



City of St. Augustine Beach

Annual Budget

For 2013-2014



CITY OF ST. AUGUSTINE BEACH

CITY OFFICIALS



Mayor

S. Gary Snodgrass

Vice Mayor

Rich O'Brien

Commission Members

Sylvester "Brud" Helhoski

Andrea Samuels

Undine Pawlowski

City Manager

Max Royle

City Attorney

Douglas N. Burnett

Department Heads

Police Chief
Finance Director
Building Official
Public Works Director
Deputy City Clerk

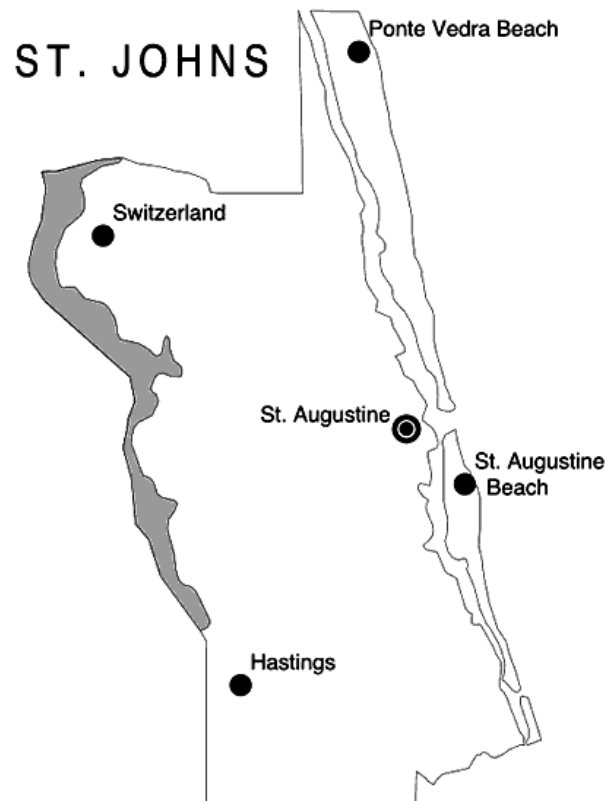
Robert Hardwick
Melissa Burns
Gary Larson
Joseph Howell
Catherine Benson

FISCAL YEAR 2014 BUDGET

Page Intentionally Left Blank

FACT SHEET

Date of Incorporation:	1959
Form of Government:	Commission/ City Manager
Size:	2.5 square miles
Current Population:	6,351



City of St. Augustine Beach Organizational Chart

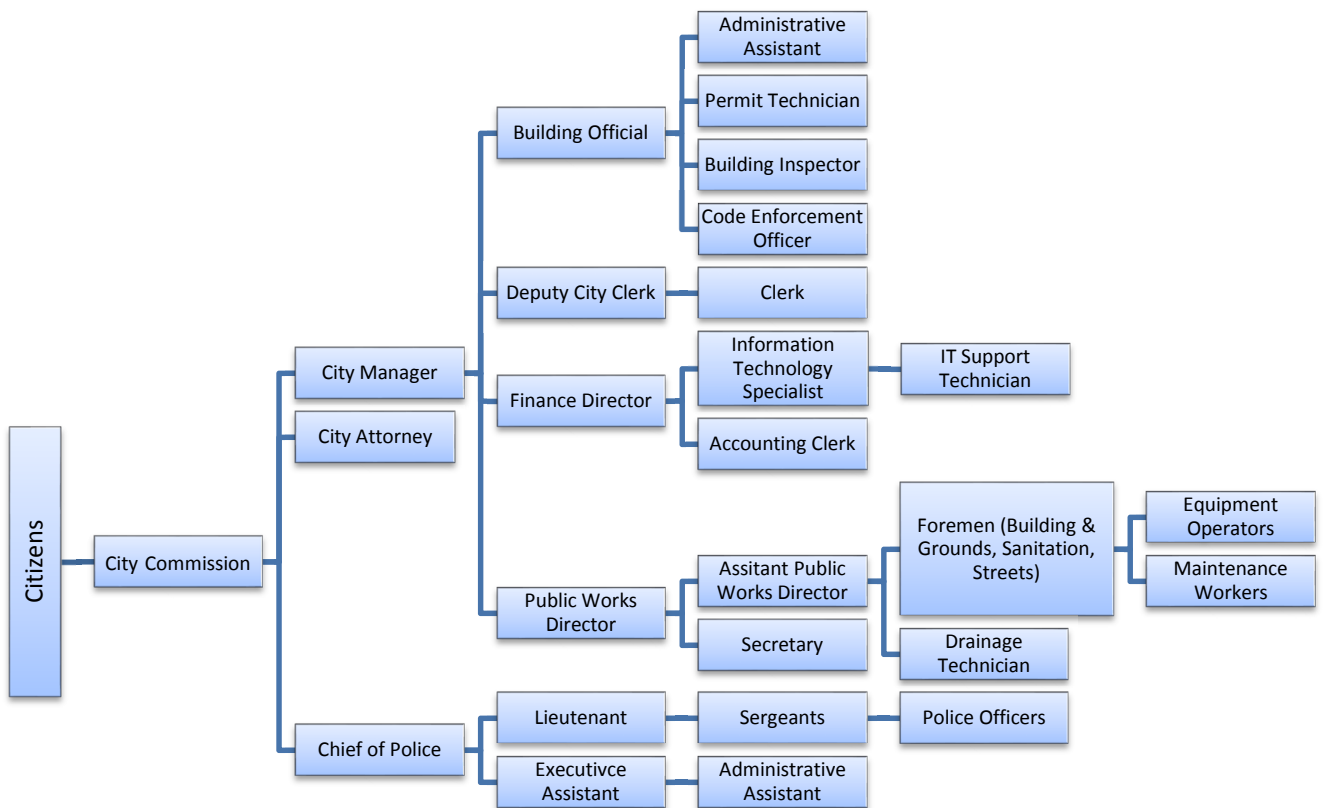


TABLE OF CONTENTS

ORDINANCES

ORDINANCE 13-11	A-B
ORDINANCE 13-12	C

INTRODUCTION

FUND TYPES	1
REVENUE SOURCES AND TRENDS	2-10
EXPENDITURES	11

SUMMARY

CITY WIDE	12
REVENUES	13
EXPENDITURES	14
COSTS BY TYPE	15
CAPITAL PURCHASES	16
EMPLOYEE SALARIES	17-18

DEPARTMENT BUDGETS

19-31

OTHER INFORMATION

FINANCIAL POLICIES	32
DEBT SERVICE SCHEDULE	32
INVESTMENT POLICY	33
GOVERNMENTAL ACCOUNTING STANDARDS BOARD	33

APPENDIX A – Capital Improvements Plan

34-35

APPENDIX B – Glossary

36-37

ORDINANCE 13-11

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, PROVIDING FOR THE LEVY AND COLLECTION OF AN AD VALOREM PROPERTY TAX OF 2.3992 DOLLARS FOR EVERY ONE THOUSAND AND NO/100THS (\$1,000.00) DOLLARS OF ASSESSED PROPERTY VALUE (WHICH IS EQUIVALENT TO 2.3992 MILLS) FOR THE FISCAL YEAR 2013-2014 TO BE USED FOR GENERAL PURPOSES; PROVIDING FOR THE LEVY AND COLLECTION OF AN ADDITIONAL AD VALOREM PROPERTY TAX OF \$0.0800 DOLLARS FOR EVERY ONE THOUSAND AND NO/100THS (\$1,000.00) DOLLARS OF ASSESSED PROPERTY VALUE (WHICH IS EQUIVALENT TO 0.0800 MILLS) FOR THE FISCAL YEAR 2013-2014 TO BE USED FOR THE CITY'S DEBT SERVICE FOR REPAYMENT OF THE ACQUISITION OF THE MARATEA PROPERTY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA.

SECTION 1. That the millage rate of the City of St. Augustine Beach, Florida, to be levied shall be 2.3992 mills for general operating budget, for the fiscal year 2013-2014.

SECTION 1.A. That the additional millage rate of the City of St. Augustine Beach, Florida, to be levied shall be 0.0800 mills for repayment of debt service for the acquisition of the Maratea property for the fiscal year 2013-2014.

SECTION 2. The rolled-back rate is 2.5433 per thousand dollars. The decrease in property taxes adopted by the City stated as a percentage is 5.67 percent, which is the percent by which the millage rate to be levied decreases the rolled-back rate.

SECTION 3. That the City Manager of the City of St. Augustine Beach, Florida, be, and is hereby directed to appropriately notify and advise the property appraiser and tax collector of the County of St. Johns of such millage rate. Further, the City Manager is hereby directed to notify the Division of Ad Valorem Tax of the Department of Revenue by furnishing the proper statement of compliance, together with a copy of this ordinance, a copy of the certification of value, and a certified copy of the legal notice preceding the adoption of this Ordinance.

SECTION 4. This Ordinance shall take effect upon its passage.

SECTION 5. Should any portion or part of this ordinance be judged invalid by a court of competent jurisdiction, the remaining language of this ordinance shall survive in full force so as

to carry out the spirit and intent of this ordinance.

PASSED by the City Commission of the City of St. Augustine Beach upon final reading.

CITY OF ST. AUGUSTINE BEACH

By: P. Gary Swolgrase
Mayor - Commissioner

ATTEST:

[Signature]
City Manager

First Reading: September 9, 2013

Second Reading: September 23, 2013

ORDINANCE NO 13-12

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, RATIFYING, APPROVING AND ADOPTING THE ANNUAL BUDGET OR BUDGET ESTIMATES OF REVENUES AND EXPENDITURES FOR THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014; PRESCRIBING TIME FOR TAKING EFFECT.

BE IT ORDAINED BY THE CITY COMMISSION OF ST. AUGUSTINE BEACH, FLORIDA:

SECTION 1. That the annual budget estimates of revenues and expenditures of the City of St. Augustine Beach, Florida, for the fiscal year A.D. 2013-2014 as prepared, amended and submitted to the City Commission of the City of St. Augustine Beach, Florida, by the City Manager, as considered and acted upon by said City Commission, under and by authority of the Charter of said City and the Laws of Florida, are hereby ratified approved and adopted by the City Commission and the amounts of money set forth therein are hereby appropriated.

SECTION 2. That said budget of revenues and expenditures adopted for the ensuing fiscal year, A.D. 2013-2014, be spread in full upon the minutes of the City Commission.

SECTION 3. The said budget may be amended from time to time during the Fiscal Year, A.D. 2013-2014 by the City Commission by Resolution.

SECTION 4. This Ordinance shall take effect upon its passage.

PASSED by the City Commission of the City of St. Augustine Beach upon final reading.

CITY OF ST. AUGUSTINE BEACH

BY: A. Gary Snodgrass
Mayor - Commissioner

ATTEST:

[Signature]
City Manager

First Reading: September 9, 2013

Second Reading: September 23, 2013

INTRODUCTION

INTRODUCTION

Appropriated Fund Types and Basis of Budgeting

Definition of “Fund”: - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The City has two major funds: General and Road and Bridge with the addition of three minor funds: Capital Projects, Debt Service and Land Acquisition.

