

Escambia County
FY 2011/2012
Budget Preparation Manual

Prepared By: The Office of Management and Budget

TABLE OF CONTENTS

SECTION A: INTRODUCTION	PAGE NO.
General Instructions	1
Budget Calendar	5
Office of Management and Budget Staff Assignments	8
Goals and Objectives Template	9
Fund Names and Numbers	11
Cost Centers	12
SECTION B: PERSONNEL SERVICES	
Element and Object Codes	27
Position Paygrades, Salary Ranges and Workers' Compensation	29
Payroll Change Form	37
Retirement Form	38
SECTION C: OPERATING EXPENSES	
Element and Object Codes	40
Schedule C - Operating Expenditure Detail	45
SECTION D: CAPITAL OUTLAY	
Element and Object Codes	47
Schedule B - Capital Outlay Base Replacement (Rolling Stock)	50
Schedule B-1 - Capital Outlay Base Replacement (Other Rep)	51
Renovation/Addition Request	52
SECTION E: CAPITAL IMPROVEMENT PROGRAM	
Capital Improvement Instructions	54
Capital Improvement Project Form	58
SECTION F: PROGRAM ENHANCEMENTS	
Program Enhancement Form	61
SECTION G: REBUDGETS	
Re-budget Form	63

FISCAL YEAR 2011/2012 BUDGET PREPARATION

GENERAL INSTRUCTIONS/INFORMATION

Key dates relating to the FY 2011/2012 budget development process are:

February 25 (Friday)	Distribution of Budget Preparation Manual
March 3-10 (Thurs.–Thurs.)	Bureaus review Budget Manuals and Personnel Budgets with OMB
March 31 (Thursday)	Bureaus submit base budget requests
May 2 (Monday)	Bureaus goals, objectives, and performance measures due
May 2 (Monday)	Constitutional Officers submit budgets (excluding Property Appraiser and Tax Collector)
July 6 (Wednesday)	Submission of County Administrator's Recommended Budget
July 12-13 (Tues. & Wed.)	Budget work sessions with the Board
Sept. 1 (Thursday)	Bureaus submit re-budgets for Special Projects & Grants <u>only</u>
Sept. 13 (Tuesday)	1st Public Hearing to adopt the Tentative FY 2011/2012 Budget
Sept. 27 (Tuesday)	2nd Public Hearing to Adopt the FY 2011/2012 Budget

Zero-Based Budgets

Budget Development will be framed around a Zero-Based Budgeting approach. Zero-Based budgets require bureaus to assume \$0 in funding then justify any dollars requested by account code. Revenue Forecasting should be conservative and Personnel Needs should represent salary increases as well as new positions.

The Budget will be developed from the following set assumptions used to develop the FY 2010/2011 Budget.

- At the County Administrator's request, please submit a budget for two years. This will be for FY 2011/2012 & FY 2012/2013. New columns for two years of data were created for the capital request and operating expense forms. Two years of data must be submitted.**

2. The Countywide millage rate and the Law Enforcement MSTU will be held at the FY 2010/2011 level.
3. Capital equipment is subject to the preparation and approval of a formalized replacement plan. No vehicles will be scheduled for replacement unless maintenance costs justify the replacement.
4. Training budgets continue at 1% of direct payroll or \$200 per FTE, whichever is greater.
5. Enterprise Funds will stand on their own without subsidies from outside County Funds with the following exception: Debt Service, O & M and R & R in the Civic Center will be provided by the Tourist Development Tax Fund. Enterprise Funds will be charged an indirect cost of 5% of gross operating revenues. The EMS Fund will be evaluated for a direct cash subsidy from the General Fund.
6. Special Revenue Funds will not receive an increase in outside support from the FY 2010/2011 levels. Alternatives will be identified whenever possible for replacing existing support by the General Fund. Special Revenue Funds, including grants, will be charged a 5% indirect cost charge on gross revenues.
7. Insurance charges for life and health will be **\$8,000** per FTE, workers' compensation will be funded at the recommended State discounted rates, and property/casualty rates will be set to maintain positive retained earnings.
8. All departments operating vehicles serviced by the Escambia County Area Transit System (ECAT) maintenance department or the Department of Public Works, Fleet Management division should budget for labor charges in addition to charges for parts. The labor charge for both will be **\$52.00/hour for County Depts. and \$57.00/hour for Non-County Agencies** for FY 2011/2012. (Rate change may become effective at a later date.)

Goals and Objectives

Bureau presentations for the Board should focus on their goals and objectives, program performance, service delivery and how the proposed FY 2011/2012 budget will provide the funding for their work program. Bureaus and Budget Analysts should be prepared to explain significant changes in budget requests such as organizational changes, one time costs, or changes in accounting treatment. However, most of the presentations will focus on the overall goals and objectives of the respective departmental work programs if at all possible. ***A new template will be used for FY 2011/2012 for Goals, Objectives, Performance Measures and other required data. This template is on pages 9-10 and will be included in the forms file. For an example, go to Leon County's Adopted Budget at www.leoncountyfl.gov/omb/book/?budget=FY1011.

Performance Measures

A performance measure is a quantifiable, enduring measure of public sector outcomes, outputs, efficiency, or cost-effectiveness. In general, measures in agency performance

reports should be related to an agency's mission and programs, and they should not merely measure one-time or short-term activities. For example, development of a comprehensive capital improvement plan by 2012 is not an "enduring" measure of an agency's performance.

Performance measures should:

- Directly relate to an agency's goals and objectives;
- Measure the same thing over a period of time;
- Use data that will be available on a continuing basis;
- Show what change (difference) the agency's actions will have on the target group or problem and;
- Use terms that are generally understood and clearly defined.

When submitting performance measures, attempt to include measures that reflect quantity as well as quality. A good example of a quantity-based performance measure may be the number of ditches cleaned in a year while a good example of a quality-based performance may be the number of work orders for ditch cleaning that have been backlogged or the average number of days before a work order is fulfilled. When submitting a new performance measure, include how the data will be gathered and the method used for tracking. Review performance measures with your Bureau Chief before submitting them to OMB. Benchmarking will be required for FY 2011/2012 forward.

Personnel Services

OMB has prepared and will provide to you a list of approved personnel for your bureau and has calculated the appropriate fringe benefits, MOB leave and retirement impacts. If changes are required, please complete the personnel change form on page 37. If you are adding a new position and need to calculate the fringe benefits, a list of the 2011/2012 FICA and Retirement rates are detailed on pages 27-28 and the pay ranges and worker's compensation codes are listed on pages 29-36. New personnel positions should be submitted as part of an overall new program or program enhancement. The new program form is found on page 61. ****Annual leave and MOB payouts will not be offered.**

Capital Improvement Program

The Capital Improvement Program (CIP) is a multi-year program for planning and financing public facilities improvements. The program is developed from departmental requests and is based on studies of financial resources available and consistency of proposed improvements with the adopted Comprehensive Plan policies. In order to update the necessary information for the CIP, the list of specific projects to be accomplished over the next five years will be updated by the Bureaus as part of the budgetary process. Please refer to the Capital Improvements Program section of this manual for the purpose, definitions and the capital outlay accounts that should be considered capital improvements regardless of the amount. **All capital projects and equipment equal to or greater than \$25,000 must be budgeted for Fiscal Years 2011/2012 through 2016/2017, and must include an estimate of the associated operating costs for five (5) years.**

Re-budgets

The re-budget form must be **submitted by Thursday, September 1, 2011** for **Special Projects and Grants not otherwise encumbered**. Do not include Re-budgets in the base budget request submitted for FY 2011/2012. These funds will be added to the FY 2011/2012 budget at a later date. Eligibility as to which items will be allowed will be determined by OMB.

Program Enhancements

Any additional personnel positions, increases in operating expenses or capital items other than routine replacements should be requested using these forms. Increases should be submitted as part of an overall new program or program enhancement request. The new or expanded program request must include an explanation of how the new or expanded program will help accomplish a department's goals and objectives. When using these forms, rank the importance of the request numerically along with all other departmental requests.

Remember to include all pertinent costs, cost savings and potential revenue streams as part of the overall request.

Budget Schedule

The proposed budgets for County Bureaus are due **Thursday, March 31, 2011**, State Agencies, Outside Agencies and Constitutional Officers' Budgets except the Tax Collector and Property Appraiser are due **Monday, May 2, 2011**. Capital Outlay Detail for Base Capital (Schedule B page 50) and Operating Detail (Schedule C page 45) are required for budget submission. **OMB must receive the Original Budget submission by the required deadline with a copy submitted to the appropriate Bureau Chief.** Agencies' may wish to establish internal review deadlines prior to submission to OMB.

Budget Workshops will be scheduled during the month of April with the Bureau Chiefs, Division Managers, Assistant County Administrator, and the County Administrator to discuss their budget requests for FY 2011/2012. Following completion of the County Administrator's Proposed Budget, which will be submitted to the BCC by **Wednesday, July 6**, workshops will be scheduled with the BCC on **Tuesday and Wednesday, July 12 and 13**.

FY 2011/2012 Budget Calendar

Date	Activity	Participants
February 11 (Friday)	Budget Office and Bureaus Prepare Revenue Forecasts	OMB Bureaus
February 25 (Friday)	Budget Preparation Manual Distributed	OMB
March 3-10 (Thursday - Thursday)	Personnel Budgets Reviewed by Bureaus	Bureaus OMB
March 1 – March 31	Bureaus prepare and submit FY 2011/2012 Budgets	Bureaus
March 31 (Thursday)	Bureau Budgets are Due	Bureaus
May 2 (Monday)	Bureaus prepare and submit Goals, Objectives and Performance Measures to OMB	Bureaus OMB
May 2 (Monday)	Constitutional Officers budget due to OMB	Constitutional Officers
May 2 (Monday)	State, Outside Agencies, SRIA submit FY 2011/2012 Budgets	
April 1 – May 6	Bureaus submit changes to budget. OMB will begin revisions.	Bureaus OMB
June 1 (Wednesday)	Property Appraiser submits Tentative budget to Department of Revenue (F.S. 195.087(1)(a))	Property Appraiser
June 1 (Wednesday)	Estimate of assessed property values submitted to the BCC (F.S. 200.065 (7))	Property Appraiser
June 30 (Thursday)	Certify eligibility for State Revenue Sharing (Florida Administrative Code Chapter 12-10.008)	Clerk to the BCC
July 1 (Friday)	Certification of Taxable Property Values to the BCC (F.S. 193.023 (1); 200.065(11))	Property Appraiser

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
July 6 (Wednesday)	Submission of County Administrator's recommended Budget (F.S. 129.03(3))	BCC County Administrator OMB
July 11 (Monday)	Tentative Budget Amendments to Property Appraiser Budget from Department of Revenue sent to Property Appraiser and BCC (F.S. 195.087(1)(a))	Department of Revenue Property Appraiser
July 12 - 13 (Tuesday - Wednesday)	Budget Worksessions with the BCC (9:00 A.M.) BCC Chambers	BCC Constitutional Officers Bureaus OMB
July 21 (Thursday)	Official Meeting of BCC to set Tentative Millage for Appraiser	BCC Property OMB
July 29 (Friday)	Submission of Tax Collector's Budget to the State Dept. of Revenue and BCC (F.S. 195.087 (2))	Tax Collector BCC
August 1 (Monday)	Notification to Property Appraiser of Tentative date, time and place of First Public Hearing (F.S. 200.065 (2)(b))	OMB
August 12 (Friday)	BCC Comment Period Ends on Property Appraiser Budget; Final Budget Amendments from Department of Revenue (F.S. 195.087(1)(a))	BCC Department of Revenue
August 19 (Friday)	Tentative date of mailing TRIM notice	Property Appraiser
September 1 (Thursday)	Re-Budgets due to OMB for Special Projects & Grants <u>only</u> (eligibility to be determined by OMB)	Bureaus

Date	Activity	Participants
September 13 (Tuesday)	First Public Hearing to Adopt the Tentative FY 2011/2012 Budget (F.S. 200.065 (2)(c)) 5:01 P.M. Budget; 5:02 P.M. MSBU	BCC OMB
September 23 (Friday)	Advertise the Second Public Hearing and Budget Summary Statement (F.S. 129.03(3)(b); 200.065 (2)(d) and (3)(1)) (advertise within 2 to 5 days of 2 nd Hearing)	OMB
September 27 (Tuesday)	Second Public Hearing to adopt the Final FY 2011/2012 (F.S. 200.065(4)) 5:01 P.M.	BCC OMB
September 30 (Friday)	Submission of approved millage levy resolution and budget to Property Appraiser, Tax Collector and Department of Revenue (F.S. 200.065(4)) (Within 3 days of adoption)	OMB
October 1 (Saturday)	Beginning of new fiscal year	All
October 20 (Thursday)	Submission of rebudgets for BCC approval. (BCC Meeting)	OMB
N/A	Certification of final taxable values(F.S. 200.065(5))	OMB
N/A	Adjustment to adopted millage rate if greater than +/-1% (F.S. 200.06(5))	OMB
Month of Oct./Nov.	Tentative Schedule for Value Adjustment Board (Special Master Hearings)	Value Adjustment Board (VAB)
October 27 (Thursday)	Certification of compliance submitted to Department of Revenue (F.S. 200.068) within 30 days of Final P.H.	OMB

FY 2011/2012 Analyst Assignments

Amy Lovoy
Bureau Chief, Management & Budget Services

Stephanie K. Johnson
Records Liaison Officer

Bernadette Gangloff
Bureau Chief's Aide
Contracts Administration

Stephan Hall
Budget Manager

Rebecca McMullen
Budget Analyst

Bob Sikes Toll Bridge Fund
County Administrator
County Attorney
County Lease Program
Debt Services
Deputies Training and Education Fund
Elected Officials and Boards
Handicapped Parking Fund
Human Resources
Industrial Parks
Judicial Services
Management & Budget Services
Risk Management
Tourist Development

Better Place
Code Enforcement
Development Review Fees Fund
Development Services (excluding BID)
Engineering
Information Technology
Mosquito Control
MSBU Program
Parks Maintenance
Public Safety
Road Department
Road Prison
Solid Waste
Traffic

Regina Hall
Budget Analyst

Budget Preparation Manual
Building Inspections
Capital Improvement Program
Community & Environment Bureau
(excluding Solid Waste)
Facilities Management
Fire Services
Misdemeanor Probation Fund
Public Information & Communications
Purchasing

DEPARTMENT:

MISSION STATEMENT

To provide efficient, responsive services that enhance the quality of life, meet common needs and promote a safe and healthy community.

