

CITY COUNCIL

Jim Hill
Mayor

Don Wright
Vice-Mayor

Andrea B. Coy
Council Member

Richard H. Gillmor
Council Member

Eugene Wolff
Council Member

**CITY OF SEBASTIAN
FLORIDA**

**ANNUAL BUDGET
FISCAL YEAR 2011–2012**

CITY MANAGEMENT

Al Minner
City Manager

Sally A. Maio, MMC
City Clerk

Robert Ginsburg
City Attorney

DEPARTMENT HEADS

Debra Krueger
Administrative Services
Director

Finance Director

Michelle Morris
Police Chief

Jerry Converse
Public Works Director

Wayne Eseltine
Building Official

Greg Gardner
Golf Operations Director

Kenneth W. Killgore

Joseph Griffin
Airport Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sebastian
Florida**

For the Fiscal Year Beginning

October 1, 2010

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Sebastian, Florida for its annual budget for the fiscal year beginning October 1, 2010. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication devise.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Prepared by the City of Sebastian Finance Department, 1225 Main Street, Sebastian, FL 32958

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2011-2012 ANNUAL BUDGET

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CITY OF SEBASTIAN, FLORIDA

FISCAL YEAR 2011-2012 ANNUAL BUDGET

HOW TO READ THE BUDGET

This budget document serves two purposes to the users. One purpose is to provide City Council and general public a clear view of the services provided. The other purpose is to serve as an operating plan that conforms to the city's financial policies. There are six sections included in this document.

Budget Message – This section includes the budget transmittal letter from the City Manager. The letter addresses the key policy changes that support the adopted budget document.

Budget Overview – This section provides an overview of the key policy issues and programs, community profile and revenue trend analysis, and an overall budget summary.

Policies – This section presents the City's policies that guide the preparation of the budget.

Budget Detail – This section is broken down by fund types:

- **General Fund** - This section provides detailed general fund revenue analysis and departmental/division budget information on services, goals and objectives, performance measures, staffing, and expenditures by line item. General Fund is the main operating fund of the City and includes traditional municipal activities, such as public safety, public works and recreation.
- **Special Revenue Funds** - This section provides description of each individual fund as well as detailed line item budget information. These funds account for revenues dedicated or restricted to specific uses.
- **Debt Service Funds** - This section provides description of each individual fund as well as detailed line item budget information. These funds account for transactions associated with the City's long-term debt.
- **Capital Project Funds** - This section provides detailed budget information on funding sources and project appropriation (uses) for all FY 2011/12 capital projects.
- **Enterprise Funds** - This section provides revenue projection for each enterprise fund and detailed departmental/division budget information on services, goals and objectives, performance measures, staffing, and expenditure by line item. These funds are expected to be self-supporting and include the City's Airport, Golf Course and Building Department.

Capital Improvement Program – The Capital Improvement Program section provides a long-range capital improvement plan. The plan describes planned capital improvement projects and funding sources for Fiscal Year 2012-2017.

Schedules – This section provides historical trend information on ad valorem tax millage rates and tax collections. Debt service schedules are provided to support the budgeted line item detail. A five-year capital outlay schedule is included for future planning, including narratives on the impacts of those capital outlays on operating costs. Summary projections are also included for the special revenue and enterprise funds. A Glossary helps translate some of the budget language into plain English.



1225 MAIN STREET • SEBASTIAN, FLORIDA 32958
TELEPHONE: (772) 589-5330 • FAX (772) 589-5570

September 28, 2011

The Honorable Mayor Jim Hill and City Council
City of Sebastian
1225 Main Street, City Hall
Sebastian, Florida, USA

Re: Fiscal Year 2012 Budget Letter of Transmittal

Dear Mayor Hill and City Council Members:

In compliance with provisions of the City Charter and State of Florida Statutes, I am pleased to submit the Fiscal Year 2011/12 Budget. Total appropriations for all City Funds are \$19,876,053, as compared to the \$22,378,954 that was initially appropriated last year.

This year, we were once again faced with a large decrease in property values and no factual expectation that the economic slump had hit bottom and that values would begin moving upward. Budget relief measures we implemented in past years were continued, such as furlough days, reducing positions through attrition, requiring employees to contribute toward the employee's health insurance premium and offering no pay increases. Position reductions in General Fund that were made through attrition or transfers this past year include a full-time MIS Network Director, Growth Management Director, Environmental Planner, Two Police Captains and a Sergeant, a Maintenance Worker III in Roads & Maintenance, Two Maintenance Worker III's and one Maintenance Worker II in Stormwater Utilities and one Maintenance Worker I in Parks & Recreation. These reductions were partially offset by transferring an employee to an added Mechanic position in Fleet Management and an employee to an added Maintenance Worker I position in the Cemetery. An adjustment due to attrition was also made in the Golf Course by elimination of the Head Golf Professional position.

The City Council appointed Budget Review Committee conducted a series of meetings this year. Their time was devoted to reviewing an initial draft of the proposed budget and discussing possible measures that might be considered to increase revenue or reduce expenditures. The City Manager presented three scenarios of different funding levels, ranging from A.) a budget keeping the same millage as last year and eliminating three Police Department command staff and establishing a flatter Police Department chain of command, B.) a budget based on the rolled-back millage that would offset the loss of three Police Department command staff with one replacement and make certain City-wide organizational changes to more equitably share expenses between various funds, and C.) a budget with a large millage increase, that in addition to the foregoing changes, would offset the loss of Police Department command staff with two replacements, discontinue furlough days, reduce transfers into General Fund from other Funds and restore funding for equipment replacements.

The Budget Review Committee had their Chairperson present the County Commission's option to levy an additional one cent tax on each gallon of gasoline and possibly share the proceeds with municipalities. They also identified and discussed a number of areas of concern on the expense side, including the need for timely maintenance and replacement of equipment; discussions with the employees and collective

bargaining representatives on health insurance and changes to the retirement plans; adjustments to the budgets for possible gas and oil price increases; the correct amount to budget for telephone expenditures; the need to address emergency operating procedures with consideration for the loss of personnel; and the size of the Police Department relative to national averages.

The City Council appointed Parks and Recreation Advisory Committee also played a role in formulating the budget for the Recreation Impact Fee Fund. At an initial meeting, they were presented a preliminary draft of the City Manager's proposals and afterward, they provided input that was taken into account with the City Manager's final recommendations. They are expected to continue with an active involvement in determining the priority of projects that are to be funded from this source of revenue.

In preparing the budget the past three years, the primary goals were to avoid (1) ad valorem tax increases; (2) excessive reserve spending; and, (3) reductions in the City's workforce that would impact levels of service. As we proceeded through the budget preparation process, we stayed alert to actions that could improve our situation. Knowing the economic downturn has also been difficult on the taxpayers, we wanted to minimize their taxes as much as possible but had to weigh this against our fiduciary responsibility to insure the City financial position remains sound. An underlying focus throughout the entire process was to ensure that appropriations were set at levels that we can expect to be sustainable in the future. We paid particular attention to the future costs of the Police Officer's defined benefit plan, employee health insurance premium increases and possible ways to reduce transfers into General Fund from the Special Revenue Funds. We recognize that we are operating in an environment where the taxpayers expect services at the lowest possible costs and have little concern about how we manage the challenge of keeping a capable workforce that will perform the necessary work. However, as was explained during the Budget workshop and public hearings, unless we begin seeing some stabilization in property values, we feel that continuing to keep the same millage will not be realistically possible.

The proposed millage is the same 3.3041 rate as levied last year. Proceeds are budgeted at \$2,757,355, which because of reductions in taxable values will be \$340,018 less tax revenue than budgeted last year. The rate that would generate the same tax revenue as finally levied last year was calculated to be 3.7311. According to State Statutes, this rate is referred to as the "rolled-back rate" because it was instituted at a time when it was presumed that taxable values would always increase each year and the millage could be lowered such that tax revenues would be the same. With properties declining in value, most taxpayers will see a reduction in their City taxes. The table below summarizes the change in taxable values from last year:

	<u>Amount</u>	<u>Percent Change</u>
FY2011 Final Taxable Value	\$974,525,138	
Revised Assessed Values	(\$101,967,900)	(10.46%)
New Construction and Additions	\$5,884,140	.60%
FY2012 Taxable Value	\$878,441,378	(9.86%)

Ad Valorem tax revenue comprises 29.9% of the total General Fund budgeted sources (excluding interfund transfers) and is the largest source of revenue for the City General Fund. This percentage has dropped substantially since 2007, as shown on the following table:

<u>Fiscal Year</u>	<u>Total Revenues</u>	<u>Ad Valorem Taxes</u>	<u>% of General Fund</u>
2007	11,263,600	4,527,671	40.2%
2008	11,154,578	4,634,338	41.6%
2009	10,636,235	4,193,802	39.4%
2010	10,044,943	3,694,546	36.8%
2011	9,717,613	3,097,353	31.9%
2012	9,225,038	2,757,335	29.9%

How we will deal with any further erosion of property tax revenue, maintain existing service levels and still keep a balanced budget has become more difficult. We have examined our operations and evaluated personnel changes that could be made to reduce costs. Since personnel costs are over 76% of the General Fund budget, it is essential that they be held in check. In addition to positions lost from normal attrition and retirements, some positions were identified during the past year and eliminated as reductions in force. With personnel reductions over the past few years and the lost work-time due to furlough days, remaining employees are under increasing pressure to accomplish their assignments.

Built into this budget are several provisions that are of some concern. It should be realized that with the reductions in operating account budgets, there is little slack for any unexpected increases in charges. Rapidly increasing gasoline prices or unforeseen equipment repairs for instance, could require a budget adjustment. This budget continues to defer vehicle and equipment replacements, while also expecting departments to hold down expenditures for maintenance. We know this can not be done indefinitely. We also know that the minimal investment being made to training will have negative consequences over an extended time period. Over the past few years, we have critically examined staffing for each department and have eliminated a number of positions, either by layoffs, early retirement incentives or normal attrition. This has left most departments with minimal staffing available to provide the current level of services and we have reached a point that further reductions will have consequences in this regard. The twelve mandatory employee furlough days effectively reduced salaries by about 5% but also magnifies the difficulty of having sufficient personnel to accomplish the same amount of work. It is our hope that the furlough days will be an interim measure that can be cancelled once a rebound in the economy occurs.

The table below shows an example of the effect of the millage increase using a homestead property that was taxed on a value of \$200,000 last year and experienced the average decline of 11.57% in taxable value:

	FY 2011 With 3.3041 Millage	FY 2012 With 3.3041 Millage
Taxable Value	\$200,000	\$176,860
Homestead Exemption	50,000	50,000
Net Taxable Value	\$150,000	\$126,860
Millage	3.3041	3.3041
Taxes	\$496	\$419
Tax Savings		\$77

It should be noted that the way the Save-Our-Homes legislation works, those homestead properties that benefited in past years by the cap on increases in taxable value would not see all of the above savings. Although their assessed value may have decreased, they will see a small increase in taxable value because the law requires they be increased by the change in the consumer price index until their taxable value catches up with assessed value.

CITY GOALS

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 attempts to keep 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:

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

In order to achieve these goals, each department/division develops their own goals and objectives in an effort to achieve the City's ultimate goals. These are presented within the sections for each department.

BUDGET CHALLENGES AND HIGHLIGHTS

The Fiscal Year 2011-2012 budget is a planning document with the purpose of allocating the resources that will accomplish the City's goals and vision. Major challenging factors impacting the budget are as follows:

- Taxable values declined substantially again this year and although most taxpayers will see a tax reduction from this, the City was still pressured to lower the millage and provide even more relief due to the depressed economic environment. The difference in revenue from ad valorem taxes between the recommended 3.3041 millage levied last year and the "rolled-back" 3.7311 millage is \$356,340. Therefore by keeping the same millage, the budget for General Fund was that much out of balance before the City even considered what could be done to reduce expenses.
- The slowing down of the economy has continued to reduce activity in the local housing market and building activity has continued to be negligible.
- Limited replacements of vehicles and equipment will ultimately lead to higher maintenance costs.
- Employees are being required to do more with less, while wages are being frozen, training funds are being cut, contributions are being required toward health insurance premiums and furlough days are reducing their paychecks.

About 42.17% of the total proposed General Fund budget is personnel costs. Salaries and benefits are governed by the Public Employees Association (PEA) and the Police Benevolent Association (PBA) union contracts, as well as management benefits package for exempt employees. An anticipated increase in group health insurance premiums was mitigated by changing to a deductible plan in concert with City funded credit cards that can be applied toward medical expenses. Additionally, staff incorporated the following measures to facilitate a balanced budget with no change from last year's tax millage and without using cash reserves:

- The recommended budget reflects the net reduction of nine General Fund full-time positions.
- Salaries for management and supervisors will not be increased.
- Wages for unionized employees will not be increased.
- All employees will have to take twelve predetermined furlough days. City facilities will be closed for business those days, except for the Police Department and Golf Course.
- Budgets for other operating expense accounts in General Fund have pretty much been held the same, leaving little flexibility for unexpected events or cost increases.
- Capital outlays continue to be minimized.

As stated above, there is a net reduction of nine full-time positions in General Fund that was mostly the result of reduction in force terminations and retirements. The following table demonstrates the changes in staffing levels made to each department/division.

RECOMMENDED FULL-TIME AND PART-TIME POSITIONS

Department/Division	Actual FY 2008/2009		Amended FY 2009/10		Budget FY 2010/1011		Budget FY 2011/2012		Increase/ (Decrease)	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
City Council	0	5	0	5	0	5	0	5	0	0
City Manager	2.5	0	2.5	0	2	0	2	0	0	0
City Clerk	3	0	3	0	3	0	3	0	0	0
City Attorney	2	0	0	0	0	0	0	0	0	0
Administrative Services	0	0	5	0	5	0	5	0	0	0
Finance	5	0	0	0	0	0	0	0	0	0
Mgmt Information Svcs	3	0	3	0	3	2	2	2	(1)	0
Human Resources	2	0	0	0	0	0	0	0	0	0
Planning and Zoning	5	0	5	0	4	0	3	0	(1)	0
Police Administration	9	8	7	0	7	0	7	0	0	0
Police Operations	30	1	27	1	27	1	25	1	(2)	0
Police Detectives	6	0	10	8	10	8	9	8	(1)	0
Police Dispatch	9	1	9	1	9	1	9	1	0	0
Code Enforcement	2.5	0	2.5	0	3	0	3	0	0	0
Engineering	5	4	0	0	0	0	0	0	0	0
Roads & Maintenance	10	0	12	0	12	0	10	0	(2)	0
Stormwater Utility	11	0	12	0	12	0	9	0	(3)	0
Fleet Management	3	1	3	1	2	1	3	1	1	0
Parks & Recreation	15	17	14	18	12	18	11	18	(1)	0
Cemetery	2	0	2	0	1	0	2	0	1	0
Facilities Maintenance	2	0	2	0	2	0	2	0	0	0
Golf Course Administration	3	5	3	2	3	2	2	3	(1)	1
Golf Course Carts	0	7	0	13	0	13	0	13	0	0
Airport	3	0	3	0	3	0	3	0	0	0
Building Department	5	0	5	0	5	0	4	0	(1)	0
SUB-TOTALS	138	49	130	49	125	51	114	52	(11)	1
TOTALS	187		179		176		166		(10)	

CAPITAL IMPROVEMENT PROGRAM

On August 10, 2011, the City Council approved a six-year capital improvement program for Fiscal Year 2012-2017. Staff has incorporated the plan into the proposed FY 2011-12 Budget, including any necessary changes to operation and maintenance of the constructed facilities. The detailed project listing is located in the Capital Improvements Program section of this document.

Local Option Gas Tax (LOGT) funds will continue to be applied to payment of the Paving Improvement Bank Note and for the costs of street lighting. The amount budgeted in FY 2011-12 to be transferred to General Fund as a reimbursement of work accounted for in that Fund for street markings and signage has been reduced to \$125,000. Those reimbursements are scheduled to be stepped-down over the years in order to dedicate those moneys to street repaving and sidewalk repairs.

In addition to paying for debt service on the City Hall/Police Station Bonds, we are continuing to fund police department vehicles from Discretionary Sales Tax (DST) proceeds. Other allocations from DST in FY 2011-12 include painting City buildings, purchasing fleet maintenance equipment, roadway improvements along highway U.S.#1 and paving/parking enhancements to the Presidential Streets. As done for several years, DST funds will be used for the continuation of the ¼ Round Swale Improvements Program. In the later years, in addition to continuing to replace police department vehicles and funding the ¼ Round Swale Improvement Program, there are funds programmed for most of the costs for improving the CavCorp parking area; additional median landscaping on highway #512; baseball field lighting at the Barber Street Sports Complex; repairs to the Barber Street bridge; scheduled improvements of the Barber/Schumann Intersection; plus, some stormwater improvements.

Projects to be undertaken in the Riverfront CRA Fund in FY 2011-12 include gateway enhancements and engineering expenses for improving the CavCorp parking area. Annual amounts have also been scheduled to continue the façade/sign improvement program, make a transfer to General Fund for quality maintenance and to pay for one billboard. In the later years, these funds will be matched with DST funds to make the improvements to the CavCorp parking area.

Recreation Impact Fee balances are allocated toward design and engineering of a mooring field, improvements and signage of the Blueway, drainage improvements and bleacher shields for the Barber Street Sports Complex baseball fields, creative playground improvements and installing a handicap pier at the Yacht Club. In the later years, lights will be added at the multi-use fields and an equipment building will be added at Barber Street Sports Complex. There is also a project to add a small park in the Azine Terrace neighborhood

Other highlights of the Capital Improvement Program include Stormwater funds that are allocated for the debt service on the Stormwater Bonds and for a transfer to General Fund for the costs of stormwater maintenance. Similar to what was done with Local Option Gas Tax funds, those transfers are scheduled to be stepped-down over the years in order to dedicate those moneys to stormwater improvement projects. Down the road several years, is a financing via a Bank Note to raise funds for the Golf Course to construct a new clubhouse, make tee box improvements and upgrade portions of the irrigation system. Several large Airport related projects have also been incorporated into the capital budget, assuming that grant opportunities will provide most of the funding.

The Proposed Fiscal Year 2011-12 Budget will not depart from the current direction of the City. The Citywide goals will continue to be achieved and accomplished by undertaking the following major programs, projects and activities within each responsible department/division:

Citywide Infrastructure Improvements

- Continuation of the Street Resurfacing Program;
- Continuation of the sidewalk installation program;
- Continuation of the stormwater ¼ round swale rehabilitation program;
- Continuation of capital improvements at Sebastian Municipal Airport – via partnership with the Florida Department of Transportation (FDOT) Aviation Section and with the Federal Aviation Administration (FAA).

Governmental Efficiency:

- Continuation of the partnership with Waste Management, Inc. to provide solid waste collection services via an exclusive five year renewable option franchise agreement;
- Continuation of the stormwater swales and ditches mowing program;

Commitment to the Future:

- Continuing the implementation of the Sebastian Municipal Airport Business Plan;
- Continuation of the economic development marketing efforts;

Environmental Conservation:

- Continue efforts to obtain grants.

Quality of Life:

- Partnering with Sebastian Community Redevelopment Agency to initiate additional projects and programs to benefit the Community Redevelopment District.

COMPARATIVE AND TREND ANALYSIS

Through various cost efficiency initiatives (e.g. procurement of grants, restructuring departmental staffing and outsourcing), we have continued programs and funded projects while limiting increases in property taxes. In our environment of declining revenue sources, this objective has become imperative.

General Fund expenditures per capita in Sebastian for the last several years reflect a continued effort to lower the cost to the residents. The difficulty has been to accomplish this without a reduction in the level of services that are also expected. We believe the City has succeeded in this endeavor. This is evidenced by the information shown in the table below and in CHART I that follows.

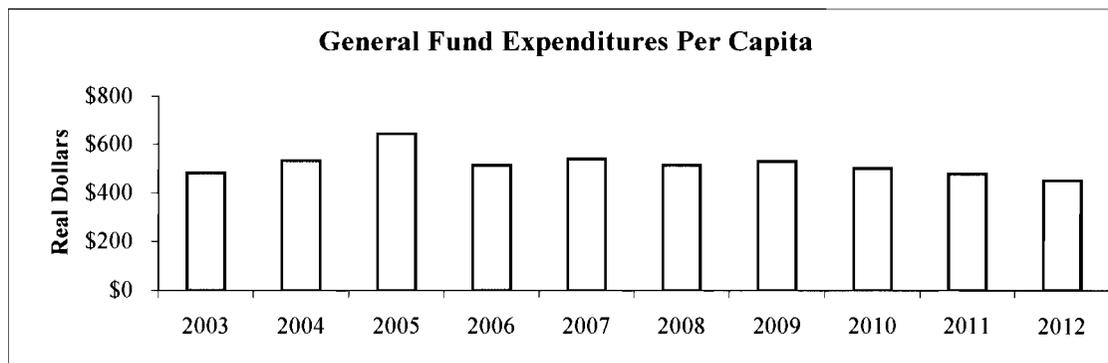
General Fund Expenditures Per Capita

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Actual 2005</u>	<u>Actual 2006</u>	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Amended Budget 2011</u>	<u>Proposed Budget 2012</u>
General Fund Expenditures (in millions)	8.88	10.34	12.91	12.82	12.08	11.78	12.03	10.99	10.50	9.90
Population (1)	18,425	19,365	20,048	21,666	22,426	22,924	22,722	21,929	21,929	21,929
Percent Change from Prior Year	7.3%	5.1%	3.5%	8.1%	3.5%	2.2%	-0.9%	-3.5%	0.0%	0.0%
Expenditures Per Capita (2)	\$482	\$532	\$644	\$512	\$539	\$514	\$529	\$501	\$479	\$451
Percent Change from Prior Year	7.3%	10.4%	21.0%	-20.4%	5.2%	-4.6%	3.0%	-5.3%	-4.5%	-5.7%

(1) Population figures for Fiscal Year 2011 and 2012 are projected the same as 2010.

(2) The higher expenditure per capita in FY 2005 is due to post hurricane clean up and repairs.

CHART I



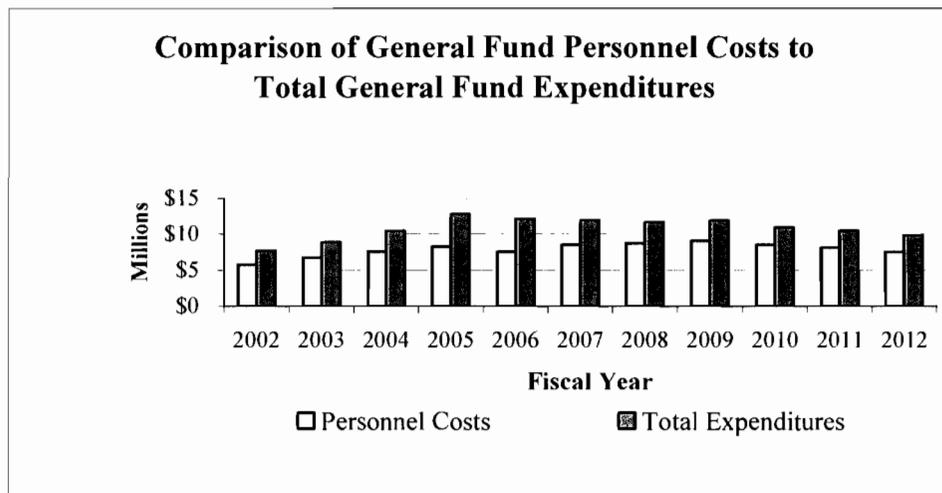
Another important consideration involves strict attention to the cost of personal services from year to year. The comparison of General Fund personnel costs to total General Fund operating expenditures for the past several years is shown in the following table and in CHART II. The percentage of General Fund personnel costs to the total General Fund operating expenditures actually shows a declining pattern from FY 2003 to FY 2006. The percentage decrease from FY 2005 to FY 2006 is mainly due to post hurricane clean up and in-house repairs. The percentage increases from FY 2007 to FY 2009 are mainly due to pay and benefits increases. Although, pay freezes and lay-offs have reduced personnel costs for FY 2010, 2011 and FY 2012, reductions to the other budgeted accounts resulted in a slight increases to the percentage for those years.

Comparison of General Fund Personnel Costs to Total General Fund Expenditures

<u>Fiscal Year</u>		<u>Personnel Costs</u>	<u>Total General Fund Expenditures</u>	<u>Percentage</u>
2002	Actual	\$5,766,002	\$7,709,304	74.79%
2003	Actual	\$6,728,449	\$8,880,822	75.76%
2004	Actual	\$7,544,709	\$10,443,026	72.25%
2005	Actual	\$8,261,416	\$12,906,248	64.01%
2006	Actual (1)	\$7,532,331	\$12,234,243	61.57%
2007	Actual	\$8,524,464	\$12,079,796	70.57%
2008	Actual	\$8,728,170	\$11,776,193	74.12%
2009	Actual	\$9,113,545	\$12,025,198	75.79%
2010	Actual	\$8,534,921	\$10,991,875	77.65%
2011	Budget	\$8,154,390	\$10,504,831	77.63%
2012	Proposed	\$7,543,163	\$9,860,464	76.50%

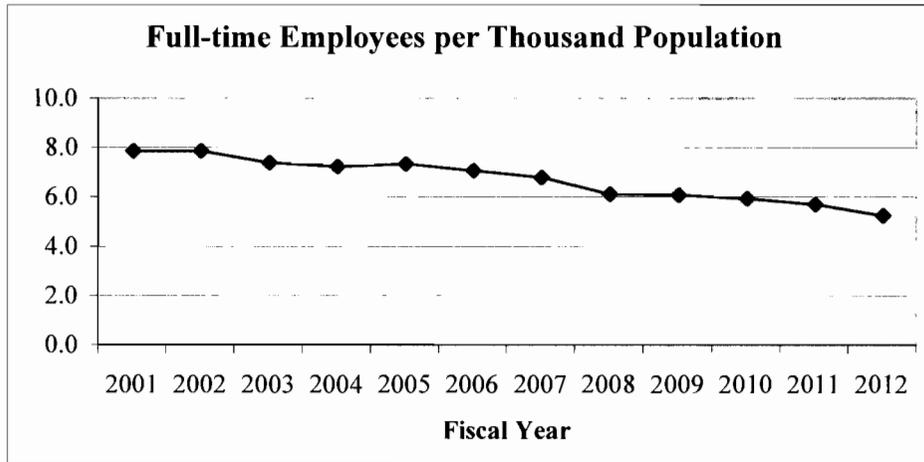
(1) The lower personnel costs is caused by the separation of Building Department from the General fund at the beginning of FY 2006.

CHART II



A significant factor continuously examined by the administration is full-time employees per thousand in population. A few years ago, the City experienced tremendous annual growth in both taxable property values and population. Under direction by the City Council, Sebastian is actually experiencing a decreasing trend on full-time employees per thousand in population. This is illustrated in Chart III.

CHART III



The comparison of General Fund actual undesignated fund balance to the General Fund total expenditures is illustrated in Chart IV and Chart V. As required by the adopted financial policies, the General Fund unreserved fund balance is required to be maintained in an amount greater or equal to 30% of the annual General Fund Expenditure Budget. The nationally recognized Government Finance Officers Association also recommends the undesignated fund balance to be no less than two months of the General Fund regular operating expenditures. The chart reflects a continued trend the administration has encouraged in maintaining a healthy General Fund undesignated fund balance. Such trends are indicators of the financial stability of a community. On October 1, 2002, the City Council adopted a resolution to designate \$1,000,000 from the General Fund undesignated fund balance to provide an advance to the airport for capital improvements, if needed. The line of credit reserve expired at the end of Fiscal Year 2007. This explains the significant General Fund undesignated fund balance decrease in Fiscal Year 2003 and increase in FY 2007.

CHART IV

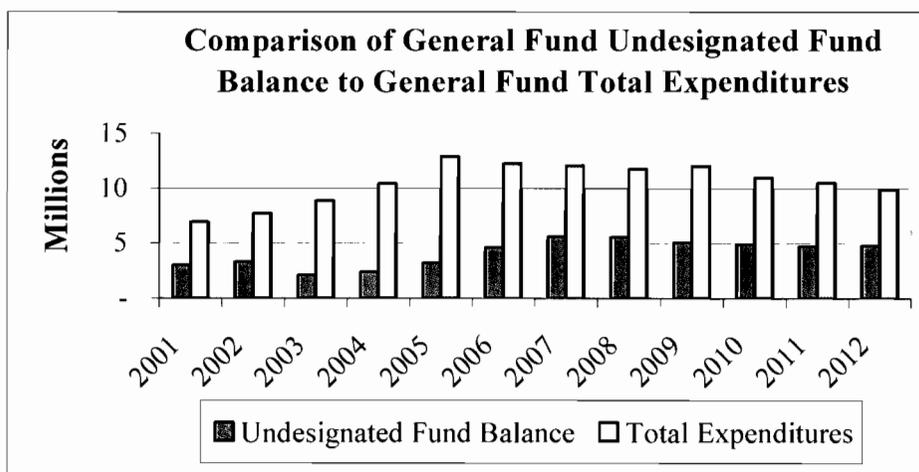
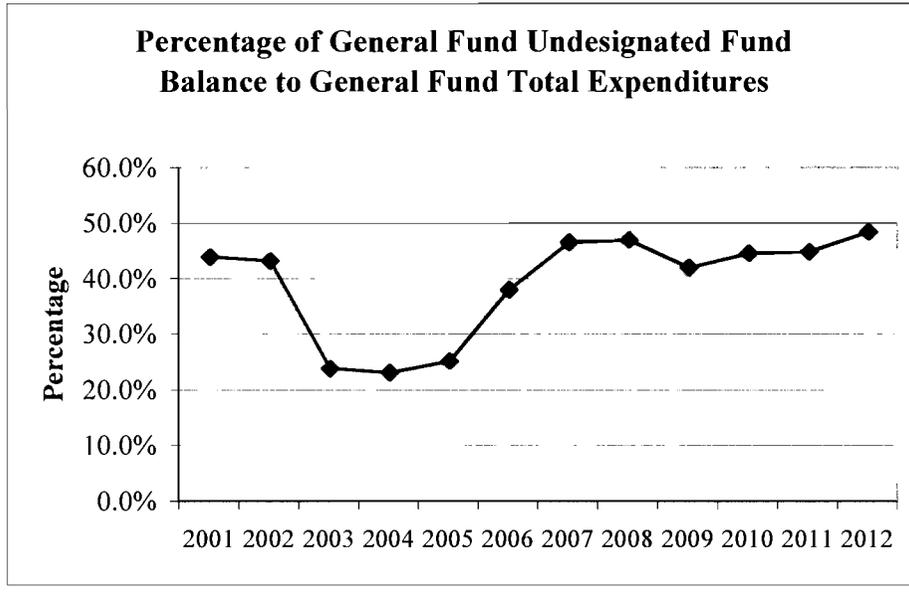


CHART V



BUDGET BY FUNCTION

Economic Environment

As reported by the University of Florida Bureau of Economic and Business Research, 2010 Estimates of Population, the City's population is 21,929. This was a 3.5% decrease over the prior year. Sebastian has an approximate "build-out" rate of 60%. However, residential and commercial development for the past few years has continued to be at a very slow rate. This is reflective of economic conditions on a State and Nationwide scale and is not considered a local peculiarity.

The Sebastian Community Redevelopment Agency (CRA) experienced another substantial decline in property values this year but will still continue to play an important role in Economic Development using accumulated fund balances. Recent infrastructure improvements within the CRA area have done a lot to improve the area and additional measures are being undertaken. The CRA will continue the Façade, Sign and Landscaping Grant Program, which has awarded a number of grants to local businesses and improved the overall looks of commercial signage. It will allocate most of the available funds to parking improvements on the Cavcor property. Annual amounts are also planned as transfers to the General Fund for quality maintenance and to pay for one billboard. Also, the City provides support to several local festivals that provide direct economic benefit to the community. The CRA website <http://www.cityofsebastian.org/CRA/> highlights news and information within the CRA district.

The City continues to utilize the web site for businesses, www.sebastianbusiness.com. The website features information on economic incentives, relocation and business development. The City strives to provide new businesses with information on the local Chamber of Commerce and the benefits. Additionally, the City set up a website to attract retirees, <http://www.sebastianretirement.com>. Recently, the City Council voted to continue having a billboard at a location along Interstate 95, in hopes of attracting attention to the City's amenities. In addition, last year the City Council approved an economic incentive plan that is focused on attracting enterprises that will create jobs.

Community Safety

The Sebastian Police Department 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 nine years ago. This designation has markedly increased Sebastian Police Department'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 Sebastian Police Department 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 Sebastian Police Department's programs and services, augmenting standards and practices agency wide. Such an arrangement is most appropriate in that growth oriented communities like Sebastian, 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 Sebastian Police Department and city administration in alleviating such potentially adverse conditions.

Transportation

The City continues working on a long-term planning, modeling, study, and coordination with the MPO of Indian River County regarding prospective future capital improvements. Some long-range goals consist of examining the potential for intersection improvements at the Barber Street/Schumann intersection and making improvements to the median landscaping in Highway #512. These projects offer ways to promote and encourage better traffic flows in and around Sebastian and to improve the aesthetics of a major entranceway to the City. During 2011, construction was initiated on the North Powerline Road project, which will open up another north/south access road through the City.

Public Works continues working on the sidewalk installation and asphalt paving/resurfacing of existing City streets as funding permits. The \$2,000,000 project to resurface and rebuild Barber Street between Sebastian Boulevard and Schumann Drive was completed in 2011. This was accomplished by the Florida Department of Transportation that was awarded those funds through the American Recovery and Reinvestment Act of 2009.

Airport

The Sebastian Municipal Airport (X26) Master Plan serves as the guiding document for airport planning. Numerous infrastructure improvements and economic development projects have been completed, and others in the 'pipeline,' will lead to the economic viability, and self-sustaining capability, of the airport. The aforementioned improvement projects were/are the result of funding grants by the Florida Department of Transportation (FDOT) and the Federal Aviation Administration (FAA) combined with City Of Sebastian 'match' funds.

Sebastian Municipal Airport's infrastructure is being developed to attract economic development opportunities in an effort to stimulate the business climate and create jobs in our community. Recent successes include the locating of LoPresti Aviation into a new 15,000 square foot hanger and 1,500 square feet of administrative space funded, in part, by the FDOT. LoPresti Aviation was expected to add 25 new jobs at the airport. In addition, Airport staff continues to market the Administrative Building as a business incubator. 7 jobs were anticipated to be added with an aviation insurance company located in that facility in 2010. Another success is planned to be completed in 2011 with the building of an aircraft maintenance facility for a new tenant using a \$1,160,000 FDOT grant. These activities have shown steady incremental progress toward airport self-sustainability, along with complementing the character and progress for the City's economic development plan.

Physical Environment

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. In Fiscal Year 2004, the City secured a revenue bond dedicated specifically to large-scale comprehensive stormwater utility improvements. This yielded \$5.6 million committed to capital improvement programs that will result in better drainage flow dynamics citywide. The long-awaited Collier Creek Dredging project was completed utilizing these funds.

Stormwater maintenance has long been an issue for City residents. The upkeep of the ditches and swales has always been a challenge for the Stormwater Division. In FY 2005-06, the City began outsourcing swale and ditch maintenance to enable City crews to focus on different stormwater maintenance practices. This action more consistently maintained ditches and swales and reduces swale drainage complaints. The stormwater maintenance cost is budgeted at \$1.1 million in 2012, which is funded 54% by General Fund revenues and 46% by stormwater assessments.

The City is continuing the ¼ round swale rehabilitation project and is budgeting \$500,000 from discretionary sales tax funds in 2012 toward this purpose. In addition to the contractual agreement with the contractor, the City also utilizes a crew of four stormwater employees to install ¼ round.

Culture and Recreation

City administration will continue to provide program funding for beautification and landscaping improvements throughout the City, as opportunities become available. We remain acutely aware that properly maintaining this infrastructure is a main priority. Facilities should not be added unless we are confident that ongoing maintenance can be sustained. Accordingly, previously scheduled neighborhood parks and playground improvements projects have been moved back several years due to concerns that the City will be unable to afford to maintain them properly. Funding has been allocated from Recreation Impact Fees in FY 2012 for a number of projects, including creating a mooring field for boaters, signage for the Blueways, improvements at the Barber Street Sports Complex and building a handicap pier. Additional projects are also scheduled there for installing lights at the multi-use field in FY 2013 and adding an equipment building in FY 2014. A new neighborhood park is scheduled for FY 2015.

Summary

The Proposed Fiscal Year 2012 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. 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 Fiscal Year 2012 Budget year has been more challenging than ever due to the continuing slowdown in community growth and substantial decline in taxable property values. The Sebastian Management Team managed to offer a number of expenditure reductions that made it possible to bring projected spending within the amount of anticipated revenues. In summary, the Fiscal Year 2012 Budget supports the City's sound financial position; continues attention to enhancing our community's small town atmosphere; encourages conservation initiatives; and is supportive of expanding private/public partnerships and economic development.

Earlier this year, the nationally recognized Government Finance Officers Association awarded the Distinguished Budget Presentation Award to the City for its Fiscal Year 2011 budget document. This is the seventh time the City has received this honor. This award is the highest form of recognition in governmental budgeting and represents a significant achievement by our City.

A special and very personal thanks goes out to the Management Team who assisted the Office of the City Manager and the Administrative Services Department in preparing this year's budget submission, including department directors who contributed invaluable in preparing the budget document. With the hard work and dedication provided by employees and the Management Team, I am confident in our ability to provide the same high quality services that the City Council demands and the citizens enjoy.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Al Minner', with a long horizontal flourish extending to the right.

Al Minner
City Manager



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CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

COMMUNITY PROFILE

General Description

The City of Sebastian, Florida is located in Indian River County approximately midway through the east coast of the Florida Peninsula (between Melbourne and Vero Beach) in an area known as the Treasure Coast. It is recognized as the Home of Pelican Island, the first designated wildlife refuge in the United States.

The City was first incorporated as the Town of Sebastian in 1924. In the late 1950s General Development Corporation purchased the land from the Mackle family of Miami and began the development of a planned community that is now the City of Sebastian. The City has a estimated population of 21,929 living in an area of approximately 14.6 square miles.

The City boasts beautiful parks, public and private elementary schools, middle schools, and a high school just outside of its limits, an unobstructed view of the intra-coastal waterway in the Indian River Lagoon along its riverfront district, close proximity to Atlantic beaches, a police department, shops and restaurants, many churches, several City festivals each year, monthly arts and crafts shows, concerts in the park, a municipal golf course and airport, and a central location with easy access to I-95 and the Florida Turnpike.

Education

The City hosts five public schools: Pelican Island Elementary (PK through Grade 5); Sebastian Elementary (PK through Grade 5); Sebastian Junior High Charter School (Grades 6, 7, 8); Sebastian River Middle School (Grades 6, 7, 8); and Sebastian River Senior High School (Grades 9 through 12).

Higher education is also available in the Sebastian area. There are two 2-year colleges, Indian River State College and Brevard Community College, and one 4-year institution, Florida Institute of Technology (Florida Tech). Sixty minutes to the northwest, Orlando hosts a number of colleges and universities offering academic and trade curriculum.

Workforce

Retail sales and the service industries remain the largest sectors of employment in Sebastian area. The historical overall unemployment rate for the area over the past ten years and the projected unemployment rate for the next ten years are greater than that of the state of Florida. The May, 2011 unemployment rate was 12.5% and this high number indicates the current economic difficulties being experienced in the local area. According to the U.S. Census Bureau (2010), 86.4% of the population age 25 or older are high school graduates and 26.5% hold a bachelor's degree or higher. The local economy is fueled by retirees and seasonal residents, citrus production and exports, healthcare and related services, residential construction, small service businesses and governmental and educational services. The area median age for 2010 was 49.1 and median household income for 2009 was \$43,685 per U.S. Census Bureau.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Major employers in the County are shown below along with their approximate level of employment as of October 2010.

Major Employers in Indian River County

<u>Establishment</u>	<u>Industry/Product</u>	<u>Number of Employees</u>
School District of Indian River County	Government	2,080
Indian River County	Government	1,411
Indian River Medical Center	Health Care	1,334
Publix Supermarkets	Food/Beverage	960
Piper Aircraft	Manufacturer	850
Sebastian River Medical Center	Health Care	600
John's Island	Residential/Resort	550
City of Vero Beach	Government	505
Visiting Nurse Association	Health Care	475
Wal-Mart	Retail	384
Disney's Vero Beach Resort	Resort Hotel	300
Grand Harbor Management	Developer	295
CVS Warehouse/Distribution	Distribution	278
Sun Ag. Inc.	Citrus, Agric.	240

Source: Indian River County Chamber of Commerce

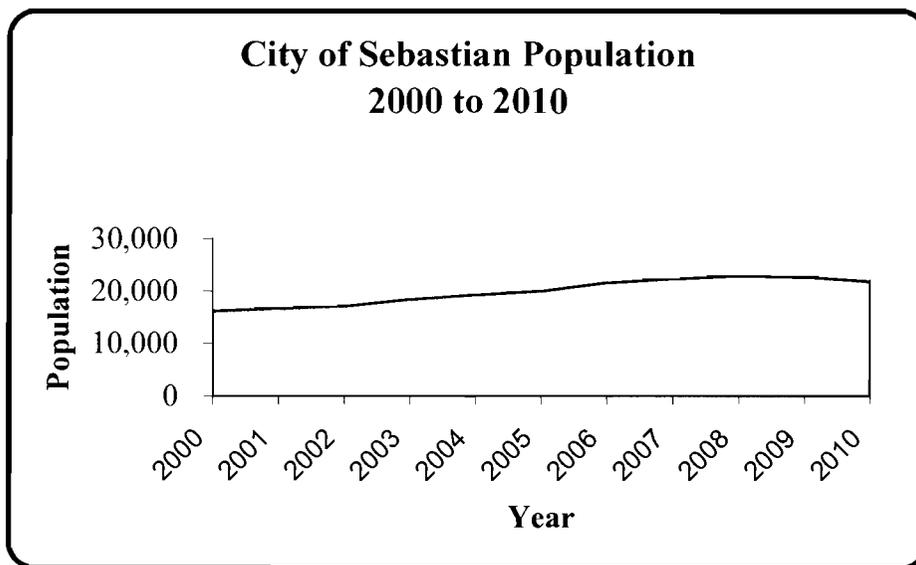
CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Population/Growth

The City of Sebastian underwent significant growth through 2006 but has declined in the past couple of years. At this point in its development evolution, the City has an approximate “build-out” rate of 60%. Consequently, the City continues to face challenges relative to growth management, as there is a large potential for it to grow and develop, both in residential and commercially zoned areas of the community. With such dynamics, it can be anticipated that proposals for new commercial and industrial facilities will likely be received in response to population growth. 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.

POPULATION PERCENTAGE INCREASE

<u>Year</u>	<u>Population</u>	<u>% Change from Prior Year</u>
1998	15,115	4.46%
1999	15,707	3.92%
2000	16,181	3.02%
2001	16,667	3.00%
2002	17,167	3.00%
2003	18,425	7.33%
2004	19,365	5.10%
2005	20,048	3.53%
2006	21,666	8.07%
2007	22,426	3.51%
2008	22,924	2.22%
2009	22,722	-0.88%
2010	21,929	-3.49%



Source: University of Florida, Bureau of Economic and Business Research

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

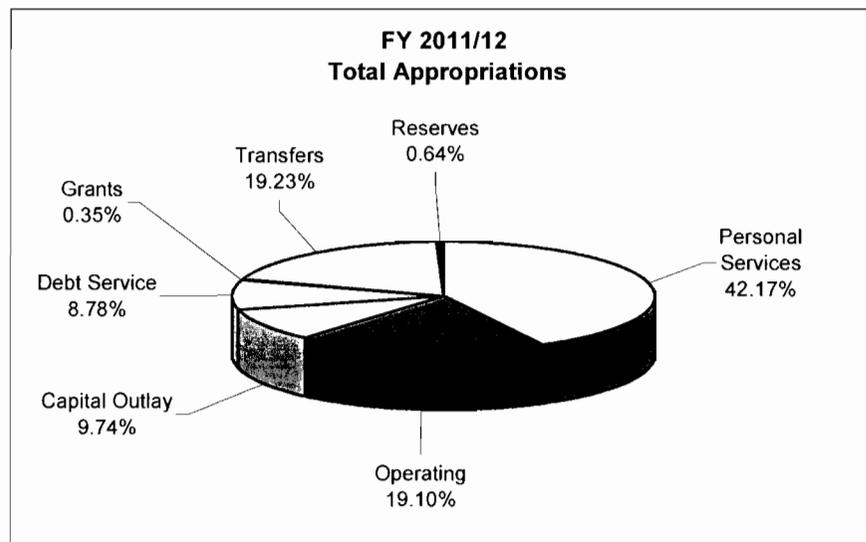
The Fiscal Year 2011/12 adopted budget continues to emphasize decreasing expenditures, yet adequately funding the desired level of service. Reducing expenditures has become a real challenge for the City Manager and management staff, as each year becomes more difficult as the budgets have already been brought down to a minimum. Despite the State mandated rate increase limitations, the City has exercised many cost cutting techniques over the years to facilitate the adoption of a lower millage rate. Major cost cutting techniques include the implementation of Employee Early Retirement Incentive Program, the elimination of positions, as well as zero budgets for new positions and minimal purchases of capital items.

TOTAL BUDGET SUMMARY

The annual budget for the City of Sebastian is divided into the following major components, which include all appropriations for the city. The total budget for Fiscal Year 2011/12 is \$19,876,053. The major components include the following:

- **Personal Services:** This includes all the payroll cost for employees of the City, including overtime, part-time, temporary and all the related employee benefits. The budgeted amount for this fiscal year is \$8,380,976.
- **Operating Budget:** The operating budget finances the contractual fees, supplies, utility billings, training/travel expenditures. The budgeted amount for this fiscal year is \$3,796,384.
- **Capital Budget:** The Capital budget includes purchases of equipment, facilities and land, plus the construction of city facilities, such as roads, drainage, and parks projects. The budgeted amount for this fiscal year is \$1,935,500.
- **Debt Service Budget:** The debt service budget funds scheduled debt service payments for city's long-term debts. The budgeted amount for this fiscal year is \$1,745,198.
- **Grants Budget:** This includes payments to other individuals or organizations. \$70,000 is appropriated in this fiscal year.
- **Transfers Budget:** These are made between budgeted funds and total \$3,821,414 in this fiscal year.
- **Contingency/Reserve:** The contingency/reserve appropriations are made up of unappropriated fund balances and are available to cover emergency expenses or revenue shortages. These appropriations total \$126,581 this fiscal year.

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



CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

FY 2011/12 BUDGET SUMMARY FOR ALL FUNDS

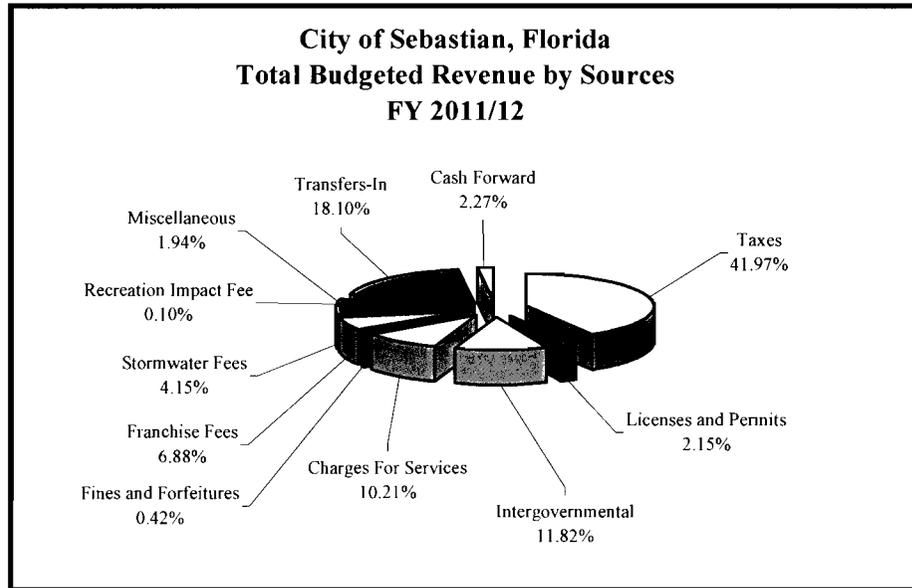
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	ALL FUNDS
REVENUES:						
Taxes:						
Ad Valorem	\$ 2,757,335	\$ -	\$ -	\$ -	\$ -	\$ 2,757,335
Sales and Use Taxes	-	2,941,900	-	-	-	2,941,900
Utility Service	2,550,000	-	-	-	-	2,550,000
Licenses and Permits	36,150	-	-	-	386,150	422,300
Intergovernmental Revenue	1,880,400	259,066	-	177,500	-	2,316,966
Charges For Services	284,603	-	-	-	1,721,444	2,006,047
Fines and Forfeitures	74,000	8,000	-	-	-	82,000
Franchise Fees	1,352,200	-	-	-	-	1,352,200
Stormwater Assessment	-	815,000	-	-	-	815,000
Recreation Impact Fees	-	20,000	-	-	-	20,000
Miscellaneous Revenue	299,776	55,228	23,500	-	11,550	390,054
TOTAL REVENUES	9,234,464	4,099,194	23,500	177,500	2,119,144	15,653,802
Transfers-In (1)	687,000	-	1,435,914	1,700,500	-	3,823,414
Cash Balances Brought Forward	-	359,478	3,042	-	36,317	398,837
TOTAL REVENUES, BALANCES AND TRANSFERS	\$ 9,921,464	\$ 4,458,672	\$ 1,462,456	\$ 1,878,000	\$ 2,155,461	\$ 19,876,053
EXPENDITURE/EXPENSES:						
General Government	\$ 2,612,235	\$ -	\$ 300	\$ 98,000	\$ -	\$ 2,710,535
Public Safety	4,429,395	-	-	185,000	413,059	5,027,454
Physical Environment	976,100	126,122	-	500,000	-	1,602,222
Transportation	956,447	257,719	-	910,000	396,899	2,521,065
Culture and Recreation	886,287	-	-	185,000	1,250,297	2,321,584
Debt Service	-	265,792	1,462,156	-	17,250	1,745,198
TOTAL EXPENDITURE/EXPENSES	9,860,464	649,633	1,462,456	1,878,000	2,077,505	15,928,058
Transfers-Out (1)	-	3,798,914	-	-	22,500	3,821,414
Increases to Cash Reserves	61,000	10,125	-	-	55,456	126,581
TOTAL EXPENDITURES/EXPENSES, TRANSFERS AND RESERVES	\$ 9,921,464	\$ 4,458,672	\$ 1,462,456	\$ 1,878,000	\$ 2,155,461	\$ 19,876,053

(1) The difference between the transfers-in and the transfers-out represents transfers from the Cemetery Trust Fund. The Cemetery Trust Fund is not a budgeted fund and therefore is not included in the FY 2011/12 adopted budget.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SUMMARY OF REVENUES

Total funding available to the city in FY 2011/12 from all sources are estimated at \$19,876,053. As illustrated in the graph below, tax revenues make up approximately 41.97% of total budgeted revenues. Tax revenues include ad valorem taxes, discretionary sales tax, and utility service tax. Intergovernmental revenues make up 11.82% of revenues. These are comprised of state shared revenues and federal grants, state grants, and local grants. Charges for services represent an additional 10.21% 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 2011/12 revenues compared to the FY 2010/11 budget. Intergovernmental Revenue has declined 29.7% due to lower receipts from grants related to the Airport. Licenses and Permits have an increase of 6.9% due to anticipated increases in construction activity. Franchise Fees has a decrease of 6.8% based on trend analysis and Miscellaneous Revenue has a decrease of 9.8% due to reductions in investment income. Recreation Impact Fee projections have been projected at the same level as FY 2010/11. Transfers-In has a decrease of 9.9% due to a reduction in transfers for capital projects. Balances Forward has a decrease of 62.2% due to lesser amounts brought forward in the Special Revenue Funds.

Total Budgeted Revenue

	Actual FY 2007/08	Actual FY 2008/09	Budget FY 2009/10	Budget FY 2010/11	Budget FY 2011/12	Increase (Decrease)	% Increase/ Decrease
Taxes	\$ 10,000,771	\$ 10,065,806	\$ 10,219,302	\$ 8,639,623	\$ 8,249,235	\$ (390,388)	-4.5%
Licenses and Permits	508,866	388,099	698,923	395,000	422,300	\$ 27,300	6.9%
Intergovernmental Revenue	2,799,142	3,270,854	2,299,529	3,295,482	2,316,966	\$ (978,516)	-29.7%
Charges For Services	2,140,741	1,750,066	2,379,319	1,937,389	2,006,047	\$ 68,658	3.5%
Fines and Forfeitures	65,246	88,938	67,600	73,500	82,000	\$ 8,500	11.6%
Franchise Fees	1,199,762	1,327,253	1,159,947	1,450,085	1,352,200	\$ (97,885)	-6.8%
Stormwater Assessment	810,944	807,971	820,000	835,000	815,000	\$ (20,000)	-2.4%
Recreation Impact Fee	32,825	13,975	100,000	20,000	20,000	\$ -	0.0%
Miscellaneous Revenue	652,434	910,301	1,478,568	432,636	390,054	\$ (42,582)	-9.8%
Total Operating revenues	\$ 18,210,731	\$ 18,623,263	\$ 19,223,188	\$ 17,078,715	\$ 15,653,802	\$ (1,424,913)	-9.1%
Transfers-In	7,886,519	5,196,376	6,043,521	4,244,661	3,823,414	(421,247)	-9.9%
Balances Forward	1,760,667	4,370,837	1,707,926	1,055,578	398,837	(656,741)	-62.2%
Total Revenues	\$ 27,857,917	\$ 28,190,476	\$ 26,974,635	\$ 22,378,954	\$ 19,876,053	\$ (2,502,901)	-12.6%

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

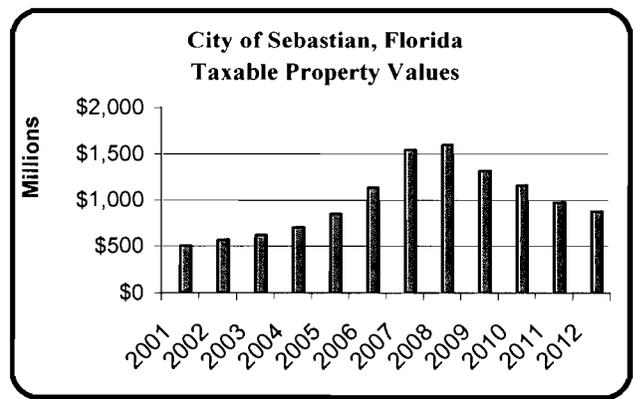
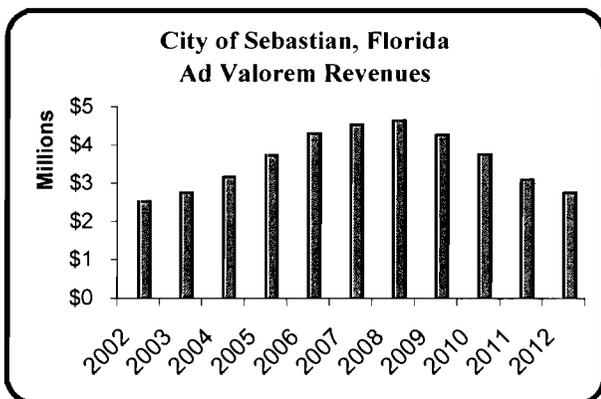
The following is an overview and analysis of all the major revenue sources for the city. The overview provides a description of the revenue and the authority to collect such revenue. The analysis provides up to ten years trend for each major revenue source.

