



CITY OF LEEDS, ALABAMA

FINANCE COMMITTEE MEETING AGENDA

City Hall Annex - 1410 9th St, Leeds, AL 35094

August 10, 2022 @ 4:00 PM

CALL TO ORDER

ROLL CALL

OLD BUSINESS

NEW BUSINESS

- [1.](#) FC22-08-01 - Business License Fee Adjustment - ADOR
- [2.](#) FC22-08-02 - Parks Mowing Bid
- [3.](#) FC22-08-03 - Budget Reports
- [4.](#) FC22-08-04 - Facilities Management Policy - Insurance
5. FC22-08-05 - Report from Development Services

ADJOURNMENT

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 205-699-2585.

File Attachments for Item:

1. FC22-08-01 - Business License Fee Adjustment - ADOR

NOTICE

Monday, August 1, 2022

Five-Year Adjustment to Municipal Business License Issuance Fees

Every five years, the Alabama Department of Revenue (ALDOR) is responsible for establishing and publishing adjustments to municipal business license issuance fees. Based on the U.S. Department of Labor's Producer Price Index, municipal business license issuance fees **remain or may be adjusted to a maximum amount of \$14, at the discretion of each municipality, for the license year beginning January 1, 2023.**

ALDOR is required by law to analyze the U.S. Department of Labor's Producer Price Index and determine how much municipal business license issuance fees should increase every five license years. ALDOR must then notify all municipalities and the Alabama League of Municipalities of any such fee increase no later than November 30 preceding the affected license year. (Section 11-51-90, Code of Alabama 1975, and Departmental Rule 810-8-5-.15).

Contact

Business and License Tax Division
Severance and License Section
P. O. Box 327550
Montgomery, AL 36132-7550
334-353-7827, Option 5
license.account@revenue.alabama.gov

AUG 4 AM 9:36

File Attachments for Item:

2. FC22-08-02 - Parks Mowing Bid

**SECTION IV
RESPONSE FORM**

Date: 8 / 13 / 22

Bid Number: 2022-01(a)

Bid Name: ITB FOR LANDSCAPING SERVICES FOR THE CITY OF LEEDS, ALABAMA

Award Duration: ONE (1) year from signing date of contract, with the option of the Parties to renew bid or contract for TWO (2) additional ONE (1) year periods, if terms and conditions, including pricing remain the same, and both parties agree to renewing the contract.

The Contractor agrees to complete all the work within timeframes specified.

The owner agrees to provide the following materials: **NONE**

Maintenance Location:	Bid Amount for Contract Period:	Mark "X" if NO BID on any Site
Primary Maintenance Sites:		
a) Memorial Park/Historical Park	\$111,350.00	
b) City Park - Lane ,Moton Park & O.C.	\$100,300.00	
Total Annual Bid	\$ 211,650.00	
Hourly Rates for additional services requested	\$ 45 .00 per person	

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):		Mark "X" to acknowledge Receipt
ADDENDUM NO. (if any)	DATE ISSUED	
1.		
2.		

Each bid must give the full business address of the bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president", "secretary" "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Leeds, Jefferson County, Alabama, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Leeds, Jefferson County, Alabama in your invitation to bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. The undersigned also affirms he /she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Witness our hands and seals this _____ day of **March 2022**.

If Individual: Name of Individual or Partnership: _____

Authorized Representative to sign:

(Print Name) _____

Address: _____

Phone Number: () _____ Fax Number: () _____

Primary e-mail address: _____

Alabama Contractor's License No: _____

If Corporation or LLC:

Company Name: JG Southern, LLC

State of Incorporation: Alabama

Company Representative: Jonathan Gagnon

Authorized Representative: [Signature]

Address: 5312 Meadowbrook Road Birmingham, AL 35242

Phone Number (205) 447-0003 Fax Number () _____

Primary e-mail address ~~_____~~ Jgsouthern1c@gmail.com

STATE OF Alabama COUNTY OF Shelby

I, the undersigned authority in and for said State and County, hereby certify that Jonathan Gagnon, Authorized Representative As respectively, of JG Southern

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bear's date.

Given under my hand and Notary Seal on this 3 day of August, 2022

[Signature]
NOTARY PUBLIC

MY COMMISSION EXPIRES: April 16, 2025



Scott Pylant
Notary Public
My Commission Expires
April 16, 2025

SECTION V

LABOR AND MATERIALS BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____ as Principal, and _____ as Surety, are held and firmly bound unto said City of Leeds hereinafter called the Obligee in the penal sum of _____ Dollars (\$ _____) lawful money of the United States, for the payment of which sum and truly to be made, we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said principal has entered a certain Contract with said Obligee, dated _____ **2022**

(Hereinafter called the Contract) for **Bid Number 2022-02 ITB For Cemetery Maintenance Landscaping Services for the City of Leeds, Alabama** which Contract and the Specifications for said work shall be deemed a part hereof as fully as if set out herein.

NOW, THEREFORE, THE CONDITION OF TIDS OBLIGATION IS SUCH THAT if the said Principal and all subcontractors to whom any portion of the work in said contract is sublet and all assignees of said Principal and of such subcontractors shall promptly make payments to all persons supplying him or them with labor, materials, or supplies for or in the prosecution of the work provided for in such Contract, or any amendment or extension of or addition to said Contract, and for the payment of reasonable attorneys' fees incurred by the successful claimant or plaintiffs in suits or claims against the contractor arising out of or in connection with the said contract, then the above obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is subject to the following conditions and limitations.

- (a) Any person, firm or corporation that has furnished labor, materials, or supplies for or in the prosecution of the work provided for in said Contract shall have a direct right to action against the Principal and Surety on this bond, which right of action shall be asserted in a proceeding, instituted in the County in which the work provided for in said Contract is to be performed or in any County in which said Principal or Surety does business. Such right of action shall be asserted in a proceeding instituted in the name of the claimant or claimants for his or their use and benefit against the Principal and Surety or either of them (but not later than one year after the final settlement of said Contract falls due) in which action such claim or claims shall be adjusted, and judgment rendered thereon.
- (b) The Principal and Surety hereby designate and appoint the City of Leeds or their successors or representatives as the agent of each of them to receive and accept services of process or other pleading issued or filed in any proceeding instituted on this bond and hereby consent that such service shall be the same as personal service on the principal and/or Surety.
- (c) The Surety shall not be liable hereunder for any damages or compensation recoverable under Workmen's Compensation or Employer's Liability Statute.

(d) In no event shall the Surety be liable for a greater sum than the penalty of this bond, or subject to any suit, action or proceeding thereon that is instituted later than one year after the final settlement of said contract.

(e) This Bond is given pursuant to the terms of an Act of the Legislature of the State of Alabama approved February 8, 1935, entitled: "An Act to further provide for Bonds and Contractors on State and other public works and suits thereon".

Signed this _____ day of, _____, 2022

(Individual principals sign here)

Business Name: _____

(Individual principal's signature) _____

(Individual principal's printed name) _____

(Individual principal's signature) _____

In the presence of:
(Witness) _____

(Corporate principal signs here)

Corporation Name: _____

(Corporate principal's signature) _____

(Corporate Principal's printed name) _____

(Attest) _____

(Surety signs here) _____

(Identify Officer Position/Authority) _____

(Witness to Surety) _____

SECTION VI
INSURANCE REQUIREMENTS

1. Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Contractor and the City of Leeds at limits and coverages specified herein. The City of Leeds will be listed as "additionally insured" on all applicable policies and certificates of insurance. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to protect the Contractor fully and adequately.
2. All insurance will be provided by insurers by admitted carriers in the State of Alabama, shall have a minimum A.M. Best rating of A-VII and must be acceptable to the City. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the City of Leeds for prior approval.
3. **NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAVE BEEN RECEIVED BY THE CITY.**
4. Worker ' s Compensation and Employers Liability Part One: Statutory Benefits as required by the State of Alabama.
5. Employers Liability \$100,000 Each Accident \$100,000 Each Employee \$500,000 Policy Limit.
6. Bodily injury by accident \$1,000,000 Each Accident
7. Commercial General Liability: Coverage on an Occurrence form with a combined single limit of
 - a. Bodily Injury and Property Damage combined as follows:
 - Each Occurrence \$1,000,000
 - Personal and Advertising Injury \$1,000,000
 - Products/Completed Operation Aggregate \$2,000,000
 - General Aggregate \$2,000,000
 - b. Coverage to include
 - Premises and operations
 - Personal Injury and Advertising Injury
 - Products/Completed Operations
 - Independent Contractors
 - Blanket Contractual Liability
 - Explosion, Collapse and Underground hazards
 - Broad Form Property Damage
8. Automobile Liability: Covering all Owned, Non-Owned, and Hired vehicles with a limit of no less than \$1,000,000 combined single limit of Bodily Injury and property damage per occurrence.
9. Certificate of Insurance: A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the City of Leeds PRIOR to commencement of any work on the contract. Each policy shall be endorsed to provide ten (10) days written notice of cancellation to the City.

SECTION VII

CONTRACT

THIS CONTRACT, entered into this _____ day of _____, 2022 by the City of Leeds, Jefferson County, Alabama, hereinafter called the "**Owner**", and _____ a corporation organized and existing under the laws of the State of Alabama, hereinafter called the "**Contractor**" or "**Bidder**", on the Bid Number 2022-02, ITB FOR **PARK MAINTENANCE AND LANDSCAPING SERVICES FOR THE CITY OF LEEDS as included herein as if fully set forth.**

WITNESSETH:

The **OWNER** and the **CONTRACTOR** agree as set forth below:

- The contract consists of all of the items contained within this contract, the associated bid package, addenda, amendments drawings, charts and appendices, if any.
- The **CONTRACTOR** shall perform all the **WORK** described herein.
- **DURATION:** The term of the Agreement shall be for a period of ONE (1) year from the signing date of (1) year increments if terms and conditions, including pricing remain the same, and both parties agree to renewing the bid or contract. Therefore, the Contract will begin in _____, 2022 terminate on _____ 2022.
- **ORDERING:**
 - a. City of Leeds will order the initiation of WORK by issuing a Notice to Proceed to the awarded bidder.
 - b. The mobilization period will be from date of contract execution.
 - c. Contractor will begin physical services ____/____/____.
 - d. Other work outside the scope and specifications will be ordered by Purchase Orders specific to the events.
- **PAYMENT:**
 - a. **Compensation:** Payment shall be based upon the rates set forth in the awarded bidder's "bid response" form.
 - b. **Invoices:**
 - **Invoices for Routine Services:** For routine services, the Contractor will submit to the Owner, monthly invoices. Contract name must be referenced on all communications including signed delivery / service tickets and invoices.
 - **Invoices for Non-Routine work:** For other work outside the scope of routine, Contractor is to invoice Owner upon completion of work specified. Submittal will include signed delivery / service tickets and invoices.
 - **Send Invoices to:**

City of Leeds
1400 9th St
Leeds, Al 35094

c. Payment of Invoice: All invoices received by the Owner are payable within thirty (30) days from the date of receipt by the Owner, provided they are approved by the Owner.

- **PAYMENT WITHHELD:** The Owner may withhold approval for payment on any request, and the Owner may withhold payment to such extent as may be necessary to protect the Owner from loss on account of:
 - a. Negligence on the part of the Contractor to execute the work properly or fail to perform any provision of this Agreement.
 - b. The Owner, after three (3) days written notice to the Contractor, may without prejudice to any other remedy, make good such deficiencies and may deduct the cost thereof from the overall Agreement sum.
 - c. Claims filed or reasonable evidence indicating probable filing of claims.
 - d. Failure of the Contractor to make payments properly to Subcontractors for material or labor.
 - e. A reasonable doubt that the Agreement can be completed for the balance then unpaid.
 - f. Damage to City of Leeds facilities, or another contractor or another contractor's work.

When the above grounds are removed, payment shall be made for the amount withheld because of them. The Contractor waives all cancellation rights under the agreement if payment is withheld for one or more of the above reasons.

