Adopted Budget
City of Stuart, Florida
Fiscal Year 2012 - 2013

Dorothy B. Zaharako, CPA, CGFO, Financial Services Director

Paul J. Nicoletti, City Manager

CITY OF STUART, FLORIDA

City Commission

Mayor – Commissioner	James A. Christie, Jr.
Vice-Mayor – Commissioner	Eula R. Clarke
Commissioner	Jeffrey A. Krauskopf
Commissioner	Troy A. McDonald
Commissioner	Kelli Glass-Leighton

Appointed Officials

Paul J. Nicoletti - City Manager

Michael D. Durham - City Attorney

Department Directors

Dorothy B. Zaharako, CPA, CGFO,
Financial Services Director

Edward M. Morley,
Chief of Police

Terrance W. O'Neil,
Development Director

Linda J. Toppi,
Human Resources Director

Cheryl A. White, CMC,
City Clerk

Lori M. Sunderman,
Fire Chief

Samuel T. Amerson, PE,
Public Works Director

Kevin B. Edwards,
Information Services Director

CITY OF STUART
OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: MAYOR AND CITY COMMISSION
FROM: PAUL J. NICOLETTI, CITY MANAGER
SUBJECT: TRANSMITTAL OF THE FY 2013 PROPOSED FINAL BUDGET
DATE: SEPTEMBER 10, 2012

The City Manager's recommended budget for Fiscal Year 2012-2013 (FY2013) is attached. The Budget as proposed is balanced. Highlights of the Proposed Final Budget are as follows:

- The top priority in this budget is always to save as many jobs as possible, avoiding layoffs during difficult economic times.
- The budget is balanced based upon the best estimates of revenues in current economic times, and taking into consideration that some adjustments may be necessary following any new information, primarily from the Property Appraiser.
- Assessed property values decreased by 4%.
- The Proposed Millage rate is a partial roll-back rate of 4.5524 mils, for an increase of.2195 mils.
- The CRA Fund TIF revenues are estimated to decrease by 15% due to reductions in property values.
- Most non-ad valorem revenues remain generally flat for the foreseeable future.
- Funding from Water Sewer, Sanitation, and Stormwater Enterprise Funds has been increased to include a 6% of revenues discretionary transfer to the General Fund.
- General Fund funding of CRA community policing has been reduced, in anticipation of eliminating this funding over the near term.
- The CRA Fund has been subsidized in the amount of $180,000 from Governmental Funds and Enterprise Funds in an effort to support the CRA area programs during this economic downturn.
- Personnel costs have been adjusted to reflect the following:
    - Continued strict management of overtime costs.
    - The Early Retirements and Voluntary Separation programs have been offered again for the sixth year. Participation by employees will result in reduction of Personnel costs due to positions that will be eliminated or filled with lower compensation rates.

    - The Employee Tuition Reimbursement plan remains suspended.
    - The Employee Health Insurance plan was converted to a self-insured plan in 2012 and the General Fund has provided reserves to cover potential future claims.
    - A one-time Employee Appreciation Bonus of $500 for each employee whose base pay is less than $50,000 has been included.
    - The furlough program for all employees of 3 days off without pay that coincide with 3 Federal holidays, has been continued.
- The FEMA Hurricane Reserves have been reduced due to partial settlement of FEMA and property insurance claims during the 2012 fiscal year.

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CITY VISION, MISSION, AND VALUES

VISION

The City will promote and protect our small town character while remaining a regional center for jobs and entertainment and protecting the environment.

MISSION STATEMENT

While supporting our vision of “small town character” we are dedicated to promoting a sustainable quality of life for our citizens by providing efficient services. We will at all times observe a high ethical standard and maintain excellence, respect and integrity.

CITY VALUES

1. We treat each other with honesty, dignity, consideration and respect.
2. We are committed to providing high quality service while keeping taxes and service charges reasonable.
3. We always look for a better way.
4. We know that active partnerships with the community are vital to our success.
5. We know that the City is in the business of customer service, and the citizens are our shareholders.
6. Laws and regulations are necessary to promote the health, safety and welfare of our community, and we apply them fairly and reasonably.
7. We recognize that employees are one of our greatest assets; we will select them with care, treat them with fairness, and promote their self and professional development.

Adopted by the City Commission on April 25, 1994

City of Stuart, Florida

2013 FISCAL POLICY

April 6, 2012

The Stuart City Commission has historically asked the City Manager to submit a recommended fiscal policy to be reviewed and approved by the City Commission on or around April 1st of each year.

The City Fiscal Policy is the guide for developing the recommended Annual Operating Budget for the fiscal year, along with the five-year Capital Improvement Program, and the long range Five Year Operating Budget Projection.

The Five Year Operating Budget Projection and the Five Year Capital Improvement Program, are adopted annually, as the principal policy, planning, and programming guide for controlling the operational size and cost of city government, and together constitute the implementing documents for compliance with Sec. 163.3177(3) (b) that requires annual adoption and compliance with the Capital Improvement Element of the City's Comprehensive Plan.

Respectfully submitted,

PAUL J. NICOLETTI
City Manager

DEFINITIONS

The following definitions shall be used herein:

ANNUAL OPERATING BUDGET or OPERATING BUDGET means that printed or electronic document which displays anticipated fiscal revenues and appropriations for a given fiscal year, and is prepared in accordance with governmental accounting regulations, providing for compliance with Truth in Millage reporting, and all other applicable laws.

BUDGET AMENDMENT means a resolution of the City Commission which alters the total budget of a fund, either increasing or decreasing the amount of revenues, appropriations, or both, and typically authorizing the expenditure of the funds.
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BUDGET TRANSFER means those actions taken by the City Manager, or designee, to change the allotments, distributions, or allocations of funds within the adopted budget; however, not changing the total of a fund's legally adopted total, and typically authorizing the expenditure of the funds transferred.

BUDGETARY CONTROL LEVEL means the lowest level at which City Commission approval is required to reallocate resources. Budgetary reporting and presentation may present lower levels, or more detailed information. All levels of budgetary reporting below the BUDGETARY CONTROL LEVEL may be adjusted by the City Manager, or designee, through the use of BUDGET TRANSFERS. This is also known as the "legal level of budgetary control".

FIVE YEAR OPERATING BUDGET PROJECTION means those forecasts of the anticipated revenues, and necessary appropriations for the general operations costs of the City, based on current and historical financial information, into the future at least 5 consecutive FISCAL YEAR periods.

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM means those forecasts of the anticipated revenues, and necessary appropriations for the capital or major expenditures of the City, based on current and historical financial information, projected into the future for at least 5 consecutive fiscal years.

GOVERNMENT FUNDS means those funds typically used to account for tax-supported governmental activities of the City, such as providing for public safety and transportation.

SPECIAL REVENUE FUNDS means those funds used to account for specific revenues sources, designated for specific purposes and uses, or restricted to some use by legal requirements, or local mandate.

BUDGETARY POLICIES AND PRACTICES

1. Preparation and Adoption:

   a. Budget Document: Each year, prior to October 1st, the City Commission shall adopt an Annual Operating Budget. The Annual Operating Budget will be developed by the City Manager and staff based upon guidelines established by the City Commission during the annual review and update of the City Fiscal Policy, and as modified by the City Commission from time to time. As a general rule, recurring expenditures will be funded with recurring revenues and nonrecurring revenues will be used only for nonrecurring expenditures. If surplus funds are available after funding of all required reserves, these surplus funds may be used in balancing the annual budget. Reserve funds are the last source to be used to balance the Annual Operating Budget.

   b. Basis of Budgeting: The city shall use the modified accrual basis of accounting for all governmental type funds and the full accrual basis of accounting for all business type funds, and shall be in strict compliance with applicable federal and Florida standards and laws, as well as any applicable standards set forth by the Government Finance Officers Association, commonly termed Generally Accepted Accounting Principles (GAAP).

   c. The annual budgets for all Government Funds, including Special Revenue Funds, will be prepared using the current financial resources measurement focus and the modified accrual basis method of accounting. This method of accounting recognizes revenues as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period, i.e. within 60 days of the end of the current fiscal period. Expenditures are recognized when the liability is incurred, though debt service expenditures as well as expenditures related to compensated absences, claims and judgments are recognized only when payment is due.

   d. The annual budgets for all Enterprise Funds, reflecting business type activities, will be prepared using the economic resources measurement focus and the accrual basis method of accounting. This method is in accordance with Generally Accepted Accounting Principles (GAAP), with the exception of Fixed Assets that are budgeted instead as Capital Outlay rather than depreciated over their estimated useful lives. The accrual basis method of accounting recognizes revenues as soon as they are

earned and become measurable, and expenses are recognized as soon as the liability is incurred, regardless of the timing of related cash flows.

e. Budgetary Level of Control: The Budgetary Level of Control will be the "fund level". Though budgets are legally adopted at the fund level, all budgets will be prepared by department, and category, including line item account detail using Florida Department of Revenue account classifications and the Uniform Chart of Accounts.

f. Budget Adjustments:

a. Budget Amendments and Transfers:

i. Departments may not exceed the total departmental appropriation, as adopted in the Annual Operating Budget, without a Budget Amendment approved by the City Manager and Resolution of the City Commission.

ii. Department Heads may transfer funds within their departmental account(s), and between categories, with the written approval of the City Manager but will generally avoid using funds for capital items that were budgeted but not purchased, as well as using unexpended funds from personal services. The City Manager will administratively re-align the budget at year-end to properly classify charges to the proper account codes.

iii. All budget amendments and transfers throughout the year will be funded as follows:

1st from within the spending Department;
2nd from within the Fund;
3rd from the Capital Replacement Reserve; and
4th from Unassigned Fund Balance

2. <u>Budgeted Revenues:</u>

a. Revenue Estimates: Projections of revenues will be made "conservatively" and with the intent of avoiding any significant shortfalls. Revenue estimates will be the responsibility of the Financial Services Director, although estimates made by the departments administering the account will be given the highest consideration. The Financial Services Director shall also monitor legislative actions to keep informed of changes that may impact available revenues.

b. Revenue Shortfalls: In the event of anticipated revenue shortfalls, the City Manager shall develop and implement a plan to reduce expenditures, or take other appropriate actions to offset the projected impact. Any significant adjustment to levels of service or the completion of scheduled capital projects will be reported to the City Commission.

c. Revenue Diversification: It is the City's policy to maximize use of all available revenue sources, while maintaining source diversification to the extent possible to avoid over-dependence on one source. This will require an equitable mix of taxes, fees, charges, fines, investment income, sale or lease of City-owned property, intergovernmental revenues and grants. The City's policy is to monitor increases in revenue from existing sources and to research new funding sources to maintain diversity.

d. Non-Recurring Revenues: Non-recurring revenues will first be applied to reserves or one-time expenditures. Recurring revenues will normally fund recurring expenditures, but surpluses of recurring revenues may be used to fund reserves or non-recurring expenditures.

e. Property Tax Revenues: The more the City relies on ad valorem property taxes to cover the majority of General Fund operations, the more susceptible the city is to reductions in property values and changes in legislation, therefore the goal for property tax revenue is no more than 30% of the City's Annual General Fund Revenue. However, today the amount generated is actually 32.5% of the General Fund Revenue.

   The City recognizes the "Roll Back Rate" as a concept that fails to take into consideration how services can be provided at the same level without upward adjustment for change in the cost of doing business. It is not the tax rate alone, but the combination of tax rate and property value assessments that together determine a citizen's property tax bill. The City's policy is to consider the overall effect on individual property tax liability in both expenditure decisions and tax rate setting. Assuming the City is permitted by law, the millage will be levied with the goal of avoiding extreme fluctuations and adjustments in the future and will be targeted to provide services needed, and desired by citizens, along with the overall ability to pay for such services, rather than merely reflect tax rates of adjacent local jurisdictions.

f. User Fees: Reasonable user fees for non-essential services will be adopted to offset the corresponding costs of providing the particular services, to the extent they are competitive and comparable to similar charges by other entities in the area, and truly reflect the cost of providing the service(s). Whenever it is legal and practical, residents and businesses located within the City limits will be charged a lower fee versus

non-residents. The self-supporting Enterprise funds will maintain rates sufficient to comply with bond covenants, cover operating and maintenance costs, capital outlay, and retirement of debt.

g. Lease of Public Property: All funds acquired by the City from the sale, lease, operation and maintenance of City owned real property, including privilege fees paid to the City for the abandonment of public rights-of-way, shall be paid into the Property Management Fund. Expenditures from said fund shall be used exclusively for the acquisition, operation and maintenance of public property of the City, as well as any amounts committed to the General Fund.

h. Rate Studies: Water and Wastewater funds will conduct a professional rate study periodically, but in no event less frequently than every three years, so as to keep rates in-line with the actual cost of providing the services.

i. Investment Income from Bond Proceeds: When the City issues bonds, funds received are invested until the actual bond-funded expenditure has occurred. As a result, the City earns interest income from bond proceeds subject to arbitrage limitations set by Federal regulations. This income shall be budgeted in advance and allocated to the purpose for which the bonds were issued, subject to bond covenants.

3. Budgeted Expenditures:

a. Personal Service Costs: It is the City's policy to constrain the costs of Personal Services as the cost of staffing City government is the largest single factor in the overall cost of government. This is generally accomplished by studying the need for various positions, comparing market rates for salaries and wages, and restricting overtime expense, when possible.

b. Self-Insurance: The City is currently a member of a self-insurance pool, called Treasure Coast Risk Management Program (TRICO) with commercial excess coverage, for all risks under worker's compensation, loss of property, and automobile and general liability. The City has established a policy of accident and loss prevention control, with training, as important components of policy implementation. The City currently also self-insures the city employee Health Benefit Plan with stop-loss insurance covering excess claims.

c. Cost-Center Accounting: It is the City fiscal policy to control government costs through identification of the true costs of government activities and through establishing cost centers with accurate allocation of costs,

including indirect costs, to those centers. The City will identify all direct costs as part of the budgeting process and indirect costs will be allocated based on formulas provided from the independent indirect cost allocation study, which should be updated every three years. The cost –center accounting concept identifies true total costs of programs and services which can be used in validating benefits derived and provides the base for analysis of internal cost reduction and productivity improvements.

d. Non-departmental Accounts: It is fiscal policy that all expenses by properly charged to the related department. The only non-departmental accounts (cost centers) will be the accounts related to Reserve and Surplus, and accounts for annual debt service reflecting principal and interest payments due on all debt for the fund. These accounts, along with any fund transfers from these accounts, will be shown in the City's budget in a clear and concise manner.

e. Alternative Service Delivery Concepts: Fiscal policy is that all programs and services of government, including internal support functions, be reviewed during the budget process for applicability of alternative service delivery concepts, out-sourcing, as options. A basic principle for controlling government costs is to control the scope of its activities. Where private markets perform satisfactorily in providing desired services or programs, there is no need for government replication. Further, when private or institutional entrepreneurs want to provide services hitherto provided by government there is reason to support such efforts so long as both the general and specific public objectives are met. The concept of "alternative service delivery" is to identify potentials for specific program activities or functions to be performed by other than government employees. Best known of such alternatives is the contracting-out of specific government services or functions such as building or utility engineering design, consultant planning, and support functions. Other government service delivery options to be considered are: the use of franchise operations, volunteer services, de-regulatory and tax incentives for private provision; institutional arrangements including use of government grants and subsidies to non-profit organizations; and government programs to specifically encourage and support self-help and self-sufficiency among client populations.

f. Emergency Purchases: The City Manager may make emergency purchases that temporarily exceed a department's budget appropriations when it is absolutely necessary and in the best interest of the City. Such actions shall follow the requirements for emergency purchases in the Purchasing Policy adopted by ordinance.

4. <u>Reserves:</u>

a. General Fund Reserves: It is the policy of the City that a part of the Nonspendable and Assigned Fund Balance of the General Fund be identified as Emergency Reserves, to be maintained at a minimum level adequate to fund Personal Service Costs and Operating Expenditures for not less than three months. In the event the Emergency Reserve is used to cover unanticipated costs, the reserve will be replenished as part of the annual budgeting process in an amount to restore the reserve up to the three month level. The replenishment should be amortized over a period not to exceed five years. Available funds in excess of the minimum required to fund the Emergency Reserve may be committed first to fund the Capital Replacement Reserve, followed by any other Committed Fund Balances as established by enabling acts of the City Commission. The remainder shall be considered available to establish any Assigned Fund Balances as deemed necessary by the City Manager, or designee, for the intent of funding other initiatives or reserves of the City. Any funds not Assigned, may be deemed as Unassigned Fund Balance and available to carry forward year to year and may be used to fund future appropriations or abate future tax levies.

b. Utilities Funds Reserves: It is the policy of the City that a part of the Retained Earnings, or Net Assets, of the Utilities Funds be designated as Emergency Reserves, to be maintained the same as required of the General Fund. Available funds in excess of the minimum required to fund the Emergency Reserve will be used to fund the Renewal and Replacement reserves, capital expenses, and for providing required debt service reserves. The remainder shall be considered surplus and may be carried forward year to year, and/or used to fund supplemental or emergency appropriations.

c. Special Revenue Funds Reserves: Reserves of Special Revenue Funds will be maintained to reflect the actual balance of the funds, including any obligations to other funds, and may only be designated for the allowable uses of the applicable source of funding.

d. Capital Replacement Reserve: It is City policy to include in the General Fund annual operating budget a provision for a Capital Replacement Reserve to be used for the replacement of assets not normally included in the CIP such as vehicles, machinery and other equipment. As it takes several years to accumulate adequate funding levels to maximize the use of this reserve, the General Fund reserve will be funded by some portion annually and evaluated as to adequacy of funding level.

e. Contingency Reserve: In order to minimize the impact on the General Fund Reserves, it is City policy to fund, annually, a Contingency Reserve in the amount of approximately 1 % of the annual budget, to be used by the City Manager to fund minor unanticipated costs that were not included in the Adopted Budget. The unused portion of this reserve will expire at the end of each fiscal year and will be re-budgeted as line item expenditure in each succeeding annual budget. Use of the Contingency Reserve will be in accordance with "Division 4. Procurement" of the City of Stuart Code of Ordinances and all expenditures charged to this reserve will be reported to and approved by the City Commission periodically, but in no event less frequently than the quarterly financial review.

f. Health Self-Insurance Fund Reserves: In order to manage the impact of potential employee health insurance claims in excess of normal funding, it is City policy to fund an additional amount of up to 15% of the normal funding, to be held in reserve for funding of future claims.

5. Interfund Transfers:

a. Community Redevelopment Fund (CRA): If during any fiscal year the estimated budgeted Tax Increment Funding (TIF) revenues are insufficient to provide adequate funding for the CRA proposed budgeted appropriations, consideration will be given to other funding sources, including discretionary transfers from other governmental and proprietary funds in order to implement the CRA programs.

b. Enterprise Funds: For any fiscal year in which funding is available, the Enterprise Funds will budget for Transfers to the General Fund in the amount of 6% of gross operating revenues to be used for additional funding for General Fund operating expenses.

6. <u>Grants</u>:

a. Revenues: It is the City's policy to seek all appropriate intergovernmental financial support to maintain its governmental responsibilities and accomplish program objectives.

b. Expenses: Prudent fiscal policy requires that grant assistance be reviewed for its long-term impacts on City programs and future operating costs. Long-term program commitments should not be made with assurances of only short-term funding support. The internal costs of grant application preparation, administration and auditing should be considered prior to approving the preparation of any grant application. The City

should review all continuing operating costs for programs funded by grants that may require continued funding after the expiration of the grant. If continued funding is not available then the program function should be discontinued when the grant funding is discontinued.

7. Financial Forecasting:

   a. Five-Year Budget Projection: The annual operating budget will include a Five Year Budget Projection that forecasts available sources and anticipated uses of funds. Anticipating future revenues and their relationship to projected expenses of government is critical to ensure fiscal stability in future years. Economic assumptions will be forecasted and documented as a basis for preparing the budgets and making financial projections. They will be defined by the Financial Services Director and the same assumptions will be applied consistently for all City Funds. The assumptions used to forecast revenues and expenditures shall be reviewed annually in conjunction with the annual budget, in an effort to improve their accuracy. Recurring expenditures will be funded with recurring revenues and nonrecurring revenues will be used only for nonrecurring expenditures.

   b. Long Range Strategy: Specific recommendations to remedy long-term fiscal imbalances will be included in the annual budget adopted by the City. It is the City's policy to require analysis of any imbalances, and to recommend specific remedies to correct the imbalance, which may include:

      - Limiting expenses,
      - Privatizing or otherwise contracting for similar services,
      - Implementing alternative sources of revenue,
      - Increasing/decreasing user fees,
      - Increasing/decreasing taxes.

OTHER FINANCIAL POLICIES AND PRACTICES

8. Accounting and Reporting

   a. External Auditors: Pursuant to Florida Statutes, and the City Code of Ordinances, it is the policy of the City to provide for an annual review and opinion of the City's financial records by a Florida licensed Certified Public Accountant who may be used for a period of no more than five (5) consecutive years, or the terms of contract as awarded by the City Commission. The external auditors may be re-appointed following a Request for Proposals or Request for Quotes and review by the City's Audit Committee, as provided by law in order to "test the market". The

engaged firm will "rotate" the personnel involved in the audit to ensure objectivity and to comply with GASB recommended practices. Comments presented by the external auditors will be acted on and corrected as soon as practicable to be included in the report of the following year. A Comprehensive Annual Financial Report (CAFR) will be prepared following Government Finance Officer's Association (GFOA) guidelines that will include the annual audit prepared in accordance with Generally Accepted Accounting Principles (GAAP), and timely submitted to the GFOA for submission in the national award program.

b. Funds and Accounts: The City will minimize the number of accounts and funds. The goal is to maintain simplicity and avoid making the records unnecessarily complex. Funds and accounts will be established by the Financial Services Department in accordance with the State mandated chart of accounts.

c. Cash Receipts: All receipts will be controlled by the Financial Services Director. Procedures will be established to insure proper security and internal control over collections and the custody of cash. Deposits will be made the next business day.

d. Delinquent Accounts: The City may use any legally available cost effective means to collect on delinquent accounts. Enforcement of City Ordinances will insure collection of accounts, but unless determined to be in error, all delinquent accounts must be paid. Questionable issues may be resolved by decision of the City Manager, so long as this does not conflict with any ordinance provisions.

e. Investments: Investments shall be made only in accordance with the investment policy adopted separately by the City Commission, which is in compliance with applicable state and federal law, and based on guidelines promulgated by the Government Finance Officers Association.

f. Interim Financial Reporting: The City will take the necessary measures to provide for accurate and timely reporting of financial information. The accounting records shall be closed and a summary of revenues and expenditures compared to the Annual Operating Budget will be available to all departments by the end of each month. Quarterly reports summarizing a detailed quarterly financial analysis performed by Financial Services will be submitted to the City Commission for review by the end of the subsequent month.

g. Fiscal Policy Review: The City Manager shall submit a proposed Fiscal Policy to the City Commission, each year, prior to consideration of the proposed Annual Operating Budget.

9. Protective Measures:

   a. Internal Controls: The Financial Services Director is granted the authority to establish appropriate internal controls to insure that assets are protected and procedures are followed. Accounting procedures and processes will be regularly reviewed. Changes will always consider the additional costs and the impact suggested controls may have on operational efficiency.

   b. Financial Services Department Review: Any agenda item involving expenditures, or any proposed commission action that will create or modify financial policies shall be reviewed by the Financial Services Director prior to adoption. The Director should have the opportunity to provide input in advance of actions that could possibly impact the City's financial position.

   c. Fiscal Impact Reviews: City policy is to require that all proposed City resolutions and ordinances shall be reviewed for fiscal impacts on the premise that law, once made, will have long-term effects. Good practice requires that the direct and indirect costs of legislation be understood and dealt with during the formative stages of such legislation prior to adoption by the City Commission.

10. Capital Expenditures: Capital Improvement Program: It is the policy of the City to annually review the long range CIP and to set an amount of General Fund and other revenues for funding. The annual operating budget will include the additional costs associated with the operation and maintenance of the new capital improvements.

11. Depreciation: Expenditures from the various funds categorized as Capital Outlay representing items that cost at least $1,000 each, and have a useful life in excess of one year, will be capitalized, and inventoried.

12. Fixed Asset Inventory: All fixed assets and all city-owned or controlled items worth over $1,000.00 are inventoried, at least annually. Certain sensitive items, such as guns, computers, and some computer peripherals are inventoried, regardless of value.

13. Personnel:

a. Personnel Policies: Policies are specifically addressed in the personnel handbooks and are incorporated by reference herein.

b. Budgetary Position Control: The number of permanent full-time positions approved in the annual budget may not be exceeded without approval by the City Manager. The City Manager may choose to leave vacancies unfilled or adjust job responsibilities and classifications as he determines necessary to accomplish a department's purposes.

c. Employee Compensation: Wages and benefits shall be established at levels that are reasonably expected to attract competent and qualified employees that will remain with the City for an extended time. It is the City policy to offer a total compensation package, which is competitive and fair with respect to comparisons with both nearby governments and the private sector. Fringe benefits constitute an increasingly large proportion of overall City staff costs and shall be administered in a cost-effective manner with consideration toward providing the best possible value to the employee.

d. Overtime: Overtime hours should be avoided except in instances specifically authorized by the department head, and generally in concert with the annual appropriation for the same. The City Manager may authorize extraordinary overtime to provide necessary labor in emergencies, consistent with the overall declaration of emergency approved for a given emergency event.

14. Purchasing:

a. Centralized/Decentralized Purchasing: City purchases shall be made in compliance with purchasing procedures outlined and adopted by the City Commission in the Stuart Code of Ordinances, Chapter 2-Administration, Division 4. Procurement and reflected in the City Purchasing Manual. It is fiscal policy to maximize the value received in City procurement by providing desired standards of goods and services at best and lowest cost. This process is affected through purchasing and inventory procedures developed and implemented through the City's Purchasing Manager. City policy also requires intergovernmental review of procurements to identify savings available through joint government purchasing.

b. Purchasing Cards: Purchasing cards will be tightly controlled and will follow policies included in the City Purchasing Manual.

15. Debt Management:

a. Debt Management: The City's general government has a long history of very little or no long-term borrowing, which is and remains the adopted policy of the City. Increasing the City's long-term debt shall only occur along with a full report of future debt service and revenue sources available for repayment, and adoption of same.

   Enterprise funds are the principal exception to this policy. When debt and investment of proceeds thereof can be shown to be a necessary component of maintaining sound long-term services for water and wastewater, solid waste, or other enterprise funds, then issuance of debt will be considered.

b. General Obligation Debt: General obligation debt shall only be considered within the long-range budget and the Capital Improvement Program (CIP). Issuance of general obligation debt shall be preceded by the adoption of a long-range budget and voter approved referendum. Repayment of all General Fund debt of the City will be clearly shown as expenditures for principal and interest in the annual General Fund operating budget.

c. Level of Debt Service to Operating Budgets: It is the City's policy that total General Fund non-ad valorem tax revenue annual debt service costs shall not exceed 10% of the total annual General Fund operating revenues.

d. Long-term Debt: The City will prevent any default on debt and strive to maintain an underlying issuer's credit rating of at least AA. General Obligation bonds, by definition, need approval of the citizens, via referendum. Revenue Bonds or Notes may be used for major purchases or projects but will normally be financed for 20 years or less. Long-term debt shall not be used to finance current operations. The City prefers to "pay-as-you-go" and issue new debt only if there is no other means to achieve the objective or if there is an economic advantage, such as expected increases in a project's future cost or potential revenue returns from the asset anticipated in the future. Refinancing is considered if it is possible to get present value savings in excess of three percent.

e. Short-Term Debt and Leases: Debt for less than the five-year planning period shall be avoided. Leases or lease-purchases will only be used when the total costs of the lease and maintenance is less than the total costs of the purchase and maintenance, or there are other special considerations. Net present value calculations should always be used in the comparison. Loans between funds should be at market value interest rates. Short-term debt may be issued in response to a natural disaster or unexpected delays in receiving revenues.

POLICIES TO PROMOTE JOINT PUBLIC AND PRIVATE INVESTMENT

16. Private Sector Participation: Where public service programs overlap with specific resources, wants or needs of the private sector, it is the City policy to share city expenditures, resources, and assets to gain greater scope and effectiveness in such programs. City policy is that development of program budgets take into consideration and promote opportunities for private sector participation when there is mutual benefit.

17. Public Investment to Support Private Investment Initiatives: Where appropriate, and when favorable cost-benefits can be established, (including return of tax revenues), the City will participate in construction of physical infrastructure required for new development or redevelopment of residential areas or business districts. The City's policy is to require rigorous analysis of costs and benefits both direct and indirect, affecting the public and private sectors involved, and obtain equitable participation by those interests specifically benefiting from public expenditures.

18. Public-Private Partnerships: Current policy is to elicit and support public-private partnerships when joint action provides favorable cost-benefit ratios, economies of scale, or accomplishment of well-defined mutual public-private objectives in a particular activity or service area. The City may expend public funds to participate with private organizations for accomplishment of mutually beneficial programs.

19. Revenue Bonds: Revenue bonds issued to support a policy objective shall be repaid by users of the relevant facility based on their actual usage.

20. Relationship between Residential and Commercial/Business Development: It is the policy of the City to monitor and assess the aggregate effects of annexation and development on the City's fiscal future. This is to ensure a balanced, orderly mix of development, both residential and commercial, and to minimize private demands for additional government services or other governmental support. Good public practice will assess short and long term impacts of development in the City, particularly in the effects of business area development on surrounding neighborhoods, infrastructure maintenance requirements and indirect demands on other functions and services of government. Appropriate fiscal policy would include analysis of public costs against offsetting development contributions, additions to the assessable tax base and assessments for extraordinary public costs or special services provided

City of Stuart, Florida
Budget Preparation Calendar
FY 2012 - 2013 Budget

1.	Department Directors Financial Services Director	Prepare City-wide revenue estimates. Prepare budget requests for operating and capital expenditures and enter data into budget preparation module.	Jan 31
2.	City Manager Financial Services Director	Consultant estimate of property values.	Feb 9
3.	Department Directors Financial Services Director	Analytical review of departmental requests and compilation of preliminary draft of budget document.	Feb 27 - Mar 24
4.	City Manager Financial Services Director Department Directors	Presentation of departmental requests to City Manager. Meetings held with City Manager, Financial Services Director and Department Directors to adjust and finalize the requests.	Mar 28
5.	Financial Services Director City Manager Financial Services Director	Preparation of Proposed Budget draft. Strategize budget balancing alternatives. Update preliminary budget for PAO estimates.	Mar 29 Apr 1
6.	Department Directors Financial Services Director	Review of revenues and departmental requests, Adjust for City Manager changes	Apr 4
7.	City Manager Department Directors Financial Services Director	Strategize budget balancing alternatives.	Apr 5
8.	City Manager Financial Services Director	Mid Year Review presentation to City Commission. Budget Preview presentation. Review of Fiscal Policy.	Apr 9
9.	Department Directors Financial Services Director	Submit completed narratives and staffing charts	Apr 13
10.	City Manager Financial Services Director	Distribute proposed budget document to City Commissioners.	Apr 18
11.	City Manager Financial Services Director Department Directors	Budget Workshop #1.	Apr 23
12.	City Manager Department Director	Proposed CRA budget to CRB.	May 1
13.	City Manager Financial Services Director Department Directors	Budget Workshop #2.	May 21
14.	Martin County Property Appraiser	Issue Preliminary Taxable Value estimates including CRA.	June 1
15.	Financial Services Director	Revise proposed budget document for changes resulting from Budget Workshop #2, State Revenues, Final PAO.	June 15 - June 22
16.	Martin County Property Appraiser	Certifies tax roll Form DR-420.	July 1

City of Stuart, Florida
Budget Preparation Calendar
FY 2012 - 2013 Budget

17.	Florida Dept of Revenue	State revenues published.	July 15
18.	City Manager Financial Services Director Department Directors	Presentation of revised proposed budget document to City Commission at Budget Workshop #3 / CRA Budget (if needed).	July 23
19.	City Commission	SCC Commits to Tentative Millage Rate.	July 23
20.	Financial Services Director	Submit tentative millage rate to Property Appraiser, Tax Collector, with established date, time and place of Tentative Budget Hearing - Form DR-420.	Aug 4
21.	Financial Services Director	Print final Proposed Budget and distribute to City Commission. Post on website no later than Sept 7 (new statute).	Aug 22
22.	Property Appraiser	Mail Notice of Proposed Property Taxes Form DR 474, TRIM.	Aug 24
23.	City Commission City Manager Financial Services Director	Tentatively adopt millage and budget at the tentative millage and budget hearing .	Sept 10
24.	Financial Services Director	Send Ad to Stuart News.	Sept 20
25.	Financial Services Director City Clerk	Advertise in newspaper final millage and budget .	Sept 22
26.	City Commission City Manager Financial Services Director	Final millage and budget hearing to adopt final millage and final budget. Post on webiste no later than Oct. 26	Sept 24
27.	Financial Services Director	Forward resolution adopting final millage to Property Appraiser and Tax Collector.	Sept 27
28.	Financial Services Director	Certify final millage rate to Property Appraiser - Form DR 422.	Oct 1
29.	Financial Services Director	Distribute and implement 2010 - 2011 Adopted Budget.	Oct 1
30.	Financial Services Director	TRIM Compliance package to Department of Revenue Form DR 487.	Oct 24

Stuart

City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994
Telephone (772) 288-5310
Fax (772) 288-5323

September 10, 2012

HONORABLE MAYOR & COMMISSIONERS:

I am pleased to present the City Manager's FY 2013 Proposed Budget (the "Budget") to you for consideration. Over the past few months, City Departments have been working diligently to prepare this Budget for your review. This budget is presented to you balanced, and continues to convey the fact the City of Stuart remains financially sound. This was achieved primarily through implementation of cost containment strategies allowing Stuart to maintain a quality level of service while at the same time meeting tax reform goals and funding as many reserves as possible. Appropriations and programs were analyzed before being included in the budget and efforts were taken to ensure recurring revenues are balanced against recurring expenditures. As in previous fiscal years, enactment of Amendment #1 to the Florida Constitution changed the calculations of property tax millage and "roll-back". The continuing reduction of property values and prevailing downturns in the overall economy and market conditions continue to be a challenge.

The City Commission gave clear direction, the City was to maintain service levels for citizens as the first priority, and constrain the expansion of government as much as possible. Appropriations reflect this fiscal conservatism and represent the most cost effective approach to providing these services to the taxpayers.

The tax reforms mandated by Florida legislation were meant to curtail and constrain the expenditures of local government. The City has met these goals and this budget demonstrates that commitment by the following:

- Maintaining millage rate below the Roll Back rate – There is a partial millage increase request for general operations in this budget, though Amendment #1 allows adjusting more for growth in per capita Florida personal income.
- Avoiding "Roll Forward" – Because of decreases in property values, calculation of the classic "roll-back" rate becomes an increased "roll-forward" rate which is allowable under tax reform; Stuart is not taking advantage of this legislative mandate.
- Property Tax levies remain lower than seven fiscal years ago – Ad Valorem revenues have decreased 32% (FY07=$9.5M…FY08=$8.8M…FY09=$8.0M…FY10= $7.4M …FY11=$6.9M…FY12=$6.0M…FY13=$6.5M)

The budget process began in January 2012 with departments submitting estimates for FY2013 budgets, providing estimates to be used in predicting the size of the budget and service levels,

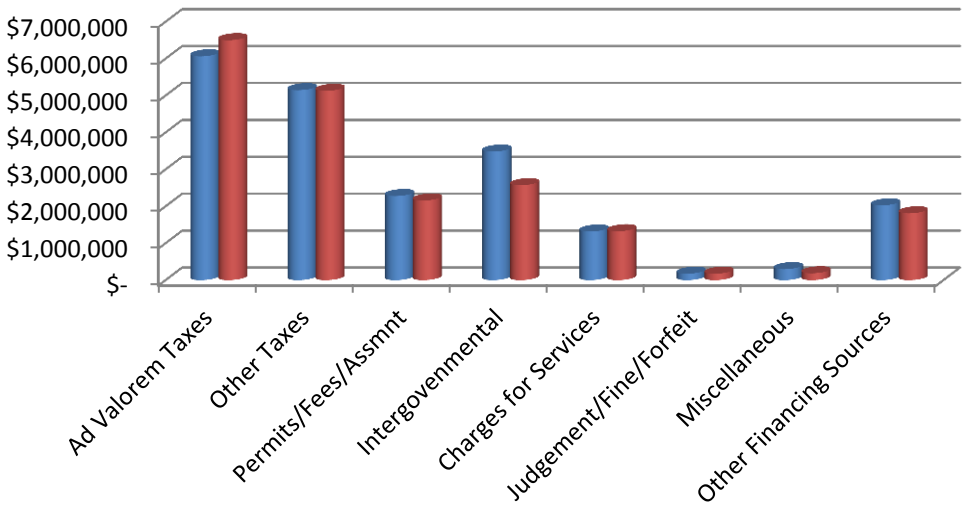
pending preliminary estimates, so that mid-year cost savings measures could be implemented early enough to benefit FY 2012 as well. The City adheres to the requirements of the existing legislation regarding property tax reform. The FY 2013 Proposed Budget is balanced and it minimizes negative effect on service as much as possible.

General Fund

***Property Taxes*:**
The Property Appraiser final taxable certification was provided on July 1st. The total taxable value for the City decreased approximately 4% from last year, and 15% for CRA properties. The tax reform legislation does allow taxing agencies to recoup some of their losses by accommodating property value decreases into the "roll-back" millage rate calculation, as well as adjustments for growth in per capita personal income. This budget is prepared taking none of these into consideration, though the options remain available at the Commission's discretion.

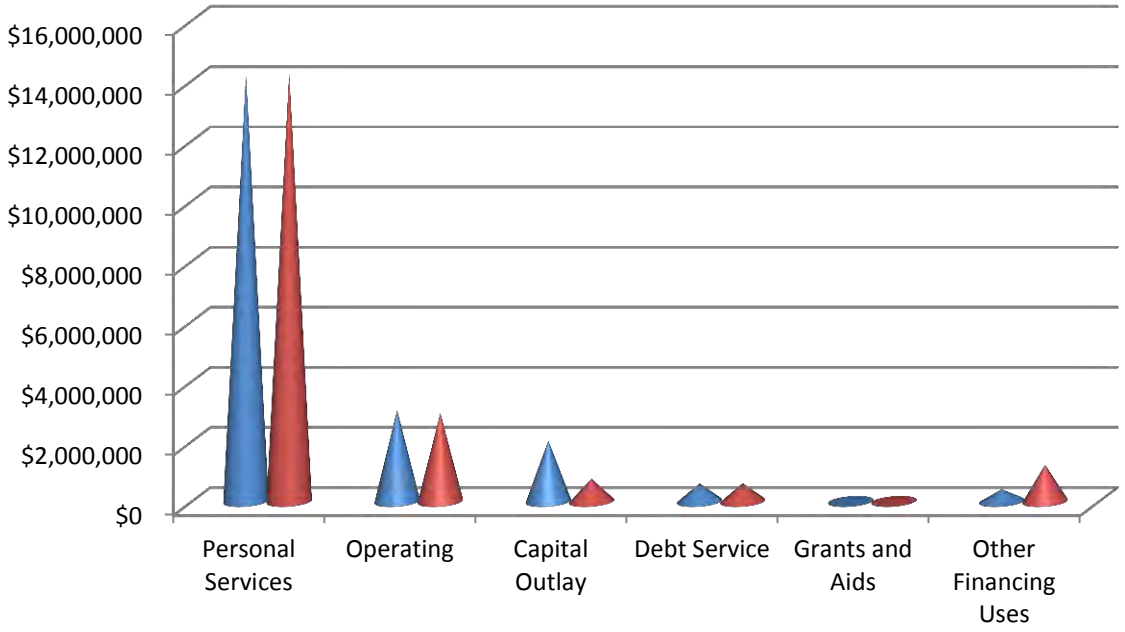
Other Revenues:
The FY 2013 General Fund Proposed Budget shows a **revenue decrease of $931,320** from the amended FY 2012. The most significant revenue changes are as follows:

	FY 2012	FY 2013	Increase (Decrease)
Ad Valorem Taxes	$ 6,062,545	$ 6,500,621	$ 438,076
Other Taxes	5,146,306	5,127,353	(18,953)
Permits/Fees/Assmnt	2,278,518	2,157,818	(120,700)
Intergovenmental	3,482,036	2,570,362	(911,674)
Charges for Services	1,316,761	1,324,065	7,304
Judgement/Fine/Forfeit	175,250	175,250	-
Miscellaneous	297,377	186,325	(111,052)
Other Financing Sources	2,025,044	1,810,723	(214,321)
	$ 20,783,837	$ 19,852,517	$ (931,320)



Expenditures:
Total appropriations in the FY 2013 Proposed Budget are lower than the amended FY 2012 in the amount of $477,219.

	FY 2012	FY 2013	Increase (Decrease)
Personal Services	$ 14,217,460	$ 14,292,544	$ 75,084
Operating	3,044,835	2,946,505	(98,330)
Capital Outlay	2,028,071	758,300	(1,269,771)
Debt Service	605,041	608,070	3,029
Grants and Aids	23,000	23,000	-
Other Financing Uses	411,329	1,224,098	812,769
	$ 20,329,736	$ 19,852,517	$ (477,219)



The Budget continues and improves the reflection of centralized costs of departments providing services to other departments. Direct costs are more identifiable and specifically charged to the user departments. Indirect costs are allocated using statistical measurements that establish an equitable basis for allocation to those departments receiving the benefits of the services.

Some highlighted items of the appropriations of the FY 2013 Proposed Budget are as follows:

- Continuing to keep health insurance coverage and costs at current levels, the City remains self-insured in this budget, and continues to fund the Employee Clinic.
- The City has also implemented a "Wellness" program to attempt to reduce overall insurance costs
- Cost of Living Adjustments for this year were eliminated.
- All merit lump sum payments remain the same as the FY2012 budget.
- The Furlough Policy of 3 holiday days off without pay remains in effect for all employees except Public Safety related unions, coinciding with Federal holidays
- Overtime has been reduced or contained to FY2012 amounts – Department Directors will be tasked with more direct management of all overtime costs
- The Tuition Reimbursement program has again been frozen with no funding provided in FY 2013.
- Travel and Training has been reduced reflecting only that which is necessary for licenses and certifications.
- Utilization of Property Management Fund's income to offset the cost of maintaining public property resulted in transfer to General Fund of $250k plus the annual payment to repay the "Dockside" loan purchase.
- The Community Policing Action was established in late 2008 and is included in the budget as a transfer between the CRA and General Fund.
- FRS contributions increased slightly as mandated by the Florida Legislature to include a portion of the unfunded liability to maintain the viability of the pension plan.
- A 3% General Wage Increase remains in effect to offset the employee contribution to the FRS pension plan, though current pending litigation may affect this in the near future.

***Staffing Changes**:*
The General Fund staffing in the FY 2013 Proposed Budget reflects a no change from current FY2012 levels.

Capital Requests:
The FY 2013 budget reflects only essential capital outlay appropriations. The Fleet Replacement schedule as well as the computer "fleet" replacement program have both been extended, by deferring replacement expenditures to future years. Only Police patrol car replacements and mission critical technology replacements are presented in this budget for your consideration.

Reserves:
This budget includes funding for the Self-Insurance Reserve ($260K), Capital Replacement Reserve ($150K), Manager's Contingency Reserve ($185K), and Legal Fees Reserve ($20K).

Enterprise Funds

In accordance with the City's fiscal policy, a rate study was completed for FY 2012. This rate study indicated rates were well below competitor rates for similar services, but increases are required to adequately fund responsible future capital improvements and repairs to the existing system. Additionally, water conservation is stressed with the implementation of more punitive rates for those users whose consumption is excessive. Users whose consumption is below average are rewarded with slightly lower rates. The Water and Sewer Fund has a bond coverage requirement of 1.1, and the FY 2013 Proposed Budget reflects compliance at 1.4.

With the new rate structure in place, it is still viable for the utility to fund the ongoing Reuse/Reclaimed water system and it is reflected in this budget. The remaining enterprise funds, Sanitation and Stormwater, have no anticipated rate increases incorporated in the Budget.

The Sanitation Fund continues to follow the fleet replacement schedule.

Grants / Grants Dependency

The FY 2013 Proposed Budget reflects few anticipated grants, though others may be available for various programs and capital projects. Sound fiscal policy calls for grants to be presented only after acceptance by the Commission; therefore, these grants will be presented and discussed openly as they arise during the coming fiscal year. The grants included in FY 2013 are the Children's Services Council grant of $199K that reimburses the City for actual program costs incurred at the 10th Street Recreation facility, and the Youth Intervention Officer ($46K) in the Police Department, a FIND grant for Shepard Park seawall of $112K, and a grant in the Water and Sewer Fund for water conservation from the South Florida Water Management District, in the amount of $25,000.

Concluding Comments

Budgeting in the "New Normal" is a new challenge for all local governments in Florida. The City of Stuart has been able to maintain a level of service for its citizens and constituents while conforming to the changing legislation. The City will continue to look for efficiencies through innovation, adaptation, and transformation. This budget demonstrates all those ideals.

Copies of the Budget will be available in the reference section of the Blake Library (Stuart branch of the Martin County Library System). Several copies of the document will also be available in the City Manager's Office for loan to City residents and taxpayers who might wish to review the total budget. The budget will also be available online at www.cityofstuart.com.

We thank all City employees and department heads who participated in the preparation of the budget, and especially the staff of the Financial Services Department, for producing this document.

If members of the City Commission or citizens of Stuart have any recommendations for improving the budget presentation and budget review process, as City Manager I would appreciate receiving your suggestions in order to ensure that next year's budget review and adoption process will continue to meet the needs of the City and its residents.

Sincerely,

Paul Nicoletti
City Manager

Dorothy B. Zaharako, CPA, CGFO
Financial Services Director

City of Stuart

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Financial Services Department

Dorothy Zaharako, Financial Services Director
dzaharako@ci.stuart.fl.us

MEMORANDUM

To: Honorable Mayor and Commissioners

From: Dorothy B. Zaharako, Financial Services Director

Date: April 23, 2012

Subject: Five Year Projections FY 2014 – 2018

Attached are the following:

- Line Graph – Revenues and Expenses, actual and projected from FY 2008 - 2018
- Five Year Projections – FY 2013 - 2017
- Projections Assumptions

The line graph depicts the financial history of the City showing excess revenues in FY 2007, 2008, and 2010, with deficits for FY 2009, 2011 and all years after 2013.

The assumptions used in this report for all other revenues and expenditures are presented in the 'Assumptions' column, included in the projections spreadsheet, as well as in the Projections Assumptions Summary. The assumptions in general are very conservative given the continuing uncertainty of the national and global economic climate.

The Reserves for Capital Fleet Replacement, Self Insurance Reserve, and Legal Fees Reserve have all been funded for future years, as well as the Manager's Contingency Reserve.

Because of the conservative assumptions used, particularly for Revenues that reflect a slow recovery in all categories, the conclusion is continuing deficits for the near future. This will be monitored annually as well as quarterly in individual fiscal years.

City of Stuart
Five Year Projections

FY 2014 - 2018

		Audited 2008	Audited 2009	Audited 2010	Audited 2011	Adopted 2012	Proposed 2013	Projected 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018
REVENUES:												
millage		4.3329	4.3329	4.3329	4.3329	4.3329	4.6427	4.6427	4.6427	4.6427	4.6427	4.6427
Ad valorem	1.0/1.01	9,714,348	8,864,574	7,824,372	7,067,470	6,468,787	6,468,787	6,468,787	6,468,787	6,533,475	6,598,810	6,664,798
Less CRA	1.0/1.01	(819,160)	(704,266)	(588,957)	(494,876)	(406,242)	(322,106)	(322,106)	(322,106)	(325,327)	(328,580)	(331,866)
Ad valorem delinquent	1.00	20,547	45,334	35,715	5,407	10,500	10,500	10,500	10,500	10,500	10,500	10,500
Ad Valorem GO Bond	1.00	504,191	505,293	499,735	510,437	525,651	528,651	528,651	528,651	528,651	528,651	528,651
Ad Valorem Taxes		**9,419,926**	**8,710,935**	**7,770,865**	**7,088,438**	**6,598,696**	**6,685,832**	**6,685,832**	**6,685,832**	**6,747,299**	**6,809,380**	**6,872,083**
Local Option gas tax	1.0/1.02	737,912	731,316	722,204	718,124	728,703	728,703	728,703	743,277	758,143	773,305	788,772
Local business Tax	1.00	637,054	632,001	603,297	569,432	597,000	597,000	597,000	597,000	597,000	597,000	597,000
FPL Utility Tax	1.0/1.01/1.02	1,558,090	1,560,149	1,684,561	1,734,911	1,621,800	1,621,800	1,621,800	1,638,018	1,670,778	1,704,194	1,738,278
Water Utility Tax	1.0/1.01	293,464	379,457	398,534	432,377	399,500	399,500	399,500	403,495	407,530	411,605	415,721
Gas Utility Tax	1.0/1.01	7,682	7,579	10,252	12,798	8,456	8,456	8,456	8,541	8,626	8,712	8,799
Propane Utility Tax	1.0/1.01	51,380	38,430	41,249	45,843	50,000	50,000	50,000	50,500	51,005	51,515	52,030
Commun Service Tax	1.0/1.01	1,408,594	1,303,218	1,246,929	1,185,685	1,162,516	1,132,196	1,132,196	1,143,518	1,154,953	1,166,503	1,178,168
Other Taxes		4,694,176	4,652,150	4,707,026	4,699,170	4,567,975	**4,537,655**	**4,537,655**	**4,584,349**	**4,648,035**	**4,712,835**	**4,778,768**
FPL Franchise Fees	1.0/1.01	1,748,832	1,873,808	1,596,946	1,625,007	1,597,200	1,597,200	1,597,200	1,613,172	1,629,304	1,645,597	1,662,053
Gas Franchise Fees	1.0/1.01	35,452	38,934	44,757	47,005	43,800	43,800	43,800	44,238	44,680	45,127	45,578
Solid Waste Franchise Fees	1.0/1.01	22,313	12,665	11,676	8,873	11,700	11,700	11,700	11,817	11,935	12,055	12,175
Competency cards	1.0/1.01	70,120	-	-	-	25,500	25,500	25,500	25,755	26,013	26,273	26,535
Building permits	1.0/1.01	658,656	534,207	434,251	459,360	486,682	377,715	377,715	377,715	381,492	385,307	389,160
Special Assessments	1.00	37,567	42,550	15,044	15,280	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Alarm user permit fees	1.0/1.01	11,998	12,068	11,936	14,628	13,870	13,870	13,870	14,009	14,149	14,290	14,433
Grease trap permits	1.00	455	385	490	630	500	500	500	500	500	500	500
Zoning Fees	1.00	80,499	42,870	32,638	43,944	43,500	43,500	43,500	43,500	43,500	43,500	43,500
Other Permit Fees	1.00	21,562	7,607	17,537	31,666	32,900	56,033	56,033	56,033	56,033	56,033	56,033
Permits, Fees, Assess		**2,687,454**	**2,565,094**	**2,165,275**	**2,246,393**	**2,273,652**	**2,187,818**	**2,187,818**	**2,204,739**	**2,225,606**	**2,246,681**	**2,267,968**
State Rev Sharing - dor	1.0/1.01/1.02	614,678	594,152	592,377	595,835	598,945	598,945	598,945	604,934	617,033	629,374	641,961
Mobile home license	1.00	10,683	12,433	12,493	12,041	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Alcoholic beverage license	1.00	42,682	47,083	42,578	45,107	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Half Cent Sales Tax - dor	1.0/1.01/1.02	1,557,064	1,353,093	1,334,829	1,357,547	1,380,000	1,380,000	1,380,000	1,393,800	1,421,676	1,450,110	1,479,112
PILOT	1.0/.1.02	21,718	22,710	17,517	16,532	16,532	12,317	12,317	12,317	12,563	12,815	13,071
Fuel tax refunds	1.00	18,916	13,822	17,581	18,854	19,000	19,000	19,000	19,000	19,000	19,000	19,000
Firefighters' supplement comp	1.00	4,920	9,756	14,640	16,140	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Grants CSC	1.0/1.01/1.02	178,862	255,249	228,123	246,936	199,130	199,130	199,130	201,121	205,144	209,247	213,432
Grants Other	1.0/1.02	159,332	122,196	208,335	460,485	587,641	196,994	196,994	200,934	204,953	209,052	213,233
Occ license - County	1.00	5,408	4,711	27,126	32,511	6,000	6,000	6,000	6,000	6,000	6,000	6,000
911 Tariff Revenues-County	1.00	96,174	100,439	92,976	92,625	102,000	102,000	102,000	102,000	102,000	102,000	102,000
Intergovernmental		**2,710,437**	**2,535,644**	**2,588,575**	**2,894,613**	**2,981,248**	**2,586,386**	**2,586,386**	**2,612,107**	**2,660,369**	**2,709,596**	**2,759,808**
Court Fines	1.0/1.01	78,833	74,527	93,848	92,089	81,550	81,550	81,550	82,366	83,189	84,021	84,861
False alarms - police	1.0/1.01	17,265	33,554	11,170	15,001	10,000	10,000	10,000	10,100	10,201	10,303	10,406
False alarms - fire	1.0/1.01	3,100	800	400	2,000	5,000	5,000	5,000	5,050	5,101	5,152	5,203
Local parking violations	1.0/1.01	20,751	44,486	42,459	36,353	51,200	51,200	51,200	51,712	52,229	52,751	53,279
Code enforcement fines	1.0/1.01	46,552	18,600	14,539	42,720	27,500	27,500	27,500	27,775	28,053	28,333	28,617
Fines & Forfeitures		**166,501**	**171,967**	**162,416**	**188,163**	**175,250**	**175,250**	**175,250**	**177,003**	**178,773**	**180,560**	**182,366**

4/18/2012

City of Stuart
Five Year Projections

FY 2014 - 2018

		Audited 2008	Audited 2009	Audited 2010	Audited 2011	Adopted 2012	Proposed 2013	Projected 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018
Protective Insp fees	1.0/1.01	35,138	74,876	106,680	95,392	100,000	100,000	100,000	101,000	102,010	103,030	104,060
Recreation fees	1.0/1.01/1.02	157,016	146,745	126,904	60,135	50,000	50,000	50,000	50,500	51,510	52,540	53,591
Election filing fees	1.00	543	427	1,155	75	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Recording fees	1.00	281	-	-	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500
CRA Admin Fee	1.0/1.01	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,250	25,503	25,758	26,015
Public hearing fees	1.00		-	-	10	6,250	6,250	6,250	6,250	6,250	6,250	6,250
Ambulance Fees	1.0/1.01/1.02	594,251	536,716	728,922	1,086,680	1,132,011	1,139,315	1,139,315	1,150,708	1,162,215	1,185,460	1,209,169
Charge for Services		**841,265**	**799,660**	**986,869**	**1,267,292**	**1,316,761**	**1,324,065**	**1,324,065**	**1,337,208**	**1,350,988**	**1,376,537**	**1,402,585**
Interest income	1.0/1.01/1.02	451,973	139,915	146,786	114,523	114,523	58,375	58,375	58,959	60,138	61,341	62,567
Other misc rev	1.0/1.01	27,112	195,718	95,561	93,841	81,450	81,450	81,450	89,595	98,555	108,410	119,251
Sale of surplus equip	1.1/1.01	33,247	14,586	28,514	17,488	5,500	5,500	5,500	6,050	6,655	7,321	8,053
Police/Fire training reimburse	1.00	376	2,103	4,491	236	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Insurance Refunds	1.00	46,141	31,851	23,834	27,391	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Miscellaneous		**683,080**	**384,173**	**299,186**	**253,479**	**242,473**	**186,325**	**186,325**	**195,604**	**206,347**	**218,071**	**230,871**
Impact Fees	1.00	305,849	125,773	84,727	74,610	66,400	17,500	-	-	-	-	-
Transf Property Mgt Fund	1.0/1.01/1.02		281,731	485,995	250,000	437,916	439,729	439,729	444,126	448,568	457,539	466,690
Transf from CRA - Comm Policing		58,050	278,634	290,337	290,337	190,337	90,337	-	-	-	-	-
Transf from CRA - Code Enf	1.0/1.01/1.02				50,000	60,000	50,000	50,000	50,500	51,005	52,025	53,066
Transfers from other funds:	1.0/1.01/1.02	785,738	209,120	2,184,942	701,238	237,658	10,000	10,000	10,100	10,201	10,405	10,613
Transf from Infra Tax							345,000					
Transf from Police Funds							63,520					
Transf from Fleet reserves	fleet sched				-	155,774	75,300	432,921	321,234	436,744	444,173	332,329
Transf from Water Sewer 6%							498,420	498,420	503,404	508,438	518,607	528,979
Transf from Sanitation 6%							220,917	220,917	223,126	225,357	229,865	234,462
Transfer in from Reserves	1.00				-							
Other		**1,149,637**	**895,258**	**3,046,001**	**1,366,185**	**1,148,085**	**1,810,723**	**1,651,987**	**1,552,491**	**1,680,313**	**1,712,614**	**1,626,138**
Revenues Actual & Proj		**22,352,476**	**20,714,881**	**21,726,213**	**20,003,733**	**19,304,140**	**19,494,054**	**19,335,318**	**19,349,331**	**19,697,729**	**19,966,275**	**20,120,587**
EXPENSES:												
City Commission												
Personal Services	1.0/1.02	104,184	116,647	104,388	99,325	94,968	82,853	82,853	82,853	84,510	86,200	87,924
Operations	1.0/1.02/1.03	9,836	5,812	5,478	12,331	6,766	6,675	6,675	6,809	6,945	7,153	7,368
Grants and Aids	saly	45,500	62,500	20,453	90,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000
		159,520	**184,959**	**130,319**	**201,656**	**124,734**	112,528	112,528	112,662	**114,455**	**116,353**	**118,292**
City Manager												
Personal Services	1.0/1.02	438,871	419,033	370,495	388,079	356,883	348,195	348,195	348,195	355,159	362,262	369,507
Operations	1.0/1.02/1.03	111,402	115,687	92,385	79,886	85,119	77,255	77,255	78,800	80,376	82,787	85,271
		550,273	**534,720**	**462,880**	**467,965**	**442,002**	**425,450**	**425,450**	**426,995**	**435,535**	**445,049**	**454,778**
Human Resources												
Personal Services	1.0/1.02	219,026	223,793	274,033	350,624	196,097	215,164	215,164	215,164	219,467	223,857	228,334
Operations	1.0/1.02/1.03	85,820	77,636	40,077	23,171	25,131	18,298	18,298	18,664	19,037	19,608	20,197
		304,846	**301,429**	**314,110**	**373,795**	**221,228**	**233,462**	**233,462**	**233,828**	**238,505**	**243,465**	**248,530**

4/18/2012

City of Stuart
Five Year Projections

FY 2014 - 2018

		Audited 2008	Audited 2009	Audited 2010	Audited 2011	Adopted 2012	Proposed 2013	Projected 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018
City Clerk												
Personal Services	1.0/1.02	97,405	102,672	108,032	88,601	84,125	83,151	83,151	83,151	84,814	86,510	88,241
Operations	1.0/1.02/1.03	63,649	43,069	49,905	58,243	43,355	42,396	42,396	43,244	44,109	45,432	46,795
Capital Outlay	fleet sched	600	-	250	1,164	600		-	-	-	-	-
		161,654	**145,741**	**158,187**	**148,008**	**128,080**	**125,547**	**125,547**	**126,395**	**128,923**	**131,942**	**135,036**
Finance												
Personal Services	1.0/1.02	547,269	556,665	547,590	543,151	556,581	551,103	551,103	551,103	562,125	573,368	584,835
Operations	1.0/1.02/1.03	168,231	172,478	134,452	161,023	187,514	174,416	174,416	177,904	181,462	186,906	192,513
Capital Outlay		1,458	10,125		-			-	-	-	-	-
		716,958	**739,268**	**682,042**	**704,174**	**744,095**	**725,519**	**725,519**	**729,007**	**743,587**	**760,274**	**777,348**
Purchasing												
Personal Services	1.0/1.02	271,709	188,180	195,251	190,385	182,095	164,697	164,697	164,697	167,991	171,351	174,778
Operations	1.0/1.02/1.03	18,374	15,443	16,140	14,095	19,103	20,668	20,668	21,081	21,503	22,148	22,813
		290,083	**203,623**	**211,391**	**204,480**	**201,198**	**185,365**	**185,365**	**185,778**	**189,494**	**193,499**	**197,590**
Information Services												
Personal Services	1.0/1.02	369,899	382,498	376,078	360,820	363,130	358,133	358,133	358,133	365,296	372,602	380,054
Operations	1.0/1.02/1.03	182,846	213,446	178,248	183,417	187,430	185,229	185,229	188,934	192,712	198,494	204,448
Capital Outlay	1.0/1.02/1.03	23,355	42,612	10,860	21,519	81,000	76,000	76,000	77,520	102,070	81,443	83,886
		576,100	**638,556**	**565,186**	**565,756**	**631,560**	**619,362**	**619,362**	**624,587**	**660,078**	**652,538**	**668,388**
City Attorney												
Personal Services	1.0/1.02	322,503	351,011	396,695	202,251	156,635	152,795	152,795	152,795	155,851	158,968	162,147
Operations	1.0/1.02/1.03	170,332	60,339	57,661	110,292	76,990	68,854	68,854	70,231	71,636	73,785	75,998
		492,835	**411,350**	**454,356**	**312,543**	**233,625**	**221,649**	**221,649**	**223,026**	**227,487**	**232,753**	**238,146**
Public Works												
Personal Services	1.0/1.02	244,852	261,850	149,658	3,850	3,850	3,927	3,927	3,927	4,006	4,086	4,167
Operations	1.0/1.02/1.03	23,694	13,123	18,990	16,455	-	-	-	-	-	-	-
Capital Outlay	fleet sched	1,109	30,112					-	-	-	-	-
		269,655	**305,085**	**168,648**	**20,305**	**3,850**	**3,927**	**3,927**	**3,927**	**4,006**	**4,086**	**4,167**
Vehicle Maintenance												
Personal Services	1.0/1.02	276,290	333,504	308,234	198,383	198,677	194,994	194,994	194,994	198,894	202,872	206,929
Operations	1.0/1.02/1.03	52,468	44,117	344,235	38,929	37,601	39,366	39,366	40,153	40,956	42,185	43,451
Capital Outlay	fleet sched	16,969	7,922					-	-	-	30,583	33,288
		345,727	**385,543**	**652,469**	**237,312**	**236,278**	**234,360**	**234,360**	**235,147**	**239,850**	**275,640**	**283,668**
Building Maintenance												
Personal Services	1.0/1.02	230,652	266,021	254,345	310,824	272,478	260,989	260,989	260,989	266,209	271,533	276,964
Operations	1.0/1.02/1.03	180,809	178,147	151,495	159,096	166,473	168,212	168,212	171,576	175,008	180,258	185,666
Capital Outlay	fleet sched	7,472	93,364	1,243				36,500	-	-	52,871	-
		418,933	**537,532**	**407,083**	**469,920**	**438,951**	**429,201**	**465,701**	**432,565**	**441,217**	**504,662**	**462,629**
Turf and Grounds												
Personal Services	1.0/1.02	639,184	652,118	637,066	629,776	638,588	675,826	675,826	675,826	689,343	703,129	717,192
Operations	1.0/1.02/1.03	320,037	293,287	344,740	354,139	385,430	356,791	356,791	363,927	371,205	382,342	393,812
Capital Outlay	fleet sched	46,601	10,303	73,707	7,083	18,000	102,500	74,431	84,194	85,264	44,097	9,450
		1,005,822	**955,708**	**1,055,513**	**990,998**	**1,042,018**	**1,135,117**	**1,107,048**	**1,123,947**	**1,145,812**	**1,129,568**	**1,120,454**

4/18/2012

City of Stuart
Five Year Projections

FY 2014 - 2018

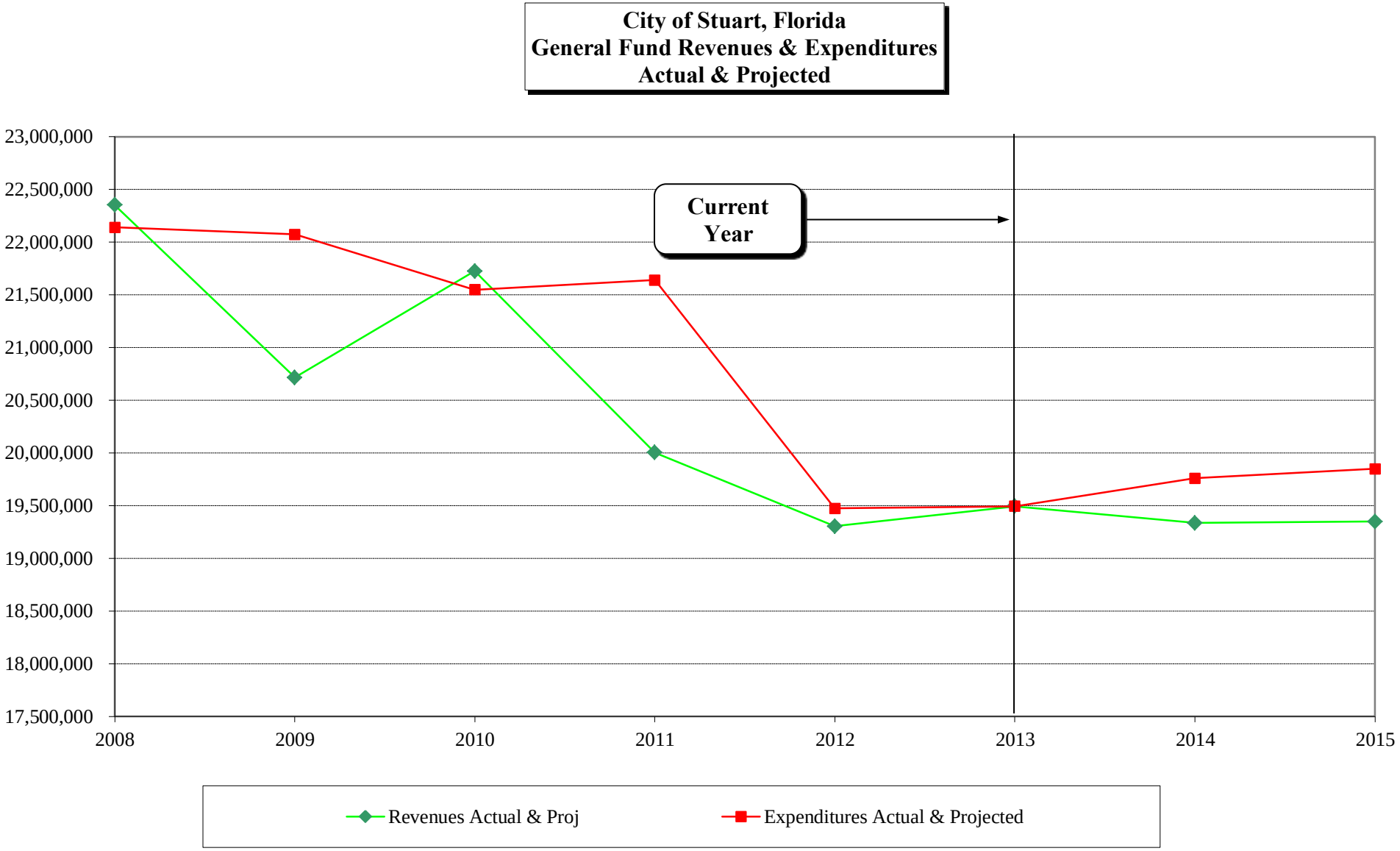
		Audited 2008	Audited 2009	Audited 2010	Audited 2011	Adopted 2012	Proposed 2013	Projected 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018
Streets Department												
Personal Services	1.0/1.02	290,911	316,654	327,268	303,550	306,527	305,637	305,637	305,637	311,750	317,985	324,344
Operations	1.0/1.02/1.03	746,196	776,441	692,574	633,476	898,131	873,846	873,846	891,323	909,149	936,424	964,517
Capital Outlay	fleet sched	52,197	492,856	374,680	333,188	75,000	121,500	43,130	-	22,950	-	35,792
		1,089,304	**1,585,951**	**1,394,522**	**1,270,214**	**1,279,658**	**1,300,983**	**1,222,613**	**1,196,960**	**1,243,849**	**1,254,409**	**1,324,653**
Police Department												
Personal Services	1.0/1.02	5,706,242	6,049,984	6,073,830	6,098,869	5,156,310	5,146,439	5,146,439	5,146,439	5,249,368	5,354,355	5,461,442
Operations	1.0/1.02/1.03	855,824	755,292	663,089	664,455	771,580	756,056	756,056	771,177	786,601	810,199	834,505
Capital Outlay	fleet sched	232,381	320,121	237,843	119,574	103,649	87,100	136,860	135,855	205,530	263,480	192,015
		6,794,447	**7,125,397**	**6,974,762**	**6,882,898**	**6,031,539**	**5,989,595**	**6,039,355**	**6,053,471**	**6,241,498**	**6,428,034**	**6,487,962**
Fire/Rescue Department												
Personal Services	1.0/1.02	4,207,308	4,764,676	4,875,058	4,435,474	4,257,994	4,201,591	4,201,591	4,201,591	4,285,623	4,371,335	4,458,762
Operations	1.0/1.02/1.03	504,386	538,638	492,994	505,929	601,394	560,751	560,751	571,966	583,405	600,908	618,935
Capital Outlay	fleet sched	116,535	215,090	22,042	-	515,015	51,200	142,000	76,000	100,000	30,000	26,000
		4,828,229	**5,518,404**	**5,390,094**	**4,941,403**	**5,374,403**	**4,813,542**	**4,904,342**	**4,849,557**	**4,969,028**	**5,002,243**	**5,103,697**
Development												
Personal Services	1.0/1.02	866,923	584,182	437,106	281,440	230,425	266,822	266,822	266,822	272,158	277,602	283,154
Operations	1.0/1.02/1.03	265,620	138,226	59,700	51,131	60,833	48,852	48,852	49,829	50,826	52,350	53,921
Capital Outlay	fleet sched	7,250	9,853					-	12,420	-	-	-
		1,139,793	**732,261**	**496,806**	**332,571**	**291,258**	**315,674**	**315,674**	**329,071**	**322,984**	**329,952**	**337,075**
Building Permit Division												
Personal Services	1.0/1.02		360,782	285,214	322,995	310,121	309,066	309,066	309,066	315,247	321,552	327,983
Operations	1.0/1.02/1.03		63,736	30,282	41,306	113,906	94,149	94,149	96,032	97,953	100,891	103,918
			424,518	**315,496**	**364,301**	**424,027**	**403,215**	**403,215**	**405,098**	**413,200**	**422,443**	**431,901**
Code Enforcement												
Personal Services	1.0/1.02	143,027	178,322	154,957	218,331	218,333	215,292	215,292	215,292	219,598	223,990	228,470
Operations	1.0/1.02/1.03	23,828	34,254	21,598	79,432	31,234	31,576	31,576	32,208	32,852	33,837	34,852
		166,855	**212,576**	**176,555**	**297,763**	**249,567**	**246,868**	**246,868**	**247,500**	**252,450**	**257,827**	**263,322**
Community Services												
Personal Services	1.0/1.02	913,185	890,909	954,295	531,047	509,244	550,713	550,713	550,713	561,727	572,962	584,421
Operations	1.0/1.02/1.03	497,413	464,503	388,454	354,102	367,802	358,974	358,974	366,153	373,477	384,681	396,221
Capital Outlay	fleet sched	71,514	286,004	62,289	1,802,600	322,000	320,000	-	12,765	-	23,142	35,784
		1,482,112	**1,641,416**	**1,405,038**	**2,687,749**	**1,199,046**	**1,229,687**	**909,687**	**929,631**	**935,204**	**980,785**	**1,016,426**
Total Operating Expenses		**20,911,968**	**22,584,037**	**21,792,796**	**21,473,811**	**19,297,117**	**18,751,051**	**18,501,672**	**18,469,152**	**18,947,161**	**19,365,521**	**19,674,062**
							743,003	833,646	880,179	750,569	600,754	446,525
Other Expenses												
Debt Service	amort	1,630,431	100,292	65,707	98,088	78,890	78,919	80,847	82,158	80,702	81,946	83,124
Voted Debt Service Millage	amort	504,191	505,293	523,952	510,438	526,151	529,151	526,301	528,776	525,339	526,139	526,539
Admin fees W & S	1.0/1.01/1.02	(448,729)	(482,316)	(481,640)	(423,506)	(529,408)	(529,408)	(529,408)	(534,702)	(545,396)	(556,304)	(567,430)
Admin fees - Sanitation	1.0/1.01/1.03	(610,378)	(639,298)	(574,036)	(335,091)	(434,081)	(434,081)	(434,081)	(438,422)	(447,190)	(456,134)	(465,257)
Admin fees - SW	1.0/1.01/1.04	(43,071)	(45,996)	(37,789)	(32,956)	(28,197)	(28,197)	(28,197)	(28,479)	(29,049)	(29,630)	(30,222)
Admin fees - CRA & Other	1.0/1.01/1.05	(32,244)	(36,563)	(42,130)	(35,780)	(26,833)	(26,833)	(26,833)	(27,101)	(27,643)	(28,196)	(28,760)
Transfers to Other Funds	1.0/1.02			65,707			25,000	25,000	25,000	25,500	26,010	26,530
Other	1.00	228,378	87,283	91,386	51,624	46,135	100,000	100,000	100,000	100,000	100,000	100,000

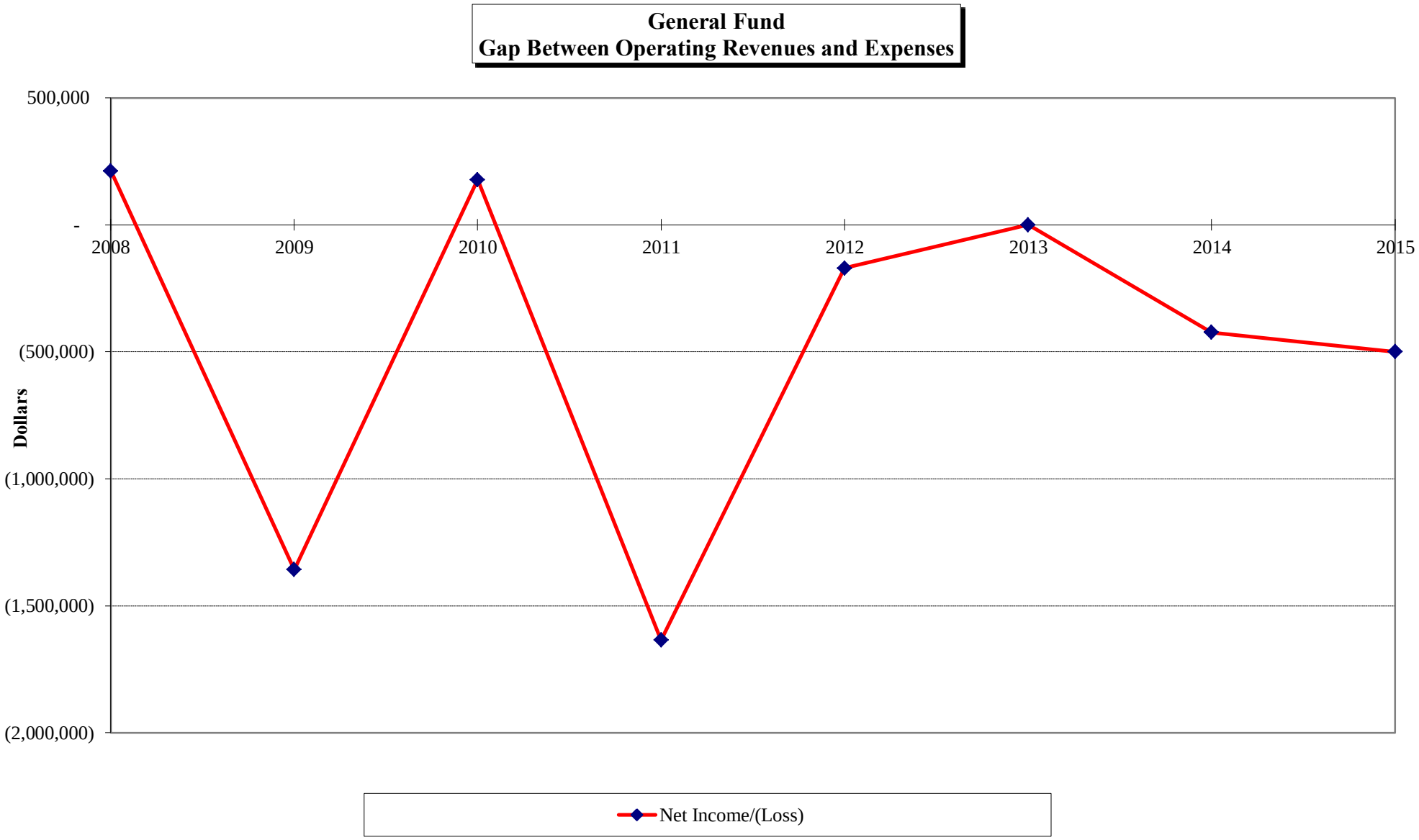
4/18/2012

City of Stuart
Five Year Projections

FY 2014 - 2018

		Audited 2008	Audited 2009	Audited 2010	Audited 2011	Adopted 2012	Proposed 2013	Projected 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018
Unemployment	1.00					10,500	10,500	10,500	10,500	10,500	10,500	10,500
Replenish Reserve/Dockside	amort			184,341		187,916	189,729	191,560	193,408	195,275	197,159	199,062
Martin Co Ballfields Contri	-					(115,000)	-	-	-	-	-	-
Health Insurance Sav/Incr	1.15				446,474	222,447	322,121	370,439	426,005	489,906	563,392	647,900
Hurricane Reserves Draw	-			(39,441)	(113,792)	(200,000)	(200,000)	-	-	-	-	-
Furlough Reductions	-					(150,000)	(114,000)	-	-	-	-	-
FRS Unfunded Liability	1.00						100,000	100,000	100,000	100,000	100,000	100,000
Legal Fees Reserve	1.00					20,000	20,000	20,000	20,000	20,000	20,000	20,000
Accrued leave reserve	-					100,000	-	-	-	-	-	-
Self Insurance Reserve	1.15						361,715	415,972	478,368	256,055	-	-
Property Ins Increase	1.10					133,634		100,000	110,000	121,000	133,100	146,410
Fleet Repl Reserve	1.000					150,000	150,000	150,000	150,000	150,000	150,000	150,000
Contingency Reserve	0.010					185,047	188,387	185,017	184,692	189,472	193,655	196,741
Other		**1,228,578**	**(511,305)**	**(243,943)**	**165,499**	**177,201**	**743,003**	**1,257,117**	**1,380,202**	**1,214,470**	**1,031,637**	**1,115,137**
Expenditures Actual & Proj		**22,140,546**	**22,072,732**	**21,548,853**	**21,639,310**	**19,474,318**	**19,494,054**	**19,758,789**	**19,849,355**	**20,161,631**	**20,397,158**	**20,789,199**
Net Income/(Loss)		**211,930**	**(1,357,851)**	**177,360**	**(1,635,577)**	**(170,178)**	**-**	**(423,471)**	**(500,024)**	**(463,902)**	**(430,883)**	**(668,612)**


City of Stuart, Florida
General Fund Revenues & Expenditures
Actual & Projected
23,000,000
22,500,000
22,000,000
21,500,000
21,000,000
20,500,000
20,000,000
19,500,000
19,000,000
18,500,000
18,000,000
17,500,000
2008
2009
2010
2011
2012
2013
2014
2015
Current Year
Revenues Actual & Proj
Expenditures Actual & Projected


General Fund
Gap Between Operating Revenues and Expenses
500,000
-
(500,000)
(1,000,000)
(1,500,000)
(2,000,000)
Dollars
2008
2009
2010
2011
2012
2013
2014
2015
Net Income/(Loss)

City of Stuart
Projections Assumptions
FY 2014 - 2018

Revenues

Ad Valorem Taxes	**1% increase after 2015**
FPL Franchise	**1% increase after 2014**
Local Option Gas Tax	**2% increase after 2014**
FPL Utility Tax	**2% increase after 2015**
Business Tax License	**no increase**
All Other Taxes	**1% increase after 2014**
Building Permits	**1% increase after 2015**
Other Permits, Fees	**1% increase after 2014**
State Rev Sharing	**2% increase after 2015**
Half Cent Sales Tax	**2% increase after 2015**
Ambulance Fees	**2% increase after 2016**
Recreation Fees	**2% increase after 2015**
Interest Income	**2% increase after 2015**

Expenses

Personal Service Costs:	
Number of Staff	**No Increase**
Wages and Fringe	**2% increase after 2015**
Health Insurance	**10% Incr per year**
Operating Costs	**2% 2015,16; 3% 2017,18**
Property Insurance	**10% Incr per year**
Capital:	
Fleet Replacement	**Fleet Rep Schedule**
CIP	**CIP schedule**
Reserves:	
Fleet Replacement	**$150K per year**
Contingency	**1% PSC and Operating**
Outside Legal Counsel	**$20K per year**
Self Insurance	**15%/yr up to $1 miliion**

Position Changes Fiscal Year 01 to Fiscal Year 13

Department	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	Position Changes
City Commission	5	5	5	5	5	5	5	5	5	5	5	5	5	
City Manager	3	3	4	3	3	3	4	4	4	3	3	3	3	FY03 Add Neighborhood Svc Coord FY04 Elim Neighborhood Svc Coord; Add Emerg Mgmt Coord trsf fr Fire Rescue; Elim HR Coord trsf to Human Resources FY07 Add Designer GIS/LIS Coord trsf fr Public Works Admin FY10 Elim Emerg Mgmt Coord trsf to Fire Rescue as Community Safety Coord
City Manager CRA						3								FY06 Established: Add CRA Coord, Code Enforcement Officer & Office Assistant FY07 Elim CRA Coord, Code Enforcement Officer & Admin Assistant trsf to CRA
Human Resources				2	2	3	2	2	2	2	2	2	2	FY04 Established: Add Human Resources Director trsf fr City Manager & Human Resources Specl trsf fr Financial Svcs FY06 Add Human Resources Assistant FY07 Elim Human Resources Assistant
City Clerk	2	2	2	1	1	1	1	1	1	1	1	1	1	FY04 Elim Assistant to City Clerk
Financial Services	8	8	10	9	8	8	8	7	7	7	7	7	7	FY03 Add Inventory Control Analyst; Add Fiscal Assistant I FY04 Elim Human Resources Specl trsf to Human Resources FY05 Elim Accounting Supervisor FY06 Add Senior Accountant; Elim Fiscal Assistant I FY07 Add Accountant; Add Fiscal Assistant II trsf fr Util Financial Svcs; Elim Purchasing Agent & Inventory Control Analyst trsf to Purchasing Division FY08 Elim Accountant FY11 Elim Fiscal Assistant II; Add Business Tax Technician trsf fr Development
Purchasing Division							5	4	2	2	2	2	2	FY07 Established: Add Purchasing Manager & Inventory Control Analyst trsf fr Financial Svcs; Add Contracts Admin & Contracts/Ppty Mgmt Agent trsf fr W/S General Gvt; Add Grants & Projects Coord trsf fr Public Works Admin FY08 Elim Grants & Projects Coord FY09 Elim Inventory Control Analyst & Contracts Ppty Mgmt Agent
Information Services				3	4	4	4	4	4	4	4	4	4	FY04 Established: Add Info Sys Director, Network Specl & Computer Support Specl trsf fr Util Financial Svcs FY05 Add Computer Support Specl trsf fr Fire Rescue
City Attorney	2	2	2	2	2	2	2	2	2	2	2	2	2	
Vehicle Maint Team	6	6	6	4	5	5	5	4	4	4	3	3	3	FY04 Add Vehicle Maint Specl; Elim Welder; Elim Auto Svc Worker; Elim Diesel/Gas Mechanic FY05 Add Office Assistant trsf fr Commercial Collection FY07 Add Diesel/Gas Mechanic; Elim Office Assistant FY08 Elim Diesel/Gas Mechanic FY 11 Add Auto Service Worker; Elim Diesel/Gas Mechanic; Elim Diesel/Gas Mechanic trsf to Commercial Collection
Public Works Admin	3	4	4	4	4	5	3	2	2	2				FY02 Add Designer/Projects Coord trsf fr Development FY06 Add Grants/Projects Coord FY07 Elim Designer GIS/LIS Coord trsf to City Manager; Elim Grants & Projects Coord trsf to Purchasing Division FY08 Elim Public Works Inspector FY11 Elim Exec Admin Secretary; Elim Public Works Director trsf to W/S General Gvt
Police	59	59	60	61	63	63	64	64	64	64	63	62	61	FY03 Add Police Officer FY04 Add Police Officer FY05 Elim Assistant Police Chief; Add 2 Police Officers; Add Dispatch Supervisor FY07 Add Custodian (Public Safety Complex) FY11 Elim Police Officer Probation

Position Changes Fiscal Year 01 to Fiscal Year 13

Department	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	Position Changes
Fire Rescue	33	36	38	39	38	37	41	40	41	43	43	43	43	FY02 Add 3 Firefighters FY03 Add 2 Firefighters FY04 Add Firefighter; Add Fiscal Assistant I; Elim Emerg Mgmt Coord trsf to City Manager FY05 Elim Computer Support Specl trsf to Information Svcs FY06 Elim Assistant Fire Chief FY07 Add Assistant Fire Chief; Add Fire Inspector; Add 3 Firefighters; Elim EMS Support Specialist FY08 Elim Fire Inspector FY09 Add EMS Support Specialist & Fire Inspector; Elim Firefighter; Add 2 Firefighters Midyear FY10 Add Community Safety Coord trsf fr City Manager as Emerg Mgmt Coord; Add 2 Firefighters; Elim Fire Inspector/Investigator
Fire Rescue Station 3										9				FY10 Established: Add 5 Firefighters; Add 4 Firemedics FY11 Elim 5 Firefighters; Elim 4 Firemedics
Development	10	11	11	13	11	12	11	12	8	7	4	5	5	FY02 Add Occp License Technician; Add Permit Technician; Elim Designer/Projects Coord trsf to Public Works Admin FY04 Add Planner II; Add Division Assistant FY05 Elim City Planner; Elim Code Enfc Officer FY06 Add Senior Planner FY07 Add Senior Project Planner; Add Project Planner II; Elim Planner I; Elim Code Enforcement Officer & Division Assistant trsf to Code Enforcement Division FY08 Add Building Official FY09 Elim Bldg Official, Cust Serv Supv, Permit Technician & Bldg Permit Technician trsf to Bldg Permit Division FY10 Elim Planner II FY11 Elim Senior Project Planner,Assist Development Director; Elim Planning Business Technician trsf to Financial Services
Building Permit Division									4	4	3	3	3	FY09 Established: Add Bldg Official, Cust Serv Supv, Permit Technician & Bldg Permit Technician trsf fr Development FY11 Elim Customer Service Supervisor
Code Enforcement Division							2	2	2	2	3	3	3	FY07 Established: Add Code Enforcement Officer & Division Assistant trsf fr Development FY08 Elim Division Assistant; Add Code Enforcement Officer FY11 Add Code Enforcement Supervisor
Building Maint Team	4	5	5	5	3	3	4	4	4	4	4	5	5	FY02 Add Maint Mechanic FY05 Elim 2 Custodians trsf to Parks & Recreation FY07 Add Custodian (City Hall Complex)
Turf & Ground Team	17	17	17	17	18	16	15	13	13	13	12	13	14	FY05 Add Team Leader I; Add Park Ranger; Elim Division Assistant FY06 Add Deputy Public Works Director trsf fr Stormwater; Elim Team Leader I, Groundskeeper & Laborer I trsf to Parks Facilities FY07 Elim Park Ranger trsf to Parks Facilities FY08 Elim Utility Service Worker II; Elim Laborer I; Elim Laborer I; Add Equipment Operator II FY11 Elim Equipment Operator II
Streets Team	6	6	6	6	5	6	6	6	6	6	6	6	6	FY05 Elim Laborer II FY06 Add Laborer II
Anchorage Division	1	1	1	1	1	1	1	1						FY09 Elim Harbormaster Lease Agreement May 08 with Huizenga
Parks & Recreation	5	8	8	8	10	10	11							FY02 Add 2 Recreation Supervisors 1; Add Recreation Assistant FY05 Add 2 Office Assistants I; Elim 2 Recreation Supervisors I; Add 2 Custodians trsf fr Building Maint FY07 Add Recreation Supervisor I FY08 Elim Recreation Assistant & Recreation Supervisor I Flagler Rec Center; Elim Pks/Recr Dir, Ass't Pk/Recr Dir, Rec Supv II, Recr Supv II, Office Ass't I, Custodian trsf to Flagler Rec Center; Elim Recreation Supv II, Office Ass't I, Custodian trsf to 10th Street Rec Center
Community Services Flagler Rec Center								6	6	7	3			FY08 Established: Add Pks/Recr Dir, Ass't Pks/Recr Dir, Recr Supv II, Rec Supv II, Office Ass't I, Custodian trsf fr Parks & Recr FY10 Add Division Assistant FY11 Elim Community Services Director, Recr Supervisor II, Office Asst I; Elim Recr Supervisor II trsf to 10th St Rec Center

