

## ADMINISTRATION

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 2,214,766	\$ 2,267,193	\$ 2,284,675	\$ 2,250,002	\$ 2,332,228
Operating Expenses	<u>415,530</u>	<u>429,832</u>	<u>648,054</u>	<u>632,026</u>	<u>601,792</u>
Operating Budget	\$ 2,630,296	\$ 2,697,025	\$ 2,932,729	\$ 2,882,028	\$ 2,934,020
Capital Outlay	<u>9,750</u>	<u>12,326</u>	<u>9,900</u>	<u>7,200</u>	<u>7,200</u>
Budget Allocation	\$ 2,640,046	\$ 2,709,351	\$ 2,942,629	\$ 2,889,228	\$ 2,941,220
Authorized Positions	38	42	40	40	40

The Department of Administration, for budget purposes, includes several separate and independent divisions.

The Chief Administrative Officer is responsible for oversight and direction of the following City departments: Sanitary Sewer, Water, Solid Waste, Public Works, Parks, Recreation, Tampa Museum of Art, and Tampa Theater.

The Department of Administration is responsible for Management Information Systems and Administrative Services divisions, as well as the Employee Relations and Personnel divisions of the Administration Department. Duties of those divisions are as follows:

- Employee Relations - The goals of this division are to provide City departments a stable and appropriate labor and employee relations program in compliance with applicable laws, public policy of the City of Tampa and principles of sound labor management; to provide competitive wages, benefits and working conditions to ensure the City retains its best employees; and to ensure the citizens of Tampa receive the best value for personnel cost expenditures in a prudent and cost-effective manner. The division negotiates and administers collective bargaining agreements, administers disciplinary actions and labor grievance procedures. The division is responsible for salary and benefit processing, affirmative action, unemployment compensation, Equal Employment Opportunity and American with Disabilities Act compliance, employee training and tuition reimbursement. The Central Records Processing section is responsible for all personnel data transactions on the Payroll/Personnel System including pay increases, benefits enrollment and changes, and other data; life insurance claims, new employee orientation, pre-employment medical exams, City-wide personnel file maintenance and many other related functions.
- Personnel - This division's goal is to ensure that all personnel functions, including retirement, testing, certification, classification and pay, performance evaluation and related areas are conducted to promote the development and retention of a competent workforce consistent with applicable laws and regulations. The division maintains the employee classification plan and reviews requests for position changes, new positions, and pay grade changes; assists departments in organizational analysis; advertises for job vacancies and processes employment applications; counsels employees/applicants on employment/promotion/layoff prospects. The division also administers employment tests and certifies applicant eligibility in accordance with the Civil Service requirements; coordinates the performance evaluation process, the validity of medical standards, and research in human resource areas; conducts job analysis research; and performs many other related functions.

Intergovernmental Relations, an independent division budgeted within the Department of Administration, presents the City's position with respect to regulations and legislation, and promotes its interests with the state and federal government and their agencies.

## BUSINESS AND COMMUNITY SERVICES

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 6,960,982	\$ 7,149,225	\$ 7,958,370	\$ 7,873,942	\$ 8,405,785
Operating Expenses	<u>976,479</u>	<u>999,505</u>	<u>1,333,548</u>	<u>1,222,124</u>	<u>1,162,603</u>
Operating Budget	\$ 7,937,461	\$ 8,148,730	\$ 9,291,918	\$ 9,096,066	\$ 9,568,388
Capital Outlay	<u>36,477</u>	<u>60,294</u>	<u>124,696</u>	<u>121,562</u>	<u>66,900</u>
Budget Allocation	\$ 8,010,415	\$ 8,209,024	\$ 9,416,614	\$ 9,217,628	\$ 9,635,288
Authorized Positions	148	148	164	169	172

The Department of Business and Community Services goal is to improve residential living standards and the overall aesthetic appearance of the City. This is accomplished by maintaining housing and development standards through administration and enforcement of City codes and encouraging economic development. Primary activities performed by the department include:

- Land development review, map preparation and administration of sign and zoning codes
- Permit issuance, review and modification of building plans and code requirements
- Enforcement of the City's housing and environmental standards
- Management of leases, and real property/facility acquisitions and dispositions
- Administration of Community Development Block Grant housing programs, other housing and Challenge Fund Loan programs.
- Administration of historic preservation programs.

In performing these tasks, the department closely coordinates with civic associations. This has helped decrease the number of substandard structures and property maintenance problems.

The Construction Service Center provides a single location for acquiring residential and commercial electrical, building, plumbing, zoning and mechanical permits. Personnel from the Parks (7), Public Works (3), Stormwater (8), Sewer (3), Water (2) and Solid Waste (1) departments are assigned to the Service Center for permit issuance tasks related to requirements of those departments. Twenty-four positions and their costs, \$914,383 are budgeted in the various departments identified.

The Ybor City Service Center, located at the German-American Club, provides a one-stop location for businesses and individuals seeking financial and development assistance. Located at the center are the following organizations: the Community Redevelopment Agency, Tampa Bay Economic Development Corporation, Tampa Bay Black Business Investment Corporation, and the Ybor City Development Corporation. Together these organizations provide technical and financial assistance for the City's small businesses and minority and economically disadvantaged entrepreneurs.

Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Construction Inspections	129,040	136,911	136,998
Commercial/Residential Plan Review	22,082	23,075	24,800
Commercial/Residential Permits	29,791	32,173	35,307
Commercial/Residential Projects	5,562	5,211	5,694
Code Inspections	40,028	45,052	56,250

# COMMUNITY AFFAIRS

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 1,295,602	\$ 1,362,549	\$ 1,458,973	\$ 1,495,846	\$ 1,526,080
Operating Expenses	170,472	169,338	350,875	340,514	164,370
Operating Budget	\$ 1,466,074	\$ 1,531,887	\$ 1,809,848	\$ 1,836,360	\$ 1,690,450
Capital Outlay	19,944	26,424	33,051	53,051	0
Budget Allocation	\$ 1,486,018	\$ 1,558,311	\$ 1,842,899	\$ 1,889,411	\$ 1,690,450
Authorized Positions	31	29	31	32	32

The Department of Community Affairs' goal is to administer, plan, and coordinate the functions of the Office of Human Rights and Community Services in developing and maintaining good community and race relations.

The Community Affairs Department interacts with a diverse group of citizens in the community to investigate discrimination complaints in the areas of employment, housing, and public accommodations. It also provides outreach to citizens and affords them the opportunity to participate in the planning, monitoring and evaluation of the Community Development Block Grant and other city related programs.

The Neighborhood Liaison office works with neighborhood groups, promotes neighborhood programs and handles citizen complaints and inquiries.

The Service and Information Division provides centralized information services for citizen inquiries including volunteer staffing for the City Hall information center.

The Women and Minority Business enterprise program facilitates access to city contracts by women and minority businesses. Their contract participation goals are as follows: (1) Construction 25% (2) Professional Services 14% (3) Goods and Nonprofessional Services 4%

Department accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Discrimination Complaints	13	13	13
TPD/Community Workshops	13	13	13
Total Attendance	930	940	940
Campus Compact Participants	110	124	122
Dental & Vision Clients	284	240	262
Advisory Committee Forums	2	3	2
Total Attendance	140	180	100
CDBG Block Club & Civic Assoc.			
Meetings	85	76	95
Total Attendance	1,445	1,292	1,615
Community Outreach Hours	1,750	1,500	2,500
Flyers/Brochures Distributed	14,300	14,000	13,000
Newsletter Editions/Copies	0	1/500	2/1000

# CONVENTION CENTER

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 2,189,193	\$ 2,241,620	\$ 2,514,588	\$ 2,510,406	\$ 2,543,552
Operating Expenses	<u>2,719,746</u>	<u>2,753,177</u>	<u>3,209,920</u>	<u>3,114,212</u>	<u>3,158,043</u>
Operating Budget	\$ 4,908,939	\$ 4,994,797	\$ 5,724,508	\$ 5,624,618	\$ 5,701,595
Capital Outlay	<u>58,478</u>	<u>74,267</u>	<u>76,519</u>	<u>68,500</u>	<u>32,500</u>
Budget Allocation	\$ 4,967,417	\$ 5,069,064	\$ 5,801,027	\$ 5,693,118	\$ 5,734,095
Authorized Positions	57	57	58	58	58

The goal of the Tampa Convention Center is to stimulate the local economy by providing a venue for national, regional and international conventions, trade shows and conferences that will bring the maximum number of out-of-town visitors to the area. Convention delegates, exhibitors and show managers create a positive economic impact throughout the Tampa/Hillsborough County area.

The Department is responsible for operation and maintenance of the 677,000 square foot Tampa Convention Center, which consists of a 200,000 square foot main exhibit hall, a 36,000 square foot ballroom, a 90,000 square foot lobby and 18 meeting rooms.

The Department is organized into five divisions consisting of the following: Administrative and Fiscal, Events and Marketing, Engineering, Operational Maintenance, and Contractual Services. Convention staff concentrates on the marketing, promotion and administration of the Convention Center while services provided to show promoters are handled primarily through contractual arrangements.

In addition, the Convention Center Department administers the International Trade Fair program which promotes the Tampa Bay region as a site for international trade fairs, conferences and symposiums.

Administrative objectives are to determine ways to decrease the City's subsidy to the Center; explore new sources of revenue and identify additional profit centers; maximize efficiency of staff and facility; and to expand convention and international business. Accomplishments and FY2000 objectives as summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
<u>EVENT TYPE</u>			
Trade/Consumer Shows	26	33	37
Conventions	17	10	7
Conventions w/Exhibits	14	24	32
General Meetings	171	161	200
Food Functions	<u>66</u>	<u>82</u>	<u>111</u>
Entertainment	6	8	11
Total	300	318	398

## CITY CLERK

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 709,523	\$ 722,768	\$ 759,694	\$ 760,402	\$ 749,119
Operating Expenses	206,835	163,330	205,702	204,681	188,212
Operating Budget	\$ 916,358	\$ 886,098	\$ 965,396	\$ 965,083	\$ 937,331
Capital Outlay	12,251	18,000	22,960	6,461	6,461
Budget Allocation	\$ 928,609	\$ 904,098	\$ 988,356	\$ 971,544	\$ 943,792
Authorized Positions	18	18	17	17	17

The Office of the City Clerk is the official keeper of all records and proceedings for the City of Tampa. Its goal is to record and maintain the official set of City records in keeping with City Charter and Florida statutory requirements. The department is composed of four divisions according to function.

The Documentation of City Records division is primarily responsible for recording the proceedings of every City Council meeting. It is also responsible for preparing City Council agendas; indexing local laws, ordinances, resolutions, agreements and deeds; updating and distributing supplements to the City Code. It administers oaths of office to department heads, police officers, firefighters and persons appointed to serve on various boards and committees and maintains current appointments to City boards and committees; City financial disclosure statements, state financial disclosure coordination and executive orders. Other responsibilities include the publication of legal notices, recording of official documents with appropriate agencies, and indexing of City cemetery burials.

The Code Enforcement Board (CEB) division is the administrative staff for the Board, and records all CEB meetings, keeps official files, distributes legal notices of Code violations, prepares and files liens for non-compliance, and keeps the Board and departments informed of Board actions.

The Support Services of the Boards division provides support to the Community Redevelopment Agency, General Employees Pension Fund, the Civil Service Board, Public Nuisance Abatement Board and the Board of Ethics.

