

CITY COUNCIL

Jim Hill
Mayor

Don Wright
Vice-Mayor

Andrea B. Coy
Council Member

Richard H. Gillmor
Council Member

Bob McPartlan
Council Member

**CITY OF SEBASTIAN
FLORIDA**

**ANNUAL BUDGET
FISCAL YEAR 2012–2013**

CITY MANAGEMENT

Al Minner
City Manager

Sally A. Maio, MMC
City Clerk

Robert Ginsburg
City Attorney

DEPARTMENT HEADS

Debra Krueger
Administrative Services
Director

Kenneth W. Killgore
Finance Director

Joseph Griffin
Community Development
Director

Michelle Morris
Police Chief

Jerry Converse
Public Works Director

Wayne Eseltine
Building Official

Greg Gardner
Golf Operations Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sebastian
Florida**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Danson Jeffrey R. Egan

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, 2011. 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 2012-2013 ANNUAL BUDGET

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CITY OF SEBASTIAN, FLORIDA

FISCAL YEAR 2012-2013 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.

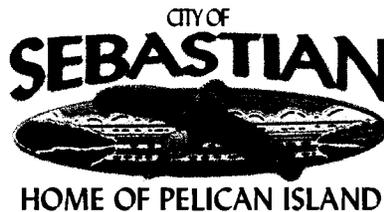
Policies – This section presents the City's policies that guide the preparation of the budget.

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 2012/13 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 2013-2018.

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.



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October 1, 2012

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

Re: Fiscal Year 2013 Budget Letter of Transmittal

Dear Mayor Hill and City Council Members:

In compliance with provisions of the City Charter and Florida Statutes, I am pleased to submit the Fiscal Year 2012/13 Budget. Total appropriations for all City Funds are \$25,369,731, as compared to the \$19,876,053 that was initially appropriated last year. The increase is attributable to budgeting grant proceeds of \$4,243,000 that are expected to be received from the FAA and FDOT for economic development incentives/infrastructure at the Sebastian Municipal Airport.

This year, the organization is again challenged by a decrease in property values affecting ad valorem tax revenues. While the decrease in taxable property (6.3%) was within our long term forecast, due to continued shortfalls in franchise and utility taxes, a slight millage increase was required to balance the General Fund without using cash reserves. Including the additional revenue created with the tax increase, the FY 2012-13 General Fund expenditures are \$250,202 less than the adopted FY 2011-12 Budget. Since FY 2007-08, General Fund expenditures have been reduced approximately 20%. Budget relief measures implemented have included furlough days, reducing positions through attrition, eliminating management and early retirement incentives, Police pension reform, creating a two-tier employee health insurance program, requiring employee health insurance contributions and freezing COLA and merit increases.

With regard to organizational structure, FY 2012-13 generally mirrors FY 2011-12. Three minor changes were implemented in an effort to conserve organizational resources and increase Public Works staffing. First, a Maintenance Worker III position was transferred from the Airport to the Public Works Department. Funds for this position were provided from the closing of one Maintenance Worker I position and an enterprise fund transfer. Second, staff identified savings by hiring part-time employees to perform janitorial duties. Four part-time Custodians were added using funds formally allocated for the janitorial service contract. Third, two part-time Crossing Guards were added but dollars for crossing guard services were reduced after a need analysis of operations showed that after school crossing duties could be reduced by 15 minutes per shift.

Similar to past years, the City Council appointed Budget Review Committee conducted a series of budget review meetings prior to making their financial recommendations. 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 Committee was initially presented three General Fund millage scenarios which included using (1) the current millage of 3.3041; (2) the "roll-forward" millage of 3.5646; and (3) an increase in the millage to 3.7166. In their review, it was quickly determined that the rate of 3.3041 would not provide sufficient revenue to balance the budget, even after operational cuts.

Next, the Committee reviewed and determined that the 3.5646 plan would be sufficient to balance the budget, but did not provide enough funds for street repaving. Finally, the Committee reviewed the 3.7166 millage proposal which balanced the budget, while providing a minimal appropriation for street repaving.

The Budget Review Committee noted the complexity in balancing the FY 2012-13 Budget. Their primary concern was appropriately blending the need to provide primary services, such as police, roads, parks and drainage services and offering competitive/reasonable personnel expenses, with revenue shortfalls in ad valorem taxes, franchise fees and utility taxes. The Committee unanimously agreed that using the following balance techniques: (1) spending accumulated cash reserves; (2) delaying Public Works equipment replacements; and (3) delaying computer upgrades should not be considered, as these approaches have already been implemented. As a result of these factors, the Budget Review committee unanimously recommended that the City Council adopt a millage rate of 3.7166.

In addition to their review of the General Fund, the Budget Committee also examined the enterprise and special revenue funds. The Committee paid special attention to the proposal presented by staff which included an increase to the stormwater utility fee from \$4 per month per Equivalent Residential Unit (ERU) to \$5 per month per ERU. Without the stormwater fee increase, the special revenue fund would not be able to sustain expenses such as the \$500,000 transfer to General Fund and the level of stormwater operation and maintenance expenditures. The Committee's consensus was that the City has reasonably established a level of spending and to maintain current levels of service, the \$1 per month per ERU fee increase was justified.

The City Council appointed Parks and Recreation Advisory Committee also played a role in formulating the budget for the Recreation Impact Fee Fund. At a series of meetings, the Committee worked with staff to develop a priority project list which was recommended to City Council and memorialized in the Capital Improvement Program (CIP). Finally, the Planning and Zoning Commission, per Florida Statutes and City Code requirements, also reviewed and formally recommended to City Council that the FY 2013-18 CIP be adopted.

Preparing the budget the past four years has been extremely difficult. The primary goals have been 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 the organization proceeded through the budget preparation process, we stayed alert to actions that could improve the City's financial situation, while avoiding recommendations that would unnecessarily affect taxpayers during troubled economic times. An underlying focus throughout the entire process was to ensure that appropriations were set at levels that can be sustained in the future. In short, this process was called "Establishing the General Fund Spending Block". Ultimately, it was determined that (1) FY 2012-13 General Fund expenditures were appropriate; (2) significant cost cutting measures had been taken; and, (3) revenues were still short. Therefore, to sufficiently fund the "General Fund Spending Block" a small tax increase was required. With a new millage rate of 3.7166, FY 2012-13 ad valorem proceeds could be set at \$2,904,754, which is \$147,419 more than last year. The rate that would generate the same tax revenue as finally levied last year was calculated to be 3.5646. According to Florida Statutes, this rate is referred to as the "rolled-back rate". By increasing ad valorem tax revenues for the first time since FY 2007-08, a detailed analysis was conducted which demonstrated that most taxpayers would still experience a reduction in their City taxes. The table below is an example of the effect of the millage increase using a homestead property taxed on a value of \$100,000 last year and experienced the average residential decline of 7.09% in taxable value:

	FY 2011-12 With 3.3041 Millage	FY 2012-13 With 3.7166 Millage
Taxable Value	\$100,000	\$92,910
Homestead Exemption	50,000	50,000
Net Taxable Value	\$ 50,000	\$ 42,910
Millage	3.3041	3.7166
Taxes	\$165	\$159
Tax Savings		\$6

The table below summarizes the city-wide change in taxable values from last year:

	<u>Amount</u>	<u>Percent Change</u>
FY2012 Final Taxable Value	\$877,458,060	
Revised Assessed Values	(\$62,224,142)	(7.09%)
New Construction and Additions	\$7,462,986	.85%
FY2013 Taxable Value	\$822,696,904	(6.24%)

Ad Valorem tax revenue comprises 31.9% of the total General Fund budgeted sources (excluding interfund transfers) and is the largest source of revenue for the 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%
2013	9,109,714	2,904,754	31.9%

Dating back to FY 2005-06, through the leadership of the City council, the organization has made a concerted effort to provide quality municipal services to the citizens of Sebastian while lowering the tax burden. To achieve this goal a number of steps have been taken. This process was then exasperated by the economic crisis that began in 2008, which has eroded the tax base by approximately 48.5% and caused a number of other major revenue sources to decline. Four years into this record setting economic recession, the organization has successfully responded by taking the steps described. In going forward however, the organization must realize that it has reached a plateau; whereby, operating budgets, staffing and deferment of capital are at such levels that there is little slack for any unexpected financial deviation.

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 adopted FY 2012-13 budget attempts to keep the focus and forward momentum established by the community, consistent with the following Council goals:

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

In order to achieve these directives, each department/division develops subordinate goals and objectives. These are presented within the sections for each department.

BUDGET CHALLENGES AND HIGHLIGHTS

The Fiscal Year 2012-2013 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:

- **Assessed Values** - Taxable values continue to drop. The FY 2012-13 decline was 6.24% and while this amount is significant, it is a better trend than the previous four fiscal years of double digit decreases in the amount of taxable value.
- **Major Revenue Source Declines** – with the savings generated from contractual service modifications, police pension reform, employee group insurance, continuation of furlough days and the freeze on COLA and merit increases, the City could have absorbed the lost property tax revenue and used a roll-back rate to balance the FY 2012-13 Budget. This scenario was demonstrated in the General Fund long range financial forecast adopted by the City Council in September 2011. However, as the recession continues, a decline totaling \$368,200 in electric franchise fees and utility tax revenues made a short-fall in the budget that required the revenue mitigation offered by the tax increase.
- **Reliance on Stormwater and Local Option Gas Tax Transfer** – As the General Fund continues to rely on transfers from the Stormwater Utility Fund and Local Option Gas Tax Fund to fund operations and maintenance, these special revenue funds are becoming financially weaker. To mitigate this situation, City Council increased the Stormwater Utility Fee by \$1 per month per ERU to maintain the \$500,000 transfer. In addition, the tax increase allowed approximately \$100,000 to remain in the Local Option Gas Tax Fund and to be allocated for street resurfacing. The General Fund long range forecast aims to reduce these transfers in out years, however, if other expenditure cuts or more new growth is not realized, the General Fund will again have to depend on increased taxing to provide the same level of service in future years.
- **Weak Economy** – While the economy is still weak, there are some signs of renewed activity in the local housing market and building activity. Although at levels much lower than experienced in the “boom” era, mild 3% growth may be sufficient to sustain the organization at the current level of service.
- **Operational Costs** – Budgets for operating expense accounts in the General Fund have remained static or decreased, leaving little flexibility for unexpected events or cost increases. Because of the City's strong cash reserve position, the organization's managers have budgeted very tightly. This budget strategy has allowed the City Council to cut taxes and augment spending with the use of cash reserves at the end of the year. However, as cash reserves reduce, this budget strategy will need to change. Some consideration may need to be given to reinstating a Non-Departmental contingency account.
- **Capital Outlays and Equipment Replacement** – Capital outlays continue to be minimized, and the current budget strategy has depleted renewal/replacement accounts. The City Council has made plans to start replacing these items; however, continued deferral will ultimately lead to higher maintenance costs. Capital replacement could be a source that causes the need for tax increases.
- **Personnel Expenditures** – Personnel expenditures are a challenge that necessitates special mention as approximately 76.44% of the total proposed General Fund budget is allocated to personnel costs. Salaries and benefits are governed by the Public Employees Association (PEA) and the Police Benevolent Association (PBA) labor collective bargaining agreements. Management employees have benefits memorialized in the “Management Benefits Package”, last reviewed and approved by the City Council on October 12, 2011. While many personnel modifications have been made to reduce costs, several long term challenges still exist, which include:
 - Salaries and wages for employees have not been increased in four years. Data indicates that there will be limited funds to address this situation until revenue growth occurs. As the recession continues and growth is slow or stagnate, as anticipated, continuing freezes on wages may lower employee moral.

- Not only have wages been frozen, but all employees continue to take twelve predetermined furlough days. This action has reduced personnel costs by 4.6%. Before addressing the issue of frozen wages, reinstatement of the standard 2,080 hour work year needs to be addressed. However, the same financial data that shows difficulties with implementing wage increases also affects how the organization manages elimination of furlough days. As such, some consideration may need to be given to redesigning the typical hours in a work year to provide long term organizational sustainability.
- Health care benefits are another looming concern. The organization has creatively addressed health care costs by creating a two-tier employee benefit plan, implementing employee monthly health care contributions and creating 100% City funded health care reserve accounts to eliminate deductible costs for plan participants. In any case, health care costs will continue to be a challenge in the current financial environment.
- No additional employees are being added. Replacements due to attrition or retirement will continue to receive intense scrutiny and only be replaced when considered absolutely essential. While this approach has saved resources, the organization has reached "critical mass". There is little redundancy in the workforce and personnel workload is stretched to capacity. Should the organization continue to operate in this manner, the desired level of service may begin to decline. The following table demonstrates the changes in staffing levels made to each department/division (Peak City employment occurred in FY 2006-07 with 152 full-time and 58 part-time employees).

RECOMMENDED FULL-TIME AND PART-TIME POSITIONS

Department/Division	Amended FY 2009/10		Amended FY 2010/1011		Amended FY 2011/2012		Budget FY 2012/2013		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	0	2	0	2	0	0	0
City Clerk	3	0	3	0	3	0	3	0	0	0
City Attorney	0	0	0	0	0	0	0	0	0	0
Administrative Services	5	0	5	0	5	0	5	0	0	0
Finance	0	0	0	0	0	0	0	0	0	0
Mgmt Information Svcs	3	0	3	2	2	2	2	2	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Planning and Zoning	5	0	4	0	3	0	3	0	0	0
Police Administration	7	0	7	0	7	0	7	0	0	0
Police Operations	27	1	27	1	27	1	27	1	0	0
Police Detectives	10	8	10	8	7	8	7	10	0	2
Police Dispatch	9	1	9	1	9	1	9	1	0	0
Code Enforcement	2.5	0	3	0	3	0	3	0	0	0
Engineering	0	0	0	0	0	0	0	0	0	0
Roads & Maintenance	12	0	12	0	10	0	10	0	0	0
Stormwater Utility	12	0	12	0	9	0	9	0	0	0
Fleet Management	3	1	2	1	3	1	3	1	0	0
Parks & Recreation	14	18	12	18	11	18	11	18	0	0
Cemetery	2	0	1	0	1	0	1	0	0	0
Facilities Maintenance	2	0	2	0	3	0	3	4	0	4
Golf Course Administration	3	2	3	2	2	3	2	3	0	0
Golf Course Carts	0	13	0	13	0	13	0	13	0	0
Airport	3	0	3	0	3	0	2	0	(1)	0
Building Department	5	0	5	0	4	0	4	0	0	0
SUB-TOTALS	130	49	125	51	114	52	113	58	(1)	6
TOTALS	179		176		166		171		5	

CAPITAL IMPROVEMENT PROGRAM

On September 26, 2012, the City Council approved a six-year capital improvement program for Fiscal Year 2013-2018. Staff has incorporated the plan into the proposed FY 2012-13 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 normally transferred to General Fund, as a reimbursement of work accounted for in that Fund for street markings and signage, has been eliminated. Instead, those funds will instead be used for street repaving projects.

In addition to paying for debt service on the City Hall/Police Station Bonds, Discretionary Sales Tax (DST) proceeds will continue to finance the purchase of police department vehicles. Other allocations from DST in FY 2012-13 include re-glazing windows at the Old City Hall, upgrading a computer firewall to comply with FDLE requirements, replacing the 1000 gallon diesel tank and pumps, adding guardrails to the Barber Street Bridge to meet DOT standards, renovating the Old Fish House as determined by the City Council, \$500,000 to improve the CavCorp parking area and \$275,000 for matching funds on an FAA grant for the Airport's Main Street Access Road project. 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 painting City Hall; making additional computer firewall compliance upgrades; expanding the Police Department parking lot; sidewalk/bikepath construction; 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, several stormwater system improvements.

The major project to be undertaken with the Riverfront CRA Fund is to provide additional funding for the improvements scheduled for the CavCorp parking area. Annual amounts have also been scheduled in the operating budget to continue the façade/sign improvement program, make a transfer to General Fund for quality maintenance and to allocate funds for a program to encourage sewer hook-ups in the CRA area.

Recreation Impact Fee balances are allocated in FY 2012-13 for upgrades and equipment for the Creative Playground, equipment for Schumann Park, lights for the volleyball courts and lighting for the multi-use field at the Barber Street Sports Complex. In the later years, playground equipment will be purchased for the Community Center, an equipment building will be added at Barber Street Sports Complex and design and engineering will be done to provide a mooring field for boaters.

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 in the past few years with Local Option Gas Tax funds, those transfers are scheduled to be stepped-down over the years in order to dedicate those moneys to replacing equipment and stormwater improvement projects. Down the road several years, is a financing via a Bank Note to raise funds for some major modifications to the Golf Course. 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 2012-13 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:

- Collection of solid waste services will continue with Waste Management, Inc. While our partnership has been successful, the solid waste franchise is set to retire at the end of June 2013 and the current market provides ample opportunity for competition;
- 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 an environment of declining revenue sources, these initiatives have 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. Sebastian has succeeded in this endeavor. This is evidenced by the information shown in the table below and in CHART I that follows.

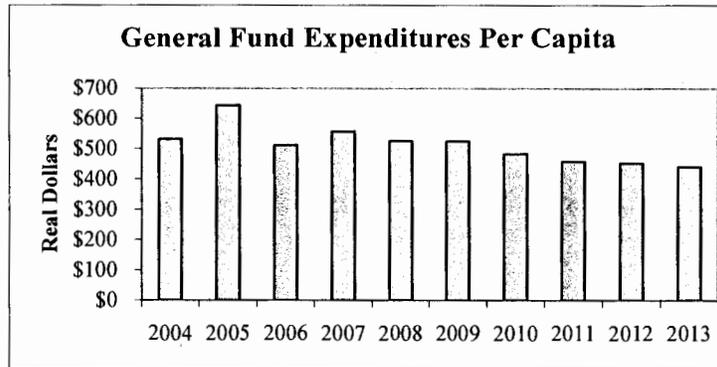
General Fund Expenditures Per Capita

<u>Fiscal Year</u>	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>	<u>Actual</u> <u>2006</u>	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Actual</u> <u>2009</u>	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>	<u>Amended</u> <u>Budget</u> <u>2012</u>	<u>Proposed</u> <u>Budget</u> <u>2013</u>
General Fund Expenditures (in millions)	10.34	12.91	12.82	12.08	11.78	12.03	10.99	10.50	9.93	9.68
Population (1)	18,425	19,365	20,048	21,666	22,426	22,924	22,722	22,922	21,929	21,995
Percent Change from Prior Year	0.0%	5.1%	3.5%	8.1%	3.5%	2.2%	-0.9%	0.0%	-4.3%	0.3%
Expenditures Per Capita (2)	\$532	\$644	\$512	\$558	\$525	\$525	\$484	\$458	\$453	\$440
Percent Change from Prior Year	10.4%	21.0%	-20.4%	8.9%	-5.8%	-0.1%	-7.8%	-12.7%	-1.1%	-2.8%

(1) Expenditures are matched to Population figures from the prior year for a better comparison.

(2) The higher expenditure per capita in Fiscal Year 2005 and 2006 is due to post hurricane clean up and repairs.

CHART I



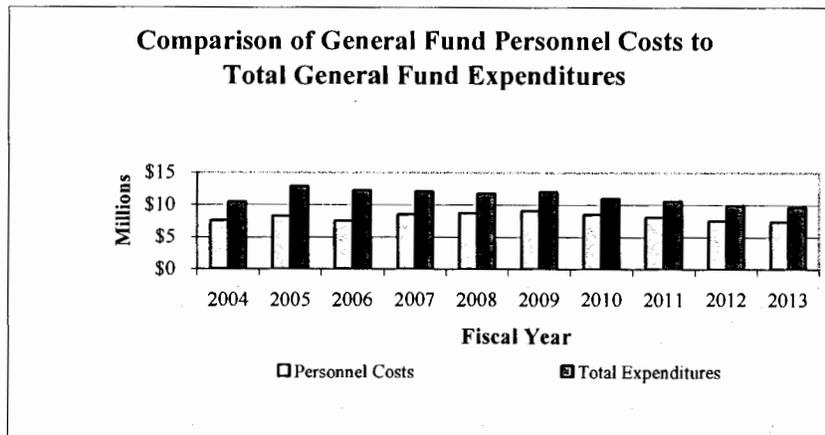
Another important consideration involves strict attention to the cost of personal services from year to year. The comparison of General Fund personnel costs to total General Fund expenditures for the past several years is shown in the following table and in CHART II. The percentage of General Fund personnel costs to the total General Fund expenditures actually shows a declining pattern from FY 2004 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 2010 are mainly due to pay and benefits increases. Although, pay freezes and lay-offs have reduced personnel costs for FY 2010, 2011, 2012 and FY 2013, reductions to the other budgeted accounts resulted in slight increases to the percentage for those years.

Comparison of General Fund Personnel Costs to Total General Fund Expenditures

Fiscal Year		Personnel Costs	Total General Fund Expenditures	Percentage
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	Actual	\$8,154,390	\$10,589,848	77.00%
2012	Budget	\$7,543,163	\$9,925,315	76.00%
2013	Proposed	\$7,395,732	\$9,675,113	76.44%

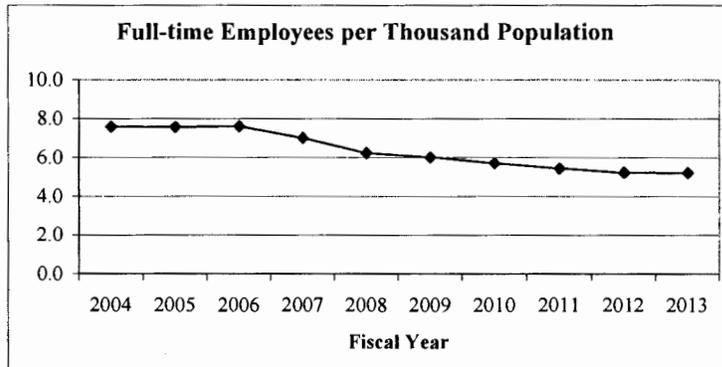
(1) The lower personnel costs is caused by the separation of Building Department from the General fund at the beginning of FY 2006.

CHART II



A significant factor continuously examined by the administration is full-time employees per thousand in population. Sebastian is experiencing a decreasing trend in full-time employees per thousand in population. This is illustrated in Chart III.

CHART III



The comparison of General Fund actual unrestricted 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 unrestricted 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 unrestricted fund balance be no less than two months of the General Fund regular operating expenditures. The charts reflect a continued trend the administration has encouraged in maintaining a healthy General Fund unrestricted fund balance. Such trends are indicators of the financial stability of a community.

CHART IV

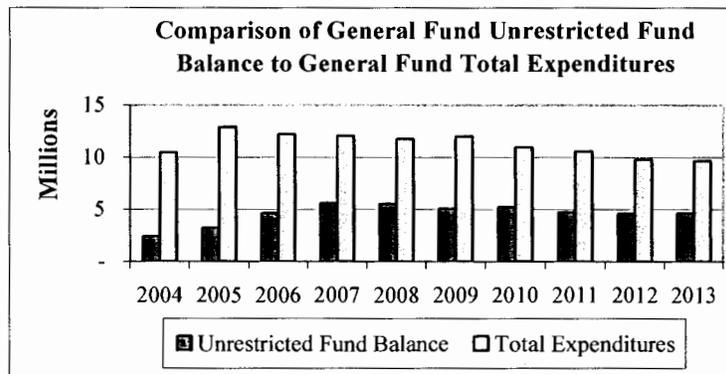
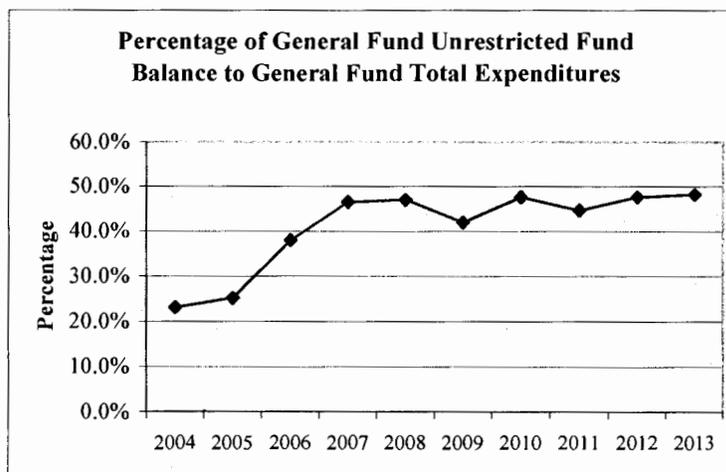


CHART V



BUDGET BY FUNCTION

Economic Environment

As reported by the University of Florida Bureau of Economic and Business Research, 2011 Estimates of Population, the City's population is 21,995. This was a .3% increase over the prior year. Sebastian has an approximate "build-out" rate of 75%. 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 to award grants to local businesses and improve the overall ambience of the district. It also plans to develop a program to encourage sewer hook-ups within the CRA area. 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. 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 and to attract retirees <http://www.sebastianretirement.com>. The website features information on economic incentives, relocation and business development. The City strives to provide new businesses with information about the community and promotes the local Chamber of Commerce. In addition, the City Council approved an economic development division within the Airport Fund to provide funding for expenditures 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 ten 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.

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 also very appropriate to determine the effects of personnel reductions that have been necessary due to reductions in revenue. Standards and performance measurements resulting from the accreditation process will continue to guide both Sebastian Police Department and city administration in alleviating 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 of making improvements to the median landscaping in Highway #512. This project offers a way to improve the aesthetics of a major entranceway to the City. During 2012, construction was completed of the North Powerline Road project, which opened 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 \$2,296,000 bank loan in 2012 enabled the refinancing of a previous loan and generated \$175,000 for street repaving. To continue this effort, the property tax millage was increased in order to allow Local Option Gas Tax funds to be used for street repaving instead of being transferred to General Fund to support the costs of right-of-way maintenance and roadway signage.

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 airport's economic viability and self-sustaining capability. The aforementioned improvement projects were the result of grants by the Florida Department of Transportation (FDOT) and Federal Aviation Administration (FAA) combined with City '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. Airport staff continues to market the Administrative Building and recently added hangar and aircraft maintenance buildings as business incubators. 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. In support of economic development, a new Division has been established and funded in the coming fiscal year's budget to provide monies for outreach activities, such as travel and advertising expenditures that will further these efforts.

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 2003-04, 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 resulted 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 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 drainage complaints. A recent re-bidding of those contracts enabled a reduction in the budgeted amount for next year of about 10%. The stormwater operation and maintenance cost is budgeted in General Fund at just over \$900,000 in 2012-13. About 55% of this is covered via a transfer of \$500,000 from the Stormwater Revenue Fund.

The City is continuing the ¼ round swale rehabilitation project and is budgeting \$500,000 from discretionary sales tax funds in 2012-13 toward this purpose.

Culture and Recreation

City administration will continue to provide program funding for beautification and landscaping improvements throughout the City, as opportunities become available. The organization remains acutely aware that properly maintaining this infrastructure is a main priority. Funding has been allocated from Recreation Impact Fees in FY 2012-13 for a number of projects, including playground equipment for Schumann Park, lighting for the volley ball courts, lighting for the multi-use fields, plus equipment and improvements to the Creative Playground. Also, some expenditures will be made from General Fund to resurface tennis courts and to renovate the football and baseball field restrooms. Additional recreational projects are scheduled to make a playground at the Community Center and add an equipment building at the Barber Street Sports Complex in FY 2013-14. A mooring field for boaters is planned for FY 2015-16.

SUMMARY

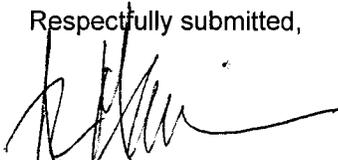
The Proposed Fiscal Year 2012-13 Budget continues to represent the character of a city whose unique identity distinguishes itself from other geographic areas of both Indian River County and throughout the Treasure Coast. There are a lot of numbers, indicators, projections, charts and graphs in this budget 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.

Although major revenue sources continue to decrease, because of good long-term forecasting, the City has slightly adjusted the tax rate making it possible to bring projected spending within the amount of anticipated revenues. The Fiscal Year 2012-13 Budget supports the City's sound financial position; continues to enhance 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 2011-12 budget document. This is the eighth 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.

In closing, I would be remiss not to acknowledge the steadfast efforts and dedication of the employees of the City of Sebastian. In spite of continued tough economic times, reduced work force and reductions in wages and benefits, the organization's employees are performing at high levels, making Sebastian a gem along the Treasure Coast region. Sebastian has grown into a marquee community due in large part to these efforts and the leadership of City Council. The community should be proud of its public servants. Special recognition 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. Department directors contributed invaluable in preparing the budget document. With the hard work and dedication provided by all the 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 for years to come.

Respectfully submitted,



Al Minner
City Manager

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 an estimated population of 21,995 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 the U.S. Census Bureau.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

Major employers in the County are shown below along with their approximate level of employment as of September 2011.

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	2,013
Indian River Medical Center	Health Care	1,608
Indian River County	Government	1,354
Publix Supermarkets	Food/Beverage	1,006
Wal-Mart	Retail	727
Piper Aircraft	Manufacturer	700
Sebastian River Medical Center	Health Care	569
John's Island	Residential/Resort	550
City of Vero Beach	Government	492
Visiting Nurse Association	Health Care	399
Indian River Estates	Retirement/Life Care	350
Sun Ag. Inc.	Citrus, Agric.	380
Disney's Vero Beach Resort	Resort Hotel	300
CVS Warehouse/Distribution	Distribution	300
Grand Harbor Management	Developer	295
City of Sebastian	Government	166

Source: Indian River County Chamber of Commerce

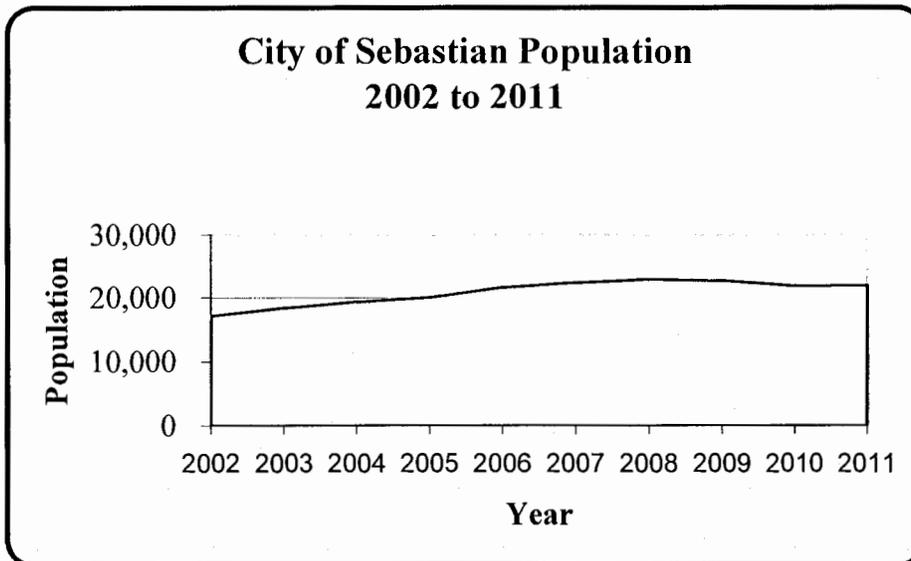
CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

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%
2011	21,995	0.30%



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

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

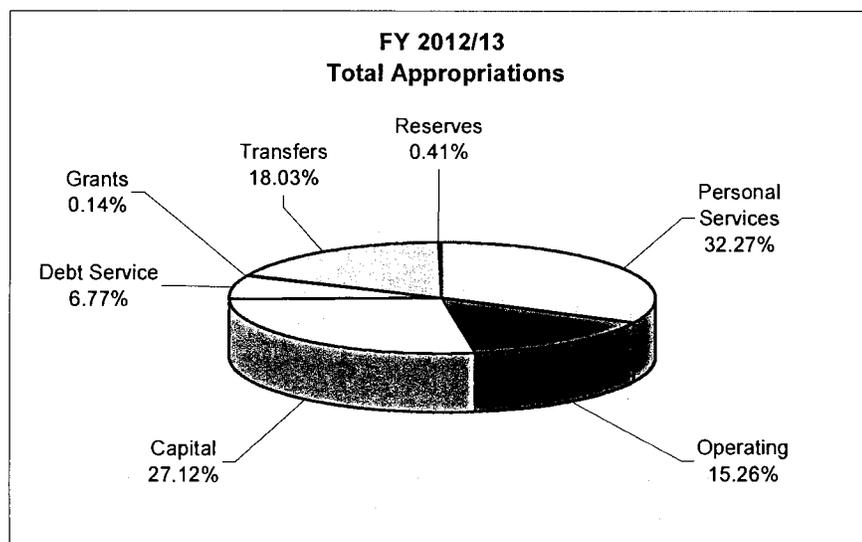
The Fiscal Year 2012/13 adopted budget continues to emphasize minimizing expenditures, yet adequately funding the desired level of service. Reducing expenditures has become a real challenge for the City Manager and management staff, as each year becomes more difficult as the budgets have already been 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 2012/13 is \$25,369,731. 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 \$8,187,690.
- **Operating Budget:** The operating budget finances the contractual fees, supplies, utility billings, training/travel expenditures. The budgeted amount for this fiscal year is \$3,872,968.
- **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 \$6,880,088.
- **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 \$1,716,522.
- **Grants Budget:** This includes payments to other individuals or organizations. \$36,000 is appropriated in this fiscal year.
- **Transfers Budget:** These are made between budgeted funds and total \$4,572,917 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 \$103,546 this fiscal year.

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



CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

FY 2012/13 BUDGET SUMMARY FOR ALL FUNDS

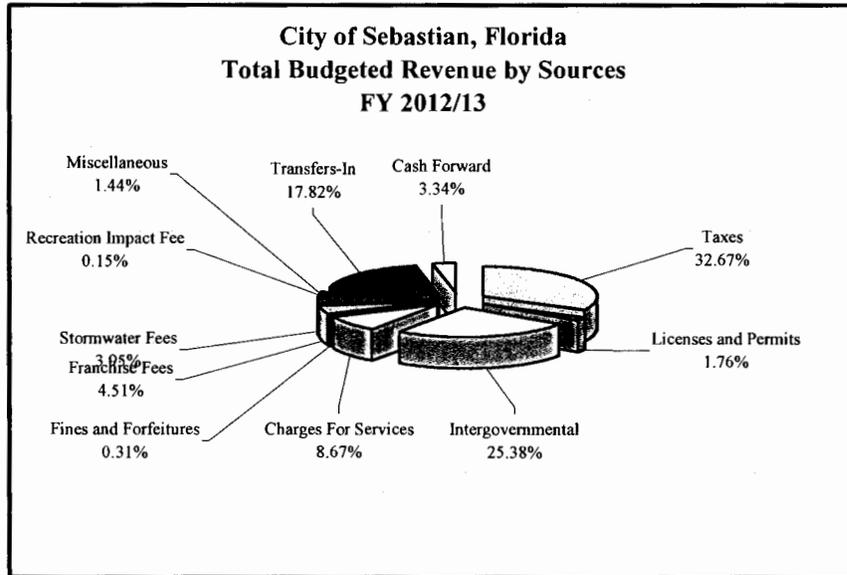
	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>DEBT SERVICE FUNDS</u>	<u>CAPITAL PROJECTS FUNDS</u>	<u>ENTERPRISE FUNDS</u>	<u>ALL FUNDS</u>
REVENUES:						
Taxes:						
Ad Valorem	\$ 2,904,754	\$ -	\$ -	\$ -	\$ -	\$ 2,904,754
Sales and Use Taxes	-	2,974,900	-	-	-	2,974,900
Utility Service	2,395,600	-	-	-	-	2,395,600
Licenses and Permits	28,950	-	-	-	417,950	446,900
Intergovernmental Revenue	1,919,700	264,809	-	4,243,000	-	6,427,509
Charges For Services	373,347	-	-	-	1,822,954	2,196,301
Fines and Forfeitures	70,500	8,000	-	-	-	78,500
Franchise Fees	1,141,500	-	-	-	-	1,141,500
Stormwater Assessment	-	1,001,000	-	-	-	1,001,000
Recreation Impact Fees	-	38,350	-	-	-	38,350
Miscellaneous Revenue	275,363	61,260	23,421	-	19,200	379,244
TOTAL REVENUES	<u>9,109,714</u>	<u>4,348,319</u>	<u>23,421</u>	<u>4,243,000</u>	<u>2,260,104</u>	<u>19,984,558</u>
Transfers-In (1)	565,399	-	1,434,029	2,513,888	-	4,513,316
Cash Balances Brought Forward	0	863,411	1,137	-	7,309	871,857
TOTAL REVENUES, BALANCES AND TRANSFERS	<u>\$ 9,675,113</u>	<u>\$ 5,211,730</u>	<u>\$ 1,458,587</u>	<u>\$ 6,756,888</u>	<u>\$ 2,267,413</u>	<u>\$ 25,369,731</u>
EXPENDITURE/EXPENSES:						
General Government	\$ 2,667,126	\$ -	\$ 300	\$ 35,000	\$ -	\$ 2,702,426
Public Safety	4,199,206	-	-	56,000	411,000	4,666,206
Physical Environment	903,979	195,140	-	730,000	-	1,829,119
Transportation	977,186	208,000	-	4,855,888	425,628	6,466,702
Economic Environment	-	-	-	750,000	20,000	770,000
Culture and Recreation	914,728	-	-	330,000	1,314,140	2,558,868
Debt Service	-	243,076	1,456,871	-	-	1,699,947
TOTAL EXPENDITURE/EXPENSES	<u>9,662,225</u>	<u>646,216</u>	<u>1,457,171</u>	<u>6,756,888</u>	<u>2,170,768</u>	<u>20,693,268</u>
Transfers-Out (1)	12,888	4,495,029	-	-	65,000	4,572,917
Increases to Cash Reserves	-	70,485	1,416	-	31,645	103,546
TOTAL EXPENDITURES/EXPENSES, TRANSFERS AND RESERVES	<u>\$ 9,675,113</u>	<u>\$ 5,211,730</u>	<u>\$ 1,458,587</u>	<u>\$ 6,756,888</u>	<u>\$ 2,267,413</u>	<u>\$ 25,369,731</u>

(1) The difference between the transfers-in and the transfers-out represents transfers-in from the Cemetery Trust Fund and transfers-out to the Golf Course Improvements Fund. The Cemetery Trust Fund and Golf Course Improvements Fund are not budgeted funds and therefore are not included in the FY 2012/13 adopted budget.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SUMMARY OF REVENUES

Total funding available to the city in FY 2012/13 from all sources are estimated at \$25,329,399. As illustrated in the graph below, tax revenues make up approximately 32.67% of total budgeted revenues. Tax revenues include ad valorem taxes, discretionary sales tax, and utility service tax. Intergovernmental revenues make up 25.38% of revenues. These are comprised of state shared revenues and federal grants, state grants, and local grants. Charges for services represent an additional 8.67% 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 2012/13 revenues compared to the FY 2011/12 budget. Intergovernmental Revenue shows a significant increase due to grants related to the Airport. Licenses and Permits have an increase of 5.8% due to some increase in construction activities. Franchise Fees has a decrease of 15.6% based on trend analysis and Miscellaneous Revenue has a decrease of 2.8% due to reductions in investment income. Recreation Impact Fee projections have been increased based on recent collection levels. Transfers-In has increased because of additional funding for capital projects that is transferred to Capital Project Funds. Similarly, Balances Forward has an increase resulting from the use of accumulated cash reserves in the Special Revenue Funds to fund capital projects.

Total Budgeted Revenue

	Actual FY 2008/09	Budget FY 2009/10	Budget FY 2010/11	Budget FY 2011/12	Budget FY 2012/13	Increase (Decrease)	% Increase/ Decrease
Taxes	\$ 10,065,806	\$ 10,219,302	\$ 8,639,623	\$ 8,249,235	\$ 8,275,254	\$ 26,019	0.3%
Licenses and Permits	388,099	698,923	395,000	422,300	446,900	\$ 24,600	5.8%
Intergovernmental Revenue	3,270,854	2,299,529	3,295,482	2,316,966	6,427,509	\$ 4,110,543	177.4%
Charges For Services	1,750,066	2,379,319	1,937,389	2,006,047	2,196,301	\$ 190,254	9.5%
Fines and Forfeitures	88,938	67,600	73,500	82,000	78,500	\$ (3,500)	-4.3%
Franchise Fees	1,327,253	1,159,947	1,450,085	1,352,200	1,141,500	\$ (210,700)	-15.6%
Stormwater Assessment	807,971	820,000	835,000	815,000	1,001,000	\$ 186,000	22.8%
Recreation Impact Fee	13,975	100,000	20,000	20,000	38,350	\$ 18,350	91.8%
Miscellaneous Revenue	910,301	1,478,568	432,636	390,054	379,244	\$ (10,810)	-2.8%
Total Operating revenues	\$ 18,623,263	\$ 19,223,188	\$ 17,078,715	\$ 15,653,802	\$ 19,984,558	\$ 4,330,756	21.7%
Transfers-In	5,196,376	6,043,521	4,244,661	3,823,414	4,513,316	689,902	18.0%
Balances Forward	4,370,837	1,707,926	1,055,578	398,837	871,857	473,020	118.6%
Total Revenues	\$ 28,190,476	\$ 26,974,635	\$ 22,378,954	\$ 19,876,053	\$ 25,369,731	\$ 5,493,678	21.7%

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

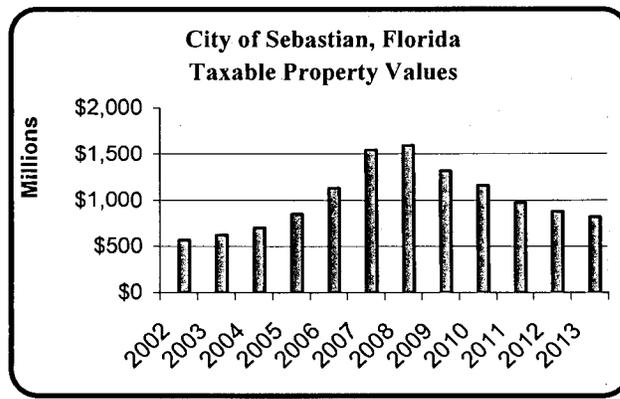
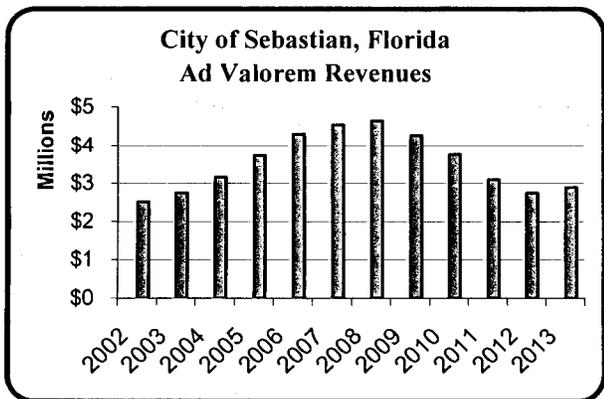
The following is an overview and analysis of all the major revenue sources for the city. The overview provides a description of the revenue and the authority to collect such revenue. The analysis provides up to ten years trend for each major revenue source.

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 2012/13 the City has budgeted at 95%, or \$2,904,754 for current ad valorem taxes.

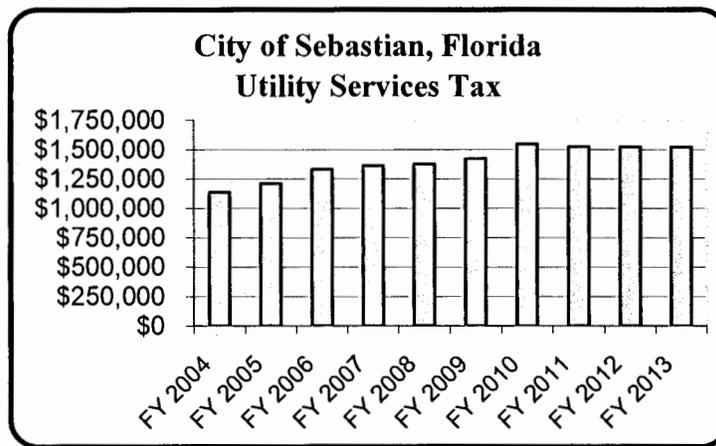
Ad valorem taxes, or property taxes, provide approximately 32.67% of the City's General Fund revenues. The graphs below illustrate a significant increase in ad valorem revenues and property value until FY 2008/09. The FY 2012/13 property value shows a decrease of 6.2% from the previous year final levy 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 and eliminate the transfer from the Local Option Gas Tax Fund to allow those monies to be used for street repaving, a millage of 3.7166 is being levied. A summary of the City's millage rates since 1986 is located in the schedule section of this document.



CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012/13, \$1,260,000 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 26.30% of General Fund revenues. The graph below illustrates historical collections in Utility Services Tax, which is consumption driven.



Communication Service Tax

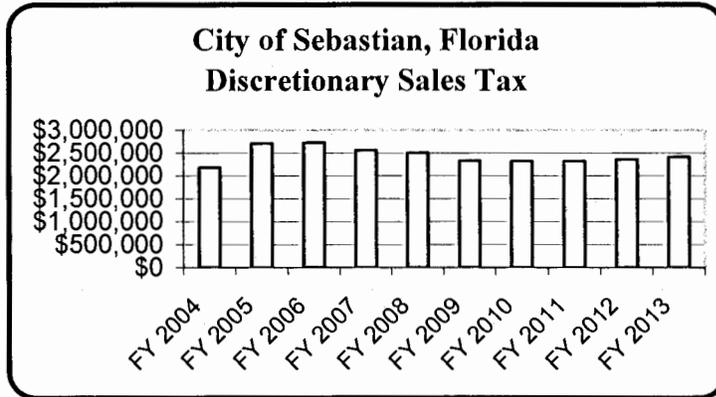
The Communication Service Tax replaced the franchise fee for dealers of communications services (including, but not limited to, phone and cable TV services). The tax in the city is 5.22% of the sales price on all taxable sales of communication services provided within the municipality. The revenue estimated for the FY 2012/13 is \$872,000. 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 2012/13, \$2,414,900 is estimated to be received based on the trend analysis and the estimate provided by the Legislative Committee on Intergovernmental Relations (LCIR). The FY 2012/13 budget is projected only slightly above the estimate for FY 2011/12 in recognition of the economic slowdown. The Discretionary Sales Tax revenues are recorded in a special revenue fund.

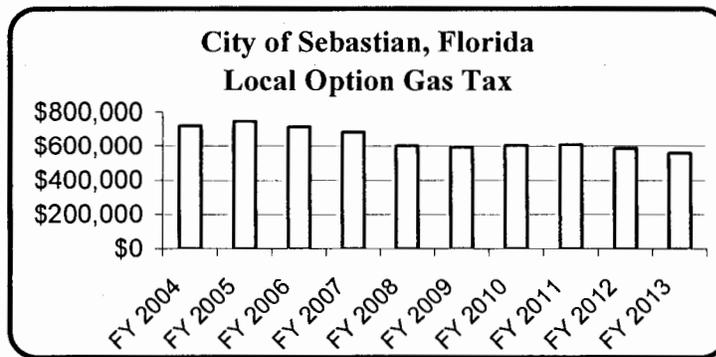
CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

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 2012/13 the revenue is projected to be \$560,000. 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.

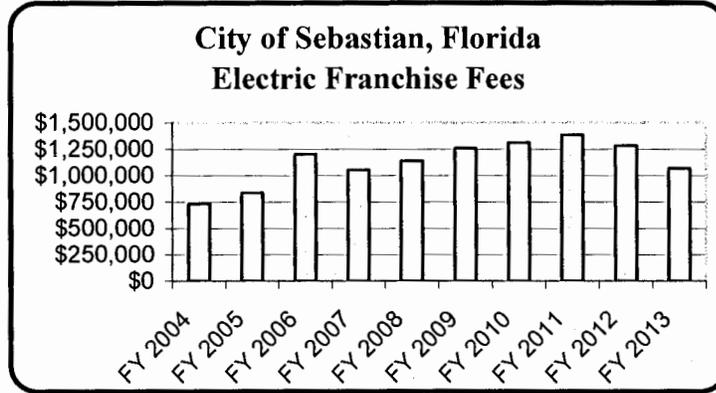


FRANCHISE FEES

Franchise fees are paid by utility providers (electricity, solid waste) for their use of city streets and property in providing their services. The solid waste franchise fee is 6.0% of gross revenue collected. The electric franchise fee is 5.9% 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 2012/13, \$1,070,000 is budgeted as electric franchise fees revenues.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

The franchise fee revenues are recorded in the General Fund. The graph below illustrates a steady increase in electric franchise fees to FY 2011 and then a decline, attributed to lower electric rates resulting from declining fuel prices.

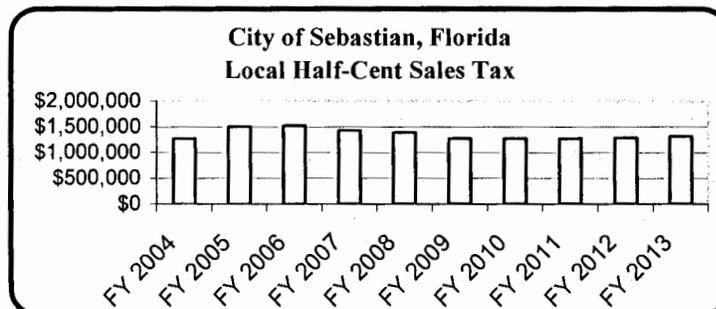


INTERGOVERNMENTAL REVENUES

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 how collections have declined since 2006. The anticipated revenue for FY 2013 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.