OBJECTIVES

Insert a brief description of your Department's function. (Please keep the description to no more than 3 short paragraphs or bullet points.)

GOAL

Insert your former Bureau mission statement and change the word "mission" to "goal".

PERFORMANCE MEASURES

Performance Measures	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimate	FY 2011 Estimate

Note: This table may be enlarged as needed.

STATUTORY RESPONSIBILITIES

List applicable F.S. that your Department operates under.

ADVISORY BOARD

List applicable Advisory Boards pertaining to your Department.

BENCHMARKING

Benchmark Data	Escambia County	Benchmark

Benchmark Sources: List applicable sources,

DEPARTMENT:

SIGNIFICANT CHANGES FOR FY 2011-2012

List any anticipated changes. If none insert "No significant changes are anticipated for FY 2011-2012."

STAFFING ALLOCATION

<u>Position Classification</u>	<u>Pay Grade</u>	<u>2009-10 Authorized</u>	<u>2010-11 Authorized</u>	<u>2011-12 Proposed</u>
--------------------------------	------------------	---------------------------	---------------------------	-------------------------

FY 2011/2012 Fund Names and Numbers

General Fund	1
Escambia County Restricted Fund	101
Economic Development Fund	102
Code Enforcement Fund	103
Mass Transit Fund	104
Mosquito and Arthropod Control	106
Tourist Promotion	108
Other Grants and Projects	110
Disaster Recovery	112
Misdemeanor Probation	114
Article V Fund	115
Development Review Fees	116
Perdido Beach Mouse Fund	117
SHIP Fund	120
Law Enforcement Trust Fund	121
Escambia Affordable Housing	124
CDBG Entitlement Funds	129
Handicapped Parking Fines	130
Family Mediation Fund	131
Fire Protection Fund	143
E911 Operations Fund	145
HUD CDBG Housing Rehab Loan Fund	146
HUD Home Fund	147
Community Redevelopment Fund	151
Southwest Sector CRA	152
Bob Sikes Toll Fund	167
Transportation Trust Fund	175
MSBU Assessment Program	177
Drainage Basin Funds	181
Debt Service	203
Capital Improvements Program	310
FTA Capital Project Funds	320
Capital Projects New Road Construction Fund	333
Local Option Sales Tax Fund	350
Local Option Sales Tax II Fund	351
Local Option Sales Tax III Fund	352
Solid Waste Fund	401
Building Inspection Fund	406
Emergency Services	408
Civic Center Fund	409
Internal Service Fund	501

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
001	110101	51000	51100	BCC ADMINISTRATION
001	110201	51000	51200	NON DEPTMNTAL ADMIN
001	110202	51000	51900	COURTHOUSE COMPLEX
001	110215	58000	58100	NON-DEPT. - TRANSFERS
001	110247	51000	51900	MASTER SPACE
001	110264	51000	51300	CAPITAL IMPROVEMENTS
001	110301	51000	51200	COUNTY ADMINISTRATION
001	110302	51000	51200	EXECUTIVE SUPPORT
001	110401	54000	54100	PUBLIC WORKS ADMIN
001	110601	51000	51400	COUNTY ATTY ADMIN
001	120101	54000	54100	PW & LND MGT ADMIN
001	130101	51000	51200	ASST COUNTY ADMIN
001	140101	51000	51300	INFORMATION SYSTEMS
001	140102	51000	51300	TELECOMMUNICATIONS
001	140103	51000	51300	SOFTWARE IMPLEMENT
001	140201	51000	51300	OMB-ADMIN
001	140401	51000	51300	PROPERTY MANAGEMENT-ADMIN
001	140601	51000	51300	HR-ADMIN
001	140603	51000	51300	TUITION REIMBURSEMENT
001	140606	51000	51300	MERIT SYSTEM PROTECTION B
001	140701	51000	51300	OFFICE OF PURCHASING-ADMI
001	141001	51000	51300	PROPERTY SALES
001	210601	51000	51300	FACILITIES ADMIN
001	210602	51000	51900	FACILITIES MAINTENANCE
001	210603	51000	51900	FACILITIES CUSTODIAL
001	210604	51000	51300	FACILITIES-UTILITIES TELE
001	210606	51000	51300	FACILITIES PRIORITY ONE
001	210607	51000	51300	JUVENILE JUSTICE
001	210608	51000	51900	JUDICIAL BUILDING
001	210801	57000	57200	PARKS MAINTENANCE
001	210901	56000	56200	MOSQUITO CONTROL
001	220101	51000	51900	ADMIN-NEIGHBORHOOD & ENV
001	220201	56000	56900	COMMUNITY SERVICES ADMIN
001	220202	56000	56400	PUBLIC SOCIAL SERVICES
001	220204	56000	56200	ANIMAL SERVICES ADMIN
001	220701	56000	56200	MOSQUITO & ARTHROPOD
001	220801	57000	57200	ADULT SPORTS
001	220803	57000	57200	PARKS RECREATION
001	220804	57000	57200	LAKE STONE
001	220901	53000	53700	NATURAL RESOURCE CONSRV
001	221001	53000	53700	LAND MANAGEMENT SECTION
001	221201	53000	53700	EXTENSION SERVICES ADMIN
001	240101	51000	51500	GROWTH MGT ADMINISTRATION
001	240201	51000	51500	P & Z ADMINISTRATION
001	240206	51000	51500	LONG RANGE PLANNING
001	240207	51000	51500	BOARD OF ADJUSTMENTS
001	240208	51000	51500	REZONING
001	240209	51000	51500	PLANNING BOARD
001	240302	51000	51500	PLANNING DEVELOPMENT REV
001	240303	51000	51500	LAND USE
001	250301	51000	51500	LONG RANGE PLANNING
001	250401	51000	51500	DEVELOP SVCS BUREAU ADMIN

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
001	250601	51000	51300	GIS
001	250801	51000	51300	SPECIAL PROJECTS & GRANTS
001	250901	51000	51500	ENVIRONMENTAL PERMITTING
001	270102	51000	51300	INFORMATION SYSTEMS
001	270103	51000	51300	TELECOMMUNICATIONS
001	270104	51000	51300	GIS
001	290307	52000	52300	PRE-TRIAL RELEASE
001	310101	51000	51300	FACILITIES ADMINISTRATION
001	310102	51000	51900	CONSTRUCTION SERVICES
001	310201	51000	51900	FAC MAINT ADMINISTRATIVE
001	310202	51000	51900	CUSTODIAL
001	310206	51000	51900	JAIL UPGRADES
001	310601	51000	51300	TELECOMMUNICATIONS ADMIN
001	320201	56000	56900	COMM SVCS ADMINISTRATION
001	320202	56000	56900	PUBLIC SOCIAL SERVICES
001	330401	52000	52500	PUBLIC SAFETY ADMIN
001	330402	52000	52500	EMERGENCY MANAGEMENT
001	330403	52000	52500	COMMUNICATIONS
001	330501	56000	56200	ANIMAL REG ADMIN
001	330601	52000	52900	RESOURCE MANAGEMENT
001	350201	57000	57200	PARKS DEVELOPMENT
001	350204	57000	57200	LAKE STONE
001	350216	57000	57200	MARINE RESOURCES
001	350225	57000	57200	PARKS - RECREATION
001	350226	57000	57200	PARKS - MAINTENANCE
001	350232	57000	57200	ADULT SOFTBALL
001	360201	51000	51300	EXTENSION SVS-ADMIN
001	360301	51000	51300	PUBLIC HEALTH UNIT-ADMIN
001	360701	55000	55200	ECONOMIC GROWTH ADMIN
001	380201	51000	51300	PUBLIC INFORMATION OFFICE
001	410201	52000	52700	MED EXAM ADMINISTRATION
001	410611	52000	52300	PRE-TRIAL RELEASE
001	510101	58000	58600	PROP APPR ADMINISTRATION
001	520101	58000	58600	TAX COLL ADMINISTRATION
001	530101	58000	58600	CLERK ADMINISTRATION
001	540101	58000	58600	SHERIFF ADMINISTRATION
001	540201	58000	58600	SHERIFF CORRECTNS ADMIN
001	540301	58000	58600	SHERIFF COURT SEC ADMIN
001	550101	51000	51300	SUPRVSR ELEC ADMIN
001	550101PW	58000	58600	SUPV OF ELECT-POLL WORKER
001	550121	51000	51300	SOE-ELECTIONS EQUIPMENT
101	110265	54000	54900	PERDIDO KEY PUB IMP FUND
101	140607	51000	51300	EMPLOYEE MORALE & WELFARE
101	210408	51000	51300	HOST ORDINANCE ITEMS
101	220103	52000	52100	SAFE NEIGHBORHOODS PROG
101	220215	56000	56200	ANIMAL LICENSE FEES
101	220216	56000	56200	KENNEL SPONSHORSHIPS
101	220310	53000	53700	TREE FUND ORDINANCE FEES
101	220334	53000	53900	TREE MITIGATION FEES
101	220336	53000	53700	WETLAND MITIGATION FEES
101	220806	57000	57200	PARKS & REC.SPECIAL EVNTS
101	220809	57000	57200	MEMORIAL REEF

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
101	220810	57000	57200	FISHING BRIDGE
101	320229	56000	56900	CHOOSE LIFE LICENSE PLATE
101	350202	57000	57200	PARKS & REC.SPECIAL EVNT
101	350230	57000	57200	MEMORIAL REEFS
101	360703	51000	51900	RESTRICTED FUND RESERVE
101	540114	52000	52100	SAFE NEIGHBORHOODS PROGRA
102	360609	55000	55200	HUD-CENTRAL COMMERCE PARK
102	360610	55000	55200	CENTRL COMMERCE #SPFL0135
102	360616	55000	55200	BELL HERITAGE OAKS
102	360704	55000	55200	ECON DEV OPERATING
103	110213	58000	58100	TRANSFERS OUT
103	280101	53000	53900	ENVIR CODE ENFORCEMENT
103	290101	53000	53900	CODE ENFORCEMENT
103	290102	53000	53900	PROPERTY CLEAN UP
104	220205	54000	54400	MASS TRANSIT OPERATIONS
104	220206	54000	54400	PENSACOLA BEACH TROLLEY
104	220207	54000	54400	UWF TROLLEY
104	220208	54000	54400	COUNTY FLEET MAINTENANCE
104	220209	54000	54400	NON-URBANIZED TRANSPORTAT
104	360501	54000	54400	MASS TRANSIT-OPERATIONS
104	360503	54000	54400	PENSACOLA BCH TROLLEY
104	360504	54000	54400	COUNTY FLEET MAINTENANCE
104	360520	54000	54400	NON-URBANIZED TRANSPORTN
104	360522	54000	54400	UWF TROLLEY
106	210902	56000	56200	M&A STATE 1 FUNDS
106	220703	56000	56200	M&A STATE 1 FUNDS
108	220805	53000	53700	4TH CENT MARINE RECREATIO
108	221101	53000	53700	4TH CENT-MARINE RECRTN
108	360101	55000	55900	TOURIST PROMOTION
108	360102	58000	58100	TOURIST PROMOTION-TRANSFR
108	360103	55000	55900	BP - OIL SPILL GRANT
108	360105	55000	55900	FOURTH CENT PROJECTS
110	110217	51000	51900	LOCAL UPDATE FOR CENSUS
110	110218	58000	58100	JOURNEY -PROJECT-TRANSFER
110	110263	51000	51300	NON-DEPT GRANT RESERVES
110	210111	53000	53800	CDBG GRANT (ESC/PCOLA/CEN
110	210310	53000	53800	PNS. BAY RESTORATION
110	210311	53000	53700	ESC.BAY PCB REMEDIATION
110	210312	53000	53700	NATL POLLUTNT DISCHRG SYS
110	210314	53000	53700	JONES CREEK STREAM RSTRTN
110	210315	53000	53700	JACKSON LAKE RESTORATION
110	210316	54000	54100	ASHTON BROSNHM-MULTI PATH
110	210502	54000	54100	WHITMIRE DRIVE
110	210503	54000	54100	HUMMINGBIRD BLVD
110	210504	54000	54900	CRASH DATA MAPPING
110	210505	54000	54100	HURRCN.EVACUATION STUDY
110	210509	54000	54100	FDOT - OLIVE & CODY LANE
110	210510	54000	54100	FDOT - OLIVE & GREG ROAD
110	210511	54000	54100	AIRWAY DRIVE - LAP
110	210512	54000	54100	INTERBAY - BARRANCAS AVE
110	210513	54000	54100	TRIP-9 MILE & PINE FOREST
110	210514	54000	54100	AIRWAY DRIVE-SIDEWALKS

