 BUDGET</b>	<b>08-09 PROJECTED</b>	<b>09-10 BUDGET</b>
381.00	GENERAL INTERFUND TRANSFERS	90,000	90,000	90,000
581.00	GENERAL AND ADMIN/SUBSIDY TRANSFERS	(398,281)	(398,281)	(346,702)
587.00	OPERATING TRANSFERS	(83,103)	(83,103)	(79,465)
	<b>TOTAL INTERFUND TRANSFERS:</b>	<b>(391,384)</b>	<b>(391,384)</b>	<b>(336,167)</b>
	<b>TOTAL SOLID WASTE FUND EXCESS/(DEFICIT):</b>	<b>0</b>	<b>97,164</b>	<b>0</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		<b>Public Works</b>			
<b>DIVISION:</b>		<b>Solid Waste</b>			
DIVISION SUMMARY					
<p>The Solid Waste Division is responsible for the collection and disposal of residential and commercial garbage, yard waste, and construction material as well as coordinating residential curbside recycling performed by an outside contractor. The Division provides 65-gallon semi-automated cart service to residents and 96-gallon semi-automated cart service, stationary dumpster service and compactor service to commercial businesses. This Division also provides for the collection of white goods, large bulk items, and household hazardous waste. Additionally, it assists City operations with tire removal, yard wastes from roadside and parks operations, and street sweeping debris removal.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Collected over 20,763 tons of solid waste and approximately 1,800 tons of yard waste within the City.</li> <li>2. Oversaw the collection of 525 tons of recyclable materials.</li> <li>3. Ongoing audit of residential and commercial collections for more accurate billing have accounted for \$25,000 in additional revenue.</li> <li>4. New compactor structures are now located at the Municipal Marina and Toques Parking Lot.</li> <li>5. Negotiated lower tipping fees for yard waste disposal from \$28.58/ton to \$15.00/ton.</li> <li>6. Reduced Saturday overtime 50% by reorganizing collection routes.</li> <li>7. Improved employee morale with weekly meetings, and continuous proper driving techniques training. Initiated "accident free day" program, currently at 100+ days.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$588,453	\$627,743	\$648,840	\$635,423	\$674,433
<b>OPERATING EXPENSES</b>	1,707,835	1,683,986	1,750,479	1,821,372	1,861,720
<b>CAPITAL EXPENSES</b>	178,239	310,884	1,874	280,000	335,000
<b>DIVISION TOTALS</b>	<b>\$2,474,527</b>	<b>\$2,622,613</b>	<b>\$2,401,193</b>	<b>\$2,736,794</b>	<b>\$2,871,153</b>

# NOTES

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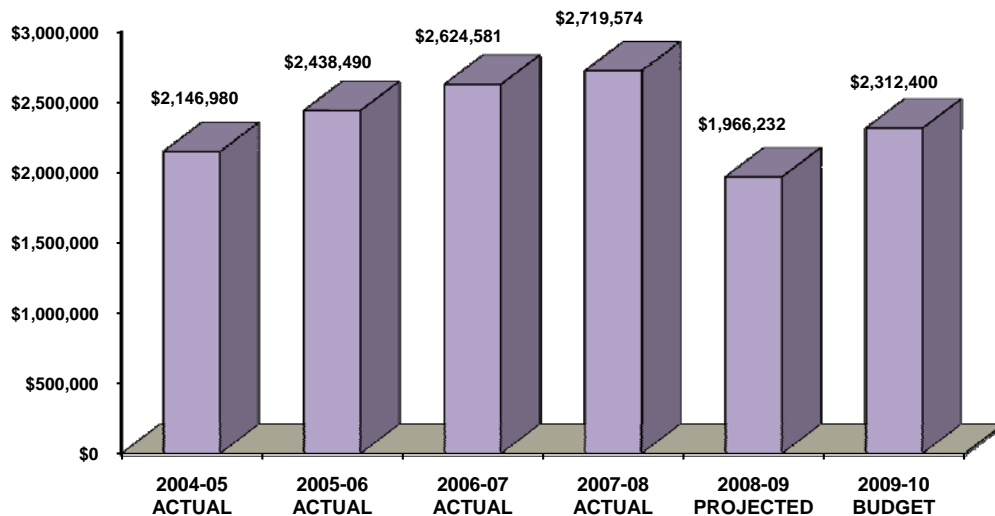
**CITY OF ST. AUGUSTINE  
MUNICIPAL MARINA FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	<b>2008-09 BUDGET</b>	<b>2008-09 PROJECTED</b>	<b>2009-10 PROPOSED BUDGET</b>
<b>TOTAL REVENUES</b>	\$ 2,211,013	\$ 2,024,315	\$ 2,371,389
<b>TOTAL EXPENDITURES</b>	\$ 2,211,013	\$ 1,966,977	\$ 2,371,389
<b>SURPLUS/(DEFICIT)</b>	\$ -	\$ 57,338	\$ -

**CITY OF ST. AUGUSTINE  
MUNICIPAL MARINA FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
344.21	GASOLINE	300,000	278,500	325,000
344.22	DIESEL FUEL	1,031,250	904,891	1,200,000
344.23	ELECTRICITY	60,000	57,046	60,000
344.24	OTHER SALES	0	19	0
344.25	DOCKAGE	750,000	723,918	725,000
344.27	OVER/SHORT	0	0	0
344.28	CABLE TV	4,800	1,646	2,400
344.29	MISCELLANEOUS REVENUE	0	212	0
	<b>TOTAL OPERATING REVENUE:</b>	<b>2,146,050</b>	<b>1,966,232</b>	<b>2,312,400</b>
	NON-OPERATING REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
334.10	STATE GRANTS	0	0	0
	<b>TOTAL NON-OPERATING REVENUE:</b>	<b>0</b>	<b>0</b>	<b>0</b>
	OTHER REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
361.00	INTEREST EARNINGS	10,143	3,819	4,036
362.00	RENTAL INCOME	29,070	27,954	27,953
369.00	OTHER MISCELLANEOUS REVENUE	25,750	26,310	27,000
	<b>TOTAL OTHER REVENUE:</b>	<b>64,963</b>	<b>58,083</b>	<b>58,989</b>
	<b>TOTAL MUNICIPAL MARINA FUND REVENUE:</b>	<b>2,211,013</b>	<b>2,024,315</b>	<b>2,371,389</b>