- **GENERAL CONDITIONS:**

a. Indemnity: The Contractor hereby agrees to indemnify and save harmless the Owner, its officers, agent, and employees, from and against any and all liabilities, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and costs of actions, including reasonable attorney's fees for trial and on appeal, of any kind and nature, arising or growing out of, or in any way connected with the performance of this Agreement, to the extent caused by a negligent act or omission of the Contractor, their agents, servants, employees, Subcontractors, or others associated with the Contractor. The Contractor shall be responsible for damage to any equipment excluded from this agreement, or damage or injury caused by any equipment excluded from this agreement to the extent that the damage or injury is caused by a negligent act or omission of the Contractor.

b. Notification and Accident Reports: In the event of accidents of any kind, the Contractor shall notify the Owner in writing immediately and furnish, without delay copies of all such accident reports to the Owner. If the performance of their Work, the Contractor fails to immediately report an accident to the Owner, of which the Contractor has knowledge of, and which results in a fine levied against the Owner then the Contractor shall be responsible for all fines levied against the Owner.

- **TERMINATION OF AGREEMENT:**

- **Termination for Default:** Performance of Work under this Agreement may be terminated by the Owner, in whole or in part, in writing, whenever the Owner determines that the Contractor has failed to meet the requirements of this Agreement. The Owner has a right to terminate for default if the contractor fails to make delivery of material or does not perform the work, or if the Contractor fails to perform the Work within the time specified in the Agreement, or if the Contractor fails to perform any other provision of the Agreement

Failure to Deliver: Failure on the part of the Contractor to deliver or perform the Work within the time specified, or within a reasonable time as determined by the Owner, or failure on the part of the Contractor to make replacements of rejected work, or Work when so requested, immediately or as directed by the Owner, shall constitute authority for the Owner to purchase in the open market, Work of comparable grade to replace the items or Work rejected, not delivered, or completed. On all such purchases, the Contractor shall reimburse the Owner within a reasonable time specified by the Owner for any expense incurred more than Agreement prices.

Such purchases shall be deducted from the Agreement sum. If public necessity demands it, the Owner reserves the right to utilize services or use and/or consume services delivered, subject to an adjustment of price to be determined by the Owner.

Termination for Convenience: Owner has the absolute right to terminate the Agreement upon "Award of Contract" to another Contractor, to perform major work referenced herein. In such event, payment due on the date of cancellation of the Agreement by Owner shall be paid by Owner.

- **WARRANTY:**
 - a. The Contractor warrants that the Work including equipment and materials provided shall conform to professional standards of care and practice in effect at the time the Work is performed, be of the highest quality, and be free from all faults, defects, or errors. If the Contractor is notified in writing of a fault, deficiency or error in the Work, the Contractor shall at the Owner's option, either re-perform such portions of the Work to correct such fault, defect or error, at no additional cost to the Owner, or refund to the Owner the charge paid by the Owner, which is attributable to such portions of the faulty, defective or erroneous Work, including costs for re-performance of Work provided by other Contractors.
 - b. All equipment and materials provided by the Contractor shall be merchantable and for the purpose intended.
- **TIME OF COMPLETION:** The Owner and Contractor understand and agree that time is of the essence in the performance of this Agreement. The Contractor or Owner, respectively, shall not be liable for any loss or damage, resulting from any delay or failure to perform its contractual obligations within the time specified, due to acts of God, actions, or regulations by any governmental entity or representative, strikes or other labor trouble, fire, embargoes, or other transportation delays, damage to or destruction of, in whole or in part, equipment or manufacturing plant, lack of ability to

obtain raw materials, labor, fuel or supplies for any reason or any other causes, contingencies or circumstances not subject to the Owner's or Contractor's contractual control respectively, whether of a similar or dissimilar nature, which prevent or hinder the performance of the Owner's or Contractor's contractual obligations, respectively. Any such causes of delay, even though existing on the date of the Agreement, or on the day of the start of Work, shall extend the time of the Owner's or Contractor's performance respectively, by the length of the delays occasioned thereby, including delays reasonably incident to the resumption of normal Work schedules.

However, under such circumstances as described herein, the Owner may, at their discretion, cancel this Agreement for their own convenience.

• **INSURANCE REQUIREMENTS:**

- a. Contractor at its sole expense, shall obtain and maintain in full force the following insurance to protect the Contractor and the City of Leeds at limits and coverages specified herein. The City of Leeds will be listed as "additionally insured" on all applicable policies and certificates of insurance. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to protect the Contractor fully and adequately.
- b. All insurance will be provided by insurers by admitted carriers in the State of Alabama, shall have a minimum A.M. Best rating of A-VII and must be acceptable to the City. Self-insured plans and /or group funds not having an A.M. Best rating must be submitted to the Owner for prior approval.
- c. **NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAVE BEEN RECEIVED BY THE OWNER.**
- d. Worker 's Compensation and Employers Liability Part One: Statutory Benefits as required by the State of Alabama.
- e. Employers Liability \$100,000 Each Accident \$100,000 Each Employee \$500,000 Policy Limit.
- f. Bodily injury by accident \$1,000,000 Each Accident
- g. Commercial General Liability: Coverage on an Occurrence form with a combined single limit of
 - Bodily Injury and Property Damage combined as follows:
 - Each Occurrence \$1,000,000
 - Personal and Advertising Injury \$1,000,000
 - Products /Completed Operation Aggregate \$2,000,000
 - General Aggregate \$2,000,000
 - Coverage to include
 - Premises and operations
 - Personal Injury and Advertising Injury
 - Products/Completed Operations
 - Independent Contractors
 - Blanket Contractual Liability

Explosion, Collapse and Underground hazards

Broad Form Property Damage

- u1. Automobile Liability: Covering all Owned, Non-Owned, and Hired vehicles with a limit of no less than \$1,000,000 combined single limit of Bodily Injury and property damage per occurrence.
- 1v. Certificate of Insurance: A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the City of Leeds **PRIOR** to commencement of any work on the contract. Each policy shall be endorsed to provide ten (10) days written notice of cancellation to the City.

- **ACCEPTANCE OF WORK:** The Owner will be deemed to have accepted the Work after the Owner agrees, the work is completed. In the event Work furnished under the Agreement is found to be defective or does not conform to the intent of the Agreement, the Contractor shall correct the deficiency within a reasonable time frame as determined by the appropriate City official overseeing the subject project. Failure on the part of the Contractor to properly correct the deficiencies within the time period allowed will constitute the Owner's right to cancel the Agreement immediately, upon written notice to the Contractor.
- **CORRECTION OF WORK:** The Contractor shall promptly correct all Work rejected by the Owner as faulty, defective or failing to conform to the Agreement, whether observed before or after completion of the Work. The Contractor shall bear all costs of correcting such rejected Work.
- **SAFETY MEASURES:** The Contractor shall take all necessary precautions for the safety of the Owner's and Contractor's employees at all Work sites, and shall erect and properly always maintain, all necessary safeguards for the protection of the workmen and the public. Where necessary, the Contractor shall post signs warning against hazards in and around the Work site as customary in the industry.
- **EXTRA WORK AND ASSOCIATED COSTS:**
 - a. The Owner, without invalidating the Agreement, may order changes in the Work within the general scope of this Agreement, consisting of additions, deletions, or other revisions, the Agreement price and time for execution of the Work being adjusted accordingly.
 - b. All such changes in the Work shall be authorized by a written work order or other documentation constituting an Amendment, Change Order, or Purchase Order, and shall be executed under the applicable conditions of the Agreement.
- **FAMILIARITY WITH THE WORK:**
 - a. The Contractor, by executing this Agreement, acknowledges full understanding of the extent and character of the Work required and the conditions surrounding the performance thereof. The Owner will not be responsible for any alleged misunderstanding of the Work to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that execution of the Agreement by the Contractor serves as his stated commitment to fulfill all requirements and conditions referred to in this Agreement.

CONTRACTOR LIABILITY: Nothing in this Agreement shall be construed to mean that the Contractor assumes any liability for damages or otherwise, on account of accidents to persons or property, except those resulting from negligence on the part of the Contractor or its agents, servants, employees, and subcontractors.

• **MISCELLANEOUS PROVISIONS:**

- a. The Contractor shall not employ Subcontractors without the express written permission of the Owner or its agents, servants, employees, and subcontractors.
- b. The Contractor shall not assign the Agreement or sublet it without the express written permission of the Owner. The Contractor shall not assign any payment due them hereunder, without the express written permission of Owner. The Owner may assign the contract, or sublet it, without the consent of the Contractor.
- c. No waiver, alteration, consent, or modification of any of the provisions of the Agreement shall be binding unless in writing and signed by the Owner and Contractor.
- d. The Contractor is to procure all permits, licenses, and certificates, or any approvals, of plans or specifications as may be required by Federal, State, Local Laws, ordinances, rules, and regulations, for the proper execution and completion of Work covered under this Agreement and must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the City of Leeds with a "Material Safety Data Sheet" for all goods that carry one.
- e. The Contractor shall always, keep the Work area free from accumulation of waste materials or rubbish caused by his operations, and promptly remove any such materials to an area designated by the Owner, or remove to a waste site as directed by the Owner. If the Contractor fails to clean up the Work site, the Owner will complete the task and charge the Contractor for such services.
- f. This Agreement is considered a non-exclusive Agreement between the parties.
- g. This Agreement is deemed to be under and shall be governed by and construed according to the laws of the State of Alabama.
- h. Any litigation arising out of the Agreement shall be heard in the Courts of Jefferson County, Alabama.
- i. This Agreement contains all terms and conditions agreed upon by the Owner and Contractor. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto.
- j. This Agreement shall not be construed against the party or parties preparing it. It shall be construed as if all the parties and each of them jointly prepared this Agreement, and any uncertainty or ambiguity shall not be interpreted against one or more parties.

WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

CITY OF LEEDS, LEEDS, ALABAMA

David Miller, Mayor

ATTEST: _____
(Name of Contractor)

By:

ATTEST: _____

File Attachments for Item:

3. FC22-08-03 - Budget Reports

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
01-3000 Admin				
01-3001 Sales Tax	12,573,079.58	14,057,371.80	-1,484,292.22	89.44 %
01-3002 Sellers Use Tax	964,808.34	876,651.57	88,156.77	110.06 %
01-3003 Simplified Sellers Use Tx	615,154.34	578,243.73	36,910.61	106.38 %
01-3004 Consumer Use Tax	370,961.80	478,051.93	-107,090.13	77.60 %
01-3006 Audit Revenues		373.34	-373.34	
01-3010 Business License	1,888,657.63	1,680,000.00	208,657.63	112.42 %
01-3012 Excise Tax	51,204.32		51,204.32	
01-3014 Production Privilege	300.28	7,839.43	-7,539.15	3.83 %
01-3020 Tobacco Tax	85,025.74	89,019.34	-3,993.60	95.51 %
01-3030 Ad Valorem	1,249,089.02	1,245,455.82	3,633.20	100.29 %
01-3038 Road Tax Distribution	117,138.93	12,309.49	104,829.44	951.61 %
01-3040 Auto & Boat Sales/Use Tax	70,101.17	73,577.02	-3,475.85	95.28 %
01-3050 Manuf Homes Tax - St Clair	289.75	307.25	-17.50	94.30 %
01-3070 Wine & Beer Tax	54,107.20	62,965.89	-8,858.69	85.93 %
01-3078 Liquor Tax	70,359.72	86,449.55	-16,089.83	81.39 %
01-3080 Rental Lease Tax	214,093.13	209,000.00	5,093.13	102.44 %
01-3090 Lodging Tax	246,577.95	209,027.75	37,550.20	117.96 %
01-3099 Lockbox Occ 01-3099 Lockbox Occ	1,621,796.92		1,621,796.92	
01-3104 Alabama Trust Fund Rev	114,681.53	102,220.00	12,461.53	112.19 %
01-3112 Franchise Fee - Utility	240,938.50	145,188.95	95,749.55	165.95 %
01-3116 Payments In Lieu Tax		5,634.00	-5,634.00	
01-3120 Recycling Center Proceeds	6,232.74	737.00	5,495.74	845.69 %
01-3400 Contractual Buc-ee's Donation	50,000.00		50,000.00	
01-3506 Restitution (Rec'd From Court)		140.00	-140.00	
01-3508 Magistrate Training Rev - Rec'd From Court	1,185.00	1,905.00	-720.00	62.20 %
01-3512 Court Monthly Report Fees	257,690.30	250,000.00	7,690.30	103.08 %
01-3900 Retiree Insurance Premiums	23,691.00	35,000.00	-11,309.00	67.69 %
01-3904 Interest Earned	22,642.59	28,000.00	-5,357.41	80.87 %
01-3906 COVID relief revenue	1,478.98		1,478.98	
01-3997 Misc Fees	183,202.04		183,202.04	
Total 01-3000 Admin	21,094,488.50	20,235,468.86	859,019.64	104.25 %
11-3000 Court				
11-3504 Court Fines & Forfeitures	430,295.88	622,378.00	-192,082.12	69.14 %
Total 11-3000 Court	430,295.88	622,378.00	-192,082.12	69.14 %
12-3000 Cemetery				
12-3300 Cemetery Lot Sales	1,316.00		1,316.00	
12-3302 Cemetery-Gen Fund Open/Close	20,352.81	19,000.00	1,352.81	107.12 %
12-3304 Cemetery Monuments		700.00	-700.00	
12-3904 Cemetery-Interest Earned	781.41		781.41	
Total 12-3000 Cemetery	22,450.22	19,700.00	2,750.22	113.96 %