Governmental Type Fund:

General Fund – The General Fund is the chief operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund. Resources include taxes, franchise fees, state and local shared revenues, grants, licenses and permit fees, fines and forfeitures, charges for services, and miscellaneous revenues such as interest. Services provided by the General Fund are general government (City Commission, City Manager, Finance and Administration, Comprehensive Planning and Other Governmental Services), protective services (law enforcement, building and zoning), Garbage/Solid Waste, Economic Environment, Human Services, and Culture and Recreation.

Road & Bridge Fund – The Road & Bridge Fund is the operating fund for the roads and streets function of the City. This function includes drainage maintenance/improvements, road paving, and landscaping of public properties, etc. This fund is used to account for the financial resources, such as the Local Option Gas Tax, required to be accounted for in a separate fund.

Budgets for the governmental type funds are prepared on the modified accrual basis. Generally, revenues are recognized as soon as they are both measurable and available and expenditures are recognized when a liability is incurred. This basis is also used to report the governmental funds activity in the City’s audited financial statements.

Revenues which are considered to be susceptible to accrual include taxes, franchise fees, major state shared revenues, business tax receipts, and interest earnings. Grants are accrued if they are both measurable and available. Permits, charges for services, fines and forfeitures, miscellaneous state shared revenues, and most other miscellaneous revenues are recorded when the cash is received as they are generally not measurable until that time.

Exceptions to recognizing expenditures when the related liability is incurred are expenditures related to compensated absences (accumulated vacation and sick pay), debt service expenditures, and any expenditures related to claims and judgments. These expenditures are recorded when the expenditures are due.

Budget Process

The City of St. Augustine Beach budget is adopted by ordinance in accordance with the City Code. The ordinance requires two public hearings and very specific advertising criteria in accordance with a State of Florida Statute known as the Truth In Millage law. State Statute requires the City Commission to make annual appropriations that shall not exceed the amount to be received from taxation or other revenue sources. The budget is developed on the modified

basis of accrual for each Governmental Fund with the exception of depreciation expense, which is not budgeted. The City's fiscal year begins October 1 and ends September 30th.

The budget process is a continuing process that involves the City Commission, City Manager, and department directors. After the year begins, monthly reports of budget versus actual revenues and expenditures are generated and reviewed. These reports are used by management to monitor spending and as a planning tool for the next year's budget.

Budget adjustments can be initiated from departments with a budget transfer form submitted to the Finance Department and approved by the City Manager. The City Manager is authorized by the City Code to approve transfers within particular departments of up to \$1,500 throughout the year. Any transfers above \$1,500 require the approval of the City Commission in the form of a budget resolution.

Mid-year the Finance Department prepares budget adjustments that are approved by a budget resolution. Adjustments can also be made within 60 days after year end in accordance with State Statute.

The budget is prepared on a line item basis, but budgetary compliance is maintained on the departmental level.

Capital Budget Process

Requests are submitted by department heads for necessary capital purchases and capital improvement projects to the Finance Director. Items that are considered capital purchases must cost more than \$1,000, and result in a fixed asset for the City. The requests include cost, description, and justification for the need, in addition to funding sources.

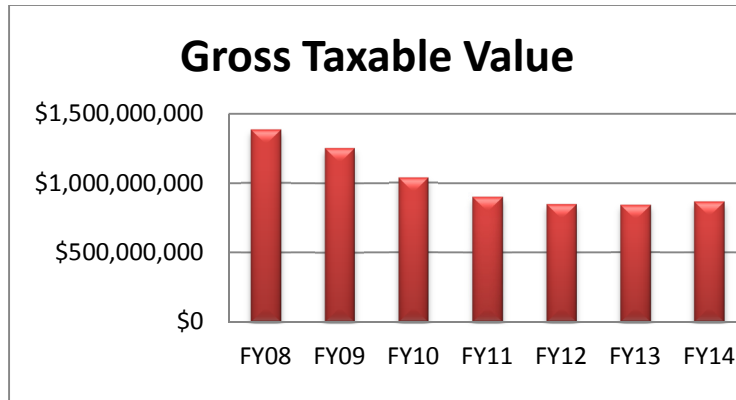
Capital items are added into the budget only after the recurring expenses are covered by current revenue streams to ensure that a balance budget is presented to the City Commission.

Revenue Sources and Trends

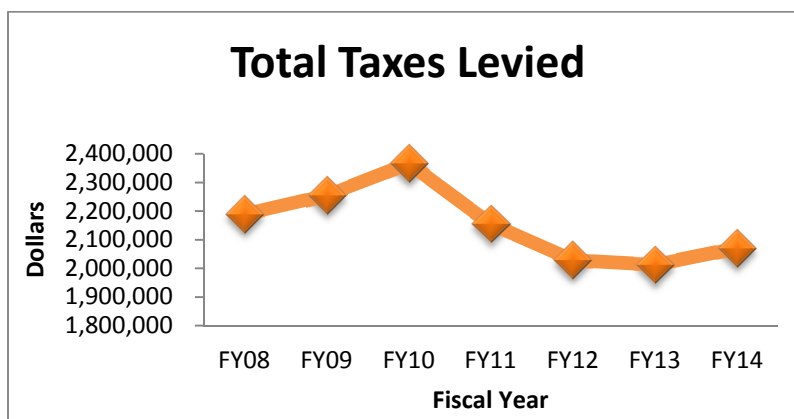
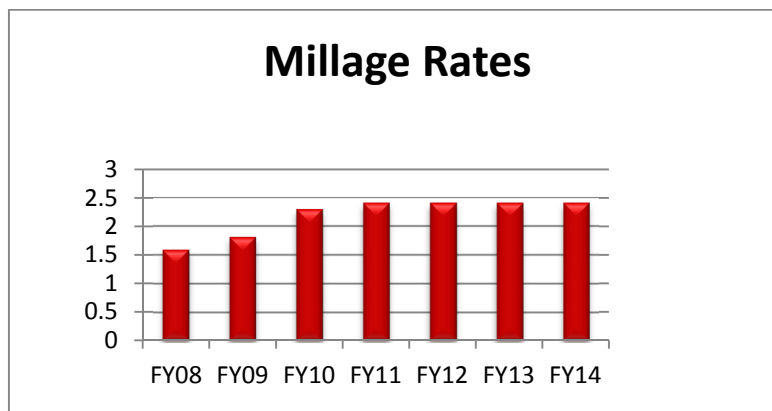
This section describes the sources, methods of budgeting, and trends for the City's revenues.

Ad Valorem Taxes: General Fund

The City's principal source of revenue is Ad Valorem Taxes, generally known as property taxes. These taxes along with the other sources of revenue are needed to meet the costs associated with providing the necessary services to its citizens. These taxes are based on the gross taxable value as certified by the St. Johns County Property Appraiser. This year, the City saw a very slight increase in its taxable value translating to a 2.8% increase to \$863,301,116 compared to \$839,126,178 from Fiscal Year 2013. While the slight increase in gross taxable value is a positive sign, since 2008 the City has still lost 37.5% of its gross taxable value, though the City's population has been increasing. The chart below illustrates the trend in property values since 2008.

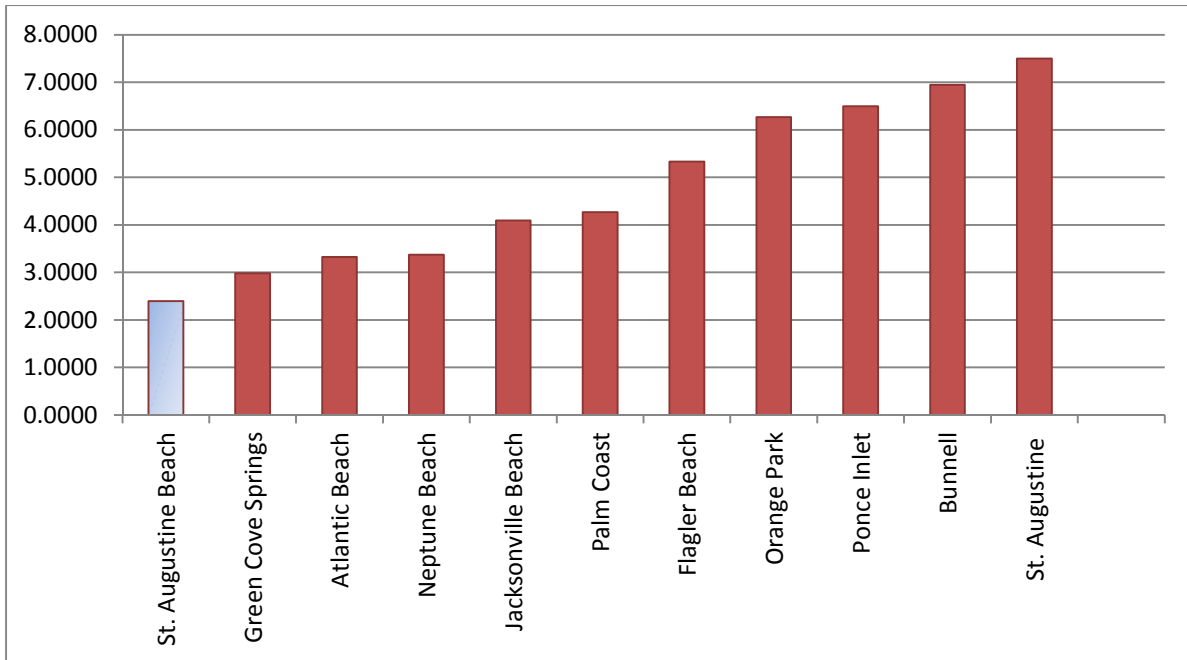


Previously, in order to meet the service needs of the citizens of St. Augustine Beach, the City Commission has had to raise the millage rates to compensate for the decline in property values along with the increase in costs associated with providing the services. However, for the fourth year in a row the City Commission chose to maintain the same millage rate as Fiscal Years 2011, 2012 and 2013.

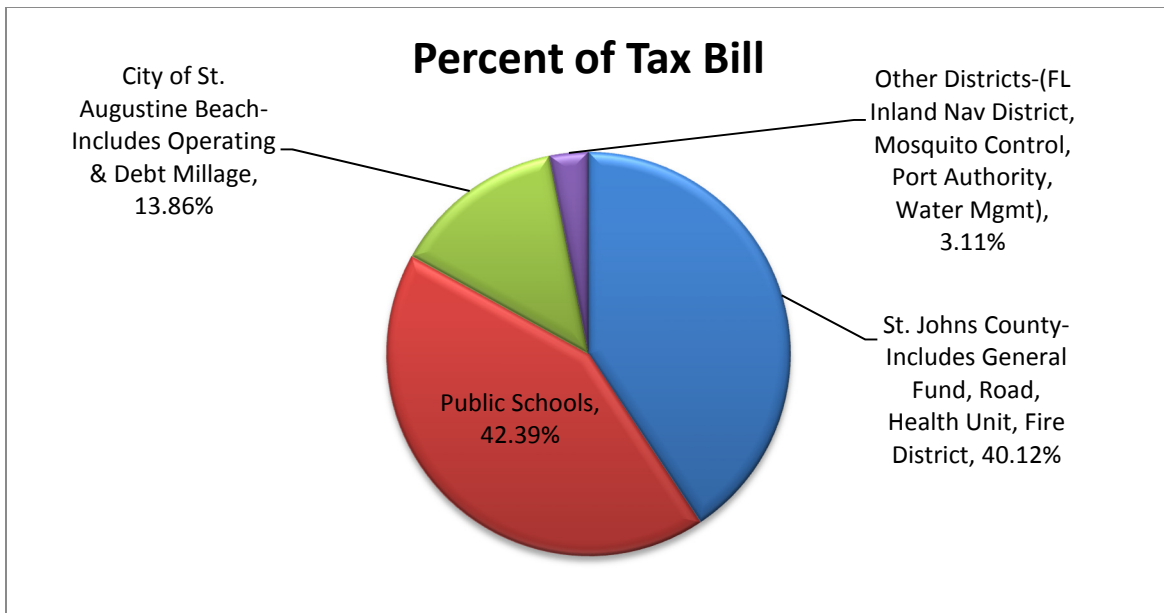


When preparing the budget, proposed millage rates for Fiscal Year 2014 from cities in close proximity to St. Augustine Beach were obtained. The chart below shows the proposed millage

rates of those cities as well as illustrating the millage rate for St. Augustine Beach is the lowest in the area.