Position Changes Fiscal Year 01 to Fiscal Year 13

Department	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	Position Changes
Community Services 10th Street Rec Center								3	3	2	2	4	7	FY08 Established: Add Recr Supv II, Office Ass't I, Custodian trsf fr Parks & Recreation FY10 Elim Recr Supervisor II FY11 Add Recr Supervisor II trsf fr Flagler Rec Center; Elim Custodian
Parks Facilities						3	4	4	3	3	3	3	1	FY06 Established: Add Team Leader I, Groundskeeper & Laborer I trsf fr Turf & Grounds FY07 Add Park Ranger trsf fr Turf & Grounds FY09 Elim Park Ranger
CRA							3	3	3	3	2	3	3	FY07 Established: Add CRA Coord, Code Enfc Officer & Admin Assistant trsf fr City Manager CRA FY 11 Elim Code Enforcement Officer
Water Treatment Team	11	11	11	10	10	10	10	10	10	10	10	11	10	FY04 Elim Assistant Public Works Director trsf to W/S Gen'l Govt
Wastewater Treatment Team		11	11	9	9	9	9	9	9	9	9	9	9	FY02 Established: Add Operations Coord, 2 Team Leaders II, Division Secretary, 3 Treatment Plant Operators, 3 Maint Mechanics & Sr Maint Mechanic trsf fr OMI (terminated contract agreement) FY04 Elim Compliance Specl & Division Assistant trsf to W/S Gen'l Govt FY09 Elim Team Leader II; Add Team Leader III
Distribution & Collection Team	9	9	9	8	8	9	9	9	9	9	9	9	9	FY04 Elim Util Service Worker II FY06 Add Meter Reader trsf fr Util Financial Svcs
Utilities Financial Services	7	8	7	5	5	4	3	3	3	3	3	4	4	FY02 Add Network Specl FY03 Elim Meter Reader trsf to Severn Trent Svcs (contract agreement) FY04 Add Meter Reader (terminated contract agreement); Elim Information Svcs Coord, Network Specl & Software Appl Specl trsf to Information Svcs FY06 Elim Meter Reader trsf to Distribution/Collection FY07 Elim Fiscal Assistant II trsf to Financial Svcs
W & S General Government	2	3	3	6	9	10	8	8	8	8	9	9	9	FY02 Add Capital Projects Coord FY04 Add Assistant Public Works Director trsf fr Water Treatment; Add Compliance Specl & Division Assistant trsf fr Wastewater Treatment FY05 Add Capital Projects Coord; Add Systems Technician; Add Compliance Technician FY06 Add Contracts/Ppty Mgmt Agent FY07 Elim Contracts Admin & Contracts/Ppty Mgmt Agent trsf to Purchasing Division FY08 Elim Util Capital Projects Coordinator; Add Recycling/Conservation Coord FY11 Add Public Works Director trsf fr Public Works Admin
Residential Collection Team	4	4	3	3	3	2	2	2	2	2	2	2	2	FY03 Elim Sanitation Worker trsf to Commercial Collection FY06 Elim Sanitation Equip Operator
Commercial Collection Team	11	11	12	11	10	8	8	8	8	8	9	10	8	FY03 Add Sanitation Worker trsf fr Residential Collection FY04 Elim Sanitation/Bldg Maint Coord FY05 Elim Office Assistant trsf to Vehicle Maint FY06 Elim 2 Sanitation Equip Operators FY09 Elim Team Leader II; Add Team Leader III FY11 Add Sanitation Equip Operator; Add Diesel/Gas Mechanic trsf fr Vehicle Maint Team Elim Computer Sys Operator
Yard Trash Collection Team	3	3	3	3	3	2	2	2	2	2	2	2	2	FY 06 Elim Sanitation Equip Operator
Stormwater Team	3	3	3	3	4	3	3	3	3	3	3	3	3	FY05 Add Stormwater Specl FY06 Elim Deputy Public Works Director trsf to Turf & Grounds
Total All Funds	**214**	**236**	**241**	**241**	**244**	**247**	**255**	**247**	**244**	**253**	**233**	**238**	**236**	

Ad Valorem Tax Information
Real & Personal Property
2013 Fiscal Year Preliminary Estimates

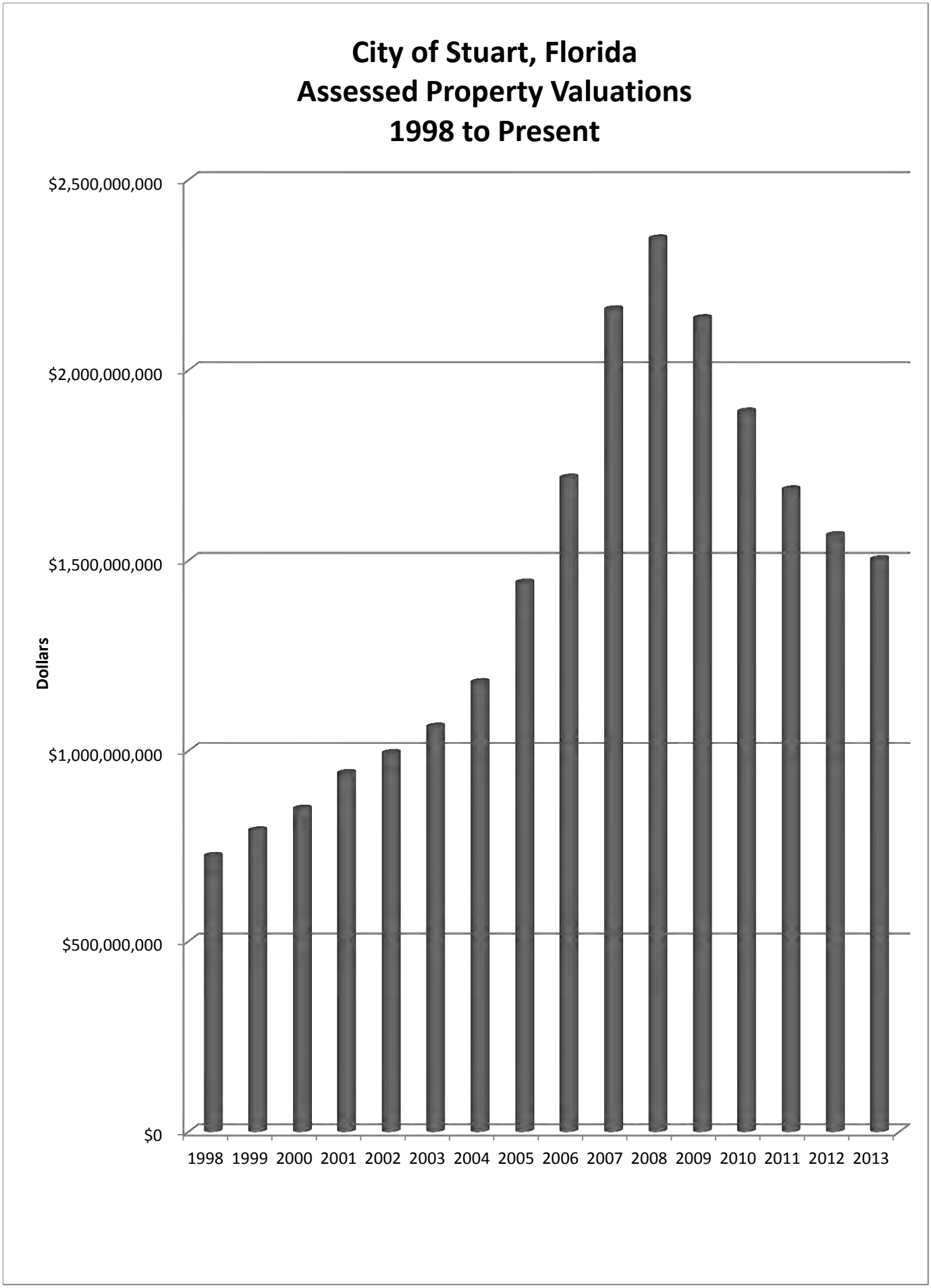
Year		Taxable Valuation	Value Change	Adopted Millage	Gross Taxes	Taxes Collected	Percent Collected
1989		$606,801,579	6%	2.5410	$1,541,883	$1,445,534	93.75%
1990		$641,867,146	6%	2.6000	$1,668,855	$2,490,328	149.22%
1991		$678,130,469	6%	2.9000	$1,966,578	$2,776,068	141.16%
1992		$676,341,625	0%	2.8750	$1,944,482	$1,810,229	93.10%
1993		$657,034,806	-3%	3.2810	$2,155,731	$2,117,562	98.23%
1994		$640,435,634	-3%	3.3230	$2,128,168	$2,058,287	96.72%
1995		$675,566,463	5%	3.9303	$2,655,179	$2,570,928	96.83%
1996		$687,606,054	2%	4.2133	$2,897,091	$2,777,898	95.89%
1997		$710,496,963	3%	4.1001	$2,913,109	$2,769,927	95.08%
1998		$723,483,596	2%	4.0639	$3,003,358	$3,311,121	110.25%
1999		$790,638,207	9%	4.0134	$3,173,147	$3,029,056	95.46%
2000		$847,336,677	7%	4.0134	$3,400,701	$3,036,042	89.28%
2001		$941,146,982	11%	4.0134	$3,787,974	$3,639,032	96.07%
2002		$993,729,245	6%	4.1539	$4,127,852	$3,962,786	96.00%
2003		$1,063,105,090	7%	4.1539	$4,416,032	$4,243,611	96.10%
2004		$1,180,061,631	11%	4.1539	$4,901,858	$4,252,642	86.76%
2005		$1,441,792,869	22%	4.1539	$5,989,063	$5,494,603	91.74%
2006		$1,717,122,016	19%	5.1539	$8,849,875	$8,957,845	101.22%
2007		$2,159,294,014	26%	5.1000	$11,012,399	$10,390,823	94.36%
2008		$2,345,384,966	9%	4.3329	$10,162,319	$9,739,851	95.84%
2009		$2,135,895,248	-9%	4.3329	$9,254,621	$8,882,011	95.97%
2010		$1,890,761,779	-11%	4.3329	$8,192,482	$6,777,377	82.73%
2011		$1,686,324,217	-11%	4.3329	$7,306,674	$7,072,877	96.80%
2012	*	$1,566,267,646	-7%	4.3329	$6,786,481	$5,712,789	84.18%
2013	#	$1,503,110,233	-4%	4.5524	$6,842,759		0.00%

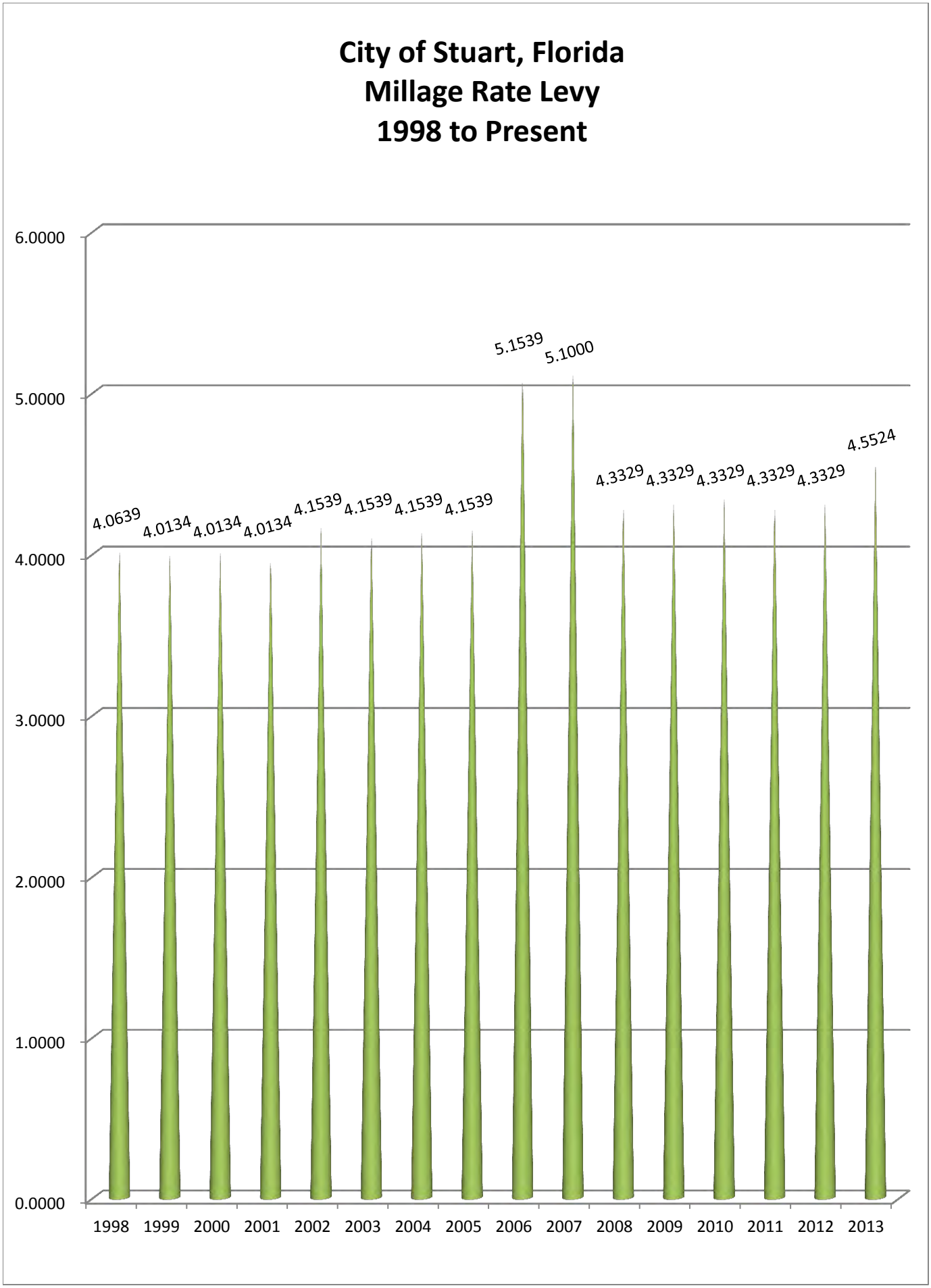
Roll-Back Comparison	Gross Tax	Net Tax @ 95%	1%
The adopted millage is a 0.0% increase to the current millage.			
The adopted millage of 4.5524 produces	**$6,842,759**	**$6,500,621**	**$68,428**

Budgetary Information

One (1) Mill of Ad Valorem Tax should produce approximately $1,503,110
One (1) Net Mill (95%) of Ad Valorem Tax should produce about $1,427,955

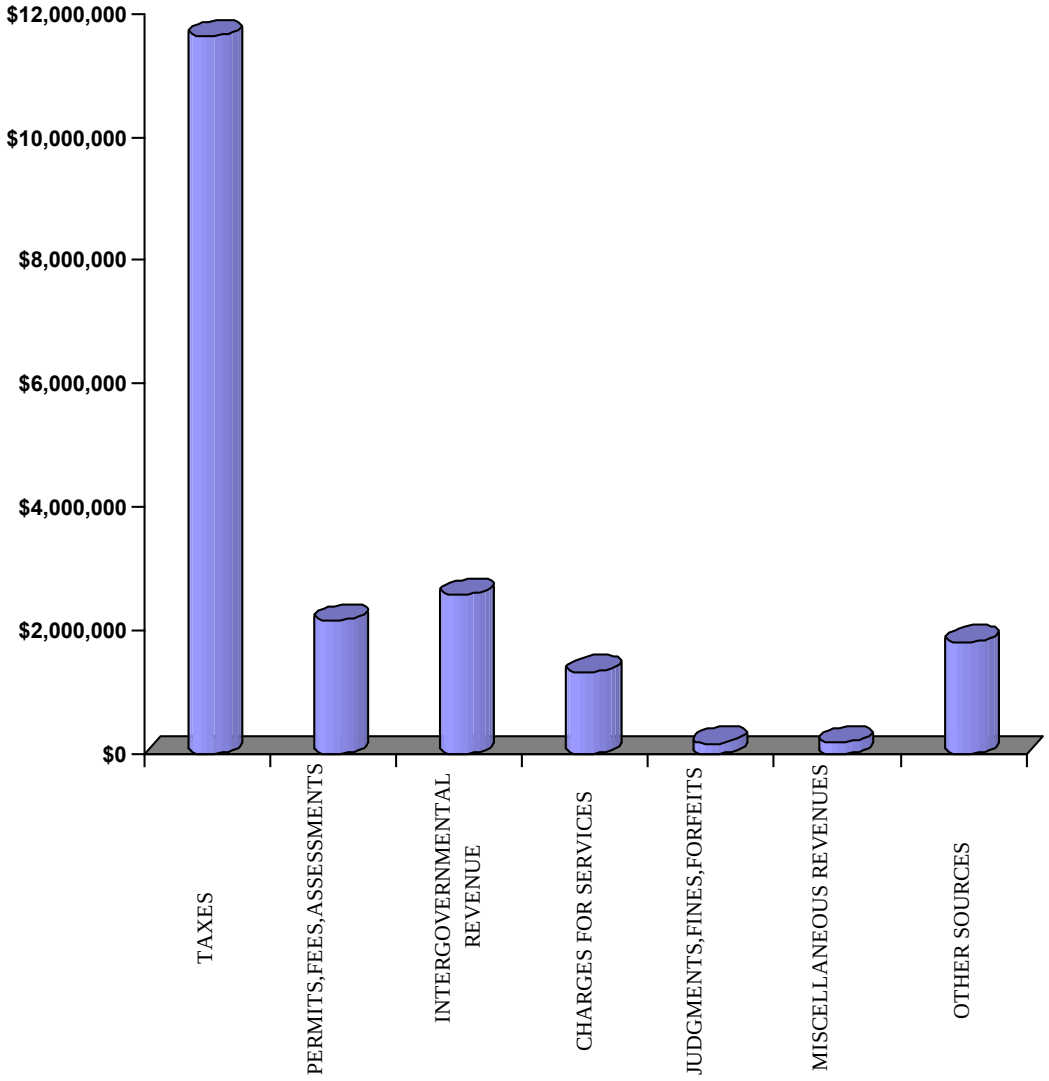
*FINAL certified taxable value
Adopted Millage and Estimated Gross Taxes, % change from prior year adjusted final taxable value


City of Stuart, Florida
Assessed Property Valuations
1998 to Present
$2,500,000,000
$2,000,000,000
$1,500,000,000
$1,000,000,000
$500,000,000
$0
Dollars
1998
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013


City of Stuart, Florida
Millage Rate Levy
1998 to Present
6.0000
5.0000
4.0000
3.0000
2.0000
1.0000
0.0000
4.0639
4.0134
4.0134
4.0134
4.1539
4.1539
4.1539
4.1539
5.1539
5.1000
4.3329
4.3329
4.3329
4.3329
4.3329
4.5524
1998
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013

City of Stuart
2013 Fiscal Budget
Revenues by Category

General Fund Revenues



City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
001		**GENERAL**				
TAXES	12,282,485	11,615,093	11,545,593	11,627,974	11,627,974	0.11%
PERMITS,FEES,ASSESSMENT	2,246,393	2,278,518	2,187,818	2,157,818	2,157,818	-5.30%
INTERGOVERNMENTAL REV	2,894,613	2,987,036	2,586,386	2,570,362	2,570,362	-13.95%
CHARGES FOR SERVICES	1,267,292	1,316,761	1,324,065	1,324,065	1,324,065	0.55%
JUDGMENTS,FINES,FORFEIT	176,957	175,250	175,250	175,250	175,250	0.00%
MISCELLANEOUS REVENUES	217,506	264,130	186,325	186,325	186,325	-29.46%
OTHER SOURCES	970,587	1,433,694	1,810,723	1,810,723	1,810,723	26.30%
Fund GENERAL	20,055,832	20,070,482	19,816,160	19,852,517	19,852,517	-1.09%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
001	**GENERAL**						
311100	AD VALOREM TAXES-CURRENT	7,067,470	6,468,787	6,468,787	6,500,621	6,500,621	0.49%
	AD VALOREM BASE			6,468,787	6,500,621	6,500,621	
	AD VALOREM REDUCTION			-452,815	-313,436	-313,436	
	REVENUE NEUTRAL PARTIAL ROLLBACK			452,815	313,436	313,436	
311110	AD VALOREM TAX-DELINQUENT	5,407	10,000	10,000	10,000	10,000	0.00%
311300	VOTED DEBT MILLAGE	510,106	525,651	528,651	528,651	528,651	0.57%
311310	DELQ VOTED DEBT MILLAGE	333	500	500	500	500	0.00%
312400	LOCAL OPTION FUEL	718,124	728,703	728,703	718,955	718,955	-1.34%
314100	UTILITY-ELECTRICITY	1,734,911	1,621,800	1,621,800	1,621,800	1,621,800	0.00%
314300	UTILITY-WATER	432,377	399,500	399,500	399,500	399,500	0.00%
314400	UTILITY-GAS	12,798	8,456	8,456	8,456	8,456	0.00%
314800	UTILITY-PROPANE	45,843	50,000	50,000	50,000	50,000	0.00%
315000	COMMUNICATION SERVICE TAX	1,185,685	1,204,696	1,132,196	1,192,491	1,192,491	-1.01%
316000	LOCAL BUSINESS TAX	569,432	597,000	597,000	597,000	597,000	0.00%
Total	TAXES	12,282,485	11,615,093	11,545,593	11,627,974	11,627,974	0.11%
322000	BUILDING PERMITS	459,360	491,548	377,715	377,715	377,715	-23.16%
322100	MISC DEVELOPMENT FEES	591	2,500	2,500	2,500	2,500	0.00%
322200	ZONING FEES	43,944	43,500	43,500	43,500	43,500	0.00%
323100	FRANCHISE-ELECTRICITY	1,625,007	1,597,200	1,597,200	1,567,200	1,567,200	-1.88%
323400	FRANCHISE-GAS	47,005	43,800	43,800	43,800	43,800	0.00%
323700	FRANCHISE-SOLID WASTE	8,873	11,700	11,700	11,700	11,700	0.00%
325100	ASSESS-CAPITAL IMPROVEMNT	15,280	18,000	18,000	18,000	18,000	0.00%
329000	OTHER PERMITS AND FEES	28,675	30,400	53,533	53,533	53,533	76.10%
329010	PILOP	2,400	0	0	0	0	0.00%
329100	COMPETENCY CARDS	0	25,500	25,500	25,500	25,500	0.00%
329200	GREASE TRAP FEES	630	500	500	500	500	0.00%
329400	ALARM USER PERMIT FEE	14,628	13,870	13,870	13,870	13,870	0.00%
Total	PERMITS,FEES,ASSESSMENT	2,246,393	2,278,518	2,187,818	2,157,818	2,157,818	-5.30%
331200	FED GRANT-PUBLIC SAFETY	67,611	408,935	37,500	37,500	37,500	-90.83%
	EMS GRANT			37,500	37,500	37,500	
331400	FED GRANT-TRANSPORTATION	248,494	0	0	0	0	0.00%
334700	STATE GRANT-RECREATION	133,828	0	112,500	112,500	112,500	0.00%
New	!FIND GRANT - SHEPARD PARK SEAWALL			112,500	112,500	112,500	

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
001	**GENERAL**						
335120	SHARED PROCEEDS	595,835	598,945	598,945	595,723	595,723	-0.54%
335140	SHARED MOBILE HOME LICNSE	12,041	12,000	12,000	12,000	12,000	0.00%
335150	SHARED ALCOHOL BEV LICNSE	45,107	45,000	45,000	45,000	45,000	0.00%
335180	SHARED 1/2 CENT SALES TAX	1,357,547	1,380,000	1,380,000	1,375,465	1,375,465	-0.33%
335210	SHARED FIREFIGHTER SUPP	16,140	15,000	15,000	15,000	15,000	0.00%
335490	REBATE FUEL TAX	18,854	19,000	19,000	19,000	19,000	0.00%
337110	LOCAL GRANT-PUBLIC SAFETY	1,000	46,994	46,994	46,994	46,994	0.00%
	YIO / CSC GRANT			46,994	46,994	46,994	
337200	LOCAL GRANT-PHYSICAL ENV	9,551	0	0	0	0	0.00%
337700	LOCAL GRANT-RECREATION	246,936	336,630	199,130	199,130	199,130	-40.85%
	CSC GRANT			199,130	199,130	199,130	
338190	911 TARIFF REVENUES	92,625	102,000	102,000	93,733	93,733	-8.10%
338200	COUNTY BUSINESS TAX	32,511	6,000	6,000	6,000	6,000	0.00%
339000	LOCAL PILOT	16,532	16,532	12,317	12,317	12,317	-25.50%
Total	INTERGOVERNMENTAL REV	2,894,613	2,987,036	2,586,386	2,570,362	2,570,362	-13.95%
341100	RECORDING FEES	0	2,500	2,500	2,500	2,500	0.00%
341107	STUART CRA ADMIN FEE	25,000	25,000	25,000	25,000	25,000	0.00%
341110	PUBLIC HEARING FEES	10	6,250	6,250	6,250	6,250	0.00%
341130	ELECTION QUALIFYING FEES	75	1,000	1,000	1,000	1,000	0.00%
342210	SEWALL'S POINT PROTECTION	325,054	332,011	339,315	339,315	339,315	2.20%
	SEWALL'S POINT INTERLOCAL AGREEMENT (2/11 CPI @ 2.2%)			339,315	339,315	339,315	
342500	PROTECTIVE INSPECT CHARGE	95,392	100,000	100,000	100,000	100,000	0.00%
	ANNUAL FIRE SAFETY INSPECTIONS			100,000	100,000	100,000	
342600	AMBULANCE FEES	761,626	800,000	800,000	800,000	800,000	0.00%
347210	NONTAXABLE RECREATION FEE	27,453	20,000	20,000	20,000	20,000	0.00%
347220	TAXABLE RECREATION FEE	12,123	5,000	5,000	5,000	5,000	0.00%
347400	SPECIAL EVENTS CHARGE	20,559	25,000	25,000	25,000	25,000	0.00%
Total	CHARGES FOR SERVICES	1,267,292	1,316,761	1,324,065	1,324,065	1,324,065	0.55%
351100	COUNTY COURT CRIME FINE	75,092	75,850	75,850	75,850	75,850	0.00%
351110	COURT RECOVERED COSTS	5,791	5,700	5,700	5,700	5,700	0.00%
354000	LOCAL ORDINANCES FINE	36,353	51,200	51,200	51,200	51,200	0.00%
354190	FALSE ALARMS-POLICE	15,001	10,000	10,000	10,000	10,000	0.00%
354201	FALSE ALARMS-FIRE	2,000	5,000	5,000	5,000	5,000	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

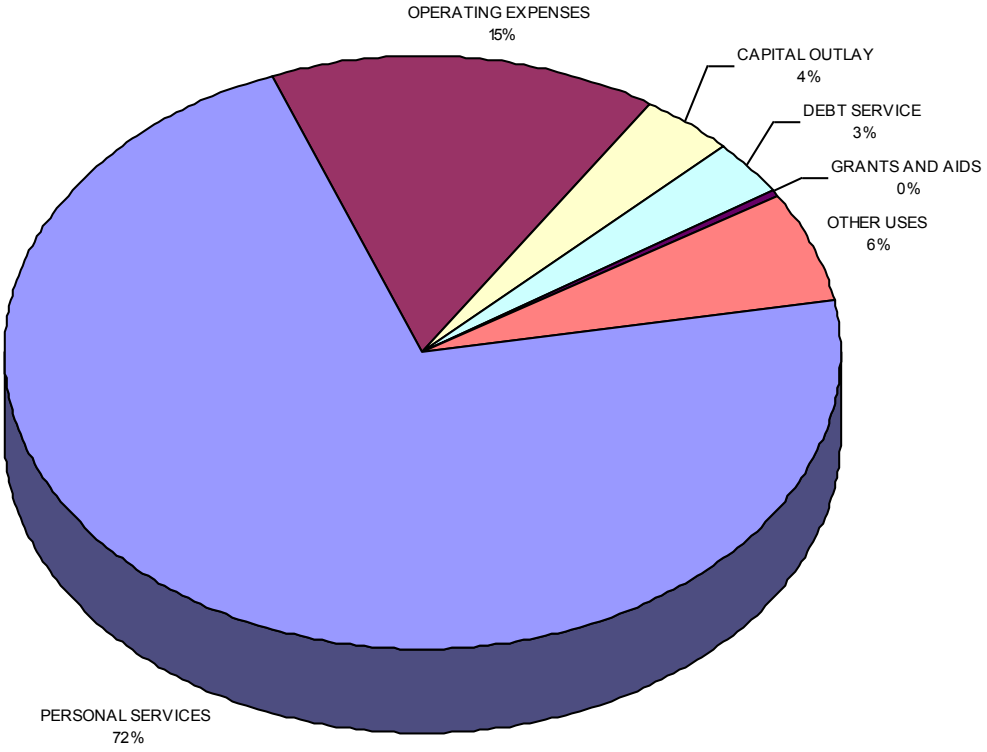
Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
001	**GENERAL**						
354210	CODE ENFORCEMENT FINES	34,530	20,000	20,000	20,000	20,000	0.00%
354215	CODE ENFORCEMENT FEES	8,190	7,500	7,500	7,500	7,500	0.00%
Total	JUDGMENTS,FINES,FORFEIT	176,957	175,250	175,250	175,250	175,250	0.00%
361100	INTEREST	111,117	135,000	58,375	58,375	58,375	-56.76%
	INTEREST FROM INVESTMENTS			35,000	35,000	35,000	
	INTEREST FROM PROPERTY MANAGEMENT FOR DOCKSIDE LOAN			23,375	23,375	23,375	
362900	OTHER RENTS/ROYALTIES	1,687	2,000	2,000	2,000	2,000	0.00%
	VENDING MACHINE			2,000	2,000	2,000	
365000	SALE OF SURPLUS AND SCRAP	2,913	5,500	5,500	5,500	5,500	0.00%
366000	CONTRIBUTIONS/DONATIONS	14,575	5,000	5,000	5,000	5,000	0.00%
	SEACOAST NATIONAL BANK CITY CONTRIBUTION			5,000	5,000	5,000	
366190	DONATION TO POLICE	0	1,180	0	0	0	-100.00%
366240	DONATION TO RECREATION	6,418	15,000	15,000	15,000	15,000	0.00%
369100	MISCELLANEOUS REVENUE	37,210	45,000	45,000	45,000	45,000	0.00%
369110	MISC REVENUE - ALLOWANCE	8,469	10,000	10,000	10,000	10,000	0.00%
369300	SETTLEMENTS	756	750	750	750	750	0.00%
369600	INSURANCE REFUNDS	27,391	40,000	40,000	40,000	40,000	0.00%
369800	FIRE TRAINING REIMBURSE	236	1,000	1,000	1,000	1,000	0.00%
369900	MISC OTHER REVENUES	1,550	100	100	100	100	0.00%
369905	CREDIT CARD CONVENIENCE	4,297	2,600	2,600	2,600	2,600	0.00%
369910	RECOVERED BAD DEBT	887	1,000	1,000	1,000	1,000	0.00%
Total	MISCELLANEOUS REVENUES	217,506	264,130	186,325	186,325	186,325	-29.46%
381100	TRANS FR OTHER FUNDS	9,894	0	0	0	0	0.00%
381101	TRANS FR IMPACT FEES	-375,000	66,400	17,500	17,500	17,500	-73.64%
381106	TRANS FR INFRASTRUCTURE	688,738	473,937	345,000	345,000	345,000	-27.21%
	EAST OCEAN STREETSCAPE			100,000	100,000	100,000	
	EMS GRANT MATCH			12,500	12,500	12,500	
	FIND GRANT MATCH - SHEPARD PARK SEAWALL			112,500	112,500	112,500	
	MEMORIAL PARK RESTROOMS			95,000	95,000	95,000	
	PARKS MASTER PLAN			25,000	25,000	25,000	
381107	TRANS FR STUART- CRA	340,337	250,337	150,337	150,337	150,337	-39.95%
	CODE ENFORCEMENT ACTION			50,000	50,000	50,000	
	COMMUNITY POLICING ACTION			90,337	90,337	90,337	
	REIMBURSE AUDIT FEE			10,000	10,000	10,000	
381110	TRANS FR PROPERTY MGMNT	250,000	437,916	439,729	439,729	439,729	0.41%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
001	**GENERAL**						
381110	TRANS FR PROPERTY MGMNT	250,000	437,916	439,729	439,729	439,729	0.41%
	ANNUAL TRANSFER			250,000	250,000	250,000	
	DOCKSIDE LOAN			189,729	189,729	189,729	
381190	TRANS FR POLICE IMPACT	37,365	0	0	0	0	0.00%
381194	TRANS FR LETF RESERVE	14,284	22,900	27,000	27,000	27,000	17.90%
381196	TRANS FR LEEF RESERVE	4,969	8,000	36,020	36,020	36,020	350.25%
381198	TRANS FR YIO RESERVE	0	500	500	500	500	0.00%
381247	TRANS FR OTHER RESERVES	0	155,774	75,300	75,300	75,300	-51.66%
	FLEET REPLACEMENT			75,300	75,300	75,300	
381410	TRANS FR WATER/SEWER	0	0	498,420	498,420	498,420	0.00%
	6% OF REVENUE			498,420	498,420	498,420	
381420	TRANS FR SANITATION	0	0	220,917	220,917	220,917	0.00%
	6% OF REVENUE			220,917	220,917	220,917	
389971	FUNDS FR FUND BALANCE	0	17,930	0	0	0	-100.00%
Total	OTHER SOURCES	970,587	1,433,694	1,810,723	1,810,723	1,810,723	26.30%
Fund	GENERAL	20,055,832	20,070,482	19,816,160	19,852,517	19,852,517	-1.09%

City of Stuart
2013 Fiscal Budget
Appropriations by Category

General Fund Appropriations



City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
PERSONAL SERVICES	15,910,095	14,217,460	14,249,841	14,292,544	14,292,544	0.53%
OPERATING EXPENSES	2,826,197	2,925,756	2,863,846	2,946,505	2,946,505	0.71%
CAPITAL OUTLAY	563,139	1,401,364	758,300	758,300	758,300	-45.89%
DEBT SERVICE	608,528	605,041	608,070	608,070	608,070	0.50%
GRANTS AND AIDS	80,000	23,000	23,000	23,000	23,000	0.00%
OTHER USES	979,230	869,661	1,313,115	1,224,098	1,224,098	40.76%
Fund GENERAL	20,967,191	20,042,282	19,816,171	19,852,517	19,852,517	-0.95%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
1110		**CITY COMMISSION**				
PERSONAL SERVICES	99,325	94,968	82,854	83,201	83,201	-12.39%
OPERATING EXPENSES	12,331	13,798	6,675	6,675	6,675	-51.62%
GRANTS AND AIDS	80,000	23,000	23,000	23,000	23,000	0.00%
Division CITY COMMISSION	191,655	131,765	112,529	112,876	112,876	-14.34%
Dept CITY COMMISSION	191,655	131,765	112,529	112,876	112,876	-14.34%
1120		**CITY MANAGER**				
PERSONAL SERVICES	388,079	356,883	348,195	350,739	350,739	-1.72%
OPERATING EXPENSES	75,886	114,185	77,255	77,255	77,255	-32.34%
Division CITY MANAGER	463,965	471,069	425,450	427,994	427,994	-9.14%
Dept CITY MANAGER	463,965	471,069	425,450	427,994	427,994	-9.14%
1125		**HUMAN RESOURCES**				
PERSONAL SERVICES	350,624	196,097	215,164	216,651	216,651	10.48%
OPERATING EXPENSES	22,721	25,131	18,298	18,298	18,298	-27.19%
Division HUMAN RESOURCES	373,345	221,227	233,462	234,949	234,949	6.20%
Dept HUMAN RESOURCES	373,345	221,227	233,462	234,949	234,949	6.20%
1130		**CITY CLERK**				
PERSONAL SERVICES	88,601	84,125	83,151	83,689	83,689	-0.52%
OPERATING EXPENSES	57,166	53,877	42,396	42,396	42,396	-21.31%
CAPITAL OUTLAY	1,164	600	0	0	0	-100.00%
Division CITY CLERK	146,931	138,603	125,547	126,085	126,085	-9.03%
Dept CITY CLERK	146,931	138,603	125,547	126,085	126,085	-9.03%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
1140		**FINANCIAL SERVICES**				
PERSONAL SERVICES	543,151	556,581	551,103	555,059	555,059	-0.27%
OPERATING EXPENSES	188,313	187,514	174,416	174,416	174,416	-6.99%
Division FINANCIAL SERVICES	731,464	744,096	725,519	729,475	729,475	-1.96%
1142		**PURCHASING DIVISION**				
PERSONAL SERVICES	190,385	182,095	164,697	172,096	172,096	-5.49%
OPERATING EXPENSES	14,096	19,103	20,668	20,668	20,668	8.19%
Division PURCHASING DIVISION	204,481	201,198	185,365	192,764	192,764	-4.19%
Dept FINANCIAL SERVICES	935,945	945,294	910,885	922,239	922,239	-2.44%
1145		**INFORMATION SERVICES**				
PERSONAL SERVICES	360,820	363,130	358,133	360,286	360,286	-0.78%
OPERATING EXPENSES	184,577	187,430	185,229	198,929	198,929	6.14%
CAPITAL OUTLAY	50,200	81,000	76,000	76,000	76,000	-6.17%
Division INFORMATION SERVICES	595,597	631,560	619,362	635,215	635,215	0.58%
Dept INFORMATION SERVICES	595,597	631,560	619,362	635,215	635,215	0.58%
1150		**CITY ATTORNEY**				
PERSONAL SERVICES	202,251	156,635	152,795	153,871	153,871	-1.76%
OPERATING EXPENSES	113,638	78,263	68,854	68,854	68,854	-12.02%
Division CITY ATTORNEY	315,889	234,898	221,649	222,725	222,725	-5.18%
Dept CITY ATTORNEY	315,889	234,898	221,649	222,725	222,725	-5.18%
1160		**GENERAL GOVERNMENT**				
PERSONAL SERVICES	352,321	82,947	166,369	98,562	98,562	18.83%
OPERATING EXPENSES	-827,333	-1,149,541	-1,018,518	-1,025,559	-1,025,559	-10.79%
OTHER USES	494,876	275,504	1,123,386	1,034,369	1,034,369	275.45%
Division GENERAL GOVERNMENT	19,864	-791,090	271,236	107,371	107,371	-113.57%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001	GENERAL					
Account	**2011 Audited Actual**	**2012 Current Budget**	**Dept Request**	**Manager Recommend**	**Commission Adopt**	**% Change**
Dept GENERAL GOVERNMENT	19,864	-791,090	271,236	107,371	107,371	-113.57%
1170	**VEHICLE MAINTENANCE**					
PERSONAL SERVICES	198,383	198,677	194,994	196,609	196,609	-1.04%
OPERATING EXPENSES	40,186	37,601	39,366	39,366	39,366	4.69%
Division VEHICLE MAINTENANCE	238,569	236,278	234,360	235,975	235,975	-0.13%
1180	**PUBLIC WORKS ADMIN**					
PERSONAL SERVICES	3,850	0	0	0	0	0.00%
OPERATING EXPENSES	11,705	0	0	0	0	0.00%
Division PUBLIC WORKS ADMIN	15,555	0	0	0	0	0.00%
1215	**BUILDING MAINTENANCE**					
PERSONAL SERVICES	310,824	272,478	260,989	259,246	259,246	-4.86%
OPERATING EXPENSES	150,630	166,473	168,212	168,212	168,212	1.04%
Division BUILDING MAINTENANCE	461,454	438,951	429,201	427,458	427,458	-2.62%
1220	**TURF AND GROUNDS**					
PERSONAL SERVICES	629,776	638,588	675,826	692,411	692,411	8.43%
OPERATING EXPENSES	349,852	383,757	356,791	371,791	371,791	-3.12%
CAPITAL OUTLAY	3,088	24,673	102,500	102,500	102,500	315.43%
Division TURF AND GROUNDS	982,715	1,047,018	1,135,117	1,166,702	1,166,702	11.43%
1230	**STREETS TEAM**					
PERSONAL SERVICES	303,550	306,527	305,637	308,867	308,867	0.76%
OPERATING EXPENSES	808,484	865,829	873,846	884,846	884,846	2.20%
CAPITAL OUTLAY	338,677	84,980	121,500	121,500	121,500	42.97%
Division STREETS TEAM	1,450,710	1,257,336	1,300,983	1,315,213	1,315,213	4.60%
Dept PUBLIC WORKS ADMIN	3,149,003	2,979,584	3,099,661	3,145,347	3,145,347	5.56%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
1190		**POLICE**				
PERSONAL SERVICES	6,098,869	5,156,310	5,146,440	5,192,407	5,192,407	0.70%
OPERATING EXPENSES	643,132	740,180	719,536	719,536	719,536	-2.79%
CAPITAL OUTLAY	122,210	110,617	60,100	60,100	60,100	-45.67%
Division POLICE	6,864,211	6,007,106	5,926,076	5,972,043	5,972,043	-0.58%
1192		**LETF DISB**				
OPERATING EXPENSES	6,573	16,500	16,500	16,500	16,500	0.00%
Division LETF DISB	6,573	16,500	16,500	16,500	16,500	0.00%
1194		**LAW ENFORCEMENT TRUST**				
OPERATING EXPENSES	9,109	12,950	9,020	9,020	9,020	-30.35%
CAPITAL OUTLAY	0	0	27,000	27,000	27,000	0.00%
Division LAW ENFORCEMENT TRUST	9,109	12,950	36,020	36,020	36,020	178.15%
1196		**LAW ENFORCEMENT EDUCATION**				
OPERATING EXPENSES	4,165	1,450	10,500	10,500	10,500	624.14%
Division LAW ENFORCEMENT EDUCA	4,165	1,450	10,500	10,500	10,500	624.14%
1198		**YOUTH INTERVENTION PROG**				
OPERATING EXPENSES	0	500	500	500	500	0.00%
Division YOUTH INTERVENTION PRO	0	500	500	500	500	0.00%
Dept POLICE	6,884,059	6,038,506	5,989,596	6,035,563	6,035,563	-0.05%
1201		**FIRE/RESCUE**				
PERSONAL SERVICES	4,435,474	4,257,994	4,201,601	4,230,505	4,230,505	-0.65%
OPERATING EXPENSES	484,517	601,394	560,751	560,751	560,751	-6.76%
CAPITAL OUTLAY	0	515,015	51,200	51,200	51,200	-90.06%
Division FIRE/RESCUE	4,919,991	5,374,404	4,813,552	4,842,456	4,842,456	-9.90%
Dept FIRE/RESCUE	4,919,991	5,374,404	4,813,552	4,842,456	4,842,456	-9.90%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
1210		**DEVELOPMENT**				
PERSONAL SERVICES	281,440	230,425	266,822	268,961	268,961	16.72%
OPERATING EXPENSES	55,704	60,833	48,852	48,852	48,852	-19.69%
Division DEVELOPMENT	337,144	291,257	315,674	317,813	317,813	9.12%
1211		**BUILDING/PERMIT DIVISION**				
PERSONAL SERVICES	322,995	310,121	309,066	302,077	302,077	-2.59%
OPERATING EXPENSES	42,051	106,772	94,149	94,149	94,149	-11.82%
CAPITAL OUTLAY	0	12,000	0	0	0	-100.00%
Division BUILDING/PERMIT DIVISIO	365,046	428,893	403,215	396,226	396,226	-7.62%
1212		**CODE ENFORCEMENT DIVISION**				
PERSONAL SERVICES	218,331	218,333	215,293	218,021	218,021	-0.14%
OPERATING EXPENSES	24,612	31,234	31,576	31,576	31,576	1.10%
Division CODE ENFORCEMENT DIVISI	242,943	249,567	246,869	249,597	249,597	0.01%
Dept DEVELOPMENT	945,133	969,718	965,757	963,636	963,636	-0.63%
1240		**COMMUNITY SERVICES**				
OPERATING EXPENSES	8,658	0	0	0	0	0.00%
Division COMMUNITY SERVICES	8,658	0	0	0	0	0.00%
1241		**FLAGLER REC CENTER**				
PERSONAL SERVICES	93,950	0	0	0	0	0.00%
OPERATING EXPENSES	26,248	0	0	0	0	0.00%
Division FLAGLER REC CENTER	120,198	0	0	0	0	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
1242		**10TH STREET REC CENTER**				
PERSONAL SERVICES	328,200	470,562	499,621	497,657	497,657	5.76%
OPERATING EXPENSES	128,379	182,167	155,839	155,839	155,839	-14.45%
CAPITAL OUTLAY	11,839	40,000	0	0	0	-100.00%
Division 10TH STREET REC CENTER	468,418	692,729	655,460	653,496	653,496	-5.66%
1243		**PARK FACILITIES**				
PERSONAL SERVICES	108,898	83,984	51,092	51,630	51,630	-38.52%
OPERATING EXPENSES	190,797	188,355	203,135	253,135	253,135	34.39%
CAPITAL OUTLAY	35,962	532,479	320,000	320,000	320,000	-39.90%
Division PARK FACILITIES	335,657	804,818	574,227	624,765	624,765	-22.37%
Dept COMMUNITY SERVICES	932,930	1,497,547	1,229,687	1,278,261	1,278,261	-14.64%
1290		**GENERAL NON-OPERATING**				
DEBT SERVICE	608,528	605,041	608,070	608,070	608,070	0.50%
OTHER USES	484,354	594,158	189,729	189,729	189,729	-68.07%
Division GENERAL NON-OPERATING	1,092,882	1,199,199	797,799	797,799	797,799	-33.47%
Dept GENERAL NON-OPERATING	1,092,882	1,199,199	797,799	797,799	797,799	-33.47%
Fund GENERAL	20,967,191	20,042,282	19,816,171	19,852,517	19,852,517	-0.95%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

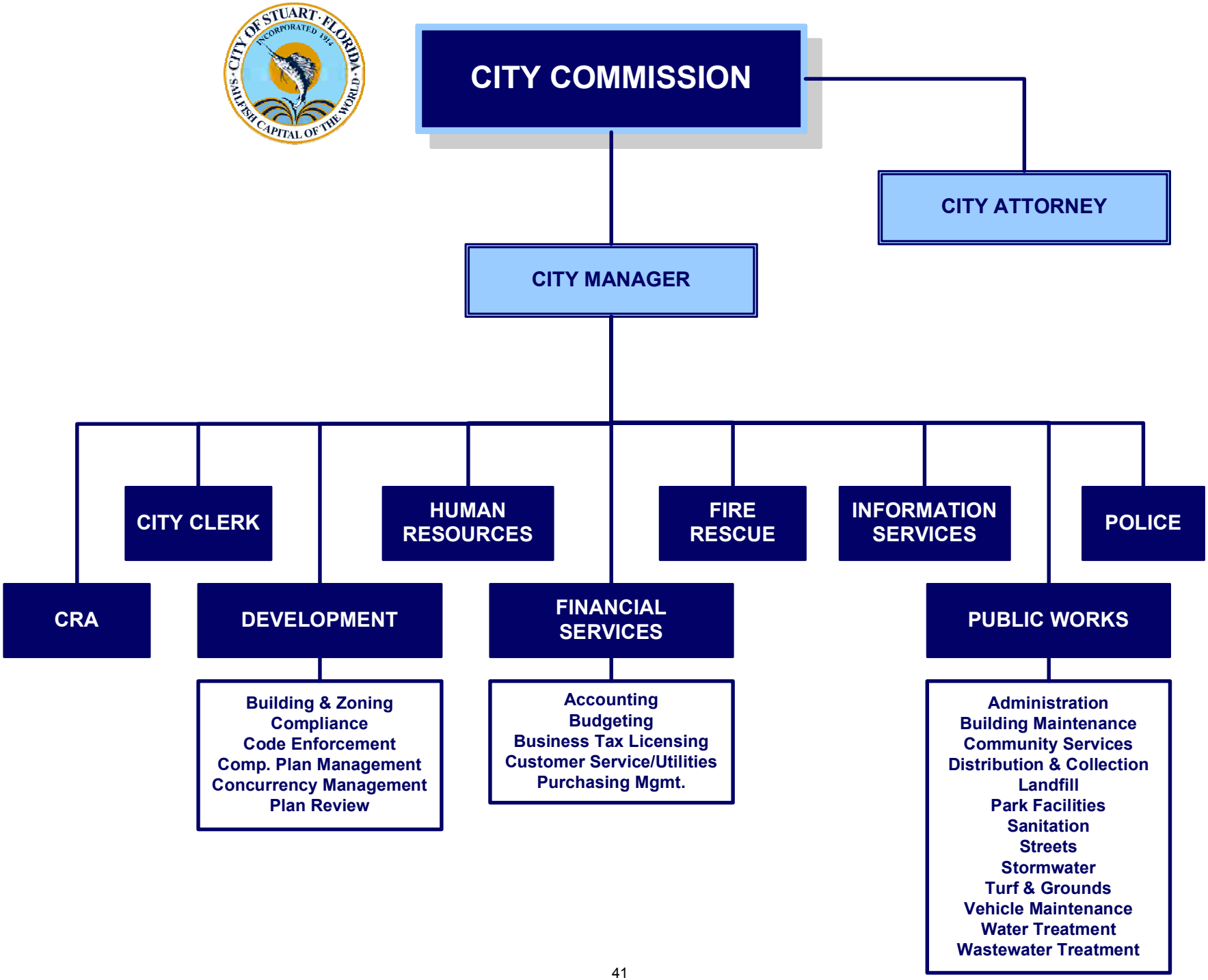
001 **GENERAL**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
511	EXECUTIVE SALARIES	316,461	293,138	293,138	293,138	293,138	0.00%
512	REGULAR SALARIES AND WAGE	9,999,718	9,289,241	9,325,479	9,341,650	9,341,650	0.56%
513	OTHER SALARIES AND WAGES	250,235	210,089	224,902	224,902	224,902	7.05%
514	OVERTIME	491,457	493,220	495,661	496,161	496,161	0.60%
515	SPECIAL PAY	112,286	201,877	191,038	283,345	283,345	40.35%
521	FICA TAXES	810,076	792,506	797,759	806,006	806,006	1.70%
522	RETIREMENT CONTRIBUTIONS	1,745,545	1,030,036	1,103,632	1,037,864	1,037,864	0.76%
523	LIFE AND HEALTH INSURANCE	1,887,077	1,650,905	1,561,783	1,553,030	1,553,030	-5.93%
524	WORKERS' COMPENSATION	245,949	245,949	245,949	245,949	245,949	0.00%
525	UNEMPLOYMENT COMPENSATION	51,292	10,500	10,500	10,500	10,500	0.00%
Total	PERSONAL SERVICES	15,910,095	14,217,460	14,249,841	14,292,544	14,292,544	0.53%
531	PROFESSIONAL SERVICES	196,440	271,336	185,741	185,741	185,741	-31.55%
532	ACCOUNTING AND AUDITING	115,135	111,600	96,500	96,500	96,500	-13.53%
534	OTHER SERVICES	499,021	549,034	515,760	515,760	515,760	-6.06%
535	INVESTIGATIONS	9,549	10,848	10,860	10,860	10,860	0.11%
536	PENSION BENEFITS	27,184	19,800	19,800	19,800	19,800	0.00%
540	TRAVEL AND PER DIEM	36,155	55,806	52,222	52,222	52,222	-6.42%
541	COMMUNICATIONS SERVICES	103,574	121,301	113,185	126,185	126,185	4.03%
542	FREIGHT/POSTAGE SERVICES	17,043	22,548	17,725	17,725	17,725	-21.39%
543	UTILITY SERVICES	650,838	654,310	625,260	625,260	625,260	-4.44%
544	RENTALS AND LEASES	52,581	80,934	85,574	85,574	85,574	5.73%
545	INSURANCE	404,571	387,175	388,581	388,581	388,581	0.36%
546	REPAIR AND MAINTENANCE	589,822	618,881	649,615	649,615	649,615	4.97%
547	PRINTING AND BINDING	12,405	15,984	11,800	11,800	11,800	-26.18%
548	PROMOTIONAL ACTIVITIES	57,441	102,740	89,585	89,585	89,585	-12.80%
549	OTHER CURRENT CHARGES	139,873	186,582	175,995	226,695	226,695	21.50%
551	OFFICE SUPPLIES	33,378	41,025	36,425	36,425	36,425	-11.21%
552	OPERATING SUPPLIES	614,129	714,876	694,265	709,265	709,265	-0.78%
553	ROAD MATERIAL AND SUPPLY	30,672	25,000	25,000	36,000	36,000	44.00%
554	BOOKS AND MEMBERSHIPS	38,757	46,709	39,351	39,351	39,351	-15.75%
555	TRAINING	24,961	56,738	49,120	49,120	49,120	-13.43%
557	INDIRECT COSTS (NET)	-827,333	-1,167,470	-1,018,518	-1,025,559	-1,025,559	-12.16%
Total	OPERATING EXPENSES	2,826,197	2,925,756	2,863,846	2,946,505	2,946,505	0.71%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

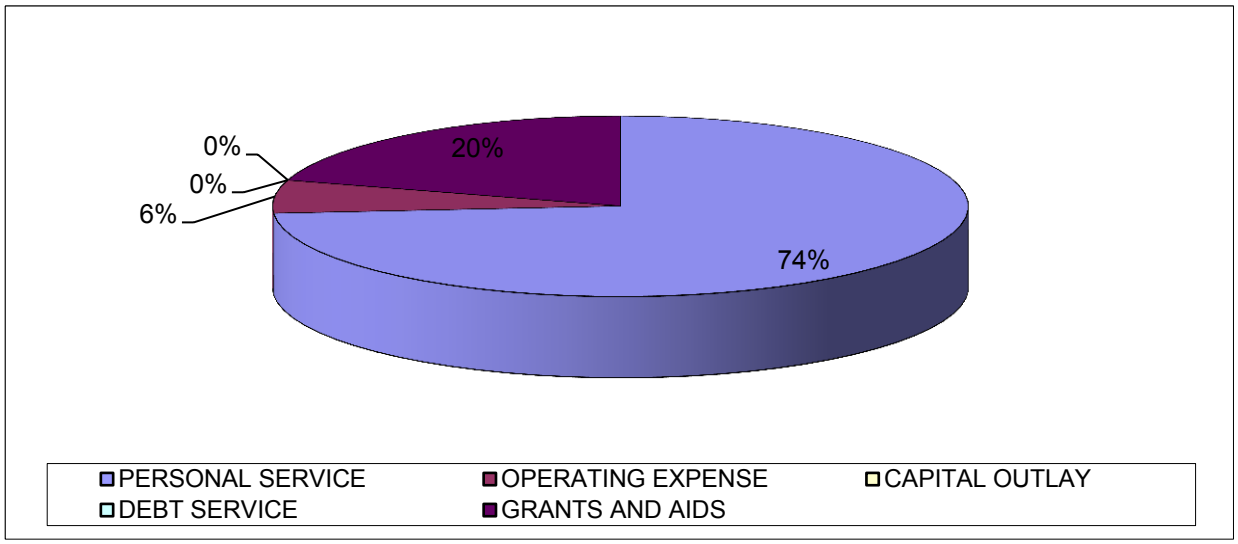
001 **GENERAL**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
562	BUILDINGS	14,980	266,060	27,000	27,000	27,000	-89.85%
563	INFRASTRUCTURE	364,673	343,469	421,200	421,200	421,200	22.63%
564	MACHINERY AND EQUIPMENT	183,487	791,835	310,100	310,100	310,100	-60.84%
Total	CAPITAL OUTLAY	563,139	1,401,364	758,300	758,300	758,300	-45.89%
571	PRINCIPAL	222,169	227,169	264,000	264,000	264,000	16.21%
572	INTEREST	384,634	376,122	342,320	342,320	342,320	-8.99%
573	OTHER DEBT SERVICE COSTS	1,726	1,750	1,750	1,750	1,750	0.00%
Total	DEBT SERVICE	608,528	605,041	608,070	608,070	608,070	0.50%
581	AIDS TO GOVERNMENT AGENCY	15,000	15,000	15,000	15,000	15,000	0.00%
582	AIDS TO PRIVATE ORGS	65,000	8,000	8,000	8,000	8,000	0.00%
Total	GRANTS AND AIDS	80,000	23,000	23,000	23,000	23,000	0.00%
591	INTRAGOVERNMENTAL TRANSFS	979,230	594,158	536,835	549,098	549,098	-7.58%
595	OTHER NONOPERATING USES	0	275,504	776,280	675,000	675,000	145.01%
Total	OTHER USES	979,230	869,661	1,313,115	1,224,098	1,224,098	40.76%
Fund	GENERAL	20,967,191	20,042,282	19,816,171	19,852,517	19,852,517	-0.95%


CITY COMMISSION
CITY ATTORNEY
CITY MANAGER
CRA
CITY CLERK
DEVELOPMENT
HUMAN RESOURCES
FINANCIAL SERVICES
FIRE RESCUE
INFORMATION SERVICES
POLICE
PUBLIC WORKS
Building & Zoning
Compliance
Code Enforcement
Comp. Plan Management
Concurrency Management
Plan Review
Accounting
Budgeting
Business Tax Licensing
Customer Service/Utilities
Purchasing Mgmt.
Administration
Building Maintenance
Community Services
Distribution & Collection
Landfill
Park Facilities
Sanitation
Streets
Stormwater
Turf & Grounds
Vehicle Maintenance
Water Treatment
Wastewater Treatment

City Commission

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	104,920	94,968	83,201
OPERATING EXPENSE	9,603	13,798	6,675
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	80,500	23,000	23,000
Total	**195,023**	**131,765**	**112,876**
Direct/Indirect Charges (Net)			**(112,876)**
Department Total Expense	**195,023**	**131,765**	**-**



City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1110 CITY COMMISSION

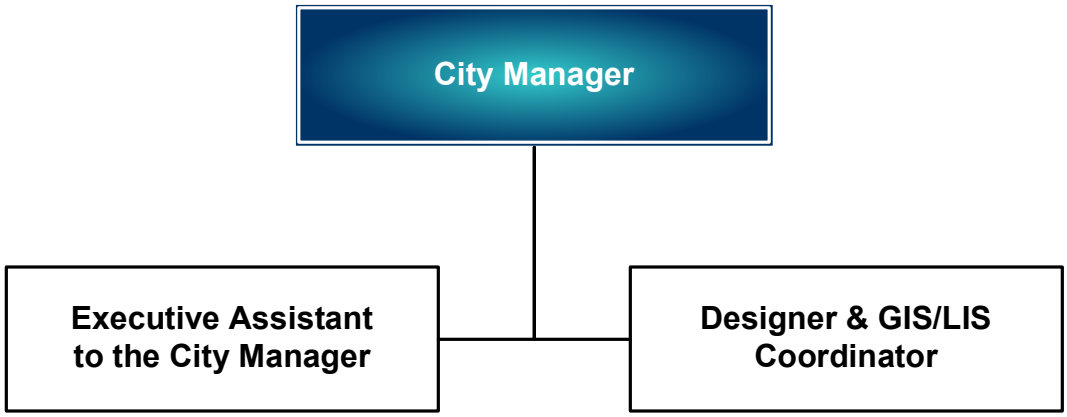
Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
511	EXECUTIVE SALARIES	60,626	58,138	58,138	58,138	58,138	0.00%
515	SPECIAL PAY	0	0	0	360	360	0.00%
521	FICA TAXES	4,159	4,448	4,448	4,475	4,475	0.62%
522	RETIREMENT CONTRIBUTIONS	9,890	6,477	5,391	5,391	5,391	-16.77%
523	LIFE AND HEALTH INSURANCE	24,518	25,773	14,745	14,705	14,705	-42.94%
524	WORKERS' COMPENSATION	133	133	133	133	133	0.00%
Total	PERSONAL SERVICES	99,325	94,968	82,854	83,201	83,201	-12.39%
540	TRAVEL AND PER DIEM	3,296	1,000	1,000	1,000	1,000	0.00%
	CITY MAYOR FUNCTIONS			1,000	1,000	1,000	
545	INSURANCE	2,519	2,516	2,525	2,525	2,525	0.37%
	FLOOD INSURANCE PORTION			32	32	32	
	TRICO GENERAL LIABILITY INSURANCE			2,493	2,493	2,493	
547	PRINTING AND BINDING	176	500	450	450	450	-10.00%
	COMMISSION STATIONARY & PRINTING			450	450	450	
548	PROMOTIONAL ACTIVITIES	3,333	732	500	500	500	-31.69%
	COMMISSION AWARDS PROGRAMS			500	500	500	
551	OFFICE SUPPLIES	3	150	100	100	100	-33.33%
	OFFICE SUPPLIES			100	100	100	
554	BOOKS AND MEMBERSHIPS	1,804	2,100	2,100	2,100	2,100	0.00%
	FL. LEAGUE OF CITIES - DUES			1,800	1,800	1,800	
	TREASURE COAST COUNCIL OF LOCAL GOVERNMENT			200	200	200	
	TREE CITY USA			100	100	100	
555	TRAINING	1,200	6,800	0	0	0	-100.00%
Total	OPERATING EXPENSES	12,331	13,798	6,675	6,675	6,675	-51.62%
581	AIDS TO GOVERNMENT AGENCY	15,000	15,000	15,000	15,000	15,000	0.00%
	BUSINESS DEVELOPMENT BOARD			15,000	15,000	15,000	
582	AIDS TO PRIVATE ORGS	65,000	8,000	8,000	8,000	8,000	0.00%
	DOWNTOWN BUSINESS ASSOCIATION			7,500	7,500	7,500	
	F.I.N.D.			500	500	500	
Total	GRANTS AND AIDS	80,000	23,000	23,000	23,000	23,000	0.00%
Division	CITY COMMISSION	191,655	131,765	112,529	112,876	112,876	-14.34%
Division + Consolidated + Indirect Charges:				112,529	112,876	112,876	

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1110 CITY COMMISSION

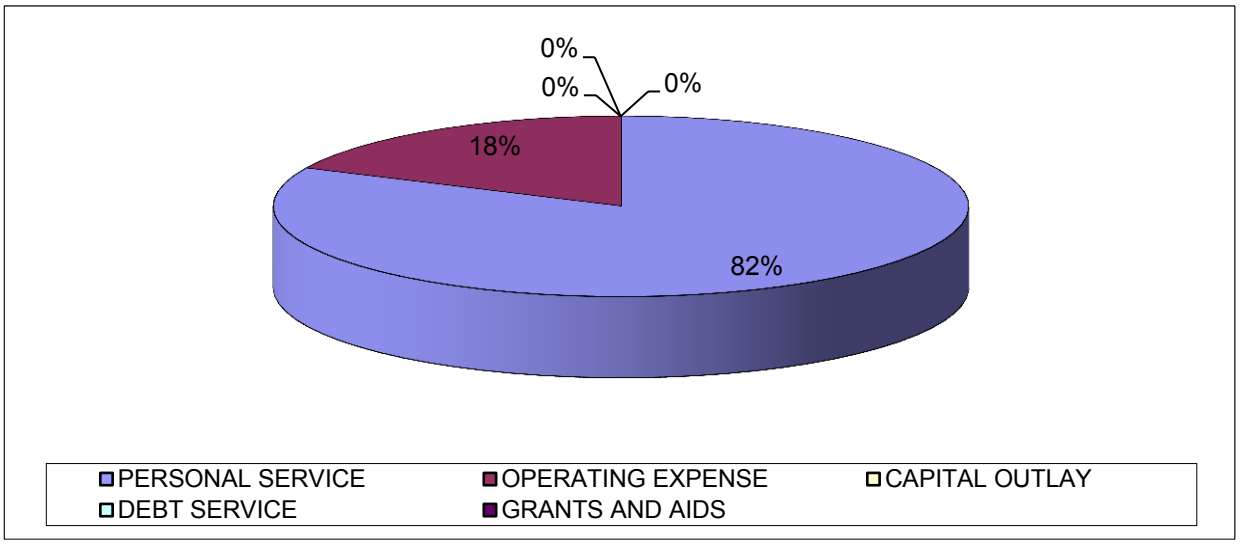
Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
100	MAYOR		11,627.54	1.00		11,628	0	1.00		11,628	0	1.00		11,628	0
100	VICE MAYOR		11,627.54	1.00		11,628	0	1.00		11,628	0	1.00		11,628	0
101	CITY COMMISSIONER		11,627.52	1.00		11,628	0	1.00		11,628	0	1.00		11,628	0
101	CITY COMMISSIONER		11,627.52	1.00		11,628	0	1.00		11,628	0	1.00		11,628	0
101	CITY COMMISSIONER		11,627.52	1.00		11,628	0	1.00		11,628	360	1.00		11,628	360
		Count				5				5				5	
	Total					58,138	0			58,138	360			58,138	360

CITY MANAGER
ORGANIZATIONAL CHART



City Manager

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	359,546	356,883	350,739
OPERATING EXPENSE	96,854	114,185	77,255
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**456,399**	**471,069**	**427,994**
Direct/Indirect Charges (Net)			**(427,994)**
Department Total Expense	**456,399**	**471,069**	**-**



Budget Narrative
Fiscal Year 2012-2013

Fund: General Fund
Department: City Manager (1120)

Departmental Activities and Service Level Description:
The City Manager's office directs and coordinates the operation of all City departments. The City Manager is appointed and accountable directly to the City Commission. The City Manager implements policy guidelines established by the Commission. The City Manager is responsible for making appropriate studies, recommendations, and reports to the City Commission on all matters of interest or concern to the City. The City Manager has the Charter assigned authority to see that all laws and ordinances are enforced, to appoint City Department Directors, and to recommend an annual budget. The Executive Assistant to the City Manager also serves as the Agenda Coordinator. The City Manager additionally supervises the City's full time GIS Coordinator and the Community Redevelopment Area program.

Staffing Levels:
For FY12-13, the City Manager's Office will consist of the Manager, GIS/LIS Coordinator, and Executive Assistant to the City Manager.

Position Title:	**2008-09**	**2009-10**	**2010-11**	**2011-12**	**Requested 2012-13**
City Manager	1	1	1	1	1
Executive Assistant to City Manager	1	1	1	1	1
Office Assistant (part-time)	-	-	-	-	-
Neighborhood Services Coordinator (part-time)	-	-	-	-	-
Public Affairs Coordinator (part-time)	-	-	-	-	-
Designer and GIS/LIS Coordinator	1	1	1	1	1
Human-Resources Coordinator/Director	-	-	-	-	-
Risk & Emergency Management Coordinator	1	-	-	-	-
Special Projects Coordinator	1	-	-	-	-
Totals	**5**	**3**	**3**	**3**	**3**

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1120 **CITY MANAGER**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
511	EXECUTIVE SALARIES	142,830	155,000	155,000	155,000	155,000	0.00%
512	REGULAR SALARIES AND WAGE	164,494	142,402	138,282	138,282	138,282	-2.89%
514	OVERTIME	0	0	0	500	500	0.00%
515	SPECIAL PAY	4,629	6,120	7,020	8,880	8,880	45.10%
521	FICA TAXES	21,067	19,945	19,754	19,912	19,912	-0.16%
522	RETIREMENT CONTRIBUTIONS	34,039	16,710	16,928	16,954	16,954	1.46%
523	LIFE AND HEALTH INSURANCE	20,274	15,961	10,466	10,466	10,466	-34.43%
524	WORKERS' COMPENSATION	745	745	745	745	745	0.00%
Total	PERSONAL SERVICES	388,079	356,883	348,195	350,739	350,739	-1.72%
531	PROFESSIONAL SERVICES	0	35,363	6,000	6,000	6,000	-83.03%
	PROFESSIONAL SERVICES			6,000	6,000	6,000	
534	OTHER SERVICES	110	120	0	0	0	-100.00%
536	PENSION BENEFITS	12,827	13,400	13,400	13,400	13,400	0.00%
	8% DEFERRED COMPENSATION PER CONTRACT			12,400	12,400	12,400	
	MEDICAL REIMBURSEMENT			1,000	1,000	1,000	
540	TRAVEL AND PER DIEM	785	1,000	750	750	750	-25.00%
	ANNUAL 34TH FL BAR LOCAL GOVT LAW SEMINAR 5/12			250	250	250	
	FLORIDA MUNICIPAL ATTORNEY ASSOC 7/12			250	250	250	
	MISC TRIPS AND SEMINARS- ONLINE CLE COURSES			250	250	250	
541	COMMUNICATIONS SERVICES	3,580	4,300	4,300	4,300	4,300	0.00%
	MITEL LEASING (PHONE SETS)			1,500	1,500	1,500	
	WINDSTREAM COMMUNICATION			2,800	2,800	2,800	
542	FREIGHT/POSTAGE SERVICES	919	200	200	200	200	0.00%
	POSTAGE			200	200	200	
543	UTILITY SERVICES	26,080	31,770	27,800	27,800	27,800	-12.50%
	ELECTRIC			18,000	18,000	18,000	
	WATER/SEWER			9,800	9,800	9,800	
544	RENTALS AND LEASES	5,898	5,200	5,300	5,300	5,300	1.92%
	COPIER LEASE & USAGE			4,800	4,800	4,800	
	XEROX COPIER LEASE & USAGE (HALL)			500	500	500	
545	INSURANCE	13,460	13,402	13,528	13,528	13,528	0.94%
	FLOOD INSURANCE PORTION			470	470	470	
	TRICO GENERAL LIABILITY INSURANCE			13,058	13,058	13,058	
546	REPAIR AND MAINTENANCE	1,504	1,500	1,000	1,000	1,000	-33.33%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1120 **CITY MANAGER**

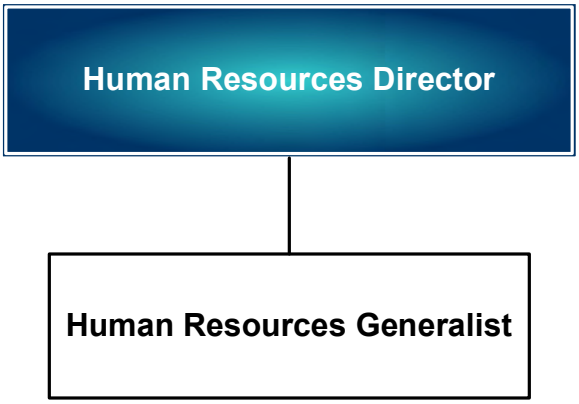
Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
546	REPAIR AND MAINTENANCE	1,504	1,500	1,000	1,000	1,000	-33.33%
	BM - MISC. REPAIRS TO CITY HALL & ANNEX			1,000	1,000	1,000	
547	PRINTING AND BINDING	1,557	400	400	400	400	0.00%
	AMPERSAND GRAPHICS ROSTER CHANGES			100	100	100	
	BUSINESS CARDS			100	100	100	
	PRINTHEADQUARTERS, LETTERHEAD, ENVELOPES			200	200	200	
548	PROMOTIONAL ACTIVITIES	128	2,803	100	100	100	-96.43%
	PROMOTIONAL ACTIVITIES			100	100	100	
551	OFFICE SUPPLIES	1,238	1,000	800	800	800	-20.00%
	OFFICE SUPPLIES			800	800	800	
552	OPERATING SUPPLIES	3,258	600	600	600	600	0.00%
	MISC. INK CARTRIDGES			300	300	300	
	PLOTTING PAPER, INK CARTRIDGES FOR PLOTTER			300	300	300	
554	BOOKS AND MEMBERSHIPS	3,944	2,877	2,877	2,877	2,877	0.00%
	ICMA			1,244	1,244	1,244	
	IFCCMA			433	433	433	
	THE GOVERNMENT REPORTER			1,200	1,200	1,200	
555	TRAINING	599	250	200	200	200	-20.00%
	TRAINING			200	200	200	
Total	OPERATING EXPENSES	75,886	114,185	77,255	77,255	77,255	-32.34%
Division	CITY MANAGER	463,965	471,069	425,450	427,994	427,994	-9.14%
Division + Consolidated + Indirect Charges:				425,450	427,994	427,994	
Dept	CITY MANAGER	463,965	471,069	425,450	427,994	427,994	-9.14%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1120 CITY MANAGER

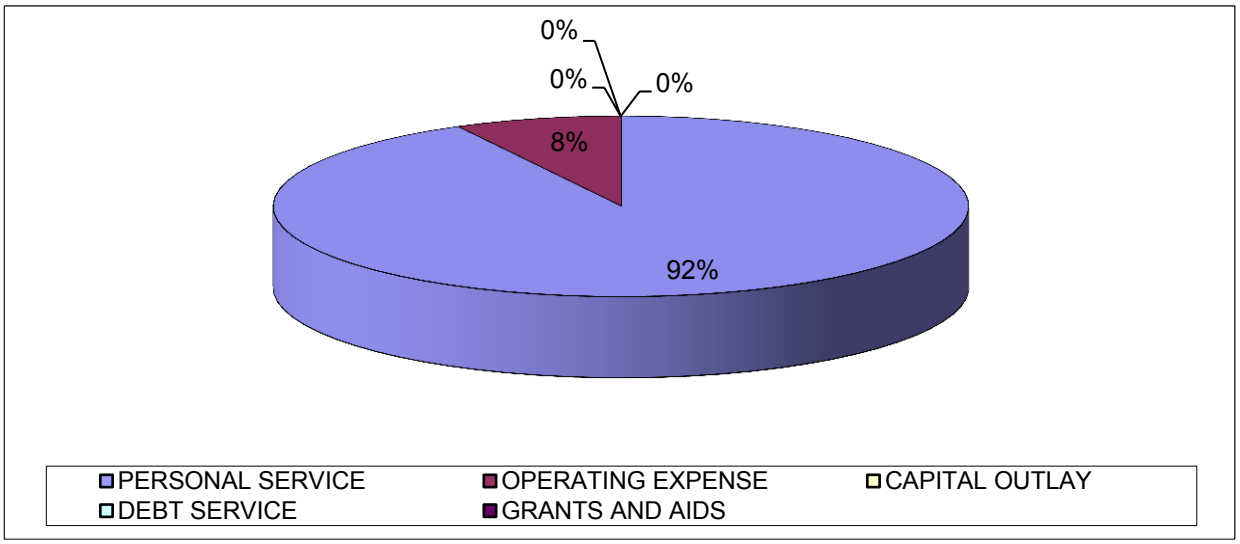
Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
102	CITY MANAGER		155,000.00	1.00		155,000	7,020	1.00		155,000	7,380	1.00		155,000	7,380
309	DESIGNER & GIS/LIS COORD	21 14	73,035.49	1.00	21 14	73,316	0	1.00	21 14	73,316	0	1.00	21 14	73,316	0
600	EXEC ASS'T TO CITY MGR	17 17	64,716.72	1.00	17 17	64,966	0	1.00	17 17	64,966	0	1.00	17 17	64,966	0
	BUDGET OVERTIME							1.00	00 0	500	0	1.00	00 0	500	0
	BUDGET MERIT							1.00	00 0	1,500	0	1.00	00 0	1,500	0
		Count				3				3				3	
	Total					293,282	7,020			295,282	7,380			295,282	7,380

HUMAN RESOURCES
ORGANIZATIONAL CHART



Human Resources

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	309,433	196,097	216,651
OPERATING EXPENSE	27,885	25,131	18,298
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**337,318**	**221,227**	**234,949**
Direct/Indirect Charges (Net)			**(234,949)**
Department Total Expense	**337,318**	**221,227**	**-**



Budget Narrative
Fiscal Year 2012-2013

Fund: General Fund
Department: Human Resources (1125)

Departmental Activities and Service Level Description:
The Human Resources Department is diligent in providing a level of quality service that is highly responsive and competent to the needs of our employees and customers. Through business and strategic partnership with City departments, Human Resources pursues and maintains a competency level that addresses recruitment & selection; employee and labor relations; staff development; compensation; benefits; and personnel policy to address our customer needs and achieve organizational goals. Providing professional and advisory assistance on a daily basis to City departments, Human Resources guides and supports management's effort in achieving established goals regarding human resource matters, and expertly guides them through the compliance issues regarding employee matters. Human Resources conducts business in a professional manner, providing attention to individual employee needs, yet considering the City's total picture. Success and accomplishments generated by HR during the last fiscal year include: policy changes regarding recent employment legislation; compensation; FMLA tracking policy; successful collective bargaining with PBA, IUOE and IAFF; city-wide succession planning; transitioned to a self-funded employee health insurance plan for overall general fund reduction; contracted an employee health clinic and implemented an employee wellness program; enhanced intranet online employee personnel services; provided in-house employee training for Documenting Discipline, Sexual Harassment Policy and driver safety; facilitated volunteer service programs; reinstituted furlough policy to address ongoing revenue shortfalls pursuant to economic and political changes; implemented online open enrollment process; administered safety policy and safety inspections; instituted FLSA and EEO audit; and re-introduced voluntary early separation and retirement options.

The Human Resources Department is funded by property taxes, franchise taxes, licenses, permits and fees, intergovernmental revenue, non-operating revenues and other miscellaneous revenues.

Staffing Levels:
The Human Resources Department is staffed with the Human Resources Director and Human Resources Generalist. The Director manages all areas of human resources to include: employee and labor relations; classification and compensation; benefits; workers' compensation and safety; EEO and workforce diversity planning; recruitment and selection; organization training and development; and policy and procedure management. Assures City compliance with governmental regulations and provides direct guidance to department directors and supervisors regarding City policies and procedures. The Director is designated by the City Manager to serve as Chief Negotiator for the City's three employee unions. The Human Resources Generalist is responsible for all phases of recruitment; all employee benefit transactions; coordinating confidential mandated programs; facilitating DOT and DFWP initiatives for applicable classifications; maintaining all HR computer databases; processing human resources/payroll transactions and working very closely with the Financial Services Department; managing the LaserFiche records retention program; managing department inventory; processing invoices; and coordinating various employee programs. Serves as initial point of contact for employees and visitors, and performs all clerical and reporting functions including matters of sensitivity.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Human Resources Director	1	1	1	1	1
Human Resources Specialist/Generalist	1	1	1	1	1
*Part-Time Office Assistant	1	1	0	0	0
*Human Resources Assistant	0	0	0	0	0
Totals	**3**	**3**	**2**	**2**	**2**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Budgeted Positions	244	253	235	233	233
New Hires (including part time positions)	26	38	28	20	5
Employee Separations	23	21	40	10	5
Turnover Rate	10%	9%	17%	4%	2%
Year End Vacancies	9	5	0	0	0
Training Sessions		6	6	12	12

Major Budget or Service Level Changes:
No major budget or service level changes expected.

Department Objectives:
- Provide and evaluate cost effective employee health benefits
- Conduct employee training on compliance policies, performance management
- Maintain City compliance with all levels of government regulations
- Revise and maintain Personnel Policies
- Review and revise employee compensation policy and structure
- Collectively bargain contract provisions for IAFF, IUOE, and PBA

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1125 **HUMAN RESOURCES**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	197,084	147,601	159,303	159,303	159,303	7.93%
513	OTHER SALARIES AND WAGES	89	0	7,000	7,000	7,000	0.00%
	PART TIME STAFFING			7,000	7,000	7,000	
514	OVERTIME	1,129	0	0	0	0	0.00%
515	SPECIAL PAY	8,657	12,520	11,520	12,880	12,880	2.88%
	DIRECTOR STIPEND			1,020	1,380	1,380	
	EMPLOYEE SERVICE AWARDS			10,500	10,500	10,500	
	MERIT			0	1,000	1,000	
521	FICA TAXES	14,713	12,249	13,603	13,708	13,708	11.90%
522	RETIREMENT CONTRIBUTIONS	89,414	8,427	9,391	9,414	9,414	11.71%
523	LIFE AND HEALTH INSURANCE	34,605	14,947	13,994	13,994	13,994	-6.37%
524	WORKERS' COMPENSATION	353	353	353	353	353	0.00%
525	UNEMPLOYMENT COMPENSATION	4,580	0	0	0	0	0.00%
Total	PERSONAL SERVICES	350,624	196,097	215,164	216,651	216,651	10.48%
534	OTHER SERVICES	7,344	7,900	900	900	900	-88.61%
	ARCHIVE MANAGEMENT			400	400	400	
	HR PROFILE			500	500	500	
540	TRAVEL AND PER DIEM	0	1,767	1,920	1,920	1,920	8.66%
	FPELRA CONFERENCE (2)			970	970	970	
	FPPA CONFERENCE (2)			950	950	950	
541	COMMUNICATIONS SERVICES	960	1,071	1,170	1,170	1,170	9.24%
	MITEL LEASING (PHONE SETS)			900	900	900	
	WINDSTREAM COMMUNICATION			270	270	270	
542	FREIGHT/POSTAGE SERVICES	175	125	125	125	125	0.00%
544	RENTALS AND LEASES	2,956	1,700	1,600	1,600	1,600	-5.88%
	XEROX COPIER LEASE & USAGE (HALL)			1,600	1,600	1,600	
545	INSURANCE	7,360	7,353	7,368	7,368	7,368	0.21%
	FLOOD INSURANCE PORTION			59	59	59	
	TRICO GENERAL LIABILITY INSURANCE			7,309	7,309	7,309	
546	REPAIR AND MAINTENANCE	0	150	150	150	150	0.00%
548	PROMOTIONAL ACTIVITIES	309	250	250	250	250	0.00%
	RECRUITMENT/ ADVERTISING			250	250	250	
551	OFFICE SUPPLIES	893	1,400	1,400	1,400	1,400	0.00%
	GEN'L OFFICE SUPPLIES, BATTERIES, FOLDERS, FILES			600	600	600	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1125 HUMAN RESOURCES

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
551	OFFICE SUPPLIES	893	1,400	1,400	1,400	1,400	0.00%
	XEROX PAPER, STAPLES			800	800	800	
552	OPERATING SUPPLIES	969	1,500	1,500	1,500	1,500	0.00%
	PRINTER USAGE & TONER - DEX IMAGING			1,000	1,000	1,000	
	SMALL OFFICE FURNITURE			500	500	500	
554	BOOKS AND MEMBERSHIPS	1,158	765	765	765	765	0.00%
	FPELRA			235	235	235	
	FPPA			125	125	125	
	IPMA			145	145	145	
	NOTARY			100	100	100	
	SHRM			160	160	160	
555	TRAINING	598	1,150	1,150	1,150	1,150	0.00%
	FPELRA CONFERENCE REGISTRATION (2)			600	600	600	
	FPPA CONFERENCE REGISTRATION (2)			550	550	550	
Total	OPERATING EXPENSES	22,721	25,131	18,298	18,298	18,298	-27.19%
Division	HUMAN RESOURCES	373,345	221,227	233,462	234,949	234,949	6.20%
112 HUMAN RESOURC 534	HR			500	500	500	
119 POLICE 531	HR - PRE-EMPLOYMENT PHYSICALS			590	590	590	
119 POLICE 531	HR - PRE-EMPLOYMENT PSYCHOLOGICAL			500	500	500	
119 POLICE 531	HR - PRE-EMPLOYMENT PSYCH TESTING			490	490	490	
	Total Consolidated Costs			2,080	2,080	2,080	
	Division + Consolidated + Indirect Charges:			235,542	237,029	237,029	
Dept	HUMAN RESOURCES	373,345	221,227	233,462	234,949	234,949	6.20%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1125 HUMAN RESOURCES

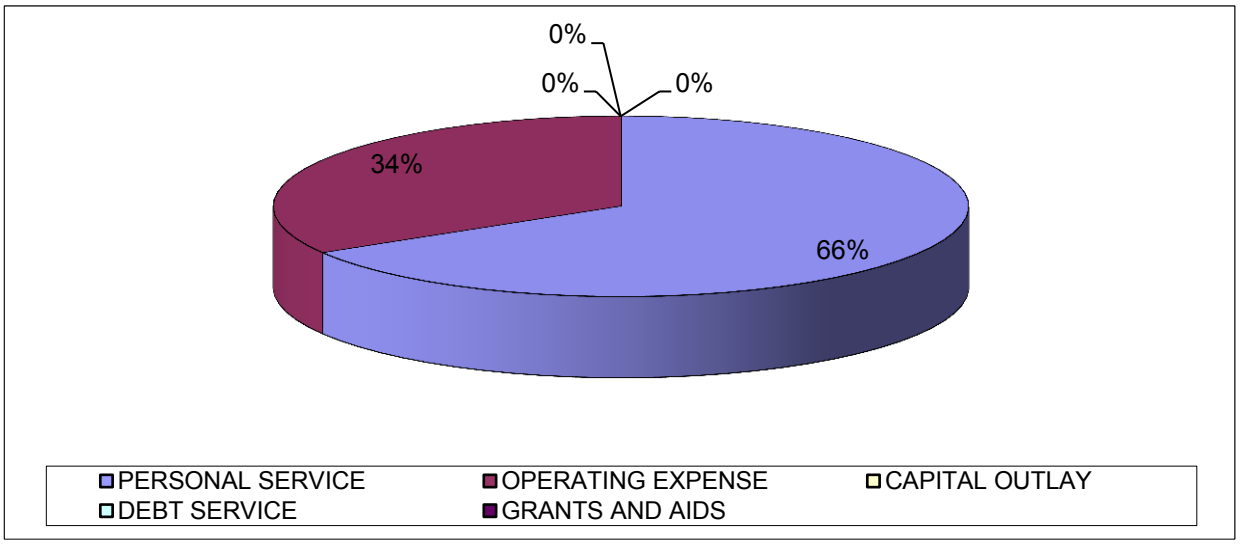
Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
102	HUMAN RESOURCES DIRECTOR	25 17	95,583.54	1.00	25 17	95,951	1,020	1.00	25 17	95,951	1,380	1.00	25 17	95,951	1,380
214	HUMAN RESOURCES GENERALIS	18 14	63,109.40	1.00	18 14	63,352	0	1.00	18 14	63,352	0	1.00	18 14	63,352	0
	BUDGET PART-TIME			1.00	00 0	7,000	0	1.00	00 0	7,000	0	1.00	00 0	7,000	0
	BUDGET SPECIAL PAY			1.00	00 0	10,500	0	1.00	00 0	10,500	0	1.00	00 0	10,500	0
	BUDGET MERIT							1.00	00 0	1,000	0	1.00	00 0	1,000	0
		Count				2				2				2	
	Total					176,803	1,020			177,803	1,380			177,803	1,380

CITY CLERK
ORGANIZATIONAL CHART

City Clerk

City Clerk

Department Expenditure Summary			
	Budget	**Amended Budget**	**Proposed Budget**
	FY 2011	**FY 2012**	**FY 2013**
PERSONAL SERVICE	85,561	84,125	83,689
OPERATING EXPENSE	59,636	53,877	42,396
CAPITAL OUTLAY	2,200	600	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**147,396**	**138,603**	**126,085**
Direct/Indirect Charges (Net)			**(126,085)**
Department Total Expense	**147,396**	**138,603**	**-**



Budget Narrative
Fiscal Year 2012-2013

Fund: General
Department: City Clerk (1130)

Departmental Activities and Service Level Descriptions:
As a manager of public information, the City Clerk oversees the legislative history created by the City Commission, maintains and preserves all official records and documents of the City, researches and disseminates information for staff and the public, and administers a City-wide Records Management program. The City Clerk ensures the legislative process is "open and public" by publishing and posting notices and ordinances as required by law and coordinates the audio taping of all public meetings, workshops etc. The City Clerk transcribes the City Commission minutes and follows up on all decisions made by the City Commission including arranging for signatures on all official documents, certifying the adoption of ordinances and resolutions, and attesting to Commission action. As the City's Elections Official, the City Clerk oversees the conduct of all general and special municipal elections.