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
110	210515	54000	54100	BELLVIEW ELMNTRY SIDEWALK
110	210611	53000	53700	JUDICIAL/OLD COURTHOUSE
110	211105	52000	52900	DENSITY REDUCTION PNS-NAS
110	211506	54000	54100	EDA-COPTER ROAD
110	211507	54000	54100	OTTED-COPTER ROAD
110	212408	53000	53800	STORMWATER OUTFALL SMPLNG
110	212411	53000	53700	FCT-JONES SWAMP WETLAND
110	212412	53000	53700	BLUE PIT WETLAND ENHNCMNT
110	212413	53000	53700	EAST TEN MILE CREEK
110	212414	53000	53700	SECOND & SUNSET
110	220203	56000	56400	NON-CUSTODIAL PARENT GRAN
110	220214	56000	56400	FOOD STAMP EMPLYMNT TRNG
110	220217	56000	56400	NON-CUSTODIAL PARENT PLMT
110	220311	57000	57200	BILL DICKSON PARK
110	220312	57000	57200	LEXINGTON TERRACE PARK
110	220321	53000	53900	PALAFX BROWNFLD REDVLPMT
110	220327	53000	53700	PERDIDO KEY DUNE RESTORTN
110	220329	53000	53700	EMERGENCY WATERSHD PRTCTN
110	220330	53000	53700	EX-ORISKANY REEF MONITRNG
110	220332	57000	57200	BAYOU GRANDE-BOAT RAMP
110	220333	53000	53700	PERDIDO KEY BEACH RSTRTN
110	220337	57000	57900	VESSEL SAFETY RESTRCTN ZN
110	220338	53000	53700	ORISKANY PCB MONITORING
110	220339	52000	52900	DERELICT VESSELS GRANT
110	220340	53000	53700	FEMA-WATERWAY CLEANUP
110	220341	53000	53700	HABITAT CONSERVTN. PLAN
110	220436	52000	52500	CDBG DISASTER RECOVERY
110	220454	53000	53100	ENERGY PERFORMANCE GRT
110	220506	55000	55400	HOMELESS PREVTVN-REHOUSING
110	220511	55000	55900	FRNT.PORCH-DORRIE MILLER
110	220557	55000	55400	HUD 2007 EMERG SHELTER
110	220558	55000	55400	MY SAFE FL HOME PROGRAM
110	220559	51000	51700	JOURNEY WRKFORCE HOUSING
110	220560	55000	55400	JOURNEY WRKFORCE HOUSING
110	220561	55000	55400	HUD 2008 EMERG SHELTER
110	220807	57000	57200	VESSEL REGISTRATION FEES
110	220903	53000	53700	EWP WATERWAY MATCH
110	221002	53000	53700	GLYNN KEY STORMWATER
110	221003	53000	53700	NATL POLLUTNT DISCHRG SYS
110	221004	53000	53700	ENERGY CONSERVATN.BLK.GRT
110	221005	53000	53800	PNS.BAY RESTORATION
110	221006	52000	52900	DENSITY REDUCTION PNS-NAS
110	221007	53000	53700	FCT-JONES SWAMP WETLAND
110	221008	53000	53700	FFWCC-JONES SWAMP RSTORTN
110	221009	53000	53700	ESC.BAY PCB REMEDIATION
110	221010	53000	53700	NACO EAST JONES CREEK STM
110	221011	53000	53700	URBAN & CMMUNTY.FORESTRY
110	221012	53000	53700	JONES CRK EAST STRM#G0281
110	221013	53000	53700	BYOU CHCO/JONES CRK#G0275
110	221014	53000	53700	INTR'NL PAPER ED.FUNDS
110	230208	53000	53700	FFWCC-JONES SWAMP RSTORTN
110	230305	53000	53400	LANDFILL MINING

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
110	230312	53000	53400	RECYCLNG/EDUCATN GRT
110	230321	53000	53700	URBAN FORESTRY GRANT
110	240210	53000	53800	PERDIDO BAY RESTORATION
110	290207	53000	53700	ROAD PRISON GEOTHERMAL
110	290308	52000	52300	PATHWAYS FOR CHANGE
110	290501	56000	56300	FORENSIC MENTAL HEALTH
110	310103	51000	51900	OLD COURTHOUSE RENOVATION
110	320204	56000	56400	WORKFARE PROGRAM
110	320207	56000	56900	SUMMER FOOD PROG ADM
110	320211	56000	56400	WAGES-COMMUNITY WORK EXP
110	320214	56000	56900	NON-CUSTODY PARENT GRANT
110	320228	56000	56400	COMMUNTY SRVCS NON-DEPT
110	330212	52000	52200	ASST. TO FIREFIGHTERS
110	330213	52000	52200	WMD-HAZ MATERIALS TEAM
110	330214	52000	52200	WALNUT HILL VFD
110	330215	52000	52200	MVDAVID VFD
110	330217	52000	52200	WMD-HAZ.MATERIALS
110	330218	52000	52200	TERRORISM RESPONSE
110	330312	52000	52600	NAVAL HOSPITAL MOU
110	330318	52000	52900	EMS COUNTY AWARD GRANT
110	330323	52000	52900	HAZARDOUS MATERIALS PLAN
110	330405	52000	52500	DCA/CIVIL DEFENSE GRANT
110	330430	52000	52500	COMMUNITY EMERG RESPONSE
110	330436	52000	52500	DIALOGICS EMER.PHONE SYS
110	330458	52000	52500	CITIZENS CORPS GRANT
110	330459	52000	52500	DOMESTIC SECURITY GRANT
110	350209	57000	57200	VESSEL REGISTRATION FEES
110	350211	57000	57200	DEP-PARK FACILITIES GRANT
110	350215	57000	57200	BARRINEAU PARK
110	350227	57000	57200	DOUG FORD DRIVE
110	410313	61000	61200	CHILD ADVOCACY UNIT
110	410314	61000	61200	GANG PROSCUTN-JOINT AGCY
110	410512	76000	76500	OSCA CTIHO GRANT-IN-AID
110	410550	61000	62200	CT. ADM DOJ - BLOCK GRANT
110	410551	61000	62200	DRUG CRT TREATMNT SRVS
110	410552	61000	62200	DRUG CT TREATMENT R1337
110	410553	61000	62200	DRUG COURT STIMULUS
110	410555	56000	56300	JUVENILE MENTAL HEALTH
110	410557	62000	62200	BYRNE-DRUG COURT TREATMNT
110	410559	62000	62200	DRUG ABUSE TRUST FUND GR
110	410567	62000	62200	DRUG CT TREATMENT EMER FD
110	410568	62000	62200	DRUG COURT EXPANSION
110	410569	62000	62200	DRUG CRT-JOINT AGENCY GRT
110	410610	56000	56300	FORENSIC MENTAL HEALTH
110	540152	52000	52100	BULLETPROOF VEST
110	540155	52000	52100	DOJ LAW ENFORC BLOCKGRANT
110	540156	52000	52100	GANG LAW ENFRMNT#W7025
110	540157	52000	52100	JOINT BIKE PATROL #4X153
110	540158	52000	52100	JAIL MENTAL HEALTH#W7005
110	540168	52000	52100	INCREASED LAW ENFORC PRJT
110	540178	52000	52100	BUFFER ZONE PROTECTION
110	540179	52000	52100	BYRNE-PJC POLICE WEAPONS

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
110	540180	52000	52100	TERRORISM PREVENTION
110	540181	52000	52100	TECH FOR AVIATION EQUIP
110	540182	52000	52100	COPS TECHNOLOGY GRANT
110	540183	52000	52100	JAG #2009DJBX1286
110	540185	52000	52100	COPS HIRING GRANT
110	540186	52000	52100	BUFFRZN#09BZPPESCA1V4007
110	540187	52000	52100	GANG STMLUS#09SBB92630
110	540188	52000	52100	JAIL STMLUS#09SBB92630
110	540189	52000	52100	PJC-VIDEO SURVEILLANCE
110	540190	52000	52100	PJC LARGE VOICE COMM.SYS.
110	540191	52000	52100	SHERIFF-DOMESTIC SCRTY
110	540207	52000	52300	FDLE-SUBSTANCE ABUSE
110	550102	51000	51300	HHS VOTE PROGRAM GRANT
110	550122	51000	51300	VOTER EDUCATION FUNDS
110	550123	51000	51300	POLL WORKER TRAINING
110	550124	51000	51300	BALLOTS ON DEMAND
110	550125	51000	51300	FEDERAL ELECTIONS ACTVTY
110	550126	51000	51300	MILTRY OVRSEAS EMPOWERMNT
112	110258	51000	51700	FEMA LOAN
112	110262	51000	51700	INTEREST
112	210605	51000	51300	FACILITIES DCAT
112	310104	52000	52500	ONE STOP BUILDING
112	310210	51000	51900	DCAT
112	330463	52000	52500	CAT "C" IVAN ROAD SYSTEMS
112	330465	52000	52500	CAT E IVAN-BUILD/EQUIP
112	330467	52000	52500	CAT G IVAN PARKS REC FACI
112	330468	52000	52500	WEST FORK BOGGY CREEK
112	330475	52000	52500	CAT E DENNIS-BUILD/EQUIP
112	330481	52000	52500	GULF OIL SPILL 2010
114	290301	52000	52300	MISDEMEANOR PROBATION
114	290302	52000	52300	CHECK RESTITUTION
114	290303	52000	52300	COMMUNITY CONFINEMENT
114	290304	52000	52300	COMMUNITY SERVICE WORK
114	290305	52000	52300	RESIDENTIAL PROBATION
114	290306	52000	52300	PRE-TRIAL DIVERSION
114	410601	52000	52300	MISDEMEANOR PROBATION
114	410602	52000	52300	COMMUNITY CONFINEMENT
114	410605	52000	52300	PRE-TRIAL DIVERSION
114	410606	52000	52300	CHECK RESTITUTION
114	410608	52000	52300	COMMUNITY SERVICE WORK
114	410612	52000	52300	RESIDENTIAL PROBATION
114	410615	58000	58100	TRANSFERS-WORK RELEASE
115	110256	58000	58100	ARTICLE V - TRANSFERS
115	260305	52000	52300	PROFESSIONAL TRAINING
115	290206	52000	52300	PROFESSIONAL TRAINING
115	410306	61000	60200	STATE ATTY-CIRCUIT CRIMIN
115	410309	71000	71300	SA-SANTA ROSA TECHNOLOGY
115	410310	71000	71300	SA-OKALOOSA TECHNOLOGY
115	410311	60000	60200	ST ATTORNEY COMMUNICATION
115	410312	60000	60200	SA-WALTON COMMUNICATION
115	410407	60000	60300	PUB DEF-ADMINISTRATION
115	410412	71000	71300	PD-SANTA ROSA TECHNOLOGY