Below is a breakdown of what portion of a property owner's tax bill goes where. The City of St. Augustine Beach represents approximately 13.09% of the total tax bill.



Budgeted Ad Valorem Taxes: General Fund

For Fiscal Year 2014, ad valorem taxes are budgeted at \$2,029,807 and are collected by the St. Johns County Tax Collector based on the application of the City's adopted millage rate to assessed property values. The City's millage rate is adopted each budget year based on knowledge of the gross taxable value as certified by the St. Johns County Property Appraiser.

Budgeting for ad valorem tax revenue is very precise. The adopted budget was calculated using 2.3992 mills and only including 98% of the total taxes levied. The bulk of the tax collections occur from November through March, as tax bills go out in November, and come due March 31st, with a sliding discount rate for early payment beginning in November. Ad valorem taxes are the most stable revenue source for governmental funds.

As mentioned above, the City of St. Augustine Beach has seen a slight increase in property values over last year, however, since 2008 overall property values have declined by 37.5%.

Ad Valorem Taxes: Debt Service Fund

In the 2008 primary election, the citizens of the City of St. Augustine Beach chose to have up to 0.5 mills levied in order to secure debt for the purchase of property for open space or recreational purposes. In July of 2009, the City of St. Augustine Beach purchased with revenue bonds 11.410 acres previously owned by the developers of the Maratea property. This land is between the Bermuda Run and Sea Colony subdivisions. The adopted millage is 0.0800 mills since the Commission voted to pay down the debt using the proceeds from the Florida Community Trust grant proceeds. This levy will produce \$67,080 to be used towards the debt service.

Other Taxes: General and Road & Bridge Funds

These taxes are budgeted at \$698,295 and include taxes on utilities, such as electric, propane, natural gas, telecommunication services, and business tax receipts (formerly known as occupational licenses). With the exception of business tax receipts and telecommunication services tax, the funds are collected from utility customers by utility providers and remitted to the City on a monthly basis. Utility service taxes are calculated as a percent of service cost. The telecommunication services tax is collected by the State of Florida, which in turn distributes the local government's share on a monthly basis, usually one month behind. Business tax receipts are required for anyone who has a business that is based in the City of St. Augustine Beach. Most of this revenue source is collected beginning August 1st, as these tax receipts expire on September 30th of each year. Budgeting for these revenues is mainly done by historical trends along with any information on rate or customer base changes. The last tax in the above indicated amount is the Local Option Gas Tax. It is remitted to the City by the State based on a formula of several variables. The tax is first collected at the pump on a cents-per-gallon basis, which varies from county to county. This revenue is budgeted based on an estimate provided by the State.

Intergovernmental Revenue: General and Road & Bridge Fund

The City receives revenue from the State of Florida and other government agencies. Revenue sharing is a source created by the Florida Revenue Sharing Act of 1972, whereby a portion of the monies collected by the State are returned to counties and local municipalities. The amount budgeted this year is \$150,737. These revenues fluctuate from year to year, and this amount is a slight increase over FY13. The City also receives from the State a portion of the ½ Cent Sales Tax. For FY14 the budgeted amount is \$446,345. This amount is 5.49% higher than last year's estimate. Both the State Revenue Sharing and ½ Cent Sales Tax revenue estimates are provided by the State of Florida.

Also included in intergovernmental revenue are grants. A summary of grant revenues budgeted in the General Fund are as follows:

Funding Source	Grant Title	Funding FY14
Justice Assistance Grant	Equipment and Software Updates	\$15,064
Tourist Development Council	Fireworks/Beach Blast Off 2014	\$50,000

A brief description of each of the grants is as follows:

Justice Assistance Grant – This will provide an all terrain vehicle for beach patrol purposes and upgrades to the evidence software systems.

Tourist Development Council – \$25,000 will fund the fireworks show held at the St. Johns County Pier, and another \$25,000 for the Beach Blast Off event itself which is now slated to be a two day event.

Franchise Fees: General Fund

The City receives franchise fees from the electric company, Florida Power & Light, and also TECO, a natural gas company. The amount budgeted for this revenue source is \$365,000. This revenue source was calculated using historical data as well as memoranda received from Florida Power & Light. The natural gas franchise fee is based on last year's data. This is a relatively new revenue source as natural gas has only been available in the City for a short time, therefore, the budgeted amount of \$250 is a very conservative estimate.

Permit Fees and Special Assessments: General Fund

This encompasses building permit fees, other permit fees such as tree removal and signs, and event permits which are for the weddings held in St. Augustine Beach. The budgeted amount of \$90,000 for building permit fees is budgeted based on current trends and an assumption that building permits will remain steady in the near future.

Service Fees: General Fund

This revenue item is in its second year under the City's collection. The amount of \$218,000 represents a non-ad valorem assessment of \$74 to cover the disposal of household waste and yard trash. This assessment was previously collected by St. Johns County who in turn, did not charge the City for the disposal of household waste. For other residents in St. Johns County, the \$74 also covered the disposal of yard waste. The City has been charged for its disposal of yard waste. In July 2011, the City Commission voted to have the City of St. Augustine Beach collect the non-ad valorem assessment instead of St. Johns County.

Fines & Forfeitures: General Fund

Various fines and forfeitures are budgeted at \$38,600. This revenue source has seen an increase in past years since the Commission passed an ordinance which allows our officers to issue a City Citation in place of a Uniform Traffic Citation for driver infractions as well as our continued participation in the Tri-County Narcotics Task Force.

Miscellaneous Revenues: General Fund and Road & Bridge Fund

Interest revenue is very conservatively budgeted among the appropriate funds at \$13,300. This is less than last year's estimate as interest rates continue to decline. As other miscellaneous revenues also include non-recurring or unusual items, the overall total will generally fluctuate from year to year.

Non-Revenues: Road & Bridge Fund

This revenue source involves intrafund transfers from the General Fund. The amount of the intrafund transfer from the General Fund is \$606,592 which is to assist in covering operating costs not funded by the revenues received in the Road & Bridge Fund.

The above outline are the highlights notable in the revenue sources received by the City. The following pages illustrate all of the revenues forecasted to be received.

Remainder of page left intentionally blank

General Fund Revenues

	<u>2012 Actual</u>	<u>FY13 Budget</u>	<u>2013 Estimated Actual</u>	<u>2014 Budget</u>
<u>TAXES</u>				
Ad Valorem-Current	\$ 1,965,382	\$ 1,972,967	\$ 1,898,168	\$ 2,029,807
Ad Valorem-Delinquent	1,290	42,500	42,075	1,500
Utility Tax-Electric	344,677	325,000	314,471	345,000
Utility Tax-Natural Gas	223	250	181	250
Utility Tax-Propane	32,805	32,000	21,169	30,000
Telecommunications Svc Tax	66,809	69,743	69,445	72,238
Business Tax Receipts	23,024	25,000	24,261	25,000
TOTAL TAXES	<u>2,434,212</u>	<u>2,467,460</u>	<u>2,369,769</u>	<u>2,503,795</u>
<u>LICENSES AND PERMITS</u>				
Building Permits	106,821	95,000	141,107	90,000
Other Permits	3,400	3,000	3,682	3,000
Event Permits	6,700	6,000	9,720	6,000
Contractors' Licenses	8,276	7,500	3,657	5,000
TOTAL LICENSES & PERMITS	<u>125,198</u>	<u>111,500</u>	<u>158,165</u>	<u>104,000</u>
<u>FRANCHISE FEES</u>				
Electric	378,445	360,000	400,293	365,000
Natural Gas	224	500	55	250
Other	188	125	-	100
TOTAL FRANCHISE FEES	<u>378,669</u>	<u>360,500</u>	<u>400,348</u>	<u>365,350</u>
<u>IMPACT FEES</u>				
Impact Fees-Public Safety	1,317	2,000	3,137	2,000
Impact Fees-Culture/Recreation	2,311	3,000	5,409	3,000
Impact Fees-Public Buildings	4,984	11,000	13,519	11,000
TOTAL IMPACT FEES	<u>8,611</u>	<u>16,000</u>	<u>22,065</u>	<u>16,000</u>
<u>INTERGOVERNMENTAL</u>				
State Grants-General Government	-	250,000	-	-
State Grants- Public Safety	21,260	15,971	15,971	15,064
State Revenue Share	101,983	106,180	114,778	110,595
Alcoholic Beverage Licenses	4,306	3,000	5,132	3,500
1/2 Cent Sales Tax	418,973	423,108	442,417	446,345
Local Gov't Unit Grant-General Gov't	49,357	155,702	155,702	-
Local Gov't Unit Grant-Public Safety	-	-	9,258	-
Local Gov't Unit Grant-Public Safety-HIDTA	5,372	5,000	2,054	2,500
St. Johns County Business Tax Receipts	10,139	12,000	13,584	12,000
TDC Funds	25,000	25,000	25,000	50,000
TOTAL INTERGOVERNMENTAL	<u>636,390</u>	<u>995,961</u>	<u>783,897</u>	<u>640,004</u>

Revenues - General Fund

	2012 Actual	FY13 Budget	2013 Estimated Actual	2014 Budget
<u>CHARGES FOR SERVICES</u>				
Zoning Fees	2,800	3,000	3,060	3,000
Plan Review/Plat Fee	35,402	35,000	48,046	40,000
Sales of Maps & Publications	30	40	24	25
Certification, Copying & Record Search	1,880	1,000	564	700
Miscellaneous Commissions	2,616	1,500	1,188	1,500
Impact Fee Administration Fee	6,428	12,000	16,282	13,000
Beach Patrol	30,000	11,000	11,000	11,000
Police Reports	391	250	100	250
Protective Inspection Fees	-	-	50	50
Service Fee- Garbage/Solid Waste	216,581	220,000	212,817	218,000
Dog Tag Fees	370	450	450	450
Other Charges For Services	25,055	25,000	25,710	25,000
TOTAL CHARGES FOR SERVICES	321,552	309,240	319,291	312,975
<u>COURT ORDERED JUDGEMENT & FINES</u>				
Court Fines	5,670	6,500	8,065	7,500
Other Fines & Forfeitures	23,427	13,000	26,702	15,000
TOTAL COURT ORDERED JUDGEMENT & FINES	29,097	19,500	34,767	22,500
<u>FINES-LOCAL ORDINANCE VIOLATIONS</u>				
Parking Tickets	5,832	4,000	4,816	4,000
Code Enforcement Fines	-	-	557	100
Ordinance Violation Fines	15,613	10,000	11,882	12,000
TOTAL FINES-LOCAL ORDINANCE VIOLATIONS	21,445	14,000	17,255	16,100
<u>INTEREST EARNINGS</u>				
Interest on Investments	7,535	6,000	2,131	2,500
Interest on State Board of Administration	9,574	8,000	7,841	8,200
TOTAL INTEREST EARNINGS	17,109	14,000	9,972	10,700
<u>RENTS AND ROYALTIES</u>				
Rent from State of Florida	800	-	-	-
Meeting Room Rental Fees	300	300	150	300
TOTAL RENTS & ROYALTIES	1,100	300	150	300