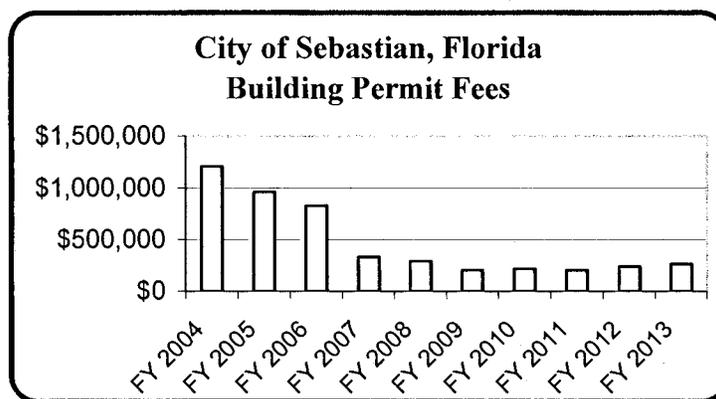


CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

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 decrease in the building permit fees from 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.



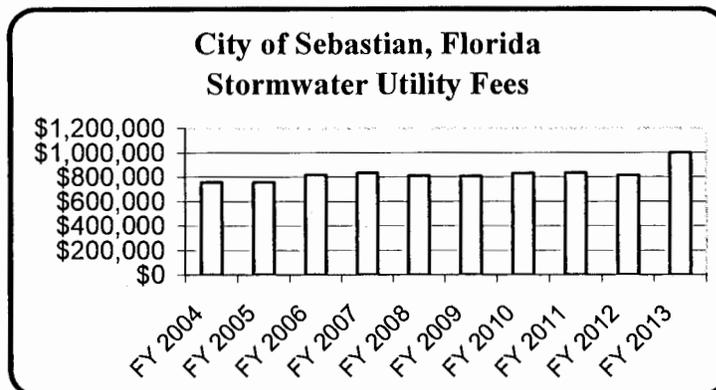
ASSESSMENT

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. For FY 12/13, the City is budgeting an increase in the fee from \$4.00 to \$5.00 per month per ERU and estimates the revenue will be \$1,001,000. The Stormwater Utility Fee revenues are recorded in the Special Revenue Fund.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

The graph below illustrates past and anticipated 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 2011/12 with the expenditure budget for FY 2012/13.

- Total decrease of 2.52% 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 the past few years. Through collective bargaining this past year, there were some savings in police officer pension costs. In the Stormwater Division of Public Works, a Maintenance Worker I position was eliminated after it became vacant during the year. However, this was offset by a transfer of a Maintenance Worker III from the Airport Fund. Henceforth, the Airport Fund will be charged for maintenance services by General Fund which will be made available to the Airport. Another significant change in General Fund appropriations for personnel, included changes in amounts budgeted for employee health insurance as a result of competitive bidding. Competitive bidding also allowed a major reduction in the estimates for ditch and swale mowing services. While we have successfully managed the level of spending, it was clear this year that an adjustment to ad valorem taxes was necessary. Notable changes in departmental appropriations are:
 - City Clerk reduction of 6.81% was due to a reduction in election costs requirements for this year.
 - City Attorney decrease of 4.97% is attributable to a reduction in anticipated billable hours.
 - Management Information Services increase of 1.98% is primarily due to the creation of an account for broadcast supplies.
 - In the Police Department, changes to the pension plan, reductions in health insurance and retirement contributions enabled an overall budget reduction. The combination of all divisions reflects a 5.20% decrease.
 - In Public Works, the savings from the ditch and swale mowing bidding enabled a small reduction in the overall budget. The combination of all Public Works Divisions reflects only a .68% increase.
 - Planning and Zoning decreased 2.08% due to adjustments to amounts budgeted for health insurance.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

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

<u>Org Code</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>FY 11/12 Budget</u>	<u>FY 12/13 Adopted Budget</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
010001	City Council	\$ 51,313	\$ 48,016	\$ 47,060	\$ 50,283	\$ 51,717	\$ 1,434	2.85%
010005	City Manager	270,318	249,377	232,468	234,046	233,387	(659)	-0.28%
010009	City Clerk	290,270	292,969	272,887	304,390	283,667	(20,723)	-6.81%
010010	City Attorney	184,450	104,585	98,714	107,710	102,360	(5,350)	-4.97%
010020	Administrative Services	556,216	489,026	481,049	477,869	478,561	692	0.14%
010021	Management Information Svcs	262,444	265,376	274,798	160,125	163,290	3,165	1.98%
010041	Police Administration	1,095,779	781,955	771,089	648,177	604,915	(43,262)	-6.67%
010043	Police Operations	2,606,975	2,534,599	2,651,986	2,374,857	2,253,825	(121,032)	-5.10%
010047	Police Detective Division	661,582	1,042,894	1,004,904	753,222	678,740	(74,482)	-9.89%
010049	Police Dispatch Unit	495,769	475,756	485,879	492,655	497,327	4,672	0.95%
010045	Code Enforcement Division	139,478	132,959	159,324	160,484	164,399	3,915	2.44%
010052	Roads and Maintenance	1,241,246	914,388	789,371	758,719	770,420	11,701	1.54%
010053	Stormwater Utility	1,268,576	1,055,577	1,025,307	977,822	903,979	(73,843)	-7.55%
010054	Fleet Management	218,740	210,676	142,816	197,728	206,766	9,038	4.57%
010056	Facilities Maintenance	275,126	235,324	224,170	269,424	315,317	45,893	17.03%
010057	Parks and Recreation	1,148,407	983,198	915,276	851,471	914,728	63,257	7.43%
010059	Cemetery	167,293	142,586	104,314	160,526	117,254	(43,272)	-26.96%
010080	Planning and Zoning	380,503	410,049	349,387	248,150	242,980	(5,170)	-2.08%
010099	Non-Departmental	710,713	622,565	559,049	697,657	691,481	(6,176)	-0.89%
Total General Fund Expenditures		\$ 12,025,198	\$ 10,991,875	\$ 10,589,848	\$ 9,925,315	\$ 9,675,113	\$ (250,202)	-2.52%

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

Exhibit S-2 compares the revised General Fund expenditure by category budget for FY 2012/13 with the expenditures budget for FY 2011/12.

- Salaries and benefits category reflects a reduction of 1.95% primarily due to reductions in pension and health insurance costs.
- Operating expenditures decreased 6.32% mainly due to further reductions in operating and maintenance accounts, which reflects that departments will continue to limit spending.
- Capital outlay reflects a large increase as we felt some equipment replacement could no longer be deferred.
- Transfers to Other Funds of \$12,888 from General Fund will be combined with \$100,000 from the Local Option Gas Tax Fund to total \$112,888 for street repaving.

Exhibit S-2 Appropriation Comparison by Category General Fund

By Major Category	FY 08/09 <u>Actual</u>	FY 09/10 <u>Actual</u>	FY 10/11 <u>Actual</u>	FY 11/12 <u>Budget</u>	FY 12/13 <u>Budget</u>	Increase (Decrease)	% Increase (Decrease)
Salaries and Benefits	\$ 9,113,545	\$ 8,534,921	\$ 8,244,295	\$ 7,543,163	\$ 7,395,732	\$(147,431)	-1.95%
Operating Expenditures	2,808,158	2,353,221	2,288,006	2,287,823	2,143,293	(144,530)	-6.32%
Capital Outlays	103,494	103,733	57,547	33,329	123,200	89,871	269.65%
Transfers to Other Funds	-	-	-	-	12,888	n/a	n/a
Total	\$ 12,025,198	\$ 10,991,875	\$ 10,589,848	\$ 9,864,315	\$ 9,675,113	\$(202,090)	-1.91%

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

Exhibit S-3 compares the revised total expenditure budget for FY 2012/13 with the approved expenditure budget by fund for FY 2011/12.

Exhibit S-3 Total Budget Comparison by Fund

<u>Fund name</u>	<u>FY 08/09 Actual Expenditures/ Expenses</u>	<u>FY 09/10 Actual Expenditures/ Expenses</u>	<u>FY 10/11 Actual Expenditures/ Expenses</u>	<u>FY 11/12 Budgeted Expenditures/ Expenses</u>	<u>FY 12/13 Budgeted Expenditures/ Expenses</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
General Fund (1)	\$ 12,025,198	\$ 10,991,875	\$ 10,597,825	\$ 9,925,315	\$ 9,675,113	\$ (250,202)	-2.52%
Special Revenue Funds							
Local Option Gas Tax (2)	760,251	1,770,516	1,910,999	648,511	551,076	(97,435)	-5.10%
Discretionary Sales Tax (3)	2,779,369	2,492,641	2,119,705	3,069,611	2,745,621	(323,990)	-15.28%
Riverfront CRA (4)	227,470	3,295,486	580,192	286,616	460,040	173,424	29.89%
Parking In-Lieu-Of	-	-	-	-	-	-	n/a
Recreation Impact Fee (5)	177,724	19,299	307,596	448,775	330,000	(118,775)	-38.61%
Stormwater Utility Fee (6)	1,038,941	1,057,305	955,100	938,623	1,054,508	115,885	12.13%
Law Enforcement Forfeiture Fund	26,209	6,015	7,481	-	-	-	-
Debt Service Funds							
Discretionary Sales Surtax Revenue Bonds	1,181,903	1,024,463	1,019,612	1,022,333	1,018,123	(4,210)	-0.41%
Stormwater Utility Revenue Bonds	441,010	438,360	440,077	440,123	439,048	(1,075)	-0.24%
Capital Project Funds (7)	6,383,101	2,987,308	3,231,500	1,878,000	6,756,888	4,878,888	150.98%
Enterprise Funds							
Golf Course Fund (8)	2,055,219	1,264,710	1,216,666	1,257,321	1,379,140	121,819	10.01%
Airport Fund (9)	434,766	409,494	694,983	447,124	445,628	(1,496)	-0.22%
Building Department (10)	521,535	484,694	463,719	413,059	411,000	(2,059)	-0.44%
Total All Funds	\$ 28,052,695	\$ 26,242,166	\$ 23,545,455	\$ 20,775,411	\$ 25,266,185	\$ 4,490,774	19.07%

- (1) General Fund decreased with reductions necessary to stay within available revenues.
- (2) Local Option Gas Tax decreased because of declining revenues from fuel taxes.
- (3) Discretionary Sales Tax decreased due to less being transferred for capital projects.
- (4) Riverfront CRA increased for additional amounts allocated for projects, specifically it's share of the parking improvements being made to the CavCorp property.
- (5) Recreation Impact Fee Funds decreased due to reduced transfers for capital projects.
- (6) Stormwater Utility Fee Funds increased with equipment replacements and contractual services made possible by the rate increase.
- (7) Capital Project Funds increased for additional amounts allocated for planned projects, including those from grant funding for the Airport.
- (8) Golf Course Fund increased primarily due to necessary capital repairs.
- (9) Airport Fund reduced due lower budgets for capital outlays.
- (10) Building Department decreased primarily due to health insurance reductions.

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 BALANCE COMPARISON AND PROJECTED CHANGES

Fund Name	Balance 9/30/2010 Actual	Balance 9/30/2011 Actual	Balance 9/30/2012 Estimated	Change in Fund Balance		Projected Balance 9/30/2013	Percentage Change from Prior Year
				Projected Sources	Projected Uses		
General Fund (1)	5,228,495	4,733,552	4,661,677	9,675,113	(9,675,113)	4,661,677	0.0%
Special Revenue Funds							
Local Option Gas Tax (2)	1,392,654	58,562	7,704	571,104	(551,076)	27,732	260.0%
Discretionary Sales Tax (3)	1,379,094	1,623,442	971,306	2,436,875	(2,745,621)	662,560	-31.8%
Riverfront CRA (4)	682,591	455,810	411,438	267,873	(460,040)	219,271	-46.7%
Parking In-Lieu-Of Fund (5)	0	12,632	26,482	13,850	0	40,332	52.3%
Recreation Impact Fee (6)	1,106,310	848,187	435,786	41,535	(330,000)	147,321	-66.2%
Stormwater Utility Fee Fund (7)	1,708,866	1,570,285	1,304,145	1,006,957	(1,054,508)	1,256,593	-3.6%
Law Enforcement Forfeiture Fund	73,516	66,585	65,107	10,125	0	75,232	15.6%
Debt Service Funds							
Bonds	1,554,654	1,558,458	1,555,916	1,016,986	(1,018,123)	1,554,779	-0.1%
Stormwater Utility Revenue Bonds	182,951	183,020	182,520	440,464	(439,048)	183,936	0.8%
Capital Project Funds (8)							
General Capital Project	0	0	0	91,000	(91,000)	0	n/a
Capital Improvements	290,000	0	0	655,000	(655,000)	0	n/a
Transportation Improvements	488,988	0	0	922,888	(922,888)	0	n/a
Stormwater Improvements	157,471	0	0	730,000	(730,000)	0	n/a
Airport Improvements	0	0	0	4,358,000	(4,358,000)	0	n/a
Enterprise Funds							
Golf Course Fund (9)	(335,947)	(216,241)	(153,532)	1,400,235	(1,379,140)	(132,437)	-13.7%
Airport Fund (10)	(51,665)	(66,889)	(64,158)	438,319	(445,628)	(71,467)	11.4%
Building Department (11)	518,791	460,448	460,677	421,550	(411,000)	471,227	2.3%
Total All Funds	14,376,769	11,287,851	9,865,068	24,497,874	(25,266,185)	9,096,756	-7.8%

- (1) General Fund projected fund balance is not expected to change for FY 12-13 fiscal year. Ad Valorem taxes are projected based on an increase in the millage to 3.7166, which is calculated based on a millage that will generate the same proceeds as the prior year, plus funds to permit the normal transfer from the Local Option Gas Tax Fund to be discontinued.
- (2) The Local Option Gas Tax Fund discontinues the normal transfer to General Fund and allocates those dollars to street paving.
- (3) Discretionary Sales Tax projected fund balance decreases slightly in FY 2013 due to amounts allocated for eligible capital projects exceeding projected revenues.
- (4) Riverfront CRA balances are expected to decline due to the amount of projects being greater than anticipated revenues.
- (5) The Parking In-Lieu-Of Fee was initiated in FY 2011 and no disbursements are projected at this time.
- (6) Recreation Impact Fee expenditures on projects are also greater than anticipated revenues.
- (7) Stormwater Utility Fee Fund revenues are being increased with a rate increase from \$4.00 per ERU to \$5.00 per ERU per month. This is needed to continue debt service payments, cover operating costs and to replace equipment.
- (8) Capital Project Funds equal amounts for FY 2012/2013 in the Capital Improvements Program, less \$112,000 that will be accounted for within the General Fund.
- (9) Golf Course Fund shows a reduction in the negative fund balance, as a result of the final maturity of the bond issue.
- (10) Airport Fund shows an increase in the negative fund balance, as it needs to fund expenditures for economic development.
- (11) Building Department Fund Balance is holding fairly steady, as a result of staffing reductions during this period of economic slowdown.

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012/13, total personnel costs are approximately 67.80% of the city's budgeted operating expenses. 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		Amended FY 2010/1011		Amended FY 2011/2012		Budget FY 2012/2013		Increase/ (Decrease)	
	F/T	P/T	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	5	0	0
City Manager	2.5	0	2.5	0	2	0	2	0	2	0	0	0
City Clerk	3	0	3	0	3	0	3	0	3	0	0	0
City Attorney	2	0	0	0	0	0	0	0	0	0	0	0
Administrative Services	0	0	5	0	5	0	5	0	5	0	0	0
Finance	5	0	0	0	0	0	0	0	0	0	0	0
Mgmt Information Svcs	3	0	3	0	3	2	2	2	2	2	0	0
Human Resources	2	0	0	0	0	0	0	0	0	0	0	0
Planning and Zoning	5	0	5	0	4	0	3	0	3	0	0	0
Police Administration	9	8	7	0	7	0	7	0	7	0	0	0
Police Operations	30	1	27	1	27	1	27	1	27	1	0	0
Police Detectives	6	0	10	8	10	8	7	8	7	10	0	2
Police Dispatch	9	1	9	1	9	1	9	1	9	1	0	0
Code Enforcement	2.5	0	2.5	0	3	0	3	0	3	0	0	0
Engineering	5	4	0	0	0	0	0	0	0	0	0	0
Roads & Maintenance	10	0	12	0	12	0	10	0	10	0	0	0
Stormwater Utility	11	0	12	0	12	0	9	0	9	0	0	0
Fleet Management	3	1	3	1	2	1	3	1	3	1	0	0
Parks & Recreation	15	17	14	18	12	18	11	18	11	18	0	0
Cemetery	2	0	2	0	1	0	1	0	1	0	0	0
Facilities Maintenance	2	0	2	0	2	0	3	0	3	4	0	4
Golf Course Administration	3	5	3	2	3	2	2	3	2	3	0	0
Golf Course Carts	0	7	0	13	0	13	0	13	0	13	0	0
Airport	3	0	3	0	3	0	3	0	2	0	(1)	0
Building Department	5	0	5	0	5	0	4	0	4	0	0	0
SUB-TOTALS	138	49	130	49	125	51	114	52	113	58	(1)	6
TOTALS	187		179		176		166		171		5	

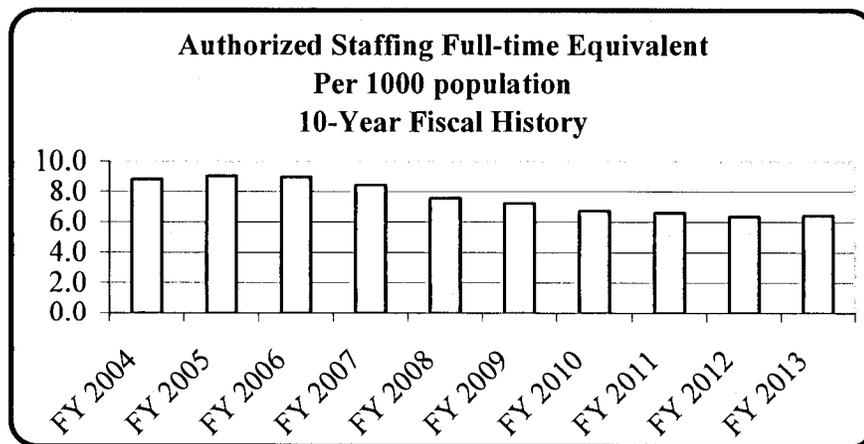
Summary of Changes for FY 2012/2013

- Police Detective - Addition of 2 Crossing Guards
- Stormwater - Elimination of Maintenance 1 Position and Addition of Maintenance III Position
- Facilities Maintenance - Addition of 4 Part-time Custodians
- Airport - Maintenance III transferred to Stormwater

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

Primarily due to the results of declining property tax values, the FY 2012/13 budget reflects a reduction of one full-time position and addition of six part-time positions. The total authorization of 142 full-time equivalent (FTE) positions will serve an estimated population of 21,995. This results in a staffing ratio of 6.4560 FTE's per 1,000 population. From the chart and graph below, the trend for the past few years is illustrated. It is projected that this generally downward trend will continue in future years due to expectations that any economic growth will be modest and the City will have to limit spending to absolutely essential services.

<u>Year</u>	<u>FTE</u>	<u>Population</u>	<u>Number of FTE Per Thousand</u>
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	140.00	21,929	6.3842
FY 2013	142.00	21,995	6.4560



CITY OF SEBASTIAN, FLORIDA 2012/2013 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 9/30/12</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

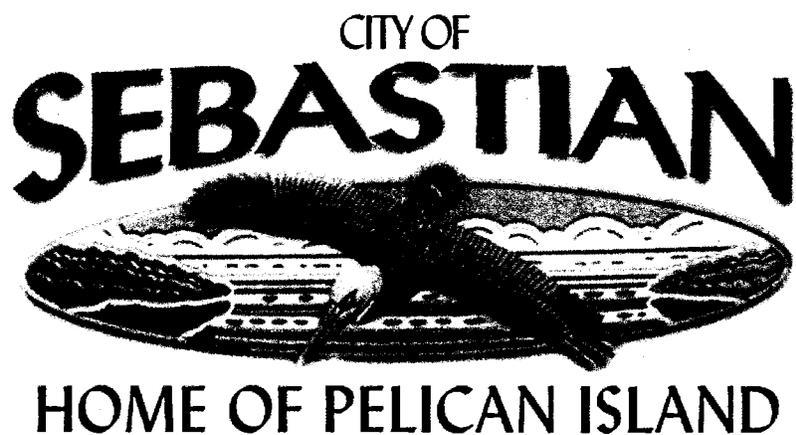
Debt Outstanding

The following table lists the city's debt obligations and commitments as of September 30, 2012. 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.

<u>Debt Description</u>	<u>Initial Principal Amount</u>	<u>Principal Remaining 9/30/2012</u>	<u>Interest Rate</u>	<u>Final Maturity</u>	<u>Initial Bond Rating/ Insurer</u>	<u>Security Pledge</u>
Infrastructure Sales Surtax Revenue Bonds, Series 2003	\$9,500,000	\$5,034,355	2% to 4.125%	2018	AAA/MBIA	Infrastructure Sales Surtax revenues
Stormwater Utility Revenue Bonds, Series 2003	\$5,630,000	\$3,505,000	2% to 4.2%	2022	AAA/MBIA	Stormwater utility fees
Infrastructure Sales Surtax Revenue Bonds, Series 2003 A	\$2,125,000	\$1,030,000	2% to 4%	2018	AAA/Ambac	Infrastructure Sales Surtax revenues
Paving Improvements Promissory Notes 2012	\$2,296,000	\$2,296,000	1.94%	2023	N/A	Local Option Gas Tax

Effects on Current Operations

The revenues pledged on the Infrastructure Sales Surtax Revenue Bonds are legally restricted to capital purchases and may not be used for operating expenditures. However, stormwater utility fees and local option gas tax revenues may be used for capital or operations, provided they pertain to the stormwater or transportation systems, respectively. Thus, with the priority given to debt service payments, the amount of debt service may limit the net revenues available for capital purchases and/or operating expenditures of those systems.



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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 and were formally adopted by the City Council at a public meeting on September 26, 2012. 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.

City of Sebastian, Florida Financial Policies

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.
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 2012/2013 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 2012/2013 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.

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.

Parking In-Lieu-Of Fund (150) – This fund is used to account for revenues generated by the parking in-lieu-of fee. Monies are to be used to expand public parking in the CRA area.

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.

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 2012/2013 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. Airport Operations and Economic Development 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

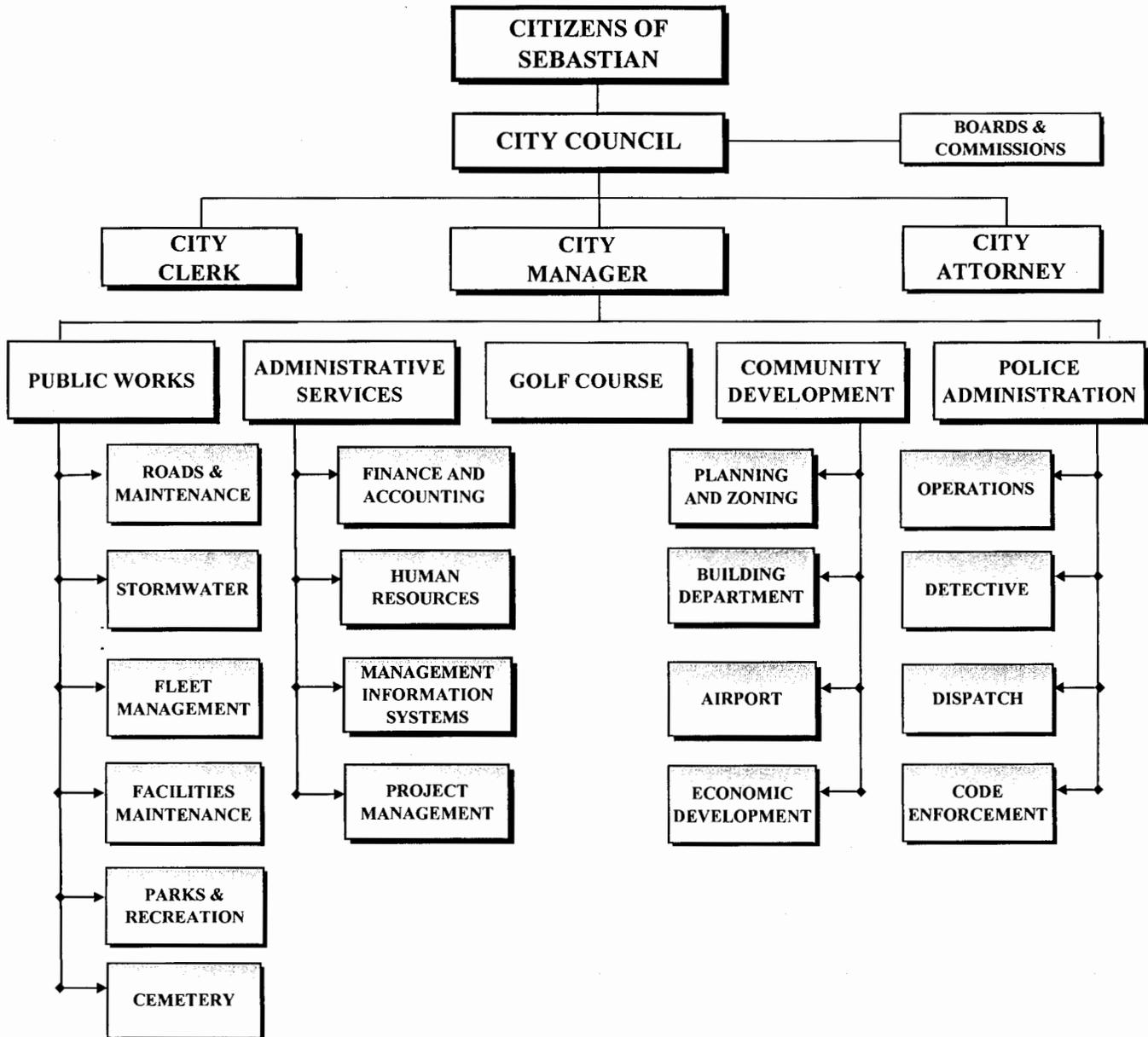
Cemetery Permanent Fund (601) – This fund is used to account for principal trust amounts received, sale of cemetery lots and related interest income. The principal on the non-expendable principal portion of the trust may not be spent but the interest on it can be used to make capital improvement and 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 2012/2013 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
Economic Development (Airport)	Economic Development		X
Building	Public Safety		X

**CITY OF SEBASTIAN
FISCAL YEAR 2012-2013 BUDGET CALENDAR**

<u>DATE</u>	<u>DAY</u>	<u>EVENT</u>
01/10/12	Tuesday	Budget Review Advisory Board @6:00pm – 4 th Quarterly Report Review/Budget Calendar Review
03/13/12	Tuesday	Budget Review Advisory Board @6:00pm – 1 st Quarterly Report Review
03/28/12	Wednesday	City Council @ 6:30pm – 1 st Quarterly Report and Budget Calendar Approval
04/02/12	Monday	Departments receive instructions on Capital Improvement Program
04/13/12	Friday	Departments submit Capital Improvements Program Request to Finance Director
04/19/12	Thursday	Budget Instruction Packets distributed to Department Directors
05/11/12	Thursday	Departments submit Operating Budget Request to Finance Director
05/15/12	Tuesday	Budget Review Advisory Board @ 6:00pm – 2 nd Quarterly Budget Report
05/23/12	Wednesday	City Council @ 6:30pm – 2 nd Quarterly Budget Report Review
06/01/12	Friday	Estimate of Property Value received from Property Appraiser
06/04/12-06/08/12	Mon-Mon	City Manager review with Departments on Budget and Capital Improvements Program
06/12/12	Tuesday	Budget Review Advisory Board @ 6:00pm – Budget Discussion
06/15/12	Friday	City Manager's Budget Projections sent to Budget Review Advisory Board
06/18/12	Monday	Form DR-420 Certified Taxable Values received from Property Appraiser
06/25/12	Monday	Parks and Recreation Board – Discussion of Recreation Impact Fee Capital Improvements
06/26/12	Tuesday	Budget Review Advisory Board @ 6:00pm – Review Recommended Budget, Proposed Millage and Final Report to City Council
06/27/12	Wednesday	City Council @ 6:30pm – Final Report by Budget Review Advisory Board & Approval of Proposed Millage
06/28/12	Thursday	Form DR-420 Certification of Proposed Millage delivered to Property Appraiser
07/17/12	Tuesday	Budget Review Advisory Board @ 6:00pm – Final Discussion on Report to City Council
07/20/12	Friday	City Manager's Recommended Capital Improvements Program submitted to P & Z
07/23/12	Monday	Parks and Recreation Board – Final Discussion of Recreation Impact Fee Capital Improvements
08/02/12	Thursday	Planning Board @ 7:00pm – Approval of Capital Improvements Program
08/06/12	Monday	City Manager's Recommended Budget & Capital Improvements Document Submitted to City Council
08/14/12	Tuesday	Budget Review Advisory Board @6:00pm – 3 rd Quarterly Report Review
08/20/12	Monday	City Council @ 5:30pm – Special Meeting/Workshop on Proposed Budget
08/22/12	Wednesday	City Council @ 6:30pm – 3 rd Quarterly Report
09/05/12	Wednesday	First Public Hearing on County Budget @5:01pm
09/11/12	Thursday	Final Adoption of County School Board Budget @ 7:00pm
09/12/12	Wednesday	Final Adoption of County Budget @ 5:01pm
09/17/12	Monday	City Council @5:30pm – Special Meeting for First Public Hearing on City Budget and Approval of Capital Improvements Program
09/22/12	Saturday	Advertising of the Final Millage Rate and City Proposed Budget
09/26/12	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
09/27/12	Thursday	Resolutions Adopting Final Millage and Budget sent to Property Appraiser and Tax Collector

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012/2013 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.



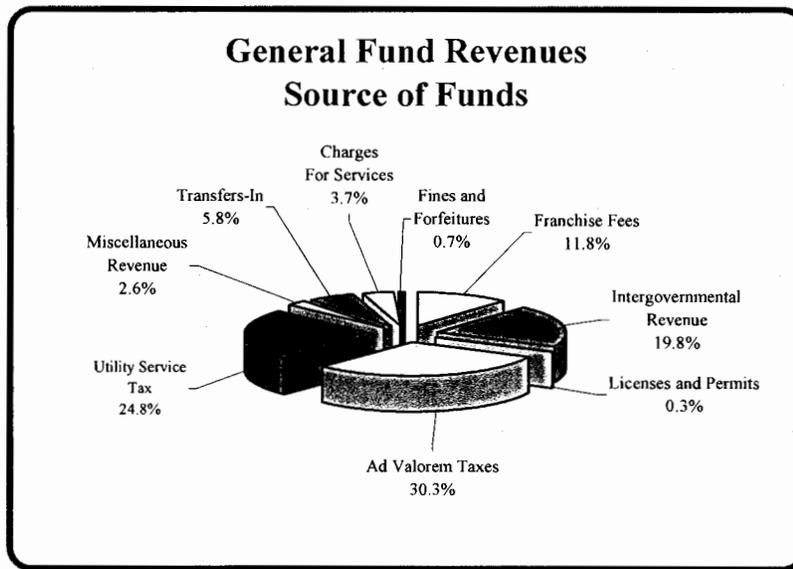
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CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

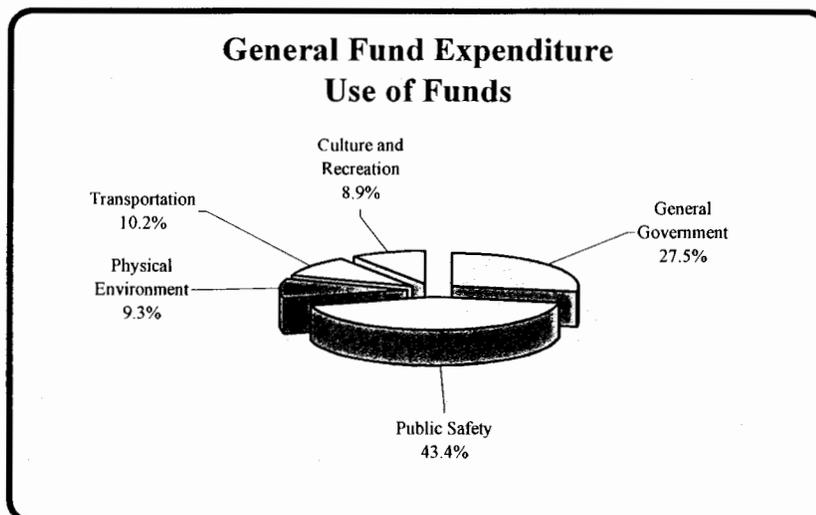
GENERAL FUND

The General Fund is the main operating fund for the City of Sebastian. The adopted budget for Fiscal Year 2012-2013 is \$9,675,113. 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 Ad Valorem Taxes, Utility Services Taxes, Franchise Fees and Intergovernmental Revenues. 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 5.8% of revenues for the General Fund. Table G-1 and Table G-2 presented on the following pages compare the Fiscal Year 2012-13 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 43.4% 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 2012/2013 ANNUAL BUDGET

TABLE G-1

GENERAL FUND REVENUE

Code: 001501

The Fiscal Year 2012-2013 proposed budget for General Fund Revenue and Other Sources is \$9,675,113. This is \$106,273 less than projected actual 2011-2012 General Fund Revenue and Other Sources of \$9,781,386.

Description	FY 08-09	FY 09-10	FY 10-11	Amended FY 11/12	Projected FY 11/12	FY 12/13	Difference
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Taxes and franchise fees	\$ 7,945,511	\$ 7,400,140	\$ 6,733,189	\$ 6,684,535	\$ 6,318,035	\$ 6,466,854	\$ 148,819
Licenses and permits	29,151	33,182	23,646	36,150	27,950	28,950	1,000
Inter-governmental revenue	2,000,872	1,997,119	2,002,032	1,880,400	2,052,900	1,919,700	(133,200)
Charges for service	288,881	282,530	260,838	284,603	280,109	373,347	93,238
Fines and forfeits	59,411	71,415	80,654	74,000	69,300	70,500	1,200
Interest earnings	194,126	142,362	23,835	92,000	65,500	70,500	5,000
Rents and royalties	80,652	80,178	89,122	81,400	89,200	87,500	(1,700)
Sales of assets	9,009	27,114	23,688	22,000	47,000	32,000	(15,000)
Contributions/donations	28,462	13,442	47,409	33,376	20,800	19,000	(1,800)
Other miscellaneous revenues	76,405	23,799	58,767	47,722	46,001	41,363	(4,638)
Total revenues	\$10,712,480	\$10,071,281	\$ 9,343,180	\$ 9,236,186	\$ 9,016,795	\$ 9,109,714	\$ 92,919
Interfund transfers	821,538	764,888	736,727	689,129	692,716	565,399	(127,317)
Decrease in Fund Balance	491,180	155,706	509,941	-	71,875	0	(71,875)
Total revenues and other sources	\$12,025,198	\$10,991,875	\$10,589,848	\$ 9,925,315	\$ 9,781,386	\$ 9,675,113	\$(106,273)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from
FY 2011-12 Projected Revenues:

1. **Taxes and franchise fees** - Increase results from using a higher millage of 3.7166.
2. **Licenses and permits** - Slightly increased from FY 11/12 projected.
3. **Intergovernmental** - Decrease anticipated based on trend analysis.
4. **Charges for service** - Increase in janitorial services charged to enterprise funds and Airport Fund maintenance charges.
5. **Fines and forfeits** - Projection slightly more than FY 11-12.
6. **Interest earnings** - Slight increase in earnings from bank deposits is anticipated.
7. **Rents and royalties** - Slight reduction from FY 11/12.
8. **Sales of assets** - A large number of surplus items were auctioned in FY 11-12.
9. **Contributions/Donations** - Some decrease expected for FY 12-13.
10. **Other miscellaneous revenues** - Slight decrease anticipated from FY 11/12.
11. **Interfund transfers** - Eliminated transfer from the Local Option Gas Tax Fund.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

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

**GENERAL FUND REVENUE DETAIL
Code: 001501**

Account		FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	FY 11/12	12/13 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>
TAXES							
311000	Current Ad Valorem Taxes	4,225,106	3,716,797	3,144,864	2,757,335	2,757,335	2,904,754
311001	Delinquent Ad Valorem Taxes	41,236	15,305	5,830	15,000	15,000	15,000
311002	Penalty on Delinquent Taxes	10,458	2,296	5,464	10,000	10,000	10,000
TOTAL AD VALOREM TAXES		4,276,800	3,734,398	3,156,158	2,782,335	2,782,335	2,929,754
FRANCHISE FEES							
313100	Electric Franchise Fees	1,260,484	1,159,433	1,117,525	1,285,200	1,068,600	1,070,000
313700	Solid Waste Franchise Fees	66,769	69,259	67,161	67,000	71,500	71,500
TOTAL FRANCHISE FEES		1,327,253	1,228,692	1,184,686	1,352,200	1,140,100	1,141,500
UTILITY SERVICE TAXES							
314100	Electric Utility Service Tax	1,174,792	1,305,187	1,276,549	1,413,000	1,260,000	1,260,000
314300	Water Utility Service Tax	219,953	222,524	232,007	232,000	235,000	235,000
314800	Propane Utility Service Tax	29,606	22,098	19,884	25,000	28,600	28,600
314950	CST Revenue Sharing	917,107	887,241	863,905	880,000	872,000	872,000
TOTAL UTILITY SERVICE TAXES		2,341,458	2,437,050	2,392,345	2,550,000	2,395,600	2,395,600
TOTAL TAXES & FRANCHISE FEES		7,945,511	7,400,140	6,733,189	6,684,535	6,318,035	6,466,854
LICENSES AND PERMITS							
322060	Driveway Permit Fees	5,925	10,405	10,600	7,500	9,500	7,500
322700	Accessory Structure	100	300	1,150	250	750	250
322900	Other Permits & Fees	2,256	2,191	1,794	2,000	2,000	2,000
329100	Zoning Fees	7,800	7,381	4,100	7,500	7,500	7,500
329200	Site Plan Review Fees	7,300	7,445	3,900	7,500	4,000	7,500
329300	Plat Review Fees	750	1,200	622	5,000	2,000	2,000
329400	Plan Checking Fees	3,400	2,600	0	5,000	1,000	1,000
329500	Alarm Permits	1,320	1,460	1,480	1,200	1,200	1,200
329600	De-Watering Permits	300	200	0	200	0	0
TOTAL LICENSES AND PERMITS		29,151	33,182	23,646	36,150	27,950	28,950

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

General Fund Revenues Detail - Continued

Account	FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	FY 11/12	12/13 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>
INTERGOVERNMENTAL REVENUE:						
FEDERAL GRANTS						
331200 Fed Grant-Public Safety	41,743	31,218	0	40,000	0	0
331204 Fed - LLEBG	0	5,834	0	5,000	4,700	5,000
TOTAL FEDERAL GRANTS	41,743	37,052	0	45,000	4,700	5,000
STATE SHARED REVENUES						
335120 Municipal Revenue Sharing	373,205	376,297	399,717	375,000	412,400	412,400
335122 8th Cent Motor Fuel Tax	149,968	154,094	160,859	155,000	162,200	162,200
335140 Mobile Home Licenses	9,621	9,545	9,040	9,700	9,300	9,300
335150 Alcohol Beverage Licenses	10,700	10,850	9,315	10,700	10,500	10,500
335180 Local Half-Cent Sales Tax	1,277,853	1,274,429	1,289,624	1,285,000	1,320,300	1,320,300
335200 Police Pension State Shared Revenue	137,782	134,852	133,477	0	133,500	0
TOTAL STATE SHARED REVENUES	1,959,129	1,960,067	2,002,032	1,835,400	2,048,200	1,914,700
TOTAL INTER-GOV'T REVENUE	2,000,872	1,997,119	2,002,032	1,880,400	2,052,900	1,919,700
CHARGES FOR SERVICES						
341910 Sales-Maps & Publications	25	0	0	0	0	0
341920 Cert. Copying, Record Search	2,171	1,318	1,140	1,500	1,250	1,500
341930 Election Fees	488	305	391	0	165	0
342100 PD Overtime Service Fees	5,025	26,230	9,446	12,000	10,000	12,000
342200 PD Fingerprinting	1,643	1,190	1,370	1,200	1,300	1,200
343805 Cemetery Fees	11,549	9,129	6,930	10,000	10,000	10,000
347550 Skate Facility Fees	6,358	3,885	8,280	6,500	9,000	8,000
347555 Tennis Facility Fees	18,910	20,130	19,562	21,000	21,000	20,000
347556 County Impact Fees Admin. Fees	2,325	2,211	4,093	5,000	5,000	5,000
347557 Community Center Rec Revenues	38,947	35,820	29,418	40,000	35,000	35,000
349140 RRD-Management Fees	13,202	13,202	7,440	13,202	13,202	13,202
349410 Golf Course-Management Fees	49,509	54,460	59,906	65,897	65,897	82,638
349450 Airport-Management Fees	52,592	36,656	42,980	44,203	44,203	52,772
349455 Maintenance Service Fees-AP	1,329	1,540	1,441	1,800	1,800	68,500
349480 Building Dept Administrative Fees	84,089	75,680	68,112	61,301	61,301	62,785
349485 Maintenance Services Fees-Bldg Dept.	719	774	329	1,000	750	750
349900 Project Personnel/Equipment Services	0	0	0	0	241	0
TOTAL CHGS FOR SERVICE	288,881	282,530	260,838	284,603	280,109	373,347

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

General Fund Revenues Detail - Continued

Account	FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	FY 11/12	12/13 Adopted
Number Description	Actual	Actual	Actual	Budget	Projected	Budget
FINES AND FORFEITS						
351100 Court Fines	18,507	14,585	15,910	15,000	13,000	13,000
351115 Police Education-\$2.00 Funds	2,394	1,532	1,957	1,500	1,600	1,500
351120 Drivers Education	2,771	1,790	2,953	2,500	2,200	2,500
351140 Parking Fines	700	1,150	2,390	2,000	1,000	1,500
354100 Code Enforcement Fines	34,402	49,878	53,360	50,000	50,000	50,000
359000 Other Fines/Forfeits	637	2,480	4,084	3,000	1,500	2,000
TOTAL FINES AND FORFEITS	59,411	71,415	80,654	74,000	69,300	70,500
MISCELLANEOUS REVENUE:						
INTEREST EARNINGS						
361100 Interest Income	183,892	138,121	17,459	86,000	60,000	65,000
361105 State Board Interest Earnings	6,030	4,069	6,152	5,000	5,000	5,000
361121 Special Assessment-Interest	3,357	0	0	0	0	0
361150 Other Interest	847	172	224	1,000	500	500
TOTAL INTEREST EARNINGS	194,126	142,362	23,835	92,000	65,500	70,500
RENT AND ROYALTIES						
362100 Rents and Royalties	3,843	5,370	8,554	5,000	9,200	7,500
362150 Nontaxable Rent	72,960	74,808	80,568	76,400	80,000	80,000
363150 Special Assessment-Riverfront	3,849	0	0	0	0	0
TOTAL RENT AND ROYALTIES	80,652	80,178	89,122	81,400	89,200	87,500
SALE OF FIXED ASSETS						
364100 Sale of Fixed Assets	3,925	15,765	16,501	17,000	40,000	27,000
365000 Sale of Surplus Material/Scrap	5,084	11,349	7,187	5,000	7,000	5,000
TOTAL SALES OF FIXED ASSETS	9,009	27,114	23,688	22,000	47,000	32,000
CONTRIBUTIONS/DONATIONS						
366000 Contributions & Donations	14,649	250	29,768	17,000	2,000	2,500
366100 Donatons - Car Seat Program	(642)	0	0	0	0	0
366150 75th Annuversary Revenues	250	450	790	376	800	500
366200 Contribution/Greer Trust	6,740	6,000	6,000	6,000	8,000	6,000
366604 Donations-Public Safety Employees	1,785	2,213	2,610	2,000	2,000	2,000
366605 Donations-General Empl Fund	3,030	1,929	2,186	3,000	2,000	3,000
366805 4th of July Donations	2,650	2,600	6,055	5,000	6,000	5,000
TOTAL CONTRIBUTIONS/DONATIONS	28,462	13,442	47,409	33,376	20,800	19,000
OTHER MISCELLANEOUS REVENUES						
367000 Gain/Loss on Sale of Investments	(8,218)	(14,839)	29,350	0	30	0
369100 Motor Fuel Tax Rebate	12,466	11,387	11,472	12,000	10,800	11,000
369200 Insurance Proceeds	3,785	968	2,741	4,722	4,785	4,500
369400 Reimbursements	57,078	19,834	17,743	25,000	20,000	20,000
369900 Other Miscellaneous Revenues	9,956	5,127	(2,737)	5,000	8,000	5,113
369955 Vend Mach Sales-Gen Empl Fund	1,323	777	198	1,000	800	750
369995 Cash Over/Short	15	(5)	0	0	0	0
369999 Prior Year Recoveries	0	550	0	0	1,586	0
TOTAL OTHER MISCELLANEOUS REV.	76,405	23,799	58,767	47,722	46,001	41,363
TOTAL MISCELLANEOUS REVENUE	388,654	286,895	242,821	276,498	268,501	250,363
TOTAL REVENUES	10,712,480	10,071,281	9,343,180	9,236,186	9,016,795	9,109,714

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

General Fund Revenues Detail - Continued

Account	FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	FY 11/12	12/13 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	215,784	175,000	175,000	125,000	125,000	0
381130 Transfer from 130 DST	0	0	0	2,129	2,069	0
381140 Transfer from 140 CRA	60,000	60,000	60,000	60,000	60,000	60,000
381163 Transfer from 163 STORMWATER	512,500	500,000	500,000	500,000	500,000	500,000
381601 Transfer from 601 CEMETERY TRUST	33,254	29,888	1,727	2,000	5,647	5,399
TOTAL INTERFUND TRANSFERS	821,538	764,888	736,727	689,129	692,716	565,399
TOTAL REVENUES AND TRANSFERS	11,534,018	10,836,169	10,079,907	9,925,315	9,709,511	9,675,113
OTHER FINANCING SOURCES						
389991 Decrease in Fund Balance	491,180	155,706	509,941	0	71,875	0
TOTAL OTHER SOURCES	491,180	155,706	509,941	0	71,875	0
TOTAL REV. AND OTHER SOURCES	12,025,198	10,991,875	10,589,848	9,925,315	9,781,386	9,675,113

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	12/13 Adopted Budget	Change From FY 11/12 Budget
010001	City Council	\$ 51,313	\$ 48,016	\$ 47,060	\$ 50,283	\$ 50,248	\$ 51,717	\$ 1,434
010005	City Manager	270,318	249,377	232,468	234,046	225,087	233,387	(659)
010009	City Clerk	290,270	292,969	272,887	304,390	303,507	283,667	(20,723)
010010	City Attorney	184,450	104,585	98,714	107,710	102,360	102,360	(5,350)
010020	Administrative Services	556,216	489,026	481,049	477,869	477,678	478,561	692
010021	Management Information Svcs.	262,444	265,376	274,798	160,125	160,179	163,290	3,165
010041	Police Administration	1,095,779	781,955	771,089	648,177	627,167	604,915	(43,262)
010043	Police Operations	2,606,975	2,534,599	2,651,986	2,374,857	2,330,709	2,253,825	(121,032)
010047	Police Detective Division	661,582	1,042,894	1,004,904	753,222	702,073	678,740	(74,482)
010049	Police Dispatch Unit	495,769	475,756	485,879	492,655	533,551	497,327	4,672
010045	Code Enforcement Division	139,478	132,959	159,324	160,484	161,385	164,399	3,915
010052	Roads and Maintenance	1,241,246	914,388	789,371	758,719	730,543	770,420	11,701
010053	Stormwater Utility	1,268,576	1,055,577	1,025,307	977,822	1,004,486	903,979	(73,843)
010054	Fleet Management	218,740	210,676	142,816	197,728	196,882	206,766	9,038
010056	Facilities Maintenance	275,126	235,324	224,170	269,424	272,296	315,317	45,893
010057	Parks and Recreation	1,148,407	983,198	915,276	851,471	894,521	914,728	63,257
010059	Cemetery	167,293	142,586	104,314	160,526	122,221	117,254	(43,272)
010080	Planning and Zoning	380,503	410,049	349,387	248,150	243,069	242,980	(5,170)
010099	Non-Departmental	710,713	622,565	559,049	697,657	643,424	691,481	(6,176)
Total General Fund Expenditures		\$ 12,025,198	\$ 10,991,875	\$ 10,589,848	\$ 9,925,315	\$ 9,781,386	\$ 9,675,113	\$ (250,202)
Total Revenues and Transfers		11,534,018	10,836,169	10,079,907	9,925,315	9,709,511	9,675,113	(250,202)
Change in Fund Balance		\$ (491,180)	\$ (155,706)	\$ (509,941)	\$ -	\$ (71,875)	\$ (0)	\$ (0)