Staffing Levels:
The Department of the City Clerk consists of the City Clerk

Position Title:	**2008-09**	**2009-10**	**2010-11**	**Requested 2011-12**	**2012-2013**
City Clerk	1	1	1	1	1
Part Time Records Coordinator	1	1	-	-	-
Total:	2	2	1	1	1

Indicators:
- Provide support for City Commission during attendance at public meetings.
- Provide public noticing, and other legislative follow-up services.
- License and coordinate insurance of all City Vehicles and equipment.
- Maintain custody of the official City seal.
- Notice all Board and Committee vacancies.
- Recording Secretary to the Treasure Coast Council of Local Governments.
- Agenda Preparation to the Treasure Coast Council of Local Governments.
- Minutes preparation for all Public Meetings.
- Minutes preparation for the Treasure Coast Council of Local Governments Meetings.
- Administer the local election process; oversee all Florida State Statue law requirements including Campaign Statement filings and Conflict of Interest filings.
- Administer City-wide Records Management Program in accordance with an approved procedure for destruction and/or microfilming of inactive records.
- Oversee Municipal Code/Land Development Code and the City Comprehensive Plan updates utilizing services provided by Municipal Code Corporation Publishing Company.
- Process documents for recordation into the Public Record of Martin County, including plats and maps.
- Administer the City's electronic document imaging process.
- Maintain 50,000+ major files consisting of 900,000+ pages of information, in house and electronically.
- Certification of official City records.
- Provide Notary Public services.

Major Budget or Service Level Changes:
There is no major budget or service level changes anticipated for FY12-13

Department Accomplishments 2011-2012:

- Attended 40+ Commission meetings, workshops and special meetings.
- Advertised 80+ Public meetings, workshops, etc.
- Conducted 2011 Municipal Election
- Continually provided excellent customer service to citizens and staff.
- Responded or routed 500+ emails.
- Completed Minutes for all Public meetings.
- Invoiced 40+ entities for reimbursement of recording/advertising cost.
- Scanned 4000+ pages into Laser Fiche Digital Imaging Software.
- Responded to 50+ Public Records Requests.

Department Objectives:

- Conduct the City of Stuart General Election.
- Assist in the re-codification of the City's Land Development
- Report, file, and retrieve documents in an efficient and timely manner.
- Continue professional educational certification training and networking opportunities through the International Institute of Municipal Clerks and the Florida Municipal Clerks Association.
- Continue working towards implementing a paperless filing system, and to ensure efficient access, preservation and protection of all public records.
- Effectively work as a team with all City staff. .
- Deliver excellent customer service.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1130 **CITY CLERK**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	62,810	64,527	64,776	64,776	64,776	0.38%
513	OTHER SALARIES AND WAGES	187	0	0	0	0	0.00%
515	SPECIAL PAY	0	500	0	500	500	0.00%
521	FICA TAXES	4,541	4,975	4,955	4,994	4,994	0.38%
522	RETIREMENT CONTRIBUTIONS	7,805	4,020	4,081	4,081	4,081	1.51%
523	LIFE AND HEALTH INSURANCE	9,232	9,969	9,206	9,206	9,206	-7.66%
524	WORKERS' COMPENSATION	134	134	134	134	134	0.00%
525	UNEMPLOYMENT COMPENSATION	3,893	0	0	0	0	0.00%
Total	PERSONAL SERVICES	88,601	84,125	83,151	83,689	83,689	-0.52%
534	OTHER SERVICES	27,267	8,600	11,000	11,000	11,000	27.91%
	ARCHIVES MGMT PUBLIC RECORDS STORAGE & RETRIEVAL			3,000	3,000	3,000	
	BIS DIGITAL RECORDING SYSTEM SUPPORT			1,900	1,900	1,900	
	CODE AND COMP PLAN MUNICODE UPDATE			5,600	5,600	5,600	
	MUNICIPAL CODE INTERNET HOST FEE			500	500	500	
540	TRAVEL AND PER DIEM	0	1,000	1,000	1,000	1,000	0.00%
	ANNUAL CERTIFICATION ACADEMY JUN 2013			700	700	700	
	MISC CERTIFICATION COURSES			300	300	300	
541	COMMUNICATIONS SERVICES	723	760	830	830	830	9.21%
	MITEL LEASING (PHONE SETS)			590	590	590	
	WINDSTREAM COMMUNICATION			240	240	240	
542	FREIGHT/POSTAGE SERVICES	598	1,023	100	100	100	-90.22%
	MISC FED EX UPS MAILINGS			100	100	100	
545	INSURANCE	4,336	4,330	4,346	4,346	4,346	0.38%
	FLOOD INSURANCE PORTION			62	62	62	
	TRICO GENERAL LIABILITY INSURANCE			4,284	4,284	4,284	
546	REPAIR AND MAINTENANCE	150	200	200	200	200	0.00%
	REPAIR MAINTENANCE OF VARIOUS OFFICE EQUIPT			200	200	200	
547	PRINTING AND BINDING	4,047	3,729	100	100	100	-97.32%
	MISC PRINTING STATIONARY ENVELOPES			100	100	100	
548	PROMOTIONAL ACTIVITIES	17,580	18,000	18,000	18,000	18,000	0.00%
	ADVERTISING/PUBLIC NOTICES/LEGAL ADS			17,000	17,000	17,000	
	ELECTION ADVERTISING			1,000	1,000	1,000	
549	OTHER CURRENT CHARGES	1,398	14,471	5,000	5,000	5,000	-65.45%
	RECORDING OF LEGISLATIVE DOCUMENTS			5,000	5,000	5,000	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1130 **CITY CLERK**

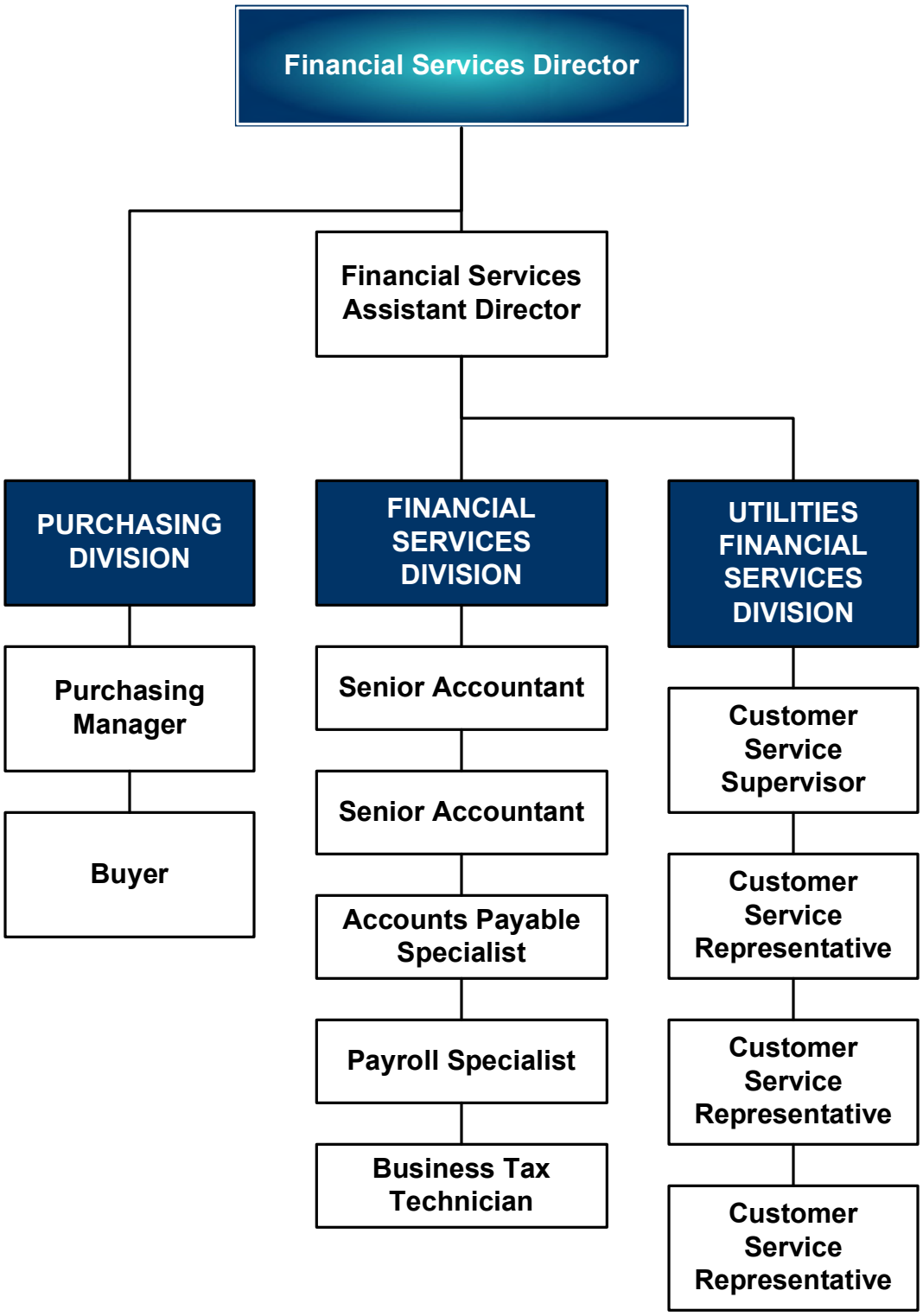
Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
551	OFFICE SUPPLIES	562	900	900	900	900	0.00%
	MISC OFFICE SUPPLIES /STATIONARY /ENVELOPES			900	900	900	
552	OPERATING SUPPLIES	94	150	150	150	150	0.00%
	MISC SUPPLIES COMMISSION MEETINGS/CUPS/COFFEE			150	150	150	
554	BOOKS AND MEMBERSHIPS	210	325	375	375	375	15.38%
	FACC MEMBERSHIP DUES/CITY CLERK			200	200	200	
	IIMC MEMBERSHIP DUES/CITY CLERK			175	175	175	
555	TRAINING	200	390	395	395	395	1.28%
	CONTINUING CERT TRAINING REGISTRATION JUNE 2013			195	195	195	
	MISC CITY CLERK EDUCATION COURSES			200	200	200	
Total	OPERATING EXPENSES	57,166	53,877	42,396	42,396	42,396	-21.31%
564	MACHINERY AND EQUIPMENT	1,164	600	0	0	0	-100.00%
Total	CAPITAL OUTLAY	1,164	600	0	0	0	-100.00%
Division	CITY CLERK	146,931	138,603	125,547	126,085	126,085	-9.03%
Division + Consolidated + Indirect Charges:				125,547	126,085	126,085	
Dept	CITY CLERK	146,931	138,603	125,547	126,085	126,085	-9.03%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1130 CITY CLERK

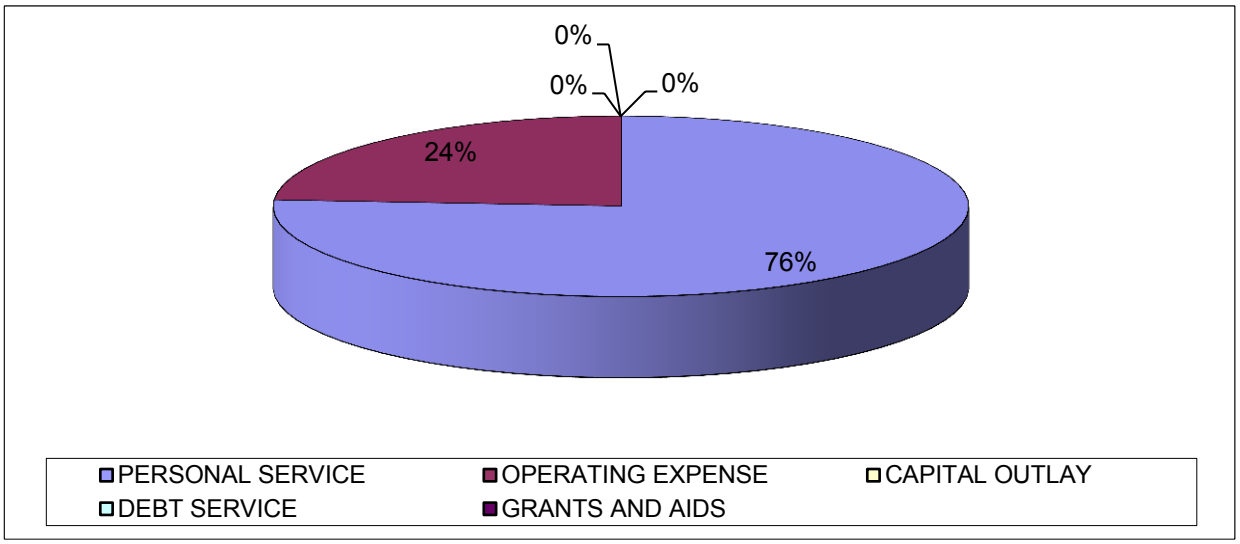
Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
202	CITY CLERK	21 9	64,527.32	1.00	21 9	64,776	0	1.00	21 9	64,776	0	1.00	21 9	64,776	0
	BUDGET MERIT							1.00	00 0	500	0	1.00	00 0	500	0
		Count				1				1				1	
	Total					64,776	0			65,276	0			65,276	0

FINANCIAL SERVICES
ORGANIZATIONAL CHART



Financial Services

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	552,864	556,581	555,059
OPERATING EXPENSE	183,413	187,514	174,416
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**736,277**	**744,096**	**729,475**
Direct/Indirect Charges (Net)			**(729,475)**
Department Total Expense	**736,277**	**744,096**	**-**



Budget Narrative
Fiscal Year 2012-2013

Fund: General Fund
Department: Financial Services (1140)

Departmental Activities and Service Level Description:
The current objectives of the Financial Services Department are to provide for the information needs of the citizens, City Commission, Management and Departments of the City. Responsible for coordination of all financial activities of the City; policy implementation related to financial planning, cash management, budgetary practices and control, debt issuance, risk management, audit coordination, grants management, and purchasing. Some department responsibilities include payroll administration, accounts payable disbursement, business tax license issuance and renewal, and accurate reporting of all accounting data in the City.

Staffing Levels:
The Financial Services Department consists of nine full-time positions: Director, Assistant Director, Senior Accountant, Accountant, Accounts Payable Specialist, Payroll Specialist, Business Tax Technician, Purchasing Manager and Contracts Administrator. Staff time is consumed in the day-to-day financial accounting operations, purchasing, accounts payable and payroll.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Director	1	1	1	1	1
*Assistant Director	1	1	1	1	1
Senior Accountant	1	1	1	1	1
Accountant	1	1	1	1	1
Fiscal Assistant II	1	1	1	-	-
Accounts Payable Specialist	1	1	1	1	1
Payroll Specialist	1	1	1	1	1
Business Tax Technician				1	1
Purchasing Manager	1	1	1	1	1
Contracts Administrator	1	1	1	1	1
Totals	**9**	**9**	**9**	**9**	**9**

* personal service cost for this position is partially allocated to Utilities Financial Services

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Original Budget Postings	2,195	1,698	1,617	1,582	1,293
Budget Related Transactions	739	547	532	612	509
Project Accounting Related Transactions	389	401	453	577	609
Purchase Order/Encumbrance Postings	1,841	1,896	1,567	1,551	1,414
Journal Entry Transactions	18,488	19,836	19,698	23,000	23,605
Payables Processed	20,577	20,538	21,194	21,159	21,467
Payroll Transactions Processed	11,757	12,110	11,800	11,887	11,909
Non-Utility Receipts Posted	6,339	6,529	6,369	5,944	5,959
Business Tax Licenses Issued			3,892	3,950	3,950

Major Budget or Service Level Changes:
No major budget or service level changes are anticipated.

Department Objectives:
- Continue training of other departments regarding features of the financial accounting system software.
- Continue to monitor and accurately report the financial condition of the City.
- Provide funding for essential seminar specific educational training through various organizations to employees.
- Expand the services and options available to customers of the City through our web presence.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1140 **FINANCIAL SERVICES**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	410,660	426,410	428,194	428,194	428,194	0.42%
514	OVERTIME	13,209	16,500	15,000	15,000	15,000	-9.09%
515	SPECIAL PAY	1,703	5,038	3,203	6,898	6,898	36.92%
521	FICA TAXES	29,706	33,114	32,938	33,198	33,198	0.25%
522	RETIREMENT CONTRIBUTIONS	41,706	23,439	23,621	23,621	23,621	0.78%
523	LIFE AND HEALTH INSURANCE	45,299	51,213	47,279	47,279	47,279	-7.68%
524	WORKERS' COMPENSATION	868	868	868	868	868	0.00%
Total	PERSONAL SERVICES	543,151	556,581	551,103	555,059	555,059	-0.27%
531	PROFESSIONAL SERVICES	3,000	3,000	3,000	3,000	3,000	0.00%
	ARBITRAGE CALCULATIONS			3,000	3,000	3,000	
532	ACCOUNTING AND AUDITING	115,135	111,600	96,500	96,500	96,500	-13.53%
	DEIGHAN CONSULTING PROPERTY RESEARCH			3,500	3,500	3,500	
	EXTERNAL AUDIT FOR FISCAL YEAR ENDING 09/30/2011			80,000	80,000	80,000	
	EXTERNAL SINGLE AUDIT FOR FISCAL YEAR ENDING 09/30/2011			7,500	7,500	7,500	
	GFOA CAFR SUBMISSION FEE			500	500	500	
	OPEB CALCULATION FOR GASB 45 COMPLIANCE			5,000	5,000	5,000	
534	OTHER SERVICES	5,699	6,000	6,000	6,000	6,000	0.00%
	ARCHIVE MANAGEMENT SERVICES			6,000	6,000	6,000	
540	TRAVEL AND PER DIEM	10,052	8,825	8,825	8,825	8,825	0.00%
	APA INTERMEDIATE PAYROLL SEMINAR			550	550	550	
	APA YEAR END/ TAX UPDATE SEMINAR			375	375	375	
	FABTO BUSINESS TAX LICENSE ANNUAL CONFERENCE			750	750	750	
	FGFOA SCHOOL OF GOVERNMENT CONFERENCE (4)			4,400	4,400	4,400	
	IOMA ACCOUNTS PAYABLE CONFERENCE			1,455	1,455	1,455	
	PAYROLL LAW 2012 SEMINAR			95	95	95	
	SUNGARD PENTAMATION USER CONFERENCE (2)			1,000	1,000	1,000	
	TRIM WORKSHOP (3)			200	200	200	
541	COMMUNICATIONS SERVICES	2,736	3,395	3,905	3,905	3,905	15.02%
	MITEL LEASING (PHONE SETS)			2,800	2,800	2,800	
	WINDSTREAM COMMUNICATION			1,105	1,105	1,105	
542	FREIGHT/POSTAGE SERVICES	5,683	6,400	6,400	6,400	6,400	0.00%
	A/P & OTHER			2,500	2,500	2,500	
	BUSINESS TAX LICENSES			3,900	3,900	3,900	
544	RENTALS AND LEASES	4,221	5,100	6,500	6,500	6,500	27.45%
	MINOLTA COPIER LEASE & USAGE			3,800	3,800	3,800	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1140 **FINANCIAL SERVICES**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
544	RENTALS AND LEASES	4,221	5,100	6,500	6,500	6,500	27.45%
	PITNEY BOWES POSTAGE MACHINE LEASE			1,500	1,500	1,500	
	XEROX COPIER LEASE & USAGE (HALL)			1,200	1,200	1,200	
545	INSURANCE	14,816	14,774	14,866	14,866	14,866	0.62%
	FLOOD INSURANCE PORTION			341	341	341	
	TRICO GENERAL LIABILITY INSURANCE			14,525	14,525	14,525	
547	PRINTING AND BINDING	2,019	2,800	2,800	2,800	2,800	0.00%
	ANNUAL BUDGET PRINTING (PROPOSED AND ADOPTED)			1,000	1,000	1,000	
	ANNUAL CAFR			1,800	1,800	1,800	
548	PROMOTIONAL ACTIVITIES	1,780	1,400	1,400	1,400	1,400	0.00%
	ANNUAL TRIG NOTICE ADVERTISEMENT			600	600	600	
	ANNUAL TRIM AND BUDGET ADVERTISEMENT			800	800	800	
549	OTHER CURRENT CHARGES	8,334	7,915	7,915	7,915	7,915	0.00%
	BANK CHARGES FOR MONTHLY ANALYSIS			7,200	7,200	7,200	
	GFOA CERTIFICATE OF ACHIEVEMENT FEE			415	415	415	
	MC TAX COLL ASSESSMENT COLLECTION FEE			300	300	300	
551	OFFICE SUPPLIES	3,911	5,150	5,150	5,150	5,150	0.00%
	A/P & PR CHECK STOCK			1,500	1,500	1,500	
	BUSINESS TAX LICENSE			1,200	1,200	1,200	
	COMPUTER PAPER			1,500	1,500	1,500	
	MISCELLANEOUS SUPPLIES - BASIC OFFICE USE			950	950	950	
552	OPERATING SUPPLIES	4,812	2,900	2,900	2,900	2,900	0.00%
	MICR TONER AND OTHER PRINTING SUPPLIES			1,000	1,000	1,000	
	PRINTER MAINT - 2 PRINTERS			1,200	1,200	1,200	
	STAFF SHIRTS			700	700	700	
554	BOOKS AND MEMBERSHIPS	2,308	3,396	3,396	3,396	3,396	0.00%
	AICPA DUES			200	200	200	
	APA PAYROLL DUES			165	165	165	
	CGFO DUES (3)			100	100	100	
	FABTO BUSINESS LICENSE DUES			40	40	40	
	FGFOA DUES (4)			100	100	100	
	GASB CODIFICATION AND UPDATES			250	250	250	
	GASB GARS SUBSCRIPTION			405	405	405	
	GFOA DUES (4)			640	640	640	
	IOMA ACCOUNTS PAYABLE DUES			500	500	500	
	MISC SUBSCRIPTIONS			400	400	400	
	TC FABTO BUSINESS LICENSE DUES			120	120	120	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1140 **FINANCIAL SERVICES**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
554	BOOKS AND MEMBERSHIPS	2,308	3,396	3,396	3,396	3,396	0.00%
	TC FGFOA DUES (4)			476	476	476	
555	TRAINING	3,806	4,859	4,859	4,859	4,859	0.00%
	APA INTERMEDIATE PAYROLL SEMINAR REGISTRATION			825	825	825	
	APA PAYROLL YEAR END / TAX UPDATE SEMINAR REGISTRATION			395	395	395	
	FABTO ANNUAL CONFERENCE REGISTRATION			245	245	245	
	FGFOA SCHOOL OF GOVERNMENT CONFERENCE REGISTRATION (4)			800	800	800	
	IOMA ACCOUNTS PAYABLE CONFERENCE REGISTRATION			895	895	895	
	PAYROLL LAW 2012 SEMINAR REGISTRATION			199	199	199	
	SUNGARD PENTAMATION USER CONFERENCE REGISTRATION (2)			1,500	1,500	1,500	
Total	OPERATING EXPENSES	188,313	187,514	174,416	174,416	174,416	-6.99%
Division	FINANCIAL SERVICES	731,464	744,096	725,519	729,475	729,475	-1.96%
	Division + Consolidated + Indirect Charges:			725,519	729,475	729,475	

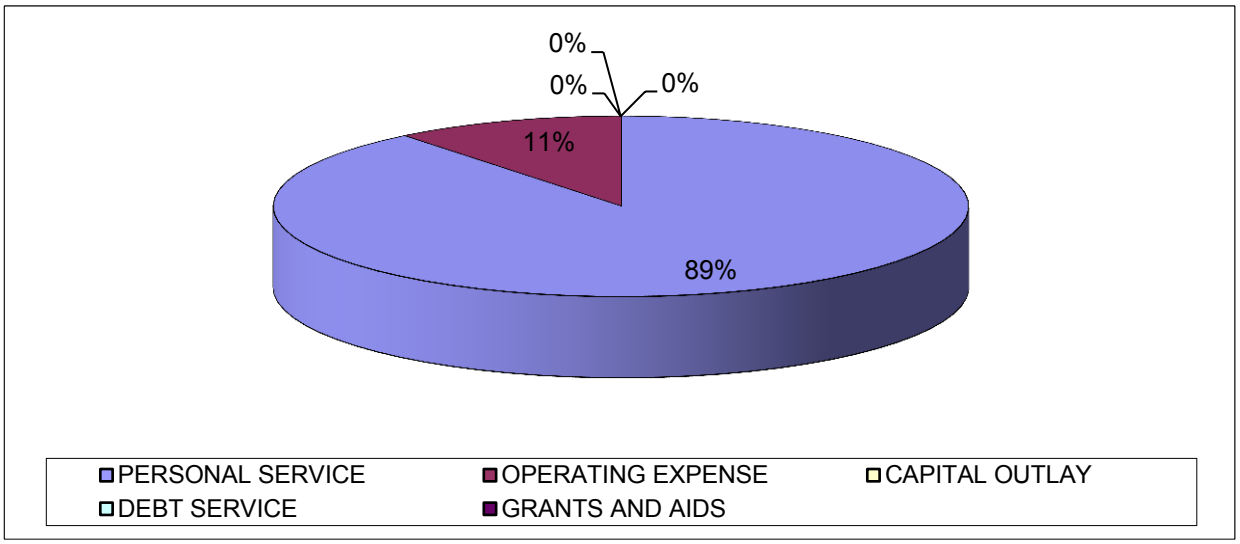
City of Stuart
2013 Fiscal Budget
Personnel Sheet

1140 FINANCIAL SERVICES

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
103	FINANCIAL SVCS DIRECTOR	31 17	128,127.99	1.00	31 17	128,621	1,020	1.00	31 17	128,621	1,380	1.00	31 17	128,621	1,380
202	FINANCIAL SVCS ASST DIR	24 17	91,062.70	0.67	24 17	61,247	683	0.67	24 17	61,247	683	0.67	24 17	61,247	683
208	SENIOR ACCOUNTANT	19 11	61,479.77	1.00	19 11	61,716	0	1.00	19 11	61,716	0	1.00	19 11	61,716	0
208	SENIOR ACCOUNTANT	19 5	53,063.69	1.00	19 5	53,268	0	1.00	19 5	53,268	0	1.00	19 5	53,268	0
605	ACCTS PAYABLE SPECIALIST	13 13	48,264.07	1.00	13 13	48,450	0	1.00	13 13	48,450	0	1.00	13 13	48,450	0
606	PAYROLL SPECIALIST	09 9	35,963.66	1.00	09 9	36,102	0	1.00	09 9	36,102	0	1.00	09 9	36,102	0
613	BUSINESS TAX TECHNICIAN	12 6	38,642.51	1.00	12 6	38,791	0	1.00	12 6	38,791	0	1.00	12 6	38,791	0
	BUDGET OVERTIME			1.00	00 0	15,000	0	1.00	00 0	15,000	0	1.00	00 0	15,000	0
	BUDGET MERIT			1.00	00 0	1,500	0	1.00	00 0	4,835	0	1.00	00 0	4,835	0
		Count				7				7				7	
	Total					444,694	1,703			448,029	2,063			448,029	2,063

Purchasing

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	181,998	182,095	172,096
OPERATING EXPENSE	16,989	19,103	20,668
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**198,987**	**201,198**	**192,764**
Direct/Indirect Charges (Net)			**(192,764)**
Department Total Expense	**198,987**	**201,198**	**-**



City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1142 **PURCHASING DIVISION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	150,470	145,987	132,990	137,754	137,754	-5.64%
515	SPECIAL PAY	1,020	2,020	0	1,880	1,880	-6.93%
521	FICA TAXES	11,301	11,323	10,174	10,682	10,682	-5.66%
522	RETIREMENT CONTRIBUTIONS	13,114	7,168	6,889	7,136	7,136	-0.45%
523	LIFE AND HEALTH INSURANCE	14,034	15,152	14,199	14,199	14,199	-6.29%
524	WORKERS' COMPENSATION	445	445	445	445	445	0.00%
Total	PERSONAL SERVICES	190,385	182,095	164,697	172,096	172,096	-5.49%
540	TRAVEL AND PER DIEM	754	2,950	2,950	2,950	2,950	0.00%
	FAPPO ANNUAL TRAINING SEMINARS FOR CPE CREDITS			800	800	800	
	FAPPO SPRING CONFERENCE			850	850	850	
	NIGP CONFERENCE			1,300	1,300	1,300	
541	COMMUNICATIONS SERVICES	1,157	1,260	1,260	1,260	1,260	0.00%
	MITEL LEASING (PHONE SETS)			790	790	790	
	WINDSTREAM COMMUNICATION			470	470	470	
542	FREIGHT/POSTAGE SERVICES	427	750	750	750	750	0.00%
	MISCELLANEOUS OVERNIGHT MAIL-OUTS			150	150	150	
	PURCHASE ORDER AND SOLICITATION MAIL-OUTS			600	600	600	
543	UTILITY SERVICES	2,232	2,935	3,900	3,900	3,900	32.88%
	ELECTRIC			2,600	2,600	2,600	
	WATER/SEWER			1,300	1,300	1,300	
544	RENTALS AND LEASES	2,312	2,300	2,900	2,900	2,900	26.09%
	COPIER LEASE & USAGE			2,900	2,900	2,900	
545	INSURANCE	5,863	5,863	5,863	5,863	5,863	0.00%
	TRICO GENERAL LIABILITY INSURANCE			5,863	5,863	5,863	
547	PRINTING AND BINDING	0	500	500	500	500	0.00%
	BUSINESS CARDS			60	60	60	
	PLAN REPRODUCTIONS			440	440	440	
551	OFFICE SUPPLIES	555	750	750	750	750	0.00%
	COPIER LEASE PAPER			500	500	500	
	GENERAL/MISCELLANEOUS			250	250	250	
552	OPERATING SUPPLIES	117	250	250	250	250	0.00%
	SMALL EQUIPMENT			250	250	250	
554	BOOKS AND MEMBERSHIPS	430	645	645	645	645	0.00%
	ANNUAL PURCHASING PUBLICATIONS			75	75	75	
	FAPPO ANNUAL DUES			100	100	100	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1142 **PURCHASING DIVISION**

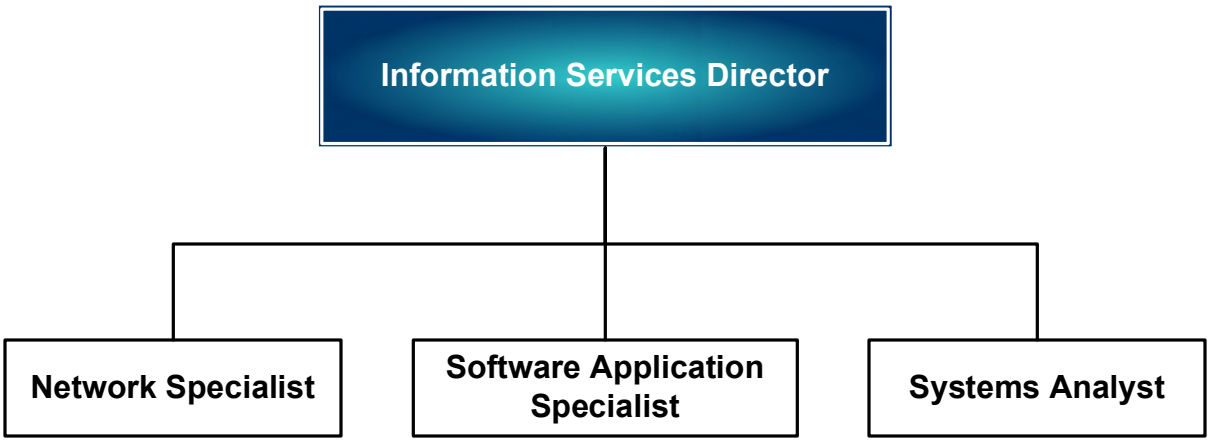
Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
554	BOOKS AND MEMBERSHIPS	430	645	645	645	645	0.00%
	NIGP ANNUAL DUES			350	350	350	
	PURCHASING MANUALS AND BOOKS			45	45	45	
	TC NIGP ANNUAL DUES			75	75	75	
555	TRAINING	250	900	900	900	900	0.00%
	FAPPO ANNUAL TRAINING SEMINARS REGISTRATION			225	225	225	
	FAPPO SPRING CONFERENCE REGISTRATION			350	350	350	
	NIGP CONFERENCE REGISTRATION			325	325	325	
Total	OPERATING EXPENSES	14,096	19,103	20,668	20,668	20,668	8.19%
Division	PURCHASING DIVISION	204,481	201,198	185,365	192,764	192,764	-4.19%
Division + Consolidated + Indirect Charges:				185,365	192,764	192,764	
Dept	FINANCIAL SERVICES	204,481	201,198	185,365	192,764	192,764	-4.19%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1142 PURCHASING DIVISION

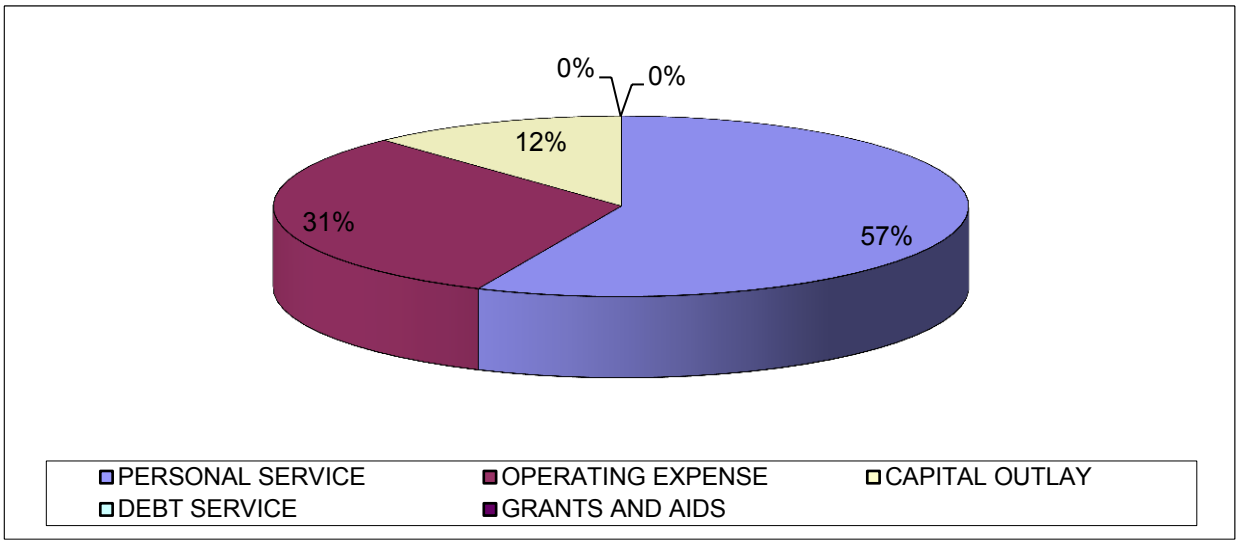
Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
202	MGR PROCRMNT & CONTR SVCS	24 15	86,682.27	1.00	24 15	87,016	0	1.00	24 15	87,016	1,380	1.00	24 15	87,016	1,380
210	BUYER			1.00	17 3	45,974	0	1.00	17 7	50,738	0	1.00	17 7	50,738	0
	VACANT POSITION			1				1				1			
	BUDGET MERIT							1.00	00 0	500	0	1.00	00 0	500	0
		Count				2				2				2	
	Total					132,990	0			138,254	1,380			138,254	1,380

INFORMATION SERVICES
ORGANIZATIONAL CHART



Information Services

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	365,741	363,130	360,286
OPERATING EXPENSE	181,864	187,430	198,929
CAPITAL OUTLAY	74,000	81,000	76,000
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**621,605**	**631,560**	**635,215**
Direct/Indirect Charges (Net)			**(635,215)**
Department Total Expense	**621,605**	**631,560**	**-**



Budget Narrative
Fiscal Year 2012-2013

Fund: General Fund
Department: Information Services (1145)

Departmental Activities and Service Level Description:
Objectives of the Department are to provide for the information needs of the citizens, City Commission, Management and Departments of the City. Department responsibilities include hardware, software and networking implementation and maintenance of server and desktop computers and all related peripheral devices involved in the data processing function of the City. Software programs administered include: Fund Accounting, Purchasing, Fixed Assets, Human Resources, Payroll, Time and Attendance, Accounts Payable, Utility Billing, Cash Receipts, Parks and Recreation, Permitting, Business Tax, Code Enforcement, False Alarm Billing, Life Safety Inspections, Budgeting, Public Works Management, Document Imaging, Geographic Information Systems, Electronic Mail, SPAM Filtering, Virus Protection, Fire/Rescue Database, Digital Telephone System, Call Accounting, Internet/(www) and Intranet websites, Online Payment Systems, Security Firewall, and Office Productivity Suite (Word Processing, Spreadsheet, Database Management and Presentations).

Staffing Levels:
The Information Services Department consists of four full-time positions: Information Services Director, Systems Analyst, Software Applications Specialist and Networking Specialist.

Position Title:	**2008-09**	**2009-10**	**2010-11**	**2011-12**	**Requested 2012-13**
Information Services Director	1	1	1	1	1
Computer Support Specialist	1	1	1	0	0
Systems Analyst	0	0	0	1	1
Software Applications Specialist	1	1	1	1	1
Networking Specialist	1	1	1	1	1
Totals	**4**	**4**	**4**	**4**	**4**

Major Budget or Service Level Changes:
This department reflects the costs associated with managing the information systems hardware, software and networking infrastructure.

Department Objectives:
- Maintain functionality, integrity and security of databases
- Update domain/security controllers
- Create server and program redundancy for business continuity plan
- Maintain hardware fleet and asset documentation
- Maintain software versions to current releases
- Provide program user support to City staff
- Update of the public and Intranet websites
- Develop and maintain department strategic plan
- Ongoing research of cost effective new technologies
- Coordination for policy implementation relating to information services
- Provide management reports and public records requests
- Continue research of efficiencies in telecommunications systems

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1145 **INFORMATION SERVICES**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	275,704	284,797	285,965	285,965	285,965	0.41%
514	OVERTIME	320	2,000	0	0	0	-100.00%
515	SPECIAL PAY	1,020	3,020	1,020	3,020	3,020	0.00%
521	FICA TAXES	20,311	22,171	21,954	22,107	22,107	-0.29%
522	RETIREMENT CONTRIBUTIONS	28,464	15,375	15,914	15,914	15,914	3.51%
523	LIFE AND HEALTH INSURANCE	34,415	35,181	32,694	32,694	32,694	-7.07%
524	WORKERS' COMPENSATION	586	586	586	586	586	0.00%
Total	PERSONAL SERVICES	360,820	363,130	358,133	360,286	360,286	-0.78%
531	PROFESSIONAL SERVICES	5,000	5,000	5,000	5,000	5,000	0.00%
	GIS CONSULTANT FOR CITYWIDE PROJECTS			4,500	4,500	4,500	
	ON DEMAND PROGRAMMING SERVICES			500	500	500	
534	OTHER SERVICES	3,924	2,500	2,000	2,000	2,000	-20.00%
	CUSTOM SUPPORT & PROGRAMMING FROM SUNGARD, HANSEN, ETC.			2,000	2,000	2,000	
540	TRAVEL AND PER DIEM	2,443	3,700	3,900	3,900	3,900	5.41%
	EXCHANGE ADMIN TRAINING			1,000	1,000	1,000	
	FL LOCAL GOVT INFO SYS ASSN CONFERENCES (2)			1,200	1,200	1,200	
	LOCAL SEMINARS			500	500	500	
	SUNGARD CLIENT CONFERENCE			1,200	1,200	1,200	
541	COMMUNICATIONS SERVICES	20,111	23,420	23,420	36,420	36,420	55.51%
	AT&T			3,460	3,460	3,460	
	MARTIN COUNTY - FIBER OPTIC LEASE			18,200	31,200	31,200	
	MITEL LEASING (PHONE SETS)			1,300	1,300	1,300	
	WINDSTREAM COMMUNICATION			460	460	460	
542	FREIGHT/POSTAGE SERVICES	49	100	100	100	100	0.00%
	SHIPPING FEES FOR REPAIR EQUIPMENT ETC			100	100	100	
543	UTILITY SERVICES	2,213	3,870	3,520	3,520	3,520	-9.04%
	ELECTRIC			1,920	1,920	1,920	
	WATER/SEWER			1,600	1,600	1,600	
545	INSURANCE	10,925	10,918	10,933	10,933	10,933	0.14%
	FLOOD INSURANCE PORTION			59	59	59	
	TRICO GENERAL LIABILITY INSURANCE			10,874	10,874	10,874	
546	REPAIR AND MAINTENANCE	2,638	3,500	3,500	3,500	3,500	0.00%
	DESKTOP & SERVER REPAIRS			1,000	1,000	1,000	
	POWER SUPPLY BATTERIES			1,000	1,000	1,000	
	PRINTER, SCANNERS, & PERIPHERALS			1,000	1,000	1,000	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1145 **INFORMATION SERVICES**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
546	REPAIR AND MAINTENANCE	2,638	3,500	3,500	3,500	3,500	0.00%
	VM - REPAIR AND MAINTENANCE OF VEHICLES			500	500	500	
549	OTHER CURRENT CHARGES	104,211	114,550	114,000	114,700	114,700	0.13%
	4JS COMPILER SUPPORT			4,000	4,000	4,000	
	BARRACUDA SPAM E-MAIL APPLIANCE			500	500	500	
	BARRACUDA VPN			650	650	650	
	BARRACUDA WEB FILTER			1,100	1,100	1,100	
	CGS E_MAIL ARCHIVER			1,000	1,000	1,000	
	E-SILO BACKUP HOSTING			800	800	800	
	ESRI ARC GIS/IMS/SDE SUPPORT & MAINTENANCE			14,200	14,200	14,200	
	FOLDER\SEALER MACHINE MAINTENANCE			1,400	1,400	1,400	
	GO REQUEST CITIZEN			300	1,000	1,000	
	HANSEN SUPPORT & MAINTENANCE			1,600	1,600	1,600	
	KRONOS SUPPORT & MAINTENANCE (AS NEEDED)			1,000	1,000	1,000	
	LASERFICHE SUPPORT & MAINTENANCE			3,800	3,800	3,800	
	MCAFEE VIRUS SCAN LICENSE SUBSCRIPTION			2,900	2,900	2,900	
	MICROCALL SUPPORT & MAINTENANCE			1,000	1,000	1,000	
	OPTIO SUPPORT & MAINTENANCE			2,000	2,000	2,000	
	SITEGROUND WEBSITE HOSTING			250	250	250	
	SUNGARD PENTAMATION SUPPORT & MAINTENANCE			56,000	56,000	56,000	
	TELEWORKS			21,500	21,500	21,500	
551	OFFICE SUPPLIES	27	300	300	300	300	0.00%
	MISCELLANEOUS OFFICE SUPPLIES			300	300	300	
552	OPERATING SUPPLIES	30,987	8,122	8,606	8,606	8,606	5.96%
	FUEL FOR VEHICLE - 114 GAS @ $4 P/G			456	456	456	
	MISCELLANEOUS CABLES,TRANSCEIVERS, SWITCHES			800	800	800	
	MISCELLANEOUS EQUIPMENT/SUPPLIES			1,500	1,500	1,500	
	MISCELLANEOUS PROGRAM UPDATES & NEW			2,000	2,000	2,000	
	MONITORS			3,000	3,000	3,000	
	UNINTERRUPTIBLE POWER SUPPLY			850	850	850	
554	BOOKS AND MEMBERSHIPS	692	1,450	1,450	1,450	1,450	0.00%
	FL LOCAL GOVT INFO SYS ASSOC - DUES & REGISTRATIONS			550	550	550	
	MISCELLANEOUS BOOKS & PUBLICATIONS			200	200	200	
	SUNGARD CLIENT CONFERENCE			500	500	500	
	SUNGARD USER GROUP MEMBERSHIP			200	200	200	
555	TRAINING	1,356	10,000	8,500	8,500	8,500	-15.00%
	EXCHANGE ADMIN TRAINING			2,500	2,500	2,500	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1145 **INFORMATION SERVICES**

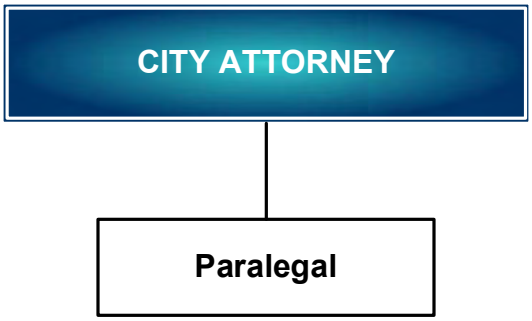
Account				2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
555	TRAINING			1,356	10,000	8,500	8,500	8,500	-15.00%
			FINANCIAL SYSTEM TRAINING - SPI			3,000	3,000	3,000	
			REVENUE SYSTEM TRAINING - SPI			3,000	3,000	3,000	
Total	OPERATING EXPENSES			184,577	187,430	185,229	198,929	198,929	6.14%
564	MACHINERY AND EQUIPMENT			50,200	81,000	76,000	76,000	76,000	-6.17%
			DESKTOP COMPUTER & SOFTWARE REPLACEMENTS (50)			40,000	40,000	40,000	
			LAPTOPCOMPUTER REPLACEMENTS (15)			19,000	19,000	19,000	
			NETWORK INFRASTRUCTURE SWITCHES			8,000	8,000	8,000	
			SERVER REPLACEMENTS (2)			9,000	9,000	9,000	
Total	CAPITAL OUTLAY			50,200	81,000	76,000	76,000	76,000	-6.17%
Division	INFORMATION SERVICES			595,597	631,560	619,362	635,215	635,215	0.58%
115	CITY ATTORNEY	552	IS- FAX			150	150	150	
119	POLICE	552	IS - PRINTER			500	500	500	
119	POLICE	534	IS - E-SILO OFFSITE DATA			1,470	1,470	1,470	
119	POLICE	534	IS-COMPUTER SUPPORT USA			6,500	6,500	6,500	
119	POLICE	534	IS - SQL SUPPORT VIA USA			1,225	1,225	1,225	
119	POLICE	534	IS - LASERFICHE SUPPORT			1,750	1,750	1,750	
120	FIRE/RESCUE	546	IS - PRINTER PLOTTER			500	500	500	
120	FIRE/RESCUE	534	IS - FIREHOUSE ANNUAL			1,600	1,600	1,600	
120	FIRE/RESCUE	534	IS - EMS PRO - ANNUAL			20,000	20,000	20,000	
123	STREETS TEAM	531	IS - GIS/GPS OF STREET SIGNS/STREET			2,500	2,500	2,500	
181	STORMWATER M	531	IS - GIS/GPS			5,000	5,000	5,000	
	Total Consolidated Costs					41,195	41,195	41,195	
	Division + Consolidated + Indirect Charges:					660,557	676,410	676,410	
Dept	INFORMATION SERVICES			595,597	631,560	619,362	635,215	635,215	0.58%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1145 INFORMATION SERVICES

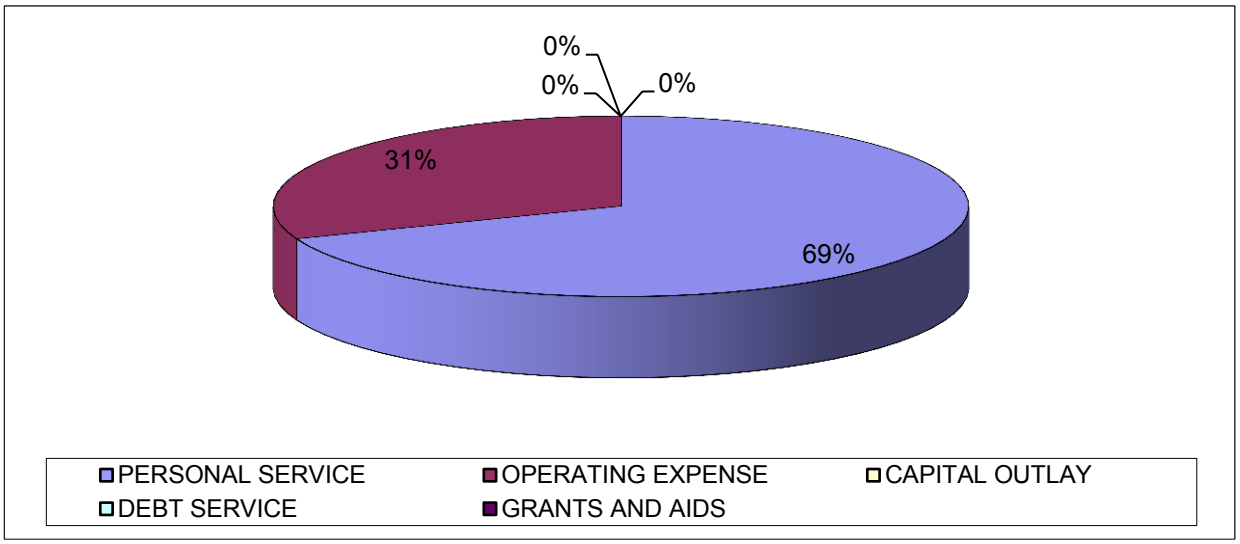
Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
109	INFORMATION SVCS DIRECTOR	26 16	97,942.23	1.00	26 16	98,319	1,020	1.00	26 16	98,319	1,020	1.00	26 16	98,319	1,020
301	NETWORK SPECIALIST	20 11	64,583.48	1.00	20 11	64,832	0	1.00	20 11	64,832	0	1.00	20 11	64,832	0
301	SYSTEMS ANALYST	18 8	54,418.61	1.00	18 8	54,628	0	1.00	18 8	54,628	0	1.00	18 8	54,628	0
301	SOFTWARE APPLICAT'N SPECL	18 17	67,924.95	1.00	18 17	68,186	0	1.00	18 17	68,186	0	1.00	18 17	68,186	0
	BUDGET MERIT							1.00	00 0	2,000	0	1.00	00 0	2,000	0
		Count				4				4				4	
	Total					285,965	1,020			287,965	1,020			287,965	1,020

CITY ATTORNEY
ORGANIZATIONAL CHART



City Attorney

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	250,468	156,635	153,871
OPERATING EXPENSE	112,131	78,263	68,854
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**362,599**	**234,898**	**222,725**
Direct/Indirect Charges (Net)			**(222,725)**
Department Total Expense	**362,599**	**234,898**	**-**



Budget Narrative
Fiscal Year 2012-2013

Fund: General Fund

Department: City Attorney (1150)

Departmental Activities and Service Level Description:

Pursuant to the City Charter, the City Attorney is the "legal advisor to and attorney for the City." The City Attorney "shall prosecute and defend all suits, complaints, and controversies for and on behalf of the City, unless otherwise directed by the Commission." It is the responsibility of the City Attorney to "review all contracts, bonds and other instruments in writing in which the City is to be a party and shall endorse on each as to form and legality." While these City Charter duties are typical of provisions in municipal charters, the most frequent daily work is giving legal advice to City boards, city officers and city employees, and prosecuting code violations. The City Attorney is often a participant in matters generated by other City departments. The primary work of the department is a) researching and preparing ordinances, resolutions, contracts, leases, and other legal documents; b) researching and answering legal questions from the city commission and staff; c) defending litigation; and d) prosecuting code cases. The City has resolved most of its major lawsuits or is insured for many claims where the self-insurance carrier assigns outside defense counsel, which allows the office to shift its focus away from litigation.

The worldwide economic downturn had reduced land development initiatives, and enabled the city to make a full review of its land development codes and operating procedures. In the 2013 Budget year we will complete the re-codification of the land development code. The Attorney is becoming more involved with planning and future development issues. The economic downturn also has caused more code enforcement issues which the attorney is very involved.

The City Attorney position has been changed to a part-time position with the Attorney working 30 hours per week and Paralegal typically works 40 hours per week. The goal for the coming year is to continue providing excellent quality work, and complete the on-going projects discussed above within these budget constraints

Staffing Levels:

The city has had one fulltime attorney since 1988, while the city staff has grown from 184 employees to about 250 in 2012. In October, 2006, the city commission added the part-time Assistant City Attorney to create savings by allowing the office to bring more work in-house. This proved successful, but the worldwide economic situation required the layoff of the position's occupant in June of 2011. During 2012 budget year additional savings were generated by replacing the full-time attorney with a new part-time city attorney. The fulltime staffing of the legal department is at its lowest level in more than 10 years.

Position Title	**2008-09**	**2009-10**	**2010-11**	**2011-12**	**2012-13**
City Attorney (Full-time)	1	1	1	1	0
City Attorney (Part-time)	1	1	0	0	1
Florida Registered Paralegal	1	1	1	1	1
Total Fulltime	**2.75**	**2.75**	**2**	**2**	**1.75**

Major Budget or Service Level Changes:
The city attorney recommends a reduced city attorney budget based upon anticipated lower staffing costs as a result of work and cost sharing with the Sheriff's Office, focused service levels, in-house forfeiture litigation and the renegotiation of legal research contracts. The city attorney's office actively and aggressively seeks to avoid costly litigation by using mediation and negotiated settlements that favor the city.

In an effort to keep the library upkeep costs to a minimum, several volumes and editions have been cancelled. However, it is critical to the Office's operation that access to updated materials be maintained. The Westlaw contract was renegotiated and now State Statutes are only accessed online and not updated in annual books.

Department Objectives:

- Continue to seek additional efficiencies and effectiveness under the unique work sharing relationship the City Attorney's Office has with the Highlands County Sheriff's Office.
- Continue with developing enhanced legal service opportunities for the City with the development of standardized ordinances and resolutions for PUDs, Urban Code Exceptions, site plans, and other planning and zoning matters, code enforcement, human resources, labor, public safety and public/private relationships
- Continue to prosecute code enforcement cases. However, the City Attorney and the Development Department are implementing a reduced hearing schedule of every other month, rather than every month. This reduced hearing schedule should take advantage of costs associated with hearings.
- Focus upon risk management processes to better control exposure.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1150 **CITY ATTORNEY**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
511	EXECUTIVE SALARIES	113,005	80,000	80,000	80,000	80,000	0.00%
512	REGULAR SALARIES AND WAGE	46,740	48,019	48,203	48,203	48,203	0.38%
515	SPECIAL PAY	935	500	1,520	2,520	2,520	404.00%
521	FICA TAXES	10,046	9,832	9,924	10,000	10,000	1.72%
522	RETIREMENT CONTRIBUTIONS	19,043	7,374	7,601	7,601	7,601	3.09%
523	LIFE AND HEALTH INSURANCE	12,060	10,489	5,125	5,125	5,125	-51.14%
524	WORKERS' COMPENSATION	422	422	422	422	422	0.00%
Total	PERSONAL SERVICES	202,251	156,635	152,795	153,871	153,871	-1.76%
531	PROFESSIONAL SERVICES	65,331	40,000	40,000	40,000	40,000	0.00%
	OUTSIDE COUNSEL			40,000	40,000	40,000	
534	OTHER SERVICES	87	300	250	250	250	-16.67%
	ARCHIVES MANAGEMENT			250	250	250	
536	PENSION BENEFITS	14,358	6,400	6,400	6,400	6,400	0.00%
	PLAN CONTRIBUTION			6,400	6,400	6,400	
540	TRAVEL AND PER DIEM	4,526	1,273	0	0	0	-100.00%
541	COMMUNICATIONS SERVICES	985	1,120	1,170	1,170	1,170	4.46%
	MITEL LEASING (PHONE SETS)			850	850	850	
	WINDSTREAM COMMUNICATION			320	320	320	
542	FREIGHT/POSTAGE SERVICES	155	250	200	200	200	-20.00%
545	INSURANCE	9,013	9,003	9,024	9,024	9,024	0.24%
	FLOOD INSURANCE PORTION			81	81	81	
	TRICO GENERAL LIABILITY INSURANCE			8,943	8,943	8,943	
546	REPAIR AND MAINTENANCE	0	500	450	450	450	-10.00%
547	PRINTING AND BINDING	482	300	300	300	300	0.00%
	LETTERHEAD, ENVELOPES, CITY LOGO BOND PAPER			300	300	300	
548	PROMOTIONAL ACTIVITIES	183	200	200	200	200	0.00%
	PROMOTIONAL ACTIVITIES, CLE CREDITS			200	200	200	
551	OFFICE SUPPLIES	219	500	450	450	450	-10.00%
	PENS, COPY PAPER, FOLDERS, LEGAL BINDERS & STORAGEBOXES			450	450	450	
552	OPERATING SUPPLIES	234	600	150	150	150	-75.00%
	IS- FAX MACHINE			150	150	150	
554	BOOKS AND MEMBERSHIPS	17,758	17,567	10,010	10,010	10,010	-43.02%
	FL BAR ASSOCIATION MEMBERSHIP			235	235	235	
	FL MUNICIPAL ATTORNEY MEMBERSHIP			225	225	225	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1150 **CITY ATTORNEY**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
554	BOOKS AND MEMBERSHIPS	17,758	17,567	10,010	10,010	10,010	-43.02%
	FLW SUBSCRIPTION			700	700	700	
	MARTIN COUNTY BAR ASSOCIATION			150	150	150	
	MISC LAW BOOKS			500	500	500	
	PAF/FRP MEMBERSHIPS			200	200	200	
	WESTLAW CHARGES			8,000	8,000	8,000	
555	TRAINING	306	250	250	250	250	0.00%
	SEMINARS			250	250	250	
Total	OPERATING EXPENSES	113,638	78,263	68,854	68,854	68,854	-12.02%
Division	CITY ATTORNEY	315,889	234,898	221,649	222,725	222,725	-5.18%
Division + Consolidated + Indirect Charges:				221,649	222,725	222,725	
Dept	CITY ATTORNEY	315,889	234,898	221,649	222,725	222,725	-5.18%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1150 CITY ATTORNEY

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
201	CITY ATTORNEY		80,000.00	1.00		80,000	1,020	1.00		80,000	1,020	1.00		80,000	1,020
502	PARALEGAL	19 1	48,018.51	1.00	19 1	48,203	0	1.00	19 1	48,203	0	1.00	19 1	48,203	0
	BUDGET MERIT			1.00	00 0	500	0	1.00	00 0	1,500	0	1.00	00 0	1,500	0
		Count				2				2				2	
	Total					128,703	1,020			129,703	1,020			129,703	1,020

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1160 **GENERAL GOVERNMENT**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	-113,792	-150,000	-114,000	-114,000	-114,000	-24.00%
	FURLOUGH REDUCTIONS			-114,000	-114,000	-114,000	
522	RETIREMENT CONTRIBUTIONS	19,639	0	100,000	32,193	32,193	0.00%
	FRS INCREASE			100,000	32,193	32,193	
523	LIFE AND HEALTH INSURANCE	446,474	222,447	169,869	169,869	169,869	-23.64%
	EMPLOYEE CLINIC			160,437	160,437	160,437	
	RETIREES H&D INSURANCE PREMIUMS VERIP			9,432	9,432	9,432	
525	UNEMPLOYMENT COMPENSATION	0	10,500	10,500	10,500	10,500	0.00%
Total	PERSONAL SERVICES	352,321	82,947	166,369	98,562	98,562	18.83%
549	OTHER CURRENT CHARGES	0	17,930	0	0	0	-100.00%
557	INDIRECT COSTS (NET)	-827,333	-1,167,470	-1,018,518	-1,025,559	-1,025,559	-12.16%
	INDIRECT COST FROM CRA			-25,351	-25,476	-25,476	
	INDIRECT COST FROM LANDFILL			-1,482	-1,490	-1,490	
	INDIRECT COST FROM SANITATION			-587,043	-591,931	-591,931	
	INDIRECT COST FROM STORMWATER			-28,197	-28,429	-28,429	
	INDIRECT COST FROM WATER AND SEWER			-434,081	-435,445	-435,445	
	INDIRECT COST TO WATER AND SEWER			57,635	57,213	57,213	
Total	OPERATING EXPENSES	-827,333	-1,149,541	-1,018,518	-1,025,559	-1,025,559	-10.79%
591	INTRAGOVERNMENTAL TRANSFS	494,876	0	347,106	359,369	359,369	0.00%
	GF TRANSFER TO CRA - TIF REVENUES			322,106	329,369	329,369	
	TRANSFER TO CRA - OTHER			25,000	30,000	30,000	
595	OTHER NONOPERATING USES	0	275,504	776,280	675,000	675,000	145.01%
	CAPITAL REPLACEMENT RESERVE			150,000	150,000	150,000	
	CONTINGENCY RESERVE			188,387	188,387	188,387	
	HEALTH INSURANCE PREMIUM INCREASE @ 10%			156,178	156,178	156,178	
	INCREASE IN FUEL COSTS			100,000	100,000	100,000	
	LEGAL FEES RESERVE			20,000	20,000	20,000	
	SELF-INS HEALTH INS RESERVE @ 15%			361,715	260,435	260,435	
	USE OF HURRICANE RESERVES			-200,000	-200,000	-200,000	
Total	OTHER USES	494,876	275,504	1,123,386	1,034,369	1,034,369	275.45%
Division	GENERAL GOVERNMENT	19,864	-791,090	271,236	107,371	107,371	-113.57%
Division + Consolidated + Indirect Charges:				271,236	107,371	107,371	
Dept	GENERAL GOVERNMENT	19,864	-791,090	271,236	107,371	107,371	-113.57%

PUBLIC WORKS ORGANIZATIONAL CHART

LEGEND:
Enterprise Fund
- 1610 - WATER TREATMENT
- 1620 - WASTEWATER TREATMENT
- 1630 - DISTRIBUTION & COLLECTION
- 1670 - WATER & SEWER GEN GOV
- 1710 - SANITATION RESIDENTIAL
- 1720 - SANITATION COMMERCIAL
- 1730 - TRASH
- 1810 - STORMWATER

LEGEND:
General Fund
- 1170 - VEHICLE MAINTENANCE
- 1180 - PW ADMINISTRATION
- 1215 - BUILDING MAINTENANCE
- 1220 - TURF & GROUNDS
- 1230 - STREETS
- 1240 - COMMUNITY SERVICES
- 1243 - PARK FACILITIES

Public Works Director
33% | 17% | 17% | 33%

Assistant Public Works Director

UTILITIES / SANITATION / VEHICLE MAINTENANCE DIVISION

- Recycling & Conservation Coordinator
- Compliance Specialist
  - Water & Wastewater Compliance Technician
- Executive Administrative Assistant

SANITATION TEAM
- Team Leader III
  - RESIDENTIAL
    - Sanitation Equipment Operator
    - Sanitation Equipment Operator
  - COMMERCIAL
    - Sanitation Equipment Operator
    - Sanitation Equipment Operator
    - Sanitation Equipment Operator
    - Sanitation Equipment Operator
    - Sanitation Equipment Operator
    - Sanitation Worker
  - YARD TRASH
    - Sanitation Equipment Operator
    - Sanitation Equipment Operator

VEHICLE MAINTENANCE TEAM
- Team Leader II
- Diesel/Gas Mechanic
- Auto Service Worker
- Diesel/Gas Mechanic

MAINTENANCE TEAM
- Team Leader III
- I & C Technician
- Utility Senior Maintenance Mechanic
- Utility Maintenance Mechanic
- Utility Maintenance Mechanic
- Laborer II
- Systems Technician

WATER TREATMENT TEAM
- Team Leader II
- Laboratory Technician
- Water Systems Specialist
- WTP Operator III
- WTP Operator II
- WTP Operator I
- WTP Operator I

WATER RECLAMATION TEAM
- Team Leader III
- WW System Specialist
- WWTP Operator II
- Operator Trainee

DISTRIBUTION SYSTEM TEAM
- Team Leader II
- Water Distribution Systems Specialist
- Water Distribution Systems Specialist
- Equipment Operator II
- Equipment Operator II
- Utility Service Worker II
- Utility Service Worker II
- Meter Reader

COLLECTION SYSTEM TEAM
- Team Leader II
- Equipment Operator II
- Utility Service Worker I

ADMINISTRATION
- Capital Projects Coordinator
  - Public Works Inspector

COMMUNITY SERVICES
- Community Services Division Manager
  - Division Assistant (Special Events Coordinator)
  - Program Supervisor
    - Office Assistant I
    - Program Leader
    - Program Leader
    - Program Leader

Deputy Public Works Director
- Division Assistant

OPERATIONS DIVISION
- Stormwater Specialist

BUILDING MAINTENANCE TEAM
- Team Leader III
- Senior Maintenance Mechanic
- Maintenance Mechanic
- Custodian
- Custodian
- Senior Maintenance Mechanic
- Maintenance Mechanic
- Maintenance Mechanic

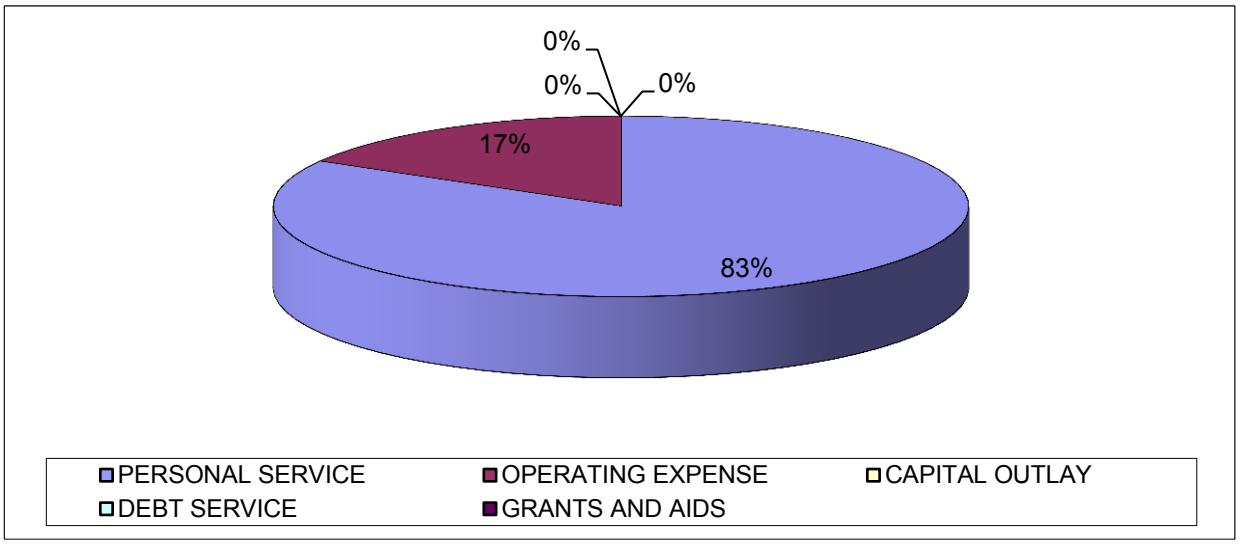
Team Leader II
- PARK FACILITIES TEAM
  - Laborer I
- TURF & GROUNDS TEAM
  - Maintenance Mechanic
  - Maintenance Mechanic
  - Groundskeeper
  - Groundskeeper
  - Groundskeeper
  - Groundskeeper
  - Groundskeeper
  - Nursery Worker
  - Equipment Operator I

STREETS TEAM
- Team Leader I
- Equipment Operator I
- Laborer II
- Laborer II
- Laborer I

STORMWATER TEAM
- Equipment Operator I
- Utility Service Worker II

Vehicle Maintenance

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	187,493	198,677	196,609
OPERATING EXPENSE	40,527	37,601	39,366
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**228,020**	**236,278**	**235,975**
Direct/Indirect Charges (Net)			**(235,975)**
Department Total Expense	**228,020**	**236,278**	**-**



Budget Narrative
Fiscal Year 2012- 2013

Fund: General Fund
Department: Public Works
Team: Vehicle Maintenance Team (1170)

Departmental Activities and Service Level Description:
Vehicle Maintenance is responsible for the maintenance, upkeep and repair of approximately 168 City vehicles and approximately 186 pieces of equipment including trailers, pumps, blowers, chain saws, compactors, stripers, string trimmers, riding mowers, push mowers, brush trimmers, etc.

Staffing Levels:
The Vehicle Maintenance Team continues in a proactive approach to vehicle preventative maintenance with a goal of reducing the number of unscheduled repairs and less out-of-service time for our customers. No increase in staffing levels is requested for 2012-13.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Diesel/Gas Mechanic	3	3	1	1	1
Welder	-	-	-	-	-
Auto Service Worker	-	-	1	1	1
Vehicle Maintenance Spec.	-	-	-	-	-
Team Leader II	1	1	1	1	1
Office Assistant I	-	-	-	-	-
Total	**4**	**4**	**3**	**3**	**3**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Unscheduled Repairs	450	400	375	322	300
Preventative Maintenance	400	400	425	504	522

Major Budget or Service Level Changes:
Vehicle fuel efficiencies will continue to be monitored closely. More cost effective preventive maintenance will be emphasized in accordance with the fleet replacement policy.

Department Objectives:
To provide safe and complete vehicle and equipment preventive maintenance that is cost effective and provides employees with reliable vehicles and equipment to meet their daily work schedules by:

- Finalizing shop operating policies and procedures to ensure more uniformity of the repair and preventative maintenance program.

- Reducing the length of time required for repairs.

- Maintaining inventory of parts on hand and strict inventory controls of those parts stocked.
- Continuing to seek all available cost effective training to bring the mechanics' skill level up to the level of the technicians at most dealerships and assist mechanics in obtaining at least one ASE certification.

- Ensuring that the overall appearance of the fleet is representative of the image that the City would like to portray.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1170 VEHICLE MAINTENANCE

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	143,279	148,465	147,681	147,681	147,681	-0.53%
515	SPECIAL PAY	480	2,480	980	2,480	2,480	0.00%
521	FICA TAXES	10,653	11,547	11,373	11,487	11,487	-0.52%
522	RETIREMENT CONTRIBUTIONS	13,224	7,290	7,650	7,650	7,650	4.94%
523	LIFE AND HEALTH INSURANCE	22,759	20,908	19,323	19,323	19,323	-7.58%
524	WORKERS' COMPENSATION	7,988	7,988	7,988	7,988	7,988	0.00%
Total	PERSONAL SERVICES	198,383	198,677	194,994	196,609	196,609	-1.04%
531	PROFESSIONAL SERVICES	463	0	0	0	0	0.00%
534	OTHER SERVICES	3,767	4,300	4,800	4,800	4,800	11.63%
	ALL-DATA SUPPORT SERVICES			2,000	2,000	2,000	
	BM - PEST CONTROL			300	300	300	
	UNIFORM RENTAL AND SHOP TOWELS FEE			2,500	2,500	2,500	
541	COMMUNICATIONS SERVICES	728	900	900	900	900	0.00%
	MITEL LEASING (PHONE SETS)			250	250	250	
	WINDSTREAM COMMUNICATION			650	650	650	
542	FREIGHT/POSTAGE SERVICES	0	50	50	50	50	0.00%
	EQUIPMENT SHIPPING			50	50	50	
543	UTILITY SERVICES	5,675	3,150	3,030	3,030	3,030	-3.81%
	ELECTRIC			1,030	1,030	1,030	
	WATER/SEWER			2,000	2,000	2,000	
544	RENTALS AND LEASES	1,295	1,600	1,600	1,600	1,600	0.00%
	1 PARTS WASHING MACHINE			600	600	600	
	OXYGEN AND ACETYLENE TANK RENTAL			1,000	1,000	1,000	
545	INSURANCE	10,859	10,890	10,782	10,782	10,782	-1.00%
	FLOOD INSURANCE PORTION			376	376	376	
	FUEL STORAGE TANK INSURANCE (2 LG & 1 SM))			1,788	1,788	1,788	
	TRICO GENERAL LIABILITY INSURANCE			8,618	8,618	8,618	
546	REPAIR AND MAINTENANCE	3,908	3,700	4,750	4,750	4,750	28.38%
	OIL AND LUBRICANTS			750	750	750	
	REPAIRS TO SHOP EQUIPMENT (HOIST AND COMPRESSOR)			3,000	3,000	3,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES			1,000	1,000	1,000	
551	OFFICE SUPPLIES	104	500	500	500	500	0.00%
	MISCELLANEOUS OFFICE SUPPLIES			250	250	250	
	MISCELLANEOUS SMALL OFFICE EQUIPMENT			250	250	250	
552	OPERATING SUPPLIES	13,387	12,511	12,454	12,454	12,454	-0.46%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1170 **VEHICLE MAINTENANCE**

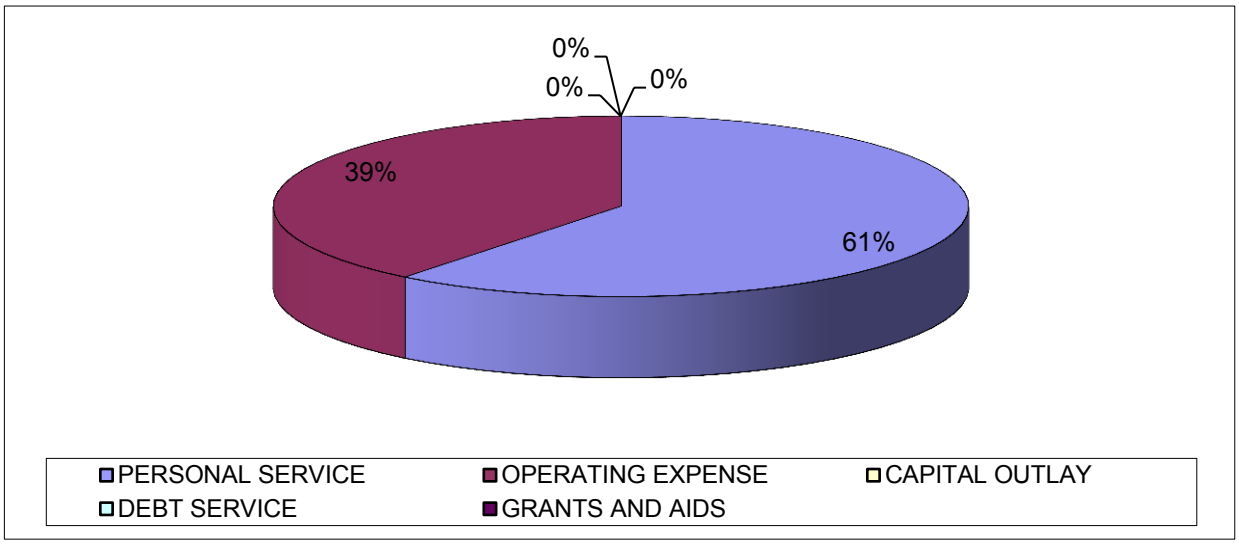
Account				2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
			FUEL FOR VEHICLES - 1,292 GAS/201 DSL @ $4/$4.5 P/G			6,074	6,074	6,074	
			SAFETY SHOES FOR TEAM MEMBERS			380	380	380	
			SAFETY SUPPLIES			400	400	400	
			TOOLS FOR SHOP			5,000	5,000	5,000	
			UNIFORM SHIRTS, JACKETS, AND HATS			600	600	600	
555	TRAINING			0	0	500	500	500	0.00%
			MISCELLANEOUS			500	500	500	
Total	OPERATING EXPENSES			40,186	37,601	39,366	39,366	39,366	4.69%
Division	VEHICLE MAINTENANCE			238,569	236,278	234,360	235,975	235,975	-0.13%
111	CRA	546	VM - REPAIR AND MAINTENANCE OF			1,000	1,000	1,000	
114	INFORMATION SE	546	VM - REPAIR AND MAINTENANCE OF			500	500	500	
117	VEHICLE MAINTE	546	VM - REPAIR AND MAINTENANCE OF			1,000	1,000	1,000	
119	POLICE	546	VM - REPAIR AND MAINTENANCE OF			56,000	56,000	56,000	
120	FIRE/RESCUE	546	VM - REPAIR AND MAINTENANCE OF			50,000	50,000	50,000	
121	DEVELOPMENT	546	VM - REPAIR AND MAINTENANCE OF			300	300	300	
121	CODE ENFORCEM	546	VM - REPAIR AND MAINTENANCE OF			500	500	500	
121	BUILDING MAINT	546	VM - REPAIR AND MAINTENANCE OF			1,200	1,200	1,200	
122	TURF AND GROU	546	VM - REPAIR AND MAINTENANCE OF			15,000	15,000	15,000	
123	STREETS TEAM	546	VM - REPAIR AND MAINTENANCE OF			10,000	10,000	10,000	
124	10TH STREET RE	546	VM - REPAIR AND MAINTENANCE OF			1,000	1,000	1,000	
124	PARK FACILITIES	546	VM - MISC. REPAIRS TO PARK FACILITY			1,200	1,200	1,200	
161	WATER TREATME	546	VM - REPAIR AND MAINTENANCE OF			5,000	5,000	5,000	
162	WASTEWATER TR	546	VM - REPAIR AND MAINTENANCE OF			6,000	6,000	6,000	
163	DISTRIBUTION/C	546	VM - REPAIR AND MAINTENANCE OF			20,000	20,000	20,000	
167	W & S GENERAL	546	VM - REPAIR AND MAINTENANCE OF			4,000	4,000	4,000	
171	RESIDENTIAL CO	546	VM - REPAIR AND MAINTENANCE OF			36,000	45,000	45,000	
172	COMMERCIAL CO	546	VM - REPAIR AND MAINTENANCE OF			55,000	55,000	55,000	
172	COMMERCIAL CO	546	VM - PAINT 1			5,000	5,000	5,000	
173	YARD TRASH COL	546	VM - REPAIR AND MAINTENANCE OF			18,000	18,000	18,000	
173	YARD TRASH COL	546	VM - PAINT 1			3,500	3,500	3,500	
181	STORMWATER M	546	VM - REPAIR AND MAINTENANCE OF			10,000	10,000	10,000	
	Total Consolidated Costs					300,200	309,200	309,200	
	Division + Consolidated + Indirect Charges:					534,560	545,175	545,175	

1170 VEHICLE MAINTENANCE

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
302	TEAM LEADER II	18 9	55,766.42	1.00	18 9	55,981	480	1.00	18 9	55,981	480	1.00	18 9	55,981	480
802	DIESEL/GAS MECHANIC	15 17	59,292.04	1.00	15 17	59,520	0	1.00	15 17	59,520	0	1.00	15 17	59,520	0
810	AUTO SERVICE WORKER	08 5	32,056.98	1.00	08 5	32,180	0	1.00	08 5	32,180	0	1.00	08 5	32,180	0
	BUDGET MERIT			1.00	00 0	500	0	1.00	00 0	2,000	0	1.00	00 0	2,000	0
	Count					3				3				3	
	Total					148,181	480			149,681	480			149,681	480

Building Maintenance

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	281,496	272,478	259,246
OPERATING EXPENSE	165,232	166,473	168,212
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**446,728**	**438,951**	**427,458**
Direct/Indirect Charges (Net)			**(427,458)**
Department Total Expense	**446,728**	**438,951**	**-**



Budget Narrative
Fiscal Year 2012-2013

Fund: General Fund
Department: Public Works
Division: Building Maintenance Team (1215)

Departmental Activities and Service Level Description:
The Building Maintenance Team is responsible for the maintenance and repair of all City owned facilities and equipment associated with them. We are also responsible for all security systems, fire extinguishers, welding, pest control, ordering and being the central store for janitorial supplies.

Staffing Levels:
The Building Maintenance Team consists of: one Team Leader III, one Senior Maintenance Mechanic, one Maintenance Mechanic, and two Custodians. We have completed numerous major remodeling jobs and have more large projects scheduled. The City facilities require interior/exterior painting, plumbing upgrades, remodeling, and numerous other electrical and air conditioning and heating repairs and upgrades.

Position Title:	**2008-09**	**2009-10**	**2010-11**	**2011-12**	**Requested 2012-13**
Team Leader III (reclass '08)	-	1	1	1	1
Team Leader II	1	-	-	-	-
Sr. Maintenance Mechanic	1	1	1	1	1
Maintenance Mechanic	1	1	1	1	1
Custodian	1	1	*2	2	2
Totals	**4**	**4**	**4**	**5**	**5**

***** Transfer from Community Service Division

Indicators:	**2008-09**	**2009-10**	**2010-11**	**2011-12**	**Estimated 2012-13**
Work Order Requests	850	700	675	700	750
Remodeling needs	7	5	12	5	8
Re-roofs	2	0	0	2	2
New construction	4	7	2	4	5
Painting	30	45	50	40	45
A C repairs/service calls	150	175	170	190	200
Electrical repairs/service calls	20	195	210	200	200
Electrical Install	30	62	50	40	50

Major Budget or Service Level Changes:
Continue phasing out old air condition units.
Upgrading/adding electric to the parks.