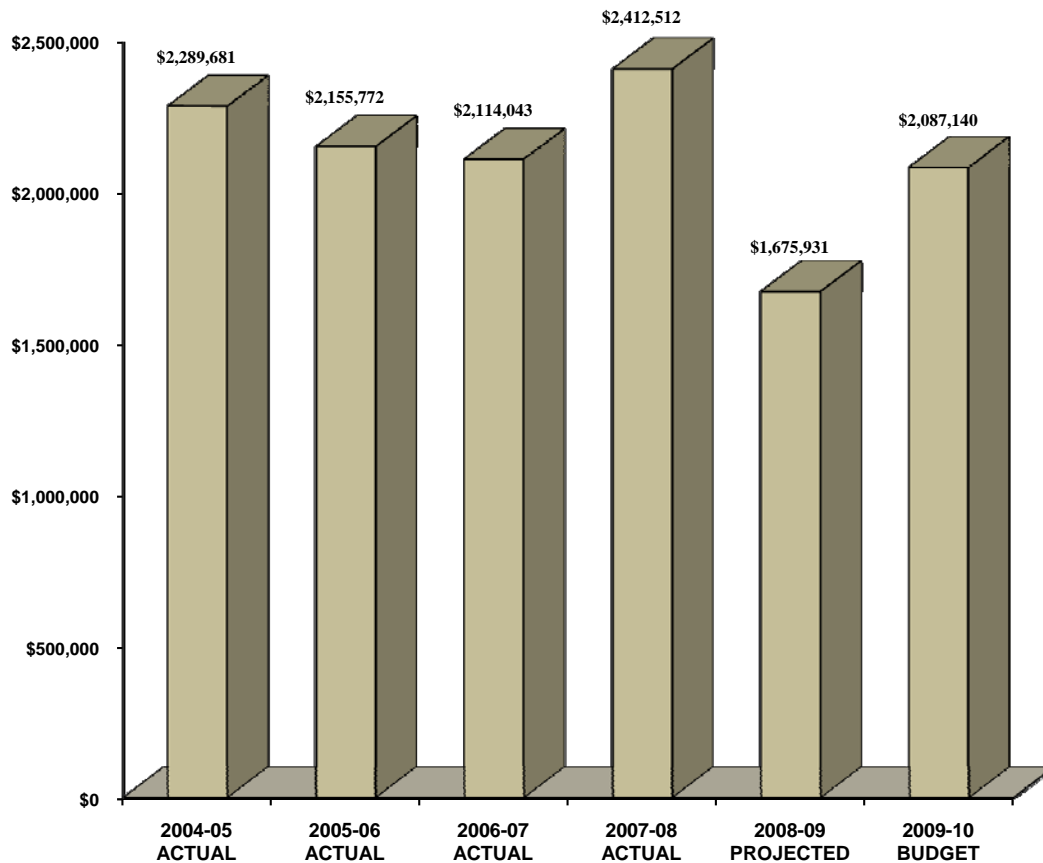
**MUNICIPAL MARINA OPERATING REVENUE COMPARISON**



**CITY OF ST. AUGUSTINE  
MUNICIPAL MARINA FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING EXPENDITURES	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
575.10	MUNICIPAL MARINA OPERATIONS	1,918,967	1,675,931	2,087,140
	<b>TOTAL OPERATING EXPENDITURES:</b>	<b>1,918,967</b>	<b>1,675,931</b>	<b>2,087,140</b>
	DEBT SERVICE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
577.10	PRINCIPAL	112,324	112,324	116,484
577.20	INTEREST	46,145	46,145	41,652
577.30	OTHER DEBT SERVICE COSTS	2,000	1,000	1,000
	<b>TOTAL DEBT SERVICE:</b>	<b>160,469</b>	<b>159,469</b>	<b>159,136</b>
	<b>TOTAL MUNICIPAL MARINA FUND EXPENDITURES:</b>	<b>2,079,436</b>	<b>1,835,400</b>	<b>2,246,276</b>

**MUNICIPAL MARINA OPERATING EXPENSES COMPARISON**



**CITY OF ST. AUGUSTINE  
MUNICIPAL MARINA FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	MUNICIPAL MARINA FUND SUMMARY	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
	TOTAL REVENUES	2,211,013	2,024,315	2,371,389
	TOTAL EXPENDITURES	2,079,436	1,835,400	2,246,276
	INTERFUND TRANSFERS FROM/(TO)	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
581.00	GENERAL AND ADMIN/SUBSIDY TRANSFERS	(131,577)	(131,577)	(125,113)
	TOTAL INTERFUND TRANSFERS:	(131,577)	(131,577)	(125,113)
	TOTAL MUNICIPAL MARINA FUND EXCESS/(DEFICIT):	0	57,338	0



# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		General Services			
<b>DIVISION:</b>		Municipal Marina			
DIVISION SUMMARY					
<p>The Municipal Marina is staffed 24 hours a day, 7 days a week, to serve and accommodate yachts, cruising clubs, commercial ventures, specialty craft, dinghies, tournaments, and special events. The marina sells gas, diesel fuel, oil, ice, and dockage. It consists of 85 slips, a 280' fuel area, two pump out facilities, a special events dock, laundry room, shower facilities, ship's store, and four commercial ticket booths.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Completed &amp; received final approval on Marina Policy and Procedures Manual.</li> <li>2. Managed &amp; expedited repairs from damage caused by Tropical Storm Fay.</li> <li>3. Completed Oil Spill Training Program, including first joint exercise on emergency boom deployment w/FD.</li> <li>4. Successful completion of King Buster Tournament, and Kingfish Challenge Tournament.</li> <li>5. Expedited &amp; coordinated repairs from Skanska barge accident 1/09.</li> <li>6. First ever Hargrave &amp; Ocean Alexander Mega Yacht Rendezvous.</li> <li>7. Developed new marina/city maps at no cost.</li> <li>8. Continued development of mooring field/harbor management plan.</li> <li>9. Hosted successful two week visit from the Nina &amp; Pinta Caravel Replica Ships.</li> <li>10. Managed and expedited repairs from 5/19-21 storm.</li> <li>11. Repainted laundry and lounge, and upgraded wireless internet.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$408,314	\$423,665	\$425,600	\$455,513	\$481,656
OPERATING EXPENSES	1,570,262	1,635,068	1,900,120	1,200,383	1,583,730
CAPITAL EXPENSES	177,196	55,310	86,792	20,035	21,754
<b>DIVISION TOTALS</b>	<b>\$2,155,772</b>	<b>\$2,114,043</b>	<b>\$2,412,512</b>	<b>\$1,675,931</b>	<b>\$2,087,140</b>