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

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

Department	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
CITY COUNCIL						
PERSONAL SERVICES	\$ 22,753	\$ 22,413	\$ 22,747	\$ 22,747	\$ 22,747	\$ 22,745
OPERATING EXPENDITURES	28,560	24,819	24,313	27,536	27,501	28,972
CAPITAL OUTLAY	-	784	-	-	-	-
TOTAL	\$ 51,313	\$ 48,016	\$ 47,060	\$ 50,283	\$ 50,248	\$ 51,717
CITY MANAGER						
PERSONAL SERVICES	\$ 260,836	\$ 243,716	\$ 229,006	\$ 230,746	\$ 221,437	\$ 229,837
OPERATING EXPENDITURES	9,482	5,661	3,462	3,300	3,650	3,550
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 270,318	\$ 249,377	\$ 232,468	\$ 234,046	\$ 225,087	\$ 233,387
CITY CLERK						
PERSONAL SERVICES	\$ 250,520	\$ 240,520	\$ 242,478	\$ 249,468	\$ 249,119	\$ 246,678
OPERATING EXPENDITURES	39,750	52,449	30,409	54,922	54,388	36,989
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 290,270	\$ 292,969	\$ 272,887	\$ 304,390	\$ 303,507	\$ 283,667
CITY ATTORNEY						
PERSONAL SERVICES	\$ 78,310	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	106,140	104,585	98,714	107,710	102,360	102,360
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 184,450	\$ 104,585	\$ 98,714	\$ 107,710	\$ 102,360	\$ 102,360
ADMINISTRATIVE SERVICES						
PERSONAL SERVICES	\$ 475,013	\$ 401,669	\$ 398,534	\$ 399,060	\$ 400,137	\$ 397,206
OPERATING EXPENDITURES	81,202	87,357	82,515	78,809	77,541	81,355
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 556,216	\$ 489,026	\$ 481,049	\$ 477,869	\$ 477,678	\$ 478,561
MANAGEMENT INFORMATION SERVICES						
PERSONAL SERVICES	\$ 209,848	\$ 203,325	\$ 231,289	\$ 117,000	\$ 116,757	\$ 117,955
OPERATING EXPENDITURES	48,139	44,834	43,144	30,996	30,852	35,335
CAPITAL OUTLAY	4,457	17,217	365	12,129	12,570	10,000
TOTAL	\$ 262,444	\$ 265,376	\$ 274,798	\$ 160,125	\$ 160,179	\$ 163,290
PLANNING AND ZONING						
PERSONAL SERVICES	\$ 364,709	\$ 368,224	\$ 311,678	\$ 227,698	\$ 224,998	\$ 222,280
OPERATING EXPENDITURES	15,794	41,825	37,709	20,452	18,071	20,700
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 380,503	\$ 410,049	\$ 349,387	\$ 248,150	\$ 243,069	\$ 242,980
POLICE DEPARTMENT - ADMINISTRATION						
PERSONAL SERVICES	\$ 965,085	\$ 671,784	\$ 649,180	\$ 536,269	\$ 526,981	\$ 501,230
OPERATING EXPENDITURES	130,694	107,640	112,909	111,908	100,186	103,685
CAPITAL OUTLAY	-	2,531	9,000	-	-	-
TOTAL	\$ 1,095,779	\$ 781,955	\$ 771,089	\$ 648,177	\$ 627,167	\$ 604,915
POLICE DEPARTMENT - OPERATIONS						
PERSONAL SERVICES	\$ 2,379,437	\$ 2,319,598	\$ 2,395,856	\$ 2,172,022	\$ 2,114,834	\$ 2,060,690
OPERATING EXPENDITURES	155,811	183,270	224,205	202,835	215,875	193,135
CAPITAL OUTLAY	71,727	31,731	31,925	-	-	-
TOTAL	\$ 2,606,975	\$ 2,534,599	\$ 2,651,986	\$ 2,374,857	\$ 2,330,709	\$ 2,253,825

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

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

Department	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
POLICE DEPARTMENT - DETECTIVE						
PERSONAL SERVICES	\$ 572,907	\$ 954,641	\$ 912,574	\$ 662,120	\$ 600,680	\$ 580,024
OPERATING EXPENDITURES	85,903	86,483	89,177	91,102	100,012	98,716
CAPITAL OUTLAY	2,772	1,770	3,153	-	1,381	-
TOTAL	\$ 661,582	\$ 1,042,894	\$ 1,004,904	\$ 753,222	\$ 702,073	\$ 678,740
POLICE DEPARTMENT - DISPATCH						
PERSONAL SERVICES	\$ 485,844	\$ 473,307	\$ 479,980	\$ 485,710	\$ 524,693	\$ 489,592
OPERATING EXPENDITURES	3,615	2,449	5,899	6,945	6,862	7,735
CAPITAL OUTLAY	6,310	-	-	-	1,996	-
TOTAL	\$ 495,769	\$ 475,756	\$ 485,879	\$ 492,655	\$ 533,551	\$ 497,327
CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 119,031	\$ 111,852	\$ 139,837	\$ 139,916	\$ 141,955	\$ 143,719
OPERATING EXPENDITURES	20,447	21,107	19,487	20,568	19,430	20,680
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 139,478	\$ 132,959	\$ 159,324	\$ 160,484	\$ 161,385	\$ 164,399
PUBLIC WORKS - ROADS AND MAINTENANCE						
PERSONAL SERVICES	\$ 1,070,698	\$ 758,644	\$ 673,724	\$ 639,416	\$ 617,756	\$ 622,687
OPERATING EXPENDITURES	165,296	123,463	113,982	119,303	112,787	108,733
CAPITAL OUTLAY	5,252	32,281	1,665	-	-	39,000
TOTAL	\$ 1,241,246	\$ 914,388	\$ 789,371	\$ 758,719	\$ 730,543	\$ 770,420
PUBLIC WORKS - STORMWATER UTILITY						
PERSONAL SERVICES	\$ 525,786	\$ 596,385	\$ 536,240	\$ 461,269	\$ 464,053	\$ 496,889
OPERATING EXPENDITURES	739,766	459,192	489,067	515,353	540,433	405,890
CAPITAL OUTLAY	3,024	-	-	1,200	-	1,200
TOTAL	\$ 1,268,576	\$ 1,055,577	\$ 1,025,307	\$ 977,822	\$ 1,004,486	\$ 903,979
PUBLIC WORKS - FLEET MANAGEMENT						
PERSONAL SERVICES	\$ 174,408	\$ 163,773	\$ 116,266	\$ 173,027	\$ 172,118	\$ 182,300
OPERATING EXPENDITURES	41,387	34,903	26,550	24,701	23,758	24,466
CAPITAL OUTLAY	2,945	12,000	-	-	1,006	-
TOTAL	\$ 218,740	\$ 210,676	\$ 142,816	\$ 197,728	\$ 196,882	\$ 206,766
PUBLIC WORKS - PARKS & REC						
PERSONAL SERVICES	\$ 879,834	\$ 747,688	\$ 677,068	\$ 613,540	\$ 653,113	\$ 652,045
OPERATING EXPENDITURES	268,573	230,091	226,769	226,931	230,408	229,683
CAPITAL OUTLAY	-	5,419	11,439	11,000	11,000	33,000
TOTAL	\$ 1,148,407	\$ 983,198	\$ 915,276	\$ 851,471	\$ 894,521	\$ 914,728
PUBLIC WORKS - CEMETERY						
PERSONAL SERVICES	\$ 138,155	\$ 122,322	\$ 85,698	\$ 125,721	\$ 87,913	\$ 86,814
OPERATING EXPENDITURES	22,131	20,264	18,616	25,805	25,508	30,440
CAPITAL OUTLAY	7,007	-	-	9,000	8,800	-
TOTAL	\$ 167,293	\$ 142,586	\$ 104,314	\$ 160,526	\$ 122,221	\$ 117,254

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

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

Department	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
PUBLIC WORKS - FACILITIES MAINTENANCE						
PERSONAL SERVICES	\$ 117,684	\$ 115,020	\$ 110,977	\$ 147,998	\$ 150,751	\$ 160,541
OPERATING EXPENDITURES	157,442	120,304	113,193	121,426	121,545	114,776
CAPITAL OUTLAY	-	-	-	-	-	40,000
TOTAL	\$ 275,126	\$ 235,324	\$ 224,170	\$ 269,424	\$ 272,296	\$ 315,317

NON-DEPARTMENTAL

PERSONAL SERVICES	\$ 22,687	\$ 20,040	\$ 31,163	\$ 139,436	\$ 154,442	\$ 182,500
OPERATING EXPENDITURES	688,026	602,525	527,886	497,221	488,982	496,093
INTERFUND TRANSFERS OUT	-	-	-	-	-	12,888
CONTINGENCY	-	-	-	-	-	-
TOTAL	\$ 710,713	\$ 622,565	\$ 559,049	\$ 636,657	\$ 643,424	\$ 691,481

TOTALS

PERSONAL SERVICES	\$ 9,113,545	\$ 8,534,921	\$ 8,244,295	\$ 7,543,163	\$ 7,444,484	\$ 7,395,732
OPERATING EXPENDITURES	2,808,158	2,353,221	2,288,006	2,287,823	2,300,149	2,143,293
CAPITAL OUTLAY	103,494	103,733	57,547	33,329	36,753	123,200
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	-	-	-	-	-	12,888
CONTINGENCY	-	-	-	61,000	-	-
TOTAL GENERAL FUND	\$ 12,025,198	\$ 10,991,875	\$ 10,589,848	\$ 9,925,315	\$ 9,781,386	\$ 9,675,113

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- √ Adopted junk, noise and fertilizer regulation ordinances in response to citizen concerns
- √ Modified Police Pension ordinance
- √ Created new goals and visions workshop to be conducted annually after November election and before budget process begins
- √ Initiated senior needs survey for North County
- √ Created Veterans Advisory Committee
- √ Continued with no increase in City millage
- √ Approved design for Presidential Streets in CRA District
- √ Readopted City Broadcast Policy to Enhance COS TV Programming

FISCAL YEAR 2013 GOALS AND OBJECTIVES

City Goal: Direct Overall Municipal Service Delivery with specific focus on:

- > Economic Development and Job Creation
- > Riverfront and Working Waterfront Development
- > Strategic Financial Planning
- > Infrastructure Maintenance and Development

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Number of Council Meetings Conducted	33	31	28	33	32
Number of CRA Meetings Conducted	4	10	4	8	4
Number of Board of Adjustment Meetings Conducted	6	4	2	4	4
Number of Ordinances Adopted	5	9	16	10	10
Number of Resolutions Adopted	44	46	33	30	30
Number of Board Appointments	25	19	46	28	20

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CITY COUNCIL		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</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 2012/2013 ANNUAL BUDGET

CITY COUNCIL BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for City Council is \$51,717. This compares to the 2011-2012 projected expenditures of \$50,248, an increase of \$1,469 or 2.9%

	FY 08/09 Actual	FY 09-10 Actual	FY 10-11 Actual	Amended FY 11-12 Budget	Projected FY 11-12 Expenditures	Adopted FY 12-13 Budget	Difference
Personal Services	\$ 22,753	\$ 22,413	\$ 22,747	\$ 22,747	\$ 22,747	\$ 22,745	\$ (2)
Operating Expenditures	28,560	24,819	24,313	27,536	27,501	28,972	1,471
Capital Outlay	-	784	-	-	-	-	-
Total	\$ 51,313	\$ 48,016	\$ 47,060	\$ 50,283	\$ 50,248	\$ 51,717	\$ 1,469

Fiscal Year 2012-2013 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-2012 Projected Expenditures:

	Difference
1. Personal Services - Small adjustment to workers compensation insurance.	\$ (2)
2. Operating Expenditures - Due to a increase in cellular phone and training and education	\$ 1,471
3. Capital Outlay - No capital outlay requested in FY 2012-2013	\$ -

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
		<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</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	32
					<u>\$ 22,747</u>	<u>\$ 22,745</u>

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CITY COUNCIL

Code: 010001

Account	FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	FY 11/12	FY 12/13
Number Description	Actual	Actual	Actual	Budget	Projected	Adopted Budget
PERSONAL SERVICES						
511200 Legislative Salaries	19,800	19,500	19,800	19,800	19,800	19,800
512100 FICA Taxes	2,892	2,863	2,913	2,913	2,913	2,913
512400 Worker's Comp Insurance	61	50	34	34	34	32
TOTAL PERSONAL SERVICES	22,753	22,413	22,747	22,747	22,747	22,745
OPERATING EXPENDITURES						
534000 Travel & Per Diem	22,464	20,575	20,068	22,000	22,000	22,560
534101 Telephone	90	116	115	110	110	110
534105 Cellular Telephone	956	656	883	970	1,155	1,476
534110 Internet Access	77	80	81	81	81	81
534630 R & M Office Equipment	126	500	500	500	500	500
534800 Promotional Activities	1,192	500	90	400	500	500
535200 Departmental Supplies	560	463	540	500	400	400
535210 Computer Supplies	709	179	316	500	300	300
535410 Dues and Memberships	200	200	200	200	200	200
535420 Books and Publications	336	300	300	200	180	180
535450 Training and Education	1,850	1,250	1,220	2,075	2,075	2,665
TOTAL OPERATING EXPENDITURES	28,560	24,819	24,313	27,536	27,501	28,972
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	784	0	0	0	0
TOTAL CAPITAL OUTLAY	0	784	0	0	0	0
TOTAL CITY COUNCIL	51,313	48,016	47,060	50,283	50,248	51,717

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 ACCOMPLISHMENTS

- √ Negotiated modifications to Police Pension Ordinance.
- √ Proposed Resolution to memorialize adopted long-term financial strategies.
- √ Refinanced Bank Note to provide more street resurfacing funds and reduce debt service.
- √ Completed construction of Power Line Road and some roadway beautification projects.

FISCAL YEAR 2013 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.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Per Capita Level of Service Cost	\$525	\$484	\$458	\$453	\$440
Per Capita Number of Full-time Employees	6.02	5.72	5.45	5.24	5.23
General Fund Unrestricted Funds vs. Expenditure	42.01%	47.57%	44.70%	47.66%	48.18%

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CITY MANAGER		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
40.00%	40.00%	<u>Management and Supervision of City Programs and Projects</u> - Plan, organize, direct, coordinate, and report on City Projects. Improve and expand efforts for quality public services.
20.00%	20.00%	<u>Preparation of City Council Agenda</u> - 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%	<u>Intergovernmental Affairs</u> - 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%	<u>Purchasing and Contract Administration</u> - 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 2012-2013 adopted budget for City Manager is \$233,387. This compares to the 2011-2012 projected expenditures of \$225,087, an increase of \$8,300 or 3.7%.

	FY 08-09	FY 09-10	FY 10-11	Amended FY 11-12	Projected FY 11-12	Adopted FY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$260,836	\$243,716	\$229,006	\$230,746	\$ 221,437	\$229,837	\$ 8,400
Operating Expenditures	9,482	5,661	3,462	3,300	3,650	3,550	(100)
Capital Outlay	-	-	-	-	-	-	-
Total	\$270,318	\$249,377	\$232,468	\$234,046	\$ 225,087	\$233,387	\$ 8,300

Fiscal Year 2012-13 adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	<u>Difference</u>
1. Personal Services - Increase due to number with health insurance coverage.	\$ 8,400
2. Operating Expenses - Net decrease mainly due to promotional activities.	\$ (100)
3. Capital Outlay - No capital outlay requested in FY 2012-13.	\$ -

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CITY MANAGER						Projected	Adopted
<u>POSITION</u>	<u>PAY</u> <u>RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Expenditures</u>	<u>Budget</u>
			<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</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
			2.00	2.00	2.00		
						\$ 173,032	\$ 173,032
		FICA Taxes				13,512	13,195
		Deferred Compensation				15,897	15,897
		Group Health Insurance Premium				12,906	14,258
		Dependant Health Ins Premium				10,363	9,533
		Employee Assistance Program				46	46
		Worker's Comp Insurance				270	276
		Auto Allowance				3,600	3,600
		Total Personal Services				\$ 229,626	\$ 229,837

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CITY MANAGER

Code: 010005

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>Amended FY 11/12 Budget</u>	<u>FY 11/12 Projected</u>	<u>FY 12/13 Adopted Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	193,517	182,311	173,622	173,032	173,032	173,032
512100	FICA Taxes	13,299	12,913	12,762	13,512	13,077	13,195
512225	Deferred Compensation	17,416	16,784	15,250	15,897	15,897	15,897
512301	Group Health Insurance Premium	17,736	16,739	13,113	14,100	9,825	14,258
512305	Dependant Health Ins Premium	14,642	10,851	10,363	10,289	5,690	9,533
512309	Employee Assistance Program	46	46	46	46	46	46
512400	Worker's Comp Insurance	600	492	270	270	270	276
512601	Auto Allowance	3,580	3,580	3,580	3,600	3,600	3,600
TOTAL PERSONAL SERVICES		260,836	243,716	229,006	230,746	221,437	229,837
OPERATING EXPENDITURES							
534000	Travel and Per Diem	542	0	318	320	320	320
534101	Telephone	270	347	344	330	330	330
534105	Cellular Phone	299	479	186	0	0	0
534110	Internet Services	38	40	41	40	40	40
534120	Postage	117	113	30	50	50	50
534630	R & M - Office Equipment	810	1,003	300	250	250	250
534800	Promotional Activities	1,309	607	214	150	600	400
534920	Legal Ads	441	245	0	0	0	0
535200	Departmental Supplies	1,127	142	394	500	400	500
535210	Computer Supplies	123	758	26	50	50	50
535410	Dues and Memberships	3,746	1,589	1,159	1,160	1,160	1,160
535420	Books and Publications	10	0	0	0	0	0
535450	Training and Education	650	338	450	450	450	450
TOTAL OPERATING EXPENDITURES		9,482	5,661	3,462	3,300	3,650	3,550
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CITY MANAGER		270,318	249,377	232,468	234,046	225,087	233,387

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CITY CLERK

The City Clerk is a Charter Officer who is appointed by and serves under the direction of the City Council. The office maintains the City seal, attests all documents, provides legislative support, maintains permanent records of the City, scans and provides availability of scanned documents to City staff and the public through website in Laserfiche. The City Clerk is the City Elections Official, Canvassing Board chair and Records Management Liaison officer. The department is responsible for the City's records management program, cemetery sales and records, administration of City board and committee appointments, financial disclosure, orientation, codifies City ordinances, and provides recording services to City Council, CRA, Board of Adjustment, Charter Review Committee, Natural Resources Board, Citizen Budget Review Advisory Committee, and Veterans Committee.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Continued working toward paperless filing system in Clerks office utilizing PDF files and eliminating paper as much as possible;
- Completed a comprehensive book of City owned property with parcel #, location, zoning, type of site and corresponding Property Appraiser property cards for each site;
- Assisted with revision and re-adoption of City Broadcast Policy by City Council;
- Revised City Records Management Policy for re-adoption by City Council;
- Completion of November 2011 general election, canvassing and assistance with adoption of six charter amendments;
- Provided secretarial and recording services for Treasure Coast Council of Local Governments;
- Completion of scanning of all cemetery records;
- Assisted public in first six months of fiscal year by responding to 195 public records requests, 129 emails from public to City of Sebastian website, phone assistance whenever needed, distribution of monthly meeting calendars, marquee updates and Council regional committee calendars
- Records Program Manager acted with Natural Resources Board Chair as coordinator of Earth Day event and participated in several Natural Resources Board island and City property cleanup activities; and

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- Upgrade Laserfiche to add user and viewer licenses for a total of five users and 25 viewers due to increased use of system by staff and the public
- Work with Administrative Services to bring in volunteer(s) to assist with scanning of personnel records which go back to 1974 and must be kept for 50 years;
- Work with Council to get them on I-Pads or some other type of electronic device for City Council packets;
- Assist Supervisor of Elections with early voting in Council Chambers for November 2012 election; and
- Continue scanning as many records as possible for public availability; and
- Continue to provide quality public service.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Records Scanned	1013	716	763	750	800
Records Destroyed	223	210	124	230	125
Council Meeting Packets/Minutes	33	31	28	30	28
Cemetery Lots/Niches Sold	69	44	53	50	54
Election - Candidates Qualified	9	6	7	7	7
Legal/Display Ads Published	36	23	29	30	22
Code Supplements Distributed	2	3	5	2	4
Board Appointments Administered	25	19	46	20	20
Instruments Recorded	10	7	4	5	4
Public Records Requests	399	282	478	300	400
Other Committee Meeting Minutes Recorded	22	37	40	28	30

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CITY CLERK		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</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, prepare proclamations, resolutions, certificates of appreciation, prepare for and conduct Council orientation w/ CM and CA, coordinate w/ MIS for broadcast of Council, CRA, 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> - Board liaison, advertise vacancies, administer financial disclosure forms, update Commission on Ethics website annually, record and provide services to Board of Adjustment, CRA, Natural Resources Board, Budget Advisory Board and Veterans Committee, maintain and update Board Handbook, and conduct board member orientation and prepare outgoing certificates.
30.00%	30.00%	<u>Records Management</u> - Scan all permanent and long term records for staff and public into Laserfiche, administer public records requests, 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 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. Scans and distributes agenda packets for all City boards and Council.
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 Broadcast meetings, codify ordinances, record final plats and easements, record vacations of easement, keep log of all City vehicles, attest and seal City documents, provide notary services for City documents, respond to Cityseb emails.
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 2012/2013 ANNUAL BUDGET

CITY CLERK BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for City Clerk is \$283,667. This compares to the 2011-2012 projected expenditures of \$303,507, a decrease of \$19,840 or 6.5%.

	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 10/11 Budget	Projected FY 10/11 Expenditures	Adopted FY 11/12 Budget	Difference
Personal Services	\$ 250,520	\$ 240,520	\$ 242,478	\$ 249,468	\$ 249,119	\$ 246,678	\$ (2,441)
Operating Expenses	39,750	52,449	30,409	54,922	54,388	36,989	(17,399)
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 290,270	\$ 292,969	\$ 272,887	\$ 304,390	\$ 303,507	\$ 283,667	\$ (19,840)

Fiscal Year 2012-2013 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	Difference
1. Personal Services - Net decrease due to health insurance.	\$ (2,441)
2. Operating Expenses - Net increase mainly due to a reduction in election costs.	\$ (17,399)
3. Capital Outlay - No capital outlay requested in FY 2012-13	\$ -

PERSONAL SERVICES SCHEDULE

CITY CLERK

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			Projected	Adopted
			<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	Expenditures	Budget
City Clerk			1.00	1.00	1.00	\$ 85,852	\$ 85,852
Deputy City Clerk	39,783 / 71,853	64	1.00	1.00	1.00	58,569	58,569
Records Program Manager	35,367 / 63,877	60	1.00	1.00	1.00	45,788	46,264
			3.00	3.00	3.00		
						\$ 190,209	\$ 190,685
		Overtime				-	-
		FICA Taxes				14,551	14,075
		Deferred Compensation				17,119	17,162
		Group Health Insurance Premium				20,179	18,023
		Dependant Health Ins Premium				6,695	6,360
		Employee Assistance Program				69	69
		Worker's Comp Insurance				297	304
		Total Personal Services				\$ 249,119	\$ 246,678

Records Program Manager - Longevity January 2012

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CITY CLERK

Code: 010009

Account <u>Number</u> <u>Description</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>FY 10/11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11/12</u> <u>Budget</u>	<u>FY 11/12</u> <u>Projected</u>	<u>FY 12/13</u> <u>Adopted</u> <u>Budget</u>
PERSONAL SERVICES						
511200 Salaries	188,706	182,109	185,793	190,209	190,209	190,685
512100 FICA Taxes	14,048	13,281	13,556	14,551	14,551	14,075
512225 Deferred Compensation	16,983	16,390	16,721	17,119	17,119	17,162
512301 Group Health Insurance Premium	21,230	21,172	19,353	20,528	20,179	18,023
512305 Dependant Health Ins Premium	8,899	7,018	6,696	6,695	6,695	6,360
512309 Employee Assistance Program	69	69	69	69	69	69
512400 Worker's Comp Insurance	585	481	290	297	297	304
TOTAL PERSONAL SERVICES	250,520	240,520	242,478	249,468	249,119	246,678
533400 Other Contractual Services	3,481	1,252	1,266	1,600	1,400	1,400
533490 Codification Services	1,529	3,410	3,738	4,500	4,500	4,500
534000 Travel and Per Diem	671	117	1,242	1,150	1,150	1,388
534101 Telephone	539	707	688	660	760	760
534110 Internet Services	134	130	142	142	143	143
534120 Postage	573	455	374	310	310	310
534630 R & M - Office Equipment	12,658	8,918	9,293	9,300	9,300	15,253
534910 Clerk of Court Filing Fees	343	332	38	150	150	150
534920 Legal Ads	6,826	2,218	3,231	2,400	2,000	2,000
534990 Election Costs	8,618	31,630	7,992	32,000	31,800	8,000
535200 Departmental Supplies	1,461	516	315	300	300	300
535210 Computer Supplies	1,689	1,757	677	800	1,000	1,300
535230 Small Tools	0	0	0	385	385	0
535410 Dues and Memberships	435	665	875	775	665	600
535420 Books and Publications	414	192	89	100	100	100
535450 Training and Education	379	150	449	350	425	785
TOTAL OPERATING EXPENDITURES	39,750	52,449	30,409	54,922	54,388	36,989
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL CITY CLERK	290,270	292,969	272,887	304,390	303,507	283,667

CITY OF SEBASTIAN, FLORIDA 2012/2013 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.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Attended City Council, Planning and Zoning and Board of Adjustment meetings.
- Provided regular updates to the City Council on pending suits and legal cases.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- Attend City Council, Planning and Zoning and Board of Adjustment meetings.
- Provide quality legal services to the City Council, various Boards and the City Administration.
- Continue to provide regular updates to the City Council on pending suits and legal cases.
- Coordinate and monitor the use of any outside legal council services.
- Draft and/or review ordinances and resolutions, as needed.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Number of Resolutions	45	47	31	30	30
Number of Ordinances	12	9	17	9	10
Number of Meetings	53	51	48	50	48

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CITY ATTORNEY		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</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 ATTORNEY BUDGET SUMMARY

The Fiscal Year 2012-13 budget for the City Attorney is \$102,360. This compares to the 2011-12 projected expenditures of \$102,360, as no change.

	FY 08-09	FY 09-10	FY 10-11	Amended FY 11-12	Projected FY 11-12	Adopted FY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 78,310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	106,140	104,585	98,714	107,710	102,360	102,360	-
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 184,450	\$ 104,585	\$ 98,714	\$ 107,710	\$ 102,360	\$ 102,360	\$ -

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

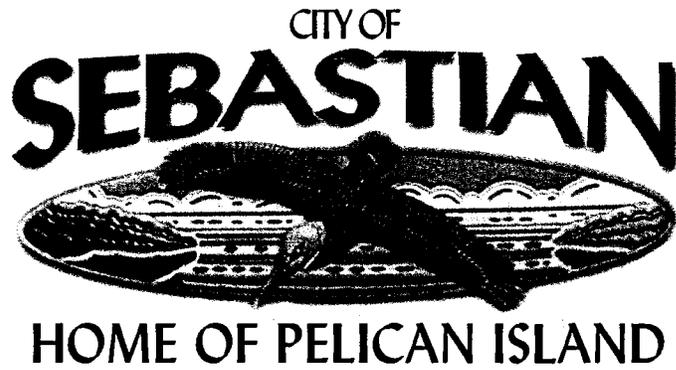
	Difference
1. Personal Services - No change	\$ -
2. Operating Expenses - No change.	\$ -
3. Capital Outlay - No capital outlay requested for FY 2012-13	\$ -

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CITY ATTORNEY

Code: 010010

Account	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	72,836	0	0	0	0	0
512100	FICA Taxes	1,734	0	0	0	0	0
512225	Deferred Compensation	523	0	0	0	0	0
512301	Group Health Insurance Premium	2,347	0	0	0	0	0
512305	Dependant Health Ins Premium	520	0	0	0	0	0
512309	Employee Assistance Program	8	0	0	0	0	0
512400	Worker's Comp Insurance	342	0	0	0	0	0
TOTAL PERSONAL SERVICES		78,310	0	0	0	0	0
OPERATING EXPENDITURES							
533400	Other Contractual Services	103,200	100,183	95,770	105,000	100,000	100,000
534000	Travel and Per Diem	0	428	0	0	0	0
534101	Telephone	270	347	344	330	330	330
534105	Cellular Phone	23	0	0	0	0	0
534110	Internet Services	38	40	41	40	40	40
534115	On-Line Services	939	1,309	1,547	1,430	1,430	1,430
534120	Postage	4	9	10	10	10	10
534630	R & M - Office Equipment	810	714	149	150	150	150
534995	Litigation Expenses	7	2	0	500	0	0
535200	Departmental Supplies	197	0	62	100	0	0
535210	Computer Supplies	0	0	49	50	0	0
535410	Dues and Memberships	283	150	365	0	0	0
535420	Books and Publications	369	207	377	100	400	400
535450	Training and Education	0	1,196	0	0	0	0
TOTAL OPERATING EXPENDITURES		106,140	104,585	98,714	107,710	102,360	102,360
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL LEGAL DEPARTMENT		184,450	104,585	98,714	107,710	102,360	102,360



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CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 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 2011 Comprehensive Annual Financial Report.
- ✓ Published the Community Redevelopment Agency Annual Activity Report for FY 2010-2011, as required by State Statute 163.356 (3) (C).
- ✓ Thirteenth time awardee of the Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report and eighth 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 2010-2011 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.
- ✓ Refinanced the Bank Note for street resurfacing through a competitive bidding process and executed the necessary closing documents.
- ✓ Selected a new main depository bank through a competitive bidding process and effectively transitioned all banking services to the new bank.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

FISCAL YEAR 2013 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.
- 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 2011-2012 Comprehensive Annual Financial Report to Government Finance Officers Association for Excellence for Financial Award and 2012-2013 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 ratings.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Total Full and Part-time Positions	187	179	176	167	167
Terminations/Resignations/Retirements	40	34	25	25	25
HR hours to process new employee	3	3	3	3	3
Applications processed	322	296	236	275	250
New Hires	22	27	13	25	24
Background Checks conducted - non-sworn	18	9	8	7	8
Reported Workers Compensation Claims	14	11	15	10	10
Time frame to hire new employee - non-sworn	7 days	7 days	7 days	7 days	7 days
Time frame to hire new employee - sworn	3 months	2.5 months	2 months	2.5 months	2 months
Program Cost Per Capita	\$24.48	\$21.33	\$21.94	\$21.78	\$21.82
Journal Entries Processed	1,025	1,010	921	1,100	1,000
Accounts Payable Invoices Processed	5,877	6,073	6,065	5,500	6,000
Accounts Payable Checks Processed	3,184	3,220	2,796	3,000	2,500
Purchase Orders Processed	288	216	228	250	225
Payroll Checks Processed	4,613	4,327	4,300	4,400	4,000
Purchasing/Corporate Card Transactions Processed	1,363	1,466	1,502	1,500	1,500
Purchasing Card Users	45	41	39	39	39
Garage Sale Permits Issued	950	842	871	900	900
Number of Fixed Assets Records	2,077	2,164	2,220	2,200	2,200
Comprehensive Annual Financial Statement issued	03/15/10	03/14/11	03/19/12	02/28/13	02/28/14
Annual Budget Document issued	10/25/08	10/25/09	11/04/11	10/30/11	10/30/12
Excellence in Financial Reporting Award (consecutive years)	11	12	13	14	15
Distinguished Budget Presentation Award (consecutive years)	5	6	7	8	9

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET FOR ADMINISTRATIVE SERVICES		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
7.00%	7.00%	<u>Hiring New Employees</u> - Accept applications, screen applications for minimum qualifications, prepare employment and rejection letters, prepare new hire package, schedule pre-employment physical and drug screens, conduct new hire orientations, conduct employment and background investigations, coordinate with departments regarding examinations for skilled positions.
11.00%	11.00%	<u>In-Service Actions</u> - Process employee action notices for activity - promotions, demotions and transfers. Maintain personnel and subject files. Update salary schedules and compensation plans. Administer employee evaluation program.
2.00%	2.00%	<u>Union Negotiations, Contract Administration</u> - Negotiate labor agreements with both PBA and CWA and any Memo's of Understanding that may be necessary during the life of existing contracts. Perform support research, document preparation and record minutes. Review, rewrite and organize Rules and Regulations.
2.00%	2.00%	<u>Employee Support</u> - 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%	<u>Effective Insurance Plans</u> - Develop and maintain a comprehensive, innovative and effectively managed insurance benefits plan for all employees and dependents. Provide clear prevention opportunities and participation options for employees and dependents.
8.00%	8.00%	<u>Grants & Special Projects</u> -Responsible for quarterly status, reimbursement reports, close out documentation and federal and state compliance to grantors.
10.00%	10.00%	<u>General Accounting</u> - 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.
15.00%	15.00%	<u>Accounts Payable</u> - 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.
9.00%	9.00%	<u>Payroll</u> - 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%	<u>Budget</u> - 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%	<u>Risk Management</u> - 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.
15.00%	15.00%	<u>Auditing and Financial Reporting</u> - 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%	<u>Cash Management</u> - 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 2012/2013 ANNUAL BUDGET

ADMINISTRATIVE SERVICES BUDGET SUMMARY

The Fiscal Year 2012-2013 budget for Administrative Services is \$478,561. This compares to the 2011-2012 projected expenditures of \$477,678, an increase of \$883 or .18%.

	FY 08-09	FY 09-10	FY 10-11	Amended FY 11-12	Projected FY 11-12	Adopted FY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 475,013	\$ 401,669	\$ 398,534	\$ 399,060	\$ 400,137	\$ 397,206	\$ (2,931)
Operating Expenses	81,202	87,357	82,515	78,809	77,541	81,355	3,814
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 556,216	\$ 489,026	\$ 481,049	\$ 477,869	\$ 477,678	\$ 478,561	\$ 883

Fiscal Year 2012-2013 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-2012 Projected Expenditures:

	Difference
1. Personal Services - Net decrease due to health insurance.	\$ (2,931)
2. Operating Expenses - Increase mainly due to audit fees and equipment maintenance.	\$ 3,814
3. Capital Outlay -No Capital Outlay requested for FY 2012-2013	\$ -

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected</u>	<u>Adopted</u>
			<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
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	59,627
Human Resources Specialist	32,336 / 58,403	33	1.00	1.00	1.00	49,630	49,630
Accounting Clerk II	26,545 / 47,943	26	1.00	1.00	1.00	31,487	31,487
			5.00	5.00	5.00		
						\$ 315,056	\$ 316,018
		Overtime				500	500
		FICA Taxes				24,140	24,015
		Deferred Compensation				28,401	28,487
		Group Health Insurance Premium				28,843	25,254
		Dependant Health Ins Premium				2,590	2,313
		Employee Assistance Program				115	115
		Worker's Comp Insurance				492	504
		Total Personal Services				\$ 400,137	\$ 397,206

Junior Accountant - Longevity July 13

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

Code: 010020

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	360,447	315,719	315,985	315,039	315,056	316,018
511400	Overtime	337	331	448	500	500	500
512100	FICA Taxes	27,099	24,215	24,165	24,139	24,140	24,015
512225	Deferred Compensation	32,471	28,445	28,479	28,398	28,401	28,487
512301	Group Health Insurance Premium	46,557	31,507	28,399	30,146	28,843	25,254
512305	Dependent Insurance	6,775	499	451	231	2,590	2,313
512309	Employee Assistance Program	154	115	115	115	115	115
512400	Worker's Comp Insurance	1,173	838	492	492	492	504
TOTAL PERSONAL SERVICES		475,013	401,669	398,534	399,060	400,137	397,206
OPERATING EXPENDITURES							
533120	Consultants	1,578	7,940	975	2,000	1,700	1,500
533175	Employee Background Testing	4,184	5,984	5,633	4,500	4,200	4,200
533400	Other Contractual Services	2,474	34,815	1,691	1,800	1,200	1,200
533200	Audit Fees	35,943	1,587	35,504	33,855	32,854	35,892
534000	Travel and Per Diem	1,980	2,264	1,872	1,881	1,881	1,881
534101	Telephone	899	724	688	660	800	660
534105	Cellular Telephone	299	480	559	560	560	560
534110	Internet Access	172	101	258	102	680	582
534120	Postage	1,856	2,064	1,847	1,720	1,500	1,420
534130	Express Mail	170	178	0	100	100	100
534630	R & M - Office Equipment	18,676	20,367	21,499	20,866	20,866	22,670
534700	Printing and Binding	2,271	2,093	2,298	2,150	2,150	2,150
534800	Promotional Activities	906	490	355	475	400	400
534920	Legal Ads	419	448	938	200	200	200
535200	Departmental Supplies	3,691	3,358	3,147	3,000	3,000	3,000
535205	Bank Charges	59	189	790	100	610	100
535210	Computer Supplies	1,632	771	654	980	980	980
535410	Dues and Memberships	1,944	1,503	1,737	1,625	1,625	1,625
535420	Books and Publications	1,259	1,326	1,296	1,485	1,485	1,485
535450	Training and Education	790	675	774	750	750	750
TOTAL OPERATING EXPENDITURES		81,202	87,357	82,515	78,809	77,541	81,355
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL ADMINISTRATIVE SERVICES		556,216	489,026	481,049	477,869	477,678	478,561



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CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Continued to provide the City of Sebastian and the Police Department with 24/7 coverage.
- ✓ Maintained a high level of customer service to all City Departments.
- ✓ Complied with all Microsoft Licensing and all FBI and FDLE regulations.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- Continue to emphasize the need for users to complete work orders to document the workload and efficiently respond to user needs.
- Acquire and install Help Desk Software to aid the users in tracking any pending work orders.
- Acquire and install FDLE compliant firewall.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Workorders Processed	8941	8433	3571	4000	2000
Server Outages Serviced	0	5	5	8	5
Network Outages Serviced	0	3	2	5	2
Phone System Outages Serviced	1	3	1	5	1
User Training hours performed/supported	3000	200	150	500	200

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE MANAGEMENT INFORMATION SERVICES		
STAFFING		NATURE OF ACTIVITY
11/12	12/13	
10.00%	10.00%	Network Analysis, Design, and Configuration - This includes the assessment of the city's current data needs, as well as, projected needs for all software and hardware, and the documentation of all systems.
30.00%	30.00%	End User Support - This includes hardware troubleshooting and repair, as well as, assisting users in the use of all data resources.
10.00%	10.00%	Network Administration - This includes the daily administration of network resources such as maintaining user accounts, e-mail accounts, data backup etc...
20.00%	20.00%	Division Administration - This includes the functions necessary to support the internal administrative needs of the MIS division's resources and personnel.
10.00%	10.00%	Technology Research and Development - This is the time necessary to research and evaluate technology related products and services for purchase and implementation.
20.00%	20.00%	Information Services Support - This includes services such as web hosting and cable channel content that provides Internal and External users access to data and services.
100.00%	100.00%	

MANAGEMENT INFORMATION SYSTEMS BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for Management Information Systems is \$163,290. This compares to the 2011-2012 projected expenditures of \$160,179, an increase of \$3,111 or 1.9%.

	FY 08-09	FY 09-10	FY 10-11	Amended FY 11-12	Projected FY 11-12	Adopted FY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 209,848	\$ 203,325	\$ 231,289	\$ 117,000	\$ 116,757	\$ 117,955	\$ 1,198
Operating Expenses	48,139	44,834	43,144	30,996	30,852	35,335	4,483
Capital Outlay	4,457	17,217	365	12,129	12,570	10,000	(2,570)
Total	\$ 262,444	\$ 265,376	\$ 274,798	\$ 160,125	\$ 160,179	\$ 163,290	\$ 3,111

Fiscal Year 2012-2013 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-2012 Projected Expenditures:

	Difference
1. Personal Services - Increase due to longevity.	\$ 1,198
2. Operating Expenses - Net increase mainly due to broadcasting supplies.	\$ 4,483
3. Capital Outlay - Reduced capital outlay.	\$ (2,570)

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS

Code: 010021

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	158,511	154,182	177,558	83,006	83,084	85,232
511300	Temporary Salaries	3,139	1,873	6,419	6,000	6,000	6,000
512100	FICA Taxes	12,328	11,902	13,997	6,809	6,815	6,979
512225	Deferred Compensation	14,266	13,877	15,980	7,471	7,478	7,671
512301	Group Health Insurance Premium	21,039	21,015	17,023	13,390	13,198	11,875
512305	Dependant Health Ins Premium	0	0	0	0	0	0
512309	Employee Assistance Program	69	69	61	46	46	46
512400	Worker's Comp Insurance	496	407	251	278	136	152
TOTAL PERSONAL SERVICES		209,848	203,325	231,289	117,000	116,757	117,955
OPERATING EXPENDITURES							
534000	Travel and Per Diem	36	0	0	0	0	0
534101	Telephone	7,515	9,905	8,739	2,400	2,400	2,400
534105	Cellular Phone	968	1,166	892	800	555	575
534110	Internet Access	3,044	2,481	2,364	1,876	1,876	2,400
534120	Postage	0	0	66	120	100	100
534130	Express Mail	191	112	464	150	150	150
534630	R & M - Office Equipment	3,477	119	45	0	0	0
534640	R & M-Operating Equipment	30,331	23,199	20,575	21,500	21,500	20,000
535200	Departmental Supplies	292	121	381	350	400	350
535210	Computer Supplies	1,604	7,171	8,231	3,500	3,500	3,000
535230	Small Tools and Equipment	191	0	275	100	100	100
535280	Broadcast Supplies	0	0	0	0	0	5,300
535410	Dues and Memberships	303	225	100	100	179	360
535420	Books and Publications	187	85	112	100	92	100
535450	Training and Education	0	250	900	0	0	500
TOTAL OPERATING EXPENDITURES		48,139	44,834	43,144	30,996	30,852	35,335
CAPITAL OUTLAY							
606400	Vehicles and Equipment	4,457	17,217	365	12,129	12,570	10,000
TOTAL CAPITAL OUTLAY		4,457	17,217	365	12,129	12,570	10,000
TOTAL MANAGEMENT INFORMATION SYSTEMS DIVISION		262,444	265,376	274,798	160,125	160,179	163,290

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 Department also provides and is a resource to the public for comprehensive planning, community development, redevelopment and code compliance activities. Overall management of the Planning and Zoning Department, the City of Sebastian Municipal Airport, economic development activities and the Building Department are provided by the Director of Community Services.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- ✓ Provided Staff assistance to various boards and committees.
- ✓ Reviewed site plan applications in a timely manner.
- ✓ Continued Façade, Sign and Landscaping Grants.
- ✓ Coordinated activities of the Airport, Building Department and Planning and Zoning Division.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- Continue Façade, Sign and Landscaping Grants.
- Provide Staff assistance to various boards and committees
- Continue to review site plan applications in a timely manner

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Total major & minor site plan reviews	13	10	9	15	8
Preliminary/final plat approvals	3	2	0	4	1
Application requests processed	106	113	102	100	150
Total permits (temporary) issued	32	30	23	35	30
Division of a single lot	1	0	1	2	2
Land use and zoning change requests	4	2	0	3	2
Annexation Requests	4	2	0	3	1
Flood Zone determinations	128	80	0	130	140
Site Plan inspections	75	33	10	60	35
Land Development Code amendments	0	2	4	2	10
Model home conditional use approvals	9	10	0	10	2
Preprocessing time for site plans (months)	3	3	3	2	2

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE PLANNING & ZONING DEPARTMENT		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</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

The Fiscal Year 2012-2013 adopted budget for Planning and Zoning is \$242,980. This compares to the 2011-2012 projected expenditures of \$243,069, a decrease of \$89 or .04%.

	FY 08-09	FY 09-10	FY 10-11	Amended FY 11-12	Projected FY 11-12	Adopted FY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 364,709	\$ 368,224		\$ 227,698	\$ 224,998	\$ 222,280	\$ (2,718)
Operating Expenses	15,794	41,825		20,452	18,071	20,700	2,629
Capital Outlay	-	-		-	-	-	-
Total	\$ 380,503	\$ 410,049		\$ 248,150	\$ 243,069	\$ 242,980	\$ (89)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to health insurance.	\$ (2,718)
2. Operating Expenses - Net increase mainly due to legal ads and supplies.	\$ 2,629
3. Capital Outlay - No capital outlay requested for FY 2012-13	\$ -

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

COMMUNITY DEVELOPMENT

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
Growth Management Director	65,104 / 123,464	81	1.00	0.00	0.00	\$ -	\$ -
Growth Management Manager	43,030 / 89,967	67	1.00	0.00	0.00	-	-
Environmental Planner	39,783 / 79,218	64	1.00	0.00	0.00	-	-
Zoning Technician	30,797 / 61,323	33	1.00	0.00	0.00	-	-
Community Development Director *	65,104 / 123,464	81	0.00	0.00	0.00	8,781	8,781
Senior Planner	43,030 / 89,967	67	0.00	1.00	1.00	67,922	67,922
Planner	30,797 / 61,323	33	0.00	1.00	1.00	43,894	43,894
Environmental Technician	30,797 / 69,218	33	0.00	1.00	1.00	46,743	46,743
			4.00	3.00	3.00		
* Additional compensation is reflected in the Airport Fund budget.						\$ 167,340	\$ 167,340
						750	750
						11,405	11,405
						14,349	14,349
						120	120
						19,975	17,897
						10,340	9,648
						69	69
						650	702
						<u>\$ 224,998</u>	<u>\$ 222,280</u>

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PLANNING AND ZONING

Code: 010080

Account <u>Number</u> <u>Description</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>FY 10/11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11/12</u> <u>Budget</u>	<u>FY 11/12</u> <u>Projected</u>	<u>FY 12/13</u> <u>Adopted</u> <u>Budget</u>
PERSONAL SERVICES						
511200 Regular Salaries	274,026	275,642	238,654	167,340	167,340	167,340
511400 Overtime	721	708	1,486	750	750	750
512100 FICA Taxes	19,831	20,108	17,379	12,868	11,406	11,405
512215 Clothing Allowance	0	0	0	120	120	120
512225 Deferred Compensation	24,717	24,871	21,612	15,139	14,349	14,349
512301 Group Health Insurance Premium	33,455	35,120	21,578	20,423	19,975	17,897
512305 Dependant Health Ins Premium	11,021	10,923	10,435	10,339	10,339	9,648
512309 Employee Assistance Program	109	115	81	69	69	69
512400 Worker's Comp Insurance	829	737	453	650	650	702
TOTAL PERSONAL SERVICES	364,709	368,224	311,678	227,698	224,998	222,280
OPERATING EXPENDITURES						
533100 Professional Services	0	0	300	0	0	0
533120 Consultants	0	27,949	24,210	7,500	7,000	7,000
534000 Travel and Per Diem	1,177	591	440	0	0	0
534101 Telephone	449	579	573	550	650	500
534105 Cellular Telephone	599	682	423	235	235	250
534110 Internet Services	153	162	162	162	162	200
534120 Postage	1,226	509	570	600	450	500
534130 Express Mail	264	235	98	100	0	200
534620 R & M-Vehicles	63	58	3	325	400	500
534630 R & M-Office Equipment	2,373	2,671	3,389	2,680	3,100	3,250
534700 Printing and Binding	299	0	44	0	0	0
534910 Clerk of Court Filing Fees	0	0	0	0	0	200
534920 Legal Ads	5,176	4,730	3,492	4,500	4,000	5,000
535200 Departmental Supplies	1,864	354	1,230	1,350	1,100	1,300
535210 Computer Supplies	618	1,039	771	1,000	0	500
535260 Gas and Oil	595	563	287	1,100	900	900
535270 Uniforms & Shoes	0	0	0	0	74	200
535410 Dues and Memberships	553	588	593	100	0	0
535420 Books and Publications	0	695	74	250	0	200
535450 Training and Education	385	420	1,050	0	0	0
TOTAL OPERATING EXPENDITURES	15,794	41,825	37,709	20,452	18,071	20,700
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL PLANNING AND ZONING	380,503	410,049	349,387	248,150	243,069	242,980

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

POLICE DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS AND UNITS

The Fiscal Year 2012-2013 Adopted budget for Police Department as a whole is \$4,199,206. This compares to the 2011-2012 projected expenditures of \$4,354,885, a decrease of \$155,679 or 3.6%.