	<u>2012 Actual</u>	<u>FY13 Budget</u>	<u>2013 Estimated Actual</u>	<u>2014 Budget</u>
<u>SALES-DISPOSITION OF FIXED ASSETS</u>				
Disposition of Fixed Assets	3,505	10,000	19,581	5,000
<u>SURPLUS SALES</u>				
Surplus Sales	-	1,000	1,200	1,000
<u>CONTRIBUTIONS & DONATIONS</u>				
Veterans' Memorial Donations	-	-	-	-
Private Foundation Grants	-	19,099	19,099	-
Miscellaneous Donations	2,750	2,375	3,401	-
Beach Blast Office Sponsorships/Vendor Fees	28,535	45,000	22,171	48,000
TOTAL CONTRIBUTIONS & DONATIONS	<u>31,285</u>	<u>47,375</u>	<u>25,571</u>	<u>48,000</u>
<u>OTHER MISCELLANEOUS REVENUES</u>				
Refund of Prior Year Expenditures	36,767	17,000	13,832	10,000
Workers Compensation Reimbursements	33,590	5,000	4,431	3,000
Other Miscellaneous Revenues	3,636	2,000	2,183	3,000
TOTAL OTHER MISCELLANEOUS REVENUES	<u>73,993</u>	<u>24,000</u>	<u>20,445</u>	<u>16,000</u>
<u>TOTAL GENERAL FUND REVENUES</u>	4,332,323	4,140,961	4,200,752	4,061,674
<u>TRANSFERS FROM RESERVES</u>				
Emergency & Contingency	-	50,000	-	50,000
Compensated Absences	-	49,420	49,420	-
Unexpended State Funds	-	-	-	3,000
Parks & Recreation	-	-	-	325,000
Police Training	-	-	-	10,000
Impact Fees - Parks	-	25,000	25,000	-
Impact Fees - Public Buildings	-	25,000	25,000	-
Beach Blast Off	-	40,000	40,000	-
Forfeiture & Seizure	-	21,012	21,012	13,000
Capital Projects	-	400,000	-	600,000
Unassigned Fund Balance	-	-	-	80,000
Land Acquisition	-	114,268	114,268	111,018
TOTAL TRANSFERS FROM RESERVES	<u>-</u>	<u>724,700</u>	<u>274,700</u>	<u>1,192,018</u>
<u>DEBT PROCEEDS</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>TOTAL REVENUES & TRANSFERS</u>	<u>\$ 3,957,564</u>	<u>\$ 4,865,661</u>	<u>\$ 4,475,452</u>	<u>\$ 5,253,692</u>

Road & Bridge Fund Revenues

	<u>2012 Actual</u>	<u>FY13 Budget</u>	<u>2013 Estimated Actual</u>	<u>2014 Budget</u>
Local Option Gas Tax	\$ 246,713	\$ 231,923	\$ 231,923	\$ 224,357
Impact Fees-Transportation	40,488	70,000	103,184	65,000
State Grants	33,921	-	-	-
State Revenue Sharing	37,014	38,539	38,539	40,142
Fuel Tax Refund	4,205	4,000	4,000	4,000
Local Govt Grant-General Government	112,630	167,366	167,366	167,364
TDC Funds	20,000	20,000	20,000	20,000
Beautification	1,271	1,000	223	1,000
Other Charges for Services	49,308	51,217	51,217	51,592
Interest on Investments	9	10	8	10
Interest on State Board & Administration	2,783	2,500	1,791	2,500
Other Miscellaneous Revenue	-	-	-	-
Intragovernmental Transfer From General Fund	519,070	452,032	452,032	606,592
Debt Proceeds-Florida DEP Loan	-	-	-	-
Contributions/Grants	-	-	-	-
TOTAL REVENUES	<u>1,067,413</u>	<u>1,038,587</u>	<u>1,070,283</u>	<u>1,182,557</u>
<u>TRANSFERS FROM RESERVES</u>				
Transportation	-	-	-	100,000
Impact Fees-Roads	-	75,000	-	393,950
Compensated Absences	-	-	-	-
Emergency & Contingences	-	25,000	-	25,000
<u>TOTAL REVENUES & TRANSFERS</u>	<u>\$ 1,067,413</u>	<u>\$ 1,138,587</u>	<u>\$ 1,070,283</u>	<u>\$ 1,701,507</u>

SUMMARY

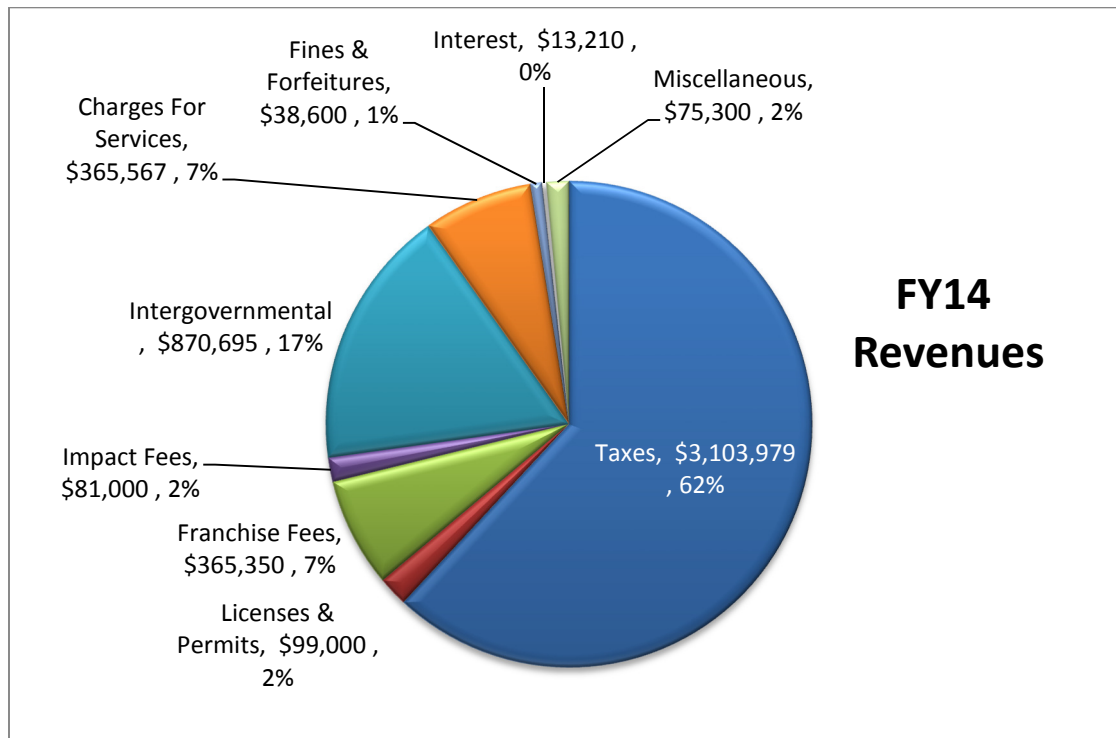


SUMMARY BUDGET FOR ALL FUNDS

	GENERAL	SPECIAL	DEBT	CAPITAL	LAND	TOTAL
ESTIMATED REVENUES:	FUND	REVENUE	SERVICE	PROJECTS	ACQUISITION	ALL FUNDS
MILLAGE PER \$1000						
Taxes:						
Ad Valorem Taxes 2.3992	2,029,807.00					2,029,807.00
Ad Valorem Taxes 0.0800 (voted debt)			67,080.00			67,080.00
Ad Valorem Taxes - Delinquent	1,500.00					1,500.00
Sales and Use Taxes	472,438.00	224,357.00	308,797.00			1,005,592.00
Licenses and Permits	99,000.00					99,000.00
Franchise Fees	365,350.00					365,350.00
Impact Fees	16,000.00	65,000.00				81,000.00
Intergovernmental Revenue	639,189.00	231,506.00				870,695.00
Charges for Services	312,975.00	52,592.00				365,567.00
Fines & Forfeitures	38,600.00					38,600.00
Interest	10,700.00	2,510.00				13,210.00
Miscellaneous Revenue	75,300.00					75,300.00
Other Financing Sources						0.00
TOTAL SOURCES	4,060,859.00	575,965.00	375,877.00			5,012,701.00
Transfers In		606,592.00			111,018.00	717,610.00
Fund Balances/Reserves/Net Assets	5,345,760.00	949,673.00			-	6,295,433.00
TOTAL REVENUES, TRANSFERS & BALANCES	\$ 9,406,619.00	\$ 2,132,230.00	\$ 375,877.00	\$ -	\$ 111,018.00	12,025,744.00
EXPENDITURES						
General Government	1,366,699.00				111,018.00	1,477,717.00
Public Safety	1,942,727.00					1,942,727.00
Physical Environment	679,111.00					679,111.00
Transportation	0.00	1,534,141.00				1,534,141.00
Debt Services	0.00	167,366.00	375,877.00			543,243.00
Economic Environment	200.00					200.00
Human Services	65.00					65.00
Culture & Recreation	451,500.00					451,500.00
TOTAL EXPENDITURES	4,440,302.00	1,701,507.00	375,877.00	-	111,018.00	6,628,704.00
Transfers Out	717,610.00					717,610.00
Fund Balances/Reserves/Net Assets	4,248,707.00	430,723.00			-	4,679,430.00
TOTAL APPROPRIATED EXPENDITURES						
TRANSFERS, RESERVES & BALANCES	\$ 9,406,619.00	\$ 2,132,230.00	\$ 375,877.00	\$ -	\$ 111,018.00	12,025,744.00