# NOTES

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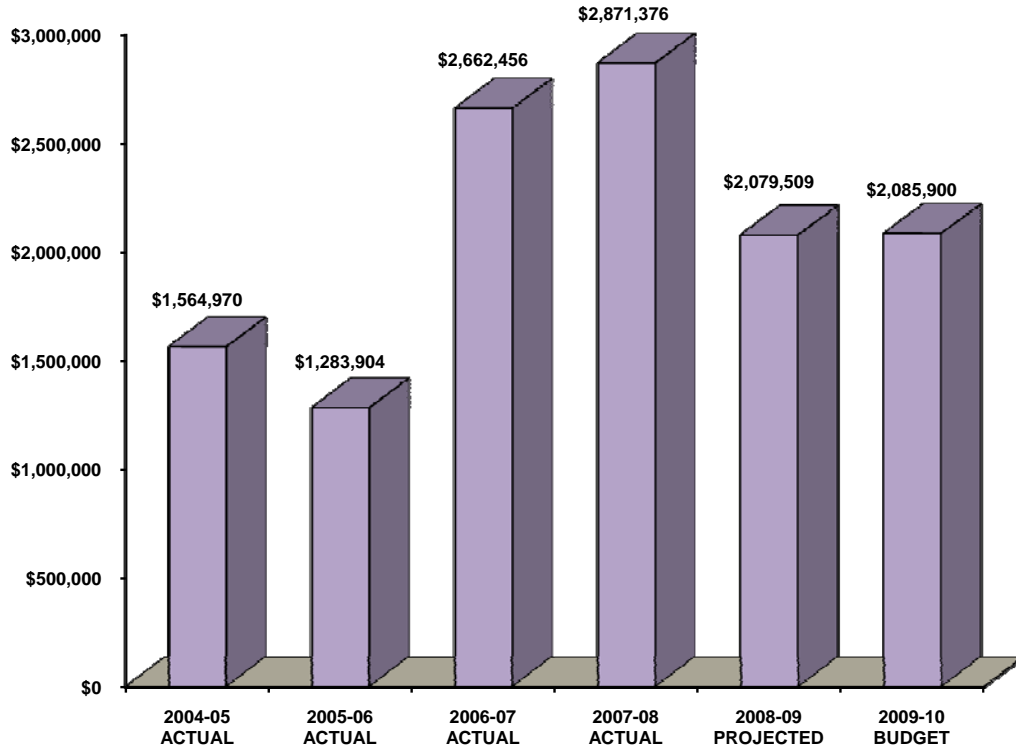
**CITY OF ST. AUGUSTINE  
HERITAGE TOURISM FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	<b>2008-09 BUDGET</b>	<b>2008-09 PROJECTED</b>	<b>2009-10 PROPOSED BUDGET</b>
<b>TOTAL REVENUES</b>	\$ 4,385,160	\$ 4,339,133	\$ 4,438,507
<b>TOTAL EXPENDITURES</b>	\$ 4,385,160	\$ 4,339,133	\$ 4,438,507
<b>SURPLUS/(DEFICIT)</b>	\$ -	\$ -	\$ -

**CITY OF ST. AUGUSTINE  
HERITAGE TOURISM FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
575.50	HERITAGE TOURISM	1,158,920	1,059,663	1,075,900
575.30	VISITOR INFORMATION	930,000	1,019,846	1,010,000
	<b>TOTAL OPERATING REVENUE:</b>	<b>2,088,920</b>	<b>2,079,509</b>	<b>2,085,900</b>
	NON-OPERATING REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
575.50	HERITAGE TOURISM	9,389	8,933	1,400
575.30	VISITOR INFORMATION	200,000	200,000	160,000
	<b>TOTAL NON-OPERATING REVENUE:</b>	<b>209,389</b>	<b>208,933</b>	<b>161,400</b>
	OTHER REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
575.50	HERITAGE TOURISM	713,905	712,623	719,610
575.30	VISITOR INFORMATION	27,870	36,656	35,933
	<b>TOTAL OTHER REVENUE:</b>	<b>741,775</b>	<b>749,279</b>	<b>755,543</b>
	<b>TOTAL HERITAGE TOURISM FUND REVENUE:</b>	<b>3,040,084</b>	<b>3,037,721</b>	<b>3,002,843</b>

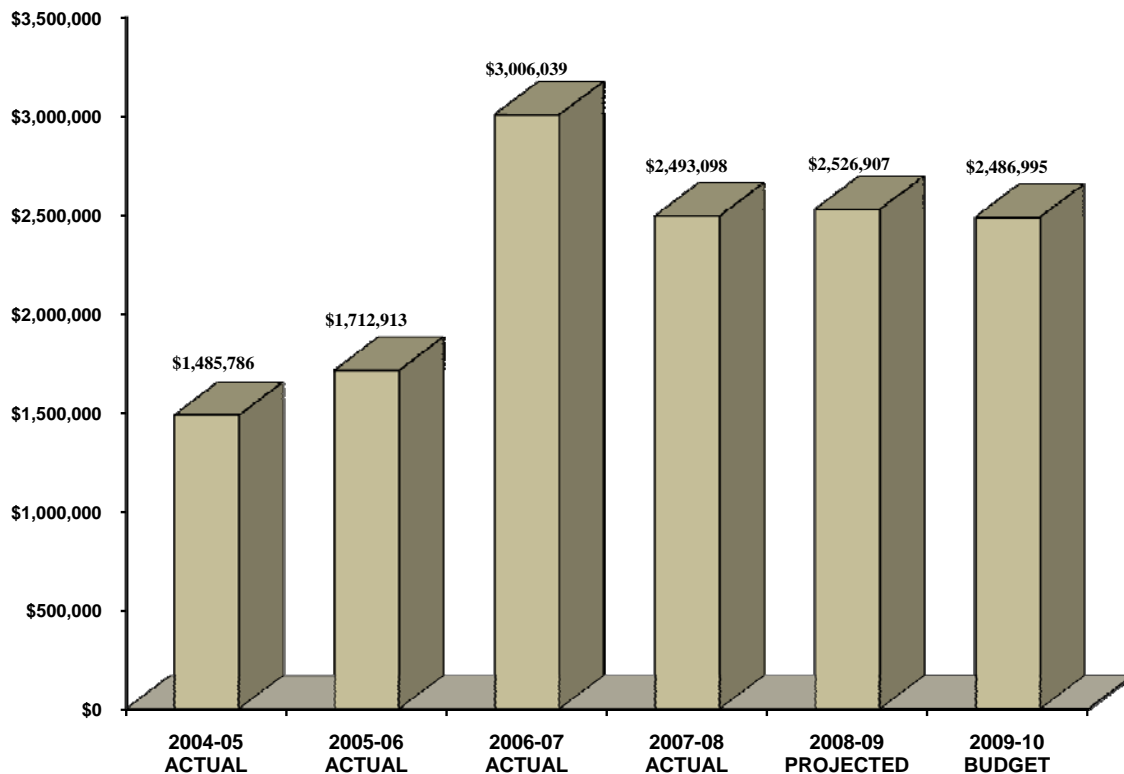
**HERITAGE TOURISM OPERATING REVENUE COMPARISON**



**CITY OF ST. AUGUSTINE  
HERITAGE TOURISM FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING EXPENDITURES	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
575.20	V.I.C. CENTER	903,507	900,078	890,860
575.50	H.T. ADMINISTRATION	393,396	412,610	404,434
575.51	H.T. FACILITIES MAINTENANCE	66,040	65,266	65,123
575.52	H.T. SPANISH QUARTER VILLAGE	580,885	598,883	562,625
575.53	H.T. MUSEUM STORE	606,398	550,070	563,952
	<b>TOTAL OPERATING EXPENDITURES:</b>	<b>2,550,226</b>	<b>2,526,907</b>	<b>2,486,995</b>
	DEBT SERVICE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
577.10	PRINCIPAL	128,200	128,200	299,299
577.20	INTEREST	1,168,753	1,146,044	1,135,247
577.30	OTHER DEBT SERVICE COSTS	1,500	1,500	1,500
	<b>TOTAL DEBT SERVICE:</b>	<b>1,298,453</b>	<b>1,275,744</b>	<b>1,436,046</b>
	<b>TOTAL HERITAGE TOURISM FUND EXPENDITURES:</b>	<b>3,848,679</b>	<b>3,802,651</b>	<b>3,923,041</b>