The Archives and Records division is responsible for administering the City's Record Management and Archives program in accordance with State statutes and local ordinances. It operates a full service off-site records center for storage, retrieval and destruction of inactive and semi-active public records from all departments of the City; develops micrographics systems for City departments, providing quality, cost effective and appropriate microfilming and micrographics services. This division administers the City Archives to identify, preserve and make available to City administrators and the public, City and related records of permanent administrative, legal, fiscal and historic value which chart the development of the City. Accomplishments to date and objectives for FY2000 are listed below.

Performance Measure	FY98 Actual	FY99 Projected	FY2000 Estimated
Records Transferred (Cu. Ft.)	3,257	4,000	3,200
Records Retrieved/Inter-filed	3,651	4,000	5,000
Records Destroyed (Cu. Ft.)	3,050	4,000	900
Records Microfilmed (Cu. Ft.)	1,231	1,300	1,250
Aperture Cards Filmed	3,924	4,000	4,100
Microfilm Jackets/Fiche	27,740	35,000	28,000
Records Transferred to Archives (Cu. Ft.)	338	350	250
Archives Reference Requests	189	300	50
Retrievals from Archives	791	1,000	800

## CITY COUNCIL

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 617,801	\$ 587,942	\$ 613,428	\$ 578,026	\$ 573,496
Operating Expenses	47,741	52,137	48,326	48,326	67,048
Operating Budget	\$ 665,542	\$ 640,079	\$ 661,754	\$ 626,352	\$ 640,544
Capital Outlay	8,954	6,910	41,220	41,220	2,472
Budget Allocation	\$ 674,496	\$ 646,989	\$ 702,974	\$ 667,572	\$ 643,016
Authorized Positions	17	16	16	16	15

City Council, the legislative branch of City government, operates in accordance with the provisions of the 1974 Revised Charter of the City of Tampa. It is responsible for enacting ordinances and resolutions that the Mayor of Tampa administers as chief executive officer. Council's goals are to provide responsible legislation, ensure the safe, efficient and fair operation of city government and provide for the general health, welfare and safety of the citizens of the City of Tampa.

Seven Council members are elected by the voters of Tampa to serve for a term of four years. Council members for Districts #1, #2, and #3 are elected at-large and those from districts #4 through #7 are elected in individual districts. The term of office for the current Council members will expire in March, 2003.

Meetings are held in the Council Chamber on the third floor of City Hall on Thursdays at 9:00 a.m. to enact legislation pertaining to general City business. On the second Thursday of each month at 6:30 p.m., the City Council holds public hearings on land rezoning. Alcoholic beverage zonings are held the third Thursday of every month at 10:00 a.m. Other special meetings are scheduled from time to time as the need arises.

Council members also serve individually as members of various boards, such as the Public Transportation Commission, the Metropolitan Planning Organization, the Tampa Sports Authority, the Hillsborough River Technical Advisory Council to the Interlocal Planning Board, Tampa Bay Performing Arts Center Executive Committee of the Board of Trustees, the Tampa Bay Regional Planning Council, Hillsborough County Youth Council, Hillsborough Constituency for Children, Council of Governments, Public Art Committee, and the Florida Aquarium.

## MANAGEMENT INFORMATION SYSTEMS (MIS)

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 3,469,879	\$ 3,769,237	\$ 4,276,885	\$ 4,279,855	\$ 4,373,186
Operating Expenses	<u>1,072,607</u>	<u>1,186,024</u>	<u>1,887,245</u>	<u>1,838,682</u>	<u>1,430,727</u>
Operating Budget	\$ 4,542,486	\$ 4,955,261	\$ 6,164,130	\$ 6,088,537	\$ 5,803,913
Capital Outlay	<u>364,923</u>	<u>336,765</u>	<u>534,135</u>	<u>573,843</u>	<u>354,641</u>
Budget Allocation	\$ 4,907,409	\$ 5,292,026	\$ 6,698,265	\$ 6,662,380	\$ 6,158,554
Authorized Positions	58	59	67	67	67

The goal of the Management Information Systems (MIS) Department is to provide the City of Tampa with a full range of information processing services, including computer operations, business systems applications, network services and technical services in a timely, reliable and cost effective manner.

Our Wide Area Network (WAN) responsibilities include a mainframe computer, nine mid-range computers, and 30 local area networks. For each system, MIS performs the planning, management, application support and network integration functions. MIS provides microcomputer (PC) and network support for approximately 1,700 PCs and 2,800 network users. Typical services include hardware and software installation, problem resolution, equipment maintenance, acquisition assistance, and inventory management. Evolving network and PC technologies continue to expand the role of department computing thereby improving the city's return on its investment in technology.

The IBM mainframe computer supports most of the City's financial and administrative applications. The nine mid-range computer systems each support a specific department application. These applications include computer aided dispatch and records management for the Police and Fire Rescue Departments, vehicle management for Fleet Maintenance, Scalehouse operations at the resource recovery plant, and mobile communications.

The City's fiber optic backbone provides high-speed connectivity among the major City facilities in the downtown area. The sophisticated network provides the communications capabilities required to support large bandwidth applications such as video, imaging, and file transfer. This communication backbone was used to provide direct access to the Internet for PCs connected to the City's WAN in FY98 and FY99. Additional enhancements for FY2000 include the expansion of the Intranet to facilitate cross-department communication and information dissemination. Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Central Systems Availability (99.4% standard)	99.94%	99.94%	99.94%
Batch Jobs Run % Successful	161,200 99.92%	168,000 99.91%	170,000 99.92%
Service Requests	10,300	11,000	12,000
Network Requests	6,900	7,850	8,100
Critical Downtime Incidents (CDI)	240	265	300
CDI Response Time (2 Hours, 90% standard)	100	100	100

## FIRE RESCUE

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 29,455,803	\$ 30,371,615	\$ 31,114,694	\$ 30,787,301	\$ 33,216,558
Operating Expenses	2,726,323	2,736,968	3,042,671	3,063,817	3,063,635
Operating Budget	\$ 32,182,126	\$ 33,108,583	\$ 34,157,365	\$ 33,851,118	\$ 36,280,193
Capital Outlay	80,075	133,609	124,290	68,384	261,348
Budget Allocation	\$ 32,262,201	\$ 33,242,192	\$ 34,281,655	\$ 33,919,502	\$ 36,541,541
Authorized Positions	572	574	581	579	586

The Tampa Fire Rescue Department's goal is to save lives and protect the property of the citizens of Tampa through fire prevention, public education, emergency medical services, communications, and professional fire suppression services. The Combat, Rescue, Fire Prevention, Signal and Administration Divisions carry out these mission objectives. The Department has 586 authorized positions (528 sworn and 58 civilian) and a fleet of 122 sedans, trucks, boats, fire engines, and ambulances.

Firefighters are assigned to twenty-one fire stations throughout the City. They are primarily responsible for carrying out the "First Responder" program. The Combat Division has a variety of fire suppression units and specialized teams such as hazardous materials, marine, canine and urban search. The Fire Prevention Division personnel conduct inspections, fire safety and loss management programs. The divisions of Personnel, Supply, Training, Academy, Signal, Maintenance Shop and Budget Office support the Department's operational units.

Rescue Division personnel are assigned to 11 rescue vehicles based at various fire stations. All 911 emergency fire and/or rescue calls go through the communication center. For FY2000, seven positions were added to staff a 12th rescue car and will be deployed at Fire Station #3.

Tampa Fire Rescue Department's principle objective is to maintain a time of less than 5 minutes for the first responder to arrive at the scene. Response time, other accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Response Time (Average)	4.9 min.	Medical: 5.5 min. Fire: 4.8 min.	Medical: 5.5 min. Fire: 4.8 min.
Total Alarms	58,311	59,826	61,440
Fire	11,972	11,296	11,600
Rescue	46,339	48,530	49,840
Rescue Transports	19,491	17,350	17,820
Fire \$ Loss (millions)	\$10.0	\$6.5	\$7.0

# INTERNAL AUDIT

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 573,548	\$ 611,280	\$ 631,851	\$ 621,917	\$ 623,895
Operating Expenses	<u>73,407</u>	<u>61,637</u>	<u>101,969</u>	<u>70,782</u>	<u>112,822</u>
Operating Budget	\$ 646,955	\$ 672,917	\$ 733,820	\$ 692,699	\$ 736,717
Capital Outlay	<u>9,601</u>	<u>7,675</u>	<u>4,400</u>	<u>2,982</u>	<u>3,000</u>
Budget Allocation	\$ 656,556	\$ 680,592	\$ 738,220	\$ 695,681	\$ 739,717
Authorized Positions	9	9	9	9	9

The goal of the Internal Audit Department is to provide management with an independent appraisal of major areas of City activities in order to reduce potential risk and loss, maximize revenues, and produce savings. The department reviews entities and functions for adequacy of controls, legal and contractual compliance and good business practice.

The department is responsible for performing audits outlined in its annual agenda and 5 year audit plan. It is based on such factors as risk, dollar volume, known prior problems, public exposure and audit resources available. Emphasis is on recurring audits of high risk and high dollar areas, and special requests from the Mayor and other City departments.

The tax revenue audit function provides continuing audits and monitoring of companies that collect and remit utility taxes and franchise fees to the City to insure the proper amounts of revenue are received.

Audit Department accomplishments are published annually in the department's year-end Performance Report.

Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Mandatory/Discretionary Audits	36	33	35
Special Audit Requests	2	3	3

## LEGAL

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 1,505,769	\$ 1,858,489	\$ 2,002,977	\$ 2,014,411	\$ 2,302,591
Operating Expenses	54,866	71,988	91,692	91,692	109,922
Operating Budget	\$ 1,560,635	\$ 1,930,477	\$ 2,094,669	\$ 2,106,103	\$ 2,412,513
Capital Outlay	30,016	19,842	37,127	37,127	40,220
Budget Allocation	\$ 1,590,651	\$ 1,950,319	\$ 2,131,796	\$ 2,143,230	\$ 2,452,733
Authorized Positions	30	32	32	36	36

The City Attorney is responsible for the legal matters of the City. The duties and responsibilities of the City Attorney are enumerated in the Revised Charter of the City of Tampa.

The City Attorney's Office has as its goal the provision of legal advice and assistance to the Mayor, City Council, and committees, department heads, officers and boards of the City. The following are examples of matters handled by the legal Department: real property; federal and state grants and programs; unemployment compensation; authorities; and revenue and finance. The Legal Department drafts bonds, deeded obligations, contracts, leases, covenants, agreements and other legal documents, which may be required by ordinance or by order of the Mayor or City Council. The Legal Department defends the City's interest before courts and boards.

# MAYOR

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 262,159	\$ 287,560	\$ 375,626	\$ 375,626	\$ 422,427
Operating Expenses	88,581	92,411	95,302	92,644	57,396
Operating Budget	\$ 350,740	\$ 379,971	\$ 470,928	\$ 468,270	\$ 479,823
Capital Outlay	4,032	1,340	0	0	0
Budget Allocation	\$ 354,772	\$ 381,311	\$ 470,928	\$ 468,270	\$ 479,823
Authorized Positions	3	3	5	5	5

The goal of the Mayor's Office is to provide services required of the executive branch of City government including administrative functions and public relations. The department is responsible for providing direction to department heads, administering ordinances and resolutions of City Council, meeting the public and providing information on matters of community concern.

The Mayor, as Chief Executive Officer, provides guidance and executive approval of the annual budget and long range planning for the City.