Department Objectives:

- Continue to evaluate conditions of all City buildings to determine type of repairs needed.
- Continue to improve a plan of action to insure repairs are accomplished in a reasonable time frame.
- Assist Departments/Teams with annual budget preparations regarding maintenance needs.
- Ensure all outside agencies performing work for the City are licensed and complying with Safety Standards.
- Maintain a complete stock of janitorial supplies to support City requirements.
- Continue to seek out and implement using earth friendly/green chemicals/supplies.
- Ensure the custodians are keeping to our high service level expectations.
- Increase construction and electrical repairs in-house, reducing costs to the City by using fewer contractors.
- Assure that the Building Maintenance Team has become the most productive and qualified as can be expected.
- Plan more education on codes, electrical, building, etc.
- Continue to implement Energy conservation initiatives.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1215 **BUILDING MAINTENANCE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	195,743	184,016	177,985	177,985	177,985	-3.28%
514	OVERTIME	5,105	6,000	6,000	6,000	6,000	0.00%
	OVERTIME			6,000	6,000	6,000	
515	SPECIAL PAY	0	2,500	1,500	4,500	4,500	80.00%
521	FICA TAXES	15,765	14,728	14,190	14,419	14,419	-2.09%
522	RETIREMENT CONTRIBUTIONS	19,458	9,330	9,220	9,156	9,156	-1.86%
523	LIFE AND HEALTH INSURANCE	68,762	49,912	46,102	41,194	41,194	-17.47%
524	WORKERS' COMPENSATION	5,992	5,992	5,992	5,992	5,992	0.00%
Total	PERSONAL SERVICES	310,824	272,478	260,989	259,246	259,246	-4.86%
534	OTHER SERVICES	27,958	36,700	40,800	40,800	40,800	11.17%
New	!-REPAINT 10TH STREET REC. CTR. OUTSIDE			4,500	4,500	4,500	
	ANNUAL ICE MACHINE SVC CITY FACILITIES			2,000	2,000	2,000	
	ANNUAL PUBLIC SAFETY BUILDING A/C EXT. WARRANTY			9,000	9,000	9,000	
	CARPET CLEANING CITY FACILITIES			1,500	1,500	1,500	
	ELECTRICAL SVC			2,000	2,000	2,000	
	FIRE EXTINGUISHER REFILLS,SVC,INSPECT CITY FACILITIES			6,000	6,000	6,000	
	PEST CONTROL SVC CITY FACILITIES			3,600	3,600	3,600	
	PLUMBING SVC CITY FACILITIES			1,500	1,500	1,500	
	SAFETY TRAINING			500	500	500	
	SECURITY SVC CITY FACILITIES			6,500	6,500	6,500	
	TERMITE REMOVAL(TENTING/INSPECTION)CITY FACILITIES			2,900	2,900	2,900	
	UNIFORM RENTALS			800	800	800	
540	TRAVEL AND PER DIEM	0	200	200	200	200	0.00%
	COMPUTERIZED A/C TRAINING FOR PUBLIC SAFETY BLDG			200	200	200	
541	COMMUNICATIONS SERVICES	1,470	1,700	1,700	1,700	1,700	0.00%
	SPRINT			1,200	1,200	1,200	
	WINDSTREAM COMMUNICATION			500	500	500	
543	UTILITY SERVICES	3,560	4,845	5,645	5,645	5,645	16.51%
	ELECTRIC			3,445	3,445	3,445	
	WATER/SEWER			2,200	2,200	2,200	
544	RENTALS AND LEASES	0	1,000	1,000	1,000	1,000	0.00%
	RENTAL EQUIPMENT			1,000	1,000	1,000	
545	INSURANCE	9,510	9,460	9,569	9,569	9,569	1.15%
	FLOOD INSURANCE PORTION			405	405	405	
	TRICO GENERAL LIABILITY INSURANCE			9,164	9,164	9,164	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1215 **BUILDING MAINTENANCE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
546	REPAIR AND MAINTENANCE	52,093	51,800	51,400	51,400	51,400	-0.77%
	A/C FILTERS CITY FACILITIES			3,700	3,700	3,700	
	ANNUAL A/C SVC & REPAIRS CITY FACILITIES			14,000	14,000	14,000	
	CARPENTRY SUPPLIES (LUMBER, NAILS, SCREWS, MISC)			4,500	4,500	4,500	
	ELECTRICAL SUPPLIES			8,000	8,000	8,000	
	MISCELLANEOUS REPAIRS (OVER $1,000) CITY FACILITIES			4,000	4,000	4,000	
	MISCELLANEOUS REPAIRS (UNDER $1,000) CITY FACILITIES			2,000	2,000	2,000	
	PAINTING SUPPLIES			3,000	3,000	3,000	
	PLUMBING SUPPLIES			2,000	2,000	2,000	
	R&M DOORS & WINDOWS CITY FACILITIES			4,000	4,000	4,000	
	R&M OF CITY HALL AUTOMATIC DOORS			2,000	2,000	2,000	
	R&M URINALS,SINKS,TOILETS CITY FACILITIES			3,000	3,000	3,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES			1,200	1,200	1,200	
549	OTHER CURRENT CHARGES	0	300	300	300	300	0.00%
	PERMITS & LICENSE FEES			300	300	300	
551	OFFICE SUPPLIES	102	500	500	500	500	0.00%
	OFFICE SUPPLIES			500	500	500	
552	OPERATING SUPPLIES	55,247	56,268	55,398	55,398	55,398	-1.55%
	FLAG REPLACEMENTS CITY WIDE			1,500	1,500	1,500	
	FUEL FOR VEHICLES - 2,005 GAS @ $4 P/G			8,018	8,018	8,018	
	JANITORIAL SUPPLIES CITY WIDE			40,000	40,000	40,000	
	MISCELLANEOUS TOOLS(HAMMERS,DRILLS,WRENCHES,ETC.)			3,000	3,000	3,000	
	SAFETY SHOES			380	380	380	
	SAFETY SUPPLIES			1,000	1,000	1,000	
	T-SHIRTS,HATS			500	500	500	
	WELDING SUPPLIES			1,000	1,000	1,000	
554	BOOKS AND MEMBERSHIPS	0	400	400	400	400	0.00%
	A/C, ELECTRICAL, PLUMBING TRAINING			400	400	400	
555	TRAINING	690	3,300	1,300	1,300	1,300	-60.61%
	ONE DAY SEMINARS			300	300	300	
	TRAINING COURSE(A/C, ELECTRICAL, PLUMBING)			1,000	1,000	1,000	
Total	OPERATING EXPENSES	150,630	166,473	168,212	168,212	168,212	1.04%
Division	BUILDING MAINTENANCE	461,454	438,951	429,201	427,458	427,458	-2.62%
112	CITY MANAGER 546 BM - MISC. REPAIRS TO CITY HALL &			1,000	1,000	1,000	
117	VEHICLE MAINTE 534 BM - PEST			300	300	300	
119	POLICE 534 BM FIRE SPRINKLER MAIT-SPLIT			400	400	400	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1215 **BUILDING MAINTENANCE**

Account				2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
119	POLICE	546	BM - MISC BUILDING REPAIRS AND			1,300	1,300	1,300	
120	FIRE/RESCUE	534	BM - FIRE SPRINKLER TESTING - PUBLIC			400	400	400	
120	FIRE/RESCUE	546	BM - GATES - MAINTENANCE &			1,000	1,000	1,000	
122	TURF AND GROU	546	BM-REPAIR & MAINTENANCE OF WOOD			2,000	2,000	2,000	
122	TURF AND GROU	546	BM-REPAIRS & MAINT TO TURF AND			1,500	1,500	1,500	
124	10TH STREET RE	534	BM-QUARTERLY FIRE SPRINKLER			350	350	350	
124	10TH STREET RE	534	BM-ALARM MONITORING -			300	300	300	
124	10TH STREET RE	534	BM-ALARM MONITORING -			700	700	700	
124	10TH STREET RE	546	BM - MISC. BUILDING REPAIRS TO			1,500	1,500	1,500	
124	PARK FACILITIES	546	BM - MISC. REPAIRS TO PARKS FACILITY			1,200	1,200	1,200	
124	PARK FACILITIES	546	BM - MISC. IRRIGATION REPAIRS AT REC.			2,200	2,200	2,200	
161	WATER TREATME	534	BM - PEST CONTROL			500	500	500	
161	WATER TREATME	534	BM - FIRE EXTINGUISHER			750	750	750	
162	WASTEWATER TR	534	BM- COUNTER TOP AND SINK			4,000	4,000	4,000	
162	WASTEWATER TR	534	BM - CARPET			500	500	500	
162	WASTEWATER TR	534	BM - PEST CONTROL			500	500	500	
162	WASTEWATER TR	534	BM - FIRE EXTINGUISHER			800	800	800	
162	WASTEWATER TR	546	BM - AC			2,060	2,060	2,060	
163	DISTRIBUTION/C	534	BM - PEST CONTROL			200	200	200	
163	DISTRIBUTION/C	534	BM - FIRE			500	500	500	
171	RESIDENTIAL CO	534	BM - PEST CONTROL			300	300	300	
172	COMMERCIAL CO	534	BM - PEST CONTROL			300	300	300	
172	COMMERCIAL CO	534	BM- FIRE			500	500	500	
173	YARD TRASH COL	534	BM - PEST CONTROL			300	300	300	
	Total Consolidated Costs					25,360	25,360	25,360	
	Division + Consolidated + Indirect Charges:					454,561	452,818	452,818	

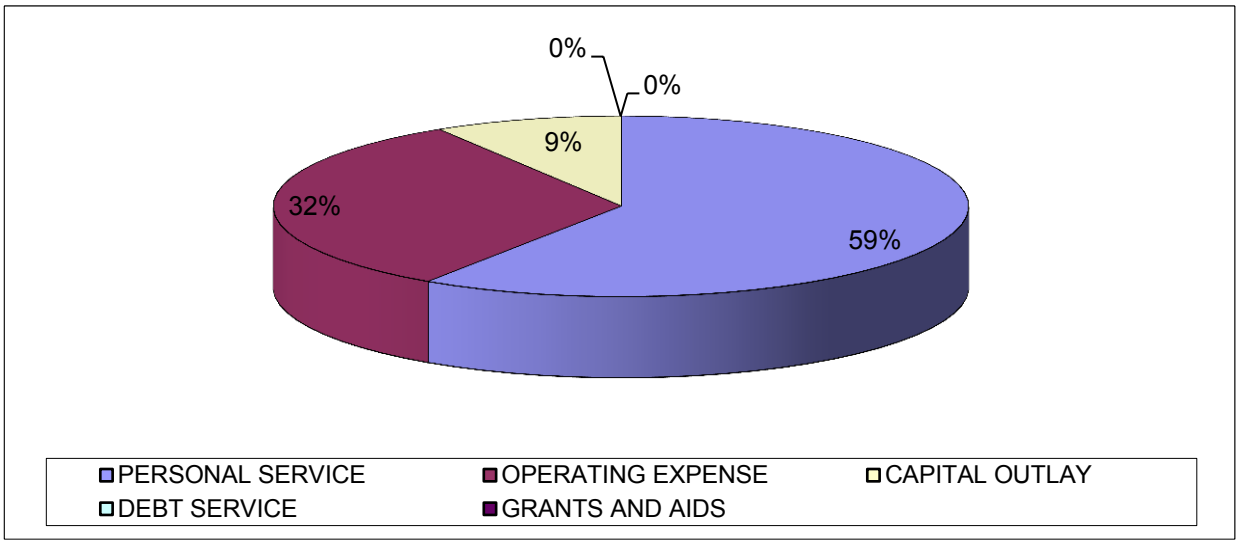
City of Stuart
2013 Fiscal Budget
Personnel Sheet

1215 BUILDING MAINTENANCE

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
301	TEAM LEADER III	20 7	58,518.24	1.00	20 7	58,743	0	1.00	20 7	58,743	0	1.00	20 7	58,743	0
801	MAINTENANCE MECHANIC	08 9	35,427.89	1.00	08 9	35,564	0	1.00	08 9	35,564	0	1.00	08 9	35,564	0
806	SENIOR MAINT MECHANIC	09 8	35,383.23	1.00	09 8	35,519	0	1.00	09 8	35,519	0	1.00	09 8	35,519	0
807	CUSTODIAN	02 5	23,373.02	1.00	02 5	23,463	0	1.00	02 5	23,463	0	1.00	02 5	23,463	0
807	CUSTODIAN	02 7	24,600.85	1.00	02 7	24,695	0	1.00	02 7	24,695	0	1.00	02 7	24,695	0
	BUDGET OVERTIME			1.00	00 0	6,000	0	1.00	00 0	6,000	0	1.00	00 0	6,000	0
	BUDGET MERIT			1.00	00 0	1,500	0	1.00	00 0	4,500	0	1.00	00 0	4,500	0
		Count				5				5				5	
	Total					185,485	0			188,485	0			188,485	0

Turf and Grounds Maintenance

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	597,603	638,588	692,411
OPERATING EXPENSE	317,764	383,757	371,791
CAPITAL OUTLAY	3,190	24,673	102,500
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**918,557**	**1,047,018**	**1,166,702**
Direct/Indirect Charges (Net)			**128,508**
Department Total Expense	**918,557**	**1,047,018**	**1,295,210**



Budget Narrative
Fiscal Year 2012-2013

Fund: General Fund
Department: Public Works
Division: Turf & Grounds Team (1220)

Departmental Activities and Service Level Description:
The objective of the Turf & Grounds Team is: to initiate, establish and support a system of parks, community landmarks and athletic facilities for the benefit of the public; to coordinate together with the Community Services Division to schedule the activities and daily maintenance required in active athletic facilities. The Turf & Grounds Team is expected to maintain parks, community landmarks, and athletic facilities in a manner that reflects the overall quality of life in the community. This Team is responsible for providing the public with a professional level of responsibility in its care of parks and facilities based on accepted health and safety standards.

Staffing Level:
Turf & Grounds consists of: one Team Leader II in charge of ground maintenance/athletic fields, one Senior Maintenance Mechanic, three Maintenance Mechanics, five Groundskeepers, one Nursery Worker, one Equipment Operator I, and a Maintenance Mechanic and a Laborer I to maintain the athletic fields.

Position Title:	**2008-09**	**2009-10**	**2010-11**	**2011-12**	**Requested 2012-13**
Team Leader II	-	-	*1	1	1
Team Leader I	2	2	*0	0	0
Senior Maintenance Mechanic	1	1	1	1	1
Maintenance Mechanic	2	2	*3	**4	4
Nursery Worker	1	1	1	1	1
Equipment Operator II	1	1	0	0	0
Equipment Operator I	1	1	1	1	1
Groundskeeper	6	6	6	**5	5
Laborer I	1	1	1	1	1
Park Ranger	1	1	0	0	0
Totals	**16**	**16**	**14**	**14**	**14**

* Team Leaders I reclassed to Team Leader II and Maintenance Mechanic
**One Groundskeeper reclassed to Maintenance Mechanic

Indicators:	**2008-09**	**2009-10**	**2010-11**	**2011-12**	**Estimated 2012-13**
Number of Parks	30	30	30	30	30
Major Hwy. Grass Cutting	7	12	12	12	12
Pond Maintenance	11	11	11	12	12
Irrigation Systems Maintained	60	68	68	73	80
Dock Maintenance	8	8	8	8	8

Major Budget or Service Level Changes:

Memorial Park and East Ocean has been added to our maintenance plan in addition to phase II, III, and IV being added in the future. The disposition of Sailfish Park and Guy Davis may require positive budget adjustments.

Department Objectives:

- Continue to upgrade and maintain irrigation systems.
- Install new irrigation systems as required throughout the City.
- Beautify and maintain planters and medians.
- Provide for a higher level of service.
- Continue cross-training of employees.
- Maintain the tree replacement program.
- Continue to maintain and upgrade all drinking fountains throughout the City.
- Continue Basic Management Practices training with IFAS in collaboration with Martin County Parks and Recreation.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1220 TURF AND GROUNDS

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	423,707	452,027	483,380	483,380	483,380	6.94%
514	OVERTIME	6,225	10,000	8,000	8,000	8,000	-20.00%
	OVERTIME			8,000	8,000	8,000	
515	SPECIAL PAY	200	6,815	6,980	13,815	13,815	102.71%
521	FICA TAXES	33,015	35,866	38,125	38,647	38,647	7.75%
522	RETIREMENT CONTRIBUTIONS	39,456	22,686	25,039	25,039	25,039	10.37%
523	LIFE AND HEALTH INSURANCE	97,372	89,094	92,202	101,429	101,429	13.85%
524	WORKERS' COMPENSATION	22,101	22,101	22,101	22,101	22,101	0.00%
525	UNEMPLOYMENT COMPENSATION	7,700	0	0	0	0	0.00%
Total	PERSONAL SERVICES	629,776	638,588	675,826	692,411	692,411	8.43%
531	PROFESSIONAL SERVICES	1,500	1,700	1,700	1,700	1,700	0.00%
	ENGINEERING & PROFESSIONAL SERVICES			1,500	1,500	1,500	
	SAFETY TRAINING			200	200	200	
534	OTHER SERVICES	53,323	39,700	33,200	33,200	33,200	-16.37%
	ANNUAL POND FOUNTAIN CLEANING & MAINTENANCE (7)			3,200	3,200	3,200	
	ANNUAL TREE TRIMMING AND STUMP GRINDING			8,000	8,000	8,000	
	BEE REMOVAL			1,000	1,000	1,000	
	OUTSIDE LABOR FORCE			15,000	15,000	15,000	
	PORT-O-LET (R & M)			2,500	2,500	2,500	
	UNIFORM RENTALS			3,500	3,500	3,500	
540	TRAVEL AND PER DIEM	0	1,300	1,300	1,300	1,300	0.00%
	PARK MANAGEMENT SAFETY, INSPECTOR CERT. TRAINING			600	600	600	
	PESTICIDE & HERBICIDE CERTIFICATION			400	400	400	
	TURF MANAGEMENT TRAINING			300	300	300	
541	COMMUNICATIONS SERVICES	992	1,415	1,330	1,330	1,330	-6.01%
	MITEL LEASING (PHONE SETS)			650	650	650	
	VERIZON			500	500	500	
	WINDSTREAM COMMUNICATION			180	180	180	
542	FREIGHT/POSTAGE SERVICES	0	100	100	100	100	0.00%
	SHIPPING/POSTAGE			100	100	100	
543	UTILITY SERVICES	148,514	142,140	143,035	143,035	143,035	0.63%
	ELECTRIC			29,000	29,000	29,000	
	MARTIN COUNTY SOLID WASTE			1,525	1,525	1,525	
	MARTIN COUNTY UTILITIES			510	510	510	
	WATER/SEWER			112,000	112,000	112,000	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1220 **TURF AND GROUNDS**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
544	RENTALS AND LEASES	1,640	2,600	2,800	2,800	2,800	7.69%
	COPIER LEASE & USAGE			1,800	1,800	1,800	
	RENTAL EQUIPMENT			1,000	1,000	1,000	
545	INSURANCE	22,543	22,477	22,622	22,622	22,622	0.64%
	FLOOD INSURANCE PORTION			544	544	544	
	TRICO GENERAL LIABILITY INSURANCE			22,078	22,078	22,078	
546	REPAIR AND MAINTENANCE	65,985	98,618	82,000	82,000	82,000	-16.85%
	BM-REPAIR & MAINTENANCE OF WOOD STRUCTURES			2,000	2,000	2,000	
	BM-REPAIRS & MAINT TO TURF AND GROUNDS COMPLEX			1,500	1,500	1,500	
	DOG PARK MAINTENANCE			5,000	5,000	5,000	
	FERTILIZER & CHEMICALS (MEMORIAL PARK MAINTENANCE)			6,000	6,000	6,000	
	FERTILIZER AND CHEMICALS (MEMORIAL PARK MAINTENANCE)			6,000	6,000	6,000	
	IRRIGATION REPAIRS & MAINTENANCE CITY WIDE			10,000	10,000	10,000	
	MISC. PLAND REPLACEMENTS (MEMORIAL PARK MAINTENANCE)			3,000	3,000	3,000	
	MISC. PLANT REPLACEMENT (MEMORIAL PARK MAINTENANCE)			3,000	3,000	3,000	
	MISC. REPAIRS TO TURF & GROUNDS EQUIPMENT			2,500	2,500	2,500	
	MISC. SOD, DIRE, MULCH (MEMORIAL PARK MAINTENANCE)			3,000	3,000	3,000	
	MISC. SOD, DIRT, MULCH (MEMORIAL PARK MAINTENANCE)			3,000	3,000	3,000	
	MISCELLANEOUS REPAIRS (OVER $1,000)			6,000	6,000	6,000	
	MISCELLANEOUS REPAIRS (UNDER $1,000)			4,000	4,000	4,000	
	MULCH FOR LANDSCAPING (CITYWIDE)			4,000	4,000	4,000	
	REPAIR & MAINTENANCE OF BAY DOORS			2,000	2,000	2,000	
	REPLACEMENT CHRISTMAS DECORATIONS			4,000	4,000	4,000	
	RP-MISC REPAIRS TO PARKS & REC MECHANICAL EQUIPMENT			1,000	1,000	1,000	
	SEALANT FOR BOARDWALK (PRESSURE CLEAN/SEAL)			1,000	1,000	1,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES & EQUIPMENT			15,000	15,000	15,000	
547	PRINTING AND BINDING	0	100	100	100	100	0.00%
	PRINTING/BINDING			100	100	100	
548	PROMOTIONAL ACTIVITIES	138	150	100	100	100	-33.33%
549	OTHER CURRENT CHARGES	29	50	50	50	50	0.00%
	PERMITS & LICENSES FEES			50	50	50	
551	OFFICE SUPPLIES	545	800	600	600	600	-25.00%
	OFFICE SUPPLIES			600	600	600	
552	OPERATING SUPPLIES	54,642	72,307	67,554	82,554	82,554	14.17%
	CHRISTMAS TREE AND DECORATIONS REPLACEMENT			0	15,000	15,000	
	ELECTRICAL SUPPLIES			3,000	3,000	3,000	
	FUEL FOR VEHICLES - 7,960 GAS/933 DSL @ $4/$4.5 P/G			36,039	36,039	36,039	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1220 TURF AND GROUNDS

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
552	OPERATING SUPPLIES	54,642	72,307	67,554	82,554	82,554	14.17%
	PESTICIDES,HERBICIDES,WEED KILLER CITY FACILITIES			8,000	8,000	8,000	
	PET WASTE RECEPTACLES			2,000	2,000	2,000	
	REPLACEMENT ASH URNS DOWNTOWN			500	500	500	
	REPLACEMENT BENCHES & TABLES AT CITY FACILITIES			4,000	4,000	4,000	
	REPLACEMENT DECORATIVE GARBAGE CANS AT CITY FACILITIES			2,000	2,000	2,000	
	REPLACEMENT DRINKING FOUNTAINS AT CITY FACILITIES			1,000	1,000	1,000	
	REPLACEMENT SOD,DIRT,POTTING SOIL			3,000	3,000	3,000	
	REPLACEMENT WEED EATERS,BLOWERS,EDGERS,CHAIN SAWS			2,000	2,000	2,000	
	SAFETY SHOES			1,615	1,615	1,615	
	SAFETY SUPPLIES			2,500	2,500	2,500	
	TAGS & REGISTRATION FEES			500	500	500	
	T-SHIRTS,HATS			1,400	1,400	1,400	
555	TRAINING	0	300	300	300	300	0.00%
	PESTICIDE/TURF & SAFETY DATA			300	300	300	
Total	OPERATING EXPENSES	349,852	383,757	356,791	371,791	371,791	-3.12%
562	BUILDINGS	0	1,060	12,000	12,000	12,000	1032.08%
New	!MEMORIAL PARK 24' X 31' STEEL BUILDING FOR EQUIPMENT			12,000	12,000	12,000	
563	INFRASTRUCTURE	0	1,900	0	0	0	-100.00%
564	MACHINERY AND EQUIPMENT	3,088	21,713	90,500	90,500	90,500	316.80%
New	!CAMERAS (SAILFISH CIR/CONFUSION CORNER/RIVERWALK)			4,500	4,500	4,500	
New	!MEMORIAL PARK TORO 1600 WALK BEHIND MOWER			8,000	8,000	8,000	
New	!MEMORIAL PARK TORO 3100 REEL MOWER			29,000	29,000	29,000	
	REPLACEMENT 1997 POLE CAT			49,000	49,000	49,000	
Total	CAPITAL OUTLAY	3,088	24,673	102,500	102,500	102,500	315.43%
Division	TURF AND GROUNDS	982,715	1,047,018	1,135,117	1,166,702	1,166,702	11.43%
124	PARK FACILITIES 552 TG - REPLACEMENT WINDSCREEN AT			1,500	1,500	1,500	
124	PARK FACILITIES 552 TG - REPLACEMENT BENCHES & TABLES			1,500	1,500	1,500	
124	PARK FACILITIES 552 TG - MISC. EQUIPMENT REPLACEMENT			1,500	1,500	1,500	
124	PARK FACILITIES 552 TG - MISC. EQUIPMENT REPLACEMENT			3,000	3,000	3,000	
124	PARK FACILITIES 546 TG - BLADE SHARPENING FOR REEL			1,200	1,200	1,200	
124	PARK FACILITIES 546 TG - MISC. FLD.MAINT. MATERIALS			3,000	3,000	3,000	
124	PARK FACILITIES 546 TG - SIGN REPAIRS AT BALL FIELD AND			200	200	200	
124	PARK FACILITIES 546 TG - FENCE REPAIRS AT BALL FIELDS AND			2,000	2,000	2,000	
124	PARK FACILITIES 546 TG - SOD REPAIRS AT BALL FIELDS AND			500	500	500	
124	PARK FACILITIES 546 TG - OVERSEED (RYE GRASS) FOR BALL			3,500	3,500	3,500	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1220 **TURF AND GROUNDS**

Account				2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
124	PARK FACILITIES	546	TG - CLAY, TOP SOIL, AND SAND FOR			5,800	5,800	5,800	
124	PARK FACILITIES	546	TG - CHEMICALS FOR BALL FIELDS, PARKS			9,500	9,500	9,500	
124	PARK FACILITIES	534	TG - LIGHTING REPAIRS AT			1,500	1,500	1,500	
Total Consolidated Costs						34,700	34,700	34,700	
COMMISSION						6,392	6,411	6,411	
MANAGER						26,382	26,540	26,540	
HUMAN RESOURCES						14,288	14,379	14,379	
CITY CLERK						6,456	6,483	6,483	
FINANCIAL SERVICES						51,272	51,552	51,552	
INFORMATION SERVICES						3,778	3,875	3,875	
CITY ATTORNEY						0	0	0	
VEHICLE MAINTENANCE						3,023	3,044	3,044	
BUILDING MAINTENANCE						10,434	10,392	10,392	
CUSTOMER SERVICE						5,875	5,832	5,832	
WS GENERAL GOV						0	0	0	
Total Indirect Costs						127,900	128,508	128,508	
Division + Consolidated + Indirect Charges:						1,297,717	1,329,910	1,329,910	

City of Stuart
2013 Fiscal Budget
Personnel Sheet

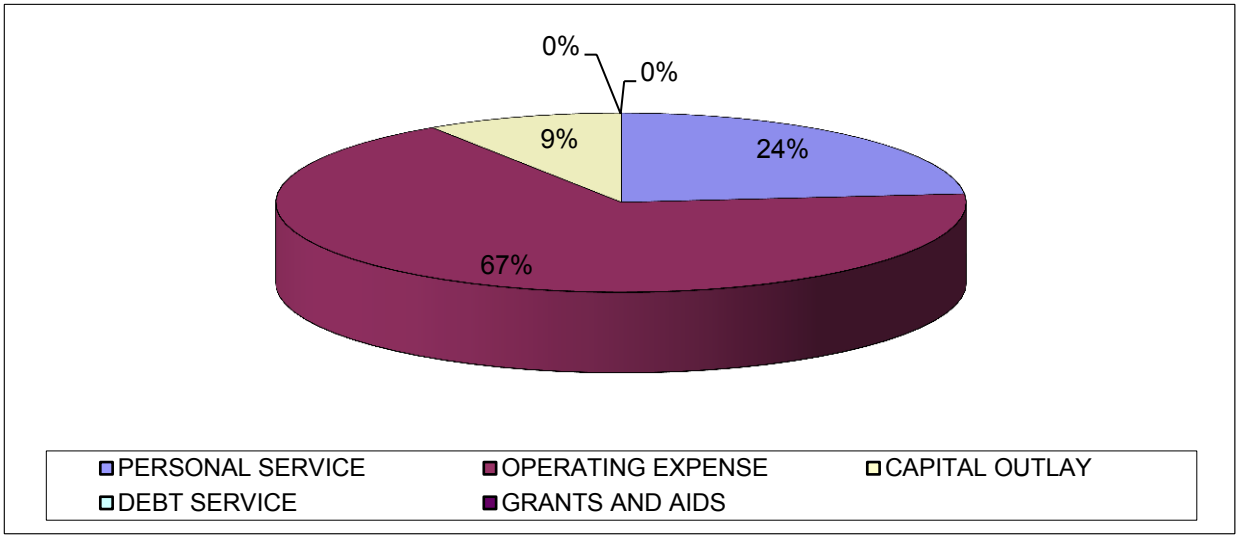
1220 TURF AND GROUNDS

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
202	DEPUTY PW DIRECTOR	23 12	76,629.69	0.67	23 12	51,539	0	0.67	23 12	51,539	0	0.67	23 12	51,539	0
302	TEAM LEADER II	18 1	45,770.02	1.00	18 1	45,946	480	1.00	18 1	45,946	480	1.00	18 1	45,946	480
703	NURSERY WORKER	05 7	28,440.53	1.00	05 7	28,550	0	1.00	05 7	28,550	0	1.00	05 7	28,550	0
706	EQUIPMENT OPERATOR I	05 8	29,110.24	1.00	05 8	29,222	0	1.00	05 8	29,222	0	1.00	05 8	29,222	0
801	MAINTENANCE MECHANIC	08 10	36,298.52	1.00	08 10	36,438	0	1.00	08 10	36,438	0	1.00	08 10	36,438	0
801	MAINTENANCE MECHANIC	08 7	33,708.96	1.00	08 7	33,839	0	1.00	08 7	33,839	0	1.00	08 7	33,839	0
801	MAINTENANCE MECHANIC	08 1	29,087.93	1.00	08 1	29,200	0	1.00	08 1	29,200	0	1.00	08 1	29,200	0
801	MAINTENANCE MECHANIC	08 7	33,708.96	1.00	08 7	33,839	0	1.00	08 7	33,839	0	1.00	08 7	33,839	0
806	SENIOR MAINT MECHANIC	09 13	40,115.88	1.00	09 13	40,270	0	1.00	09 13	40,270	0	1.00	09 13	40,270	0
811	GROUNDSKEEPER	03 7	26,409.07	1.00	03 7	26,511	0	1.00	03 7	26,511	0	1.00	03 7	26,511	0
811	GROUNDSKEEPER	03 17	33,820.57	1.00	03 17	33,951	0	1.00	03 17	33,951	0	1.00	03 17	33,951	0
811	GROUNDSKEEPER	03 15	32,168.61	1.00	03 15	32,292	0	1.00	03 15	32,292	0	1.00	03 15	32,292	0
811	GROUNDSKEEPER	03 9	27,726.17	1.00	03 9	27,833	0	1.00	03 9	27,833	0	1.00	03 9	27,833	0
811	GROUNDSKEEPER	03 17	33,820.57	1.00	03 17	33,951	0	1.00	03 17	33,951	0	1.00	03 17	33,951	0
	BUDGET OVERTIME			1.00	00 0	8,000	0	1.00	00 0	8,000	0	1.00	00 0	8,000	0
	BUDGET MERIT			1.00	00 0	6,500	0	1.00	00 0	13,335	0	1.00	00 0	13,335	0
	Count					14				14				14	
	Total					497,880	480			504,715	480			504,715	480

Streets Maintenance

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	300,778	306,527	308,867
OPERATING EXPENSE	906,460	865,829	884,846
CAPITAL OUTLAY	392,469	84,980	121,500
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**1,599,706**	**1,257,336**	**1,315,213**
Direct/Indirect Charges (Net)			**(273,168)**
Department Total Expense	**1,599,706**	**1,257,336**	**1,042,044**

Department Revenue Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
STATE GRANT-TRANSPORT		216,849	
Department Total Revenues	**-**	**216,849**	**-**



Budget Narrative
Fiscal Year 2012-2013

Fund: General Fund
Department: Public Works
Division: Streets Team (1230)

Departmental Activities and Service Level Description:
The Streets Team is responsible for the repair and maintenance of all City owned streets, alleyways, rights-of-way, street light maintenance and inspections, repair and installation of regulatory street signs, sidewalks and public parking lots, the removal of dead animals from rights-of-way, resurfacing of streets, and the paint striping and pavement marking program.

Staffing Levels:
The Streets Team consists of: one Division Assistant, one Team Leader I, one Equipment Operator I, two Laborer II, and one Laborer I.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Division Assistant	1	1	1	1	1
Team Leader I	1	1	1	1	1
Equipment Operator I	1	1	1	1	1
Laborer II	2	2	2	2	2
Laborer I	1	1	1	1	1
Totals	**6**	**6**	**6**	**6**	**6**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Sidewalk replaced (feet)	575	842	1,106	750	1,000
Traffic striped (lineal feet)	4,058	9,994	3,851	3,000	3,500
Signs installed	248	166	191	275	200
Traffic counts	15	16	31	38	40
Road maintenance (miles)	43.6	43.6	43.6	43.6	43.6
Roads resurfaced (miles)	2.34	0	0	4.2	0

Major Budget or Service Level Changes:
No major changes in budget and Service Levels, other than $150k per year Road Micro-resurfacing Maintenance Plan.

Department Objectives:

- Continue to up-grade signage in accordance with the guidelines of the MUTCD.
- Continue Pavement Management Condition Indexing Program for streets resurfacing.
- Maintain the paint striping and pavement marking program.
- Ensure cross-training for employees.
- Maintain the lap counter/traffic monitoring program.
- Inspect and recommend sidewalk infrastructure for replacement/repair.
- Maintain Street light inspection program and monitor FPL Street Light invoices.
- Maintain/update our street sign reflectivity program.
- Maintain street sweeping program and record nutrient reduction goals.
- Continue GIS training and mapping certifications.
- Continue Basic Management Practices training with IFAS in collaboration with Martin County Parks and Recreation.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1230 **STREETS TEAM**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	204,476	203,950	204,735	204,735	204,735	0.38%
514	OVERTIME	7,846	10,000	8,000	8,000	8,000	-20.00%
515	SPECIAL PAY	0	3,000	3,000	6,000	6,000	100.00%
521	FICA TAXES	15,068	16,597	16,504	16,733	16,733	0.82%
522	RETIREMENT CONTRIBUTIONS	19,499	10,505	10,605	10,605	10,605	0.95%
523	LIFE AND HEALTH INSURANCE	48,917	54,731	55,050	55,050	55,050	0.58%
524	WORKERS' COMPENSATION	7,744	7,744	7,744	7,744	7,744	0.00%
Total	PERSONAL SERVICES	303,550	306,527	305,637	308,867	308,867	0.76%
531	PROFESSIONAL SERVICES	0	13,660	7,500	7,500	7,500	-45.10%
	ENGINEERING AND PROFESSIONAL SERVICES			5,000	5,000	5,000	
	IS - GIS/GPS OF STREET SIGNS/STREET LIGHTS/AS-BUILTS			2,500	2,500	2,500	
534	OTHER SERVICES	255,202	279,200	248,900	248,900	248,900	-10.85%
	ANNUAL LANDSCAPE MAINTENANCE			235,000	235,000	235,000	
	ELECTRICAL SERVICES			5,000	5,000	5,000	
	OUTSIDE LABOR FORCE			8,000	8,000	8,000	
	UNIFORM RENTALS			900	900	900	
540	TRAVEL AND PER DIEM	0	400	400	400	400	0.00%
	TRAFFIC CONTROL TRAINING LOCAL TRAVEL			400	400	400	
541	COMMUNICATIONS SERVICES	2,155	2,305	2,450	2,450	2,450	6.29%
	MITEL LEASING (PHONE SETS)			650	650	650	
	VERIZON			1,200	1,200	1,200	
	WINDSTREAM COMMUNICATION			600	600	600	
542	FREIGHT/POSTAGE SERVICES	0	100	100	100	100	0.00%
	POSTAGE/SHIPPING			100	100	100	
543	UTILITY SERVICES	165,279	179,780	175,230	175,230	175,230	-2.53%
	ELECTRIC			168,000	168,000	168,000	
	MARTIN COUNTY SOLID WASTE/TIPPING			3,045	3,045	3,045	
	PROPANE GAS TO HEAT COLD ASPHALT			125	125	125	
	STREET SWEEPING/TIPPING			4,060	4,060	4,060	
544	RENTALS AND LEASES	565	25,000	25,000	25,000	25,000	0.00%
	CRA FEC RAILROAD CROSSING MAINTENANCE AND LAND USE			24,000	24,000	24,000	
	EQUIPMENT RENTAL			1,000	1,000	1,000	
545	INSURANCE	25,178	25,027	25,358	25,358	25,358	1.32%
	FLOOD INSURANCE PORTION			1,236	1,236	1,236	
	TRICO GENERAL LIABILITY INSURANCE			24,122	24,122	24,122	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1230 **STREETS TEAM**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
546	REPAIR AND MAINTENANCE	306,458	275,538	331,500	331,500	331,500	20.31%
	CRA LANDSCAPING ALONG US1/PLANT REPLACEMENT			8,000	8,000	8,000	
	CRA R&M LADY ABUNDANCE AND SAILFISH FOUNTAIN			5,000	5,000	5,000	
	CRA REPLACE BRICK PAVERS FOR CROSSWALKS			1,000	1,000	1,000	
	CRA REPLACEMENT STREETLIGHT/POLES			8,000	8,000	8,000	
	ELECTRICAL SUPPLIES			3,000	3,000	3,000	
	FEC RR CROSSING REPAIRS CURRENT			50,000	50,000	50,000	
	FEC RR CROSSING REPAIRS RESERVE			35,000	35,000	35,000	
	LANDSCAPING PELICAN/RIVERSIDE DR. PLANT REPLACEMENTS			5,000	5,000	5,000	
	LANDSCAPING US1 MEDIANS PLANT REPLACEMENTS			5,000	5,000	5,000	
	MISC. FENCE REPAIRS & MAINTENANCE			4,000	4,000	4,000	
	MISCELLANEOUS REPAIRS (OVER $1,000)			6,000	6,000	6,000	
	MISCELLANEOUS REPAIRS (UNDER $1,000)			2,500	2,500	2,500	
	PLANT REPLACEMENT CITY WIDE			10,000	10,000	10,000	
	R & M OF SHEPARD PARK BOARDWALK/CATWALK			2,000	2,000	2,000	
	RESURFACING OF CITY MAINTAINED ROADWAYS			150,000	150,000	150,000	
	T19 - REPAIRS & MAINTENANCE OF SIDEWALKS CITY WIDE			20,000	20,000	20,000	
	THERMOPLASTIC OF ROADWAYS,SCHOOL ZONES, RESURFACED			7,000	7,000	7,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES & EQUIPMENT			10,000	10,000	10,000	
547	PRINTING AND BINDING	0	100	100	100	100	0.00%
	PRINTING OF MAPS, BLUEPRINTS, MISC.			100	100	100	
549	OTHER CURRENT CHARGES	8	300	300	300	300	0.00%
	PERMITS & LICENSE FEES			300	300	300	
551	OFFICE SUPPLIES	987	900	900	900	900	0.00%
	OFFICE SUPPLIES			900	900	900	
552	OPERATING SUPPLIES	21,725	38,119	30,008	30,008	30,008	-21.28%
	CRA MISC. FLOWERS, TREES, CHRISTMAS LIGHTS			500	500	500	
	FUEL FOR VEHICLES - 3,681 GAS/825 DSL @ $4/$4.5 P/G			18,433	18,433	18,433	
	MISC. BAG CONCRETE/ASPHALT MATERIAL			2,500	2,500	2,500	
	MISC. HANDTOOLS (RAKES,SHOVELS,DRILLS,WRENCHES)			2,000	2,000	2,000	
	MISCELLANEOUS CONCRETE TOOLS			1,000	1,000	1,000	
	MISCELLANEOUS SOD REPAIRS			3,000	3,000	3,000	
	SAFETY SHOES			475	475	475	
	SAFETY SUPPLIES			1,000	1,000	1,000	
	T-SHIRTS,HATS			600	600	600	
	WHEEL STOPS (REPAIR & MAINTENANCE)			500	500	500	
553	ROAD MATERIAL AND SUPPLY	30,672	25,000	25,000	36,000	36,000	44.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1230 **STREETS TEAM**

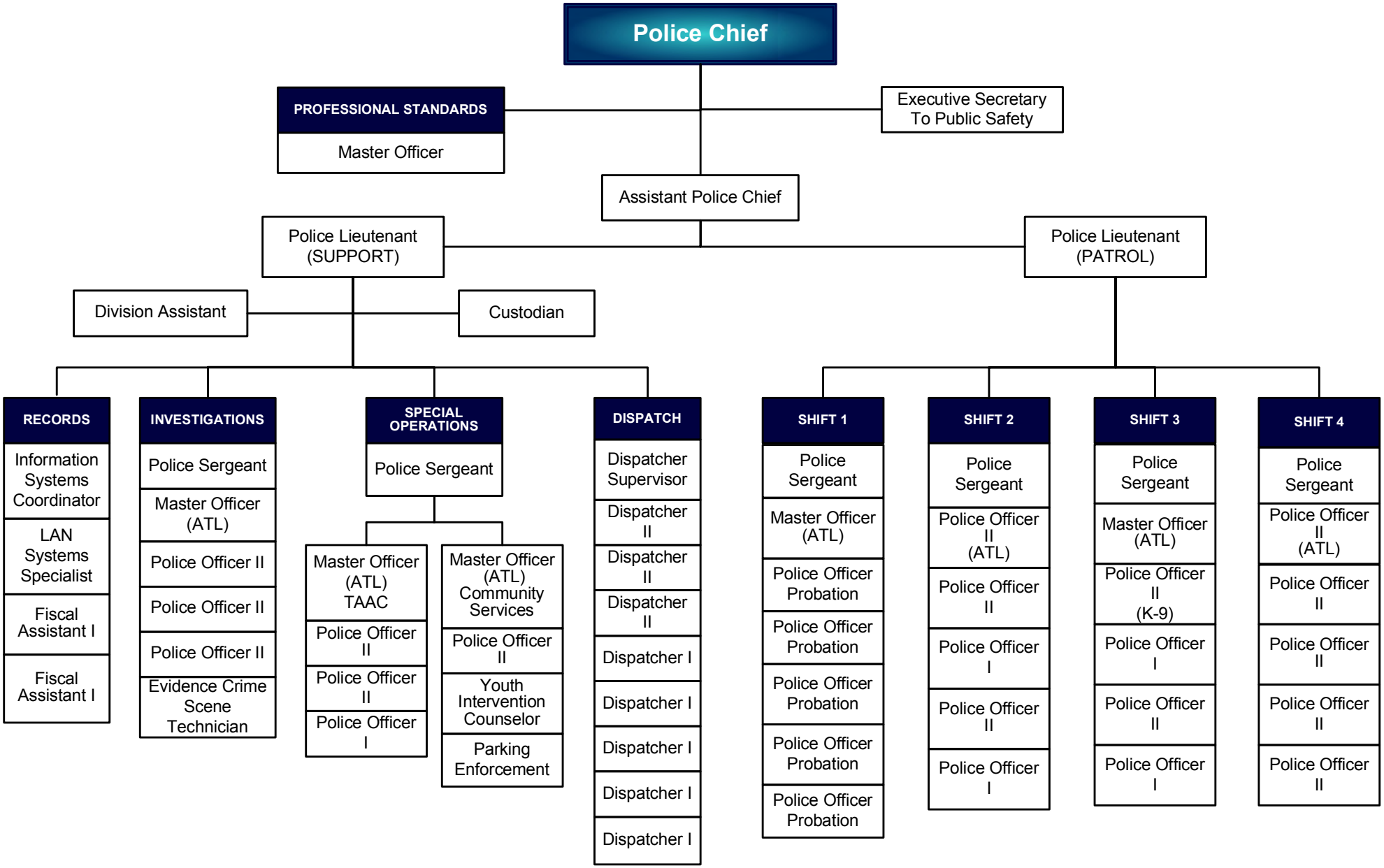
Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
553	ROAD MATERIAL AND SUPPLY	30,672	25,000	25,000	36,000	36,000	44.00%
	BARRICADES,CONES,WORK ZONE WARNING SIGNS			2,000	2,000	2,000	
	COQUINA ROCK, SHELL ROCK, HOT ASPHALT, FILL DIRT			4,000	4,000	4,000	
	RE-DO LINING			0	11,000	11,000	
	STREET SIGNS,REGULATORY SIGNS,POLES,BRACKETS,MISC			18,000	18,000	18,000	
	TRAFFIC PAINT			1,000	1,000	1,000	
554	BOOKS AND MEMBERSHIPS	0	0	100	100	100	0.00%
	BOOKS AND MEMBERSHIP			100	100	100	
555	TRAINING	255	400	1,000	1,000	1,000	150.00%
	TRAFFIC CONTROL, SAFETY TRAINING			400	400	400	
	TRAINING FOR DIVISION ASSISTANT			600	600	600	
Total	OPERATING EXPENSES	808,484	865,829	873,846	884,846	884,846	2.20%
562	BUILDINGS	0	0	15,000	15,000	15,000	0.00%
New	!14' X 50' STEEL BUILDING FOR CHRISTMAS DECORATIONS			15,000	15,000	15,000	
563	INFRASTRUCTURE	336,442	32,980	100,000	100,000	100,000	203.21%
New	! EAST OCEAN BLVD STREETSCAPE IMPROVEMENT			100,000	100,000	100,000	
564	MACHINERY AND EQUIPMENT	2,234	52,000	6,500	6,500	6,500	-87.50%
	REPLACE/REFURBISH 2001 DODGE FLATBED SAVINGS $39,000.00			5,000	5,000	5,000	
	REPLACE/REFURBISH AMIDA ARROW BOARD SAVINGS $6,302.00			1,500	1,500	1,500	
Total	CAPITAL OUTLAY	338,677	84,980	121,500	121,500	121,500	42.97%
Division	STREETS TEAM	1,450,710	1,257,336	1,300,983	1,315,213	1,315,213	4.60%
	COMMISSION			3,323	3,333	3,333	
	MANAGER			9,441	9,497	9,497	
	HUMAN RESOURCES			5,113	5,145	5,145	
	CITY CLERK			4,670	4,690	4,690	
	FINANCIAL SERVICES			36,740	36,941	36,941	
	INFORMATION SERVICES			3,778	3,875	3,875	
	CITY ATTORNEY			1,308	1,314	1,314	
	VEHICLE MAINTENANCE			11,671	11,752	11,752	
	BUILDING MAINTENANCE			10,434	10,392	10,392	
	CUSTOMER SERVICE			4,542	4,508	4,508	
	WS GENERAL GOV			0	0	0	
	Total Indirect Costs			91,020	91,447	91,447	
	Division + Consolidated + Indirect Charges:			1,392,003	1,406,660	1,406,660	
Dept	PUBLIC WORKS ADMIN	3,149,003	2,979,584	3,099,661	3,145,347	3,145,347	5.56%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1230 STREETS TEAM

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
303	TEAM LEADER I	12 16	49,469.56	1.00	12 16	49,660	0	1.00	12 16	49,660	0	1.00	12 16	49,660	0
604	DIVISION ASSISTANT	12 11	43,754.67	1.00	12 11	43,923	0	1.00	12 11	43,923	0	1.00	12 11	43,923	0
706	EQUIPMENT OPERATOR I	05 14	33,820.57	1.00	05 14	33,951	0	1.00	05 14	33,951	0	1.00	05 14	33,951	0
808	LABORER II	03 7	26,409.07	1.00	03 7	26,511	0	1.00	03 7	26,511	0	1.00	03 7	26,511	0
808	LABORER II	03 8	27,123.43	1.00	03 8	27,228	0	1.00	03 8	27,228	0	1.00	03 8	27,228	0
809	LABORER I	02 5	23,373.02	1.00	02 5	23,463	0	1.00	02 5	23,463	0	1.00	02 5	23,463	0
	BUDGET OVERTIME			1.00	00 0	8,000	0	1.00	00 0	8,000	0	1.00	00 0	8,000	0
	BUDGET MERIT			1.00	00 0	3,000	0	1.00	00 0	6,000	0	1.00	00 0	6,000	0
		Count				6				6				6	
	Total					215,735	0			218,735	0			218,735	0

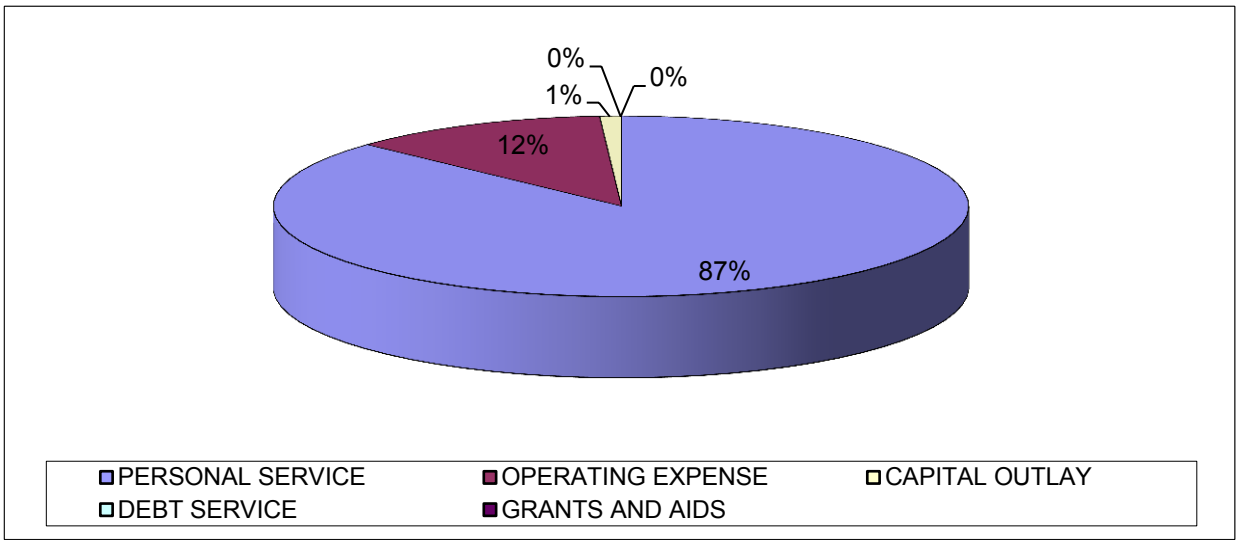
POLICE
ORGANIZATIONAL CHART



Police

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	5,570,456	5,156,310	5,192,407
OPERATING EXPENSE	687,940	740,180	719,536
CAPITAL OUTLAY	128,697	110,617	60,100
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**6,387,093**	**6,007,106**	**5,972,043**
Direct/Indirect Charges (Net)			**888,254**
Department Total Expense	**6,387,093**	**6,007,106**	**6,860,297**

Department Revenue Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
COUNTY COURT CRIME FINE	66,850	75,850	75,850
LOCAL ORDINANCES FINE	30,000	51,200	51,200
FALSE ALARMS-POLICE	10,000	10,000	10,000
POLICE FUEL PAY DEDUCT	-	-	-
TRANS FR STUART- CRA	352,837	250,337	150,337
TRANS FR POLICE IMPACT	37,365	-	-
Department Total Revenues	**497,052**	**387,387**	**287,387**



Budget Narrative
Fiscal Year 2012–2013

Fund: General
Department: Police (1190)

Departmental Activities and Service Level Description:
The main function of the Police Department is to provide a safe and secure environment within the City of Stuart. We are responsible for emergency preparedness and response, order maintenance, enforcement of the laws, crime prevention, and crime suppression. Our objective is to form "community partnership," which promotes safe, secure neighborhoods.

Staffing Levels:

Position Title:	2008-09	2009-10	2010-11	2011-12	Proposed 2012-13
Public Safety:					
Police Chief	1	1	1	1	1
Asst Police Chief	1	1	1	1	1
Lieutenant	2	2	2	2	2
Sergeant	6	6	6	6	6
Coordinator/Investigator	1	2	1*	1	1
Detective	5	5	5	5	5
Police Officer	29	28	26*	26	26
Total Public Safety	**45**	**45**	**42**	**42**	**42**
Civilian:					
Coordinator	1	1	1	1	1
Executive Secretary	1	1	1	1	1
Division Assistant	1	1	1	1	1
Fiscal Assistant I	2	2	2	2	2
Dispatcher	9	9	9	9	9
YIO Counselor	1	1	1	1	1
Parking Enforcement	1	1	1	1	1
LAN Systems Specialist	1	1	1	1	1
Evidence/Crime Scene	1	1	1	1	1
Custodian^	1^	1^	1^	1^	1^
Total Civilian	**19**	**19**	**19**	**19**	**19**
Totals:	**64**	**64**	**61**	**61**	**61**

* Budgetary cut
^Shared position with Fire/Rescue

Major Budget or Service Level Changes:
In the past year we have evaluated several functions in the agency. As a result we have opted to no longer support the motorcycle program and enhance our Segway program for a more pedestrian friendly interaction. Our D.A.R.E. program is being conducted by one of our retired officers from last year that stayed on as a volunteer reserve to help keep that program functioning. We were able to obtain a new police boat at no cost to the city with the trade of our aging boat saving the fleet replacement program thousands of dollars that would have been needed in the next few years for a boat replacement.

Vision Statement:
Our vision is a safe and secure community where citizens have a feeling of pride, confidence and trust in their Police Department.

Mission Statement:
The Stuart Police Department is committed to being responsive to the policing needs of our City. We will take a proactive approach to resolving issues that have a negative effect on our community.

Department Objectives:
- Showcase the Department
- Sufficient Resources to Meet the Department's Needs
- Improve and Enhance Traffic Safety Initiatives
- Target Illegal Drug Activity
- Improve Problem-Solving

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1190 **POLICE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	4,205,027	3,504,267	3,490,433	3,497,759	3,497,759	-0.19%
513	OTHER SALARIES AND WAGES	74,923	69,250	69,250	69,250	69,250	0.00%
514	OVERTIME	171,590	191,420	190,361	190,361	190,361	-0.55%
	NON-SWORN			39,223	39,223	39,223	
	PS - SWORN			151,138	151,138	151,138	
515	SPECIAL PAY	57,822	87,965	81,344	112,389	112,389	27.77%
521	FICA TAXES	322,734	292,421	289,983	292,896	292,896	0.16%
522	RETIREMENT CONTRIBUTIONS	688,238	435,667	435,298	436,045	436,045	0.09%
523	LIFE AND HEALTH INSURANCE	505,108	503,819	518,268	522,205	522,205	3.65%
524	WORKERS' COMPENSATION	71,502	71,502	71,502	71,502	71,502	0.00%
525	UNEMPLOYMENT COMPENSATION	1,925	0	0	0	0	0.00%
Total	PERSONAL SERVICES	6,098,869	5,156,310	5,146,440	5,192,407	5,192,407	0.70%
531	PROFESSIONAL SERVICES	46,213	57,027	49,691	49,691	49,691	-12.86%
	APPLICANT BACKGROUND CHECKS			210	210	210	
	CHEST X-RAY			270	270	270	
	HR - PRE-EMPLOYMENT PHYSICALS OFFICER			590	590	590	
	HR - PRE-EMPLOYMENT PSYCH TESTING FOR DISPATCHERS			490	490	490	
	HR - PRE-EMPLOYMENT PSYCHOLOGICAL FOR OFFICER			500	500	500	
	K-9 VETERINARY CARE FOR POLICE K-9			2,000	2,000	2,000	
	MISC MEDICAL TESTING			1,000	1,000	1,000	
	REGIONAL CRIME LAB			44,631	44,631	44,631	
534	OTHER SERVICES	43,945	48,819	48,865	48,865	48,865	0.09%
	ANNUAL DIGITAL DICTATION SUPPORT			1,500	1,500	1,500	
	ANNUAL SOFTWARE CONTRACT CAD/RMS			7,800	7,800	7,800	
	BM FIRE SPRINKLER MAIT-SPLIT COST			400	400	400	
	CINTAS DOCUMENT SHREDDING SERVICE			600	600	600	
	CONTRACT TO CONDUCT PRE-EMPLOYMENT POLYGRAPH EXAM			1,050	1,050	1,050	
	CRITICAL TECH SUPPORT CONTRACT			400	400	400	
	CROSS MATCH SOFTWARE CONTRACT FINGERPRINT SYSTEM			1,620	1,620	1,620	
	FIRE EXTINGUISHER CONTRACT			2,200	2,200	2,200	
	IN-CAR COMPUTER (MDT) EFORMS MAINTENANCE			1,330	1,330	1,330	
	IN-CAR COMPUTER (MOBILE DATA TERMINAL) CLIENT SOFTWARE			4,000	4,000	4,000	
	IN-CAR COMPUTER (MOBILE DATA TERMINAL) STATE INTERFACE			4,320	4,320	4,320	
	IN-CAR COMPUTER (MOBILE DATA TERMINAL) VIRTUAL PARTNER			3,900	3,900	3,900	
	IS - E-SILO OFFSITE DATA BACKUP			1,470	1,470	1,470	
	IS - LASERFICHE SUPPORT CONTRACT			1,750	1,750	1,750	

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Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
534	OTHER SERVICES	43,945	48,819	48,865	48,865	48,865	0.09%
	IS - SQL SUPPORT VIA USA SOFTWARE			1,225	1,225	1,225	
	IS-COMPUTER SUPPORT USA SOFTWARE			6,500	6,500	6,500	
	K-9 BOARDING FOR TWO POLICE K-9			700	700	700	
	K-9 CARPET CLEANING FOR K-9 OFFICERS			650	650	650	
	K-9 PEST CONTROL FOR K-9 OFFICERS			750	750	750	
	MAINTENANCE CONTRACT FOR FIELD TRAINING SOFTWARE			300	300	300	
	PARKING TICKETER SUPPORT CONTRACT			1,750	1,750	1,750	
	RADIO SERVICE REPAIR FOR 800MHZ RADIOS			4,650	4,650	4,650	
535	INVESTIGATIONS	5,549	5,848	5,860	5,860	5,860	0.21%
	CRIME SCENE SUPPLIES			3,000	3,000	3,000	
	LEADS ONLINE			1,910	1,910	1,910	
	SUBPOENA FEES			750	750	750	
	VEHICLE TOWING FOR TRAFFIC HOMICIDE INVESTIGATIONS			200	200	200	
540	TRAVEL AND PER DIEM	4,375	10,030	10,271	10,271	10,271	2.40%
	BACKGROUND INVESTIGATIONS SCHOOL			1,000	1,000	1,000	
	BASIC CRIME PREVENTION			661	661	661	
	CFA CONFERENCE SCHOOL x2			1,400	1,400	1,400	
	CJIS CONFERENCE TRAVEL/PER DIEM			600	600	600	
	CRIME ANALYSIS CLASS			1,790	1,790	1,790	
	FLORIDA EMERGENCY PREPAREDNESS ASSOCIATION CON			625	625	625	
	FLORIDA POLICE CHIEFS CONFERENCE WINTER TRAINING			600	600	600	
	GOVERNORS HURRICANE CONEFERENCE			695	695	695	
	HOSTAGE NEGOTIATIONS 2			825	825	825	
	K-9 CONFERENCE			600	600	600	
	MANAGING A DETECTIVE BUREAU			620	620	620	
	SHOOTING RECONSTRUCTION SCHOOL			855	855	855	
541	COMMUNICATIONS SERVICES	38,216	48,070	41,300	41,300	41,300	-14.08%
	AT&T			900	900	900	
	MITEL LEASING (PHONE SETS)			15,400	15,400	15,400	
	SPRINT- LAPTOPS & CELLPHONES			15,000	15,000	15,000	
	WINDSTREAM			10,000	10,000	10,000	
542	FREIGHT/POSTAGE SERVICES	2,194	5,000	5,000	5,000	5,000	0.00%
	POSTAGE			1,000	1,000	1,000	
	SHIPPING			4,000	4,000	4,000	
543	UTILITY SERVICES	49,113	55,200	50,200	50,200	50,200	-9.06%
	CITY UTILITIES (WATER/SEWER)			10,200	10,200	10,200	

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Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
543	UTILITY SERVICES	49,113	55,200	50,200	50,200	50,200	-9.06%
	ELECTRIC			40,000	40,000	40,000	
544	RENTALS AND LEASES	7,484	9,594	11,074	11,074	11,074	15.43%
	ACCREDITATION SOFTWARE			300	300	300	
	COPIER LEASE & USAGE			8,500	8,500	8,500	
	POSTAGE METER			2,274	2,274	2,274	
545	INSURANCE	126,038	125,938	126,134	126,134	126,134	0.16%
	FLOOD INSURANCE PORTION			756	756	756	
	FUEL STORAGE TANK INSURANCE (1 LG @ 55% PS)			57	57	57	
	TRICO GENERAL LIABILITY INSURANCE			125,321	125,321	125,321	
546	REPAIR AND MAINTENANCE	62,515	67,075	68,065	68,065	68,065	1.48%
	BM - MISC BUILDING REPAIRS AND MAINTENANCE			1,300	1,300	1,300	
	BOAT MAINTENANCE			1,000	1,000	1,000	
	CALIBRATION OF ALL PATROL CAR SPEEDOMETERS -- REQUIRED			2,305	2,305	2,305	
	CERTIFICATION OF ALL TINT METERS -- REQUIRED BY LAW			600	600	600	
	CERTIFY RADARS AND LASERS-- REQUIRED BY LAW			2,700	2,700	2,700	
	OFFICE MACHINE REPAIRS NOT COVERED BY CONTRACT			1,000	1,000	1,000	
	RADAR REPAIRS			1,000	1,000	1,000	
	REPAIR WEAPONS (HANDGUNS/RIFLES/TASER)			960	960	960	
	VM - REPAIR AND MAINTENANCE OF VEHICLES & EQUIPMENT			56,000	56,000	56,000	
	WATCHGUARD REPAIRS FOR OUT OF WARRANTY CAMERAS			1,200	1,200	1,200	
547	PRINTING AND BINDING	215	525	500	500	500	-4.76%
	LEGAL AD PRINTING			500	500	500	
548	PROMOTIONAL ACTIVITIES	483	630	835	835	835	32.54%
	AWARDS CEREMONY			135	135	135	
	CRIME WATCH/VOLUNTEERS ACTIVITIES/RECOGNITION			500	500	500	
	EMPLOYEE YEARS OF SERVICE RECOGNITION LUNCH			200	200	200	
549	OTHER CURRENT CHARGES	1,108	1,000	900	900	900	-10.00%
	CARS - NEW VEHICLE REGISTRATIONS			150	150	150	
	K-9 NATIONAL POLICE CANINE ASSOCIATION NARCOTIC CE			150	150	150	
	K-9 STATE OF FLORIDA PATROL CERTIFICATIONS FOR K-9'			150	150	150	
	K-9 NATIONAL POLICE CANINE ASSOCIATION PATROL DOG CE			150	150	150	
	RENEWAL OF VEHICLE TAGS			300	300	300	
551	OFFICE SUPPLIES	13,566	11,325	11,325	11,325	11,325	0.00%
	COMPUTER AND PRINTER SUPPLIES			1,500	1,500	1,500	
	COPIER SUPPLIES			1,500	1,500	1,500	
	GENERAL OFFICE SUPPLIES			6,825	6,825	6,825	

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Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
551	OFFICE SUPPLIES	13,566	11,325	11,325	11,325	11,325	0.00%
	PRINTING OF FORMS			1,500	1,500	1,500	
552	OPERATING SUPPLIES	237,231	284,249	279,914	279,914	279,914	-1.53%
	AMMUNITION			5,500	5,500	5,500	
	BATTERIES/AAA.AA,C,D, 9VOLT,3VOLT			2,000	2,000	2,000	
	BATTERY INSERTS FOR BATTERY PACK ON STALKER RADAR UNITS			750	750	750	
	BOAT SUPPLIES			3,000	3,000	3,000	
	BODY CAMERAS (4)			3,600	3,600	3,600	
	DARE SUPPLIES			1,000	1,000	1,000	
	DETECTIVE CLOTHING ALLOWANCE			3,000	3,000	3,000	
	DETECTIVE NIKON CAMERA'S & LENSES (2 CAMERA'S @ $750)			1,500	1,500	1,500	
	FIELD TESTING DRUG SUPPLIES			1,000	1,000	1,000	
	FLARES/ WITH STANDS			1,200	1,200	1,200	
	FOLDING TABLE AND 2 CHAIRS (Crime Prevention)			100	100	100	
	FUEL FOR VEHICLES - 46,335 GAS/32 DSL @ $4/$4.5 P/G			185,484	185,484	185,484	
	GUNSMITHING TOOLS			375	375	375	
	INTOXIMETER ALCO-SENSOR FST (PBT)			750	750	750	
	IS - PRINTER REPLACEMENTS			500	500	500	
	K-9 CARE SUPPLIES (UNDER $500) - INCLUDES FOOD, SHOT			2,500	2,500	2,500	
	K-9 EMERGENCY MEDICAL SUPPLIES			750	750	750	
	K-9 EQUIPMENT (USAGE SUPPLIES) REPLACEMENT OF EQUIPMENT			300	300	300	
	MDT EQUIPMENT REPLACEMENT			1,000	1,000	1,000	
	METAL TICKET BOOKS, METAL FORMS HOLDERS, TRAFFIC TEMPLA			225	225	225	
	MICROKEY CPR CASES W/GLOVES (1PER OFFICER)			300	300	300	
	MISC SRT REPLACEMENT EQUIPMENT, UNIFORMS, ENTRY GEAR, G			1,500	1,500	1,500	
	MONITOR / PERIPHERAL REPLACEMENTS			1,500	1,500	1,500	
	NATIONAL NIGHT OUT MATERIALS			2,000	2,000	2,000	
	PATROL DIGITAL CAMERAS			1,500	1,500	1,500	
	PRINTER TONER			2,000	2,000	2,000	
	REPLACEMENT ASP EXPANDABLE BATONS (5)			450	450	450	
	REPLACEMENT BATTERIES FOR WALKY-TALKY'S			2,050	2,050	2,050	
	REPLACEMENT FLASHLIGHTS			1,500	1,500	1,500	
	STOP STICKS USED TO STOP VEHICLES THAT FLEE FROM POLICE			1,300	1,300	1,300	
	TASER TRAINING CARTRIDGES (ANNUAL REQUALIFICATION)			2,000	2,000	2,000	
	UNIFORM CLEANING			18,000	18,000	18,000	
	UNIFORMS - REPLACEMENT SHORT SLEEVE UNIFORM SHIRTS			2,000	2,000	2,000	
	UNIFORMS - WHITE CLASS A SHIRTS			700	700	700	
	UNIFORMS - BADGES & BADGE WALLETS			750	750	750	

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Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
552	OPERATING SUPPLIES	237,231	284,249	279,914	279,914	279,914	-1.53%
	UNIFORMS - BALLISTIC VESTS FOR OFFICERS VEST (11) OUT O			2,000	2,000	2,000	
	UNIFORMS - BLOUSES FOR CLERKS 3 PER EMPLOYEE			500	500	500	
	UNIFORMS - CADET CLASS B PULLOVERS			200	200	200	
	UNIFORMS - CASES HANDCUFF/MAGAZINE/PEPPER SPRAY/FLASHLI			750	750	750	
	UNIFORMS - DISPATCH UNIFORMS PANTS/SHIRTS			2,000	2,000	2,000	
	UNIFORMS - EXPLORER UNIFORMS			250	250	250	
	UNIFORMS - FIRST AID SUPPLIES, KITS FOR PATROL CARS			600	600	600	
	UNIFORMS - GUNBELTS,HOLSTERS, KEEPERS,, RADIO CASES, GL			1,000	1,000	1,000	
	UNIFORMS - HANDCUFFS/PEPPER SPRAY			375	375	375	
	UNIFORMS - K-9 UNIFORM REPLACEMENTS			300	300	300	
	UNIFORMS - LONG SLEEVE UNIFORM SHIRT			1,000	1,000	1,000	
	UNIFORMS - NEW HIRE VESTS, UNIFORMS, AND ALL EQUIPMENT			2,500	2,500	2,500	
	UNIFORMS - OFFICER EQUIPMENT ALLOWANCE PER CONTRACT			4,085	4,085	4,085	
	UNIFORMS - OFFICER UNIFORM TROUSERS/SHORTS REPLACEMENT			4,000	4,000	4,000	
	UNIFORMS - PATCHES/EMBROIDERY FOR SHIRTS			750	750	750	
	UNIFORMS - RAINCOATS MEETING DOT REQUIREMENTS.			520	520	520	
	UNIFORMS - SHORT SLEEVE T-SHIRTS FOR K-9 UNIT			100	100	100	
	UNIFORMS - SHOULDER MIKES/CHARGERS/PROGRAMMING			1,000	1,000	1,000	
	UNIFORMS - SLACKS FOR CIVILIAN EMPLOYEES			1,000	1,000	1,000	
	UNIFORMS - SRT UNIFORMS			500	500	500	
	UNIFORMS - SSIII SECURITY HOLSTERS FOR NEW GLOCK FIREAR			400	400	400	
	UNIFORMS - TIES/POLICE BALL CAPS/STRIPES/MOURNING BANDS			1,500	1,500	1,500	
	UNIFORMS - VOLUNTEER UNIFORMS			1,000	1,000	1,000	
	UNIFORMS - WINDBREAKER/WINTER JACKETS			600	600	600	
	UNIFORMS -FLASHLIGHT BATTERIES			300	300	300	
	WATCHGUARD DISKS			600	600	600	
554	BOOKS AND MEMBERSHIPS	3,466	3,595	3,355	3,355	3,355	-6.68%
	APCO MEMBERSHIP			130	130	130	
	CONCERNED CITIZENS OF EAST STUART			150	150	150	
	ENTRY LEVEL TESTING BOOKS FOR NEW HIRES, INCLUDES OFFIC			400	400	400	
	EXPLORER POST 878 FEES			250	250	250	
	FBI NATIONAL ACADEMY ASSOCIATES MEMBERSHIP			85	85	85	
	FLORIDA ACCREDITATION COMMISSION DUES			100	100	100	
	FLORIDA EMERGENCY PREPAREDNESS ASSOCIATION MEMBERSHIP			70	70	70	
	FLORIDA POLICE CHIEFS ASSOCIATION MEMBERSHIP			300	300	300	
	GOVERNMENT IN THE SUNSHINE STATE BOOKS			50	50	50	
	INTERNATIONAL ASSOCIATION CHIEFS OF POLICE MEMBERSHIP			120	120	120	

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Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
554	BOOKS AND MEMBERSHIPS	3,466	3,595	3,355	3,355	3,355	-6.68%
	LAW ENFORCEMENT EMPLOYMENT BULLETIN			250	250	250	
	LEADERSHIP MARTIN COUNTY ALUMNI DUES			280	280	280	
	MEMBERSHIP TO NTOA - SRT			150	150	150	
	NATIONAL ASSOCIATION OF TOWN WATCH			50	50	50	
	NEWS			150	150	150	
	POLICE EXECUTIVE RESEARCH FORUM MEMBERSHIP DUES			170	170	170	
	TREASURE COAST CHIEFS OF POLICE ASSOCIATION MEMBERSHIP			500	500	500	
	TREASURE COAST CRIME PREVENTION OFFICERS ASSOCIATION			50	50	50	
	TREASURE COAST CRIME STOPPERS			100	100	100	
555	TRAINING	1,423	6,255	6,247	6,247	6,247	-0.13%
	BACKGROUND INVESTIGATIONS SCHOOL			550	550	550	
	BASIC CRIME PREVENTION			395	395	395	
	CFA CONFERENCE SCHOOL x2			460	460	460	
	CJIS CONFERENCE			200	200	200	
	CRIME ANALYSIS CLASS			350	350	350	
	FLORIDA EMERGENCY PREPAREDNESS ASSOCIATI			230	230	230	
	GOVERNORS HURRICANE CONEFERENCE			200	200	200	
	HOSTAGE NEGOTIATIONS 2			825	825	825	
	HOSTAGE NEGOTIATIONS 2			825	825	825	
	K-9 CONFERENCE			220	220	220	
	LOCAL SCHOOL REGISTRATIONS			500	500	500	
	MANAGING A DETECTIVE BUREAU			495	495	495	
	POLICE CHIEFS CONFERENCE			400	400	400	
	SHOOTING RECONSTRUCTION SCHOOL			597	597	597	
Total	OPERATING EXPENSES	643,132	740,180	719,536	719,536	719,536	-2.79%
564	MACHINERY AND EQUIPMENT	122,210	110,617	60,100	60,100	60,100	-45.67%
	Impact ^NETMOTION WIRELESS VPN FOR 25 DEVICES			10,000	10,000	10,000	
	Impact ^REPLACE INTERNET SECURITY APPLIANCE			7,500	7,500	7,500	
	6 REPLACEMENT ENTRY VESTS SRT (5 YEARS EXPIRED)			13,800	13,800	13,800	
	CARS - 1 PATROL CAR AND EQUIPMENT			28,800	28,800	28,800	
Total	CAPITAL OUTLAY	122,210	110,617	60,100	60,100	60,100	-45.67%
Division	POLICE	6,864,211	6,007,106	5,926,076	5,972,043	5,972,043	-0.58%
	COMMISSION			32,754	32,855	32,855	
	MANAGER			135,536	136,346	136,346	
	HUMAN RESOURCES			73,400	73,868	73,868	

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Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
CITY CLERK			32,949	33,090	33,090	
FINANCIAL SERVICES			127,633	128,329	128,329	
INFORMATION SERVICES			269,794	276,699	276,699	
CITY ATTORNEY			25,645	25,769	25,769	
VEHICLE MAINTENANCE			52,637	53,000	53,000	
BUILDING MAINTENANCE			116,605	116,132	116,132	
CUSTOMER SERVICE			12,255	12,165	12,165	
WS GENERAL GOV			0	0	0	
Total Indirect Costs			879,208	888,254	888,254	
Division + Consolidated + Indirect Charges:			6,805,284	6,860,297	6,860,297	
Dept POLICE	6,864,211	6,007,106	5,926,076	5,972,043	5,972,043	-0.58%

1190 POLICE

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
106	POLICE CHIEF	28 19	116,323.55	1.00	28 19	116,771	2,580	1.00	28 19	116,771	2,940	1.00	28 19	116,771	2,940
206	ASSISTANT POLICE CHIEF	25 19	100,516.18	1.00	25 19	100,903	2,580	1.00	25 19	100,903	2,940	1.00	25 19	100,903	2,940
218	POLICE LIEUTENANT	24 19	92,936.40	1.00	24 19	93,294	2,580	1.00	24 19	93,294	2,580	1.00	24 19	93,294	2,580
218	POLICE LIEUTENANT	24 19	95,724.49	1.00	24 19	96,093	2,580	1.00	24 19	96,093	2,580	1.00	24 19	96,093	2,580
301	INFORMATION SYSTEMS COORD	19 6	54,362.45	1.00	19 6	54,572	0	1.00	19 6	54,572	0	1.00	19 6	54,572	0
305	LAN SYSTEMS SPECIALIST	15 15	55,876.50	1.00	15 15	56,091	0	1.00	15 15	56,091	0	1.00	15 15	56,091	0
308	EVIDENCE CRIME SCENE TECH	11 5	35,919.00	1.00	11 5	36,057	0	1.00	11 5	36,057	0	1.00	11 5	36,057	0
311	POLICE SERGEANT	06 12	88,295.58	1.00	06 12	88,635	2,040	1.00	06 12	88,635	2,040	1.00	06 12	88,635	2,040
311	POLICE SERGEANT	06 12	84,967.58	1.00	06 12	85,294	3,340	1.00	06 12	85,294	3,340	1.00	06 12	85,294	3,340
311	POLICE SERGEANT	06 11	80,641.60	1.00	06 11	80,952	2,040	1.00	06 11	80,952	2,040	1.00	06 11	80,952	2,040
311	POLICE SERGEANT	06 12	84,967.58	1.00	06 12	85,294	2,040	1.00	06 12	85,294	2,040	1.00	06 12	85,294	2,040
311	POLICE SERGEANT	06 1	64,186.30	1.00	06 1	64,433	2,040	1.00	06 1	64,433	2,040	1.00	06 1	64,433	2,040
311	POLICE SERGEANT	06 6	73,634.29	1.00	06 6	73,918	2,040	1.00	06 6	73,918	2,040	1.00	06 6	73,918	2,040
401	POLICE OFFICER II	04 5	51,481.87	1.00	04 5	51,680	3,960	1.00	04 5	51,680	3,960	1.00	04 5	51,680	3,960
401	POLICE OFFICER II	04 9	61,686.98	1.00	04 9	61,924	960	1.00	04 9	61,924	960	1.00	04 9	61,924	960
401	POLICE OFFICER II	04 5	51,481.87	1.00	04 5	51,680	600	1.00	04 5	51,680	600	1.00	04 5	51,680	600
401	POLICE OFFICER II	04 6	53,195.79	1.00	04 6	53,400	600	1.00	04 6	53,400	600	1.00	04 6	53,400	600
401	POLICE OFFICER II	04 10	60,072.90	1.00	04 10	60,304	5,020	1.00	04 10	60,304	5,020	1.00	04 10	60,304	5,020
401	POLICE OFFICER II	04 19	78,910.00	1.00	04 19	79,214	1,920	1.00	04 19	79,214	1,920	1.00	04 19	79,214	1,920
401	POLICE OFFICER II	04 8	56,645.06	1.00	04 8	56,863	720	1.00	04 8	56,863	720	1.00	04 8	56,863	720
401	POLICE OFFICER II	04 5	51,481.87	1.00	03 2	46,518	600	1.00	03 2	46,518	600	1.00	03 2	46,518	600
				At POLICE OFFICER I				At POLICE OFFICER I				At POLICE OFFICER I			
401	POLICE OFFICER II	04 5	51,481.87	1.00	04 5	51,680	240	1.00	04 5	51,680	240	1.00	04 5	51,680	240
401	POLICE OFFICER II	04 7	54,909.71	1.00	04 7	55,121	240	1.00	04 7	55,121	240	1.00	04 7	55,121	240

1190 POLICE

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
401	POLICE OFFICER II	04 5	51,481.87	1.00	04 5	51,680	1,200	1.00	04 5	51,680	1,200	1.00	04 5	51,680	1,200
401	POLICE OFFICER II	04 7	54,909.71	1.00	04 7	55,121	600	1.00	04 7	55,121	600	1.00	04 7	55,121	600
401	POLICE OFFICER II	04 12	63,479.31	1.00	04 12	63,723	1,440	1.00	04 12	63,723	1,440	1.00	04 12	63,723	1,440
401	POLICE OFFICER II	04 8	56,645.06	1.00	04 8	56,863	240	1.00	04 8	56,863	240	1.00	04 8	56,863	240
401	POLICE OFFICER II	04 10	61,799.30	1.00	04 10	62,037	3,120	1.00	04 10	62,037	3,120	1.00	04 10	62,037	3,120
401	POLICE OFFICER II	04 5	51,481.87	1.00	04 5	51,680	480	1.00	04 5	51,680	480	1.00	04 5	51,680	480
402	POLICE OFFICER I	03 2	46,340.11	1.00	02 2	44,798	1,300	1.00	02 2	44,798	1,300	1.00	02 2	44,798	1,300
				At POLICE OFFICER PROBATION				At POLICE OFFICER PROBATION				At POLICE OFFICER PROBATION			
402	POLICE OFFICER I	03 2	46,340.11	1.00	02 2	44,798	1,660	1.00	03 2	46,518	1,660	1.00	03 2	46,518	1,660
				At POLICE OFFICER PROBATION											
402	POLICE OFFICER I	03 3	48,054.03	1.00	03 3	48,239	240	1.00	03 3	48,239	240	1.00	03 3	48,239	240
402	POLICE OFFICER I	03 2	46,340.11	1.00	03 2	46,518	240	1.00	03 2	46,518	240	1.00	03 2	46,518	240
402	POLICE OFFICER I	03 2	46,340.11	1.00	02 2	44,798	1,660	1.00	02 2	44,798	1,660	1.00	02 2	44,798	1,660
				At POLICE OFFICER PROBATION				At POLICE OFFICER PROBATION				At POLICE OFFICER PROBATION			
402	POLICE OFFICER I	03 2	46,340.11	1.00	03 2	46,518	600	1.00	03 2	46,518	600	1.00	03 2	46,518	600
402	POLICE OFFICER I	03 2	46,340.11	1.00	02 2	44,798	2,620	1.00	02 2	44,798	2,620	1.00	02 2	44,798	2,620
				At POLICE OFFICER PROBATION				At POLICE OFFICER PROBATION				At POLICE OFFICER PROBATION			
402	POLICE OFFICER I	03 2	46,340.11	1.00	02 2	44,798	1,660	1.00	02 2	44,798	1,660	1.00	02 2	44,798	1,660
				At POLICE OFFICER PROBATION				At POLICE OFFICER PROBATION				At POLICE OFFICER PROBATION			
402	POLICE OFFICER I	03 2	46,340.11	1.00	03 2	46,518	480	1.00	03 2	46,518	480	1.00	03 2	46,518	480
405	PARKING ENF/OC RELF DISPT	07 9	32,592.77	1.00	07 9	32,718	0	1.00	07 9	32,718	0	1.00	07 9	32,718	0
406	POLICE MASTER OFFICER	05 8	75,162.88	1.00	05 8	75,452	1,560	1.00	05 8	75,452	1,560	1.00	05 8	75,452	1,560
406	POLICE MASTER OFFICER	05 7	71,384.77	1.00	05 7	71,659	2,040	1.00	05 7	71,659	2,040	1.00	05 7	71,659	2,040
406	POLICE MASTER OFFICER	05 3	65,736.32	1.00	04 11	62,024	1,320	1.00	05 3	64,089	1,320	1.00	05 3	64,089	1,320
				At POLICE OFFICER II											
406	POLICE MASTER OFFICER	05 11	80,840.24	1.00	05 11	81,151	3,960	1.00	05 11	81,151	3,960	1.00	05 11	81,151	3,960
406	POLICE MASTER OFFICER	05 4	67,621.63	1.00	05 4	67,882	2,040	1.00	05 4	67,882	2,040	1.00	05 4	67,882	2,040
406	POLICE MASTER OFFICER	05 4	67,600.83	1.00	05 4	67,861	2,620	1.00	05 4	67,861	2,620	1.00	05 4	67,861	2,620
406	POLICE MASTER OFFICER	05 8	75,162.88	1.00	05 8	75,452	2,040	1.00	05 8	75,452	2,040	1.00	05 8	75,452	2,040

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1190 POLICE

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
505	POLICE DISPT SUPERVISOR	10 9	47,058.59	1.00	10 9	47,240	0	1.00	10 9	47,240	0	1.00	10 9	47,240	0
506	YOUTH INTERVEN COUNSELOR	13 14	49,448.49	1.00	13 14	49,639	0	1.00	13 14	49,639	0	1.00	13 14	49,639	0
602	EXEC SECR TO PUBL SAFETY	16 16	58,388.68	1.00	16 16	58,613	0	1.00	16 16	58,613	0	1.00	16 16	58,613	0
604	DIVISION ASSISTANT	12 12	44,826.20	1.00	12 12	44,999	0	1.00	12 12	44,999	0	1.00	12 12	44,999	0
608	FISCAL ASSISTANT I	09 5	32,570.43	1.00	09 5	32,696	2,400	1.00	09 5	32,696	2,400	1.00	09 5	32,696	2,400
608	FISCAL ASSISTANT I	09 14	40,651.64	1.00	09 14	40,808	0	1.00	09 14	40,808	0	1.00	09 14	40,808	0
616	POLICE DISPATCHER I			1.00	07 1	33,480	0	1.00	07 1	33,480	0	1.00	07 1	33,480	0
616	POLICE DISPATCHER I	07 1	33,351.76	1.00	07 1	33,480	0	1.00	07 1	33,480	0	1.00	07 1	33,480	0
616	POLICE DISPATCHER I	07 1	33,351.76	1.00	07 1	33,480	0	1.00	07 1	33,480	0	1.00	07 1	33,480	0
619	POLICE DISPATCHER II	09 8	43,665.38	1.00	09 8	43,833	0	1.00	09 8	43,833	0	1.00	09 8	43,833	0
619	POLICE DISPATCHER II	09 12	48,197.09	1.00	09 12	48,382	0	1.00	09 12	48,382	0	1.00	09 12	48,382	0
619	POLICE DISPATCHER II	09 1	36,744.99	1.00	07 1	33,480	0	1.00	07 1	33,480	0	1.00	07 1	33,480	0
				At POLICE DISPATCHER I				At POLICE DISPATCHER I				At POLICE DISPATCHER I			
619	POLICE DISPATCHER II	09 2	37,682.59	1.00	07 2	34,287	0	1.00	09 2	37,828	0	1.00	09 2	37,828	0
				At POLICE DISPATCHER I											
619	POLICE DISPATCHER II	09 10	45,897.76	1.00	09 10	46,074	0	1.00	09 10	46,074	0	1.00	09 10	46,074	0
807	CUSTODIAN	02 8	25,203.59	0.65	02 8	16,445	0	0.65	02 8	16,445	0	0.65	02 8	16,445	0
	BUDGET PART-TIME			1.00	00 0	69,250	0	1.00	00 0	69,250	0	1.00	00 0	69,250	0
	BUDGET OVERTIME			1.00	00 0	39,223	0	1.00	00 0	39,223	0	1.00	00 0	39,223	0
	BUDGET PS OVERTIME			1.00	00 0	151,138	0	1.00	00 0	151,138	0	1.00	00 0	151,138	0
	BUDGET MERIT			1.00	00 0	12,825	0	1.00	00 0	43,150	0	1.00	00 0	43,150	0
		Count				61				61				61	
	Total					3,757,149	74,239			3,794,800	74,959			3,794,800	74,959

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1192 **LETF DISB**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
531	PROFESSIONAL SERVICES	6,074	15,000	15,000	15,000	15,000	0.00%
	FORFEITURE PROCESS			15,000	15,000	15,000	
546	REPAIR AND MAINTENANCE	183	1,500	1,500	1,500	1,500	0.00%
	MAINTENANCE OF SEIZED PROPERTY			1,500	1,500	1,500	
548	PROMOTIONAL ACTIVITIES	64	0	0	0	0	0.00%
552	OPERATING SUPPLIES	253	0	0	0	0	0.00%
Total	OPERATING EXPENSES	6,573	16,500	16,500	16,500	16,500	0.00%
Division	LETF DISB	6,573	16,500	16,500	16,500	16,500	0.00%
Division + Consolidated + Indirect Charges:				16,500	16,500	16,500	
Dept	POLICE	6,573	16,500	16,500	16,500	16,500	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1194 **LAW ENFORCEMENT TRUST**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
535	INVESTIGATIONS	4,000	5,000	5,000	5,000	5,000	0.00%
	INVESTIGATIVE FUNDS			5,000	5,000	5,000	
540	TRAVEL AND PER DIEM	1,569	4,600	1,600	1,600	1,600	-65.22%
	ADVANCE UNDERCOVER TECHNIQUES			800	800	800	
	FNOA CONFERENCE			800	800	800	
552	OPERATING SUPPLIES	2,070	1,500	1,500	1,500	1,500	0.00%
	UNDERCOVER ITEMS			1,500	1,500	1,500	
554	BOOKS AND MEMBERSHIPS	100	200	200	200	200	0.00%
	FLORIDA INTELLIGENCE UNIT			200	200	200	
555	TRAINING	1,370	1,650	720	720	720	-56.36%
	ADVANCE UNDERCOVER TECHNIQUES			495	495	495	
	FNOA CONFERENCE			225	225	225	
Total	OPERATING EXPENSES	9,109	12,950	9,020	9,020	9,020	-30.35%
564	MACHINERY AND EQUIPMENT	0	0	27,000	27,000	27,000	0.00%
	CELLBRITE CELLPHONE FORENSICS SOFTWARE			5,000	5,000	5,000	
	GPS TRACKER			2,000	2,000	2,000	
	IP POLE CAM			12,000	12,000	12,000	
	NIGHT VISION CAMERA ATTACHMENT			8,000	8,000	8,000	
Total	CAPITAL OUTLAY	0	0	27,000	27,000	27,000	0.00%
Division	LAW ENFORCEMENT TRUST	9,109	12,950	36,020	36,020	36,020	178.15%
Division + Consolidated + Indirect Charges:				36,020	36,020	36,020	
Dept	POLICE	9,109	12,950	36,020	36,020	36,020	178.15%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1196 LAW ENFORCEMENT EDUCATION

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
540	TRAVEL AND PER DIEM	2,476	755	6,000	6,000	6,000	694.70%
	LEADERSHIP TRAINING			5,000	5,000	5,000	
	MISC CERTIFICATION RELATED TRAVEL			1,000	1,000	1,000	
555	TRAINING	1,689	695	4,500	4,500	4,500	547.48%
	LEADERSHIP TRAINING			3,500	3,500	3,500	
	MISC CERTIFICATION REGISTRATIONS			1,000	1,000	1,000	
Total	OPERATING EXPENSES	4,165	1,450	10,500	10,500	10,500	624.14%
Division	LAW ENFORCEMENT EDUCA	4,165	1,450	10,500	10,500	10,500	624.14%
	Division + Consolidated + Indirect Charges:			10,500	10,500	10,500	
Dept	POLICE	4,165	1,450	10,500	10,500	10,500	624.14%

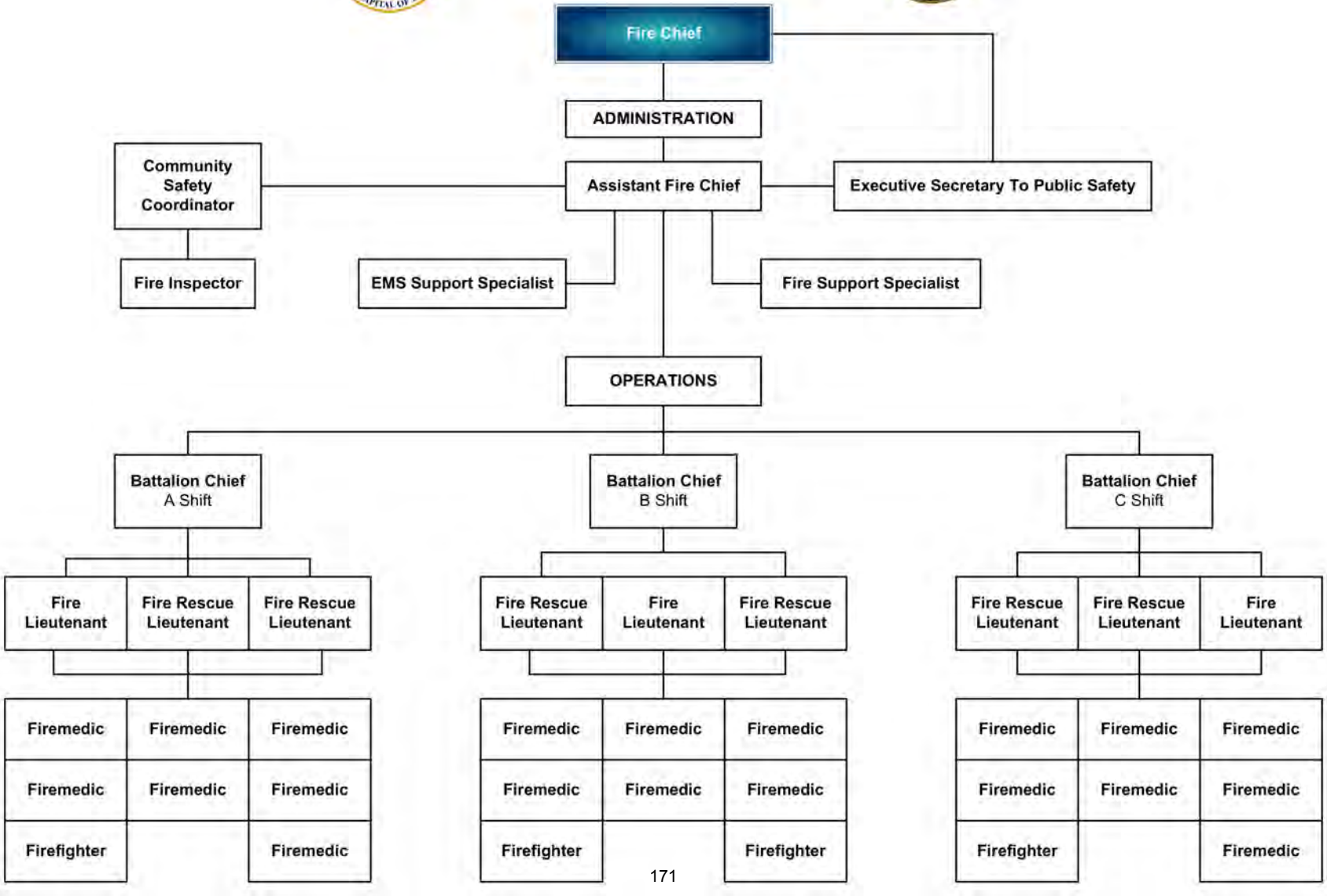
City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1198 **YOUTH INTERVENTION PROG**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
552 OPERATING SUPPLIES	0	500	500	500	500	0.00%
PARADE MATERIALS			500	500	500	
Total OPERATING EXPENSES	0	500	500	500	500	0.00%
Division YOUTH INTERVENTION PRO	0	500	500	500	500	0.00%
Division + Consolidated + Indirect Charges:			500	500	500	
Dept POLICE	0	500	500	500	500	0.00%

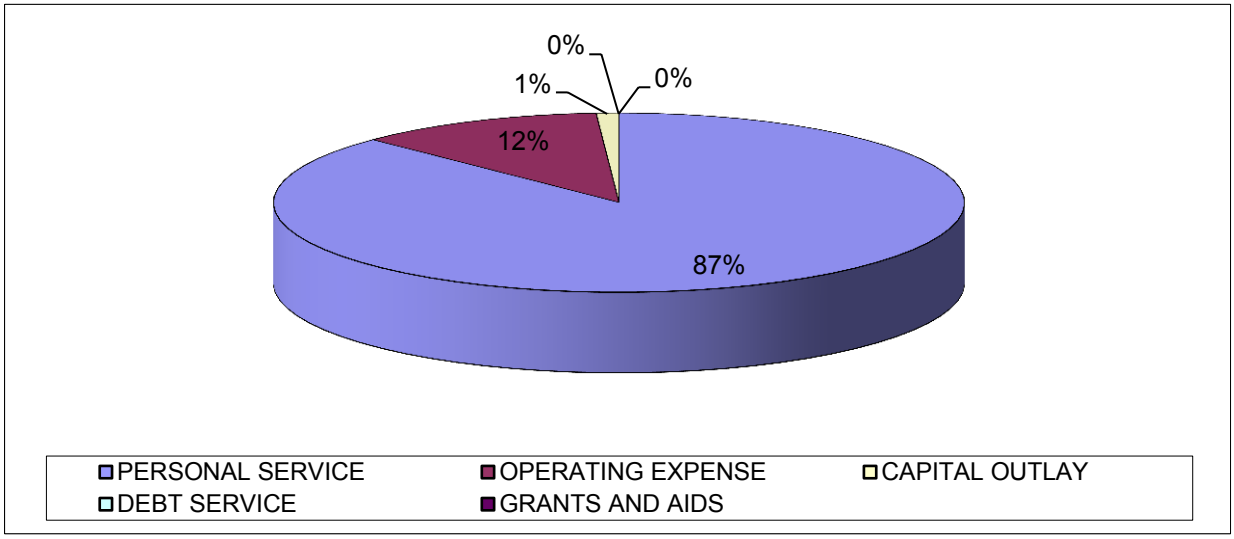
FIRE RESCUE
ORGANIZATIONAL CHART



Fire/Rescue

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	4,355,177	4,257,994	4,230,505
OPERATING EXPENSE	546,399	601,394	560,751
CAPITAL OUTLAY	-	515,015	51,200
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**4,901,577**	**5,374,404**	**4,842,456**
Direct/Indirect Charges (Net)			**563,827**
Department Total Expense	**4,901,577**	**5,374,404**	**5,406,283**

Department Revenue Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
SHARED FIREFIGHTER SUPP	6,960	15,000	15,000
FIRE PROTECTION CHARGE	-	-	-
SPECIAL ASSISTANCE COUNTY	-	-	-
PROTECTIVE INSPECT CHARGE	100,000	100,000	100,000
AMBULANCE FEES	625,000	800,000	800,000
FALSE ALARMS-FIRE	3,100	5,000	5,000
FIRE TRAINING REIMBURSE	1,000	1,000	1,000
Department Total Revenues	**736,060**	**921,000**	**921,000**



Budget Narrative
Fiscal Year 2011-2012

Fund: General Fund
Department: Fire/Rescue (1201)

Department Activities and Service Level Description:

The Stuart Fire Rescue (SFR) Department provides fire protection along with emergency medical services to the citizens, visitors and neighbors of Stuart and Sewall's Point.