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
14-3000 TIF District				
14-3106 DO NOT USE- TIF District Revenue	460,156.46	371,234.00	88,922.46	123.95 %
Total 14-3000 TIF District	460,156.46	371,234.00	88,922.46	123.95 %
16-3000 Social Services Revenues				
16-3112 Social Services-Revenue	19,334.56	12,000.00	7,334.56	161.12 %
Total 16-3000 Social Services Revenues	19,334.56	12,000.00	7,334.56	161.12 %
19-3000 City Projects/Grants				
19-3126 Grant Funds Received	78,680.40		78,680.40	
Total 19-3000 City Projects/Grants	78,680.40		78,680.40	
22-3000 Police				
22-3550 Police Report Fees	8,630.70	12,400.00	-3,769.30	69.60 %
22-3552 Police Confiscated Funds	255,842.96		255,842.96	
22-3998 Police-Misc Revenues	76,250.95	3,500.00	72,750.95	2,178.60 %
Total 22-3000 Police	340,724.61	15,900.00	324,824.61	2,142.92 %
26-3000 Fire				
26-3998 Fire - St Clair Fire Co Fire Tax	76,982.73	65,000.00	11,982.73	118.43 %
26-3999 Fire-Misc Fees	35,703.53		35,703.53	
Total 26-3000 Fire	112,686.26	65,000.00	47,686.26	173.36 %
40-3000 Parks				
40-3400 Parks-Rental	5,950.00	840.00	5,110.00	708.33 %
Total 40-3000 Parks	5,950.00	840.00	5,110.00	708.33 %
50-3000 Development				
50-3202 Development-Building Permits	255,577.79	175,000.00	80,577.79	146.04 %
50-3204 Development-Electrical Permits	58,922.75	15,000.00	43,922.75	392.82 %
50-3206 Development-Plumbing Permits	21,195.67	7,500.00	13,695.67	282.61 %
50-3207 Development-Gas Permit	4,219.98	860.00	3,359.98	490.70 %
50-3208 Development-Mechanical Permits	30,406.47	15,000.00	15,406.47	202.71 %
50-3209 Development-Sign Permit	1,552.29	500.00	1,052.29	310.46 %
50-3210 Development-Yard Sale Permits	1,610.45	450.00	1,160.45	357.88 %
50-3211 Development-Demolition Permit	421.54	200.00	221.54	210.77 %
50-3212 Development-Land Disturbance Permits	8,411.08	1,500.00	6,911.08	560.74 %
50-3214 Development-Zoning Fee	332.63	3,000.00	-2,667.37	11.09 %
50-3215 Development- Roof Permit	2,843.42	1,000.00	1,843.42	284.34 %
50-3216 Development-Variance Fee	1,602.65	1,500.00	102.65	106.84 %
50-3220 Development-Assessment Letter Fee	8,149.15	9,000.00	-850.85	90.55 %
50-3222 Development-Street Cut - Utilities	694.42	100.00	594.42	694.42 %
50-3299 Development-Misc Permit Fee	16,255.33	8,000.00	8,255.33	203.19 %
50-3999 Development-Misc Revenues	109.91	2.00	107.91	5,495.50 %
Total 50-3000 Development	412,305.53	238,612.00	173,693.53	172.79 %
51-3000 Storm Water				
51-3218 Jeff Co - Storm Water Revenue	23,199.23	89,000.00	-65,800.77	26.07 %

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51-3219 St. Clair Storm Water Revenue	26,424.19	21,500.00	4,924.19	122.90 %
Total 51-3000 Storm Water	49,623.42	110,500.00	-60,876.58	44.91 %
83-3000 Solid Waste				
83-3855 Solid Waste Franchise Fee	9,933.00	173,000.00	-163,067.00	5.74 %
83-3856 Solid Waste-Trash And Limb Fee Revenue	206,983.07	59,221.00	147,762.07	349.51 %
83-3999 Solid Waste-Misc & Other Revenue	-1,994.20		-1,994.20	
Total 83-3000 Solid Waste	214,921.87	232,221.00	-17,299.13	92.55 %
DO NOT USE-Sales	453,940.66		453,940.66	
Total Income	\$23,695,558.37	\$21,923,853.86	\$1,771,704.51	108.08 %
GROSS PROFIT	\$23,695,558.37	\$21,923,853.86	\$1,771,704.51	108.08 %
Expenses				
01-4000 Admin Exp				
01-4001 Salaries & Wages	256,856.30	310,800.00	-53,943.70	82.64 %
01-4002 Payroll Taxes	19,765.03	22,200.00	-2,434.97	89.03 %
01-4004 Admin Health Insurance	53,926.00	30,000.00	23,926.00	179.75 %
01-4005 Retiree Health Insurance Prem.	17,128.50	40,000.00	-22,871.50	42.82 %
01-4006 Retirement	-3,291.75	27,750.00	-31,041.75	-11.86 %
01-4014 Other Benefits	2,151.21		2,151.21	
01-4015 Admin-Admin-EE Life & Disability Ins	-1,865.49	3,000.00	-4,865.49	-62.18 %
01-4018 Employment Expense	6,823.67	3,000.00	3,823.67	227.46 %
01-4100 Insurance - General	108,170.00	493,000.00	-384,830.00	21.94 %
01-4110 Workers Comp Insurance	162,052.20	175,000.00	-12,947.80	92.60 %
01-4112 Jeff Co Personnel Board	93,026.00	90,000.00	3,026.00	103.36 %
01-4200 Electrical Utilities	12,818.39	20,000.00	-7,181.61	64.09 %
01-4201 Internet	89,747.01	80,000.00	9,747.01	112.18 %
01-4202 Telephone	1,681.26	3,500.00	-1,818.74	48.04 %
01-4203 Cell / Wireless Services	2,937.01	2,500.00	437.01	117.48 %
01-4204 Gas Utilities	1,219.79	1,500.00	-280.21	81.32 %
01-4206 Water Utilities	991.87	1,500.00	-508.13	66.12 %
01-4208 Sewer Utilities	1,030.72	950.00	80.72	108.50 %
01-4212 Storm Water Fee	15.19	1,500.00	-1,484.81	1.01 %
01-4300 Office Supplies	2,131.61	2,500.00	-368.39	85.26 %
01-4302 Over Under Cash Account		8,800.00	-8,800.00	
01-4304 Copier & Printer Mtc	37.03	1,500.00	-1,462.97	2.47 %
01-4306 Department Supplies	5,970.38	5,000.00	970.38	119.41 %
01-4308 PR Advertising		500.00	-500.00	
01-4310 Legal Notices	1,237.50	1,500.00	-262.50	82.50 %
01-4312 Printing	201.68	575.00	-373.32	35.07 %
01-4314 Subscriptions	32,047.58	40,000.00	-7,952.42	80.12 %
01-4316 Dues & Fees	70,969.64	92,000.00	-21,030.36	77.14 %
01-4320 Postage	1,667.18	6,000.00	-4,332.82	27.79 %
01-4322 Computer Support		6,250.00	-6,250.00	

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
01-4324 Computer Software	9,034.45	20,000.00	-10,965.55	45.17 %
01-4326 Computer Hardware	1,221.57	50,000.00	-48,778.43	2.44 %
01-4328 Server Support	161,096.23	90,000.00	71,096.23	179.00 %
01-4330 Education & Training	787.80	10,000.00	-9,212.20	7.88 %
01-4332 Travel	409.88	2,000.00	-1,590.12	20.49 %
01-4400 Contract Services	163,382.69	165,000.00	-1,617.31	99.02 %
01-4402 Attorney/Legal	201,893.00	233,870.00	-31,977.00	86.33 %
01-4404 Auditing/Accounting	100,752.85	50,000.00	50,752.85	201.51 %
01-4406 Engineering Services	3,780.00	15,000.00	-11,220.00	25.20 %
01-4500 Repair & Maint Auto	943.51	2,000.00	-1,056.49	47.18 %
01-4508 Repair & MTC - General	18,954.34	35,000.00	-16,045.66	54.16 %
01-4520 Fuel Expense - Auto	951.67	1,000.00	-48.33	95.17 %
01-4600 CARES Act Expenditures	121,152.21		121,152.21	
01-4702 Economic Redevelopment	21,700.00	27,125.00	-5,425.00	80.00 %
01-4710 Misc Refund	-241.52	30,120.00	-30,361.52	-0.80 %
01-4716 Sales Tax Rebates	1,208,845.31	850,000.00	358,845.31	142.22 %
01-4999 Transfer Out - Debt Service	5,500,000.00	5,500,000.00	0.00	100.00 %
01-5011 City Prosecutor	37,083.30	43,000.00	-5,916.70	86.24 %
01-5012 Appeals	20,000.00	24,000.00	-4,000.00	83.33 %
01-6004 Service Charges		1,800.00	-1,800.00	
01-6704 Asset Purchase	109,052.00		109,052.00	
01-7720 772 Grant Agreement	73,000.00		73,000.00	
01-8000 Budget Amendments		99,068.52	-99,068.52	
Total 01-4000 Admin Exp	8,693,244.80	8,719,808.52	-26,563.72	99.70 %
10-4000 Mayor				
10-4100 Mayoral Discretionary Funds- Non-Budgeted	2,500.00		2,500.00	
10-4203 Mayor-Cell/Wireless Services	1,748.41	2,500.00	-751.59	69.94 %
10-4300 Mayor-Office Supplies	1,041.30	750.00	291.30	138.84 %
10-4326 Mayor-Computer Hardware		500.00	-500.00	
10-4332 Mayor-Travel		1,000.00	-1,000.00	
10-4412 Mayor-Public Relations	1,213.14	37,000.00	-35,786.86	3.28 %
10-4444 Rep Drake	19,200.00		19,200.00	
10-6702 Mayor-City Projects		8,000.00	-8,000.00	
Total 10-4000 Mayor	25,702.85	49,750.00	-24,047.15	51.66 %
11-4000 Court Exp	4,888.01		4,888.01	
11-4001 Court-Salaries & Wages	157,567.14	194,250.00	-36,682.86	81.12 %
11-4002 Court-Payroll Taxes	12,721.94	16,800.00	-4,078.06	75.73 %
11-4004 Court-Health Insurance	42,712.25	20,000.00	22,712.25	213.56 %
11-4006 Court-Retirement	31,040.30	31,080.00	-39.70	99.87 %
11-4015 Court-EE Life & Disability Ins	-1,896.26	1,000.00	-2,896.26	-189.63 %
11-4200 Court-Electrical Utilities	7,719.16	11,000.00	-3,280.84	70.17 %
11-4202 Court-Telephone Expense	1,378.62	1,500.00	-121.38	91.91 %

