

CITY COUNCIL

Nathan McCollum
Mayor

Joe Barczyk
Vice-Mayor

Ray Coniglio
Council Member

Mike Heptinstall
Council Member

Lisanne Monier
Council Member

**CITY OF SEBASTIAN
FLORIDA**

**ANNUAL BUDGET
FISCAL YEAR 2004–2005**

CITY MANAGEMENT

Terrence R. Moore
City Manager

Sally A. Maio, CMC
City Clerk

Rich Stringer
City Attorney

DEPARTMENT HEADS

Shai L. Francis, CPA, CGFO
Finance Director

David W. Fisher, P.E.
City Engineer

Wayne Eseltine
Building Official

James Sexton
Human Resources Director

Terry Hill
Public Works Director

Greg Gardner
Golf Operations Director

James A. Davis
Police Chief

Tracy Hass
Growth Management
Director

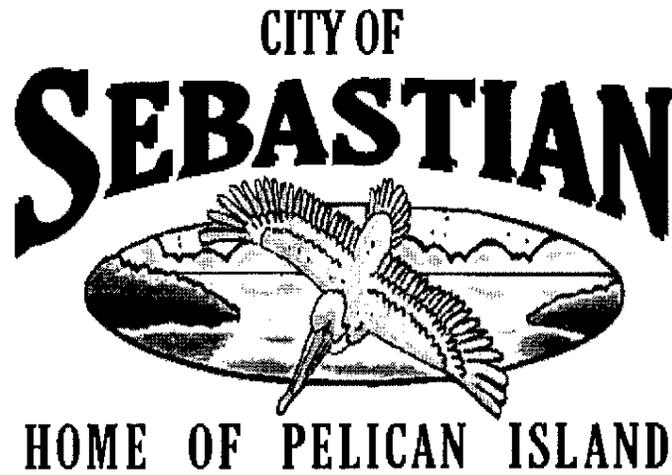
Jason Milewski
Airport Manager

CITY OF SEBASTIAN, FLORIDA
2004-2005 ANNUAL BUDGET

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CITY OF SEBASTIAN, FLORIDA
2004-2005 ANNUAL BUDGET



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HOME OF PELICAN ISLAND

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July 30, 2004

The Honorable Mayor Nathan B. McCollum and City Council
City of Sebastian
1225 Main Street, City Hall
Sebastian, Florida, USA

Re: Fiscal Year 2005 Budget Letter of Transmittal

Dear Mayor McCollum and City Council Members:

I am pleased to submit for your review and consideration, the Fiscal Year 2004/05 Proposed Budget, in compliance with provisions of the City Charter and State of Florida Statutes. The budget recommends no increase in the operating millage rate from the current Fiscal Year. This is possible as a result of a relative increase in property values over prior years, as well as implementation of conservative budgeting practices in all city departments. Annual increases in property values have averaged 7.06% over the past nine years, whereas this year, property values increased 20.18%. General Fund expenditures continuously reflect implementation of extreme efficiencies relative to municipal operations. For the Fiscal Year 2004/05 Proposed Budget, Ad Valorem taxes revenue represents 33.67% of total General Fund proposed revenue budget estimates.

	FY 2004	FY 2005	
Millage	Current	Recommended	Percent
<u>Category</u>	<u>Millage</u>	<u>Millage</u>	<u>Increase</u>
City Operating	4.5904	4.5904	0.00%
Total Millage	4.5904	4.5904	0.00%

The recommendation to not increase the local millage rate will not however result in a reduction in the delivery of quality services, projects and programs to our residents.

The City of Sebastian has ambitious goals articulated by City Council, administration, and various boards and committees, many of which were outlined during the course of numerous meetings, discussions and presentations provided by City Council and the Office of the City Manager during the past year. The City Council and administration have worked diligently on developing an identity and character that is distinctively Sebastian. The proposed budget prepared for the City Council's review and consideration keeps the focus and forward momentum that has been established by the community, all consistent with the following goals formally adopted by the City of Sebastian:

GOALS

- 1) **An efficient, user-friendly government;**
- 2) **Commitment to the future - proactive planning for growth management, technological advances and sound economic development policies;**
- 3) **Proactively address issues that will positively impact quality of life;**
- 4) **Promote environmental conservation;**
- 5) **Implement citywide infrastructure improvement initiatives.**

With these goals in mind, the highlights of the Fiscal Year 2005 Proposed Budget is as follows:

BUDGET HIGHLIGHTS

A review of the current Fiscal Year 2004 budget highlights confirms that a budget is a planning document recommending the allocation of resources that will accomplish a municipality's goals and vision. Nearly 91% of the budget tasks outlined in the highlights section of the current budget have been initiated, with still two months remaining in the current fiscal year. The Proposed Fiscal Year 2005 Budget will not depart from the current direction of the city, and we will stay the course by undertaking the following programs, projects and activities:

- Opening and dedication of the city's first fully functional city hall facility, via administration of the recently authorized Infrastructure Sales Surtax Revenue Bonds, Series 2003 and 2003A Program;
- Opening and dedication of Newly Expanded Sebastian Police Station;
- Opening and dedication of Municipal Complex Park to anchor both the New City Hall and the Sebastian Police Station, to provide additional active and passive recreational opportunities in the community;
- Opening and dedication of Sebastian Municipal Airport Administration Facility, to include the Department of Public Works and the Department of Engineering office space and customer services areas;
- Opening and dedication of the Sebastian Police Evidence Compound at Sebastian Municipal Airport;
- Completion of the Louisiana Avenue Area Improvement Program, with financial assistance from the State of Florida Small Cities Neighborhood Revitalization Category Community Development Block Grant Program;
- Continue partnership with Waste Management, Inc. to provide municipal solid waste collection services via an exclusive five year renewable option franchise agreement authorized by City Council in June 2003;
- Continue capital outlay funding for maintenance and repair of city facilities;
- Continue implementation of the Sebastian Stormwater Utility Master Plan Capital Improvement Program as adopted by City Council in Fiscal Year 2003;
- Continuation of Citywide Parks Construction Program, with financial assistance from the Parks and Recreation Impact Fee Fund and various state grants;

- Continuation of Street Resurfacing Program;
- Continue successful grantsmanship program;
- Continue Riverview Park Expansion Program;
- Continue School Resource Officer program to provide services to youth at both Sebastian Elementary School and Pelican Island Elementary School;
- Continued implementation of sidewalk installation program;
- Recommend final updates and revisions to the Sebastian Comprehensive Plan – per requirements of the State of Florida Department of Community Affairs;
- Partnership with Sebastian Community Redevelopment Agency to initiate additional projects and programs to benefit the Community Redevelopment District;
- Implementation of Interior Restoration Program for Old Sebastian Elementary School/City Hall, with financial assistance from the State of Florida Bureau of Historic Preservation Special Category Grant Program;
- Continue implementation of Sebastian Municipal Airport Master Plan;
- Continue capital improvements at Sebastian Municipal Airport – via partnership with the Florida Department of Transportation (FDOT) Aviation Section and with the Federal Aviation Administration (FAA), to include complete construction and reopening of Runway 9-27;
- Continue relationship with the Boys and Girls Club of Indian River County to initiate plans for the construction of an indoor youth recreational facility in Sebastian, via development of aforementioned Sebastian Municipal Complex Park;
- Continue economic development policy formulation and marketing efforts via services provided by Patterson-Bach, Inc.

COMPARATIVE AND TREND ANALYSIS

In Fall 2003, the city issued the \$2,125,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003A and \$5,630,000 the Stormwater Utility Revenue Bonds, Series 2003. During the debt issuance process, Fitch Investor Service, LP and Standard and Poors of New York City, New York issued underline ratings of “A” for both bond issuances. An underline rating of “A3” was issued for the Stormwater Utility Revenue Bonds, Series 2003 and an underline rating of “A2” was issued for the Infrastructure Sales Surtax Revenue Bonds, Series 2003 by Moody’s Investor Services. The decision to establish the city’s financial rating came after an intense in-depth analysis involving research and review of both current and long term future revenue forecasts with respective staff, as well as personal meetings and conferences with various city officials. This accomplishment also substantively confirms that the City of Sebastian policies regarding fiscal stewardship fosters excellent financial health comprehensively.

General Fund expenditures per capita in Sebastian for the last three years reflect a continued effort to reduce dependency on local government spending (reference Chart I). Through various cost efficiency initiatives (e.g. procurement of grants, low interest financing and bond refinancing), more programs and projects have become possible despite reduced dependency on property taxes. Total increase in projected revenue, from Fiscal Year 2003/2004 to Fiscal Year 2004/2005 from maintaining the millage rate at 4.5904 will be \$1,487,324, or 15.4% increase from the total Fiscal Year 2003/2004 revenue budget. The increase, as reflected in the Certification of Taxable Value from the rolled-back rate is \$452,262, or 13.16% of the total General Fund revenue budget of \$11,121,267.

A second important consideration involves strict attention to the cost of personal services in the last three years. Respective analysis and organizational structuring in various departments has enabled administration to budget

for capital outlay replacement and to secure equipment to ultimately assist field crews to be more productive. In addition, this budget continues to reflect (although on an even more conservative basis) a current trend directed by City Council and administration to continue funding repair and maintenance projects.

Sebastian continues to benefit financially via the Fiscal Year 2000 directive to remove the then utility tax cap that impeded progressive taxation efforts for many years prior. The vast majority of Florida cities levy the utility tax to offset rising property tax rates and also to fund various capital improvements. As evident with adopted millage rates during the last three Fiscal Years (see page 170 in Appendix II) as well as this year's recommendation, the aforementioned action has yielded a lower incidence of property taxation.

A significant factor continuously examined by administration on an annual basis is full-time employees per thousand population. Sebastian continues to compare quite favorably with other Space Coast and Treasure Coast communities. However, I must advise to caution when using this benchmarking technique since some municipalities fund services via an Enterprise Fund rather than a General Fund (general fund serving as the primary case in Sebastian). For example, a city may finance infrastructure and drainage services via a previously established water utility enterprise. Finally, Chart IV illustrates the Undesignated General Fund Balance and Designated Reserves as a percentage of General Fund Expenditures as of September 30, 2003. These charts reflect a continued trend the administration has encouraged to maintain a healthy Undesignated General Fund balance. Such trends are indicators of the financial stability of a community.

**City of Sebastian General Fund
Expenditures Per Capita (Last Five Fiscal Years)**

Fiscal Year	FY	FY	FY	Adjusted	Proposed
	2001	2002	2003	Budget FY 2004	Budget FY 2005
General Fund General Fund					
Expenditures (in millions)	6.938	7.709	8.88	9.77	11.121
CPI	176.6	178.9	183.3	187.6	N/A
Population*	16,667	17,167	18,275	20,102	22,112
Expenditures Per Capita	416	449	486	486	502

* Population estimated for FY 2004 and FY 2005.

CHART I

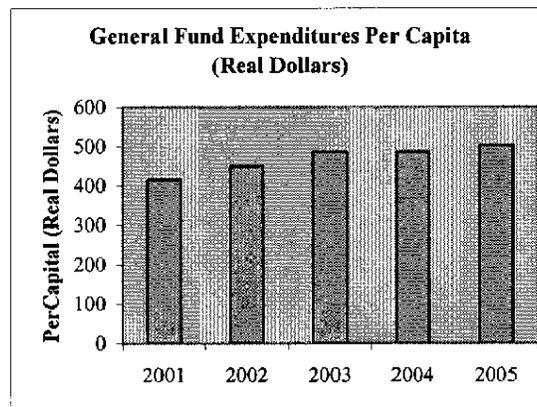


CHART II

**City of Sebastian
General Governmental Expenditures by Function
For the Fiscal Years 1990, 1995, 2000, 2004 Estimated, and 2005 Proposed Budget**

	<u>FY 1990</u> ⁽¹⁾	<u>FY 1995</u> ⁽¹⁾	<u>FY 2000</u> ⁽²⁾	<u>FY 2004</u> ⁽³⁾	<u>FY 2005</u> ⁽³⁾
General Government	906,482	1,856,873	2,087,382	2,975,462	3,505,884
Public Safety	1,372,268	1,585,901	2,316,796	3,355,506	3,707,379
Public Works	1,022,774	1,454,962	2,087,873	4,144,752	3,992,721
Debt Service	19,999	133,008	364,407	1,739,762	1,775,817
Capital Outlay	659,270	609,079	607,151	294,970	527,709
Operating Transfers Out	0	0	2,100,463	2,652,338	4,006,054
	<u>3,980,793</u>	<u>5,639,823</u>	<u>9,564,072</u>	<u>15,162,790</u>	<u>17,515,564</u>

(1) Includes General Fund, Special Revenue Funds, and Debt Service Fund
Funds and Major Equipment Replacement Fund.

(2) Includes General Fund, Special Revenue Funds, and Debt Service Fund

(3) Includes General Fund, Special Revenue Funds (excluding CRA), and Debt Service Fund

CHART III

**General Governmental Expenditures Fiscal
Year 2005 Proposed Budget**

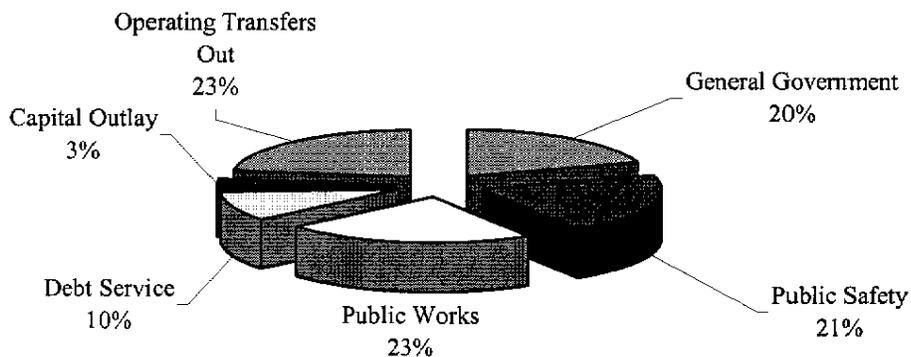
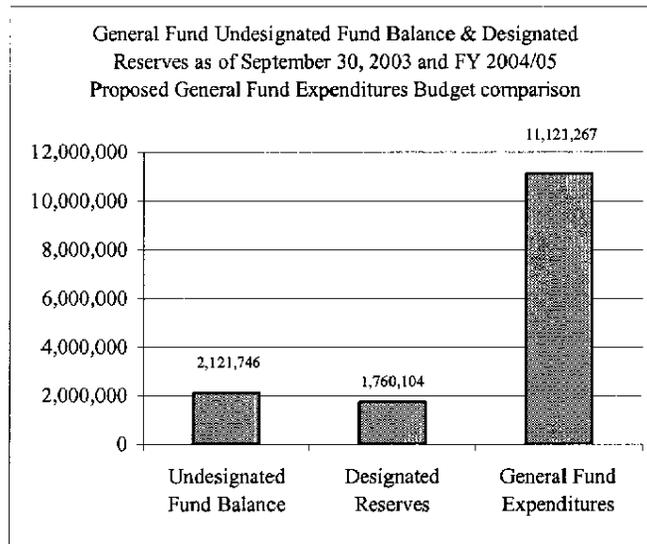


CHART IV



As far as additional positions programmed for Fiscal Year 2005, two additional police officers and one part-time dispatcher to assist the Sebastian Police Department with law enforcement matters are being recommended. Other resources in this regard will also help with maintaining excellent response times during periods of rapid growth in our community. One administrative secretary for the Office of the City Attorney has also been programmed in the budget request to assist the City Attorney's workload. In addition, in an effort to respond to increasing demands associated with the city's expanding parks and recreation efforts, as well as additional stormwater maintenance needs, two full time additional Maintenance Worker I positions in the Department of Public Works, and one full time Maintenance Worker III position in the Stormwater Utility Division of the Department of Engineering are being proposed. Over the course of the past three years, full-time positions have increased by five and part-time positions have increased by two, demonstrating a judicious use of part-time personnel to meet the city's level of service commitment to its residents.

As briefly reported throughout the year via discussions regarding expanded operations after dedication of the new Sebastian Municipal Complex, part time personnel resources necessary to accommodate security matters and visitation at the new city hall facility are to be offered. These include receptionists to be stationed at the first floor information center, necessary to register visitors, accept mail and other deliveries, as well as to provide overall helpful customer service accordingly. See page P-1 in the budget document for a five-year summary of personnel for all funds.

Finally, a recommendation to fund a second engineering inspector position to assist with direction and implementation of city requirements governing specific construction projects by both the Department of Engineering and the Stormwater Utility Division will also be considered in Fiscal Year 2005. Such an arrangement is justified via the rapid growth and construction of homes and commercial facilities resulting from recent annexations, as well as on vacant properties originally platted by the General Development Corporation decades ago. Respective considerations for funding an additional Engineering inspector will become available via future budget amendment exercises.

BUDGET BY FUNCTION

Planning and Growth Management

As reported by the University of Florida Bureau of Economic and Business Research 2003 Estimates of Population (delivered in the current fiscal year), the City of Sebastian ranks as being one of the top 100 cities in Florida according to population. In addition, Sebastian is approaching a point in its development evolution reflecting an approximate "build-out" rate of 55%. As such, the City continues to face challenges relative to growth management, as a tremendous ability to grow and develop both in residential and commercially zoned areas of the community exist. With such dynamics, new commercial and industrial facilities will likely be proposed in response to respective market demands indicative of an expanding population. Accordingly, it becomes necessary to continue initiatives to facilitate long-range planning and growth management practices to help reflect and govern Sebastian's efforts to maintain and support its small town, good quality of life atmosphere.

Pursuant to mandated requirements of the State of Florida Growth Management Act, municipalities are required to update elements of comprehensive plans, typically every three to five years. Aspects of a new revised plan represent an opportunity for the City of Sebastian to clarify and reposition scheduled activities, so that all elements of the Sebastian Comprehensive Plan directly and realistically reflect City Council policies and directives accordingly. During the current fiscal year, the Department of Growth Management, in conjunction with the Iler Planning Group of Palm Beach Gardens, Florida initiated tasks associated with revisions and compilations governing the City of Sebastian's updated Comprehensive Plan. Arrangements are therefore being made to offer respective draft products and recommendation for both Planning and Zoning Commission and City Council consideration for adoption in Fiscal Year 2005.

In December 2003, both City Council and the Sebastian Community Redevelopment Agency (CRA) Board of Directors accepted and adopted an updated community redevelopment master plan to govern long term plans and schedules to accommodate projects and programs to be implemented in the CRA district. This area now encompasses both the Sebastian Riverfront Overlay District and, as a result of a recent directive to expand agency boundaries, parcels affectionately known and referred to as the Sebastian Boulevard Triangle. The overall objective of this policy is to offer both short and long-term redevelopment related improvements in an area that has been underachieving relative to economic sustainability and highest and best land use potential.

As a result of the City of Sebastian receiving a unanimous vote from the Florida Historic Preservation Advisory Board relative to the creation and establishment of two national register historic districts in our community, including certifications from the United States Department of the Interior recognizing Sebastian Historic District East (August 2003) and Sebastian Historic District West (January 2004), various policy recommendations to incorporate guidelines for restoring respective properties are to be offered in Fiscal Year 2005. Specific tasks associated with this arrangement must involve compilation and adoption of respective ordinances, as well as necessary revisions and incorporations into the Sebastian Land Development Code. Such regulations will govern requirements for existing facility restorations, as well as possible conditions for future new construction programs tailored specifically to each of the two districts. This exercise will involve a tremendous amount of community input, with the objective of ensuring community wide acceptance.

Finally, the Department of Growth Management will continue to work closely with the Office of the City Manager and Sebastian Municipal Airport to direct economic development marketing activities in an effort to attract additional commercial and industrial base in the community. During the current fiscal year, the Sebastian Economic Development Strategic Marketing Plan was compiled and accepted via services commissioned by Orlando area public relations and marketing communications firm Patterson-Bach, Inc. Respective growth management policies incorporated in the plan will serve as a guide to continue business development and recruitment efforts that will compliment and service the increase in residential activities currently being experienced in Sebastian. In addition, substantive economic development accomplishments will help ensure long-term economic sufficiency throughout the community.

Properties and Natural Resources

The highly anticipated Sebastian Municipal Complex currently remains on schedule for formal dedication later this fall. The project encompasses nearly 10 acres, including the community's first fully functional city hall facility, expanded police station and a multiple service park that includes various passive and active recreational amenities that will substantively satisfy respective service provision requirements city wide. As you will recall, all aforementioned improvements and additions became both politically and financially possible due to the November 2002 affirmative countywide referendum vote to continue the Discretionary Infrastructure Sales Surtax Program through 2019. As such, the direction to proceed with revenue bond financing to fund construction activities will not have any adverse implications to property tax payers in the city. This initiative became administratively feasible as a result of staff working with a construction management at risk process utilizing both final architectural and preconstruction spatial analysis documentation in the beginning project implementation phase. Facilities are to be furnished and computerized in the coming weeks, well in advance of the dedication ceremony. This approach represents a component of the "turn key" contractual arrangement with Suffolk Construction, as municipal operations are to begin administration immediately after celebration festivities. Once relocation into the new city hall building has been completed, the Old Sebastian Elementary School/City Hall Interior Restoration Program will begin. The General Services Division of the Office of the City Manager is currently preparing the bid/proposal solicitation process necessary to offer recommendations to City Council immediately prior to the beginning of Fiscal Year 2005.

The current Fiscal Year marked completion and opening of both the Filbert Street and George Street neighborhood parks. In addition, boat and fishing pier facilities at the former Rowley parcel east of existing Riverview Park, as well as various amenities at the Schumann Lake Park recently became available for public use. All facilities have been very well received in the community, creating a sense of desire for similar improvements to be initiated throughout other neighborhoods in Sebastian. As such, pursuant to goals and objectives of the recently adopted parks development plan and capital improvement program, additional construction and enhancements to both new and existing city-wide park facilities via partnerships with various grant programs, the Parks and Recreation Impact Fee Fund and other financial resources are to continue in Fiscal Year 2005. Specific programs for the coming year include development and expansion of Bryant Court and Easy Street Parks, as well as continued expansion of Riverview Park via substantive improvements to the former Good Guys, Inc. property acquired by the City of Sebastian in Fiscal Year 2000. Specific enhancements are to include picnic pavilions, benches, walkway areas and other passive features at scheduled neighborhood parks, while plans are currently being developed to govern installation of a band shell and splash fountain in the expanded areas of Riverview Park.

Restoration of the Sebastian Community Center has been substantively completed during the current Fiscal Year and is once again a fully functional municipal facility that hosts various recreation activities and special events. Arrangements are now being made to finalize plans to begin a similar improvement program to benefit the Sebastian Yacht Club. Initially constructed during the late 1950s by the former General Development Corporation, this facility was dedicated to the City of Sebastian many years later with the condition that it serves as a multiple purpose recreation building. As was the case with the Community Center, the proposed Yacht Club Renovation Program will represent the structures first substantive improvement effort, to include various exterior and interior components. Such enhancements will also greatly benefit program delivery efforts as sponsored and administered by the Parks and Recreation Division of the Department of Public Works.

Community Safety

The Sebastian Police Department (SPD) has been working diligently to augment both operations and expectations since the agency received law enforcement accreditation from the Commission for Florida Law Enforcement Accreditation nearly two years ago. This designation has markedly increased SPD's ability to prevent and control crime through more effective and efficient delivery of law enforcement services to the community. Primary reasons for seeking accreditation included: the necessity for SPD to establish goals and objectives with provisions for periodic updating; constant reevaluation of whether departmental resources are being employed in accordance

with agency goals, objectives and mission; constant reevaluation of departmental policies and procedures as documented in the department's written directive system; to accommodate correction of internal deficiencies and inefficiencies before they become public problems; and the opportunity to reorganize without the appearance of personal attacks. Essentially, maintaining accreditation will continue to serve as a yardstick to measure the effectiveness of SPD's programs and services, augmenting standards and practices agency wide. Such an arrangement is most appropriate in that growth oriented communities like Sebastian, Florida tend to experience higher incidence of crime as populations continue to diversify and expand. Standards and performance measurements resulting from the accreditation process will continue to guide both SPD and city administration in alleviating such potentially adverse conditions.

Although the City of Sebastian continues to remain as one of the fastest growing municipalities in Florida (ranked 52nd by the University of Florida Bureau of Business and Economic Research Estimated of Population, Census Summary 2003, Rank of Top 100 Cities in Florida by Percent Population Change, an increase of seven percentage points above the previous year's position of 59th), crime rates have fortunately remained relatively constant. Sociological and economic trends suggest that a relationship typically exists between surges of criminal activity and community growth. This has not at all been the case in the City of Sebastian. As referenced in the Sebastian Police Department 2003 Annual Report, SPD has been quite successful in providing quality law enforcement services to the community. Notable statistics reflective of this position include Sebastian's total index crime clearance rate of 34%, compared to the state average rate of 23%, and Indian River County's rate (collective average of all agencies and jurisdictions) of 27.28%. Although Sebastian has experienced slight increases in certain crimes including burglary, theft and sexual assault, incident levels involving vehicle thefts and arson have remained constant, while decreases in number of aggravated assault were realized in 2003. In addition, one murder was reported in 2003.

Despite recent policy directives by The School District of Indian River County not to sustain partnership with the City of Sebastian to continue the School Resources Officer Program, the Fiscal Year 2005 Proposed Budget recommends continued sponsorship of two officers, one to remain stationed at Pelican Island Elementary School and the other at Sebastian Elementary School. The encouragement of this program remains indicative of the philosophy that preventative education for this age group is most effective in preventing long-term juvenile crime, as well as to instill the importance of community safety and responsibility. Such rationale also justifies both the Drug Awareness Resistance Education (D.A.R.E.) and Gang Resistance Education and Training (G.R.E.A.T.) initiatives. Both programs remain very popular among both children and parents and are expected to continue in Fiscal Year 2005 via assistance from various grant programs sponsored by the United States Department of Justice.

The Fiscal Year 2005 Proposed Budget also supports the continuation of two additional progressive community safety programs recently initiated in the community, the SPD K-9 Unit and the Sebastian Truancy Program. The K-9 initiative became possible last fiscal year as a result of numerous charitable efforts in the community, including unsolicited seed funds donated by pupils at Pelican Island Elementary School, as well as contributions from area businesses. Employment of a police K-9 unit will continue to assist officers by conducting extremely sensitive investigations, including narcotics detection and locating missing persons, as well as to help track criminal suspects more expeditiously. The Sebastian Truancy Program became possible via funding to The School District of Indian River County awarded by the Indian River County Children's Services Advisory Board. A school district employee will therefore continue to manage a booking area for truant youth at the Sebastian Police Station between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Individuals collected will ultimately be extradited to proper authorities (i.e. parents, Indian River County Juvenile Court, Indian River County Jail, etc.).

Finally, due to continued incidences of illegal derelict vessel mooring, speeding and other boating related problems, waterway enforcement activities remain necessary. As such, SPD will augment implementation of its waterways safety program, to include increased hours of operation of a new patrol vessel recently purchased via financial assistance from the Florida Inland Navigation District's Waterways Assistance Grant Program; to both negotiate waterways as well as to effectively respond to many of the numerous aforementioned violations. In

essence, this program will continue to promote and encourage boating safety, as well as promote sound environmental conditions that both residents and visitors have become accustomed.

Transportation

For the sixth consecutive year, the City of Sebastian's assertive street resurfacing program will continue to expand. During the current Fiscal Year, approximately 4 miles of roads were resurfaced, to mark a total of 76 miles of enhanced streets since the program was initiated in Fiscal Year 2000. Improvements will continue during Fiscal Year 2005, with paving of approximately 2 additional miles of roadway anticipated. In addition, the compilation of long term engineering plans to govern ancillary future improvements to Main Street, Easy Street and other collector type designated thoroughfares are to be completed and presented for City Council review and consideration. Accordingly, city administration will also continue working to establish a long-term street-resurfacing program, projected to focus on establishing funding levels and scheduling during the next 10 to 15 years.

Fiscal Year 2003 began with the conclusion of the Florida Department of Transportation (FDOT) Sebastian United States Highway One (US 1) Improvement Program. First initiated in late 2001, elements of the project included road resurfacing, bicycle path installation, defined on-street parking, paver brick installation and sidewalk improvements. This project also yielded a direct funding agreement with FDOT to fund over \$300,000 to the City of Sebastian to specifically finance landscaping and a new irrigation system for US 1 (authorized by City Council in December 2000). These additional enhancements were implemented during the close of this infrastructure improvement program. In addition, thanks to the efforts of the City of Sebastian working with District 80 State Representative Stan Mayfield, the incorporation of traffic calming, aesthetically pleasing "bulb outs" became an integral component of this project. As FDOT is currently working to initiate other improvements to US 1 beginning on Harrison Street to continue southbound into unincorporated Indian River County, applicable coordination efforts will become necessary in 2005.

City administration will continue to program funding for streetscape projects to help maintain public beautification efforts. In addition, capital improvement programming for sidewalk installation and landscaping improvements throughout the City will continue, via both short and long term scheduling activities directed by the Department of Engineering and the Department of Public Works. During the current Fiscal Year, new sidewalk installation programs have been completed to benefit Barber Street to safely accommodate additional pupil/pedestrian traffic resulting from Pelican Island Elementary School, Indian River Drive via the Phase 1 of the Riverview Park Expansion Program, George Street Park, as well as Louisiana Avenue to Cross Street. A sidewalk installation effort is currently underway at Barber Street north of Sebastian Boulevard that will serve as a walking path directly to the Hardee Park vicinity. Notable locations for additional new sidewalks to be installed in Fiscal Year 2005 include the remainder of Tulip Drive, Laconia Street and Empire Terrace down Pelican Island Place to Schumann Drive.

Last year, the City of Sebastian was awarded a \$700,000 grant from the State of Florida Small Cities Community Development Block Grant (CDBG) program to help finance implementation of an aggressive infrastructure improvement program in the Louisiana Avenue Area. Considered by state officials to be the one "blighted" area of the community, improvements slated to begin later this fiscal year include drainage enhancements, resurfacing and possible streetscaping and lighting, as each of these activities have been deemed eligible by the CDBG program. The Department of Engineering via assistance from WCG Engineering of Vero Beach recently finalized specific engineering plans to govern these improvements. Earlier this month, the Florida Department of Community Affairs formerly authorized the Office of the City Manager to engage a bid/proposal solicitation process as necessary to commission construction activities in the coming weeks. A respective City Council authorization later this summer will enable project completion in Spring 2005.

Aviation Management

Fiscal Year 2002 adoption of the current Sebastian Municipal Airport (SMA) Master Plan has yielded numerous successes and accomplishments involving grantsmanship, as well as much needed infrastructure improvements.

A substantive accomplishment directed during the current year pursuant to principles and goals of the plan included specific tasks that resulted in the initiation of construction activities related to the reopening of Runway 9-27. A final stage this project will involve a cooperative effort to relocate both J&S Aviation and the Velocity Service Center. As both facilities represent direct obstruction to both the east and west sides of the new runway, grant assistance from the Federal Aviation Administration (FAA) became available to finance respective transactions, resulting in amicable agreements reached with both companies accordingly. Once these arrangements have been finalized, Runway 9-27 can be officially opened to air traffic.

The opening of Runway 9-27 automatically enables SMA to permanently close existing Runway 13-31. As referenced in the plan, this action will result in both more commercial and industrial property to continue development and construction of SMA Corporate Park West, as well as minimize air traffic over various areas of Sebastian and Roseland residential neighborhoods. In addition, the old asphalt where Runway 13-31 once existed will be refurbished into a new entry road, creating access for more additional property to accommodate both future aviation and non-aviation development.

As the City of Sebastian was successful during the past year in securing grant awards from both the FDOT Aviation Section and FAA to help finance construction of an airport administration facility and the Sebastian Police Evidence Compound at SMA, respective construction activities were successfully initiated during the current Fiscal Year. This project, being implemented via design-build services provided by Holland Builders of South Florida, Inc. will also include various infrastructure enhancements such as water, sewer and underground electrical and telephone service lines. As addressed via previous public discussions, this program will also help set the precedence for relocating the public works compound from the Sebastian Boulevard triangle parcel to a more compatible area adjacent to this soon to be developed facility. Dedications of both buildings are anticipated in Spring 2005.

Finally, as new prospective tenants and patrons partnership and frequent SMA, the development and compilation of an airport reference guide/information package containing information such as sample lease agreements, rates and charges policy, airport development standards, and general rules and regulations becomes imperative. As such, SMA staff will be directed to compile materials accordingly. This information will serve useful to new t-hangar tenants, as well as current and future business owners based at SMA in that education and communication regarding various matters governing airport operations will be clearing defined and outlined.

Water Management

Last fiscal year marked the completion of the Sebastian Highlands Water Expansion Program. First initiated by the Indian River County Department of Utilities several years ago, Phases 3D and 3E were recently concluded, benefiting residential areas located in the vicinities of Starboard, Scroll, Roulette, Stonecrop Streets and Genesee Avenue. Since the program's inception, approximately 100 miles of water utility infrastructure has been installed. However, with additional construction activities currently underway and given the notable condition typically directed for new subdivisions to provide utility water and sewer services to respective businesses and homeowners, it remains imperative that the City of Sebastian maintains a positive and productive working relationship with the Indian River County Department of Utilities.

In response to the need to comprehensively address and implement long-term solutions to community drainage and other stormwater related problems, City Council established a stormwater utility that levies an annual fee on a per unit/property basis throughout the community. Since the inception of fee collection in Fiscal Year 2002, the City has received \$2,172,743 and estimates to receive approximately \$804,980 in 2005. Up to 20% of these funds are utilized for maintaining the existing stormwater system, with the remainder to help finance best practice oriented projects as referenced in the Sebastian Stormwater Utility Master Plan as adopted last year.

Earlier this fiscal year, the City of Sebastian was successful in securing the community's first ever revenue bond dedicated specifically to finance large-scale comprehensive stormwater utility improvements. This authorization yielded an initial \$5.6 million commitment to help finance capital improvement programs that govern implementation of a series of projects designed to better facilitate drainage flow dynamics citywide. Such efforts

include the implementation of stormwater improvements for Periwinkle Drive, Main Street Twin Ditch Program and creation of expanded stormwater capacity in the Collier Creek Waterway north of Sebastian Boulevard/County Road 512. City Council's recent authorization to commission engineering design activities for these and other related improvement programs will enable construction scope and technique options to be offered publicly in Fiscal Year 2005.

Human Resources

Currently, there are a total of 186 men and women who serve the City of Sebastian in an official employment capacity, 140 regular full-time employees and 46 part-time and seasonal employees working 71 different jobs. The average age of our employees is 48 years. Our employees range in age from 16 years to 84 years. Minorities make up approximately 13% of the city's work force and 36 % are women.

In the current year-to-date, personnel actions have resulted in 10 separations and 10 replacements. Currently, approximately 65% of the city's work force are Sebastian residents and about 70% of all new hires reside in our community.

Length of tenure of men and women who come to work for the city tends to vary. The average length of employment for regular reporting full-time employees is approximately 10 years with a turnover rate of 8%.

The current fiscal year established the creation and function of the important new position of Building Plans Examiner. The Building Plans Examiner's core responsibility involves analysis and management of construction plan reviews, as well as assisting building permitting and inspection practices comprehensively, including interpreting plans and advising permit applicants to ensure adherence to applicable local, regional, state and national building and fire codes.

As the Indian River County Board of County Commissioners recently issued a policy directive to provide recreational services solely in the unincorporated areas of Indian River County, the City of Sebastian will remain faced with the challenge of cost effectively providing additional resources to enable substantive expansion of parks and recreation programs in the community. As such, the current fiscal year budget proposes a reclassification of an existing recreation leader position to that of a recreation supervisor. A recreation supervisor will not only maintain various duties and responsibilities of a recreation leader, but will also direct projects and programs in other areas of the city, including more potential supervision of employees based at the Sebastian Community Center, the Sebastian Skate Facility, as well as such for other future recreation related initiatives.

Other jobs to be considered for creation in Fiscal Year 2005 include a second engineering inspector. In June 2004, City Council authorized an adjustment to respective inspection fees more consistent with average rates throughout both the Space and Treasure Coast regions of Florida. Another primary rationale for respective recommendations is to maintain this services while concurrently covering costs accordingly. Revenues realized from the aforementioned fee increase will finance necessary personnel costs without adverse impacts to other city resources. An additional engineering inspector will also assist the Department of Engineering by providing guidance and direction to both city crews and private contractors relative to various sloping, stormwater and other applicable field requirements. Recommendations to fund this position will be offered publicly during a future quarterly budget adjustment exercise.

Early Fiscal Year 2004 began with the amicable execution of a new multiple year agreement between the City of Sebastian and Communications Workers of America (CWA - Local 3180). This contract continues to govern both wage and fringe benefit guidelines to all non-exempt, non-uniform employees working in various departments. A similar exercise is currently underway between senior management staff and representatives of the Sebastian Chapter of the Coastal Florida Police Benevolent Association (PBA). This process becomes necessary at this time because the existing PBA contract is scheduled to expire September 30, 2004. Both parties are therefore working diligently and amicably to reach an agreement in advance of the expiration date, so as to incorporate respective financial arrangements via applicable budget allocation practices. As such, both the Office

of the City Manager and the Department of Human Resources remain confident that a newly proposed three-year agreement will be presented for City Council review and consideration in September 2004.

Intergovernmental Relations

The City of Sebastian continues to build its successful record of working with various state and federal entities for assistance in numerous matters, specifically procurement of several grants and financial allocations directly to our community totaling \$7,941,436 over the past five fiscal years. We have enjoyed another very busy and successful year of intergovernmental cooperation spearheaded under the leadership of the Sebastian City Council. Given the success resulting from respective efforts, the City of Sebastian will work to continue its assertive grant procurement program, as numerous projects ranging from those related to parks and recreation, airport improvements, facility restoration and transportation are to be implemented as financially efficient as possible. Generally speaking, city administration will be able to continue employing its acumen relative to building solid intergovernmental relationships, enabling continued success in securing future grants from the FAA, FDOT and various other state and federal agencies.

As mentioned in the Properties and National Resources section of this report, the City of Sebastian will soon initiate an interior restoration program to offer much needed enhancements inside the Old Sebastian Elementary School/City Hall facility. This effort becomes possible as a result of the community having been awarded a \$250,000 grant in 2002 from the State of Florida Bureau of Historic Preservation Special Category Grant Program. This accomplishment was directly attributable to the property's successful listing on the National Register of Historic Places. Construction drawings were recently completed and delivered by Vero Beach based architect John Dean, enabling the General Services Administration Division of the Office of the City Manager to direct a bid/proposal solicitation process necessary to commission a construction firm to assist the city with project implementation. Respective recommendations are to be presented publicly for City Council review and consideration in early Fall 2004. Actual restoration activities are therefore anticipated to begin just prior to all staff and offices currently housed in the facility relocating to the New Sebastian City Hall.

Last year, the City of Sebastian engaged a partnership with the St. John's River Water Management District (SJRWMD) that initiated construction of the Sebastian Stormwater Passive Park. Situated on approximately 166 acres of land originally slated for residential development, this innovative project will greatly assist our efforts to alleviate numerous drainage problems that have plagued the community for many years. This program became possible as a result of a multi-million dollar federal appropriation to the agency to implement various environmental enhancement projects throughout Central Florida. As referenced in the stormwater master plan, the City of Sebastian will assume management and maintenance responsibilities after construction has been completed, and when the facility is certified as fully functional. Both the City of Sebastian and SJRWMD are preparing for the facility to be publicly dedicated in 2006.

In August 2000, City Council authorized a \$150,000 grant agreement with SJRWMD to finance compilation, adoption and delivery of a stormwater master plan to outline specific projects and programs indicative of drainage improvements in the community, as well as numerous state and federal compliance issues. Soon after City Council's adoption of the plan last year, SJRWMD also offered its endorsement and support to proceed with the aforementioned capital improvement program. This accomplishment provided not only direction to proceed with permitting and construction activities, but also enables the City of Sebastian to position itself as one of the first communities to meet many of the new guidelines and standards directed at both the state and federal level. Notable requirements in this regard include enhancements to infrastructure improvements to more efficiently direct movement of stormwater, as well as future reductions in adverse runoff into the Indian River Lagoon and St. Sebastian River.

Summary

There are a lot of numbers, indicators, projections, charts and graphs in this budget document. Rightfully so, being that this budget reflects Sebastian's vision and focus on improving the quality of life for our citizens, businesses, and visitors respectively. This budget reflects community values, goals, objectives, and ideas.

The Proposed Fiscal Year 2005 Budget continues to represent the character of a city whose unique identity distinguishes itself from other geographic areas of both Indian River County and throughout the Treasure Coast.

City administration began finalizing its recommendations for next year's budget with 75% of the current fiscal year completed and 71% of the approved budget expended and 79% of the anticipated revenues collected. The projected General Fund Undesignated Fund Balance remains healthy, in that it represents an amount equal to 17.2% of the General Fund expenditure budget.

Fiscal Year 2005 will mark the sixth consecutive year of administering a performance budget. This budget document contains two additional critical sections indicative of performance measurement, the accomplishment segment and performance indicator section for departments and divisions. However, make no mistake, this is a continuous process, as more work is required to truly solidify our belief that we are on the right track.

Total local millage will remain constant. Total appropriation for all funds is recommended to be \$21,728,956. As such, the overall Fiscal Year 2005 Proposed Budget is financially sound and delivers services our residents have come to expect:

	FY 2004 Amended Budget	FY 2005 Recommended Budget	Dollar Change	Percentage Change
General Fund	\$ 9,770,357	\$ 11,121,267	\$ 1,350,910	13.83%
Special Revenue Funds	4,750,130	4,918,480	168,350	3.54%
Debt Service Fund	1,491,107	1,475,817	(15,290)	-1.03%
Capital Projects Funds	9,616,266	2,383,523	(7,232,743)	-75.21%
Golf Course Fund	1,554,611	1,554,614	3	0.00%
Airport Fund	257,949	275,255	17,306	6.71%
TOTAL	\$ 27,440,420	\$ 21,728,956	\$ (5,711,464)	-20.81%

The Sebastian Management Team looks forward to working with the City Council during the upcoming budget workshop and public hearings, as well as welcomes the opportunity to address questions and concerns accordingly. In summary, the Fiscal Year 2005 Proposed Budget outlines and supports the city's good financial position; further expands city-wide beautification; continues attention to preserving and enhancing our community's small town atmosphere; encourages conservation initiatives; supportive of expanding private/public partnerships and economic development.

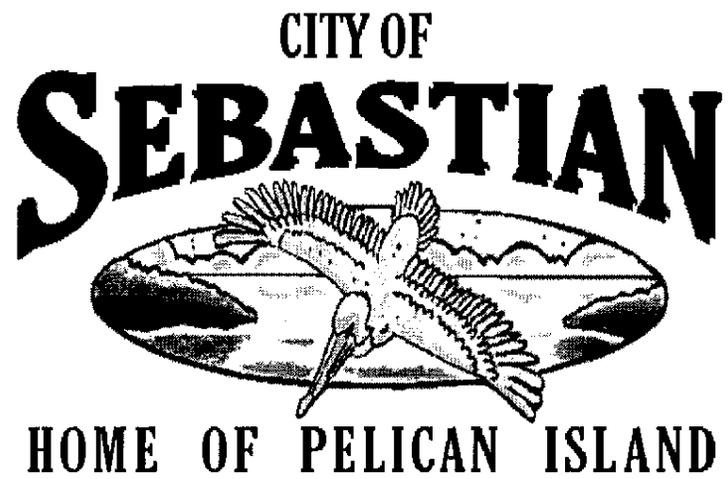
A special and very personal thanks goes out to the Management Team who assisted the Office of the City Manager in preparing this year's budget submission, including staff members from the Department of Finance, as well as department directors who contributed invaluable in preparing the budget document. Last year, we submitted a more performance-oriented budget and this year we will be able to factually see how the city is doing. As stated in previous years budget transmittal letters, we must operate on the principle that if you can't measure output, you can't improve it. Our efforts to more thoroughly bench mark municipal services as well as highlight both performance indicators and accomplishments continues to improve and we hope the city and the general public will avail themselves of the many facts and figures contained in this budget document so

that we can better meet the challenges and expectations of our residents. The city's administration and organization are up to the challenge and we look forward to another productive year for our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Terrence Moore', written over a large, stylized circular flourish.

Terrence Moore
City Manager



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CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

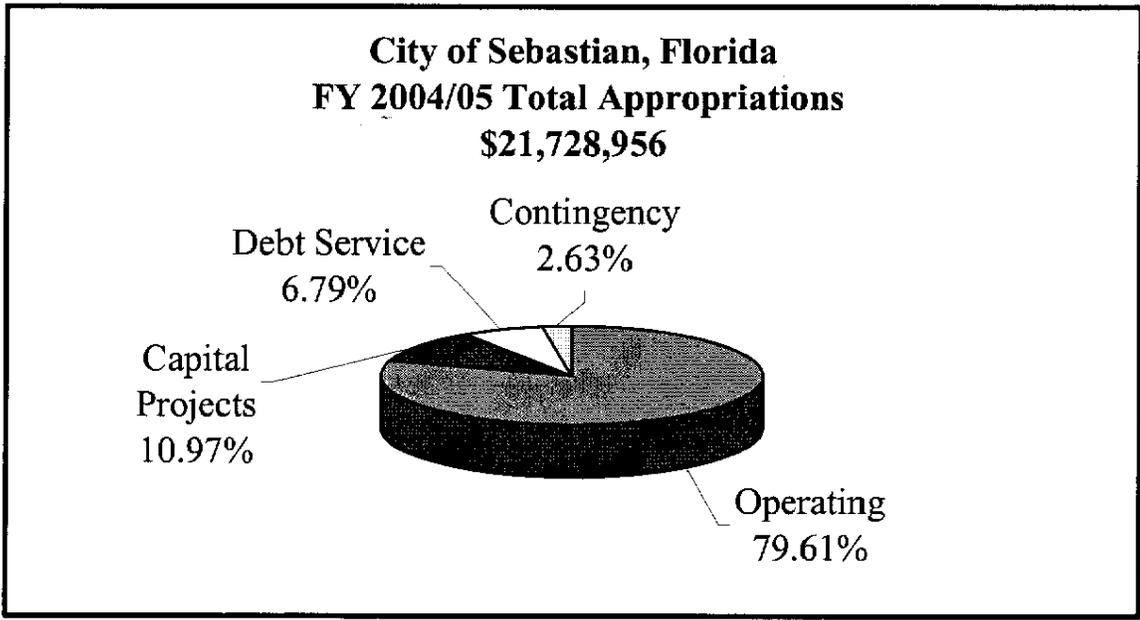
TOTAL BUDGET SUMMARY

INTRODUCTION

The annual budget for the City of Sebastian is divided into four major components, which include all appropriations for the city. The total budget, including all four components, is \$21,728,956. The four components include the following:

- **Operating Budget:** The operating budget finances the day-to day provision of city services. The budgeted amount for Fiscal Year 2004/05 is \$17,298,393.
- **Capital Projects Budget:** The Capital Projects budget funds the construction of city facilities, such as roads, drainage, and parks projects. The budgeted amount for Fiscal Year 2004/05 is \$2,383,523.
- **Debt Service Budget:** The debt service budget funds scheduled debt service payments for city's bonded debts. The budgeted amount for Fiscal Year 2004/05 is \$1,475,817.
- **Contingency/Reserve:** The contingency/reserve appropriation, which is made up of fund reserves and is available to cover emergency expenses or revenue shortage. The contingency/reserve budget for Fiscal Year 2004/05 totals \$571,223.

The percentages of each component of the total budget are presented in the graph below.



CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

FY 2004/05 TOTAL BUDGET FOR ALL FUNDS

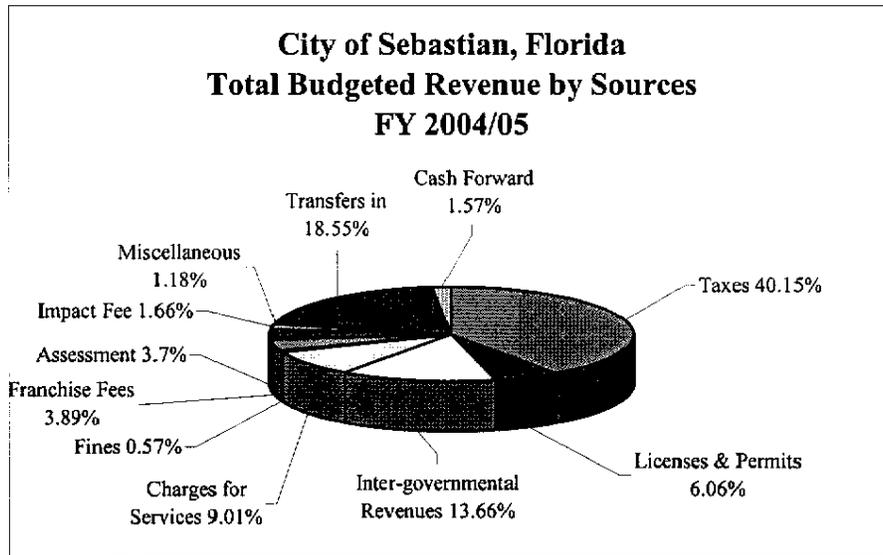
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	ALL FUNDS
<u>Estimated Revenues:</u>						
Taxes:						
Ad Valorem	\$ 3,744,564	\$ -	\$ -	\$ -	\$ -	\$ 3,744,564
Sales and Use Taxes	-	3,000,000	-	-	-	3,000,000
Utility Service	1,978,986	-	-	-	-	1,978,986
Licenses and Permits	1,317,494	-	-	-	-	1,317,494
Intergovernmental Revenue	1,929,834	685,000	-	352,790	-	2,967,624
Charges For Services	174,937	-	-	-	1,783,909	1,958,846
Fines and Forfeitures	118,615	5,000	-	-	-	123,615
Franchise Fees	844,293	-	-	-	-	844,293
Assessment	-	804,980	-	-	-	804,980
Miscellaneous Revenue	168,591	423,500	3,301	-	22,020	617,412
Total Estimated Revenues	\$ 10,277,314	\$ 4,918,480	\$ 3,301	\$ 352,790	\$ 1,805,929	\$ 17,357,814
Transfers-In *	527,828	-	1,472,516	2,030,733	-	4,031,077
Cash Balances Brought Forward	316,125	-	-	-	23,940	340,065
Total Estimated Revenues, Balances and Transfers	\$ 11,121,267	\$ 4,918,480	\$ 1,475,817	\$ 2,383,523	\$ 1,829,869	\$ 21,728,956
<u>Expenditures/Expenses:</u>						
General Government	\$ 2,723,711	\$ -	300	\$ -	\$ -	\$ 2,724,011
Public Safety	4,571,364	10,000	-	40,000	-	4,621,364
Physical Environment	1,187,595	3,500	-	185,580	-	1,376,675
Transportation	1,702,228	249,129	-	1,614,250	234,173	3,799,780
Economic Environment	-	-	-	-	-	-
Culture and Recreation	936,369	-	-	389,000	1,233,830	2,559,199
Debt Service	-	300,000	1,475,217	154,693	306,690	2,236,600
Total Expenditures/Expenses	\$ 11,121,267	\$ 562,629	\$ 1,475,517	\$ 2,383,523	\$ 1,774,693	\$ 17,317,629
Transfers-Out *	-	4,006,054	-	-	3,750	4,009,804
Reserves	-	349,797	-	-	51,426	401,223
Total Expenditures/Expenses, Transfers and Reserves	\$ 11,121,267	\$ 4,918,480	\$ 1,475,517	\$ 2,383,523	\$ 1,829,869	\$ 21,728,656

*The difference between the transfers-in and the transfers-out represents a transfer from the Cemetery Trust Fund to the General Fund. The Cemetery Trust Fund is not a budgeted fund and therefore is not included in the FY 2004/05 annual budget.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

SUMMARY OF REVENUES

Total revenues available to the city in FY 2004/05 from all sources are estimated at \$21,728,956. As illustrated in the graph below, tax revenues make up approximately 40% of total budgeted revenues. Tax revenues include ad valorem taxes, discretionary sales tax, and utility service tax. Intergovernmental revenues make up an additional 13.66% of revenues. These are comprised of state shared revenues and federal grants, state grants, and local grants. Charges for services represent an additional 9.01% of revenues, and are generated mainly by the enterprise activities of the city.



The table presented below provides a summary of the changes in the FY 2004/05 revenues compared to the FY 2003/04 budget. Transfers-in has an increase of approximately 60% mainly due to increase in capital projects funding and debt service payment based on debt schedule. Cash forward has a decrease of approximately 36% mainly due to increase in tax revenues, which reduce the needs from fund balance appropriation.

Total Budgeted Revenue

	Actual FY 2001/02	Actual FY 2002/03	Budget FY 2003/04	Budget FY 2004/05	Increase (Decrease)	% Increase/ Decrease
Taxes	\$ 6,806,908	\$ 7,325,932	\$ 7,605,289	\$ 8,723,550	\$ 1,118,261	14.70%
Licenses and Permits	578,695	878,097	1,051,956	1,317,494	265,538	25.24%
Intergovernmental Revenue	2,262,514	1,785,237	2,643,654	2,967,624	323,970	12.25%
Charges For Services	1,845,211	1,683,869	1,877,272	1,958,846	81,574	4.35%
Fines and Forfeitures	127,027	119,752	133,064	123,615	(9,449)	-7.10%
Franchise Fees	766,901	756,194	748,840	844,293	95,453	12.75%
Stormwater Assessment	823,349	792,018	772,781	804,980	32,199	4.17%
Recreation Impact Fee	255,775	395,850	286,010	360,000	73,990	25.87%
Miscellaneous Revenue	389,368	376,785	266,254	257,412	(8,842)	-3.32%
Total Operating revenues	\$ 13,855,748	\$ 14,113,734	\$ 15,385,120	\$ 17,357,814	\$ 1,972,694	12.82%
Debt Proceeds	-	9,500,000	7,966,167	-	(7,966,167)	-100.00%
Capital Contribution	264,772	1,149,437	-	-	-	0.00%
Transfers-In	2,009,173	3,526,908	2,519,623	4,031,077	1,511,454	59.99%
Cash Forward	-	-	533,543	340,065	(193,478)	-36.26%
Total Revenues	\$ 16,129,693	\$ 28,290,079	\$ 26,404,453	\$ 21,728,956	\$ (4,675,497)	-17.71%

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

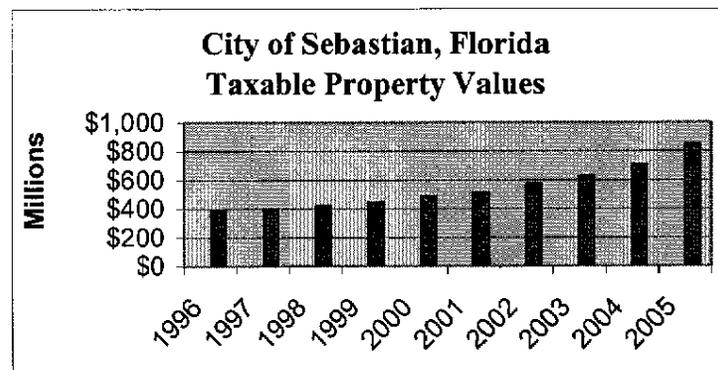
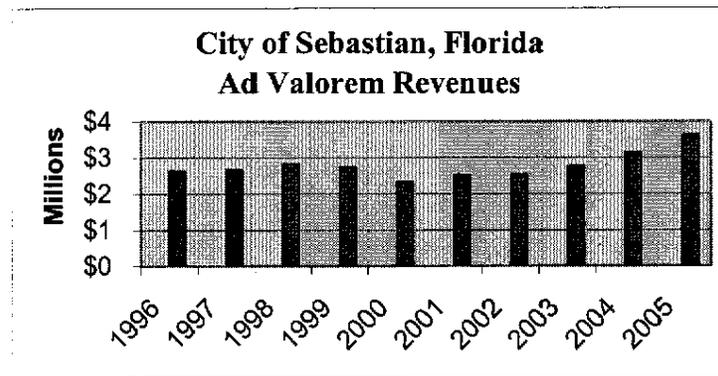
The following is an overview and analysis of all the major revenue sources for the city. The overview provides a description of the revenue, the authority to collect such revenue. The analysis provides up to ten years trend for each major revenue source.

Taxes

Ad Valorem Taxes

Florida Statutes provide the authority for municipal governments to adjust their property tax rates. Article 7 of the Florida Constitution allows municipalities to levy property taxes (section 9), creates the homestead exemption (section 6) and exempts motor vehicles (automobiles, boats, and mobile homes) from property taxation (section 1). The value of property is determined by the County Property Appraiser (Florida Statute 192.042). The Property Appraiser assesses each property within the County for that property's value in its highest and best use. Any applicable exemptions are deducted from this total to arrive at the taxable value. Millage rates are charged against the taxable value to arrive at the total tax on each parcel. One mill equals a \$1 tax for each \$1,000 of taxable value. Due to discounts, non-payments and possible Value Adjustment Board changes, it is prudent to budget at less than 100% of assessed property tax revenue. Florida Statute 200.065(2)(a) 1 requires cities to budget at least 95% of taxable value. In FY 2004/05 the city has budgeted at 95%, or \$3,744,564.

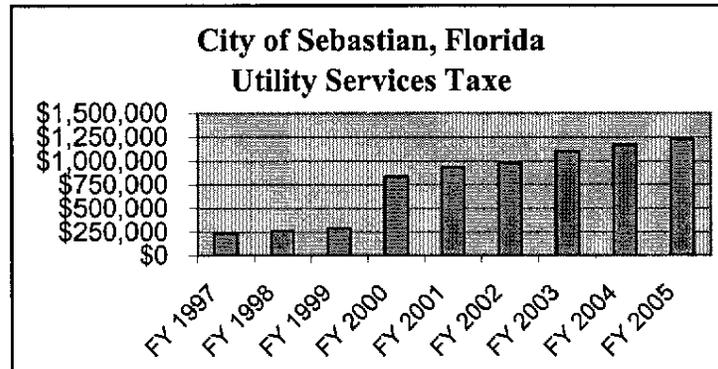
Ad valorem taxes, or property taxes, provide approximately 17.23% of the city's total revenues. The ad valorem taxes are recorded in the city's general fund. The graphs below illustrate a significant increase in ad valorem revenues and property value over the last several years. The rise of ad valorem tax revenue have been generated largely by increase in property value, as millage rate has been generally remained unchanged or have declined over that period. A summary of city's millage rates since 1996 is located in the schedule section of this document on page 191.



CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

Utility Services Tax

Utility Services Tax is a tax levied on purchases of electricity, water, and LP gas services on customers within the city limits. A rate of 10% of the monthly purchase price is applied for such services. Tax is collected per Florida Statute 166.231 and city Code of Ordinances Sec. 94-26. Majority part of the Utility Services Taxes is from Electric Utility Service Tax. For FY 2004/05, \$1,022,000 is estimated to be received based on trend analysis. The Utility Services Tax revenues are recorded in the General Fund. It provides approximately 9.1% of the city's total revenues. The graph below illustrates a steady increase in Utility Services Tax, which is population driven. The significant increase in revenue from FY 1999 to FY 2000 is due to the removal of the \$2.50 Utility Services Tax cap by the City Council.