SFR is responsible for:

- fire extinguishment, the protection of lives and property,
- emergency medical services (EMS), medical care and transport to local hospitals,
- fire prevention by inspections, and fire-cause investigations, and
- emergency preparedness for disasters and homeland security.

Stuart Fire Rescue also trains many residents in effective and proper use of fire extinguishers, CPR/AED, first aid, and child safety – including the proper installation of child and infant safety seats. They also train city employees on CPR, AED, first aid, bio-readiness, infection control, and incident management.

The department completes over 16,000 staff hours of individualized or group training sessions annually. Most of these hours are spent on:

- medical treatment protocols and equipment,
- jurisdiction survey and pre-fire planning,
- fire equipment and tactical operations, including hose evolutions.

These training sessions are of the upmost importance in a firefighter's professional development as they train each employee to perform by instinct, quickly and effectively in any emergency situation.

SFR operates out of two stations; #1 Station at the Public Safety Complex at 800 Dr. Martin Luther King, Jr. Blvd and #2 Station at 1100 SE Monterey Road Extension. Each station staffs one fire apparatus (engine or quint) and one rescue (ambulance) 24/7 with a minimum of two personnel. The Battalion Chief is the chief officer on duty at all times to manage the shift and command emergency operations.

Fire Prevention and Community Safety operations continually strive to improve the safety of our community and fire rescue personnel when operating at structure fires or other risky scenes. Additionally, both inspectors are certified fire investigators who determine fire cause at significant fire scenes, including working alongside of law enforcement in arson cases.

Approved Staffing Levels:

Position Title:	**FY 2008-09**	**FY 2009-10**	**FY 2010-11**	**FY 2011-12**	**Estimated 2012-13**
Administration:					
Fire Chief	1	1	1	1	1
Assistant Fire Chief	1	1	1	1	1
EMS Support Specialist	1	1	1	1	1
Fire Support Specialist	1	1	1	1	1

Sub-Total:	**4**	**4**	**4**	**4**	**4**
Civilian					
Executive Secretary	1	1	1	1	1
Community Safety Coordinator	1	1	1	1	1
Inspector/Investigator	1	1	1	1	1
Sub-Total:	**3**	**3**	**3**	**3**	**3**
Total Admin. Section	**7**	**7**	**7**	**7**	**7**
Operations Section:					
Battalion Chief	3	3	3	3	3
Lieutenant	9	9	9	9	9
Fire Medic	16	15	19	22	22
Firefighter/EMT	6	9	5	2	2
Total Ops Positions	**34**	**36**	**36**	**36**	**36**
Department Totals	**41**	**43**	**43**	**43**	**43**

Calls by Type:	**FY 2008-09**	**FY 2009-10**	**FY 2010-11**	**Estimated 2011-12**	**Estimated 2012-13**
Fires	76	43	77	52	50
Rescue & Emergency Medical Services	2574	2888	2938	3514	3700
Hazardous Conditions (no fire)	48	45	51	54	56
Service Calls	68	55	69	86	75
Good Intent Calls	212	179	184	200	242
False Alarms & False Calls	300	265	258	270	280
Special Incident Types	8	16	8	6	10
Total Calls	**3286**	**3491**	**3585**	**4182**	**4413**
Fire Inspections:					
Annual Life Safety	600	545	1000	1120	1080
Building Permit	260	124	250	200	200
Local Business Tax	230	170	230	180	200
Total Inspections	1090	839	1480	1500	1480
Building Plans Review:					
Fire Code Compliance	180	180	180	160	170
Site Plans	10	10	8	6	8
Total Plan Review	**190**	**190**	**188**	**166**	**178**

Major Budget or Service Level Changes:
The department continually strives to reduce costs through researching the best pricing available through group purchasing discounts and by reducing spending as much as possible through operational savings. The department continually searches for means to increase revenues. Labor and Management meet regularly to review policies and procedures to keep operations functioning at optimal levels while meeting budgetary constraints.

Department Objectives:

- Concentrate Fire Prevention activities on target hazards having large occupancies and/or high risks.
- Increase fire prevention and education opportunities, including increased frequency of safety inspections and community safety events to improve overall community safety.
- Maintain City's emergency management readiness through review and update of the Comprehensive Emergency Management Plan (CEMP).
- Identify and improve performance objectives through labor/management collaboration.
- Improve effectiveness and efficiencies in response assignments, including reduction of lights/siren and multiple apparatus responses to save wear and tear on apparatus while improving the safety of the responders as well as the traveling public.
- Update tactical and standard operational guidelines to include procedures for new community threats (larger buildings, expansion of manufacturing sites, etc).
- Utilize refurbishment of apparatus to extend their useful operational life and save tens of thousands of dollars over purchase of new apparatus.
- Extend vehicle use to greater mileage and longer replacement cycles, saving thousands of dollars in vehicle replacement costs.
- Identify improvements in firefighter safety to enhance their health and improve their overall performance readiness – including reduction in injuries and illnesses.
- Identify and improve areas of operational readiness, including more pre-fire planning opportunities, hydrant inspections, improvements in patient care protocols, enhancements in equipment/apparatus and safety.
- Use automation devices (computers, mobile devices) to alleviate redundancy of work and improve work performance as well as reduction in printing costs.
- Rewrite agreements with Martin County Fire Rescue to improve fairness of workload and facilitate closest unit responses to emergency calls – regardless of geo-political boundaries.
- Monitor all facets of the Insurance Service Organization requirements to maintain SFR's Class 3 rating for each city property owner to realize savings on building insurance.

In conclusion, SFR is actively pursuing all means of improving performance and maintaining our level of service to the community. Maintaining the ISO Class 3 rating is of great importance to those owning buildings in Stuart. Exploring ways to improve existing levels of service is a continual quality improvement model employed by SFR. Recognizing the financial climate facing the City and the nation today, Stuart Fire Rescue continues to identify cost savings in every detail of daily operations. Our greatest asset is the high quality of our employees who continue to operate with great effectiveness and efficiency. SFR is making a difference in our community, saving lives and property, committed to delivering the highest level of Fire and Emergency Medical Services available at our funding levels.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1201 FIRE/RESCUE

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	2,824,312	2,793,947	2,771,482	2,777,131	2,777,131	-0.60%
513	OTHER SALARIES AND WAGES	20,494	29,190	29,190	29,190	29,190	0.00%
	DR. AVNER - MEDICAL DIRECTOR			29,190	29,190	29,190	
514	OVERTIME	250,019	237,600	249,600	249,600	249,600	5.05%
	ADDITIONAL REQUEST			25,000	25,000	25,000	
	CPR, FIRST AID, BLOOD BORNE CLASSES			4,000	4,000	4,000	
	LATE CALLS			11,840	11,840	11,840	
	SICK, VACATION, FMLA, COVERAGE			198,080	198,080	198,080	
	SPECIAL DETAILS, PUBLIC EDUCATION			4,880	4,880	4,880	
	TRAINING MEETINGS			5,800	5,800	5,800	
515	SPECIAL PAY	28,340	50,355	50,054	74,529	74,529	48.01%
521	FICA TAXES	222,960	229,693	228,509	230,814	230,814	0.49%
522	RETIREMENT CONTRIBUTIONS	608,418	406,271	379,557	380,699	380,699	-6.29%
523	LIFE AND HEALTH INSURANCE	376,332	406,340	388,611	383,944	383,944	-5.51%
524	WORKERS' COMPENSATION	104,598	104,598	104,598	104,598	104,598	0.00%
Total	PERSONAL SERVICES	4,435,474	4,257,994	4,201,601	4,230,505	4,230,505	-0.65%
531	PROFESSIONAL SERVICES	19,689	26,936	4,200	4,200	4,200	-84.41%
	BACKGROUND CHECKS - NEW EMPLOYEES			100	100	100	
	LEADERSHIP CONSULTANT			1,500	1,500	1,500	
	PSYCHOLOGICAL BACKGROUNDS			1,000	1,000	1,000	
	SCBA FIT TESTING			1,600	1,600	1,600	
534	OTHER SERVICES	24,205	49,500	55,500	55,500	55,500	12.12%
	AERIAL LADDER - ANNUAL GROUND LADDER			1,600	1,600	1,600	
	ANNUAL AERIAL MAINTENANCE CONTRACT			1,350	1,350	1,350	
	BIOHAZARD WASTE HAULING			2,800	2,800	2,800	
	BM - FIRE SPRINKLER TESTING - PUBLIC SAFETY COMPLEX			400	400	400	
	EXERCISE EQUIPMENT - ANNUAL MAINTENANCE CONTRACT			700	700	700	
	FIRE SPRINKLER MONITORING - STATION 2 ANNUAL CONTRACT			1,300	1,300	1,300	
	GARAGE DOOR - ANNUAL MAINTENANCE			1,280	1,280	1,280	
	GENERATOR - STATION 2 - ANNUAL MAINTENANCE			400	400	400	
	HURST TOOL ANNUAL MAINTENANCE			2,600	2,600	2,600	
	HYDROSTATIC SCBA CYLINDERS			2,000	2,000	2,000	
	IS - EMS PRO - ANNUAL SUPPORT			20,000	20,000	20,000	
	IS - FIREHOUSE ANNUAL SUPPORT			1,600	1,600	1,600	
	MAKO COMPRESSOR - ANNUAL MAINTENANCE CONTRACT			1,800	1,800	1,800	
	O			200	200	200	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1201 **FIRE/RESCUE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
534	OTHER SERVICES	24,205	49,500	55,500	55,500	55,500	12.12%
	PUBLIC SAFETY GENERATOR - ANNUAL MAINTENANCE			1,100	1,100	1,100	
	RADIO EQUIPMENT - ANNUAL MAINTENANCE CONTRACT			2,800	2,800	2,800	
	SCBA POSI CHECK TESTER - ANNUAL MAINTENANCE-UPGRADE			1,250	1,250	1,250	
	STRETCHER - ANNUAL MAINTENANCE SERVICE			1,320	1,320	1,320	
	ZOLL AUTOPULSE - ANNUAL MAINTENANCE CONTRACT			4,000	4,000	4,000	
	ZOLL DEFIB MONITORS - ANNUAL MAINTENANCE CONTRACT			7,000	7,000	7,000	
540	TRAVEL AND PER DIEM	4,360	11,950	6,850	6,850	6,850	-42.68%
	ANNUAL FIRE PREVENTION CONFERENCE			400	400	400	
	CURRENT ISSUES IN EMERGENCY MANAGEMENT - CONF			600	600	600	
	EMS ADVISORY MEETINGS X 3 (CHIEF DYAL - SEC)			1,000	1,000	1,000	
	EXECUTIVE FIRE OFFICER SYMPOSIUM			300	300	300	
	FEPA CONFERENCE - LASAGA, CHIEF			800	800	800	
	FIRE CHIEF CONFERENCE - CHIEF			500	500	500	
	FIRE OFFICER DEVELOPMENT - NFA (MEALS)			200	200	200	
	FIRE RESCUE EAST X 2			300	300	300	
	FLORIDA FIRE MARSHALS CONFERENCE			400	400	400	
	FPELRA CONFERENCE - CHIEF			400	400	400	
	HURRICANE CONFERENCES - LASAGA, CHIEF			800	800	800	
	MISCELLANEOUS - FUEL & TOLLS			250	250	250	
	NATIONAL EXECUTIVE FIRE OFFICER CONFERENCE			400	400	400	
	NATIONAL SOCIETY OF EXE. FIRE OFFICERS - CHIEF			500	500	500	
541	COMMUNICATIONS SERVICES	17,732	19,760	16,020	16,020	16,020	-18.93%
	MITEL LEASING (PHONE SETS)			5,300	5,300	5,300	
	MOBILE SATELLITE			950	950	950	
	NEXTEL - MOBILE & COMPUTER			7,200	7,200	7,200	
	WINDSTREAM COMMUNICATION			2,570	2,570	2,570	
542	FREIGHT/POSTAGE SERVICES	1,191	1,500	1,300	1,300	1,300	-13.33%
	FREIGHT/POSTAGE			1,300	1,300	1,300	
543	UTILITY SERVICES	50,045	60,225	53,000	53,000	53,000	-12.00%
	ELECTRIC			40,000	40,000	40,000	
	WATER/SEWER			13,000	13,000	13,000	
544	RENTALS AND LEASES	8,143	10,240	9,200	9,200	9,200	-10.16%
	COPIER LEASE & USAGE			2,600	2,600	2,600	
	COPIER MAINTENANCE PLAN			1,600	1,600	1,600	
	OXYGEN TANKS - RENTALS			5,000	5,000	5,000	
545	INSURANCE	83,891	83,774	84,004	84,004	84,004	0.27%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1201 **FIRE/RESCUE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
545	INSURANCE	83,891	83,774	84,004	84,004	84,004	0.27%
	FLOOD INSURANCE PORTION			879	879	879	
	FUEL STORAGE TANK INSURANCE (1 LG @ 45% PS)			46	46	46	
	TRICO GENERAL LIABILITY INSURANCE			83,079	83,079	83,079	
546	REPAIR AND MAINTENANCE	66,415	80,000	70,500	70,500	70,500	-11.88%
	AMBULANCE EQUIPMENT - MAINTENANCE & REPAIR			5,000	5,000	5,000	
	BM - GATES - MAINTENANCE & REPAIR			1,000	1,000	1,000	
	CYBERLOCK SYSTEM - MAINTENANCE & REPAIR			1,000	1,000	1,000	
	DROP PLUGS - MAINTENANCE & REPAIR			500	500	500	
	GARAGE DOORS - MAINTENANCE & REPAIR			4,000	4,000	4,000	
	GENERATORS - MAINTENANCE AND FILTERS			2,000	2,000	2,000	
	GYM EQUIPMENT - MAINTENANCE & REPAIR			1,000	1,000	1,000	
	IS - PRINTER PLOTTER MAINTENANCE			500	500	500	
	MISC HARDWARE & RELATED MAINTENANCE			1,500	1,500	1,500	
	RADIOS AND PAGERS - MAINTENANCE & REPAIR			2,500	2,500	2,500	
	STRETCHER - MAINTENANCE & REPAIR			500	500	500	
	THERMAL IMAGING CAMERAS - MAINTENANCE & REPAIR			1,000	1,000	1,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES & EQUIPMENT			50,000	50,000	50,000	
547	PRINTING AND BINDING	2,061	3,480	3,900	3,900	3,900	12.07%
	FIRE INSPECTION REPORTS			160	160	160	
	LABELS- ALARM, EQUIPMENT, ETC.			300	300	300	
	MISC FORMS - AUTHORIZATION, RUN SHEETS, BILLING FORMS			1,280	1,280	1,280	
	PRIVACY ACT BROCHURES			160	160	160	
	PROTOCOL BOOKS			2,000	2,000	2,000	
548	PROMOTIONAL ACTIVITIES	204	1,000	500	500	500	-50.00%
	PUBLIC EDUCATION SUPPLIES - HATS, BADGES, INFO			500	500	500	
549	OTHER CURRENT CHARGES	15,956	10,000	15,000	15,000	15,000	50.00%
	<<<<<< MUTUAL AID FEES >>>>			15,000	15,000	15,000	
551	OFFICE SUPPLIES	4,586	6,000	4,800	4,800	4,800	-20.00%
	COPIER PAPER			1,500	1,500	1,500	
	INK FOR PRINTERS			1,800	1,800	1,800	
	OFFICE SUPPLIES - FOLDERS, PENS, NOTEBOOKS, ETC.			1,500	1,500	1,500	
552	OPERATING SUPPLIES	174,387	215,971	214,620	214,620	214,620	-0.63%
	BUNKER GEAR - COATS, HELMETS, BOOTS, PANTS, GLOVES, ETC			12,353	12,353	12,353	
	CBA - UNIFORM PURCHASING CARDS			15,600	15,600	15,600	
	CHEMICALS - DETERGENTS			940	940	940	
	CHEMICALS - FIREFIGHTER FOAMS			1,000	1,000	1,000	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1201 **FIRE/RESCUE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
552	OPERATING SUPPLIES	174,387	215,971	214,620	214,620	214,620	-0.63%
	CHEMICALS - HAZARDOUS MATERIALS INCIDENTS			250	250	250	
	CO MONITOR CARTRIDGE			950	950	950	
	DRESS UNIFORMS			950	950	950	
	EXPENDABLE MEDICAL SUPPLIES			71,193	71,193	71,193	
	FUEL FOR VEHICLES - 2,871 GAS/10,455 DSL @ $4/$4.5 P/G			58,532	58,532	58,532	
	LP GAS (INC. RUN TIME TO MEET ISO REQ.)			6,468	6,468	6,468	
	RADIO HEADSETS & PARTS - ENGINES			7,180	7,180	7,180	
	REPLACEMENT EMS EQUIPMENT			10,080	10,080	10,080	
	REPLACEMENT FIRE EQUIPMENT			10,200	10,200	10,200	
	REPLACEMENT HOSES			5,140	5,140	5,140	
	REPLACEMENT SCBA - HEADS UP DISPLAY EQUIPMENT			2,400	2,400	2,400	
	SCBA CYLINDER REPLACEMENT (9)			8,910	8,910	8,910	
	UNIFORMS - REPLACEMENT ITEMS			2,474	2,474	2,474	
554	BOOKS AND MEMBERSHIPS	2,290	4,589	5,128	5,128	5,128	11.75%
	COURSE RELATED TEXTBOOKS			200	200	200	
	FEPA MEMBERSHIP X 2			150	150	150	
	FLORIDA AMBULANCE ASSOCIATION - DYAL SECRETARY			850	850	850	
	FLORIDA FIRE CHIEF'S ASSOCIATION X 2			200	200	200	
	FLORIDA FIRE MARSHALS & INSPECTORS ASSOC. (FFMIA) X 2			200	200	200	
	FPELRA MEMBERSHIP - CHIEF			100	100	100	
	IAEM DUES - CSC			170	170	170	
	INSTITUTE OF FIRE ENGINEERS (IFE) - CHIEF			140	140	140	
	INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS			160	160	160	
	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS (IAFC) X 2			528	528	528	
	NATIONAL FIRE PROTECTION ASSOC (NFPA) - CODES ONLINE			1,700	1,700	1,700	
	NATIONAL FIRE PROTECTION MEMBERSHIP X 2			300	300	300	
	NATIONAL SOCIETY OF EXE FIRE OFFICERS (NSEFO)			55	55	55	
	PUBLIC CERTIFICATION CARDS			200	200	200	
	TREASURE COAST FIRE CHIEFS ASSOC (TCFCA) X 5			175	175	175	
555	TRAINING	9,363	16,469	16,229	16,229	16,229	-1.46%
	ASSOCIATE DEGREE CLASSES $320 X 12			3,840	3,840	3,840	
	BACHELORS DEGREE CLASSES 1350 X 4			5,400	5,400	5,400	
	CHAPLAIN CLASSES			300	300	300	
	CLASSES AND SEMINARS - CHIEF & ASST CHIEF			500	500	500	
	FEPA CONFERENCE REGISTRATION X 1			300	300	300	
	FIRE PREVENTION CONFERENCE REGISTRATION			275	275	275	
	FIRE SAFETY CLASSES			300	300	300	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1201 **FIRE/RESCUE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
555	TRAINING	9,363	16,469	16,229	16,229	16,229	-1.46%
	FLORIDA FIRE CHIEFS CONFERENCE REGISTRATION			350	350	350	
	FLORIDA FIRE MARSHALS CONFERENCE REGISTRATION			299	299	299	
	FPELRA CONFERENCE REGISTRATION			325	325	325	
	KAPLAIN - MEDIC MONTHLY TRAINING (43)			3,740	3,740	3,740	
	NATIONAL HURRICANE CONFERENCE X 1			300	300	300	
	NSEFO REGISTRATION			300	300	300	
Total	OPERATING EXPENSES	484,517	601,394	560,751	560,751	560,751	-6.76%
563	INFRASTRUCTURE	0	8,110	1,200	1,200	1,200	-85.20%
	ENTRY GATE FOR PERSONNEL			1,200	1,200	1,200	
564	MACHINERY AND EQUIPMENT	0	506,905	50,000	50,000	50,000	-90.14%
	? =GRANT - EMS EQUIPMENT - 75%			37,500	37,500	37,500	
	EMS GRANT - 25% MATCH			12,500	12,500	12,500	
Total	CAPITAL OUTLAY	0	515,015	51,200	51,200	51,200	-90.06%
Division	FIRE/RESCUE	4,919,991	5,374,404	4,813,552	4,842,456	4,842,456	-9.90%
	COMMISSION			22,257	22,326	22,326	
	MANAGER			75,398	75,849	75,849	
	HUMAN RESOURCES			40,833	41,093	41,093	
	CITY CLERK			27,529	27,647	27,647	
	FINANCIAL SERVICES			109,996	110,596	110,596	
	INFORMATION SERVICES			159,609	163,695	163,695	
	CITY ATTORNEY			21,101	21,203	21,203	
	VEHICLE MAINTENANCE			23,061	23,220	23,220	
	BUILDING MAINTENANCE			67,955	67,679	67,679	
	CUSTOMER SERVICE			10,597	10,519	10,519	
	WS GENERAL GOV			0	0	0	
	Total Indirect Costs			558,336	563,827	563,827	
	Division + Consolidated + Indirect Charges:			5,371,889	5,406,283	5,406,283	
Dept	FIRE/RESCUE	4,919,991	5,374,404	4,813,552	4,842,456	4,842,456	-9.90%

1201 FIRE/RESCUE

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
108	FIRE CHIEF	25 ##	107,616.47	1.00	25 ##	108,030	2,340	1.00	25 ##	108,030	2,340	1.00	25 ##	108,030	2,340
206	ASSISTANT FIRE CHIEF	24 15	86,682.27	1.00	24 15	87,016	4,200	1.00	24 15	87,016	4,200	1.00	24 15	87,016	4,200
212	COMMUNITY SAFETY COORD	19 12	63,067.17	1.00	19 12	63,310	2,340	1.00	19 12	63,310	2,340	1.00	19 12	63,310	2,340
219	FIRE RES BATTALION CHIEF	22 21	93,444.55	1.00	22 21	93,445	0	1.00	22 21	93,445	0	1.00	22 21	93,445	0
219	FIRE RES BATTALION CHIEF	22 20	91,165.44	1.00	22 20	91,165	600	1.00	22 20	91,165	600	1.00	22 20	91,165	600
219	FIRE RES BATTALION CHIEF	22 19	86,351.35	1.00	22 19	86,351	600	1.00	22 19	86,351	600	1.00	22 19	86,351	600
220	FIRE RESCUE LIEUTENANT	05 12	85,320.52	1.00	05 12	85,321	480	1.00	05 12	85,321	480	1.00	05 12	85,321	480
220	FIRE RESCUE LIEUTENANT	05 11	81,257.63	1.00	05 11	81,258	1,080	1.00	05 11	81,258	1,080	1.00	05 11	81,258	1,080
220	FIRE RESCUE LIEUTENANT	05 9	73,703.09	1.00	05 9	73,703	480	1.00	05 9	73,703	480	1.00	05 9	73,703	480
220	FIRE RESCUE LIEUTENANT	05 7	66,850.87	1.00	05 7	66,851	1,320	1.00	05 7	66,851	1,320	1.00	05 7	66,851	1,320
220	FIRE RESCUE LIEUTENANT	05 10	77,388.23	1.00	05 10	77,388	480	1.00	05 10	77,388	1,080	1.00	05 10	77,388	1,080
220	FIRE RESCUE LIEUTENANT	05 12	85,320.52	1.00	05 12	85,321	1,560	1.00	05 12	85,321	1,560	1.00	05 12	85,321	1,560
221	FIRE LIEUTENANT	05 12	85,320.52	1.00	05 12	85,321	2,880	1.00	05 12	85,321	2,880	1.00	05 12	85,321	2,880
221	FIRE LIEUTENANT	05 11	81,257.63	1.00	05 11	81,258	960	1.00	05 11	81,258	960	1.00	05 11	81,258	960
221	FIRE LIEUTENANT	05 11	81,257.63	1.00	05 11	81,258	480	1.00	05 11	81,258	480	1.00	05 11	81,258	480
221	EMS SUPPORT SPECIALIST	01 12	85,321.58	1.00	01 12	85,650	1,440	1.00	01 12	85,322	1,440	1.00	01 12	85,322	1,440
221	FIRE SUPPORT SPECIALIST	01 12	82,836.50	1.00		83,165	480	1.00	01 12	82,837	480	1.00	01 12	82,837	480
409	FIREMEDIC	04 5	54,941.83	1.00	04 5	54,942	0	1.00	04 5	54,942	0	1.00	04 5	54,942	0
409	FIREMEDIC	04 1	45,200.79	1.00	02 2	41,022	0	1.00	04 1	45,201	0	1.00	04 1	45,201	0
				At FIREFIGHTER											
409	FIREMEDIC	04 8	63,602.05	1.00	04 8	63,602	0	1.00	04 8	63,602	0	1.00	04 8	63,602	0
409	FIREMEDIC	04 1	45,200.79	1.00	04 1	45,201	0	1.00	04 1	45,201	0	1.00	04 1	45,201	0
409	FIREMEDIC	04 1	45,200.79	1.00	04 1	45,201	1,320	1.00	04 1	45,201	1,320	1.00	04 1	45,201	1,320
409	FIREMEDIC	04 1	45,200.79	1.00	04 1	45,201	600	1.00	04 1	45,201	600	1.00	04 1	45,201	600

1201 FIRE/RESCUE

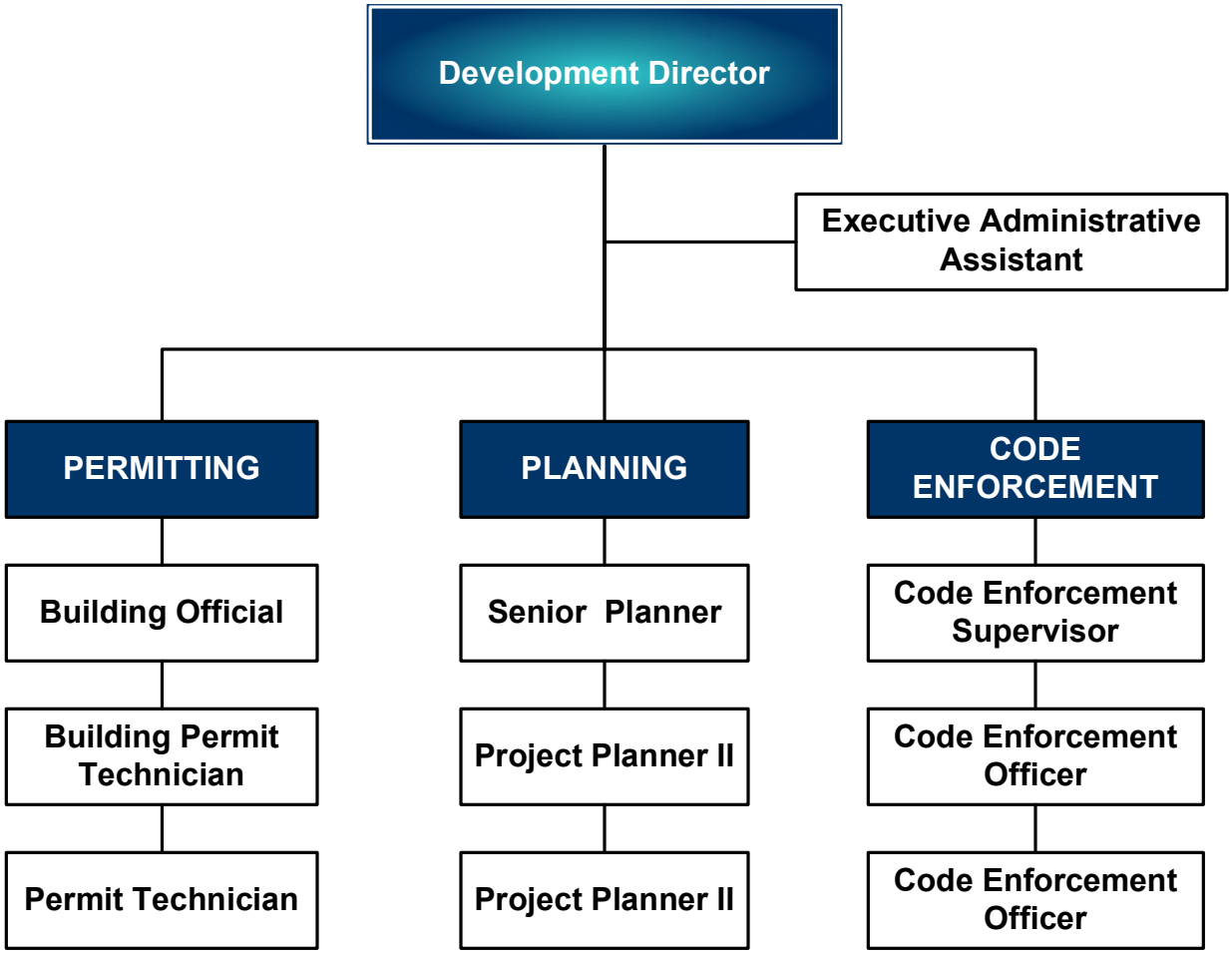
Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
409	FIREMEDIC	04 8	63,602.05	1.00	04 8	63,602	0	1.00	04 8	63,602	0	1.00	04 8	63,602	0
409	FIREMEDIC	04 5	54,941.83	1.00	04 5	54,942	0	1.00	04 5	54,942	1,200	1.00	04 5	54,942	1,200
409	FIREMEDIC	04 1	45,200.79	1.00	04 1	45,201	3,720	1.00	04 1	45,201	3,720	1.00	04 1	45,201	3,720
409	FIREMEDIC	04 4	52,325.57	1.00	04 4	52,326	600	1.00	04 4	52,326	600	1.00	04 4	52,326	600
409	FIREMEDIC	04 1	45,200.79	1.00	04 1	45,201	0	1.00	04 1	45,201	0	1.00	04 1	45,201	0
409	FIREMEDIC	04 11	73,627.31	1.00	04 11	73,627	480	1.00	04 11	73,627	480	1.00	04 11	73,627	480
409	FIREMEDIC	04 3	49,833.86	1.00	04 3	49,834	600	1.00	04 3	49,834	600	1.00	04 3	49,834	600
409	FIREMEDIC	04 1	45,200.79	1.00	04 1	45,201	3,720	1.00	04 1	45,201	3,720	1.00	04 1	45,201	3,720
409	FIREMEDIC	04 9	66,782.15	1.00	04 9	66,782	960	1.00	04 9	66,782	960	1.00	04 9	66,782	960
409	FIREMEDIC	04 12	77,308.68	1.00	04 12	77,309	480	1.00	04 12	77,309	480	1.00	04 12	77,309	480
409	FIREMEDIC	04 1	45,200.79	1.00	02 3	43,073	1,320	1.00	04 1	45,201	1,320	1.00	04 1	45,201	1,320
				At FIREFIGHTER											
409	FIREMEDIC	04 1	45,200.79	1.00	04 1	45,201	3,000	1.00	04 1	45,201	3,000	1.00	04 1	45,201	3,000
409	FIREMEDIC	04 3	49,833.86	1.00	04 3	49,834	600	1.00	04 3	49,834	600	1.00	04 3	49,834	600
409	FIREMEDIC	04 1	45,200.79	1.00	04 1	45,201	600	1.00	04 1	45,201	600	1.00	04 1	45,201	600
412	FIREFIGHTER	02 10	60,608.60	1.00	02 10	60,609	480	1.00	02 10	60,609	480	1.00	02 10	60,609	480
412	FIREFIGHTER	02 1	39,068.84	1.00	02 1	39,069	0	1.00	02 1	39,069	0	1.00	02 1	39,069	0
412	FIREFIGHTER	02 1	39,068.84	1.00	02 1	39,069	0	1.00	02 1	39,069	0	1.00	02 1	39,069	0
412	FIREFIGHTER	02 8	54,973.75	1.00	02 8	54,974	0	1.00	02 8	54,974	0	1.00	02 8	54,974	0
413	FIRE INSPECTOR	16 1	41,544.61	1.00	16 1	41,704	1,020	1.00	16 1	41,704	1,020	1.00	16 1	41,704	1,020
602	EXEC SECR TO PUBL SAFETY	16 15	58,666.96	1.00	16 15	58,893	0	1.00	16 15	58,893	0	1.00	16 15	58,893	0
807	CUSTODIAN	02 8	25,203.59	0.35	02 8	8,855	0	0.35	02 8	8,855	0	0.35	02 8	8,855	0
	BUDGET PART-TIME			1.00	00 0	29,190	0	1.00	00 0	29,190	0	1.00	00 0	29,190	0
	BUDGET PS OVERTIME			1.00	00 0	249,600	0	1.00	00 0	249,600	0	1.00	00 0	249,600	0

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1201 FIRE/RESCUE

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
	BUDGET SPECIAL PAY			1.00 00	0	1,160	0	1.00 00	0	1,160	0	1.00 00	0	1,160	0
	BUDGET MERIT			1.00 00	0	7,675	0	1.00 00	0	30,350	0	1.00 00	0	30,350	0
		Count				44				44				44	
Total						3,059,107	41,219			3,087,431	43,019			3,087,431	43,019

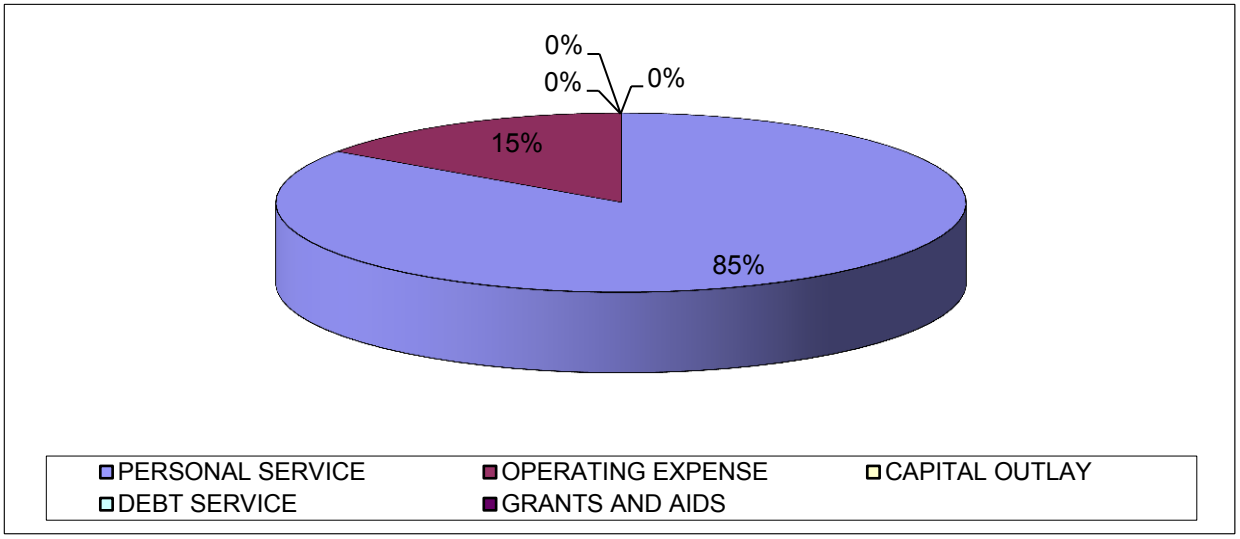
DEVELOPMENT
ORGANIZATIONAL CHART



Development

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	236,187	230,425	268,961
OPERATING EXPENSE	63,110	60,833	48,852
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**299,297**	**291,257**	**317,813**
Direct/Indirect Charges (Net)			**171,298**
Department Total Expense	**299,297**	**291,257**	**489,111**

Department Revenue Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
MISC DEVELOPMENT FEES	-	2,500	2,500
ZONING FEES	43,500	43,500	43,500
GREASE TRAP FEES	250	500	500
ALARM USER PERMIT FEE	13,870	13,870	13,870
MISC FEES/INSPECTIONS	-	-	-
SPECIAL PERMITS/BANNERS	-	-	-
Department Total Revenues	**57,620**	**60,370**	**60,370**



Budget Narrative
Fiscal Year 2012-2013

Fund: General
Department: Development (1210)

Departmental Activities and Service Level Description:
The City Development Department is responsible for the preparation and application of the City's Comprehensive Plan, Land Development Code, Building Codes and a variety of other ordinances. Department activities include building permits and inspections; zoning review and approvals; zoning review of business tax applications and renewals; fire alarm registration and yearly alarm decal renewals; land use changes; administrative variances; right-of-way abandonments; use of right-of-way revocable permits; amendments to the Comprehensive Plan, Land Development Code, Code of Ordinances and other planning documents. Other tasks include neighborhood planning, economic development initiatives and post disaster damage assessment. Further, department staff provides support to the City Commission, Local Planning Agency/Planning Advisory Board, Board of Adjustment, Code Enforcement Special Hearing Master, Community Redevelopment Agency (CRA) and Community Redevelopment Board (CRB). Support is also provided to Stuart Main Street, East Stuart Main Street and the Downtown Business Association (DBA). Also, the office interacts with the TCRPC, FDOT, DCA, SFWMD, DEP and Martin County MPO and various consultants as required. The department performs mapping functions and updates for our city maps in conjunction with the City's Geographic Information System.

Finally, the department provides planning support, training, and technical assistance to other City departments, agencies and the general public, including Emergency Management support, as well as various special projects as may be assigned by the City Manager and City Commission.

Staffing Levels:
With the elimination of an Assistant Development Director, Customer Service Supervisor, and Planner, the department underwent material downsizing in 2009-10 and expects to maintain a reduced workforce for the foreseeable future. At present, the department has ten (10) full time employees and one half-time employee. The department's current staffing level exceeds last year's roster by one half of a full time equivalent (FTE). Funding for a part time clerical assistant has been struck from the FY 12-13 proposed budget. The Department will continue to operate under a lean, no-frills spending plan. Whenever possible, work product will be produced "in-house." Outside consulting services will be used sparingly and only when absolutely necessary.

DEVELOPMENT:

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Director	1	1	1	1	1
Assistant Director	1	1	-	-	-
Building Official	1	1	1	1	1
Building Permit Technician/Reviewer	-	1	1	1	1
Executive Administrative Secretary	1	1	1	1	1
Planning Liaison Officer (Customer Service Supervisor)	1	1	-	-	-
Senior Project Planner	2	2	1	.5	-
Project Planner II	2	1	1	1	2
Senior Planner	-	-	-	.5	.5
Planning/Business Tax Technician	1	1	-	-	-
Permit Technician	1	1	1	1	1
Totals	**12**	**11**	**7**	**7**	**7.5**

CODE ENFORCEMENT:

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Code Enforcement Supervisor	-	1	1	1	1
Code Enforcement Officer CRA	1	-	-	-	-
Code Enforcement Officer	1	2	2	2	2
Totals	**3**	**3**	**3**	**3**	**3**

Major Budget or Service Level Changes:
For the first half of FY 2011-12, new residential and commercial development activities have risen slightly over the same period last year but remain well below a peak of activity in 2007. Recent developer inquiries indicate a potential for a few medium to large size commercial projects in the coming months. Redevelopment activities continue to encompass the lion's share of construction activities. Notwithstanding reductions in staff, the department remains committed to providing a high level of service with particular emphasis on troubleshooting customer problems and maintaining a timely review process. The Code Enforcement Division will continue to be proactive by seeking voluntary compliance whenever possible and promoting the benefits of the City's property maintenance code.

Indicators:	2008-09	2009-10	2010-11	2011-12	Projected 2012-13
Commission Agenda Items	160	70	80	56	56
Board Public Hearing/Workshop Items	350	102	110	30	30
Permits	1,100	1,050	1,200	1,200	1,200
Building Inspections	3,700	2,200	2,560	2,800	2,800

Department Objectives:
- Complete substantive re-write of the LDC.
- Enhance the department's in-house economic development capabilities, including data gathering and interpretation, land use studies, expedited review procedures, etc.
- Complete Environmental Lands Inventory
- Promote and implement Commercial Property Report (CPR) initiative and develop "Permit Ready" program in cooperation with the Martin County Business Development Board.
- Provide continuing support to the CRA.
- Continue to improve/streamline the permitting processes both manually and electronically.
- Promote and implement the City's new Energy Efficiency Ordinance.
- Continue scanning campaign to achieved reduced retrieval, return and storage costs.
- In tandem with efforts to bring about voluntary code compliance through education and community outreach, more aggressively address habitually neglected properties through effective use of the City's clean-up fund and lien recovery procedures.
- Complete Community Profile Document.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1210 **DEVELOPMENT**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	210,158	184,341	214,406	214,406	214,406	16.31%
514	OVERTIME	8,003	1,000	0	0	0	-100.00%
515	SPECIAL PAY	1,099	2,284	6,383	8,370	8,370	266.45%
521	FICA TAXES	16,392	14,353	16,890	17,042	17,042	18.73%
522	RETIREMENT CONTRIBUTIONS	20,724	9,686	11,639	11,639	11,639	20.17%
523	LIFE AND HEALTH INSURANCE	20,057	18,052	16,795	16,795	16,795	-6.96%
524	WORKERS' COMPENSATION	709	709	709	709	709	0.00%
525	UNEMPLOYMENT COMPENSATION	4,298	0	0	0	0	0.00%
Total	PERSONAL SERVICES	281,440	230,425	266,822	268,961	268,961	16.72%
531	PROFESSIONAL SERVICES	29,834	25,000	21,650	21,650	21,650	-13.40%
	MUNICODE UPDATES TO LDC & COMP PLAN (MAINTENANCE)			5,000	5,000	5,000	
	NORTHSTAR GEOMATICS			2,000	2,000	2,000	
	PLANNING SUPPORT/CONSULTING SERVICES/ECONOMIC DEV			13,000	13,000	13,000	
	TRAFFIC CONCURRENCY SERVICES			1,650	1,650	1,650	
534	OTHER SERVICES	20	5,250	3,250	3,250	3,250	-38.10%
	ARCHIVE MANAGEMENT SERVICES			1,000	1,000	1,000	
	MAINTENANCE CONTRACT - OFFICE EQUIPMENT			750	750	750	
	MUNICODE WEBSITE POSTING COMP PLAN & LDR			1,500	1,500	1,500	
541	COMMUNICATIONS SERVICES	3,948	4,970	4,970	4,970	4,970	0.00%
	MITEL LEASING (PHONE SETS)			2,400	2,400	2,400	
	SPRINT			1,600	1,600	1,600	
	WINDSTREAM COMMUNICATION			970	970	970	
542	FREIGHT/POSTAGE SERVICES	3,601	3,750	0	0	0	-100.00%
544	RENTALS AND LEASES	3,370	3,700	3,700	3,700	3,700	0.00%
	COPIER LEASE & USAGE			3,700	3,700	3,700	
545	INSURANCE	6,481	6,461	6,504	6,504	6,504	0.67%
	FLOOD INSURANCE PORTION			164	164	164	
	TRICO GENERAL LIABILITY INSURANCE			6,340	6,340	6,340	
546	REPAIR AND MAINTENANCE	384	500	300	300	300	-40.00%
	VM - REPAIR AND MAINTENANCE OF VEHICLES			300	300	300	
547	PRINTING AND BINDING	1,824	2,550	1,650	1,650	1,650	-35.29%
	FALSE ALARM DECALS			250	250	250	
	MAP REPRODUCTION			350	350	350	
	PRINTING LICENSES			500	500	500	
	SMALL PRINTING PROJECTS			550	550	550	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1210 **DEVELOPMENT**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
547	PRINTING AND BINDING	1,824	2,550	1,650	1,650	1,650	-35.29%
548	PROMOTIONAL ACTIVITIES	81	200	200	200	200	0.00%
	PROMOTIONAL ACTIVITIES			200	200	200	
549	OTHER CURRENT CHARGES	2,272	2,000	2,000	2,000	2,000	0.00%
	ELAVON CREDIT CARD FEES			2,000	2,000	2,000	
551	OFFICE SUPPLIES	2,325	2,750	1,950	1,950	1,950	-29.09%
	FILE FOLDERS & CARDS			300	300	300	
	MISCELLANEOUS OFFICE SUPPLIES			700	700	700	
	PENS, PENCILS, SCOTCH TAPE & OTHER EXPENDABLE MATERIALS			550	550	550	
	STATIONARY, ENVELOPES, LETTERHEAD & BUSINESS CARDS			400	400	400	
552	OPERATING SUPPLIES	689	1,402	1,378	1,378	1,378	-1.71%
	FUEL FOR VEHICLE - 57 GAS @ $4 P/G			228	228	228	
	INKJET & LASER PRINTER CARTRIDGES			750	750	750	
	PLOTTER INK CARTRIDGES & SUPPLIES			200	200	200	
	SMALL TOOLS & EQUIPMENT			200	200	200	
554	BOOKS AND MEMBERSHIPS	483	300	300	300	300	0.00%
	APA & AICP DUES			100	100	100	
	NOTARY CERTIFICATION			200	200	200	
555	TRAINING	393	2,000	1,000	1,000	1,000	-50.00%
	TRAINING/CONFERENCES			1,000	1,000	1,000	
Total	OPERATING EXPENSES	55,704	60,833	48,852	48,852	48,852	-19.69%
Division	DEVELOPMENT	337,144	291,257	315,674	317,813	317,813	9.12%
	COMMISSION			3,538	3,549	3,549	
	MANAGER			15,657	15,750	15,750	
	HUMAN RESOURCES			8,477	8,531	8,531	
	CITY CLERK			3,249	3,263	3,263	
	FINANCIAL SERVICES			13,292	13,364	13,364	
	INFORMATION SERVICES			27,010	27,702	27,702	
	CITY ATTORNEY			77,799	78,177	78,177	
	VEHICLE MAINTENANCE			1,045	1,052	1,052	
	BUILDING MAINTENANCE			14,099	14,042	14,042	
	CUSTOMER SERVICE			5,911	5,868	5,868	
	WS GENERAL GOV			0	0	0	
	Total Indirect Costs			170,077	171,298	171,298	
	Division + Consolidated + Indirect Charges:			485,751	489,111	489,111	

City of Stuart
2013 Fiscal Budget
Personnel Sheet

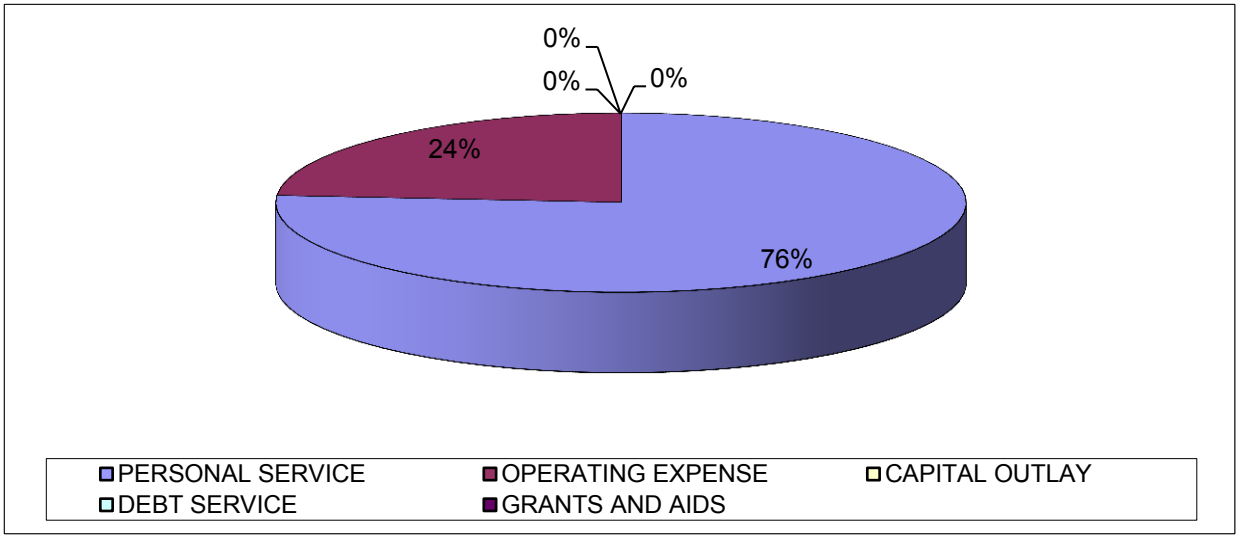
1210 DEVELOPMENT

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
104	DEVELOPMENT DIRECTOR	27 17	105,383.39	0.45	27 17	47,605	459	0.45	27 17	47,605	621	0.45	27 17	47,605	621
304	SENIOR PLANNER	20 8	60,034.56	0.50	20 8	30,133	1,440	0.50	20 8	30,133	1,440	0.50	20 8	30,133	1,440
304	PROJECT PLANNER II	18 5	50,515.49	1.00	18 5	50,710	2,400	1.00	18 5	50,710	2,400	1.00	18 5	50,710	2,400
304	PROJECT PLANNER II	18 9	55,766.42	1.00	18 9	55,981	1,020	1.00	18 9	55,981	1,020	1.00	18 9	55,981	1,020
602	EXEC ADMIN ASSISTANT	13 8	42,660.80	0.70	13 8	29,977	714	0.70	13 8	29,977	714	0.70	13 8	29,977	714
	BUDGET MERIT			1.00	00 0	350	0	1.00	00 0	2,175	0	1.00	00 0	2,175	0
	Count					5				5				5	
	Total					214,756	6,033			216,581	6,195			216,581	6,195

Building/Permit Division

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	300,316	310,121	302,077
OPERATING EXPENSE	48,291	106,772	94,149
CAPITAL OUTLAY	-	12,000	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**348,607**	**428,893**	**396,226**
Direct/Indirect Charges (Net)	110,052	103,777	**86,824**
Department Total Expense	**458,659**	**532,670**	**483,050**

Department Revenue Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
BUILDING PERMITS	372,965	491,548	377,715
COMPETENCY CARDS	40,000	25,500	25,500
Department Total Revenues	**412,965**	**517,048**	**403,215**



City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1211 **BUILDING/PERMIT DIVISION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	209,208	214,384	217,260	217,260	217,260	1.34%
513	OTHER SALARIES AND WAGES	13,426	13,004	13,004	13,004	13,004	0.00%
	PART-TIME EMPLOYEES			13,004	13,004	13,004	
514	OVERTIME	19,664	10,000	10,000	10,000	10,000	0.00%
	OVERTIME			10,000	10,000	10,000	
515	SPECIAL PAY	4,715	6,956	6,010	7,228	7,228	3.91%
521	FICA TAXES	17,986	18,404	18,530	18,601	18,601	1.07%
522	RETIREMENT CONTRIBUTIONS	23,214	12,046	11,610	11,610	11,610	-3.63%
523	LIFE AND HEALTH INSURANCE	34,073	34,619	31,943	23,665	23,665	-31.64%
524	WORKERS' COMPENSATION	709	709	709	709	709	0.00%
Total	PERSONAL SERVICES	322,995	310,121	309,066	302,077	302,077	-2.59%
531	PROFESSIONAL SERVICES	13,886	15,000	15,000	15,000	15,000	0.00%
	INSPECTION SERVICES			15,000	15,000	15,000	
534	OTHER SERVICES	4,529	5,250	5,250	5,250	5,250	0.00%
	ARCHIVE MANAGEMENT SERVICES			4,500	4,500	4,500	
	MAINTENANCE CONTRACT - OFFICE EQUIPMENT			750	750	750	
540	TRAVEL AND PER DIEM	0	2,500	2,500	2,500	2,500	0.00%
	LOCAL CONFERENCES			500	500	500	
	TRAINING SEMINARS			2,000	2,000	2,000	
541	COMMUNICATIONS SERVICES	2,091	2,370	2,370	2,370	2,370	0.00%
	MITEL LEASING (PHONE SETS)			1,300	1,300	1,300	
	SPRINT			700	700	700	
	WINDSTREAM COMMUNICATION			370	370	370	
542	FREIGHT/POSTAGE SERVICES	115	1,000	1,000	1,000	1,000	0.00%
	POSTAGE			1,000	1,000	1,000	
544	RENTALS AND LEASES	7,092	6,500	6,700	6,700	6,700	3.08%
	COPIER LEASE & USAGE			6,700	6,700	6,700	
545	INSURANCE	6,481	6,461	6,504	6,504	6,504	0.67%
	FLOOD INSURANCE PORTION			164	164	164	
	TRICO GENERAL LIABILITY INSURANCE			6,340	6,340	6,340	
546	REPAIR AND MAINTENANCE	1,312	250	250	250	250	0.00%
	REPAIR AND MAINTENANCE			250	250	250	
547	PRINTING AND BINDING	0	1,000	1,000	1,000	1,000	0.00%
	PRINTING			1,000	1,000	1,000	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1211 **BUILDING/PERMIT DIVISION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
548	PROMOTIONAL ACTIVITIES	0	52,000	44,000	44,000	44,000	-15.38%
	ADVERTISING			2,500	2,500	2,500	
	CONTRACTOR SEMINARS			8,000	8,000	8,000	
	INFORMATION PACKS			3,000	3,000	3,000	
	PERMIT FEE REBATES TO OWNERS			18,000	18,000	18,000	
	PUBLIC GREEN SEMINARS			8,000	8,000	8,000	
	REFRESHMENTS FOR SEMINARS			4,500	4,500	4,500	
549	OTHER CURRENT CHARGES	0	4,866	0	0	0	-100.00%
551	OFFICE SUPPLIES	489	2,000	2,000	2,000	2,000	0.00%
	FILE FOLDERS & CARDS			200	200	200	
	MISCELLANEOUS OFFICE SUPPLIES			350	350	350	
	PENS, PENCILS, SCOTCH TAPE & OTHER EXPENDABLE MATERIALS			500	500	500	
	PREPRINTED OFFICE FORMS			500	500	500	
	STATIONARY, ENVELOPES, LETTERHEAD & BUSINESS CARDS			450	450	450	
552	OPERATING SUPPLIES	2,322	1,275	1,275	1,275	1,275	0.00%
	INKJET & LASER PRINTER CARTRIDGES			1,275	1,275	1,275	
554	BOOKS AND MEMBERSHIPS	3,206	6,300	6,300	6,300	6,300	0.00%
	CEU TRAINING			2,000	2,000	2,000	
	MEMBERSHIP DUES			1,500	1,500	1,500	
	NOTARY CERTIFICATION			100	100	100	
	PROFESSIONAL PERIODICALS			700	700	700	
	REGISTRATION LOCAL SHORT COURSES			500	500	500	
	STATE BUILDING AND INTERNATIONAL CODE UPDATES			1,500	1,500	1,500	
555	TRAINING	529	0	0	0	0	0.00%
Total	OPERATING EXPENSES	42,051	106,772	94,149	94,149	94,149	-11.82%
564	MACHINERY AND EQUIPMENT	0	12,000	0	0	0	-100.00%
Total	CAPITAL OUTLAY	0	12,000	0	0	0	-100.00%
Division	BUILDING/PERMIT DIVISIO	365,046	428,893	403,215	396,226	396,226	-7.62%
	COMMISSION			2,874	2,883	2,883	
	MANAGER			12,721	12,797	12,797	
	HUMAN RESOURCES			6,889	6,933	6,933	
	CITY CLERK			2,642	2,653	2,653	
	FINANCIAL SERVICES			10,796	10,855	10,855	
	INFORMATION SERVICES			21,950	22,512	22,512	
	CITY ATTORNEY			11,105	11,159	11,159	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1211 **BUILDING/PERMIT DIVISION**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
VEHICLE MAINTENANCE			848	854	854	
BUILDING MAINTENANCE			11,455	11,409	11,409	
CUSTOMER SERVICE			4,805	4,770	4,770	
WS GENERAL GOV			0	0	0	
Total Indirect Costs			86,085	86,824	86,824	
Division + Consolidated + Indirect Charges:			489,300	483,050	483,050	

City of Stuart
2013 Fiscal Budget
Personnel Sheet

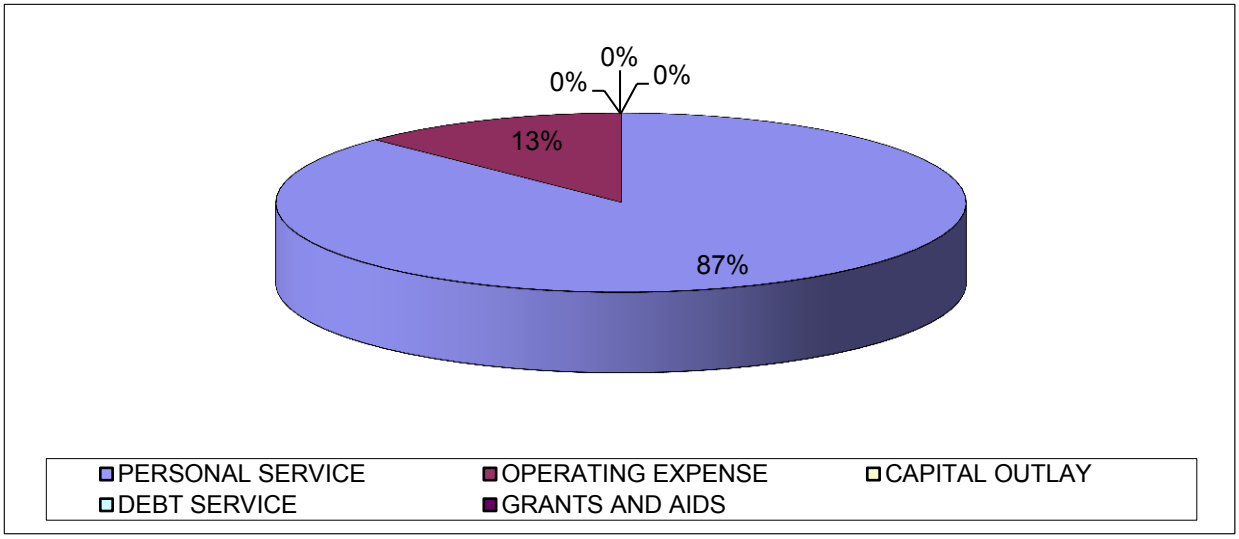
1211 BUILDING/PERMIT DIVISION

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
104	DEVELOPMENT DIRECTOR	27 17	105,383.39	0.30	27 17	31,737	306	0.30	27 17	31,737	414	0.30	27 17	31,737	414
202	BUILDING OFFICIAL	34 5	110,269.28	1.00	34 5	110,693	4,400	1.00	34 5	110,693	4,760	1.00	34 5	110,693	4,760
602	EXEC ADMIN ASSISTANT	13 8	42,660.80	0.20	13 8	8,565	204	0.20	13 8	8,565	204	0.20	13 8	8,565	204
614	PERMIT TECHNICIAN			1.00	09 4	31,889	0	1.00	09 4	31,889	0	1.00	09 4	31,889	0
	VACANT POSITION			1				1				1			
614	BUILDING PERMIT TECH	09 7	34,244.72	1.00	09 7	34,376	0	1.00	09 7	34,376	0	1.00	09 7	34,376	0
	BUDGET PART-TIME			1.00	00 0	13,004	0	1.00	00 0	13,004	0	1.00	00 0	13,004	0
	BUDGET OVERTIME			1.00	00 0	10,000	0	1.00	00 0	10,000	0	1.00	00 0	10,000	0
	BUDGET MERIT			1.00	00 0	1,100	0	1.00	00 0	1,850	0	1.00	00 0	1,850	0
		Count				5				5				5	
	Total					241,364	4,910			242,114	5,378			242,114	5,378

Code Enforcement

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	223,227	218,333	218,021
OPERATING EXPENSE	34,054	31,234	31,576
CAPITAL OUTLAY	-	-	-
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**257,281**	**249,567**	**249,597**
Direct/Indirect Charges (Net)			**38,804**
Department Total Expense	**257,281**	**249,567**	**288,401**

Department Revenue Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
CODE ENFORCEMENT FINES	15,000	20,000	20,000
CODE ENFORCEMENT FEES	6,100	7,500	7,500
Department Total Revenues	**21,100**	**27,500**	**27,500**



City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1212 **CODE ENFORCEMENT DIVISION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	167,734	172,321	174,352	174,352	174,352	1.18%
514	OVERTIME	517	0	0	0	0	0.00%
515	SPECIAL PAY	684	2,284	6,484	9,056	9,056	296.48%
521	FICA TAXES	12,712	13,357	13,834	14,031	14,031	5.04%
522	RETIREMENT CONTRIBUTIONS	16,186	8,721	9,268	9,268	9,268	6.27%
523	LIFE AND HEALTH INSURANCE	16,029	17,181	6,886	6,846	6,846	-60.15%
524	WORKERS' COMPENSATION	4,469	4,469	4,469	4,469	4,469	0.00%
Total	PERSONAL SERVICES	218,331	218,333	215,293	218,021	218,021	-0.14%
531	PROFESSIONAL SERVICES	4,200	7,000	7,000	7,000	7,000	0.00%
	SPECIAL HEARING MASTER - MAGISTRATE			7,000	7,000	7,000	
540	TRAVEL AND PER DIEM	1,391	1,756	1,756	1,756	1,756	0.00%
	FACE CE LEVEL I & III RECERTIFICATION			288	288	288	
	FACE CE LEVEL IV			1,229	1,229	1,229	
	FACE CEP SEMINAR			239	239	239	
541	COMMUNICATIONS SERVICES	1,250	1,425	2,120	2,120	2,120	48.77%
	MITEL LEASING (PHONE SETS)			1,100	1,100	1,100	
	VERIZON			700	700	700	
	WINDSTREAM COMMUNICATION			320	320	320	
542	FREIGHT/POSTAGE SERVICES	1,836	2,200	2,200	2,200	2,200	0.00%
	FREIGHT/POSTAGE SERVICES			2,200	2,200	2,200	
544	RENTALS AND LEASES	4,451	6,300	6,900	6,900	6,900	9.52%
	COPIER LEASE & USAGE			3,700	3,700	3,700	
	PITNEY BOWES			1,200	1,200	1,200	
	XEROX COPIER LEASE & USAGE (HALL)			2,000	2,000	2,000	
545	INSURANCE	6,481	6,461	6,504	6,504	6,504	0.67%
	FLOOD INSURANCE PORTION			164	164	164	
	TRICO GENERAL LIABILITY INSURANCE			6,340	6,340	6,340	
546	REPAIR AND MAINTENANCE	559	500	500	500	500	0.00%
	VM - REPAIR AND MAINTENANCE OF VEHICLES			500	500	500	
551	OFFICE SUPPLIES	357	600	500	500	500	-16.67%
	OFFICE SUPPLIES			500	500	500	
552	OPERATING SUPPLIES	2,724	3,172	2,276	2,276	2,276	-28.25%
	CAMERA SUPPLIES			300	300	300	
	EQUIPMENT AND SUPPLIES			600	600	600	
	FUEL FOR VEHICLE - 344 GAS @ $4 P/G			1,376	1,376	1,376	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1212 **CODE ENFORCEMENT DIVISION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
552	OPERATING SUPPLIES	2,724	3,172	2,276	2,276	2,276	-28.25%
554	BOOKS AND MEMBERSHIPS	484	750	750	750	750	0.00%
	FACE			60	60	60	
	IAFC			214	214	214	
	ICC			100	100	100	
	NAFI			55	55	55	
	NFPA			270	270	270	
	SUBSCRIPTIONS			51	51	51	
555	TRAINING	879	1,070	1,070	1,070	1,070	0.00%
	FACE CE LEVEL I & III RECERTIFICATION REGISTRATION			300	300	300	
	FACE CE LEVEL IV REGISTRATION			370	370	370	
	FACE CEP REGISTRATION			100	100	100	
	TESTING			300	300	300	
Total	OPERATING EXPENSES	24,612	31,234	31,576	31,576	31,576	1.10%
Division	CODE ENFORCEMENT DIVISI	242,943	249,567	246,869	249,597	249,597	0.01%
	COMMISSION			1,050	1,053	1,053	
	MANAGER			4,646	4,674	4,674	
	HUMAN RESOURCES			2,517	2,533	2,533	
	CITY CLERK			965	970	970	
	FINANCIAL SERVICES			3,947	3,968	3,968	
	INFORMATION SERVICES			8,021	8,226	8,226	
	CITY ATTORNEY			11,105	11,159	11,159	
	VEHICLE MAINTENANCE			309	311	311	
	BUILDING MAINTENANCE			4,185	4,168	4,168	
	CUSTOMER SERVICE			1,755	1,743	1,743	
	WS GENERAL GOV			0	0	0	
	Total Indirect Costs			38,500	38,804	38,804	
	Division + Consolidated + Indirect Charges:			285,368	288,401	288,401	
Dept	DEVELOPMENT	945,133	969,718	965,757	963,636	963,636	-0.63%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

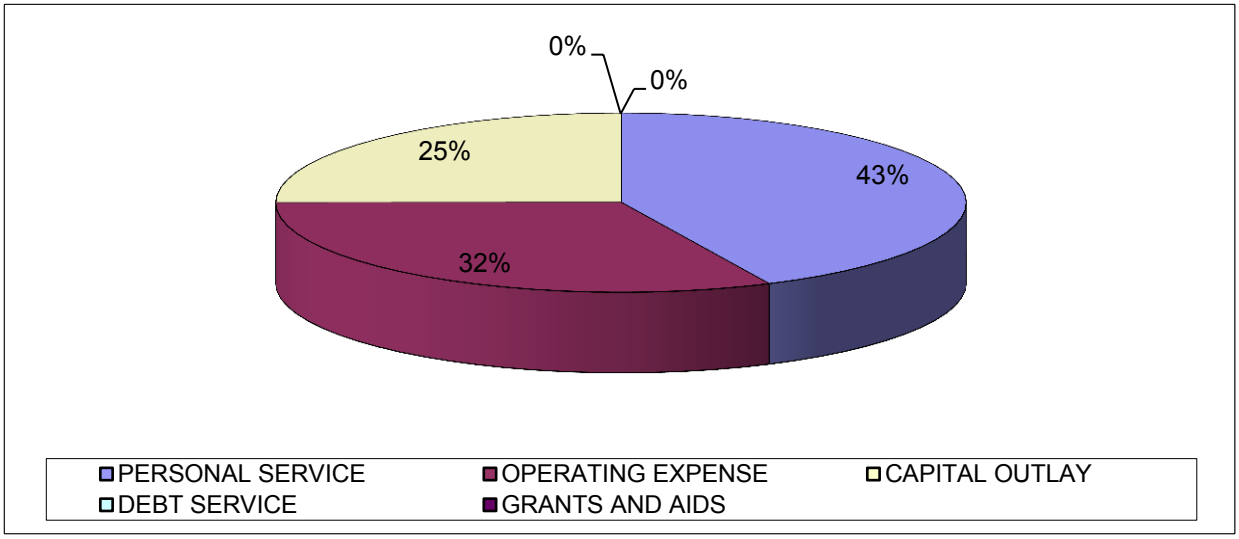
1212 CODE ENFORCEMENT DIVISION

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
104	DEVELOPMENT DIRECTOR	27 17	105,383.39	0.20	27 17	21,158	204	0.20	27 17	21,158	276	0.20	27 17	21,158	276
503	CODE ENFC SUPERVISOR	17 17	64,695.79	1.00	17 17	64,945	2,880	1.00	17 17	64,945	3,780	1.00	17 17	64,945	3,780
504	CODE ENFORCEMENT OFFICER	12 15	48,286.39	1.00	12 15	48,472	2,400	1.00	12 15	48,472	2,400	1.00	12 15	48,472	2,400
504	CODE ENFORCEMENT OFFICER	12 7	39,624.77	1.00	12 7	39,777	0	1.00	12 7	39,777	0	1.00	12 7	39,777	0
	BUDGET MERIT			1.00	00 0	1,000	0	1.00	00 0	2,600	0	1.00	00 0	2,600	0
		Count				4				4				4	
	Total					175,352	5,484			176,952	6,456			176,952	6,456

Community Services

Department Expenditure Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
PERSONAL SERVICE	561,435	554,546	549,287
OPERATING EXPENSE	340,853	370,523	408,974
CAPITAL OUTLAY	41,211	532,479	320,000
DEBT SERVICE	-	-	-
GRANTS AND AIDS	-	-	-
Total	**943,498**	**1,457,547**	**1,278,261**
Direct/Indirect Charges (Net)			**358,566**
Department Total Expense	**943,498**	**1,457,547**	**1,636,827**

Department Revenue Summary			
	Budget	Amended Budget	Proposed Budget
	FY 2011	FY 2012	FY 2013
STATE GRANT-RECREATION	-	-	112,500
LOCAL GRANT-RECREATION	199,130	336,630	199,130
NONTAXABLE RECREATION FEE	50,000	20,000	20,000
TAXABLE RECREATION FEE	35,000	5,000	5,000
SPECIAL EVENTS CHARGE	22,200	25,000	25,000
CONTRIBUTIONS/DONATIONS	20,000	5,000	5,000
TRANS FR OTHER FUNDS	-	-	-
TRANS FR RECREATION IMPCT	-	-	-
Department Total Revenues	**326,330**	**391,630**	**366,630**



Budget Narrative
Fiscal Year 2012-2013

Fund: General Fund
Department: Public Works
Division: Community Services (1242)

Departmental Activities and Service Level Description:

Community Services is a division within the Public Works Department. The function of the Community Services Division is to provide support services to the public, thereby improving the quality of life for our residents and visitors. Our mission is to continue building our community by coordinating cost effective programs in the following focus areas: cultural arts, wellness, sports, tourism, festival management, and providing guidance to the numerous 501(c) 3 community groups that meet and plan events in the City of Stuart. The Community Services Division also coordinates and schedules traditional recreation programs, processes special events permits (parks and facility rentals, banner permits), conducts promotional activities, special events, and sports activities. Support of other Departments is provided by the opening and staffing of the employee Family Shelter Service Center and EOC in the event of emergency, and provides assistance for City meetings, training, employee health fairs, etc.

Major Change
In 2011 the Community Services Division successfully recruited a partner (The Lyric Theatre) to manage the Flagler Center which allowed for additional high quality cultural programs for the residents of Stuart. This partnership allowed the City to not only make the best use of the Flagler Center but realize a considerable cost savings beginning in fiscal 2010-2011.

Special Events:
As a result of the Community Service Division's award winning RiverWalk Jazz Series, the City inspired the Downtown Business Association to feature music every Sunday during the season with their "Rockin' RiverWalk" Series. The City also completed the RiverWalk Sail Shade Structure & LED Lighting project in 2012. Due to this project, the momentum of the Sunday concerts has stimulated interest in a Friday night concert series called "MusicFest on the RiverWalk", on the second and third Friday's of each month.

The Division is aggressively looking for additional sponsors to bring back "jazz arts" to downtown by creating another event series on the RiverWalk Stage in 2012-13. It is important to note these projects are entirely funded by the private sector. The Community Services Division started promoting concerts downtown in 2007 and continues to serve as an advisor to assure the logistics for the downtown business district.

The Community Services Division serves the public by coordinating the entire Special Events Permitting Process with a "one-stop-shop" system for event planners, providing a single point of contact for the entire process for any questions and advice.

In 2012 the Community Services Division created the Community Services Advisory Board (CSAB). The CSAB serves as both an advisory board and a fundraising arm for the 10th Street Community Center. The major goal of the CSAB is to assist in the creation of a master plan for the 10th Street property. In addition to being one of the City's prominent advisory boards, the CSAB will assist the City in funding some of the improvements to the facilities and its programming needs, thereby strengthening the City's public/private partnerships. For example, the CSAB sponsored a workshop for the 10th Street Community Center and the 3rd Annual "City of Stuart 4 Ball Championship Golf Tournament" benefitting the Center. A master plan for the 10th Street property will result from the workshop and funding sources will be identified for construction and maintenance of the property.

Staffing Levels:
Currently, the Community Services Division operates with a full time staff consisting of (1) Division Manager, (1) Program Supervisor, (1) Division Assistant, (1) Office Assistant I and (3) new Program Leaders.

Position Title	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Director	1	1	*0	-	-
Asst. Director/ Division Manager	1	1	1	1	1
Supervisor II/ Program Supervisor	2	2	1	1	1
Supervisor I	**2	**2	-	-	-
Division Asst./Special Event Coordinator	-	***1	1	****1	1
Office Assistant I	2	1	1	1	1
Custodian	2	2	0	0	0
Program Leader	-	-	-	*****3	3
Facility Attendant	-	-	-	*****1	0
Totals	**8**	**8**	**5**	**8**	**7**

** Director Position Eliminated - Early Separation*
*** 2 Frozen Supervisor I Positions (now eliminated)*
**** 1 Division Assistant Added*
***** Division Assistant added responsibilities (Special Event Coordinator)*
****** New Full Time Positions - (Facility Attendant was not approved)*

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Program Registrations	4,500	4,500	4,000	4,000	* 800/3,600
Programs/Special Events/Activities	150	150	175	200	** 26/79
Facility / Park Rentals	300	300	350	360	420
Special Events Permits Issued	100	100	125	175	180
Grant Revenue Received (CSC)	$197,694	$197,694	$203,625	$199,129	$199,129
Corporate Sponsorships Revenue (CSAB)	$20,000	$20,000	$20,000	$25,000	$25,000
In-Kind Sponsorships	$150,000	$200,000	$200,000	$200,000	***$200,000
FIND Grant RiverWalk	-	-	$108,000	$107,963	-
FIND Shepard Park	-	-	$80,000	-	$112,500

2012-13 Evaluations are based on the following*:*
** 800 = Customers enrolled in basic program. 3,600 = participation in the program's additional activities*
*** 26 = Programs/Special Events & 10th Street Afterschool Program 79 = total program series*
**** Represents all the Downtown Concerts & Special Event Sponsors that our Division helps to manage*

Major Budget or Service Level Changes

In FY 2010-11 budget reductions impacted the Community Services Division in many ways. The division saw reductions in recreation programs, shifted programs and services throughout the Division and changed the operating hours of the centers to balance budget cuts. Traditional recreational programs at Flagler transferred to 10th Street or the Shuffleboard Court building at Memorial Park.

In FY 2011-12 three part time positions were converted to full time to Program Leaders to add more oversight to the grant funded afterschool program and to focus on the three new program areas at 10th Street: Wellness, Cultural Arts and Community Programming. The large meeting room was also renovated to accommodate the new program initiatives and also to serve as an improved rental space. The 10th Street Community Center now features a state-of-the-art Stage with sound system and LED theatre lighting for City programs and rentals.

For the 11th consecutive year, the Division has been awarded a Children's Services Council Grant for the East Stuart Youth Initiative Program that will reimburse the Division $199,130 for staff, programs and services. The Financial Services Department serves as the lead grant administrator and fiscal agent for the entire grant program made up of collaborating agencies including the Boys & Girls Club, Stuart Police Department YIO and the Tykes and Teens Alternative to Out of School Suspension Program.

Organizations (serve on board or members)
Community Services Advisory Board, Stuart Main Street, East Stuart Main Street, The Downtown Business Association, Convention Visitor's Bureau, Florida Recreation & Parks Association & Florida Festival & Events Association and the Friends of Memorial Park.

Events (assist the events, coordinate or produce)
Dancing in the Streets, Fourth of July, Martin Luther King, Christmas Parade & build a Children's float, Easter Egg Hunt, Family Fun Fest/Miracle on 10th Street, CSAB Golf Tournament, Rockin' RiverWalk (every Sunday during Season), MusicFest on the RiverWalk, Pirates Fest, WaterFest, City Picnic, End of the Year Dance Recital, Boy's and Girls Club Talent show, National Night Out, The Lily Boat Trips & Paddleboat sailing tours, The Big Taste of Martin County, Hobgoblin Parade.

New Programs

Cultural Arts: 10th Street Culinary Program; Drama; New Concert Series in Downtown, Broadcasting Class - Sailfish News Network (SNN); Assist with Public Works Department's new environmental awareness festival "WaterFest" in Memorial Park.

Wellness: Lead participation with City's Wellness Initiative**;** Presidents Fitness Challenge**;** Track, Adult Flag Football; Co-Ed Softball

Community Programming: 10th Street Community Nights Billiards & Dominos Championship.

Community Services Division Objectives:

- Guide and moderate the Community Services Advisory Board (CSAB).
- Create new and innovative programs opportunities for the 10th Street Community Center.
- Serve on various boards as an ex-officio member, representing the City of Stuart.
- Assist in the coordination of all the cultural arts events in the downtown district.