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
11-4203 Court-Cell / Wireless Services	1,677.51	1,600.00	77.51	104.84 %
11-4204 Court-Gas Utilities	414.76	750.00	-335.24	55.30 %
11-4206 Court-Water Utilities	368.43	700.00	-331.57	52.63 %
11-4208 Court-Sewer Utilities	693.18	900.00	-206.82	77.02 %
11-4300 Court-Office Supplies	215.38	1,400.00	-1,184.62	15.38 %
11-4304 Court-Copier & Printer Mtc	635.28	5,000.00	-4,364.72	12.71 %
11-4306 Court-Department Supplies	1,537.54	1,000.00	537.54	153.75 %
11-4312 Court-Printing	956.00	1,300.00	-344.00	73.54 %
11-4314 Court-Subscriptions	2,700.00	2,000.00	700.00	135.00 %
11-4316 Court-Dues & Fees	3,682.61	3,300.00	382.61	111.59 %
11-4324 Court-Computer Software	2,400.00	2,500.00	-100.00	96.00 %
11-4326 Court-Computer Hardware	1,449.00	3,000.00	-1,551.00	48.30 %
11-4330 Court-Education & Training	1,377.78	8,500.00	-7,122.22	16.21 %
11-4332 Court-Travel	863.77	1,000.00	-136.23	86.38 %
11-4400 Court-Contract Services	4,159.50	3,100.00	1,059.50	134.18 %
11-4500 Court-Repair & Maint Auto	20,661.99	750.00	19,911.99	2,754.93 %
11-4508 Court-Repair & MTC - Buildings		2,000.00	-2,000.00	
11-4520 Court-Fuel Expense - Auto	485.25	500.00	-14.75	97.05 %
11-5000 Court-Govt Agencies Monthly Report Fees	128,353.26	165,000.00	-36,646.74	77.79 %
11-5002 Court-Restitution	7,638.91	1,000.00	6,638.91	763.89 %
11-5004 Court-Court Bond Disposition		3,500.00	-3,500.00	
11-5008 Court-Magistrate Training	693.23	2,000.00	-1,306.77	34.66 %
11-5010 Court-Municipal Judge	32,276.53	32,000.00	276.53	100.86 %
11-5060 Court-Driving School Expenses	2,117.03	6,000.00	-3,882.97	35.28 %
11-6998 Court to Court Transfer	89,063.20	115,000.00	-25,936.80	77.45 %
11-6999 Court to GF Transfer	104,572.42	190,000.00	-85,427.58	55.04 %
11-8000 Budget Amendments	41,327.67	540,000.00	-498,672.33	7.65 %
Total 11-4000 Court Exp	706,451.39	1,369,430.00	-662,978.61	51.59 %
12-4000 Cemetery Exp				
12-4206 Cemetery-Water Utilities	457.85	1,200.00	-742.15	38.15 %
12-4306 Cemetery-Department Supplies	117.74	1,000.00	-882.26	11.77 %
12-4400 Cemetery-Contract Services	34,530.00	45,000.00	-10,470.00	76.73 %
Total 12-4000 Cemetery Exp	35,105.59	47,200.00	-12,094.41	74.38 %
13-4000 Council				
13-4001 Council-Salaries & Wages	24,200.00	55,000.00	-30,800.00	44.00 %
13-4002 Council-Payroll Taxes	3,741.93	8,000.00	-4,258.07	46.77 %
13-4203 Cell / Wireless Services-Council	3,307.33	4,000.00	-692.67	82.68 %
13-4316 Council-Dues & Fees		500.00	-500.00	
13-4412 Council-Community Programs		3,000.00	-3,000.00	
Total 13-4000 Council	31,249.26	70,500.00	-39,250.74	44.33 %
16-4000 Social Services	1,544.41		1,544.41	
16-4001 Social Services-Salaries & Wages	60,889.26	74,200.00	-13,310.74	82.06 %

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
16-4002 Payroll Taxes	4,501.40		4,501.40	
16-4004 Social Services-Health Insurance	9,080.00	9,000.00	80.00	100.89 %
16-4006 Social Services Retirement	7,801.29	6,000.00	1,801.29	130.02 %
16-4015 Social Services-EE Life & Disability Ins	-393.83	2,000.00	-2,393.83	-19.69 %
16-4202 Telephone	282.19		282.19	
16-4203 Cell / Wireless Services	401.26	800.00	-398.74	50.16 %
16-4306 Social Services-Department Supplies	5,459.80	5,000.00	459.80	109.20 %
16-4400 Social Services-Contract Services	44,165.44	20,000.00	24,165.44	220.83 %
Total 16-4000 Social Services	133,731.22	117,000.00	16,731.22	114.30 %
19-4000 City Projects				
19-4400 RDA -Contract Services	985.94	50,000.00	-49,014.06	1.97 %
19-6102 Parks & Paving-City Projects		1,000,000.00	-1,000,000.00	
19-6304 Hwy 78/Pres St-Engineering	39,749.45		39,749.45	
19-6305 Hwy 78/Pres St-Construction Match		350,000.00	-350,000.00	
19-6701 Downtown Revitalization	21,150.00		21,150.00	
19-6702 City Projects	100,149.00	100,000.00	149.00	100.15 %
Total 19-4000 City Projects	162,034.39	1,500,000.00	-1,337,965.61	10.80 %
22-4000 Police Exp	-64,687.72		-64,687.72	
22-4001 Police-Salaries & Wages	1,711,052.86	2,246,625.07	-535,572.21	76.16 %
22-4002 Police-Payroll Taxes	129,392.89	147,630.00	-18,237.11	87.65 %
22-4004 Police-Health Insurance	370,629.87	190,000.00	180,629.87	195.07 %
22-4006 Police-Retirement	291,206.44	233,100.00	58,106.44	124.93 %
22-4012 Police-Uniforms	19,630.49	22,000.00	-2,369.51	89.23 %
22-4014 Police-Other Benefits	7,830.00	11,520.00	-3,690.00	67.97 %
22-4015 Police-EE Life & Disability Ins	-13,806.76	10,000.00	-23,806.76	-138.07 %
22-4018 Police-Employment Expense	1,003.43	1,000.00	3.43	100.34 %
22-4101 Police-Insurance - Deductible		10,000.00	-10,000.00	
22-4200 Police-Electrical Utilities	12,273.42	13,000.00	-726.58	94.41 %
22-4202 Police-Telephone	5,204.22	7,000.00	-1,795.78	74.35 %
22-4203 Police-Cell / Wireless Services	18,294.62	17,000.00	1,294.62	107.62 %
22-4204 Police-Gas Utilities	485.88	1,000.00	-514.12	48.59 %
22-4206 Police-Water Utilities	368.44	500.00	-131.56	73.69 %
22-4208 Police-Sewer Utilities	755.53	900.00	-144.47	83.95 %
22-4300 Police-Office Supplies	4,399.77	3,000.00	1,399.77	146.66 %
22-4304 Police-Copier & Printer Mtc	829.05	750.00	79.05	110.54 %
22-4306 Police-Department Supplies	4,751.55	2,000.00	2,751.55	237.58 %
22-4312 Police-Printing	230.30		230.30	
22-4314 Police-Subscriptions	17,932.42	24,000.00	-6,067.58	74.72 %
22-4316 Police-Dues & Fees	295.50	130.00	165.50	227.31 %
22-4324 Police-Computer Software	4,343.03	5,000.00	-656.97	86.86 %
22-4326 Police-Computer Hardware	507.16	5,000.00	-4,492.84	10.14 %
22-4330 Police-Education & Training	12,827.81	15,000.00	-2,172.19	85.52 %

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
22-4332 Police-Travel	3,685.82	1,500.00	2,185.82	245.72 %
22-4400 Police-Contract Services	27,977.44	57,000.00	-29,022.56	49.08 %
22-4412 Police-Community Program	1,140.64	5,000.00	-3,859.36	22.81 %
22-4420 Police-Jail Expense	38,240.60	50,000.00	-11,759.40	76.48 %
22-4422 Police-Juvenile Detention Service		20,000.00	-20,000.00	
22-4500 Police-Repair & Maint Auto	138,807.14	30,000.00	108,807.14	462.69 %
22-4508 Police-Repair & MTC - Buildings	11,937.86	15,000.00	-3,062.14	79.59 %
22-4509 Police-Canine	351.72	500.00	-148.28	70.34 %
22-4514 Police-Firing Range	5,971.08	7,500.00	-1,528.92	79.61 %
22-4520 Police-Fuel Expense - Auto	92,357.98	70,000.00	22,357.98	131.94 %
22-4600 Police-Purchases from Confiscated Funds	167,757.93	32,063.46	135,694.47	523.21 %
22-4601 Police-Investigations Expense	4,000.00		4,000.00	
22-6702 Police-City Projects		10,000.00	-10,000.00	
22-6704 Police-Asset Purchase	214,950.32	72,000.00	142,950.32	298.54 %
22-8000 Budget Amendments	12,011.93	1,316,808.07	-1,304,796.14	0.91 %
Total 22-4000 Police Exp	3,254,940.66	4,653,526.60	-1,398,585.94	69.95 %
26-4000 Fire Exp	66.28		66.28	
26-4001 Fire-Salaries & Wages	1,673,183.88	1,938,980.19	-265,796.31	86.29 %
26-4002 Fire-Payroll Taxes	131,571.00	152,998.00	-21,427.00	86.00 %
26-4004 Fire-Health Insurance	364,498.68	260,000.00	104,498.68	140.19 %
26-4006 Fire-Retirement	309,986.03	239,782.20	70,203.83	129.28 %
26-4012 Fire-Uniforms	21,579.64	50,000.00	-28,420.36	43.16 %
26-4015 Fire-EE Life & Disability Ins	-7,867.80	15,000.00	-22,867.80	-52.45 %
26-4018 Fire-Employment Expense	2,835.53	500.00	2,335.53	567.11 %
26-4200 Fire-Electrical Utilities	18,821.15	21,000.00	-2,178.85	89.62 %
26-4202 Fire-Cell / Wireless Services	6,113.73	9,000.00	-2,886.27	67.93 %
26-4203 Fire-Telephone	1,467.51	1,750.00	-282.49	83.86 %
26-4204 Fire-Gas Utilities	12,446.29	15,000.00	-2,553.71	82.98 %
26-4206 Fire-Water Utilities	2,180.92	2,000.00	180.92	109.05 %
26-4208 Fire-Sewer Utilites	1,091.80	1,500.00	-408.20	72.79 %
26-4300 Fire-Office Supplies	800.33	600.00	200.33	133.39 %
26-4306 Fire-Department Supplies	9,648.13	12,000.00	-2,351.87	80.40 %
26-4312 Fire-Printing		500.00	-500.00	
26-4316 Fire-Dues & Fees	2,100.77	7,100.00	-4,999.23	29.59 %
26-4324 Fire-Computer Software	18,625.21	19,000.00	-374.79	98.03 %
26-4326 Fire-Computer Hardware	336.52	2,000.00	-1,663.48	16.83 %
26-4330 Fire-Education & Training	45,617.13	43,900.00	1,717.13	103.91 %
26-4332 Fire-Travel	810.52	1,000.00	-189.48	81.05 %
26-4400 Fire-Contract Services	4,853.99	8,150.00	-3,296.01	59.56 %
26-4412 Fire-Community Programs	1,314.98	1,200.00	114.98	109.58 %
26-4500 Fire-Repair & Maint Auto	50,797.57	55,000.00	-4,202.43	92.36 %
26-4508 Fire-Repair & MTC - Building	6,430.53	4,500.00	1,930.53	142.90 %
26-4512 Fire-Repair & MTC - Comm Radio	25.94		25.94	