High priority objectives of the Mayor's office include:

- Encouragement of economic development
- City-wide clean-up by the Neighborhood Environmental Action Team (NEAT) program
- Building and sustaining good relationships with neighborhood groups

The Mayor serves as a member of the following boards:

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| <ul style="list-style-type: none"> <li>• Hillsborough County Aviation Authority</li> <li>• Council of Governments (represented by an assistant)</li> <li>• Tampa/Hillsborough County Expressway Authority</li> <li>• Metropolitan Planning Organization</li> <li>• Hillsborough Area Regional Transit Authority</li> </ul> | <ul style="list-style-type: none"> <li>• Criminal Justice Planning Council (represented by the Chief of Police)</li> <li>• Tampa Bay Water Authority</li> <li>• Tourist Development Council</li> <li>• Tampa Port Authority</li> </ul> |
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The Executive Assistant to the Mayor is responsible for the Community Affairs Department, which provides community relations services and the Office of Neighborhood Liaison who provides centralized information services for citizen inquiries and neighborhood groups. The Women and Minority Business Enterprise Program, which assists with ensuring equal opportunity in the bid process, also reports to the Mayor's Executive Assistant.

## NON-DEPARTMENTAL

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 0	\$ 0	\$ 1,740,585	\$ 1,740,585	\$ 2,581,799
Operating Expenses	4,370,242	5,210,737	9,301,445	9,280,568	10,484,457
Operating Budget	\$ 4,370,242	\$ 5,210,737	\$ 11,042,030	\$ 11,021,153	\$ 13,066,256
Capital Outlay	0	0	0	0	0
Budget Allocation	\$ 4,370,242	\$ 5,210,737	\$ 11,042,030	\$ 11,021,153	\$ 13,066,256
Authorized Positions	NO POSITIONS ARE BUDGETED IN THIS DEPARTMENT				

The Non-Department budget contains funds for a variety of programs and activities that are not related to traditional departmental functions. This includes funds budgeted for outside agencies which provide service to the community, and special operations or services provided by City departments.

The FY2000 General Fund programs included in this Department are:

Name	Request FY2000	Name	Request FY2000
Contingency Reserve	\$ 3,250,000	Florida Orchestra	\$ 80,000
Tax Increment Financing Transfers	2,807,449	Ybor City Museum	75,000
Salary Increases for Pay Adjustments	2,581,799	Audit Services	59,800
Transfer to Fund Balance	1,000,000	International Trade Fair	50,000
Tampa Sports Authority	588,204	Plant Museum	45,000
Performing Arts Center	500,000	League of Cities	35,000
Economic Development	380,000	Legislative Services	30,000
Legal Services-Personnel and Labor	250,000	City Float	27,000
Legal Services-General Fund Departments	229,500	City-Wide Bus Passes	25,000
Lowry Park Zoo	200,000	Humane Society	25,000
Crack House Demolition	150,000	Pension - Armstrong	12,324
Mendez Drug Prevention Program	150,000	Tampa Bay Regional Planning Council	12,000
Westshore Alliance	112,070	Cost Allocation - Central Services	10,000
Tampa Bay History Center	100,000	Florida Intervention Group	5,000
Tampa Economic Development Corp.	100,000	Ybor Chamber Of Commerce	1,800
Tampa Theatre	93,110	Sister Cities	1,000
Banking Services	80,000	Suncoast League of Cities	200
		Total Non-Department Budget	<u>\$ 13,066,256</u>

# POLICE

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 67,836,372	\$ 71,968,446	\$ 77,246,431	\$ 76,463,282	\$ 80,443,146
Operating Expenses	8,474,956	7,976,472	8,770,009	8,627,151	8,803,819
Operating Budget	\$ 76,311,328	\$ 79,944,918	\$ 86,016,440	\$ 85,090,433	\$ 89,246,965
Capital Outlay	1,023,368	426,424	950,899	950,899	323,095
Budget Allocation	\$ 77,334,696	\$ 80,371,342	\$ 86,967,339	\$ 86,041,332	\$ 89,570,060
Authorized Positions	1,239	1,239	1,257	1,252	1,266

The Tampa Police Department's goals are ensuring the protection, safety, and welfare of City residents and visitors; providing protection of property; and preventing crime. To accomplish these goals, the Tampa Police Department is organized as follows:

- Headquarters Division - oversees the operations of the Uniform Services and Criminal Investigations/ Administration Divisions and is responsible for department-wide fiscal, planning, legal, accreditation, public information, and property coordination functions. The Internal Affairs Bureau reports directly to this division regarding investigations of misconduct by department employees.
- Uniform Services Division - consists of Uniform Districts I, II, III and the Special Operations Group. The Department's specialty teams are also attached to Uniform Services. The Uniform Districts' primary role is to respond to calls from citizens for police service and act to deter crime and apprehend criminals. The Special Operations Group is comprised of several units that perform specific law enforcement functions or provide support for other divisions. These activities include special events planning and crowd control; patrolling City parks; providing school resource programs; and patrolling the City's waterways.
- Criminal Investigations/Administration - provides Criminal Investigations and Administrative services, as well as the Criminal Intelligence, Extra Duty, Aviation, Personnel and Training functions.
- The Major Crimes Bureau is responsible for investigating all crime of a violent nature as well as enforcing the City's pawnbroker laws. The Narcotics Bureau is responsible for enforcing the federal, state and local drug laws.
- The Administrative Division consists of the Support Services Bureau and the Administrative Bureau. It is responsible for the administration of the department's community affairs and crime prevention programs, as well as Firehouse Community Oriented Policing squads. The Support Services Bureau maintains police reports, criminal arrest record, evidence and property records. It provides identification, forensic expertise and logistical support for the department's computer environment and storage facilities.

The Police department has an emergency response time objective of less than 9 minutes. Department statistics and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Average Response Time (minutes)	7.52	7.41	7.31
Calls for Police Service	670,880	679,753	712,140
Part 1 Crimes	35,960	35,206	34,468
Youth Programs	2,154	2,189	2,217
School Resource Classes	2,208	2,317	2,432
Community Affairs Programs (Adult)	3,281	3,847	4,379

## PURCHASING

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 1,039,272	\$ 1,088,612	\$ 1,139,512	\$ 1,130,691	\$ 1,195,109
Operating Expenses	63,708	56,222	87,820	86,063	69,849
Operating Budget	\$ 1,102,980	\$ 1,144,834	\$ 1,227,332	\$ 1,216,754	\$ 1,264,958
Capital Outlay	19,244	12,023	9,932	9,932	13,134
Budget Allocation	\$ 1,122,224	\$ 1,156,857	\$ 1,237,264	\$ 1,226,686	\$ 1,278,092
Authorized Positions	22	22	22	22	23

The Purchasing Department, as provided for in the City Charter, is responsible for all aspects of the City's centralized procurement process. Its goal is to acquire needed goods and services as efficiently and as inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors. The Purchasing Department's primary function is to assist other City Departments in their procurement efforts, securing materials and services which meet necessary standards. Concurrently, the Purchasing Department monitors all procurement to ascertain compliance with applicable laws.

Department personnel prepare the City's procurement program; establish standards for quality assurance; purchase products and services; and administer contracts. Staff prepare specifications and schedule purchases; develop advantageous contractual terms; solicit and evaluate bids; award and administer contracts; place legal advertisements; prepare contract documents; maintain procurement records for all City departments; and formulate policy for the disposition of excess and/or obsolete material. Additionally, the department assists in the disposal of surplus City property and performs specialized specification writing functions for acquisition of all automotive vehicles, heavy equipment and related service contracts. It has a major role in the on-going implementation of the City's Women and Minority Business Enterprise (W/MBE) and Equal Employment Opportunity/Affirmative Action programs within the vendor community through involvement with the City's bid process.

The Inventory and Stores division manages Tampa's perpetual inventory system by establishing economic order quantities and uniform inventory procedures. The major function of this division is inventory storage and control of supply operations of twelve (12) inventories at ten (10) City-wide locations. Personnel from the Fire Rescue (2), Parks (1), Public Works (4), Sanitary Sewer (4), Water (8), Solid Waste (1), Fleet Maintenance (10) divisions and departments are also assigned and their costs budgeted in the various departments/divisions identified.

Functioning as a major business office of the City with the vendor community, the Purchasing Department strives to promote goodwill through sound business practices and efficient operations while providing the greatest value for the tax dollar.

Accomplishments and objectives for FY2000 are listed below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Purchase Orders Issued	32,823	33,000	32,500
Total Dollars (in \$000)	\$147,580	\$148,000	\$148,000
Number of Active Bidders	1,689	1,900	2,000
Number of Certified W/MBE Vendors	458	465	475
Number of Certified Affirmative Action Plans	1,100	1,200	1,200
Amount in Inventory (in \$000)	\$3,118	\$3,185	\$3,200
Number of Inventory Items	10,317	10,100	10,100

# RECREATION

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 6,365,240	\$ 6,591,154	\$ 7,097,486	\$ 7,149,727	\$ 7,496,334
Operating Expenses	1,733,967	1,677,123	1,884,645	1,823,354	1,791,147
Operating Budget	\$ 8,099,207	\$ 8,268,277	\$ 8,982,131	\$ 8,973,081	\$ 9,287,481
Capital Outlay	22,473	13,641	19,980	19,980	20,254
Budget Allocation	\$ 8,121,680	\$ 8,281,918	\$ 9,002,111	\$ 8,993,061	\$ 9,307,735
Authorized Positions	207	208	217	216	218

The Recreation Department's goal is to provide recreation services to all the citizens of the City of Tampa by working cooperatively with City departments, public and private agencies in Tampa and Hillsborough County, public schools, local colleges and universities, the Friends of Tampa Recreation, Inc., civic groups and the corporate community. A wide variety of services for all age groups are provided at little or no cost through the five units: Administration, Aquatics & Wellness, Athletics, Community Centers and Playgrounds, and Special Programs.

The Aquatics and Wellness Division operates and maintains 12 swimming pools, two beach parks and one wellness center. A full range of swimming instruction is provided, along with first aid and lifeguard training. In addition, programs for senior citizens, disabled persons, lap swimmers, tri-athletes, aqua-exercise, competitive swim groups, diving instruction, water polo, and synchronized swimming are offered. The wellness center provides a complete fitness center with cardiovascular and weight equipment as well as a full range of classes to enhance the physical, mental, nutritional, emotional and self-esteem of the individual.

The Athletics Division is responsible for providing adult and youth organized sports leagues for City residents. This unit trains department leaders for rules, officiating and coaching techniques. Schedules are drawn for softball, volleyball, basketball, football, and track and field. The City operates 2 major tennis facilities with both clay and hard courts, and also manages 75 additional tennis courts throughout the City. The Athletics Division also supervises the Seminole Gymnastics and Dance Program. This award-winning program currently has over 1,100 children registered for classes. Through a public-private partnership with the National Hockey League, The Tampa Housing Authority and the City of Tampa, an in-line skating rink was constructed this year in Riverview Terrace. Staffing, maintenance and programming will be handled by the Athletic Division.

The Centers and Playgrounds Division operates 18 community centers and 38 year-round playgrounds and gyms. A wide variety of programs led by the recreation staff and contract specialists are available for children, teens, adults and senior citizens. General program categories include games, sports, educational classes, arts and crafts, and social activities. Drug and alcohol prevention programs are featured each quarter at community centers in cooperation with Police Department and related local agencies. After school and summer programs continue to grow to meet the needs of affordable child care and the need to provide safe, structured activities and positive role models for youths.

The Special Programs Division is responsible for City-wide special events, craft centers, creative programming and special populations including senior citizens and the disabled. Popular programs include family festivals, outdoor concerts, puppet shows, creative dramatics, special olympics, senior games, wheelchair games, and over a dozen arts and crafts shows. This Division is also responsible for the administration of Franklin Street Mall, a pedestrian mall located downtown provides weekly activities for downtown workers.

Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Swim Instruction Program Participants	3,423	3,600	3,700
Wellness Participants		130	150
Special Population Program Participants	5,136	6,300	6,800
Adult Softball Teams	1,290	1,290	1,290
Adult Softball Participants	19,500	19,500	19,500
Gymnastics and Dance Participants	31,000	31,000	31,000
Senior Program Attendance	39,092	40,000	44,000
Youth Registered at Playgrounds in Summer	5,329	5,500	5,700

## REVENUE AND FINANCE

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 3,946,023	\$ 4,052,731	\$ 4,229,854	\$ 4,201,392	\$ 4,477,467
Operating Expenses	280,109	271,548	419,207	416,844	326,501
Operating Budget	\$ 4,226,132	\$ 4,324,279	\$ 4,649,061	\$ 4,618,236	\$ 4,803,968
Capital Outlay	48,527	107,369	97,452	91,347	79,755
Budget Allocation	\$ 4,274,659	\$ 4,431,648	\$ 4,746,513	\$ 4,709,583	\$ 4,883,723
Authorized Positions	84	86	84	87	88

The Department of Revenue and Finance includes several separate and independent divisions for budget purposes. The Department's goal is responsible management of the City's finances. To accomplish this, primary functions of budgeting, planning, accounting, investment, licensing, utility accounting, pension, and grant administration are divided among the following five divisions:

- Director of Revenue and Finance - Coordinates and directs all functions of the Department.
- Budget Division - Prepares revenue and expenditure projections, budget instructions and target budgets. The division controls City-wide departmental expenditures within approved appropriations; prepares budget resolutions, adjustments, budget-related briefings and summaries; and administers the Community Development Block Grant program and other Federal and State grant programs.
- Accounting Division - Administers the general ledger; processes payroll records; maintains accounts receivable and payable; controls reimbursements and interdepartmental billings; and is responsible for investing City funds as well as negotiating bond issues. Additionally its personnel are responsible for balancing utility accounts; providing property control and central cashing services; producing financial reports; and administering the City's pension fund.
- Licensing Division - Is responsible for the administration, issuance and enforcement of business and occupational licenses. Additionally, its personnel inspect wreckers, survey establishments selling alcoholic beverages, and maintain the City's rental certificate files.
- Planning Division - Accomplishes urban planning and monitors the Tampa Comprehensive Plan. Planning staff coordinates with other agencies on development and environmental matters. Additionally, division personnel provide technical assistance to other departments and interest groups, prepare special studies and projects, and continue to monitor State and Federal enterprise zone activity.

# TAMPA MUSEUM OF ART

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 302,121	\$ 341,591	\$ 324,055	\$ 309,329	\$ 416,789
Operating Expenses	<u>325,427</u>	<u>328,827</u>	<u>399,651</u>	<u>370,863</u>	<u>423,947</u>
Operating Budget	\$ 627,548	\$ 670,418	\$ 723,706	\$ 680,192	\$ 840,736
Capital Outlay	<u>11,379</u>	<u>7,556</u>	<u>44,828</u>	<u>44,735</u>	<u>13,507</u>
Budget Allocation	\$ 638,927	\$ 677,974	\$ 768,534	\$ 724,927	\$ 854,243
Authorized Positions	5	5	6	7	8

The City of Tampa and the Tampa Museum of Art, Inc., a non-profit corporation, jointly operate the Tampa Museum of Art. The City's primary responsibilities are in the area of administration and facilities operations. The permanent collection, exhibitions and education programs, as well as related personnel are funded by the Tampa Museum of Art, Inc.

The primary goal of the Tampa Museum of Art is to collect, preserve, and display and interpret works of art. The Museum encourages the development and appreciation of the visual arts for the broadest possible audience through a wide range of education programs. The Museum's primary audiences are residents and visitors to Tampa/Hillsborough County as well as the seven county areas. Regional and national tourists are emerging as an important target audience for the Museum.

The Museum is organized into the functional areas including administration, curatorial, education and development:

Administration links the departments, the Museum Board and the community and functions as City liaison. Administration is responsible for budget and finance, personnel, planning, security and maintenance.

The Curatorial Department has responsibility for the collection and exhibitions and the Museum library. Collection care; research; design; and installation of special exhibitions; and use of the permanent collection are the primary activities of the department. This department is also an important resource for the public who contacts the Museum regularly regarding the care of artworks.

The Education Department plans and coordinates programs including school tour programs for Hillsborough County schools and area colleges; visual arts resources; outreach programs and materials for children and adult groups; special exhibition related lectures, tours, gallery talks, walking tours, performance and films; and high school and college interns.

The Development Department raises funds to support the exhibitions, collection and education programs through individual and corporate memberships, underwriting and grants, and special fundraising events.

The Museum is assisted by the efforts of over 300 volunteers who provide tours, assist in fundraising, and staff the library and special events.

Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Number of Art Objects	4,500	4,600	4,700
Number of Exhibitions	15	16	16
Annual Attendance	68,000	70,000	75,000
School Tours	600	600	650
School Children Attendance	11,000	11,000	14,000
Volunteer Hours Worked	6,000	6,000	6,000

# TAMPA THEATRE

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating Expenses	96,545	96,969	139,180	135,250	150,243
Operating Budget	\$ 96,545	\$ 96,969	\$ 139,180	\$ 135,250	\$ 150,243
Capital Outlay	0	978	1,000	1,000	1,000
Budget Allocation	\$ 96,545	\$ 97,947	\$ 140,180	\$ 136,250	\$ 151,243
Authorized Positions	NO POSITIONS ARE BUDGETED IN THIS DEPARTMENT				

The Tampa Theatre, listed on the National Register of Historic Places in 1978 and declared a Tampa City landmark by City Council in 1988, is a 1926 movie palace owned and maintained by the City of Tampa. The Arts Council of Hillsborough County programs and operates the theatre via a joint operating agreement with the City.

The Theatre's organizational goals are:

- To maintain, preserve and restore the facility and to offer a variety of arts, entertainment and community events so that all citizens may have the opportunity to enjoy this cultural landmark which symbolizes Tampa's cultural heritage.
- To preserve and enhance the Theatre's architectural and historic character consistent with the U.S. Department of Interior's Guidelines for Historic Preservation

The Theatre's organizational objectives are:

- To provide a quality meeting and entertainment facility which will contribute to the redevelopment and revitalization of downtown Tampa and the Franklin Street Mall
- To present a year round schedule of cinema for all tastes including premieres of new independent, art, and foreign language films as well as Hollywood classics
- To provide a first class meeting and entertainment facility for use by promoters, businesses, conventions, and community organizations
- To operate the building in a manner which minimizes the need for public subsidies.

A restoration program has been on-going since 1977 to renovate and restore the Theatre to its original architectural design as a 1920's movie palace. To supplement funding provided by the City of Tampa for restoration projects, the Arts Council of Hillsborough County seeks contributions and grants from other sources, including the Florida Legislature and private contributions.

Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Events	687	700	700
Attendance	103,595	130,000	135,000
Rental Days	65	70	75

# PARKS

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 8,551,729	\$ 9,373,223	\$ 10,246,089	\$ 9,737,276	\$ 10,557,729
Operating Expenses	3,616,234	3,448,977	4,520,523	4,279,336	4,007,164
Operating Budget	\$ 12,167,963	\$ 12,822,200	\$ 14,766,612	\$ 14,016,612	\$ 14,564,893
Capital Outlay	51,918	64,917	90,772	86,060	97,388
Budget Allocation	\$ 12,219,881	\$ 12,887,117	\$ 14,857,384	\$ 14,102,672	\$ 14,662,281
Authorized Positions	305	305	309	299	300

Tampa Parks Department's goal is to provide conservation, preservation and maintenance of public property within the City, including maintenance of 1,778 acres of City parkland, streetscape, and parkways. Inventory maintained by department staff includes 139 parks and 79 playgrounds; 194 racquet and multi-purpose courts; 123 ballfields; 82 public buildings; 89 parking lots; more than 50 miles of fencing; 83 miles of irrigation; and four City cemeteries.

The Parks Department is organized with six operational divisions: MIS, two Special Services areas, two Grounds Maintenance areas, and NEAT (Neighborhood Environmental Action Team).

The Special Services Administrative Division provides general guidance, resource management and clerical support for operations. One Special Services manager is responsible for training, maintenance scheduling, developing improved work methods, and monitoring the computer maintenance management system. The other Special Services manager oversees capital improvement projects; landscape design; arboricultural; and coordination of park and open space planning; the City tree inventory program; and provides recommendations for future growth.

Two Park managers oversee the two Grounds Maintenance Districts providing cemetery, parks, playground and parkway maintenance. Crews mow and provide litter collection for 1,778 acres of small and major parks; maintain the four City cemeteries and their records, four beach parks, and athletic fields. They provide custodial services for 28 recreation center buildings, and provide security and horticultural services. Forestry personnel coordinate neighborhood tree planting, street trimming, planting and removal and recycling activity.

The NEAT Manager is responsible for special clean-ups throughout the City of rights-of-way, thoroughfares, alleyways, and out-of-compliance vacant property. These clean-ups work in conjunction with neighborhoods, at-risk-youth, volunteers and the judicial system.

The Parks Department's objectives are to maintain the high quality of production and implement new technology, as it becomes available. Accomplishments and FY2000 objectives are summarized below:

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
City Owned Vacant Lots Cleaned	308	296	300
Number of Parks Work Orders	9,643	12,275	13,000
Picnic Shelter Reservations	2,433	2,500	2,500
Community Service Worker Hours Scheduled	16,272	6,680	5,000
Signs Removed from Rights-of-Way	1,955	1,000	1,000
Vacant Lots Cleaned by NEAT Team	122	170	120
Tons of Litter Removed	2,153	2,516	2,700
Miles of Streets Cleaned	132	226	184

## PUBLIC WORKS

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 10,000,087	\$ 10,386,520	\$ 11,228,141	\$ 10,955,948	\$ 12,150,685
Operating Expenses	<u>9,186,096</u>	<u>8,645,349</u>	<u>10,379,894</u>	<u>10,255,428</u>	<u>10,317,813</u>
Operating Budget	\$ 19,186,183	\$ 19,031,869	\$ 21,608,035	\$ 21,211,376	\$ 22,468,498
Capital Outlay	<u>57,342</u>	<u>125,482</u>	<u>139,714</u>	<u>130,265</u>	<u>167,916</u>
Budget Allocation	\$ 19,243,525	\$ 19,157,351	\$ 21,747,749	\$ 21,341,641	\$ 22,636,414
Authorized Positions	235	237	239	240	253

The Public Works Department provides a variety of services such as the maintenance of public streets and buildings and the coordination of City-wide contract construction in a timely, cost effective manner. The long-term goal is to effectively and efficiently maintain the City's roadways and municipal buildings.

The Transportation Division installs and maintains 8,800 traffic signals, 552 computerized traffic signals, maintains 1,441 miles of streets and provides planning, surveying, design construction supervision and operation of the City's transportation system.

The Administrative and Fiscal Division provides management accounting systems, management analysis, payroll and personnel services for the department.

The Contract Administration Division manages the preparation of contract documents for professional and construction services and provides architectural design, drafting and construction inspection services for capital improvement projects.

The Building Maintenance Section performs routine maintenance for more than 500 City facilities. This includes painting, roof repair and replacement, interior repairs, HVAC, mechanical, electrical and plumbing work.

Short-term objectives include reviewing the condition of City building/structures and implementing staffing/equipping of the expanded building maintenance section.

Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Lane Miles of Streets Repaved/Treated	68.9	175	203.8
Traffic Signs Repaired	5,498	5,600	5,600
Traffic Signals Repaired	7,332	7,500	7,500
Buildings Maintained (in thousand sq.ft.)	5,650	5,655	5,900
Construction Contract Management	71	75	75

# STORMWATER

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 3,550,202	\$ 3,656,099	\$ 3,800,632	\$ 2,974,170	\$ 3,858,605
Operating Expenses	1,453,887	1,414,672	1,964,867	1,650,213	1,666,278
Operating Budget	\$ 5,004,089	\$ 5,070,771	\$ 5,765,499	\$ 4,624,383	\$ 5,524,883
Capital Outlay	32,007	45,645	50,267	41,405	41,405
Budget Allocation	\$ 5,036,096	\$ 5,116,416	\$ 5,815,766	\$ 4,665,788	\$ 5,566,288
Authorized Positions	93	93	91	91	91

Stormwater's goal is to alleviate flooding of structures, private property, streets and rights-of-way. Stormwater Management continues to operate within various divisions of the Sanitary Sewers Department.

Stormwater personnel are responsible for the planning, design, construction, operation and maintenance of Tampa's stormwater system. This system includes 365 miles of stormwater mains, 180 miles of ditches, 103 retention ponds, and 21,000 curb miles of streetsweeping annually.

Stormwater personnel are assigned to five sections:

- Accounting - Responsible for fiscal, personnel, and management support.
- Planning - Responsible for long range planning, stormwater code and Comprehensive Plan oversight. Functions include Capital Improvement Plan generation, maintenance of the National Pollutant Discharge Elimination System permit, code enforcement, and land acquisition.
- Operations - Responsible for system maintenance and construction completed by City forces. Functions include street sweeping, inlet cleaning and the maintenance of ditches and ponds.
- Engineering - Responsible for development of plans and specifications for capital improvements, rehabilitation and maintenance work. Coordinates with other agencies and reviews projects to minimize conflicts. Engineering also includes inspection and survey services for Capital Improvement Projects.
- Construction Services - Responsible for ensuring compatibility with drainage requirements through the review of building plans and rezoning requests. The Regulation/Enforcement section operates as part of the Business and Community Services Department.

Short-term goals include continuing facility maintenance and regulation of development and redevelopment to ensure no negative off-site stormwater impact. Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Street Sweeping (curb miles)	21,000	21,000	21,000
Retention Ponds Maintained	90	90	103

## SELF INSURANCE

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 634,111	\$ 702,504	\$ 689,831	\$ 677,315	\$ 717,491
Operating Expenses	23,764,041	25,622,022	29,617,053	27,580,444	27,958,099
Operating Budget	\$24,398,152	\$ 26,324,526	\$ 30,306,884	\$ 28,257,759	\$ 28,675,590
Capital Outlay	15,509	13,391	14,632	13,840	14,200
Budget Allocation	\$ 24,413,661	\$ 26,337,917	\$ 30,321,516	\$ 28,271,599	\$ 28,698,790
Authorized Positions	14	14	14	14	14

Self Insurance, a service agency within the Department of Administration, Division of Administrative Services, is comprised of Risk and Insurance Administration, Claims and Safety. A primary goal is the development and implementation of cost containment programs such as: managed care agreements; light duty return to work programs; medical case management; and safety review committees.

The Risk and Insurance Administration Section directs the Claims and Safety Sections and manages both contractual and self-funded insurance programs. Responsibilities include the administration of workers' compensation, benefit and claims programs, general liability, property damage, health coverage and long term disability insurance; as well as life and accidental death and dismemberment insurance programs. This section also develops risk policies that identify, eliminate, transfer, and, as a last resort, insure risk to which the City is exposed.

The Claims Section investigates and adjusts all general liability and property damage claims filed against the City, along with property damage losses to the City.

Following State and Federal guidelines, the Safety Section provides technical assistance in the area of loss prevention to all City departments. This is accomplished through training activities, facility inspections, accident investigations, health screenings and other efforts to identify and control hazards.

Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Employees Choosing HMO Coverage	96%	97%	97%
Total Health Insurance Participants	4,729	4,720	4,720
Total Life Insurance Participants	5,762	5,759	5,759
Employee Assistance Program Participants	152	120	136
Workers' Compensation – Injuries Reported	800	734	767
Lost Time Injuries From Those Reported	172	164	168

## STATE HOUSING INITIATIVES PARTNERSHIP

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 80,723	\$ 84,022	\$ 88,849	\$ 88,849	\$ 201,044
Operating Expenses	<u>1,533,732</u>	<u>1,596,427</u>	<u>1,488,135</u>	<u>1,488,135</u>	<u>1,809,391</u>
Operating Budget	\$ 1,614,455	\$ 1,680,499	\$ 1,576,984	\$ 1,576,984	\$ 2,010,435
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budget Allocation	\$ 1,614,455	\$ 1,680,499	\$ 1,576,984	\$ 1,576,984	\$ 2,010,435
Authorized Positions	NO POSITIONS ARE BUDGETED IN THIS DEPARTMENT				

The State Housing Initiatives Partnership (SHIP) Program, authorized by the State Legislature under the William E. Sadowski Affordable Housing Bill, allocates funds received from an additional 10 cent Documentary Stamp Tax on real estate transactions and an additional 10 cent contribution from the State general revenue documentary stamp tax. A variety of housing programs are available through this funding source.

## EMERGENCY SHELTER GRANTS

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 6,600	\$ 6,550	\$ 9,550	\$ 9,550	\$ 8,700
Operating Expenses	<u>125,400</u>	<u>124,450</u>	<u>181,450</u>	<u>181,450</u>	<u>165,300</u>
Operating Budget	\$ 132,000	\$ 131,000	\$ 191,000	\$ 191,000	\$ 174,000
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budget Allocation	\$ 132,000	\$ 131,000	\$ 191,000	\$ 191,000	\$ 174,000
Authorized Positions	NO POSITIONS ARE BUDGETED IN THIS DEPARTMENT				

The Emergency Shelter Grant Program (ESGP), authorized under Title IV of the Stewart B. McKinney Homeless Assistance Act, provides funds to improve the facilities and services available to the homeless population of the City of Tampa. The City's ESGP is developed jointly with Hillsborough County and the participation of the Hillsborough County Homeless Coalition. Services are delivered through a network of non-profit agencies who specialize in serving the homeless population and providing emergency shelter services.

## HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 33,477	\$ 44,790	\$ 46,230	\$ 46,230	\$ 49,830
Operating Expenses	1,274,580	1,448,210	1,494,770	1,494,770	1,611,170
Operating Budget	\$ 1,308,057	\$ 1,493,000	\$ 1,541,000	\$ 1,541,000	\$ 1,661,000
Capital Outlay	0	0	0	0	0
Budget Allocation	\$ 1,308,057	\$ 1,493,000	\$ 1,541,000	\$ 1,541,000	\$ 1,661,000
Authorized Positions	NO POSITIONS ARE BUDGETED IN THIS DEPARTMENT				

The U.S. Department of Housing and Urban Development has designated the City of Tampa as Grant Administrator for the Tampa-St. Petersburg-Clearwater Metropolitan Area for the Housing Opportunities for Persons with AIDS (HOPWA) Grant. The City is responsible for the area-wide coordination of the program. Funds are used to support the specialized housing needs of persons with AIDS, utilizing non-profit sponsors to implement and operate housing services within the metropolitan area. The HOPWA Program was established under the Title VIII, Subtitle D, of the National Affordable Housing Act of 1990.

## HOME INVESTMENT PARTNERSHIP

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 185,600	\$ 181,200	\$ 194,200	\$ 194,200	\$ 208,800
Operating Expenses	<u>2,250,400</u>	<u>1,932,800</u>	<u>2,047,800</u>	<u>2,047,800</u>	<u>2,079,200</u>
Operating Budget	\$ 2,436,000	\$ 2,114,000	\$ 2,242,000	\$ 2,242,000	\$ 2,288,000
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budget Allocation	\$ 2,436,000	\$ 2,114,000	\$ 2,242,000	\$ 2,242,000	\$ 2,288,000
Authorized Positions	NO POSITIONS ARE BUDGETED IN THIS DEPARTMENT				

The Home Investment Partnership Program, authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, allocates funds to state and local governments to undertake affordable housing and rehabilitation programs to benefit low and moderate income households. Activities carried out under the Home Investment Program include acquisition, rehabilitation, new construction and first-time homebuyer assistance.

## URBAN DEVELOPMENT ACTION GRANT REPAYMENT FUND

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating Expenses	0	0	75,000	75,000	425,000
Operating Budget	\$ 0	\$ 0	\$ 75,000	\$ 75,000	\$ 425,000
Capital Outlay	0	0	0	0	0
Budget Allocation	\$ 0	\$ 0	\$ 75,000	\$ 75,000	\$ 425,000
Authorized Positions	NO POSITIONS ARE BUDGETED IN THIS DEPARTMENT				

The Urban Development Action Grant (UDAG) Repayment Fund was established for revenue received in repayment of UDAG loans made by the U.S. Department of Housing and Urban Development through the City of Tampa in prior years. These loans have been repaid and will no longer continue.

The Department of Business and Community Services has been allocated \$75,000 for economic development programs from repayment of TEDCO loans which originally began with UDAG funding and \$350,000 to the Qualified Target Industries funded from UDAG loan repayments.

## COMMUNITY DEVELOPMENT BLOCK GRANT

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 1,014,484	\$ 987,221	\$ 1,218,588	\$ 960,102	\$ 1,243,908
Operating Expenses	<u>3,774,998</u>	<u>3,586,962</u>	<u>4,364,408</u>	<u>3,464,953</u>	<u>4,636,706</u>
Operating Budget	\$ 4,789,482	\$ 4,574,183	\$ 5,582,996	\$ 4,425,055	\$ 5,880,614
Capital Outlay	<u>750,889</u>	<u>656,854</u>	<u>669,000</u>	<u>589,000</u>	<u>257,216</u>
Budget Allocation	\$ 5,540,371	\$ 5,231,037	\$ 6,251,996	\$ 5,014,055	\$ 6,137,830
Authorized Positions	31	30	31	31	31

Community Development Block Grant funds are budgeted in several City departments that administer programs and provide services under the grant. The Department of Business and Community Services has been allocated \$4,407,625 for housing redevelopment activities such as rehabilitation loans, relocation assistance and program delivery services. The Department of Revenue and Finance will use \$523,668 for grant administration, accounting and cost allocation. The Department of Community Affairs will continue a Fair Housing Public Information program for \$10,000.

### FY2000 Capital Improvement Projects

City-Wide Ancillary and Play Equipment	\$ 100,000
Rey Park Multi-Purpose Court Improvements	98,000
City-Wide Fencing and Vehicle Control	50,000
City-Wide Bleachers Replacement	<u>22,216</u>
Total	<u>\$ 270,216</u>

Non-Departmental Community Development Block Grant projects provide a range of activities through programs operated by independent organizations under contract to the City.

### FY2000 Non-Departmental Activities

Early Childhood Learning Centers	\$ 145,000
Drug Abuse Comprehensive Coordination Office	133,000
Senior Citizens Emergency Repairs	84,269
Senior Citizens Plumbing Repairs	61,817
Senior Citizens Roof Repairs	50,035
Mendez Drug Prevention Program	45,000
Tampa United Methodist Centers Day Care	41,500
COACH Foundation Project Choice	40,500
Dental Services of America	40,000
St. Peter Claver Day Care	35,400
Boys and Girls Clubs Day Care	32,000
The Spring Shelter Program	31,800
Boys and Girls Clubs Drug Prevention Program	31,000
Salesian Boys and Girls Club	30,000
Big Brothers/Big Sisters Program	30,000
Tampa United Methodist Centers Cuscaden Pre-School	23,000
Central Park Boys and Girls Club	22,000
Seniors in Service of Tampa Bay, Inc.	20,000
Vision Program	15,000
Police Athletic League Program	<u>15,000</u>
Total	<u>\$ 926,321</u>

## Utility Tax Fund

Utility Tax Fund revenues are used for several purposes, including capital improvement projects, equipment and furnishings, vehicles and radios, and debt repayment. In FY2000, the Utility Tax Fund budget includes a transfer of \$26.7 million to the General Fund of which \$4.9 million is a reimbursement for the Performing Arts Center.