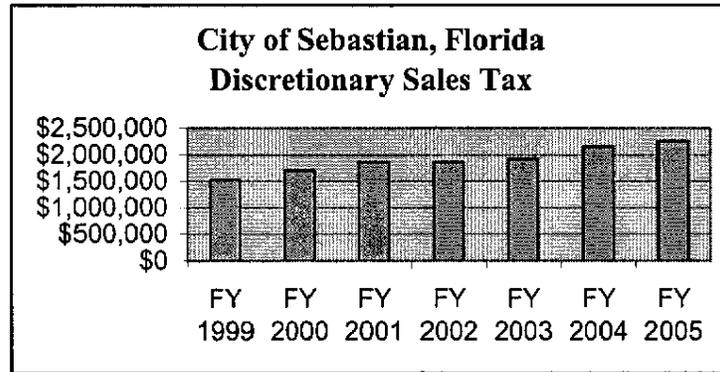
The Communication Service Tax replaced the franchise fee for dealers of communications services (including, but not limited to, phone and cable TV services). The tax in the city is 5% of the sales price on all taxable sales of communication services provided within the municipality. The revenue estimate for FY 2004/05 is \$728,812, which is provided by the Legislative Committee on Intergovernmental Relations (LCIR). The Communication Service Tax is recorded in the city's general fund.

Discretionary Sales Tax

The discretionary sales tax is a seventh-cent or an additional one-cent sales tax levied by Indian River County. Indian River County voters passed the Optional One-cent Sales Tax in March 1989 to be used for infrastructure needs of the County. The tax is effective for a fifteen-year period. In November of 2002, an extension was approved by voter referendum to extend the Optional One-Cent Sales Tax another fifteen years until December 31, 2019. The tax funds are distributed to participating cities within the County on a percentage basis determined by the city's population. The city receives the monthly distribution approximately two months after the retail sales take place. For FY 2004/05, \$2,250,000 is estimated to be received based on the estimate provided by the Legislative Committee on Intergovernmental Relations (LCIR). Which is 4.7% increase from the current collection level. The Discretionary Sales Tax revenues are recorded in a special revenue fund. The Discretionary Sales Tax provides approximately 10.35% of the city's total projected revenues. The funds can only be used to finance, plan, and construct infrastructure, land acquisition for recreation or preservation, and land improvement. Therefore reducing the burden of such costs on ad valorem taxes.

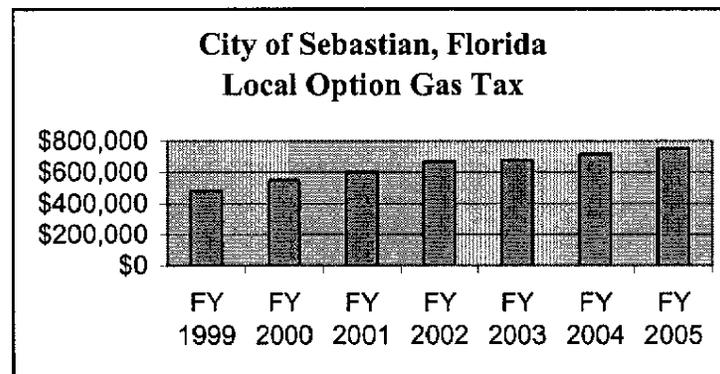
CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

The graph below illustrates a steady increase in Optional One-Cent Sales Tax, which is population driven.



Local Option Gas Tax

The Local Option Gas Tax is a six-cent per gallon tax levied by Indian River County. The tax funds are distributed to participating cities within the County on a percentage basis determined by the city's population and amount of annual transportation-type expenditures. For FY 2004/05, \$750,000 is estimated to be received based on the anticipated increase in population and transportation related expenditures. The Local Option Gas Tax revenues are recorded in a special revenue fund, which provides approximately 3.5% of the city's total projected revenues. The revenue is restricted for use in transportation projects, thus reducing the burden of such costs on ad valorem taxes. The graph below illustrates a steady increase in Local Option Gas Tax.

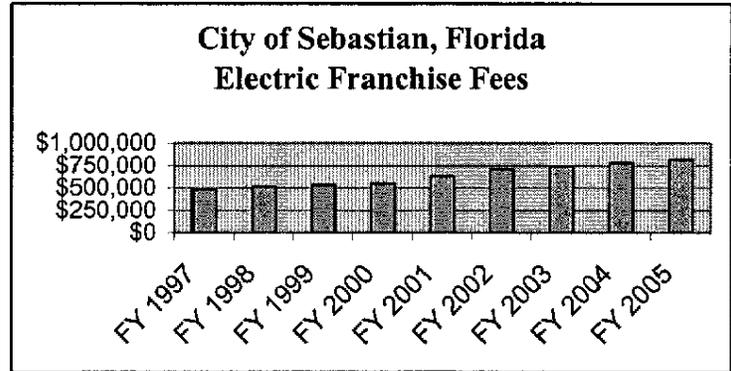


FRANCHISE FEES

Franchise fees are paid by utility providers (electricity, solid waste) for their use of city streets and property in providing their services. The franchise fee is 6% of utility provider's gross receipts. Majority part of the city's franchise fees revenues comes from electricity franchise fees. Franchise fees have grown along with population over the last few years, and should continue for the future. For FY 2004/05, \$844,293 is budgeted for franchise fees revenues, which represent an increase of 5% from FY 2003/04. The franchise fee revenues are recorded in the General Fund. It provides approximately 3.9% of the city's total revenues.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

The graph below illustrates a steady increase in electric franchise fees, which is population driven.

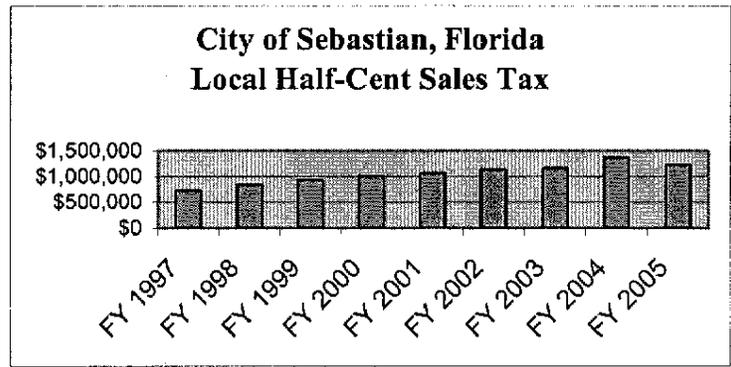


INTERGOVERNMENTAL REVENUES

Local Half-Cent Sales Tax

Sales Tax, pursuant to Chapter 212 Florida Statutes, are collected by businesses and remitted to the State of Florida. In 1982, the Florida Legislature created the "Local Government Half-Cent Sales Tax Fund" program. The program is administered by the Florida Department of Revenue. Monies in this trust fund are distributed monthly to eligible counties and municipalities. The city receives the monthly distribution approximately two months after the retail sales take place. Each June, the Legislative Committee on Intergovernmental Relations (LCIR) provides a forecast of the estimated sales tax distribution. As part of the Half-Cent Sales Tax program, the Florida Legislature earmarks a percentage of the State sales tax collected in each county for distribution to cities in that county according to a population based formula (Florida Statute 218.61). As a result of recent legislation (HB 113-A), effective July 1, 2004 the percentage of sales tax revenue allocated for distribution to cities will be reduced from 9.653% to 8.814%. Under the legislation, cities are supposed to be "held harmless" by a corresponding increase in Municipal Revenue Sharing.

The Local Half-Cent Sales Tax is recorded in the city's general fund. It provides approximately 5.6% of the city's total revenues. The graph below illustrates a significant increase in the Local Half-Cent Sales Tax revenue from FY 1997 through FY 2005. The anticipated revenue for FY 2005 is based on the forecast provided by the Legislative Committee on Intergovernmental Relations (LCIR). The revenue estimate reflects the authorized changes in the State's sales tax share of the Local Government Half-Cent Sales Tax Program that are incorporated within Chapter 2003-402, L.O.F (Laws of Florida) and Chapter 2003-404, L.O.F.

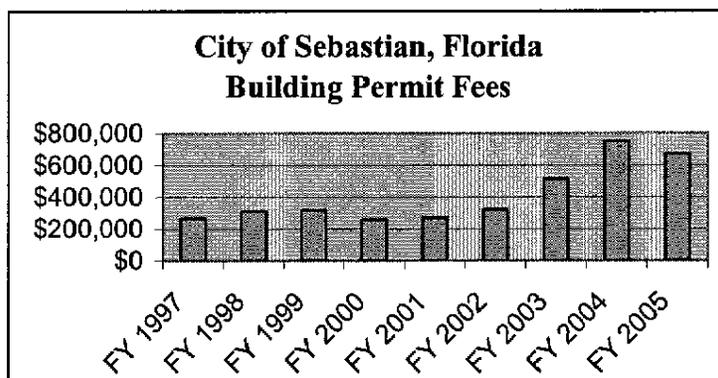


CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CHARGES FOR SERVICES

Building Department Revenues

Building Department is part of the city's General Fund operation. Major part of the Building Department Revenue sources is building permit fees. The low interest rate environment and new annexations over the past few years have caused a substantial increase in citywide building activity. The trend of strong Building Department revenues should continue as the city is experiencing strong population growth. The graph below illustrates a significant increase in the building permit fees from FY 1997 through FY 2004. For FY 2005, building permit fees are estimated to be approximately \$670,000, which is 10% lower than current year estimated collection level. The decrease in revenue estimate is mainly due to the fact that building activities are very sensitive to economic changes, and this type of revenues can quickly decline if there is a downturn in the economy. Building Department revenues are continuously monitored; any adjustments to reflect economic changes shall be made during the budget year.



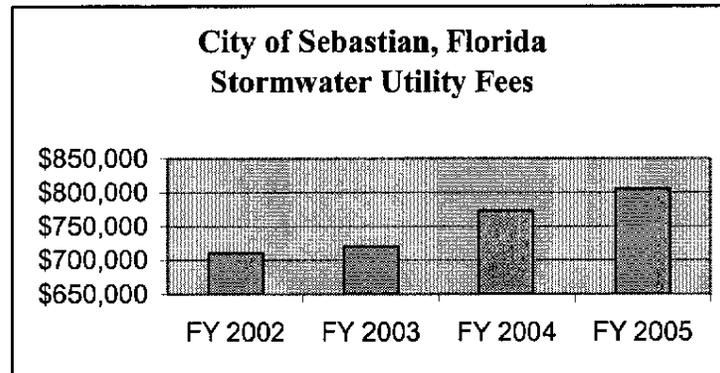
ASSESSMENT

Stormwater Assessment Revenues

City of Sebastian assesses city residents Stormwater Utility Fees for the purpose of managing the city's stormwater system starting Fiscal Year 2002. The fee is based on a single residential ERU in the amount of \$4.00 per month, or \$48.00 per year (City Ordinance O-01-16 and O-04-15). This revenue source is used to provide a dedicated funding source for the purpose of managing the city's stormwater system, to prepare, construct and manage betterments and improvements to the stormwater system, to regulate the use of the stormwater system, and perform routine maintenance and minor improvements. Revenue estimate is based on actual residential ERU as of August 31st each year. For FY 2004/05, the revenue is estimated to be \$804,980. This represents a 4.2% increase from FY 2003/04, primarily due to increase in new home constructions experienced in the city. The Stormwater Utility Fees revenues are recorded in the Special Revenue Fund. It provides approximately 3.7% of the city's total revenues.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

The graph below illustrates a steady increase in Stormwater Utility Fees, which is population driven.



SUMMARY OF APPROPRIATIONS

City services are provided through City Council, three charter officers, twenty-one operating departments/divisions (excluding golf course and airport administration), and are all supported by the General Fund. The Exhibit S-1 on page 10 compares the revised General Fund departmental expenditure budget for the FY 2003/04 with the approved expenditure budget for FY 2004/05.

- ❑ Total increase of 15.4% for the General Fund represents increase of six full-time and three part-time positions, health insurance premiums increase, annual salary increases, as well as increase in vehicle fuel costs.
- ❑ City Attorney increase of 30.43% provides for one full-time administrative assistant position.
- ❑ City Manager increase of 10.05% provides for two part-time receptionists.
- ❑ Police Special Operations is a new division representing 100% increase. All officers in this division are transferred from Police Road Patrol Division. The increase is corresponded by a decrease in Police Road Patrol Division approved budget.
- ❑ Stormwater Utility Division increase of 12.15% provides for one full-time maintenance worker position, health insurance premiums increase, annual salary increases, as well as programmed capital lease.
- ❑ Roads and Maintenance increase of 12.44% provides for one full-time maintenance worker position, health insurance premiums increase, annual salary increases, as well as vehicle fuel costs increase.
- ❑ Parks and Recreation increase of 25.16% provides for two full-time maintenance worker positions, health insurance premiums increase, annual salary increases, as well as vehicle fuel costs increase.
- ❑ Non-departmental increase of 60.99% provides for general liability insurance premiums increase, establishment of General Fund contingency fund based on the city's financial policy requirement, and the increase in the Community Redevelopment Agency tax increment payment.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

Exhibit S-1 Appropriation Comparison By Department/Division General Fund

<u>Org Code</u>	<u>Description</u>	<u>FY 01/02</u> <u>Actual</u>	<u>FY 02/03</u> <u>Actual</u>	<u>FY 03/04</u> <u>Budget</u>	<u>FY 04/05</u> <u>Adopted</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>%</u> <u>Increase</u> <u>(Decrease)</u>
010001	City Council	\$ 37,859	\$ 44,532	\$ 37,440	\$ 42,278	\$ 4,838	12.92%
010005	City Manager	273,669	301,241	338,004	371,971	33,967	10.05%
010009	City Clerk	272,884	253,320	285,398	307,776	22,378	7.84%
010010	City Attorney	114,140	123,787	135,303	176,469	41,166	30.43%
010020	Finance	354,044	321,887	345,884	369,600	23,716	6.86%
010021	Management Information Svs	N/A	102,473	107,941	135,307	27,366	25.35%
010035	Human Resources	170,099	192,027	195,552	209,884	14,332	7.33%
010040	Police Special Operations	N/A	N/A	N/A	283,878	283,878	100.00%
010041	Police Administration	140,470	164,397	298,935	305,090	6,155	2.06%
010042	Police School Resource	98,820	119,631	129,014	164,889	35,875	27.81%
010043	Police Patrol Division	1,212,934	1,597,915	1,753,832	1,737,847	(15,985)	-0.91%
010044	Community Policing Unit	101,050	127,839	141,252	144,347	3,095	2.19%
010045	Code Enforcement Division	89,010	89,429	100,169	115,611	15,442	15.42%
010046	Professional Standards	N/A	N/A	86,391	92,959	6,568	7.60%
010047	Police Detective Division	394,683	423,792	407,653	466,464	58,811	14.43%
010048	Police Support Services	203,686	274,908	258,943	275,753	16,810	6.49%
010049	Police Dispatch Unit	308,567	360,492	365,089	422,701	57,612	15.78%
010051	Engineering	323,195	416,890	489,161	482,750	(6,411)	-1.31%
010053	Stormwater Utility	N/A	813,907	931,075	1,044,205	113,130	12.15%
010052	Roads and Maintenance	1,286,119	853,688	913,343	1,026,990	113,647	12.44%
010054	Garage	142,443	161,850	161,935	192,488	30,553	18.87%
010057	Parks and Recreation	613,506	672,179	748,156	936,369	188,213	25.16%
010059	Cemetery	87,866	113,650	137,610	143,390	5,780	4.20%
010080	Growth Management	218,274	209,351	235,470	256,829	21,359	9.07%
010085	Building Department	343,932	408,937	500,168	561,825	61,657	12.33%
010099	Non-Departmental	813,053	734,148	530,225	853,597	323,372	60.99%
Total General Fund Expenditures		\$ 7,600,303	\$ 8,882,269	\$ 9,633,943	\$11,121,267	\$ 1,487,324	15.44%

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

Exhibit S-2 compares the revised General Fund expenditure by category budget for FY 2003/04 with the approved expenditure budget for FY 2004/05.

- Salaries and benefits increase reflects cost increases associated with the addition of six full-time and three part-time positions, health insurance premium increases, as well as annual salary increases per contracts.
- Operating expenditures increase mainly due to vehicle fuel cost increase.
- Capital outlay increase mainly due to a capital lease for stormwater equipment as well as new emergency vehicles for the police officers.
- The increase in contingency is due to the establishment of required contingency fund based on city's adopted financial policy. The contingency established for FY 2003/04 was completely utilized for emergency situation during the first six months of operation.

Exhibit S-2 Appropriation Comparison By Category General Fund

By Major Category	FY 01/02 <u>Actual</u>	FY 02/03 <u>Actual</u>	FY 03/04 <u>Budget</u>	FY 04/05 <u>Adopted Budget</u>	Increase <u>(Decrease)</u>	% Increase <u>(Decrease)</u>
Salaries and Benefits	\$ 5,766,002	\$ 6,561,859	\$ 7,585,114	\$ 8,503,753	\$ 918,639	12.11%
Operating Expenditures	1,339,355	1,527,456	1,744,562	1,919,805	175,243	10.05%
Capital Outlays	344,091	508,755	300,267	527,709	227,442	75.75%
Debt Service	35,855	-	-	-	-	0.00%
Grants and Aids	15,000	200	4,000	-	(4,000)	-100.00%
Interfund Transfers Out	100,000	284,000	-	-	-	0.00%
Contingency	-	-	-	170,000	170,000	100.00%
Total	\$ 7,600,303	\$ 8,882,269	\$ 9,633,943	\$ 11,121,267	\$ 1,487,324	15.44%

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

Exhibit S-3 compares the revised total expenditure budget for FY 2003/04 with the approved expenditure budget by fund for FY 2004/05.

Exhibit S-3 Total Budget Comparison By Fund

<u>Fund name</u>	<u>FY 01/02 Actual Expenditures/ Expenses</u>	<u>FY 02/03 Actual Expenditures/ Expenses</u>	<u>FY 03/04 Budget</u>	<u>FY 04/05 Adopted Budget</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
General Fund	\$ 7,600,303	\$ 8,882,269	\$ 9,633,943	\$ 11,121,267	\$ 1,487,324	15.44%
Special Revenue Funds						
Community Development Block Grant	-	-	700,000	685,000	(15,000)	-2.14%
Local Option Gas Tax	650,072	700,281	716,773	762,000	45,227	6.31%
Discretionary Sales Tax	1,626,320	2,210,565	2,073,208	2,265,000	191,792	9.25%
Recreation Impact Fee (1)	-	190,000	288,963	364,500	75,537	26.14%
Stormwater Utility Fee Fund	64,869	164,470	785,879	831,980	46,101	5.87%
Law Enforcement Forfeiture Fund (2)	16,630	19,581	12,627	10,000	(2,627)	-20.80%
G.R.E.A.T Program Fund (3)	10,787	9,529	9,700	-	(9,700)	-100.00%
Debt Service Funds						
Special Assessment Revenue Bonds (4)	64,567	64,541	82,238	-	(82,238)	-100.00%
Discretionary Sales Surtax Revenue Bonds	-	686,158	969,482	1,033,844	64,362	6.64%
Stormwater Utility Revenue Bonds	-	-	439,387	441,973	2,586	0.59%
Capital Project Funds (5)	2,330,630	4,079,118	9,616,266	2,383,523	(7,232,743)	-75.21%
Enterprise Funds						
Golf Course Fund	1,393,551	1,363,359	1,554,611	1,554,614	3	0.00%
Airport Fund	283,726	315,941	257,949	275,255	17,306	6.71%
Total All Funds	\$ 14,041,455	\$ 18,685,812	\$ 27,141,026	\$ 21,728,956	\$ (5,412,070)	-19.94%

- (1) Recreation Impact Fee Fund increase due to the expected area growth.
- (2) Law Enforcement Forfeiture Fund decrease due to revenue information not available at the time of budget preparation. Budget adjustment will be made during the budget implementation stage.
- (3) G.R.E.A.T. Program Fund decrease due to revenue information not available at the time of budget preparation. Budget adjustment will be made during the budget implementation stage.
- (4) Special Assessment Revenue Bonds Fund decrease due to the debt payoff during FY 2003/04.
- (5) Capital Project Funds decrease due to the construction of City Hall Complex project in FY 2003/04. The majority of the project is expected to be complete in FY 2003/04.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

FUND BALANCE COMPARISON AND PROJECTED CHANGES

The City of Sebastian uses fund accounting to track revenues and expenditures. Fund Balance represents the equity (assets minus liabilities) of each fund. Exhibit S-4 compares the actual fund balance and projected fund balance change for each individual fund.

Exhibit S-4

Fund Name	Balance 9/30/2001 Audited	Balance 9/30/2002 Audited	Balance 9/30/2003 Audited	Projected Revenues	Projected Expenditures	Projected Balance 9/30/2004
General Fund*	\$3,048,016	\$3,332,438	\$2,121,746	\$9,874,576	(\$9,770,357)	\$2,225,965

Special Revenue Funds

Community Development Block Grant	\$0	\$0	\$0	\$15,000	(\$15,000)	\$0
Local Option Gas Tax	\$222,915	\$253,357	\$241,147	\$726,500	(\$722,232)	\$245,415
Discretionary Sales Tax (1)	\$323,422	\$590,587	\$330,656	\$2,162,700	(\$2,068,395)	\$424,961
Recreation Impact Fee (2)	\$0	\$258,455	\$471,680	\$364,250	(\$70,000)	\$765,930
Stormwater Utility Fee Fund (3)	\$0	\$720,814	\$1,309,263	\$792,137	(\$367,443)	\$1,733,957
Law Enforcement Forfeiture Fund	\$13,271	\$17,928	\$8,232	\$16,117	(\$10,203)	\$14,146
G.R.E.A.T Program Fund	\$0	\$542	(\$92)	\$9,700	(\$9,608)	\$0

Debt Service Funds

Special Assessment Revenue Bonds (4)	\$154,509	\$131,971	\$95,945	\$48,216	(\$82,143)	\$62,018
Discretionary Sales Surtax Revenue Bonds	\$0	\$0	\$392,834	\$972,475	(\$972,475)	\$392,834
Stormwater Utility Revenue Bonds	\$0	\$0	\$0	\$439,676	(\$439,676)	\$0

Capital Project Funds

General Capital Project	\$299,303	\$304,443	\$207,057	\$343,939	(\$361,750)	\$189,246
Capital Improvements (5)	\$1,686,792	\$1,545,510	\$791,111	\$1,763,214	(\$337,226)	\$2,217,099
Transportation Improvements (6)	\$362,412	\$810,848	\$912,205	\$1,754,561	(\$549,665)	\$2,117,101
Road Paving	\$987,497	\$590,083	\$43,169	\$500	\$0	\$43,669
Stormwater Improvements (7)	\$0	\$0	\$19,793	\$5,490,000	(\$967,180)	\$4,542,613
Public Facilities Improvements (8)	\$0	\$0	\$8,293,452	\$2,092,366	(\$9,674,500)	\$711,318

Enterprise Funds

Golf Course Fund	\$971,021.00	\$966,987.00	\$1,026,182	\$1,534,818	(\$1,485,501)	\$1,075,499
Airport Fund (9)	\$655,815.00	\$611,251.00	\$950,710	\$6,852,206	(\$5,426,986)	\$2,375,930

* Includes undesignated and unreserved amounts only.

- (1) Discretionary Sales Tax Fund projected fund balance increase from FY2003/04 level is due to an effort to build up fund balance to meet future qualified capital project needs.
- (2) Recreation Impact Fees Fund projected fund balance increase from FY2003/04 level is due to an effort to build up fund balance to meet future qualified capital project needs.
- (3) Stormwater Utility Fund projected fund balance increase from FY2003/04 level is due to an effort to build up fund balance to meet future qualified capital project needs.
- (4) Special Assessment Revenue Bonds Fund projected fund balance decrease from FY2003/04 level is due to the early defeasance of 1996 Revenue Bonds debt in FY 2003/04.
- (5) Capital Improvements Projects Fund projected fund balance increase from FY 2003/04 level is due to capital projects programmed in FY 2003/04, which are not expected to be completed in current fiscal year.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

- (6) Transportation Improvements Projects Fund projected fund balance increase from FY 2003/04 level is due to capital projects programmed in FY 2003/04, which are not expected to be completed in current fiscal year.
- (7) Stormwater Improvements Projects Fund projected fund balance increase from FY 2003/04 level is due to capital projects programmed in FY 2003/04, which are not expected to be completed in current fiscal year.
- (8) Public Facility Improvements Fund projected fund balance decrease from FY 2003/04 level is mainly due to capital projects programmed in FY 2003/04, which are expected to be completed in current fiscal year.
- (9) Airport Fund projected fund balance increase from FY 2003/04 level is mainly due to capital projects programmed in FY 2003/04, which are not expected to be completed in current fiscal year.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONNEL SUMMARY BY DEPARTMENT/DIVISION

As with any service organization, personnel costs are a significant part of the total operating budget of the city. For FY 2004/05, total personnel costs are approximately 41.42% of the total budget. Exhibit S-5 provides a comparison of staffing levels in recent years and the changes for FY 2004/05.

Exhibit S-5

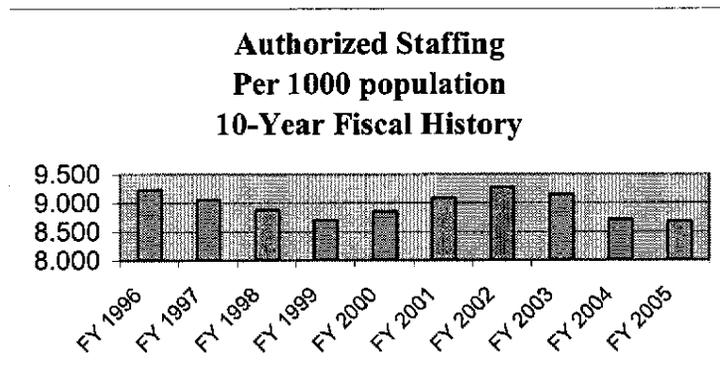
	Fiscal Year 00/01		Fiscal Year 01/02		Fiscal Year 02/03		Fiscal Year 03/04		Fiscal Year 04/05	
	F/T	P/T								
City Council		5		5		5		5		5
City Manager (1)	4		4		4		4		4	2
Central Garage	3		3		3		3		3	
City Clerk	5		5		4		4		4	
City Attorney (2)	1		1		1		1		2	
Finance	6		6		5		5		5	
Mgmt Information Svcs					2		2		2	
Human Resources	3		3		3		3		3	
Police Department (3)	49	7	50	6	51	7	53	7	55	8
Engineering	6	1	6	4	6	3	6	4	6	4
Stormwater Utility (4)			1		12		12		13	
Roads & Drainage	22	1	23	1	11	1	14	1	14	1
Building Maintenance	4		4		4					
Parks & Recreation (5)	11	6	11	6	12	9	13	9	15	9
Cemetery	2		2		2		2		2	
Growth Management	4		4		4		4		4	
Building Department	6		7		7		8		8	
Golf Course Administration	4	13	4	14	3	14	4	12	4	12
Golf Course Carts		4		7		7		7		7
Airport	1		1	1	2	1	2	1	2	1
SUB-TOTALS	131	37	135	44	136	47	140	46	146	49
TOTALS	168		179		183		186		195	

Summary of Changes for FY 2004/05:

- (1) City Manager Two Part-Time Receptionists Added
- (2) City Attorney One Full-Time Administrative Assistant Added
- (3) Police Department
 - Road Patrol Division Two Full-Time Officers Added
 - Dispatch Division One Part-Time Communications Technician Added
- (4) Stormwater Utility One Full-Time Maintenance Worker Added
- (5) Parks & Recreation Two Full-Time Maintenance Worker's Added

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

For FY 2004/05, there are six full-time and three part-time positions added. Overall, the city takes a conservative approach to adding new positions and expanding its service to ensure that basic services can be sustained regardless of revenue and expense fluctuations.



The total authorization of 168 full-time equivalent (FTE) positions will serve an estimated population of 19,365. This results in a staffing ratio of 8.6 employees per 1,000 populations.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

DEBT OBLIGATION

Debt Limits

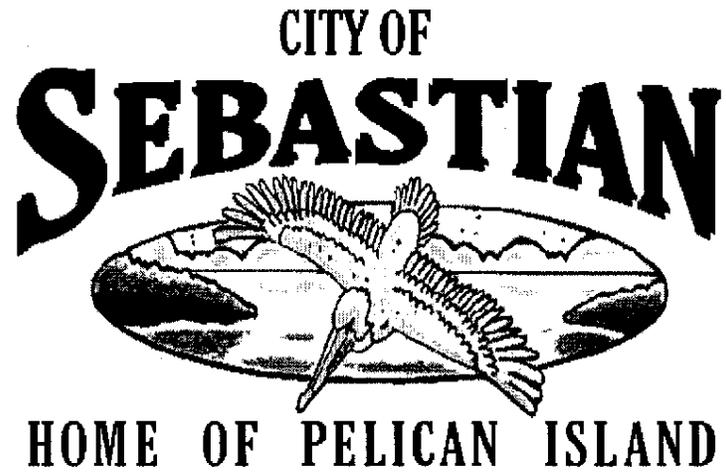
Since neither State law nor the City Charter provide any fixed or arbitrary limits on the amount of debt which may be incurred (other than the requirement to have General Obligation debt approved in advance by referendum), the City Council has established the following debt service level policy as part of the city's financial policy to ensure future flexibility.

<u>Type of Debts</u>	<u>Limits</u>	<u>Actual as of 9/30/04</u>
General Obligation debt	5% of the assessed valuation of taxable property Maturity to 15 years	0%
General Fund Debt Expense	8% of the General Fund expenditure budget	0%
Variable Rate Debt	15% of the total debt outstanding	0%
"Pay As You Go" Financing	Amount is less than \$150,000 Maturity to 10 years	None

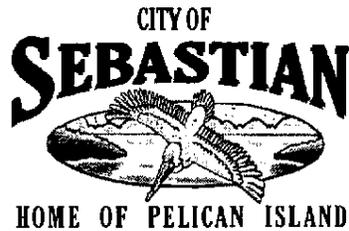
Debt Outstanding

The following table lists the city's debt obligations and commitments as of September 30, 2004. All long-term debts outstanding are pledged with special revenues. As of September 30, 2004, the city has no variable rate debt. The General Fund has no debt outstanding.

Debt Description	Initial Principal Amount	Principal Remaining 9/30/2004	Interest Rate	Final Maturity	Bond Rating Agency	Security Pledge
Recreational Facilities Improvement and Refunding Revenue Bonds, Series 2001	\$2,435,000	\$1,885,000	4% to 4.2%	2010	AAA/S&P AAA/Fitch (Insured)	Golf Course revenues along with a covenant to budget and appropriate
Infrastructure Sales Surtax Revenue Bonds, Series 2003	\$9,500,000	\$9,015,000	2% to 4.125%	2018	Aaa/Moody's AAA/S&P AAA/Fitch (Insured)	Infrastructure Sales Surtax revenues
Stormwater Utility Revenue Bonds, Series 2003	\$5,630,000	\$5,525,000	2% to 4.2%	2022	Aaa/Moody's AAA/S&P AAA/Fitch (Insured)	Stormwater utility fees
Infrastructure Sales Surtax Revenue Bonds, Series 2003 A	\$2,125,000	\$2,000,000	2% to 4%	2018	Aaa/Moody's AAA/S&P AAA/Fitch (Insured)	Infrastructure Sales Surtax revenues
Paving Improvements Promissory Notes 1998	\$3,268,890	\$2,209,763	4.40%	2013	N/A	Local Option Gas Tax and Municipal Gas Tax



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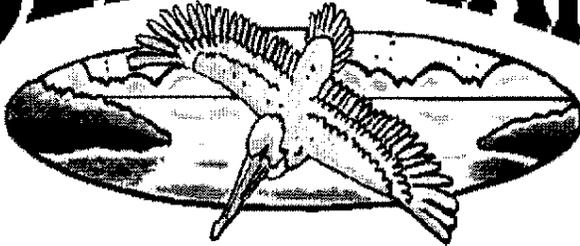
MISSION STATEMENT

City of Sebastian elected officials, volunteer board and advisory committee members, and all employees are committed to making Sebastian the most desirable city in the State of Florida to live, for businesses to flourish and visitors to enjoy. Sebastian will become known as a city that superbly manages and develops its human, natural and financial resources such that it is consistently able to provide and improve upon its reputation as a highly attractive and safe community with enviable business and recreational opportunities.

We will achieve this mission by implementing the following strategies that build on excellent work already begun:

- Ensure that all employees, volunteers and advisory board members fully understand and will work toward the achievement of the mission.
- Determine, through citizen committees, workshops and surveys, the most important stated and unstated needs and expectations of the majority of our residents. Concurrently, seek to assess both internal and external attitudes toward all major City sponsored programs designed to meet those needs and expectations.
- Continually assess the City's recreational and cultural activities and work to provide an optimal mix that satisfies our residents.
- Develop a Growth Management plan that recognizes the City's current and future growth needs.
- Continue to improve the budgeting process so that all human, natural and financial resources are allocated and all capital improvements are developed and implemented consistent with this mission.
- Design and implement an employee recruitment, training and development plan that finds, trains, develops and retains people with the skills and talents needed to achieve the City's mission.
- Develop and promulgate an Economic Development Policy that will entice commercial enterprises to Sebastian, thereby strengthening and expanding the City's financial resources.
- Continue to improve methods of communicating information to residents.

Each Department of the City of Sebastian will develop and accept responsibility for specific action steps designed to achieve its portion of the mission. The City will review its mission statement annually and measure its progress periodically based on completion of specific goals set forth in the annual budgeting process. The final measure of success will be realization of the City of Sebastian's mission.

CITY OF
SEBASTIAN

HOME OF PELICAN ISLAND

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City of Sebastian, Florida

Financial Policies

City of Sebastian's financial policies set forth the basic framework for overall fiscal planning and management and set forth guidelines for both current activities and long-range planning. These policies are reviewed annually to assure the highest standards of fiscal management. The City Manager and the Management Team has the primary role of reviewing financial actions and providing guidance on financial issues to the City Council.

Overall goals

The overall financial goals underlying these policies are:

1. **Fiscal Conservatism:** To ensure that the city is in a solid financial condition at all times. This can be defined as:
 - A. Cash Solvency – the ability to pay bills
 - B. Budgetary Solvency – the ability to balance the budget
 - C. Long Term Solvency – the ability to pay future costs
 - D. Service Level Solvency – the ability to provide needed and desired services
2. **Flexibility:** To ensure that the city is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.
3. **Comply with All Statutory Requirements:** As set forth by the State of Florida and the City ordinances.
4. **Adherence to the highest Accounting and Management Practices:** As set by the Government Finance Officers' Association standards for financial reporting and budgeting, the Government Accounting Standards Board and other professional standards.

Operating Budget Policies

The Finance Department, with support and direction from the Office of the City Manager, coordinates the budget process. The formal budgeting process, which begins in February and ends in September, provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, given the anticipated level of available resources. Revenues and expenditures are projected on

the basis of information provided by city departments, outside agencies, current rate structures, historical data and statistical trends.

Budget Process

The development of the budget is guided by the following budget policies:

1. The budget must be balanced for all funds. Total anticipated revenues must equal total estimated expenditures for each fund (Section 166.241 of Florida Statutes requires that all budgets be balanced).
2. All operating funds are subject to the annual budget process and reflected in the budget document.
3. The enterprise operations of the city are to be self-supporting; i.e., current revenues will cover current expenditures, including debt service.
4. An administrative service fee will be assessed by the General Fund against all enterprise funds of the city. This assessment will be calculated based upon a percentage (number of full-time equivalent employees of the enterprise fund/total number of full-time equivalent employees of the city) of total General Fund administration expenditures budget (includes City Council, City Manager, City Attorney, City Clerk, Finance, and Human Resources) and will be used to reimburse the General Fund for the administrative and support services provided to these funds.
5. A 2.5 percent administrative service fee will be assessed by the General Fund against the Community Redevelopment Agency (CRA) Fund of the city. This assessment will be based on the total tax increment revenue estimate of the CRA Fund and will be used to reimburse the General Fund for the administrative support services provided to the CRA fund.
6. An administrative service fee will be assessed by the General Fund against Stormwater Utility Revenue Fund. The assessment will be calculated based on the maximum allowable percentage set forth by the city's Stormwater Ordinance. Pursuant to the City Ordinance No. O-04-15, no more than 20% of the annual net stormwater fee

City of Sebastian, Florida

Financial Policies

revenues is to be used for the operation and maintenance of the stormwater program.

7. In no event will the City of Sebastian levy ad valorem taxes against real property and tangible personal property in excess of 10 mills, except for voted levies (Section 200.081 of Florida Statutes places this millage limitation on all Florida municipalities.)
8. The city will budget 95 percent of anticipated gross ad valorem proceeds to provide an allowance for discounts for early payment of taxes (Section 200.065 of Florida Statutes states that each taxing authority shall utilize not less than 95 percent of the taxable value.)
9. The city will coordinate development of the capital improvement budget with the development of the annual operating budget. Each capital improvement budget is reviewed for its impact on the operating budget in terms of revenue generation, additional personnel required and additional operating expenses.
10. A budget calendar will be designed each year to provide a framework within which the interactions necessary to formulate a sound budget could occur. At the same time, it will ensure that the city will comply with all applicable State legal mandates.

Basis of Budgeting

The basis of budgeting for General, Special Revenue, and Debt Service Funds shall be prepared on a modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized only when they become measurable and available to finance expenditures of the fiscal period. Expenditures are recognized when the fund liability is incurred except for unmatured interest on general long-term debt which is recognized when due, and the non-current portion of accrued fringe benefits (vacation and sick leave) which is recorded as a long-term liability in the Statement of Net Assets in the Comprehensive Annual Financial Report.

The budgets for the Proprietary funds – Golf Course and Airport – are prepared using the accrual basis of accounting. Under the accrual basis of accounting, expenditures are recognized when the liability is incurred. Revenues are recognized when they are obligated to the City (e.g., Airport leases). The

differences between the budget basis and the accrual basis of accounting include: (1) budgeting the full amount of capital expenditures as expense rather than depreciating them and (2) presenting debt service, including principal as an expense.

Guidelines

The Comprehensive Annual Financial Report (CAFR) presents the status of the City's finances on a basis consistent with Generally Accepted Accounting Principles (GAAP) (i.e., a statement of net assets and statement of activities are presented on an accrual basis of accounting, including governmental funds, major governmental and proprietary funds are identified, governmental funds use the modified accrual basis of accounting, while the proprietary and trust funds use the accrual basis of accounting.) In order to provide a meaningful comparison of actual results to the final budget, the CAFR presents the City's operations on a GAAP basis and also shows fund revenue and expenditures on a budget basis for the General, Special Revenue, and Debt Service funds.

Current revenues shall be sufficient to support current expenditures.

The budget process and format shall be performance-based and focused on goals, objectives, programs, and performance indicators.

The budget will provide adequate funding for maintenance and replacement of capital plant and equipment.

Budget Amendment

1. Total fund appropriations changes must be approved by the City Council.
2. Uses of contingency appropriations must be specifically approved by the City Council.
3. Shifts in appropriations within fund totals may be done administratively on the authority of the City manager. In most cases the City Manager will request City Council's approval since the item prompting the change will usually go to the City Council (e.g., award of contract, addition of staff, contract change order). Procedures for appropriation transfers and delegation of budget responsibility will be set by the City manager.
4. A Budgetary Control System will be maintained to ensure compliance with the budget. Quarterly

City of Sebastian, Florida

Financial Policies

budget status reports will be provided to the City Council comparing actual versus budgeted revenue and expense activity for all budgeted funds.

Planning

The City will annually prepare and distribute to departments and the City Council a Five-Year Forecast. The forecast will include estimated operating costs and revenues for future capital improvements, such as new parks and public works facilities, included in the capital budget.

Fund Balance Policies

On an annual basis, after the year-end audit has been completed, but no later than April 1, the City Finance Director shall produce a schedule of all fund surpluses and deficits, with projections of reserve requirements and a plan for the use of any excess surplus for the current year in accordance with the Financial Balance Policies and Use of Surplus Policies. This document will be used not only to ensure compliance with stated and adopted policies, but also to analyze the total reserve and surplus picture to ensure that the policies as adopted do not inadvertently create adverse effects. The Director of Finance shall provide recommended changes to the City Council for any changes to the Financial Balance Policies and Use of Surplus Policies based on needs identified in this analysis.

Working Capital

The General Fund unappropriated fund balance will be maintained in an amount greater than or equal to fifteen percent (15%) of the annual General Fund Expenditures budget. This amount approximates two months or 60 days of working capital.

The City shall include in the General Fund operating budget annually, an Operating Contingency Account equal to 1.5% of the General Fund total expenditures, less debt service, interfund transfers and capital expenditures. This contingency will be used for unforeseen and emergency events that occur during the course of the operating year and will expire at the end of each fiscal year and balances will not be brought forward.

In order to provide the resources necessary to ensure continued operations of the City's programs should a natural disaster or significant changes in the weather pattern occur, the City shall maintain a reserve of \$350,000 for emergency services.

The City shall maintain a reserve of \$100,000 for Property and Casualty claims representing four claims on a \$25,000 deductible.

All retirement programs, Police Pension, CWA/ITU and 401a programs will be funded at 100% of the obligations calculated annually. The defined benefit pension plan will be funded in accordance with an independent actuarial analysis performed at a minimum of every two years, or as needed.

Capital Reserves

The City shall include in the General Fund operating budget annually a Capital Contingency Account equal to 0.5% of the General Fund total expenditures, less debt service, interfund transfers and capital expenditures. This contingency will be used for unanticipated expenditures for the maintenance of buildings and replacement of related equipment and will expire at the end of each fiscal year and balances will not be brought forward.

Annually the City shall transfer fifty percent (50%) of the current year's operating surplus (revenues in excess of expenditures) into a capital equipment replacement reserve for the purpose of creating a perpetual funding method for replacing City capital equipment. Prior to any funds being spent, the budget amendment procedure must be followed.

The City shall maintain a reserve of \$1,000,000 for the purpose of providing advances to the airport for capital improvements pursuant to a resolution establishing this loan reserve.

City of Sebastian, Florida

Financial Policies

The table listed below is a summary of all reserve and contingency requirements for the General Fund.

Reserve Description	Requirement
Working Capital Reserve	15% of annual General Fund Expenditures budget
Emergency Reserve	\$350,000
Property and Casualty claims Reserve	\$100,000
Capital Equipment Replacement Reserve	50% of the current year's operating surplus (revenues in excess of expenditures)
General Fund Advance to Airport Capital Projects Reserve	\$1,000,000, expire September 12, 2007
General Fund Operating Contingency (for budget purpose only)	1.5% of the General Fund total expenditures budget, less debt service, interfund transfers and capital expenditures
Capital Contingency (for budget purpose only)	0.5% of the General Fund total expenditures budget, less debt service, interfund transfers and capital expenditures
All retirement programs	100% Funded per independent actuarial analysis performed at a minimum of every two years, or as needed

Use of Surplus Policies

Use of Surpluses

It is the intent of the City to use all surpluses generated to accomplish three goals: meeting reserve policies, avoidance of future debt, and reduction of outstanding debt. The City will not use existing fund balances or year-end surpluses to fund ongoing operating expenses.

Any surpluses realized in the General Fund at year-end shall be used first to meet reserve policies as set forth in the Fund Balance Policies. Excess surplus will then be used for the following purposes, listed in order of priority:

- **Capital Replacement Programs.** After General Fund reserves have been met, up to 50% of excess reserves may be set aside to provide the cash necessary to implement capital replacement programs (e.g., vehicle and equipment replacement and facility maintenance programs). Any excess surplus remaining after reserve policies have been met may be used to pay down debt existing in the general fund or any other capital loans.
- **Cash Payments for Capital Improvement Program Projects.** Using cash to purchase capital items

that are budgeted to be purchased with the proceeds from any debt will reduce the future debt burden of the City. This strategy may be combined with retirement to reduce future debt service after performing a financial analysis to determine the greatest net present value savings.

- **Cemetery Permanent Trust Fund.** After all other needs have been satisfied, excess surpluses may be transferred to the Cemetery Permanent Trust Fund that has been established to care for the Cemetery. The amounts transferred shall be deemed corpus to the Cemetery Trust fund for future earnings growth to fund Cemetery care and maintenance.
- **Riverfront Redevelopment Agency.** After all other needs have been satisfied; excess surpluses may be transferred to the Riverfront Redevelopment Agency that has been established to provide infrastructure and public facility needs.

Special Revenue Fund Surpluses

Local Option Gas Tax Revenue Fund - A reserve will be maintained in an amount greater than or equal to fifteen percent (15%) of the annual Local Option Gas Tax Fund Expenditures budget. Excess surpluses shall first be used for the purpose of reducing debt for the Road Paving Note Payable.

Discretionary Sales Surtax Revenue Fund - A reserve will be maintained in an amount greater than or equal to ten percent (10%) of the total annual Discretionary Sales Tax Fund Expenditures budget for the purpose of providing sufficient funds for unanticipated major repairs or replacements for eligible capital improvements or equipment.

Discretionary Sales Tax revenues will be used in accordance with the following:

1. fund annual debt service payments for which this revenue source is pledged, then;
2. fund emergency vehicles, then;
3. fund pay-as-you go eligible capital improvements, then;
4. fund equipment for the maintenance of Discretionary Sales Tax funded improvements.

Stormwater Utility Revenue Fund - A reserve will be maintained in an amount greater than or equal to fifteen percent (15%) of the total annual Stormwater Utility Revenue Fund Expenditures budget for the purpose of providing sufficient funds for unanticipated major capital improvement program. (Pursuant to City of Sebastian Ordinance No. O-04-

City of Sebastian, Florida

Financial Policies

15, capital improvement program of the Comprehensive Growth Management Plan on furtherance of the Stormwater Master Plan adopted by the City Council.)

Performance Measurement Policies

Establishing Performance Requirements

Every two years, the City shall update the existing Strategic Plan that identifies Strategic Priorities for the following two years. Each Strategic Priority should provide three to five Key Intended Outcomes (KIOs) that measure appropriate results for each priority.

Annually, each department shall develop departmental performance measures that correspond with the department programs and file them with the City Manager's Office. Goals should be related to core services of the department and should reflect stakeholder needs. The measures should be of a mix of different types, including effectiveness, efficiency, demand and workload. Measures should have sufficiently aggressive "stretch" goals to ensure continuous improvement.

- Workload – Measures the quantity of activity for a department (e.g., number of calls responded to).
- Demand – Measures the amount of service opportunities (e.g., total number of calls).
- Efficiency – Measures the relationship between output and service cost (e.g., average cost of the response to a service call).
- Effectiveness – Measures the impact of an activity (e.g., percent of people who feel safe).

Department Directors shall establish performance measures for each program within their department to monitor and project program performance. These objectives must be linked to the departmental measures they support.

Supervisors shall insure that fair, objective and aggressive performance measures for each employee that directly supports program objectives and departmental measures are part of their annual review.

Reporting Performance

Quarterly summaries of progress on goals and objectives and departmental performance measures will be provided to the City Manager for publishing in the Council's Quarterly Budget to Actual Report.

Decision Making and Analysis

The City's Strategic Planning and budgeting decisions are based on a number of processes currently in place. The specific tools used are:

- ❖ *Citizen Advisory Boards* – (e.g., Budget Review Committee) are teams made up of Residents and City staff to address specific concerns and provide direction and feedback. Several such advisory boards currently exist;
- ❖ *Master Planning* – Specific functions and processes are included in written plans, such as the Comprehensive Plan, Stormwater Master Plan, and the Airport Master Plan;
- ❖ *Fiscal Impact Model* – Allocation methodology that quantifies average and marginal revenues and the costs of new development by land use type;
- ❖ *Revenue Forecasting Model* – Statistical time series analysis and tracking model of major revenue sources;
- ❖ *Performance Measurement System* – Quarterly performance evaluations and reports;
- ❖ *Capital Budgeting Tools* – Present Value Payback, Net Present Value Analysis, Own/Lease Analysis, and Return on Investment (ROI) Analysis;
- ❖ *Five-Year Financial Plan* – Multi-year forecasting of revenues and expenditures;
- ❖ *Ten-Year Fleet Replacement Program* – Equipment replacement covering the useful life of all vehicle classes;
- ❖ *Ten-Year Equipment and Maintenance Program* – maintenance and replacement schedule covering the useful life of all equipment, other than vehicles;
- ❖ *Financial Trend Monitoring System* – Systematic analysis of major financial indicators;

Capital Improvement Program Policies

Alignment

The City shall coordinate the development of the Capital Improvement Program budget with the development of the Strategic Plan and Operating Budget, as well as ensuring compliance with the Comprehensive Plan Capital Improvement Element. Future operating expenditures and revenues associated

City of Sebastian, Florida

Financial Policies

with new capital improvements will be projected and included in the operating budget Five-Year Forecasts.

Project Selection

All capital projects submitted for approval must be justified in terms of how the project supports the achievement of the City's Strategic Priorities. Projects are prioritized and approved based on the relevancy of the project to the City's Strategic Plan and the impact on the end stakeholder(s).

Capital Improvement Budget

The City shall adopt an annual Capital Budget based on the Capital Improvement Program. Future capital improvement expenditures necessitated by changes in population, real estate development, or in economic base will be calculated and included in the capital improvement budget projections.

The originating department of the capital improvement project will identify the estimated costs and funding sources for each capital project proposal before it is submitted to the City Council for approval.

The City shall make all capital improvements in accordance with an adopted Capital Improvement Program budget.

The City will determine and use the most prudent financial methods for acquisition of capital improvement projects based upon market conditions at the time of acquisition.

Capital Equipment Outlay

The City will determine and use the most prudent financial methods for acquisition of new or replacement capital equipment, based upon market conditions at the time of acquisition.

Capital Replacement Programs – The City shall establish equipment replacement and maintenance needs for at least a ten-year period and will update this projection each year. From this projection, a maintenance and replacement schedule shall be developed and implemented. Funding for these programs will be made through funded depreciation charges to using departments and held in sinking funds created for the purpose of paying for replacements. Additional funding may be obtained through year-end surpluses as identified in the Use of Surplus Policies. Maintenance programs shall be paid for on a pay-as-you-go program.

Maintenance

The City shall maintain all capital assets at a level adequate to protect the City's capital investment to minimize future maintenance and replacement costs.

Physical Inventory

An annual physical inventory (see Fixed Asset Policies) will be conducted to ensure that the replacement, maintenance, and Capital Improvement Program projections are accurate, and that sufficient internal control over capital items is exercised.

See Fixed Asset Policies for further information on capital purchases.

Debt Management Policies

Market Review

The City, in conjunction with its financial Consultant, shall review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the City the opportunity to refund an issue and incur less debt service costs. In order to consider the possible refunding of an issue, a Present Value savings of three percent (3%) over the life of the respective issue, at a minimum, must be attainable.

Debt Issuance

When the City finances capital projects by issuing bonds, it shall amortize the debt over a term not to exceed the average useful life of the project(s) financed.

If General Obligation Bonds are issued, the City's goal will be to limit the maturity to fifteen (15) years.

Capital Improvements, equipment and facility projects shall be classified into "pay-as-you-go" and "debt financing" classifications. Pay-as-you-go capital items will be \$150,000 or less with lives of ten years or less or replacement of existing equipment where depreciation has been paid to a sinking fund. Debt financing will only be used for major, non-recurring items with a minimum of ten (10) years useful life.

The City shall confine long-term borrowing to capital improvements and projects that have useful lives in excess of twenty (20) years.

When possible, the City shall use a special assessment or self-supporting financing instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.

City of Sebastian, Florida

Financial Policies

Debt Service Levels

Annual General Fund debt service expense, if any, will be limited to eight percent (8%) of the General Fund expenditures budget.

The City will limit its total outstanding General Obligation debt, if any, to five percent (5%) of the assessed valuation of taxable property.

The City will limit the amount of Variable Rate debt to fifteen percent (15%) of the total debt outstanding.

Bond Ratings

The City, along with its Financial Advisor, shall periodically review possible actions to maintain or improve its bond ratings by various rating agencies.

The City shall maintain good communications with bond rating agencies and its bond insurers about its financial condition.

The City shall follow a policy of "full disclosure" in its Comprehensive Annual Financial Report and bond prospectuses.

Revenue Policies

Revenue Projections

The City shall estimate its annual revenues by objective and analytical processes.

The City shall maintain a diversified and stable revenue system to the extent provided by law to insulate it from short-term fluctuations in any one-revenue source.

User Fees

The City shall recalculate on a bi-annual basis the full cost of selected activities currently supported by user fees and charges to identify the impact of inflation and other cost increases.

The City shall set fees and user charges for the Golf Course fund at a level that fully supports the total direct and indirect costs of operation, including depreciation.

Reporting and Analysis

To ensure compliance with Revenue Policies, Fund Balance Policies, and Budget Policies, the City Finance Department shall prepare reports and analyses annually to monitor, project, and estimate revenue and expenditures, to wit:

- *Five-Year Forecast of Revenues and Expenditures* – A planning tool prepared and used by the Finance Department to forecast and project various funds (General, Local Option Gas Tax, Discretionary Sales Tax, Golf Course and Airport);
- *Situational Analysis* – Every two years, as part of the Strategic Planning Process, an analysis of the demographic, legislative, and customer requirements shall be made. Part of the project includes a "SWOT" (Strengths, Weaknesses, Opportunities, Threat) analysis.
- *Financial Trend Monitoring System* – A set of financial trends and ratios used as leading indicators and as a measurement of relative performance. The Finance Department shall produce this report annually.
- *Revenue Manual* – A guide to the major revenue sources that indicates the source, calculation, legal requirements, and accounting guidelines. Updated annually, as necessary, by the Finance Department.
- *Reserve Analysis* – The City Finance Director will annually review the reserve levels and produce a report that indicates up-to-date reserve levels as compared to policy goals.
- *Investment Portfolio Reports* – A quarterly report designed to track and analyze the performance of our investment portfolio.

Investment Policies

Investment Management

The City Finance Department shall perform a cash flow analysis of all funds on a regular basis. Disbursement, collection, and deposit of all funds will be scheduled to insure optimum cash availability. (See Investment Policy.)

When permitted by law, the City shall pool cash from each respective fund for investment purposes.

Investments shall be managed by a third-party administrator to achieve optimal return on the City's investments.

City of Sebastian, Florida Financial Policies

Investment Analysis

The City shall review its investment policies established for investing surplus funds to account for changes in legislation and market conditions on an annual basis.

The City shall prepare quarterly investment portfolio reports containing the overall performance of the fund.

FINANCIAL ACCOUNTING STRUCTURE

All operations of City of Sebastian are accounted for by the use of fund accounting. This system ensures the accountability of the City to its citizens, other governments, and creditors. Various funds are established to track transactions for different types of resources. Each fund is a separate entity with its own resources, liabilities, and residual balance. Departments within the City formed to carry out a specific function are identified and accounted for within the system. Departmental functions may be funded from a number of established funds. Funds with similar objectives, activities, and legal restrictions are placed in one of three groups for reporting purposes.

Types of Funds

Governmental Funds: These funds account for general governmental activities, such as law enforcement, which are largely supported by taxes and fees. They are reported using the current financial resources measurement focus and the modified accrual basis of accounting. All of the governmental funds are budgeted funds, which include the following:

- The **General Fund** includes all sources of revenue the city receives that are not designated for a specific purpose. General Fund money may be used by the City Council for legal public purpose.
- **Special Revenue Funds** account for resources received from special sources dedicated or restricted to specific uses (such as certain grants and assessments).
- **Debt Service Funds** are utilized for reporting the accumulation of resources for, and the payments of principal, interest, and other costs associated with long-term debt.
- **Capital Projects Funds** account for the accumulation and use of resources for the construction/acquisition of buildings, land, infrastructure, and other capital facilities.

Enterprise Funds: These funds account for those activities, which are provided by government on a basis consistent with private enterprise. Enterprise Funds are expected to be self-supporting through revenue generated from the services provided. They are reported using the economic resources measurement focus and the accrual basis of accounting. All of the enterprise funds are budgeted funds.

Permanent Funds: Permanent funds are used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the reporting government's programs. All of the permanent funds are not budgeted funds.

Fiduciary Funds: The fiduciary funds are used to account for the collection and disbursement of monies by the city on behalf of other governments and individuals, such as pension, cash bonds and refundable cash deposits. All of the fiduciary funds are not budgeted funds.

Description of All Funds

General Fund (001) - The General Fund is the general operating fund of the City. It is used to account for all financial resources, except those to be accounted for in another fund. The majority of funding is from ad valorem (property) taxes.

Special Revenue Funds -Special Revenue Funds are used to account for the specific revenues that are legally restricted to expenditures for specified purposes.

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Community Development Block Grant Fund (106) – This fund is used to account for a Small Cities Grant for infrastructure improvements in the Louisiana Avenue area of the City of Sebastian.

Local Option Gas Tax Fund (120) – This fund is used to account for the government's share of motor fuel tax revenues that are legally restricted to transportation related expenditures within the government's boundaries.

Discretionary Sales Tax Fund (130) – This fund is used to account for revenues generated by local option one-cent sales tax. Monies are used for infrastructure improvements and equipment purchases.

Recreation Impact Fee Fund (160) – This fund is used to account for recreation impact fees that are restricted for use in the expansion or construction of recreational facilities.

Stormwater Utility Fee Fund (163) – This fund is used to account for fees collected on a per unit basis that are restricted for the purposes of managing the City's Stormwater system.

Law Enforcement Forfeiture Fund (190) – This fund is used to account for the receipt of forfeited cash and equipment associated with police activities and is restricted to police related equipment purchases and community education initiatives.

G.R.E.A.T. Program Fund (191) – This fund is used to account for a federal law enforcement grant to be used for gang resistance, education and training for school children from grade school through middle school.

Debt Service Funds - Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Special Assessment Revenue Bonds Debt Service Fund (201) – This fund is used to account for the receipt of special assessments and the associated repayment of debt.

Discretionary Sales Surtax Revenue Bonds Debt Service Fund (230) – This fund is used to account for the accumulation of discretionary sales tax monies pledged to pay the principal, interest, and fiscal charges on the Discretionary Sales Surtax Revenue Bonds.

Stormwater Utility Revenue Bonds Debt Service Fund (263) - This fund is used to account for the accumulation of stormwater utility revenue pledged to pay the principal, interest, and fiscal charges on the Stormwater Utility Revenue Bonds.

Capital Project Funds - These funds are used to account for financial resources designated for the acquisition or construction of major capital facilities except those financed by enterprise funds.

General Capital Projects Fund (310) – This fund is used to account for the construction of non-stormwater related improvements and general capital construction projects. Governmental resources and State grant revenues are used to finance the improvements in this fund.

Capital Improvements Fund (320) - This fund is used to account for the accumulated resources associated with infrastructure improvements such as drainage, parks and buildings.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

Transportation Improvements Fund (330) – This fund is used to account for transportation related construction such as, roads, intersections, and sidewalks and are funded with governmental resources, impact fees and State grants.

Road Paving Program Fund (335) – This fund accounts for the resources associated with debt for the purposes of reconstructing and paving roads.

Stormwater Improvements Fund (363) – This fund is used to account for the construction of stormwater related improvements. Stormwater Utility Revenue Bonds, Series 2003 and stormwater assessment fees are used to finance the improvements in this fund.

Public Facilities Improvements (390) – This fund is used to account for the resources associated with debt for the purposes of constructing and equipping a new city hall complex, renovation and expansion of the police station, and renovation of old schoolhouse.