**HERITAGE TOURISM OPERATING EXPENSES COMPARISON**



**CITY OF ST. AUGUSTINE  
HERITAGE TOURISM FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	HERITAGE TOURISM FUND SUMMARY	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
	TOTAL REVENUES	3,040,084	3,037,721	3,002,843
	TOTAL EXPENDITURES	3,848,679	3,802,651	3,923,041
	INTERFUND TRANSFERS FROM/(TO)	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
388.00	OTHER TRANSFERS	1,345,076	1,301,412	1,435,664
581.00	GENERAL & ADMIN/SUBSIDY TRANSFER	(115,739)	(115,739)	(111,685)
587.00	OPERATING TRANSFERS	(283,558)	(283,558)	(283,620)
588.00	OTHER TRANSFERS	(137,184)	(137,184)	(120,162)
	<b>TOTAL INTERFUND TRANSFERS:</b>	<b>808,595</b>	<b>764,931</b>	<b>920,198</b>
	<b>TOTAL HERITAGE TOURISM FUND EXCESS/(DEFICIT):</b>	<b>0</b>	<b>0</b>	<b>0</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Heritage Tourism			
<b>DIVISION:</b>		Visitor Services			
DIVISION SUMMARY					
<p>The Visitor Information Center provides information services, an orientation video, brochures, advertising, sale of museum tickets, and gift shop, as well as parking and restroom facilities to visitors. The VIC is the principal visitor information center within St. Johns County.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Completed cleaning/restripping first floor of the Historic Downtown Parking Facility (HDPF), utilizing in-house resources, restoring its original appearance after use by 822,000 vehicles.</li> <li>2. Continued to streamline staff accounting practices in VIC and HDPF providing more accountability.</li> <li>3. Began selling walking tours and package tickets at the VIC front desk raising more revenue to support Heritage Tourism.</li> <li>4. Initiated use of ParkNow Cards in the HDPF.</li> <li>5. Continued to computerize availability of tourist information.</li> <li>6. Completed licensing of all Information Hosts as City certified Tour Guides.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$200,952	\$391,600	\$410,082	\$410,663	\$414,469
OPERATING EXPENSES	186,496	706,616	461,994	489,415	476,391
CAPITAL EXPENSES	0	64,195	7,285	0	0
<b>DIVISION TOTALS</b>	<b>\$387,448</b>	<b>\$1,162,411</b>	<b>\$879,361</b>	<b>\$900,078</b>	<b>\$890,860</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

PROPOSED BUDGET FOR FY09-10					
<b>DEPARTMENT:</b>		Heritage Tourism			
<b>DIVISION:</b>		Administration			
DIVISION SUMMARY					
<p>The Administration Division administers the program of historical research, restoration, and interpretation initiated within the City in 1935 and conducted under the auspices of the State of Florida from 1959 to 1997. The department operates three museums and manages the 32 buildings leased by the State. It also provides assistance in preserving the City's principal historic monuments.</p>					
PRIOR YEAR ACCOMPLISHMENTS					
<ol style="list-style-type: none"> <li>1. Increased Sala revenue by 33% over previous year to \$28,150.</li> <li>2. Conducted 14 repeat Heritage Tourism events</li> <li>3. Brought Gala in under budget with a profit of \$7,462.54.</li> <li>4. Conducted the 3rd Annual Summer Archaeology Camp.</li> <li>5. Listed departmental museums on the National Trust for Historic Preservation's website.</li> <li>6. Managed undertaking by University of Florida Museum Studies graduate students to change the Government House lobby displays, which haven't been changed in 20 years.</li> <li>7. Hosted many Elderhostel groups and University of Florida classes in Museum Studies and Historic Preservation.</li> <li>8. Museum received a Teacher Evaluation return rate of 87% (880 were returned), with 88% of those giving the museum a score of "excellent."</li> <li>9. Logged 2,095.5 volunteer hours from 25 active volunteers.</li> <li>10. Conducted another highly successful Girl Scout weekend encampment, maintaining a 40-year old tradition.</li> </ol>					
EXPENDITURES					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
PERSONAL SERVICES	\$757,124	\$916,957	\$999,615	\$1,029,635	\$1,003,434
OPERATING EXPENSES	\$568,341	\$923,715	\$614,122	\$597,195	\$592,700
CAPITAL EXPENSES	\$0	\$2,956	\$51,554	0 \$0	\$0
<b>DIVISION TOTALS</b>	<b>\$1,325,465</b>	<b>\$1,843,628</b>	<b>\$1,665,291</b>	<b>\$1,626,829</b>	<b>\$1,596,135</b>



# NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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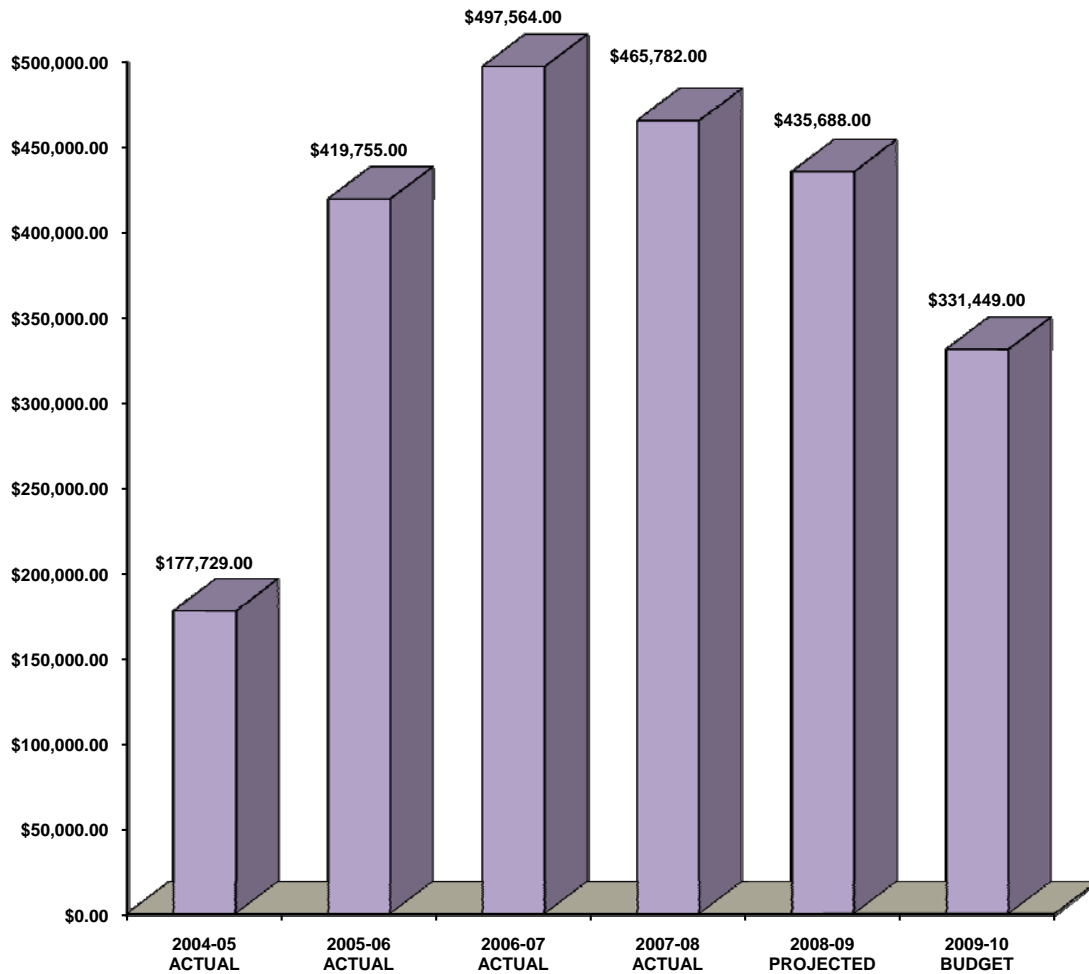
**CITY OF ST. AUGUSTINE  
COMMUNITY REDEVELOPMENT AGENCY FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	<b>2008-09 BUDGET</b>	<b>2008-09 PROJECTED</b>	<b>2009-10 PROPOSED BUDGET</b>
<b>TOTAL REVENUES</b>	\$ 1,441,145	\$ 1,209,141	\$ 1,425,338
<b>TOTAL EXPENDITURES</b>	\$ 1,441,145	\$ 1,209,141	\$ 1,425,338
<b>SURPLUS/(DEFICIT)</b>	\$ -	\$ -	\$ -