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 2011/12 the City has budgeted at 95%, or \$2,757,335 for current ad valorem taxes.

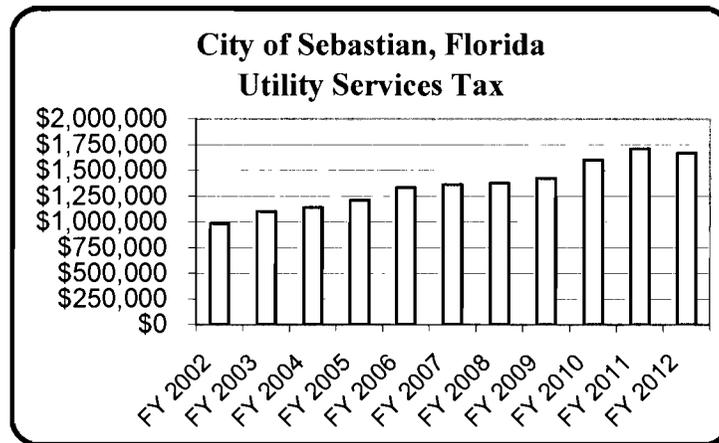
Ad valorem taxes, or property taxes, provide approximately 28.0% of the City's General Fund revenues. The graphs below illustrate a significant increase in ad valorem revenues and property value until FY 2008/09. The FY 2011/12 property value shows a decrease of 9.9% from the previous year final levy primarily due to changes and reductions in assessed values caused by the slowdown in the housing market. To maintain the same revenues as finally levied last year, a "rolled-back" rate of 3.7311 would have to be levied. The rolled back millage is defined as the tax rate necessary to generate the same amount of property tax dollars it received the previous budget year, excluding changes in taxable valuation resulting from new construction, annexation or de-annexation. In consideration of the economic downturn and the difficulties being experienced by the taxpayers, the recommended FY 2011/12 millage is the same 3.3041 as the prior year. A summary of the City's millage rates since 1986 is located in the schedule section of this document.



CITY OF SEBASTIAN, FLORIDA 2011/2012 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. The majority of the Utility Services Taxes is from the Electric Utility Service Tax. For FY 2011/12, \$1,413,000 is estimated to be received from this tax on electric service based on trend analysis. The Utility Services Tax revenues are recorded in the General Fund and they provide 25.7% of General Fund revenues. The graph below illustrates historical collections in Utility Services Tax, which is consumption driven.



Communication Service Tax

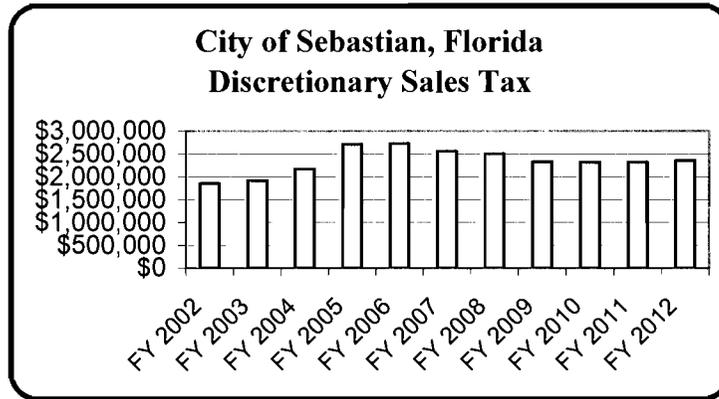
The Communication Service Tax replaced the franchise fee for dealers of communications services (including, but not limited to, phone and cable TV services). The tax in the city is 5.22% of the sales price on all taxable sales of communication services provided within the municipality. The revenue estimated for the FY 2011/12 is \$880,000. The revenue estimate is based on trend analysis and the estimate 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 the 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 2011/12, \$2,356,000 is estimated to be received based on the trend analysis and the estimate provided by the Legislative Committee on Intergovernmental Relations (LCIR). The FY 2011/12 budget is projected only slightly above the estimate for FY 2010/11 in recognition of the economic slowdown. The Discretionary Sales Tax revenues are recorded in a special revenue fund.

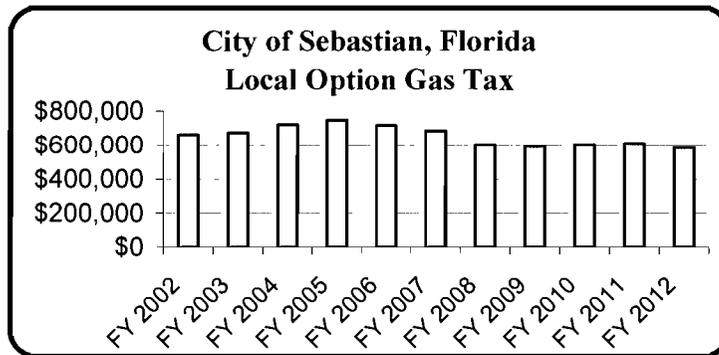
CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

The Discretionary Sales Tax funds can only be used to finance, plan, and construct infrastructure, land acquisition for recreation or preservation, and land improvement. Therefore, it serves to reduce the burden of such costs on ad valorem and other taxes. The graph below illustrates a steady increase in Optional One-Cent Sales Tax from FY 2002 through FY 2006. The decrease after FY 2006 reflects the slow down of the economy.



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 amounts available for distribution are affected by changes in consumer driving patterns caused by variations in fuel costs and general economic conditions. For FY 2011/12 the revenue is projected to be \$585,900. The Local Option Gas Tax revenues are recorded in a special revenue fund. The revenue is restricted for use in transportation expenditures, thus reducing the burden of such costs on ad valorem taxes.

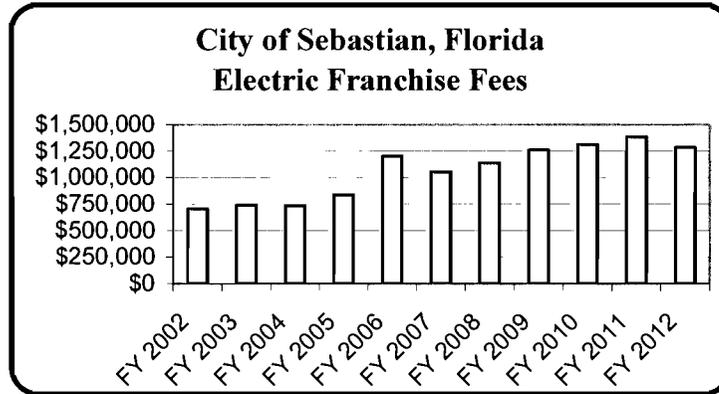


FRANCHISE FEES

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 the utility provider's gross receipts. The majority part of the city's franchise fees revenues comes from electric franchise fees. Electric franchise fees have grown along with population over the last few years. The significant increase in FY 2006 reflects the construction and housing boom carried forward from the years before. For FY 2011/12, \$1,285,200 is budgeted as electric franchise fees revenues.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

The franchise fee revenues are recorded in the General Fund. The graph below illustrates a steady increase in electric franchise fees, which is population driven.

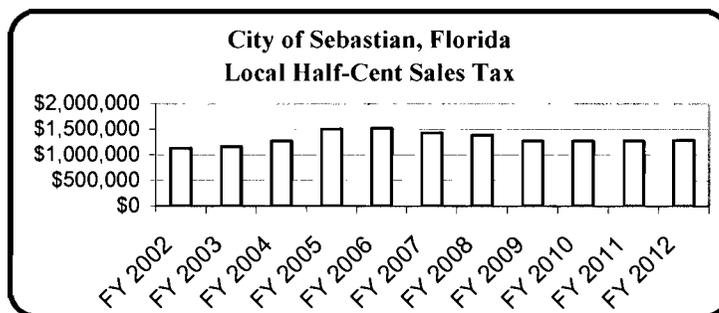


INTERGOVERNMENTAL REVENUES

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 legislation (HB 113-A), effective July 1, 2004 the percentage of sales tax revenue allocated for distribution to cities was reduced from 9.653% to 8.814%. Under the legislation, cities were to be “held harmless” by a corresponding increase in Municipal Revenue Sharing.

The Local Half-Cent Sales Tax is recorded in the General Fund. The graph below illustrates a significant increase in the Local Half-Cent Sales Tax revenue from FY 2002 through FY 2006. The anticipated revenue for FY 2012 is based on trend analysis and 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.

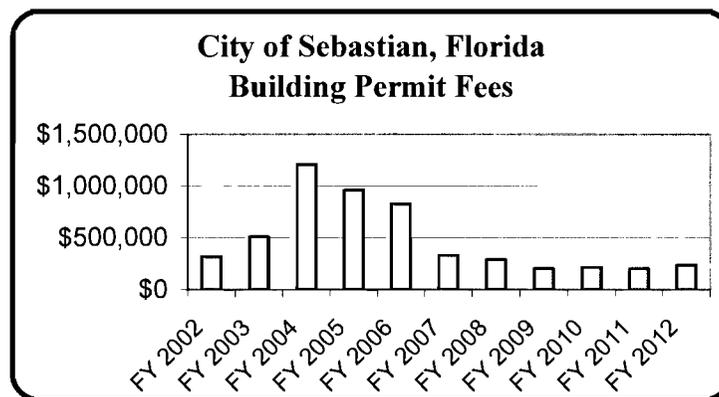


CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CHARGES FOR SERVICES

Building Department Revenues

The Building Department is an enterprise operation of the City. A major part of the Building Department Revenue sources is building permit fees. Building activities are very sensitive to economic changes, and this type of revenues can quickly decline if there is a downturn in the economy. The low interest rate environment and new annexations several years ago caused a substantial increase in citywide building activity but the City is experiencing a slowdown the past few years. The graph below illustrates this significant increase in the building permit fees from FY 2002 through FY 2004. The decrease in revenue for FY 2005 reflects the impact of the two major hurricanes that came through the city during the last month of the FY 2004. The decrease since FY 2006 reflects the slow down in the housing market. Building Department revenues are continuously monitored; any adjustments to reflect economic changes can be made during the budget year, if need be.



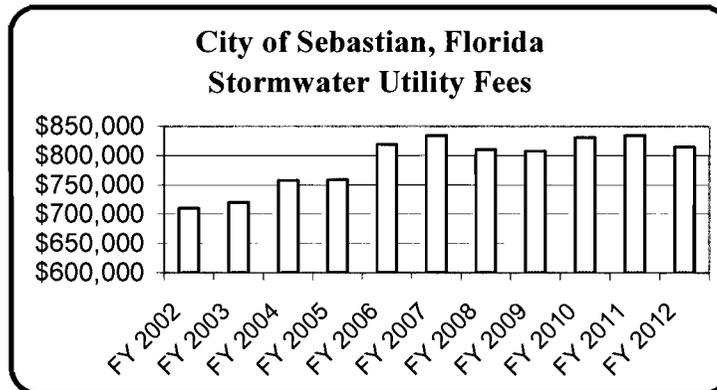
ASSESSMENT

Stormwater Assessment Revenues

The City of Sebastian started to assess city residents Stormwater Utility Fees for the purpose of managing the City's stormwater system in Fiscal Year 2001/02. 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, O-04-15, and O-05-16). 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 2011/12, the revenue is estimated to be \$815,000. This represents a reduction from FY 2010/11, primarily due to credits given to users that provide facilities that handle stormwater drainage on their property. The Stormwater Utility Fee revenues are recorded in the Special Revenue Fund.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

The graph below illustrates collections of Stormwater Utility Fees.



SUMMARY OF APPROPRIATIONS

City services are provided through the City Council, three charter officers, operating departments/divisions (excluding the golf course, airport administration, and building department), and are all supported by the General Fund. The Exhibit S-1 on page 13 compares the revised General Fund departmental expenditure budget for the FY 2010/11 with the expenditure budget for FY 2011/12.

- Total decrease of 5.86% for the General Fund reflects plans to continue 12 furlough days, no pay increases, plus employee reductions as a result of attrition and reductions in staffing over this past year. The MIS Director, Growth Management Director and Environmental Planner were let go mid-year as a preemptive move ahead of expected property tax revenue reductions. In the Police Department, two Captains and a Sergeant decided to retire in anticipation of State mandated changes to their retirement benefits and will not be funded next year. Through collective bargaining, there were also some other savings in police officer payroll costs. In the Road Maintenance Division of Public Works, a Maintenance Worker III position was eliminated after it became vacant during the year. A Maintenance Worker I and a Maintenance Worker III were also eliminated when they became vacant in the Stormwater Division. Other changes were to transfer a Maintenance Worker from the Stormwater Division to Fleet Management Division and to transfer a Maintenance Worker from the Recreation Division to Cemetery Division. Lastly, the position of Head Golf Professional was eliminated through attrition in the Golf Course. All these measures, as well as deferring non-critical equipment replacements and limiting appropriations for operating and maintenance accounts were necessary to reduce appropriations down to an acceptable level.
- City Clerk increase of 11.58% was due to an increase in election costs.
- City Attorney decrease of 14.37% is attributable to savings in contractual services expenses.
- Management Information Services decrease of 36.52% is primarily due to the elimination of the Director's position.
- In the Police Department, three positions are not being funded as the result of retirements of two Captains and a Sergeant and negotiated payroll changes. The combination of all divisions reflects a 7.87% decrease.
- In Public Works, the transfer of an employee to the Fleet Management Division increased the budget by 41.01% but the combination of all Public Works Divisions reflects a 5.07% decrease.
- Planning and Zoning decreased 28.84% due to the elimination of the Director's position.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

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

<u>Org Code</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Budget</u>	<u>FY 11/12 Adopted Budget</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
010001	City Council	\$ 50,101	\$ 51,313	\$ 48,016	\$ 49,708	\$ 50,283	\$ 575	1.16%
010005	City Manager	259,187	270,318	249,377	234,642	234,046	(596)	-0.25%
010009	City Clerk	272,331	290,270	292,969	272,792	304,390	31,598	11.58%
010010	City Attorney	215,665	184,450	104,585	125,785	107,710	(18,075)	-14.37%
010020	Administrative Services	660,776	556,216	489,026	478,562	477,869	(693)	-0.14%
010021	Management Information Svcs	222,868	262,444	265,376	248,908	157,996	(90,912)	-36.52%
010041	Police Administration	978,191	1,095,779	781,955	663,341	648,177	(15,164)	-2.29%
010043	Police Operations	2,414,034	2,606,975	2,534,599	2,398,150	2,165,740	(232,410)	-9.69%
010047	Police Detective Division	730,737	661,582	1,042,894	1,101,797	962,339	(139,458)	-12.66%
010049	Police Dispatch Unit	472,647	495,769	475,756	480,087	492,655	12,568	2.62%
010045	Code Enforcement Division	155,213	139,478	132,959	164,614	160,484	(4,130)	-2.51%
010051	Engineering	453,985	-	-	-	-	-	-
010052	Roads and Maintenance	739,238	1,241,246	914,388	867,504	758,719	(108,785)	-12.54%
010053	Stormwater Utility	1,275,691	1,268,576	1,055,577	1,092,457	976,100	(116,357)	-10.65%
010054	Fleet Management	158,370	218,740	210,676	140,219	197,728	57,509	41.01%
010056	Facilities Maintenance	264,322	275,126	235,324	252,565	234,608	(17,957)	-7.11%
010057	Parks and Recreation	1,100,415	1,148,407	983,198	927,627	886,287	(41,340)	-4.46%
010059	Cemetery	198,134	167,293	142,586	105,232	160,526	55,294	52.54%
010080	Planning and Zoning	382,516	380,503	410,049	348,734	248,150	(100,584)	-28.84%
010099	Non-Departmental	771,776	710,713	622,565	552,107	636,657	84,550	15.31%
Total General Fund Expenditures		\$11,776,197	\$12,025,198	\$10,991,875	\$10,504,831	\$9,860,464	\$(644,367)	-5.86%

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Exhibit S-2 compares the revised General Fund expenditure by category budget for FY 2011/12 with the expenditures budget for FY 2010/11.

- Salaries and benefits category reflects a reduction of 7.50% due to reductions in personnel and wages.
- Operating expenditures decreased .38% mainly due to further reductions in operating and maintenance accounts, which reflects that departments will continue to limit spending.
- Capital outlay reflects a 44.89% decrease mainly due to minimal budgets for new capital outlay items and only minimal replacements.

Exhibit S-2 Appropriation Comparison by Category General Fund

By Major Category	FY 07/08 <u>Actual</u>	FY 08/09 <u>Actual</u>	FY 09/10 <u>Actual</u>	FY 10/11 <u>Budget</u>	FY 11/12 <u>Budget</u>	Increase (Decrease)	% Increase (Decrease)
Salaries and Benefits	\$ 8,728,170	\$ 9,113,545	\$ 8,534,921	\$ 8,154,390	\$ 7,543,163	\$(611,227)	-7.50%
Operating Expenditures	2,824,350	2,808,158	2,353,221	2,296,006	2,287,301	(8,705)	-0.38%
Capital Outlays	223,676	103,494	103,733	54,435	30,000	(24,435)	-44.89%
Total	\$ 11,776,195	\$ 12,025,198	\$ 10,991,875	\$ 10,504,831	\$ 9,860,464	\$(644,367)	-6.13%

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Exhibit S-3 compares the revised total expenditure budget for FY 2011/12 with the approved expenditure budget by fund for FY 2010/11.

Exhibit S-3 Total Budget Comparison by Fund

<u>Fund name</u>	<u>FY 07/08 Actual Expenditures/ Expenses</u>	<u>FY 08/09 Actual Expenditures/ Expenses</u>	<u>FY 09/10 Actual Expenditures/ Expenses</u>	<u>FY 10/11 Budget</u>	<u>FY 11/12 Adopted Budget</u>	<u>Increase (Decrease)</u>
General Fund	\$ 11,776,197	\$ 12,025,198	\$ 10,991,875	\$ 10,504,831	\$ 9,860,464	\$ (644,367)
Special Revenue Funds						
Local Option Gas Tax	600,737	760,251	1,770,516	1,991,024	648,511	(1,342,513)
Discretionary Sales Tax	3,556,652	2,779,369	2,492,641	2,164,057	2,390,391	226,334
Recreation Impact Fee (1)	357,993	177,724	19,299	261,000	185,000	(76,000)
Stormwater Utility Fee	1,006,135	1,038,941	1,057,305	1,287,604	938,623	(348,981)
Law Enforcement Forfeiture Fund (2)	85	26,209	6,015	-	-	-
Riverfront CRA	853,911	227,470	3,295,486	410,727	286,022	(124,705)
Debt Service Funds						
Discretionary Sales Surtax						
Revenue Bonds	1,041,294	1,181,903	1,024,463	1,019,579	1,022,333	2,754
Stormwater Utility Revenue Bonds	441,748	441,010	438,360	439,911	440,123	212
Capital Project Funds (3)	5,392,666	6,383,101	2,987,308	3,231,500	1,878,000	(1,353,500)
Enterprise Funds						
Golf Course Fund (4)	1,694,340	2,055,219	1,311,160	1,262,979	1,250,297	(12,682)
Airport Fund (5)	724,246	434,766	409,494	395,070	436,649	41,579
Building Department (6)	594,039	521,535	484,694	465,740	413,059	(52,681)
Total All Funds	\$ 28,040,043	\$ 28,052,695	\$ 26,288,616	\$ 23,434,022	\$ 19,749,472	\$(3,684,550)

- (1) General Fund decreased due to staffing reductions necessary to deal with lower property tax receipts.
- (2) Local Option Gas Tax decreased because of expenditures on paving projects during FY 2010/11.
- (3) Other Special Revenue Funds decreased due to reduced transfers for capital projects.
- (4) Capital Project Funds decrease due to a reduction in amounts allocated for planned projects.
- (5) Golf Course Fund decreased primarily due to a reduction in staffing.
- (6) Airport Fund increased due to payments due on advances from the Discretionary Sales Tax Fund and transfers to the Airport Capital Projects Fund.
- (7) Building Department decreased primarily due to a reduction in staffing.

CITY OF SEBASTIAN, FLORIDA 2011/2012 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 9/30/2009 Actual	Balance 9/30/2010 Actual	Balance 9/30/2011 Estimated	Change in Fund Balance		Projected Balance 9/30/2012	Percentage Change from Prior Year
				Projected Sources	Projected Uses		
General Fund * (1)	5,051,894	4,896,188	4,711,377	9,921,464	(9,860,464)	4,772,378	1.3%
Special Revenue Funds							
Local Option Gas Tax (2)	82,579	1,392,654	50,671	598,253	(648,511)	413	-99.2%
Discretionary Sales Tax (3)	958,676	420,419	296,917	2,380,150	(2,390,391)	286,676	-3.4%
Recreation Impact Fee (4)	1,087,353	1,106,310	436,731	28,500	(185,000)	280,231	-35.8%
Stormwater Utility Fee Fund (5)	787,481	588,841	316,537	818,450	(938,623)	196,364	-38.0%
Law Enforcement Forfeiture Fund	57,859	77,418	80,062	10,125	0	90,187	12.6%
Riverfront CRA (6)	984,638	682,591	498,934	263,716	(286,022)	476,628	-4.5%
Debt Service Funds							
Bonds	1,409,493	1,554,654	1,542,409	1,019,791	(1,022,333)	1,539,867	-0.2%
Stormwater Utility Revenue Bonds	144,635	182,951	183,020	439,623	(440,123)	182,520	-0.3%
Capital Project Funds							
General Capital Project	0	0	0	283,000	(283,000)	0	n/a
Capital Improvements	401,402	290,000	0	180,000	(180,000)	0	n/a
Transportation Improvements	567,307	488,988	0	600,000	(600,000)	0	n/a
Stormwater Improvements	2,080,225	157,471	0	500,000	(500,000)	0	n/a
Enterprise Funds							
Golf Course Fund (7)	(67,076)	(335,947)	(249,485)	1,305,753	(1,250,297)	(194,029)	-22.2%
Airport Fund (8)	(51,652)	(51,665)	(57,243)	424,241	(436,649)	(69,651)	21.7%
Building Department (9)	636,483	518,790	431,386	389,150	(413,059)	407,477	-5.5%

- (1) General Fund projected fund balance is projected to increase \$61,000 based on setting aside a contingency for expected savings from negotiated reductions in supplemental pay previously made to police officers and adopting the same millage of 3.3041.
- (2) The Local Option Gas Tax fund balance decreases due to revenues declining to levels less than needed for payments on the Paving Note and needed for operating costs.
- (3) Discretionary Sales Tax projected fund balance decreases slightly in FY 2012 due to amounts allocated for eligible capital projects exceeding projected revenues.
- (4) Recreation Impact Fee expenditures on projects are also greater than anticipated revenues.
- (5) Stormwater Utility Fee Fund revenues have declined below amounts needed for debt service and the amounts that are being transferred to General Fund. Thus, accumulated fund balances are being used until this disparity can be corrected.
- (6) Riverfront CRA balances are also anticipated to reduced by project amounts being greater than anticipated revenues.
- (7) Golf Course Fund shows a reduction in the negative fund balance, as a result of the final maturity of the bond issue.
- (8) Airport Fund shows an increase in the negative fund balance, as it needs to fund capital expenditures.
- (9) Building Department Fund Balance continues to the decline in the number of permits being issued.

CITY OF SEBASTIAN, FLORIDA 2011/2012 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 2011/12, total personnel costs are approximately 42.2% of the city's total budget. Exhibit S-5 provides a comparison of staffing levels in recent years.

Exhibit S-5

RECOMMENDED FULL-TIME AND PART-TIME POSITIONS

Department/Division	Actual FY 2008/2009		Amended FY 2009/10		Budget FY 2010/1011		Budget FY 2011/2012		Increase/ (Decrease)	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
City Council	0	5	0	5	0	5	0	5	0	0
City Manager	2.5	0	2.5	0	2	0	2	0	0	0
City Clerk	3	0	3	0	3	0	3	0	0	0
City Attorney	2	0	0	0	0	0	0	0	0	0
Administrative Services	0	0	5	0	5	0	5	0	0	0
Finance	5	0	0	0	0	0	0	0	0	0
Mgmt Information Svcs	3	0	3	0	3	2	2	2	(1)	0
Human Resources	2	0	0	0	0	0	0	0	0	0
Planning and Zoning	5	0	5	0	4	0	2	0	(2)	0
Police Administration	9	8	7	0	7	0	7	0	0	0
Police Operations	30	1	27	1	27	1	25	1	(2)	0
Police Detectives	6	0	10	8	10	8	9	8	(1)	0
Police Dispatch	9	1	9	1	9	1	9	1	0	0
Code Enforcement	2.5	0	2.5	0	3	0	3	0	0	0
Engineering	5	4	0	0	0	0	0	0	0	0
Roads & Maintenance	10	0	12	0	12	0	11	0	(1)	0
Stormwater Utility	11	0	12	0	12	0	9	0	(3)	0
Fleet Management	3	1	3	1	2	1	3	1	1	0
Parks & Recreation	15	17	14	18	12	18	11	18	(1)	0
Cemetery	2	0	2	0	1	0	2	0	1	0
Facilities Maintenance	2	0	2	0	2	0	2	0	0	0
Golf Course Administration	3	5	3	2	3	2	2	3	(1)	(1)
Golf Course Carts	0	7	0	13	0	13	0	13	0	0
Airport	3	0	3	0	3	0	3	0	0	0
Building Department	5	0	5	0	5	0	5	0	0	0
SUB-TOTALS	138	49	130	49	125	51	115	52	(10)	(1)
TOTALS	187		179		176		167		(11)	

Summary of Changes for FY 2010/11

City Manager/Code Enforcement - Retirement of one (1) Full Time Employee (1/2 time Code Enforcement, 1/2 time City Manager)
 Growth Management - Reclassification of (1) Full time employee (1/2 time Code Enforcement, 1/2 time Growth Management)
 Central Garage, Parks, Cemetery - Four (4) vacant positions not being filled

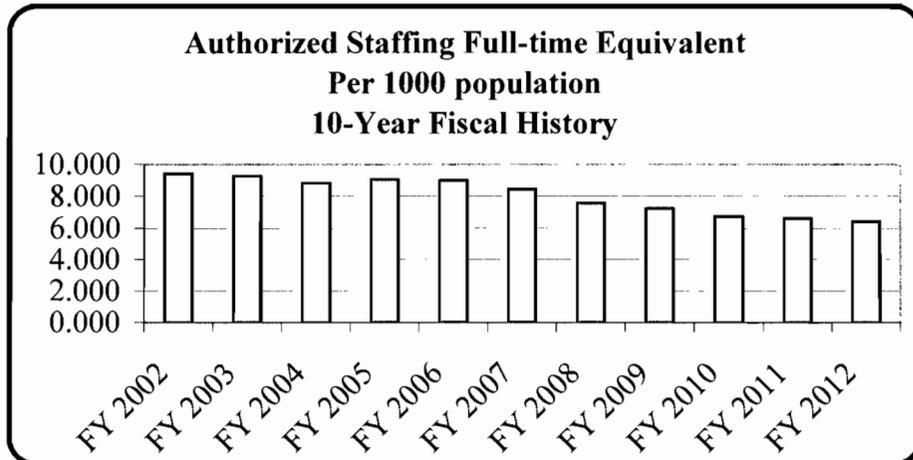
Summary of Changes for FY 2011/12

MIS - Elimination of MIS Director Position
 Growth Management - Elimination of Growth Management Director and Enviromental Planner Positions
 Police Operatons - Elimination of Captain Position/Elimination of Sergeant Position
 Police Detectives - Elimination of Captain Position
 Roads & Maintenance - Elimination of (1) Maintenance III Position
 Stormwater - Eliminations of (1) Maintenance III and (1) Maintenance I positions
 Parks & Rec - Transfer of (1) Maintenance I Position to Cemetery
 Golf Course Administration - Elimination of Asst. Pro Position, Addition of part-time cashier position

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Primarily due to the results of declining property tax values, the FY 2011/12 budget reflects a reduction of ten full-time positions and one part-time position. The total authorization of 141 full-time equivalent (FTE) positions will serve an estimated population of 21,929. This results in a staffing ratio of 6.43 FTE's per 1,000 population. From the chart and graph below, the decreasing trend for the past few years is illustrated. It is projected that this trend will continue in future years due to limitation the State has placed on the amount of increase in ad valorem taxes allowed with a simple majority vote of the City Council. It will continue to be a challenge for the City to maintain the current service level with fewer resources.

<u>Year</u>	<u>FTE</u>	<u>Population</u>	<u>Number of FTE Per Thousand</u>
FY 2002	157.00	16,667	9.4198
FY 2003	159.50	17,167	9.2911
FY 2004	163.00	18,425	8.8467
FY 2005	175.50	19,365	9.0627
FY 2006	180.50	20,048	9.0034
FY 2007	183.00	21,666	8.4464
FY 2008	170.00	22,426	7.5805
FY 2009	162.50	22,426	7.2461
FY 2010	154.50	22,924	6.7397
FY 2011	150.50	22,722	6.6235
FY 2012	141.00	21,929	6.4298



CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

DEBT OBLIGATIONS

Debt Limits

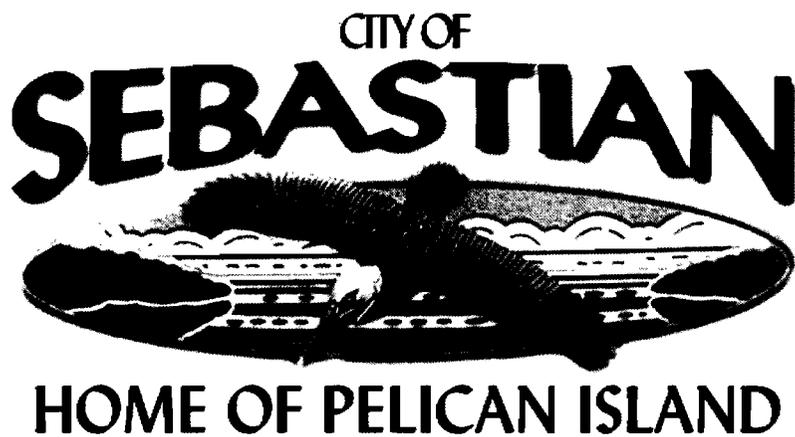
Since neither State law nor the City Charter provide any fixed or arbitrary limits on the amount of debt which may be incurred (other than the requirement to have General Obligation debt approved in advance by referendum), the City Council has established the following debt service level policy as part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

<u>Type of Debts</u>	<u>Limits</u>	<u>Actual as of 9/30/10</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, 2011. All of the long-term debt issues outstanding contain covenants pledging special revenues. There is no outstanding debt related to the General Fund. The city has no variable rate debt. All the bond issues were initially issued with an insured rating of AAA.

Debt Description	Initial Principal Amount	Principal Remaining 9/30/2011	Interest Rate	Final Maturity	Initial Bond Rating/ Insurer	Security Pledge
Infrastructure Sales Surtax Revenue Bonds, Series 2003	\$9,500,000	\$5,035,000	2% to 4.125%	2018	AAA/MBIA	Infrastructure Sales Surtax revenues
Stormwater Utility Revenue Bonds, Series 2003	\$5,630,000	\$3,785,000	2% to 4.2%	2022	AAA/MBIA	Stormwater utility fees
Infrastructure Sales Surtax Revenue Bonds, Series 2003 A	\$2,125,000	\$1,180,000	2% to 4%	2018	AAA/Ambac	Infrastructure Sales Surtax revenues
Paving Improvements Promissory Notes 2010	\$2,462,000	\$2,246,000	4.01%	2021	N/A	Local Option 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, 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 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 City Administrative Services Department, with support and direction from the City Manager, coordinates the budget process. The formal budgeting process begins in March and ends in September and 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 paid to the General Fund by each enterprise fund. This assessment will be calculated based upon a percentage (ratio of both the number of full-time equivalent employees of the enterprise fund/total number of full-time equivalent employees of the City and ratio of the operating budget of the enterprise funds/total operating budget of the City) of total budgeted General Fund administration expenditures (includes City Council, City Manager, City Attorney, City Clerk, Administrative Services, Planning and Zoning and Facilities Maintenance).
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. Pursuant to Ordinance 05-16, stormwater utility fees can be utilized to fund the General Fund stormwater operation. The amount being utilized should be approved by the City Council through the budget process.

City of Sebastian, Florida

Financial Policies

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. Retirement programs will be funded at 100% of the obligations calculated annually. The defined benefit pension plan will be funded in accordance with the required annual contribution calculated by an independent actuary.
10. 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. It is also evaluated as to proposed projects being consistent with the City's Comprehensive Plan.
11. 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 governmental funds (General, Special Revenue, Debt Service Funds, and Capital Project funds) shall be prepared on a modified accrual basis of accounting. This means unpaid financial obligations, such as outstanding purchase orders, are immediately reflected as encumbrances when the cost is estimated, although the items may not have been received. However, in most cases revenue is recognized only after it is measurable and actually available.

The budgets for the proprietary funds – Golf Course, Airport and Building Department – are prepared using the accrual basis of accounting. Proprietary funds also recognize expenses as encumbered when a commitment is made (e.g., through a purchase order). Revenues, on the other hand, are recognized when they are obligated to the City.

Purchase orders for goods and services received prior to the end of the current fiscal year will be eligible for payment immediately following the close of the fiscal year. Encumbrances for all other purchases, excluding the capital projects funds purchases, will automatically lapse.

The Comprehensive Annual Financial Report (CAFR) presents the status of the City's finances on the basis of Generally Accepted Accounting Principles (GAAP). Since FY 2001, the CAFR has been prepared in compliance with Governmental Accounting Standards Board (GASB) Statement 34 requirements. The CAFR shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes. In most cases, this conforms to the way the City prepares its budget with the following exceptions:

1. Principal payments on long-term debt within the enterprise funds are applied to the outstanding liability on a GAAP basis as opposed to being expended when paid on a budget basis.
2. Capital outlay within the proprietary funds are recorded as assets on a GAAP basis and expended on a budget basis.
3. Depreciation expense is not budgeted.
4. Inventory is expensed at the time it is used.
5. Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees on a GAAP basis as opposed to being expended when paid on a budget basis.

City of Sebastian, Florida

Financial Policies

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 Administrative Services Department will monitor each fund and make timely budgetary recommendations and adjustments to be sure no expenditures are in excess of appropriations at fiscal year end, which is not permitted under Florida State Statutes. The budget process and format shall be performance-based and focus 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 and uses of contingency appropriations are approved by the City Council.
2. 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.
3. A Budgetary Control System will be maintained to ensure compliance with the budget. Monthly operating statements are provided to all Department Heads and Quarterly 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 improvement plan.

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 City Finance Director shall provide recommended changes to the City Manager for any changes to the Fund Balance Policies and Use of Surplus Policies based on needs identified in this analysis.

General Fund committed fund balances will be maintained at greater than or equal to thirty percent (30%) of the annual General Fund total expenditures budget, less debt service, interfund transfers and capital expenditure. This approximates three months of working capital and will be used for unforeseen or emergency events, such as natural disasters or major changes in weather patterns, as well as a cushion for revenue shortfalls or expenditure overages.

City of Sebastian, Florida

Financial Policies

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 avoid using fund balances or year-end surpluses to fund ongoing operating expenses.

Any surpluses realized in the General Fund 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, excess reserves may be budgeted to implement capital replacement programs (e.g., vehicle and equipment replacement and facility maintenance).
- 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 in that area.

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 for the purpose of alleviating the impact of a decline in amounts of collected revenue.

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 alleviating the impact of decline in amounts of collected revenue and to provide sufficient funds for unanticipated replacements of 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 stormwater improvements, then;
4. fund other pay-as-you go eligible capital 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 improvements and for the purpose of alleviating the impact of a decline in amounts of collected revenue.

City of Sebastian, Florida

Financial Policies

Performance Measurement Policies

Establishing Performance Requirements

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 must be linked to the departmental goals and objectives 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 City 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 maintenance and replacement schedule 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;

City of Sebastian, Florida Financial Policies

Capital Improvement Program Policies

Definition

Capital improvements include streets, buildings, building improvements, park expansions/improvements, new parks, airport runways, infrastructure improvements, and major, one-time acquisitions of equipment. Projects in the Capital Improvement Program generally cost more than \$50,000 and last at least five years.

Alignment

The City shall coordinate the development of the Capital Improvement Program plan 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 with new capital improvements will be projected and included in the Capital Improvement Program 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. The originating department of the capital improvement project will identify the estimated costs and impacts on revenue and operating costs for each capital project proposal. 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 Plan

The City shall adopt an annual Capital Budget based on the Capital Improvement Plan. 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 plan projections.

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

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

Definition

Capital equipment outlay is defined as capital assets purchased and/or constructed with a cost equal to or greater than \$750 (with the exception of computer software cost which is equal to or greater than \$5,000) with a useful life of one or more years

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 forecast capital replacement and maintenance needs for at least five-year periods and update this projection each year. From this, a maintenance and replacement schedule shall be developed and implemented. Funding for capital replacement may be obtained through excess year-end surpluses as identified in the Use of Surplus Policies. Maintenance programs shall be paid for on a pay-as-you-go basis.

Maintenance

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

Physical Inventory

An annual physical inventory will be conducted to ensure that all capital assets listed in the City's financial system are accounted for, and that sufficient internal control over capital items is exercised. Further detail on capital purchases and dispositions is detailed in a separately published policy.

City of Sebastian, Florida Financial Policies

Debt Management Policies

Market Review

The City Finance Director, in conjunction with the 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.

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. Debt financing will only be used for major, non-recurring items with a minimum of ten (10) years useful life.

Debt Financing for Capital Assets

1. Short-term Borrowing

Short-term borrowing or lease/purchase contracts should be considered for financing major operating capital equipment when the Finance Director, along with the City’s Financial Consultant determines that this is in the City’s best financial interest. Lease/purchase decisions should have the concurrence of the appropriate department/division head and should consider the net cost after factoring in anticipated maintenance expenditures.

2. Issuance of Debt

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.

The City shall confine long-term borrowing by bond financing to capital improvements and projects with useful lives in excess of twenty (20) years. Consideration of bank notes will be given for financing over shorter periods.

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

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 Finance Director, along with the Financial Consultant, 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 Finance Director shall coordinate all communications to ensure a professional and factual response to any inquiries.

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

City of Sebastian, Florida Financial Policies

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 at a level that fully supports the total direct and indirect costs of operation, including debt service and depreciation.

Reporting and Analysis

To ensure compliance with the adopted financial policies, the City Administrative Services Department shall prepare analyses in conjunction with the annual budget process to assist departments/divisions with budget projections. The analyses include the following:

- *Five-Year Forecast of Revenues and Expenditures* – Planning tool prepared and used by the Administrative Services Department to forecast and project various funds (General, Local Option Gas Tax, Discretionary Sales Tax, Recreation Impact Fees, Riverfront CRA, Stormwater Utility, Golf Course, Building, and Airport);
- *Financial Trend Monitoring System* – Set of financial trends and ratios used as leading indicators and as a measurement of relative performance.
- *Revenue Manual* – Guide to the major revenue sources that indicates the source, calculation, legal requirements, historical trends and accounting guidelines. Updated annually and included in the annual budget document.
- *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 Policies

Investment Management

The City Administrative Services 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. When permitted by law, the City shall pool cash from each respective fund for investment purposes. The City Finance Director shall manage all City investments with the assistance from a third-party administrator to achieve safety, liquidity and optimal return on the City's investments. Further details on allowed investments is contained in a separately published policy.

Investment Analysis

The City Finance Director 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 Finance Director shall prepare quarterly investment portfolio reports containing information on the securities being held and the overall performance of the fund.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

FINANCIAL ACCOUNTING STRUCTURE

All operations of the 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 grouped together 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 allocated by the City Council for any legal public purposes.
- **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.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

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.

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 the 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.

Community Redevelopment Agency (CRA) (140) - The CRA is a blended component unit of the City and is accounted for as a special revenue fund of the City. The Governing Board is the City Council. Management has included the CRA in the audited financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 14, “Defining the Financial Reporting Entity”. A separate budget adoption is required by the CRA Board; it is presented within this budget for adoption by the City Council.

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.

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.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

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 major capital equipment purchases and general capital construction projects. Governmental resources or State and Federal 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 parks and recreational facilities.

Transportation Improvements Fund (330) – This fund is used to account for transportation related construction such as, roads, intersections, and sidewalks. These projects are normally funded with governmental resources or proceeds from State and Federal grants.

Stormwater Improvements Fund (363) – This fund is used to account for the construction of stormwater related improvements. Governmental resources and stormwater assessment fees are used to finance the improvements in this fund.

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. Operations are accounted for in Fund 450 and capital projects are accounted for in Fund 455. Capital projects are normally funded with airport revenues leveraged with proceeds from State and Federal grants.

Building Department Fund (480) – This fund is used to account for the activities of the city’s Building Department.

Permanent Fund

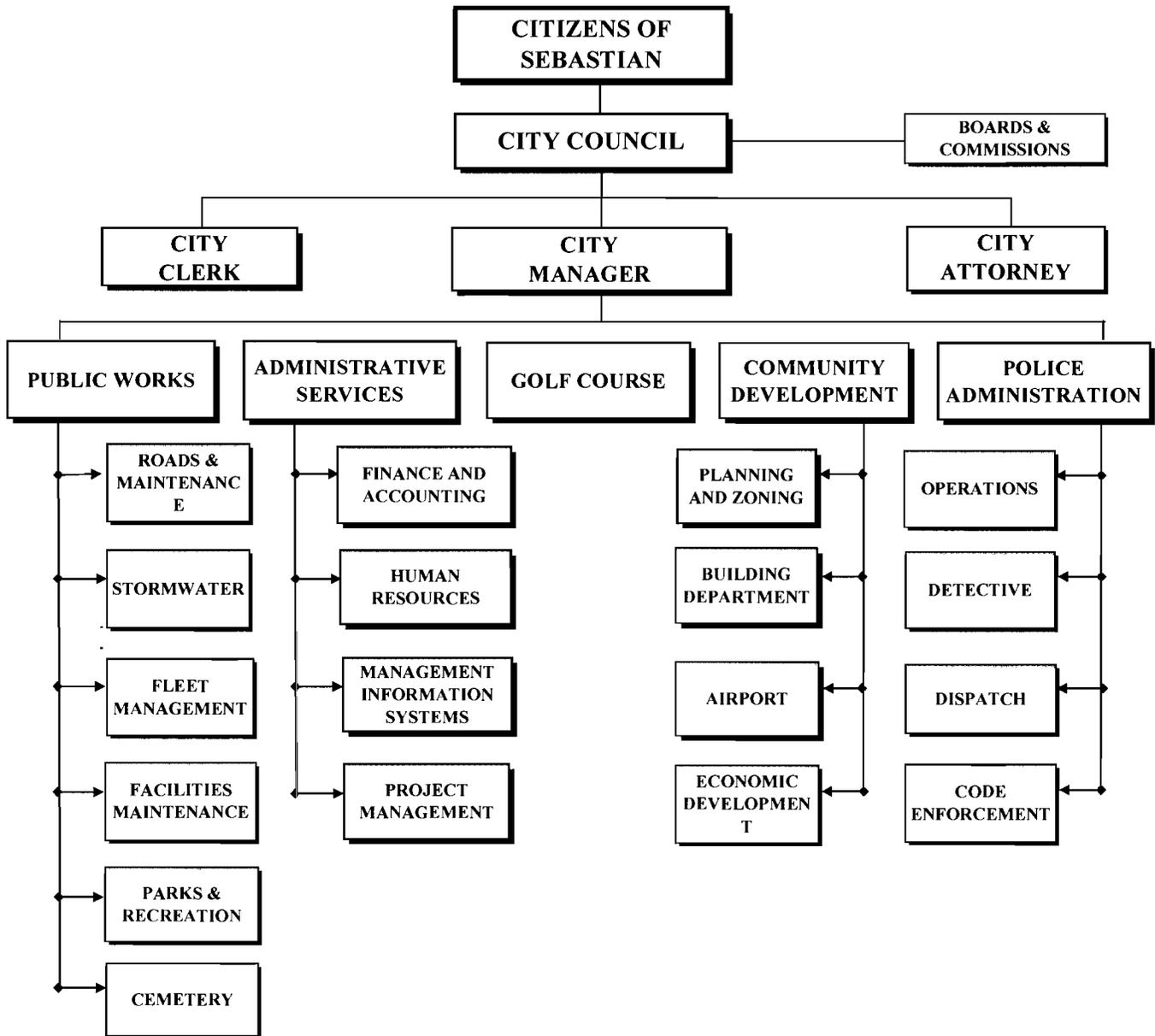
Cemetery Permanent Fund (601) – This fund is used to account for principal trust amounts received, sale of cemetery lots and related interest income. The principal on the non-expendable principal portion of the trust may not be spent but the interest on it can be used to make capital improvement and maintain the community cemetery. The principal and interest on the expendable portion may both be used for capital incidental to providing additional interment sites for future sale.

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, FLORIDA ORGANIZATIONAL CHART



CITY OF SEBASTIAN, FLORIDA 2011/2012 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	
Administrative Services	General Government	X	
Management Information System	General Government	X	
Planning and Zoning	General Government	X	
Police Administration	Public Safety	X	
Police Operations	Public Safety	X	
Police Detective	Public Safety	X	
Police Dispatch	Public Safety	X	
Police Code Enforcement	Public Safety	X	
Road and Maintenance	Transportation	X	
Stormwater Utility	Physical Environment	X	
Fleet Management	Transportation	X	
Parks and Recreation	Cultural/Recreation	X	
Cemetery	Physical Environment	X	
Facilities Maintenance	General Government	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
Building	Public Safety		X

FISCAL YEAR 2011-2012 BUDGET CALENDAR

<u>DATE</u>	<u>DAY</u>	<u>EVENT</u>
03/22/11	Tuesday	Budget Review Advisory Board @6:00pm – 1 st Quarterly Report Review/Budget Calendar Review
03/23/11	Wednesday	City Council @6:30pm – 1 st Quarterly Report approval/Budget Calendar Approval
04/01/11	Friday	Departments receive instructions on Capital Improvement Program
04/15/11	Friday	Budget Instruction Packets distributed to Department Directors
04/15/11	Friday	Departments submit Capital Improvements Program Request to Finance Director
06/07/11-06/09/11	Tuesday - Thursday	City Manager review with Departments on Budget and Capital Improvements Program
05/24/11	Tuesday	Budget Review Advisory Board @6:00 pm – 2 nd Quarterly Budget Report
05/25/11	Wednesday	City Council @6:30pm – 2 nd Quarterly Budget Report Review
06/01/11	Wednesday	Estimate of Property Value received from Property Appraiser
06/09/11	Thursday	Budget Review Advisory Board @6:00pm – Budget Discussion
06/17/11	Friday	City Manager's Budget Projections sent to Budget Review Advisory Board
06/28/11	Tuesday	Budget Review Advisory Board @6:00pm – Review Recommended Budget
06/28/11	Friday	Form DR-420 Certified Taxable Values received from Property Appraiser
07/15/11	Friday	City Manager's Recommended Budget submitted to City Council
07/19/11	Tuesday	Budget Review Advisory Board @6:00pm – Final Discussion on Report to City Council
07/25/11	Monday	Parks and Recreation Board – Discussion of Recreation Impact Fee Capital Improvements
07/27/11	Wednesday	City Council @6:30pm – Final Report by Budget Review Advisory Board
07/27/11	Wednesday	City Council @6:30pm – Approval of Proposed Millage
07/27/11	Wednesday	Capital Improvements Program submitted to Planning Board
07/28/11	Thursday	Form DR-420 Certification of Proposed Millage delivered to Property Appraiser
08/04/11	Thursday	Planning Board @7:00pm – Approval of Capital Improvements Program
08/10/11	Wednesday	City Council @6:30pm – Discussion of Capital Improvements Program
08/16/11	Tuesday	Budget Review Advisory Board @6:00pm – 3 rd Quarterly Report Review
08/22/11	Monday	City Council @5:30pm – Special Meeting/Workshop on Proposed Budget
08/24/11	Wednesday	City Council @6:30pm – 3 rd Quarterly Report Approval
09/01/11	Thursday	Final Adoption of County School Board Budget @7:00pm
09/07/11	Wednesday	First Public Hearing on County Budget @5:01pm
09/14/11	Wednesday	Final Adoption of County Budget @5:01pm
09/19/11	Monday	City Council @5:30pm – Special Meeting for First Public Hearing on City Budget and Approval of Capital Improvements Program
09/24/11	Saturday	Advertising of the Final Millage Rate and City Proposed Budget
09/28/11	Wednesday	CRA Meeting @5:30pm – Special Meeting for Adoption of CRA Budget City Council @6:30pm – Regular Meeting and Final Public Hearing on City Budget
09/29/11	Thursday	Resolutions Adopting Final Millage and Budget sent to Property Appraiser and Tax Collector

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

BUDGET PROCESS

The Finance Director coordinates the budget process. The formal budgeting process, which begins in March 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 Capital Improvement Program section). This plan covers a five-year period, and identifies major capital projects, as well as the means by which they will be financed. The 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 March 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. The City Administrative Services Department works closely with department/divisions to formulate performance measures for the upcoming fiscal year and assist with proposed personnel changes.

In April 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 City Administrative Services Department analyze proposed personnel changes, operating and capital budget requests; review service levels and compile revenue estimates. Budget recommendations regarding proposed personnel changes and capital request 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). The City Manager's recommendations on operating and capital budgets and proposed personnel changes are reviewed with department directors.

In June, a briefing on the general status and relevant issues regarding the current year's budget is provided to the Budget Advisory Committee. In July, the City Manager's recommended budget is distributed to Budget Advisory Committee members and additional meetings are scheduled as determined by the Budget Advisory Committee.

Budget Adoption

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

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

The final step before budget adoption is to hold two formal 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 discusses the proposed millage and tentative budget and announces the percent difference the proposed millage is from the rolled-back rate.

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. The Administrative Services Department staff along with City departments, monitor 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 through budget line item transfers and budget amendments. The budget amendment criteria are listed below:

1. Total fund appropriations changes must be approved by the City Council.
2. Uses of contingency appropriations must be 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 are established by the City Manager.
4. A Budgetary Control System is maintained to ensure compliance with the budget. Quarterly budget status reports are reviewed by the Budget Advisory Committee and then provided to the City Council comparing actual versus budgeted revenue and expense activity for all budgeted funds.

Any unexpended appropriations lapse at the close of the fiscal year.



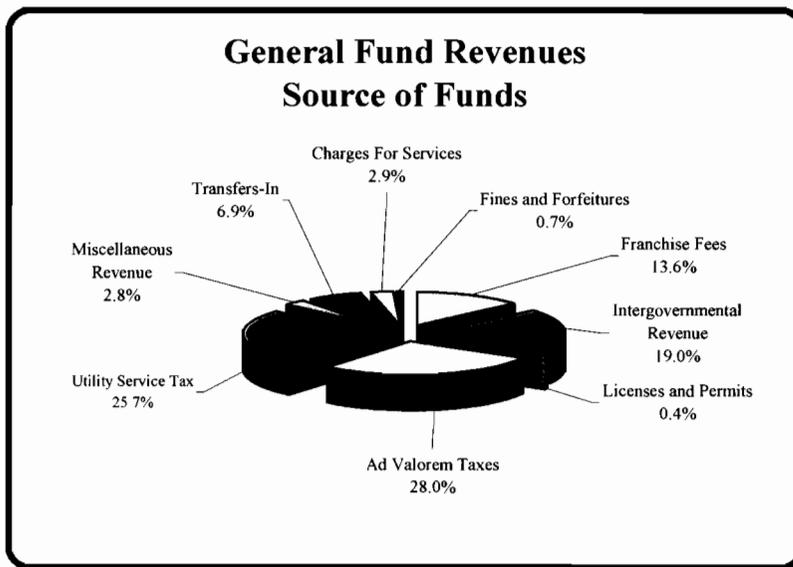
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CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

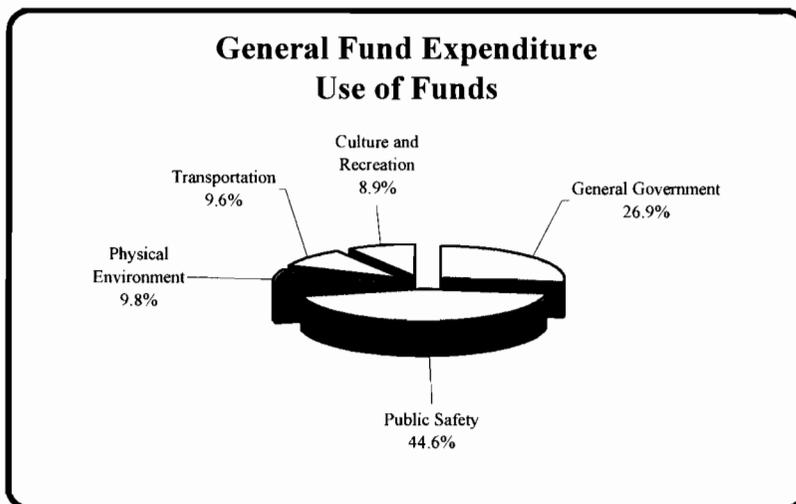
GENERAL FUND

The General Fund is the main operating fund for the City of Sebastian. The adopted budget for Fiscal Year 2011-2012 is \$9,921,464. 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 largest source of revenue within the General Fund is taxes and franchise fees. This category includes Ad Valorem Taxes, Utility Service Tax, and Franchise Fees. The majority of the Intergovernmental Revenues comes from state shared revenues, such as the Local Half-Cent Sales Tax and Municipal Revenue Sharing. Transfers-In from other funds represent 6.9% of revenues for the General Fund. Table G-1 and Table G-2 presented on the following pages compare the Fiscal Year 2011-12 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 44.6% of total expenditures are allocated to public safety related activities. Other city services, excluding golf course, airport administration, and building department, are included in general government, transportation, culture & recreation, and physical environment.



CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

TABLE G-1

GENERAL FUND REVENUE

Code: 001501

The Fiscal Year 2011-2012 proposed budget for General fund Revenue and Other Sources is \$9,921,464. This is \$200,556 less than projected actual 2010-2011 General fund revenue of \$10,122,020.