- Administer all Special Events Permits for the city both public & private.
- Create additional public/private sponsorship arrangements to improve the quality of existing activities and events in the community as well as develop new opportunities.
- Increase community involvement and revenue production of the Division through sponsorships and in-kind donations.
- Continue to explore current market values and trends as they relate to recreation programs, community services, fees and operating expenses.
- Continue building effective collaborative working partnerships with community organizations and businesses in order to further the objectives of the Division and the City of Stuart.
- Identify and make applications for grant funding opportunities available through the Children's Services Council-Martin County (CSCMC), Florida Recreation Development and Assistance Program (FRDAP), Land and Water Conservation Fund (LWCF), Florida Inland Navigational District (FIND) and the Florida Boating Improvement Program (FBIP) to improve City funded initiatives.
- Create a master plan for the redevelopment of 10th Street with the CSAB input.
- Create a design and identify funding opportunities for the Memorial Park Amphitheatre with the Friends of Memorial Park committee.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1242 **10TH STREET REC CENTER**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	111,459	274,972	276,029	274,460	274,460	-0.19%
Grant	GRANT- REIMBURSABLE PORTION OF FT SALARIES CSC GRANT+			76,908	76,908	76,908	
	REGULAR SALARIES / WAGES			199,121	197,552	197,552	
513	OTHER SALARIES AND WAGES	132,264	98,645	106,458	106,458	106,458	7.92%
Grant	GRANT - REIMBURSABLE P/T SALARIES (REIMB BY CSC GRANT)+			65,292	65,292	65,292	
	P/T SALARIES FOR PROGRAMS			41,166	41,166	41,166	
514	OVERTIME	3,514	3,700	3,700	3,700	3,700	0.00%
	O/T FOR FLOOR WAXING / MAINTENANCE			1,700	1,700	1,700	
	O/T TO SUPPORT DEPT. OPERATIONS/PROGRAMS			2,000	2,000	2,000	
515	SPECIAL PAY	234	6,520	3,520	7,040	7,040	7.98%
521	FICA TAXES	18,174	23,445	29,813	29,962	29,962	27.80%
522	RETIREMENT CONTRIBUTIONS	22,736	16,302	12,686	12,605	12,605	-22.68%
523	LIFE AND HEALTH INSURANCE	26,584	35,136	55,573	51,590	51,590	46.83%
524	WORKERS' COMPENSATION	5,221	11,843	11,843	11,843	11,843	0.00%
525	UNEMPLOYMENT COMPENSATION	8,014	0	0	0	0	0.00%
Total	PERSONAL SERVICES	328,200	470,562	499,621	497,657	497,657	5.76%
531	PROFESSIONAL SERVICES	0	25,000	10,000	10,000	10,000	-60.00%
	GENERAL PROF. SRVS. MEMORIAL PARK			10,000	10,000	10,000	
534	OTHER SERVICES	41,246	53,395	53,545	53,545	53,545	0.28%
	BM-ALARM MONITORING - FIRE			300	300	300	
	BM-ALARM MONITORING - SECURITY			700	700	700	
	BM-QUARTERLY FIRE SPRINKLER TESTING/INSPECTIONS			350	350	350	
	FIELD TRIP REIMBURSEMENT			3,000	3,000	3,000	
Grant	GRANT CONTRACT INSTRUCTORS (REIMBURSED BY CSC GRANT)+			30,049	30,049	30,049	
	INSTRUCTORS FOR COMMUNITY PROGRAM INITIATIVES			19,146	19,146	19,146	
540	TRAVEL AND PER DIEM	0	800	1,000	1,000	1,000	25.00%
	FLORIDA FESTIVAL & EVENTS CONFERENCE			500	500	500	
	FLORIDA RECREATION & PARKS CONFERENCE (TRAINING/CEU'S)			500	500	500	
541	COMMUNICATIONS SERVICES	1,883	2,660	3,120	3,120	3,120	17.29%
	MITEL LEASING (PHONE SETS)			1,220	1,220	1,220	
	WINDSTREAM COMMUNICATION			1,900	1,900	1,900	
542	FREIGHT/POSTAGE SERVICES	4	0	100	100	100	0.00%
	MAILING/SHIPPING			100	100	100	
543	UTILITY SERVICES	28,071	31,375	29,900	29,900	29,900	-4.70%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1242 **10TH STREET REC CENTER**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
543	UTILITY SERVICES	28,071	31,375	29,900	29,900	29,900	-4.70%
	ELECTRIC			20,000	20,000	20,000	
	WATER/SEWER			9,900	9,900	9,900	
544	RENTALS AND LEASES	56	100	1,300	1,300	1,300	1200.00%
	COPIER LEASE & USAGE			1,300	1,300	1,300	
545	INSURANCE	14,120	14,082	14,162	14,162	14,162	0.56%
	FLOOD INSURANCE PORTION			306	306	306	
	FUEL STORAGE TANK INSURANCE (1SM)			138	138	138	
	TRICO GENERAL LIABILITY INSURANCE			13,718	13,718	13,718	
546	REPAIR AND MAINTENANCE	2,821	3,250	3,250	3,250	3,250	0.00%
	BM - MISC. BUILDING REPAIRS TO CENTER AND PARK			1,500	1,500	1,500	
	MISC. REPAIRS TO REC. CENTER & EQUIPMENT			750	750	750	
	VM - REPAIR AND MAINTENANCE OF VEHICLES			1,000	1,000	1,000	
548	PROMOTIONAL ACTIVITIES	28,022	25,375	23,500	23,500	23,500	-7.39%
	CAMP PROGRAMS/ACTIVITIES/FIELD TRIPS			11,000	11,000	11,000	
	CONSUMABLE GOODS FOR PROGRAMS/ACTIVITIES/ETC.			2,000	2,000	2,000	
Grant	GRANT - ACTIVITIES/SUPPLIES (REIMB BY CSC GRANT)+			2,500	2,500	2,500	
	SEACOAST CONTRIBUTION (TRANSFER FROM 1240)			4,000	4,000	4,000	
	SPECIAL EVENT PROGRAMS/ACTIVITIES/SUPPLIES			1,500	1,500	1,500	
	SPORTS PROGRAM/CAMP/TOURNAMENT/ACTIVITIES SUPPLIES			1,500	1,500	1,500	
	TEEN ACTIVITY SUPPLIES			1,000	1,000	1,000	
549	OTHER CURRENT CHARGES	2,255	13,200	5,530	5,530	5,530	-58.11%
	ACTIVENET FEES			3,300	3,300	3,300	
	ELAVON CREDIT CARD FEES			480	480	480	
	MISC. COPYRIGHT LICENSES (MOVIES/MUSIC/ETC.) ASCAP/BMI			1,350	1,350	1,350	
	MUSCO CONTROL LINK LIGHTING			400	400	400	
551	OFFICE SUPPLIES	2,300	5,500	3,500	3,500	3,500	-36.36%
Grant	GRANT - MISC. OFFICE SUPPLIES (REIMB BY CSC GRANT)+			1,000	1,000	1,000	
	MISC. OFFICE SUPPLIES			1,000	1,000	1,000	
	PRINTER CARTRIDGES			1,000	1,000	1,000	
	PRINTING PAPER/PAPER PRODUCTS			500	500	500	
552	OPERATING SUPPLIES	7,601	5,980	5,732	5,732	5,732	-4.15%
	FIRST AID SUPPLIES FOR PROGRAMS/CAMPS/ACTIVITIES			650	650	650	
	FUEL FOR VEHICLES - 895 GAS @ $4 P/G			3,582	3,582	3,582	
	MISC. OPERATING SUPPLIES (UNDER $750)			1,000	1,000	1,000	
	MISC. SPORTS EQUIPMENT (UNDER $750)			500	500	500	
554	BOOKS AND MEMBERSHIPS	0	1,450	1,200	1,200	1,200	-17.24%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1242 **10TH STREET REC CENTER**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
FLORIDA FESTIVAL & EVENTS CONFERENCE REGISTRATION			400	400	400	
FLORIDA FESTIVAL & EVENTS MEMBERSHIP			250	250	250	
FLORIDA RECREATION & PARKS MEMBERSHIP			300	300	300	
FRPA CONFERENCE REGISTERATION (EDUCATIONAL)			250	250	250	
Total OPERATING EXPENSES	128,379	182,167	155,839	155,839	155,839	-14.45%
562 BUILDINGS	11,839	40,000	0	0	0	-100.00%
Total CAPITAL OUTLAY	11,839	40,000	0	0	0	-100.00%
Division 10TH STREET REC CENTER	468,418	692,729	655,460	653,496	653,496	-5.66%
122 TURF AND GROU 546 RP-MISC REPAIRS TO PARKS & REC			1,000	1,000	1,000	
Total Consolidated Costs			1,000	1,000	1,000	
COMMISSION			10,404	10,437	10,437	
MANAGER			55,402	55,733	55,733	
HUMAN RESOURCES			30,000	30,191	30,191	
CITY CLERK			6,675	6,704	6,704	
FINANCIAL SERVICES			64,397	64,748	64,748	
INFORMATION SERVICES			60,821	62,378	62,378	
CITY ATTORNEY			14,341	14,410	14,410	
VEHICLE MAINTENANCE			6,375	6,419	6,419	
BUILDING MAINTENANCE			98,643	98,243	98,243	
CUSTOMER SERVICE			9,372	9,303	9,303	
WS GENERAL GOV			0	0	0	
Total Indirect Costs			356,430	358,566	358,566	
Division + Consolidated + Indirect Charges:			1,012,890	1,013,062	1,013,062	

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1242 10TH STREET REC CENTER

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
209	COMM SVCS DIV MANAGER	21 9	64,527.32	1.00	21 9	64,776	1,020	1.00	21 9	64,776	1,020	1.00	21 9	64,776	1,020
501	PROGRAM LEADER	07 7	31,007.77												
501	PROGRAM LEADER	07 7	31,007.77	1.00	07 7	31,127	0	1.00	07 7	31,127	0	1.00	07 7	31,127	0
501	PROGRAM LEADER	07 7	31,007.77	1.00	07 7	31,127	0	1.00	07 7	31,127	0	1.00	07 7	31,127	0
501	PROGRAM LEADER			1.00	07 7	31,127	0	1.00	07 7	31,127	0	1.00	07 7	31,127	0
	VACANT POSITION			1				1				1			
502	PROGRAM SUPERVISOR	14 13	50,627.82	1.00	14 13	50,823	0	1.00	14 13	50,823	1,020	1.00	14 13	50,823	1,020
604	DIVISION ASSISTANT	12 1	34,177.75	1.00	12 1	34,309	0	1.00	12 1	34,309	0	1.00	12 1	34,309	0
612	OFFICE ASSISTANT I	05 11	31,052.42	1.00	05 13	32,741	0	1.00	05 11	31,172	0	1.00	05 11	31,172	0
	BUDGET PART-TIME			1.00	00 0	106,458	0	1.00	00 0	106,458	0	1.00	00 0	106,458	0
	BUDGET OVERTIME			1.00	00 0	3,700	0	1.00	00 0	3,700	0	1.00	00 0	3,700	0
	BUDGET MERIT			1.00	00 0	2,500	0	1.00	00 0	5,000	0	1.00	00 0	5,000	0
		Count				7				7				7	
	Total					388,687	1,020			389,618	2,040			389,618	2,040

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1243 **PARK FACILITIES**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	63,334	46,807	24,023	24,023	24,023	-48.68%
514	OVERTIME	4,305	5,000	5,000	5,000	5,000	0.00%
	O/T TO SUPPORT SPORTS/TOURNAMENTS/CAMPS/ETC.			5,000	5,000	5,000	
515	SPECIAL PAY	280	1,000	500	1,000	1,000	0.00%
521	FICA TAXES	4,567	4,040	2,259	2,297	2,297	-43.14%
522	RETIREMENT CONTRIBUTIONS	6,467	2,544	1,244	1,244	1,244	-51.08%
523	LIFE AND HEALTH INSURANCE	25,334	19,983	13,455	13,455	13,455	-32.67%
524	WORKERS' COMPENSATION	4,611	4,611	4,611	4,611	4,611	0.00%
Total	PERSONAL SERVICES	108,898	83,984	51,092	51,630	51,630	-38.52%
531	PROFESSIONAL SERVICES	0	1,650	0	0	0	-100.00%
534	OTHER SERVICES	0	1,500	1,500	1,500	1,500	0.00%
	TG - LIGHTING REPAIRS AT PARKS			1,500	1,500	1,500	
541	COMMUNICATIONS SERVICES	447	400	850	850	850	112.50%
	WINDSTREAM COMMUNICATION			850	850	850	
543	UTILITY SERVICES	159,104	139,020	130,000	130,000	130,000	-6.49%
	ELECTRIC			80,000	80,000	80,000	
	WATER/SEWER			50,000	50,000	50,000	
545	INSURANCE	7,985	7,985	7,985	7,985	7,985	0.00%
	TRICO GENERAL LIABILITY INSURANCE			7,985	7,985	7,985	
546	REPAIR AND MAINTENANCE	22,515	30,300	30,300	30,300	30,300	0.00%
	BM - MISC. IRRIGATION REPAIRS AT REC. CENTERS & PARKS			2,200	2,200	2,200	
	BM - MISC. REPAIRS TO PARKS FACILITY BUILDING			1,200	1,200	1,200	
	TG - BLADE SHARPENING FOR REEL MOWERS			1,200	1,200	1,200	
	TG - CHEMICALS FOR BALL FIELDS, PARKS AND CITY HALL			9,500	9,500	9,500	
	TG - CLAY, TOP SOIL, AND SAND FOR BALL FIELDS			5,800	5,800	5,800	
	TG - FENCE REPAIRS AT BALL FIELDS AND PARK FACILITIES			2,000	2,000	2,000	
	TG - MISC. FLD.MAINT. MATERIALS (CHALK, SURFACE, PAINT)			3,000	3,000	3,000	
	TG - OVERSEED (RYE GRASS) FOR BALL FIELDS			3,500	3,500	3,500	
	TG - SIGN REPAIRS AT BALL FIELD AND PARK FACILITIES			200	200	200	
	TG - SOD REPAIRS AT BALL FIELDS AND PARK FACILITIES			500	500	500	
	VM - MISC. REPAIRS TO PARK FACILITY EQUIPMENT			1,200	1,200	1,200	
549	OTHER CURRENT CHARGES	0	0	25,000	75,000	75,000	0.00%
	MARTIN COUNTY NORTH LITTLE LEAGUE			25,000	75,000	75,000	
552	OPERATING SUPPLIES	746	7,500	7,500	7,500	7,500	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1243 **PARK FACILITIES**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
552	OPERATING SUPPLIES	746	7,500	7,500	7,500	7,500	0.00%
	TG - MISC. EQUIPMENT REPLACEMENT (OVER $1000)			3,000	3,000	3,000	
	TG - MISC. EQUIPMENT REPLACEMENT (UNDER $1000)			1,500	1,500	1,500	
	TG - REPLACEMENT WINDSCREEN AT PARK FACILITIES			1,500	1,500	1,500	
	TG - REPLACEMENT BENCHES & TABLES AT PARK FACILITIES			1,500	1,500	1,500	
Total	OPERATING EXPENSES	190,797	188,355	203,135	253,135	253,135	34.39%
562	BUILDINGS	3,141	225,000	0	0	0	-100.00%
563	INFRASTRUCTURE	28,231	300,479	320,000	320,000	320,000	6.50%
New	!FIND GRANT - SHEPARD PARK SEAWALL			112,500	112,500	112,500	
New	!GRANT MATCH (INFRAS. SLS TAX) - SHEPARD PARK SEAWALL			112,500	112,500	112,500	
	MEMORIAL PARK RESTROOM (INFRASTRUCTURE SALES TAX)			95,000	95,000	95,000	
564	MACHINERY AND EQUIPMENT	4,591	7,000	0	0	0	-100.00%
Total	CAPITAL OUTLAY	35,962	532,479	320,000	320,000	320,000	-39.90%
Division	PARK FACILITIES	335,657	804,818	574,227	624,765	624,765	-22.37%
	Division + Consolidated + Indirect Charges:			574,227	624,765	624,765	
Dept	COMMUNITY SERVICES	932,930	1,497,547	1,229,687	1,278,261	1,278,261	-14.64%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1243 PARK FACILITIES

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
809	LABORER I	02 6	23,931.13	1.00	02 6	24,023	0	1.00	02 6	24,023	0	1.00	02 6	24,023	0
	BUDGET OVERTIME			1.00	00 0	5,000	0	1.00	00 0	5,000	0	1.00	00 0	5,000	0
	BUDGET MERIT			1.00	00 0	500	0	1.00	00 0	1,000	0	1.00	00 0	1,000	0
		Count				1				1				1	
	Total					29,523	0			30,023	0			30,023	0

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

1290 **GENERAL NON-OPERATING**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
571	PRINCIPAL	222,169	227,169	264,000	264,000	264,000	16.21%
	2004 GO BONDS (7/1/2034)			210,000	210,000	210,000	
	2012 NON-ADVAL REF REV NOTE (5/1/27)			54,000	54,000	54,000	
572	INTEREST	384,634	376,122	342,320	342,320	342,320	-8.99%
	2004 GO BONDS (7/1/2034)			318,651	318,651	318,651	
	2012 NON-ADVAL REF REV NOTE (5/1/2027)			23,669	23,669	23,669	
573	OTHER DEBT SERVICE COSTS	1,726	1,750	1,750	1,750	1,750	0.00%
	DEBT ADMIN FEE (FMLC)			1,250	1,250	1,250	
	DEBT ADMIN FEE (GO BOND)			500	500	500	
Total	DEBT SERVICE	608,528	605,041	608,070	608,070	608,070	0.50%
591	INTRAGOVERNMENTAL TRANSFS	484,354	594,158	189,729	189,729	189,729	-68.07%
	REPAY FUND BALANCE FOR DOCKSIDE LOAN			189,729	189,729	189,729	
Total	OTHER USES	484,354	594,158	189,729	189,729	189,729	-68.07%
Division	GENERAL NON-OPERATING	1,092,882	1,199,199	797,799	797,799	797,799	-33.47%
	Division + Consolidated + Indirect Charges:			797,799	797,799	797,799	
Dept	GENERAL NON-OPERATING	1,092,882	1,199,199	797,799	797,799	797,799	-33.47%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Fund	GENERAL	20,967,191	20,042,282	19,816,171	19,852,517	19,852,517	-0.95%

FLEET MANAGEMENT POLICY

TO: Department Heads

FROM: Dan Hudson, City Manager

DATE: June 10, 2010

SUBJECT: Fleet Management

To establish a more coordinated, cost-effective program of fleet management for assets necessary to meet the operating requirements of city departments, the following Fleet Management Policy will be followed related to acquisition, fueling, maintenance, replacement, disposition, and administration of all vehicles, motorized equipment, rolling stock, and related equipment.

POLICY

It is the policy of the City of Stuart to acquire only those assets required to fulfill the responsibilities of the City, and to use those assets in a cost-effective, controlled fashion as described herein. In the context of this document, the term "fixed assets" is described as all vehicles, motorized equipment, rolling stock, and related equipment, controlled, and maintained by the Vehicle Maintenance Team.

Acquisition

New fleet assets will not be acquired unless fully justified by functional requirements of the using department and approved by the City Manager through the annual budget process. Replacement fleet assets will not be acquired unless a continuing need exists and the existing fleet asset is no longer economical to continue to use, has completed its scheduled life cycle or is damaged beyond reasonable repair. Additional fleet assets must have information available justifying the purchase. This information must be forwarded to the Vehicle Maintenance Team before a requisition can be submitted to the Purchasing Division. The using department must provide an analysis of hybrid-electric options for all small truck and sedan vehicles and alternative fuel options for larger trucks and specialty equipment. All new fleet replacement assets must be delivered to the vehicle maintenance facility where the asset will be thoroughly examined, licensed, and prepared for use by the using department. A replacement asset will not be assigned to a department until the replacement has been taken out of service and delivered to the vehicle maintenance facility. Unless specifically instructed by the City Manager, all assets will be subject to city logos on front door panels.

The following table shall be utilized as a planning tool for vehicle and equipment replacement.

City of Stuart
Vehicle Replacement Criteria

Vehicle Description:	**Age/Miles**
Car	10 years or 100,000
Police Pursuit Car	8 years or 100,000
Pickup, Sport Utility Vehicle	10 years or 100,000
Van (passenger & cargo)	10 years or 100,000
Medium & Heavy Dump Trucks, Utility Truck, Bucket Truck, Flatbed & Stakebed Truck	10 years or 120,000
Front Loading Sanitation Truck	8 years or 100,000
Rear Loading Sanitation Truck	10 years or 100,000
Side Loading Sanitation Truck	8 years or 100,000
Lightning Loader Sanitation Truck	10 years or 100,000
Construction Equipment:	
Rubber Tire Loader, Backhoe/Loader Combination	10 years
Forklift	15 years
Grounds & Small Engine Equipment: Tractor, Mower, Sprayer, Leaf Loader, Tar Kettles	10 years
Trailer Mounted Compressor	10 years
Skid-Steer Loader	10 years
Trailers and Non-Motorized Equipment:	15 years
Fire Apparatus	
Engine Truck	10-15 years
Ladder Truck	15-20 years
Ambulance	12-15 years

During the annual budgeting process all fleet assets that meet the above criteria shall be further evaluated using the following criteria to determine which units are ***eligible for replacement consideration.***

1. Year of Vehicle: One (1) point is assigned for each year of chronological age, based on "in-service date" of the vehicle.

2. Mileage: One (1) point is assigned for each 10,000 miles of operation. Equipment with hour meters will be assigned points based on standard usage for specific equipment types.

3. General Overall Condition: This category takes into consideration the condition of the body, rust, interior condition, vehicular accident status, anticipated repairs, etc. A scale from one (1) to five (5) is used, with five (5) being extremely poor condition. Any ranking above three (3) will require a repair estimate.

4. Maintenance Cost: Points are assigned on a scale of one (1) to five (5) based on the total cost factor. The maintenance cost figure includes all repair and maintenance costs minus any costs associated with accident repairs. A five (5) would be equal to 100% or more of the original purchase price, while a one (1) would be equal to 20% of the original purchase price.

5. Operating Cost: Points are assigned using a scale of zero (0) **OR** three (3) based on the operating cost per mile of the vehicle. Operating costs include gas, preventive maintenance, annual inspections, and accessories.

POINT RANGES FOR REPLACEMENT CONSIDERATION

Score:	Condition:
Under 18 points	I. Excellent
18 - 22 points	II. Good
23 - 27 points	III. Qualifies for replacement
28 points and above	IV. Needs immediate replacement

Assignment
All fleet assets will be assigned based on justifiable need by the using department. When that need is no longer justifiable, the fleet asset will be withdrawn and reassigned or disposed as appropriate.

Utilization and Operation
All assets, whether fleet or departmental, will be utilized only for purposes for which the asset was designed and only in activities attendant to city requirements. All assets will be operated in a manner which is safe for the operator and for others and which is non-abusive to the asset. Damage resulting from gross negligence or from intent will be dealt with through established disciplinary policies.

Maintenance
Fleet and department assets will be maintained in the most cost effective manner available. All city assets must be maintained and fueled through the Vehicle Maintenance Facility. Records and data will be maintained such that management and budgetary analysis of the fleet, operation, of portions of the fleet, or individual assets may be readily performed.

There are three basic levels of maintenance required to maintain a safe and reliable fleet. Parameters and responsibility for each vary according to complexity, equipment type, and use.

The operator has primary responsibility for the appearance of the asset he/she operates. Vehicle appearance paramount in projecting a positive image to the citizens and is an indicator of the overall asset reliability.

Preventive maintenance services are those actions taken at regular intervals to maintain operable equipment, make prescribed adjustments, change fluids, replace filters, and detect faults. Preventive maintenance is a joint effort involving both operator and the vehicle maintenance team. Preventive maintenance schedules must be closely adhered to. Should scheduled preventive maintenance requests from the vehicle maintenance team be ignored by the operator, the vehicle will be locked out of the fuel system and the department head contacted.

Repairs are actions taken to correct recognized faults as they occur on an asset by adjustment, repair, or component replacement. Primary responsibility for identification of need for repairs falls to the using department. Need for immediate repairs should be brought to the attention of the vehicle maintenance team as quickly as possible.

Non-emergency repairs will be scheduled by an advance appointment whenever possible in order to minimize the inconvenience to the using department and normalize the work load at the vehicle maintenance facility.

Disposal
Fleet assets which are no longer able to perform their designated functions in an economical manner, or which are no longer required by the City, will be disposed of in accordance with the City's procurement policy.

City of Stuart
Summary Fleet Replacement - FY13

Dept	Dept Name	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	FIVE-YEAR TOTAL
1145	Information Services	-	-	-	23,000	-	-	23,000
1170	Vehicle Maintenance	-	-	-	-	30,583	33,288	63,871
1215	Building Maintenance	-	36,500	-	-	52,871	-	89,371
1190	Police	28,800	136,860	135,855	205,530	263,480	192,015	933,740
1201	Fire	-	142,000	76,000	100,000	30,000	26,000	374,000
1210	Development	-	-	12,420	-	-	-	12,420
1240	Community Services	-	-	12,765	-	23,142	35,784	71,691
1220	Turf & Ground	78,000	74,431	84,194	85,264	44,097	9,450	297,436
1230	Streets	6,500	43,130	-	22,950	-	35,792	101,872
	Total General Fund	**113,300**	**432,921**	**321,234**	**436,744**	**444,173**	**332,329**	**1,967,402**
1117	CRA	-	-	-	-	-	21,602	21,602
	Total CRA	**-**	**-**	**-**	**-**	**-**	**21,602**	**21,602**
1610	Water Treatment Team	-	-	-	23,000	-	-	23,000
1620	Wastewater Treatment Team	-	40,000	25,000	-	-	-	65,000
1630	Distribution & Collection Team	80,000	20,750	31,500	364,540	45,000	21,000	482,790
1670	W/S General Government	20,000	-	-	19,250	69,000	50,000	138,250
	Total Water/Sewer Fund	**100,000**	**60,750**	**56,500**	**406,790**	**114,000**	**71,000**	**709,040**
1710	Residential Collection Team	-	-	-	602,500	-	-	602,500
1720	Commerical Collection Team	517,000	-	258,500	-	19,250	20,125	297,875
1730	Yard Trash Collection Team	-	-	120,750	-	241,500	-	362,250
	Total Sanitation Fund	**517,000**	**-**	**379,250**	**602,500**	**260,750**	**20,125**	**1,262,625**
1810	Stormwater Team	5,000	369,832	-	28,597	-	-	398,429
	Total Stormwater Fund	**5,000**	**369,832**	**-**	**28,597**	**-**	**-**	**398,429**
	Total All Funds	**735,300**	**863,503**	**756,984**	**1,474,631**	**818,923**	**445,056**	**4,359,098**

City of Stuart

Five Year Capital Replacement Plan

FISCAL YEAR 2012/2013 - 2017/2018 CAPITAL / FLEET REQUEST

Department	Mileage	Year	Make	Description	Comments	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	FIVE-YEAR TOTAL
Information Svcs	**53,999**	2005	Chevrolet	Trailblazer	Transferred from Community Svcs				23,000			23,000
				Total Information Services		-	-	-	23,000	-	-	23,000
Vehicle Maint		1995	Yale	Forklift								Future
Vehicle Maint	**13,952**	2006	Ford	F250 Pick-up Service Truck	Service Truck					30,583		30,583
Vehicle Maint	**26,565**	2007	Ford	F-150 Pick-up							33,288	33,288
Vehicle Maint		2001	John Deere	M665 Mower	From Turf & Grounds - Do not replace							-
				Total Vehicle Maint.		-	-	-	-	30,583	33,288	63,871
Building Maint	**33,448**	2001	Dodge	3500 Pick-up	Heavily used - driven everywhere and hauling		36,500					36,500
Building Maint		2003	Express	Trailer - Cargo								Future
Building Maint	**20,834**	2005	Ford	F-350 Super Duty						29,670		29,670
Building Maint	**46,583**	2006	Ford	F-250 Pick-up						23,201		23,201
				Total Building Maint.		-	36,500	-	-	52,871	-	89,371
Police		2005	Rapco	Police Boat Trailer								Future
Police		2007		Segway Hauler								Future
Police		2000		Radar Trailer								Future
Police	**41,437**	2001	Ford	Taurus								Future
Police	**27,675**	2002	Chevrolet	Blazer								Future
Police	**79,210**	1996	Freightliner	Command Van							89,250	89,250
Police	**105,284**	1999	Ford	Explorer - K-9 Back Up in FY06	Next Auction							-
Police		2005	Boston Whaler	2 Boat Motors								Future
Police		2000	Boston Whaler	Police Boat								Future
Police	**109,602**	2003	Ford	Crown Victoria		28,800						-
Police	**91,578**	2003	Ford	Crown Victoria			28,000					28,000
Police	**81,558**	1999	Ford	F-250 Pick Up Truck								Future
Police		2005	Harley Davidson	Harley Road King	Auction - Do not replace							-
Police		2005	Harley Davidson	Motorcycle Electra	Auction - Do not replace							-
Police	**44,451**	2005	Ford	Explorer				33,090				33,090
Police	**90,241**	2006	Ford	Crown Victoria			28,000					28,000
Police	**75,954**	2006	Ford	Crown Victoria			28,000					28,000
Police	**71,383**	2003	Chevrolet	Impala - Maroon			24,860					24,860
Police	**69,881**	2006	Ford	Crown Vic				34,255				34,255
Police	**70,201**	2006	Ford	Crown Vic				34,255				34,255
Police	**53,919**	2006	Ford	Crown Vic					34,255			34,255
Police	**53,585**	2006	Ford	Crown Vic					34,255			34,255
Police	**65,983**	2006	Ford	Crown Vic					34,255			34,255
Police	**81,830**	2006	Ford	Crown Vic			28,000					28,000
Police	**67,392**	2006	Ford	Crown Vic					34,255			34,255
Police	**42,885**	2006	Ford	Crown Vic						34,255		34,255
Police	**75,627**	2006	Ford	Crown Vic				34,255				34,255
Police	**58,538**	2006	Ford	Explorer						34,255		34,255
Police	**48,133**	2006	Chrysler	PT Cruiser						24,860		24,860
Police	**73,508**	2006	Ford	Crown Vic					34,255			34,255
Police	**12,556**	2007	Ford	Crown Vic							34,255	34,255
Police	**42,823**	2007	Ford	Crown Vic						34,255		34,255
Police	**51,888**	2007	Ford	Crown Vic					34,255			34,255

City of Stuart

Five Year Capital Replacement Plan

FISCAL YEAR 2012/2013 - 2017/2018 CAPITAL / FLEET REQUEST

Department	Mileage	Year	Make	Description	Comments	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	FIVE-YEAR TOTAL
Police	**42,812**	2007	Ford	Crown Vic						34,255		34,255
Police	**43,761**	2007	Ford	Crown Vic						34,255		34,255
Police	**40,545**	2007	Ford	Explorer						33,090		33,090
Police	**26,314**	2008	Ford	Crown Vic							34,255	34,255
Police	**65,895**	2008	Ford	Crown Vic							34,255	34,255
Police	**46,152**	2009	Ford	Crown Vic						34,255		34,255
Police	**18,268**	2009	Ford	Crown Vic								Future
Police	**34,714**	2009	Ford	Crown Vic								Future
Police	**20,030**	2009	Ford	Crown Vic								Future
Police	**26,510**	2009	Ford	Crown Vic								Future
Police	**29,538**	2009	Ford	Crown Vic								Future
Police	**8,394**	2009	Ford	Explorer - white								Future
Police	**10,486**	2009	Ford	Explorer - silver								Future
Police		2010	Decatur	Speed Trailer	Purchased with grant funds							Future
Police	**8,994**	2010	Ford	Fusion - Gray								Future
Police	**12,580**	2010	Ford	Fusion - Red								Future
Police	**6,971**	2010	Ford	Fusion - Gray								Future
Police	**8,832**	2010	Ford	Fusion - Tan								Future
Police	**11,062**	2010	Ford	Fusion - Blue								Future
Police	**13,896**	2010	Ford	Crown Vic								Future
Police	**10,711**	2010	Ford	Crown Vic								Future
Police	**9,276**	2010	Ford	Crown Vic								Future
Police		2011	Ford	Fusion								Future
Police		2011	Ford	Fusion								Future
Police		2011	Ford	Crown Vic								Future
Police		2011	Ford	Crown Vic								Future
Police		2011	Ford	Crown Vic								Future
												Future
				Total Police		28,800	136,860	135,855	205,530	263,480	192,015	933,740
Fire		1995	Kawasaki	Utility Vehicle/Mule								Future
Fire	**93,720**	2002	Ford	Explorer - EMS Support	Replace with Pick-up and topper		26,000					26,000
Fire	**30,343**	2003	Dodge	Dakota X/Cab								-
Fire	**60,313**	2004	Ford	Explorer - Inspector	Replace with Pick-up and topper		26,000					26,000
Fire	**37,640**	2005	Ford	Excursion - Battalion Chief	Replace with similar SUV		40,000					40,000
Fire	**37,925**	2004	Freightliner	Ambulance R-3	Refurbish							-
Fire	**61,264**	2005	Ford	Explorer - Assistant Chief	Replace with SUV			26,000				26,000
Fire	**11,469**	2006	Ford	Truck F250 - Fire Support	Replace with similar truck					30,000		30,000
Fire	**37,716**	2006	American	Ambulance R-1	Refurbish		50,000					50,000
Fire	**39,630**	2006	Pierce	Quantum Q-1	Refurbish							Future
Fire	**34,109**	2007	American	Ambulance R-2	Refurbish			50,000				50,000
Fire	**19,263**	2008	Ford	Explorer - Chief	Replace with SUV						26,000	26,000
Fire		1970	AMGE	Army Brush Truck	new, no replacement							Future
Fire	**70,750**	2009	Pierce	Pumper Pierce Quantum	newer, no refurb in scope of this projection							Future
Fire	**52,312**	2001	Freightliner	Ambulance R-4 - Backup	Replace							Future
Fire	**18,989**	1997	Pierce	Pumper - E-1	Refurbished FY10							Future
Fire	**70,928**	2001	Pierce	Pumper E-2	Refurbish				100,000			100,000
				Total Fire		-	142,000	76,000	100,000	30,000	26,000	374,000
Development/CE	**78,178**	1994	Chevrolet	1500 Pick-up								Future
Development/CE	**38,497**	2004	Ford	Ranger				12,420				12,420
				Total Development		-	-	12,420	-	-	-	12,420

City of Stuart

Five Year Capital Replacement Plan

FISCAL YEAR 2012/2013 - 2017/2018 CAPITAL / FLEET REQUEST

Department	Mileage	Year	Make	Description	Comments	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	FIVE-YEAR TOTAL
Turf & Grounds	**55,556**	2001	Dodge	1500 Pick-up	Heavily used - Pulls trailers							-
Turf & Grounds	**50,913**	2003	Dodge	1500 Pick-up	Heavily used - Pulls trailers		17,063					17,063
Turf & Grounds	**42,181**	1999	Dodge	3500 Pick-up								-
Turf & Grounds	**38,800**	2004	GMC	Sierra 1500 Pick-up				22,201				22,201
Turf & Grounds	**37,821**	2004	GMC	Sierra 1500 Pick-up				22,201				22,201
Turf & Grounds	**34,113**	2004	GMC	Sierra 1500 Pick-up				22,201				22,201
Turf & Grounds		2003	Rapco	6' Trailer w/wire								Future
Turf & Grounds		2003	Rapco	6' Trailer w/wire								Future
Turf & Grounds	**8,845**	2003	Ford	F-750								Future
Turf & Grounds	**44,681**	2005	GMC	Sierra 1500 Pick-up					20,655			20,655
Turf & Grounds	**32,615**	2005	GMC	1500 Pick-up					20,655			20,655
Turf & Grounds	**14,813**	2005	Ford	F-350 Dump								Future
Turf & Grounds		2007	Rapco	12' Utility Trailer								Future
Turf & Grounds		2007	Rapco	16' Utility Trailer								Future
Turf & Grounds		2001		Boat - 17' Skiff								Future
Turf & Grounds	**7,138**	2010	Ford	Truck F150								Future
Turf & Grounds	**4,025**	2010	Ford	Truck F250								Future
Turf & Grounds		2003	Toro	5400D REEL Mower			45,788					45,788
Turf & Grounds		2003	John Deere	757 Mower			9,931					9,931
Turf & Grounds		2005	Toro	6500D Reel Mower					41,654			41,654
Turf & Grounds		2005	16' Trailer	16'								Future
Turf & Grounds		2005	16' Trailer	16'								Future
Turf & Grounds		2004	John Deere	757 Mower				10,833				10,833
Turf & Grounds		2004	Toro	1250 Multi Pro				6,757				6,757
Turf & Grounds		1997	Polecat	M18		49,000						-
Turf & Grounds		2000	12' Trailer	TCTC					2,300			2,300
Turf & Grounds		1990	Cushman	Utility Vehicle								Future
Turf & Grounds		2001	Skeeter	UV14/14' Jon Boat								Future
Turf & Grounds		2006	John Deere	Mower Z-Trak						8,719		8,719
Turf & Grounds		2006	Rapco	Trailer 12'								Future
Turf & Grounds		2006	Toro	Groomer Sandpro 5020						15,481		15,481
Turf & Grounds		2006	Toro	Versa Vac						19,896		19,896
Turf & Grounds		2007	John Deere	Mower Z-Trak							9,450	9,450
Turf & Grounds			EZ-Loader	14' Boat Trailer			1,650					1,650
Turf & Grounds		2010	John Deere	60" Deck ZTR Mower								Future
Turf & Grounds		2010	John Deere	60" Deck ZTR Mower								Future
Turf & Grounds		2010	John Deere	60" Deck ZTR Mower								Future
Turf & Grounds		2010	John Deere	60" Deck ZTR Mower								Future
Turf & Grounds		2012	Toro	3100 Reel Mower	For Memorial Park	29,000						-
												-
				Total Turf & Grounds		78,000	74,431	84,194	85,264	44,097	9,450	297,436
Streets	**27,046**	1992	Ford	F-150 Flat Bed								-
Streets	**42,088**	2001	Dodge	3500 Pick-up (Flat-bed)	Refurbish	5,000						-
Streets	**49,489**	2003	Dodge	1500 Pick-up	Heavily used - Hauls concrete, pumps, equip		17,875					17,875
Streets		2005	Pace	Cargo Trailer	Normal use will not last longer than 13 yrs							Future
Streets	**31,868**	2005	GMC	Sierra 1500 Pick-up					22,950			22,950
Streets	**25,739**	2007	Ford	F-150 Pick-Up							17,896	17,896
Streets	**26,542**	2007	Ford	F-150 Pick-Up							17,896	17,896
Streets		2002	Amida	TRAILER (ARROW BOARD)	Refurbish	1,500						-
Streets		2003	John Deere	5205 Tractor			22,000					22,000
Streets	**39,064**	2007	Mack	Dump Truck								Future
Streets		2010	Case	Backhoe								Future
Streets		1990	John Deere	2155 Tractor	Refurbish							-
Streets			Stow	CM6A8 Mixer			3,255					3,255
Streets				Trailer w/Water tank and Gas Powered Water Pump	Refurbish							-
Streets		2001	Ver-Mac	PCMS 1219 RS Message Board	Due to corrosion do not expect to last							Future
Streets		2001	Ver-Mac	PCMS 1219 RS Message Board	Due to corrosion do not expect to last							Future
				Total Streets		6,500	43,130	-	22,950	-	35,792	101,872

City of Stuart

Five Year Capital Replacement Plan

FISCAL YEAR 2012/2013 - 2017/2018 CAPITAL / FLEET REQUEST

Department	Mileage	Year	Make	Description	Comments	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	FIVE-YEAR TOTAL
Community Services	**28,282**	2001	GMC	S-15 Sonoma				12,765				12,765
Community Services	**13,341**	2007	Ford	Club Wagon							25,200	25,200
Community Services	**15,127**	2006	Ford	E350 Club Wagon						23,142		23,142
Community Services		2011		Trailer - Cargo								-
Community Services		1995	John Deere	5300 Tractor	Rehab							-
Community Services		2007	Toro	Utility Vehicle								Future
Community Services		2007	Toro	Sand Pro 2020 - Groomer							10,584	10,584
				Total Recreation		-	-	12,765	-	23,142	35,784	71,691
				Total Gen Fund		113,300	432,921	321,234	436,744	444,173	332,329	1,967,402
CRA	**5888hrs.**	2007	Club Car	Tram							17,078	17,078
CRA		2007	Club Car	Trailer for Tram							4,524	4,524
				New Tram								-
				Total CRA		-	-	-	-	-	21,602	21,602
				Total Community Redevelopment		-	-	-	-	-	21,602	21,602
Water Treatment	**51,695**	2005	Ford	Escape Truck					23,000			23,000
Water Treatment	**61,705**	2002	Dodge	Pick Up Truck	Will not be replaced							-
Water Treatment	**71,334**	1997	Ford	F-250 Pick Up Truck with Utility Box								-
Water Treatment	**7,281**	2009	Ford	F-250 Pick Up Truck								Future
Water Treatment	**2,054**	2010	Ford	Truck F450 6K Crane								Future
				Total Water Treatment		-	-	-	23,000	-	-	23,000
Waste Water Treatment	**69,377**	1995	Freightliner	Truck with TV Equipment	TV Equip in FY13 $40K - Surplus Ambulance FY14 $25K		40,000	25,000				65,000
Waste Water Treatment	**74,747**	2007	Mack	Dump Truck								Future
Waste Water Treatment	**18,982**	2009	Ford	F-250 Pick Up Truck								Future
Waste Water Treatment	**6,864**	2010	Ford	F-450 Utility Truck								Future
Waste Water Treatment	**320**	2010	Ford	Truck F450								Future
				Wastewater Treatment		-	40,000	25,000	-	-	-	65,000
Distribution & Collection	**9,625**	2005	Sterling	2005 Sterling Vac-Con Truck					286,000			286,000
Distribution & Collection	**5,348**	2004	Ford	F-750 Super Duty Dump Truck								Future
Distribution & Collection	**63,249**	2006	Ford	F-250 Pick Up Truck						22,000		22,000
Distribution & Collection	**14,632**	2005	Ford	F-350 Flat Bed Truck with Vac Unit					49,500			49,500
Distribution & Collection	**62,807**	2005	Ford	F-350 Utility Boom Truck					29,040			29,040
Distribution & Collection	**32,858**	2008	Ford	F-350 Pick Up Truck W/ Utility Box & Cover								Future
Distribution & Collection	**20,480**	2007	Ford	Ranger Pick Up Truck							21,000	21,000
Distribution & Collection		2005	Gem Car	Electric Gem Car	Transferred from Veh. Maint.					23,000		23,000
Distribution & Collection		2000	Case	Front Loader 621 C		80,000						-
Distribution & Collection		1997	Case	Back Hoe Tractor Loader								-
Distribution & Collection		2004	Bobcat	S185 with Backhoe				31,500				31,500
Distribution & Collection			Bobcat	Equipment Trailer - Bobcat								Future
Distribution & Collection			Trailer	Rear Easement Equipment & Trailer			15,750					15,750
Distribution & Collection			Trailer	Cargo Trailer 14'			5,000					5,000
Distribution & Collection	**7,994**	2010	Ford	Truck F250								Future
Distribution & Collection	**9,701**	2010	Ford	Truck F350								Future
				Distribution & Collection		80,000	20,750	31,500	364,540	45,000	21,000	482,790

City of Stuart

Five Year Capital Replacement Plan

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Department	Mileage	Year	Make	Description	Comments	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	FIVE-YEAR TOTAL
Water/Sewer Gen Gov't	**106,153**	2002	Dodge	Pick Up Truck		20,000						-
Water/Sewer Gen Gov't	**47,632**	2006	Ford	F-250 Pick Up Truck						23,000		23,000
Water/Sewer Gen Gov't	**54,865**	2006	Ford	Ford F-250 Pick Up Truck						23,000		23,000
Water/Sewer Gen Gov't	**28,321**	2006	Ford	F-250 Pick Up Truck						23,000		23,000
Water/Sewer Gen Gov't	**37,613**	2005	Jeep	Liberty					19,250			19,250
Water/Sewer Gen Gov't	**62,443**	2007	Ford	Explorer							25,000	25,000
Water/Sewer Gen Gov't	**19,002**	2007	Ford	Explorer							25,000	25,000
				Water Sewer Gen		20,000	-	-	19,250	69,000	50,000	138,250
				Total Water/Sewer Fund		100,000	60,750	56,500	406,790	114,000	71,000	709,040
Residential Collection	**67,048**	2001	Volvo	Model WXR65 Side Loader Truck	Moved to backup							-
Residential Collection	**42,580**	2007	American Lafrance	Model Condor - Side Loader					301,250			301,250
Residential Collection	**22,716**	2007	American Lafrance	Model Condor - Side Loader					301,250			301,250
Residential Collection	**6,248**	2010	American Lafrance	Model Condor - Side Loader								Future
				Residential Collections		-	-	-	602,500	-	-	602,500
Commercial Collection	**100,529**	2004	Mack	Mack Truck Front Loader MR688S		258,500						-
Commercial Collection	**75,614**	2004	Mack	Mack Truck Front loader MR688S		258,500						-
Commercial Collection	**36,038**	2006	Ford	F-250 Pick Up Truck						19,250		19,250
Commercial Collection	**82,637**	2006	Mack	Mack Truck Front Loader MR688S				258,500				258,500
Commercial Collection	**24,810**	2007	Ford	F-150 Pick Up Truck							20,125	20,125
Commercial Collection	**35,668**	2009	Mack	Mack Truck Front Loader								Future
Commercial Collection	**21,189**	2009	Mack	Mack Truck Rear Loader								Future
Commercial Collection	**329**	2010	Ford	Truck F450								Future
				Commercial Sanitation		517,000	-	258,500	-	19,250	20,125	297,875
Yard Trash Collection	**84,255**	2000	Sterling	Truck SL 7500	Hauling to Old Landfill will extend life							-
Yard Trash Collection	**83,683**	2004	Sterling	Truck Acterra				120,750				120,750
Yard Trash Collection	**53,967**	2006	Mack	Mack Truck Rear Loader MR 688S						241,500		241,500
				Yard Trash Collections		-	-	120,750	-	241,500	-	362,250
				Total Sanitation Fund		517,000	-	379,250	602,500	260,750	20,125	1,262,625
Stormwater	**14,609**	2000		Vac Con Truck	Refurbish in 13 and Replace in 14	5,000	350,000					350,000
Stormwater	**52,158**	2001	Dodge	1500 Pick up Truck								-
Stormwater	**54,330**	2003	Dodge	1500 Pick up Truck	Heavily used hauling equip, concrete, pumps		19,832					19,832
Stormwater	**28,070**	2005	GMC	1500 Pick up Truck					13,227			13,227
Stormwater		2005	Kubota	Utility Vehicle					15,370			15,370
				Stormwater		5,000	369,832	-	28,597	-	-	398,429
				Total Stormwater Fund		5,000	369,832	-	28,597	-	-	398,429
				Grand Total		**735,300**	**863,503**	**756,984**	**1,474,631**	**818,923**	**445,056**	**4,359,098**

City of Stuart
General Fund Reserves
9/30/2013

Reserves :

Non-Spendable		
Inventories and Prepaids	80,958	80,958
Restricted		
Impact Fees Fund	1,205,182	
Police Funds	136,784	
Grant Funds	24,087	
Debt Reserves	41,771	1,407,824
Asssigned		
FY 2004 and FY 2005 FEMA Hurricane Reserves	108,379	
Health Insurance Reserve Committed	381,288	
Reserve for Accrued Leave	385,069	
Fleet Replacement Reserve	422,670	
Reserve for Encumbrances	1,265,238	
Emergency Reserves (90 Day)	4,274,669	6,837,313
Unassigned Fund Balance		
Unassigned		-
Total Fund Balance September 30, 2013 (estimated)		**8,326,095**

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Capital Outlay

1130 CITY CLERK

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
564	MACHINERY AND EQUIPMENT	1,164	600	0	0	0	-100.00%
Total	CAPITAL OUTLAY	1,164	600	0	0	0	-100.00%
Division	CITY CLERK	1,164	600	0	0	0	-100.00%

1145 INFORMATION SERVICES

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
564	MACHINERY AND EQUIPMENT	50,200	81,000	76,000	76,000	76,000	-6.17%
	DESKTOP COMPUTER & SOFTWARE REPLACEMENTS (50)			40,000	40,000	40,000	
	LAPTOPCOMPUTER REPLACEMENTS (15)			19,000	19,000	19,000	
	NETWORK INFRASTRUCTURE SWITCHES			8,000	8,000	8,000	
	SERVER REPLACEMENTS (2)			9,000	9,000	9,000	
Total	CAPITAL OUTLAY	50,200	81,000	76,000	76,000	76,000	-6.17%
Division	INFORMATION SERVICES	50,200	81,000	76,000	76,000	76,000	-6.17%

1220 TURF AND GROUNDS

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
562	BUILDINGS	0	1,060	12,000	12,000	12,000	1032.08%
New	!MEMORIAL PARK 24' X 31' STEEL BUILDING FOR EQUIPMENT			12,000	12,000	12,000	
563	INFRASTRUCTURE	0	1,900	0	0	0	-100.00%
564	MACHINERY AND EQUIPMENT	3,088	21,713	90,500	90,500	90,500	316.80%
New	!CAMERAS (SAILFISH CIR/CONFUSION CORNER/RIVERWALK)			4,500	4,500	4,500	
New	!MEMORIAL PARK TORO 1600 WALK BEHIND MOWER			8,000	8,000	8,000	
New	!MEMORIAL PARK TORO 3100 REEL MOWER			29,000	29,000	29,000	
	REPLACEMENT 1997 POLE CAT			49,000	49,000	49,000	
Total	CAPITAL OUTLAY	3,088	24,673	102,500	102,500	102,500	315.43%
Division	TURF AND GROUNDS	3,088	24,673	102,500	102,500	102,500	315.43%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Capital Outlay

1230 STREETS TEAM

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
562	BUILDINGS	0	0	15,000	15,000	15,000	0.00%
New	!14' X 50' STEEL BUILDING FOR CHRISTMAS DECORATIONS			15,000	15,000	15,000	
563	INFRASTRUCTURE	336,442	32,980	100,000	100,000	100,000	203.21%
New	! EAST OCEAN BLVD STREETSCAPE IMPROVEMENT			100,000	100,000	100,000	
564	MACHINERY AND EQUIPMENT	2,234	52,000	6,500	6,500	6,500	-87.50%
	REPLACE/REFURBISH 2001 DODGE FLATBED SAVINGS $39,000.00			5,000	5,000	5,000	
	REPLACE/REFURBISH AMIDA ARROW BOARD SAVINGS $6,302.00			1,500	1,500	1,500	
Total	CAPITAL OUTLAY	338,677	84,980	121,500	121,500	121,500	42.97%
Division	STREETS TEAM	338,677	84,980	121,500	121,500	121,500	42.97%

1190 POLICE

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
564	MACHINERY AND EQUIPMENT	122,210	110,617	60,100	60,100	60,100	-45.67%
	Impact ^NETMOTION WIRELESS VPN FOR 25 DEVICES			10,000	10,000	10,000	
	Impact ^REPLACE INTERNET SECURITY APPLIANCE			7,500	7,500	7,500	
	6 REPLACEMENT ENTRY VESTS SRT (5 YEARS EXPIRED)			13,800	13,800	13,800	
	CARS - 1 PATROL CAR AND EQUIPMENT			28,800	28,800	28,800	
Total	CAPITAL OUTLAY	122,210	110,617	60,100	60,100	60,100	-45.67%
Division	POLICE	122,210	110,617	60,100	60,100	60,100	-45.67%

1194 LAW ENFORCEMENT TRUST

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
564	MACHINERY AND EQUIPMENT	0	0	27,000	27,000	27,000	0.00%
	CELLBRITE CELLPHONE FORENSICS SOFTWARE			5,000	5,000	5,000	
	GPS TRACKER			2,000	2,000	2,000	
	IP POLE CAM			12,000	12,000	12,000	
	NIGHT VISION CAMERA ATTACHMENT			8,000	8,000	8,000	
Total	CAPITAL OUTLAY	0	0	27,000	27,000	27,000	0.00%
Division	LAW ENFORCEMENT TRUST	0	0	27,000	27,000	27,000	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Capital Outlay

1201 FIRE/RESCUE

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
563 INFRASTRUCTURE	0	8,110	1,200	1,200	1,200	-85.20%
ENTRY GATE FOR PERSONNEL			1,200	1,200	1,200	
564 MACHINERY AND EQUIPMENT	0	506,905	50,000	50,000	50,000	-90.14%
? =GRANT - EMS EQUIPMENT - 75%			37,500	37,500	37,500	
EMS GRANT - 25% MATCH			12,500	12,500	12,500	
Total CAPITAL OUTLAY	0	515,015	51,200	51,200	51,200	-90.06%
Division FIRE/RESCUE	0	515,015	51,200	51,200	51,200	-90.06%

1211 BUILDING/PERMIT DIVISION

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
564 MACHINERY AND EQUIPMENT	0	12,000	0	0	0	-100.00%
Total CAPITAL OUTLAY	0	12,000	0	0	0	-100.00%
Division BUILDING/PERMIT DIVISIO	0	12,000	0	0	0	-100.00%

1242 10TH STREET REC CENTER

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
562 BUILDINGS	11,839	40,000	0	0	0	-100.00%
Total CAPITAL OUTLAY	11,839	40,000	0	0	0	-100.00%
Division 10TH STREET REC CENTER	11,839	40,000	0	0	0	-100.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

001 **GENERAL**

Capital Outlay

1243 **PARK FACILITIES**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
562	BUILDINGS	3,141	225,000	0	0	0	-100.00%
563	INFRASTRUCTURE	28,231	300,479	320,000	320,000	320,000	6.50%
New	!FIND GRANT - SHEPARD PARK SEAWALL			112,500	112,500	112,500	
New	!GRANT MATCH (INFRAS. SLS TAX) - SHEPARD PARK SEAWALL			112,500	112,500	112,500	
	MEMORIAL PARK RESTROOM (INFRASTRUCTURE SALES TAX)			95,000	95,000	95,000	
564	MACHINERY AND EQUIPMENT	4,591	7,000	0	0	0	-100.00%
Total	CAPITAL OUTLAY	35,962	532,479	320,000	320,000	320,000	-39.90%
Division	PARK FACILITIES	35,962	532,479	320,000	320,000	320,000	-39.90%
Fund	GENERAL	563,139	1,401,364	758,300	758,300	758,300	-45.89%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
104	**LANDFILL PROPERTY**						
361100	INTEREST	2	0	0	0	0	0.00%
362200	NONTAXABLE RENTALS	32,567	38,196	42,016	42,016	42,016	10.00%
Total	MISCELLANEOUS REVENUES	32,569	38,196	42,016	42,016	42,016	10.00%
389971	FUNDS FR FUND BALANCE	0	5,015	2,883	2,890	2,890	-42.38%
Total	OTHER SOURCES	0	5,015	2,883	2,890	2,890	-42.38%
Fund	LANDFILL PROPERTY	32,569	43,211	44,899	44,906	44,906	3.92%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

104 **LANDFILL PROPERTY**

1114 **LANDFILL OPERATIONS**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
531	PROFESSIONAL SERVICES	12,500	15,000	13,000	13,000	13,000	-13.33%
	13TH ANNUAL GROUNDWATER MONITORING REPORT			13,000	13,000	13,000	
534	OTHER SERVICES	14,810	14,000	15,000	15,000	15,000	7.14%
	LABORATORY SERVICES FOR REGULATORY COMPLIANCE			15,000	15,000	15,000	
543	UTILITY SERVICES	7,313	7,207	8,034	8,034	8,034	11.47%
	VOC TOWER ELECTRIC ONLY			8,034	8,034	8,034	
545	INSURANCE	1,396	1,386	1,403	1,403	1,403	1.20%
	FLOOD INSURANCE PORTION			72	72	72	
	TRICO GENERAL LIABILITY INSURANCE			1,331	1,331	1,331	
546	REPAIR AND MAINTENANCE	5,937	2,500	5,000	5,000	5,000	100.00%
	MISCELLANEOUS REPAIRS TO RECOVERY WELLS			2,500	2,500	2,500	
	MISCELLANEOUS REPAIRS TO VOC TOWER			2,500	2,500	2,500	
552	OPERATING SUPPLIES	745	1,400	800	800	800	-42.86%
	ANTIFOAM SOLUTION			75	75	75	
	FILTER CARTRIDGES			640	640	640	
	MISCELLANEOUS OPERATING SUPPLIES			85	85	85	
557	INDIRECT COSTS (NET)	1,659	1,718	1,662	1,669	1,669	-2.86%
	INDIRECT COST TO GENERAL FUND			1,482	1,490	1,490	
	INDIRECT COST TO WATER AND SEWER			180	179	179	
Total	OPERATING EXPENSES	44,360	43,211	44,899	44,906	44,906	3.92%
Division	LANDFILL OPERATIONS	44,360	43,211	44,899	44,906	44,906	3.92%
	COMMISSION			92	93	93	
	MANAGER			0	0	0	
	HUMAN RESOURCES			0	0	0	
	CITY CLERK			207	208	208	
	FINANCIAL SERVICES			1,183	1,189	1,189	
	INFORMATION SERVICES			0	0	0	
	CITY ATTORNEY			0	0	0	
	VEHICLE MAINTENANCE			0	0	0	
	BUILDING MAINTENANCE			0	0	0	
	CUSTOMER SERVICE			180	179	179	
	WS GENERAL GOV			0	0	0	
	Total Indirect Costs			1,662	1,669	1,669	
	Division + Consolidated + Indirect Charges:			46,561	46,574	46,574	
Dept	LANDFILL OPERATIONS	44,360	43,211	44,899	44,906	44,906	3.92%

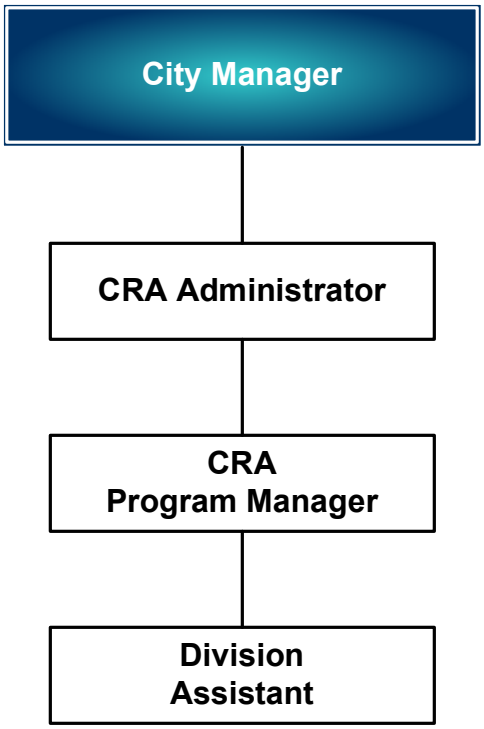
104 **LANDFILL PROPERTY**

Fund	LANDFILL PROPERTY	44,360	43,211	44,899	44,906	44,906	3.92%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
107		**COMMUNITY REDEVELOPMENT**				
311200 CRA TIF REVENUES	631,030	943,801	748,332	748,691	748,691	-20.67%
FROM CITY			322,106	329,369	329,369	
FROM COUNTY			426,226	419,322	419,322	
Total TAXES	631,030	943,801	748,332	748,691	748,691	-20.67%
329000 OTHER PERMITS AND FEES	25	0	0	0	0	0.00%
Total PERMITS,FEES,ASSESSMENT	25	0	0	0	0	0.00%
361100 INTEREST	6,055	16,000	600	600	600	-96.25%
366000 CONTRIBUTIONS/DONATIONS	1,840	0	0	0	0	0.00%
369100 MISCELLANEOUS REVENUE	25	6,000	0	0	0	-100.00%
369900 MISC OTHER REVENUES	5,000	0	0	0	0	0.00%
Total MISCELLANEOUS REVENUES	12,920	22,000	600	600	600	-97.27%
381001 TRANS FR GENERAL FUND	0	0	25,000	30,000	30,000	0.00%
381110 TRANS FR PROPERTY MGMNT	0	0	100,000	100,000	100,000	0.00%
381410 TRANS FR WATER/SEWER	0	0	25,000	25,000	25,000	0.00%
381420 TRANS FR SANITATION	0	0	25,000	25,000	25,000	0.00%
389971 FUNDS FR FUND BALANCE	0	122,116	0	0	0	-100.00%
Total OTHER SOURCES	0	122,116	175,000	180,000	180,000	47.40%
Fund COMMUNITY REDEVELOPMENT	643,976	1,087,917	923,932	929,291	929,291	-14.58%

CRA
ORGANIZATIONAL CHART



Budget Narrative
Fiscal Year 2012-2013

Fund: Community Redevelopment
Department: Community Redevelopment Agency (1117)

Departmental Activities and Service Level Description:

The function of the Community Redevelopment Agency is to provide guidance to the City of Stuart in identifying priorities and opportunities available within the Community Redevelopment Area. This includes managing the day-to-day operations of the department, implementing the CRA Plan, overseeing various boards (CRB, CRA, Stuart Main Street, East Stuart Main Street, Downtown Events Committee), promoting and marketing the CRA, coordinating and managing various grant programs, acting as the economic development arm of the City of Stuart, initiating redevelopment programs, managing CRA projects, working on historic preservation initiatives, providing input on development projects within the CRA, pursuing grant opportunities, managing and scheduling the Sailfish Shuttle.

Staffing Levels:

The CRA department consists of: CRA Administrator, CRA Projects Manager, CRA Division Assistant, part-time CRA Senior Planner, and seasonal Shuttle Drivers. In FY2011 the CRA Code Enforcement Officer was moved to the Development Department, Code Enforcement Division. Funds for the part-time Special Projects Coordinator were reallocated to fund one-half of the Senior Planner position shared with Development.

Position Title:	**2008-09**	**2009-10**	**2010-11**	**2011-12**	**Requested 2012-2013**
CRA Coordinator	1	1			
Administrative Assistant	1	1			
*CRA Administrator			1	1	1
*Division Assistant			1	1	1
CRA Project Manager			1	1	1
CRA Code Enforcement	1	1			
Special Projects Coordinator			0.5		
CRA Senior Planner				0.5	0.5
Totals	3	3	3.5	3.5	3.5

* These positions were reclassified from CRA Coordinator and Administrative Assistant.

Major Budget or Service Level Changes:
The major budget issue is a 15.5% decrease in the CRA Tax Increment revenues, a significant change from last year's budget. This decrease may negatively impact redevelopment projects in the future and potential reconsideration of intergovernmental transfers may need to be revisited.

Department Objectives:

- Implement the 2010 City of Stuart CRA Plan.
- Analyze and identify opportunities available in development terms.
- Create building forms of a character and scale which compliment the City's existing mix of architectural styles, scale and form.
- Create attractive pedestrian and bicycle friendly streets complimented by building forms and enhanced by artistic pieces, acting as a strong link between the different neighborhoods.
- Promote mixed uses throughout the CRA in accordance with urban codes, and where commercial activity is desirable and encouraged.
- Implement a coordinated effort to design complete street sections that include convenient parking in discrete locations, while prompting and supporting transit alternatives in the CRA area.
- Improve the public's understanding of the CRA mission, accomplishments and community assets through public outreach efforts and marketing.
- Continue to attract and retain a diverse range of businesses including restaurants, boutique hotels, retail and knowledge based and high-tech industry.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

107 **COMMUNITY REDEVELOPMENT**

1117 **CRA**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	183,953	192,881	193,964	197,347	197,347	2.32%
513	OTHER SALARIES AND WAGES	35,204	32,000	32,000	32,000	32,000	0.00%
	SAILFISH SHUTTLE P/T DRIVERS			32,000	32,000	32,000	
514	OVERTIME	873	0	0	0	0	0.00%
515	SPECIAL PAY	4,175	7,026	5,703	7,906	7,906	12.52%
521	FICA TAXES	16,675	17,654	17,723	18,150	18,150	2.81%
522	RETIREMENT CONTRIBUTIONS	19,123	11,107	10,107	10,282	10,282	-7.43%
523	LIFE AND HEALTH INSURANCE	25,943	31,254	33,816	33,816	33,816	8.20%
	EMPLOYEE CLINIC			5,911	5,911	5,911	
	HEALTH INSURANCE PREMIUM INCREASE @ 10%			3,074	3,074	3,074	
	LIFE AND HEALTH INSURANCE			24,831	24,831	24,831	
524	WORKERS' COMPENSATION	2,513	2,513	2,513	2,513	2,513	0.00%
525	UNEMPLOYMENT COMPENSATION	4,160	0	0	0	0	0.00%
Total	PERSONAL SERVICES	292,618	294,435	295,825	302,013	302,013	2.57%
531	PROFESSIONAL SERVICES	2,333	16,500	1,500	1,500	1,500	-90.91%
	ARBITRAGE CALCULATION FOR REVENUE BONDS			1,500	1,500	1,500	
532	ACCOUNTING AND AUDITING	10,000	0	0	0	0	0.00%
534	OTHER SERVICES	0	5,000	0	0	0	-100.00%
540	TRAVEL AND PER DIEM	2,330	5,000	5,000	5,000	5,000	0.00%
	CONFERENCES AND CERTIFICATION MAINTENANCE			5,000	5,000	5,000	
541	COMMUNICATIONS SERVICES	1,705	1,990	1,990	1,990	1,990	0.00%
	MITEL LEASING (PHONE SETS)			1,250	1,250	1,250	
	VERIZON			510	510	510	
	WINDSTREAM COMMUNICATION			230	230	230	
542	FREIGHT/POSTAGE SERVICES	611	520	520	520	520	0.00%
543	UTILITY SERVICES	2,627	2,288	2,685	2,685	2,685	17.35%
	ELECTRIC			685	685	685	
	WATER/SEWER			2,000	2,000	2,000	
544	RENTALS AND LEASES	49,499	52,103	52,253	52,253	52,253	0.29%
	FEC RAILWAY 10 PARCEL GROUND LEASE			23,053	23,053	23,053	
	OFFICE RENTAL AND MAINTENANCE			25,000	25,000	25,000	
	XEROX COPIER LEASE & USAGE (HALL) CRA/ESMS/SMS			4,200	4,200	4,200	
545	INSURANCE	18,354	20,204	20,298	20,298	20,298	0.47%
	FLOOD INSURANCE PORTION			354	354	354	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

107 **COMMUNITY REDEVELOPMENT**

1117 **CRA**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
545	INSURANCE	18,354	20,204	20,298	20,298	20,298	0.47%
	PARKING LOT INSURANCE			2,044	2,044	2,044	
	TRICO GENERAL LIABILITY INSURANCE			17,900	17,900	17,900	
546	REPAIR AND MAINTENANCE	22,721	14,000	8,000	8,000	8,000	-42.86%
	FOUNTAINS			5,000	5,000	5,000	
	REPLACE DECORATIVE GARBAGE CANS CITY FACILITIES			500	500	500	
	REPLACE DECORATIVE STREET LIGHT GLOBES			1,500	1,500	1,500	
	VM - REPAIR AND MAINTENANCE OF TRAM			1,000	1,000	1,000	
547	PRINTING AND BINDING	2,289	2,500	1,000	1,000	1,000	-60.00%
	MISC. PRINTING & BINDING			1,000	1,000	1,000	
548	PROMOTIONAL ACTIVITIES	17,098	17,360	17,000	17,000	17,000	-2.07%
	EAST STUART MAIN STREET			3,000	3,000	3,000	
	NEWSLETTER/E-MEDIA			3,000	3,000	3,000	
	OTHER CRA BRANDING IMAGE & PROMOTIONS			6,000	6,000	6,000	
	SPECIAL EVENTS - EVENT			5,000	5,000	5,000	
549	OTHER CURRENT CHARGES	2,157	2,475	2,575	2,575	2,575	4.04%
	ANNUAL DCA LICENSE RENEWAL FOR CRA			175	175	175	
	FEC RAILWAY 10 PARCEL GROUND LEASE RE TAX			2,400	2,400	2,400	
551	OFFICE SUPPLIES	961	2,018	2,018	2,018	2,018	0.00%
552	OPERATING SUPPLIES	1,951	1,228	1,549	1,549	1,549	26.14%
	FUEL FOR VEHICLE - 312 GAL GAS (TRAM) @ $4 P/G			1,249	1,249	1,249	
	UNIFORMS FOR CRA STAFF, CODE ENFORCEMENT & TRAM DRIVERS			300	300	300	
554	BOOKS AND MEMBERSHIPS	1,371	1,113	1,113	1,113	1,113	0.00%
	ANNUAL DCA LICENSE RENEWAL FOR CRA			175	175	175	
	APA/AICP			343	343	343	
	FLORIDA REDEVELOPMENT ASSOCIATION MEMBERSHIP			595	595	595	
555	TRAINING	1,224	1,200	1,200	1,200	1,200	0.00%
	FLORIDA REDEVELOPMENT CONFERENCE - OCT 2012			600	600	600	
	PROFESSIONAL DEVELOPMENT			600	600	600	
557	INDIRECT COSTS (NET)	34,995	27,575	26,324	26,442	26,442	-4.11%
	INDIRECT COST TO GENERAL FUND			25,351	25,476	25,476	
	INDIRECT COST TO WATER AND SEWER			973	966	966	
Total	OPERATING EXPENSES	172,227	173,074	145,025	145,143	145,143	-16.14%
563	INFRASTRUCTURE	132,010	10,410	20,173	13,439	13,439	29.11%
	COLORADO REDESIGN, IMPROVEMENTS			20,173	13,439	13,439	
564	MACHINERY AND EQUIPMENT	0	27,640	0	0	0	-100.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

107 **COMMUNITY REDEVELOPMENT**

1117 **CRA**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
Total	CAPITAL OUTLAY	132,010	38,050	20,173	13,439	13,439	-64.68%
571	PRINCIPAL	217,872	227,322	237,197	237,197	237,197	4.34%
	2002 CRA/TIF BONDS (9/1/2018)			237,197	237,197	237,197	
572	INTEREST	88,700	88,700	69,374	69,374	69,374	-21.79%
	2002 CRA/TIF BONDS (9/1/2018)			69,374	69,374	69,374	
Total	DEBT SERVICE	306,571	316,022	306,571	306,571	306,571	-2.99%
581	AIDS TO GOVERNMENT AGENCY	10,000	10,000	0	0	0	-100.00%
582	AIDS TO PRIVATE ORGS	313,470	6,000	6,000	6,000	6,000	0.00%
	STUART MAIN STREET			6,000	6,000	6,000	
Total	GRANTS AND AIDS	323,470	16,000	6,000	6,000	6,000	-62.50%
591	INTRAGOVERNMENTAL TRANSFS	352,837	250,337	150,337	150,337	150,337	-39.95%
	CODE ENFORCEMENT ACTION			50,000	50,000	50,000	
	COMMUNITY POLICING ACTION - SUBJECT TO ANNUAL APPROP			90,337	90,337	90,337	
	REIMBURSE AUDIT FEE			10,000	10,000	10,000	
595	OTHER NONOPERATING USES	0	0	0	5,787	5,787	0.00%
	SELF INSURANCE RESERVE			0	5,787	5,787	
Total	OTHER USES	352,837	250,337	150,337	156,124	156,124	-37.63%
Division	CRA	1,579,733	1,087,917	923,932	929,291	929,291	-14.58%
	COMMISSION			644	646	646	
	MANAGER			0	0	0	
	HUMAN RESOURCES			0	0	0	
	CITY CLERK			1,461	1,468	1,468	
	FINANCIAL SERVICES			6,711	6,748	6,748	
	INFORMATION SERVICES			0	0	0	
	CITY ATTORNEY			16,535	16,615	16,615	
	VEHICLE MAINTENANCE			0	0	0	
	BUILDING MAINTENANCE			0	0	0	
	CUSTOMER SERVICE			973	966	966	
	WS GENERAL GOV			0	0	0	
	Total Indirect Costs			26,324	26,442	26,442	
	Division + Consolidated + Indirect Charges:			950,256	955,733	955,733	
Dept	CRA	1,579,733	1,087,917	923,932	929,291	929,291	-14.58%

107 **COMMUNITY REDEVELOPMENT**

Fund	COMMUNITY REDEVELOPMENT	1,579,733	1,087,917	923,932	929,291	929,291	-14.58%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1117 CRA

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
104	DEVELOPMENT DIRECTOR	27 17	105,383.39	0.05	27 17	5,289	51	0.05	27 17	5,289	69	0.05	27 17	5,289	69
105	CRA ADMINISTRATOR	23 9	71,154.14	1.00	22 9	68,045	1,020	1.00	23 9	71,428	1,380	1.00	23 9	71,428	1,380
204	CRA PROGRAM MANAGER	15 9	48,156.81	1.00	15 9	48,342	1,020	1.00	15 9	48,342	1,020	1.00	15 9	48,342	1,020
304	SENIOR PLANNER	20 8	60,034.56	0.50	20 8	30,133	1,440	0.50	20 8	30,133	1,440	0.50	20 8	30,133	1,440
602	EXEC ADMIN ASSISTANT	13 8	42,660.80	0.10	13 8	4,282	102	0.10	13 8	4,282	102	0.10	13 8	4,282	102
604	DIVISION ASSISTANT	12 5	37,727.23	1.00	12 5	37,872	1,020	1.00	12 5	37,872	1,020	1.00	12 5	37,872	1,020
	BUDGET PART-TIME			1.00	00 0	32,000	0	1.00	00 0	32,000	0	1.00	00 0	32,000	0
	BUDGET MERIT			1.00	00 0	1,050	0	1.00	00 0	2,875	0	1.00	00 0	2,875	0
		Count				6				6				6	
	Total					227,014	4,653			232,222	5,031			232,222	5,031

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
110		**PROPERTY MANAGEMENT**				
361100 INTEREST	773	0	0	0	0	0.00%
362100 TAXABLE RENTALS	637,438	659,148	871,733	674,049	674,049	2.26%
362200 NONTAXABLE RENTALS	32,586	17,824	17,916	17,916	17,916	0.52%
362900 OTHER RENTS/ROYALTIES	6,350	6,600	7,045	7,045	7,045	6.74%
CVB			7,045	7,045	7,045	
369100 MISCELLANEOUS REVENUE	36	0	0	0	0	0.00%
369110 MISC REVENUE - ALLOWANCE	360	360	360	360	360	0.00%
Total MISCELLANEOUS REVENUES	677,543	683,932	897,054	699,370	699,370	2.26%
381106 TRANS FR INFRASTRUCTURE	2,359,074	0	0	0	0	0.00%
Total OTHER SOURCES	2,359,074	0	0	0	0	0.00%
Fund PROPERTY MANAGEMENT	3,036,617	683,932	897,054	699,370	699,370	2.26%

City of Stuart
Annual Rent 2013-2017
Proposed budget FY 2013

Lessee	Renewal	Notes	2013 Budget	2014 Budget	2015 Budget	2016 Budget
7-Eleven Corporation	6/30/2017	10 yr lease with 2/5 yr renewals. (annual CPI incr 7/1)	172,269	177,437	182,760	188,242
Culpepper & Terpening	1/31/2013	Original 3 yr lease extention approved on 12/1/05. 4/28/08 CCM agreed to allow lessee to sublease to Culpepper and Terpening.	17,400	17,400	17,400	17,400
DeSantis	12/31/2037	30 yr lease with 2/10 yr renewals. Prepaid for 6 yrs totaling $315,000 4/1/07-3/31/2013. *Lease amended 2/12/10 - original prepayment is now for 10yr period = $21,540 py (CPI incr 4/1/17)*	21,540	21,540	21,540	21,540
EcoVentures, LLC - Old Landfill/Golf range	12/1/2050	12/1/10 $40,000 p/y paid quarterly. (annual CPI incr 12/1)	42,230	43,497	44,802	46,146
Sunset Bay Marina & Restaurant	4/30/2048	40 yr lease with 1/40 yr renewal. Base rent: $290,000 p/y paid quarterly. (annual CPI incr 11/1)	310,904	320,232	329,839	339,734
Pelican Café, LLC	10/31/2016	5 yr lease with 2/5yr renewals - base rent (annual CPI incr 11/1)	17,223	17,739	18,271	18,820
Pelican Café, LLC	10/31/2016	5 yr lease with 2/5yr renewals - 3% of gross income	22,283	22,951	23,640	24,349
SDG Group, LLC - Northpoint parcel -Dry Dock Storage & Restaurant	9/30/2051	45 yr lease. Base rent: $175,000 p/y paid quarterly with issuance of CO, est @ Oct 2012, minus construction rent paid. Construction rent $5,000 p/m	50,000	180,250	185,658	191,227
Stuart Green Market, Inc.	9/30/2012	2 yr lease with 2 yr renewal	1,000	1,000	1,000	1,000
Road to Victory Military Museum, Inc.	4/30/2013	1 yr renewal	1,200	1,200	1,200	1,200
Friends of the Lyric , Inc.	9/30/2016	5 yr lease with 1/5yr renemal. Rent: 10% of net income for Flagler Center operations and $2 per ticket sold for tickets of at least $15.	0	0	0	0
Thomas J. Rooney	1/2/2013	If Mr. West wins election lease commitment has been made	18,000	18,000	18,000	18,000
Restaurant		~~*Tentative commencement rental date 8/1/2012*~~	0	0	0	0
Old Chambers of Commerce building		Waiting for Lease proposals	0	0	0	0
Stuart Heritage, Inc.	2/27/2015	3 yr lease with extension option. Tax exempt	1	1	1	1
Martin County Convention & Visitors Bureau	1/31/2015	Base rent, plus 10.8% of Annex electric charges, prorated telephone lease & usage, copier lease, usage & paper. Tax exempt	10	10	10	10
The Arts Council, Inc.	9/30/2013	5 yr lease wih 2/5 yr renewals. Tax exempt	10	10	10	10
Maria's Café, LLC	revocable permit	3.5 % increase annually on 3/1. Tax exempt	2,715	2,810	2,908	3,010
Crown Communications / PJ. Development, LLC	1/31/2017	5 yr lease with 5/5yr renewals with 15% increase @ 5yr lease ext. Plus $4,200 p/yr for any add'l communication providers on tower. Tax exempt	15,180	15,180	15,180	15,180
Martin County Convention & Visitors Bureau	1/31/2015	Reimbursement of 18.1% of Annex electric charges, prorated telephone lease & usage, copier lease, usage & paper. Tax exempt	7,045	7,045	7,045	7,045
American Tower Systems - Old Landfill	6/1/2013	5 yr lease with 2/5 yr renewals, plus 3/5 yr renewals. Rent is 16% of revenue. Tax exempt	42,016	46,217	50,839	55,923
Sprint Nextel - Water Tower	7/19/2016	5 yr lease with 2/5yr renewals with 15% increase @ 5yr lease ext. Tax exempt (next 15% incr 8/1/16)	44,083	44,083	44,083	45,185
Lamar Advertsing		Settlement agreement PERMIT FEE - Sign 1 - Ph I + Ph II $2,475 p/m & Sign 2 - Ph I & II $2,000 p/m (Nov2012?) (2.5% annual incr 11/1)	53,533	56,871	58,293	59,750
			838,641	993,473	1,022,478	1,053,772

110-362100	674,049	821,246	844,109	867,658
110-362200	17,916	18,011	18,109	18,211
110-362900	7,045	7,045	7,045	7,045
104-362200	42,016	46,217	50,839	55,923
410-362200	44,083	44,083	44,083	45,185
001-329000	53,533	56,871	58,293	59,750
	838,641	993,473	1,022,478	1,053,772

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

110 **PROPERTY MANAGEMENT**

9110 **PROPERTY MGMNT**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
531	PROFESSIONAL SERVICES	28,215	30,000	30,000	30,000	30,000	0.00%
	APPRAISALS, SURVEYS & INVESTIGATIONS			30,000	30,000	30,000	
534	OTHER SERVICES	763	675	700	700	700	3.70%
	PEST CONTROL FLAGLER CENTER			700	700	700	
541	COMMUNICATIONS SERVICES	2,459	2,000	3,920	3,920	3,920	96.00%
	MITEL ALARM LINES			2,025	2,025	2,025	
	MITEL LEASING (PHONE SETS) - CVB			1,200	1,200	1,200	
	WINDSTREAM COMMUNICATION - CVB			695	695	695	
543	UTILITY SERVICES	6,213	1,800	5,000	5,000	5,000	177.78%
	ELECTRIC			3,150	3,150	3,150	
	ELECTRIC - CVB			1,850	1,850	1,850	
544	RENTALS AND LEASES	32,726	34,281	35,996	35,996	35,996	5.00%
	COPIER LEASE & USAGE - CVB			3,200	3,200	3,200	
	FEC RAILROAD CROSSING MAINTENANCE & LAND USE			32,316	32,316	32,316	
	SUBMERGED LAND ANNUAL LEASE - PELICAN CAFE			480	480	480	
545	INSURANCE	1,301	1,301	1,301	1,301	1,301	-0.01%
	TRICO GENERAL LIABILITY INSURANCE			1,301	1,301	1,301	
546	REPAIR AND MAINTENANCE	27,960	50,000	60,000	60,000	60,000	20.00%
	MOORE CEMETARY REPAIRS			10,000	10,000	10,000	
	VARIOUS IMPROVEMENTS			50,000	50,000	50,000	
549	OTHER CURRENT CHARGES	3,468	4,050	3,191	3,191	3,191	-21.21%
	RE TAXES			3,191	3,191	3,191	
551	OFFICE SUPPLIES	165	300	200	200	200	-33.33%
	COPIER LEASE PAPER - CVB			200	200	200	
Total	OPERATING EXPENSES	103,269	124,407	140,308	140,308	140,308	12.78%
561	LAND	2,027,556	28,200	0	0	0	-100.00%
563	INFRASTRUCTURE	10,964	0	0	0	0	0.00%
Total	CAPITAL OUTLAY	2,038,520	28,200	0	0	0	-100.00%
572	INTEREST	26,784	0	0	0	0	0.00%
Total	DEBT SERVICE	26,784	0	0	0	0	0.00%
591	INTRAGOVERNMENTAL TRANSFS	250,000	559,525	756,746	559,062	559,062	-0.08%
	TRANSFER TO FUND BALANCE			293,842	96,158	96,158	
	TRANSFER TO GENERAL FUND			250,000	250,000	250,000	
	TRANSFER TO GENERAL FUND REPAY DOCKSIDE LOAN (P&I)			212,904	212,904	212,904	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

110 **PROPERTY MANAGEMENT**

9110 **PROPERTY MGMNT**

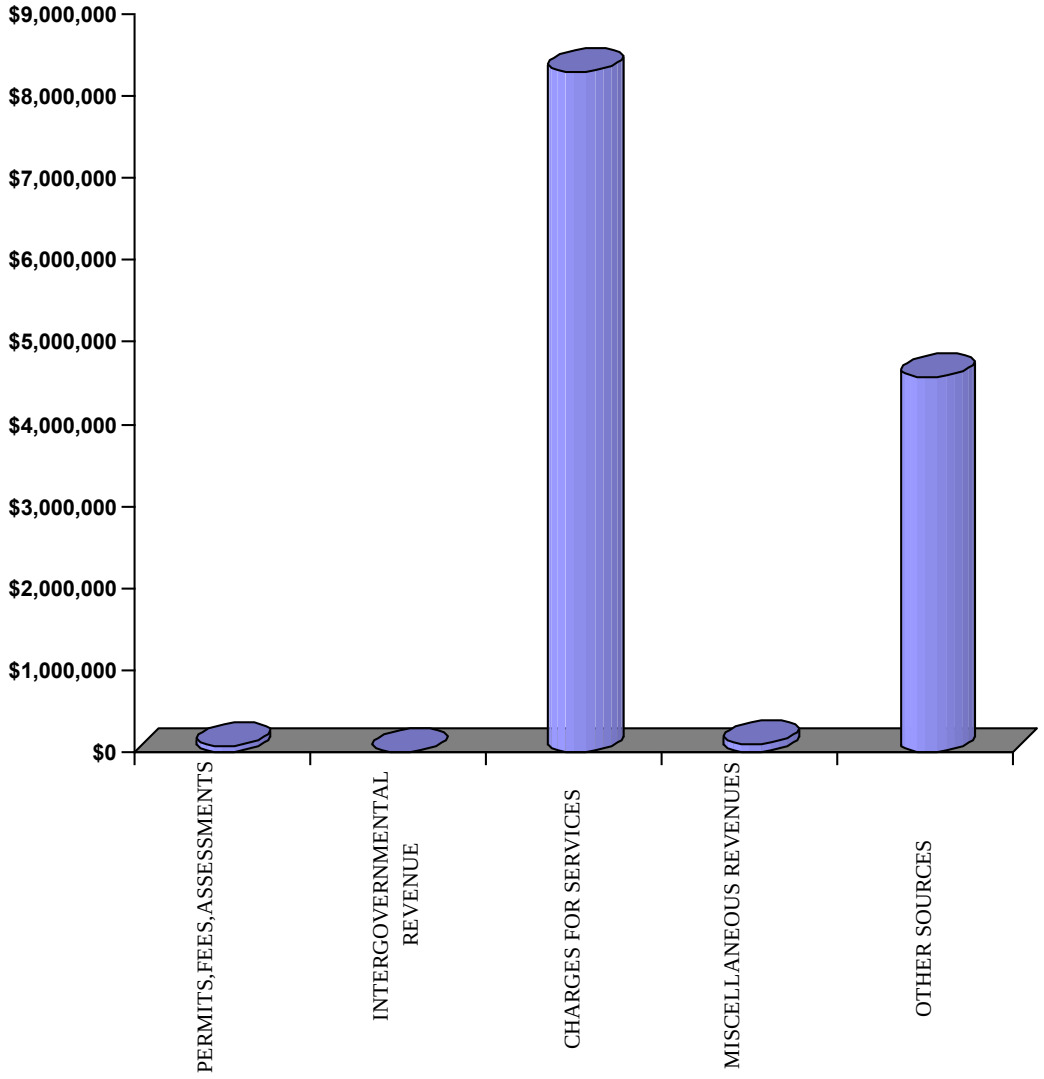
Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
Total OTHER USES	250,000	559,525	756,746	559,062	559,062	-0.08%
Division PROPERTY MGMNT	2,418,573	712,132	897,054	699,370	699,370	-1.79%
Division + Consolidated + Indirect Charges:			897,054	699,370	699,370	
Dept PROPERTY MGMNT	2,418,573	712,132	897,054	699,370	699,370	-1.79%

110 **PROPERTY MANAGEMENT**

Fund	PROPERTY MANAGEMENT	2,418,573	712,132	897,054	699,370	699,370	-1.79%

City of Stuart
2013 Fiscal Budget
Revenues by Category

Water and Sewer Revenues



City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
410		**WATER & SEWER**				
PERMITS,FEES,ASSESSMENT	1,276	61,771	61,771	61,771	61,771	0.00%
CHARGES FOR SERVICES	8,493,677	8,024,424	8,306,993	8,289,660	8,289,660	3.31%
MISCELLANEOUS REVENUES	74,727	109,883	94,883	94,883	94,883	-13.65%
OTHER SOURCES	544,391	1,858,875	2,620,800	4,578,685	4,578,685	146.31%
Fund WATER & SEWER	9,114,071	10,054,953	11,084,447	13,024,999	13,024,999	29.54%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

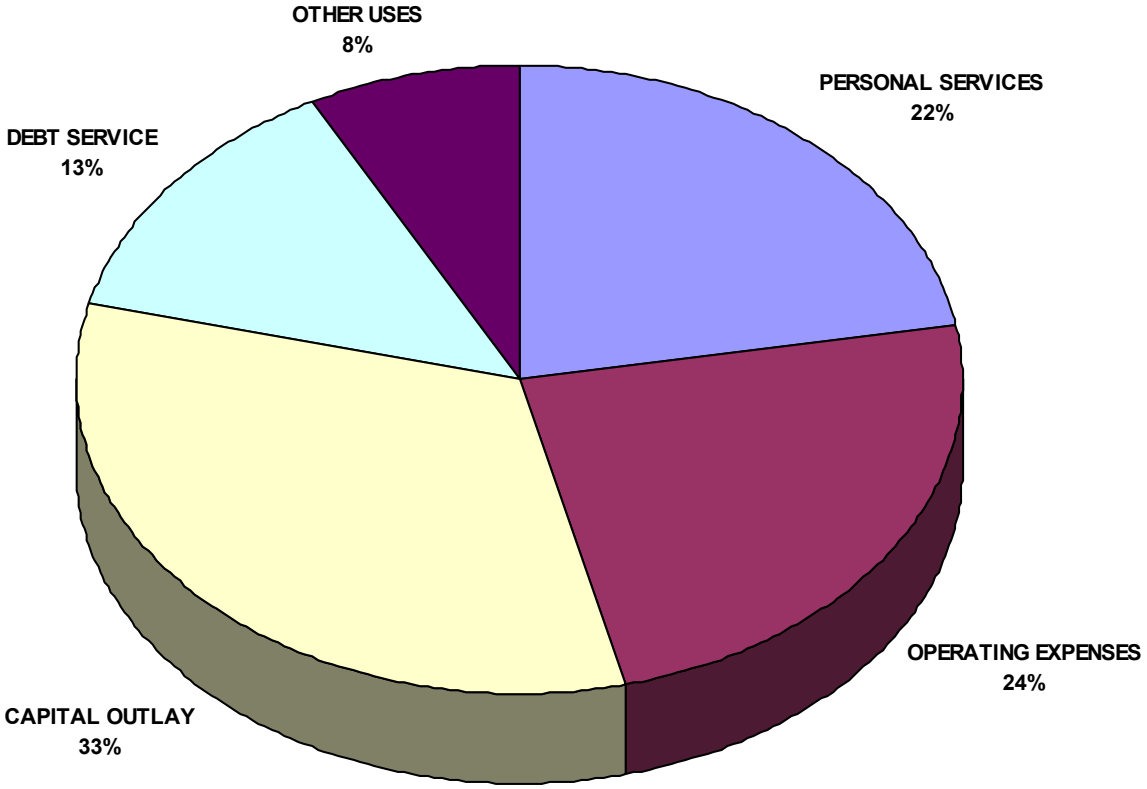
Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
410	**WATER & SEWER**						
325100	ASSESS-CAPITAL IMPROVEMNT	0	60,271	60,271	60,271	60,271	0.00%
	CABANA POINT			8,751	8,751	8,751	
	PALMETTO HARBOR			51,520	51,520	51,520	
329500	MISC FEES/INSPECTIONS	1,276	1,500	1,500	1,500	1,500	0.00%
	PROJECT INSPECTIONS DOWN OVER PRIOR YEAR			1,500	1,500	1,500	
Total	PERMITS,FEES,ASSESSMENT	1,276	61,771	61,771	61,771	61,771	0.00%
343300	WATER UTILITY CHARGE	4,517,750	4,302,726	4,344,893	4,413,048	4,413,048	2.56%
	1% REDUCTION WATER CONSERVATION 3.6% RATE ADJUSTMENT			4,344,893	4,413,048	4,413,048	
343310	DELINQUENT WATER FEES	4,217	5,000	5,000	5,000	5,000	0.00%
	SAME AS PRIOR YEAR			5,000	5,000	5,000	
343500	SEWER/WASTEWATER CHARGE	3,925,659	3,675,598	3,841,000	3,741,368	3,741,368	1.79%
	0.31% SEWER EXPANSION AND 3.6% INCREASE IN RATES			3,841,000	3,741,368	3,741,368	
343510	DELINQUENT SEWER FEES	2,798	3,500	3,500	3,500	3,500	0.00%
	SAME AS PRIOR YEAR			3,500	3,500	3,500	
343520	RECLAIMED WATER CHARGE	2,315	0	75,000	89,144	89,144	0.00%
	RECLAIMED WATER SALES, 19% GROWTH LARGE USER SALES			75,000	89,144	89,144	
343910	UTILITY SERVICE CHARGES	40,624	37,000	37,000	37,000	37,000	0.00%
	SAME AS PRIOR YEAR			37,000	37,000	37,000	
343990	OTHER UTILITY CHARGES	253	600	600	600	600	0.00%
	SAME AS PRIOR YEAR			600	600	600	
343999	GRUMAN INTERIM RATES	60	0	0	0	0	0.00%
Total	CHARGES FOR SERVICES	8,493,677	8,024,424	8,306,993	8,289,660	8,289,660	3.31%
362200	NONTAXABLE RENTALS	44,083	44,083	44,083	44,083	44,083	0.00%
	NEXTEL			44,083	44,083	44,083	
364000	DISPOSITION FIXED ASSETS	0	15,000	0	0	0	-100.00%
366000	CONTRIBUTIONS/DONATIONS	30,000	50,000	50,000	50,000	50,000	0.00%
	GRUMMAN			30,000	30,000	30,000	
	TCT			20,000	20,000	20,000	
369100	MISCELLANEOUS REVENUE	614	500	500	500	500	0.00%
	SAME AS PRIOR YEAR			500	500	500	
369910	RECOVERED BAD DEBT	29	300	300	300	300	0.00%
	SAME AS PRIOR YEAR			300	300	300	
Total	MISCELLANEOUS REVENUES	74,727	109,883	94,883	94,883	94,883	-13.65%
381248	TRANS FR OTHER RESERVES	0	0	0	1,282,000	1,282,000	0.00%
	SEWER EXPANSION FUNDED FROM RESERVES			0	1,282,000	1,282,000	

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
410	**WATER & SEWER**						
384000	DEBT PROCEEDS	0	0	0	2,017,000	2,017,000	0.00%
	PROPOSED SRF CONSTRUCTION LOAN - WTR MAIN/METERS			0	2,017,000	2,017,000	
389100	PROPRIETARY-INTEREST	10,276	15,000	5,800	10,000	10,000	-33.33%
389300	PROPRIETARY-STATE GRANTS	182,900	25,000	50,000	25,000	25,000	0.00%
	SFWMD SIP GRANT			50,000	25,000	25,000	
389411	FUNDS FR WATER AVAILABLE	0	1,025,000	25,000	200,000	200,000	-80.49%
	USE OF FUNDS TO COVER DEBT SERVICE AND OTHER EXPENSES			25,000	200,000	200,000	
389412	FUNDS FR SEWER AVAILABLE	0	110,875	25,000	450,000	450,000	305.86%
	USE OF FUNDS TO PURCHASE GRINDER SYSTEMS			25,000	450,000	450,000	
389413	FUNDS FR RENEW/REPLACMENT	351,215	398,000	715,000	390,000	390,000	-2.01%
	ENGINEERING FEE FOR NEW WELLS			75,000	75,000	75,000	
	INFRASTRUCTURE			125,000	0	0	
	P-1 AND P-2 NEW WELLS			240,000	240,000	240,000	
	RAW WATER WELL REHABILITATION			75,000	75,000	75,000	
	WATER METER REPLACEMENTS - 1,000			200,000	0	0	
389972	FUNDS FR RETAINED EARNING	0	285,000	1,800,000	204,685	204,685	-28.18%
	150 GRINDER SYSTEM			450,000	0	0	
	ENGINEERING FOR SEWER EXPANSION PROGRAM			150,000	0	0	
	SEWER EXPANSION PROGRAM - STYPMANN AND EAST OSCEOLA			1,000,000	0	0	
	SMALL DIAMETER WATER MAIN REPLACEMENT			200,000	0	0	
	USE OF FUNDS TO PHASE IN RATE INCREASE			0	204,685	204,685	
Total	OTHER SOURCES	544,391	1,858,875	2,620,800	4,578,685	4,578,685	146.31%
Fund	WATER & SEWER	9,114,071	10,054,953	11,084,447	13,024,999	13,024,999	29.54%

City of Stuart
2013 Fiscal Budget
Appropriations by Category

Water and Sewer Appropriations



City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
PERSONAL SERVICES	2,792,425	2,907,796	2,879,035	2,895,546	2,895,546	-0.42%
OPERATING EXPENSES	2,350,120	3,044,233	3,101,736	3,104,817	3,104,817	1.99%
CAPITAL OUTLAY	819,778	2,884,000	2,110,500	4,274,500	4,274,500	48.21%
DEBT SERVICE	936,495	1,810,252	1,691,451	1,753,150	1,753,150	-3.15%
OTHER USES	20,833	408,672	1,134,043	996,986	996,986	143.96%
Fund WATER & SEWER	6,919,650	11,054,953	10,916,764	13,024,999	13,024,999	17.82%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
1640		**UTILITIES FINANCIAL SVCS**				
PERSONAL SERVICES	223,392	260,088	247,753	245,113	245,113	-5.76%
OPERATING EXPENSES	78,728	89,242	112,692	112,692	112,692	26.28%
Division UTILITIES FINANCIAL SVCS	302,120	349,330	360,445	357,805	357,805	2.43%
1660		**DEBT SERVICE**				
DEBT SERVICE	936,495	1,810,252	1,691,451	1,753,150	1,753,150	-3.15%
Division DEBT SERVICE	936,495	1,810,252	1,691,451	1,753,150	1,753,150	-3.15%
Dept FINANCIAL SERVICES	1,238,615	2,159,582	2,051,896	2,110,955	2,110,955	-2.25%
1610		**WATER TREATMENT TEAM**				
PERSONAL SERVICES	707,547	696,159	660,964	666,346	666,346	-4.28%
OPERATING EXPENSES	901,105	1,150,890	1,136,765	1,136,765	1,136,765	-1.23%
CAPITAL OUTLAY	141,115	73,000	95,000	410,000	410,000	461.64%
Division WATER TREATMENT TEAM	1,749,766	1,920,049	1,892,728	2,213,111	2,213,111	15.26%
1620		**WASTEWATER TREATMENT TEAM**				
PERSONAL SERVICES	654,937	663,090	655,439	660,398	660,398	-0.41%
OPERATING EXPENSES	643,712	915,251	966,764	966,764	966,764	5.63%
CAPITAL OUTLAY	678,663	206,500	28,000	28,000	28,000	-86.44%
Division WASTEWATER TREATMENT	1,977,312	1,784,841	1,650,203	1,655,162	1,655,162	-7.27%
1630		**DISTRIBUTION/COLLECTION**				
PERSONAL SERVICES	547,679	556,360	545,294	549,622	549,622	-1.21%
OPERATING EXPENSES	307,207	346,336	522,746	522,746	522,746	50.94%
CAPITAL OUTLAY	0	2,604,500	1,987,500	3,836,500	3,836,500	47.30%
Division DISTRIBUTION/COLLECTION	854,885	3,507,196	3,055,540	4,908,868	4,908,868	39.97%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
1670		**W & S GENERAL GOVERNMENT**				
PERSONAL SERVICES	689,570	677,324	679,635	684,118	684,118	1.00%
OPERATING EXPENSES	134,623	181,845	145,535	145,535	145,535	-19.97%
Division W & S GENERAL GOVERNME	824,192	859,169	825,170	829,653	829,653	-3.44%
Dept PUBLIC WORKS ADMIN	5,406,156	8,071,255	7,423,642	9,606,794	9,606,794	19.02%
1690		**W/S NON-OPERATING**				
PERSONAL SERVICES	-30,698	54,774	89,950	89,950	89,950	64.22%
OPERATING EXPENSES	284,745	360,669	217,234	220,315	220,315	-38.91%
OTHER USES	20,833	408,672	1,134,043	996,986	996,986	143.96%
Division W/S NON-OPERATING	274,880	824,115	1,441,227	1,307,251	1,307,251	58.62%
Dept W/S NON-OPERATING	274,880	824,115	1,441,227	1,307,251	1,307,251	58.62%
Fund WATER & SEWER	6,919,650	11,054,953	10,916,764	13,024,999	13,024,999	17.82%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	1,975,266	2,062,027	2,007,103	2,007,103	2,007,103	-2.66%
514	OVERTIME	84,413	72,500	78,500	78,500	78,500	8.28%
515	SPECIAL PAY	13,899	46,592	42,641	62,491	62,491	34.12%
521	FICA TAXES	151,024	165,611	161,561	163,079	163,079	-1.53%
522	RETIREMENT CONTRIBUTIONS	189,203	105,735	105,011	105,011	105,011	-0.68%
523	LIFE AND HEALTH INSURANCE	349,971	395,983	424,871	420,014	420,014	6.07%
524	WORKERS' COMPENSATION	59,348	59,348	59,348	59,348	59,348	0.00%
529	COMPENSATED ABSENCES ACCR	-30,698	0	0	0	0	0.00%
Total	PERSONAL SERVICES	2,792,425	2,907,796	2,879,035	2,895,546	2,895,546	-0.42%
531	PROFESSIONAL SERVICES	70,610	253,000	349,500	349,500	349,500	38.14%
534	OTHER SERVICES	213,185	403,400	410,400	410,400	410,400	1.74%
540	TRAVEL AND PER DIEM	13,519	14,650	27,000	27,000	27,000	84.30%
541	COMMUNICATIONS SERVICES	21,869	23,950	23,950	23,950	23,950	0.00%
542	FREIGHT/POSTAGE SERVICES	29,828	32,575	34,575	34,575	34,575	6.14%
543	UTILITY SERVICES	543,045	683,350	710,802	710,802	710,802	4.02%
544	RENTALS AND LEASES	74,901	86,544	87,971	87,971	87,971	1.65%
545	INSURANCE	119,378	120,226	119,958	119,958	119,958	-0.22%
546	REPAIR AND MAINTENANCE	449,869	496,630	531,400	531,400	531,400	7.00%
547	PRINTING AND BINDING	1,829	10,350	17,350	17,350	17,350	67.63%
548	PROMOTIONAL ACTIVITIES	3,729	3,250	5,250	5,250	5,250	61.54%
549	OTHER CURRENT CHARGES	62,946	60,582	58,367	58,367	58,367	-3.66%
551	OFFICE SUPPLIES	6,446	14,200	15,450	15,450	15,450	8.80%
552	OPERATING SUPPLIES	432,196	464,081	465,704	465,704	465,704	0.35%
553	ROAD MATERIAL AND SUPPLY	2,365	2,500	2,500	2,500	2,500	0.00%
554	BOOKS AND MEMBERSHIPS	3,511	3,125	3,525	3,525	3,525	12.80%
555	TRAINING	16,151	11,150	20,800	20,800	20,800	86.55%
557	INDIRECT COSTS (NET)	284,745	360,669	217,234	220,315	220,315	-38.91%
Total	OPERATING EXPENSES	2,350,120	3,044,233	3,101,736	3,104,817	3,104,817	1.99%
563	INFRASTRUCTURE	377,663	2,591,250	1,975,000	4,139,000	4,139,000	59.73%
564	MACHINERY AND EQUIPMENT	442,115	292,750	135,500	135,500	135,500	-53.71%
Total	CAPITAL OUTLAY	819,778	2,884,000	2,110,500	4,274,500	4,274,500	48.21%
571	PRINCIPAL	0	742,443	759,790	759,790	759,790	2.34%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
572	INTEREST	820,557	958,394	851,136	851,136	851,136	-11.19%
573	OTHER DEBT SERVICE COSTS	2,573	725	680	680	680	-6.21%
574	AMORTIZATION	113,365	108,690	79,845	141,544	141,544	30.23%
Total	DEBT SERVICE	936,495	1,810,252	1,691,451	1,753,150	1,753,150	-3.15%
591	INTRAGOVERNMENTAL TRANSFS	8,552	322,797	1,134,043	928,260	928,260	187.57%
595	OTHER NONOPERATING USES	12,281	85,875	0	68,726	68,726	-19.97%
Total	OTHER USES	20,833	408,672	1,134,043	996,986	996,986	143.96%
Fund	WATER & SEWER	6,919,650	11,054,953	10,916,764	13,024,999	13,024,999	17.82%

Budget Narrative
Fiscal Year 2012-2013

Fund: Water & Sewer Operation Fund
Department: Public Works
Team: Water Treatment Team (1610)

Departmental Activities and Service Level Description:
The Water Treatment Team is responsible for obtaining, treating and delivering safe potable water to the citizens of Stuart that is sufficient in both quality and quantity to meet the existing and future demands of the City. In order to accomplish this, the Water Treatment Team must operate, manage, maintain and repair the Water Treatment Plant and all associated equipment and machinery. In addition to plant maintenance and improvements, the staff is responsible for the maintenance and repair of 24 production wells situated throughout the City. Operation team members at the water plant are directly responsible for monitoring the treatment processes of the plant and maintaining standards within local, state and federal guidelines. The Water Treatment Team is dedicated to providing the highest caliber of service to its customers.