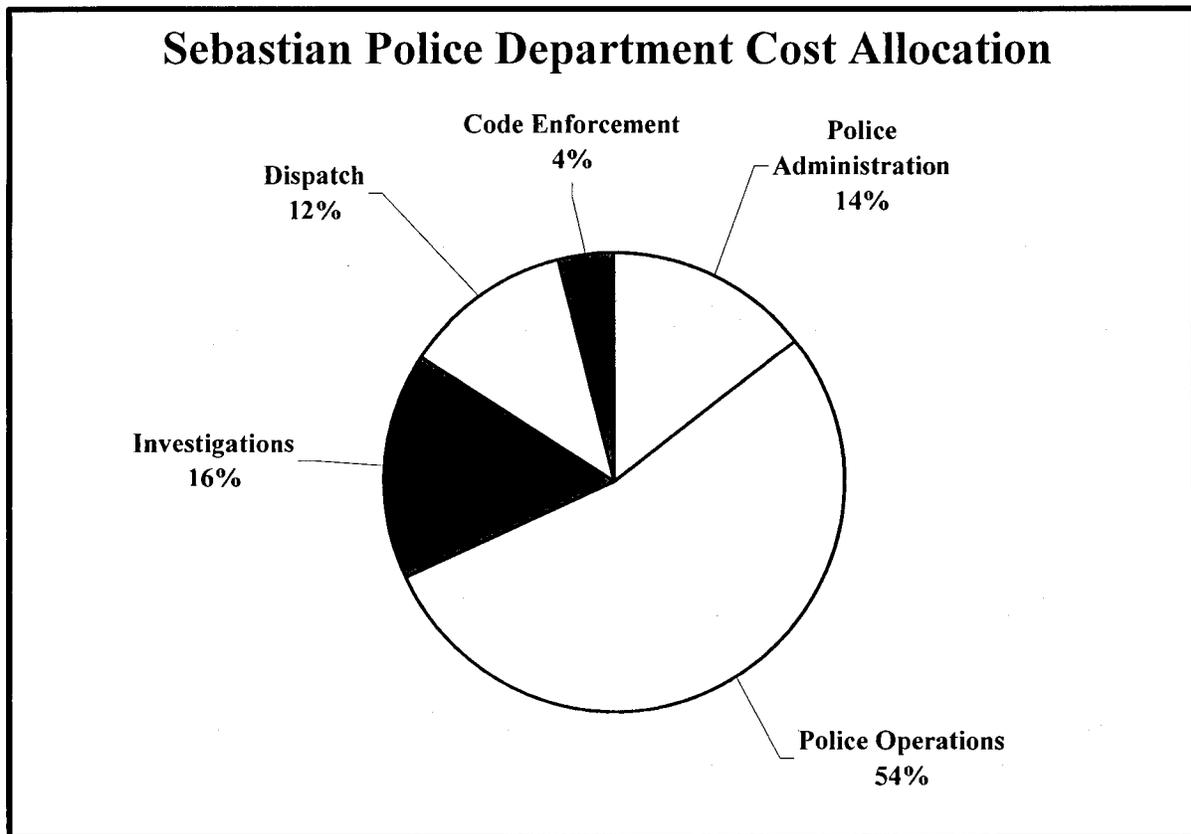
	FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	Projected FY 11/12	Adopted FY 12/13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$4,522,304	\$4,531,182	\$4,577,427	\$3,996,037	\$3,909,143	\$3,775,255	\$ (133,888)
Operating Expenses	396,470	400,949	451,677	433,358	442,365	423,951	(18,414)
Capital Outlay	80,809	36,032	44,078	-	3,377	-	(3,377)
Total	\$4,999,583	\$4,968,163	\$5,073,182	\$4,429,395	\$4,354,885	\$4,199,206	\$ (155,679)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	Difference
1. Personal Services - Net decrease mainly from pension and personnel changes.	\$ (133,888)
2. Operating Expenses - Decrease due to janitorial services, vehicle maintenance and gas & oil charges	\$ (18,414)
3. Capital Outlay - No Capital Outlay Requested for FY 12-13	\$ (3,377)



CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CONSOLIDATED POLICE DEPARTMENT

	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Budget</u>
POLICE ADMINISTRATION						
PERSONAL SERVICES	\$ 965,085	\$ 671,784	\$ 649,180	\$ 536,269	\$ 526,981	\$ 501,230
OPERATING EXPENDITURES	130,694	107,640	112,909	111,908	100,186	103,685
CAPITAL OUTLAY	-	2,531	9,000	-	-	-
TOTAL	\$ 1,095,779	\$ 781,955	\$ 771,089	\$ 648,177	\$ 627,167	\$ 604,915
POLICE OPERATIONS						
PERSONAL SERVICES	\$ 2,379,437	\$ 2,319,598	\$ 2,395,856	\$ 2,172,022	\$ 2,114,834	\$ 2,060,690
OPERATING EXPENDITURES	155,811	183,270	224,205	202,835	215,875	193,135
CAPITAL OUTLAY	71,727	31,731	31,925	-	-	-
TOTAL	\$ 2,606,975	\$ 2,534,599	\$ 2,651,986	\$ 2,374,857	\$ 2,330,709	\$ 2,253,825
POLICE DETECTIVE						
PERSONAL SERVICES	\$ 572,907	\$ 954,641	\$ 912,574	\$ 662,120	\$ 600,680	\$ 580,024
OPERATING EXPENDITURES	85,903	86,483	89,177	91,102	100,012	98,716
CAPITAL OUTLAY	2,772	1,770	3,153	-	1,381	-
TOTAL	\$ 661,582	\$ 1,042,894	\$ 1,004,904	\$ 753,222	\$ 702,073	\$ 678,740
POLICE DISPATCH						
PERSONAL SERVICES	\$ 485,844	\$ 473,307	\$ 479,980	\$ 485,710	\$ 524,693	\$ 489,592
OPERATING EXPENDITURES	3,615	2,449	5,899	6,945	6,862	7,735
CAPITAL OUTLAY	6,310	-	-	-	1,996	-
TOTAL	\$ 495,769	\$ 475,756	\$ 485,879	\$ 492,655	\$ 533,551	\$ 497,327
POLICE CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 119,031	\$ 111,852	\$ 139,837	\$ 139,916	\$ 141,955	\$ 143,719
OPERATING EXPENDITURES	20,447	21,107	19,487	20,568	19,430	20,680
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 139,478	\$ 132,959	\$ 159,324	\$ 160,484	\$ 161,385	\$ 164,399
TOTALS						
PERSONAL SERVICES	\$ 4,522,304	\$ 4,531,182	\$ 4,577,427	\$ 3,996,037	\$ 3,909,143	\$ 3,775,255
OPERATING EXPENDITURES	396,470	400,949	451,677	433,358	442,365	423,951
CAPITAL OUTLAY	80,809	36,032	44,078	-	3,377	-
TOTAL	\$ 4,999,583	\$ 4,968,163	\$ 5,073,182	\$ 4,429,395	\$ 4,354,885	\$ 4,199,206

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Completed citizen's academy.
- ✓ 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.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- 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 2012/2013 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Civic meetings attended	20	50	58	55	60
Policies reviewed	80	41	50	50	50
Unit staff meetings attended	10	15	15	15	20
Senior staff meetings attended	40	40	50	40	50
Staff inspections performed	5	6	4	7	4
Computerized statistical reviews	12	12	12	12	12
Crime Prevention Information needs	5	54	82	60	85
Youth & Bike Safety Events	2	12	16	13	15
Community Events	3	50	60	55	60
Background Investigations	10	22	17	25	20
Recruitment Functions	2	30	48	30	25
Training Assistance	4	23	24	25	24
Internal Investigations	3	1	3	2	3
Conduct 40 hrs of training for officers	41	40	36	40	36
Conduct training for civilian employees	10	23	19	23	19
Recruiting and promotional Activities	3	8	5	8	5
Number of citations processed	1438	864	1127	950	1000
Number of warnings processed	3411	3233	2925	3556	4000
Number of reports processed	2352	2202	1995	2422	2400
Number of parking citations processed	50	87	215	95	100
Number of trespass warnings processed	92	62	215	68	100
Fingerprints taken	262	213	196	234	100
Statistical reports completed	35	35	35	35	35

PROGRAM BUDGET DESCRIPTION FOR POLICE ADMINISTRATION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
32.00%	35.00%	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%	4.00%	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%	3.00%	Staff Inspections
25.00%	28.00%	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%	15.00%	Citizen Requests - Respond to citizen and agency requests for incident reports, accident reports, and local checks by fax, mail or phone. Providing officers with information when requested, signing for, processing and entering subpoenas. Providing records information to citizens in person or by phone.
8.00%	5.00%	Reporting - Provide FDLE with UCR reports, update UCR, prepare and provide statistics, update pin map.
5.00%	2.00%	Fingerprinting - Fingerprint residents when requested.
10.00%	8.00%	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 2012/2013 ANNUAL BUDGET

POLICE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for Police Administration is \$604,915. This compares to the 2011-2012 projected expenditures of \$627,167, a decrease of \$22,252 or 3.5%.

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	Amended FY 11-12 Budget	Projected FY 11-12 Expenditures	Adopted FY 12-13 Budget	Difference
Personal Services	\$ 965,085	\$ 671,784	\$ 649,180	\$ 536,269	\$ 526,981	\$ 501,230	\$ (25,751)
Operating Expenses	130,694	107,640	112,909	111,908	100,186	103,685	3,499
Capital Outlay	-	2,531	9,000	-	-	-	-
Total	\$ 1,095,779	\$ 781,955	\$ 771,089	\$ 648,177	\$ 627,167	\$ 604,915	\$ (22,252)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-2012 projected expenditures:

	Difference
1. Personal Services - Net decrease mainly due reduction in wages and health insurance.	\$ (25,751)
2. Operating Expenses - Net increase mainly due to the Greer donation account and office equipment maintenance.	\$ 3,499
3. Capital Outlay - No approved capital outlay for FY 2012-2013	\$ -

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</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	54,858	54,858
Records Specialist II	28,196 / 59,662	29	1.00	1.00	1.00	28,160	27,663
Clerical Assistant II	24,252 / 54,508	23	2.00	2.00	2.00	76,812	72,060
			7.00	7.00	7.00	\$ 375,979	\$ 369,307
		Overtime				900	500
		FICA Taxes				27,859	27,314
		Clothing Allowance				1,080	1,080
		Deferred Compensation				16,874	16,274
		Chapter 185 Pension				41,894	36,965
		Group Health Insurance Premium				40,825	32,448
		Dependant Health Ins Premium				15,885	12,844
		Employee Assistance Program				138	161
		Worker's Comp Insurance				3,447	4,337
		Total Personal Services				\$ 524,881	\$ 501,230

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

POLICE ADMINISTRATION

Code: 010041

Account <u>Number</u>	<u>Description</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>FY 10/11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11/12</u> <u>Budget</u>	<u>FY 11/12</u> <u>Projected</u>	<u>FY 12/13</u> <u>Adopted</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	569,971	371,728	361,524	376,442	375,979	369,307
511300	Temporary Salaries	41,589	48	0	0	0	0
511400	Overtime	3,395	118	1,456	3,000	3,000	500
512100	FICA Taxes	45,791	27,313	26,567	29,424	27,859	27,314
512215	Clothing Allowance	2,046	1,125	1,080	1,080	1,080	1,080
512225	Deferred Compensation	28,231	16,567	15,071	17,002	16,874	16,274
512250	Chapter 185 Retirement	184,387	47,687	45,895	42,590	41,894	36,965
512251	Chapter 185 State Shared Revenue	0	134,852	133,477	0	0	0
512301	Group Health Insurance Premium	56,302	47,264	42,045	44,932	40,825	32,448
512305	Dependant Health Ins Premium	19,544	19,233	18,478	18,138	15,885	12,844
512309	Employee Assistance Program	201	161	131	161	138	161
512400	Worker's Comp Insurance	13,628	5,688	3,456	3,500	3,447	4,337
TOTAL PERSONAL SERVICES		965,085	671,784	649,180	536,269	526,981	501,230
OPERATING EXPENDITURES							
533100	Professional Services	0	3,000	2,676	2,500	500	600
533400	Other Contractual Services	21,624	0	0	0	0	0
533415	Janitorial Services	19,284	16,740	11,420	11,520	11,520	0
534000	Travel and Per Diem	2,881	0	0	0	0	0
534101	Telephone	10,919	10,930	11,605	8,280	11,000	11,000
534105	Cellular Telephone	1,257	1,166	1,354	1,350	1,350	1,380
534110	Internet Services	976	1,031	1,034	1,035	1,200	1,200
534120	Postage	1,353	1,218	1,204	952	1,000	1,000
534310	Electric	35,300	31,756	30,237	30,215	31,345	31,675
534320	Water/Sewer	2,762	2,247	2,895	2,865	2,900	3,000
534500	Insurance	4,681	131	5,467	4,700	131	131
534610	R & M-Buildings	0	264	0	400	0	0
534620	R & M-Vehicles	1,598	1,354	654	2,000	1,200	1,200
534630	R & M - Office Equipment	2,294	22,260	26,398	26,791	25,000	30,809
534640	R & M-Operating Equipment	0	213	128	0	440	2,640
534650	R & M-Radio	515	0	0	100	50	100
534800	Promotional Activities	815	423	586	500	500	500
534820	Designated Expenditure (Greer Donation)	3,243	275	2,916	6,000	0	6,000
535200	Departmental Supplies	6,324	4,618	3,963	4,000	3,800	3,800
535210	Computer Supplies	1,908	1,685	2,129	2,400	1,300	1,700
535230	Small Tools and Equipment	204	0	163	400	200	200
535260	Gas and Oil	7,667	6,703	6,573	4,000	5,000	4,950
535270	Uniforms and Shoes	708	456	287	400	250	300
535410	Dues and Memberships	1,466	1,170	1,220	1,500	1,500	1,500
535420	Books and Publications	118	0	0	0	0	0
535450	Training and Education	2,797	0	0	0	0	0
TOTAL OPERATING EXPENDITURES		130,694	107,640	112,909	111,908	100,186	103,685
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	2,531	9,000	0	0	0
TOTAL CAPITAL OUTLAY		0	2,531	9,000	0	0	0
TOTAL POLICE ADMINISTRATION		1,095,779	781,955	771,089	648,177	627,167	604,915

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Provided directed patrol to deter crime and ensure public safety.
- ✓ Enforced laws and ordinances while maintaining a community policing philosophy.
- ✓ Provided advanced and professional development training.
- ✓ Reorganized and restructured personnel and personnel assignments to maximize service.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

City goal: Quality of Life

- Continue directed patrols to deter crime and ensure public safety.
- Continue to enforce laws and ordinances while maintaining a community policing philosophy.
- Maximize in-house training and grant training to augment limited resources.
- Continue to evaluate personnel assignments to maximize level of service.
- Continually evaluate asset needs to conserve expenditures.
- Replace specialty unit positions as staffing permits.
- Continue to participate in Florida Buckle Up and DUI Enforcement Waves.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Traffic Stops	4,636	3,988	5,783	5,500	6,072
Officer Initiated Activity	28,977	35,199	45,039	40,000	47,290
Traffic Enforcement	347	3,485	5,111	3,800	5,366
Parking Enforcement	218	285	68	500	71
Alarms	602	522	517	600	542
Written Warnings Traffic Stops	3,145	3,233	4,558	3,600	4,785
Calls for Service	42,068	48,159	58,612	55,000	61,542
Vehicle check points	1	0	0	2	0
Buckle up and DUI enforcement waves	3	4	4	4	4
K-9 usage reports	148	175	84	200	88
K-9 training days	41	52	52	52	52
Child safety seat programs	54	7	14	10	16
Boat safety inspections	7	3	23	150	30

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR POLICE OPERATIONS DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
30.00%	32.00%	<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.
5.00%	5.00%	<u>Investigations</u> - Conduct vehicle crash investigations.
2.50%	3.00%	<u>Criminal Transportation</u> - Transport arrested adults and juveniles to respective detention facilities.
1.50%	2.00%	<u>Training and Professional Development</u> - Provide a minimum of 40 hours of training to all members of the division.
30.00%	25.00%	<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%	13.00%	<u>K-9 Unit</u> - Responsible for directed patrol and request for officer assists.
1.00%	2.50%	<u>Motorcycle/Traffic Unit</u> - Criminal and non-criminal traffic law enforcement and accident investigations
2.50%	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 2012-2013 adopted budget for Police Operations Division is \$2,253,825. This compares to the 2011-2012 projected expenditures of \$2,330,709, a decrease of \$76,884 or 3.3%.

	FY 08-09	FY 09-10	FY 10-11	Amended FY 11-12	Projected FY 11-12	Adopted FY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 2,379,437	\$ 2,319,598	\$ 2,395,856	\$ 2,172,022	\$ 2,114,834	\$ 2,060,690	\$ (54,144)
Operating Expenses	155,811	183,270	224,205	202,835	215,875	193,135	(22,740)
Capital Outlay	71,727	31,731	31,925	0	0	0	0
Total	\$ 2,606,975	\$ 2,534,599	\$ 2,651,986	\$ 2,374,857	\$ 2,330,709	\$ 2,253,825	\$ (76,884)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	Difference
1. Personal Services - Net decrease due to pension changes, health insurance and workers compensation.	\$ (54,144)
2. Operating Expenses - Net decrease mainly due to vehicle maintenance and gas and oil charges	\$ (22,740)
3. Capital Outlay - No approved Capital Outlay for FY 2012-2013	\$ -

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE OPERATIONS DIVISION						Projected	Adopted
<u>POSITION</u>	PAY	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			Expenditure	Budget
	<u>RANGE</u>		<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
Captain	57,428 / 103,722	74	1.00	0.00	0.00	\$ -	\$ -
Sergeants	46,980 / 105,594	30	4.00	4.00	4.00	287,753	293,976
Officers	37,148 / 83,494	27	22.00	23.00	23.00	917,986	992,744
Part-time Officer			0.50	0.50	0.50	30,500	30,000
			27.50	27.50	27.50		
						\$ 1,236,239	\$ 1,316,720
						130,800	130,000
						103,517	109,445
						14,130	14,580
						295,375	286,237
						149,650	141,951
						28,000	27,851
						576	622
						46,719	33,284
						\$ 2,005,006	\$ 2,060,690

2 officers, 2 sergeants longevity

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

POLICE OPERATIONS

Code: 010043

Account <u>Number</u>	<u>Description</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>FY 10/11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11/12</u> <u>Budget</u>	<u>FY 11/12</u> <u>Projected</u>	<u>FY 12/13</u> <u>Adopted</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	1,505,975	1,399,126	1,468,186	1,321,494	1,286,720	1,286,720
511300	Temporary Salaries	5,545	10,451	28,067	24,000	30,500	30,000
511400	Overtime	166,768	157,043	136,706	130,800	130,800	130,000
512100	FICA Taxes	127,022	118,900	123,087	105,134	109,503	109,445
512215	Clothing Allowance	15,323	14,062	14,558	14,580	14,040	14,580
512250	Chapter 185 Retirement	299,147	383,315	394,613	320,957	313,272	286,237
512301	Group Health Insurance Premium	182,282	167,507	153,185	175,545	152,054	141,951
512305	Dependant Health Ins Premium	31,363	27,130	32,803	32,171	30,650	27,851
512309	Employee Assistance Program	645	588	620	622	576	622
512400	Worker's Comp Insurance	45,367	41,476	44,031	46,719	46,719	33,284
TOTAL PERSONAL SERVICES		2,379,437	2,319,598	2,395,856	2,172,022	2,114,834	2,060,690
OPERATING EXPENDITURES							
533500	Investigations	183	0	0	0	0	0
534105	Cellular Telephone	2,953	1,741	1,906	1,400	2,100	2,000
534110	Internet Access	6,399	7,764	7,558	7,835	7,835	7,835
534120	Postage	0	99	219	100	100	100
534130	Express Mail Charges	536	295	49	100	0	0
534620	R & M-Vehicles	20,721	25,152	39,052	26,500	48,000	30,000
534630	R & M - Office Equipment	1,025	196	597	500	500	500
534640	R & M-Operating Equipment	7,197	9,748	7,020	6,000	6,000	6,000
534650	R & M-Radio	1,801	1,411	1,648	1,500	600	600
534810	K-9 Expenditures	3,095	4,173	6,807	2,000	2,000	2,000
535200	Departmental Supplies	10,467	7,294	9,198	11,000	5,000	5,000
535210	Computer Supplies	1,629	4,785	1,255	1,000	600	600
535230	Small Tools and Equipment	499	3,164	416	1,500	1,500	1,500
535260	Gas and Oil	81,700	95,820	131,221	130,000	130,000	125,500
535270	Uniforms and Shoes	15,737	20,690	16,263	12,500	11,000	11,000
535275	Safety Equipment	845	494	616	500	640	500
535420	Books and Publications	1,024	426	380	400	0	0
TOTAL OPERATING EXPENDITURES		155,811	183,270	224,205	202,835	215,875	193,135
CAPITAL OUTLAY							
606400	Vehicles and Equipment	71,727	31,731	31,925	0	0	0
TOTAL CAPITAL OUTLAY		71,727	31,731	31,925	0	0	0
TOTAL POLICE OPERATIONS DIVISION		2,606,975	2,534,599	2,651,986	2,374,857	2,330,709	2,253,825

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

POLICE DETECTIVE DIVISION

The Investigators assigned to this division work on cases involving crimes against persons, crimes against property and general investigations, including narcotic and vice investigations. The I.D. Technician is the custodian of the evidence/property room and processes crime scenes for evidence. The Community Policing Officer and Crossing Guards are also accounted for within this Division. A primary focus of this Division is to nurture cooperation with other law enforcement agencies and to foster community involvement and promote awareness events.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- ✓ Provided for efficient and diligent investigations
- ✓ Maintained accurate case assignment tracking
- ✓ Achieved inter-agency cooperation with investigations overlapping in jurisdiction
- ✓ Maintained high visibility with Home Owner's Associations and neighborhood safety programs
- ✓ Had successful Safety awareness events such as National Night Out and Citizen's Academy.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

- Provide citizen's with diligent and thorough investigations
- Continue to foster cooperation with other jurisdictions
- Maintain a high level of service to Home Owner's Associations and promote Neighborhood Watch Programs
- Maintain a higher than average clearance rate.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Burglary Investigations	193	194	277	215	280
Assault Investigations	247	251	275	300	280
Sexual Assault Investigations	17	18	11	20	20
Vehicle Theft Investigation	16	21	26	25	25
Robbery Investigations	1	10	2	20	5
Larceny Investigations	706	770	802	800	800
Juvenile Arrests	58	63	58	125	75
Murder/Attempted Murder Investigations	0	1	0	1	1

PROGRAM BUDGET DESCRIPTION FOR THE POLICE DETECTIVE DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
37.00%	45.00%	<u>Investigations</u> - Investigate reported criminal offenses, complete reports on same, conduct interviews, review and assist in the prosecution of suspects.
10.00%	12.00%	<u>On Scene Investigations</u> - Perform on-scene investigations and process crime scenes.
5.00%	10.00%	<u>Court Assistance</u> - Obtaining warrants, State Attorney's Office depositions and appear in court.
10.00%	10.00%	<u>Investigations Assistance</u> - Assist Uniform Division and other agencies with investigations.
5.00%	5.00%	<u>Training and Professional Development.</u>
18.00%	n/a	<u>School Programs</u> - Instruction on drug and gang and aggression resistance.
10.00%	13.00%	<u>Community Meetings/Community Policing</u>
5.00%	5.00%	<u>Backgrounds</u>
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

POLICE DETECTIVE DIVISION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for Police Detectives is \$678,740. This compares to the 2011-2012 projected expenditures of \$702,073, a decrease of \$23,333 or 3.3%

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	Amended FY 11-12 Budget	Projected FY 11-12 Expenditures	Adopted FY 12-13 Budget	Difference
Personal Services	\$ 572,907	\$ 954,641	\$ 912,574	\$ 662,120	\$ 600,680	\$ 580,024	\$ (20,656)
Operating Expenses	85,903	86,483	89,177	91,102	100,012	98,716	(1,296)
Capital Outlay	2,772	1,770	3,153	-	1,381	-	(1,381)
Total	\$ 661,582	\$ 1,042,894	\$ 1,004,904	\$ 753,222	\$ 702,073	\$ 678,740	\$ (23,333)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	Difference
1. Personal Services - Net decrease due to reducing Crossing Guard hours and health insurance.	\$ (20,656)
2. Operating Expenses - Net decrease mainly due to an increase in gas & oil and reduction in investigations.	\$ (1,296)
3. Capital Outlay - No Capital Purchases for FY 2012-13.	\$ (1,381)

PERSONAL SERVICES SCHEDULE

POLICE DETECTIVE DIVISION

<u>POSITION</u>	<u>PAY</u> RANGE	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			Projected Expenditure	Adopted Budget
			<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
Sergeants	46,980 / 105,594	30C	1.00	0.00	0.00	-	-
Investigators	37,148 / 83,494	27	5.00	5.00	5.00	250,526	251,035
Evidence Technician	30,797 / 59,219	33	1.00	1.00	1.00	30,578	30,579
School Resource Officer	37,148 / 83,494	27	1.00	0.00	0.00	-	-
Community Policing Officer	37,148 / 83,494	27	1.00	1.00	1.00	63,467	63,467
Crossing Guards Temp			4.00	4.00	5.00	48,600	43,200
			14.00	11.00	12.00		
						\$ 393,171	\$ 388,281
		Overtime				26,000	26,000
		FICA Taxes				32,115	31,740
		Clothing Allowance				7,240	7,240
		Deferred Compensation				2,752	2,752
		Chapter 185 Retirement				75,138	66,398
		Group Health Insurance Premium				46,890	41,809
		Dependant Health Ins Premium				6,613	6,261
		Employee Assistance Program				161	161
		Worker's Comp Insurance				10,600	9,382
		Total Personal Services				\$ 600,680	\$ 580,024

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

POLICE DETECTIVE DIVISION

Code: 010047

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	368,507	554,841	544,394	344,749	344,571	345,081
511300	Temporary Salaries	0	44,071	42,549	44,000	48,600	43,200
511400	Overtime	35,559	50,559	36,641	52,000	26,000	26,000
512100	FICA Taxes	30,350	47,643	46,045	45,088	32,115	31,740
512215	Clothing Allowance	6,042	8,502	7,295	8,040	7,240	7,240
512225	Deferred Compensation	3,734	2,785	2,933	2,662	2,752	2,752
512250	Chapter 185 Retirement	65,126	139,738	135,034	81,149	75,138	66,398
512301	Group Health Insurance Premium	34,870	55,103	51,722	41,938	46,890	41,809
512305	Dependant Health Ins Premium	15,735	28,930	24,962	26,036	6,613	6,261
512309	Employee Assistance Program	144	192	180	161	161	161
512400	Worker's Comp Insurance	12,840	22,277	20,819	16,297	10,600	9,382
TOTAL PERSONAL SERVICES		572,907	954,641	912,574	662,120	600,680	580,024
OPERATING EXPENDITURES							
533100	Professional Services	63,505	53,428	53,428	55,491	55,491	56,495
533500	Investigations	759	2,581	616	1,500	5,000	1,500
534000	Travel and Per Diem	0	1,237	2,070	3,000	5,000	5,000
534105	Cellular Telephone	2,132	1,946	1,975	1,170	1,430	1,430
534115	On-line Services	780	925	900	900	650	900
534130	Express Mail Charges	299	192	230	400	50	100
534400	Rent/Leases	0	391	391	391	391	391
534620	R & M-Vehicles	2,461	1,978	1,434	2,500	2,500	2,500
534630	R & M - Office Equipment	0	0	0	200	200	200
534640	R & M-Operating Equipment	0	0	23	100	100	100
534650	R & M-Radio	657	76	0	100	100	100
534800	Promotional Activities	0	0	1,716	600	600	500
535200	Departmental Supplies	5,645	3,682	5,513	4,500	4,500	4,500
535210	Computer Supplies	711	1,978	828	1,200	500	1,000
535230	Small Tools and Equipment	910	1,387	1,235	1,000	1,000	1,000
535260	Gas and Oil	7,377	10,825	11,185	13,000	15,000	16,500
535270	Uniforms and Shoes	399	2,272	2,472	1,500	1,000	1,000
535275	Safety Equipment	0	50	113	200	200	200
535410	Dues and Memberships	150	200	400	300	300	300
535420	Books and Publications	118	85	0	50	0	0
535450	Training and Education	0	3,250	4,648	3,000	6,000	5,000
TOTAL OPERATING EXPENDITURES		85,903	86,483	89,177	91,102	100,012	98,716
CAPITAL OUTLAY							
606400	Vehicles and Equipment	2,772	1,770	3,153	0	1,381	0
TOTAL CAPITAL OUTLAY		2,772	1,770	3,153	0	1,381	0
TOTAL POLICE DETECTIVE DIVISION		661,582	1,042,894	1,004,904	753,222	702,073	678,740

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Received and dispatched calls for service in a timely and professional manner.
- ✓ Provided accurate and timely dispatch services to department members.
- ✓ Provided appropriate and professional training to all dispatchers.
- ✓ Initiated compliance with new dispatcher certification requirements.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- ✓ Continue to receive and dispatch calls for service in a timely and professional manner.
- ✓ Continue to provide accurate and timely dispatch services to department members.
- ✓ Provide appropriate and professional training to all dispatchers.
- ✓ Maintain current staffing allocation and recruit as necessary for replacement staff.
- ✓ Work toward full compliance with new dispatcher certification requirements.

PERFORMANCE MEASURES

	Actual	Actual	Actual	Projected	Projected
Performance Indicators	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
911 Calls Received	5,541	6,924	8,021	8,000	8,200
Code Violation Calls Received	3,212	6,524	6,488	7,000	6,500
Total Calls Received	42,068	49,006	58,612	55,000	60,000
Calls Per Dispatcher	5,259	4,900	6,512	5,500	6,000

PROGRAM BUDGET DESCRIPTION FOR POLICE DISPATCH UNIT		
STAFFING		NATURE OF ACTIVITY
10/11	12/13	
50.00%	55.00%	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
20.00%	28.00%	Calls - Receive complaint calls from public and emergency 911 calls
20.00%	13.50%	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%	1.00%	Code Enforcement - Receive, document and dispatch code enforcement complaints.
3.00%	2.50%	Training and Professional Development.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

POLICE DISPATCH UNIT BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for Police Dispatch is \$497,327. This compares to the 2011-2012 projected expenditures of \$533,551 a decrease of \$36,224 or 6.8%.

	FY 08-09	FY 09/10	FY 10/11	Amended FY 11/12	Projected FY 11/12	Adopted FY 12/13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 485,844	\$ 473,307	\$ 479,980	\$ 485,710	\$ 524,693	\$ 489,592	\$ (35,101)
Operating Expenses	3,615	2,449	5,899	6,945	6,862	7,735	873
Capital Outlay	6,310	-	-	-	1,996	-	(1,996)
Total	\$ 495,769	\$ 475,756	\$ 485,879	\$ 492,655	\$ 533,551	\$ 497,327	\$ (36,224)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to overtime and health insurance.	\$ (35,101)
2. Operating Expenses - Increase for travel and training.	\$ 873
3. Capital Outlay - No Capital Outlay approved for FY 2012-2013	\$ (1,996)

PERSONAL SERVICES SCHEDULE

POLICE DISPATCH UNIT

<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>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
Communications Supervisor	36,852 / 73,340	39	1.00	1.00	1.00	\$ 58,000	\$ 58,000
Communication Technician	28,196 / 63,373	29	8.00	8.00	8.00	261,000	262,000
Communication Technician (Part-time)			0.50	0.50	0.50	28,000	28,000
			9.50	9.50	9.50	\$ 347,000	\$ 348,000
						48,000	30,000
						29,522	28,068
						33,210	31,500
						55,055	43,780
						11,095	7,473
						231	230
						580	541
						\$ 524,693	\$ 489,592

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

POLICE DISPATCH UNIT

Code: 010049

Account <u>Number</u>	<u>Description</u>	FY 08/09 <u>Actual</u>	FY 09/10 <u>Actual</u>	FY 10/11 <u>Actual</u>	Amended FY 11/12 <u>Budget</u>	FY 11/12 <u>Projected</u>	FY 12/13 Adopted <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	316,992	310,523	306,487	338,500	347,000	348,000
511400	Overtime	40,775	42,743	58,259	22,000	48,000	30,000
512100	FICA Taxes	26,590	26,293	26,835	27,578	29,522	28,068
512225	Deferred Compensation	32,008	30,569	31,016	30,195	33,210	31,500
512301	Group Health Insurance Premium	57,227	52,995	46,031	55,605	55,055	43,780
512305	Dependant Health Ins Premium	11,032	9,146	10,570	11,045	11,095	7,473
512309	Employee Assistance Program	205	194	198	207	231	230
512400	Worker's Comp Insurance	1,015	844	584	580	580	541
TOTAL PERSONAL SERVICES		485,844	473,307	479,980	485,710	524,693	489,592
OPERATING EXPENDITURES							
534000	Travel and Per Diem	60	0	600	500	500	1,000
534105	Cellular Telephone	299	202	233	235	235	235
534110	Internet Access	0	0	157	560	500	500
534630	R & M-Office Equipment	0	316	2,305	2,850	2,850	2,850
534640	R & M-Operating Equipment	44	273	149	100	100	100
534650	R & M-Radios	461	419	212	300	200	300
534800	Promotional Activities	0	0	81	0	100	100
535200	Departmental Supplies	1,286	1,013	954	750	750	750
535210	Computer Supplies	893	134	566	900	900	900
535230	Small Tools and Equipment	360	0	0	0	0	0
535410	Dues and Memberships	212	92	222	250	227	250
535450	Training and Education	0	0	420	500	500	750
TOTAL OPERATING EXPENDITURES		3,615	2,449	5,899	6,945	6,862	7,735
CAPITAL OUTLAY							
606400	Vehicles and Equipment	6,310	0	0	0	1,996	0
TOTAL CAPITAL OUTLAY		6,310	0	0	0	1,996	0
TOTAL POLICE DISPATCH UNIT		495,769	475,756	485,879	492,655	533,551	497,327

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Responded efficiently and effectively to ordinance violations
- ✓ Investigated and Followed up on non- compliance complaints
- ✓ Used both proactive and reactive approach to all code violations
- ✓ Educated citizens on city ordinances
- ✓ Maintained a high rate of compliance

FISCAL YEAR 2013 GOALS AND OBJECTIVES

City Goal: Quality of Life

- Take a “community policing” approach to code violations
- Continue to educate the community on city ordinances
- Work on efficiency in and compliance with cronic violators.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Water Violations	57	N/A	N/A	25	25
Code Violations	2,041	1,730	1,517	3,500	1,800
Illegal Signs	299	386	523	700	700
Nuisance Abatement	246	993	283	900	300
Re-inspections	n/a	n/a	2,155	2,000	2,000
Property Inspections	n/a	n/a	249	260	270

PROGRAM BUDGET DESCRIPTION FOR THE CODE ENFORCEMENT DIVISION		
STAFFING		NATURE OF ACTIVITY
11/12	12/13	
61.00%	56.00%	Citizen Complaints - Respond to complaints of city ordinance violations and self-initiate code compliance and enforcement.
25.00%	28.00%	Re-inspections - Follow up on notices of violations to ensure compliance.
2.00%	1.00%	Code Enforcement Board - Provide direct support to Code Enforcement Board for Code Enforcement hearings.
12.00%	15.00%	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 2012/2013 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for Code Enforcement is \$164,399. This compares to the 2011-2012 projected expenditures of \$161,385, an increase of \$3,014 or 1.9%

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	Amended FY 11-12 Budget	Projected FY 11-12 Expenditures	Adopted FY 12-13 Budget	Difference
Personal Services	\$ 119,031	\$ 111,852	\$ 139,837	\$ 139,916	\$ 141,955	\$ 143,719	\$ 1,764
Operating Expenses	20,447	21,107	19,487	20,568	19,430	20,680	1,250
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 139,478	\$ 132,959	\$ 159,324	\$ 160,484	\$ 161,385	\$ 164,399	\$ 3,014

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	Difference
1. Personal Services - Net increase due to increase for longevity and health insurance.	\$ 1,764
2. Operating Expenditures - Net increase mainly due to increased gas & oil costs.	\$ 1,250
3. Capital Outlay - No Capital Outlay approved in FY 12-13 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>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
			Code Enforcement Officer	29,874 /67,145	32	2.00	2.00
Administrative Assistant	35,367/67,071	60	1.00	1.00	1.00	40,301	42,353
			3.00	3.00	3.00	\$ 104,240	\$ 106,292
		Overtime				300	100
		FICA Taxes				7,983	8,124
		Clothing Allowance				240	240
		Deferred Compensation				9,409	9,575
		Group Health Insurance Premium				18,100	17,695
		Dependant Health Ins Premium				431	416
		Employee Assistance Program				69	69
		Worker's Comp Insurance				1,183	1,208
		Total Personal Services				\$ 141,955	\$ 143,719

Administrative Assistant - Longevity October 2012

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION

Code: 010045

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	78,550	73,508	103,898	104,480	104,240	106,292
511400	Overtime	79	87	457	300	300	100
512100	FICA Taxes	5,894	5,507	7,903	8,034	7,983	8,124
512215	Clothing Allowance	0	0	240	240	240	240
512225	Deferred Compensation	7,077	6,624	9,392	9,430	9,409	9,575
512301	Group Health Insurance Premium	24,088	23,278	16,294	13,950	18,100	17,695
512305	Dependant Health Ins Premium	502	490	452	2,230	431	416
512309	Employee Assistance Program	69	61	63	69	69	69
512400	Worker's Comp Insurance	2,772	2,297	1,138	1,183	1,183	1,208
TOTAL PERSONAL SERVICES		119,031	111,852	139,837	139,916	141,955	143,719
OPERATING EXPENDITURES							
534000	Travel and Per Diem	947	482	0	500	400	400
534101	Telephone	359	463	458	440	440	440
534105	Cellular Telephone	968	529	469	470	470	470
534110	Internet Services	77	81	1,001	1,200	1,100	1,100
534120	Postage	6,355	6,130	5,284	3,628	4,000	4,000
534620	R & M-Vehicles	1,268	1,479	1,410	1,400	1,500	1,650
534630	R & M - Office Equipment	663	528	0	300	0	100
534650	R & M-Radio	75	0	0	100	0	100
534910	Clerk of Court Filing Fees	2,158	3,607	3,259	3,800	3,000	3,000
535200	Departmental Supplies	1,550	1,186	556	1,000	500	500
535210	Computer Supplies	179	246	147	300	250	250
535230	Small Tools and Equipment	180	499	90	90	0	0
535260	Gas and Oil	4,409	4,704	6,302	6,350	7,000	7,900
535270	Uniforms and Shoes	363	528	451	300	300	300
535275	Safety Equipment	86	0	0	100	0	0
535410	Dues and Memberships	60	90	60	90	70	70
535450	Training and Education	750	555	0	500	400	400
TOTAL OPERATING EXPENDITURES		20,447	21,107	19,487	20,568	19,430	20,680
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CODE ENFORCEMENT DIVISION		139,478	132,959	159,324	160,484	161,385	164,399

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PUBLIC WORKS DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS

The Fiscal Year 2012-2013 Adopted budget for Public Works Department as a whole is \$3,228,464. This compares to the 2011-2012 projected expenditures of \$3,212,149, an increase of \$16,315 or .51%.

	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Projected FY 11/12 Expenditures	Adopted FY 12/13 Budget	Difference
Personal Services	\$ 2,906,565	\$ 2,503,832	\$ 2,199,973	\$ 2,145,704	\$ 2,201,276	\$ 55,572
Operating Expenses	1,394,595	988,217	988,177	1,054,439	913,988	(140,451)
Capital Outlay	11,221	49,700	13,104	12,006	113,200	101,194
Total	\$ 4,312,381	\$ 3,541,749	\$ 3,201,254	\$ 3,212,149	\$ 3,228,464	\$ 16,315

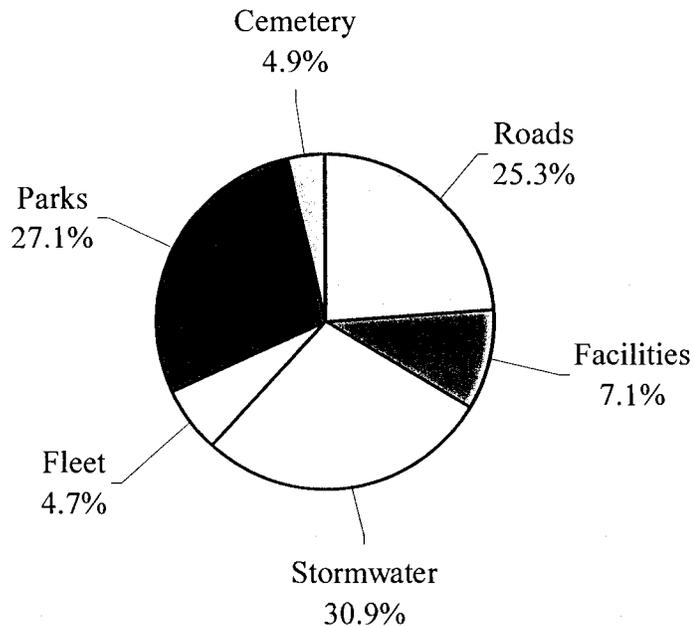
Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	Difference
1. Personal Services - Increase mainly due to adding part-time employees for janitorial work.	\$ 55,572
2. Operating Expenses - Lower due to budgeting less for supplies and contractual services.	\$ (140,451)
3. Capital Outlay - Net increase due to purchase of capital items.	\$ 101,194

PUBLIC WORKS DEPARTMENT COST ALLOCATION



CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CONSOLIDATED PUBLIC WORKS DEPARTMENT

	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Budget</u>
ROADS & MAINTENANCE						
PERSONAL SERVICES	\$ 1,070,698	\$ 758,644	\$ 673,724	\$ 639,416	\$ 617,756	\$ 622,687
OPERATING EXPENDITURES	165,296	123,463	113,982	119,303	112,787	108,733
CAPITAL OUTLAY	5,252	32,281	1,665	-	-	39,000
TOTAL	\$ 1,241,246	\$ 914,388	\$ 789,371	\$ 758,719	\$ 730,543	\$ 770,420
STORMWATER UTILITY						
PERSONAL SERVICES	\$ 525,786	\$ 596,385	\$ 536,240	\$ 461,269	\$ 464,053	\$ 496,889
OPERATING EXPENDITURES	739,766	459,192	489,067	515,353	540,433	405,890
CAPITAL OUTLAY	3,024	-	-	1,200	-	1,200
TOTAL	\$ 1,268,576	\$ 1,055,577		\$ 977,822	\$ 1,004,486	\$ 903,979
FLEET MANAGEMENT						
PERSONAL SERVICES	\$ 174,408	\$ 163,773	\$ 116,266	\$ 173,027	\$ 172,118	\$ 182,300
OPERATING EXPENDITURES	41,387	34,903	26,550	24,701	23,758	24,466
CAPITAL OUTLAY	2,945	12,000	-	-	1,006	-
TOTAL	\$ 218,740	\$ 210,676		\$ 197,728	\$ 196,882	\$ 206,766
FACILITIES MAINTENANCE						
PERSONAL SERVICES	\$ 117,684	\$ 115,020	\$ 110,977	\$ 147,998	\$ 150,751	\$ 160,541
OPERATING EXPENDITURES	157,442	120,304	113,193	121,426	121,545	114,776
CAPITAL OUTLAY	-	-	-	-	-	40,000
TOTAL	\$ 275,126	\$ 235,324	\$ 224,170	\$ 269,424	\$ 272,296	\$ 315,317
PARKS & RECREATION						
PERSONAL SERVICES	\$ 879,834	\$ 747,688	\$ 677,068	\$ 613,540	\$ 653,113	\$ 652,045
OPERATING EXPENDITURES	268,573	230,091	226,769	226,931	230,408	229,683
CAPITAL OUTLAY	-	5,419	11,439	11,000	11,000	33,000
TOTAL	\$ 1,148,407	\$ 983,198	\$ 915,276	\$ 851,471	\$ 894,521	\$ 914,728
CEMETERY						
PERSONAL SERVICES	\$ 138,155	\$ 122,322	\$ 85,698	\$ 125,721	\$ 87,913	\$ 86,814
OPERATING EXPENDITURES	22,131	20,264	18,616	25,805	25,508	30,440
CAPITAL OUTLAY	7,007	-	-	9,000	8,800	-
TOTAL	\$ 167,293	\$ 142,586	\$ 104,314	\$ 160,526	\$ 122,221	\$ 117,254
TOTALS						
PERSONAL SERVICES	\$ 2,906,565	\$ 2,503,832	\$ 2,199,973	\$ 2,160,971	\$ 2,145,704	\$ 2,201,276
OPERATING EXPENDITURES	1,394,595	988,217	988,177	1,033,519	1,054,439	913,988
CAPITAL OUTLAY	11,221	49,700	13,104	12,200	12,006	113,200
TOTAL	\$ 4,312,381	\$ 3,541,749	\$ 3,201,254	\$ 3,206,690	\$ 3,212,149	\$ 3,228,464

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Easy Street Park Improvement Completion
- ✓ Assisted with 4 Chaplins Monument completion
- ✓ Completed Schumann Park Improvements
- ✓ Continued regular maintenance of docks, piers, ramps
- ✓ Continued regular pothole maintenance and road crossing paving
- ✓ Supervised US#1 parking improvements

FISCAL YEAR 2013 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

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
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 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR ROADS & MAINTENANCE DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
30.00%	30.00%	Streets and Alleyways - 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%	General Maintenance - Buildings, docks, piers, sidewalks, etc.
10.00%	10.00%	General Administration - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City Contract work. Meet with public as necessary. Coordinate employee training and education.
40.00%	40.00%	Assisting other City Departments - Lift heavy material with cranes, repair roadways and sidewalks following storm damage, transport heavy equipment and supplies to work-sites and grade parks and ballfields.
100.00%	100.00%	

ROADS & MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for the Roads and Maintenance Division is \$770,420. This compares to the 2011-2012 projected expenditures of \$730,543, an increase of \$39,877 or 5.5%.

	FY 08-09	FY 09/10	FY 10/11	Amended FY 11/12	Projected FY 11/12	Adopted FY 12/13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 1,070,698	\$ 758,644	\$ 673,724	\$ 639,416	\$ 617,756	\$ 622,687	\$ 4,931
Operating Expenses	165,296	123,463	113,982	119,303	112,787	108,733	(4,054)
Capital Outlay	5,252	32,281	1,665	-	-	39,000	39,000
Total	\$ 1,241,246	\$ 914,388	\$ 789,371	\$ 758,719	\$ 730,543	\$ 770,420	\$ 39,877

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures

	Difference
1. Personal Services - Net increase mainly due to scheduled longevity increases.	\$ 4,931
2. Operating Expenses - Decrease mainly due to reduced budget for gas & oil.	\$ (4,054)
3. Capital Outlay - Budgeted capital outlay for new truck bed and pick-up truck.	\$ 39,000

CITY OF SEBASTIAN, FLORIDA 2012/2013 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>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</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	51,057	53,444
Construction Specialist	31,721 / 71,296	34	1.00	1.00	1.00	44,843	46,266
Sign/Traffic Technician	26,544 / 59,662	26	1.00	1.00	1.00	45,790	45,790
Maintenance Worker III	26,544 / 59,662	26	2.00	1.00	1.00	37,202	37,202
Maintenance Worker II	25,063 / 56,331	24	3.00	3.00	3.00	94,020	94,020
Maintenance Worker I	23,580 / 53,000	22	1.00	1.00	1.00	31,480	31,480
			12.00	10.00	10.00		
						\$ 445,945	\$ 449,755
						6,000	6,000
						33,547	33,757
						960	960
						40,675	41,018
						62,725	59,352
						14,380	14,939
						232	230
						13,292	16,676
						<u>\$ 617,756</u>	<u>\$ 622,687</u>

Construction Specialist Longevity June 2012

Supervisor Longevity Nov 2012

CAPITAL OUTLAY SCHEDULE

ROADS AND MAINTENANCE DIVISION

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	
Replace Pick-up Truck	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000
New Truck Bed	17,000	-	-	-	-	17,000
	<u>\$ 39,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 39,000</u>

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PUBLIC WORKS DEPARTMENT ROADS & MAINTENANCE DIVISION

Code: 010052

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	755,185	516,635	470,174	446,876	445,945	449,755
511300	Temporary Salaries	10,046	0	0	0	0	0
511400	Overtime	11,558	9,891	7,760	6,000	6,000	6,000
512100	FICA Taxes	57,162	38,435	34,240	34,719	33,547	33,757
512215	Clothing Allowance	1,440	1,200	1,080	960	960	960
512225	Deferred Compensation	67,207	47,387	43,014	40,748	40,675	41,018
512301	Group Health Insurance Premium	102,623	90,113	76,282	71,231	62,725	59,352
512305	Dependant Health Ins Premium	26,634	29,658	24,842	25,358	14,380	14,939
512309	Employee Assistance Program	340	276	253	232	232	230
512400	Worker's Comp Insurance	38,503	25,049	16,079	13,292	13,292	16,676
TOTAL PERSONAL SERVICES		1,070,698	758,644	673,724	639,416	617,756	622,687
OPERATING EXPENDITURES							
533150	Engineering Services	228	0	0	0	0	0
533400	Other Contractual Services	4,632	0	200	0	1,500	1,500
533415	Janitorial Services	4,331	558	471	500	475	0
533420	Pest/Weed Control/Mowing	0	864	1,696	2,000	2,000	2,000
534000	Travel and Per Diem	960	389	501	500	500	500
534101	Telephone	8,471	1,875	1,409	1,120	1,120	1,120
534105	Cellular Telephone	4,781	2,429	2,702	2,700	2,580	2,600
534110	Internet Services	654	158	101	101	101	101
534120	Postage	329	163	159	102	102	102
534130	Express Mail Charges	18	0	0	0	0	0
534310	Electric	9,706	2,349	2,621	1,650	3,030	3,060
534320	Water/Sewer	1,061	261	295	305	335	350
534380	Trash Pickup/Hauling, Etc.	6,242	4,997	1,858	3,000	2,000	2,000
534420	Equipment Leases	0	182	180	500	500	500
534620	R & M-Vehicles	22,340	18,311	26,297	20,675	15,000	15,000
534630	R & M-Office Equipment	2,741	1,223	678	1,000	1,000	1,000
534640	R & M-Operating Equipment	16,693	17,787	16,816	18,000	15,000	15,000
534830	Special Events	1,040	1,468	650	2,000	2,000	2,000
534920	Legal Ads	142	155	189	200	200	200
535200	Departmental Supplies	19,969	13,090	12,955	10,500	11,994	12,000
535210	Computer Supplies	874	947	628	400	400	500
535230	Small Tools and Equipment	4,791	4,699	3,570	3,500	2,700	3,000
535260	Gas and Oil	28,523	26,212	25,680	25,750	25,750	20,700
535270	Uniforms and Shoes	2,940	3,121	2,381	1,900	1,600	1,600
535275	Safety Equipment	1,447	1,156	688	1,000	1,000	1,000
535310	Road Materials & Supplies	15,334	12,627	5,782	15,000	15,000	15,000
535350	Cement	4,875	7,518	4,644	6,000	6,000	7,000
535410	Dues and Memberships	445	439	348	450	450	450
535420	Books and Publications	647	180	0	100	100	100
535450	Training and Education	1,082	305	483	350	350	350
TOTAL OPERATING EXPENDITURES		165,296	123,463	113,982	119,303	112,787	108,733
CAPITAL OUTLAY							
606400	Vehicles and Equipment	5,252	32,281	1,665	0	0	39,000
TOTAL CAPITAL OUTLAY		5,252	32,281	1,665	0	0	39,000
TOTAL ROADS & MAINTENANCE		1,241,246	914,388	789,371	758,719	730,543	770,420

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Completed installation of quarter round for 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 Power Line Road project

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- Continue quarter round program
- Continue maintenance on collapsed culverts
- Continue monitoring the mowing contract
- Continue mowing of rear ditches and rights of ways.
- Continue working with Applied Aquatics to spray canals.
- Inspect drainage complaints as received.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Miles of swales	280.0	280.0	280.0	280.0	280.0
Linear feet of swales reconstructed	40,000	30,000	36,900	30,000	30,100
Miles of ditches maintained	50.0	50.0	50.0	50.0	50.0
Catch basin and culverts maintained	280	280	290	280	300
Linear feet Main Ditches reconstructed	45,000	20,000	10,000	10,000	10,000
Road Crossing Pipe Replacements	40	30	15	30	24

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR STORMWATER UTILITY DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
50.00%	50.00%	<u>Drainage Maintenance</u> - 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%	<u>Catch basins, Manholes and Culverts</u> - Hand clean and mow small drainage ditches. Maintain 280 catch basins and large/small culverts.
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.
5.00%	5.00%	<u>Building Dept Related Reviews</u> : Site Plan Review, Pool Drainage Plan Review, Fence Permits, Driveway Permits, and meeting with engineers, contractors, and public as necessary.
10.00%	10.00%	<u>Capital Projects</u> - Planning, Design, Specifications Consultant Coordination Bidding and Contracts, Construction Management inspections.
100.00%	100.00%	

STORMWATER UTILITY DIVISION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for the Stormwater Utility Division is \$903,979 This compares to the 2011-2012 projected expenditures of \$1,004,486 a decrease of \$100,507 or 10.0%.