Description	FY 06-07	FY 07-08	FY 08-09	FY 09-10	Amended FY 10/11	Projected FY 10/11	FY 11/12	Difference
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Taxes and franchise fees	\$ 7,860,179	\$ 8,096,206	\$ 7,945,511	\$ 7,400,140	\$ 7,179,708	\$ 6,820,353	\$ 6,684,535	\$(135,818)
Licenses and permits	186,875	160,947	29,151	33,182	44,650	36,600	36,150	(450)
Inter-governmental revenue	2,221,215	2,141,810	2,000,872	1,997,119	1,836,540	1,878,240	1,880,400	2,160
Charges for service	387,058	319,123	288,881	282,530	286,550	284,900	284,603	(297)
Fines and forfeits	64,463	46,132	59,411	71,415	65,500	74,500	74,000	(500)
Interest earnings	340,759	202,382	194,126	142,362	89,500	92,000	92,000	-
Rents and royalties	95,877	99,284	80,652	80,178	80,800	81,400	81,400	-
Sales of assets	33,553	14,168	9,009	27,114	22,500	22,000	22,000	-
Contributions/donations	32,876	33,882	28,462	13,442	54,888	49,300	33,376	(15,924)
Other miscellaneous revenues	40,745	40,644	76,405	23,799	90,436	46,000	46,000	-
Total revenues	\$11,263,600	\$11,154,578	\$10,712,480	\$10,071,281	\$ 9,751,072	\$ 9,385,293	\$ 9,234,464	\$(150,829)
Interfund transfers	727,860	536,538	821,538	764,888	736,727	736,727	687,000	(49,727)
Decrease in Fund Balance	88,337	85,079	491,180	155,706	17,032	184,811	(0)	(184,811)
Total revenues and other sources	\$12,079,797	\$11,776,195	\$12,025,198	\$10,991,875	\$10,504,831	\$10,306,831	\$ 9,921,464	\$(385,367)

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

FY 2010-11 Projected Revenues:

1. **Taxes and franchise fees** - Decrease results from decrease in property values. Same 3.3041 millage as last year.
2. **Licenses and permits** - Slightly decreased from FY 10/11 projected.
3. **Intergovernmental** - Minor increase based on trend analysis.
4. **Charges for service** - Slight decrease from FY 10/11 projected.
5. **Fines and forfeits** - Projection slightly less than FY 10-11.
6. **Interest earnings** - No change anticipated from FY 10/11.
7. **Rents and royalties** - No change anticipated from FY 10/11.
8. **Sales of assets** - Projection remains unchanged for FY 11-12.
9. **Contributions/Donations** - Some decrease expected for FY 11-12.
10. **Other miscellaneous revenues** - No change anticipated from FY 10/11.
11. **Interfund transfers** - Projection slightly less than FY 10/11.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

**TABLE G-2
General Fund Revenues Detail**

GENERAL FUND REVENUE DETAIL

Code: 001501

Account		FY 07/08	FY 08/09	FY 09/10	Amended FY 10/11	FY 10/11	FY 11/12
Number	Description	Actual	Actual	Actual	Budget	Projected	Adopted Budget
TAXES							
311000	Current Ad Valorem Taxes	4,634,338	4,225,106	3,716,797	3,097,353	3,097,353	2,757,335
311001	Delinquent Ad Valorem Taxes	2,906	41,236	15,305	15,000	15,000	15,000
311002	Penalty on Delinquent Taxes	8,419	10,458	2,296	10,000	10,000	10,000
TOTAL AD VALOREM TAXES		4,645,663	4,276,800	3,734,398	3,122,353	3,122,353	2,782,335
FRANCHISE FEES							
313100	Electric Franchise Fees	1,140,994	1,260,484	1,159,433	1,385,000	1,200,000	1,285,200
313700	Solid Waste Franchise Fees	58,768	66,769	69,259	65,085	67,000	67,000
TOTAL FRANCHISE FEES		1,199,762	1,327,253	1,228,692	1,450,085	1,267,000	1,352,200
UTILITY SERVICE TAXES							
314100	Electric Utility Service Tax	1,130,033	1,174,792	1,305,187	1,462,000	1,300,000	1,413,000
314300	Water Utility Service Tax	217,920	219,953	222,524	220,570	226,000	232,000
314800	Propane Utility Service Tax	30,408	29,606	22,098	29,000	25,000	25,000
314950	CST Revenue Sharing	872,420	917,107	887,241	895,700	880,000	880,000
TOTAL UTILITY SERVICE TAXES		2,250,781	2,341,458	2,437,050	2,607,270	2,431,000	2,550,000
TOTAL TAXES & FRANCHISE FEES		8,096,206	7,945,511	7,400,140	7,179,708	6,820,353	6,684,535
LICENSES AND PERMITS							
321000	Business Taxes	107,083	0	0	0	0	0
322060	Driveway Permit Fees	7,600	5,925	10,405	7,500	7,500	7,500
322075	Reinspection Fees	70	0	0	0	0	0
322700	Accessory Structure	100	100	300	0	700	250
322900	Other Permits & Fees	1,877	2,256	2,191	1,750	2,000	2,000
329100	Zoning Fees	18,017	7,800	7,381	12,000	7,500	7,500
329200	Site Plan Review Fees	16,450	7,300	7,445	12,000	7,500	7,500
329300	Plat Review Fees	2,950	750	1,200	5,000	5,000	5,000
329400	Plan Checking Fees	5,200	3,400	2,600	5,000	5,000	5,000
329500	Alarm Permits	1,500	1,320	1,460	1,200	1,200	1,200
329600	De-Watering Permits	100	300	200	200	200	200
TOTAL LICENSES AND PERMITS		160,947	29,151	33,182	44,650	36,600	36,150

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

General Fund Revenues Detail - Continued

Account	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 10/11	FY 11/12
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u> <u>Budget</u>	<u>Projected</u>	<u>Adopted</u> <u>Budget</u>
INTERGOVERNMENTAL REVENUE:						
FEDERAL GRANTS						
331200 Fed Grant-Public Safety	19,458	41,743	31,218	40,000	40,000	40,000
331204 Fed - LLEBG	0	0	5,834	5,000	5,000	5,000
331901 FEMA - Federal Grant	9,946	0	0	0	0	0
TOTAL FEDERAL GRANTS	29,404	41,743	37,052	45,000	45,000	45,000
STATE SHARED REVENUES						
335120 Municipal Revenue Sharing	424,592	373,205	376,297	345,000	375,000	375,000
335122 8th Cent Motor Fuel Tax	159,488	149,968	154,094	142,000	155,000	155,000
335140 Mobile Home Licenses	9,844	9,621	9,545	11,000	9,700	9,700
335150 Alcohol Beverage Licenses	10,275	10,700	10,850	10,700	10,700	10,700
335180 Local Half-Cent Sales Tax	1,385,407	1,277,853	1,274,429	1,282,840	1,282,840	1,285,000
335200 Police Pension State Shared Revenue	122,800	137,782	134,852	0	0	0
TOTAL STATE SHARED REVENUES	2,112,406	1,959,129	1,960,067	1,791,540	1,833,240	1,835,400
TOTAL INTER-GOV'T REVENUE	2,141,810	2,000,872	1,997,119	1,836,540	1,878,240	1,880,400
CHARGES FOR SERVICES						
341910 Sales-Maps & Publications	157	25	0	50	0	0
341920 Cert. Copying, Record Search	2,467	2,171	1,318	1,800	1,500	1,500
341930 Election Fees	549	488	305	0	0	0
342100 PD Overtime Service Fees	13,184	5,025	26,230	14,000	12,000	12,000
342200 PD Fingerprinting	1,367	1,643	1,190	1,200	1,400	1,200
343805 Cemetery Fees	12,791	11,549	9,129	10,000	10,000	10,000
347550 Skate Facility Fees	8,637	6,358	3,885	6,500	7,000	6,500
347555 Tennis Facility Fees	22,407	18,910	20,130	21,000	21,000	21,000
347556 County Impact Fees Admin. Fees	11,890	2,325	2,211	5,000	5,000	5,000
347557 Community Center Rec Revenues	40,444	38,947	35,820	40,000	40,000	40,000
349140 RRD-Management Fees	12,826	13,202	13,202	13,202	13,202	13,202
349410 Golf Course-Management Fees	50,036	49,509	54,460	59,906	59,906	65,897
349450 Airport-Management Fees	50,036	52,592	36,656	42,980	42,980	44,203
349455 Maintenance Service Fees-AP	2,695	1,329	1,540	1,800	1,800	1,800
349480 Building Dept Administrative Fees	83,394	84,089	75,680	68,112	68,112	61,301
349485 Maintenance Services Fees-Bldg Dept.	1,031	719	774	1,000	1,000	1,000
349950 Special Events Pers Svc Fees	5,212	0	0	0	0	0
TOTAL CHGS FOR SERVICE	319,123	288,881	282,530	286,550	284,900	284,603

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

General Fund Revenues Detail - Continued

Account	FY 07/08	FY 08/09	FY 09/10	FY 10/11 Adopted	FY 10/11 Projected	FY 11/12 Adopted
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
FINES AND FORFEITS						
351100 Court Fines	21,395	18,507	14,585	12,500	15,000	15,000
351115 Police Education-\$2.00 Funds	2,707	2,394	1,532	1,500	1,500	1,500
351120 Drivers Education	4,334	2,771	1,790	2,500	2,500	2,500
351140 Parking Fines	1,990	700	1,150	1,000	2,500	2,000
354100 Code Enforcement Fines	12,602	34,402	49,878	45,000	50,000	50,000
359000 Other Fines/Forfeits	3,104	637	2,480	3,000	3,000	3,000
TOTAL FINES AND FORFEITS	46,132	59,411	71,415	65,500	74,500	74,000
MISCELLANEOUS REVENUE:						
INTEREST EARNINGS						
361100 Interest Income	151,388	183,892	138,121	86,000	86,000	86,000
361105 State Board Interest Earnings	47,670	6,030	4,069	2,500	5,000	5,000
361121 Special Assessment-Interest	0	3,357	0	0	0	0
361150 Other Interest	3,324	847	172	1,000	1,000	1,000
TOTAL INTEREST EARNINGS	202,382	194,126	142,362	89,500	92,000	92,000
RENT AND ROYALTIES						
362100 Rents and Royalties	3,768	3,843	5,370	4,400	5,000	5,000
362150 Nontaxable Rent	95,516	72,960	74,808	76,400	76,400	76,400
363150 Special Assessment-Riverfront	0	3,849	0	0	0	0
TOTAL RENT AND ROYALTIES	99,284	80,652	80,178	80,800	81,400	81,400
SALE OF FIXED ASSETS						
364100 Sale of Fixed Assets	4,994	3,925	15,765	16,000	17,000	17,000
365000 Sale of Surplus Material/Scrap	9,174	5,084	11,349	6,500	5,000	5,000
TOTAL SALES OF FIXED ASSETS	14,168	9,009	27,114	22,500	22,000	22,000
CONTRIBUTIONS/DONATIONS						
366000 Contributions & Donations	200	14,649	250	41,038	32,000	17,000
366100 Donatons - Car Seat Program	222	(642)	0	0	0	0
366150 75th Anniversary Revenues	350	250	450	350	600	376
366200 Contribution/Greer Trust	20,400	6,740	6,000	6,000	6,000	6,000
366604 Donations-Public Safety Employees	1,657	1,785	2,213	2,000	2,400	2,000
366605 Donations-General Empl Fund	2,583	3,030	1,929	3,000	3,000	3,000
366805 4th of July Donations	8,470	2,650	2,600	2,500	5,300	5,000
TOTAL CONTRIBUTIONS/DONATIONS	33,882	28,462	13,442	54,888	49,300	33,376
OTHER MISCELLANEOUS REVENUES						
367000 Gain/Loss on Sale of Investments	0	(8,218)	(14,839)	0	0	0
369100 Motor Fuel Tax Rebate	12,286	12,466	11,387	12,000	12,000	12,000
369200 Insurance Proceeds	10,940	3,785	968	3,000	3,000	3,000
369400 Reimbursements	19,422	57,078	19,834	63,421	25,000	25,000
369900 Other Miscellaneous Revenues	4,713	9,956	5,127	10,000	5,000	5,000
369955 Vend Mach Sales-Gen Empl Fund	1,453	1,323	777	1,500	1,000	1,000
369995 Cash Over/Short	14	15	(5)	15	0	0
369999 Prior Year Recoveries	(8,184)	0	550	500	0	0
TOTAL OTHER MISCELLANEOUS REV.	40,644	76,405	23,799	90,436	46,000	46,000
TOTAL MISCELLANEOUS REVENUE	390,360	388,654	286,895	338,124	290,700	274,776
TOTAL REVENUES	11,154,578	10,712,480	10,071,281	9,751,072	9,385,293	9,234,464

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

General Fund Revenues Detail - Continued

Account	FY 07/08	FY 08/09	FY 09/10	FY 10/11 Adopted	FY 10/11 Projected	FY 11/12 Adopted
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
INTERFUND TRANSFERS						
381120 Transfer from 120 LOGT	0	215,784	175,000	175,000	175,000	125,000
381140 Transfer from 140 CRA	0	60,000	60,000	60,000	60,000	60,000
381163 Transfer from 163 STORMWATER	500,000	512,500	500,000	500,000	500,000	500,000
381601 Transfer from 601 CEMETERY TRUST	36,538	33,254	29,888	1,727	1,727	2,000
TOTAL INTERFUND TRANSFERS	536,538	821,538	764,888	736,727	736,727	687,000
TOTAL REVENUES AND TRANSFERS	11,691,116	11,534,018	10,836,169	10,487,799	10,122,020	9,921,464
OTHER FINANCING SOURCES						
389991 Decrease in Fund Balance	85,079	491,180	155,706	17,032	184,811	(0)
TOTAL OTHER SOURCES	85,079	491,180	155,706	17,032	184,811	(0)
TOTAL REV. AND OTHER SOURCES	11,776,195	12,025,198	10,991,875	10,504,831	10,306,831	9,921,464

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Table G-3 lists General Fund expenditures by department/division. Table G-4 lists individual department/division details broken down by salaries & benefits, operating expenses and capital outlay.

**TABLE G-3
SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT/DIVISION**

Org Code	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget	Change From FY 10/11 Budget
010001	City Council	\$ 50,101	\$ 51,313	\$ 48,016	\$ 49,708	\$ 50,303	\$ 50,283	\$ 575
010005	City Manager	259,187	270,318	249,377	234,642	233,060	234,046	(596)
010009	City Clerk	272,331	290,270	292,969	272,792	272,237	304,390	31,598
010010	City Attorney	215,665	184,450	104,585	125,785	102,332	107,710	(18,075)
010020	Administrative Services	660,776	556,216	489,026	478,562	476,195	477,869	(693)
010021	Management Information Svs.	222,867	262,444	265,376	248,908	272,126	157,996	(90,912)
010041	Police Administration	978,191	1,095,779	781,955	663,341	635,571	648,177	(15,164)
010043	Police Operations	2,414,034	2,606,975	2,534,599	2,398,150	2,459,210	2,165,740	(232,410)
010047	Police Detective Division	730,737	661,582	1,042,894	1,101,797	1,045,493	962,339	(139,458)
010049	Police Dispatch Unit	472,647	495,769	475,756	480,087	482,861	492,655	12,568
010045	Code Enforcement Division	155,212	139,478	132,959	164,614	159,614	160,484	(4,130)
010052	Roads and Maintenance	1,193,224	1,241,246	914,388	867,504	813,688	758,719	(108,785)
010053	Stormwater Utility	1,275,691	1,268,576	1,055,577	1,092,457	1,061,282	976,100	(116,357)
010054	Fleet Management	158,370	218,740	210,676	140,219	141,665	197,728	57,509
010056	Facilities Maintenance	264,322	275,126	235,324	252,565	220,576	234,608	(17,957)
010057	Parks and Recreation	1,100,416	1,148,407	983,198	927,627	920,481	886,287	(41,340)
010059	Cemetery	198,133	167,293	142,586	105,232	104,016	160,526	55,294
010080	Planning and Zoning	382,516	380,503	410,049	348,734	344,206	248,150	(100,584)
010099	Non-Departmental	771,776	710,713	622,565	552,107	511,915	636,657	84,550
	Total General Fund Expenditures	\$ 11,776,195	\$ 12,025,198	\$ 10,991,875	\$ 10,504,831	\$ 10,306,831	\$ 9,860,464	\$ (644,367)
	Total Revenues and Transfers	11,691,116	11,534,018	10,836,169	10,487,799	10,122,020	9,921,464	(566,334)
	Change in Fund Balance	\$ (85,079)	\$ (491,180)	\$ (155,706)	\$ (17,032)	\$ (184,811)	\$ 61,000	\$ 78,033

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

**TABLE G-4
General Fund Expenditure by Department/Division**

Department	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
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CITY COUNCIL

PERSONAL SERVICES	\$ 22,779	\$ 22,753	\$ 22,413	\$ 22,761	\$ 22,747	\$ 22,747
OPERATING EXPENDITURES	27,322	28,560	24,819	26,947	27,556	27,536
CAPITAL OUTLAY	-	-	784	-	-	-
TOTAL	\$ 50,101	\$ 51,313	\$ 48,016	\$ 49,708	\$ 50,303	\$ 50,283

CITY MANAGER

PERSONAL SERVICES	\$ 254,023	\$ 260,836	\$ 243,716	\$ 229,734	\$ 229,626	\$ 230,746
OPERATING EXPENDITURES	5,164	9,482	5,661	4,908	3,434	3,300
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 259,187	\$ 270,318	\$ 249,377	\$ 234,642	\$ 233,060	\$ 234,046

CITY CLERK

PERSONAL SERVICES	\$ 242,901	\$ 250,520	\$ 240,520	\$ 243,373	\$ 243,150	\$ 249,468
OPERATING EXPENDITURES	29,430	39,750	52,449	29,419	29,087	54,922
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 272,331	\$ 290,270	\$ 292,969	\$ 272,792	\$ 272,237	\$ 304,390

CITY ATTORNEY

PERSONAL SERVICES	\$ 209,562	\$ 78,310	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	6,103	106,140	104,585	125,785	102,332	107,710
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 215,665	\$ 184,450	\$ 104,585	\$ 125,785	\$ 102,332	\$ 107,710

ADMINISTRATIVE SERVICES

PERSONAL SERVICES	\$ 577,960	\$ 475,013	\$ 401,669	\$ 397,517	\$ 397,321	\$ 399,060
OPERATING EXPENDITURES	82,816	81,202	87,357	81,045	78,874	78,809
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 660,776	\$ 556,216	\$ 489,026	\$ 478,562	\$ 476,195	\$ 477,869

MANAGEMENT INFORMATION SERVICES

PERSONAL SERVICES	\$ 198,088	\$ 209,848	\$ 203,325	\$ 203,713	\$ 229,342	\$ 117,000
OPERATING EXPENDITURES	15,450	48,139	44,834	40,195	37,784	30,996
CAPITAL OUTLAY	9,329	4,457	17,217	5,000	5,000	10,000
TOTAL	\$ 222,867	\$ 262,444	\$ 265,376	\$ 248,908	\$ 272,126	\$ 157,996

PLANNING AND ZONING

PERSONAL SERVICES	\$ 344,247	\$ 364,709	\$ 368,224	\$ 312,127	\$ 308,953	\$ 227,698
OPERATING EXPENDITURES	35,844	15,794	41,825	36,607	35,253	20,452
CAPITAL OUTLAY	2,425	-	-	-	-	-
TOTAL	\$ 382,516	\$ 380,503	\$ 410,049	\$ 348,734	\$ 344,206	\$ 248,150

POLICE DEPARTMENT - ADMINISTRATION

PERSONAL SERVICES	\$ 864,466	\$ 965,085	\$ 671,784	\$ 545,161	\$ 518,730	\$ 536,269
OPERATING EXPENDITURES	96,942	130,694	107,640	118,180	116,841	111,908
CAPITAL OUTLAY	16,783	-	2,531	-	-	-
TOTAL	\$ 978,191	\$ 1,095,779	\$ 781,955	\$ 663,341	\$ 635,571	\$ 648,177

POLICE DEPARTMENT - OPERATIONS

PERSONAL SERVICES	\$ 2,133,640	\$ 2,379,437	\$ 2,319,598	\$ 2,212,532	\$ 2,228,470	\$ 1,962,905
OPERATING EXPENDITURES	244,162	155,811	183,270	152,324	198,815	202,835
CAPITAL OUTLAY	36,232	71,727	31,731	33,294	31,925	-
TOTAL	\$ 2,414,034	\$ 2,606,975	\$ 2,534,599	\$ 2,398,150	\$ 2,459,210	\$ 2,165,740

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

TABLE G-4
General Fund Expenditure by Department/Division – Continued

Department	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
POLICE DEPARTMENT - DETECTIVE						
PERSONAL SERVICES	\$ 613,450	\$ 572,907	\$ 954,641	\$ 1,007,012	\$ 953,221	\$ 871,237
OPERATING EXPENDITURES	115,587	85,903	86,483	91,444	89,119	91,102
CAPITAL OUTLAY	1,700	2,772	1,770	3,341	3,153	-
TOTAL	\$ 730,737	\$ 661,582	\$ 1,042,894	\$ 1,101,797	\$ 1,045,493	\$ 962,339
POLICE DEPARTMENT - DISPATCH						
PERSONAL SERVICES	\$ 456,751	\$ 485,844	\$ 473,307	\$ 473,697	\$ 476,953	\$ 485,710
OPERATING EXPENDITURES	14,756	3,615	2,449	6,390	5,908	6,945
CAPITAL OUTLAY	1,140	6,310	-	-	-	-
TOTAL	\$ 472,647	\$ 495,769	\$ 475,756	\$ 480,087	\$ 482,861	\$ 492,655
CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 115,045	\$ 119,031	\$ 111,852	\$ 143,419	\$ 139,886	\$ 139,916
OPERATING EXPENDITURES	22,740	20,447	21,107	21,195	19,728	20,568
CAPITAL OUTLAY	17,427	-	-	-	-	-
TOTAL	\$ 155,212	\$ 139,478	\$ 132,959	\$ 164,614	\$ 159,614	\$ 160,484
PUBLIC WORKS - ROADS AND MAINTENANCE						
PERSONAL SERVICES	\$ 986,384	\$ 1,070,698	\$ 758,644	\$ 742,664	\$ 697,934	\$ 639,416
OPERATING EXPENDITURES	194,555	165,296	123,463	124,840	114,089	119,303
CAPITAL OUTLAY	12,285	5,252	32,281	-	1,665	-
TOTAL	\$ 1,193,224	\$ 1,241,246	\$ 914,388	\$ 867,504	\$ 813,688	\$ 758,719
PUBLIC WORKS - STORMWATER UTILITY						
PERSONAL SERVICES	\$ 540,745	\$ 525,786	\$ 596,385	\$ 596,056	\$ 564,387	\$ 461,269
OPERATING EXPENDITURES	679,136	739,766	459,192	496,401	496,895	514,831
CAPITAL OUTLAY	55,810	3,024	-	-	-	-
TOTAL	\$ 1,275,691	\$ 1,268,576	\$ 1,055,577	\$ 1,092,457	\$ 1,061,282	\$ 976,100
PUBLIC WORKS - FLEET MANAGEMENT						
PERSONAL SERVICES	\$ 127,864	\$ 174,408	\$ 163,773	\$ 120,048	\$ 117,475	\$ 173,027
OPERATING EXPENDITURES	30,506	41,387	34,903	20,171	24,190	24,701
CAPITAL OUTLAY	-	2,945	12,000	-	-	-
TOTAL	\$ 158,370	\$ 218,740	\$ 210,676	\$ 140,219	\$ 141,665	\$ 197,728
PUBLIC WORKS - PARKS & REC						
PERSONAL SERVICES	\$ 811,308	\$ 879,834	\$ 747,688	\$ 689,547	\$ 685,151	\$ 648,356
OPERATING EXPENDITURES	268,072	268,573	230,091	225,280	223,891	226,931
CAPITAL OUTLAY	21,036	-	5,419	12,800	11,439	11,000
TOTAL	\$ 1,100,416	\$ 1,148,407	\$ 983,198	\$ 927,627	\$ 920,481	\$ 886,287
PUBLIC WORKS - CEMETERY						
PERSONAL SERVICES	\$ 125,618	\$ 138,155	\$ 122,322	\$ 87,157	\$ 86,456	\$ 125,721
OPERATING EXPENDITURES	23,006	22,131	20,264	18,075	17,560	25,805
CAPITAL OUTLAY	49,509	7,007	-	-	-	9,000
TOTAL	\$ 198,133	\$ 167,293	\$ 142,586	\$ 105,232	\$ 104,016	\$ 160,526

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

TABLE G-4
General Fund Expenditure by Department/Division - Continued

Department	2008 Actual	2009 Budget	2010 Actual	2011 Budget	2011 Projected	2012 Budget
PUBLIC WORKS - FACILITIES MAINTENANCE						
PERSONAL SERVICES	\$ 102,071	\$ 117,684	\$ 115,020	\$ 112,872	\$ 112,215	\$ 113,182
OPERATING EXPENDITURES	162,251	157,442	120,304	139,693	108,361	121,426
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 264,322	\$ 275,126	\$ 235,324	\$ 252,565	\$ 220,576	\$ 234,608
NON-DEPARTMENTAL						
PERSONAL SERVICES	\$ 1,268	\$ 22,687	\$ 20,040	\$ 15,000	\$ 22,000	\$ 139,436
OPERATING EXPENDITURES	770,508	688,026	602,525	537,107	489,915	497,221
INTERFUND TRANSFERS OUT	-	-	-	-	-	-
CONTINGENCY	-	-	-	-	-	61,000
TOTAL	\$ 771,776	\$ 710,713	\$ 622,565	\$ 552,107	\$ 511,915	\$ 697,657
TOTALS						
PERSONAL SERVICES	\$ 8,728,170	\$ 9,113,545	\$ 8,534,921	\$ 8,154,390	\$ 8,034,017	\$ 7,543,163
OPERATING EXPENDITURES	2,824,350	2,808,158	2,353,221	2,296,006	2,219,632	2,287,301
CAPITAL OUTLAY	223,676	103,494	103,733	54,435	53,182	30,000
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	-	-	-	-	-	-
CONTINGENCY	-	-	-	-	-	61,000
TOTAL GENERAL FUND	\$ 11,776,195	\$ 12,025,198	\$ 10,991,875	\$ 10,504,831	\$ 10,306,831	\$ 9,921,464

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CITY COUNCIL

City Council is the elected governing body for the City of Sebastian and serves in a legislative capacity. City Council directs the offices of the City Manager, City Attorney and City Clerk, adopts the City's annual budget, adopts and amends the Code of Ordinances and LDC, hears appeals to decisions of the Planning and Zoning Commission, acts as the Community Redevelopment Agency and Board of Adjustment, and hears citizen concerns and ideas at Council meetings, through public forums and by individual contact. Individual members represent the Council on various County and regional boards.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Adopted an Economic Development Element and amended the Capital Improvements Element of the Comprehensive Plan.
- ✓ Completed road paving projects utilizing proceeds from a Bank Note.
- ✓ Received grant funding and approved enhancements to the 512 Corridor.
- ✓ Allocated funds for the construction of Powerline Road.
- ✓ Continued program for quarter round drainage improvements.
- ✓ Approved construction of an aircraft maintenance facility.
- ✓ Approved lease to initiate improvements that will reinstate the working waterfront.
- ✓ Completed parking study and allocated funds for U.S.#1 improvements and gateway enhancements.

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Number of Council Meetings Conducted	36	33	31	33	33
Number of CRA Meetings Conducted	6	4	10	10	8
Number of Board of Adjustment Meetings Conducted	3	6	4	4	4
Number of Ordinances Adopted	5	5	9	10	10
Number of Resolutions Adopted	24	44	46	30	30
Number of Board Appointments	22	25	19	20	28

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CITY COUNCIL		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
35.00%	35.00%	<u>Regular and Special Meetings</u> - Preparation and attendance at meetings (24 regular City Council and other CRA, Board of Adjustment and Council workshops/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.
10.00%	10.00%	<u>City Functions and Events</u> - Attendance at functions. Public relations.
25.00%	25.00%	<u>Conference, Legislative, County, State, and Local Meetings</u> - Attendance at assigned County and regional meetings. City representation at all levels of government and intra-governmental affairs.
30.00%	30.00%	<u>Citizens' Problems and Complaints</u> - Assisting Citizens in referring complaints and problems to the City Manager for follow-up.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CITY COUNCIL BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for City Council is \$50,283. This compares to the 2010-2011 projected expenditures of \$50,303, a decrease of \$20 or .001%

	FY 07/08 Actual	FY 08/09 Actual	FY 09-10 Actual	Amended FY 10-11 Budget	Projected FY 10-11 Expenditures	Adopted FY 11-12 Budget	Difference
Personal Services	\$ 22,779	\$ 22,753	\$ 22,413	\$ 22,761	\$ 22,747	\$ 22,747	\$ -
Operating Expenditures	27,322	28,560	24,819	26,947	27,556	27,536	(20)
Capital Outlay	-	-	784	-	-	-	-
Total	\$ 50,101	\$ 51,313	\$ 48,016	\$ 49,708	\$ 50,303	\$ 50,283	\$ (20)

Fiscal Year 2011-2012 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-2011 Projected Expenditures:

	Difference
1. Personal Services - No changes from prior year	\$ -
2. Operating Expenditures - Due to a slight decrease in training and education	\$ (20)
3. Capital Outlay - No capital outlay requested in FY 2011-2012	\$ -

PERSONAL SERVICES SCHEDULE

CITY COUNCIL

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure 10-11</u>	<u>Adopted Budget 11-12</u>
		<u>09-10</u>	<u>10-11</u>	<u>11-12</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		
					\$ 19,800	\$ 19,800
	FICA Taxes				2,913	2,913
	Worker's Comp Insurance				34	34
					<u>\$ 22,747</u>	<u>\$ 22,747</u>

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CITY COUNCIL

Code: 010001

Account	FY 07/08	FY 08/09	FY 09/10	Amended FY 10/11	FY 10/11	FY 11/12
Number Description	Actual	Actual	Actual	Budget	Projected	Adopted Budget
PERSONAL SERVICES						
511200 Legislative Salaries	19,800	19,800	19,500	19,800	19,800	19,800
512100 FICA Taxes	2,892	2,892	2,863	2,913	2,913	2,913
512400 Worker's Comp Insurance	87	61	50	48	34	34
TOTAL PERSONAL SERVICES	22,779	22,753	22,413	22,761	22,747	22,747
OPERATING EXPENDITURES						
534000 Travel & Per Diem	20,995	22,464	20,575	22,000	22,000	22,000
534101 Telephone	246	90	116	116	110	110
534105 Cellular Telephone	748	956	656	656	970	970
534110 Internet Access	69	77	80	80	81	81
534630 R & M Office Equipment	0	126	500	0	500	500
534800 Promotional Activities	1,157	1,192	500	500	400	400
535200 Departmental Supplies	1,489	560	463	500	500	500
535210 Computer Supplies	353	709	179	500	500	500
535410 Dues and Memberships	0	200	200	200	200	200
535420 Books and Publications	250	336	300	300	200	200
535450 Training and Education	2,015	1,850	1,250	2,095	2,095	2,075
TOTAL OPERATING EXPENDITURES	27,322	28,560	24,819	26,947	27,556	27,536
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	0	784	0	0	0
TOTAL CAPITAL OUTLAY	0	0	784	0	0	0
TOTAL CITY COUNCIL	50,101	51,313	48,016	49,708	50,303	50,283

CITY OF SEBASTIAN, FLORIDA 2011/2012 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 operating 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.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

City Operations

- Apply for grants and secure funding for various city projects.
- Closely monitor spending and consider any cost saving ideas.

Quality Service to Citizens

- Promote quality customer service from City employees.
- Promptly address citizen questions and concerns.

Provide Effective Support to City Council

- Insure that reports and supporting documentation is accurate and complete.
- Insure that the City Council promptly receives pertinent information.

Maintain Positive Intergovernmental Relations

- Participate 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 to address issues of mutual interest.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CITY MANAGER		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
40.00%	40.00%	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.
20.00%	20.00%	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.
20.00%	20.00%	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.
20.00%	20.00%	Purchasing and Contract Administration - Provide City Departments/Divisions assistance in purchasing policy compliance. Assist with solicitations for professional services in accordance with applicable policies and legal restrictions.
100.00%	100.00%	

CITY MANAGER BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for City Manager is \$234,046. This compares to the 2010-2011 projected expenditures of \$233,060, an increase of \$986 or .4%.

	FY 07-08	FY 08-09	FY 09-10	Amended FY 10-11	Projected FY 10-11	Adopted FY 11-12	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$254,023	\$260,836	\$243,716	\$229,734	\$ 229,626	\$230,746	\$ 1,120
Operating Expenditures	5,164	9,482	5,661	4,908	3,434	3,300	(134)
Capital Outlay	-	-	-	-	-	-	-
Total	\$259,186	\$270,318	\$249,377	\$234,642	\$ 233,060	\$234,046	\$ 986

Fiscal Year 2011-12 adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures: Difference

- | | |
|---|----------|
| 1. Personal Services - Increase due to an increase in health insurance premiums. | \$ 1,120 |
| 2. Operating Expenses - Decrease mainly due to the elimination of cell phone charges | \$ (134) |
| 3. Capital Outlay - No capital outlay requested in FY 2011-12 | \$ - |

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CITY MANAGER						Projected	Adopted
<u>POSITION</u>	<u>PAY</u>		<u>FULL TIME EQUIVALENTS</u>			<u>Expenditures</u>	<u>Budget</u>
	<u>RANGE</u>	<u>GRADE</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
City Manager			1.00	1.00	1.00	\$ 110,076	\$ 110,076
Executive Assistant	43,861 / 79,218	64C	1.00	1.00	1.00	62,956	62,956
P/T General Services Technician	22,909 / 41,376	10	0.50	0.00	0.00	-	-
			2.50	2.00	2.00		
						\$ 173,032	\$ 173,032
		FICA Taxes				13,512	13,512
		Deferred Compensation				15,897	15,897
		Group Health Insurance Premium				12,906	14,100
		Dependant Health Ins Premium				10,363	10,289
		Employee Assistance Program				46	46
		Worker's Comp Insurance				270	270
		Auto Allowance				3,600	3,600
		Total Personal Services				\$ 229,626	\$ 230,746

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CITY MANAGER

Code: 010005

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	186,680	193,517	182,311	173,032	173,032	173,032
512100	FICA Taxes	13,506	13,299	12,913	13,512	13,512	13,512
512225	Deferred Compensation	16,247	17,416	16,784	15,897	15,897	15,897
512301	Group Health Insurance Premium	15,300	17,736	16,739	12,906	12,906	14,100
512305	Dependant Health Ins Premium	17,803	14,642	10,851	10,363	10,363	10,289
512309	Employee Assistance Program	54	46	46	46	46	46
512400	Worker's Comp Insurance	715	600	492	378	270	270
512601	Auto Allowance	3,718	3,580	3,580	3,600	3,600	3,600
TOTAL PERSONAL SERVICES		254,023	260,836	243,716	229,734	229,626	230,746
OPERATING EXPENDITURES							
534000	Travel and Per Diem	388	542	0	0	318	320
534101	Telephone	555	270	347	370	330	330
534105	Cellular Phone	374	299	479	558	186	0
534110	Internet Services	42	38	40	40	40	40
534120	Postage	64	117	113	100	50	50
534630	R & M - Office Equipment	806	810	1,003	1,365	250	250
534800	Promotional Activities	672	1,309	607	250	100	150
534920	Legal Ads	0	441	245	0	0	0
535200	Departmental Supplies	578	1,127	142	500	500	500
535210	Computer Supplies	30	123	758	100	50	50
535410	Dues and Memberships	1,321	3,746	1,589	1,275	1,160	1,160
535420	Books and Publications	10	10	0	100	0	0
535450	Training and Education	325	650	338	250	450	450
TOTAL OPERATING EXPENDITURES		5,164	9,482	5,661	4,908	3,434	3,300
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CITY MANAGER		259,187	270,318	249,377	234,642	233,060	234,046

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CITY CLERK

The City Clerk is appointed by and serves under the direction of the City Council. This office maintains the City seal, attests all documents, provides legislative support, and maintains all permanent records of the City. The City Clerk is the Elections Official, Canvassing Board Chair and Records Management Liaison Officer for the City. The department is responsible for the City's records management program, cemetery sales and records, administers all appointments, orientations, financial disclosure and handbooks for City boards and committees, and administers codification.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ In addition to City Council, CRA, Board of Adjustment & Natural Resources Board, we provided secretarial services to Treasure Coast Regional League of Cities, Charter Review Committee and Budget Advisory Review Board - in first six months of FY 11 we prepared for and recorded 32 board/committee meetings.
- ✓ Provided review and hardware/software to Council to start paperless agenda packets.
- ✓ Deputy City Clerk attained Master Municipal Clerk certification and Employee of the Quarter.
- ✓ Records Program Manager began Certified Municipal Clerk certification and retained Records Management Certification.
- ✓ Assisted and/or coordinated several community functions: Student Government Day, Natural Resources Board Island and Highlands park cleanups, Earth Day, Christmas Parade, and Community Shredding Day.
- ✓ Worked closely with MIS to set up paperless filing system in Clerks office.
- ✓ Responded to hundreds of public records requests and inquiries.
- ✓ Entered into first ever interlocal agreement for services with Supervisor of Elections.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

- ✓ Work with MIS to provide paperless filing system for Clerks office and eventually paperless agenda preparation for Council and then all boards.
- ✓ Update City Broadcast Policy, Electronic Records Policy, and add new Public Records Policy from First Amendment Foundation to City Records Management Policy.
- ✓ Continue seeking newer low cost technology for ease of information dissemination and paperless records storage.

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Records Scanned	734	1013	716	1000	750
Records Destroyed	227	223	210	250	230
Council Meeting Packets/Minutes	37	33	31	30	30
Cemetery Lots/Niches Sold	58	69	44	70	50
Election - Candidates Qualified	0	9	6	9	7
Legal/Display Ads Published	51	36	23	20	30
Code Supplements Distributed	3	2	3	2	2
Board Appointments Administered	22	25	19	25	20
Instruments Recorded	2	10	7	5	5
Public Records Requests	374	399	282	400	300
Other Committee Meeting Minutes Recorded	20	22	37	22	28

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CITY CLERK		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
20.00%	20.00%	<u>Services for City Council</u> - Prepare Council agendas, advertise hearings, post notices, take minutes of Council meetings, administer follow-up of City Council action items, prepare correspondence, prepare City Council budget, make Council travel arrangements, research services, attest & seal all documents executed by Mayor and City Manager, schedule invocations, write proclamations and resolutions as needed, prepare certificates of appreciation, prepare orientation packets and conduct Council orientation w/ City Manager and City Attorney, coordinate w/ MIS for broadcast of Council, CRA and Board of Adjustment meetings.
10.00%	10.00%	<u>Services for Citizens</u> - Receive and respond to general City website e-mail link, respond to public records requests and inquiries, provide computer for public research, post legal notices, and make imaged records available on City website via Laserfiche Weblink.
15.00%	15.00%	<u>Services for Boards/Committees</u> - Liaison to boards relative to memberships, advertise vacancies, administer financial disclosure forms and update City information on Commission on Ethics website, record and transcribe Board of Adjustment, CRA, Natural Resources Board minutes, maintain and update Board Handbook, and conduct board member orientation.
30.00%	30.00%	<u>Records Management</u> - Scan all permanent and long term records for review by departments on network and for protection, research records upon request, coordinate paper recycling and records destruction with Recycling Contractor in accordance with State law. Maintain, update and distribute adopted Records Management Procedures Manual, coordinate with Records Liaisons and Committee, maintain all original City documents, i.e. ordinances, resolutions, agreements, deeds, terminated personnel files, conduct records research for staff as requested. Conduct staff training in records management.
10.00%	10.00%	<u>Cemetery</u> - Coordinate with Cemetery Sexton on sale of cemetery lots, maintain cemetery records/database. Respond to customer concerns and complaints.
5.00%	5.00%	<u>General Administration</u> - Prepare, post, and distribute monthly calendar, prepare annual budget for department, attend Management Team meetings, codify ordinances, record final plats and easements, records vacations of easement, keep log of all City vehicles, attest and seal City documents, provide notary services for City documents.
10.00%	10.00%	<u>City Election</u> - The City Clerk is the City Elections Official and Chairperson of the City Canvassing Board, qualifies candidates for office and political committees, coordinates with Supervisor of Elections and State of Florida in administration of annual general elections, prepares resolutions and forms, swears in elected officials.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CITY CLERK BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for City Clerk is \$304,390. This compares to the 2010-2011 projected expenditures of \$272,237, an increase of 32,153 or 11.81%.

	FY 07-08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	Projected FY 10/11 Expenditures	Adopted FY 11/12 Budget	Difference
Personal Services	\$ 242,901	\$ 250,520	\$ 240,520	\$ 243,373	\$ 243,150	\$ 249,468	\$ 6,318
Operating Expenses	29,430	39,750	52,449	29,419	29,087	54,922	25,835
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 272,331	\$ 290,270	\$ 292,969	\$ 272,792	\$ 272,237	\$ 304,390	\$ 32,153

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	Difference
1. Personal Services - Increase due to longevity increases and an increase in health insurance premiums	\$ 6,318
2. Operating Expenses - Net increase mainly due to an increase in election costs.	\$ 25,835
3. Capital Outlay - No capital outlay requested in FY 2011-12	\$ -

PERSONAL SERVICES SCHEDULE

CITY CLERK

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditures</u>	<u>Adopted Budget</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
City Clerk			1.00	1.00	1.00	\$ 84,421	\$ 85,852
Deputy City Clerk	39,783 / 71,853	64	1.00	1.00	1.00	57,246	58,569
Records Program Manager	35,367 / 63,877	60	1.00	1.00	1.00	44,070	45,788
			3.00	3.00	3.00		
						\$ 185,737	\$ 190,209
Overtime						-	-
FICA Taxes						14,209	14,551
Deferred Compensation						16,716	17,119
Group Health Insurance Premium						19,433	20,528
Dependant Health Ins Premium						6,696	6,695
Employee Assistance Program						69	69
Worker's Comp Insurance						290	297
Total Personal Services						\$ 243,150	\$ 249,468

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CITY CLERK

Code: 010009

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
PERSONAL SERVICES							
511200	Salaries	181,006	188,706	182,109	185,737	185,737	190,209
512100	FICA Taxes	13,760	14,048	13,281	14,209	14,209	14,551
512225	Deferred Compensation	16,290	16,983	16,390	16,716	16,716	17,119
512301	Group Health Insurance Premium	20,627	21,230	21,172	19,433	19,433	20,528
512305	Dependant Health Ins Premium	10,420	8,899	7,018	6,804	6,696	6,695
512309	Employee Assistance Program	69	69	69	69	69	69
512400	Worker's Comp Insurance	729	585	481	405	290	297
TOTAL PERSONAL SERVICES		242,901	250,520	240,520	243,373	243,150	249,468
533400	Other Contractual Services	1,631	3,481	1,252	1,700	1,600	1,600
533490	Codification Services	3,155	1,529	3,410	3,000	3,600	4,500
534000	Travel and Per Diem	1,887	671	117	1,022	1,200	1,150
534101	Telephone	797	539	707	610	660	660
534110	Internet Services	147	134	130	142	142	142
534120	Postage	406	573	455	400	310	310
534630	R & M - Office Equipment	9,432	12,658	8,918	9,550	9,550	9,685
534910	Clerk of Court Filing Fees	46	343	332	300	100	150
534920	Legal Ads	8,124	6,826	2,218	1,800	2,400	2,400
534990	Election Costs	0	8,618	31,630	8,600	7,000	32,000
535200	Departmental Supplies	1,073	1,461	516	400	300	300
535210	Computer Supplies	1,332	1,689	1,757	800	800	800
535410	Dues and Memberships	395	435	665	560	875	775
535420	Books and Publications	364	414	192	100	100	100
535450	Training and Education	640	379	150	435	450	350
TOTAL OPERATING EXPENDITURES		29,430	39,750	52,449	29,419	29,087	54,922
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CITY CLERK		272,331	290,270	292,969	272,792	272,237	304,390

CITY OF SEBASTIAN, FLORIDA 2011/2012 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>10/11</i>	<i>11/12</i>	
25.00%	25.00%	<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.
25.00%	25.00%	<u>Function as City's Solicitor</u> - Prepare and review ordinances, resolutions, contracts, property instruments and other legal documents on behalf of the City.
40.00%	40.00%	<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.
10.00%	10.00%	<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 2011/2012 ANNUAL BUDGET

CITY ATTORNEY BUDGET SUMMARY

The Fiscal Year 2011-12 adopted budget for City Attorney is \$107,710. This compares to the 2010-2011 projected expenditures of \$102,332, an increase of \$5,378, or 5.26%.

	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	Amended FY 10-11 Budget	Projected FY 10-11 Expenditures	Adopted FY 11-12 Budget	Difference
Personal Services	\$ 209,562	\$ 78,310	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	6,103	106,140	125,785	125,785	102,332	107,710	5,378
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 215,665	\$ 184,450	\$ 125,785	\$ 125,785	\$ 102,332	\$ 107,710	\$ 5,378

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	Difference
1. Personal Services - No change	\$ -
2. Operating Expenses - Net Increase mainly due to increase in contractual services.	\$ 5,378
3. Capital Outlay - No capital outlay requested for FY 2011-12	\$ -

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CITY ATTORNEY

Code: 010010

Account	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	152,162	72,836	0	0	0	0
512100	FICA Taxes	11,106	1,734	0	0	0	0
512225	Deferred Compensation	22,239	523	0	0	0	0
512301	Group Health Insurance Premium	13,768	2,347	0	0	0	0
512305	Dependant Health Ins Premium	6,062	520	0	0	0	0
512309	Employee Assistance Program	46	8	0	0	0	0
512400	Worker's Comp Insurance	461	342	0	0	0	0
512601	Auto Allowance	3,718	0	0	0	0	0
TOTAL PERSONAL SERVICES		209,562	78,310	0	0	0	0
OPERATING EXPENDITURES							
533400	Other Contractual Services	517	103,200	100,183	121,000	100,000	105,000
534000	Travel and Per Diem	789	0	428	0	0	0
534101	Telephone	413	270	347	360	330	330
534105	Cellular Phone	321	23	0	0	0	0
534110	Internet Services	42	38	40	40	41	40
534115	On-Line Services	1,202	939	1,309	1,620	1,428	1,430
534120	Postage	16	4	9	50	16	10
534130	Express Mail	0	0	0	50	50	0
534630	R & M - Office Equipment	806	810	714	965	150	150
534995	Litigation Expenses	794	7	2	1,000	0	500
535200	Departmental Supplies	196	197	0	100	62	100
535210	Computer Supplies	0	0	0	50	49	50
535410	Dues and Memberships	500	283	150	450	0	0
535420	Books and Publications	10	369	207	100	206	100
535450	Training and Education	497	0	1,196	0	0	0
TOTAL OPERATING EXPENDITURES		6,103	106,140	104,585	125,785	102,332	107,710
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL LEGAL DEPARTMENT		215,665	184,450	104,585	125,785	102,332	107,710



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CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department primarily provides support services to other City departments. It has been organized into two primary sections, which are Finance and Human Resources. Other activities include administration of grants and major construction projects.

The Finance Section's main responsibility is to conduct the fiscal affairs of the City in compliance with all applicable laws, regulations, and sound business practices and to diligently safeguard the resources of the city and ensure that prudent fiscal management policies are maintained. This Section also coordinates general and liability insurance claims.

The Human Resources Section is responsible for administering effective recruitment, selection, assignment and retention of employees, in addition to implementing and advising on rules and regulations to ensure compliance with employee laws. This department is responsible for labor relations, which include: employee service recognition, employee special events, employee assistance program, employee orientation, employee benefits, employee training, negotiating collective bargaining agreements, discipline and grievance handling and employee salary administration. The Section also administers workers' compensation benefits.

This department is also responsible for documenting compliance with grant provisions and processing grant reimbursements. It also monitors all major construction projects to assure spending is held within amounts appropriated and restricted funds are correctly used.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Retained an "A+" bond rating from Standard & Poor's for Stormwater Utilities Revenue Bonds, Series 2003 and an "A+" bond rating from Standard & Poor's for Discretionary Sales Tax Revenue Bonds, Series 2003 and Series 2003A.
- ✓ Continued to educate employees on the importance of being safety conscientious. This includes training seminars and the safety committee that evaluates safety practices and recommends improvements.
- ✓ Successfully monitored a number of grants and projects.
- ✓ Completed the Single Audit Section of the Fiscal Year 2010 Comprehensive Annual Financial Report.
- ✓ Published the Community Redevelopment Agency Annual Activity Report for FY 2009-2010, as required by State Statute 163.356 (3) (C).
- ✓ Twelfth time awardee of the Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report and seventh time awardee of the Government Finance Officer's Association Distinguished Budget Presentation Award.
- ✓ Received a clean opinion from the City's external auditors for the FY 2009-2010 financial audit.
- ✓ Maintained the American Express corporate card reward program and Bank of America purchasing card program.
- ✓ Served as risk manager regarding property and liability insurance policies and claims. Prepared and evaluated request for proposals on insurance coverage for the next fiscal year.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

FISCAL YEAR 2012 GOALS AND OBJECTIVES

- Generate cost saving ideas through internal audits/staff involvement. Complete revisions to the Standard Operating Procedures Manual. Update Human Resource Policies and put them on City website.
- Provide low cost quality training for City employees. Develop mandatory training that can be provided through the intranet when appropriate.
- Provide FDOT training to certify supervisors of safety sensitive employees to diagnose alcohol or drug misuse symptoms.
- Successfully negotiate a successor Collective Bargaining Agreement with the Public Employees Association (PEA) and Police Benevolent Association (PBA).
- Provide quality affordable health insurance for city employees.
- Recruit and promote the most qualified candidates recognizing the value of diversity in the workplace.
- Promote a work environment that is safe, healthy and reflects the city's commitment to fairness and equality in the workplace.
- Continue to provide quality financial services for the City of Sebastian.
- Continue to provide responsive service to all customers, citizens, vendors, and employees.
- Submit 2010-2011 Comprehensive Annual Financial Report to Government Finance Officers Association for Excellence for Financial Award and 2011-2012 Annual Budget document to the Government Finance Officers Association for Distinguished Budget Presentation Award.
- Provide timely financial information to the City administration and the general public by issuing the City's Comprehensive Annual Financial Report no later than February 28th each year.
- Provide timely adopted budget document to the City administration and the general public by issuing the City's Annual Budget document no later than October 30th each year.
- Continue staff training in accounting, risk management, and emergency management.
- Maintain and improve the current bond rating from Fitch, Moody's, and S&P.

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Total Full and Part-time Positions	191	187.0	179.0	176.0	168.0
Terminations/Resignations/Retirements	25	40	34	20	25
HR hours to process new employee	5	3	3	3	3
Applications processed	285	322	296	250	275
New Hires	20	22	27	15	25
Background Checks conducted - non-sworn	23	18	9	10	10
Reported Workers Compensation Injuries	17	13	16	10	10
Time frame to hire new employee - non-sworn	14 days	7 days	7 days	7 days	7 days
Time frame to hire new employee - sworn	3 months	3 months	2.5 months	2.5 months	2.5 months
Program Cost Per Capita	\$28.82	\$24.48	\$21.33	\$21.72	\$21.79
Journal Entries Processed	2,681	1,025	1,010	1,100	1,100
Accounts Payable Invoices Processed	4,572	5,877	6,073	5,000	5,500
Accounts Payable Checks Processed	3,374	3,184	3,220	3,000	3,000
Purchase Orders Processed	254	288	216	275	250
Payroll Checks Processed	4,847	4,613	4,327	4,600	440
Purchasing/Corporate Card Transactions Processed	1,104	1,363	1,466	1,500	1,500
Purchasing Card Users	43	45	41	40	38
Number of Fixed Assets Records	1,980	2,077	2,164	2,100	2,200
Comprehensive Annual Financial Statement issued	03/25/09	03/15/10	03/14/11	02/28/12	02/28/13
Annual Budget Document issued	10/20/07	10/25/08	10/25/09	10/08/10	10/01/11
Excellence in Financial Reporting Award (consecutive years)	10	11	12	13	14
Distinguished Budget Presentation Award (consecutive years)	4	5	6	7	8

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET FOR ADMINISTRATIVE SERVICES		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
7.00%	7.00%	Hiring New Employees - 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.
11.00%	11.00%	In-Service Actions - 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.
2.00%	2.00%	Union Negotiations, Contract Administration - Negotiate labor agreements with both PBA and CWA and any Memo's of Understanding that may be necessary during the life of existing contracts. Perform support research, document preparation and record minutes. Review, rewrite and organize Rules and Regulations.
2.00%	2.00%	Employee Support - Continue longevity service awards for employees completing 5, 10, 15 and 20 consecutive years of service with the City, Employee of the Quarter and Year awards and the Safe Driving award. Ensure all employees required to possess CDL Drivers Licenses meet Federal Drug and Alcohol Standard through random drug testing, while maintaining the confidentiality of the person being processed. Develop and coordinate the necessary employee training. Maintain the City's Policy and Procedures Manual. Also, maintain an Employee Handbook which contains an abbreviated ready reference of major policies and procedures. Review and revise job descriptions. Disseminate information to employees through the monthly newsletter. Implement a true random drug policy for all employees to ensure a drug free workplace. Insure and provide for an Employee Assistance Program for employees and family members with any mental health and/or stress related problems.
7.00%	7.00%	Effective Insurance Plans - 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.
8.00%	8.00%	Grants & Special Projects -Responsible for quarterly status, reimbursement reports, close out documentation and federal and state compliance to grantors.
7.00%	10.00%	General Accounting - Data entry for general ledger activity for all City operations, bank reconciliations, preparation of federal, State and local reports, and allocation of charges to City departments. Ensure all accounting information is entered timely and accurately. Maintain fixed assets records and ensure assets are recorded and tagged properly. Account for all Capital Projects.
21.00%	15.00%	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.
7.00%	9.00%	Payroll - Review and process payroll, including benefits, deductions, leave availability, and workers compensation. Prepare quarterly and annual payroll tax reports and quarterly reports to the workers compensation insurance carrier. Prepare employee insurance invoices for payment and process year end W-2's.
7.00%	7.00%	Budget - Assist the City Manager in preparation of annual budget. Ensure budget is comprehensive as to communication, coordination and control. Submit final budget to the Government Finance Officers Association Awards Program and quarterly budget amendment packages to the Council.
2.00%	2.00%	Risk Management - Ensure that insurance claims are promptly submitted to the insurance carrier. Resolve minor claims that are lower than deductible limits in a fair and consistent manner.
14.00%	15.00%	Auditing and Financial Reporting - 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. Complete the Comprehensive Annual Financial Report and submit to the Government Finance Officers Association Award Program.
5.00%	5.00%	Cash Management - Collect revenues from taxes, intergovernmental revenues, franchise fees, utility taxes, occupational licenses, parking citations, special assessments, and rentals. Monitor collections as compared to budget. Invest any available cash balances.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

ADMINISTRATIVE SERVICES BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Administrative Services is \$477,869. This compares to the 2010-2011 projected expenditures of \$476,195, an increase of \$1,674 or .4%.