**CITY OF ST. AUGUSTINE  
COMMUNITY REDEVELOPMENT AGENCY FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
311.50	INCREMENTAL TAXES	435,688	435,688	331,449
	<b>TOTAL OPERATING REVENUE:</b>	<b>435,688</b>	<b>435,688</b>	<b>331,449</b>
	OTHER REVENUE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
361.00	INTEREST EARNINGS	57,500	13,720	16,000
	<b>TOTAL OTHER REVENUE:</b>	<b>57,500</b>	<b>13,720</b>	<b>16,000</b>
	<b>TOTAL CRA FUND REVENUE:</b>	<b>493,188</b>	<b>449,408</b>	<b>347,449</b>

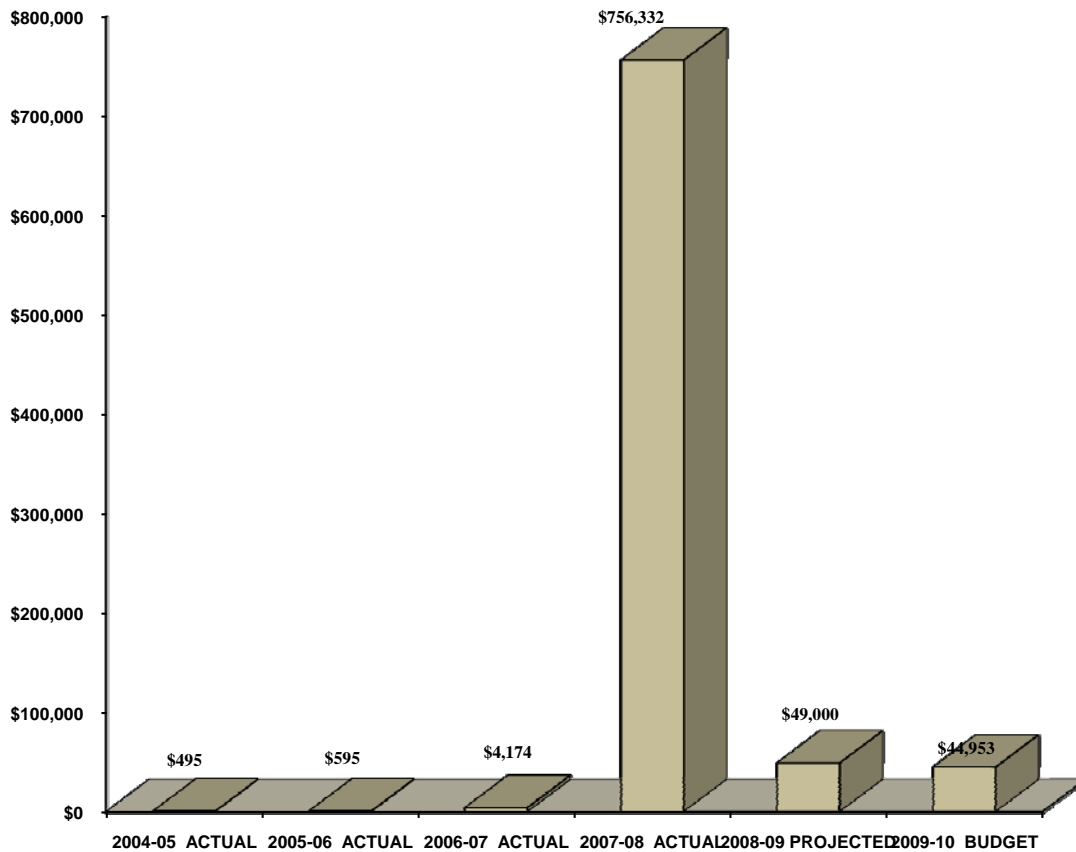
**COMMUNITY REDEVELOPMENT AGENCY OPERATING REVENUE COMPARISON**



**CITY OF ST. AUGUSTINE  
COMMUNITY REDEVELOPMENT AGENCY FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	OPERATING EXPENDITURES	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
575.60	PARKING & TRANSPORTATION DIVISION	179,292	49,000	44,953
	<b>TOTAL OPERATING EXPENDITURES:</b>	<b>179,292</b>	<b>49,000</b>	<b>44,953</b>
	DEBT SERVICE	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
577.10	PRINCIPAL	0	0	0
577.20	INTEREST	0	0	0
577.30	OTHER DEBT SERVICE COSTS	0	0	0
	<b>TOTAL DEBT SERVICE:</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL CRA FUND EXPENDITURES:</b>	<b>179,292</b>	<b>49,000</b>	<b>44,953</b>

**COMMUNITY REDEVELOPMENT AGENCY OPERATING EXPENDITURES  
COMPARISON**



**CITY OF ST. AUGUSTINE  
COMMUNITY REDEVELOPMENT AGENCY FUND  
BUDGET SUMMARY FOR FISCAL YEAR 2009-10**

	COMMUNITY REDEVELOPMENT AGENCY FUND SUMMARY	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
	TOTAL REVENUES	493,188	449,408	347,449
	TOTAL EXPENDITURES	179,292	49,000	44,953
	INTERFUND TRANSFERS FROM/(TO)	08-09 BUDGET	08-09 PROJECTED	09-10 BUDGET
381.00	GENERAL INTERFUND TRANSFERS	692,957	692,957	517,889
383.00	SUBSIDY TRANSFERS	0	0	0
387.00	OPERATING TRANSFERS	0	0	0
388.00	OTHER TRANSFERS	255,000	66,776	560,000
581.00	GENERAL & ADMIN/SUBSIDY TRANSFER	(61,944)	(61,944)	(43,185)
582.00	DEBT SERVICE	(1,120,906)	(1,098,197)	(1,258,197)
587.00	OPERATING TRANSFERS	(79,003)	0	(79,003)
588.00	SURPLUS TRANSFERS	0	0	0
	<b>TOTAL INTERFUND TRANSFERS:</b>	<b>(313,896)</b>	<b>(400,408)</b>	<b>(302,496)</b>
	<b>TOTAL CRA FUND EXCESS/(DEFICIT):</b>	<b>0</b>	<b>0</b>	<b>0</b>