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
115	410413	71000	71300	PD-OKALOOSA TECHNOLOGY
115	410414	60000	60300	PUB DEFENDER COMMUNICATN
115	410415	60000	60300	PD-WALTON COMMUNICATION
115	410501	60000	60100	LOCAL OPTIONS
115	410502	68000	68900	JUVENILE PROGRAMS
115	410503	71000	71300	COURT TECHNOLOGY
115	410505	71000	71100	COURT SECURITY
115	410506	77000	60500	ADMINISTRATION - COURT
115	410507	71000	71900	OTHER ARTICLE V COSTS
115	410513	71000	71300	JUDICIAL NETWORK
115	410514	68000	68900	JUVENILE ALTERNATIVE PRG
115	410515	71000	71300	CA-SANTA ROSA TECHNOLOGY
115	410516	71000	71300	CA-OKALOOSA TECHNOLOGY
115	410517	71000	71300	WALTON TECHNOLOGY
115	410701	71000	71400	LAW LIBRARY
115	410802	71000	71500	LEGAL AID
115	540112	52000	52100	DEPUTY TRAINING - ART V
116	250201	51000	51500	DEVELOPMENT REVIEW
120	220407	55000	55400	SHIP 2010 GRANT ADMIN
120	220412	55000	55400	SHIP 2007 GRANT ADMINISTR
120	220424	55000	55400	SHIP 2008 GRANT ADMIN
120	220426	55000	55400	HURRICANE HOUSING RECOVERY
120	220427	55000	55400	SHIP 2006 GRANT ADMINISTR
120	220428	55000	55400	2009 SHIP GRANT ADMIN
120	220430	55000	55400	FL.HOMEBUYER PROGRAM
120	220504	55000	55400	IMPACT FEE PROVISIO FUNDNG
121	540103	52000	52100	LAW ENFORCEMENT TRUST
124	220406	55000	55400	ESCAMBIA AFFORDABLE HOUS
129	220409	55000	55400	CDBG 2009 ADMIN PLANNING
129	220410	55000	55400	CDBG 2009 OTHER ACTIVITIE
129	220411	55000	55400	CDBG 2009 HOUSING REHAB
129	220414	55000	55400	CDBG 2004 HOUSING REHAB
129	220415	55000	55400	CDBG 2004 OTHER ACTIVITIE
129	220419	58000	58100	CDBG 2005 HOUSING REHAB
129	220422	58000	58100	CDBG 2005 OTHER ACTIVITIE
129	220423	55000	55400	ADA IMPROVEMENTS
129	220482	55000	55400	CDBG 2001 OTHER ACTIVITIE
129	220488	55000	55400	CDBG 2002 OTHER ACTIVITIE
129	220496	55000	55400	CDBG 2003 OTHER ACTIVITIE
129	220502	55000	55400	NEIGHBORHD STABILZTN PROG
129	220505	55000	55400	CDBG-R RECOVERY GRANT
129	220553	55000	55400	CDBG 2007 ADMIN/PLANNING
129	220555	55000	55400	CDBG 2007 OTHER ACTIVITIE
129	220556	55000	55400	2007 CDBG HOUSING REHAB
129	220562	55000	55400	CDBG 2008 ADMIN/PLANNING
129	220563	55000	55400	CDBG 2008 OTHER ACTIVITIE
129	220564	55000	55400	CDBG 2008 HOUSING REHAB
129	220565	51000	51700	FNMA DEBT SERVICE
129	221401	55000	55400	NEFI ADMIN/PLANNING
129	221402	55000	55400	CDBG 2006 HOUSING REHAB
129	221403	55000	55400	CDBG 2006 OTHERACTIVITIES
130	140602	56000	56900	HUMAN RESOURCES - ADA

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
130	540104	52000	52100	HANDICAPPED PARKING
131	410141	74000	75200	FAMILY MEDIATION
143	330201	52000	52200	FIRE SERVICES MANAGEMENT
143	330202	52000	52200	FIRE SUPPRESSION
143	330205	58000	58100	TRANSFERS
143	330206	52000	52200	FIRE DEPT PD
143	330209	52000	52200	PENSACOLABEACHFIRESTATION
143	330216	52000	52200	SAFER GRANT
145	330404	52000	52500	E-911 COMMUNICATIONS
145	330406	52000	52900	E911 SYSTEM REPLACEMENT
145	330407	52000	52900	E911 MGMNT.INFORMATN.SYS.
145	330408	52000	52500	E911 MAPPING GRANT
145	330410	58000	58100	E-911-TRANSFERS
145	330426	52000	52900	DO NOT USE-SET UP IN ERRO
146	220401	55000	55400	CDBG LOAN REPAYMENT
146	220405	55000	55400	EMERGENCY SHELTER
147	220408	55000	55400	2009 HUD CONSORTIUM
147	220416	55000	55400	2004 HUD HOME CONSORTIUM
147	220417	55000	55400	2005 HUD HOME CONSORTIUM
147	220425	55000	55400	2006 HUD HOME CONSORTIUM
147	220500	55000	55400	2007 HUD HOME CONSORTIUM
147	220501	55000	55400	2008 HUD HOME CONSORTIUM
147	220503	55000	55400	HOME PROGRAM INCOME
151	220515	51000	51900	CRA BROWNSVILLE
151	220516	51000	51900	CRA WARRINGTON
151	220517	51000	51900	CRA PALAFOX
151	220518	51000	51900	CRA DONATIONS
151	220519	51000	51900	CRA BARRANCAS
151	220520	51000	51900	CRA ENGLEWOOD
151	220521	51000	51900	NEIGHBORHOOD RESTORATION
151	220523	51000	51900	CRA ADMINISTRATION
151	250522	51000	51900	CRA ADMINISTRATION
152	110269	54000	54100	SOUTHWEST SECTOR CRA
152	110270	54000	54100	SORRENTO ROAD
152	110271	54000	54100	BLUE ANGEL
152	210506	54000	54100	BLUE ANGEL TRIP PROGRAM
152	210507	54000	54100	SORRENTO TRIP PROGRAM
152	210508	54000	54100	BLUE ANGEL TRIP PROGRAM
167	140301	51000	51300	BOB SIKES TOLL-ADMIN
167	140302	51000	51300	BOB SIKES TOLL-OPER & MAI
167	140304	58000	58100	BOB SIKES TOLL-TRANSFERS
175	110235	51000	51300	SPECIAL PAY-DAP
175	110303	54000	54100	TRANSPORTATION
175	210304	54000	54100	ROAD PAVING PROJECTS
175	210401	54000	54100	ROADS & BRIDGES ADMIN
175	210402	54000	54100	ROAD MAINTENANCE
175	210403	54000	54100	HOLDING PONDS
175	210404	54000	54100	SIGN MAINTENANCE
175	210405	54000	54100	FLEET MAINTENANCE
175	210406	54000	54100	SMALL EQUIPMENT
175	211101	54000	54100	ENGINEERING ADMIN
175	211501	54000	54100	TRANSPORTATION

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
175	211508	54000	54100	BLUE ANGEL-FAIR SHARE MTG
175	211601	54000	54100	TRAFFIC CONTROL
175	211901	54000	54100	PERMITTING
175	212401	54000	54100	NPDES/SW
175	212403	54000	54100	TECHNICAL SUPPORT
175	250701	54000	54100	TRANSPORTATION
175	260101	54000	54100	ROADS AND BRIDGES-ADMIN
175	260102	54000	54100	ROAD MAINTENANCE
175	260106	54000	54100	SIGN MAINTENANCE
175	260201	54000	54100	GARAGE-ADMIN
175	260204	54000	54100	SMALL EQUIPMENT
175	260205	54000	54100	HOLDING PONDS
175	260301	52000	52300	FARMING OPERATIONS
175	260302	52000	52300	FACILITY OPERATIONS
175	260303	52000	52300	CARE AND CUSTODY
175	260401	54000	54100	ROAD PRISON-ADMIN
175	260402	52000	52300	INMATE COMMISSARY
175	290201	52000	52300	ROAD PRISON ADMINISTRATIO
175	290202	52000	52300	CARE & CUSTODY
175	290203	52000	52300	FACILITY OPERATIONS
175	290204	52000	52300	FARMING OPERATIONS
175	290205	52000	52300	INMATE COMMISSARY
177	140550	54000	54100	MAGNOLIA LAKES STR LITING
177	140551	54000	54100	MSBU-MCARTHUR LANE ST LGT
177	140552	54000	54100	SUGAR CREEK STR LIGHTING
177	140555	54000	54100	MSBU-WHISPER WAY STREET
177	140556	54000	54100	MSBU MAYFAIR STREET LIGHT
177	140557	54000	54100	MSBU TWIN OAKS STREET LGT
177	140558	54000	54100	MSBU MIRABELLE STREET LGT
177	140559	54000	54100	MSBU BAUER ESTATES STREET
177	140560	54000	54100	MSBU CARRAIGE HILLS STRT
177	140561	54000	54100	MSBU LAS BRISAS STREET LG
177	140562	54000	54100	MSBU OSCEOLA STREET LIGHT
177	140563	54000	54100	MSBU PERDIDO BAY STRT LGT
177	140564	54000	54100	MSBU TARKLIN BAYOU STRT
177	140565	54000	54100	MSBU WOODRIDGE MANOR STRT
177	140566	54000	54100	MSBU ALLY SHEEBA STRT LGT
177	140567	54000	54100	MSBU ROSEWOOD EST STR LGT
177	140568	54000	54100	MSBU CORAL CREEK STR LGT
177	140569	54000	54100	MSBU CRESCENT LAKE STR LT
177	140570	54000	54100	MSBU EMERALD SHORES RECRE
177	140571	54000	54100	MSBU EMERALD SHORES LIGHT
177	140572	54000	54100	ROAD ASSESSMENT PROGRAM
177	140574	54000	54100	MSBU WESTERNMARK STR LGHT
177	140575	54000	54100	MSBU LAKE ESTELLE ST LGHT
177	140576	54000	54100	MSBU BROOKHOLLOW STR LGHT
177	140577	54000	54100	MSBU TARKILN OAKS ST LGHT
177	140578	54000	54100	MSBU RIDGEFIELD STRT LGHT
177	140579	54000	54100	MSBU SCENIC HILLS ST LGHT
177	140580	54000	54100	MSBU BOULDER CREEK ST LT
177	140581	54000	54100	MSBU BAYWOODS STREET LGHT
177	140583	54000	54100	MSBU CROWNE POINT STR LGT

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
177	140584	54000	54100	MSBU BROOKSIDE HILLS STRT
177	140585	54000	54100	MSBU W. ROBERTS STREET LT
177	140586	54000	54100	MSBU S GULF MANOR STREET
177	140587	54000	54100	MSBU MAJESTIC OAKS STREET
177	140588	54000	54100	MSBU BELLE CHASSE STRT LT
177	140589	54000	54100	MSBU GLENMOOR TRAIL ST LT
177	140590	54000	54100	MSBU BELLE MEADOW STRT LT
177	140591	54000	54100	MSBU CADERWOOD CT STRT LT
177	140592	54000	54100	MSBU CARONDELAY STREET LT
177	140593	54000	54100	MSBU HANLEY DOWNS STRT LT
177	140594	54000	54100	MSBU HIDDEN LAKES STRT LT
177	140595	54000	54100	MSBU TURNER'S MEADOW LGT
177	140596	54000	54100	KINGS RIDGE STREET LTING
177	140597	54000	54100	CORAL CREEK II STR LIGHT
177	140598	54000	54100	GLENMOOR TRAIL, PHASE III
177	140599	54000	54100	RIVER GARDENS STR LIGHT
177	140600	54000	54100	FOREST CREEK STREET LIGHT
177	140902	54000	54100	MAGNOLIA LAKES UNIT 5 LTG
177	140903	54000	54100	VIZCAYA STREET LIGHTING
177	140904	54000	54100	BUSBEE PLANTATION ST LITE
177	140905	54000	54100	ZIGLAR RIDGE STREET LIGHT
177	140906	54000	54100	AMELIA PLACE STREET LIGHT
177	140907	54000	54100	MARCUS POINTE VILLAS LITE
177	140908	54000	54100	WESTFIELD STREET LIGHTING
177	140909	54000	54100	BRIDGEWOODSTREET LIGHTING
177	140910	54000	54100	MAPLE OAKS STREET LIGHTIN
177	140911	54000	54100	TIFFANY STREET LIGHTING
177	140912	54000	54100	JOHNSTONE STREET LIGHTING
177	140913	54000	54100	SANDY CREEK STR. LIGHTING
177	140914	54000	54100	TAHISCO GROVE ST LIGHTING
177	140915	54000	54100	WOODBIDGE STR LIGHTING
177	140916	54000	54100	SHOAL CREEK ROAD ASSMNT
177	140917	54000	54100	BAREFOOT ESTATES STRLGHGTG
177	140918	54000	54100	HICKORY HILLS STR LIGHTNG
177	140919	54000	54100	LAKES OF CARRINGTON ST LT
177	140920	54000	54100	GRAND CAYMAN PH II STREET
177	140921	54000	54100	GRANDE OAKS ADD I ST LGHT
177	140922	54000	54100	FLORIDIAN PH I STREET LIG
177	140923	54000	54100	GLENWOOD STREET LIGHTING
177	140924	54000	54100	CYPRESS CREEK STRT LTGHNG
177	140925	54000	54100	PATRIOT PLACE STREET LGHT
177	140926	54000	54100	FLORIDIAN PH II STREET LI
177	140927	54000	54100	WOODLANDS STREET LIGHTING
177	140929	54000	54100	ARBOR RIDGE STREET LIGHT
177	140930	54000	54100	HIGHSPRINGS STREET LIGHT
177	140931	54000	54100	GRANDE LAGOON STR LIGHTNG
177	140932	54000	54100	OAK HILL ESTATES STR LITE
177	140933	54000	54100	GRANDECEDARS RESRV STR LT
177	140935	54000	54100	MILLVIEW ESTATES STR LITE
177	140936	54000	54100	TWIN PINES STREET LIGHTNG
177	140937	54000	54100	BRISTOL CREEK PHASE III
177	140938	54000	54100	SOUTHWOODS STREET LIGHTS