	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	Amended FY 10-11 Budget	Projected FY 10-11 Expenditures	Adopted FY 11-12 Budget	Difference
Personal Services	\$ 577,960	\$ 475,013	\$ 401,669	\$ 397,517	\$ 397,321	\$ 399,060	\$ 1,739
Operating Expenses	82,816	81,202	87,357	81,045	78,874	78,809	(65)
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 660,776	\$ 556,216	\$ 489,026	\$ 478,562	\$ 476,195	\$ 477,869	\$ 1,674

Fiscal Year 2011-2012 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-2011 Projected Expenditures:

	Difference
1. Personal Services - Net increase due to an increase in health insurance premiums	\$ 1,739
2. Operating Expenses - Net decrease mainly due to decreased audit fees	\$ (65)
3. Capital Outlay -No Capital Outlay requested for FY 2011-2012	\$ -

PERSONAL SERVICES SCHEDULE

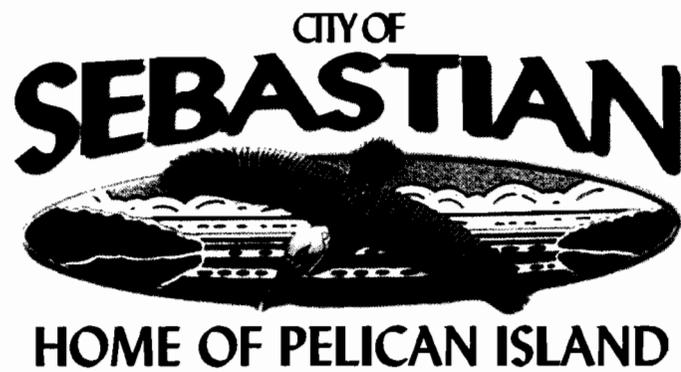
POSITION	RANGE	GRADE	FULL TIME EQUIVALENTS			Projected	Adopted
			09-10	10-11	11-12	10-11	11-12
Admin Services Director	79,970 / 144,435	87	1.00	1.00	1.00	\$ 88,521	\$ 88,521
Director of Finance	67,708 / 122,288	82	1.00	1.00	1.00	86,753	86,753
Junior Accountant	40,607 / 73,340	39	1.00	1.00	1.00	58,665	58,665
Human Resources Specialist	32,336 / 58,403	33	1.00	1.00	1.00	49,607	49,607
Accounting Clerk II	26,545 / 47,943	26	1.00	1.00	1.00	31,493	31,493
			5.00	5.00	5.00	\$ 315,039	\$ 315,039
		Overtime				500	500
		FICA Taxes				24,139	24,139
		Deferred Compensation				28,398	28,398
		Group Health Insurance Premium				28,408	30,146
		Dependant Health Ins Premium				230	231
		Employee Assistance Program				115	115
		Worker's Comp Insurance				492	492
		Total Personal Services				\$ 397,321	\$ 399,060

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

Code: 010020

Account <u>Number</u>	<u>Description</u>	<u>FY 07/08</u> <u>Actual</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>Amended</u> <u>FY 10/11</u> <u>Budget</u>	<u>FY 10/11</u> <u>Projected</u>	<u>FY 11/12</u> <u>Adopted</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	444,734	360,447	315,719	315,039	315,039	315,039
511400	Overtime	574	337	331	500	500	500
512100	FICA Taxes	33,052	27,099	24,215	24,139	24,139	24,139
512225	Deferred Compensation	34,465	32,471	28,445	28,398	28,398	28,398
512301	Group Health Insurance Premium	52,821	46,557	31,507	28,408	28,408	30,146
512305	Dependent Insurance	10,609	6,775	499	230	230	231
512309	Employee Assistance Program	180	154	115	115	115	115
512400	Worker's Comp Insurance	1,525	1,173	838	688	492	492
TOTAL PERSONAL SERVICES		577,960	475,013	401,669	397,517	397,321	399,060
OPERATING EXPENDITURES							
533120	Consultants	3,449	1,578	7,940	2,000	2,000	2,000
533175	Employee Background Testing	4,005	4,184	5,984	3,500	4,500	4,500
533400	Other Contractual Services	3,267	2,474	34,815	2,200	1,700	1,800
533200	Audit Fees	31,986	35,943	1,587	35,504	35,504	33,855
534000	Travel and Per Diem	2,134	1,980	2,264	1,756	1,950	1,881
534101	Telephone	1,587	899	724	800	660	660
534105	Cellular Telephone	369	299	480	558	560	560
534110	Internet Access	366	172	101	102	102	102
534120	Postage	2,050	1,856	2,064	1,800	1,650	1,720
534130	Express Mail	162	170	178	200	0	100
534630	R & M - Office Equipment	17,739	18,676	20,367	21,745	20,000	20,866
534700	Printing and Binding	2,566	2,271	2,093	2,250	2,298	2,150
534800	Promotional Activities	923	906	490	700	610	475
534920	Legal Ads	150	419	448	500	0	200
535200	Departmental Supplies	4,452	3,691	3,358	3,000	3,000	3,000
535205	Bank Charges	49	59	189	200	75	100
535210	Computer Supplies	1,931	1,632	771	750	750	980
535410	Dues and Memberships	1,610	1,944	1,503	1,615	1,625	1,625
535420	Books and Publications	2,366	1,259	1,326	1,115	1,115	1,485
535450	Training and Education	1,655	790	675	750	775	750
TOTAL OPERATING EXPENDITURES		82,816	81,202	87,357	81,045	78,874	78,809
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL ADMINISTRATIVE SERVICES		660,776	556,216	489,026	478,562	476,195	477,869



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CITY OF SEBASTIAN, FLORIDA 2011/2012 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 department 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/intranet Accounts, and maintenance of the City's seven websites and telephone system.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Upgraded the Building Department IMS system to a web-based real time interface.
- ✓ Upgraded the Police Department to the latest version of IMC.
- ✓ MIS fought off every attempt to breach our security, tracked and stopped 107 attacks.
- ✓ Set up a new Munis Server for Finance on a windows platform.
- ✓ MIS maintained all communications and equipment and operated free from any service interruptions.
- ✓ Upgraded all servers, workstations and laptops to the newest version of virus software.
- ✓ Set up a sign shop request form to help with their work order flow.
- ✓ Improved monitoring and produced reports to reduce the number of alarms to the Police Department.
- ✓ Put together and installed 90% of the new AV automation, camera and production equipment. Used the camera to film 4 different events for future footage.
- ✓ Ran broadcast station Channel 25 and provided 9 websites to inform the residents.
- ✓ Worked on automating the broadcasting equipment to program and remotely update the time our shows will air.
- ✓ Worked on tightening network security.
- ✓ Installed new server at the Airport to be the disaster backup server.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

- Continue to provide the City of Sebastian and the Police Department with 24/7 coverage.
- Continue to improve customer service.
- Continue to be in compliance with all Microsoft Licensing.
- Continue to be in compliance with all FBI and FDLE regulations.

City Goal: Citywide Infrastructure Improvements:

- Acquire a new server to be set up with virtualization software.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Workorders Processed	9470	8941	8433	5000	4000
Server Outages Serviced	0	0	5	10	8
Network Outages Serviced	0	0	3	5	5
Phone System Outages Serviced	0	1	3	5	5
User Training hours performed/supported	3200	3000	200	500	500

PROGRAM BUDGET DESCRIPTION FOR THE MANAGEMENT INFORMATION SERVICES		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
15.00%	10.00%	<u>Network Analysis, Design, and Configuration</u> - 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.
20.00%	30.00%	<u>End User Support</u> - This includes hardware troubleshooting and repair, as well as, assisting users in the use of all data resources.
20.00%	10.00%	<u>Network Administration</u> - This includes the daily administration of network resources such as maintaining user accounts, e-mail accounts, data backup etc...
20.00%	20.00%	<u>Division Administration</u> - This includes the functions necessary to support the internal administrative needs of the MIS division's resources and personnel.
10.00%	10.00%	<u>Technology Research and Development</u> - This is the time necessary to research and evaluate technology related products and services for purchase and implementation.
15.00%	20.00%	<u>Information Services Support</u> - 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%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Management Information Systems is \$157,996. This compares to the 2010-2011 projected expenditures of \$272,126, a decrease of \$114,130 or 41.9%.

	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	Amended FY 10-11 Budget	Projected FY 10-11 Expenditures	Adopted FY 11-12 Budget	Difference
Personal Services	\$ 198,088	\$ 209,848	\$ 203,325	\$ 203,713	\$ 229,342	\$ 117,000	\$ (112,342)
Operating Expenses	15,450	48,139	44,834	40,195	37,784	30,996	(6,788)
Capital Outlay	9,329	4,457	17,217	5,000	5,000	10,000	5,000
Total	\$ 222,867	\$ 262,444	\$ 265,376	\$ 248,908	\$ 272,126	\$ 157,996	\$ (114,130)

Fiscal Year 2011-2012 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-2011 Projected Expenditures:

	Difference
1. Personal Services - Decrease mainly due to the elimination of the Network Director position	\$ (112,342)
2. Operating Expenses - Net decrease mainly due to a decrease in telephone support agreements and in	\$ (6,788)
3. Capital Outlay - New Server Virtualization Software	\$ 5,000

PERSONAL SERVICES SCHEDULE

MANAGEMENT INFORMATION SERVICES

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Network Director	62,599 / 113,062	79	1.00	1.00	0.00	\$ 98,856	\$ -
Systems Engineer	37,886 / 68,425	62	0.00	0.00	1.00	-	37,221
Senior System Analyst	36,782 / 66,432	61	1.00	1.00	1.00	45,785	45,785
Systems Analyst	35,367 / 63,877	60	1.00	1.00	0.00	36,268	-
Audio Visual Aid (Temporary)			1.00	1.00	1.00	4,000	6,000
			4.00	4.00	3.00	\$ 184,909	\$ 89,006
		Overtime				-	-
		FICA Taxes				12,092	6,809
		Deferred Compensation				13,866	7,471
		Group Health Insurance Premium				18,163	13,390
		Dependant Health Ins Premium				-	-
		Employee Assistance Program				61	46
		Worker's Comp Insurance				251	278
		Total Personal Services				\$ 229,342	\$ 117,000

CAPITAL OUTLAY SCHEDULE

MANAGEMENT INFORMATION SERVICES

<u>DESCRIPTION</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>TOTAL</u>
Server virtualization Software	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Drive Imaging Software	-	5,000	-	-	-	5,000
Total	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 15,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS

Code: 010021

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	141,232	158,511	154,182	154,069	180,909	83,006
511300	Temporary Salaries	9,041	3,139	1,873	4,000	4,000	6,000
511400	Overtime	3,841	0	0	0	0	0
512100	FICA Taxes	11,609	12,328	11,902	12,092	12,092	6,809
512225	Deferred Compensation	11,662	14,266	13,877	13,866	13,866	7,471
512301	Group Health Insurance Premium	17,965	21,039	21,015	19,266	18,163	13,390
512305	Dependant Health Ins Premium	2,081	0	0	0	0	0
512309	Employee Assistance Program	63	69	69	69	61	46
512400	Worker's Comp Insurance	594	496	407	351	251	278
TOTAL PERSONAL SERVICES		198,088	209,848	203,325	203,713	229,342	117,000
OPERATING EXPENDITURES							
533120	Consultants	405	0	0	0	0	0
534000	Travel and Per Diem	137	36	0	0	0	0
534101	Telephone	484	7,515	9,905	7,480	8,576	2,400
534105	Cellular Phone	1,191	968	1,166	1,245	800	800
534110	Internet Access	2,197	3,044	2,481	2,520	2,255	1,876
534120	Postage	24	0	0	0	120	120
534130	Express Mail	199	191	112	150	383	150
534630	R & M - Office Equipment	753	3,477	119	0	0	0
534640	R & M-Operating Equipment	4,429	30,331	23,199	21,500	21,500	21,500
535200	Departmental Supplies	374	292	121	350	350	350
535210	Computer Supplies	4,593	1,604	7,171	5,400	2,500	3,500
535230	Small Tools and Equipment	43	191	0	100	0	100
535410	Dues and Memberships	125	303	225	250	100	100
535420	Books and Publications	0	187	85	0	0	100
535450	Training and Education	496	0	250	1,200	1,200	0
TOTAL OPERATING EXPENDITURES		15,450	48,139	44,834	40,195	37,784	30,996
CAPITAL OUTLAY							
606400	Vehicles and Equipment	9,329	4,457	17,217	5,000	5,000	10,000
TOTAL CAPITAL OUTLAY		9,329	4,457	17,217	5,000	5,000	10,000
TOTAL MANAGEMENT INFORMATION SYSTEMS DIVISION		222,867	262,444	265,376	248,908	272,126	157,996

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PLANNING AND ZONING DEPARTMENT

The Planning and Zoning Department provides proactive planning to facilitate quality development. The department provides technically sound and professional guidance to the City Council, the City Manager, the Planning and Zoning Board, as well as various boards and committees. The Planning and Zoning department also provides comprehensive planning, community development, redevelopment, code enforcement guidance and economic development activities.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Completed Fisherman’s Landing site plan review, approval and right of way encroachment agreement.
- ✓ Awarded 11 Façade, Sign and Landscaping Grants.
- ✓ Completed Riverfront Parking Study.
- ✓ Obtained State Department of Community Affairs approval of Capital Improvement Element.
- ✓ Handled protest on several areas of the proposed FEMA map revision.
- ✓ Successfully recertified for the 11th year as a “Tree City USA” community.
- ✓ Provided Staff assistance to various boards and committees.
- ✓ Reviewed site plan applications in a timely manner.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

- Continue Façade, Sign and Landscaping Grants.
- Obtain recertification as a “Tree City USA” community.
- Provide Staff assistance to various boards and committees
- Continue to review site plan applications in a timely manner

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Total major & minor site plan reviews	17	13	10	15	15
Preliminary/final plat approvals	4	3	2	4	4
Application requests processed	100	106	113	100	100
Total permits (temporary) issued	37	32	30	35	35
Division of a single lot	2	1	0	2	2
Land use and zoning change requests	2	4	2	3	3
Annexation Requests	2	4	2	3	3
Flood Zone determinations	120	128	80	130	130
Site Plan inspections	41	75	33	60	60
Land Development Code amendments	4	0	2	2	2
Model home conditional use approvals	13	9	10	10	10
Preprocessing time for site plans (months)	6	3	3	2	2

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE PLANNING AND ZONING DEPARTMENT		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</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.
25.00%	25.00%	Site Plans, Variances, Plats - Work with other agencies to provide comments and public input on items review by the Planning and Zoning Commission and the City Council, as well as other committees and taskforce groups that may be required from time to time. Implement policy issues that Council has recommended or mandated.
15.00%	15.00%	Comprehensive Planning - Manage, interpret, evaluate, update, and implement the Comprehensive Plan and other land use, development and preservation plans for the City.
15.00%	15.00%	General Administrative - Research various miscellaneous topics and gather information for other agencies and/or other departments, including code enf.
10.00%	10.00%	Economic Development - Provide direction and guidance for projects that have an economic development impact, including annexations.
10.00%	10.00%	Community Redevelopment - Implementation of stated goals within the Community Redevelopment Master Plan and consistent with objectives outlined by the City Council.
100.00%	100.00%	

PLANNING AND ZONING DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Planning & Zoning is \$248,150. This compares to the 2010-2011 projected expenditures of \$344,206, a decrease of \$96,056 or 27.9%.

	FY 07-08	FY 08-09	FY 09-10	Amended FY 10-11	Projected FY 10-11	Adopted FY 11-12	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 344,247	\$ 364,709	\$ 368,224	\$ 312,127	\$ 308,953	\$ 227,698	\$ (81,255)
Operating Expenses	35,844	15,794	41,825	36,607	35,253	20,452	(14,801)
Capital Outlay	2,425	-	-	-	-	-	-
Total	\$ 382,517	\$ 380,503	\$ 410,049	\$ 348,734	\$ 344,206	\$ 248,150	\$ (96,056)

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to elimination of one position	\$ (81,255)
2. Operating Expenses - Net decrease mainly due to the requirement of the Comp Plan E.A.R. in FY 2010-11.	\$ (14,801)
3. Capital Outlay - No capital outlay requested for FY 2011-12	\$ -

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

PLANNING AND ZONING DEPARTMENT

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Growth Management Director	65,104 / 123,464	81	1.00	1.00	0.00	\$ 94,296	\$ -
Growth Management Manager	43,030 / 89,967	67	1.00	1.00	0.00	67,922	-
Environmental Planner	39,783 / 79,218	64	1.00	1.00	0.00	29,815	-
Administrative Assistant	35,367 / 67,071	60	1.00	0.00	0.00	-	-
Zoning Technician	30,797 / 61,323	33	1.00	1.00	0.00	43,894	-
Community Development Director	*65,104 / 123,464	81	0.00	0.00	0.00	-	8,781
Senior Planner	43,030 / 89,967	67	0.00	0.00	1.00	-	67,922
Planner	30,797 / 61,323	33	0.00	0.00	1.00	-	43,894
Environmental Technician	30,797 / 69,218	33	0.00	0.00	1.00	-	46,743
			5.00	4.00	3.00		.
* Reflects portion of Airport Director's compensation.						\$ 235,927	\$ 167,340
		Overtime				750	750
		FICA Taxes				18,106	12,868
		Deferred Compensation				21,301	15,139
		Clothing Allowance				-	120
		Group Health Insurance Premium				21,900	20,423
		Dependant Health Ins Premium				10,435	10,339
		Employee Assistance Program				81	69
		Worker's Comp Insurance				453	650
		Total Personal Services				\$ 308,953	\$ 227,698

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PLANNING AND ZONING DEPARTMENT

Code: 010080

Account <u>Number</u>	<u>Description</u>	<u>FY 07/08</u> <u>Actual</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>Amended</u> <u>FY 10/11</u> <u>Budget</u>	<u>FY 10/11</u> <u>Projected</u>	<u>FY 11/12</u> <u>Adopted</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	255,930	274,026	275,642	235,151	235,927	167,340
511400	Overtime	1,617	721	708	750	750	750
512100	FICA Taxes	18,683	19,831	20,108	18,046	18,106	12,868
512215	Clothing Allowance	0	0	0	0	0	120
512225	Deferred Compensation	23,179	24,717	24,871	21,231	21,301	15,139
512301	Group Health Insurance Premium	32,937	33,455	35,120	25,777	21,900	20,423
512305	Dependant Health Ins Premium	10,923	11,021	10,923	10,435	10,435	10,339
512309	Employee Assistance Program	111	109	115	104	81	69
512400	Worker's Comp Insurance	867	829	737	633	453	650
TOTAL PERSONAL SERVICES		344,247	364,709	368,224	312,127	308,953	227,698
OPERATING EXPENDITURES							
533120	Consultants	15,000	0	27,949	22,032	21,645	7,500
533400	Other Contractual Services	2,000	0	0	0	0	0
534000	Travel and Per Diem	1,073	1,177	591	900	0	0
534101	Telephone	807	449	579	460	550	550
534105	Cellular Telephone	748	599	682	690	470	235
534110	Internet Services	153	153	162	160	162	162
534120	Postage	1,946	1,226	509	500	600	600
534130	Express Mail	145	264	235	100	100	100
534620	R & M-Vehicles	390	63	58	200	3	325
534630	R & M-Office Equipment	3,382	2,373	2,671	2,365	2,680	2,680
534700	Printing and Binding	812	299	0	250	0	0
534920	Legal Ads	3,033	5,176	4,730	3,200	4,500	4,500
535200	Departmental Supplies	2,536	1,864	354	1,350	1,350	1,350
535210	Computer Supplies	1,083	618	1,039	1,800	1,000	1,000
535230	Small Tools and Equipment	13	0	0	0	0	0
535260	Gas and Oil	1,230	595	563	500	300	1,100
535270	Uniforms & Shoes	0	0	0	0	0	100
535410	Dues and Memberships	603	553	588	600	593	0
535420	Books and Publications	280	0	695	700	500	250
535450	Training and Education	610	385	420	800	800	0
TOTAL OPERATING EXPENDITURES		35,844	15,794	41,825	36,607	35,253	20,452
CAPITAL OUTLAY							
606400	Vehicles and Equipment	2,425	0	0	0	0	0
TOTAL CAPITAL OUTLAY		2,425	0	0	0	0	0
TOTAL PLANNING AND ZONING		382,516	380,503	410,049	348,734	344,206	248,150

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS AND UNITS

The Fiscal Year 2011-2012 Adopted budget for Police Department as a whole is \$4,429,395. This compares to the 2010-2011 projected expenditures of \$4,782,749, a decrease of \$353,354 or 7.39%.

	FY 07/08	FY 08/09	FY 09/10	Amended FY 10/11	Projected FY 10/11	Adopted FY 11/12	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$4,183,352	\$4,522,304	\$4,531,182	\$4,381,821	\$4,317,260	\$3,996,037	\$ (321,223)
Operating Expenses	494,187	396,470	400,949	389,533	430,411	433,358	2,947
Capital Outlay	73,282	80,809	36,032	36,635	35,078	-	(35,078)
Total	\$4,750,821	\$4,999,583	\$4,968,163	\$4,807,989	\$4,782,749	\$4,429,395	\$ (353,354)

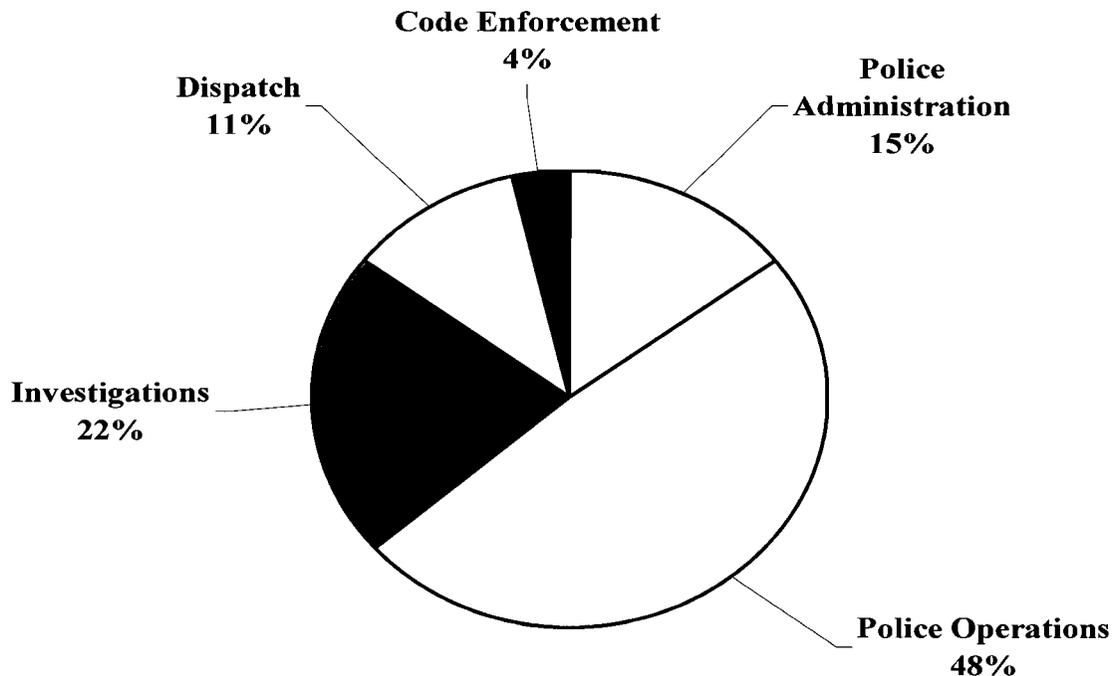
Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	Difference
1. Personal Services - Net decrease mainly from eliminating three positions and PBA contract changes.	\$ (321,223)
2. Operating Expenses - Increase mainly due to increased gas & oil charges	\$ 2,947
3. Capital Outlay - No Capital Outlay Requested for FY 11-12	\$ (35,078)

Sebastian Police Department Cost Allocation



CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CONSOLIDATED POLICE DEPARTMENT

	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Projected</u>	<u>2012 Budget</u>
POLICE ADMINISTRATION						
PERSONAL SERVICES	\$ 864,466	\$ 965,085	\$ 671,784	\$ 545,161	\$ 518,730	\$ 536,269
OPERATING EXPENDITURES	96,942	130,694	107,640	118,180	116,841	111,908
CAPITAL OUTLAY	16,783	-	2,531	-	-	-
TOTAL	\$ 978,191	\$ 1,095,779	\$ 781,955	\$ 663,341	\$ 635,571	\$ 648,177
POLICE OPERATIONS						
PERSONAL SERVICES	\$ 2,133,640	\$ 2,379,437	\$ 2,319,598	\$ 2,212,532	\$ 2,228,470	\$ 1,962,905
OPERATING EXPENDITURES	244,162	155,811	183,270	152,324	198,815	202,835
CAPITAL OUTLAY	36,232	71,727	31,731	33,294	31,925	-
TOTAL	\$ 2,414,034	\$ 2,606,975	\$ 2,534,599	\$ 2,398,150	\$ 2,459,210	\$ 2,165,740
POLICE DETECTIVE						
PERSONAL SERVICES	\$ 613,450	\$ 572,907	\$ 954,641	\$ 1,007,012	\$ 953,221	\$ 871,237
OPERATING EXPENDITURES	115,587	85,903	86,483	91,444	89,119	91,102
CAPITAL OUTLAY	1,700	2,772	1,770	3,341	3,153	-
TOTAL	\$ 730,737	\$ 661,582	\$ 1,042,894	\$ 1,101,797	\$ 1,045,493	\$ 962,339
POLICE DISPATCH						
PERSONAL SERVICES	\$ 456,751	\$ 485,844	\$ 473,307	\$ 473,697	\$ 476,953	\$ 485,710
OPERATING EXPENDITURES	14,756	3,615	2,449	6,390	5,908	6,945
CAPITAL OUTLAY	1,140	6,310	-	-	-	-
TOTAL	\$ 472,647	\$ 495,769	\$ 475,756	\$ 480,087	\$ 482,861	\$ 492,655
POLICE CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 115,045	\$ 119,031	\$ 111,852	\$ 143,419	\$ 139,886	\$ 139,916
OPERATING EXPENDITURES	22,740	20,447	21,107	21,195	19,728	20,568
CAPITAL OUTLAY	17,427	-	-	-	-	-
TOTAL	\$ 155,212	\$ 139,478	\$ 132,959	\$ 164,614	\$ 159,614	\$ 160,484
TOTALS						
PERSONAL SERVICES	\$ 4,183,352	\$ 4,522,304	\$ 4,531,182	\$ 4,381,821	\$ 4,317,260	\$ 3,996,037
OPERATING EXPENDITURES	494,187	396,470	400,949	389,533	430,411	433,358
CAPITAL OUTLAY	73,282	80,809	36,032	36,635	35,078	-
TOTAL	\$ 4,750,821	\$ 4,999,583	\$ 4,968,163	\$ 4,807,989	\$ 4,782,749	\$ 4,429,395

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE ADMINISTRATION

The Police Administrative Division includes the office of the Chief, Professional Standards, Training, Community Policing, Accreditation, Alarm Administration and Police Volunteers. This division coordinates the efforts of the division commanders, oversees the budget, conducts internal investigations and background investigations for new employees and is responsible for strategic planning.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Completed citizen's academy with 26 graduates.
- ✓ Continued the accreditation process.
- ✓ Provided training to enhance the capabilities of officers, supervisors and managers.
- ✓ Supported the Police Volunteer Unit.
- ✓ Investigated allegations of employee misconduct.
- ✓ Supervised and reviewed the hiring process for potential employees.
- ✓ Maximized in-house training with limited resources.
- ✓ Reevaluated asset needs to conserve expenditures.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

- Conduct one citizen's academy class.
- Maintain accreditation through staff inspections and policy review.
- Complete reaccreditation process.
- Store and dispose of records in accordance with public record retention laws.
- Provide information and reports to the public in a timely manner.
- Provide FDLE & UCR reports as required.
- Provide finger printing services to the public at least two days a week.
- Continue to enhance staff inspections.
- Continue to evaluate schedules and structure to maximize level of service.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Civic meetings attended	12	20	50	40	55
Policies reviewed	60	80	41	75	50
Unit staff meetings attended	14	10	15	12	15
Senior staff meetings attended	40	40	40	50	40
Staff inspections performed	5	5	6	12	7
Computerized statistical reviews	3	12	12	12	12
Crime Prevention Information needs	8	5	54	5	60
Youth & Bike Safety Events	2	2	12	2	13
Community Events	5	3	50	5	55
Background Investigations	15	10	22	6	25
Recruitment Functions	4	2	30	2	30
Training Assistance	5	4	23	4	25
Internal Investigations	2	3	1	3	2
Conduct 40 hrs of training for officers	42	41	40	40	40
Conduct training for civilian employees	15	10	23	10	23
Recruiting and promotional Activities	3	3	8	3	8
Number of citations processed	1529	1438	864	2500	950
Number of warnings processed	2900	3411	3233	3500	3556
Number of reports processed	2476	2352	2202	2500	2422
Number of parking citations processed	60	50	87	50	95
Number of trespass warnings processed	116	92	62	100	68
Fingerprints taken	220	262	213	300	234
Statistical reports completed	35	35	35	35	35

PROGRAM BUDGET DESCRIPTION FOR POLICE ADMINISTRATION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
32.00%	32.00%	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%	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.
5.00%	5.00%	Staff Inspections
25.00%	25.00%	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.
10.00%	10.00%	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
8.00%	8.00%	Reporting - Provide FDLE with UCR reports, update UCR, prepare and provide statistics, update pin map.
5.00%	5.00%	Fingerprinting - Fingerprint residents when requested.
10.00%	10.00%	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 2011/2012 ANNUAL BUDGET

POLICE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Police Administration is \$648,177. This compares to the 2010-2011 projected expenditures of \$635,571, an increase of \$12,606 or 2.0%.

	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	Amended FY 10-11 Budget	Projected FY 10-11 Expenditures	Adopted FY 11-12 Budget	Difference
Personal Services	\$ 864,466	\$ 965,085	\$ 671,784	\$ 545,161	\$ 518,730	\$ 536,269	\$ 17,539
Operating Expenses	96,942	130,694	107,640	118,180	116,841	111,908	(4,933)
Capital Outlay	16,783	-	2,531	-	-	-	-
Total	\$ 978,192	\$ 1,095,779	\$ 781,955	\$ 663,341	\$ 635,571	\$ 648,177	\$ 12,606

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-2011 projected expenditures:

	Difference
1. Personal Services - Net increase mainly due to an increase in Health Insurance Premiums and a position partially vacant in FY 10-11.	\$ 17,539
2. Operating Expenses - Net decrease mainly due to the elimination of a telephone support agreement	\$ (4,933)
3. Capital Outlay - No approved capital outlay for FY 2011-2012	\$ -

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY</u>		<u>FULL TIME EQUIVALENTS</u>			<u>Expenditure</u>	<u>Budget</u>
	<u>RANGE</u>	<u>GRADE</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Chief of Police	75,387 / 136,157	85	1.00	1.00	1.00	\$ 95,410	\$ 95,410
Deputy Chief of Police	59,731 / 107,881	77	1.00	1.00	1.00	93,076	93,076
Administrative Assistant	28,196 / 59,662	29	1.00	1.00	1.00	54,859	54,859
Records Specialist II	28,196 / 59,662	29	1.00	1.00	1.00	25,171	27,663
Clerical Assistant I	24,252 / 54,508	23	1.00	1.00	1.00	15,203	27,663
Clerical Assistant II	24,252 / 54,508	23	2.00	2.00	2.00	77,771	77,771
			7.00	7.00	7.00	\$ 361,490	\$ 376,442
		Overtime				3,000	3,000
		FICA Taxes				27,736	29,424
		Clothing Allowance				1,080	1,080
		Deferred Compensation				15,570	17,002
		Chapter 185 Pension				46,790	42,590
		Group Health Insurance Premium				41,732	44,932
		Dependant Health Ins Premium				17,734	18,138
		Employee Assistance Program				141	161
		Worker's Comp Insurance				3,457	3,500
		Total Personal Services				\$ 518,730	\$ 536,269

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE ADMINISTRATION

Code: 010041

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	494,601	569,971	371,728	381,142	361,490	376,442
511300	Temporary Salaries	43,452	41,589	48	0	0	0
511400	Overtime	6,114	3,395	118	3,000	3,000	3,000
512100	FICA Taxes	40,211	45,791	27,313	29,466	27,736	29,424
512215	Clothing Allowance	2,160	2,046	1,125	1,040	1,080	1,080
512225	Deferred Compensation	24,005	28,231	16,567	17,347	15,570	17,002
512250	Chapter 185 Retirement	158,588	184,387	47,687	46,790	46,790	42,590
512251	Chapter 185 State Shared Revenue	0	0	134,852	0	0	0
512301	Group Health Insurance Premium	56,923	56,302	47,264	43,609	41,732	44,932
512305	Dependant Health Ins Premium	23,262	19,544	19,233	17,775	17,734	18,138
512309	Employee Assistance Program	199	201	161	161	141	161
512400	Worker's Comp Insurance	14,950	13,628	5,688	4,831	3,457	3,500
TOTAL PERSONAL SERVICES		864,466	965,085	671,784	545,161	518,730	536,269
OPERATING EXPENDITURES							
533100	Professional Services	2,212	0	3,000	2,500	2,500	2,500
533400	Other Contractual Services	750	21,624	0	0	0	0
533415	Janitorial Services	19,500	19,284	16,740	11,520	11,520	11,520
534000	Travel and Per Diem	5,391	2,881	0	0	0	0
534101	Telephone	4,501	10,919	10,930	11,080	11,345	8,280
534105	Cellular Telephone	1,940	1,257	1,166	1,350	1,350	1,350
534110	Internet Services	350	976	1,031	1,035	1,035	1,035
534120	Postage	1,279	1,353	1,218	1,000	952	952
534310	Electric	5,395	35,300	31,756	35,200	30,215	30,215
534320	Water/Sewer	447	2,762	2,247	2,275	2,865	2,865
534500	Insurance	105	4,681	131	0	131	4,700
534610	R & M-Buildings	0	0	264	500	250	400
534620	R & M-Vehicles	2,609	1,598	1,354	1,500	1,200	2,000
534630	R & M - Office Equipment	0	2,294	22,260	28,035	28,035	26,791
534640	R & M-Operating Equipment	13,742	0	213	0	0	0
534650	R & M-Radio	301	515	0	100	50	100
534800	Promotional Activities	1,856	815	423	300	436	500
534820	Designated Expenditure (Greer Donation)	618	3,243	275	6,000	9,208	6,000
535200	Departmental Supplies	9,102	6,324	4,618	3,585	3,585	4,000
535210	Computer Supplies	3,973	1,908	1,685	2,700	2,196	2,400
535230	Small Tools and Equipment	707	204	0	500	326	400
535260	Gas and Oil	10,170	7,667	6,703	7,000	7,742	4,000
535270	Uniforms and Shoes	2,177	708	456	400	400	400
535275	Safety Equipment	84	0	0	100	0	0
535410	Dues and Memberships	1,128	1,466	1,170	1,500	1,500	1,500
535420	Books and Publications	0	118	0	0	0	0
535450	Training and Education	8,605	2,797	0	0	0	0
TOTAL OPERATING EXPENDITURES		96,942	130,694	107,640	118,180	116,841	111,908
CAPITAL OUTLAY							
606400	Vehicles and Equipment	16,783	0	2,531	0	0	0
TOTAL CAPITAL OUTLAY		16,783	0	2,531	0	0	0
TOTAL POLICE ADMINISTRATION		978,191	1,095,779	781,955	663,341	635,571	648,177

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE OPERATIONS DIVISION

The Operations Division is the most visible component of the police department and is tasked with around the clock service. Personnel assigned to this division are responsible for, but not limited to, enforcing traffic and boating laws, conducting preliminary criminal investigations, arresting or citing violators, gathering intelligence, answering calls for service and patrolling the city limits. The operations division is comprised of four squads of 6 sworn personnel, four K-9 units, a marine officer and as extra duties several officers are also part of the SRT (Special Response Team). The SRT is responsible for serving high risk warrants, handling barricaded subjects, or any other special incidents requiring highly trained and equipped personnel.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Provided directed patrol within the city limits to deter crime and ensure public safety
- ✓ Enforced state laws and city ordinances and maintained a community policing philosophy
- ✓ Provided advanced and professional development training department wide
- ✓ Organized the scheduling of personnel and assets to maximize level of service

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City goal: Quality of Life

- Continue patrolling the city limits to deter crime and ensure public safety
- Continue to enforce state laws and city ordinances and maintain a community policing philosophy
- Maximize in-house training and grant training opportunities to augment limited resources
- Continue to evaluate schedules and structure to maximize level of service
- Continually evaluate asset needs to conserve expenditures
- Reassign specialty unit positions as staffing permits
- Continue to participate in Florida Buckle UP and DUI Enforcement Waves

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Traffic Stops	4,335	4,636	3,988	5,000	5,500
Officer Initiated Activity	23,864	28,977	35,199	27,000	40,000
Traffic Enforcement	225	347	3,485	300	3,800
Parking Enforcement	330	218	285	400	500
Alarms	623	602	522	700	600
Written Warnings Traffic Stops	2,900	3,145	3,233	3,500	3,600
Calls for Service	35,004	42,068	48,159	40,000	55,000
Vehicle check points	2	1	0	2	2
Buckle up and DUI enforcement waves	3	3	4	2	4
K-9 usage reports	148	148	175	200	200
K-9 training days	52	41	52	52	52
Child safety seat programs	44	54	7	20	10
Boat safety inspections	38	7	3	40	150

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR POLICE OPERATIONS DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
25.00%	30.00%	<u>Calls for Service</u> - respond to estimated 40,000 - 45,000 calls for service.
15.00%	15.00%	<u>Traffic Stops and Citations</u> - Conduct an estimated 6,000 traffic stops and issue an estimated 2,500 citations and 3,500 warnings.
3.50%	5.00%	<u>Investigations</u> - Conduct vehicle crash investigations.
5.00%	2.50%	<u>Criminal Transportation</u> - Transport arrested adults and juveniles to respective detention facilities.
1.50%	1.50%	<u>Training and Professional Development</u> - Provide a minimum of 40 hours of training to all members of the division.
30.00%	30.00%	<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.
12.50%	12.50%	<u>K-9 Unit</u> - Responsible for directed patrol and request for officer assists.
2.50%	1.00%	<u>Motorcycle/Traffic Unit</u> - Criminal and non-criminal traffic law enforcement and accident investigations
5.00%	2.50%	<u>Marine Unit</u> - Patrol waterways, enforce marine laws and perform water rescues.
100.00%	100.00%	

POLICE OPERATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Police Operations Division is \$2,165,740. This compares to the 2010-2011 projected expenditures of \$2,459,210, a decrease of \$293,470 or 11.93%.

	FY 07-08	FY 08-09	FY 09-10	Amended FY 10-11	Projected FY 10-11	Adopted FY 11-12	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 2,133,640	\$ 2,379,437	\$ 2,319,598	\$ 2,212,532	\$ 2,228,470	\$ 1,962,905	\$ (265,565)
Operating Expenses	244,162	155,811	183,270	152,324	198,815	202,835	4,020
Capital Outlay	36,232	71,727	31,731	33,294	31,925	0	(31,925)
Total	\$ 2,414,033	\$ 2,606,975	\$ 2,534,599	\$ 2,398,150	\$ 2,459,210	\$ 2,165,740	\$ (293,470)

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	Difference
1. Personal Services - Net decrease mainly due to elimination of a Captain and Sergeant, PBA contract changes and less for insurance premiums	\$ (265,565)
2. Operating Expenses - Net increase mainly due to increased gas and oil charges	\$ 4,020
3. Capital Outlay - No approved Capital Outlay for FY 2011-2012	\$ (31,925)

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE OPERATIONS DIVISION							
<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Captain	57,428 / 103,722	74	1.00	1.00	0.00	\$ 91,605	\$ -
Sergeants	46,980 / 105,594	30	4.00	4.00	3.00	287,204	209,471
Officers	37,148 / 83,494	27	22.00	22.00	22.00	961,540	957,023
Part-time Officer			0.50	0.50	0.50	24,000	24,000
			27.50	27.50	25.50		
						\$ 1,364,349	\$ 1,190,494
		Overtime				130,800	130,800
		FICA Taxes				114,880	103,948
		Clothing Allowance				14,580	13,500
		Chapter 185 Retirement				363,365	286,702
		Group Health Insurance Premium				164,234	162,545
		Dependant Health Ins Premium				31,608	32,171
		Employee Assistance Program				622	576
		Worker's Comp Insurance				44,032	42,169
		Total Personal Services				\$ 2,228,470	\$ 1,962,905

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE OPERATIONS

Code: 010043

Account <u>Number</u>	<u>Description</u>	<u>FY 07/08</u> <u>Actual</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>Amended</u> <u>FY 10/11</u> <u>Budget</u>	<u>FY 10/11</u> <u>Projected</u>	<u>FY 11/12</u> <u>Adopted</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	1,388,775	1,505,975	1,399,126	1,340,315	1,340,349	1,166,494
511300	Temporary Salaries	2,232	5,545	10,451	8,000	24,000	24,000
511400	Overtime	146,885	166,768	157,043	130,800	130,800	130,800
512100	FICA Taxes	116,702	127,022	118,900	114,880	114,880	103,948
512215	Clothing Allowance	15,436	15,323	14,062	14,580	14,580	13,500
512250	Chapter 185 Retirement	201,057	299,147	383,315	363,365	363,365	286,702
512301	Group Health Insurance Premium	183,427	182,282	167,507	164,234	164,234	162,545
512305	Dependant Health Ins Premium	25,418	31,363	27,130	31,608	31,608	32,171
512309	Employee Assistance Program	657	645	588	622	622	576
512400	Worker's Comp Insurance	53,051	45,367	41,476	44,128	44,032	42,169
TOTAL PERSONAL SERVICES		2,133,640	2,379,437	2,319,598	2,212,532	2,228,470	1,962,905
OPERATING EXPENDITURES							
533500	Investigations	0	183	0	0	0	0
534000	Travel and Per Diem	0	0	18	0	0	0
534101	Telephone	4,000	0	0	0	0	0
534105	Cellular Telephone	2,071	2,953	1,741	1,895	1,900	1,400
534110	Internet Access	7,695	6,399	7,764	8,255	7,835	7,835
534120	Postage	163	0	99	300	50	100
534130	Express Mail Charges	0	536	295	300	50	100
534310	Electric	17,384	0	0	0	0	0
534320	Water/Sewer	1,439	0	0	0	0	0
534620	R & M-Vehicles	25,129	20,721	25,152	10,000	30,000	26,500
534630	R & M - Office Equipment	1,988	1,025	196	2,000	500	500
534640	R & M-Operating Equipment	22,553	7,197	9,748	8,000	6,000	6,000
534650	R & M-Radio	1,212	1,801	1,411	1,500	1,600	1,500
534810	K-9 Expenditures	4,040	3,095	4,173	2,000	7,500	2,000
534800	Promotional Activities	99	0	0	0	0	0
535200	Departmental Supplies	13,732	10,467	7,294	11,000	11,000	11,000
535210	Computer Supplies	1,948	1,629	4,785	500	1,000	1,000
535230	Small Tools and Equipment	2,205	499	3,164	324	500	1,500
535260	Gas and Oil	116,929	81,700	95,820	90,000	115,000	130,000
535270	Uniforms and Shoes	20,123	15,737	20,690	15,000	15,000	12,500
535275	Safety Equipment	363	845	494	750	500	500
535410	Dues and Memberships	674	0	0	0	0	0
535420	Books and Publications	415	1,024	426	500	380	400
TOTAL OPERATING EXPENDITURES		244,162	155,811	183,270	152,324	198,815	202,835
CAPITAL OUTLAY							
606400	Vehicles and Equipment	36,232	71,727	31,731	33,294	31,925	0
TOTAL CAPITAL OUTLAY		36,232	71,727	31,731	33,294	31,925	0
TOTAL POLICE OPERATIONS DIVISION		2,414,034	2,606,975	2,534,599	2,398,150	2,459,210	2,165,740

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE DETECTIVE DIVISION

The Police Detective Division is under the supervision of a sergeant and is staffed by five (5) sworn investigators and one civilian I.D. technician. Three of the investigators are assigned to cases involving crimes against persons, crimes against property and general investigations, and one detective works narcotic and vice investigations. The I.D. technician is the custodian of the evidence/property room and processes crime scenes for evidence. The SRO will teach DARE, GREAT, and investigate all school related crimes.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Have provided advanced training for the officers.
- ✓ Continued with an efficient case management system in our RMS.
- ✓ Have investigated cases with due diligence.
- ✓ Have worked with the community with the HOA's and neighborhoods for safety classes and neighborhood watches.
- ✓ Gathered intelligence and disseminated to necessary personnel.
- ✓ Have maintained evidence and property in an accredited manner.
- ✓ Hired and trained a new Evidence/Crime Scene Technician.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

- Continue to investigate cases with diligence and efficiency and achieve a high clearance rate.
- Maintain an efficient case management system to track the assignments and clearances.
- Provided specialty courses for officers and detectives to enhance their skills.
- Work closely with other agencies to achieve cooperation and work cases that extend into and from other jurisdictions.
- Continue with the school programs such as DARE, GREAT, RAD-KIDS in the two elementary and charter high schools.
- Continue to work with HOA's and neighborhood for safety tips and neighborhood watches.
- Continue community events such as, National Night Out, Citizens Academy, etc.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Burglary Investigations	190	193	194	205	215
Assault Investigations	245	247	251	300	300
Sexual Assault Investigations	18	17	18	20	20
Vehicle Theft Investigation	19	16	21	25	25
Robbery Investigations	4	1	10	6	20
Larceny Investigations	678	706	770	750	800
Juvenile Arrests	125	58	63	125	125
Murder/Attempted Murder Investigations	0	0	1	1	1
DARE Programs	20	2	2	2	2
GREAT Programs	13	1	1	1	1
RAD-KIDS Programs	31	2	2	2	2

PROGRAM BUDGET DESCRIPTION FOR THE POLICE DETECTIVE DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
35.00%	37.00%	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.
5.00%	5.00%	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.
5.00%	5.00%	Training and Professional Development.
12.00%	10.00%	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 students.
3.00%	3.00%	School Resource Officer Program - Provides onsite school safety and guidance to the facility, students, teachers, and parents.
5.00%	3.00%	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
2.00%	2.00%	RAD-KIDS- Teaches elementary age student to resist aggression defensively. This course is taught after school hours, and is geared to reduce/prevent child abductions.
10.00%	10.00%	Community Meetings/Community Policing
3.00%	5.00%	Backgrounds
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE DETECTIVE DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Police Detectives is \$962,339. This compares to the 2010-2011 projected expenditures of \$1,045,493, a decrease of \$83,154 or 8.0%

	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	Amended FY 10-11 Budget	Projected FY 10-11 Expenditures	Adopted FY 11-12 Budget	Difference
Personal Services	\$ 613,450	\$ 572,907	\$ 954,641	\$ 1,007,012	\$ 953,221	\$ 871,237	\$ (81,984)
Operating Expenses	115,587	85,903	86,483	91,444	89,119	91,102	1,983
Capital Outlay	1,700	2,772	1,770	3,341	3,153	-	(3,153)
Total	\$ 730,737	\$ 661,582	\$ 1,042,894	\$ 1,101,797	\$ 1,045,493	\$ 962,339	\$ (83,154)

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	Difference
1. Personal Services - Net decrease mainly due to PBA contract changes and the elimination of a Captain position	\$ (81,984)
2. Operating Expenses - Net increase mainly due to an increase in internet charges and on-line services	\$ 1,983
3. Capital Outlay - No Capital Purchases for FY 2011-12.	\$ (3,153)

PERSONAL SERVICES SCHEDULE

POLICE DETECTIVE DIVISION

<u>POSITION</u>	<u>PAY</u> <u>RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected</u> <u>Expenditure</u>	<u>Adopted</u> <u>Budget</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Captain	52,089 / 103,072	74	1.00	1.00	0.00	\$ 92,576	\$ -
Sergeants	46,980 / 105,594	30C	1.00	1.00	1.00	91,472	91,472
Investigators	37,148 / 83,494	27	5.00	5.00	5.00	208,920	252,176
Evidence Technician	30,797 / 59,219	33	1.00	1.00	1.00	29,579	29,579
School Resource Officer	37,148 / 83,494	27	1.00	1.00	1.00	62,555	62,555
Community Policing Officer	37,148 / 83,494	27	1.00	1.00	1.00	63,433	63,967
Crossing Guards Temp			4.00	4.00	4.00	44,000	44,000
			14.00	14.00	13.00		
						\$ 592,535	\$ 543,749
		Overtime				52,000	52,000
		FICA Taxes				50,005	46,274
		Clothing Allowance				9,120	9,120
		Deferred Compensation				2,662	2,662
		Chapter 185 Retirement				141,027	115,404
		Group Health Insurance Premium				57,550	54,938
		Dependant Health Ins Premium				27,292	26,036
		Employee Assistance Program				210	207
		Worker's Comp Insurance				20,820	20,847
		Total Personal Services				\$ 953,221	\$ 871,237

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE DETECTIVE DIVISION

Code: 010047

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	404,619	368,507	554,841	596,413	548,535	499,749
511300	Temporary Salaries	0	0	44,071	48,000	44,000	44,000
511400	Overtime	42,732	35,559	50,559	52,000	52,000	52,000
512100	FICA Taxes	34,277	30,350	47,643	54,015	50,005	46,274
512215	Clothing Allowance	7,623	6,042	8,502	9,660	9,120	9,120
512225	Deferred Compensation	3,529	3,734	2,785	2,658	2,662	2,662
512250	Chapter 185 Retirement	53,382	65,126	139,738	137,662	141,027	115,404
512301	Group Health Insurance Premium	40,728	34,870	55,103	58,265	57,550	54,938
512305	Dependant Health Ins Premium	10,866	15,735	28,930	27,292	27,292	26,036
512309	Employee Assistance Program	180	144	192	230	210	207
512400	Worker's Comp Insurance	15,514	12,840	22,277	20,817	20,820	20,847
TOTAL PERSONAL SERVICES		613,450	572,907	954,641	1,007,012	953,221	871,237
OPERATING EXPENDITURES							
533100	Professional Services	63,505	63,505	53,428	53,428	53,428	55,491
533400	Other Contractual Services	11,641	0	0	0	0	0
533500	Investigations	953	759	2,581	3,000	1,000	1,500
534000	Travel and Per Diem	0	0	1,237	2,000	1,500	3,000
534101	Telephone	1,980	0	0	0	0	0
534105	Cellular Telephone	2,585	2,132	1,946	2,175	1,950	1,170
534110	Internet Access	104	0	0	1,200	0	0
534115	On-line Services	690	780	925	1,500	900	900
534130	Express Mail Charges	450	299	192	150	300	400
534310	Electric	4,796	0	0	0	0	0
534320	Water/Sewer	397	0	0	0	0	0
534400	Rent/Leases	391	0	391	391	391	391
534420	Equipment Leases	408	0	0	0	0	0
534620	R & M-Vehicles	2,176	2,461	1,978	4,000	3,000	2,500
534630	R & M - Office Equipment	0	0	0	200	200	200
534640	R & M-Operating Equipment	0	0	0	200	50	100
534650	R & M-Radio	150	657	76	200	0	100
534800	Promotional Activities	99	0	0	485	1,500	600
534967	G.R.E.A.T. Expenditures	390	0	0	0	0	0
535200	Departmental Supplies	5,219	5,645	3,682	4,315	7,000	4,500
535210	Computer Supplies	1,190	711	1,978	1,200	1,000	1,200
535230	Small Tools and Equipment	2,323	910	1,387	1,400	1,300	1,000
535260	Gas and Oil	13,786	7,377	10,825	10,000	9,000	13,000
535270	Uniforms and Shoes	2,147	399	2,272	3,000	1,500	1,500
535275	Safety Equipment	57	0	50	200	150	200
535410	Dues and Memberships	150	150	200	200	400	300
535420	Books and Publications	0	118	85	200	50	50
535450	Training and Education	0	0	3,250	2,000	4,500	3,000
TOTAL OPERATING EXPENDITURES		115,587	85,903	86,483	91,444	89,119	91,102
CAPITAL OUTLAY							
606400	Vehicles and Equipment	1,700	2,772	1,770	3,341	3,153	0
TOTAL CAPITAL OUTLAY		1,700	2,772	1,770	3,341	3,153	0
TOTAL POLICE DETECTIVE DIVISION		730,737	661,582	1,042,894	1,101,797	1,045,493	962,339

CITY OF SEBASTIAN, FLORIDA 2011/2012 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 as well as citizens, 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 2011 ACCOMPLISHMENTS

- ✓ Received, dispatched and handled calls for service in a timely and professional manner.
- ✓ Provided accurate and timely dispatch services for department members.
- ✓ Provided appropriate and professional training for all dispatchers.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

- Continue to receive and handle calls for service in a timely and professional manner.
- Continue to provide accurate and timely dispatch services for department members.
- Provide appropriate and professional training for all dispatcher.
- Maintain current staffing allocation and recruit as necessary for replacement staff.

PERFORMANCE MEASURES

	Actual	Actual	Actual	Projected	Projected
Performance Indicators	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
911 Calls Received	7,942	5,541	6,924	9,000	8,000
Code Violation Calls Received	48	3,212	6,524	4,000	7,000
Total Calls Received	38,059	42,068	49,006	45,000	55,000
Calls Per Dispatcher	4,229	5,259	4,900	4,500	5,500

PROGRAM BUDGET DESCRIPTION FOR POLICE DISPATCH UNIT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</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 911 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.
7.00%	7.00%	Code Enforcement - Receive, document and dispatch code enforcement complaints.
3.00%	3.00%	Training and Professional Development.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE DISPATCH UNIT BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Police Dispatch is \$492,655. This compares to the 2010-2011 projected expenditures of \$482,861 an increase of \$9,794 or 2.0%.