# CITY OF ST. AUGUSTINE

## DIVISION SUMMARY SHEET

<b>PROPOSED BUDGET FOR FY09-10</b>					
<b>DEPARTMENT:</b>		<b>Community Redevelopment Agency</b>			
<b>DIVISION:</b>		<b>Historic Area Community Redevelopment Area</b>			
<b>DIVISION SUMMARY</b>					
<p>The Community Redevelopment Agency (CRA) was established to assist the City in addressing the transportation and parking blight within the historic downtown area. An eight-item redevelopment plan was developed to correct the transportation and parking blight within the geographic boundaries of the CRA.</p>					
<b>PRIOR YEAR ACCOMPLISHMENTS</b>					
<ol style="list-style-type: none"> <li>1. Continued to accumulate funds to be used within the CRA for the redevelopment of the parking and transportation blighted area.</li> <li>2. Completed the design, procurement, and pre-construction phase of the multi-space metering program.</li> <li>3. Furthered the development of the Heritage Tourism Signage Program.</li> </ol>					
<b>EXPENDITURES</b>					
CATEGORY	ACTUAL EXPENSES 05-06	ACTUAL EXPENSES 06-07	ACTUAL EXPENSES 07-08	PROJECTED EXPENSES 08-09	PROPOSED BUDGET 09-10
<b>PERSONAL SERVICES</b>	\$0	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSES</b>	495	4,174	354,607	49,000	44,953
<b>CAPITAL EXPENSES</b>	0	0	401,725	0	0
<b>DIVISION TOTALS</b>	<b>\$495</b>	<b>\$4,174</b>	<b>\$756,332</b>	<b>\$49,000</b>	<b>\$44,953</b>

# NOTES

[illegible]



**CITY OF ST. AUGUSTINE**  
**BUDGET SUMMARY FOR FISCAL YEAR 2009-10**  
**STATISTICAL INFORMATION**

**MILLAGE RATE COMPARISON**

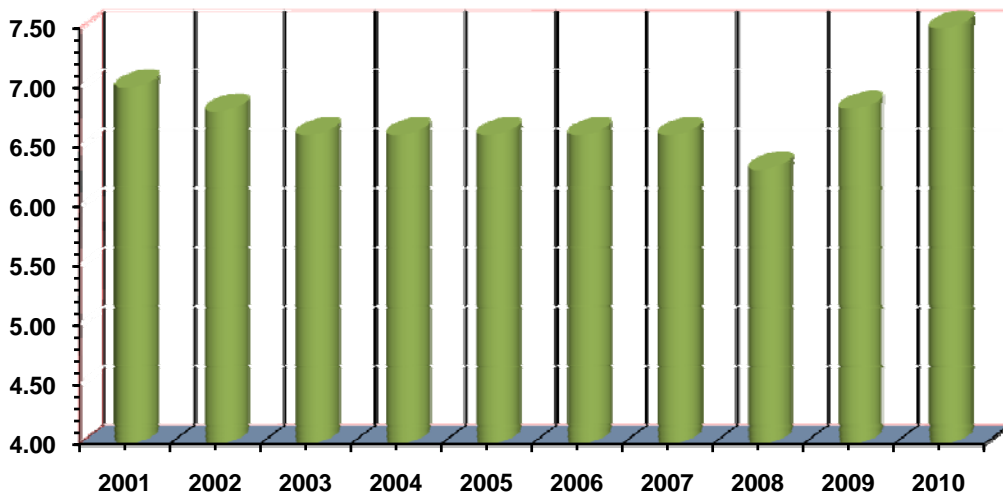


**CITY OF ST. AUGUSTINE  
STATISTICAL INFORMATION  
MILLAGE RATE COMPARISON**

<b>10-Year History on Millage Rates</b>		
<b>Fiscal Year</b>	<b>Millage Rate</b>	<b>Percentage Increase/Decrease</b>
<b>2001</b>	<b>7.00</b>	<b>-2.78%</b>
<b>2002</b>	<b>6.80</b>	<b>-2.86%</b>
<b>2003</b>	<b>6.60</b>	<b>-2.94%</b>
<b>2004</b>	<b>6.60</b>	<b>0.00%</b>
<b>2005</b>	<b>6.60</b>	<b>0.00%</b>
<b>2006</b>	<b>6.60</b>	<b>0.00%</b>
<b>2007</b>	<b>6.60</b>	<b>0.00%</b>
<b>2008</b>	<b>6.31</b>	<b>-4.39%</b>
<b>2009</b>	<b>6.82</b>	<b>8.08%</b>
<b>2010</b>	<b>7.50</b>	<b>9.97%</b>

**\*\*Proposed**

**MILLAGE RATE COMPARISON**



**\*\*This diagram is based on the proposed millage rate of 7.5, as adopted by the City Commission.**

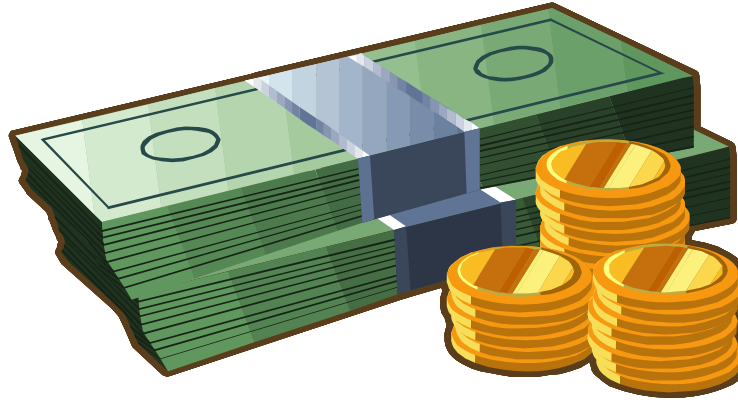
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**CITY OF ST. AUGUSTINE**  
**BUDGET SUMMARY FOR FISCAL YEAR 2009-10**  
**STATISTICAL INFORMATION**