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
26-4514 Fire-Repair & MTC-General	2,000.79	3,100.00	-1,099.21	64.54 %
26-4520 Fire-Fuel Expense - Auto	28,382.68	21,000.00	7,382.68	135.16 %
26-4530 Fire-Department Tools	5,902.55	6,000.00	-97.45	98.38 %
26-4540 Fire-Medical Supplies	30,615.46	30,000.00	615.46	102.05 %
26-4602 Fire-Rent - Fire Hydrants	20,895.86	24,000.00	-3,104.14	87.07 %
26-4700 Fire-Council approval	17,085.81		17,085.81	
26-6704 Fire-Asset Purchase	21,710.10		21,710.10	
26-8000 Budget Amendments		10,250.00	-10,250.00	
Total 26-4000 Fire Exp	2,805,929.51	2,956,810.39	-150,880.88	94.90 %
33-4000 Depot				
33-4200 Depot-Electrical Utilities	2,593.39	3,100.00	-506.61	83.66 %
33-4206 Depot-Water Utilities	190.90	250.00	-59.10	76.36 %
33-4508 Depot-Repair & MTC - Building	11,368.55	80,500.00	-69,131.45	14.12 %
33-8000 Budget Amendments	113,937.20		113,937.20	
Total 33-4000 Depot	128,090.04	83,850.00	44,240.04	152.76 %
34-4000 Visitor's Center				
34-4200 Visitor's Center-Electrical Utilities	1,383.46	1,500.00	-116.54	92.23 %
34-4202 Visitor's Center-Internet	1,119.70	1,200.00	-80.30	93.31 %
34-4204 Visitor's Center-Gas Utilities	1,298.96	1,400.00	-101.04	92.78 %
34-4206 Visitor's Center-Water Utilities	194.51	250.00	-55.49	77.80 %
34-4208 Visitor's Center-Sewer Utilities	356.20	500.00	-143.80	71.24 %
34-4400 Visitor's Center-Contract Services		1,000.00	-1,000.00	
34-4508 Visitor's Center-Repair & MTC - Building	2,076.37	2,500.00	-423.63	83.05 %
Total 34-4000 Visitor's Center	6,429.20	8,350.00	-1,920.80	77.00 %
40-4000 Parks Exp				
40-4006 Parks-Retirement	1,056.00		1,056.00	
40-4200 Parks-Electrical Utilities	63,307.92	70,000.00	-6,692.08	90.44 %
40-4202 Parks-Cell / Wireless Services	530.90	1,500.00	-969.10	35.39 %
40-4204 Parks-Gas Utilities	3,364.14	3,000.00	364.14	112.14 %
40-4206 Parks-Water Utilites	7,803.89	8,000.00	-196.11	97.55 %
40-4208 Parks-Sewer Utilites	1,028.94	1,500.00	-471.06	68.60 %
40-4306 Parks-Department Supplies	1,710.39	6,000.00	-4,289.61	28.51 %
40-4400 Parks-Contract Services	17,617.05	13,000.00	4,617.05	135.52 %
40-4412 Parks-Community Programs	1,299.13	50,000.00	-48,700.87	2.60 %
40-4414 Parks-Downtown Beautification	12,999.32	15,000.00	-2,000.68	86.66 %
40-4416 Parks-Tree Commission		2,000.00	-2,000.00	
40-4508 Parks-Repair & MTC - Building	11,949.21	25,000.00	-13,050.79	47.80 %
40-4514 Parks-Repair & MTC - General	46.02	8,000.00	-7,953.98	0.58 %
40-4516 Parks-Repair & MTC - Grounds	5,718.74	30,000.00	-24,281.26	19.06 %
40-6710 Parks - Emergency / Disaster		149,006.16	-149,006.16	
40-8000 Budget Amendments	19,464.59	19,006.16	458.43	102.41 %
Total 40-4000 Parks Exp	147,896.24	401,012.32	-253,116.08	36.88 %

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
50-4000 Development Exp	17,525.46		17,525.46	
50-4001 Development-Salaries & Wages	216,480.09	238,500.00	-22,019.91	90.77 %
50-4002 Development-Payroll Taxes	17,089.88	33,000.00	-15,910.12	51.79 %
50-4004 Development-Health Insurance	33,700.25	33,000.00	700.25	102.12 %
50-4006 Development-Retirement	31,009.78	33,000.00	-1,990.22	93.97 %
50-4012 Development-Uniforms	917.45	3,000.00	-2,082.55	30.58 %
50-4015 Development-Ee Life & Disability Ins	-1,639.52	3,000.00	-4,639.52	-54.65 %
50-4018 Development-Employment Expense	69.88	100.00	-30.12	69.88 %
50-4101 Development-Insurance - Deductible		5,000.00	-5,000.00	
50-4131 Development-Const. Ind. Craft Train	2,293.00	1,500.00	793.00	152.87 %
50-4200 Development-Electrical Utilities	1,782.94	2,500.00	-717.06	71.32 %
50-4202 Development-Telephone	1,407.55	2,000.00	-592.45	70.38 %
50-4203 Development-Cell / Wireless Services	2,457.67	4,000.00	-1,542.33	61.44 %
50-4206 Development-Water Utilities	171.81	300.00	-128.19	57.27 %
50-4208 Development-Sewer Utilities	331.57	500.00	-168.43	66.31 %
50-4300 Development-Office Supplies	1,762.71	4,000.00	-2,237.29	44.07 %
50-4303 Development-Copier & Printer Mtc	449.00	1,000.00	-551.00	44.90 %
50-4306 Development-Department Supplies	784.57	4,500.00	-3,715.43	17.43 %
50-4316 Development-Dues & Fees	821.93	1,000.00	-178.07	82.19 %
50-4324 Development-Computer Software	5,397.63	13,500.00	-8,102.37	39.98 %
50-4326 Development-Computer Hardware	13,264.37	15,000.00	-1,735.63	88.43 %
50-4330 Development-Education & Training	2,982.68	10,000.00	-7,017.32	29.83 %
50-4332 Development-Travel		1,500.00	-1,500.00	
50-4400 Development-Contract Services	190.00	1,000.00	-810.00	19.00 %
50-4406 Development-Engineer Services	10,387.50	85,000.00	-74,612.50	12.22 %
50-4412 Development-Community Programs		50,000.00	-50,000.00	
50-4500 Development-Repair & Maint Auto	5,102.33	40,000.00	-34,897.67	12.76 %
50-4520 Development-Fuel Expense - Auto	3,450.15	3,500.00	-49.85	98.58 %
50-6500 Development-Taxes & Recording Fees	1,070.06	2,700.00	-1,629.94	39.63 %
Total 50-4000 Development Exp	369,260.74	592,100.00	-222,839.26	62.36 %
51-4000 Storm Water Exp				
51-4318 Storm Water - Dues & Fees-Govt		3,000.00	-3,000.00	
51-4330 Storm Water - Educ & Training	72.00		72.00	
51-4400 Storm Water - Contract Svcs	6,035.50		6,035.50	
51-4412 Storm Water - Community Programs	76,660.52	110,000.00	-33,339.48	69.69 %
51-4530 Storm Water - Dept Tools	43.98		43.98	
Total 51-4000 Storm Water Exp	82,812.00	113,000.00	-30,188.00	73.28 %
70-4000 Library				
70-4001 Library-Salaries & Wages	163,357.64	119,000.00	44,357.64	137.28 %
70-4002 Library-Payroll Taxes	13,339.17	1,800.00	11,539.17	741.07 %
70-4004 Library-Health Insurance	39,619.00	3,000.00	36,619.00	1,320.63 %
70-4006 Library-Retirement	30,221.11	4,480.00	25,741.11	674.58 %

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
70-4015 Library-Ee Life & Disability Ins	-307.88	200.00	-507.88	-153.94 %
70-4200 Library-Electrical Utilities	6,340.36	8,450.00	-2,109.64	75.03 %
70-4202 Library-Telephone	6,589.65	5,500.00	1,089.65	119.81 %
70-4203 Library-Cell / Wireless Services	426.12	850.00	-423.88	50.13 %
70-4204 Library-Gas Utilities	667.91	1,000.00	-332.09	66.79 %
70-4206 Library-Water Utilities	171.81	275.00	-103.19	62.48 %
70-4208 Library-Sewer Utilities	576.50	700.00	-123.50	82.36 %
70-4300 Library-Office Supplies	224.77	700.00	-475.23	32.11 %
70-4306 Library-Department Supplies	765.88	750.00	15.88	102.12 %
70-4308 Library-Pr Advertising		7,500.00	-7,500.00	
70-4314 Library-Subscriptions	410.64	1,000.00	-589.36	41.06 %
70-4316 Library-Dues & Fees		1,400.00	-1,400.00	
70-4326 Library-Computer Hardware		350.00	-350.00	
70-4330 Library-Education & Training		1,500.00	-1,500.00	
70-4332 Library-Travel		550.00	-550.00	
70-4350 Library-Books - Juvenile	318.00	3,500.00	-3,182.00	9.09 %
70-4352 Library-Books - Adult	1,768.83	5,800.00	-4,031.17	30.50 %
70-4354 Library-Audio/Video	4,645.49	4,000.00	645.49	116.14 %
70-4356 Library-Jeff Co Library System	29,638.80	38,000.00	-8,361.20	78.00 %
70-4400 Library-Contract Services	293.15	700.00	-406.85	41.88 %
70-4508 Library-Repair & MTC	1,264.98	2,200.00	-935.02	57.50 %
70-4600 Library-Rent - Building	10,000.00	12,000.00	-2,000.00	83.33 %
70-8000 Budget Amendments		150,000.00	-150,000.00	
Total 70-4000 Library	310,331.93	375,205.00	-64,873.07	82.71 %
80-4000 Streets				
80-4001 Streets-Salaries & Wages	460,693.42	550,000.00	-89,306.58	83.76 %
80-4002 Streets-Payroll Taxes	37,839.22	46,620.00	-8,780.78	81.17 %
80-4004 Streets-Health Insurance	120,312.77	88,800.00	31,512.77	135.49 %
80-4006 Streets-Retirement	77,571.33	43,210.00	34,361.33	179.52 %
80-4012 Streets-Uniforms	424.00	5,000.00	-4,576.00	8.48 %
80-4015 Streets-Ee Life & Disability Ins	-5,074.22	4,000.00	-9,074.22	-126.86 %
80-4018 Streets-Employment Expense	2,216.58	1,000.00	1,216.58	221.66 %
80-4101 Streets-Insurance Deductible		5,000.00	-5,000.00	
80-4200 Streets-Electrical Utilities	143,494.99	165,000.00	-21,505.01	86.97 %
80-4202 Streets-Telephone	584.87	2,000.00	-1,415.13	29.24 %
80-4203 Streets-Cell / Wireless Services	1,558.15	1,300.00	258.15	119.86 %
80-4204 Streets-Gas Utilities	3,259.27	5,000.00	-1,740.73	65.19 %
80-4206 Streets-Water Utilities	977.90	1,250.00	-272.10	78.23 %
80-4208 Streets-Sewer Utilities	1,077.57	1,000.00	77.57	107.76 %
80-4304 Streets-Copier & Printer Mtc	280.52	250.00	30.52	112.21 %
80-4306 Streets-Department Supplies	22,656.22	21,000.00	1,656.22	107.89 %
80-4314 Streets-Subscriptions	83.20		83.20	
80-4400 Streets-Contract Services	6,509.84	11,000.00	-4,490.16	59.18 %