	FY 07-08 Actual	FY 08-09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	Projected FY 10/11 Expenditures	Adopted FY 11/12 Budget	Difference
Personal Services	\$ 456,751	\$ 485,844	\$ 473,307	\$ 473,697	\$ 476,953	\$ 485,710	\$ 8,757
Operating Expenses	14,756	3,615	2,449	6,390	5,908	6,945	1,037
Capital Outlay	1,140	6,310	-	-	-	-	-
Total	\$ 472,647	\$ 495,769	\$ 475,756	\$ 480,087	\$ 482,861	\$ 492,655	\$ 9,794

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	Difference
1. Personal Services -Increase mainly due to an increase in health insurance premiums.	\$ 8,757
2. Operating Expenses - Increase mainly due 911 Software support contract	\$ 1,037
3. Capital Outlay - No Capital Outlay approved for FY 2011-2012	\$ -

PERSONAL SERVICES SCHEDULE

POLICE DISPATCH UNIT

POSITION	PAY RANGE	GRADE	FULL TIME EQUIVALENTS			Projected Expenditure	Adopted Budget
			09-10	10-11	11-12	10-11	11-12
Communications Supervisor	36,852 / 73,340	39	1.00	1.00	1.00	\$ 56,500	\$ 56,500
Communication Technician	28,196 / 63,373	29	8.00	8.00	8.00	219,856	257,000
Communication Technician (Part-time)			0.50	0.50	0.50	25,000	25,000
			9.50	9.50	9.50	\$ 301,356	\$ 338,500
						50,000	22,000
						26,879	27,578
						29,372	30,195
						52,330	55,605
						16,236	11,045
						196	207
						584	580
						<u>\$ 476,953</u>	<u>\$ 485,710</u>

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

POLICE DISPATCH UNIT

Code: 010049

<u>Account</u> <u>Number</u> <u>Description</u>	<u>FY 07/08</u> <u>Actual</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>Amended</u> <u>FY 10/11</u> <u>Budget</u>	<u>FY 10/11</u> <u>Projected</u>	<u>FY 11/12</u> <u>Adopted</u> <u>Budget</u>
PERSONAL SERVICES						
511200 Regular Salaries	296,068	316,992	310,523	326,356	301,356	338,500
511300 Temporary Salaries	6,674	0	0	0	0	0
511400 Overtime	40,441	40,775	42,743	22,000	50,000	22,000
512100 FICA Taxes	25,786	26,590	26,293	26,649	26,879	27,578
512225 Deferred Compensation	28,574	32,008	30,569	29,102	29,372	30,195
512301 Group Health Insurance Premium	50,363	57,227	52,995	52,330	52,330	55,605
512305 Dependant Health Ins Premium	7,503	11,032	9,146	16,236	16,236	11,045
512309 Employee Assistance Program	207	205	194	207	196	207
512400 Worker's Comp Insurance	1,135	1,015	844	817	584	580
TOTAL PERSONAL SERVICES	456,751	485,844	473,307	473,697	476,953	485,710
OPERATING EXPENDITURES						
534000 Travel and Per Diem	0	60	0	500	600	500
534101 Telephone	5,361	0	0	0	0	0
534105 Cellular Telephone	434	299	202	300	235	235
534110 Internet Access	116	0	0	800	800	560
534310 Electric	5,395	0	0	0	0	0
534320 Sewer/Water	447	0	0	0	0	0
534630 R & M-Office Equipment	0	0	316	1,590	2,077	2,850
534640 R & M-Operating Equipment	0	44	273	100	0	100
534650 R & M-Radios	356	461	419	300	54	300
534800 Promotional Activities	42	0	0	0	0	0
535200 Departmental Supplies	1,240	1,286	1,013	1,000	600	750
535210 Computer Supplies	1,261	893	134	900	900	900
535230 Small Tools and Equipment	0	360	0	200	0	0
535275 Safety Equipment	16	0	0	0	0	0
535410 Dues and Memberships	88	212	92	200	222	250
535450 Training and Education	0	0	0	500	420	500
TOTAL OPERATING EXPENDITURES	14,756	3,615	2,449	6,390	5,908	6,945
CAPITAL OUTLAY						
606400 Vehicles and Equipment	1,140	6,310	0	0	0	0
TOTAL CAPITAL OUTLAY	1,140	6,310	0	0	0	0
TOTAL POLICE DISPATCH UNIT	472,647	495,769	475,756	480,087	482,861	492,655

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION

The Code Enforcement division enforces regulations to ensure the beauty and character of the City by responding to citizen complaints and self initiated enforcement. While providing support to other departments and the Special Magistrate, this division works to solicit voluntary compliance whenever possible.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Have maintained a proactive approach to code issues.
- ✓ Have maintained a high compliance rate.
- ✓ Continuing to educate citizens on code issues.
- ✓ Have maintained a good working relationship with other city departments and citizens.
- ✓ Have maintained certifications

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Quality of Life

- Maintain an efficient and effective response to the enforcement of city ordinances.
- Professionally investigate code enforcement complaints, follow up and act on non-compliance.
- Improve the overall effectiveness of code enforcement.
- Assist city residents in maintaining compliance with city codes via proactive and reactive enforcement.
- Continue to educate citizens on code issues.
- Maintain a high compliance rate.

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Water Violations	252	57	0	50	25
Code Violations	3,371	2,041	1,730	3,500	3,500
Illegal Signs	3,380	299	386	500	700
Nuisance Abatement	495	246	993	700	900

PROGRAM BUDGET DESCRIPTION FOR THE CODE ENFORCEMENT DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>09/11</i>	<i>11/12</i>	
60.00%	61.00%	Citizen Complaints - Respond to complaints of city ordinance violations and self-initiate code compliance and enforcement.
22.00%	25.00%	Re-inspections - Follow up on notices of violations to ensure compliance.
3.00%	2.00%	Code Enforcement Board - Provide direct support to Code Enforcement Board for Code Enforcement hearings.
15.00%	12.00%	Documentation - To document complaints, as well as self-initiated actions, write reports and follow up letters and prepare documentation for Code Enforcement Board.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Code Enforcement is \$160,484. This compares to the 2010-2011 projected expenditures of \$159,614, an increase of \$870 or .5%

	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	Amended FY 10-11 Budget	Projected FY 10-11 Expenditures	Adopted FY 11-12 Budget	Difference
Personal Services	\$ 115,045	\$ 119,031	\$ 111,852	\$ 143,419	\$ 139,886	\$ 139,916	\$ 30
Operating Expenses	22,740	20,447	21,107	21,195	19,728	20,568	840
Capital Outlay	17,427	-	-	-	-	-	-
Total	\$ 155,212	\$ 139,478	\$ 132,959	\$ 164,614	\$ 159,614	\$ 160,484	\$ 870

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	<u>Difference</u>
1. Personal Services - Net increase due to increased health insurance premiums	\$ 30
2. Operating Expenditures - Net increase mainly due to increased gas & oil costs.	\$ 840
3. Capital Outlay - No Capital Outlay approved in FY 11-12 budget	\$ -

PERSONAL SERVICES SCHEDULE

CODE ENFORCEMENT DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
			Code Enforcement Officer	29,874 / 67,145	32	2.00	2.00
Administrative Assistant			0.00	1.00	1.00	40,550	40,550
P/T General Services Technician	22,909 / 41,376	21	0.50	0.00	0.00	-	-
			2.50	3.00	3.00	\$ 104,480	\$ 104,480
		Overtime				300	300
		FICA Taxes				8,034	8,034
		Clothing Allowance				240	240
		Deferred Compensation				9,430	9,430
		Group Health Insurance Premium				15,741	13,950
		Dependant Health Ins Premium				452	2,230
		Employee Assistance Program				69	69
		Worker's Comp Insurance				1,140	1,183
		Total Personal Services				\$ 139,886	\$ 139,916

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION
Code: 010045

Account				Amended		FY 11/12
Number	Description	FY 07/08	FY 08/09	FY 09/10	FY 10/11	Adopted
		Actual	Actual	Actual	Budget	Projected
						Budget
PERSONAL SERVICES						
511200	Regular Salaries	74,829	78,550	73,508	104,480	104,480
511400	Overtime	592	79	87	300	300
512100	FICA Taxes	5,607	5,894	5,507	8,016	8,034
512215	Clothing Allowance	0	0	0	0	240
512225	Deferred Compensation	6,002	7,077	6,624	9,430	9,430
512301	Group Health Insurance Premium	20,818	24,088	23,278	19,080	15,741
512305	Dependant Health Ins Premium	457	502	490	452	452
512309	Employee Assistance Program	69	69	61	69	69
512400	Worker's Comp Insurance	6,671	2,772	2,297	1,592	1,140
TOTAL PERSONAL SERVICES		115,045	119,031	111,852	143,419	139,886
OPERATING EXPENDITURES						
534000	Travel and Per Diem	1,130	947	482	500	500
534101	Telephone	645	359	463	490	440
534105	Cellular Telephone	1,200	968	529	465	470
534110	Internet Services	84	77	81	1,300	1,200
534120	Postage	6,998	6,355	6,130	6,000	3,628
534620	R & M-Vehicles	1,190	1,268	1,479	500	1,800
534630	R & M - Office Equipment	1,233	663	528	550	0
534650	R & M-Radio	0	75	0	100	0
534910	Clerk of Court Filing Fees	1,800	2,158	3,607	4,000	3,800
535200	Departmental Supplies	1,440	1,550	1,186	1,000	800
535210	Computer Supplies	384	179	246	400	300
535230	Small Tools and Equipment	27	180	499	100	100
535260	Gas and Oil	5,256	4,409	4,704	4,700	5,500
535270	Uniforms and Shoes	658	363	528	400	500
535275	Safety Equipment	0	86	0	100	100
535410	Dues and Memberships	45	60	90	90	90
535450	Training and Education	650	750	555	500	500
TOTAL OPERATING EXPENDITURES		22,740	20,447	21,107	21,195	19,728
CAPITAL OUTLAY						
606400	Vehicles and Equipment	17,427	0	0	0	0
TOTAL CAPITAL OUTLAY		17,427	0	0	0	0
TOTAL CODE ENFORCEMENT DIVISION		155,212	139,478	132,959	164,614	159,614

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PUBLIC WORKS DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS

The Fiscal Year 2011-2012 Adopted budget for Public Works Department as a whole is \$3,213,968. This compares to the 2010-2011 projected expenditures of \$3,261,708, a decrease of \$47,470 or 1.5%.

	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Projected FY 10/11 Expenditures	Adopted FY 11/12 Budget	Difference
Personal Services	\$ 2,693,990	\$ 2,906,565	\$ 2,503,832	\$ 2,263,618	\$ 2,160,971	\$ (102,647)
Operating Expenses	1,357,525	1,394,595	988,217	984,986	1,032,997	48,011
Capital Outlay	89,131	11,221	49,700	13,104	20,000	6,896
Total	\$ 4,140,646	\$ 4,312,381	\$ 3,541,749	\$ 3,261,708	\$ 3,213,968	\$ (47,740)

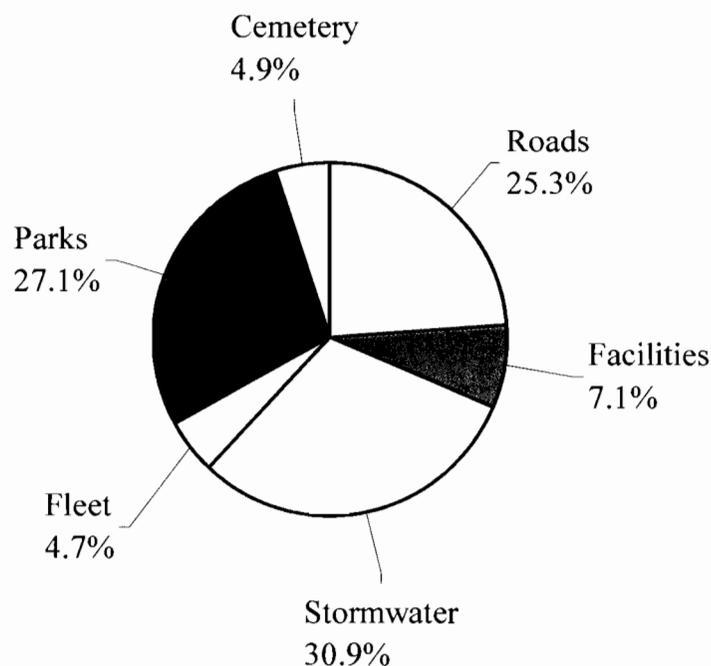
Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	Difference
1. Personal Services - Net decrease mainly due to elimination of positions	\$ (102,647)
2. Operating Expenses - Increase mainly due to increased charges for repair & maintenance of vehicles and equipment and added costs for gas & oil.	\$ 48,011
3. Capital Outlay - Net increase due to purchase of two mowers	\$ 6,896

PUBLIC WORKS DEPARTMENT COST ALLOCATION



CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CONSOLIDATED PUBLIC WORKS DEPARTMENT

	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Budget</u>	<u>2011</u> <u>Projected</u>	<u>2012</u> <u>Budget</u>
ROADS & MAINTENANCE						
PERSONAL SERVICES	\$ 986,384	\$ 1,070,698	\$ 758,644	\$ 742,664	\$ 697,934	\$ 639,416
OPERATING EXPENDITURES	194,555	165,296	123,463	124,840	114,089	119,303
CAPITAL OUTLAY	12,285	5,252	32,281	-	1,665	-
TOTAL	\$ 1,193,224	\$ 1,241,246	\$ 914,388	\$ 867,504	\$ 813,688	\$ 758,719
STORMWATER UTILITY						
PERSONAL SERVICES	\$ 540,745	\$ 525,786	\$ 596,385	\$ 596,056	\$ 564,387	\$ 461,269
OPERATING EXPENDITURES	679,136	739,766	459,192	496,401	496,895	514,831
CAPITAL OUTLAY	55,810	3,024	-	-	-	-
TOTAL	\$ 1,275,691	\$ 1,268,576	\$ 1,055,577	\$ 1,092,457	\$ 1,061,282	\$ 976,100
FLEET MANAGEMENT						
PERSONAL SERVICES	\$ 127,864	\$ 174,408	\$ 163,773	\$ 120,048	\$ 117,475	\$ 173,027
OPERATING EXPENDITURES	30,506	41,387	34,903	20,171	24,190	24,701
CAPITAL OUTLAY	-	2,945	12,000	-	-	-
TOTAL	\$ 158,370	\$ 218,740	\$ 210,676	\$ 140,219	\$ 141,665	\$ 197,728
FACILITIES MAINTENANCE						
PERSONAL SERVICES	\$ 102,071	\$ 117,684	\$ 115,020	\$ 112,872	\$ 112,215	\$ 113,182
OPERATING EXPENDITURES	162,251	157,442	120,304	139,693	108,361	121,426
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 264,322	\$ 275,126	\$ 235,324	\$ 252,565	\$ 220,576	\$ 234,608
PARKS & RECREATION						
PERSONAL SERVICES	\$ 811,308	\$ 879,834	\$ 747,688	\$ 689,547	\$ 685,151	\$ 648,356
OPERATING EXPENDITURES	268,072	268,573	230,091	225,280	223,891	226,931
CAPITAL OUTLAY	21,036	-	5,419	12,800	11,439	11,000
TOTAL	\$ 1,100,416	\$ 1,148,407	\$ 983,198	\$ 927,627	\$ 920,481	\$ 886,287
CEMETERY						
PERSONAL SERVICES	\$ 125,618	\$ 138,155	\$ 122,322	\$ 87,157	\$ 86,456	\$ 125,721
OPERATING EXPENDITURES	23,006	22,131	20,264	18,075	17,560	25,805
CAPITAL OUTLAY	49,509	7,007	-	-	-	9,000
TOTAL	\$ 198,133	\$ 167,293	\$ 142,586	\$ 105,232	\$ 104,016	\$ 160,526
TOTALS						
PERSONAL SERVICES	\$ 2,693,990	\$ 2,906,565	\$ 2,503,832	\$ 2,348,344	\$ 2,263,618	\$ 2,160,971
OPERATING EXPENDITURES	1,357,525	1,394,595	988,217	1,024,460	984,986	1,032,997
CAPITAL OUTLAY	89,131	11,221	49,700	12,800	13,104	20,000
TOTAL	\$ 4,140,646	\$ 4,312,381	\$ 3,541,749	\$ 3,385,604	\$ 3,261,708	\$ 3,213,968

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PUBLIC WORKS

ROADS & MAINTENANCE DIVISION

The Roads and Maintenance Division is responsible for the repair and maintenance of the public streets and right-of-ways, 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 2011 ACCOMPLISHMENTS

- ✓ Completed new Skate Park building
- ✓ Completed new restroom at Schumann Park
- ✓ Installed new fencing at Bryant Court Park
- ✓ Continued regular pothole maintenance and road crossing paving
- ✓ Continued regular maintenance on docks, piers and ramps
- ✓ Supervised 512 Landscape project
- ✓ Supervised the installation of lift station at Riverview Park
- ✓ Supervised the Football Field expansion project

FISCAL YEAR 2012 GOALS AND OBJECTIVES

- Continue regular maintenance on docks, piers and ramps
- Continue regular Pothole maintenance on streets
- Continue assisting contractors
- Continue assisting other departments with requests
- Continue working with organizations for events

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Miles of Paved Roads Maintained	156	156	156	156	156
Number of Parking Lots Maintained	16	16	16	16	16
Miles of Sidewalks Maintained	26	26	26	26	26

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR ROADS & MAINTENANCE DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
30.00%	30.00%	<u>Streets and Alleyways</u> - Maintain 156 miles of paved streets. Maintain sixteen (16) municipally owned parking areas. Perform repairs to streets and roadways that are damaged due to deterioration.
20.00%	20.00%	<u>General Maintenance</u> - Buildings, docks, piers, sidewalks, etc.
10.00%	10.00%	<u>General Administration</u> - 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.
40.00%	40.00%	<u>Assisting other City Departments</u> - 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 & MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for the Roads and Maintenance Division is \$758,719. This compares to the 2010-2011 projected expenditures of \$813,688, a decrease of \$54,969 or 6.8%.

	FY 07-08	FY 08-09	FY 09/10	Amended FY 10/11	Projected FY 10/11	Adopted FY 11/12	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 986,384	\$ 1,070,698	\$ 758,644	\$ 742,664	\$ 697,934	\$ 639,416	\$ (58,518)
Operating Expenses	194,555	165,296	123,463	124,840	114,089	119,303	5,214
Capital Outlay	12,285	5,252	32,281	-	1,665	-	(1,665)
Total	\$ 1,193,224	\$ 1,241,246	\$ 914,388	\$ 867,504	\$ 813,688	\$ 758,719	\$ (54,969)

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures

	Difference
1. Personal Services - Net decrease mainly due to a position transfer to Planning & Zoning	\$ (58,518)
2. Operating Expenses - Increase mainly due to increased charges for repair & maintenance of vehicles and gas & oil.	\$ 5,214
3. Capital Outlay - No approved capital outlay for FY 2011-12	\$ (1,665)

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

ROADS & MAINTENANCE DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Public Works Director	67,708 / 134,822	82	1.00	1.00	1.00	\$ 78,598	\$ 78,598
Administrative Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	62,955	62,955
Maintenance Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	51,051	51,051
Construction Specialist	31,721 / 71,296	34	1.00	1.00	1.00	44,372	44,843
Civil Engineering Technician	30,797 / 69,218	33	1.00	1.00	0.00	46,743	-
Sign/Traffic Technician	26,544 / 59,662	26	1.00	1.00	1.00	44,358	46,751
Maintenance Worker III	26,544 / 59,662	26	2.00	2.00	1.00	36,984	37,202
Maintenance Worker II	25,063 / 56,331	24	2.00	3.00	3.00	93,997	93,997
Maintenance Worker I	23,580 / 53,000	22	2.00	1.00	1.00	31,479	31,479
			12.00	12.00	10.00		
						\$ 490,537	\$ 446,876
						6,000	6,000
						38,070	34,719
						1,080	960
						44,690	40,748
						76,380	71,231
						24,842	25,358
						255	232
						16,080	13,292
						<u>\$ 697,934</u>	<u>\$ 639,416</u>

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

ROADS & MAINTENANCE DIVISION

Code: 010052

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	652,591	755,185	516,635	509,691	490,537	446,876
511300	Temporary Salaries	22,679	10,046	0	0	0	0
511400	Overtime	8,429	11,558	9,891	6,000	6,000	6,000
512100	FICA Taxes	49,670	57,162	38,435	40,252	38,070	34,719
512215	Clothing Allowance	1,440	1,440	1,200	1,200	1,080	960
512225	Deferred Compensation	59,482	67,207	47,387	47,248	44,690	40,748
512301	Group Health Insurance Premium	110,250	102,623	90,113	82,790	76,380	71,231
512305	Dependant Health Ins Premium	38,192	26,634	29,658	34,710	24,842	25,358
512309	Employee Assistance Program	349	340	276	278	255	232
512400	Worker's Comp Insurance	43,302	38,503	25,049	20,495	16,080	13,292
TOTAL PERSONAL SERVICES		986,384	1,070,698	758,644	742,664	697,934	639,416
OPERATING EXPENDITURES							
533150	Engineering Services	0	228	0	0	0	0
533400	Other Contractual Services	6,780	4,632	0	0	200	0
533415	Janitorial Services	4,500	4,331	558	476	476	500
533420	Pest/Weed Control/Mowing	0	0	864	3,528	1,000	2,000
534000	Travel and Per Diem	1,352	960	389	500	415	500
534101	Telephone	10,185	8,471	1,875	2,500	1,355	1,120
534105	Cellular Telephone	6,038	4,781	2,429	2,784	2,700	2,700
534110	Internet Services	559	654	158	102	100	101
534120	Postage	224	329	163	50	120	102
534130	Express Mail Charges	0	18	0	0	0	0
534310	Electric	7,589	9,706	2,349	2,600	1,700	1,650
534320	Water/Sewer	836	1,061	261	225	305	305
534380	Trash Pickup/Hauling, Etc.	3,676	6,242	4,997	6,000	3,500	3,000
534400	Rents and Leases	4,610	0	0	0	0	0
534420	Equipment Leases	1,387	0	182	500	500	500
534620	R & M-Vehicles	18,023	22,340	18,311	20,000	21,000	20,675
534630	R & M-Office Equipment	5,935	2,741	1,223	1,500	1,000	1,000
534640	R & M-Operating Equipment	26,370	16,693	17,787	16,000	16,000	18,000
534830	Special Events	1,861	1,040	1,468	1,500	1,500	2,000
534920	Legal Ads	0	142	155	200	200	200
535200	Departmental Supplies	17,241	19,969	13,090	10,500	10,500	10,500
535210	Computer Supplies	704	874	947	600	500	400
535230	Small Tools and Equipment	7,017	4,791	4,699	3,500	3,500	3,500
535260	Gas and Oil	46,490	28,523	26,212	27,000	26,000	25,750
535270	Uniforms and Shoes	3,631	2,940	3,121	2,925	2,500	1,900
535275	Safety Equipment	1,031	1,447	1,156	1,000	1,000	1,000
535310	Road Materials & Supplies	11,493	15,334	12,627	15,000	12,000	15,000
535350	Cement	4,400	4,875	7,518	5,000	5,000	6,000
535410	Dues and Memberships	696	445	439	450	450	450
535420	Books and Publications	277	647	180	100	100	100
535450	Training and Education	1,650	1,082	305	300	468	350
TOTAL OPERATING EXPENDITURES		194,555	165,296	123,463	124,840	114,089	119,303
CAPITAL OUTLAY							
606310	IOTB - Fencing	12,285	0		0	0	0
606400	Vehicles and Equipment	0	5,252	32,281	0	1,665	0
TOTAL CAPITAL OUTLAY		12,285	5,252	32,281	0	1,665	0
TOTAL ROADS & MAINTENANCE		1,193,224	1,241,246	914,388	867,504	813,688	758,719

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PUBLIC WORKS STORMWATER UTILITY DIVISION

The Stormwater Utility 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 280 catch basins and culvert structures. It is also the responsibility of the Stormwater Utility 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 2011 ACCOMPLISHMENTS

- ✓ Completed installation of quarter round in various locations
- ✓ Completed road paving and drainage on major roads
- ✓ Monitored mowing contractor
- ✓ Monitored ditch mowing contractor
- ✓ Worked with Applied Aquatics to spray canals
- ✓ Inspected drainage complaints as received
- ✓ Supervised contractor for the Potomac Drainage project

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Citywide Infrastructure Improvements

- Continue quarter round program
- Continue maintenance on collapsed culverts

City Goal: Quality of Life

City Goal: Governmental Efficiency

- Continue monitoring the mowing contract
- Continue mowing of rear ditches and rights of ways

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Miles of swales	280.0	280.0	280.0	280.0	280.0
Linear feet of swales reconstructed	49,333	40,000	30,000	30,000	30,000
Miles of ditches maintained	50.0	50.0	50.0	50.0	50.0
Catch basin and culverts maintained	300	280	280	280	280
Linear feet Main Ditches reconstructed	40,000	45,000	20,000	20,000	10,000
Road Crossing Pipes	40	40	30	50	30

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR STORMWATER UTILITY DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
50.00%	50.00%	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.
25.00%	25.00%	Catch basins, Manholes and Culverts - Hand clean and mow small drainage ditches. Maintain 280 catch basins and large/small culverts.
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.
5.00%	5.00%	Building Dept Related Reviews: Site Plan Review, Pool Drainage Plan Review, Fence Permits, Driveway Permits, and meeting with engineers, contractors, and public as necessary.
10.00%	10.00%	Capital Projects - Planning, Design, Specifications Consultant Coordination Bidding and Contracts, Construction Management inspections.
100.00%	100.00%	

STORMWATER UTILITY DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for the Stormwater Utility Division is \$976,100. This compares to the 2010-2011 projected expenditures of \$1,061,282 a decrease of \$85,182 or 8.0%.

	FY 07-08	FY 08-09	FY 09-10	Amended FY 10/11	Projected FY 10/11	Adopted FY 11/12	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 540,745	\$ 525,786	\$ 596,385	\$ 596,056	\$ 564,387	\$ 461,269	\$ (103,118)
Operating Expenses	679,136	739,766	459,192	496,401	496,895	514,831	17,936
Capital Outlay	55,810	3,024	-	-	-	-	-
Total	\$ 1,275,691	\$ 1,268,576	\$ 1,055,577	\$ 1,092,457	\$ 1,061,282	\$ 976,100	\$ (85,182)

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to a reduction in personnel	\$ (103,118)
2. Operating Expenses - Net increase mainly due to an increase of gas & oil and operating supplies	\$ 17,936
3. Capital Outlay - No Capital Outlay for FY 2011-2012	\$ -

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

STORMWATER UTILITY DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Stormwater Superintendent	46,541 / 97,308	70	1.00	1.00	1.00	\$ 58,672	\$ 58,672
Stormwater Supervisor	32,699 / 73,495	35	2.00	2.00	2.00	71,067	71,067
Construction Inspector	30,797 / 69,218	33	1.00	1.00	1.00	53,910	53,910
Maintenance Worker III	26,544 / 59,662	26	4.00	3.00	1.00	79,772	31,435
Maintenance Worker II	25,063 / 56,331	24	0.00	2.00	1.00	50,476	30,055
Maintenance Worker I	23,580 / 53,000	22	4.00	3.00	3.00	70,870	70,870
			12.00	12.00	9.00		
						\$ 384,767	\$ 316,009
		Overtime				3,000	3,000
		FICA Taxes				29,774	24,478
		Clothing Allowance				1,440	960
		Deferred Compensation				35,029	28,797
		Group Health Insurance Premium				72,151	55,625
		Dependant Health Ins Premium				21,550	21,313
		Employee Assistance Program				276	207
		Worker's Comp Insurance				16,400	10,880
		Total Personal Services				\$ 564,387	\$ 461,269

CAPITAL OUTLAY SCHEDULE

STORMWATER UTILITY DIVISION

<u>Description</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>TOTAL</u>
Crew Cab Pick Up	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Slope Mower	-	115,000	-	-	-	115,000
	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

STORMWATER UTILITY DIVISION

Code: 010053

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	362,442	358,837	407,992	406,500	384,767	316,009
511400	Overtime	4,925	591	1,481	3,000	3,000	3,000
512100	FICA Taxes	27,250	26,507	30,156	31,437	29,774	24,478
512215	Clothing Allowance	1,420	1,200	1,320	1,440	1,440	960
512225	Deferred Compensation	32,281	32,348	36,853	36,985	35,029	28,797
512301	Group Health Insurance Premium	68,758	69,618	78,395	72,389	72,151	55,625
512305	Dependant Health Ins Premium	13,484	15,415	16,423	21,550	21,550	21,313
512309	Employee Assistance Program	269	253	276	276	276	207
512400	Worker's Comp Insurance	29,916	21,017	23,489	22,479	16,400	10,880
TOTAL PERSONAL SERVICES		540,745	525,786	596,385	596,056	564,387	461,269
OPERATING EXPENDITURES							
533150	Engineering Services	15,031	324	6,248	250	250	250
533400	Other Contractual Services	3,952	4,200	2,543	0	2,300	0
533420	Pest/Weed Control/Mowing	35,770	37,969	42,889	45,000	41,000	45,000
533425	Contract Mowing Services	362,439	410,609	211,503	225,000	220,000	225,000
533427	Contract Qtr Round Maintenance	7,707	12,495	12,500	12,500	12,000	15,000
534000	Travel and Per Diem	720	679	0	0	0	0
534101	Telephone	365	90	330	100	805	665
534105	Cellular Telephone	4,135	3,142	1,800	2,160	1,845	1,845
534110	Internet Services	21	19	37	41	41	41
534120	Postage	7	1	51	50	10	10
534130	Express Mail	25	0	0	50	50	50
534310	Electric	1,886	1,641	1,338	1,500	800	800
534320	Water/Sewer	439	656	1,491	1,500	2,070	2,070
534380	Trash Pickup/Hauling, Etc.	6,422	14,708	9,198	8,000	10,404	8,000
534420	Equipment Leases	140	1,261	40	1,500	1,000	1,500
534620	R & M-Vehicles	17,944	15,524	19,902	20,000	27,000	24,000
534630	R & M - Office Equipment	581	562	1,301	1,300	2,000	2,000
534640	R & M-Operating Equipment	52,838	58,580	28,462	47,500	50,000	50,000
534920	Legal Ads	0	198	0	0	0	0
535200	Departmental Supplies	4,691	9,283	3,265	4,500	4,500	4,500
535210	Computer Supplies	0	0	7	300	0	0
535230	Small Tools and Equipment	3,537	3,510	791	2,000	2,000	2,000
535260	Gas and Oil	52,052	33,256	38,795	37,000	37,000	44,050
535270	Uniforms and Shoes	2,803	2,788	2,716	2,500	2,380	1,800
535275	Safety Equipment	821	340	1,139	1,000	1,000	1,000
535310	Road Materials & Supplies	18,408	28,234	20,494	16,250	15,000	15,000
535320	Sod	20,185	26,112	11,833	20,000	17,000	20,000
535350	Cement	22,087	34,963	19,255	20,000	20,000	20,000
535355	Culvert Pipe	43,631	38,297	19,544	26,250	26,250	30,000
535410	Dues and Memberships	122	110	113	150	116	150
535420	Books and Publications	137	0	35	0	0	0
535450	Training and Education	240	215	1,572	0	74	100
TOTAL OPERATING EXPENDITURES		679,136	739,766	459,192	496,401	496,895	514,831
CAPITAL OUTLAY							
606300	IOTB Fencing	0	1,850		0		0
606400	Vehicles and Equipment	55,810	1,174		0		0
TOTAL CAPITAL OUTLAY		55,810	3,024	0	0	0	0
TOTAL STORMWATER UTILITY DIVISION		1,275,691	1,268,576	1,055,577	1,092,457	1,061,282	976,100

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PUBLIC WORKS FLEET MANAGEMENT DIVISION

The Fleet Management 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 112 vehicles, 46 units of major equipment and 105 units of smaller equipment and tools. In addition, the Fleet Management staff also maintains the City's fuel facilities in the compound, assuring fuel availability for the fleet and compliance with E.P.A. requirements.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Reduced the repair parts inventory and exchanged obsolescent inventory
- ✓ Maintained fuel facilities to EPA Standards
- ✓ Implemented a Hurricane Manual for better planning and completion of Fleet Management Services during emergencies
- ✓ Expanded the use of Government Contracts to purchase vehicle repair parts and services to reduce cost.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

- Establish a program to rent heavy equipment using governmental contracts to reduce future City of Sebastian equipment purchases.
- Implement inspection programs on aerial devices.
- Expand the Fleet Hurricane manual to include all Fleet Services needed during emergencies.

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Number of Vehicles Maintained	137	121	120	112	112
Number of Heavy Equipment Maintained	48	46	46	46	46
Number of Light Equipment Maintained	109	110	110	105	105
Preventive Maintenance Services	375	380	224	200	200
Road Service Calls	205	200	225	200	200
Completed Service Requests	1410	1500	983	600	650

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET FOR FLEET MANAGEMENT DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
10.00%	10.00%	Administration of City Fleet Management Program - Supervise and direct 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.
45.00%	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 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%	

FLEET MANAGEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Vehicle Maintenance is \$197,728. This compares to the 2010-2011 projected expenditures of \$141,665, an increase of \$57,509 or 26.3%.

	FY 07-08	FY 08-09	FY 09-10	Amended FY 10/11	Projected FY 10/11	Adopted FY 11/12	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 127,864	\$ 174,408	\$ 163,773	\$ 120,048	\$ 117,475	\$ 173,027	\$ 52,979
Operating Expenses	30,506	41,387	34,903	20,171	24,190	24,701	4,530
Capital Outlay	-	2,945	12,000	-	-	-	-
Total	\$ 158,370	\$ 218,740	\$ 210,676	\$ 140,219	\$ 141,665	\$ 197,728	\$ 57,509

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures	Difference
1. Personal Services - Increase due to and increase in health insurance premiums and one additional mechanic	\$ 52,979
2. Operating Expenses - Increase mainly due to increased training costs	\$ 4,530
3. Capital Outlay - No capital outlay requested in FY 2011-12	\$ -

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

FLEET MANAGEMENT DIVISION			FULL TIME EQUIVALENTS			Projected Expenditure	Adopted Budget
<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Garage Superintendant	30,663 / 68, 918	35	0.00	1.00	1.00	\$ 35,589	\$ 44,989
Head Mechanic	28,196 / 63,373	29	1.00	1.00	1.00	39,109	39,109
Mechanic	25,063 / 56,331	24	2.00	0.00	1.00	0	30,535
Clerical Assistant	11.01 / 24.75	21	0.50	0.50	0.50	13,000	13,000
			3.50	2.50	3.50		
						\$ 87,698	\$ 127,633
Overtime						600	600
FICA Taxes						6,718	9,828
Clothing Allowance						120	240
Deferred Compensation						6,088	10,393
Group Health Insurance Premium						15,008	22,601
Dependant Health Ins Premium						0	0
Employee Assistance Program						63	86
Worker's Comp Insurance						1,180	1,646
Total Personal Services						\$ 117,475	\$ 173,027

CAPITAL OUTLAY SCHEDULE

FLEET MANAGEMENT DIVISION						
<u>Description</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>TOTAL</u>
Truck Lift	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Diesel Fuel Tank	-	-	30,000	-	-	30,000
	\$ -	\$ 15,000	\$ 30,000	\$ -	\$ -	\$ 45,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

FLEET MANAGEMENT DIVISION

Code: 010054

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	93,096	126,325	123,045	87,105	87,698	127,633
511400	Overtime	1,378	608	1,256	600	600	600
512100	FICA Taxes	7,134	9,362	9,488	6,712	6,718	9,828
512215	Clothing Allowance	240	360	360	120	120	240
512225	Deferred Compensation	7,425	10,263	8,283	6,787	6,088	10,393
512301	Group Health Insurance Premium	13,685	20,262	17,814	17,009	15,008	22,601
512305	Dependant Health Ins Premium	1,818	3,331	309	0	0	0
512309	Employee Assistance Program	69	92	71	69	63	86
512400	Worker's Comp Insurance	3,019	3,805	3,147	1,646	1,180	1,646
TOTAL PERSONAL SERVICES		127,864	174,408	163,773	120,048	117,475	173,027
OPERATING EXPENDITURES							
533400	Other Contractual Services	2,640	750	1,500	1,300	1,500	1,600
533410	Environmental Services	0	50	350	220	220	250
533415	Janitorial Services	3,600	3,561	2,558	476	476	500
534000	Travel and Per Diem	0	0	0	150	168	220
534101	Telephone	707	449	579	600	550	690
534105	Cellular Telephone	1,091	1,205	550	360	756	756
534110	Internet Access	42	38	40	40	40	40
534310	Electric	3,133	3,420	3,704	4,000	3,040	3,040
534320	Water/Sewer	280	340	261	275	305	305
534610	R & M - Buildings	543	289	0	200	100	250
534620	R & M-Vehicles	838	1,637	980	750	1,200	1,400
564330	R & M - Office Equipment	111	255	175	250	250	400
534640	R & M-Operating Equipment	2,848	11,185	5,769	3,000	4,400	3,400
535200	Departmental Supplies	6,450	6,429	9,909	2,000	4,000	3,800
535210	Computer Supplies	0	528	253	800	1,200	1,000
535230	Small Tools and Equipment	3,394	5,816	2,601	2,000	2,000	2,200
535260	Gas and Oil	3,894	3,569	3,175	3,000	2,500	2,400
535270	Uniforms and Shoes	935	1,636	1,839	400	1,000	950
535275	Safety Equipment	0	0	0	200	350	300
535420	Books and Publications	0	230	660	100	100	100
535450	Training and Education	0	0	0	50	35	1,100
TOTAL OPERATING EXPENDITURES		30,506	41,387	34,903	20,171	24,190	24,701
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	2,945	12,000	0	0	0
TOTAL CAPITAL OUTLAY		0	2,945	12,000	0	0	0
TOTAL FLEET MANAGEMENT DIVISION		158,370	218,740	210,676	140,219	141,665	197,728

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PUBLIC WORKS PARKS & 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, landscaping, turf grass maintenance, planting & removal of trees, shrubs, turf and annuals at fifteen (15) parks, grounds of four (4) City Buildings, two (2) boat ramps, Indian River Drive walkway and four (4) piers. Provides irrigation maintenance on all city properties, daily maintenance of eight (8) baseball/softball fields, four (4) football/soccer fields, ten (10) tennis courts including four (4) clay courts, four (4) basketball courts, Dog Park, Splash Pad and medians on US 1 and Schumann Drive. Also provides, aerobics, exercise, dance, Yoga, Tai Chi, gymnastics, baby bees and karate programs at the Community Center. Operates the Skate Park and Clay Tennis Courts at Friendship Park and coordinates the annual Easter Egg Hunt and Halloween Parade. Assists with all Park & Special Events. Starting FY 2011-12, the maintenance of the Sebastian Blvd. intersections will be added as part of the park maintenance program.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Expanded North Football Field at Barber Street Sports Complex
- ✓ Installed new pavilion and added irrigation in Riverview Park
- ✓ Installed new amenities at Bark Park
- ✓ Installed fountains in Garden Club, Blossom and Historical Park
- ✓ Installed new playground and swings at Hardee Park
- ✓ Continued quality maintenance and beautification of all Parks and City grounds.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Quality of Life

- Improve drainage and infield surfaces of 4 baseball fields at Barber Street Sports Complex
- Replace playground at Riverview Park
- Open new Park facility
- Continue quality maintenance and beautification of all Parks and City grounds

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Large Park Areas	89 Acres	280 Acres	280 Acres	280 Acres	280 Acres
Sports Complex	14 Acres	22 Acres	22 Acres	22 Acres	22 Acres
City Grounds	8 Acres	8 Acres	8 Acres	8 Acres	8 Acres
Medians and Walkways	5 miles	5 miles	5 miles	5 miles	5 miles

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR PARKS & RECREATION DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
75.00%	75.00%	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 aerobics, exercise, dance, Yoga, Tai Chi, gymnastics, baby bees and karate programs at the Community Center.
2.50%	2.50%	Playgrounds - Repair and maintain equipment at all City owned playground areas.
11.00%	11.00%	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.
1.50%	1.50%	Structural Repairs and Irrigation - Maintain, repair and/or replace buildings, structures and irrigation systems.
100.00%	100.00%	

PARKS & RECREATION DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Parks & Recreation is \$886,287. This compares to the 2010-2011 projected expenditures of \$920,481, a decrease of \$34,194 or 3.7%.

	FY 07-08	FY 08-09	FY 09-10	Amended FY 10/11	Projected FY 10/11	Adopted FY 11/12	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 811,308	\$ 879,834	\$ 747,688	\$ 689,547	\$ 685,151	\$ 648,356	\$ (36,795)
Operating Expenses	268,072	268,573	230,091	225,280	223,891	226,931	3,040
Capital Outlay	21,036	-	5,419	12,800	11,439	11,000	(439)
Total	\$ 1,100,416	\$ 1,148,407	\$ 983,198	\$ 927,627	\$ 920,481	\$ 886,287	\$ (34,194)

Fiscal Year 2011-2012 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-2011 Projected Expenditures	Difference
1. Personal Services - Net decrease due to elimination of one position	\$ (36,795)
2. Operating Expenses - Net increase due to increase repair and maintenance of operating equipment and increase in gas & oil costs.	\$ 3,040
3. Capital Outlay - Decrease due to less replacement equipment	\$ (439)

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

PARKS & RECREATION DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Parks Superintendent	46,541 / 97,308	70	1.00	1.00	1.00	\$ 66,775	\$ 66,775
Parks Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	37,691	39,601
Recreation Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	37,698	37,698
Foreman	28,196 / 63,373	29	1.00	1.00	1.00	29,578	29,578
Maintenance Worker II	25,063 / 56,331	24	3.00	3.00	3.00	108,775	109,252
Maintenance Worker I	23,580 / 53,000	22	7.00	5.00	4.00	135,206	110,395
Skate Park Attendants ⁽¹⁾			2.50	2.50	2.50	29,000	29,000
Gymnastic Assistant ⁽¹⁾			4.50	4.50	4.50	24,500	24,500
Tennis Courts Attendants ⁽¹⁾			2.00	2.00	2.00	16,500	16,500
			<u>23.00</u>	<u>21.00</u>	<u>20.00</u>		
						\$ 485,723	\$ 463,299
						8,000	8,000
						37,862	36,137
						1,080	1,080
						38,243	36,214
						76,229	68,970
						26,992	24,136
						276	253
						10,746	10,267
						<u>\$ 685,151</u>	<u>\$ 648,356</u>

(1) F/T/E position years represents full time equivalent positions. For Gymnastic Assistants, 4.5 equals nine temporary part-time positions. For Skate Park Attendants, 2.5 equals five temporary part-time positions. For Tennis Courts, 2 equals four temporary part-time positions.

CAPITAL OUTLAY SCHEDULE

PARKS & RECREATION DIVISION

<u>Description</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>TOTAL</u>
Mower	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 11,000
Pick Up Truck	-	18,000	18,000	-	-	36,000
Mower	-	-	-	12,000	-	12,000
	<u>\$ 11,000</u>	<u>\$ 18,000</u>	<u>\$ 18,000</u>	<u>\$ 12,000</u>	<u>\$ -</u>	<u>\$ 59,000</u>

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PARKS & RECREATION DIVISION

Code: 010057

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	483,286	536,310	447,109	415,723	415,723	393,299
511300	Temporary Salaries	68,307	80,335	71,032	70,000	70,000	70,000
511400	Overtime	11,031	10,470	10,943	8,000	8,000	8,000
512100	FICA Taxes	40,657	45,599	38,257	37,862	37,862	36,137
512215	Clothing Allowance	1,440	1,440	1,320	1,200	1,080	1,080
512225	Deferred Compensation	44,600	47,709	41,225	38,243	38,243	36,214
512301	Group Health Insurance Premium	100,774	102,920	91,594	76,229	76,229	68,970
512305	Dependant Health Ins Premium	31,433	31,787	28,342	26,992	26,992	24,136
512309	Employee Assistance Program	344	342	307	276	276	253
512400	Worker's Comp Insurance	29,436	22,922	17,559	15,022	10,746	10,267
TOTAL PERSONAL SERVICES		811,308	879,834	747,688	689,547	685,151	648,356
OPERATING EXPENDITURES							
533400	Other Contractual Services	4,938	2,650	0	985	100	0
533415	Janitorial Services	16,920	16,756	13,809	6,690	6,690	6,688
534000	Travel and Per Diem	593	460	0	810	810	837
534101	Telephone	3,206	3,005	2,374	2,500	2,370	2,370
534105	Cellular Telephone	5,528	4,282	2,511	2,680	2,715	2,575
534110	Internet Services	26	19	20	20	21	21
534120	Postage	145	217	209	150	150	150
534310	Electric	76,157	101,618	93,082	103,000	89,800	90,500
534320	Water/Sewer	6,938	9,339	11,342	9,400	10,960	10,960
534380	Trash Pickup/Hauling, Etc.	378	979	159	400	200	200
534420	Equipment Leases	262	280	0	200	0	100
534620	R & M-Vehicles	4,070	6,458	4,705	5,000	8,500	8,500
534630	R & M - Office Equipment	581	562	653	646	622	622
534640	R & M - Operating Equipment	23,200	26,522	18,741	14,000	18,000	20,000
534680	R & M - Irrigation Systems	7,005	5,426	4,724	4,000	4,000	3,500
534685	R & M - Grounds Maintenance	21,202	21,582	14,331	15,000	14,000	13,000
534686	R & M - Parks Facilities	28,590	15,292	17,680	15,000	17,000	17,500
534830	Special Event Expense	3,474	2,985	2,327	2,500	2,500	2,500
535200	Departmental Supplies	2,994	3,175	2,773	3,500	2,500	2,500
535210	Computer Supplies	401	0	1	0	76	80
535220	Cleaning Supplies	331	365	28	300	100	200
535221	Fertilizer/Chemical Supplies	12,706	12,995	10,846	12,000	12,000	12,000
535230	Small Tools and Equipment	9,444	4,799	1,719	2,500	2,500	2,500
535260	Gas and Oil	33,219	22,587	23,053	20,000	24,000	26,050
535270	Uniforms and Shoes	3,393	4,015	3,404	2,574	2,500	1,800
535275	Safety Equipment	1,351	883	765	600	500	500
535410	Dues and Memberships	435	773	655	385	823	823
535420	Books and Publications	90	90	0	0	0	0
535450	Training and Education	495	459	180	440	454	455
TOTAL OPERATING EXPENDITURES		268,072	268,573	230,091	225,280	223,891	226,931
CAPITAL OUTLAY							
606300	Improvements Other Than Bldgs	0	0	2,475	0		0
606400	Vehicles and Equipment	21,036	0	2,944	12,800	11,439	11,000
TOTAL CAPITAL OUTLAY		21,036	0	5,419	12,800	11,439	11,000
TOTAL PARKS & RECREATION DIVISION		1,100,416	1,148,407	983,198	927,627	920,481	886,287

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PUBLIC WORKS 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 2011 ACCOMPLISHMENTS

- ✓ Added new benches in the cemetery
- ✓ Completed information signs

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Quality of Life

- Continue placing benches in the cemetery and maintaining the grounds

City Goal: Governmental Efficiency

- Continue to provide care and maintenance to the Cemetery

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Cremaains, including niches	30	28	43	39	34
Burials	38	47	23	40	37
Acres of property maintained	9.34	9.34	9.34	9.34	9.34
Operating cost per acre maintained	\$20,466	\$18,198	\$13,169	\$6,682	\$16,649

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CEMETERY DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
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, bill 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%	

CEMETERY DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for the Cemetery is \$160,526. This compares to the 2010-2011 projected expenditures of \$104,016, an increase of \$56,510 or 54.3%.

	FY 07/08	FY 08/09	FY 09/10	Amended FY 10/11 Budget	Projected FY 10/11 Expenditures	Adopted FY 11/12 Budget	Difference
	Actual	Actual	Actual				
Personal Services	\$ 125,618	\$ 138,155	\$ 122,322	\$ 87,157	\$ 86,456	\$ 125,721	\$ 39,265
Operating Expenses	23,006	22,131	20,264	18,075	17,560	25,805	8,245
Capital Outlay	49,509	7,007	-	-	-	9,000	9,000
Total	\$ 198,133	\$ 167,293	\$ 142,586	\$ 105,232	\$ 104,016	\$ 160,526	\$ 56,510

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenditures

	Difference
1. Personal Services - Increase due to transfer of Maintenance position from Parks & Recreation and increase in health insurance premiums	\$ 39,265
2. Operating Expenses - Net increase mainly due contracted grounds maintenance	\$ 8,245
3. Capital Outlay - Replacement of mower	\$ 9,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CEMETERY DIVISION							Projected	Adopted
<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Expenditure</u>	<u>Budget</u>	
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>	
Cemetery Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	\$ 62,955	\$ 62,955	
Maintenance Worker I	23,580 / 53,000	22	1.00	0.00	1.00	0	24,811	
			2.00	1.00	2.00	\$ 62,955	\$ 87,766	
		Overtime				1,000	1,000	
		FICA Taxes				4,902	6,809	
		Clothing Allowance				120	240	
		Deferred Compensation				5,767	8,011	
		Group Health Insurance Premium				6,485	13,428	
		Dependant Health Ins Premium				3,444	6,132	
		Employee Assistance Program				23	46	
		Worker's Comp Insurance				1,760	2,289	
		Total Personal Services				\$ 86,456	\$ 125,721	

CAPITAL OUTLAY SCHEDULE

CEMETERY DIVISION						
<u>Description</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>TOTAL</u>
Skag's Riding Mower	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000
	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CEMETERY DIVISION

Code: 010059

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	84,720	95,284	85,152	62,955	62,955	87,766
511400	Overtime	957	1,095	601	1,000	1,000	1,000
512100	FICA Taxes	6,021	6,823	6,094	4,902	4,902	6,809
512215	Clothing Allowance	240	240	240	120	120	240
512225	Deferred Compensation	7,711	8,674	7,718	5,767	5,767	8,011
512301	Group Health Insurance Premium	13,553	13,984	12,282	6,485	6,485	13,428
512305	Dependant Health Ins Premium	6,985	7,195	5,976	3,444	3,444	6,132
512309	Employee Assistance Program	46	46	38	23	23	46
512400	Worker's Comp Insurance	5,385	4,814	4,221	2,461	1,760	2,289
TOTAL PERSONAL SERVICES		125,618	138,155	122,322	87,157	86,456	125,721
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	0	0	0	0	9,000
533415	Janitorial Services	3,000	2,960	2,084	255	255	255
534101	Telephone	1,377	1,387	1,526	1,500	1,615	1,615
534105	Cellular Telephones	391	299	480	550	560	700
534110	Internet Access	575	573	528	575	575	575
534310	Electric	1,827	2,105	1,836	1,950	1,855	1,855
534610	R & M - Buildings	812	555	143	0	0	200
534620	R & M-Vehicles	480	117	0	250	150	250
534640	R & M-Operating Equipment	2,484	2,769	3,093	2,500	2,500	2,500
534685	R & M - Grounds Maintenance	3,757	3,255	4,103	5,000	5,000	2,505
535200	Departmental Supplies	3,629	3,899	3,999	3,000	3,000	3,000
535210	Computer Supplies	0	441	0	150	100	150
535220	Cleaning Supplies	197	258	0	250	200	250
535230	Small Tools and Equipment	947	446	0	100	100	700
535260	Gas and Oil	2,336	1,536	1,558	1,300	1,300	1,550
535270	Uniforms and Shoes	582	695	715	695	350	500
535275	Safety Equipment	217	441	199	0	0	200
535410	Dues and Memberships	395	395	0	0	0	0
TOTAL OPERATING EXPENDITURES		23,006	22,131	20,264	18,075	17,560	25,805
CAPITAL OUTLAY							
606400	Vehicles and Equipment	49,509	7,007	0	0	0	9,000
TOTAL CAPITAL OUTLAY		49,509	7,007	0	0	0	9,000
TOTAL CEMETERY DIVISION		198,133	167,293	142,586	105,232	104,016	160,526

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PUBLIC WORKS FACILITIES MAINTENANCE DIVISION

The Facilities Maintenance Division is responsible for the maintenance and repair for all city buildings and facilities and the supervision of contractors/vendors to ensure contractual obligations are fulfilled. The division also provides miscellaneous janitorial services and support to all community activities as well as all departments such as moving office equipment and furniture.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Being proactive instead of reactive. Practiced more preventative maintenance
- ✓ Purchased products used regularly on sale or in bulk quantities for additional savings.
- ✓ Maintained a high standard of performance while working with less.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

- Remain proactive toward maintenance
- Look for new ways to save and be more efficient.
- Strive to maintain current standards of performance during hard times.

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Number of facility and sites maintained	44	44	53	53	55
Total square footage maintained	128,668	128,668	144,513	144,513	160,538
Total number of work orders completed	200	200	162	150	165
Cost per square foot maintained	\$2.05	\$2.14	\$1.63	\$1.53	\$1.48

PROGRAM BUDGET DESCRIPTION FOR THE FACILITIES MAINTENANCE DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
65.00%	59.00%	Property Maintenance - Provide continuous maintenance and repair to all City buildings and facilities. These maintenance and repair activities are in the following disciplines: Design/Construction, Electrical, Painting, Plumbing, Cabinetry, Carpentry, and General
20.00%	23.00%	Administration - Supervise City facility contractors to ensure contractual obligations enforced. Provide general administrative duties to ensure overall efficient operation of City owned facilities and the preparation of annual division budget.
15.00%	18.00%	General Services - Perform duties such as supporting community activities, moving offices furniture, and providing janitorial services for all City facilities
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for the Facilities Maintenance is \$234,608. This compares to the 2010-2011 projected expenditures of \$220,576, an increase of \$14,032 or 6.4%.