Staffing Levels:
No increase in staffing levels is requested for FY 2012/2013.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Team Leader II	1	1	1	1	1
Water System Specialist	1	1	1	1	1
Maintenance Mechanics	2	2	2	2	0
Utility Maint. Mechanics	0	0	0	0	2
Water Plant Operators	4	4	4	4	4
Lab Technician	1	1	1	1	1
Laborer II	1	1	1	1	1
Total	**10**	**10**	**10**	**10**	**10**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Water Delivered (avg. month)	109 MG	108 MG	112 MG	110 MG	110 MG
Samples Collected	165/mo	165/mo	169/mo	169/mo	169/mo
# Days meeting Quality Standards	365 days	365 days	365 days	365 days	365 days
# Complaints about Water Quality	2/year	2/year	1/year	1/year	0/year
# Metered Services	4,325	4,3524	4,361	4,405	4,425
Treatment Plant Capacity	6.0 MGD	6.0 MGD	6.0 MGD	6.0 MGD	6.0 MGD
Storage Capacity	2.25 MG	2.25 MG	3.25 MG	3.25 MG	3.25 MG

Major Budget or Service Level Changes:
2-day per week year-round water conservation measures and water conservation public awareness campaigns are expected to reduce the over-all water demands by 1%.

Department Objectives:
To provide an outstanding product to our customers that exceed all water quality standards within the quantitative constraints of the City's Consumptive Use Permit in a safe and cost effective manner.

- Promote public education in the areas of water quality and water conservation.
- Produce an outstanding product that exceeds customer expectations.
- Receive recognition for outstanding operations and maintenance via regulatory and professional organizations.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1610 **WATER TREATMENT TEAM**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	489,202	498,921	464,063	464,063	464,063	-6.99%
514	OVERTIME	36,517	26,000	29,000	29,000	29,000	11.54%
	OVERTIME FOR EMERGENCY RESPONSE AND ON-CALL			10,000	10,000	10,000	
	OVERTIME FOR OPERATOR SHIFT COVERAGE AND HOLIDAYS			19,000	19,000	19,000	
515	SPECIAL PAY	4,905	9,680	8,180	13,180	13,180	36.16%
521	FICA TAXES	38,617	40,897	38,345	38,728	38,728	-5.30%
522	RETIREMENT CONTRIBUTIONS	46,828	25,980	24,428	24,428	24,428	-5.97%
523	LIFE AND HEALTH INSURANCE	78,048	81,250	83,517	83,517	83,517	2.79%
524	WORKERS' COMPENSATION	13,430	13,430	13,430	13,430	13,430	0.00%
Total	PERSONAL SERVICES	707,547	696,159	660,964	666,346	666,346	-4.28%
531	PROFESSIONAL SERVICES	9,718	71,000	47,500	47,500	47,500	-33.10%
	CONSULTING SERVICES FOR PROCESS CONTROL			25,000	25,000	25,000	
	ENGINEERING SERVICES FOR WATER RESOURCE MANAGEMENT			10,000	10,000	10,000	
	INSTRUMENTATION & CONTROLS TROUBLESHOOTING			5,000	5,000	5,000	
	WETLAND MONITORING (CUP)			7,500	7,500	7,500	
534	OTHER SERVICES	154,662	178,850	178,850	178,850	178,850	0.00%
	BM - FIRE EXTINGUISHER INSPECTION			750	750	750	
	BM - PEST CONTROL SERVICES			500	500	500	
	BOOM TRUCK CRANE CERTIFICATIONS			300	300	300	
	CHEMICAL TREATMENT FOR RAW WATER WELLS			50,000	50,000	50,000	
	DATA FLOW UNIT FOR MARTIN COUNTY INTERCONNECT			900	900	900	
	ELECTRICAL REPAIRS BY OUTSIDE CONTRACTOR			5,000	5,000	5,000	
	EMERGENCY GENERATOR REPAIRS BY CONTRACTOR			1,000	1,000	1,000	
	FIT TESTING			300	300	300	
	GENERATOR DIESEL FUEL TANK MAINTENANCE			2,000	2,000	2,000	
	OUTSIDE LABOR FORCE			22,500	22,500	22,500	
	OUTSIDE LABORATORY SERVICES			81,000	81,000	81,000	
	PLANT METER ROTATION			1,200	1,200	1,200	
	PLC PROGRAMMING SERVICES			10,000	10,000	10,000	
	SWITCH GEAR MAINTENANCE BY OUTSIDE CONTRACTOR			1,000	1,000	1,000	
	UNIFORM RENTAL FOR 10 TEAM MEMBERS			2,400	2,400	2,400	
540	TRAVEL AND PER DIEM	327	920	1,000	1,000	1,000	8.70%
	FWPCOA SHORT SCHOOL FOR 2 TEAM MEMBERS			1,000	1,000	1,000	
541	COMMUNICATIONS SERVICES	4,081	4,500	4,500	4,500	4,500	0.00%
	MITEL LEASING (PHONE SETS)			1,800	1,800	1,800	
	VERIZON AIR CARD FOR I & C TECHNICIAN			600	600	600	

410 **WATER & SEWER**

1610 **WATER TREATMENT TEAM**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
541	COMMUNICATIONS SERVICES	4,081	4,500	4,500	4,500	4,500	0.00%
	VERIZON AIR CARD FOR TEAM LEADER			600	600	600	
	VERIZON FOR I & C TECHNICIAN			300	300	300	
	VERIZON FOR OPERATOR			300	300	300	
	WINDSTREAM COMMUNICATION			900	900	900	
542	FREIGHT/POSTAGE SERVICES	1,148	1,700	1,700	1,700	1,700	0.00%
	POSTAGE FOR CCR			1,200	1,200	1,200	
	SHIPMENT FOR EQUIPMENT REPAIRS			500	500	500	
543	UTILITY SERVICES	243,513	271,600	279,659	279,659	279,659	2.97%
	CITY UTILITIES (WATER/ SEWER/GARBAGE)			3,000	3,000	3,000	
	FP&L - WATER PLANT			247,200	247,200	247,200	
	FP&L - WELLS			29,459	29,459	29,459	
544	RENTALS AND LEASES	21,692	24,600	24,630	24,630	24,630	0.12%
	COPIER LEASE & USAGE			530	530	530	
	DATA FLOW UNITS			23,600	23,600	23,600	
	EQUIPMENT RENTAL			500	500	500	
545	INSURANCE	40,689	40,528	40,926	40,926	40,926	0.98%
	FLOOD INSURANCE PORTION			1,633	1,633	1,633	
	FUEL STORAGE TANK INSURANCE (2 LG & 4 SM)			792	792	792	
	TRICO GENERAL LIABILITY INSURANCE			38,501	38,501	38,501	
546	REPAIR AND MAINTENANCE	117,182	230,240	222,840	222,840	222,840	-3.21%
	CONTROL PANEL REPAIRS			6,000	6,000	6,000	
	DOWNWELL SENSOR REPAIRS			10,000	10,000	10,000	
	PLANT PAINTING			20,000	20,000	20,000	
	PLANT REPAIRS			85,000	85,000	85,000	
	PLC REPAIRS			9,000	9,000	9,000	
	RAW WATER FLOW METER REPAIRS			1,250	1,250	1,250	
	RAW WATER WELL FLOW METER REPLACEMENTS			3,090	3,090	3,090	
	RAW WATER WELL REPAIRS			45,000	45,000	45,000	
	SWITCHGEAR FOR WELLS 26			2,000	2,000	2,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES			5,000	5,000	5,000	
	VOC TOWER AIR INTAKE REPAIRS			15,000	15,000	15,000	
	VOC TOWER REPAIRS			1,500	1,500	1,500	
	VOC TOWERS PAINTING			20,000	20,000	20,000	
547	PRINTING AND BINDING	1,779	5,000	7,000	7,000	7,000	40.00%
	CONSUMER CONFIDENCE REPORT PRINTING			3,000	3,000	3,000	
	WATER CONSERVATION MATERIALS			4,000	4,000	4,000	

410 **WATER & SEWER**

1610 **WATER TREATMENT TEAM**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
548	PROMOTIONAL ACTIVITIES	3,694	3,000	5,000	5,000	5,000	66.67%
	DRINKING WATER WEEK ACTIVITIES			2,000	2,000	2,000	
	WATER CONSERVATION PROMOTIONS			3,000	3,000	3,000	
549	OTHER CURRENT CHARGES	22,644	26,544	26,496	26,496	26,496	-0.18%
	FDEP PERMIT			4,000	4,000	4,000	
	MISCELLANEOUS PERMITTING FEES			1,750	1,750	1,750	
	OPERATOR EXAM FEES			500	500	500	
	PILOT			2,746	2,746	2,746	
	WELLFIELD PROTECTION PROGRAM - MARTIN COUNTY			17,500	17,500	17,500	
551	OFFICE SUPPLIES	1,278	3,000	4,000	4,000	4,000	33.33%
	MISCELLANEOUS OFFICE SUPPLIES			2,000	2,000	2,000	
	MISCELLANEOUS SMALL EQUIPMENT			2,000	2,000	2,000	
552	OPERATING SUPPLIES	276,800	287,628	289,464	289,464	289,464	0.64%
	ACID - VOC TOWER CLEANING			5,000	5,000	5,000	
	AMMONIA 10,117 POUNDS PER YEAR AT 0.69 PER POUND			6,981	6,981	6,981	
	CALGON 18,067 POUNDS PER YEAR AT 1.24 PER POUND			22,404	22,404	22,404	
	FLUORIDE 2,890 GALLONS PER YEAR AT 3.57 PER GALLON			10,320	10,320	10,320	
	FUEL FOR GENERATORS - 1,100 DSL @ $4.5 P/G			4,950	4,950	4,950	
	FUEL FOR VEHICLES - 2,677 GAS/38 DSL @ $4/$4.5 P/G			10,835	10,835	10,835	
	LABORATORY SUPPLIES			5,000	5,000	5,000	
	LIME 631.62 TONS PER YEAR AT 234.24 PER TON			147,951	147,951	147,951	
	MISCELLANEOUS CONSUMABLE GOODS			9,800	9,800	9,800	
	MISCELLANEOUS ELECTRICAL & MECHANICAL SUPPLIES			5,000	5,000	5,000	
	MISCELLANEOUS SAFETY SUPPLIES			1,030	1,030	1,030	
	POLYMER 2,349 POUNDS PER YEAR AT 1.90 PER POUND			4,464	4,464	4,464	
	SAFETY SHOES FOR 10 TEAM MEMBERS			950	950	950	
	SODIUM HYPO 72,270 GALLONS PER YEAR AT .74 PER GALLON			53,480	53,480	53,480	
	UNIFORM SHIRTS AND HATS FOR 10 TEAM MEMBERS			800	800	800	
	WELDING SUPPLIES			500	500	500	
554	BOOKS AND MEMBERSHIPS	1,418	200	200	200	200	0.00%
	FWPCOA MEMBERSHIPS FOR TEAM MEMBERS			200	200	200	
555	TRAINING	479	1,580	3,000	3,000	3,000	89.87%
	FWPCOA SHORT SCHOOL FOR 2 TEAM MEMBERS			500	500	500	
	MISCELLANEOUS TRAINING			2,500	2,500	2,500	
Total	OPERATING EXPENSES	901,105	1,150,890	1,136,765	1,136,765	1,136,765	-1.23%
563	INFRASTRUCTURE	0	0	75,000	390,000	390,000	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1610 WATER TREATMENT TEAM

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
563	INFRASTRUCTURE	0	0	75,000	390,000	390,000	0.00%
	ENGINEERING DESIGN NEW RAW WATER WELLS P-1 & P-2 - R&R			0	75,000	75,000	
	RAW WATER WELL REHABILITATION - R&R			75,000	75,000	75,000	
	RAW WATER WELLS P-1 & P-2 - R&R			0	240,000	240,000	
564	MACHINERY AND EQUIPMENT	141,115	73,000	20,000	20,000	20,000	-72.60%
	CABINETS AND STORAGE UNITS			10,000	10,000	10,000	
	LABORATORY EQUIPMENT			10,000	10,000	10,000	
Total	CAPITAL OUTLAY	141,115	73,000	95,000	410,000	410,000	461.64%
Division	WATER TREATMENT TEAM	1,749,766	1,920,049	1,892,728	2,213,111	2,213,111	15.26%
	COMMISSION			6,553	6,573	6,573	
	MANAGER			18,839	18,952	18,952	
	HUMAN RESOURCES			10,202	10,267	10,267	
	CITY CLERK			9,120	9,159	9,159	
	FINANCIAL SERVICES			59,094	59,416	59,416	
	INFORMATION SERVICES			11,396	11,688	11,688	
	CITY ATTORNEY			6,649	6,682	6,682	
	VEHICLE MAINTENANCE			2,015	2,029	2,029	
	BUILDING MAINTENANCE			16,258	16,192	16,192	
	CUSTOMER SERVICE			7,029	6,977	6,977	
	WS GENERAL GOV			335,324	337,146	337,146	
	Total Indirect Costs			482,479	485,081	485,081	
	Division + Consolidated + Indirect Charges:			2,375,208	2,698,192	2,698,192	

1610 WATER TREATMENT TEAM

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
302	TEAM LEADER II	18 ##	65,948.16	1.00	18 ##	66,202	480	1.00	18 ##	66,202	480	1.00	18 ##	66,202	480
308	LABORATORY TECHNICIAN	14 14	52,438.63	1.00	14 14	52,640	0	1.00	14 14	52,640	0	1.00	14 14	52,640	0
507	WATER SYSTEMS SPECIALIST	13 17	53,755.73	1.00	13 17	53,962	1,500	1.00	13 17	53,962	1,500	1.00	13 17	53,962	1,500
704	TREATMENT PLANT OPER I	11 17	48,732.88	1.00	11 17	48,920	0	1.00	11 17	48,920	0	1.00	11 17	48,920	0
704	TREATMENT PLANT OPER I	11 9	40,048.90	1.00	11 9	40,203	0	1.00	11 9	40,203	0	1.00	11 9	40,203	0
704	TREATMENT PLANT OPER II	12 8	40,986.50	1.00	12 8	41,144	1,200	1.00	12 8	41,144	1,200	1.00	12 8	41,144	1,200
704	TREATMENT PLANT OPER III	13 9	44,134.17	1.00	13 9	44,304	1,500	1.00	13 9	44,304	1,500	1.00	13 9	44,304	1,500
801	UTILITY MAINT MECHANIC	12 9	42,035.74	1.00	12 9	42,197	0	1.00	12 9	42,197	0	1.00	12 9	42,197	0
801	UTILITY MAINT MECHANIC	12 9	42,035.74	1.00	12 9	42,197	0	1.00	12 9	42,197	0	1.00	12 9	42,197	0
808	LABORER II	03 15	32,168.61	1.00	03 15	32,292	0	1.00	03 15	32,292	0	1.00	03 15	32,292	0
	BUDGET OVERTIME			1.00	00 0	29,000	0	1.00	00 0	29,000	0	1.00	00 0	29,000	0
	BUDGET MERIT			1.00	00 0	3,500	0	1.00	00 0	8,500	0	1.00	00 0	8,500	0
		Count				10				10				10	
	Total					496,563	4,680			501,563	4,680			501,563	4,680

Budget Narrative
Fiscal Year 2012-2013

Fund: Water & Sewer Operating Fund
Department: Public Works
Division: Wastewater Treatment Plant (1620)

Department Activities and Service Level Description:
The Wastewater Treatment Team is responsible for operating the water reclamation facility in accordance with all local, state, and federal regulatory requirements and the disposal of all final effluent that meets and exceeds water quality standards. In addition, the Maintenance Team is responsible for maintaining all equipment associated with the sanitary sewer collection system, including forty-five (45) lift stations, the water reclamation facility, and effluent disposal via reuse and/or deep well injection.

Staffing Levels:
No increase in staffing levels is requested for FY 2012/2013.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Team Leader I	0	0	0	1	1
Team Leader II	2	2	2	1	1
Team Leader III	1	1	1	2	2
Instrumentation/Control Technician	1	1	1	1	1
Plant Operators	2	2	2	2	2
WW System Specialist	1	1	1	1	1
Senior Maintenance Mechanic	1	1	1	0	0
Senior Utility Maintenance Mechanic	0	0	0	1	1
Equipment Operator II	1	1	1	1	1
Total	**9**	**9**	**9**	**10**	**10**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Wastewater (average month)	56 MG	52 MG	53 MG	52 MG	53.50 MG
Reclaimed Water (average month)	0	0	0	15 MG	12 MG
Samples Collected	70/mo	70/mo	70/mo	130/mo	130/mo
Days meeting Quality Standards	365days	365 days	365 days	365 days	365 days
Odor Complaints	10/year	3/year	0/year	0/year	0/year
Connections	1,700	1,725	1,747	1,750	1,950
Treatment Plant Capacity	4.0 MGD	4.0 MGD	4.0 MGD	4.0 MGD	4.0 MGD

Major Budget or Service Level Changes:
The Manor/Riverview and Pelican Sewer Basin improvements are scheduled to be operational in the last quarter of 2012. 200 new connections are anticipated in 2013.

Sewer expansion in the Osceola and Stypmann Sewer Basins are scheduled for engineering design and construction.

Department Objectives:
To provide outstanding cost effective wastewater treatment and disposal services that exceed all regulatory requirements while providing employees with a safe work environment.

- Minimize odors to prevent odor complaints from adjoining property owners.
- Produce the highest quality plant effluent at the lowest cost.
- Produce highly treated reclaimed water and provide service to commercial customers.
- Implement in-house process control data.
- Continue to receive industry recognition for quality operation and maintenance.

City of Stuart
2013 Fiscal Budget
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410 **WATER & SEWER**

1620 **WASTEWATER TREATMENT TEAM**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	447,793	470,277	464,849	464,849	464,849	-1.15%
514	OVERTIME	27,376	20,000	22,000	22,000	22,000	10.00%
	OVERTIME- HOLIDAYS, STAND-BY, AND SLUDGE HAULING			22,000	22,000	22,000	
515	SPECIAL PAY	1,560	6,060	5,060	9,560	9,560	57.76%
521	FICA TAXES	34,544	37,970	37,631	37,975	37,975	0.01%
522	RETIREMENT CONTRIBUTIONS	43,868	24,102	24,188	24,188	24,188	0.36%
523	LIFE AND HEALTH INSURANCE	80,796	85,681	82,711	82,825	82,825	-3.33%
524	WORKERS' COMPENSATION	19,001	19,001	19,001	19,001	19,001	0.00%
Total	PERSONAL SERVICES	654,937	663,090	655,439	660,398	660,398	-0.41%
531	PROFESSIONAL SERVICES	4,331	62,500	72,500	72,500	72,500	16.00%
	AQUIFER STORAGE RECOVERY - TEST PLAN			25,000	25,000	25,000	
	ELECTRICAL CONSULTANT			10,000	10,000	10,000	
	INSTRUMENTATION AND CONTROL PROGRAMMING			7,500	7,500	7,500	
	PROFESSIONAL ENGINEERING SERVICES FOR PROCESS CONTROL			30,000	30,000	30,000	
534	OTHER SERVICES	43,416	148,200	155,200	155,200	155,200	4.72%
	BM - CARPET CLEANING			500	500	500	
	BM - FIRE EXTINGUISHER INSPECTIONS			800	800	800	
	BM - PEST CONTROL SERVICES			500	500	500	
	BM- COUNTER TOP AND SINK REPLACEMENT			4,000	4,000	4,000	
	CRANE SAFETY INSPECTIONS			1,000	1,000	1,000	
	DIESEL TANK MAINTENANCE			2,000	2,000	2,000	
	ELECTRICAL REPAIRS BY OUTSIDE VENDOR			5,000	5,000	5,000	
	EMERGENCY GENERATOR REPAIRS BY OUTSIDE CONTRACTOR			5,000	5,000	5,000	
	FIT TESTING			300	300	300	
	INSTRUMENTATION CALIBRATION			3,600	3,600	3,600	
	LIFT STATION REHABILITATION (2)			20,000	20,000	20,000	
	OUTSIDE LABOR FORCE			22,500	22,500	22,500	
	OUTSIDE LABORATORY SERVICES			85,000	85,000	85,000	
	PLC PROGRAMMING SERVICE			1,500	1,500	1,500	
	SWITCHGEAR MAINTENANCE			1,000	1,000	1,000	
	UNIFORM RENTAL FOR 7 TEAM MEMBERS			2,500	2,500	2,500	
540	TRAVEL AND PER DIEM	312	730	1,000	1,000	1,000	36.99%
	FWPCOA SHORT SCHOOL FOR 2 TEAM MEMBERS			1,000	1,000	1,000	
541	COMMUNICATIONS SERVICES	8,306	8,250	8,250	8,250	8,250	0.00%
	MITEL LEASING (PHONE SETS)			2,210	2,210	2,210	
	VERIZON FOR 4 TEAM MEMBERS			1,200	1,200	1,200	

City of Stuart
2013 Fiscal Budget
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410 **WATER & SEWER**

1620 **WASTEWATER TREATMENT TEAM**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
541	COMMUNICATIONS SERVICES	8,306	8,250	8,250	8,250	8,250	0.00%
	VERIZON WIRELESS FOR TEAM LEADER			600	600	600	
	WINDSTREAM COMMUNICATION			4,240	4,240	4,240	
542	FREIGHT/POSTAGE SERVICES	295	500	500	500	500	0.00%
	SHIPPING FOR EQUIPMENT REPAIRS			500	500	500	
543	UTILITY SERVICES	286,726	399,300	418,570	418,570	418,570	4.83%
	FP&L - LIFT STATIONS			60,770	60,770	60,770	
	FP&L - PLANT			226,600	226,600	226,600	
	FP&L - RECLAIMED WATER HIGH SERVICE PUMPS			41,200	41,200	41,200	
	SLUDGE DISPOSAL 2,000 TONS @ 35.00 PER TON			70,000	70,000	70,000	
	WATER, SEWER, GARBAGE, AND GRIT REMOVAL			20,000	20,000	20,000	
544	RENTALS AND LEASES	28,320	38,000	38,000	38,000	38,000	0.00%
	COPIER LEASE & USAGE			3,000	3,000	3,000	
	DATA FLOW UNITS BASE UNIT AND 38 LIFT STATIONS			34,000	34,000	34,000	
	MISCELLANEOUS EQUIPMENT RENTAL			1,000	1,000	1,000	
545	INSURANCE	33,928	33,777	34,127	34,127	34,127	1.04%
	FLOOD INSURANCE PORTION			1,391	1,391	1,391	
	FUEL STORAGE TANK INSURANCE (1 LG & 4 SM)			654	654	654	
	TRICO GENERAL LIABILITY INSURANCE			32,082	32,082	32,082	
546	REPAIR AND MAINTENANCE	142,575	106,060	122,060	122,060	122,060	15.09%
	BM - AC REPAIRS			2,060	2,060	2,060	
	ELECTRICAL COMPONENT REPAIRS			5,000	5,000	5,000	
	LIFT STATION AND MAINTENANCE			50,000	50,000	50,000	
	PLANT REPAIR AND MAINTENANCE			40,000	40,000	40,000	
	PLC REPAIRS			5,000	5,000	5,000	
	REPAIR 2 LIFT STATION PANELS			2,000	2,000	2,000	
	UPGRADE PUMPS AND CHECK VALVES AT 2 LIFT STATIONS			12,000	12,000	12,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES & EQUIPMENT			6,000	6,000	6,000	
547	PRINTING AND BINDING	0	100	100	100	100	0.00%
	MISCELLANEOUS PRINTING			100	100	100	
549	OTHER CURRENT CHARGES	16,463	13,738	9,571	9,571	9,571	-30.33%
	PILOT			9,571	9,571	9,571	
551	OFFICE SUPPLIES	1,404	2,000	2,000	2,000	2,000	0.00%
	MISCELLANEOUS OFFICE SUPPLIES			1,000	1,000	1,000	
	MISCELLANEOUS SMALL OFFICE EQUIPMENT			1,000	1,000	1,000	
552	OPERATING SUPPLIES	72,954	100,776	102,836	102,836	102,836	2.04%

City of Stuart
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410 **WATER & SEWER**

1620 WASTEWATER TREATMENT TEAM

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
552	OPERATING SUPPLIES	72,954	100,776	102,836	102,836	102,836	2.04%
	CONSUMABLE GOODS			4,000	4,000	4,000	
	DO PROBE REPLACEMENT PARTS			4,000	4,000	4,000	
	ELECTRICAL & MECHANICAL SUPPLIES			12,000	12,000	12,000	
	FUEL FOR GENERATORS - 1,100 DSL @ $4.5 P/G			4,950	4,950	4,950	
	FUEL FOR VEHICLES - 3,262 GAS/2,774 DSL @ $4/$4.5 P/G			25,531	25,531	25,531	
	PH PROBE REPLACEMENT PARTS			600	600	600	
	POLYMER 606 POUNDS PER WEEK AT .70 PER POUND			22,060	22,060	22,060	
	RECLAIMED PROBE REPLACEMENTS			3,000	3,000	3,000	
	SAFETY SHOES FOR 7 TEAM MEMBERS			665	665	665	
	SAFETY SUPPLIES (PPE)			2,000	2,000	2,000	
	SODIUM HYPOCHLORITE FOR RECLAIMED WATER			22,000	22,000	22,000	
	UNIFORM T-SHIRTS AND HATS FOR 7 TEAM MEMBERS			1,000	1,000	1,000	
	WELDING SUPPLIES			1,030	1,030	1,030	
554	BOOKS AND MEMBERSHIPS	900	550	550	550	550	0.00%
	FRWA MEMBERSHIP			500	500	500	
	FWPCOA MEMBERSHIP FOR 2 TEAM LEADERS			50	50	50	
555	TRAINING	3,782	770	1,500	1,500	1,500	94.81%
	FWPCOA SHORT SCHOOL FOR 1 TEAM MEMBER			500	500	500	
	MISCELLANEOUS TRAINING			1,000	1,000	1,000	
Total	OPERATING EXPENSES	643,712	915,251	966,764	966,764	966,764	5.63%
563	INFRASTRUCTURE	377,663	130,000	0	0	0	-100.00%
564	MACHINERY AND EQUIPMENT	301,000	76,500	28,000	28,000	28,000	-63.40%
	LABORATORY EQUIPMENT			5,000	5,000	5,000	
	REPLACEMENT FOR PICK UP TRUCK #WS70			20,000	20,000	20,000	
	SAMPLE ANALYZERS			3,000	3,000	3,000	
Total	CAPITAL OUTLAY	678,663	206,500	28,000	28,000	28,000	-86.44%
Division	WASTEWATER TREATMENT	1,977,312	1,784,841	1,650,203	1,655,162	1,655,162	-7.27%
	COMMISSION			6,656	6,677	6,677	
	MANAGER			20,736	20,860	20,860	
	HUMAN RESOURCES			11,230	11,301	11,301	
	CITY CLERK			8,783	8,821	8,821	
	FINANCIAL SERVICES			83,805	84,262	84,262	
	INFORMATION SERVICES			19,014	19,501	19,501	
	CITY ATTORNEY			6,649	6,682	6,682	

410 **WATER & SEWER**

1620 **WASTEWATER TREATMENT TEAM**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
VEHICLE MAINTENANCE			7,593	7,646	7,646	
BUILDING MAINTENANCE			19,129	19,052	19,052	
CUSTOMER SERVICE			70,323	69,808	69,808	
WS GENERAL GOV			345,606	347,484	347,484	
Total Indirect Costs			599,525	602,092	602,092	
Division + Consolidated + Indirect Charges:			2,249,729	2,257,254	2,257,254	

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1620 WASTEWATER TREATMENT TEAM

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
301	TEAM LEADER III	20 15	71,322.62	1.00	20 15	71,597	480	1.00	20 15	71,597	480	1.00	20 15	71,597	480
301	TEAM LEADER III	20 10	63,011.01	1.00	20 10	63,253	0	1.00	20 10	63,253	0	1.00	20 10	63,253	0
302	TEAM LEADER II	18 17	67,924.95	1.00	18 17	68,186	0	1.00	18 17	68,186	0	1.00	18 17	68,186	0
507	WASTEWATER SYS SPECIALIST	13 17	53,755.73	1.00	13 17	53,962	0	1.00	13 17	53,962	0	1.00	13 17	53,962	0
700	INSTRUMENT/CONTROL TECH	17 9	53,644.12	1.00	17 9	53,850	480	1.00	17 9	53,850	480	1.00	17 9	53,850	480
704	WWTP OPERATOR II	12 7	40,026.58	1.00	12 7	40,181	1,200	1.00	12 7	40,181	1,200	1.00	12 7	40,181	1,200
704	WWTP OPERATOR TRAINEE	09 5	32,882.97	1.00	09 5	33,009	300	1.00	09 5	33,009	300	1.00	09 5	33,009	300
705	EQUIPMENT OPERATOR II	07 13	36,365.49	1.00	07 13	36,505	600	1.00	07 13	36,505	600	1.00	07 13	36,505	600
806	UTILITY SENIOR MAINT MECH	13 9	44,134.17	1.00	13 9	44,304	0	1.00	13 9	44,304	0	1.00	13 9	44,304	0
	BUDGET OVERTIME			1.00	00 0	22,000	0	1.00	00 0	22,000	0	1.00	00 0	22,000	0
	BUDGET MERIT			1.00	00 0	2,000	0	1.00	00 0	6,500	0	1.00	00 0	6,500	0
		Count				9				9				9	
	Total					488,849	3,060			493,349	3,060			493,349	3,060

Budget Narrative
Fiscal Year 2012-2013

Fund: Water & Sewer Operating Fund
Department: Public Works
Division: Distribution & Collection (1630)

Department Activities and Service Level Description:

The Distribution & Collection Team is responsible for maintenance and repair of the City's water distribution and sanitary sewage collection systems. Primary work efforts include: installation and repair of water distribution mains and service lines, fire hydrant repair and maintenance, valve exercising program, meter installation and repair, meter reading, sanitary sewer main cleaning and television inspection, sanitary sewer manholes, sanitary sewer service line maintenance, maintenance and repair of sanitary sewer force mains, valves, and air-release. In addition, the Distribution & Collection Team continues to focus on the accuracy of the water and sewer GIS layers.

Staffing Levels:

No increase in staffing levels is requested for 2012-2013.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Team Leader II	1	1	1	1	1
Equipment Operator II	2	2	2	2	2
Distribution Sys Specialist	2	2	2	2	2
Utility Service Worker II	2	2	2	2	2
Utility Service Worker I	1	1	1	1	1
Meter Reader	1	1	1	1	1
Total	**9**	**9**	**9**	**9**	**9**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Water Connections	4,325	4,3524	4,361	4,405	4,425
Sewer Connections	1,700	1,725	1,747	1,750	1,950
Water Meters Read	51,900	52,224	52,332	38,460	28,800
Work Orders Completed	2,700	2,700	2,700	2,600	2,600
Line Locates	850	800	500	500	500
Water Main Breaks	10	10	10	8	20
Sewer Main Breaks	2	2	4	4	4

Major Budget or Service Level Changes:

Over the past three (3) years the Distribution Team has converted 2,000 water meters to the Flex-Net Meter Reading System. Continued conversion of water meters to the Flex-Net Meter Reading System in Utility Billing Cycle's 3 and 4 will result in less time reading meters in the field and lead to increased preventive maintenance measures.

The Manor/Riverview and Pelican Sewer Basin improvements are scheduled to be operational in the last quarter of 2012. 200 new connections are anticipated in 2013.

Sewer expansion in the Osceola and Stypmann Sewer Basins are scheduled for engineering design and construction.

Continued small diameter water main replacement is included in this budget.

Department Objectives:

To provide a reliable water distribution system that meets consumer demands as well as fire protection requirement and provide sanitary sewer system preventive maintenance that prevents sanitary sewer overflows in a safe and cost effective manner.

- Maintain large meter accuracy to protect the City's revenue stream.
- Maintain and protect water distribution isolation valves to limit large service interruptions.
- Continue the conversion of all meters in Cycle's 3 and 4 to Flex-Net radio read technology.
- Clean 75% of the gravity sewer mains on an annual basis to prevent sanitary sewer overflows.
- Televise and record 25% of the gravity sewer system on an annual basis and identify and repair potential failures to prevent sanitary sewer overflows.
- Continued professional development and training of team members.
- Continued updating of water and sewer GIS layers utilizing the ground penetrating radar technology.
- Continued surveillance of private sanitary sewer lines and lift station.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1630 **DISTRIBUTION/COLLECTION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	363,113	368,351	369,768	369,768	369,768	0.38%
514	OVERTIME	16,981	20,000	21,000	21,000	21,000	5.00%
	OVERTIME FOR LINE BREAKS AND CUSTOMER INQUIRIES			21,000	21,000	21,000	
515	SPECIAL PAY	2,530	8,280	6,280	10,300	10,300	24.40%
521	FICA TAXES	26,960	30,342	30,374	30,682	30,682	1.12%
522	RETIREMENT CONTRIBUTIONS	35,260	19,230	19,247	19,247	19,247	0.09%
523	LIFE AND HEALTH INSURANCE	88,332	95,653	84,121	84,121	84,121	-12.06%
524	WORKERS' COMPENSATION	14,504	14,504	14,504	14,504	14,504	0.00%
Total	PERSONAL SERVICES	547,679	556,360	545,294	549,622	549,622	-1.21%
531	PROFESSIONAL SERVICES	16,321	35,000	185,000	185,000	185,000	428.57%
	ENGINEERING SERVICE FOR SEWER EXPANSION PROGRAM			150,000	150,000	150,000	
	ENGINEERING SERVICES FOR WATER & SEWER MAINS			15,000	15,000	15,000	
	GIS UPDATES FOR WASTEWATER COLLECTION SYSTEM			10,000	10,000	10,000	
	GIS UPDATES FOR WATER DISTRIBUTION SYSTEM			10,000	10,000	10,000	
534	OTHER SERVICES	10,057	67,700	67,700	67,700	67,700	0.00%
	BM - FIRE EXTINGUISHER			500	500	500	
	BM - PEST CONTROL SERVICES			200	200	200	
	CRANE SAFETY INSPECTIONS			300	300	300	
	FIT TESTING			300	300	300	
	GRAVITY SEWER REPAIRS/GROUTING BY OUTSIDE CONTRACTOR			60,000	60,000	60,000	
	SUNSHINE ONE CALL			4,000	4,000	4,000	
	UNIFORM RENTAL FOR 10 TEAM MEMBERS			2,400	2,400	2,400	
540	TRAVEL AND PER DIEM	0	1,000	1,000	1,000	1,000	0.00%
	FWPCOA SHORT SCHOOL			1,000	1,000	1,000	
541	COMMUNICATIONS SERVICES	3,984	5,260	5,260	5,260	5,260	0.00%
	MITEL LEASING (PHONE SETS)			520	520	520	
	VERIZON FOR EQUIPMENT OPERATOR II			300	300	300	
	VERIZON FOR TEAM LEADER - COLLECTION			300	300	300	
	VERIZON FOR TEAM LEADER - DISTRIBUTION			300	300	300	
	VERIZON FOR UTILITY SERVICE WORKER II			300	300	300	
	VERIZON PHONE - METER READER			300	300	300	
	VERIZON PHONE - ON-CALL			300	300	300	
	VERIZON WIRELESS FOR 4 TABLETS			2,400	2,400	2,400	
	WINDSTREAM COMMUNICATION			540	540	540	
542	FREIGHT/POSTAGE SERVICES	78	250	250	250	250	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1630 **DISTRIBUTION/COLLECTION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
542	FREIGHT/POSTAGE SERVICES	78	250	250	250	250	0.00%
	SHIPPING FOR EQUIPMENTS REPAIRS			250	250	250	
543	UTILITY SERVICES	4,828	4,700	4,766	4,766	4,766	1.40%
	CITY UTILITIES (WATER/ SEWER/GARBAGE)			1,000	1,000	1,000	
	FP&L POWER			2,266	2,266	2,266	
	TIPPING FEES - VAC TRUCK			1,500	1,500	1,500	
544	RENTALS AND LEASES	0	750	750	750	750	0.00%
	SMALL EQUIPMENT RENTAL			750	750	750	
545	INSURANCE	22,342	22,279	22,417	22,417	22,417	0.62%
	FLOOD INSURANCE PORTION			514	514	514	
	TRICO GENERAL LIABILITY INSURANCE			21,903	21,903	21,903	
546	REPAIR AND MAINTENANCE	183,109	152,330	180,000	180,000	180,000	18.16%
	REPAIR PARTS - SEWER COLLECTION LINES			15,000	15,000	15,000	
	REPAIR PARTS - SEWER SERVICES			15,000	15,000	15,000	
	REPAIR PARTS - WATER DISTRIBUTION LINES			25,000	25,000	25,000	
	REPAIR PARTS - WATER DISTRIBUTION SERVICES			25,000	25,000	25,000	
	SEWER MAINS, MANHOLES, VALVES, AND SERVICES			40,000	40,000	40,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES & EQUIPMENT			20,000	20,000	20,000	
	WATER MAINS, HYDRANTS, VALVES, AND SERVICES			40,000	40,000	40,000	
547	PRINTING AND BINDING	0	250	250	250	250	0.00%
	AS-BUILT REPRODUCTION			250	250	250	
548	PROMOTIONAL ACTIVITIES	0	250	250	250	250	0.00%
	PROMOTIONAL ACTIVITIES			250	250	250	
549	OTHER CURRENT CHARGES	100	0	0	0	0	0.00%
551	OFFICE SUPPLIES	424	750	1,000	1,000	1,000	33.33%
	OFFICE SUPPLIES			750	750	750	
	SMALL OFFICE EQUIPMENT			250	250	250	
552	OPERATING SUPPLIES	61,644	52,042	49,328	49,328	49,328	-5.22%
	5/8" THROUGH 2" METERS FOR NEW SERVICES			7,500	7,500	7,500	
	EQUIPMENT AND TOOLS			5,000	5,000	5,000	
	FUEL FOR VEHICLES - 6,780 GAS/1,019 DSL @ $4/$4.5 P/G			32,503	32,503	32,503	
	OPERATING SUPPLIES			775	775	775	
	SAFETY EQUIPMENT SUPPLIES			1,000	1,000	1,000	
	SAFETY SHOES FOR 10 TEAM MEMBERS			950	950	950	
	UNIFORM T SHIRTS, HATS, AND JACKETS			1,600	1,600	1,600	
553	ROAD MATERIAL AND SUPPLY	2,365	2,500	2,500	2,500	2,500	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1630 **DISTRIBUTION/COLLECTION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
553	ROAD MATERIAL AND SUPPLY	2,365	2,500	2,500	2,500	2,500	0.00%
	BASE ROCK, CONCRETE, AND ASPHALT			2,500	2,500	2,500	
554	BOOKS AND MEMBERSHIPS	300	275	275	275	275	0.00%
	FWPCOA MEMBERSHIP FOR 2 TEAMS			275	275	275	
555	TRAINING	1,655	1,000	2,000	2,000	2,000	100.00%
	FWPCOA SHORT SCHOOL			1,000	1,000	1,000	
	MISCELLANEOUS TRAINING			1,000	1,000	1,000	
Total	OPERATING EXPENSES	307,207	346,336	522,746	522,746	522,746	50.94%
563	INFRASTRUCTURE	0	2,461,250	1,900,000	3,749,000	3,749,000	52.32%
	150 GRINDER SYSTEMS - SEWER AVAILABILITY FEES			450,000	450,000	450,000	
Impact	OVERSIZING INFRASTRUCTURE^			50,000	0	0	
	SEWER EXPANSION PROGRAM STYPMANN & EAST OSCEOLA - RE			1,000,000	1,282,000	1,282,000	
	SMALL DIAMETER WATER MAIN - SRF LOAN			200,000	1,517,000	1,517,000	
	WATER METER FLEXNET - 1,000 METERS - SRF LOAN			200,000	500,000	500,000	
564	MACHINERY AND EQUIPMENT	0	143,250	87,500	87,500	87,500	-38.92%
	3 TABLETS			2,500	2,500	2,500	
	LOCATING EQUIPMENT			5,000	5,000	5,000	
	REPLACEMENT FOR LOADER # 66			80,000	80,000	80,000	
Total	CAPITAL OUTLAY	0	2,604,500	1,987,500	3,836,500	3,836,500	47.30%
Division	DISTRIBUTION/COLLECTION	854,885	3,507,196	3,055,540	4,908,868	4,908,868	39.97%
	COMMISSION			3,806	3,817	3,817	
	MANAGER			15,086	15,177	15,177	
	HUMAN RESOURCES			8,171	8,223	8,223	
	CITY CLERK			4,024	4,041	4,041	
	FINANCIAL SERVICES			45,962	46,212	46,212	
	INFORMATION SERVICES			7,618	7,813	7,813	
	CITY ATTORNEY			6,649	6,682	6,682	
	VEHICLE MAINTENANCE			5,343	5,380	5,380	
	BUILDING MAINTENANCE			12,391	12,341	12,341	
	CUSTOMER SERVICE			158,992	157,828	157,828	
	WS GENERAL GOV			52,621	52,907	52,907	
	Total Indirect Costs			320,664	320,421	320,421	
	Division + Consolidated + Indirect Charges:			3,376,204	5,229,289	5,229,289	

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1630 DISTRIBUTION/COLLECTION

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
302	TEAM LEADER II	18 14	63,095.24	1.00	18 14	63,338	0	1.00	18 14	63,338	0	1.00	18 14	63,338	0
507	WATER DISTR SYS SPECIALST	13 13	48,710.54	1.00	13 13	48,898	600	1.00	13 13	48,898	600	1.00	13 13	48,898	600
507	WATER DISTR SYS SPECIALST	13 11	46,366.55	1.00	13 11	46,545	480	1.00	13 11	46,545	0	1.00	13 11	46,545	0
701	UTILITY SERVICE WORKER I	04 7	27,123.43	1.00	04 7	27,228	0	1.00	04 7	27,228	0	1.00	04 7	27,228	0
702	UTILITY SERVICE WORKER II	09 11	38,151.38	1.00	09 11	38,298	300	1.00	09 11	38,298	300	1.00	09 11	38,298	300
702	UTILITY SERVICE WORKER II	09 14	41,053.48	1.00	09 14	41,211	300	1.00	09 14	41,211	300	1.00	09 14	41,211	300
705	EQUIPMENT OPERATOR II	07 9	32,905.29	1.00	07 9	33,032	300	1.00	07 9	33,032	300	1.00	07 9	33,032	300
705	EQUIPMENT OPERATOR II	07 10	33,775.91	1.00	07 10	33,906	300	1.00	07 10	33,906	300	1.00	07 10	33,906	300
805	METER READER	10 8	37,169.14	1.00	10 8	37,312	0	1.00	10 8	37,312	0	1.00	10 8	37,312	0
	BUDGET OVERTIME			1.00	00 0	21,000	0	1.00	00 0	21,000	0	1.00	00 0	21,000	0
	BUDGET MERIT			1.00	00 0	4,000	0	1.00	00 0	8,500	0	1.00	00 0	8,500	0
		Count				9				9				9	
	Total					394,768	2,280			399,268	1,800			399,268	1,800

Budget Narrative
Fiscal Year 2012-2013

Fund: Water and Wastewater
Department: Public Works
Division: Water & Wastewater General (1670)

Departmental Activities and Service Level Description:
The Water & Wastewater General Division is responsible for managing and supervising the operation of the Water and Wastewater treatment, distribution and collection teams. The division also is responsible for planning, coordinating, initiating, monitoring, inspecting and overseeing the implementation of all the Water & Wastewater and General Fund Capital Improvement Program projects from preliminary concept through design, bidding, project approval, construction and project completion. Other responsibilities include: conducting field inspections and investigation of projects, conditions and issues that warrant such scrutiny; and preparing professional management analyses of issues which will result in increased efficiency or savings to the City.

Staffing Levels:
One reclassification is proposed. No increase in staffing levels is requested for 2012-13.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Assistant Public Works Director	1	1	1	1	1
Compliance Specialist	1	1	1	1	1
Public Works Inspector	1	1	1	1	1
Capital Projects Coordinator	2	1	1	1	1
Division Assistant	1	1	1	1	1
Recycling & Conservation Coordinator	1	1	1	1	1
Compliance Technician	1	1	1	0	0
Water and Wastewater Compliance Technician	0	0	0	1	1
Systems Technician	1	1	1	1	1
Total	**8**	**8**	**8**	**8**	**8**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Consultant contracts administered	5	3	2	5	4
Water/Wastewater Projects underway	5	3	2	3	3
Water/Wastewater Projects completed	5	3	2	2	3

Major Budget or Service Level Changes:
No major changes in budget or service levels are expected. A major work effort related to the sewer expansion program is planned.

Department Objectives:
To provide management oversight, leadership, and support services needed to meet customer expectations in compliance with all regulatory requirements.

- Implement a cost effective city-wide sewer system expansion program.
- Promote employee input and participation in improving work schedules that improve productivity and job satisfaction.
- Provide cost effective public services that meet customer expectations.
- Promote increased workforce training and education to improve knowledge and skills of all division personnel.
- Continue customer communication and educational programs for water conservation and waste reduction recycling.
- Supervise and manage all assigned utility, sanitation, and vehicle maintenance teams.
- Continue to improve the overall operation of the water, wastewater, sanitation, and vehicle maintenance teams.
- Continue the inspection and monitoring of all private sanitary sewage collection and private lift station systems.
- Continue to monitor regulatory compliance for all regulatory permits and maintain a tracking system for general and specific conditions.
- Continue to implement “Check Up Program for Small Systems” (CUPPS) in the City of Stuart related to asset management.
- Continue to seek out new sources of grant funding for City projects, evaluate the desirability of obtaining grants, prepare successful grant applications and secure grant funding for City projects and programs wherever grant funding is both available and in the best interests of the City.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1670 **W & S GENERAL GOVERNMENT**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	523,016	525,050	530,120	530,120	530,120	0.97%
514	OVERTIME	1,433	1,500	1,500	1,500	1,500	0.00%
	OVERTIME FOR PRIVATE SANITARY SEWER INSPECTIONS			1,500	1,500	1,500	
515	SPECIAL PAY	3,547	7,709	7,923	12,088	12,088	56.82%
521	FICA TAXES	38,312	40,532	40,931	41,249	41,249	1.77%
522	RETIREMENT CONTRIBUTIONS	49,659	26,385	27,911	27,911	27,911	5.78%
523	LIFE AND HEALTH INSURANCE	61,563	64,109	59,210	59,210	59,210	-7.64%
524	WORKERS' COMPENSATION	12,040	12,040	12,040	12,040	12,040	0.00%
Total	PERSONAL SERVICES	689,570	677,324	679,635	684,118	684,118	1.00%
531	PROFESSIONAL SERVICES	38,740	81,000	41,000	41,000	41,000	-49.38%
	GIS UPDATES FOR WATER AND SEWER INFRASTRUCTURE			6,000	6,000	6,000	
	PROFESSIONAL ENGINEERING DESIGN FEES			35,000	35,000	35,000	
534	OTHER SERVICES	479	650	650	650	650	0.00%
	UNIFORM RENTAL FOR 3 TEAM MEMBERS			650	650	650	
540	TRAVEL AND PER DIEM	8,171	8,000	9,500	9,500	9,500	18.75%
	AWWA CONFERENCE			2,000	2,000	2,000	
	FWRC CONFERENCE			2,000	2,000	2,000	
	WATER CONSERVATION CONFERENCES			4,000	4,000	4,000	
	WEFTEC CONFERENCE			1,500	1,500	1,500	
541	COMMUNICATIONS SERVICES	4,040	4,400	4,400	4,400	4,400	0.00%
	MITEL LEASING (PHONE SETS)			2,000	2,000	2,000	
	PUBLIC WORKS PHONES			500	500	500	
	VERIZON			1,200	1,200	1,200	
	WINDSTREAM COMMUNICATION			700	700	700	
542	FREIGHT/POSTAGE SERVICES	202	125	125	125	125	0.00%
	FREIGHT & POSTAGE			125	125	125	
543	UTILITY SERVICES	7,978	7,750	7,807	7,807	7,807	0.74%
	CITY UTILITIES (WATER/SEWER)			3,300	3,300	3,300	
	FPL			1,957	1,957	1,957	
	PUBLIC WORKS ELECTRIC			2,245	2,245	2,245	
	PUBLIC WORKS WATER/SEWER			305	305	305	
544	RENTALS AND LEASES	24,152	23,094	24,491	24,491	24,491	6.05%
	COPIER LEASE & USAGE			7,200	7,200	7,200	
	FEC RAILROAD ROW USE (CONTRACT)			17,291	17,291	17,291	
545	INSURANCE	16,045	17,291	16,086	16,086	16,086	-6.97%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1670 **W & S GENERAL GOVERNMENT**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
545	INSURANCE	16,045	17,291	16,086	16,086	16,086	-6.97%
	FLOOD INSURANCE PORTION			282	282	282	
	TRICO GENERAL LIABILITY INSURANCE			15,804	15,804	15,804	
546	REPAIR AND MAINTENANCE	7,003	6,000	6,000	6,000	6,000	0.00%
	OFFICE EQUIPMENT REPAIRS			2,000	2,000	2,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES			4,000	4,000	4,000	
547	PRINTING AND BINDING	50	1,000	1,000	1,000	1,000	0.00%
	BLUE PRINT REPRODUCTION			500	500	500	
	WATER AND WASTEWATER PROMOTIONAL MATERIALS			500	500	500	
548	PROMOTIONAL ACTIVITIES	35	0	0	0	0	0.00%
551	OFFICE SUPPLIES	2,110	4,200	4,200	4,200	4,200	0.00%
	COPIER LEASE PAPER			500	500	500	
	OFFICE SUPPLIES			2,500	2,500	2,500	
	SCANNER SUPPLIES			1,200	1,200	1,200	
552	OPERATING SUPPLIES	16,506	20,535	20,976	20,976	20,976	2.15%
	FUEL FOR VEHICLES - 4,123 GAS @ $4 P/G			16,491	16,491	16,491	
	MISCELLANEOUS OPERATING SUPPLIES			1,545	1,545	1,545	
	SAFETY SHOES FOR 5 TEAM MEMBERS			475	475	475	
	SHIRTS, HATS, AND JACKETS FOR 6 TEAM MEMBERS			1,200	1,200	1,200	
	SMALL PARTS AND EQUIPMENT			515	515	515	
	TABLET			750	750	750	
554	BOOKS AND MEMBERSHIPS	868	2,000	2,000	2,000	2,000	0.00%
	PROFESSIONAL ORGANIZATION MEMBERSHIPS			2,000	2,000	2,000	
555	TRAINING	8,245	5,800	7,300	7,300	7,300	25.86%
	AWWA CONFERENCE			1,000	1,000	1,000	
	CONSERVATION ON-LINE TRAINING			1,300	1,300	1,300	
	FWRC CONFERENCE			1,000	1,000	1,000	
	WATER CONSERVATION CONFERENCES			2,500	2,500	2,500	
	WEFTEC			1,500	1,500	1,500	
Total	OPERATING EXPENSES	134,623	181,845	145,535	145,535	145,535	-19.97%
Division	W & S GENERAL GOVERNME	824,192	859,169	825,170	829,653	829,653	-3.44%
	Division + Consolidated + Indirect Charges:			825,170	829,653	829,653	
Dept	PUBLIC WORKS ADMIN	5,406,156	8,071,255	7,423,642	9,606,794	9,606,794	19.02%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1670 W & S GENERAL GOVERNMENT

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
107	PUBLIC WORKS DIRECTOR	29 17	122,003.70	0.33	29 17	40,261	1,624	0.33	29 17	40,261	1,624	0.33	29 17	40,261	1,624
202	ASS'T PUB WORKS DIRECTOR	24 17	91,062.70	1.00	24 17	91,413	0	1.00	24 17	91,413	0	1.00	24 17	91,413	0
300	COMPLIANCE SPECIALIST	17 17	64,695.79	1.00	17 17	64,945	480	1.00	17 17	64,945	480	1.00	17 17	64,945	480
307	PUBLIC WORKS INSPECTOR	16 17	61,636.04	1.00	16 17	61,873	480	1.00	16 17	61,873	480	1.00	16 17	61,873	480
308	COMPLIANCE TECH WWWR	12 16	49,469.56	1.00	12 16	49,660	480	1.00	12 16	49,660	480	1.00	12 16	49,660	480
308	SYSTEM TECHNICIAN	11 13	43,776.99	1.00	11 13	43,945	0	1.00	11 13	43,945	0	1.00	11 13	43,945	0
308	CAPITAL PROJECTS COORD	21 16	76,742.01	1.00	21 16	77,037	2,880	1.00	21 16	77,037	2,880	1.00	21 16	77,037	2,880
308	RECYCLING/CONSERVATN COOR	17 11	55,794.49	1.00	17 11	56,009	480	1.00	17 11	56,009	480	1.00	17 11	56,009	480
602	EXEC ADMIN ASSISTANT	13 10	44,803.89	1.00	13 10	44,976	0	1.00	13 10	44,976	0	1.00	13 10	44,976	0
	BUDGET OVERTIME			1.00	00 0	1,500	0	1.00	00 0	1,500	0	1.00	00 0	1,500	0
	BUDGET MERIT			1.00	00 0	1,500	0	1.00	00 0	5,665	0	1.00	00 0	5,665	0
		Count				9				9				9	
	Total					533,120	6,423			537,285	6,423			537,285	6,423

Budget Narrative
Fiscal Year 2012 -2013

Fund: Water & Sewer Fund
Department: Public Works
Division: Utilities Financial Services (1640)

Departmental Activities and Service Level Description:
The current objectives of the Utilities Financial Services Department are to provide for the information needs of the citizens, City Commission, Management and Departments of the City and coordination for policy implementation related to financial planning, cash management, and debt issuance. Some of the department responsibilities are billing for water, sewer, garbage/trash, and stormwater, payment receipting and posting, customer service, and financial information services including accurate reporting of all customer accounting data in the City.

Staffing Levels:
The Utilities Financial Services Department consists of four full-time positions: the Customer Service Supervisor, and 3 Customer Service Representatives. Personal Service costs for the Financial Services Assistant Director is partially allocated to Utilities Financial Services.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Customer Service Supervisor	1	1	1	1	1
Customer Service Rep	-	1	1	3	3
Totals	**3**	**3**	**3**	**4**	**4**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Calls for Customer Service	8,286	14,463	8,300	8,291	8,300
Payments Receipted	52,165	54,557	54,750	55,110	55,000
Utility Account Transactions	13,126	19,776	20,000	19,553	20,000
Utility Customer Billings	62,641	61,870	62,500	61,910	62,000
Work Orders Issued	5,799	5,546	5,200	5,118	4,600

Major Budget or Service Level Changes:
Software upgrade to current radio read meter program.

Department Objectives:
- Foster more use of utility customer service inquiry over the internet.
- Provide training & instruction with utility software for new employees.
- Foster more use of web based on-line payment of utility bills.
- Continue to enforce new and revised billing & collection policies and increase efforts for collection of past due accounts and minimization of uncollectible balances.
- Continue to implement radio read meters as well as provide training for new meter data collection software.
- Continued success with radio read meter program has lead to the implementation of a system upgrade that will allow us near instantaneous readings and more customer friendly reporting.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1640 **UTILITIES FINANCIAL SVCS**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	152,143	199,428	178,304	178,304	178,304	-10.59%
514	OVERTIME	2,107	5,000	5,000	5,000	5,000	0.00%
	OVERTIME			5,000	5,000	5,000	
515	SPECIAL PAY	1,357	3,022	3,357	5,522	5,522	82.74%
521	FICA TAXES	12,592	15,870	14,280	14,445	14,445	-8.98%
522	RETIREMENT CONTRIBUTIONS	13,589	10,037	9,236	9,236	9,236	-7.98%
523	LIFE AND HEALTH INSURANCE	41,232	26,358	37,203	32,232	32,232	22.28%
524	WORKERS' COMPENSATION	373	373	373	373	373	0.00%
Total	PERSONAL SERVICES	223,392	260,088	247,753	245,113	245,113	-5.76%
531	PROFESSIONAL SERVICES	1,500	3,500	3,500	3,500	3,500	0.00%
	ARBITRAGE REBATE CALCULATION/CERTIFICATION/REPORTING			1,500	1,500	1,500	
	SECONDARY MARKET DISCLOSURE AND REPORTING FOR BONDS			2,000	2,000	2,000	
534	OTHER SERVICES	4,572	8,000	8,000	8,000	8,000	0.00%
	TEMPORARY EMPLOYMENT ESSENTIAL COVERAGE			8,000	8,000	8,000	
540	TRAVEL AND PER DIEM	4,709	4,000	14,500	14,500	14,500	262.50%
New	!CUSTOMER SERVICE WEEK NATIONAL CONFERENCE			4,000	4,000	4,000	
	AWWA NATIONAL CUSTOMER SERVICE CONFERENCE			4,000	4,000	4,000	
	FW&PCOA CUSTOMER RELATIONS SHORT SCHOOL			2,500	2,500	2,500	
	SUNGARD USER GROUP ASSOCIATION CONFERENCE			4,000	4,000	4,000	
541	COMMUNICATIONS SERVICES	1,458	1,540	1,540	1,540	1,540	0.00%
	MITEL LEASING (PHONE SETS)			750	750	750	
	WINDSTREAM COMMUNICATION			790	790	790	
542	FREIGHT/POSTAGE SERVICES	28,105	30,000	32,000	32,000	32,000	6.67%
	POSTAGE - DELINQUENT BILLS			5,000	5,000	5,000	
	POSTAGE - METER			2,000	2,000	2,000	
	POSTAGE - STANDARD BILLS			25,000	25,000	25,000	
544	RENTALS AND LEASES	736	100	100	100	100	0.00%
	XEROX COPIER USAGE (HALL)			100	100	100	
545	INSURANCE	6,375	6,352	6,402	6,402	6,402	0.79%
	FLOOD INSURANCE PORTION			185	185	185	
	TRICO GENERAL LIABILITY INSURANCE			6,217	6,217	6,217	
546	REPAIR AND MAINTENANCE	0	2,000	500	500	500	-75.00%
	MISCELLANEOUS REPAIRS TO OFFICE EQUIPMENT			500	500	500	
547	PRINTING AND BINDING	0	4,000	9,000	9,000	9,000	125.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1640 **UTILITIES FINANCIAL SVCS**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
547	PRINTING AND BINDING	0	4,000	9,000	9,000	9,000	125.00%
	MISCELLANEOUS PRINTING FOR NOTICES AND CARDS			1,000	1,000	1,000	
	PREPRINTED BILLS AND MAILERS FOR UTILITY BILLING			8,000	8,000	8,000	
549	OTHER CURRENT CHARGES	23,738	20,300	22,300	22,300	22,300	9.85%
	ELAVON/AMEX CREDIT CARD FEES			22,000	22,000	22,000	
	US POSTAL BULK MAIL PERMIT			300	300	300	
551	OFFICE SUPPLIES	1,230	4,250	4,250	4,250	4,250	0.00%
	COMPUTER PAPER AND FORMS			2,250	2,250	2,250	
	MISCELLANEOUS OFFICE SUPPLIES AND EQUIPMENT			2,000	2,000	2,000	
552	OPERATING SUPPLIES	4,291	3,100	3,100	3,100	3,100	0.00%
	TONER CARTRIDGES AND OTHER BILL PRINTING SUPPLIES			2,500	2,500	2,500	
	TONER CARTRIDGES-DELINQUENT BILLS			600	600	600	
554	BOOKS AND MEMBERSHIPS	25	100	500	500	500	400.00%
	FW&PCOA ANNUAL DUES			500	500	500	
555	TRAINING	1,990	2,000	7,000	7,000	7,000	250.00%
New	!CUSTOMER SERVICE WEEK CONFERENCE			2,000	2,000	2,000	
	AWWA NATIONAL CUSTOMER SERVICE CONFERENCE			2,000	2,000	2,000	
	FW&PCOA CUSTOMER RELATIONS SHORT SCHOOL			1,000	1,000	1,000	
	SUNGARD USER GROUP ASSOCIATION CONFERENCE			2,000	2,000	2,000	
Total	OPERATING EXPENSES	78,728	89,242	112,692	112,692	112,692	26.28%
Division	UTILITIES FINANCIAL SVCS	302,120	349,330	360,445	357,805	357,805	2.43%
	Division + Consolidated + Indirect Charges:			360,445	357,805	357,805	

1640 UTILITIES FINANCIAL SVCS

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
202	FINANCIAL SVCS ASST DIR	24 17	91,062.70	0.33	24 17	30,166	337	0.33	24 17	30,166	337	0.33	24 17	30,166	337
304	CUSTOMER SERV SUPERVISOR	14 11	48,184.90	1.00	14 11	48,370	1,020	1.00	14 11	48,370	1,020	1.00	14 11	48,370	1,020
608	CUSTOMER SERVICE REP	09 5	32,570.43	1.00	09 5	32,696	0	1.00	09 5	32,696	0	1.00	09 5	32,696	0
608	CUSTOMER SERVICE REP	09 5	32,570.43	1.00	09 5	32,696	0	1.00	09 5	32,696	0	1.00	09 5	32,696	0
608	CASHIER	09 7	34,244.72	1.00	09 7	34,376	0	1.00	09 7	34,376	0	1.00	09 7	34,376	0
				At CUSTOMER SERVICE REP				At CUSTOMER SERVICE REP				At CUSTOMER SERVICE REP			
	BUDGET OVERTIME			1.00	00 0	5,000	0	1.00	00 0	5,000	0	1.00	00 0	5,000	0
	BUDGET MERIT			1.00	00 0	2,000	0	1.00	00 0	4,165	0	1.00	00 0	4,165	0
		Count				5				5				5	
	Total					185,304	1,357			187,469	1,357			187,469	1,357

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1660 **DEBT SERVICE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
571	PRINCIPAL	0	742,443	759,790	759,790	759,790	2.34%
	2003 PUB UTIL REV REF & IMPROV BONDS (10/1/2017)			365,000	365,000	365,000	
	2006 PUB UTIL REV REF & IMPROV BONDS (10/1/2033)			19,000	19,000	19,000	
	2007 PUB UTIL REV REF & IMPROV BONDS (10/1/2028)			25,000	25,000	25,000	
	2010 SRF LOAN (12/15/2030)			114,790	114,790	114,790	
	2011 PUB UTIL REV REF NOTE (10/1/2024)			236,000	236,000	236,000	
572	INTEREST	820,557	958,394	851,136	851,136	851,136	-11.19%
	2003 PUB UTIL REV REF & IMPROV BONDS (10/1/2017)			86,710	86,710	86,710	
	2006 PUB UTIL REV REF & IMPROV BONDS (10/1/2033)			322,806	322,806	322,806	
	2007 PUB UTIL REV REF & IMPROV BONDS (10/1/2028)			288,382	288,382	288,382	
	2010 SRF LOAN (12/15/2030)			62,454	62,454	62,454	
	2011 PUB UTIL REV REF NOTE (10/1/2024)			90,784	90,784	90,784	
573	OTHER DEBT SERVICE COSTS	2,573	725	680	680	680	-6.21%
	DEBT ADMIN FEE			540	540	540	
	SRF LOAN BANK ACCOUNT CHARGES			140	140	140	
574	AMORTIZATION	113,365	108,690	79,845	141,544	141,544	30.23%
	2003 BOND DISCOUNT/COI AMORTIZATION			11,212	11,212	11,212	
	2006 BOND REFUND/COI AMORTIZATION			34,267	34,267	34,267	
	2007 BOND REFUND/COI AMORTIZATION			34,366	34,366	34,366	
	2011 NOTE REFUND/COI AMORTIZATION			0	61,699	61,699	
Total	DEBT SERVICE	936,495	1,810,252	1,691,451	1,753,150	1,753,150	-3.15%
Division	DEBT SERVICE	936,495	1,810,252	1,691,451	1,753,150	1,753,150	-3.15%
	Division + Consolidated + Indirect Charges:			1,691,451	1,753,150	1,753,150	
Dept	FINANCIAL SERVICES	1,238,615	2,159,582	2,051,896	2,110,955	2,110,955	-2.25%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

410 **WATER & SEWER**

1690 W/S NON-OPERATING

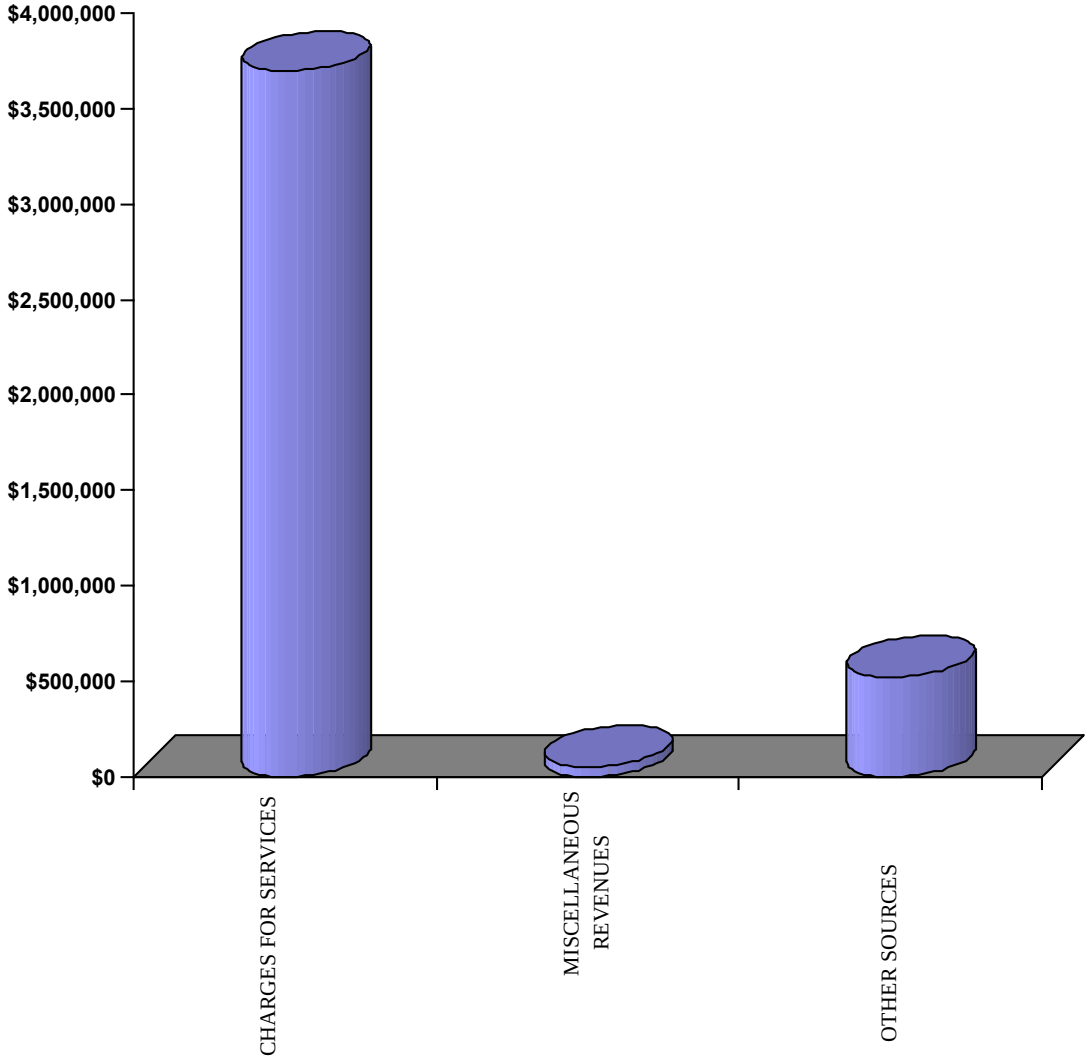
Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
515	SPECIAL PAY	0	11,842	11,841	11,841	11,841	0.00%
	ADDITIONAL ONE-TIME PAY			11,841	11,841	11,841	
523	LIFE AND HEALTH INSURANCE	0	42,932	78,109	78,109	78,109	81.93%
	EMPLOYEE CLINIC			34,621	34,621	34,621	
	HEALTH INSURANCE PREMIUM INCREASE @ 10%			38,625	38,625	38,625	
	RETIREE H&D INSURANCE PREMIUMS VERIP			4,863	4,863	4,863	
529	COMPENSATED ABSENCES ACCR	-30,698	0	0	0	0	0.00%
Total	PERSONAL SERVICES	-30,698	54,774	89,950	89,950	89,950	64.22%
557	INDIRECT COSTS (NET)	284,745	360,669	217,234	220,315	220,315	-38.91%
	INDIRECT COST FROM CRA			-973	-966	-966	
	INDIRECT COST FROM GENERAL FUND			-57,635	-57,213	-57,213	
	INDIRECT COST FROM LANDIFLL			-180	-179	-179	
	INDIRECT COST FROM SANITATION			-147,055	-147,147	-147,147	
	INDIRECT COST FROM STORMWATER			-9,696	-9,625	-9,625	
	INDIRECT COST TO GENERAL FUND			432,774	435,445	435,445	
Total	OPERATING EXPENSES	284,745	360,669	217,234	220,315	220,315	-38.91%
591	INTRAGOVERNMENTAL TRANSFS	8,552	322,797	1,134,043	928,260	928,260	187.57%
	TRANSFER TO CRA			25,000	25,000	25,000	
	TRANSFER TO GENERAL FUND			498,420	498,420	498,420	
	TRANSFER TO RENEWAL AND REPLACEMENT RESERVE			0	404,840	404,840	
	TRANSFER TO RETAINED EARNINGS			610,623	0	0	
595	OTHER NONOPERATING USES	12,281	85,875	0	68,726	68,726	-19.97%
	SELF INSURANCE RESERVE			0	68,726	68,726	
Total	OTHER USES	20,833	408,672	1,134,043	996,986	996,986	143.96%
Division	W/S NON-OPERATING	274,880	824,115	1,441,227	1,307,251	1,307,251	58.62%
	Division + Consolidated + Indirect Charges:			1,441,227	1,307,251	1,307,251	
Dept	W/S NON-OPERATING	274,880	824,115	1,441,227	1,307,251	1,307,251	58.62%

410 **WATER & SEWER**

Fund	WATER & SEWER	6,919,650	11,054,953	10,916,764	13,024,999	13,024,999	17.82%

City of Stuart
2013 Fiscal Budget
Revenues by Category

Sanitation Fund Revenues

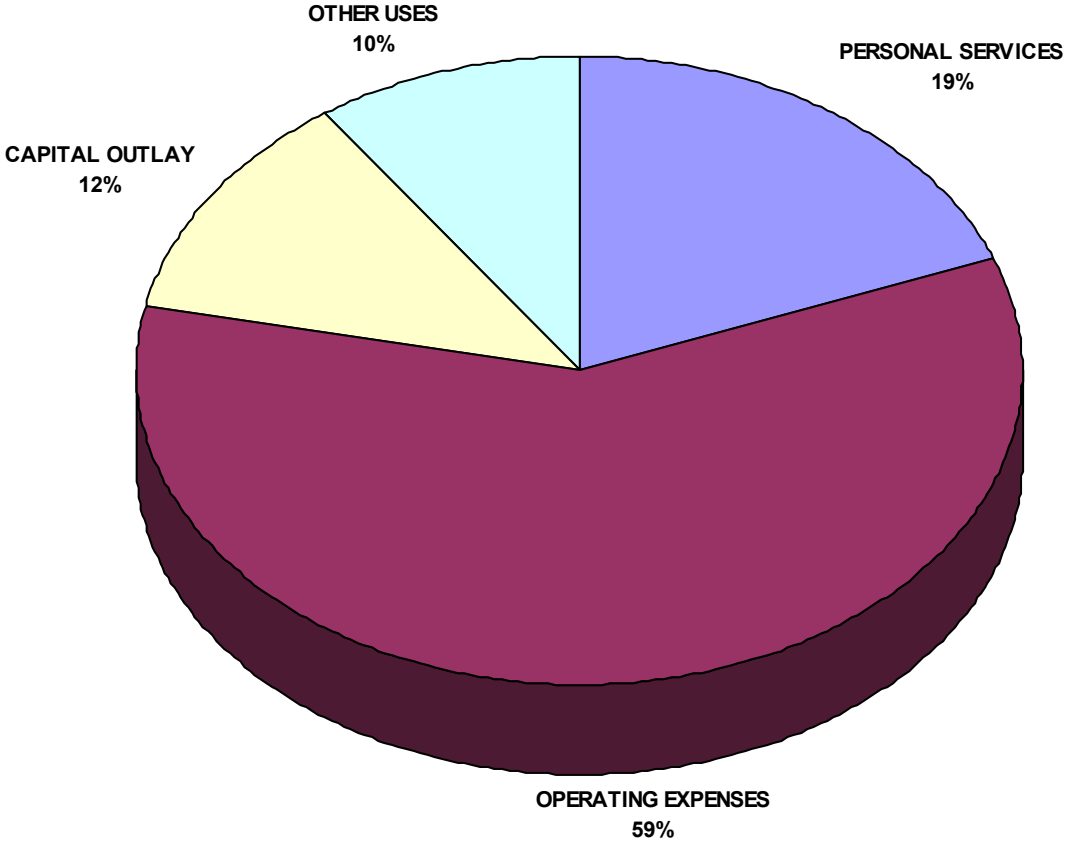


City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
420	**SANITATION/SOLID WASTE**						
343401	RESIDENTIAL GARBAGE	525,765	508,500	518,670	520,755	520,755	2.41%
	NO ANTICIPATED GROWTH - 2.41% RATE INDEX			518,670	520,755	520,755	
343403	COMMERCIAL GARBAGE	3,084,822	3,158,121	3,119,283	3,131,822	3,131,822	-0.83%
	COMMERCAIL OCCUPANCY RATE DOWN AND 2.41% RATE INDEX			3,119,283	3,131,822	3,131,822	
343410	DELINQUENT GARBAGE FEES	3,263	4,000	4,000	4,000	4,000	0.00%
	SAME PRIOR YEAR			4,000	4,000	4,000	
343420	TRASH COLLECTIONS	21,147	20,000	20,000	20,000	20,000	0.00%
	SAME AS PRIOR YEAR			20,000	20,000	20,000	
343910	UTILITY SERVICE CHARGES	16,678	20,000	20,000	20,000	20,000	0.00%
	SAME AS PRIOR YEAR			20,000	20,000	20,000	
Total	CHARGES FOR SERVICES	3,651,675	3,710,621	3,681,953	3,696,577	3,696,577	-0.38%
364000	DISPOSITION FIXED ASSETS	0	25,000	50,000	50,000	50,000	100.00%
	2 COMMERCIAL FRONT LOADERS			50,000	50,000	50,000	
369100	MISCELLANEOUS REVENUE	0	500	500	500	500	0.00%
	SAME AS PRIOR YEAR			500	500	500	
369910	RECOVERED BAD DEBT	24	100	100	100	100	0.00%
	SAME AS PRIOR YEAR			100	100	100	
Total	MISCELLANEOUS REVENUES	25	25,600	50,600	50,600	50,600	97.66%
381248	TRANS FR OTHER RESERVES	0	0	0	517,000	517,000	0.00%
	CUR YR VEH REPLACEMENT FUNDING - 2 COMM FRONT LOADERS			0	517,000	517,000	
389100	PROPRIETARY-INTEREST	10,181	19,000	6,200	6,000	6,000	-68.42%
389972	FUNDS FR RETAINED EARNING	0	1,140,000	517,000	0	0	-100.00%
Total	OTHER SOURCES	10,181	1,159,000	523,200	523,000	523,000	-54.87%
Fund	SANITATION/SOLID WASTE	3,661,881	4,895,221	4,255,753	4,270,177	4,270,177	-12.77%

City of Stuart
2013 Fiscal Budget
Appropriations by Category

Sanitation Fund Appropriations



City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
PERSONAL SERVICES	909,673	897,622	805,113	814,291	814,291	-9.28%
OPERATING EXPENSES	1,943,688	2,544,380	2,475,349	2,529,329	2,529,329	-0.59%
CAPITAL OUTLAY	0	159,000	536,000	517,000	517,000	225.16%
OTHER USES	10,951	294,220	439,292	409,556	409,556	39.20%
Fund SANITATION/SOLID WASTE	2,864,311	3,895,221	4,255,754	4,270,177	4,270,177	9.63%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 SANITATION/SOLID WASTE

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
1710 RESIDENTIAL COLLECTION						
PERSONAL SERVICES	224,683	176,314	139,263	140,453	140,453	-20.34%
OPERATING EXPENSES	295,503	335,136	331,316	342,216	342,216	2.11%
Division RESIDENTIAL COLLECTION	520,186	511,451	470,579	482,669	482,669	-5.63%
1720 COMMERCIAL COLLECTION						
PERSONAL SERVICES	629,027	576,173	513,364	522,068	522,068	-9.39%
OPERATING EXPENSES	1,077,619	1,255,983	1,270,700	1,272,300	1,272,300	1.30%
CAPITAL OUTLAY	0	19,000	536,000	517,000	517,000	2621.05%
Division COMMERCIAL COLLECTION	1,706,646	1,851,156	2,320,064	2,311,368	2,311,368	24.86%
1730 YARD TRASH COLLECTION						
PERSONAL SERVICES	123,514	125,147	125,875	125,160	125,160	0.01%
OPERATING EXPENSES	104,932	213,946	139,235	175,735	175,735	-17.86%
CAPITAL OUTLAY	0	140,000	0	0	0	-100.00%
Division YARD TRASH COLLECTION	228,445	479,093	265,110	300,895	300,895	-37.19%
Dept PUBLIC WORKS ADMIN	2,455,278	2,841,699	3,055,754	3,094,932	3,094,932	8.91%
1790 SANITATION NON-OPERATING						
PERSONAL SERVICES	-67,552	19,988	26,610	26,610	26,610	33.13%
OPERATING EXPENSES	465,634	739,313	734,098	739,078	739,078	-0.03%
OTHER USES	10,951	294,220	439,292	409,556	409,556	39.20%
Division SANITATION NON-OPERATI	409,033	1,053,522	1,200,000	1,175,245	1,175,245	11.55%
Dept SANITATION NON-OPERATING	409,033	1,053,522	1,200,000	1,175,245	1,175,245	11.55%
Fund SANITATION/SOLID WASTE	2,864,311	3,895,221	4,255,754	4,270,177	4,270,177	9.63%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	667,231	604,942	525,102	523,332	523,332	-13.49%
514	OVERTIME	31,949	37,000	40,000	45,000	45,000	21.62%
515	SPECIAL PAY	3,636	13,724	16,453	21,623	21,623	57.56%
521	FICA TAXES	52,427	49,356	43,681	44,324	44,324	-10.20%
522	RETIREMENT CONTRIBUTIONS	59,989	32,067	27,665	27,573	27,573	-14.01%
523	LIFE AND HEALTH INSURANCE	120,688	124,453	116,131	116,360	116,360	-6.50%
524	WORKERS' COMPENSATION	36,080	36,080	36,080	36,080	36,080	0.00%
525	UNEMPLOYMENT COMPENSATION	5,225	0	0	0	0	0.00%
529	COMPENSATED ABSENCES ACCR	-67,552	0	0	0	0	0.00%
Total	PERSONAL SERVICES	909,673	897,622	805,113	814,291	814,291	-9.28%
531	PROFESSIONAL SERVICES	220	59,200	2,000	2,000	2,000	-96.62%
534	OTHER SERVICES	121,306	229,100	186,200	223,200	223,200	-2.58%
540	TRAVEL AND PER DIEM	0	3,500	3,500	3,500	3,500	0.00%
541	COMMUNICATIONS SERVICES	1,398	1,510	1,510	1,510	1,510	0.00%
542	FREIGHT/POSTAGE SERVICES	1,940	3,000	4,000	4,000	4,000	33.33%
543	UTILITY SERVICES	945,573	997,483	1,065,590	1,065,590	1,065,590	6.83%
544	RENTALS AND LEASES	0	6,100	3,100	3,100	3,100	-49.18%
545	INSURANCE	61,640	61,378	61,956	61,956	61,956	0.94%
546	REPAIR AND MAINTENANCE	145,215	117,000	122,500	131,500	131,500	12.39%
547	PRINTING AND BINDING	75	2,000	2,250	2,250	2,250	12.50%
548	PROMOTIONAL ACTIVITIES	5,545	5,800	6,500	6,500	6,500	12.07%
551	OFFICE SUPPLIES	0	1,850	2,500	2,500	2,500	35.14%
552	OPERATING SUPPLIES	194,096	313,695	276,195	279,195	279,195	-11.00%
554	BOOKS AND MEMBERSHIPS	1,045	550	550	550	550	0.00%
555	TRAINING	0	2,900	2,900	2,900	2,900	0.00%
557	INDIRECT COSTS (NET)	465,634	739,313	734,098	739,078	739,078	-0.03%
Total	OPERATING EXPENSES	1,943,688	2,544,380	2,475,349	2,529,329	2,529,329	-0.59%
563	INFRASTRUCTURE	0	0	19,000	0	0	0.00%
564	MACHINERY AND EQUIPMENT	0	159,000	517,000	517,000	517,000	225.16%
Total	CAPITAL OUTLAY	0	159,000	536,000	517,000	517,000	225.16%
591	INTRAGOVERNMENTAL TRANSFS	0	294,220	439,292	387,853	387,853	31.82%
595	OTHER NONOPERATING USES	10,951	0	0	21,703	21,703	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
Total OTHER USES	10,951	294,220	439,292	409,556	409,556	39.20%
Fund SANITATION/SOLID WASTE	2,864,311	3,895,221	4,255,754	4,270,177	4,270,177	9.63%

Budget Narrative
Fiscal Year 2012-2013

Fund: Sanitation Fund
Department: Public Works
Team: Residential Collection Team (1710)

Departmental Activities and Service Level Description:
The Residential Collection Team is responsible for the collection and disposal of all residential garbage and recycling materials in the City of Stuart, including the maintenance and repair of all equipment needed to accomplish the work associated with these tasks.