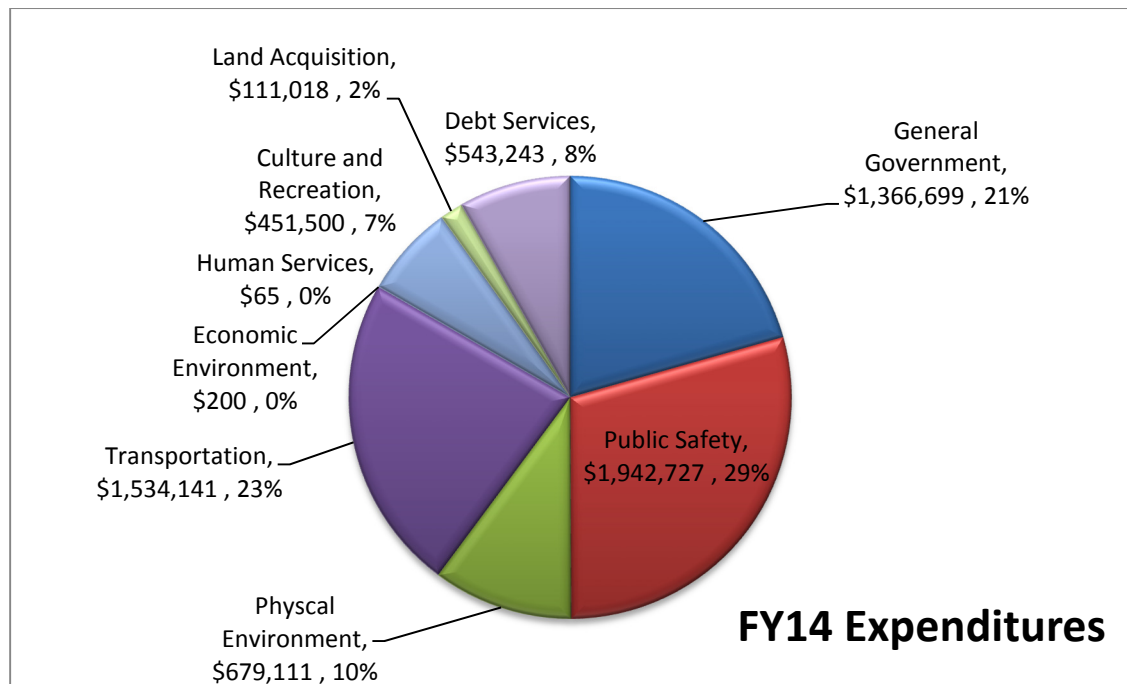
SUMMARY OF REVENUES FOR ALL FUNDS

Revenues	FY12 Actual	FY13 Projected	FY14 Budget
Taxes	\$ 3,050,240	\$ 2,967,842	\$ 3,103,979
Licenses & Permits	116,921	154,508	99,000
Franchise Fees	378,856	400,348	365,350
Impact Fees	49,099	125,249	81,000
Intergovernmental	1,093,500	971,263	870,695
Charges for Services	373,231	370,741	365,567
Fines & Forfeitures	50,542	52,022	38,600
Interest	20,701	12,123	13,210
Miscellaneous	117,480	92,706	75,300
Debt Proceeds	-		
Total Revenues	\$ 5,250,570	\$ 5,146,803	\$ 5,012,701



SUMMARY OF EXPENDITURES FOR ALL DEPARTMENTS

EXPENDITURES	2012 ACTUAL	2013 Projected	FY14 Budget
General Government	\$ 938,157	\$ 1,217,963	\$ 1,366,699
Public Safety	1,617,984	1,648,596	1,942,727
Physical Environment	613,949	789,751	679,111
Transportation	618,160	973,644	1,534,141
Economic Environment	200	200	200
Human Services	59	47	65
Culture and Recreation	60,079	115,787	451,500
Capital Projects	980,673	-	-
Land Acquisition	117,518	114,268	111,018
Debt Services	448,560	537,342	543,243
Total Expenditures	\$ 5,395,339	\$ 5,397,597	\$ 6,628,704

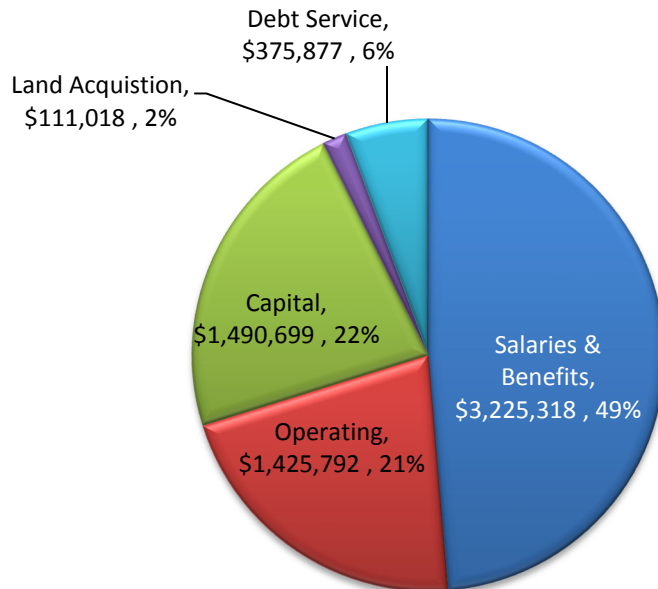


SUMMARY OF COSTS BY TYPE

FY14 BUDGET COMPARED TO FY13

	FY13	FY14	% of Change
Salaries & Benefits \$	2,986,747	\$ 3,225,318	7.40% *
Operating	1,355,236	1,425,792	4.95%
Capital	1,111,300	1,490,699	25.45%
Land Acquisition	114,268	111,018	-2.93%
Debt Service	370,059	375,877	1.55%
	<u>\$ 5,937,610</u>	<u>\$ 6,628,704</u>	<u>10.43%</u>

* Increase in Salaries & Benefits are due to wage adjustments through COLA, merit pay, market rate adjustments, a 3.98% increase in health insurance premiums and in increase in contribution rates for the Florida Retirement System



FY14 Costs by Type Breakdown

Summary of Capital Purchases for 2014

Other Governmental Services Department

- \$155,000 – Public Works Department Complex site improvements
- \$5,000 – Equipment for Improved Streaming Video
- \$10,000 – HVAC for Northeast Quadrant of City Hall

Law Enforcement Department

- \$12,000 – Fencing around Police Department Property
- \$2,000 – Card Swipe for Front Door and Garage Doors
- \$100,000 – Replace 3 Vehicles
- \$9,500 – All terrain Vehicle (Grant Funded)
- \$4,000 – Replace worn office furniture
- \$4,500 – Radars for Vehicles
- \$5,564 – Evidence Software and Evidence Vault & Processing Computers (Grant Funded)

Protective Inspections Department

- \$4,000 – Replace remaining Windows XP Computers

Culture and Recreation Department

- \$18,000 – Shade Structure for Splash Park Area
- \$200,000 – Grant match for FRDAP grant for Ocean Hammock Park improvements
- \$50,000 – Versaggi Dr Beach Walkover
- \$75,000 – Pope Rd Parking Improvements Cost Share with St. Johns County

Road & Streets Department

- \$30,000 – Paving various locations
- \$15,000 – Storm Water Actuators
- \$75,000 – Oceanwoods Ditch
- \$150,000 – Drainage Pipe Replacement
- \$30,000 – Replace Pick-up Truck
- \$40,000 – 8th Street plaza beautification
- \$493,950 – 2nd Avenue Ditch Piping remainder

Employee Salaries as of October 1st, 2013

POSITION	EMPLOYEE	HIRE DATE	ANNUAL SALARY	HOURLY RATE
City Manager	Max Royle	7/24/1989	\$ 108,826	\$ 52.32
Deputy City Clerk	Catherine Benson	1/7/2013	51,554	24.79
Finance Director	Melissa Burns	9/19/2002	69,250	33.29
Information Technology Specialist	Anthony Johns	10/1/2002	40,564	19.50
IT Support Technician	Vacant		30,000	14.42
Accounting Clerk	Lori Mullinax	5/10/2010	29,244	14.06
Event Coordinator	Michael Cunningham	4/8/2013	18,739	18.02
Clerk	Peggy Cadwallader	8/6/2009	16,394	13.14
Director of Building & Zoning	Gary Larson	8/7/2000	86,422	41.55
Building Inspector	Glenn Brown	4/7/2005	49,033	23.57
Code Enforcement Officer (Part Time)			25,000	24.04
Administrative Assistant II	Bonnie Miller	8/31/1998	51,337	24.68
Permit Technician	Kimbra Tyre	5/11/2000	41,523	19.96
Chief of Police	Robert Hardwick	1/7/2013	85,000	40.87
Lieutenant	James Parker	1/24/2013	63,188	30.38
Executive Assistant	Michelle Price	8/20/1993	47,791	22.98
Administrative Assistant I	Sheila Bell	10/15/1996	42,100	20.24
Sergeant	Joe Beaudoin	12/8/1986	58,127	27.95
Sergeant	Gary Hartshorne	8/7/1997	53,459	25.70
Sergeant	Ralph Correa	1/26/2004	53,459	25.70
Sergeant	Daniel Carswell	7/20/2006	50,665	24.36
Police Officer	Frankie Hammonds	10/2/2003	40,835	19.63
Police Officer	Miles T. Smith	1/18/2006	40,306	19.38
Police Officer	Eudalio Martinez	1/23/2006	40,317	19.38
Police Officer	Russell Kelly	2/2/2009	38,843	18.67
Police Officer	Erin McLeran	6/27/2011	37,947	18.24
Police Officer	Natalie Gillespie	3/21/2013	36,396	17.50
Police Officer	Weston Huddleston	3/21/2013	36,396	17.50
Police Officer	Bruce Cline	7/25/2013	36,396	17.50
Police Officer	William Patterson	8/27/2013	35,385	17.01
Director of Public Works	Joseph Howell	10/29/2012	80,211	38.56
Assistant Director of Public Works	Ken Gatchell	8/28/1989	60,729	29.20
Secretary	April Haskins	5/23/2012	34,362	16.52
Foreman, Streets & Roads	Troy Jones	5/17/1993	44,258	21.28
Foreman, Sanitation	Richard Gray	10/1/1990	45,411	21.83
Foreman, Building & Grounds	Tom Large	11/22/1993	44,494	21.39

POSITION	EMPLOYEE	HIRE DATE	ANNUAL SALARY	HOURLY RATE
Drainage Technician	Mick Orlando	3/14/1991	45,505	21.88
Equipment Operator	Paul S. Raymond	4/21/2005	29,650	14.25
Equipment Operator	Robert Cramer	11/28/2005	29,392	14.13
Equipment Operator	Wayne Tichy	12/2/2011	28,644	13.77
Maintenance Worker	Charles Oester	6/21/2007	27,241	13.10
Maintenance Worker	Mike Hollis	9/22/2008	27,156	13.06
Maintenance Worker	Travis Napier	8/8/2012	26,894	12.93
Maintenance Worker	Larry Leggett	10/29/2012	25,978	12.49
Maintenance Worker	Willie Andrews III	1/24/2013	25,978	12.49
Maintenance Worker	Russell Adams	3/7/2013	26,010	12.50
Maintenance Worker	Kyle Quincey	8/22/2013	25,445	12.23
Maintenance Worker	Bradley Tedder	8/29/2013	25,445	12.23

The above summary depicts what each employee's salary will be starting October 1st of this year.

The City now has 48 allotted positions 46 of those positions are full-time and three are part-time. Two positions remain unfilled, IT Support Technician and Code Enforcement Officer as these are new positions as of October 1, 2013. This translates to 96% of the positions available are filled which indicates that the City of St. Augustine Beach has a stable work force.

DEPARTMENT BUDGETS



The following pages are the detailed budgets for each department contained in both the General Fund and the Road & Bridge Fund. After discussion of the following budget figures at the first budget hearing, no changes were required.