	FY 08-09	FY 09-10	FY 10/11	Amended FY 11/12	Projected FY 11/12	Adopted FY 12/13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 525,786	\$ 596,385	\$ 536,240	\$ 461,269	\$ 464,053	\$ 496,889	\$ 32,836
Operating Expenses	739,766	459,192	489,067	515,353	540,433	405,890	(134,543)
Capital Outlay	3,024	-	-	1,200	-	1,200	1,200
Total	\$ 1,268,576	\$ 1,055,577	\$ 1,025,307	\$ 977,822	\$ 1,004,486	\$ 903,979	\$ (100,507)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to changes to personnel and insurance.	\$ 32,836
2. Operating Expenses - Net decrease due to decreases in supplies and contract mowing.	\$ (134,543)
3. Capital Outlay - Capital Outlay includes the purchase of a concrete saw.	\$ 1,200

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</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	72,792
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	3.00	1.00	2.00	32,435	82,527
Maintenance Worker II	25,063 / 56,331	24	2.00	2.00	2.00	54,423	55,852
Maintenance Worker I	23,580 / 53,000	22	3.00	2.00	1.00	47,724	23,378
			12.00	9.00	9.00		
						\$ 318,231	\$ 347,131
						Overtime 3,000	3,000
						FICA Taxes 24,648	25,257
						Clothing Allowance 960	960
						Deferred Compensation 28,997	31,598
						Group Health Insurance Premium 55,818	52,999
						Dependant Health Ins Premium 21,312	19,430
						Employee Assistance Program 207	207
						Worker's Comp Insurance 10,880	16,307
						<u>Total Personal Services</u> \$ 464,053	<u>\$ 496,889</u>

Supervisor/Maint II Longevity Dec 12 Oct 12

CAPITAL OUTLAY SCHEDULE

<u>Description</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>TOTAL</u>
Concrete Saw	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200
	<u>\$ 1,200</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,200</u>

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

STORMWATER UTILITY DIVISION

Code: 010053

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	358,837	407,992	369,879	316,009	318,231	347,131
511400	Overtime	591	1,481	2,181	3,000	3,000	3,000
512100	FICA Taxes	26,507	30,156	26,818	24,478	24,648	25,257
512215	Clothing Allowance	1,200	1,320	1,320	960	960	960
512225	Deferred Compensation	32,348	36,853	33,485	28,797	28,997	31,598
512301	Group Health Insurance Premium	69,618	78,395	64,365	55,625	55,818	52,999
512305	Dependant Health Ins Premium	15,415	16,423	21,550	21,313	21,312	19,430
512309	Employee Assistance Program	253	276	250	207	207	207
512400	Worker's Comp Insurance	21,017	23,489	16,392	10,880	10,880	16,307
TOTAL PERSONAL SERVICES		525,786	596,385	536,240	461,269	464,053	496,889
OPERATING EXPENDITURES							
533150	Engineering Services	324	6,248	840	250	250	250
533400	Other Contractual Services	4,200	2,543	2,300	2,500	17,500	2,000
533420	Pest/Weed Control/Mowing	37,969	42,889	34,889	45,000	45,000	45,000
533425	Contract Mowing Services	410,609	211,503	212,728	225,000	225,000	136,238
533427	Contract Qtr Round Maintenance	12,495	12,500	12,000	15,000	15,000	10,000
534000	Travel and Per Diem	679	0	0	0	0	0
534101	Telephone	90	330	839	665	800	665
534105	Cellular Telephone	3,142	1,800	1,796	1,845	1,550	1,800
534110	Internet Services	19	37	37	41	40	40
534120	Postage	1	51	1	10	10	10
534130	Express Mail	0	0	0	50	0	0
534310	Electric	1,641	1,338	1,078	800	1,000	1,015
534320	Water/Sewer	656	1,491	3,164	2,070	940	1,220
534380	Trash Pickup/Hauling, Etc.	14,708	9,198	8,438	8,000	6,000	6,000
534420	Equipment Leases	1,261	40	137	1,500	1,500	1,500
534620	R & M-Vehicles	15,524	19,902	32,073	24,000	24,000	24,000
534630	R & M - Office Equipment	562	1,301	1,903	2,000	1,523	1,352
534640	R & M-Operating Equipment	58,580	28,462	50,570	51,722	52,000	52,000
534920	Legal Ads	198	0	0	0	0	0
535200	Departmental Supplies	9,283	3,265	4,265	4,500	4,500	4,500
535210	Computer Supplies	0	7	311	0	570	200
535230	Small Tools and Equipment	3,510	791	1,420	2,000	1,500	1,500
535260	Gas and Oil	33,256	38,795	41,026	44,050	44,000	39,000
535270	Uniforms and Shoes	2,788	2,716	2,321	1,800	1,500	1,350
535275	Safety Equipment	340	1,139	324	1,000	1,000	1,000
535310	Road Materials & Supplies	28,234	20,494	13,077	15,000	15,000	15,000
535320	Sod	26,112	11,833	18,305	20,000	30,000	20,000
535350	Cement	34,963	19,255	17,139	16,300	20,000	10,000
535355	Culvert Pipe	38,297	19,544	27,881	30,000	30,000	30,000
535410	Dues and Memberships	110	113	116	150	150	150
535420	Books and Publications	0	35	0	0	0	0
535450	Training and Education	215	1,572	89	100	100	100
TOTAL OPERATING EXPENDITURES		739,766	459,192	489,067	515,353	540,433	405,890
CAPITAL OUTLAY							
606300	IOTB Fencing	1,850	0	0	0	0	0
606400	Vehicles and Equipment	1,174	0	0	1,200	0	1,200
TOTAL CAPITAL OUTLAY		3,024	0	0	1,200	0	1,200
TOTAL STORMWATER UTILITY DIVISION		1,268,576	1,055,577	1,025,307	977,822	1,004,486	903,979

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Continue to improve controls on repair parts inventory.
- ✓ Maintain fuel facilities to EPA Standards.
- ✓ Utilized GovDeals to auction surplus equipment and vehicles.
- ✓ Utilized government contracts to purchase parts and services at lower costs.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- Continue to explore measures to reduce future vehicle and equipment purchases.
- Continue efforts to auction surplus equipment and vehicles as quickly as possible following their being taken out of service.
- Continue to purchase parts and services at the lowest possible cost.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Number of Vehicles Maintained	121	120	120	112	124
Number of Heavy Equipment Maintained	46	46	46	46	31
Number of Light Equipment Maintained	110	110	110	105	155
Preventive Maintenance Services	380	224	200	200	200
Road Service Calls	200	225	200	200	200
Completed Service Requests	1500	983	650	650	650

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET FOR FLEET MANAGEMENT DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</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 2012-2013 adopted budget for Vehicle Maintenance is \$206,766. This compares to the 2011-2012 projected expenditures of \$196,882, an increase of \$9,884 or 5.0%.

	FY 08-09	FY 09-10	FY 10-11	Amended FY 11-12	Projected FY 11-12	Adopted FY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 174,408	\$ 163,773	\$ 116,266	\$ 173,027	\$ 172,118	\$ 182,300	\$ 9,273
Operating Expenses	41,387	34,903	26,550	24,701	23,758	24,466	(235)
Capital Outlay	2,945	12,000	-	-	1,006	-	-
Total	\$ 218,740	\$ 210,676	\$ 142,816	\$ 197,728	\$ 196,882	\$ 206,766	\$ 9,038

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures

	Difference
1. Personal Services - Increase due to change to Superintendent.	\$ 9,273
2. Operating Expenses - Decrease mainly due to change in handling of janitorial services.	\$ (235)
3. Capital Outlay - No capital outlay requested in FY 2012-13.	\$ -

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

FLEET MANAGEMENT DIVISION						Projected	Adopted
<u>POSITION</u>	<u>PAY</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Expenditure</u>	<u>Budget</u>
	<u>RANGE</u>		<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
Garage Superintendent	30,663 / 68,918	35	1.00	1.00	1.00	\$ 45,788	\$ 56,280
Head Mechanic	28,196 / 63,373	29	1.00	1.00	1.00	39,108	40,060
Mechanic	25,063 / 56,331	24	0.00	1.00	1.00	30,535	30,535
Clerical Assistant	11.01 / 24.75	21	0.50	0.50	0.50	13,000	11,000
			2.50	3.50	3.50		
						\$ 128,431	\$ 137,875
		Overtime				600	600
		FICA Taxes				9,889	10,612
		Clothing Allowance				240	240
		Deferred Compensation				10,464	11,494
		Group Health Insurance Premium				20,756	18,924
		Dependant Health Ins Premium				0	0
		Employee Assistance Program				92	92
		Worker's Comp Insurance				1,646	2,463
		Total Personal Services				\$ 172,118	\$ 182,300

Head Mechanic Longevity April 2012

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

FLEET MANAGEMENT DIVISION
Code: 010054

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	126,325	123,045	87,376	127,633	128,431	137,875
511400	Overtime	608	1,256	813	600	600	600
512100	FICA Taxes	9,362	9,488	6,756	9,828	9,889	10,612
512215	Clothing Allowance	360	360	120	240	240	240
512225	Deferred Compensation	10,263	8,283	6,024	10,393	10,464	11,494
512301	Group Health Insurance Premium	20,262	17,814	13,940	22,601	20,756	18,924
512305	Dependant Health Ins Premium	3,331	309	0	0	0	0
512309	Employee Assistance Program	92	71	60	86	92	92
512400	Worker's Comp Insurance	3,805	3,147	1,177	1,646	1,646	2,463
TOTAL PERSONAL SERVICES		174,408	163,773	116,266	173,027	172,118	182,300
OPERATING EXPENDITURES							
533400	Other Contractual Services	750	1,500	750	1,600	1,500	1,600
533410	Environmental Services	50	350	50	250	250	250
533415	Janitorial Services	3,561	2,558	471	500	475	0
534000	Travel and Per Diem	0	0	168	220	384	665
534101	Telephone	449	579	573	690	690	690
534105	Cellular Telephone	1,205	550	652	756	756	756
534110	Internet Access	38	40	41	40	40	40
534310	Electric	3,420	3,704	2,940	3,040	2,680	2,705
534320	Water/Sewer	340	261	295	305	334	360
534440	Rents and Leases	0	0	200	0	0	0
534610	R & M - Buildings	289	0	58	250	300	850
534620	R & M-Vehicles	1,637	980	962	1,400	1,400	1,400
564330	R & M - Office Equipment	255	175	350	400	449	500
534640	R & M-Operating Equipment	11,185	5,769	5,958	3,400	3,400	4,000
535200	Departmental Supplies	6,429	9,909	5,055	3,800	3,800	3,800
535210	Computer Supplies	528	253	3,004	1,000	900	900
535230	Small Tools and Equipment	5,816	2,601	1,858	2,200	2,200	2,500
535260	Gas and Oil	3,569	3,175	1,717	2,400	2,400	1,750
535270	Uniforms and Shoes	1,636	1,839	1,104	950	950	950
535275	Safety Equipment	0	0	340	300	300	300
535420	Books and Publications	230	660	0	100	100	0
535450	Training and Education	0	0	4	1,100	450	450
TOTAL OPERATING EXPENDITURES		41,387	34,903	26,550	24,701	23,758	24,466
CAPITAL OUTLAY							
606400	Vehicles and Equipment	2,945	12,000	0	0	1,006	0
TOTAL CAPITAL OUTLAY		2,945	12,000	0	0	1,006	0
TOTAL FLEET MANAGEMENT DIVISION		218,740	210,676	142,816	197,728	196,882	206,766

CITY OF SEBASTIAN, FLORIDA 2012/2013 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. Assist with all Park & Special Events. Starting in FY 2011-12, the maintenance of the Sebastian Blvd. intersections were added as part of the park maintenance program.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- ✓ Improved drainage and infield surfaces on 4 fields at B.S.S.C.
- ✓ Installed lighting on paths at Easy Street Park.
- ✓ Refurbished playground and installed fountain at Riverview Park.
- ✓ Installed pavilion at Schumann Park.
- ✓ Worked on the Four Chaplains Memorial at Riverview Park.
- ✓ Continued quality maintenance and beautification of all Parks & City Grounds.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- Make improvements to the Creative Playground.
- Install lights at the Volleyball Courts.
- Purchase playground equipment for Schumann Park.
- Install lights at the Barber Street Multi-Use Field.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Large Park Areas	280 Acres	280 Acres	280 Acres	280 Acres	280 Acres
Sports Complex	22 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 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR PARKS & RECREATION DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
75.00%	75.00%	Parks - Mow, weed, and edge 50 acres of park land and 15 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 2012-2013 adopted budget for Parks & Recreation is \$914,728. This compares to the 2011-2012 projected expenditures of \$894,521, an increase of \$20,207 or 2.3%.

	FY 08-09	FY 09-10	FY 10-11	Amended FY 11-12	Projected FY 11-12	Adopted FY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 879,834	\$ 747,688	\$ 677,068	\$ 613,540	\$ 653,113	\$ 652,045	\$ (1,068)
Operating Expenses	268,573	230,091	226,769	226,931	230,408	229,683	(725)
Capital Outlay	-	5,419	11,439	11,000	11,000	33,000	22,000
Total	\$ 1,148,407	\$ 983,198	\$ 915,276	\$ 851,471	\$ 894,521	\$ 914,728	\$ 20,207

Fiscal Year 2012-2013 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-2012 Projected Expenditures

	Difference
1. Personal Services - Net decrease due to reduction in budget for health insurance.	\$ (1,068)
2. Operating Expenses - Net decrease due to change in handling of janitorial services.	\$ (725)
3. Capital Outlay - Increase due to budget for resurfacing tennis courts and replacement equipment.	\$ 22,000

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</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	39,608	39,608
Recreation Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	37,698	39,108
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	109,252	112,129
Maintenance Worker I	23,580 / 53,000	22	5.00	4.00	4.00	110,395	110,695
Skate Park Attendants ⁽¹⁾			2.50	2.50	2.50	20,660	21,000
Gymnastic Assistant ⁽¹⁾			4.50	4.50	4.50	24,800	25,000
Tennis Courts Attendants ⁽¹⁾			2.00	2.00	2.00	28,000	28,000
			21.00	20.00	20.00		
						\$ 466,766	\$ 471,893
Overtime						9,000	10,000
FICA Taxes						36,470	35,105
Clothing Allowance						960	1,080
Deferred Compensation						36,294	36,808
Group Health Insurance Premium						68,967	60,552
Dependant Health Ins Premium						24,136	25,599
Employee Assistance Program						253	253
Worker's Comp Insurance						10,267	10,755
Total Personal Services						\$ 653,113	\$ 652,045

(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.

Maintenance Worker II 5% Longevity July 2012

Maintenance Worker II 5% Longevity January 2012

Recreation Supervisor Longevity October 2012

CAPITAL OUTLAY SCHEDULE

<u>Description</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>TOTAL</u>
3 Gang Batwing Mower	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
Resurface Clay Courts	16,000	-	-	-	-	16,000
New Truck	-	18,000	-	-	-	18,000
	<u>\$ 33,000</u>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 51,000</u>

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PARKS & RECREATION DIVISION

Code: 010057

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	536,310	447,109	415,097	368,299	393,306	397,893
511300	Temporary Salaries	80,335	71,032	65,986	70,000	73,460	74,000
511400	Overtime	10,470	10,943	11,370	8,000	9,000	10,000
512100	FICA Taxes	45,599	38,257	35,562	35,946	36,470	35,105
512215	Clothing Allowance	1,440	1,320	1,080	960	960	1,080
512225	Deferred Compensation	47,709	41,225	38,382	33,964	36,294	36,808
512301	Group Health Insurance Premium	102,920	91,594	72,052	62,470	68,967	60,552
512305	Dependant Health Ins Premium	31,787	28,342	26,517	24,136	24,136	25,599
512309	Employee Assistance Program	342	307	276	230	253	253
512400	Worker's Comp Insurance	22,922	17,559	10,746	9,535	10,267	10,755
TOTAL PERSONAL SERVICES		879,834	747,688	677,068	613,540	653,113	652,045
OPERATING EXPENDITURES							
533400	Other Contractual Services	2,650	0	100	0	0	0
533415	Janitorial Services	16,756	13,809	6,625	6,688	4,740	0
534000	Travel and Per Diem	460	0	1,036	837	900	900
534101	Telephone	3,005	2,374	2,440	2,370	2,268	2,370
534105	Cellular Telephone	4,282	2,511	2,671	2,575	2,575	2,550
534110	Internet Services	19	20	20	21	20	20
534120	Postage	217	209	149	150	100	100
534310	Electric	101,618	93,082	85,973	90,500	94,000	94,950
534320	Water/Sewer	9,339	11,342	11,056	10,960	7,505	8,000
534380	Trash Pickup/Hauling, Etc.	979	159	0	200	100	100
534420	Equipment Leases	280	0	0	100	100	100
534620	R & M-Vehicles	6,458	4,705	9,510	8,500	8,500	8,500
534630	R & M - Office Equipment	562	653	671	622	600	600
534640	R & M - Operating Equipment	26,522	18,741	19,411	20,000	18,000	18,000
534680	R & M - Irrigation Systems	5,426	4,724	7,671	3,500	3,000	3,000
534685	R & M - Grounds Maintenance	21,582	14,331	15,225	13,000	14,000	14,000
534686	R & M - Parks Facilities	15,292	17,680	14,588	17,500	16,000	16,000
534830	Special Event Expense	2,985	2,327	2,370	2,500	2,500	3,500
535200	Departmental Supplies	3,175	2,773	3,154	2,500	2,500	2,500
535210	Computer Supplies	0	1	76	80	50	450
535220	Cleaning Supplies	365	28	46	200	200	200
535221	Fertilizer/Chemical Supplies	12,995	10,846	9,500	12,000	12,000	12,000
535230	Small Tools and Equipment	4,799	1,719	2,380	2,500	3,000	3,000
535260	Gas and Oil	22,587	23,053	27,840	26,050	33,500	34,600
535270	Uniforms and Shoes	4,015	3,404	2,596	1,800	1,800	1,800
535275	Safety Equipment	883	765	357	500	500	500
535410	Dues and Memberships	773	655	823	823	1,150	1,143
535420	Books and Publications	90	0	0	0	150	150
535450	Training and Education	459	180	481	455	650	650
TOTAL OPERATING EXPENDITURES		268,573	230,091	226,769	226,931	230,408	229,683
CAPITAL OUTLAY							
606300	Improvements Other Than Bldgs	0	2,475		0	0	16,000
606400	Vehicles and Equipment	0	2,944	11,439	11,000	11,000	17,000
TOTAL CAPITAL OUTLAY		0	5,419	11,439	11,000	11,000	33,000
TOTAL PARKS & RECREATION DIVISION		1,148,407	983,198	915,276	851,471	894,521	914,728

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Continued addition of granite benches.
- ✓ Continued on-going care and maintenance of the cemetery grounds.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- Continue placing granite benches.
- Continue caring and maintaining the Cemetery in an efficient and cost-effective manner.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Cremains, including niches	28	43	27	34	32
Burials	47	23	27	37	34
Acres of property maintained	9.34	9.34	9.34	9.34	9.34
Operating cost per acre maintained	\$17,161	\$15,266	\$11,169	\$12,144	\$12,554

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR CEMETERY DIVISION		
<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
60.00%	60.00%	<u>Cemetery Ground Maintenance</u> - 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%	<u>Public Relations</u> - 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%	<u>Administration</u> - Assist in record keeping, bill processing, sales and products.
10.00%	10.00%	<u>Burials</u> - Markings for gravediggers, policing area for ants, checking flowers and parking cars.
100.00%	100.00%	

CEMETERY DIVISION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for the Cemetery is \$117,254. This compares to the 2011-2012 projected expenditures of \$122,221, a decrease of \$4,967 or 4.1%.

	FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	Projected FY 11/12	Adopted FY 12/13	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 138,155	\$ 122,322	\$ 85,698	\$ 125,721	\$ 87,913	\$ 86,814	\$ (1,099)
Operating Expenses	22,131	20,264	18,616	25,805	25,508	30,440	4,932
Capital Outlay	7,007	-	-	9,000	8,800	-	(8,800)
Total	\$ 167,293	\$ 142,586	\$ 104,314	\$ 160,526	\$ 122,221	\$ 117,254	\$ (4,967)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenditures

	Difference
1. Personal Services - Decrease due to a reduction in health insurance premiums.	\$ (1,099)
2. Operating Expenses - Net increase mainly due to contract for fertilizer/insect control.	\$ 4,932
3. Capital Outlay - No capital outlay has been budgeted for FY 21/13.	\$ (8,800)

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CEMETERY DIVISION			FULL TIME EQUIVALENTS			Projected Expenditure	Adopted Budget
<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
Cemetery Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	\$ 62,955	\$ 62,955
			1.00	1.00	1.00	\$ 62,955	\$ 62,955
		Overtime				1,000	1,000
		FICA Taxes				4,613	4,613
		Clothing Allowance				120	120
		Deferred Compensation				5,767	5,767
		Group Health Insurance Premium				7,251	6,006
		Dependant Health Ins Premium				3,773	3,714
		Employee Assistance Program				25	23
		Worker's Comp Insurance				2,289	2,616
		Total Personal Services				\$ 87,793	\$ 86,814

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CEMETERY DIVISION

Code: 010059

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	95,284	85,152	63,186	87,766	62,955	62,955
511400	Overtime	1,095	601	381	1,000	1,000	1,000
512100	FICA Taxes	6,823	6,094	4,598	6,809	4,613	4,613
512215	Clothing Allowance	240	240	120	240	240	120
512225	Deferred Compensation	8,674	7,718	5,721	8,011	5,767	5,767
512301	Group Health Insurance Premium	13,984	12,282	6,465	13,428	7,251	6,006
512305	Dependant Health Ins Premium	7,195	5,976	3,444	6,132	3,773	3,714
512309	Employee Assistance Program	46	38	23	46	25	23
512400	Worker's Comp Insurance	4,814	4,221	1,760	2,289	2,289	2,616
TOTAL PERSONAL SERVICES		138,155	122,322	85,698	125,721	87,913	86,814
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	0	0	9,000	9,000	12,000
533415	Janitorial Services	2,960	2,084	219	255	252	0
534101	Telephone	1,387	1,526	1,674	1,615	1,615	1,800
534105	Cellular Telephones	299	480	559	700	565	565
534110	Internet Access	573	528	574	575	575	600
534310	Electric	2,105	1,836	2,054	1,855	1,665	1,680
534610	R & M - Buildings	555	143	199	200	200	825
534620	R & M-Vehicles	117	0	65	250	250	250
534640	R & M-Operating Equipment	2,769	3,093	2,664	2,500	2,500	2,700
534685	R & M - Grounds Maintenance	3,255	4,103	5,140	2,505	2,505	3,280
535200	Departmental Supplies	3,899	3,999	2,935	3,000	3,000	3,310
535210	Computer Supplies	441	0	0	150	150	200
535220	Cleaning Supplies	258	0	181	250	250	250
535230	Small Tools and Equipment	446	0	19	700	700	500
535260	Gas and Oil	1,536	1,558	2,047	1,550	1,550	2,080
535270	Uniforms and Shoes	695	715	286	500	500	200
535275	Safety Equipment	441	199	0	200	231	200
535410	Dues and Memberships	395	0	0	0	0	0
TOTAL OPERATING EXPENDITURES		22,131	20,264	18,616	25,805	25,508	30,440
CAPITAL OUTLAY							
606400	Vehicles and Equipment	7,007	0	0	9,000	8,800	0
TOTAL CAPITAL OUTLAY		7,007	0	0	9,000	8,800	0
TOTAL CEMETERY DIVISION		167,293	142,586	104,314	160,526	122,221	117,254

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Maintained high level of preventative maintenance.
- ✓ Checked to find lowest prices for supplies.
- ✓ Obtained multiple quotes to keep contractors competitive.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

- Remain vigilant with preventative maintenance.
- Look for ways to cut costs but not services.
- Maintain Current standards while working with less.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Number of facility and sites maintained	44	53	55	55	55
Total square footage maintained	128,668	144,513	160,538	160,538	160,538
Total number of work orders completed	200	162	170	165	170
Cost per square foot maintained	\$2.14	\$1.63	\$1.40	\$1.70	\$1.56

PROGRAM BUDGET DESCRIPTION FOR THE FACILITIES MAINTENANCE DIVISION		
STAFFING		NATURE OF ACTIVITY
11/12	12/13	
59.00%	60.00%	Property Maintenance - Provide continuous maintenance and repair to all City buildings and facilities. These activities are in the following disciplines: Design/Construction, Electrical, Painting, Plumbing, Cabinetry, Carpentry, and General Maintenance.
23.00%	20.00%	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.
18.00%	20.00%	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 2012/2013 ANNUAL BUDGET

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for the Facilities Maintenance is \$315,317. This compares to the 2011-2012 projected expenditures of \$272,296, an increase of \$43,021 or 15.8%.

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	Amended FY 11-12 Budget	Projected FY 11-12 Expenditures	Adopted FY 12-13 Budget	Difference
Personal Services	\$ 117,684	\$ 115,020	\$ 110,977	\$ 147,998	\$ 150,751	\$ 160,541	\$ 9,790
Operating Expenses	157,442	120,304	113,193	121,426	121,545	114,776	(6,769)
Capital Outlay	-	-	-	-	-	40,000	40,000
Total	\$ 275,126	\$ 235,324	\$ 224,170	\$ 269,424	\$ 272,296	\$ 315,317	\$ 43,021

Fiscal Year 2012-2013 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-2012 Projected Expenditures

	Difference
1. Personal Services - Due to staffing with part-time employees to perform janitorial services.	\$ 9,790
2. Operating Expenses - Mainly due to elimination of the janitorial services contractual services.	\$ (6,769)
3. Capital Outlay - Budget for restroom renovations at Barber Street Sports Complex.	\$ 40,000

PERSONAL SERVICES SCHEDULE

FACILITIES MAINTENANCE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
Facilities Maintenance Supervisor	32,699 / 73,495	35	1.00	1.00	1.00	\$ 52,080	\$ 32,446
Maintenance Worker II	25,063 / 56,331	24	1.00	1.00	1.00	31,600	26,273
Maintenance Worker I	23,580 / 53,000	22	0.00	1.00	1.00	24,810	24,810
Custodian (Part-time)	8.50 /hr		0.00	0.00	2.00	0	35,360
			2.00	3.00	3.00	\$ 108,490	\$ 118,889
						6,500	7,500
						8,749	9,663
						120	360
						10,360	8,225
						13,359	12,950
						745	833
						46	69
						2,382	2,052
						\$ 150,751	\$ 160,541

CAPITAL OUTLAY SCHEDULE

FACILITIES MAINTENANCE

<u>Description</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>TOTAL</u>
Renovate Football Field Restroom	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Renovate Baseball Field Restroom	20,000	-	-	-	-	20,000
	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

FACILITIES MAINTENANCE DIVISION

Code: 010056

Account <u>Number</u>	<u>Description</u>	FY 08/09 <u>Actual</u>	FY 09/10 <u>Actual</u>	FY 10/11 <u>Actual</u>	Amended FY 11/12 <u>Budget</u>	FY 11/12 <u>Projected</u>	FY 12/13 <u>Adopted Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	75,482	74,317	74,216	98,933	108,490	83,529
511300	Temporary Salaries	0	0	0	0	0	35,360
511400	Overtime	7,767	6,805	5,490	6,500	6,500	7,500
512100	FICA Taxes	6,078	5,882	5,751	6,353	8,749	9,663
512215	Clothing Allowance	120	120	120	240	120	360
512225	Deferred Compensation	7,492	7,301	7,173	9,500	10,360	8,225
512301	Group Health Insurance Premium	13,865	13,848	12,635	19,818	13,359	12,950
512305	Dependant Health Ins Premium	3,707	4,092	3,896	4,203	745	833
512309	Employee Assistance Program	46	46	46	69	46	69
512400	Worker's Comp Insurance	3,127	2,609	1,650	2,382	2,382	2,052
TOTAL PERSONAL SERVICES		117,684	115,020	110,977	147,998	150,751	160,541
OPERATING EXPENDITURES							
533400	Other Contractual Services	24,749	18,215	18,128	21,500	21,500	22,075
533410	Environmental Services	0	0	25	0	0	0
533415	Janitorial Services	24,633	22,634	17,699	18,000	17,844	0
533420	Pest/Weed Control	3,233	3,291	3,608	3,800	3,800	3,800
534101	Telephone	90	116	115	110	110	110
534105	Cellular Telephone	599	431	575	470	745	950
534110	Internet Services	19	20	20	21	21	21
534610	R & M - Buildings	79,563	49,178	51,453	50,000	50,000	50,000
534620	R & M-Vehicles	1,559	919	834	3,000	3,000	7,500
534630	R & M - Office Equipment	0	479	473	475	475	475
534640	R & M-Operating Equipment	409	271	330	500	500	500
535200	Departmental Supplies	2,795	2,219	2,528	2,500	2,500	2,500
535210	Computer Supplies	0	86	66	150	150	150
535220	Cleaning Supplies	12,215	12,856	9,487	12,000	12,000	18,000
535230	Small Tools and Equipment	1,607	1,662	1,223	1,800	1,800	1,800
535250	Building Supplies	1,984	3,325	1,492	2,000	2,000	2,500
535260	Gas and Oil	2,817	3,257	3,697	3,850	3,850	2,500
535270	Uniforms and Shoes	936	1,058	891	950	950	775
535275	Safety Equipment	234	287	139	300	300	300
535450	Training and Education	0	0	410	0	0	820
TOTAL OPERATING EXPENDITURES		157,442	120,304	113,193	121,426	121,545	114,776
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	40,000
TOTAL CAPITAL OUTLAY		0	0	0	0	0	40,000
TOTAL FACILITIES MAINTENANCE		275,126	235,324	224,170	269,424	272,296	315,317

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 government utilities, general property and casualty liability insurance premiums and payment to the Riverfront Community Redevelopment Agency for tax increment contributions.

NON-DEPARTMENTAL BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for Non-departmental is \$691,481. This compares to the 2011-2012 projected expenditures of \$643,424, an increase of \$48,057, or 7.6%.

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	Amended FY 11-12 Budget	Projected FY 11-12 Expenditures	Adopted FY 12-13 Budget	Difference
Personal Services	\$ 22,687	\$ 20,040	\$ 31,163	\$ 139,436	\$ 154,442	\$ 182,500	\$ 28,058
Operating Expenses	688,026	602,525	527,886	497,221	488,982	496,093	7,111
Non-Operating	-	-	-	61,000	-	12,888	12,888
Total	\$ 710,713	\$ 622,565	\$ 559,049	\$ 697,657	\$ 643,424	\$ 691,481	\$ 48,057

Fiscal Year 2011-2012 Adopted Budget:

Major Current Level Changes from

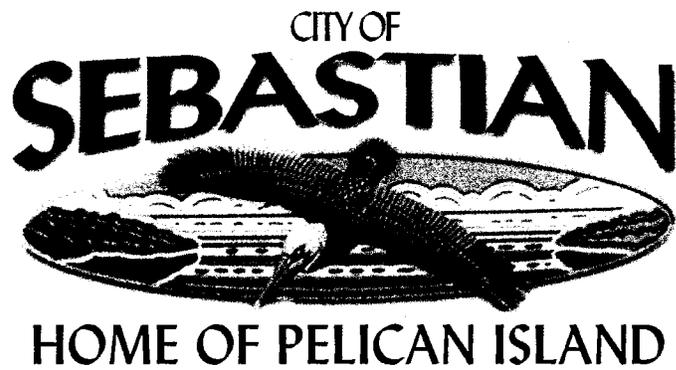
Fiscal Year 2010-2011 Projected Expenditures:

	Difference
1. Personal Services - Increased Health Reimbursement Account and reduced Workers Compensation and Unemployment.	\$ 28,058
2. Operating Expenses - Net increase mainly due to increase in property insurance premiums, increase in CRA required contribution and a transfer for street repaving.	\$ 7,111
3. Non-Operating Expenses - Allocates additional funds to street repaving.	\$ 12,888

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

**GENERAL FUND
NON-DEPARTMENTAL
Code: 010099**

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
512307	Health Reimbursement Account	0	0	0	109,436	125,000	167,500
512400	Workers Compensation	0	0	0	0	12,442	0
512500	Unemployment	22,687	20,040	31,163	30,000	17,000	15,000
TOTAL PERSONAL SERVICES		22,687	20,040	31,163	139,436	154,442	182,500
OPERATING EXPENDITURES							
533100	Professional Services	540	0	0	0	0	0
533120	Consultants	6,178	0	16,960	0	2,424	0
533400	Other Contractual Services	0	2,120	1,425	500	1,500	750
533415	Janitorial	6,529	6,360	5,834	5,880	5,880	0
533425	Contract Mowing Services	30,595	29,943	43,713	25,000	35,000	30,000
533426	Code Enforcement Charges	0	0	0	0	400	400
534101	Telephone	6,161	6,472	7,001	6,750	6,750	6,750
534110	Internet Services	5,056	4,805	4,755	4,755	5,028	5,028
534120	Postage	2,642	6,626	589	185	190	200
534310	Electric	45,653	40,926	39,443	39,115	37,655	38,030
534320	Water/Sewer	5,593	6,345	4,161	4,140	4,080	4,300
534500	Insurance	233,686	202,372	161,724	215,000	185,000	198,500
534501	Claims	19,687	17,348	38,434	15,000	22,000	20,000
534630	R&M Office equipment	917	0	0	0	0	0
534700	Printing and Binding	4,984	5,035	0	0	0	0
534805	4th of July	18,250	18,500	18,617	18,500	18,500	18,500
534815	Paver Bricks	0	247	399	200	250	200
534825	Advertising Expenditures	1,978	2,128	4,949	2,396	2,396	2,396
534830	Special Events Expense	900	900	900	900	2,135	1,500
534835	Special Employee Events	3,007	2,028	1,902	2,000	2,000	2,000
534944	Supplies-PS Empl Exp Fund	2,157	2,486	1,401	1,500	1,500	1,500
534945	Supplies-General Empl Exp Fund	2,733	4,456	2,569	1,500	2,630	1,500
534955	Refunds	0	677	0	0	0	0
534980	Payment-Riverfront CRA Fund	273,888	223,426	153,900	133,975	131,822	144,489
535200	Departmental Supplies	1,551	1,082	1,238	1,050	1,050	1,050
535410	Dues and Memberships	258	2,381	2,371	2,375	2,051	2,200
535454	PBA Tuition Reimb Plan	587	1,407	1,142	1,000	4,000	1,000
535455	CWA Tuition Reimb Plan	0	0	0	1,000	0	1,000
535710	Non-Ad Valorem Tax	14,496	14,455	14,459	14,500	14,741	14,800
TOTAL OPERATING EXPENSES		688,026	602,525	527,886	497,221	488,982	496,093
NON-OPERATING							
909133	Trfr to Transp Impr Fund 330	0	0	0	0	0	12,888
909901	Contingency - PBA Contract Savings	0	0	0	61,000	0	0
TOTAL NON-OPERATING		0	0	0	61,000	0	12,888
TOTAL NON-DEPARTMENTAL		710,713	622,565	559,049	697,657	643,424	691,481



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CITY OF SEBASTIAN, FLORIDA 2012/2013 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)	\$ 571,104
Discretionary Sales Tax Fund (DST)	2,745,621
Riverfront Community Redevelopment Agency	460,040
Parking In-Lieu-Of Fund	40,332
Recreation Impact Fee Fund	330,000
Stormwater Utility Fund	1,054,508
Law Enforcement Forfeiture Fund	10,125
TOTAL	<u>\$ 5,211,730</u>

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012-2013 allocation for the City of Sebastian is estimated at \$560,000. The estimate is based on trend analysis.

LOCAL OPTION GAS TAX FUND REVENUE

Code: 120010

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>Amended FY 11/12 Budget</u>	<u>FY 11/12 Projected</u>	<u>FY 12/13 Adopted Budget</u>
TAXES							
312400	Local Option Gas Tax	593,776	595,746	557,930	585,900	560,000	560,000
TOTAL TAXES		593,776	595,746	557,930	585,900	560,000	560,000
MISCELLANEOUS REVENUE							
334492	FDOT Lighting Agreement	18,559	18,559	9,353	9,353	9,353	9,474
361100	Interest Income	1,110	2,992	766	1,500	1,013	1,030
361105	SBA Interest Earnings	2,868	1,294	809	1,500	900	600
367000	Gain/Loss on Investments	0	0	8,048	0	0	0
TOTAL MISCELLANEOUS REVENUE		22,537	22,845	18,976	12,353	11,266	11,104
NON-REVENUE SOURCES							
384120	Paving Note Proceeds	0	2,462,000	0	0	2,296,000	0
389991	Appropriation From PY Fund Balance	143,938	0	1,334,093	50,258	50,858	0
TOTAL NON-REVENUE SOURCES		143,938	2,462,000	1,334,093	50,258	2,346,858	0
TOTAL LOCAL OPTION GAS TAX		760,251	3,080,591	1,910,999	648,511	2,918,124	571,104

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

LOCAL OPTION GAS TAX FUND EXPENDITURES

Code: 120051

Account <u>Number</u> <u>Description</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>FY 10/11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11/12</u> <u>Budget</u>	<u>FY 11/12</u> <u>Projected</u>	<u>FY 12/13</u> <u>Adopted</u> <u>Budget</u>
OPERATING EXPENDITURES						
533100 Professional Services	0	31,100	0	0	29,600	0
534315 Public Lighting	186,074	183,594	185,920	185,000	185,000	185,000
534695 Railroad Crossing Maintenance	43,223	41,231	4,719	4,719	5,103	5,000
535310 Road Materials and Supplies	0	0	2,228	0	0	0
535380 Signalization Supplies	15,170	18,599	16,724	18,000	17,679	18,000
TOTAL OPERATING EXPENDITURES	244,467	274,524	209,591	207,719	237,382	208,000
DEBT SERVICE						
707105 Principal - Paving Loan	243,995	1,137,190	168,000	176,000	2,197,959	197,000
707205 Interest - Paving Loan	56,005	51,152	96,463	89,792	132,783	46,076
707300 Other Debt Service Costs	0	68,618	0	0	0	0
TOTAL DEBT SERVICE	300,000	1,256,960	264,463	265,792	2,330,742	243,076
GRANTS AND AIDS						
820100 GoLine Grant	0	50,000	50,000	50,000	50,000	0
TOTAL GRANTS AND AIDS	0	50,000	50,000	50,000	50,000	0
NON-OPERATING						
909101 Trfr to General Fund 001	215,784	175,000	175,000	125,000	125,000	0
909133 Trfr to Transp Impr Fund 330	0	14,032	1,211,945	0	175,000	100,000
909990 Unappropriated	0	1,310,075	0	0	0	20,028
TOTAL NON-OPERATING	215,784	1,499,107	1,386,945	125,000	300,000	120,028
TOTAL LOCAL OPTION GAS TAX	760,251	3,080,591	1,910,999	648,511	2,918,124	571,104

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012-2013 allocation for the City of Sebastian is estimated at \$2,414,900. 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

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>Amended FY 11/12 Budget</u>	<u>FY 11/12 Projected</u>	<u>FY 12/13 Adopted Budget</u>
TAXES	Discretionary Sales Tax	2,328,648	2,328,150	2,358,676	2,356,000	2,356,000	2,414,900
		2,328,648	2,328,150	2,358,676	2,356,000	2,356,000	2,414,900
TOTAL TAXES							
MISCELLANEOUS REVENUE							
361100	Interest Income	9,460	31,195	10,661	18,150	17,475	15,975
361105	SBA Interest Earnings	4,354	602	543	6,000	6,000	6,000
367000	Gain/Loss on Sale of Investment	0	(6,333)	(5,827)	0	0	0
		13,814	25,464	5,377	24,150	23,475	21,975
TOTAL MISCELLANEOUS REVENUE							
NON-REVENUE SOURCES							
381320	Transfer from Fund 330	0	37,446	1,188	0	0	0
381330	Transfer from Fund 363	0	522,000	0	0	0	0
381360	Appropriation From PY Fund Balance	436,907	0	0	905,554	919,647	308,746
		436,907	559,446	1,188	905,554	919,647	308,746
TOTAL NON-REVENUE SOURCES							
		2,779,369	2,913,060	2,365,241	3,285,704	3,299,122	2,745,621
TOTAL DISCRETIONARY SALES TAX							

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

DISCRETIONARY SALES TAX FUND EXPENDITURES

Code: 130051

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>Amended FY 11/12 Budget</u>	<u>FY 11/12 Projected</u>	<u>FY 12/13 Adopted Budget</u>
NON-OPERATING							
909101	Interfund Trfr to 001 - GF	0	0	0	2,069	0	0
909123	Interfund Trfr to 230-Series 2003 DSF	2,251,783	1,162,586	1,015,787	997,391	997,391	994,621
909131	Trfr to Capital Projects Fund 310	361,786	181,838	401,133	302,515	281,584	91,000
909132	Trfr to CIP Fund 320	0	0	0	522,000	62,000	325,000
909133	Trfr to Transp Impr Fund 330	98,159	0	106,784	433,136	1,168,136	560,000
909136	Trfr to Stormwater Impr Fund 363	67,641	1,148,217	596,001	522,500	522,500	500,000
909145	Trfr to Fund 455 AP	0	0	0	290,000	267,511	275,000
909990	Unappropriated	0	420,419	245,536	216,093	0	0
TOTAL NON-OPERATING		2,779,369	2,913,060	2,365,241	3,285,704	3,299,122	2,745,621
TOTAL DISCRETIONARY SALES TAX		2,779,369	2,913,060	2,365,241	3,285,704	3,299,122	2,745,621

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
TAXES							
338200	Tax Increment Revenue - Sebastian	273,888	223,426	153,900	133,975	131,821	144,489
338200	Tax Increment Revenue - Indian River Cty	251,236	206,304	143,720	125,091	123,248	120,320
TOTAL TAXES		525,124	429,730	297,620	259,066	255,069	264,809
MISCELLANEOUS REVENUE							
361100	Interest Income	288	1,924	4,794	4,000	3,000	2,704
361105	SBA Interest Earnings	1,702	1,131	358	650	575	360
369900	Other Miscellaneous Revenue	0	3,781	16,266	0	0	0
TOTAL MISCELLANEOUS REVENUE		1,990	6,836	21,418	4,650	3,575	3,064
NON-REVENUE SOURCES							
381330	Transfer from Capital Project Fund 330	668,590	0	0	0	0	0
389991	Fund Balance Carried Forward	0	2,858,920	261,154	22,900	44,372	192,167
TOTAL NON-REVENUE SOURCES		668,590	2,858,920	261,154	22,900	44,372	192,167
TOTAL RIVERFRONT REDEVELOPMENT		1,195,704	3,295,486	580,192	286,616	303,016	460,040

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES

Code: 140051

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>Amended</u> <u>FY 11/12</u>	<u>FY 11/12</u>	<u>FY 12/13</u> <u>Adopted</u>
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	9,425	25,149	5,400	7,000	7,000	7,000
533201	Admin Svcs Provided by the GF	13,202	13,202	7,440	13,202	12,584	13,202
533400	Other Contractual Services	63,200	16,140	9,070	16,600	15,600	600
534120	Postage	35	0	0	0	0	0
534315	Public Lighting	14,728	15,186	15,000	15,500	15,500	15,500
534320	Water and Sewer	297	730	857	1,000	1,000	1,000
534400	Rents and Leases	0	3,326	3,266	0	0	0
534686	R&M-Park Facilities	3,849	888	0	2,500	2,500	2,500
534699	Other Capital Projects Maintenance Expense	0	3,541	34,376	11,982	30,000	30,000
534830	Special Events Expense	37,184	34,395	33,782	36,468	36,468	42,468
534920	Legal Ads	0	755	53	100	100	100
535200	Departmental Supplies	1,892	0	580	1,000	1,000	1,000
535410	Dues & Memberships	670	670	670	670	670	670
TOTAL OPERATING EXPENDITURES		144,482	113,982	110,494	106,022	122,422	114,040
CAPITAL OUTLAY AND PROJECTS							
606100	Land	0	2,308,392	0	0	0	0
606200	Buildings	0	784,000	0	0	0	0
606310	Improvements Other Than Building	0	4,024	0	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		0	3,096,416	0	0	0	0
GRANTS AND AIDS							
820100	Façade/Sign Improvement Program	22,988	15,370	78,424	20,000	20,000	30,000
820200	Sewer Connection Program	0	0	0	0	0	6,000
TOTAL GRANTS AND AIDS		22,988	15,370	78,424	20,000	20,000	36,000
NON-OPERATING							
909100	Interfund Trfr to General Fund 001	60,000	60,000	60,000	60,000	60,000	60,000
909132	Interfund Trfr to CIP Fund 320	0	9,829	290,964	594	594	0
909133	Interfund Trfr to CIP Fund 330	0	(111)	40,310	100,000	100,000	250,000
909990	Unappropriated	968,234	0	0	0	0	0
TOTAL NON-OPERATING		1,028,234	69,718	391,274	160,594	160,594	310,000
TOTAL RIVERFRONT REDEVELOPMENT		1,195,704	3,295,486	580,192	286,616	303,016	460,040

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PARKING IN-LIEU-OF FUND

Ordinance No. O-10-05 on September 22, 2010 amended the Land Development Code regarding parking requirements to allow owners or developers in the Community Redevelopment Area (CRA) east of the Florida East Coast railroad tracks to pay a fee and purchase up to 30 spaces in lieu of providing the required on-site parking for commercial uses. The fees were adopted by the City Council and can be amended from time to time by resolution. This Fund was established for the purpose of setting aside the fees collected, so they can be used for the development and maintenance of public parking within the area.