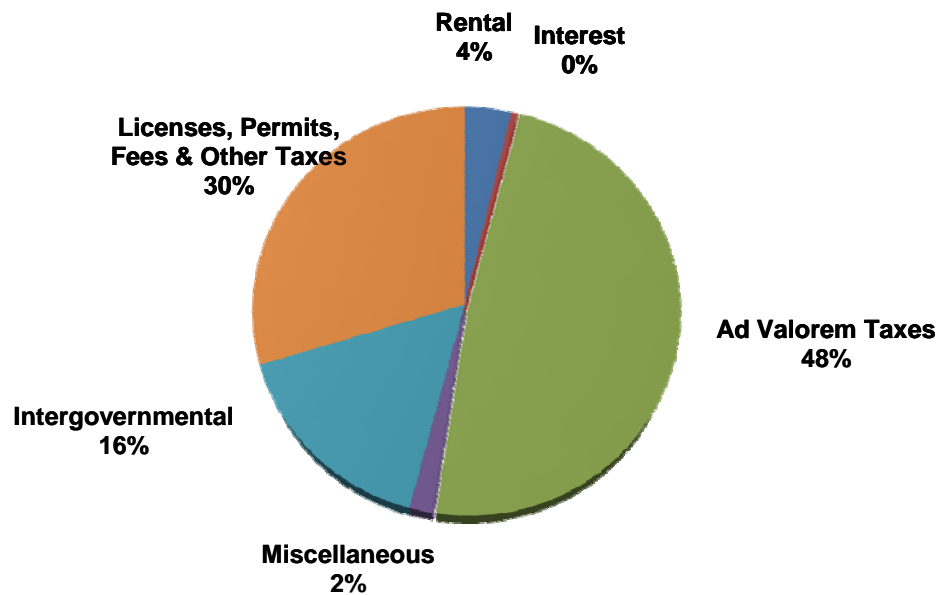
**GENERAL FUND REVENUE SOURCES**



**CITY OF ST. AUGUSTINE  
STATISTICAL INFORMATION  
GENERAL FUND REVENUE SOURCES**



**From where are these funds derived**



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**CITY OF ST. AUGUSTINE**  
**BUDGET SUMMARY FOR FISCAL YEAR 2009-10**  
**STATISTICAL INFORMATION**

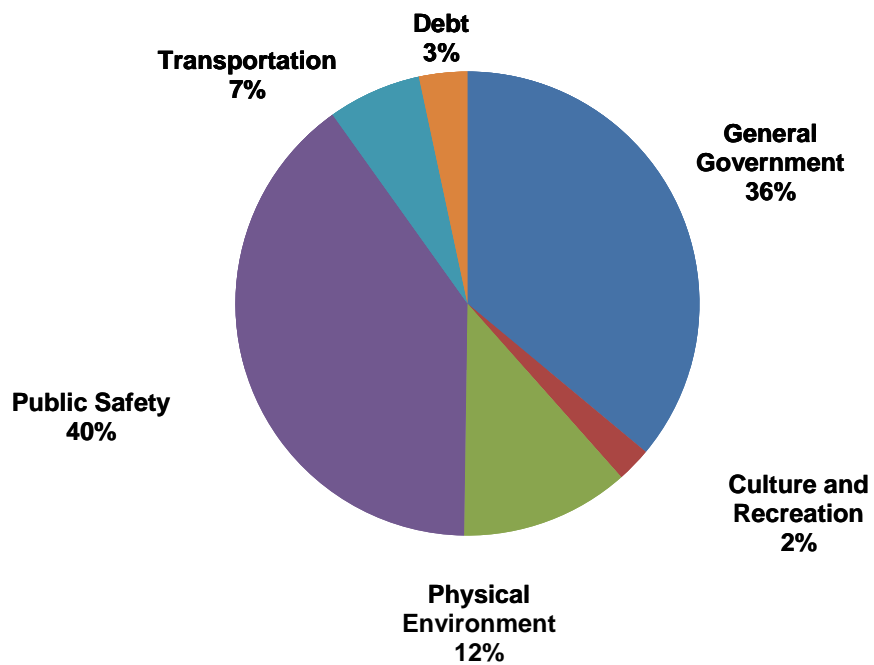
**GENERAL FUND EXPENDITURE SOURCES**



**CITY OF ST. AUGUSTINE  
STATISTICAL INFORMATION  
GENERAL FUND EXPENDITURE SOURCES**



**How are these funds expended?**



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**CITY OF ST. AUGUSTINE**  
**BUDGET SUMMARY FOR FISCAL YEAR 2009-10**  
**STATISTICAL INFORMATION**

**CONSUMER PRICE INDEX**



**Table 3. Consumer Price Index for All Urban Consumers (CPI-U): Selected areas, all items index**

(1982-84=100, unless otherwise noted)

CPI-U	Pricing schedule 1	All items									
		Indexes				Percent change to Mar.2009 from—			Percent change to Feb.2009 from—		
		Dec.	Jan.	Feb.	Mar.	Mar.	Jan.	Feb.	Feb.	Dec.	Jan.
		2008	2009	2009	2009	2008	2009	2009	2008	2008	2009
U.S. city average .....	M	210.228	211.143	212.193	212.709	-0.4	0.7	0.2	0.2	0.9	0.5
Region and area size <sup>2</sup>											
Northeast urban .....	M	225.091	225.436	226.754	227.309	.2	.8	.2	.7	.7	.6
Size A - More than 1,500,000 .....	M	227.681	227.852	229.262	229.749	.3	.8	.2	.8	.7	.6
Size B/C - 50,000 to 1,500,000 <sup>3</sup> .....	M	132.830	133.308	133.967	134.411	-1	.8	.3	.3	.9	.5
Midwest urban .....	M	199.582	200.815	201.453	202.021	-8	.6	.3	-2	.9	.3
Size A - More than 1,500,000 .....	M	200.465	202.001	202.639	203.240	-9	.6	.3	-3	1.1	.3
Size B/C - 50,000 to 1,500,000 <sup>3</sup> .....	M	128.018	128.636	129.057	129.334	-6	.5	.2	.1	.8	.3
Size D - Nonmetropolitan (less than 50,000) .....	M	195.383	195.843	196.421	197.267	-1.1	.7	.4	-6	.5	.3
South urban .....	M	203.501	204.288	205.343	206.001	-3	.8	.3	.1	.9	.5
Size A - More than 1,500,000 .....	M	206.414	207.035	207.929	208.529	-3	.7	.3	.2	.7	.4
Size B/C - 50,000 to 1,500,000 <sup>3</sup> .....	M	129.099	129.615	130.380	130.873	-4	1.0	.4	.0	1.0	.6
Size D - Nonmetropolitan (less than 50,000) .....	M	204.428	205.766	206.671	206.927	.0	.6	.1	.7	1.1	.4
West urban .....	M	214.685	215.923	217.095	217.357	-5	.7	.1	.3	1.1	.5
Size A - More than 1,500,000 .....	M	218.698	219.806	220.955	221.124	-4	.6	.1	.5	1.0	.5
Size B/C - 50,000 to 1,500,000 <sup>3</sup> .....	M	129.725	130.682	131.636	131.775	-8	.8	.1	.1	1.5	.7
Size classes											
A <sup>4</sup> .....	M	192.646	193.412	194.354	194.750	-3	.7	.2	.3	.9	.5
B/C <sup>3</sup> .....	M	129.519	130.135	130.855	131.230	-5	.8	.3	.1	1.0	.6
D .....	M	202.359	203.409	203.999	204.672	-5	.6	.3	.1	.8	.3
Selected local areas <sup>5</sup>											
Chicago-Gary-Kenosha, IL-IN-WI .....	M	205.959	207.616	207.367	207.462	-1.9	-.1	.0	-1.0	.7	-.1
Los Angeles-Riverside-Orange County, CA ...	M	219.620	220.719	221.439	221.376	-1.0	.3	.0	.0	.8	.3
New York-Northern N.J.-Long Island, NY-NJ-CT-PA .....	M	233.012	233.402	234.663	235.067	.8	.7	.2	1.6	.7	.5
Boston-Brockton-Nashua, MA-NH-ME-CT .....	1	-	230.806	-	232.155	-4	.6	-	-	-	-
Cleveland-Akron, OH .....	1	-	198.232	-	199.457	-1.5	.6	-	-	-	-
Dallas-Fort Worth, TX .....	1	-	198.623	-	200.039	.7	.7	-	-	-	-
Washington-Baltimore, DC-MD-VA-WV <sup>6</sup> .....	1	-	137.598	-	138.620	.4	.7	-	-	-	-
Atlanta, GA .....	2	196.961	-	199.190	-	-	-	-	-2.4	1.1	-
Detroit-Ann Arbor-Flint, MI .....	2	197.991	-	201.913	-	-	-	-	-.2	2.0	-
Houston-Galveston-Brazoria, TX .....	2	185.930	-	187.972	-	-	-	-	.2	1.1	-
Miami-Fort Lauderdale, FL .....	2	218.324	-	220.589	-	-	-	-	.7	1.0	-
Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD .....	2	218.186	-	220.262	-	-	-	-	-.3	1.0	-
San Francisco-Oakland-San Jose, CA .....	2	218.528	-	222.166	-	-	-	-	1.2	1.7	-
Seattle-Tacoma-Bremerton, WA .....	2	222.580	-	224.737	-	-	-	-	1.4	1.0	-