### Utility Tax Fund

	Budgeted FY99	Budgeted FY2000	Increase < Decrease >
<b>Revenues</b>			
Collections	\$ 41,227,328	\$ 44,710,847	\$ 3,483,519
Transfers	3,110,105	116,470	<2,993,635>
Other	160,000	161,700	1,700
Fund Balance	4,821,376	4,226,152	<595,224>
Total	\$ 49,318,809	49,215,169	\$ <103,640>
<b>Expenditures</b>			
Vehicles-Radios	\$ 5,765,923	\$ 6,064,083	\$ 298,160
Equipment	1,762,296	1,738,254	<24,042>
Other	112,009	251,001	138,992
Contingency	250,000	250,000	0
Capital Improvement Projects	5,709,762	5,755,290	45,528
Transfer-General Fund	24,158,041	26,658,041	2,500,000
Debt Service	10,560,778	7,498,500	<3,062,278>
Transfer to Fund Balance	1,000,000	1,000,000	0
Total	\$ 49,318,809	\$ 49,215,169	\$ <103,640>

## Guaranteed Entitlement State Revenue Sharing Fund

The FY2000 Guaranteed Entitlement portion of the State Revenue Sharing Receipts is \$4,897,504. Of this amount, \$4,854,435 will be transferred to the Guaranteed Entitlement Bond Service Fund for debt service on Performing Arts Center Bonds. The remaining \$43,069 will be used for transfer to the General Fund.

### Guaranteed Entitlement Funds Expenditures

Transfer to General Fund	\$ 43,069
Transfer to Debt Service Funds	4,854,435
Total	\$ 4,897,504

## Occupational License Tax Revenue Fund

The Occupational License Fund collects \$8,825,939 of occupational license fees, of which \$5,809,394 goes for Aquarium debt service and \$3,016,545 is returned to the General Fund after bond requirements have been met.

### Occupational License Tax Revenue Fund Expenditures

Transfer to General Fund	\$ 3,016,545
Transfer to Debt Service	5,809,394
Total	\$ 8,825,939

## OFFICE OF CABLE COMMUNICATIONS

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 417,350	\$ 468,947	\$ 504,485	\$ 478,103	\$ 546,321
Operating Expenses	614,657	753,756	932,133	879,729	1,202,251
Operating Budget	\$ 1,032,007	\$ 1,222,703	\$ 1,436,618	\$ 1,357,832	\$ 1,748,572
Capital Outlay	125,319	102,715	250,762	244,114	104,700
Transfers	0	0	580,905	615,054	412,728
Budget Allocation	\$ 1,157,326	\$ 1,325,418	\$ 2,268,285	\$ 2,217,000	\$ 2,266,000
Authorized Positions	9	9	9	9	10

The primary goal of the Office of Cable Communication is to assure that the residents of Tampa are provided a cable franchise that meets the needs of the community with reliable cable television service that meets industry technical standards. A second goal is to provide cable viewers quality programming covering a broad range of government information at minimal cost, while maintaining programming with a high level of integrity through neutrality.

The department's responsibilities include:

- Enforcing applicable Federal, State, and local regulations and ordinances.
- Enforcing provisions of the cable franchise agreements.
- Monitoring cable construction and certifying acceptable performance levels.
- Investigating citizen complaints.
- Insuring the integrity of the activated cable system.
- Expediting City department's telecommunication requirements via the cable communication system.
- Monitoring the development of public and educational access programming to the community.
- Directing the development of City of Tampa Television to the residents of Tampa.
- Developing and implementing the institutional network to support interactive data transmission by City departments and other local governmental agencies over the cable communication system.

Current Cable Objectives are: 1) Provide coverage of the Tampa City Council, the Variance Review Board, the Architectural Review Board, the Barrio Latino Commission and the Historic Preservation Board for a total of 416 hours of live meeting coverage; 2) Provide 252 hours of original programming; 3) Provide 1,820 hours of county programming to the City of Tampa Television channel; and 4) Produce 22 monthly series programs with City Departments, including 2 live call-in shows featuring Mayor Dick Greco and U.S. Congressman Jim Davis. Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Original Program Production Hours:			
Public Meeting	348	348	416
Original Programs	150	181	252
CTTV On-Air Hours:			
City CTTV Programs	5,096	5,096	5,096
County HTV Programs	1,820	1,820	1,820
City Bulletin Board	1,844	1,844	1,844
Citizen Complaints Processed	230	125	125

# Local Option Gas Tax Revenue Fund

Section 336.025 of the Florida Statutes authorizes counties in Florida to impose a tax of up to six cents on every gallon of motor fuel and special fuels sold in the county and taxed under Chapter 206, Florida Statutes.

The Local Option Gas Tax Revenue Fund collects the City's portion of those taxes and allocates them for eligible projects.

## Local Option Gas Tax Revenue Fund

### Revenues

Collection	\$ 9,438,189
Interest Earned	75,000
Transfer from Fund Balance	631,794
 Total	 \$ 10,144,983

### Expenditures

Capital Improvement Projects	\$ 5,683,094
Transfer to Debt Service	3,596,889
City-wide Median Maintenance	450,000
Transfer to Har tline	315,000
Miscellaneous Transportation Studies	100,000
 Total	 \$ 10,144,983

## Transportation Impact Fee

Ordinance No. 9362A, passed September 11, 1986, imposes an impact fee on land development in the City. Fee revenues will be used to provide for roads and related facilities necessitated by new development.

In FY2000 growth-related transportation projects totaling \$2,273,589 are planned.

Projects funded in FY2000 are:

Tampa Bay at Lois Intersection Improvements	\$ 607,637
Tampa Bay Blvd. at Hillsborough Community College Entrance Improvements	433,000
Westshore and Commerce Corridor Improvements	420,000
40th Street: Busch to Fowler Roadway Improvements	325,703
Tampa Bay Blvd. at Dale Mabry Intersection Improvements	222,000
Westshore: Bay to Gandy Lane Widening	179,681
Westshore District Transfer to Har tline	39,050
Interbay District Transfer to Har tline	18,547
University North District Transfer to Har tline	11,221
North Central District Transfer to Har tline	10,074
Central East District Transfer to Har tline	66,766
 Total	 \$ 2,273,589

# Capital Improvement Projects (CIP's)

Various funding sources contributed to the CIP's shown below. The details of each project can be found in the Recommended Capital Improvement Budget.

## GENERAL FUND RELATED

Business and Community Services	\$ 75,000	
Convention Center	50,000	
Fire Rescue	50,000	
Management Information Systems	433,639	
Non-Departmental	739,994	
Parks	877,000	
Public Works	707,000	
Recreation	255,000	
Stormwater	4,113,999	
Tampa Museum	100,000	
	100,000	
Total General Fund Related CIP's		\$ 7,401,632

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Parks	172,216	
Recreation	98,000	
	98,000	
Total Community Development Block Grant Funds		270,216

## COMMUNITY INVESTMENT TAX FUND

Fire Rescue	143,876	
Parks	936,313	
Public Works	2,175,000	
Recreation	598,626	
Stormwater	1,805,811	
	1,805,811	
Total Community Investment Tax Funds		5,659,626

## LOCAL OPTION GAS TAX CONSTRUCTION FUND

Public Works	5,908,094
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## TRANSPORTATION IMPACT FEE FUND

Public Works	2,273,589
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## ENTERPRISE FUNDS

Parking	292,475	
Sanitary Sewer	7,646,744	
Water	10,317,000	
Solid Waste	55,000	
	55,000	
Total Enterprise Fund CIP's		18,311,219

## INTERNAL SERVICE FUNDS

Fleet Maintenance	122,000	
		122,000
		\$ 39,946,376

## BONDS AND/OR STATE LOAN FUNDS (FY2000 PORTION)

Utility Tax Construction	4,084,700
Utility Tax Improvement Bonds	34,695,000
Water	17,050,000
Solid Waste	34,868,000
Local Option Gas Tax 1999 Bond	13,350,000
	13,350,000

**TOTAL FY2000 CAPITAL IMPROVEMENT PROGRAM**

**\$ 143,994,076**

# Operational Impacts of Capital Improvement Projects

Capital Improvement projects funded herein and other major capital spending will impact the City's current and future operating budget. The operating budgets for the following projects have been, or will be, adjusted for FY2000:

**Police/Fire Rescue:** During FY99 the Police Department moved into their new district offices. In FY2000 the new communications facility will be completed and occupied for Police and Fire Rescue personnel. Increased operating costs for these facilities will be incurred for utilities, repair and maintenance, custodial, security, landscaping and mowing. Offsetting these increases will be reductions after the move is completed from the old facility, which had become extremely expensive to operate and maintain.

**Parking:** Started late in FY98 the Parking Division continues an aggressive expansion program. In FY2000 the Fort Brooke Parking Garage expansion, the new Centro Ybor Parking Garage and the new Municipal Parking Garage will be completed. Operating costs have been adjusted in the FY2000 program to run these facilities with the highest costs being incurred by additional personnel. The increased debt service for these bonds is offset in large part with the final payment in FY99 of the 1979 bonds. Additional operating revenues from the new facilities will also help to cover the operating costs and debt service.

**Water:** The Water Quality 2000 program, which began in FY97 upgrades and automates functions at both the Hillsborough River Water Treatment Plant and the Morris Bridge Water Treatment Plant. These upgrades will also improve treatment processes to meet new more stringent water quality requirements. The current estimated cost of the project is approximately \$12.3 million. We are receiving low interest State Revolving Loan (SRL) dollars to help finance this project. Savings are being realized in reduced chemical requirements from the improvements along with personnel reductions (30 positions and approximately \$1.2 million) due to automation of some functions. This project will be completed in FY2000. Water Bonds will be issued in FY2000 to fund a 20 percent expansion of the Hillsborough River Water Treatment Plant from a capacity of 80 million gallons per day to 100 million gallons per day. The debt service plus increased operating costs will be paid through user fees.

**Parks/Recreation:** In FY99 Utilities Tax Improvement Bonds were issued and included \$17.5 million for improving 16 facilities. These facilities include Community Centers, Athletic Facilities, Swimming Pools, and special program facilities and will take three years to complete. The total effect on the operating program is not known at this time as the designs and estimates are not yet finalized. Some operating costs will increase but will have offsetting decreases as the new facilities will be replacing old inefficient facilities.

**Solid Waste:** The Solid Waste Department started work in July, 1999 on a 32 month retrofit project at the McKay Bay Refuse-to-Energy (RTE) plant. This project will cost approximately \$88 million. During construction reduced revenues will be realized while expenses will increase, as the facility will be operating with only two of the four processing lines. This project is being funded through bonds sold in FY99. The bonds also included monies for a new administration facility to replace an old inefficient one.