PARKING IN-LIEU-OF FUND REVENUE

Code: 150010

Account	FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	FY 11/12	FY 12/13
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Adopted Budget</u>
MISCELLANEOUS REVENUE						
361100 Interest Income	0	0	2	10	10	10
361105 SBA Interest Earnings	0	0	2	0	50	50
363400 Parking In-Lieu-Of Fee	0	0	12,628	13,790	13,790	13,790
389991 Appropriation from PY Fund Balance	0	0	0	0	12,632	26,482
TOTAL MISCELLANEOUS REVENUE	0	0	12,632	13,800	26,482	40,332
TOTAL LAW ENFORCEMENT FORFEITURE	0	0	12,632	13,800	26,482	40,332

PARKING IN-LIEU-OF FUND EXPENDITURES

Code: 150051

Account	FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	FY 11/12	FY 12/13
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Adopted Budget</u>
NON-OPERATING						
909990 Unappropriated	0	0	12,632	13,800	26,482	40,332
TOTAL NON-OPERATING	0	0	12,632	13,800	26,482	40,332
TOTAL LAW ENFORCEMENT FORFEITURE	0	0	12,632	13,800	26,482	40,332

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	30,867	13,272	2,398	7,500	5,400	2,700
361105	SBA Interest Earnings	2,547	1,129	752	1,000	685	485
363270	Recreation Impact Fee	13,975	26,000	42,250	20,000	38,350	38,350
367000	Gain/Loss on Sale of Investment	0	(2,145)	4,073	0	0	0
TOTAL MISCELLANEOUS REVENUE		47,389	38,256	49,473	28,500	44,435	41,535
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	130,335	0	258,124	420,275	412,401	288,465
TOTAL NON-REVENUE SOURCES		130,335	0	258,124	420,275	412,401	288,465
TOTAL RECREATION IMPACT FEE		177,724	38,256	307,597	448,775	456,836	330,000

RECREATION IMPACT FEE FUND EXPENDITURES

Code: 160051

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
CAPITAL OUTLAY AND PROJECTS							
606300	Improvements Other Than Bldgs	0	0	5,118	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		0	0	5,118	0	0	0
NON-OPERATING							
909132	Transfer to CIP Fund 320	177,724	12,317	258,735	446,504	454,565	330,000
909133	Transfer to CIP Fund 330	0	(39)	43,743	2,271	2,271	0
909455	Transfer to CIF Fund 455 Airport	0	7,021	0	0	0	0
909990	Unappropriated	0	18,957	0	0	0	0
TOTAL NON-OPERATING		177,724	38,256	302,478	448,775	456,836	330,000
TOTAL RECREATION IMPACT FEE		177,724	38,256	307,596	448,775	456,836	330,000

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 was originally based upon a single residential ERU in the amount of \$4.00 per month, or \$48.00 per year (Ordinance O-01-16). The fee has been increased for FY 12/13 to \$5.00 per month or \$60.00 per year (Resolution No. R-12-18).

STORMWATER UTILITY FUND REVENUE

Code: 163010

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>Amended FY 11/12 Budget</u>	<u>FY 11/12 Projected</u>	<u>FY 12/13 Adopted Budget</u>
MISCELLANEOUS REVENUE							
361100	Interest Income	424	608	1,082	2,450	6,000	4,000
361105	SBA Interest Earnings	14,048	2,077	1,463	800	2,400	1,800
361150	Other Interest	149	34	60	200	184	157
363630	Stormwater Utility Fee	807,971	819,859	805,969	815,000	815,000	1,001,000
367000	Gain/Loss on Sale of Investment	0	36,087	7,839	0	0	0
389991	Appropriation from prior year fund balance	216,349	198,640	138,687	120,173	266,240	47,551
TOTAL MISCELLANEOUS REVENUE		1,038,941	1,057,305	955,100	938,623	1,089,824	1,054,508
TOTAL STORMWATER UTILITY		1,038,941	1,057,305	955,100	938,623	1,089,824	1,054,508

STORMWATER UTILITY FUND EXPENDITURES

Code: 163051

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>Amended FY 11/12 Budget</u>	<u>FY 11/12 Projected</u>	<u>FY 12/13 Adopted Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	88	97	104	100	100	15,100
533411	Permit Fees	7,988	0	0	0	0	0
534310	Electric	0	0	0	0	0	30,000
534955	Refunds	718	0	0	0	0	0
TOTAL OPERATING EXPENDITURES		8,794	97	104	100	100	45,100
NON-OPERATING							
909101	Interfund Trfr to 001 - GF	512,500	500,000	500,000	500,000	500,000	500,000
909263	Interfund Trfr to Fund 263	501,860	476,221	440,018	438,523	438,648	439,408
909131	Interfund Trfr to CIP Fund 310	0	0	14,978	0	151,076	70,000
909363	Interfund Trfr to CIP Fund 363	15,787	80,987	0	0	0	0
TOTAL NON-OPERATING		1,030,147	1,057,208	954,996	938,523	1,089,724	1,009,408
TOTAL STORMWATER UTILITY		1,038,941	1,057,305	955,100	938,623	1,089,824	1,054,508

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
FINES AND FORFEITS							
351200	Confiscated Property	29,527	19,533	880	8,000	8,000	8,000
TOTAL FINES AND FORFEITS		29,527	19,533	880	8,000	8,000	8,000
MISCELLANEOUS REVENUE							
361100	Interest Income	71	33	15	25	25	25
361105	SBA Interest Earnings	196	121	127	100	100	100
365000	Sale of Surplus	871	0	0	0	0	0
366000	Contributions and Donations	1,456	6,145	0	2,000	2,000	2,000
367000	Gain/Loss on Investments	0	0	(115)			
369900	Other Misc. Revenue	0	(258)	0	0	0	0
389991	Appropriation from PY Fund Balance	0	0	6,574	0	1,478	0
TOTAL MISCELLANEOUS REVENUE		2,594	6,041	6,601	2,125	3,603	2,125
TOTAL LAW ENFORCEMENT FORFEITURE		32,121	25,574	7,481	10,125	11,603	10,125

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES

Code: 190051

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
OPERATING EXPENDITURES							
533100	Professional Services	3,841	1,702	0	0	6,000	0
533400	Other Contractual Services	0	510	0	0	0	0
534966	D.A.R.E. Expenditures	992	1,791	1,260	0	1,053	0
534967	G.R.E.A.T. Expenditures	339	12	340	0	0	0
535380	Departmental Supplies	2,763	2,000	0	0	4,550	0
TOTAL OPERATING EXPENDITURES		4,094	6,015	1,600	0	11,603	0
CAPITAL OUTLAY							
606400	Vehicles and Equipment	22,115	0	5,881	0	0	0
TOTAL CAPITAL OUTLAY		22,115	0	5,881	0	0	0
NON-OPERATING							
909990	Unappropriated	5,912	19,559	0	10,125	0	10,125
TOTAL NON-OPERATING		5,912	19,559	0	10,125	0	10,125
TOTAL LAW ENFORCEMENT FORFEITURE		32,121	25,574	7,481	10,125	11,603	10,125

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 2012/2013 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 \$5,420,000 as of September 30, 2012. 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 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	707	7,038	7,529	22,400	22,400	22,365
361105	SBA Interest Earnings	0	0	100	0	0	0
TOTAL MISCELLANEOUS REVENUE		707	7,038	7,629	22,400	22,400	22,365
NON-REVENUE SOURCES							
381130	Interfund Trfr from 130 DST	2,251,783	1,162,586	1,015,787	997,391	997,391	994,621
389991	Appropriation from PY Fund Balance	0	0	0	2,542	2,542	1,137
TOTAL NON-REVENUE SOURCES		2,251,783	1,162,586	1,015,787	999,933	999,933	995,758
TOTAL DEBT SERVICE FUND		2,252,490	1,169,624	1,023,416	1,022,333	1,022,333	1,018,123

DISCRETIONARY SALES SURTAX REVENUE BONDS DEBT SERVICE EXPENDITURES Code: 230051

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
OPERATING EXPENDITURES							
535205	Bank Charges	375	675	675	300	300	300
TOTAL OPERATING EXPENDITURES		375	675	675	300	300	300
DEBT SERVICE							
707130	Principal - DST Series 2003	720,000	745,000	765,000	795,000	795,000	820,000
707230	Interest - DST Series 2003	457,903	277,788	252,604	225,358	225,358	196,148
707300	Other Debt Service Costs	3,625	1,000	1,333	1,675	1,675	1,675
909990	Unappropriated	1,070,587	145,161	3,804	0	0	0
TOTAL DEBT SERVICE		2,252,115	1,168,949	1,022,741	1,022,033	1,022,033	1,017,823
TOTAL DEBT SERVICE FUND		2,252,490	1,169,624	1,023,416	1,022,333	1,022,333	1,018,123

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 \$3,505,000 as of September 30, 2012. The debt proceeds were used to improve the stormwater system according to the adopted stormwater master plan. The improvement projects included Twin Ditch, Periwinkle Drive, Middle Stonecrop, and Collier Creek

STORMWATER UTILITY REVENUE BONDS DEBT SERVICE FUND REVENUE

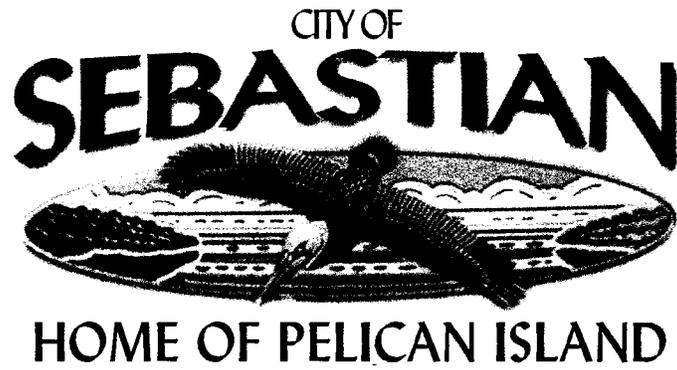
Code: 263010

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	101	455	109	1,100	1,100	1,056
361150	SBA Interest Earnings	(17)	0	19	0	0	0
TOTAL MISCELLANEOUS REVENUE		84	455	128	1,100	1,100	1,056
NON-REVENUE SOURCES							
381163	Interfund Trfr from 163 SUF	501,860	476,221	440,018	438,523	438,648	439,408
389991	Appropriation from PY Fund Balance	0	0	0	500	500	0
TOTAL NON-REVENUE SOURCES		501,860	476,221	440,018	439,023	439,148	439,408
TOTAL DEBT SERVICE FUND		501,944	476,676	440,146	440,123	440,248	440,464

STORMWATER UTILITY REVENUE BONDS DEBT SERVICE FUND EXPENDITURES

Code: 263051

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
DEBT SERVICE							
707163	Principal - Stormwater Series 2003	255,000	260,000	270,000	280,000	280,000	290,000
707263	Interest - Stormwater Series 2003	185,135	177,485	169,035	159,248	159,248	148,048
707300	Other Debt Service Costs	875	875	1,042	875	1,000	1,000
909990	Unappropriated	60,934	37,861	69	0	0	1,416
TOTAL DEBT SERVICE		501,944	476,221	440,146	440,123	440,248	440,464
TOTAL DEBT SERVICE FUND		501,944	476,221	440,146	440,123	440,248	440,464



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CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CAPITAL PROJECT FUNDS

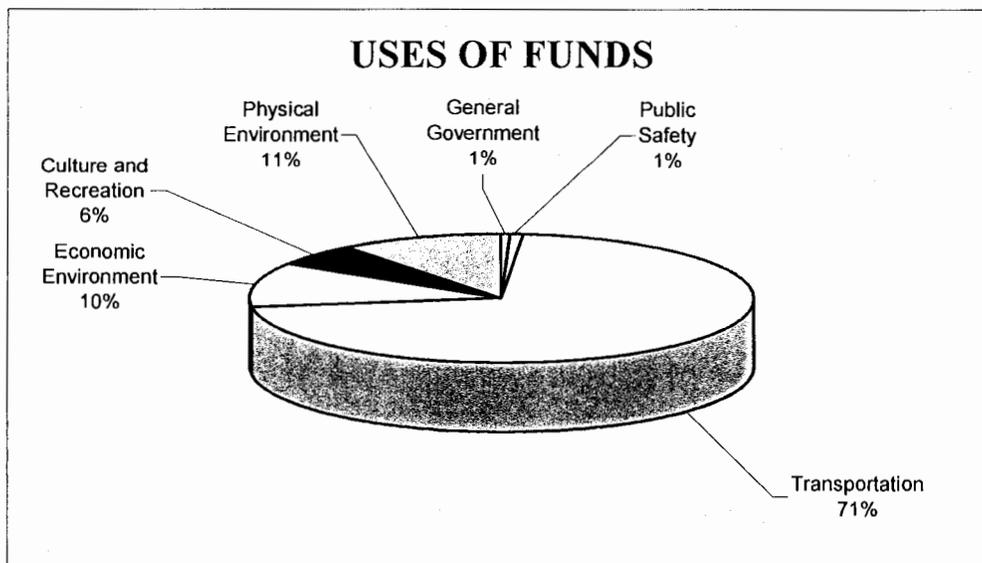
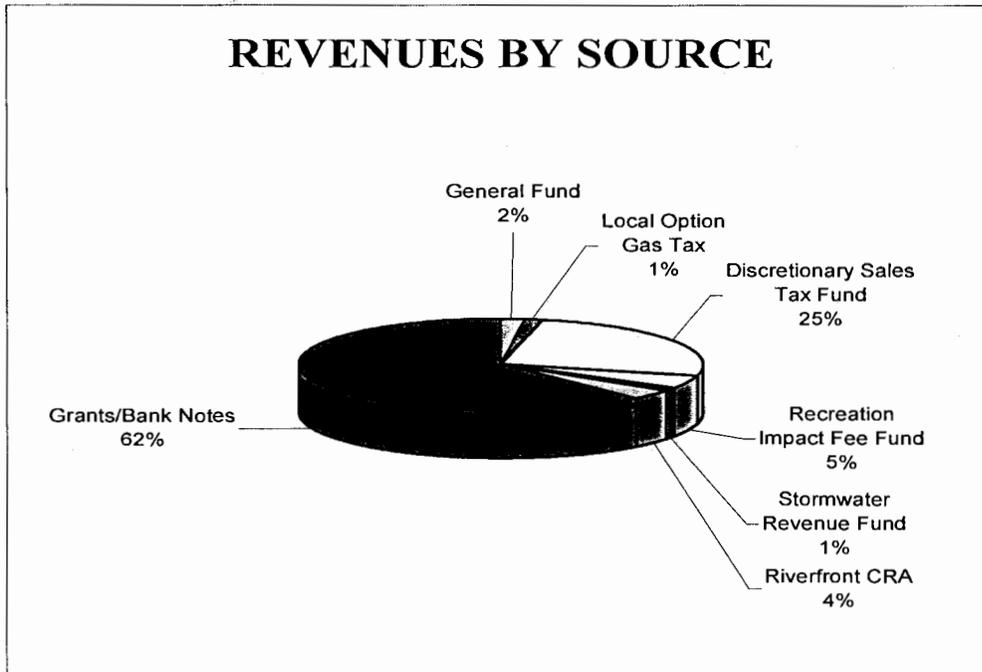
INTRODUCTION

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 that are scheduled for Fiscal Year 2012-13.

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 2012-13 projects is provided from General Fund, Local Option Gas Tax (LOGT), Discretionary Sales Tax (DST), Recreation Impact Fees, Stormwater Revenue Fund, Riverfront CRA 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 2012-13 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 2012-13 projects are either for replacement purposes or for infrastructure improvements, which do not require an increase in operational costs and may reduce maintenance expenditures. Generally, there are no significant savings or revenues expected to result from the Fiscal Year 2012-13 projects.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUND SOURCES AND USES OF FUNDS FOR FISCAL YEAR 2012 – 2013



CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUND REVENUES AND EXPENDITURES **FOR FISCAL YEAR 2012 – 2013**

General Fund	\$	124,888
Local Option Gas Tax		100,000
Discretionary Sales Tax Fund		1,751,000
Recreation Impact Fee Fund		330,000
Stormwater Revenue Fund		70,000
Riverfront CRA		250,000
Grants/Bank Notes		4,243,000
Total Capital Improvement Fund Revenues	\$	6,868,888

General Government	\$	35,000
Public Safety		56,000
Transportation		4,911,888
Economic Environment		750,000
Culture and Recreation		386,000
Physical Environment		730,000
Total Capital Improvement Fund Expenditures	\$	6,868,888

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CAPITAL IMPROVEMENT PROGRAM BY PROJECT AND FUNDING SOURCE

	Local		Recreation			Golf	Grants/ Bank Note	Riverfront CRA	Cemetery Trust Fund	Total
	General Fund	Option Gas Tax	DST	Impact Fees	Stormwater Utility					
<u>FISCAL YEAR 2012/2013</u>										
General Government										
Old City Hall Windows			15,000							15,000
FDLE Computer Firewall			5,000							5,000
Diesel Fuel Tank			15,000							15,000
Police Department										
Police Vehicle Replacement			56,000							56,000
Roads and Special Projects										
Public Works Equipment	56,000									56,000
Barber Street Bridge Repairs			60,000							60,000
Street Repaving	12,888	100,000								112,888
Fish House Improvements			325,000							325,000
Parks & Recreation										
Creative Playground				100,000						100,000
Schumann Park Equipment				25,000						25,000
Volleyball Court Lights				20,000						20,000
Multi-use Field Lighting				185,000						185,000
Resurface Tennis Courts	16,000									16,000
Football Field Restrooms	20,000									20,000
Baseball Field Restrooms	20,000									20,000
Stormwater										
Stormwater Equipment					70,000					70,000
1/4 Swale Improvements			500,000							500,000
Riverfront Community Redevelopment										
Parking Improvements			500,000					250,000		750,000
Airport										
Loader (Match from Stormwater)							160,000			160,000
Main Street Access Road			275,000				925,000			1,200,000
Build Taxiways/Install Lighting							3,158,000			3,158,000
Total FY 2012/2013	\$ 124,888	\$ 100,000	\$ 1,751,000	\$ 330,000	\$ 70,000	\$ -	\$ 4,243,000	\$ 250,000	\$ -	\$ 6,868,888

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

Project Name:	Old City Hall Windows	Project Description:					
Funding Source:	Discretionary Sales Tax	Reglazing windows at Old City Hall					
Justification:	This is necessary to keep the windows at the Old City Hall from leaking and rotting.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Operating Impact:							
	\$0	\$500	\$1,000	\$1,500	\$2,000	\$2,500	\$7,500

Project Name:	FDLE Computer Firewall	Project Description:					
Funding Source:	Discretionary Sales Tax	Upgrade Firewall for compliance with FDLE requirements.					
Justification:	This is required by FDLE regulations.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$15,000
Operating Impact:							
	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Diesel Fuel Tank	Project Description:					
Funding Source:	Discretionary Sales Tax	Replace the existing 1000 gallon diesel tank and pump.					
Justification:	The existing 1000 gallon diesel tank and pump are in poor condition (rusted) and will need to be upgraded to meet the new regulations required by the State of Florida. At the present time, the diesel inventory system is a manual system but this will be upgraded to a computerized fuel key inventory system.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Operating Impact:							
	\$0	\$300	\$350	\$400	\$450	\$500	\$2,000

Project Name:	Replacement of Police Vehicles	Project Description:					
Funding Source:	Discretionary Sales Tax	12/13 26K Code Enforcement 1/2 Ton Truck, 30K Truck/Boat. 13/14 114K 3 Police Patrol Units. 14/15 304K 8 Police Patrol Units, 16K Boat Motor. 15/16 320K 8 Police Patrol Units, 15K Light Tower. 16/17 320K 8 Police Patrol Units, 20K Motorcycle. 17/18 320K 8 Police Patrol Units, 16K 2 Trailers.					
Justification:	These are sceduled replacements of Police Department vehicles and equipment due to high mileage and maintenance needs.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$56,000	\$114,000	\$320,000	\$335,000	\$340,000	\$336,000	\$1,501,000
Operating Impact:							
	\$0	(\$1,000)	(\$2,500)	(\$7,000)	(\$11,500)	(\$16,000)	(\$38,000)

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

Project Name:	Public Works Equipment	Project Description:
Funding Source:	General Fund	12/13 22K Pickup, 17K Dump Truck Bed, 17K Tri-Deck Mower. 13/14 32K 1-Ton Truck, 12K Mower, 9K Workman. 14/15 10K Gator, 35K Skid Steer, 13K Mower. 15/16 20K 4 Equipment Trailers, 30K Tractor. 16/17 85K Dump Truck, 15K Mower. 17/18 160K Loader, 40K Tractor.

Justification: These are scheduled replacements of equipment used in the Public Works Department, except for the Stormwater Division that is included separately.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$56,000	\$53,000	\$58,000	\$50,000	\$100,000	\$200,000	\$517,000

Operating Impact:

\$0	(\$1,500)	(\$3,000)	(\$4,500)	(\$5,500)	(\$6,500)	-\$21,000
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Project Name:	Barber Street Bridge Repairs	Project Description:
Funding Source:	Discretionary Sales Tax	Engineering and construction to add guardrails in FY12-13 to meet DOT standards. Major repairs will be addressed in FY15-16.

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

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$60,000	\$0	\$0	\$500,000	\$0	\$0	\$560,000

Operating Impact:

\$0	\$1,000	\$1,500	\$2,000	\$17,500	\$19,000	\$41,000
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Project Name:	Street Repaving	Project Description:
Funding Source:	Local Option Gas Tax, except for FY 12-13 when \$12,888 will be funded by General Fund.	Rehabilitation and repaving of failing road base and roads.

Justification: This is necessary to keep the streets in good condition. Repaving is expected to reduce pot-hole repairs and complaints, as well as insurance claims for damages and liability.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$112,888	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$612,888

Operating Impact:

\$0	\$4,400	\$8,400	\$12,400	\$16,400	\$20,400	\$62,000
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Project Name:	Fish House Improvements	Project Description:
Funding Source:	Discretionary Sales Tax	Improvements to Fish House.

Justification: This project is necessary to speed up the redevelopment of this facility and promote economic development.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000

Operating Impact:

\$0	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$10,000
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CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

Project Name:	Creative Playground	Project Description:					
Funding Source:	Recreation Impact Fees	Improvements and Equipment Purchases for Creative Playground.					
Justification:	This project will upgrade the playground features and replace and increase the equipment.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Operating Impact:							
	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500

Project Name:	Schumann Park Equipment	Project Description:					
Funding Source:	Recreation Impact Fees	Purchase playground equipment for Schumann Park.					
Justification:	These purchases will provide additional equipment for Schumann Park.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Operating Impact:							
	\$0	\$500	\$500	\$500	\$500	\$500	\$2,500

Project Name:	Volleyball Court Lights	Project Description:					
Funding Source:	Recreation Impact Fees	Install lights for the Volleyball Courts.					
Justification:	This would provide lighting for night-time play at the Volleyball Courts at Riverview Park.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:							
	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500

Project Name:	Multi-Use Field Lighting	Project Description:					
Funding Source:	Recreation Impact Fees	Provide power source, controller, poles, wiring and light fixtures to light the multi-use field at the Barber Street Sports Complex.					
Justification:	This would provide lighting for the multi-use field and allow night-time use for football, soccer and baseball leagues.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$185,000	\$0	\$0	\$0	\$0	\$0	\$185,000
Operating Impact:							
	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000

Project Name:	Resurface Tennis Courts	Project Description:					
Funding Source:	General Fund	Resurface Clay Tennis Courts.					
Justification:	This project will resurface the Clay Tennis Courts at Friendship Park.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
Operating Impact:							
	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

Project Name:	Football Field Restrooms	Project Description:					
Funding Source:	General Fund	Renovate the Football Field Restroom interior.					
Justification:	This restroom at the Barber Street Sports Complex is old and needs to be upgraded.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:							
	\$0	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$10,000)

Project Name:	Baseball Field Restrooms	Project Description:					
Funding Source:	General Fund	Renovate the Baseball Field Restroom interior.					
Justification:	This restroom at the Barber Street Sports Complex is old and needs to be upgraded.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:							
	\$0	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$10,000)

Project Name:	Stormwater Equipment	Project Description:					
Funding Source:	Stormwater Utility Fund	12/13 22K 1/2 Ton Truck, 8K Equipment Trailer, 40K Loader (200K Total for Loader - 160K Balance from FDOT Grant). 14/15 40K Loader. 15/16 125K Slope Mower. 16/17 130K Backhoe, 25K 1 Ton Truck. 17/18 140K Dump Truck, 25K 3/4 Ton Truck.					
Justification:	To schedule an orderly replacement of major equipment that is essential to the operation of the stormwater maintenance program.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$230,000	\$0	\$40,000	\$125,000	\$155,000	\$165,000	\$715,000
Operating Impact:							
	\$0	\$4,000	\$4,000	\$5,000	\$7,000	\$10,000	\$30,000

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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
Operating Impact:							
	\$0	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	\$75,000

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
	\$750,000	\$0	\$0	\$0	\$0	\$0	\$750,000
Operating Impact:	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000

Project Name:	Build Taxiways/Install Lighting	Project Description:
Funding Source:	FAA and FDOT Grants. City Matching Requirements undetermined at this time.	Construct T/W C, D, & E and install taxiway and REIL (Runway end identification lighting).

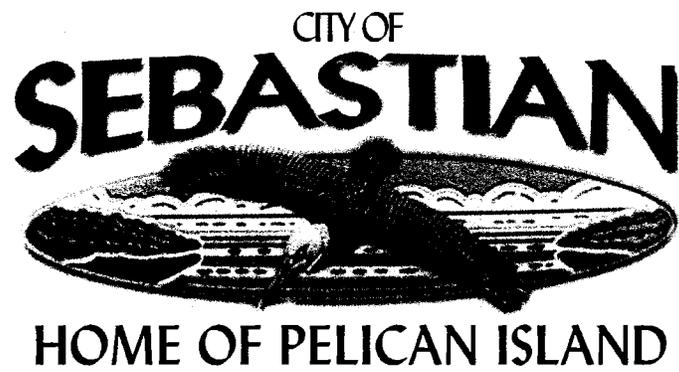
Justification: Airport is non-towered. In the interest of safety, parallel taxiways are needed to avoid runway incursions. Project includes taxiway lighting and end of runway identification lighting that will also enhance safety.

Project Costs:	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
	\$3,158,000	\$0	\$0	\$0	\$0	\$0	\$3,158,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Main Street Access Road	Project Description:
Funding Source:	FAA Grants. \$275,000 City Matching Requirement will be funded from Discretionary Sales Tax funds.	Construct new Airport Drive East; Improve Main Street intersection at Airport Drive East.

Justification: The Airport Drive East and Main Street intersection requires realignment and turn lanes to handle increased car trips to/from Airport East industrial area.

Project Costs:	<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>FY 17-18</u>	<u>Total</u>
	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$1,200,000
Operating Impact:	\$275,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$325,000



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CITY OF SEBASTIAN, FLORIDA 2012/2013 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 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>FY 10/11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11/12</u> <u>Budget</u>	<u>FY 11/12</u> <u>Projected</u>	<u>FY 12/13</u> <u>Adopted</u> <u>Budget</u>
Total Revenues	\$ 1,408,534	\$ 1,297,411	\$ 1,331,672	\$ 1,305,753	\$ 1,393,855	\$ 1,400,235
Total GC Administration Division	1,305,643	561,584	528,727	516,777	604,207	624,181
Total GC Greens Division	593,465	562,487	549,690	599,291	588,509	612,685
Total GC Carts Division	156,111	140,639	138,249	141,253	138,430	142,274
Total Expenses	<u>2,055,219</u>	<u>1,264,710</u>	<u>1,216,666</u>	<u>1,257,321</u>	<u>1,331,146</u>	<u>1,379,140</u>
Change in Unrestricted Reserves	<u>\$ (646,685)</u>	<u>\$ 32,701</u>	<u>\$ 115,006</u>	<u>\$ 48,432</u>	<u>\$ 62,709</u>	<u>\$ 21,095</u>

GOLF COURSE FUND REVENUE

Code: 410010

The Fiscal Year 2012-2013 adopted budget for Golf Course fund revenue is \$1,400,235. This compares to the 2011-2012 projected Golf Course fund revenue of \$1,393,855, an increase of \$6,380 or .46%.

<u>Description</u>	<u>FY 08-09</u> <u>Actual</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 10-11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11-12</u> <u>Budget</u>	<u>Projected</u> <u>FY 11-12</u> <u>Revenue</u>	<u>Adopted</u> <u>FY 12-13</u> <u>Budget</u>	<u>Difference</u>
Charges for services	\$ 1,406,933	\$ 1,291,296	\$ 1,331,561	\$ 1,305,653	\$ 1,369,355	\$ 1,392,635	\$ 23,280
Non-operating revenues	1,601	6,115	111	100	24,500	7,600	(16,900)
Total revenues	<u>\$ 1,408,534</u>	<u>\$ 1,297,411</u>	<u>\$ 1,331,672</u>	<u>\$ 1,305,753</u>	<u>\$ 1,393,855</u>	<u>\$ 1,400,235</u>	<u>\$ 6,380</u>

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

2011-12 Projected Revenue

Difference

- | | |
|--|-------------|
| 1. Charges for services - Increase mainly due to a projected increase in play. | \$ 23,280 |
| 2. Non-operating revenues - Decrease due to less use of Capital Account funds in FY 12-13. | \$ (16,900) |

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

GOLF COURSE REVENUE

Code: 410010

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>FY 11/12 Amended Budget</u>	<u>FY 11/12 Dept Projected</u>	<u>FY 12/13 Adopted Budget</u>
CHARGES FOR SERVICES							
347501	Green Fees	529,583	477,049	492,959	481,500	509,326	520,000
347502	Cart Rentals	663,201	603,424	634,933	607,500	642,427	650,000
347510	Driving Range Fees	43,571	38,626	43,143	43,000	42,326	45,000
347512	Club Storage Fees	2,123	2,046	2,146	2,225	2,300	2,300
347513	Club Rentals Fees	2,073	1,796	2,415	2,100	2,100	2,200
347520	Initiation Fees	3,800	4,500	3,500	3,000	2,500	3,000
347521	Membership Fees	62,090	61,539	60,005	62,683	57,667	64,000
347522	Handicap Fees	6,000	5,620	5,140	5,200	5,060	5,200
347523	Resident Card Fees	38,100	36,370	31,620	33,525	34,100	36,000
347530	Non-Taxable Sales	108	52	215	60	83	75
347540	Pro Shop Sales	68,201	66,760	73,043	70,000	67,366	70,000
347541	Cost of Sales-Pro Shop	(46,975)	(44,143)	(50,749)	(40,000)	(40,000)	(40,000)
362100	Rents and Royalties	31,178	29,744	27,800	30,000	28,760	30,000
366000	Contributions & Donations	0	0	0	0	10,830	0
369900	Other Miscellaneous Revenues	0	2,512	2,188	1,500	1,000	1,500
369941	Sales Tax Commissions	360	360	360	360	360	360
369945	Pro Lesson Fees	3,264	5,020	2,363	3,000	3,000	3,000
369995	Cash Over/Short	256	21	480	0	150	0
TOTAL CHARGES FOR SERVICES		1,406,933	1,291,296	1,331,561	1,305,653	1,369,355	1,392,635
NON-OPERATING REVENUE							
361100	Interest Earnings	144	254	0	100	0	0
361105	SBA Interest Earnings	3,093	219	0	0	0	100
364100	Sale of Fixed Assets	0	987	0	0	0	0
367000	Gain/Loss on Sale of Investments	(1,658)	4,448	0	0	0	0
369400	Reimbursements	0	207	111	0	0	0
381415	Interfund Transfer from Fund 415	0	0	0	0	24,500	7,500
TOTAL NON-OPERATING REVENUE		1,601	6,115	111	100	24,500	7,600
TOTAL GOLF COURSE REVENUES		1,408,534	1,297,411	1,331,672	1,305,753	1,393,855	1,400,235
USE OF UNRESTRICTED RESERVES		646,685	0	0	0	0	0
TOTAL GOLF COURSE SOURCES		2,055,219	1,297,411	1,331,672	1,305,753	1,393,855	1,400,235

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Good replay from numerous golf course patrons, especially patrons participating in numerous weekly leagues we offer, such as Wojo's Monday League, Men's & Women's Golf Associations, Business League, etc..
- ✓ Hosted over 30 charity, corporate and/or special tournaments, provided donations, etc. to all of the charitable events.
- ✓ On track for golf rounds to exceed 54,000 and total revenues to exceed 1.3 million.
- ✓ Donated numerous rounds of golf to charitable events and fundraisers, providing key support to community endeavors.
- ✓ Long-range plan developed which includes a major irrigation upgrade, green & tee improvements and construction of new golf course clubhouse & maintenance barn.
- ✓ For the fifth consecutive year, represented SMGC at the 2012 Honda Classic (a PGA Tour event), where PGA Director of Golf, Greg Gardner, served as a Pace of Play Official at the Pro-Am Competition.
- ✓ Organized, promoted and hosted the 2011 Sebastian Open, the premiere tournament for SMGC.
- ✓ Served as home course for Sebastian River High School Boys & Girls golf teams. PGA Director of Golf, Greg Gardner was the Boys Head Golf Coach. The Boy's team compiled a season record of 16-4-1 and qualified for the Regional State Tournament. The Boys District State Championship was hosted by Sebastian Municipal Golf Course.
- ✓ Offered Junior Clinics and lessons throughout the year and also participated in the PGA's "Play Golf America" campaign.
- ✓ Organized, promoted and hosted the Inaugural Michael Nichol's Memorial Golf Tournament, where a record number of players (157) participated.

FISCAL YEAR 2013 GOALS & OBJECTIVES

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

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERFORMANCE MEASUREMENT

SERVICE PROGRAM	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Number of Annual Fees Sold	95	96	94	88	92
Single Resident	39	38	38	34	35
Single Non-Resident	8	8	8	12	13
Family Resident	38	42	44	40	42
Family Non-Resident	10	8	4	2	2
Resident/Discount Cards	876	844	735	783	850
TOTAL ANNUAL FEES SOLD	971	940	829	871	942
Annual Fee Rounds	7,536	7,063	7,344	7,282	7,400
Daily Fee Rounds	45,668	42,435	44,009	44,200	45,000
TOTAL NUMBER OF ROUNDS PLAYED	53,204	49,498	51,353	51,482	52,400
Junior Golf Academy Attendees	75	90	75	100	75
Outside Tournaments	30	30	29	30	30
Sebastian Open Players	107	105	58	100	100

STAFFING			NATURE OF ACTIVITY
11/12	12/13		
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 2012/2013 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for Golf Course Administration, excluding budgeted contingency is \$624,181. This compares to the 2011-2012 projected expenses, excluding projected contingency of \$604,207, an increase of \$19,974 or 3.31%.

	FY 08-09	FY 09/10	FY 10/11	Revised FY 11/12	Projected FY 11/12	Adopted FY 12/13	Difference
	Actual	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 271,669	\$ 256,725	\$ 222,573	\$ 204,525	\$ 214,179	\$ 218,529	\$ 4,350
Operating Expenses	326,497	283,159	301,455	312,252	332,028	340,652	8,624
Capital Outlay	84,962	-	4,699	-	10,000	-	(10,000)
Debt Service	622,515	21,700	-	-	-	-	-
Transfers	-	-	-	-	48,000	65,000	17,000
Contingency	-	32,701	115,006	48,432	62,709	21,095	(41,614)
Total	\$ 1,305,643	\$ 594,285	\$ 643,733	\$ 565,209	\$ 666,916	\$ 645,276	\$ (21,640)

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenses:

	Difference
1. Personal Services - Net increase due to added funding for Temporary Assistant Cashiers.	\$ 4,350
2. Operating Expenses - Increase primarily due to an increase in administrative services provided by General Fund.	\$ 8,624
3. Capital Outlay - No approved capital outlay in FY 11-12 budget	\$ (10,000)
4. Debt Service - The final debt service was paid in FY 09/10.	\$ -
5. Transfers - Added funds from the 2012 fee increases are moved to the Golf Course Capital Improvements Fund.	\$ 17,000
6. Contingency - Total revenue exceeds budgeted expenses by less than the prior year.	\$ (41,614)

PERSONAL SERVICES SCHEDULE

POSITION	PAY RANGE	GRADE	F/T/E POSITION YEARS			Projected Expense	Adopted Budget
			10-11	11-12	12-13	11-12	12-13
Golf Course Director	46,541 / 97,308	78	1.00	1.00	1.00	\$ 77,269	\$ 77,269
Head Cashier	26,545 / 69,662	26	1.00	1.00	1.00	42,457	42,457
Assistant Cashier (P/T)	9.23 / 20.76	15	1.00	1.00	1.00	30,000	25,000
Assistant Cashier (TEMP)			0.50	0.50	0.50	11,000	18,000
			4.50	3.50	3.50		
						\$ 160,726	\$ 162,726
Overtime						1,500	1,500
Lesson Bonus						1,500	1,500
FICA Taxes						11,743	11,887
Deferred Compensation						11,045	11,045
Group Health Insurance Premium						13,400	12,140
Dependant Health Ins Premium						10,220	9,648
Health Reimbursement Account						3,014	6,108
Employee Assistance Program						92	115
Worker's Comp Insurance						1,739	1,860
Unemployment Insurance						-	-
Total Personal Services						\$ 214,979	\$ 218,529

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION DIVISION

Code: 410110

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES:							
511200	Regular Salaries	200,716	186,992	160,792	143,225	149,726	144,726
511300	Temporary Salaries	0	0	5,406	6,000	11,000	18,000
511400	Overtime	1,267	1,224	1,670	1,500	700	1,500
511500	Lesson Bonus	2,219	2,974	1,163	1,500	1,500	1,500
512100	FICA Taxes	14,757	14,213	12,850	11,913	11,743	11,887
512225	Deferred Compensation	15,282	15,174	12,576	11,315	11,045	11,045
512301	Group Health Insurance Premium	21,128	21,046	15,494	13,865	13,400	12,140
512305	Dependant Health Ins Premium	10,717	10,923	10,435	10,339	10,220	9,648
512307	Health Reimbursement Account	0	0	0	3,014	3,014	6,108
512309	Employee Assistance Program	121	115	102	115	92	115
512400	Worker's Comp Insurance	4,666	3,404	2,212	1,739	1,739	1,860
512500	Unemployment Insurance	0	47	0	0	0	0
512600	OPED Accrued Expense	796	613	(127)	0	0	0
TOTAL PERSONAL SERVICES		271,669	256,725	222,573	204,525	214,179	218,529
OPERATING EXPENSES:							
533100	Professional Services	2,911	1,752	2,141	2,048	2,024	2,024
533200	Audit Fees	2,450	3,274	2,947	2,710	2,710	3,046
533201	Admin Services provided by GF	49,509	54,460	59,906	65,897	65,897	82,638
533400	Other Contractual Services	0	148	40	100	0	0
533415	Janitorial Services	5,045	3,604	899	911	911	0
533420	Pest/Weed Control	648	248	154	168	324	480
533440	Electronic Security Services	422	427	443	518	518	525
534101	Telephone	3,445	2,075	2,347	2,260	2,584	2,584
534105	Cellular Telephone	349	483	559	560	600	276
534110	Internet Access	488	680	494	495	495	550
534120	Postage	94	113	75	60	100	100
534310	Electric	27,580	23,871	33,831	32,120	35,125	35,475
534320	Water/Sewer	13,483	12,770	14,315	11,620	18,315	19,000
534445	Airport Property Lease	164,000	135,000	135,000	135,000	135,000	135,000
534500	Insurance	4,875	5,360	3,952	5,361	7,400	6,800
534610	R & M - Buildings	5,832	1,327	1,632	8,970	17,000	9,000
534630	R & M - Office Equipment	3,870	1,640	3,374	4,000	4,000	4,000
534845	Golf Course Promotions	203	293	93	0	71	0
534846	Golf Course Advertising	7,703	5,027	5,890	5,000	5,000	5,000
535200	Departmental Supplies	3,165	3,063	2,549	3,500	3,500	3,900
535205	Bank Charges	22,627	22,101	24,875	24,500	24,500	24,500
535210	Computer Supplies	895	80	130	750	750	750
535220	Cleaning Supplies	3,520	2,267	2,505	2,000	2,000	2,000
535230	Small Tools and Equipment	0	0	312	0	0	0
535250	Building Supplies	623	312	22	500	0	0
535270	Uniforms and Shoes	0	0	0	200	200	0
535410	Dues and Memberships	507	507	507	507	507	507
535710	Non-Ad Valorem Tax	2,253	2,277	2,443	2,497	2,497	2,497
TOTAL OPERATING EXPENSES		326,497	283,159	301,455	312,252	332,028	340,652
CAPITAL OUTLAY:							
606200	Buildings	0	0	0	0	7,500	0
606300	Improvement Other Than Buildings	0	0	0	0	2,500	0
606400	Vehicles and Equipment	84,962	0	4,699	0	0	0
TOTAL CAPITAL OUTLAY		84,962	0	4,699	0	10,000	0
DEBT SERVICE:							
707145	Principal - Golf Course	590,000	0	0	0	0	0
707245	Interest - Golf Course	32,015	20,125	0	0	0	0
707300	Other Debt Service Costs	500	1,575	0	0	0	0
TOTAL DEBT SERVICE		622,515	21,700	0	0	0	0
NON-OPERATING EXPENSES							
909541	Intrafund Trfrt to GC Capital	0	0	0	0	48,000	65,000
909901	Contingency	0	32,701	115,006	48,432	62,709	21,095
TOTAL NON-OPERATING EXPENSES		0	32,701	115,006	48,432	110,709	86,095
TOTAL GOLF COURSE ADMINISTRATION		1,305,643	594,285	643,733	565,209	666,916	645,276

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Monitored all golf course grounds, with special emphasis on putting greens.
- ✓ Monitored maintenance & preventative maintenance of all golf course owned equipment
- ✓ Continued maintenance and minor improvements on irrigation system.
- ✓ Purchase new greens mower, thus ensuring the quality of cut to putting green turf.
- ✓ Continued minor landscaping improvements, planting of new trees & Brazilian Pepper tree removal projects.
- ✓ Long term plan in place which will entail consideration for new irrigation system (downstream of the pump station) and rebuilt and enlarged greens and tees.
- ✓ Overall, golf course customers offered positive comments about condition and quality of the golf course grounds, with special emphasis on “speed” and roll of the putting greens.

FISCAL YEAR 2013 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 eventual and planned irrigation upgrades and improvements.
- Strive to monitor and track all equipment repairs to golf course-owned equipment and continue to look into new, innovative and cost-effective methods of repairing equipment and conducting preventative maintenance.
- 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 course maintenance staff.
- Explore innovative methods regarding equipment replacement, leases, golf course turf practices and irrigation improvements.
- Continue to explore and research other golf course improvement subjects including green and tee rebuild issues, types of turf, tee locations and other issues related to future improvements and renovations.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
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

PROGRAM BUDGET DESCRIPTION FOR THE GOLF COURSE GREENS DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</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 2012-2013 adopted budget for Golf Course Greens Division is \$612,685. This compares to the 2011-2012 projected expenses of \$588,509, an increase of \$24,176 or 4.1%.

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	Amended FY 11-12 Budget	Projected FY 11-12 Expenses	Adopted FY 12-13 Budget	Difference
Operating Expenses	\$ 591,975	\$ 539,987	\$ 549,690	\$ 574,291	\$ 565,103	\$ 612,685	\$ 47,582
Capital Outlay	1,490	22,500	-	25,000	23,406	-	(23,406)
Total	\$ 593,465	\$ 562,487	\$ 549,690	\$ 599,291	\$ 588,509	\$ 612,685	\$ 24,176

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenses:

	Difference
1. Operating Expenses - Net increase mainly due to an increase in groundskeeping services and projected payments on a lease-purchase agreement.	\$ 47,582
2. Capital Outlay - Purchase of two \$7K Carry-All units and two \$22K Greensmowers via a 3 year lease-purchase	\$ (23,406)

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

GOLF COURSE GREENS DIVISION

<u>Description</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>TOTAL</u>
Tractor	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Fairway Mower	-	-	40,000	-	-	40,000
	\$ -	\$ 15,000	\$ 40,000	\$ -	\$ -	\$ 55,000

GOLF COURSE GREENS DIVISION

Code: 410120

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>Amended FY 11/12 Budget</u>	<u>FY 11/12 Projected</u>	<u>FY 12/13 Adopted Budget</u>
OPERATING EXPENSES							
533100	Professional Services	0	0	0	0	500	500
533440	Electronic Security Services	493	521	535	600	300	300
533445	Groundskeeping Service	537,762	493,700	493,699	514,356	501,928	524,640
534310	Electric	22,221	17,510	18,369	17,385	16,285	16,445
534420	Equipment Leases	0	0	0	0	0	22,000
534610	R & M - Buildings	2,365	1,385	1,628	4,800	4,800	3,000
534640	R & M-Operating Equipment	13,117	15,457	16,536	17,000	17,000	17,000
534680	R & M - Irrigation Systems	12,542	9,189	13,524	16,000	15,000	15,000
534685	R & M - Grounds Maintenance	797	1,656	4,494	3,200	8,300	12,500
535200	Departmental Supplies	2,496	522	843	750	750	750
535220	Cleaning Supplies	182	47	0	100	100	100
535230	Small Tools and Equipment	0	0	0	0	140	200
535250	Building Supplies	0	0	62	100	0	250
TOTAL OPERATING EXPENSES		591,975	539,987	549,690	574,291	565,103	612,685
CAPITAL OUTLAY							
606400	Vehicles and Equipment	1,490	22,500	0	25,000	23,406	0
TOTAL CAPITAL OUTLAY		1,490	22,500	0	25,000	23,406	0
TOTAL GREENS DIVISION		593,465	562,487	549,690	599,291	588,509	612,685

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Maintained fleet of 86 electric Club Car golf 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 and cart staging areas and driving range stations.
- ✓ Through a contract with an underwater diving company, provided at no-cost, a 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 2013 GOALS AND OBJECTIVES

- Continue to offer quality, unsurpassed customer service.
- Continue to maintain golf cart fleet, with emphasis on battery & tire maintenance and overall cleanliness of golf cart.
- Continue to maintain beverage, ranger & range carts.
- Continue to maintain driving range stations and offer a clean, quality range practice golf ball to our customers.
- Continue to maintain cart barn, water & starter's station and cart wash & staging areas, so all of these areas are clean and presentable to the public and customers.
- Explore and research golf cart lease versus purchase issues, always looking for the best possible deal regarding a cart fleet.
- Provide all outside golf staff a uniform, including staff shirt and staff shorts or pants.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Club Car Electric Golf Carts	86	86	86	86	86
Tires Maintained	352	352	352	352	352
Grease Fittings Maintained	508	534	534	534	534
Range Carts	1	1	1	1	1
Ranger Carts	1	1	1	1	1
Batteries Maintained	348	519	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>11/12</i>	<i>12/13</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 2012/2013 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for Golf Course Carts Division is \$142,274. This compares to the 2011-2012 projected expenses of \$138,430, an increase of \$3,844 or 2.8%.

	FY 08-09	FY 09-10	FY 10-11	Amended FY 11-12	Projected FY 11-12	Adopted FY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 78,805	\$ 76,382	\$ 74,709	\$ 74,318	\$ 73,995	\$ 77,089	\$ 3,094
Operating Expenses	72,693	64,257	63,540	64,435	64,435	65,185	750
Capital Outlay	4,613	-	-	2,500	-	-	-
Total	\$ 156,111	\$ 140,639	\$ 138,249	\$ 141,253	\$ 138,430	\$ 142,274	\$ 3,844

Fiscal Year 2011-12 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2010-11 Projected Expenses:

	Difference
1. Personal Services - Additional funding added for Temporary Cart Attendants.	\$ 3,094
2. Operating Expenses - Additional funding added to provide uniform clothing for outside employees.	\$ 750
3. Capital Outlay - No Capital Outlay was approved.	\$ -

PERSONAL SERVICES SCHEDULE

GOLF COURSE CART DIVISION

POSITION	PAY RANGE	GRADE	F/T/E POSITION			Projected Expense 11-12	Adopted Budget 12-13
			09-10	10-11	11-12		
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	35,000
			6.50	6.50	6.50		
						\$ 67,000	\$ 70,000
Overtime						800	800
FICA Taxes						5,187	5,416
Employee Assistance Program						138	138
Worker's Compensation						870	735
Total Personal Services						\$ 73,995	\$ 77,089

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION

Code: 410130

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	38,725	38,685	34,186	35,000	35,000	35,000
511300	Temporary Salaries	30,443	29,150	33,038	32,000	32,000	35,000
511400	Overtime	1,780	1,533	1,228	1,100	800	800
512100	FICA Taxes	5,604	5,287	5,249	5,210	5,187	5,416
512309	Employee Assistance Program	138	138	138	138	138	138
512400	Worker's Comp Insurance	2,115	1,589	870	870	870	735
TOTAL PERSONAL SERVICES		78,805	76,382	74,709	74,318	73,995	77,089
OPERATING EXPENSES							
534420	Equipment Leases	71,820	62,873	62,935	62,935	62,935	62,935
534610	R & M - Buildings	0	0	195	500	500	500
534640	R & M-Operating Equipment	683	739	162	500	500	500
535200	Departmental Supplies	190	460	180	300	300	300
535220	Cleaning Supplies	0	185	14	100	100	100
535230	Small Tools and Equipment	0	0	54	100	100	100
535270	Uniforms and shoes	0	0	0	0	0	750
TOTAL OPERATING EXPENSES		72,693	64,257	63,540	64,435	64,435	65,185
CAPITAL OUTLAY							
606400	Vehicles and Equipment	4,613	0	0	2,500	0	0
TOTAL CAPITAL OUTLAY		4,613	0	0	2,500	0	0
TOTAL CARTS DIVISION		156,111	140,639	138,249	141,253	138,430	142,274

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>FY 10/11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11/12</u> <u>Budget</u>	<u>FY 11/12</u> <u>Projected</u>	<u>FY 12/13</u> <u>Adopted</u> <u>Budget</u>
Total Revenues	\$ 372,768	\$ 409,481	\$ 389,761	\$ 434,716	\$ 424,551	\$ 438,319
Total Airport Administration	\$ 434,766	\$ 409,494	\$ 694,983	\$ 447,124	\$ 421,820	\$ 425,628
Total Economic Development	-	-	-	-	-	20,000
Change in Unrestricted Reserves	<u>\$ (61,998)</u>	<u>\$ (13)</u>	<u>\$ (305,222)</u>	<u>\$ (12,408)</u>	<u>\$ 2,731</u>	<u>\$ (7,309)</u>

AIRPORT FUND REVENUE

Code: 450010

The Fiscal Year 2012-2013 adopted budget for Airport fund revenue is \$438,319. This compares to the 2011-2012 projected Airport fund revenue of \$424,551, an increase of \$13,768 or 3.2%.