<sup>1</sup> Foods, fuels, and several other items priced every month in all areas; most other goods and services priced as indicated:

M - Every month.

1 - January, March, May, July, September, and November.

2 - February, April, June, August, October, and December.

<sup>2</sup> Regions defined as the four Census regions. See technical notes.

<sup>3</sup> Indexes on a December 1996=100 base.

<sup>4</sup> Indexes on a December 1986=100 base.

<sup>5</sup> In addition, the following metropolitan areas are published semiannually and appear in Tables 34 and 39 of the January and July issues of the CPI Detailed Report: Anchorage, AK; Cincinnati-Hamilton, OH-KY-IN; Denver-Boulder-Greeley, CO; Honolulu, HI; Kansas City, MO-KS; Milwaukee-Racine, WI; Minneapolis-St. Paul, MN-WI; Phoenix-Mesa, AZ; Pittsburgh, PA; Portland-Salem, OR-WA; St. Louis, MO-IL; San Diego, CA;

Tampa-St. Petersburg-Clearwater, FL.

<sup>6</sup> Indexes on a November 1996=100 base.

- Data not available.

NOTE: Local area indexes are byproducts of the national CPI program. Each local index has a smaller sample size than the national index and is, therefore, subject to substantially more sampling and other measurement error. As a result, local area indexes show greater volatility than the national index, although their long-term trends are similar. Therefore, the Bureau of Labor Statistics strongly urges users to consider adopting the national average CPI for use in their escalator clauses.

NOTE: Index applies to a month as a whole, not to any specific date.

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**CITY OF ST. AUGUSTINE**  
**BUDGET SUMMARY FOR FISCAL YEAR 2009-10**  
**STATISTICAL INFORMATION**

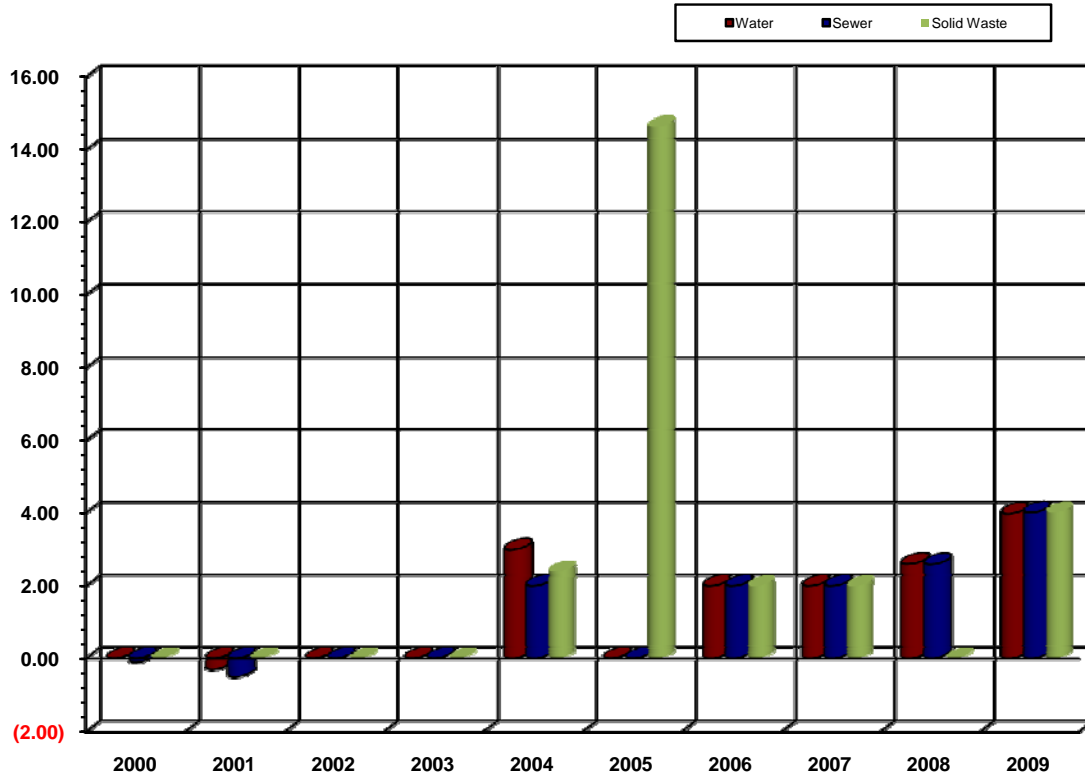
**WATER, SEWER AND SOLID WASTE**  
**HISTORICAL TRENDS**



**CITY OF ST. AUGUSTINE  
STATISTICAL INFORMATION  
WATER, SEWER AND SOLID WASTE HISTORICAL TRENDS**

10-Year History on Rate Adjustments (In Percentage of Change)			
Fiscal Year	Water	Sewer	Solid Waste
2000	0.00	(0.10)	0.00
2001	(0.30)	(0.50)	0.00
2002	0.00	0.00	0.00
2003	0.00	0.00	0.00
2004	3.00	2.00	2.40
2005	0.00	0.00	14.64
2006	2.00	2.00	2.00
2007	2.00	2.00	2.00
2008	2.60	2.60	0.00
2009	3.97	4.00	4.01

Rate Adjustments



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