City of Leeds - General Fund

Budget vs. Actuals: FY2022 - Oct 21 - Sept 22 - Correct (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
80-4406 Streets-Engineering Services	40,442.50	15,000.00	25,442.50	269.62 %
80-4500 Streets-Repair & Maint Auto	14,531.39	15,000.00	-468.61	96.88 %
80-4502 Streets-Repair & MTC - Road Heavy	160.38	550.00	-389.62	29.16 %
80-4508 Streets-Repair & MTC - Building	1,967.55	10,000.00	-8,032.45	19.68 %
80-4510 Streets-Repair & MTC - Streets	170,533.94	24,000.00	146,533.94	710.56 %
80-4516 Streets-Repair & MTC - Grounds	2,234.56	1,500.00	734.56	148.97 %
80-4520 Streets-Fuel Expense - Auto	17,194.67	15,000.00	2,194.67	114.63 %
80-4530 Streets-Department Tools	1,462.00	5,000.00	-3,538.00	29.24 %
80-4604 Streets-Equipment Rent/Lease	2,543.41	2,100.00	443.41	121.11 %
80-6702 Streets-City Projects	11,584.32	50,000.00	-38,415.68	23.17 %
80-6704 Streets-Asset Purchase	49,374.00	75,000.00	-25,626.00	65.83 %
80-8000 Budget Amendments	354,318.47		354,318.47	
Total 80-4000 Streets	1,540,812.82	1,164,580.00	376,232.82	132.31 %
83-4000 Solid Waste Exp				
83-4210 Solid Waste-Disposal Fee	44,153.35	85,000.00	-40,846.65	51.95 %
83-4300 Solid Waste-Department Supplies	872.28	500.00	372.28	174.46 %
83-4502 Solid Waste-Repair & MTC -Auto	8,006.44	18,000.00	-9,993.56	44.48 %
83-4520 Solid Waste-Fuel Expense-Solid Waste	20,989.15	16,000.00	4,989.15	131.18 %
83-4522 Solid Waste-Fuel Expense		20,000.00	-20,000.00	
Total 83-4000 Solid Waste Exp	74,021.22	139,500.00	-65,478.78	53.06 %
Total Expenses	\$18,508,043.86	\$22,361,622.83	\$ -3,853,578.97	82.77 %
NET OPERATING INCOME	\$5,187,514.51	\$ -437,768.97	\$5,625,283.48	-1,184.99 %
Other Expenses				
01-6000 Transfers				
01-6996 SW to GF Transfers	0.00		0.00	
01-6997 GF to Gas Tax Transfers	145,522.36	75,000.00	70,522.36	194.03 %
01-6999 General Funds Transfers	-274,176.22	141,000.00	-415,176.22	-194.45 %
Total 01-6000 Transfers	-128,653.86	216,000.00	-344,653.86	-59.56 %
Total Other Expenses	\$ -128,653.86	\$216,000.00	\$ -344,653.86	-59.56 %
NET OTHER INCOME	\$128,653.86	\$ -216,000.00	\$344,653.86	-59.56 %
NET INCOME	\$5,316,168.37	\$ -653,768.97	\$5,969,937.34	-813.16 %

City of Leeds - Debt Service

Budget vs. Actuals: FY 2022 - OCT 21 - SEPT 22 (Copy) - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
09-3008 OCCUPATIONAL TAX	314,446.06	1,275,000.00	-960,553.94	24.66 %
09-3398 Lockbox to Debit Service Transfer	1,190,840.46		1,190,840.46	
09-3399 GF to Debit Service Transfer	5,295,441.64	5,500,000.00	-204,558.36	96.28 %
09-3904 INTEREST EARNED	4,521.17	10,000.00	-5,478.83	45.21 %
09-3906 PEBA reimbursement (deleted)		450,000.00	-450,000.00	
09-3906 PEBA REIMBURSEMENT (SCHOOL)	407,615.64		407,615.64	
14-3106 TIF District Revenue		187,000.00	-187,000.00	
Total Income	\$7,212,864.97	\$7,422,000.00	\$ -209,135.03	97.18 %
GROSS PROFIT	\$7,212,864.97	\$7,422,000.00	\$ -209,135.03	97.18 %
Expenses				
09-1392 2015 PEBA	245,149.67	1,150,000.00	-904,850.33	21.32 %
09-1393 2016 PEBA	183,604.75	315,000.00	-131,395.25	58.29 %
09-1394 2017 PEBA	1,903,004.10	2,336,000.00	-432,995.90	81.46 %
09-4710 REFUND		10,000.00	-10,000.00	
09-4716 2018 GENERAL OBLIGATION SERIES	364,933.28	1,900,000.00	-1,535,066.72	19.21 %
09-4800 Service Charge	274.78		274.78	
09-6100 BOND FEES	2,075.00	21,000.00	-18,925.00	9.88 %
09-6200 2017-A GENERAL OBLIGATION SERIES	231,640.30	405,000.00	-173,359.70	57.20 %
09-6400 2020A GO WARRANTS	93,419.76	11,300.00	82,119.76	826.72 %
09-6401 2020B GO WARRANTS	1,704,302.18	128,000.00	1,576,302.18	1,331.49 %
09-6402 2020C GO WARRANTS	168,834.05	67,000.00	101,834.05	251.99 %
09-6500 2021A GO Warrants	24,182.46		24,182.46	
09-6501 2021B GO Warrants	75,452.52		75,452.52	
19-6507 2017 GO SCHOOL SERIES	453,600.38	814,500.00	-360,899.62	55.69 %
40-6300 2017-B PARKS (MEMORIAL)	121,074.29	202,000.00	-80,925.71	59.94 %
Total Expenses	\$5,571,547.52	\$7,359,800.00	\$ -1,788,252.48	75.70 %
NET OPERATING INCOME	\$1,641,317.45	\$62,200.00	\$1,579,117.45	2,638.77 %
NET INCOME	\$1,641,317.45	\$62,200.00	\$1,579,117.45	2,638.77 %

City of Leeds - Gas Tax

Budget vs. Actuals: FY 2022 - OCT 21 -SEPT 22 - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
04-3000 Four Cent Revenue				
04-3800 GAS TAX	81,308.39	77,000.00	4,308.39	105.60 %
04-3904 INTEREST EARNED	229.71	40.00	189.71	574.28 %
Total 04-3000 Four Cent Revenue	81,538.10	77,040.00	4,498.10	105.84 %
07-3000 Seven Cent Revenue				
07-3800 7 CENT GAS TAX	182,527.59	131,000.00	51,527.59	139.33 %
07-3801 JEFF CO ROAD TAX	205,254.58	93,400.00	111,854.58	219.76 %
07-3850 Rebuild Alabama		51,000.00	-51,000.00	
07-3904 7 CT INTEREST EARNED	861.47	250.00	611.47	344.59 %
Total 07-3000 Seven Cent Revenue	388,643.64	275,650.00	112,993.64	140.99 %
Total Income	\$470,181.74	\$352,690.00	\$117,491.74	133.31 %
GROSS PROFIT	\$470,181.74	\$352,690.00	\$117,491.74	133.31 %
Expenses				
04-4000 Four Cent Expenses	0.00		0.00	
04-6702 CITY PROJECTS		200,000.00	-200,000.00	
Total 04-4000 Four Cent Expenses	0.00	200,000.00	-200,000.00	0.00 %
07-4000 Seven Cent Expenses	0.00		0.00	
07-4200 ELECTRICAL UTILITIES		95,000.00	-95,000.00	
07-4510 7 CT RPR & MTC - STREETS		50,000.00	-50,000.00	
07-4514 RPR & MTC - GENERAL		6,000.00	-6,000.00	
Total 07-4000 Seven Cent Expenses	0.00	151,000.00	-151,000.00	0.00 %
Total Expenses	\$0.00	\$351,000.00	\$ -351,000.00	0.00 %
NET OPERATING INCOME	\$470,181.74	\$1,690.00	\$468,491.74	27,821.40 %
NET INCOME	\$470,181.74	\$1,690.00	\$468,491.74	27,821.40 %

File Attachments for Item:

4. FC22-08-04 - Facilities Management Policy - Insurance

- | | | | | | | | | | |
|--|--------------------------|---|--------------------------|---|---|--------------------------|---|--------------------------|---|
| 1. Airport and Related Facilities** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 21. Museum | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 2. Ambulance/Emergency Medical Services | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 22. Nurse/Jail Nurse | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 3. Bleachers, Grandstands or Stadiums | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 23. Nursing Home/Assisted Living | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 4. Camps** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 24. Owned Aircraft (including drones)** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 5. Carnivals, Fairs | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 25. Parks & Recreation** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 6. Cemeteries If yes, # acres | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 26. Port Authority, Docks, Piers** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 7. Parades | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 27. Rifle/Shooting Range (public use)** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 8. Dams, Dikes, Levees, Reservoirs** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 28. Sanitation, Garbage Collection | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 9. Daycare Center ** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 29. Skate Park** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 10. Emergency Shelters** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 30. Special Events** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 11. Fire Department** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 31. Swimming Pool, Beach** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 12. Fireworks** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 32. Transit Systems | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 13. Golf Course** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 33. Utility-Gas** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 14. Hospital, Medical Clinic | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 34. Utility – Electric** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 15. Housing Authority** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 35. Utility-Water** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 16. Ice or Roller Skating Rinks** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 36. Vacant Property (other than seasonal)** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 17. Jail, Holding Cell or Detention Center** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 37. Wastewater Plant | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 18. Landfill** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 38. Watercraft/Boats | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 19. Law Enforcement | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 39. Waterslides | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| 20. Liquor Liability Events** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | 40. Zoo** | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |

STREETS AND ROADS

1. Miles of roads owned:
2. Miles of roads maintained for others:
3. Number of railroad crossings:
 - a. Controlled
 - b. Uncontrolled
4. Who performs the following functions:

	Entity	Contractor
a. Street cleaning	<input type="checkbox"/>	<input type="checkbox"/>
b. Grass cutting, tree pruning/removal, fertilizing	<input type="checkbox"/>	<input type="checkbox"/>
c. Gravel spreading	<input type="checkbox"/>	<input type="checkbox"/>
d. Installation and maintaining guard rails, markers, street sign	<input type="checkbox"/>	<input type="checkbox"/>
e. Paving and resurfacing roads	<input type="checkbox"/>	<input type="checkbox"/>
f. Snow removal	<input type="checkbox"/>	<input type="checkbox"/>
g. Installation and maintenance of traffic lights	<input type="checkbox"/>	<input type="checkbox"/>
h. Installation and maintaining street light and poles	<input type="checkbox"/>	<input type="checkbox"/>
i. New road construction	<input type="checkbox"/>	<input type="checkbox"/>
j. Ongoing inspection of traffic lights, signs and roads	<input type="checkbox"/>	<input type="checkbox"/>

BRIDGES Check if N/A

1. Number of bridges owned/maintained by entity:
 - a. Railway
 - b. Street
 - c. Highway
 - d. Pedestrian
 - e. Toll bridge

- 2. Describe all bridges 50 feet or greater in length (classification, length, number of lanes):
- 3. Have any of the bridges been coded by the National Bridge Inventory as 1, 2 or 3? Y N
If yes, how many are #1 #2 #3
- 4. How often are the bridges inspected?
- 5. Who conducts the inspection?
- 6. Who performs bridge construction, repair and maintenance?