	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	Amended FY 10/11 Budget	Projected FY 10/11 Expenditures	Adopted FY 11/12 Budget	Difference
Personal Services	\$ 102,071	\$ 117,684	\$ 115,020	\$ 112,872	\$ 112,215	\$ 113,182	\$ 967
Operating Expenses	162,251	157,442	120,304	139,693	108,361	121,426	13,065
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 264,322	\$ 275,126	\$ 235,324	\$ 252,565	\$ 220,576	\$ 234,608	\$ 14,032

Fiscal Year 2011-2012 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-2011 Projected Expenditures	Difference
1. Personal Services - Due to increase in health insurance premiums	\$ 967
2. Operating Expenses - Mainly due to increase of repair & maintenance of buildings	\$ 13,065
3. Capital Outlay - No approved capital outlay for FY 2011-12	\$ -

PERSONAL SERVICES SCHEDULE

FACILITIES MAINTENANCE

<u>POSITION</u>	<u>PAY</u> RANGE	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected</u> Expenditure	<u>Adopted</u> Budget
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
Facilities Maintenance Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	\$ 47,697	\$ 47,697
Maintenance Worker II	25,063 / 56,331	24	1.00	1.00	1.00	26,236	26,236
			2.00	2.00	2.00	\$ 73,933	\$ 73,933
						6,500	6,500
						6,162	6,162
						120	120
						7,250	7,250
						12,658	13,318
						3,896	4,203
						46	46
						1,650	1,650
Total Personal Services						\$ 112,215	\$ 113,182

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

FACILITIES MAINTENANCE DIVISION

Code: 010056

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	63,794	75,482	74,317	73,933	73,933	73,933
511400	Overtime	8,624	7,767	6,805	6,500	6,500	6,500
512100	FICA Taxes	5,254	6,078	5,882	6,162	6,162	6,162
512215	Clothing Allowance	90	120	120	120	120	120
512225	Deferred Compensation	6,115	7,492	7,301	7,250	7,250	7,250
512301	Group Health Insurance Premium	11,162	13,865	13,848	12,658	12,658	13,318
512305	Dependant Health Ins Premium	3,586	3,707	4,092	3,896	3,896	4,203
512309	Employee Assistance Program	42	46	46	46	46	46
512400	Worker's Comp Insurance	3,404	3,127	2,609	2,307	1,650	1,650
TOTAL PERSONAL SERVICES		102,071	117,684	115,020	112,872	112,215	113,182
OPERATING EXPENDITURES							
533400	Other Contractual Services	24,220	24,749	18,215	21,000	21,000	21,500
533410	Environmental Services	0	0	0	0	25	0
533415	Janitorial Services	24,900	24,633	22,634	18,000	18,000	18,000
533420	Pest/Weed Control	3,218	3,233	3,291	3,800	3,800	3,800
534000	Travel and Per Diem	0	0	0	0	0	0
534101	Telephone	323	90	116	130	110	110
534105	Cellular Telephone	748	599	431	468	470	470
534110	Internet Services	21	19	20	20	21	21
534610	R & M - Buildings	84,197	79,563	49,178	70,000	40,000	50,000
534620	R & M-Vehicles	1,783	1,559	919	3,000	2,500	3,000
534630	R & M - Office Equipment	0	0	479	475	475	475
534640	R & M-Operating Equipment	716	409	271	500	500	500
535200	Departmental Supplies	2,416	2,795	2,219	2,100	2,400	2,500
535210	Computer Supplies	0	0	86	150	150	150
535220	Cleaning Supplies	10,695	12,215	12,856	12,000	11,000	12,000
535230	Small Tools and Equipment	2,104	1,607	1,662	1,800	1,700	1,800
535250	Building Supplies	1,917	1,984	3,325	2,000	2,000	2,000
535260	Gas and Oil	4,018	2,817	3,257	3,000	3,000	3,850
535270	Uniforms and Shoes	812	936	1,058	950	900	950
535275	Safety Equipment	163	234	287	300	300	300
535450	Training and Education	0	0	0	0	10	0
TOTAL OPERATING EXPENDITURES		162,251	157,442	120,304	139,693	108,361	121,426
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL FACILITIES MAINTENANCE		264,322	275,126	235,324	252,565	220,576	234,608

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

GENERAL FUND – NON-DEPARTMENTAL

This section of the budget includes costs not related to specific departmental service objectives or programs. The largest category of expenditures in this budget is for payments for general property and casualty liability insurance premiums, payment to the Riverfront Community Redevelopment Agency for tax increment revenue and general government utilities.

NON-DEPARTMENTAL BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Non-departmental is \$697,657. This compares to the 2010-2011 projected expenditures of \$511,915, An increase of \$185,742, or 36.28%.

	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	Amended FY 10-11 Budget	Projected FY 10-11 Expenditures	Adopted FY 11-12 Budget	Difference
Personal Services	\$ 1,268	\$ 22,687	\$ 20,040	\$ 15,000	\$ 22,000	\$ 139,436	\$ 117,436
Operating Expenses	770,508	688,026	602,525	537,107	489,915	497,221	7,306
Grants and Aids	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	61,000	61,000
Total	\$ 771,776	\$ 710,713	\$ 622,565	\$ 552,107	\$ 511,915	\$ 697,657	\$ 185,742

Fiscal Year 2011-2012 Adopted Budget:

Major Current Level Changes from

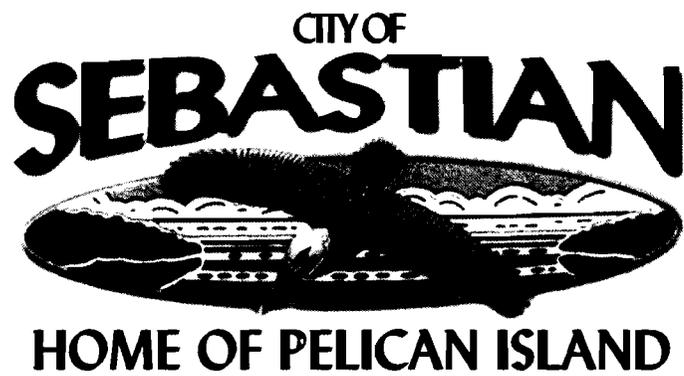
Fiscal Year 2010-2011 Projected Expenditures:

	Difference
1. Personal Services - Increased unemployment insurance and addition of Health Reimbursement Account	\$ 117,436
2. Operating Expenses - Net increase mainly due to Increased property insurance premiums	\$ 7,306
3. Grants and Aids - No grants and aids budgeted for FY 2011-2012	\$ -
4. Non-Operating Expenses - Sets aside expected savings from PBA contract changes.	\$ 61,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

NON-DEPARTMENTAL
Code: 010099

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
PERSONAL SERVICES							
512307	Health Reimbursement Account	0	0	0	0	0	109,436
512500	Unemployment	1,268	22,687	20,040	15,000	22,000	30,000
TOTAL PERSONAL SERVICES		1,268	22,687	20,040	15,000	22,000	139,436
OPERATING EXPENDITURES							
533100	Professional Services	0	540	0	0	0	0
533120	Consultants	53,185	6,178	0	15,200	15,200	0
533400	Other Contractual Services	0	0	2,120	0	1,425	500
533415	Janitorial	6,600	6,529	6,360	5,880	5,880	5,880
533425	Contract Mowing Services	25,375	30,595	29,943	25,000	30,000	25,000
534101	Telephone	5,633	6,161	6,472	6,500	6,750	6,750
534110	Internet Services	4,048	5,056	4,805	5,000	4,755	4,755
534120	Postage	7,663	2,642	6,626	0	185	185
534310	Electric	44,131	45,653	40,926	44,100	39,115	39,115
534320	Water/Sewer	6,579	5,593	6,345	6,800	4,140	4,140
534500	Insurance	258,834	233,686	202,372	215,000	165,000	215,000
534501	Claims	45,369	19,687	17,348	15,000	15,000	15,000
534630	R&M Office equipment	1,528	917	0	0	0	0
534700	Printing and Binding	10,256	4,984	5,035	0	0	0
534805	4th of July	18,412	18,250	18,500	17,750	18,500	18,500
534815	Paver Bricks	225	0	247	250	350	200
534825	Advertising Expenditures	2,882	1,978	2,128	1,600	4,330	2,396
534830	Special Events Expense	900	900	900	900	900	900
534835	Special Employee Events	2,757	3,007	2,028	2,000	1,902	2,000
534944	Supplies-PS Empl Exp Fund	430	2,157	2,486	1,000	1,500	1,500
534945	Supplies-General Empl Exp Fund	3,147	2,733	4,456	1,000	2,570	1,500
534955	Refunds	792	0	677	0	0	0
534980	Payment-Riverfront CRA Fund	250,499	273,888	223,426	155,427	153,900	133,975
535200	Departmental Supplies	1,672	1,551	1,082	1,000	1,300	1,050
535410	Dues and Memberships	2,451	258	2,381	1,200	2,371	2,375
535454	PBA Tuition Reimb Plan	928	587	1,407	1,000	383	1,000
535455	CWA Tuition Reimb Plan	1,297	0	0	1,000	0	1,000
535710	Non-Ad Valorem Tax	14,915	14,496	14,455	14,500	14,459	14,500
TOTAL OPERATING EXPENSES		770,508	688,026	602,525	537,107	489,915	497,221
GRANTS AND AIDS							
708199	Grants and Aids	0	0	0	0	0	0
TOTAL GRANTS AND AIDS		0	0	0	0	0	0
909901	Contingency - PBA Contract Savings	0	0	0	0	0	61,000
TOTAL NON-OPERATING		0	0	0	0	0	61,000
TOTAL NON-DEPARTMENTAL		771,776	710,713	622,565	552,107	511,915	697,657



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CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

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:

Local Option Gas Tax Fund (LOGT)	\$ 648,511
Discretionary Sales Tax Fund (DST)	2,390,391
Recreation Impact Fee Fund	185,000
Stormwater Utility Fund	938,623
Law Enforcement Forfeiture Fund	10,125
Riverfront Community Redevelopment Agency	<u>286,022</u>
TOTAL	<u><u>\$ 4,458,672</u></u>

Note that the Riverfront Community Redevelopment Agency (CRA) is a blended component unit. Its governing body is also the City Council and this results in its budget also being approved by the City Council acting as the CRA governing body.

CITY OF SEBASTIAN, FLORIDA 2011/2012 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.

High fuel costs and change in consumer driving patterns have contributed to the decline from prior year collections. The 2011-2012 allocation for the City of Sebastian is estimated at \$585,900. The estimate is based on trend analysis.

LOCAL OPTION GAS TAX FUND REVENUE

Code: 120010

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
TAXES							
312400	Local Option Gas Tax	601,390	593,776	595,746	610,000	585,900	585,900
TOTAL TAXES		601,390	593,776	595,746	610,000	585,900	585,900
MISCELLANEOUS REVENUE							
334492	FDOT Lighting Agreement	18,559	18,559	18,559	9,353	9,353	9,353
361100	Interest Income	18,508	1,110	2,992	3,168	1,500	1,500
361105	SBA Interest Earnings	16,239	2,868	1,294	1,000	1,500	1,500
TOTAL MISCELLANEOUS REVENUE		53,306	22,537	22,845	13,521	12,353	12,353
NON-REVENUE SOURCES							
384120	Paving Note Proceeds	0	0	2,462,000	0	0	0
389991	Appropriation From PY Fund Balance	0	143,938	0	1,477,988	1,367,183	50,258
TOTAL NON-REVENUE SOURCES		0	143,938	2,462,000	1,477,988	1,367,183	50,258
TOTAL LOCAL OPTION GAS TAX		654,696	760,251	3,080,591	2,101,509	1,965,436	648,511

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

LOCAL OPTION GAS TAX FUND EXPENDITURES

Code: 120051

Account Number Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
OPERATING EXPENDITURES						
533100 Professional Services	0	0	31,100	0	0	0
534315 Public Lighting	184,133	186,074	183,594	185,000	185,000	185,000
534695 Railroad Crossing Maintenance	4,719	43,223	41,231	0	4,719	4,719
535380 Signalization Supplies	16,885	15,170	18,599	15,000	18,000	18,000
TOTAL OPERATING EXPENDITURES	205,737	244,467	274,524	200,000	207,719	207,719
DEBT SERVICE						
707105 Principal - Paving Loan	233,644	243,995	1,137,190	168,000	168,000	176,000
707205 Interest - Paving Loan	66,356	56,005	51,152	96,463	96,463	89,792
707300 Other Debt Service Costs	0	0	68,618	0	0	0
TOTAL DEBT SERVICE	300,000	300,000	1,256,960	264,463	264,463	265,792
GRANTS AND AIDS						
820100 GoLine Grant	0	0	50,000	50,000	50,000	50,000
TOTAL GRANTS AND AIDS	0	0	50,000	50,000	50,000	50,000
NON-OPERATING						
909101 Trfr to General Fund 001	0	215,784	175,000	175,000	175,000	125,000
909133 Trfr to Transp Impr Fund 330	95,000	0	14,032	1,301,561	1,243,054	0
909990 Unappropriated	53,959	0	1,310,075	110,485	25,200	0
TOTAL NON-OPERATING	148,959	215,784	1,499,107	1,587,046	1,443,254	125,000
TOTAL LOCAL OPTION GAS TAX	654,696	760,251	3,080,591	2,101,509	1,965,436	648,511

CITY OF SEBASTIAN, FLORIDA 2011/2012 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, land acquisition for recreation or preservation, land improvement, and emergency vehicle purchases.

The FY 2011-2012 allocation for the City of Sebastian is estimated at \$2,356,000. The estimate is based on the trend analysis.

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

DISCRETIONARY SALES TAX FUND REVENUE

Code: 130010

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
TAXES							
312600	Discretionary Sales Tax	2,502,937	2,328,648	2,328,150	2,325,000	2,356,000	2,356,000
TOTAL TAXES		2,502,937	2,328,648	2,328,150	2,325,000	2,356,000	2,356,000
MISCELLANEOUS REVENUE							
361100	Interest Income	26,902	9,460	31,195	18,550	18,150	18,150
361105	SBA Interest Earnings	19,819	4,354	602	6,043	6,000	6,000
367000	Gain/Loss on Sale of Investment	0	0	(6,333)	0	0	
TOTAL MISCELLANEOUS REVENUE		46,721	13,814	25,464	24,593	24,150	24,150
NON-REVENUE SOURCES							
381330	Transfer from Fund 330	0	0	37,446	0	0	0
381360	Transfer from Fund 363	0	0	522,000	0	0	0
389991	Appropriation From PY Fund Balance	1,006,994	436,907	0	0	123,502	10,241
TOTAL NON-REVENUE SOURCES		1,006,994	436,907	559,446	0	123,502	10,241
TOTAL DISCRETIONARY SALES TAX		3,556,652	2,779,369	2,913,060	2,349,593	2,503,652	2,390,391

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

DISCRETIONARY SALES TAX FUND EXPENDITURES

Code: 130051

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
NON-OPERATING							
909123	Interfund Trfr to 230-Series 2003 DSF	1,164,036	2,251,783	1,162,586	997,557	984,268	997,391
909131	Trfr to Capital Projects Fund 310	525,709	361,786	181,838	376,500	441,110	185,000
909132	Trfr to CIP Fund 320	(32,788)	0	0	0	0	98,000
909133	Trfr to Transp Impr Fund 330	581,251	98,159	0	0	226,603	610,000
909136	Trfr to Stormwater Impr Fund 363	1,318,444	67,641	1,148,217	500,000	561,671	500,000
909145	Trfr to Fund 455 AP	0	0	0	290,000	290,000	0
909990	Unappropriated	0	0	420,419	185,536	0	0
TOTAL NON-OPERATING		3,556,652	2,779,369	2,913,060	2,349,593	2,503,652	2,390,391
TOTAL DISCRETIONARY SALES TAX		3,556,652	2,779,369	2,913,060	2,349,593	2,503,652	2,390,391

CITY OF SEBASTIAN, FLORIDA 2011/2012 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 Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	20,794	30,867	13,272	33,000	7,500	7,500
361105	SBA Interest Earnings	12,677	2,547	1,129	13,247	1,000	1,000
363270	Recreation Impact Fee	32,825	13,975	26,000	10,000	20,000	20,000
367000	Gain/Loss on Sale of Investment	0	0	(2,145)	0	0	0
TOTAL MISCELLANEOUS REVENUE		66,296	47,389	38,256	56,247	28,500	28,500
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	291,697	130,335	0	204,753	633,874	156,500
TOTAL NON-REVENUE SOURCES		291,697	130,335	0	204,753	633,874	156,500
TOTAL RECREATION IMPACT FEE		357,993	177,724	38,256	261,000	662,374	185,000

RECREATION IMPACT FEE FUND EXPENDITURES

Code: 160051

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
CAPITAL OUTLAY AND PROJECTS							
606300	Improvements Other Than Bldgs	6,897	0	0	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		6,897	0	0	0	0	0
NON-OPERATING							
909132	Transfer to CIP Fund 320	(148,904)	177,724	12,317	100,000	501,374	185,000
909133	Transfer to CIP Fund 330	500,000	0	(39)	161,000	161,000	0
909455	Transfer to CIF Fund 455 Airport	0	0	7,021	0	0	0
909990	Unappropriated	0	0	18,957	0	0	0
TOTAL NON-OPERATING		351,096	177,724	38,256	261,000	662,374	185,000
TOTAL RECREATION IMPACT FEE		357,993	177,724	38,256	261,000	662,374	185,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 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

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	10,340	424	608	14,000	2,450	2,450
361105	SBA Interest Earnings	34,686	14,048	2,077	12,344	800	800
361150	Other Interest	596	149	34	1,000	200	200
363630	Stormwater Utility Fee	810,944	807,971	819,859	850,000	815,000	815,000
367000	Gain/Loss on Sale of Investment	0	0	36,087	0	0	0
389991	Appropriation from prior year fund balance	149,569	216,349	198,640	410,260	272,304	120,173
TOTAL MISCELLANEOUS REVENUE		1,006,135	1,038,941	1,057,305	1,287,604	1,090,754	938,623
TOTAL STORMWATER UTILITY		1,006,135	1,038,941	1,057,305	1,287,604	1,090,754	938,623

STORMWATER UTILITY FUND EXPENDITURES

Code: 163051

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
OPERATING EXPENDITURES							
533100	Professional Services	86	88	97	100	100	100
533411	Permit Fees	0	7,988	0	0	0	0
534955	Refunds	0	718	0	0	0	0
TOTAL OPERATING EXPENDITURES		86	8,794	97	100	100	100
NON-OPERATING							
909101	Interfund Trfr to 001 - GF	500,000	512,500	500,000	500,000	500,000	500,000
909263	Interfund Trfr to Fund 263	506,049	501,860	476,221	438,877	438,857	438,523
909131	Interfund Trfr to CIP Fund 310	0	0	0	200,000	151,797	0
909363	Interfund Trfr to CIP Fund 363	0	15,787	80,987	148,627	0	0
TOTAL NON-OPERATING		1,006,049	1,030,147	1,057,208	1,287,504	1,090,654	938,523
TOTAL STORMWATER UTILITY		1,006,135	1,038,941	1,057,305	1,287,604	1,090,754	938,623

CITY OF SEBASTIAN, FLORIDA 2011/2012 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

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
FINES AND FORFEITS							
351200	Confiscated Property	19,114	29,527	19,533	8,000	8,000	8,000
TOTAL FINES AND FORFEITS		19,114	29,527	19,533	8,000	8,000	8,000
MISCELLANEOUS REVENUE							
361100	Interest Income	122	71	33	250	25	25
361105	SBA Interest Earnings	624	196	121	0	100	100
365000	Sale of Surplus	5,181	871	0	0	0	0
366000	Contributions and Donations	2,785	1,456	6,145	2,000	2,000	2,000
369900	Other Misc. Revenue	0	0	(258)	0	0	0
TOTAL MISCELLANEOUS REVENUE		8,712	2,594	6,041	2,250	2,125	2,125
TOTAL LAW ENFORCEMENT FORFEITURE		27,826	32,121	25,574	10,250	10,125	10,125

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES

Code: 190051

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	0	3,841	1,702	0	0	0
533400	Other Contractual Services	0	0	510	0	0	0
534966	D.A.R.E. Expenditures	0	992	1,791	0	1,260	0
534967	G.R.E.A.T. Expenditures	0	339	12	0	340	0
535380	Departmental Supplies	85	2,763	2,000	0	0	0
TOTAL OPERATING EXPENDITURES		85	4,094	6,015	0	1,600	0
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	22,115	0	0	5,881	0
TOTAL CAPITAL OUTLAY		0	22,115	0	0	5,881	0
NON-OPERATING							
909990	Unappropriated	27,741	5,912	19,559	10,250	2,644	10,125
TOTAL NON-OPERATING		27,741	5,912	19,559	10,250	2,644	10,125
TOTAL LAW ENFORCEMENT FORFEITURE		27,826	32,121	25,574	10,250	10,125	10,125

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY

City of Sebastian Community Redevelopment Agency was created by City Ordinance in 1995, pursuant to Section 163.387, Florida Statutes. The purpose of the Community Redevelopment Agency is the removal of blighted areas and the development of such areas, pursuant to the Community Redevelopment Act of 1969. All revenues and expenditures related to the City's Community Redevelopment Agency are included in this fund. A transfer is made to General Fund to offset the additional costs of providing enhanced maintenance of parks and medians

COMMUNITY REDEVELOPMENT AGENCY REVENUES

Code: 140010

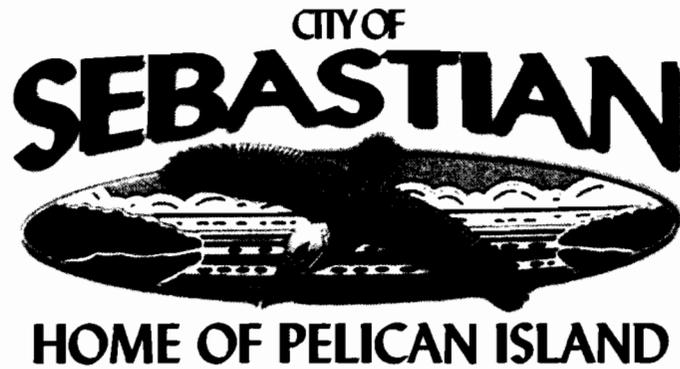
Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
TAXES							
338200	Tax Increment Revenue - Sebastian	250,499	273,888	223,426	155,427	153,900	133,975
338200	Tax Increment Revenue - Indian River Cty	252,885	251,236	206,304	143,515	143,720	125,091
TOTAL TAXES		503,384	525,124	429,730	298,942	297,620	259,066
MISCELLANEOUS REVENUE							
361100	Interest Income	5,454	288	1,924	440	4,000	4,000
361105	SBA Interest Earnings	5,436	1,702	1,131	1,000	650	650
369900	Other Miscellaneous Revenue	75	0	3,781	0	0	0
TOTAL MISCELLANEOUS REVENUE		10,965	1,990	6,836	1,440	4,650	4,650
NON-REVENUE SOURCES							
381330	Transfer from Capital Project Fund 330	0	668,590	0	0	0	0
389991	Fund Balance Carried Forward	339,562	0	2,858,920	110,345	183,657	22,306
TOTAL NON-REVENUE SOURCES		339,562	668,590	2,858,920	110,345	183,657	22,306
TOTAL RIVERFRONT REDEVELOPMENT		853,911	1,195,704	3,295,486	410,727	485,927	286,022

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES

Code: 140051

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08</u>	<u>FY 08/09</u>	<u>FY 09/10</u>	<u>Amended</u> <u>FY 10/11</u>	<u>FY 10/11</u>	<u>FY 11/12</u>
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Adopted</u> <u>Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	18,400	9,425	25,149	7,000	7,000	7,000
533201	Admin Svcs Provided by the GF	12,826	13,202	13,202	12,584	12,584	13,202
533400	Other Contractual Services	0	63,200	16,140	15,000	15,600	16,600
534120	Postage	0	35	0	0	0	0
534315	Public Lighting	13,743	14,728	15,186	14,850	15,500	15,500
534320	Water and Sewer	0	297	730	0	1,000	1,000
534400	Rents and Leases	0	0	3,326	0	0	0
534686	R&M-Park Facilities	0	3,849	888	2,500	2,500	2,500
534699	Other Capital Projects Maintenance Expense	0	0	3,541	0	12,600	11,982
534830	Special Events Expense	26,798	37,184	34,395	36,468	36,468	36,468
534920	Legal Ads	1,469	0	755	100	100	100
535200	Departmental Supplies	962	1,892	0	1,000	1,000	1,000
535410	Dues & Memberships	870	670	670	1,225	670	670
TOTAL OPERATING EXPENDITURES		75,068	144,482	113,982	90,727	105,022	106,022
CAPITAL OUTLAY AND PROJECTS							
606100	Land	0	0	2,308,392	0	0	0
606200	Buildings	0	0	784,000	0	0	0
606310	Improvements Other Than Building	0	0	4,024	0	0	0
606990	Infrastructure - Engineering	106,249	0	0	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		106,249	0	3,096,416	0	0	0
GRANTS AND AIDS							
820100	Façade/Sign Improvement Program	38,033	22,988	15,370	30,000	30,000	20,000
TOTAL GRANTS AND AIDS		38,033	22,988	15,370	30,000	30,000	20,000
NON-OPERATING							
909100	Interfund Trfr to General Fund 001	0	60,000	60,000	60,000	60,000	60,000
909132	Interfund Trfr to CIP Fund 320	15,000	0	9,829	230,000	277,405	0
909133	Interfund Trfr to CIP Fund 330	619,561	0	(111)	0	13,500	100,000
909990	Unappropriated	0	968,234	0	0	0	0
TOTAL NON-OPERATING		634,561	1,028,234	69,718	290,000	350,905	160,000
TOTAL RIVERFRONT REDEVELOPMENT		853,911	1,195,704	3,295,486	410,727	485,927	286,022



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CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of pledged funds that are legally restricted to pay the city's general government bonded debt obligations. These Debt Service Funds include the following:

- Discretionary Sales Surtax Revenue Bonds Debt Service Fund
- Stormwater Utility Revenue Bonds Debt Service Fund

The City currently has no plan for additional debt in the coming fiscal year. Detailed debt service payment schedules are located in the schedules section of this document.

CITY OF SEBASTIAN, FLORIDA 2011/2012 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. The outstanding debt for this fund will be \$6,215,000 as of September 30, 2011. The debt proceeds were used to construct the new city hall, the renovation of the old city hall, the expansion of the police department, and the friendship park.

DISCRETIONARY SALES SURTAX REVENUE BONDS DEBT SERVICE FUND REVENUE

Code: 230010

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	2,448	707	7,038	22,854	23,066	22,400
361105	SBA Interest Earnings	2,363	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		4,811	707	7,038	22,854	23,066	22,400
NON-REVENUE SOURCES							
381130	Interfund Trfr from 130 DST	1,164,036	2,251,783	1,162,586	997,557	984,268	997,391
389991	Appropriation from PY Fund Balance	0	0	0	0	12,245	2,542
TOTAL NON-REVENUE SOURCES		1,164,036	2,251,783	1,162,586	997,557	996,513	999,933
TOTAL DEBT SERVICE FUND		1,168,847	2,252,490	1,169,624	1,020,411	1,019,579	1,022,333

DISCRETIONARY SALES SURTAX REVENUE BONDS DEBT SERVICE EXPENDITURES

Code: 230051

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
OPERATING EXPENDITURES							
535205	Bank Charges	0	375	675	300	300	300
TOTAL OPERATING EXPENDITURES		0	375	675	300	300	300
DEBT SERVICE							
707130	Principal - DST Series 2003	700,000	720,000	745,000	765,000	765,000	795,000
707230	Interest - DST Series 2003	333,619	457,903	277,788	252,604	252,604	225,358
707300	Other Debt Service Costs	7,675	3,625	1,000	1,675	1,675	1,675
909990	Unappropriated	127,553	1,070,587	145,161	832	0	0
TOTAL DEBT SERVICE		1,168,847	2,252,115	1,168,949	1,020,111	1,019,279	1,022,033
TOTAL DEBT SERVICE FUND		1,168,847	2,252,490	1,169,624	1,020,411	1,019,579	1,022,333

CITY OF SEBASTIAN, FLORIDA 2011/2012 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. The outstanding debt for this fund will be \$3,785,000 as of September 30, 2011. The debt proceeds were used to improve the stormwater system according to the adopted stormwater mater plan. The improvement projects included Twin Ditch, Periwinkle Drive, Middle Stonecrop, and Collier Creek

STORMWATER UTILITY REVENUE BONDS DEBT SERVICE FUND REVENUE

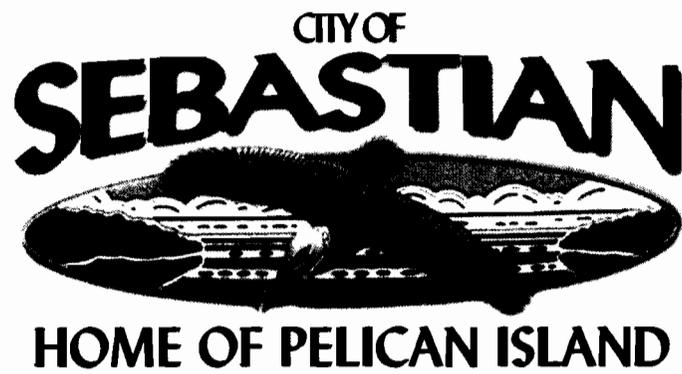
Code: 263010

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	716	101	455	1,122	1,123	1,100
361150	SBA Interest Earnings	318	(17)	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		1,034	84	455	1,122	1,123	1,100
NON-REVENUE SOURCES							
381163	Interfund Trfr from 163 SUF	506,049	501,860	476,221	438,877	438,857	438,523
389991	Appropriation from PY Fund Balance	0	0	0	0	0	500
TOTAL NON-REVENUE SOURCES		506,049	501,860	476,221	438,877	438,857	439,023
TOTAL DEBT SERVICE FUND		507,083	501,944	476,676	439,999	439,980	440,123

STORMWATER UTILITY REVENUE BONDS DEBT SERVICE FUND EXPENDITURES

Code: 263051

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
DEBT SERVICE							
707163	Principal - Stormwater Series 2003	245,000	255,000	260,000	270,000	270,000	280,000
707263	Interest - Stormwater Series 2003	191,873	185,135	177,485	169,036	169,036	159,248
707300	Other Debt Service Costs	4,875	875	875	875	875	875
909990	Unappropriated	65,335	60,934	37,861	88	69	0
TOTAL DEBT SERVICE		507,083	501,944	476,221	439,999	439,980	440,123
TOTAL DEBT SERVICE FUND		507,083	501,944	476,221	439,999	439,980	440,123



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CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

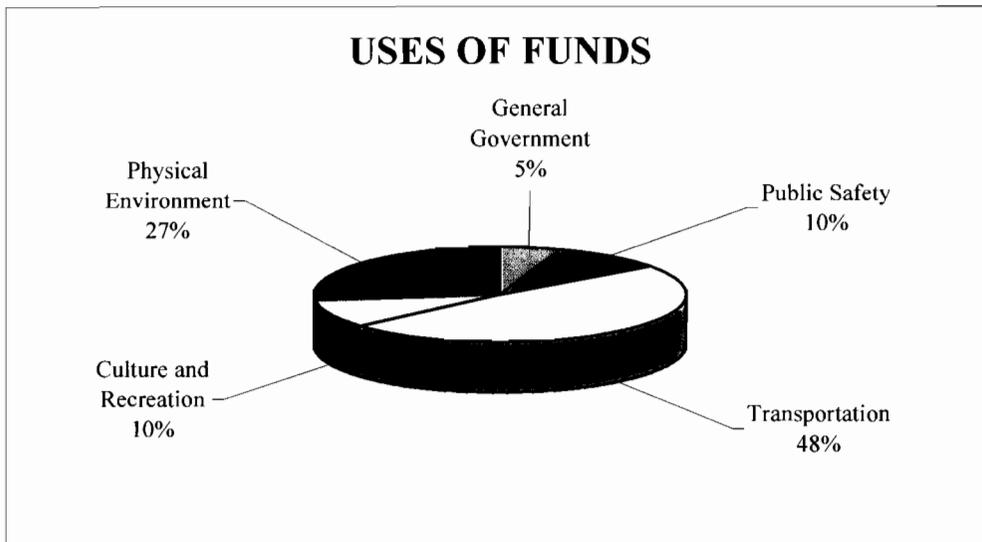
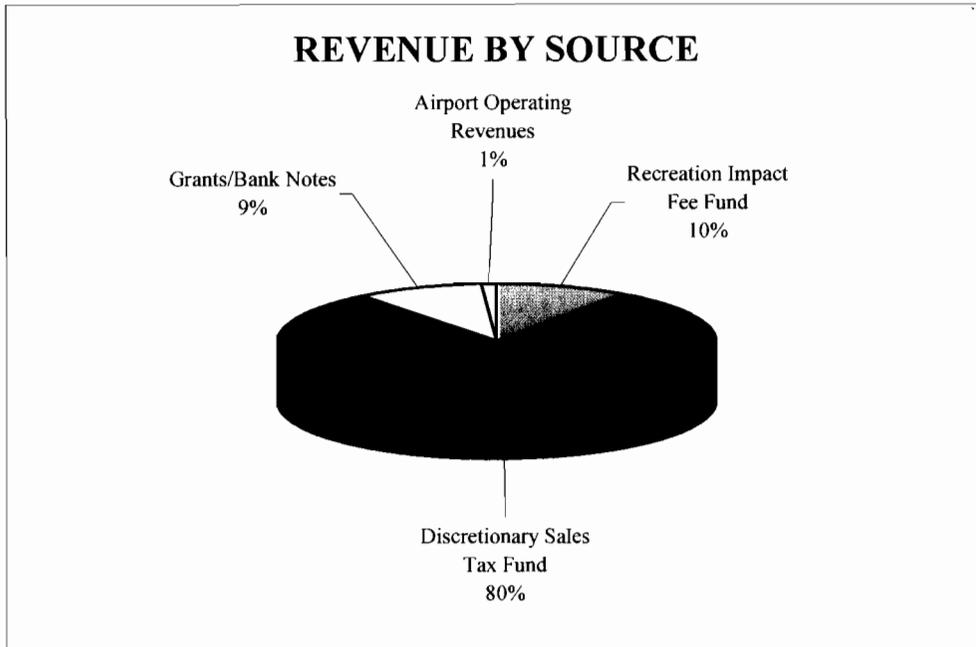
INTRODUCTION

Capital improvements include streets, buildings, building improvements, new parks, park expansions/improvements, airport runways, infrastructure improvements, and major, one-time acquisitions of equipment. Projects in the Capital Improvement Program generally cost more than \$50,000 and last at least five years. The capital project funds section consists of all capital improvement projects for Fiscal Year 2011-12.

The Capital Projects Funds include all of the City's "Pay as you go" and loan funded Capital Improvement Projects. Funding for the Fiscal Year 2011-12 projects is provided from Discretionary Sales Tax (DST), Recreation Impact Fees, Airport Operating Revenues and Grants. Project expenditures are accounted for in Capital Project Funds 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. Any projected operating costs associated with the Fiscal Year 2011-12 projects are programmed in the respected department/division's operating budget. The detail of the projected operating costs associated with each project can be found on the pages following the summary information. Some of the FY 2011-12 projects are either for replacement purposes or for infrastructure improvements, which do not require an increase in operational costs and may reduce maintenance expenditures. There are no significant savings or revenues expected to result from the Fiscal Year 2011-12 projects.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUND SOURCES AND USES OF FUNDS FOR FISCAL YEAR 2011 – 2012



CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUND REVENUES AND EXPENDITURES
FOR FISCAL YEAR 2011 – 2012

Recreation Impact Fee Fund	\$	185,000
Discretionary Sales Tax Fund		1,493,000
Grants/Bank Notes		177,500
Airport Operating Revenues		22,500
Total Capital Improvement Fund Revenues	\$	1,878,000

General Government	\$	98,000
Public Safety		185,000
Transportation		910,000
Culture and Recreation		185,000
Physical Environment		500,000
Total Capital Improvement Fund Expenditures	\$	1,878,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

CAPITAL IMPROVEMENT PROGRAM BY PROJECT AND FUNDING SOURCE

	<u>Local Option Gas Tax</u>	<u>DST</u>	<u>Recreation Impact Fees</u>	<u>Golf</u>	<u>Airport</u>	<u>Grants/ Bank Note</u>	<u>Riverfront CRA</u>	<u>Cemetery Trust Fund</u>	<u>Total</u>
<u>FISCAL YEAR 2011/2012</u>									
General Government									
Fleet Maintenance Equipment		\$ 23,000							\$ 23,000
Building Painting		\$ 75,000							\$ 75,000
Police Department									
Police Vehicle Replacement		\$ 185,000							\$ 185,000
Roads and Special Projects									
U.S. #1 Improvements		\$ 300,000							\$ 300,000
Gateway Enhancements		\$ 25,000							\$ 25,000
Presidential Streets		\$ 310,000							\$ 310,000
Parking Improvements		\$ 75,000							\$ 75,000
Parks & Recreation									
Mooring Fields			\$ 15,000						\$ 15,000
Blueway Signage Improvements			\$ 25,000						\$ 25,000
Baseball Field Drainage			\$ 50,000						\$ 50,000
Bleacher Shields			\$ 50,000						\$ 50,000
Creative Playground			\$ 30,000						\$ 30,000
Handicap Pier - Yacht Club			\$ 15,000						\$ 15,000
Stormwater									
1/4 Round Swale Rehab		\$ 500,000							\$ 500,000
Airport									
Runway 8/26 Survey & Rehabilitation					\$ 2,500	\$ 97,500			\$ 100,000
Maintenance Equipment					\$ 20,000	\$ 80,000			\$ 100,000
Total FY 2011/2012	\$ -	\$ 1,493,000	\$ 185,000	\$ -	\$ 22,500	\$ 177,500	\$ -	\$ -	\$ 1,878,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Project Name:	Fleet Maintenance Equipment	Project Description:
Funding Source:	Discretionary Sales Tax	Upgrade fuel pumps and purchase vehicle lift.
Justification:	The mechanical gas pumps are not able to pump the new blended ethanol fuels. This causes a reduction in the volume of gas that can be delivered and increases the costs per gallon.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$23,000	\$0	\$0	\$0	\$0	\$0	\$23,000
Operating Impact:						
\$0	-\$3,000	-\$3,000	-\$3,000	-\$3,000	-\$3,000	-\$15,000

Project Name:	Building Painting	Project Description:
Funding Source:	Discretionary Sales Tax	Repaint City Hall. Police Department and Old City Hall.
Justification:	This project is needed to improve the appearance of these buildings.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Police Vehicles	Project Description:
Funding Source:	Discretionary Sales Tax	11/12 - 3 patrol vehicles, 1 code enforcement vehicle and 1 crime scene van.
Justification:	Replace 5 older vehicles that have higher mileage and maintenance cost.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$185,000	\$250,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,635,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	U.S. Highway #1 Improvements	Project Description:
Funding Source:	Discretionary Sales Tax	Work to make improvements to U.S. Highway #1.
Justification:	This project was authorized by the City Council during FY 10-11 to improve traffic flow, parking and aesthetics along U.S. Highway #1.	

Project Costs:

<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Project Name:	Gateway Enhancements	Project Description:
Funding Source:	Riverfront Community	Improvements to the entrances to the CRA area.
Justification:	These improvements are intended to further define the CRA area.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Presidential Streets	Project Description:
Funding Source:	Discretionary Sales Tax	Work to reconstruct Washington, Cleveland and Martin Streets.
Justification:	These street are in need of reconstruction. It is also desirable to create additional parking where possible and add drainage, landscaping, benches and sidewalks. Due to the residential nature of Martin, work will only be to repair the base and resurface.	

Project Costs:

<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
\$310,000	\$0	\$0	\$0	\$0	\$0	\$310,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Parking Improvements	Project Description:
Funding Source:	Discretionary Sales Tax \$500,000, plus Riverfront Community Redevelopment Cash of \$250,000.	This would encompass improvements to the CavCorp property or other improvements identified in the Parking Study.
Justification:	Parking is a primary issue identified in the CRA Master Plan. The City Council has requested that this be given attention. Engineering would be done in FY 12-13, with construction in FY 12-13.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$75,000	\$750,000	\$0	\$0	\$0	\$0	\$825,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Mooring Fields	Project Description:
Funding Source:	Recreation Impact Fees	Design and engineering for placing mooring fields for boaters.

Justification: A mooring field is needed near the Main Street Pier to provide boaters a safe place to tie-up and access the amenities near downtown.

Project Costs:

<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Project Name:	Blueway Signage Improvements	Project Description:
Funding Source:	Recreation Impact Fees	Improvements to blueway/greenway signage.

Justification: The blueway/greenway corridors connect to numerous destinations and encourage non-vehicular transportation. Improvements to signage will make these corridors more attractive to the user.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Baseball Fields Drainage	Project Description:
Funding Source:	Recreation Impact Fees	Improvements to drainage.

Justification: This project will make improvements to drainage at the Barber Street Baseball Fields.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Bleacher Shields	Project Description:
Funding Source:	Recreation Impact Fees	Acquire bleacher shields.

Justification: This will fund the purchase of cover for attendees at events at the Barber Street Sports Complex.

Project Costs:

<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Creative Playground	Project Description:
Funding Source:	Recreation Impact Fees	Playground equipment at Barber Street Sports Complex.

Justification: This project will allow us to purchase playground equipment at the Barber Street Sports Complex. This is necessary because the current equipment has sharp edges and is a danger to the kids.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Operating Impact:						
\$250	\$250	\$250	\$250	\$250	\$250	\$1,500

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Project Name:	Handicap Pier - Yacht Club	Project Description:
Funding Source:	Recreation Impact Fees	Install handicapped floating dock at the Yacht Club Pier.
Justification:	This project will improve accessibility by the handicapped.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	1/4 Swale Improvements	Project Description:
Funding Source:	Discretionary Sales Tax	Installation of 1/4 round in swales.
Justification:	To continue the program of updating the drainage throughout the City.	

Project Costs:

<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Runway 8/26 Survey & Rehab.	Project Description:
Funding Source:	FDOT: \$2,500; Airport : \$2,500; FAA \$95K.	Runway 8/26 Improvements.
Justification:	Runway 8/26 identifying markings are marginally out of tolerance due to magnetic variation. Runway needs marking improvements. This is a 95% FAA, 2.5% FDOT and Airport match.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Operating Impact:						
\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500

Project Name:	Maintenance Equipment	Project Description:
Funding Source:	FDOT \$80K; Airport \$20K.	Purchase maintenance equipment through 80/20 FDOT Grant.
Justification:	Airport continues to have to share city maintenance equipment as needed. That practice disrupts City and Airport projects.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Operating Impact:						
\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 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, Greens Division, and Carts Division.

GOLF COURSE SUMMARY OF REVENUE / EXPENSES

<u>Description</u>	<u>FY 07/08</u> <u>Actual</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>Amended</u> <u>FY 10/11</u> <u>Budget</u>	<u>FY 10/11</u> <u>Projected</u>	<u>FY 11/12</u> <u>Adopted</u> <u>Budget</u>
Total Revenues	\$ 1,455,749	\$ 1,408,534	\$ 1,297,411	\$ 1,297,884	\$ 1,303,128	\$ 1,305,753
Total GC Administration Division	941,717	1,305,643	561,584	555,204	529,796	509,753
Total GC Greens Division	600,123	593,465	593,465	561,013	548,217	599,291
Total GC Carts Division	152,500	156,111	156,111	146,762	138,653	141,253
Total Expenses	<u>1,694,340</u>	<u>2,055,219</u>	<u>1,311,160</u>	<u>1,262,979</u>	<u>1,216,666</u>	<u>1,250,297</u>
Change in Unrestricted Reserves	\$ (238,591)	\$ (646,685)	\$ (13,749)	\$ 34,905	\$ 86,462	\$ 55,456

GOLF COURSE FUND REVENUE

Code: 410010

The Fiscal Year 2011-2012 adopted budget for Golf Course fund revenue is \$1,305,753. This compares to the 2010-2011 projected Golf Course fund revenue of \$1,303,128, an increase of \$2,625 or .2%.

<u>Description</u>	<u>FY 07-08</u> <u>Actual</u>	<u>FY 08-09</u> <u>Actual</u>	<u>FY 09-10</u> <u>Actual</u>	<u>Amended</u> <u>FY 10-11</u> <u>Budget</u>	<u>Projected</u> <u>FY 10-11</u> <u>Revenue</u>	<u>Adopted</u> <u>FY 11-12</u> <u>Budget</u>	<u>Difference</u>
Charges for services	\$1,438,233	\$1,406,933	\$1,291,296	\$1,297,484	\$1,303,048	\$1,305,653	\$ 2,605
Non-operating revenues	17,516	1,601	6,115	400	80	100	20
Total revenues	<u>\$1,455,749</u>	<u>\$1,408,534</u>	<u>\$1,297,411</u>	<u>\$1,297,884</u>	<u>\$1,303,128</u>	<u>\$1,305,753</u>	<u>\$ 2,625</u>

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from
2010-11 Projected Revenue

1. Charges for services - Increase mainly due to a projected increase in play.	\$ 2,605
2. Non-operating revenues - Increase due to anticipated increase in interest earnings in FY 11-12.	\$ 20

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

GOLF COURSE REVENUE

Code: 410010

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Amended Budget</u>	<u>FY 10/11 Dept Projected</u>	<u>FY 11/12 Adopted Budget</u>
CHARGES FOR SERVICES							
347501	Green Fees	523,161	529,583	477,049	480,000	480,000	481,500
347502	Cart Rentals	689,668	663,201	603,424	606,000	606,000	607,500
347510	Driving Range Fees	43,944	43,571	38,626	39,000	39,000	43,000
347512	Club Storage Fees	1,364	2,123	2,046	2,000	2,200	2,225
347513	Club Rentals Fees	2,146	2,073	1,796	1,900	2,100	2,100
347520	Initiation Fees	3,200	3,800	4,500	4,500	3,000	3,000
347521	Membership Fees	65,071	62,090	61,539	61,539	59,704	62,683
347522	Handicap Fees	5,850	6,000	5,620	5,560	5,150	5,200
347523	Resident Card Fees	41,750	38,100	36,370	36,400	31,620	33,525
347530	Non-Taxable Sales	69	108	52	75	60	60
347540	Pro Shop Sales	74,577	68,201	66,760	70,000	70,000	70,000
347541	Cost of Sales-Pro Shop	(50,637)	(46,975)	(44,143)	(45,500)	(31,000)	(40,000)
362100	Rents and Royalties	29,308	31,178	29,744	30,000	30,000	30,000
369900	Other Miscellaneous Revenues	3,149	0	2,512	1,500	1,500	1,500
369941	Sales Tax Commissions	360	360	360	360	360	360
369945	Pro Lesson Fees	5,266	3,264	5,020	4,000	3,000	3,000
369995	Cash Over/Short	(13)	256	21	150	354	0
TOTAL CHARGES FOR SERVICES		1,438,233	1,406,933	1,291,296	1,297,484	1,303,048	1,305,653
NON-OPERATING REVENUE							
361100	Interest Earnings	3,246	144	254	300	80	100
361105	SBA Interest Earnings	14,270	3,093	219	100	0	0
364100	Sale of Fixed Assets	0	0	987	0	0	0
365000	Sale of Surplus Mater/Scrap	0	22	0	0	0	0
367000	Gain/Loss on Sale of Investments	0	(1,658)	4,448	0	0	0
369400	Reimbursements	0	0	207	0	0	0
TOTAL NON-OPERATING REVENUE		17,516	1,601	6,115	400	80	100
TOTAL GOLF COURSE REVENUES		1,455,749	1,408,534	1,297,411	1,297,884	1,303,128	1,305,753
USE OF UNRESTRICTED RESERVES		238,591	646,685	13,749	0	0	0
TOTAL GOLF COURSE SOURCES		1,694,340	2,055,219	1,311,160	1,297,884	1,303,128	1,305,753

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION

Administration is responsible for the management of the entire golf course. This includes, but is not limited to: preparing and administering golf course budget; hiring, training and supervision of all employees; promoting the game of golf through lessons and clinics, tournaments and league play; golf shop operations including retail marketing; facility and clubhouse management including the restaurant, advertising and promotions; and golf course maintenance. This division handles all computer operations, monies, and reconciles and balances all cash operations, points of sale, tee times and the web site.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Hosted over 30 charities, corporate and / or special tournaments, provided donations, etc. to all of the charitable events.
- ✓ Good replay from numerous golf course patrons, especially patrons that participate in the numerous weekly leagues that are offered including the Wojo's Monday League, Men's and Women's Golf Associations, Business League, etc.
- ✓ Currently on track for over 53,000 rounds of golf and over 1.3 million in revenue.
- ✓ Throughout the year, donated numerous rounds of golf and golf course merchandise to charitable events and fundraisers throughout the county and state. By donating to worthy causes, SMGC provides key support to community endeavors.
- ✓ For the fourth consecutive year, represented SMGC at the 2011 Honda Classic (a PGA Tour event), where PGA Director of Golf, Greg Gardner, served as a Pace of Play Rules Official at the Pro-Am Competition.
- ✓ Organized, promoted and hosted the 2010 Sebastian Amateur and 2011 2-Person Team Championship, the two premiere golf tournaments for SMGC.
- ✓ Served as the home course for Sebastian River High School Boys & Girls golf teams and PGA Director of Golf, Greg Gardner was Head Coach for the boy's team.,
- ✓ Offered junior clinics & lessons throughout the year, concentrating on the summer months of June & July.

FISCAL YEAR 2012 GOALS & OBJECTIVES

- Strive for 62,000 rounds of golf and 1.6 million in revenue.
- Strive to instill in each golf course employee the importance of quality, unsurpassed customer service and the goals of "consider it done" and "whatever it takes" regarding such customer service.
- Continue to work closely with International Golf Maintenance, Inc., the golf course maintenance contractor, in order to produce the highest-quality golf course conditions possible. Always keeping lines of communication open with all maintenance workers.
- Continue to offer annual memberships, with goal of securing new members each year.
- Continue to offer a large variety of weekly leagues, which help ensure repeat play and increase rounds of golf among regular customers.
- Continue to offer a fully-stocked golf shop, with quality merchandise and competitive prices, fulfilling the needs of customers.
- Strive to introduce the game of golf (through a variety of clinics, golf lessons and other golf specials) to juniors, retirees and others in the community to ensure future and present growth of the game.
- Continue to be the official home course of the Sebastian River High School boys and girls golf teams.
- Strive to place constant attention to all facilities and grounds, which will help ensure that all areas are well-kept and presentable to the public.
- Continue to represent SMGC through volunteer opportunities, speaking engagements and other public-relation ventures.
- Strive to help community fundraisers and other charitable events, which will help SMGC be considered an integral part of the community.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERFORMANCE MEASUREMENT

SERVICE PROGRAM	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Number of Annual Fees Sold	97	95	96	105	100
Single Resident	41	39	38	44	42
Single Non-Resident	10	8	8	10	8
Family Resident	38	38	42	44	42
Family Non-Resident	8	10	8	10	8
Resident/Discount Cards	950	876	844	950	900
TOTAL ANNUAL FEES SOLD	1,047	971	940	1,163	1,000
Annual Fee Rounds	7,821	7,536	7,063	9,000	7,266
Daily Fee Rounds	46,163	45,668	42,435	50,000	44,743
TOTAL NUMBER OF ROUNDS PLAYED	53,114	53,204	49,498	59,000	52,009
Junior Golf Academy Attendees	100	75	90	100	100
Outside Tournaments	54	30	30	40	30
Sebastian Open Players	85	107	105	120	100

PROGRAM BUDGET DESCRIPTION FOR THE SEBASTIAN GOLF COURSE		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</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 - Provide for orderly starting of play, speed and flow of play, and prevention of free play and abuse to golf course grounds, to enhance 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 - Provide golf instruction, junior and adult clinics, 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 2011/2012 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Golf Course Administration is \$565,209. This compares to the 2010-2011 projected expenses of \$616,258, a decrease of \$51,049 or 8.3%.

	FY 07-08	FY 08-09	FY 09/10	Revised FY 10/11	Projected FY 10/11	Adopted FY 11/12	
	Actual	Actual	Actual	Budget	Expenses	Budget	Difference
Personal Services	\$ 286,222	\$ 271,669	\$ 256,725	\$ 258,394	\$ 228,474	\$ 204,525	\$ (23,949)
Operating Expenses	333,046	326,497	283,159	295,735	296,623	305,228	8,605
Capital Outlay	8,733	84,962	-	-	4,699	-	(4,699)
Debt Service	313,715	622,515	21,700	1,075	-	-	-
Contingency	-	-	-	34,905	86,462	55,456	(31,006)
Total	\$ 941,717	\$ 1,305,643	\$ 561,584	\$ 590,109	\$ 616,258	\$ 565,209	\$ (51,049)

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenses:

	Difference
1. Personal Services - Net decrease by not filling vacant position.	\$ (23,949)
2. Operating Expenses - Increase primarily due to an increase in repair and maintenance charges.	\$ 8,605
3. Capital Outlay - No approved capital outlay in FY 11-12 budget	\$ (4,699)
4. Debt Service - The final debt service was paid in FY 09/10.	\$ -
5. Contingency - Total revenue exceeds budgeted expenses by less than the prior year.	\$ (31,006)

PERSONAL SERVICES SCHEDULE

GOLF COURSE ADMINISTRATION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>F/T/E POSITION YEARS</u>			<u>Projected Expense 10-11</u>	<u>Adopted Budget 11-12</u>
			<u>09-10</u>	<u>10-11</u>	<u>11-12</u>		
Golf Course Director	46,541 / 97,308	78	1.00	1.00	1.00	\$ 77,269	\$ 77,269
Head Golf Professional	36,782 / 69,754	61	1.00	1.00	0.00	21,320	-
Head Cashier	26,545 / 69,662	26	1.00	1.00	1.00	41,956	41,956
Administrative Secretary (P/T)	12.76 / 28.68	26	0.00	0.00	0.00	-	-
Assistant Cashier (P/T)	9.23 / 20.76	15	1.00	1.00	1.00	24,000	24,000
Assistant Cashier (TEMP)			0.00	0.50	0.50	3,000	6,000
			4.00	4.50	3.50	\$ 167,545	\$ 149,225
Overtime						1,500	1,500
Lesson Bonus						1,500	1,500
FICA Taxes						13,085	11,913
Deferred Compensation						13,234	11,315
Group Health Insurance Premium						18,848	13,865
Dependant Health Ins Premium						10,435	10,339
Health Reimbursement Account						0	3,014
Employee Assistance Program						115	115
Worker's Comp Insurance						2,212	1,739
Unemployment Insurance						-	-
Total Personal Services						\$ 228,474	\$ 204,525

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION DIVISION

Code: 410110

Account <u>Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
PERSONAL SERVICES:							
511200	Regular Salaries	208,266	200,716	186,992	189,010	164,545	143,225
511300	Temporary Salaries	2,878	0	0	0	3,000	6,000
511400	Overtime	831	1,267	1,224	1,500	1,500	1,500
511500	Lesson Bonus	3,046	2,219	2,974	5,000	1,500	1,500
512100	FICA Taxes	14,748	14,757	14,213	14,957	13,085	11,913
512225	Deferred Compensation	14,498	15,282	15,174	15,436	13,234	11,315
512301	Group Health Insurance Premium	20,469	21,128	21,046	18,848	18,848	13,865
512305	Dependant Health Ins Premium	14,347	10,717	10,923	10,435	10,435	10,339
512307	Health Reimbursement Account	0	0	0	0	0	3,014
512309	Employee Assistance Program	125	121	115	115	115	115
512400	Worker's Comp Insurance	6,249	4,666	3,404	3,093	2,212	1,739
512500	Unemployment Insurance	0	0	47	0	0	0
512600	OPED Accrued Expense	765	796	613	0	0	0
TOTAL PERSONAL SERVICES		286,222	271,669	256,725	258,394	228,474	204,525
OPERATING EXPENSES:							
533100	Professional Services	1,075	2,911	1,752	2,200	2,048	2,048
533200	Audit Fees	1,938	2,450	3,274	2,947	2,947	2,710
533201	Admin Services provided by GF	50,036	49,509	54,460	59,906	59,906	65,897
533400	Other Contractual Services	0	0	148	0	80	100
533415	Janitorial Services	5,100	5,045	3,604	911	861	911
533420	Pest/Weed Control	634	648	248	250	168	168
533440	Electronic Security Services	426	422	427	444	518	518
534000	Travel and Per Diem	116	0	0	0	0	0
534101	Telephone	2,210	3,445	2,075	2,400	2,260	2,260
534105	Cellular Telephone	374	349	483	560	560	560
534110	Internet Access	405	488	680	494	495	495
534120	Postage	127	94	113	100	60	60
534310	Electric	35,315	27,580	23,871	25,700	32,150	32,120
534320	Water/Sewer	10,758	13,483	12,770	15,000	11,620	11,620
534445	Airport Property Lease	173,000	164,000	135,000	135,000	135,000	135,000
534500	Insurance	6,895	4,875	5,360	5,361	4,000	5,361
534610	R & M - Buildings	1,556	5,832	1,327	1,750	1,750	2,000
534630	R & M - Office Equipment	4,337	3,870	1,640	4,235	3,400	4,000
534845	Golf Course Promotions	252	203	293	250	150	0
534846	Golf Course Advertising	6,857	7,703	5,027	5,000	5,000	5,000
535200	Departmental Supplies	2,269	3,165	3,063	2,500	3,000	3,500
535205	Bank Charges	22,390	22,627	22,101	24,500	24,500	24,500
535210	Computer Supplies	1,054	895	80	750	500	750
535220	Cleaning Supplies	2,872	3,520	2,267	2,000	2,000	2,000
535250	Building Supplies	0	623	312	500	500	500
535270	Uniforms and Shoes	312	0	0	200	200	200
535410	Dues and Memberships	507	507	507	500	507	507
535710	Non-Ad Valorem Tax	2,231	2,253	2,277	2,277	2,443	2,443
TOTAL OPERATING EXPENSES		333,046	326,497	283,159	295,735	296,623	305,228
CAPITAL OUTLAY:							
606400	Vehicles and Equipment	8,733	84,962	0	0	4,699	0
TOTAL CAPITAL OUTLAY		8,733	84,962	0	0	4,699	0
DEBT SERVICE:							
707145	Principal - Golf Course	270,000	590,000	0	0	0	0
707245	Interest - Golf Course	43,215	32,015	20,125	0	0	0
707300	Other Debt Service Costs	500	500	1,575	1,075	0	0
TOTAL DEBT SERVICE		313,715	622,515	21,700	1,075	0	0
909901	Contingency	0	0	0	34,905	86,462	55,456
TOTAL NON-OPERATING EXPENSES		0	0	0	34,905	86,462	55,456
TOTAL GOLF COURSE ADMINISTRATION		941,717	1,305,643	561,584	590,109	616,258	565,209

CITY OF SEBASTIAN, FLORIDA 2011/2012 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, as well as create an excellent image and respectability among the golf course community throughout the State of Florida.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Monitored all golf course grounds with special emphasis on putting greens.
- ✓ Monitored maintenance and preventative maintenance techniques on all city-owned golf course equipment.
- ✓ Continued maintenance and minor improvements on irrigation system.
- ✓ Purchased two off-lease Toro green mowers, thus ensuring the quality of cut.
- ✓ Continued to provide new trees and plantings (at no cost or nominal cost) in areas that are deemed to be in high demand for trees, etc.
- ✓ Completed extensive Brazilian pepper removal project to an area about 4 acres in size, which created huge improvement to aesthetics and air-flow.
- ✓ Through mowing patterns, increased size of three of the smaller greens on the golf course.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

- Continue to monitor golf course grounds and surrounding areas.
- Strive for all golf course grounds to be visually and aesthetically pleasing.
- Strive to ensure putting greens are in the best possible shape and condition, including “green-speed” issues.
- Continue to maintain irrigation system and make repairs as needed. Also provide insight into planned irrigation improvements.
- Strive to monitor and track all equipment repairs to city-owned golf course maintenance equipment and continue to look into new, innovative and cost-effective methods of repairing equipment.
- Continue to meet with the Head Golf Course superintendent daily, express any issues or concerns and always keep lines of communication open with all golf maintenance employees.
- Explore innovative methods regarding equipment replacement, leases, golf course turf practices and irrigation improvements,
- Explore other golf course improvement subjects including green rebuild issues, types of turf, tee locations and other issues related to future improvements and renovations.