Enterprise Funds - Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability or other purposes.

Golf Course Fund (410) – This fund is used to account for the activities of the municipal golf course.

Airport Fund (450 and 455) – These two funds are used to account for the activities of the municipality's general aviation airport.

Permanent Fund

Cemetery Permanent Fund (601) – This fund is used to account for principal trust amounts received, sale of cemetery lots and related interest income. One-half of the cemetery lot sale and the interest portion of the trust can be used to maintain the community cemetery.

Fiduciary Funds

Pension Trust Fund (620) – This fund accounts for the activities of the Police Officer's Retirement System, which accumulates resources for pension benefit payments to qualified officers.

Agency Fund (680) – This fund accounts for deposits placed by bidders and developers to guarantee performance pursuant to bid or contract and for deposits for use of city owned buildings and parks to guarantee performance pursuant to contract.

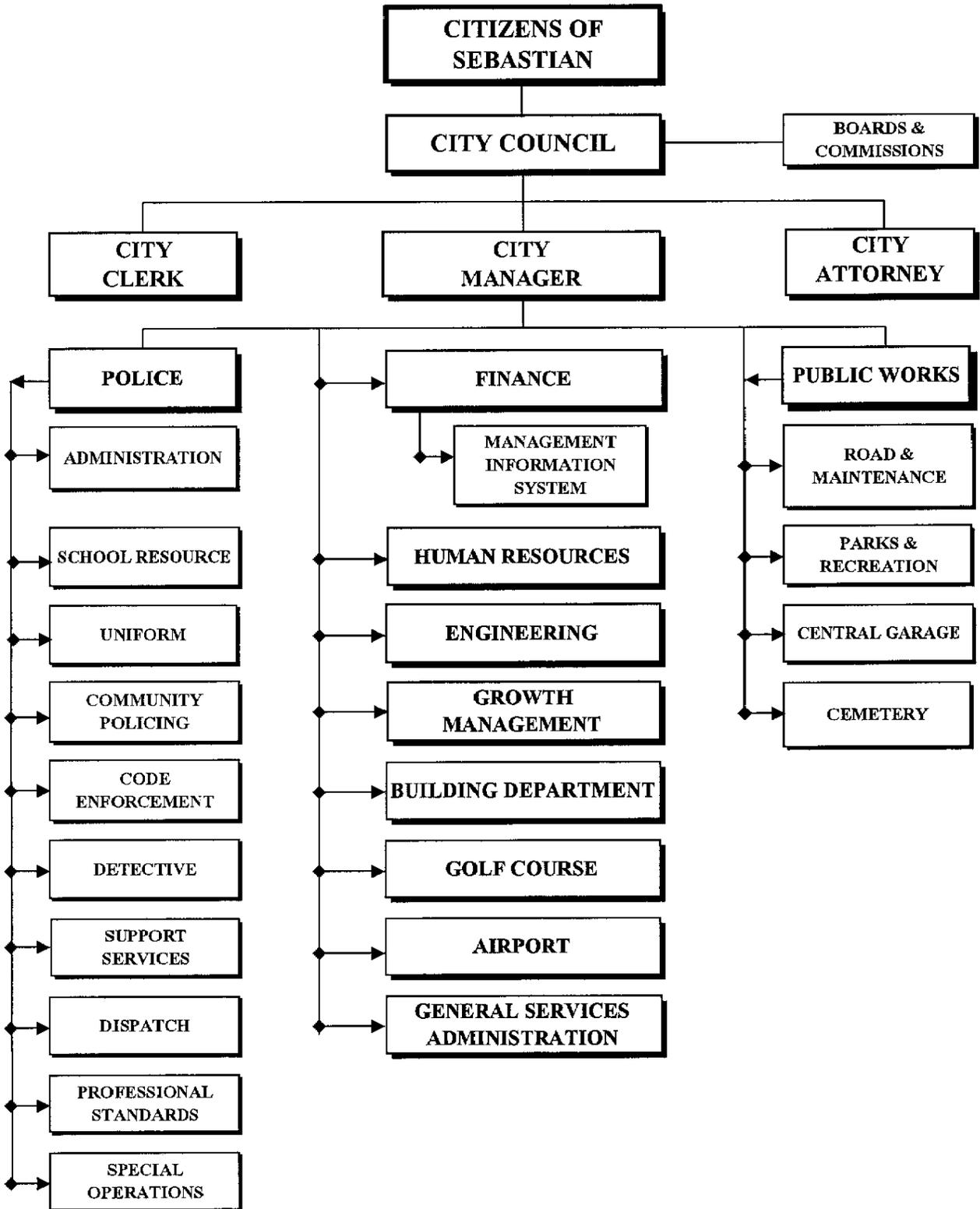
CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

DEPARTMENT/DIVISION AND FUNCTION RELATIONSHIP SUMMARY

This table summarizes the relationship between City departments/divisions and the funds in the accounting and budgetary groupings previously described. In addition, the accounting functions used to summarize the operating expenditures/expenses for each department/division are listed.

Department/Division	Function	General Fund	Enterprise Fund
City Council	General Government	X	
City Manager	General Government	X	
City Clerk	General Government	X	
City Attorney	General Government	X	
Finance	General Government	X	
Management Information System	General Government	X	
Human Resources	General Government	X	
Police Special Operations	Public Safety	X	
Police Administration	Public Safety	X	
Police School Resources	Public Safety	X	
Police Patrol Division	Public Safety	X	
Community Policing Unit	Public Safety	X	
Code Enforcement Division	Public Safety	X	
Police Professional Standards	Public Safety	X	
Police Detective Division	Public Safety	X	
Police Support Services	Public Safety	X	
Police Dispatch Unit	Public Safety	X	
Engineering	Transportation	X	
Stormwater Utility	Physical Environment	X	
Road and Maintenance	Transportation	X	
Garage	Transportation	X	
Parks and Recreation	Cultural/Recreation	X	
Cemetery	Physical Environment	X	
Growth Management	General Government	X	
Building	Public Safety	X	
Non-Departmental	General Government	X	
Golf Course Administration	Cultural/Recreation		X
Golf Course Greens Division	Cultural/Recreation		X
Golf Course Cart Division	Cultural/Recreation		X
Airport Administration	Transportation		X

CITY OF SEBASTIAN, FLORIDA ORGANIZATIONAL CHART



CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

FISCAL YEAR 2004-2005 BUDGET CALENDAR

<u>DATE</u>	<u>DAY</u>	<u>EVENT</u>
4/15/2004	Thursday	City Manager's budget workshop with City Departments/Divisions
4/21/2004	Wednesday	5-Year CIP Plan Workshop
4/29/2004	Thursday	Fiscal Year 2005 Proposed Budgets due to Finance for compilation
4/30/04 – 5/7/04	Friday-Friday	Finance compiles budget
5/12/2004	Wednesday	City Council approves budget calendar
5/10/04-5/14/04	Monday-Friday	Finance Director to meet with Departments/Divisions – go over programs, preliminary budgets, goals, objectives, etc.
6/2/2004	Wednesday	Estimate of Property Value to be received from Property Appraiser
6/4/04-6/10/04	Friday-Thursday	City Manager Fiscal Year 2005 proposed budget meetings with Departments/Divisions
6/18/2004	Friday	City Manager's Recommended Budget to be mailed to Budget Advisory Committee members with supporting documentation
7/8/2004	Thursday	Budget Advisory Committee meeting
7/22/2004	Thursday	Budget Advisory Committee meeting
7/28/2004	Wednesday	DR-420 Certification to Set Proposed Maximum Millage Rate
7/29/2004	Thursday	1 ST READING OF SCHOOL BOARD BUDGET @7:00p.m.
7/30/2004	Friday	Fiscal Year 2005 Proposed Budget to City Council
8/17/2004	Tuesday	Council Budget Workshop @6:00p.m. – Special Meeting
9/7/2004	Tuesday	FINAL ADOPTION OF SCHOOL BOARD BUDGET @5:30 p.m.
9/9/2004	Thursday	1st Public Hearing of City Budget-Adopt Preliminary Millage Rate @6:00p.m. – Special Meeting
9/15/04	Wednesday	County 1 ST READING OF COUNTY BUDGET @5:01 p.m.
9/17/2004	Friday	Advertisement
9/21/2004	Tuesday	Final Public Hearing of City Budget – Adopt Final Millage Rate and Budget Resolution @6:00 p.m. – Regular Council Meeting
9/22/2004	Wednesday	COUNTY ADOPTION OF BUDGET & MILLAGE RATES @5:01p.m.
9/23/2004	Thursday	Forward Resolutions adopting final millage and budget to Property Appraiser and Tax Collector

BUDGET PROCESS

The Finance Department coordinates the budget process. The formal budgeting process, which begins in February and ends in September, provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, given the anticipated level of available resources. Revenues and expenditures are projected on the basis of information provided by city departments, outside agencies, current rate structures, historical data and statistical trends.

Budget Planning Phase

The City maintains a Capital Improvement Program (CIP) as part of the Comprehensive Redevelopment Plan of the City of Sebastian in order to plan for the future needs of capital facilities and infrastructures (see Schedule section – Five Year Capital Improvement Program). This plan covers a five-year period, and identifies major capital projects, as well as the means by which they will be financed. City adopts the annual capital budget along with the operating budget. As part of the planning process, the operating impact of capital projects must be considered and incorporated into the operating budget. The planning phase for the operating budget begins with the preparation of the budget instructions, examples, and training materials.

Budget Preparation

The process of developing the operating budget begins officially in February of each year. The budget preparation process provides department directors an opportunity to examine their program(s) of operation, to propose changes in current services, to recommend revisions in organizations and methods, and to outline requirements for capital outlay items. Finance Department works closely with department/divisions to formulate performance measures for the upcoming fiscal year. Human Resources Department assists departments/divisions with new personnel requests.

In March each year, basic operating budget request forms, and data on prior year appropriations are distributed to the departments. Each department director must compile a budget request for the new fiscal year and enter the budget request and justification into the Microsoft Excel format forms.

Budget Review

During the budget review phase, the City Manager and Finance Department analyzes new positions, operating and capital budget requests; review service levels and the Finance Department compiles the revenue estimates; and recommends funding levels. Budget recommendations regarding requests for new personnel and capital are based on: 1) program priorities as submitted by department directors; and 2) available funding after current services are budgeted (funding levels required to maintain the status quo). City Manager's recommendations on operating and capital budgets and new personnel requests are reviewed with department directors.

In June, the City Manager's recommended budget is distributed to Budget Advisory Committee members. Three meetings are scheduled in July for the Budget Advisory Committee and the Finance Department to review the City Manager's recommended budget.

Budget Adoption

The formal adoption process begins with the Budget Advisory Committee's presentation to City Council in August, followed by a budget workshop. The workshop provides council members an opportunity to review the budget submission and capital improvement program with department heads to ensure that the requests meet the best interests of the City of Sebastian and its citizens.

The final step before budget adoption is to hold two budget hearings to present the proposed millage rate and budget. This essential step provides a means for the citizens to comment directly to the Mayor and City Council regarding priorities. According to State regulations, the first public hearing must be held within 80 days of certification of property values but not earlier than 65 days after certification. At this hearing, the City presents the proposed millage

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

rate and tentative budget and, if the millage rate to be adopted is higher, the percent difference from the rolled-back rate is announced at this time.

Within 15 days of the first hearing, the City must advertise its intent to adopt a final millage rate and budget. Finally, the millage rate and budget are adopted by separate resolutions of the City Council at the second hearing which must be held not less than two days or more than five days after the day that the advertisement is first published.

Budget Implementation

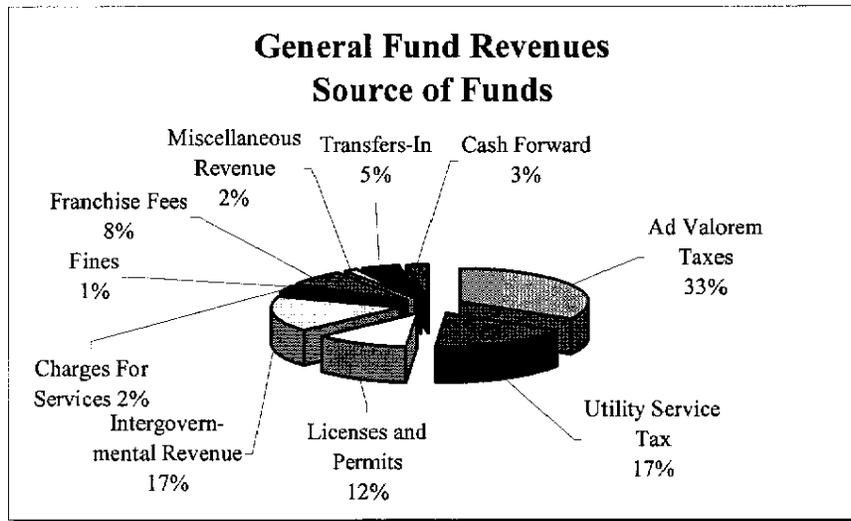
The budget process does not end with legal adoption of the budget. Finance staff along with City departments, monitors the budget throughout the fiscal year. An integrated financial software system provides budgetary control and various budgetary reports to aid in this process. Budget adjustments are allowed based on the criteria stated in the City's financial policies. Any unexpended appropriations lapse at the close of the fiscal year.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

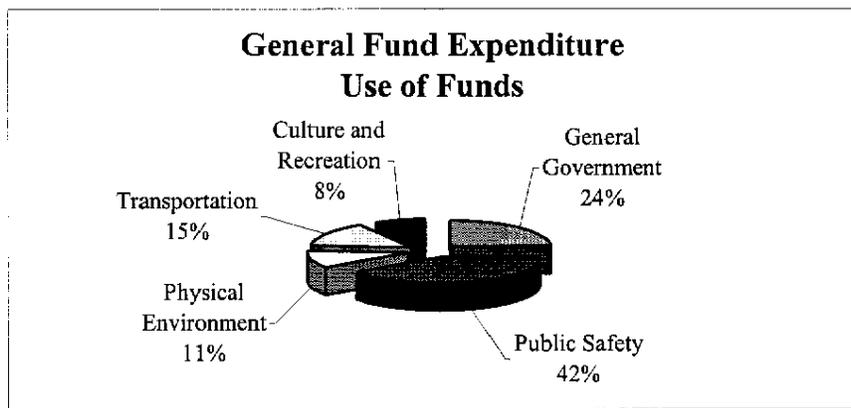
GENERAL FUND

The General Fund is the main operating fund for the City of Sebastian. Total approved budget for Fiscal Year 2004-2005 is \$11,121,267, which is 51.18% of city's total adopted budget. The General Fund is used to account for all financial resources, except those required to be accounted for in another fund.

As shown in the graph below, the five largest sources of revenue within the General Fund are Ad Valorem Taxes, Intergovernmental Revenues, Utility Service Tax, Licenses and Permits, and Franchise Fees. Majority part of the Intergovernmental Revenues comes from state shared revenues, such as Local Half-Cent Sales Tax and Municipal Revenue Sharing. More than seventy-eight percent of total Licenses and Permits revenue estimate is from building permit and review fees. A fund transfer from Discretionary Sales Surtax Revenue Fund constitutes 5% of revenues for the General Fund. This transfer reimburses the General Fund for all emergency vehicles costs related to law enforcement and capital expenditures related to Discretionary Sales Tax funded capital projects. The Table G-1 presented on page 38 compares the Fiscal Year 2004-05 estimated revenue sources with budget and actual of prior years.



City services are provided mainly through the General Fund revenues. The graph presented below shows that 42% of total expenditures are allocated to public safety related activities. Other city services, excluding golf course and airport administration, are included in general government, transportation, cultural & recreation, and physical environment.



CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

TABLE G-1

GENERAL FUND REVENUE

Code: 001501

The Fiscal Year 2004-2005 adopted budget for General fund Revenue is \$11,121,267. This compares to the 2003-04 projected General fund revenue of \$10,287,618, an increase of \$833,649 or 8.1%.

<u>Description</u>	FY 01-02 <u>Actual</u>	FY 02-03 <u>Actual</u>	Amended FY 03-04 <u>Budget</u>	Projected FY 03-04 <u>Revenue</u>	Adopted FY 04-05 <u>Budget</u>	<u>Difference</u>
Taxes and franchise fees	\$ 4,855,213	\$ 5,289,334	\$ 5,604,935	\$ 5,895,507	\$ 6,567,843	\$ 672,336
Licenses and permits	578,695	878,096	1,051,956	1,293,108	1,317,494	24,386
Inter-governmental revenue	1,669,589	1,813,365	1,701,954	1,864,741	1,929,834	65,093
General government charges for service	300,321	216,160	186,454	169,825	174,937	5,112
Fines and forfeits	120,652	116,753	126,064	121,813	118,615	(3,198)
Interest earnings	105,229	81,708	75,948	62,766	102,844	40,078
Rents and royalties	37,067	39,382	34,102	27,316	27,316	-
Sales of assets	7,900	7,901	8,350	7,118	5,861	(1,257)
Contributions/donations	37,872	20,725	20,060	17,530	18,000	470
Other miscellaneous revenues	28,447	15,195	13,850	19,913	14,570	(5,343)
Total revenues	\$ 7,740,985	\$ 8,478,619	\$ 8,823,673	\$ 9,479,637	\$ 10,277,314	\$ 797,677
Interfund transfers	280,850	531,241	397,228	394,939	527,828	132,889
Other sources	-	-	413,042	413,042	316,125	(96,917)
Total revenues and other sources	\$ 8,021,835	\$ 9,009,860	\$ 9,633,943	\$ 10,287,618	\$ 11,121,267	\$ 833,649

Fiscal Year 2004-05 Adopted Budget:

Major Current Level Changes from

2003-04 Projected Revenue:

	<u>Difference</u>
1. Taxes and franchise fees - Increase results from continued growth in home construction and property values as well as an increase in the electric franchise fees based upon current trend analysis.	\$ 672,336
2. Licenses and permits - Increase results from continued growth in home construction and an increase in driveway permit fees approved by City Council in June 2004.	\$ 24,386
3. Intergovernmental - Increase results from slight increases in state share revenues based upon current trend analysis.	\$ 65,093
4. General government charges for service - Slight increase results from the the growth of our Community Center recreation program.	\$ 5,112
5. Fines and forfeits - Decrease due to a projected reduction in parking ticket revenue based upon current trend analysis.	\$ (3,198)
6. Interest earnings - Increase due to a interest rate increase based on interest rate analysis.	\$ 40,078
7. Rents and royalties - Expectation are the rents and royalties will remain stable with last fiscal year.	\$ -
8. Sales of assets - Decrease due to most equipment has been sold in previous years.	\$ (1,257)
9. Contributions/Donations - Slight increase due to the continued popularity and sales of the paver bricks purchased around the clock tower.	\$ 470
10. Other miscellaneous revenues - Decrease due to the increased interest in safety incentives, resulting in a reduction of insurance claims, and therefore a reduction in reimbursement proceeds.	\$ (5,343)
11. Interfund transfers - Increase mainly due to an increase in the transfer from the Discretionary Sales Tax Revenue Fund.	\$ 132,889
12. Other sources - Decrease due to amount needed to achieve the result of no millage increase for FY 2004-05.	\$ (96,917)

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

Table G-2 lists General Fund expenditures by department/division. Table G-3 lists individual department/division details broken down by salaries & benefits, operating expenses, and capital outlay.

TABLE G-2

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT/DIVISION

<u>Org Code</u>	<u>Description</u>	<u>FY 01/02</u> <u>Actual</u>	<u>FY 02/03</u> <u>Actual</u>	<u>FY 03/04</u> <u>Budget</u>	<u>Actual</u> <u>to</u> <u>3/31/04</u>	<u>FY 03/04</u> <u>Projected</u>	<u>FY 04/05</u> <u>Adopted</u> <u>Budget</u>	<u>Change</u> <u>From</u> <u>Prior Year</u> <u>Projected</u>	<u>%</u> <u>Increase</u> <u>(Decrease)</u>
010001	City Council	\$ 37,859	\$ 44,532	\$ 37,440	\$ 14,332	\$ 36,940	\$ 42,278	\$ 5,338	14.5%
010005	City Manager	273,669	301,241	338,004	154,716	335,949	371,971	36,022	10.7%
010009	City Clerk	272,884	253,320	285,398	134,192	283,679	307,776	24,097	8.5%
010010	City Attorney	114,140	123,787	135,303	61,869	135,303	176,469	41,167	30.4%
010020	Finance	354,044	321,887	345,884	180,956	343,736	369,600	25,864	7.5%
010021	Management Information Svs.	N/A	102,473	107,941	51,402	107,372	135,307	27,935	26.0%
010035	Human Resources	170,099	192,027	195,552	91,659	194,784	209,884	15,100	7.8%
010040	Police Special Operations	N/A	N/A	N/A	N/A	N/A	283,878	283,878	100.0%
010041	Police Administration	140,470	164,397	298,935	145,278	289,904	305,090	15,186	5.2%
010042	Police School Resource	98,820	119,631	129,014	60,786	128,672	164,889	36,217	28.1%
010043	Police Patrol Division	1,212,934	1,597,915	1,753,832	772,998	1,753,932	1,737,847	(16,085)	-0.9%
010044	Community Policing Unit	101,050	127,839	141,252	60,491	138,473	144,347	5,874	4.2%
010045	Code Enforcement Division	89,010	89,429	100,169	52,345	100,169	115,611	15,442	15.4%
010046	Professional Standards	N/A	N/A	86,391	49,427	88,691	92,959	4,268	4.8%
010047	Police Detective Division	394,683	423,792	407,653	175,347	407,653	466,464	58,811	14.4%
010048	Police Support Services	203,686	274,908	258,943	118,741	258,139	275,753	17,614	6.8%
010049	Police Dispatch Unit	308,567	360,492	365,089	167,173	362,718	422,701	59,983	16.5%
010051	Engineering	323,195	416,890	489,161	219,597	486,264	482,750	(3,514)	-0.7%
010053	Stormwater Utility	N/A	813,907	931,075	428,692	869,810	1,044,205	174,395	20.0%
010052	Roads and Maintenance	1,286,119	853,688	913,343	429,652	902,112	1,026,990	124,878	13.8%
010054	Garage	142,443	161,850	161,935	79,980	158,144	192,488	34,344	21.7%
010057	Parks and Recreation	613,506	672,179	748,156	369,771	756,793	936,369	179,576	23.7%
010059	Cemetery	87,866	113,650	137,610	61,517	137,190	143,390	6,200	4.5%
010080	Growth Management	218,274	209,351	235,470	111,328	236,795	256,829	20,034	8.5%
010085	Building Department	343,932	408,937	500,168	242,457	496,705	561,825	65,120	13.1%
010099	Non-Departmental	813,053	734,148	530,225	334,229	634,967	853,597	218,630	34.4%
Total General Fund Expenditures		\$ 7,600,303	\$ 8,882,269	\$ 9,633,943	\$ 4,568,935	\$ 9,644,894	\$ 11,121,267	\$ 1,476,374	15.3%

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

**TABLE G-3
General Fund Expenditure By Department/Division**

Department	2002 Actual	2003 Actual	2004 Budget	2004 Projected	2005 Budget	Change from Projected
CITY COUNCIL						
PERSONAL SERVICES	\$ 21,315	\$ 21,430	\$ 21,490	\$ 21,490	\$ 21,458	\$ (32)
OPERATING EXPENDITURES	\$ 16,544	\$ 19,902	\$ 15,950	\$ 15,450	\$ 18,520	\$ 3,070
CAPITAL OUTLAY	\$ -	\$ 3,200	\$ -	\$ -	\$ 2,300	\$ 2,300
TOTAL	\$ 37,859	\$ 44,532	\$ 37,440	\$ 36,940	\$ 42,278	\$ 5,338
CITY MANAGER						
PERSONAL SERVICES	\$ 257,044	\$ 280,782	\$ 315,545	\$ 315,546	\$ 352,986	\$ 37,440
OPERATING EXPENDITURES	\$ 15,774	\$ 18,944	\$ 22,459	\$ 20,403	\$ 18,985	\$ (1,418)
CAPITAL OUTLAY	\$ 851	\$ 1,515	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 273,669	\$ 301,241	\$ 338,004	\$ 335,949	\$ 371,971	\$ 36,022
CITY CLERK						
PERSONAL SERVICES	\$ 217,320	\$ 198,297	\$ 225,694	\$ 225,694	\$ 237,371	\$ 11,677
OPERATING EXPENDITURES	\$ 54,398	\$ 49,287	\$ 58,204	\$ 56,485	\$ 70,405	\$ 13,920
CAPITAL OUTLAY	\$ 1,166	\$ 5,736	\$ 1,500	\$ 1,500	\$ -	\$ (1,500)
TOTAL	\$ 272,884	\$ 253,320	\$ 285,398	\$ 283,679	\$ 307,776	\$ 24,097
CITY ATTORNEY						
PERSONAL SERVICES	\$ 109,163	\$ 118,404	\$ 129,969	\$ 129,969	\$ 169,974	\$ 40,006
OPERATING EXPENDITURES	\$ 4,977	\$ 3,868	\$ 5,334	\$ 5,334	\$ 6,495	\$ 1,161
CAPITAL OUTLAY	\$ -	\$ 1,515	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 114,140	\$ 123,787	\$ 135,303	\$ 135,303	\$ 176,469	\$ 41,167
FINANCE						
PERSONAL SERVICES	\$ 268,015	\$ 254,196	\$ 276,513	\$ 276,513	\$ 302,080	\$ 25,567
OPERATING EXPENDITURES	\$ 78,379	\$ 66,176	\$ 69,371	\$ 67,223	\$ 67,520	\$ 297
CAPITAL OUTLAY	\$ 7,650	\$ 1,515	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 354,044	\$ 321,887	\$ 345,884	\$ 343,736	\$ 369,600	\$ 25,864
MANAGEMENT INFORMATION SERVICES						
PERSONAL SERVICES	N/A	\$ 73,278	\$ 87,879	\$ 87,879	\$ 114,756	\$ 26,877
OPERATING EXPENDITURES	N/A	\$ 20,914	\$ 19,012	\$ 18,446	\$ 20,551	\$ 2,105
CAPITAL OUTLAY	N/A	\$ 8,281	\$ 1,050	\$ 1,047	\$ -	\$ (1,047)
TOTAL	N/A	\$ 102,473	\$ 107,941	\$ 107,372	\$ 135,307	\$ 27,935
HUMAN RESOURCES						
PERSONAL SERVICES	\$ 139,851	\$ 152,410	\$ 169,062	\$ 169,062	\$ 184,718	\$ 15,656
OPERATING EXPENDITURES	\$ 30,248	\$ 38,103	\$ 26,490	\$ 25,722	\$ 25,166	\$ (556)
CAPITAL OUTLAY	\$ -	\$ 1,514	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 170,099	\$ 192,027	\$ 195,552	\$ 194,784	\$ 209,884	\$ 15,100
POLICE DEPARTMENT - SPECIAL OPERATIONS						
PERSONAL SERVICES	N/A	N/A	N/A	N/A	\$ 258,435	N/A
OPERATING EXPENDITURES	N/A	N/A	N/A	N/A	\$ 21,443	N/A
CAPITAL OUTLAY	N/A	N/A	N/A	N/A	\$ 4,000	N/A
TOTAL	N/A	N/A	N/A	N/A	\$ 283,878	N/A
POLICE DEPARTMENT - ADMINISTRATION						
PERSONAL SERVICES	\$ 122,557	\$ 143,296	\$ 263,430	\$ 254,057	\$ 282,567	\$ 28,510
OPERATING EXPENDITURES	\$ 17,913	\$ 21,101	\$ 20,505	\$ 20,847	\$ 19,523	\$ (1,324)
CAPITAL OUTLAY	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 3,000	\$ (12,000)
TOTAL	\$ 140,470	\$ 164,397	\$ 298,935	\$ 289,904	\$ 305,090	\$ 15,186

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

General Fund Expenditure By Department/Division - Continued

Department	2002 Actual	2003 Actual	2004 Budget	2004 Projected	2005 Budget	Change from Projected
POLICE DEPARTMENT - SCHOOL RESOURCE UNIT						
PERSONAL SERVICES	\$ 89,345	\$ 109,114	\$ 117,621	\$ 117,621	\$ 123,883	\$ 6,262
OPERATING EXPENDITURES	\$ 7,949	\$ 9,518	\$ 10,793	\$ 10,451	\$ 8,506	\$ (1,945)
CAPITAL OUTLAY	\$ 1,526	\$ 999	\$ 600	\$ 600	\$ 32,500	\$ 31,900
TOTAL	\$ 98,820	\$ 119,631	\$ 129,014	\$ 128,672	\$ 164,889	\$ 36,217
POLICE DEPARTMENT - PATROL						
PERSONAL SERVICES	\$ 1,000,041	\$ 1,339,735	\$ 1,531,624	\$ 1,531,624	\$ 1,418,660	\$ (112,964)
OPERATING EXPENDITURES	\$ 83,317	\$ 108,121	\$ 94,016	\$ 94,116	\$ 121,082	\$ 26,966
CAPITAL OUTLAY	\$ 129,576	\$ 150,059	\$ 128,192	\$ 128,192	\$ 198,105	\$ 69,913
TOTAL	\$ 1,212,934	\$ 1,597,915	\$ 1,753,832	\$ 1,753,932	\$ 1,737,847	\$ (16,085)
POLICE DEPARTMENT - COMMUNITY POLICING UNIT						
PERSONAL SERVICES	\$ 90,364	\$ 116,389	\$ 129,688	\$ 129,688	\$ 121,044	\$ (8,644)
OPERATING EXPENDITURES	\$ 10,686	\$ 11,450	\$ 11,564	\$ 8,785	\$ 19,753	\$ 10,968
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ 3,550	\$ 3,550
TOTAL	\$ 101,050	\$ 127,839	\$ 141,252	\$ 138,473	\$ 144,347	\$ 5,874
POLICE DEPARTMENT - CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 62,405	\$ 79,596	\$ 90,189	\$ 90,189	\$ 104,066	\$ 13,877
OPERATING EXPENDITURES	\$ 8,100	\$ 9,833	\$ 9,980	\$ 9,980	\$ 11,545	\$ 1,565
CAPITAL OUTLAY	\$ 18,505	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 89,010	\$ 89,429	\$ 100,169	\$ 100,169	\$ 115,611	\$ 15,442
POLICE DEPARTMENT - PROFESSIONAL STANDARDS						
PERSONAL SERVICES	N/A	N/A	\$ 86,391	\$ 86,391	\$ 81,689	\$ (4,702)
OPERATING EXPENDITURES	N/A	N/A	\$ -	\$ 2,300	\$ 11,270	\$ 8,970
CAPITAL OUTLAY	N/A	N/A	\$ -	\$ -	\$ -	\$ -
TOTAL	N/A	N/A	\$ 86,391	\$ 88,691	\$ 92,959	\$ 4,268
POLICE DEPARTMENT - DETECTIVE						
PERSONAL SERVICES	\$ 315,744	\$ 351,229	\$ 298,140	\$ 298,140	\$ 337,194	\$ 39,054
OPERATING EXPENDITURES	\$ 57,959	\$ 59,281	\$ 63,013	\$ 63,013	\$ 68,770	\$ 5,757
CAPITAL OUTLAY	\$ 20,980	\$ 13,282	\$ 46,500	\$ 46,500	\$ 60,500	\$ 14,000
TOTAL	\$ 394,683	\$ 423,792	\$ 407,653	\$ 407,653	\$ 466,464	\$ 58,811
POLICE DEPARTMENT - SUPPORT SERVICES						
PERSONAL SERVICES	\$ 187,677	\$ 206,977	\$ 236,752	\$ 236,752	\$ 256,061	\$ 19,309
OPERATING EXPENDITURES	\$ 15,158	\$ 18,756	\$ 22,191	\$ 21,387	\$ 18,887	\$ (2,500)
CAPITAL OUTLAY	\$ 851	\$ 49,175	\$ -	\$ -	\$ 805	\$ 805
TOTAL	\$ 203,686	\$ 274,908	\$ 258,943	\$ 258,139	\$ 275,753	\$ 17,614
POLICE DEPARTMENT - DISPATCH						
PERSONAL SERVICES	\$ 281,987	\$ 288,634	\$ 334,599	\$ 334,599	\$ 385,106	\$ 50,507
OPERATING EXPENDITURES	\$ 23,718	\$ 23,915	\$ 30,490	\$ 28,119	\$ 27,895	\$ (224)
CAPITAL OUTLAY	\$ 2,862	\$ 47,943	\$ -	\$ -	\$ 9,700	\$ 9,700
TOTAL	\$ 308,567	\$ 360,492	\$ 365,089	\$ 362,718	\$ 422,701	\$ 59,983
ENGINEERING						
PERSONAL SERVICES	\$ 290,620	\$ 381,843	\$ 409,841	\$ 409,842	\$ 441,000	\$ 31,158
OPERATING EXPENDITURES	\$ 19,550	\$ 32,405	\$ 43,031	\$ 40,129	\$ 38,550	\$ (1,579)
CAPITAL OUTLAY	\$ 13,025	\$ 2,642	\$ 36,289	\$ 36,293	\$ 3,200	\$ (33,093)
TOTAL	\$ 323,195	\$ 416,890	\$ 489,161	\$ 486,264	\$ 482,750	\$ (3,514)

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

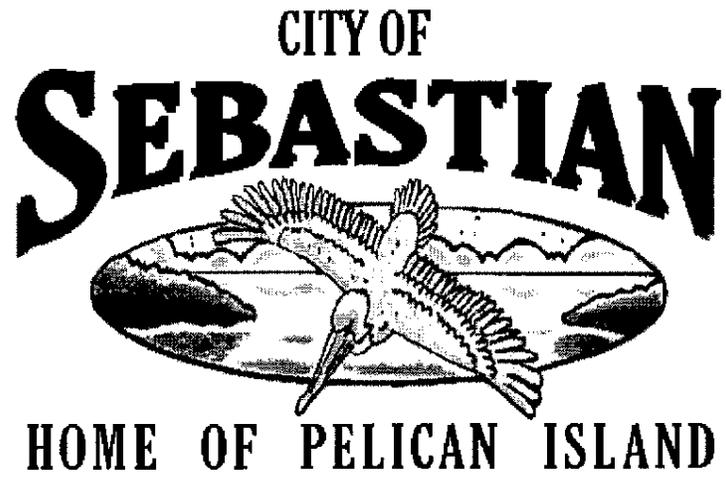
General Fund Expenditure By Department/Division - Continued

Department	2002 Actual	2003 Actual	2004 Budget	2004 Projected	2005 Budget	Change from Projected
STORMWATER UTILITY						
PERSONAL SERVICES	N/A	\$ 455,126	\$ 555,753	\$ 549,723	\$ 642,795	\$ 93,072
OPERATING EXPENDITURES	N/A	\$ 219,022	\$ 366,322	\$ 315,050	\$ 317,351	\$ 2,301
CAPITAL OUTLAY	N/A	\$ 139,759	\$ 9,000	\$ 5,037	\$ 84,059	\$ 79,022
TOTAL	N/A	\$ 813,907	\$ 931,075	\$ 869,810	\$ 1,044,205	\$ 174,395
PUBLIC WORKS - ROADS AND MAINTENANCE						
PERSONAL SERVICES	\$ 979,881	\$ 681,597	\$ 756,364	\$ 756,364	\$ 828,103	\$ 71,739
OPERATING EXPENDITURES	\$ 222,992	\$ 145,990	\$ 140,479	\$ 129,248	\$ 166,387	\$ 37,139
CAPITAL OUTLAY	\$ 83,246	\$ 26,101	\$ 16,500	\$ 16,500	\$ 32,500	\$ 16,000
TOTAL	\$ 1,286,119	\$ 853,688	\$ 913,343	\$ 902,112	\$ 1,026,990	\$ 124,878
PUBLIC WORKS - CENTRAL GARAGE						
PERSONAL SERVICES	\$ 113,585	\$ 130,574	\$ 138,283	\$ 138,283	\$ 163,444	\$ 25,161
OPERATING EXPENDITURES	\$ 17,845	\$ 20,676	\$ 20,952	\$ 18,496	\$ 19,904	\$ 1,408
CAPITAL OUTLAY	\$ 11,013	\$ 10,600	\$ 2,700	\$ 1,365	\$ 9,140	\$ 7,775
TOTAL	\$ 142,443	\$ 161,850	\$ 161,935	\$ 158,144	\$ 192,488	\$ 34,344
PUBLIC WORKS - PARKS & REC						
PERSONAL SERVICES	\$ 436,002	\$ 481,921	\$ 607,027	\$ 607,027	\$ 731,756	\$ 124,729
OPERATING EXPENDITURES	\$ 144,479	\$ 147,914	\$ 114,693	\$ 123,330	\$ 124,963	\$ 1,633
CAPITAL OUTLAY	\$ 33,025	\$ 42,344	\$ 26,436	\$ 26,436	\$ 79,650	\$ 53,214
TOTAL	\$ 613,506	\$ 672,179	\$ 748,156	\$ 756,793	\$ 936,369	\$ 179,576
PUBLIC WORKS - CEMETERY						
PERSONAL SERVICES	\$ 72,577	\$ 94,829	\$ 104,698	\$ 104,398	\$ 122,014	\$ 17,616
OPERATING EXPENDITURES	\$ 15,289	\$ 17,761	\$ 16,412	\$ 16,292	\$ 18,376	\$ 2,084
CAPITAL OUTLAY	\$ -	\$ 1,060	\$ 16,500	\$ 16,500	\$ 3,000	\$ (13,500)
TOTAL	\$ 87,866	\$ 113,650	\$ 137,610	\$ 137,190	\$ 143,390	\$ 6,200
GROWTH MANAGEMENT						
PERSONAL SERVICES	\$ 173,097	\$ 189,152	\$ 217,500	\$ 217,500	\$ 237,587	\$ 20,087
OPERATING EXPENDITURES	\$ 45,177	\$ 18,684	\$ 17,970	\$ 19,295	\$ 19,242	\$ (53)
CAPITAL OUTLAY	\$ -	\$ 1,515	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 218,274	\$ 209,351	\$ 235,470	\$ 236,795	\$ 256,829	\$ 20,034
BUILDING DEPARTMENT						
PERSONAL SERVICES	\$ 297,869	\$ 386,922	\$ 476,062	\$ 476,062	\$ 535,625	\$ 59,563
OPERATING EXPENDITURES	\$ 26,248	\$ 22,015	\$ 24,106	\$ 20,643	\$ 24,500	\$ 3,857
CAPITAL OUTLAY	\$ 19,815	\$ -	\$ -	\$ -	\$ 1,700	\$ 1,700
TOTAL	\$ 343,932	\$ 408,937	\$ 500,168	\$ 496,705	\$ 561,825	\$ 65,120
NON-DEPARTMENTAL						
PERSONAL SERVICES	\$ 239,543	\$ 26,128	\$ 5,000	\$ 10,377	\$ 49,381	\$ 39,004
OPERATING EXPENDITURES	\$ 422,655	\$ 423,820	\$ 521,225	\$ 620,590	\$ 634,216	\$ 13,626
DEBT SERVICE	\$ 35,855	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS AND AIDS	\$ 15,000	\$ 200	\$ 4,000	\$ 4,000	\$ -	\$ (4,000)
INTERFUND TRANSFERS OUT	\$ 100,000	\$ 284,000	\$ -	\$ -	\$ -	\$ -
CONTINGENCY	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 170,000
TOTAL	\$ 813,053	\$ 734,148	\$ 530,225	\$ 634,967	\$ 853,597	\$ 218,630

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

General Fund Expenditure By Department/Division - Continued

Department	2002 Actual	2003 Actual	2004 Budget	2004 Projected	2005 Budget	Change from Projected
TOTALS						
PERSONAL SERVICES	\$ 5,766,002	\$ 6,561,859	\$ 7,585,114	\$ 7,574,790	\$ 8,503,753	\$ 928,964
OPERATING EXPENDITURES	\$ 1,339,355	\$ 1,527,456	\$ 1,744,562	\$ 1,771,134	\$ 1,919,805	\$ 148,671
CAPITAL OUTLAY	\$ 344,091	\$ 508,755	\$ 300,267	\$ 294,970	\$ 527,709	\$ 232,739
DEBT SERVICE	\$ 35,855	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS AND AIDS	\$ 15,000	\$ 200	\$ 4,000	\$ 4,000	\$ -	\$ (4,000)
INTERFUND TRANSFERS OUT	\$ 100,000	\$ 284,000	\$ -	\$ -	\$ -	\$ -
CONTINGENCY	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 170,000
TOTAL GENERAL FUND	\$ 7,600,303	\$ 8,882,269	\$ 9,633,943	\$ 9,644,894	\$ 11,121,267	\$ 1,476,374



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CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CITY COUNCIL

The City Council consists of five members. The Mayor and Vice-Mayor are elected by the City Council annually. The City Council is responsible for legislative functions of the City Government, including adoption of ordinances and policies, and is responsible for appointing members of volunteer boards and committees.

Qualified voters of the City elect members of the Council at-large. Terms of office are two years and all City Council members must be at least 18 years of age and be registered voters.

Regular meetings of the City Council are held on the second and fourth Wednesday of each month at City Hall. Workshop and special meetings may also be scheduled.

PROGRAM BUDGET DESCRIPTION FOR CITY COUNCIL
<i>NATURE OF ACTIVITY</i>
Regular and Special Meetings - Attendance at meetings (24 regular and 12 workshop/special meetings). Responsible for all legislative functions of City Government, including the establishment of laws and policies, and appointing qualified citizens to boards and committees.
City Functions and Events - Attendance at functions. Public relations.
Conference, Legislative, County, State, and Local Meetings - Attendance at meetings. City representation at all levels of government and intra-governmental affairs.
Citizens' Problems and Complaints - Assisting Citizens in referring complaints and problems to the City Manager for follow-up.

CITY COUNCIL BUDGET SUMMARY

The Fiscal Year 2004-2005 proposed budget for City Council is \$42,278. This compares to the 2003-04 projected expenditures of \$36,940, a increase of \$5,338 or 14.5%.

	FY 01-02	FY 02-03	FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 21,315	\$ 21,430	\$ 21,490	\$ 21,490	\$ 21,458	\$ (32)
Operating Expenses	16,544	19,902	15,950	15,450	18,520	3,070
Capital Outlay	-	3,200	-	-	2,300	2,300
Total	\$ 37,859	\$ 44,532	\$ 37,440	\$ 36,940	\$ 42,278	\$ 5,338

Fiscal Year 2004-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	<u>Difference</u>
1. Personal Services - Decrease due to reduction in workers' comp premium.	\$ (32)
2. Operating Expenses - Increase due to the addition of telephone and internet access, as well as office supplies associated with the new council members offices.	\$ 3,070
3. Capital Outlay - Increase due to (2) computers for council members at the new City Hall offices.	\$ 2,300

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CITY COUNCIL							
<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>03-04</u>	<u>04-05</u>
Mayor	5,400		1.00	1.00	1.00	\$ 5,400	\$ 5,400
Vice-Mayor	3,600		1.00	1.00	1.00	3,600	3,600
Council Member	3,600		3.00	3.00	3.00	10,800	10,800
			5.00	5.00	5.00		
TOTAL SALARIES						\$ 19,800	\$ 19,800
FICA Taxes						1,515	1,515
Worker's Compensation Insurance						175	143
Total Personal Services						\$ 21,490	\$ 21,458

CAPITAL OUTLAY SCHEDULE

CITY COUNCIL							
<u>Priority Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Computers (2)	\$ 2,300	\$ -	\$ -	\$ -	\$ -	\$ 2,300
		\$ 2,300	\$ -	\$ -	\$ -	\$ -	\$ 2,300

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CITY COUNCIL

Code: 010001

Account <u>Number</u> <u>Description</u>	<u>FY 01/02</u> <u>Actual</u>	<u>FY 02/03</u> <u>Actual</u>	<u>FY 03/04</u> <u>Budget</u>	<u>Actual</u> <u>to</u> <u>03/31/2004</u>	<u>FY 03/04</u> <u>Projected</u>	<u>FY 04/05</u> <u>Adopted</u> <u>Budget</u>
PERSONAL SERVICES						
511200 Legislative Salaries	19,800	19,800	19,800	9,900	19,800	19,800
512100 FICA Taxes	1,515	1,515	1,515	757	1,515	1,515
512400 Worker's Comp Insurance	0	115	175	131	175	143
TOTAL PERSONAL SERVICES	21,315	21,430	21,490	10,788	21,490	21,458
OPERATING EXPENDITURES						
534000 Travel & Per Diem	7,700	11,793	9,000	2,521	9,000	10,895
534101 Telephone	0	0	0	0	0	425
534110 Internet Access	0	0	0	0	0	75
534640 R & M Operating Equipment	4,155	0	0	0	0	0
534800 Promotional Activities	588	640	1,000	183	1,000	1,000
535200 Departmental Supplies	246	914	550	0	550	1,000
535410 Dues and Memberships	200	200	200	0	200	200
535420 Books and Publications	50	50	200	40	200	200
535450 Training and Education	3,605	6,305	5,000	800	4,500	4,725
TOTAL OPERATING EXPENDITURES	16,544	19,902	15,950	3,544	15,450	18,520
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	3,200	0	0	0	2,300
TOTAL CAPITAL OUTLAY	0	3,200	0	0	0	2,300
TOTAL CITY COUNCIL	37,859	44,532	37,440	14,332	36,940	42,278

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CITY MANAGER

In 1987, the voters of Sebastian adopted the Council/Manager form of government. The City Manager, appointed by and serving at the pleasure of the City Council, is the chief operating officer of municipal government. The City Manager's office provides administrative direction for all municipal operations consistent with goals adopted by City Council. As such, the City Manager implements policies of the City Council and is responsible for the day-to-day operations of the City, as well as ensuring that services and operations function in an efficient, timely and cost effective manner while still in accordance with City Council objectives.

As chief administrative officer of the City, the City Manager's office is involved in the following functions: the daily administration of the City; appointing authority for all city employees; supervision and evaluation of the management team; coordination of intra and inter-governmental affairs; acting as the administrative spokesperson for the City; formulation of the annual budget; recommendations with respect to departmental and non-departmental expenditures and the capital improvement program; preparation of reports and data to assist the City Council in making formal decisions; ensuring effective and efficient action on citizen complaints and requests for service; and, conducting administrative research and analysis.

The City Manager's office is also responsible for the General Services Administration function, which includes Purchasing and Contract Administration under the General Services Administrator.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

City Operations

- Apply for grants and secure funding for various city projects
- Conclude Water Expansion Program with Indian River County Department of Utilities.
- Continue citywide street paving program
- Continue to administer effective and efficient citywide purchasing/procurement program.
- Review departmental operations and staffing to assure efficiency and effectiveness.

Quality Service to Citizens

- Meet periodically with community groups to present information about City operations and address questions and/or concerns respectively.
- Participate with other City affiliated activities
- Promote quality service with City employees

Provide Effective Support to City Council

- Resolve City Council concerns, as communicated individually and by citizenry.
- Enhance quantity and quality of information provided to City Council relative to municipal operations.
- Work with City Council to establish and articulate overall mission of local government.

Maintain Positive Intergovernmental Relations

- Full membership and participation in the International City/County Management Association (ICMA), Florida City/County Management Association (FCCMA) and Florida League of Cities activities.
- Meet and communicate regularly with representatives of other jurisdictions and agencies to address issues of mutual interest and benefit.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CITY MANAGER		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
50.00%	50.00%	Management and Supervision of City Programs and Projects - Plan, organize, direct, coordinate, and report on City Projects. Improve and expand efforts for quality public services.
25.00%	25.00%	Preparation of City Council Agenda - Provide City Council members with recommendations for actions on matters requiring legislative actions, and implementation of Council decisions. Initiate and review all matters requiring Council actions. Implement Council actions.
25.00%	25.00%	Intergovernmental Affairs - Represent City in intergovernmental matters. Serve as City representative on task forces, committees and planning groups. Administer inter-local agreements. Monitor and report State and Federal legislation affecting the City.
100.00%	100.00%	

CITY MANAGER BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for City Manager is \$371,971. This compares to the 2003-04 projected expenditures of \$335,949, an increase of \$36,022 or 10.7%.

	FY 01-02	FY 02-03	FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 257,044	\$ 280,782	\$ 315,545	\$ 315,546	\$ 352,986	\$ 37,440
Operating Expenses	15,774	18,944	22,459	20,403	18,985	(1,418)
Capital Outlay	851	1,515	-	-	-	-
Total	\$ 273,669	\$ 301,241	\$ 338,004	\$ 335,949	\$ 371,971	\$ 36,022

Fiscal Year 2004-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	<u>Difference</u>
1. Personal Services - Increase mainly due to the request of two part-time receptionists for the city hall, an estimated 24% increase in health insurance premiums, a 5.5% increase for exempt management employees per Management Benefits Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 37,440
2. Operating Expenses - Net decrease in travel expenditures.	\$ (1,418)
3. Capital Outlay - No forecasted capital outlay in FY 2004-05.	\$ -

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CITY MANAGER			F/T/E			Projected	Adopted	
POSITION	PAY RANGE	GRADE	POSITION YEARS			Expense	Budget	
			02-03	03-04	04-05	03/04	04/05	
City Manager			1.00	1.00	1.00	\$ 91,762	\$ 91,700	
General Services								
Administrator	51,386/92,808	81E	1.00	1.00	1.00	58,213	61,400	
Executive Assistant	33,963/61,341	31E	1.00	1.00	1.00	43,562	45,900	
Buyer	30,193/54,531	28E	1.00	1.00	1.00	38,163	40,400	
P/T Receptionist(2)	NEW POSITION		0.00	0.00	1.00	N/A	16,800	
			4.00	4.00	5.00			
TOTAL SALARIES						\$ 231,699	\$ 256,200	
						FICA Taxes	17,706	19,599
						Deferred Compensation	20,831	21,546
						Group Health Insurance Premium	26,049	31,856
						Dependant Health Ins Premium	17,130	21,241
						Employee Assistance Program	92	138
						Worker's Comp Insurance	2,039	2,406
Total Personal Services						\$ 315,546	\$ 352,986	

CAPITAL OUTLAY SCHEDULE

CITY MANAGER DEPARTMENT		EXPENDITURES PER FISCAL YEAR					
Priority Number	Description	2004-05	2005-06	2006-07	2007-08	2008-09	TOTAL
1	Computer	\$ -	\$ 1,450	\$ 1,450	\$ -	\$ -	\$ 2,900
		\$ -	\$ 1,450	\$ 1,450	\$ -	\$ -	\$ 2,900

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CITY MANAGER

Code: 010005

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 3/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04-05 Adopted Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	195,484	213,955	231,698	108,713	231,699	256,200
512100	FICA Taxes	14,627	16,127	17,706	8,016	17,706	19,599
512225	Deferred Compensation	17,594	19,253	20,831	9,762	20,831	21,546
512301	Group Health Insurance Premium	16,999	17,946	26,049	12,837	26,049	31,856
512305	Dependant Health Ins Premium	12,248	12,177	17,130	8,565	17,130	21,241
512309	Employee Assistance Program	92	92	92	46	92	138
512400	Worker's Comp Insurance	0	1,232	2,039	1,529	2,039	2,406
TOTAL PERSONAL SERVICES		257,044	280,782	315,545	149,468	315,546	352,986
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	3,040	3,200	0	3,200	3,200
534000	Travel and Per Diem	3,017	3,068	4,200	1,351	4,200	2,610
534101	Telephone	1,196	246	798	480	700	800
534105	Cellular Phone	290	559	600	269	550	600
534110	Internet Services	0	0	100	51	92	100
534120	Postage	552	417	611	207	611	650
534130	Express Mail	0	269	250	59	250	250
534620	R & M - Vehicles	1,161	460	400	178	400	400
534630	R & M - Office Equipment	290	434	500	0	600	600
534700	Printing & Binding	0	0	300	0	600	600
534800	Promotional Activities	2,132	1,938	1,400	228	1,000	1,000
534920	Legal Ads	765	1,028	500	151	500	500
535200	Departmental Supplies	2,019	2,969	3,000	886	2,000	2,000
535210	Computer Supplies	777	704	1,850	168	1,000	1,000
535260	Gas and Oil	714	942	1,050	450	1,000	1,200
535410	Dues and Memberships	1,347	1,450	1,200	270	1,200	1,500
535420	Books and Publications	150	45	500	0	500	500
535450	Training and Education	1,364	1,375	2,000	500	2,000	1,475
TOTAL OPERATING EXPENDITURES		15,774	18,944	22,459	5,248	20,403	18,985
CAPITAL OUTLAY							
606400	Vehicles and Equipment	851	1,515	0	0	0	0
TOTAL CAPITAL OUTLAY		851	1,515	0	0	0	0
TOTAL CITY MANAGER		273,669	301,241	338,004	154,716	335,949	371,971

CITY CLERK

The City Clerk is appointed by and serves under the direction of the City Council. The City Clerk's office prepares and distributes City Council agendas; records the minutes of City Council meetings; maintains all Council and Board minutes, ordinances, resolutions and proclamations; retains City records in accordance with State Law; coordinates all municipal elections; coordinates codification; sells cemetery lots and maintains records; coordinates City board appointments; issues garage sale permits; and provides support to the City Council, staff, boards, and citizens.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Upgraded Laser fiche imaging program to include e-mail plug-in which enables automatic e-mailing of imaged documents in PDF format.
- ✓ Upgraded Laser fiche imaging program to include Plus plug-in, which enables downloading of all imaged documents with viewing software onto DVD and CD.
- ✓ Hired new Records Management Specialist in October, who has completed new asset inventory of all equipment in office, Council Chambers and audio video room.
- ✓ Created new City Council orientation packet and conducted orientation for two new City Council members.
- ✓ Upgraded board application and started new board orientation program for newly appointed board members.
- ✓ Coordinated all parties involved in determining needs for new Council Chambers audio visual equipment – result is contract with Craig Jerome.
- ✓ Researched paperless agenda packet software, Laser fiche upgrades to United Systems, but will wait until we are in new City Hall to pursue funding.
- ✓ Began digital imaging of cemetery records for security.
- ✓ Upgraded procedures for: 1) e-mail and Internet use and worked with MIS and Human Resources for training, 2) performance bond receipt and retention and 3) city council travel.
- ✓ City Clerk attained Master Municipal Clerk certification.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Set up a state of the art and expandable audio/visual system for council chambers.
- Set up a computer station in new Clerk's office for public research of imaged records.
- Complete imaging of cemetery records and begin personnel records – look into bringing in volunteers if possible.
- Begin working with other departments to determine their imaging needs in an effort to upgrade Laser fiche to citywide system in 2006.
- Establish a better filing and records indexing system for all departments that wish to retain their files in new vault.
- Set up offices in City Clerk department for City Council members.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET**PERFORMANCE MEASURES**

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Records Scanned	2,020	200	3000	350
Records Destroyed	64 Boxes	93 Boxes	65 Boxes	100 Boxes
Council Meeting Packets/Minutes	30	35	30	35
Cemetery Lots/Niches Sold	63	68	100	112
Yacht Club/Community Center Events	1,704	N/A	N/A	N/A
Garage Sale Permits Issued	666	815	650	800
Election - Candidates Qualified	5	5	5	6
Legal/Display Ads Published	40	27	40	35
Code Supplements Distributed	5	4	6	6
Board Appointments Administered	30	40	25	35
Instruments Recorded	0	0	0	24

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CITY CLERK		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
22.00%	25.00%	<u>Services for Council</u> - Prepare City Council agendas, advertise public hearings, post notices, attend and take minutes of all council meetings, administer follow-up of Council action items, prepare correspondence, prepare Council budget, make Council travel arrangements, research services, attest to all documents executed by Mayor, schedule invocations, write proclamations and resolutions as needed, prepare certificates of appreciation, coordinate with multimedia company for Council meeting broadcasts.
16.00%	5.00%	<u>Services for Citizens</u> - Answer all incoming phone calls, receive and respond to general City email, administer garage sale permits, greets public at front desk, and responds to inquiries or directs to other departments/agencies accordingly.
13.00%	15.00%	<u>Services for Boards/Committees</u> - City Clerk's office acts as liaison to boards, advertises vacancies, administers financial disclosure forms, records Boards of Adjustment, Tree Advisory Board and CATF minutes, maintains and updates Board Handbook, provides orientation when necessary, updates Commission on Ethics website for City annually.
14.00%	18.00%	<u>Records Management</u> - Scans all permanent and long term records for review by departments on network and for protection, researches records upon request, coordinates paper recycling and records disposition destruction with Shred-It Recycling in accordance with State law. Maintains, updates and distributes adopted Records Management Procedures Manual, coordinates with Records Liaisons and Committee, maintains all original City documents, i.e. ordinances, resolutions, agreements, deeds, terminated personnel files, conducts records research for staff as requested.
14.00%	15.00%	<u>Cemetery</u> - Coordinates with Cemetery Sexton on sale of cemetery lots, maintains cemetery records/database.
14.00%	15.00%	<u>General Administration</u> - Prepares, posts, and distributes monthly calendar, prepares annual budget for department, attends all Management Team meetings, codifies all ordinance, records final plats, runs all outgoing mail and distributes all incoming mail to all staff, maintains City postage meter, records vacation of easements, keeps log of all City vehicles, attests and seals City documents.
7.00%	7.00%	<u>City Election</u> - The City Clerk is the City Elections Official and Chairperson of City Canvassing Board, qualifies candidates for office and coordinates with Supervisor of Elections in administration of annual general elections, prepares resolutions and swears in elected officials.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CITY CLERK BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for City Clerk is \$307,776. This compares to the 2003-04 projected expenditures of \$283,679, an increase of \$24,097 or 8.49%.