SUBCONTRACTED MAINTENANCE / REPAIR / SERVICES

- 1. Do you require subcontractors to carry liability limits of insurance that are equal to or greater than your limits of insurance? Y N N/A
If yes, what limits of insurance are required? \$
- 2. Are the subcontractors' liability policies with an AM Best rated company of A- or better? Y N
- 3. Do you require hold harmless and indemnification agreements from subcontractors? Y N
- 4. Do you require subcontractors to name you as an additional insured on the subcontractor's liability policy? Y N
- 5. Do you require it include completed operations coverage? Y N
- 6. Are all contracts reviewed by your attorney before signing? Y N

GENERAL LIABILITY (Complete if a quote is being requested):

- 1. If potentially hazardous chemicals are used such as pool chemicals or pesticides, what are the chemicals, how are they used and stored?
- 2. Do you have an environmental impairment policy? Y N
If yes, what are the liability limits? \$
- 3. Facilities Use Agreements:
 - a. Do groups other than the public entity use the building or facilities for functions? Y N
If yes, provide details of use:
 - b. How do you control building usage and premises security when outside groups rent or borrow your facilities?
 - c. Do you utilize attorney-reviewed written facility use agreement when outside groups rent or borrow your facilities? Y N
 - d. Do you receive a certificate of liability insurance from each group and is the public entity listed as an additional insured on the users general liability policy? Y N
If so, what liability limits are required?
 - e. Is the entity named as an additional insured on the facility users general liability insurance policy? Y N

CYBER SUITE COVERAGE (Complete if a quote is being requested):

Limits of Insurance: Choose an item

- 1. When requesting Aggregate Limits below \$500,000, select the proposed Aggregate Limit from the drop-down above. No other information is required.
- 2. Please complete the following questions when requesting Aggregate Limits of \$500,000 or \$1,000,000:
 - a. Have you, at any time during the past 36 months, experienced a cyber incident (hacking, intrusion, malware infection, fraud loss, breach of personal information, extortion, etc.) that cost you more than \$10,000 or experienced a lawsuit or other formal dispute (with either a private party or government agency) arising from a cyber incident? Y N
 - b. Do you use up-to-date anti-virus and anti-malware protection on all of your endpoints (desktops, laptops, servers, etc.)? Y N
 - c. Are all of your internet access points secured by firewalls? Y N
 - d. Do you restrict employees' and external users' IT systems privileges and access to personal information on a business-need-to-know basis? Y N
 - e. Do you perform backups of business critical data on at least a weekly basis? Y N
 - f. Do you encrypt all of your mobile devices (laptops, flash drives, mobile phones, etc.) and confidential data? Y N

3. Aggregate Limits above \$1,000,000 may be requested by completing the Cyber Suite Supplemental Application (LC 88 02 or state version). Before completing LC 88 02, please review the questions under Item 2. above. Aggregate Limits above \$1,000,000 will not be available if the answer to question 2.a. above is "yes" or if the answers to 3 or more of the remaining questions under 2. above are "no".

SEXUAL MISCONDUCT LIABILITY (Complete if a quote is being requested):

- 1. Coverage Basis: Occurrence Claims-Made
- 2. If Claims-Made, Proposed Retroactive Date:
- 3. Limit of Insurance: Choose an item
- 4. Deductible: Choose an item
- 5. List the following prior carrier information: company name; policy period; limits; deductible and premium.

- 6. Do you have a written training program for all employees and volunteer workers outlining your sexual misconduct and molestation policies and procedures? Y N
- 7. Do you have a written policy statement that any act of physical, sexual abuse or harassment is not tolerated? Y N
 If yes, is this statement communicated to all employees and volunteers? Y N
- 8. Do you have written guidelines for the reporting of suspected abuse or neglect of children? Y N
 If yes, are these guidelines communicated to all employees & volunteers? Y N
- 9. Do you have a policy that at least two adults must share the supervisory responsibilities of children under the age of 18 at all times? Y N

Historical Activity

- 1. Are you aware of any past or present notice, claim, written demand for damages, or lawsuit involving an alleged incident of sexual misconduct or allegations of sexual misconduct:
 - a. Against you?; Y N
 - b. Against any person or entity directly or indirectly associated with you (including but not limited to your past or present officials, members, commissioners, director, executive officers, trustees, employees, volunteers, vendors, and others on your premises or involved in your activities, events or programs)?; or Y N
 - c. Involving activities, events, or programs that you sponsor or that take place on your premises? Y N
- 2. Are you aware of any past or present alleged incident of sexual misconduct that was investigated by:
 - a. You?; Y N
 - b. Any person or entity where the alleged incident of sexual misconduct allegedly occurred during any activities, events, or programs that you sponsored or that took place on your premises?; or Y N
 - c. A governmental authority or law enforcement department or agency, whether federal, state, or local, arising out the alleged sexual misconduct of a person who was your past, present, or future official, member, commissioner, director, executive officer, trustee, employee, volunteer, vendor, or other person on your premises or involved in your activities, events or programs? Y N
- 3. Are you aware of any fact or circumstance that could reasonably be expected to give rise to, or result in, a notice, claim, or a lawsuit involving allegations of sexual misconduct? Y N
- 4. If you answer 'Yes' to questions 1., 2., or 3. above, identify the role of the person(s) (i.e. official, employee, volunteer, etc.) involved in the sexual misconduct incident and provide a general description of the allegations, any investigation, and how the matter was resolved.

EMPLOYMENT PRACTICES LIABILITY (Complete if a quote is being requested)

- 1. Coverage Basis: Occurrence Claims-Made
- 2. If Claims-Made, Proposed Retroactive Date:
- 3. Limit of Insurance: Choose an item
- 4. Deductible: Choose an item

- 5. Do you conduct an orientation for all new employees? Y N
If "yes", is an orientation checklist maintained for each employee? Y N
- 6. Do you provide an attorney reviewed employee handbook of personnel policies? Y N
If yes, when was the handbook last reviewed by an attorney?
- 7. Do you have written policies, programs or procedures for the following?
 - a. Regular performance evaluations of all employees? Y N
 - b. Grievance programs available to employees? Y N
 - c. Progressive disciplinary program including suspension and dismissal of staff? Y N
 - d. Policies and procedures that prohibit discrimination against employees based on race, color, religion, creed, age, sex (including sexual orientation), gender (including gender identity), disability or handicap, pregnancy, physical appearance or national origin? Y N
 - e. If "yes" to any of the above, do your supervisory employees receive regular training in the implementation of these policies and procedures? Y N
- 8. Is there a qualified independent legal review of all termination decisions? Y N
- 9. Are your employment policies reviewed by legal counsel prior to adopting? Y N
- 10. Have there been any actual or alleged claims or incidents within the past five years involving unfair or improper treatment, harassment or other rights violations? Y N
If yes, describe the incident and the ultimate resolution including any payments made:

PUBLIC OFFICIAL LIABILITY (Complete if a quote is being requested):

- 1. Coverage Basis: Occurrence Claims-Made
- 2. If Claims-Made, Proposed Retroactive Date:
- 3. Limit of Insurance: Choose an item
- 4. Deductible: Choose an item

Public Officials – Non-Monetary Defense Yes No

- 5. Limit of Insurance: Choose an item
- 6. Financial Information:
 - a. What are the total projected expenditures for the current year (other than projects financed by bonds)?
 - b. What is the total projected income for the current fiscal year (other than borrowed funds)?
 - c. Total accumulated deficit (other than bonds)? \$
 - d. Total accumulated surplus? \$
 - e. Explain reasons for any current budget deficit and/or accumulated deficit:
 - f. Describe plans for eliminating the budget deficit:
- 7. Total number of appointed or elected officials, board and committee members:
- 8. List all boards and committees sponsored or sanctioned by the entity and briefly describe their functions:
- 9. Do you have written by-laws governing the duties, responsibilities and conduct of your officials board and committee members? Y N
- 10. Have there been any actual or alleged claims or incidents within the past five years involving appraisals, zoning, design, code enforcement, eminent domain, antitrust, rights violations or other unfair or improper treatment? Y N
If yes, describe the incident and the ultimate resolution including any payments made:

COMMERCIAL AUTO (Complete if a quote is being requested)

FLEET SAFETY MANAGEMENT PROGRAM

- 1. Does the entity have a transportation director on staff? Y N
- 2. Are drivers required to conduct and document a daily pre-trip inspection? Y N
- 3. Are drivers required to conduct and document a daily post-trip inspection?
- 4. Do you have criteria for MVR acceptability? Y N
- 5. Do you provide driver training for drivers of larger or specialized vehicles? Y N

- 6. How many employees/volunteers use their personal vehicles on entity business? Y N
- 7. Please provide details on the nature of the personal vehicle use (e.g. running errands, volunteer firefighters, other:
- 8. Do you verify that each individual using a personal vehicle on entity business has valid automobile liability insurance? Y N
 If yes, what auto liability limits do you require each individual carry? \$

15 Passenger Vans

- 1. How many 15 passenger vans do you have in your vehicle fleet?
- 2. If you have 15 passenger vans:
 - a. Describe the use of the van:
 - b. Have any modifications been made to the vans to reduce the rollover potential? Y N
 If yes, please describe:

Law Enforcement Vehicles

- 1. If law enforcement vehicles are included on the vehicle schedule, do you have policies and procedures for the following:
 - a. Patrol driving and response? Y N
 - b. Transportation of prisoners? Y N
 - c. Vehicular pursuit policy including high speed? Y N
 If yes, describe policy:

Passenger Transportation Service

- 1. If passenger transportation vehicles are included on the fleet schedule, what type of service is provided?

Scheduled bus route	<input type="checkbox"/>	Social services	<input type="checkbox"/>
Demand response	<input type="checkbox"/>	Daycare/Day camp/	<input type="checkbox"/>
Para-transit	<input type="checkbox"/>	Recreation programs	<input type="checkbox"/>
		Van Pool	<input type="checkbox"/>
- 2. Are there written procedures and driver training for the transport of handicapped individuals? Y N
- 3. Are equipment tie-downs used for the transport of handicapped individuals? Y N
- 4. Are passenger restraints used for the transport of handicapped individuals? Y N
- 5. Is loading/unloading of handicapped individuals provided? Y N
- 6. Is door to door service of handicapped individuals provided? Y N
- 7. How many passengers are served on an annual basis? #

LAW ENFORCEMENT PROFESSIONAL LIABILITY (Complete if a quote is being requested)

- 1. Coverage Basis: Occurrence Claims-Made
- 2. If Claims-Made, Proposed Retroactive Date:
- 3. Limit of Insurance: Choose an item
- 4. Deductible: Choose an item
- 5. Non-monetary coverage desired? Y N Limits: Choose an item Deductible: Choose an item

Classification of Law Enforcement Personnel

Law Enforcement Employees	Law Enforcement Support Employees
1. Sheriff/chief: #	1. F/T or P/T jailers/matrons, dispatchers: #
2. Chief/deputy/deputy chief: #	2. Civil process staff: #
3. Personnel with rank of sergeant or higher: #	3. Court security staff: #
4. Full-time personnel: patrol detectives and investigators: #	4. P/T staff; auxiliary/reserve officers armed/ arrest authority: #
5. Jail administrators: #	
6. Police dogs: #	

Law Enforcement Support Employees		All Other Employees	
1. School crossing guards:	#	1. Not otherwise listed:	#
2. Animal control officers:	#		
3. Jail nurses/doctors/coroners:	#		
4. Unarmed; P/T; auxiliary/reserve officers/arrest authority:	#		
5. Communication/dispatcher personnel:	#		

General - Law Enforcement

- 1. Does your police department authorize employees to engage in non-departmental security duties? Y N
If yes, indicate what % employees to engage in non-departmental security duties and the types of jobs allowed and any types not allowed:
- 2. Do you have a policy and procedure manual? Y N
If yes, how frequently is it updated?
- 3. Does the department monitor compliance on a regular basis? Y N
If yes, describe process:
- 4. Is the manual distributed to and reviewed with all personnel? Y N
Does the manual include direction on:
 - a. Deadly force (including procedures that have been banned)? Y N
 - b. Non-deadly force? Y N
 - c. Taser use? Y N
 - d. Domestic violence? Y N
 - e. Intoxicated individuals? Y N
 - f. Protection of civil rights? Y N
 - g. Vehicle pursuit including high speed? Y N
- 5. Does the department have minimum in-service training requirements? Y N
If yes, describe the type and extent of training provided:
- 6. Do you provide law enforcement services for any other public or private entity by contract other than a mutual aid law? Y N
If yes, describe:
- 7. Do you have an internal review process of any alleged violations involving use of undue force, violation of rights or other improper actions? Y N
If yes, describe:
- 8. Are psychological evaluations completed as part of the law enforcement professional employment hiring process? Y N
- 9. Do you have any police, fire, or rescue boats? Y N
If yes, total number of boats?

SEWER BACKUP INFORMATION (Complete if a quote is being requested)

Limit of Insurance: \$ Select a limit

Deductible: Choose an item

- 1. What is the approximate age of the sewer system?
- 2. What is the material composition of the system?
If more than one material used, provide a % breakdown of materials
- 3. How many miles of municipal sewer system does your municipality maintain?
- 4. Estimated number of residences connected? Estimated number of businesses connected?
- 5. Average number of connections made annually for residential? for commercial?
- 6. How many lift stations does your municipality have?
- 7. If your municipality has lift stations, do you have a monitored alarm system that:
 - a. Identifies a power failure? Y N
 - b. Identifies high water levels? Y N
 - c. Reports to a central location? Y N
 - d. How often is the monitored alarm system tested?

- 1. Are there any historic buildings or buildings with unique architectural features, ornate facades ornamentation or slate/tile roofs? Y N
 - a. If yes, what is the age of building(s)
 - b. Year of building services updates
- 2. Is the building(s) on the historic register? Y N

The undersigned being authorized by, and acting on behalf of, the applicant and all persons/concerns seeking insurance, has read and understands this application, and declares all statements set forth herein are true, complete and accurate.

Signed by: _____
 (APPLICANT/INSURED) (TITLE) (DATE)

SIGNATURE CONSTITUTES A REPRESENTATION THAT ALL INFORMATION PROVIDED HEREIN IS ACCURATE AND COMPLETE. THE SIGNING OF THIS APPLICATION DOES NOT BIND THE UNDERSIGNED TO PURCHASE THE INSURANCE, NOR DOES THE REVIEW OF THIS APPLICATION BIND THE INSURANCE COMPANY TO ISSUE THE POLICY.

INSURANCE FRAUD WARNING

In completing this supplemental application, you are bound by the same obligation to avoid making fraudulent statements as outlined in the ACORD application form.

APPENDIX

If the box was marked "Yes" for a specific operation having ** in the "Public Entity Exposure Checklist" section of the application, please complete the appropriate additional questions.

Airport

- 1. How many runways are present at the airport? Lengths?
- 2. Type of runways?
 - a. Grass strip
 - b. All weather strip
- 3. Is the airport owned and operated by the entity? Y N
- 4. Owned and leased to a third party? Y N
- 5. If the airport is leased to a third party, does the operator have airport operator's liability coverage with the entity named as an additional insured? Y N
- 6. If airport operator's liability coverage is provided, what are the limits of coverage? \$
- 7. Number of daily flights?
 - a. Commercial Passenger
 - b. Non-Commercial
- 8. Is the airport owned and operated by the entity? Y N
- 9. Is airport under the jurisdiction of the FAA? Y N
- 10. What services are performed at the airport and by whom? (hangars, refueling, aircraft maintenance, etc.)
- 11. Are there any airshows or exhibitions conducted at the airport? Y N
- 12. Who writes the airport premises liability coverage?
Liability limits? \$

Dam/Levee Exposure

- 1. Describe each dam / levee exposure including the age, location, size and construction:
- 2. If the exposure is from a dam, please answer the following questions:
 - a. When was each dam last inspected by the DNR?
 - b. What is the DNR rating for each dam?
 - c. If applicable, were all critical recommendations completed from the last inspection? Y N N/A
 - d. Is there a regular maintenance program for each dam? Y N
 - e. How often are maintenance and informal inspections completed for each dam?
- 3. What is the downstream effect if the dam / levee fails?
- 4. Is there an emergency response / evacuation plan in place in case of a dam / levee failure? Y N
- 5. Has the dam/levee ever failed? Y N
If yes, describe when, the cause of the failure, the extent of damage and the corrective action taken:

Camps

- 1. Describe the activities provided as part of the camp:
- 2. Where are the camp activities conducted?
- 3. What is the number of staff employed including volunteers?
- 4. Age range of staff?
- 5. How many years have you been conducting camps?
- 6. What is the beginning and ending dates of the camp?
- 7. What are the operating hours of the camp?
- 8. Are there overnight activities? Y N
If yes, please describe the activities:
- 9. Indicate the number of children and camp counselors for each group:
 - a. 2 to 5 years # # Staff
 - b. 6 to 10 years # # Staff
 - c. 11-15 years # # Staff

- d. 16 years+ # # Staff
- e. Number of mentally or physically impaired children: # # Staff
- f. What is the total number of annual camper days?
- 10. What procedures are in place to prevent unauthorized persons from picking up or removing camp participants?
- 11. Is a physical exam or medical certificate required before a child is accepted to the camp? Y N
- 12. Do you provide transportation to the camp for camp participants? Y N
If yes, describe vehicles used, distance of travel and how drivers are screened?
- 13. Are there field trips away from the premises? Y N
If yes, are signed permission slips obtained from parents before each trip?
- 14. Describe the emergency response and safety training provided to the camp counselors:

Daycare Center

- 1. What is the number of staff employed including work study and volunteers?
a. Full-time? b. Part-time?
- 2. Age range of staff?
- 3. How many years of experience has the insured had running a day care?
- 4. Indicate authority you are licensed with (check all that apply): City State County
- 5. What are the operating hours of the day care? From To
- 6. Indicate the number of children and child care providers for each group:
a. Infants (0-1) # # Staff
b. Toddlers (1-2) # # Staff
c. 2 years # # Staff
d. 3 years # # Staff
e. 4 years # # Staff
f. 5 years # # Staff
g. 6 years and up # # Staff
h. Number of mentally or physically impaired children: # # Staff
- 7. What safeguards are in place to prevent children from leaving the building unnoticed?
- 8. What procedures are in place to prevent unauthorized persons from picking up or removing children?
- 9. Is there an outdoor play area? Y N
What are dimensions?
- 10. Is it fenced? Y N
Describe the type of fence, height and locking:
- 11. Is there playground equipment? Y N
Describe the equipment:
- 12. Describe the surface beneath playground equipment (grass, concrete, asphalt, sand, mulch, other):
- 13. How many exits are there from the day care area?
- 14. Are fire drills conducted regularly? Y N
- 15. Are there smoke alarms on the premises? Y N
- 16. Are all electrical outlets covered? Y N
- 17. Are meals served? Y N
Hot or cold?
- 18. If hot, how are children kept out of the cooking area?
- 19. Are any children on special diets? Y N
If yes, how is this monitored so children are not mis-served?
- 20. What is the policy regarding sick children attendance?
- 21. Do day care employees or volunteers administer medicine? Y N
If yes, describe:
- 22. How are medicines safeguarded?

- 23. Is there a doctor on call? Y N
- 24. Is there a questionnaire to be completed prior to accepting a child? Y N
- 25. Is a physical exam or medical certificate required before a child is accepted? Y N
- 26. Does insured provide transportation to the facility for the children? Y N
- 27. Are there field trips? Y N
- 28. If any transportation is provided, how are drivers screened? Y N
- 29. Are health exams required of employees before being assigned child care duties? Y N
- 30. Has the day care ever been in violation of health or building codes? Y N
- 31. Describe the type of accident records kept?
- 32. Describe the child care and safety training provided to the employees and volunteers:

Emergency Shelters

- 1. What is the location and capacity of the emergency shelter?
- 2. Describe the emergency shelter services provided:
- 3. Describe the security and premises control provided:

Fire Department

- 1. Is the fire department? Paid Volunteer Paid/Volunteer
- 2. What is the total number of:
 - a. Paid personnel
 - b. Volunteer personnel
- 3. If separate EMT/Medical service personnel provided, what is the total number of:
 - a. Paid personnel
 - b. Volunteer personnel

Fireworks

- 1. How many firework events are held annually?
- 2. Who operates the fireworks display?
- 3. If operated by a pyrotechnic company, does the company have general liability insurance coverage? Y N N/A
- 4. If general liability coverage is provided, what are the liability limits of coverage? \$
- 5. If yes, is the entity named as an additional insured on this policy? Y N N/A
- 6. Describe the law enforcement / security provided during the event?
- 7. How many and what type of medically trained personnel are present during the event?
- 8. Describe the extent of firefighting personnel including the equipment present during the display:

Golf Course

- 1. How many golf courses does the entity own/operate?
- 2. What is the number of 18-hole rounds played annually?
- 3. Describe any additional facilities connected with the golf course(s) (e.g. swimming pool, tennis courts)

Housing Authority

- 1. What is the number of locations?
- 2. What is the total number of housing units provided?
- 3. Is on-site management provided? Y N
- 4. Is the housing authority operated by a third party? Y N
 - a. If yes, is general liability coverage is provided? Y N
 - b. If yes, is the entity named as an additional insured on this policy? Y N
- 5. If general liability coverage is provided, what are the liability limits of coverage? \$

Swimming Pools / Beaches

- 1. Number of Pools:
- 2. Number of beach swimming areas:
- 3. Depths of pool or swimming area:
- 4. Are safety rules posted? Y N
- 5. Is a lifeguard on duty when the pool(s)/swimming area is open? Y N
- 6. Is the pool / beach area locked after hours? Y N
- 7. Are there any diving boards? Y N
If yes, describe number/height over water:
- 8. Are there water slides? Y N
If yes, describe number/height:

Utility - Electric

- 1. Does the entity generate electrical power? Y N
If yes, what is the source of power generated? Fossil Fuel Hydro-Electric Nuclear Solar
- 2. Is the entity responsible for the electrical distribution? Y N
- 3. Describe the entities responsibility for the installation of electrical distribution lines; maintenance, and type of work done by subcontractors:
- 4. If work is performed by subcontractors, does the subcontractor have general liability coverage? Y N
- 5. If yes, is the entity named as an additional insured on this policy? Y N
- 6. If general liability coverage is provided, what are the liability limits of coverage? \$

Utility Gas

- 1. Does the entity produce the gas? Y N
- 2. Does the entity own/operate a gas wellhead or pipeline? Y N
- 3. Does the entity buy and resell? Y N
- 4. Is the entity responsible for the gas distribution? Y N
- 5. Describe the entities responsibility for the installation of gas distribution lines; maintenance, and type of work done by subcontractors:
- 6. If work is performed by subcontractors, does the subcontractor have general liability coverage? Y N
 - a. If yes, is the entity named as an additional insured on this policy? Y N
 - b. If general liability coverage is provided, what are the liability limits of coverage? \$

Utility Water

- 1. What is the source of the water?
- 2. Describe the water quality standards, who tests the water and the procedures followed to ensure water quality:
- 3. Is the Consumer Confidence Report current and posted on the entity website? Y N
- 4. Describe the entities responsibility for the installation of water/sewer lines; maintenance, and type of work done by subcontractors:
- 5. Describe the security measures taken to prevent access and potential contamination to water storage or treatment facilities:
- 6. Describe the steps taken to prevent "water hammer" or "surge":
- 7. If work is performed by subcontractors, does the subcontractor have general liability coverage? Y N
 - a. If yes, is the entity named as an additional insured on this policy? Y N
 - b. If general liability coverage is provided, what are the liability limits of coverage? \$

Vacant Property

1. What is the location(s) of the vacant property?
2. How long has the property been vacant?
3. What are the future use or disposal plans for the property?
4. What precautions are being taken to protect the property from loss including: physical security, alarms, police patrols, freezing water pipes, frequency of property site visits, etc.?

Zoo

1. Describe the zoo facilities, amenities provided and number of exhibits/attractions:
2. What is the total acreage of the zoo?
3. Is access to the zoo: Controlled Uncontrolled
4. Describe the types of any rides, shows conducted or any unique features connected with the zoo:

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