## PARKING

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 3,423,815	\$ 3,453,490	\$ 3,961,148	\$ 3,846,500	\$ 5,050,925
Operating Expenses	3,815,265	4,026,018	4,492,288	4,447,121	4,500,122
Operating Budget	\$ 7,239,080	\$ 7,479,508	\$ 8,453,436	\$ 8,293,621	\$ 9,551,047
Capital Outlay	184,109	157,629	623,928	620,200	494,457
Debt Service & Transfers	5,494,900	3,372,894	5,635,123	5,744,728	5,729,069
Budget Allocation	\$ 12,918,089	\$ 11,010,031	\$ 14,712,487	\$ 14,658,549	\$ 15,774,573
Authorized Positions	112	115	119	119	154

Parking, an enterprise division of the Department of Public Works, is responsible for the development of parking policies and specific facility expansion plans to serve the parking demand in the central business district and adjacent commercial areas. Long-term goals include the implementation of the comprehensive parking plan for Ybor City, downtown Tampa, and the South Howard District; and the implementation of a five-year maintenance plan for all lots and garages. Parking operates, maintains, and manages eight garages and 29 off-street lots, comprising a total of 13,281 spaces. Additionally, the division is responsible for an on-street program comprised of 3,756 spaces. Parking short-term objectives include expanding the conversion of electronic parking meters in the downtown area and the on-going conversion of manned surface lots in Ybor City to metered lots.

The Parking Division has seven functional areas of operation, which are:

- Administrative Services: Provides financial, personnel, customer service, public relations and management support.
- Parking Ticket Processing: Provides customer service for parking tickets, booting and impoundment, meter complaints, court and leasing agency inquiries/assignment and time payments.
- Garage Operations: Provides cashiering service at parking garage facilities, monitors peak periods and normal parking utilization, and administers the computerized Garage Cash System.
- Maintenance Service: Installs, repairs and/or replaces all parking meters and on-street signs, schedules periodic maintenance for all parking meters, and responds to written complaints. Responsibilities also include maintenance, inspection and appearance of parking lots and garages.
- Security and Safety: Provides security and safety to patrons of municipal garages and lots; responds to all garage and lot incidents; vehicle repairs and accident reporting.
- On-Street Parking Enforcement: Regulates the availability of on-street parking for citizens and commercial use through effective enforcement of parking ordinances. Prepares and issues parking tickets. Develops public awareness of parking regulations/penalties. Boots vehicles and coordinates the impound action.
- Meter Collection: Removes and counts all money from parking meters on a scheduled basis and prepares bank deposits.

Accomplishments and FY2000 objectives are summarized below:

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Monthly Garages & Lot Spaces	7,228	7,238	8,572
Daily Garages & Lot Spaces	5,621	6,043	6,525
On-Street Meter Spaces	2,604	2,293	2,293
On-Street Controlled Spaces	1,463	1,463	1,463
Total Spaces	16,916	17,037	18,853
Parking Tickets Issued	156,000	163,000	167,000

## SANTARY SEWER

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 16,140,243	\$ 17,248,655	\$ 18,276,810	\$ 17,717,151	\$ 19,080,660
Operating Expenses	<u>23,110,040</u>	<u>23,862,714</u>	<u>26,653,504</u>	<u>25,569,533</u>	<u>25,169,561</u>
Operating Budget	\$ 39,250,283	\$ 41,111,369	\$ 44,930,314	\$ 43,286,684	\$ 44,250,221
Capital Outlay	4,271,230	6,851,653	10,339,990	9,717,476	6,545,000
Debt Service & Transfers	<u>30,472,195</u>	<u>28,867,704</u>	<u>22,324,293</u>	<u>22,324,293</u>	<u>22,584,428</u>
Budget Allocation	\$ 73,993,708	\$ 76,830,726	\$ 77,594,597	\$ 75,328,453	\$ 73,379,649
Authorized Positions	417	415	409	409	409

The Department's goal is to provide complete and cost effective service and to respond rapidly to expanding service requirements. Long-term objectives are to build new trunk lines and intercepting systems to accommodate flow from new growth and relieve existing systems.

Department personnel collect, treat and dispose of 60 million gallons of wastewater per day from over 100,000 customers in Tampa and its immediate suburbs. Sanitary sewage treatment requires the careful removal of pollutants and pathogens from wastewater in a manner consistent with federal, state and local regulations so that the end product can be returned to the environment for natural recycling.

The Sanitary Sewer System is operated and maintained by a staff of 409 personnel assigned to three divisions:

- Wastewater Collection - Charged with the construction, maintenance, repair and replacement of wastewater mains and laterals.
- Treatment Division - Operates and maintains the City's 96 million gallon per day advanced wastewater treatment plant and 192 pumping stations.
- Administrative Support Services - Provides financial, design engineering, contract monitoring, planning, customer service, and management support to the Department.

Accomplishments and FY2000 objectives are summarized below:

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Miles of Pipe Maintained	1,882	1,900	1,960
Average Daily Flow (Millions of Gallons)	58	60	60
Pumping Stations Maintained	192	192	192

# WATER

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 10,943,722	\$ 11,157,931	\$ 11,514,834	\$ 11,333,112	\$ 11,081,475
Operating Expenses	17,110,354	18,182,525	22,039,842	21,627,508	22,708,616
Operating Budget	\$ 28,054,076	\$ 29,340,456	\$ 33,554,676	\$ 32,960,620	\$ 33,790,091
Capital Outlay	4,323,415	4,467,774	12,400,619	12,383,851	8,359,321
Debt Service & Transfers	17,327,317	13,409,714	7,019,298	7,019,298	9,020,236
Budget Allocation	\$ 49,704,808	\$ 47,217,944	\$ 52,974,593	\$ 52,363,769	\$ 51,169,648
Authorized Positions	275	270	261	261	261

Tampa's Water Department supplies approximately 70 million gallons of fully treated potable water daily to over 451,000 customers in Tampa and portions of Hillsborough County. The department's goal is to reliably and efficiently supply water for domestic, industrial, commercial, agriculture and fire protection purposes. The product and the service rendered must be dependable in quantity and of unquestioned quality. In the long term, the Water department's goal is to fulfill the Water Quality 2000 Plan, which is a combination of productivity improvements, quality master planning and facility upgrades and to improve water resources by completing the Aquifer Storage and Recovery project.

Primary sources for untreated water are the Hillsborough River Reservoir, Morris Bridge Wellfield, Sulphur Springs and the Tampa By-Pass Canal. Purification occurs at treatment plants located on the Hillsborough River and at the Morris Bridge Wellfield. Additional resources include a 30 million gallon clearwell, 2 elevated storage tanks, repumping stations, more than 2,140 miles of mains (ranging in size from 2 inches to 54 inches in diameter), over 10,800 fire hydrants, and in excess of 35,000 valves.

The system is operated and maintained by a staff of 261 assigned to five divisions:

- Production - Operates and maintains the treatment plants, reservoir, wellfield, repumping stations, and the ground and elevated storage tanks. Additionally, this division is responsible for water quality assurance.
- Distribution - Maintains the flow system that includes all water mains, valves, fire hydrants and meters. Insures backflow prevention.
- Engineering - Provides design support to the department and undertakes special studies. Additionally, personnel monitor the performance of contract engineers and water main installation contractors.
- Administration - Provides financial, personnel, customer service and management support to the department.
- Customer Affairs - Focuses on all aspects of customer service, water conservation, consumer awareness and customer education.

Short-term objectives include continuing an aggressive plan to replace all the City's galvanized mains, expand water conservation efforts and increase the number of transmission mains to accommodate increased growth. Accomplishments and FY2000 objectives are listed below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Water Mains Installed (feet)	137,764	125,000	150,000
Meters Serviced	58,758	53,333	55,000
Line Locator Service Calls	20,565	20,521	20,500

# SOLID WASTE

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 7,036,032	\$ 7,027,021	\$ 7,425,532	\$ 7,203,200	\$ 7,750,914
Operating Expenses	24,543,878	25,425,835	31,371,310	30,125,235	29,349,509
Operating Budget	\$ 31,579,910	\$ 32,452,856	\$ 38,796,842	\$ 37,328,435	\$ 37,100,423
Capital Outlay	1,224,581	2,525,961	2,680,192	2,215,500	2,011,122
Debt Service & Transfers	13,163,226	14,315,238	12,699,578	9,596,859	7,801,239
Budget Allocation	\$ 45,967,717	\$ 49,294,055	\$ 54,176,612	\$ 49,140,794	\$ 46,912,784
Authorized Positions	176	176	175	175	176

The Solid Waste Department is responsible for refuse collection and disposal for over 80,000 residential and commercial City customers. Solid Waste short-term objectives are to concentrate on important community projects such as, collection service in the Ybor City Entertainment District, recycling and neighborhood clean-ups. Its long-term goal is the completion of the McKay Bay Refuse-to-Energy facility retrofit project.

More than 381,000 tons of solid waste are processed annually. Eight-eight percent is received at the McKay Bay Refuse-to-Energy Facility (RTE) where processable waste is separated and then burned to produce electricity. Nine percent of current waste is recycled either through City of Tampa Recycling Programs or private ventures. The remaining three percent is sent to the County landfill. These percentages will change during the 32 month retrofit project which started in July 1999.

The Solid Waste Department is composed of four divisions and has been assigned a staff of 176. These divisions include:

- Collection: Provides residential and commercial collection services and collection services in support of special events and community clean-ups.
- Disposal: Operates two free brush sites, the Manhattan Brush Site and McKay Bay Transfer Station. This office is responsible for addressing environmental concerns from the public and City departments, monitoring the McKay Bay RTE complex and planning for long term solid waste disposal.
- Recycling: This unit is responsible for implementing the City's Comprehensive Recycling Program, which includes curbside and multi-family recycling, buy-back centers, drop-off sites, and waste, office paper and commercial recycling programs.
- Administration: Provides financial, personnel, public service, code enforcement and management support to the entire department.

Accomplishments and FY2000 objectives are listed below.

Performance Measures (Tons)	FY 98 Actual	FY 99 Projected	FY 2000 Estimated
Refuse-to-Energy	329,480	244,430	150,000
Recycled	32,484	30,956	31,575
Landfill	21,457	106,507	225,000
Annual Tonnage Processed	383,421	381,893	406,575

# MARINA

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 34,264	\$ 31,790	\$ 33,350	\$ 33,163	\$ 34,564
Operating Expenses	<u>62,063</u>	<u>52,621</u>	<u>63,731</u>	<u>63,561</u>	<u>68,185</u>
Operating Budget	\$ 96,327	\$ 84,411	\$ 97,081	\$ 96,724	\$ 102,749
Capital Outlay	0	0	58,000	58,000	3,000
Debt Service & Transfers	<u>0</u>	<u>0</u>	<u>51,124</u>	<u>49,276</u>	<u>40,251</u>
Budget Allocation	\$ 96,327	\$ 84,411	\$ 206,205	\$ 204,000	\$ 146,000
Authorized Positions	1	1	1	1	1

The marinas are self-supporting operations that generate revenues through slip rentals, transient rentals, and gasoline sales. To develop and maintain the City's marina facilities is the goal of the Administration/South Area - District 7 of the Parks Department.

Marjorie Park Marina has 77 wet slips rented to long-term renters, a two-slip public fueling dock, office, restroom facilities and an emergency boat ramp. This marina is part of Marjorie Park which runs along Seddon Channel. Bayshore Marina has 36 wet slips rented to long-term renters and one emergency boat ramp. Transient boats are allowed subject to the marina rules and City codes. Water and electric connections are available and all docks have gates and locks.

Accomplishments and FY2000 objectives are summarized below.