<u>Description</u>	<u>FY 08-09</u> <u>Actual</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 10-11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11-12</u> <u>Budget</u>	<u>Projected</u> <u>FY 11-12</u> <u>Revenue</u>	<u>Adopted</u> <u>FY 12-13</u> <u>Budget</u>	<u>Difference</u>
Operating revenue	\$ 365,229	\$ 389,715	\$ 380,742	\$ 421,791	\$ 407,951	\$ 430,319	\$ 22,368
Non-operating revenues	7,539	19,766	9,019	12,925	16,600	8,000	(8,600)
Total revenues and other sources	<u>\$ 372,768</u>	<u>\$ 409,481</u>	<u>\$ 389,761</u>	<u>\$ 434,716</u>	<u>\$ 424,551</u>	<u>\$ 438,319</u>	<u>\$ 13,768</u>

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Increase is primarily due to added tenant rents.	\$ 22,368
2. Non-operating revenues - Insurance reimbursements and asset sales increased FY 11-12 revenues.	\$ (8,600)

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

AIRPORT REVENUE

Code: 450010

<u>Account Number</u>	<u>Description</u>	<u>FY 08/09 Actual</u>	<u>FY 09/10 Actual</u>	<u>FY 10/11 Actual</u>	<u>Amended FY 11/12 Budget</u>	<u>FY 11/12 Projected</u>	<u>FY 12/13 Adopted Budget</u>
OPERATING REVENUE							
344100	Fuel Sales	94,611	89,058	112,782	128,000	75,000	125,000
347541	Cost of Sales	(71,523)	(69,945)	(95,858)	(102,400)	(56,000)	(100,000)
362150	Nontaxable Rents	2,000	391	391	391	391	391
362100	Rents and Royalties	275,004	303,710	300,744	336,200	329,260	344,628
369900	Other Miscellaneous Revenues	64,933	66,256	62,674	59,300	59,300	60,000
369941	Sales Tax Commission	204	245	9	300	0	300
TOTAL OPERATING REVENUE		365,229	389,715	380,742	421,791	407,951	430,319
OTHER NON-OPERATING REVENUE:							
361100	Interest Earnings	806	(165)	37	50	0	0
361105	SBA Interest Earnings	0	0	0	0	0	0
364100	Sale of Fixed Assets	0	0	0	0	4,125	0
365000	Sale of Surplus Materials/Scrap	0	207	0	0	0	0
366000	Contributions & Donations	5,000	0	0	0	0	0
369200	Insurance Proceeds	0	0	0	4,475	4,475	0
369400	Reimbursements	1,733	9,204	8,982	8,400	8,000	8,000
381455	Transfer from Fund 455	0	10,520	0	0	0	0
TOTAL OTHER NON-OPERATING REVENUE		7,539	19,766	9,019	12,925	16,600	8,000
TOTAL AIRPORT REVENUES		372,768	409,481	389,761	434,716	424,551	438,319
USE OF UNRESTRICTED RESERVES		61,998	13	305,222	12,408	0	7,309
TOTAL AIRPORT SOURCES		434,766	409,494	694,983	447,124	424,551	445,628

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

AIRPORT ADMINISTRATION

The Growth Management 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 2012 ACCOMPLISHMENTS

- ✓ Secured grant and loan from DST funds to enable construction of Hangar "B".
- ✓ Secured grant and installed wind turbines.
- ✓ Secured grant and installed security camera upgrade.

FISCAL YEAR 2013 GOALS AND OBJECTIVES

- Continue economic growth opportunities.
- Effectively utilize the newly budgeted appropriation for economic development activities.
- Continue to pursue grant opportunities.
- Secure grant and build taxiways and install lighting.
- Secure grant to purchase maintenance equipment.
- Secure grant for design and construction of a new Airport Drive East, realigning the Main Street intersection and adding turn lanes.

PERFORMANCE MEASURES

Performance Indicators	Actual 2008/2009	Actual 2009/1010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Acres Available for Development	108	108	108	108	108
Airport Leasehold Revenues	\$277,004	\$304,101	\$301,135	\$329,651	\$345,019

PROGRAM BUDGET DESCRIPTION FOR THE AIRPORT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</i>	
25.00%	25.00%	Compliance - Conduct operations at the Airport in accordance with FAA and FDOT compliance.
25.00%	25.00%	Capital Improvement Project Execution and Monitoring - Execute and monitor Capital Improvement Projects. Prepare and submit a Five-Year Capital Improvement Program in accordance with Regulations. Prepare and apply for Florida Department of Transportation Airport Improvement Grants for Capital Improvement Projects and equipment.
10.00%	10.00%	Tenant and Public Relations - Monitor and execute Tenant Lease agreements. Provide dispute resolution regarding airport regulations. Maintain contact with Airport users and citizens, respond to questions and complaints and provide information to all parties about rules, regulations and airport information.
40.00%	40.00%	Airport Maintenance - Mow Airport, herbicide runways and taxiways, maintain runway lighting system. Supervise runway maintenance and Scrub Jay mitigation/Habitat Conservation Area. Clear and maintain runway approaches and perform daily Airport inspections.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

AIRPORT ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2012-2013 adopted budget for the Municipal Airport Administration is \$425,628. This compares to the 2011-2012 projected expenses of \$421,820, an increase of \$3,808 or .90%.

	FY 08-09	FY 09-10	FY 10-11	Revised FY 11-12	Projected FY 11-12	Adopted FLY 12-13	Difference
	Actual	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 245,949	\$ 233,677	\$ 229,190	\$ 236,970	\$ 237,241	\$ 176,456	\$ (60,785)
Operating Expenses	151,992	153,106	167,243	170,404	159,804	232,597	72,793
Capital Outlay	20,170	9,001	290,000	22,500	8,200	-	(8,200)
Debt Service	8,550	8,550	8,550	17,250	16,575	16,575	-
Total	\$ 426,661	\$ 404,334	\$ 694,983	\$ 447,124	\$ 421,820	\$ 425,628	\$ 3,808

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenses:

	Difference
1. Personal Services - Decrease due to employee being transferred to General Fund.	\$ (60,785)
2. Operating Expenses - Increase due to budgeting for General Fund for maintenance and janitorial services.	\$ 72,793
3. Capital Outlay - FY 11-12 included Transfer to Construction Fund to match grants.	\$ (8,200)
4. Non-Operating - Includes \$8,550 of interest on the \$285,000 advance from DST Funds and \$8,025 on the \$267,511.	\$ -

PERSONAL SERVICES SCHEDULE

AIRPORT ADMINISTRATION

<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>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
			Community Development Director	65,104 / 123,464	81	1.00	1.00
Airport Operations Specialist III	26,545 / 59,662	26	1.00	1.00	0.00	47,223	-
Airport Operations Specialist	23,581 / 53,000	22	1.00	1.00	1.00	49,135	49,135
			3.00	3.00	2.00		
* Additional compensation is reflected in the Planning and Zoning budget.						\$ 169,804	\$ 122,581
Overtime						500	500
FICA Taxes						12,924	9,315
Clothing Allowance						240	240
Deferred Compensation						16,139	11,889
Group Health Insurance Premium						20,021	12,189
Dependant Health Ins Premium						10,390	9,648
Health Reimbursement Account						3,771	6,108
Employee Assistance Program						69	46
Worker's Comp Insurance						3,383	3,940
Total Personal Services						\$ 237,241	\$ 176,456

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

AIRPORT ADMINISTRATION Code: 450110

Account		FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	FY 11/12	FY 12/13
Number	Description	Actual	Actual	Actual	Budget	Projected	Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	174,863	172,550	170,060	169,793	169,804	122,581
511400	Overtime	186	1,087	0	500	500	500
512100	FICA Taxes	11,980	11,868	11,464	13,046	12,924	9,315
512215	Clothing Allowance	240	240	240	240	240	240
512225	Deferred Compensation	15,483	15,161	14,489	15,348	16,139	11,889
512301	Group Health Insurance Premium	21,149	21,074	19,241	20,430	20,021	12,189
512305	Dependant Health Ins Premium	14,847	13,185	10,508	10,390	10,390	9,648
512307	Health Reimbursement Account	0	0	0	3,771	3,771	6,108
512309	Employee Assistance Program	69	69	69	69	69	46
512400	Worker's Comp Insurance	5,374	4,431	3,326	3,383	3,383	3,940
512600	OPEB Accrued Expense	1,758	(5,988)	(207)	0	0	0
TOTAL PERSONAL SERVICES		245,949	233,677	229,190	236,970	237,241	176,456
OPERATING EXPENSES							
533200	Audit Fees	4,692	2,517	2,265	2,039	2,039	1,835
533201	Admin Services provided by GF	52,592	36,656	42,980	44,203	44,203	52,772
533202	Maintenance Services provided by GF	0	0	0	0	0	68,500
533400	Other Contractual Services	5,450	3,268	2,023	1,500	1,500	1,500
53341	Environmental Services	0	0	0	0	100	0
533415	Janitorial Services	4,308	5,461	4,537	4,582	4,582	0
533420	Pest/Weed Control/Mowing	800	600	600	1,000	600	1,000
534101	Telephone	14,342	17,564	8,031	7,910	7,910	1,500
534105	Cellular Phone	968	888	1,044	1,035	1,200	810
534110	Internet Access	109	1,157	1,173	1,185	1,185	1,200
534120	Postage	239	299	387	250	100	200
534130	Express Mail	0	0	0	0	0	250
534310	Electric	15,816	24,988	26,165	26,000	22,300	22,550
534312	Water/Sewer	944	1,511	2,465	2,025	2,630	3,000
534500	Insurance	13,129	13,715	19,434	20,000	25,623	25,800
534600	Equipment - Contra Account	0	0	0	0	360	0
534610	R & M Buildings	1,077	6,949	1,714	2,500	500	3,500
534620	R & M-Vehicles	2,840	2,455	1,947	2,250	3,200	2,000
534630	R & M-Office Equipment	584	18	214	500	300	500
534640	R & M-Operating Equipment	7,094	6,784	10,694	6,500	12,000	9,000
534681	R & M-Fencing	219	1,413	1,597	6,475	1,000	5,000
534685	R & M-Grounds Maintenance	1,323	2,025	2,390	7,750	2,000	2,000
534700	Printing and Binding	439	0	0	300	0	0
534800	Promotional Activities	0	0	0	0	350	0
534825	Advertising Expenditures	1,874	2,878	5,677	4,000	1,000	0
535200	Departmental Supplies	1,269	603	1,386	1,000	1,000	6,000
535205	Bank Charges	2,610	2,406	3,043	3,000	2,500	2,500
535210	Computer Supplies	476	263	205	800	200	500
535230	Small Tools and Equipment	505	819	185	800	800	2,000
535260	Gas and Oil	6,864	6,762	9,518	11,000	9,000	5,000
535270	Uniforms & Shoes	790	628	513	500	400	200
535275	Safety Equipment	161	0	0	300	300	100
535410	Dues and Memberships	525	494	400	500	400	500
535450	Training and Education	75	20	0	0	0	0
535710	Non-Ad Valorem Tax	9,878	9,965	16,656	10,500	10,522	12,880
TOTAL OPERATING EXPENSES:		151,992	153,106	167,243	170,404	159,804	232,597
CAPITAL OUTLAY:							
606400	Vehicles and Equipment	8,105	5,160	0	0	0	0
TOTAL CAPITAL OUTLAY:		8,105	5,160	0	0	0	0
NON-OPERATING EXPENSES							
707246	Interest - DST Fund Advance	8,550	8,550	8,550	17,250	16,575	16,575
909545	Intrafund Trfr to AP Capital	20,170	9,001	290,000	22,500	8,200	0
909901	Contingency	0	0	0	0	2,731	0
TOTAL NON-OPERATING EXPENSES		28,720	17,551	298,550	39,750	27,506	16,575
TOTAL AIRPORT ADMINISTRATION		434,766	409,494	694,983	447,124	424,551	425,628

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

AIRPORT ECONOMIC DEVELOPMENT

Code: 450120

Account Number	Description	FY 08/09 <u>Actual</u>	FY 09/10 <u>Actual</u>	FY 10/11 <u>Actual</u>	Amended FY 11/12 <u>Budget</u>	FY 11/12 <u>Projected</u>	FY 12/13 Adopted <u>Budget</u>
OPERATING EXPENSES							
534000	Travel and Per Diem	0	0	0	0	0	1,000
534700	Printing & Binding	0	0	0	0	0	250
534800	Promotional Activities	0	0	0	0	0	2,000
534825	Advertising Expenditures	0	0	0	0	0	14,280
535200	Departmental Supplies	0	0	0	0	0	500
535410	Dues and Memberships	0	0	0	0	0	470
535420	Books and Publications	0	0	0	0	0	0
535450	Training and Education	0	0	0	0	0	1,500
TOTAL OPERATING EXPENSES:		0	0	0	0	0	20,000
CAPITAL OUTLAY:							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY:		0	0	0	0	0	0
TOTAL ECONOMIC DEVELOPMENT		0	0	0	0	0	20,000

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 was 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 now, projected revenues are expected to cover projected expenses.

<u>Description</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>FY 10/11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11/12</u> <u>Budget</u>	<u>FY 11/12</u> <u>Projected</u>	<u>FY 12/13</u> <u>Adopted</u> <u>Budget</u>
Total Revenues and Transfers	\$ 362,105	\$ 367,001	\$ 405,375	\$ 389,150	\$ 405,925	\$ 421,550
Total Expenses	521,535	484,694	463,719	413,059	405,696	411,000
Change in Unrestricted Reserves	\$ (159,430)	\$ (117,693)	\$ (58,344)	\$ (23,909)	\$ 229	\$ 10,550

BUILDING DEPARTMENT REVENUE

Code: 480010

The Fiscal Year 2012-2013 adopted budget for the Building Department fund revenue is \$421,550. This compares to the 2011-2012 projected Building Department fund revenue of \$405,925, an increase of \$15,625 or 3.8%.

<u>Description</u>	<u>FY 08/09</u> <u>Actual</u>	<u>FY 09/10</u> <u>Actual</u>	<u>FY 10/11</u> <u>Actual</u>	<u>Amended</u> <u>FY 11/12</u> <u>Budget</u>	<u>Projected</u> <u>FY 11/12</u> <u>Revenue</u>	<u>Adopted</u> <u>FY 12/13</u> <u>Budget</u>	<u>Difference</u>
Operating revenue	\$ 347,395	\$ 355,900	\$ 400,378	\$ 386,150	\$ 402,375	\$ 417,950	\$ 15,575
Non-operating revenues	14,710	11,101	4,997	3,000	3,550	3,600	50
Total revenues and other sources	\$ 362,105	\$ 367,001	\$ 405,375	\$ 389,150	\$ 405,925	\$ 421,550	\$ 15,625

Fiscal Year 2012-132 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Projected increases in building permits and other permitting categories.	\$ 15,575
2. Non-operating revenues - Anticipating minor difference in investment income.	\$ 50

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

BUILDING DEPARTMENT REVENUE

Code: 480010

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
OPERATING REVENUE							
321000	Business Taxes	102,448	100,162	98,726	100,000	100,000	100,000
321100	Business Taxes - Penalties/Transfers	3,535	2,860	4,211	4,000	3,800	3,800
321050	Contractor License	17,214	15,888	13,876	17,000	14,000	15,000
321150	Contractor License - Penalties	5,525	2,931	2,310	2,300	1,300	1,500
322050	Building Permits	133,196	119,800	138,356	130,000	137,000	145,000
322055	Roofing Permits	0	11,578	18,165	16,500	19,500	20,000
322065	Alumimum Structure	0	0	8,125	7,500	8,000	8,500
322070	Shed Permits	0	0	3,900	4,000	5,800	6,000
322075	Reinspection Fees	5,232	7,403	3,675	4,500	5,500	6,250
322100	Land Clearing Permits	2,655	2,380	5,700	6,000	7,500	8,000
322150	Tree Removal Permits	2,650	2,475	0	0	0	0
322200	Electrical Permits	10,285	9,816	14,060	13,000	12,000	13,000
322225	Plumbing Permits	6,958	8,225	12,501	11,250	11,500	12,000
322230	Pool Permits	0	0	6,800	6,500	5,500	6,000
322240	Solar Permits	0	0	2,400	2,500	2,600	2,600
322250	Mechanical Permits	17,876	24,621	25,376	22,000	22,000	23,000
322300	Fencing Permits	8,825	11,166	10,800	11,500	11,800	12,000
322400	Irrigation Permits	525	575	0	0	0	0
322500	Sign Permits	3,615	4,176	3,375	3,200	3,000	3,200
322600	Expired Permit Fee	6,089	4,658	1,500	1,400	1,200	1,300
329400	Plan Checking Fees	9,209	13,486	16,995	16,000	18,800	19,000
341920	Cert. Copying/Record Research	349	735	480	500	275	300
347556	County Facility Admin Fee	2,324	2,210	4,093	3,000	5,800	6,000
359000	Other Fines and Forfeitures	8,885	10,755	4,954	3,500	5,500	5,500
TOTAL OPERATING REVENUE		347,395	355,900	400,378	386,150	402,375	417,950
OTHER NON-OPERATING REVENUE:							
361100	Interest Income	23,381	5,714	1,075	1,200	1,800	1,800
361105	SBA Interest Earnings	1,739	1,080	1,002	1,000	850	900
364100	Sale of Fixed Assets	0	0	365	0	0	0
367000	Gain/Loss on Investment	-21,961	3,944	1,912	0	0	0
369400	Reimbursements	1,542	0	0	0	0	0
369900	Other Miscellaneous Revenue	10,009	363	643	800	900	900
TOTAL OTHER NON-OPERATING REVENUE		14,710	11,101	4,997	3,000	3,550	3,600
TOTAL BUILDING DEPARTMENT REVENUES		362,105	367,001	405,375	389,150	405,925	421,550
USE OF UNRESTRICTED RESERVES		159,430	117,693	58,344	23,909	0	0
TOTAL BUILDING DEPARTMENT SOURCES		521,535	484,694	463,719	413,059	405,925	421,550

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012 ACCOMPLISHMENTS

- ✓ Maintained timeliness and delivery of permitting services with a turn around time of 10 days or less.
- ✓ Provided continuing education to employees to meet minimum state licensing requirements. Customer service training is on going.
- ✓ Chapter 26 of the City Code of Ordinances has been revised to current standards, modifications were made where necessary. Proposed changes will be brought to City Council in ordinance form for final approval.
- ✓ Continued to enforce state laws and city ordinances regarding unlicensed contractor activity and willful code violations. Citations were written as needed. Cases go before the Special Magistrate for final resolution where necessary.
- ✓ Continue to follow up on expired permits and scan documents into laser-fiche for permanent record keeping.

FISCAL YEAR 2013 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.
- Bring forth a new flood plain ordinance to City Council. Due to changes made by the state, building related flood plain requirements are now part of the Florida Building Code and all communities who participate in the National Flood Insurance Program will need to revise their city flood plain ordinance.
- Continue to enforce state laws and city ordinances related to construction and unlicensed contractor activity.
- Continue to scan permitting and licensing documents into laser-fiche for permanent record keeping.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2007/2008	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Projected 2011/2012	Projected 2012/2013
Residential permits issued	58	38	83	86	100	110
Commercial permits issued	39	36	38	43	28	35
Other permits issued	1,864	1,575	1,711	1,641	1,670	1,700
Total number of inspections	6,458	5,020	5,123	4,938	5,300	5,400
Total number of reinspections	704	652	568	373	450	430
Number of Professional licenses processed	600	462	484	444	450	460
Expired permits processed	175	88	75	20	20	30
Business Tax Receipts processed and issued	1450	1358	1252	1224	1200	1200
Building permits turn around time (working days)	12	10	10	10	10	10

PROGRAM BUDGET DESCRIPTION FOR THE BUILDING DEPARTMENT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>11/12</i>	<i>12/13</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%	27.00%	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%	1.00%	Following up on expired permits and unsafe structures.
2.00%	1.00%	Scanning plans to laserfiche for permanent record keeping
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

The Fiscal Year 2012-2013 adopted budget for the Building Department, excluding budgeted contingency is \$411,000. This compares to the projected FY 2011-2012 expenses of \$405,696, an increase of \$5,304 or 1.3%.

	FY 08/09	FY 09/10	FY 10/11	Amended FY 11/12	Projected FY 11/12	Adopted FY 12/13	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 403,746	\$ 375,457	\$ 366,796	\$ 322,000	\$ 316,442	\$ 319,884	\$ 3,442
Operating Expenses	117,789	109,237	96,923	91,059	89,254	91,116	1,862
Contingency				-	229	10,550	10,321
Total	\$ 521,535	\$ 484,694	\$ 463,719	\$ 413,059	\$ 405,925	\$ 421,550	\$ 15,625

Fiscal Year 2012-13 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2011-12 Projected Expenses

	Difference
1. Personal Services - Net increase due to longevity increase for Plans Examiner.	\$ 3,442
2. Operating Expenses - Increase mainly due to allocation for General Fund administrative services.	\$ 1,862
3. Contingency - Revenue is projected to exceed expenses for the year.	\$ 10,321

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>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>11-12</u>	<u>12-13</u>
Building Official	60,192 / 114,149	78	1.00	1.00	1.00	\$ 81,841	\$ 81,841
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	67,735
Local Business Tax Specialist	26,545 / 59,662	26	1.00	1.00	1.00	46,267	46,267
			5.00	4.00	4.00		
			TOTAL SALARIES			\$ 244,043	\$ 246,900
			Overtime			-	-
			FICA Taxes			18,197	18,416
			Clothing Allowance			240	240
			Deferred Compensation			21,986	22,243
			Group Health Insurance Premium			18,150	16,158
			Dependant Health Ins Premium			6,415	6,078
			Health Reimbursement Account			3,771	6,108
			Employee Assistance Program			92	92
			Worker's Comp Insurance			3,548	3,649
			Unemployment Insurance			-	-
			Total Personal Services			\$ 316,442	\$ 319,884

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

BUILDING DEPARTMENT

Code: 480110

Account Number	Description	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	Amended FY 11/12 Budget	FY 11/12 Projected	FY 12/13 Adopted Budget
PERSONAL SERVICES							
511200	Regular Salaries	303,035	285,883	282,264	244,043	244,043	246,900
511400	Overtime	47	76	424	0	0	0
512100	FICA Taxes	21,619	21,189	20,743	18,688	18,197	18,416
512215	Clothing Allowance	240	240	240	240	240	240
512225	Deferred Compensation	25,891	25,366	24,917	21,986	21,986	22,243
512301	Group Health Insurance Premium	29,851	30,155	28,210	23,219	18,150	16,158
512305	Dependant Health Ins Premium	6,752	6,692	6,393	6,414	6,415	6,078
512307	Health Reimbursement Account	0	0	0	3,771	3,771	6,108
512309	Employee Assistance Program	115	115	113	92	92	92
512400	Worker's Comp Insurance	8,688	7,161	3,607	3,547	3,548	3,649
512500	Unemployment Compensation	6,325	4,675	0	0	0	0
512600	OPED Accrued Expense	1,183	(6,095)	(115)	0	0	0
TOTAL PERSONAL SERVICES		403,746	375,457	366,796	322,000	316,442	319,884
OPERATING EXPENSES							
533200	Audit Fees	815	1,099	989	897	897	987
533201	Administrative Services Provided by GF	84,089	75,680	68,112	61,301	61,301	62,785
533400	Other Contractual Services	0	67	0	0	0	0
534000	Travel and Per Diem	380	643	640	550	570	600
534101	Telephone	1,688	1,505	1,490	1,430	1,600	1,600
534105	Cellular Telephone	1,337	1,081	1,091	1,090	1,090	1,110
534110	Internet Services	728	742	743	742	824	824
534120	Postage	1,917	2,122	1,738	1,885	1,800	1,800
534310	Electric	3,892	3,435	3,376	3,200	3,310	3,350
534320	Water / Sewer	265	186	271	264	275	300
534500	Insurance	9,650	8,685	3,364	5,000	4,454	4,100
534620	R & M-Vehicles	1,171	876	3,213	1,200	1,140	1,200
534630	R & M - Office Equipment	3,848	4,594	5,047	4,300	4,410	4,510
535200	Departmental Supplies	1,708	1,193	947	1,100	1,000	1,100
535210	Computer Supplies	382	897	677	800	700	800
535230	Small Tools and Equipment	232	48	0	100	50	100
535260	Gas and Oil	4,032	4,663	3,909	4,800	3,344	4,000
535270	Uniforms and Shoes	0	239	0	250	234	250
535275	Safety Equipment	0	0	0	75	35	50
535410	Dues and Memberships	345	480	415	375	290	350
535420	Books and Publications	420	202	131	900	1,081	400
535450	Training and Education	890	800	770	800	849	900
TOTAL OPERATING EXPENSES		117,789	109,237	96,923	91,059	89,254	91,116
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
NON-OPERATING EXPENSES							
909901	Contingency	0	0	0	0	229	10,550
TOTAL NON-OPERATING EXPENSES		0	0	0	0	229	10,550
TOTAL BUILDING DEPARTMENT		521,535	484,694	463,719	413,059	405,925	421,550

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

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 acquisitions of equipment. Projects in the Capital Improvement Program generally cost more than \$50,000 and last at least five years. Major equipment purchases are also included to provide a more comprehensive forecast of the City's capital funding requirements.

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). The following statements are included in the City's adopted Financial Policies:

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

The pages that follow provide details and summary information on projects scheduled for the next six years for all the City's operations. In addition to the General Fund, Golf Course and Airport Fund, these documents include 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 Capital Improvement Program 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 2013-18**

<u>List of Projects</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>FY 2017-18</u>	<u>Totals</u>
General Government							
Old City Hall Windows	15,000	-	-	-	-	-	15,000
Paint City Hall	-	-	45,000	-	-	-	45,000
FDLE Computer Firewall	5,000	-	5,000	-	5,000	-	15,000
Diesel Fuel Tank	15,000	-	-	-	-	-	15,000
Police Department							
Police Vehicle Replacement	56,000	114,000	320,000	335,000	340,000	336,000	1,501,000
Police - Public Parking	-	50,000	-	-	-	-	50,000
Roads and Special Projects							
Public Works Equipment	56,000	53,000	58,000	50,000	100,000	200,000	517,000
Sidewalk/Bikepath Construction	-	-	100,000	100,000	100,000	100,000	400,000
512 Median Landscaping	-	500,000	-	-	-	-	500,000
Barber Street Bridge Repairs	60,000	-	-	500,000	-	-	560,000
Street Repaving	112,888	100,000	100,000	100,000	100,000	100,000	612,888
Fish House Improvements	325,000	-	-	-	-	-	325,000
Schumann/Barber Intersection	-	-	-	-	-	1,500,000	1,500,000
Parks & Recreation							
Creative Playground	100,000	-	-	-	-	-	100,000
Schumann Park Equipment	25,000	-	-	-	-	-	25,000
Community Center Playground	-	25,000	-	-	-	-	25,000
Volleyball Court Lights	20,000	-	-	-	-	-	20,000
Multi-Use Field Lighting	185,000	-	-	-	-	-	185,000
Resurface Tennis Courts	16,000	-	-	-	-	-	16,000
Equipment Building	-	100,000	-	-	-	-	100,000
Football Field Restrooms	20,000	-	-	-	-	-	20,000
Baseball Field Restrooms	20,000	-	-	-	-	-	20,000
Baseball Field Lighting	-	-	300,000	-	-	-	300,000
Mooring Fields	-	-	-	15,000	-	-	15,000
Stormwater							
Stormwater Equipment	230,000	-	40,000	125,000	155,000	165,000	715,000
1/4 Swale Improvements	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	-	200,000	100,000	100,000	100,000	100,000	600,000
Cemetery							
Redo South Paved Roadway	-	-	50,000	-	-	-	50,000
Scissor Lift Storage Building	-	-	-	-	-	75,000	75,000
Riverfront Redevelopment							
Parking Improvements	750,000	-	-	-	-	-	750,000
Golf Course							
Clubhouse and Improvements	-	-	-	-	-	2,500,000	2,500,000
Airport							
Build Taxiways/Install Lighting	3,158,000	-	-	-	-	-	3,158,000
Main Street Access Road	1,200,000	-	-	-	-	-	1,200,000
Construct Hangar(s)	-	-	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	\$ 6,868,888	\$ 1,722,000	\$ 3,618,000	\$ 2,625,000	\$ 3,400,000	\$ 5,576,000	\$ 23,809,888

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

SUMMARY

	<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>FY 2017-18</u>	<u>Total</u>
<u>Grouped by Department</u>							
General Government	\$ 35,000	\$ -	\$ 50,000	\$ -	\$ 5,000	\$ -	\$ 90,000
Police Department	56,000	164,000	320,000	335,000	340,000	336,000	1,551,000
Public Works Department							
Roads and Special Projects	553,888	653,000	258,000	750,000	300,000	1,900,000	4,414,888
Parks & Recreation	386,000	125,000	300,000	15,000	-	-	826,000
Stormwater	730,000	780,000	640,000	725,000	1,255,000	765,000	4,895,000
Cemetery	-	-	50,000	-	-	75,000	125,000
Riverfront Redevelopment	750,000	-	-	-	-	-	750,000
Golf Course	-	-	-	-	-	2,500,000	2,500,000
Airport	4,358,000	-	2,000,000	800,000	1,500,000	-	8,658,000
Total by Departments	\$ 6,868,888	\$ 1,722,000	\$ 3,618,000	\$ 2,625,000	\$ 3,400,000	\$ 5,576,000	\$ 23,809,888
<u>Grouped by Function</u>							
General Government	\$ 35,000	\$ -	\$ 100,000	\$ -	\$ 5,000	\$ 75,000	\$ 215,000
Public Safety	56,000	164,000	320,000	335,000	340,000	336,000	1,551,000
Transportation	4,911,888	653,000	2,258,000	1,550,000	1,800,000	1,900,000	13,072,888
Economic Environment	750,000	-	-	-	-	-	750,000
Parks & Recreation	386,000	125,000	300,000	15,000	-	2,500,000	3,326,000
Physical Environment	730,000	780,000	640,000	725,000	1,255,000	765,000	4,895,000
Total by Functions	\$ 6,868,888	\$ 1,722,000	\$ 3,618,000	\$ 2,625,000	\$ 3,400,000	\$ 5,576,000	\$ 23,809,888
<u>Grouped by Funding Source</u>							
General Fund	\$ 124,888	\$ 53,000	\$ 58,000	\$ 50,000	\$ 100,000	\$ 200,000	\$ 585,888
DST	1,751,000	1,444,000	1,370,000	1,535,000	1,545,000	2,536,000	10,181,000
LOGT	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Recreation Impact Fees	330,000	125,000	-	15,000	-	-	470,000
Golf Course	-	-	-	-	-	2,500,000	2,500,000
Grants/Bank Notes	4,243,000	-	2,000,000	800,000	1,500,000	-	8,543,000
Cemetery	-	-	50,000	-	-	75,000	125,000
Riverfront CRA	250,000	-	-	-	-	-	250,000
Stormwater Fund	70,000	-	40,000	125,000	155,000	165,000	555,000
Total Funding Sources	\$ 6,868,888	\$ 1,722,000	\$ 3,618,000	\$ 2,625,000	\$ 3,400,000	\$ 5,576,000	\$ 23,809,888

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

	<u>General Fund</u>	<u>Local Option Gas Tax</u>	<u>DST</u>	<u>Recreation Impact Fees</u>	<u>Stormwater Utility</u>	<u>Golf</u>	<u>Grants/ Bank Note</u>	<u>Riverfront CRA</u>	<u>Cemetery Trust Fund</u>	<u>Total</u>
<u>FISCAL YEAR 2012/2013</u>										
General Government										
Old City Hall Windows			15,000							15,000
FDLE Computer Firewall			5,000							5,000
Diesel Fuel Tank			15,000							15,000
Police Department										
Police Vehicle Replacement			56,000							56,000
Roads and Special Projects										
Public Works Equipment	56,000									56,000
Barber Street Bridge Repairs			60,000							60,000
Street Repaving	12,888	100,000								112,888
Fish House Improvements			325,000							325,000
Parks & Recreation										
Creative Playground				100,000						100,000
Schumann Park Equipment				25,000						25,000
Volleyball Court Lights				20,000						20,000
Multi-use Field Lighting				185,000						185,000
Resurface Tennis Courts	16,000									16,000
Football Field Restrooms	20,000									20,000
Baseball Field Restrooms	20,000									20,000
Stormwater										
Stormwater Equipment					70,000					70,000
1/4 Swale Improvements			500,000							500,000
Riverfront Community Redevelopment										
Parking Improvements			500,000					250,000		750,000
Airport										
Loader (Match from Stormwater)							160,000			160,000
Main Street Access Road			275,000				925,000			1,200,000
Build Taxiways/Install Lighting							3,158,000			3,158,000
Total FY 2012/2013	\$ 124,888	\$ 100,000	\$ 1,751,000	\$ 330,000	\$ 70,000	\$ -	\$ 4,243,000	\$ 250,000	\$ -	\$ 6,868,888

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

	<u>General Fund</u>	<u>Local Gas Tax</u>	<u>DST</u>	<u>Recreation Impact Fees</u>	<u>Stormwater Utility</u>	<u>Golf</u>	<u>Grants/ Bank Note</u>	<u>Riverfront CRA</u>	<u>Cemetery Trust Fund</u>	<u>Total</u>
<u>FISCAL YEAR 2013/2014</u>										
Police Department										
Police Vehicle Replacement			114,000							114,000
Parking Lot Expansion			50,000							50,000
Roads and Special Projects										
Public Works Equipment	53,000									53,000
512 Median Landscaping			500,000							500,000
Street Repaving		100,000								100,000
Parks & Recreation										
Community Center Playground				25,000						25,000
Equipment Building				100,000						100,000
Stormwater										
1/4 Swale Improvements			500,000							500,000
Pipe Sliplining			80,000							80,000
Road Crossings/Sideyard Pipes			200,000							200,000
Total FY 2013/2014	\$ 53,000	\$ 100,000	\$ 1,444,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,722,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

	<u>General Fund</u>	<u>Local Gas Tax</u>	<u>DST</u>	<u>Recreation Impact Fees</u>	<u>Stormwater Utility</u>	<u>Golf</u>	<u>Grants/ Bank Note</u>	<u>Riverfront CRA</u>	<u>Cemetery Trust Fund</u>	<u>Total</u>
General Government										
Paint City Hall			45,000							45,000
FDLE Computer Firewall			5,000							5,000
Police Department										
Police Vehicle Replacement			320,000							320,000
Roads and Special Projects										
Public Works Equipment	58,000									58,000
Sidewalk/bikepath construction			100,000							100,000
Street Repaving		100,000								100,000
Parks & Recreation										
Baseball Field Lighting			300,000							300,000
Stormwater										
Stormwater Equipment					40,000					40,000
1/4 Swale Improvements			500,000							500,000
Road Crossings/Sideyard Pipes			100,000							100,000
Cemetery										
Redo South Paved Roadway								50,000		50,000
Airport										
Construct Hangar(s)							1,500,000			1,500,000
Rehab Apron F							500,000			500,000
Total FY 2014/2015	\$ 58,000	\$ 100,000	\$ 1,370,000	\$ -	\$ 40,000	\$ -	\$ 2,000,000	\$ -	\$ 50,000	\$ 3,618,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

	<u>General Fund</u>	<u>Local Option Gas Tax</u>	<u>Recreation Impact Fees</u>	<u>Stormwater Utility</u>	<u>Golf</u>	<u>Grants/ Bank Note</u>	<u>Riverfront CRA</u>	<u>Cemetery Trust Fund</u>	<u>Total</u>	
Police Department										
Police Vehicle Replacement			335,000						335,000	
Roads and Special Projects										
Public Works Equipment	50,000								50,000	
Sidewalk/bikepath construction			100,000						100,000	
Street Repaving		100,000							100,000	
Barber Street Bridge Repairs			500,000						500,000	
Parks & Recreation										
Mooring Fields				15,000					15,000	
Stormwater										
Stormwater Equipment					125,000				125,000	
1/4 Swale Improvements			500,000						500,000	
Road Crossings/Sideyard Pipes			100,000						100,000	
Airport										
Construct Access Road West						800,000			800,000	
Total FY 2015/2016	\$ 50,000	\$ 100,000	\$ 1,535,000	\$ 15,000	\$ 125,000	\$ -	\$ 800,000	\$ -	\$ -	\$ 2,625,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

	<u>General Fund</u>	<u>Local Option Gas Tax</u>	<u>DST</u>	<u>Recreation Impact Fees</u>	<u>Stormwater Utility</u>	<u>Golf</u>	<u>Grants/ Bank Note</u>	<u>Riverfront CRA</u>	<u>Cemetery Trust Fund</u>	<u>Total</u>
General Government										
FDLE Computer Firewall			\$ 5,000							5,000
Police Department										
Police Vehicle Replacement			340,000							340,000
Roads and Special Projects										
Public Works Equipment	100,000									100,000
Sidewalk/bikepath construction			100,000							100,000
Street Repaving		100,000								100,000
Stormwater										
Stormwater Equipment					155,000					155,000
1/4 Swale Improvements			500,000							500,000
Stormwater Pond Installation			500,000							500,000
Road Crossings/Sideyard Pipes			100,000							100,000
Airport										
Construct Aviation Facility							1,500,000			1,500,000
Total FY 2016/2017	\$ 100,000	\$ 100,000	\$ 1,545,000	\$ -	\$ 155,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 3,400,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

	<u>General Fund</u>	<u>Local Option Gas Tax</u>	<u>Recreation DST</u>	<u>Impact Fees</u>	<u>Stormwater Utility</u>	<u>Golf</u>	<u>Grants/ Bank Note</u>	<u>Riverfront CRA</u>	<u>Cemetery Trust Fund</u>	<u>Total</u>
Police Department										
Police Vehicle Replacement			336,000							336,000
Roads and Special Projects										
Public Works Equipment	200,000									200,000
Sidewalk/bikepath construction			100,000							100,000
Street Repaving		100,000								100,000
Schumann & Barber Intersection			1,500,000							1,500,000
Stormwater										
Stormwater Equipment					165,000					165,000
1/4 Swale Improvements			500,000							500,000
Road Crossings/Sideyard Pipes			100,000							100,000
Cemetery										
Scissor Lift Storage Building								75,000		75,000
Golf Course										
Clubhouse and Improvements						2,500,000				2,500,000
Total FY 2017/2018	\$ 200,000	\$ 100,000	\$ 2,536,000	\$ -	\$ 165,000	\$ 2,500,000	\$ -	\$ -	\$ 75,000	\$ 5,576,000
Grand Total	\$ 585,888	\$ 600,000	\$ 10,181,000	\$ 470,000	\$ 555,000	\$ 2,500,000	\$ 8,543,000	\$ 250,000	\$ 125,000	\$ 23,809,888

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

GENERAL GOVERNMENT

Project Name:	Old City Hall Windows	Project Description:					
Funding Source:	Discretionary Sales Tax	Reglazing windows at Old City Hall					
Justification:	This is necessary to keep the windows at the Old City Hall from leaking and rotting.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Operating Impact:							
	\$0	\$500	\$1,000	\$1,500	\$2,000	\$2,500	\$7,500

Project Name:	Paint City Hall	Project Description:					
Funding Source:	Discretionary Sales Tax	Paint exterior of old City Hall and new City Hall.					
Justification:	These buildings need to be painted.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$0	\$0	\$45,000	\$0	\$0	\$0	\$45,000
Operating Impact:							
	\$0	\$0	\$0	\$500	\$1,000	\$1,500	\$3,000

Project Name:	FDLE Computer Firewall	Project Description:					
Funding Source:	Discretionary Sales Tax	Upgrade Firewall for compliance with FDLE requirements.					
Justification:	This is required by FDLE regulations.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$15,000
Operating Impact:							
	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Diesel Fuel Tank	Project Description:					
Funding Source:	Discretionary Sales Tax	Replace the existing 1000 gallon diesel tank and pump.					
Justification:	The existing 1000 gallon diesel tank and pump are in poor condition (rusted) and will need to be upgraded to meet the new regulations required by the State of Florida. At the present time, the diesel inventory system is a manual system but this will be upgraded to a computerized fuel key inventory system.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Operating Impact:							
	\$0	\$300	\$350	\$400	\$450	\$500	\$2,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

PUBLIC SAFETY

Project Name:	Replacement of Police Vehicles	Project Description:
Funding Source:	Discretionary Sales Tax	12/13 26K Code Enforcement 1/2 Ton Truck, 30K Truck/Boat. 13/14 114K 3 Police Patrol Units. 14/15 304K 8 Police Patrol Units, 16K Boat Motor. 15/16 320K 8 Police Patrol Units, 15K Light Tower. 16/17 320K 8 Police Patrol Units, 20K Motorcycle. 17/18 320K 8 Police Patrol Units, 16K 2 Trailers.

Justification: These are sceduled replacements of Police Department vehicles and equipment due to high mileage and maintenance needs.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$56,000	\$114,000	\$320,000	\$335,000	\$340,000	\$336,000	\$1,501,000

Operating Impact:

\$0	(\$1,000)	(\$2,500)	(\$7,000)	(\$11,500)	(\$16,000)	(\$38,000)
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Project Name:	Police - Public Parking	Project Description:
Funding Source:	Discretionary Sales Tax	Creation of public parking areas closer to the Police Station.

Justification: This will add parking spaces and provide more convenient parking for the public coming to the Police Station.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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PUBLIC WORKS DEPARTMENT

Project Name:	Public Works Equipment	Project Description:
Funding Source:	General Fund	12/13 22K Pickup, 17K Dump Truck Bed, 17K Tri-Deck Mower. 13/14 32K 1-Ton Truck, 12K Mower, 9K Workman. 14/15 10K Gator, 35K Skid Steer, 13K Mower. 15/16 20K 4 Equipment Trailers, 30K Tractor. 16/17 85K Dump Truck, 15K Mower. 17/18 160K Loader, 40K Tractor.

Justification: These are scheduled replacements of equipment used in the Public Works Department, except for the Stormwater Division that is included separately.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$56,000	\$53,000	\$58,000	\$50,000	\$100,000	\$200,000	\$517,000

Operating Impact:

\$0	(\$1,500)	(\$3,000)	(\$4,500)	(\$5,500)	(\$6,500)	-\$21,000
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Project Name:	Sidewalk/Bikepath Construction	Project Description:
Funding Source:	Discretionary Sales Tax	Installation of new sidewalks throughout the City.

Justification: This project also focuses on the safety of the residents and allows them to walk off the roadways.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000

Operating Impact:

\$0	\$0	\$0	\$5,000	\$10,000	\$15,000	\$30,000
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**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000

Operating Impact:

\$0	\$0	\$10,000	\$11,000	\$12,000	\$13,000	\$46,000
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Project Name:	Barber Street Bridge Repairs	Project Description:
Funding Source:	Discretionary Sales Tax	Engineering and construction to add guardrails in FY12-13 to meet DOT standards. Major repairs will be addressed in FY15-16.

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

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$60,000	\$0	\$0	\$500,000	\$0	\$0	\$560,000

Operating Impact:

\$0	\$1,000	\$1,500	\$2,000	\$17,500	\$19,000	\$41,000
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Project Name:	Street Repaving	Project Description:
Funding Source:	Local Option Gas Tax, except for FY 12-13 when \$12,888 will be funded by General Fund.	Rehabilitation and repaving of failing road base and roads.

Justification: This is necessary to keep the streets in good condition. Repaving is expected to reduce pot-hole repairs and complaints, as well as insurance claims for damages and liability.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$112,888	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$612,888

Operating Impact:

\$0	\$4,400	\$8,400	\$12,400	\$16,400	\$20,400	\$62,000
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Project Name:	Fish House Improvements	Project Description:
Funding Source:	Discretionary Sales Tax	Improvements to Fish House.

Justification: This project is necessary to speed up the redevelopment of this facility and promote economic development.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000

Operating Impact:

\$0	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$10,000
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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 FY17-18.

Project Costs:

<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>FY 17-18</u>	<u>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
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

PUBLIC WORKS DEPARTMENT

Project Name:	Creative Playground	Project Description:					
Funding Source:	Recreation Impact Fees	Improvements and Equipment Purchases for Creative Playground.					
Justification:	This project will upgrade the playground features and replace and increase the equipment.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Operating Impact:							
	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500

Project Name:	Schumann Park Equipment	Project Description:					
Funding Source:	Recreation Impact Fees	Purchase playground equipment for Schumann Park.					
Justification:	These purchases will provide additional equipment for Schumann Park.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Operating Impact:							
	\$0	\$500	\$500	\$500	\$500	\$500	\$2,500

Project Name:	Community Center Playground	Project Description:					
Funding Source:	Recreation Impact Fees	Purchase playground equipment for the Community Center.					
Justification:	Many citizens have requested a place for small children to play, while they and their parents are waiting for those attending classes in the building. There have been instances where children are running around in the parking lot and this has become a hazardous situation.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Operating Impact:							
	\$0	\$0	\$500	\$500	\$500	\$500	\$2,000

Project Name:	Volleyball Court Lights	Project Description:					
Funding Source:	Recreation Impact Fees	Install lights for the Volleyball Courts.					
Justification:	This would provide lighting for night-time play at the Volleyball Courts at Riverview Park.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:							
	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500

Project Name:	Multi-Use Field Lighting	Project Description:					
Funding Source:	Recreation Impact Fees	Provide power source, controller, poles, wiring and light fixtures to light the multi-use field at the Barber Street Sports Complex.					
Justification:	This would provide lighting for the multi-use field and allow night-time use for football, soccer and baseball leagues.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$185,000	\$0	\$0	\$0	\$0	\$0	\$185,000
Operating Impact:							
	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

PUBLIC WORKS DEPARTMENT

Project Name:	Resurface Tennis Courts	Project Description:					
Funding Source:	General Fund	Resurface Clay Tennis Courts.					
Justification:	This project will resurface the Clay Tennis Courts at Friendship Park.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name:	Equipment Building	Project Description:					
Funding Source:	Recreation Impact Fees	Construct Equipment Building at Barber Street Sports Complex.					
Justification:	We are currently working out of a utility shed and need a larger facility to house maintenance equipment and tools.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Operating Impact:	\$0	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000

Project Name:	Football Field Restrooms	Project Description:					
Funding Source:	General Fund	Renovate the Football Field Restroom interior.					
Justification:	This restroom at the Barber Street Sports Complex is old and needs to be upgraded.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:	\$0	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$10,000)

Project Name:	Baseball Field Restrooms	Project Description:					
Funding Source:	General Fund	Renovate the Baseball Field Restroom interior.					
Justification:	This restroom at the Barber Street Sports Complex is old and needs to be upgraded.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:	\$0	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$10,000)

Project Name:	Baseball Field Lighting	Project Description:					
Funding Source:	Discretionary Sales Tax	Remove and replace lights at the Barber Street Sports Complex.					
Justification:	These are the oldest lights in the city and need to be replaced with new energy efficient lighting.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
Operating Impact:	\$0	\$0	\$0	(\$1,500)	(\$1,500)	(\$1,500)	(\$4,500)

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

Project Name:	Mooring Fields	Project Description:
Funding Source:	Recreation Impact Fees	Design and engineering to place 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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000

Operating Impact:

\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$4,000
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Project Name:	Stormwater Equipment	Project Description:
Funding Source:	Stormwater Utility Fund	12/13 22K 1/2 Ton Truck, 8K Equipment Trailer, 40K Loader (200K Total for Loader - 160K Balance from FDOT Grant). 14/15 40K Loader. 15/16 125K Slope Mower. 16/17 130K Backhoe, 25K 1 Ton Truck. 17/18 140K Dump Truck, 25K 3/4 Ton Truck.
Justification:	To schedule an orderly replacement of major equipment that is essential to the operation of the stormwater maintenance program.	