Legislative Department

	FY12 ACTUAL	FY13 BUDGET	FY13 PROJECTE D	FY14 BUDGET
Executive Wages	\$ 31,067	\$ 31,596	31,594	\$ 31,946
FICA Taxes	2,311	2,418	2,344	2,444
Retirement	1,624	3,437	1,693	2,221
Codification Fees	-	4,575	-	4,000
Other Contractual Services	2,115	3,000	960	2,000
Travel & Per Diem	1,721	2,600	1,930	4,000
Postage	2,020	2,000	254	500
Equipment Maintenance and F	1,405	3,730	73	3,730
Printing, Copying & Binding	250	500	11	500
Entertainment	2,091	4,300	4,544	4,500
Audio/Visual Taping	2,682	4,000	-	-
Election Expense	-	700	351	700
Records Management Expens	2,466	4,000	-	4,000
Other Expenses	465	750	614	1,000
Office Supplies	345	500	60	500
Uniforms	-	100	-	200
Other Operating Supplies/Exp	245	500	249	500
Publications & Subscriptions	-	120	192	120
Memberships	1,848	2,325	2,307	2,500
Office Equipment	-	-	-	-
	<u>\$ 52,656</u>	<u>\$ 71,151</u>	<u>\$ 47,177</u>	<u>\$ 65,361</u>

This department has an 8.14% decrease over the FY13 budget.

Executive Department

	<u>FY12 ACTUAL</u>	<u>FY13 BUDGET</u>	<u>FY13 PROJECTED</u>	<u>FY14 BUDGET</u>
Executive Salary	102,192	106,587	103,195	\$ 108,826
Car Allowance	1,000	1,000	1,000	1,000
FICA	7,635	8,231	7,971	8,402
Retirement	6,408	9,715	7,803	19,927
Life & Health Insurance	6,565	6,798	6,759	7,061
Workers Comp	219	305	305	360
Travel & Per Diem	50	90	60	100
Mileage	39	60	-	100
Bonding Insurance	-	30	21	30
Equipment Repair & Maintenance	212	360	171	360
Uniforms	-	-	-	100
Small Tools & Equipment	-	-	-	-
Publications & Subscriptions	155	160	155	160
Memberships	818	855	853	900
Training & Education	-	-	-	-
CAPITAL OUTLAY				
	-	-	-	-
	<u>\$ 125,293</u>	<u>\$ 134,191</u>	<u>\$ 128,293</u>	<u>\$ 147,326</u>

The Executive Department saw a slight increase over FY13 budget primarily due to an increase in wages and their respective benefits especially in regards to retirement. In July of 2013, the Florida Retirement System contribution rates were increased significantly by the Florida Legislature.

Finance & Administration Department

	FY12 ACTUAL	FY 13 BUDGET	FY13 PROJECTED	FY14 BUDGET
Regular Salaries	\$ 192,086	\$ 221,145	\$ 211,210	\$ 255,745
Overtime	8,168	7,500	6,345	5,000
Sick Leave Incentive	1,376	1,500	1,440	1,500
FICA	14,682	15,479	16,753	20,062
Retirement	11,515	13,736	12,604	31,501
Life & Health Insurance	37,396	38,110	41,450	63,942
Workers Comp	366	510	508	700
Attorney Fees	29,850	35,000	31,172	35,000
Audit Fees	15,190	11,900	11,900	12,250
Travel - Per Diem	1,555	1,800	2,186	2,500
Mileage	226	1,500	1,235	2,000
Telephone	5,687	5,600	5,430	5,800
Postage	1,752	1,800	1,735	1,800
Equipment Leases	2,191	3,000	2,079	3,000
Bonding Insurance	-	150	125	150
Equipment Repair & Maintenance	2,682	3,311	1,860	3,800
Printing, Copying & Binding	964	1,200	1,634	1,200
Legal Advertising	4,437	4,500	5,414	6,000
Advertising	-	400	479	-
Uniforms	-	-	-	500
Other Expenses	-	500	53	2,000
Office Supplies	3,131	3,500	3,500	4,000
Small Tools & Equipment	1,981	2,000	2,000	4,000
Other Operating Supplies/Expense	5,434	5,500	5,500	6,000
Publications & Subscriptions	221	500	133	500
Memberships	730	800	473	1,000
Training & Education	575	1,400	1,823	2,000
CAPITAL OUTLAY				
Office Equipment	-	4,000	4,049	-
	<u>\$ 342,196</u>	<u>\$ 386,341</u>	<u>373,089</u>	<u>471,950</u>

For this department there is an increase from the FY13 budget due to increase in wages and accompanying benefits as well as an addition of another position.

Comprehensive Planning Department

	FY12 ACTUAL	FY13 BUDGET	FY13 PROJECTED	FY14 BUDGET
Regular Salaries	\$ 91,884	\$ 95,869	\$ 92,792	\$ 98,869
FICA	6,539	7,334	7,099	7,564
Retirement	4,991	7,188	5,787	6,563
Life & Health Insurance	16,755	18,211	18,039	18,809
Workers Comp	3,364	4,700	4,674	5,600
Equipment Repair & Maintenance	97	150	150	150
Printing, Copying, & Binding	(105)	125	(117)	50
Legal Advertising	3,024	3,000	1,936	3,500
Other Operating Supplies	67	25	25	-
Publications & Subscriptions	42	100	74	100
Memberships	-	225	-	225
Training & Education	-	-	-	-
	<u>\$ 126,659</u>	<u>\$ 136,927</u>	<u>\$ 130,458</u>	<u>\$ 141,430</u>

There is an 11.66% increase over FY13 for this department due to an increase in salaries and benefits.

Other Governmental Services Department

	<u>FY12 Actual</u>	<u>FY13 Budget</u>	<u>FY13 Projected</u>	<u>FY14 BUDGET</u>
Regular Salaries	\$ 148,818	\$ 185,364	\$ 158,678	\$ 163,201
Overtime	4,352	5,000	5,159	6,000
Sick Leave Incentive	343	800	287	1,000
FICA	11,002	14,625	12,555	13,021
Retirement	7,796	11,408	10,327	14,168
Life & Health Insurance	37,534	56,516	47,372	44,790
Workers Comp	5,339	7,500	7,417	8,800
Other Contractual Services	7,804	10,000	2,367	10,000
Telephone	600	1,400	1,229	1,430
Electricity	8,976	9,000	10,595	9,000
Water & Sewer	1,968	2,000	2,248	2,000
Cable	8	35	1	-
Equipment Leases	159	352	345	352
Liability Insurance	22,293	28,000	23,554	28,000
Building/Property Insurance	13,589	14,300	15,671	15,000
Facility Maintenance	18,808	20,000	21,330	20,000
Equipment Repair & Maintenance	9,154	6,000	1,550	15,720
Vehicle Repair & Maintenance	85	500	172	500
Printing, Copying & Binding	-	-	-	-
Legal Advertising	-	-	-	-
Advertising	221	-	-	-
Other Expenses	-	-	-	-
Office Supplies	335	500	656	500
Uniforms	371	500	-	500
Fuel, Oil & Lubes	3,224	3,500	1,856	3,500
Small Tools & Equipment	1,125	1,500	2,057	2,100
Other Operating Supplies/Expense	9,111	9,000	9,000	10,000
Publications	-	50	-	50
Training & Education	-	200	-	1,000
Capital Outlay				
Unrealized Loss on Investments	(21,661)	-	-	-
Buildings	45,048	225,000	167,278	-
Lighting Systems	244,185	-	-	-
Land/Land Improvements	-	-	-	155,000
Buildings	-	-	-	-
Other Equipment	53,234	84,400	37,240	15,000
	<u>\$ 633,820</u>	<u>\$ 697,450</u>	<u>\$ 538,946</u>	<u>\$ 540,632</u>

The Other Governmental Services Department is responsible for services not otherwise classified or cannot be assigned to a specific department. This includes facility maintenance for City Hall complex and the Public Works complex, and other general expenses not caused by another department. This department has a decrease of 22.5% over FY13's appropriated amount this is due to less capital outlay.

Law Enforcement Department

	FY12 ACTUAL	FY13 BUDGET	FY13 PROJECTED	FY14 BUDGET
Executive Salary (Chief	\$ 65,227	\$ 73,500	\$ 58,339	\$ 85,000
Regular Salaries	738,460	665,749	647,180	711,610
Holiday Pay	12,465	13,000	14,560	15,000
Overtime	27,022	34,083	34,664	35,000
Call Out Stipend	-	-	-	2,400
Police Incentive Pay	10,943	9,000	10,014	12,000
Sick Pay Incentive	1,994	2,700	1,718	5,000
FICA	61,769	62,595	58,635	66,067
Retirement	98,128	112,767	96,438	150,867
Life & Health Insurance	157,772	159,220	143,070	163,321
Workers Comp	19,017	27,000	26,418	32,000
Unemployment Compensation	550	825	4,125	-
Attorney Fees	19,257	15,000	9,687	10,000
Other Contractual Services	-	18,500	18,500	3,000
Travel/Per Diem	1,994	3,000	855	3,000
Telephone	30,222	31,000	28,685	31,000
Postage	384	1,500	887	1,000
Electricity	12,046	13,000	7,894	10,000
Water & Sewer	1,915	1,800	1,106	1,900
Cable	7	30	6	-
Equipment Leases	2,336	2,500	1,708	2,100
Liability Insurance	22,669	29,090	23,363	30,000
Building/Property Insurance	11,259	12,310	10,275	14,000
Statutory Insurance	-	1,200	500	1,200
Facility Maintenance	1,994	4,000	4,543	8,000
Equipment Repair & Maintenance	13,772	17,500	13,489	18,500
Vehicle Repair & Maintenance	29,385	21,500	23,846	21,000
Printing, Copying & Binding	469	1,600	1,869	1,500
Investigations	1,091	1,500	1,781	1,500
Office Supplies	6,911	6,000	5,723	6,000
Uniforms	11,537	18,375	11,600	24,000
Fuel, Oil & Lubes	59,636	52,000	30,540	52,000
Small Tools & Equipment	2,143	11,930	53,715	6,000
Crime Prevention Supplies	1,018	2,000	12,135	2,000
Medical Supplies	1,873	4,000	1,791	3,000
Beach Maintenance Supplies	-	-	1,860	1,500
Other Operating Supplies/Expense	2,626	5,500	-	9,000
Publications & Subscriptions	449	800	7,695	800
Memberships	975	1,500	882	2,000
Training & Education	7,301	5,497	2,119	10,000
Accreditation	2,380	2,500	4,902	5,000
SJC Communication Surcharge Exp	25,400	-	3,645	3,000
			-	
CAPITAL OUTLAY				
Land Improvements				12,000.00
Building				2,000.00
Vehicles	28,033	104,258	104,258	109,500.00
Office Equipment	-	-	-	4,000.00
Other Equipment	2,692	2,757	2,757	9,249.00
Grants/Matching Funds	-	-	-	3,000.00
			-	
	<u>\$ 1,495,120</u>	<u>\$ 1,552,586</u>	<u>\$ 1,487,778</u>	<u>\$ 1,700,014</u>

This department saw a 13.7% increase over the FY13 budget this due to the adoption of the Police Chief's Continued Success Plan which moves towards accreditation in which some capital improvements are required.