Performance Measures (in Dollars)	FY98 Actual	FY99 Projected	FY2000 Estimated
Gas Sales	50,122	50,000	50,000
Oil Sales	1,076	1,200	1,200
Transient Revenue	2,386	4,264	3,129
Marjorie Park Revenue	48,858	42,966	43,976
Bayshore Revenue	18,887	17,470	17,595

## WATER RESOURCES AND PUBLIC WORKS

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 317,488	\$ 323,296	\$ 330,847	\$ 321,160	\$ 334,459
Operating Expenses	40,331	37,696	51,439	48,961	47,306
Operating Budget	\$ 357,819	\$ 360,992	\$ 382,286	\$ 370,121	\$ 381,765
Capital Outlay	0	0	0	0	4,234
Budget Allocation	\$ 357,819	\$ 360,992	\$ 382,286	\$ 370,121	\$ 385,999
Authorized Positions	5	5	5	5	5

The Water Resources and Public Works Coordinator is responsible for planning, coordinating and supervising major public construction projects for City structures and facilities as well as intergovernmental coordination and legislative initiatives on water resources and environmental issues.

This is accomplished through coordinating the City's selection process for technical services under the Florida Consultant's Competitive Negotiations Act; working closely with the Chief Administrative Officer and managerial staff in the Revenue and Finance, Public Works, Water, Solid Waste and Sanitary Sewer Departments as well as engineering and technical consultants.

The Coordinator also works with developers, outside agencies and committees, serves on the Board of the West Coast Regional Water Supply Authority and serves as Chairman of the Consultant's Competitive Selection Committee.

The retrofit of the McKay Bay Refuse-to-Energy facility continues to be of the largest projects.

## UTILITY ACCOUNTING

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 2,106,119	\$ 2,078,236	\$ 2,282,670	\$ 2,223,044	\$ 2,367,268
Operating Expenses	2,320,775	2,321,501	2,044,865	2,044,865	2,063,272
Operating Budget	\$ 4,426,894	\$ 4,399,737	\$ 4,267,909	\$ 4,267,909	\$ 4,430,540
Capital Outlay	94,163	68,033	81,935	81,935	88,741
Debt Service & Transfers	\$ 74,574	108,694	118,000	118,000	118,000
Budget Allocation	\$ 4,595,631	\$ 4,576,464	\$ 4,818,545	\$ 4,467,844	\$ 4,637,281
Authorized Positions	66	66	66	66	68

The Utility Accounting Division is responsible for reading over 129,000 meters bimonthly, and preparing and mailing consolidated water, sewer and solid waste utility bills to all customers monthly. The Division handles all requests for service turn-ons, turn-offs and transfers in the City's 110 square mile service area. A customer service section responds to all customer billing inquiries and a credit section performs delinquent account collection activities. Estimated FY99 billings are \$141 million.

The long-term goals of the Utility Accounting Division include exploring methods of technology (internet, electronic bill paying, etc.) to make bill preparation and customer service more efficient. Short-term goals include looking into the possibility of setting up Electronic Funds Transfer capabilities for bill payment. Accomplishments and FY2000 objectives are summarized below:

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Outside Telephone Calls	17,780	17,800	17,825
Internal Calls (walk-ins)	1,125	1,125	1,130
Collector Calls	2,500	2,500	2,500
Delinquent Accounts Cut Off	1,250	1,250	1,250
Monthly Number of Accounts Billed For:			
Water	114,094	115,457	116,200
Sewer	99,172	101,229	101,600
Solid Waste	80,439	80,979	81,100

## ADMINISTRATIVE SERVICES, PUBLICATIONS & SUPPLY

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 158,249	\$ 183,552	\$ 181,558	\$ 177,809	\$ 197,008
Operating Expenses	346,958	366,150	365,591	357,875	359,765
Operating Budget	\$ 505,207	\$ 549,702	\$ 547,149	\$ 535,684	\$ 556,773
Capital Outlay	0	1,680	0	0	9,500
Budget Allocation	\$ 505,207	\$ 551,382	\$ 547,149	\$ 535,684	\$ 566,273
Authorized Positions	5	5	5	5	5

The Publications Department is an internal service department. The department's goal is to provide graphic design and mail services as well as coordination of contractual copying, printing and forms inventory services for the City. This department is also responsible for the coordination of the convenience copier program. Descriptions of the various functions are listed below:

**Graphic design:** Responsible for electronic design and publishing, photography and illustration for all City departments and for production of newsletters, brochures, reports, directories, financial documents, logos, graphs, charts, and visuals for presentation.

**Mail:** Responsible for receipt and dispatch of all U.S. mail as well as dispatch of United Parcel Service and Federal Express packages. Also this section is responsible for receipt and dispatch of inter-departmental mail via mobile courier service. Other services include: folding, inserting and presorting of outgoing mail; and sale of right-of-way and zoning maps, aerials and code books to the general public.

**Coordination of Contractual Services:** Responsible for coordination of copying, printing and forms inventory services that have been privatized. These responsibilities include coordinating with outside vendors to ensure prompt and correct delivery of materials, interacting with City departments to ensure that their needs are being met, and monitoring costs to ensure that these services are being provided in the most economical manner.

**Convenience Copier Program:** Responsible for the monitoring of convenience copier purchases by City departments to ensure that copier purchases are compatible with needs. Accomplishments and FY2000 objectives are summarized below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Design and Update of Forms	485	480	490
Electronic Design & Graphics Projects	415	440	450
Sale of Public Documents	\$10,438	\$10,000	\$10,000
Mail Processed	3,990,000	3,970,000	3,970,000
Printing & Copying Requests	2,250	2,300	2,300

## ELECTRONICS

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 594,822	\$ 547,124	\$ 591,402	\$ 569,743	\$ 648,862
Operating Expenses	203,467	249,114	349,339	348,182	373,536
Operating Budget	\$ 798,289	\$ 796,238	\$ 940,741	\$ 917,925	\$ 1,022,398
Capital Outlay	35,186	8,283	38,530	38,530	63,135
Budget Allocation	\$ 833,475	\$ 804,521	\$ 979,271	\$ 956,455	\$ 1,085,533
Authorized Positions	13	13	11	11	12

The Electronics Division of the Public Works Department provides, installs and maintains the City's electronic communication equipment and 15 communication sites, 41 voice frequencies and 3 mobile computer frequencies. The division's long-term goal is to maintain the City's communication infrastructure effectively and at the least possible cost using a combination of in-house and contract services.

The Electronics Division maintains the Police mobile computer terminals and radio frequency (RF) background system. The Division responds to drive-in service repairs within 5 minutes during normal work hours, and provides continuous emergency service for any RF two-way communication problems. Radio communications equipment turned in for repair is completed within seven 7 days on average.

Accomplishments and FY2000 objectives are listed below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Radio Repairs	8,200	8,281	9,050

## FLEET MAINTENANCE

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 3,523,072	\$ 3,353,178	\$ 3,453,473	\$ 3,448,644	\$ 3,460,960
Operating Expenses	5,028,146	4,474,653	4,302,825	4,302,260	3,643,499
Operating Budget	\$ 8,551,218	\$ 7,827,831	\$ 7,756,298	\$ 7,750,904	\$ 7,104,459
Capital Outlay	70,430	165,610	143,926	133,111	101,206
Budget Allocation	\$ 8,621,648	\$ 7,993,441	\$ 7,900,224	\$ 7,884,015	\$ 7,205,665
Authorized Positions	78	74	74	74	70

The Fleet Maintenance Division of the Public Works Department is responsible for ensuring that the City has the right complement of vehicles for City departments. Services include buying the right size and type of equipment; fueling, service and maintenance; monitoring vehicle performance; and arranging for vehicle disposal and replacement. The department's long-term goal is to standardize a significant portion of the fleet so as to reduce vehicle down time, reduce inventory expense, and improve mechanic productivity. These actions will significantly improve our service delivery and reduce cost.

Maintenance has been consolidated at Fleet's central facility and fueling services are available at the central and three satellite facilities. The Division also maintains a central motorpool for short-term use by City employees at a downtown location.

Vehicle replacement analysis and recommendations are coordinated and provided by the fleet management staff at the central facility. Vehicles are replaced based on an economical cost analysis and availability of funds.

Regular preventive maintenance, operator, checklist, damage review and fuel consumption monitoring programs are cost containment efforts emphasized to the departments. These measures help reduce unscheduled maintenance costs, as well as vehicle downtime, thereby improving service delivery. Short-term objectives include development of an effective employee training program that will address the needs of both supervision and technicians and continued attention to completing deferred building maintenance and improvement activities.

Accomplishments and FY2000 objectives are listed below.

Performance Measures	FY98 Actual	FY99 Projected	FY2000 Estimated
Vehicles Purchased	298	397	425
Vehicles Repaired (work orders)	25,498	19,300	19,500
Labor (in hours)	56,641	52,000	53,200

## FIRE RESCUE AND POLICE PENSION FUND

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 102,866	\$ 90,673	\$ 118,425	\$ 118,425	\$ 182,949
Operating Expenses	<u>25,945,894</u>	<u>29,413,534</u>	<u>26,571,741</u>	<u>30,928,701</u>	<u>33,475,204</u>
Operating Budget	\$ 26,048,760	\$ 29,504,207	\$ 28,790,166	\$ 31,047,126	\$ 33,475,153
Capital Outlay	0	0	1,000	1,000	0
Transfers	<u>114,444</u>	<u>133,797</u>	<u>107,605,422</u>	<u>127,155,328</u>	<u>157,850,311</u>
Budget Allocation	\$ 26,163,204	\$ 29,638,004	\$136,396,588	\$158,203,454	\$193,325,464
Authorized Positions	3	3	3	4	4

The City Pension Fund for Firefighters and Police Officers in the City of Tampa is administered by a 9 member Board of Trustees. Three trustees are elected by both active and retired police offers, three trustees are elected by both active and retired firefighters, and three trustees are appointed by the Mayor. The Board of Trustees is responsible for the proper operation of the pension system and making the provisions of the pension contract/act effective.

The Fire Rescue and Police Pension Fund provides pension benefits to 1,350 retired police officers, firefighters, surviving spouses, beneficiaries, and DROP participants with a monthly pension payroll of approximately \$2.5 million. The fund administers benefits for approximately 1,450 active members, 135 of which have recently entered the Deferred Retirement Option Plan (DROP) program.

Services provided by the Fire Rescue & Police Pension Office include processing the monthly benefit payments to retirees, processing health and life insurance enrollment and changes for retirees, maintaining all active and retired firefighter and police officer confidential pension and medical files, and administering pension benefits as provided in the pension contract/act.

Contributions to the pension fund are made bi-weekly by active plan members, quarterly by the City of Tampa, and annually by the State of Florida.

Financial statements are prepared and presented monthly to the Board of Trustees by the Fund's external CPA. State of Florida Reports are prepared annually in compliance with Chapters 175 and 185 of the Florida Statutes in order to qualify for annual State contributions for the pension fund.

## GENERAL EMPLOYEES PENSION FUND

RESOURCES	ACTUAL FY97	ACTUAL FY98	BUDGET FY99	PROJECTED FY99	RECOMMENDED FY2000
Personnel Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating Expenses	14,478,029	15,515,709	15,357,408	13,719,602	14,743,082
Operating Budget	\$ 14,478,029	\$ 15,515,709	\$ 15,357,408	\$ 13,719,602	\$ 14,743,082
Transfers	76,354,066	<9,056,950>	20,974,545	43,666,374	35,323,130
Budget Allocation	\$ 40,832,095	\$ 6,458,759	\$ 36,331,953	\$ 57,385,976	\$ 50,066,212
Authorized Positions	NO POSITIONS ARE BUDGETED IN THIS DEPARTMENT				

The General Employees Pension Fund was created for all permanent employees of the City not covered by another City pension plan. Its Board consists of seven members. Three members are appointed by the Mayor, three are elected by the general employees and the remaining member is the Director of Revenue and Finance.

In FY99 there were 4,562 members of the fund consisting of 1,763 retirees and 2,799 active employees.

The Pension Board is responsible for the administration of the fund. Benefit payments to retirees and beneficiaries exceed \$1.1 million per month.