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
177	140939	54000	54100	LOGAN PLACE STREET LIGHTS
177	140940	54000	54100	TWIN SPIRES STREET LIGHTS
177	140941	54000	54100	BETMARK PLACE LIGHTING
177	140942	54000	54100	BILEK MANOR ST LIGHTING
177	140943	54000	54100	MANCHESTER STREET LIGHTS
177	140944	54000	54100	HERON BAYOU STREET LIGHTS
177	140945	54000	54100	HERRINGTON PLACE LIGHTS
177	140946	54000	54100	IRONHORSE STREET LIGHTING
177	140947	54000	54100	BRISTOL CREEK PH 2 LIGHTS
177	140948	54000	54100	WATERFORD PLACE ST LIGHTG
177	140949	54000	54100	GLENVIEW STREET LIGHTING
177	140950	54000	54100	TURNBERRY PLACE STR LGHT
177	140951	54000	54100	EAST PORT STREET LIGHTING
177	140952	54000	54100	AIRWAY OAKS STREET LIGHTI
177	140953	54000	54100	CREEKWOOD STREET LIGHTING
177	140954	54000	54100	HERITAGE OAKS STREET LGHT
177	140955	54000	54100	MSBU-AUDREY PLANTATION
177	140956	54000	54100	MSBU-SCENIC HILLS NORTH
177	140957	54000	54100	MSBU-WETHERBY COVE
177	140958	54000	54100	MSBU-DUNLEITH
177	140959	54000	54100	MSBU-WILLOW TREE
177	140960	54000	54100	MSBU-TWIN PINES II
177	140961	54000	54100	MSBU-HUNTINGTON
177	140962	54000	54100	MSBU-BAYWALK CIRCLE
177	140963	54000	54100	MSBU-INNERARITY ISLAND
177	140964	54000	54100	MSBU-BOULDER CREEK
177	140965	54000	54100	CARDINAL CREEK STR.LIGHTS
177	140966	54000	54100	CLEAR CREEK STREET LIGHT
177	140967	54000	54100	LOST CREEK STREET LIGHT
177	140968	54000	54100	MADISON PLACE-MSBU
177	140969	54000	54100	OSPREY PLACE LIGHTING
177	140970	54000	54100	MAPLE OAKS W PH2 LIGHTING
177	140971	54000	54100	LILLIAN WOODS STR LTNG
177	140972	54000	54100	SUMMERFIELD STR LTNG
177	140973	54000	54100	PROVIDENCE MANOR STR LTNG
177	140974	54000	54100	WEATHERSTONE STR LTNG
177	140975	54000	54100	AUTUMN MEADOWS STR LTNG
177	140976	54000	54100	WEST RIDGE STREET LIGHTS
177	140977	54000	54100	INDIAN LAKE STREET LIGHTS
177	140978	54000	54100	CHASEFIELD LIGHTING
177	140979	54000	54100	KINGSFIELD COURTYARD
177	140980	54000	54100	CANTERBURY WOODS
177	140981	54000	54100	LI FAIR
177	140982	54000	54100	PERDIDO ESTATES STR LGHT
181	210719	54000	54100	MASTER DRAINAGE BASIN I
181	210720	54000	54100	MASTER DRAINAGE BASIN II
181	210721	54000	54100	MASTER DRAINAGE BASIN III
181	210722	54000	54100	MASTER DRAINAGE BASIN IV
181	210723	54000	54100	MASTER DRAINAGE BASIN V
181	210724	54000	54100	MASTER DRAINAGE BASIN VI
181	210725	54000	54100	MASTER DRAINAGE BASIN VII
181	210726	54000	54100	MASTER DRAINAGE BAS VIII

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
181	210727	54000	54100	MASTER DRAINAGE BASIN IX
181	210728	54000	54100	MASTER DRAINAGE BASIN X
181	210729	54000	54100	MASTER DRAINAGE BASIN XI
181	210730	54000	54100	MASTER DRAINAGE BASIN XII
181	210731	54000	54100	MASTER DRAINAGE BAS XIII
181	210732	54000	54100	MASTER DRAINAGE BASIN XIV
181	210733	54000	54100	MASTER DRAINAGE BASIN XV
181	210734	54000	54100	MASTER DRAINAGE BASIN XVI
181	210735	54000	54100	MASTER DRAINAGE BAS XVII
181	210736	54000	54100	MASTER DRAINAGE BAS XVIII
203	110237	51000	51700	SALES TAX BONDS
203	110238	51000	51700	LOST DEBT SERVICE
203	110244	51000	51700	TFRTF DEBT SERVICE
203	110248	51000	51700	TOURIST DEVELOP BONDS
203	110249	51000	51700	CAPITAL IMP BONDS-2002
203	110251	51000	51700	CENTRAL ENERGY PLANT
203	110252	51000	51700	WORK RELEASE FACILITY
203	110255	51000	51700	ENERGY PLANT - LEONARD ST
310	110205	51000	51300	CAPITAL IMPROVEMENTS
310	110207	51000	51300	JUV.JUSTICE CTR-CAP IMPRV
310	110240	51000	51300	CAP IMPROVEMNT-TRANSFERS
310	110246	51000	51900	MASTER SPACE PLAN
310	110253	51000	51900	LEONARD STREET CHILLER
310	270106	51000	51300	INFOR RESOURCES ADMIN
310	270107	51000	51500	GIS INTERLOCAL
310	270108	51000	51300	SOFTWARE IMPLEMENTATION
310	280102	53000	53900	CODE ENFRMNT-DEMOLITION
310	380101	51000	51900	GOVT. ACCESS TV STATION
320	220210	54000	54400	FY2009 FTA GRANT
320	220211	54000	54400	FY 2008 FTA GRANT
320	220212	54000	54400	FY2007 FTA GRANT
320	220213	54000	54400	FTA TRANSIT IMPROVE GRANT
320	220218	54000	54400	FTA-ARRA FL96-X007
320	360525	54000	54400	2005-FTA CAPITAL PRJ GRT
320	360527	54000	54400	2006-FTA CAPITAL PROJ GRT
320	360528	54000	54400	2007-FTA CAPITAL PROJ GRT
320	360529	54000	54400	FY 2008 FTA GRANT
320	360530	54000	54400	TRANSIT IMPRVMNT.FL95X005
333	210204	54000	54100	NEW ROAD CONSTRUCTION
333	210209	58000	58100	TRANSFERS
350	110206	51000	51900	ADMINISTRATIVE CAP IMP
350	110208	58000	58100	LOST TRANSFERS OUT
350	110216	51000	51900	TOLL EXPRESSWAY
350	210103	54000	54100	TRANSPORTATION PROJECTS
350	410142	71000	71200	JUDICIAL CAPITAL IMPRVMNT
351	110224	51000	51900	ADM CAPTL IMPRVMNT LOSTII
351	110229	58000	58100	LOST II TRANSFERS
351	110257	51000	51900	MASTER COURTHOUSE COMPLEX
351	110261	51000	51900	ONE STOP BUILDING
351	210105	54000	54100	TRANSP & DRAIN LOST II
351	211607	54000	54100	PUBLIC WORKS - EQUIPMENT
351	330210	52000	52200	FIRE SERVICES CAPITAL

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
351	330314	52000	52600	PUBLIC SAFETY IMP LOSTII
351	330326	52000	52600	PUBLIC SAFETY BLDGNG."W"
351	350213	57000	57200	REC/NAT RES LOSTII
351	350233	57000	57200	SOUTHWEST PARK
351	350234	57000	57200	FISHING BRIDGE
351	410148	71000	71200	JUDICIAL CENTER IMPRVMT
351	540110	52000	52100	SHERIFF CAPTL IMP LOSTII
351	540204	52000	52300	CORRECTIONS IMP LOSTII
352	110267	51000	51900	PUBLIC FAC & PROJ LOST 3
352	110268	58000	58100	LOST III - TRANSFERS OUT
352	210104	54000	54100	UWF CAMPUS AGREEMENT
352	210107	54000	54100	TRANSPORTATION & DRAINAGE
352	210108	54000	54100	FDOT STIMULUS GRANTS
352	210112	53000	53800	MAPLEWOODS DRAINAGE PROJ
352	210802	57000	57500	PARKS CAPITAL PROJECTS
352	220102	53000	53900	NESD CAPITAL PROJECTS
352	220802	57000	57500	EQUESTRIAN CENTER LOST
352	220808	57000	57200	PARKS PROGRAMS LOST
352	330228	52000	52200	FIRE SERVICES CAP PROJECT
352	330229	51000	51700	DEBT SERVICE
352	330435	52000	52600	PUBLIC SAFETY CAP PROJECT
352	350229	57000	57200	PARKS CAPITAL PROJECTS
352	350231	57000	57200	EQUESTRIAN CENTER LOST
352	410149	71000	71200	JUDICIAL CAP IMP LOST III
352	540115	52000	52100	SHERIFFS CAP PROJECTS
401	220601	53000	53400	SOLID WASTE ADMIN
401	220602	53000	53400	SOLID WASTE ENV QUALITY
401	220603	53000	53400	SOLID WASTE OPERATIONS
401	220604	53000	53400	SOLID WASTE RECYCLING
401	220605	53000	53400	SOLID WASTE PROJECTS
401	220606	53000	53400	SOLID WASTE RESERVES
401	220607	58000	58100	SOLID WASTE TRANSFERS
401	220608	53000	53400	SW CLOSED LANDFILLS
401	220609	53000	53400	PLF-MINING PILOT CLLCTN
401	220610	53000	53400	SW-DISASTER RECOVERY
401	220611	51000	51700	SOLID WASTE DEBT SERVICE
401	220612	53000	53400	SW TRANSFER STATION
401	220613	53000	53400	SAUFLEY LANDFILL
401	230301	53000	53400	SOLID WASTE ADMIN
401	230303	58000	58100	TRANSFERS
401	230304	53000	53400	ENVIRONMENTAL QUALITY
401	230306	53000	53400	RECYCLING
401	230314	53000	53400	SWM OPERATIONS
401	230315	53000	53400	PROJECTS
401	230347	53000	53400	RESERVES
401	230355	53000	53400	CLOSED LANDFILLS
406	250101	51000	51500	PERMITTING
406	250106	52000	52400	FIRE SAFETY
406	250107	52000	52400	PLUMBING/GAS/MECH INSP
406	250108	52000	52400	ELECTRICAL SECTION
406	250109	52000	52400	BUILDING SECTION
406	250111	52000	52400	BUILDING INSPECT-ADMIN

COST CENTERS

Fund	Cost Center	Function	Activity	Cost Center Title
406	250114	52000	52400	CONTRACTOR COMP BD-ADMIN
406	250115	52000	52400	PLANS REVIEW
406	250116	52000	52400	SITE INSPECTIONS
406	250118	52000	52400	LICENSING & INVESTIGATION
408	330301	52000	52600	EMER MED ADMINISTRATION
408	330302	52000	52600	EMS OPERATIONS
408	330304	52000	52600	EMS TRNG & QUALITY ASSUR
408	330371	58000	58100	TRANSFERS
409	221301	57000	57400	CIVIC CENTER ADMIN
409	221302	57000	57400	CIVIC CENTER MAINTENANCE
409	221303	57000	57400	CIVIC CENTER CAPITAL
409	310209	57000	57500	CIVIC CENTER MAINTENANCE
409	360401	57000	57500	CIVIC CENTER-ADMIN
409	360402	57000	57500	CIVIC CENTER-CAPITAL
501	110214	58000	58100	INTERFUND TRANSFERS
501	140608	51000	51300	DENTAL
501	140609	51000	51300	HEALTH
501	140610	51000	51300	LIFE
501	140611	51000	51300	PRE-EMPLOYMENT PHYSICALS
501	140612	51000	51300	BENEFITS
501	140613	51000	51300	LONG TERM DISABILITY
501	140614	51000	51300	BC/BS HEALTH GRANT
501	140833	51000	51300	RISK MANAGEMENT ADMIN
501	140834	51000	51300	WORKERS COMPENSATION
501	140835	51000	51300	PROPERTY CASUALTY
501	140836	51000	51300	BUILDINGS
501	140837	51000	51300	VEHICLES
501	140838	51000	51300	SAFETY&LOSS CONTROL ADMIN
501	140839	51000	51300	SAFETY ENGINEERING
501	140840	51000	51300	SAFETY MOSQUITO CONTROL
501	140841	51000	51300	SAFETY FACILITIES
501	140842	51000	51300	SAFETY CODE ENFORCEMENT
501	140843	51000	51300	SAFETY SOLID WASTE
501	140844	51000	51300	SAFETY SOIL & WATER
501	140845	51000	51300	SAFETY ROADS & BRIDGES
501	140846	51000	51300	SAFETY PARKS & RECREATION
501	140847	51000	51300	SAFETY ANIMAL CONTROL
501	140848	51000	51300	SAFETY NESD
501	140850	51000	51300	SAFETY EMS
501	140851	51000	51300	SAFETY ROAD PRISON
501	140852	51000	51300	SAFETY FIRE SERVICES
501	140853	51000	51300	SAFETY BLDG INSPECTIONS
501	140854	51000	51300	SAFETY GIS
501	140855	51000	51300	SAFETY MARINE RESOURCES
501	210407	51000	51300	FUEL DISTRIBUTION
501	210610	51000	51900	DCAT-CONSTRUCTION SERVICE
501	260206	51000	51900	FUEL DISTRIBUTION

PERSONNEL SERVICES

PERSONNEL SERVICES

510 Personal Services

Includes 11 through 25

Expenses for salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis. Employee benefits include employer contributions to a retirement system, social security, insurance, sick leave, terminal pay, and similar direct benefits as well as other costs such as Workers' Compensation and Unemployment Compensation Insurance.