	FY 01-02 Actual	FY 02-03 Actual	Amended FY 03-04 Budget	Projected FY 03-04 Expenditures	Adopted FY 04-05 Budget	Difference
Personal Services	\$ 217,320	\$ 198,297	\$ 225,694	\$ 225,694	\$ 237,371	\$ 11,677
Operating Expenses	54,398	49,287	58,204	56,485	70,405	13,920
Capital Outlay	1,166	5,736	1,500	1,500	-	(1,500)
Total	\$ 272,884	\$ 253,320	\$ 285,398	\$ 283,679	\$ 307,776	\$ 24,097

Fiscal Year 2004-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% increase for CWA employees per CWA Union Contract and exempt employees per the Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 11,677
2. Operating Expenses - Net increase mainly due to the Supervisor of Elections estimate for election costs.	\$ 13,920
3. Capital Outlay - No forecasted capital outlay in FY 2004-05.	\$ (1,500)

PERSONAL SERVICES SCHEDULE

CITY CLERK

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>03-04</u>	<u>04-05</u>
City Clerk			1.00	1.00	1.00	\$ 63,450	\$ 63,800
Deputy City Clerk	33,963/61,341	31E	1.00	1.00	1.00	41,423	43,600
Administrative Secretary	22,661/40,929	18	1.00	1.00	1.00	30,625	32,000
Records Clerk	24,071/43,474	20	1.00	1.00	1.00	27,625	26,500
			4.00	4.00	4.00		
			TOTAL SALARIES			\$ 163,123	\$ 165,900
		Overtime				750	750
		FICA Taxes				12,508	12,749
		Deferred Compensation				14,715	14,999
		Group Health Insurance Premium				25,654	31,329
		Dependant Health Ins Premium				7,409	10,022
		Employee Assistance Program				92	92
		Worker's Comp Insurance				1,443	1,530
		Total Personal Services				\$ 225,694	\$ 237,371

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET**CAPITAL OUTLAY SCHEDULE****CITY CLERK DEPARTMENT**

<u>Priority</u> <u>Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Computer Hardware/Software Upgrades	\$ -	\$ 4,500	\$ -	\$ -	\$ -	\$ 4,500
2	Plans Scanner	-	-	12,000	-	-	12,000
3	Laserfiche Software	-	30,018	-	-	-	30,018
		<u>\$ -</u>	<u>\$ 34,518</u>	<u>\$ 12,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 46,518</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CITY CLERK

Code: 010009

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Budget</u>	<u>FY 03/04 Budget</u>	<u>Actual to 3/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	163,179	148,834	163,123	77,755	163,123	165,900
511400	Overtime	478	1,146	750	665	750	750
512100	FICA Taxes	12,617	11,527	12,508	5,994	12,508	12,749
512225	Deferred Compensation	14,767	13,498	14,715	7,025	14,715	14,999
512301	Group Health Insurance Premium	20,884	17,724	25,654	12,977	25,654	31,329
512305	Dependant Health Ins Premium	5,280	4,612	7,409	3,862	7,409	10,022
512309	Employee Assistance Program	115	92	92	44	92	92
512400	Worker's Comp Insurance	0	864	1,443	1,082	1,443	1,530
TOTAL PERSONAL SERVICES		217,320	198,297	225,694	109,404	225,694	237,371
533400	Other Contractual Services	4,831	5,602	8,500	3,595	8,500	9,500
533490	Codification Services	2,211	4,403	4,200	2,502	5,000	5,000
534000	Travel and Per Diem	2,850	2,949	3,000	802	2,500	2,470
534101	Telephone	0	6	1,175	710	130	140
534110	Internet Services	261	0	150	77	1,376	1,445
534120	Postage	664	666	650	343	700	700
534630	R & M - Office Equipment	4,642	5,321	5,329	4,799	5,329	6,000
534910	Clerk of Court Filing Fees	295	260	250	107	250	250
534920	Legal Ads	1,383	6,024	6,000	2,498	6,000	6,000
534925	Classified Agenda	7,158	0	0	0	0	0
534990	Election Costs	14,669	9,240	13,800	180	13,800	26,000
535200	Departmental Supplies	9,791	9,524	10,000	6,413	8,000	8,000
535210	Computer Supplies	2,307	2,456	2,500	1,652	2,500	2,500
535290	Audio/Video Recording Tapes/CDs	267	200	100	0	100	100
535410	Dues and Memberships	644	573	600	0	600	600
535420	Books and Publications	697	928	950	520	950	950
535450	Training and Education	1,728	1,135	1,000	590	750	750
TOTAL OPERATING EXPENDITURES		54,398	49,287	58,204	24,788	56,485	70,405
CAPITAL OUTLAY							
606400	Vehicles and Equipment	1,166	5,736	1,500	0	1,500	0
TOTAL CAPITAL OUTLAY		1,166	5,736	1,500	0	1,500	0
TOTAL CITY CLERK		272,884	253,320	285,398	134,192	283,679	307,776

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CITY ATTORNEY

The City Attorney is appointed by the City Council to serve as the City's legal counsel. The City Attorney is legal advisor and attorney to officials of the City in matters affecting the City or relating to official duties of City Officers. The City Attorney represents the City in defense of litigation and provides legal counsel for bond issues and property transactions.

The Office of City Attorney prepares legal instruments, including resolutions, ordinances, closing documents, bond sale documents, and legal opinions, as required.

The budget for the Office of City Attorney also includes legal fees paid to special counsel for the Code Enforcement Board and litigated actions as required.

PROGRAM BUDGET DESCRIPTION FOR CITY ATTORNEY		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
20.00%	20.00%	<u>Counsel to City Council and Other City Bodies</u> - Attend workshops, regular and special meetings of City Council, Planning Commission, Board of Adjustment, and Code Enforcement Board, as well as other City bodies as assigned and provide advice as to the law and procedures.
35.00%	35.00%	<u>Function as City's Solicitor</u> - Prepare and review ordinances, resolutions, contracts, property instruments and other legal documents on behalf of the City.
30.00%	30.00%	<u>City Legal Advisor</u> - Provide legal counsel to and attends meetings with City Manager , department directors and key personnel on a day-to-day basis. Provide legal opinions to City Council and Manager as requested.
15.00%	15.00%	<u>Legal Representative</u> - Represent City in litigation and administrative proceedings as required. Act as General Counsel to the City in the supervision of outside counsel.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CITY ATTORNEY BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for City Attorney is \$176,469. This compares to the 2003-04 projected expenditures of \$135,303, an increase of \$41,167, or 30.4%.

	FY 01-02 Actual	FY 02-03 Actual	Amended FY 03-04 Budget	Projected FY 03-04 Expenditures	Adopted FY 04-05 Budget	Difference
Personal Services	\$ 109,163	\$ 118,404	\$ 129,969	\$ 129,969	\$ 169,974	\$ 40,006
Operating Expenses	4,977	3,868	5,334	5,334	6,495	1,161
Capital Outlay	-	1,515	-	-	-	-
Total	\$ 114,140	\$ 123,787	\$ 135,303	\$ 135,303	\$ 176,469	\$ 41,167

Fiscal Year 2004-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to increase of one full-time Administrative Assistant position, an estimated 24% increase in health insurance premiums, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 40,006
2. Operating Expenses - Net increases in telephone and internet services.	\$ 1,161
3. Capital Outlay - No forecasted capital outlay for FY 2004-05.	\$ -

PERSONAL SERVICES SCHEDULE

CITY ATTORNEY			F/T/E			Projected	Adopted
POSITION	PAY RANGE	GRADE	POSITION YEARS			Expense	Budget
			02-03	03-04	04-05	03-04	04-05
City Attorney			1.00	1.00	1.00	\$ 89,300	\$ 89,300
Administrative Asst	NEW POSITION		0.00	0.00	1.00	N/A	24,500
			1.00	1.00	2.00		
TOTAL SALARIES						\$ 89,300	\$ 113,800
						6,831	8,706
						14,735	16,940
						6,692	15,862
						8,001	9,922
						23	46
						787	1,098
						3,600	3,600
Total Personal Services						\$ 129,969	\$ 169,974

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

CITY ATTORNEY

<u>Priority</u> <u>Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2007-08</u>	
1	Computer	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 1,200
2	Printer	-	-	700	-	-	700
		\$ -	\$ -	\$ 1,900	\$ -	\$ -	\$ 1,900

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CITY ATTORNEY

Code: 010010

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 3/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	76,483	83,360	89,300	40,994	89,300	113,800
512100	FICA Taxes	6,742	7,021	6,831	3,061	6,831	8,706
512225	Deferred Compensation	12,620	13,754	14,735	6,764	14,735	16,940
512301	Group Health Insurance Premium	4,346	4,589	6,692	3,269	6,692	15,862
512305	Dependant Health Ins Premium	5,359	5,580	8,001	4,001	8,001	9,922
512309	Employee Assistance Program	23	23	23	12	23	46
512400	Worker's Comp Insurance	0	487	787	590	787	1,098
512601	Auto Allowance	3,590	3,590	3,600	1,795	3,600	3,600
TOTAL PERSONAL SERVICES		109,163	118,404	129,969	60,486	129,969	169,974
OPERATING EXPENDITURES							
534000	Travel and Per Diem	1,450	783	1,500	0	1,136	2,000
534101	Telephone	0	1	173	104	203	250
534105	Cellular Phone	184	734	750	674	1,124	750
534110	Internet Services	0	0	25	13	22	30
534115	On-Line Services	1,280	1,117	1,250	528	1,144	1,100
534120	Postage	12	15	20	1	20	20
534130	Express Mail	30	(10)	0	0	0	0
534620	R & M - Vehicles	0	0	0	0	0	0
534630	R & M - Office Equipment	0	149	66	0	50	50
534800	Promotional Activities	0	0	0	0	125	125
534995	Litigation Expenses	430	0	0	0	0	0
535200	Departmental Supplies	143	118	100	53	100	600
535260	Gas and Oil	0	0	0	0	0	0
535410	Dues and Memberships	315	365	450	0	400	450
535420	Books and Publications	108	0	0	10	10	20
535450	Training and Education	1,025	596	1,000	0	1,000	1,100
TOTAL OPERATING EXPENDITURES		4,977	3,868	5,334	1,383	5,334	6,495
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	1,515	0	0	0	0
TOTAL CAPITAL OUTLAY		0	1,515	0	0	0	0
TOTAL LEGAL DEPARTMENT		114,140	123,787	135,303	61,869	135,303	176,469

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

FINANCE DEPARTMENT

The Finance Department is responsible for the financial administration of the City. Specifically, the Finance Department is responsible for maintenance of the general ledger accounting; accounts payable; processing and payment of purchasing card transactions, preparation of financial studies; Official Statements and special reports, control and investment of revenues; maintenance of fixed asset records, bond and note debt service funds; payroll; financing; project maintenance and accounting; preparation of the annual financial report and supporting documentation; special projects, (i.e. franchise fee compliance, franchise negotiations, public service utility tax analysis); budget preparation, monitoring and maintenance; Risk Management; Information Management Services; revenue collection and billings, including special assessments, occupational licensing, and grant administration.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Fourth time awardee of the Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for fiscal year 2003.
- ✓ Facilitated issuance of \$5,630,000 Stormwater Utility Revenue Bonds, Series 2003.
- ✓ Facilitated issuance of \$2,125,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003A.
- ✓ Early retirement of Riverfront Waterline Assessment Revenue Bonds, Series 1996.
- ✓ Facilitated revenue collections of delinquent Riverfront Waterline Assessments.
- ✓ Successfully implemented the purchasing card program with the Purchasing department.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Continue to provide quality financial services for the City of Sebastian.
- Continue to provide responsive service to all Finance department customers, citizens, vendors, and employees.
- Submit 2004/2005 Annual Budget document to the Government Finance Officers Association for distinguished Budget Presentation Award.
- Submit Comprehensive Annual Financial Report to Government Finance Officers Association for Excellence for Financial Award.
- Implement central cashier function.
- Cross train growth management personnel for occupational license rules and regulations, as well as city procedure.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Journal Entries Processed	2,284	2,366	2,290	2,400
Accounts Payable Invoices Processed	10,275	11,046	10,970	12,150
Accounts Payable Checks Processed	4,341	4,419	4,659	4,000
Purchase Orders Processed	359	372	420	420
Payroll Checks Processed	4,422	4,498	5,576	4,850
Occupational Licenses Processed	929	1,078	1,100	1,200
Purchasing Card Transaction Processed	N/A	N/A	N/A	2,550
Purchasing Card Users	N/A	N/A	N/A	50
Receive Excellence in Financial Reporting Award	Yes	Yes	Yes	Yes
Receive Distinguished Budget Presentation Award	N/A	N/A	N/A	Yes

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE FINANCE DEPARTMENT		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
10.00%	10.00%	General Accounting - Data entry for general ledger activity for all City operations, bank reconciliations, cash management, preparation of federal, State and local reports, and allocation of charges to City departments. Ensure all accounting information is entered timely and
20.00%	18.00%	Accounts Payable - Review all requests for payment and prepare checks. Process and pay purchasing card transactions. Ensure appropriate discounts are taken and invoices are paid prior to due date, audit travel expense reports and prepare year end 1099's. .
11.00%	11.00%	Payroll - Review and process payroll, to include benefits, deductions, leave availability, and workers compensation. Prepare quarterly and annual payroll tax reports, as well as quarterly reports to the workers compensation insurance carrier, prepare employee insurance invoices for payment and process year end W-2's.
2.00%	2.00%	Fixed Assets - Maintain fixed assets records for all City property and equipment. Ensure assets are recorded and tagged properly.
4.00%	4.00%	Capital Projects - Account for all Capital Projects. Ensure that all expenditures for projects are properly recorded.
6.00%	10.00%	Budget - Prepare annual budget in accordance with procedures outlined in the City Charter and Code. Ensure budget is comprehensive as to communication, coordination and control.
2.00%	2.00%	Risk Management - Ensure compliance with general and property liability issues. Ensure that insurance claims are accurate and timely.
13.99%	15.00%	Staff Accounting and Financial Operations - Analyze general ledger accounts, develop and prepare subsidiary ledgers for the annual audit. Analyze financial data. Prepare monthly budget to actual statements and annual financial statements. Prepare annual State reports, such as Comptroller's Report, Transportation Report, and other complex financial analyses. Invest operating and construction funds. Make debt service payments and record transactions. Provide quality financial data for statement presentation and managerial use.
7.00%	4.00%	Administration - Meet with consultants, attorneys, financial advisors. Preparation and supervision of the annual audit, computer conversions and maintenance of accounting records, payroll, accounts payable, Purchase Order System, and accounting software.
0.01%	1.00%	Information Management Services - Provide networking administration to the Citywide Network System and each subsidiary server. Support each department with information management needs, software installation and hardware analysis.
11.00%	15.00%	Revenue Collections & Billings - Collect revenues from taxes, intergovernmental revenues, franchise fees, utility taxes, occupational licenses, parking citations, special assessments, and rentals.
2.00%	2.00%	Grants Administration - Continue monitoring of 17 existing programs (grant value of \$4,103,867) for compliance and grant reimbursements. Preparation of status reports and reimbursement requests.
11.00%	6.00%	Occupational Licensing - Issues approximately 1000 occupational licenses and maintains occupational license database.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

FINANCE DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Finance is \$369,600. This compares to the 2003-04 projected expenditures of \$343,736, an increase of \$25,864 or 7.5%.

	FY 01-02	FY 02-03	FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 268,015	\$ 254,196	\$ 276,513	\$ 276,513	\$ 302,080	\$ 25,567
Operating Expenses	78,379	66,176	69,371	67,223	67,520	297
Capital Outlay	7,650	1,515	-	-	-	-
Total	\$ 354,044	\$ 321,887	\$ 345,884	\$ 343,736	\$ 369,600	\$ 25,864

Fiscal Year 2004-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% increase for CWA employees per CWA Union Contract and exempt employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 25,567
2. Operating Expenses - Increase due to support for the MUNIS accounting software operating system database administration.	\$ 297
3. Capital Outlay - No forecasted capital outlay in FY 2004-05.	\$ -

PERSONAL SERVICES SCHEDULE

FINANCE DEPARTMENT

POSITION	PAY RANGE	GRADE	F/T/E POSITION YEARS			Projected Expense	Adopted Budget
			02-03	03-04	04-05	03-04	04-05
			Director of Finance	57,802/104,397	84E	1.00	1.00
Asst. Director of Finance	49,409/89,239	40E	1.00	1.00	1.00	49,500	52,450
Accounting Clerk II	22,661/40,929	18	2.00	2.00	2.00	54,000	59,000
Computer Operator	26,291/47,485	23	1.00	1.00	1.00	36,500	38,500
			5.00	5.00	5.00		
			TOTAL SALARIES			\$ 202,588	\$ 217,150
		Overtime				500	500
		FICA Taxes				15,591	16,650
		Deferred Compensation				18,342	19,589
		Group Health Insurance Premium				32,070	39,193
		Dependant Health Ins Premium				5,548	6,879
		Employee Assistance Program				115	115
		Worker's Comp Insurance				1,759	2,004
		Total Personal Services				\$ 276,513	\$ 302,080

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

FINANCE DEPARTMENT

Priority Number	Description	EXPENDITURES PER FISCAL YEAR					TOTAL
		2004-05	2005-06	2006-07	2007-08	2008-09	
1	Computer (2)	\$ -	\$ 2,400	\$ -	\$ -	\$ -	\$ 2,400
2	Laser printers	-	1,400	1,400	1,400	1,400	5,600
		\$ -	\$ 3,800	\$ 1,400	\$ 1,400	\$ 1,400	\$ 8,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

FINANCE DEPARTMENT

Code: 010020

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual TO 03/31/2004	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	207,619	197,113	202,588	95,944	202,588	217,150
511400	Overtime	791	1,986	500	163	500	500
512100	FICA Taxes	15,665	15,000	15,591	7,126	15,591	16,650
512225	Deferred Compensation	18,756	17,902	18,342	8,623	18,342	19,589
512301	Group Health Insurance Premium	25,184	21,056	37,618	15,754	37,618	46,072
512309	Employee Assistance Program	0	0	115	58	115	115
512400	Worker's Comp Insurance	0	1,139	1,759	1,318	1,759	2,004
TOTAL PERSONAL SERVICES		268,015	254,196	276,513	128,986	276,513	302,080
OPERATING EXPENDITURES							
533200	Audit Fees	39,005	29,354	26,358	26,815	26,815	27,000
534000	Travel and Per Diem	2,374	2,901	4,000	2,256	4,300	4,316
534101	Telephone	1,507	20	875	522	1,005	1,068
534110	Internet Access	2,733	0	125	64	109	108
534120	Postage	3,680	3,603	4,300	1,689	3,600	3,860
534130	Express Mail	46	159	200	0	100	100
534630	R & M - Office Equipment	9,529	13,605	12,803	12,212	12,803	13,321
534700	Printing and Binding	3,091	2,705	4,096	2,690	4,095	4,400
535200	Departmental Supplies	7,850	6,112	5,525	2,170	5,525	3,200
535205	Bank Charges	95	987	786	520	786	700
535210	Computer Supplies	4,717	3,508	4,791	663	3,400	3,670
535410	Dues and Memberships	908	1,103	1,955	505	1,265	1,865
535420	Books and Publications	918	890	1,250	614	1,000	872
535450	Training and Education	1,926	1,229	2,307	1,250	2,420	3,040
TOTAL OPERATING EXPENDITURES		78,379	66,176	69,371	51,970	67,223	67,520
CAPITAL OUTLAY							
606400	Vehicles and Equipment	7,650	1,515	0	0	0	0
TOTAL CAPITAL OUTLAY		7,650	1,515	0	0	0	0
TOTAL FINANCE DEPARTMENT		354,044	321,887	345,884	180,956	343,736	369,600

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS DIVISION

The Management Information Systems Division is responsible for the purchase, operation, and maintenance of the City's approved hardware and software infrastructure, and either provides or recommends training for its use. The division also provides support for the Police Department's Records Management System, Growth Management's Arcview modified GIS system, over 150 microcomputers and printers, hardware and software support for the City's Internet Accounts, and maintenance of the City's telephone system.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ In absence of Network Manager, MIS technician responded to all the user requests and completed over 350 work orders.
- ✓ Without of a Network Manager, MIS technician managed to keep the City's network and phone system up and running.
- ✓ Hired a new MIS Network Manager.
- ✓ We have reorganized the MIS Department to be more efficient and User Friendly.
- ✓ MIS has taken responsibility, established contacts and relationships with all vendors involved in the move of the Police Department and City Hall to ensure a smooth transition.
- ✓ MIS has replaced and reconfigured the City's Network Firewall to eliminate access from outside intruders.
- ✓ MIS will complete the move of the Police Departments phone and computer systems from the old location to the new one with minimal downtime.
- ✓ MIS has streamlined the security for the entire City's computer network.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Ensure the Police Department is a secured and a self-contained Mode.
- To eliminate the majority of spam received by the City's current email configuration.
- Establish a mobile-based disaster recovery plan.
- MIS will be able to access the City Network with a mobile uplink.
- MIS will continue its efforts to ensure the advancement of our networks security to prevent outside intruders and attacks.
- MIS will complete the entire move of City Hall phone and computer systems from the old location to the new one.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Workorders Processed	N/A	N/A	350	500
Server Outages Serviced	N/A	N/A	1	2
Network Outages Serviced	N/A	N/A	1	2
Phone System Outages Serviced	N/A	N/A	1	2
User Training hours performed/supported	N/A	N/A	1200	2000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE MANAGEMENT INFORMATION SERVICES DIVISION

STAFFING		NATURE OF ACTIVITY
03/04	04/05	
15.00%	20.00%	Network Analysis, Design, and Configuration - This includes the assessment of the city's current data needs, as well as, projected needs for all software and hardware, and the documentation of all systems.
35.00%	30.00%	End User Support - This includes hardware troubleshooting and repair, as well as, assisting users in the use of all data resources.
5.00%	7.00%	Network Administration - This includes the daily administration of network resources such as maintaining user accounts, e-mail accounts, data backup etc...
5.00%	7.00%	Division Administration - This includes the functions necessary to support the internal administrative needs of the MIS division's resources and personnel.
20.00%	16.00%	Technology Research and Development - This is the time necessary to research and evaluate technology related products and services for purchase and implementation.
20.00%	20.00%	Information Services Support - This includes services such as web hosting and cable channel content that provides Internal and External users access to data and services.
100.00%	100.00%	

MANAGEMENT INFORMATION SYSTEMS DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 Adopted budget for Management Information Systems is \$135,307. This compares to the 2003-04 projected expenditures of \$107,372, a increase of \$27,935 or 26%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	N/A	\$ 73,278	\$ 87,879	\$ 87,879	\$ 114,756	\$ 26,877
Operating Expenses	N/A	20,914	19,012	18,446	20,551	2,105
Capital Outlay	N/A	8,281	1,050	1,047	-	(1,047)
Total	N/A	\$ 102,473	\$ 107,941	\$ 107,372	\$ 135,307	\$ 27,935

Fiscal Year 2004-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a reclassification of the MIS Technician to a Systems Analyst in the later part of FY 03-04. a 5.5% increase for exempt management employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 26,877
2. Operating Expenses - Net increase results from rising costs associated with telephone, internet access and computer supplies.	\$ 2,105
3. Capital Outlay - No forecasted capital outlay in FY 2004-05.	\$ (1,047)

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

MANAGEMENT INFORMATION SERVICES DIVISION							
<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>03-04</u>	<u>04-05</u>
MIS Manager	39,732/71,760	35E	1.00	1.00	1.00	\$ 41,580	\$ 48,800
Systems Analyst	30,193/54,532	28E	0.00	0.35	1.00	7,686	31,600
MIS Technician	19,706/35,391	15	1.00	0.65	0.00	14,273	-
			2.00	2.00	2.00		
TOTAL SALARIES						\$ 63,539	\$ 80,400
Overtime						1,660	-
FICA Taxes						4,979	6,151
Deferred Compensation						5,195	7,236
Group Health Insurance Premium						10,994	15,461
Dependant Health Ins Premium						898	4,722
Employee Assistance Program						42	46
Worker's Comp Insurance						572	740
Total Personal Services						\$ 87,879	\$ 114,756

CAPITAL OUTLAY SCHEDULE

MANAGEMENT INFORMATION SERVICES DIVISION							
<u>Priority</u>		<u>EXPENDITURES PER FISCAL YEAR</u>					
<u>Number</u>	<u>Description</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
1	Computer	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
		\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS DIVISION

Code: 010021

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/2004	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	N/A	54,905	63,539	26,181	63,539	80,400
511400	Overtime	N/A	1,667	1,660	1,395	1,660	0
512100	FICA Taxes	N/A	4,322	4,979	2,107	4,979	6,151
512225	Deferred Compensation	N/A	4,761	5,195	2,471	5,195	7,236
512301	Group Health Insurance Premium	N/A	7,291	10,994	5,764	10,994	15,461
512305	Dependant Health Ins Premium	N/A	73	898	30	898	4,722
512309	Employee Assistance Program	N/A	44	42	19	42	46
512400	Worker's Comp Insurance	N/A	215	572	429	572	740
TOTAL PERSONAL SERVICES		N/A	73,278	87,879	38,396	87,879	114,756
OPERATING EXPENDITURES							
533120	Consultants	N/A	0	5,000	4,940	4,940	5,000
534000	Travel and Per Diem	N/A	533	1,900	978	1,546	1,626
534101	Telephone	N/A	90	425	251	500	500
534105	Cellular Phone	N/A	3,682	2,350	883	1,600	1,600
534110	Internet Access	N/A	2,336	725	393	800	1,000
534120	Postage	N/A	26	100	20	40	100
534130	Express Mail	N/A	163	250	112	250	250
534630	R & M - Office Equipment	N/A	2,321	2,197	887	1,800	1,800
534640	R & M-Operating Equipment	N/A	0	200	0	0	0
535200	Departmental Supplies	N/A	748	500	287	600	600
535210	Computer Supplies	N/A	7,401	3,595	2,738	5,600	6,000
535230	Small Tools and Equipment	N/A	422	250	0	0	100
535410	Dues and Memberships	N/A	211	220	224	224	250
535420	Books and Publications	N/A	294	300	25	225	250
535450	Training and Education	N/A	2,687	1,000	221	321	1,475
TOTAL OPERATING EXPENDITURES		N/A	20,914	19,012	11,959	18,446	20,551
CAPITAL OUTLAY							
606400	Vehicles and Equipment	N/A	8,281	1,050	1,047	1,047	0
TOTAL CAPITAL OUTLAY		N/A	8,281	1,050	1,047	1,047	0
TOTAL MANAGEMENT INFORMATION SYSTEMS DIVISION		N/A	102,473	107,941	51,402	107,372	135,307

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

HUMAN RESOURCES DEPARTMENT

The Human Resources Department is responsible for effective recruitment, selection, assignment, and retention of employees. Human Resources is also responsible for administration of worker's comp and employee benefits, equal opportunity employment, employee assistance, liaison to bargaining units, coordination of grievances, labor contract negotiations, employee salary administration, and training.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Continued and expanded the Supervisory Training Academy.
- ✓ Maintained cordial labor relations with bargaining units through labor management meetings.
- ✓ Continued to administer the Employee Recognition and Longevity Awards program.
- ✓ Successfully negotiated a labor agreement with the Police Benevolent Association, effective October 1, 2004 through September 30, 2007.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Continue administration of the Supervisor's Training Academy.
- Provide quarterly Lunch and Learn training sessions: Retirement Planning, Health Fair and Stress/Conflict Management.
- Continue to administer the Employee Recognition and Longevity Awards Program.
- Continue to administer, enforce, and update personnel rules and regulations as needed.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Employee Turnover Rate	8%	10%	8%	8%
Number of training sessions conducted	7	15	15	25
Total number of employees	183	183	185	191
Personnel expenses per employee	\$929.50	\$1,049.00	\$1,008.56	\$1,120.58

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE HUMAN RESOURCES DEPARTMENT		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
21.00%	21.00%	<u>Hiring New Employees</u> - Accept applications, screen applications for minimum qualifications, prepare employment and rejection letters, prepare new hire package, schedule pre-employment physical and drug screens, conduct new hire orientations, conduct employment and background investigations, coordinate with departments regarding examinations for skilled positions.
20.00%	20.00%	<u>In-Service Actions</u> - Process employee action notices for activity - promotions, demotions and transfers. Maintain personnel and subject files. Update salary schedules and compensation plans. Administer employee evaluation program.
8.00%	8.00%	<u>Union Negotiations, Contract Administration</u> - Negotiate labor agreements with both PBA and CWA and any Memo's of Understanding that may be necessary during the current life of existing contracts. Perform support research, document preparation, record minutes. Review, rewrite and organize Rules and Regulations as needed.
3.00%	3.00%	<u>Employee Recognition</u> - Continue longevity service awards issued to employees who have completed 5, 10, 15 and 20 consecutive years of service with the City. Employee of the Quarter and Year awards. Safe Driving Award.
2.00%	2.00%	<u>CDL Administration</u> - Ensure all employees required to possess CDL Drivers Licenses meet Federal Drug and Alcohol Standard through random drug testing and at the same time maintaining the confidentiality of the person being processed. Maintain appropriate and accurate records in support of this requirement.
2.00%	2.00%	<u>Employee/Safety Newsletter</u> - Gather and disseminate information to all employees through the publishing of a monthly newsletter.
20.00%	20.00%	<u>Management/General Employee Training</u> - Develop and coordinate the necessary training for both management and general employees to provide up to date current laws and management techniques.
8.00%	8.00%	<u>Effective and Responsive Management</u> - Maintain and update the City's Policy and Procedures Manual when necessary. Additionally, maintain an Employee Handbook which contains an abbreviated ready reference of major policies and procedures. Review and revise job descriptions.
10.00%	10.00%	<u>Effective Insurance Plans</u> - Develop and maintain a comprehensive, innovative and effectively managed insurance benefits plan for all employees and dependents. Provide clear prevention opportunities and participation options for employees and dependents.
3.00%	3.00%	<u>Drug Free Workplace</u> - Implement a true random drug policy for all employees to ensure a drug free workplace environment.
3.00%	3.00%	<u>Employee Assistance Program</u> - To insure and provide for an Employee Assistance Program for employees and family members with any mental health and/or stress related problems.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

HUMAN RESOURCES DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Human Resources is \$209,884. This compares to the 2003-04 projected expenditures of \$194,784, an increase of \$15,100 or 7.8%.

	FY 01-02 Actual	FY 02-03 Actual	Amended FY 03-04 Budget	Projected FY 03-04 Expenditures	Adopted FY 04-05 Budget	Difference
Personal Services	\$ 139,851	\$ 152,410	\$ 169,062	\$ 169,062	\$ 184,718	\$ 15,656
Operating Expenses	30,248	38,103	26,490	25,722	25,166	(556)
Capital Outlay	-	1,514	-	-	-	-
Total	\$ 170,099	\$ 192,027	\$ 195,552	\$ 194,784	\$ 209,884	\$ 15,100

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% increase for CWA employees per CWA Union Contract and exempt employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	15,656
2. Operating Expenses - Net decrease results from reduction in training and education budget.	(556)
3. Capital Outlay - No forecasted capital outlay for FY 2004-05.	-

PERSONAL SERVICES SCHEDULE

HUMAN RESOURCES DEPARTMENT

<u>Position</u>	<u>Pay Range</u>	<u>Grade</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
Human Resources Director	57,802/104,397	84E	1.00	1.00	1.00	\$ 61,800	\$ 65,250
Benefits Specialist	26,291/47,485	23	1.00	1.00	1.00	36,725	40,000
Human Resources Technician	24,071/43,474	20	1.00	1.00	1.00	29,624	32,000
			3.00	3.00	3.00		
			TOTAL SALARIES			\$ 128,149	\$ 137,250
			Overtime			600	600
			FICA Taxes			9,830	10,546
			Deferred Compensation			11,565	12,407
			Group Health Insurance Premium			15,256	19,535
			Dependant Health Ins Premium			2,459	3,048
			Employee Assistance Program			69	69
			Worker's Comp Insurance			1,134	1,264
			Total Personal Services			\$ 169,062	\$ 184,718

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

HUMAN RESOURCES DEPARTMENT

<u>Priority</u> <u>Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Computer	\$ -	\$ 1,560	\$ 1,560	\$ -	\$ -	\$ 3,120
		<u>\$ -</u>	<u>\$ 1,560</u>	<u>\$ 1,560</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,120</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

HUMAN RESOURCES

Code: 010035

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 3/31/2004	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	111,077	120,430	128,149	59,856	128,149	137,250
511400	Overtime	366	281	600	114	600	600
512100	FICA Taxes	8,327	9,051	9,830	4,536	9,830	10,546
512225	Deferred Compensation	9,397	10,864	11,565	5,375	11,565	12,407
512301	Group Health Insurance Premium	8,633	9,298	15,256	7,527	15,256	19,535
512305	Dependant Health Ins Premium	1,982	1,718	2,459	1,229	2,459	3,048
512309	Employee Assistance Program	69	69	69	35	69	69
512400	Worker's Comp Insurance	0	699	1,134	850	1,134	1,264
TOTAL PERSONAL SERVICES		139,851	152,410	169,062	79,522	169,062	184,718
OPERATING EXPENDITURES							
533120	Consultants	3,573	9,500	0	0	0	0
533175	Employee Background Testing	7,308	8,256	6,000	3,167	6,000	6,250
533400	Other Contractual Services	770	871	1,000	254	1,000	750
534000	Travel and Per Diem	3,280	4,570	4,000	2,230	4,000	3,581
534101	Telephone	0	94	700	376	753	791
534105	Cellular Telephone	0	0	0	62	0	0
534110	Internet Services	0	0	75	38	75	75
534120	Postage	348	410	500	195	425	425
534130	Express Mail	189	149	200	106	200	200
534630	R & M - Office Equipment	375	149	472	0	472	472
534700	Printing and Binding	0	585	700	373	700	700
434800	Promotional Activities	1,993	1,584	1,000	788	1,000	1,000
534920	Legal Ads	2,466	1,178	2,000	146	2,000	2,000
535200	Departmental Supplies	3,223	4,076	2,500	1,342	2,500	2,500
535210	Computer Supplies	399	753	1,096	109	1,000	972
535230	Small Tools and Equipment	335	0	400	0	250	250
535410	Dues and Memberships	840	933	850	0	850	850
535420	Books and Publications	2,008	2,223	1,500	735	1,000	1,000
535450	Training and Education	3,141	2,772	3,497	287	3,497	3,350
TOTAL OPERATING EXPENDITURES		30,248	38,103	26,490	10,208	25,722	25,166
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	1,514	0	1,929	0	0
TOTAL CAPITAL OUTLAY		0	1,514	0	1,929	0	0
TOTAL HUMAN RESOURCES		170,099	192,027	195,552	91,659	194,784	209,884

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS AND UNITS

The Fiscal Year 2004-2005 adopted budget for Police Department as a whole is \$4,009,539. This compares to the 2003-04 projected expenditures of \$3,528,351, an increase of \$481,188 or 13.6%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$2,150,120	\$2,634,970	\$3,088,434	\$3,079,061	\$3,368,705	\$ 289,644
Operating Expenses	224,800	261,975	262,552	258,998	328,674	69,676
Capital Outlay	174,300	261,458	190,292	190,292	312,160	121,868
Total	\$2,549,220	\$3,158,403	\$3,541,278	\$3,528,351	\$4,009,539	\$ 481,188

Fiscal Year 2004-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to the addition of two (2) full-time road patrol officers and one (1) part-time communication technician, an increase in health insurance premiums and salary increases due to union contract.	\$ 289,644
2. Operating Expenses - Net increase mainly due to increase in fuel & oil cost and maintenance costs for vehicles.	\$ 69,676
3. Capital Outlay - Increase mainly due to vehicles requests associated with the new positions, replacement of eight (8) laptop computers, and twenty-four (24) tasers.	\$ 121,868

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE ADMINISTRATION

The Police Administrative Division coordinates the efforts of the Division Commanders, oversees the budget and performs strategic planning for the future.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Implemented wireless reporting and dispatch capabilities.
- ✓ Progressing with long-range efforts to implement Community Oriented Police Concept.
- ✓ Continuing with command level development through education and assignments.
- ✓ Upgrade dispatch center with new equipment and continued training toward 911 PSAP.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- To maintain accreditation
- To establish a community oriented policing policy
- Continue Traffic Safety Program
- Continue to provide growth for command staff
- Expand the wireless reporting system

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Civic meetings attended	10	12	12	12
Policies reviewed	78	60	60	60
Unit staff meetings attended	6	18	18	18
Senior staff meetings attended	10	48	36	36
Staff inspections performed	6	12	6	6
Computerized statistical reviews	0	6	6	6

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE POLICE ADMINISTRATION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
60.00%	60.00%	General Management - Direct department, develop and expand citizen involvement and public education. Meet with civic groups, media, and other public and private groups. General administrative duties managing the department.
5.00%	5.00%	Maintain Training and Professional Development Programs.
25.00%	25.00%	Professional Standards - Oversee all internal affairs investigations and conduct two staff inspections during the year. Oversee all background investigations. Insure that accreditation standards are followed and documented.
10.00%	10.00%	Dispatch/Communications - Continue to develop procedures and training personnel to implement a 911 PSAP
100.00%	100.00%	

POLICE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Police Administration is \$305,090. This compares to the 2003-04 projected expenditures of \$289,904, an increase of \$15,186 or 5.2%.

	FY01-02	FY 02-03	Amended FY 03-04	Projected FY 04-05	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 122,557	\$ 143,296	\$ 263,430	\$ 254,057	\$ 282,567	\$ 28,510
Operating Expenses	17,913	21,101	20,505	20,847	19,523	(1,324)
Capital Outlay	-	-	15,000	15,000	3,000	(12,000)
Total	\$ 140,470	\$ 164,397	\$ 298,935	\$ 289,904	\$ 305,090	\$ 15,186

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 projected expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% annual increase for CWA employees per CWA Union Contract as well as exempt employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven..	\$ 28,510
2. Operating Expenses - A slight decrease to reflect reduction in employee background testing.	\$ (1,324)
3. Capital Outlay - A decrease due to the purchase of a police vehicle in FY 2003-04.	\$ (12,000)

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
						<u>FY 03-04</u>	<u>FY 04-05</u>
Chief of Police	62,519/112,916	86E	1.00	1.00	1.00	\$ 77,200	\$ 81,400
Captain	49,409/89,239	40E	0.00	1.00	1.00	72,100	80,300
Administrative Assistant	24,071/43,474	20	1.00	1.00	1.00	36,125	38,500
			2.00	3.00	3.00		
TOTAL SALARIES						\$ 185,425	\$ 200,200
						Overtime	3,900
						FICA Taxes	14,556
						Clothing Allowance	1,080
						Deferred Compensation	16,648
						Chapter 185 Pension	9,373
						Group Health Insurance Premium	15,590
						Dependant Health Ins Premium	2,814
						Employee Assistance Program	69
						Worker's Comp Insurance	13,975
Total Personal Services						<u>\$ 263,430</u>	<u>\$ 282,567</u>

CAPITAL OUTLAY SCHEDULE

<u>POLICE ADMINISTRATION DIVISION</u>		<u>EXPENDITURES PER FISCAL YEAR</u>					
<u>Priority Number</u>	<u>Description</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
1	Replacement radios/speaker	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
2	Personal Computer	-	1,700	1,700	1,800	-	5,200
3	Laptop Computer	-	1,500	-	-	-	1,500
4	Replacement of Police Vehicle	-	-	38,000	-	-	38,000
		<u>\$ 3,000</u>	<u>\$ 3,200</u>	<u>\$ 39,700</u>	<u>\$ 1,800</u>	<u>\$ -</u>	<u>\$ 47,700</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE ADMINISTRATION

Code: 010041

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	97,915	107,317	185,425	87,272	185,425	200,200
511400	Overtime	2,540	3,717	3,900	1,838	3,900	3,900
512100	FICA Taxes	7,683	8,493	14,556	6,758	14,556	15,696
512215	Clothing Allowance	540	540	1,080	540	1,080	1,080
512225	Deferred Compensation	9,101	10,043	16,648	4,921	16,648	11,191
512250	Chapter 185 Retirement	0	0	9,373	4,105	0	11,250
512301	Group Health Insurance Premium	4,548	4,959	15,590	7,614	15,590	19,900
512305	Dependant Health Ins Premium	184	174	2,814	1,407	2,814	3,490
512309	Employee Assistance Program	46	46	69	35	69	69
512400	Worker's Comp Insurance	0	8,007	13,975	10,475	13,975	15,791
TOTAL PERSONAL SERVICES		122,557	143,296	263,430	124,964	254,057	282,567
OPERATING EXPENDITURES							
533100	Professional Services	3,163	1,314	0	0	0	0
533175	Employee Background Testing	601	956	2,350	0	2,350	0
533440	Electronic Security Services	245	0	0	0	0	0
534000	Travel and Per Diem	496	789	1,000	358	1,000	1,400
534101	Telephone	2,009	1,715	1,500	884	1,725	1,898
534105	Cellular Telephone	543	1,138	1,150	546	1,150	1,300
534110	Internet Services	0	0	100	51	100	100
534115	On-line Services	0	95	800	0	800	875
534120	Postage	1,505	1,298	1,600	529	1,100	1,100
534130	Express Mail	3,694	0	0	0	0	0
534310	Electric	470	3,629	3,875	2,048	4,280	4,127
534320	Water/Sewer	84	303	350	204	497	248
534610	R & M-Buildings	130	0	0	0	0	0
534620	R & M-Vehicles	0	3,489	200	59	200	600
534630	R & M - Office Equipment	4	0	960	0	900	500
534640	R & M-Operating Equipment	42	0	500	197	400	500
534650	R & M-Radio	185	0	250	0	100	200
534800	Promotional Activities	0	621	600	171	600	400
534920	Legal Ads	1,725	0	0	0	0	0
535200	Departmental Supplies	545	2,457	1,600	1,221	1,600	1,600
535210	Computer Supplies	873	674	600	213	500	500
535230	Small Tools and Equipment	608	589	700	28	500	475
535260	Gas and Oil	209	650	720	702	1,500	1,600
535270	Uniforms and Shoes	0	377	300	160	300	600
535410	Dues and Memberships	460	742	550	445	445	500
535420	Books and Publications	72	0	200	144	200	200
535450	Training and Education	250	265	600	249	600	800
TOTAL OPERATING EXPENDITURES		17,913	21,101	20,505	8,209	20,847	19,523
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	15,000	12,105	15,000	3,000
TOTAL CAPITAL OUTLAY		0	0	15,000	12,105	15,000	3,000
TOTAL POLICE ADMINISTRATION		140,470	164,397	298,935	145,278	289,904	305,090

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

SCHOOL RESOURCE OFFICER UNIT

The School Resource Unit consists of two full time police officers assigned to the elementary schools and the charter junior high school located in the City of Sebastian. This officer fulfills a multifunctional role such as, teachers of school security, aggression management, social skills, and consequences of behavior. In addition, the officer provides security to students and faculty, handle reported crimes on school property, teach drug awareness and resistance, gang resistance education training, and provide counseling to students and parents.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Completed 18 weeks of Gang Resistance education and training
- ✓ Completed 36 weeks of the 36 week DARE program
- ✓ Completed the GREAT summer camp planning
- ✓ Completed four 5 week Life Skills program
- ✓ Completed 10 DARE bowls
- ✓ Completed 9 DARE skates
- ✓ New SRO attended 80 hours DARE/SRO certification course
- ✓ Completed one safety fair
- ✓ Stranger Danger for all lower level grades
- ✓ Initiated project Child Safe, gun lock safety program

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Continue DARE program including DARE bowls and DARE skates
- Conduct in-service training to school faculty and staff to better prepare them in time of crisis
- Continue the GREAT program with the 7th grade students
- Continue the GREAT summer component with the graduated 7th grade students
- Attend school functions, SAC, PTA, and safety committee meetings, one per month

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
School Resource Classes	5	5	5	5
Number of Students	1450	1450	1,500	1,600
Bike Rodeos	2	1	3	2
Home Security Surveys	N/A	N/A	N/A	N/A
Home Counseling Services	10	7	10	10
G.R.E.A.T. Student Visitations 7th Grade Con	47	38	50	50
G.R.E.A.T. Student Visitations	98	238	110	250
G.R.E.A.T. Summer Camp Students	36	36	25	21

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET FOR SCHOOL RESOURCE OFFICER UNIT		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
50.00%	50.00%	D.A.R.E. - provides students with structured classroom instruction on drug resistance and education, as well as promotes social interaction and reward for good behavior for fifth grade
15.00%	25.00%	School Resource Officer Program - Provides onsite school safety and guidance to the facility, students, teachers, and parents.
25.00%	25.00%	G.R.E.A.T. Program - Teaches gang resistance through education and training. Educational aspects of program involve crime impact on victims, neighborhoods, cultural sensitivity/prejudice, conflict resolution, and goal setting.
10.00%	0.00%	Life Skills - D.A.R.E. like program designed and targeted to third grade students.
100.00%	100.00%	

POLICE SCHOOL RESOURCE OFFICER BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for School Resource Officer Unit is \$164,889. This compares to the 2003-04 projected expenditures of \$128,672, an increase of \$36,217 or 28.15%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 89,345	\$ 109,114	\$ 117,621	\$ 117,621	\$ 123,883	\$ 6,262
Operating Expenses	7,949	9,518	10,793	10,451	8,506	(1,945)
Capital Outlay	1,526	999	600	600	32,500	31,900
Total	\$ 98,820	\$ 119,631	\$ 129,014	\$ 128,672	\$ 164,889	\$ 36,217

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a annual salary increase for PBA employees per PBA Union Contract, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 6,262
2. Operating Expenses - Decrease due to reduction in travel & per diem, training & education, vehicle maintenance.	\$ (1,945)
3. Capital Outlay - Increase due to a replacement police vehicle request.	\$ 31,900

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE SCHOOL RESOURCE OFFICER UNIT			F/T/E			Projected	Adopted
POSITION	PAY RANGE	GRADE	POSITION YEARS			Expense	Budget
			02-03	03-04	04-05		
School Resource Officers	28,473/51,425	27	0.00	2.00	2.00	\$ 72,999	\$ 73,000
			0.00	2.00	2.00		
			TOTAL SALARIES			\$ 72,999	\$ 73,000
						5,000	5,000
						6,011	6,050
						1,080	1,080
						10,075	10,920
						10,291	15,596
						3,125	4,961
						46	46
						8,994	7,230
						\$ 117,621	\$ 123,883

CAPITAL OUTLAY SCHEDULE

SCHOOL RESOURCE OFFICER UNIT		EXPENDITURES PER FISCAL YEAR					TOTAL
Priority Number	Description	2004-05	2005-06	2006-07	2007-08	2008-09	TOTAL
1	Replacement Vehicle (Funded By DST)	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ 32,500
2	Laptop Computer	-	1,800	-	-	-	1,800
		\$ 32,500	\$ 1,800	\$ -	\$ -	\$ -	\$ 34,300

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE SCHOOL RESOURCE OFFICER UNIT

Code: 010042

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 3/31/03	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	64,336	68,281	72,999	33,080	72,999	73,000
511400	Overtime	7,118	6,329	5,000	1,457	5,000	5,000
512100	FICA Taxes	5,343	5,575	6,011	2,524	6,011	6,050
512215	Clothing Allowance	1,080	1,080	1,080	540	1,080	1,080
512250	Chapter 185 Retirement	457	8,779	10,075	4,082	10,075	10,920
512301	Group Health Insurance Premium	8,372	8,836	10,291	6,193	10,291	15,596
512305	Dependant Health Ins Premium	2,593	2,718	3,125	1,936	3,125	4,961
512309	Employee Assistance Program	46	46	46	19	46	46
512400	Worker's Comp Insurance	0	7,470	8,994	6,742	8,994	7,230
TOTAL PERSONAL SERVICES		89,345	109,114	117,621	56,573	117,621	123,883
OPERATING EXPENDITURES							
534000	Travel and Per Diem	1,376	1,163	1,400	1,445	2,285	1,090
534101	Telephone	518	269	543	209	401	441
534105	Cellular Telephone	0	0	650	81	400	480
534110	Internet Access	0	0	75	38	77	80
534310	Electric	639	640	690	93	194	825
534320	Water/Sewer	757	27	197	104	241	165
534410	Pagers	100	7	0	0	0	0
534620	R & M-Vehicles	351	1,004	500	177	500	250
534630	R & M - Office Equipment	0	0	131	0	0	0
534640	R & M-Operating Equipment	200	153	0	0	0	0
534650	R & M-Radio	120	0	300	0	300	300
534800	Promotional Activities	782	1,828	1,500	0	1,500	1,500
535200	Departmental Supplies	351	1,119	400	346	692	450
535210	Computer Supplies	185	244	877	121	300	350
535230	Small Tools and Equipment	60	267	300	0	200	150
535260	Gas and Oil	1,120	1,100	1,130	615	1,230	1,300
535270	Uniforms and Shoes	657	1,008	1,000	182	1,000	500
535275	Safety Equipment	15	0	50	0	50	50
535420	Books and Publications	43	99	50	40	81	50
535450	Training and Education	675	590	1,000	762	1,000	525
TOTAL OPERATING EXPENDITURES		7,949	9,518	10,793	4,213	10,451	8,506
CAPITAL OUTLAY							
606400	Vehicles and Equipment	1,526	999	600	0	600	32,500
TOTAL CAPITAL OUTLAY		1,526	999	600	0	600	32,500
TOTAL SCHOOL RESOURCE OFFICER UNIT		98,820	119,631	129,014	60,786	128,672	164,889

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE PATROL DIVISION

The Uniform Division consists of four (4) squads of uniformed officers, each under the supervision of a sergeant. These officers handle a daily operation, which consists of responding to calls for service by citizens, as well as patrolling, traffic enforcement and criminal investigations.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Numerous officers and supervisors have received letters from citizens, commending them for their efforts and service.
- ✓ Officers have maintained high visibility in the community in an effort to reduce crime.
- ✓ Increased directed patrols in areas where citizens have had concerns.
- ✓ Supervisors and officers received training in Community Policing and sexual harassment.
- ✓ Directed officers to areas of concern and to resolve problems.
- ✓ Directions provided to supervisors for their normal duties

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Maintain sufficient staff to effectively respond to calls for service in a timely manner.
- Promote courtesy when in contact with the citizens.
- Increase warning and parking citations.
- Provide needed direction for supervisors.
- Continue to provide educational opportunities for officers and supervisors to help keep them current on laws and procedures.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Traffic Stops	3,723	3,916	5,000	5,000
DUI Checkpoints & Saturation Patrols	3	7	12	Transfer
House Watches	4,214	3,151	5,000	Transfer
Funeral Escorts	76	84	130	Transfer
Patrol Miles	220,515	223,740	218,000	267,000
Officer Initiated Activity	17,781	23,036	21,500	26,600
Traffic Enforcement	N/A	N/A	N/A	620
Parking Enforcement	N/A	N/A	N/A	1,600
Alarms	N/A	N/A	N/A	770

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE POLICE PATROL DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
22.00%	22.00%	<u>Calls for Service</u> - respond to estimated 38,000 - 40,000 calls for service.
20.00%	20.00%	<u>Traffic Stops and Citations</u> - Conduct an estimated 6,000 traffic stops and issue an estimated 2,500 citations and 3,500 warnings.
10.00%	10.00%	<u>Investigations</u> - Conduct vehicle crash investigations.
10.00%	10.00%	<u>Criminal Transportation</u> - Transport arrested adults and juveniles to respective detention facilities.
10.00%	10.00%	<u>Training and Professional Development</u> - Provide a minimum of 40 hours of training to all members of the division.
28.00%	28.00%	<u>Patrol and Crime Prevention</u> - Maintain patrol logs and direct patrols to reduce opportunistic crimes. Monitor traffic to direct traffic enforcement strategies. Plan and participate in task force operations.
100.00%	100.00%	

POLICE PATROL DIVISION BUDGET SUMMARY

The Fiscal Year 2004-05 adopted budget for Police Patrol Division is \$1,737,847. This compares to the 2003-04 projected expenditures of \$1,753,932, a decrease of \$ 16,085 or .92%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 1,000,041	\$ 1,339,735	\$ 1,531,624	\$ 1,531,624	\$ 1,418,660	\$ (112,964)
Operating Expenses	83,317	108,121	94,016	94,116	121,082	26,966
Capital Outlay	129,576	150,059	128,192	128,192	198,105	69,913
Total	\$ 1,212,934	\$ 1,597,915	\$ 1,753,832	\$ 1,753,932	\$ 1,737,847	\$ (16,085)

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Net decrease due to the transfer of four (4) police officers to Special Operations Division, offset by the addition of two (2) road patrol officers, an estimated increase in health insurance premiums and annual salary increases for PBA employees per the PBA Union Contract, and a decrease in deferred compensation and worker's compensation premiums which are wage driven.	\$ (112,964)
2. Operating Expenses - Net increase mainly due to increase in fuel & oil costs and maintenance costs for vehicles.	\$ 26,966
3. Capital Outlay - Increase mainly due to laptop computer replacement for patrol vehicles, tasers, and new vehicles due to addition of officers.	\$ 69,913

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE PATROL DIVISION			F/T/E			Projected	Adopted	
POSITION	PAY		POSITION YEARS			Expense	Budget	
	RANGE	GRADE	02-03	03-04	04-05	FY 03-04	FY 04-05	
Captain	49,409/89,239	40E	1.00	0.00	0.00	\$ -	\$ -	
Lieutenant	44,468/80,315	37E	0.00	1.00	1.00	60,600	67,000	
Sergeants	35,433/63,996	30	4.42	5.00	4.00	250,000	207,800	
Officers	28,473/51,425	27	16.00	18.00	15.00	598,238	483,150	
Temporary Part-time Officer			0.00	0.50	0.00	11,150	-	
Officers	NEW POSITION		0.00	0.00	2.00	-	59,000	
			21.42	24.50	22.00			
			TOTAL SALARIES				\$ 919,988	\$ 816,950
						Overtime	125,000	125,000
						FICA Taxes	80,685	72,927
						Clothing Allowance	12,960	11,340
						Chapter 185 Retirement	133,978	130,312
						Group Health Insurance Premium	153,128	163,653
						Dependant Health Ins Premium	18,755	13,678
						Employee Assistance Program	553	484
						Worker's Comp Insurance	86,577	84,316
						Total Personal Services	\$1,531,624	\$1,418,660

CAPITAL OUTLAY SCHEDULE

POLICE PATROL DIVISION		EXPENDITURES PER FISCAL YEAR					
Priority	Description	2004-05	2005-06	2006-07	2007-08	2008-09	TOTAL
Number		2004-05	2005-06	2006-07	2007-08	2008-09	TOTAL
1	Replacement Marked Patrol Vehicle (Funded by DST)	\$ 32,500	\$149,550	\$154,040	\$158,660	\$163,420	\$658,170
2	Marked Patrol Vehicle (Funded by DST)	32,500	-	-	-	-	32,500
3	Laptop computers (8)	12,605	-	-	-	-	12,605
4	Automatic External Defibrillators (5)	20,000	-	-	-	-	20,000
5	Replace Radio	17,500	18,000	18,600	19,158	19,732	92,990
6	Radars (2 per year)	3,000	3,090	3,180	-	-	9,270
7	Tasers (20)	20,000	-	-	-	-	20,000
8	Mobil Video Replacements	-	9,000	-	-	-	9,000
9	Personal Computer	-	1,150	-	-	-	1,150
10	Vehicle (Program Change) (Funded by DST)	30,000	-	-	-	-	30,000
11	Vehicle (Program Change) (Funded by DST)	30,000	-	-	-	-	30,000
		\$198,105	\$180,790	\$175,820	\$177,818	\$183,152	\$915,685

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE PATROL DIVISION

Code: 010043

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/2004	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	701,366	817,654	919,988	395,939	919,988	816,950
511400	Overtime	121,606	125,056	125,000	67,822	125,000	125,000
512100	FICA Taxes	62,300	71,577	80,685	35,182	80,685	72,927
512215	Clothing Allowance	10,620	11,516	12,960	6,052	12,960	11,340
512250	Chapter 185 Retirement	5,041	112,448	133,978	55,266	133,978	130,312
512301	Group Health Insurance Premium	83,174	94,593	153,128	69,058	153,128	163,653
512305	Dependant Health Ins Premium	15,481	13,977	18,755	8,511	18,755	13,678
512309	Employee Assistance Program	453	511	553	263	553	484
512400	Worker's Comp Insurance	0	92,403	86,577	64,892	86,577	84,316
TOTAL PERSONAL SERVICES		1,000,041	1,339,735	1,531,624	702,985	1,531,624	1,418,660
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	0	0	0	0	3,100
534000	Travel and Per Diem	3,237	3,207	3,300	2,749	3,300	4,000
534101	Telephone	2,694	2,093	2,000	393	772	849
534105	Cellular Telephone	657	1,715	2,600	858	1,800	1,125
534110	Internet Access	0	0	2,880	1,119	2,300	2,880
534310	Electric	4,988	4,899	5,225	2,895	6,051	5,777
534320	Water/Sewer	486	303	350	203	597	1,571
534410	Pagers	858	116	0	0	0	0
534620	R & M-Vehicles	11,451	10,647	8,186	7,377	11,000	11,000
534630	R & M - Office Equipment	0	492	313	99	300	600
534640	R & M-Operating Equipment	4,242	5,951	4,000	2,960	4,000	11,950
534650	R & M-Radio	1,501	2,766	2,500	1,363	2,500	3,000
535200	Departmental Supplies	8,347	9,408	7,500	3,812	6,000	7,500
535210	Computer Supplies	733	729	4,595	2,185	3,000	3,500
535230	Small Tools and Equipment	3,488	7,597	2,500	855	1,800	2,000
535260	Gas and Oil	25,289	34,851	31,000	20,938	35,900	42,000
535270	Uniforms and Shoes	9,472	19,486	12,192	5,144	10,300	15,000
535275	Safety Equipment	655	194	655	119	240	350
535410	Dues and Memberships	110	140	110	95	95	110
535420	Books and Publications	709	116	710	761	761	770
535450	Training and Education	4,400	3,411	3,400	2,290	3,400	4,000
TOTAL OPERATING EXPENSES		83,317	108,121	94,016	56,215	94,116	121,082
CAPITAL OUTLAY							
606400	Vehicles and Equipment	129,576	150,059	128,192	13,798	128,192	198,105
TOTAL CAPITAL OUTLAY		129,576	150,059	128,192	13,798	128,192	198,105
TOTAL POLICE PATROL DIVISION		1,212,934	1,597,915	1,753,832	772,998	1,753,932	1,737,847

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE COMMUNITY POLICING UNIT

The Community-Policing Unit coordinates special events, serves as liaison between the community and the police department for various issues, is the emergency management liaison, conducts background investigations and supervises and trains the community volunteers. This division also is responsible for code enforcement assistance, maintenance on CFA accreditation files, maintaining alarm permits as well as serving as the false alarm administrator.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Attended over 150 community meetings to promote community oriented policing program.
- ✓ Conducted over 50 child seat/safety referrals and inspections.
- ✓ Conducted training for new volunteers and crossing guards.
- ✓ Attended emergency management meetings and training courses to keep current.
- ✓ Participated and coordinated various events within our community and in the county.
- ✓ Conducted over 3500 house watches for citizens
- ✓ Assisted in over 140 funeral escorts.
- ✓ Collected over \$8000 in fines and permits.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Implement, coordinate and maintain contact with the community and provide assistance with various community issues.
- Continue to supervise and coordinate community service volunteer program.
- Provide a variety of security and safety assessment and training for the community.
- Continue to conduct background investigations for new employees.
- Efficiently maintain all false alarm files and permits.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Crime Prevention Information Meetings	3	3	4	4
Youth Safety Fair/Bike Rodeos	2	2	3	4
Community Events	4	4	6	6
Background Investigations	N/A	N/A	N/A	20
Emergency Planning	N/A	N/A	N/A	10

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE COMMUNITY POLICING UNIT		
STAFFING		NATURE OF ACTIVITY
03/04	04/05	
50.00%	50.00%	Community Relations - Provide full police services to the Community. Conduct security surveys. Coordinate Community Service Volunteer Program. Coordinate public service media segments. Provide commercial and residential security training sessions.
25.00%	20.00%	Community Policing - Prepare and implement public assistance/community policing initiatives.
13.00%	5.00%	Crime Prevention - Coordinate with City Agencies and other law enforcement agencies to reduce criminal activities
12.00%	5.00%	Security Surveys - Provide commercial and residential security training sessions.
0.00%	20.00%	Background investigation
100.00%	100.00%	

POLICE COMMUNITY POLICING UNIT BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Community Policing is \$144,347. This compares to the 2003-04 projected expenditures of \$138,473, an increase of \$5,874 or 4.24%

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 90,364	\$ 116,389	\$ 129,688	\$ 129,688	\$ 121,044	\$ (8,644)
Operating Expenses	10,686	11,450	11,564	8,785	19,753	10,968
Capital Outlay	-	-	-	-	3,550	3,550
Total	\$ 101,050	\$ 127,839	\$ 141,252	\$ 138,473	\$ 144,347	\$ 5,874

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Net decrease mainly due to a decrease in worker's comp premium, offset by an estimated increase in health insurance premiums, a 5.5% increase for a CWA employee per CWA Union Contract, and an increase in deferred compensation which is wage driven.	\$ (8,644)
2. Operating Expenses - Increase mainly due to electric and water & sewer charges based on square footage allocation at the new police station.	\$ 10,968
3. Capital Outlay - Increase solely due to the new computer software needed for "Are you OK" program.	\$ 3,550

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

COMMUNITY POLICING UNIT

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
Community Policing Officer	28,473/51,425	27	1.00	1.00	1.00	\$ 36,749	\$ 38,500
Clerical Assistant I	19,557/35,322	13	1.00	1.00	1.00	21,500	21,000
Crossing Guards Temp (7)			3.50	3.50	3.50	31,300	28,000
			5.50	5.50	5.50		
TOTAL SALARIES						\$ 89,549	\$ 87,500
						Overtime	2,500
						FICA Taxes	7,064
						Clothing Allowance	540
						Deferred Compensation	1,935
						Chapter 185 Retirement	5,070
						Group Health Insurance Premium	10,389
						Dependant Health Ins Premium	4,042
						Employee Assistance Program	46
						Worker's Comp Insurance	8,553
						Total Personal Services	\$ 129,688
							\$ 121,044

CAPITAL OUTLAY SCHEDULE

COMMUNITY POLICING UNIT

<u>Priority Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	"Are You OK" Program software	\$ 3,550	\$ -	\$ -	\$ -	\$ -	\$ 3,550
		\$ 3,550	\$ -	\$ -	\$ -	\$ -	\$ 3,550

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE COMMUNITY POLICING UNIT

Code: 010044

Account <u>Number</u>	<u>Description</u>	FY 01/02 <u>Actual</u>	FY 02/03 <u>Actual</u>	FY 03/04 <u>Budget</u>	Actual to 03/31/2004	FY 03/04 <u>Projected</u>	FY 04/05 <u>Adopted Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	69,141	79,740	89,549	38,847	89,549	59,500
511300	Temporary Salaries	0	0	0	0	0	28,000
511400	Overtime	4,774	3,940	2,500	1,493	2,500	2,500
512100	FICA Taxes	5,466	6,163	7,064	3,026	7,064	6,926
512215	Clothing Allowance	540	540	540	270	540	540
512225	Deferred Compensation	989	1,810	1,935	196	1,935	1,890
512250	Chapter 185 Retirement	236	4,559	5,070	2,260	5,070	5,740
512301	Group Health Insurance Premium	6,255	8,765	10,389	3,927	10,389	11,660
512305	Dependant Health Ins Premium	2,923	3,515	4,042	1,077	4,042	88
512309	Employee Assistance Program	40	46	46	19	46	46
512400	Worker's Comp Insurance	0	7,311	8,553	6,410	8,553	4,154
TOTAL PERSONAL SERVICES		90,364	116,389	129,688	57,525	129,688	121,044
OPERATING EXPENDITURES							
534000	Travel and Per Diem	100	506	250	0	350	650
534101	Telephone	801	894	1,300	376	727	800
534105	Cellular Telephone	289	611	637	281	637	480
534110	Internet Services	0	0	100	51	100	100
534310	Electric	639	639	690	93	194	3,301
534320	Water/Sewer	757	27	197	79	192	992
534410	Pagers	100	7	0	0	0	0
534620	R & M-Vehicles	403	994	450	182	300	1,800
534630	R & M - Office Equipment	0	299	300	0	300	300
534640	R & M-Operating Equipment	4	37	200	54	200	200
534650	R & M-Radio	300	60	300	55	200	1,200
534800	Promotional Activities	726	1,021	1,000	114	1,000	500
535200	Departmental Supplies	720	625	600	543	700	600
535210	Computer Supplies	257	252	200	214	250	200
535230	Small Tools and Equipment	431	567	400	20	400	400
535260	Gas and Oil	3,155	2,747	3,000	420	1,500	6,000
535270	Uniforms and Shoes	1,056	1,401	1,180	194	850	1,180
535275	Safety Equipment	23	108	50	0	50	300
535410	Dues and Memberships	20	60	60	25	80	100
535420	Books and Publications	30	0	50	55	55	50
535450	Training and Education	875	595	600	210	700	600
TOTAL OPERATING EXPENDITURES		10,686	11,450	11,564	2,966	8,785	19,753
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	3,550
TOTAL CAPITAL OUTLAY		0	0	0	0	0	3,550
TOTAL COMMUNITY POLICING UNIT		101,050	127,839	141,252	60,491	138,473	144,347

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION

The Code Enforcement Division enforces codes to ensure the beauty and character of the City by responding to citizen complaints and self-initiation enforcement. Also, provides support to the Code Enforcement Board, administers and enforces the false alarm ordinance and assists residents with false alarm problems.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Cleaned up several neighborhoods of key concern through enforcement and voluntary compliance.
- ✓ Both code enforcement officers received advanced certifications.
- ✓ Instituted inmate correction crew City Clean Up Program.
- ✓ Boy Scout monthly volunteer City Clean Up Program.
- ✓ Trained police volunteers in initiation of code enforcement.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Maintain a high violator compliance rate. Carry over as a yearly function.
- Reduce repeat offenses through compliance and enforcement, while maintaining good public relations
- Continue the inmate and Boy Scout city clean up programs.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Water Violations	N/A	109	60	58
Parking Violations	N/A	31	500	806
Code Violations	N/A	3,182	4,450	2,866
Illegal Signs	N/A	266	500	396

PROGRAM BUDGET DESCRIPTION FOR THE CODE ENFORCEMENT DIVISION		
STAFFING		NATURE OF ACTIVITY
03/04	04/05	
60.00%	60.00%	Citizen Complaints - Respond to complaints of city ordinance violations and self-initiate code compliance and enforcement.
30.00%	30.00%	Re-inspections - Follow up on notices of violations to ensure compliance.
2.00%	2.00%	Code Enforcement Board - Provide direct support to Code Enforcement Board for Code Enforcement hearings.
8.00%	8.00%	Documentation - To document complaints, as well as self-initiated actions, write reports and follow up letters prepare documentation for Code Enforcement Board.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 dopted budget for Code Enforcement is \$115,611. This compares to the 2003-04 projected expenditures of \$100,169, an increase of \$15,442 or 15.4%

	FY 01-02 Actual	FY 02-03 Actual	Amended FY 03-04 Budget	Projected FY 03-04 Expenditures	Adopted FY 04-05 Budget	Difference
Personal Services	\$ 62,405	\$ 79,596	\$ 90,189	\$ 90,189	\$ 104,066	\$ 13,877
Operating Expenses	8,100	9,833	9,980	9,980	11,545	1,565
Capital Outlay	18,505	-	-	-	-	-
Total	\$ 89,010	\$ 89,429	\$ 100,169	\$ 100,169	\$ 115,611	\$ 15,442

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 45% increase in health insurance premiums, a 5.5% annual increase for CWA employees per CWA Union Contract, and an increase in deferred compensation and workers' compensation premiums which are wage driven.	\$ 13,877
2. Operating Expenses - Increase mainly due to gas and oil costs for the vehicles.	\$ 1,565
3. Capital Outlay - No forecasted capital outlay for FY 2004-05.	\$ -

PERSONAL SERVICES SCHEDULE

CODE ENFORCEMENT DIVISION

<u>POSITION</u>	<u>PAY</u> <u>RANGE</u>	<u>GRADE</u>	<u>F/T/E</u> <u>POSITION YEARS</u>			<u>Projected</u> <u>Expense</u>	<u>Adopted</u> <u>Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
Code Enforcement Officer	25,503/46,062	22	1.00	2.00	2.00	\$ 57,249	\$ 62,000
Code Enforcement Officer	28,473/51,425	27	0.58	0.00	0.00	-	-
			1.58	2.00	2.00		
			TOTAL SALARIES			\$ 57,249	\$ 62,000
						Overtime 1,200	1,200
						Clothing Allowance -	-
						FICA Taxes 4,452	4,835
						Deferred Compensation 5,238	5,688
						Group Health Insurance Premium 10,202	15,534
						Dependant Health Ins Premium 1,237	1,918
						Employee Assistance Program 46	46
						Worker's Comp Insurance 10,565	12,845
						Total Personal Services \$ 90,189	\$ 104,066

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

CODE ENFORCEMENT DIVISION

<u>Priority Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Computer Replacements	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 3,000
2	Truck-1/2 Ton P/U	-	19,000	-	-	-	19,000
3	Portable Radios (2)	-	6,000	-	-	-	6,000
		<u>\$ -</u>	<u>\$ 26,500</u>	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,000</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION

Code: 010045

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/2004	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	49,058	52,748	57,249	27,141	57,249	62,000
511400	Overtime	263	123	1,200	572	1,200	1,200
512100	FICA Taxes	3,697	3,921	4,452	2,036	4,452	4,835
512215	Clothing Allowance	338	0	0	0	0	0
512225	Deferred Compensation	2,182	4,758	5,238	2,472	5,238	5,688
512250	Chapter 185 Retirement	248	0	0	0	0	0
512301	Group Health Insurance Premium	6,442	8,064	10,202	6,305	10,202	15,534
512305	Dependant Health Ins Premium	141	913	1,237	773	1,237	1,918
512309	Employee Assistance Program	36	42	46	23	46	46
512400	Worker's Comp Insurance	0	9,027	10,565	7,919	10,565	12,845
TOTAL PERSONAL SERVICES		62,405	79,596	90,189	47,241	90,189	104,066
OPERATING EXPENDITURES							
534000	Travel and Per Diem	951	1,025	1,200	523	1,047	1,200
534101	Telephone	502	429	595	281	595	800
534105	Cellular Telephone	13	59	0	0	0	0
534110	Internet Services	0	0	50	26	50	50
534120	Postage	104	377	240	302	500	610
534310	Electric	1,071	1,270	1,355	717	1,355	825
534320	Water/Sewer	470	303	350	204	350	165
534620	R & M-Vehicles	223	652	400	119	238	400
534630	R & M - Office Equipment	329	400	400	165	330	400
534650	R & M-Radio	25	224	140	63	126	200
534910	Clerk of Court Filing Fees	18	120	150	96	192	300
535200	Departmental Supplies	1,480	1,156	1,000	575	1,000	1,200
535210	Computer Supplies	876	153	250	186	374	400
535230	Small Tools and Equipment	245	620	500	0	200	200
535260	Gas and Oil	581	1,510	1,500	1,012	1,773	2,250
535270	Uniforms and Shoes	284	555	600	305	600	975
535275	Safety Equipment	0	0	100	0	100	100
535410	Dues and Memberships	90	0	120	60	120	180
535420	Books and Publications	43	0	90	0	90	90
535450	Training and Education	795	980	940	470	940	1,200
TOTAL OPERATING EXPENDITURES		8,100	9,833	9,980	5,104	9,980	11,545
CAPITAL OUTLAY							
606400	Vehicles and Equipment	18,505	0	0	0	0	0
TOTAL CAPITAL OUTLAY		18,505	0	0	0	0	0
TOTAL CODE ENFORCEMENT DIVISION		89,010	89,429	100,169	52,345	100,169	115,611

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE DETECTIVE DIVISION

The Police Detective Division is under the supervision of a sergeant and is staffed by three (3) sworn investigators and one civilian I.D. technician. The three investigators are assigned to cases involving crimes against persons, crimes against property and general investigations. The I.D. technician is the custodian of the evidence/property room and processes crime scenes for evidence.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Obtained 5 warrants and made 9 felony arrests, as of reporting date.
- ✓ Two sworn investigators and the I.D. Technician received formal schooling.
- ✓ 224 cases were assigned, 103 cleared, 48 inactivated and 91 reports/supplements written.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Professionally investigate cases with diligence and efficiency, thus ensuring appropriate closure, carried over as a yearly function.
- Maintain contact with victims, ensuring they are kept abreast of case progress and informed of their rights as victims.
- Continue to provide quality and adequate educational courses allowing for up to date investigative skills.
- Maintain a case management system with continued efficiency.

PERFORMANCE MEASURES

Performance Indicators	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Burglary Investigations	123	115	130
Assault Investigations	263	160	196
Sexual Assault Investigations	3	15	14
Vehicle Theft Investigation	18	22	20
Robbery Investigations	4	5	2
Larceny Investigations	281	380	310
Juvenile Arrests	106	180	90
Murder/Attempted Murder Investigations	1	3	1

PROGRAM BUDGET DESCRIPTION FOR THE POLICE DETECTIVE DIVISION

STAFFING		NATURE OF ACTIVITY
03/04	04/05	
65.00%	65.00%	Investigations - Investigate reported criminal offenses, complete reports on same, conduct interviews, review and assist in the prosecution of suspects.
10.00%	10.00%	On Scene Investigations - Perform on-scene investigations and process crime scenes.
13.00%	13.00%	Court Assistance - Obtaining warrants, State Attorney's Office depositions and appear in court.
10.00%	10.00%	Investigations Assistance - Assist Uniform Division and other agencies with investigations.
2.00%	2.00%	Training and Professional Development.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE DETECTIVE DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Police Detectives is \$466,464. This compares to the 2003-04 projected expenditures of \$407,653, an increase of \$58,811 or 14.4%

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	
	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 315,744	\$ 351,229	\$ 298,140	\$ 298,140	\$ 337,194	\$ 39,054
Operating Expenses	57,959	59,281	63,013	63,013	68,770	5,757
Capital Outlay	20,980	13,282	46,500	46,500	60,500	14,000
Total	\$ 394,683	\$ 423,792	\$ 407,653	\$ 407,653	\$ 466,464	\$ 58,811

Fiscal Year 204-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, an annual salary increase for the the PBA employees per the PBA Union Contract, and an increase in deferred compensation and worker's compensation premiums which are wage driven..	\$ 39,054
2. Operating Expenses - Increase mainly due to Crime Laboratory Agencies Contributions increase.	\$ 5,757
3. Capital Outlay - Increase due to the request of portable radios and surveillance equipment.	\$ 14,000

PERSONAL SERVICES SCHEDULE

POLICE DETECTIVE DIVISION

<u>POSITION</u>	<u>PAY</u> <u>RANGE</u>	<u>GRADE</u>	<u>F/T/E</u> <u>POSITION YEARS</u>			<u>Projected</u> <u>Expense</u>	<u>Adopted</u> <u>Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
			Lieutenant	44,468/80,315	37E	1.00	0.00
Sergeants	35,433/63,996	30	1.00	1.00	1.00	39,949	54,500
Investigators	29,327/51,425	27	4.00	3.00	3.00	112,498	116,500
Evidence Technician	26,291/47,485	23	1.00	1.00	1.00	28,625	30,000
			7.00	5.00	5.00		
			TOTAL SALARIES			\$ 181,072	\$ 201,000
		Overtime				15,000	15,000
		Clothing Allowance				5,360	5,360
		FICA Taxes				15,343	16,934
		Deferred Compensation				2,565	2,700
		Chapter 185 Retirement				21,671	26,040
		Group Health Insurance Premium				31,931	39,100
		Dependant Health Ins Premium				9,195	10,878
		Employee Assistance Program				115	115
		Worker's Comp Insurance				15,888	20,067
		Total Personal Services				\$ 298,140	\$ 337,194

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

POLICE DETECTIVE DIVISION

<u>Priority</u> <u>Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Replacement Unmarked Vehicle (3)	\$ 51,000	\$ -	\$ -	\$ -	\$ -	\$ 51,000
2	Surveillance Equipment	2,000	-	-	-	-	2,000
3	Portable Radios/Speakers	7,500	7,500	-	-	-	15,000
4	Mobile Radio Replacements (2)	-	5,000	-	7,500	-	12,500
5	Computer replacements	-	1,150	2,600	2,600	-	6,350
6	Laptop Computers Replacement	-	2,500	-	-	-	2,500
7	Digital Camera	-	-	1,800	-	-	1,800
		<u>\$ 60,500</u>	<u>\$ 16,150</u>	<u>\$ 4,400</u>	<u>\$ 10,100</u>	<u>\$ -</u>	<u>\$ 91,150</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE DETECTIVE DIVISION

Code: 010047

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/2004	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	242,895	233,858	181,072	65,151	181,072	201,000
511400	Overtime	14,129	11,788	15,000	5,137	15,000	15,000
512100	FICA Taxes	19,909	18,862	15,343	5,195	15,343	16,934
512215	Clothing Allowance	6,904	5,788	5,360	1,758	5,360	5,360
512225	Deferred Compensation	2,291	2,544	2,565	1,309	2,565	2,700
512250	Chapter 185 Retirement	1,480	25,964	21,671	6,655	21,671	26,040
512301	Group Health Insurance Premium	26,612	21,902	31,931	10,918	31,931	39,100
512305	Dependant Health Ins Premium	1,372	3,113	9,195	3,790	9,195	10,878
512309	Employee Assistance Program	152	132	115	48	115	115
512400	Worker's Comp Insurance	0	27,278	15,888	11,908	15,888	20,067
TOTAL PERSONAL SERVICES		315,744	351,229	298,140	111,869	298,140	337,194
OPERATING EXPENDITURES							
533100	Professional Services	21,264	22,500	24,126	12,563	24,126	32,217
534000	Travel and Per Diem	4,590	3,433	4,000	2,650	4,648	4,000
534101	Telephone	4,759	3,588	3,200	650	1,293	1,423
534105	Cellular Telephone	3,964	3,660	3,864	1,540	3,079	3,600
534110	Internet Access	30	0	175	89	179	200
534115	On-line Services	617	363	500	134	270	400
534310	Electric	3,695	3,629	3,875	35	3,875	4,952
534320	Water/Sewer	470	303	350	2,047	498	413
534410	Pagers	161	82	90	204	82	90
534420	Equipment Leases	408	0	408	41	408	250
534620	R & M-Vehicles	1,992	1,720	1,100	1,123	2,245	1,100
534630	R & M - Office Equipment	90	1,954	728	0	728	500
534640	R & M-Operating Equipment	199	473	400	0	400	300
534650	R & M-Radio	0	377	400	132	400	400
535200	Departmental Supplies	3,251	2,945	3,300	687	2,500	2,500
535210	Computer Supplies	1,354	1,195	2,897	944	1,888	2,000
535230	Small Tools and Equipment	337	3,980	500	0	500	1,400
535260	Gas and Oil	3,124	4,713	5,500	2,251	4,501	5,500
535270	Uniforms and Shoes	2,054	205	2,000	533	2,000	2,000
535275	Safety Equipment	0	0	200	0	200	100
535410	Dues and Memberships	20	85	250	80	160	250
535420	Books and Publications	95	0	150	81	162	175
535450	Training and Education	5,485	4,076	5,000	4,436	8,871	5,000
TOTAL OPERATING EXPENDITURES		57,959	59,281	63,013	30,220	63,013	68,770
CAPITAL OUTLAY							
606400	Vehicles and Equipment	20,980	13,282	46,500	33,258	46,500	60,500
TOTAL CAPITAL OUTLAY		20,980	13,282	46,500	33,258	46,500	60,500
TOTAL POLICE DETECTIVE DIVISION		394,683	423,792	407,653	175,347	407,653	466,464

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

SUPPORT SERVICES DIVISION

The Support Services Division is responsible for the processing, distribution and computer entries of incident reports, citations, warnings, parking tickets, trespass warnings and other records processing incidental to police records. The division also provides residents and officers with reports for court and insurance purposes, as well as fingerprinting residents when requested, tracking housewatch participants and providing Florida Department of Law Enforcement (FDLE) with uniform crime reports (UCR).

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Became fully operational on RMS system.
- ✓ Provided quality service to the public.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Provide continuous training and education for all employees.
- Continue to store and dispose of records in accordance with public records retention law.
- Continue to provide quality service to the public.

PERFORMANCE MEASURES

Performance Indicators	Actual 2002-2003	Projected 2003-2004	Projected 2004-2005
Number of citations processed	1938	2486	2,560
Number of warnings processed	1928	2876	2,962
Number of reports processed	1791	1982	2,041
Number of parking citations processed	712	320	329
Number of trespass warnings processed	175	270	278

PROGRAM BUDGET DESCRIPTION FOR THE SUPPORT SERVICES DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
50.00%	50.00%	Records Management - Processing, distributing and entering incident reports, citations, warnings, parking tickets, trespass warnings, and other related records management for the Divisions of the Police Department.
20.00%	20.00%	Citizen Requests - Respond to citizen and agency requests for incident reports, accident reports, and local checks by fax, mail or phone. Providing officers with information when requested, signing for, processing and entering subpoenas. Providing records information to citizens in person or by phone.
10.00%	10.00%	Reporting - Provide FDLE with UCR reports, update UCR, prepare and provide statistics, update pin map.
5.00%	5.00%	Fingerprinting - Fingerprint residents when requested.
15.00%	15.00%	Administrative - Mail correspondence to housewatch participants and to program donors, collect copy fees, signoff citation fees and alarm fees.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE SUPPORT SERVICES DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Police Support Services is \$275,753. This compares to the 2003-04 projected expenditures of \$258,139, an increase of \$17,614 or 6.80%

	FY 01-02 Actual	FY 02-03 Actual	FY 03-04 Budget	Projected FY 03-04 Expenditures	Adopted FY 04-05 Budget	Difference
Personal Services	\$ 187,677	\$ 206,977	\$ 236,752	\$ 236,752	\$ 256,061	\$ 19,309
Operating Expenses	15,158	18,756	22,191	21,387	18,887	(2,500)
Capital Outlay	851	49,175	-	-	805	805
Total	\$ 203,686	\$ 274,908	\$ 258,943	\$ 258,139	\$ 275,753	\$ 17,614

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% annual increase for CWA employees per CWA Union Contract as well as an annual salary increase for the PBA employee per PBA Union Contract, and an increase in deferred compensation and worker's compensation which are wage driven.	\$ 19,309
2. Operating Expenses - Decrease mainly due to reduction in estimated R&M-Operating Equipment budget.	\$ (2,500)
3. Capital Outlay - Increase due to the request for one (1) typewriter.	\$ 805

PERSONAL SERVICES SCHEDULE

SUPPORT SERVICES DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
Lieutenant	44,468/80,315	37E	1.00	1.00	1.00	\$ 59,400	\$ 62,900
Records Supervisor	27,915/50,418	25	1.00	1.00	1.00	32,125	32,900
Clerical Assistant II	20,704/37,393	15	1.00	1.00	1.00	23,625	24,700
Clerical Assistant I	19,557/35,322	13	2.00	2.00	2.00	44,248	46,200
			5.00	5.00	5.00		
			TOTAL SALARIES			\$ 159,398	\$ 166,700
						500	500
						12,235	12,832
						540	540
						9,000	9,387
						7,722	8,806
						31,815	38,906
						9,129	11,319
						115	115
						6,298	6,956
						\$ 236,752	\$ 256,061

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

SUPPORT SERVICES DIVISION

<u>Priority Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Typewriter	\$ 805	\$ -	\$ -	\$ -	\$ -	\$ 805
2	Computer	-	850	-	-	-	850
3	Monitors	-	-	1,200	-	-	1,200
		<u>\$ 805</u>	<u>\$ 850</u>	<u>\$ 1,200</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,855</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE SUPPORT SERVICES DIVISION

Code: 010048

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	142,644	148,277	159,398	74,843	159,398	166,700
511400	Overtime	482	600	500	13	500	500
512100	FICA Taxes	10,640	10,992	12,235	5,351	12,235	12,832
512215	Clothing Allowance	540	315	540	270	540	540
512225	Deferred Compensation	7,845	8,501	9,000	4,171	9,000	9,387
512250	Chapter 185 Retirement	339	6,458	7,722	3,361	7,722	8,806
512301	Group Health Insurance Premium	20,961	20,140	31,815	15,783	31,815	38,906
512305	Dependant Health Ins Premium	4,111	4,496	9,129	4,564	9,129	11,319
512309	Employee Assistance Program	115	106	115	58	115	115
512400	Worker's Comp Insurance	0	7,092	6,298	4,721	6,298	6,956
TOTAL PERSONAL SERVICES		187,677	206,977	236,752	113,135	236,752	256,061
OPERATING EXPENDITURES							
534000	Travel and Per Diem	561	321	600	668	1,336	1,400
534101	Telephone	2,606	2,045	1,800	497	973	1,070
534105	Cellular Telephone	416	140	750	0	750	750
534110	Internet Services	0	0	125	64	128	128
534310	Electric	2,513	2,359	2,520	1,331	2,782	2,476
534320	Water/Sewer	470	303	350	203	498	413
534410	Pagers	74	0	0	0	0	0
534620	R & M-Vehicles	41	402	500	0	500	500
534630	R & M - Office Equipment	2,005	250	1,200	0	1,200	600
534640	R & M-Operating Equipment	30	5,608	6,500	0	5,000	2,500
534650	R & M-Radio	0	558	200	132	264	300
535200	Departmental Supplies	3,947	3,809	4,100	1,278	4,100	4,100
535210	Computer Supplies	867	745	1,046	641	1,283	1,300
535230	Small Tools and Equipment	360	681	500	171	500	500
535260	Gas and Oil	324	395	400	240	482	700
535270	Uniforms and Shoes	535	500	400	114	400	400
535275	Safety Equipment	0	0	50	0	50	50
535410	Dues and Memberships	0	0	200	35	200	150
535420	Books and Publications	249	0	50	20	41	50
535450	Training and Education	160	640	900	212	900	1,500
TOTAL OPERATING EXPENDITURES		15,158	18,756	22,191	5,606	21,387	18,887
CAPITAL OUTLAY							
606400	Vehicles and Equipment	851	49,175	0	0	0	805
TOTAL CAPITAL OUTLAY		851	49,175	0	0	0	805
TOTAL SUPPORT SERVICES DIVISION		203,686	274,908	258,943	118,741	258,139	275,753

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE DISPATCH UNIT

The police dispatch unit operates around the clock and takes calls for police service from the public, dispatches calls to officers, provides information services to officers and monitors and records the activities of officers, community service volunteers and code enforcement officers. Dispatch uses a number of state of the art automated systems, which are linked to statewide and nationwide databases.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Fully on line with CAD system.
- ✓ Filled three full time dispatch vacancies.
- ✓ Prepared to transition into new dispatch center.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- To provide more training for all dispatchers.
- Attract and retain full staff allocation.
- Establish a communications training officer (CTO) program.
- Continue efforts to become primary public safety answering provider (PSAP).
- Implement wireless dispatch.

PERFORMANCE MEASURES

Performance Indicators	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
911 Calls Received	685	3,600	1,222
Code Violation Calls Received	3,182	890	2,866
Total Calls Received	31,554	29,500	36,130
Calls Per Dispatcher	3,944	4,300	4,516

PROGRAM BUDGET DESCRIPTION FOR THE POLICE DISPATCH UNIT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
50.00%	50.00%	Dispatch - Receive and dispatch calls for police services, including felony in progress and emergency calls. Supply information to officers and callers. Record police action taken on calls for service.
20.00%	20.00%	Calls - Receive complaint calls from public and emergency 9-1-1 calls
20.00%	20.00%	Information Retrieval - Check auto tags, VIN's, individuals, articles through the automated in-house records system and FCIC/NCIC systems. Send and receive LETS and fax messages.
5.00%	5.00%	Code Enforcement - Receive, document and dispatch code enforcement complaints.
5.00%	5.00%	Training and Professional Development.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE DISPATCH UNIT BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Police Dispatch is \$422,701. This compares to the 2003-04 projected expenditures of \$362,718, an increase of \$59,983 or 16.5%

	FY 01-02 Actual	FY 02-03 Actual	Amended FY 03-04 Budget	Projected FY 03-04 Expenditures	Adopted FY 04-05 Budget	Difference
Personal Services	\$ 281,987	\$ 288,634	\$ 334,599	\$ 334,599	\$ 385,106	\$ 50,507
Operating Expenses	23,718	23,915	30,490	28,119	27,895	(224)
Capital Outlay	2,862	47,943	-	-	9,700	9,700
Total	\$ 308,567	\$ 360,492	\$ 365,089	\$ 362,718	\$ 422,701	\$ 59,983

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to the addition of one part-time communication technician position, an estimated 24% increase in health insurance premiums, and a 5.5% annual increase for CWA employees per CWA Union Contract., and an increase in deferred compensation and worker's compensation premiums which is wage driven.	\$ 50,507
2. Operating Expenses - Decrease due to the reduction in anticipated spending for current year R&M-Operating Equipment budget.	\$ (224)
3. Capital Outlay - Increase due to the request of FCIC/NCIC terminal and Instant Playback .	\$ 9,700

PERSONAL SERVICES SCHEDULE

POLICE DISPATCH UNIT

POSITION	PAY RANGE	GRADE	F/T/E POSITION YEARS			Projected Expense FY 03-04	Adopted Budget FY 04-05	
			02-03	03-04	04-05			
Chief Communications Technician	27,915/50,418	25	1.00	1.00	1.00	\$ 35,125	\$ 37,700	
Communication Technician	22,017/39,765	17	8.00	8.00	8.00	188,498	202,500	
Communication Technician (P/T)	NEW POSITION		0.00	0.00	0.50	N/A	15,000	
			9.00	9.00	9.50			
TOTAL SALARIES						\$ 223,623	\$ 255,200	
						Overtime	20,000	20,000
						FICA Taxes	18,589	21,053
						Deferred Compensation	21,870	23,418
						Group Health Insurance Premium	45,754	61,693
						Dependant Health Ins Premium	3,150	1,143
						Employee Assistance Program	184	207
						Worker's Comp Insurance	1,429	2,392
Total Personal Services						\$ 334,599	\$ 385,106	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

POLICE DISPATCH UNIT		EXPENDITURES PER FISCAL YEAR					TOTAL
Priority		2004-05	2005-06	2006-07	2007-08	2008-09	
<u>Number</u>	<u>Description</u>						
1	FCIC/NCIC terminal replacement	\$ 2,100	\$ -	\$ -	\$ 2,300	\$ -	\$ 4,400
2	Instant playback	7,600	-	-	-	-	7,600
3	Personal computer	-	2,100	-	-	-	2,100
4	Monitors	-	-	1,200	-	-	1,200
5	Replace Chairs	-	-	1,700	-	-	1,700
		<u>\$ 9,700</u>	<u>\$ 2,100</u>	<u>\$ 2,900</u>	<u>\$ 2,300</u>	<u>\$ -</u>	<u>\$ 17,000</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE DISPATCH UNIT

Code: 010049

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/2004	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	197,106	188,923	223,623	101,494	223,623	240,200
511300	Temporary Salaries						15,000
511400	Overtime	18,462	32,470	20,000	13,621	20,000	20,000
512100	FICA Taxes	16,362	16,756	18,589	8,993	18,589	21,053
512225	Deferred Compensation	18,691	18,655	21,870	9,581	21,870	23,418
512301	Group Health Insurance Premium	30,081	28,314	45,754	22,210	45,754	61,693
512305	Dependant Health Ins Premium	1,089	2,083	3,150	759	3,150	1,143
512309	Employee Assistance Program	196	182	184	100	184	207
512400	Worker's Comp Insurance	0	1,251	1,429	1,071	1,429	2,392
TOTAL PERSONAL SERVICES		281,987	288,634	334,599	157,829	334,599	385,106
OPERATING EXPENDITURES							
534000	Travel and Per Diem	898	362	1,000	606	1,212	2,380
534101	Telephone	4,185	3,109	3,000	1,059	2,098	2,307
534108	800 MHZ Lines	5,232	8,044	6,800	4,316	8,633	8,650
534110	Internet Access	0	0	125	64	128	128
534115	Online Services	0	0	4,200	0	0	0
534310	Electric	2,513	2,359	2,520	1,331	2,782	3,301
534320	Sewer/Water	470	303	350	204	498	744
534410	Pager Leases	106	82	60	41	83	0
534420	Equipment Leases	4,125	4,125	0	0	0	0
534630	R & M-Office Equipment	666	396	794	27	794	500
534640	R & M-Operating Equipment	0	525	6,600	0	6,600	3,000
534650	R & M-Radios	145	1,018	500	0	500	500
535200	Departmental Supplies	2,202	1,164	1,000	275	1,000	1,100
535210	Computer Supplies	1,189	1,484	1,191	446	1,191	1,191
535230	Small Tools and Equipment	81	335	300	0	300	200
535275	Safety Equipment	0	0	150	0	150	150
535410	Dues and Memberships	105	190	200	80	160	200
535420	Books and Publications	347	249	200	0	200	200
535450	Training and Education	1,454	170	1,500	895	1,790	3,344
TOTAL OPERATING EXPENDITURES		23,718	23,915	30,490	9,344	28,119	27,895
CAPITAL OUTLAY							
606400	Vehicles and Equipment	2,862	47,943	0	0	0	9,700
TOTAL CAPITAL OUTLAY		2,862	47,943	0	0	0	9,700
TOTAL POLICE DISPATCH UNIT		308,567	360,492	365,089	167,173	362,718	422,701

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE SPECIAL OPERATIONS

The Special Operations Division consists of the K-9 unit, motorcycle traffic unit, marine unit, and special response team (SRT). The purpose for the division is to handle special needs, problems such as searches for missing persons/suspect, drug and building searches, traffic enforcement to include problems areas, criminal traffic violations and traffic homicide investigations, marine enforcement and rescue and all high-risk tactical situations as defined by policy.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Participate in Florida Buckle Up and DUI Enforcement Waves.
- Participate in the weekly county wide K-9 training days to enhance K-9's and handlers' abilities.
- Actively patrol the waterway within the City of Sebastian, enforce marine laws and promote boater safety.
- Actively utilize K-9's to enforce vehicle related narcotic's violations.
- Actively and aggressively enforce and educate the public on traffic laws and safety.
- SRT will continue to actively train singularly and with the other teams in the area.
- To be prepared to handle any high-risk event that arises in the City of Sebastian or assist another jurisdiction if requested.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Vehicle check points	N/A	N/A	N/A	3
Buckle up and DUI enforcement waves.	N/A	N/A	N/A	3
K-9 usage reports.	N/A	N/A	N/A	50
K-9 training days.	N/A	N/A	N/A	40
Child safety seat programs.	N/A	N/A	N/A	2
Boat safety inspections.	N/A	N/A	N/A	15

PROGRAM BUDGET DESCRIPTION FOR THE POLICE SPECIAL OPERATIONS

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
N/A	50.00%	<u>K-9 Unit</u> - Responsible for directed patrol and request for officer assists.
N/A	25.00%	<u>Motorcycle/Traffic Unit</u> - Criminal and non-criminal traffic law enforcement and accident investigations
N/A	25.00%	<u>Marine Unit</u> - Patrol waterways, enforce marine laws and perform water rescues.
N/A	0.00%	<u>SRT Unit</u> - SRT Specially trained/Equip officers available to respond to all new risk events, beyond the abilities or equipment capabilities of the patrol officers.
0.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE SPECIAL OPERATIONS BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Police Special Operations is \$283,878. Special Operations Division is a newly established Division of Police Department. The Division's proposed budget includes a transfer of 4 full-time police officers from the Road Patrol Division.

	FY 02-03	FY 03-04	Amended FY 04-05	Projected FY 04-05	Adopted FY 04-05	
	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	N/A	N/A	N/A	N/A	\$ 258,435	\$ 258,435
Operating Expenses	N/A	N/A	N/A	N/A	21,443	21,443
Capital Outlay	N/A	N/A	N/A	N/A	4,000	4,000
Total	N/A	N/A	N/A	N/A	\$ 283,878	\$ 283,878

PERSONAL SERVICES SCHEDULE

POLICE SPECIAL OPERATIONS							
POSITION	PAY RANGE	GRADE	F/T/E POSITION YEARS			Projected Expense	Adopted Budget
			02-03	03-04	04-05	FY 03-04	FY 04-05
Officer - Motorcycle Patrol	28,473/51,425	27	0.00	0.00	1.00	N/A	\$ 36,000
Officer - K-9	28,473/51,425	27	0.00	0.00	2.00	N/A	70,500
Officer - Marine Patrol	28,473/51,425	27	0.00	0.00	1.00	N/A	52,500
			0.00	0.00	4.00		
			TOTAL SALARIES			N/A	\$ 159,000
						Overtime	N/A 5,000
						FICA Taxes	N/A 12,711
						Clothing Allowance	N/A 2,160
						Deferred Compensation	N/A -
						Chapter 185 Pension	N/A 22,960
						Group Health Insurance Premium	N/A 31,262
						Dependant Health Ins Premium	N/A 9,927
						Employee Assistance Program	N/A 92
						Worker's Comp Insurance	N/A 15,323
						Total Personal Services	N/A \$ 258,435

CAPITAL OUTLAY SCHEDULE

POLICE SPECIAL OPERATIONS							
Priority Number	Description	EXPENDITURES PER FISCAL YEAR					TOTAL
		2004-05	2005-06	2006-07	2007-08	2008-09	
1	Tasers (4)	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
2	Traffic Vehicle	-	35,000	-	-	-	35,000
3	K-9 Vehicle	-	-	-	38,000	-	38,000
		\$ 4,000	\$ 35,000	\$ -	\$ 38,000	\$ -	\$ 77,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE SPECIAL OPERATIONS

Code: 010040

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	N/A	N/A	N/A	N/A	N/A	159,000
511400	Overtime	N/A	N/A	N/A	N/A	N/A	5,000
512100	FICA Taxes	N/A	N/A	N/A	N/A	N/A	12,711
512215	Clothing Allowance	N/A	N/A	N/A	N/A	N/A	2,160
512225	Deferred Compensation	N/A	N/A	N/A	N/A	N/A	0
512250	Chapter 185 Retirement	N/A	N/A	N/A	N/A	N/A	22,960
512301	Group Health Insurance Premium	N/A	N/A	N/A	N/A	N/A	31,262
512305	Dependant Health Ins Premium	N/A	N/A	N/A	N/A	N/A	9,927
512309	Employee Assistance Program	N/A	N/A	N/A	N/A	N/A	92
512400	Worker's Comp Insurance	N/A	N/A	N/A	N/A	N/A	15,323
TOTAL PERSONAL SERVICES							258,435
OPERATING EXPENDITURES							
534000	Travel and Per Diem	N/A	N/A	N/A	N/A	N/A	2,144
534101	Telephone	N/A	N/A	N/A	N/A	N/A	2,528
534105	Cellular Telephone	N/A	N/A	N/A	N/A	N/A	1,440
534110	Internet Services	N/A	N/A	N/A	N/A	N/A	80
534115	On-line Services	N/A	N/A	N/A	N/A	N/A	270
534310	Electric	N/A	N/A	N/A	N/A	N/A	825
534320	Water/Sewer	N/A	N/A	N/A	N/A	N/A	331
534620	R & M-Vehicles	N/A	N/A	N/A	N/A	N/A	1,500
534650	R & M-Radio	N/A	N/A	N/A	N/A	N/A	1,200
535210	Computer Supplies	N/A	N/A	N/A	N/A	N/A	150
535230	Small Tools and Equipment	N/A	N/A	N/A	N/A	N/A	500
535260	Gas and Oil	N/A	N/A	N/A	N/A	N/A	6,000
535270	Uniforms and Shoes	N/A	N/A	N/A	N/A	N/A	2,500
535275	Safety Equipment	N/A	N/A	N/A	N/A	N/A	350
535410	Dues and Memberships	N/A	N/A	N/A	N/A	N/A	100
535420	Books and Publications	N/A	N/A	N/A	N/A	N/A	100
535450	Training and Education	N/A	N/A	N/A	N/A	N/A	1,425
TOTAL OPERATING EXPENDITURES							21,443
CAPITAL OUTLAY							
606400	Vehicles and Equipment	N/A	N/A	N/A	N/A	N/A	4,000
TOTAL CAPITAL OUTLAY							4,000
TOTAL POLICE SPECIAL OPERATIONS							283,878

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE PROFESSIONAL STANDARDS

The Professional Standards Division coordinates and conducts training for agency employees, internal affairs investigations, conducts staff inspections, prepares for reaccreditations, maintains accredited status by gathering proofs and documentation. Supervises the field training program and recruitment/ hiring of sworn officers and civilian employees including background investigations.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Coordinated and maintained training for the agency.
- ✓ Continued goals and objectives on training as per administrative budget.
- ✓ Conducted 2 internal affairs and maintained files.
- ✓ Attended training to keep abreast of accreditation matters.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Provide, coordinate and maintain training for the department.
- Achieve CFA reaccredited status.
- Conduct staff inspections within the agency.
- Conduct recruitment efforts.
- Supervise and review background investigations as required.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Internal affairs	N/A	N/A	N/A	3
Conduct and/or coordinate 40 hours training blocks per officer	N/A	N/A	N/A	34
Conduct and/or coordinate training for civilians per department need	N/A	N/A	N/A	15
Recruiting and promotional activities	N/A	N/A	N/A	5
CFA mock and onsite inspection	N/A	N/A	N/A	2

PROGRAM BUDGET DESCRIPTION FOR THE POLICE PROFESSIONAL STANDARDS

STAFFING		NATURE OF ACTIVITY
03/04	04/05	
N/A	40.00%	<u>Training</u>
N/A	15.00%	<u>Staff Inspections</u>
N/A	5.00%	<u>Internal Affairs</u>
N/A	30.00%	<u>Accreditation</u>
N/A	10.00%	<u>Recruiting and Hiring</u>
0.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE PROFESSIONAL STANDARDS BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Police Professional Standards is \$92,959. This compares to the 2003-04 projected expenditures of \$88,691, an increase of \$4,268 or 4.8%.

	FY 01-02	FY 02-03	FY 03-04	Projected	Adopted	Difference
	Actual	Actual	Budget	FY 03-04 Expenditures	FY 04-05 Budget	
Personal Services	N/A	N/A	\$ 86,391	\$ 86,391	\$ 81,689	\$ (4,702)
Operating Expenses	N/A	N/A	N/A	2,300	11,270	8,970
Capital Outlay	N/A	N/A	N/A	-	-	-
Total	N/A	N/A	\$ 86,391	\$ 88,691	\$ 92,959	\$ 4,268

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Decrease mainly due to a retroactive payout occurred in FY 2004.	\$ (4,702)
2. Operating Expenses - Increase due to this division being newly formed in FY 2004, therefore presently establishing an annual budget.	\$ 8,970
3. Capital Outlay - No forecasted capital outlay for FY 2004-05.	\$ -

PERSONAL SERVICES SCHEDULE

POLICE PROFESSIONAL STANDARDS

POSITION	PAY RANGE	GRADE	F/T/E POSITION YEARS			Projected	Adopted
			02-03	03-04	04-05	Expense	Budget
						FY 03-04	FY 04-05
Lieutenant	44,468/80,315	37E	0.00	1.00	1.00	\$ 63,250	\$ 59,500
			0.00	1.00	1.00		
			TOTAL SALARIES			63,250	59,500
		Overtime				1,134	-
		FICA Taxes				4,977	4,593
		Clothing Allowance				679	540
		Deferred Compensation				-	-
		Chapter 185 Pension				8,370	8,330
		Group Health Insurance Premium				1,631	2,510
		Dependant Health Ins Premium				423	524
		Employee Assistance Program				23	23
		Worker's Comp Insurance				5,904	5,669
		Total Personal Services				\$ 86,391	\$ 81,689

CAPITAL OUTLAY SCHEDULE

POLICE PROFESSIONAL STANDARDS

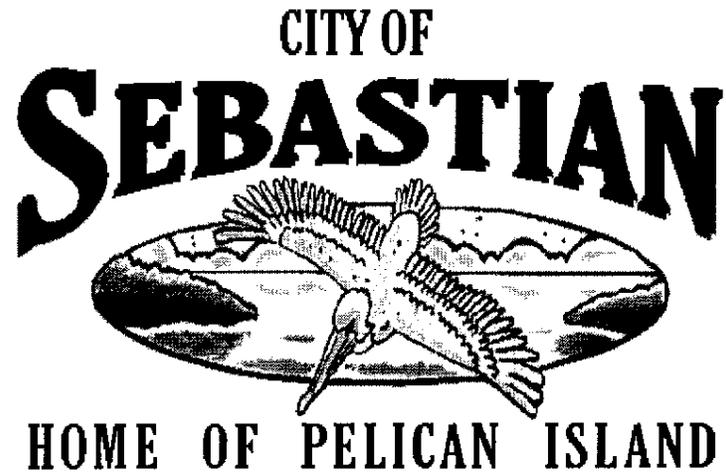
Priority Number	Description	EXPENDITURES PER FISCAL YEAR					TOTAL
		2004-05	2005-06	2006-07	2007-08	2008-09	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

POLICE PROFESSIONAL STANDARDS

Code: 010046

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	N/A	N/A	63,250	34,568	63,250	59,500
511400	Overtime	N/A	N/A	1,134	1,037	1,134	0
512100	FICA Taxes	N/A	N/A	4,977	2,791	4,977	4,593
512215	Clothing Allowance	N/A	N/A	679	409	679	540
512250	Chapter 185 Retirement	N/A	N/A	8,370	4,279	8,370	8,330
512301	Group Health Insurance Premium	N/A	N/A	1,631	1,137	1,631	2,510
512305	Dependant Health Ins Premium	N/A	N/A	423	211	423	524
512309	Employee Assistance Program	N/A	N/A	23	4	23	23
512400	Worker's Comp Insurance	N/A	N/A	5,904	4,425	5,904	5,669
TOTAL PERSONAL SERVICES		N/A	N/A	86,391	48,861	86,391	81,689
OPERATING EXPENDITURES							
533100	Professional Services	N/A	N/A	N/A	0	0	2,000
534000	Travel and Per Diem	N/A	N/A	N/A	350	0	1,500
534101	Telephone	N/A	N/A	N/A	0	0	632
534105	Cellular Telephone	N/A	N/A	N/A	0	0	480
534115	On-line Services	N/A	N/A	N/A	0	0	200
534120	Postage	N/A	N/A	N/A	0	0	200
534310	Electric	N/A	N/A	N/A	0	0	825
534320	Water/Sewer	N/A	N/A	N/A	0	0	83
534620	R & M-Vehicles	N/A	N/A	N/A	0	200	300
534630	R & M - Office Equipment	N/A	N/A	N/A	0	200	300
534650	R & M-Radio	N/A	N/A	N/A	0	0	300
534800	Promotional Activities	N/A	N/A	N/A	0	0	1,000
535200	Departmental Supplies	N/A	N/A	N/A	0	200	200
535210	Computer Supplies	N/A	N/A	N/A	0	300	300
535230	Small Tools and Equipment	N/A	N/A	N/A	0	0	200
535260	Gas and Oil	N/A	N/A	N/A	16	600	700
535270	Uniforms and Shoes	N/A	N/A	N/A	0	200	400
535410	Dues and Memberships	N/A	N/A	N/A	0	100	100
535420	Books and Publications	N/A	N/A	N/A	0	0	50
535450	Training and Education	N/A	N/A	N/A	200	500	1,500
TOTAL OPERATING EXPENDITURES		N/A	N/A	N/A	566	2,300	11,270
CAPITAL OUTLAY							
606400	Vehicles and Equipment	N/A	N/A	N/A	0	0	0
TOTAL CAPITAL OUTLAY		N/A	N/A	N/A	0	0	0
TOTAL PROFESSIONAL STANDARDS		N/A	N/A	86,391	49,427	88,691	92,959



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CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

ENGINEERING DEPARTMENT

The Engineering Department administers all the City's Capital Improvements Program for construction of new infrastructure systems and maintenance of existing infrastructure. The department provides technical support to other departments and assists the public on engineering-related issues.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Formulated design criteria and parameters for Stormwater Utility Capital projects.
- ✓ Assisted in design, permitting and construction preparation for New City Hall Municipal Complex.
- ✓ Worked with engineering design contractor and grant administrator on the design of Louisiana Avenue renovations.
- ✓ Arranged numerous traffic markings, sign installation and repairs in conjunction with Sign Shop and Police Department.
- ✓ Investigated criteria and parameters for dredging and seawall renovation on Collier Creek.
- ✓ Continued to develop and organize engineering assistant / intern program.
- ✓ Worked with engineering contractor on the Master Stormwater Management Plan and securing approval by St. John's River Water Management District.
- ✓ Monitored progress, plans and construction operations for the new St. John's River Water Management District Stormwater Passive Park.
- ✓ Refined process for issuing permits
- ✓ Initiated a study regarding the master plan for Main Street Improvements.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Improve and enhance project management program for Capital Projects
- Continue focus and emphasis on timely response and attention to citizen complaints and inquiries.
- Further develop the Traffic and Street Signage program.
- Further develop SWU program, including provision for dealing with seawalls and canals.
- Further develop and enhance Engineering Intern program.
- Continue and enhance review process regarding site plans in conjunction with Growth Management.
- Continue internal organization dealing with all matters including Human Resources, permitting, liaison with contractors and agencies.
- Develop public education program stormwater and traffic.
- Continue to develop and establish various initiatives as appropriate.
- Assist with City grant program.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Citizen/Homeowner Inquires & Complaints:	325	120	500	500
Drainage/Easement Permits & Work Orders	276	10	150	150
Signage	2500	1647	5000	5000
Site Plan Review	10	10	100	100
Project Management of Specific Capital Projects	10	15	30	30
Program Development	6	10	18	18
Driveway & Drainage Permits & Inspections	495	524	2000	2000
Ongoing Liaison, Communication & Permitting	4	4	6	6
Internal Department Matters	3	4	6	6
Pool Permits	N/A	N/A	N/A	100
Driveway & Drainage Inspections	N/A	1700	0	2000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR ENGINEERING DEPARTMENT		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
03/04	04/05	
7.50%	7.50%	Departmental - Direct planning, correspondence, citizen contact, purchasing, budgeting, payroll, management and supervision, records management and maintenance.
10.00%	10.00%	Service Requests - Administration, Inspection and Work Order Preparation, Tracking.
25.00%	25.00%	Capital Projects - Planning , Design, Specifications Consultant Coordination Bidding and Contracts Construction Management inspections.
20.00%	20.00%	Building Construction Activities - Drainage plan Reviews and Driveway Permitting, Reviews and inspections.
20.00%	20.00%	Inspection - Track Inspections, Drainage & Driveways.
5.00%	5.00%	Site Plans and Plat Reviews - Subdivision, Site Plan Reviews and Final Plat Reviews.
2.50%	2.50%	Grant Administration - Administer various grants supporting the City's capital projects.
2.50%	2.50%	Intergovernmental Coordination - Coordinate Interlocal agreements between the County on joint projects and coordinate Joint Participation Agreements with State and federal agencies.
7.50%	7.50%	Stormwater Utility - Plan, organize and implementation Master Stormwater Management Plan.
100.00%	100.00%	

ENGINEERING DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Engineering is \$482,750. This compares to the 2003-04 projected expenditures of \$486,264, a decrease of \$3,514 or 0.7%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 290,620	\$ 381,843	\$ 409,841	\$ 409,842	\$ 441,000	\$ 31,158
Operating Expenses	19,550	32,405	43,031	40,129	38,550	(1,579)
Capital Outlay	13,025	2,642	36,289	36,293	3,200	(33,093)
Total	\$ 323,195	\$ 416,890	\$ 489,161	\$ 486,264	\$ 482,750	\$ (3,514)

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% increase for CWA employees per CWA Union Contract and exempt employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which is wage driven.	\$ 31,158
2. Operating Expenses - Net decrease results from a reduction in repairs and maintenance of operating equipment and radios.	\$ (1,579)
3. Capital Outlay - Decrease due to replacement for Sign Shop truck (funded with Local Option Gas Tax funds) purchased in prior year.	\$ (33,093)

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
City Engineer	57,802/104,397	84E	1.00	1.00	1.00	\$ 72,700	\$ 76,800
Engineering Technician	26,291/47,485	23	1.00	1.00	1.00	33,325	35,000
Construction Inspector	26,291/47,485	23	2.00	2.00	2.00	72,250	77,000
Administrative Assistant	24,071/43,474	20	1.00	1.00	1.00	31,624	33,000
Traffic Technician	22,661/40,929	18	1.00	1.00	1.00	31,624	33,000
Temporary Part-Time			1.50	1.00	2.00	26,550	26,550
			7.50	7.00	8.00		
			TOTAL SALARIES			\$ 268,073	\$ 281,350
		Overtime				2,000	2,000
		FICA Taxes				20,644	21,707
		Clothing Allowance				400	400
		Deferred Compensation				21,897	23,148
		Group Health Insurance Premium				38,652	47,147
		Dependant Health Ins Premium				10,671	13,232
		Employee Assistance Program				161	161
		Worker's Comp Insurance				47,344	51,855
		Total Personal Services				\$ 409,842	\$ 441,000

CAPITAL OUTLAY SCHEDULE

<u>ENGINEERING DEPARTMENT</u>		<u>EXPENDITURES PER FISCAL YEAR</u>					
<u>Priority Number</u>	<u>Description</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
1	Laser Level	\$ 3,200	-	-	-	-	\$ 3,200
2	Computer	-	1,100	1,560	-	-	2,660
3	Laser Printer	-	1,500	-	-	-	1,500
		\$ 3,200	\$ 2,600	\$ 1,560	\$ -	\$ -	\$ 4,160

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

ENGINEERING DEPARTMENT

Code: 010051

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	225,733	255,115	241,522	111,236	241,523	254,800
511300	Temporary Salaries	0	0	26,550	13,137	26,550	26,550
511400	Overtime	3,226	3,995	2,000	1,596	2,000	2,000
512100	FICA Taxes	16,299	18,104	20,644	9,234	20,644	21,707
512215	Clothing Allowance	400	400	400	400	400	400
512225	Deferred Compensation	16,113	30,790	21,897	10,261	21,897	23,148
512301	Group Health Insurance Premium	22,549	26,467	38,652	19,043	38,652	47,147
512305	Dependant Health Ins Premium	6,173	9,074	10,671	5,336	10,671	13,232
512309	Employee Assistance Program	127	138	161	69	161	161
512400	Worker's Comp Insurance	0	37,760	47,344	35,486	47,344	51,855
TOTAL PERSONAL SERVICES		290,620	381,843	409,841	205,798	409,842	441,000
OPERATING EXPENDITURES							
533150	Engineering Services	3,196	1,035	14,900	100	10,000	10,000
533480	Temporary Employment Service	0	9,222	5,000	0	5,000	5,000
534000	Travel and Per Diem	177	965	1,500	865	1,500	1,500
534101	Telephone	956	876	1,350	894	1,700	1,600
534105	Cellular Telephone	920	3,684	3,000	1,453	3,000	3,500
534110	Internet Services	0	0	175	89	200	200
534120	Postage	361	357	150	38	150	100
534130	Express Mail	52	196	75	0	75	50
534310	Electric	0	983	1,200	456	1,100	1,000
534620	R & M-Vehicles	1,341	804	1,200	644	1,200	1,000
534630	R & M - Office Equipment	154	149	594	0	300	300
534640	R & M-Operating Equipment	44	116	900	81	1,120	300
534650	R & M-Radio	220	48	250	0	250	0
535200	Departmental Supplies	5,538	6,211	4,300	2,467	4,300	4,300
535210	Computer Supplies	1,126	1,040	1,387	558	1,300	1,100
535230	Small Tools and Equipment	1,011	2,238	700	547	966	700
535260	Gas and Oil	2,127	3,048	3,000	1,817	3,634	3,600
535270	Uniforms and Shoes	410	533	600	27	500	500
535410	Dues and Memberships	158	391	800	160	800	800
535420	Books and Publications	272	209	450	308	450	500
535450	Training and Education	1,487	300	1,500	1,292	2,584	2,500
TOTAL OPERATING EXPENDITURES		19,550	32,405	43,031	11,796	40,129	38,550
CAPITAL OUTLAY							
606400	Vehicles and Equipment	13,025	2,642	36,289	2,003	36,293	3,200
TOTAL CAPITAL OUTLAY		13,025	2,642	36,289	2,003	36,293	3,200
TOTAL ENGINEERING		323,195	416,890	489,161	219,597	486,264	482,750

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

ENGINEERING DEPARTMENT

STORMWATER UTILITY DIVISION

The Stormwater Division is responsible for the control and maintenance of the City's stormwater drainage system consisting of 280 lane miles of swales, 50 miles of channels, 9 miles of canals and 275 catch basins and culvert structures. It is also the responsibility of the Stormwater division to enforce compliance with Federal NPDES regulations, as well as improvement of the stormwater runoff water quality prior to discharge into the Sebastian River and Indian River Lagoon in accordance with the Master Stormwater Management Plan.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Applied to St. John's River Water Management District and Florida Department of Environmental Protection for matching fund grants to implement structural stormwater projects to improve water quality.
- ✓ Initiated stormwater public education program consistent with NPDES requirements.
- ✓ Successfully acquired \$5.6M in Stormwater Revenue Bonds.
- ✓ Successfully negotiated continuing engineering contract with two (2) stormwater engineering firms to design, permit and construct Master Stormwater Management Plan projects.
- ✓ Completed major swale rehabilitation in the following areas: Esterbrook, Columbus, Toledo, Seagrape, Carnation and Autumn.
- ✓ Continued replacement of failing road crossing pipes in conjunction the road paving projects.
- ✓ Completed swale rehabilitation in the Barber Street / Schumann Drive and George Street area in conjunction with sidewalk installation program

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Complete the engineering design and permitting for the Master Stormwater Management Plan projects.
- Bid and begin construction of the Master Stormwater Management Plan projects.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Miles of swales	N/A	280.0	280.0	280.0
Linear feet of swales reconstructed	N/A	20,850	22,000	22,000
Miles of ditches maintained	N/A	50.0	50.0	50.0
Catch basin and culverts maintained	N/A	250	275	275
Linear feet Main Ditches reconstructed	N/A	35,100	36,640	36,640
Road Crossing Pipes	N/A	30	30	30

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE STORMWATER UTILITY DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
60.00%	60.00%	Drainage Maintenance - Clean and spray stormwater swales, ditches and canals. Maintain 9 miles of large canals. Maintain 50 miles of ditches, swales and side yard ditches.
30.00%	30.00%	Catch basins, Manholes and Culverts - Hand clean and mow small drainage ditches. Maintain 150 catch basins and large/small culverts.
2.50%	2.50%	General Administration - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City contract work. Meet with public as necessary. Coordinate employee training and education.
7.50%	7.50%	Building Dept Related Reviews: Site Plan Review, Pool Drainage Plan Review, Fence Permits, Driveway Permits, and meeting with engineers, contractors, and public as necessary.
100.00%	100.00%	

ENGINEERING DEPARTMENT STORMWATER DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for the Stormwater Utility is \$1,044,205. This compares to the 2003-04 projected expenditures of \$869,810, a increase of \$174,395 or 20%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	N/A	\$ 455,126	\$ 555,753	\$ 549,723	\$ 642,795	\$ 93,072
Operating Expenses	N/A	219,022	366,322	315,050	317,351	2,301
Capital Outlay	N/A	139,759	9,000	5,037	84,059	79,022
Total	N/A	\$ 813,907	\$ 931,075	\$ 869,810	\$ 1,044,205	\$ 174,395

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, an addition of one (1) full-time Maintenance Worker III, a 5.5% increase for CWA employees per the CWA Union Contract and exempt employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which is wage driven.	\$ 93,072
2. Operating Expenses - Net increases mainly due to printing and binding for public education mandated by NPDES, and pest & weed control.	\$ 2,301
3. Capital Outlay - Increase due to Crew Cab Service Truck and Kaiser Skid Loader (7 year capital lease).	\$ 79,022

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

STORMWATER UTILITY DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
Stormwater Engineer	44,468/80,315	37E	1.00	1.00	1.00	\$ 46,300	\$ 49,000
Maintenance Supervisors	27,915/50,418	25	3.00	2.00	2.00	73,250	80,000
Maintenance Worker III	22,661/40,929	18	4.00	6.00	6.00	170,721	178,500
Maintenance Worker II	21,396/38,644	16	3.00	2.00	2.00	44,625	46,500
Maintenance Worker I	20,131/36,358	14	1.00	1.00	1.00	19,125	21,500
Maintenance Worker III	NEW POSITION		0.00	0.00	1.00	-	23,500
			12.00	12.00	13.00		
			TOTAL SALARIES			\$ 354,021	\$ 399,000
						Overtime 4,500	4,500
						FICA Taxes 27,425	30,960
						Clothing Allowance 1,100	1,200
						Deferred Compensation 32,265	36,423
						Group Health Insurance Premium 68,158	92,917
						Dependant Health Ins Premium 8,425	8,012
						Employee Assistance Program 276	300
						Worker's Comp Insurance 53,553	69,483
						Total Personal Services \$ 549,723	\$ 642,795

CAPITAL OUTLAY SCHEDULE

STORMWATER UTILITY DIVISION

<u>Priority Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Crew Cab Service Truck	\$ 24,500	\$ 26,000	\$ -	\$ -	\$ -	\$ 50,500
2	Kaiser Skid Loader (Funded by DST)	59,559	59,559	59,559	59,559	59,559	297,795
3	Menzie & Brush Truck	-	45,000	45,000	45,000	45,000	180,000
4	Computer	-	-	1,560	-	-	1,560
5	Dump Truck	-	-	120,000	-	-	120,000
6	Badger Replacement	-	-	-	225,000	-	225,000
7	Dozer	-	-	-	-	110,000	110,000
		\$ 84,059	\$ 130,559	\$ 226,119	\$ 329,559	\$ 214,559	\$ 984,855

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

STORMWATER UTILITY DIVISION

Code: 010053

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	N/A	311,129	354,021	159,056	354,021	399,000
511400	Overtime	N/A	5,337	4,500	2,541	4,500	4,500
512100	FICA Taxes	N/A	23,523	27,425	12,234	27,425	30,960
512215	Clothing Allowance	N/A	1,129	1,100	1,000	1,100	1,200
512225	Deferred Compensation	N/A	27,417	32,265	14,029	32,265	36,423
512301	Group Health Insurance Premium	N/A	40,354	68,158	30,429	68,158	92,917
512305	Dependant Health Ins Premium	N/A	8,582	8,425	3,394	8,425	8,012
512309	Employee Assistance Program	N/A	255	276	132	276	300
512400	Worker's Comp Insurance	N/A	37,400	59,583	44,660	53,553	69,483
TOTAL PERSONAL SERVICES		N/A	455,126	555,753	267,475	549,723	642,795
OPERATING EXPENDITURES							
533150	Engineering Services	N/A	2,053	0	0	0	0
533400	Other Contractual Services	N/A	1,625	24,900	22,512	24,900	0
533420	Pest/Weed Control/Mowing	N/A	27,005	100,700	14,250	50,000	100,700
533425	Contract Mowing Services	N/A	43,740	102,160	36,443	102,160	79,000
534000	Travel and Per Diem	N/A	1,718	1,000	40	1,000	1,261
534101	Telephone	N/A	162	225	146	225	225
534105	Cellular Telephone	N/A	1,271	1,500	674	1,350	1,350
534110	Internet Services	N/A	0	25	13	25	25
534120	Postage	N/A	0	50	0	50	50
534130	Express Mail	N/A	111	250	0	100	250
534310	Electric	N/A	1,435	1,200	690	1,400	1,400
534320	Water/Sewer	N/A	481	600	121	250	250
534380	Trash Pickup/Hauling, Etc.	N/A	1,980	3,500	2,066	4,000	4,000
534400	Rents and Leases	N/A	990	990	533	990	990
534420	Equipment Leases	N/A	2,606	2,000	1,137	2,000	2,000
534620	R & M-Vehicles	N/A	2,369	2,500	1,961	3,000	3,000
534630	R & M - Office Equipment	N/A	149	0	0	0	250
534640	R & M-Operating Equipment	N/A	24,291	20,000	14,024	25,000	25,000
534650	R & M-Radio	N/A	359	2,000	244	500	500
535200	Departmental Supplies	N/A	3,053	3,000	2,459	3,500	3,500
535210	Computer Supplies	N/A	338	300	187	400	400
535230	Small Tools and Equipment	N/A	1,553	2,500	1,687	2,500	2,500
535260	Gas and Oil	N/A	19,052	17,000	10,430	21,000	21,000
535270	Uniforms and Shoes	N/A	3,382	4,005	1,312	3,000	3,000
535275	Safety Equipment	N/A	549	1,500	604	1,200	1,200
535310	Road Materials & Supplies	N/A	3,598	5,000	4,015	5,000	5,000
535320	Sod	N/A	36,822	25,000	20,666	25,000	25,000
535350	Cement	N/A	12,456	15,000	11,096	15,000	17,000
535355	Culvert Pipe	N/A	20,163	15,000	10,352	15,000	15,000
535410	Dues and Memberships	N/A	123	300	110	300	300
535420	Books and Publications	N/A	206	200	0	200	200
535450	Training and Education	N/A	5,382	13,917	3,445	6,000	3,000
TOTAL OPERATING EXPENDITURES		N/A	219,022	366,322	161,217	315,050	317,351
CAPITAL OUTLAY							
606400	Vehicles and Equipment	N/A	139,759	9,000	0	5,037	84,059
TOTAL CAPITAL OUTLAY		N/A	139,759	9,000	0	5,037	84,059
TOTAL STORMWATER UTILITY DIVISION		N/A	813,907	931,075	428,692	869,810	1,044,205

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PUBLIC WORKS DEPARTMENT

ROADS AND MAINTENANCE DIVISION

The Roads and Maintenance Division is responsible for the repair and maintenance of the public streets and right-of-ways, all City-owned facilities and the administration of several contracts related to maintaining these facilities, and public infrastructures such as, docks, piers, boat ramps, and sidewalks, as well as, provide heavy construction support to other departments as needed.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Established regular maintenance program for city buildings (on-going).
- ✓ Established regular maintenance program for city structures, docks, piers and ramps (on-going).
- ✓ Improved street maintenance program for potholes, edging, sweeping, vacuuming, curbing and sidewalks (on-going).
- ✓ Assisted other departments as needed.
- ✓ Continued in-house training program.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Above accomplishments are on-going and will carry over to this year.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Miles of Paved Roads	151.0	156.0	156.0	156.0
Parking Lots Maintained	9	14	14	16
Miles of Swales	280	N/A	N/A	N/A
Linear Feet of Swales Reconstructed	10,000	N/A	N/A	N/A
Miles of Ditches Maintained	50	N/A	N/A	N/A
Catch Basins and Culverts Maintained	248	N/A	N/A	N/A
Miles of Sidewalks Maintained	N/A	20	22	22

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE ROADS AND MAINTENANCE DIVISION

STAFFING		NATURE OF ACTIVITY
03/04	04/05	
30.00%	30.00%	Streets and Alleyways - Maintain 150 miles of paved streets. Maintain sixteen (16) municipally owned parking areas. Perform repairs to streets and roadways that are damaged due to deterioration.
50.00%	50.00%	General Maintenance - Buildings, docks, piers, sidewalks, etc.
10.00%	10.00%	General Administration - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City Contract work. Meet with public as necessary. Coordinate employee training and education.
10.00%	10.00%	Assisting other City Departments - Lift heavy material with cranes, repair roadways and sidewalks following storm damage, transport heavy equipment and supplies to work-sites and grade parks and ballfields.
100.00%	100.00%	

ROADS AND MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for the Roads and Maintenance Division is \$1,026,990. This compares to the 2003-04 projected expenditures of \$902,112, an increase of \$124,778 or 13.8%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 979,881	\$ 681,597	\$ 756,364	\$ 756,364	\$ 828,103	\$ 71,739
Operating Expenses	222,992	145,990	140,479	129,248	166,387	37,139
Capital Outlay	83,246	26,101	16,500	16,500	32,500	16,000
Total	\$ 1,286,119	\$ 853,688	\$ 913,343	\$ 902,112	\$ 1,026,990	\$ 124,878

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003/04 Projected Expenditures

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% annual increase for CWA employees per CWA Union Contract and exempt employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation which are wage driven.	\$ 71,739
2. Operating Expenses - Increase mainly due to increase in electricity charges due to the new City Hall Complex as well as increase in gas and oil prices.	\$ 37,139
3. Capital Outlay - Increase mainly due to the addition of a generator, trailer and maintenance work boat funded by discretionary sales tax.	\$ 16,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POSITION	PAY RANGE	GRADE	F/T/E POSITION YEARS			Projected	Adopted
						Expense	Budget
			02-03	03-04	04-05	FY 03-04	FY 04-05
Public Works Director	57,802/104,397	84E	1.00	1.00	1.00	\$ 71,800	\$ 77,700
Public Works Superintendent	39,732/71,760	35E	1.00	1.00	1.00	51,525	56,700
Administrative Supervisor	27,915/50,418	25	1.00	1.00	1.00	38,625	41,300
Maintenance Supervisors	27,915/50,418	25	2.00	2.00	2.00	63,249	67,000
Maintenance Worker III	22,661/40,929	18	2.00	2.00	2.00	56,624	60,000
Maintenance Worker II	21,396/38,644	16	2.00	3.00	3.00	80,348	83,500
Maintenance Worker I	20,131/36,358	14	5.00	4.00	4.00	101,874	107,500
Administrative Aide	20,772/37,516	16	1.00	0.00	0.00	-	-
Clerical Assistant II (P/T)	20,704/37,393	15	0.50	0.50	0.50	14,062	14,500
			15.50	14.50	14.50		
TOTAL SALARIES						\$ 478,107	\$ 508,200
						Overtime	6,000
						FICA Taxes	39,420
						Clothing Allowance	1,100
						Deferred Compensation	45,072
						Group Health Insurance Premium	109,179
						Dependant Health Ins Premium	38,314
						Employee Assistance Program	323
						Worker's Comp Insurance	80,495
Total Personal Services						<u>\$ 756,364</u>	<u>\$ 828,103</u>

CAPITAL OUTLAY SCHEDULE

ROADS AND MAINTENANCE DIVISION		EXPENDITURES PER FISCAL YEAR					TOTAL
Priority Number	Description	2004-05	2005-06	2006-07	2007-08	2008-09	
1	Generator	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000
2	Trailer	4,500	-	-	-	-	4,500
3	Maintenance / Work Boat (Funded by DST)	12,000	-	-	-	-	12,000
4	Brush Truck (Funded by DST)	-	90,000	-	-	-	90,000
5	Replacement Truck	-	22,000	-	-	-	22,000
		<u>\$ 32,500</u>	<u>\$ 112,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 144,500</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

ROADS AND MAINTENANCE DIVISION

Code: 010052

Account <u>Number</u>	<u>Description</u>	FY 01/02 <u>Actual</u>	FY 02/03 <u>Actual</u>	FY 03/04 <u>Budget</u>	Actual to 03/31/04	FY 03/04 <u>Projected</u>	FY 04/05 Adopted <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	699,446	454,745	478,107	224,362	478,107	508,200
511400	Overtime	24,353	30,672	4,000	3,377	4,000	6,000
512100	FICA Taxes	52,960	35,209	36,858	16,133	36,858	39,420
512215	Clothing Allowance	2,000	700	1,000	1,000	1,000	1,100
512225	Deferred Compensation	63,561	42,522	42,102	19,726	42,102	45,072
512301	Group Health Insurance Premium	106,972	64,767	89,269	43,982	89,269	109,179
512305	Dependant Health Ins Premium	29,952	21,050	30,899	15,272	30,899	38,314
512309	Employee Assistance Program	637	361	323	173	323	323
512400	Worker's Comp Insurance	0	31,571	73,806	55,318	73,806	80,495
TOTAL PERSONAL SERVICES		979,881	681,597	756,364	379,343	756,364	828,103
OPERATING EXPENDITURES							
533400	Other Contractual Services	5,238	1,687	32,500	100	25,000	0
533410	Environmental Services	368	350	300	0	100	100
533415	Janitorial Services	409	0	450	96	200	62,000
533420	Pest/Weed Control/Mowing	25,172	1,295	1,152	508	1,150	1,500
534000	Travel and Per Diem	3,195	5,211	3,250	1,873	4,000	3,324
534101	Telephone	1,239	449	1,625	1,037	2,000	2,000
534105	Cellular Telephone	1,343	3,166	3,938	1,644	3,938	3,938
534110	Internet Services	0	0	100	51	100	100
534120	Postage	96	48	100	11	50	50
534310	Electric	5,970	7,940	10,520	743	2,000	10,520
534320	Water/Sewer	5,293	1,346	1,924	121	500	1,000
534380	Trash Pickup/Hauling, Etc.	1,121	10,191	2,500	946	2,500	2,500
534400	Rents and Leases	14,154	990	990	705	990	800
534410	Pagers	2,104	0	0	0	0	0
534420	Equipment Leases	0	597	1,500	0	600	600
534610	R & M - Buildings	10,974	27,712	7,000	6,667	10,000	8,000
534620	R & M-Vehicles	2,793	3,151	2,850	921	2,000	2,000
534630	R & M-Office Equipment	3,745	5	591	0	200	300
534640	R & M-Operating Equipment	39,644	15,115	12,570	8,106	12,570	12,570
534650	R & M-Radio	1,098	1,329	1,300	1,179	1,500	1,000
534830	Special Event	0	0	0	0	0	1,000
535200	Departmental Supplies	15,748	12,610	6,998	3,525	7,000	7,000
535210	Computer Supplies	0	0	591	174	300	300
535220	Cleaning Supplies	6,820	8,265	7,500	3,670	7,500	7,500
535230	Small Tools and Equipment	10,589	8,594	7,250	1,623	7,250	5,000
535250	Building Supplies	2,401	2,212	1,200	239	1,000	1,000
535260	Gas and Oil	24,143	13,699	11,500	7,834	15,670	15,000
535270	Uniforms and Shoes	7,040	3,912	4,950	1,509	4,950	4,000
535275	Safety Equipment	1,355	607	1,000	497	1,000	1,000
535310	Road Materials & Supplies	12,521	6,474	5,000	1,627	4,000	3,500
535350	Cement	15,081	5,986	5,000	3,583	7,000	7,000
535410	Dues and Memberships	276	536	330	330	330	330
535420	Books and Publications	175	193	250	30	100	100
535450	Training and Education	2,887	2,320	3,750	960	3,750	1,355
TOTAL OPERATING EXPENDITURES		222,992	145,990	140,479	50,309	129,248	166,387
CAPITAL OUTLAY							
606400	Vehicles and Equipment	83,246	26,101	16,500	0	16,500	32,500
TOTAL CAPITAL OUTLAY		83,246	26,101	16,500	0	16,500	32,500
TOTAL ROADS & DRAINAGE DIVISION		1,286,119	853,688	913,343	429,652	902,112	1,026,990

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PUBLIC WORKS DEPARTMENT

CENTRAL GARAGE DIVISION

With a staff of three (3) employees the Central Garage Division develops, manages and provides vehicle and equipment maintenance services for all City-owned vehicles and equipment, with the exception of the Golf Course. This includes 97 vehicles, 45 units of major equipment and 98 units of smaller equipment and tools.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Prepared a plan for disaster preparedness of garage vehicles and equipment.
- ✓ Increase in level of service by repairing the police department vehicle light bars and other electrical repairs in house. This type of service was outsourced at \$80. per hour compared to the City Garage's rate of \$25. per hour.
- ✓ Successfully accomplished Continued Employee Education and Training Program. Staff was trained on hydraulics, engine scanner equipment and brakes.
- ✓ Improved the garage's operating efficiency and effectiveness by acquiring transmission fluid exchanger and hydraulic hose crimper equipment.
- ✓ Established a list of City emergency vehicles and equipment that are essential for each department to operate in the event of emergency.
- ✓ Continued to maintain unleaded and diesel fuel facilities in accordance with E.P.A. requirements and assuring fuel is always available to meet the City's fleet needs.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Follow up on development and preparedness of Emergency Disaster Plan.
- To assess condition of garage emergency equipment, and plan to install Police Departments generator at the City compound.
- Continue the implementation of the Shop Equipment Modernization Program to increase the level of quality and service.
- Continue employee education and training, and develop and A.S.E. Certification program.
- To maintain fueling facilities and assure E.P.A. compliance.
- Continue to develop, increase and maintain good fleet management to assure the City stays fully operational.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Number of Vehicles Maintained	74	86	97	100
Number of Heavy Equipment Maintained	44	43	45	47
Number of Light Equipment Maintained	83	95	98	102
Preventive Maintenance Services	275	292	275	300
Road Service Calls	340	355	350	250
Completed Service Requests	1265	1233	1275	1100

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET FOR THE CENTRAL GARAGE DIVISION		
STAFFING		NATURE OF ACTIVITY
03-04	04-05	
5.00%	10.00%	Administration of City Fleet Management Program - Supervise and direct 3 employees in the implementation of a Fleet Management Program for over 200 pieces of equipment. Develop and direct the maintenance of a 2,800 sq. ft. maintenance facility.
50.00%	45.00%	Vehicle Maintenance - Schedule and perform vehicle preventive maintenance, mechanical and body repair services on all city-owned vehicles and equipment, except Golf Course equipment.
10.00%	10.00%	Order and Parts Processing - Order, receive and stock vehicle repair parts and material. Schedule vehicle sublet repairs.
5.00%	5.00%	Employee Training - Train 3 employees in new corrective repair procedures, waste disposal, and Department of Labor Safety Requirements and Standards.
10.00%	10.00%	Vehicle Data Processing - Data processing of work orders, issue slips, purchase orders and parts. Maintain computerized parts and tools inventory.
5.00%	5.00%	General Administrative - Preparation of Budget, maintenance of vehicle records and training records.
5.00%	5.00%	Administration of City Fuel Facility Management Program - Supervise and maintain unleaded gasoline and diesel fuel storage and dispensing facilities. Implement, monitor and maintain Fuel Management System.
5.00%	5.00%	Planning and implementation of Fleet Maintenance Programs - Plan, develop and implement programs to modernize facilities, equipment and tools.
5.00%	5.00%	General Administrative Program - Implementation of Guidelines for the acquisition and replacement of Fleet Assets.
100.00%	100.00%	

CENTRAL GARAGE DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Central Garage is \$192,488. This compares to the 2003-04 projected expenditures of \$158,144, an increase of \$34,344 or 21.7%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 113,585	\$ 130,574	\$ 138,283	\$ 138,283	\$ 163,444	\$ 25,161
Operating Expenses	17,845	20,676	20,952	18,496	19,904	1,408
Capital Outlay	11,013	10,600	2,700	1,365	9,140	7,775
Total	\$ 142,443	\$ 161,850	\$ 161,935	\$ 158,144	\$ 192,488	\$ 34,344

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% annual increase for CWA employees per CWA Union Contract, and an increase in deferred compensation and worker's compensation premium, which are wage driven.	\$ 25,161
2. Operating Expenses - Net increase mainly due to employee certification for the coming fiscal year.	\$ 1,408
3. Capital Outlay - Increase mainly due to the request for AC Service Equipment.	\$ 7,775

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CENTRAL GARAGE DIVISION			F/T/E			Projected	Adopted
<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>POSITION YEARS</u>			<u>Expense</u>	<u>Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
Garage Supervisor	27,915/50,418	25	1.00	1.00	1.00	\$ 37,124	\$ 41,700
Head Mechanic	24,071/43,474	20	1.00	1.00	1.00	27,125	28,800
Mechanic	21,396/38,644	16	1.00	1.00	1.00	30,625	34,000
			3.00	3.00	3.00		
TOTAL SALARIES						\$ 94,874	\$ 104,500
						Overtime	1,200
						FICA Taxes	7,344
						Clothing Allowance	300
						Deferred Compensation	8,640
						Group Health Insurance Premium	15,357
						Dependant Health Ins Premium	3,245
						Employee Assistance Program	69
						Worker's Comp Insurance	7,254
						Total Personal Services	\$ 138,283
							\$ 163,444

CAPITAL OUTLAY SCHEDULE

CENTRAL GARAGE		EXPENDITURES PER FISCAL YEAR					
Priority	<u>Description</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
<u>Number</u>							
1	AC Service Equipment	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ 6,500
2	Engine Scanner Upgrade	1,000	1,100	1,200	1,300	1,400	6,000
3	8HP Air Compressor	1,640	-	-	-	-	1,640
4	Car Lift	-	10,000	-	-	-	10,000
5	Truck Lift	-	20,000	-	-	-	20,000
6	Wheel Balancer	-	4,500	-	-	-	4,500
7	Brake Drum & Rotor Lathe	-	-	5,000	-	-	5,000
8	Transmission Jack	-	1,500	-	-	-	1,500
9	Modis Engine Analyzer	-	-	8,000	-	-	8,000
10	Band Saw	-	800	-	-	-	800
		\$ 9,140	\$ 37,900	\$ 14,200	\$ 1,300	\$ 1,400	\$ 63,940

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CENTRAL GARAGE DIVISION

Code: 010054

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	82,436	90,922	94,874	46,009	94,874	104,500
511400	Overtime	1,239	1,793	1,200	0	1,200	1,200
512100	FICA Taxes	6,187	6,889	7,344	3,381	7,344	8,109
512215	Clothing Allowance	300	300	300	300	300	300
512225	Deferred Compensation	7,554	8,344	8,640	4,108	8,640	9,540
512301	Group Health Insurance Premium	12,574	13,215	15,357	9,477	15,357	23,369
512305	Dependant Health Ins Premium	3,226	2,822	3,245	2,037	3,245	5,051
512309	Employee Assistance Program	69	69	69	35	69	69
512400	Worker's Comp Insurance	0	6,221	7,254	5,437	7,254	11,306
TOTAL PERSONAL SERVICES		113,585	130,574	138,283	70,784	138,283	163,444
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	249	500	0	500	250
533410	Environmental Services	115	145	200	45	90	150
534000	Travel and Per Diem	0	655	450	0	450	880
534101	Telephone	1,402	366	625	376	733	790
534105	Cellular Telephone	0	373	1,400	667	1,248	1,165
534110	Internet Access	20	0	50	26	50	50
534310	Electric	1,761	2,618	2,500	1,422	2,725	3,100
534320	Water/Sewer	410	282	450	97	300	350
534380	Trash Pickup/Hauling, Etc.	0	0	0	0	0	0
534610	R & M - Buildings	14	726	200	0	100	100
534620	R & M-Vehicles	109	833	400	149	400	400
564330	R & M - Office Equipment	0	250	497	198	200	200
534640	R & M-Operating Equipment	654	893	1,500	462	1,500	1,500
534650	R & M-Radio	0	0	0	0	0	0
535200	Departmental Supplies	5,241	5,067	6,080	2,422	5,000	5,000
535210	Computer Supplies	1,365	484	200	59	100	100
535220	Cleaning Supplies	0	0	0	0	0	0
535230	Small Tools and Equipment	3,815	3,221	2,100	669	1,500	1,524
535250	Building Supplies	198	272	100	0	100	100
535260	Gas and Oil	1,236	1,397	1,400	574	1,400	1,400
535270	Uniforms and Shoes	1,033	1,298	1,200	569	1,200	1,200
535410	Membership & Professional Dues	0	93	0	0	0	0
535420	Books and Publications	297	254	0	0	0	100
535450	Training and Education	175	1,200	1,100	96	900	1,545
TOTAL OPERATING EXPENDITURES		17,845	20,676	20,952	7,831	18,496	19,904
CAPITAL OUTLAY							
606400	Vehicles and Equipment	11,013	10,600	2,700	1,365	1,365	9,140
TOTAL CAPITAL OUTLAY		11,013	10,600	2,700	1,365	1,365	9,140
TOTAL CENTRAL GARAGE DIVISION		142,443	161,850	161,935	79,980	158,144	192,488

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PUBLIC WORKS DEPARTMENT

PARKS AND RECREATION DIVISION

The Parks and Recreation Division is responsible for all maintenance and upkeep of the City parks and landscape areas of City properties. Responsibilities include trash removal at fourteen (14) parks, two (2) boat ramps and four (4) piers, landscaping and turf grass maintenance, planting and removal of trees, shrubs, and turf and annuals. Provides irrigation maintenance on all city properties, daily maintenance of eight (8) baseball/softball fields, four (4) football/soccer fields, ten (10) tennis courts and median on US 1 and Schumann Drive. Also provides recreation programs at the Community Center, Skate Facility, along with Easter Egg Hunt and Halloween parade.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Improved landscaping at city parks.
- ✓ Installed new benches, picnic tables and trash receptacle in city parks.
- ✓ Developed Filbert St. and George St. parks.
- ✓ Added recreation program at the Community Center and put on Easter Egg Hunt and Halloween parade.
- ✓ Eradicated pepper trees on city properties.
- ✓ Continued quality maintenance and beautification in all parks.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Continue quality maintenance and beautification of existing parks.
- Develop new parks.
- Improve landscaping in parks and city properties.
- Continue pepper tree eradication on city properties.
- Continue to provide recreation programs and improve Easter Egg Hunt and Halloween Parade.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Right-of-way Mowing	150 Miles	150 Miles	N/A	N/A
Large Park Areas	46 Acres	46 Acres	69 Acres	89 Acres
Sports Complex	14 Acres	14 Acres	14 Acres	14 Acres
City Grounds	7 Acres	7 Acres	7 Acres	7 Acres
Medians and Walkways	4 miles	4 miles	5 miles	5 miles
Ditch Mowing	50 miles	50 miles	N/A	N/A

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE PARKS AND RECREATION DIVISION		
STAFFING		NATURE OF ACTIVITY
03-04	04-05	
65.00%	70.00%	Parks - Mow, weed, and edge 50 acres of park land and 9 park locations. Remove trash at all parks to maintain maximum cleanliness. Fertilization and chemical control of weeds and insects.
5.00%	5.00%	Active Recreation - Provide fitness gymnastic, yoga and tae kwon do programs at the Community Center.
5.00%	2.50%	Playgrounds - Repair and maintain equipment at 3 playground areas.
15.00%	16.00%	Ballfields - Fertilization and Pest Control, drag, rake, mow, remove trash, and maintain facilities at 8 organized-play fields to maintain a safe area of play.
5.00%	5.00%	Landscaping - Trimming, removal, and replacement of trees, plants and sod on all City properties.
5.00%	1.50%	Structural Repairs and Irrigation - Maintain, repair and/or replace buildings, structures and irrigation systems.
100.00%	100.00%	

PARKS AND RECREATION DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Parks & Recreation is \$936,369. This compares to the 2003-04 projected expenditures of \$756,793, a increase of \$179,576 or 23.7%.

	FY 01-02 Actual	FY 02-03 Actual	Amended FY 03-04 Budget	Projected FY 03-04 Expenditures	Adopted FY 04-05 Budget	Difference
Personal Services	\$ 436,002	\$ 481,921	\$ 607,027	\$ 607,027	\$ 731,756	\$ 124,729
Operating Expenses	144,479	147,914	114,693	123,330	124,963	1,633
Capital Outlay	33,025	42,344	26,436	26,436	79,650	53,214
Total	\$ 613,506	\$ 672,179	\$ 748,156	\$ 756,793	\$ 936,369	\$ 179,576

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, an addition of two (2) full-time Maintenance Worker I positions, a 5.5% annual increase for CWA employees per CWA Union Contract and exempt employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 124,729
2. Operating Expenses - Net increase results from new budget line items for special events which include Easter celebration and Halloween Parade as well as increase in park facilities and ground maintenance costs.	\$ 1,633
3. Capital Outlay - Increase due to mowers for additional parks as well as capital repairs for various parks..	\$ 53,214

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

PARKS AND RECREATION DIVISION

POSITION	PAY RANGE	GRADE	F/T/E POSITION YEARS			Projected Expense FY 03-04	Proposed Budget 04-05
			02-03	03-04	04-05		
Parks Superintendent	39,732/71,760	35E	1.00	1.00	1.00	\$ 43,325	\$ 45,600
Parks Supervisor	27,915/50,418	25	1.00	1.00	1.00	34,325	36,100
Foreman	25,274/45,648	20	2.00	2.00	2.00	58,250	60,800
Maintenance Worker II	21,396/38,644	16	4.00	4.00	3.00	79,248	84,000
Maintenance Worker I	20,131/36,358	14	3.00	4.00	5.00	104,523	112,000
Recreation Supervisor	19,557/35,322	13	1.00	1.00	1.00	26,725	28,500
Skate Park Attendants ⁽¹⁾			3.00	3.00	3.00	27,000	26,000
Recreation Aids ⁽¹⁾			1.50	1.50	1.50	11,500	11,000
Maintenance Worker I	NEW POSITION		0.00	0.00	2.00	N/A	40,500
			16.50	17.50	19.50		
TOTAL SALARIES						\$ 384,896	\$ 444,500
						Overtime	6,000
						FICA Taxes	29,904
						Clothing Allowance	1,000
						Deferred Compensation	31,716
						Group Health Insurance Premium	78,520
						Dependant Health Ins Premium	16,859
						Employee Assistance Program	300
						Worker's Comp Insurance	57,832
						Total Personal Services	\$ 607,027
							\$ 731,756

(1) Position years represents full time equivalent positions. For Recreation Aides, 1.50 equals three temporary part-time positions, or 1.50 full time equivalent positions. For Skate Park Attendants, 3.00 equals six temporary part-time positions.

CAPITAL OUTLAY SCHEDULE

PARKS AND RECREATION DIVISION

Priority Number	Description	EXPENDITURES PER FISCAL YEAR					TOTAL
		2004-05	2005-06	2006-07	2007-08	2008-09	
1	Pickup Truck (Funded by DST)	\$ 13,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 43,000
2	Mowers for new parks (Funded by DST)	7,000	18,000	40,000	-	-	65,000
3	Athletic Mower (Funded by DST)	25,000	-	-	-	-	25,000
4	Backstops (4)	-	16,000	-	-	-	16,000
5	Skate Park Repair	18,000	-	-	-	-	18,000
6	Fencing Repair	8,000	-	-	-	-	8,000
7	New Bleachers RVP	7,500	-	-	-	-	7,500
8	Computer	1,150	-	-	-	-	1,150
9	Infield Drag Machine	-	10,000	-	-	-	10,000
10	Azine Ter. Park Development	-	15,000	-	-	-	15,000
11	Bleachers BSSC	-	12,500	-	-	-	12,500
		\$ 79,650	\$ 71,500	\$ 70,000	\$ -	\$ -	\$ 221,150

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PARKS AND RECREATION DIVISION

Code: 010057

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	318,567	328,938	384,896	175,098	384,896	407,500
511300	Temporary Salaries	0	0	0	0	0	37,000
511400	Overtime	7,423	10,337	6,000	3,736	6,000	6,000
512100	FICA Taxes	23,718	25,177	29,904	13,082	29,904	34,563
512215	Clothing Allowance	1,000	1,175	1,000	1,000	1,000	1,300
512225	Deferred Compensation	26,076	25,814	31,716	14,216	31,716	37,332
512301	Group Health Insurance Premium	45,597	47,661	78,520	36,718	78,520	112,380
512305	Dependant Health Ins Premium	13,369	8,898	16,859	8,630	16,859	25,616
512309	Employee Assistance Program	252	267	300	144	300	346
512400	Worker's Comp Insurance	0	33,654	57,832	43,347	57,832	69,719
TOTAL PERSONAL SERVICES		436,002	481,921	607,027	295,971	607,027	731,756
OPERATING EXPENDITURES							
533400	Other Contractual Services	586	6,597	3,000	1,401	3,000	3,000
533425	Contract Mowing Services	32,854	3,075	2,183	1,177	3,000	0
533430	Port-O-Let Services	301	0	0	0	0	0
534000	Travel and Per Diem	527	1,245	1,000	1,030	1,500	1,318
534101	Telephone	2,176	6,852	4,200	2,476	4,952	5,000
534105	Cellular Telephone	720	1,904	1,380	849	2,760	2,800
534110	Internet Services	0	0	75	38	75	75
534120	Postage	0	90	0	66	0	0
534130	Express Mail Charges	0	19	0	0	0	0
534310	Electric	28,590	32,078	34,866	20,324	34,866	40,000
534320	Water/Sewer	1,955	1,849	2,520	1,076	2,152	3,000
534380	Trash Pickup/Hauling, Etc.	3,291	2,867	1,000	983	1,966	2,000
534420	Equipment Leases	531	199	300	260	520	500
534620	R & M-Vehicles	1,947	2,351	2,000	1,439	2,878	2,000
534630	R & M-Office Equipment	0	0	131	0	0	0
534640	R & M-Operating Equipment	19,815	11,609	10,000	6,463	12,926	10,000
534650	R & M-Radio	649	451	500	94	400	400
534680	R & M - Irrigation Systems	3,718	2,642	2,500	540	1,080	1,500
534681	R & M - Fencing	1,611	29	800	15	400	0
534685	R & M - Grounds Maintenance	10,174	18,251	8,470	7,763	9,000	9,000
534686	R & M - Parks Facilities	9,186	9,516	10,198	8,264	11,000	11,000
534700	Printing and Binding	0	676	400	31	200	200
534830	Special Event Expense	0	0	0	0	0	2,000
535200	Departmental Supplies	772	4,470	3,000	2,305	3,000	1,000
535220	Cleaning Supplies	162	478	800	0	400	400
535221	Fertilizer/Chemical Supplies	7,908	8,906	6,700	4,529	6,700	8,000
535230	Small Tools and Equipment	1,686	14,639	2,000	1,932	3,000	3,000
535260	Gas and Oil	11,616	10,701	9,000	4,666	9,332	10,000
535270	Uniforms and Shoes	2,970	4,349	6,100	3,263	6,526	7,000
535275	Safety Equipment	0	551	700	0	500	500
535410	Dues and Memberships	388	403	370	260	370	370
535420	Books and Publications	177	140	0	27	27	0
535450	Training and Education	169	977	500	693	800	900
TOTAL OPERATING EXPENDITURES		144,479	147,914	114,693	71,964	123,330	124,963
CAPITAL OUTLAY							
606400	Vehicles and Equipment	33,025	42,344	26,436	1,836	26,436	79,650
TOTAL CAPITAL OUTLAY		33,025	42,344	26,436	1,836	26,436	79,650
TOTAL PARKS AND RECREATION DIVISION		613,506	672,179	748,156	369,771	756,793	936,369

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PUBLIC WORKS DEPARTMENT

CEMETERY DIVISION

The Cemetery Division is responsible for the maintenance, upkeep, and beautification of the Sebastian Cemetery that encompasses 9.34 acres of grass, trees, and hedges that are under a perpetual care clause purchased along with burial spaces by Sebastian residents. The staff is responsible for the location of burial sites for sales, internment, assistance in locating burial spaces of family members, friends, and staff from funeral homes and monument companies. Responsibilities also include record administration and adhering to ordinances, rules and regulations.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ In the process of updating and compiling Cemetery information to software for records (on-going)
- ✓ Maintained and cared for the Cemetery (on-going).
- ✓ Completed purchase of new truck.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Continue to maintain and care for the Cemetery to meet the needs for the Sebastian residents.
- Continue updating Cemetery information system.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Cremains, including niches	22	29	35	30
Burials	52	43	39	44
Operating cost per burial	\$169	\$264	\$353	\$322
Acres of property maintained	9.34	9.34	9.34	9.34
Operating costs per acre maintained	\$5,645	\$7,301	\$8,854	\$9,087

PROGRAM BUDGET DESCRIPTION FOR THE CEMETERY DIVISION		
STAFFING		NATURE OF ACTIVITY
03/04	04/05	
60.00%	60.00%	Cemetery Ground Maintenance - Maintain 9.34 acres of grounds through improved scheduling of mowing, trimming, and general cleanup. Assist with sales and locations of burial spaces and assist citizens and visitors in locating burial spaces of family members and friends. Removal and trimming of unsightly trees to enhance appearance and increase safety. Continue to apply chemicals and fertilizer to improve the overall appearance of the Cemetery. Perform beautification projects such as planting trees and bushes to enhance appearance.
10.00%	10.00%	Public Relations - Assist with sales and locations of burial spaces and assist citizens and visitors in locating burial spaces of family members and friends.
20.00%	20.00%	Administration - Assist in record keeping, bills processing, sales and products.
10.00%	10.00%	Burials - Markings for gravediggers, policing area for ants, checking flowers and parking cars.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CEMETERY DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for the Cemetery is \$143,390. This compares to the 2003-04 projected expenditures of \$137,190, an increase of \$6,200 or 4.5%.

	FY 01/02 Actual	FY 02/03 Actual	Amended FY 03/04 Budget	Projected FY 03/04 Expenditures	Adopted FY 04-05 Budget	Difference
Personal Services	\$ 72,577	\$ 94,829	\$ 104,698	\$ 104,398	\$ 122,014	\$ 17,616
Operating Expenses	15,289	17,761	16,412	16,292	18,376	2,084
Capital Outlay	-	1,060	16,500	16,500	3,000	(13,500)
Total	\$ 87,866	\$ 113,650	\$ 137,610	\$ 137,190	\$ 143,390	\$ 6,200

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% annual increase for CWA employees per CWA Union Contract, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 17,616
2. Operating Expenses - Net increase results from Cemetery marker maintenance.	\$ 2,084
04.	\$ (13,500)

PERSONAL SERVICES SCHEDULE

CEMETERY DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
Cemetery Supervisor	27,915/50,418	25	1.00	1.00	1.00	\$ 42,625	\$ 46,000
Maintenance Worker I	20,131/36,358	14	1.00	1.00	1.00	27,125	29,000
			2.00	2.00	2.00		
			TOTAL SALARIES			\$ 69,750	\$ 75,000
						Overtime 879	900
						FICA Taxes 5,399	5,822
						Clothing Allowance 200	200
						Deferred Compensation 6,352	6,849
						Group Health Insurance Premium 10,274	15,608
						Dependant Health Ins Premium 3,325	5,137
						Employee Assistance Program 46	46
						Worker's Comp Insurance 8,173	12,452
						Total Personal Services \$ 104,398	\$ 122,014

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

CEMETERY DIVISION

<u>Priority Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Sidewalk	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
2	Benches	-	3,850	-	-	-	3,850
3	Brick Wall	-	-	-	20,000	-	20,000
4	Mower	-	-	-	-	15,000	15,000
		<u>\$ 3,000</u>	<u>\$ 3,850</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 15,000</u>	<u>\$ 41,850</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CEMETERY DIVISION

Code: 010059

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 3/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	54,430	64,652	69,750	33,093	69,750	75,000
511400	Overtime	1,499	768	1,179	597	879	900
512100	FICA Taxes	4,172	4,783	5,399	2,426	5,399	5,822
512215	Clothing Allowance	200	200	200	200	200	200
512225	Deferred Compensation	4,736	5,888	6,352	3,010	6,352	6,849
512301	Group Health Insurance Premium	6,345	8,831	10,274	6,328	10,274	15,608
512305	Dependant Health Ins Premium	1,151	2,892	3,325	2,071	3,325	5,137
512309	Employee Assistance Program	44	46	46	23	46	46
512400	Worker's Comp Insurance	0	6,769	8,173	6,126	8,173	12,452
TOTAL PERSONAL SERVICES		72,577	94,829	104,698	53,874	104,398	122,014
OPERATING EXPENDITURES							
534101	Telephone	607	762	775	495	775	800
534110	Internet Access	0	1,058	1,520	325	700	700
534310	Electric	1,598	1,433	1,785	778	1,785	2,150
534420	Equipment Leases	0	98	170	0	170	0
534610	R & M - Buildings	5	428	100	0	250	100
534620	R & M-Vehicles	311	504	200	52	200	200
534630	R & M - Office Equipment	21	0	0	0	100	100
534640	R & M-Operating Equipment	1,928	2,274	2,331	1,592	2,331	2,300
534650	R & M-Radio	0	0	85	0	285	285
534685	R & M - Grounds Maintenance	5,802	3,990	3,314	1,353	3,314	5,500
535200	Departmental Supplies	1,966	3,507	3,058	1,817	3,058	3,128
535210	Computer Supplies	236	143	195	59	250	100
535220	Cleaning Supplies	223	287	150	65	250	100
535230	Small Tools and Equipment	881	1,363	760	214	796	820
535260	Gas and Oil	908	865	875	421	875	1,000
535270	Uniforms and Shoes	603	698	738	277	738	798
535275	Safety Equipment	0	124	161	0	200	100
535410	Dues and Memberships	195	195	195	195	195	195
535420	Books and Publications	5	32	0	0	20	0
TOTAL OPERATING EXPENDITURES		15,289	17,761	16,412	7,643	16,292	18,376
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	1,060	16,500	0	16,500	3,000
TOTAL CAPITAL OUTLAY		0	1,060	16,500	0	16,500	3,000
TOTAL CEMETERY DIVISION		87,866	113,650	137,610	61,517	137,190	143,390

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GROWTH MANAGEMENT DEPARTMENT

The Growth Management Department provides services to the community by providing information, guidance, and interpretation in regard to development regulations and implements policy for a variety of growth management issues.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Processed multiple annexation requests supporting positive economic expansion of the City.
- ✓ Completed multiple land use/zoning amendments permitting high quality residential growth.
- ✓ Updated citywide land use map governing residential density and commercial/industrial development with the City.
- ✓ Provided coordinated review of site development plans, subdivisions, PUD's, variances, annexations and plats.
- ✓ Provided timely and professional response to citizen inquiries.
- ✓ Continued implementation of the Community Redevelopment Agency District Master Plan.
- ✓ Reviewed, presented and implemented revised Comprehensive Development Plan.
- ✓ Implemented Technical Review Committee for more thorough and professional review of development orders.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Streamline development review process.
- Continue to coordinate review of development orders via the Technical Review Committee's assistance.
- Actively promote and implement the Community Redevelopment District Master Plan.
- Strive to continually improve quality of customer service to residents and applicants alike.
- Promote fiscally responsible economic development through continued positive growth.
- Actively support the City's marketing efforts for airport and corporate/business development.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/3004	Projected 2004/3005
Total major & minor site plan reviews	18	16	30	26
Total administrative approvals	285	305	325	340
Preliminary/final plat approvals	8	6	10	11
Application requests processed	90	88	100	130
Total inquiries handled	6,250	6,400	6,500	7,500
Single family residence reviews	90	96	100	110
Total permits (temporary) issued	35	36	40	24
Division of a single lot	14	6	8	6
Land use and zoning change requests	3	2	8	6
Annexation Requests	2	1	4	8
Flood Zone Determinations	75	65	100	125
Site Plan inspections	0	0	0	16
Subdivision inspections	0	0	0	8

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE GROWTH MANAGEMENT DEPARTMENT		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
25.00%	25.00%	Public Assistance - Provide zoning and other regulatory information to the public and work with the public to assure that development is of the highest quality and that all development proposals are consistent with City Regulations.
20.00%	20.00%	Informal Site Plans/Commercial Variances - Work with citizen groups to provide public input and recommendation to the City Council. These include the Planning and Zoning Board and other committees and taskforce groups that may be required from time to time. Implement policy issues that Council has recommended or mandated.
35.00%	35.00%	Comprehensive Planning - Manage, interpret, evaluate, update, and implement the Comprehensive Plan and other land use, development and preservation plans for the City.
5.00%	5.00%	General Administrative - Research various miscellaneous topics and gather information for other agencies and/or other departments.
10.00%	10.00%	Economic Development - Provide proper direction and guidance for continued positive/controlled economic growth.
5.00%	5.00%	Code Administration - Provide proper guidance and direction to enforce the intent of all applicable City codes, including providing zoning reviews and evaluations for the Building Department. These activities include commercial zoning clearance, accessory structure review, flood zone interpretations, elevation certificate review, subdivision development evaluations, address assignments, and misc. reviews.
100.00%	100.00%	

GROWTH MANAGEMENT DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Growth Management is \$256,829. This compares to the 2003-04 projected expenditures of \$236,795, an increase of \$20,034 or 8.5%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 173,097	\$ 189,152	\$ 217,500	\$ 217,500	\$ 237,587	\$ 20,087
Operating Expenses	45,177	18,684	17,970	19,295	19,242	(53)
Capital Outlay	-	1,515	-	-	-	-
Total	\$ 218,274	\$ 209,351	\$ 235,470	\$ 236,795	\$ 256,829	\$ 20,034

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% increase for CWA employees per the CWA Union Contract and exempt employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 20,087
2. Operating Expenses - Net decrease results from a reduction in travel expenditures and small tools and equipment, offset by an increase in printing and binding for comprehensive development plans.	\$ (53)
3. Capital Outlay - No forecasted capital outlay for FY 2004-05.	\$ -

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

GROWTH MANAGEMENT DEPARTMENT

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>	
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	
						\$	\$	
Growth Management Director	55,579/100,381	83E	1.00	1.00	1.00	\$ 59,300	\$ 62,600	
Growth Management Manager	36,734/66,346	33E	1.00	1.00	1.00	47,924	51,400	
Zoning Technician	26,291/47,485	23	1.00	1.00	1.00	28,625	30,000	
Clerical Assistant I	19,557/35,322	13	1.00	1.00	0.00	21,000	-	
Administrative Secretary	24,070/43,474	20	0.00	0.00	1.00	-	23,500	
			4.00	4.00	4.00			
TOTAL SALARIES						\$ 156,849	\$ 167,500	
						Overtime	750	750
						FICA Taxes	12,037	12,871
						Deferred Compensation	14,162	15,143
						Group Health Insurance Premium	25,620	31,530
						Dependant Health Ins Premium	6,601	8,185
						Employee Assistance Program	92	92
						Worker's Comp Insurance	1,389	1,516
Total Personal Services						\$ 217,500	\$ 237,587	

CAPITAL OUTLAY SCHEDULE

GROWTH MANAGEMENT DEPARTMENT

<u>Priority Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Personal Computer	\$ -	\$ 3,620	\$ 1,500	\$ 2,500	\$ -	\$ 7,620
2	Vehicle	-	-	13,500	-	-	13,500
		\$ -	\$ 3,620	\$ 15,000	\$ 2,500	\$ -	\$ 21,120

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GROWTH MANAGEMENT DEPARTMENT

Code: 010080

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 3/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	129,116	143,111	156,849	73,356	156,849	167,500
511400	Overtime	2,028	611	750	215	750	750
512100	FICA Taxes	9,357	10,440	12,037	5,274	12,037	12,871
512225	Deferred Compensation	11,696	12,674	14,162	6,599	14,162	15,143
512301	Group Health Insurance Premium	15,457	16,568	25,620	12,677	25,620	31,530
512305	Dependant Health Ins Premium	5,359	4,818	6,601	3,301	6,601	8,185
512309	Employee Assistance Program	84	90	92	46	92	92
512400	Worker's Comp Insurance	0	840	1,389	1,041	1,389	1,516
TOTAL PERSONAL SERVICES		173,097	189,152	217,500	102,508	217,500	237,587
OPERATING EXPENDITURES							
533120	Consultants	23,900	0	0	0	0	0
533480	Temporary Employment Services	4,979	0	0	0	0	0
534000	Travel and Per Diem	2,491	2,269	2,500	537	2,500	1,615
534101	Telephone	357	150	700	418	700	725
534105	Cellular Telephone	0	563	750	544	650	650
534110	Internet Services	0	0	100	51	100	110
534120	Postage	1,874	2,811	1,400	1,651	2,800	2,800
534130	Express Mail	85	17	0	0	0	0
534620	R & M-Vehicles	23	47	275	51	100	100
534630	R & M-Office Equipment	1,523	1,600	1,763	600	1,000	1,200
534700	Printing and Binding	0	598	0	173	340	1,500
534910	Clerk of Court Filing Fees	20	0	200	0	0	100
534920	Legal Ads	2,826	5,907	3,000	2,687	5,200	4,800
535200	Departmental Supplies	2,764	2,236	2,000	1,091	2,000	2,100
535210	Computer Supplies	1,793	489	1,582	563	1,000	1,100
535230	Small Tools and Equipment	182	133	650	0	300	200
535260	Gas and Oil	182	212	200	76	150	200
535410	Dues and Memberships	221	158	350	355	355	600
535420	Books and Publications	267	354	500	0	100	200
535450	Training and Education	1,690	1,140	2,000	25	2,000	1,242
TOTAL OPERATING EXPENDITURES		45,177	18,684	17,970	8,821	19,295	19,242
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	1,515	0	0	0	0
TOTAL CAPITAL OUTLAY		0	1,515	0	0	0	0
TOTAL GROWTH MANAGEMENT		218,274	209,351	235,470	111,328	236,795	256,829

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

BUILDING DEPARTMENT

The Building Department provides issuance of building, land clearing, grubbing and tree removal permits, processing and posting inspections, issuance of certificates of occupancies and notice of completion certificates, accepts impact, traffic impact and solid waste fees for the county, plans review, inspections, testing of contractors for the City and County, issues contractor licenses, updates contractor files daily, attends construction board meetings and transcribes meeting.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Issued substantial increased residential and commercial permits.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Stream line the permitting, filing and record keeping processes in order to better serve developers, contractors, and the public at large.
- Seek out computer enhancements to increase ability to retrieve and share information efficiently.
- Provide opportunities for continuing education for plan reviewers and inspectors in preparation for the upcoming code changes in the 2004 Florida Building Code, which is adopting the International Code as the base code. The code change tentatively takes effect on January 1, 2005.
- Continue our strive to keep pace with the ever increasing amount of inspections, plan reviews and permits issued, due to the development of newly annexed areas within the city.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Residential permits issued	340	N/A	450	550
Commercial permits issued	11	N/A	12	12
Other permits issued	12	N/A	3,300	4,000
Total number of inspections	10,367	12,431	9,700	12,000
Total number of reinspections	1,370	678	900	1,000
Number of contractor licensing requests	1,500	1,500	1,500	1,500
Number of tests given	50	129	100	200
Number of Professional licenses processed	400	300	300	400

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE BUILDING DEPARTMENT		
STAFFING		NATURE OF ACTIVITY
03/04	04/05	
5.00%	5.00%	Administration - The Director enforces all SBCCI, Sebastian City and Land Development Codes related to construction. Courtesy inspections are done as well as inspecting and issuing land clearing and tree removal permits. Approval of all department expenditures and preparing the
30.00%	30.00%	Permitting - Accepting permits with fees, issuing permits, scheduling and posting of inspections, closing out permits when completed, issuing the certificate of occupancy, and answering questions concerning building permits.
27.50%	27.50%	Plan Review - The reviewing of all building plans for code approval, including structural, electrical, plumbing and mechanical. Also reviews all zoning on residential building applications.
27.50%	27.50%	Building and Alteration Inspection - On-site inspections for commercial and residential including structural, electrical, plumbing, and mechanical, as well as answer code book questions for builders and general public.
10.00%	10.00%	Contractor Licensing - Issuance of all contractor licenses on a daily basis, accept applications to go before the Construction Board for testing approval, accept and approve in-house applications for licensing of non-tested trades, letters of reciprocity and grandfathering from Indian River County and check permit applications for properly licensed and up to date contractors.
100.00%	100.00%	

BUILDING DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for the Building Department is \$561,825. This compares to the 2003-04 projected expenditures of \$496,705, an increase of \$65,120 or 13.1%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 297,869	\$ 386,922	\$ 476,062	\$ 476,062	\$ 535,625	\$ 59,563
Operating Expenses	26,248	22,015	24,106	20,643	24,500	3,857
Capital Outlay	19,815	-	-	-	1,700	1,700
Total	\$ 343,932	\$ 408,937	\$ 500,168	\$ 496,705	\$ 561,825	\$ 65,120

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% increase CWA employees per CWA Union Contract and exempt employees per Management Benefit Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 59,563
2. Operating Expenses - Net increase results from new copier machine, departmental supplies and training and education.	\$ 3,857
3. Capital Outlay - Increase due to a new laptop computer needed for new Building Inspector I	\$ 1,700

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

BUILDING DEPARTMENT			F/T/E			Projected	Adopted
<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>POSITION YEARS</u>			<u>Expense</u>	<u>Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
Building Official	51,386/92,808	81E	1.00	1.00	1.00	\$ 66,700	\$ 70,400
Chief Inspector	36,734/66,346	33E	1.00	1.00	1.00	43,724	49,000
Plans Examiner	36,734/66,346	33E	0.00	1.00	1.00	28,000	47,000
Building Inspector II	28,775/51,970	26	1.00	1.00	1.00	40,846	33,000
Building Inspector I	26,921/47,485	23	1.00	1.00	1.00	29,500	31,200
Administrative Assistant	24,071/43,474	20	1.00	1.00	1.00	36,126	38,000
Administrative Secretary	22,661/40,929	18	1.00	1.00	1.00	31,625	35,000
Clerical Assistant II	20,704/37,395	15	1.00	1.00	1.00	28,725	31,000
			7.00	8.00	8.00		
TOTAL SALARIES						\$ 305,246	\$ 334,600
						Overtime	18,500
						FICA Taxes	24,724
						Clothing Allowance	400
						Deferred Compensation	28,008
						Group Health Insurance Premium	47,942
						Dependant Health Ins Premium	7,658
						Employee Assistance Program	176
						Worker's Comp Insurance	43,408
						Total Personal Services	\$ 476,062
							\$ 535,625

CAPITAL OUTLAY SCHEDULE

BUILDING DEPARTMENT		EXPENDITURES PER FISCAL YEAR					
<u>Priority Number</u>	<u>Description</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
1	Laptop Computers	\$ 1,700	\$ 6,240	\$ -	\$ -	\$ -	\$ 7,940
2	Small Pickup Truck	-	-	13,060	-	-	13,060
3	Large Pickup Truck	-	-	17,800	-	-	17,800
		\$ 1,700	\$ 6,240	\$ 30,860	\$ -	\$ -	\$ 38,800

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

BUILDING DEPARTMENT

Code: 010085

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	224,024	261,862	305,246	133,331	305,246	334,600
511400	Overtime	4,739	23,401	18,500	17,741	18,500	18,500
512100	FICA Taxes	17,040	21,164	24,724	11,148	24,724	27,027
512215	Clothing Allowance	200	200	400	200	400	200
512225	Deferred Compensation	20,341	25,440	28,008	13,220	28,008	31,797
512301	Group Health Insurance Premium	26,982	30,946	47,942	22,201	47,942	62,634
512305	Dependant Health Ins Premium	4,391	5,508	7,658	3,829	7,658	9,496
512309	Employee Assistance Program	152	161	176	81	176	184
512400	Worker's Comp Insurance	0	18,240	43,408	32,535	43,408	51,187
TOTAL PERSONAL SERVICES		297,869	386,922	476,062	234,286	476,062	535,625
OPERATING EXPENDITURES							
533400	Other Contractual Services	7,800	0	0	0	0	0
534000	Travel and Per Diem	386	1,532	1,124	(44)	1,124	750
534101	Telephone	316	123	1,500	898	1,500	1,800
534105	Cellular Telephone	3,479	3,364	3,720	1,097	2,800	3,000
534110	Internet Services	0	0	200	102	175	200
534120	Postage	1,314	2,114	1,696	278	1,362	1,600
534130	Express Mail	20	0	100	0	100	100
534620	R & M-Vehicles	336	1,200	600	363	700	900
534630	R & M - Office Equipment	2,022	2,240	2,424	925	1,312	2,500
534910	Clerk of Court Filing Fees	0	0	150	11	139	150
535200	Departmental Supplies	4,798	5,030	4,500	1,865	3,800	5,000
535210	Computer Supplies	2,028	480	2,482	583	1,898	2,000
535230	Small Tools and Equipment	1,178	755	1,000	143	900	1,000
535260	Gas and Oil	2,042	2,907	2,500	1,574	3,100	3,500
535275	Safety Equipment	0	0	500	0	500	500
535410	Dues and Memberships	119	40	400	100	300	400
535420	Books and Publications	179	123	260	51	208	200
535450	Training and Education	231	2,107	950	225	725	900
TOTAL OPERATING EXPENSES		26,248	22,015	24,106	8,171	20,643	24,500
CAPITAL OUTLAY							
606400	Vehicles and Equipment	19,815	0	0	0	0	1,700
TOTAL CAPITAL OUTLAY		19,815	0	0	0	0	1,700
TOTAL BUILDING DEPARTMENT		343,932	408,937	500,168	242,457	496,705	561,825

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GENERAL FUND – NON-DEPARTMENTAL

This budget account includes costs not related to specific departmental service objectives or programs. Funding is specifically provided for General Liability Insurance, Florida League of Cities membership, and a contingency account for unanticipated expenditures.

The largest category of expenditures in this budget is for payments for insurance, utilities and telephone service.

NON-DEPARTMENTAL BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Non-departmental is \$853,597. This compares to the 2003-04 projected expenditures of \$634,967, an increase of \$218,630 or 34.4%.

	FY 01-02 Actual	FY 02-03 Actual	Amended FY 03-04 Budget	Projected FY 03-04 Expenditures	Adopted FY 04-05 Budget	Difference
Personal Services	\$ 239,543	\$ 26,128	\$ 5,000	\$ 10,377	\$ 49,381	\$ 39,004
Operating Expenses	422,655	423,820	521,225	620,590	634,216	13,626
Debt Service	35,855	-	-	-	-	-
Grants and Aids	15,000	200	4,000	4,000	-	(4,000)
Non-Operating	100,000	284,000	-	-	170,000	170,000
Total	\$ 813,053	\$ 734,148	\$ 530,225	\$ 634,967	\$ 853,597	\$ 218,630

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to projected increases for Charter Officers as well as projected safety incentive expenditures.	\$ 39,004
2. Operating Expenses - Increase due to insurance premium projection.	\$ 13,626
3. Debt Service - No change - no debt service currently paid for from the General fund.	\$ -
4. Grants and Aids - Due to reduction in grants and aids.	\$ (4,000)
5. Non-Operating - Increase due to a policy mandated contingency.	\$ 170,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

NON-DEPARTMENTAL

Code: 010099

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	0	0	0	0	0	39,381
512400	Workers Comp Insurance	233,714	17,873	0	0	0	0
512500	Unemployment	5,829	8,254	5,000	3,069	10,377	10,000
TOTAL PERSONAL SERVICES		239,543	26,128	5,000	3,069	10,377	49,381
OPERATING EXPENDITURES							
533100	Professional Services	0	3,500	0	1,000	1,000	2,500
533120	Consultants	85,394	50,103	154,021	59,600	149,541	0
533400	Other Contractual Services	0	0	0	922	922	1,000
533425	Contract Mowing Services	1,580	910	1,500	1,235	1,850	2,500
534101	Telephone	30,035	19,258	6,938	1,723	5,000	15,908
534120	Postage	4,000	5,834	4,410	2,850	5,650	5,600
534310	Electric	16,096	18,376	19,100	9,769	17,875	19,100
534320	Water/Sewer	2,495	2,764	2,514	1,486	7,000	4,800
534500	Insurance	121,767	128,165	129,757	93,333	229,757	350,000
534505	Railroad Crossing Insurance	1,565	0	0	0	0	0
534700	Printing and Binding	8,575	8,911	8,700	4,628	8,700	8,700
534805	4th of July	18,951	20,075	19,000	256	19,000	19,000
534815	Brick Paving	1,560	3,318	3,058	645	2,675	3,058
534825	Advertising Expenditures	1,871	4,586	5,000	2,258	5,000	5,000
534830	Special Events Expense	2,521	4,883	5,000	2,130	5,000	5,000
534835	Special Employee Events	3,033	2,542	3,000	1,613	3,000	3,000
534944	Supplies-PS Empl Exp Fund	814	1,719	500	1,272	1,700	1,100
534945	Supplies-General Empl Exp Fund	1,976	2,902	3,000	1,871	2,500	3,000
534959	Cemetery Refunds	0	0	0	0	0	0
534980	PMT-Riverfront Redevelop Fund	101,625	104,157	136,122	136,705	136,705	165,000
534996	Non-Litigation Settlements	0	0	0	0	0	0
534999	General Fund Inventory	0	0	0	0	0	0
535200	Departmental Supplies	1,842	3,829	3,300	1,209	4,000	4,000
535210	Computer Supplies	0	22,192	0	0	0	0
535260	Gas and Oil	5,270	0	0	729	0	0
535410	Dues and Memberships	1,521	1,543	1,600	1,664	1,664	1,700
535420	Books and Publications	250	0	250	250	250	250
535454	PBA Tuition Reimb Plan	0	2,452	1,850	0	0	1,500
535455	CWA Tuition Reimb Plan	0	0	460	0	0	500
535690	Other Human Services	0	0	0	0	0	0
535705	Property Taxes	0	0	0	0	0	0
535710	Non-Ad Valorem Tax	9,914	11,801	12,145	4,012	11,801	12,000
TOTAL OPERATING EXPENSES		422,655	423,820	521,225	331,160	620,590	634,216
DEBT SERVICE							
707301	Special Assessment to IRC-Water	35,855	0	0	0	0	0
TOTAL DEBT SERVICE		35,855	0	0	0	0	0
GRANTS AND AIDS							
708101	IRC Council on Aging	15,000	0	0	0	0	0
708199	Grants and Aids	0	200	4,000	0	4,000	0
TOTAL GRANTS AND AIDS		15,000	200	4,000	0	4,000	0
NON-OPERATING							
909133	Trfr to Transp Impr Fund 330	100,000	0	0	0	0	0
909145	Trfr to Fund 450 AP	0	284,000	0	0	0	0
909610	Trfr to Fund 610 MERTF	0	0	0	0	0	0
909901	Contingency	0	0	0	0	0	170,000
TOTAL NON-OPERATING		100,000	284,000	0	0	0	170,000
TOTAL NON-DEPARTMENTAL		813,053	734,148	530,225	334,229	634,967	853,597

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of revenue sources (other than Major Capital Projects) that are legally required to be spent for specific purposes. These Special Revenue Funds include the following:

Community Development Block Grant Fund	\$ 685,000
Local Option Gas Tax Fund (LOGT)	762,000
Discretionary Sales Tax Fund (DST)	2,265,000
Recreation Impact Fee Fund	364,500
Stormwater Utility Fund	831,980
Law Enforcement Forfeiture Fund	10,000
G.R.E.A.T. Program Fund	-
TOTAL	<u>\$ 4,918,480</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

COMMUNITY DEVELOPMENT BLOCK GRANT

The Community Development Block Grant (CDBG) is a Small Cities Grant (\$700,000) for infrastructure improvements in the Louisiana Avenue area of the City of Sebastian.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND REVENUE

Code: 106010

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/2004</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
FEDERAL GRANTS							
331501	CDBG Grant	0	0	700,000	0	15,000	685,000
TOTAL FEDERAL GRANTS		0	0	700,000	0	15,000	685,000
TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT		0	0	700,000	0	15,000	685,000

COMMUNITY DEVELOPMENT BLOCK GRANT FUND EXPENDITURES

Code: 106051

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/2004</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	0	0	6,900	0	0	6,900
533120	Consultants	0	0	49,000	0	15,000	34,000
533200	Audit Fees	0	0	100	0	0	100
TOTAL OPERATING EXPENDITURES		0	0	56,000	0	15,000	41,000
NON-OPERATING							
909133	Trfr to Transp Impr Fund 330	0	0	644,000	0	0	644,000
TOTAL NON-OPERATING		0	0	644,000	0	0	644,000
TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT		0	0	700,000	0	15,000	685,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

LOCAL OPTION GAS TAX

The local option gas tax is a six-cent per gallon tax levied by Indian River County. The tax funds are distributed to participating cities within the County on a percentage basis determined by the City's population and amount of annual transportation-type expenditures. The funds can be used for payment of debt service on loans and bonds issued to finance acquisition and construction of roads, as well as road maintenance and signage.

The 2004-2005 allocation for the City of Sebastian is estimated at \$750,000. This represents a 4.9% increase over the 2003-2004 estimated projection of \$715,000.

LOCAL OPTION GAS TAX FUND REVENUE

Code: 120010

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
TAXES							
312400	Local Option Gas Tax	665,718	675,554	705,595	301,425	715,000	750,000
TOTAL TAXES		665,718	675,554	705,595	301,425	715,000	750,000
MISCELLANEOUS REVENUE							
334492	FDOT Lighting Agreement	0	1,755	0	0	0	0
361100	Interest Income	2,193	(406)	7,283	(167)	0	0
361105	SBA Interest Earnings	12,603	11,168	3,250	6,714	11,500	12,000
369200	Insurance Proceeds						
369900	Other Miscellaneous Revenues	0	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		14,796	12,517	10,533	6,547	11,500	12,000
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	0	0	645	0	0	0
TOTAL NON-REVENUE SOURCES		0	0	645	0	0	0
TOTAL LOCAL OPTION GAS TAX		680,514	688,071	716,773	307,972	726,500	762,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

LOCAL OPTION GAS TAX FUND EXPENDITURES

Code: 120051

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
OPERATING EXPENDITURES							
533453	Stormwater Maintenance Services	18,843	0	0	0	0	0
534315	Public Lighting	142,531	147,750	160,624	85,812	166,000	166,000
534505	Railroad Crossing Insurance	0	2,820	3,899	0	3,899	3,899
534695	Railroad Crossing Maintenance	4,553	48,159	4,147	4,230	4,230	4,230
535310	Road Materials and Supplies	0	17,775	0	0	0	0
535380	Signalization Supplies	31,475	33,778	33,550	11,513	33,550	34,000
TOTAL OPERATING EXPENDITURES		197,402	250,282	202,220	101,555	207,679	208,129
CAPITAL OUTLAY							
606400	Vehicles and Equipment	3,890	0	2,881	698	2,881	0
TOTAL CAPITAL OUTLAY		3,890	0	2,881	698	2,881	0
DEBT SERVICE							
707105	Principal - Paving Loan	179,908	187,911	196,271	97,079	196,271	205,001
707205	Interest - Paving Loan	120,092	112,088	103,729	52,921	103,729	94,999
TOTAL DEBT SERVICE		300,000	299,999	300,000	150,000	300,000	300,000
NON-OPERATING							
909101	Trfr to General Fund 001	0	0	61,672	29,672	61,672	0
909133	Trfr to Transp Impr Fund 330	148,780	150,000	150,000	75,000	150,000	240,000
909990	Unappropriated	0	0	0	0	0	13,871
TOTAL NON-OPERATING		148,780	150,000	211,672	104,672	211,672	253,871
TOTAL LOCAL OPTION GAS TAX		650,072	700,281	716,773	356,925	722,232	762,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

DISCRETIONARY SALES TAX

The discretionary sales tax is a seventh-cent or an additional one-cent sales tax levied by Indian River County. The tax funds are distributed to participating cities within the County on a percentage basis determined by the City's population. The funds can be used to finance, plan, and construct infrastructure (such as public facilities, emergency vehicles and equipment, other vehicles and the necessary equipment to outfit the vehicle for official use), land acquisition for recreation or preservation, and land improvement.

The 2004-2005 allocation for the City of Sebastian is estimated at \$2,250,000. This represents a 4.65% increase over the 2003-2004 estimated projection of \$2,150,000.

Note: This revenue source is has been extended by referendum vote to December 31, 2019.

DISCRETIONARY SALES TAX FUND REVENUE

Code: 130010

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
TAXES							
312600	Discretionary Sales Tax	1,861,589	1,925,206	2,043,599	886,844	2,150,000	2,250,000
TOTAL TAXES		1,861,589	1,925,206	2,043,599	886,844	2,150,000	2,250,000
MISCELLANEOUS REVENUE							
361100	Interest Income	1,114	2,089	3,909	(84)	0	0
361105	SBA Interest Earnings	30,781	23,340	25,700	6,232	12,700	15,000
TOTAL MISCELLANEOUS REVENUE		31,895	25,429	29,609	6,148	12,700	15,000
TOTAL NON-REVENUE SOURCES		0	0	0	0	0	0
TOTAL DISCRETIONARY SALES TAX		1,893,484	1,950,635	2,073,208	892,992	2,162,700	2,265,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

DISCRETIONARY SALES TAX FUND EXPENDITURES

Code: 130051

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
NON-OPERATING							
909101	Interfund Trfr to 001 - GF	265,850	370,919	166,000	45,364	166,000	286,000
909123	Interfund Trfr to 230-Series 2003 DSF	0	389,390	842,702	417,352	842,702	1,030,844
909131	Trfr to Capital Projects Fund 310	216,500	234,332	154,693	154,693	154,693	254,252
909132	Trfr to CIP Fund 320	603,484	335,000	400,000	287,500	400,000	40,000
909133	Trfr to Transp Impr Fund 330	540,486	630,924	330,000	165,000	330,000	310,000
909145	Trfr to Fund 455 AP	0	250,000	175,000	102,083	175,000	106,500
909990	Unappropriated	0	0	4,813	0	0	237,404
TOTAL NON-OPERATING		1,626,320	2,210,565	2,073,208	1,171,992	2,068,395	2,265,000
TOTAL DISCRETIONARY SALES TAX		1,626,320	2,210,565	2,073,208	1,171,992	2,068,395	2,265,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

RECREATION IMPACT FEE FUND

The Recreation Impact Fee was established to enable the City to allow growth and development to proceed in the City in compliance with the adopted Comprehensive Plan, and to regulate growth and development so as to require growth and development to share in the burden of growth by paying its pro rata share for the reasonably anticipated expansion costs of the recreational system improvements. Additionally, the City through impact fees seeks to provide an equitable, fair share basis for new and expanded recreational facilities concurrent with the impact and needs generated by new development. (Ordinance O-01-15)

RECREATION IMPACT FEE FUND REVENUE

Code: 160010

Account <u>Number</u>	<u>Description</u>	FY 01/02 <u>Actual</u>	FY 02/03 <u>Actual</u>	FY 03/04 <u>Budget</u>	Actual to <u>03/31/04</u>	FY 03/04 <u>Projected</u>	FY 04/05 Adopted <u>Budget</u>
MISCELLANEOUS REVENUE							
361100	Interest Income	0	1,918	0	(11)	0	0
361105	SBA Interest Earnings	2,680	5,457	2,953	2,482	4,250	4,500
363270	Recreation Impact Fee	255,775	395,850	286,010	184,275	360,000	360,000
TOTAL MISCELLANEOUS REVENUE		258,455	403,225	288,963	186,746	364,250	364,500
TOTAL RECREATION IMPACT FEE		258,455	403,225	288,963	186,746	364,250	364,500

RECREATION IMPACT FEE FUND EXPENDITURES

Code: 160051

Account <u>Number</u>	<u>Description</u>	FY 01/02 <u>Actual</u>	FY 02/03 <u>Actual</u>	FY 03/04 <u>Budget</u>	Actual to <u>03/31/04</u>	FY 03/04 <u>Projected</u>	FY 04/05 Adopted <u>Budget</u>
NON-OPERATING							
909132	Trfr to CIP Fund 320	0	190,000	70,000	65,750	70,000	349,000
909990	Unappropriated	0	0	218,963	0	0	15,500
TOTAL NON-OPERATING		0	190,000	288,963	65,750	70,000	364,500
TOTAL RECREATION IMPACT FEE		0	190,000	288,963	65,750	70,000	364,500

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

STORMWATER UTILITY FUND

The Stormwater Utility Fund was established by the City to provide a dedicated funding source for the purpose of managing the City's stormwater system, to prepare, construct and manage betterments and improvements to the stormwater system, regulate the use of the stormwater system, and perform routine maintenance and minor improvements. The Stormwater Utility Fee is based upon a single residential ERU in the amount of \$4.00 per month, or \$48.00 per year. (Ordinance O-01-16)

STORMWATER UTILITY FUND REVENUE

Code: 163010

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
MISCELLANEOUS REVENUE							
361100	Interest Income		16,126	4,763	3,615	7,456	2,000
361105	SBA Interest Earnings	9,987	8,082	8,135	5,952	11,900	25,000
361150	Other Interest	797	317	200	0	0	0
363630	Stormwater Utility Fee	774,899	728,393	772,781	27,468	772,781	804,980
TOTAL MISCELLANEOUS REVENUE		785,683	752,918	785,879	37,035	792,137	831,980
TOTAL STORMWATER UTILITY		785,683	752,918	785,879	37,035	792,137	831,980

STORMWATER UTILITY FUND EXPENDITURES

Code: 163051

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	0	0	0	0	3,500	3,500
534120	Postage		221	125	0	0	0
534955	Refunds	64,869	8,767	5,000	0	0	0
TOTAL OPERATING EXPENDITURES		64,869	8,988	5,125	0	3,500	3,500
NON-OPERATING							
909101	Interfund Trfr to 001 - GF	0	145,322	154,556	77,278	154,556	160,996
909263	Interfund Trfr to Fund 263	0	0	209,387	69,796	209,387	441,672
909363	Interfund Trfr to SIF Fund 363	0	10,160	0	0	0	142,790
909990	Unappropriated	0	0	416,811	0	0	83,022
TOTAL NON-OPERATING		0	155,482	780,754	147,074	363,943	828,480
TOTAL STORMWATER UTILITY		64,869	164,470	785,879	147,074	367,443	831,980

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

LAW ENFORCEMENT FORFEITURE FUND

The Law Enforcement Forfeiture Fund is established pursuant to Section 932.705 for reporting revenues associated with seized or forfeited property by the Police Department under the Florida Contraband Forfeiture Act as well as expenditures related to funding equipment purchases for law enforcement purposes, matching funds for Federal Grants, and to support Drug Treatment Programs, Drug Prevention Programs, School Resource Officer Program, Crime Prevention, or Safe Neighborhood Programs.

LAW ENFORCEMENT FORFEITURE FUND REVENUE

Code: 190010

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
FINES AND FORFEITS							
351200	Confiscated Property	6,375	3,000	7,000	6,930	9,000	5,000
TOTAL FINES AND FORFEITS		6,375	3,000	7,000	6,930	9,000	5,000
MISCELLANEOUS REVENUE							
361100	Interest Income	60	(30)	27	(22)	0	0
365000	Sale of Surplus	0	805	0	0	717	0
366000	Contributions and Donations	14,851	6,110	4,600	5,056	6,400	5,000
TOTAL MISCELLANEOUS REVENUE		14,911	6,885	4,627	5,034	7,117	5,000
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	0	0	1,000	0	0	0
TOTAL NON-REVENUE SOURCES		0	0	1,000	0	0	0
TOTAL LAW ENFORCEMENT FORFEITURE		21,286	9,885	12,627	11,964	16,117	10,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES

Code: 190051

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
OPERATING EXPENDITURES							
534966	D.A.R.E. Expenditures	2,634	2,304	2,000	1,748	2,000	2,500
535380	Departmental Supplies	2,411	6,642	7,600	3,107	7,000	7,500
535450	Training & Education	0	540	0	0	0	0
TOTAL OPERATING EXPENDITURES		5,045	9,486	9,600	4,855	9,000	10,000
CAPITAL OUTLAY							
606400	Vehicles and Equipment	11,585	9,595	1,700	1,203	1,203	0
TOTAL CAPITAL OUTLAY		11,585	9,595	1,700	1,203	1,203	0
NON-OPERATING							
708199	Other Grants & Aids	0	500	0	0	0	0
909990	Unappropriated	0	0	1,327	0	0	0
TOTAL NON-OPERATING		0	500	1,327	0	0	0
TOTAL LAW ENFORCEMENT FORFEITURE		16,630	19,581	12,627	6,058	10,203	10,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

G.R.E.A.T. PROGRAM FUND

The Gang Resistance Education and Training (G.R.E.A.T.) Program is designed to help children set goals for themselves, resist pressures, learn how to resolve conflict without violence, and understand how gangs and youth violence impact the quality of their lives. G.R.E.A.T. students discover for themselves the ramifications of gang youth through structured exercises and interactive approaches to learning.

The G.R.E.A.T. Program has been funded annually, however, at the time of this budget document preparation we have not received the 2003-2004 funding, though anticipated, therefore, we are not prepared to estimate any grant revenues for 2004-2005.

G.R.E.A.T. PROGRAM FUND REVENUE

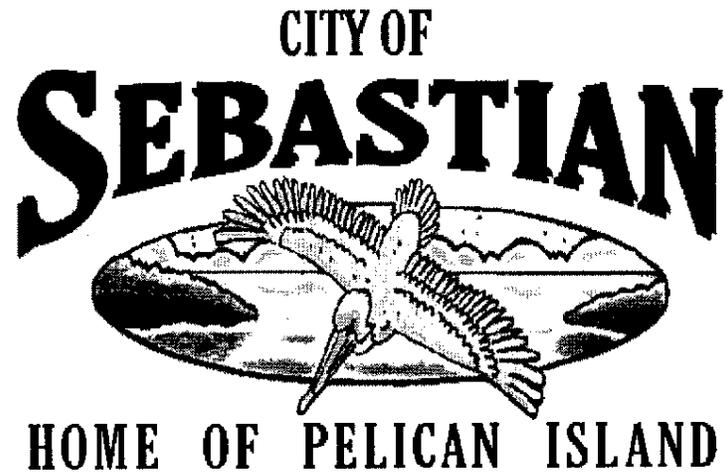
Code: 191010

Account <u>Number</u> <u>Description</u>	FY 01/02 <u>Actual</u>	FY 02/03 <u>Actual</u>	FY 03/04 <u>Budget</u>	Actual to <u>03/31/04</u>	FY 03/04 <u>Projected</u>	FY 04/05 Adopted <u>Budget</u>
INTERGOVERNMENTAL REVENUE						
331207 G.R.E.A.T. Grant Revenue	10,726	8,704	9,700	1,146	9,700	0
TOTAL INTERGOVERNMENTAL REVENUE	10,726	8,704	9,700	1,146	9,700	0
MISCELLANEOUS REVENUE						
361100 Interest Income	2	(8)	0	(1)	0	0
366000 Contributions and Donations	600	200	0	0	0	0
TOTAL MISCELLANEOUS REVENUE	602	192	0	(1)	0	0
TOTAL G.R.E.A.T. PROGRAM	11,328	8,896	9,700	1,145	9,700	0

G.R.E.A.T. PROGRAM FUND EXPENDITURES

Code: 191051

Account <u>Number</u> <u>Description</u>	FY 01/02 <u>Actual</u>	FY 02/03 <u>Actual</u>	FY 03/04 <u>Budget</u>	Actual to <u>03/31/04</u>	FY 03/04 <u>Projected</u>	FY 04/05 Adopted <u>Budget</u>
OPERATING EXPENDITURES						
534000 Travel and Per Diem	849	0	1,570	0	1,570	0
534967 G.R.E.A.T. Expenditures	9,938	9,529	8,130	1,878	8,038	0
TOTAL OPERATING EXPENDITURES	10,787	9,529	9,700	1,878	9,608	0
TOTAL G.R.E.A.T. PROGRAM	10,787	9,529	9,700	1,878	9,608	0



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CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

SPECIAL ASSESSMENT REVENUE BONDS DEBT SERVICE FUNDS

This debt service fund is used to record special assessments associated with the River Front water lines and to service the 1996 revenue bond debt. The special assessment and revenue bonds are for ten (10) years.

Due to the early defeasance of 1996 Special Assessment Revenue Bonds debt in FY 2003-04, there is no adopted budget for FY 2004-05

SPECIAL ASSESSMENT REVENUE BONDS DEBT SERVICE FUND REVENUE

Code: 201010

Account <u>Number</u> <u>Description</u>	FY 01/02 <u>Actual</u>	FY 02/03 <u>Actual</u>	FY 03/04 <u>Budget</u>	Actual to 03/31/04	FY 03/04 <u>Projected</u>	FY 04-05 <u>Adopted Budget</u>
MISCELLANEOUS REVENUE						
361100 Interest Income	40	(7)	3	(8)	(26)	0
361150 Interest Income-SBA	2,750	1,652	540	501	630	0
361121 Special Assessments Interest	5,873	4,312	2,131	1,168	4,122	0
361122 Special Assessments Penalties	1,610	1,884	0	0	15,066	0
363150 Special Assessments-Riverfront	31,756	20,676	18,680	8,391	28,424	0
TOTAL MISCELLANEOUS REVENUE	42,029	28,517	21,354	10,052	48,216	0
NON-REVENUE SOURCES						
389991 Appropriation from PY Fund Balance	22,538	36,024	60,884	0	0	0
TOTAL NON-REVENUE SOURCES	22,538	36,024	60,884	0	0	0
TOTAL DEBT SERVICE FUND	64,567	64,541	82,238	10,052	48,216	0

SPECIAL ASSESSMENT REVENUE BONDS DEBT SERVICE FUND EXPENDITURES

Code: 201051

Account <u>Number</u> <u>Description</u>	FY 01/02 <u>Actual</u>	FY 02-03 <u>Actual</u>	FY 03/04 <u>Budget</u>	Actual to 03/31/04	FY 03/04 <u>Projected</u>	FY 04-05 <u>Adopted Budget</u>
OPERATING EXPENDITURES						
534120 Postage	189	133	130	128	128	0
534910 Clerk of Court Filing Fees	12	36	30	0	24	0
TOTAL OPERATING EXPENDITURES	201	169	160	128	152	0
DEBT SERVICE						
707121 Principal - Revenue Bond 1996	53,602	56,684	77,615	77,615	77,615	0
707221 Interest - Revenue Bond 1996	10,764	7,688	4,463	4,376	4,376	0
TOTAL DEBT SERVICE	64,366	64,372	82,078	81,991	81,991	0
TOTAL DEBT SERVICE FUND	64,567	64,541	82,238	82,119	82,143	0

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

DISCRETIONARY SALES SURTAX REVENUE BONDS DEBT SERVICE FUND

This debt service fund is used to record debt service payments associated with the Discretionary Sales Surtax Revenue Bonds, Series 2003 and Series 2003A. The discretionary sales tax backed revenue bonds are for fifteen (15) years.

DISCRETIONARY SALES SURTAX REVENUE BONDS DEBT SERVICE FUND REVENUE

Code: 230010

Account Number	Description	FY 01/02 Actual	FY 02-03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04-05 Adopted Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	0	(262)	0	(130)	(123)	0
361105	SBA Interest Earnings	0	1,030	0	2,411	3,116	3,000
361999	Accrued Interest	0	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		0	768	0	2,281	2,993	3,000
NON-REVENUE SOURCES							
381130	Interfund Trfr from 130 DST	0	389,390	842,702	417,352	842,702	1,030,844
384090	Debt Proceeds-Pub Fac Debt	0	296,000	126,780	126,780	126,780	0
TOTAL NON-REVENUE SOURCES		0	685,390	969,482	544,132	969,482	1,030,844
TOTAL DEBT SERVICE FUND		0	686,158	969,482	546,413	972,475	1,033,844

DISCRETIONARY SALES SURTAX REVENUE BONDS DEBT SERVICE EXPENDITURES

Code: 230051

Account Number	Description	FY 01/02 Actual	FY 02-03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04-05 Adopted Budget
OPERATING EXPENDITURES							
535205	Bank Charges	0	0	300	0	300	300
TOTAL OPERATING EXPENDITURES		0	0	300	0	300	300
DEBT SERVICE							
707130	Principal - DST Series 2003	0	0	485,000	0	485,000	650,000
707230	Interest - DST Series 2003	0	0	337,702	140,696	321,770	380,844
707300	Other Debt Service Costs	0	0	0	0	1,300	0
707330	Cost of Iss-DST Series 2003	0	292,396	124,780	107,369	107,369	2,700
707331	Discount - DST Series 2003	0	929	2,000	2,204	2,204	0
909990	Unappropriated	0	392,833	19,700	0	54,532	0
TOTAL DEBT SERVICE		0	686,158	969,182	250,269	972,175	1,033,544
TOTAL DEBT SERVICE FUND		0	686,158	969,482	250,269	972,475	1,033,844

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

STORMWATER UTILITY REVENUE BONDS DEBT SERVICE FUND

This debt service fund is used to record debt service payments associated with the Stormwater Utility Revenue Bonds, Series 2003. The stormwater utility tax backed revenue bonds are for nineteen (19) years.

STORMWATER UTILITY REVENUE BONDS DEBT SERVICE FUND REVENUE

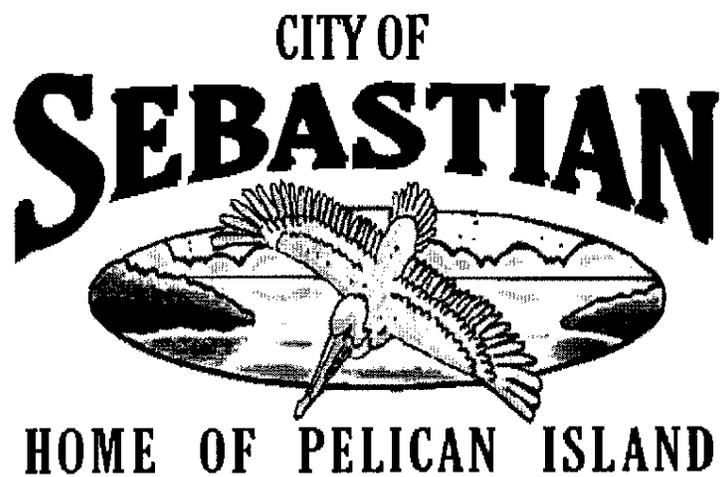
Code: 263010

Account Number	Description	FY 01/02 Actual	FY 02-03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04-05 Adopted Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	0	0	0	(32)	37	37
361150	SBA Interest Earnings	0	0	0	98	252	264
TOTAL MISCELLANEOUS REVENUE		0	0	0	66	289	301
NON-REVENUE SOURCES							
381163	Interfund Trfr from 163 SUF	0	0	209,387	417,352	209,387	441,672
384263	Debt Proceeds - Stormwater Series 2003	0	0	230,000	230,000	230,000	0
TOTAL NON-REVENUE SOURCES		0	0	439,387	647,352	439,387	441,672
TOTAL DEBT SERVICE FUND		0	0	439,387	647,418	439,676	441,973

STORMWATER UTILITY REVENUE BONDS DEBT SERVICE FUND EXPENDITURES

Code: 263051

Account Number	Description	FY 01/02 Actual	FY 02-03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04-05 Adopted Budget
DEBT SERVICE							
707163	Principal - Stormwater Series 2003	0	0	105,000	0	105,000	235,000
707263	Interest - Stormwater Series 2003	0	0	104,387	0	104,386	206,672
707360	Cost of Iss-Stormwater Series 2003	0	0	214,586	204,269	204,269	301
707361	Discount - Stormwater Series 2003	0	0	15,414	15,414	15,414	0
909990	Unappropriated	0	0	0	0	0	0
TOTAL DEBT SERVICE		0	0	439,387	219,683	429,069	441,973
TOTAL DEBT SERVICE FUND		0	0	439,387	219,683	429,069	441,973

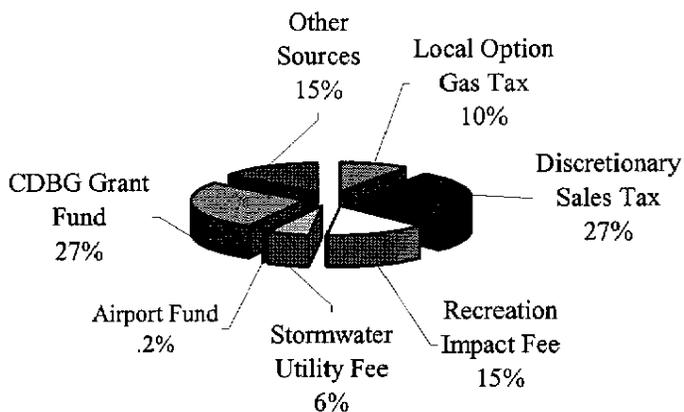


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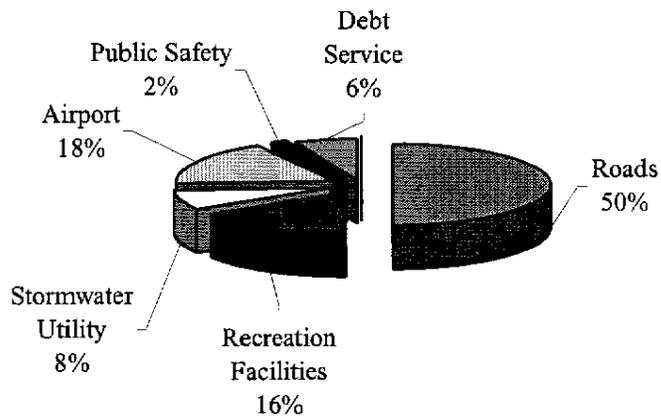
CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUND SOURCES AND USES OF FUNDS FOR FISCAL YEAR 2004 - 2005

REVENUES BY SOURCE



USES OF FUNDS



CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

The Capital Improvement Fund includes all of the City's "Pay as you go" and loan funded Capital Improvement Projects.

Funding for Capital Improvement Projects is provided from other City funds, loan proceeds and miscellaneous revenue. Capital project expenditures are accounted for in Capital Project Funds, the Golf Course Projects Fund and the Airport Projects Fund, but they are presented in a consolidated manner in the budget document to facilitate review of capital projects as a whole.

CAPITAL IMPROVEMENT FUND REVENUES BY SOURCE

Local Option Gas Tax Fund	\$	240,000
Discretionary Sales Tax Fund		651,193
Recreation Impact Fee Fund		349,000
Stormwater Utility Fund		142,790
Airport Fund		3,750
CDBG Grant Fund*		644,000
Grants and Other Sources		352,790
TOTAL	\$	2,383,523

CAPITAL IMPROVEMENT FUND EXPENDITURES BY TYPE

Roads	\$	1,194,000
Recreation Facilities		389,000
Stormwater Utilities		185,580
Airport		420,250
Public Safety		40,000
Sub-total Capital Projects	\$	2,228,830
Debt Service		154,693
TOTAL	\$	2,383,523

* CDBG Grant Fund represents a grant award to be received in FY 2004-2005. The grant award is designated to the Louisiana Avenue improvements.

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL IMPROVEMENTS BY PROJECT AND FUNDING SOURCE

	Local Option Gas <u>Tax Fund</u>	Discretionary Sales <u>Tax Fund</u>	Recreation Impact <u>Fee Fund</u>	Stormwater Utility <u>Fee Fund</u>	Airport <u>Fund</u>	CDBG <u>Grant Fund</u>	Other <u>Sources</u>	<u>Total</u>
<u>Road Improvements</u>								
Road Paving	150,000							150,000
Main Street Improvements	90,000	110,000						200,000
Design & resurface 1 mile								
Easy Street Renovation		200,000						200,000
Design & resurface 1 mile								
Louisiana Avenue Improvements						644,000		644,000
<u>Recreation Facilities</u>								
Stonecrop Street Park (Zone D)			60,000					60,000
Parks Maintenance Building		40,000						40,000
Lighting for Football Field & Basketball Court at BSSC			218,000					218,000
Community Center Improvements			41,000					41,000
Recreation Program Enhancements to include, small playground, small gazebo, fencing, 20 bosu balls and 2 racks, scaler net and frame.								
Blossom Park Development			30,000					30,000
Historic Train Depot Relocation (Estimated Costs are not available at time of budget).								
<u>Stormwater Utilities</u>								
Indian River Drive / Davis Street Nutrient Separating Baffle Box				42,790			42,790	85,580
Quality Improvement Projects				100,000				100,000
<u>Airport</u>								
Install Fuel Tanks & Wash Rack		40,000					160,000	200,000
Rehab Airport Taxiway "A" Entitlements					3,750		150,000	153,750
New Municipal Airport Furniture		66,500						66,500
<u>Public Safety</u>								
Boat Lift		40,000						40,000
<u>Debt Service</u>								
Heavy Equipment Lease		154,693						154,693
	\$ 240,000	\$ 651,193	\$ 349,000	\$ 142,790	\$ 3,750	\$ 644,000	\$ 352,790	\$ 2,383,523

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUND SOURCE OF "OTHER" FUNDS

<u>SOURCE OF "OTHER" FUNDS</u>	<u>AMOUNT</u>
Nutrient Separating Baffle Box St. John's River Water Management District	42,790
Install Vertical Guidance System Florida Department of Transportation	160,000
Rehab Airport Taxiway "C" Federal Aviation Administration Florida Department of Transportation	146,250 3,750
TOTAL SOURCES OF "OTHER" FUNDS	<u>\$ 352,790</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

MUNICIPAL GOLF COURSE

The Sebastian Golf Course is located in the City of Sebastian off of Main Street at the West entrance to the Airport and provides recreational enjoyment for the citizens of Sebastian and the surrounding communities. The facility includes an 18-hole golf course that is 6,717 yards in length and par 72, driving range, putting and chipping green, restaurant, lounge, and fully stocked Pro Shop. The Golf Course is established as an enterprise fund of the city. The fund is divided into three areas: Administration, Green Division, and Carts Division.

GOLF COURSE SUMMARY OF REVENUE / EXPENDITURES

<u>Description</u>	<u>FY 01/02</u> <u>Actual</u>	<u>FY 02/03</u> <u>Actual</u>	<u>FY 03/04</u> <u>Budget</u>	<u>Actual</u> <u>to</u> <u>03/31/04</u>	<u>FY 03/04</u> <u>Projected</u>	<u>FY 04/05</u> <u>Adopted</u> <u>Budget</u>
Total Revenues	\$ 1,385,635	\$ 1,400,152	\$ 1,554,611	\$ 969,921	\$ 1,483,092	\$ 1,554,614
Total GC Administration Division	641,411	607,815	853,046	300,132	845,253	876,927
Total GC Greens Division	550,170	536,741	595,039	306,415	533,972	568,466
Total GC Carts Division	96,630	93,328	106,526	39,885	106,276	109,221
Total Expenses	\$ 1,288,212	\$ 1,237,884	\$ 1,554,611	\$ 646,432	\$ 1,485,501	\$ 1,554,614
Net Revenue over (Expenses)	\$ 97,424	\$ 162,268	\$ -	\$ 323,489	\$ (2,409)	\$ -

GOLF COURSE FUND REVENUE

Code: 410010

The Fiscal Year 2004-2005 adopted budget for Golf Course fund revenue is \$1,540,520. This compares to the 2003-04 projected Golf Course fund revenue of \$1,483,092, an increase of \$71,522 or 4.82%.

<u>Description</u>	<u>FY 01/02</u> <u>Actual</u>	<u>FY 02/03</u> <u>Actual</u>	<u>FY 03-04</u> <u>Budget</u>	<u>Projected</u> <u>FY 03-04</u> <u>Revenue</u>	<u>Adopted</u> <u>FY 04/05</u> <u>Budget</u>	<u>Difference</u>
Charges for services	\$1,365,025	\$1,386,315	\$1,484,154	\$1,472,092	\$1,516,674	\$ 44,582
Non-operating revenues	20,610	13,837	70,457	11,000	37,940	26,940
Total revenues and other sources	\$1,385,635	\$1,400,152	\$1,554,611	\$1,483,092	\$1,554,614	\$ 71,522

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from
2003-04 Projected Revenue:

	<u>Difference</u>
1. Charges for services - Increase due to a projected increase in cart and greens fees, resident/nonresident fees, and club house rents for a CPI increase in accordance with the lease contract.	\$ 44,582
2. Non-operating revenues - Net increase results from amount needed to balance the budget from retained earnings appropriation.	\$ 26,940

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GOLF COURSE REVENUE

Code: 410010

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
CHARGES FOR SERVICES							
347501	Green Fees	432,525	457,660	516,029	329,674	516,029	525,000
347502	Cart Rentals	701,410	693,341	715,000	460,877	715,000	750,000
347510	Driving Range Fees	38,180	45,259	48,500	26,946	49,000	50,000
347512	Club Storage Fees	757	633	750	675	675	675
347513	Club Rentals Fees	758	2,006	2,000	1,252	2,200	2,200
347521	Membership Fees	105,240	87,014	90,000	74,648	76,648	69,789
347522	Handicap Fees	5,670	5,520	5,625	6,210	6,300	6,750
347523	Resident Card Fees	22,256	27,225	30,300	35,022	35,100	41,900
347530	Non-Taxable Sales	80	151	90	112	175	200
347540	Pro Shop Sales	80,186	80,246	80,000	36,904	80,000	81,000
347541	Cost of Sales-Pro Shop	(57,514)	(51,287)	(40,000)	(26,455)	(45,000)	(50,000)
362100	Rents and Royalties	29,798	29,476	30,000	14,346	29,105	32,000
369900	Other Miscellaneous Revenues	2,619	3,774	2,000	1,736	3,000	3,000
369941	Sales Tax Commissions	360	360	360	180	360	360
369945	Pro Lesson Fees	2,630	4,930	3,500	2,505	3,500	3,800
369995	Cash Over/Short	72	7	0	(10)	0	0
TOTAL CHARGES FOR SERVICES		1,365,025	1,386,315	1,484,154	964,622	1,472,092	1,516,674
NON-OPERATING REVENUE							
361100	Interest Earnings	718	(41)	1,585	(45)	0	0
361105	SBA Interest Earnings	19,635	13,878	17,146	5,344	11,000	14,000
364100	Sale of Fixed Assets	(233)	0	0	0	0	0
369200	Insurance Proceeds	490	0	0	0	0	0
389995	Appr. from PY Retained Earnings	0	0	51,726	0	0	23,940
TOTAL NON-OPERATING REVENUE		20,610	13,837	70,457	5,299	11,000	37,940
TOTAL REVENUES		1,385,635	1,400,152	1,554,611	969,921	1,483,092	1,554,614

GOLF COURSE ADMINISTRATION

Administration plans, organizes, directs, evaluates and monitors the entire golf operation including, but not limited to customer service, golf shop operations, accounting, golf course maintenance, advertising and promotions, increasing golf rounds, tournament operations and promoting the game of golf through junior clinics, adult private lessons and league tournament play. This division handles all computer operations, monies, and reconciles and balances all cash operations, as well as point of sale, tee times and the web site.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Over 500 junior golfers attended Wednesday free clinics, and introduced several to the game for the first time.
- ✓ Sebastian Junior Golf Academy (offered during summer) had over 112 junior golfers in attendance.
- ✓ Golf rounds (as of March 31, 2004) at 34,944, an increase of 711 rounds over last year at the same time. On track to do 68,000 rounds for year.
- ✓ Total revenue (as of March 31, 2004) at \$972,319, and increase of \$76,624 over last year at the same time. On track for \$1.5 million in total revenue for year.
- ✓ Over 50 "outside" tournaments offered, including charitable, corporate and league events.
- ✓ All weekly leagues showing modest increase in players including Monday league, Business league, SMGA, SWGA and Couples.
- ✓ Sebastian premier golf tournament, The Sebastian Open, was a huge success with over 150 players competing.
- ✓ Total golf shop sales (as of March 31, 2004) at \$21,046, an increase of \$3,000 over last year at the same time.
- ✓ All golf staff offering excellent customer service and friendliness to customers.

FISCAL YEAR 2005 GOALS & OBJECTIVES

- Entertain over 70,000 rounds of golf (9 & 18 hole combined)
- Continue to offer professionally operated tournaments and leagues
- Continue to offer a comprehensive Junior Golf Program
- Offer a competitive golf shop complete with customers stated and unstated needs and wants
- Through articles and educational materials, continue to work with all golf staff regarding unsurpassed customer service and professionalism

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERFORMANCE MEASUREMENT

SERVICE PROGRAM	Actual 2001-02	Actual 2002-03	Projected 2003-04	Projected 2004-05
NUMBER OF ANNUAL FEES SOLD				
Single Resident	71	63	63	50
Single Non-Resident	38	24	26	14
Family Resident	42	40	40	32
Family Non-Resident	18	10	10	10
Resident/Discount Cards	890	855	900	1,150
TOTAL ANNUAL FEES SOLD	1,059	992	1,039	1,256
NUMBER OF ROUNDS PLAYED				
Annual Fee Rounds	13,087	10,988	12,000	10,000
Daily Fee Rounds	47,122	52,340	55,000	58,000
TOTAL NUMBER OF ROUNDS PLAYED	60,209	63,328	67,000	68,000

PROGRAM BUDGET DESCRIPTION FOR THE SEBASTIAN GOLF COURSE		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
20.00%	20.00%	General Supervision - Provide effective, responsive and professional management, direction, control of daily golf operations, including training and forethought for innovative and practical improvements.
20.00%	20.00%	Pro Shop - Provide friendly, consistent quality service to the public. The result of this direct contact combined with the amenities offered, produces customer satisfaction.
20.00%	20.00%	Control of Course Play - Provides for orderly starting of play, the speed and flow of play, and prevention of free play and abuse to golf course grounds. This enhances the enjoyment of the game as well as promoting return play.
20.00%	20.00%	Golf Course Administration - Supervise all Golf Course operations, preparation of budget, supervision of capital improvement programs.
20.00%	20.00%	Promote the Game of Golf - Sebastian Golf Course and the City of Sebastian through golf instruction , junior and adult clinic, golf tournaments, charity events, speaking engagements, advertisements, and other creative measures to attract and promote return play to Sebastian Golf Course.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Golf Course Administration is \$876,927. This compares to the 2003-04 projected expenses of \$845,253, an increase of \$31,674 or 3.7%.

	FY 01-02	FY 02-03	FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 241,667	\$ 247,140	\$ 284,481	\$ 284,481	\$ 299,181	\$ 14,700
Operating Expenses	283,826	223,267	257,675	254,482	269,906	15,424
Capital Outlay	3,116	-	-	-	1,150	1,150
Debt Service	112,803	137,408	310,890	306,290	306,690	400
Non-Operating	-	-	-	-	-	-
Total	\$ 641,411	\$ 607,815	\$ 853,046	\$ 845,253	\$ 876,927	\$ 31,674

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenses:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% increase for CWA employees per CWA Union Contract and exempt employees per Management Benefits Package, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 14,700
2. Operating Expenses - Net increase results from conversion to county water, outsource of janitorial services and a rise in the annual support for the Computer Golf Software.	\$ 15,424
3. Capital Outlay - Increase due to replacement computer.	\$ 1,150
4. Debt Service - Increase in accordance with debt service schedule.	\$ 400
5. Non-Operating - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>03-04</u>	<u>04-05</u>
						\$	\$
Golf Course Director	51,386/92,808	81E	1.00	1.00	1.00	\$ 55,400	\$ 58,500
Head Golf Professional	31,401/56,713	29E	1.00	1.00	1.00	33,100	35,000
Asst. Head Golf Professional	16,405/29,629	11	0.00	1.00	0.00	17,000	-
Head Cashier	22,661/40,929	18	1.00	1.00	1.00	28,700	31,500
Administrative Secretary	11,331/20,465	18	0.50	0.50	0.50	18,000	20,000
Assistant Cashier (P/T)	8,203/14,815	11	1.50	1.00	1.00	13,700	14,100
Cashier (TEMP)			0.50	0.00	0.50	-	8,300
Ranger/Starter (6 P/T)	6312/11,400	9	3.00	3.00	3.00	36,500	43,300
Ranger/Starter (2 TEMP)			1.50	1.50	1.00	10,000	11,000
			9.00	9.00	8.00		
TOTAL SALARIES						\$ 202,400	\$ 202,400
TEMPORARY SALARIES						10,000	19,300
Overtime						1,500	1,500
Lesson Bonus						6,000	2,850
FICA Taxes						16,822	17,293
Deferred Compensation						12,672	11,642
Group Health Insurance Premium						20,981	23,004
Dependant Health Ins Premium						6,334	9,833
Employee Assistance Program						300	300
Worker's Comp Insurance						6,472	10,059
Unemployment Insurance						1,000	1,000
Total Personal Services						\$ 284,481	\$ 299,181

CAPITAL OUTLAY SCHEDULE

<u>Priority Number</u>	<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
1	Computer	\$ 1,150	\$ -	\$ -	\$ -	\$ -	\$ 1,150
2	Flooring	-	6,000	-	-	-	6,000
		\$ 1,150	\$ 6,000	\$ -	\$ -	\$ -	\$ 7,150

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION DIVISION

Code: 410110

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES:							
511200	Regular Salaries	185,064	188,123	202,400	93,275	202,400	202,400
511300	Temporary Salaries	0	0	10,000	0	10,000	19,300
511400	Overtime	1,193	1,502	1,500	1,316	1,500	1,500
511500	Lesson Bonus	1,125	3,938	6,000	1,500	6,000	2,850
512100	FICA Taxes	13,870	14,322	16,822	7,013	16,822	17,293
512225	Deferred Compensation	9,448	10,407	12,672	5,062	12,672	11,642
512301	Group Health Insurance Premium	12,890	13,294	20,981	9,525	20,981	23,004
512305	Dependant Health Ins Premium	5,291	5,508	6,334	3,965	6,334	9,833
512309	Employee Assistance Program	252	257	300	129	300	300
512400	Worker's Comp Insurance	11,892	8,952	6,472	6,674	6,472	10,059
512500	Unemployment Insurance	642	837	1,000	0	1,000	1,000
TOTAL PERSONAL SERVICES		241,667	247,140	284,481	128,459	284,481	299,181
OPERATING EXPENSES:							
533100	Professional Services	0	0	0	1,075	1,075	1,075
533200	Audit Fees	7,180	3,331	2,709	2,779	2,779	2,779
533201	Admin Services provided by GF	38,088	5,088	38,088	19,044	38,088	38,088
533400	Other Contractual Services	75	0	0	0	0	0
533410	Environmental Services	1,813	1,794	2,500	1,053	2,500	2,000
533415	Janitorial Services	1,440	690	0	0	0	3,600
533420	Pest/Weed Control	168	126	200	56	168	168
533440	Electronic Security Services	381	478	480	191	400	400
534000	Travel and Per Diem	0	24	50	0	0	200
534101	Telephone	6,041	2,256	2,962	2,298	2,562	2,202
534105	Cellular Telephone	0	0	0	0	240	360
534110	Internet Access	1,805	0	0	89	89	100
534120	Postage	145	102	200	35	200	200
534310	Electric	29,262	31,927	30,840	14,915	30,840	31,000
534320	Water/Sewer	573	525	587	257	587	13,925
534380	Trash Pickup/Hauling, Etc.	1,545	1,147	0	0	0	0
534445	Airport Property Lease	120,000	120,000	120,000	60,000	120,000	120,000
534500	Insurance	34,386	10,871	13,036	11,002	13,036	13,036
534610	R & M - Buildings	4,105	3,120	7,000	4,229	5,925	5,000
534630	R & M - Office Equipment	3,132	921	750	251	1,575	2,200
534650	R & M-Radio	220	0	250	0	0	0
534845	Golf Course Promotions	3,075	2,075	2,500	1,618	2,500	2,500
534846	Golf Course Advertising	5,406	8,900	7,500	4,860	7,500	7,000
535200	Departmental Supplies	2,449	4,047	3,500	1,361	3,000	3,000
535205	Bank Charges	16,187	18,740	16,800	4,348	15,000	15,000
535210	Computer Supplies	612	741	750	410	750	750
535220	Cleaning Supplies	1,171	2,055	1,300	799	1,300	1,100
535230	Small Tools and Equipment	208	0	250	0	0	0
535250	Building Supplies	115	85	250	0	100	100
535270	Uniforms and Shoes	271	230	250	13	200	200
535410	Dues and Memberships	913	931	1,000	0	650	700
535420	Books and Publications	128	133	150	145	145	0
535450	Training and Education	0	0	750	0	250	200
535710	Non-Ad Valorem Tax	2,935	2,930	3,023	2,700	3,023	3,023
TOTAL OPERATING EXPENSES		283,826	223,267	257,675	133,528	254,482	269,906
CAPITAL OUTLAY:							
606400	Vehicles and Equipment	3,116	0	0	0	0	1,150
TOTAL CAPITAL OUTLAY		3,116	0	0	0	0	1,150
DEBT SERVICE:							
707145	Principal - Golf Course	0	0	230,000	0	230,000	240,000
707245	Interest - Golf Course	112,803	137,408	80,890	38,145	76,290	66,690
TOTAL DEBT SERVICE		112,803	137,408	310,890	38,145	306,290	306,690
TOTAL GOLF COURSE ADMINISTRATION		641,411	607,815	853,046	300,132	845,253	876,927

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GOLF COURSE GREENS DIVISION

The Golf Course Greens Division is responsible for administration of an independent golf course maintenance contract which will ensure that the overall care and quality of the golf course is compatible to maintaining high standards, thus ensuring a quality golf course with excellent turf conditions which will guarantee repeat play from our customers.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Additional repairs made to maintenance facility including improved over-hang and employee meeting room.
- ✓ Continued work completed on swale clearing and Brazilian pepper tree removal.
- ✓ Golf Course condition remained in excellent shape and playability.
- ✓ Additional trees in appropriate areas and landscape plants added to each tee bed and front entrance.
- ✓ Porch added to east side of clubhouse, landscape plants and irrigation added to compliment new porch.
- ✓ On course restroom facilities painted and upgraded.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Continue identifying areas that need improvement and carry out plans to improve such areas on the golf course
- Add irrigation to key spots on driving range.
- Track and monitor all equipment preventative maintenance and repairs
- Continue to evaluate horticultural and turf practices in order to produce the best possible playing conditions.
- Add new tees on holes 9 & 13.

PERFORMANCE MEASURES

Performance Indicators	Projected 2004/2005
Greens (Acres)	3.75
Tees (Acres)	4.5
Fairways (Acres)	35
Rough (Acres)	60
Sand Bunkers (Acres)	5
Lakes and Ponds (Linear Feet)	10000
Non-Play Area (Acres)	18
Holes Maintained	18

PROGRAM BUDGET DESCRIPTION FOR THE GOLF COURSE GREENS DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
70.00%	75.00%	Golf Course Maintenance - Provide administrative oversight of independent golf course maintenance contract which provides daily turf care resulting in the quality appearance and playability of the golf course. Keeping the golf course in the best possible condition throughout the year adds to the enjoyment of the customers and insures return play.
30.00%	25.00%	Equipment Maintenance - Continue tracking equipment use and repair to insure proper maintenance and useability of equipment.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GOLF COURSE GREENS DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Golf Course Greens Division is \$568,466. This compares to the 2003-04 projected expenses of \$533,972, an increase of \$34,494 or 6.5%.

	FY 01-02	FY 02-03	FY 03-04	Projected	Adopted	Difference
	Actual	Actual	Budget	FY 03-04 Expenses	FY 04-05 Budget	
Operating Expenses	\$ 518,514	\$ 524,319	\$ 551,839	\$ 533,972	\$ 533,572	\$ (400)
Capital Outlay	31,656	1,100	43,200	-	20,800	20,800
Non-Operating	-	11,322	-	-	14,094	14,094
Total	\$ 550,170	\$ 536,741	\$ 595,039	\$ 533,972	\$ 568,466	\$ 34,494

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenses:

	Difference
1. Operating Expenses - Net decrease results from reductions in R & M Buildings.	\$ (400)
2. Capital Outlay - Increase for needed replacement of equipment..	\$ 20,800
3. Non-Operating - Increase due to emergency contingency fund.	\$ 14,094

CAPITAL OUTLAY SCHEDULE

GOLF COURSE GREENS DIVISION

Priority Number	Description	EXPENDITURES PER FISCAL YEAR					TOTAL
		2005-06	2006-07	2007-08	2008-09	2009-10	
1	Progressive Mower	\$ 15,000	\$ -	\$ -	\$ -	\$ 18,000	\$ 33,000
2	Carry All	5,800	-	-	7,800	-	13,600
3	Tractor	-	14,000	-	-	-	14,000
4	Rotary Mower	-	-	17,000	-	-	17,000
5	Mig Welder	-	-	3,000	-	-	3,000
6	Greens Mower	-	-	-	22,000	-	22,000
7	Toro Sand Pro	-	-	-	-	10,000	10,000
		\$ 20,800	\$ 14,000	\$ 20,000	\$ 29,800	\$ 28,000	\$ 112,600

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GOLF COURSE GREENS DIVISION

Code: 410120

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY 03/04 Budget</u>	<u>Actual to 03/31/04</u>	<u>FY 03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
OPERATING EXPENSES							
533440	Electronic Security Services	386	378	450	221	450	450
533445	Groundskeeping Service	475,349	482,479	498,439	281,446	482,472	482,472
534310	Electric	18,129	15,930	19,500	7,399	18,000	18,000
534610	R & M - Buildings	1,863	2,254	2,000	1,391	2,000	1,500
534640	R & M-Operating Equipment	8,241	6,989	13,000	5,910	13,000	13,000
534680	R & M - Irrigation Systems	9,933	12,382	14,000	7,231	14,000	14,000
534685	R & M - Grounds Maintenance	996	1,438	1,450	1,359	1,450	1,500
535200	Departmental Supplies	3,068	2,039	2,250	1,433	2,250	2,300
535220	Cleaning Supplies	199	349	250	0	100	100
535230	Small Tools and Equipment	272	70	250	25	150	150
535250	Building Supplies	76	11	250	0	100	100
TOTAL OPERATING EXPENSES		518,514	524,319	551,839	306,415	533,972	533,572
CAPITAL OUTLAY							
606400	Vehicles and Equipment	31,656	1,100	43,200	0	0	20,800
TOTAL CAPITAL OUTLAY		31,656	1,100	43,200	0	0	20,800
NON-OPERATING EXPENSES							
909541	Intrafund Trfr to GC Capital	0	11,322	0	0	0	0
909901	Contingency	0	0	0	0	0	14,094
TOTAL NON-OPERATING EXPENSES		0	11,322	0	0	0	14,094
TOTAL GREENS DIVISION		550,170	536,741	595,039	306,415	533,972	568,466

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION

The Golf Course Carts Division many times provides the first and last contact with customers. They maintain golf carts in operational and clean condition for customers, services driving range and water station, maintains and cleans all surrounding areas including the cart barn, cart staging area, cart wash area, starter station, locker room and driving range. Facilitates preventative maintenance on golf carts including battery checks, greasing and tire pressure.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Maintained fleet of 86 electric golf cars, including 516 batteries and 344 tires.
- ✓ Maintained, cleaned and kept organized the following areas: cart barn, starter station, water station, locker room, driving range tee and surrounding areas
- ✓ Maintained and cleaned driving range practice golf balls, driving range cart and ranger cart.
- ✓ Maintained a high level of customer service.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Continue to maintain carts, complete with detailing, battery maintenance, tires, etc.
- Continue to maintain cart barn, starter's station, water station & surrounding areas
- Continue to maintain driving range balls, keeping good shape, presentable for public use.
- Continue to provide the best possible customer service.

PERFORMANCE MEASURES

Performance Indicators	Projected 2004/2005
Club Car Electric Golf Carts	84
Tires Maintained	336
Grease Fittings Maintained	504
Range Carts	1
Ranger Carts	1

PROGRAM BUDGET DESCRIPTION FOR THE GOLF CART DIVISION		
STAFFING		NATURE OF ACTIVITY
03/04	04/05	
40.00%	40.00%	General Maintenance and Care of Golf Carts - Clean and maintain golf carts in operational condition for guests use and maintain operational cart barn.
30.00%	25.00%	Golf Course Facilities - Maintenance and care of Cart Barn, Driving Range, Water Station, and general area around Golf Shop and starter area.
30.00%	35.00%	Customer Service - Provide unsurpassed customer service to our members quests.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION BUDGET SUMMARY

The Fiscal Year 2004-2005 adopted budget for Golf Course Carts Division is \$109,221. This compares to the 2003-04 projected expenses of \$106,276, a increase of \$2,945 or 2.8%.

	FY 01-02	FY 02-03	Amended FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 38,068	\$ 39,166	\$ 52,326	\$ 52,326	\$ 55,271	\$ 2,945
Operating Expenses	58,561	54,162	54,200	53,950	53,950	-
Total	\$ 96,630	\$ 93,328	\$ 106,526	\$ 106,276	\$ 109,221	\$ 2,945

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenses:

	Difference
1. Personal Services - Increase mainly due to a 5.5% increase for CWA employees per CWA Union Contract and an increase in worker's compensation premium which are wage driven.	\$ 2,945
2. Operating Expenses - No forecasted capital outlay for FY 2004-05.	\$ -

PERSONAL SERVICES SCHEDULE

GOLF COURSE CART DIVISION

<u>POSITION</u>	<u>PAY</u> RANGE	<u>GRADE</u>	<u>F/T/E</u> <u>POSITION</u>			<u>Projected</u> <u>Expense</u>	<u>Adopted</u> <u>Budget</u>
			<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>03-04</u>	<u>04-05</u>
Golf Course Attendant (1 P/T)	8,202/14,815	11	1.00	0.50	0.50	\$ 13,000	\$ 13,000
Cart Attendants (4) (P/T)	6,438/11,623	9	2.00	1.00	2.00	14,500	22,500
Cart Attendants (TEMP)			2.00	2.00	1.00	19,000	13,000
			5.00	3.50	3.50		
			TOTAL SALARIES			\$ 46,500	\$ 48,500
						600	300
						3,603	3,733
						92	92
						1,531	2,646
						\$ 52,326	\$ 55,271

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

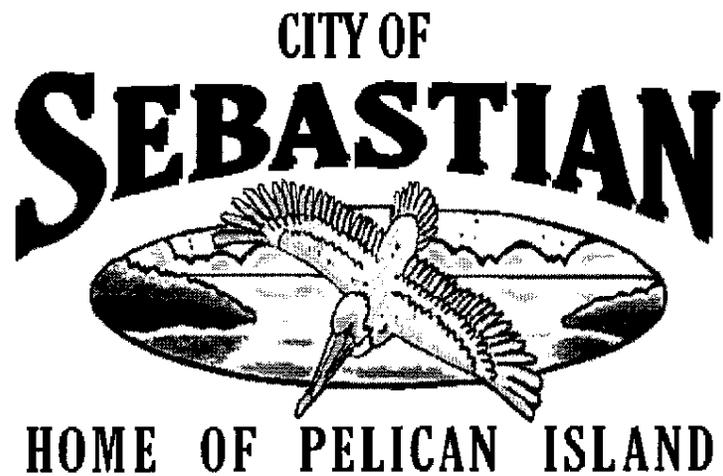
GOLF COURSE CART DIVISION

Priority Number	Description	EXPENDITURES PER FISCAL YEAR					TOTAL
		2004-05	2005-06	2006-07	2007-08	2008-09	
1	Range Picker	\$ -	\$ 2,200	\$ -	\$ -	\$ -	\$ 2,200
2	Ball Washer	-	1,800	-	-	-	1,800
3	Range Dispenser	-	-	4,200	-	-	4,200
		\$ -	\$ 4,000	\$ 4,200	\$ -	\$ -	\$ 8,200

GOLF COURSE CARTS DIVISION

Code: 410130

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	34,862	35,476	27,500	6,762	27,500	35,500
511300	Temporary Salaries	0	0	19,000	5,111	19,000	13,000
511400	Overtime	458	860	600	529	600	300
512100	FICA Taxes	2,702	2,780	3,603	949	3,603	3,733
512309	Employee Assistance Program	46	50	92	38	92	92
512400	Worker's Comp Insurance	0	0	1,531	0	1,531	2,646
TOTAL PERSONAL SERVICES		38,068	39,166	52,326	13,389	52,326	55,271
OPERATING EXPENSES							
534420	Equipment Leases	52,250	52,250	52,250	26,125	52,250	52,250
534610	R & M - Buildings	90	385	500	2	500	500
534640	R & M-Operating Equipment	784	730	500	202	500	500
535200	Departmental Supplies	5,272	698	750	154	500	500
535220	Cleaning Supplies	57	60	100	13	100	100
535230	Small Tools and Equipment	108	39	100	0	100	100
TOTAL OPERATING EXPENSES		58,561	54,162	54,200	26,496	53,950	53,950
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CARTS DIVISION		96,630	93,328	106,526	39,885	106,276	109,221



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CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

AIRPORT

City of Sebastian operates a 625 acres municipal airport through the establishment of an enterprise fund. The airport property was deeded to the city in 1959 by the federal government. The main source of revenues to support the airport operations is lease revenue. The airport receives federal and state government grants to fund airport capital projects, which are accounted in city's capital improvement fund. Since the year 2000, the Airport has been involved in over \$10 million in capital improvements, all of which to better develop the facilities and economic growth.

AIRPORT FUND REVENUE

Code: 450010

The Fiscal Year 2004-2005 adopted budget for Airport fund revenue is \$275,255. This compares to the 2003-04 projected Airport fund revenue of \$244,685, an increase of \$30,570 or 12.5%.

<u>Description</u>	FY 01-02 Actual	FY 02-03 Actual	FY 03-04 Budget	Projected FY 03-04 Revenue	Adopted FY 04-05 Budget	Difference
Operating revenue	178,743	167,676	206,664	204,665	267,235	62,570
Intergovernmental	-	-	32,000	32,000	-	(32,000)
Non-operating revenues	11,215	7,953	19,285	8,020	8,020	-
Total revenues and other sources	189,958	175,629	257,949	244,685	275,255	30,570

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Increase due to additional projected revenues associated with airport lease agreements.	\$ 62,570
2. Intergovernmental - Decrease results from the fact there have been no approved grants awarded as of this date.	\$ (32,000)
3. Non-operating revenues - No forecasted increase in interest earnings.	\$ -

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

AIRPORT REVENUE

Code: 450010

<u>Account Number</u>	<u>Description</u>	<u>FY 01/02 Actual</u>	<u>FY 02/03 Actual</u>	<u>FY03/04 Budget</u>	<u>Actual to 03/31/04</u>	<u>FY03/04 Projected</u>	<u>FY 04/05 Adopted Budget</u>
OPERATING REVENUE							
3625XX	Rents and Royalties	167,061	160,695	200,660	83,447	198,661	261,235
369900	Other Miscellaneous Revenues	11,682	6,981	6,004	3,207	6,004	6,000
TOTAL OPERATING REVENUE		178,743	167,676	206,664	86,654	204,665	267,235
NON-OPERATING REVENUE:							
INTERGOVERNMENTAL SOURCES							
334451	Airport - FDOT JPA Revenue	0	0	32,000	32,000	32,000	0
TOTAL INTERGOV'T SOURCES		0	0	32,000	32,000	32,000	0
OTHER NON-OPERATING REVENUE:							
361100	Interest Earnings	448	(42)	851	(10)	20	20
361105	SBA Interest Earnings	10,767	7,995	12,188	3,910	8,000	8,000
364100	Sale of Fixed Assets	0	0	0	0	0	0
389995	Appr. from PY Retained Earnings	0	0	6,246	0	0	0
TOTAL OTHER NON-OPERATING REVENUE		11,215	7,953	19,285	3,900	8,020	8,020
TOTAL NON-OPERATING REVENUES		11,215	7,953	51,285	35,900	40,020	8,020
TOTAL AIRPORT REVENUES		189,958	175,629	257,949	122,554	244,685	275,255

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

AIRPORT ADMINISTRATION

The Airport Director is responsible for Airport Operations and compliance issues with the Federal Aviation Administration and the Florida Department of Transportation; airport related capital improvement programs execution and monitoring, tenant relations, and economic development of Corporate Park West and other airport properties.

FISCAL YEAR 2004 ACCOMPLISHMENTS

- ✓ Completed installation of security upgrades and access control system.
- ✓ Completed infrastructure improvements to Airport Drive West and East.
- ✓ Coordinated the installation of underground, three-phase power.
- ✓ Completed T-Hanger development.
- ✓ Facilitated the leasing of 23 acres of airport property for commercial development.
- ✓ Completed the reconstruction of Runway 9-27 and parallel taxiway.
- ✓ Secured over \$1.6 million in grant funding from the Florida Department of Transportation (FDOT) and the Federal Aviation Administration.

FISCAL YEAR 2005 GOALS AND OBJECTIVES

- Administration of the Airport in accordance with Federal, State and Local regulations.
- Revise Joint Automated Capital Improvement Program (JACIP), via partnership with Florida Department of Transportation and Federal Aviation Administration.
- Coordination of safety and logistics associated with airport construction activities.
- Monitoring of airport lease agreements with Finance and Legal departments.
- Promotion of open and positive relations with airport users and citizens.
- Complete construction of Airport, Public Works, Engineering Administration Facility and Police Evidence Compound.
- Complete reconstruction of Taxiway "A".
- Complete construction of access road and utilities into Corporate Park West.

PERFORMANCE MEASURES

Performance Indicators	Actual 2001/2002	Actual 2002/2003	Projected 2003/2004	Projected 2004/2005
Number of Based Aircraft	50	50	85	90
Number of Aircraft Operations	47,000	48,000	50,000	62,000
Number of Development Acres	188	190	200	218
Airport Leasehold Revenues	N/A	N/A	\$ 265,000	\$ 300,000

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE AIRPORT		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>03/04</i>	<i>04/05</i>	
10.00%	10.00%	Federal Aviation Compliance - Conduct operations at the Airport in accordance with Federal Aviation Regulations.
55.00%	40.00%	Capital Improvement Project Execution and Monitoring - Execute and monitor Capital Improvement Projects. Prepare and submit a Five-Year Capital Improvement Program in accordance with Regulations. Prepare and apply for Florida Department of Transportation Airport Improvement Grants for Capital Improvement Projects and equipment.
15.00%	15.00%	Tenant and Public Relations - Monitor and execute Tenant Lease agreements. Provide dispute resolution regarding airport regulations. Maintain contact with Airport users and citizens, respond to questions and complaints and provide information to all parties about rules, regulations and airport information.
20.00%	35.00%	Airport Maintenance - Mow Airport, herbicide runways and taxiways, maintain runway lighting system. Supervise runway maintenance and Scrub Jay mitigation/Habitat Conservation Area. Clear and maintain runway approaches and perform daily Airport inspections.
100.00%	100.00%	

AIRPORT ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2004-2005 Adopted budget for the Airport is \$275,255. This compares to the 2003-04 projected expenses of \$260,323, an increase of \$14,932 or 6.1%.

	FY 00-01	FY 01-02	FY 03-04	Projected FY 03-04	Adopted FY 04-05	Difference
	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 67,830	\$ 118,349	\$ 120,975	\$ 128,475	\$ 142,109	\$ 13,634
Operating Expenses	81,633	82,097	89,282	85,915	92,064	6,149
Capital Outlay	25,001	2,459	45,933	45,933	-	(45,933)
Non-Operating	-	152,000	1,759	-	41,082	41,082
Total	\$ 174,463	\$ 354,905	\$ 257,949	\$ 260,323	\$ 275,255	\$ 14,932

Fiscal Year 04-05 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2003-04 Projected Expenses:

	Difference
1. Personal Services - Increase mainly due to an estimated 24% increase in health insurance premiums, a 5.5% increase for exempt management and CWA employees per CWA Union Contract, and an increase in deferred compensation and worker's compensation premiums which are wage driven.	\$ 13,634
2. Operating Expenses - Increase mainly due to increase in travel and advertising expenditures estimates.	\$ 6,149
3. Capital Outlay - No forecasted capital outlay for FY 2004-05.	\$ (45,933)
4. Non-Operating - Increase is contingency fund.	\$ 41,082

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

AIRPORT			F/T/E			Projected	Adopted
<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>POSITION YEARS</u>			<u>Expense</u>	<u>Budget</u>
			<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>03-04</u>	<u>04-05</u>
Airport Director	51,386/92,808	81E	0.00	1.00	1.00	\$ 51,600	\$ 55,800
Airport Operations Specialist III	22,661/40,929	18	0.50	1.00	1.00	32,000	36,000
Intern/Temp			0.67	0.50	0.50	8,400	8,400
			1.17	2.50	2.50		
TOTAL SALARIES						\$ 92,000	\$ 100,200
		Overtime				500	3,000
		FICA Taxes				7,084	7,902
		Clothing Allowance				100	100
		Deferred Compensation				8,334	8,541
		Group Health Insurance Premium				10,405	10,336
		Dependant Health Ins Premium				2,863	614
		Employee Assistance Program				46	46
		Worker's Comp Insurance				7,143	11,370
Total Personal Services						<u>\$ 128,475</u>	<u>\$ 142,109</u>

CAPITAL OUTLAY SCHEDULE

AIRPORT		EXPENDITURES PER FISCAL YEAR					
<u>Priority Number</u>	<u>Description</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

AIRPORT ADMINISTRATION

Code: 450110

Account Number	Description	FY 01/02 Actual	FY 02/03 Actual	FY 03/04 Budget	Actual to 03/31/04	FY 03/04 Projected	FY 04/05 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	50,192	86,582	82,000	44,382	92,000	100,200
511400	Overtime		1,847	3,000	1,569	500	3,000
512100	FICA Taxes	3,622	6,528	7,084	3,547	7,084	7,902
512215	Clothing Allowance		100	100	100	100	100
512225	Deferred Compensation	3,998	4,666	8,334	3,900	8,334	8,541
512301	Group Health Insurance Premium	4,950	8,876	10,405	4,616	10,405	10,336
512305	Dependant Health Ins Premium	2,693	2,863	2,863	419	2,863	614
512309	Employee Assistance Program	23	42	46	23	46	46
512400	Worker's Comp Insurance	2,351	6,845	7,143	5,957	7,143	11,370
TOTAL PERSONAL SERVICES		67,830	118,349	120,975	64,513	128,475	142,109
OPERATING EXPENSES							
533200	Audit Fees	991	1,294	5,542	7,785	7,785	7,800
533201	Admin Services provided by GF	32,114	32,114	32,114	2,114	32,114	32,114
533400	Other Contractual Services	1,527	1,014	2,280	127	250	500
533420	Pest/Weed Control/Mowing	0	1,259	2,000	0	2,000	4,000
534000	Travel and Per Diem	4,721	4,346	4,250	2,717	4,250	5,350
534101	Telephone	781	217	808	104	208	400
534105	Cellular Phone	1,307	1,424	1,224	550	1,200	1,200
534110	Internet Access	138	0	138	26	52	100
534120	Postage	270	554	250	58	120	200
534310	Electric	1,797	2,421	1,600	767	1,600	1,600
534420	Equipment Leases	0	0	500	60	250	500
534500	Insurance	5,992	5,555	4,782	4,305	4,305	4,800
534630	R & M-Vehicles	299	473	500	281	800	500
534640	R & M-Operating Equipment	1,738	3,024	2,500	1,826	3,000	3,000
534685	R & M-Grounds Maintenance	8,962	7,780	5,000	1,293	3,000	3,000
534825	Advertising Expenditures	0	0	1,500	500	1,500	3,000
535200	Departmental Supplies	2,089	841	750	521	750	800
535210	Computer Supplies	45	436	500	59	659	500
535230	Small Tools and Equipment	2,224	2,287	1,500	920	1,500	2,000
535260	Gas and Oil	855	2,600	5,224	2,034	4,500	5,000
535270	Uniforms & Shoes	0	444	350	139	350	700
535410	Dues and Memberships	2,140	1,385	1,650	240	1,650	1,650
535420	Books and Publications	0	0	200	0	0	200
535450	Training and Education	2,475	1,485	3,200	1,000	3,200	2,150
535710	Non-Ad Valorem Tax	11,170	11,144	10,920	10,872	10,872	11,000
TOTAL OPERATING EXPENSES:		81,633	82,097	89,282	38,298	85,915	92,064
CAPITAL OUTLAY:							
606400	Vehicles and Equipment	25,001	2,459	45,933	45,933	45,933	0
TOTAL CAPITAL OUTLAY:		25,001	2,459	45,933	45,933	45,933	0
NON-OPERATING EXPENSES							
909545	Intrafund Trfr to AP Capital	0	152,000	0	0	0	3,750
909901	Contingency	0	0	1,759	0	0	37,332
TOTAL NON-OPERATING EXPENSES		0	152,000	1,759	0	0	41,082
TOTAL AIRPORT		174,463	354,905	257,949	148,744	260,323	275,255

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET**SCHEDULE ONE****SUMMARY OF MILLAGE RATES AND TAX COLLECTIONS**

<u>Fiscal Year</u>	<u>Millage Rate</u>	<u>Tax Collection</u>	
1986	4.9972	838,068	
1987	5.6440	1,025,054	
1988	6.1440	1,265,974	
1989	6.6440	1,599,100	
1990	6.4400	1,658,583	
1991	6.5000	1,755,315	
1992	6.6320	2,054,356	
1993	6.4410	2,122,641	
1994	6.9000	2,372,649	
1995	6.9000	2,461,390	
1996	6.9000	2,619,790	
1997	6.9000	2,664,153	
1998	6.9000	2,810,622	
1999	6.5000	2,729,769	
2000	5.0000	2,323,566	
2001	5.0000	2,514,960	
2002	4.5904	2,526,276	
2003	4.5904	2,752,423	
2004	4.5904	3,136,439	*
2005	4.5904	3,694,064	**

*Estimated

** Adopted

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET**SCHEDULE TWO****LONG TERM DEBT SERVICE DETAIL**

<u>Bond Description</u>	<u>Date of Issue</u>	<u>Principal</u>	<u>Interest</u>	<u>FY 2004-05 Total Debt Service</u>
Revenue Bonded Debts				
\$2,435,000 Recreational Facilities Improvement and Refunding Revenue Bonds, Series 2001	3/2001	\$240,000	\$71,490	\$311,490
\$9,500,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003	4/2003	\$525,000	\$308,856	\$833,856
\$5,630,000 Stormwater Utility Revenue Bonds, Series 2003	11/2003	\$235,000	\$206,673	\$441,673
\$2,125,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003A	12/2003	\$125,000	\$71,988	\$380,844
Notes Payable				
\$3,268,890 Paving Improvements Promissory Notes	8/1998	<u>\$205,002</u>	<u>\$94,998</u>	<u>\$300,000</u>
Total Debt Service Payments		<u>\$1,330,002</u>	<u>\$754,005</u>	<u>\$2,267,863</u>

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET**SCHEDULE THREE****DEBT SERVICE PAYMENT SCHEDULE****\$2,435,000 Recreational Facilities Improvement and Refunding Revenue Bonds, Series 2001**

Date	Principal	Interest	Total	Fiscal Year Total
10/01/2004	\$240,000	\$38,145	\$278,145	
04/01/2005	\$0	\$33,345	\$33,345	\$311,490
10/01/2005	\$250,000	\$33,345	\$283,345	
04/01/2006	\$0	\$28,345	\$28,345	\$311,690
10/01/2006	\$255,000	\$28,345	\$283,345	
04/01/2007	\$0	\$23,245	\$23,245	\$306,590
10/01/2007	\$270,000	\$23,245	\$293,245	
04/01/2008	\$0	\$17,845	\$17,845	\$311,090
10/01/2008	\$280,000	\$17,845	\$297,845	
04/01/2009	\$0	\$12,245	\$12,245	\$310,090
10/01/2009	\$290,000	\$12,245	\$302,245	
04/01/2010	\$0	\$6,300	\$6,300	\$308,545
10/01/2010	\$300,000	\$6,300	\$306,300	\$306,300
Total	1,885,000	\$280,795	\$2,165,795	\$2,165,795

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

SCHEDULE THREE

DEBT SERVICE PAYMENT SCHEDULE - CONTINUED

\$9,500,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003

Date	Principal	Interest	Total	Fiscal Year Total
10/01/2004	\$0	\$154,428.13	\$154,428.13	
04/01/2005	\$525,000	\$154,428.13	\$679,428.13	\$833,856.26
10/01/2005	\$0	\$149,178.13	\$149,178.13	
04/01/2006	\$535,000	\$149,178.13	\$684,178.13	\$833,356.26
10/01/2006	\$0	\$143,159.38	\$143,159.38	
04/01/2007	\$550,000	\$143,159.38	\$693,159.38	\$836,318.76
10/01/2007	\$0	\$134,909.38	\$134,909.38	
04/01/2008	\$565,000	\$134,909.38	\$699,909.38	\$834,818.76
10/01/2008	\$0	\$126,434.38	\$126,434.38	
04/01/2009	\$585,000	\$126,434.38	\$711,434.38	\$837,868.76
10/01/2009	\$0	\$116,928.13	\$116,928.13	
04/01/2010	\$600,000	\$116,928.13	\$716,928.13	\$833,856.26
10/01/2010	\$0	\$107,178.13	\$107,178.13	
04/01/2011	\$620,000	\$107,178.13	\$727,178.13	\$834,356.26
10/01/2011	\$0	\$96,638.13	\$96,638.13	
01/01/2012	\$645,000	\$96,638.13	\$741,638.13	\$838,276.26
10/01/2012	\$0	\$85,189.38	\$85,189.38	
04/01/2013	\$665,000	\$85,189.38	\$750,189.38	\$835,378.76
10/01/2013	\$0	\$73,053.13	\$73,053.13	
04/01/2014	\$690,000	\$73,053.13	\$763,053.13	\$836,106.26
10/01/2014	\$0	\$60,115.63	\$60,115.63	
04/01/2015	\$715,000	\$60,115.63	\$775,115.63	\$835,231.26
10/01/2015	\$0	\$46,530.63	\$46,530.63	
04/01/2016	\$745,000	\$46,530.63	\$791,530.63	\$838,061.26
10/01/2016	\$0	\$32,003.13	\$32,003.13	
04/01/2017	\$770,000	\$32,003.13	\$802,003.13	\$834,006.26
10/01/2017	\$0	\$16,603.13	\$16,603.13	
04/01/2018	\$805,000	\$16,603.13	\$821,603.13	\$838,206.26
Total	\$9,015,000	\$2,684,697.64	\$11,699,697.64	\$11,699,697.64

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

SCHEDULE THREE

DEBT SERVICE PAYMENT SCHEDULE – CONTINUED

\$5,630,000 Stormwater Utility Revenue Bonds, Series 2003

Date	Principal	Interest	Total	Fiscal Year Total
11/01/2004	\$0	\$103,336.25	\$103,336.25	
05/01/2005	\$235,000	\$103,336.25	\$338,336.25	\$441,672.50
11/01/2005	\$0	\$100,986.25	\$100,986.25	
05/01/2006	\$235,000	\$100,986.25	\$335,986.25	\$436,972.50
11/01/2006	\$0	\$98,636.25	\$98,636.25	
05/01/2007	\$240,000	\$98,636.25	\$338,636.25	\$437,272.50
11/01/2007	\$0	\$95,936.25	\$95,936.25	
05/01/2008	\$245,000	\$95,936.25	\$340,936.25	\$436,872.50
11/01/2008	\$0	\$92,567.50	\$92,567.50	
05/01/2009	\$255,000	\$92,567.50	\$347,567.50	\$440,135.00
11/01/2009	\$0	\$88,742.50	\$88,742.50	
05/01/2010	\$260,000	\$88,742.50	\$348,742.50	\$437,485.00
11/01/2010	\$0	\$84,517.50	\$84,517.50	
05/01/2011	\$270,000	\$84,517.50	\$354,517.50	\$439,035.00
11/01/2011	\$0	\$79,623.75	\$79,623.75	
05/01/2012	\$280,000	\$79,623.75	\$359,623.75	\$439,247.50
11/01/2012	\$0	\$74,023.75	\$74,023.75	
05/01/2013	\$290,000	\$74,023.75	\$364,023.75	\$438,047.50
11/01/2013	\$0	\$68,223.75	\$68,223.75	
05/01/2014	\$305,000	\$68,223.75	\$373,223.75	\$441,447.50
11/01/2014	\$0	\$62,505.00	\$62,505.00	
05/01/2015	\$315,000	\$62,505.00	\$377,505.00	\$440,010.00
11/01/2015	\$0	\$56,362.50	\$56,362.50	
05/01/2016	\$325,000	\$56,362.50	\$381,362.50	\$437,725.00
11/01/2016	\$0	\$49,862.50	\$49,862.50	
05/01/2017	\$340,000	\$49,862.50	\$389,862.50	\$439,725.00
11/01/2017	\$0	\$42,892.50	\$42,892.50	
05/01/2018	\$355,000	\$42,892.50	\$397,892.50	\$440,785.00
11/01/2018	\$0	\$35,437.50	\$35,437.50	
05/01/2019	\$370,000	\$35,437.50	\$405,437.50	\$440,875.00
11/01/2019	\$0	\$27,112.50	\$27,112.50	
05/01/2020	\$385,000	\$27,112.50	\$412,112.50	\$439,225.00
11/01/2020	\$0	\$18,450.00	\$18,450.00	
05/01/2021	\$400,000	\$18,450.00	\$418,450.00	\$436,900.00
11/01/2021	\$0	\$9,450	\$9,450	
05/01/2022	\$420,000	\$9,450	\$429,450	\$438,900.00
Total	\$5,525,000	\$2,377,332.50	\$7,902,332.50	\$7,902,332.50

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

SCHEDULE THREE

DEBT SERVICE PAYMENT SCHEDULE – CONTINUED

\$2,125,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003A

Date	Principal	Interest	Total	Fiscal Year Total
10/01/2004	\$0	\$35,993.75	\$35,993.75	
04/01/2005	\$125,000	\$35,993.75	\$160,993.75	\$196,987.50
10/01/2005	\$0	\$34,743.75	\$34,743.75	
04/01/2006	\$130,000	\$34,743.75	\$164,743.75	\$199,487.50
10/01/2006	\$0	\$33,443.75	\$33,443.75	
04/01/2007	\$130,000	\$33,443.75	\$163,443.75	\$196,887.50
10/01/2007	\$0	\$31,900.00	\$31,900.00	
04/01/2008	\$135,000	\$31,900.00	\$166,900.00	\$198,800.00
10/01/2008	\$0	\$30,043.75	\$30,043.75	
04/01/2009	\$135,000	\$30,043.75	\$165,043.75	\$195,087.50
10/01/2009	\$0	\$28,018.75	\$28,018.75	
04/01/2010	\$145,000	\$28,018.75	\$173,018.75	\$201,037.50
10/01/2010	\$0	\$25,662.50	\$25,662.50	
04/01/2011	\$145,000	\$25,662.50	\$170,662.50	\$196,325.00
10/01/2011	\$0	\$23,125.00	\$23,125.00	
01/01/2012	\$150,000	\$23,125.00	\$173,125.00	\$196,250.00
10/01/2012	\$0	\$20,406.25	\$20,406.25	
04/01/2013	\$155,000	\$20,406.25	\$175,406.25	\$195,812.50
10/01/2013	\$0	\$17,500.00	\$17,500.00	
04/01/2014	\$160,000	\$17,500.00	\$177,500.00	\$195,000.00
10/01/2014	\$0	\$14,300.00	\$14,300.00	
04/01/2015	\$170,000	\$14,300.00	\$184,300.00	\$198,600.00
10/01/2015	\$0	\$10,900.00	\$10,900.00	
04/01/2016	\$175,000	\$10,900.00	\$185,900.00	\$196,800.00
10/01/2016	\$0	\$7,400.00	\$7,400.00	
04/01/2017	\$185,000	\$7,400.00	\$192,400.00	\$199,800.00
10/01/2017	\$0	\$3,700.00	\$3,700.00	
04/01/2018	\$185,000	\$3,700.00	\$188,700.00	\$192,400.00
Total	\$2,125,000	\$634,275.00	\$2,759,275.00	\$2,759,275.00

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET**SCHEDULE THREE****DEBT SERVICE PAYMENT SCHEDULE – CONTINUED****\$3,268,890 Paving Improvements Promissory Notes**

Date	Principal	Interest	Total	Fiscal Year Total
02/27/2005	\$101,385.61	\$48,614.39	\$150,000.00	
08/27/2005	\$103,616.09	\$46,383.91	\$150,000.00	\$300,000.00
02/27/2006	\$105,895.64	\$44,104.36	\$150,000.00	
08/27/2006	\$108,225.35	\$41,774.65	\$150,000.00	\$300,000.00
02/27/2007	\$110,606.31	\$39,393.69	\$150,000.00	
08/27/2007	\$113,039.64	\$36,960.36	\$150,000.00	\$300,000.00
02/27/2008	\$115,526.52	\$34,473.48	\$150,000.00	
08/27/2008	\$118,068.10	\$31,931.90	\$150,000.00	\$300,000.00
02/27/2009	\$120,665.60	\$29,334.40	\$150,000.00	
08/27/2009	\$123,320.24	\$26,679.76	\$150,000.00	\$300,000.00
02/27/2010	\$126,033.29	\$23,966.71	\$150,000.00	
08/27/2010	\$128,806.02	\$21,193.98	\$150,000.00	\$300,000.00
02/27/2011	\$131,639.75	\$18,360.25	\$150,000.00	
08/27/2011	\$134,535.83	\$15,464.17	\$150,000.00	\$300,000.00
02/27/2012	\$137,495.25	\$12,504.75	\$150,000.00	
08/27/2012	\$140,520.51	\$9,479.49	\$150,000.00	\$300,000.00
02/27/2013	\$143,611.96	\$6,388.04	\$150,000.00	
08/27/2013	\$146,771.42	\$3,228.58	\$150,000.00	\$300,000.00
Total	\$2,209,763.13	\$490,236.87	\$2,700,000.00	\$2,700,000.00

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET**SCHEDULE FOUR****LEASE PAYMENTS SCHEDULE**

Lease Description	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
Business-type Activities:					
Golf Carts Operating Lease	\$52,250.16	\$52,250.16	\$107,987.62	\$0.00	\$0.00
Airport Land Lease	<u>\$120,000.00</u>	<u>\$175,000.00</u>	<u>\$175,000.00</u>	<u>\$175,000.00</u>	<u>\$175,000.00</u>
Total Business-type Activities Annual Lease Payments	\$172,250.16	\$227,250.16	\$282,987.62	\$175,000.00	\$175,000.00
Governmental-type Activities:					
Construction Equipment	<u>\$154,693.39</u>	<u>\$154,693.39</u>	<u>\$154,693.39</u>	<u>\$154,693.39</u>	<u>\$0.00</u>
Total Governmental-type Activities Annual Lease Payments	\$154,693.39	\$154,693.39	\$154,693.39	\$154,693.39	\$0.00

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

SCHEDULE FIVE

FIVE YEAR CAPITAL OUTLAY SCHEDULE SUMMARY

<u>DEPARTMENT</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
GENERAL FUND						
010001 Legislative	\$ 2,300	\$ -	\$ -	\$ -	\$ -	\$ 2,300
010005 City Manager	-	-	1,450	-	-	1,450
010009 City Clerk	-	39,018	12,000	-	-	51,018
010010 City Attorney	-	-	1,900	-	-	1,900
010020 Finance	-	3,800	1,400	1,400	1,400	8,000
010021 Management Information Svcs.	-	1,500	-	-	-	1,500
010035 Human Resources	-	1,560	1,560	-	-	3,120
010040 Police Special Operations	4,000	35,000	-	38,000	-	77,000
010041 Police Administration	3,000	3,200	39,700	1,800	-	47,700
010042 Police School Resource	32,500	1,800	-	-	-	34,300
010043 Police Patrol Division	198,105	180,790	175,820	177,818	183,152	915,685
010044 Community Policing Unit	3,550	-	-	-	-	3,550
010045 Code Enforcement Division	-	20,500	1,500	-	-	22,000
010046 Professional Standards	-	-	-	-	-	-
010047 Police Detective Division	60,500	16,150	4,400	10,100	-	91,150
010048 Police Support Services	805	850	1,200	-	-	2,855
010049 Police Dispatch Unit	9,700	2,100	2,900	2,300	-	17,000
010051 Engineering	3,200	2,600	1,560	-	-	7,360
010053 Stormwater Utility	84,059	130,559	226,119	329,559	214,559	984,855
010052 Roads and Maintenance	32,500	112,000	-	-	-	144,500
010054 Garage	9,140	37,900	14,200	1,300	1,400	63,940
010057 Parks and Recreation	79,650	71,500	70,000	-	-	221,150
010059 Cemetery	3,000	3,850	-	20,000	15,000	41,850
010080 Growth Management	-	3,620	15,000	2,500	-	21,120
010085 Building Department	1,700	6,240	30,860	-	-	38,800
TOTAL GENERAL FUND	\$ 527,709	\$ 674,537	\$ 601,569	\$ 584,777	\$ 415,511	\$ 2,804,103
GOLF COURSE FUND						
410110 Golf Course Administration	\$ 1,150	\$ 6,000	\$ -	\$ -	\$ -	\$ 7,150
410120 Golf Course Greens	20,800	14,000	20,000	29,800	28,000	112,600
410130 Golf Course Carts	-	4,000	4,200	-	-	8,200
TOTAL GOLF COURSE FUND	\$ 21,950	\$ 24,000	\$ 24,200	\$ 29,800	\$ 28,000	\$ 127,950
TOTAL AIRPORT FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ALL FUNDS	\$ 549,659	\$ 698,537	\$ 625,769	\$ 614,577	\$ 443,511	\$ 2,932,053

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

SCHEDULE SIX

FIVE YEAR SCHEDULE OF CAPITAL OUTLAY REQUESTS

DEPARTMENT		EXPENDITURES PER FISCAL YEAR					TOTAL
		2004-05	2005-06	2006-07	2007-08	2008-09	
010001	LEGISLATIVE						
1	Computers (2)	2,300	-	-	-	-	2,300
		2,300	0	0	0	0	2,300
010005	CITY MANAGER						
1	Computer	-	-	1,450	-	-	1,450
		0	0	1,450	0	0	1,450
010009	CITY CLERK						
1	Computer Hardware/Software Upgrades	-	4,500	-	-	-	4,500
2	Plans Scanner	-	-	12,000	-	-	12,000
3	Laserfiche Software	-	34,518	-	-	-	34,518
		0	39,018	12,000	0	0	51,018
010010	LEGAL						
1	Computer	-	-	1,200	-	-	1,200
2	Printer	-	-	700	-	-	700
		0	0	1,900	0	0	1,900
010020	FINANCE						
1	Computer (2)	-	2,400	-	-	-	2,400
2	Laser printers	-	1,400	1,400	1,400	1,400	5,600
		0	3,800	1,400	1,400	1,400	8,000
010021	MANAGEMENT INFORMATION SYSTEMS						
1	Computer	-	1,500	-	-	-	1,500
		0	1,500	0	0	0	1,500
010035	HUMAN RESOURCES						
1	Computer	-	1,560	1,560	-	-	3,120
2	Applicant testing computer	-	-	-	-	-	-
		0	1,560	1,560	0	0	3,120
010040	POLICE SPECIAL OPERATIONS						
1	Tasers (4)	4,000	-	-	-	-	4,000
2	Traffic Vehicle	-	35,000	-	-	-	35,000
3	K-9 Vehicle	-	-	-	38,000	-	38,000
		4,000	35,000	0	38,000	0	77,000

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

<u>DEPARTMENT</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
010041 POLICE ADMINISTRATION						
1 Replacement radios/speaker	3,000	-	-	-	-	3,000
2 Personal Computer	-	1,700	1,700	1,800	-	5,200
3 Laptop Computer	-	1,500	-	-	-	1,500
4 Replacement of Police Vehicle	-	0	38,000	-	-	38,000
	3,000	3,200	39,700	1,800	0	47,700
010042 POLICE SCHOOL RESOURCE OFFICER UNIT						
1 Replacement Vehicle (Funded By DST)	32,500	-	-	-	-	32,500
2 Laptop Computer	-	1,800	-	-	-	1,800
	32,500	1,800	0	0	0	34,300
010043 POLICE UNIFORM DIVISION						
1 Replacement Marked Patrol Vehicle (Funded by DST)	32,500	149,550	154,040	158,660	163,420	658,170
2 Marked Patrol Vehicle (Funded by DST)	32,500	-	-	-	-	32,500
3 Laptop computers (8)	12,605	-	-	-	-	12,605
4 Automatic External Defibulators (5)	20,000	-	-	-	-	20,000
5 Replace Radio	17,500	18,000	18,600	19,158	19,732	92,990
6 Radars (2 per year)	3,000	3,090	3,180	-	-	9,270
7 Tasers (20)	20,000	-	-	-	-	20,000
8 Mobil Video Replacements	-	9,000	-	-	-	9,000
9 Personal Computer	-	1,150	-	-	-	1,150
10 Vehicle (Program Change) (Funded by DST)	30,000	-	-	-	-	30,000
11 Vehicle (Program Change) (Funded by DST)	30,000	-	-	-	-	30,000
	198,105	180,790	175,820	177,818	183,152	915,685
010044 POLICE COMMUNITY POLICING UNIT						
1 "Are You OK" Program software	3,550	-	-	-	-	3,550
	3,550	0	0	0	0	3,550
010045 CODE ENFORCEMENT DIVISION						
1 Computer Replacements	-	1,500	1,500	-	-	3,000
2 Truck-1/2 Ton P/U	-	19,000	-	-	-	19,000
3 Portable Radios (2)	-	6,000	-	-	-	6,000
	0	20,500	1,500	0	0	22,000
010046 PROFESSIONAL STANDARDS	-	-	-	-	-	-
	0	0	0	0	0	0

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

EXPENDITURES PER FISCAL YEAR

<u>DEPARTMENT</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
010047 POLICE DETECTIVE DIVISION						
1 Replacement Unmarked Vehicle (3)	51,000	-	-	-	-	51,000
2 Surveillance Equipment	2,000	-	-	-	-	2,000
3 Portable Radios/Speakers	7,500	7,500	-	-	-	15,000
4 Mobile Radio Replacements (2)	-	5,000	-	7,500	-	12,500
5 Computer replacements	-	1,150	2,600	2,600	-	6,350
6 Laptop Computers Replacement	-	2,500	-	-	-	2,500
7 Digital Camera	-	-	1,800	-	-	1,800
	60,500	16,150	4,400	10,100	0	91,150
010048 SUPPORT SERVICES DIVISION						
1 Typewriter	805	-	-	-	-	805
2 Computer	-	850	-	-	-	850
3 Monitors	-	-	1,200	-	-	1,200
	805	850	1,200	0	0	2,855
010049 POLICE DISPATCH DIVISION						
1 FCIC/NCIC terminal replacement	2,100	-	-	2,300	-	4,400
2 Instant playback	7,600	-	-	-	-	7,600
3 Personal computer	-	2,100	-	-	-	2,100
4 Monitors	-	-	1,200	-	-	1,200
5 Replace Chairs	-	-	1,700	-	-	1,700
	9,700	2,100	2,900	2,300	0	17,000
010051 ENGINEERING						
1 Laser Level	3,200	-	-	-	-	3,200
2 Computer	-	1,100	1,560	-	-	2,660
3 Laser Printer	-	1,500	-	-	-	1,500
	3,200	2,600	1,560	0	0	7,360
010053 STORMWATER UTILITY DIVISION						
1 Crew Cab Service Truck	24,500	26,000	-	-	-	50,500
2 Kaiser Skid Loader (Funded by DST)	59,559	59,559	59,559	59,559	59,559	297,795
3 Menzie & Brush Truck	-	45,000	45,000	45,000	45,000	180,000
4 Computer	-	-	1,560	-	-	1,560
5 Dump Truck	-	-	120,000	-	-	120,000
6 Badger Replacement	-	-	-	225,000	-	225,000
7 Dozer	-	-	-	-	110,000	110,000
	84,059	130,559	226,119	329,559	214,559	984,855

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

EXPENDITURES PER FISCAL YEAR

<u>DEPARTMENT</u>		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
010052	PUBLIC WORKS						
	ROADS AND MAINTENANCE						
1	Generator	16,000	-	-	-	-	16,000
2	Trailer	4,500	-	-	-	-	4,500
3	Maintenance / Work Boat (Funded by DST)	12,000	-	-	-	-	12,000
4	Brush Truck (Funded by DST)	-	90,000	-	-	-	90,000
5	Replacement Truck	-	22,000	-	-	-	22,000
		32,500	112,000	0	0	0	144,500
010054	CENTRAL GARAGE						
1	AC Service Equipment	6,500	-	0	-	-	6,500
2	Engine Scanner Upgrade	1,000	1,100	1,200	1,300	1,400	6,000
3	8HP Air Compressor	1,640	-	-	-	-	1,640
4	Car Lift	0	10,000	-	-	-	10,000
5	Truck Lift	0	20,000	-	-	-	20,000
6	Wheel Balancer	0	4,500	-	-	-	4,500
7	Brake Drum & Rotor Lathe	-	-	5,000	-	-	5,000
8	Transmission Jack	-	1,500	-	-	-	1,500
9	Modis Engine Analyzer	-	0	8,000	-	-	8,000
10	Band Saw	-	800	-	-	-	800
		9,140	37,900	14,200	1,300	1,400	63,940
010057	PARKS AND RECREATION						
1	Pickup Truck (Funded by DST)	13,000	-	30,000	-	-	43,000
2	Mowers for new parks (Funded by DST)	7,000	18,000	40,000	-	-	65,000
3	Athletic Mower (Funded by DST)	25,000	-	-	-	-	25,000
4	Backstops (4)	-	16,000	-	-	-	16,000
5	Skate Park Repair	18,000	-	-	-	-	18,000
6	Fencing Repair	8,000	-	-	-	-	8,000
7	New Bleachers RVP	7,500	-	-	-	-	7,500
8	Computer	1,150	-	-	-	-	1,150
9	Infield Drag Machine	-	10,000	-	-	-	10,000
10	Azine Ter. Park Development	-	15,000	-	-	-	15,000
11	Bleachers BSSC	-	12,500	-	-	-	12,500
		79,650	71,500	70,000	0	0	221,150

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

DEPARTMENT		EXPENDITURES PER FISCAL YEAR					TOTAL
		2004-05	2005-06	2006-07	2007-08	2008-09	
010059	CEMETERY						
1	Sidewalk	3,000	-	-	-	-	3,000
2	Benches	-	3,850	-	-	-	3,850
3	Brick Wall	-	-	-	20,000	-	20,000
4	Mower	-	-	-	-	15,000	15,000
		3,000	3,850	0	20,000	15,000	41,850
010080	GROWTH MANAGEMENT						
1	Personal Computer	-	3,620	1,500	2,500	-	7,620
2	Vehicle	-	-	13,500	-	-	13,500
		0	3,620	15,000	2,500	0	21,120
010085	BUILDING DEPARTMENT						
1	Computers	1,700	6,240	-	-	-	7,940
2	Printer	-	-	13,060	-	-	13,060
3	Laptop Computers	-	-	17,800	-	-	17,800
		1,700	6,240	30,860	0	0	38,800
TOTAL GENERAL FUND		\$ 527,709	\$ 674,537	\$ 601,569	\$ 584,777	\$ 415,511	\$ 2,804,103
GOLF COURSE FUND							
410110	GOLF COURSE ADMIN						
1	Computer	1,150	-	-	-	-	1,150
2	Flooring	-	6,000	-	-	-	6,000
		1,150	6,000	-	-	-	7,150
410120	GOLF COURSE GREENS						
1	Progressive Mower	15,000	-	-	-	18,000	33,000
2	Carry All	5,800	-	-	7,800	-	13,600
3	Tractor	-	14,000	-	-	-	14,000
4	Rotary Mower	-	-	17,000	-	-	17,000
5	Mig Welder	-	-	3,000	-	-	3,000
6	Greens Mower	-	-	-	22,000	-	22,000
7	Toro Sand Pro	-	-	-	-	10,000	10,000
		20,800	14,000	20,000	29,800	28,000	112,600
410130	GOLF COURSE CARTS						
1	Range Picker	-	2,200	-	-	-	2,200
2	Ball Washer	-	1,800	-	-	-	1,800
3	Range Dispenser	-	-	4,200	-	-	4,200
		0	4,000	4,200	0	0	8,200
TOTAL GOLF COURSE FUND		\$ 21,950	\$ 24,000	\$ 24,200	\$ 29,800	\$ 28,000	\$ 127,950

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

<u>DEPARTMENT</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
AIRPORT FUND						
450110 AIRPORT ADMINISTRATION	-	-	-	-	-	-
TOTAL AIRPORT FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ALL FUNDS	\$ 549,659	\$ 698,537	\$ 625,769	\$ 614,577	\$ 443,511	\$ 2,932,053

SCHEDULE SEVEN

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

Following is the anticipated five year Capital Improvement Program Project Schedule for the Capital Projects Fund, Golf Course Fund, and Airport Fund, beginning with Fiscal Year 2005/2006. In addition to the Golf Course and Airport funds, it also includes projects funded by the General Fund, Local Option Gas Tax, Discretionary Sales Tax, Recreation Impact Fee, Stormwater Utility Fees and the Cemetery Trust Fund, as well as State and Federal Grants. It is a listing of projects needed for replacement or improvement of the City's major facilities, roadways, and structures. The list is categorized by the nature of the project.

Funding for the 2004-05 projects is identified and included in the adopted 2004-05 Capital Projects Budget. For the years 2006-2010 the projects have been identified along with their anticipated funding sources. Although, potential funding, has been provided, changes may be made in conjunction with alternative sources as they become available in each of these subsequent years. As with the annual Capital Projects Program, funding will be provided in a combination of pay-as-you-go and bond/grant financed sources. The timing of projects identified may be altered from year to year to meet changing circumstances.

The Five Year Capital Improvement Schedule is consolidated as follows:

Roads	\$ 4,186,000
Sidewalks/Bikeways	900,000.00
Recreation	490,000.00
Stormwater Utilities	500,000.00
Cemetery	100,000.00
Golf Course	47,000.00
Airport	3,440,305.00
Debt Service	<u>464,079.00</u>
TOTAL	<u>\$ 10,127,384</u>

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

SUMMARY OF FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

	October 1, 2005 to September 30, 2006	October 1, 2006 to September 30, 2007	October 1, 2007 to September 30, 2008	October 1, 2008 to September 30, 2009	October 1, 2009 to September 30, 2010	Total
Revenues:						
Cash Forward	\$ -	\$ 30,620	\$ 100,362	\$ 158,880	\$ 171,131	\$ 460,993
General Fund	-	-	-	-	-	-
Local Option Gas Tax	400,000	150,000	150,000	150,000	150,000	1,000,000
Discretionary Sales Surtax	389,693	2,214,694	1,715,693	180,001	180,000	4,680,081
Cemetery Trust Fund	-	25,000	-	-	-	25,000
Rec Impact Fee	100,000	120,000	55,000	60,000	-	335,000
Stormwater Utility Fee	100,000	100,000	100,000	100,000	100,000	500,000
Golf Course Fund	47,000	-	-	-	-	47,000
Airport Funds	188,125	179,936	320,000	-	-	688,061
Other Funding(Bonds, Grants, etc.)	852,500	719,744	1,280,000	-	-	2,852,244
Interest Income	30,620	69,741	58,517	12,250	10,750	181,879
Total Revenues	\$ 2,107,938	\$ 3,609,735	\$ 3,779,573	\$ 661,131	\$ 611,881	\$ 10,770,257

Expenditures:						
Fiscal Year 2005/2006 Summary	\$ 2,077,318					\$ 2,077,318
Fiscal Year 2006/2007 Summary		3,509,373				3,509,373
Fiscal Year 2007/2008 Summary			3,620,693			3,620,693
Fiscal Year 2008/2009 Summary				490,000		490,000
Fiscal Year 2009/2010 Summary					430,000	430,000
Total Expenditures	\$ 2,077,318	\$ 3,509,373	\$ 3,620,693	\$ 490,000	\$ 430,000	\$ 10,127,384

Difference	\$ 30,620	\$ 100,362	\$ 158,880	\$ 171,131	\$ 181,881	\$ 642,873
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CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

	October 1, 2005 to September 30, 2006	October 1, 2006 to September 30, 2007	October 1, 2007 to September 30, 2008	October 1, 2008 to September 30, 2009	October 1, 2009 to September 30, 2010	Total
Revenues:						
Cash Forward	\$ -	\$ 30,620	\$ 100,362	\$ 158,880	\$ 171,131	\$ 460,993
General Fund	-	-	-	-	-	-
Local Option Gas Tax	400,000	150,000	150,000	150,000	150,000	1,000,000
Discretionary Sales Surtax	389,693	2,214,694	1,715,693	180,001	180,000	4,680,081
Cemetery Trust Fund	-	25,000	-	-	-	25,000
Rec Impact Fee	100,000	120,000	55,000	60,000	-	335,000
Stormwater Utility Fee	100,000	100,000	100,000	100,000	100,000	500,000
Golf Course Fund	47,000	-	-	-	-	47,000
Airport Funds	188,125	179,936	320,000	-	-	688,061
Other Funding(Bonds, Grants, etc.)	852,500	719,744	1,280,000	-	-	2,852,244
Interest Income	30,620	69,741	58,517	12,250	10,750	181,879
Total Revenues	\$ 2,107,938	\$ 3,609,735	\$ 3,779,573	\$ 661,131	\$ 611,881	\$ 10,770,257
Expenditures:						
<u>FISCAL YEAR 2005/2006</u>						
<u>Road Improvements</u>						
Road Paving	\$ 150,000					\$ 150,000
Easy Street Renovation	250,000					250,000
Curb & Gutter and Sidewalks						
<u>Sidewalks and Bikeways</u>						
Annual Sidewalk Program	180,000					180,000
<u>Recreation Facilities</u>						
Keen Terr/S. Wimbrow Park (Zone B)	60,000					60,000
Hardee Park Playground	40,000					40,000
Riverview Park Parking	55,000					55,000
Rehabilitation & Reconfiguration						
Snowshoe House Renovation	100,000					100,000
<u>Stormwater Utilities</u>						
Quality Improvement Projects	100,000					100,000
<u>Golf Course</u>						
Rebuild Golf Course Restrooms	47,000					47,000
<u>Airport</u>						
Construct Multi-aircraft Hangars	390,625					390,625
Acquire Land	250,000					250,000
Install Taxiway Lights	300,000					300,000
<u>Debt Service</u>						
Heavy Equipment Lease	154,693					154,693

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

	October 1, 2005 to September 30, 2006	October 1, 2006 to September 30, 2007	October 1, 2007 to September 30, 2008	October 1, 2008 to September 30, 2009	October 1, 2009 to September 30, 2010	Total
<u>FISCAL YEAR 2006/2007</u>						
<u>Road Improvements</u>						
Road Paving		\$ 150,000				\$ 150,000
Laconia Street Enhancements		500,000				500,000
Fleming Street Enhancements		1,305,000				1,305,000
<u>Sidewalks and Bikeways</u>						
Annual Sidewalk Program		180,000				180,000
<u>Recreation Facilities</u>						
Municipal Complex Park 2 new tennis courts		50,000				50,000
Barber and Acorn Park Development		40,000				40,000
Carnival & Periwinkle Park Development		30,000				30,000
<u>Stormwater Utilities</u>						
Quality Improvement Projects		100,000				100,000
<u>Cemetery</u>						
Columbariums		100,000				100,000
<u>Airport</u>						
Conduct Master Plan Update		300,000				300,000
Construct Perimeter Road		234,375				234,375
Construct Apron		365,305				365,305
<u>Debt Service</u>						
Heavy Equipment Lease		154,693				154,693
<u>FISCAL YEAR 2007/2008</u>						
<u>Road Improvements</u>						
Road Paving			\$ 150,000			\$ 150,000
Laconia Street Enhancements			731,000			731,000
Fleming Street Enhancements			650,000			650,000
<u>Sidewalks and Bikeways</u>						
Annual Sidewalk Program			180,000			180,000
<u>Recreation Facilities</u>						
Cheltenham & Cownie Park Development			25,000			25,000
Celtic & Crown Park Development			30,000			30,000
<u>Stormwater Utilities</u>						
Quality Improvement Projects			100,000			100,000
<u>Airport</u>						
Construct Perimeter Road			800,000			800,000
Construct Access Roads			800,000			800,000
<u>Debt Service</u>						
Heavy Equipment Lease			154,693			154,693

CITY OF SEBASTIAN, FLORID 2004/2005 ANNUAL BUDGET

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

	October 1, 2005 to September 30, 2006	October 1, 2006 to September 30, 2007	October 1, 2007 to September 30, 2008	October 1, 2008 to September 30, 2009	October 1, 2009 to September 30, 2010	Total
<u>FISCAL YEAR 2008/2009</u>						
<u>Road Improvements</u>						
Road Paving				\$ 150,000		\$ 150,000
<u>Sidewalks and Bikeways</u>						
Annual Sidewalk Program				180,000		180,000
<u>Recreation Facilities</u>						
Newhall & Rosebush Park Development				30,000		30,000
Surrey & Tuxedo Park Development				30,000		30,000
<u>Stormwater Utilities</u>						
Quality Improvement Projects				100,000		100,000
<u>FISCAL YEAR 2009/2010</u>						
<u>Road Improvements</u>						
Road Paving					\$ 150,000	\$ 150,000
<u>Sidewalks and Bikeways</u>						
Annual Sidewalk Program					180,000	180,000
<u>Stormwater Utilities</u>						
Quality Improvement Projects					100,000	100,000
Total Expenditures	\$ 2,077,318	\$ 3,509,373	\$ 3,620,693	\$ 490,000	\$ 430,000	\$ 10,127,384
Difference	\$ 30,620	\$ 100,362	\$ 158,880	\$ 171,131	\$ 181,881	\$ 642,873

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

SCHEDULE EIGHT

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE

	<u>Local</u> <u>Option</u> <u>Gas Tax</u>	<u>Discretionary</u> <u>Sales</u> <u>Tax</u>	<u>Cemetery</u> <u>Trust</u> <u>Fund</u>	<u>Recreation</u> <u>Impact</u> <u>Fee</u>	<u>Stormwater</u> <u>Utility</u> <u>Fee Fund</u>	<u>Golf</u> <u>Course</u> <u>Fund</u>	<u>Airport</u> <u>Fund</u>	<u>Other</u> <u>Sources</u>	<u>Total</u>
<u>FISCAL YEAR 2005/2006</u>									
<u>Road Improvements</u>									
Road Paving	\$ 150,000								\$ 150,000
Easy Street Renovation									
Curb & Gutter and Sidewalks	250,000								250,000
<u>Sidewalks and Bikeways</u>									
Annual Sidewalk Program		180,000							180,000
<u>Recreation Facilities</u>									
Keen Terr/S. Wimbrow Park (Zone B)				60,000					60,000
Hardee Park Playground				40,000					40,000
Riverview Parking		55,000							55,000
Rehabilitation & Reconfiguration									
Snowshoe House Renovation								100,000	100,000
<u>Stormwater Utilities</u>									
Quality Improvement Projects					100,000				100,000
<u>Golf Course</u>									
Rebuild Golf Course Restrooms						47,000			47,000
<u>Airport</u>									
Construct Multi-aircraft Hangars							78,125	312,500	390,625
Acquire Land							50,000	200,000	250,000
Install Taxiway Lights							60,000	240,000	300,000
<u>Debt Service</u>									
Heavy Equipment Lease		154,693							154,693
Total Fiscal Year 2005/2006	\$ 400,000	\$ 389,693	\$ -	\$ 100,000	\$ 100,000	\$ 47,000	\$ 188,125	\$ 852,500	\$ 2,077,318

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE

	<u>Local Option Gas Tax</u>	<u>Discretionary Sales Tax</u>	<u>Cemetery Trust Fund</u>	<u>Recreation Impact Fee</u>	<u>Stormwater Utility Fee Fund</u>	<u>Golf Course Fund</u>	<u>Airport Fund</u>	<u>Other Sources</u>	<u>Total</u>
<u>FISCAL YEAR 2006/2007</u>									
<u>Road Improvements</u>									
Road Paving	\$ 150,000								\$ 150,000
Laconia Street Enhancements		500,000							500,000
Fleming Street Enhancements		1,305,000							1,305,000
<u>Sidewalks and Bikeways</u>									
Annual Sidewalk Program		180,000							180,000
<u>Recreation Facilities</u>									
Municipal Complex Park 2 new tennis courts				50,000					50,000
Barber and Acorn Park Development				40,000					40,000
Carnival & Periwinkle Park Development				30,000					30,000
<u>Stormwater Utilities</u>									
Quality Improvement Projects					100,000				100,000
<u>Cemetery</u>									
Columbariums		75,000	25,000						100,000
<u>Airport</u>									
Conduct Master Plan Update							60,000	240,000	300,000
Construct Perimeter Road							46,875	187,500	234,375
Construct Apron							73,061	292,244	365,305
<u>Debt Service</u>									
Heavy Equipment Lease		154,693							154,693
Total Fiscal Year 2006/2007	\$ 150,000	\$ 2,214,694	\$ 25,000	\$ 120,000	\$ 100,000	\$ -	\$ 179,936	\$ 719,744	\$ 3,509,373

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE

	<u>Local Option Gas Tax</u>	<u>Discretionary Sales Tax</u>	<u>Cemetery Trust Fund</u>	<u>Recreation Impact Fee</u>	<u>Stormwater Utility Fee Fund</u>	<u>Golf Course Fund</u>	<u>Airport Fund</u>	<u>Other Sources</u>	<u>Total</u>
<u>FISCAL YEAR 2009/2010</u>									
<u>Road Improvements</u>									
Road Paving	\$ 150,000								\$ 150,000
<u>Sidewalks and Bikeways</u>									
Annual Sidewalk Program		180,000							180,000
<u>Stormwater Utilities</u>									
Quality Improvement Projects					100,000				100,000
Total Fiscal Year 2009/2010	\$ 150,000	\$ 180,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 430,000
Total Five Year Capital Improvement Plan	\$ 1,000,000	\$ 4,680,081	\$ 25,000	\$ 335,000	\$ 500,000	\$ 47,000	\$ 688,061	\$ 2,852,244	\$ 10,127,384

SCHEDULE NINE

DEFINITION OF FINANCIAL TERMS

This is a glossary of terms commonly used at public meetings at which financial matters are discussed:

Ad Valorem Taxes – A tax levied on the assessed value (net of any exemptions) of real or personal property. This is commonly referred to as “property tax”.

Anticipated (revenue, deficit, expenses, etc.) – Estimates used in analyzing and preparing budgets. Anticipated figures are the equivalent of educated guesses. They are based on experience and information from a variety of sources that help government officials determine what they think the income or expenses will be.

Appropriation from Prior Year Fund Balance (Retained Earnings) – Money not spent in one fiscal year but carried forward to the next budget year. Cash carried forward is used to supplement revenues required to pay for all budgeted expenses.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. Florida law requires that governments have a balanced budget, with expenses not exceeding revenues. City employees prepare an adopted budget; it becomes formal when adopted by elected officials. If changes occur during the year, local governments can transfer funds within a budget or raise fees, etc. to keep the budget in balance.

Capital Improvement Program – Governmental agencies set up five-year programs for major costs such as the construction of buildings, land acquisition, road improvements and heavy equipment. Capital expenses are listed separately from operating expenses within the budget document.

Capital Outlay – Fixed assets which have a value of \$750 or more have a useful economic lifetime of more than one year, or assets of any value if the

nature of the item is such that it must be controlled for custody purposes as a fixed asset.

Capital Project – A project to acquire or improve an asset with an anticipated life exceeding one year and includes land acquisition, construction, repair or structural improvement of a facility, engineering and design for a facility, and acquisition or repair of equipment. Detailed information for a capital improvement to include the time frame for completion, the location, description, the estimated total expenditure, and the proposed method of financing.

Contingency Account – Money set-aside for emergencies or unexpected expenses. Each City fund usually has such an account to cover higher-than-expected costs or purchases that were not anticipated when the budget was being prepared.

Deficit – A term generally applied to the budget as a whole, reflecting real or projected shortages in revenue. It means there is not enough revenue to cover expenses.

Expenditures/Expenses – Cost of goods or services used.

Fiscal year – A 12-month period of time to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. In Florida, the fiscal year for all local governments extends from October 1 to September 30.

Franchise Fees – Money collected, usually from a private utility, in exchange for use of a governmental agency’s easements and rights-of-way. Cities authorize the use and collect a fee in return. Franchise fees also are collected from garbage and trash services allowed to operate within a government’s boundaries.

Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the

CITY OF SEBASTIAN, FLORIDA 2004/2005 ANNUAL BUDGET

purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations of that fund.

Fund Balance – A term used to express the equity (assets minus liabilities) of governmental funds and trust funds.

Interfund Transfer – Budgeted amounts transferred from one governmental accounting fund to another for work or services provided.

Mill – The property tax rate, which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation.

Millage Rate – A rate expressed in thousands. As used with ad valorem (property) taxes, the rate expresses the dollar of tax per one thousand dollars of taxable valuation.

Over Budget – Over budget in revenue means there is more income than expected. Over budget in expenses means actual costs exceed the budget and funds must be transferred to provide for the additional expenses by a budget adjustment.

Projected Deficit – A projection that, based on the current rate of spending, expenses will be greater than anticipated revenue. A projected deficit during a budget year usually necessitates an adjustment in the spending pattern—delaying purchases or eliminating planned expenses—to stay within the budgeted figures.

Revenue – Revenues may be operationally defined in governmental fund accounting as “all increases in fund net assets except those arising from interfund reimbursements, interfund operating and residual equity transfers, or long term debt issues”.

Rolled Back Millage Rate – The tax rate necessary to give a governmental agency the same amount of property tax dollars it received during

the previous budget year, excluding changes in taxable valuation resulting from new construction, annexation or de-annexation.

Shortfall – A term generally synonymous with deficit but applied to individual revenue accounts instead of to the budget of a fund or the whole City. A City might have a shortfall in a particular account, but a shortfall in the total budget is called a deficit.

State-Shared Revenue – Revenues collected by the state and proportionately shared with counties and/or municipalities on the basis of specific formulas. Such revenues include: local share of cigarette taxes, fuel taxes, mobile home license taxes, liquor license taxes, and half-cent sales taxes.

Taxable Valuation – The value of property after all allowable exemptions have been subtracted; the values on which the millage rate is applied and taxes are computed.

TRIM Bill – Florida’s Truth in Millage Law that requires cities to calculate next year’s property taxes based on the same tax dollars they received during the current fiscal year.

Under Budget – Under budget in revenue means that money being collected from taxes and other sources is not as much as was anticipated. It might necessitate spending adjustments to prevent a deficit. Under budget in expenses means that actual expenses are less than the budget.

User Fee – The payment of a fee for direct receipt of a public service by the benefiting party.

Utility Service Taxes – Taxes paid to municipalities by users of electricity, telephones, cellular phones, beepers, natural gas, bottled gas, and fuel oil.

Valuation – The dollar value of property assigned by the County property appraiser.