Staffing Levels:
No increase in staffing levels is requested for 2012-13.

Position Title:	2008-09	2009-10	2010-11	2011-12	Proposed 2012-13
Sanitation Equipment Operators	2	2	2	2	2
Total	**2**	**2**	**2**	**2**	**2**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Residential Garbage (Tons)	3,900	3,000	2,500	2,500	2,600
Residential Recycling (Tons)	1,750	1,200	1,250	1,250	1,300
Deliver / Pick Up Carts	525	500	475	475	500

Major Budget or Service Level Changes:
No major changes in the level of service are projected.

Department Objectives:
To provide the residents of the City of Stuart with cost effective, efficient, and responsive garbage collection service while providing a safe and rewarding career for our employees.

- Promote “Safety First” so that employees have a positive attitude toward safety and practice good safety habits in all aspects of their workday.
- Provide outstanding sanitation service that meets customer expectations.
- Increase public awareness promoting the benefits of residential single stream recycling.
- Continue random spot checking of residential recycle carts for the proper separation of recycle material from the waste stream.
- Continue removing residential carts from commercial areas where access is available.
- Maintain superior fleet appearance.
- Audit residential accounts by verifying billing of services on account versus the route sheets and GPS system to assure customers are charged properly for services provided.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

1710 **RESIDENTIAL COLLECTION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	166,085	120,483	92,810	92,810	92,810	-22.97%
514	OVERTIME	5,841	8,500	9,000	10,000	10,000	17.65%
	OVERTIME FOR HOLIDAYS AND NEIGHBORHOOD CLEAN UPS			9,000	10,000	10,000	
515	SPECIAL PAY	838	1,421	1,836	1,921	1,921	35.18%
521	FICA TAXES	12,444	9,801	7,752	7,835	7,835	-20.07%
522	RETIREMENT CONTRIBUTIONS	12,248	6,607	5,040	5,040	5,040	-23.72%
523	LIFE AND HEALTH INSURANCE	20,086	22,361	15,684	15,707	15,707	-29.76%
524	WORKERS' COMPENSATION	7,141	7,141	7,141	7,141	7,141	0.00%
Total	PERSONAL SERVICES	224,683	176,314	139,263	140,453	140,453	-20.34%
531	PROFESSIONAL SERVICES	220	6,200	1,000	1,000	1,000	-83.87%
	PROGRAMMING FOR ROUTE SOFTWARE			1,000	1,000	1,000	
534	OTHER SERVICES	15,395	17,350	18,350	18,850	18,850	8.65%
	BM - PEST CONTROL SERVICES			300	300	300	
	OUTSIDE LABOR FORCE			17,000	17,500	17,500	
	TOWING EXPENSE FOR RESIDENTIAL TRUCKS			600	600	600	
	UNIFORM RENTAL FOR 2 TEAM MEMBERS			450	450	450	
540	TRAVEL AND PER DIEM	0	3,000	3,000	3,000	3,000	0.00%
	SWANA CONFERENCES			1,000	1,000	1,000	
	WASTECON			2,000	2,000	2,000	
542	FREIGHT/POSTAGE SERVICES	1,800	2,000	3,000	3,000	3,000	50.00%
	CART DELIVERIES			3,000	3,000	3,000	
543	UTILITY SERVICES	155,054	153,314	161,100	161,100	161,100	5.08%
	CITY UTILITIES (WATER/SEWER)			1,500	1,500	1,500	
	FP&L			9,476	9,476	9,476	
	TIPPING FEES FOR CLASS I GARBAGE (2600 TONS AT $57.74)			150,124	150,124	150,124	
544	RENTALS AND LEASES	0	2,300	1,100	1,100	1,100	-52.17%
	GPS TRUCK RENTAL UNITS			1,100	1,100	1,100	
545	INSURANCE	12,225	12,182	12,276	12,276	12,276	0.77%
	FLOOD INSURANCE PORTION			349	349	349	
	TRICO GENERAL LIABILITY INSURANCE			11,927	11,927	11,927	
546	REPAIR AND MAINTENANCE	45,824	36,500	41,000	50,000	50,000	36.99%
	REFURBISH 1 TRUCK			5,000	5,000	5,000	
	VM - REPAIR AND MAINTENANCE OF TRUCKS (3)			36,000	45,000	45,000	
547	PRINTING AND BINDING	0	1,000	1,250	1,250	1,250	25.00%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

1710 **RESIDENTIAL COLLECTION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
547	PRINTING AND BINDING	0	1,000	1,250	1,250	1,250	25.00%
	CUSTOMER NOTIFICATION FORMS			500	500	500	
	SINGLE STREAM RECYCLING BROCHURES			750	750	750	
548	PROMOTIONAL ACTIVITIES	4,545	4,800	5,500	5,500	5,500	14.58%
	ANNUAL NEIGHBORHOOD RECYCLING EVENTS			5,500	5,500	5,500	
551	OFFICE SUPPLIES	0	750	1,000	1,000	1,000	33.33%
	OFFICE SUPPLIES			500	500	500	
	SMALL OFFICE EQUIPMENT			500	500	500	
552	OPERATING SUPPLIES	59,395	92,790	79,790	81,190	81,190	-12.50%
	100 REPLACEMENT BLUE CARTS			4,400	5,800	5,800	
	100 REPLACEMENT GREEN CARTS			5,200	5,200	5,200	
	FUEL FOR TRUCKS - 15,000 DSL @ $4.50 P/G			67,500	67,500	67,500	
	OPERATING SUPPLIES			1,000	1,000	1,000	
	REPAIR PARTS FOR CARTS			1,000	1,000	1,000	
	SAFETY SHOES FOR 2 TEAM MEMBERS			190	190	190	
	SAFETY SUPPLIES			300	300	300	
	UNIFORM T-SHIRTS, HATS, AND JACKETS			200	200	200	
554	BOOKS AND MEMBERSHIPS	1,045	550	550	550	550	0.00%
	SWANNA MEMBERSHIP FOR 3 TEAM MEMBERS			550	550	550	
555	TRAINING	0	2,400	2,400	2,400	2,400	0.00%
	SWANA CONFERENCES			1,200	1,200	1,200	
	WASTECON			1,200	1,200	1,200	
Total	OPERATING EXPENSES	295,503	335,136	331,316	342,216	342,216	2.11%
Division	RESIDENTIAL COLLECTION	520,186	511,451	470,579	482,669	482,669	-5.63%
	COMMISSION			2,150	2,157	2,157	
	MANAGER			5,646	5,679	5,679	
	HUMAN RESOURCES			3,058	3,078	3,078	
	CITY CLERK			3,156	3,170	3,170	
	FINANCIAL SERVICES			27,446	27,596	27,596	
	INFORMATION SERVICES			0	0	0	
	CITY ATTORNEY			8,866	8,909	8,909	
	VEHICLE MAINTENANCE			36,396	36,647	36,647	
	BUILDING MAINTENANCE			8,914	8,878	8,878	
	CUSTOMER SERVICE			49,417	49,055	49,055	
	WS GENERAL GOV			19,697	19,804	19,804	
	STREETS			90,071	91,056	91,056	

420 **SANITATION/SOLID WASTE**

1710 **RESIDENTIAL COLLECTION**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
Total Indirect Costs			254,818	256,029	256,029	
Division + Consolidated + Indirect Charges:			725,397	738,699	738,699	

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1710 RESIDENTIAL COLLECTION

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
107	PUBLIC WORKS DIRECTOR	29 17	122,003.70	0.17	29 17	20,741	836	0.17	29 17	20,741	836	0.17	29 17	20,741	836
706	SANITATION EQUIP OPERATOR	09 10	37,213.78	1.00	09 10	37,357	0	1.00	09 10	37,357	0	1.00	09 10	37,357	0
706	SANITATION EQUIP OPERATOR			1.00	09 7	34,713	0	1.00	09 7	34,713	0	1.00	09 7	34,713	0
	VACANT POSITION			1				1				1			
	BUDGET OVERTIME			1.00	00 0	9,000	0	1.00	00 0	10,000	0	1.00	00 0	10,000	0
	BUDGET MERIT			1.00	00 0	1,000	0	1.00	00 0	1,085	0	1.00	00 0	1,085	0
		Count				3				3				3	
	Total					102,810	836			103,895	836			103,895	836

Budget Narrative
Fiscal Year 2012-2013

Fund: Sanitation Fund
Department: Public Works
Team: Commercial Sanitation Team (1720)

Departmental Activities and Service Level Description:
The Commercial Sanitation Team is responsible for the collection and disposal of all commercial garbage and recycling materials in the City of Stuart, including the maintenance and repair of all equipment needed to accomplish the work associated with these tasks.

Staffing Levels:
No increase in staffing levels is requested for 2012-13.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Computer Systems Operator	1	1	0	0	0
Office Assistant II	1	1	1	1	1
Team Leader II	1	1	0	0	0
Team Leader III	0	0	1	1	1
Diesel/Gas Mechanic	0	0	1	1	1
Sanitation Equipment Operators	4	4	5	5	5
Sanitation Worker	1	1	1	1	1
Total	**8**	**8**	**9**	**9**	**9**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Commercial Garbage (Tons)	16,300	17,500	14,300	14,300	14,800
Commercial Recycling (Tons)	600	900	900	1,000	1,200
New Container Deliver	25	50	50	25	25

Major Budget or Service Level Changes:
In accordance with the City's Fleet Replacement Program, two (2) commercial front load trucks are scheduled to be replaced. The economy continues to impact commercial collection while voluntary commercial recycling program and roll off container/compactor service will continue to expand.

Department Objectives:
To provide the residents of the City of Stuart with cost effective, efficient, and responsive garbage collection service while providing a safe and rewarding career for our employees.

- Promote "Safety First" so that employees have a positive attitude toward safety and practice good safety habits in all aspects of their workday.

- Eliminate all customer complaints and missed pickups.

- Provide outstanding sanitation service that meets customer expectations.

- Continue to monitor commercial accounts.
- Continue removing residential carts from commercial areas where access is available.
- Continue to research alternate disposal methods that will realize a cost saving to keep operating cost down.
- Audit commercial accounts and adjusting service levels by increasing dumpster size on multiple stop accounts, thereby reducing operational costs and increasing department safety.
- Increase business owners' awareness on the benefits of commercial recycling and roll off services.
- Audit commercial accounts by verifying billing of services on account versus the route sheets and GPS system to assure customers are charged properly for services provided.
- Maintain superior fleet appearance.

City of Stuart
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420 **SANITATION/SOLID WASTE**

1720 **COMMERCIAL COLLECTION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	421,238	403,892	351,416	351,416	351,416	-12.99%
514	OVERTIME	14,828	15,000	16,000	20,000	20,000	33.33%
	OVERTIME FOR HOLIDAYS			16,000	20,000	20,000	
515	SPECIAL PAY	2,798	5,381	7,696	11,781	11,781	118.92%
521	FICA TAXES	33,186	32,282	28,519	29,137	29,137	-9.74%
522	RETIREMENT CONTRIBUTIONS	39,229	20,841	18,436	18,436	18,436	-11.54%
523	LIFE AND HEALTH INSURANCE	91,225	77,475	69,998	69,998	69,998	-9.65%
524	WORKERS' COMPENSATION	21,300	21,300	21,300	21,300	21,300	0.00%
525	UNEMPLOYMENT COMPENSATION	5,225	0	0	0	0	0.00%
Total	PERSONAL SERVICES	629,027	576,173	513,364	522,068	522,068	-9.39%
531	PROFESSIONAL SERVICES	0	28,000	1,000	1,000	1,000	-96.43%
	ROUTE SOFTWARE PROGRAMMING			1,000	1,000	1,000	
534	OTHER SERVICES	76,135	109,400	124,800	124,800	124,800	14.08%
	BM - PEST CONTROL SERVICES			300	300	300	
	BM- FIRE EXTINGUISHERS			500	500	500	
	HAULING SERVICES FOR COMPACTOR SERVICES			65,000	65,000	65,000	
	HAULING SERVICES FOR ROLL-OFF SERVICES			10,000	10,000	10,000	
	OUTSIDE LABOR FORCE			17,000	17,000	17,000	
	TOWING EXPENSE FOR COMMERCIAL TRUCKS			500	500	500	
	UNIFORM RENTAL FOR 7 TEAM MEMBERS			1,500	1,500	1,500	
	WELDING SERVICES AND CONTAINER REHABILITATION			25,000	25,000	25,000	
	WELDING SERVICES FOR TRUCK REPAIRS			5,000	5,000	5,000	
540	TRAVEL AND PER DIEM	0	500	500	500	500	0.00%
	SWANA CONFERENCES			500	500	500	
541	COMMUNICATIONS SERVICES	1,398	1,510	1,510	1,510	1,510	0.00%
	MITEL LEASING (PHONE SETS)			750	750	750	
	WINDSTREAM COMMUNICATION			760	760	760	
542	FREIGHT/POSTAGE SERVICES	140	1,000	1,000	1,000	1,000	0.00%
	FREIGHT FOR DUMPSTER LIDS AND PARTS			1,000	1,000	1,000	
543	UTILITY SERVICES	754,586	797,144	853,364	853,364	853,364	7.05%
	CITY UTILITIES (WATER/SEWER)			1,010	1,010	1,010	
	FP&L			824	824	824	
	TIPPING FEES FOR C & D ROLL OFFS - 210 TONS AT $40.60			8,526	8,526	8,526	
	TIPPING FEES FOR CLASS I GARBAGE-13,000 TONS AT $57.74			750,620	750,620	750,620	
	TIPPING FEES FOR COMPACTORS 1,600 TONS AT $57.74			92,384	92,384	92,384	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

1720 **COMMERCIAL COLLECTION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
544	RENTALS AND LEASES	0	3,800	2,000	2,000	2,000	-47.37%
	GPS TRUCK MONITORING			2,000	2,000	2,000	
545	INSURANCE	41,095	40,914	41,311	41,311	41,311	0.97%
	FLOOD INSURANCE PORTION			1,479	1,479	1,479	
	TRICO GENERAL LIABILITY INSURANCE			39,832	39,832	39,832	
546	REPAIR AND MAINTENANCE	79,843	64,000	60,000	60,000	60,000	-6.25%
	VM - PAINT 1 TRUCKS			5,000	5,000	5,000	
	VM - REPAIR AND MAINTENANCE OF TRUCKS			55,000	55,000	55,000	
547	PRINTING AND BINDING	75	1,000	1,000	1,000	1,000	0.00%
	COMMERCIAL RECYCLING MATERIALS			500	500	500	
	CUSTOMER NOTIFICATION FORMS			500	500	500	
548	PROMOTIONAL ACTIVITIES	1,000	1,000	1,000	1,000	1,000	0.00%
	ANNUAL COMMERCIAL RECYCLING EVENT			1,000	1,000	1,000	
551	OFFICE SUPPLIES	0	1,000	1,000	1,000	1,000	0.00%
	OFFICE EQUIPMENT			500	500	500	
	OFFICE SUPPLIES			500	500	500	
552	OPERATING SUPPLIES	123,347	206,215	181,715	183,315	183,315	-11.10%
	100 BLUE CARTS			5,200	5,200	5,200	
	100 GREEN CARTS			5,200	6,800	6,800	
	DUMPSTER REPAIR PARTS			3,000	3,000	3,000	
	FUEL FOR 4 TRUCKS - 2,000 GAS @ $4 P/G			8,000	8,000	8,000	
	FUEL FOR TRUCKS - 27,000 DSL @ $4.50 P/G			121,500	121,500	121,500	
	OPERATING SUPPLIES			1,500	1,500	1,500	
	REPLACEMENT DUMPSTERS			35,000	35,000	35,000	
	SAFETY SHOES FOR 7 TEAM MEMBERS			665	665	665	
	SAFETY SUPPLIES			1,000	1,000	1,000	
	UNIFORM T-SHIRTS, HATS, AND JACKETS FOR 7 TEAM MEMBERS			650	650	650	
555	TRAINING	0	500	500	500	500	0.00%
	SWANA CONFERENCES			500	500	500	
Total	OPERATING EXPENSES	1,077,619	1,255,983	1,270,700	1,272,300	1,272,300	1.30%
563	INFRASTRUCTURE	0	0	19,000	0	0	0.00%
				19,000	0	0	
564	MACHINERY AND EQUIPMENT	0	19,000	517,000	517,000	517,000	2621.05%
	2 COMMERCIAL FRONT LOADERS			517,000	517,000	517,000	
Total	CAPITAL OUTLAY	0	19,000	536,000	517,000	517,000	2621.05%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

1720 **COMMERCIAL COLLECTION**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
Division COMMERCIAL COLLECTION	1,706,646	1,851,156	2,320,064	2,311,368	2,311,368	24.86%
COMMISSION			6,645	6,665	6,665	
MANAGER			16,941	17,043	17,043	
HUMAN RESOURCES			9,175	9,233	9,233	
CITY CLERK			9,935	9,977	9,977	
FINANCIAL SERVICES			43,676	43,914	43,914	
INFORMATION SERVICES			11,396	11,688	11,688	
CITY ATTORNEY			6,649	6,682	6,682	
VEHICLE MAINTENANCE			62,035	62,462	62,462	
BUILDING MAINTENANCE			8,914	8,878	8,878	
CUSTOMER SERVICE			4,542	4,508	4,508	
WS GENERAL GOV			51,350	51,629	51,629	
STREETS			90,071	91,056	91,056	
Total Indirect Costs			321,330	323,737	323,737	
Division + Consolidated + Indirect Charges:			2,641,395	2,635,105	2,635,105	

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1720 COMMERCIAL COLLECTION

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
107	PUBLIC WORKS DIRECTOR	29 17	122,003.70	0.17	29 17	20,741	836	0.17	29 17	20,741	836	0.17	29 17	20,741	836
301	TEAM LEADER III	20 15	71,322.62	1.00	20 15	71,597	480	1.00	20 15	71,597	480	1.00	20 15	71,597	480
706	SANITATION EQUIP OPERATOR	09 14	41,053.48	1.00	09 14	41,211	0	1.00	09 14	41,211	0	1.00	09 14	41,211	0
706	SANITATION EQUIP OPERATOR	09 9	36,343.15	1.00	09 9	36,483	480	1.00	09 9	36,483	480	1.00	09 9	36,483	480
706	SANITATION EQUIP OPERATOR	09 17	44,223.46	1.00	09 17	44,394	0	1.00	09 17	44,394	0	1.00	09 17	44,394	0
706	SANITATION EQUIP OPERATOR	09 7	34,579.58	1.00	09 7	34,713	0	1.00	09 7	34,713	0	1.00	09 7	34,713	0
706	SANITATION EQUIP OPERATOR	09 1	29,824.60	1.00	09 1	29,939	0	1.00	09 1	29,939	0	1.00	09 1	29,939	0
707	SANITATION WORKER	04 5	25,739.36	1.00	04 5	25,838	2,400	1.00	04 5	25,838	2,400	1.00	04 5	25,838	2,400
802	DIESEL/GAS MECHANIC	15 7	46,321.91	1.00	15 7	46,500	0	1.00	15 7	46,500	0	1.00	15 7	46,500	0
	BUDGET OVERTIME			1.00	00 0	16,000	0	1.00	00 0	20,000	0	1.00	00 0	20,000	0
	BUDGET MERIT			1.00	00 0	3,500	0	1.00	00 0	7,585	0	1.00	00 0	7,585	0
		Count				9				9				9	
	Total					370,916	4,196			379,001	4,196			379,001	4,196

Budget Narrative
Fiscal Year 2012-2013

Fund: Sanitation Fund
Department: Public Works
Team: Yard Trash Collection (1730)

Departmental Activities and Service Level Description:
The Yard Trash Collection Team is responsible for the collection and disposal of all yard trash and debris, including tires, metal goods and household furnishings disposed of by City residents. The Yard Trash Team also provides service to commercial properties for bulk pickup of these same items.

Staffing Levels:

No increase in staffing levels is requested for 2012-13.

Position Title:	2008-09	2009-10	2010-11	2011-12	Proposed 2012-13
Sanitation Equipment Operators	2	2	2	2	2
Total	**2**	**2**	**2**	**2**	**2**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Yard Waste-City Landfill (Yards)	12,000	14,000	14,000	14,000	14,500
Debris (Tons)	2,600	2,100	1000	1,100	1,200
Customer inquiries	95	100	100	75	75
Tire disposal (Tons)	5	5	5	5	5

Major Budget or Service Level Changes:

Yard waste totals will continue to increase to pre-hurricane totals.

Department Objectives:

To provide the residents of the City of Stuart with cost effective, efficient, and responsive garbage collection service while providing a safe and rewarding career for our employees.

- Promote “Safety First” so that employees have a positive attitude toward safety and practice good safety habits in all aspects of their workday.
- Provide outstanding sanitation service that meets customer expectations.
- Maintain superior fleet appearance.
- Continue to work on methods to improve collection and reduce disposal costs where possible.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

1730 **YARD TRASH COLLECTION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	79,908	80,567	80,876	79,106	79,106	-1.81%
514	OVERTIME	11,280	13,500	15,000	15,000	15,000	11.11%
	OVERTIME FOR HOLIDAYS			15,000	15,000	15,000	
515	SPECIAL PAY	0	1,000	1,000	2,000	2,000	100.00%
521	FICA TAXES	6,797	7,273	7,411	7,352	7,352	1.09%
522	RETIREMENT CONTRIBUTIONS	8,513	4,619	4,189	4,098	4,098	-11.28%
523	LIFE AND HEALTH INSURANCE	9,376	10,549	9,759	9,965	9,965	-5.54%
524	WORKERS' COMPENSATION	7,640	7,640	7,640	7,640	7,640	0.00%
Total	PERSONAL SERVICES	123,514	125,147	125,875	125,160	125,160	0.01%
531	PROFESSIONAL SERVICES	0	25,000	0	0	0	-100.00%
534	OTHER SERVICES	29,776	102,350	43,050	79,550	79,550	-22.28%
	544 - RENTALS AND LEASES GPS TRUCK MONITORING			1,000	1,000	1,000	
	BM - PEST CONTROL SERVICES			300	300	300	
	GRINDING SERVICES OLD CITY LANDFILL - NEW CONTRACT			25,000	60,000	60,000	
	OUTSIDE LABOR FORCE			16,000	17,500	17,500	
	TOWING EXPENSE FOR YARD WASTE TRUCKS			300	300	300	
	UNIFORMS FOR 2 TEAM MEMBERS			450	450	450	
543	UTILITY SERVICES	35,933	47,025	51,126	51,126	51,126	8.72%
	APPLIANCE DISPOSAL CHARGES			500	500	500	
	CITY UTILITIES (WATER/SEWER)			1,010	1,010	1,010	
	TIPPING FEES - LANDFILL DEBRIS 1,200 TONS AT $41.01			49,212	49,212	49,212	
	TIPPING FEES - TIRES 5 TONS AT $80.80			404	404	404	
545	INSURANCE	8,321	8,281	8,369	8,369	8,369	1.06%
	FLOOD INSURANCE PORTION			328	328	328	
	TRICO GENERAL LIABILITY INSURANCE			8,041	8,041	8,041	
546	REPAIR AND MAINTENANCE	19,548	16,500	21,500	21,500	21,500	30.30%
	VM - PAINT 1 TRUCK			3,500	3,500	3,500	
	VM - REPAIR AND MAINTENANCE OF VEHICLES & EQUIPMENT			18,000	18,000	18,000	
551	OFFICE SUPPLIES	0	100	500	500	500	400.00%
	OFFICE SUPPLIES			500	500	500	
552	OPERATING SUPPLIES	11,353	14,690	14,690	14,690	14,690	0.00%
	FUEL FOR TRUCKS - 3,000 DSL @ $4.50 P/G			13,500	13,500	13,500	
	OPERATING SUPPLIES			300	300	300	
	SAFETY SHOES FOR 2 TEAM MEMBERS			190	190	190	
	SAFETY SUPPLIES			500	500	500	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

1730 **YARD TRASH COLLECTION**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
552	OPERATING SUPPLIES	11,353	14,690	14,690	14,690	14,690	0.00%
	UNIFORM T-SHIRTS, HATS, AND JACKETS			200	200	200	
Total	OPERATING EXPENSES	104,932	213,946	139,235	175,735	175,735	-17.86%
564	MACHINERY AND EQUIPMENT	0	140,000	0	0	0	-100.00%
Total	CAPITAL OUTLAY	0	140,000	0	0	0	-100.00%
Division	YARD TRASH COLLECTION	228,445	479,093	265,110	300,895	300,895	-37.19%
	COMMISSION			1,748	1,753	1,753	
	MANAGER			5,646	5,679	5,679	
	HUMAN RESOURCES			3,058	3,078	3,078	
	CITY CLERK			2,239	2,248	2,248	
	FINANCIAL SERVICES			13,944	14,021	14,021	
	INFORMATION SERVICES			0	0	0	
	CITY ATTORNEY			0	0	0	
	VEHICLE MAINTENANCE			19,194	19,326	19,326	
	BUILDING MAINTENANCE			0	0	0	
	CUSTOMER SERVICE			1,478	1,467	1,467	
	WS GENERAL GOV			20,571	20,683	20,683	
	STREETS			90,071	91,056	91,056	
	Total Indirect Costs			157,949	159,312	159,312	
	Division + Consolidated + Indirect Charges:			423,059	460,207	460,207	
Dept	PUBLIC WORKS ADMIN	2,455,278	2,841,699	3,055,754	3,094,932	3,094,932	8.91%

City of Stuart
2013 Fiscal Budget
Personnel Sheet

1730 YARD TRASH COLLECTION

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
706	SANITATION EQUIP OPERATOR	09 7	34,579.58	1.00	09 9	36,483	0	1.00	09 7	34,713	0	1.00	09 7	34,713	0
706	SANITATION EQUIP OPERATOR	09 17	44,223.46	1.00	09 17	44,394	0	1.00	09 17	44,394	0	1.00	09 17	44,394	0
	BUDGET OVERTIME			1.00	00 0	15,000	0	1.00	00 0	15,000	0	1.00	00 0	15,000	0
	BUDGET MERIT			1.00	00 0	1,000	0	1.00	00 0	2,000	0	1.00	00 0	2,000	0
		Count				2				2				2	
	Total					96,876	0			96,106	0			96,106	0

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

420 **SANITATION/SOLID WASTE**

1790 SANITATION NON-OPERATING

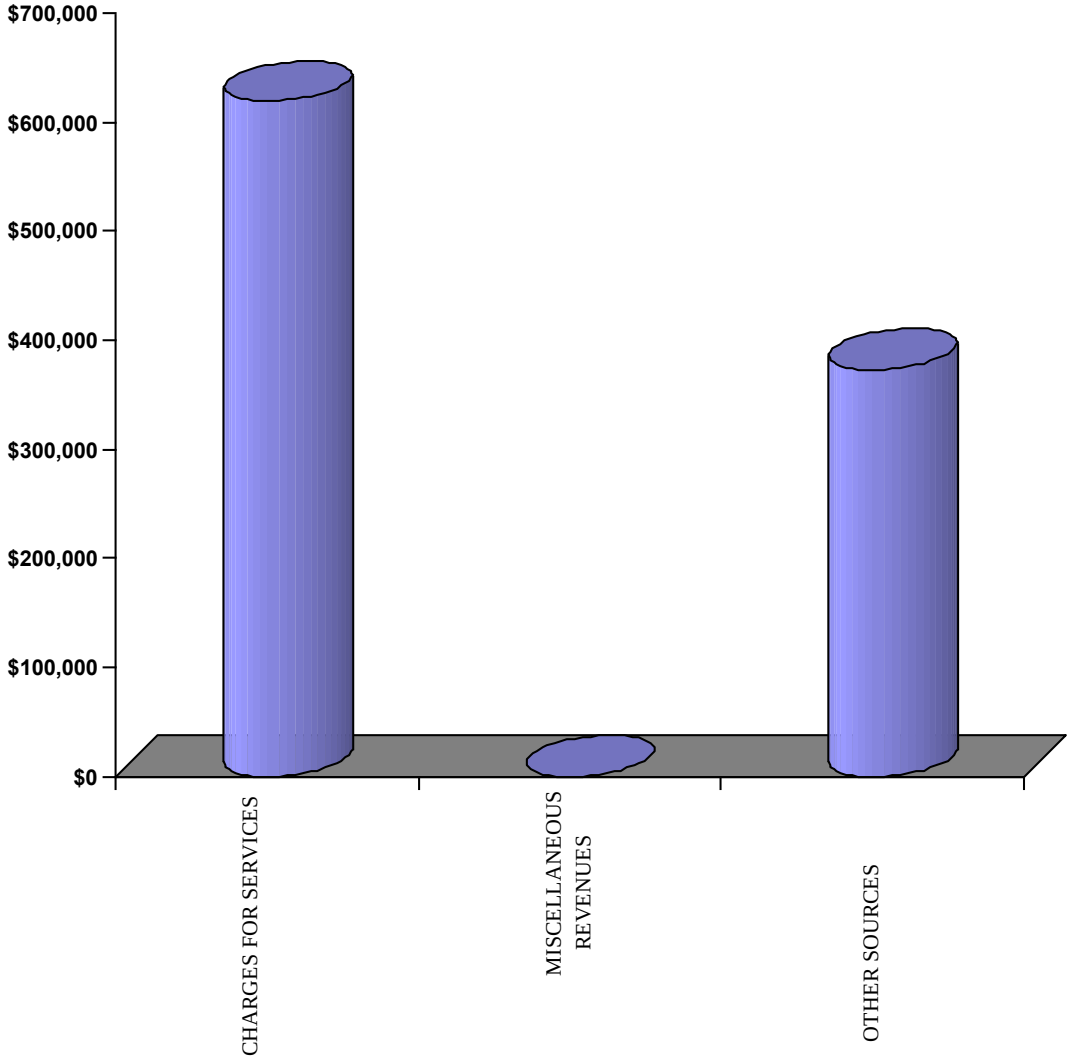
Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
515	SPECIAL PAY	0	5,921	5,920	5,920	5,920	-0.01%
	ADDTNL ONE-TIME PAY			5,920	5,920	5,920	
523	LIFE AND HEALTH INSURANCE	0	14,068	20,690	20,690	20,690	47.08%
	EMPLOYEE CLINIC			10,133	10,133	10,133	
	HEALTH INSURANCE PREMIUM INCREASE @ 10%			10,557	10,557	10,557	
529	COMPENSATED ABSENCES ACCR	-67,552	0	0	0	0	0.00%
Total	PERSONAL SERVICES	-67,552	19,988	26,610	26,610	26,610	33.13%
557	INDIRECT COSTS (NET)	465,634	739,313	734,098	739,078	739,078	-0.03%
	INDIRECT COST TO GENERAL FUND			587,043	591,931	591,931	
	INDIRECT COST TO WATER AND SEWER			147,055	147,147	147,147	
Total	OPERATING EXPENSES	465,634	739,313	734,098	739,078	739,078	-0.03%
591	INTRAGOVERNMENTAL TRANSFS	0	294,220	439,292	387,853	387,853	31.82%
	TRANSFER TO CRA			25,000	25,000	25,000	
	TRANSFER TO GENERAL FUND			220,917	220,917	220,917	
	TRANSFER TO RETAINED EARNINGS			193,375	141,936	141,936	
595	OTHER NONOPERATING USES	10,951	0	0	21,703	21,703	0.00%
	SELF INSURANCE RESERVE			0	21,703	21,703	
Total	OTHER USES	10,951	294,220	439,292	409,556	409,556	39.20%
Division	SANITATION NON-OPERATI	409,033	1,053,522	1,200,000	1,175,245	1,175,245	11.55%
	Division + Consolidated + Indirect Charges:			1,200,000	1,175,245	1,175,245	
Dept	SANITATION NON-OPERATING	409,033	1,053,522	1,200,000	1,175,245	1,175,245	11.55%

420 **SANITATION/SOLID WASTE**

Fund	SANITATION/SOLID WASTE	2,864,311	3,895,221	4,255,754	4,270,177	4,270,177	9.63%

City of Stuart
2013 Fiscal Budget
Revenues by Category

Stormwater Fund Revenues

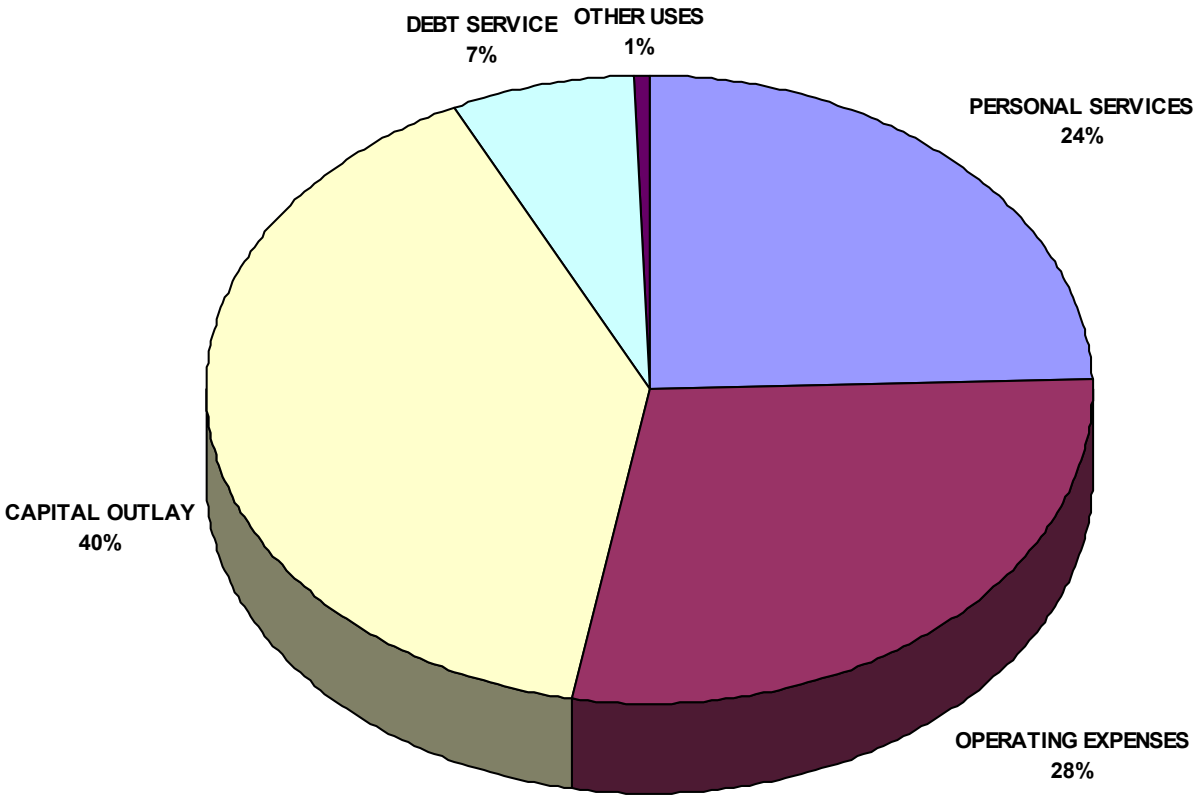


City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
430	**STORMWATER MANAGEMENT**						
343700	STORMWATER UTILITY CHARGE	586,158	566,711	600,747	614,975	614,975	8.52%
343710	DELINQUENT STORMWATER	1,411	6,420	4,000	4,000	4,000	-37.69%
Total	CHARGES FOR SERVICES	587,568	573,131	604,747	618,975	618,975	8.00%
369910	RECOVERED BAD DEBT	4	0	0	0	0	0.00%
Total	MISCELLANEOUS REVENUES	4	0	0	0	0	0.00%
389100	PROPRIETARY-INTEREST	5,167	7,500	1,500	1,500	1,500	-80.00%
389200	PROPRIETARY-FEDERAL GRANT	1,844	0	0	0	0	0.00%
389972	FUNDS FR RETAINED EARNING	0	132,114	46,439	371,513	371,513	181.21%
Total	OTHER SOURCES	7,010	139,614	47,939	373,013	373,013	167.18%
Fund	STORMWATER MANAGEMENT	594,583	712,745	652,686	991,988	991,988	39.18%

City of Stuart
2013 Fiscal Budget
Appropriations by Category

Stormwater Fund Appropriations



City of Stuart
2013 Fiscal Budget
Estimated Appropriations

430 **STORMWATER MANAGEMENT**

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
PERSONAL SERVICES	253,971	240,985	238,435	0	0	-1.06%
OPERATING EXPENSES	181,957	260,613	282,039	0	0	8.22%
CAPITAL OUTLAY	12,875	144,409	65,000	0	0	-54.99%
DEBT SERVICE	44,745	66,738	67,213	0	0	0.71%
OTHER USES	43,381	0	0	0	0	0.00%
Fund STORMWATER MANAGEMENT	536,928	712,745	652,686	0	0	-8.43%

Budget Narrative
Fiscal Year 2012-2013

Fund: Stormwater Fund
Department: Public Works
Team: Stormwater Team (1810)

Departmental Activities and Services Level Descriptions:
The responsibility of the Stormwater Team is to eliminate pollution and local flooding by providing maintenance and repair of the City's stormwater drainage system, overseeing street sweeping services, drainage ditch cleaning, erosion control, aquatic weed control, illegal connection detection/elimination, pollution prevention activities, identification of illegal dump sites, employee training, public education/outreach, responding to complaints from the public, and compliance with the NPDES Stormwater Permit.

Staffing Level:
The Stormwater Team is staffed by: Deputy Public Works Director, Equipment Operator I, Utility Service Worker II, and Stormwater Specialist.

Position Title:	2008-09	2009-10	2010-11	2011-12	Requested 2012-13
Deputy Public Works Dir.	1	1	1	1	1
Equipment Operator	1	1	1	1	1
Utility Service Worker	1	1	1	1	1
Stormwater Specialist	1	1	1	1	1
Total	**4**	**4**	**4**	**4**	**4**

Indicators:	2008-09	2009-10	2010-11	2011-12	Estimated 2012-13
Catch Basins Cleaned	160	230	350	350	350
Pipe Installed (miles)	.30	0.0	0.20	0.06	.50
Baffle Boxes Cleaned	60	31	50	50	50
Collection Systems Cleaned (miles)	2.5	2.1	2.5	2.5	2.5
Outfall Inspections	56	100	100	100	100
Debris Removal from Grate Tops	5,000	4,500	5,000	7,000	5,000
System Sediment Analysis (TN,TP)	3	9	9	3	9
Field Screen Water Analysis (TN,TP)	-	100	100	10	20
Construction Site Inspections (slit fence)	-	25	30	15	25

Major Budget or Service Level Changes:
There are plans to add drainage to areas that are prone to flooding.

Department Objectives:

- Maintain a regular schedule for inspecting, cleaning, and maintaining the City's storm drains, catch basins, outfalls, baffle boxes, and retention ponds.
- Increase the City's level of cleanliness and reduce the level of pollutants.
- Identify and improve the areas of frequent local flooding by constructing and improving the storm drainage systems in those areas.
- Maintain a working schedule for the Stormwater Team and update this schedule.
- Increase televising the various storm systems.
- Additional monitoring of baffle boxes, inlets, retention ponds, and outfalls.
- Maintain the level of detection and elimination of illegal connections to storm drain systems.
- New installation and repair of damaged storm systems.
- Monitoring and management of Haney Creek, Frazier Creek, and Poppleton Creek.
- Chemical analyses of water samples from Haney Creek, Frazier Creek, and Poppleton Creek, MLK Ponds, Airport ditch, and outfall pipes.
- Maintain environmental awareness training for all city employees.
- Maintain level of stormwater collection systems cleaning.
- Chemical analysis of grit removed from stormwater collection systems.
- Increase public awareness of stormwater pollution issues.
- Maintain and upgrade City's stormwater webpage.
- Additional employee training, certification and licensing in Stormwater.
- GIS training and mapping certifications.

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

430 **STORMWATER MANAGEMENT**

1810 **STORMWATER MAINTENANCE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
512	REGULAR SALARIES AND WAGE	174,147	173,376	171,064	172,453	172,453	-0.53%
514	OVERTIME	9,128	0	8,000	8,000	8,000	0.00%
515	SPECIAL PAY	2,107	5,548	3,104	5,434	5,434	-2.07%
521	FICA TAXES	13,085	13,225	13,592	13,876	13,876	4.92%
522	RETIREMENT CONTRIBUTIONS	18,067	9,044	9,312	9,384	9,384	3.76%
523	LIFE AND HEALTH INSURANCE	29,921	34,226	27,798	27,798	27,798	-18.78%
	EMPLOYEE CLINIC			1,689	1,689	1,689	
	HEALTH INSURANCE PREMIUM INCREASE @ 10%			2,527	2,527	2,527	
	LIFE AND HEALTH INSURANCE			23,582	23,582	23,582	
524	WORKERS' COMPENSATION	5,565	5,565	5,565	5,565	5,565	0.00%
525	UNEMPLOYMENT COMPENSATION	1,650	0	0	0	0	0.00%
529	COMPENSATED ABSENCES ACCR	301	0	0	0	0	0.00%
Total	PERSONAL SERVICES	253,971	240,985	238,435	242,510	242,510	0.63%
531	PROFESSIONAL SERVICES	9,199	12,000	12,000	12,000	12,000	0.00%
	ENGINEERING SERVICES			7,000	7,000	7,000	
	IS - GIS/GPS UPDATES			5,000	5,000	5,000	
534	OTHER SERVICES	60,663	106,728	135,928	135,928	135,928	27.36%
New	! HEART OF HANEY EXOTICS REMOVAL			35,000	35,000	35,000	
	ANNUAL LAKE MAINTENANCE, CHEMICAL TREATMENT, FISH, MISC			15,000	15,000	15,000	
	ANNUAL MAINTENANCE OF HANEY CREEK			25,000	25,000	25,000	
	ANNUAL MANGROVE TRIMMING			2,500	2,500	2,500	
	ANNUAL STREET SWEEPING			26,000	26,000	26,000	
	NPDES INTERLOCAL AGREEMENT			17,028	17,028	17,028	
	OUTSIDE LABOR FORCE			3,000	3,000	3,000	
	SAMPLING & ANALYZING TMDL'S			3,500	3,500	3,500	
	SAMPLING, MONITORING POPPLETON AND HANEY CREEK BASIN			8,000	8,000	8,000	
	UNIFORM RENTAL			900	900	900	
540	TRAVEL AND PER DIEM	5,900	6,550	6,550	6,550	6,550	0.00%
	FLORIDA STORMWATER ASSOCIATION			1,800	1,800	1,800	
	FSA CONFERENCE, BOARD MEETINGS			1,500	1,500	1,500	
	FWPCOA SHORT SCHOOL, A, B, C LICENSE			700	700	700	
	GFOA ADVANCED ACCOUNTING SEMINAR			500	500	500	
	MISC STORMWATER TRAINING			500	500	500	
	SOUTHEAST STORMWATER ASSOCIATION			1,050	1,050	1,050	
	SUNGARD PENTAMATION USER CONFERENCE			500	500	500	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

430 **STORMWATER MANAGEMENT**

1810 **STORMWATER MAINTENANCE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
541	COMMUNICATIONS SERVICES	1,850	2,720	2,720	2,720	2,720	0.00%
	MITEL LEASING (PHONE SETS)			260	260	260	
	PUBLIC WORKS PHONES			500	500	500	
	VERIZON			1,600	1,600	1,600	
	WINDSTREAM COMMUNICATION			360	360	360	
542	FREIGHT/POSTAGE SERVICES	208	300	300	300	300	0.00%
	FREIGHT & POSTAGE			300	300	300	
543	UTILITY SERVICES	8,917	16,665	14,785	14,785	14,785	-11.28%
	ELECTRIC			310	310	310	
	MARTIN COUNTY SOLID			3,045	3,045	3,045	
	PUBLIC WORKS ELECTRIC			2,245	2,245	2,245	
	PUBLIC WORKS WATER/SEWER			305	305	305	
	TIPPING FEES (STREET SWEEPING)			7,500	7,500	7,500	
	WATER/SEWER			1,380	1,380	1,380	
544	RENTALS AND LEASES	0	1,000	500	500	500	-50.00%
	EQUIPMENT RENTAL			500	500	500	
545	INSURANCE	9,254	10,499	9,280	9,280	9,280	-11.61%
	FLOOD INSURANCE PORTION			276	276	276	
	TRICO GENERAL LIABILITY INSURANCE			9,004	9,004	9,004	
546	REPAIR AND MAINTENANCE	15,981	28,000	23,000	23,000	23,000	-17.86%
	MISCELLANEOUS REPAIR PARTS (OVER $1,000)			5,000	5,000	5,000	
	MISCELLANEOUS REPAIRS (UNDER $1,000)			2,000	2,000	2,000	
	R & M OF LITTORAL ZONES PLANTINGS AT VARIOUS PONDS			1,500	1,500	1,500	
	REPAIR & MAINTENANCE OF HOSES			1,500	1,500	1,500	
	REPAIR & MAINTENANCE OF INLETS, PIPES & STRUCTURES			3,000	3,000	3,000	
	VM - REPAIR AND MAINTENANCE OF VEHICLES & EQUIPMENT			10,000	10,000	10,000	
547	PRINTING AND BINDING	10,059	2,000	14,000	14,000	14,000	600.00%
	INFORMATION BROCHURES NPDES PUBLIC EDUCATION			1,000	1,000	1,000	
	NPDES STORMWATER CALENDARS			12,000	12,000	12,000	
	PRINTING OF MAPS. BLUEPRINTS, MISC.			1,000	1,000	1,000	
548	PROMOTIONAL ACTIVITIES	0	150	150	150	150	0.00%
	PROMOTIONAL ACTIVITIES			150	150	150	
549	OTHER CURRENT CHARGES	0	300	300	300	300	0.00%
	PERMITS, LICENSE FEES			300	300	300	
551	OFFICE SUPPLIES	762	1,000	800	800	800	-20.00%
	OFFICE SUPPLIES			800	800	800	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

430 **STORMWATER MANAGEMENT**

1810 **STORMWATER MAINTENANCE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
552	OPERATING SUPPLIES	13,026	22,207	16,534	16,534	16,534	-25.55%
	FUEL FOR VEHICLES - 2,355 GAS/985 DSL @ $4/$4.5 P/G			13,854	13,854	13,854	
	MISC. TOOLS (RAKES,SHOVELS,BLADES,HYD WRENCHES)			500	500	500	
	REPLACEMENT SANDBAGS, DRAIN SEAL, SPILL/ABSORBENT KITS			1,000	1,000	1,000	
	SAFETY SHOES			280	280	280	
	SAFETY SUPPLIES			500	500	500	
	T-SHIRTS,HATS			400	400	400	
553	ROAD MATERIAL AND SUPPLY	0	1,500	1,500	1,500	1,500	0.00%
	COQUINA ROCK, SHELL ROCK, #57 ROCK, SAND, DIRT			1,500	1,500	1,500	
554	BOOKS AND MEMBERSHIPS	2,321	7,300	2,300	2,300	2,300	-68.49%
	APWA MEMBERSHIP AND BOOKS			250	250	250	
	FWPCOA SHORT SCHOOL			400	400	400	
	GFOA ADVANCE ACCOUNTING SEMINAR			500	500	500	
	SAFETY TRAINING			300	300	300	
	SOUTHEAST STORMWATER ASSOCIATION			600	600	600	
	SUNGARD PENTAMATION USER CONFERENCE			250	250	250	
555	TRAINING	3,515	3,499	3,499	3,499	3,499	0.00%
	FLORIDA STORMWATER ASSOCIATION			1,920	1,920	1,920	
	FSA CONFERENCE, BOARD MEETINGS			129	129	129	
	FWPCOA SHORT SCHOOL, A, B, C LICENSE			300	300	300	
	GFOA ADVANCED ACCOUNTING SEMINAR			300	300	300	
	MISC STORMWATER TRAINING			300	300	300	
	SOUTHEAST STORMWATER ASSOCIATION			300	300	300	
	SUNGARD PENTAMATION USER CONFERENCE			250	250	250	
557	INDIRECT COSTS (NET)	40,300	38,195	37,893	38,054	38,054	-0.37%
	INDIRECT COST TO GENERAL FUND			28,197	28,429	28,429	
	INDIRECT COST TO WATER AND SEWER			9,696	9,625	9,625	
Total	OPERATING EXPENSES	181,957	260,613	282,039	282,200	282,200	8.28%
563	INFRASTRUCTURE	2,000	126,409	60,000	75,000	75,000	-40.67%
	POINSETTA STREET DRAINAGE IMPROVEMENT			40,000	50,000	50,000	
	SOUTH CAROLINA DRIVE DRAINAGE IMPROVEMENT			20,000	25,000	25,000	
564	MACHINERY AND EQUIPMENT	10,875	18,000	5,000	320,000	320,000	1677.78%
	REPLACE VAC CON TRUCK			5,000	320,000	320,000	
Total	CAPITAL OUTLAY	12,875	144,409	65,000	395,000	395,000	173.53%
571	PRINCIPAL	0	22,831	46,000	46,000	46,000	101.48%
	2012 NON-ADVAL REF REV NOTE (5/1/27)			46,000	46,000	46,000	

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

430 **STORMWATER MANAGEMENT**

1810 **STORMWATER MAINTENANCE**

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
572	INTEREST	43,270	42,412	20,163	20,163	20,163	-52.46%
	2012 NON-ADVAL REF REV NOTE (5/1/27)			20,163	20,163	20,163	
573	OTHER DEBT SERVICE COSTS	1,030	1,050	1,050	1,050	1,050	0.00%
	DEBT ADMIN FEE			1,050	1,050	1,050	
574	AMORTIZATION	444	445	0	0	0	-100.00%
Total	DEBT SERVICE	44,745	66,738	67,213	67,213	67,213	0.71%
591	INTRAGOVERNMENTAL TRANSFS	40,000	0	0	0	0	0.00%
595	OTHER NONOPERATING USES	1,665	0	0	5,064	5,064	0.00%
	SELF INSURANCE RESERVE			0	5,064	5,064	
599	OTHER USES	1,716	0	0	0	0	0.00%
Total	OTHER USES	43,381	0	0	5,064	5,064	0.00%
Division	STORMWATER MAINTENANC	536,928	712,745	652,686	991,988	991,988	39.18%
	COMMISSION			0	0	0	
	MANAGER			0	0	0	
	HUMAN RESOURCES			3,058	3,078	3,078	
	CITY CLERK			0	0	0	
	FINANCIAL SERVICES			11,899	11,963	11,963	
	INFORMATION SERVICES			3,778	3,875	3,875	
	CITY ATTORNEY			6,649	6,682	6,682	
	VEHICLE MAINTENANCE			2,812	2,832	2,832	
	BUILDING MAINTENANCE			0	0	0	
	CUSTOMER SERVICE			9,696	9,625	9,625	
	WS GENERAL GOV			0	0	0	
	Total Indirect Costs			37,893	38,054	38,054	
	Division + Consolidated + Indirect Charges:			690,579	1,030,042	1,030,042	
Dept	PUBLIC WORKS ADMIN	536,928	712,745	652,686	991,988	991,988	39.18%

430 STORMWATER MANAGEMENT

Fund	STORMWATER MANAGEMENT	536,928	712,745	652,686	991,988	991,988	39.18%

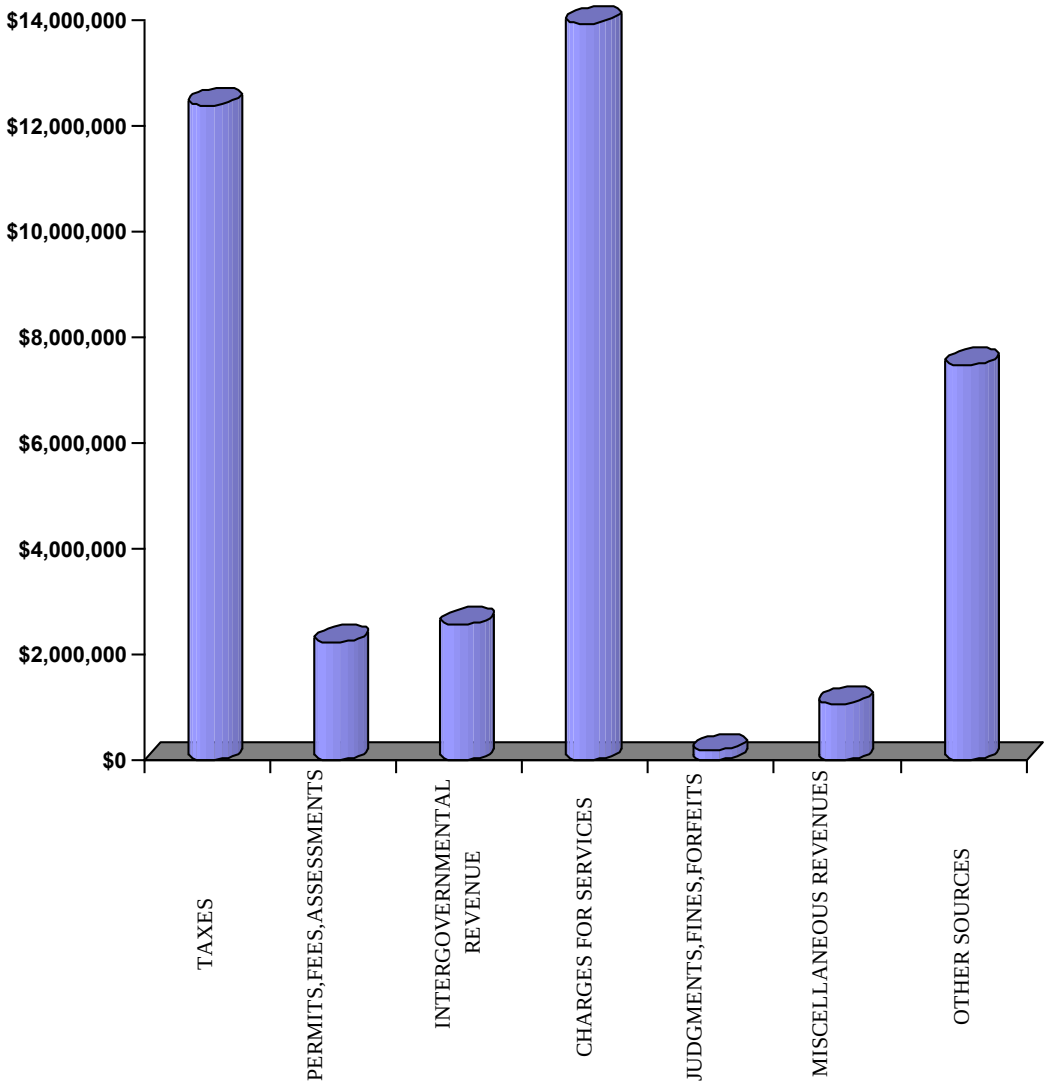
City of Stuart
2013 Fiscal Budget
Personnel Sheet

1810 STORMWATER MAINTENANCE

Class	Title	Range/ Step	Current Salary	Prcnt	Range/ Step	Dept Req	Spec Pay	Prcnt	Range/ Step	Mgr Rec	Spec Pay	Prcnt	Range/ Step	Comm Adopt	Spec Pay
107	PUBLIC WORKS DIRECTOR	29 17	122,003.70	0.33	29 17	40,261	1,624	0.33	29 17	40,261	1,624	0.33	29 17	40,261	1,624
202	DEPUTY PW DIRECTOR	23 12	76,629.69	0.33	23 12	25,385	0	0.33	23 12	25,385	0	0.33	23 12	25,385	0
308	STORMWATER SPECIALIST	12 9	41,614.22	1.00	12 9	41,774	480	1.00	12 9	41,774	480	1.00	12 9	41,774	480
702	UTILITY SERVICE WORKER II	09 9	36,343.15	1.00	09 9	36,483	0	1.00	09 9	36,483	0	1.00	09 9	36,483	0
706	EQUIPMENT OPERATOR I	05 7	28,440.53	1.00	05 5	27,161	0	1.00	05 7	28,550	0	1.00	05 7	28,550	0
	BUDGET OVERTIME			1.00	00 0	8,000	0	1.00	00 0	8,000	0	1.00	00 0	8,000	0
	BUDGET MERIT			1.00	00 0	1,000	0	1.00	00 0	3,330	0	1.00	00 0	3,330	0
		Count				5				5				5	
	Total					180,064	2,104			183,783	2,104			183,783	2,104

City of Stuart
2013 Fiscal Budget
Revenues by Category

ALL FUNDS



City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
TAXES	14,125,195	12,558,894	12,293,925	12,376,665	12,376,665	-1.45%
PERMITS,FEES,ASSESSMENT	2,755,556	2,340,289	2,249,589	2,219,589	2,219,589	-5.16%
INTERGOVERNMENTAL REV	3,647,144	3,229,999	2,586,386	2,570,362	2,570,362	-20.42%
CHARGES FOR SERVICES	14,000,216	13,624,937	13,917,758	13,929,277	13,929,277	2.23%
JUDGMENTS,FINES,FORFEIT	188,163	175,250	175,250	175,250	175,250	0.00%
MISCELLANEOUS REVENUES	1,040,620	1,143,741	1,271,478	1,073,794	1,073,794	-6.12%
OTHER SOURCES	4,111,361	4,718,314	5,180,545	7,468,311	7,468,311	58.28%
Grand Total	39,868,254	37,791,425	37,674,931	39,813,248	39,813,248	5.35%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
311100 AD VALOREM TAXES-CURRENT	7,067,470	6,468,787	6,468,787	6,500,621	6,500,621	0.49%
311110 AD VALOREM TAX-DELINQUENT	5,407	10,000	10,000	10,000	10,000	0.00%
311200 CRA TIF REVENUES	631,030	943,801	748,332	748,691	748,691	-20.67%
311300 VOTED DEBT MILLAGE	510,106	525,651	528,651	528,651	528,651	0.57%
311310 DELQ VOTED DEBT MILLAGE	333	500	500	500	500	0.00%
312400 LOCAL OPTION FUEL	718,124	728,703	728,703	718,955	718,955	-1.34%
312600 DISCRETIONARY SURTAX	1,211,679	0	0	0	0	0.00%
314100 UTILITY-ELECTRICITY	1,734,911	1,621,800	1,621,800	1,621,800	1,621,800	0.00%
314300 UTILITY-WATER	432,377	399,500	399,500	399,500	399,500	0.00%
314400 UTILITY-GAS	12,798	8,456	8,456	8,456	8,456	0.00%
314800 UTILITY-PROPANE	45,843	50,000	50,000	50,000	50,000	0.00%
315000 COMMUNICATION SERVICE TAX	1,185,685	1,204,696	1,132,196	1,192,491	1,192,491	-1.01%
316000 LOCAL BUSINESS TAX	569,432	597,000	597,000	597,000	597,000	0.00%
Total TAXES	14,125,195	12,558,894	12,293,925	12,376,665	12,376,665	-1.45%
322000 BUILDING PERMITS	459,360	491,548	377,715	377,715	377,715	-23.16%
322100 MISC DEVELOPMENT FEES	591	2,500	2,500	2,500	2,500	0.00%
322200 ZONING FEES	43,944	43,500	43,500	43,500	43,500	0.00%
323100 FRANCHISE-ELECTRICITY	1,625,007	1,597,200	1,597,200	1,567,200	1,567,200	-1.88%
323400 FRANCHISE-GAS	47,005	43,800	43,800	43,800	43,800	0.00%
323700 FRANCHISE-SOLID WASTE	8,873	11,700	11,700	11,700	11,700	0.00%
324110 IMPACT-RES-PUBLIC SAFETY	3,396	0	0	0	0	0.00%
324120 IMPACT-COM-PUBLIC SAFETY	8,198	0	0	0	0	0.00%
324210 IMPACT-RES-PHYSICAL ENV	426,351	0	0	0	0	0.00%
324220 IMPACT-COM-PHYSICAL ENV	6,900	0	0	0	0	0.00%
324310 IMPACT-RES-TRANSPORTATION	16,184	0	0	0	0	0.00%
324320 IMPACT-COM-TRANSPORTATION	29,279	0	0	0	0	0.00%
324610 IMPACT-RES-RECREATION	9,925	0	0	0	0	0.00%
324710 IMPACT-RES-OTHER	4,245	0	0	0	0	0.00%
324720 IMPACT-COM-OTHER	3,383	0	0	0	0	0.00%
325100 ASSESS-CAPITAL IMPROVEMNT	15,280	78,271	78,271	78,271	78,271	0.00%
329000 OTHER PERMITS AND FEES	28,700	30,400	53,533	53,533	53,533	76.10%
329010 PILOP	2,400	0	0	0	0	0.00%
329100 COMPETENCY CARDS	0	25,500	25,500	25,500	25,500	0.00%
329200 GREASE TRAP FEES	630	500	500	500	500	0.00%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
329400 ALARM USER PERMIT FEE	14,628	13,870	13,870	13,870	13,870	0.00%
329500 MISC FEES/INSPECTIONS	1,276	1,500	1,500	1,500	1,500	0.00%
Total PERMITS,FEES,ASSESSMENT	2,755,556	2,340,289	2,249,589	2,219,589	2,219,589	-5.16%
331200 FED GRANT-PUBLIC SAFETY	67,611	408,935	37,500	37,500	37,500	-90.83%
331400 FED GRANT-TRANSPORTATION	248,494	0	0	0	0	0.00%
331500 FED GRANT-ENCONOMIC	752,532	242,963	0	0	0	-100.00%
334700 STATE GRANT-RECREATION	133,828	0	112,500	112,500	112,500	0.00%
335120 SHARED PROCEEDS	595,835	598,945	598,945	595,723	595,723	-0.54%
335140 SHARED MOBILE HOME LICNSE	12,041	12,000	12,000	12,000	12,000	0.00%
335150 SHARED ALCOHOL BEV LICNSE	45,107	45,000	45,000	45,000	45,000	0.00%
335180 SHARED 1/2 CENT SALES TAX	1,357,547	1,380,000	1,380,000	1,375,465	1,375,465	-0.33%
335210 SHARED FIREFIGHTER SUPP	16,140	15,000	15,000	15,000	15,000	0.00%
335490 REBATE FUEL TAX	18,854	19,000	19,000	19,000	19,000	0.00%
337110 LOCAL GRANT-PUBLIC SAFETY	1,000	46,994	46,994	46,994	46,994	0.00%
337200 LOCAL GRANT-PHYSICAL ENV	9,551	0	0	0	0	0.00%
337700 LOCAL GRANT-RECREATION	246,936	336,630	199,130	199,130	199,130	-40.85%
338190 911 TARIFF REVENUES	92,625	102,000	102,000	93,733	93,733	-8.10%
338200 COUNTY BUSINESS TAX	32,511	6,000	6,000	6,000	6,000	0.00%
339000 LOCAL PILOT	16,532	16,532	12,317	12,317	12,317	-25.50%
Total INTERGOVERNMENTAL REV	3,647,144	3,229,999	2,586,386	2,570,362	2,570,362	-20.42%
341100 RECORDING FEES	0	2,500	2,500	2,500	2,500	0.00%
341107 STUART CRA ADMIN FEE	25,000	25,000	25,000	25,000	25,000	0.00%
341110 PUBLIC HEARING FEES	10	6,250	6,250	6,250	6,250	0.00%
341130 ELECTION QUALIFYING FEES	75	1,000	1,000	1,000	1,000	0.00%
342210 SEWALL'S POINT PROTECTION	325,054	332,011	339,315	339,315	339,315	2.20%
342500 PROTECTIVE INSPECT CHARGE	95,392	100,000	100,000	100,000	100,000	0.00%
342600 AMBULANCE FEES	761,626	800,000	800,000	800,000	800,000	0.00%
343300 WATER UTILITY CHARGE	4,517,750	4,302,726	4,344,893	4,413,048	4,413,048	2.56%
343310 DELINQUENT WATER FEES	4,217	5,000	5,000	5,000	5,000	0.00%
343401 RESIDENTIAL GARBAGE	525,765	508,500	518,670	520,755	520,755	2.41%
343403 COMMERCIAL GARBAGE	3,084,822	3,158,121	3,119,283	3,131,822	3,131,822	-0.83%
343410 DELINQUENT GARBAGE FEES	3,263	4,000	4,000	4,000	4,000	0.00%
343420 TRASH COLLECTIONS	21,147	20,000	20,000	20,000	20,000	0.00%
343500 SEWER/WASTEWATER CHARGE	3,925,659	3,675,598	3,841,000	3,741,368	3,741,368	1.79%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

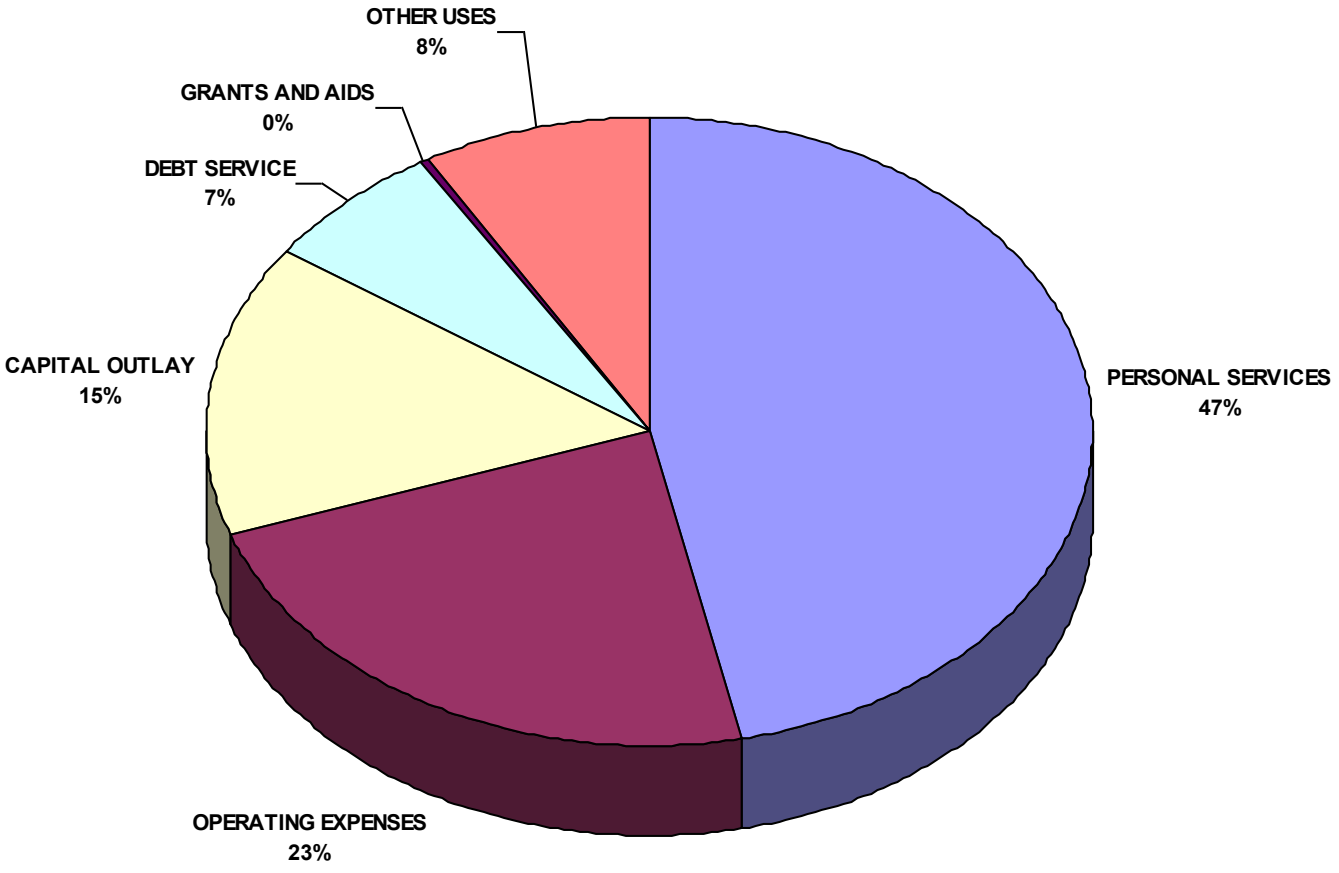
Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
343510 DELINQUENT SEWER FEES	2,798	3,500	3,500	3,500	3,500	0.00%
343520 RECLAIMED WATER CHARGE	2,315	0	75,000	89,144	89,144	0.00%
343700 STORMWATER UTILITY CHARGE	586,158	566,711	600,747	614,975	614,975	8.52%
343710 DELINQUENT STORMWATER	1,411	6,420	4,000	4,000	4,000	-37.69%
343910 UTILITY SERVICE CHARGES	57,307	57,000	57,000	57,000	57,000	0.00%
343990 OTHER UTILITY CHARGES	253	600	600	600	600	0.00%
343999 GRUMAN INTERIM RATES	60	0	0	0	0	0.00%
347210 NONTAXABLE RECREATION FEE	27,453	20,000	20,000	20,000	20,000	0.00%
347220 TAXABLE RECREATION FEE	12,123	5,000	5,000	5,000	5,000	0.00%
347400 SPECIAL EVENTS CHARGE	20,559	25,000	25,000	25,000	25,000	0.00%
Total CHARGES FOR SERVICES	14,000,216	13,624,937	13,917,758	13,929,277	13,929,277	2.23%
351100 COUNTY COURT CRIME FINE	75,092	75,850	75,850	75,850	75,850	0.00%
351110 COURT RECOVERED COSTS	5,791	5,700	5,700	5,700	5,700	0.00%
351194 SALE OF SEIZED PROPERTY	6,776	0	0	0	0	0.00%
351196 POLICE EDUCATION	4,429	0	0	0	0	0.00%
354000 LOCAL ORDINANCES FINE	36,353	51,200	51,200	51,200	51,200	0.00%
354190 FALSE ALARMS-POLICE	15,001	10,000	10,000	10,000	10,000	0.00%
354201 FALSE ALARMS-FIRE	2,000	5,000	5,000	5,000	5,000	0.00%
354210 CODE ENFORCEMENT FINES	34,530	20,000	20,000	20,000	20,000	0.00%
354215 CODE ENFORCEMENT FEES	8,190	7,500	7,500	7,500	7,500	0.00%
Total JUDGMENTS,FINES,FORFEIT	188,163	175,250	175,250	175,250	175,250	0.00%
361100 INTEREST	143,273	151,000	58,975	58,975	58,975	-60.94%
362100 TAXABLE RENTALS	637,438	659,148	871,733	674,049	674,049	2.26%
362200 NONTAXABLE RENTALS	109,236	100,103	104,015	104,015	104,015	3.91%
362900 OTHER RENTS/ROYALTIES	8,037	8,600	9,045	9,045	9,045	5.17%
363231 MOVED TO 324210	-62,530	0	0	0	0	0.00%
363232 MOVED TO 324210	62,530	0	0	0	0	0.00%
364000 DISPOSITION FIXED ASSETS	0	40,000	50,000	50,000	50,000	25.00%
365000 SALE OF SURPLUS AND SCRAP	2,913	5,500	5,500	5,500	5,500	0.00%
366000 CONTRIBUTIONS/DONATIONS	46,415	55,000	55,000	55,000	55,000	0.00%
366190 DONATION TO POLICE	0	1,180	0	0	0	-100.00%
366240 DONATION TO RECREATION	6,418	15,000	15,000	15,000	15,000	0.00%
369100 MISCELLANEOUS REVENUE	37,885	52,000	46,000	46,000	46,000	-11.54%

City of Stuart
2013 Fiscal Budget
Estimated Revenues

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
369110 MISC REVENUE - ALLOWANCE	8,829	10,360	10,360	10,360	10,360	0.00%
369300 SETTLEMENTS	756	750	750	750	750	0.00%
369600 INSURANCE REFUNDS	27,391	40,000	40,000	40,000	40,000	0.00%
369800 FIRE TRAINING REIMBURSE	236	1,000	1,000	1,000	1,000	0.00%
369900 MISC OTHER REVENUES	6,550	100	100	100	100	0.00%
369905 CREDIT CARD CONVENIENCE	4,297	2,600	2,600	2,600	2,600	0.00%
369910 RECOVERED BAD DEBT	945	1,400	1,400	1,400	1,400	0.00%
Total MISCELLANEOUS REVENUES	1,040,620	1,143,741	1,271,478	1,073,794	1,073,794	-6.12%
381001 TRANS FR GENERAL FUND	0	0	25,000	30,000	30,000	0.00%
381100 TRANS FR OTHER FUNDS	0	0	0	0	0	0.00%
381101 TRANS FR IMPACT FEES	0	66,400	17,500	17,500	17,500	-73.64%
381106 TRANS FR INFRASTRUCTURE	3,047,812	473,937	345,000	345,000	345,000	-27.21%
381107 TRANS FR STUART- CRA	340,337	250,337	150,337	150,337	150,337	-39.95%
381110 TRANS FR PROPERTY MGMNT	250,000	437,916	539,729	539,729	539,729	23.25%
381190 TRANS FR POLICE IMPACT	0	0	0	0	0	0.00%
381194 TRANS FR LETF RESERVE	0	22,900	27,000	27,000	27,000	17.90%
381196 TRANS FR LEEF RESERVE	0	8,000	36,020	36,020	36,020	350.25%
381198 TRANS FR YIO RESERVE	0	500	500	500	500	0.00%
381247 TRANS FR OTHER RESERVES	0	155,774	75,300	75,300	75,300	-51.66%
381248 TRANS FR OTHER RESERVES	0	0	0	1,799,000	1,799,000	0.00%
381310 TRANS FR CRATIF BOND	230,000	0	0	0	0	0.00%
381410 TRANS FR WATER/SEWER	8,552	0	523,420	523,420	523,420	0.00%
381420 TRANS FR SANITATION	0	0	245,917	245,917	245,917	0.00%
384000 DEBT PROCEEDS	0	0	0	2,017,000	2,017,000	0.00%
389100 PROPRIETARY-INTEREST	49,917	41,500	13,500	17,500	17,500	-57.83%
389200 PROPRIETARY-FEDERAL GRANT	1,844	0	0	0	0	0.00%
389300 PROPRIETARY-STATE GRANTS	182,900	25,000	50,000	25,000	25,000	0.00%
389411 FUNDS FR WATER AVAILABLE	0	1,025,000	25,000	200,000	200,000	-80.49%
389412 FUNDS FR SEWER AVAILABLE	0	110,875	25,000	450,000	450,000	305.86%
389413 FUNDS FR RENEW/REPLACMENT	0	398,000	715,000	390,000	390,000	-2.01%
389971 FUNDS FR FUND BALANCE	0	145,061	2,883	2,890	2,890	-98.01%
389972 FUNDS FR RETAINED EARNING	0	1,557,114	2,363,439	576,198	576,198	-63.00%
Total OTHER SOURCES	4,111,361	4,718,314	5,180,545	7,468,311	7,468,311	58.28%
Grand Total	39,868,254	37,791,425	37,674,931	39,813,248	39,813,248	5.35%

City of Stuart
2013 Fiscal Budget
Appropriations by Category

ALL FUNDS



City of Stuart
2013 Fiscal Budget
Estimated Appropriations

Account	2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
PERSONAL SERVICES	20,158,782	18,558,297	18,468,248	18,546,906	18,546,906	-0.06%
OPERATING EXPENSES	7,621,817	9,115,674	9,053,201	9,193,209	9,193,209	0.85%
CAPITAL OUTLAY	3,641,271	4,897,986	3,489,973	5,958,239	5,958,239	21.65%
DEBT SERVICE	1,923,124	2,798,053	2,673,305	2,735,004	2,735,004	-2.25%
GRANTS AND AIDS	403,470	39,000	29,000	29,000	29,000	-25.64%
OTHER USES	4,935,044	2,382,415	3,793,533	3,350,890	3,350,890	40.65%
Grand Total	38,683,507	37,791,425	37,507,260	39,813,248	39,813,248	5.35%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
511	EXECUTIVE SALARIES	316,461	293,138	293,138	293,138	293,138	0.00%
512	REGULAR SALARIES AND WAGE	13,000,315	12,322,466	12,222,713	12,241,885	12,241,885	-0.65%
513	OTHER SALARIES AND WAGES	285,439	242,089	256,902	256,902	256,902	6.12%
514	OVERTIME	617,820	602,720	622,161	627,661	627,661	4.14%
515	SPECIAL PAY	136,103	274,767	258,938	380,798	380,798	38.59%
521	FICA TAXES	1,043,287	1,038,352	1,034,315	1,045,435	1,045,435	0.68%
522	RETIREMENT CONTRIBUTIONS	2,031,927	1,187,989	1,255,726	1,190,114	1,190,114	0.18%
523	LIFE AND HEALTH INSURANCE	2,413,599	2,236,821	2,164,400	2,151,018	2,151,018	-3.84%
524	WORKERS' COMPENSATION	349,455	349,455	349,455	349,455	349,455	0.00%
525	UNEMPLOYMENT COMPENSATION	62,327	10,500	10,500	10,500	10,500	0.00%
529	COMPENSATED ABSENCES ACCR	-97,949	0	0	0	0	0.00%
Total	PERSONAL SERVICES	20,158,782	18,558,297	18,468,248	18,546,906	18,546,906	-0.06%
531	PROFESSIONAL SERVICES	319,516	657,036	593,741	593,741	593,741	-9.63%
532	ACCOUNTING AND AUDITING	125,135	111,600	96,500	96,500	96,500	-13.53%
534	OTHER SERVICES	909,748	1,307,937	1,263,988	1,300,988	1,300,988	-0.53%
535	INVESTIGATIONS	9,549	10,848	10,860	10,860	10,860	0.11%
536	PENSION BENEFITS	27,184	19,800	19,800	19,800	19,800	0.00%
540	TRAVEL AND PER DIEM	57,903	85,506	94,272	94,272	94,272	10.25%
541	COMMUNICATIONS SERVICES	132,853	153,471	147,275	160,275	160,275	4.43%
542	FREIGHT/POSTAGE SERVICES	49,630	58,943	57,120	57,120	57,120	-3.09%
543	UTILITY SERVICES	2,164,526	2,363,103	2,432,156	2,432,156	2,432,156	2.92%
544	RENTALS AND LEASES	209,707	260,962	265,394	265,394	265,394	1.70%
545	INSURANCE	615,896	602,170	602,777	602,777	602,777	0.10%
546	REPAIR AND MAINTENANCE	1,257,505	1,327,011	1,399,515	1,408,515	1,408,515	6.14%
547	PRINTING AND BINDING	26,657	32,834	46,400	46,400	46,400	41.32%
548	PROMOTIONAL ACTIVITIES	83,813	129,300	118,485	118,485	118,485	-8.36%
549	OTHER CURRENT CHARGES	208,444	253,989	240,428	291,128	291,128	14.62%
551	OFFICE SUPPLIES	41,712	60,393	57,393	57,393	57,393	-4.97%
552	OPERATING SUPPLIES	1,256,143	1,517,487	1,455,047	1,473,047	1,473,047	-2.93%
553	ROAD MATERIAL AND SUPPLY	33,037	29,000	29,000	40,000	40,000	37.93%
554	BOOKS AND MEMBERSHIPS	47,006	58,797	46,839	46,839	46,839	-20.34%
555	TRAINING	45,851	75,487	77,519	77,519	77,519	2.69%
557	INDIRECT COSTS (NET)	0	0	-1,307	0	0	0.00%
Total	OPERATING EXPENSES	7,621,817	9,115,674	9,053,201	9,193,209	9,193,209	0.85%

City of Stuart
2013 Fiscal Budget
Estimated Appropriations

Account		2011 Audited Actual	2012 Current Budget	Dept Request	Manager Recommend	Commission Adopt	% Change
561	LAND	2,027,556	28,200	0	0	0	-100.00%
562	BUILDINGS	14,980	266,060	27,000	27,000	27,000	-89.85%
563	INFRASTRUCTURE	962,258	3,314,500	2,495,373	4,648,639	4,648,639	40.25%
564	MACHINERY AND EQUIPMENT	636,477	1,289,225	967,600	1,282,600	1,282,600	-0.51%
Total	CAPITAL OUTLAY	3,641,271	4,897,986	3,489,973	5,958,239	5,958,239	21.65%
571	PRINCIPAL	440,041	1,219,765	1,306,987	1,306,987	1,306,987	7.15%
572	INTEREST	1,363,945	1,465,628	1,282,993	1,282,993	1,282,993	-12.46%
573	OTHER DEBT SERVICE COSTS	5,328	3,525	3,480	3,480	3,480	-1.28%
574	AMORTIZATION	113,810	109,135	79,845	141,544	141,544	29.70%
Total	DEBT SERVICE	1,923,124	2,798,053	2,673,305	2,735,004	2,735,004	-2.25%
581	AIDS TO GOVERNMENT AGENCY	25,000	25,000	15,000	15,000	15,000	-40.00%
582	AIDS TO PRIVATE ORGS	378,470	14,000	14,000	14,000	14,000	0.00%
Total	GRANTS AND AIDS	403,470	39,000	29,000	29,000	29,000	-25.64%
591	INTRAGOVERNMENTAL TRANSFS	4,908,431	2,021,036	3,017,253	2,574,610	2,574,610	27.39%
595	OTHER NONOPERATING USES	24,898	361,379	776,280	776,280	776,280	114.81%
599	OTHER USES	1,716	0	0	0	0	0.00%
Total	OTHER USES	4,935,044	2,382,415	3,793,533	3,350,890	3,350,890	40.65%
Grand Total		38,683,507	37,791,425	37,507,260	39,813,248	39,813,248	5.35%