511 Executive Salaries

Includes salaries for elected officials, and top level management, and if earned, qualification salary for elected officials. Only salaries for Constitutional Officers are budgeted in this account.

512 Regular Salaries and Wages

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who are part of the regular work force.

513 Other Salaries and Wages

Employees who are not or will not be members of a retirement system as a condition of their employment. Includes all full-time and part-time employees who are not part of the regular work force.

514 Overtime

Payments in addition to regular salaries and wages for services performed in excess of the regular work hour requirement. This includes all overtime for official court reporters and electronic recorder operator transcribers.

515 Special Pay

Includes compensation paid to employees for which no contributions shall be required and no benefits shall be paid under the provisions of the Florida Retirement System or any local government retirement system. This includes incentive pay for sheriffs, law enforcement officers and firefighters.

521 FICA Taxes

Social Security matching/Medicare matching.

Note: Rate for FY 2011/2012 is **7.65%**.

522 Retirement Contributions

Amounts contributed to the State Retirement Fund.

Note: The following are the retirement rates to be used for the FY 2011/2012 Budget.

Regular Class	12.64%
Special Risk	29.86%
Special Risk Administrative Support	23.03%
County Elected Officials	39.49%

(Please note that the state normally releases new retirement rates in June or July and the budget will be adjusted accordingly.)

523 Life and Health Insurance

Includes life and health insurance premiums and benefits paid for employees.

Note: FY 2011/2012 Life and Health Rate is \$8,000 per eligible employee (This may change later in the Budget Cycle).

524 Workers Compensation

Premiums and benefits paid for Workers' Compensation insurance.

Note: Positions and Workers' Compensation Codes are detailed on pages 33-36.

525 Unemployment Compensation

Amounts contributed to the unemployment compensation fund.

Note: The Office of Management and Budget will input the Unemployment Compensation Budgets.

****Annual leave and MOB payouts will not be offered in FY 2011/2012.**

Job Code Description	Pay Grade
Accountant	C42
Accounting Assistant	A11
Accounting Manager	C51
Accounting Technician	B21
Administrative Assistant	B22
Administrative Sergeant	C42
Administrative Supervisor	B31
Animal Control Manager	C43
Animal Control Officer	B21
Animal Control Supervisor	B31
Assistant Fire Chief	D61
Asst County Administrator	E91
Asst County Attorney	E81
Asst County Attorney (Non-cert)	E80
Battalion Chief	C52
Billing Supervisor	B31
Bldg Codes Enf Officer	B22
Bldg Codes Inspector	B21
Bldg Codes Manager	C43
Bldg Trades Investigator	B22
Budget Analyst	C43
Budget Manager	D62
Bureau Chief	E83
Bureau Chief Aide	B32
Commissioner	G200
Commissioner's Aide	B23
Communications Associate	B31
Communications Coordinator	C42
Construction Inspector	B21
Construction Manager	C51
Construction Project Coord	C42
Construction Project Tech	B22
Construction Supv	B32
Construction Tech	A13
Construction Worker	A12
Corrections Captain	D61
Corrections Corporal	B31
Corrections Lieutenant	C43
Corrections Officer	B23
Corrections Officer-Term	B23
Corrections Sergeant	B32
County Administrator	F102
County Attorney	F101
County Engineer	D72
County Surveyor	C42
Crim Just Prog Mgr	C41
Crim Just Spec I	B21
Crim Just Spec II	B22
Custodial Manager	B21
Custodial Supervisor	A13
Custodial Worker	A11
Customer Service Technician	A13
Deputy Bureau Chief	E81
Deputy County Administrator	E92
Deputy County Attorney	E82
Deputy Fire Chief	D63
Division Manager	D63
Economic Development Coord	B31
Emerg Comms Dispatcher	B21
Emerg Comms Manager	C43
Emerg Comms Qual Tech	B22
Emerg Comms Supervisor	B31
Emerg Mgt Research Spec	GF1
Emerg Operations Officer	B22
Emerg Plan Coordinator	C41
Emergency Medical Specialist	B211
EMS Qual Specialist	B23
Engineer	C42
Engineering & Environ Quality Manager	C52

Job Code Description	Pay Grade
Engineering Assistant	A11
Engineering Project Coordinator	C41
Engineering Specialist	B23
Engineering Technician	B22
Environ Analyst	C42
Environ Enforce Supv	B31
Environ Prog Mgr	C51
Environ Tech	B22
Environmental Analyst(Term)	C42
Environmental Program Mgr	C51
Envrn Enfrc Off	B21
Envrn Enfrc Off(Trainee)	B20
Equip Oper II	B21
Equip Oper II(Term)	B21
Equip Oper III	B22
Equip Oper IV	B23
Exec Asst-County Administrator	B32
Extension Agent I	JF1
Extension Agent II	JF1
Extension Agent III	JF1
Extension Agent IV	JF1
Field Supervisor	B32
Fire Captain	C41
Fire Chief	D72
Fire Inspector	B21
Fire Lieutenant	B32
Fire Lieutenant/Pub Ed Coord	B32
Fire Marshal	D61
Fire Service Manager	D61
Fire Training Chief	D61
Firefighter	B21
Firefighter Trainee	B20
Firefighter Trainee(Relief)	B20
Firefighter Trainer	C41
Fleet Maintenance Specialist	B23
Fleet Maintenance Supervisor	B31
Fleet Maintenance Technician	B22
Fleet Maintenance Worker	A12
Food Service Asst	A12
Food Service Supervisor	B21
Frnsc Mntl Hlth Spec(Grant)	GF1
Fuel Distribution Assistant	A12
Fuel Distribution Supervisor	B21
GIS Analyst	C41
GIS Analyst(Grant)	GF1
GIS Assistant	A11
GIS Technician	B22
Grants Coordinator	C42
Human Resources Associate I	B21
Human Resources Associate II	C41
Human Resources Associate III	C42
Human Resources Associate IV	C43
Human Resources Manager	D63
Human Resources Supervisor	C52
Human Services Specialist(Grant)	GF1
Information Technology Coordinator	C51
Information Technology Specialist	B23
Information Technology Technician	B22
Inspections Supv	B31
Job Development Counselor(Grant)	GF1
Kennel Technician	A13
Landfill Field Supervisor	B32
Landfill Operations Supervisor	B31
Landfill Safety Technician	B21
Landfill Service Worker	B21
Lead Environ Enforce Officer	B22
Lead Fleet Maintenance Technician	B23
Maintenance Shop Supervisor	B22
Maintenance Technician	A13

Job Code Description	Pay Grade
Maintenance Worker	A12
Maintenance Worker	GF1
Medical Director	E81
Medical Records Technician	A13
Mosquito Control Supervisor	B22
Mosquito Control Tech	A13
Mosquito Technician	A13
Office Support Assistant	A11
Paralegal	C41
Paramedic Supervisor	B32
Parks & Recreation Field Supervisor	B32
Parks Maintenance Technician	A13
Plans Examiner	B23
Program Coordinator	C42
Program Manager	C51
Program Mgr-Facilities Const Maint.	B31
Program Mgr-Human Assistance	GF1
Program Mgr-R&B	C43
Property Lien Program Coordinator	C41
Public Safety Bureau Chief/Fire Chief	E83
Purchasing Coordinator	C42
Purchasing Specialist	B23
Real Estate Acquisition Specialist	B22
Real Estate Acquisition Supv	B31
Real Estate Acquisition Technician	B21
Records Mgmt Liaison Officer	B23
Recreation Coordinator	B22
Recreation Manager	C42
Recycling Operations Manager	C52
Redeveloper I	B21
Redeveloper II	C41
Risk Analyst	C42
Risk Manager	D62
Risk Specialist	C41
Road Constr Specialist	B22
Secretary	B21
Solid Waste Manager	D72
Sr Asst County Attorney	E82
Sr Bldg Code Enforce Official	B31
Sr Criminal Justice Specialist	B23
Sr Office Support Assistant	A12
Sr Urban Planner	C43
Storekeeper Warehouse Technician	A13
Student Assistant	A10
Systems Analyst	C41
Telecom Services Technician	B32
Telecom Utilities Manager	C43
Transportation and Traffic Manager	D71
Urban Planner I	C41
Urban Planner II	C42
Veterinarian	D61
Water Quality Manager (Grant)	GF1
Water Quality Tech (Grant)	GF1

<u>Paygrade</u>	Min Annual	Max Annual	Min Hrly	Max Hrly	1st Quart	MidPoint	3rd Quart
A10	15,080	22,198	7.25	10.67	8.11	8.96	9.82
A11	20,577	32,923	9.89	15.83	11.38	12.86	14.34
A12	21,606	34,570	10.39	16.62	11.95	13.50	15.06
A13	22,686	36,298	10.91	17.45	12.54	14.18	15.81
B20	22,695	36,312	10.91	17.46	12.55	14.18	15.82
B21	25,182	40,291	12.11	19.37	13.92	15.74	17.55
B211	25,182	46,939	12.11	22.57	14.72	17.34	19.95
B22	29,337	46,939	14.10	22.57	16.22	18.34	20.45
B23	33,553	53,685	16.13	25.81	18.55	20.97	23.39
B31	36,238	57,981	17.42	27.88	20.04	22.65	25.26
B32	39,136	62,618	18.82	30.10	21.64	24.46	27.28
C41	41,876	67,002	20.13	32.21	23.15	26.17	29.19
C42	44,807	71,691	21.54	34.47	24.77	28.00	31.24
C43	47,943	76,709	23.05	36.88	26.51	29.96	33.42
C51	51,300	82,080	24.66	39.46	28.36	32.06	35.76
C52	54,890	87,824	26.39	42.22	30.35	34.31	38.26
D61	58,733	93,973	28.24	45.18	32.47	36.71	40.94
D62	62,257	99,611	29.93	47.89	34.42	38.91	43.40
D63	65,992	105,587	31.73	50.76	36.49	41.24	46.00
D71	69,952	111,923	33.63	53.81	38.68	43.72	48.76
D72	74,149	118,638	35.65	57.04	41.00	46.34	51.69
E80	64,723	103,557	31.12	49.79	35.78	40.45	45.12
E81	78,598	125,757	37.79	60.46	43.46	49.12	54.79
E82	83,314	133,302	40.05	64.09	46.06	52.07	58.08
E83	88,313	141,301	42.46	67.93	48.83	55.20	61.56
E91	93,612	149,779	45.01	72.01	51.76	58.51	65.26
E92	99,228	158,765	47.71	76.33	54.86	62.02	69.17
F101	109,150	174,640	52.48	83.96	60.35	68.22	76.09
F102	120,065	192,104	57.72	92.36	66.38	75.04	83.70