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$230,000	\$0	\$40,000	\$125,000	\$155,000	\$165,000	\$715,000

Operating Impact:

\$0	\$4,000	\$4,000	\$5,000	\$7,000	\$10,000	\$30,000
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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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000

Operating Impact:

\$0	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	\$75,000
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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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000

Operating Impact:

\$0	\$0	(\$500)	(\$500)	(\$500)	(\$500)	(\$2,000)
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**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

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.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
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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 failing road crossing pipes.

Justification: This project will help eliminate major flooding throughout the City by replacing failing pipes under roads and also save on maintenance by the mowing contractor by eliminating the side ditches to be maintained. Side ditches are getting harder to maintain due to the housing boom in 2004.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$0	\$200,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000

Operating Impact:

\$0	\$0	(\$2,000)	(\$3,000)	(\$4,000)	(\$5,000)	(\$14,000)
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CEMETERY TRUST FUND

Project Name:	Redo South Paved Roadway	Project Description:
Funding Source:	Cemetery Trust Fund	100 feet of road way to be removed, redirected and installed. Road was put in during the 1970'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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name:	Scissor Lift Storage Building	Project Description:
Funding Source:	Cemetery Trust Fund	Constuct a concrete block building with windows, garage door and regular door. Would include electricity for recepticals and overhead lighting.

Justification: This would provide a secure place to keep the scissor lift and trailer on site and out of the elements. The scissor lift is used for placing cremains in the free standing wall columbarium, which is too high to remove granite doors without a problem.

Project Costs:

<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>FY 17-18</u>	<u>Total</u>
\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000

Operating Impact:

\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
	\$750,000	\$0	\$0	\$0	\$0	\$0	\$750,000
Operating Impact:							
	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000

GOLF COURSE FUND

Project Name:	Clubhouse and Improvements	Project Description:					
Funding Source:	Financed by 12 Year Note at an anticipated rate of 4.5%. First payment scheduled to begin in FY18-19 for \$270,000.	New Clubhouse, tee box improvements and irrigation upgrades (downstream of irrigation station).					
Justification:	Project scheduled in FY17-18 in order to accumulate additional savings from the years following the final bond payment 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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
Operating Impact:							
	\$0	\$0	\$0	\$0	\$0	\$0	\$0

AIRPORT FUND

Project Name:	Build Taxiways/Install Lighting	Project Description:					
Funding Source:	FAA and FDOT Grants. City Matching Requirements undetermined at this time.	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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
	\$3,158,000	\$0	\$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 2013-18**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

AIRPORT FUND

Project Name:	Main Street Access Road	Project Description:					
Funding Source:	FAA Grants. \$275,000 City Matching Requirement will be funded from Discretionary Sales Tax funds.	Construct new Airport Drive East; Improve Main Street intersection at Airport Drive East.					
Justification:	The Airport Drive East and Main Street intersection requires realignment and turn lanes to handle increased car trips to/from Airport East industrial area.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$1,200,000
Operating Impact:	\$275,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$325,000
Project Name:	Construct Hangar(s)	Project Description:					
Funding Source:	FAA and FDOT Grants. City Matching Requirements undetermined at this time.	Build new hangar(s).					
Justification:	Economic development and infrastructure improvements require additional aviation hangars for anticipated demand.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Name:	Rehab Apron F	Project Description:					
Funding Source:	FAA and FDOT Grants. City Matching Requirements undetermined at this time.	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 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>Total</u>
	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Operating Impact:	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	\$30,000
Project Name:	Construct Access Road West	Project Description:					
Funding Source:	FAA and FDOT Grants. City Matching Requirements undetermined at this time.	Design Build Access Road West.					
Justification:	Airport West development requires infrastructure.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$0	\$0	\$0	\$800,000	\$0	\$0	\$800,000
Operating Impact:	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$30,000

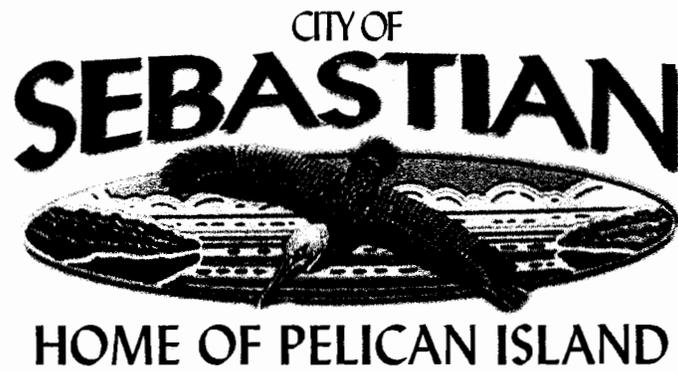
**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

AIRPORT FUND

Project Name:	Construct Aviation Facility	Project Description:					
Funding Source:	FAA and FDOT Grants. City Matching Requirements undetermined at this time.	Build new aviation storage/manufacturing facility.					
Justification:	Anticipated demand requires additional aircraft storage/manufacturing facilities.						
Project Costs:							
	<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>FY 17-18</u>	<u>Total</u>
	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$1,500,000
Operating Impact:							
	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF SEBASTIAN, FLORIDA
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013-18**



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CITY OF SEBASTIAN, FLORIDA 2012/2013 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	\$3,156,158	
2012	3.3041	\$2,782,335	Estimated
2013	3.7166	\$2,929,754	Estimated

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE TWO

LONG TERM DEBT SERVICE DETAIL

<u>Description</u>	<u>Date of Issue</u>	<u>Principal</u>	<u>Interest</u>	<u>FY 2012-13 Total Debt Service</u>
Revenue Bonded Debts				
\$9,500,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003	4/2003	\$665,000	\$170,379	\$835,379
\$5,630,000 Stormwater Utility Revenue Bonds, Series 2003	11/2003	\$290,000	\$148,048	\$438,048
\$2,125,000 Infrastructure Sales Surtax Revenue Bonds, Series 2003A	12/2003	\$155,000	\$40,813	\$195,813
Notes Payable				
\$2,296,000 Paving Improvements Promissory Notes	5/2012	\$197,000	\$46,076	\$243,076
Total Debt Service Payments		<u>\$1,307,000</u>	<u>\$405,316</u>	<u>\$1,712,316</u>

CITY OF SEBASTIAN, FLORIDA 2012/2013 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
10/01/2012	\$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	\$4,390,000	\$626,990.06	\$5,016,990.06	\$5,016,990.06

CITY OF SEBASTIAN, FLORIDA 2012/2013 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
11/01/2012	\$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	\$3,505,000	\$888,640.00	\$4,393,640.00	\$4,393,640.00

CITY OF SEBASTIAN, FLORIDA 2012/2013 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
10/01/2012	\$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	\$1,030,000	\$148,412.50	\$1,178,412.50	\$1,178,412.50

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE THREE

DEBT SERVICE PAYMENT SCHEDULE – CONTINUED

\$2,296,000 Paving Improvements Promissory Notes

Date	Principal	Interest	Total	Fiscal Year Total
12/01/2012	\$97,000.00	\$24,745.77	\$121,745.77	
06/01/2013	\$100,000.00	\$21,330.30	\$121,330.30	\$243,076.07
12/01/2013	\$101,000.00	\$20,360.30	\$121,360.30	
06/01/2014	\$102,000.00	\$19,380.60	\$121,380.60	\$242,740.90
12/01/2014	\$103,000.00	\$18,391.20	\$121,391.20	
06/01/2015	\$104,000.00	\$17,392.10	\$121,392.10	\$242,783.30
12/01/2015	\$105,000.00	\$16,383.30	\$121,383.30	
06/01/2016	\$106,000.00	\$15,364.80	\$121,364.80	\$242,748.10
12/01/2016	\$107,000.00	\$14,336.60	\$121,336.60	
06/01/2017	\$108,000.00	\$13,298.70	\$121,298.70	\$242,635.30
12/01/2017	\$109,000.00	\$12,251.10	\$121,251.10	
06/01/2018	\$110,000.00	\$11,193.80	\$121,193.80	\$242,444.90
12/01/2018	\$111,000.00	\$10,126.80	\$121,126.80	
06/01/2019	\$113,000.00	\$9,050.10	\$122,050.10	\$243,176.90
12/01/2019	\$114,000.00	\$7,954.00	\$121,954.00	
06/01/2020	\$115,000.00	\$6,848.20	\$121,848.20	\$243,802.20
12/01/2020	\$116,000.00	\$5,732.70	\$121,732.70	
06/01/2021	\$117,000.00	\$4,607.50	\$121,607.50	\$243,340.20
12/01/2021	\$118,000.00	\$3,472.60	\$121,472.60	
06/01/2022	\$119,000.00	\$2,328.00	\$121,328.00	\$242,800.60
02/01/2022	\$121,000.00	\$1,173.70	\$122,173.70	\$122,173.70
Total	\$2,296,000.00	\$255,722.17	\$2,551,722.17	\$2,551,722.17

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE FOUR

LEASE PAYMENTS SCHEDULE

Lease Description	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Business-type Activities:					
Golf Carts Operating Lease	\$ 62,934.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Golf Equipment Operating Lease	22,000.00	22,000.00	22,000.00	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	\$219,934.60	\$157,000.00	\$157,000.00	\$135,000.00	\$135,000.00

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE FIVE

SIX YEAR CAPITAL OUTLAY SCHEDULE SUMMARY

	<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>FY 2017-18</u>	<u>Total</u>
<u>Grouped by Department</u>							
General Government	\$ 35,000	\$ -	\$ 50,000	\$ -	\$ 5,000	\$ -	\$ 90,000
Police Department	56,000	164,000	320,000	335,000	340,000	336,000	1,551,000
Public Works Department							
Roads and Special Projects	553,888	653,000	258,000	750,000	300,000	1,900,000	4,414,888
Parks & Recreation	386,000	125,000	300,000	15,000	-	-	826,000
Stormwater	730,000	780,000	640,000	725,000	1,255,000	765,000	4,895,000
Cemetery	-	-	50,000	-	-	75,000	125,000
Riverfront Redevelopment	750,000	-	-	-	-	-	750,000
Golf Course	-	-	-	-	-	2,500,000	2,500,000
Airport	4,358,000	-	2,000,000	800,000	1,500,000	-	8,658,000
Total by Departments	\$ 6,868,888	\$ 1,722,000	\$ 3,618,000	\$ 2,625,000	\$ 3,400,000	\$ 5,576,000	\$ 23,809,888

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE SIX

SIX YEAR SCHEDULE OF CAPITAL OUTLAY REQUESTS

<u>List of Projects</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>FY 2017-18</u>	<u>Totals</u>
General Government							
Old City Hall Windows	15,000	-	-	-	-	-	15,000
Paint City Hall	-	-	45,000	-	-	-	45,000
FDLE Computer Firewall	5,000	-	5,000	-	5,000	-	15,000
Diesel Fuel Tank	15,000	-	-	-	-	-	15,000
Police Department							
Police Vehicle Replacement	56,000	114,000	320,000	335,000	340,000	336,000	1,501,000
Police - Public Parking	-	50,000	-	-	-	-	50,000
Roads and Special Projects							
Public Works Equipment	56,000	53,000	58,000	50,000	100,000	200,000	517,000
Sidewalk/Bikepath Construction	-	-	100,000	100,000	100,000	100,000	400,000
512 Median Landscaping	-	500,000	-	-	-	-	500,000
Barber Street Bridge Repairs	60,000	-	-	500,000	-	-	560,000
Street Repaving	112,888	100,000	100,000	100,000	100,000	100,000	612,888
Fish House Improvements	325,000	-	-	-	-	-	325,000
Schumann/Barber Intersection	-	-	-	-	-	1,500,000	1,500,000
Parks & Recreation							
Creative Playground	100,000	-	-	-	-	-	100,000
Schumann Park Equipment	25,000	-	-	-	-	-	25,000
Community Center Playground	-	25,000	-	-	-	-	25,000
Volleyball Court Lights	20,000	-	-	-	-	-	20,000
Multi-Use Field Lighting	185,000	-	-	-	-	-	185,000
Resurface Tennis Courts	16,000	-	-	-	-	-	16,000
Equipment Building	-	100,000	-	-	-	-	100,000
Football Field Restrooms	20,000	-	-	-	-	-	20,000
Baseball Field Restrooms	20,000	-	-	-	-	-	20,000
Baseball Field Lighting	-	-	300,000	-	-	-	300,000
Mooring Fields	-	-	-	15,000	-	-	15,000
Stormwater							
Stormwater Equipment	230,000	-	40,000	125,000	155,000	165,000	715,000
1/4 Swale Improvements	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	-	200,000	100,000	100,000	100,000	100,000	600,000
Cemetery							
Redo South Paved Roadway	-	-	50,000	-	-	-	50,000
Scissor Lift Storage Building	-	-	-	-	-	75,000	75,000
Riverfront Redevelopment							
Parking Improvements	750,000	-	-	-	-	-	750,000
Golf Course							
Clubhouse and Improvements	-	-	-	-	-	2,500,000	2,500,000
Airport							
Build Taxiways/Install Lighting	3,158,000	-	-	-	-	-	3,158,000
Main Street Access Road	1,200,000	-	-	-	-	-	1,200,000
Construct Hangar(s)	-	-	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	\$ 6,868,888	\$ 1,722,000	\$ 3,618,000	\$ 2,625,000	\$ 3,400,000	\$ 5,576,000	\$ 23,809,888

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE SEVEN

IMPACTS OF CAPITAL OUTLAYS ON OPERATING COSTS

Old City Hall Windows – FY2012-13 – This will keep the windows at the Old City Hall from leaking and rotting. Without this work, it is estimated that repairs will be compounded year to year at a rate of \$500 per year.

Paint City Hall – FY2014-15 – This will improve the appearance of City Hall. Without this work, it is estimated that repairs will be compounded year to year.

FDLE Computer Firewall – Purchases every two years – This is required by FDLE regulations. No impact on operating costs.

Diesel Fuel Tank – FY2012-13 – This project will replace the existing diesel tank and pump. There is expected to be some minimal increase in operating costs to maintain the equipment.

Replacement of Police Vehicles – 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.

Police Public Parking – FY2013-14 – This project will add parking spaces closer to the Police Station for the convenience of the public. No significant impact is expected to the City's overall operating cost.

Public Works Equipment – Annual Purchases – These are scheduled replacements of Public Works Department equipment, except for the Stormwater Division that is included separately. With the replacements, there is expected to be a reduction in the cost of operation and maintenance.

Sidewalk/Bikepath Construction – Annual Expense beginning in FY 14-15 – This is for new installation of sidewalks throughout the City. There will be additional maintenance costs associated with the construction.

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 but those improvements will have an impact in relation to the City's overall costs.

Barber Street Bridge Repairs – FY2012-13 and FY15-16 – This project is necessary to maintain the bridge to DOT standards. Some additional impact on operating costs is anticipated.

Street Repaving – FY2014-15 Thru FY2017-18 – Limited 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. There will be some additional impact on operating costs associated.

Fish House Improvements – FY2012-13 – This project is scheduled for the purpose of speeding up redevelopment of this facility in order to promote economic development. Some additional impact on operating costs is anticipated for on-going maintenance.

Schumann & Barber Intersection – FY2017-18 – 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.

Creative Playground – FY2012-13 – These funds will purchase new playground equipment. There will be some net operating impact due to the additional equipment.

Schumann Park Equipment – FY2012-13 – These purchases will provide additional equipment for Schumann Park. There will be some additional cost for maintenance.

Community Center Playground – FY2013-14 – These purchases will provide equipment for the Community Center and will require some costs for maintenance.

Volleyball Court Lights – FY2012-13 – This project will install lights at the Volleyball Courts and will require some maintenance.

Multi-use Field Lighting – FY2012-13 – Lighting will be installed for the multi-use field at the Barber Street Sports Complex. This will have an affect on operating costs.

Resurface Tennis Courts – FY2012-13 – This project will resurface the tennis courts but should not impact operating costs.

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 there will also be maintenance expenditures on the building.

Football Field Restrooms – FY2012-13 – This will renovate the restrooms and should reduce the cost of maintenance.

Baseball Field Restrooms – FY2012-13 – This will renovate the restrooms and should reduce the cost of maintenance.

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.

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

Mooring Fields – FY2015-16 – This project will add a mooring field for boaters and will require some amount of maintenance costs.

Stormwater Equipment – Annual Purchases – These are scheduled equipment replacements for the Stormwater Division of the Public Works Department. There will be a compounding amount of added repair costs, if the schedule is not adhered to.

¼ Round Swale Improvements – Annual Allocations – This program is designed to improve drainage and will impact the amount of maintenance currently being performed.

Pipe Sliplining – FY2013-14 – This project will rehabilitate the pipe under Martin Lane which is slowly deteriorating and should reduce some of the ongoing costs of maintenance.

Stormwater Pond Installation – FY2016-17 – This will create a stormwater pond and this will require some additional maintenance.

Road Crossings/Sideyard Pipes – FY2013-14 Thru FY2017-18 – 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.

Redo South Paved Roadway – FY2014-15 – This will relocate a roadway at the Cemetery and is not expected to affect operating costs.

Scissor Lift Storage Building – FY2017-18 – This project will construct a storage building and will affect on maintenance costs.

Parking Improvements – FY2012-13 – This primarily encompasses improvements to the CavCorp property. Depending on the final design, there will be a fairly significant impact on operating costs for the maintenance of the paving, drainage and landscaping features.

New Clubhouse/Tee Box Improvements – FY2017-18 – These golf course improvements will likely be designed such as to reduce operating costs but the amount can not yet be determined.

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 – FY2012-13 – This road reconstruction will have minimal impact on operating costs.

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

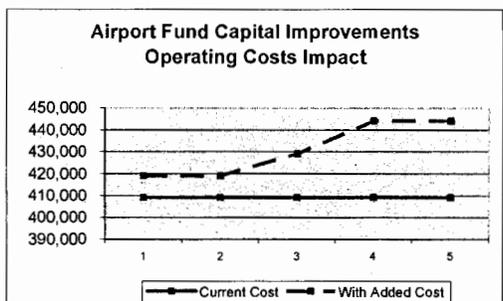
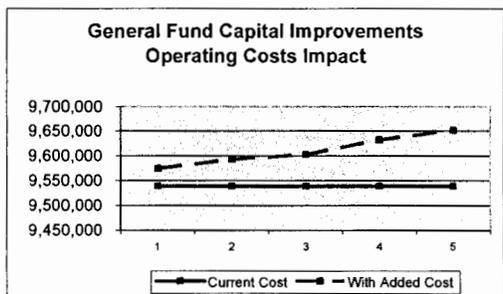
Rehab Apron F – FY2014-15 – No additional operating costs is expected from the rehabilitating the surface of the apron.

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

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

Capital Improvement Program Summary of Impacts on Operating Costs

Project Names	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
City Hall Windows	\$ 500	\$ 1,000	\$ 1,500	\$ 2,000	\$ 2,500
Paint City Hall			500	1,000	1,500
Diesel Fuel Tank	300	350	400	450	500
Replacement of Police Vehicles	(1,000)	(2,500)	(7,000)	(11,500)	(16,000)
Public Works Equipment	(1,500)	(3,000)	(4,500)	(5,500)	(6,500)
Sidewalk/Bikepath Construction			5,000	10,000	15,000
512 Median Landscaping		10,000	11,000	12,000	13,000
Barber Street Bridge Repairs	1,000	1,500	2,000	17,500	19,000
Street Repaving	4,400	8,400	12,400	16,400	20,400
Fish House Improvements	1,000	1,500	2,000	2,500	3,000
Creative Playground	2,500	2,500	2,500	2,500	2,500
Schumann Park Equipment	500	500	500	500	500
Community Center Playground		500	500	500	500
Volleyball Court Lights	2,500	2,500	2,500	2,500	2,500
Multi-use Field Lighting	5,000	5,000	5,000	5,000	5,000
Equipment Building		2,500	2,500	2,500	2,500
Football Field Restrooms	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Baseball Field Restrooms	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Baseball Field Lighting			(1,500)	(1,500)	(1,500)
Mooring Fields				2,000	2,000
Stormwater Equipment	4,000	4,000	5,000	7,000	10,000
1/4 round Swale Improvements	5,000	10,000	15,000	20,000	25,000
Pipe Sliplining		(500)	(500)	(500)	(500)
Stormwater Pond Installation					5,000
Road Crossings/Sideyard Pipes		(2,000)	(3,000)	(4,000)	(5,000)
Parking Improvements	15,000	15,000	15,000	15,000	15,000
Total General Fund	\$ 35,200	\$ 53,250	\$ 62,800	\$ 92,350	\$ 111,900
Main Street Access Road	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Rehab Apron F			10,000	10,000	10,000
Construct Access Road West				15,000	15,000
Total Airport Fund	\$ 10,000	\$ 10,000	\$ 20,000	\$ 35,000	\$ 35,000



CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE EIGHT

LOCAL OPTION GAS TAX FUND PROJECTED BALANCES FISCAL YEARS 2013-2018

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Local Option Gas Taxes	\$ 557,930	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000
FDOT Lighting Agreement	9,353	9,353	9,474	9,474	9,474	9,474	9,474	9,474
Paving Loan Proceeds	0	2,296,000	0	0	0	0	0	0
Investment Income	9,623	1,913	1,630	1,744	1,860	1,976	2,094	2,212
Local Option Gas Tax Fund Revenues	\$ 576,906	\$ 2,867,266	\$ 571,104	\$ 571,218	\$ 571,334	\$ 571,450	\$ 571,568	\$ 571,686
Street Repaving (Paving Loan)	1,211,944							
Debt Payment	264,463							
Operating Costs (Street Lights, etc.)	204,873							
R/R Crossing Maintenance	4,719							
Transfer to General Fund	175,000							
Go-Line Grant Match	50,000							
TOTAL	1,910,999							
Debt Payment		2,330,742						
Financing Costs		29,600						
Operating Costs (Street Lights, etc.)		202,679						
R/R Crossing Maintenance		5,103						
Transfer to General Fund		125,000						
Go-Line Grant Match		50,000						
Street Repaving (Paving Loan)		175,000						
TOTAL		2,918,124						
Debt Payment			243,076					
Operating Costs (Street Lights, etc.)			203,000					
R/R Crossing Maintenance			5,000					
Transfer to General Fund			0					
Street Repaving			100,000					
TOTAL			551,076					
Debt Payment				242,741				
Operating Costs (Street Lights)				203,000				
R/R Crossing Maintenance				5,000				
Transfer to General Fund				0				
Street Repaving				100,000				
TOTAL				550,741				
Debt Payment					242,783			
Operating Costs (Street Lights)					203,000			
R/R Crossing Maintenance					5,000			
Transfer to General Fund					0			
Street Repaving					100,000			
TOTAL					550,783			
Debt Payment						242,748		
Operating Costs (Street Lights)						203,000		
R/R Crossing Maintenance						5,000		
Transfer to General Fund						0		
Street Repaving						100,000		
TOTAL						550,748		
Debt Payment							242,635	
Operating Costs (Street Lights)							203,000	
R/R Crossing Maintenance							5,000	
Transfer to General Fund							0	
Street Repaving							100,000	
TOTAL							550,635	
Debt Payment - Final FY22-23								242,445
Operating Costs (Street Lights)								203,000
R/R Crossing Maintenance								5,000
Transfer to General Fund								0
Street Repaving								100,000
TOTAL								550,445
BEGINNING FUND BALANCE	\$ 1,392,655	\$ 58,562	\$ 7,704	\$ 27,732	\$ 48,209	\$ 68,760	\$ 89,462	\$ 110,395
BUDGET REQUIREMENT - 15% OF EXPENSES	65,189	57,417	31,200	31,200	46,200	31,200	31,200	67,567
UNRESTRICTED RESERVE BALANCE	\$ 1,327,466	\$ 1,145	\$ (23,496)	\$ (3,468)	\$ 2,009	\$ 37,560	\$ 58,262	\$ 42,828
TOTAL REVENUES	576,906	2,867,266	571,104	571,218	571,334	571,450	571,568	571,686
TOTAL EXPENDITURES+DEBT+TRANSFERS	1,910,999	2,918,124	551,076	550,741	550,783	550,748	550,635	550,445
ENDING FUND BALANCE	\$ (6,627)	\$ (49,714)	\$ (3,468)	\$ 17,009	\$ 22,560	\$ 58,262	\$ 79,195	\$ 64,069

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE EIGHT

DISCRETIONARY SALES TAX FUND (DST) PROJECTED BALANCES FISCAL YEARS 2013-2018

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
DST Revenue	\$ 2,358,676	\$ 2,356,000	\$ 2,414,900	\$ 2,475,273	\$ 2,537,154	\$ 2,600,583	\$ 2,665,598	\$ 2,732,238
Principal from \$285,000 Airport Advance 09/29/08	0	0	0	600	624	649	675	702
Interest from \$285,000 Airport Advance	8,550	8,550	8,550	11,400	11,376	11,351	11,325	11,298
Principal from \$267,511 Airport Advance 01/05/11	0	0	0	0	0	0	1,800	1,872
Interest from \$267,511 Airport Advance	0	8,025	8,025	8,025	8,025	8,025	10,700	10,628
Investment Income	(3,173)	6,900	5,400	4,702	4,934	5,502	5,775	5,656
DST PROJECT REVENUE	\$ 2,364,053	\$ 2,379,475	\$ 2,436,875	\$ 2,500,000	\$ 2,562,113	\$ 2,626,110	\$ 2,695,872	\$ 2,762,394
Potomac Road Crossing	64,843							
Police Cars	10,857							
City Hall Debt (Retires 2018)	1,015,787							
Police Cars	290,008							
Powerline Road	93,557							
MIS Upgrades	22,552							
MIS Equipment for Broadcasting	77,716							
Phone System		63,644						
Powerline Road		123,941						
512 Corridor		9,195						
US #1 Improvements - Engineering	13,227							
Stormwater Master Plan	23,189	22,500						
Collier Creek	10,448							
1/4 Round Swale Improvement	497,521							
TOTAL FY 11	\$ 2,119,705							
City Hall Debt (Retires 2018)		997,391						
Police Cars		182,871						
Fleet Maintenance Equipment		23,000						
Badge Printer		2,069						
Building Painting		10,000						
Schumann Park Restrooms		42,000						
US #1 Improvements		300,000						
Enhancements to Presidential Streets		460,000						
4 Chaplins Project		20,000						
North Indian River Drive Parking		125,000						
Davis Street Lift Station Relocation		150,000						
1/4 Round Swale Improvement		500,000						
TOTAL FY 12		\$ 3,031,611						
City Hall Debt (Retires 2018)			994,621					
Code Enforcement 1/2 Ton Truck			26,000					
Police Truck/Boat			30,000					
Building - Glazing Windows at Old City Hall			15,000					
Diesel Fuel Tank			15,000					
FDLE Computer Firewall			5,000					
Barber Street Bridge Guardrails			60,000					
Parking Improvements Share			500,000					
Fish House Improvements			325,000					
1/4 Round Swale Improvement			500,000					
Airport Drive East			275,000					
TOTAL FY 13			\$ 2,745,621					
City Hall Debt (Retires 2018)				995,116				
Police Cars				114,000				
Police - Public Parking				50,000				
512 Median Landscaping				500,000				
Pipe Sliplining (Martin)				80,000				
Road Crossings/Sideyard Pipes				200,000				
1/4 Round Swale Improvement				500,000				
TOTAL FY 14				\$ 2,439,116				
City Hall Debt (Retires 2018)					995,944			
Police Cars					304,000			
Police Boat Motor					16,000			
Building Painting					45,000			
FDLE Computer Firewall					5,000			
Barber Street Field Lights					300,000			
Sidewalk/Bikepath Construction					100,000			
Road Crossings/Sideyard Pipes					100,000			
1/4 Round Swale Improvement					500,000			
TOTAL FY 15					\$ 2,365,944			
City Hall Debt (Retires 2018)						1,013,962		
Police Cars						320,000		
Police Light Tower						15,000		
Sidewalk/Bikepath Construction						100,000		
Barber Street Bridge Repairs						500,000		
Road Crossings/Sideyard Pipes						100,000		
1/4 Round Swale Improvement						500,000		
TOTAL FY 16						\$ 2,548,962		
City Hall Debt (Retires 2018)							483,170	
Police Cars							320,000	
Motorcycle							20,000	
FDLE Computer Firewall							5,000	
Sidewalk/Bikepath Construction							100,000	
Road Crossings/Sideyard Pipes							100,000	
Bevan Ditch Piping							750,000	
Stormwater Pond Installation							500,000	
1/4 Round Swale Improvement							500,000	
TOTAL FY 17							\$ 2,778,170	
City Hall Debt (Retires 2018)								0
Police Cars								320,000
Police Enclosed Trailers								16,000
Sidewalk/Bikepath Construction								100,000
Road Crossings/Sideyard Pipes								100,000
Schumann & Barber Intersection								1,500,000
1/4 Round Swale Improvement								500,000
TOTAL FY 18								\$ 2,536,000
BEGINNING FUND BALANCE	\$ 1,379,094	\$ 1,623,442	\$ 971,306	\$ 662,560	\$ 723,444	\$ 919,613	\$ 996,760	\$ 914,463
BUDGET RESERVE - 10% OF EXPENSES	211,971	303,161	274,562	243,912	236,594	254,896	277,817	253,600
RESERVE FOR ADVANCE TO AIRPORT	552,511	552,511	552,511	551,911	551,311	550,687	550,038	547,563
UNRESTRICTED RESERVE BALANCE	\$ 614,613	\$ 767,770	\$ 144,233	\$ (133,262)	\$ (64,462)	\$ 114,030	\$ 168,905	\$ 113,300
TOTAL REVENUES	2,364,053	2,379,475	2,436,875	2,500,000	2,562,113	2,626,110	2,695,872	2,762,394
TOTAL EXPENDITURES+DEBT+TRANSFERS	2,119,705	3,031,611	2,745,621	2,439,116	2,365,944	2,548,962	2,778,170	2,536,000
ENDING FUND BALANCE	\$ 858,961	\$ 115,634	\$ (164,513)	\$ (72,379)	\$ 131,708	\$ 191,177	\$ 86,608	\$ 339,693

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE EIGHT

RECREATION IMPACT FEE FUNDS PROJECTED BALANCES FISCAL YEARS 2013-2018

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Recreation Impact Fees	\$ 42,250	\$ 38,350	\$ 38,350	\$ 38,350	\$ 38,350	\$ 38,350	\$ 38,350	\$ 38,350
Investment Income	7,223	6,085	3,185	1,165	567	617	890	1,165
PROJECTED REVENUE	\$ 49,473	\$ 44,435	\$ 41,535	\$ 39,515	\$ 38,917	\$ 38,967	\$ 39,240	\$ 39,515
Schumann Park	5,780	83,754						
Skate Park Office	36,168							
Splash Park Canopy	20,802							
Bryant Street Fencing	5,118							
Hardee Park	-	2,568						
Barber Street Field Expansion	185,895							
Easy Street Path Lights	486	62,514						
Schumann Park Pavilion	380	28,340						
Riverview Park Irrigation and Fountains	8,262	-			16,738			
Bark Park Amenities	1,450	100,000						
Riverview Park Electrical		7,389						
Powerline Road	43,743	2,271						
Periwinkle Park	(489)							
TOTAL FY 11	307,595							
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		456,836						
Creative Playground Improvements			100,000					
Riverview Park Volleyball Lights			20,000					
Schumann Playground Equipment			25,000					
Barber Street Multi-use Field Lights			185,000					
TOTAL FY 13			330,000					
Community Center Playground Equipment				25,000				
Barber Street Equipment Building				100,000				
TOTAL FY 14				125,000				
Mooring Fields					15,000			
TOTAL FY 15					31,738			
TOTAL FY 16						0		
TOTAL FY 17							0	
TOTAL FY 18								0
BEGINNING FUND BALANCE	\$ 1,106,309	\$ 848,187	\$ 435,786	\$ 147,321	\$ 61,836	\$ 69,015	\$ 107,983	\$ 147,223
TOTAL REVENUES	49,473	44,435	41,535	39,515	38,917	38,967	39,240	39,515
TOTAL EXPENDITURES	307,595	456,836	330,000	125,000	31,738	0	0	0
ENDING FUND BALANCE	\$ 848,187	\$ 435,786	\$ 147,321	\$ 61,836	\$ 69,015	\$ 107,983	\$ 147,223	\$ 186,738

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
BEGINNING FUND BALANCE:								
Zone A	203,222	177,289	66,975	(1,235)	(22,945)	(24,953)	(20,626)	(16,246)
Zone B	60,323	71,494	68,914	84,417	106,385	132,757	161,244	189,873
Zone C	96,804	71,660	5,418	(8,142)	(13,506)	(11,998)	(10,155)	(8,289)
Zone D	745,961	527,744	294,479	72,281	(8,098)	(26,791)	(22,480)	(18,116)
All Zones	1,106,309	848,187	435,786	147,321	61,836	69,015	107,983	147,223
Recreation Impact Fees								
Zone A	11,050	4,550	4,550	4,550	4,550	4,550	4,550	4,550
Zone B	22,100	27,300	27,300	27,300	27,300	27,300	27,300	27,300
Zone C	650	1,950	1,950	1,950	1,950	1,950	1,950	1,950
Zone D	8,450	4,550	4,550	4,550	4,550	4,550	4,550	4,550
All Zones	42,250	38,350	38,350	38,350	38,350	38,350	38,350	38,350
Investment Income								
Zone A	1,327	1,272	489	(10)	(210)	(223)	(170)	(129)
Zone B	394	513	504	668	976	1,187	1,329	1,502
Zone C	632	514	40	(64)	(124)	(107)	(84)	(66)
Zone D	4,870	3,786	2,152	572	(74)	(240)	(185)	(143)
All Zones	7,223	6,085	3,185	1,165	567	617	890	1,165
Transfers:								
Zone A	38,310	116,135	73,250	26,250	6,348	-	-	-
Zone B	11,323	30,393	12,300	6,000	1,904	-	-	-
Zone C	26,426	68,706	15,550	7,250	317	-	-	-
Zone D	231,536	241,602	228,900	85,500	23,169	-	-	-
All Zones	307,595	456,836	330,000	125,000	31,738	-	-	-
Ending Balances:								
Zone A	177,289	66,975	(1,235)	(22,945)	(24,953)	(20,626)	(16,246)	(11,825)
Zone B	71,494	68,914	84,417	106,385	132,757	161,244	189,873	218,675
Zone C	71,660	5,418	(8,142)	(13,506)	(11,998)	(10,155)	(8,289)	(6,404)
Zone D	527,744	294,479	72,281	(8,098)	(26,791)	(22,480)	(18,116)	(13,709)
All Zones	848,187	435,786	147,321	61,836	69,015	107,983	147,223	186,738

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE EIGHT

RIVERFRONT CRA FUND PROJECTED BALANCES FISCAL YEARS 2013-2018

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Tax Increment from City	\$ 153,900	\$ 131,821	\$ 144,489	\$ 138,709	\$ 135,935	\$ 135,935	\$ 137,974	\$ 142,114
Tax Increment from County	143,720	123,248	120,320	\$ 115,507	\$ 113,197	\$ 113,197	\$ 114,895	\$ 118,342
Rents	16,264	-	-	-	-	-	-	-
Investment Income	5,152	3,575	3,064	3,120	2,995	2,935	2,935	2,979
PROJECTED REVENUE	319,036	258,644	267,873	257,336	252,127	252,067	255,804	263,434
Operating Expenditures	68,122							
Façade/Sign Improvement Program	78,424							
Special Events	33,782							
Bill Board	8,590							
Transfer to General Fund for Quality Maintenance	60,000							
Parking Study	27,404							
Design of Enhancements to Presidential Streets	12,906							
Waterfront Renovations/Expenses	290,964							
TOTAL RIVERFRONT CRA FY11	580,192							
Operating Expenditures		85,954						
Façade/Sign Improvement Program		20,000						
Special Events		36,468						
Transfer to General Fund for Quality Maintenance		60,000						
Presidential Streets		594						
Gateway Enhancements		25,000						
CavCorp Enhancements		75,000						
TOTAL RIVERFRONT CRA FY12		303,016						
Operating Expenditures			87,572					
Façade/Sign Improvement Program			20,000					
Special Events			42,468					
Transfer to General Fund for Quality Maintenance			60,000					
Parking Improvements Share			250,000					
TOTAL RIVERFRONT CRA FY13			460,040					
Operating Expenditures				87,572				
Façade/Sign Improvement Program				30,000				
Special Events				42,468				
Transfer to General Fund for Quality Maintenance				60,000				
TOTAL RIVERFRONT CRA FY14				220,040				
Operating Expenditures					87,572			
Façade/Sign Improvement Program					30,000			
Special Events					42,468			
Transfer to General Fund for Quality Maintenance					60,000			
TOTAL RIVERFRONT CRA FY15					220,040			
Operating Expenditures						87,572		
Façade/Sign Improvement Program						30,000		
Special Events						42,468		
Transfer to General Fund for Quality Maintenance						60,000		
TOTAL RIVERFRONT CRA FY16						220,040		
Operating Expenditures							87,572	
Façade/Sign Improvement Program							30,000	
Special Events							42,468	
Transfer to General Fund for Quality Maintenance							60,000	
TOTAL RIVERFRONT CRA FY17							220,040	
Operating Expenditures								87,572
Façade/Sign Improvement Program								30,000
Special Events								42,468
Transfer to General Fund for Quality Maintenance								60,000
TOTAL RIVERFRONT CRA FY17								220,040
BEGINNING FUND BALANCE	\$ 716,966	\$ 455,810	\$ 411,438	\$ 219,271	\$ 256,567	\$ 288,654	\$ 320,682	\$ 356,446
ANNUAL REVENUES	319,036	258,644	267,873	257,336	252,127	252,067	255,804	263,434
ANNUAL EXPENDITURES	580,192	303,016	460,040	220,040	220,040	220,040	220,040	220,040
ENDING FUND BALANCE	\$ 455,810	\$ 411,438	\$ 219,271	\$ 256,567	\$ 288,654	\$ 320,682	\$ 356,446	\$ 399,840

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE EIGHT

STORMWATER UTILITY FUND PROJECTED BALANCES FISCAL YEARS 2013-2018

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Stormwater Fees	\$ 805,969	\$ 815,000	\$ 1,001,000	\$ 1,001,000	\$ 1,001,000	\$ 1,001,000	\$ 1,001,000	\$ 1,001,000
Investment Income	10,446	8,584	5,957	6,398	7,036	7,379	7,378	7,060
SW PROJECTED REVENUE	816,415	823,584	1,006,957	1,007,398	1,008,036	1,008,379	1,008,378	1,008,060
Professional Services	104							
Series 2003 Issue (Retires 2022)	440,018							
Transfer to General Fund for Swale Maintenance	500,000							
Excavation Equipment	-	113,797						
Backhoe	-	26,600						
Mower	-	10,679						
Dump Bed Replacement	14,978							
TOTAL STORMWATER FY11	955,100							
Professional Services			100					
Series 2003 Issue (Retires 2022)			438,648					
Transfer to General Fund for Swale Maintenance			500,000					
TOTAL STORMWATER FY12			1,089,824					
Professional Services				100				
Series 2003 Issue (Retires 2022)				439,408				
Stormwater Park Maintenance				45,000				
Equipment Replacements				70,000				
Transfer to General Fund for Swale Maintenance				500,000				
TOTAL STORMWATER FY13				1,054,508				
Professional Services					100			
NPDES 5 Year Permit					7,988			
Series 2003 Issue (Retires 2022)				440,777				
Stormwater Park Maintenance				45,000				
Equipment Replacements				-				
Transfer to General Fund for Swale Maintenance				450,000				
TOTAL STORMWATER FY14				943,865				
Professional Services						100		
Series 2003 Issue (Retires 2022)						438,990		
Stormwater Park Maintenance						45,000		
Equipment Replacements						40,000		
Transfer to General Fund for Swale Maintenance						450,000		
TOTAL STORMWATER FY15						974,090		
Professional Services							100	
Series 2003 Issue (Retires 2022)							438,502	
Stormwater Park Maintenance							45,000	
Equipment Replacements							125,000	
Transfer to General Fund for Swale Maintenance							400,000	
TOTAL STORMWATER FY16							1,008,602	
Professional Services								100
Series 2003 Issue (Retires 2022)								440,104
Stormwater Park Maintenance								45,000
Equipment Replacements								155,000
Transfer to General Fund for Swale Maintenance								400,000
TOTAL STORMWATER FY17								1,040,204
Professional Services								100
Series 2003 Issue (Retires 2022)								440,753
Stormwater Park Maintenance								45,000
Equipment Replacements								165,000
Transfer to General Fund for Swale Maintenance								350,000
TOTAL STORMWATER FY18								1,000,853
BEGINNING FUND BALANCE	\$ 588,841	\$ 450,156	\$ 183,916	\$ 136,364	\$ 199,898	\$ 233,843	\$ 233,620	\$ 201,794
BUDGET RESERVE - 15% OF EXPENSES	143,265	163,474	158,176	141,580	146,114	151,290	156,031	150,128
UNRESTRICTED RESERVE BALANCE	445,576	286,682	25,739	(5,215)	53,784	82,553	77,589	51,666
ANNUAL REVENUES	816,415	823,584	1,006,957	1,007,398	1,008,036	1,008,379	1,008,378	1,008,060
ANNUAL EXPENDITURES	955,100	1,089,824	1,054,508	943,865	974,090	1,008,602	1,040,204	1,000,853
ENDING FUND BALANCE	\$ 306,891	\$ 20,442	\$ (21,812)	\$ 58,318	\$ 87,730	\$ 82,330	\$ 45,764	\$ 58,873

FY 2012/13 Rate Increase from \$4.00/month to \$5.00

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE EIGHT

GOLF COURSE FUND PROJECTED BALANCES FISCAL YEARS 2013-2018

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Charges for Services	\$ 1,298,370	1,325,255	1,357,775	1,357,775	1,357,775	1,357,775	1,357,775	1,357,775
Rents	27,800	28,760	30,000	30,000	30,000	30,000	30,000	30,000
Other Revenue	5,502	15,340	4,860	4,860	4,860	4,860	4,860	4,860
Note Proceeds	-	-	-	-	-	-	-	2,500,000
Transfer from Capital Fund	-	20,000	7,500	-	-	-	-	-
Investment Income	-	-	100	151	111	101	112	446
PROJECTED REVENUE	\$ 1,331,672	\$ 1,389,355	\$ 1,400,235	\$ 1,392,786	\$ 1,392,746	\$ 1,392,736	\$ 1,392,747	\$ 3,893,081
Operating Costs	1,211,967							
Capital	4,699							
TOTAL FY 11	1,216,666							
Operating Costs		1,243,540						
Transfer to Capital Fund		48,000						
Operating Fund Capital		35,311						
TOTAL FY 12		1,326,851						
Operating Costs			1,314,140					
Transfer to Capital Fund			65,000					
Operating Fund Capital			-					
TOTAL FY 13			1,379,140					
Operating Costs				1,306,640				
Transfer to Capital Fund				65,000				
Operating Fund Capital				15,000				
TOTAL FY 14				1,386,640				
Operating Costs					1,306,640			
Transfer to Capital Fund					65,000			
Operating Fund Capital					40,000			
TOTAL FY 15					1,411,640			
Operating Costs						1,306,640		
Transfer to Capital Fund						65,000		
Operating Fund Capital						0		
TOTAL FY 16						1,371,640		
Operating Costs							1,284,640	
Transfer to Capital Fund							65,000	
Operating Fund Capital							0	
TOTAL FY 17							1,349,640	
Operating Costs								1,284,640
Transfer to Capital Fund								65,000
Operating Fund Capital								2,500,000
TOTAL FY 18								3,849,640
BEGINNING FUND BALANCE	\$ (331,247)	\$ (216,241)	\$ (153,737)	\$ (132,642)	\$ (126,496)	\$ (145,391)	\$ (124,294)	\$ (81,187)
TOTAL REVENUES	1,331,672	1,389,355	1,400,235	1,392,786	1,392,746	1,392,736	1,392,747	3,893,081
EXPENDITURES	1,216,666	1,326,851	1,379,140	1,386,640	1,411,640	1,371,640	1,349,640	3,849,640
OPERATING FUND BALANCE	\$ (216,241)	\$ (153,737)	\$ (132,642)	\$ (126,496)	\$ (145,391)	\$ (124,294)	\$ (81,187)	\$ (37,746)
CAPITAL FUND BALANCES	0	28,000	85,600	150,751	215,861	280,963	346,075	411,521
NET FUND BALANCE	\$ (216,241)	\$ (125,737)	\$ (47,042)	\$ 24,254	\$ 70,471	\$ 156,669	\$ 264,887	\$ 373,774

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE EIGHT

AIRPORT FUND PROJECTED BALANCES FISCAL YEARS 2013-2018

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Net Fuel Sales	\$ 16,924	\$ 19,000	\$ 25,000	\$ 25,625	\$ 25,625	\$ 26,266	\$ 26,266	\$ 26,922
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	165,744	194,260	209,628	214,869	214,869	220,240	220,240	225,746
Other Revenue	71,665	75,900	68,300	68,300	68,300	68,300	68,300	68,300
DST Grant Matching Advances	267,511	-	-	-	-	-	-	-
Investment Income	37	-	-	-	-	-	-	-
PROJECTED REVENUE	\$ 657,272	\$ 424,551	\$ 438,319	\$ 444,185	\$ 444,185	\$ 450,197	\$ 450,197	\$ 456,360
Operating Costs	396,433							
Repayment of DST Fund Advance	8,550							
Transfer to Construction Fund	267,511							
TOTAL FY 11	672,494							
Operating Costs		397,045						
Repayment of DST Fund Advance		16,575						
Transfer to Construction Fund (Runway)		8,200						
TOTAL FY 12		421,820						
Operating Costs			429,053					
Repayment of DST Fund Advance			16,575					
Transfer to Construction Fund			-					
TOTAL FY 13			445,628					
Operating Costs				429,053				
Repayment of DST Fund Advance				20,025				
Transfer to Construction Fund				-				
TOTAL FY 14				449,078				
Operating Costs					429,053			
Repayment of DST Fund Advance					20,025			
Transfer to Construction Fund					-			
TOTAL FY 15					449,078			
Operating Costs						429,053		
Repayment of DST Fund Advance						20,025		
Transfer to Construction Fund						-		
TOTAL FY 16						449,078		
Operating Costs							429,053	
Repayment of DST Fund Advance							24,500	
Transfer to Construction Fund							-	
TOTAL FY 17							453,553	
Operating Costs								429,053
Repayment of DST Fund Advance								24,500
Transfer to Construction Fund								-
TOTAL FY 18								453,553
BEGINNING FUND BALANCE	\$ (51,667)	\$ (66,889)	\$ (64,158)	\$ (71,467)	\$ (76,360)	\$ (81,254)	\$ (80,135)	\$ (83,491)
TOTAL REVENUES	657,272	424,551	438,319	444,185	444,185	450,197	450,197	456,360
EXPENDITURES+DEBT+TRANSFERS	672,494	421,820	445,628	449,078	449,078	449,078	453,553	453,553
ENDING FUND BALANCE	\$ (66,889)	\$ (64,158)	\$ (71,467)	\$ (76,360)	\$ (81,254)	\$ (80,135)	\$ (83,491)	\$ (80,684)

CITY OF SEBASTIAN, FLORIDA 2012/2013 ANNUAL BUDGET

SCHEDULE EIGHT

BUILDING FUND PROJECTED BALANCES FISCAL YEARS 2013-2018

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Operating Revenue	\$ 401,386	\$ 402,375	\$ 417,950	\$ 426,309	\$ 434,835	\$ 443,532	\$ 452,403	\$ 461,451
Other Revenue	-	900	900	900	900	900	900	900
Investment Income	3,989	2,650	2,700	1,427	1,451	1,471	1,487	1,499
PROJECTED REVENUE	\$ 405,375	\$ 405,925	\$ 421,550	\$ 428,636	\$ 437,186	\$ 445,903	\$ 454,790	\$ 463,850
 Operating Costs	 463,719							
TOTAL FY 11	463,719							
 Operating Costs		405,696						
TOTAL FY 12		405,696						
 Operating Costs			411,000					
TOTAL FY 13			411,000					
 Operating Costs				421,275				
TOTAL FY 14				421,275				
 Operating Costs					431,807			
TOTAL FY 15					431,807			
 Operating Costs						442,602		
TOTAL FY 16						442,602		
 Operating Costs							453,667	
TOTAL FY 17							453,667	
 Operating Costs								465,009
TOTAL FY 18								465,009
 BEGINNING FUND BALANCE	 \$ 518,792	\$ 460,448	\$ 460,677	\$ 471,227	\$ 478,588	\$ 483,967	\$ 487,268	\$ 488,391
TOTAL REVENUES	405,375	405,925	421,550	428,636	437,186	445,903	454,790	463,850
EXPENDITURES+DEBT+TRANSFERS	463,719	405,696	411,000	421,275	431,807	442,602	453,667	465,009
ENDING FUND BALANCE	\$ 460,448	\$ 460,677	\$ 471,227	\$ 478,588	\$ 483,967	\$ 487,268	\$ 488,391	\$ 487,232

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 with a government’s boundaries.

CITY OF SEBASTIAN, FLORIDA 2012/2013 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 2012/2013 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.