PERFORMANCE MEASURES

Performance Indicators	Actual FY 07/08	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Greens (Acres)	4	4	4	4	4
Tees (Acres)	5	5	5	5	5
Fairways (Acres)	35	35	35	35	35
Rough (Acres)	60	60	60	60	60
Sand Bunkers (Acres)	5	5	5	5	5
Lakes and Ponds (Linear Feet)	10,000	10,000	10,000	10,000	10,000
Non-Play Area (Acres)	18	18	18	18	18
Holes Maintained	18	18	18	18	18
Practice areas (acres total)	4	4	4	4	4

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE GOLF COURSE GREENS DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
75.00%	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.
25.00%	25.00%	Equipment Maintenance - Continue tracking equipment use and repair to insure proper maintenance and availability of equipment.
100.00%	100.00%	

GOLF COURSE GREENS DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Golf Course Greens Division is \$599,291. This compares to the 2010-2011 projected expenses of \$548,217, an increase of \$51,074 or 9.3%.

	FY 07-08	FY 08-09	FY 09-10	Amended FY 10-11	Projected FY10-11	Adopted FY 11-12	Difference
	Actual	Actual	Actual	Budget	Expenses	Budget	
Operating Expenses	\$ 579,511	\$ 591,975	\$ 539,987	\$ 561,013	\$ 548,217	\$ 574,291	\$ 26,074
Capital Outlay	20,612	1,490	22,500	-	-	25,000	25,000
Total	\$ 600,123	\$ 593,465	\$ 562,487	\$ 561,013	\$ 548,217	\$ 599,291	\$ 51,074

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenses:

1. Operating Expenses - Net increase mainly due to an increase in groundskeeping services.	\$ 26,074
2. Capital Outlay - Purchase off a greens mower is scheduled for FY 11-12.	\$ 25,000

CAPITAL OUTLAY SCHEDULE

GOLF COURSE GREENS DIVISION						
<u>Description</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>TOTAL</u>
Greens Mower	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Tractor	-	15,000	-	-	-	15,000
Carry-All II	-	7,000	-	-	-	7,000
Greens Mower	25,000					25,000
	\$ 25,000	\$ 22,000	\$ 25,000	\$ -	\$ -	\$ 72,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

GOLF COURSE GREENS DIVISION

Code: 410120

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
OPERATING EXPENSES							
533440	Electronic Security Services	612	493	521	549	582	600
533445	Groundskeeping Service	522,099	537,762	493,700	504,264	493,700	514,356
534310	Electric	18,884	22,221	17,510	21,000	17,385	17,385
534610	R & M - Buildings	1,083	2,365	1,385	1,602	1,600	2,000
534640	R & M-Operating Equipment	10,575	13,117	15,457	15,000	15,000	17,000
534680	R & M - Irrigation Systems	19,210	12,542	9,189	15,000	15,000	16,000
534685	R & M - Grounds Maintenance	4,636	797	1,656	2,898	4,000	6,000
535200	Departmental Supplies	2,209	2,496	522	500	800	750
535220	Cleaning Supplies	0	182	47	100	50	100
535230	Small Tools and Equipment	203	0	0	0	0	0
535250	Building Supplies	0	0	0	100	100	100
TOTAL OPERATING EXPENSES		579,511	591,975	539,987	561,013	548,217	574,291
CAPITAL OUTLAY							
606400	Vehicles and Equipment	20,612	1,490	22,500	0	0	25,000
TOTAL CAPITAL OUTLAY		20,612	1,490	22,500	0	0	25,000
TOTAL GREENS DIVISION		600,123	593,465	562,487	561,013	548,217	599,291

CITY OF SEBASTIAN, FLORIDA 2011/2012 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 2011 ACCOMPLISHMENTS

- ✓ Maintained fleet of 86 electric Club Car carts, 1 beverage cart, 1 ranger cart and 1 range cart.
- ✓ Maintained cart barn and all surrounding areas including starter's station, water station, cart wash & staging areas and driving range.
- ✓ Through a contract with an underwater diving company, provided a no-cost quality range ball for the driving range.
- ✓ Offered quality customer service, always willing to go the extra step to please our customers, thus ensuring repeat play.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

- Continue to offer quality, unsurpassed customer service.
- Continue to maintain golf cart fleet, with emphasis on battery and tire maintenance and overall cleanliness of golf cart.
- Continue to maintain and service the beverage, ranger and range carts.
- Continue to maintain driving range stations and offer a clean, quality range practice ball to our customers.
- Continue to maintain cart barn, water station, starter's station and cart wash & cart staging areas, so all of these areas are clean and presentable to the public and customers.

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Club Car Electric Golf Carts	86	86	86	86	86
Tires Maintained	352	352	352	356	352
Grease Fittings Maintained	508	508	534	534	534
Range Carts	1	1	1	1	1
Ranger Carts	1	1	1	1	1
Batteries Maintained	348	348	519	519	519
Beverage Carts	1	1	1	1	1

PROGRAM BUDGET DESCRIPTION FOR THE GOLF CART DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
30.00%	30.00%	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%	30.00%	Golf Course Facilities - Maintenance and care of Cart Barn, Driving Range, Water Station, and general area around Golf Shop and starter area.
40.00%	40.00%	Customer Service - Provide unsurpassed customer service to our members.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for Golf Course Carts Division is \$141,253. This compares to the 2010-2011 projected expenses of \$138,653, a increase of \$2,600 or 1.9%.

	FY 07-08	FY 08-09	FY 09-10	Amended FY 10-11	Projected FY 10-11	Adopted FY 11-12	
	Actual	Actual	Actual	Budget	Expenses	Budget	Difference
Personal Services	\$ 81,595	\$ 78,805	\$ 76,382	\$ 81,876	\$ 74,318	\$ 74,318	\$ -
Operating Expenses	66,292	72,693	64,257	64,886	64,335	64,435	100
Capital Outlay	4,613	4,613	-	-	-	2,500	2,500
Total	\$ 152,500	\$ 156,111	\$ 140,639	\$ 146,762	\$ 138,653	\$ 141,253	\$ 2,600

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenses:

	Difference
1. Personal Services - No changes.	\$ -
2. Operating Expenses - Minor change.	\$ 100
3. Capital Outlay - No Capital Outlay was approved in the FY 10-11 Budget.	\$ 2,500

PERSONAL SERVICES SCHEDULE

GOLF COURSE CART DIVISION

POSITION	PAY RANGE	GRADE	F/T/E POSITION			Projected Expense 10-11	Adopted Budget 11-12
			08-09	09-10	10-11		
Golf Course Attendant (1 P/T)	9.23 / 20.76	15	0.50	0.00	0.00	\$ -	\$ -
Cart Attendants (P/T)	7.25 / 13.09	9	3.00	3.00	3.00	35,000	35,000
Cart Attendants (TEMP)			3.50	3.50	3.50	32,000	32,000
			7.00	6.50	6.50		
						\$ 67,000	\$ 67,000
Overtime						1,100	1,100
FICA Taxes						5,210	5,210
Employee Assistance Program						138	138
Worker's Compensation						870	870
Total Personal Services						\$ 74,318	\$ 74,318

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION

Code: 410130

Account Number Description	FY 07/08 <u>Actual</u>	FY 08/09 <u>Actual</u>	FY 09/10 <u>Actual</u>	Amended FY 10/11 <u>Budget</u>	FY 10/11 <u>Projected</u>	FY 11/12 Adopted <u>Budget</u>
PERSONAL SERVICES						
511200 Regular Salaries	46,094	38,725	38,685	42,000	35,000	35,000
511300 Temporary Salaries	26,084	30,443	29,150	32,000	32,000	32,000
511400 Overtime	1,206	1,780	1,533	800	1,100	1,100
512100 FICA Taxes	5,471	5,604	5,287	5,722	5,210	5,210
512309 Employee Assistance Program	161	138	138	138	138	138
512400 Worker's Comp Insurance	2,579	2,115	1,589	1,216	870	870
TOTAL PERSONAL SERVICES	81,595	78,805	76,382	81,876	74,318	74,318
OPERATING EXPENSES						
534420 Equipment Leases	65,835	71,820	62,873	63,286	62,935	62,935
534610 R & M - Buildings	0	0	0	500	400	500
534640 R & M-Operating Equipment	222	683	739	500	500	500
535200 Departmental Supplies	58	190	460	300	300	300
535220 Cleaning Supplies	177	0	185	200	100	100
535230 Small Tools and Equipment	0	0	0	100	100	100
TOTAL OPERATING EXPENSES	66,292	72,693	64,257	64,886	64,335	64,435
CAPITAL OUTLAY						
606400 Vehicles and Equipment	4,613	4,613	0	0	0	2,500
TOTAL CAPITAL OUTLAY	4,613	4,613	0	0	0	2,500
TOTAL CARTS DIVISION	152,500	156,111	140,639	146,762	138,653	141,253

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

MUNICIPAL AIRPORT

City of Sebastian operates a 625 acre 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 revenue 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 the 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.

<u>Description</u>	<u>FY 07/08</u> <u>Actual</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>Amended</u> <u>FY 10/11</u> <u>Budget</u>	<u>FY 10/11</u> <u>Projected</u>	<u>FY 11/12</u> <u>Adopted</u> <u>Budget</u>
Total Revenues	\$ 390,077	\$ 372,768	\$ 409,481	\$ 365,855	\$ 395,958	\$ 424,241
Total Airport Administration	724,246	434,766	409,494	395,070	401,536	436,649
Change in Unrestricted Reserves	\$ (334,169)	\$ (61,998)	\$ (13)	\$ (29,215)	\$ (5,578)	\$ (12,408)

AIRPORT FUND REVENUE

Code: 450010

The Fiscal Year 2011-2012 adopted budget for Airport fund revenue is \$424,241. This compares to the 2010-2011 projected Airport fund revenue of \$395,958, an increase of \$28,283 or 7.1%.

<u>Description</u>	<u>FY 07-08</u> <u>Actual</u>	<u>FY 08-09</u> <u>Actual</u>	<u>FY 09-10</u> <u>Actual</u>	<u>Amended</u> <u>FY 10-11</u> <u>Budget</u>	<u>Projected</u> <u>FY 10-11</u> <u>Revenue</u>	<u>Adopted</u> <u>FY 11-12</u> <u>Budget</u>	<u>Difference</u>
Operating revenue	\$ 383,385	\$ 365,229	\$ 389,715	\$ 353,355	\$ 387,518	\$ 415,791	\$ 28,273
Non-operating revenues	6,692	7,539	19,766	12,500	8,440	8,450	10
Total revenues and other sources	\$ 390,077	\$ 372,768	\$ 409,481	\$ 365,855	\$ 395,958	\$ 424,241	\$ 28,283

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Increase is primarily due to added tenant rents.	\$ 28,273
2. Non-operating revenues - Small increase due to expected increase in interest earnings.	\$ 10

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

AIRPORT REVENUE

Code: 450010

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
OPERATING REVENUE							
344100	Fuel Sales	158,833	94,611	89,058	80,000	103,540	128,000
347541	Cost of Sales	(136,680)	(71,523)	(69,945)	(60,000)	(83,250)	(102,400)
362150	Nontaxable Rents	5,376	2,000	391	391	391	391
362100	Rents and Royalties	288,835	275,004	303,710	268,701	305,787	330,200
369900	Other Miscellaneous Revenues	66,840	64,933	66,256	64,000	61,000	59,300
369941	Sales Tax Commission	181	204	245	263	50	300
TOTAL OPERATING REVENUE		383,385	365,229	389,715	353,355	387,518	415,791
OTHER NON-OPERATING REVENUE:							
361100	Interest Earnings	678	806	(165)	500	40	50
361105	SBA Interest Earnings	2,089	0	0	0	0	0
364100	Sale of Fixed Assets	3,925	0	0	0	0	0
365000	Sale of Surplus Materials/Scrap	0	0	207	0	0	0
366000	Contributions & Donations	0	5,000	0	2,000	0	0
369400	Reimbursements	0	1,733	9,204	10,000	8,400	8,400
381455	Transfer from Fund 455	0	0	10,520	0	0	0
TOTAL OTHER NON-OPERATING REVENUE		6,692	7,539	19,766	12,500	8,440	8,450
TOTAL AIRPORT REVENUES		390,077	372,768	409,481	365,855	395,958	424,241
USE OF UNRESTRICTED RESERVES		334,169	61,998	13	29,215	5,578	12,408
TOTAL AIRPORT SOURCES		724,246	434,766	409,494	395,070	401,536	436,649

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

AIRPORT ADMINISTRATION

The Airport Director is responsible for Airport Operations to include maintenance of the entire property, FDOT compliance issues, Capital Improvement Programs, Economic Development, tenant relations, and project management.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Airport EAST access road project completed.
- ✓ Hangar 'B' project funded, designed and construction started.
- ✓ Secured Security Camera Upgrade grant.
- ✓ Continued pursuit of economic development opportunities.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

City Goal: Commitment to the Future

- Continue economic growth opportunities.
- Continue to pursue grant opportunities.
- Begin planning for Main Street Access road project.
- Begin planning for Taxiway C, D and E construction.

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/1010	Projected 2010/2011	Projected 2011/2012
Acres Available for Development	108	108	108	108	108
Airport Leasehold Revenues	\$288,835	\$275,005	\$303,710	\$268,701	\$289,500

PROGRAM BUDGET DESCRIPTION FOR THE AIRPORT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
25.00%	25.00%	<u>Compliance</u> - Conduct operations at the Airport in accordance with FAA and FDOT compliance.
25.00%	25.00%	<u>Capital Improvement Project Execution and Monitoring</u> - 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.
10.00%	10.00%	<u>Tenant and Public Relations</u> - 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.
40.00%	40.00%	<u>Airport Maintenance</u> - 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%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

AIRPORT ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2011-2012 adopted budget for the Municipal Airport is \$405,449. This compares to the 2010-2011 projected expenses of \$401,536, an increase of \$3,913 or .98%.

	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	Revised FY 10-11 Budget	Projected FY 10-11 Expenses	Adopted FY 11-12 Budget	Difference
Personal Services	\$ 234,405	\$ 245,949	\$ 233,677	\$ 230,275	\$ 228,953	\$ 236,970	\$ 8,017
Operating Expenses	171,137	151,992	153,106	156,245	164,033	159,929	(4,104)
Capital Outlay	318,705	20,170	9,001	-	-	22,500	22,500
Debt Service	-	8,550	8,550	8,550	8,550	17,250	8,700
Total	\$ 724,246	\$ 426,661	\$ 404,334	\$ 395,070	\$ 401,536	\$ 436,649	\$ 35,113

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenses:

	Difference
1. Personal Services - Increase due to longevity increase and higher group insurance projections.	\$ 8,017
2. Operating Expenses - Reductions due to lower charges for insurance, partially offset by increases in other accounts.	\$ (4,104)
3. Capital Outlay - Transfer to Construction Fund to match grants.	\$ 22,500
4. Non-Operating - Includes \$8,550 of interest on the \$285,000 advance from DST Funds and \$8,700 on the \$290,000.	\$ 8,700

PERSONAL SERVICES SCHEDULE

AIRPORT ADMINISTRATION

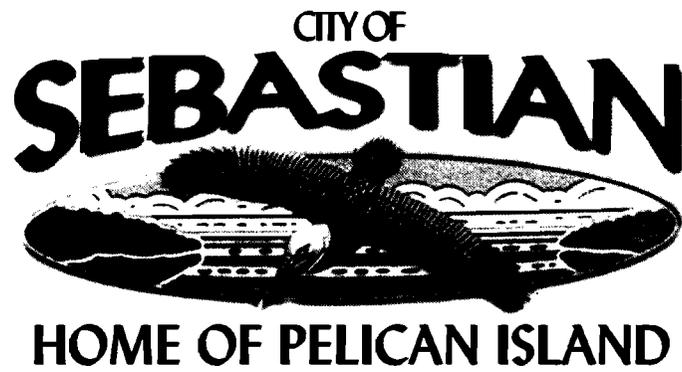
POSITION	PAY RANGE	GRADE	F/T/E POSITION YEARS			Projected Expense	Adopted Budget
			09-10	10-11	11-12	10-11	11-12
Airport Director	60,192 / 114,149	78	1.00	1.00	1.00	\$ 73,446	\$ 73,446
Airport Operations Specialist III	26,545 / 59,662	26	1.00	1.00	1.00	47,223	47,223
Airport Operations Specialist	23,581 / 53,000	22	1.00	1.00	1.00	46,760	49,124
			3.00	3.00	3.00		
						\$ 167,429	\$ 169,793
		Overtime				500	500
		FICA Taxes				12,865	13,046
		Clothing Allowance				240	240
		Deferred Compensation				15,135	15,348
		Group Health Insurance Premium				18,723	20,430
		Dependant Health Ins Premium				10,662	10,390
		Health Reimbursement Account				-	3,771
		Employee Assistance Program				69	69
		Worker's Comp Insurance				3,330	3,383
		Total Personal Services				\$ 228,953	\$ 236,970

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

AIRPORT ADMINISTRATION

Code: 450110

Account	FY 07/08	FY 08/09	FY 09/10	Amended FY 10/11	FY 10/11	FY 11/12
Number Description	Actual	Actual	Actual	Budget	Projected	Adopted Budget
PERSONAL SERVICES						
511200 Regular Salaries	175,698	174,863	172,550	167,429	167,429	169,793
511400 Overtime	377	186	1,087	500	500	500
512100 FICA Taxes	11,930	11,980	11,868	12,865	12,865	13,046
512215 Clothing Allowance	240	240	240	240	240	240
512225 Deferred Compensation	14,600	15,483	15,161	15,135	15,135	15,348
512301 Group Health Insurance Premium	16,140	21,149	21,074	18,723	18,723	20,430
512305 Dependant Health Ins Premium	7,744	14,847	13,185	10,662	10,662	10,390
512307 Health Reimbursement Account	0	0	0	0	0	3,771
512309 Employee Assistance Program	69	69	69	69	69	69
512400 Worker's Comp Insurance	5,916	5,374	4,431	4,652	3,330	3,383
512600 OPEB Accrued Expense	1,690	1,758	(5,988)	0	0	0
TOTAL PERSONAL SERVICES	234,405	245,949	233,677	230,275	228,953	236,970
OPERATING EXPENSES						
533200 Audit Fees	6,580	4,692	2,517	2,265	2,265	2,039
533201 Admin Services provided by GF	50,036	52,592	36,656	42,980	42,980	44,203
533400 Other Contractual Services	1,685	5,450	3,268	1,570	1,700	1,500
533415 Janitorial Services	4,500	4,308	5,461	4,600	4,482	4,582
533420 Pest/Weed Control/Mowing	2,598	800	600	1,200	300	1,000
534000 Travel and Per Diem	1,439	0	0	0	0	0
534101 Telephone	12,607	14,342	17,564	6,600	7,910	7,910
534105 Cellular Phone	1,191	968	888	1,020	1,035	1,035
534110 Internet Access	105	109	1,157	1,200	1,185	1,185
534120 Postage	285	239	299	360	350	250
534310 Electric	14,771	15,816	24,988	25,500	26,130	26,000
534312 Water/Sewer	1,309	944	1,511	1,250	2,025	2,025
534500 Insurance	18,368	13,129	13,715	25,000	19,435	20,000
534610 R & M Buildings	1,564	1,077	6,949	2,500	2,500	2,500
534620 R & M-Vehicles	2,117	2,840	2,455	2,000	2,150	2,250
534630 R & M-Office Equipment	1,076	584	18	1,000	1,000	500
534640 R & M-Operating Equipment	14,614	7,094	6,784	5,000	8,500	6,500
534681 R & M-Fencing	1,164	219	1,413	2,000	2,000	2,000
534685 R & M-Grounds Maintenance	1,646	1,323	2,025	1,500	1,500	1,750
534700 Printing and Binding	0	439	0	500	600	300
534825 Advertising Expenditures	1,906	1,874	2,878	3,500	3,680	4,000
535200 Departmental Supplies	2,427	1,269	603	1,000	1,050	1,000
535205 Bank Charges	4,488	2,610	2,406	2,000	2,400	3,000
535210 Computer Supplies	80	476	263	800	500	800
535230 Small Tools and Equipment	801	505	819	1,000	500	800
535260 Gas and Oil	11,506	6,864	6,762	8,000	10,000	11,000
535270 Uniforms & Shoes	532	790	628	600	500	500
535275 Safety Equipment	100	161	0	300	300	300
535410 Dues and Memberships	775	525	494	500	400	500
535450 Training and Education	110	75	20	0	0	0
535710 Non-Ad Valorem Tax	10,756	9,878	9,965	10,500	16,656	10,500
TOTAL OPERATING EXPENSES:	171,137	151,992	153,106	156,245	164,033	159,929
CAPITAL OUTLAY:						
606400 Vehicles and Equipment	0	8,105	5,160	0	0	0
TOTAL CAPITAL OUTLAY:	0	8,105	5,160	0	0	0
NON-OPERATING EXPENSES						
707246 Interest - DST Fund Advance	0	8,550	8,550	8,550	8,550	17,250
909545 Intrafund Trfr to AP Capital	318,705	20,170	9,001	0	0	22,500
TOTAL NON-OPERATING EXPENSES	318,705	28,720	17,551	8,550	8,550	39,750
TOTAL AIRPORT ADMINISTRATION	724,246	434,766	409,494	395,070	401,536	436,649



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CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

BUILDING DEPARTMENT

The Building Department is an enterprise operation of the City. The major source of revenue is building permit fees, which have substantially decreased with the slowdown in the housing market. Measures have been taken to minimize expenses but over the past few years, it has been necessary to use reserve balances in order to balance the annual budget for expenses. Fortunately, sufficient reserve balances had been accumulated before the slowdown to make this strategy possible and hopefully last until such time as building activity can once again support the expenses.

<u>Description</u>	<u>FY 07/08</u>	<u>FY 08/09</u>	<u>FY 09/10</u>	<u>Amended</u>	<u>FY 10/11</u>	<u>FY 11/12</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Adopted</u>
Total Revenues and Transfers	\$ 381,143	\$ 362,105	\$ 367,001	\$ 355,650	\$ 374,900	\$ 389,150
Total Expenses	594,039	521,535	484,694	465,740	462,304	413,059
Change in Unrestricted Reserves	\$ (212,896)	\$ (159,430)	\$ (117,693)	\$(110,090)	\$ (87,404)	\$ (23,909)

BUILDING DEPARTMENT REVENUE

Code: 480010

The Fiscal Year 2011-2012 adopted budget for the Building Department fund revenue is \$389,150. This compares to the 2010-2011 projected Building Department fund revenue of \$374,900, an increase of \$14,250 or 3.8%.

<u>Description</u>	<u>FY 07/08</u>	<u>FY 08/09</u>	<u>FY 09/10</u>	<u>Amended</u>	<u>Projected</u>	<u>Adopted</u>	<u>Difference</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>FY 10/11</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	
				<u>Budget</u>	<u>Revenue</u>	<u>Budget</u>	
Operating revenue	\$ 347,919	\$ 347,395	\$ 355,900	\$ 350,350	\$ 371,700	\$ 386,150	\$ 14,450
Non-operating revenues	33,224	14,710	11,101	5,300	3,200	3,000	(200)
Total revenues and other sources	\$ 381,143	\$ 362,105	\$ 367,001	\$ 355,650	\$ 374,900	\$ 389,150	\$ 14,250

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Projected increases in building permits and other permitting categories.	\$ 14,450
2. Non-operating revenues - Anticipating minor difference in investment income.	\$ (200)

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

BUILDING DEPARTMENT REVENUE

Code: 480010

<u>Account Number</u>	<u>Description</u>	<u>FY 07/08 Actual</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>Amended FY 10/11 Budget</u>	<u>FY 10/11 Projected</u>	<u>FY 11/12 Adopted Budget</u>
OPERATING REVENUE							
321000	Business Taxes	3,247	102,448	100,162	100,000	100,000	100,000
321100	Business Taxes - Penalties/Transfers	604	3,535	2,860	3,500	4,500	4,000
321050	Contractor License	19,150	17,214	15,888	17,000	17,000	17,000
321150	Contractor License - Penalties	2,147	5,525	2,931	2,000	2,000	2,300
322050	Building Permits	199,091	133,196	119,800	88,900	120,000	130,000
322055	Roofing Permits	0	0	11,578	13,000	16,000	16,500
322060	Driveway Permits	100	0	0	0	0	0
322065	Alumimum Structure	0	0	0	9,500	7,200	7,500
322070	Shed Permits	0	0	0	5,500	4,000	4,000
322075	Reinspection Fees	8,755	5,232	7,403	7,000	4,000	4,500
322100	Land Clearing Permits	3,090	2,655	2,380	5,100	6,000	6,000
322150	Tree Removal Permits	3,415	2,650	2,475	0	0	0
322200	Electrical Permits	15,533	10,285	9,816	10,300	12,500	13,000
322225	Plumbing Permits	10,904	6,958	8,225	10,250	11,000	11,250
322230	Pool Permits	0	0	0	11,000	6,200	6,500
322240	Solar Permits	0	0	0	5,500	2,400	2,500
322250	Mechanical Permits	24,315	17,876	24,621	20,000	20,000	22,000
322300	Fencing Permits	11,442	8,825	11,166	9,000	11,500	11,500
322400	Irrigation Permits	1,350	525	575	0	0	0
322500	Sign Permits	4,315	3,615	4,176	2,800	3,500	3,200
322600	Expired Permit Fee	11,800	6,089	4,658	6,500	1,300	1,400
329400	Plan Checking Fees	16,310	9,209	13,486	16,000	15,500	16,000
341920	Cert. Copying/Record Research	411	349	735	500	600	500
347556	County Facility Admin Fee	11,890	2,324	2,210	3,000	3,000	3,000
359000	Other Fines and Forfeitures	50	8,885	10,755	4,000	3,500	3,500
TOTAL OPERATING REVENUE		347,919	347,395	355,900	350,350	371,700	386,150
OTHER NON-OPERATING REVENUE:							
361100	Interest Income	21,599	23,381	5,714	4,200	1,200	1,200
361105	SBA Interest Earnings	12,354	1,739	1,080	800	1,200	1,000
367000	Gain/Loss on Investment	0	-21,961	3,944	0	0	0
369400	Reimbursements	0	1,542	0	0	0	0
369900	Other Miscellaneous Revenue	760	10,009	363	300	800	800
369998	Prior Year Refunds	-1,489	0	0	0	0	0
TOTAL OTHER NON-OPERATING REVENUE		33,224	14,710	11,101	5,300	3,200	3,000
TOTAL BUILDING DEPARTMENT REVENUES		381,143	362,105	367,001	355,650	374,900	389,150
USE OF UNRESTRICTED RESERVES		212,896	159,430	117,693	110,090	87,404	23,909
TOTAL BUILDING DEPARTMENT SOURCES		594,039	521,535	484,694	465,740	462,304	413,059

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

The Building Department effectively and progressively promotes and provides professional plans review, permitting and inspection of building construction to ensure a safe built environment for the City of Sebastian. This is facilitated through the intake of permit requests for building and land improvements. The permit application and plans are tracked through plan review, fees are calculated and permits are issued when plans are fully approved. Field inspections are scheduled, performed and recorded daily. Upon completion of inspections, a Certificate of Occupancy is issued. The Building Department enforces all state and local codes that pertain to the construction industry.

Contractor licensing, checks and administers the registration of licensed contractors who work in the City of Sebastian. Licensees are sent annual renewal notices. Returned renewal notices are processed and licensees are sent new registrations.

Business tax receipts, checks and administers business tax receipt requests for those who conduct business in the City of Sebastian. Business owners are sent annual renewal notices. Returned renewal notices are processed and new Business Tax Receipts are sent to business owners.

FISCAL YEAR 2011 ACCOMPLISHMENTS

- ✓ Maintained timeliness and delivery of permitting services with a turn around time of 10 days or less.
- ✓ Continuing education was provided to meet minimum state licensing requirements. Customer service training is on going.
- ✓ Brought forth an Ordinance change that was approved by City Council whereby Chapter 46 of the City Code of Ordinances entitled "Floods" was repealed and replaced with new language relating to flood damage prevention in accordance with a model ordinance provided by Florida Division of Emergency Management.
- ✓ Continued to enforce state laws and city ordinances regarding unlicensed contracting and construction. Citations were written when necessary, several cases came before the City's Special Magistrate for resolution.
- ✓ Continually contacting permit holders with expired permits. Final inspections are scheduled and performed accordingly to close out old permits.
- ✓ Building permit and licensing documents are continually scanned into laserfiche for permanent record keeping.

FISCAL YEAR 2012 GOALS AND OBJECTIVES

- Continue to maintain timeliness and delivery of permitting services with a turn around time of 10 days or less.
- Provide on going customer service training and continuing education to satisfy minimum state licensing requirements.
- Review Chapter 26 of the City Code of Ordinances to bring forth modifications to certain code section that would bring them up to current standards.
- Continue to enforce state laws and city ordinances related to construction and unlicensed contractor activity.
- Continue to scan permitting and licensing documents into laserfiche for permanent record keeping.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Projected 2010/2011	Projected 2011/2012
Residential permits issued	58	38	83	82	85
Commercial permits issued	39	36	38	55	50
Other permits issued	1,864	1,575	1,711	1,600	1,650
Total number of inspections	6,458	5,020	5,123	4,800	5,000
Total number of reinspections	704	652	568	400	400
Number of Professional licenses processed	600	462	484	490	480
Expired permits processed	175	88	75	40	35
Business Tax Receipts processed and issued	1450	1358	1252	1265	1260
Building permits turn around time (working days)	12	10	10	10	10

PROGRAM BUDGET DESCRIPTION FOR THE BUILDING DEPARTMENT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>10/11</i>	<i>11/12</i>	
8.00%	8.00%	Administration - The Director supervises the enforcement of all Florida Building Codes, including Sebastian City and Land Development Codes related to construction. Courtesy inspections are performed as needed. Reviews commercial plan review and projects that include Mechanical, Electrical or Plumbing details. Approval of all department expenditures and prepares the annual budget.
25.00%	25.00%	Permitting - Accepts permit applications, calculates fees, issuance of permits, scheduling of inspections, closing out permits when completed, prepares certificates of occupancy for signature, and answers questions concerning building permits.
15.00%	15.00%	Plan Review - Performs plan review of all permit applications and building plans for code approval, including structural, electrical, plumbing and mechanical. Also includes the review of all zoning on residential building applications. Answers code questions for builders and general public related to plan review.
40.00%	40.00%	Building and Alteration Inspection - On-site inspections for commercial and residential, including structural, electrical, plumbing, and mechanical. Post inspections into computer database daily. Answer code questions for builders and general public related to inspections.
3.00%	3.00%	Contractor Licensing - Accepts contractor license application for registration and calculates fees. Review applicants for applicable insurance and workman's comp. coverages. Review letters of reciprocity. Process annual re-newal notices and issues new registrations. Check permit applications for properly licensed and insured contractors.
5.00%	5.00%	Business Tax Receipts - Accepts applications for Business Tax Receipt from business owners. Reviews applications for acceptance. Verify professional licenses and fictitious/corporation names. Process annual re-newal notices and issues new Business Tax Receipts.
2.00%	2.00%	Following up on expired permits and unsafe structures.
2.00%	2.00%	Scanning plans to laserfiche for permanent record keeping
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

The Fiscal Year 2011-2012 adopted budget for the Building Department is \$413,059. This compares to the projected FY 2010-2011 expenses of \$462,304, a decrease of \$49,245 or 10.7%.

	FY 07/08	FY 08/09	FY 09/10	Amended FY 10/11	Projected FY 10/11	Adopted FY 11/12	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 436,604	\$ 403,746	\$ 375,457	\$ 367,626	\$ 366,243	\$ 322,000	\$ (44,243)
Operating Expenses	157,435	117,789	109,237	98,114	96,061	91,059	(5,002)
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 594,039	\$ 521,535	\$ 484,694	\$ 465,740	\$ 462,304	\$ 413,059	\$ (49,245)

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenses

	Difference
1. Personal Services - Net decrease due to elimination of one position	\$ (44,243)
2. Operating Expenses - Decrease mainly due to reduction in Administrative Services provided by General Fund.	\$ (5,002)
3. Capital Outlay - There is no capital outlay requested.	\$ -

BUILDING 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>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>10-11</u>	<u>11-12</u>
			Building Official	60,192 / 114,149	78	1.00	1.00
Chief Inspector	43,030 / 85,683	44	1.00	1.00	1.00	51,057	51,057
Plans Examiner	43,030 / 85,683	44	1.00	1.00	1.00	64,878	64,878
Administrative Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	36,750	-
Local Business Tax Specialist	26,545 / 59,662	26	1.00	1.00	1.00	46,267	46,267
			5.00	5.00	5.00		
TOTAL SALARIES						\$ 280,793	\$ 244,043
Overtime						-	-
FICA Taxes						21,499	18,688
Clothing Allowance						240	240
Deferred Compensation						25,293	21,986
Group Health Insurance Premium						28,303	23,219
Dependant Health Ins Premium						6,393	6,414
Health Reimbursement Account						-	3,771
Employee Assistance Program						115	92
Worker's Comp Insurance						3,607	3,547
Unemployment Insurance						-	-
Total Personal Services						\$ 366,243	\$ 322,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

BUILDING DEPARTMENT

Code: 480110

Account Number	Description	FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	Amended FY 10/11 Budget	FY 10/11 Projected	FY 11/12 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	307,698	303,035	285,883	280,747	280,793	244,043
511400	Overtime	2,256	47	76	0	0	0
512100	FICA Taxes	22,716	21,619	21,189	21,496	21,499	18,688
512215	Clothing Allowance	360	240	240	240	240	240
512225	Deferred Compensation	27,508	25,891	25,366	25,289	25,293	21,986
512301	Group Health Insurance Premium	31,404	29,851	30,155	28,303	28,303	23,219
512305	Dependant Health Ins Premium	9,978	6,752	6,692	6,393	6,393	6,414
512307	Health Reimbursement Account	0	0	0	0	0	3,771
512309	Employee Assistance Program	134	115	115	115	115	92
512400	Worker's Comp Insurance	14,267	8,688	7,161	5,043	3,607	3,547
512500	Unemployment Compensation	18,425	6,325	4,675	0	0	0
512600	OPED Accrued Expense	1,137	1,183	(6,095)	0	0	0
512602	Termination Health Benefits	721	0	0	0	0	0
TOTAL PERSONAL SERVICES		436,604	403,746	375,457	367,626	366,243	322,000
OPERATING EXPENSES							
533200	Audit Fees	1,307	815	1,099	989	989	897
533201	Administrative Services Provided by GF	83,394	84,089	75,680	68,112	68,112	61,301
533400	Other Contractual Services	15,977	0	67	0	0	0
534000	Travel and Per Diem	1,186	380	643	465	560	550
534101	Telephone	1,841	1,688	1,505	1,600	1,430	1,430
534105	Cellular Telephone	1,803	1,337	1,081	1,000	1,090	1,090
534110	Internet Services	674	728	742	743	742	742
534120	Postage	1,481	1,917	2,122	2,000	1,885	1,885
534310	Electric	3,841	3,892	3,435	3,700	3,200	3,200
534320	Water / Sewer	270	265	186	170	264	264
534400	Rents and Leases	18,750	0	0	0	0	0
534500	Insurance	10,543	9,650	8,685	5,000	3,364	5,000
534620	R & M-Vehicles	2,016	1,171	876	1,200	2,350	1,200
534630	R & M - Office Equipment	3,486	3,848	4,594	4,835	4,300	4,300
535200	Departmental Supplies	2,929	1,708	1,193	1,400	900	1,100
535210	Computer Supplies	68	382	897	800	800	800
535230	Small Tools and Equipment	42	232	48	150	50	100
535260	Gas and Oil	4,568	4,032	4,663	4,000	4,500	4,800
535270	Uniforms and Shoes	427	0	239	250	100	250
535275	Safety Equipment	0	0	0	100	50	75
535410	Dues and Memberships	435	345	480	400	375	375
535420	Books and Publications	1,094	420	202	400	250	900
535450	Training and Education	1,302	890	800	800	750	800
TOTAL OPERATING EXPENSES		157,435	117,789	109,237	98,114	96,061	91,059
TOTAL BUILDING DEPARTMENT		594,039	521,535	484,694	465,740	462,304	413,059

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROGRAM

City of Sebastian's adopted financial policies requires the City to coordinate the development of the Capital Improvement Program with the development of the strategic plan and operating budget, as well as ensuring compliance with the Comprehensive Plan Capital Improvement Element. Operating expenditures and revenues associated with new capital improvements will be projected and included in the Capital Improvement Program Five-Year Forecast. The Capital Improvement Program is updated and approved by the City Council annually and encompasses a period of six years.

What are Capital Improvements?

Capital improvements include streets, buildings, building improvements, new parks, park expansions/improvements, airport runways, infrastructure improvements, and major, one-time acquisitions of equipment. Projects in the Capital Improvement Program generally cost more than \$50,000 and last at least five years.

Policies Used in Developing the Capital Improvement Program

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).

1. 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.
2. 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.
3. The City shall make all capital improvements in accordance with an adopted Capital Improvement Program budget.
4. 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.

Following is a six-year Capital Improvement Program (CIP) Project Schedule for each requesting department/division. In addition to the Golf Course and Airport Fund (AP), the CIP also includes projects funded by the Local Option Gas Tax (LOGT), Discretionary Sales Tax (DST), Recreation Impact Fee (RIF), Cemetery Trust Fund, developer contribution, debt financing, as well as State and Federal Grants. Also included is the Riverfront CRA. The CIP is intended to be a complete listing of projects needed for replacement or improvement of the City's major equipment, facilities, roadways, and structures. Although, potential funding has been identified, changes may be made in conjunction with alternative sources as they become available or adjustments become necessary due to reductions in projected revenues. The timing of projects identified may also be altered from year to year to meet changing circumstances.

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

List of Projects	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	Total
General Government							
Fleet Maintenance Equipment	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000
Building Painting	75,000	-	-	-	-	-	75,000
Police Department							
Police Vehicle Replacement	185,000	250,000	300,000	300,000	300,000	300,000	1,635,000
Roads and Special Projects							
U.S. #1 Improvements	300,000	-	-	-	-	-	300,000
Gateway Enhancements	25,000	-	-	-	-	-	25,000
Presidential Streets	310,000	-	-	-	-	-	310,000
Parking Improvements	75,000	750,000	-	-	-	-	825,000
512 Median Landscaping	-	-	500,000	-	-	-	500,000
Barber Street Bridge Repairs	-	-	-	500,000	-	-	500,000
Street Repaving	-	-	-	-	100,000	150,000	250,000
Schumann & Barber Intersection	-	-	-	-	-	1,500,000	1,500,000
Parks & Recreation							
Morning Fields	15,000	-	-	-	-	-	15,000
Blueway Signage Improvements	25,000	-	-	-	-	-	25,000
Baseball Fields Drainage	50,000	-	-	-	-	-	50,000
Bleacher Shields	50,000	-	-	-	-	-	50,000
Creative Playground	30,000	-	-	-	-	-	30,000
Handicap Pier - Yacht Club	15,000	-	-	-	-	-	15,000
Multi-use Field Lighting	-	150,000	-	-	-	-	150,000
Equipment Building	-	-	100,000	-	-	-	100,000
Baseball Field Lighting	-	-	-	300,000	-	-	300,000
Azine Terrace Park	-	-	-	50,000	-	-	50,000
Stormwater							
1/4 Round Swale Rehab	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000
Pipe Sliplining	-	80,000	-	-	-	-	80,000
Stormwater Pond Installation	-	-	-	-	500,000	-	500,000
Road Crossings/Sideyard Pipes	-	-	-	-	250,000	250,000	500,000
Cemetery							
Redo South Paved Roadway	-	-	50,000	-	-	-	50,000
Retaining Wall	-	-	-	-	-	75,000	75,000
Golf Course							
New Clubhouse/Tee Box Improvements	-	-	-	-	-	2,500,000	2,500,000
Airport							
Runway 8/26 Survey & Rehabilitation	100,000	-	-	-	-	-	100,000
Maintenance Equipment	100,000	-	-	-	-	-	100,000
Build Taxiways/Install Lighting	-	3,158,000	-	-	-	-	3,158,000
Main Street Access Road	-	-	1,200,000	-	-	-	1,200,000
Construct Hangars	-	-	-	1,500,000	-	-	1,500,000
Rehab Apron F	-	-	-	500,000	-	-	500,000
Construct Access Road West	-	-	-	-	800,000	-	800,000
Construct Aviation Facility	-	-	-	-	-	1,500,000	1,500,000
Total	\$ 1,878,000	\$ 4,888,000	\$ 2,650,000	\$ 3,650,000	\$ 2,450,000	\$ 6,775,000	\$ 22,291,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

SUMMARY

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>Total</u>
<u>Grouped by Department</u>							
General Government	\$ 98,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,000
Police Department	185,000	250,000	300,000	300,000	300,000	300,000	1,635,000
Public Works Department							
Roads and Special Projects	710,000	750,000	500,000	500,000	100,000	1,650,000	4,210,000
Parks & Recreation	185,000	150,000	100,000	350,000	-	-	785,000
Stormwater	500,000	580,000	500,000	500,000	1,250,000	750,000	4,080,000
Cemetery	-	-	50,000	-	-	75,000	125,000
Golf Course	-	-	-	-	-	2,500,000	2,500,000
Airport	200,000	3,158,000	1,200,000	2,000,000	800,000	1,500,000	8,858,000
Total by Departments	\$ 1,878,000	\$ 4,888,000	\$ 2,650,000	\$ 3,650,000	\$ 2,450,000	\$ 6,775,000	\$22,291,000
<u>Grouped by Function</u>							
General Government	\$ 98,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 75,000	\$ 223,000
Public Safety	185,000	250,000	300,000	300,000	300,000	300,000	1,635,000
Transportation	910,000	3,908,000	1,700,000	2,500,000	900,000	3,150,000	13,068,000
Parks & Recreation	185,000	150,000	100,000	350,000	-	2,500,000	3,285,000
Physical Environment	500,000	580,000	500,000	500,000	1,250,000	750,000	4,080,000
Total by Functions	\$ 1,878,000	\$ 4,888,000	\$ 2,650,000	\$ 3,650,000	\$ 2,450,000	\$ 6,775,000	\$22,291,000
<u>Grouped by Funding Source</u>							
DST	\$ 1,493,000	\$ 1,080,000	\$ 1,300,000	\$ 1,600,000	\$ 1,550,000	\$ 2,550,000	\$ 9,573,000
LOGT	-	-	-	-	100,000	150,000	250,000
Recreation Impact Fees	185,000	150,000	100,000	50,000	-	-	485,000
Golf Course	-	-	-	-	-	2,500,000	2,500,000
Airport Operating Revenues	22,500	-	-	-	-	-	22,500
Grants/Bank Notes	177,500	3,408,000	1,200,000	2,000,000	800,000	1,500,000	9,085,500
Cemetery	-	-	50,000	-	-	75,000	125,000
Riverfront CRA	-	250,000	-	-	-	-	250,000
Stormwater Fund	-	-	-	-	-	-	-
Total Funding Sources	\$ 1,878,000	\$ 4,888,000	\$ 2,650,000	\$ 3,650,000	\$ 2,450,000	\$ 6,775,000	\$22,291,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

	<u>Local Option Gas Tax</u>	<u>DST</u>	<u>Recreation Impact Fees</u>	<u>Golf</u>	<u>Airport</u>	<u>Grants/ Bank Note</u>	<u>Riverfront CRA</u>	<u>Cemetery Trust Fund</u>	<u>Total</u>
<u>FISCAL YEAR 2011/2012</u>									
General Government									
Fleet Maintenance Equipment		\$ 23,000							\$ 23,000
Building Painting		\$ 75,000							\$ 75,000
Police Department									
Police Vehicle Replacement		\$ 185,000							\$ 185,000
Roads and Special Projects									
U.S. #1 Improvements		\$ 300,000							\$ 300,000
Gateway Enhancements		\$ 25,000							\$ 25,000
Presidential Streets		\$ 310,000							\$ 310,000
Parking Improvements		\$ 75,000							\$ 75,000
Parks & Recreation									
Mooring Fields			\$ 15,000						\$ 15,000
Blueway Signage Improvements			\$ 25,000						\$ 25,000
Baseball Field Drainage			\$ 50,000						\$ 50,000
Bleacher Shields			\$ 50,000						\$ 50,000
Creative Playground			\$ 30,000						\$ 30,000
Handicap Pier - Yacht Club			\$ 15,000						\$ 15,000
Stormwater									
1/4 Round Swale Rehab		\$ 500,000							\$ 500,000
Airport									
Runway 8/26 Survey & Rehabilitation					\$ 2,500	\$ 97,500			\$ 100,000
Maintenance Equipment					\$ 20,000	\$ 80,000			\$ 100,000
Total FY 2011/2012	\$ -	\$ 1,493,000	\$ 185,000	\$ -	\$ 22,500	\$ 177,500	\$ -	\$ -	\$ 1,878,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

	Local Option		Recreation Impact			Grants/	Riverfront	Cemetery	Total
	<u>Gas Tax</u>	<u>DST</u>	<u>Fees</u>	<u>Golf</u>	<u>Airport</u>	<u>Bank Note</u>	<u>CRA</u>	<u>Trust Fund</u>	
<u>FISCAL YEAR 2012/2013</u>									
Police Department									
Police Vehicle Replacement		\$ 250,000							\$ 250,000
Roads and Special Projects									
Parking Improvements		\$ 250,000				\$ 250,000	\$ 250,000		\$ 750,000
Parks & Recreation									
Multi-use field Lighting			\$ 150,000						\$ 150,000
Stormwater									
1/4 Round Swale Rehab		\$ 500,000							\$ 500,000
Pipe Sliplining		\$ 80,000							\$ 80,000
Airport									
Build Taxiways/Install Lighting						\$ 3,158,000			\$ 3,158,000
Total FY 2012/2013	\$ -	\$ 1,080,000	\$ 150,000	\$ -	\$ -	\$ 3,408,000	\$ 250,000	\$ -	\$ 4,888,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

	<u>Local Option</u>		<u>Recreation Impact</u>			<u>Grants/ Bank Note</u>	<u>Riverfront</u>	<u>Cemetery</u>	
	<u>Gas Tax</u>	<u>DST</u>	<u>Fees</u>	<u>Golf</u>	<u>Airport</u>		<u>CRA</u>	<u>Trust Fund</u>	<u>Total</u>
<u>FISCAL YEAR 2013/2014</u>									
Police Department									
Police Vehicle Replacement		\$ 300,000							\$ 300,000
Roads and Special Projects									
512 Median Landscaping		\$ 500,000							\$ 500,000
Parks & Recreation									
Equipment Building			\$ 100,000						\$ 100,000
Stormwater									
1/4 Round Swale Rehab		\$ 500,000							\$ 500,000
Cemetery									
Redo South Paved Roadway								\$ 50,000	\$ 50,000
Airport									
Main Street Access Road						\$ 1,200,000			\$ 1,200,000
Total FY 2013/2014	\$ -	\$ 1,300,000	\$ 100,000	\$ -	\$ -	\$ 1,200,000	\$ -	\$ 50,000	\$ 2,650,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

	Local Option		Recreation Impact			Grants/	Riverfront	Cemetery	Total
	Gas Tax	DST	Fees	Golf	Airport	Bank Note	CRA	Trust Fund	
<u>FISCAL YEAR 2014/2015</u>									
Police Department									
Police Vehicle Replacement		\$ 300,000							\$ 300,000
Roads and Special Projects									
Barber Street Bridge Repairs		\$ 500,000							\$ 500,000
Parks & Recreation									
Baseball Field Lighting		\$ 300,000							\$ 300,000
Azine Terrace Park			\$ 50,000						\$ 50,000
Stormwater									
1/4 Round Swale Rehab		\$ 500,000							\$ 500,000
Airport									
Construct Hangars						\$ 1,500,000			\$ 1,500,000
Rehab Apron F						\$ 500,000			\$ 500,000
Total FY 2014/2015	\$ -	\$ 1,600,000	\$ 50,000	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 3,650,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

	<u>Local Option Gas Tax</u>	<u>DST</u>	<u>Recreation Impact Fees</u>	<u>Golf</u>	<u>Airport</u>	<u>Grants/ Bank Note</u>	<u>Riverfront CRA</u>	<u>Cemetery Trust Fund</u>	<u>Total</u>
<u>FISCAL YEAR 2015/2016</u>									
Police Department									
Police Vehicle Replacement		\$ 300,000							\$ 300,000
Roads and Special Projects									
Street Repaving	\$ 100,000								\$ 100,000
Stormwater									
1/4 Round Swale Rehab		\$ 500,000							\$ 500,000
Stormwater Pond Installation		\$ 500,000							\$ 500,000
Road Crossings/Sideyard Pipes		\$ 250,000							\$ 250,000
Airport									
Construct Access Road West						\$ 800,000			\$ 800,000
Total FY 2015/2016	\$ 100,000	\$ 1,550,000	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ 2,450,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

	Local Option		Recreation Impact		Airport	Grants/ Bank Note	Riverfront CRA	Cemetery Trust Fund	Total
	Gas Tax	DST	Fees	Golf					
<u>FISCAL YEAR 2016/2017</u>									
Police Department									
Police Vehicle Replacement		\$ 300,000							\$ 300,000
Roads and Special Projects									
Street Repaving	\$ 150,000								\$ 150,000
Schumann & Barber Intersection		\$ 1,500,000							\$ 1,500,000
Stormwater									
1/4 Round Swale Rehab		\$ 500,000							\$ 500,000
Road Crossings/Sideyard Pipes		\$ 250,000							\$ 250,000
Cemetery									
Retaining Wall							\$ 75,000		\$ 75,000
Golf Course									
New Clubhouse/Tee Box Improvements			\$ 2,500,000						\$ 2,500,000
Airport									
Construct Aviation Facility						\$ 1,500,000			\$ 1,500,000
Total FY 2016/2017	\$ 150,000	\$ 2,550,000	\$ -	\$ 2,500,000	\$ -	\$ 1,500,000	\$ -	\$ 75,000	\$ 6,775,000
Grand Total	\$ 250,000	\$ 9,573,000	\$ 485,000	\$ 2,500,000	\$ 22,500	\$ 9,085,500	\$ 250,000	\$ 125,000	\$ 22,291,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

GENERAL GOVERNMENT

Project Name:	Fleet Maintenance Equipment	Project Description:
Funding Source:	Discretionary Sales Tax	Upgrade fuel pumps and purchase vehicle lift.
Justification:	The mechanical gas pumps are not able to pump the new blended ethanol fuels. This causes a reduction in the volume of gas that can be delivered and increases the costs per gallon.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$23,000	\$0	\$0	\$0	\$0	\$0	\$23,000
Operating Impact:						
\$0	-\$3,000	-\$3,000	-\$3,000	-\$3,000	-\$3,000	-\$15,000

Project Name:	Building Painting	Project Description:
Funding Source:	Discretionary Sales Tax	Repaint City Hall. Police Department and Old City Hall.
Justification:	This project is needed to improve the appearance of these buildings.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

POLICE DEPARTMENT

Project Name:	Police Vehicles	Project Description:
Funding Source:	Discretionary Sales Tax	11/12 - 3 patrol vehicles, 1 code enforcement vehicle and 1 crime scene van.
Justification:	Replace 5 older vehicles that have higher mileage and maintenance cost.	