Job Title and Worker's Comp Codes

JOB TITLE	WORKER'S COMP CODE
Accountant	8810
Accounting Assistant	8810
Accounting Manager	8810
Accounting Technician	8810
Administrative Assist	8810
Administrative Sergeant	7720
Administrative Supervisor	8810
Administrator's Aide	8810
Animal Control Officer	8831
Animal Control Supv	8831
Assistant Fire Chief	7704
Asst County Attorney	8820
Battalion Chief	7704
Billing Supervisor	8810
Bldg Cd Enforce Official	9410
Bldg Code Insp Supv	9410
Bldg Code Insp Supv (Site Inspections)	8601
Bldg Trades Investigator	9410
Budget Analyst	8810
Budget Manager	8810
Building Code Inspector	9410
Building Codes Manager	8810
Bureau Chief	8810
Bureau Chief Aide	8810
Commissioner	8810
Commissioner's Aide	8810
Communication Associate	8810
Communications Coord	8810
Construction Inspector	9410
Construction Mgr	9410
Corrections Corporal	7720
Corrections Officer	7720
Corrections Officer-Term	7720
Corrections Sergeant	7720
County Administrator	8810
County Attorney	8820
County Surveyor	8601
Courier - SOE	8742
Criminal Justice Prog Mgr	8810
Criminal Justice Spec I	8810
Criminal Justice Spec II	8810
Custodial Mgr	9015
Custodial Supv	9015
Custodial Worker	9015
Customer Service Technician	8810
Deputy Bureau Chief	8810
Deputy County Attorney	8820
Deputy SOE for Admin	8810
Division Manager (DCAT)	8601
Division Manager (Envir Quality)	8601
Division Manager (Marine Resources)	9410
Division Manager (All Others)	8810
Election Specialist	8810
Election Supp Assistant	8810
Emergency Comm Dispatcher	8810
Emergency Comm Dispatcher (Relief)	8810

JOB TITLE	WORKER'S COMP CODE
Emergency Comm Mgr	8810
Emergency Comm Supv	8810
Emergency Ops Officer	8742
Emergency Planning Coord	8810
EMS Quality Specialist	7370
Eng & Env Quality Manager	8810
Engineer	9410
Engineering Project Coord	9410
Engineering Specialist (Engineering)	8601
Engineering Specialist (Transportation)	5509
Engineering Tech	8601
Environ Enforce Ofr	9410
Environ Enforce Supv	9410
Environmental Analyst (All others)	8720
Environmental Analyst (Recycling)	9403
Envir Program Manager (Water Quality)	8601
Envir Program Manager (Planning & Zoning)	8720
Environmental Tech	9015
Equip Operator II	5509
Equip Operator II (Solid Waste)	6217
Equip Operator II (Term)	5509
Equip Operator III (Holding Ponds)	5509
Equip Operator III (Recycling)	9403
Equip Operator III (Road Maintenance)	5509
Equip Operator III (Solid Waste)	6217
Equip Operator IV (Holding Ponds)	5509
Equip Operator IV (Road Maintenance)	5509
Equip Operator IV (Solid Waste)	6217
Exec Asst to County Admin	8810
Extension Agent I	8810
Extension Agent II	8810
Extension Agent III	8810
Extension Agent IV	8810
Field Supervisor (Parks Maintenance)	9102
Field Supervisor (Recycling)	9403
Field Supervisor (Solid Waste Operations)	9403
Field Supervisor (All others)	5509
Fire Chief	7704
Fire Inspector	9410
Fire Lieutenant	7704
Fire LT/ Public Edu Coord	7704
Fire Marshall	7704
Fire Services Manager	8810
Firefighter	7704
Firefighter (Relief)	7704
Firefighter Trainee (Relief)	7704
Firefighter Trainer	7704
Fleet Maint Spec	8380
Fleet Maint Supv (All others)	8380
Fleet Maint Supv (Solid Waste)	9403
Fleet Maint Tech (Mosquito Control)	9402
Fleet Maint Tech (Solid Waste)	9403
Fleet Maint Tech (All others)	8380
Fleet Maint Worker	8380
Food Service Assistant	7720
Food Service Supv	7720
Frnsc Mntl Hlth Spec-Trm	8810
Fuel Distrib Assistant	8380

JOB TITLE	WORKER'S COMP CODE
Fuel Distrib Supv	8810
GIS Analyst	8810
GIS Technician	8810
Grants Coordinator	8810
Human Res Associate I	8810
Human Res Associate II	8810
Human Res Associate III	8810
Human Resources Supv	8810
Info Technology Coord	8810
Info Technology Spec	8810
Info Technology Tech	8810
IT Opers Manger - Crt Adm	8810
Job Devel Couns (Grant)	8810
Kennel Technician	8831
Landfill Service Worker	9403
Lead Env Enforce Officer	9410
Lead Fleet Maint Tech	8380
Maintenance Shop Supv	5190
Maintenance Tech (Electrical)	5190
Maintenance Tech (Equestrian Center)	9102
Maintenance Tech (Parks Programs)	9102
Maintenance Tech (Parks Maintenance)	9102
Maintenance Tech (All others)	9015
Maintenance Worker (Admin)	8810
Maintenance Worker (Parks Programs)	9102
Maintenance Worker (Temp) (Extension)	9015
Maintenance Worker (All others)	9015
Medical Director	8810
Medical Records Tech	8810
Emergency Medical Specialist	7370
Emergency Medical Specialist (Relief)	7370
Mosquito Control Supv	9402
Mosquito Control Tech	9402
MSPB Director	8810
Network Engineer - Crt Admin	8810
Office Support Assist	8810
Operations Supervisor	9403
Paralegal	8820
Paramedic Supervisor	7370
Plans Examiner	8810
Program Coordinator	8810
Program Manager (Engineering)	9410
Program Manager (Facilities Constr Maint)	9015
Program Manager (Human Assistance)	8810
Prog Manager (Roads Const Maint)	5509
Program Manager (Road Maintenance)	5509
Program Manager (Transportation)	8810
Prop Lien Program Coord	8810
PS Bureau Chief/Fire Chief	8810
Purchasing Coordinator	8810
Purchasing Mgr - Crt Adm	8810
Purchasing Specialist	8810
Real Estate Acquis Spec	8742
Real Estate Acquis Supv	8742
Real Estate Acquis Tech	8742
Records Mgmt Liaison Off	8810
Recreation Coordinator	9102
Recreation Manager	9102

JOB TITLE	WORKER'S COMP CODE
Recycling Oper Manager	8810
Redeveloper I	8810
Redeveloper II	8810
Risk Analyst	8742
Risk Manager	8810
Risk Specialist	8742
Road Construct Spec	5509
Safety Technician	9403
Secretary	8820
Sr Bldg Code Enf Officer	9410
Sr Criminal Justice Spec	8810
Sr Election Supp Asst	8810
Sr Office Support Assist	8810
Sr Urban Planner	8810
Storekeep/Warehouse Supv (EMS)	7370
Storekeep/Warehouse Supv (Road Maintenance)	8810
Strkpr/Wrhs Tech (EMS)	7370
Strkpr/Wrhs Tech (Facilities Maintenance)	8380
Strkpr/Wrhs Tech (Fire Services)	8380
Strkpr/Wrhs Tech (Fleet Maintenance)	8810
Strkpr/Wrhs Tech (Fleet Maintenance - Driver)	8380
Student Assistant	8810
Supervisor of Elections	8810
Systems Analyst	8810
Teen Crt Coodinat - Crt Adm	8810
Telecom & Utilities Mgr	8810
Telecom Services Tech	8810
Urban Planner I	8810
Urban Planner II	8810
Veterinarian	8831
Warehouse Supervisor - SOE	5191
Water Quality Mgr	9410

OPERATING EXPENSES

OPERATING EXPENSES ELEMENT AND OBJECT

530 OPERATING EXPENDITURES/EXPENSES

Includes 31 through 59

531 Professional Services

Legal, medical, dental, engineering, architectural, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Also includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

EXAMPLES:

Medical Examiner

Appraiser except for the purchase of land or building in which case it will be added to the cost of land or buildings

Autopsy Service/Cremation Authorizations/Autopsy Referral Testing

Drug Screening

X-rays

Vet Fees

Note: Professional services for design related to capital equipment, buildings or other improvements may not be included in this object code.

533 Court Reporter Services

Includes the costs of appearance fees and transcript fees for in-court proceedings, appeals, and depositions.

534 Other Contractual Services

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. EXCLUDING contracts or services defined under objects 531, 532, 533, 546, and 547.

EXAMPLES:

Employee moving/relocation expenses

Office moving expense

Pest control service

Alarm security service

Security service

Baker Act transports service

Body removal service

Use of computer services between departments/agencies

Note: Contracts for equipment repairs must be budgeted under Repairs and Maintenance (54601).

535 Investigations

Cost incurred for confidential matters handled pursuant to criminal investigations.

536 Pension Benefits

Benefits paid to participants in the pension program.

540 Travel & Per Diem

This includes the cost of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

\$46.00 per day/meals or Federal CONUS Rate, www.gsa.gov

\$.51 per mile/www.gsa.gov/mileage

Hotel costs

Note: **Do not include registration fees.**

541 Communications

Telephone, cellular telephone, telegraph, contracts for moving telephones, pages, or other communications.

542 Postage & Freight

This includes freight and express charges, postage, post office box rental and messenger services.

543 Utility Services

Electricity, gas, water, waste disposal, solid waste fees, recycling, and other public utility services.

544 Rentals & Leases

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the lease of vehicles.

EXAMPLES:

Uniform rentals

Equipment rentals for repairs and maintenance

Rental of road barriers

Equipment rental for postage

Note: This account would not be appropriate for the lease/purchase of equipment. (See Principal, page 48). (Principal payments would be charged to object code 571.)

545 Insurance

Includes all insurance carried for the protection of the local government such as fire, theft, casualty, general and professional liability, auto coverage, surety bonds, etc.

Note: Internal charges for insurance through the Self Insurance Property Casualty Fund will be provided by Risk Management Department and input into the budget by the Office of Management and Budget. Charges will be posted quarterly by the Finance Department automatically based on the adopted budget.

546 Repairs and Maintenance Services

The costs incurred for the repair and maintenance of building and equipment including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under 534.

EXAMPLES:

- Replacement of carpet
- Software maintenance
- Maintenance of Mailing Scales
- Maintenance of Grounds
- Tags & Titles
- Shrubs, Plants & Sod
- Equipment repairs/maintenance
- Cleaning of County-owned uniforms
- Vehicle Maintenance & Repairs

547 Printing and Binding

Costs of printing, binding, and other reproductions services which are contracted for or purchased from outside vendors. Also, includes charges for printing, etc., which is performed by an in-house print shop.

EXAMPLES:

- All letterhead, business charts and printed letterhead purchased through a print shop
- Business cards
- Custom printed envelopes

548 Promotional Activities

Includes any type of promotional advertising on behalf of the local governmental unit.

EXAMPLES:

- Coloring books for children
- Candy for Santa on Fire Truck

549 Other Current Charges and Obligations

Includes current charges and obligations not otherwise classified. Used to record charges for legal and display advertisements.

EXAMPLES:

- Permits and exams
- Doc stamps & Recording fees
- Title Searches
- Legal Advertisements
- Bank service charges
- Indirect costs

551 Office Supplies

This object includes materials and supplies such as stationery, reprinted forms paper, charts, and maps.

EXAMPLES:

- W-2's, 1099's
- Desks & Chairs less than \$1,000
- File Cabinets less than \$1,000
- Copy machine supplies (Toner, paper)

Note: Letterhead, business charts and printed letterhead purchased through a print shop would be appropriated in Printing and Binding 547.

552 Operating Supplies

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, uniforms and other clothing (if purchased and not rented). Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repairs of roads and bridges.

**** Fuel Price for FY 2011/2012 budgeting: \$3.75 per gallon**

EXAMPLES:

- Film purchase and developing
- Computer software
- Computer hardware under \$1,000 and all related expenses
- Excess Copies charges
- Purchase of phones less than \$1,000 for each unit
- Purchase of equipment less than \$1,000 per item
- Batteries for phones & radios
- Tags & Titles
- ID Badges

553 Road Materials and Supplies

Those materials and supplies **used exclusively** in the repair and reconstruction of roads and bridges.

EXAMPLES:

Street markers and signs, hay, drums, grass and netting **used** for road repairs
Purchase of road barriers
Street Lights

554 Subscriptions and Memberships

Includes books, or sets of books if purchased by set, and not purchased for use by libraries, where books and publications constitute capital outlay. This object code also includes subscriptions and memberships.

EXAMPLES:

Memberships
Magazine/Newspaper subscriptions

Note: Magazine/newspaper subscriptions must arrive at a County office address.
Memberships must be on the approved membership list.

555 Training and Registrations

Includes professional data costs and training and educational costs.

EXAMPLES:

Registration fees for training
Notary application/registration
Tuition reimbursement (job-related)

Note: All registration fees for seminars must be appropriated under this object code.

558 Bad Debt

Used only by proprietary funds; the amount expensed for the allowance of un-collectible debt.

559 Depreciation

Depreciation of general fixed assets should not be recorded in the accounts of governmental funds. Depreciation of general fixed assets may be recorded in cost accounting systems or calculated for cost finding analyses; and accumulated depreciation may be recorded in the general fixed assets account group. Depreciation of fixed assets accounted for in a proprietary fund should be recorded in the accounts of that fund. Depreciation is also recognized in those trust funds where expenses, net income, and/or capital maintenance is measured.

SCHEDULE C
OPERATING EXPENDITURES
Detail and Justification Summary
FY 2011/2012 & FY 2012/2013

Indicate FUND/COST CENTER/ ACCOUNT CODE for this page.

/ /

Account Code	Description	FY 11-12 Budget Amt. Requested	FY 12-13 Budget Amt. Requested	FY 10-11 Budget	Actual FY 09-10 Expenditure	Justification
1 53101	Professional Services					
2 53201	Accounting & Auditing					
3 53301	Court Reporter Services					
4 53401	Other Contractual Services					
5 53501	Investigations					
6 53601	Pension Benefits					
7 54001	Travel & Per Diem					
8 54101	Communications					
9 54201	Postage & Freight					
10 54301	Utility Services					
11 54401	Rentals & Leases					
12 54501	Insurance					
13 54601	Repair & Maintenance Services					
14 54701	Printing & Binding					
15 54801	Promotional Activities					
16 54901	Other Current Chrgs & Obligations					
17 55101	Office Supplies					
18 55201	Operating Supplies					
19 55301	Road Materials & Supplies					
20 55401	Books, Pubs & Subs					
21 55501	Training & Registrations					
22 55801	Bad Debt					
23 55901	Depreciation					
Page Totals		\$ -	\$ -	\$ -	\$ -	

* Please use one cost center per sheet, and place multiple accounts/object codes on a single sheet.

** Use separate sheet for capital expenses as normal.

**CAPITAL OUTLAY
DEBT SERVICE AND
RESERVES**

CAPITAL OUTLAY ELEMENT AND OBJECT CODES

Note: Any cost related to the asset incurred after its acquisition, such as addition, improvement or replacement, should only be capitalized if they provide future service potential (i.e. they extend the useful life or enhance the asset beyond its initial purpose)

561 Land

Acquisition cost, easements, right-of-ways. Legal and title fees, closing costs, appraisal fees if purchased as part of the cost of the land.

562 Buildings

This object code includes all cost of design, site preparation and construction of all buildings such as: office building, fire stations, garages, jails, parks and recreational buildings. Only renovations that add structure to the building (such as new walls) will be included in 56201. Replacement carpet, painting, re-roofing and other repairs should be budgeted in 54601. Equipment with a shorter replacement life than the building, such as generators, should be budgeted in (Equipment) 56401.

NOTE: Any request for new construction, renovation of existing buildings and/or demolition requests must be submitted to Facilities Management as well as the Office of Management & Budget. However, Facilities Management is not responsible for estimating or budgeting the costs associated with the project.

563 Improvements Other Than Buildings

Structures and facilities other than buildings, such as roads, bridges, fences, landscaping, irrigation, parking lots, etc. to be individually projected by Departments/Divisions. This object includes all of the cost including design, installation and site preparation for these improvements.

564 Machinery and Equipment

All equipment over \$1,000, including office furniture/equipment, vehicles, heavy equipment, and specialty items. All cost associated with the delivery and installation of the equipment may be budgeted in this object code. Also includes court recording, duplicating, and transcribing equipment.

Vehicle Base Replacement Requests: All replacement vehicles must be detailed on the vehicle replacement worksheet and include age, condition, mileage or hours, the most recent 12 months repair costs and other justification as necessary to thoroughly detail the recommendation for replacement.

Vehicle Program Enhancement Requests: All Department/Divisions requesting a vehicle as a Program Enhancement will be responsible for computing vehicle cost and justification. Program Enhancement must also include estimated vehicle fuel (55201), repair (54601) costs and insurance costs.

565 Construction in Progress

This object is used in the Enterprise Funds only to account for undistributed construction projects that will be depreciated upon completion.

566 Books, Publications and Library Materials

Books over \$1,000 unit value and all books and publications for use by libraries. All other books, publications and subscriptions should be recorded in 55401.

568 Intangible Assets

License agreements for software which have a contract longer than a year.

DEBT SERVICE ELEMENT AND OBJECT CODES

571 Principal - Debt Service

Used to appropriate for reductions in all debt including lease/purchases.

572 Interest - Debt Service

Used to appropriate for all interest payments including lease/purchase interest charges.

573 Other Debt Service Costs

Used to appropriate for all costs of debt issuance and annual payments to paying agents.

GRANTS & AIDS ELEMENT AND OBJECT CODES

581 Aids to Government Agencies

Include all grants, subsidies and contributions to other governmental units. Excludes transfers to agencies within the same entity.

582 Aids to Private Organizations

Include all grants, subsidies and contributions to private organizations.

RESERVES ELEMENT AND OBJECT CODES

591 Transfers

Includes all transfers between funds which do not represent operating expenditures.

592 Advances

Includes advances to establish working capital and is expected to be returned when the fund is liquidated. Used to restrict funds on loan from one fund to another.

593 Nonoperating Interest

594 Nonoperating Grant Expense

595 Other Nonoperating Uses

598 Reserves

599 Other Uses

RENOVATION/ADDITION REQUEST

Bureau: _____ Date: _____
Division: _____ Contact: _____
Fund/Cost Center _____ Extension: _____

JUSTIFICATIONS:

BUDGET: PROPOSED FUNDING SOURCE _____

RECOMMEND: (Circle One) CONTRACT/FACILITIES MANAGEMENT

PROFESSIONAL SERVICES: (Circle One) REQUIRED/NOT REQUIRED

PROJECT	IF DONE IN	ESTIMATED	CONSTRUCTION	
	PHASES		COST	PERIOD
PHASE 1	_____	_____	_____	_____
PHASE 2	_____	_____	_____	_____
PHASE 3	_____	_____	_____	_____

SIZE (SQUARE FEET) _____ NO OF PERSONNEL USING AREA _____

FACILITIES MANAGEMENT

FOR USE BY OFFICE OF MANAGEMENT AND BUDGET ONLY.

FUNDING: _____

OMB SIGNATURE

cc: OFFICE OF MANAGEMENT AND BUDGET
FACILITIES MANAGEMENT

CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program

The Capital Improvement Program (CIP) provides a planned and programmed approach to utilizing the County's financial resources in the most responsive and efficient manner to meet its service and facility needs. The CIP serves as a "blueprint" for the future of the community. It is a dynamic tool, not a static accounting document. Development of the CIP requires the integration of financial, engineering, and planning functions. The CIP is developed to achieve the following results:

- Consolidating and coordinating all department requests with the goal of reducing unnecessary delays and coordinating the individual improvement programs of the departments;
- Establishing a system of procedures and priorities by which each proposal can be evaluated in terms of public need, the comprehensive planning of the area, the inter-relationship of projects, and cost requirements;
- Scheduling capital projects over an extended period so that the most efficient financial plan for the CIP can be achieved;
- Relating needed projects to existing and projected fiscal capacity; and
- Providing that public facilities and services meet or exceed the standards established in the **Capital Improvements element (CIE) required by Florida Statutes 163.3177** and are available when needed for development, or that development orders and permits are conditioned on the availability of these public facilities and services necessary to serve the proposed development. Not later than one year after its due date established by the state land planning agency's rule for submission of local comprehensive plans pursuant to F.S. 183.3167(2)k a local government shall not issue a development order or permit which results in a reduction in the level of service for the affected public facilities below the level of services provided in the comprehensive plan of the local government.

The CIP establishes the proper interface with the Capital Improvements Element as required by the County's Comprehensive Plan, adopted on October 10, 1993, which states:

The County shall formalize a process for the update and refinement of multi-year projections of fiscal resources such that a financially feasible schedule of capital improvements is maintained.

Beginning with Fiscal Year 1995, adoption of annual budgets shall include a specific capital budget, which shall implement adequate funding sources and be consistent with the CIE. As part of the Budget Process Departments shall as part of the CIP submission, any CIE related capital improvement shall note: Meets or Exceeds LOS (Level Of Service) and submit a short description as to how LOS is met or exceeded. CIE relates to infrastructure-oriented projects in Escambia County, this is a mandatory new requirement and required with all department submissions. Specific questions regarding “CIE” should be addressed to Juan Lemos at 595-3467.

The CIP shall embody and be consistent with the following:

- The maintenance of existing infrastructure, including renewal/replacement of worn-out facilities, shall be specifically projected and funding identified;
- Debt obligations shall be specifically identified and projected to ensure compliance with debt covenants, including coverage requirements;
- A debt management strategy and set of criteria which shall be based upon debt management principals;
- Maintenance of levels of budgeted and undesignated reserves adequate to serve sound public fiscal management purposes; and
- Equity of the uses of a revenue source relative to the populace generating the revenue.

The Capital Improvement Program includes all equipment in excess of \$25,000 per unit, land, buildings, and other improvements. The attached form must be completed in full for all capital improvements projects and equipment needs for FY 2011/2012 through 2016/2017.

**** Divisions that are required to complete the CIP forms are:**

**ECAT
Engineering (Stormwater & Drainage)
Parks and Recreation
Solid Waste
Transportation**

**ESCAMBIA COUNTY
CAPITAL IMPROVEMENT PROGRAM**

Title:							
Project Id:							
Start Year:							
Element:							
Project Location:							
Commission District:							
Level of Service:							
Funding Source:							
Department:							
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	Total 6 yrs
Ach/Enr Service							
Land							
Building							
Other Improvements							
Equipment							
Total Project Costs							
Operating Impacts:							
Staffing #							
Operating Costs							
Personal Service							
Project Description	Project Location						

**CAPITAL IMPROVEMENT PROGRAM (CIP) – LEVEL OF SERVICE
PROJECT REQUEST FORM DIRECTIONS**

(This is for the Planning Division /CIE, please submit with Budgets)

1. **Bureau/Division** - department and division responsible for the project development
2. **Date** - the date the form is filled out
3. **Contact** - person who should be contacted if there are any questions
4. **Phone** - number to best reach the contact person directly
5. **Project Number** - if there are multiple projects under one department they each need to be assigned a number for easy reference, assign the projects starting with 01 with the highest priority
6. **Location** – an address or general location of the project and whether it is an existing facility or new facility
7. **Level of Service / Project Description** – details of the project (provide additional documentation on a separate page)
8. **Justification** – how will the project help achieve, maintain or exceed the Level of Service Standards? Is it consistent with the Comprehensive Plan?
9. **Data and Analysis** – is the project **financially feasible** Year 1 thru Year 5? How so? Are there any projections, project costs and impact statements that support the project? (provide additional documentation on a separate page)
10. **Funding Source** – Year 1 thru Year 3 need to have *committed* funding sources, which are guaranteed in an enforceable agreement. Years 4 thru 5 need to be *planned* funding sources i.e.: revenue or sales tax.
11. **Funding Amount** – The amounts need to be financially feasible and shown to be *committed* and *planned* sources. (Explained in Step 9)
12. **Comments** – Any additional information or reference to other documents. Also any alternative funding source can be added here.

If you have any questions, please contact Juan Lemos at 595-3467. For specific information regarding the CIP element, see Chapters 9J-5.016 and 163.3177 F.A.C.

**CAPITAL IMPROVEMENT PROGRAM (CIP)
PROJECT REQUEST FORM**

1. Department:	2. Date:
3. Contact:	4. Phone:

5. Project Number:	6. Location:
---------------------------	---------------------

7. Project Description & Cost:

8. Justification: How will this project help achieve and maintain the Level of Service Standards?
--

If you have any questions about this form, please contact Juan C. Lemos in Development Services at 595-3467
See Chapters 9J-5.016 and 163.3177 F.A.C., for specific information regarding the CIP Element.

9. Data and Analysis / Financial Feasibility: (attach another sheet, if necessary)

10. Funding Source:	11. Funding Amount:
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	

12. Comments:	Submitted by:
	Name:
	Title:
	Submission Date:

*** Please attach or email the fiscal year LOS Analysis to accompany the CIP project list.**
 If you have any questions about this form, please contact Juan C. Lemos in Development Services at 595-3467
 See Chapters 9J-5.016 and 163.3177 F.A.C., for specific information regarding the CIP Element.

PROGRAM ENHANCEMENTS

**Escambia County Office of Management and Budget
 Program Enhancement Form
 FY 2011/2012 & FY 2012/2013**

** Please Indicate Appropriate Fiscal Year **
 (Please type or legibly print the requested information)

Fund(s): _____
 Cost Center: _____
 Name of New Program or Program Expansion: _____
 Departmental Priority: _____

Personnel Impact (\$)	# of FTE's	Type of FTE's

Operating Impact (\$)	Account	Itemized Operating Costs

Capital Impact (\$)	Account	Itemized Capital

Justification:

REBUDGETS