Protective Services Department

	FY12 ACTUAL	FY13 BUDGET	FY13 PROJECTED	FY14 BUDGET
Regular Salaries	\$ 95,928	\$ 125,509	\$ 109,788	\$ 154,446
FICA	7,009	9,602	8,399	11,816
Retirement	5,439	8,029	5,029	10,482
Life & Health Insurance	10,913	19,563	12,955	20,321
Workers Comp	7,460	10,400	10,364	13,000
Mileage	-	25	-	50
Telephone	5,687	5,600	4,779	5,600
Postage	433	300	231	300
Electricity	5,264	5,000	6,210	5,000
Water & Sewer	1,057	1,200	1,074	1,200
Cable	7	35	6	-
Equipment Leases	1,920	2,200	1,847	2,200
Liability Insurance	731	770	757	770
Building/Property Insurance	4,085	4,903	4,329	4,903
Bonding Insurance	-	70	63	70
Equipment Repair & Maintenance	679	678	514	1,110
Vehicle Repair & Maintenance	1,126	1,200	663	1,500
Printing, Copying & Binding	1,306	1,000	739	1,000
Legal Advertising	75	150	27	150
Other Expenses	-	-	-	-
Office Supplies	1,560	1,345	1,614	1,400
Uniforms	-	200	26	200
Fuel, Oil & Lubes	1,483	1,100	1,823	1,200
Small Tools & Equipment	64	500	-	500
Other Operating Supplies	83	120	198	120
Publications & Subscriptions	-	155	183	155
Memberships	15	20	-	20
Training & Education	1,265	1,200	791	1,200
CAPITAL OUTLAY				
Office Equipment	-	-	-	4,000
	<u>\$ 153,589</u>	<u>\$ 200,874</u>	<u>\$ 172,410</u>	<u>\$ 242,713</u>

Protective Services Department, or the Building Department as it is commonly known, has a 20.8% increase over the FY13 budget. This is primarily due an addition of a Code Enforcement Officer position as well as the need for Office Equipment in the Capital Outlay Section.

Garbage/Solid Waste Department

	FY12 ACTUAL	FY13 BUDGET	FY13 PROJECTED	FY14 BUDGET
Regular Salaries	\$ 206,649	\$ 206,753	\$ 211,491	\$ 195,841
Overtime	6,102	6,500	7,167	7,000
Sick Leave Incentive	1,188	1,500	1,310	1,500
FICA	15,454	16,429	16,828	15,633
Retirement	10,418	12,395	11,473	17,009
Life & Health Insurance	49,385	63,037	53,375	53,748
Workers Comp	25,453	36,000	35,360	42,000
Other Contractual Services	98,897	96,000	95,625	100,000
Telephone	2,159	1,900	2,871	2,500
Electricity	1,896	1,800	1,426	1,800
Water & Sewer	684	800	710	800
Cable	6	50	2	-
Equipment Leases	211	480	385	480
Liability Insurance	1,110	1,200	1,471	1,200
Building/Property Insurance	3,400	4,200	3,436	4,200
Facility Maintenance	487	1,200	-	1,200
Equipment Repair & Maintenance	1,045	1,640	1,112	1,640
Vehicle Repair & Maintenance	21,227	30,200	32,329	30,000
Printing, Copying & Binding	-	-	-	-
Legal Advertising	-	-	-	-
Solid Waste Disposal	128,417	160,000	128,806	160,000
Advertising	295	-	-	-
Office Supplies	196	500	344	500
Uniforms	557	700	823	700
Fuel, Oil & Lubes	27,028	27,200	28,466	28,000
Small Tools & Equipment	643	3,100	2,528	3,100
Other Operating Supplies/Expenses	10,810	9,100	4,585	9,100
Medical Supplies	-	100	-	100
Publications & Subscriptions	-	60	81	60
Memberships	-	-	-	-
Training & Education	233	590	100	1,000
CAPITAL OUTLAY				
Vehicles		148,000	147,649	-
	<u>\$ 613,949</u>	<u>\$ 831,434</u>	<u>\$ 789,751</u>	<u>\$ 679,111</u>

The Garbage/Solid Waste Department has an 18.32% decrease over FY13 which is primarily due the lack of capital outlay.

All Other General Fund Departments

	<u>FY12 ACTUAL</u>	<u>FY13 Budget</u>	<u>FY13 PROJECTED</u>	<u>FY14 BUDGET</u>
<u>DEPARTMENT-ECONOMIC ENVIRONMENT</u>				
Advertising	\$ 200	\$ 200	\$ 200	\$ 200
<u>DEPARTMENT - HUMAN SERVICES</u>				
Other Operating Supplies/Expenses	\$ 59	\$ 60	\$ 47	\$ 65
<u>DEPARTMENT - PARKS & RECREATION</u>				
Electricity	1,362	1,800	2,282	2,500
Water	2,828	3,000	3,754	5,000
Facility Maintenance	1,451	2,000	1,627	3,000
Equipment Repair/Maintenance	2,665	8,500	7,405	10,000
Special Events	47,449	51,000	43,558	82,000
Beach Maintenance Expense	2,812	5,000	4,840	5,000
Other Operating Supplies/Exp	1,512	1,000	1,995	1,000
Grants/Matching Funds	-	-	-	-
<u>CAPITAL OUTLAY</u>				
Parks	75,731	65,000	50,326	218,000
Beach Related Improvements	9,000	-	-	125,000
Totals for Parks and Recreation	<u>\$ 144,810</u>	<u>\$ 137,300</u>	<u>\$ 115,787</u>	<u>\$ 451,500</u>

Of the remaining General Fund departments, Culture and Recreation has a large increase due to Beach Blast Off being a two day event, and receiving grant funds assisting with this. Additionally, there are is a large number in capital outlay as the City is seeking grant funds to make additional improvements to Ocean Hammock Park. Additionally, there are funds available for beach related improvements such as a walkover at Versaggi Dr and cost sharing with St. Johns County for the Pope Rd parking area improvements.

ROAD & BRIDGE FUND: ROAD & STREET FACILITIES

	<u>FY12 ACTUAL</u>	<u>FY13 BUDGET</u>	<u>FY13 PROJECTED</u>	<u>FY14 BUDGET</u>
Regular Salaries	\$ 278,384	\$ 318,823.00	\$ 294,414.83	\$ 293,761.00
Overtime	8,241	10,500	9,742	11,000
Sick Leave Incentive	629	750	496	1,000
FICA	20,718	25,060	23,306	23,391
Retirement	14,292	19,161	17,848	25,461
Life & Health Insurance	68,818	97,817	82,241	80,622
Workers Comp	11,922	16,600	16,562	20,000
Consultant Fees	2,000	-	-	-
Engineering Fees	9,340	-	-	10,000
Audit Fees	6,510	10,000	8,100	5,250
Other Contractual Services	27,525	8,100	19,194	25,000
Travel/Per Diem	-	20,500	-	-
Mileage/Personal Vehicle	-	250	-	-
Telephone	2,534	3,400	3,623	2,420
Electricity	19,573	24,000	27,355	25,000
Water & Sewer	940	1,000	1,101	1,000
Cable	3	50	2	-
Equipment Leases	291	636	540	636
Liability Insurance	3,741	4,000	4,409	4,000
Building/Property Insurance	5,185	6,000	5,382	6,000
Facility Maintenance	712	1,000	6	1,000
Equipment Repair & Maintenance	5,764	7,000	8,654	7,000
Vehicle Repair & Maintenance	10,054	10,000	7,169	10,000
Printing, Copying & Binding	-	-	-	-
Legal Advertising	-	-	-	-
Advertising	405	-	-	-
Other Expenses	260	500	192	750
Office Supplies	504	800	843	800
Uniforms	680	1,000	859	1,000
Fuel, Oil & Lubes	-	19,000	20,084	19,000
Small Tools & Equipment	21,330	10,000	4,807	10,000
Medical Supplies	3,891	100	12	100
Other Operating Supplies/Expense	-	6,000	6,560	6,000
Streets & Right Of Way	7,854	58,200	35,644	58,000
Street Lighting	42,597	49,935	38,584	50,000
Publications & Subscriptions	47,164	165	197	300
Memberships	15	700	23	700
Training & Education	290	120	509	1,000
DEBT PAYMENT	100	-	-	-
Loan Principal	46,864	95,791	95,791	68,757
Loan Interest	37,871	71,575	71,575	98,609
CAPITAL OUTLAY	-	-	-	-
Unrealized Loss on Investments	(4,105)	-	-	-
Paving	17,569	68,500	-	30,000
Sidewalks	-	7,650	6,457	-
Storm Drains	336,126	749,370	-	240,000
Drainage	-	-	94,270	493,950
Vehicles	-	80,000	71,472	30,000
Other Equipment	5,360	50,000	30,274	-
Sewer Construction	27,291	-	-	-
Lighting Systems	-	120,650	120,639	-
Landscaping/Beautification	16,080	50,000	12,074	40,000
Emergencies & Contingencies	-	-	-	-
	<u>\$ 1,105,322</u>	<u>\$ 2,024,703</u>	<u>\$ 1,141,010</u>	<u>\$ 1,701,507</u>

Road & Street Facilities Continued

This department has a 53.9% increase over FY13 budget. This can be attributed to the carryover of the 2nd Avenue Drainage project as well as the storm drain project outlined by the Public Works Director which is to replace deteriorating drainage pipe in specific subdivisions.

Debt Service Fund

	<u>FY12 Actual</u>	<u>FY13 Budget</u>	<u>FY13 Projected</u>	<u>FY14 Budget</u>
Sinking Fund Contribution	\$ 385	\$ -	\$ -	\$ -
Loan Principal	145,695	152,076	152,075	163,529
Loan Interest	220,433	213,978	213,977	207,235
Debt Service Fees	<u>(2,687)</u>	<u>4,005</u>	<u>3,924</u>	<u>5,113</u>
	\$ 363,825	\$ 370,059	\$ 369,976	\$ 375,877

This budget is for the debt service payments on the 2010 revenue bonds (formerly 1999 revenue bonds) for the amount of \$142,415; 2004 revenue bonds which the payment amount \$165,182, and the 2009 Bond which is \$65,881.

Land Acquisition Fund

The sole purpose for this fund is the Hammock Dunes Property. The City has an agreement with St. Johns County where the City will pay back 50% of the acquisition costs for the purchase of the property. The funds for the annual payment are received from the Land Acquisition reserve in the General Fund. Fiscal Year 2013's payment amount is \$111,018. \$100,000 is the principal payment and the interest, \$11,018 is based on the current prime rate.

OTHER INFORMATION



Financial Policies

This section describes the major financial policies that affect the City's long term financial planning and budgeting processes. The processes are affected by these policies in varying ways. The annual budget is prepared as a balanced budget: total revenues and other financing sources equal total expenditures and other financing uses for each fund. These policies serve to match fluctuating spending needs with available resources. Some years the use of the fund balance is needed to balance a fund's budget, thereby making a fund balance reserve policy an important planning and budget tool. Large scale capital project spending needs and fluctuating interest rates make debt management an important financial policy issue. Investing the City's funds so that the fund's values keep pace with rising costs is constantly important.

Fund Balance Reserve Policy

The City will be looking into adopting a formal Fund Balance Reserve Policy which sets aside percentages of fund balance of the General Fund to cover operating expenditures during and immediately following a catastrophic event, usually between three and six months. Currently, the City does have enough in its undesignated/unreserved fund balance to meet this obligation.

Debt Management Policy

There is currently no Debt Management Policy in place. There is no state statute or ordinance placing limitations on municipal debt. However, the City's Comprehensive Plan limits the City's total indebtedness to no more than 2% of the current assessed value of all real property in the City. The City only issues debt in cases where it is a practical method for financing large capital projects. The policy of pay as you go is utilized in most cases. Debt will not be issued to cover operating expenditures. Each case for borrowing funds is evaluated separately and the services of an outside financial advisor are used. The City's attorney and auditor are also used. The City Commission must approve all issuances of debt.