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$185,000	\$250,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,635,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

PUBLIC WORKS DEPARTMENT

Project Name:	U.S. Highway #1 Improvements	Project Description:
Funding Source:	Discretionary Sales Tax	Work to make improvements to U.S. Highway #1.
Justification:	This project was authorized by the City Council during FY 10-11 to improve traffic flow, parking and aesthetics along U.S. Highway #1.	

Project Costs:

	<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Gateway Enhancements	Project Description:
Funding Source:	Riverfront Community	Improvements to the entrances to the CRA area.
Justification:	These improvements are intended to further define the CRA area.	
Project Costs:		

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Presidential Streets	Project Description:
Funding Source:	Discretionary Sales Tax	Work to reconstruct Washington, Cleaveland and Martin Streets.
Justification:	These street are in need of reconstruction. It is also desirable to create additional parking where possible and add drainage, landscaping, benches and sidewalks. Due to the residential nature of Martin, work will only be to repair the base and resurface.	
Project Costs:		

	<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
	\$310,000	\$0	\$0	\$0	\$0	\$0	\$310,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	512 Median Landscaping	Project Description:
Funding Source:	Discretionary Sales Tax	Work to improve the appearance of this major entryway to the City. Irrigation and landscaping will be added.
Justification:	This project is desirable to enhance the view of those entering the City.	
Project Costs:		

	<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

PUBLIC WORKS DEPARTMENT

Project Name:	Barber Street Bridge Repairs	Project Description:	
Funding Source:	Discretionary Sales Tax		Repair deteriorating Bridge and add new guardrails.

Justification: This project is needed to maintain the bridge to DOT standards based on yearly bridge inspections.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Street Repaving	Project Description:	
Funding Source:	Local Option Gas Tax		Rehabilitation and repaving of failing road base and roads.

Justification: This project is necessary to keep the streets in good condition and safe to the residents. Repaving is expected to reduce complaints, as well as insurance claims for damages and liability.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$0	\$100,000	\$150,000	\$250,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Schumann & Barber Intersection	Project Description:	
Funding Source:	Discretionary Sales Tax		Improvements to Intersection.

Justification: This project will be designed to improve traffic flow and reduce congestion on the south side of the City. These funds were budgeted in Fiscal 08-09 in conjunction with Indian River County but are now being reallocated to FY16-17.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Mooring Fields	Project Description:	
Funding Source:	Recreation Impact Fees		Design and engineering for placing mooring fields for boaters.

Justification: A mooring field is needed near the Main Street Pier to provide boaters a safe place to tie-up and access the amenities near downtown.

Project Costs:

<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

PUBLIC WORKS DEPARTMENT

Project Name:	Blueway Signage Improvements	Project Description:
Funding Source:	Recreation Impact Fees	Improvements to blueway/greenway signage.

Justification: The blueway/greenway corridors connect to numerous destinations and encourage non-vehicular transportation. Improvements to signage will make these corridors more attractive to the user.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Baseball Fields Drainage	Project Description:
Funding Source:	Recreation Impact Fees	Improvements to drainage.

Justification: This project will make improvements to drainage at the Barber Street Baseball Fields.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Bleacher Shields	Project Description:
Funding Source:	Recreation Impact Fees	Acquire bleacher shields.

Justification: This will fund the purchase of cover for attendees at events at the Barber Street Sports Complex.

Project Costs:

<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Creative Playground	Project Description:
Funding Source:	Recreation Impact Fees	Playground equipment at Barber Street Sports Complex.

Justification: This project will allow us to purchase playground equipment at the Barber Street Sports Complex. This is necessary because the current equipment has sharp edges and is a danger to the kids.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

Operating Impact:

\$250	\$250	\$250	\$250	\$250	\$250	\$1,500
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**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

PUBLIC WORKS DEPARTMENT

Project Name:	Handicap Pier - Yacht Club	Project Description:
Funding Source:	Recreation Impact Fees	Install handicapped floating dock at the Yacht Club Pier.

Justification: This project will improve accessibility by the handicapped.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Multi-use Field Lighting	Project Description:
Funding Source:	Discretionary Sales Tax	Install lighting for the multi-use field.

Justification: This would provide lighting for the multi-use field and allow night-time use for soccer and other activities.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Equipment Building	Project Description:
Funding Source:	Discretionary Sales Tax	Construct an Equipment Storage Building at the Barber Street Sports Complex.

Justification: A facility to store maintenance equipment is needed.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Baseball Field Lighting	Project Description:
Funding Source:	Discretionary Sales Tax	Remove and replace old lights at the ballfield.

Justification: These are the oldest lights in the city and need to be replaced with new energy efficient lighting.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$300,000	\$0	\$0	\$300,000

Operating Impact:

\$0	\$0	\$0	\$0	\$1,500	\$1,500	\$3,000
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**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

PUBLIC WORKS DEPARTMENT

Project Name:	Azine Terrace Park	Project Description:
Funding Source:	Recreation Impact Fees	A park will be created.
Justification:	This project will increase park facilities available to residents in that area.	
Project Costs:		

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	1/4 Swale Improvements	Project Description:
Funding Source:	Discretionary Sales Tax	Installation of 1/4 round in swales.
Justification:	To continue the program of updating the drainage throughout the City.	
Project Costs:		

	<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Pipe Sliplining	Project Description:
Funding Source:	Discretionary Sales Tax	Slipline pipe on Martin Lane.
Justification:	This project will rehabilitate the pipe under Martin Lane which is slowly deteriorating.	
Project Costs:		

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Stormwater Pond Installation	Project Description:
Funding Source:	Discretionary Sales Tax	Creation of a new stormwater pond at either Barber/Acorn location or Azine Terrace.

Justification: This project will allow creation of a stormwater pond similar to the one installed on Periwinkle at one of the two locations metioned based on recommendations from the engineer, Neel-Schaffer.

	<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

PUBLIC WORKS DEPARTMENT

Project Name:	Road Crossings/Sideyard Pipes	Project Description:
Funding Source:	Discretionary Sales Tax	Installing new pipes in side yard ditches as quarter round is installed and replacing necessary road crossing pipes.

Justification: This project will help eliminate major flooding throughout the City by replacing failing pipes under roads and reducing maintenance of side yard ditches.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$0	\$250,000	\$250,000	\$500,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Redo South paved Roadway	Project Description:
Funding Source:	Cemetery Trust Fund	100 feet of road way to remove, redirect and install. Road was put in the 70's over some grave space of the Carpenter family.

Justification: We would like to resolve this issue before the family presents this as a problem to the City.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Retaining Wall	Project Description:
Funding Source:	Cemetery Trust Fund	Install a retaining wall along north side of the Cemetery. Wall to be 325 feet long, 6 feet high and tapered to U.S. Highway #1.

Justification: This project will stop the sand from washing down onto the cemetery from the north side of the property. It would also be put on the north boundary line to show where the City's property is, serve as a privacy fence and could be a supporting wall in the future for more niches.

Project Costs:

<u>FY-11-12</u>	<u>FY- 12-13</u>	<u>FY-13-14</u>	<u>FY-14-15</u>	<u>FY-15-16</u>	<u>FY-16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

RIVERFRONT COMMUNITY REDEVELOPMENT FUND

Project Name:	Parking Improvements	Project Description:
Funding Source:	Discretionary Sales Tax \$500,000, plus Riverfront Community Redevelopment Cash of \$250,000.	This would encompass improvements to the CavCorp property or other improvements identified in the Parking Study.

Justification: Parking is a primary issue identified in the CRA Master Plan. The City Council has requested that this be given attention. Engineering would be done in FY 12-13, with construction in FY 12-13.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$75,000	\$750,000	\$0	\$0	\$0	\$0	\$825,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

GOLF COURSE FUND

Project Name:	Clubhouse and Improvements	Project Description:
Funding Source:	Financed with a 12 Year Note at an anticipated rate of 4.5%. First payment scheduled to begin from Golf Course Fund in FY17-18 for \$270,000.	New Clubhouse, tee box improvements and irrigation upgrades (downstream of irrigation station).

Justification: Project is scheduled in FY16-17 in order to accumulate additional savings during years following the final bond payment that was made in fiscal FY10-11 and in order to better track the state of the economy in general. Irrigation improvements are included, as all irrigation hardware, downstream of the irrigation station are (mostly) original parts from the beginning of golf course construction in 1981. These irrigation parts include all PVC pipes, hydraulic tubing, irrigation heads and control boxes.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
Operating Impact:						
\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

AIRPORT FUND

Project Name:	Runway 8/26 Survey & Rehab.	Project Description:
Funding Source:	FDOT: \$2,500; Airport : \$2,500; FAA \$95K.	Runway 8/26 Improvements.

Justification: Runway 8/26 identifying markings are marginally out of tolerance due to magnetic variation. Runway needs marking improvements. This is a 95% FAA, 2.5% FDOT and Airport match.

Project Costs:

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Operating Impact:	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500

Project Name:	Maintenance Equipment	Project Description:
Funding Source:	FDOT \$80K; Airport \$20K.	Purchase maintenance equipment through 80/20 FDOT Grant.

Justification: Airport continues to have to share city maintenance equipment as needed. That practice disrupts City and Airport projects.

Project Costs:

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Operating Impact:	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

Project Name:	Build Taxiways/Install Lighting	Project Description:
Funding Source:	FAA and USDA (United States Department of Agriculture) Grants	Construct T/W C, D, & E and install taxiway and REIL (Runway end identification lighting).

Justification: Airport is non-towered. In the interest of safety, parallel taxiways are needed to avoid runway incursions. Project includes taxiway lighting and end of runway identification lighting that will also enhance safety.

Project Costs:

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
	\$0	\$3,158,000	\$0	\$0	\$0	\$0	\$3,158,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

AIRPORT FUND

Project Name:	Main Street Access Road	Project Description:
Funding Source:	FAA and USDA (United States Department of Agriculture)	Construct new Airport Drive East; Improve Main Street intersection at Airport Drive East.

Justification: Airport Drive East and its Main Street intersection will be at capacity. Main Street intersection requires realignment and turn lanes to handle increased car trips to/from Airport East industrial area.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$1,200,000	\$0	\$0	\$0	\$1,200,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Construct Hangar(s)	Project Description:
Funding Source:	FAA and USDA (United States Department of Agriculture)	Build new hangar(s).

Justification: Economic development and infrastructure improvements require additional aviation hangars for anticipated demand.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$1,500,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Rehab Apron F	Project Description:
Funding Source:	FAA and USDA (United States Department of Agriculture)	Rehabilitate Apron.

Justification: Apron F is former Runway 13/31 which was constructed in 1943. Surface is lifting and drainage is very poor.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2012-17**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

AIRPORT FUND

Project Name:	Construct Access Road West	Project Description:
Funding Source:	FAA and USDA (United States Department of Agriculture) Grants	Design Build Access Road West.

Justification: Airport West development requires infrastructure.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$0	\$800,000	\$0	\$800,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Construct Aviation Facility	Project Description:
Funding Source:	FAA and USDA (United States Department of Agriculture)	Build new aviation storage/manufacturing facility.

Justification: Anticipated demand requires additional aircraft storage/manufacturing facilities.

Project Costs:

<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Project Total</u>
\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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CITY OF SEBASTIAN, FLORIDA 2011/2012 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	\$3,169,977	
2005	4.5904	\$3,729,917	
2006	3.9325	\$4,306,213	
2007	3.0519	\$4,537,100	
2008	2.9917	\$4,645,663	
2009	3.3456	\$4,276,800	
2010	3.3456	\$3,734,398	
2011	3.3041	\$3,122,353	Estimated
2012	3.3041	\$2,782,335	Estimated

CITY OF SEBASTIAN, FLORIDA 2011/2012 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 2011-12 Total Debt Service</u>
Revenue Bonded Debts				
\$9,500,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003	4/2003	\$645,000	\$193,276	\$838,276
\$5,630,000 Stormwater Utility Revenue Bonds, Series 2003	11/2003	\$280,000	\$159,248	\$439,248
\$2,125,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003A	12/2003	\$150,000	\$46,250	\$196,250
Notes Payable				
\$2,462,000 Paving Improvements Promissory Notes	2/2010	<u>\$176,000</u>	<u>\$89,792</u>	<u>\$265,792</u>
Total Debt Service Payments		<u>\$1,251,000</u>	<u>\$488,566</u>	<u>\$1,739,566</u>

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE THREE

DEBT SERVICE PAYMENT SCHEDULE

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

Date	Principal	Interest	Total	Fiscal Year Total
10/01/2011	\$0	\$96,638.13	\$96,638.13	
04/01/2012	\$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	\$5,035,000	\$820,266.32	\$5,855,266.32	\$5,855,266.32

CITY OF SEBASTIAN, FLORIDA 2011/2012 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
11/01/2011	\$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	\$9,450.00	\$9,450.00	
05/01/2022	\$420,000	\$9,450.00	\$429,450.00	\$438,900.00
Total	\$3,785,000	\$1,047,887.50	\$4,832,887.50	\$4,832,887.50

CITY OF SEBASTIAN, FLORIDA 2011/2012 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
10/01/2011	\$0	\$23,125.00	\$23,125.00	
04/01/2012	\$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	\$1,180,000	\$194,662.50	\$1,374,662.50	\$1,374,662.50

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE THREE

DEBT SERVICE PAYMENT SCHEDULE – CONTINUED

\$2,462,000 Paving Improvements Promissory Notes

Date	Principal	Interest	Total	Fiscal Year Total
12/01/2011	\$87,000.00	\$45,782.84	\$132,782.84	
06/01/2012	\$89,000.00	\$44,009.42	\$133,009.42	\$265,792.26
12/01/2012	\$90,000.00	\$42,195.23	\$132,195.23	
06/01/2013	\$92,000.00	\$40,140.10	\$132,140.10	\$264,335.33
12/01/2013	\$94,000.00	\$38,485.31	\$132,485.31	
06/01/2014	\$96,000.00	\$36,369.37	\$132,369.37	\$264,854.68
12/01/2014	\$98,000.00	\$34,612.32	\$132,612.32	
06/01/2015	\$100,000.00	\$32,436.45	\$132,436.45	\$265,048.77
12/01/2015	\$102,000.00	\$30,576.26	\$132,576.26	
06/01/2016	\$104,000.00	\$28,497.07	\$132,497.07	\$265,073.33
12/01/2016	\$106,000.00	\$26,377.12	\$132,377.12	
06/01/2017	\$108,000.00	\$24,084.06	\$132,084.06	\$264,461.18
12/01/2017	\$111,000.00	\$22,014.90	\$133,014.90	
06/01/2018	\$113,000.00	\$19,644.32	\$132,644.32	\$265,659.22
12/01/2018	\$115,000.00	\$17,448.85	\$132,448.85	
06/01/2019	\$117,000.00	\$15,022.13	\$132,022.13	\$264,470.98
12/01/2019	\$120,000.00	\$12,719.72	\$132,719.72	
06/01/2020	\$122,000.00	\$10,273.62	\$132,273.62	\$264,993.34
12/01/2020	\$125,000.00	\$7,786.75	\$132,786.75	
06/01/2021	\$127,000.00	\$5,210.10	\$132,210.10	\$264,996.85
02/01/2021	\$130,000.00	\$2,649.94	\$132,649.94	\$132,649.94
Total	\$2,246,000.00	\$536,335.88	\$2,782,335.88	\$2,782,335.88

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE FOUR

LEASE PAYMENTS SCHEDULE

Lease Description	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Business-type Activities:					
Golf Carts Operating Lease	\$62,934.60	\$62,934.60	\$0.00	\$0.00	\$0.00
Airport Land Lease	<u>\$135,000.00</u>	<u>\$135,000.00</u>	<u>\$135,000.00</u>	<u>\$135,000.00</u>	<u>\$135,000.00</u>
Total Business-type Activities					
Annual Lease Payments	\$197,934.92	\$197,934.92	\$135,000.00	\$135,000.00	\$135,000.00

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE FIVE

SIX YEAR CAPITAL OUTLAY SCHEDULE SUMMARY

	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>Total</u>
<u>Grouped by Department</u>							
General Government	\$ 98,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,000
Police Department	185,000	250,000	300,000	300,000	300,000	300,000	1,635,000
Public Works Department							
Roads and Special Projects	710,000	750,000	500,000	500,000	100,000	1,650,000	4,210,000
Parks & Recreation	185,000	150,000	100,000	350,000	-	-	785,000
Stormwater	500,000	580,000	500,000	500,000	1,250,000	750,000	4,080,000
Cemetery	-	-	50,000	-	-	75,000	125,000
Golf Course	-	-	-	-	-	2,500,000	2,500,000
Airport	200,000	3,158,000	1,200,000	2,000,000	800,000	1,500,000	8,858,000
Total by Departments	\$ 1,878,000	\$ 4,888,000	\$ 2,650,000	\$ 3,650,000	\$ 2,450,000	\$ 6,775,000	\$22,291,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE SIX

SIX YEAR SCHEDULE OF CAPITAL OUTLAY REQUESTS

<u>List of Projects</u>	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>Total</u>
General Government							
Fleet Maintenance Equipment	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000
Building Painting	75,000	-	-	-	-	-	75,000
Police Department							
Police Vehicle Replacement	185,000	250,000	300,000	300,000	300,000	300,000	1,635,000
Roads and Special Projects							
U.S. #1 Improvements	300,000	-	-	-	-	-	300,000
Gateway Enhancements	25,000	-	-	-	-	-	25,000
Presidential Streets	310,000	-	-	-	-	-	310,000
Parking Improvements	75,000	750,000	-	-	-	-	825,000
512 Median Landscaping	-	-	500,000	-	-	-	500,000
Barber Street Bridge Repairs	-	-	-	500,000	-	-	500,000
Street Repaving	-	-	-	-	100,000	150,000	250,000
Schumann & Barber Intersection	-	-	-	-	-	1,500,000	1,500,000
Parks & Recreation							
Morring Fields	15,000	-	-	-	-	-	15,000
Blueway Signage Improvements	25,000	-	-	-	-	-	25,000
Baseball Fields Drainage	50,000	-	-	-	-	-	50,000
Bleacher Shields	50,000	-	-	-	-	-	50,000
Creative Playground	30,000	-	-	-	-	-	30,000
Handicap Pier - Yacht Club	15,000	-	-	-	-	-	15,000
Multi-use Field Lighting	-	150,000	-	-	-	-	150,000
Equipment Building	-	-	100,000	-	-	-	100,000
Baseball Field Lighting	-	-	-	300,000	-	-	300,000
Azine Terrace Park	-	-	-	50,000	-	-	50,000
Stormwater							
1/4 Round Swale Rehab	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000
Pipe Sliplining	-	80,000	-	-	-	-	80,000
Stormwater Pond Installation	-	-	-	-	500,000	-	500,000
Road Crossings/Sideyard Pipes	-	-	-	-	250,000	250,000	500,000
Cemetery							
Redo South Paved Roadway	-	-	50,000	-	-	-	50,000
Retaining Wall	-	-	-	-	-	75,000	75,000
Golf Course							
New Clubhouse/Tee Box Improvements	-	-	-	-	-	2,500,000	2,500,000
Airport							
Runway 8/26 Survey & Rehabilitation	100,000	-	-	-	-	-	100,000
Maintenance Equipment	100,000	-	-	-	-	-	100,000
Build Taxiways/Install Lighting	-	3,158,000	-	-	-	-	3,158,000
Main Street Access Road	-	-	1,200,000	-	-	-	1,200,000
Construct Hangars	-	-	-	1,500,000	-	-	1,500,000
Rehab Apron F	-	-	-	500,000	-	-	500,000
Construct Access Road West	-	-	-	-	800,000	-	800,000
Construct Aviation Facility	-	-	-	-	-	1,500,000	1,500,000
Total	\$ 1,878,000	\$ 4,888,000	\$ 2,650,000	\$ 3,650,000	\$ 2,450,000	\$ 6,775,000	\$ 22,291,000

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE SEVEN

IMPACTS OF CAPITAL OUTLAYS ON OPERATING COSTS

Fleet Maintenance Equipment – FY2011-12 – This will allow the City to purchase new gas pumps, as well as purchase a vehicle lift. With new gas pumps, larger deliveries will be possible and savings from the larger deliveries are expected to be as much as \$3,000 per year.

Building Painting – FY2011-12 – This will improve the appearance of City Hall, the Police Department and the Old City Hall. No expected impact on recurring operating costs is anticipated.

Police Vehicle Replacement – Annual Purchases – Regular replacement of older, high mileage and high maintenance cost vehicles is expected to allow the city to mitigate the cost of maintaining the vehicle fleet.

U.S.#1 Improvements – FY2011-12 – This project will improve traffic flow, parking and aesthetics. It is expected that irrigation and landscaping will be designed to minimize maintenance costs and that those improvements will serve to have a favorable impact to the City's overall costs. The extent of savings is an unknown quantity.

Gateway Enhancements – FY2011-12 – These improvements are intended to further define the CRA area but they are expected to have an insignificant impact in relation to the City's overall costs.

Presidential Streets – FY2011-12 – This project will reconstruct Washington, Cleaveland and Martin Streets, adding parking and amenities. These improvements are expected to have an insignificant impact to the City's overall operating costs.

Parking Improvements – FY2011-12 Thru FY2012-13 – The expense of the engineering will impact operating costs but the affect of the construction on operating costs can not be forecasted until the project is better defined and it is determined whether construction will involve a dry pond approach or an exfiltration trench.

512 Median Landscaping – FY2013-14 – The purpose of these improvements would be to improve the appearance of this major entranceway to the City. It is expected that irrigation and landscaping will be designed to minimize maintenance costs and that those improvements will have an insignificant impact in relation to the City's overall costs.

Barber Street Bridge Repairs – FY2014-15 – This project is necessary to maintain the bridge to DOT standards. No impact on operating costs is anticipated.

Street Repaving – FY2015-16 Thru FY2016-17 – These funds are allocated to the extent possible to repave City roadways. Repaving is expected to reduce complaints, as well as insurance claims for damages and liability. The extent of savings is an unknown quantity.

Schumann & Barber Intersection – FY2016-17 – This improvement project will be designed to improve traffic flow and reduce congestion on the south side of the City. No direct impact on operating costs is anticipated.

Mooring Fields – FY2011-12 – These funds are for design and engineering for placing mooring fields for boaters. The affect on operating costs can not yet be quantified.

Blueway Signage Improvements – FY2011-12 – These improvements should make these non-vehicular corridors more attractive and will only have a slight impact on operating costs.

Baseball Fields Drainage – FY2011-12 – This project will improve drainage at the Barber Street Baseball Fields. Improvements should minimize maintenance costs but not in a significant amount.

Bleacher Shields – FY2011-12 – These will provide cover for attendees. No significant impact to overall operating costs is anticipated.

Creative Playground – FY2011-12 – These funds will purchase new playground equipment. There will be some savings in maintenance costs that was previously incurred on the old equipment.

Handicap Pier-Yacht Club – FY2011-12 – This project will install a floating dock. No significant impact to operating costs is anticipated.

Multi-use Field Lighting – FY2012-13 – Lighting will be installed for the multi-use field at the Barber Street Sports Complex. The affect on operating costs can not be forecasted until the project is better defined.

Equipment Building – FY2013-14 – An equipment storage building will be constructed at the Barber Street Sports Complex. There will be some savings, since the transport of maintenance equipment can be avoided but this can not be quantified at this time.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

Baseball Field Lighting – FY2014-15 – The existing lights are the oldest lights in the City and replacement is expected to save as much as \$1,500 per year in electric costs, as well as savings in staff time.

Azine Terrace Park – FY2014-15 – this project will add a neighborhood park in that area but no significant impact to operating costs is anticipated.

¼ Round Swale Rehab – Annual Allocations – This program is designed to improve drainage but the affect on operating costs is not significant.

Pipe Sliplining – FY2012-13 – This project will rehabilitate the pipe under Martin Lane which is slowly deteriorating but the affect on operating costs is an unknown quantity.

Stormwater Pond Installation – FY2015-16 – This will create a stormwater pond but is not expected to impact operating costs to any significant extent.

Road Crossings/Sideyard Pipes – FY2015-16 Thru FY2016-17 – This work will replace failing pipes under roads and install new pipes in side yard ditches. The sideyard pipes will reduce the costs of maintaining those ditches but the extent of savings is an unknown quantity.

Redo South Paved Roadway – FY2013-14 – This will relocate a roadway at the Cemetery and is not expected to affect operating costs.

Retaining Wall – FY2016-17 – This project will stop sand from washing into the cemetery property but the affect on operating costs is not expected to be significant.

New Clubhouse/Tee Box Improvements – FY2016-17 – These golf course improvements will likely be designed such as to reduce operating costs but the amount can not yet be determined.

Runway 8/26 Survey & Rehabilitation – FY2011-12 – This project will improve runway markings but will not impact operating costs, other than the matching costs that will be required to be paid from the Airport operating budget.

Maintenance Equipment – FY2011-12 – These purchases will not significantly affect operating costs, other than the matching costs that will be required to be paid from the Airport operating budget.

Build Taxiways/Install Lighting – FY2012-13 – This will have some undetermined affect on operating costs for maintenance of the lighting equipment that will be installed.

Main Street Access Road – FY2013-14 – This road reconstruction will have minimal impact on operating costs.

Construct Hangars – FY2014-15 – This facility may be built in conjunction with securing a tenant that would be responsible for the operating costs.

Rehab Apron F – FY2014-15 – No additional operating costs is expected from the rehabilitating the surface of the apron.

Construct Access Road West – FY2015-16 – This road would not be expected to significantly affect operating costs.

Construct Aviation Facility – FY2016-17 – This facility may be built in conjunction with securing a tenant that would be responsible for the operating costs.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE EIGHT

LOCAL OPTION GAS TAX FUND PROJECTED BALANCES FISCAL YEARS 2012-2017

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Local Option Gas Taxes	\$ 595,746	\$ 585,900	\$ 585,900	\$ 597,618	\$ 609,570	\$ 621,762	\$ 634,197	\$ 646,881
FDOT Lighting Agreement	18,559	9,353	9,353	9,353	9,353	9,353	9,353	9,353
Paving Loan Proceeds	2,462,000	0	0	0	0	0	0	0
Investment Income	4,287	3,000	3,000	2,934	3,121	3,425	4,104	4,165
Local Option Gas Tax Fund Revenues	\$ 3,080,592	\$ 598,253	\$ 598,253	\$ 609,905	\$ 622,044	\$ 634,540	\$ 647,654	\$ 660,399
TOTAL								
Debt Payment	1,256,960							
Operating Costs (Street Lights,etc.)	202,193							
R/R Crossing Maintenance	41,231							
Transfer to General Fund	175,000							
Go-Line Grant Match	50,000							
Financing Costs	31,100							
Street Repaving (Paving Loan)	14,032	1,161,836						
Street Repaving	0	81,219						
TOTAL	1,770,516							
Debt Payment		264,463						
Operating Costs (Street Lights,etc.)		203,000						
R/R Crossing Maintenance		4,719						
Transfer to General Fund		175,000						
Go-Line Grant Match		50,000						
TOTAL		1,940,237						
Debt Payment			265,792					
Operating Costs (Street Lights,etc.)			203,000					
R/R Crossing Maintenance			4,719					
Transfer to General Fund			125,000					
Go-Line Grant Match			50,000					
TOTAL			648,511					
Debt Payment				264,335				
Operating Costs (Street Lights,etc.)				203,000				
R/R Crossing Maintenance				4,719				
Transfer to General Fund				125,000				
TOTAL				597,054				
Debt Payment					264,855			
Operating Costs (Street Lights)					203,000			
R/R Crossing Maintenance					4,719			
Transfer to General Fund					125,000			
TOTAL					597,574			
Debt Payment						265,049		
Operating Costs (Street Lights)						203,000		
R/R Crossing Maintenance						4,719		
Transfer to General Fund						100,000		
TOTAL						572,768		
Debt Payment							265,073	
Operating Costs (Street Lights)							203,000	
R/R Crossing Maintenance							4,719	
Transfer to General Fund							75,000	
Street Repaving							100,000	
TOTAL							647,792	
Debt Payment								264,461
Operating Costs (Street Lights)								200,000
R/R Crossing Maintenance								4,719
Transfer to General Fund								50,000
Street Repaving								150,000
TOTAL								669,180
BEGINNING FUND BALANCE	\$ 82,579	\$ 1,392,655	\$ 50,671	\$ 413	\$ 13,263	\$ 37,733	\$ 99,505	\$ 99,367
BUDGET REQUIREMENT - 15% OF EXPENSES	70,264	64,200	49,200	49,200	49,200	45,450	41,700	37,500
UNRESTRICTED RESERVE BALANCE	\$ 12,315	\$ 1,328,455	\$ 1,471	\$ (48,787)	\$ (35,937)	\$ (7,717)	\$ 57,805	\$ 61,867
TOTAL REVENUES	3,080,592	598,253	598,253	609,905	622,044	634,540	647,654	660,399
TOTAL EXPENDITURES+DEBT+TRANSFERS	1,770,516	1,940,237	648,511	597,054	597,574	572,768	647,792	669,180
ENDING FUND BALANCE	\$ 1,322,391	\$ (13,529)	\$ (48,787)	\$ (35,937)	\$ (11,467)	\$ 54,055	\$ 57,667	\$ 53,086

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE EIGHT

DISCRETIONARY SALES TAX FUND (DST) PROJECTED BALANCES FISCAL YEARS 2012-2017

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
DST Revenue	\$ 2,328,150	\$ 2,356,000	\$ 2,356,000	\$ 2,414,900	\$ 2,475,273	\$ 2,537,154	\$ 2,600,583	\$ 2,665,598
Principal from \$285,000 Airport Advance	0	0	0	0	600	624	624	624
Interest from \$285,000 Airport Advance	8,550	8,550	8,550	8,550	11,400	11,376	11,376	11,376
Principal from \$290,000 Airport Advance	0	0	0	0	0	0	0	900
Investment Income	16,915	15,600	15,600	24,354	25,924	28,432	28,571	29,660
DST PROJECT REVENUE	\$ 2,353,615	\$ 2,380,150	\$ 2,380,150	\$ 2,447,804	\$ 2,513,197	\$ 2,577,586	\$ 2,641,154	\$ 2,708,158
Return on Blossom Ditch	(581,095)							
Potomac Road Crossing	34,510	18,091						
City Hall Debt (Retires 2018)	1,162,586							
Police Cars	181,838	29,610						
1/4 Round Swale Improvement	1,135,358							
TOTAL FY 10	\$ 1,933,197							
City Hall Debt (Retires 2018)		984,268						
Police Cars		276,500						
Powerline Road		217,408						
MIS Equipment for Broadcasting		75,000						
Phone System		60,000						
512 Corridor		9,195						
Stormwater Master Plan		50,000						
1/4 Round Swale Improvement		493,580						
Airport Advance for Grant Matching		290,000						
TOTAL FY 11		\$ 2,503,652						
City Hall Debt (Retires 2018)			997,391					
Police Cars			185,000					
Building Painting			75,000					
Fleet Maintenance Equipment			23,000					
US #1 Improvements			300,000					
Enhancements to Presidential Streets			310,000					
1/4 Round Swale Improvement			500,000					
TOTAL FY 12			\$ 2,390,391					
City Hall Debt (Retires 2018)				994,621				
Police Cars				250,000				
Pipe Sliplining (Martin)				80,000				
Parking Improvements Share				500,000				
1/4 Round Swale Improvement				500,000				
TOTAL FY 13				\$ 2,324,621				
City Hall Debt (Retires 2018)					995,116			
Police Cars/Boat					300,000			
512 Median Landscaping					500,000			
1/4 Round Swale Improvement					500,000			
TOTAL FY 14					\$ 2,295,116			
City Hall Debt (Retires 2018)						995,944		
Police Cars						300,000		
Barber Street Field Lights						300,000		
Barber Street Bridge Repairs						500,000		
1/4 Round Swale Improvement						500,000		
TOTAL FY 15						\$ 2,595,944		
City Hall Debt (Retires 2018)							1,013,962	
Police Cars							300,000	
Road Crossings/Sideyard Pipes							250,000	
Stormwater Pond Installation							500,000	
1/4 Round Swale Improvement							500,000	
TOTAL FY 16							\$ 2,563,962	
City Hall Debt (Retires 2018)								1,011,560
Police Cars								300,000
Road Crossings/Sideyard Pipes								250,000
Schumann & Barber Intersection								1,500,000
1/4 Round Swale Improvement								500,000
TOTAL FY 17								\$ 3,561,560
BEGINNING FUND BALANCE	\$ 958,676	\$ 1,379,094	\$ 1,255,592	\$ 1,245,351	\$ 1,368,535	\$ 1,588,615	\$ 1,568,258	\$ 1,645,449
BUDGET RESERVE - 10% OF EXPENSES	193,320	250,365	239,039	232,462	229,512	259,594	256,396	356,156
RESERVE FOR ADVANCE TO AIRPORT	285,000	285,000	575,000	575,000	575,000	574,400	573,776	573,152
UNRESTRICTED RESERVE BALANCE	\$ 480,356	\$ 843,729	\$ 441,553	\$ 437,889	\$ 564,023	\$ 752,621	\$ 738,086	\$ 716,141
TOTAL REVENUES	2,353,615	2,380,150	2,380,150	2,447,804	2,513,197	2,577,586	2,641,154	2,708,158
TOTAL EXPENDITURES+DEBT+TRANSFERS	1,933,197	2,503,652	2,390,391	2,324,621	2,295,116	2,595,944	2,563,962	3,561,560
ENDING FUND BALANCE	\$ 900,774	\$ 720,227	\$ 431,312	\$ 561,073	\$ 782,104	\$ 734,263	\$ 815,277	\$ (137,261)

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE EIGHT

RECREATION IMPACT FEE FUNDS PROJECTED BALANCES FISCAL YEARS 2012-2017

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Recreation Impact Fees	\$ 26,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Investment Income	12,256	8,500	8,500	8,707	5,068	2,820	2,005	2,665
PROJECTED REVENUE	\$ 38,256	\$ 28,500	\$ 28,500	\$ 28,707	\$ 25,068	\$ 22,820	\$ 22,005	\$ 22,665
Schumann Park	12,350	61,807						
Barber Street Fence	1,705							
Barber Street Special Needs	(25,000)							
Skate Park Office	16,288	32,594						
Splash Park Canopy	-	20,802						
Hardee Park	-	35,705						
Bark Park	1,569							
Englar Park	5,405							
Main Street	(39)							
Airport Park	7,021							
TOTAL FY 10	19,299							
Barber Street Field Expansion		173,660						
Easy Street Path Lights		63,000						
Riverview Park Pavillion		50,000						
Riverview Park Irrigation and Fountains		25,000						
Bark Park Amenities		75,000						
Riverview Park Street Parking		100,000						
Powerline Road		61,000						
Periwinkle Park		(489)						
TOTAL FY 11		698,079						
Mooring Fields			15,000					
Blueway/Signage Improvements			25,000					
Barber Street Baseball Field Drainage			50,000					
Barber Street Bleacher Shields			50,000					
Creative Playground Improvements			30,000					
Handicap Pier - Yacht Club			15,000					
TOTAL FY 12			185,000					
Barber Street Multi-use Field Lights				150,000				
TOTAL FY 13				150,000				
Barber Street Equipment Building					100,000			
TOTAL FY 14					100,000			
Azine Terrace Park						50,000		
TOTAL FY 15						50,000		
TOTAL FY 16							0	
TOTAL FY 17								0
BEGINNING FUND BALANCE	\$ 1,087,353	\$ 1,106,310	\$ 436,731	\$ 280,231	\$ 158,938	\$ 84,006	\$ 56,826	\$ 78,831
TOTAL REVENUES	38,256	28,500	28,500	28,707	25,068	22,820	22,005	22,665
TOTAL EXPENDITURES+DEBT+TRANSFERS	19,299	698,079	185,000	150,000	100,000	50,000	0	0
ENDING FUND BALANCE	\$ 1,106,310	\$ 436,731	\$ 280,231	\$ 158,938	\$ 84,006	\$ 56,826	\$ 78,831	\$ 101,496

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
BEGINNING FUND BALANCE:								
Zone A	206,698	203,222	44,629	5,247	(26,090)	(45,922)	(41,463)	(36,926)
Zone B	53,948	60,323	24,636	24,266	24,520	25,302	(22,849)	(22,655)
Zone C	96,081	96,804	(12,306)	(13,396)	(14,312)	(14,768)	(14,264)	(13,767)
Zone D	730,626	745,962	379,772	264,114	174,820	119,394	135,402	152,179
All Zones	1,087,353	1,106,310	436,731	280,231	158,938	84,006	56,826	78,831
Recreation Impact Fees								
Zone A	7,800	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Zone B	1,300	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Zone C	1,300	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Zone D	15,600	12,000	12,000	12,000	12,000	12,000	12,000	12,000
All Zones	26,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Investment Income								
Zone A	2,470	1,561	869	163	(832)	(1,542)	(1,463)	(1,248)
Zone B	549	463	479	754	782	849	(806)	(766)
Zone C	1,072	744	(240)	(416)	(456)	(496)	(503)	(465)
Zone D	8,165	5,731	7,391	8,206	5,575	4,008	4,777	5,145
All Zones	12,256	8,500	8,500	8,707	5,068	2,820	2,005	2,665
Transfers:								
Zone A	13,746	166,154	46,250	37,500	25,000	-	-	-
Zone B	(4,526)	37,150	1,850	1,500	1,000	50,000	-	-
Zone C	1,649	110,854	1,850	1,500	1,000	-	-	-
Zone D	8,430	383,921	135,050	109,500	73,000	-	-	-
All Zones	19,298	698,079	185,000	150,000	100,000	50,000	-	-
Ending Balances:								
Zone A	203,222	44,629	5,247	(26,090)	(45,922)	(41,463)	(36,926)	(32,174)
Zone B	60,323	24,636	24,266	24,520	25,302	(22,849)	(22,655)	(22,421)
Zone C	96,804	(12,306)	(13,396)	(14,312)	(14,768)	(14,264)	(13,767)	(13,233)
Zone D	745,962	379,772	264,114	174,820	119,394	135,402	152,179	169,324
All Zones	1,106,310	436,731	280,231	158,938	84,006	56,826	78,831	101,496

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE EIGHT

RIVERFRONT CRA FUND PROJECTED BALANCES FISCAL YEARS 2012-2017

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Tax Increment from City	\$ 223,426	\$ 153,900	\$ 133,975	\$ 127,276	\$ 127,276	\$ 131,095	\$ 135,027	\$ 139,078
Tax Increment from County	206,304	143,720	125,091	118,836	118,836	122,402	126,074	129,856
Rents	3,781	-	-	-	-	-	-	-
Investment Income	3,055	4,650	4,650	3,842	3,649	3,649	3,759	3,872
SW PROJECTED REVENUE	436,566	302,270	263,716	249,954	249,762	257,146	264,860	272,806
Operating Expenditures	40,586							
Kiosk	4,024							
Façade/Sign Improvement Program	15,370							
Bill Boards or Uniform Signage	15,600							
Special Events	34,395							
Design of Gateway Concept	2,000							
CRA Master Plan	6,433							
Design of CavCorp	11,716							
Flag Pole	2,377							
Yacht Club Finger Piers	7,452							
Transfer to General Fund for Quality Maintenance	60,000							
Match on Waterfront Grant	535,119							
Renovations on Waterfront Properties	3,541							
TOTAL RIVERFRONT CRA FY10	738,613							
Operating Expenditures		52,954						
Façade/Sign Improvement Program		30,000						
Special Events		36,468						
Bill Board		15,600						
Transfer to General Fund for Quality Maintenance		60,000						
Parking Study		27,405						
Design of Enhancements to Presidential Streets		13,500						
Waterfront Renovations		250,000						
TOTAL RIVERFRONT CRA FY11		485,927						
Operating Expenditures			53,954					
Façade/Sign Improvement Program			20,000					
Special Events			36,468					
Bill Board			15,600					
Transfer to General Fund for Quality Maintenance			60,000					
Gateway Enhancements			25,000					
Parking Improvement Engineering			75,000					
TOTAL RIVERFRONT CRA FY12			286,022					
Operating Expenditures				53,954				
Façade/Sign Improvement Program				20,000				
Special Events				36,468				
Bill Board				15,600				
Transfer to General Fund for Quality Maintenance				60,000				
Parking Improvements Share				250,000				
TOTAL RIVERFRONT CRA FY13				436,022				
Operating Expenditures					53,954			
Façade/Sign Improvement Program					30,000			
Special Events					36,468			
Bill Board					15,600			
Transfer to General Fund for Quality Maintenance					60,000			
TOTAL RIVERFRONT CRA FY14					196,022			
Operating Expenditures						53,954		
Façade/Sign Improvement Program						30,000		
Special Events						36,468		
Bill Board						15,600		
Transfer to General Fund for Quality Maintenance						60,000		
TOTAL RIVERFRONT CRA FY15						196,022		
Operating Expenditures							53,954	
Façade/Sign Improvement Program							30,000	
Special Events							36,468	
Bill Board							15,600	
Transfer to General Fund for Quality Maintenance							60,000	
TOTAL RIVERFRONT CRA FY16							196,022	
Operating Expenditures								53,954
Façade/Sign Improvement Program								30,000
Special Events								36,468
Bill Board								15,600
Transfer to General Fund for Quality Maintenance								60,000
TOTAL RIVERFRONT CRA FY17								196,022
BEGINNING FUND BALANCE	\$ 984,638	\$ 682,591	\$ 498,934	\$ 476,628	\$ 290,560	\$ 344,300	\$ 405,424	\$ 474,262
ANNUAL REVENUES	436,566	302,270	263,716	249,954	249,762	257,146	264,860	272,806
ANNUAL EXPENDITURES	738,613	485,927	286,022	436,022	196,022	196,022	196,022	196,022
ENDING FUND BALANCE	\$ 682,591	\$ 498,934	\$ 476,628	\$ 290,560	\$ 344,300	\$ 405,424	\$ 474,262	\$ 551,046

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE EIGHT

STORMWATER UTILITY FUND PROJECTED BALANCES FISCAL YEARS 2012-2017

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Stormwater Fees	\$ 819,859	\$ 815,000	\$ 815,000	\$ 839,450	\$ 864,634	\$ 890,573	\$ 917,290	\$ 944,808
Investment Income	38,806	3,450	3,450	3,028	2,708	2,574	2,724	3,119
SW PROJECTED REVENUE	858,665	818,450	818,450	842,478	867,342	893,146	920,014	947,927
Professional Services	97							
Series 2003 Issue (Retires 2022)	476,221							
Transfer for Collier Creek and George Street	80,987							
Transfer to General Fund for Swale Maintenance	500,000							
TOTAL STORMWATER FY10	1,057,305							
Professional Services		100						
Series 2003 Issue (Retires 2022)		438,857						
Transfer to General Fund for Swale Maintenance		500,000						
Excavation Equipment+		113,797						
Backhoe		20,000						
Dump Bed		18,000						
TOTAL STORMWATER FY11		1,090,754						
Professional Services			100					
Series 2003 Issue (Retires 2022)			438,523					
Transfer to General Fund for Swale Maintenance			500,000					
TOTAL STORMWATER FY12			938,623					
Professional Services				100				
Series 2003 Issue (Retires 2022)				439,284				
Transfer to General Fund for Swale Maintenance				479,000				
TOTAL STORMWATER FY13				918,384				
Professional Services					100			
NPDES 5 Year Permit					7,988			
Series 2003 Issue (Retires 2022)					440,652			
Transfer to General Fund for Swale Maintenance					458,000			
TOTAL STORMWATER FY14					906,740			
Professional Services						100		
Series 2003 Issue (Retires 2022)						438,866		
Transfer to General Fund for Swale Maintenance						437,000		
TOTAL STORMWATER FY15						875,966		
Professional Services							100	
Series 2003 Issue (Retires 2022)							438,377	
Transfer to General Fund for Swale Maintenance							416,000	
TOTAL STORMWATER FY16							854,477	
Professional Services								100
Series 2003 Issue (Retires 2022)								439,980
Transfer to General Fund for Swale Maintenance								395,000
TOTAL STORMWATER FY17								835,080
BEGINNING FUND BALANCE	\$ 787,481	\$ 588,841	\$ 316,537	\$ 196,364	\$ 120,459	\$ 81,060	\$ 98,241	\$ 163,777
BUDGET RESERVE - 15% OF EXPENSES	158,596	163,613	140,793	137,758	136,011	131,395	128,172	125,262
UNRESTRICTED RESERVE BALANCE	628,885	425,228	175,744	58,607	(15,552)	(50,335)	(29,931)	38,515
ANNUAL REVENUES	858,665	818,450	818,450	842,478	867,342	893,146	920,014	947,927
ANNUAL EXPENDITURES	1,057,305	1,090,754	938,623	918,384	906,740	875,966	854,477	835,080
ENDING FUND BALANCE	\$ 430,245	\$ 152,924	\$ 55,571	\$ (17,299)	\$ (54,951)	\$ (33,154)	\$ 35,606	\$ 151,363

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE EIGHT

GOLF COURSE FUND PROJECTED BALANCES FISCAL YEARS 2012-2017

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Charges for Services	\$ 1,297,783	\$ 1,298,834	1,310,793	1,310,793	1,310,793	1,310,793	1,310,793	1,310,793
Rents	29,744	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Other Revenue	9,107	5,214	4,860	4,860	4,860	4,860	4,860	4,860
Note Proceeds	-	-	-	-	-	-	-	2,500,000
Investment Income	4,921	80	100	71	87	116	158	512
PROJECTED REVENUE	\$ 1,341,555	\$ 1,334,128	\$ 1,345,753	\$ 1,345,724	\$ 1,345,740	\$ 1,345,769	\$ 1,345,811	\$ 3,846,165
Operating Costs	1,266,226							
Debt Service	321,700							
Capital	22,500							
TOTAL FY 10	1,610,426							
Operating Costs		1,242,967						
Capital		4,699						
TOTAL FY 11		1,247,666						
Operating Costs			1,262,797					
Capital			27,500					
TOTAL FY 12			1,290,297					
Operating Costs				1,262,797				
Capital				52,200				
TOTAL FY 13				1,314,997				
Operating Costs					1,262,797			
Capital					24,000			
TOTAL FY 14					1,286,797			
Operating Costs						1,262,797		
Capital						0		
TOTAL FY 15						1,262,797		
Operating Costs							1,262,797	
Capital							0	
TOTAL FY 16							1,262,797	
Operating Costs								1,262,797
Clubhouse and Improvements								2,500,000
Capital								0
TOTAL FY 17								3,762,797
BEGINNING FUND BALANCE	\$ (67,076)	\$ (335,947)	\$ (249,485)	\$ (194,029)	\$ (163,302)	\$ (104,359)	\$ (21,387)	\$ 61,626
TOTAL REVENUES	1,341,555	1,334,128	1,345,753	1,345,724	1,345,740	1,345,769	1,345,811	3,846,165
EXPENDITURES+DEBT+TRFS	1,610,426	1,247,666	1,290,297	1,314,997	1,286,797	1,262,797	1,262,797	3,762,797
ENDING FUND BALANCE	\$ (335,947)	\$ (249,485)	\$ (194,029)	\$ (163,302)	\$ (104,359)	\$ (21,387)	\$ 61,626	\$ 144,994

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE EIGHT

AIRPORT FUND PROJECTED BALANCES FISCAL YEARS 2012-2017

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Net Fuel Sales	\$ 19,113	\$ 20,290	\$ 25,600	\$ 26,240	\$ 26,896	\$ 26,896	\$ 27,568	\$ 27,568
Non-taxable Rents	391	391	391	391	391	391	391	391
Golf Course Rents	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000
Taxable Rents	168,710	170,787	195,200	200,080	205,082	205,082	210,209	210,209
Other Revenue	75,912	69,450	68,000	68,000	68,000	68,000	68,000	68,000
DST Grant Matching Advances	-	290,000	-	-	-	-	-	-
Investment Income	(165)	40	50	73	82	91	101	113
PROJECTED REVENUE	\$ 398,961	\$ 685,958	\$ 424,241	\$ 429,784	\$ 435,451	\$ 435,460	\$ 441,270	\$ 441,281
Operating Costs	386,783							
Repayment of DST Fund Advance	8,550							
Capital	5,160							
Transfer to Construction Fund	(1,519)							
TOTAL FY 10	398,974							
Operating Costs		392,986						
Repayment of DST Fund Advance		8,550						
Transfer to Construction Fund		290,000						
TOTAL FY 11		691,536						
Operating Costs			396,899					
Repayment of DST Fund Advance			17,250					
Transfer to Construction Fund			22,500					
TOTAL FY 12			436,649					
Operating Costs				396,899				
Repayment of DST Fund Advance				17,250				
Transfer to Construction Fund				-				
TOTAL FY 13				414,149				
Operating Costs					396,899			
Repayment of DST Fund Advance					20,700			
Transfer to Construction Fund					-			
TOTAL FY 14					417,599			
Operating Costs						396,899		
Repayment of DST Fund Advance						20,700		
Transfer to Construction Fund						-		
TOTAL FY 15						417,599		
Operating Costs							396,899	
Repayment of DST Fund Advance							20,700	
Transfer to Construction Fund							-	
TOTAL FY 16							417,599	
Operating Costs								396,899
Repayment of DST Fund Advance								24,500
Transfer to Construction Fund								-
TOTAL FY 17								421,399
BEGINNING FUND BALANCE	\$ (51,652)	\$ (51,665)	\$ (57,243)	\$ (69,651)	\$ (54,016)	\$ (36,165)	\$ (18,304)	\$ 5,367
TOTAL REVENUES	398,961	685,958	424,241	429,784	435,451	435,460	441,270	441,281
EXPENDITURES+DEBT+TRANSFERS	398,974	691,536	436,649	414,149	417,599	417,599	417,599	421,399
ENDING FUND BALANCE	\$ (51,665)	\$ (57,243)	\$ (69,651)	\$ (54,016)	\$ (36,165)	\$ (18,304)	\$ 5,367	\$ 25,249

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE EIGHT

BUILDING FUND PROJECTED BALANCES FISCAL YEARS 2012-2017

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Operating Revenue	\$ 355,901	\$ 371,700	\$ 386,150	\$ 393,873	\$ 401,750	\$ 401,750	\$ 409,785	\$ 409,785
Other Revenue	363	800	800	800	800	800	800	800
Investment Income	10,738	2,400	2,200	1,260	1,233	1,213	1,202	1,200
PROJECTED REVENUE	\$ 367,002	\$ 374,900	\$ 389,150	\$ 395,933	\$ 403,783	\$ 403,764	\$ 411,788	\$ 411,785
Operating Costs	484,695							
TOTAL FY 10	484,695							
Operating Costs		462,304						
TOTAL FY 11		462,304						
Operating Costs			413,059					
TOTAL FY 12			413,059					
Operating Costs				413,059				
TOTAL FY 13				413,059				
Operating Costs					413,059			
TOTAL FY 14					413,059			
Operating Costs						413,059		
TOTAL FY 15						413,059		
Operating Costs							413,059	
TOTAL FY 16							413,059	
Operating Costs								413,059
TOTAL FY 17								413,059
BEGINNING FUND BALANCE	\$ 636,483	\$ 518,790	\$ 431,386	\$ 407,477	\$ 390,351	\$ 381,075	\$ 371,780	\$ 370,508
TOTAL REVENUES	367,002	374,900	389,150	395,933	403,783	403,764	411,788	411,785
EXPENDITURES+DEBT+TRANSFERS	484,695	462,304	413,059	413,059	413,059	413,059	413,059	413,059
ENDING FUND BALANCE	\$ 518,790	\$ 431,386	\$ 407,477	\$ 390,351	\$ 381,075	\$ 371,780	\$ 370,508	\$ 369,234

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

SCHEDULE NINE

GLOSSARY

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

Accrual – Recognition of changes in economic resources as soon as the underlying event or transaction occurs, as opposed to when cash is received or spent.

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 which is not spent in one fiscal year but carried forward to the next year. Cash carried forward is used to supplement revenues required to pay all expenses.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Florida law requires that governments have a balanced budget, with expenses not exceeding revenues.

CAFR – Comprehensive Annual Financial Report

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.

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.

Capital Project – A project to acquire or improve an asset with costs more than \$50,000 and last more than five years. Capital project 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.

Capital Project Fund – A governmental Fund used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

City of Sebastian Cemetery Trust Fund – The City of Sebastian Cemetery Trust Fund is used to account for principal trust amounts received, sale of cemetery lots and related interest income. One-half of the cemetery lot sales and the interest portion of the trust can be used to maintain the community cemetery.

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.

Debt Service Fund – A governmental accounting fund used to account for the accumulation of pledged funds that are legally restricted to pay debts.

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.

Enterprises – Activities of government, which are operated and accounted for as businesses. Enterprises rely principally on user fees earned by the business to fund operations. In City of Sebastian, the Golf Course, Airport, and the Building Department are enterprises.

Expenditures/Expenses – Cost of goods or services used.

FAA – Federal Aviation Administration

FDOT – Florida Department of Transportation

FEMA – Federal Emergency Management Agency

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.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

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 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.

GAAP-Generally Accepted Accounting Principals – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general applications, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to state and local governments are National Committee on Governmental Accounting (NCGA) pronouncements. Every government should prepare and publish financial statements in conformity with GAAP. The objective of government GAAP financial reports are different from, and much broader than, the objectives of business GAAP financial reports.

General Fund – The main operating fund for the city, which is used to account for all financial resources, except those required to be accounted for in another fund. All city's departments/divisions except the enterprise fund departments/divisions are funded by the general fund. Ad valorem taxes make up the largest percentage of the general fund revenues.

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.

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.

Permanent Fund – 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.

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.

Reserved Fund Balance – Portion of a fund balance that is not available for appropriation. This usually is due to statutory authority and/or internal policies.

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.

SPD – Sebastian Police Department

Special Revenue Fund – A governmental accounting fund used to account for special revenues that are legally restricted to expenditures for particular purposes.

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.

CITY OF SEBASTIAN, FLORIDA 2011/2012 ANNUAL BUDGET

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.

Trust Fund – A Fund used to account for assets held in a trustee capacity or as an agent for individuals, private organizations or other governmental units.

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.

Unreserved Fund Balance – Portion of a fund balance that is available for appropriation.

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.

Working Capital – Excess of current assets including cash-on-hand equivalents over current liabilities that can be used to satisfy cash flow needs.