Schedule of Debt Service

Instrument	Purpose	Amount Issued	Year Issued	Year of Maturity	Interest Rate	Principal Balance @ end of FY13	Due FY14
Bond Issue	Construction of City Hall	\$2,300,000	1999 (Refinanced in FY 2011)	2029	4.26%	\$1,620,000	\$142,415
Bond Issue	Purchase of 10 th St Lots & Various Drainage Projects	\$2,500,000	2004	2034	4.6%	\$2,065,000	\$165,182
Loan	Hammock Dunes Park – Owe 50% to St. Johns County	\$1,261,975	2006	2017	3.25% (Prime Rate)	\$339,010	\$111,018
Bond Issue	Purchase Maratea Property	\$5,350,000	2009	2029	5.37%	\$695,561	65,881
Totals		\$11,411,975				\$4,719,571	\$484,496

Investment Policy

The City has not adopted a formal investment policy. In accordance with State Statute, the City is only authorized at this time to invest its funds in savings accounts, certificates of deposit and a statewide investment fund known as the State Board of Administration. An investment policy will be developed in the near future using the guidelines established by the Government Finance Officers' Association.

Conclusion

This document for the Fiscal Year 2014 budget is intended to provide in depth information and explanation to the Citizens, City Commissioners and City Staff who are the users of this document. The previous versions of the budget were used primarily as worksheets and could not disseminate the information that this document does. Should further explanation be required on any portion of this budget document, please contact the City Manager's office.

APPENDIX A

CAPITAL IMPROVEMENTS PLAN



FISCAL YEAR	DEPARTMENT	CATEGORY	ITEM	ESTIMATED COST	FUNDING SOURCE
2015	Police Dept	Building	Tile Ready Room, Interview Room & S	\$ 3,000	General Fund
2015	Police Dept	Building	Paint Exterior of Building	\$ 15,000	General Fund
2015	Police Dept	Office Equip	Replace Furniture in Conference Room	\$ 5,000	General Fund
2015	Police Dept	Office Equip	Replace Office Computers	\$ 3,000	General Fund
2015	Roads/Streets	Street Paving	Various Locations	\$ 100,000	Road/Bridge Fund
2015	Roads/Streets	Drainage	Various Locations	\$ 100,000	Road/Bridge Fund
			A1A Beach Boulevard, replacement		
2015	Roads/Streets	Landscaping	plants City wide, plaza beautification	\$ 40,000	Road/Bridge Fund
2015	Roads/Streets	Landscaping	Electrical Improvements-Nights of Light	\$ 25,000	Road/Bridge Fund
2015	Roads/Streets	Vehicles	Bucket Truck	\$ 80,000	Road/Bridge Fund
2015	Roads/Streets	Vehicles	Pick-up Truck	\$ 30,000	Road/Bridge Fund
2015	Roads/Streets	Other Equip	Backhoe/Loader	\$ 110,000	Road/Bridge Fund
2016	Finance/Administratio	Office Equip	Computer Upgrades	\$ 4,000	General Fund
2016	Other Gov't Services	Land Improv	Resurface City Hall/Police Station Park	\$ 30,000	General Fund
2016	Other Gov't Services	Building	Public Restrooms-Lakeside Park	\$ 150,000	General Fund
2016	Other Gov't Services	Vehicles	Replacement Pickup Truck	\$ 30,000	General Fund
2016	Police Dept	Land Improve	Replace Wooden Fencing	\$ 12,000	General Fund
2016	Police Dept	Land Improve	Resurface/Restripe Parking Lot	\$ 10,000	General Fund
2016	Police Dept	Vehicles	(3) Police Vehicles	\$ 120,000	General Fund
2016	Police Dept	Office Equip	Replace Laptops	\$ 35,000	Comm Surcharge
2016	Police Dept	Other Equip	(3) Radar Units	\$ 9,000	Grant
2016	Police Dept	Other Equip	Replace Bicycles	\$ 6,000	General Fund
2016	Roads/Streets	Street Paving	Various Locations	\$ 200,000	Road/Bridge Fund
2016	Roads/Streets	Drainage	Various Locations	\$ 100,000	Road/Bridge Fund
2016	Roads/Streets	Drainage	Mizell Rd Detention Pond Rehabilitation	\$ 200,000	Road/Bridge Fund
			A1A Beach Boulevard, replacement		
2016	Roads/Streets	Landscaping	plants City wide, plaza beautification	\$ 40,000	Road/Bridge Fund
2016	Roads/Streets	Landscaping	Electrical Improvements-Nights of Light	\$ 25,000	Road/Bridge Fund
2016	Roads/Streets	Vehicles	Pick-Up Truck	\$ 30,000	Road/Bridge Fund
2017	Finance/Administratio	Office Equip	Replace high-speed scanner for Laser	\$ 5,000	General Fund
2017	Police Dept	Land Improv	Seal/Restripe back Parking Lot	\$ 6,500	General Fund
2017	Police Dept	Building	Tile Crime Prevention Office	\$ 3,000	General Fund
2017	Police Dept	Building	Replace Garage Doors	\$ 6,000	General Fund
2017	Police Dept	Building	Replace Carpet Chief/Lt office	\$ 4,000	General Fund
2017	Police Dept	Vehicles	Replace Polaris	\$ 10,500	Grant
2017	Building Department	Vehicles	Replace car	\$ 30,000	General Fund
2017	Roads/Streets	Street Paving	Various Locations	\$ 200,000	Road/Bridge Fund
2017	Roads/Streets	Drainage	Various Locations	\$ 100,000	Road/Bridge Fund
			A1A Beach Boulevard, replacement		
2017	Roads/Streets	Landscaping	plants City wide, plaza beautification	\$ 40,000	Road/Bridge Fund
2017	Roads/Streets	Landscaping	Electrical Improvements-Nights of Light	\$ 25,000	Road/Bridge Fund
2017	Roads/Streets	Vehicles	Pick-Up Truck	\$ 30,000	Road/Bridge Fund

FISCAL YEAR	DEPARTMENT	CATEGORY	ITEM	ESTIMATED COST	FUNDING SOURCE
2018	Police Dept.	Vehicles	(3) Police Vehicles	\$ 130,000	General Fund
2018	Police Dept.	Other Equip	(3) Radar Units	\$ 10,000	Grant
2018	Police Dept.	Office Equip	Replace Conference Room TV	\$ 1,200	General Fund
2018	Garbage/Sanitation	Vehicles	Rear Load Refuse Truck	\$ 145,000	General Fund
2018	Roads/Streets	Street Paving	Various Locations	\$ 150,000	Road/Bridge Fund
2018	Roads/Streets	Drainage	Various Locations	\$ 100,000	Road/Bridge Fund
2018	Roads/Streets	Landscaping	A1A Beach Boulevard, replacement plants City wide, plaza beautification	\$ 40,000	Road/Bridge Fund
2018	Roads/Streets	Other Equip	Replace Street Signs	\$ 30,000	Road/Bridge Fund
2018	Roads/Streets	Other Equip	Replace Small Mower Tractor	\$ 30,000	Road/Bridge Fund
2018	Roads/Streets	Vehicles	Replace Pickup Truck	\$ 30,000	Road/Bridge Fund
2018	Roads/Streets	Vehicles	Replace Small Dump Truck	\$ 60,000	Road/Bridge Fund
2019	Police Dept.	Building	Replace A/C Units	\$ 30,000	General Fund
2019	Police Dept.	Other Equip	Replace bicycles	\$ 7,000	General Fund
2019	Garbage/Sanitation	Vehicles	Rear Load Refuse Truck	\$ 145,000	General Fund
2019	Roads/Streets	Street Paving	Various Locations	\$ 150,000	Road/Bridge Fund
2019	Roads/Streets	Drainage	Various Locations	\$ 100,000	Road/Bridge Fund
2019	Roads/Streets	Landscaping	A1A Beach Boulevard, replacement plants City wide, plaza beautification	\$ 40,000	Road/Bridge Fund

APPENDIX B

GLOSSARY



Glossary of Terms and Acronyms

This glossary provides definitions of various specialized terms used in this budget document that may not be already familiar to all readers. Also provided are the meanings of specialized acronyms used.

Account: A classification of appropriations by expenditure account code.

Accrual Basis: The basis of accounting in which transactions are recognized when they occur, regardless of the timing of related cash flows.

Ad Valorem Tax: Tax based on the value of property.

Adopted Budget, Approved Budget: The revenue and expenditure plan for the fiscal year approved by the City Commission. **See Proposed Budget.**

Appropriation: Legal authorization granted to make expenditures and to incur obligations for specific purposes. An allocated time is set in which appropriations can be expended. The City Commission is the authoritative appropriating body for the City of St. Augustine Beach.

Basis of Accounting: Timing of recognition for financial reporting purposes in the City's financial statements.

Basis of Budgeting: Method used to determine when revenues and expenditures are recognized for budgetary purposes.

Budget: A formal estimate of revenues and expenditures for a defined period (one fiscal year for St. Augustine Beach).

Capital Outlay: Expenditures for land, buildings, equipment and improvements other than buildings of \$1,000 or more (capitalization threshold) and a useful life of at least one year. These items are also referred to as fixed assets.

City Commission: The elected policy setting body for the City.

Debt Services: The annual amount of money necessary to pay the interest and principal on outstanding debt.

Department: A major service-providing entity of city government.

Expenditure: An actual payment for goods or services received.

Fiscal Year: The twelve-month financial period used by the City beginning October 1 and ending September 30 of the following year. The City's fiscal year is numbered by the year in which it ends.

FY: Fiscal Year (October 1-September 30).

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. See the appropriated Fund Types and Basis of Budgeting portion of the Introductory Section for a discussion of the types of funds in this budget.

Fund Balance: A fund's excess of assets over liabilities. In budgeting, this excess is sometimes used as a revenue source.

General Fund: The fund into which the general (non-earmarked) revenues of the City are deposited and from which money is appropriated to pay the general expenses of the City.

Interest: Compensation paid or to be paid for the use of borrowed funds.

Intergovernmental Revenue: Funds received from federal, state and other local government sources in the forms of grants, shared revenues, and payments in lieu of taxes.

Line Item: An expenditure classification according to the type of item purchased or service obtained, for example, regular salaries, professional services, repairs and maintenance.

Intrafund Transfers: Budgeted allocations of resources from one fund to another.

LOGT: Local Option Gas Tax

Mill: Ad valorem (property) tax valuation unit equal to \$1 of tax obligation for every \$1,000 of taxable valuation of real property.

Millage: The total tax obligation per \$1,000 of the taxable value of real property.

Modified Accrual Basis: The accrual basis of accounting modified to recognize revenues that are measurable and available to finance expenditures (measured when the liability is incurred) of the current period.

Proposed Budget: The budget for the upcoming fiscal year submitted to the City Commission for their consideration by the City Manager. See **Adopted, Approved Budget**.

Revenue: Income of a government from sources, such as tax payments, fees from specific services, receipts from other governments, shared revenues, interest income and fines and forfeitures.

Rollback Amount: This is the tax rate computed in accordance with the "Trim Bill" regulations for an upcoming fiscal year that will yield a dollar amount equal to the amount of property tax levied in the prior year.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed.